

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, November 9, 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, David Gray, Mary Millington, Jennifer Muladore
Members Absent:	Toni Felter
Staff Present:	Kathy Egan, Community Development Director; Mark Heydlauff, City Manager; Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator, Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest

Member Chamberlain stated he had a conflict with Item H.1. and would recuse himself.

D. Approval of Agenda

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

E. Approval of the Minutes

1. October 12, 2020 Meeting Minutes

Motion by Member Muladore, second by Member Gray to approve the minutes of October 12, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Alley Corridor Vision Draft

City Manager Heydlauff recalled that Council directed him to work on an implementation strategy for the 2018 Downtown Alley Corridor Vision. Council requested that he forward the draft to the Planning Commission and DDA for their input before returning to Council for their final consideration.

2. Zoning Ordinance Housekeeping

Zoning Administrator Scheel reviewed each of the recommended changes in detail and responded to Commission member questions.

Motion by Member Muladore, second by Member Chamberlain to schedule the recommended changes to the Zoning Ordinance for a public hearing in December. Motion passed by unanimous voice vote.

H. Old Business

1. Pine River Drawings

Member Chamberlain recused himself. Chair Waddell recalled that last month the Commission provisionally approved the project, but they asked for updated drawings of the project. Timothy Burden, President of Midtown Development Inc., explained the new drawings including that: railings were added to units 7 & 8; units 1, 2, 3, & 4 have a glass and metal railing and a separation wall; and the look of the building with the truss system did not change. Chair Waddell questioned if the issues with the Master Deed had been addressed and Zoning Administrator Scheel stated that he and the City Attorney review those documents before any permits are issued for construction.

There were no public comments.

Motion by Member Gray, second by Member Muladore to approve the railings for the third floor decks. Motion passed by unanimous voice vote with Chamberlain abstaining.

2. International Property Management Code

Member Chamberlain returned to the meeting. Planner Egan questioned if it was the Zoning Administrator's role to recommend to the City Council that they adopt this Code. Zoning Administrator Scheel stated that this would not become part of the City's Zoning Ordinance, but the City Manager had asked for the Commission's input on this matter. Chair Waddell questioned who would enforce the provisions of this Code. Zoning Administrator Scheel replied that in Petoskey enforcement was handled by the Police Department and in East Jordan the Zoning Administrator/Enforcement Officer handled enforcement. The City Council would determine who would be responsible for enforcing the Code.

Member Chamberlain questioned what percentage of the homes in Charlevoix would fail under this Code. Zoning Administrator Scheel stated that the Code really addressed the structural integrity of the building not things like "hairline cracks" in walls.

Motion by Member Chamberlain, second by Member Millington that the Planning Commission recommend that the Charlevoix City Council adopt the International Property Management Code as presented. Motion passed by unanimous voice vote.

I. Staff Updates

Planner Egan stated that her last day with Networks Northwest would be November 20th. Jennifer Neal stated that she would transition to the Staff Planner to the Commission upon Planner Egan's retirement.

Zoning Administrator Scheel addressed the parking lot behind Michigan Beach at the end of Palmer and stated that the City was putting in over a \$1.0 million into this project.

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

Planner Neal stated that Steve Snell, Housing Representative, asked to speak to the Commission and if he was available, she would schedule him for the December meeting. Planner Neal stated that there were more Zoning Code housekeeping items to be addressed.

Zoning Administrator Scheel recalled that they originally used the R-2 District to start the conversation in the City about accessory dwelling units and he questioned if the Commission wanted to expand those regulations to the R-1 District. Chair Waddell felt it would be good to review how the ADU regulations have impacted the R-2 District since it had been almost two years since the regulations were adopted.

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

Motion by Member Chamberlain, second by Member Muladore to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:20 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair