

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, September 9, 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, RJ Waddell

Members Absent: Phillip Parr

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

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Gray, second by Member Edwards to approve the Agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. August 12, 2019 Meeting Minutes

Motion by Member Waddell, second by Member Gelb to approve the minutes of August 12, 2019 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

H. Old Business

1. Rooftop Usage Discussion

Planner Egan stated that she found rooftop usage type ordinances for much larger cities, but not for smaller cities. Commission members reviewed and discussed the listed items as prepared by Planner Egan – building types, building standards, and uses. Discussion also included existing construction, building and zoning requirements related to decks, porches and rooftop areas; screening of mechanical and HVAC units on building roofs; existing balconies overlooking Round Lake; allowable activities in the commercial district; impacts to neighboring properties; and the need for special use permits for various rooftops uses. Planner Egan stated that she would consolidate key points of the discussion for further consideration at the next meeting.

2. Sidewalk Use Report

Zoning Administrator Scheel stated that there were three different sections in the public safety ordinance and another in the zoning ordinance. He stated that Section 153.101 “basically says no merchandise”. He stated that the bigger issue was the signs, table & chairs, and other items within the sidewalk area that walkers must dodge, and after talking to the City Manager the Zoning Administrator will start enforcing all the sidewalk restrictions. He stated that every one of the allowable uses on the public sidewalks requires a permit and there hasn’t been a permit issued on sidewalk use for 3-4 years. He stated that he met with the DDA and he will be sending a letter out to the business/property owners within the next month indicating that in the spring the restrictions will be enforced. Zoning Administrator Scheel stated that the fourth ordinance dealt with sidewalk cafes which he would also enforce.

3. Site Plan Review Levels A and B

Planner Egan stated that Level A was a Zoning Administrator approval of a plan and Level B is the plan that comes to the Planning Commission for review. Chair Chamberlain stated that the standards were reasonable but there were issues with the Hotel Earl when there were changes to the site plan shortly after it was approved. There was the question if the changes constituted a two-phase approval.

Zoning Administrator Scheel stated that when he reviews a Level A on an existing project that has gone through the Planning Commission, he looks at the criteria and any issues that the Commission had especially with regard to the effect on neighboring properties. Zoning Administrator Scheel stated that changes in use as to how a roof would be utilized or any change in use after the fact would be brought back before the Planning Commission.

I. Staff Updates

Zoning Administrator Scheel stated that they had a site plan review that is going to come before the Commission next month that is for a project on Pine River. He stated that several years ago condominiums were approved next to the Weathervane Hotel. He distributed copies of the site condominium plans to the Commission members.

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

Zoning Administrator Scheel stated that he had four Zoning Board of Appeals cases scheduled for next month.

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

Motion by Member Felter, second by Member Waddell to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:22 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair