

**CITY OF CHARLEVOIX PLANNING COMMISSION MEETING MINUTES**  
**Monday, February 8, 2010 – 7:00 p.m.**  
210 State Street, City Hall, Council Chambers, Charlevoix, Michigan

A) CALL TO ORDER

The meeting was called to order by Chairman Hess at 6:59 p.m.

B) ROLL CALL

Commissioners Present: Larry Boog, Dan Buday, Judy Clock, Toni Felter, Francis (Brownie) Flanders, John Hess  
Commissioners Absent: D. J. Way (excused), and June Cross (excused)  
Staff Present: City Planner Mike Spencer

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST None.

D) APPROVAL OF AGENDA

City Planner Spencer asked the Commission amend the agenda to add the election of officers. The Commission agreed to add the item and approved the agenda as amended.

E) APPROVAL OF DECEMBER 14, 2009 MINUTES

The Commission reviewed the minutes. The Planning Commission approved the December 14, 2009 minutes as presented by unanimous voice vote.

F) CALL FOR PUBLIC COMMENT (Not related to agenda items) None.

G) NEW BUSINESS

1. Review of proposed 2010-2011 Capital Plan

a. Presentation by Staff

City Manager Rob Straebel reviewed the 2010-2011 Capital Plan with the Commission. The City Council will hold the budget public hearing on February 15, 2010. The City of Charlevoix is having to make a number of cuts as the City's tax revenues is estimated to be decreasing by 7%, which equates to a \$300,000 revenue loss. It is anticipated that the City will also experience revenue decreases in 2011-2012. Several seasonal and part-time positions have been eliminated. We are trying to be creative and still maintain City services. Over \$3.3 million dollars of capital improvements are included in the 2010-2011 budget. City Manager Straebel reviewed the proposed items with the Commission. The City is trying to be efficient and conserve tax dollars and not purchase items unless it is absolutely necessary. A water main project is proposed on Bridge Street between Carpenter and M-66. The existing water main is not sufficient for fire fighting purposes. The County wide road millage will be used on Park Avenue. The City has received its third grant to construct a storm water interceptor to help stop contaminants from getting to the Pine River Channel.

b. Questions from Planning Commission

Chairman Hess asked when the County wide road millage would expire. City Manager Straebel advised that the millage expired in fifteen years.

Chairman Hess asked for the McSauba groomer was paid for. City Manager Straebel advised that McSauba has received a loan to pay for the groomer. The loan is being paid off by the rent received from the radio/cell antennas located on McSauba. Chairman Hess asked if the City will be seeking to create

a Recreation Authority to help pay for City recreation. Both Charlevoix and Hayes Township have contributed to offset the operational costs for Mt. McSauba. The City's goal is to have all operations (McSauba, golf) be self-sufficient and pay for projects as we go.

City Planner Spencer briefed the Commission on the Planning Department's capital items.

c. Motion

Motion made by Commissioner Felter and seconded by Commissioner Boog recommend approval of the 2010-2011 Capital Plan as written. Motion adopted by unanimous voice vote.

2. Update on DeWitt Parking Lot

The Commission was given a report on 108 Park Avenue (DeWitt house). The DDA has asked that the house be demolished and that park area be expanded. The City Council has authorized Staff to use parking fund monies to construct a landscaped parking area.

3. Training Video: Planners Moments – Unit 8 Density

The Planning Commission viewed a training DVD from the Michigan Cooperative Extension on Density. The Commission discussed the DVD.

H) OLD BUSINESS None.

I) STAFF UPDATES AND CORRESPONDENCE

1. Requests for research to be completed by City Planner. None.

J) REQUESTS FOR NEXT MONTH'S AGENDA.

K) ADJOURNMENT

Meeting adjourned at 8:01 p.m.

---

John Hess, Chairman

---

Linda Jo A. Weller, Recording Secretary

---

Carol A. Ochs, City Clerk