

CITY OF CHARLEVOIX PLANNING COMMISSION MEETING MINUTES
Monday, February 9, 2009 -- 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, Michigan

A) CALL TO ORDER

The meeting was called to order by Chairman Hess at 7:02 p.m.

B) ROLL CALL

Commissioners Present: Dan Buday, Judy Clock, Shane Cole, Brownie Flanders, John Hess, D. J. Way and Toni Felter (arrived at 7:04 p.m.)
Commissioners Absent: Larry Boog, June Cross and Brian Vollmer
Staff Present: City Planner Mike Spencer

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST – None.

D) APPROVAL OF AGENDA

The Commission generally approved the agenda as presented.

E) APPROVAL OF JANUARY 12, 2009 MINUTES

The Commission reviewed the proposed minutes.

Motion made by Commissioner Flanders and seconded by Commissioner Clock to approve [the minutes of January 12, 2009] as presented. Motion adopted by a unanimous voice vote.

Enter Commissioner Felter at 7:04 p.m.

F) CALL FOR PUBLIC COMMENT (Not related to agenda items) None.

G) NEW BUSINESS

1. 2009-2010 Capital Plan

Planner Spencer reviewed the Planning Department's 2009-10 goals with the Commission. The department's goals are:

- Creation and adoption of new Master Plan
- Begin work to re-write zoning ordinance to be in accordance with Master Plan
- Partner with Recreation Department to develop a Parks and Recreation Master Plan
- Work with Chamber of Commerce, DDA and the Industrial Development Committee (IDC) to pursue economic development within the City
- Create user-friendly, informative Planning Department website
- Collaborate with DDA in development of City-wide informational kiosk
- Adopt adult business ordinance

These are only a few of the department's goals.

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a. Presentation by Rob Straebel

City Manager Rob Straebel reviewed the proposed 2009-10 Capital Plan with the Commission. Manager Straebel advised the Commission that Council has made over \$80,000 in cuts to balance the General Fund balance. The revised budget includes \$5,000 for aerial photography; the City will seek matching grant funds for the project. Council also lowered the funding for the Historic Commission study to establish an Earl Young Historic District. Council has set aside \$1,500 for the study. The budget also includes making upgrades to office lighting and heating systems. An energy audit was done at five city buildings last year and the survey found that changing out certain light fixtures and upgrading the heating systems can save the city significant money. The energy upgrades will pay for themselves in a couple of years.

Chairman Hess asked if the City could come up with a way to keep Mt. McSauba costs low. Manager Straebel advised the Commission that the City is looking at the establishment of a Recreation District that would help fund McSauba in the future.

The Airport Capital Plan includes a master plan and lighting protection. The Airport has had two lightning strikes in the last year that damaged the runway lights, therefore the budget includes a surge protection system to avoid future damage. The City is looking at an addition to the Airport terminal building. The addition would allow space for both commercial carriers to be in the terminal. The budget also includes the design of a minor runway extension. The extension would not permit larger jets to land in the airport, but the 100' extension would permit planes to leave the airport fully fueled. The sale of fuel would create additional airport revenue.

The Infrastructure Capital Plan includes renovation of Park Avenue from Bridge to Grant and State Street from Park to Clinton. The Park Avenue renovations include water, sewer and storm sewer upgrades.

The Electric Capital Plan includes power line trimming and construction of 12 kv 3 phase electric lines.

b. Discussion Q and A

Planner Spencer advised the Commission that we have set aside \$5,000 to upgrade the GIS software. Originally, staff requested \$20,000 for new aerial photos to replace the 2004 photos. Funds were lowered to assist in balancing the budget. Staff will seek grants to help pay for the 1"-100' aerials in the future. He also gave the Commission a demonstration of the GIS system and how it relates to other City departments.

c. Motion

Motion made by Commissioner Way and seconded by Commissioner Flanders to recommend approval of the 2009-10 Capital Plan. Motion adopted by a unanimous voice vote.

2. Planner's Moments Education Series: "Why Master Plans sit on shelves"

The Commission viewed the Michigan State University Extension education series on "Why Master Plans sit on shelves". The DVD is part of a series to educate Planning Commissioners on smart growth. Commissioners were asked to fill out an assessment form on the DVD.

H) OLD BUSINESS

1. Master Plan Update

a. Introduction of student intern

City Planner Spencer introduced Chuck Mason to the Commission. He is participating in an unpaid internship with the City and is assisting with research projects and master plan surveys.

b. Review sample surveys/questions

City Planner Spencer reviewed the outline and proposed master plan survey questions. As Charlevoix is a small city, it desires to survey everyone. It is important to make sure that individuals fill out only one survey. The survey will be concise and take only 3-5 minutes. Surveys will be sent out to residents/property owners and be available on line.

The City needs an up-to-date master plan. The master plan will be used to answer the following:

- How can we become a better City?
- How can we increase the economy and make our City viable for potential businesses?
- How can we make it an attractive place for kids to grow up here?

and to:

- Build a sense of place on what Charlevoix is and what we can offer a person wishing to relocate, have a business or retire here.

Staff will give the residents two months to respond to the survey. A second descriptive questionnaire will be sent to all Planning Commissioners, ZBA, Council members and department heads. The questionnaire seeks detailed information. The survey will seek to discern what people want and what they would like to do in the future.

Commissioners were asked to review the proposed survey questions and contact the Planning Department with their comments. The Commission reviewed the proposed master plan outline.

Commissioner Buday asked if the master plan outline or survey could include alternative energy or "green" uses and promote Charlevoix as "green". It was generally agreed that it should be included in the master plan.

2. Discussion on training sessions in March

City Planner Spencer is working to coordinate training for the Commission. He expects to hold the training in either March or April.

3. Update on kiosks

City Planner Spencer gave the Commission an update on the kiosks. A community kiosk is planned near the town clock. The community kiosk will promote the entire city. The DDA wishes to place two additional kiosks in Hoop Skirt Alley and Van Pelt Alley. The DDA kiosks will list downtown businesses, library, chamber, restrooms, events calendar, etc.

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I) STAFF UPDATES AND CORRESPONDENCE

1. Requests for research to be completed by City Planner.

Charlevoix County Planning Commission will be holding a public hearing on its future land use plan on February 12th at 7:15 p.m.

Commissioner Felter asked for an update on Alice Street. City Planner Spencer reported that the City owns a 27' wide right-of-way to Round Lake. A building is located in the middle of the right-of-way. The City legal counsel will be reviewing the matter.

J) REQUESTS FOR NEXT MONTH'S AGENDA None

K) ADJOURNMENT

Motion made by Commissioner Way and seconded by Commissioner Flanders to adjourn. Motion was adopted by a unanimous voice vote. Meeting adjourned at 9:11 p.m.

Respectfully submitted by Linda Weller, Recording Secretary

John Hess, Chairman

Linda Weller, Recording Secretary

Carol A. Ochs, City Clerk