



Agenda
City of Charlevoix City Council Regular Meeting
Monday, July 18, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - July 5, 2022
 - B. Accounts Payable and Payroll Check Registers
 - C. MML Worker's Compensation Fund Trustee Election
 - D. Purchase/Lease of Truck for Water Department
 - E. Confirm Emergency purchase of Marina Water Heater Replacement: \$20,780
 - F. Charlevoix Housing Commission Resignation-Lillian Left
 - G. Release of Draft 2022 Master Plan
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Proposed Donation: Miniature Painted Sailboat Honoring Dale and Marilyn Boss
Linda Boss
Pam Beatty
 - B. AMI Recommendation by Power Systems Engineering
 - C. Council Appointments
Janet Kalbfell
1st Ward Council Member
 - D. Mayoral Appointments
Luther Kurtz
Mayor
- 8. Reports and Communications**

- A. Public Comment
- B. City Manager's Comments
- C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - July 5, 2022

Date: July 18, 2022

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Minutes from July 5, 2022

City of Charlevoix
City Council Regular Meeting minutes
Tuesday, July 5, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

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

2. Roll Call

Mayor: Luther Kurtz

Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr

Members Absent: Richard Spring

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mayoral Proclamation Honoring the Life and Work of James R. Mabee

Luther Kurtz-Mayor

Mayor Kurtz read a proclamation honoring the life and work of James R. Mabee. Mayor Kurtz then presented the proclamation to the Mabee family.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Parr, seconded by Knapp to approve the consent agenda as presented.

Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

A. City Council Meeting Minutes - June 20, 2022

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

<u>Dates</u>	<u>Description</u>	<u>Amount</u>
06/23/2022	Special Accounts Payable Run	\$74,846.65
06/24/2022	Payroll (net pay)	\$128,263.70
06/24/2022	Payroll Transmittal Checks	\$5,293.74
07/06/2022	Regular Accounts Payable	\$144,280.85

06/21/2022 - 06/27/2022	ACH/Wire Payments	\$380,185.59
Grand Total		\$732,870.53
To view the detailed accounts payable and payroll check register reports, please Click here.		

Motion to approve the accounts payable and payroll check registers as presented.

C. 2022 Planning Commission Annual Report

Motion to accept the 2022 Planning Commission Annual Report.

D. Metallurgy Brass Quintet in Odmark Pavilion

Motion to approve the use of Odmark Pavillion for the Metallurgy Brass Quintet on August 7, 2022.

E. Michigan Recreation Passport Grant Program Project Agreement

Motion to authorize the City Manager to sign the Michigan Recreation Passport Grant Program Development Project Agreement committing the City to spend up to \$48,500 (26%) of the project total of \$188,000.

Motion by Parr, seconded by Knapp to approve Resolution 2022-07-01 Michigan Recreation Grant Program Development Project Agreement.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2022-07-01**

MICHIGAN RECREATION PASSPORT GRANT PROGRAM DEVELOPMENT PROJECT AGREEMENT

WHEREAS, the City of Charlevoix previously supported the submission of an application titled “Michigan Beach Upland Renovation and Development” to the Recreation Passport Grant Program for the development of the site improvements at Michigan Beach Park; and

WHEREAS, the City of Charlevoix is committed to increased use and development of trails; and

WHEREAS, the proposed project agreement is supported by the current annual Capital Improvement Plan; and

WHEREAS, the City of Charlevoix has previously made a financial commitment to the project in the amount of \$48,500 matching funds, in cash and/or force account; and

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix does hereby accept the terms of the agreement as received from the Michigan Department of Natural Resources, and that the City of Charlevoix does hereby specifically agree, but not by limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide forty-eight thousand and five hundred dollars, (\$48,500) to match the grant authorized by the Department of Natural Resources.
2. To maintain satisfactory financial accounts, documents, and records to make available to the Department of Natural Resources for auditing at reasonable times.
3. To construct the project and provide funds, services, and materials as may be necessary to satisfy the terms of said Agreement.

4. *To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.*
5. *To comply with any and all terms of said Agreement, including all terms not specifically set forth in the foregoing portions of this Resolution.*

RESOLVED this 5th day of July, 2022 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr

Nays: None

Absent: Spring

F. Investment Update for FY2021-22 and FY 2022-23

Motion to accept the investment reports as presented.

G. Housing Ready Program Support

Motion to approve the agreement with Housing North and authorize the City Manager and City Clerk to sign the agreement for the Housing Ready Coordinator for Charlevoix County.

H. MDOT Sponsor Contract for Airfield Paint Markings and Crack Sealing

Motion by Parr, seconded by Knapp to approve Resolution No. 2022-07-02 for the execution of Contract No. 2022-0764 with the Michigan Department of Transportation for a Federal/State/Local Airport project which includes the airfield paint markings and crack sealing.

CITY OF CHARLEVOIX

RESOLUTION NO. 2022-07-02

**EXECUTION OF SPONSOR CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF
TRANSPORTATION FOR A FEDERAL/STATE/LOCAL AIRPORT PROJECT
(Federal Project No. B-26-0017-0721 MDOT Contract No. 2022-0764)**

WHEREAS, the City is entering into a contract with the State of Michigan Department of Transportation for Airfield Paint Markings and Airfield Crack Sealing and;

WHEREAS, the Contract agreement will be in the amount of forty-one thousand and twenty-nine dollars (\$41,029.00) with the contract agreement funding breakdown of 100% Federal, 0% State (MDOT) and 0% Local match.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby authorizes the City Manager to execute the MDOT Sponsor Contract agreement after review by the City Staff and the City Attorney.

RESOLVED this 5th Day of July 2022 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Bryan, Hagen, Kalbfell, Knapp, Parr

Nays: None
Absent: Spring

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- City staff is tracking the approved State's budget, items of interest include pension funding, blight elimination grants, and infrastructure funding
- Met with Charlevoix Township regarding the renewal of the fire agreement
- Met with Jane MacKenzie of Northern Homes, they are working on a housing project that would include six town homes
- There are two continuing educational events in the near future, including RRC training in September and the MML Convention in October, if interested in attending, please let staff know

C. Mayor and Council Comments

- Council Member Parr thanked the Mabree family for attending the meeting

9. Other Council Business

10. Adjourn

Mayor Kurtz adjourned the meeting at 6:09 p.m.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: July 18, 2022

Presented By:

Background:

Recommendation:

Motion to approve the accounts payable and payroll check registers as presented.

Attachments:

1. Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
07/08/2022		
136844	NORTH SKY RAPTOR SANCTUARY	267.92
Total 07/08/2022:		267.92
Grand Totals:		267.92

Summary of Check Registers & ACH Payments HUNTINGTON NATIONAL BANK - CHECKS ISSUED

07/08/22	Special Accounts Payable Run	\$	267.92
07/08/22	Payroll (net pay)	\$	143,586.01
07/08/22	Payroll Transmittal Checks	\$	6,599.99
07/19/22	Regular Accounts Payable	\$	347,005.17
Checks Sub-Total:		\$	497,459.09

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

07/05/22	MI Public Power Agency	\$	28,089.63
07/06/22	DTE Energy	\$	6,652.63
07/08/22	IRS (Payroll Tax Deposit)	\$	49,458.62
07/08/22	Alerus Financial (HCSP)	\$	350.00
07/08/22	State of MI (Withholding Tax)	\$	7,577.46
07/08/22	Vantagepoint (401 Plan)	\$	957.68
07/08/22	Vantagepoint (457 Plan)	\$	20,026.81
07/08/22	Vantagepoint (Roth IRA)	\$	1,055.76
07/08/22	State of MI (Sales Tax)	\$	28,598.99
07/11/22	MI Public Power Agency	\$	1,092.65

ACH Sub-Total: \$ 143,860.23

Huntington National Bank Total: \$ 641,319.32

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

07/19/22	Tax Disbursement	\$	-
Charlevoix State Bank Total:		\$	-

Grand Total: \$ 641,319.32

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/02/2022	PC	07/08/2022	35537	KURTZ, LUTHER J.	54		1,059.71
07/02/2022	PC	07/08/2022	35538	HAGEN, AARON W.	56		697.24
07/02/2022	PC	07/08/2022	35539	KALBFELL, JANET P.	58		662.61
07/02/2022	PC	07/08/2022	35540	BRYAN JR, GREGORY T.	59		599.08
07/02/2022	PC	07/08/2022	35541	PARR, PHILIP M.	61		499.96
07/02/2022	PC	07/08/2022	35542	KNAPP, MARK D.	62		499.96
07/02/2022	PC	07/08/2022	35543	SPRING, RICHARD C.	63		466.92
07/02/2022	PC	07/08/2022	35544	HEYDLAUFF, MARK L.	102		3,357.94
07/02/2022	PC	07/08/2022	35545	DVORACEK, SARAH J.	105		2,302.83
07/02/2022	PC	07/08/2022	35546	DEROSIA, PATRICIA E.	107		960.83
07/02/2022	PC	07/08/2022	35547	DOTSON, LINDSEY J.	109		1,420.37
07/02/2022	PC	07/08/2022	35548	KLOOSTER, ALIDA K.	121		2,246.07
07/02/2022	PC	07/08/2022	35549	BARNEVELD, RICHELLE	123		1,271.79
07/02/2022	PC	07/08/2022	35550	SCHULZ, GINNY L.	125		1,496.02
07/02/2022	PC	07/08/2022	35551	BRADLEY, KATHLEEN R.	126		1,223.39
07/02/2022	PC	07/08/2022	35552	MILLER, FAITH G.	142		426.99
07/02/2022	PC	07/08/2022	35553	MCGINN, KELLY A.	146		2,792.60
07/02/2022	PC	07/08/2022	35554	DOAN, GERARD P.	201		2,512.66
07/02/2022	PC	07/08/2022	35555	SCHOLEY, ROBERT W.	204		1,652.15
07/02/2022	PC	07/08/2022	35556	UMULIS, MATTHEW T.	205		1,251.47
07/02/2022	PC	07/08/2022	35557	ORBAN, BARBARA K.	209		1,270.60
07/02/2022	PC	07/08/2022	35558	RILEY, DENISE M.	213		567.62
07/02/2022	PC	07/08/2022	35559	MUNK, CHRISTOPHER J.	215		1,648.04
07/02/2022	PC	07/08/2022	35560	SCHICK, TIELER R.	216		1,519.30
07/02/2022	PC	07/08/2022	35561	STEWART, MORGAN J.	217		1,356.79
07/02/2022	PC	07/08/2022	35562	YOUNG, KRISTEN L.	230		1,903.24
07/02/2022	PC	07/08/2022	35563	BINGHAM, LARRY E.	240		874.45
07/02/2022	PC	07/08/2022	35564	MACGILLIVRAY, ROGER	244		748.51
07/02/2022	PC	07/08/2022	35565	WESTRICK, AARON J.	246		582.45
07/02/2022	PC	07/08/2022	35566	DOTSON, WILLIAM R.	249		449.69
07/02/2022	PC	07/08/2022	35567	WURST, RANDALL W.	411		1,884.15
07/02/2022	PC	07/08/2022	35568	HILLING, NICHOLAS A.	413		1,675.03
07/02/2022	PC	07/08/2022	35569	MEIER III, CHARLES A.	421		2,096.42
07/02/2022	PC	07/08/2022	35570	ZACHARIAS, STEVEN B.	422		1,578.23
07/02/2022	PC	07/08/2022	35571	NEWMAN, MARK J.	424		1,483.25
07/02/2022	PC	07/08/2022	35572	LOUGHMILLER, JOHN A.	425		2,333.73
07/02/2022	PC	07/08/2022	35573	GRIFFITH, JOHN J.	500		2,887.09
07/02/2022	PC	07/08/2022	35574	EATON, BRAD A.	515		2,564.82
07/02/2022	PC	07/08/2022	35575	WILSON, TIMOTHY J.	516		3,204.20
07/02/2022	PC	07/08/2022	35576	LAVOIE, RICHARD L.	519		2,400.73
07/02/2022	PC	07/08/2022	35577	STEVENS, BRANDON C.	521		3,030.81
07/02/2022	PC	07/08/2022	35578	WHITLEY, ANDREW T.	522		2,161.02
07/02/2022	PC	07/08/2022	35579	DRAVES, MARTIN J.	523		1,746.31
07/02/2022	PC	07/08/2022	35580	FARRELL, MITCHELL L.	524		2,124.08
07/02/2022	PC	07/08/2022	35581	ANDERSON, ELIZABETH	526		1,338.42
07/02/2022	PC	07/08/2022	35582	KENWABIKISE, DAVID L.	528		1,184.64
07/02/2022	PC	07/08/2022	35583	ELLIOTT, PATRICK M.	600		3,149.67
07/02/2022	PC	07/08/2022	35584	SCHWARTZFISHER, JOS	603		1,083.12
07/02/2022	PC	07/08/2022	35585	BRADLEY, KELLY R.	614		1,350.04
07/02/2022	PC	07/08/2022	35586	HART II, DELBERT W.	616		1,661.09
07/02/2022	PC	07/08/2022	35587	JONES, ROBERT F.	618		1,544.59
07/02/2022	PC	07/08/2022	35588	THORP JR, WILLIAM D.	623		1,584.44
07/02/2022	PC	07/08/2022	35589	LEITNER, RYAN S.	624		1,977.04
07/02/2022	PC	07/08/2022	35590	FERGUSON, ROYCE L.	625		1,715.14
07/02/2022	PC	07/08/2022	35591	REID, ROB A.	632		1,415.93
07/02/2022	PC	07/08/2022	35592	DORAN, JUSTIN J.	634		2,265.74
07/02/2022	PC	07/08/2022	35593	NEDWICK, DAVID J.	642		550.38

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/02/2022	PC	07/08/2022	35594	FREY, DYLAN V.	643		913.78
07/02/2022	PC	07/08/2022	35595	HART III, DELBERT W.	657		933.56
07/02/2022	PC	07/08/2022	35596	CONWAY, JAKE P.	658		1,023.29
07/02/2022	PC	07/08/2022	35597	PERSONS, CHLOE M.	659		758.27
07/02/2022	PC	07/08/2022	35598	CONWAY, ANNEMARIE	668		963.75
07/02/2022	PC	07/08/2022	35599	FINNERTY, HOLLY E.	669		772.74
07/02/2022	PC	07/08/2022	35600	MUMICH, BARRY J.	671		989.04
07/02/2022	PC	07/08/2022	35601	WOOD, DIANA G.	688		786.82
07/02/2022	PC	07/08/2022	35602	HIGGINS, THERESE M.	689		564.94
07/02/2022	PC	07/08/2022	35603	MOOAR, ISAAK S.	690		980.87
07/02/2022	PC	07/08/2022	35604	CRANDELL, ZACKARY R.	691		957.79
07/02/2022	PC	07/08/2022	35605	FRANCE JR, JAMES A.	695		1,108.71
07/02/2022	PC	07/08/2022	35606	RABIDEAU, JACOB L.	696		980.87
07/02/2022	PC	07/08/2022	35607	KNORR, KENT J.	700		2,157.97
07/02/2022	PC	07/08/2022	35608	ANZELL, BETH A.	702		1,406.11
07/02/2022	PC	07/08/2022	35609	STEBE, LAURA A.	703		138.06
07/02/2022	PC	07/08/2022	35610	STEWART, SPENCER P.	720		913.81
07/02/2022	PC	07/08/2022	35611	MCDERMOTT, DENNIS J.	732		1,912.15
07/02/2022	PC	07/08/2022	35612	JASURDA, DONALD J.	748		753.22
07/02/2022	PC	07/08/2022	35613	DORST, KRISTA M.	749		1,018.73
07/02/2022	PC	07/08/2022	35614	PARRISH, SAMANTHA K.	750		703.02
07/02/2022	PC	07/08/2022	35615	MEEHAN, MAXIMUS M.	751		598.40
07/02/2022	PC	07/08/2022	35616	WHITE III, MARCUS W.	754		617.13
07/02/2022	PC	07/08/2022	35617	CUNNINGHAM, ABIGAIL A	759		1,039.42
07/02/2022	PC	07/08/2022	35618	JAREMA, CAROLINE J.	760		1,070.63
07/02/2022	PC	07/08/2022	35619	CURTIS, LILY E.	770		1,249.44
07/02/2022	PC	07/08/2022	35620	MAY, MEREDITH A.	771		1,356.15
07/02/2022	PC	07/08/2022	35621	PETROSKY, JACOB D.	772		737.42
07/02/2022	PC	07/08/2022	35622	SPRAGUE, CHEYENNE L.	773		1,142.83
07/02/2022	PC	07/08/2022	35623	GERLACH, MAREN R.	775		1,015.12
07/02/2022	PC	07/08/2022	35624	MAY, MADALYNE M.	777		1,090.83
07/02/2022	PC	07/08/2022	35625	LEDUC, NATHAN A.	778		655.45
07/02/2022	PC	07/08/2022	35626	BOLLMANN, JOSIE J.	779		1,023.67
07/02/2022	PC	07/08/2022	35627	PETROSKY, TAYLOR G.	780		305.27
07/02/2022	PC	07/08/2022	35628	KIRINOVIC, THOMAS F.	790		457.40
07/02/2022	PC	07/08/2022	35629	WAGNER, KIRSTEN M.	793		1,064.40
07/02/2022	PC	07/08/2022	35630	SMITH, ELLERY S.	795		387.64
07/02/2022	PC	07/08/2022	35631	COFFEY, JASON J.	798		849.10
07/02/2022	PC	07/08/2022	35632	DRENTH, DOUGLAS A.	838		840.60
07/02/2022	PC	07/08/2022	35633	GILL, DAVID R.	856		750.46
07/02/2022	PC	07/08/2022	35634	LABLANCE, MAUREEN J.	863		522.25
07/02/2022	PC	07/08/2022	35635	LIVINGSTON, BRIAN D.	866		1,948.83
07/02/2022	PC	07/08/2022	35636	STANLEY, MARK J.	867		68.57
07/02/2022	PC	07/08/2022	35637	KLOOSTER, PATRICK H.	868		451.04
07/02/2022	PC	07/08/2022	35638	WAY, KRISTINA M.	870		243.41
07/02/2022	PC	07/08/2022	35639	DIETRICH, ARLENE M.	871		152.38
07/02/2022	PC	07/08/2022	35640	PARKER, SCOTT W.	873		236.14
07/02/2022	PC	07/08/2022	35641	WYMAN, MATTHEW A.	927		1,981.41
07/02/2022	PC	07/08/2022	35642	MILLER, WILLIAM S.	933		1,713.58
07/02/2022	PC	07/08/2022	35643	DOUGLAS, MARK	935		1,213.82
07/02/2022	PC	07/08/2022	35644	MCCRANEY, RUSSELL R.	936		1,447.21
07/02/2022	PC	07/08/2022	35645	FRATRICK, JOSEPH W.	940		711.21
07/02/2022	PC	07/08/2022	35646	PAALMAN, STEPHEN J.	942		1,015.51
07/02/2022	PC	07/08/2022	35647	STEVENS, WILLIAM J.	951		963.67
07/02/2022	PC	07/08/2022	136830	FERUCCI, ENZO C.	248		786.05
07/02/2022	PC	07/08/2022	136831	MORRISON, KEVIN P.	601		1,929.12
07/02/2022	PC	07/08/2022	136832	SNYDER, JACOB M.	756		741.14

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/02/2022	PC	07/08/2022	136833	COX, RONALD L.	869		160.42
Grand Totals:			115				143,586.01

Km

Report Criteria:

Computed checks included
Manual checks included
Supplemental checks included
Termination checks included
Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
07/02/2022	07/08/2022	136834	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	960.00
07/02/2022	07/08/2022	136835	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	1,030.00
07/02/2022	07/08/2022	136836	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
07/02/2022	07/08/2022	136836	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	418.07
07/02/2022	07/08/2022	136837	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
07/02/2022	07/08/2022	136838	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	990.00
07/02/2022	07/08/2022	136839	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.21
07/02/2022	07/08/2022	136840	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	293.14
07/02/2022	07/08/2022	136840	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 7/2/2	55.64
07/02/2022	07/08/2022	136840	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 7/2/202	4.80
07/02/2022	07/08/2022	136840	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	36.78
07/02/2022	07/08/2022	136840	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 7/2/	10.28
07/02/2022	07/08/2022	136840	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 7/2/20	3.33
07/02/2022	07/08/2022	136841	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
07/02/2022	07/08/2022	136842	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 7	251.25
07/02/2022	07/08/2022	136843	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,572.85
Grand Totals:		16				6,599.99

