

**City of Charlevoix**  
**Planning Commission Regular Meeting Minutes**  
**Monday, May 12, 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, Toni Felter, Christine Galbreath, Kristin Jones, Maureen Radke  
Members Absent: None  
Staff Present: Jonathan Scheel, Director of Planning and Zoning

Chair Muladore welcomed new members Christine Galbreath and Kristin Jones. Each new member provided a brief history of their backgrounds.

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

**D. Approval of Agenda**

Chair Muladore stated Director Scheel had noted the Public Hearing did not make it on the agenda for the landscaping ordinance item. Chair Muladore stated there were options to discuss and vote on the item that evening or table it at the next meeting.

The Commission agreed to add an item to select a Vice Chair to the Staff Updates as Item J-2.

Motion by Member Felter, seconded by Member Boehmer to approve the agenda as amended with the addition of Item J-2.

**Motion carried by unanimous voice vote.**

**E. Approval of the Minutes**

Motion by Member

1. Approval of Planning Commission regular Meeting Minutes April 14, 2025

Motion by Member Boehmer, seconded by Member Felter to approve the minutes of April 14, 2025 as presented.

**Motion carried by unanimous voice vote.**

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

John Kurtz, 712 E. Dixon, stated he would be working on three (3) items. Mr. Kurtz stated he attended the last Council meeting and voiced his concerns about the deer population and fencing. Mr. Kurtz stated that he was also working on a possible development on the Sheridan property. Mr. Kurtz stated he spoke with the City Manager about the Stover/Ferry Beach property with his understanding that the Council wanted to come back last fall with appraisals, surveys, studies about groundwater contamination and whether housing could be built on the property, and he is going to email the City a FOIA request for the information.

## G. Public Hearings

### 1. Public Hearing for Section 153.171 Landscaping

Director Scheel stated in March the Commission reviewed the first draft of the changes to the landscaping requirements and the revised version in April. The landscaping ordinance changes were a general cleanup of language, including extra and repetitive language, and he also wanted to make the ordinance easier and more earth-friendly with natural and native landscaping.

The public hearing opened at 6:13 p.m. and closed at 6:14 p.m., there were no public comments.

Director Scheel briefly reviewed the red-lined version of the proposed ordinance changes.

Motion by Member Radke, seconded by Member Felter to recommend approval of the Landscaping Ordinance changes to the City Council.

**Motion carried by unanimous voice vote.**

## H. New Business

### 1. Residential Design Guidebook Review

Director Scheel stated there have been some concerns about the different residential buildings being built and the changes happening in the City's neighborhoods. Mr. Scheel stated the Anderson house on East Dixon (7 lots combined and built a 22,700 sq. ft. house) is a good example of this which occurred many years ago. Mr. Scheel stated that recently a smaller 1,000 sq. ft. home was torn down across from the library on Grant Street and the new house is exactly 8' away from side lot lines, 26' in height, and lot coverage is to an inch of how much is allowed, which is all legal, but many people think the home is out of scale for the neighborhood.

Director Scheel stated he looked at several residential guidelines from other cities to formulate the draft guidelines presented. Mr. Scheel stated he was not looking for approval at the meeting, but a consensus to see if the basic concept was something the Commission wanted to consider. Mr. Scheel stated this would be a guideline, not a zoning document that would be enforceable and is a very similar project to the Mixed Use Guidelines which supported the zoning changes, but this is just a guideline for R-1, R-2 and R-4 zoning districts.

Discussion was held regarding the costs of the Guidelines pertaining to workforce housing, developers' investment in the community, and the timing of the Guidelines.

Mr. Scheel reminded the Commission that in ordinance language there is always an intent section at the beginning and if a case ever goes to court, a judge will always look at the intent to see if the City is regulating something that they have the authority to regulate.

Chair Muladore stated it appeared that there was a consensus to keep going through the Guidelines to formulate a set of standards to be included in the Zoning Ordinance. Director Scheel asked the Members to go through the Guidelines and flag anything that doesn't seem to

fit Charlevoix. Mr. Scheel suggested reviewing the Guidelines in three (3) sections over three (3) meetings, so the first review would be about 29 pages. After discussion, the Commission concurred to review Appendix A, the Introduction and Using the Guidebook sections at the next meeting.

**I. Old Business**

**J. Staff Updates**

**1. Zoning Administrator Report for April 2025**

Selection of Vice Chair.

Member Felter nominated Member Boehmer for the Vice Chair position. Member Radke nominated Member Beatty for the Vice Chair position.

Roll call vote:

Member Radke - Beatty  
Member Jones - Beatty  
Member Boehmer - Boehmer  
Member Felter - Boehmer  
Member Galbrath - Boehmer  
Member Beatty - Beatty  
Chair Muladore - Beatty

Member Beatty was selected as Vice Chair for the remainder of the one-year term 4-3 vote.

Zoning Administrator Report:

Director Scheel reviewed permits issued during April. Mr. Scheel stated he had reached out to the Township again to schedule the joint meeting, but a date has not been confirmed yet.

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

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

Chair Muladore adjourned the meeting at 7:32 p.m.

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Sarah J. Dvoracek/fgm      City Clerk

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Jennifer Muladore      Chair