CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, May 13, 2019 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order/Pledge of Allegiance
The meeting was called to order at 6:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair:	Sherm Chamberlain
Members Present:	Ben Edwards, Toni Felter, Brian Gelb, David Gray, Dennis Halverson, Jennifer Muladore, Philip Parr, RJ Waddell
Members Absent:	None
Staff Present:	Kathy Egan, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda
Motion by Member Gray, second by Member Felter to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes
1. April 8, 2019 Minutes
Motion by Member Gelb, second by Member Muladore to approve the minutes of April 8, 2019 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business
1. Public Services Facility Presentation
Planner Egan explained that the City hired OHM as a consultant company to design the new public services facility. This is not a formal site plan review because the City doesn't have to go through the review process. The Planning Commission should, however, review the plans regarding "location, character, and extent" (according to the Michigan Planning Enabling Act) to see if the expenditure of public monies is in alignment with the Master Plan.

Amanda Porath, OHM Advisors, recalled that in January 2018 the City hired OHM to design a facility to house the Public Works, Electric and Water departments. The new facility would be located on West Carpenter Avenue where the Electrical Department is currently housed. She reviewed the locations and specifics of the new buildings/facilities, materials storage and building elevations and further described the design detail, security fencing, and storage areas. Discussion followed regarding perimeter landscaping proposed as buffers to the properties surrounding the site. OHM representatives responded to questions. Zoning Administrator Scheel stated that this facility is part of the overall Master Plan.

2. Annual Report
Planner Egan stated that she took the initiative to prepare a draft Annual Report. Motion by Member Waddell, second by Member Felter to forward the report as presented to the City Council. Motion passed by unanimous voice vote.

H. Old Business
1. Recreational Vehicle Storage
Planner Egan stated that when the City Council approved the Zoning Ordinance amendments, they removed the section on recreational vehicles for further review by the Planning Commission. She stated the language should not apply to all parcels such as commercial boat storage for example. Discussion followed regarding the rationale requiring covers over boats, how such a restriction would be enforced, boats being uncovered during the summer months, aesthetics and safety issues. Chair Chamberlain read #4 on page 26 of the packet: "A suitable cover shall be placed over boats whenever stored outside" and after discussion, the Commission agreed to eliminate the language.

Planner Egan stated that some City Council members were in favor of storing recreational vehicles in driveways and discussion followed regarding the pros and cons. She made a recommendation on #6 to add the wording "Off-season storage of recreational equipment shall be parked completely in an enclosed structure or in the side yard or rear yard." The

Commission concurred with the change and Planner Egan would submit clarified wording for the Commission to consider at their next meeting.

I. Staff Updates

Planner Egan announced that there was an opportunity for a basic training session on Planning being held in Leelanau County on June 6th. She asked that anyone interested in attending to let her know.

Chair Chamberlain questioned what the Planning Commission's role would be relative to the proposed housing adjacent to the golf course. Zoning Administrator Scheel stated that at a minimum it would include a review by the Planning Commission.

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

Planner Egan stated that hopefully they will have the legal review back from the housing changes that the Commission approved last month to consider before setting a public hearing,

Planner Egan stated that they may be ready to bring the site plan review article with staff recommendation for changes to the Commission at the next meeting. Discussion followed regarding the list of City-owned property and potential uses as prepared by the Zoning Administrator.

K. Adjournment by 8:00 PM Unless Extended by Motion

Motion by Member Felter, second by Member Parr to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:11 p.m.

Joyce M. Golding/fgm City Clerk

Sherm Chamberlain Chair