Check Number	Payee	Amount
07/19/2022		
136845	ACE HARDWARE	4,935.86
136846	ACUSHNET COMPANY	184.11
136847	AMAZON CAPITAL SERVICES	459.69
136848	AMERICAN LEGAL PUBLISHING CORP	40.00
136849	ART'S AUTO & TRUCK PARTS	948.97
136850	AT YOUR SERVICE PLUS INC	860.00
136851	AUTO-WARES GROUP	2,630.31
136852	AVFUEL CORPORATION	118,988.01
136853	BABCOCK, DAN	53.71
136854	BEAVER ISLAND BOAT COMPANY	100.00
136855	BELL EQUIPMENT COMPANY	1,760.53
136856	CARQUEST OF CHARLEVOIX	2,015.61
136857	CHARLEVOIX AREA COMMUNITY POO	36.00
136858	CHARLEVOIX COUNTY TREASURER	494.45
136859	CHARLEVOIX SCREEN MASTERS INC	5,853.00
136860	CHARTER COMMUNICATIONS OPERA	220.95
136861	CHEMICAL SYSTEMS INC.	3,984.00
136862	CINTAS	88.31
136863	CITY OF CHARLEVOIX - UTILITIES	40,712.01
136864	COCHON, JOLI	70.00
136865	CONWAY PROFESSIONAL SERVICES	4,594.50
136866	COOPER, MELANIE SUE	158.00
136867	DELL MARKETING LP	1,660.65
136868	DERRER OIL & PROPANE CO	1,662.70
136869	DIGITAL DOLPHIN	169.95
136870	DREBENSTEDT, ROBERT	30.00
136871	DROST, DEBBIE	14.44
136872	DVORACEK, SARAH	108.11
136873	ECONO SIGNS LLC	682.17
136874	EDGEWATER RESOURCES LLC	5,959.25
136875	EJ USA INC.	1,699.24
136876	ELECTIONSOURCE	837.60
136877	ELLSWORTH FARMERS EXCHANGE	782.04
136878	EMMET COUNTY SHERIFF'S OFFICE	600.00
136879	EYES ONLY MEDIA	280.50
136880	FAMILY FARM AND HOME	552.74
136881	FARMER WHITE'S	795.00
136882	FASTENAL COMPANY	135.00
136883	GATEHOUSE MEDIA MICHIGAN HOLDI	1,195.44
136884	GERBER'S HOMEMADE SWEETS	132.00
136885	GFL ENVIRONMENTAL	162.12
136886	GOLDEN HILLS MAPLE SYRUP	31.00
136887	GRAINGER	74.62
136888	GREEN PROJECTS GROUP	400.00
136889	GUNTZVILLER, RHONDA	818.00
136890	HACH COMPANY	1,007.96
136891	HARRELL'S LLC	4,879.85
136892	HARWOOD, DONALD	194.02

Check Number	Payee	Amount
136893	HUTSON INC	830.52
136894	HYDE SERVICES LLC	115.45
136895	HYDROCORP	562.50
136896	JACK DOHENY COMPANY	319.99
136897	JOHN E GREEN COMPANY	791.65
136898	KROPRWICZ, JOSEPH	250.00
136899	KSS ENTERPRISES	236.40
136900	LAKESHORE TIRE & AUTO SERVICE	20.00
136901	LASER PRINTER TECHNOLOGIES	126.00
136902	LIGHT, MELISSA	75.00
136903	LITTLE TRAVERSE DISPOSAL LLC	30.00
136904	LOST CELLARS INC	16.00
136905	LOTTIE'S BAGELS	89.00
136906	MACGREGOR PLUMBING & HEATING I	2,819.00
136907	MAGGRETT, DAVID	200.00
136908	MARKET TECHNOLOGIES INC	24.36
136909	MAY, MEREDITH A.	160.78
136910	MICHIGAN DEPT OF HEALTH & HUMA	350.00
136911	MICHIGAN MUSHROOM MARKET LLC	117.00
136912	MIKE'S MUSTARD	96.00
136913	MISSION POINT RESORT	432.59
136914	MUSTANG TOOL SERVICE	209.38
136915	MUTT MITT	1,919.77
136916	NAVIA BENEFIT SOLUTIONS	50.00
136917	NORTHERN PUMP & WELL	56,822.41
136918	NORTHERN PUMP SERVICE INC	11,665.18
136919	NW MI COG	23,081.32
136920	OLIVER, JON	675.00
136921	OLSON BZDOK & HOWARD	1,426.00
136922	PAUL'S METER TESTING LLC	119.20
136923	PERFORMANCE ENGINEERS INC	2,040.00
136924	PHYSICIANS CLINIC OF CHARLEVOIX	324.02
136925	PLUNKETT COONEY	140.00
136926	POWER LINE SUPPLY	1,889.79
136927	PREIN & NEWHOF	750.00
136928	PRESTON FEATHER	2,197.11
136929	PRODUCTIVITY PLUS ACCOUNT	139.05
136930	PROVIDENCE FARM LLC	225.00
136931	PVS TECHNOLOGIES INC	8,474.65
136932	QUILL LLC	68.65
136933	RANGE TELECOMMUNICATIONS	156.00
136934	SAUL, GINNIE	200.00
136935	SCHOLEY, ROBERT W.	226.14
136936	SCIENTIFIC BRAKE - GAYLORD	89.26
136937	SHARROW, JACOB	300.00
136938	SNAP-ON	248.50
136939	SPARTAN DISTRIBUTORS INC	1,534.68
136940	STITCH N LYD'S	519.50
136941	STRICKER'S OUTDOOR POWER EQUI	409.50

Check Number	Payee	Amount
136942	TELNET WORLDWIDE	227.16
136943	TERMINAL SUPPLY CO	8.00
136944	TILLIE'S TAFEL	110.00
136945	TRANSUNION RISK AND ALTERNATIV	75.00
136946	TUCKER, JEFF	750.00
136947	UNIFIRST CORPORATION	1,523.44
136948	UPPER CASE PRINTING INK.	1,437.00
136949	USA TRAILERS GRAYLING	3,324.00
136950	USABLUEBOOK	463.80
136951	VILLAGE GRAPHICS INC	122.50
136952	WINNIE'S ORIGINALS LLC	23.00
136953	WITT FAMILY FARM	230.00
136954	ZIXCORP	1,096.50
Total 07/19/2022:		347,005.17
Grand Totals:		347,005.17

Check Number	Payee	Amount
07/05/2022		
70522001	MICHIGAN PUBLIC POWER AGENCY	28,089.63
Total 07/05/2022:		28,089.63
Grand Totals:		28,089.63

Check Number	Payee	Amount
07/06/2022		
70622001	DTE ENERGY	6,652.63
Total 07/06/2022:		6,652.63
Grand Totals:		6,652.63

Check Issue Date	Check Number	Payee	Amount
70822001			
07/08/2022	70822001	**EFTPS* Payroll Taxes	13,138.44
07/08/2022	70822001	**EFTPS* Payroll Taxes	13,138.44
07/08/2022	70822001	**EFTPS* Payroll Taxes	3,072.72
07/08/2022	70822001	**EFTPS* Payroll Taxes	3,072.72
07/08/2022	70822001	**EFTPS* Payroll Taxes	17,036.30
Total 70822001:			
	5		49,458.62
70822002			
07/08/2022	70822002	Alerus Financial	350.00
Total 70822002:			
	1		350.00
70822003			
07/08/2022	70822003	STATE OF MICHIGAN	7,577.46
Total 70822003:			
	1		7,577.46
70822004			
07/08/2022	70822004	Vantagepoint - 401 Plan 109153	957.68
Total 70822004:			
	1		957.68
70822005			
07/08/2022	70822005	Vantagepoint - 457 Plan 300959	4,525.00
07/08/2022	70822005	Vantagepoint - 457 Plan 300959	2,744.01
07/08/2022	70822005	Vantagepoint - 457 Plan 300959	4,270.60
07/08/2022	70822005	Vantagepoint - 457 Plan 300959	8,487.20
Total 70822005:			
	4		20,026.81
70822006			
07/08/2022	70822006	Vantagepoint - Roth IRA 706117	1,055.76
Total 70822006:			
	1		1,055.76
Grand Totals:			
	13		79,426.33



Check Number	Payee	Amount
07/08/2022		
70822007	STATE OF MICHIGAN	28,598.99
Total 07/08/2022:		28,598.99
Grand Totals:		28,598.99

Check Number	Payee	Amount
07/11/2022		
71122001	MICHIGAN PUBLIC POWER AGENCY	1,092.65
Total 07/11/2022:		1,092.65
Grand Totals:		1,092.65

Charlevoix City Council

Consent Agenda

Title: MML Worker's Compensation Fund Trustee Election

Date: July 18, 2022

Presented By:

Background:

The City is a member of the Michigan Municipal League Worker's Compensation Fund. The fund is governed by a board of trustees elected by the members of the fund (like us). As such, we have the opportunity for vote for the board. The Fund's Nominating Committee has renominated Mayor Lee Kilbourn of the City of Auburn, MI for a term as a trustee of the fund.

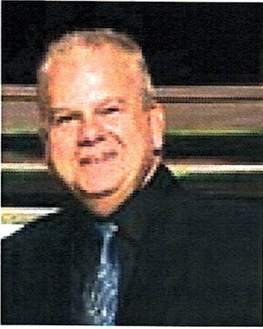
Recommendation:

Motion to direct the City Clerk to cast a ballot for Lee Kilbourn for the MML Worker's Compensation Fund Board of Trustees.

Attachments:

1. MML Worker's Compensation Fund Trustee Information

THE CANDIDATES
Four-year terms beginning October 1, 2022



Lee Kilbourn, Mayor, City of Auburn

Lee Kilbourn has been mayor of Auburn since 2011 and is past president of the Michigan Association of Mayors. He previously served as mayor when elected in 1981. Kilbourn has served on several community organizations and the Auburn-Williams Fire District for 25 years. He is currently a member of the Auburn-Williams Lions Club, the Auburn Downtown Development Authority, and the Auburn-Williams Intergovernmental Committee. Kilbourn graduated from Oral Roberts University with a bachelor's degree in business. He and his wife, Kathy, are second generation owners of their family's 57-year-old furniture business and proud grandparents of two children. Lee is seeking election to his second term.

To: Members of the MML Workers' Compensation Fund
From: Michael J. Forster, Fund Administrator
Date: June 25, 2022
Subject: Fund Trustee Election

Dear Fund Member:

Enclosed is your ballot for this year's Board of Trustees election. One incumbent Trustee has agreed to seek re-election. You also may write in one or more candidates if you wish.

A brief biographical sketch of the candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than August 12th. You may also submit your ballot online by going to www.mml.org. Click on *Insurance*, then *Workers' Compensation Fund*; the link to the ballot form is in the yellow banner.

The MML Workers' Compensation Fund is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Fund, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster
Fund Administrator
mforster@mml.org



We love where you live.

Charlevoix City Council

Consent Agenda

Title: Purchase/Lease of Truck for Water Department

Date: July 18, 2022

Presented By: Pat Elliott, Public Works Superintendent

Background:

In the approved 2022/23 budget, the Public Works Department has allocated the purchase and/or lease of a one-ton pick-up truck for the Water Department. The new truck will replace one of our existing trucks that has become a maintenance issue and is deteriorating. The new truck will be stocked with Water Department materials for service calls and water main breaks. The truck will be sized appropriately and be able to tow our mini excavator along with our posi-track.

Please see the attachments from Enterprise Fleet Management for the lease agreement and terms.

Recommendation:

Motion to authorize the City Manager to sign the agreements as presented by Enterprise Fleet Maintenance.

Attachments:

1. Q6377544 3500 Chassis Service Body
2. CHARLEVOIX, CITY OF - SERVICE BODY QUOTE - REVISED

Prepared For: City of Charlevoix
Elliott, Pat

Date 05/24/2022
AE/AM JSF/rbr

Unit #

Year 2023 **Make** Chevrolet **Model** Silverado 3500HD Chassis

Series Work Truck 4x2 Crew Cab 176.8 in. WB DRW

Vehicle Order Type Ordered **Term** 60 **State** MI **Customer#** 607192

\$ 80,572.64		Capitalized Price of Vehicle ¹
\$ 0.00	*	Sales Tax <u>0.0000%</u> State <u>MI</u>
\$ 103.00	*	Initial License Fee
\$ 0.00		Registration Fee
\$ 200.00		Other: (See Page 2)
\$ 13,721.63	*	Capitalized Price Reduction
\$ 0.00	*	Tax on Capitalized Price Reduction
\$ 0.00		Gain Applied From Prior Unit
\$ 0.00	*	Tax on Gain On Prior
\$ 0.00	*	Security Deposit
\$ 0.00	*	Tax on Incentive (Taxable Incentive Total : \$0.00)

\$ 67,051.01	Total Capitalized Amount (Delivered Price)
\$ 905.19	Depreciation Reserve @ <u>1.3500%</u>
\$ 356.92	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 1,262.11	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00 Commercial Automobile Liability Enrollment
Liability Limit \$0.00

\$ 0.00 Physical Damage Management

\$ 0.00 Full Maintenance Program³ Contract Miles 0
Incl: # Brake Sets (1 set = 1 Axle) 0

\$ 0.00 Additional Services SubTotal

\$ 0.00 Sales Tax 6.0000%

\$ 1,262.11 Total Monthly Rental Including Additional Services

\$ 12,739.61 Reduced Book Value at 60 Months

\$ 395.00 Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name Service Body
Exterior Color (0 P) Summit White
Interior Color (0 I) Jet Black w/Vinyl Seat Trim
Lic. Plate Type Title Only
GVWR 0

Comp/Coll Deductible 0 / 0
OverMileage Charge \$ 0.00 Per Mile
Tires 0 Loaner Vehicle Not Included

Quote based on estimated annual mileage of 7,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE City of Charlevoix

BY **TITLE**

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor any Manufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been Used By Lessor to Reduce the Capitalized Price of the Vehicle.

² Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Service/Utility	C	\$ 27,443.26
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 27,443.26
Aftermarket Equipment Total		\$ 27,443.26

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 200.00
Courtesy Delivery Fee	B	\$ 185.00
Total Other Charges Billed		\$ 185.00
Total Other Charges Capitalized		\$ 200.00
Other Charges Total		\$ 385.00

VEHICLE INFORMATION:

2023 Chevrolet Silverado 3500HD Chassis Work Truck 4x2 Crew Cab 176.8 in. WB DRW - US

Series ID: CC31043

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$39,921.2	\$42,200.00 (Est.)
Total Options	\$11,373.18	\$12,498.00 (Est.)
Destination Charge	\$1,695.00	\$1,695.00
Total Price	\$52,989.38	\$56,393.00 (Est.)

SELECTED COLOR:

Exterior:

GAZ-(0 P) Summit White

Interior:

H2G-(0 I) Jet Black w/Vinyl Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP	
1WT	Preferred Equipment Group 1WT	NC	NC	(Est.)
5N5	SEO: Rear Camera Kit	\$66.43	\$73.00	(Est.)
8S3	SEO: 97 Decibels Back-Up Alarm	\$40.95	\$45.00	(Est.)
9L7	Upfitter Switch Kit (5)	\$136.50	\$150.00	(Est.)
A2S	4-Way Manual Driver Seat Adjuster	Included	Included	(Est.)
A68	Rear 60/40 Folding Bench Seat (Folds Up)	Included	Included	(Est.)
A7E	4-Way Manual Passenger Seat Adjuster	Included	Included	(Est.)
AE7	Front 40/20/40 Split-Bench Seat	Included	Included	(Est.)
AEQ	Power Rear Windows w/Express Down	Included	Included	(Est.)
AKO	Deep-Tinted Glass	Included	Included	(Est.)
AQQ	Remote Keyless Entry	Included	Included	(Est.)
BG9	Rubberized-Vinyl Floor Covering	Included	Included	(Est.)
BHP	Winter Grille Cover	Included	Included	(Est.)
BLUE	Bluetooth For Phone	Included	Included	(Est.)
C49	Electric Rear-Window Defogger	Included	Included	(Est.)
CAPS	Black Mirror Caps	Included	Included	(Est.)
DBG	Power Adjustable Outside Mirrors	Included	Included	(Est.)
FE9	Federal Emissions Requirements	NC	NC	(Est.)
FPF	Manual Regeneration Diesel Particulate Filter DPF	\$227.50	\$250.00	(Est.)
G9Y	GVWR: 14,000 lbs (6,350 kgs)	STD	STD	(Est.)
GAZ_01	(0 P) Summit White	NC	NC	(Est.)
GRILLE	Front Grille Bar w/Black Mesh Inserts	Included	Included	(Est.)
GU6	3.42 Rear Axle Ratio	Included	Included	(Est.)
H2G_02	(0 I) Jet Black w/Vinyl Seat Trim	NC	NC	(Est.)
IOR	Radio: Chevrolet Infotainment 3 System	STD	STD	(Est.)
JL1	Integrated Trailer Brake Controller	\$250.25	\$275.00	(Est.)
K05	Engine Block Heater	Included	Included	(Est.)
K34	Steering Wheel Mounted Electronic Cruise Control	Included	Included	(Est.)
K40	Exhaust Brake	Included	Included	(Est.)
KI4	120-Volt Instrument Panel Power Outlet (400 watts)	\$136.50	\$150.00	(Est.)
KW5	220 Amp Alternator	Included	Included	(Est.)
L5P	Engine: Duramax 6.6L Turbo-Diesel V8	\$8,999.90	\$9,890.00	(Est.)
L5PBAT	Dual Heavy-Duty 70 Amp Battery	Included	Included	(Est.)

CODE	DESCRIPTION	INVOICE	MSRP	
MGM	Transmission: Allison 10-Speed Automatic	Included	Included	(Est.)
N2L	40 Gallon (151L) Rear Only Fuel Tank	\$-45.50	\$-50.00	(Est.)
N33	Manual Tilt-Wheel Steering Column	Included	Included	(Est.)
NZZ	Skid Plates	\$136.50	\$150.00	(Est.)
PAINT	Solid Paint	STD	STD	(Est.)
PCV	WT Convenience Package	\$1,078.35	\$1,185.00	(Est.)
PYW	Wheels: 17" Painted Steel	STD	STD	(Est.)
QOQ	Tires: LT235/80R17E AS Highway BW	Included	Included	(Est.)
STDTM	Vinyl Seat Trim	STD	STD	(Est.)
UDC	3.5" Diagonal Monochromatic Display DIC	Included	Included	(Est.)
UQF	6-Speaker Audio System Feature	Included	Included	(Est.)
VH6	Black Front Bumper	Included	Included	(Est.)
VK3	Front License Plate Kit	NC	NC	(Est.)
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC	(Est.)
Z85	Suspension Package	STD	STD	(Est.)
ZQO	Spare LT235/80R17E Highway Tire	\$345.80	\$380.00	(Est.)

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator
Convex Driver Mirror: convex driver and passenger mirror
Mirror Type: manual extendable trailer mirrors
Skid Plates: skid plates
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Front Tow Hooks: 2 front tow hooks
Front License Plate Bracket: front license plate bracket
Body Material: galvanized steel/aluminum body material
: trailering with brake controller
Grille: black grille
Upfitter Switches: upfitter switches

Convenience Features:

Air Conditioning: manual air conditioning
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with front and rear 1-touch down
Remote Keyless Entry: keyfob (all doors) remote keyless entry
Illuminated Entry: illuminated entry
Auto Locking: auto-locking doors
Window FOB Controls: remote window controls
Steering Wheel: steering wheel with manual tilting
Day-Night Rearview Mirror: day-night rearview mirror
Front Cupholder: front cupholder
Overhead Console: mini overhead console
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
IP Storage: covered bin instrument-panel storage
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 1 12V DC power outlet
AC Power Outlet: 1 120V AC power outlet

Entertainment Features:

radio: AM/FM stereo with seek-scan
Audio Theft Deterrent: audio theft deterrent
Voice Activated Radio: voice activated radio
Speakers: 6 speakers
1st Row LCD: 1 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off aero-composite halogen headlamps
Cab Clearance Lights: cab clearance lights
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Rear Window Defroster: rear window defroster
Tinted Windows: deep-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: analog appearance
Tachometer: tachometer
Voltmeter: voltmeter
Exterior Temp: outside-temperature display

Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning
Brake Pad Wear: brake pad wear

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: spare tire mounted frame mounted
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Rear Child Safety Locks: rear child safety locks
Ignition Disable: immobilizer
Panic Alarm: panic alarm
Electronic Stability: electronic stability stability control with anti-roll
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: vinyl front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Cabbback Insulator: cabbback insulator

Shift Knob Trim: urethane shift knob

Standard Engine:

Engine 445-hp, 6.6-liter V-8 (diesel)

Standard Transmission:

Transmission 10-speed automatic w/ OD



HOEKSTRA EQUIPMENT

260 36TH STREET SE
GRAND RAPIDS, MI 49548
Phone: (616) 241-6664 Fax: (616) 241-1111
F110210

Invoice No. E301008849
Date 5/23/2022
Order Type Service Estimate
Customer ID ENTERPRISE FLEET SERVICES (MI) - J
Sales Person THORSEN, MICHAEL R
Advisor THORSEN, MICHAEL R

BILL TO
ENTERPRISE FLEET SERVICES (MI) - JAMES
600 CORPORATE PARK DRIVE
ST LOUIS, MO 63105

DELIVER TO
CITY OF CHARLEVOIX
1170 28TH STREET SE
GRAND RAPIDS, MI 49316
P: (800) 325-8838

DATE PROMISED		DATE INVOICE	SALES TYPE	UNIT ID	TERMS	CUSTOMER REFERENCE	
5/20/2022 11:47:22AM			STRK	SVCBODY	NET30	108" SERVICE BODY BUILD	
YEAR	MAKE	MODEL	VIN	CUSTOMER UNIT #	IN SERVICE	ODOMETER IN	ODOMETER OUT
SERVICE BODIES					1/1/2022	0	0

SERVICE BODIES

Estimate Operations

JOB #1 E300

STRK INSTALL SERVICE BODY AND BUMPER - CHEVY/DODGE

SERVICE

INSTALL SERVICE BODY AND BUMPER - CHEVY/DODGE

US 2023 Chevrolet Silverado 3500HD DIESEL Chassis (CC31043) Work Truck 4x2 Crew Cab 176.8"WB 60"ca DRW

THE FRONT ROAD SIDE COMPARTMENT WILL NEED TO BE MODIFIED TO CLEAR THE CHASSIS DEF TANK

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	1825	BODY SHOP - MODIFY DS COMPARTMENT FOR DEF TANK	1,500.00	1,500.00
1	3012/14302337	LIGHT HARNESS GM3500 60/84 CA	65.00	65.00
1	3012/DEFBRKT	DEF FILL BRACKET	50.00	50.00
1	3012/YKDK100002	MNT KIT GM 108/132 3500 20+	190.00	190.00
1	3015/BPSRDRW1FA011202	BUMPR RECESD, 92" DRW POUCHED	710.00	710.00
1	3015/CLS 11302	CL 108 DW U108ADW READING DEALER ADVANTAGE CLASSIC II QUICK MOUNT Universal mount Classic II service body - AA models only Aluminum body Hidden hinges Reading white powder coat finish Two (2) rectangular light holes in each rear partition Fuel fill cut-out located roadside rear of wheelhouse A60 coating weight steel tread plate floor Slam action tailgate Light Kit and installation	9,000.00	9,000.00
1	3015/DP-SC-108DW	12 GAUGE PLATE ON TOP OF COMPA	1,660.00	1,660.00
	LABOR E300	INSTALL DEALER ADVANTAGE BODY AND BUMPER - CHEVY	110.00	660.00
1	FRT	IN BOUND FREIGHT	400.00	400.00



HOEKSTRA EQUIPMENT

260 36TH STREET SE
GRAND RAPIDS, MI 49548
Phone: (616) 241-6664 Fax: (616) 241-1111
F110210

Invoice No. E301008849
Date 5/23/2022
Order Type Service Estimate
Customer ID ENTERPRISE FLEET SERVICES (MI) - J
Sales Person THORSEN, MICHAEL R
Advisor THORSEN, MICHAEL R

JOB #2 E203 **STRK** **INSTALLATION OF RECEIVER TUBE HITCH**
SERVICE INSTALLATION OF RECEIVER TUBE HITCH

ESTIMATE

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	3012/BUYTC107	7-WAY CONNECTOR BRACKET	3.00	3.00
1	3012/CUR15800	GM/RAM CLASS 5 HITCH, 2.5" 20K	365.00	365.00
1	3012/TERSR-7249-003	24" TRAILER PLG HARNESS EXT	25.00	25.00
1	3012/WAY37683	7-WAY POLLAK CONNECTOR 11-893	14.00	14.00
	LABOR E203	INSTALLATION OF RECEIVER TUBE HITCH	110.00	330.00

JOB #3 E100 **STRK** **TRUCK INSTALLATION LABOR**
SERVICE INSTALL DRAWER UNIT IN THE CARGO AREA OF THE SERVICE BODY. MOUNT IT TO THE REAR MOST OF THE BODY. MAKE BRACKETS FOR THE CUSTOMER TO INSTALL A 2X6 ON TOP OF IT AT REAR LIKE AN ADDITIONAL TAILGATE. SEE PICTURE.

DRAWER UNIT WILL BE MADE OF ALUMINUM. THE UNIT WILL BE 60" LONG X 48" WIDE X 12" TALL. IT WILL HAVE 2 DRAWERS OPENING REWARD. THE DRAWERS WILL BE 57-3/8" INSIDE LENGTH X 20-7/16" INSIDE WIDTH X 7-13/16" INSIDE DEPTH.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	3011/TDU-12-48-60-100	12"X48"X60" ALUM DRAWER SYSTEM NOTES: • ALUMINUM CONSTRUCTION CABINET: • TOP PANEL POWDER COAT BLACK • CARGO RAILS ON SIDES AND BACK DRAWER: • DUAL DRAWERS • KEY LOCK CYLINDER • 500LBS DRAWER SLIDES W/ 48" SLIDE EXTENSION • RUBBER MATTING PER DRAWER • 1 SIDE TO SIDE DIVIDER PER DRAWER	3,450.00	3,450.00
	LABOR E100	TRUCK INSTALLATION LABOR	110.00	440.00
1	FRT	IN BOUND FREIGHT ESTIMATE	300.00	300.00

JOB #4 E100 **STRK** **TRUCK INSTALLATION LABOR**
SERVICE INSTALL GENERATOR ON THE TOP OF THE BODY. MOUNT IT ON THE REAR CURBSIDE
REMOVE THE WHEELS, STAND, AND HANDLE FROM GENERATOR

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	1737	HONDA 5,500W / 7,000W SURGE GENERATOR	4,500.00	4,500.00
	LABOR E100	TRUCK INSTALLATION LABOR	110.00	440.00



HOEKSTRA EQUIPMENT

260 36TH STREET SE
GRAND RAPIDS, MI 49548
Phone: (616) 241-6664 Fax: (616) 241-1111
F110210

Invoice No. E301008849
Date 5/23/2022
Order Type Service Estimate
Customer ID ENTERPRISE FLEET SERVICES (MI) - J
Sales Person THORSEN, MICHAEL R
Advisor THORSEN, MICHAEL R

JOB #5 E100

STRK TRUCK INSTALLATION LABOR

SERVICE

INSTALL HEADACHE RACK.

MOUNT DIRECTIONAL ARROW BOARD LEVEL WITH THE TOP OF RACK. WIRE ARROW BOARD WITH AN IN CAB CONTROLLER.

MOUNT AN LED AMBER STROBE ON THE TOP OF THE RACK. MAKE A BRACKET IF NEEDED. WIRE TO OEM UP-FITTER SWITCH

ESTIMATE

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	3012/BUY6391207	SIX SWITCH PANEL/DIRECTIONAL	95.00	95.00
1	3012/BUY8894142	42" LED TRAFFIC ADVISOR LIGHT	760.00	760.00
1	3012/SOUPL71PDAC	7100 PINNACLE MINI LIGHTBAR	295.00	295.00
1	3015/13780560	GM HEADACHE RACK 20" STEEL	455.00	455.00
	LABOR E100	TRUCK INSTALLATION LABOR	110.00	660.00
1	FRT	IN BOUND FREIGHT ESTIMATE	25.00	25.00

JOB #6 E101

STRK BUILD A BRACKET / FABRICATION

SERVICE

BUILD A BRACKET / FABRICATION

MAKE A PAIR OF BRACKETS OUT OF ALUMINUM TO MOUNT ON TOP OF THE SERVICE BODY ON THE DRIVER'S SIDE.

THE BRACKETS WILL BE USED FOR A LADDER RACK. DRILL HOLES IN BRACKETS TO ATTACH LADDER HOLD DOWN STRAPS TO.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR E101	FABRICATION	125.00	375.00
1	SHPSUP	ALUMINUM FOR BRACKETS	75.00	75.00

Estimate Operations Totals

Prepay: \$0.00 Parts: \$17,137.00 Labor: \$2,905.00 Misc: \$800.00 Sub \$26,842.00



HOEKSTRA EQUIPMENT

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GRAND RAPIDS, MI 49548
Phone: (616) 241-6664 Fax: (616) 241-1111
F110210

Invoice No. E301008849
Date 5/23/2022
Order Type Service Estimate
Customer ID ENTERPRISE FLEET SERVICES (MI) - J
Sales Person THORSEN, MICHAEL R
Advisor THORSEN, MICHAEL R

ESTIMATE

PLEASE NOTE

Thank you for your business. By my signature, I hereby agree to pay the charges as listed on my invoice, per the terms that have been set for my customer account. An inspection of the unit has been done by me for product content, workmanship, operation and is deemed acceptable and in proper working order.

Disclaimers of Warranties

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and the seller neither assumes nor authorizes any other person to assume for it any liability in connections with the sale of said merchandise.

Repair Facility License #F110210

QUOTE SUBJECT TO CHANGE BASED ON MANUFACTURER NOTICE OF PRICE INCREASE OR ADDED SURCHARGE.

	ESTIMATED	BILLED
LABOR	\$2,905.00	
PARTS	\$17,137.00	
MISC	\$800.00	
SUBLET	\$6,000.00	
PREPAY	\$0.00	
SUBTOTAL	\$26,842.00	

SHOP SUPPLIES	\$601.26
MISC SUPPLIES	\$0.00
TAX	\$0.00
TOTAL	\$27,443.26

Please Remit Payment to:
HOEKSTRA TRUCK EQUIPMENT
260 36TH STREET SE
Grand Rapids, MI 49548

SIGNATURE _____

DATE/TIME _____

Charlevoix City Council

Consent Agenda

Title: Confirm Emergency purchase of Marina Water Heater Replacement: \$20,780

Date: July 18, 2022

Presented By:

Background:

On the morning of Saturday, July 9, the water heater in the Marina failed. The unit had been repaired a couple of times in the past year and a meaningful additional repair was not likely to be successful or timely. As such, the City Manager authorized the purchase on an emergency basis given the need for hot water when operating showers and bathing in the marina and the full capacity of the Marina for the foreseeable future. MacGregor Plumbing and Heating will conduct the work on a time and material basis plus additional charges from an electrician to address improvements for the new unit.

Recommendation:

Motion to confirm the emergency purchase and installation of a water heater for the Marina on time and material basis plus electrical costs by MacGregor Plumbing and Heating.

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: Charlevoix Housing Commission Resignation-Lillian Left

Date: July 18, 2022

Presented By:

Background:

Lillian Left submitted her letter of resignation from the Charlevoix Housing Commission. Her term expires April 30, 2026.

Recommendation:

Motion to accept Lillian Left's resignation from the Charlevoix Housing Commission.

Attachments:

1. Lillian Left Resignation Letter 07/14/2022

I, Lillian Left, am resigning from the Charlevoix Housing Commission effective 07/14/2022.

Lillian Left

Signature

7-14-22

Date

Charlevoix City Council

Consent Agenda

Title: Release of Draft 2022 Master Plan

Date: July 18, 2022

Presented By:

Background:

The Planning Commission has finished work on the draft 2022 Master Land Use Plan for the City of Charlevoix. The plan needs to be formally released for a 63-day public comment period. When this is complete, the Commission will review comments received and may make final changes.

Recommendation:

Motion to release the draft 2022 Land Use Master Plan for the public comment period.

Attachments:

1. DRAFT 2022 City of Charlevoix Land Use Master Plan

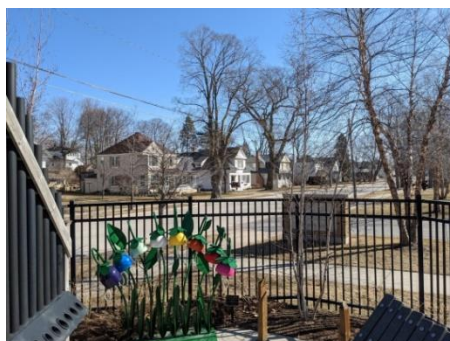


CITY OF CHARLEVOIX

2022 Master Plan



DRAFT



Acknowledgements

City Council

Luther Kurtz, Mayor
Aaron Hagen, Deputy Mayor, First Ward
Janet Kalbfell, First Ward
Mark Knapp, Second Ward
Richard Spring, Second Ward
Greg Bryan, Third Ward
Phil Parr, Third Ward

Planning Commission

RJ Waddell, Chair
Jennifer Muladore, Vice Chair
Reid Beegen
Sherm Chamberlain
Annemarie Conway
Toni Felter
David Gray
Mary Millington
Maureen Radke

City Staff

Mark Heydlauff, City Manager
Sarah Dvoracek, City Clerk
Kelly McGinn, Treasurer
John Griffith, Electrical Department Director
Lindsey Dotson, Charlevoix Main Street DDA Director
Kent Knorr, Recreation Director
Beth Anzell, Recreation Assistant
Dean Martin, Community Development Fellow

Special thanks to

David Miles, Curator, Charlevoix Historical Society
Eric Hemenway, Director, Department of Repatriation, Archives, and Records, Little Traverse Bay Bands of Odawa Indians.

The hundreds of members of the public who contributed their time and voices.

Photos are courtesy of Mark Stanley and Jennifer Neal unless otherwise sourced.

Prepared with assistance from:

Jennifer Neal, AICP, Community Planner
Jonathan Scheel, Zoning Administrator
Zach Vega, AICP, Community Planner



Networks Northwest
PO Box 506
Traverse City MI 49685-0506
Telephone: 231.929.5000
www.networksnorthwest.org

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Map 7.1 Future Land Use

1

Introduction

Purpose

Every community has a responsibility to look beyond day-to-day issues and focus on the long-range consequences of their land use and zoning decisions. Similarly, the community must have a document that provides guidance for land use and development by considering a wide range of possible futures. For the City of Charlevoix, this long-range view is provided through the Master Plan.

The City of Charlevoix Master Plan is the official policy guide for Charlevoix's future development and growth. The Master Plan summarizes the community's vision for the City, highlights goals and objectives based on an analysis of strengths and weakness, and provides the framework and basis for sound community development and land use decision making. Overall, the City of Charlevoix Master Plan establishes clear directions and expectations for the City and meets the requirements established by the Michigan Planning Enabling Act of 2008.

How to Use this Plan

The Master Plan is a long-range statement of general goals and policies aimed to coordinate development, and it is to be used in the following ways:

1. This Master Plan is a general statement of the City's goals and policies. It provides a single, comprehensive view of the community's desire for the future.
2. It serves as an aid in daily decision-making with regard to development. The goals and policies outlined in this Plan guide Planning Commissioners and City Council members in their deliberations on zoning, subdivisions, capital improvements, and other land use and development matters.
3. State law requires that communities have a Master Plan as the foundation for the zoning ordinance and other regulations that shape the physical and social development of the community. However, the Master Plan Land Use Plan and the zoning ordinance and map are two separate documents. The Zoning Ordinance is one of many legal tools used to implement the Master Land Use Plan.
4. It guides property owners, developers, neighboring jurisdictions, and county and state entities with expectations and standards for public investment and future development.
5. The Master Plan supports the allocation and spending of funds.
6. Finally, this Master Plan serves as an educational tool and gives residents, property owners, developers, and adjacent communities a clear indication of the City's direction for the future.

The Master Plan is a flexible document that guides development within the City, but provides capacity to adapt to changing conditions and innovation. The Master Plan describes where new development should be directed and also identifies existing conditions, goals, and best management practices for a number of focus areas including the local economy, neighborhoods, urban design standards, transportation networks, natural and cultural resources, recreation amenities, health and social services, and local food.

How Does the Master Plan Affect You?

How the Master Plan affects you depends on your particular situation:

- If you are a *property owner*, you may have several interests, including not only your property, but also properties that are similarly designated.
- As a *homeowner*, you may be interested in the properties in your immediate neighborhood and you may wish to know what uses are proposed for vacant land.
- As an *owner of vacant property*, you may want to know what land uses are proposed for your property.
- As a *resident*, you may be interested in the overall planning concepts, as expressed by its goals. These statements should give you an indication of the community's vision of the City now, and in the future.

The Plan serves many functions and can be used in a variety of ways, but its usefulness is determined by the willingness of City residents to actively support and implement its vision and goals. A plan that is not actively followed and implemented may lead to problems in the future. Failure to follow the Plan may discredit attempts to use it as a defense for legal actions that may result from challenges by property owners or developers.

Likewise, consistent and vigorous use of the Plan will lend credibility to implement controversial land use decisions and re-zonings. While the courts of the State of Michigan do not recognize the absolute authority of the Master Plan, they do lend much more credibility to actions supported by careful planning than those that appear to be taken arbitrarily against an individual property owner.

How Should You Use This Plan?

Again, use of the Plan depends on your interest in the future of Charlevoix. Generally, here is a procedure you should follow:

Step #1 What land use is proposed for your property, or the area surrounding your property?

This information is on the Future Land Use map in Chapter 7. This map is divided into separate land use categories. Find the land use category in which your property is located.

Step #2 Determine how the City views development in your area.

The Future Land Use Plan (Chapter 7) and map indicate the type of development planned for your area; it may be fairly specific, or somewhat general. This part of the Plan provides some reasonable direction to the Planning Commission, as well as information to property owners about development within the City.

Step #3 Determine the meaning of the land use designation for your property.

In Step #1 you were asked to determine the land use category for your property. Find the category that applies to your property and read the land use designation. Depending on the nature of your interest, this may be as far as you want to go. If you have a specific proposal that does not match the expectations of the Plan, you may want to look at it in more detail.

Step #4 Determine how your property is affected.

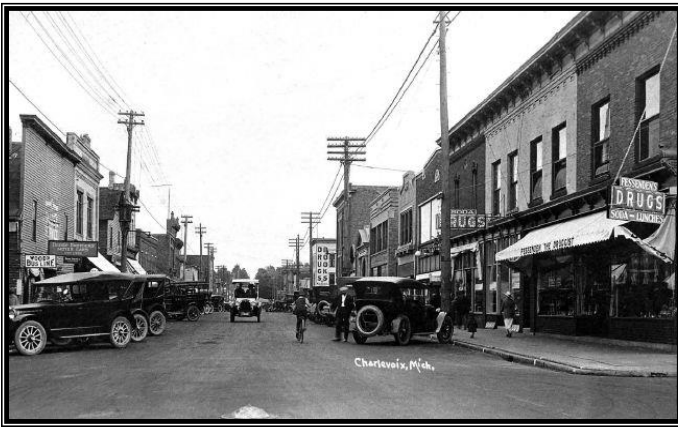
The Future Land Use designation indicates the planned use for your property. *This does not mean that you cannot continue the use that you currently have.* Land use within the City of Charlevoix is also affected by zoning, so see the Zoning Ordinance or call the City for more information.

The Master Plan may have a profound impact on the future of your property, regardless of whether you are a developer, landowner, or homeowner. As a resident and property owner in the City of Charlevoix, it is important that you become familiar with the Plan and what it may mean to you and your community.



History of Planning and Zoning Efforts

- 1954 City passes Ordinance 203 establishing the first Zoning Ordinance.
- 1970 Charlevoix Regional Comprehensive Plan is published covering the City and Charlevoix Township. Plan includes implementation measures such as government consolidation, subdivision regulations, zoning and capital improvement programs.
- 1978 City passes Ordinance 369 repealing the original Zoning Ordinance and establishes a new Zoning Ordinance. Specific provisions of this Ordinance have been amended many times over the years.
- 1982 First Waterfront Area Management and City Master Plan is passed.
- 1990 City Planner provides portions of an updated draft Master Plan to the Comprehensive Plan Review Committee.
- 2002 A second effort was made to update the City's Master Plan. A mockup master plan was created, along with a future land use plan. The plan was not officially updated.
- 2004 City takes part in a Regional Multi-Jurisdiction Smart Growth Planning Initiative with Charlevoix, Norwood, Marion, Eveline, and Hayes Townships. This regional planning process addressed issues relating to transportation, housing, economic development, environmental protection, and the delivery of public services.
- 2005-06 City Planner works with the Planning Commission to publish a community survey, holds a community meeting to gather public input, and drafts the 2006 Plan Revision- Goals, Objectives and Policies.
- 2008 Planning Commission has multiple meetings and training sessions on master plan topics to help define goals, objectives, and policies.
- 2010 Draft Master Plan utilizing public feedback gathered in 2009 is released to the public on June 14 with an educational forum held at the Charlevoix Public Library.
- 2011 Master Plan adopted by City Council on January 17, 2011.
- 2015 Planning Commission and Planning Department begin work on updating the 2011 Master Plan.
- 2016 Master Plan adopted by City Council on December, 19, 2019.
- 2021 City of Charlevoix Planning Commission sends out Notices of Intent for Master Plan update.
- 2021 City of Charlevoix releases community-wide survey and holds stakeholder input sessions to inform Master Plan update.
- 2022 Draft Master Plan utilizing public feedback gathered in 2021 is released to the public on *(enter date)*



Downtown Charlevoix Circa 1922



Downtown Charlevoix Circa 2016

2 Community Profile

The City of Charlevoix is located in north-western lower Michigan, in northwest Charlevoix County. Charlevoix County largely surrounds Lake Charlevoix and follows along the southern edge of Walloon Lake. As shown in Map 2.1: Regional Location, the Charlevoix County borders Emmet County to the north, Cheboygan and Otsego Counties to the east, Antrim to the south, and Lake Michigan to the west. Charlevoix County has three major economic centers, the City of Charlevoix, Boyne City, and the City of East Jordan. Boyne City and East Jordan are located at the eastern end of Lake Charlevoix and on the south arm, respectively.

The City surrounds Round Lake and sits on an isthmus between Lake Michigan on the west and Lake Charlevoix on the east. Round Lake is connected to Lake Michigan by the Pine River Channel. Charlevoix Township borders the City on the north and south. The total area of the City is roughly 1,352 acres, excluding Round Lake and the Pine River Channel. Charlevoix's beginning has many layers and took many turns to get to where we are today. The following is a brief history of the city prior to its modern settlement and the peoples, buildings, and natural features we see here today.





Map 2.1 Northwest Lower Michigan Region

City of Charlevoix Regional Context

- State Roads
- Railroads
- Nonmotorized Trails
- Lakes
- City of Charlevoix
- Local Jurisdictions
- Charlevoix County
- Counties

0 3.5 7 14 21 28
Miles

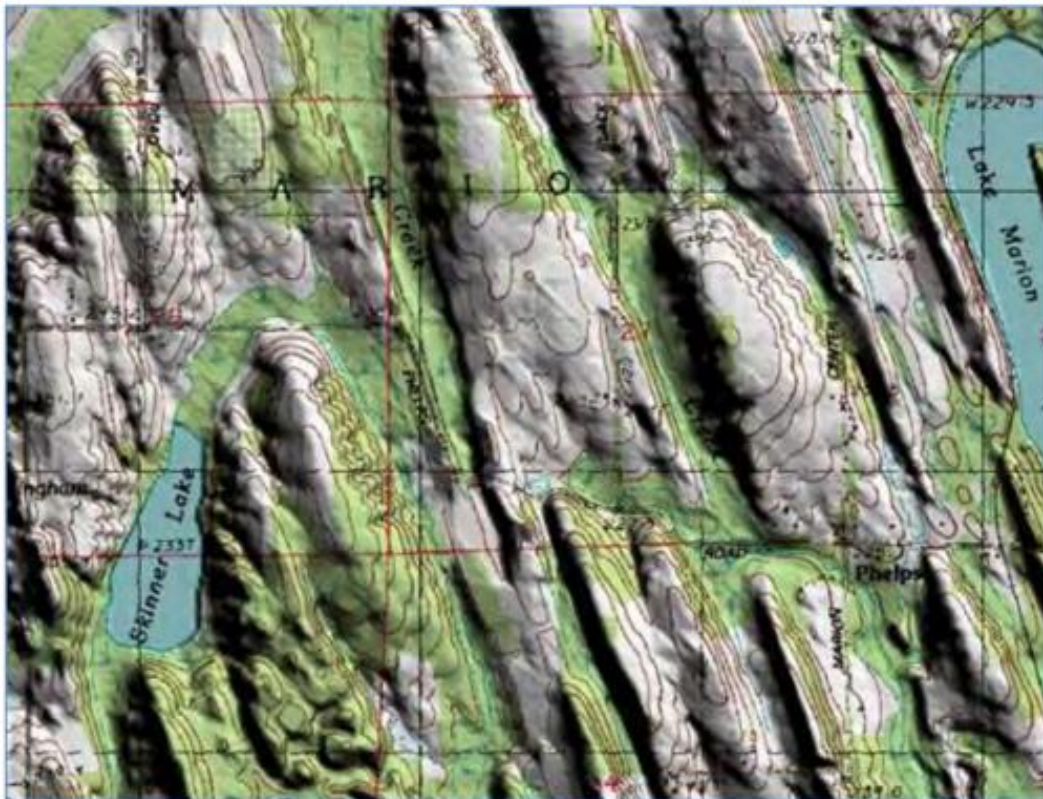
DRAFT



A Short History

The origin of Charlevoix's picturesque topography is largely attributed to a period of extensive glaciation in the recent geologic past. The last era of geologic history known as the Pleistocene (Ice Age) Epoch began roughly two to half a million years ago. Michigan's freshwater lakes, sandy beaches, and rolling and steeply sloped hills, productive farmland, and forests and wetlands are by-product of this time. Most notably within the region, well-developed drumlin fields were formed on either side of the Grand Traverse Bay, particularly in Leelanau and Charlevoix Counties and along Lake Charlevoix. Drumlins are ice-molded ridges and generally appear as long cigar-shaped, vegetated ridges. "A virtual field of drumlins is found to the west of Lake Charlevoix" in Marion Township.¹

Figure 2.1: Drumlins in Marion Township, Charlevoix County



Source: Tip of the Mitt Watershed Council

With the glacial recession at the end of the last ice age approximately 13,000 years before present (B.P.), "the landscape provided an abundance of habitat for a wide diversity of forest, savanna and aquatic plant and animal communities, which were distinctly influenced by Native American cultures that inhabited the two peninsulas, most notably through hunting and fishing activities and their interaction with the fire regimes of both savanna grasslands and pine lands."²

Thousands of years ago Odawa, Ojibwa, and Potawatomi, collectively known as Anishnaabek, migrated to Michigan from New York and the eastern coast. Native people were first attracted to the region where fresh water and food sources were plentiful. For centuries, the immediate area around the water and land topography known as Charlevoix was seasonally inhabited by Indigenous Anishnaabek peoples who spent about half of every year here, fishing, farming, hunting and gathering before they returned by water to their base homes in southern Michigan to spend the winter. Evidence of their presence in Charlevoix can be dated to approximately 10,000 BCE, and that presence continues to this day. They called

¹ "Lake Charlevoix Management Plan: Protecting Water Quality for Today and Tomorrow." Tip of the Mitt Watershed Council. July 2012. https://www.watershedcouncil.org/uploads/7/2/5/1/7251350/lake-charlevoix_wmp.pdf

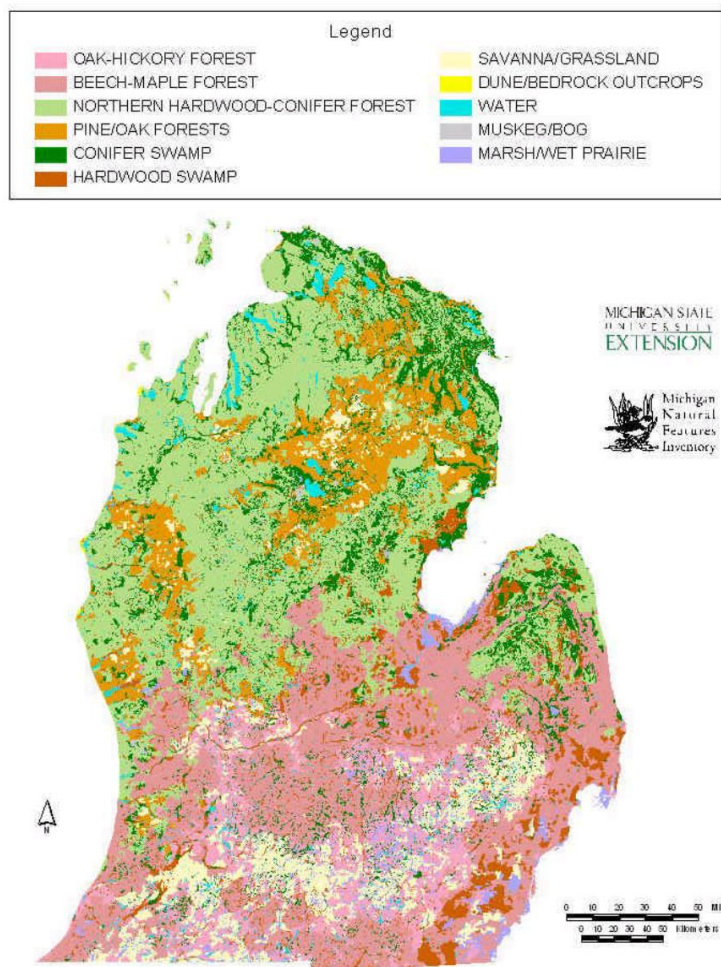
² "2006 State Forest Management Plan." Michigan Department of Natural Resources Forest, Mineral and Fire Management. July 24, 2006. https://www.michigan.gov/documents/2-ForestHistory_165779_7.pdf

their land/water configuration here *Zhingwaak Zibbling*, or “Pine River,” which name covered our waterways from Lake Michigan to Lake Charlevoix, including Round Lake. Pine River is still today the official name encompassing our two connective channels, lower (from Lake Michigan) and upper (into Lake Charlevoix).

Odawa history tells us as early as the 1600 and 1700’s, “Each village, clan and family had certain areas of land that they claimed for their own use. This included their hunting, fishing and trapping places as well as where they grew crops and harvested natural foods and medicines.”³ From 1816-1856, the Federal General Land Office (GLO) surveyed the vegetated patterns for the State (Figure 2.1). Northwest lower Michigan was historically covered in northern hardwood-conifer forest, conifer swamp, pine/oak forests, and savanna/grassland. In 1836 the U.S. government and the Anishnaabek people signed the Treaty of Washington, an agreement for 13,837,207 acres in the northwest portion of the lower peninsula and upper peninsula of Michigan. Combined with the 1855 Treaty of Detroit, the Odawa and Ojibway successfully fought against removal and secured their claim for permanent reservation lands and perpetual access to natural resources.

Today, two federally recognized tribes, Grand Traverse Band of Ottawa and Chippewa Indians and the Little Traverse Bay Bands of Odawa Indians share ties to the Charlevoix region and consider several sites culturally significant. Greensky Hill Indian United Methodist Church is one of the oldest continuously used churches in Michigan. Greensky Hill Church is located near Susan Lake in Hayes Township and was completed and dedicated in 1877.⁴ Odawa and Ojibwa from Grand Traverse Bay, Beaver Island, Charlevoix, and Wawgawnawkezee met to conduct services in their own language. The church still serves the congregation today and preserves the unique Native Heritage of Michigan’s first people.

Figure 2.2: Vegetation circa 1800, Lower Peninsula of Michigan



Source: MSU Extension

³ “Our Land Our Culture: A 200 Year History of Our Land Use.” Little Traverse Bay Bands of Odawa Indians. November 2005.

⁴ McClurken, James M. “Gah-Baeh-Jhagwah-Buk: The Way It Happened – A Visual Culture History of the Little Traverse Bay Bands of Odawa.” Michigan State University Museum, 1991.

Charlevoix, known previously as the Village of Pine River, was settled in 1854 with the arrival of a Mormon family who escaped from the violent way of life on Beaver Island that then was under the dictatorial sway of self-proclaimed King James Strang. The Medad Thompsons sailed to the mainland over thirty miles away and settled on the shore of Pine Lake, in 1926 to become known as Lake Charlevoix, where the Ferry Beach area is today. Ever so slowly, more settlers followed them after Strang was assassinated in 1856, upon which the Mormon stranglehold on the area vanished immediately. Fishing remained the mainstay of the local economy as the settlement grew.

Seasonal agriculture, fishing, and hunting were the first economic activities of the region performed by Anishnaabek. Beginning in the 1700s, the Anishnaabek, European settlers at Fort Michilimackinac, and other villages throughout the region, traded goods, especially furs for the Northwestern fur trading industry. Later farming became a way of life for permanent residents, and the city's population depended on the crops grown in nearby farms. Upon review of the Centennial Farms program list compiled by the Historical Society of Michigan, a number of 100 Year (or more) Farms are designated in Charlevoix County.

In the 1860s, lumbering began to make its mark all over northern Michigan, and this region became one of the major suppliers of what was then considered to be an inexhaustible resource to the building of the Midwest, including Chicago after the Great Fire of 1871. Charlevoix was one of the most important ports from which this lumber exited to the world. The booming lumber trade founded what would become the Charlevoix Lumber Company in 1868. Travel to and from the area was made easier by passenger and freight ports in 1869. Dredging of the Pine River channel completed in the 1870s assisted with freight traffic, but also had significant impacts on the hydrology of the lake especially the water levels.

The third leg of our economy appeared in 1878, with the establishment of the Charlevoix Summer Home Association, later known as the Belvedere Club resort and the Chicago Club in 1881. Resorting and tourism began to increase exponentially as more and more people began to discover the beauties and allegedly healthful climate of the north country. It was especially appealing to those who had the time and means to escape the stifling heat and stench of the major cities in the summertime. By the mid 1880s, the registration tally of the towns' hotels had surpassed the 10,000 mark. And these people left to tell even more people about what they had discovered until by the 1920s Charlevoix was packed to the rafters every summer season.

The village of Charlevoix was officially incorporated by the State of Michigan in 1879, after having had a dual identity as Pine River/Charlevoix for three decades. It became an official city in 1905.

The last piece of the major Charlevoix economic puzzle was put in place in 1892 with the arrival, finally, of the railroad. Charlevoix was the last of the northern Michigan communities to be connected to the national rail system. Prior to this, Charlevoix relied almost entirely on the maritime lanes to connect it to the outside world.

In 1897, the *Charlevoix Sentinel* newspaper claimed that more maritime tonnage was passing through the waters of Charlevoix than any other port on the east side of Lake Michigan. Charlevoix, with its harbor considered by hundreds of mariners to be the finest natural harbor in the United States, served the entire far northwest tip of the Lower Peninsula, and would continue to do so for decades.

In 1911, the Pere Marquette Railroad was advertising Charlevoix in up to ten Chicago newspapers as "The Queen of the Northern Resort Country." Fishing, lumbering, and the resort/tourist industry were, for four decades, the bedrock of our economy. Warning signs, which were never heeded, had begun to affect first lumbering, then fishing, the first in the late 1800s, the latter in the early 1900s, until lumber crashed around 1915 and fishing followed in the next decade. From over two more decades, Charlevoix's existence had to rely on the resort/tourist industry.

The Great Depression deteriorated the summertime resident and tourist base, and later World War II further eroded the manufacturing base. Things began to improve after World War II with the establishment of small industries, which was an economic boon to so many families. Although the City faced hard times through the mid-twentieth centuries, the City continued to make civic improvements, the Big Rock Point Nuclear Plant went online in 1962, the Medusa Cement plant began operating in 1967, and first condominiums were constructed on Round Lake in 1973. This balance continues to today, with the two-month summer season seeing a crushing influx of people from all over the country and abroad, giving Charlevoix a reputation that has spread to such an extent that its name is now known around the world as one of the most desirable places to take up residence anywhere in the country.

Charlevoix's natural features and modern amenities are shared today by both permanent and seasonal residents including the Odawa who live and work in the community. The City of Charlevoix, Charlevoix County, and State departments such as the Michigan Department of Transportation are largely responsible for the improvements to public

spaces and private development that have helped Charlevoix remain a truly special place where residential, commercial, and public uses coexist. Much of the City's housing stock is well-maintained historic homes with access to nearby schools and parks. The centrally located downtown features a commercial center that provides dining, retail, and entertainment opportunities while the adjacent East Park is the recreational and cultural focal point of the City. This combination of quality housing, a walkable commercial center, and family-friendly recreation creates a highly desirable place where the community can grow and thrive. While the full effects of the historic COVID-19 outbreak and pandemic have yet to be fully realized, the desirability of living and remaining in a place with character, opportunities for solitude, while able to enjoy nature have increased ten-fold.



Natural Features



The City of Charlevoix Master Plan incorporates the environment as a fundamental element and takes into account the geographic conditions that help mold the City's character and setting. These elements must be respected and the original character of the landscape expressed, while at the same time allowing for Charlevoix's future development.

However, development, even on the smallest scale, should not take place in total disregard of its surroundings. Therefore, Charlevoix must be planned and designed so the environment is incorporated as an integral element, rather than something incidental

Climate

Northwest Michigan experiences a four season climate with mild summers and cold, snowy winters. The City's proximity to Lake Michigan sets it and other coastal cities apart from inland communities. The lake keeps the area warmer in the winter and cooler in the summer, with less rainfall than locations further inland. Since 1991, Charlevoix has experienced the most precipitation in October with 4.33 inches on average and an average annual total precipitation of 33.74 inches. July is the hottest month with a mean average temperature of 68.7 °F, and February is the coldest month with a mean average temperature of 22.6 °F. Like many communities with an economy based on tourism and recreation, climate can be both a boon and bust. During the summer, weather can influence the number of tourists or seasonal property owners visiting Charlevoix and in the winter, the amount and duration of snow can impact the operation of local ski hills and resorts.

On any given day, Charlevoix is highly susceptible to quick, sudden changes in the weather. Depending on the time of the year, the Great Lakes have a significant impact on temperatures, precipitation, and the strength of storms. In the spring when the lake water is colder than the air over them, they extract heat from the atmosphere. During the fall, the Great Lakes give off heat and moisture. In both cases, storms arrive on land stronger and more persistent than they might otherwise be. Thunderstorms, extreme winter weather events, and excessive rainfall are common natural hazards with the potential to cause loss of life and significant property damage. Charlevoix County prepares and adopts a Natural Hazard Mitigation plan that identifies potential hazards and mitigation strategies to reduce the impact of those disasters.

Water

The most well-known and influential natural feature in the City are the surrounding lakes. Charlevoix has access to three separate lakes: inland lakes, Charlevoix and Round and the Great Lake, Lake Michigan. Charlevoix and Round Lake are connected to Lake Michigan through the Pine River Channel. Combined, the lakes provide 5.86 miles of shoreline used for private access, public recreation, and scenic viewing. The City of Charlevoix is located within the Lake Charlevoix Watershed. A watershed is the land area that channels rainfall and snowmelt to creeks, streams, and rivers, and eventually to outflow points such as reservoirs, bays, and lakes. Tributaries of Lake Charlevoix carry water from as far away as Antrim and Otsego Counties. The biggest threat to the water quality of Lake Charlevoix and its rivers and streams is nonpoint source pollution (NPS). NPS pollution does not have a discernible, confined, and discrete conveyance, but generally results from land runoff, precipitation, and drainage among others. The "Lake Charlevoix Watershed Management Plan" written by the Tip of the Mitt Watershed Council reviews the current conditions of the waterbodies within the Lake Charlevoix Watershed.

Developments on the shoreline must be assessed for their potential to impact these prized water bodies, and great care must be taken to ensure the quality, availability, and beauty of this valued resource is not harmed. Any development adjacent to Lake Michigan should plan accordingly and consider the general rise and fall of Great Lakes' water levels. Development completed during a low water cycle, that has not accounted for the average high water mark, could be damaged or destroyed when water levels rise, or suffer from storm damage, especially in the late fall. In recent years, the swings in water levels have been unprecedented. In January 2013, Lake Michigan-Huron set an all-time record low of 576.02 feet, and seven years later in July of 2020 Lake Michigan-Huron reached a monthly record high of 582.22, only second to the October 1986 monthly record high of 582.35.

Soils and Shorelines

Generally, area soils are sandy loam and present slight limitations to development. However, development, redevelopment and the disturbance of steep slopes, especially on Lake Michigan and Round Lake, must be carefully considered. The potential instability of disturbed slopes reinforces the importance of employing soil erosion and slope stabilization techniques into the design of waterfront development projects. Waterfront development must also respect the environmentally sensitive nature of Charlevoix's lakes and shorelines. This is particularly true when it comes to the simple acts of homeowners, such as lawn and beach maintenance. The use of phosphorus fertilizer has spiked nutrient levels in lakes, which has increased algae and altered native vegetation, fish, and other wildlife habitats. The trend of beach grooming has also played a part in altering native wildlife habitats and planting exotic vegetation has helped spread invasive plant species, including purple loosestrife and phragmites. Seemingly inconsequential individual acts, when combined, can have a cumulative and long term impact on Charlevoix's community character and its quality.

Sand Dunes

In Michigan there are approximately 225,000 acres of dunes, of which approximately 74,000 acres were designated as Critical Dune Areas (CDAs) in 1989. Critical dune areas represent the tallest and most spectacular dunes along Lake Michigan's shoreline in the lower and upper peninsulas. Critical Dunes are located on the Lake Michigan shoreline to the north in Charlevoix Township and south of the City of Charlevoix in Norwood Township. The size and scale of the sand dunes on Lake Michigan adjacent to Mt. McSaubia span over a mile of shoreline. Given their unique qualities and community value, human activities must not destroy or adversely affect them. These areas are highly valued by both private property owners and the general public for recreation and scenic beauty. Although these dunes are partially located in Charlevoix Township, the City should nevertheless be concerned with their long term protection and preservation. While the lots north of the sand dunes in the City are almost fully developed, with the exception of one residential lot at 419 Michigan Avenue, there is the potential for redevelopment in the future.

Trees / Woodlands

Most forests have disappeared from Charlevoix during more than a century of development. The most heavily forested areas currently include Chicago Club's Old Island (also the city's only identified wetland area), the Michigan Beach Park on the north side of Park Street and the Belvedere Club's private recreation area. Charlevoix nevertheless retains countless mature hardwoods that line its residential neighborhoods. These trees are highly valued and appreciated by residents and visitors alike.

Due to the importance of urban forestry, Charlevoix has established a Shade Tree and Parks Commission, as well as an Adopt-a-Tree program, to protect and to help replace them when they need to be taken down, or when they are lost to disease or storms. While trees are important community assets it is also recognized that infrastructure maintenance and public safety require trimming, pruning, and in some instances tree removal. The Shade Tree and Parks Commission has two volunteer Landscape Architects who provide professional advice on choice of species and maintenance following National Arborist Association Standards. In addition, the City has been a member of the Tree City USA program for the past 28 years. This national program provides local education, financial assistance, and many other benefits for our urban forestry program.

View Corridors

Cities with dramatic topography and natural settings often face the question, "How do we promote development while preserving views of natural resources?" The surrounding lakes, dunes and natural environment make view corridors highly prized in Charlevoix. Scenic views can also have a direct correlation with higher property values, which is the case in Charlevoix.

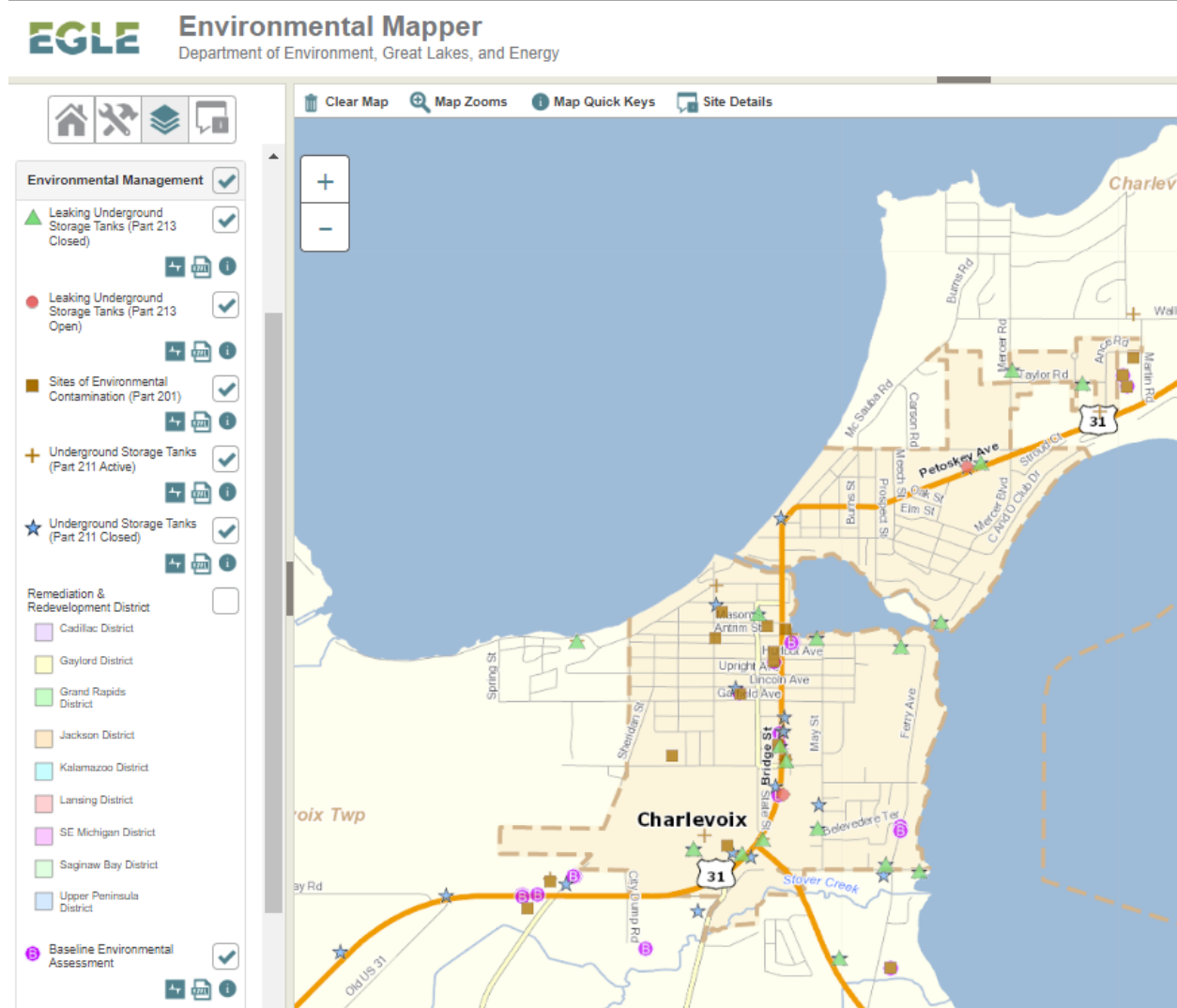
Great care has already been taken to ensure existing and prominent view corridors are protected and preserved. The design of East Park is a case in point. Park structures were purposely built with low roof lines to avoid obstructing views of Round Lake from Bridge Street. While view corridors remain highly valued by property owners, it is important to note that local government has a limited ability to regulate the height and placement of structures based on views alone.



Land Revitalization

Cities today face the challenge of redeveloping or reusing sites that are contaminated or are perceived to be contaminated from a former use; these sites are known as brownfields. Brownfields are defined as, “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant” in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980. Contamination may be caused from many different uses and sources from large-scale industrial operations to small sites where gas stations, dry cleaners, or even residential structures with lead paint or asbestos insulation were once located. Brownfield sites are monitored by the U.S. Environmental Protection Agency and the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Locally, the Charlevoix County Brownfield Redevelopment Authority (BRA) was created to develop and implement brownfield projects. A BRA may use Tax Increment Financing (TIF) as a tool for property redevelopment. Brownfield redevelopment is usually focused on the largest and most marketable properties; however, neighborhood revitalization can occur through the redevelopment of small and medium-sized sites. Figure 2.3 is an image from a mapping application provided by EGLE to identify sites in Michigan.

Figure 2.3: City of Charlevoix Environmental Management Sites



Source: Michigan Department of Environment, Great Lakes, and Energy <https://www.mcgi.state.mi.us/environmentalmapper/#>

Demographics



Charlevoix is a unique community that is attractive to people of all ages and backgrounds. Houses, businesses, and infrastructure make up the built environment, but people make Charlevoix come alive. People bring heritage and culture which creates a sense of place worth celebrating. Celebrating those differences brings people together to promote strong neighbor relationships and support those in need. Through the demographic analysis one can begin to understand the foundation for the community's identity.

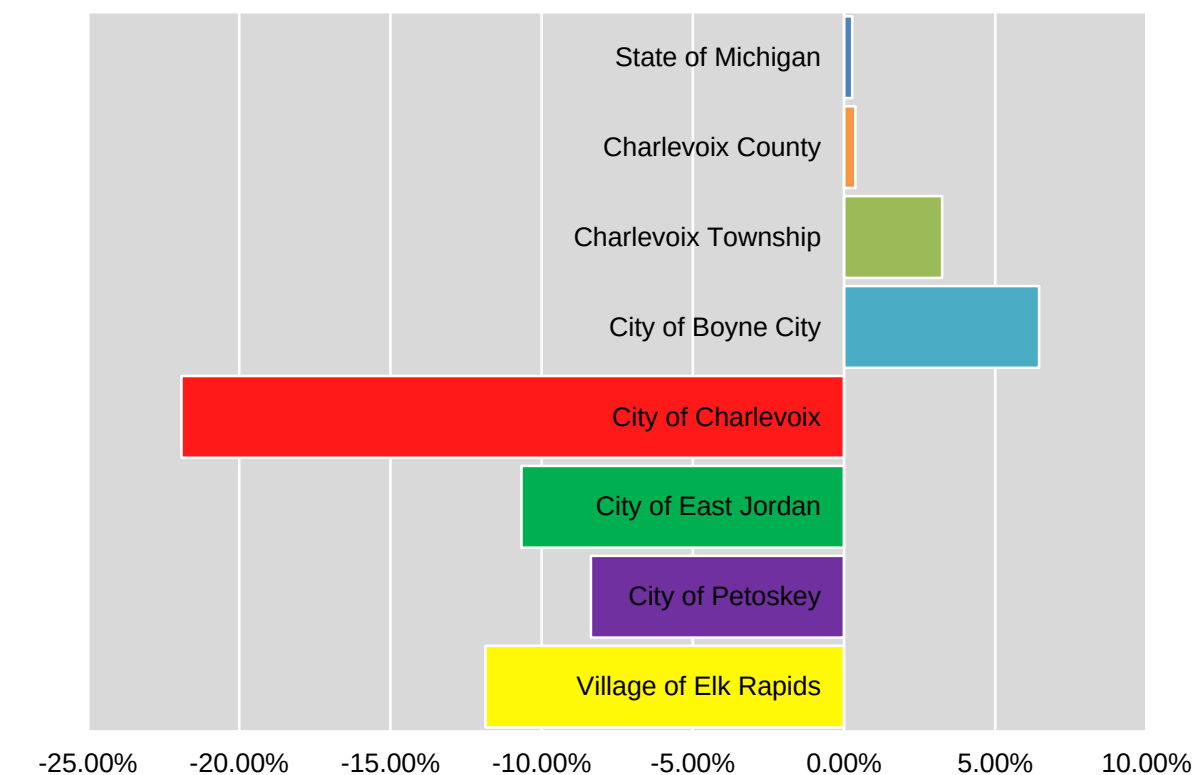
Demographic Characteristics

Through a series of tables, the next several pages show overall demographic characteristics of the City's population. The majority of tables in this chapter use data collected from US Census Bureau's Decennial Census and the 2019 American Community Survey (ACS) 5-Years estimates to represent current conditions in the City of Charlevoix. Decennial data is collected every ten years during a complete Census count while the ACS uses statistical sampling over a 5-year period to describe the average characteristic over the period of collection. Decennial data is often used as a point of comparison or to show trends throughout time. In order to show a comparison, the City of Charlevoix demographic data is often paired with data from surrounding communities, Charlevoix County, and the State of Michigan. The information selected is useful for understanding the current conditions of the population, as well as planning for housing and service needs.

Population

In a comparison of nearby jurisdictions (Figure 2.4.), Charlevoix Township, City of Boyne City, Charlevoix County, and the State of Michigan experienced a population increase while the City of Charlevoix, City of East Jordan, City of Petoskey (Emmet County), and the Village of Elk Rapids (Antrim County) experienced a population decline from 2000 to 2019. The City of Charlevoix saw the largest decline (21.91%) of the comparison communities. Table 2.1 provides a detailed description of each community's population in 2000, 2010, and 2019 and the percent change from 2000 to 2019.

Figure 2.4: Population Change, 2000-2019



Source: US Decennial Census and 2019 American Community Survey

Table 2.1: Population Growth Comparisons, 2000, 2010, 2019

	State of Michigan	Charlevoix County	Charlevoix Township	City of Boyne City	City of Charlevoix	City of East Jordan	City of Petoskey	Village of Elk Rapids
2000	9,938,444	26,090	1,697	3,503	2,994	2,531	6,247	1,695
2010	9,952,687	26,228	1,892	3,760	2,620	1,927	5,795	1,864
2019	9,965,265	26,188	1,752	3,729	2,338	2,261	5,724	1,494
% Change (2000-2019)	0.27%	0.38%	3.24%	6.45%	-21.91%	-10.67%	-8.37%	-11.86%

Source: US Decennial Census and 2019 American Community Survey

Historically, the City's population decline has been occurring steadily since 1970 when the City reached its peak population size. Table 2.2 provides the total population count and the percent change since 1920.

Table 2.2: Population since 1920

Year	Population	Increase	% Change
1920	2,218		
1930	2,247	29	1%
1940	2,299	52	2%
1950	2,695	396	17%
1960	2,751	56	2%
1970	3,519	768	28%
1980	3,296	-223	-6%
1990	3,116	-180	-5%
2000	2,994	-122	-4%
2010	2,513	-481	-16%
2019	2,338	-175	-7%

Source: US Decennial Census and 2019 American Community Survey

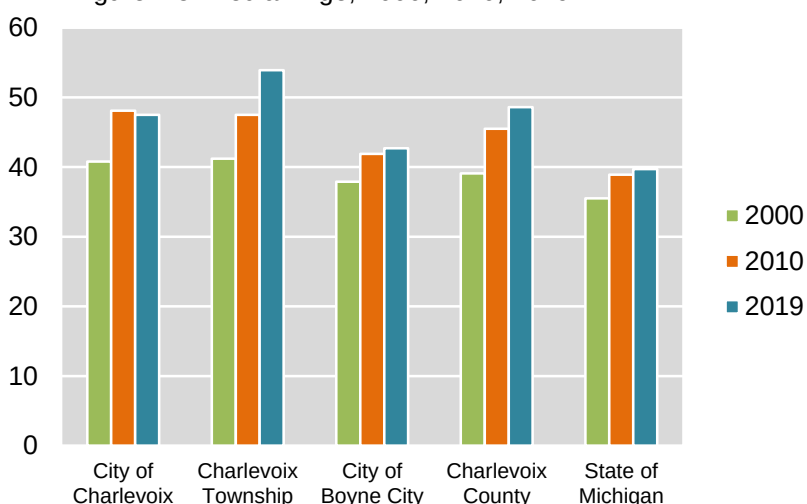
Like many northwest Michigan communities, the City of Charlevoix experiences an influx of seasonal residents and tourists during the summer months. However, the decennial Census and the American Community Survey only consistently and comprehensively track the permanent population. The *Northwest Michigan Seasonal Population Analysis*, a 2014 report by the Michigan State University Land Policy Institute, analyzed the 2012 seasonal population for ten counties in northwest Michigan. The data collected for Monthly Permanent, Seasonal and Transient Residents by County estimates the population of Charlevoix County increases by 37% in the month of July from 26,023 to 41,289. The report also indicates Charlevoix County has the third largest share (12%) of second-home residents. Antrim County, which borders Charlevoix County on the south, had the highest number of second-home residents (15%) closely followed by Emmet County (14%) which borders Charlevoix County on the north. The following ten counties were included in the study: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford.

Although the data in this report is several years old, anecdotally, the trends for influx of seasonal residents and tourists has not decreased. While the population staying in overnight accommodations such as motels, hotels, and bed and breakfasts was considered, the boom of short term rental accommodations changed the overnight stay market considerably. Further discussion of vacant or seasonal housing units is discussed later in this section, and an in-depth discussion of the impact of short term rental accommodations is further discussed in Chapter 5. Housing and Neighborhoods.

Age, Race & Disability

Understanding the median age and age distribution of the City of Charlevoix can help identify social, economic, and public service needs in the community. As shown in Figure 2.5, the median age (the midpoint where half the population is younger and half the population is older) of the City of Charlevoix is older (47.5) than the State (39.7), but the City's median age is well aligned with the County and the comparison communities.

Figure 2.5: Median Age, 2000, 2010, 2019



Source: US Decennial Census and 2019 American Community Survey

The communities' of study total 2019 population is broken into age structure (analyzing which proportions of a municipality's population are in which stages of life). This gives a nuanced view of the makeup of a community. To compare age structure, the population is divided into the following groupings:

- Pre School Under 5
- School Aged 5 to 19
- Family-Forming 20 to 44
- Empty Nest 45 to 64
- Senior 65 to 74
- Elderly Over 75

Table 2.3 is a representation of the 2019 age structure across the comparison communities. While slightly older than the State's age structure, the City's age structure is largely comparable to other Charlevoix communities. The City's largest age group, Family Forming, with 32% of the total population indicates the City may see an increase in the number of Pre School aged children in the near future. Families are a critical component of population growth and those communities with a greater proportion of younger individuals who are at or close to reproductive age will experience more growth.

Table 2.3: Age Structure, 2019

Age Group	City of Charlevoix		Charlevoix Township		City of Boyne City		Charlevoix County		State of Michigan	
Pre School	110	5%	84	5%	176	5%	1,154	4%	571,094	6%
School Aged	272	12%	275	16%	691	19%	4,435	17%	1,875,898	19%
Family-Forming	743	32%	291	17%	1,089	29%	6,433	25%	3,137,938	31%
Empty Nest	648	28%	564	32%	973	26%	7,962	30%	2,713,992	27%
Senior	345	15%	261	15%	450	12%	3,666	14%	975,417	10%
Elderly	220	9%	277	16%	350	9%	2,538	10%	690,926	7%
TOTAL	2,338		1,752		3,729		26,188		9,965,265	

Source: 2019 American Community Survey

The racial makeup of the City of Charlevoix is predominantly white. 94% of the population is white while the Black population is 2.4%, the American Indian and Alaskan Native population is 1.3%, and those of a combination of races is 2.3%.

Table 2.4 represents the number of persons with a disability by age groups. While the number of persons 65 years and older is the City of Charlevoix's largest age group with a disability, when compared to the surrounding communities, the City has the highest percentage of persons under 18 with a disability.

Table 2.4: Persons with a Disability, 2019

	City of Charlevoix	Charlevoix Township	City of Boyne City	Charlevoix County	State of Michigan
Under 18 Years	332	329	840	5,058	2,174,370
With a Disability	21	4	35	272	105,209
Percent	6.3%	1.2%	4.2%	5.4%	4.8%
18 to 64 Years	1,363	878	2,089	14,841	6,053,569
With a Disability	162	89	294	1,755	737,109
Percent	11.9%	10.1%	14.1%	11.8%	12.2%
65 Years and Over	565	481	800	6,036	1,628,027
With a Disability	135	156	168	1,801	559,052
Percent	23.9%	32.4%	21.0%	29.8%	34.3%

Source: 2019 American Community Survey

School Enrollment

Charlevoix Public Schools are a member of the Char-Em Intermediate School District which includes public schools and several non-public schools in Emmet, Charlevoix, and the northern portion of Antrim Counties. Charlevoix Public School’s facilities include Charlevoix Elementary and Charlevoix Middle High School, preschool through grade 12. The Charlevoix Elementary School, located at 108 Garfield Street, opened in January 2020. The remodeled building previously served as the middle school and high school in years past. The Charlevoix Middle High School is located in nearby Marion Township. Charlevoix Montessori Academy for the Arts, located at 115 W. Hurlburt Street, offers education for kindergarten through grade 12. St. Mary Catholic School Community, located at 1005 Bridge Street, offers pre-kindergarten through grade 8, but does not report enrollment numbers to the state. Charlevoix Elementary, Charlevoix Montessori, and St. Mary School are all within walking distance of each other just south of downtown Charlevoix.

Enrollment data for the Char-Em ISD, Boyne City Public Schools, East Jordan Public Schools, Charlevoix Public Schools, and Charlevoix Montessori is provided for comparison in Table 2.5. Student enrollment patterns in local schools can supplement the age demographic information, thus providing additional insight into the current population trends in the community. Overall, the Char-Em ISD enrollment across all school systems, is declining during the 20 year timeframe in which data is provided. MI School Data is the State of Michigan’s official source for pre-K, K-12, postsecondary and workforce data.

Table 2.5: School Enrollment Comparison

School Year	All Char-Em ISD Districts	Boyne City Public Schools	East Jordan Public Schools	Charlevoix Public Schools	Charlevoix Montessori Academy for the Arts
2002-2003	11,076	1,319	1,303	1,389	74
2012-2013	9,618	1,350	990	1,043	107
2021-2022	8,035	1,279	762	816	44

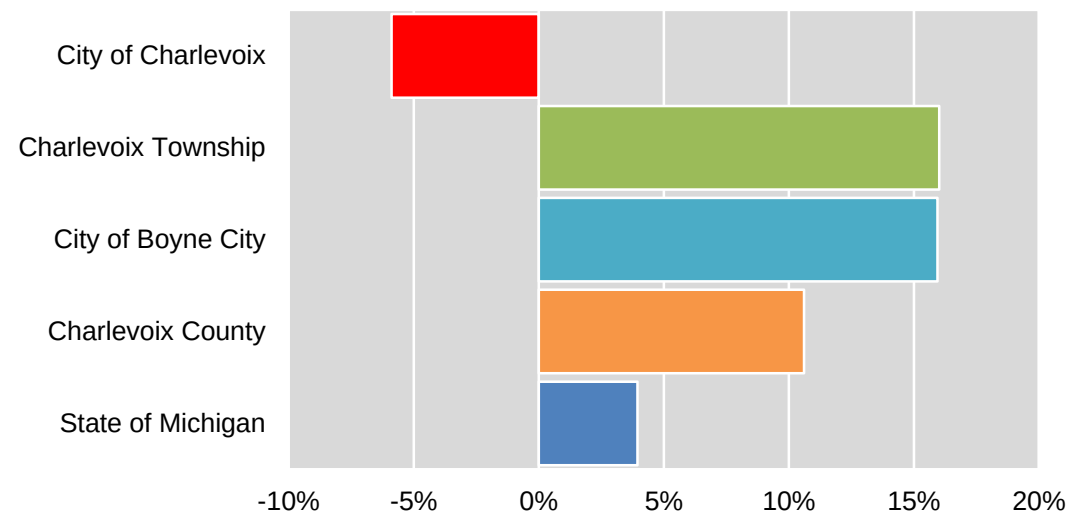
Source: MI School Data <https://www.mischooldata.org/student-enrollment-counts-report/>



Households

The average household size for City of Charlevoix residents is 1.74, compared to the County’s average of 2.25. The Census defines a household as all the people who occupy a single housing unit, regardless of their relationship to one another. Figure 2.6 is a graphical representation of Table 2.6 displaying the percent change in the number of households for the City of Charlevoix and the comparison communities. Similar to population, the City experienced a 6% decline in the number of households while the comparison communities saw an increase in the number of households.

Figure 2.6: Change in Households, 2000, 2010, 2019



Source: US Decennial Census and 2019 Community Survey

Table 2.6: Number of Households Growth Comparisons

Year	City of Charlevoix	Charlevoix Township	City of Boyne City	Charlevoix County	State of Michigan
2000	1,375	662	1,468	10,400	3,785,661
2010	1,266	681	1,635	10,882	3,872,508
2019	1,294	768	1,702	11,503	3,935,041
% Change (2000-2019)	-6%	16%	16%	11%	4%

Source: US Decennial Census and 2019 American Community Survey

Housing Characteristics and Development Trends

The following data presents an introduction to the number of housing units available and the types of housing available in the City of Charlevoix and the comparison communities. Additional housing and discussion is presented in Chapter 5: Housing and Neighborhoods.

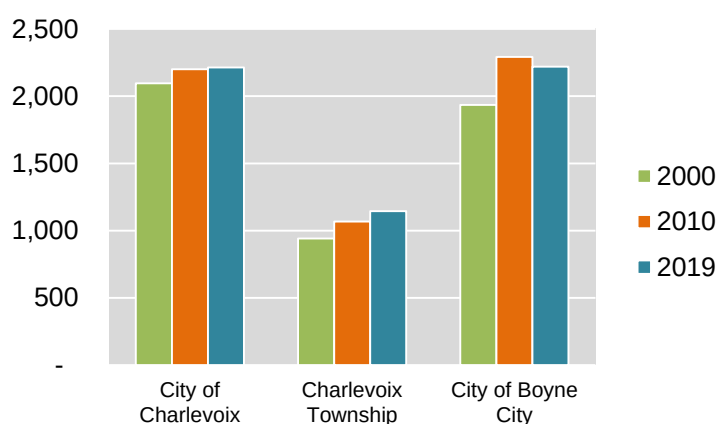
Of the 2,214 units available in the City of Charlevoix as shown in Table 2.7, the largest percentage of units in recent history were built from 1980 to 1989. However, overall, 45% of the housing stock was built before 1949. These surges in housing construction are likely in response to the large population booms experienced in the 1940s and 1970s. Table 2.8 is a breakdown of the total number of housing units by type. More than half (55%) of the City's housing stock are detached single family homes. The decrease in the number of single family detached units from 2010 to 2019 is partially due to the conversion of single family homes to two-family or multi-family units throughout the decade. Table 2.8 provides the *Margin of Error (MOE) to indicate the delicateness of the data. Smaller numbers (single, two and three digits) are more sensitive to larger margin of error swings.

Table 2.7: Year Structure Built, City of Charlevoix

Year Structure Built	Number of Homes	% of Total
1939 or earlier	458	20.7%
1940 to 1949	537	24.3%
1950 to 1959	110	5.0%
1960 to 1969	207	9.3%
1970 to 1979	250	11.3%
1980 to 1989	381	17.2%
1990 to 1999	143	6.5%
2000 to 2009	123	5.6%
2010 or later	5	0.2%
TOTAL	2,214	100.0%

Source: 2019 American Community Survey

Figure 2.7: Number of Housing Units, 2000, 2010, 2019



Source: US Decennial Census and 2019 American Community Survey

Table 2.8: Housing Units by Type, 2010, 2019

	City of Charlevoix			Charlevoix County	
	2010	2019	MOE*	2010	2019
One-Family Detached	1,364	1,217	(±149)	13,645	14,108
One-Family Attached	61	23	(±22)	282	164
Two-Family / Duplex	87	116	(±84)	387	318
Multi-Family (3+ units)	533	839	(±410)	1,455	1,966
Mobile Homes	0	19	(±20)	1,374	1,122
Other Units (Boats, RV, vans, etc)		-		4	-
TOTAL	2,045	2,214		17,147	17,678

Source: 2019 American Community Survey

Table 2.9 presents a look at building permit data gathered from the Charlevoix County Department of Building Safety for the number of permits that have been finalized or approved since 2016. This more recent look at building permit data shows an uptick in finalized permits during 2020.

Table 2.9: Building Permits, City of Charlevoix

	2016	2017	2018	2019	2020	TOTAL	AVERAGE
Number of Permits Finalized	22	54	35	51	47	209	41.8
Total Value of Finalized Permits	\$1,999,837	\$ 3,788,781	\$2,157,073	\$ 3,904,653	\$2,645,134	\$ 14,495,478	\$ 2,899,096
Value Per Finalized Permit	\$ 90,902	\$ 70,163	\$ 61,631	\$ 76,562	\$ 56,279		\$ 71,107
Single-Family Home Permits, Number Finalized	1	1	0	2	6	10	2
Total Value of all Single-Family Home Permits Finalized	\$ 330,824	\$ 382,686		\$ 776,956	\$1,262,644	\$ 2,753,110	\$ 275,311
Value Per Single-Family Home Permit Finalized	\$ 330,824	\$ 382,686		\$ 388,478	\$ 210,441		\$ 328,107

Source: Charlevoix County Department of Building Safety

Table 2.10 provides a detailed look at the tenure and value of housing units available in the City. Compared to the County, Charlevoix has a low percentage of owner occupied homes. According to the 2016 Master Plan, the City has maintained over 60% of the occupied housing is either rentals or seasonal housing and a high number of rentals are most likely seasonal. Clearly, this supports Charlevoix's standing as a resort community.

Table 2.10: Housing Tenure

	City of Charlevoix		Charlevoix County	
	2010	2019	2010	2019
Owner Occupied Units	757 (37%)	624 (28%)	9,434 (55%)	9,303 (53%)
Median Housing Value	\$ 177,300.00	\$ 167,800.00	\$ 162,600.00	\$ 166,300.00
Renter Occupied Units	422 (21%)	670 (30%)	1,921 (11%)	2,200 (12%)
Median Gross Rent (in dollars)	\$ 461.00	\$ 567.00	\$ 587.00	\$ 694.00
Vacant Units	866 (42%)	920 (42%)	5,792 (34%)	6,175 (35%)
TOTAL UNITS	2,045	2,214	17,147	17,678

Source: US Decennial Census and 2019 American Community Survey

While inherently there is nothing wrong with such a composition of year-round and seasonal residents, it does point out some of the challenges the City faces. These include peaks and valleys between summer and winter populations that strain road and infrastructure capacity for relatively short periods and impact retailing and make it difficult for businesses to survive the offseason by just relying on local, year-round residents.

There is also a price to pay when it comes to the vested interests of year-round and seasonal residents, who may see Charlevoix from completely different perspectives. This can substantially influence community values and how certain groups view issues and investment priorities. Clearly, to continue to prosper Charlevoix must be well integrated into the regional economy and have a broader employment base to avoid the booms and busts of the past when, due to economic downturns, or unseasonable weather, tourism has slowed.

While there may be a perception that new, expensive, waterfront homes dominate a robust housing market in Charlevoix, reality is homes in the City are relatively older, with the majority built in 1949 or earlier and the current pace of development is less than robust. Compared to the decades before the 1980s, home construction since 1980 has experienced a significant decline. This is possibly due to limited vacant land in the City and a transformation of the local economy, which has affected job growth. Taking these factors into account, a significant number of new homes are not

expected in the near future. Rather, the most likely future scenario to add housing units in the City is modest infill development and home renovation to create additional units.

As homes and neighborhoods age, a decline in upkeep and quality can become a concern. Although there is no evidence of widespread deterioration in Charlevoix, aging homes, along with an aging population is a concern and more attention should focus on this issue. There has been a recent upswing in the desirability of aging in place and providing walkable neighborhoods, which has likely contributed to the increased housing value seen within the City. Still, the renewed interest in urban living along with the high percentage of rental and seasonal homes, means that home and property inspection, home maintenance assistance, and home rehabilitation could become a greater City priority in the future as the housing stock continues to age.

Economic Profile

The *2021 Comprehensive Economic Development Strategy (CEDS)* prepared by Networks Northwest is the product of a locally-based, regionally-driven economic development planning process to identify strategies for economic prosperity. The plan was prepared for the ten county region of northwest lower Michigan. The process calls upon community leaders from local and county government, economic development organizations, the business community, and other stakeholders including the public at large to engage in discussions about opportunities and threats to the regional economy. The topics that came up most frequently are housing, workforce talent, child care, the Pandemic, and climate change. Each of these has a significant impact on the economy, Charlevoix included. The following section will provide a look at the economic conditions in Charlevoix County and the City of Charlevoix.

Table 2.11 provides a comparison of annual average wage for each county in the CEDS planning area for 2018. Charlevoix County had the third highest rate at \$ 44,558. Kalkaska County has the highest average annual wage with \$ 50,971 followed by Grand Traverse County at \$ 44,562. Antrim County has the lowest average annual wage with \$ 33,081. As Charlevoix County's southern neighbor, it is not unexpected to have residents of Antrim County travel to East Jordan or Charlevoix for work.

Table 2.11: Average Annual Wage by County, 2018

County	Average Annual Wage
Antrim	\$33,081
Benzie	\$33,908
Charlevoix	\$44,558
Emmet	\$40,258
Grand Traverse	\$44,562
Kalkaska	\$50,971
Leelanau	\$36,833
Manistee	\$33,821
Missaukee	\$35,917
Wexford	\$35,917

Source: 2021 Comprehensive Economic Development Strategy (CEDS) prepared by Networks Northwest

Table 2.12 is a summary of the economic distribution of Charlevoix County by industry in 2018. The majority of jobs within the County are in the manufacturing industry with 23.30%. Manufacturing also has the second highest average annual wage at \$ 60,866. Accommodations and food services is the second largest industry with 17.30%, and it has the lowest average annual wage of all of the industries with \$ 27,051. The utilities industry has the highest average annual wage with \$ 107,000. However, 1.40% of jobs in the county are in the utilities industry. D mean limited industries of a sector that would disclose confidential information.

Table 2.12: Charlevoix County Economic Distribution by Industry, 2018

Industry	Establishments	Jobs	Percent Distribution in County	Average Annual Wage
Total Covered Employment	782	10,527	100.00%	\$44,558
Agri., forestry, hunting	5	D	D	D
Mining	1	D	D	D
Construction	120	646	6.10%	\$43,806
Manufacturing	45	2,451	23.30%	\$60,866
Wholesale trade	16	53	0.50%	\$53,155
Retail trade	114	876	8.30%	\$29,009
Transportation, warehousing	17	129	1.20%	\$42,443
Utilities	4	147	1.40%	\$107,000
Information	13	72	0.70%	\$27,706
Finance and Insurance	29	160	1.50%	\$47,784
Real Estate, rental, leasing	29	184	1.70%	\$27,435
Professional, technical services	44	D	D	D
Administrative, waste services	53	253	2.40%	\$33,625
Educational services	11	648	6.20%	\$51,753
Health care, social assistance	59	1,687	16.00%	\$46,962
Arts, entertainment, recreation	37	266	2.50%	\$31,888
Accommodation and food services	79	1,826	17.30%	\$27,051
Other services, exc. public admin.	76	305	2.90%	\$44,314
Public administration	22	618	5.90%	\$41,886
Other: Includes (private, management of business, and unallocated)				

Source: 2021 Comprehensive Economic Development Strategy (CEDS) prepared by Networks Northwest

Household income is one key indicator of a community's overall economic condition, particularly when compared to neighboring communities or other larger measures. Figure 2.8 is a graphical representation of Table 2.13, a comparison of Median Household Incomes (MHI) across comparable Charlevoix communities, Charlevoix County, and the State. Of note is the decline of MHI in the City of Charlevoix where the comparison communities each saw an increase in already higher MHI levels over the 9 year timeframe.

Figure 2.8: Median Household Income Comparison, 2010-2019

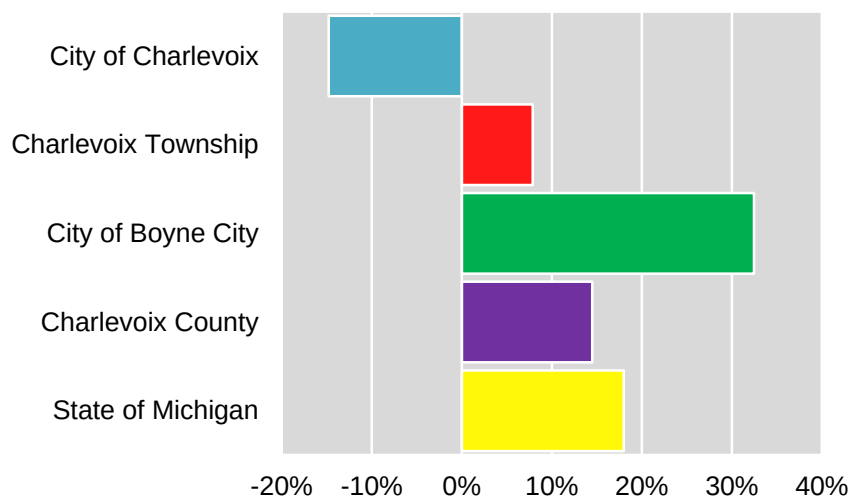


Table 2.13: Median Household Income

	City of Charlevoix	Charlevoix Township	City of Boyne City	Charlevoix County	State of Michigan
2010	\$ 37,417	\$ 55,815	\$ 39,716	\$ 48,704	\$ 48,432
2019	\$ 31,885	\$ 60,208	\$ 52,604	\$ 55,760	\$ 57,144
% Change	-15%	8%	32%	14%	18%

Source: US Decennial Census and 2019 ACS 5-Year Estimates

Housing Affordability

The rule of thumb has been 30 percent – that a household should spend no more than 30 percent of its income on housing costs. Considering the Table 2.13 above, over twelve months, a City of Charlevoix household earns \$ 2,657.08 per month. The average household can afford a \$ 797.13 monthly rent or mortgage payment. The estimated median gross rent is within this range (\$ 567.00, Table 2.10). However, anecdotally, the cost of rent is much higher and demand is driving prices higher still.

Affordability can be further described for home ownership by the ratio of the Median Housing Value (shown in Table 2.10) to the MHI. An affordability index of no more than 2.6 is considered an affordable community. The affordability index of the City of Charlevoix in 2019 is 5.3. This price to income ratio for the City has increased from 2010 when the index was 4.7. The index is calculated by dividing the median housing value from Table 2.10 (\$ 167,800) by the median household income from Table 2.13 (\$ 31,885). Income and wages determine the amount a household is able to save to pay for a down payment on a house as well as the amount that can be paid on a monthly mortgage. Increases in housing prices or decrease in income limit a household's ability to purchase a house. Similar to rent prices, home prices are also increasing where the cost to purchase a home is often as much as \$200/square foot or more.

Nationally, reports indicate the Covid-19 Pandemic has caused major disruptions in the housing market including extreme increases in housing prices, a decrease in household income, and a more mobile and flexible buyer. This is combined with an already high demand for housing at all price points and increased material and labor construction costs. Housing is further discussed in Chapter 5.

The Charlevoix County Housing Ready Program, a housing advocacy agency for Charlevoix and Emmet Counties, has prepared the following graphs. Figure 2.9 is a comparison of the affordability index for several Charlevoix County communities. Figure 2.10 shows the proportion of households that can afford housing of varying prices, most being able to afford only houses that cost less than a basic new home.

Figure 2.9: Price to Income Ratio Comparison, 2011-2018

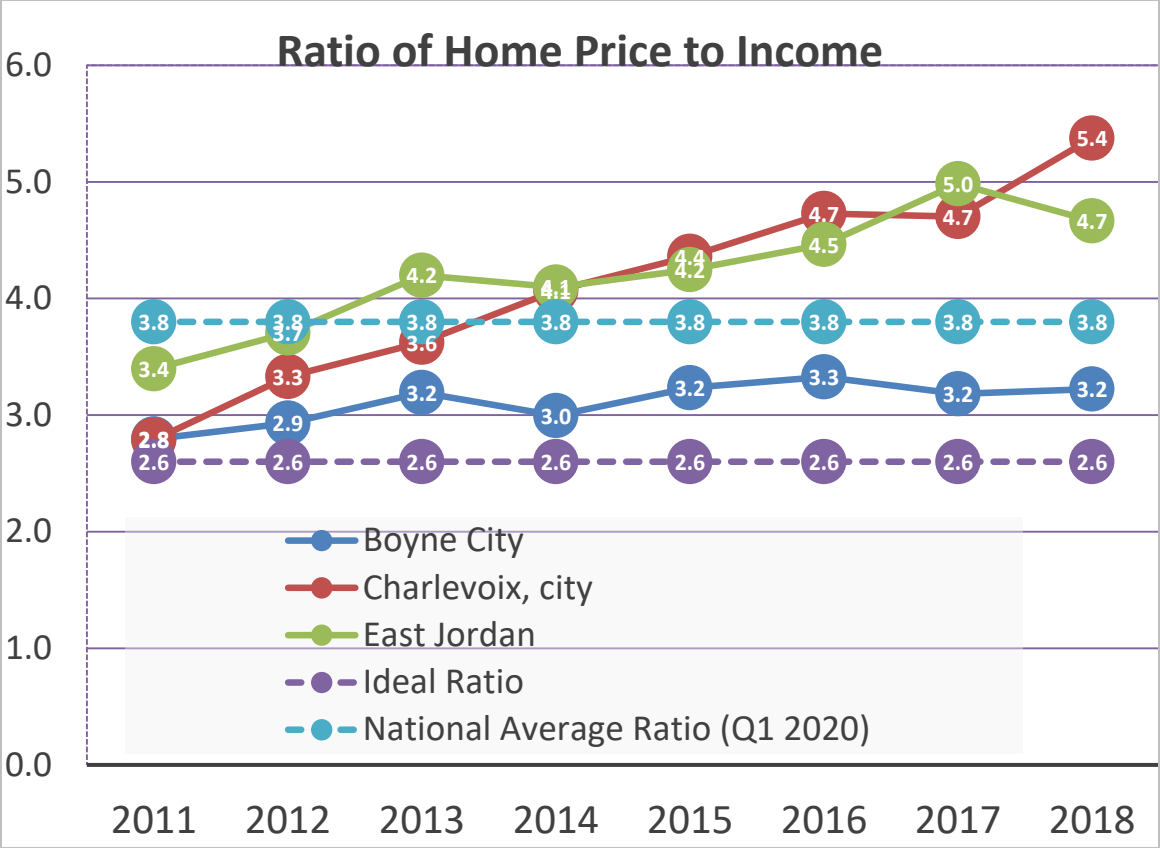
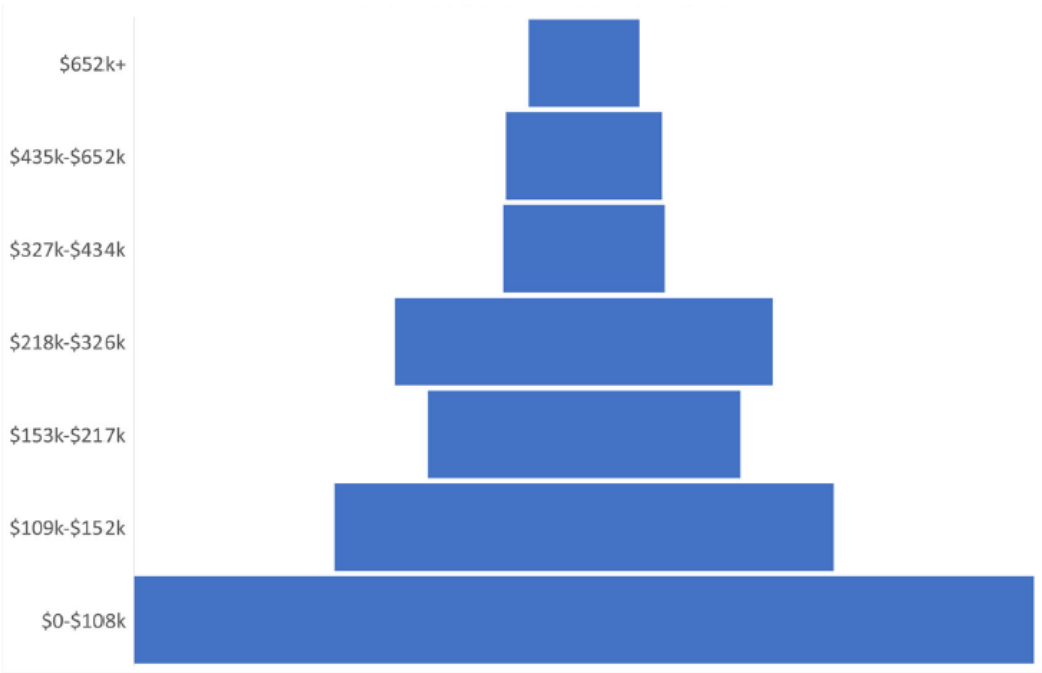


Figure 2.10: City of Charlevoix Households by Highest Priced Home They Can Afford Based on Income, 2019



The United Ways of Michigan, including the Char-Em United Way, representing Charlevoix and Emmet Counties, produced a report entitled *ALICE in Michigan: A Financial Hardship Study*. ALICE, which is an acronym for Asset Limited, Income Constrained, Employed, are those households with income above the Federal Poverty Level but below the basic cost of living. Based on a calculation of the actual costs of basic necessities such as child care, transportation, housing, and healthcare, the report establishes the ALICE Threshold, “the average income that a household needs to afford the basic necessities... for each county in Michigan. Households earning below the ALICE Threshold include both ALICE and poverty-level households” (ALICE, 2). Table 2.14 provides the ALICE data for the comparison communities, Charlevoix County, and the State of Michigan.

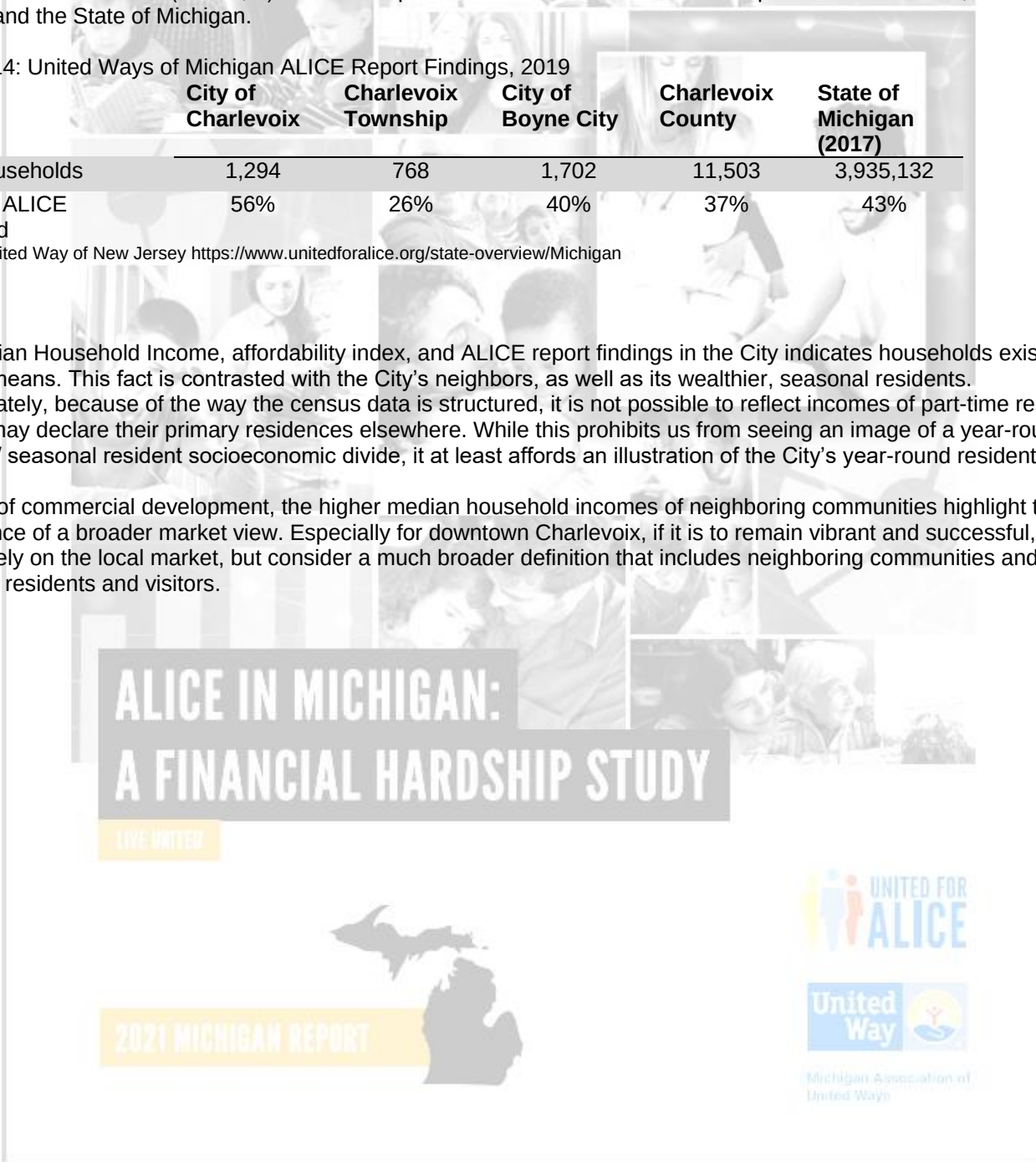
Table 2.14: United Ways of Michigan ALICE Report Findings, 2019

	City of Charlevoix	Charlevoix Township	City of Boyne City	Charlevoix County	State of Michigan (2017)
Total Households	1,294	768	1,702	11,503	3,935,132
% Below ALICE Threshold	56%	26%	40%	37%	43%

Source: United Way of New Jersey <https://www.unitedforalice.org/state-overview/Michigan>

The Median Household Income, affordability index, and ALICE report findings in the City indicates households exist on modest means. This fact is contrasted with the City's neighbors, as well as its wealthier, seasonal residents. Unfortunately, because of the way the census data is structured, it is not possible to reflect incomes of part-time residents, as they may declare their primary residences elsewhere. While this prohibits us from seeing an image of a year-round resident / seasonal resident socioeconomic divide, it at least affords an illustration of the City's year-round residents.

In terms of commercial development, the higher median household incomes of neighboring communities highlight the significance of a broader market view. Especially for downtown Charlevoix, if it is to remain vibrant and successful, it must not just rely on the local market, but consider a much broader definition that includes neighboring communities and seasonal residents and visitors.



Significance for Planning

Socioeconomics play a significant role in the development of a community's master plan. Demographic trends can be analyzed to help identify infrastructure and service needs, take into account seasonal and year-round residents, and help consider the land use implications where opportunities and demands are greatest.

The City has two interesting phenomena occurring related to the age of the population. When reviewing Table 2.3: Age Structure the first noticeable statistic is the largest percentage, the number of people within the family forming age group, those between the ages of 20 and 44 (32%). This is the highest percentage of people within this age group across all comparison communities. The second is the combined number of persons aged 45 and over (52%). The City is in the unique position to support the short-term needs of the millennials of the family forming age group while preparing for the increased demands of the empty nester, senior, and elderly populations. Creating and supporting an environment that promotes family expansion would have the long term benefits of improving school enrollment, bringing in a new workforce to allow for succession planning, and ideally, a new resident population dedicated to the Charlevoix community.

Charlevoix's aging population is important to recognize because it suggests an increase in the demand for medical and social services such as EMS, fire, and police, housing opportunities within walking distance to personal services and shopping, specialized recreation activities, and interconnected sidewalks trails, and alternative modes of transportation. Establishing programs to identify and implement effective solutions for aging in place and providing accessible housing for today's senior and elderly population will pave the way for future success.

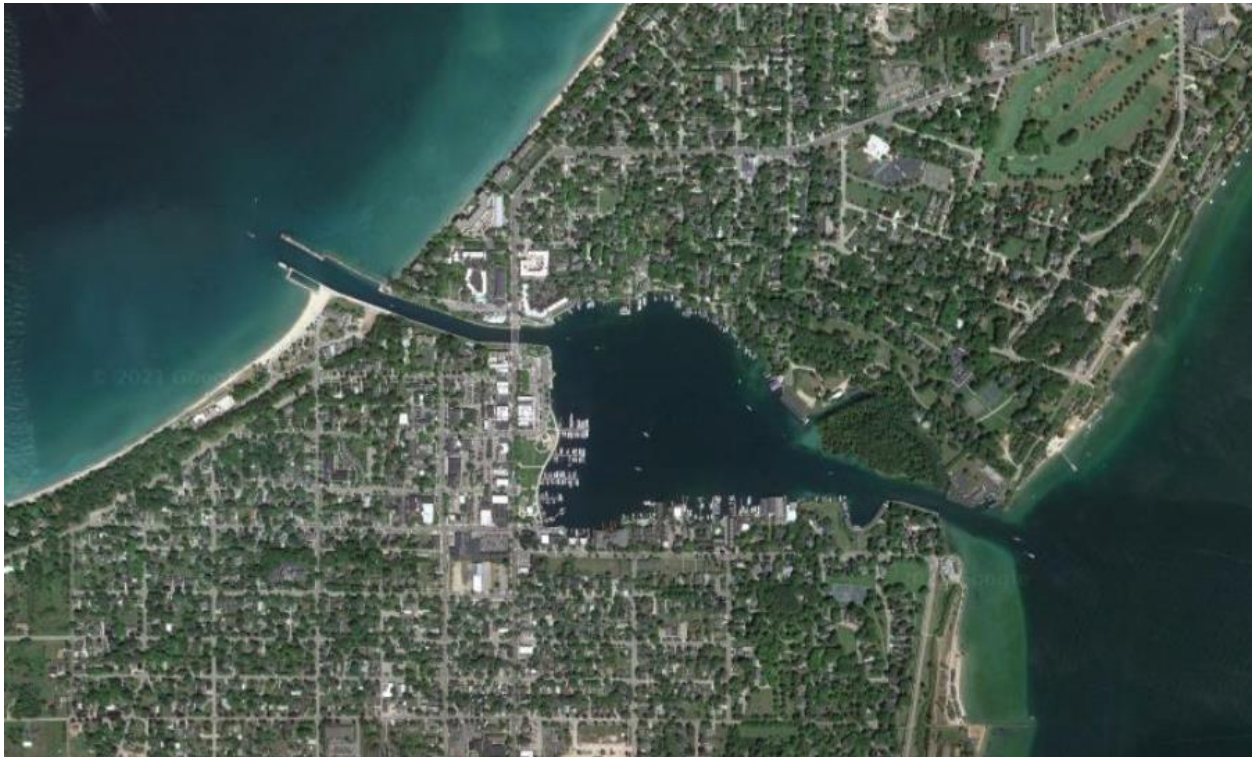
In the economic sense, the ability to support local retail and commercial enterprises is partially defined by income levels in Charlevoix and surrounding communities. As shown in this chapter, year round residents exist on modest means, however this is juxtaposed with the seasonal and short term visitors who vacation in the City. Understanding these indicators can help define the kinds of businesses that can be attracted to and supported by Charlevoix and shared regionally. The opportunity exists to spread the cost of services by partnering with surrounding townships to add or improve infrastructure that will guide private investment decisions.



3 Existing Land Use

The following chapter is an analysis of how the land is currently being used. This analysis, especially when it incorporates changes from historical data, provides insight into the patterns within an area, the capacity of the area to support or accept future development, and the relationship among the various activities within the community. The City is centered around the Pine River Channel which was the source of prosperity for the early region. It was first used as a commercial fishing base and later a base of operations for the booming lumber trade. Passenger and freight shipping relied on the Channel and Lake Michigan as a source of transportation. So too did the center of commerce, downtown Charlevoix. Residential neighborhoods within walking distances surrounded the Channel.

As the City grew, this pattern continued with neighborhoods expanding outward from the center of town, albeit remaining fairly compact. Post World War II and the later part of the 20th century saw suburban residential infill development on larger lots with homes accompanied by garages. In the mid-20th century, auto-oriented commercial land uses developed along US 31, north and south of downtown. Much of the land use patterns in the City are clearly established with minimal opportunities for large scale development.



Residential

Single Family – Traditional



An estimated one in five homes in the city were built prior to 1939; 45% of homes were built before 1949. . Many of the oldest homes in the community are located near the center of the city (both north and south of the Pine River Channel). The majority were built as single family homes in the traditional styles, but were adapted one or more times to become multiple family residences. Historic architectural types such as Greek Revival, Victorian, Bungalows, and Craftsman style found in traditional single family residential areas lend Charlevoix its identifying character and charm. Included in this category are the historic private seasonal resort associations the Belvedere Club and the Chicago Summer Resort Company or “Chicago Club.”

The City currently has one residential district listed on the National Register of Historic Places: The Earl Young Local Historic District. Earl Young designed and built residential structures in two locations around the city: the triangular block bounded by Park Avenue, Clinton, and Grant Streets including individual houses on Park Avenue; and Thistle Downs, a secluded residential development along Round Lake’s north shore. In the 1920’s, Young also designed and built a lakeside subdivision called Boulder Park in Charlevoix Township. Young constructed and remodeled a total of thirty buildings throughout his fifty-five year building career. All of the buildings had a whimsical nature and were characterized by the creative use of stone. Buildings in the Earl Young Local Historic District were built between 1919 and 1954.

Over time the need for additional housing capacity introduced a mix of housing types to traditional neighborhoods. Common housing types included larger homes with the capacity to accommodate multiple family units were divided into duplexes and multiplexes and side yard space was utilized to create an additional dwelling unit. Historically, additional units were built to support multi-generational living. The mixed density of housing types was integrated into the neighborhood framework with the right scale and architectural style to be unobtrusive to surrounding uses.

Single Family – Post War and Modern Suburban

The housing boom immediately following World War II produced the largest number of homes existing today in Charlevoix. The style of these homes include the typical suburban amenities such large lot, front yard setbacks, and an attached garage. This trend continued through the later 20th century with larger homes and expanded two car garages. The private development, the C & O Club developed in the 1990s is included. The housing units are a mixture of one-story and two-story structures. Added density was accomplished by integrating duplexes into the suburban residential model. Modern suburban subdivisions are the farthest from the city center and often lack access to neighborhood amenities such as sidewalks, parks, and schools.

Single Family – New Construction

The City has few undeveloped parcels large enough to accommodate a multiple unit development. However, one neighborhood of new single family residential units is under construction. Peppervine Place off of Division Street will be the modern subdivision style.

Each year the City of Charlevoix also sees a few newly constructed homes where the existing home is torn down and a new home is built on an existing single family lot. Favorable property values will continue to spur this type of redevelopment.

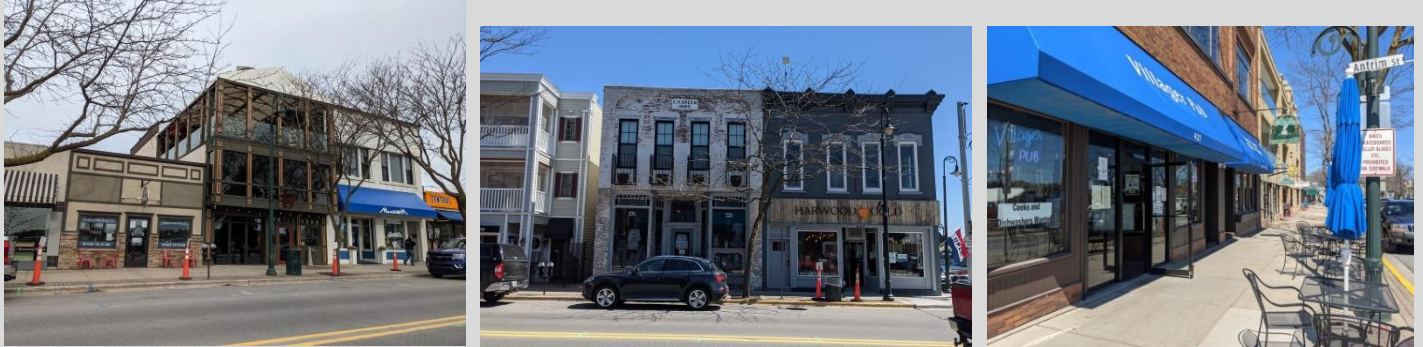
Multiple Family

The Multiple Family or Multi Family category encompasses many different styles of housing units. Multi family units include apartment buildings on May Street, Pine Cove Apartments and May Street Apartments. As well as Lake Harbor Apartments and the senior living facility American House on Petoskey Avenue. Other scattered units in the city have been converted from larger homes to multiple family buildings. Charlevoix's draw as a seasonal destination also brought on the development of attached condominiums. Example condo associations include Lacroft, Weathervane Terrace, Pointes North Inn, Edgewater Inn, Charlevoix Manor, and Park Place Condominiums. Condo developments are typically located close to downtown surrounding Pine River Channel or Round Lake. These units provide diversity within the housing stock of the city.

Commercial

Commercial land uses in the City are primarily found along US 31 (Bridge Street, Michigan Avenue, and Petoskey Avenue) which runs north-south through the City. The commercial areas can be described in two ways: downtown commercial and general commercial. Within both commercial areas is a growing multi family and mixed use component to allow for residential infill development. A description of mixed use land uses and site examples are provided following commercial land uses.

Downtown Commercial



The traditional and often historic buildings of downtown are largely comprised of commercial uses on the first floor with upper floor residential units making this a mixed use area. However, much of the focus is placed on the commercial uses as Downtown Charlevoix is the economic driver for the city. Buildings front Bridge Street with curbside parallel parking and a walkable streetscape with access to the retail, restaurants, office, and entertainment uses. Its location on Bridge Street allows for high visibility from passing traffic, but creates a need to maintain a safe pedestrian environment. Numerous crosswalks are provided at intersections as well as mid-block crossings to permit access to commercial and recreational uses on either side of the street. Additional commercial uses and surface parking lots as well as the residential neighborhoods west of Downtown can be accessed from Park Avenue, Van Pelt Alley, Clinton Street, Hoop Skirt Alley, Mason Street, and Antrim Street.

