CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
DEPOT BEACH PARK, 307 CHICAGO AVENUE
Monday, August 10, 2020 - 6:00 p.m.

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Waddell.

B. Roll Call

Chair	RJ Waddell
Vice Chair:	Dennis Halverson
Members Present:	Sherm Chamberlain, Toni Felter, Brian Gelb, David Gray, Jennifer Muladore, Phillip Parr
Members Absent:	Member Vacancy
Staff Present:	Kathy Egan, Community Development Director; Jonathan Scheel, Zoning Administrator, Dean Martin, Fellowship Student

C. Inquiry into Potential Conflicts of Interest

Member Parr stated that he lived across the street from a rooftop development and Chair Waddell did not feel that constituted a conflict.

D. Approval of Agenda

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

E. Approval of the Minutes

1. June 8, 2020 Meeting Minutes

Motion by Member Chamberlain, second by Member Gray to approve the minutes of June 8, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Kristin Jones, 113 Pine River Lane, hoped that the Planning Commission remembered that the 115 Pine River Lane property was zoned R-4 residential, not zoned for hospitality use. She heard that folks were going to buy a unit, stay there for a month each year, and then rent it out. She was concerned that someone would be enforcing the R-4 zoning. Chair Waddell stated that City Council had rules on short-term rentals and her concerns were best addressed to the Council.

G. New Business

1. Public Hearing: Zoning Ordinance Amendment: Rooftop Uses

Planner Egan introduced the amendment and explained the language that had been changed since their last meeting. She stated the language was reviewed by the City Attorney.

The public hearing was opened.

Ms. Jones stated that the music from the use would violate the City's noise ordinance and mentioned that she can hear the music from The Cantina across the channel. Chair Waddell stated that the amendment included that "music or sound would not violate the City's noise ordinance restrictions and they also put in there about not having amplified music outdoors on the rooftop."

The public hearing was closed.

Motion by Member Parr, second by Member Felter to recommend adoption of the Zoning Ordinance Amendment to the City Council as presented. Motion passed by unanimous voice vote.

2. Public Hearing: Zoning Ordinance Amendment: Site Plan Review

Chair Waddell stated that the basic goal of the site plan review was to determine Level A or Level B review steps and to bring clarity to the job duties of the Zoning Administrator. Planner Egan stated that the amendment is also intended to streamline the policies and procedures for site plan review.

The public hearing was opened.

Ms. Jones questioned several sections of the proposed amendment and Chair Waddell responded in turn. She expressed concern about the need for more notice to affected property owners on proposed developments. Chair Waddell and Planner Egan clarified the process for required public notice to affected property owners, the staff review process, and routine site plan reviews that were allowed to be approved by staff.

The public hearing was closed.

Motion by Member Felter, second by Member Muladore to recommend adoption of the Zoning Ordinance Amendment to the City Council as presented. Motion passed by unanimous voice vote.

3. Priority Exercise

Planner Egan went through the to-do list of potential projects to be discussed in a High/Low Effort – High/Low Impact manner. Planner Egan and Mr. Martin led the Commission through the priority ranking process:

General Items:

1. Review and update of Master Plan – High Impact/Low Effort
2. Review Annual Report process - No action
3. Organize and develop ongoing education for Planning Commission
4. Hold joint meeting with City Council, Downtown Development Authority, Historic District Commission, Recreation Advisory Committee, and Zoning Commission of Appeals – High Impact/Low Effort
5. Hold joint meeting with neighboring jurisdictions including Charlevoix County Planning Commission and Charlevoix Township Planning Commission – High Impact/Low Effort

Master Plan Administration:

1. Pursue Corridor Improvement Districts an M-66 and US-31 (See #3 Enhance scenic beach) – High Impact/High Effort
2. Pursue storm water control and green infrastructure standards (See #5 National resource protections) – High Impact/High Effort
3. Establish a City wide and regional bike route and incorporate bike lanes into the design of city streets (See #7 – Pursue alternative forms of transportation) – High Impact/Low Effort
4. Inventory existing sidewalks and identify and prioritize new sidewalk connections (Also see #7)

Zoning Ordinance Review Items (See #1 Update the Zoning Ordinance regularly)

1. Review of all definitions and strike those that do not appear in the text – Low Impact/Low Effort
2. Review Zoning Ordinance standards – Low Impact/Low Effort
    a. Section 150.01 Building Regulations; Construction (per Darlene Kline notes).
    b. Section 153.154 Temporary Building, Structures, Uses and Special Events
    c. Building standards for architecture, mass, and scale, especially Central Business District and residential districts
    d. Standards for duplexes, tri-plexes, and accessory dwellings in residential districts
    e. Section 153.290 Non-Conformities
    f. Home Occupation (Major and Minor) levels and standards
3. Review of Wind Energy Conversion Systems/Alternative Energies – High Impact/Low Effort

Zoning Administrator Scheel stated that there was a section on accessory structures whereby the Ordinance on the R-1 District is 10' from the rear property line and 8' in an R-2 District. He didn't understand the reasoning for the difference in the distances.

Planner Egan felt that the Commission should look at expanding housing opportunity in all the R-Districts as they had done with the R-2 District and this would be High Impact/High Effort.

Member Chamberlain suggested the possibility of allowing the building of tiny homes on a portion of Fishermans Island State Park as he did not feel that the City had the infrastructure to run a tiny home community – Low Impact/High Effort.

H. Old Business

I. Staff Updates

Dean Martin provided an update on training resources and distributed forms to complete regarding any additional member training needed.

Zoning Administrator Scheel referenced enforcement action at 102-104 Upright. He stated that the 104 Upright structure is going to be torn down by the owner on August 17th. He had a purchase agreement for 102 Upright which will be torn down and that individual wanted to rebuild on the property. He referenced other properties, enforcement actions being taken, and the International Building Code Standards.

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

The Commission agreed that if weather permitted the September Commission meeting would be held at the same location, and the agenda would include a review of the ranking of the priority items.

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

The Commission members agreed to adjourn the meeting. Meeting adjourned at 7:18 p.m.

Joyce M. Golding/fgm City Clerk

R.J. Waddell Chair