CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, December 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
Members Absent:	Rick Golding, RJ Waddell
Staff Present:	Kathy Egan, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

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

E. Approval of the Minutes
1. <u>November 12, 2018 Minutes</u>

Motion by Member Gelb, second by Member Muladore to approve the minutes of November 12, 2018 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items
Planner Egan stated that she received a phone call from Connie Sigmund indicating that there was a vacant lot for sale on the corner of Grant and Carpenter Streets and she felt that the City should consider buying it to extend Grant out to Airport Road to alleviate some of the traffic on Bridge Street. After discussion, Planner Egan stated that she would contact the Airport Manager about the suggestion.

G. New Business
1. <u>2019 Meeting Schedule</u>

Planner Egan stated that State law requires a Planning Commission to pass a resolution to adopt a meeting schedule each year. Resolution by Member Halverson, second by Member Parr to adopt Resolution No. 1 for 2019 Schedule of Regular Meetings included in the agenda packet. Resolution passed by unanimous voice vote.

H. Old Business
1. <u>Draft Accessory Dwelling Units (ADU) Standards</u>

Chair Chamberlain stated that members should be a representative of their neighborhoods. He suggested thinking about their homes and their neighbors and how different regulations would affect them. Planner Egan referenced an article about the City of Minneapolis doing away with all single-family zoning resulting in three units per lot and also doing away with residence parking requirements.

Planner Egan reviewed the following items which were discussed by the Commission members:

- Draft definition of an accessory structure – in simple terms an accessory structure must include living, cooking and bathing areas
- Where they are allowed – discussion regarding separate electric and water meters for ADUs depending on use; no changes
- Minimum parcel area – no changes
- Minimum parcel width – discussion regarding going down to 25' from the current 50'; no changes
- Minimum parcel depth – no provision included in current Zoning Ordinance
- Maximum parcel coverage – current is 40% which could be increased to 50% to allow for more building; no changes
- Exterior appearance – discussion regarding architectural standards and accessory buildings to look like smaller residences; consensus to remove "ADU entrances shall be less visible from the street view of the principal dwelling than the main entrance of the principal dwelling unit"
- Setbacks – Chair Chamberlain suggested stating that the setbacks must meet the requirements of Section 2.46 for accessory buildings; Planner Egan agreed they were all treated the same
- Setback modifications – no changes
- Separation from other buildings – no changes

- Maximum building height – no changes
- Floor area – consensus to set the minimum at 300 sq. ft., and maximum at 650 sq. ft.
- Parking – discussion regarding winter parking requirements
- Additional standards – discussion regarding whether a permanent foundation would be required or if a non-permanent home (such as a tiny home on wheels) could receive a one-year permit; consensus that a permanent foundation would be required
- Occupancy – consensus to further consider whether ADUs would fit in every residential neighborhood

Planner Egan stated that she would clean up the language and provide a draft to the Commission.

2. Draft RV Storage Language
Planner Egan stated that she will present draft RV storage language similar to East Jordan and Boyne City at the next meeting.

I. Staff Updates

Chair Chamberlain asked Planner Egan to email the City's parking study report to the members. Planner Egan noted that the current meters do not produce enough revenue to cover maintenance and enforcement costs, meter rates are lower than comparable cities, and cannot be changed.

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

1. Annual Review of Bylaws
Planner Egan stated that it was good practice to review the Bylaws annually. She noted that at a Commission meeting it was suggested that the Bylaws include an educational requirement for members. Discussion followed regarding online educational opportunities.

2. Novus Training
Commission members agreed that additional Novus training would be beneficial and will be scheduled on a light agenda.

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

Motion by Member Halverson, second by Chair Chamberlain to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:55 p.m.

Joyce M. Golding/fgm	City Clerk	Sherm Chamberlain	Chair