

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, January 8, 2024 - 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 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

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. December 11, 2023 minutes

Motion by Member Beatty, seconded by Member Boehmer to approve the minute of December 11, 2023 as presented.

Motion carried by unanimous voice vote.

F. Election of Officers

1. Election of Officers

Chair Muladore stated that she was willing to continue to serve as Chair.

~~Chair Muladore stated that she was nominated as Chair.~~

Member Millington nominated Jennifer Muladore as Chair.

Nomination carried by unanimous voice vote.

Member Boehmer nominated Sherm Chamberlain as Vice Chair.

Nomination carried by unanimous voice vote.

G. Set Meeting Dates 2024

1. Set meeting dates 2024

Motion by Member Felter, seconded by Member Coltman to accept the 2024 meeting calendar

as presented.

Motion carried by unanimous voice vote.

H. Call for Public Comment Not Related to Agenda Items

Jessica Nagel, owner of J. Bird Provisions at 109 Bridge Park Drive, stated that she knew the location was going to be a challenge and she was requesting prioritization of signage and wayfaring signage from the Planning Commission.

I. New Business

1. Rezoning of 13513 Division Avenue (Charlevoix County Administration Property)

Director Scheel stated the City recently annexed a portion of the parcel the Charlevoix County Administration building sits on at 13513 Division Avenue per the County's request. The annexed parcel comes into the City's jurisdiction as R1; the Planning Commission should start the process of rezoning the parcel. Mr. Scheel stated the current use and long term planned use is the administrative building for the Charlevoix County government and a Public Facilities' designation is the appropriate choice for the City's Land Use Map.

Motion by Member Beatty, seconded by Member Boehmer to hold a Public Hearing for the rezone {of 13513 Division Avenue} on February 12, 2024, Planning Commission Meeting.

Motion carried by a unanimous voice vote.

2. Revise Planning Commission Bylaws Order of Business

Director Scheel stated currently, Section 5.8, *Order of Business, Agenda* of the Planning Commission By-laws, New Business (g) comes before Old Business (h). Mr. Scheel stated that the meetings would flow better if the Commission continued with Old Business first before starting on new items.

Motion by Member Boehmer, seconded by Member Felter to amend the By-Laws to reflect that Old Business would come before New Business on Planning Commission meeting agendas. Member Beatty expressed concern about placing Old Business first as that could occupy the majority of the meeting time and those individuals who came to the meeting for a rezoning or other public hearing would have to wait. Member Chamberlain stated they do have the ability to change the agenda at the meeting if needed.

Motion carried with members voting 8 to 1 to approve the motion.

J. Old Business

1. Activities Matrix Discussion, Priorities 2024

Director Scheel began the discussion by identifying several tasks that could be undertaken by the Housing Sub-Committee. Mr. Scheel explained that items 1-9 were from the 2023 list, and items listed as A-H were new items directly out of the Master Plan. Mr. Scheel identified the following items as potential items for the Housing Sub-Committee:

1. Review opportunities to expand Missing Middle Housing building options - High Impact/High Effort;

7. Create Charlevoix Corridor zoning district - Goal 1(1) - High Impact/High Effort;

8. Consider expanding residential uses in industrial zoning districts - High Impact/Low Effort;

- D. Work with school district regarding future uses of properties - Goal 6 (6);
- F. Coordinate land use with Charlevoix Township - Goal 3 (1);
- G. Coordinate with Charlevoix Township - plans for future development - Goal 2 (1).

Mr. Scheel stated that he would add item H to the list of Master Plan goals regarding parking requirements because, as an example, requiring two parking spaces per unit for a four-plex would be a problem for most developers. Discussion followed regarding downtown specific goals including:

- A. Downtown signage and wayfinding signs - Goal 3 (3) - Medium Impact/Low Effort
- B. Design guidelines for downtown/commercial buildings - Goal 1(3) - High Impact/Medium Effort
- C. Incentives for higher density in downtown - Goal 6 (1) - High Impact/High Effort

Discussion occurred regarding possible development of the property at the corner of Hurlbut and Bridge Streets at the top of the hill and how the City's architectural standards would or would not apply. Mr. Scheel would pull some standards together to be discussed at the next Commission meeting.

Discussion followed regarding the remaining items related to the Master Plan:

- D. Work with school district regarding future use of properties - Goal 6 (6) - High Impact/High Effort
- E. Review landscape standards - Goal 5 - Medium Impact/Medium Effort
- F. Coordinate land use in Charlevoix Township - Goal 3 (1) - combined with #9
- G. Coordinate with Charlevoix Township...plans for future development - Goal 2 (1) - combined with #9
- H. Parking requirements - to be combined with #1

2. Outdoor Storage

Member Boehmer made a recommendation that the Commission go through the proposed language line by line and check it off with a motion/vote for each item. Chair Muladore stated they could come to an informal agreement on each item and then have one vote on all the proposed language. Member Kurtz stated the penalty for not complying with some of these things is \$100 per day and that whatever they decide that it should be implemented on January 1, 2025, and Director Scheel would be responsible for telling people this year what the regulations are and the residents would have the opportunity to change how they are storing their vehicles or to make comments on the rules.

Mr. Scheel stated he had provided additional definitions for recreational vehicles. Member Colman stated that the definition section needed to include utility or business trailers such as landscaping companies with large utility trailers, enclosed and un-enclosed.

Mr. Scheel stated yards include setbacks, setbacks do not include yards, and questioned how the Commission felt about parking in the required front yard. Mr. Scheel stated the City required two (2) off-street parking spaces per single-family and two-family dwellings. Member Beatty stated that residents should be able to use their driveways as they feel appropriate, but they should not be able to use the front yard for other things unsuitable for a residential neighborhood.

Mr. Scheel stated he would include language to allow parking in the driveway as acceptable, as opposed to parking in the front yard itself. Parking is permitted as long as it is specific to the driveway. Driveway storage: out of season, vehicle/equipment sitting for months, not being used, is not allowed. Discussion followed regarding outdoor storage in side yard setbacks (8' wide side setbacks in R-2, and 10' wide side setbacks in R-1). Chair Muladore asked that the proposed language be written to require screening by a fence or plantings to obscure something such as an RV or boat from the neighbor's view.

After discussion, the Commission agreed to a maximum length for parking or storage of boats up to 25'.

Mr. Scheel referenced a scenario where one resident parks/stores his/her recreational vehicle or boat at a neighbor's for the winter or seasonally. Member Beatty stated that it had to do with the maximum use of the property, not who owns it.

The number of recreational vehicles historically has been two (2) per property, the Commission agreed to stay with that number.

The Commission concurred to remove the language that allowed for 14-day lodging/living in a recreational vehicle in a 60-day period, and not allow recreational vehicles on site to be connected to utilities.

Mr. Scheel will update the proposed outdoor storage language with the changes made and bring it back to the February Commission meeting for further discussion.

K. Staff Updates

Zoning Administrator Scheel stated he will be meeting with the developer on Upright and the other developer regarding the Hurlbut property this week.

L. Requests For Next Months Agenda or Research Items

Chair Muladore stated that the Activities Matrix and the Outdoor Storage issues will be on the February meeting agenda.

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

Chair Muladore adjourned the meeting at 7:58 p.m.

Sarah J. Dvoracek/fgm

City Clerk

Jennifer Muladore

Chair