

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, July 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 Vice Chair Chamberlain at 6:00 p.m.

B. Roll Call

Vice Chair: Sherm Chamberlain

Members Present: Scott Beatty, Shelley Boehmer, Toni Felter, John Kurtz, Mary Millington, Maureen Radke

Members Absent: Jennifer Muladore

Staff Present: Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Boehmer, seconded by Member Felter to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of June 12, 2023

Motion by Member Millington, seconded by Member Radke to approve the minutes of June 12, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Zach Sompels stated the Housing North's website now includes the Housing Needs Assessment Report that he referred to last month and is ready for Members to review.

G. New Business

1. Existing Multiple-family Uses

Zoning Administrator Scheel stated he researched multi-family and single building accessible dwelling units (ADUs) existing in the City which were highlighted on the City map that was included in the packet. Mr. Scheel stated there were about 200 units based on electrical usage, and there were quite a few more that were shared units where the homeowner is possibly sharing the meter with a tenant, which were harder to identify. From the research he conducted, it showed there are approximately 300 multi-family units in the R-1 and R-2 zones in the City.

2. Existing Vacant Parcels and Form Based Code

Zoning Administrator Scheel explained the vacant parcel map which depicted approximately 120 parcels marked in red. Mr. Scheel stated the map showed possible locations for in fill

development as well as underutilized properties. Mr. Scheel stated staff also provided information about Form Based Code (FBC) and that the City may incorporate elements of FBC to maximize development of vacant and underutilized lots while maintaining the desired architectural character. FBC was recently incorporated into the Zoning Ordinance as design standards for Accessory Dwelling Units. Mr. Scheel stated the educational materials provided in the packet were to help the Members understand why Form Based Code could help to promote and ensure housing that would fit into the character of the City's neighborhoods.

3. Proposed Zoning Ordinance Amendments - Expanded Housing Types

Planner Neal explained that as the Commission continues to discuss missing middle housing opportunities, staff summarized the results of the visual preferences exercise that took place at the last Commission meeting. Ms. Neal explained the details for each type of dwelling unit, sets of housing types/styles, and proposed changes to applicable residential ordinances. Ms. Neal answered questions from the Members throughout her presentation.

Discussion followed regarding underutilized properties, courtyard units, missing middle housing, changes to definitions of residential districts, form-based architectural standards, and the intent of each of the residential districts. Planner Neal reviewed in detail the allowed uses in residential zones.

H. Old Business

1. Expanding Housing Types - Residential Rezoning

Zoning Administrator Scheel stated the Commission has had many discussions regarding rezoning several properties. The sub-committee has been in contact with some of the property owners whose parcels would be good possibilities for rezoning for the purpose of housing. Mr. Scheel stated he had included in the packet more educational materials on rezoning and specifics on two of the properties that the Sub-committee proposed. Mr. Scheel stated the first document was labeled the Summary of Factors to Consider in Rezoning Determination and explained that this would be an administrative rezoning.

Zoning Administrator Scheel stated the Commission would be discussing rezoning parcels at or near the Community Reformed Church and Meech Street, and parcels located at or near Sheridan Street and Garfield Avenue. Mr. Scheel explained if the Commission decided to move forward on any potential rezoning, staff would write the ordinance including a legal description of each lot to be rezoned, the Commission and Council would conduct public hearings and all of the property owners within 300' of the subject property would be notified by mail of the public hearings.

Zoning Administrator Scheel discussed each of the parcels recommended for rezoning:

- Sheridan Street and Garfield Avenue (7.36 acres): Mr. Scheel stated they were considering zoning this property an R-2 or R-4. The area is currently zoned R-1 which included 9,000 sq. ft. with 70' wide lots. An area zoned R-2 is 33% with 6,000 sq. ft. and 50' frontage. Mr. Scheel explained his reasoning for recommending R-2 zoning for this area because you could actually get more density in R-2 multi-family buildings than in an R-4 district. A developer could get 24 units per acre with single multi-family buildings. An R-4 zoned parcel requires larger setbacks, greater need for parking, greater height at

30', and the calculations were for 3-story buildings at 18-20 per acre.

- Community Reformed Church and Meech Street: The Sub-Committee spoke to the elders at the Church and they were interested and they were not against rezoning the parcel, but wanted to be assured they could still use part of the property for recreational use and that the rezoning would not impact that plan. The underlying plat is still there, which is a small lot plat which would allow for development of single-family homes; but this parcel could easily be an R-4 parcel. There is one owner for this parcel.

Motion by Member Radke, seconded by Member Millington to begin the rezoning process to rezone the property described in handout A (Sheridan & Garfield) from R-1 to R-2. Residential district zoning.

Motion carried by unanimous roll call vote.

Zoning Administrator Scheel questioned if the Commission wanted staff to bring forward similar information regarding the General Commercial zoning at the far north end of the City to the next meeting and the Commission concurred.

I. Staff Updates

1. Zoning Administrator's Report

Zoning Administrator Scheel stated there were more permits this month, including more fence permits than he had ever given out in one month. The developer of the Hurlbut property was conducting parking studies; the Ordinance required 1.5 parking spaces per condo and the developer is hoping to get that down to one parking space per condo. Mr. Scheel stated there would be one setback variance going to the Zoning Board of Appeals next month. Mr. Scheel stated the status of the blight issues; there were 5-6 notices going out every day and he was issuing seven (7) infraction tickets.

Zoning Administrator Scheel stated that the City and the Chamber are promoting a 3-story building with the Chamber on the first floor with another commercial unit on the first floor, the second floor with 21 efficiency apartments and 14 one-bedroom apartments on the third floor for true workforce housing for service workers. Mr. Scheel stated he did a preliminary performa with \$800 per month for the efficiencies and \$1,200 for the one-bedroom units which met the 30% income guidelines.

J. Requests For Next Months Agenda or Research Items

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

Vice Chair Chamberlain adjourned at 7:56 p.m.