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

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**MONDAY, NOVEMBER 12, 2018 AT 6:00 PM** in the City Council Chambers, 210 State Street, Charevoix, 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. October 8, 2018 Minutes

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Review of October Walking Tour
2. Housing Options Discussion
3. RV Storage Contradiction

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

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# CITY OF CHARLEVOIX

**Approval of the Minutes**

**TO:** Planning Commission

**FROM:** Kathy Egan

**SUBJECT:** October 8, 2018 Minutes

**DATE:** November 12, 2018

**ATTACHMENTS:**

- October 8, 2018 Draft Meeting Minutes

**CITY OF CHARLEVOIX**
**PLANNING COMMISSION MEETING MINUTES**
**Monday, October 8, 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, Rick Golding, Jennifer Muladore, Phillip Parr, RJ Waddell |
| Members Absent: | Dennis Halverson |
| Staff Present: | Kathy Egan, Community Planner Networks Northwast |

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

**D. Approval of Agenda**
Motion by Member Waddell, second by Member Felter to approve the agenda as presented. Motion passed by unanimous voice vote.

**E. Approval of the September 10, 2018 Minutes**
Motion by Member Waddell, second by Member Gelb to approve the minutes of September 10, 2018 as presented. Motion passed by unanimous voice vote.

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

**G. New Business**
1. R-2 District Walking Tour
Planner Egan stated that the point of the tour was not to focus on existing zoning or what is allowed, but "what could be and what fits and what doesn't". She encouraged members to look at parking and access as well. At 6:06 p.m. the Planning Commission, Planner, and one member of the public left City Hall and walked around the neighborhood, following the path that was outlined on the map in the meeting packet. They looked at various aspects such as parcels sizes, shapes, and setbacks; building uses, sizes, and character; and parking and sidewalk infrastructure.

2. Reconvene in Council Chambers for Discussion.
The Planning Commission returned to City Hall Council Chambers at 6:45 p.m. Chair Chamberlain stated that the tour was a good chance to let everyone know how some of the properties in the downtown area are being used. He stated that it was R-2 zoning, but basically there were numerous buildings that were not R-2 structures and so the big question was should they come up with rules and regulations for converting residential homes to workforce housing, but not summer rentals. Discussion followed regarding the different approaches to housing types and rental properties, the Charlevoix Housing Authority, non-conforming uses within the subject area, workforce housing possibilities, minimum square footage versus number of units, and the need for sidewalks. Planner Egan stated that she would bring back something more formal for the Commission to discuss at the next meeting.

**H. Old Business**

**I. Staff Updates**
Planner Egan stated that City Council will address housekeeping amendments to the Zoning Ordinance on October 15th.

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

**K. Adjournment by 8:00 PM Unless Extended by Motion**
Motion by Member Edwards, second by Member Gelb to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:11 p.m.

Joyce M. Golding/fgm City Clerk

Sherm Chamberlain Chair

DRAFT

# CITY OF CHARLEVOIX

**New Business**

**TO:** Planning Commission

**FROM:** Kathy Egan

**SUBJECT:** Review of October Walking Tour

**DATE:** November 12, 2018

## BACKGROUND

The Planning Commission Chair, Sherm, wants to start the meeting by reviewing the October meeting/walking tour.

Please come prepared to share your thoughts and impressions.

# CITY OF CHARLEVOIX

**New Business**

**TO:** Planning Commission

**FROM:** Kathy Egan

**SUBJECT:** Housing Options Discussion

**DATE:** November 12, 2018

**BACKGROUND**

This agenda item has three attachments. I will provide hard copies of the map and chart at the meeting.

**ATTACHMENTS:**

- Introduction Memo
- R-2 District Map
- Uses and Standards Chart

**Memo:** **City of Charlevoix Planning Commission**
**Housing Discussion**
**Date:** **November 12, 2018 Meeting**
**From:** **Kathy Egan, Community Planner**

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This month we begin the process of working through the details of the changes we want to make to the Zoning Ordinance to allow for more workforce housing in the R-2 District.

We will start by focusing on the big picture – the "yes" or "no" of each option. Later we will return and focus on the nitty-gritty detail of the exact measurements, heights, percentages, etc of the standards.

The first task is to explore the idea of treating different blocks of the R-2 differently by allowing various levels of infill development dependent on what types of buildings are already there. The R-2 district has various types of housing in it, from 2-story large single family homes on small lots to small 1-story homes on rather expansive lots. We can be very focused on what types of infill development we allow in any given section of the district.

To start the discussion I have divided the district into three levels on the attached map. Don't focus on the exact boundaries presented, we can fine-tune those later, focus first on the concept of having three levels of R-2 housing.

From there we will move on to the attached chart and decide with a "yes" or "no" to which type of housing and/or standards you'd like to see within each level of R-2 housing.

I will bring copies of the map and the chart to the meeting.


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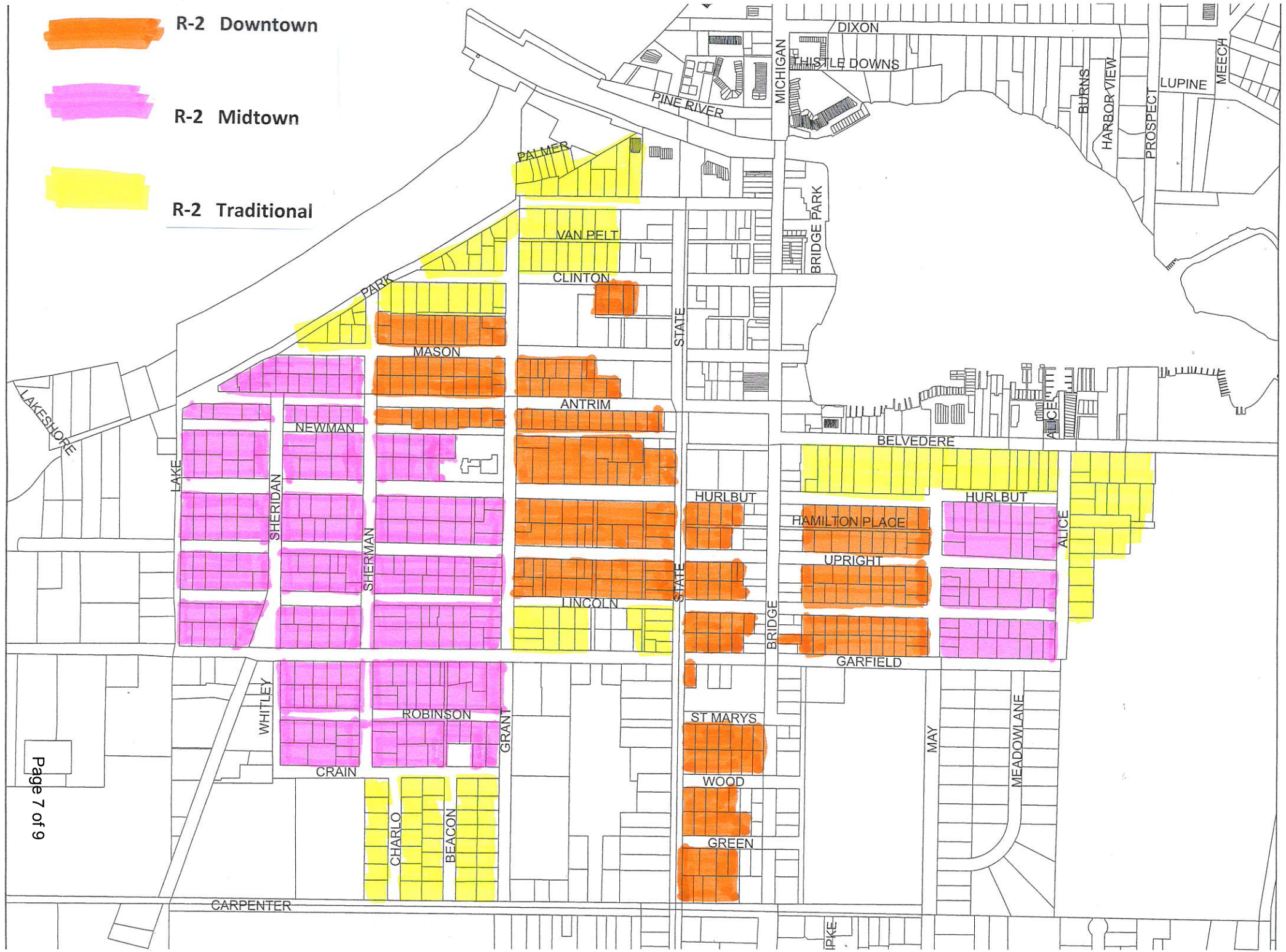
R-2 Downtown
R-2 Midtown
R-2 Traditional
DIXON
THISTLE DOWNS
MICHIGAN
PINE RIVER
BURNS
HARBOR VIEW
PROSPECT
LUPINE
MEECH
PALMER
BRIDGE PARK
VAN PELT
CLINTON
PARK
STATE
MASON
ANTRIM
LAKESHORE
NEWMAN
LAKE
SHERIDAN
SHERMAN
BELVEDERE
ACE
HURLBUT
HAMILTON PLACE
UPRIGHT
ALICE
LINCOLN
BRIDGE
GARFIELD
WHITLEY
ROBINSON
GRANT
ST MARYS
MAY
MEADOWLANE
CRAIN
WOOD
CHARLO
BEACON
GREEN
CARPENTER
IPKE

# City of Charlevoix Planning Commission
# Discussion of Housing Considerations - November 12, 2018

| Use / Standard | R-2 Downtown | R-2 Midtown | R-2 Traditional |
|---|---|---|---|
| **ADU** | | | |
| Mininum square feet | | | |
| Maximum square feet | | | |
| Reduce setbacks | | | |
| Maximum height | | | |
| Limit STR use | | | |
| | | | |
| **Home Conversion** | | | |
| Mininum square feet | | | |
| Maximum square feet | | | |
| Limit STR use | | | |
| | | | |
| **New Multi-Family** | | | |
| Require front entrance | | | |
| Require porch | | | |
| Require 15% windows | | | |
| Require changes in long facades | | | |
| Require landscaping | | | |
| Require parking to be in the rear | | | |
| Require greenspace | | | |
| Reduce setbacks | | | |
| Limit STR use | | | |
| | | | |
| **Parking** | | | |
| Increase parking requirements | | | |
| Decrease parking requirements | | | |
| Require off-street parking | | | |
| Allow on-street parking | | | |
| Leave parking alone | | | |
| | | | |
| **Miscellaneous** | | | |
| Reduce minimum lot width/area | | | |
| Increase allowed height | | | |
| Reduce maximum lot coverage | | | |
| Allow SRO everywhere | | | |
| Allow limited SRO | | | |

# CITY OF CHARLEVOIX

**New Business**

**TO:** Planning Commission

**FROM:** Kathy Egan

**SUBJECT:** RV Storage Contradiction

**DATE:** November 12, 2018

## BACKGROUND

A contradiction between the Zoning Ordinance and the Nuisance Ordinance has come to the attention of the Zoning Administrator with regard to storing a recreational vehicle.

The Zoning Ordinance says that if you own the recreational vehicle you can store it on your property for an undetermined amount of time, and if you don't own it you can't store it for more than 24 hours.

Meanwhile, the Nuisance Ordinance says that you can store a recreational vehicle in need of repair or that is currently for sale for up to 15 days, and otherwise you cannot store it on your property at all.

Jonathan is asking the Planning Commission for their input on this contradiction so that we can make the necessary revisions to bring the two ordinances into alignment with each other.