

CITY OF CHARLEVOIX  
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) MINUTES  
Monday, October 22, 2012 — 5:30 p.m.  
210 State Street, City Hall, Council Chambers, Charlevoix, MI

**I. Call to Order/Pledge of Allegiance**

The meeting was called to order at 5:31 p.m. by Chair Hugh Mason.

**II. Roll Call of Members Present**

Members Present: Kirby Dipert, John Yaroch, Hugh Mason, Fred DiMartino, Mayor Norman L. Carlson, Jr., and Dan Barron  
Members Absent: Gina Whitney, Jeannine Wallace, and Todd Wyett  
DDA Director: Keith Carey

**III. Approval of Agenda**

Chair Mason asked if there were any objections or desired changes to the presented agenda. There were no objections. Agenda was approved as presented.

**IV. Inquiry Into Potential Conflicts of Interest**

None.

**V. Approval of Minutes**

Motion by Member Barron, second by Member Yaroch, to approve the September 24, 2012 minutes as amended.  
Motion passed by unanimous voice vote.

**VI. Public Input, Not Related to Other Agenda Items**

None.

**VII. Old Business**

**A. Draft Zoning Ordinance**

City Planner/Zoning Administrator Michael Spencer presented the draft 2012 zoning ordinance and requested members review the schedule of allowable uses, paying special attention to the CBD, Central Business District, and C-M, Commercial Mixed Use (C-M) columns. Member Barron requested clarification on the boundaries of the CBD and C-M districts. The board generally agreed to recommend the following changes to the Planning Commission:

- Recreation and meeting facilities accessory to a motel/hotel (permitted in C-M)
- Restaurant or retail store accessory to a motel/hotel (permitted in CBD)
- Billiards, pool hall (permitted in CBD)
- Bowling alley (permitted in CBD)
- Motel or hotel (permitted in CBD)
- Furniture and appliance sales (permitted in CBD)
- Nursery/garden shop, indoor only (permitted in CBD)
- Laundry, self-service (special use permit in CBD)
- Veterinary clinic or hospital (special use permit in CBD)

Planner Spencer requested feedback from members regarding proposed language that would waive a requirement to provide a minimum number of off-street parking spaces for buildings fronting Bridge Street between the Pine River Channel and Antrim Street. Members generally supported this language and agreed it sends a positive message to potential businesses interested in locating downtown.

Chair Mason called for public comment. There were no comments. Chair Mason closed the item to public comment.

**VIII. New Business**

**A. Charlevoix Public Library Annual Report**

Library Director Val Meyerson presented the item and answered questions from the Board. Director Meyerson noted that their circulation and visit numbers have increased slightly over the previous year. In addition, the library bond has been re-funded from a rate of 4% to 2%. Ms. Meyerson reminded the board that they had previously pledged \$30,000 a year for 20 years to help pay off the library debt and to help keep the library millage low. Ms. Meyerson also noted that, because the DDA district has been expanded to include the library, the DDA captures approximately \$33,000 of the annual tax collection of the library.

Chair Mason stated that the DDA had suspended their contribution due to budget problems. The DDA hopes to be able to continue that contribution, and the item will definitely be looked at during the coming budget season. Upon questioning, Ms. Meyerson informed the Board that the bonds are not callable, meaning they cannot be paid off early, because they have recently been re-funded. Ms. Meyerson stated that she would check to see if and when the bonds are callable. Chair Mason stated that the Board would get more information from the City Treasurer.

Chair Mason opened the item to public comment at 6:22 p.m. There were no comments. Chair Mason closed the item to public comment at 6:22 p.m.

B. DDA Executive Director Job Description

DDA Director Carey presented the item and answered questions from the Board. The Board suggested that Director Carey undergo annual evaluations by the Board; Director Carey agreed that annual evaluations would be both advisable and helpful.

Chair Mason opened the item to public comment at 6:31 p.m. There were no comments. Chair Mason closed the item to public comment at 6:31 p.m.

Motion by Yaroch, second by Member DiMartino, to approve the DDA Executive Director job description [drafted October 11, 2012.] with suggested changes [and forward to City Council for adoption.]

Motion passed by unanimous voice vote.

IX. **Executive Director's Report**

Director Carey's report was included in the agenda packet and Mr. Carey reviewed the highlights of his report.

X. **Miscellaneous Business**

None.

XI. **Future Agenda Items**

None.

XII. **Adjournment**

Motion by Member Yaroch, second by Member DiMartino, to adjourn.

Motion passed by unanimous voice vote.

Board adjourned at 6:55 p.m.

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Stephanie C. Brown Deputy City Clerk

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Hugh Mason Chair

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Carol A. Ochs City Clerk