

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, April 12, 2021 - 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

Members Present: Reid Beegen, Sherm Chamberlain, Toni Felter, Mary Millington, Jennifer Muladore, Emma Suarez Pawlicki

Members Remote: David Gray

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 Muladore to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. March 8, 2021 Meeting Minutes

Chair Waddell stated that the phrase "long-term project" in the first sentence, second paragraph under Item G-2 should be changed to "long-term rental".

Motion by Member Felter, second by Member Chamberlain to approve the minutes of March 8, 2021 as corrected. Motion passed by unanimous voice vote except for Member Pawlicki who abstained.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Site Plan Review: 1108 Bridge Street, Proposed Mixed Use Building

Zoning Administrator Scheel described the details of the project and stated that the applicant, Ron Way of Way Building, submitted an application and plans for Level B Site Plan Review by the Planning Commission. The proposed new construction is located at 1108 Bridge Street and would include two two-story buildings with first floor commercial office space and second floor residential units.

Zoning Administrator Scheel stated that there were some access issues with the alley behind the property which is School District property. He stated when the developer talked to the School District, they were unaware that it was their property and both parties are discussing how to get access to his property. He stated that the City Manager is in favor of having that property turned into a public use alley through the developer getting the property or if the City needs to be involved. Zoning Administrator Scheel stated that the developer would like to know that he has a valid project before he spends too much time and effort in obtaining the access.

Mr. Way questioned if the site plan showed the angle parking that he discussed with Zoning Administrator Scheel so that they could have the approval going forward with that as option one and then being able to try to get the rear yard parking. Zoning Administrator Scheel stated that originally the plan showed five parking spaces coming directly off the alley, and the developer is going to develop the public right-of-way road because it is not curb and gutter at this point and was potentially looking at nine angled parking spaces directly to the sidewalk on Wood Street. He stated that the Planning Commission has the authority to allow public parking in lieu of private parking. Chair Waddell read the recommended findings of fact from the staff report.

Motion by Member Felter, second by Member Chamberlain to approve the site plan for 1108 Bridge Street with angled parking on Wood Street at the developer's expense and eventual addition of parking on the east side once the alley access is available. Motion passed by unanimous voice vote.

2. Site Plan Review: 230 Bridge Street, Proposed Rooftop Deck

Zoning Administrator Scheel stated that this was a downtown mixed-use building that is a commercial venture on the first floor and residence on the second and this was an application for a roof deck for residential use. The applicant has substantially constructed the deck without a zoning permit, and the project has a stop work order waiting for Planning Commission approval of the project. He stated his concern that Sections 151-230 through 153.243 of the Zoning Ordinance states that "Design standards. Buildings shall have architectural variety but enhance the overall cohesive community character." He stated that photos show a blank wall, and this would be a case where something like a cornice that mimics the cornice at the rooftop would be feature that would improve the look of the deck. He stated that the corner location faced the park and is very visible from the streets and the City's visitors.

Norman Carlson, applicant, stated that he was not aware of this ordinance change and he apologized for starting the project. He stated that the regulations made a lot of sense for commercial settings. He stated that the deck was the same footprint as the existing building, there would be a rail on the south and east sides of the deck, no stairs as the only deck access is from the residence and it is not a short-term rental. Mr. Carlson responded to multiple questions from the Commission members regarding materials being used for the deck and railing and aesthetics/features of the rooftop deck.

Motion by Member Muladore, second by Member Beegen to approve the site plan for the rooftop deck at 230 Bridge Street with the following conditions: 1) stormwater plan submitted to the City, 2) deck size of 23.5' x 20', 3) schematic of the side views of the siding design for the east and south sides, and 4) a lighting plan. Motion passed by unanimous voice vote.

3. Proposed Historical Sign at Pine River Channel

Planner Neal stated that applicant Denise Fate, President of the Charlevoix Historical Society, submitted a request and plans for Planning Commission consideration for an interpretive historic sign to tell the history of indigenous people in the Charlevoix area. The proposed sign will be located on the north side of the Pine River Channel, west of the Weathervane. Ms. Fate provided a brief background of the project, the partner agencies involved, and the logic for the location selection.

Motion by Member Beegen, second by Member Felter to recommend to City Council to accept the donation as described. Motion passed by unanimous roll call vote.

4. Redevelopment Ready Communities Briefing

Community Development Fellow Martin provided a briefing about the Redevelopment Ready Communities (RRC) Program and Charlevoix's efforts to reach certification. Mr. Martin described the Program, benefits of certification and accomplishments to date. He stated that the next step was selecting the priority redevelopment sites and he described the process to identify sites to be marketed by the Michigan Economic Development Corporation (MEDC) for redevelopment. The Planning Commission's role will be to provide their vision for the identified sites for recommendation to City Council.

5. Level A Site Plan Reviews

Zoning Administrator Scheel provided an update of the three Level A Site Plan Reviews currently being conducted including: 1) 1440 Bridge Street – McDonalds for a second drive through; 2) 1410 Bridge Street (former Burger King location) – Culver's Restaurant, building using the existing footprint; 3) Bentley Hill Bakehouse - 24' x 24' outdoor pavilion for seating; and 4) special land use review for the Joppa House, 801 State Street, who wants to expand services to the house next door which the owners recently purchased.

Motion by Member Muladore, second by Member Beegen to extend the meeting for 15 minutes beyond 8:00 p.m. Motion passed by unanimous voice vote.

H. Old Business

1. Bylaws Review

Chair Waddell stated that there were three minor changes to the Bylaws as discussed at the previous meeting, but only two of the items were included in the draft so this item will be brought back to the Commission at the May meeting.

2. Accessory Dwelling Unit Discussion

Chair Waddell stated that due to the length of discussion on the earlier agenda items this item will be included on the May agenda.

Member Pawlicki asked about getting the word out to the public about this type of discussion and getting more input from the residents; Zoning Administrator Scheel stated that they could also do a press release and they were doing the same things for the Master Plan for public input/outreach.

3. Master Plan Update

Planner Neal gave a brief progress update on the City's Master Plan and reviewed the first draft of Chapter 2: *Community Description*. She also explained the efforts that will be made to engage the public in the Master Plan update process. She stated that all announcements related to the Master Plan will be posted to the City's website which can be found at: <http://www.charlevoixmi.gov/423/Master-Plan>.

Planner Neal stated that the Housing Business Park Initiative is hosting a meeting of community stakeholders to discuss the Master Plan update and housing solutions to be held on the morning of April 26th and Chair Waddell stated that he was planning to attend the meeting. If other members are interested, they should contact Planner Neal.

I. Staff Updates

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

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

Motion by Member Felter, second by Member Beegen to adjourn the meeting. Motion passed by unanimous vote. Meeting adjourned at 8:14 p.m.