

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, April 10, 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, John Kurtz, Mary Millington

Members Absent: RJ Waddell, Maureen Radke

Staff Present: Jennifer Neal, Community Planner; Jonathan Scheel, 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 carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of March 13, 2023

Motion by Member Chamberlain, seconded by Member Millington to approve the minutes of March 13, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Hearing: Zoning Ordinance Amendment - Bed and Breakfast Parking Standards

Planner Neal explained the details of the proposed amendment to Sections 153.116, *Accessory Buildings and Uses*, and Section 153.187, *Parking Requirements and Limitations* of the Zoning Ordinance which were adding parking requirements for Bed and Breakfast establishments.

The public hearing was opened.

Shelley Boehmer questioned if existing bed & breakfast units would be grandfathered in and Chair Muladore stated that the Ordinance revisions were applicable to new bed & breakfast establishments.

Jonathan Scheel stated he had concerns regarding this ordinance and to his knowledge, they had never had a complaint involving parking related to bed & breakfast establishments, and

there would be inequity between bed & breakfasts and short-term rentals. Mr. Scheel believed that the proposed language was very similar to language that was removed from the ordinance back in 2017 because they didn't want asphalt backyards in residential neighborhoods.

Bob Timms referenced parking issues at various bed & breakfast establishments.

The public hearing was closed.

Motion by Member Beatty to recommend the proposed Ordinance to the City Council for approval. After discussion, the motion was withdrawn by Member Beatty.

Motion by Member Millington, seconded by Member Beatty to recommend to the City Council the proposed Ordinance as amended in Section 153.116, Subsection (d)(7) to include the sentence, parking may include street spaces in front of the property according to City parking rules.

Motion carried by unanimous voice vote.

2. Public Hearing: Zoning Ordinance Amendment - Accessory Dwelling Unit Use Expansion
Planner Neal explained the details of the proposed amendments to Sections 153.071, *Schedule of Uses*, 153.072(C) *Dimensional Requirements*, and 153.116, *Accessory Buildings and Uses* of the Zoning Ordinance allowing accessory dwelling units (ADUs) in the R1 and R2A Districts.

The public hearing was opened.

Jonathan Scheel stated this was an amendment that staff had been working on since 2018.

The public hearing was closed.

Motion by Member Felter, second by Member Kurtz to recommend the amendment to Sections 153.071, *Schedule of Uses*, 153.072(C) *Dimensional Requirements*, and 153.116, *Accessory Buildings and Uses* of the Zoning Ordinance as presented to the City Council for final approval.

Motion carried by unanimous voice vote.

3. Downtown Building Height

Planner Neal reviewed in detail the informational and background materials related to downtown building height as requested by the Planning Commission. Ms. Neal stated the downtown area may be considered to extend as far north as Dixon Avenue and as far south as Hurlbut Avenue. Properties located as far west as Grant Street near the Charlevoix Library and properties bordering Round Lake to the east are within the DDA boundary. Bridge Street and State Street are the central business corridors with a multitude of uses along each. Ms. Neal stated that the Central Business District encompasses mainly Bridge Street.

Planner Neal questioned the location of building height in the entire DDA area or narrowing the scope down to a more specific area. Ms. Neal stated that the Commission needed to discuss what the vision is for downtown Charlevoix and what they are trying to achieve for downtown Charlevoix. Ms. Neal stated that the DDA had conducted its own visual preference survey (Downtown Charlevoix Futures Survey) in 2021.

Discussion followed regarding keeping the charm of the downtown area, dimensional requirements of the various zoning districts, preserving the character of the downtown buildings while possibly allowing more elevation along Bridge Street to make a project financially feasible, preserving the integrity of the downtown, the potential for downtown housing including smaller affordable units, and incentives to encourage development of smaller residential units. Chair Muladore recapped topics to look into for a future meeting: existing heights of downtown buildings, incentives to bring more affordable year-round housing into the downtown, and the wholistic vibrancy of the town.

4. Housing Progress Report

After discussion, Chair Muladore stated that she wanted to form a sub-committee for housing. Ms. Muladore stated she had two (2) members; Mr. Chamberlain and Mr. Kurtz, who would be very interested in being on the committee and she would welcome any community members or representatives who might want to be on the committee as well. Sarah Van Horn would also serve as a member of the committee.

Member Kurtz stated that he had the opportunity to look at many of the maps for possible locations for 2- or 4-unit dwelling units. Mr. Kurtz reported that he had spoken to Charlevoix State Bank, their M-66 property that could potentially hold 12 residential units, and he had spoken to two (2) property owners on Sheridan Street regarding possible multi-unit housing and the reaction was not negative. Mr. Kurtz also spoke to individuals at the Charlevoix Reformed Church as well as the Charlevoix School District about the property directly across from the bus garage.

Member Kurtz explained their thought process for the letter was because they could not contact everyone directly and the purpose of the letter was to say this is not an official notice that we are rezoning your property, but we are considering the possibility of rezoning your property and asking interested individuals to contact the Planning Commission. Member Chamberlain stated that rezoning would improve the marketability of someone's property and it would also help a developer start a project right away rather than wasting several months on getting the property rezoned.

Chair Muladore stated that she would handle the final approval of the letter. The letter will be sent out and then a determination will be made as to when to schedule a public meeting on housing.

H. Old Business

1. Housing Types Discussion

Planner Neal began the discussion focused around what and where missing middle housing can be added in the City. The Planning Commission had requested to evaluate properties throughout the City that are redevelopment ready or require minimal changes in order to be developed. These parcels are considered the low-hanging fruit for new housing development. Ms. Neal referenced each of the following areas:

- Parcel # 052-123-080-10, 755 Petoskey Avenue (adjacent to Jax), .75 acre parcel
- Parcel # 052-335-058-20, 3-5 acre parcel on Stover Road.
- Parcel #052-335-045-00, -2.5 acre parcel on Rose Lane - Zoning Administrator Scheel

stated that this parcel was zoned R4 and a developer has approached him with a possible project for this property.

- Parcel # 052-361-001-00, -1.48 acre parcel.
- Parcel #052-270-002-00, .57 acre parcel on Newman and State Streets where the Montessori School was located, near where the hotel was proposed.

Discussion followed about opportunities to develop vacant property and each of the parcels identified in the staff report. Zoning Administrator Scheel stated that the aforementioned letter should be sent to all vacant property owners.

Motion by Member Felter, seconded by Member Chamberlain to extend the meeting by ten (10) minutes to 8:10 p.m.

Motion carried by unanimous voice vote.

Chair Muladore requested to see the next level of properties available for discussion and continue the ongoing research.

I. Staff Updates

Planner Neal stated that they did hear from the Hurlbut hotel developers and they have requested more time to work through the project. Staff will be in communication with the developer soon to see if they will be ready for the May meeting agenda.

J. Requests For Next Months Agenda or Research Items

Chair Muladore noted that today was RJ Waddell's last meeting after serving on the Planning Commission for ten (10) years, and thanked him on behalf of the Commission for his valuable service to the City.

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

Meeting adjourned at 8:04 p.m. by Chair Muladore.

Sarah J. Dvoracek/fgm Clerk

Jennifer Muladore Chair