CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, August 14, 2017 - 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order
The meeting was called to order at 7:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair:	Sherm Chamberlain
Members Present:	Judy Clock, John Elzinga, Mary Eveleigh, Toni Felter, Nelson Fletcher, Dennis Halverson
Members Absent:	Rick Golding, RJ Waddell
Staff Present:	Elise Crafts, Regional Planner Networks Northwest

C. Inquiry Into Potential Conflicts of Interest

D. Approval of Agenda
The Commission approved the agenda as amended.

E. Approval of Minutes – July 7, 2017
Motion by Member Clock, second by Member Eveleigh, to approve the minutes of the July 7, 2017 meeting as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

G. New Business

1. Cemetery Pillar Donation
   a. Staff Presentation
      Chair Chamberlain stated that an anonymous benefactor wished to donate pillars to Brookside Cemetery. The pillars would match the ones on the Marion Center Road side of the cemetery. Regional Planner Crafts stated that Staff recommended accepting the donation and forwarding the request to City Council for final approval.

   b. Planning Commission Discussion
      Regional Planner Crafts noted that it was an anonymous donation and no placard would be provided.

   c. Motion
      Motion by Member Elzinga, second by Member Halverson, to recommend acceptance of the pillar donation to the City Council. Motion passed by unanimous voice vote.

2. Short-Term Rental Ordinance – Schedule Public Hearing
   a. Staff Presentation
      Chair Chamberlain stated the proposed short-term rental ordinance was presented to City Council who generally accepted the ordinance and directed the Commission to continue the approval process.

      Judy Lozo, State Street, questioned if there was a way for the general public to obtain a copy of the proposed ordinance and Regional Planner Crafts replied it was available to the public.

   b. Planning Commission Discussion
      Regional Planner Crafts stated that the City Attorney reviewed the proposed ordinance and the Commission concurred to hold the public hearing on September 11, 2017.

   c. Motion
      Motion by Member Elzinga, seconded by Member Clock, to schedule the public hearing on the proposed short-term rental ordinance for September 11, 2017, at 7:00 p.m. Motion passed by unanimous voice vote.

3. Site Plan Review Discussion
   a. Staff Presentation
      Regional Planner Crafts stated that Interim Zoning Administrator Sullivan reviewed the site plan review chapter in the Zoning Ordinance and he provided feedback. She discussed each of the suggested language changes. She commented that she would discuss Level B site plan reviews further with Interim Zoning Administrator Sullivan.

Regional Planner Crafts stated that she would update the ordinance to reflect these changes and would provide more history regarding the proposal to eliminate Council review of Level B site plans.

b. Planning Commission Discussion
Regional Planner Crafts stated that they will start including an administrative checklist for all applications.

H. Old Business

1. PC "To Do" List
   a. Staff Presentation
   Chair Chamberlain reviewed the checklist and added an item for a "Master Plan for the Airport". Regional Planner Crafts felt that the list was clear as to what the Commission wanted to work on over the next several months.

   b. Planning Commission Discussion
   General discussion followed regarding the items on the "To Do" list and the proposed Master Plan for the Airport.

2. Zoning Code Review
   a. Staff Presentation
   Regional Planner Crafts reviewed the draft Sign Ordinance and the following changes were agreed upon:
   - 5.101. General Provisions – Discussion ensued regarding dangerous/unsafe sign provisions. Language will be added to the sign or nuisance ordinance to address any type of imminent threat from dangerous/unsafe signs that should be abated immediately.
   - 5.102. Sign Standards for All Signs – No changes
   - 5.103. Sign Standards for Specific Signs – Section (7) addressing flags and the requirements will be added
   - 5.104. Sign Standards for Specific Land Use – Multi-tenant Business Center – change to one ground sign per street frontage
   - 5.105. Schedule of Regulations for Specific Land Use – No changes
   - 5.106. R1, R2, R2A, R4, PC, and SR Zoning Districts – Remove standard referencing: "window signs that do not exceed twenty-five (25%) percent of the total area of each window pane"
   - 5.107. PUD Zoning District – Remove 25% reference to window signs
   - 5.108. PF Zoning District – Entirely new section
   - 5.109. GC Zoning District – A brief review was conducted of the remaining sections (5.110 – 5.113), and a more formal review will occur at the next Planning Commission meeting.
   - 5.114. Schedule of Regulations – No changes
   - Sign Related Definitions – No changes

   Regional Planner Crafts stated that she will do further research on real estate signs, other types of signage "that might escape these type of regulations", the maximum number of signs per business, per parcel, per frontage, and continued review of the last half of the draft ordinance at the next Planning Commission meeting.

I. Staff Updates

1. Solid Waste Ad Hoc Committee
   Discussion followed regarding various concerns related to noise and solid waste issues, and recycling centers vs. individual pick-up of recyclables.

2. SBEI Event August 17th
   Regional Planner Crafts stated that MSU Extension will be hosting a meeting on August 17th at 6:00 p.m. regarding *Sharing Streets & Alleys in Charlevoix: Envisioning Multi-Modal Traffic in Charlevoix's Downtown.*

3. Staff Roles & Contact Information
   Chair Chamberlain thanked Staff for the contact information provided to the Commission members.

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

K. Adjournment

Motion by Member Eveleigh, second by Member Fletcher, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 8:33 p.m.

Joyce M. Golding/fgm City Clerk Sherm Chamberlain Chair