

CITY OF HARBOR SPRINGS
PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 16, 2017

Chairman Smith called the Planning Commission Meeting to order at 6:00 p.m. in the City Council Chambers of City Hall, 160 Zoll Street, Harbor Springs, MI 49740.

1. Roll Call and Verification of a Quorum

Present: Jeanne Benjamin, Andrew Bowman, Mark Buday, John L. Cupps, Jack Deegan, Jeff Ford, Lee Kramer, Sara Smith, and Carrie Wiggins

Absent: none

Also Present: City Manager Thomas C. Richards, Assessor / Planning & Zoning Administrator C. Jeffrey Grimm, City Clerk Nick Whitaker, and City Planner Larry Nix (by phone)

2. Election of Officers

Chairperson Smith opened the discussion for the election of officers. Member Deegan nominated Sara Smith as Chairperson. Discussion followed about term lengths.

Motion by Deegan, second by Cupps, to appoint Sara Smith as Chairman of the Planning Commission.

Ayes – 9

Nays – 0

Motion carried.

Member Ford nominated Andrew Bowman as Vice Chair.

Motion by Ford, second by Wiggins, to appoint Andrew Bowman as Vice Chairman of the Planning Commission.

Ayes – 9

Nays – 0

Motion carried.

3. Approval of Minutes

Motion by Bowman, second by Ford, to approve the December 15, 2016 meeting minutes as read.

Ayes – 9
Nays – 0

Motion carried.

4. Public Comment

Mary Catherine Hannah discussed the status of the outside lighting at the Village of Hillside. Hannah explained that frosted globes and dimmers have been ordered to reduce the intensity of the lighting. City Manager Richards stated that the City code states that lighting needs to be directed away or shielded from neighboring properties and the frosted globes and dimmers may not meet those guidelines. Discussion followed about the ordinance, its enforcement, and that the Planning Commission is not in a position to recommend what type of lights should be installed, only that the code needs to be followed.

5. Old and New Business

A. Revisions to Ordinance 403 - Downtown Signs

City Manager Richards reviewed the process for arriving at the current language on the proposed changes to the downtown sign zoning code changes. Planner Nix explained that an addition of a “definition of a message board sign”.

Motion by Bowman, second by Deegan to approve the revisions to Ordinance 403 for consideration by City Council.

Ayes – 9
Nays – 0

Motion carried.

B. Special Land Use Permit Expiration Date Change

Planning & Zoning Administrator Grimm discussed the need for a Public Hearing for the proposed changes to the expiration date for Special Land Use Permits

Motion by Bowman, second by Kramer, to approve the scheduling of the Public Hearing for the resolution to change the expiration date of Special Land Use Permits.

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Ayes – 9
Nays – 0

Motion carried.

C. Attendance at Planning Commission Meetings


City Manager Richards discussed the need for a written standard for attendance at Planning Commission Meetings. Richards suggested that the Planning Commission discuss and propose the language for attendance standards so that it can be adopted to the City Code. Discussion followed about what attendance standards, if any, are adopted for other City Boards and Commissions. Planner Nix stated that some further research be done and some examples can be brought forth at the next meeting for further discussion. Further discussion was had about absences at meetings, if a Member knows in advance that they will be absent to please communicate that ahead of time to avoid having to cancel a meeting due to a lack of a quorum.

6. Member Comments

Member Wiggins stated that she does not need hand delivery of Planning Commission Materials to her home, unless absolutely necessary, and would simply prefer email.

7. Adjournment

With no further business, Vice-Chairperson Smith adjourned the meeting at 6:35 p.m.



Nick Whitaker, City Clerk