

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, February 13, 2012 — 7:00 p.m.**  
210 State Street, City Hall, Council Chambers, Charlevoix, MI

**I. Call to Order**

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

**II. Roll Call of Members Present**

Chair: John Hess  
City Planner: Michael Spencer  
City Clerk: Stephanie C. Brown, Deputy Clerk  
Members Present: Francis Flanders, Judy Clock, John Elzinga, Sherm Chamberlain  
Absent: Larry Boog, Toni Felter, Dan Buday, and Becky Doan

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

None.

**IV. Nomination of Officers**

Motion by Member Chamberlain, second by Member Flanders, to keep [officer appointments] the way they are [Hess as Chair, Flanders as Vice Chair].

Motion passed by unanimous voice vote.

**V. Approval of Agenda**

Chair Hess stated that if there were no objections, the agenda would be approved as presented. There were no objections; the agenda was approved as presented.

**VI. Approval of Minutes**

Chair Hess stated that if there were no objections, the December 12, 2011 minutes would stand as approved. There were no objections; the December 12, 2011 minutes were approved as presented.

**VII. Call for Public Comment not Related to Agenda Item**

None.

**VIII. New Business**

**A. Review of the 2012-13 Capital Plan**

Planner Spencer presented the item and answered questions from the Commission.

Chair Hess stated that he thinks that a new airport terminal is unnecessary and should not be built just because there are grant funds available. He also suggested that federal grant money be used to pave the cross-winds airway before investing in a new terminal.

Member Chamberlain asked if the City was considering street diets – a concept which would reduce four lane streets to three, two ways with a center turning lane, and use the leftover space for bicycle paths. The Planner stated that street diets are being looked into by staff, though he is unsure to what extent.

Motion by Member Chamberlain, second by Member Clock, to approve the Capital Plan as presented.

Motion passed by unanimous voice vote.

**IX. Old Business**

**A. Public Hearing on revised Medical Marijuana Ordinance**

Planner Spencer presented the item, sharing City Council's ideas to revise the ordinance, and answered questions from the Commission.

Member Flanders stated that, while he does not have any objections to reduced buffer zones, the Commission put a significant amount of time and effort into researching this topic and devising an ordinance and that he is unhappy that the public did not express an opinion earlier in the process and that the City Council was so ready to change the ordinance as a result of last-minute comments by the public, many of which were not from citizens of the City.

Motion by Member Elzinga, second by Member Flanders, to support Council's direction on the Medical Marijuana ordinance in reducing proposed buffer zones to 300 feet for churches, 1,000 feet for schools, and removing all other buffer zones. Motion passed by unanimous voice vote.

**X. Staff Updates**

Planner Spencer reported that there would be some Zoning Board of Appeals appointments coming soon and that he would update the Commission when those appointments took place. Planner Spencer also advised the Commission that DCL may be expanding and that he would know more at the next Commission meeting.

**XI. Requests for Next Month's Agenda or Research Items.**

Chair Hess asked when Dr. Kwapisz's new office plans would be presented for Development Plan Review. Planner Spencer explained that since neither the footprint of the building nor the height of the building are being changed, and that the change in use would not require additional parking, a Development Plan Review is not required.

Chair Hess suggested that, when revising the zoning ordinance, Planner Spencer consider making a Development Plan Review a requirement whenever a change of use takes place. Planner Spencer said that it could be included as part of an ordinance revision, but advised the board that, due to the large turnover in the downtown district and the strip malls in town, this proposed revision would significantly increase the workload of the Planning Commission.

**XII. Adjournment**

Motion by Member Flanders, second by Member Elzinga, to adjourn. Motion passed by unanimous voice vote.  
Meeting adjourned at 8:12 p.m.

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Stephanie C. Brown Deputy City Clerk

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John Hess Chair

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Carol A. Ochs City Clerk