

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, March 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, Mary Millington, Sherm Chamberlain, Toni Felter, David Gray, Jennifer Muladore, (all members participating from Charlevoix)
Members Absent:	None
Staff Present:	Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator

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. February 8, 2021 Meeting Minutes

Motion by Member Muladore, second by Member Chamberlain to approve the minutes of February 8, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Election of Vice Chair

Chair Waddell stated that Dennis Halverson resigned from the Planning Commission so the Commission needed to select a Vice Chair for the remainder of the term. Member Felter nominated Member Chamberlain as Vice Chair.

Motion by Chair Waddell for Member Chamberlain as Vice Chair. Motion passed by unanimous voice vote with Member Chamberlain abstaining.

2. Proposed Mixed Use Building Located at 1108 Bridge Street

Zoning Administrator Scheel stated that this was a preliminary discussion, and a formal site plan review will take place at a later meeting. Applicant Ron Way of Way Building submitted an application and plans for new construction at 1108 Bridge Street that would include a two-story building with first floor office space and second floor residential units. Zoning Administrator Scheel stated that the alley running behind this project was never taken over as a "City alley". The County GIS maps show it as a City street, the City has plowed and maintained it as a City street, but officially it is not a City street and the ownership of that plot of land is the School District. He told the applicant that he would need to go before the Board of Education to obtain an easement for use of that alley.

Member Felter questioned if the applicant was willing to sign something to ensure that this is a long-term rental. Zoning Administrator Scheel felt the owner implied that this is a long-term rental, and he did not think that the Planning Commission had the authority to deny anything if the applicant said no to providing something in writing.

Vice Chair Chamberlain stated that Wood Street is a 66' right-of-way and possibly the applicant would be interested in putting in perpendicular parking as opposed to parallel parking because there was sufficient room along east Wood Street. Zoning Administrator Scheel felt that was a great idea and he would discuss same with the applicant.

3. Annual Review of Bylaws

Chair Waddell began the annual review of the Bylaws which were last amended in January 2019. He referenced section 2.5 with regard to training and felt that a staff member should keep track of the members' training which was not addressed in the Bylaws. He recommended a change to Section 5.6 to update the reference to Roberts' Rules of Order to the 2020 Edition and not the 2000 Edition; and an addition to Section 9.0 as Section g) regarding the Planning Commission's role to review donations for public spaces with recommendations to City Council.

Motion by Member Beegen, second by Member Gray to revise the Bylaws with the two aforementioned changes. Motion passed by unanimous roll call vote.

H. Old Business

1. ADU Architectural Standards

Chair Waddell recalled that Zoning Administrator Scheel provided the Commission with web link references regarding accessory dwelling units (ADU's) and form-based codes for their review before the meeting. Zoning Administrator Scheel explained the difference between architectural standards and form-based codes. He asked the members to review the web links he provided. He felt that they do not want

to deter ADU's because they have oppressive standards, but they also want to make sure that the standards are appropriate to avoid unintended consequences.

Member Chamberlain asked if it would be possible to see photographs of the problem areas that the Zoning Administrator has had.

2. Master Plan Update: Draft Introduction Chapter

Planner Neal stated that the Planning Commission will receive regular updates on the progress of the City's Master Plan update and they reviewed the first draft of Chapter 1: Introduction. No changes were proposed by the Commission members.

3. Master Plan Update: Public Engagement

Planner Neal stated that in the coming months, she will be engaging with residents, business owners, local leaders, and other stakeholders to address the Master Plan update progress. She stated that they were looking at April as being their major engagement month. She was seeking input on proposed methods to collect input on the Plan. Member Chamberlain questioned if May would be a better choice when all the snowbirds come back, and Member Felter felt that conducting the online survey could be done in April.

I. Staff Updates

Chair Waddell mentioned that Planner Neal would be the one keeping track of any trainings that the Commission members attend. He also advised that starting in April they will be required to do in person meetings.

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

Zoning Administrator Scheel stated that the City Manager would like the Planning Commission's input on allowing specific parking for downtown property owners in the City-owned lots with the restriction that the housing units would need to be full-time residents. The Commission agreed to include downtown residential parking as a topic for the April meeting.

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

Motion by Member Chamberlain, second by Member Gray to adjourn the meeting. Motion passed by unanimous vote. Meeting adjourned at 7:08 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair