

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, June 11, 2018 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair: Sherm Chamberlain
Members Present: Toni Felter, Brian Gelb, Dennis Halverson, Jennifer Muladore, Philip Parr, RJ Waddell
Members Absent: Nelson Fletcher, Rick Golding
Staff Present: Mark Heydlauff, City Manager

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Chair Chamberlain stated that he was adding under New Business, Item G-5, Presentation by Judy Clock and Mary Eveleigh on the *Citizen Planner Advanced Academy* meeting held in Okemos, and election of a new Vice Chair under New Business, Item G-1.

Motion by Member Halverson, second by Member Waddell to approve the agenda as revised. Motion passed by unanimous voice vote.

E. Approval of the May 14, 2018 Minutes

Chair Chamberlain recalled that the tape recorder wasn't working during the May 14th Commission meeting. The Commission proceeded to fill in the missing motions from the May 14th minutes:

- Approval of agenda – motion by Member Felter, second by Member Halverson
- Approval of February 12, 2018 Minutes – motion by Member Waddell, second by Member Eveleigh
- Meeting adjournment – motion by Member Halverson, second by Member Felter.

Motion by Member Waddell, second by Member Halverson to approve the minutes of May 14, 2018 as amended. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Introduce New Planning Commission Members

New Members Philip Parr and Jennifer Muladore shared their backgrounds. Chair Chamberlain expressed his appreciation to Judy Clock and Mary Eveleigh for their dedicated service on the Commission and their commitment to the City.

Motion by Member Felter, second by Member Halverson to nominate R.J. Waddell as Vice Chair. Motion passed by unanimous voice vote.

2. Public Participation Plan

City Manager Heydlauff stated that the Public Participation Plan was part of the City's ongoing process to be a Redevelopment Ready Certified Community, and the intent is to update the Plan once the new website goes live with some of the additional communication tools that they expect to have in place.

3. Remote Attendance Policy

City Manager Heydlauff stated that the Remote Attendance Policy was drafted by the City Attorney to allow remote attendance for advisory boards and committees. He stated that under this policy a member could participate in the meeting by phone so long as there was a physical quorum present. A member wishing to participate remotely would need to advise the Chairperson 24 hours in advance, and a roll call vote would be required for all votes during the meeting.

4. Update Bylaws

Chair Chamberlain stated that the Bylaws needed to be amended to allow the Remote Attendance Policy. City Manager Heydlauff felt this was unnecessary. Chair Chamberlain recalled a suggested revision to Sections 5.3 and 5.5 of the Bylaws.

Motion by Member Parr, second by Member Halverson to amend the Bylaws based on the amendments presented to Sections 5.3 and 5.5. Motion passed by unanimous roll call vote.

5. Presentation by Past Members Judy Clock and Mary Eveleigh on the *Citizen Planner Advanced Academy*

Mrs. Clock reviewed specifics of presentations she had attended relative to solar energy and stated that the City's ordinances do not address solar energy. Without such ordinances it would take months for such a project to be permitted.

Mrs. Clock stated that currently the City's ordinances regulate the growing and distribution of cannabis but opts out of having dispensaries in the City. She stated that the State was putting together regulations for all phases of medical marijuana. Mrs. Clock stated that the City currently lacks an ordinance dealing with the production of pharmaceutical forms of marijuana.

Mrs. Clock stated that one key point was the necessity of avoiding the perception of conflicts of interest. Mrs. Eveleigh presented a review of particular court cases pertaining to Planning.

H. Old Business

1. Long Term Housing Discussion (continued)

Chair Chamberlain stated that there were two issues regarding housing: one that deals with safety of the long-term renter and another regarding different types of multi-family structures in the various zoning districts. He also addressed the need for workforce housing, looking into what the Charlevoix Housing Commission was going to do with the remainder of its property south of Pine River Place, allowing boarding and rooming houses in the commercial, mixed zone or C-1 zoning district rather than residential districts, and the possibility of a "road trip" for the Commission members to view the different types of housing in September or October. Member Parr suggested the need for an inventory of available properties throughout the City with a view toward what could possibly be utilized for workforce housing.

Member Waddell recalled that during the public hearings on the short-term rentals several citizens questioned why they weren't doing anything about long-term rentals. City Manager Heydlauff stated that Council would like to create an atmosphere where a variety of housing types are more easily accomplished and Council was supportive of creating more workforce housing. City Manager Heydlauff suggested that the Commission study the issue further to determine what is appropriate for the community.

I. Staff Updates

City Manager Heydlauff stated that they were using goats as a method of eliminating invasive plant species in Lake Michigan Beach Park.

City Manager Heydlauff stated the Sheriff's Department is coordinating with law enforcement agencies in Charlevoix County along with the EMS staff to conduct active shooter drills within the old school building using paint balls.

Member Waddell stated that a draft of the letters going to homeowners about short-term rentals would be provided to the Commission. City Manager Heydlauff stated that they were planning to use the tax bills to distribute the information in June.

City Manager Heydlauff advised the Commission of the Council's approval of the Peppervine Project on Division Street that will include 21 new home sites and the developer expected groundbreaking on the first home within the next week or two.

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

Chair Chamberlain stated that he will coordinate with Kathy Egan on the research needed on the long-term rental and other housing types as discussed previously in the meeting.

K. Adjournment by 8:00 p.m. Unless Extended by Motion

Motion by Member Parr, second by Member Muladore to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:12 p.m.