

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, March 10, 2025 - 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, Toni Felter, John Kurtz, Maureen Radke

Members Absent: None

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. Approval of Draft Minutes January 13, 2025

Member Boehmer stated in the minutes the Commission discussed the Accessory Building Height changes. Member Boehmer stated the minutes didn't reflect everything that was discussed before the vote. Member Boehmer referenced page 129 from the packet and stated the Commission's discussion included 20' from the edge of an alleyway and that they had added some new language, but she did not see that in their motion. Director Scheel stated that the motion stated "with changes as discussed" but that it would be good to have those changes included in the minutes.

Motion by Member Felter, seconded by Member Boehmer to approve the minutes of January 13, 2025, with the request for changes to Item H-1., 153.116 Accessory Buildings/Height.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 153.171 Landscaping

Director Scheel explained the changes he recommended and those potential changes for the Commission to discuss.

The following changes the Commission concurred to are as follows:

- Change the references from Planning Commission to Zoning Administrator as highlighted in (B)(1); (B), (11), (12) & (13);
- (C)(9)(c) 2 - delete "2. A screen wall or fence shall be located at least two feet from the property line."
- Eliminate (C)(9)(c) 4.
- Chair Muladore referenced (B)(4) "All plants shall be hardy per climatic conditions in the City", and asked if there was a list of plants available to include with this language as a reference and Mr. Scheel stated he would do some research.
- Chair Muladore referenced (B)(6) "The overall landscape plan shall not contain more than 25% of any one plant species." Mr. Scheel stated he would look at the language for possible changes for the next meeting.
- (E)(1)(a) to read: "one canopy tree shall be planted between the right-of-way line and the street per Shade Tree and Park Commission rules, Chapter 152, Trees."
- (E)(1)(b): "Trees shall meet Residential Guidelines except where site conditions warrant otherwise."
- (E)(2): Mr. Scheel stated he did not know where the 4,500 sq. ft. reference came from for a canopy tree. Mr. Scheel stated the average residential lot size was 6,000 sq. ft. and they had a 50% lot coverage of permeable surfaces. Mr. Scheel stated that a 60' x 100' lot would require three trees, and he stated that more density on a multi-family lot would be needed. Mr. Scheel stated he would do further research.
- (E)(3): Director Scheel stated he would go out in the field and look at how this regulation has been applied, i.e. May Street development.
- (F) Non-residential and mixed-use districts and non-residential uses in residential districts. After discussion, staff will look to re-write (F)(a) and add a definition for "evergreen".
- (G) Outdoor storage areas - instead of being repetitive and contradictory, the language will read, "The buffer area shall meet 153.153 Outdoor Storage."
- (H)(2)(b): ~~No~~ Changes to the proposed language in subsections 1. and 4. to read as follows:
 - 1. All islands and peninsulas shall be protected by raised curbs; non-raised curbs are permitted to facilitate drainage, except in instances where the grading and drainage plan demonstrates storm water runoff can be managed without the use of raised curbs.
 - 4. Trees shall be planted at least centered on islands from the edge of the curb or pavement.
- (I) "Fencing, screening and walls." Mr. Scheel stated the special land use screening is going to be very important, and screening specifications were included in Section 153.173, so the language could be removed from this section.
- (K)(2): Changed to read: "Destruction or removal of healthy trees". In the event healthy plants that are intended to meet the requirements of this section are cut down, damaged, or destroyed, shall be replaced in accordance with Shade Tree & Park Commission requirements.

Director Scheel stated he would make the changes and bring the language back to the Commission at the next meeting.

H. Old Business

1. Annual Report

Director Scheel stated he prepared the Annual Report with input from the Commission. Member Chamberlain stated he sent an email regarding the training he attended and Mr. Scheel stated he would add the information to the report. Member Boehmer asked Mr. Scheel to look at the formatting on page 22 of the report.

Motion by Member Boehmer, seconded by Member Chamberlain to send the Annual Report to City Council as amended.

Motion carried by unanimous voice vote.

I. Staff Updates

1. Zoning Administrator's Report January 2025

Member Chamberlain stated Charlevoix Township did have to do a site plan review for Walstrom Marine for a substantial addition and also the old American Mobile property is in the process of being sold.

Director Scheel stated he was working on the Redevelopment Ready Community Program requirements. Mr. Scheel reported the licensing, permitting, and enforcement software is online and live.

Mr. Scheel stated the Historic Commission's National Nomination for Downtown Charlevoix was approved. The nomination does not add more regulations to the properties, but it does allow any private landowners be eligible for potential grants.

Director Scheel stated he sent the Networks Northwest Report to Charlevoix Township and requested a joint meeting, but he has not heard back from them.

Discussion followed regarding a request from Zach Sompels of Housing North to present a Housing Report to the Commission. The Commission concurred to ask Mr. Sompels in his presentation not to fall back to general numbers and to be more specific to the City and Township of Charlevoix.

Member Boehmer stated if a Commission Member was not going to be at a meeting, she asked that they notify Mr. Scheel or Chair Muladore.

Member ~~Boehmer~~ Radke stated she would like to see the recycling services improve in the City. Director Scheel stated he was just added to the County's Material Handling Committee, which is about recycling, and their first meeting is set for late March.

J. Requests For Next Months Agenda or Research Items

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

The meeting was adjourned by Chair Muladore at 7:35 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair