CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, November 12, 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; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda
Commission members approved the agenda as presented.

E. Approval of the October 8, 2018 Minutes
Motion by Member Waddell, second by Member Gelb to approve the minutes of October 8, 2018 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business
1. Review of October Walking Tour
Chair Chamberlain stated that Networks Northwest had a great seminar on workforce housing that he and Member Waddell attended. Member Waddell summarized information obtained through the seminar.

Planning Commission members shared their thoughts and observations of the October walking tour including the need for year-round workforce housing, ways to change the zoning to allow for small structures or breaking up existing structures into smaller units, number of vacant City-owned properties, and the condemned building at 210 Mason Street. Discussion followed regarding granny flats, summer rentals, workforce housing, and conversions of single-family homes.

Administrator Scheel stated that he was not familiar with the issues at 210 Mason Street, but would investigate the situation. He stated that three houses had enforcement actions that could result in demolition; two of the houses were on W. Upright and one on W. Lincoln, as well as the old gas station on Petoskey Avenue.

2. Housing Options Discussion
Planner Egan stated that in her exploration of the City the entire R-2 district is not the same, as it was all developed in different eras. She felt the idea of allowing home conversions, quadplexes, and accessory dwellings does not apply equally across the district, and she suggested they go block by block and decide what fits where. She displayed a colored-coded map to assist in the discussion with three labeled areas: Downtown, Midtown and Traditional.

Discussion followed regarding each of the Use/Standard Categories:

- Accessory Dwelling Units: General consensus to allow such units in each of the three areas.
- Home Conversion: A dwelling unit with eating, sleeping and living quarters. This category would allow taking an existing single-family home and converting it into a multi-dwelling. Consensus that home conversion would be allowed in each of the three areas.
- New Multi-Family: A new building with three or four units. Discussion followed regarding the appropriateness of this type of use on a case-by-case basis in any of the three areas.
- Single-Room Occupancy: Would allow property owners to rent single bedrooms. Discussion followed regarding this use including consequences and benefits of such uses, property owner required to be living in the home and two-unit properties with one being a short-term rental.
- Parking: Code requires two parking spaces per residential dwelling and 1.5 spaces per unit for multi-family dwellings. She stated that parking standards were decreasing and some cities were allowing on-street parking to

count toward the required number of parking spaces. Member Waddell noted that Charlevoix requires no parking on City streets during snow removal time. Discussion followed regarding parking restrictions in other cities, assigned spaces in City parking lots, likelihood of making changes to the current parking requirements, and cities that alternate parking by day on either side of the street during the winter.

Planner Egan stated that she would provide the Commission sample standards with option A and B language for different kinds of approaches to lot coverage or the use of existing buildings for accessory dwelling units. Chair Chamberlain suggested including trends for amount of living space.

3. RV Storage Contradiction

Administrator Scheel stated that there was a contradiction between the Zoning Ordinance and the Nuisance Ordinance regarding storing a recreational vehicle. He stated the owner of a recreational vehicle is allowed to store it on their property for an undetermined amount of time, and if the property owner did not own the vehicle it could be stored for no more than 24 hours. The Nuisance Ordinance allows one to store a recreational vehicle in need of repair or that is currently for sale up to 15 days, otherwise it could not be stored on the owner's property. Administrator Scheel was seeking input from the Planning Commission on this matter. He stated that there were no restrictions in the Zoning Code as to where the recreational vehicle could be parked. Discussion followed regarding issues related to recreational vehicles and where the vehicles could be stored. Chair Chamberlain asked Administrator Scheel to research how other cities address storage of recreational vehicles.

H. Old Business

I. Staff Updates

Administrator Scheel stated the height of buildings was changed in a recent ordinance update to half way up to a pitched roof from grade and to the top of a flat roof. In the obsolete ordinance there was language regarding "turrets, cupolas, widow's walks, and similar architectural features, not including mechanical equipment, chimneys, plumbing vents and similar appurtenances shall be considered building roof for height calculation purposes". He stated that a flat roof building under construction and a future project had roof top mechanical equipment, air handling equipment and elevator components. The new ordinance does not address mechanical equipment. He questioned if building height was representative of the mechanical equipment or was it specifically removed from the ordinance. Chair Chamberlain felt that they were looking at common sense for a pergola or mechanical devices. Member Gelb questioned if it was problematic to leave the language open other than to say standard mechanical equipment is not part of the building height calculation. Administrator Scheel stated that the request involved access to the roof by a staircase. Discussion followed regarding the current language for above the roof height, issues with other components on a roof, and screening requirements.

Planner Egan stated that there was someone who wanted to donate a shuffleboard court to the City. She explained that the request would come to the Planning Commission first because it was a donation with a lot of steps involved in selecting a location, going through the Design Committee and DDA, in addition to going before City Council. Chair Chamberlain stated that the Commission discussed a shuffleboard court earlier in the year for East Park/Bridge Park and their recommendation had been "thank you, but no thank you".

Planner Egan questioned when the Commission elected its officers and approved the annual meeting schedule for the year. Chair Chamberlain responded that it happened at the first meeting of the year.

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

K. Adjournment by 8:00 p.m. Unless Extended by Motion

Motion by Member Felter, second by Member Gelb to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:53 p.m.

Joyce M. Golding/fgm City Clerk

Sherm Chamberlain Chair