

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, June 9, 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 Vice Chair Beatty followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore (arrived at 6:51 p.m.)
Vice Chair: Scott Beatty
Members Present: Shelley Boehmer, Christine Galbreath, Maureen Radke
Members Absent: Toni Felter, Kristin Jones
Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of May 12, 2025

Motion by Member Boehmer, seconded by Member Radke to approve the minutes of May 12, 2025 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. Public Hearings

H. Old Business

1. Residential Design Guidebook Review

Director Scheel presented information on the Residential Design Guidebook. He described how such guidelines were working in other communities.

Director Scheel stated he was seeking input on the guidelines. Member ~~Boehmer~~ Radke stated the direction last month was that the Commission would go through the guidelines in three sections: Appendix A, Introduction and then the Using the Guidebook sections.

The Commission started with a discussion related to Appendix A Background. Director Scheel stated that once the Commission was comfortable with the Background section, he would ask the Historical Society to review the history portion. Member ~~Boehmer~~ Radke suggested the

language describing Charlevoix's geographical boundaries could be further described and Mr. Scheel agreed to expand the language. Member ~~Boehmer~~ Radke questioned why the historical significance of the Earl Young homes were not included in the History section of the Appendix and Director Scheel stated he would figure out where the homes should be referenced in the document.

The Commission moved on to a review of Appendix B with discussion regarding the flowchart in the Process section. Director Scheel stated he did not support the portion of the potential review by the Design Reviewer, Zoning Administrator and the Planning Commission and the timeline involved. He stated the flowchart would need further review. Vice Chair Beatty stated he was not comfortable with some of the terminology regarding design professionals. Discussion followed regarding who would be the Design Professional and Design Reviewer.

The Commission began a review of the Introduction section of the Guidebook.

Chair Muladore arrived at the meeting at 6:51 p.m.

Discussion followed regarding the diversity of Charlevoix neighborhoods, housing styles, current homes under construction or renovations, common elements of each neighborhood, distinctive neighborhoods and neighborhood patterns.

The Commission concurred to review Components 1 through 5 of the Neighborhood Compatibility Guidelines at the next meeting.

I. New Business

1. Discussion of rezoning parcels 1202 State through 1224 State Street from R-1 to R-2

Director Scheel stated the property owner at 1202 State Street wanted to split his R1 parcel to produce two 6,600 sq. ft. lots which are large enough for R2, but not the 9,000 sq. ft. needed for R1. Mr. Scheel stated this area is sandwiched between general commercial on the east, all the very large lots to the west are industrial, and everything north of Carpenter on the east side of State Street is R1. He stated that all the lots have the same characteristics in how they sit between industrial and general commercial and how they are being used which are single-family residential with varied lot sizes.

Director Scheel stated the Commission had two choices: the property owner could request a rezone of just the one parcels, or the Commission could generate a rezoning of all the applicable parcels to R2 zoning.

Motion by Member Galbreath, seconded by Member Boehmer to schedule a public hearing on the rezoning of seven (7) homes on State Street from R1 to R2 zoning at the July 14 meeting.

Motion carried by unanimous voice vote.

J. Staff Updates

1. Zoning Administrator's Report

Director Scheel reviewed his report and mentioned some of the challenges with the code enforcement activities this year.

Director Scheel stated that an interesting plan for property located on the corner of State Street and Hurlbut Avenue for a proposed residential condominium plan has come forward and may be scheduled for site plan review in July.

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 7:53 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair