

CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720
PLANNING COMMISSION PUBLIC MEETING AGENDA

MONDAY, OCTOBER 8, 2018 AT 6:00 PM in the City Council Chambers, 210 State Street, Charlevoix, MI

- A. Call to Order/Pledge of Allegiance
- B. Roll Call
- C. Inquiry into Potential Conflicts of Interest
- D. Approval of Agenda
- E. Approval of the Minutes
 - 1. September 10, 2018 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. R-2 District Walking Tour
 - 2. Reconvene in Council Chambers for Discussion
- H. Old Business
- I. Staff Updates
- J. Requests For Next Months Agenda or Research Items
- K. Adjournment by 8:00 PM unless extended by a motion

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CITY OF CHARLEVOIX

Approval of the Minutes

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: September 10, 2018 Minutes

DATE: October 8, 2018

ATTACHMENTS:

▣ September 10, 2018 Minutes

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, September 10, 2018 - 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: Ben Edwards, Toni Felter, Brian Gelb, Dennis Halverson, Jennifer Muladore, Phillip Parr, RJ Waddell

Members Absent: Rick Golding

Staff Present: Kathy Egan, Community Planner Networks Northwest

Chair Chamberlain welcomed Ben Edwards as a new Commission member.

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the August 13, 2018 Minutes

Motion by Member Waddell, second by Member Parr to approve the minutes of August 13, 2018 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Housing Article

Chair Chamberlain felt that the article was a good synopsis of what the Commission had been discussing relative to housing in Charlevoix. He stated that Charlevoix had some issues with average working residents finding affordable housing in the community. Planner Egan stated that they planned to take the walking tour with the Commission members next month. Discussion followed regarding panelized homes, the new Pepperdine development, the difficulty workforce faces when trying to purchase an affordable home, and non-conforming uses in R-2 residential zoning.

H. Old Business

1. Continuation of Public Hearing: Zoning Ordinance Amendment #1 Housekeeping

Chair Chamberlain stated that they held one public hearing and he re-opened the public hearing from the last meeting. There was no comment and the item was closed.

Member Waddell stated that a triangular shaped property on Park Avenue and Antrim Street sold with an existing house and he felt the home fills the corner lot even though it is a triangle. He reviewed Section 5.11 that states that "the Zoning Administrator picks the dominant orientation for the property". He stated that the property in question was a through lot and he wanted to be sure that Sections 5.11 and 5.71 gives the Zoning Administrator the power to determine how the lot is oriented. He noted that the property had no back or side yard based on the orientation of the house and Planner Egan agreed with his interpretation.

Motion by Member Waddell, second by Member Felter to approve Zoning Ordinance Amendment #1 Housekeeping as amended to go forward to the City Council. Motion passed by unanimous voice vote.

I. Staff Updates

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

Chair Chamberlain stated that Planner Egan would be preparing the walking tour presentation for the next meeting. He stated that they were also going to look at City-owned properties and any potential for such properties to be developed as workforce housing.

K. Adjournment by 8:00 PM Unless Extended by Motion

Motion by Member Waddell, second by Member Parr to adjourn the meeting. Motion passed by unanimous voice vote.
Meeting adjourned at 6:33 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: R-2 District Walking Tour

DATE: October 8, 2018

BACKGROUND

The Planning Commission will meet at the same time and place as usual before proceeding to the walking field trip.

I will have hard copies of the Map/Route and Considerations available at the meeting.

Please dress appropriately for the weather and for walking.

ATTACHMENTS:

- ▣ Filed Trip Bullet Points
- ▣ Field Trip Route

Memo: City of Charlevoix Planning Commission
Housing Field Trip
Date: October 8, 2018 Meeting
From: Kathy Egan, Community Planner

Here are some bullet points to consider and note while walking through the R2 District:

Parcels

- Are all the parcels the same size?
- Are there any vacant lots?
- Note the size and variety of lots
- Do the buildings use the entire lot? (lot coverage)
- Are there multiple structures on a lot?
- Note the size of the front, side and rear yards

Buildings and Use

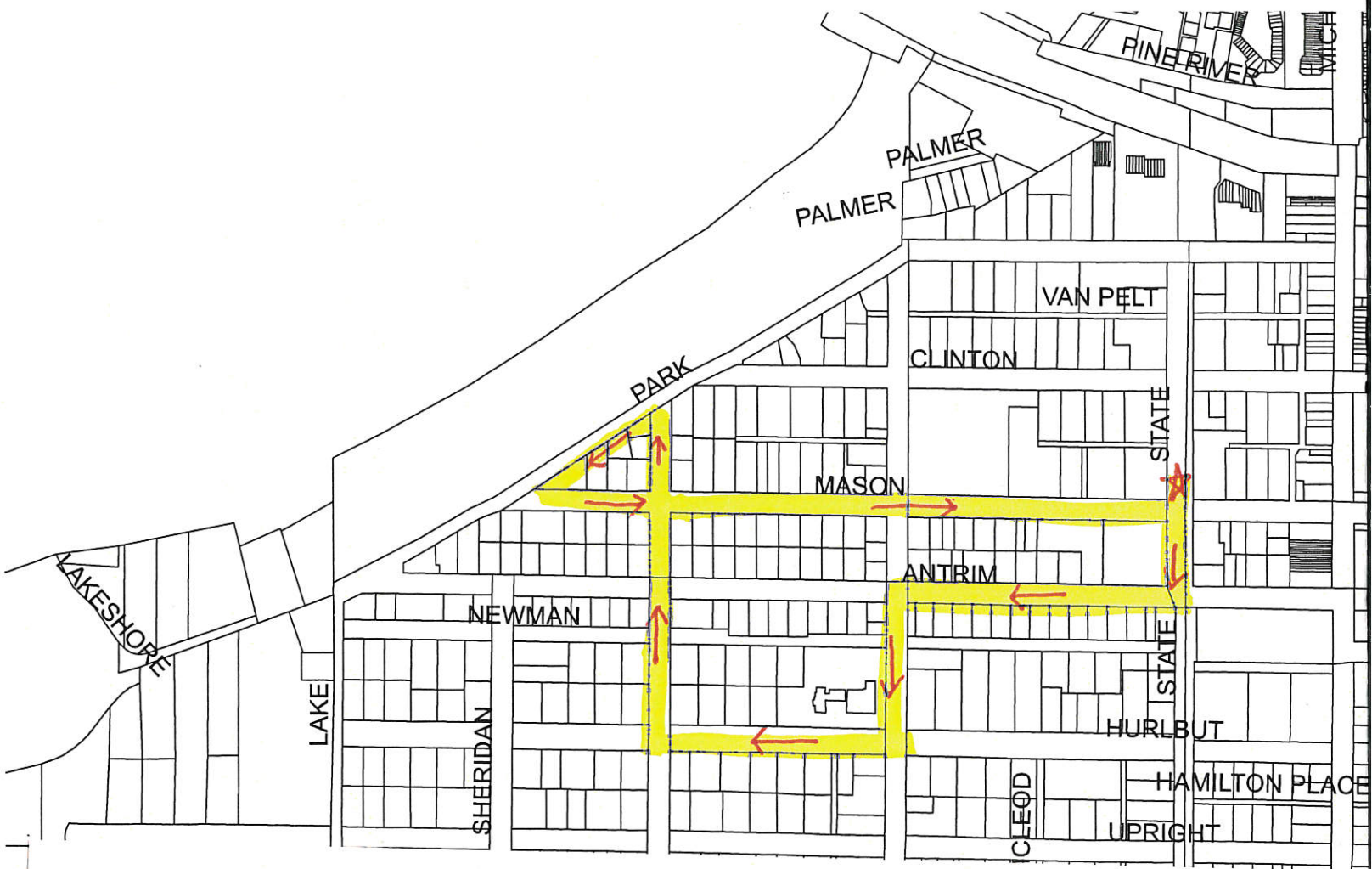
- Note the size, scale and height
- Do they all look alike, of the same era and architecture?
 - Do they all have porches?
 - Front entrances?
 - Driveways?
 - Garages?
- How close/far are the buildings from the front setback?
- Are all of the buildings residential?
- Have any buildings been converted to a new use?
 - Are any buildings being used for more than one use?
 - Are there multiple same use?
- Do the buildings fit into the character of the community?
- Is there room for more buildings/higher density?

Parking

- Are there driveways and garages at every house?
- Where are cars parked?
 - Is there room on the streets for parking?
 - Are the parking areas full? Empty? Somewhere in-between?
- Are there bikes parked anywhere?

Neighborhood

- What percentage of the buildings comply with the current R2 zoning?
 - How can you tell?
 - Do you truly know the use within the structure?
 - Does it matter to you?
- Are there sidewalks on every street? Both sides of the street?
- Are all the buildings the same scale?
- Is there a sense of community?
- How would you describe the neighborhood?



ROUTE:

Begin at City Hall. South (left) on State Street to Antrim. West (right) on Antrim Street to Grant. South (left) on Grant to Hurlbut. West (right) on Hurlbut to Sherman. North (right) on Sherman to Park. West (left) on Park to Mason. East (left) on Mason to State St. South (right) on State back to City Hall.

CITY OF CHARLEVOIX

New Business

TO:

FROM:

SUBJECT: Reconvene in Council Chambers for Discussion

DATE: October 8, 2018