

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, February 13, 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 Muladore at 6:00 p.m.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Sherm Chamberlain, Toni Felter, Mary Millington, Maureen Radke, RJ Waddell

Members Absent: John Kurtz

Staff Present: Jennifer Neal, Community Planner

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 carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of January 9, 2023

Motion by Member Chamberlain, seconded by Member Felter to approve the minutes of January 9, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 120 Michigan Ave Review: Expansion of outdoor rooftop at Hotel Earl

Chair Muladore stated the Commission is still waiting for some additional information from the applicants and from stakeholders in the area.

Motion by Member Radke, seconded by Member Beatty to table this item until a future meeting.

Motion carried by unanimous voice vote.

2. 101 Hurlbut Ave: Preliminary review of proposed hotel

Chair Muladore stated this item was in reference to a proposed project at 101 Hurlbut Avenue which is at the top of the hill above Oleson's. The site is zoned CM - Commercial Mixed Use. The agenda packet included proposed renderings and the property owners were present to receive some feedback on the project before the formal hearing.

Michael Sherman, General Partner, Seaford Land Development stated that what they had prepared was designed to define the property and stay within the uses as stated in the City's ordinances and show the Commission their first attempt at renderings and share their vision of the building. Mr. Sherman stated their company was not just a developer, they were unique in that they are architects, engineers, a building company and developers. Mr. Sherman shared the company's background and relevant projects in northern Michigan, particularly Traverse City and Elk Rapids.

Mr. Sherman responded to questions from the Commission Members.

Mayor Lyle Gennett commented that he did not believe the existing retaining wall would support the proposed structure, and expressed concern about possible erosion down the hill on the backside of the property.

3. Public Hearing: Zoning Ordinance Amendment

Planner Neal gave a brief description of the proposed changes to Bed & Breakfast parking requirements. The proposed amendments include a minor change to the ordinance wording and creates parking requirements for bed and breakfast establishments to include one (1) off-street parking space per rental room.

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

Motion by Member Waddell, seconded by Member Felter to approve the draft language as presented to clarify/establish parking requirements for bed and breakfast establishments and to forward the language changes to the City Council for approval.

Motion carried by unanimous voice vote.

H. Old Business

1. Planning Commission Activities Follow Up

Chair Muladore stated Planner Neal had compiled a matrix of the proposed activities as discussed at the Commission's December Meeting. Planner Neal reviewed each of the nine (9) activities and asked for direction as to which tasks the Commission wanted staff to work on. Member Waddell outlined his reasons for suggesting they pursue item #3 - Review Downtown Building Height Ordinance as one of the first activities.

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

Planner Neal stated Networks Northwest prepared a report titled Seasonal Population Study for Northwest Lower Michigan, which is essentially an update to the study prepared in 2012. The study includes data and analysis of seasonal population statistics for ten (10) counties in Northwest Lower Michigan at the County-level, not by individual cities. She reviewed the report in detail and responded to questions from Commission Members.

3. Expanding Housing Types Discussion

Planner Neal stated there is a specific goal in the Master Plan, which is a new goal to create housing that meets the needs of all residents, ensuring all are safely and adequately housed. The goal includes the following details: encourage higher density in appropriate locations, promote infill development and preserve and create new dedicated affordable

housing units. Ms. Neal stated the City has 15 zoning districts with six (6) residential districts and nine (9) non-residential districts and mixed-use districts.

Planner Neal reviewed the materials provided in the agenda packet in detail and responded to questions from Commission Members. Ms. Neal directed their attention to the table titled: Missing Middle Opportunity Examples. Ms. Neal stated each housing task identified requires working with property owners to determine their willingness to develop or redevelop their property, and explained the level of effort involved in each of the examples. Ms. Neal described in detail each of the missing middle opportunity examples. Discussion followed regarding the potential impacts and benefits of adding additional housing.

Planner Neal stated a full site analysis needs to be completed for each of the locations identified in the staff report including: 755 Petoskey Avenue; Bridge Street at M-66N (1500 Bridge Street and 102 M-66); east of Meech Street between Elm Street and Cherry Street; Sheridan Triangles; parcels at May Street and Stover Road; and a unified Charlevoix Corridor along Petoskey Avenue. Ms. Neal continued reviewing potential new areas for rezoning and multi-family housing.

After discussion, Chair Muladore stated staff should continue expanding the information available on the identified sites and property ownership, and then contact Housing Yes to assist with inviting property owners to the table to see the level of interest in redevelopment. Additional discussions were held regarding the vacant property in the Industrial Park and the possibility of adding housing within the park.

I. Staff Updates

Planner Neal stated they were working on an update to the Zoning Map which she hoped to bring before the Commission within the next couple of months. Chair Muladore asked for a map defining brownfield areas as well.

Chair Muladore stated she has been working with the City Manager and will participate in the interview panel for the new Zoning Administrator position and they have two interviews scheduled for next week.

J. Requests For Next Months Agenda or Research Items

Chair Muladore stated the Hotel Earl Project will be on the March agenda if the applicants submit all the requested information in time.

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

Motion by Member Radke, seconded by Member Chamberlain to adjourn the meeting at 8:02 p.m.

Motion carried by unanimous voice vote.