

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, April 11, 2022 - 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:	Sherm Chamberlain, Annemarie Conway, Toni Felter, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent:	Reid Beegen
Staff Present:	Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of the Agenda

Motion by Member Chamberlain, seconded by Member Millington to approve the agenda as presented. **Motion carried by unanimous voice vote.**

E. Approval of the Minutes

March 14, 2022 Meeting Minutes

Motion by Member Felter, seconded by Member Radke to approve the minutes of March 14, 2022 as presented. **Motion carried by unanimous voice vote.**

F. Call for Public Comment Not Related to Agenda Items

Bob Jess distributed revised design ideas for property on May Street. He stated that they had completed a lot split with the church at the front of the property and will be adding four (4) units to the back of the property (two 3-bedroom & two 2-bedroom units) with a shared parking lot.

G. New Business

1. 401 Antrim Street Preliminary Review

Bev Barton, owner of 401 Antrim Street, requested a preliminary review of plans proposed for the site. Zoning Administrator Scheel stated he received this plan late last week and the applicant wanted to make sure the plan could be approved in some fashion. Zoning Administrator Scheel stated he had not reviewed the plan thoroughly. He stated the house (approx. 2,900 sq. ft.), porch and garage without any other surfaces are at about 41% lot coverage slightly over the 40% limit, but it can be up to 50% if they capture 20% of the water on site. He stated the parking was a major issue and the original use presented was a bed & breakfast with the garage being turned into an accessory dwelling unit. The bed & breakfast would need to come before the Planning Commission as a special use permit which would require one (1) parking spot for each bedroom (five (5) spaces in this instance), and there was no place on the property to have five (5) spaces. Zoning Administrator Scheel stated the drawings before the Commission were not accurate regarding the existing elevations and turning the garage into an accessory dwelling would require a variance as well. Discussion followed regarding the front and side setbacks, a variance on the north side of the existing garage, and a lack of parking spaces and outdoor storage.

Ms. Barton provided a brief history of the property and her family, and stated she had a background in urban planning. She addressed several issues including: preference for street parking, reduction of porch space to meet the lot coverage requirement, garage will have storage space and space for one car, adding impervious surfaces, and use of contracted lawn services. Chair Waddell requested the Fire Department review the site plan before bringing the plans back to the Planning Commission.

2. Proposed Ordinance Changes

Chair Waddell reviewed the past discussions regarding the "missing middle" (duplex, quad-type) of housing and R2A zoning which only includes seven (7) parcels. Zoning Administrator Scheel reviewed a map where he had hand drawn the areas in question for R2A zoning which were single lots, not large parcels in the following vicinities: Stover & May, Sherman St. (adjacent to Charlevoix Township), portions of Petoskey Avenue, and State Street. Zoning Administrator Scheel explained the process necessary to rezone these properties which would require a notification to affected property owners including property owners within a 300' sq. ft. radius, a public hearing, and then an ordinance with two readings before the City Council. Zoning Administrator Schell stated he wanted the Commission to carefully consider this recommendation because in his opinion the R2A Zone District is not very valuable to the City. He suggested removing the R2A Zone and rezoning the subject lots to R4 because they are small lots and the lots were not going to be developed into a large apartment complex, but they

could be great locations for duplexes, triplexes, and four-plexes. The current R2 zoning category allows single building multi-family units, and it allows changing an existing house to apartments as well as brand new apartments up to four (4) units. Discussion followed regarding current and past housing markets and trends. Chair Waddell suggested that the Commission table this item and discuss after the Master Plan update is finalized. Zoning Administrator Schell distributed another zoning map with handwritten changes for the Commission to review. After further discussion, the Commission concurred to table this item.

H. Old Business

1. Master Plan Update

Planner Neal asked the Commission to concentrate on Chapter 8. Implementation at this time and then at the May meeting after everyone has had time to review the draft there would be discussion regarding the full Plan and a final recommendation to the City Council at their May meeting. Discussion followed regarding population data, affordable housing issues, and seasonal workforce housing needs.

Planner Neal stated she had asked the City Manager and the Main Street DDA Director to review the Implementation Chapter and their changes were reflected in the document presented to the Commission. Planner Neal further reviewed the matrix, goals, and recommendations in the Chapter. Discussion followed regarding the recycling center that is often closed and the need for curbside recycling.

I. Staff Updates

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

Chair Waddell stated next month they would do a full review of the compiled draft Master Plan and possibly have a site plan review for 401 Antrim Street.

K. Adjournment

Meeting adjourned at 8:06 p.m.

Sarah Dvoracek/fgm

City Clerk

R.J. Waddell

Chair