

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, October 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 at 6:00 p.m. by Chair Jennifer Muladore followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Sherm Chamberlain, Janet Coltman, Toni Felter, John Kurtz, Mary Millington

Members Absent: Maureen Radke (excused)

Staff Present: Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Chair Muladore stated she wanted to add an update from the Housing Sub-Committee meeting from the previous week to the Staff Updates portion of the agenda.

Motion by Member Boehmer, seconded by Member Beatty to approve the agenda as amended.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Minutes from September 11, 2023

Motion by Member Chamberlain, seconded by Member Millington to approve the minutes of September 11, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Annemarie Conway, 103 East Lincoln, stated she has been canvassing for the upcoming election on the Stover property and she had a few questions. She stated that it was her understanding the City's Master Plan approved housing for this property in 1983. The property has been designated for housing continuously until the present. The property is currently zoned Public Facilities because of the DPW location that had been there and the Master Plan designates it as Mixed Use.

Chair Muladore stated the Planning Commission in a past meeting decided that the Commission would not be getting involved with this property specifically because of the contentious political issues. Zoning Administrator Scheel stated he had definitive answers for Mrs. Conway's questions and he would be glad to meet with her the next day.

Chair Muladore wanted to remind everyone of their role as the Planning Commission as appointed officials charged with reviewing and approving zoning and development issues in the City and, as such, they have to keep the big picture of the community and its future in their minds based on

the Master Plan. Discussion followed regarding potential conflicts and issues related to the upcoming ballot questions.

G. Public Hearing

1. Public Hearing for the rezone of two parcels, 749 Petoskey Avenue and 904 May Street
Chair Muladore opened the public hearing at 6:17 p.m.

Zoning Administrator Scheel explained the details of the proposed rezonings for the two parcels.

Bob Jess stated his concerns about parcel 904 May Street.

The public hearing was closed at 6:24 p.m.

2. Public hearing for Housing Ordinance Changes
Chair Muladore opened the public hearing at 6:24 p.m.

Dean Dewildt, 1030 May Street, stated his concerns about the definition of density.

The public hearing was closed at 6:35 p.m.

H. Old Business

1. Rezone of 749 Petoskey Avenue and 904 May Street
Motion by Member Kurtz, seconded by Member Boehmer to send the recommendation for the rezoning of 749 Petoskey Avenue and 904 May Street to the City Council for approval.

Motion carried by unanimous voice vote.

2. Housing Ordinance amendments
Chair Muladore referenced Section 153.070, *Intent*, and changes needed to delete the R2-A references. After discussion, the Commission agreed to discuss the proposed changes to Section 153.102 at a subsequent meeting and remove those changes from the proposed Housing Ordinance amendments.

Motion by Member Felter, seconded by Member Millington to send the proposed Housing Ordinance changes, with the exception of Section 153.102 to the City Council for approval.

Motion carried by unanimous voice vote.

3. Zoning Ordinance Changes
Zoning Administrator Scheel summarized the proposed Zoning Ordinance changes that deleted redundancies, remodification and other minor changes. Member Boehmer stated the references to universities should be changed to educational facilities, as discussed at the September meeting. Discussion followed regarding design standards so that new homes do not overwhelm existing neighborhoods and the Zoning Administrator would look at some minimum/maximum design standards to present to the Commission for discussion.

Zoning Administrator Scheel recommended raising the height of front yard fences to 42" and

explained the reasons for his recommendation. After discussion, the Commission agreed to change the maximum front yard fence height to 48".

Discussion followed regarding outdoor storage and the Commission agreed to discuss the matter in further detail at the next meeting.

I. New Business

1. Rezone of Community Reformed Church property

Zoning Administrator Scheel stated that he and members Kurtz and Chamberlain visited the Board of the Community Reformed Church before the last Planning Commission meeting and they gave the Board a presentation providing them with the reasoning on why the Planning Commission considered their property for rezoning. Mr. Scheel stated he had received a letter from the Community Reformed Church requesting a rezone from R-1 to R-2. Mr. Scheel stated the rezoning would give the Church more opportunity and flexibility to use their land and potentially more units for what the City needs.

Motion by Member Kurtz, seconded by Member Boehmer to set the rezone of the Community Reformed Church property from R-1 to R-2 for a public hearing on November 13, 2023.

Motion carried by unanimous voice vote.

Chair Muladore thanked the Sub-Committee members for all their work on this project.

J. Staff Updates

1. Zoning Report

Zoning Administrator Scheel reviewed his September Report. Mr. Scheel also reported the condominium/hotel project on Hulbut is not happening and the request has been withdrawn.

Update on Housing Sub-Committee:

Chair Muladore thanked the Sub-Committee members including Zoning Administrator Scheel for meeting with the Community Reformed Church. Ms. Muladore stated the Committee is going to start working with the Charlevoix Public School Board to talk about their pee-wee football practice field potentially changing that property into housing. Chair Muladore stated she is having a difficult time scheduling a meeting with the Charlevoix Township Planning Commission.

Member Kurtz stated that the Pine River Place on Garfield Street was looking to expand and he had spoken to the manager and they were in the process of talking to architects about expanding housing there and the manager felt it would be beneficial for the City to work with them for future housing possibilities.

Chair Muladore stated two Members attended the Michigan Planning Association Conference. Members Boehmer and Felter spoke about the sessions they attended at the conference.

Motion by Member Boehmer, seconded by Member Felter to send the Zoning Ordinance

changes to a public hearing on November 13, removing Section 153.153, Outdoor Storage for further discussion.

Yeas: Boehmer, Beatty, Chamberlain, Coltman, Felter, Kurtz, Muladore, Millington

Nays: None

Absent: Radke

Motion carried.

K. Requests For Next Months Agenda or Research Items

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

Meeting adjourned at 7:54 p.m.

Sarah J. Dvoracek/fgm Clerk

Jennifer Muladore Chair