

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, April 8, 2019 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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, David Gray, Dennis Halverson, Jennifer Muladore
Members Absent:	Phillip Parr, RJ Waddell
Staff Present:	Kathy Egan, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Agenda approved as presented.

E. Approval of the Minutes

1. March 11, 2019 Minutes

Motion by Member Edwards, second by Member Halverson to approve the minutes of March 11, 2019 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Draft R2 Housing Standards

Planner Egan reviewed in detail the recommended changes to the standards.

Member Gelb arrived at this time.

Discussion followed regarding the number of rooms allowed in a rooming/boarding house, number of bedrooms that could be rented in owner-occupied homes, home conversions, approved egress, new section on single-family and multi-family dwellings, aesthetics of new homes fitting in with the existing character of the neighborhood, and downtown area development requirements. Chair Chamberlain suggested that the draft standards be given a legal review before scheduling review of the standards for a possible joint meeting with the City Council, and the Commission concurred.

Zoning Administrator Scheel stated he mapped City-owned properties with property sizes and zoning. This included five small residential properties as well as the back half of the senior complex off Garfield which could potentially have 50 units.

Motion by Member Halverson, second by Member Gelb to have the City Attorney conduct a legal review of the proposed changes to the R2 housing standards. Motion passed by unanimous voice vote.

2. Draft Amendment – Parking (Sections 153.185)

Planner Egan reviewed in detail the proposed changes to the parking section of the Zoning Ordinance. Discussion continued regarding use and number of parking spaces required, shared parking, removing the payment in lieu of parking procedures program, and the City leasing eleven parking spaces in the downtown lots (\$1,000 per lot per year). Planner Egan felt that these changes did not need legal review. There was discussion also regarding parking issues related to snow removal.

H. Old Business

I. Staff Updates

1. STR Next Steps

Zoning Administrator Scheel stated that he received a Zoning Board of Appeals request for 906 Bridge Street (50' x 120' lot.) There is an old duplex now and the owner wants to put a triplex with a smaller footprint on the lot. They would be asking for a side setback variance and a variance for the required five parking spaces. He indicated this request shows the Commission what they could face in the future.

Zoning Administrator Scheel stated that there were about 75 homes registered as short-term rentals and he described the map he prepared showing their location. He stated that there were 180 short-term rentals based on listings on sites such as Airbnb. He also felt there was another category of short-term rentals where people do not advertise their units. He stated that the City Manager directed him to write a separate short-term rental ordinance which could include a registration fee, inspections, and police powers.

Zoning Administrator Scheel stated he received a site plan for an Airport hangar and discovered that there were no standards and regulations for such a building. He stated that he found very clear language in the Airport Ordinance that hangars are approved by the Airport Manager. Discussion followed regarding the need for Airport standards, that hangars were approved by the Airport Manager, and the need for a Master Airport Plan.

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

Planner Egan stated that she will have the Annual Report ready for the next Commission meeting.

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

Motion by Member Halverson, second by Member Gray 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