

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, January 11, 2021 - 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, Dennis Halverson, Mary Millington, Jennifer Muladore (all members participating from Charlevoix)

Members Absent: None

Staff Present: Mark Heydlauff, City Manager, 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 Halverson to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. December 14, 2020 Meeting Minutes

Member Halverson stated that he was in attendance and could hear the December meeting, but couldn't speak. Motion by Member Chamberlain, second by Member Muladore to approve the minutes of December 14, 2020 as amended. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Election of Officers

Member Chamberlain nominated RJ Waddell as Chair for 2021. Motion by Member Gray, second by Member Beegen to cast a unanimous ballot for RJ Waddell to be the Chair for 2021. Motion passed by unanimous voice vote with Member Waddell abstaining.

Member Chamberlain nominated Dennis Halverson for Vice Chair for 2021. Motion by Member Chamberlain, second by Member Felter to cast a unanimous ballot for Dennis Halverson to be the Vice Chair for 2021. Motion passed by unanimous voice vote with Member Halverson abstaining.

2. 2021-1 Site Plan Review Amendment: 120 Michigan Avenue

Paul Silva stated that he and Mike Pattullo were present from Shoreline Architecture & Design. Mr. Pattullo stated that they have a 2,000 square foot roof deck that was approved and based on the Zoning Ordinance they need 10 spaces to accommodate the roof deck to allow public use. He stated that they wanted to open the deck up to the public rather than just for hotel guests. He explained when the hotel was originally approved it required 32 parking spaces and the current design will provide 33 spaces

Member Halverson stated that through the original site plan process for the hotel, the intention for the roof deck space was always intended to be strictly for hotel guests.

Member Chamberlain stated that he visited the property and parking has always been a premium in that area. Member Felter stated that if the City wanted to make this a walking community maybe they shouldn't be so concerned about a few parking spaces. Member Millington stated that they will never have enough parking in the community during high season and they do want to encourage pedestrian traffic and she felt it would be a shame to hold up the request just because of a few parking spaces.

Member Halverson stated that his consternation had nothing to do with the parking but has to do with the multiple amendments coming in after a comprehensive site plan review by the Planning Commission.

Zoning Administrator Scheel stated that big projects evolve, specifically this one and he felt that this discussion may hinder developers from wanting to come to Charlevoix. He noted that they need Findings of Fact which were in his report of the criteria that allows the Planning Commission to waive one or more parking spaces and the criteria was talked about in the letter from Mr. Pattullo.

Motion by Member Felter, second by Member Beegen to waive the parking requirements to allow the Hotel Earl to have a variance for the parking requirement. Motion carried.

Yeas: Beegen, chamberlain, Felter, Gray, Millington, Muladore, Waddell

Nays: Halverson

3. Capital Improvements Plan Draft

City Manager Heydlauff stated that an updated Capital Improvements Plan is required by state law, City Charter, and is necessary to accomplish the Redevelopment Ready Communities Program. He stated that this was their initial draft and he responded to questions from the members.

4. Carpenter Street Dog Park Conceptual Design

Recreation Director Knorr stated that public input relative to the Recreation Master Plan highlighted resident demand for a dog park within the City. He explained the conceptual design for a dog park on Carpenter Street and responded to questions from the members. Community Development Fellow Martin briefly outlined several possible funding opportunities.

5. Resolution to Hold Joint Meeting in 2021

Community Development Fellow Martin stated that to signify the Planning Commission's commitment to fulfilling the Redevelopment Ready Communities program requirements, the Michigan Economic Development Corporation requested the Planning Commission pass a resolution stating their intent to participate in a joint meeting between City boards, commissions, and committees in 2021.

RESOLUTION NO. 2021-PC01

WHEREAS, joint meetings between the City of Charlevoix boards, committees, and commissions can focus collective efforts on shared goals (such as those listed in the Master Plan, Economic Development Strategy, and other community planning documents) while building trust and synergies between elected and appointed officials; and

WHEREAS, joint meetings were listed as a "low effort, high impact" priority item on the Planning Commission's 2021 Work Plan in the September 14, 2020 Planning Commission regular meeting; and

WHEREAS, annual joint meetings are a best practice for development approval and necessary for completing the Redevelopment Ready Communities Certificate, as administered by the Michigan Economic Development Corporation; and

WHEREAS, City Council resolved to implement the recommendations of the Redevelopment Ready Communities Program on January 2, 2018, including the evaluation of the partnerships and interactions of City boards and commissions related to the development including the City Council, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority/Main Street; and

WHEREAS, in-person joint meetings give appointed and elected officials greater opportunity for dialogue and collaborative input; and

WHEREAS, current public health conditions provide challenges to safely conducting an in-person joint meeting between the City Council, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority/Main Street.

NOW, THEREFORE BE IT RESOLVED that the City of Charlevoix Planning Commission has every intention to participate in a joint meeting in 2021 between the City Council, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority/Main Street on matters pertaining to development issues and opportunities, when it is deemed safe to hold such a meeting in person.

Motion by Member Halverson, second by Member Chamberlain to adopt Resolution No. 2021-PC01 for joint committee meetings this year.
Motion passed by unanimous voice vote.

6. Accessory Dwelling Unit Report

Chair Waddell stated that last fall City Council asked the Commission to look back at accessory dwelling units to see whether or not they want to continue it the way it is or expand it. Zoning Administrator Scheel referenced his written report including City Council's goal of providing more year-round housing and that ADU's recommended by the Commission are making a difference (two are for year-round residents and none are short-term rentals). He noted that there were some unintended consequences with size and scale and if the Commission decided to expand into R-1 that they look at those negative consequences and that they add language to the Ordinance for any expansion into other districts and also for the R-2 district to fix that issue. He stated that lastly, they can write language into the Ordinance that will guarantee that the ADU's are used for long-term housing and not short-term rentals. Chair Waddell suggested that the Commission should add expanding the ADU's to other zoning districts on their "tickler list" of items to be addressed in 2021.

H. Old Business

1. Charlevoix County Housing Ready Program Follow Up

Steve Schnell, Charlevoix County Housing Ready Program Director, reviewed his memo regarding zoning incentives for year-round housing, and additional steps to consider that continue to open housing opportunities and achieve land use goals. Member Chamberlain stated that he would like to look at existing larger homes that could easily be converted into duplexes or triplexes.

I. Staff Updates

Planner Neal stated that the Zoning Ordinance amendments were approved by City Council at their January 4th meeting.

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

Chair Waddell stated that he and Planner Neal would determine how much of the Master Plan document to review at each meeting. He also felt that the February meeting would be a good time to review the possible expansion of ADU's into other zoning districts. Community Development Fellow Martin stated that he would present a progress report on some of the implementation items that were listed in Chapter 5 of the Master Plan.

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

Motion by Member Halverson, second by Member Chamberlain to adjourn the meeting. Meeting adjourned at 7:43 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair