

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