

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, August 11, 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

Vice Chair: Scott Beatty
Members Present: Christine Galbreath, Toni Felter, Kristin Jones
Members Absent: Jennifer Muladore, Shelley Boehmer, 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 Jones, seconded by Member Galbreath to approve the agenda as presented.
Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Approval of July 14, 2025 Minutes

Motion by Member Felter, seconded by Vice Chair Beatty to approve the minutes of July 14, 2025 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Shirley Gibson stated that several meetings ago, there was discussion and comment on the single-family seasonal home being built on Grant Street across from the library. Most of the Commission complained about the structure being built right up to the setback with no green space. Ms. Gibson agreed that the home does not fit into that neighborhood, so she requested that the setbacks be changed in R-1 and R-2 zones and also requested the height of buildings in those zones be lowered to 20'.

Ms. Gibson also referenced the building project on May Street and questioned if the Planning Commission Members go and look at the sites before they are approved, and once the site plan is approved she questioned if the members go and look at the construction. Ms. Gibson referenced the Findings of Fact under standard B, which requires the project to be harmonious to the neighborhood. Ms. Gibson asked all the Members to go look at the project and see if it fits in with the surrounding older residential neighborhood.

G. New Business

Vice Chair Beatty questioned if the Planning Commission could do something more about the maximum sizes, square footage and heights of homes being built in R-1 and R-2 zones. Director Scheel stated this issue has come up before and is very complex and could be discussed further at a later date.

H. Old Business

1. Neighborhood Design Guidebook

Director Scheel continued to review of the proposed Neighborhood Design Guidebook and responded to questions from the Commission members as warranted. No changes were made to the Guidebook at this time.

I. Staff Updates

1. Zoning Administrator Report

Director Scheel stated that the number of permits is decreasing, which is normal for this time of the year.

Mr. Scheel stated they had three (3) ZBA requests that are going to be in front of the ZBA this month, including the old school on top of the hill on West Hurlbut which the applicant is requesting two (2) stories above the existing building which will require side and front yard variances, and variances for parking, and a 4' height variance. If the variances aren't approved, the applicant has already given a conditional rezone application to ~~a change to~~ a central business district. The other variance requests were from two (2) neighbors wanting to build a shared garage.

Director Scheel stated the developers were still working on the design for the project on the empty lot on State Street and Hurlbut Street.

Mr. Scheel further described a conditional rezone process in the standards for a Central Business District.

J. Requests For Next Months Agenda or Research Items

Director Scheel stated the agenda will include continued discussion on the Neighborhood Design Guidebook, and preliminary information on the maximum size of buildings/houses in R-1 and R-2 zones.

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

Vice Chair Beatty adjourned the meeting at 6:55 p.m.

Sarah J. Dvoracek/fgm City Clerk

Scott Beatty Vice Chair