

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, May 9, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order / Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Chair Waddell.

B. Roll Call

Chair: RJ Waddell
Members Present: Sherm Chamberlain, Annemarie Conway, Toni Felter, Mary Millington, Jennfier Muladore, Maureen Radke
Members Absent: Reid Beegen
Staff Present: Jennifer Neal, Community Planner, Networks Northwest; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Chair Waddell stated that the prior Zoning Administrator Jonathan Scheel would not be available to attend the meeting until later and asked to re-arrange the agenda items to move Item 4 from New Business to Item 1. Motion by Member Chamberlain, second by Member Conway to re-arrange the agenda as requested by Chair Waddell.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

Motion by Member Radke, second by Member Felter to approve the minutes of April 11, 2022 as presented.

Motion carried by unanimous voice vote.

1. April 11, 2022 Meeting Minutes

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Master Plan Draft for Public Comment

Planner Neal reviewed changes that were made to the Master Plan Draft since the April Planning Commission meeting. She stated the Draft Plan included changes discussed at previous meetings, including extensive changes in Chapter 2: *Community Profile*, minor changes in Chapter 8: *Implementation*, and modifications to pictures and plan formatting.

The Commission members referenced additional changes needed:

- Chapter 1, Page 9, Step 2, first line change “indicates” to “indicate”.
- Chapter 2, Page 11, last sentence to read: “Boyne City and East Jordan are located at the eastern end of Lake Charlevoix and on the south arm, respectively.”
- Chapter 2, Page 15, Member Chamberlain asked that a reference to the farming/agricultural industry be included in the history section.
- Chair Waddell stated the biggest threat to Lake Charlevoix’s water quality is its rivers and streams and the effect of the current clean-up is the chemicals are migrating toward the Lake which he felt should be included in the Plan.
- Chapter 2, Page 19, *Sand Dunes*, first line, change “acers” to “acres”.
- Chapter 2, Page 19, *Trees and Woodlands*, second line, indicate that the Chicago Club’s Old Island is the only wetlands within the City.
- Chapter 2, Page 24, Table 2.5, add Boyne City to the School Enrollment Table.
- Chapter 3, Page 33, *Significance for Planning Socioeconomics*, 2nd paragraph, “phenomenon’s” should be “phenomena”. Member Chamberlain also felt that language should be included “to ensure adequate staffing for all our services”. Picture at the bottom of page 33 deemed not attractive and needs to be replaced.
- Member Chamberlain stated that the municipal golf course was nine (9) holes instead of 18.
- Added note to the Implementation section to add connectivity to existing sidewalks and the Lake-to-Lake Trail.
- Discussion regarding lack of a sidewalk to the Lake to Lake Trail (Ferry Avenue to Stover Road), and Planner Neal recommended adding a recommendation to the Implementation section of the Plan to prioritize connectivity of existing sidewalks to trails and other sidewalks.
- Chapter 4, Page 49, *Infrastructure and Mobility*, 4th paragraph “Public Works Facility” should be “Public Services Facility”.
- Chapter 4, Page 52, *Infrastructure and Mobility*, 3rd paragraph, it should be noted that Coast Guard Park is only accessible by water.
- Chapter 4, Page 61, *Infrastructure and Mobility*, 6th paragraph, last sentence add “medical services”.
- Chapter 4, Page 67, *Infrastructure and Mobility*, 1st paragraph, 3rd sentence should read: “the city becomes more accessible to those living miles beyond city limits.”
- Chapter 4, Page 68, *Infrastructure and Mobility*, paragraph regarding the “Boyne City to Charlevoix Non-motorized Trail” needs to be updated with current information.
- Chapter 5, Page 73, *Housing and Neighborhoods, Community Response to Short-Term Rentals*, 2nd paragraph, 1st sentence, change to read: “The Charlevoix City Council and Planning Commission heard residents’ concerns...”
- Chapter 5, Page 75, *Housing and Neighborhoods, Expanding Housing Choices*, second paragraph, update references to ADU’s.

Motion by Member Felter, second by Member Conway to send the Draft Master Plan with the latest revisions to the City Council.

Motion carried by unanimous voice vote.

2. Public Hearing: 401 Antrim - Special Land Use

Janet Koch

The public hearing was opened and closed and there were no public comments.

3. 401 Antrim Site Plan Review

Janet Koch

Chair Waddell reviewed the Planning Commission's comments on this project from the previous meeting. He stated that the accessory dwelling unit (ADU) and the survey were scheduled for a Zoning Board of Appeals (ZBA) meeting next week.

Discussion followed regarding elevations of the proposed structures (house/store and garage/accessory building); basement wall exposure, no standard for the five (5) parking spaces, need for a complete survey and drawings, topography, lack of specific standards for a site plan for a bed and breakfast establishment, new build vs. renovations, and the character of the neighborhood.

The owner, Bev Barton of 401 Antrim Street, stated that when she filed out the application it was for a new build for a bed and breakfast and a remodel for an ADU. She stated that she was under the impression that the ADU could have bedrooms and bath and the only reason that it had to go before the ZBA was because they wanted to have a kitchen. Former Zoning Administrator Jonathan Scheel stated that the applicant wanted to take the existing accessory building and change it to an ADU with a kitchen. Ms. Barton stated that they had found a builder who could do the project in May, otherwise they would have to wait a year for an available builder. She stated that the site had two (2) parking spaces in the driveway, two (2) on the street and two (2) on site.

Ms. Barton stated that if she kept the house in the same condition and wanted a bed and breakfast with that, she would need to bring it back before the Planning Commission, and if she left the property as is and rented it out, then she wouldn't have to bring it back before the Commission.

Member Chamberlain stated that having the field dimensions and elevations were critical to ensure that the water is flowing away from the property and a topographical survey to show the location of the catch basins. Chair Waddell read through the Findings of Fact/Review Standards.

Motion by Member Conway, second by Member Felter to accept the plan to convert this property to a bed and breakfast establishment contingent on submittal of a topographical survey which shows water movement which the Zoning Administrator will administrate.

Motion carried by unanimous voice vote.

4. Zoning Ordinance Residential Districts Discussion

There was no board discussion regarding this item.

H. Old Business

I. Staff Updates

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated that Mayor Kurtz advised that he would be asking the City Council to direct the Planning Commission to research efficiency apartments. Commission concurred it would be a good topic for the agenda in June.

Planner Neal stated the Annual Planning Report would also be on the June meeting agenda.

K. Adjournment by 8:00 p.m. unless extended by a motion

Motion by Member Felter, second by Member Conway to extend the meeting to 8:13 p.m.

Motion carried by unanimous voice vote.

The meeting was adjourned at 8:13 p.m.

Sarah J. Dvoracek/fgm

City Clerk

RJ Waddell

Chair