

**CITY OF CHARLEVOIX**  
**PLANNING COMMISSION MEETING MINUTES**  
**Monday, March 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, Dennis Halverson, Jennifer Muladore, Phillip Parr, RJ Waddell, Rick Golding

Members Absent: Brian Gelb

Staff Present: Kathy Egan, Community Planner; Jonathan Scheel, Zoning Administrator

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

**D. Approval of Agenda**

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

**E. Approval of the Minutes**

1. February 11, 2019 Minutes

Motion by Member Waddell, second by Member Parr to approve the minutes of February 11, 2019 as presented. Motion passed by unanimous voice vote.

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

**G. New Business**

1. Public Hearing: Zoning Ordinance Amendment 2019-001 – RV Storage, Sign Illumination, Miscellaneous Housekeeping  
Planner Egan introduced the amendment which included a provision for storing of RVs, an update to lighting signs, and miscellaneous updates needed in the ordinance. It was reviewed by the Planning Commission at the previous meeting and has since had a legal review. The legal review suggested using the term “recreational equipment and vehicles” throughout the amendment. Member Waddell suggested adding “that are stored outside a structure” to Item (1) under Recreational Vehicle Storage.

Chair Chamberlain opened the floor to public comment. There was no public comment and the floor was closed.

Motion by Member Fletcher, second by Member Waddell to recommend Amendment 2019-001, as amended, to City Council for adoption. Motion passed by unanimous voice vote

2. Public Hearing: Zoning Ordinance Amendment 2019-002 – Accessory Dwelling Units

Planner Egan introduced the amendment. It allows accessory dwelling units in the R2 District and provides standards for them. It was reviewed by the Planning Commission at the previous meeting and has since had a legal review. The legal review suggested the addition of two sentences and an inclusion of the definition of an accessory dwelling unit. After input from Zoning Administrator Scheel and discussion by the Planning Commission it was decided to not include the definition in the amendment as it is in the definitions section of the ordinance.

Chair Chamberlain opened the floor to public comment. There was no public comment and the floor was closed.

Motion by Member Parr, second by Member Edwards to recommend Amendment 2019-002, as amended, to City Council for adoption. Motion passed by unanimous voice vote.

3. Historical Society Sign Request

Zoning Administrator Scheel introduced the topic, saying that he received a request from the Historical Society and that the City Manager wanted the Planning Commission to review the request. Denise Fate, President of the Historical Society, presented the design and noted seven proposed locations in the City.

Motion by Member Waddell, second by Member Golding to recommend to City Council that they support this sign program. Motion passed by unanimous voice vote.

**4. Housing Article**

Planner Egan shared an article on *8 Things Your Town Can Do to Add More Housing (Without Spending a Dime)*, which will also be shared with City Council. City Council would like to have a joint meeting with the Planning Commission to discuss housing; a meeting has been set for March 20, 2019 at 6:30 p.m. Member Parr shared that he read an interesting article on the declining demographics of children in Michigan. Planner Egan will forward the article to Commission members.

**H. Old Business**

**1. Short-Term Rental Discussion**

The Commission discussed information in the packet and heard from Amanda Wilkin, Executive Director of Visit Charlevoix. They will forward their suggestions to City Council at the joint meeting on March 20, 2019.

**I. Staff Updates**

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

Short-term Rentals, home conversions and duplex to quad-plex standards.

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

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

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Joyce M. Golding/fgm

City Clerk

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Sherm Chamberlain

Chair