

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, August 14, 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

Chair:	Sherm Chamberlain
Members Present:	Janet Coltman, John Kurtz, Mary Millington, Maureen Radke
Members Absent:	Scott Beatty, Shelley Boehmer, Toni Felter, Jennifer Muladore
Staff Present:	Jonathan Scheel, Zoning Administrator

Chair Chamberlain stated the Commission had a new member, Janet Coltman. Ms. Coltman gave a brief background of her experience.

C. Inquiry into Potential Conflicts of Interest

None.

D. Approval of Agenda

Motion by Member Radke, seconded by Member Coltman to approve the agenda as presented, but also add the Housing Committee under New Business.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Approval of Minutes from July 10, 2023

Motion by Member Millington, seconded by Member Radke to approve the minutes of July 10, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

None.

G. Old Business

1. Proposed Zoning Ordinance Amendments - Expanded Housing Types

Zoning Administrator Scheel summarized that this agenda item was a continuation of proposed ordinance changes to allow more housing types and to incentivize housing in general for the City. Mr. Scheel explained the proposed ordinance changes in detail. Regarding setbacks, Zoning Administrator Scheel asked the Commission Members to come back to the next meeting with some suggestions as to the width of the setbacks in each of the zoning districts. Changes discussed included:

- Notes to Table 153.072(b), add "up to 50%" on item 9 to read: "Lot coverage may be increased by up to 50% if additional landscaping requirements are met"

- Remove numbers (1) and (2) under Section 153.117(A), Residential Uses
- Remove numbers (8) and (9), under Section 153.117(G), Single Multiple Family building
- Change language in Permitted Uses, Section 153.102 West Garfield Avenue General Commercial Overlay District to accommodate multi-use buildings
- Section 153.103, West Carpenter/State Street Industrial Overlay District - staff will check access to the Airport from this area

Zoning Administrator Scheel stated he would make the requested changes and bring those back to the Commission at the next meeting.

2. Rezoning of multiple parcels in the city

Zoning Administrator Scheel gave a brief summary of the rezoning to be scheduled for a public hearing in September.

Motion by Member Kurtz, seconded by Member Millington to schedule a public hearing for the rezoning of multiple parcels outlined on pages 16-29 of the agenda packet at the next regularly scheduled meeting.

Motion carried by unanimous voice vote.

Zoning Administrator Scheel stated there were two parcels he wanted to discuss, which were R-2 in an area on Stover located between a bank and an industrial use parcel. After discussion, the Commission concurred the rezoning would be R-2.

H. New Business-Housing Sub-Committee (added agenda item)

Member Kurtz stated last month they had discussed possibly rezoning the area around the Community Reformed Church and there were some questions and the Commission did not approve going forward with that rezoning. Mr. Kurtz stated Member Beatty wanted to have a letter requesting support for the rezoning from the Church; he distributed copies of the letter that he wanted to give to the Church to give back to the City on Church letterhead. Member Kurtz stated that he wanted to meet with the Housing Sub-Committee and discuss this rezoning and talk it through, hopefully, with the letter from the Church. Discussion followed regarding the wording of the letter, including using "marketability" instead of increased property value.

I. Staff Updates

1. Zoning Administrator Report

Zoning Administrator Scheel stated the developer of the 100 block of West Hurlbut may have their application on the agenda next month.

He also advised the American Planning Association's annual conference is scheduled for October in Acme.

J. Requests For Next Months Agenda or Research Items

Zoning Administrator Scheel stated they will have the public hearing on the rezoning of parcels at the September meeting.

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

Motion by Member Millington, seconded by Member Radke to adjourn the meeting at 7:35 p.m.

Motion carried by unanimous voice vote.

Sarah J. Dvoracek/fgm Clerk

Sherm Chamberlain Vice Chair