

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, January 10, 2022 - 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, Jennifer Muladore
Members Absent: Reid Beegen, Mary Millington
Staff Present: Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Chair Waddell requested that the Election of Officers be added to the agenda, this is required of the Planning Commission's by-laws. Motion by Member Chamberlain, second by Member Felter to approve the agenda with the addition of the Election of Officers. Motion passed by unanimous voice vote.

Election of Officers

Motion by Member Chamberlain to nominate RJ Waddell to continue as Chairman. The Commission members voted unanimously for RJ Waddell to remain as Chair for another year.

Motion by Member Chamberlain to nominate Jennifer Muladore as Vice Chair. The Commission members voted unanimously for Jennifer Muladore as Vice Chair for the next year.

E. Approval of the Minutes

1. December 13, 2021 Meeting Minutes
2. December 20, 2021 Work Session Minutes

Motion by Member Gray, second by Member Muladore to approve the minutes of December 13, 2021 and December 20, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

None

G. New Business

1. 2022 Meeting Schedule
The Commission concurred to the 2022 Meeting Schedule as presented.

2. Public Hearing: Zoning Ordinance Amendment: ADU Standards

Zoning Administrator Scheel introduced the amendment and indicated that changes were written in red on the final draft. He stated there were a couple of additional changes that clarified conflicts between this amendment and the existing Zoning Ordinance.

After discussion, it was determined that subsection f.4. should be deleted in its entirety.

Discussion followed regarding the building & breezeway height being changed to 17.6' instead of 16' which the Commission agreed needed to be uniform throughout the document at 17.6'. The Commission concurred also that for accessory dwelling units the rear yard setback would be 6' and the side yard setback will be the same as any other structure in the Ordinance. There are no additional setback rules for an accessory building or accessory dwelling unit.

Zoning Administrator Scheel recommended deleting section D (4) as it was repetitive language that appeared elsewhere in the Ordinance. Member Gray referenced page 2, section (5) which read: "No detached accessory building shall have a building footprint of (30' length x 30' width) greater than 900 square feet and shall not be larger than the main structure." Zoning Administrator Scheel agreed to strike the dimensions referenced.

The public hearing was opened.

There were no public comments.

The public hearing was closed.

Motion by Member Chamberlain, second by Member Conway to recommend to the City Council the proposed Zoning Ordinance Amendment which creates building standards for Accessory Dwelling Units (ADUs) with the changes as agreed upon by the Planning Commission. Motion passed by unanimous voice vote.

3. ADU Building Types in the R-1 District

Zoning Administrator Scheel stated there was only one change proposed to Section 153.072(c) to add accessory dwelling units and to change the maximum size to 900 sq. ft. After discussion, motion made by Member Felter, second by Member Gray to accept the changes made to Section 153.072 (c) and to set a public hearing for the next Planning Commission meeting February 14, 2022. Motion passed by unanimous voice vote.

H. Old Business

1. Master Plan Update

Chair Waddell stated the Commission's next steps in updating the Master Plan is to review the Future Land Use Map.

Chair Waddell referenced the Transportation and Mobility section and suggested the first sentence be changed to, "and therefore change the need for vehicular parking."

Member Chamberlain stated the Commission needed to make a statement to be more economically astute at using the under used lakefront properties and look for solutions for parking for the Beaver Island Boat Company patrons. Zoning Administrator Scheel stated he would work with Planner Neal to provide additional language to address the lakefront and parking concerns.

Steve Schnell, Charlevoix Housing Ready Program Director, encouraged the Commission to consider the ability to provide housing opportunities in the downtown area including living space in the second story spaces with retail below.

Discussion followed regarding the Downtown Edge – Mixed Use category. Chair Waddell suggested the first sentence under Key Characteristics needed clarification to reflect "the north side of Belvedere Avenue". He recommended the Neighborhood Center Commercial area along Petoskey Avenue (S.R. 31) from Michigan Avenue out to the City limits on the north side and the Downtown Edge – Mixed Use category could all be under one category rather than two categories. He explained his reasoning for suggesting changing the name of the Downtown Edge – Mixed Use category to "Charlevoix Corridor" for properties along 31 north and south of the downtown area.

Chair Waddell stated the City Center Residential category included the majority of R-2 zoned properties. Zoning Administrator Scheel stated that he would work on clarifying the "live-work" language.

Mr. Schnell addressed the memo he provided to the Commission regarding Housing Goals and Objectives of the Master Plan. He also explained details of the Payment in Lieu of Taxes Program.

I. Staff Updates

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

Chair Waddell stated that next month they would have a public hearing about the ADU's in the R-1 Zoning District and review edits made to the Future Land Use Map. Zoning Administrator Scheel stated he will draft a how-to document for converting ADU's and single-family homes into apartments and he will share the documents with the Commission for their review and suggestions.

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

Meeting adjourned at 8:05 p.m.

Sarah Dvoracek/fgm

City Clerk

R.J. Waddell

Chair