

CITY OF CHARLEVOIX PLANNING COMMISSION MEETING MINUTES  
Monday, June 13, 2011 – 7:00 p.m.  
210 State Street, City Hall, Council Chambers, Charlevoix, Michigan

A) CALL TO ORDER

Due to the Chairman and Vice Chairman's absence, the Commission designated Commissioner Chamberlain to Chair the meeting. The meeting was called to order by Commissioner Chamberlain at 7:00 p.m.

B) ROLL CALL

Commissioners Present: Sherm Chamberlain, Judy Clock, June Cross, Becky Doan, and Larry Boog

Commissioners Absent: John Hess, Dan Buday, Toni Felter, and Francis Flanders

Staff Present: City Planner Mike Spencer

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST – None.

D) APPROVAL OF AGENDA

The Commissioner Cross moved to approve the agenda as presented, seconded by Commissioner Boog. Agenda approved unanimously by the Commission.

E) APPROVAL OF MAY 9, 2011 MINUTES

The Commission reviewed the May 9, 2011 Minutes.

Commissioner Clock noted on page 3 of the May 9, 2011 Meeting Minutes, in the third paragraph from the bottom of the page, the sentence reads: Commissioner Chamberlain acknowledged that large amounts of money have been spent on the seasonal community in Charlevoix in recent year but there are still vacant store fronts. The sentence should read: Commissioner Chamberlain acknowledged that large amounts of money have been spent on the seasonal community in Charlevoix in recent years but there are still vacant store fronts.

Move made by Commissioner Clock, seconded by Commissioner Doan to accept the minutes as amended. Motion carried unanimously.

F) CALL FOR PUBLIC COMMENT NOT RELATED TO AGENDA ITEMS – None

G) OLD BUSINESS

1. Discussion about Form Based Codes.

a. Staff Updates

City Planner Spencer commended the Form Based Codes (FBC) presentation given by Commissioner Clock at the May 9, 2011 Planning Commission meeting. The City Planner went on to discuss the City's contracted planning firm, LSL Planning, and their experience implementing FBC into City's Master Plans and other documents. The City Planner explained to the Commission that summer in Charlevoix is an appropriate time of year to begin establishing FBC with a public meeting and presentation from an expert at LSL Planning. The City Planner asked for comments from the Commission regarding FBC, as well as

specific direction for Charlevoix with regard to FBC. City Planner Spencer explained that the public meeting and associated presentation from LSL Planning would provide an overview of FBC and will be designed to obtain comments from both the Commission and the public on the establishment of FBC in Charlevoix. The City Planner stated that ultimately the purpose of the public meeting is to decide what types of FBC the Commission and the public would like to see implemented in the City's new Zoning Ordinance. City Planner Spencer stated that prior to the public meeting; flyers would be sent out to City residents as well as published articles in local papers outlining the meeting's purpose and discussion topics. Area business and property owners would also be invited to the meeting and encouraged to provide comments to the Commission regarding FBC. The City Planner noted that the month of July is an opportune time to hold the FBC public meeting due to the high amount of seasonal residents and business owners in the area. City Planner Spencer stated that community rooms A and B at the Charlevoix Public Library have been reserved in preparation for the public meeting, as well as recording equipment. The City Planner noted that in addition to the public and Planning Commission, the City Council, Zoning Board of Appeals, Downtown Development Authority, and other City and area organizations would also be invited to attend and comment during the meeting. City Planner Spencer noted that he is hopeful there will be a large turnout at the FBC public meeting because it is a new and exciting idea that can potentially produce quality results for residents, business owners, and the community as a whole.

Commissioner Cross posed a question to City Planner Spencer: "With so little land left to develop in the City, why are Form Based Codes an option?" The City Planner stated that there is always a possibility of redevelopment and that in looking to the future, traditional zoning codes and FBC could be applied and the decision needs to be made prior to the new Zoning Ordinance being adopted.

City Planner Spencer noted that numerous individuals would like to see the downtown Charlevoix area redeveloped and given the opportunity to build up (taller), as well as give consistency to downtown buildings. The City Planner noted that these situations are where FBC could apply and assist the redevelopment as well as new development. The City Planner stated that FBC could also be used in residential areas where consistency is needed or wanted and that traditional zoning may not dictate consistency through development or redevelopment.

Commissioner Cross expressed that she feels it is within someone's rights to break from consistency with regard to their property development or redevelopment. The City Planner stated that regardless of what type of code is implemented, traditional or form based, the language needs to be clear and unarguable. City Planner Spencer gave examples of commercial FBC implementation at the north and south entrances to Charlevoix on US-31, showing that FBC may be helpful in appearance and allowable businesses.

Commissioner Chamberlain stated that in his opinion, FBC give the opportunity for the City to decide how the town's character will be preserved. City Planner Spencer noted that FBC do not have to be used as blanket zoning, but could be used in some areas and not in others, such as keeping residential areas traditionally zoned and using FBC in commercial areas. Commissioner Chamberlain expressed that he believes public comment at the upcoming meeting will be helpful in making a decision on FBC.

2. Motion to set public meeting for Form Based Codes on July 11, 2011 at 7:00 p.m.

Commissioner Boog made a motion to set public meeting for Form Based Codes on July 11, 2011 at 7:00 p.m. Support by Commissioner Cross, motioned passed unanimously.

H) NEW BUSINESS

1. Planners Moments: What is Place Making?
2. Planners Moments: Making Effective Meetings.

City Planner Spencer explained to Commissioner Chamberlain that the "Planners Moments" videos are intended to cover topics that may be helpful to the Planning Commission in the future. The City Planner also noted that he attended a recent meeting regarding the changes in Michigan's economy. City Planner Spencer distributed information to the Commissioners that he received at the economy meeting.

Staff and the Commission proceeded to watch the above videos.

I) REQUEST FOR NEXT MONTH'S AGENDA OR RESEARCH ITEMS – None.

J) ADJOURNMENT

Commissioner Chamberlain adjourned the meeting at 7:55 p.m.

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John Hess, Chairman

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Sherm Chamberlain, Commissioner

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Patrick Kilkenny, Recording Secretary

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Carol A. Ochs, City Clerk