

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, June 14, 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:	Sherm Chamberlain, Annemarie Conway, Toni Felter, David Gray, Mary Millington, Jennifer Muladore
Members Absent:	Reid Beegen, Emma Suarez Pawlicki
Staff Present:	Jennifer Neal, Planner
Staff Remote:	Jonathan Scheel, Zoning Administrator; Lindsey Dotson, Main Street DDA Director; Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. May 10, 2021 Meeting Minutes

Motion by Member Gray, second by Member Chamberlain to approve the minutes of May 10, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Annual Report

Planner Neal presented the Annual Report which was a requirement of the Michigan Enabling Act. She reviewed the planning activities and details included in the report covering May 2020 through April 2021. There were no questions from the Commission members and the Report would be forwarded to City Council.

2. City Approved Bench Locations

Zoning Administrator Scheel stated that he worked with Staff to compile the map that the Commission received in their packet. Chair Waddell questioned the three benches on the end of Dixon which were shown with a yellow dot indicating the need for replacement. Zoning Administrator Scheel responded that those were not memorial benches but were placed on site by the City and would be replaced.

Motion by Member Gray, second by Member Conway to recommend to the City Council the bench locations as proposed by Zoning Administrator Scheel. Motion passed by unanimous voice vote.

3. Downtown Futures Overview

DDA Director Dotson provided a presentation about the on-going Downtown Futures Program undertaken by the DDA. Through the Futures Program extensive public input was gathered and several concepts for downtown development were identified. The Planning Commission should consider including the project results in the Master Plan update.

DDA Director Dotson described the initiatives geared toward providing more affordable housing, year-round economy, Redevelopment Ready certification, and extensive details of the Futures Program. She explained all the steps that the DDA and the City had undertaken to put a local incentive toolkit in place for redevelopment and economic development initiatives.

4. Priority Redevelopment Sites – Visioning Session

Fellow Martin stated that by completing the Redevelopment Ready Program the City can now partner with the Michigan Economic Development Corporation to market redevelopment sites. He proceeded to go through a presentation outlining the five identified priority redevelopment sites, the benefits of the program, list of opportunities, and community visioning. Fellow Martin explained the specifics of each of the five sites and asked for input from the Commission to help create a vision for the future of these sites:

- 101-109 Hurlbut Avenue - .66 acres, 28,776 sq. ft.
 - Current use: professional office
 - Vision: mixed use apartments including efficiency and 1, 2, & 3 bedroom apartments
- 107, 110 Bridge Street - .21 acres, 9,006 sq. ft.
 - Current use: Scovie's Restaurant
 - Vision: adding a second story on the one side and developing the small rear parking lot; main floor business with 2nd and 3rd floor housing; parks are a great selling point and there would have to be careful parking consideration
- 109 Mason Street – .25 acres, 11,016 sq. ft.
 - Current use: Chamber of Commerce
 - Vision: concerns about proximity to the rear doors of the Fire Department; only site owned by the City of Charlevoix;

- possibility for a couple of small row houses
- 115 Antrim Street – .16 acres, 6,860 sq. ft.
 - Current use: professional office, florist, and diner
 - Vision: building should be moved closer to the street with parking in the rear; professional office or small apartments
- 1021 May Street – 2.1 acres, 90,360 sq. ft.
 - Current use: Vacant/bus depot
 - Vision: site is landlocked behind McDonald's; good site for affordable housing/small neighborhood

5. Master Plan Review Checklist

Planner Neal stated that Grenetta Thomassey, Policy Director for the Tip of the Mitt Watershed Council, prepared a Master Plan review checklist for the City's 2016 Master Plan. The checklist was intended to ensure the document included critical freshwater resource protections. She stated that this could be a guide for the 2021 Master Plan update and explained how the checklist could be utilized to add natural resources/features to the Plan.

H. Old Business

Chair Waddell questioned the status of the survey responses and Planner Neal responded that Staff reviewed approximately 240 of the responses and had about 150-200 surveys left to input into the database.

Chair Waddell also questioned if there was any progress on the alley behind the Way construction project at 1100 Bridge Street, and Zoning Administrator Scheel responded that there was no definitive progress but the owner and the City were discussing the matter.

I. Staff Updates

Zoning Administrator Scheel suggested that the members look at the Pine River project site to see the ongoing development.

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

Chair Waddell asked to have architectural standards for accessory dwellings at the beginning of the agenda as a New Business item.

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

Meeting adjourned at 7:58 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair