

**City of Charlevoix**  
**City Council Work Session with the Planning Commission Minutes**  
**Monday, April 13, 2026 - 6:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Call to Order/Pledge of Allegiance**

The meeting was called to order at 6:00 p.m. by Mayor Gennett and Chair Muladore. The Council, Planning Commission, staff, and members of the public rose and recited the Pledge of Allegiance.

Mayor: Lyle Gennett  
Members Present: Aaron Hagen, Dennis Halverson, Janet Kalbfell  
Members Absent: Mark Knapp, Phil Parr, Richard Spring  
City Manager: Mark L. Heydlauff  
City Clerk: Sarah J. Dvoracek

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

**2. Roll Call-City Council/Planning Commission**

**3. New Business**

**A. Capital Improvement Plan**

Mark Heydlauff, City Manager

City Manager Heydlauff and Director Scheel presented information on the Capital Improvement Plan.

Mr. Heydlauff and Mr. Scheel answered questions from the Planning Commission and Council.

Mr. Heydlauff explained that the Capital Improvement Plan will need to be approved by the Planning Commission and City Council.

**B. Neighborhood Design Guidebook**

Jonathan Scheel, Director of Planning & Zoning

Director Scheel presented the Neighborhood Design Guidebook. Mr. Scheel and Mr. Heydlauff responded to questions from Council.

Council discussed concerns regarding potential overreach of the guidebook, its subjectivity, options for making certain components enforceable, examples from other communities with similar documents, and approaches to managing residential size and scale.

Mr. Scheel stated that the guidebook is intended as a tool for outside architects and builders to encourage designs that maintain neighborhood character. He reiterated that the guidebook is advisory only and serves as a conversation starter at the beginning of the design process.

Mayor Gennett opened the item for public comment; one comment was received.

C. 2027 Master Plan Update

Jonathan Scheel, Director of Planning & Zoning

Director Scheel presented information on the 2027 Master Plan Update. Chair Muladore added remarks and highlighted the future land use map.

Council discussed parks, legacy and maintenance costs, the future land use map, the community survey, and housing types within the community.

Mr. Scheel noted that the update is in its initial stages and that additional discussions, including opportunities for public input, will occur as the process continues.

4. Public Comment

5. Council or Commissioner Comments or Research Items

**6. Adjourn**

Mayor Gennett and Chair Muladore adjourned the meeting at 8:10 p.m.

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Sarah J. Dvoracek

City Clerk

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Lyle Gennett

Mayor