

**City of Charlevoix**  
**Zoning Board of Appeals Regular Meeting Minutes**  
**Wednesday, October 15, 2025 - 6:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Call to Order**

Chair Hodgson called the meeting to order at 6:00 p.m.

**2. Roll Call/Pledge of Allegiance**

Chair: Richard Hodgson  
Members Present: Shirley Gibson, Ann Gorney, Dan Reed  
Members Absent: Patricia Miller  
Staff Present: Jonathan Scheel, Director of Planning & Zoning

**3. Inquiry Regarding Conflicts of Interest**

**4. Approval of Agenda**

Motion by Member Gorney, seconded by Member Gibson to approve the agenda as presented.

**Motion carried by unanimous voice vote.**

**5. Approval of Minutes from**

A. Zoning Board of Appeals Minutes of August 27, 2025

Chair Hodgson presented a written list of potential changes to the August 27, 2025 minutes.

Motion by Member Reed, seconded by Member Gorney to approve the minutes of August 27, 2025 as amended.

**Motion passed by unanimous voice vote.**

**6. Old Business**

A. Public Hearing for Applicant \_\_\_\_\_

i. Staff Presentation

Exhibit 1. Variance Application

Exhibit 2. Site pictures and map

Exhibit 3. Site Plan (proposed)

Exhibit 4. Misc documents

ii. Applicant presentation (if requested)

iii. Call for public comment

iv. ZBA determination of findings of fact

v. Motion

i. Continuation of Cases 25-02 and 25-03 403 and 405 Antrim Street

Chairman Hodgson, stated the memo from the City Attorney satisfactorily answered the questions and concerns of the board members from the August 27 meeting. He thought that the board should require a condition of approval that included delivering a Shared

Maintenance Agreement (Shared Wall Agreement) to the Zoning Administrator for his and potentially the city attorney's review.

Motion by Member Gibson, seconded by Member Gorney to approve ZBA 25-02 with conditions based on specific finding of facts outlined in the Staff Report presented at the August 27, 2025 meeting that proves the project meets the review standards in 153.038 (F) of the City of Charlevoix Zoning Ordinance. Condition of the afore-mentioned Shared Maintenance Agreement.

**Motion carried by unanimous voice vote.**

Motion by Member Gibson, seconded by Member Gorney to approve ZBA 25-03 with conditions based on specific finding of facts outlined in the Staff Report presented at the August 27, 2025 meeting that proves the project meets the review standards in 153.038 (F) of the City of Charlevoix Zoning Ordinance. Condition of the afore-mentioned Shared Maintenance Agreement.

**Motion carried by unanimous voice vote.**

**7. New Business**

**8. Public Comment**

**9. Adjourn**

The meeting was adjourned at 6:22 p.m.

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Sarah J. Dvoracek      City Clerk

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Richard Hodgson      Chair