CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, September 14, 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
Members Absent:	Philip Parr
Staff Present:	Kathy Egan, Community Development Director; Jonathan Scheel, Zoning Administrator, Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest
Member Chamberlain stated he had a conflict of interest in Item G.1.

D. Approval of Agenda
Motion by Member Gray, second by Member Halverson to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes
1. August 10, 2020 Meeting Minutes
Motion by Member Gelb, second by Member Felter to approve the minutes of August 10, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items
Shirley Gibson requested that the Planning Commission review the R-2, Accessory Dwelling Ordinance. She felt 308 May Street was an example of the unintended consequences of this ordinance.

G. New Business
1. Level B Site Plan Review Amendment 2019-3-SPA: Pine River Lane Site Condominium
Member Chamberlain recused himself. Zoning Administrator Scheel stated that the applicant was requesting approval to add six roof decks to the project. He felt there was potential impact on the neighboring properties which is why he decided to bring forth a Level B Site Plan review to the Commission.

Timothy Burden, President of Midtown Development Inc., stated that potential buyers requested more outside space and he would not consider roof decks on the smaller buildings.

Member Halverson stated that this change had potential substantial impact especially to the neighbors. He would have much preferred to have the roof deck as a part of the original site plan. He stated multiple concerns about increased traffic due to the decks, pedestrian safety, and noise. Member Felter expressed concern about allowing barbecues with open flames on a rooftop deck. Mr. Burden stated that the deck would be 12' x 19' or so less the stairwell/door area. Chair Waddell also expressed concerns about any type of cooking grill on a roof, and he also felt that the Fire Marshal should review the request. Mr. Burden stated that the stairway to the roof would be internal.

The public hearing was opened.

Shirley Gibson, 209 E. Upright, questioned when the original site plan was approved, and Mr. Burden responded January.

Ed Shaw, 119 Pine River Lane, reviewed the four items he outlined in his letter to the Planning Commission and asked that the Commission require the developer to submit his mitigations to these issues.

Kristin Jones, 113 Pine River Lane, urged the Commission to consider “respectful honoring of the neighborhood”. She stated that the development was proposed, designed, presented and approved as a reasonable, high density R-4 subdivision, and it felt like a hospitality development. She felt this was a very critical time for the project’s fire safety, pedestrian safety, courtesy to the neighborhood and to the City.

Dan Beyers, stated that he represented 100 W. Dixon and the adjoining property to the east, and that he felt the request was being rushed for no real demand. He was most concerned with the proposed decks on units 5 & 6. He stated that noise is a concern and the decks being above them is a concern. He recommended that this process be slowed down a bit.

Dan Wausmann, 110 W. Dixon, stated that Mr. Beyers spoke for all of his group.

Anne Marie & Joe Ardens stated they were also part of 100 W. Dixon, and that people have chimineas and fire pits on decks and emphasized that units 5 & 6 are very high over the cottage and garage next door.

The public hearing was closed.

Member Gelb stated that he did not understand the layout of the area well enough to appreciate exactly to what degree these decks will be staring into the face of neighbors or down upon them. He recalled when the Commission approved the plan originally they considered how it was impacting neighbors.

Zoning Administrator Scheel stated that when talking about decks "I stand by 100% my measurements of the 360' sq. ft." and if you subtract out the staircases and another amendments that the developer did verbalize tonight the decks are not 12' x 30' they are substantially smaller so he believed that his report is accurate in the square footage of the decks being asked for.

Motion by Member Halverson, second by Member Gray to deny the site plan for Project 2019-3 SPA. Member Felter stated she wondered if they should have the Fire Department look at the proposal. Motion passed with a unanimous roll call vote (Member Chamberlain abstaining.)

2. Downtown Design Guidelines Presentation

Member Chamberlain returned to the meeting. DDA Director Dotson presented the final adopted Downtown Design Guidelines to the Planning Commission which had been four years in the making. She explained the Guidelines in detail, the function of the buildings and the intention of how the buildings were originally developed and how they have evolved. Community Development Director Egan stated that going forward this is a resource for the Planning Commission as it considers new language for any district in the City.

3. Walkability Study/SBEI Update

Community Development Fellow Martin stated that the new SBEI Study application was submitted that day. The core focuses of the application included:

- sidewalk and parking configuration downtown, balancing the need for ample parking with the need for safe walkways and outdoor spaces for dining, retail businesses and recreation;
- expansion of street amenities such as bike racks, trash receptacles, and outdoor seating; and
- viability of an in-ground snow melting system for downtown sidewalks.

He stated that per Council's request they are also looking into the current under-utilized SBEI Study and what changes can be made to corridors and alleys and this report should be complete mid-October.

Fellow Martin stated the City Manager's letter had some recommendations that the Planning Commission may want to consider which were more programmatic elements of the SBEI Study including:

- consideration of a complete streets ordinance,
- amending the Zoning Ordinance to allow for special licensing for outdoor dining on sidewalks,
- updating the Zoning Ordinance dumpster screen section to include more prescriptive requirements,
- updating the ordinance to include the intent of trees and vegetation in the Central Business District;
- updating the ordinance to specific alleys including safety and aesthetic features, and
- developing form-based code ordinances.

4. Tip of the Mitt Resiliency Master Plan Review

Director Egan stated that the Tip of the Mitt has the ability through a grant to assess our Master Plan "to identify what is working well, what is present but needs improvement, what is missing and what may need clarity" and this is all in regard to water, stormwater, high water levels, etc. This will be another good report and resource that the Commission can use going forward for the Master Plan and also for any other ordinance work.

H. Old Business

1. Setting Priorities for 2021

Director Egan stated that she added under High Effort/High Impact – Water Resource District TIF, and she also discussed with staff and created the idea for two sub-committees: a Technical Sub-Committee and an Infrastructure Sub-Committee.

Member Chamberlain suggested instead of a topic of “Tiny Homes” it should be “seasonal workforce housing”; and he felt that they should start working with the MDNR in regard to year-round campgrounds for seasonal workers. Chair Waddell suggested including Seasonal Workforce Housing/Tiny Homes. Member Halverson suggested including taking a Master Plan approach for the Ferry Beach area. The Commission concurred with the changes.

I. Staff Updates

Motion by Member Chamberlain, second by Member Halverson to thank Ben Edwards for his time as a member of the Planning Commission and that he should continue his public service with Charlevoix Township. Motion passed by unanimous voice vote. Chair Waddell stated that he would send Mr. Edwards an appreciation letter.

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

Director Egan stated that there was potential for some housekeeping updates for the Zoning Ordinance and a discussion on the International Property Management Code at the next meeting.

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

Motion by Member Chamberlain, second by Member Gelb to adjourn the meeting. Meeting adjourned at 7:57 p.m.

Joyce M. Golding/fgm	City Clerk	R.J. Waddell	Chair