

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, January 12, 2026 - 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:

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. December 8, 2025

Member Boehmer noted three corrections needed on the minutes:

Page 1, Item H-1, last line — Motion should be: Motion by Beatty, seconded by Boehmer.

Page 2, Item I1—Motion should be: Motion by Beatty, seconded by Jones.

Page 2, Item I2, last line — Motion should be: Motion by Beatty, seconded by Muladore.

Motion by Member Boehmer, seconded by Member Jones to approve the minutes as corrected.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Data Center Ordinance Discussion

Director Scheel stated he was approached by the City Manager with concerns about data centers. Data centers can be very disruptive to the local and regional citizens where they are built. Extreme water use, electricity use and noise are just some of the potential problems that they can bring with them. Mr. Scheel stated he created some criteria to address concerns and included a model ordinance in the packet.

General discussion followed regarding data centers using extreme water and electrical usage,

excessive noise, land usage on smaller parcels, and possibly recommending a moratorium until regulations are written and approved.

Commission concurred to have Director Scheel move forward with drafting an ordinance amendment to address data centers for the next meeting.

H. Old Business

1. Review of Existing Zoning Ordinance Parking Standards

Director Scheel reviewed the documentation provided in the packet, including reviewing in detail the current off-street parking regulations.

After discussion, the Commission concurred on the following changes:

- Add ADU's under Residential Uses with 1 space per unit;
- Multiple family residential dwellings — change to 1 space per dwelling unit;
- Parking Alternatives, 153.188 (3) — change to shared parking must be within 300 feet walking distance, and make 300' consistent in all applicable sections.
- Include language that if on-street parking is used in any given situation, that it's simply an allowance and not an entitlement.

Director Scheel stated a better format of the recommended ordinance changes would be provided at the February meeting.

2. 2026 Priorities

After general discussion, the Commission concurred with the list of Planning Commission priorities for 2026 as presented. Director Scheel stated the MEDC is requiring that, in order to keep the Redevelopment Ready Community Certification, the Planning Commission and City Council must have a joint meeting. Mr. Scheel is working with the City Manager on agenda items for the joint meeting.

I. Staff Updates

1. Zoning Administrator Report

Director Scheel summarized his December Zoning Administrator Report.

J. Requests For Next Months Agenda or Research Items

Director Scheel stated that the Design Standard Guidelines are being reviewed by the City Attorney and once that review is complete, he will bring the Guidelines back to the Commission for approval.

Chair Muladore stated the Commission has to complete their annual report. Chair Muladore reminded Members that any training they attended needed to be reported to Director Scheel so he could include that information in the annual report.

Director Scheel stated this was Member Felter's last Commission meeting, and he thanked her for her many years of service.

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

Chair Muladore adjourned the meeting at 7:28 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair