

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, February 13, 2017 - 7:00 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 7:00 p.m. by Chair Chamberlain who also led the Pledge of Allegiance.

**B. Roll Call**

Chair: Sherm Chamberlain

Members Present: Judy Clock, John Elzinga, Mary Eveleigh, Toni Felter, Nelson Fletcher, Rick Golding, Julee Roth, RJ Waddell

Member Absent: None

City Staff: Sarah Lucas, Staff Planner Networks Northwest; Interim City Planner Zach Panoff

**C. Inquiry Into Potential Conflicts of Interest**

None.

**D. Approval of Agenda**

Motion by Member Eveleigh, second by Member Fletcher to approve the meeting agenda as presented. Motion passed by unanimous voice vote.

**E. Approval of January 9, 2017 Minutes**

Motion by Member Waddell, second by Member Fletcher to approve the January 9, 2017 minutes as presented. Motion passed by unanimous voice vote.

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

None.

**G. New Business**

**1. Consideration of Donation from Charlevoix Conservation Easement Committee**

**a. Staff Presentation**

Interim Planner Panoff stated that John Campbell of the Charlevoix Conservation Easement Committee approached the City with an offer to donate 400' of fence materials to be placed across the street from the 300 block of Park Avenue, in the upper portion of Lake Michigan Beach Park. Area residents reported problems with people parking in the grass where they do damage to the edge of the road, as well as the park itself. The City would need to provide installation of the fence.

**b. Applicant Presentation (if requested)**

None.

**c. Call for Public Comments**

None.

**d. Planning Commission Discussion**

Discussion followed regarding parking in the right-of-way, the number of driveways along Park Avenue and, the location of 'No Parking' signs. Chair Chamberlain stated that the right-of-way was 33' wide. Member Waddell stated that the right-of-way was close to the street and he felt that parking was not a problem except for Apple Fest and Venetian Festival. He noted that this proposal would eliminate parking in the park and he went through a list of questions regarding the proposal. Member Waddell felt he could not recommend this to the Commission without the City's labor cost to install the fence. He also expressed concerns about the disrepair of the existing fence in the park. Member Fletcher agreed with Member Waddell and felt that 'No Parking' signs would be enforceable and have the same effect as a fence. Member Roth suggested that there was a compromise in that the existing fence needing repair could be fixed and that less than 400' of new fence could be installed as one length or staggered. Discussion followed regarding traffic congestion when visitors are trying to view the Earl Young homes, and whether or not 'No Parking' signs would be a better option than fencing.

**e. Motion**

Motion by Member Waddell, second by Member Elzinga to move this item to the next Planning Commission meeting until they have more information regarding the survey, Street Superintendent's opinion on placement of a fence that

close to the edge of the road, future plans for the area, and the labor costs for installing a fence. Motion passed by unanimous voice vote.

**2. Zoning Code Review**

**a. Staff Presentation**

Staff Planner Lucas stated that she conducted a review of the City's Zoning Code for potential changes that may align with the City of Charlevoix Master Plan goals and priorities; 2017-2018 City Council goals; MEDC's Redevelopment Ready Communities program objectives; the 2011 Tip of the Mitt Watershed Local Gaps Analysis; and the 2016 Enacting Shoreline Zoning Protections.

Staff Planner Lucas stated that she created a large list of potential changes that the Commission may want to think about. She did not recommend making any changes now but, as needed. She stated that next month she would provide the Commission with a report dealing with "housekeeping changes" that address administrative or dimensional components of the Zoning Ordinance. Staff Planner Lucas reviewed in detail the Zoning Code Review: Aligning City Goals & Zoning Regulations and she responded to questions from the Commission.

**b. Planning Commission Discussion**

Staff Planner Lucas questioned if the Commission wanted to identify their next steps or wait until next month to discuss them further. Chair Chamberlain responded that they needed to "wrap up the rental issue" first.

**H. Old Business**

**1. Update on Short Term Rental Subcommittee**

**a. Summary of December 12<sup>th</sup> Meeting**

Member Waddell stated that the Subcommittee would present draft documents to the Commission next month comprised of a cover letter to send to landlords with a required short-term rental form requesting landlord contact information, number of bedrooms, occupancy numbers, how often they rent their home in a year, and 24/7 contact information. He stated that they were also drafting a Good Visitor Guide. Member Waddell stated that they were trying to make the process as friendly as possible for the landlords. He indicated that they were not setting standards yet. Member Golding stated part of the benefit of doing this was that they would be able to identify how extensive the short-term rental market is, a complete unknown at this time.

**b. Planning Commission Discussion**

None.

**I. Staff Updates**

Staff Planner Lucas announced the Form-Based Zoning Workshop scheduled for February 23<sup>rd</sup> and the Local Government Summit scheduled for Friday, April 7<sup>th</sup> in Traverse City.

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

Member Roth stated that there is a conflict in the Code and Charter about rubbish collection and she felt that it would be helpful to have everything well defined. She also supported requiring all solid waste collection be on one day of the week only. Interim Planner Panoff stated that would not be something for the Planning Commission to address but, City Council. Member Roth noted that the City Manager advised her to bring this to the Planning Commission.

Member Roth felt that redevelopment property owners who removed parking spaces should be required to add these spaces somewhere else. Interim Planner Panoff responded that the Code required adequate parking spaces for the intended use of the property.

**K. Adjournment**

Motion by Member Eveleigh, second by Member Waddell to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 8:31 p.m.