

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, February 14, 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, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent:	Reid Beegen
Staff Present:	Jennifer Neal, Planner

Chair Waddell announced that David Gray has resigned from the Planning Commission.

C. Inquiry into Potential Conflicts of Interest

D. Approval of the 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. January 10, 2022 Meeting Minutes

Motion by Member Conway, second by Member Muladore to approve the minutes of January 10, 2022 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Bob Jess stated that he had previously came before the Commission about adding a fourplex to property located at 904 May Street. He stated that he was going to draw it up using traditional materials, but he had looked at an alternative construction material which was styrofoam and he distributed pictures of the styrofoam design. He stated it would be about a year before the styrofoam would be available, so they were going to switch back to traditional materials.

G. New Business

1. Public Hearing: Zoning Ordinance Amendment: R1 Zoning District

Chair Waddell explained the history of the accessory dwelling unit regulations and the specifics of the zoning ordinance amendment.

The public hearing was opened and closed as there were no public comments.

Motion by Member Felter, second by Member Chamberlain to recommend approval to the City Council of the proposed Zoning Ordinance amendment which allows Accessory Dwelling Units (ADUs) in the R1 Zoning District with the changes as agreed upon by the Planning Commission. Motion passed by unanimous voice vote.

H. Old Business

1. Master Plan Update – Future Land Use

Chair Waddell stated that last month the Commission reviewed the Downtown Core designation of the Future Land Use Plan and Map. Planner Neal explained the process and efforts involved in updating the Future Land Use Map and Plan with a goal to increase housing options throughout the City.

City Center Residential: Planner Neal stated it was for the Commission to discuss what was an appropriate “live-work” situation in the City Center neighborhood (R-2 zoning). Discussion followed regarding live-work neighborhoods, home-based businesses, hours of operations, and home occupations. The Commission concurred to change “live-work” references to home occupations.

Additional changes:

- Key Characteristics – 4th line, change “Downtown Core and Downtown Edge areas” to Charlevoix Corridor;
- Addition of “historical overlay” in the first paragraph;
- Housing Character – add the Sheridan area to the location listed for multi-family units incorporated into multi-story mixed use buildings;
- South side of West Hurlbut across from the school would be better in a Downtown Core district.

Community Mixed Use:

Member Chamberlain referenced the Future Land Use Map in that Hampton Village, Marina Bluff and Belvedere Terrace should be in the Neighborhood Residential category.

- Building and Site Design – remove “open to the public” at the end of the third sentence;
- Last sentence, delete second “should include”;
- Transportation and Mobility – 2nd to last sentence, delete “in the rear of buildings”; bicycles should include other two-wheel vehicles.

Chair Waddell asked that photographs of Charlevoix properties be included in the document rather than Google images.

Neighborhood Residential: Chair Waddell requested local photographs for this section as well.

Private Club Residential:

Member Radke stated it was difficult in a community to encourage more walkability in the private club areas that have large green spaces and from inside the Clubs they are trying to discourage public access into the Club areas. She said that expanding sidewalks throughout the community is good, but there are rules within the private club areas. Chair Waddell mentioned that the Belvedere Club was the only one with public roads through the Club.

Member Radke stated that the C & O Club was not color coded as a private club on the Future Land Use Map.

Neighborhood Center Residential: Chair Waddell stated that this category was not part of the Charlevoix Corridor category. He stated that they did like the language under Key Characteristics that they hoped to include under the Charlevoix Corridor category.

Industrial: Chair Waddell stated that presently residential was not allowed in the Industrial category. One of the suggested changes allowed planned developments that could incorporate multiple-family residential. Discussion followed about including apartments within factories in the industrial areas, lofts above small industrial businesses, addition of multi-family residential, tiny houses, and employer housing.

Public Facilities: Chair Waddell stated that the courthouse was shown in the Charlevoix Corridor category, and the library was in the City Center Residential. Planner Neal stated the thought was the municipal and civil uses would still be permitted in R-2 zoning. After discussion, churches were removed from the list of Appropriated Land Uses in this category.

Scenic Reserve: No changes.

Current Zoning Districts: Chair Waddell addressed the R2A category as being applicable for some areas along Division and Sheridan Streets and Stover Road with the possibly to include fourplexes instead of the standard duplexes.

Overlay Districts: Chair Waddell stated the Historical Overlay District is not identified on the list, or the Future Land Use Map and it needs to be included.

Relationship to the Master Plan: Chair Waddell stated the Neighborhood Center Commercial (color coded hot pink on the chart) needed to be removed. Downtown Edge/Mixed Use is now called Charlevoix Corridor and includes the Neighborhood Center Commercial.

I. Staff Updates

Planner Neal stated that the ordinance changes were under legal review.

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

Planner Neal stated that the Commission needed to think about the action items needed for the Implementation phase of the Master Plan, and then the Commission would need to review the entire Master Plan as a whole.

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

Meeting adjourned at 7:59 p.m.