

**City of Charlevoix**  
**Planning Commission Regular Meeting Minutes**  
**Monday, February 12, 2024 - 6:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**A. Call to Order/Pledge of Allegiance**

The meeting was called to order at 6:00 p.m. by Chair Muladore followed by the Pledge of Allegiance.

**B. Roll Call**

|                  |                                                                          |
|------------------|--------------------------------------------------------------------------|
| Chair:           | Jennifer Muladore                                                        |
| Members Present: | Shelley Boehmer, Toni Felter, John Kurtz, Mary Millington, Maureen Radke |
| Members Absent:  | Scott Beatty, Janet Coltman, Sherm Chamberlain                           |
| Staff Present:   | Jonathan Scheel, Director of Planning and Zoning                         |

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

**D. Approval of Agenda**

Discussion occurred regarding the order of the items on the Commission's agendas, namely that Old Business should come before New Business.

Motion by Member Boehmer, seconded by Member Felter to approve the agenda with moving Old Business in front of New Business on the agenda for this meeting.

**Motion carried by unanimous voice vote.**

**E. Approval of the Minutes**

1. January 8, 2024

Member Boehmer stated on page 1 of the minutes, under *Election of Officers* a correction was needed to add who nominated Jennifer Muladore as Chair, which was Mary Millington.

Motion by Member Boehmer, seconded by Member Felter to approve the minutes of January 8, 2024, as corrected.

**Motion carried by unanimous voice vote.**

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

**G. Public Hearing**

1. Rezone of 13513 Division Street

Director Scheel stated the City had a recent annexation of the new County building at 13513 Division Street which brought in 8.8 acres into the City. Mr. Scheel stated all annexed land comes into the City with an R-1, Residential District classification. Mr. Scheel stated the

property should be rezoned to Public Facilities.

The public hearing opened at 6:09 p.m.

Gerald Russell, 8328 Carson Avenue, questioned why the whole parcel wasn't annexed. Director Scheel stated he cannot answer that for the County, as the County requested the annexation.

Shirley Gibson, City resident, suggested anyone that has any issues with the rezoning should call their County Representative, Annemarie Conway, and she should be able to answer any questions.

The public hearing closed at 6:13 p.m.

Discussion followed regarding possible reasons for why the County didn't ask to have the entire parcel annexed into the City.

Motion by Member Kurtz, seconded by Member Millington to recommend approval to the City Council of the rezone of 13513 Division Street from R-1, Residential District to Public Facilities.

**Motion carried by unanimous voice vote.**

2. Community Development Block Grant (CDBG) Housing Improving Local Livability Grant

Director Scheel explained the City was applying for a CDBG Grant through the Michigan State Housing Development Authority (MSHDA) Program in the amount of \$354,000. The funds would be used in conjunction with the City's blight enforcement program. Mr. Scheel stated when an enforcement letter is issued, a letter explaining the grant program with information on how to apply for the grant will be included. The housing rehab program is for low income homeowners (80% or less of median income) that can receive grants to help repair their homes. Mr. Scheel explained part of the grant requirement was that the Planning Commission hold a public hearing to allow potential recipients of the grant give their input on what rules and policies may need to be implemented to make the grant most effective.

The public hearing opened at 6:24 p.m.

Lyle Gennett, 217 Clinton Street, stated he thought it was a great idea, but he remembered many years ago when Mrs. Dewitt lived in the City. Mrs. Dewitt's house needed exterior paint and a number of local residents got together and assisted in fixing the house. Mr. Gennett suggested the potential of using volunteers on smaller projects.

The public hearing was closed at 6:26 p.m.

Director Scheel responded to questions from the Commission Members regarding details of the grant program. Mr. Scheel stated a motion was not needed, but the minutes of the meeting would go to MSHDA as part of the grant application process, and there will be another public hearing being held by the City Council within the next couple of weeks to receive public input.

## H. Old Business

### 1. Outdoor Storage ordinance language

Chair Muladore stated that as previously discussed, the Commission agreed to move Old Business in front of New Business for this meeting.

Director Scheel stated the Commission has been discussing this issue for quite a few months and he briefed the Commission on the changes that were made to the old ordinance back in 2019. Mr. Scheel reviewed the draft ordinance for outdoor storage in detail. Discussion followed regarding homes that have primary and secondary driveways, 66' right-of-ways or less and the difficulty of enforcing the issue of parking recreational vehicles in a second driveway, the need to include that parking of such a vehicle cannot interfere with traffic, and issues with storing boats on residential lots. Mr. Scheel stated it is difficult to write an ordinance that considers all situations.

Shirley Gibson, City resident, stated Members Millington and Radke were correct in that boats/recreational vehicles do not belong on City parcels. Ms. Gibson stated it doesn't matter the setbacks, screening, driveways or how big the boats are, they don't belong. Ms. Gibson stated there were no property rights for this kind of thing, and she expressed concerns about her property rights. Ms. Gibson suggested going back to how the ordinance was written in 2018 where nothing was allowed.

Lyle Gennett stated if one can afford a big boat, that the owner should be able to store it someplace other than their residential yard. Mr. Gennett stated if he owned a boat or a recreational vehicle he would not put it in his driveway out of respect for the community. Mr. Gennett stated it was very unfair to the Police Department or Director Scheel that when they are sent out to a residence because of a parking situation, the City has to stick to a policy and enforce the policy.

Motion by Member Kurtz to accept the proposed Ordinance changes as written. Member Boehmer stated the paragraph referenced as (G) needed to be (D), and Director Scheel will confirm the change needs to be made.

Chair Muladore brought up a discussion about the seasonal language and Director Scheel stated the proposed dates for summer were May 15 - September 15 which clarifies the definition of seasonal. Chair Muladore referenced an email she sent to the Director regarding active use; her suggested language read, recreational vehicles may be parked during active use and then the definition of active use would be, active use is defined as a period of time where a recreational vehicle is uncovered and operational for intermittent use instead of covered or disabled as in shrink wrapped or fuel stabilized. Chair Muladore recommended removing the seasonal dates. Member Kurtz suggested leaving the dates in, but state that the dates can be extended by Director Scheel. Director Scheel questioned if they should go back to the 2018 language applicable to vehicles in the front yard.

Chair Muladore stated she recommended that (7) be changed from seasonal parking to active use to read instead of seasonal it would read, recreational vehicles in active use can be parked on a driveway.

Member Kurtz amended his motion to recommend a public hearing be scheduled for the proposed language changes for outdoor storage to include active use as previously discussed, seconded by Member Felter.

**Motion carried by unanimous voice vote.**

Director Scheel asked to go to New Business, Item 2 - Sign ordinance changes for Bridge Park Drive.

## **I. New Business**

### **1. Design Guidelines for Commercial Mixed-Use buildings and US 31 Corridor**

Member Millington indicated she could not stay late, and she was wondering if they needed a special meeting for this topic. Director Scheel stated that he did not believe he was going to receive any developer's application within the next 60 days, but with the required public hearings before the Planning Commission and City Council, it would be 3–4 months before the guidelines would be adopted. The Commission reviewed images of building projects in Boyne City and Harbor Springs.

The Commission concurred to schedule a Special Planning Commission Meeting on February 22, 2024, at 6:00 p.m to discuss guidelines for commercial mixed-use buildings.

### **2. Sign ordinance changes for Bridge Park Drive**

Director Scheel stated one of the goals of the Downtown Development Authority (DDA) and the City has been to expand downtown from Bridge Street, alleys and side streets to where the expansion is happening on Bridge Park Drive. The tenants of the DDA owned building at 103 Bridge Park Drive have struggled with visibility to the visiting public since the change of use to retail. Mr. Scheel stated that because Bridge Park is the roof of the building and the frontage of the businesses are a full story lower facing away from Bridge Street, there is currently no easy or legal way of getting signage that can be seen from Bridge Street. The recommended signage is already allowed on similar multi-tenant parcels, and it will not impact any view corridor, but is highly visible to pedestrians on Bridge Street. The proposed sign could be up to 60 sq. ft., 20 sq. ft. for each business. Director Scheel responded to questions from the Commission Members.

Motion by Member Boehmer, seconded by Member Kurtz to set this ordinance change for a public hearing at the March 11, 2024, Planning Commission Meeting.

**Motion carried by unanimous voice vote.**

## **J. Staff Updates**

### **1. Zoning Administrator Reports December 2023 and January 2024**

Director Scheel stated the City had received a \$50,000 Housing Readiness Grant in which the funds will help them work and plan with Charlevoix Township over the next year to figure out housing along City and Township mutual borders. Mr. Scheel also stated he has ten (10) different developments, all sizes, that he is working with right now, including a small one of 3–4 units with a rehab of a building on Van Pelt Alley, one on Hurlbut, 104 State Street (4 units),

1911 Bridge Street (liquor store), 1522 Bridge Street (6 units), 800 Bridge Street (religious public space), Chamber building (12-16 units), and Housing Authority property (40-53 units). All units referenced are residential units.

**K. Requests For Next Months Agenda or Research Items**

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

Meeting adjourned at 8:04 p.m. by Chair Muladore.

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Sarah J. Dvoracek/fgm      City Clerk

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Jennifer Muladore      Chair