City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, August 8, 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. Chair Waddell led the participants in the Pledge of Allegiance.

B. Roll Call

Chair:	RJ Waddell
Members Present:	Sherm Chamberlain, Toni Felter, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent:	Annemarie Conway
Staff Present:	Jennifer Neal, Community Planner; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

Member Chamberlain stated that back in the 1980's he did all the survey work for the Northwest Marine Yacht Basin, but he was completely separated from that work at this time.

D. Approval of Agenda

Motion by Member Radke, seconded by Member Chamberlain to approve the agenda as presented.
Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. July 11, 2022 Draft Minutes

   Chair Waddell advised Member Muladore was shown as present in the minutes but she was out of state at the time; and in the third paragraph of G.1. the name Foss should be Boss.

   Motion by Member Muladore, seconded by Member Chamberlain to approve the minutes of July 11, 2022 as corrected.
   Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Site Plan Review - 202 Ferry Avenue

   Zoning Administrator Koch stated the applicant, Northwest Marine Yacht Club, is proposing the replacement of an existing swimming pool and deck adjacent to the Foster Boat Works Condominiums. The property has Lake Charlevoix waterfront, which requires a site plan review, since it is waterfront property.

Ben Thoune from Performance Engineers stated the pool was installed in 1984 and was in need of replacement and everything would be put back in the way it currently existed.

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

Chair Waddell read the Findings of Fact from the staff report as written.

Motion by Member Felter, seconded by Member Chamberlain to approve the site plan for 202 Ferry Avenue without conditions.
Motion carried by unanimous voice vote.

2. Lake Charlevoix Visioning 2022

   Barry Hicks, Community Planner from the Land Information Access Association (LIAA), stated they were a non-profit, community development entity based out of Traverse City. Mr. Hicks introduced Tom Darnton, President of the Lake Charlevoix Association, and Jennifer McKay from the Tip of the Mitt Watershed Council. Mr. Hicks provided a PowerPoint presentation which described the Lake Charlevoix Visioning and Shoreline Protection Project, the lakeshore protection standards of each community, and the current goals to develop a shared vision of Lake Charlevoix with common goals and objectives shared by all of the communities around the lake.

   Jennifer McKay reviewed data specific to the lake quality and shoreline protection within the City of Charlevoix. Mr. Hicks reviewed data regarding water levels in Lake Michigan which also affect Lake Charlevoix and shoreline hardening. Mr. Hicks stated that there was a comment format form included in their packet and their website www.lakecharlevoixprotection.org also includes a comment section as well. All representatives responded to a variety of questions from the Commission members regarding shoreline protection issues.

3. Revised ADU Architectural Standards

   Planner Neal stated the draft ordinance included in the packet was edited based on the attorney's response. Planner Neal stated the Commission had three choices: keep the language as is, apply the standards to ADU's and garages which is the language the Commission had before them, or reduce or remove the standards completely.

   The Commission discussed issues related to through lots and the difficulties of designating lots having two front yards, concrete vs. asphalt driveways, and small accessory buildings such as sheds not having to conform to architectural standards to match the main structure. Chair Waddell summarized that there were three issues to be addressed: the alley/street access; smaller accessory units not having to match the appearance of the main structure, and possible elimination of asphalt and other hard surfaces for driveways, the Commission concurred.

4. Building Height Review and Discussion

   Chair Waddell summarized the building height issue and the request from the ZBA for the Commission to review the issue. Discussion followed regarding the height of various buildings, preservation of the architectural design, economic factors, and how to measure building heights in feet or stories.

The Commission requested that Zoning Administrator Koch draft language to clean up the conflicting building height language and also address the maximum building height language to include language like Harbor Springs.

Chair Waddell opened the item for public comment, and one was heard.

5. Sign Ordinance Review and Discussion

   Zoning Administrator Koch stated the Bridge Park Drive businesses have had issues for a number of years with limited signage. The proposed ordinance change would allow businesses to attach a sign less than or equal to two (2) square feet in the sign face area on the Bridge Park railing above the location of their business. Such signs would require a sign permit which must also be approved by the City Manager.

   Motion by Member Radke, seconded by Member Millington to set a public hearing for the proposed sign ordinance amendment for businesses on Bridge Park Drive.
   Motion carried by unanimous voice vote.

6. Building Unit Size and Lot Size

   Chair Waddell stated at the last meeting the Commission talked about looking at Planned Unit Developments (PUD'S) for the missing middle housing; and minimum building sizes and minimum lot sizes were also discussed. Chair Waddell stated the City Council had asked the Planning Commission to look at all square footage in all zoning districts, and he suggested looking at the R2-A zoning district first. Planner Neal also stated the City Manager has also asked the Commission to consider minimum lot sizes so that more than unit size impacts how many units may be built.

   Chair Waddell stated next month the discussion items would include: what could R2-A look like to address the missing middle; what future generations want; and how to address existing lots and any changes to lot sizes, the Commission concurred.

H. Old Business

1. Donations

   Chair Waddell stated that in the last couple of months, the Commission had two different donations come before them for their recommendation and, in his opinion, the Commission made the correct decisions even though the Council did not accept their recommendation.

I. Staff Updates

1. Zoning Administrator's Report

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated for the September meeting they would have the following items on their agenda:

- Building height information from the Zoning Administrator;
- ADU information from the Community Planner;
- Unit/lot sizes from the Community Planner;

- Public Hearing on the sign ordinance revision.

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

Chair Waddell adjourned the meeting at 7:59 p.m.

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Sarah J. Dvoracek/fgm City Clerk RJ Waddell Chair