

CITY OF CHARLEVOIX PLANNING COMMISSION MEETING MINUTES  
Monday, January 10, 2011 – 7:00 p.m.  
210 State Street, City Hall, Council Chambers, Charlevoix, Michigan

A) CALL TO ORDER

The meeting was called to order by Chairman John Hess at 7:00 p.m.

B) ROLL CALL

Commissioners Present: Dan Buday, Larry Boog, Judy Clock, June Cross, Becky Doan, Toni Felter, and John Hess  
Commissioners Absent: Francis (Brownie) Flanders (excused)  
Staff Present: City Planner Mike Spencer

C) INQUIRY INTO POTENTIAL CONFLICTS OF INTEREST – None.

D) APPROVAL OF AGENDA

The Commission approved the agenda as presented.

E) APPROVAL OF DECEMBER 13, 2010 MINUTES

The Commission reviewed the December 13, 2010 minutes.

The following amendments were made:

- Page 2 fifth paragraph 1<sup>st</sup> line to be revised to read:  
“Marilyn Copeland of 322 Meech Street spoke to the Commission. She has ~~learn~~ **learned** that the property next her home may be used for high density in the future.”

Motion made by Commissioner Clock and seconded by Commissioner Felter to approve the minutes as amended. Motion was adopted by unanimous voice vote.

F) CALL FOR PUBLIC COMMENT NOT RELATED TO AGENDA ITEMS - None

G) OLD BUSINESS

1. Review of 2010 Draft Master Plan
  - a. Call for public comments

Robert Hoffman, CPA with offices at 108 Michigan Avenue, addressed the Board. Mr. Hoffman is representing The Bridge Street Inn located on the southwest corner of Michigan and West Dixon (113 Michigan Avenue). Between 1941 and 1978 the property was zoned R-2 and since 1978, the property has been zoned Planned Residential. The property has been a bed and breakfast since that time. The owners of the property wish the property to be classified as mixed use. The uses of the properties along West Dixon and Michigan have changed over the years. The property is an entryway into downtown Charlevoix and should be open for future mixed use development and not limited to single family.

Steven Hansen part owner of 113 Pine River Lane addressed the Commission. He discussed three points with the Commission.

- Wishes to do everything possible to encourage the Commission to use vision and not be confined to arbitrate between property owners. He asked the Commission to look at its vision of Charlevoix.

- The end of Pine River Lane has been and should continue to be a residential area, which includes green space and a neighborliness environment with the residential flavor.
- The area should be designated in total and not broken up into individual parcels. The Commission should look at one classification for the entire area.

Randy Carey, part owner of 115 Pine River Lane addressed the Commission. Their attorney, the City Attorney and City Planner have suggested that they ask the Commission to designate the property high density residential; not commercial. He also asked the Commission use the adjacent properties to minimize high density impact of the area. Mr. Carey stated that an individual would not want to build a single family home in the area and look at dumpsters and deal with the congestion. He stated that most of the condominiums are used for only six weeks. The resorters wish to park the car and walk into downtown area.

Maureen Radke of 1008 St. James Place spoke to the Commission about the existing vacant parcels south of her lot. The Future Land Use Map proposes the vacant property be designated as high density residential. Ms. Radke voiced objections to the high density classification. The property is surrounded by single family homes, which pay single family property taxes. She asked the Commission to consider lower density, which would protect their property values. This is one of the last decent sized lots in the City. It is close of the waterfront and in an existing neighborhood. The Wojan factory is a non-conforming use. The property contains an old orchard. Future development could be oriented toward the lakefront. It is a walkable neighborhood. An overlay zoning with a conservation/open space provision would protect the existing neighborhood and the lake views. She requested the Commission respect the existing single family homes in the neighborhood and the natural conditions of the property.

City Planner Mike Spencer gave the Commission an e-mail dated January 7, 2011 from Rik Lobenherz. The letter was entered into the record.

The City Planner advised the Commission that he spoke to Tracy Sell, owner of The Lodge Hotel today. Mr. Sell is seeking that his property be designated as a mixed use area. The lot is surrounded by different classifications – mixed local use/multi-family/low density/bed & breakfast/commercial. He'd like to retain the right to have a high density development in the future.

The Planner also pointed out to the Commission that they have a memo from Randy Carey in their agenda packets asking that the property at 115 Pine River Lane retain its commercial classification. He advised the Commission that the neither Staff nor the City Attorney have suggested a specific designation for the Carey's property. Mr. Spencer asked the Carey's to review the Future Land Use map classifications and tell the Planning Commission what they wish the property to be designated.

The Planner advised the Commission that the existing Wojan Window and Door property is presently zoned Industrial. The Future Land Use map designates the Wojan parcel to continue to be industrial.

Bob Hoffman addressed the Commission representing Pointes North, LaCroft, Weathervane Terrace and The Bridge Street Inn. He feels that the mixed use classification is the best use of those parcels. City Planner Mike Spencer reminded the Commission that the Weathervane Terrace has gone on record as supporting the proposed Hospitality Commercial designation.

The Planner reminded the Commission that it needs to look at the entire area not individual lots. The Commission needs to look at neighborhood consistency.

b. Planning Commission review/discussion of minor amendments

The Commission reviewed the Future Land Use map. They discussed the bed & breakfast (Bridge Street Inn), Edgewater Inn, The Lodge, Weathervane Terrace, Pointes North parcels. The Commission concurred that:

- The Lodge (120 Michigan) to be classified as Mixed Local Use classification.
- The Edgewater Inn (100 Michigan) to be classified as Mixed Local Use classification.
- Pointes North's (101 Michigan) to be classified as Mixed Local Use classification.
- The Weathervane Terrace Inn & Suites (111 Pine River Lane) to be classified as Hospitality.
- Bridge Street Inn and the surrounding properties (107 Michigan, 109 Michigan and 111 Michigan and 100 West Dixon) to be classified as Mixed Local Use.
- 101 West Dixon to be classified as a Mixed Local Use.
- 106 & 110 West Dixon to be classified as Low Density.
- 125 & 127 Pine River Lane to be classified as Low Density.

The Commission discussed the Carey/Hansen property and other Pine River Lane properties. The Commission concurred that:

- 113 & 115 Pine River to be designated as High Density.
- Weathervane Inn at 106 Pine River Lane will be classified as Downtown Central Business district.

The Commission reviewed the Wojan (D & K Investments) property located south of the Hampton Village subdivision and east of May Street.

Ms. Radke asked the Commission to consider placing a buffer between the Wojan property and the Low Density Residential.

The Commission continued discussion of the classification of the Wojan (D & K Investments) property and other adjacent properties. The Commission concurred that

- 1010 May Street (School), 1018 May Street (Staph) and 207 Rose Lane ( D & K Investments) to be designated as Medium Density
- D & K Investment property located at 1022 May Street and 203 Rose Lane to be classified as High Density Residential

Chairman Hess asked the Commission to vote on the classification of the Begrow property (101 West Dixon), The Lodge (120 Michigan Avenue), Edgewater Inn (100 Michigan Avenue), and Pointes North (101 Michigan Avenue), B&B (110 Michigan Avenue) and the surround lots (107 Michigan, 109 Michigan and 111 Michigan and 100 West Dixon) to be designated as Mixed Local Use.

Motion made by Commissioner Cross and seconded by Commissioner Boog that the Begrow property (101 West Dixon), The Lodge (120 Michigan Avenue), Edgewater Inn (100 Michigan Avenue), and Pointes North (101 Michigan Avenue), B&B (110 Michigan Avenue) and the surround lots (107 Michigan, 109 Michigan and 111 Michigan and 100 West Dixon) to be designated as Mixed Local Use. Motion adopted by a unanimous voice vote.

Chairman Hess asked the Commission to vote on the classification of the Weathervane Terrace Hotel located at 111 Pine River Lane and 104 West Dixon be classified as Hospitality Commercial. Motion made by Commissioner Cross and seconded by Commissioner Doan that the Weathervane Terrace Hotel (111 Pine River Lane and 104 West Dixon) be classified as Hospitality Commercial. Motion adopted by a unanimous voice vote.

Chairman Hess asked the Commission to vote on the classification of the R-1 (Low Density) parcels (106 West Dixon, 110 West Dixon, 125 Pine River Lane and 127 Pine River Lane).

Motion made by Commissioner Doan and seconded by Commissioner Felter that the R-1 parcels (106 West Dixon, 110 West Dixon, 125 Pine River Lane and 127 Pine River Lane).be Low Density. Motion adopted by a unanimous voice vote.

Chairman Hess asked the Commission to vote on the classification of the Weathervane Restaurant (106 Pine River Lane) to CBD.

Motion made by Commissioner Doan and seconded by Commissioner Cross the Weathervane Restaurant (106 Pine River Lane) to be CBD (Downtown Central Business District). Motion adopted by a unanimous voice vote.

Chairman Hess asked the Commission to vote on the classification of the Hansen/Carey property (113 Pine River Lane and 115 Pine River Lane) as High Density Residential.

Motion made by Commissioner Boog and seconded by Commissioner Buday that the Hansen/Carey property (113 Pine River Lane and 115 Pine River Lane) as High Density Residential. Motion adopted by a unanimous voice vote.

Chairman Hess asked the Commission to vote on the designation of the Wojan property at 207 (Rose Lane), the property to the west (1018 May Street) and north of that (1010 May Street) to be Medium Density Residential. The Wojan property to the south of that to be High Density (1002 May Street) Residential.

Motion made by Commissioner Boog and seconded by Commissioner Doan that the Wojan property, (207 Rose Lane), the property to the west (1018 May Street) and north of that (1010 May Street) is to be Medium Density Residential and the Wojan property to the south of that to be High Density (1002 May Street) Residential. Motion adopted by a unanimous voice vote.

Commissioner Buday left the meeting at 8:15 p.m.

The Commission reviewed the Planner's staff report. The Planner reviewed proposed Master Plan text changes with the Commission.

Motion made by Commissioner Felter and seconded by Commissioner Clock to approve amendments 1-6 of the Staff Report making changes to the Master Plan text. [Editors note: Amendments 4 and 5 -- changes to the Future Land Use Map outlined in the Staff Report were addressed previously in the meeting.]

Below are the Master Plan text amendments:

Paragraph to be added with the existing zoning map:

“The current land use map, future land use map, and existing zoning map in this plan are unique and may show different uses for the same lot or neighborhood. For example, the current land use map may show one particular lot as residential if it has a home on it, even though it is identified as commercial on the zoning map. This means the property could be used as commercial if the homeowner wanted to sell or convert the home into a commercial use. The future land use map identifies the use that the City feels is the most appropriate for a lot or neighborhood in the future based on several factors. The future land use map can be used as a tool for future rezoning, or establishing land use regulations, so that the City can evolve and be developed in a manner consistent with overall goals of the community.”

Chapter 4 Add language about a zoning overlay district around the Airport.

“Historically developments around the airport have included light manufacturing, storage buildings, and the construction of larger pole barn type buildings. These structures and uses create a buffer between the airport and surrounding residential areas. The lots surrounding the airport are typically larger and could allow for larger storage buildings and potentially light manufacturing. The City should work cooperatively with property owners surrounding the airport to consider forming an overlay district to allow larger storage buildings and less intense commercial or light manufacturing uses.”

Chapter 4 -- Hospitality Commercial developments reverting back to High Density Residential (condos) to the Master Plan.

“There are a number of condominium and hotel developments within the City that are used as rental units and may have separate ownership, which is typical for the local resort economy. These developments have different demands for parking, intensity of use, and impacts on the transportation system. Some hotel developments, including the Weathervane Terrace, have expressed their concern over the ability to revert to a less intense condominium use based on changes in the economy or the preference of their owners.”

Chapter 4 addition -- “Zoning Analysis” to compare existing zoning districts to potential new districts.

Future Land Use Plan Designation	Corresponding Zoning Districts
Low-Density Residential	R-1 and some lots in R-2. The intent of this district is to encourage the construction of and the continued use of land for low density single-family dwellings and to prohibit other uses that would substantially interfere with the development or continuation of single family dwellings. The City should consider implementing new regulations for certain neighborhoods that can better protect and enhance existing and desired neighborhood character; defining such things as architectural form, building and garage placement and maximum home, and lot sizes.

Future Land Use Plan Designation	Corresponding Zoning Districts
Medium-Density Residential	<u>R-2 Medium Density Residential.</u> These properties include the most residential lots on the southwest side of the City. Typically these residential areas were the first developed as the City spread out from the downtown core. Flexible zoning regulations should allow for and encourage redevelopment and improvement of these older structures consistent with neighborhood character.
High-Density Residential	<u>R-4 Planned Residential:</u> is designed primarily for apartment and condominium style buildings with more units per acre than single family lots.
Residential Multi-family	<u>R-2A Residential Multi-family:</u> These properties include duplexes and could include large Victorian style homes that have been converted into multiple rental units. Careful consideration should be given to ensure these developments do not adversely affect neighborhood character.
Private Club Residential	<u>R-1 Low Density Residential:</u> This includes the Belvedere and Chicago Clubs who have historically been zoned R-1 which has been problematic when administering zoning. The clubs have other recreational and commercial functions within the club boundaries. The homes do not have lots lines surrounding the structures.
Mixed Use	While there is no directly corresponding district this land use designation does encompass portions of the CBD (Central Business District) and the some developments in C-1 (Commercial) zones. This includes developments such as the Edgewater, and older homes on Bridge Street that have offices or retail on the first floor with living space above. Building size, architecture, landscaping and parking will be important factors in ensuring future developments are consistent with the surrounding area.
Highway Commercial	The <u>C-1 Commercial District</u> best corresponds to this category and is intended to provide businesses and services usually found in major shopping centers and business areas on the outskirts of the City. The areas are better suited for larger scale commercial developments including shopping centers, big box stores, gas and service stations, chain stores, car dealerships, and fast food restaurants. These commercial uses are not historically located downtown and could detract from the unique character of the downtown.
Downtown Central Business District	<u>CBD Central Business District</u> This area is considered the core of the City where a variety of light retail, restaurants, residential (condos), and recreation uses blend to create a vibrant downtown. Special consideration should be given building design and architecture, in addition to addressing parking and congestion problems.
Hospitality Commercial	<u>MH: Motel/Hotel and some properties in C-1:</u> These properties include hotels, motels, potentially bed and breakfasts and associated uses, typically in the same building. Associated uses may include gift shops, restaurants, conference rooms, offices for staff, etc. A number of these properties have separate owners for each unit with oversight by a Board of Directors. Some owners have expressed an interest in being able construct condominiums in the future, which will have to be addressed in the future zoning ordinance.
Marine Commercial	<u>MC Marine Commercial:</u> This area includes a mixture of land uses including marinas, professional offices, single and multi-family residential.

Future Land Use Plan Designation	Corresponding Zoning Districts
Industrial	<u>I-Industrial</u> : The Ance Industrial Park is the primary focus for future industrial uses and employment areas, where a variety of uses could occur to boost the local economy including manufacturing, information technology, and green (environmental) related industries.
Public Facilities	There is no corresponding zoning district at this time. This designation will include public buildings such as the library, City Hall, the County building, and other municipal buildings.
Scenic Reserve	<u>PR Public Reserve and SR Scenic Reserve</u> : These areas are typically near the water which have high scenic and esthetic value to the property owners and the general community. Examples include public parks, the City Marina, Michigan Beach, and beach area owned by the Belvedere Club.

Motion adopted by unanimous voice vote:

Motion made Commissioner Doan and seconded by Commissioner Boog to approve the Master Plan, as amended at the December 13, 2010 and January 10, 2011 meeting, and recommend that the City Council approve the Master Plan. Motion adopted unanimously.

c. Review of Draft Resolution of Adoption for the 2011 Master Plan

The City Planner reviewed the Master Plan process with the Commission. The document will be amended to reflect the changes made by the City Planning Commission at its December 13<sup>th</sup> and January 10<sup>th</sup> meeting. The Master Plan will be forwarded to the City Council and they will hold a Public Hearing. If the City Council makes any changes, then the document is returned to the Planning Commission for its review. The Commission reviewed the draft City Council Master Plan resolution.

H) NEW BUSINESS - None

I) REQUEST FOR NEXT MONTH'S AGENDA OR RESEARCH ITEMS

2011-12 Capital Plan

J) ADJOURNMENT

The meeting was adjourned at 8:31 p.m.

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 John Hess, Chairman

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 Linda Jo A. Weller, Recording Secretary

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 Carol A. Ochs, City Clerk

Revised February 14, 2011 by City Planning Commission

