

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, July 11, 2016 - 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, Rick Golding, RJ Waddell
Members Absent: Toni Felter, Dave Novotny, Julee Roth
City Staff: Interim Planner Zach Panoff

C. Inquiry Into Potential Conflicts of Interest

~~Chair Chamberlain~~ Member Waddell disclosed his conversation that he had with Chris Helstrom regarding Mr. Helstrom's request for Bridge Street Blooms. He felt that he did not have a conflict.

D. Approval of Agenda

The Commission approved the agenda as presented.

E. Approval of June 13, 2016 Minutes

Member Eveleigh recalled discussing the issue of inland dredging and boathouses and she questioned if that discussion would be postponed. Chair Chamberlain stated that Interim Planner Panoff was drafting an ordinance for review by the Commission. Motion by Member Golding, second by Member Eveleigh, to approve the June 13, 2016 minutes as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

None.

G. New Business

1. Site Plan Review for Bridge Street Blooms (1403 Bridge Street)

a. Staff Presentation

Interim Planner Panoff stated that the applicants were requesting approval for an addition to an existing permanent greenhouse. Bridge Street Blooms is located at 1403 Bridge Street and is seeking to expand.

b. Applicant Presentation (if requested)

None.

c. Call for Public Comments

Leilani Durbin, 1210 State Street, stated that she wanted to know what was going to happen with the property.

d. Planning Commission Determination of Findings of Fact

Commission members reviewed the findings of fact and had no changes. Staff recommended Condition 1: *"Any future parking lot or exterior building lights shall be down lit and meet the requirements of this ordinance."*

Interim Planner Panoff indicated that Lakeshore Tire was very close to the property line.

e. Motion

Motion by Member Waddell, second by Member Elzinga, to approve Project 2016-07 SP with conditions, based on specific findings of fact that prove the project meets the review standards in Section 5.120. Motion passed by unanimous voice vote.

H. Old Business.

1. Review of Draft Master Plan

a. Planning Commission Discussion

Interim Planner Panoff explained the Master Plan approval process as outlined by the Michigan Planning Enabling Act (MPEA). This process includes obtaining Council's approval to distribute copies of the draft plan to community partners and other interested parties, to seek public comment. The Planning Commission must hold at least one

public hearing 63 days after the draft is circulated. Following that, the Planning Commission will make a recommendation to City Council, who will then have the opportunity to formally adopt the Master Plan.

Interim Planner Panoff stated that Housing Occupancy data on page 30 was from the 2010 census. Member Waddell referenced page 53, Section 2.2, 4th bullet, that the word “re-locating” should be “locating”. He stated the next bullet read: “Investigate options for regulating vacation rentals in the City” and he recalled that the Commission also spoke about regulating year-round rentals as well. He noted that page 77 included a similar statement, “investigate options for regulating vacation rentals”. This also needs to include year-round rentals.

Member Waddell referenced page 127, Policies, 1st bullet, regarding Alice Street access to Round Lake. He commented that the condo next door to the Alice Street location was built on City property at the end of Alice Street which makes Round Lake inaccessible there. Chair Chamberlain stated the City maintained ownership of Alice Street to the water’s edge. Discussion followed regarding the issue of building on City property and access to Round Lake at the Alice Street location.

Member Clock referenced page 46, 1st paragraph, which talked about the sewer plant undergoing extensive renovations and Interim Planner Panoff said that the renovations were complete. She referenced page 47, 2nd paragraph, Electric Service, which indicates that Charlevoix developed an energy optimization program and she questioned where that information was available. Interim Planner Panoff replied that the information was at City Hall and is also distributed with utility bills. Interim Planner Panoff stated that he would look into adding Main Street information to the Appendix.

Chair Chamberlain referenced page 54, Section 3.1, Cooperating with Charlevoix Township on Planning, and stated that they eliminated the Airport Overlay language, but suggested adding “Encourage Charlevoix Township to develop the Airport Overlay District”. He also suggested adding another bullet point: “Coordinate the usage of Mt. McCausaba Recreation Area and North Pointe Preserve with Charlevoix Township”.

b. Motion

Motion by Member Golding, second by Member Clock, to submit the Draft Master Plan as revised to City Council to move the process forward. Motion passed by unanimous voice vote.

I. **Staff Updates**

Interim Planner Panoff stated that the new Code Enforcement Officer was out of town and unable to attend the meeting.

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

~~Member Waddell~~Chair Chamberlain stated Eveline and South Arm Townships did not have any rental regulations in place. He commented that Hayes Township had a rental ordinance modeled after Bay Township’s ordinance.

Interim Planner Panoff indicated that he did not have the opportunity to research retaining wall material and fill yet.

Chair Chamberlain stated that a couple of people asked him about the need for City Council to review some site plans. Interim Planner Panoff stated that May Street Apartments and Nanny’s were the only two plans reviewed by Council. Discussion followed regarding whether site plans needed to go before City Council for final approval.

Member Waddell felt there were too many real estate signs on City property, and suggested that a letter reminding the real estate agencies not to place signs between the sidewalk and curb would be helpful.

Member Eveleigh mentioned the presentation by Claire Karner in which she suggested language to include in the zoning ordinance about shoreline protection and the high water mark.

K. **Adjournment**

Motion by Member Golding, second by Member Eveleigh, to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 7:43 p.m.