

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, May 10, 2021 - 6:00 p.m.**

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Waddell.

B. Roll Call

Chair RJ Waddell

Members Present: Reid Beegen, Sherm Chamberlain, David Gray, Mary Millington, Jennifer Muladore, Emma Suarez Pawlicki, Toni Felter (participating from Ohio)

Staff Present: Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator; Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Chamberlain, second by Member Beegen to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. April 12, 2021 Meeting Minutes

Motion by Member Gray, second by Member Chamberlain to approve the minutes of April 12, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

H. Old Business

1. By-Laws Review

Chair Waddell reviewed the three recommended changes to the By-Laws. He felt that the word "displayed" should be changed in the new sentence under 9.1 g. regarding donations which read "Recommendations to City Council on uses on public property and donations to be displayed in public spaces." He explained ex parte communications and that the Chair is the spokesman for the Planning Commission.

Motion by Member Beegen, second by Member Millington to adopt the By-Laws as revised. Motion passed by unanimous voice vote.

2. Building Code Referral to City Council

Chair Waddell stated that the City Manager asked the Planning Commission to review and recommend language for the adoption of the International Property Maintenance Code (IPMC). The draft ordinance with legal edits provided by the City Attorney and a property maintenance policy were included for the Commission's review. Zoning Administrator Scheel reviewed the proposed changes to Chapter 150: General Provisions, Building Regulations; Construction regarding the Property Maintenance Code and asked that the Commission recommend approval of the Zoning Ordinance changes to the City Council. Zoning Administrator Scheel used the old gas station on the north side on US-31 as an example of a property that would fall under the enforcement provisions of the IPMC.

Motion by Member Gray, second by Member Beegen to send the adoption of the International Property Maintenance Code ordinance with their approval to the City Council for adoption. Motion passed by unanimous voice vote.

3. Master Plan Update

Planner Neal reviewed Chapter 2 which was largely City demographics and included a history of the City. Chair Waddell stated under the second paragraph of "A Short History" the wording "mid-twentieth centuries" should be "mid-twentieth century". Member Chamberlain explained how the history should be more accurately described rather than a "booming lumber trade" and more agricultural uses and other details of the history that could be included in the document. Discussion followed regarding the demographics, median household income, and people below the ALICE threshold (Financial Hardship Study). Planner Neal stated that she would revise Chapter 2 based on the Commission's discussion and bring it back to the Commission for review.

Planner Neal reviewed Chapter 3 and stated that the chapter would include an existing land use map. Commission members suggested including more pictures of Earl Young houses, homes in the seasonal clubs, and mid-century homes. Chair Waddell felt that there should be more mention of recreational amenities and open space than just the golf course. Fellow Martin was concerned that adding information to the Master Plan would cause redundancy with the Recreation Master Plan. Planner Neal further explained the five neighborhoods that were included in the Community Character Areas and the unique planning scenarios of each neighborhood.

Chair Waddell stated that the new Public Works facility should be included in Chapter 5 as an accomplishment. Member Suarez Pawlicki suggested adding cable and internet technology (fiber and broadband) into this chapter as well. Member Chamberlain questioned if information about Fishermans Island Park and the possibility of allowing temporary RV housing for seasonal workers would be included.

4. ADU Architectural Standards

Zoning Administrator Scheel explained the differences between conventional zoning and Form-Based Codes (FBCs). He stated that FBCs were less interested in the use and more on how to blend neighborhoods and character areas together. He questioned whether the community was interested in the neighborhood character and what accessory buildings look like and how they affect the neighborhoods including size, scale, and other architectural significant standards and whether they need to have architectural standards in place.

Discussion followed regarding accessory dwellings, existing dwellings that are somewhat intrusive to their neighbors, height of accessory structures, units based on the size of the lots, and R-2 district irregular shaped lots. Zoning Administrator Scheel suggested that the Commission review the bullet points included in his memo and "say yes that's important enough to regulate or it's an overreach and we shouldn't do that". Chair Waddell felt that the hybrid method that Zoning Administrator Scheel referenced would be the way to go forward. Zoning Administrator Scheel stated that he would bring more broad drawings related to accessory dwellings leaning away from specific technical language to the next meeting.

Motion by Member Millington, second by Member Beegen to extend the meeting end time by 15 minutes. Motion passed by unanimous voice vote.

5. Community Engagement Survey Update

Planner Neal stated that the Community Engagement Survey was currently available through the end of May and was distributed in paper format and electronically. The survey was mailed (or emailed) to all addresses who receive a City utility bill. City residents and non-residents were encouraged to respond to the survey. She stated they received 106 electronic responses and 160 paper responses.

I. Staff Updates

Chair Waddell referenced the stakeholders meeting held the previous week and that there were training sessions some of the members attended in the past month as well.

Zoning Administrator Scheel stated that Bridge Magazine recently published a housing article. Chair Waddell stated that he and Planner Neal participated in an interview for the Charlevoix Courier.

Chair Waddell stated that Tip of the Mitt would be presenting to the Commission including climate change as one of their topics.

J. Request for Next Month's Agenda or Research Items

Chair Waddell stated that the accessory buildings topic and Chapter 4: Housing of the Master Plan would be on next month's agenda. Planner Neal stated that they would have the results of the Community Engagement Survey for the next meeting also.

K. Adjournment by 8:00 p.m. Unless Extended by Motion

Motion by Member Beegen, second by Member Millington to adjourn the meeting. Motion passed by unanimous vote. Meeting adjourned at 8:09 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair