

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, November 10, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

Chair Muladore called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore
Members Present: Scott Beatty, Christine Galbreath, Toni Felter, Kristin Jones
Members Absent: 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 Beatty, seconded by Member Felter to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Minutes of October 13, 2025

Chair Muladore stated that on page 3 of the minutes there was no mention that the Commission went through the Findings of Fact and came to a consensus on each and such a statement should be added to show that they discussed each of the findings and came to an agreement as to how it was applied.

Motion by Member Galbraith, seconded by Chair Muladore, to approve the minutes of October 13, 2025 as corrected.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Preliminary Review of Zoning Ordinance Parking Standards

Director Scheel emphasized the importance of parking standards in balancing adequate parking availability on both public and private properties without hindering development. Mr. Scheel introduced this item to begin evaluating whether the City is following best practices and making the most of its existing infrastructure. Mr. Scheel cited Dixon Avenue as an example of parking challenges and noted that while 66-foot rights-of-way are common in the City, many streets are not fully developed. In areas farther from downtown, there are often no curbs, gutters, or sidewalks.

Director Scheel proposed a minor regulatory change to allow developers to count on-street parking in front of their properties—especially on side streets other than Bridge and State

Streets—toward their required parking. Mr. Scheel pointed out that many parking lots along Bridge Street are underused. Mr. Scheel also noted that the small lot sizes in the Commercial Mixed Use area limit the types of businesses that can operate in Charlevoix.

Chair Muladore mentioned shared parking agreements and stated that most of the year there is plenty of parking in town. Discussion followed regarding the different types of uses in the City, parking for short-term rentals for three months of the year, parking standards for new businesses, and micro-unit businesses. Director Scheel stated that the changes to the parking ordinance would be minor tweaks, not a full rewrite. Mr. Scheel stated that he would draft language on a few changes for the Commission to review at the next meeting.

Member Beatty left the meeting at 7:05 p.m.

H. Old Business

1. Neighborhood Design Guidebook

Director Scheel began a review of the Design Guidebook Components 6–9. Mr. Scheel referenced Commissioner Beatty's request from a couple of months ago about the size of buildings. Chair Muladore stated that many of the condos are separated by different roof lines to allow views of the lake.

General discussion followed regarding roof lines, modern designs that can fit into an older neighborhood, a balance that fits into traditional historical neighborhoods, porches and entries, a good balance of indoor and outdoor living spaces, and different housing examples in the City.

Chair Muladore stated that the title of the Component relating to Details was confusing given that the section starts out with information about windows. The Commission agreed to discuss Component 9, Landscaping and Site Design at the next meeting.

I. Staff Updates

1. Zoning Administrator's Report

Director Scheel stated that seven of the new permits were for additions or new builds. Mr. Scheel stated the ZBA met again and approved the agreement for the shared garage. Mr. Scheel stated that Paul Silva had his architect working on a future project for the property on Hurlbut, but there were no details yet.

J. Requests For Next Months Agenda or Research Items

Chair Muladore mentioned that the chart of activities for the Commission needs to be updated and requested Director Scheel bring that information to the next meeting.

Director Scheel stated he and Member Boehmer went to the Planning Convention earlier this month, and he attended a session on small homes and patterned homes.

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

Chair Muladore adjourned the meeting at 7:19 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair