

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, November 11, 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. The Commission, staff, and members of the public rose and recited the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore
Members Present: Scott Beatty, Shelley Boehmer, Sherm Chamberlain, Toni Felter, John Kurtz
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 Chamberlain, seconded by Beatty to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

Motion by Boehmer, seconded by Kurtz to approve the minutes from October 14, 2024 with the correction on page 3 {last paragraph} should read Chamberlain moved, Radke seconded and approve the subcommittee minutes {as presented}.

Motion carried by unanimous voice vote.

1. Minutes of October 14, 2024 Planning Commission meeting
2. Housing Subcommittee Minutes October 30, 2024

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Site Plan Review 1522 Bridge Street Pinebridge Place Townhomes

Director Scheel presented the proposed development application. Jane MacKenzie, Executive Director of Northern Homes Community Development Corporation spoke about the site plan. Questions were raised about the landscaping and number of parking spaces. Since the parcel is an odd shaped, has roads on three sides, and a wide right of way also on those three sides, the Commission waived the landscape requirements. The Commission will ask the Shade Tree Commission to supply additional trees in the ROW frontage. Commissioners discussed the placement of trees near the roadside since it is the entrance into the City.

There was discussion about the number of parking spaces. The ordinance requires a maximum

of 9 and the site plan shows 14. The Commission determined to waive the maximum requirement but allow the developer to have between 9 and 14 parking spaces. The Commission discussed walkability and safety. The Commission determined that the developer would need to extend a sidewalk to the property line for if and when the City extended public sidewalks to the area. It was a consensus of the Commission to encourage the City Council to prioritize the construction of public sidewalks in high traffic areas such as this to promote a walkable community.

The Commission went through the Findings of Fact.

Motion by Beatty, seconded by Boehmer to approve the site plan with the following conditions: professional signed prints needed to be given to the Director, south sidewalk to be extended to property line, waive extra parking spaces, but applicant could reduce parking spaces to 9 per ordinance, waive landscaping requirements, Commission will ask tree commission to place trees along road to buffer noise and allow for aesthetic look.

Motion carried by unanimous voice vote.

2. Discussion on changes to Zoning Ordinance Section 153.145 Fences and Walls

The Commission concurred to leave the ordinance as is.

H. Old Business

1. Rooftop decks

The Commission discussed residential standards and had concerns about privacy, noise and size. More information is needed. Director Scheel will work on special use permit language/standards for decks in R-1 and R-2 zoning districts and then place it on the December agenda.

I. Staff Updates

1. Zoning Administrator report October 2024

Director Scheel explained there was a substantial increase in permits from last month.

J. Requests For Next Months Agenda or Research Items

- Rooftop decks
- ADU height restrictions
- Discussion on how to prepare and present the annual report

There will be a holiday reception following the December meeting. Anyone present at the meeting is welcome to join in. Member Beatty complimented Director Scheel on his knowledge and graciousness in answering questions from a concerned citizen.

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

Chair Muladore adjourned the meeting at 7:42 p.m.

Sarah Dvoracek Clerk

Jennifer Muladore Chair