

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, March 9, 2015 - 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

Zach Panoff, Planning & Zoning Assistant, advised that Chairman Hess would be arriving late as he had another commitment in Traverse City, and that he had asked that the Commission moved forward with the training video first.

The meeting was called to order at 7:03 p.m. by Vice Chair Chamberlain.

B. Roll Call

Chair:	John Hess (late)
Vice Chair:	Sherm Chamberlain
Members Present:	Judy Clock, Toni Felter, Julie Roth, RJ Waddell
Members Absent:	John Elzinga, Dave Novotny, Keith Sherwood
Planning & Zoning Asst.:	Zach Panoff

C. Inquiry Into Potential Conflicts of Interest

None.

D. Approval of Agenda

The Commission concurred to change the order of the agenda to have the training video first, and Planning Asst. Panoff stated that he would like to add a quick discussion item regarding a proposed donation for a bike rack.

E. Approval of January 12, 2015 Minutes

Motion by Member Felter, second by Member Roth to approve the January 12, 2015 meeting minutes as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

No public comment.

G. New Business

2. Training video pertaining to open meetings, conflict of interest, etc.

Planner Asst. Panoff advised that the video was approximately two hours long and the Board concurred to listen to one hour now and the second hour at another meeting.

The Commission proceeded to listen to a training video presented by Scott Howard, City Attorney, regarding open meetings, conflict of interest, Freedom of Information Act, and other related items. The Commission stopped the training video at 50 minutes.

1. Discussion on arranging a joint Planning Commission meeting with Charlevoix Township.

Planner Asst. Panoff stated that the City Planner was interested in setting up a meeting with Charlevoix Township. He advised that the Township met on the third Thursday of each month and that he was hoping to schedule the meeting for the next month. Vice Chair Chamberlain stated that he had attended many of these meetings and he felt it would be better to center the meeting on one particular quality of life issue like recreation. He suggested identifying recreational assets and looking at trends for future recreation needs for the Township and the City. Chair Hess felt that staff should put together a proposed agenda with talking points and present it to the Township for consideration. He commented that the Commission should stay away from the County millage topic and focus more on the needs and let the County determine how to fund those needs.

3. Discussion re: proposed donation for a bike rack.

Planner Asst. Panoff stated that the proposed donation was for a bike rack that would be located downtown, possibly in Bridge Park or near the Odmark Pavilion, in memory of Tim LaBlanc. Commission reviewed the proposed design (rack looks like a bike) and discussed possible locations. The rack would be removed during the winter. There was no motion required. Chair Hess felt that Pat Elliott, Public Works Superintendent, should weigh in on the location for the rack. Member Roth stated that a determination should be made as to the number of bike racks allowed downtown.

H. Old Business

None.

I. Staff Updates

Planner Asst. Panoff announced that Mike Spencer has decided to apply for the full-time City Manager's position.

Chair Hess stated that he had a question as to the signage on the cupcake shop downtown and whether or not the current signage met the City's requirements, and staff agreed to address the issue with City Planner Spencer and report back to the Commission.

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

Member Roth suggested a discussion regarding having a stronger debris policy and Planner Asst. Panoff reviewed the current policy for debris collection. Member Roth stated one of the problems was that people put their trash out way before their collection days. The Commission agreed that there was a problem with tree and yard debris and residents not knowing when to put their yard trash out, and issues with seasonal residents putting their trash and yard waste out several days before the scheduled pick-up day. Member Roth reiterated that there was a need for a stronger debris ordinance.

Chair Hess questioned if there was a need for a special meeting for the Commission to approve the Capital Improvement Plan and Planner Asst. Panoff stated he would ascertain whether or not a special meeting was necessary and report back to the Commission.

K. Adjournment

Motion by Member Clock, second by Vice Chair Chamberlain to adjourn the meeting at 8:16 p.m. Motion passed by unanimous voice vote.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Vice Chair