

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, December 10, 2012 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

I. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:10 p.m. by Chair John Hess.

II. Roll Call

Chair: John Hess
Members Present: Frances Flanders, Toni Felter, Becky Doan, Judy Clock, John Elzinga, Sherm Chamberlain
Members Absent: Larry Boog, Dan Buday
City Planner: Michael Spencer

III. Inquiry Into Potential Conflicts of Interest

None.

IV. Approval of Agenda

Chair Hess asked the Commission if there were any proposed changes to the agenda. There were no comments. Agenda approved as presented.

V. Approval of Minutes

Motion by Member Chamberlain, second by Member Clock, to approve the October 8, 2012 minutes as presented.
Motion passed by unanimous voice vote.

Motion by Member Elzinga, second by Member Doan, to approve the November 7, 2012 minutes as presented.
Motion passed by unanimous voice vote.

VI. Call for Public Comment Not Related to Agenda Items

Chair Hess opened the meeting to public comment at 6:18 p.m. There were no public comments. Chair Hess closed public comment at 6:18 p.m.

VII. Old Business

A. Review of 2012 Draft Zoning Amendments

City Planner Spencer presented the item. In the agenda packet, Planner Spencer presented the Commission with a list of issues that still need to be addressed. Chair Hess stated that, if there were no objections, the Commission would look at these issues individually for the purpose of tonight's meeting. There was no objection.

1. Lot coverage requirements, specifically as they relate to the marine commercial overlay district. What is appropriate in all zones, specifically areas around the water?
 - Planner Spencer stated that Harbor Springs has a 50% lot coverage requirement, but their definition only includes buildings, not all impervious surfaces such as parking lots. Grand Haven does not have separate lot coverage requirements for commercial vs. marine commercial.
 - The Commission generally agreed that Planner Spencer should review already-developed properties in the marine commercial district and estimate lot coverage on these properties, including impervious surfaces. Actual current coverage can provide a guideline for what coverage limits will be in the new ordinance. Additionally, the Commission agreed that this item should be looked at by the Zoning Ordinance sub-committee, which would make a recommendation to the Commission.
2. Need to think about where to allow Bed and Breakfast (B&B) establishments.
 - Planner Spencer explained the difference between a Class 1 and a Class 2 B&B establishment. The difference between the two classes involves the number of guests and what food services are provided. Planner Spencer proposed using only one definition instead of two and asked the Commission to consider allowed location, regulating size, and regulating food services.
 - The Commission generally agreed to have only one definition of B&B. Chair Hess suggested that a B&B should have an owner living on-site; otherwise, the establishment more closely relates to a hotel. The Commission discussed whether the definition should include a limit to the number of rentable rooms. The Commission discussed parking requirements and limits to room rentals due to parking restraints. The Commission generally agreed to look at parking availability for each B&B applicant and determine room rental limits based on available parking for each property. In the draft ordinance, a B&B is allowable as a special use and requires Commission review. The Commission discussed signage issues on a B&B. The Commission generally agreed to have the Zoning Ordinance sub-committee make a recommendation on signage issues.
3. Accessory structures. Need to consider size, location, and number of structures.
 - Planner Spencer reported that the current ordinance allows one accessory structure per property. Issues to address are portable garage structures, "garage in a box" structures, green houses, and limiting the number of accessory structures.
 - The Commission discussed allowing lot coverage limits to limit accessory structures instead of limiting the quantity of accessory structures, and restricting building materials to more permanent materials vs. a garage with plastic or

canvas walls. Regarding greenhouses, the Commission discussed regulating more permanent structures and not regulating temporary structures. The Commission agreed to have the sub-committee look at landscaping, building materials, foundations, setbacks from other structures, and other issues related to accessory structures.

4. Landscaping requirements. How much is too much or not enough?
 - Per Planner Spencer, the current ordinance requires landscaping in all zones and the standard is the same for all properties. Planner Spencer asked the Commission to determine if there should be one landscaping standard or if there should be more stringent landscaping requirements in more visible areas of town. Should the requirements be standardized or reviewed by the Commission on a case-by-case basis?
 - The Commission decided to use three standards for three basic zoning districts: Industrial, Commercial, and Commercial that abuts Residential.
5. Parking requirements: Need to add requirements for marinas and/or private dock space.
 - There are no proposed requirements in the draft ordinance. The Commission needs to determine what the requirements should be.
 - The Commission discussed standards in the existing ordinance. The Commission decided to ask the sub-committee to review this item and make a recommendation.

The Commission took a recess at 7:19 p.m. and reconvened at 7:25 p.m. Chair Hess reminded the public that they were welcome to speak regarding any item, at any time.

6. What to do about seasonal rentals in single family or other areas. We currently have no language.
 - Planner Spencer provided a copy of e-mailed comments from Tim Kish for the Commission's review, which the Commission read. Mr. Kish spoke to the Commission, addressing some of the specific points made in his e-mail. Mr. Kish asked the Commission to keep any rules both enforceable and equitable.
 - Planner Spencer stated that seasonal rentals are defined as any rental under one week. Some of the difficulties have included noise and parking.
 - The Commission discussed the difficulties of monitoring and enforcing transient rental rules. The Commission discussed the topic at length and determined that transient rentals should be a permitted use in all zones except Industrial, and that the current problems were not significant enough to warrant regulations and monitoring.

The Commission generally agreed to address the remaining points at a later date and decided that members would individually be able to address specific concerns, questions, or comments at the next meeting.

Member Chamberlain asked that "homeless shelter" be defined and addressed in the proposed ordinance. Member Spencer will research the item.

- B. Formation of advisory committee for zoning amendments
Chair Hess asked for volunteers. Planner Spencer stated that he expected the sub-committee to meet twice a month for about an hour, until the process was complete. The following members expressed their interest and were assigned to the sub-committee by Chair Hess: Sherman Chamberlain, Toni Felter, John Hess, and Judy Clock. Members decided to meet at 5:00 p.m. on Tuesday, December 18.
- C. Discussion of FOIA request from Julee Roth
Planner Spencer explained what was needed from members in regards to the FOIA. Judy Clock is the only member who has any notes, and will provide those as soon as possible.

VIII. Old Business

None.

IX. Staff Updates

- A. Community Fireplace
The Commission briefly discussed the status of the advisory committee for the community fireplace.
- B. Planning Commission Meetings
The Commission generally agreed to continue meeting at 6:00 p.m. until the meetings return to a shorter length.

X. Requests for Next Month's Agenda or Research Items.

None.

XI. Adjournment

Motion by Member Doan, second by Member Chamberlain, to adjourn.
Motion passed by unanimous voice vote.
Meeting adjourned at 8:14 p.m.

Stephanie C. Brown Deputy City Clerk

John Hess Chair

Carol A. Ochs City Clerk