

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, December 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

Members Absent: Maureen Radke

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Boehmer, seconded by Jones to approve the agenda as presented with the additions.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

Motion by Jones, seconded by Felter to approve the minutes as presented.

Motion carried by unanimous voice vote.

1. Approval of Planning Commission Minutes of November 10, 2025

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 2026 Planning Commission Priorities

Director Scheel presented the 2026 Planning Commission Priorities. The Commission reviewed the items that were accomplished and discussed other items that may be added. Member Beatty requested that the goal of minimizing ambient light pollution to preserve natural night skies be added to the priority list, the Commission concurred. Mr. Scheel stated he would update the list and bring it back to the Commission for final approval at the next meeting.

H. Old Business

1. Residential Design Guidelines

Mr. Scheel presented the areas of focus from the Residential Design Guidelines. The Commission reviewed the Residential Design Guidebook and reviewed Component 9 and appendixes A-C.

Motion by Beatty, seconded by Felter ~~Felter~~ Boehmer to approve the Residential Design Guidebook

to be sent to the City Attorney for review.

Motion carried by unanimous voice vote.

2. Review of Existing Zoning Ordinance Parking Standards

Mr. Scheel presented the Existing Zoning Ordinance Parking Standards. The Commission discussed the Zoning Quick Sheet Best Practice Parking Flexibility. The Commission reviewed each note listed on the current parking ordinance. Director Scheel stated he bring back the changes discussed at the next meeting.

I. Additions to Agenda

1. Meeting Dates for 2026

Director Scheel presented the meeting dates for 2026.

Motion by Beatty, seconded by Felter-Jones to approve the meeting dates for 2026 as presented.

Motion carried by unanimous voice vote.

2. Summaries of ordinance changes approved by the Planning Commission and sent to City Council.

Director Scheel presented information on the summaries of ordinance changes approved by the Planning Commission and sent to City Council.

Members discussed adding language that states landscaping must not include any invasive or restricted species.

Motion by Boehmer, seconded by Galbreath to approve the summary of changes to the landscaping ordinance as amended.

Motion carried by unanimous voice vote.

Director Scheel presented the Mixed Use Ordinance and the changes made by the City Attorney. Mr. Scheel highlighted the major changes in the ordinance, especially the form-based code.

Motion by Felter, seconded by Muladore Beatty to approve the Mixed Ordinance with amendments and submit to Council for consideration.

Motion carried by unanimous voice vote.

J. Staff Updates

1. Zoning Administrator's Report

Director Scheel presented his Zoning Administrator's Report. Mr. Scheel provided some updates on current projects.

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 7:58 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair