

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, April 8, 2024 - 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 6:04 p.m.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Sherm Chamberlain, John Kurtz (arrived at 6:17 pm), Maureen Radke

Members Absent: Janet Coltman, Toni Felter

Staff Present: Mark L. Heydlauff, City Manager

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. February 22, 2024 & March 11, 2024

Member Boehmer stated Janet Coltman was not listed as present on the minutes of February 22, 2024, and she was in attendance at the meeting, and on page 2 vertical mixed should be vertical mixed. Member Boehmer also stated on the minutes of March 11, 2024, at the bottom of page 6, the person who made the motion should be Member Kurtz not Member Beatty.

Member Radke stated in the minutes of the February 22, 2024, at the bottom of page 1, Director Scheel's response regarding the should language vs. the shall language should be included in the minutes.

Motion by Member Boehmer, seconded by Member Radke to approve the minutes of February 22, 2024, and March 11, 2024, as amended.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

H. Old Business

1. Commercial Mixed-Use Standards, Regulations and Overlay Map

City Manager Heydlauff stated Director Scheel's intent was that the Commission review what they have been working on or continue to make changes as needed, otherwise they could move to set a public hearing for the May 13, 2024 meeting.

Chair Muladore stated it appeared that Director Scheel had cleaned up all the graphics and everything lined up nicely. Member Boehmer stated that on page 11, bottom of the page, the last bullet under Horizontal Mixed Use: concert block should be concrete block.

Member Kurtz joined the meeting at 6:17 p.m.

Member Boehmer suggested it would be a good idea to have a builder review the standards and Member Chamberlain concurred with the idea.

The Commission proceeded to review the proposed Commercial Mixed-Use Regulations with the following changes/comments:

- Page 1 (pg. 15 of the agenda packet) - #2 in front of Section I Title needs to be removed
- Page 3 (pg. 17 of the agenda packet) - Overlay District language - note to clarify language
- Page 4 (pg. 18 of the agenda packet) - Animal Care Facilities and Animal Retail Sales - change from permitted to conditional use
- Page 8 (pg. 22 of the agenda packet) - #8 - Upper Story Limitations - could use a rendering/diagram to show the set-back portion
- Chair Muladore noted that some tables and diagrams were referenced incorrectly
- Page 3 (pg. 17 of the agenda packet) - Reference to Exhibit A in the document should also be referenced on the Zoning Map
- Mixed Use Map - Commission concurred they would like to see an electronic map with the commercial mixed-use changed to match the title of the overlay district - the corridor mixed-use low and residential mixed-use

Motion by Member Boehmer, seconded by Member Chamberlain to move the Standards, Regulations, and Overlay Map {and set} a public hearing to be held on May 13, 2024.

Motion carried by unanimous voice vote.

2. Lighting Ordinance

Discussion was held regarding the following proposed light ordinance:

- Enforcement
- Current locations in violation
- Exemptions for residential areas
- Education
- Dark sky principles and guidelines
- Street lighting
- Newly installed streetlights outside of City Hall
- Sharing other examples of lighting with Director Scheel
- Simpler ordinance less technical

Chair Muladore stated the Commission will continue this discussion for the May meeting, and the Activities Matrix needs to be added to the May agenda.

I. Staff Updates

1. Zoning Administrator Report

City Manager Heydlauff thanked Commission Members for all their work wading through all the technical details of the items they have been discussing over the past few months.

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 7:34 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair