

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, July 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 at 6:00 p.m. by Chair Muladore followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Sherm Chamberlain, John Kurtz, Maureen Radke

Members Absent: Toni Felter

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. June 10, 2024 Minutes

Motion by Member Radke, seconded by Member Chamberlain to approve the minutes of June 10, 2024 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. Public Hearings

1. Commercial and Residential Mixed-Use Corridor Zoning Ordinance Amendments

Director Scheel stated last month the Commission requested minor changes to the regulations which were reflected in the standards presented. Mr. Scheel reviewed other minor changes, corrections to the formatting of the document, and maps showing the Mixed Use Overlay.

Member Beatty stated he continued to be concerned about building height, and he thought the Commission had agreed that three (3) stories were appropriate, but he dissented and stated that three-story buildings would not maintain the character of Charlevoix. Member Beatty stated he opposed the ordinance because of the ability to place three-story buildings at the overlook at the north end of this district.

Motion by Member Boehmer, seconded by Member Chamberlain to forward the proposed ordinance changes to the City Attorney for review and then to the City Council.

Yeas: Boehmer, Chamberlain, Kurtz, Muladore, Radke

Nays: Beatty

Absent: Felter

Motion carried.

H. New Business

I. Old Business

1. Lighting Ordinance

Director Scheel stated this was the third version of the lighting ordinance. The ordinance focuses on fully shielded fixtures. Mr. Scheel stated that once this ordinance was adopted, anything that exists today would be legal non-conforming. Director Scheel stated the ordinance focuses on commercial areas and addressing mass light that impacts neighborhoods.

Director Scheel responded to questions regarding multiple sections of the proposed ordinance including florescent lights, holiday lighting, exemptions, nonconforming lights, spotlights, downward facing lighting, and other details of the ordinance. Member Kurtz stated that the worst source of the lighting problem comes from Charlevoix Township and that the City needs to be working with the Township in a coordinated effort to address lighting issues. Director Scheel stated at the last meeting with the Township, the Supervisor showed willingness to work together on the corridor and their next meeting is in the near future. Mr. Scheel stated that once the Commission approves the draft lighting ordinance, then staff would give the ordinance to the Township for consideration. Mr. Scheel stated his recommendation would be a phased-in police power ordinance giving business owners a time frame to get the businesses to adhere to the new lighting standards.

Motion by Member Boehmer, seconded by Member Beatty to set a public hearing for the August Planning Commission meeting for the new lighting ordinance.

Motion carried by unanimous voice vote.

J. Staff Updates

1. Zoning Administrator Report

Member Chamberlain questioned if Director Scheel had received a copy of the future land use map for Charlevoix Township and Director Scheel stated he had not received it yet. Member Chamberlain also stated that he was at a meeting for Marion Township where it was stated that a copy of their Master Plan and Land Use Map had been sent to Charlevoix, but Director Scheel had not received it, and he would request it again.

Director Scheel stated there was a lot of rehabilitation going on with home interiors in the City. Mr. Scheel answered questions about the house that was torn down on Grant Street across from the library.

K. Requests For Next Months Agenda or Research Items

Director Scheel and Member Chamberlain will work together on gathering data regarding changing the lot size in the mixed-use district. The current average lot size is slightly over 6,000 sq. ft., and only about a half a dozen lots meet the minimum lot size out of a total of 37 lots.

Director Scheel provided an update on the status of the lot at 800 State Street and a site plan review for the property may be on the August Planning Commission agenda.

Member Boehmer questioned the enforcement of the new outdoor storage ordinance and Director Scheel stated that the City Council approved the ordinance with some minor changes with an effective date of August 8, 2024. Mr. Scheel shared his plan for education and enforcement of the new ordinance with the Commission.

Discussion followed regarding possible residential uses in industrial zoning districts as a future agenda topic.

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

Chair Muladore adjourned the meeting at 7:27 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair