

**City of Charlevoix**  
**Planning Commission Regular Meeting Minutes**  
**Monday, June 12, 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: Shelley Boehmer, Sherm Chamberlain, Toni Felter, Mary Millington,  
Maureen Radke

Members Absent: Scott Beatty, John Kurtz

Staff Present: Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

**C. Inquiry into Potential Conflicts of Interest**

**D. Approval of Agenda**

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

**Motion carried by unanimous voice vote.**

**E. Approval of the Minutes**

1. Draft Minutes of May 8, 2023

Motion by Member Chamberlain, seconded by Member Felter to approve the minutes of May 8, 2023 as presented.

**Motion carried by unanimous voice vote.**

**F. Call for Public Comment Not Related to Agenda Items**

**G. New Business**

1. Housing Subcommittee Report

Chair Muladore referenced and reviewed the Housing Subcommittee's meeting notes with the Commission. Chair Muladore proceeded to review the list of potential properties including the possible action items needed to create housing opportunities.

Member Millington stated the Commission must be very tactful in making sure that any development matches the neighborhood. Member Millington also stated that deed restrictions will be the only way to keep any of these developments from turning into seasonal housing. Commissioner Chamberlain explained the sketches provided in the packet and shared potential examples of future affordable housing ideas. Commissioner Radke and Millington suggested removing the Stover property from the list of potential developments. Discussion followed regarding the list of potential properties for rezoning, the lot size requirements for the R-4

zoning district, amending the Master Plan, seasonal housing, housing types, apartments converted into condominiums, and how to avoid spot zoning. Chair Muladore thanked the Subcommittee's hard work on their efforts.

Chair Muladore opened the item for public comment:

Sarah VanHorn thanked the Commission and Subcommittee for their work

Zach Sompels stated the May Street parcels could be very expensive to develop because of the utilities

Dennis Halverson stated he has concerns regarding the Stover property and the underused commercial and industrial properties

More discussion was held regarding future potential development ideas. Zoning Administrator Scheel stated there are over 100 parcels of small vacant lots and the department is working on how to incentivize them for development. Member Radke stated the Commercial Park is very underutilized and that there are a lot of potential ideas that could turn into larger successful projects.

## 2. Visual Preferences Exercise - Residential Uses

Planner Neal stated, in the context of the Housing Subcommittee's work, the next couple of exercises were recognizing the community's character and staff prepared a visual preference exercise on "Missing Middle Housing" types to open up discussion about preferred housing types, design, and architectural features. The four housing groups were identified as:

1. Single-family residential/Townhouse
2. Multiplex: Duplex, Triplex, Fourplex
3. Cottage courts/Clustered tiny homes
4. Industrial

Planner Neal gave instructions to the Commission and asked them to identify housing types and/or housing features that they liked or disliked by using colored dots on the provided housing photographs. Zoning Administrator Scheel stated the Members should not focus on affordability issues in this exercise, but rather focus on architectural design features and housing types and indicate which ones they liked or disliked. The Members proceeded to mark the housing images they liked and disliked; afterwards the Commission discussed their particular reasons for liking or disliking a housing type image and/or its features.

## 3. Proposed Ordinance Language - Residential Uses

Planner Neal stated as the Commission continues to discuss "Missing Middle Housing" opportunities in the City, staff has prepared a table that represents summary information taken from Sections 153.005, Definitions, 153.071, Schedule of Uses, 153.072 Area, Height and Placement requirements (B-D, F), 153.117 Residential Uses (F-G), and 153.086, Allowed Uses, Non-residential and Mixed Use Zones with proposed changes to permit additional residential units and proposed minimum lot sizes. The proposed changes include:

- Remove Single Multiple Family Building as a separate permitted use (based on the definition of Multiple Family, the district is redundant); add the criteria for this use to Two-Family and Multiple-family.
- Remove Home Conversion as a separate permitted use (based on the definition of multiple-family, the district is redundant); add the criteria for this use to two-family and

multiple-family.

Staff responded to questions from Members regarding the proposed ordinance changes. Zoning Administrator Scheel spoke about more density with smaller scale buildings and allowing fourplexes on R-2 zoned properties, which would require standards on setbacks, lot coverage, a certain number of trees to be planted, and architectural and landscaping requirements. Mr. Scheel stated that presently R-1 and R-2 districts are exempt from landscaping requirements, so with duplexes, triplexes or fourplexes, landscaping requirements would be needed. Discussion followed regarding courtyard housing. Zoning Administrator Scheel summarized staff's next steps to move forward.

#### **H. Old Business**

#### **I. Staff Updates**

##### **1. Zoning Administrator's Report**

Zoning Administrator Scheel provided the Commission with the highlights of his report. Mr. Scheel stated that he approved Site Plan A for a change of the Yacht Club's dumpster location and the developer of the 100 block of West Hurlbut advised him that the project is not going to be a hotel, but rather a site-condominium, multi-family residential units that are individually owned but are short-term rented when the owners are not present. Mr. Scheel predicts the West Hurlbut project will not be presented to the Commission for another 2-3 months and he made it very clear to the developers that architecturally it's incredibly important as to how this project fits in the community.

Planner Neal stated she would be assisting the Zoning Administrator on the vacant parcel study throughout the summer.

Zach Sompels stated he received the first update of Housing North's newest Housing Needs Assessment, which is a 600-page document for the 10-County region, and there were no real big surprises for Charlevoix. Mr. Sompels will share the assessment with the Commission in the next few months.

Chair Muladore stated she would not be present at the next two Commission meetings.

#### **J. Requests For Next Months Agenda or Research Items**

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

Chair Muladore adjourned the meeting at 8:04 p.m.

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Sarah Dvoracek/fgm

Clerk

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Jennifer Muladore

Chair