

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, May 14, 2018 - 6:00 p.m.**  
210 State Street, City Hall, Council Chambers, Charlevoix, MI

**A. Call to Order**

The meeting was called to order at 6:00 p.m. by Chair Chamberlain.

**B. Roll Call**

Chair: Sherm Chamberlain  
Members Present: Judy Clock, Mary Eveleigh, Nelson Fletcher, Dennis Halverson, RJ Waddell, Toni Felter  
Members Absent: Rick Golding, Brian Gelb  
Staff Present: Kathy Egan, Community Planner Networks Northwest

**C. Inquiry into Potential Conflicts of Interest**

**D. Approval of Agenda**

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

**E. Approval of the February 12, 2018 Minutes**

Motion by Member Waddell, second by Member Eveleigh, to approve the April 9, 2018 meeting minutes as presented. Motion passed by unanimous voice vote.

**F. Call for Public Comment Not Related to Agenda Items**

**G. New Business**

1. Presentation from Lindsey Dotson, Main Street Executive Director, on the History of Historical Districts in Charlevoix  
Executive Director Dotson provided a handout showing a map of the Earl Young Buildings Historic District, a listing of the addresses and other design elements included in the district, a map of the Train Depot Historic District, notes from a presentation on the forming of a historic district, standards of rehab, application procedures for any changes in the historic districts, and a chart of affected building features. She explained the process of creating a district and the benefits it brings. She spoke to the possibility of future districts. Commissioners had questions about the process and the actual ordinance creating a district and what is the role of the Planning Commission. Executive Director said she will provide the ordinance to the commissioners

2. Annual Report

Commissioners reviewed the draft Charlevoix Planning Commission Annual Report 2018. Commissioners asked about the annual CIP process and when that document will come before the Planning Commission. It has been done in May in previous years, and it is time to review it. Planner Egan will verify the timing of the process with the City Manager and will share the Planning Commission's concerns. Changes made to the Annual Report included:

- correcting the name Harriman to Herriman on page two
- adding the names Rick Golding and Dennis Halverson to the members of the Short Term Rental Committee
- Changing the second sentence in the Local Economy Support section to read – "And that is the case for Charlevoix even as we enter into the 40<sup>th</sup> year of the history of Charlevoix Master Plans which dates back to 1978 and was most recently adopted in 2016."

Motion by member Fletcher, second by Member Felter, to adopt the Charlevoix Planning Commission Annual Report 2018 as amended and forward on to City Council. Motion passed by unanimous voice vote.

**H. Old Business**

1. Long Term Rental Discussion

Commissioners went around the table and each expressed their leading concerns with regard to rental housing. Commissioners want to know what is required at the state level, and they want to continue working on the topic.

2. Priority List as ranked by Planning Commission

The Compiled To-Do List by Category as determined at the April meeting was part of the packet. There was no discussion on the handout.

**I. Staff Updates**

Planner Egan said she had a few items that could be put together to form a Housekeeping Amendment.

Waddell inquired about the Short Term Rental registration process; has it been enacted? Planner Egan explained that a letter was written to go out to property owners; when and to who still needs to be determined. There have been many calls and a few registrations so far.

Planner Egan also reported that there is a first draft of a rewrite/review of the Site Plan Review article. The next step is for the Zoning Administrator to review it.

There will be a new City website scheduled to launch in the fall. Both she and Zoning Administrator Scheel have been drafting language to update both the current website and the new site.

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

Commissioners want to continue working on rental standards.

**K. Adjournment**

Motion be Member Halverson, second by Member Felter, to adjourn the meeting. Motion passed by unanimous vote. Meeting adjourned at 7:37 p.m.

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Joyce M. Golding/ke

City Clerk

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Sherm Chamberlain

Chair