

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, December 11, 2017 - 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: Judy Clock, Mary Eveleigh, Nelson Fletcher, Toni Felter, Rick Golding, RJ Waddell (6:45pm)

Members Absent: Dennis Halverson

Staff Present: Elise Crafts, Regional Planner Networks Northwest; Larry Sullivan, Interim Zoning Administrator

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

**D. Approval of Agenda**

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

**E. Approval of the October 9, 2017 and November 13, 2017 Minutes**

Motion by Member Golding, second by Member Clock to approve the minutes of October 9, 2017 and November 13, 2017 as presented. Motion passed by unanimous voice vote.

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

**G. New Business**

1. Public Hearing/Findings of Fact Meeting Procedures

a. Staff Presentation

Regional Planner Crafts provided recommended procedures for conducting public hearings, obtaining public comment, and reviewing findings of fact.

b. Planning Commission Discussion

Chair Chamberlain stated that would be his job to ensure that everyone understood the issues involving each project. No changes were made to the procedures.

2. Level B Site Plan Review 2017 – SP: Wojan Aluminum Products Corporation Site Plan Review

a. Staff/Applicant Presentation

Interim Zoning Administrator Sullivan stated that the applicant was proposing a 10,800 sqft addition to their existing facility on Stover Road. The purpose of the addition is primarily for storage space. He stated that the project met all of the setbacks and will require additional parking. He stated that his main concerns were issues regarding the potential need for additional buffering on the north side of the property (vegetative or a berm), ensuring that the parking area and outdoor storage area be paved, and whether or not 6” curb and gutter will be added throughout the parking area. Jim Malewitz, Performance Engineers, stated that on their revised plan they show E2 curb in the new parking area.

Shawn Worden, General Counsel for Wojan Enterprises, stated that the property to the north of the site was owned by DK Investments and he noted a 6’ berm currently on the property. He stated that the Wojan family was not requesting any additional screening. He emphasized this request was for storage and was not increasing the impact on adjacent properties as it was currently industrial zoned property. He stated that he represented the two entities, Wojan and DK Investments, and they were both in favor of this project.

b. Call for Public Comment

Interim Zoning Administrator Sullivan stated that there were three letters/emails from the public regarding the project related to noise from the existing building.

Steve Toornman, 205 Stover, was concerned about light pollution and increased traffic on Stover Road.

c. Planning Commission Discussion

Chair Chamberlain stated that the applicant presented a modified site plan (revision #4) which addressed some of Staff's concerns. He stated that the remaining issues were curbing the whole parking lot or requiring them only to curb the new portion of the driveway and whether to require that they plant more trees along the north side of the property. Interim Zoning Administrator Sullivan stated that there were two landscaping requirements at issue, one is the perimeter of the property and the other is the parking lot landscaping which is required for a parking lot of 10 spaces or more. He stated that the parking between the sidewalk and the street is problematic. Mr. Malewitz stated that there was pre-existing buffering all around the site which was beyond what the requirements are. Discussion followed regarding parking, landscaping and loading zone concerns.

Regional Planner Crafts stated that the Planning Commission needed to move through the Findings of Fact and select which options the Planning Commission was accepting. Following discussion, the Commission chose: Option B for Section 5.95(10.) *Loading Zones*; Option A for Section 5.95 (c), *Landscaping*, with conditions of approval to be added with the motion; changing (d) *Screening* by removing the first Finding of Fact, and replacing the third finding with: "The Planning Commission finds that a buffer is provided on the north side of the property via a ±6' berm." Interim Zoning Administrator Sullivan stated if the landscaping on the north side of the property line was eliminated there would no longer be a buffer between the two properties. Extensive discussion followed regarding the north property line and buffering with the berm and vegetation between the two properties.

d. Motion

Motion by Member Felter, second by Member Eveleigh to accept the changes made to the Findings of Fact. Motion passed by unanimous roll call vote.

Motion by Member Eveleigh, second by Member Fletcher to approve Project 2027-11-SP with the condition of approval based on the Findings of Fact. Motion passed by unanimous roll call vote.

3. Ordinance Updates (Admin & Signage) – Schedule Public Hearing

a. Staff presentation

Regional Planner Crafts stated that Council did not have any questions on the administrative items, but did have a few questions related to signage. She stated that Council was comfortable with the changes to the Nuisance Ordinance as presented. Regional Planner Crafts reviewed the comments provided by City Council at their December 4<sup>th</sup> meeting. She stated that Council requested some graphics related to the business-friendly sign maximum scenario and she will provide these for the next Council meeting.

b. Planning Commission Discussion

d. Motion

Motion by Member Clock, second by Member Fletcher to schedule a public hearing on administrative and signage changes to the Zoning Ordinance for January 8, 2018. Motion passed by unanimous voice vote.

**H. Old Business**

1. Overlay Districts

a. Staff Presentation

Regional Planner Crafts reviewed a summary she prepared that outlined four existing overlay districts in the City.

b. Planning Commission Discussion

Discussion followed regarding whether there was a Historic District or a historic overlay in the City and Regional Planner Crafts indicated that she would do further research and report back. Member Golding referenced an article in the Petoskey News Review from September 11, 2014 that stated that the Charlevoix Historic District Commission was seeking historical district status for the Earl Young homes in Charlevoix.

**I. Staff Updates**

1. Solid Waste Ad Hoc Committee

Member Fletcher stated that the Committee was recommending to City Council that they go with a one hauler system at the January 15, 2018 City Council meeting. The Committee had a draft ordinance prepared for Council review.

2. Agendas & Packets

Regional Planner Crafts stated the City was switching to a new electronic system to generate agenda packets and they will be using that system for the January meeting.

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

**K. Adjournment**

Motion by Member Golding, second by Member Fletcher to adjourn the meeting. Motion passed by unanimous voice vote.  
Meeting adjourned at 7:37 p.m.

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Joyce M. Golding/fgm

City Clerk

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Sherm Chamberlain

Chair