

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, June 13, 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, Jennifer Muladore, Maureen Radke

Members Absent: Toni Felter, Mary Millington

Staff Present: Jennifer Neal, Community Planner, Networks Northwest; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Conway, seconded by Member Chamberlain to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. May 9 Meeting Minutes

Motion by Member Radke, seconded by Member Muladore to approve the minutes of May 9, 2022 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 2021-2022 Annual Report

Jennifer Neal, Community Planner, reviewed the Annual Report which included a report of events and activities the Planning Commission undertook in the previous 12 months (May 2021 - April 2022) and the report is required by the Michigan Planning Enabling Act. The report is in the form of a letter to the City Council.

Chair Waddell asked that there be a change on page 1 to reflect that Jennifer Muladore was elected as Vice Chair in January 2022.

Motion by Member Chamberlain, seconded by Member Conway to approve the Annual Report and submit it to the City Council with the minor change indicated.

Motion carried by unanimous voice vote.

2. Residential Types and Unit Sizes

Chair Waddell stated last month at the City Council meeting, Mayor and Council asked the Planning Commission to review the Zoning Code requirements around minimum and building size standards relative to year-round attainable housing. Chair Waddell suggested that since the request could not be completed in one meeting, the Commission should begin by reviewing efficiency apartments. Chair Waddell stated that there is no minimum size or density of residential use in the Central Business District.

Planner Neal stated she reviewed the information requested regarding permitted residential unit types and unit sizes. Planner Neal said the City should be considering how to make it easier for realtors and developers to provide housing in the community. She stated the staff report she provided to the Commission was for discussion only and to explore ideas. She stated when they prepared the table which was included in her report they looked at permitted uses and special land uses that are permitted within the zoning districts both within residential, non-residential, and mixed use districts. The numbers in the table were largely the minimum square footage in each category.

Planner Neal stated the Commission's first question for discussion could be how to define an efficiency apartment. She stated an efficiency apartment is typically defined as a one-room space serving as all living quarters (living room, dining room, kitchen) with one door for the bathroom and maybe a closet, about 500-600 sq. ft. Within the residential districts, an efficiency apartment would be permitted in the R-2 district only as an ADU or as a part of a home conversion.

Discussion followed regarding the R2A zoning category, removing the minimum floor size all together, accessory dwelling unit reduction from 2,000 to 900 sq. ft., creating architectural standards for other types of units/buildings, potential for smaller units in the industrial area, building height requirements in the City for discussion at the next Planning Commission meeting, potential for Planned Unit Developments (PUD) with so few large vacant parcels in the City, and Charlevoix Corridor potential for smaller units.

H. Old Business

I. Staff Updates

Chair Waddell reported that a meeting was held at Ferry Beach regarding the future of the old DPW property. The meeting's purpose was to survey the community and discuss the possibilities of developing it into a park or housing.

Chair Waddell stated there is a ZBA meeting later this week and he plans on attending and the only agenda item was the Barton home on Antrim involving a variance for an accessory dwelling unit.

Chair Waddell stated this is the time of year for political signs and reminded everyone that signs, including real estate signs, could not be placed within the City's right-of-way (between the sidewalk and the street) and asked that staff be aware of those issues.

Chair Waddell stated that Member Conway had asked for a personal point of privilege. Member Conway announced that she was running for County Commissioner for District 6, which includes the City of Charlevoix and Charlevoix Township, and the message she receives when she is canvassing door-to-door is that "we need to bring young families back to Charlevoix" because it will help schools and businesses.

Member Chamberlain stated that his son is also running for County Commissioner in East Jordan and he has spoken to local business owners and they all said that they need the younger generations involved in County government to look at all these problems.

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated that next month the Commission will review building heights, square footage related to Planned Unit Developments (PUD's), and architectural standards. He stated he also had a citizen approach him about looking at the recreational vehicle parking requirements and he suggested that it would be best to look at this issue at the end of the summer.

Chair Waddell stated they also needed to review the parking requirements for bed and breakfast locations later in the summer. Zoning Administrator Koch suggested that the Commission may want to see a monthly report of the number of activities undertaken each month in the Zoning office.

Chair Waddell announced that Shirley Gibson was celebrating her 75th birthday that day and he recognized her for her many contributions to the community.

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

Chair Waddell adjourned the meeting at 7:41 p.m.

Sarah J. Dvoracek/fgm City Clerk

RJ Waddell

Chair