

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, February 10, 2020 - 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

Vice Chair: RJ Waddell

Members Present: Toni Felter, Brian Gelb, Ben Edwards, David Gray, Dennis Halverson, Jennifer Muladore, Philip Parr

Staff Present: Kathy Egan, Community Development Director; Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Felter, second by Member Gelb to approve the Agenda as amended. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. January 13, 2020 Meeting Minutes

Motion by Member Waddell, second by Member Parr to approve the minutes of January 13, 2020 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. Election of Officers

Member Waddell volunteered to be Chair and Member Halverson volunteered to be Vice Chair. The Commission acknowledged Chair Chamberlain's long service to the Commission as a Member and Chair.

Motion by Chair Chamberlain, second by Member Gray to appoint RJ Waddell as Chair and Dennis Halverson as Vice Chair. Motion passed by unanimous voice vote.

2. Rooftop Usage Discussion

Planner Neal recalled that the Planning Commission reviewed a Rooftop Use Chart including the types of buildings, building standards, and uses that should be permitted on rooftops, examples of rooftop uses, and regulations from the city of Traverse City. She proceeded to explain a comparison table of ordinances (Harbor Springs, Traverse City and Petoskey) in residential and non-residential districts and then draft ordinance language for rooftop usage. Member Halverson addressed concerns about areas abutting between two zoning districts and potential extra language to smooth over the transition between districts. Planner Neal stated that they could add additional language for surrounding uses and conflicts.

Discussion followed regarding noise/amplification, canopies on rooftops, temporary structures, exemptions for special permitted events, and special events/restaurants with music adjacent to or near rooftop venues or a part of a rooftop venue. The Commission concurred that the draft ordinance was a very good start toward rooftop regulations that they would want to recommend to the City Council.

3. Residential Building Size

Chair Waddell recalled that City Council asked the Planning Commission to look in to establishing regulations on building size. He stated in the past this was controlled by setbacks on property, but they have been finding that people have been purchasing multiple lots and combining lots for very large homes. He asked the Zoning Administrator to look into the specifications for the different areas in town and what is the actual square footage of houses that they are dealing with. Zoning Administrator Scheel explained the existing conditions portion of the data he provided, amount of lot coverage, size of the lots and setbacks, and the livable floor area. Member Chamberlain suggested that all building footprints over a certain size should require site plan review such as new residential construction over 5,000 sq. ft. He stated that would require them to come up with some additional standards.

Zoning Administrator Scheel stated that he reviewed other zoning ordinances and looked at contextual zoning which regulates the height of new buildings, bulk, setback from the street line, and width along street frontage to produce buildings that are consistent with the existing neighborhood. He stated that the waterfront was where the market is for new homes, but as the property gets developed and land becomes more valuable other areas of the City will see the larger homes going in. The only area in the City where someone could not buy a house and tear it down is within the historical overlay.

Planner Egan stated that it may be beneficial to go back to City Council and confirm what it is they are asking and the Commission agreed that they do need more direction from Council.

I. Staff Updates

Due to the election, the Commission agreed to move their March meeting to one of the City Hall conference rooms.

Zoning Administrator Scheel recalled that a couple of months ago the Commission looked at a conditional rezoning on May Street and during his discussions with the applicant they talked about the back of the lot and how the lot could be split and a residential house built on it. He wanted to make sure before he presented it to City Council that the Commission agreed that the front portion of the lot with the existing building and that the remainder of parcel A would be conditionally rezoned. He stated that none of the conditions change and parcel B would be split out and remain R-1 zoning. The only access to parcel B would be through parcel A. Zoning Administrator Scheel stated that if the Commission was in agreement he would have the City Attorney write up the original conditions that the applicant presented but they would only apply to parcel A. Zoning Administrator Scheel stated that the applicant still had to come back before the Commission for site plan review. After discussion, the Commission concurred to direct the Zoning Administrator to present the conditional rezoning with the original conditions to the City Council for approval.

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

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

Motion by Member Gray, second by Member Muladore 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