CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, February 11, 2019 - 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; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest
Chair Chamberlain stated that his former company's name was on the drawings for the Irish Boat Shop, but he did not feel that this was a conflict.

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

E. Approval of the Minutes
1. January 14, 2019 Minutes
Motion by Member Felter, second by Member Gelb to approve the minutes of January 14, 2019 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business
1. Site Plan review: Irish Boat Shop CYC, 220 Ferry Avenue
Zoning Administrator Scheel stated the proposed project was a Level B Site Plan Review for a multi-use facility to become the new home of the Charlevoix Yacht Club on the second floor. The main floor will support a new bath and laundry for the marina and a venue for special events. The existing bath facility and parking areas will be removed. Administrator Scheel stated that the information given shows that the building height and setbacks all meet the Ordinance requirements. He did not waive any requirements on the site plan.

Michael Esposito, President of Irish Boat Shop, gave a brief history of his company and noted that this plan was in the works for seven years.

Andre Poineau described the design process. He stated that there was 29' to the peak from the existing site and the ridge of the upper floor of the building was only 57' long. He stated that they were asking for some relief from the median landscaping requirements. Mr. Poineau responded to questions from the Commission members regarding parking, stormwater runoff, and permeable pavement for part of the parking lot.

The public hearing was opened.

Jim Avee, President of the Marina Bluff Association, stated that their concern was the height of the proposed project, but it sounded like the height was within Ordinance. He stated that they also were concerned with the height of trees being planted as to not impede their lake views.

Administrator Scheel stated that there were letters that were emailed to the Commission regarding the project. He explained that three of the letters were from the neighboring Foster Condominiums and they were concerned about the view corridor, increased noise from the trash dumpster location and the air conditioning units, 10' side yard setback adjacent to the condos, and the building blocking the sun. He stated the site was 80' from Foster Boat Works and then another 23' to the building. Discussion followed regarding a proposed curfew for events being 11:00 p.m.

The public hearing was closed.

Chair Chamberlain and Administrator Scheel proceeded to review the Findings of Fact in detail and the Commission found that everything was in compliance. Chair Chamberlain stated that there was the issue of a curfew time for events taking place at the facility. Administrator Scheel asked the Chairman to include a condition "to formally waive 5.81.8 (B) 1 & 2 the parking lot landscaping". Chair Chamberlain suggested two conditions: that the parking lot landscaping island standard be waived, and that the project has to comply with the City's noise ordinance.

Motion by Member Felter, second by Member Gelb to approve Project 2019-1 with the conditions identified, based on specific findings of fact that prove the project does meet the review standards in Section 5.120. Motion passed by unanimous voice vote.

Administrator Scheel stated that there was also a Site Condominium application for the same development. He noted that the Zoning Ordinance required the City Council to make the final decision after a recommendation from the Planning Commission.

Motion by Member Felter, second by Member Waddell that the Planning Commission recommends Site Condominium development as proposed with the Findings of Fact. Motion passed by unanimous roll call vote.

2. Zoning Ordinance Amendment 2019-001
Planner Egan reviewed the amendment which contained several miscellaneous changes to the Zoning Ordinance including definitions of building height, dwelling unit, accessory dwelling unit (ADU) and family; outdoor storage of RV's; sign illumination and to prepare some sections to allow for ADUs.

Motion by Member Parr, second by Member Muladore to schedule Ordinance Amendments 2019-01 and 2019-02 for legal review and to set a Public Hearing to be held on March 11, 2019 at 6:00 p.m. Motion passed by unanimous voice vote.

3. Zoning Ordinance Amendment 2019-02, Accessory Dwelling Units
Item addressed under G.2.

H. Old Business

I. Staff Updates

1. New City Code Book
Planner Egan stated that the City Code, which include the Zoning Ordinance, have all been re-codified into a new format which will likely be adopted soon by the City Council.

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

Administrator Scheel stated that the Historical Society is proposing some additional signage and the City Manager would like the Planning Commission to provide a recommendation to City Council.

Planner Egan stated that at their next meeting she should have some changes to short-term rentals. She stated City Council was pro long-term housing which may mean tightening up the short-term rental regulations.

Administrator Scheel noted that the Zoning Board of Appeals unanimously agreed with him regarding a zoning permit that he issued on Dixon Avenue.

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

Motion by Member Felter, second by Member Parr to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:23 p.m.

Joyce M. Golding/fgm City Clerk

Sherm Chamberlain Chair