CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, March 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, Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of the Agenda
Motion by Member Chamberlain, seconded by Member Millington to approve the agenda as presented. **Motion carried by unanimous voice vote.**

E. Approval of the Minutes
1. February 14, 2022 Minutes
Motion by Member Felter, seconded by Member Radke to approve the minutes of February 14, 2022 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
Chair Waddell explained that the City Council had asked the Planning Commission to review the Pine River Channel Northside Planting Donation and provide a recommendation. Planner Neal stated the applicant, Silver Linings Charlevoix, has provided revised drawings and descriptions of plantings for the greenspace along the Pine River Channel.

Scott Philp, Landscape Logic, presented a revised design which included collective feedback from the community.

The public comment period was opened and two were heard.

Motion by Member Millington to follow the Master Plan and leave our soils and our shores alone and that the City not accept this donation as presented. Motion failed due to lack of a second.

Motion by Member Felter, seconded by Member Conway to recommend approval to the City Council of the proposed drawings and plant descriptions with following caveats: must utilize best practice for planting, that we are managing the project for erosion not just for regular watering, but for inclement weather, and that it is fully funded for purchase of materials as well as for the maintenance, and that ramp construction {shall} not take place during the peak tourist time. **Motion carried, with one member opposing.**

2. Site Plan Review: 211 Bridge Street
Zoning Administrator Scheel stated the applicant, 211 Bridge Street Associates LLC, has provided applications and plans for the site plan review of 211 Bridge Street. He stated this is an existing building and the applicant wanted to change some office space on the second floor and basement to residential with retail on the first floor of which all of the proposed uses are permitted. The main reason the issue was in front of the Planning Commission was because the site plan included a rooftop deck.

Roman Bonislawski from Ron and Roman Architects of Birmingham, MI described details of the proposed project including three (3) R-1 type residential units for short-term rentals on the second floor with an elevator to the rooftop and the basement levels. He stated that this type of project would be a perfect location for the rooftop deck/patio that overlooks Bridge Street and Round Lake, and because of the current slope of the roof it would allow for screened mechanical units that would not be part of the deck space. He stated the proposal included the addition of two (2) full-time residential units on the basement level. He further described the proposed secondary staircase and changes to the rear of the building, lighting, and fire suppression system. Mr. Bonislawski responded to questions from the Planning Commission Members.

Zoning Administrator Scheel presented in detail the ordinance standards, staff report for the project, the findings of fact and potential conditions. Chair Waddell read the findings of fact as included in the staff report. He stated that the Fire Department is supposed to review these proposals before they come to the Commission, but that had not happened before the meeting.

The public comment period was opened, and none were heard.

Motion by Member Conway, seconded by Member Millington to approve Project 2022-1-SPA with conditions including: that the project receives Fire Department approval, that the building is harmonious with the other character of downtown Charlevoix, that they receive approval from the City for the 15' overhang in the rear of the building, and that there will not be a barbecue or fire pit on the roof deck. **Motion carried by unanimous voice vote.**

3. <u>1002 May Street Project Proposal</u>
   Chair Waddell stated Matt Giuliani had previously presented a project proposal for 1002 May Street in December 2021. Mr. Giuliani stated he hoped to be back in the next 30-60 days with a revised plan. Discussion followed among the Board members and Mr. Giuliani regarding possibilities for the property, potential issues with the two and three-quarter lots involved, and the private road adjacent to the property. No action was taken.

H. Old Business

1. <u>Master Plan Update</u>
   Chair Waddell stated he had met with Planner Neal last month to go over all the changes that the Commission had made to the Master Plan from the January meeting. He stated that there were two changes that happened that he wanted to introduce to the members because they were not discussed at the meeting:
   a.) City Center Residential – Housing Character – new fourth line to read: "multi-family units incorporated into multi-story mixed use buildings may be appropriate on the periphery of the neighborhood where use intensity increases."
   b.) Industrial – Chair Waddell expressed concern about using Industrial zoned property in the City for residential uses.

   Planner Neal proceeded to review Chapter 8: Implementation whereby the Commission would identify actions and strategies to implement the policies that are addressed in the Master Plan.

   Motion by Member Millington, seconded by Member Chamberlain to extend the meeting by ten (10) minutes. **Motion carried by unanimous voice vote.**

   Planner Neal suggested the Commission begin to strategize the implementation phase and have a more in-depth discussion on the action items and present some new methods and actions at the next meeting. Chair Waddell commented that the Commission did need to schedule a joint meeting with Charlevoix Township in 2022. Chair Waddell encouraged Commission members to email suggested changes to Planner Neal before the next meeting.

I. Staff Updates

J. Request for Next Month's Agenda or Research Items.
Chair Waddell stated that next month they would have the Implementation Plan on the agenda and one or two potential new projects.

K. Adjournment by 8:00 p.m. unless extended by a motion
Meeting adjourned at 8:11 p.m.

Sarah Dvoracek/fgm	City Clerk	R.J. Waddell	Chair