

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, February 8, 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, Dennis Halverson, Mary Millington, Jennifer Muladore (all members participating from Charlevoix)
Members Absent:	David Gray
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 Halverson, second by Member Chamberlain to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. January 11, 2021 Meeting Minutes

Motion by Member Felter, second by Member Beegen to approve the minutes of January 11, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Proposed Deck Located at 101 Bridge Street

Zoning Administrator Scheel stated that the applicants and owners, David Levy and Chuck Schilling, were seeking permission to occupy a portion of the vacant space located just north of 101 Bridge Street, adjacent to the Pine River Channel. The applicants wanted to build a raised deck to be used for outdoor dining, and the property is owned by the Michigan Department of Transportation (MDOT). Zoning Administrator Scheel advised that MDOT reviewed the proposal and they were willing to approve it under the proposed conditions of the project. The request will go before City Council next month.

Member Chamberlain felt that City Council should get a letter of authorization from MDOT that they approve of the site plan, that a title search for easements should be done for this area, utilities should be contacted to make sure nothing is placed over utility lines and confirm that the renters of the deck are associated with an adjoining building nearby. He questioned whether this would be a long-term or a yearly lease and will the lease of the deck belong to the adjoining property owner who owns the liquor license. Zoning Administrator Scheel stated that some of those questions had been vetted already and the remaining questions should be addressed at the Council level. He noted that the usage of the deck would be tied to the adjoining building as a restaurant.

2. Master Plan Chapter 5 Implementation Report

Community Development Fellow Martin explained that reviewing the Master Plan Implementation table prior to the 5-year updating process could help the members understand what was planned to be accomplished, what was accomplished, and what remains an opportunity. Fellow Martin provided a summary of the current Master Plan, last updated in 2016, that detailed goals, visions, and implementation projects to be considered for the advancement of the public services and economic development. He stated that of the 45 action items in the Plan, 40.5 of the items were complete.

3. Accessory Dwelling Unit (ADU) Architectural Standards

Chair Waddell recalled that City Council asked them to look into expanding the accessory dwelling unit standards that were applicable to R-2 zoning into the R-1 zoning district. Zoning Administrator Scheel stated that they found some unintended consequences of allowing accessory dwelling structures in R-2 zoning such as a couple of buildings that seem out of scale to the neighborhood and height issues. He reviewed his memo including the goals of the ADU language, site placement, exterior appearance of buildings, doors, windows, roof form, and height of buildings. He also reviewed proposed new ordinance language which included some form-based code language. Steve Schnell, Housing North, explained the basics of form-based code. Discussion followed regarding the proposed language changes and the look of accessory dwellings.

Shirley Gibson, 209 E. Upright, stated that there were some mistakes made in the beginning because there were not enough standards in place and there was one property in her neighborhood in particular that she was not happy about, but she felt the Commission was moving in the right direction. She questioned if there was any language regarding the use of an ADU. Zoning Administrator Scheel stated that there was the standard zone language for residential use; an ADU can be used as a short-term rental but the main house and the ADU cannot both be used as short-term rentals at the same time, and the ADU would also need to fit under the short-term rental language.

4. City Manager's Housing Memo

Chair Waddell stated that the City Manager provided the Commission with a memo that summarized the actions of various entities in the community who have taken or are taking on the topic of housing and sets a vision for continued collaboration in the future. Member Chamberlain recalled at the last Commission meeting he had brought up the possibility of converting a large existing house into two separate residences through the Condominium Act. Discussion followed about additional housing opportunities.

5. Master Plan Update

Chair Waddell stated that they were required to go through their Master Plan every five years. Planner Neal noted that Fellow Martin's presentation was a good start for the review. She stated that staff will prepare an audit of the existing plan which identifies areas of deficiency and a timeline to complete the Master Plan update process. She stated that she would like to see a new Housing Chapter in the Plan with new data and new design ideas.

H. Old Business

I. Staff Updates

Planner Neal stated that seven people signed up for the MAP Planning & Zoning Essentials training and there were additional spaces available as well as the Shoreline training.

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

Chair Waddell stated that they wanted the Zoning Administrator to bring back more information on form-based codes. He felt that they should review the By-Laws and then start the Master Plan review next month.

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

Motion by Member Chamberlain, second by Member Beegen to adjourn the meeting. Meeting adjourned at 7:35 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair