

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, May 8, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Chair:	Jennifer Muladore
Members Present:	Scott Beatty, Shelley Boehmer, Sherm Chamberlain, Toni Felter, John Kurtz, Maureen Radke
Members Absent:	Mary Millington
Staff Present:	Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

Chair Muladore welcomed Shelley Boehmer as the newest member of the Planning Commission, and Ms. Boehmer introduced herself and briefly described her background and interest in the Planning Commission.

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Chamberlain, seconded by Member Felter to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of April 10, 2023

Motion by Member Chamberlain, seconded by Member Radke to approve the minutes of April 10, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 2022-2023 Annual Report

Planner Neal reviewed the Annual Report, which was a report of the Planning Commission's activities from last year (May 2022 - April 2023) which will be shared with the City Council as required by law. Minor corrections were made to dates of public hearings in the report that reflected 2023 instead of 2022, and minor language clarifications were addressed. Planner Neal responded to questions from the Commission Members.

Motion by Member Boehmer, seconded by Member Beatty to forward the Annual Report as amended to the City Council.

Motion carried by unanimous voice vote.

2. Housing Subcommittee Report

Chair Muladore stated the Subcommittee edited the property owner letters from the last meeting to be more personalized and the letters were sent to the people that Members Chamberlain and Kurtz had already contacted as well as their neighbors.

Member Kurtz highlighted the activities of the Housing Subcommittee, which included the properties that they were going to focus on. Members Chamberlain and Kurtz had conversations with all but two of the subject property owners. Mr. Kurtz summarized comments received from the property owners and most were positive and all understood the intent of the project. Discussion followed regarding the procedure for zoning changes, the feedback from the property owners, and the next steps in this process.

Zoning Administrator Scheel stated he created a map that he will share with the Commission next month which shows all the vacant parcels in the City and the majority of them are single lots with a few larger lots. Mr. Scheel stated a letter to these property owners could be about educating the owners because many people may not know that they could have duplexes or ADU's in the backyards of residents' homes located in zones R-1 and R-2; or the letter could be addressed only to property owners of the larger lots.

Planner Neal introduced Zach Sompels as the new Charlevoix County Housing Ready Coordinator through Housing North and he would be a resource for the Commission. Mr. Sompels stated that he could bring the Commission more data, but he would rather contact the owners of the one or two lot parcels or some of the larger parcels, including contacting builders, developers, and financial resources.

Chair Muladore stated the next steps for the Housing Subcommittee were to wait and collect the responses from the letters that were mailed to property owners and to schedule a meeting to start planning to bring recommendations back to the Commission. Mr. Sompels stated that he would like to join the Housing Subcommittee.

H. Old Business

I. Staff Updates

1. Housekeeping - Binders

Zoning Administrator Scheel stated he provided the three (3) new members on the Commission with educational binders about the Planning Commission. Mr. Scheel reviewed the contents in detail and advised that a new zoning map would be coming soon.

2. Zoning Administrator's Report

Zoning Administrator Scheel briefly reviewed the Zoning Administrator's Report through April 2023.

J. Requests For Next Months Agenda or Research Items

Planner Neal suggested various topics, inventories and research studies that may be beneficial to the Commission with regard to housing needs. Chair Muladore asked Planner Neal to look at the amount of hours needed for the different projects and report back to the Commission as to which

issues/projects were the most pressing. Zoning Administrator Scheel provided statistics on short-term and long-term rentals in the City.

K. Adjournment by 8:00 p.m. unless extended by a motion

Meeting adjourned at 7:11 p.m. by Chair Muladore.

Sarah J. Dvoracek/fgm Clerk

Jennifer Muladore Chair