

**City of Charlevoix**  
**Planning Commission Regular Meeting Minutes**  
**Monday, September 8, 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, Christine Galbreath, Toni Felter, Kristin Jones, Maureen Radke

Members Absent: None

Staff Present: Jonathan Scheel, Director of Planning and Zoning

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

**D. Approval of Agenda**

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

**Motion carried by unanimous voice vote.**

**E. Approval of the Minutes**

1. Planning Commission Minutes of August 11, 2025

Member Radke stated the 5th line, 2nd paragraph of the Zoning Administrator Report needed a correction to read that the applicant has already been given a conditional rezone application to change to a central business district.

Motion by Member Radke, seconded by Member Jones to approve the minutes of August 11, 2025, as amended.

**Motion carried by unanimous voice vote.**

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

**G. New Business**

1. Level B Site Plan Review 2025-1 SPR: Hurlbut Ave

Director Scheel stated 105 Hurlbut LLC is proposing a site condominium infill development on the vacant lot at the NW corner of Hurlbut Avenue and State Street. The proposed plan includes 14 site condominium units, consisting of two seven-unit buildings. This is an opportunity for the Planning Commission to ask questions, make comments and request more information for a final review at the October Planning Commission Meeting.

Director Scheel stated the plan involves a large empty lot which has been vacant for many years. Previously, the lot housed a car wash and the former Road Commission building. The site plan shows seven larger units facing south on the hillside with small decks, and the other seven

units are facing State Street well within the setback limits. The patio is on the setback line. Mr. Scheel stated the parking lot would be located off of Hurlbut St. alongside the existing building of the other parcel. Each building is two stories, below the maximum height limits. Mr. Scheel referenced the renderings of how the buildings would look, finishes list and landscaping plan.

Austen Lobenherz, Representative of 105 Hurlbut LLC, further described the Uptown Village Project, stating it would consist of two 4-bedroom units, five 3-bedroom units, and seven 2-bedroom units. Ryan Snyder, AJ Design Architects, explained the design elements and materials used to make the project fit in with Charlevoix's architectural style. The representatives responded to questions from the Commission Members and distributed additional visual aides and artistic renderings depicting the project. After discussion, the applicants agreed to come back in October with any changes discussed, including additional landscaping, stormwater plan, snow removal plan and a change from carports to garages.

Director Scheel stated he had a couple of minor concerns about landscaping in general and the doorway structure on the roof needs some type of crown feature at the top. Mr. Lobenherz stated that with regard to the landscaping on the eastern side, he hoped to meet with the adjacent property owner before they make a plan for that area. Mr. Lobenherz stated that when you look at the elevation of the building you would have to be to the far right to see any tops of the doorways. Director Scheel stated that he was not referencing the roofline, but rather the trim around the doors near the roofline.

Director Scheel stated the following items were missing from the applicant's proposal:

1. surface water drainage;
2. a plan to show all stormwater remaining on the property;
3. landscaping to include no more than 25% of one species on site;
4. fully shielded lighting;
5. trash receptacle screened with an enclosure and concrete apron;
6. 6" concrete curbs need to be shown on the plan;
7. the building needs to be broken into no wider than 50';
8. the doorways at the roofline.

Discussion followed regarding the bump-out of the wall's design and the different building materials being used to break up the look of the wall.

Chair Muladore questioned if any members of the public wanted to address the plan. Kirk Ikens, 108 W. Hurlbut St, stated the developer was doing a great job trying to incorporate everything and they are able to stay within the existing City rules. Mr. Ikens stated his only concern was that he and his neighbor at 106 W. Hurlbut would be looking at the dumpster at the end of the parking lot or just staring at a parking lot. Michael Hedges, 106 W. Hurlbut St., stated that his main concern was the dumpster.

This project will be scheduled for final review at the October Planning Commission Meeting.

## 2. Conditional Rezone 115 W. Hurlbut

Director Scheel stated this is a request for a conditional rezone for the parcel at 115 W. Hurlbut from Commercial Mixed Use to Central Business District. Mr. Scheel stated the Commission should not negotiate any changes to a conditional rezone per State law. The parcel has an

existing legal, non-conforming single-story building that the owner would like to add two stories of residential apartments to and convert the first floor to apartments and a family fun center. The applicant had applied to rezone the parcel a few months back and the Planning Commission denied. A conditional rezone is project specific. This is a first review of the application. A public hearing is scheduled for the October 13, 2025 Planning Commission Meeting.

Director Scheel reviewed the attachments included in this staff report and described the existing building and parking lot. Paul Silva, Applicant, and Tom Johnson, Landmark Group, gave a brief presentation regarding their history of projects in the City including the Hotel Earl and The Irene Event Center. Mr. Silva stated he was not trying to change the footprint of the existing building, but he wanted to add two stories to the existing building to create 25 (year-round) apartments; and convert the gymnasium into a family fun center on the first floor.

Member ~~Boehmer-Radke~~ questioned whether this proposed plan met the Master Plan and the Zoning Ordinance. Director Scheel stated the Master Plan does address housing in the Commercial Mixed Use Zone, but the project does not meet the Zoning Ordinance standards for Commercial Mixed Use. Mr. Scheel stated that the applicant went before the ZBA last month with seven variance requests and the variances were denied. Mr. Silva spoke regarding the need for workforce housing, particularly for the downtown area, and responded to questions from the Commission Members.

Chair Muladore asked Director Scheel at their next meeting to provide updates from Housing North on the number and types of housing units available and needed. Member Boehmer asked for information on traffic circulation and the amount of potential traffic that would be generated based on the uses proposed on these sites. Discussion followed regarding the need for workforce housing for hospital workers, service industry workers, etc.

This project will be scheduled for a public hearing at the October Planning Commission Meeting.

## **H. Old Business**

### **1. Neighborhood Design Guidebook**

Director Scheel stated the review of the Guidebook would continue next month.

## **I. Staff Updates**

### **1. Zoning Administrator Report**

Mr. Scheel stated that it was very enjoyable reviewing the projects before the Commission this evening under all the new standards that they worked on last year. Mr. Scheel reviewed his report and the results of the August Zoning Board of Appeals Meeting.

## **J. Requests For Next Months Agenda or Research Items**

Director Scheel stated Member Beatty had asked for additional information on the maximum size of buildings, and he was still working on that item.

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

Chair Muladore adjourned the meeting at 8:00 p.m.

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Sarah J. Dvoracek/fgm      City Clerk

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Jennifer Muladore      Chair