

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Depot Beach Park 307 Chicago Avenue
Monday, October 12, 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, Jennifer Muladore, Toni Felter Philip Parr, Mary Millington,
Members Absent:	David Gray
Staff Present:	Kathy Egan, Community Development Director; Jonathan Scheel, Zoning Administrator, Dean Martin, Community Development Fellow; Jennifer Neal, Community Planner

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 Halverson second by Member Felter to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. September 14, 2020 Meeting Minutes

Motion by Member Halverson, second by Member Muladore to approve the minutes of September 14, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

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 introduced the application. The applicant requested approval to add eight roof decks to units 1-8 per the previously approved site plan. Due to the potential impact on surrounding residential properties the request qualifies for site plan review B and thus, requires an amendment to the site plan. The applicant has provided additional information and detail regarding the design of the decks which was lacking on previous applications. The applicant's previous similar request was presented to the Commission last month and was denied.

Timothy Burden, President of Midtown Development Inc., spoke to the Commission via telephone and stated he would like a fair review of his request. Mr. Burton provided a revised application with additional information including sample images of the proposed rooftop decks, elevation drawings, and detailed dimensions to clarify the request.

Chair Waddell noted that several letters have come in from the public. Zoning Administrator Scheel summarized two additional letters that were received since the agenda packet was posted.

Dan Wausmann, 110 W. Dixon, spoke for his group which included his wife and sister-in-law. He was concerned about noise from people using the decks negatively affecting his property. He is convinced that the proposed homes will be used as short term rentals which could have even a bigger negative impact on their family property.

Kathryn Engel, 127 Pine River Lane, stated she agreed with Mr. Wausmann's concerns.

Member Halverson was concerned with potential noise nuisance to neighboring properties. Discussion centered on railings and screening walls. There was some discussion on open flame on the decks and the Fire Chief's letter.

Chairman Waddell went through the proposed finding of fact. There was consensus from all members on approval of all findings of fact with the exception on whether there was potential noise nuisance to the Wausmann property that needed mitigation.

Motion by Member Felter, second by Member Halverson to approve decks for all units with the exception of units 5 and 6 per the site plan presented, with the following conditions:

- a. The applicant shall provide the Planning Commission with revised, detailed drawings that clearly indicate the materials to be included in the design, the location, look and style of each rooftop deck railing and screening walls.
- b. That the Master Deed include provisions that furniture shall be secured to the decks and that no heating or cooking elements shall be allowed on the rooftop decks.

2. International Property Management Code

Member Chamberlain returned to the meeting. Zoning Administrator Scheel presented a memo regarding the proposed adoption of the International Property Management Code (IPMC) which would allow the City to pursue blighted buildings prior to them deteriorating beyond

the point of repair and need to be torn down. He will provide hard copies, pages 9 through 20 of the IPMC which are the specific regulations for the Commissioners to review next month.

3. Sidewalk Inventory

Community Development Fellow Martin distributed a copy of a City sidewalk map and a sidewalk inventory sheet that will be used to collect information on the condition of the sidewalks. Commissioners spoke to the importance of connecting the sidewalks, so pedestrians do not have to walk in the road or on unpaved property with various obstacles. The Commission supported connecting all of downtown and neighborhoods close to downtown. They also stated concern over the lack of sidewalks around and to the school on May Street for safety of children.

H. Old Business

I. Staff Updates

Director Egan announced that she will be retiring from Networks Northwest in November; Planner Neal will be taking her place in working with Charlevoix.

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

Director Egan stated that there was potential for the applicant of Pine River to return with requested drawings; Zoning Administrator Scheel will have more detailed information on the International Property Management Code; some housekeeping updates for the Zoning Ordinance and; in the future Steve Schnell would like to update the Commission on county housing efforts.

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

Motion by Member Halverson, second by Member Parr to adjourn the meeting. Meeting adjourned at 7:27 p.m.

Joyce M. Golding (ke/js)

City Clerk

R.J. Waddell

Chair