

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, November 8, 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

Staff Present: Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. October 11, 2021 Meeting Minutes

Motion by Vice Chair Chamberlain, second by Member Muladore to approve the minutes of October 11, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 803 State Street SPLU [Special Land Use] Proposal

Jonathan Scheel, Zoning Administrator, advised that the applicant, Joppa House Ministries, proposed a recovery residence for women suffering with substance abuse disorders. The project location, 803 State Street, is zoned R1, Low Density Residential. The proposed use for the site is considered a Boarding/Rooming House which requires a Special Land Use Permit. The Planning Commission was asked to review the materials included in their packet for discussion purposes only.

Zoning Administrator Scheel stated that he chose to label "group home" use for the project, but the Chairman felt that a boarding house designation was the most appropriate category for this proposal.

Motion by Member Conway, second by Member Felter to postpone the discussion of the SPLU Proposal to December 13, 2021, with the language that it be recognized as a boarding house. Motion passed by unanimous voice vote.

2. Redevelopment Ready Communities Update

Lindsey Dotson, Main Street DDA Director and Dan Leonard, Sr. Community Assistance Specialist from the Michigan Economic Development Corporation shared an update of the Redevelopment Ready Communities program site selection process as well as ongoing discussions with property owners.

3. ADU [Accessory Dwelling Units] Architectural Standards

Zoning Administrator Scheel stated the next step to update the ADU Standards was to put the language into form-based code language. He stated the draft document included pictures, drawings, and standards along with the ordinance language. He stated that he would get the full package of the language changes to the Commission for the December meeting, and then schedule the public hearing in January 2022.

H. Old Business

1. Master Plan Update

Jennifer Neal, Planner asked the Commission to review the community engagement efforts, the goals and objectives of the Master Plan, and to consider a request to hold a special meeting. She proceeded to provide a presentation of the public engagement efforts conducted and the results of the Community Survey. She stated they received 637 responses to the Community Survey (130 responses via the Internet). She thoroughly reviewed the results of the survey in detail.

Planner Neal recommended postponing the discussion regarding Chapter 3: Vision and Goals of the current Master Plan to the next meeting and the Commission concurred.

I. Staff Updates

Chair Waddell stated that he and Member Millington attended the Ferry Beach meeting. He stated Mayor Kurtz asked him about scheduling a joint City Council/Planning Commission meeting to discuss housing. The Mayor suggested a meeting at 4:30 p.m. on December 20, 2021, prior to their Council meeting. Chair Waddell, the Mayor and City Manager met with some developers about looking at the property behind Pine River Place on Garfield for affordable housing.

Chair Waddell stated the City Manager offered a tour of the new Public Services Facility at 401 W. Carpenter Street. Following the tour the Commission could then have a one topic special meeting regarding the Future Land Use Map. The Commission concurred to schedule the tour of the new public building at 4:30 p.m. and reconvene at 6:00 p.m. at City Hall for a special meeting on Monday, November 22, 2021.

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

Chair Waddell stated the November 22nd meeting would be focused on the Future Land Use Map. At the December meeting they will discuss the draft ordinance for accessory buildings and accessory dwelling units, the public hearing for 803 State Street, and review of the Goals and Objectives for the Master Plan.

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

Chair Waddell adjourned the meeting at 8:07 p.m.

Sarah J. Dvoracek/fgm

Deputy City Clerk

R.J. Waddell

Chair