

City of Charlevoix
Planning Commission Regular Meeting with City Council Minutes
Monday, April 13, 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 Mayor Gennett and Chair Muladore. The Council, Planning Commission, staff, and members of the public rose and recited the Pledge of Allegiance.

B. Roll Call-City Council/Planning Commission

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

C. Inquiry into Potential Conflicts of Interest

D. New Business

1. Capital Improvement Plan

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Capital Improvement Plan.

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

Motion by Beatty, seconded by Radke to approve the FY 2026-3032 Capital Improvement Plan as presented.

Motion carried by unanimous voice vote.

2. 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 architects and builders to encourage designs that maintain neighborhood character. Mr. Scheel 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 **in favor**.

The Planning Commission and City Council concurred that the guidebook should be placed on the City's website.

3. 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.

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

Council and Planning Commission 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.

E. Public Comment

F. Council or Commissioner Comments or Research Items

G. Adjournment

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

Sarah J. Dvoracek City Clerk

Jennifer Muladore Chair