

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, November 14, 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:	Scott Beatty, Sherm Chamberlain, Annemarie Conway, Toni Felter, John Kurtz, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent:	None
Staff Present:	Jennifer Neal, Community Planner; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

Chair Waddell reviewed the conflicts of interest portion of the Planning Commission's Bylaws.

D. Approval of 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. Draft Minutes of October 10, 2022 (Regular Meeting)

Motion by Member Conway, seconded by Member Muladore to approve the minutes of October 10, 2022 as presented. Members Beatty, Felter and Kurtz abstained from voting on the minutes as they were not present at the subject meeting.

Motion carried by unanimous voice vote.

2. Draft Minutes of October 24, 2022 (Special Work Session)

Motion by Member Radke, seconded by Member Chamberlain to approve the minutes of October 24, 2022 as presented. Members Beatty, Millington, Conway, Felter and Kurtz abstained from voting on the minutes as they were not present at the subject meeting.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Bed and Breakfast Parking Standards Discussion

Chair Waddell referenced a bed and breakfast on Carpenter Street which required one parking space for each bedroom and one for the owners, but then when the Commission had

another applicant come before the Commission, the required parking was different.

Zoning Administrator Koch stated in reference to Zoning Ordinance, Section 153.116, *Accessory Buildings and Uses*, (C) that the suggested language included a new subsection (7) to read: (7) A minimum of five (5) off-street parking spaces are required. The parking spaces shall be accessible at all times. Parking shall be subject to the requirements of §153.189 Off-Street Parking Facility Design.

The Commission requested examples of similar language for parking for bed and breakfast units from Harbor Springs, Petoskey, Traverse City, and Boyne City. The item will be included on the December meeting agenda.

2. Code Enforcement/Outdoor Storage Discussion

Chair Waddell stated that three or four years ago, new language was adopted regarding storage of outdoor vehicles, and he referenced staff's memo regarding issues related to enforcement of the outdoor storage regulations.

Zoning Administrator Koch stated that the Networks Northwest contract with the City does not include code enforcement and at this time code enforcement was being handled by the Police Department.

Chair Waddell reviewed each section of the Outdoor Storage regulations, including staff comments. Discussion followed regarding several of the issues.

Chair Waddell suggested that they place the code enforcement/outdoor storage language on the December agenda.

Chair Waddell opened the item for public comment:

Shirley Gibson stated that the outdoor storage language ordinance requires a complete revision, she provided examples in her neighborhood.

3. Expanding Housing Types Discussion

Chair Waddell stated the City Council has asked the Commission to look at dealing with the housing issues in Charlevoix and he referenced the missing middle type housing and the subject areas within the City. He reviewed each of the current zoning districts allowed in the City, and the efforts to develop language for R2-A zoning.

Planner Neal summarized actions and discussions taken regarding accessory dwelling units and home conversions. She reviewed her staff memo in detail, including what type of lot requirements will allow a builder to add the missing middle type of housing. She explained the differences between gross density and net density. Discussion followed regarding density restrictions, encouraging more uses that blend in with the surrounding neighborhoods, form-based code, housing needs, fourplexes and duplexes, and cottage core area.

Planner Neal stated that she needed direction from the Commission regarding whether or not they wanted to review the information provided and come back to the discussion next month, provide additional examples, and the Commission's comfort level on moving forward with identifying parcels for the R2-A zoning, calculating acres and square footages together and

coming up with sample densities, and funding incentives to offer to potential developers to encourage this type of higher density housing. Planner Neal stated that they would start looking at parcels in the City and what's available and what would be potentially feasible.

H. Old Business

1. 101 Leonard Special Land Use Review Update

Chair Waddell explained the issue regarding the procedural error that resulted in an invalid motion and vote on the special land use application. He stated that the Zoning Administrator did send out a letter to the applicants and the residents within 300' of the subject property that they would be continuing the hearing, but then during this past week, the applicant, Laura Jasurda, notified the Zoning Administrator that she had decided not to move forward with the special land use application. No further action was taken.

2. Review of Building Height Average

Chair Waddell provided the background regarding the building height average and stated that the proposed changes to the Zoning Ordinance were going before the City Council next week. He referenced a letter from Richard Hodgson, Chairman of the Zoning Board of Appeals, regarding average roof height information included in the tables, not the ordinance.

Zoning Administrator stated that the change needed would be to delete the word average from Table 153.072(b), Table 153.072(d), Table 153.07(f) and Table 153.087.

Motion by Member Felter, seconded by Member Conway to recommend to City Council at the public hearing on November 21 that they strike the word average from the previous edition of Table 153.072(b), Table 153.072(d), Table 153.07(f) and Table 153.087.

Motion carried by unanimous voice vote.

3. Downtown Building Height Discussion

Chair Waddell stated last month they had a special meeting regarding downtown building heights and re-capped the discussion from that meeting. Discussion followed among the Commission members regarding making additions complementary to the existing buildings and/or historical buildings.

I. Staff Updates

1. Zoning Administrator's Report

Zoning Administrator Koch stated the Commission might get a special land use application next month for 411 Bridge Street for a dental office (retail in the front and dental offices in the back).

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated that next month they would be working on the Commission's matrix of things to do in the coming year.

Planner Neal stated that Networks Northwest had just completed their Seasonal Population Study using 2020 data and she asked to give a short presentation at the December meeting.

Chair Waddell stated that they would also need to establish their meeting dates for 2023 and

hold the election of officers in January.

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

Meeting adjourned at 7:58 p.m.

Sarah J. Dvoracek/fgm Clerk

RJ Waddell Chair