

CITY OF CHARLEVOIX PLANNING COMMISSION MEETING MINUTES
Monday, January 12, 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 7:00 p.m.

B) ROLL CALL

Commissioners Present: Dan Buday, Judith Clock, Shane Cole, June Cross, Toni Felter,
Brownie Flanders and John Hess
Commissioners Absent: Brian Vollmer and D. J. Way
Staff Present: City Planner Mike Spencer

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST – None.

D) APPROVAL OF AGENDA

Chairman Hess asked to add the election of officers to the agenda. The Commission needs to elect a Chairman and a Vice-Chairman.

Motion made by June Cross and seconded by Brownie Flanders to nominate John Hess as Chairman of the Commission. The motion was adopted by a unanimous voice vote.

Motion made by John Hess and seconded by June Cross that Brownie Flanders be elected as Vice Chairman. The motion was adopted by a unanimous voice vote.

The Commission generally approved the agenda as presented.

E) APPROVAL OF DECEMBER 8, 2008 MINUTES

The Commission reviewed the proposed minutes.

Commissioner Clock asked that the word “than” be replaced by “then” in sixth line of the first paragraph of page 6.

Motion made by Commissioner Flanders and seconded by Commissioner Cross to accept the December 8, 2008 minutes as amended. Motion adopted by a unanimous voice vote.

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

G) NEW BUSINESS

1. Planner’s Moments Educational Series: Introduction to Smart Growth

The City Planner introduced a new educational series presented by Michigan State University Extension. The first unit of the series is to educate Planning Commissioners on smart growth. The Commission viewed a DVD and was asked to fill out an assessment form.

2. Review of Proposed Trout Stream in East Park

The Planner reviewed the project with the Commission. The rock-edged flowing stream includes rapids and waterfalls with a rock and gravel streambed. The stream will have recirculating water and is designed to create a trout habitat. The stream is the final component of the East Park renovations and replaces the old trout pond. The City Council has authorized the construction of the trout stream at a cost of approximately \$200,000. The stream is scheduled to be completed by the end of May.

The Planning Commission asked the Planner to prepare a memo to the City Council thanking them for permitting the Commission to review the trout stream project.

H) OLD BUSINESS

1. Master Plan Update

City Planner Spencer briefed the Commission on the status of developing the new Master Plan. Staff is looking at creating a survey to receive input from the community. The Planning Department will conduct interviews and/or distribute questionnaires to the City Council and Planning Commission. The questionnaires will seek information on future projects, housing, transportation, parks & recreation and economic development. The Zoning Ordinance should be based on the Master Plan. A cover letter would be sent to all properties within the City asking the resident/property owner to fill out the questionnaire. The process will take over a year. Staff will be reviewing the existing maps and information that determine what can be used in the new plan.

Commissioner Cross would like Lake Michigan Beach to be refurbished. The landscaping needs to be redone to control erosion. Beach improvements need to be included in the master plan.

Chairman Hess asked that Staff prepare a timetable on the Master Plan. The Planner is in the process of preparing the timetable. The Chairman also asked if Staff can also create a skeleton zoning ordinance. The Planner stated he would try to prepare the ordinance.

2. Review of map showing properties that are not on the tax rolls.

Chairman Hess reviewed the "Tax Exempt Properties" map. He asked that the map be prepared and presented to the Commission. The Commission reviewed the map with the City Planner.

3. Update on Council Decision Regarding Sign Regulations

City Planner Spencer advised the Commission that Council made several minor changes to the proposed ordinance. The City Council amended the ordinance to permit gasoline price numbers to be lit and up lighting signs. The City Council did not approve off-premise signs.

The Planner also briefed the Commission on his discussions with MDOT. The State will not offer an opinion, but they will consider individual signs. A sign can have 2" letters and depending upon

the font, the signs can be read from the highway, whether the vehicle is traveling or stopped. If the sign letters were internally lit, the sign would be visible from highway.

Chairman Hess asked if the Commission could establish sign criteria that would permit a business to erect a directional sign. (i.e., sign size, letter font, etc.)

The Planner wishes to have clear regulations for all businesses, in all zone districts. He does not like to treat businesses differently.

The Commission discussed downtown wayfinding signage. The DDA and the City Council are working together to erect small directional kiosks. One kiosk near the town clock would show the entire city, including business locations and area attractions (i.e., lighthouse, library, etc.). Additional kiosks would focus on downtown businesses. The kiosks would also include local events and would be weatherproof. There's a lot of planning being done and Staff is working with a company that specializes in kiosks.

I) STAFF UPDATES AND CORRESPONDENCE

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

June Cross asked if a training session was being planned for the new Commissioners. The Planner advised the Commission that a session is being planned in the next fiscal year.

J) REQUESTS FOR NEXT MONTH'S AGENDA.

Capital budget

K) ADJOURNMENT

Motion made by Commissioner Cross and seconded by Commissioner Flanders to adjourn. Motion was adopted by a unanimous voice vote. Meeting adjourned at 8:40 p.m.

Respectfully submitted by Linda Weller, Recording Secretary

John Hess, Chairman

Linda Weller, Recording Secretary

Carol A. Ochs, City Clerk