

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, July 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: Sherm Chamberlain, Annemarie Conway, Toni Felter, Mary Millington, Jennifer Muladore, Emma Suarez Pawlicki

Members Absent: David Gray, Reid Beegen

Staff Present: Jennifer Neal, Planner; Jonathan 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 Millington to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. June 14, 2021 Meeting Minutes

Motion by Member Felter, second by Member Muladore to approve the minutes of June 14, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Accessory Building Standards

Chair Waddell recalled that accessory buildings were allowed in all zones; accessory buildings that someone can live in are permissible in R-1 zoning, but they cannot be rented, and they cannot have a kitchen; and accessory buildings that someone can rent and live in are permissible in R-2 zoning.

Zoning Administrator Scheel proceeded to review the City of Napa's *Residential Design Guidelines* and the sample *Residential Building Architectural Building Standards* for Charlevoix including architectural building standards, aesthetic standards, and regulations that give them the look that they like about Charlevoix. He felt that the discussion should be about how broad or narrow they want to make the regulations and if they want regulations at all on accessory dwelling standards. He suggested that they also did not want to over- regulate to not deter new construction.

Member Chamberlain felt that they should be focused on scale issues and setbacks rather than the actual design and the relationship of accessory dwelling units to the primary residence and neighboring properties. Chair Waddell noted that the complaints have been on the way they look, they look too crowded or out of place, or too much on one lot. He stated that they have not had any complaints about density or parking.

Zoning Administrator Scheel questioned if it was just as important to have scale to the individual lots and architectural considerations similar to the existing house as it was to have scale to the neighborhood. After discussion, he summarized that the Commission wanted to keep the discussion narrowed to accessory dwellings and not other accessory buildings, with form-based code, and regulating a use rather than a structure. Member Felter commented that they should look at all accessory buildings not just accessory dwellings. Discussion continued regarding various examples of accessory dwellings and structures. Chair Waddell stated that the Commission wanted to look at controlling the look of accessory dwellings, scale and harmony to the individual lot and the neighborhood, and exemptions for accessory buildings of a certain size.

H. Old Business

1. Master Plan Update

Planner Neal reviewed the progress on the development of the updated Master Plan. She stated that 45% of the housing stock is 70 years old or older, 55% is detached single family homes, and the City is largely built out without much vacant land to develop. She proceeded to review the proposed Chapter 4, Housing and Neighborhoods, historic tax credits, home improvement grants, impact of short-term rentals on the housing market, infill development, tools to use to expand housing options, and the Redevelopment Communities process.

Planner Neal reviewed locations identified for neighborhood redevelopment and infill including: the Community Reformed Church, Pine River Place Apartments, and several parcels on both the east and west side of May Street. Member Millington questioned if the Commission or staff were going to approach these property owners with what could be done with their properties. Planner Neal stated that would be the next step. Discussion followed regarding topics for the August meeting including reviewing the Land Use Maps as a work study.

Planner Neal stated that in April they had a stakeholder meeting and Steve Schnell created a Housing Action Plan 2021 as a follow-up document. It included several Planning Commission recommendations. Chair Waddell referenced page 13 of the document which including the recommended zoning updates for Housing-Friendly Zoning.

I. Staff Updates

Chair Waddell explained that per the Open Meetings Act, Commission members must be physically present at the meeting to participate. He reported that Jennifer Neal's last day was Wednesday, and Fellow Martin would be assisting with getting the agenda items together for the next meeting.

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

Chair Waddell stated that Zoning Administrator Scheel would bring some architectural language and form-based code dealing with accessory buildings, and they would do a work study on zone maps.

Zoning Administrator Scheel stated that the City hired a part-time Zoning Enforcement Officer who has been sending out notices as needed and working on the sidewalk inventory as well.

K. Adjournment by 8:00 p.m. Unless Extended by Motion

Meeting adjourned at 7:58 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair