

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, March 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, Toni Felter, Kristin Jones, Maureen Radke
Members Absent: Shelley Boehmer, Christine Galbreath
Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

None.

D. Approval of Agenda

Member Radke stated she would like to discuss the new MDOT map of the proposed changes downtown. Commission agreed to discuss the map under Commissioner Comments.

Motion by Member Beatty, seconded by Member Radke to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Meeting Minutes from 02/09/2026

Motion by Member Radke, seconded by Member Jones to approve the minutes of February 9, 2026 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

None.

G. New Business

1. Preliminary Site Plan Review of 605 Sheridan Ave

Director Scheel stated John Kurtz was working on a proposed development for 22 homes that would be on Sheridan and Garfield on property both in the City (8 homes) and Charlevoix Township (14 homes). Mr. Scheel stated that this was not an official application at this point, but Members could discuss and ask questions about the proposal.

John Kurtz, Developer, summarized the concept to provide housing for people living and working in Charlevoix with restrictions to include income limits and employment in Charlevoix or Emmet Counties. In order for this to work, they would have to have a follow-up program to make sure that the people living in the development are still employed in Charlevoix or Emmet County. Mr. Kurtz stated that Housing North will administer the program. Mr. Kurtz read the proposal regarding the Brownfield issues and tax increment financing. The project's name is

Sheridan Street Development including condos except for the duplex lots (5 duplex units & 12 single family units) with the first duplex being built in September and these will be rental units.

Mr. Kurtz and Director Scheel responded to questions from the Commission Members. Sherm Chamberlain stated that all lots do comply with the R-2 zoning as far as setbacks are concerned and further explained the details of the layout of the units.

H. Old Business

1. Data Center Zoning Ordinance Regulation

Director Scheel presented an updated list outlining potential criteria and regulations for data centers within the City. The list addressed facility size, zoning standards, appropriate locations, infrastructure impacts, water usage limits, cooling methods, and potential effects on nearby properties. Mr. Scheel reviewed each item as part of a discussion on a future ordinance and noted that data centers should be located in industrial areas under a special use permit rather than permitted by right.

Director Scheel recommended a maximum facility size of 10 MW and stated that existing industrial standards would generally apply. However, he suggested reviewing rear setback requirements and lot coverage allowances for industrial uses. He continued to provide detailed explanations of each proposed development standard.

Chair Muladore referenced property on Waller Road that may have wet conditions but is not officially designated as a wetland. Member Radke commented that after re-reading the University of Michigan Report, she had significant concerns based on statewide trends and previous cases. She noted that even smaller sites can pose substantial risks, particularly related to the use of community resources.

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

Director Scheel stated he made the changes from the previous meeting and will bring the proposed ordinance back to the next meeting for consideration.

I. Staff Updates

1. Zoning Administrator Report.

Director Scheel stated that next month's meeting will be a dual meeting of the City Council and the Planning Commission. Topics to discuss will include: the City's Master Plan; and Neighborhood Design Guidelines (not an enforceable document, recommendation only) and the joint meeting would be a perfect time to ask the Council how much of, if any, do they want this regulated. Chair Muladore stated that in order to prepare for the joint meeting the Members needed to take a look at the Master Plan especially the goals. Director Scheel stated that the Future Land Use Map would be an issue regarding the Commercial Mixed Use designation in the southeast area of the City.

Discussion followed regarding the MDOT meeting and planned traffic enhancements in Charlevoix.

J. Requests For Next Month's Agenda, Commissioner Comments or Research Items

Director Scheel stated next on his list was downtown issues like height and density and the

Commission agreed that should be a discussion item at the May meeting.

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

Chair Muladore adjourned the meeting at 7:57 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair