

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, June 13, 2016 - 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 Chamberlain.

**B. Roll Call**

Chair: Sherm Chamberlain  
Members Present: Judy Clock, John Elzinga, Mary Eveleigh, Toni Felter, Rick Golding, Julee Roth, RJ Waddell  
Members Absent: Dave Novotny  
Interim City Planner: Zach Panoff

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

None.

**D. Approval of Agenda**

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

**E. Approval of May 9, 2016 Minutes**

Motion by Member Clock, second by Member Roth to approve the May 9, 2016 minutes as presented. Motion passed by unanimous voice vote.

**F. Call for Public Comment not Related to Agenda Items**

None.

**G. Old Business**

1. Review of City Memorial Bench and Table Donation Plan

a. Staff Update

Interim Planner Panoff reviewed the written staff report which included maps of potential locations for memorial benches or tables including: Bridge Park, Hoffman Park, Watertower Park, Depot Beach, Ferry Beach, Michigan Beach, the ball fields and the end of West Dixon Avenue. There are 118 additional proposed locations for a total of 165 benches and tables throughout the City.

b. Planning Commission Discussion

Commission members asked questions regarding the staff report, the cost of the benches and tables, and whether individuals would be able to choose which park and the location in the park for their requested memorial bench. Interim Planner Panoff confirmed that donors would have a choice of location.

c. Call for Public Comments

None.

d. Motion

Motion by Member Waddell, second by Member Eveleigh to approve the plan as presented and outlined in the agenda packet for recommendation for approval by the City Council. Motion passed by unanimous voice vote.

2. Potential Zoning Ordinance Amendments

a. Review Language for Potential Updates

Interim Planner Panoff provided draft language for retaining walls and inland dredging without a boathouse on Round Lake. He stated that a third item, energy efficiency in homes, was not commonly included in a zoning ordinance, but was more applicable for a building code. He suggested including energy efficiency requirements in the Master Plan so they can be considered further.

Interim Planner Panoff stated inland dredging permit applicants would be required to receive a permit from the U.S. Army Corps of Engineers (Corps) and Michigan Department of Environmental Quality (DEQ). Chair Chamberlain felt that applicants should get the special use permit before they apply to the Corp and DEQ. He

suggested wording for item 5.46(4)(k) that read: "Inland dredging that would result in permanent altering of the shoreline would require a public hearing for a special use permit before the property owner applies for the permits from the State and Federal governments." Member Roth suggested that timelines should be included on building construction projects. Member Eveleigh said she did not know where there was room to add any additional boathouses on Round Lake. Discussion followed regarding the ordinary high water marks of Lake Charlevoix and Lake Michigan.

Interim Planner Panoff referenced the proposed language regulating retaining walls in residential districts to be added to Section 5.60, Fences and Walls, of the Zoning Ordinance. Member Roth stated that she would like to include natural plant materials in the definition of fences and walls. After discussion, the members concluded that restrictions against vegetation blocking sight distances or public sidewalks were already included within the Zoning Ordinance.

Member Waddell questioned whether homeowners would have to obtain a permit to build a retaining wall. Interim Planner Panoff responded yes, that retaining walls would be covered under fence permits. Member Waddell felt that it was important to include allowable materials as well as continued maintenance of the walls. Member Waddell commented that the members had not addressed anything regarding fill material. Interim Planner Panoff indicated there was no such language in his research, but it could be added as needed.

Interim Planner Panoff announced that City Council approved the Bridge Street Commons project at their last meeting. A Councilmember requested that the Planning Commission assess the Site Plan review process to determine if it is appropriate in its current state. After discussion, the Commission did not see the need for any changes to the current process.

- b. Direction for Language Changes, Further Staff Research, etc.  
None.

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

- a. Discuss Updates to Chapters 4 and 5 of the Master Plan, Next Steps

Chair Chamberlain referenced an article from the Traverse City Record Eagle regarding rental units and the City's concern about part-time rentals changing the character of residential neighborhoods. He noticed in his neighborhood that there are more people renting out their homes several times during the summer. Member Roth stated that they have to be careful with regulations of rental properties, but the City could charge a licensing fee for these types of rentals. She stressed the need for affordable housing in Charlevoix. She felt that renters should also pay a lodging tax. The Commission concurred to add language in the Master Plan to move towards adding a rental inspection program.

Member Waddell believed that Earl Young Homes were designated a historical district and he questioned if the District fit in the Scenic Reserve section of the Master Plan. Interim Planner Panoff stated that the Earl Young Homes were also mentioned in Chapter 2 of the Master Plan and indicated that the homes within the overlaying historic district were R2, Medium Density Residential.

Chair Chamberlain referenced the Chesapeake Group's presentation and ways to attract 20–30 year olds to the area along with programs to ensure the availability of affordable housing for younger families. He felt that should be included as a goal in the Master Plan. Interim Planner Panoff referenced some main recommendations included in the full report from the Chesapeake Group: adding language for crowd funding for the Industrial Park, changing the name of the Industrial Park to a Business Park and developing an entrepreneur business incubator.

Discussion followed regarding seeking educational opportunities to keep younger families within the Charlevoix area, specifically the possibility of expanding reduced tuition rates at North Central Michigan College for Charlevoix County residents.

Chair Chamberlain felt that a bus depot located at the Airport would be a good idea to make the Airport a multi-transportation hub, and the Commission concurred with adding such language to the Master Plan.

Interim Planner Panoff explained the next steps to adopt the proposed changes for the Master Land Use Plan.

## H. New Business

None.

**I. Staff Updates**

Interim Planner Panoff stated the new Code Enforcement Officer, Janet Jones, would be starting on June 14. Ms. Jones had 10-15 years of Code Enforcement experience in Dearborn, Michigan.

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

Discussion continued about regulating seasonal rental properties, the need for additional data regarding the number of seasonal properties in the City, and the need for adequate parking off-street for rentals.

**K. Adjournment**

Motion by Member Elzinga, second by Member Roth to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 7:27 p.m.

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Joyce M. Golding/fgm

City Clerk

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Sherm Chamberlain

Chair