



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, March 9, 2026 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- A. Call to Order/Pledge of Allegiance**
- B. Roll Call**
- C. Inquiry into Potential Conflicts of Interest**
- D. Approval of Agenda**
- E. Approval of the Minutes**
 - 1. Meeting Minutes from 02/09/2026
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. Preliminary Site Plan Review of 605 Sheridan Ave
- H. Old Business**
 - 1. Data Center Zoning Ordinance Regulation
 - 2. 153-185 Off-Street Parking, Loading, Access and Circulation Zoning Ordinance changes
- I. Staff Updates**
 - 1. Zoning Administrator Report.
- J. Requests For Next Month's Agenda, Commissioner Comments or Research Items**
- K. Adjournment by 8:00 p.m. unless extended by a motion**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix Planning Commission

Approval of the Minutes

Title: Meeting Minutes from 02/09/2026

Date: March 9, 2026

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2026.02.09 PC DRAFT

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, February 9, 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. The Commission, staff, and members of the public rose and recited the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Christine Galbreath, Kristin Jones, Maureen Radke

Members Absent: None

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

None.

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Planning Commission Draft Minutes of January 12, 2026

Member Boehmer stated that moving forward the minutes should reflect "None" under items C. and F.

Motion by Member Radke, seconded by Member Galbreath to approve the minutes as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

None.

G. New Business

1. Planning Commission Annual Report

After discussion, the Commission concurred to add an agenda item for Commissioner Comments to this agenda and future agendas under Item J.

Director Scheel stated he had made a couple of minor changes to the Annual Report. Mr. Scheel stated that City Staff was doing a community update to the Redevelopment Ready Program and the MEDC requested that they include economic development and public participation in their Planning Commission Report.

Motion by Member Radke, seconded by Member Boehmer to recommend for approval the Annual Report with corrections as noted.

Motion carried by unanimous voice vote.

H. Old Business

1. Data Center Zoning Ordinance Regulation

Director Scheel reported that, upon further review of data center regulations, he has become increasingly concerned about drafting an ordinance in this area. To support the Commission's consideration, Director Scheel provided additional materials outlining potential impacts associated with the establishment of data centers within a community. Mr. Scheel noted that he is continuing to examine ordinances adopted by other jurisdictions pertaining to data centers. A general discussion ensued regarding data centers, including potential impacts, associated challenges, and regulatory considerations.

2. 153-185 Off-Street Parking, Loading, Access and Circulation Zoning Ordinance changes

Director Scheel stated he had provided the Commission with a red-lined version of the parking regulations including the changes as discussed at the previous meeting. Member Boehmer stated that previously they had discussed that numbers 5 & 6 under (B) Modification of parking requirements didn't fit where they were in the current ordinance. Director Scheel stated he would make that change and bring the changes back to the Commission at the next meeting in March.

I. Staff Updates

1. Zoning Administrator Report

Director Scheel reported that the owners of the 14-unit condominium located at the top of the hill on Hurlbut Street submitted an administrative amendment requesting a six-foot easement along the side of their property adjacent to Mr. Silva's property/building. Mr. Scheel further noted that the Council has officially approved the Mixed Use standards, which introduce architectural requirements, height limitations, and revised setbacks that will impact any future construction or remodeling on Mr. Silva's property.

Chair Muladore inquired about updates regarding the dump site. Director Scheel stated that the area will be fenced in the spring and will operate similarly to the site south of town, except that burning will not occur. Instead, the plan is to utilize tub grinding to convert debris into mulch, thereby avoiding burning near residential areas.

J. Requests For Next Months Agenda or Research Items

Director Scheel announced that the April meeting will be a joint session with the City Council. Possible discussion topics include:

- Master Plan revisions
- Sidewalk concerns
- Downtown signage

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

Chair Muladore adjourned the meeting at 6:53 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

Charlevoix Planning Commission

New Business

Title: Preliminary Site Plan Review of 605 Sheridan Ave

Date: March 9, 2026

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

Developer John Kurtz is proposing a housing subdivision on property in both the City and Charlevoix Township. He has presented the site plan to the township PC and received preliminary approval. He is working with the Brownfield Authority for tax relief. He will be bringing hard copies of his plan to the meeting.

Recommendation:

Attachments:

1. Screenshot 2026-03-04 115734



Charlevoix Planning Commission

Old Business

Title: Data Center Zoning Ordinance Regulation

Date: March 9, 2026

Presented By:

Background:

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. The City does not directly recognize data centers in its zoning ordinance. The city needs a simple ordinance that sets standards for developers of data centers to protect the citizens of Charlevoix. Additional information for education and discussion is in this packet.

Recommendation:

Attachments:

1. Data Center criteria

Data Center Development Standards

Site location criteria and zoning compatibility

- Use allowed in Industrial District
- Special Use designation

Site acreage

- ? acres

Maximum facility size

- 10 MW - looked at as small scale.
- Aggregate building floor area
- Multi floor
- Resource demand

Zoning standards

- Setbacks
 1. Same as current Industrial standard but review rear setback and lot coverage
- Height
 1. Same as current Industrial standard 30 feet

Infrastructure impact considerations

Power demand thresholds

- Utility capacity review
- Dedicated electrical substation
- Electric nameplate capacity
- Power usage effectiveness (PUE) Federal guidelines 1.3 or lower
- Power with clean energy sources (same or better than City)
- Self-generation of power (power backup)
 1. Batteries
 2. Generators
 - (a) Fuel storage
 - (b) generator testing hours, (noise, vibration, pollution)

Water usage limits

- Require usage and disposal amounts
- Require disposal ingredients
- Water, city capacity review and approval from water department
- Sewer, city capacity review and approval from public works department

Cooling method requirements

- Require cooling/climate control specifications

Impact on adjacent properties

Architectural standards

- Maximum wall lengths, broken wall lengths, materials, cornices

Buffering / Screening

- Berms
- Trees, shrubs
- Fencing (screening and security)

Noise

- lot line 40 to 50 dBA,
- vibration

Lighting

- Security
- Color limits
- Is existing lighting ordinance sufficient?

Phased development and expansion limitations

-

Emergency response

- Hazardous materials onsite
- Batteries

Ongoing monitoring

Decommissioning plans

- Letter of credit, bond, escrow reviewed yearly

- 12 months of ceasing operations
- Time frame for decommissioning
- What to be removed
- Site restoration standards

Community benefit agreement

- Show nexus, exchange for public infrastructure

Escrow for PC experts review (sound/vibration engineer, hydrologist, others?)

Charlevoix Planning Commission

Old Business

Title: 153-185 Off-Street Parking, Loading, Access and Circulation Zoning Ordinance changes

Date: March 9, 2026

Presented By:

Background:

Parking standards play an important role in the ability of the city to provide enough parking spaces on both private and public properties but not deter development at the same time. The Planning Commission continues this month to review the current parking ordinance comparing it to potential changes outlined last month

Recommendation:

Attachments:

1. Parking changes

OFF-STREET PARKING, LOADING, ACCESS AND CIRCULATION Proposed changes

§ 153.187 PARKING REQUIREMENTS AND LIMITATIONS.

(H) Off-street parking exemptions, reductions, and allowances.

Credit for on-street parking. Within the Mixed Use Overlay Areas, any on-street parking space adjacent to a use, each such space consisting of not less than 23 feet of contiguous linear permissible on-street parking that is immediately adjacent to the use, may be counted as one space against applicable off-street parking requirements for such use

~~(H)~~ I The minimum required number of off-street parking spaces shall be determined based on the requirements listed in Table 153.187.

Table 153.187: Parking and Access Requirements by Use	
Use	Number of Parking Spaces
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Use	Number of Parking Spaces
RESIDENTIAL USES	
ADU	1 space per dwelling unit
Bed and breakfast	See § 153.116(D)(7)
Boarding or rooming house	1 space per 2 beds, plus 1 additional space for owner or employee use
Dwellings above first floor businesses	1 space per dwelling unit
Multiple-family residential dwellings	1.5 spaces per dwelling unit

§ 153.188 PARKING ALTERNATIVES.

(A) *Shared/common parking.* Shared parking, or an arrangement in which two or more nonresidential uses with different peak parking demands (hours of operation) uses the same off-street parking spaces to meet their off-street parking requirements, may be allowed.

(3) Shared parking must be within ~~50-~~ 300-foot walking distance, measured from the entrance of the use to the nearest parking space in the shared lot.

(B) *Modification of parking requirements.* The Planning Commission may reduce the parking space requirements of this section for any use, based upon one or more of the following.

(2) Convenient municipal off-street parking facilities ~~or on-street spaces~~ are located no further than 600 feet from the subject properties.

~~(D) Downtown parking. The minimum number of off-street parking spaces required by this section shall be waived for all buildings fronting Bridge Street between the Pine River Channel and Antrim Street.~~

§ 153.189 OFF-STREET PARKING FACILITY DESIGN.

(A) *Off-street parking location and setbacks.*

(3) *Proximity.* Required off-street parking facilities for all uses, other than residential dwellings, shall be located on the same lot as the use, or within 300 feet of the building(s) or use they are intended to serve. Distance shall be measured from the nearest point of the building to the nearest point of the off-street parking lot.

~~(b) In the CBD District, parking facilities shall be located within 600 feet of the building or use to be served. Distance shall be measured from the nearest point of the building to the nearest point of the off-street parking lot.~~

(B) (5) ~~The Planning Commission may require a~~ parking study ~~to~~ documents that the above divisions (B)(1)(a) through (B)(1)(d) have been addressed

(C) *Pavement.* Unless alternative materials are specifically permitted as provided in this division (C), all parking lots and vehicle and equipment storage areas shall be hard-surfaced using asphalt, concrete or concrete or brick pavers and shall be appropriately graded and drained. The Planning Commission may approve permeable ~~paving surfaces~~ for all or part of a parking lot. For storage areas, a substitute for hard surface paving may be allowed if the Planning Commission finds adjoining properties will not be adversely affected.

(E) *Dimensions.* [Table 153.189](#) specifies applicable parking space and aisle dimension requirements.

(2) The length of a parking stall may be reduced by up to two feet if the parked vehicle can overhang an unobstructed landscaped area or sidewalk by not ~~less~~ more than two feet. In such instances a sidewalk shall be at least seven feet wide.

(L) *Lighting* All lighting must meet **153.172 LIGHTING.**

