

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, September 13, 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, Annemarie Conway, Toni Felter, David Gray, Mary Millington, and Jennifer Muladore
Members Absent:	None
Staff Present:	Jennifer Neal, Planner and Jonathan Scheel, Zoning Administrator

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. August 9, 2021 Meeting Minutes

Motion by Member Conway, second by Member Felter to approve the minutes of August 9, 2021, as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. CBD Ordinance Review

Zoning Administrator Scheel presented the request of the City Manager to review language included in Section 153.101 Central Business District Overlay District of the Zoning Ordinance. Discussion followed regarding the appropriateness of the language and the character of central business district sidewalks.

Motion by Member Beegen, second by Member Millington to affirm the existing ordinance language and make no additional changes. Motion passed by unanimous voice vote.

2. Master Plan Update: Future Land Use

Planner Neal reviewed Chapter 7: Future Land Use and the Future Land Use Map. Planner Neal stated the Future Land Use Plan and Map are broad, vision documents that guide development through the implementation of the Zoning Ordinance. Discussion followed regarding Master Plan's relationship to the Ordinance, development setback requirements, and the various Future Land Use categories. Chair Waddell requested the category Scenic Reserve be added back as a category. Member Millington requested revised language where the language "small or no setbacks" is stated. Member Felter suggested alternative language. Chair Waddell and Member Muladore requested clarification on how the Zoning Plan came to be. Planner Neal stated the purpose and intent of the Zoning Plan to be the transition for updating the Zoning Ordinance to come in line with the vision identified in the plan. Planner Neal will incorporate the changes requested by the Commission and return with a revised chapter.

H. Old Business

I. Staff Updates

Motion by Member Felter, second by Member Chamberlain to extend the meeting end time by 15 minutes. Motion passed by unanimous voice vote.

Zoning Administrator Scheel stated he is working with several potential applicants. A Special Land Use Permit application will be presented at next month's meeting. Discussion followed regarding the types of development proposals the city is receiving.

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

Chair Waddell requested to have Architectural Design Standards for accessory dwellings and the Future Land Use Plan and Map on next month's agenda.

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

Motion by Member Millington, second by Member Beegen to adjourn the meeting. Motion passed by unanimous voice vote.
Meeting adjourned at 8:09 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair