

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, July 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, Toni Felter, Christine Galbreath, Kristin Jones, Maureen Radke

Members Absent: Scott Beatty

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Radke, seconded by Member Felter to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Planning Commission Minutes of June 9, 2025

Member Radke stated that in the second and third paragraphs under Old Business it indicated Member Boehmer when it should be Member Radke.

Motion by Member Boehmer, seconded by Member Radke to approve the minutes of June 9, 2025 as amended.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. Public Hearings

1. Public Hearing for rezone of 1202,1206,1210,1212, 1214, 1220, and 1224 State Street

Chair Muladore opened the Public Hearing at 6:03 p.m.

Jonathan Scheel, Director of Planning & Zoning, stated over the last couple of years, the Planning Commission has been reviewing the City's Zoning Map for potential changes to incentivize housing development and adopt the City's Master Plan Future Land Use Map. Recently, the Planning Commission received a request to rezone a parcel at 1202 State Street and the opportunity arose to review the adjacent neighborhood for rezoning.

Chair Muladore stated that they had received a letter from Gilda Mottarelli with her opinion on the rezone.

Cindy Whitley, 1206 State Street, expressed her concern about having neighbors so close and did not support the rezone.

Debra Lord, 1210 State Street, stated that she also bought property on that street because of the large lots and the character of the neighborhood, and she was strongly opposed to the rezone.

Janell Whitely, 1209 State Street, spoke of her opposition to the rezone.

Michael Hoffman, 1202 State Street, stated that he did not think the rezoning would change the size of the lots significantly and that it was a benefit to the City to have more buildable lots and the R-2 sizing requirements support the ability to build smaller homes.

William Dupont, 1214 State Street, via phone call, stated he agreed with Ms. Mottarelli stated that during his 35 years of ownership of his property he had never had anyone approach him with regard to subdividing or splitting his property, he expressed his opposition to the rezone.

The public hearing was closed at 6:15 p.m.

Director Scheel reviewed the public notice process for the rezoning request. Mr. Scheel reviewed the Future Land Use Map and the Neighborhood Residential and the City Central categories, and the key characteristics of each. Member Boehmer questioned how the change from R-1 to R-2 would affect property owners and Director Scheel stated the change is twofold in that the setbacks in R-2 are 8' rather than 10', and the minimum lot would go from 9,000 sq. ft. to 6,000 sq. ft. minimum in R-2.

Motion by Felter, seconded by Jones to approve the rezoning change for 1202 State Street from R-1 to R-2.

Yeas: Jones

Nays: Boehmer, Felter, Galbreath, Radke, Muladore

Absent: Beatty

Motion failed.

Motion by Radke, seconded by Boehmer to rezone the seven (7) properties on State Street (listed in the public hearing) from R-1 to R-2 zoning.

Yeas: Boehmer, Felter, Galbreath, Radke, Muladore

Nays: Jones

Absent: Beatty

Motion carried.

Director Scheel stated the rezone would be recommended to the City Council for their consideration.

H. New Business

I. Old Business

1. Residential Design Guidebook Review

Director Scheel stated the Planning Commission has been rezoning areas of the City and some of the concerns that the residents expressed that evening would be alleviated with the Residential Design Guidebook. The Planning Commission is working on the Guidebook to basically state that the homes built in all neighborhoods have to reflect those neighborhoods, have to be built to scale and be semi-architecturally similar.

Mr. Scheel and Members reviewed Components 1 through 5 of the proposed Guidebook in detail. No changes were made to the recommended language included in the Guidebook.

After discussion, the Commission agreed to review Components 6 through 9 at the August meeting as time permits. There may be two site plan reviews coming forward at the next meeting for the properties located at the top of the hill on Hurlbut. Director Scheel briefly described the two projects and the potential variances needed for both.

J. Staff Updates

1. Zoning Administrator Report for June 2025

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 8:00 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair