

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, September 11, 2017 - 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 7:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair: Sherm Chamberlain

Members Present: Judy Clock, John Elzinga, Mary Eveleigh, Toni Felter, Rick Golding, Nelson Fletcher, Dennis Halverson, RJ Waddell

Members Absent: None

Staff Present: Sarah Lucas, Staff Planner Networks Northwest; Elise Crafts, Regional Planner Networks Northwest

C. Inquiry Into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Fletcher, second by Member Elzinga, to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of Minutes – August 14, 2017

Motion by Member Clock, second by Member Fletcher, to approve the minutes of the August 14, 2017 meeting as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

G. New Business

1. Public Hearing: Proposed Short-Term Rental Ordinance

a. Staff Presentation

Staff Planner Lucas provided a brief history of the proposed short-term rental ordinance. She stated that City Council reviewed the proposed ordinance at their August 7th meeting and directed the Planning Commission to move forward with a public hearing and that they were generally agreeable to the provisions. She stated that the City Attorney reviewed the draft ordinance and she reviewed his suggested changes.

Member Fletcher suggested that the first sentence under Section 5.55 (c), *Regulations* should be stricken in order to have the Noise and Nuisance section applicable to short-term rentals the same as the Noise Control Ordinance.

b. Call for Public Comment

Judith Lozo stated that she has owned a home in Charlevoix for 24 years and she thanked Staff Planner Lucas and the Commission for addressing the impact short-term rentals have on neighbors. She questioned the availability of the Good Visitor Guide and if it addressed parking issues, maximum number of occupants allowed, and restrictions against bonfires.

Amanda Wilkin, Charlevoix Visitors Bureau, stated that this was a great first step and questioned when it was going to be re-addressed. Member Waddell stated that the registration process was for one year.

c. Planning Commission Discussion

Member Waddell attended the City Council meeting and Council's questions were about enforcement. He stated that a landlord questioned why the Good Visitor Guide didn't include "you can drink the water" instead of bottled water.

c. Motion

Motion by Member Eveleigh, second by Member Clock, to accept the proposed zoning amendments regarding short-term rentals with changes as proposed by the City Attorney and the Planning Commission. Motion passed by unanimous voice vote.

H. Old Business

1. Zoning Code Review: Signage

a. Staff Presentation

Regional Planner Crafts reviewed the changes made to the signage regulations since the last meeting. Discussion followed regarding examples of abandoned or unsafe signs, signage and historic logos painted on the sides of buildings, and artwork (decorative or architectural features of buildings, works of art, and 3D artwork) that also function as a type of sign. She went through a detailed review of Sections 5.105-6.113, *Zoning Districts*, which was an administrative shift from how the current ordinance is organized, but the standards were somewhat similar. The Commission removed the reference to "25% of the total area of each window pane" under each section that references window signs.

The Commission discussed businesses that paper over their windows during the winter months and the possibility of having a contest for the best winter window display. Interim Zoning Administrator Sullivan preferred the sign sizes be defined rather than referenced by percentages and the Commission agreed.

Planner Crafts reviewed Section 5.114, *Schedule of Regulations*, and stated that she and Interim Zoning Administrator Sullivan will review the number of signs allowed for each particular district for the next meeting.

Planner Crafts stated that the section dealing with dangerous signage would be included in the current Code of Ordinances, under Chapter 61, *Nuisances*. Discussion followed regarding garage sale signs posted on utility poles.

Planner Crafts proposed facilitating a focus group including a Chamber of Commerce representative, a DDA representative, a couple of businesses in the City as well as interested residents and a realtor. The purpose of the group would be to review and vet the draft Ordinance before it is presented to City Council. The Commission concurred.

b. Planning Commission Discussion

Discussion held during the staff presentation.

2. Zoning Code Review: Site Plan Review

a. Staff Presentation

Regional Planner Crafts referenced the site plan review process and the review conducted by Interim Zoning Administrator Sullivan. She stated that Interim Zoning Administrator Sullivan suggested that the Planning Commission be the sole reviewing entity for Level B reviews, which would eliminate the second review by City Council. Chair Chamberlain requested Interim Zoning Administrator Sullivan write a letter to Council seeking their opinion on the elimination of Council review for Level B projects.

I. Staff Updates

1. Solid Waste Ad Hoc Committee

Member Fletcher stated that the Committee was considering options to limit trash collection to two times per week and they would be meeting with the City's Public Works Director on October 2nd to further review current practices.

J. Request for Next Month's Agenda or Research Items

K. Adjournment

Motion by Member Eveleigh, second by Member Fletcher, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:34 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair