

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, April 14, 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: Shelley Boehmer, Sherm Chamberlain, Toni Felter, John Kurtz
Members Absent: Scott Beatty, Maureen Radke
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 Planning Commission Meeting Minutes for March 10, 2025

Member Boehmer stated she had several corrections including:

- Pg. 3, 4th bullet - she thought the Commission had requested to see a list of non-invasive species of plants.
- Pg. 3, 5th bullet from the bottom - (H0(2)(b) - remove the word "No".
- Pg 4, last paragraph of Item J, first sentence - reference to "Member Boehmer" should read "Member Radke"

Motion by Member Kurtz, seconded by Member Chamberlain to approve the minutes of March 10, 2025 as corrected.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Presentation by Zachary Sompels, Housing North, Population Dynamics & Housing
- Zachary Sompels, Housing North, gave a presentation on local population data relative to the City's housing efforts, including population differences and similarities between the City, Charlevoix Township, and other local areas including:

- The differences in the major population groups, i.e., year-rounders and visitors, working and retired and how they're moving in or out of the community (and reasons/challenges).
- Local housing solutions that apply in these various situations, what is working in other similar communities and next step strategies to work together with the Township and others to improve the outlook for the whole community.

Discussion followed regarding population trends, school enrollment, housing diversity, accessory dwelling units, short-term rentals, and average median income.

Mr. Sompels described a Charlevoix Township project he's been working on with a church on M-66 across from the post office (First Baptist Church). The church has six (6) acres, and they were looking at different housing types and what could fit on the property.

H. Old Business

1. 153.171 Landscaping

Director Scheel stated at the last meeting that the Commission reviewed an initial draft of changes to the landscape ordinance. Mr. Scheel made the changes the Commission agreed to and in his review found additional changes that were needed, and he gave the Members a red-lined version and a revised version that showed all the changes and additions.

Director Scheel reviewed the revised version and explained his reasoning for the recommended changes, and responded to questions from Members. Chair Muladore stated she had completed extensive research into invasive plant species. Chair Muladore stated the State of Michigan has hundreds of animals, plants, and species that are considered invasive, but there is a much smaller list of plants that are restricted or prohibited and, when it comes to plants, they are not allowed to be possessed, transported, sold or held for sale within the State of Michigan. Chair Muladore stated the Commission can't just make a list of invasive species because it changes constantly.

Director Scheel explained the additional language addressing street landscaping within the public right-of-way and between sidewalk and parking. In the residential development language, it included the intent of the Neighborhood Design Guidebook, which the Commission would see at the next meeting. Director Scheel referenced the May Street Project and how he came up with language addressing landscaping for multi-family developments.

Chair Muladore stated the Shade Tree & Parks Commission came up with a tree replacement formula so that if someone requests that the City remove a street tree, they have a way to make sure that they are paying for that work but also to replace more trees than they removed.

Motion by Member Kurtz, seconded by Member Chamberlain to schedule the landscape ordinance changes for a public hearing at next month's meeting.

Motion carried by unanimous voice vote.

2. Section 153.145 Fences and Walls

Director Scheel stated back in December and January the Commission talked about deer management and fencing, with the consensus being that they were not comfortable changing the ordinance. The Commission directed Director Scheel to draft a letter to the City Council from the Planning Commission on the reasoning behind the Commission's decision and the draft letter is available for the Commission to review.

After discussion, the Commission suggested that the beginning of the first sentence of the last bullet point be changed to: "One option proposed was that the City allow a structured pilot program". Member Boehmer stated that there were too many "they's" in the *Need* paragraph and Director Scheel indicated he would revise the paragraph.

Member Kurtz stated after the last meeting where this issue was discussed he did more research on deer, and he stated that deer will continue to propagate. Member Kurtz stated that fencing is not the problem, the deer are the problem. Mr. Kurtz stated the City Council needed to make a determination as to what to do about the deer population.

Motion by Member Boehmer, seconded by Member Kurtz to approve the letter with a few grammatical corrections and send it to the City Council.

Motion carried by unanimous voice vote.

I. Staff Updates

1. Zoning Administrator Report March 2025

Director Scheel briefly reviewed his report for March 2025. Mr. Scheel stated he is now Chairman of the County Materials Management Committee.

Director Scheel stated that he placed Zach Sompels's presentation on housing on the City's website.

J. Requests For Next Months Agenda or Research Items

Chair Muladore stated that there will be two (2) new members of the Planning Commission, and she expressed her appreciation to Members Chamberlain and Kurtz for their long service to the City and the Planning Commission. Member Boehmer stated both members had been instrumental on the Housing Sub-Committee, and she would like to invite them to be Ad-Hoc members of that Committee and the Commission concurred.

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

Chair Muladore adjourned the meeting at 7:38 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair