CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, June 8, 2020 - 6:00 p.m.
Zoom Meeting

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Waddell.

City Manager Heydlauff stated that the City was awarded a 15 month Fellowship through the *Community Development Association of Michigan* which provided a full-time employee for a cost of $6,000. He introduced Dean Martin and stated that he had tasked him with three top priorities including the completion and certification of Charlevoix as a Redevelopment Ready Community; the identification of redevelopment sites and sites for further housing growth; and how to expand broadband opportunities in the community. Mr. Martin briefly described his educational background, internships, and work experience.

B. Roll Call

Chair	RJ Waddell
Vice Chair:	Dennis Halverson
Members Present:	Sherm Chamberlain, Toni Felter, David Gray, Jennifer Muladore, Phillip Parr
Members Absent:	Brian Gelb, Ben Edwards
Staff Present:	Kathy Egan, Community Development Director; Mark Heydlauff, City Manager; Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

E. Approval of the Minutes

1. <u>March 9, 2020 Meeting Minutes</u>

Motion by Member Gray, second by Member Chamberlain to approve the minutes of March 9, 2020 as presented. Motion passed by unanimous roll call vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. <u>Legal Review of Rooftop Uses</u>

Chair Waddell noted that the City Attorney questioned language that read “Any structure on a deck or a patio must be permitted under the Zoning Code.” Planner Neal stated that the intent was that structures would be subject to any sections of the Zoning Ordinance and would be reviewed as such. Director Egan stated that the sentence could be revised to read: “All structures would be subject to review by the Zoning Administrator and must meet the requirements of the Zoning Ordinance.”

Motion by Member Parr, second by Member Felter to approve the changes to the Rooftop Uses language as discussed and to direct staff to schedule a public hearing for the next available in person public meeting. Motion passed by unanimous roll call vote.

2. <u>Legal Review of Site Plan Review Language</u>

Chair Waddell began a review of the changes recommended by the City Attorney to the Site Plan Review language. He stated that the goal was to have more clarity for the Zoning Administrator and the Planning Commission on specifics related to a Level A or Level B site plan review process. General discussion followed.

Motion by Member Chamberlain, second by Member Gray to approve the changes to the Site Plan Review language as presented and to direct staff to schedule a public hearing for the next available in person public meeting. Motion passed by unanimous roll call vote.

3. <u>Annual Report</u>

Planner Neal explained that this was an annual requirement to review the previous year’s actions and activities done by the Planning Commission. She presented an overview of the details included in the Report. Member Muladore mentioned that a minor correction was needed to her last name.

Motion by Member Chamberlain, second by Member Muladore to approve the Annual Report as amended. Motion passed by unanimous roll call vote.

4. <u>Introduction: Priority Exercise</u>

Chair Waddell felt that it would be better to go through the selection of priorities for the Commission in a regular meeting, not a Zoom meeting. Director Egan stated that the Commission went through this process about two years ago and the Commission had accomplished a lot of the items on the list.

Chair Waddell suggested the possibility of holding the next public meeting outdoors to allow proper social distancing.

Member Halverson stated that there was a grass roots organization forming regarding possible changes/improvements to Ferry Beach and he questioned if something like that would come before the Planning Commission. Chair Waddell stated that it was possible that City Council would ask the Planning Commission to review and he referenced a few examples involving whether or not something fit in with the City's Master Plan or the City's Parks & Recreation Master Plan.

After discussion, the location and type of meeting to be held in July would be decided later.

H. Old Business

I. Staff Updates

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

K. Adjournment by 8:00 PM Unless Extended by Motion
Motion by Member Halverson, second by Member Gray to adjourn the meeting. Meeting adjourned at 6:49 p.m.

Joyce M. Golding/fgm	City Clerk	R.J. Waddell	Chair