

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Thursday, November 30, 2023 - 4:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Pledge of Allegiance**

**2. Roll Call**

Mayor: Lyle Gennett

Members Present: Aaron Hagen, Janet Kalbfell, Phil Parr, Richard Spring

Members Absent: Shane Cole, Mark Knapp

City Manager: Mark L. Heydlauff

**3. Presentations**

**A. Welcome New Staff**

Mayor Gennett asked City Treasurer McGinn to introduce Jessica Davidson who is the new receipts clerk. Mayor Gennett asked Electric Department Director John Griffith to introduce Phillip Sterrit who is a new lineman in his department.

**B. Short Term Rental Program Report**

Jonathan Scheel, Zoning Administrator

Mayor Gennett welcomed Zoning Administrator Jonathan Scheel, who discussed the background of the short-term rental program and the ongoing implementation of it. The council asked questions and discussed it further.

Mayor Gennett opened the floor for public comment and four were heard.

The City Manager summarized the discussion from Council and advised that he would work to bring language back to Council that would modify the Short Term Rental Program in these areas:

- Modify inspections to occur when a unit is registered and only upon a specific need or concern thereafter
- Eliminate the 14-day loophole
- ADUs as an opportunity for additional rental units

**4. Reports and Communications**

**A. Public Comment**

**5. Adjourn**

The Mayor adjourned the meeting at 5:35pm.

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Sarah J. Dvoracek

City Clerk