

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, January 9, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Waddell at 6:00 p.m.

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: Janet Koch, Zoning Administrator
Staff Absent: Jennifer Neal, Community Planner

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of December 12, 2022

Motion by Member Kurtz, seconded by Member Conway to approve the minutes of December 12, 2022 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Election of Officers

Member Millington nominated Jennifer Muladore as Chair for 2023 and Member Muladore accepted the nomination.

An unanimous voice vote for Jennifer Muladore as Chair for 2023.

Member Kurtz nominated Sherm Chamberlain as Vice Chair for 2023 and Member Chamberlain accepted the nomination.

An unanimous voice vote for Sherm Chamberlain as Vice Chair for 2023.

2. 120 Michigan Review: expansion of outdoor rooftop at Hotel Earl

Zoning Administrator Janet Koch stated she received the application in its final form the

previous week and because of the complexity of the issue, she would recommend moving the application to February's meeting, but given that this was her last Planning Commission meeting as her last day with the City is January 17, she brought the item forward. She had forwarded the application to the appropriate departments, Public Works did not have any comments, and she is still waiting for comments from the Police and Fire Departments.

Zoning Administrator Koch stated the current rooftop space is 3,770 sq. ft., and the applicant is proposing a 1,070 sq. ft. expansion. The proposal as presented would expand the existing 63 seats by 71 seats for a total of 134 seats on the rooftop deck. She stated that as Zoning Administrator she had not received any noise or parking complaints, but she did not know if the Police Department had received complaints.

Mike Pattullo, Shoreline Architecture of Petoskey, stated the existing 33 parking spaces were strictly for the hotel rooms, and when the roof deck application was submitted they needed 10 more parking spaces, which was based on square footage. Mr. Pattullo stated the current request for 1,070 sq. ft. would require five (5) additional parking spaces for a total of 15 parking spaces for the rooftop deck space. Discussion followed regarding the need for a parking study and potential negative impacts to the residents of Dixon Avenue.

Paul Silva stated the rooftop expansion was to add additional seats and to make the area more comfortable for guests and that for three (3) months of the year parking is an issue in the downtown. More discussion followed regarding a parking study and the public's best interest.

Chair Muladore stated that she would like to postpone this issue until more information is received from the Police and Fire Departments. Discussion followed regarding whether or not to require a parking study at this time. The Commission concurred to postpone this matter until information was received from the Police and Fire Departments and that no parking study would be required at this time.

H. Old Business

1. Planning Commission Activities Follow Up

Chair Muladore asked that the quadrant listing/matrix of projects be provided for discussion at the next meeting, the Commission concurred.

2. Bed and Breakfast Parking Standards

Zoning Administrator Koch reviewed relevant information from other northern Michigan cities regarding bed and breakfast parking requirements. Motion by Member Beatty, seconded by Member Waddell to move forward with scheduling a public hearing on the recommended changes to Section 153.116, *Accessory Buildings and Uses*, with regard to parking requirements at the February 13 Planning Commission Meeting.

Motion carried by unanimous voice vote.

3. Expanding Housing Types Discussion

After discussion, the Commission concurred to table the item for the February 2023 meeting due to Community Planner Neal being unable to attend the January meeting. Discussion followed regarding potential properties available for manufactured home parks in the City or surrounding townships, the need for middle housing, market tax credits and collaboration with

the County and surrounding communities.

Zoning Administrator Koch stated that Housing North had a strategic planning session last week and one of the discussion points was how they handle the continual discussion regarding housing because of the turnover on many of the boards and commissions. Discussion followed regarding upcoming planning and zoning training opportunities this spring that the Planning Commission members could attend, continued discussion regarding the missing middle housing situation and the need to team up with the townships to cover the whole school district area, and the concern that past meetings were held with different stakeholders. No formal action was taken.

I. Staff Updates

1. Zoning Administrator's Report

Zoning Administrator Koch stated that included in the City's budget for 2023 is a full-time Zoning Administrator/Code Enforcement Officer/Short-term Rental Administrator. She stated the City Council made a change to the City's Ordinance that short-term rentals are not allowed in accessory dwelling units (ADU's) anywhere in the City; and she felt that the change is a problem in that it conflicts directly with the short-term rental ordinance, so there is language clarification coming forward.

Member Waddell stated that he appreciated Zoning Administrator Koch's time and work in Charlevoix and wished her the best in her new position. Member Wadell also thanked Member Conway for all her efforts on the Planning Commission as she will be resigning soon from the Commission.

2. *Seasonal Population Study for Northwest Lower Michigan* Presentation

General discussion was held regarding the statistics provided in the study. Chair Muladore stated they would have Community Planner Neal go over any specific points of the study at the next meeting, the Commission concurred.

J. Requests For Next Months Agenda or Research Items

Next meeting includes:

- Public Hearing for the Bed & Breakfast parking standards;
- Rooftop deck expansion at the Hotel Earl;
- Planning Commission Activities Matrix;
- Expanding housing types discussion; and
- Seasonal Population Study for Northwest Lower Michigan

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

Meeting adjourned at 7:53 p.m.

