

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
210 STATE STREET
Monday, December 14, 2020 - 6:00 p.m.**

A. Call to Order

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

B. Roll Call

Chair	RJ Waddell (from Charlevoix)
Members Present:	Reid Beegen, Sherm Chamberlain, Toni Felter, David Gray, Mary Millington, Jennifer Muladore (all members participating from Charlevoix)
Members Absent:	Dennis Halverson (<i>Clerk's Note: Member Halverson was present at the meeting but was unable to participate due to technical difficulties</i>)
Staff Present:	Jennifer Neal, Planner; Johnathan Scheel, Zoning Administrator; Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. November 9, 2020 Meeting Minutes

Motion by Member Chamberlain, second by Member Muladore to approve the minutes of November 9, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Hearing: Zoning Ordinance Amendment – Housekeeping

Chair Waddell stated that the amendment included small corrections and items changed for clarity. Zoning Administrator Scheel stated that he and Planner Neal would be bringing forward another possible amendment regarding metal siding and cement block structures in the downtown, and some design standards for downtown.

The public hearing was opened and closed as there were no public comments.

Motion by Member Gray, second by Member Beegen to recommend adoption of the amendment to the City Council as presented. Motion passed by unanimous voice vote.

2. Charlevoix County Housing Ready Program Presentation

Steve Schnell, Program Director of the *Charlevoix County Housing Ready Program*, described the functions of the *Housing North* organization and the *Housing Ready Program* and provided a presentation regarding the Program, the City's *Housing and Business Park Initiative*, homesforourfuture.org website, and the Deed Restriction Program.

Mr. Schnell identified housing challenges for Charlevoix and described possible methods used to create more housing opportunities for year-round occupancy including community land trusts, shared equity, and deed restrictions which would require property to abide by certain requirements such as year-round residences or workforce housing.

Member Chamberlain stated that streamlining the approval process for new developments or re-development especially at the State level would eliminate what is often a burden. He referenced vacant property on US 31 across from the Dairy Grille that would be a very suitable location for apartments for young working families, and the Charlevoix Housing Commission property that could be used for workforce year-round housing.

Mr. Schnell stated that he could send the Commission a list of the various tools that could be used to incentivize year-round workforce housing. Planner Neal stated that Mr. Schnell was looking for some direction from the Planning Commission on incentives that might be incorporated into a plan for workforce housing and any direction to staff on moving forward.

3. Economic Development Strategy Draft

Community Development Fellow Martin presented a draft of an updated Economic Development Strategy that draws upon the data and initiatives of past plans while reflecting the modern changes in priorities, policies, and projects. A current Economic Development Strategy is a core requirement of the *Redevelopment Ready Communities (RRC) Program*.

Mr. Martin stated that the Planning Commission should discuss the current challenges which include the aging population, departure of youth, employment type variety challenges, employment deficits and seasonal opportunities. Also, the goals which include building better housing opportunities, extending the shoulder season, expanding opportunities for remote workers, pursuing available opportunities, greater

partnership building, capturing revenue from US 31, and retaining and attracting businesses and entrepreneurs. Mr. Martin stated he would present this draft to the Downtown Development Authority within the next month and then to City Council in January.

Member Chamberlain felt they would need to bring the Chamber of Commerce into the conversation as well. Mr. Martin stated that a body needed to annually update or report on this document and he felt the Planning Commission could take on this task with staff updating the document throughout the year.

4. 2021 Meeting Schedule

Chair Waddell stated that he did not see any conflicts with the proposed 2021 Meeting Schedule. Motion by Member Felter, second by Member Chamberlain to adopt the 2021 Meeting Schedule. Motion passed by unanimous voice vote.

H. Old Business

I. Staff Updates

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

Planner Neal stated that normally they do the election of officers in January. She stated that in years past the Commission had also conducted an annual review of the By-Laws. She also anticipated continuing the housing discussion and they were waiting to hear from the Conservancy about the Zoning Ordinance review.

Chair Waddell recalled that the Zoning Administrator was to do a presentation in January about accessory buildings since it has been two years since they had approved accessory buildings and City Council questioned whether they plan on modifying the regulations or expanding it to other zones in the City. He felt that the discussion on the By-Laws could be postponed until February.

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

Motion by Member Felter, second by Member Gray to adjourn the meeting. Meeting adjourned at 7:14 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair