

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, September 12, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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:

Staff Present: Jennifer Neal, Community Planner; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Chamberlain, seconded by Member Millington to approve the agenda as presented.

Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. August 8, 2022 Draft Meeting Minutes

Motion by Member Radke, seconded by Member Felter to approve the minutes of August 8, 2022 as presented.

Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Hearing: 101 Leonard Special Land Use Permit Application

The public hearing was opened. Members of the public were heard. The public hearing was closed.

2. 101 Leonard Site Plan Review

Chair Waddell received a message from Member Chamberlain requesting a full site plan prepared and submitted for review for the subject property. Member Chamberlain identified potential parking conflicts and other site conditions that could impact their decision. Chair Waddell identified the past precedent of requiring a site plan and wished to allow the applicant an opportunity to attend the meeting in person. It was noted that the applicant was available via phone.

Motion by Member Chamberlain, seconded by Member Millington to postpone the site plan review and require a site plan to be prepared by the applicant.

Motion passed by unanimous voice vote.

3. 205 Bridge Street Site Plan Review

Chair Waddell identified the applicant, Rodney Rotman, who is proposing construction of a 3rd floor outdoor rooftop space located at 205 Bridge Street. Chair Waddell noted to pay particular attention to the building height; Zoning Administrator Koch confirmed that based on her calculations, the building height meets all regulations. Member Chamberlain noted the glass railings atop the building surrounding the rooftop space. Member Radke asked if the rooftop space is reserved for residents only. The applicant responded in the affirmative, the space will be reserved for building occupants.

Motion by Member Chamberlain, seconded by Member Radke, to approve the site plan as presented.

Motion passed by unanimous voice vote.

4. Building Height Corrective Language Amendment

Zoning Administrator Koch prepared language to amend the Zoning Ordinance with regard to building height and structure height calculations. Discussion followed regarding occupancy of spaces not intended for residential use. The Commission requested to incorporate “unoccupied” to signify the specified structures are not permitted for residential use.

Motion by Member Chamberlain, seconded by Member Felter, to hold a public hearing for the building height amendment with changes.

Motion passed by unanimous voice vote.

5. Building Height Story Amendment

Zoning Administrator Koch prepared language to amend the Zoning Ordinance with regard to building height and maximum number of stories. Chair Waddell noted staff was requested to present the amended language after the Commission reviewed comparison ordinances, especially the City of Harbor Springs. Member Chamberlain noted the reason for including half stories, provided a commonly accepted definition, and described half stories as historically workforce housing spaces in attics. Discussion followed. The Commission agreed the amended headers provided clarification. Member Chamberlain preferred to remove the number of stories because the height number specified the permitted height. Member Muladore preferred to keep the number of stories for downtown; however, specific stories in residential districts are not necessary. Member Conway requested additional discussion to hear the arguments presented for the proposed amendment. Member Chamberlain considered the restrictions an impetus to tear down existing buildings and build new.

Motion by Member Muladore, seconded by Member Felter, to hold a public hearing for the building height and story amendment with headers and cross-references but remove number of stories.

Motion passed by unanimous voice vote.

6. Residential Unit Size Amendment

Chair Waddell presented the proposed Zoning Ordinance amendment as a follow up to an earlier discussion related to minimum permitted unit sizes. The proposed amendment is an opportunity to expand “missing middle” housing types, including duplexes and quadplexes in residential zoning districts. Chair Waddell expects to have additional discussion about minimum lot sizes and a review of properties previously identified for R2A zoning.

Motion by Member Radke, seconded by Member Muladore, to hold a public hearing for the residential unit size amendment as presented.

Motion passed by unanimous voice vote.

7. Revised ADU Architectural Standards Amendment

Planner Neal presented the proposed ADU (Accessory Dwelling Unit) Architectural Standards to the Commission after multiple revisions by the Commission and City Attorney. Planner Neal asked the Commission to consider if the proposed amendment met the Commission’s expectations. The Commission confirmed the proposed amendment does meet expectations.

Motion by Member Conway, seconded by Member Radke, to hold a public hearing for the ADU architectural standards amendment as presented.

Motion passed by unanimous voice vote.

8. Special Meeting Proposal

Chair Waddell requested the Commission consider holding a joint meeting with members of the Downtown Development Authority, Historic District Commission, Charlevoix Chamber, Shade Tree and Park Commission, and the Zoning Board of Appeals. The Commission agreed and requested the meeting be held on October 24 at 6:30 pm. Chair Waddell will reach out to representatives from each committee to confirm their attendance.

9. Housing Yes! Discussion

Member Conway presented the continued need for new, affordable housing in Charlevoix. The City faces many challenges, including a decline in the number of young families, school-age children, and an aging population. The City has also accomplished many things and is ripe for redevelopment. Redevelopment should be done so as to preserve historical resources, green space, and Charlevoix’s unique character. However, there is an opportunity to support redevelopment by connecting potential developers who are interested in projects within the City with City staff who are knowledgeable about the regulations for development. The City’s graduation from the Main Street Program cuts the City off from grants and missing middle housing opportunities, but tax incentives, knowledge of development practices, and current zoning changes can help the City make more progress. Member Conway would like to propose City staff expand their scope of work to include conversations and meetings with prospective developers. Member Conway will reach out to the City Manager to discuss opportunities to include planning and zoning staff in development discussions. No action was taken.

H. Old Business

1. Downtown Signage Amendment Update

A public hearing will be held on October 10, 2022. No discussion was held.

2. Master Plan Update

A public hearing will be held on October 10, 2022. No discussion was held.

I. Staff Updates

1. Zoning Administrator's Report

Zoning Administrator Koch prepared a monthly report of activities for the Commission. No discussion was held.

J. Requests For Next Months Agenda or Research Items

Chair Waddell requested to review the memo prepared by Faith, Code Enforcement Officer, language for outdoor storage, language for bed & breakfast parking standards, R2A district changes as requested, and public hearings as discussed.

K. Adjournment by 8:00 p.m. unless extended by a motion

Motion by Member Millington, seconded by Member Felter to adjourn the meeting at 7:59 pm.

Motion passed by unanimous voice vote.

Sarah Dvoracek/jn City Clerk

RJ Waddell Chair