

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, August 13, 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: Rick Golding, Jennifer Muladore, Philip Parr, Brian Gelb, Toni Felter, RJ Waddell, Dennis Halverson

Members Absent: None

Member Vacancy: One

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 Member Parr to approve the agenda as presented. Motion passed by unanimous voice vote.

**E. Approval of the July 9, 2018 Minutes**

Motion by Member Waddell, second by Member Golding to approve the minutes of July 9, 2018 as presented. Motion passed by unanimous voice vote.

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

**G. New Business**

1. Public Hearing: Zoning Ordinance Amendment #1 Housekeeping

Chair Chamberlain opened the public hearing. Staff Egan reviewed the items in the housekeeping Zoning Ordinance amendment. Chamberlain asked about the setbacks on corner lots. He doesn't feel that past issues have been addressed and we need to make sure that the corner lots are clear in that there are two front setbacks and two side setbacks. We should eliminate the rear setback as this can cause problems with trying to fit buildings on the lots. Staff wanted time to review the ordinance to make sure any changes made do not create a contradiction elsewhere in the ordinance. The Zoning Administrator should review the proposed changes as well. The Planning Commission wanted to see any proposed changes before forwarding the amendment on to City Council. The Planning Commission can postpone this public hearing until next month and review any new proposed changes to corner setbacks at that time. There were no submitted written comments and no public present. Chair Chamberlain closed the public hearing.

Motion by Member Halverson, second by Member Waddell to postpone the public hearing to the September 10, 2018 meeting at 6:00 p.m. Motion passed by unanimous voice vote.

2. Public Hearing: Zoning Ordinance Amendment #2 Procedure Change

Chair Chamberlain opened the public hearing. Planner Egan reviewed the amendment which is to remove the requirement for City Council approval special use permits, site condos, PUD and the like. Council requested this amendment and felt their approval was not necessary because it is a repeat process of what applicants go through with the Planning Commission. Planning Commissioners had no concerns with the amendment. There were no submitted written comments and no public present. Chair Chamberlain closed the public hearing.

Motion by Member Parr, second by Member Felter to forward the amendment on to City Council with a recommendation to adopt. Motion passed by unanimous voice vote.

3. 2016 Census/Housing Data for Charlevoix

The Commission reviewed the 2016 Census statistics. Points discussed included that the data shows a lot of single-person households, many retirees, and a lot of older building stock.

4. Code of Ethics

All Planning Commissioners signed the Code of Ethics Acknowledgement.

**H. Old Business**

**I. Staff Updates**

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

Next month will include the continuation of the public hearing and a start of potential zoning changes with regard to housing. October will be a field trip around town to look at housing options. Chair Chamberlain and Planner Egan will conduct some research and prepare for the field trip.

**K. Adjournment by 8:00 p.m. Unless Extended by Motion**

Motion by Member Golding, second by Member Felter to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 6:51 p.m.

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Kathy Egan

Community Planner

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Sherm Chamberlain

Chair