

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, October 11, 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, Mary Millington, Jennifer Muladore
Members Absent:	Reid Beegen, Toni Felter, David Gray
Staff Present:	Mark Heydlauff, City Manager; Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

Vice Chair Chamberlain disclosed he had worked for Mr. Meikle previously and completed projects with Kerry Smith.

D. Approval of Agenda

Motion by Vice Chair Chamberlain, second by Muladore to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. September 13, 2021 Meeting Minutes

Motion by Millington, second by Conway to approve the minutes of September 13, 2021, as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Pine River Channel Northside Planting Donation

Leilani Durbin, Silver Linings Charlevoix, submitted a proposal to install native plantings and landscaping on the City's property along the north side of the Pine River Channel. They have been soliciting feedback and input from the DDA, Shade Tree Commission and homeowners and provided an update to the City Council. They are seeking review and recommendation from the Planning Commission before final approval by the Council.

Ms. Durbin stated the proposal is on City property which is overgrown along the channel from the Weathervane to the Pier and the plan would include a handicap ramp and all native plants. There were no plans to remove any trees, but they would trim the trees and make sure they were healthy. The plan included ten years of maintenance.

Scott Phillips, Landscape Logic, presented drawings of the landscape plans and explained the details of the plantings. Millington expressed concerns about removing existing viable plants along the shoreline that may require maintenance rather than removal. Ms. Durbin stated their plan would help address erosion on the hillside.

Muladore stated there is water access already at the location for irrigation. She stated that the Shade Tree & Parks Commission had concerns about the legacy maintenance costs. Overall, the Shade Tree & Parks Commission liked the idea of cleaning up the area, including historical signs about the Tribe and educational signs about the plantings. Muladore stated the Shade Tree & Parks Commission also expressed concerns about the sidewalk closest to the Channel, but the Corps of Engineers does not consider that area a sidewalk.

Chair Waddell reported the Commission had received a letter from a resident.

Two residents were opposed.

Motion by Muladore, second by Conway to recommend to the City Council they approve the plan with the changes including preserving as much native vegetation as possible including specifically the existing native milkweed, reducing and preventing erosion by potentially staging the project or just doing as little excavation as possible, minimizing concrete pathway and promoting coastal resiliency and educational material. Motion passed by unanimous voice vote.

2. 230 Ferry Avenue Site Plan Review

Zoning Administrator Scheel stated that the applicant, 230 Ferry Ave LLC, is requesting a site plan amendment to add approximately 3,900 sq. ft. to the existing 900 sq. ft. outdoor lounge for food truck service.

Public Comment:

Two residents were in favor.

Motion by Millington, second by Vice Chair Chamberlain to approve Project 2021-3 SPA without conditions, based on specific findings of fact that the project does meet the review standards in Section 153.235. Motion passed by unanimous voice vote.

3. 1522 Bridge Street Proposal

City Manager Heydlauff presented a bid solicited for City-owned property located at 1522 Bridge Street. He stated this parcel was created when the curvature of Marion Center Road was realigned several years ago. The proposal submitted by Kerry Smith Builder, LLC, included a set of five duplexes on the parcel which would total ten living units on the parcel with room for driveways, parking, and stormwater control. He stated the question before the Planning Commission was whether the concept and spirit of the proposal was consistent with the goals of the Master Plan.

Public Comment:

One resident was in favor.

One resident was opposed.

Motion by Vice Chair Chamberlain, second by Millington to pursue the proposal further. Motion passed by unanimous voice vote.

4. Open Discussion with City Manager Heydlauff

City Manager Heydlauff stated this item was to provide the Planning Commission an opportunity to ask questions and discuss topics that may be of interest.

Chair Waddell asked whether there was going to be an open house for the public to see the new Department of Public Works building. Manager Heydlauff responded the open house was canceled due to Covid, but he would give anyone a tour of the facility.

Chair Waddell stated Dean Martin conducted a sidewalk survey and he questioned what the City would be doing with the results. City Manager Heydlauff responded he would look into the issue.

City Manager Heydlauff stated he shared the 1993 Joint Planning Commission meeting with Council Member Bryan.

City Manager Heydlauff provided an update for the Park Avenue improvements.

5. Accessory Dwelling Units (ADU) Architectural Standards

Zoning Administrator Scheel reviewed several goals and considerations for key building features intended to guide the development of standards for accessory buildings ordinance language. The report included example images of desired building forms and pictures for guidance.

Motion Vice Chair Chamberlain, second by Conway to extend the meeting to 8:10 p.m. Motion passed by unanimous voice vote.

H. Old Business

1. Master Plan Update: Future Land Use

Chair Waddell stated it would be necessary to move this agenda item to next month's meeting and the Commission concurred.

Bob Jess presented the Commission with a proposed plan. Chair Waddell stated the Commission was very interested in the plan.

I. Staff Updates

Planner Neal stated the Community Surveys have been received and the results will be presented to the Commission at the next meeting.

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

Chair Waddell stated for the next meeting they will have the accessory dwelling unit language, Master Plan update, Community Survey Results and a Special Use permit on the agenda.

K. Adjournment by 8:00 PM unless extended by motion.

Meeting adjourned at 8:12 p.m.

Sarah J. Dvoracek/fgm

Deputy City Clerk

R.J. Waddell

Chair