

**CITY OF CHARLEVOIX**  
**CITY COUNCIL WORK SESSION MINUTES**  
**Monday, December 20, 2021 – 4:30 p.m.**  
Council Chambers, 210 State Street, Charlevoix, MI

The joint work session with the Planning Commission was called to order at 4:40 p.m. by Mayor Luther Kurtz.

**1. Pledge of Allegiance**

**2. Roll Call**

|                  |                                                                                   |
|------------------|-----------------------------------------------------------------------------------|
| Mayor:           | Luther Kurtz                                                                      |
| Members Present: | Mark Knapp, Phil Parr, Janet Kalbfell, Richard Spring, Aaron Hagen (arrived late) |
| Members Absent:  | Greg Bryan                                                                        |
| City Manager:    | Mark L. Heydlauff                                                                 |
| Deputy Clerk:    | Sarah Dvoracek                                                                    |
| City Staff:      | Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator                     |

**3. Presentations**

A. Housing Update on Zoning and Master Plan Initiatives

Jennifer Neal, Planner and R.J. Waddell, Planning Commission Chair briefly outlined the work and priorities of the Planning Commission relative to housing. The Planning Commission is working on amendments to the accessory dwelling unit ordinance including form-based code as well as the Future Land Use Map.

B. Housing Goals and Challenges

Mayor Kurtz summarized the priorities Council has identified and the deed restriction program.

Council and the Planning Commission had general discussion about the community's housing needs including:

- The need for housing includes all incomes levels
- Education of the public is essential to success
- Continue the conversation with community stakeholders
- Solutions will take many different forms
- Investment of city resources
- Standardize the housing development process
- Celebrate the smaller developments

City Staff, City Council, Planning Commission Members and several members of the public offered comment relative to the above conversation.

**4. Adjourn**

The Mayor adjourned the meeting at 5:55 p.m.

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Sarah J. Dvoracek

Deputy City Clerk