

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, November 9, 2015 - 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 Hess.

**B. Roll Call**

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|-----------------------|---|
| Chair:                | John Hess   |
| Vice Chair:           | Sherm Chamberlain   |
| Members Present:      | Judy Clock, John Elzinga, Don Heise, Dave Novotny, Julee Roth, RJ Waddell |
| Members Absent:       | Toni Felter   |
| Interim City Planner: | Zach Panoff   |

**C. Inquiry Into Potential Conflicts of Interest**

None.

**D. Approval of Agenda**

No changes.

**E. Approval of October 12, 2015 Minutes**

Motion by Vice Chair Chamberlain, second by Member Clock to approve the October 12, 2015 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**

1. Bike Rack Proposal

a. Introduction by Annie Doyle

CED Director Doyle stated that she did not have a formal proposal for the Commission to consider, but was interested in clarifying the Donation Acceptance Policy process. She indicated that she received quite a number of proposed donations with the latest one for bike racks which are not on the Donation Acceptance Policy short-list. CED Director Doyle said she was looking for a recommendation or approval from the Planning Commission in terms of how to go forward with this proposal. She stated the proposal was from the LeBlanc family and similar to the blue memorial bike rack placed in East Park. The family wanted to donate several more bike racks to the community, but they did not have a particular design in mind. The family did not want plaques on benches. CED Director Doyle wanted to confirm with the Planning Commission to move forward with the process for this donation. She stated that the donation was keeping in line with the Master Plan and the vision of the community and also something that is stylistically what the Commission would approve. CED Director Doyle suggested that the Commission recommend to have her bring a more formal proposal back to the Commission with the bike rack design and potential locations for placement. She stated that the W.A.T.C.H. group also came forward requesting to donate bike racks.

b. Planning Commission Questions and Discussion

Member Roth questioned whether CED Director Doyle was familiar with the "We Cycle Program" and CED Director Doyle responded that she was not. Member Roth stated that she would forward information on the program to CED Director Doyle and indicated that it came back to how many bike racks are needed and how many are currently in place. CED Director Doyle indicated that she had not done any preliminary research as she wanted to get the go ahead from the Commission first. Planner Panoff stated that since bike racks were not specifically included in the Donation Acceptance Policy, Staff recommended creating a donation fund with the City controlling the placement and consistent design of the bike racks. Vice Chair Chamberlain agreed that the need should be identified first as well as specific destination points throughout the City. Chair Hess stated that placement locations would also need to be identified and suggested that Staff create a catalog of approved designs for selection by the donors.

Member Waddell-Chair Hess stated that if the funds could be used toward repainting existing bike racks, then he encouraged powder-coating and local vendor Ben Whitley could do that work. He stated the paint was more durable and didn't fade as quickly. Member Roth suggested that CED Director Doyle check out the website [we-cycle.com](http://we-cycle.com). The Commission concurred to ask Staff to move forward with further research and recommendations.

## H. Old Business

### 1. Donation Acceptance Review Recommendation Update

Planner Panoff stated that Council voted on October 19<sup>th</sup> to approve the recommendations from the Planning Commission for the Donation Acceptance Policy. The next step was to come up with a Commission recommendation for the placement of the memorial benches and tables that are to be allowed on City property outside of East Park. Planner Panoff stated that a few potential locations included: Bridge Park, Ferry Beach Park, Depot Beach, Lake Michigan Beach Park, the end of W. Dixon Avenue, Water Tower Park, and Hoffman Park. He displayed maps of each of the suggested locations and reviewed potential placement for the benches and tables at each site. Members discussed ideas including Adirondack chairs or movable chairs so people could make seating areas, and the need for more tables at East Park. Planner Panoff stated that a memorial bench costs approximately \$2,400 and there were 30-40 benches currently in East Park. He stated he would put together a more detailed plan for the Commission to consider at a future meeting.

### 2. Discussion on Land Use Master Plan Updates

#### a. Staff Update on Progress

Planner Panoff distributed copies of completed edits for Chapters 1 and 2 of the City's Land Use Master Plan. He proceeded to go through an item by item review of Section 3.5, *Community Goals, Objectives and Action Items*, and the following items were discussed and changed as follows:

#### 1.1 *Preserve and Enhance Charlevoix's Unique Small Town Character*

- Delete 2<sup>nd</sup> bullet point regarding form-based zoning codes
- Re-word the 3<sup>rd</sup> bullet point to re-design strip commercial and smaller scale developments instead of "limit" these areas; include language to encourage "pocket development"
- Change the 4<sup>th</sup> bullet point to read: "Work with area townships, including Charlevoix, Marion, and Hayes on a regional plan"
- Delete the 5<sup>th</sup> bullet point
- 6<sup>th</sup> bullet point, change "amend" to "enforce", and add "property maintenance"
- 7<sup>th</sup> bullet, delete "and/or property maintenance"

#### 1.2 *Enhance Scenic Beauty*

- 1<sup>st</sup> bullet – change start of sentence to: "Coordinate ongoing efforts..."

#### 1.3 *Preserve and Enhance the Downtown*

- Reword 1<sup>st</sup> bullet to recognize the Main Street Program, and delete "form based zoning codes"
- Delete 2<sup>nd</sup> bullet

#### 1.4 *Protect Historic and Cultural Resources*

- No changes; it was requested that Staff look into the status of the lighthouse that was mentioned in the 4<sup>th</sup> bullet

#### 2.1 *Encourage Regional Collaboration on Economic Development*

- Change 1<sup>st</sup> bullet to: "Continue to collaborate with the Chamber of Commerce, local governments, and the business community on regional economic development efforts."

CED Director Doyle provided information regarding recent closures in the industrial area and meetings of the industrial partners. She felt there was a need for a joint DDA/Main Street and Planning Commission meeting as well as a Market Study presentation to the Commission.

- Vice Chair Chamberlain stated that he believed that the Commission should address the concepts of and aggressively market “placemaking”. Planner Panoff agreed that placemaking concepts should be included in Section 2.3 or 3.5.
- 6<sup>th</sup> bullet, delete “of the Ance Industrial Park”
- Member Novotny encouraged the Commission to look at opportunities for 425 agreements.

2.2 *Promote Charlevoix and the Region as a Tourist and Second Home Destination*

- General discussion followed regarding the future of Charlevoix and what does the community want to be; how Charlevoix has been known for years as a tourist destination; how plans are discussed and implemented, but nothing really changes; the high cost of housing in Harbor Springs and Charlevoix; and the need for affordable housing guidelines.
- Commission concurred to look further at changing this section to be related to place-making concepts.

2.3 *Encourage Economic Sustainability and Growth in Downtown Charlevoix*

- 1<sup>st</sup> bullet, delete “Merchants Organization” and add “Main Street”
- 2<sup>nd</sup> bullet, delete “in East Park”
- 3<sup>rd</sup> bullet, change “investigate” to “support”

Planner Panoff stated that he would provide a draft of the above recommended changes to the Commission at their next meeting.

**I. Staff Updates**

1. Update on Economic Development and Planning Director Position

Planner Panoff stated that the City Manager was going to choose a few Planning Commission members to be on the interview committee for the Economic Development/Planning Director position. The City Manager will be contacting the members when he is ready to establish the committee. Vice Chair Chamberlain suggested also including someone from Charlevoix Township. Members Heise and Roth indicated that they would be interested in serving on the committee.

Planner Panoff stated that City Council requested one Planning Commission member on the new food truck committee and Member Roth volunteered. Vice Chair Chamberlain suggested that the City consider giving every brick and mortar restaurant a food truck permit to use if they choose to have a food truck. ~~Member Waddell~~ ~~Another Member~~ disagreed stating that doing so would limit anyone else from having a food truck.

Discussion followed regarding the winter population and that the Charlevoix school system was down to 1,007 students which was a low figure. Member Novotny stated that the population in 1970 was 3,500 and in 2010 it was 2,500. Member Roth stated that second home owners and tourists support the local economy. Member Novotny suggested that Charlevoix needed to develop good jobs for young people in the community. Member Roth also expressed that she wanted to find viable ways to help the downtown, local residents, and schools.

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

None.

**K. Adjournment**

Motion by Member Novotny, second by Member Roth to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 8:40 p.m.

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Joyce M. Golding/fgm

City Clerk

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John Hess

Chair