General Commercial



Commercial land uses north of Bridge Street on Michigan Avenue to the City limits and on south Bridge Street starting at Antrim Street are considered general commercial. North of Downtown, on Michigan and Petoskey Avenues, the commercial uses are mostly professional offices or residential in character such as bed and breakfasts. There is a multi family presence that includes a senior living facility, duplexes, and apartment buildings. Building placement on the lot, side and rear yard parking, and effective landscaping allow these uses to blend into the surrounding residential neighborhoods. However, while sidewalks line Petoskey Avenue road width and lack of crossing points deter pedestrian activity. Designated crosswalks are located just north of Fairway Drive at the golf course and just north of the Channel at the Weathervane Restaurant. Uses along Petoskey Avenue are largely stable with little or no redevelopment occurring.



South of Downtown, the commercial development is automobile-oriented due to location on US 31, typically minimal traffic congestion, onsite parking, and site access. Typical uses include commercial strip centers, drive-thru restaurants, and auto supply and auto repair uses. Much of the original single family structures fronting Bridget Street have been converted to multi family, commercial, or a mixed use. South Bridge Street has a number of sites currently under development and ideal for future redevelopment including the opportunity to add density along the corridor through infill development. Like north US 31, in this portion of the corridor the road width, higher auto speeds, and few pedestrian crossings also deters pedestrian activity.

Mixed Use



Downtown Charlevoix historically, is the primary mixed use area in the City. However, commercial uses have expanded throughout the city. Much of the expansion has been converting residential structures into commercial or mixed use over time. New commercial spaces are largely used for professional offices or small in-home businesses. Historically, a combination of lack of available space and high rent prices in Downtown Charlevoix had business owners seeking office space outside of the traditional commercial area. Today, mixed use conversions allow for a live-work space, ideal for residents who work from home or are able to work remotely. The demand for housing and a growing trend for employers to allow working remotely, thus a need for live-work spaces, will continue to drive mixed use development.

Industrial



North of the city, east of Mercer Road at Taylor and Ance Roads, lies the Charlevoix Business Park. With its close proximity to Petoskey Avenue and US 31, the Industrial Park has an ideal location for shipping and receiving of goods as well as being connected to the City water and sewer system. The City boundary runs through the Industrial Park where both the City and the Charlevoix Township have designated land for commercial and industrial use. Additionally, Township parcels are connected to the City's infrastructure, thus supporting economic growth for the region.

Recreation and Open Space



This category includes parks, athletic fields, and other recreational facilities. Most of the recreational facilities in the City are owned and operated by the City, including the Charlevoix Golf Club, a 62 acre, 9-hole public golf course located on the north side of the City. These facilities improve the quality of life of residents as well as attract visitors and tourists to the City. The City strives to be both a summer and winter destination by providing recreation activities year round. Additional information is provided in Chapter 4: Infrastructure as well as the City's 5-year Recreation Master Plan.

Institutions



Public and semi-public land uses include such things as City facilities, schools, churches, and other similar uses such as the Charlevoix Public Library. The building housing the library was originally built in 1927 and was used as a school, most recently the Charlevoix Middle School, until 2002. Following its closing, the building was redesigned and rehabilitated and was opened back to the public as a library in 2006. The City has expanded their appreciation for historic buildings with the designation of the Earl Young Local Historic District and the Charlevoix Train Depot Historic District. The Earl Young “mushroom houses” and the Train Depot are listed on the National and State Registers for Historic Places. In 2021 a brand new Charlevoix Public Services Facility was opened that houses the public works and electric departments. The facility is located at 401 W. Carpenter St. Institutional uses are scattered throughout the City and are not concentrated all in one area. The scattered location generally benefits residents throughout the City by giving access to those services provided. City facilities and infrastructure are further discussed in Chapter 5.

Community Character Areas

Charlevoix has many unique areas and neighborhoods that help define its overall look and feel. These distinct sub-areas can be defined by multiple attributes, such as dominant land uses, the period of development, architectural character, lot size, street patterns, the location of development on a property and other such features. Sub-area plans, or a later and more detailed assessment, may document the forms that define community character so that future development is responsive to a particular neighborhood or setting. Five distinct character areas have been identified for Charlevoix including:

- Charlevoix Business Park
- Petoskey Avenue District
- Downtown Central Business District
- Central City Neighborhood District
- South US 31 Mixed Use District

Charlevoix Business Park

In 1937, the Chicago Club generously offered the City of Charlevoix an 18-hole golf course for \$1. The City bought and operated the full course until 1974, when the back nine was converted to the Norman Ance Industrial Park, in order to spur local economic development. This partially developed district is approximately 18 acres and the available land, good access, and public utilities make it an ideal location for future employment. Included could be light industrial uses, manufacturing, and information technology companies. Geographically, the district is a peninsula of the City extending into Charlevoix Township, and its borders follow uneven lot lines, which creates an irregular border with Township land. This being the case, coordination and cooperation with the Township will be very important in future zoning decisions and its development.

Petoskey Avenue District

The Petoskey Avenue District generally follows Michigan Avenue starting at Dixon Avenue on the southwest along Petoskey Avenue to the City limits in the northeast. This area includes the professional offices located along Petoskey Avenue as well as the surrounding neighborhoods, golf course, and Depot Beach Park. Much of the newest development in the City has or is occurring in the Petoskey Avenue District including the C & O Club and Peppervine Place which is currently under development. While having a significant residential population, many of this district's homes are the farthest from the City center. Future planning should consider how to connect this district with city services and commercial areas downtown.

Downtown Central Business District

The Downtown Business District is generally defined by State Street east to Round Lake and from Dixon Avenue south to Hurlbut. It is a vibrant, mixed use area that many consider to be Charlevoix's most important asset and a regional focal point for events, culture, recreation, tourism, and commerce. It was also the first area in Charlevoix to develop during the mid to late 19th century. Later, during the 20th century, residential and commercial development spread to its north and south.

The City Marina, and the numerous festivals and events such as the Farmers' Market in East Park provide a significant boost to the local economy. Further supporting these efforts is the Downtown Development Authority/Main Street Board, which has been instrumental in accomplishing district improvements, economic development, and events. In 2015 Charlevoix was accepted into the Michigan Main Street program as a Select level community. The program utilizes volunteers to lead a comprehensive revitalization effort focused around traditional downtowns. The DDA/Main Street Board and their committees are hard at work organizing projects and securing buy-in and funding from the community.

Central City Neighborhood District

The Central City Neighborhood District is an "L" shape surrounding the Downtown Central Business District, on either side of US 31. The district starts at the City limits on the west, follows Garfield Avenue on the south, to Round Lake and Lake Charlevoix on the east. This core neighborhood contains the oldest homes and the smallest lots in the city. It has also seen the most infill development accommodating a variety of housing types as well as a mixture of uses. The proximity to downtown Charlevoix will continue to drive demand for housing and accommodations in this area. The need to support a mix of year round and seasonal residents and a variety of housing types across a range of housing values is especially important for this district.

South US 31 Mixed Use District

The South US 31 Mixed Use District is generally defined as land uses south of Garfield Avenue to the City limits, excluding the Belvedere Club property. Throughout the City's history, US 31 on the south side of Charlevoix has been a prime commercial corridor. It currently contains a mix of retail shops, salons, real-estate and professional offices, restaurants and a number of homes that have been converted to commercial uses. The corridor commercial area is supported by single family and multi family residential land uses to the east and west as well as institutions and recreation facilities throughout. This vibrant mix of uses creates a unique quality of life for district residents.

Significance for Planning

The demographic and existing land use analysis indicates population, housing, and economic demands are driving redevelopment in the City. The City has a strong housing market with rapidly increasing property values which creates an opportunity for residents and property owners to repair or renovate their properties for a quick return on investment. Although the City lacks significant amounts of vacant land to do large-scale projects, private developers are also investing in the community through smaller infill projects or adding vertical space where feasible such as the Hotel Earl's recent third floor addition creating additional hotel rooms as well as a rooftop outdoor entertainment space.

Residential infill and redevelopment often means creating smaller, more affordable units that meet the missing middle housing option, a housing type discussed in the Target Market Analysis completed by Housing North. With the City's focus on housing solutions and an incremental investment in housing development, the opportunity exists to create movement in the housing market which would open up new housing units. New housing options – at all price points – allow residents and new home buyers an opportunity to find the right fit for their housing needs. As movement occurs, housing units become available and the potential to attract new residents to the City grows. With a focus on year round occupancy there is opportunity to have a sizeable increase in population. As this is a regional issue, the same can be said for growth in surrounding townships. With Charlevoix as the economic center of the surrounding region, such increases may put pressure on the City and its facilities, but it may also strengthen the economy by continued and expanded support for local businesses and bring jobs

Since the design and appearance of a neighborhood can directly correlate with property and resale values, care should be taken to ensure infill development, or redevelopment is consistent with existing forms. To accomplish this, the character of Charlevoix's districts must be assessed to identify the forms and features that are desirable and those that should be preserved and enhanced. Typically, such things as garage location, home placement, the location of doors and windows, and roof pitches are analyzed to determine which forms are the most important. Based on this kind of detailed analysis the zoning ordinance can incorporate features to better protect character and achieve more balanced and attractive neighborhoods as renovation, or redevelopment occurs over time. Additional information and recommendations for the future of Charlevoix's Community Character Areas can be found in Chapter 7 Future Land Use Plan.

4 Infrastructure and Mobility

When examining what makes a community thrive, many may point to the more visible assets in the American City. Strong employment opportunities, bustling downtown business districts, funded schools, dependable public safety, and vibrant recreation opportunities could all be highlighted. While these are critical to creating an economic, safe, and social fiber to the community, just as important to that fiber is the infrastructure that permits it to exist. The hot mix asphalt of our roadways provide businesses with the ability to expand beyond the confines of a locality, transforming into regional, state, and nationwide commercial enterprises. It is these same roadways and logistics that bring goods into the community, such as the food lining our pantries or the wood and stone supporting our homes. The buried electrical lines and water mains below our streets ensure that businesses have the required inputs to activate their capital, and that residents can live hygienic and comfortable lives. Without dependable infrastructure, residents and businesses with the means to leave will, and those that choose to stay or those that are not afforded the luxury of choice will find their health and economic wellbeing diminished. In a similar vein, communities that maintain their infrastructure will find themselves the target for relocating businesses, entrepreneurs wanting to build, and prospective residents wanting to settle.

This chapter will serve as an inventory of the City of Charlevoix's efforts to effectively manage their integrated infrastructure. Mobility is also considered; transportation and recreation are measured uses of the built infrastructure. If roads, trails, and sidewalks are considered the city's output, enhance mobility is the consequential impact. With infrastructure built in consideration to the community's demand and usage, we can enable our residents to work, conduct business, recreate, and travel to the best of their own ability, rather than to the best that our restricted built environment permits.



Utilities



As a home rule city in the state of Michigan, the City of Charlevoix has authority to construct, operate, and maintain public utilities for city properties and contiguous properties outside of city limits. The City currently provides Water, Sewer, and Electric services to properties in Charlevoix. These utilities operate as enterprise funds, meaning that although they are publicly managed and administered as a function of the local government, they are managed in a business-like manner. In a typically year, the revenues from user charges exceed variable costs to save for greater, systemic capital improvements. User fees and utility rates are set by City Council each year to adjust for increasing costs of operation and industry standards. Administrative plans for utility improvements are greater detailed in the City of Charlevoix Capital Improvement Plan, and annual details regarding system maintenance are noted in the City Budget.

Water Supply

Charlevoix's water treatment plant, located adjacent to Michigan Beach Park, was opened in April, 1987. It is a direct filtration facility that intakes water from Lake Michigan. Water is obtained via a 1,400 foot long, 2 ft. diameter intake pipe. The Water Department provides safe and reliable drinking water to approximately 5,000 users through the City of Charlevoix and Charlevoix Township. The service area covers 2.5 square miles through 37 linear miles of buried water mains. Treated water can be pumped at a maximum rate of 3,000,000 gallons per day (gpd), but current production varies from 400,000 gpd in the winter to nearly 2,500,000 gpd in the summer. Water storage consists of a 300,000-gallon elevated tank in the north part of the City, and a 1,000,000-gallon above-ground storage reservoir at the treatment plant.

Capital Improvements continue to increase the Water Department's ability to serve customers in Charlevoix. A 450 KW generator was installed in the water treatment plant to better ensure fire suppression and to continue operations during power outages. Filter Rehabilitation has been occurring throughout recent years to provide greater water quality. Projected improvements in future years include water tower maintenance, replacements to the static mixer and chlorination system, and upgrades to the pump and monitoring systems. Starting in 2021, engineering will be conducted to install north-south water mains behind the downtown businesses on Bridge Street between Antrim, Mason, and Clinton for a needed improvement over the decades-old water main that are currently servicing these buildings.

Water quality continuously meets or exceeds the standards set and monitored by the Environmental Protection Agency. Further information on water quality can be viewed on the City's website.

Wastewater

City's wastewater treatment plant was built in 1973 and is located off Lakeshore Drive in Charlevoix Township. Charlevoix provides wastewater treatment services to about 2,200 users located in the City and Charlevoix, Hayes, and Marion Townships. The plant has been rated for 2,000,000 gallons per day, although present flows range from 750,000 gpd in the summer to approximately 350,000 gpd in the winter.

Improvements have been made to the city wastewater treatment plant that have increased treatment capacity and increased energy efficiencies. Future improvements to the system will include upgrades to the lift stations and sewer collection system, with Antrim Street maintenance occurring in 2021.

The City continuously meets or exceeds state and federal standards in wastewater collection and treatment.

Table 4.1: Sewer System by the Numbers

System Item	Number
Wastewater Treatment Plant	1
Lift Stations	17
Manholes	796
Force Main Pipes	74,100 feet (14.03 miles)
Gravity Sewer Pipes	175,500 feet (33.24 miles)

Storm Water

The City storm water system consists of 55,500 feet (10.5 miles) of storm sewer pipes. These pipes have large variation in size, ranging from 4 to 60 inches in diameter. The system utilizes 246 manholes and 439 catch basins. Stormwater infrastructure is some of the oldest in the city, as our most dated piece was installed sometime in the 1890's.

The quality of Charlevoix's water resources is greatly affected by the flow of stormwater runoff. In several areas, mostly along side streets, drainage has become an issue because curbs, gutters, and other appropriate drainage systems are lacking. However, even for those neighborhoods with storm drains, water quality remains an issue because contaminants such as sediment, oil, gasoline, and chemicals from lawns, streets, sidewalks, buildings and parking lots, eventually end

up in Lake Charlevoix, Round Lake and Lake Michigan. Given the community's unique environment and its reliance on tourism, these are especially good reasons to monitor and enhance water quality.

Charlevoix has recently partnered with the Tip of the Mitt Watershed Council and the two other cities in Charlevoix County (Boyer City and East Jordan) in enacting a unified stormwater control ordinance. The ordinance included regulations and standards for development that changes earth or impacts storm water runoff and water quality. Stormwater management may be required of developers, either through built or natural infrastructure, whichever befits the project at hand. The City also works with Charlevoix County under a countywide Stormwater Management Ordinance that establishes permit requirements for certain construction projects. This ordinance is administered and enforced by the County Drain Commissioner. This is another regulatory measure intended to help protect water quality and prevent adverse impacts from development.

While much of Charlevoix is served by an ample stormwater system, large areas on the north and south sides currently lack this infrastructure. This increases the potential for street and yard flooding. Charlevoix, as well as most other Michigan cities, also face the challenges of aging stormwater infrastructure and limited budgets for their replacement or upgrade. Despite this fact, the City understands the importance of infrastructure enhancements and the need to incorporate best management practices that help preserve and protect water quality. Improvements are scheduled to begin in 2021, starting with a complete re-engineering of Antrim Street both in surfacing and utilities, and a responding replacement of Mason Street's collector for better compatibility and overflow prevention when linked to the 48-inch pipe being installed on Antrim. Downtown alleys, corridors, and parking lots will consider resurfacing to brick pavers in future improvements to decrease burden on the city's storm water system.

Electric Service

Charlevoix is just one of forty communities in the State of Michigan to provide public power services to its residents⁵. The municipally owned electric system provides overwhelming benefits to residential and commercial customers, and to the City of Charlevoix. Electric services are on average cheaper to residents in Charlevoix than to other communities in Michigan and across the United States.⁶⁷ Benefits come to the City of Charlevoix in having greater local control of the distribution of power and synergies with other public works; with Electric being controlled by city management, upgrades and replacements can be better integrated with other infrastructure. Timing road repairs, water main upgrades, and buried electric line replacements can decrease costs, share personnel, and reduce impact to city traffic. Sharing facilities, vehicles, equipment, and employee benefit plans further reduce costs, saving the customers money and giving our city professionals greater efficacy. Cash flow from the electric services can be responsibly borrowed by the city for other functions, decreasing short-term debt to private lenders. Customers in Charlevoix will also find their energy department to be more responsive to their input and better prioritize local objectives than a national corporation would.

The electric department along with the public works department is housed in the newly built Charlevoix Public Services Facility located at 401 W. Carpenter St. The building was completed in 2021. Charlevoix's Electric Department serves not just those in the city, but customers in Charlevoix, Eveline, Hayes, and Marion Townships. The electric system consists of the Westenbroek Substation, the Industrial Substation, and both overhead and underground distribution lines. For a more specific breakdown of the Electrical System in Charlevoix, see the chart below:

⁵ Public Power in Michigan, *American Public Power Association*. <https://www.publicpower.org/public-power-michigan>

⁶ City of Charlevoix Fee Schedule, 2021-2022. Passed by City Council February 15th, 2021.

⁷ Michigan Electricity Rates & Consumption, *Electricitylocal.com*. 2021
<https://www.electricitylocal.com/states/michigan/charlevoix/#ref>

Table 4.2: Electric System by the Numbers

ELECTRIC SYSTEM DETAILS	Inside City Limits:	Outside City Limits:
Miles of Overhead Lines	33.9	26.7
Miles of Underground Lines	37.8	47.1
Total Miles of Lines	71.7	73.8
Combined Total of Miles of Lines	145.5	
Number of Service Meters	2,931	1,529
Grand Total of Service Meters:	4,460	

Despite out-of-city-limit customers making up just 34.3% of total meters on the electric system, 50.7% of the line buildout is devoted to these customers, including 55% of the more expensive underground connections. While providing electric service to these customers is more costly on a per-meter basis than providing to those in the city (largely due to density), the City still supports its neighboring customers with its reliable power services. To account for the inequities in the cost of providing service, customers outside of city limits have fees more reflective of these increased costs.

The City of Charlevoix owns small portions of the Belle River Coal Plant with Detroit Edison, the Campbell Coal Plant with Consumers Energy, a Combined Cycle Natural Gas Plant in Ohio, the Natural Gas Turbine Plant in Kalkaska, various landfill gas plants, a wind farm and solar facilities. The City gets its remaining power from various forward purchases and daily purchases off the market. All of the City of Charlevoix's purchases are through the Michigan Public Power Agency (MPPA) in Lansing. MPPA membership also provides power supply opportunities that would not be available if the city operated independently. The Electric Department will continue to review power supply alternatives in cooperation with the MPPA.

In April 2020, the City of Charlevoix City Council approved a proposal for an Electric Distribution System Study. The final report was made available in April 2021. The scope of the study was to review the capacity of the electric distribution substations and distribution system under various operating conditions. Several recommendations were provided along with cost estimates that will be used to develop a strategy and budget to implement the recommendations.

Sustainable Energy

The City of Charlevoix offers multiple programs customers can take advantage of to promote sustainable energy generation and lower their monthly electric bill.

- The Voluntary Green Pricing Renewable Energy Program was established to allow customers to guarantee a portion, or all, of their energy is sourced from renewable energy infrastructure. The program is free for customers to sign up and adds a small increase to the kilowatt per hour rate to reflect the price of purchasing renewable energy.
- Wanting to permit customers greater efficacy in how they can obtain power, the Electric Department allows residents and business the ability to install their own renewable energy generators, such as solar panels, to the premises. The renewable energy generators can offset part or all of the premises' energy costs, and if the generator exceeds the electric usage, will be reimbursed for excess energy contributed to the system.
- Out-of-date appliances and lighting can demand an unsustainable and expensive amount of energy to power, but the high costs of new appliances can be out of reach for many customers, creating a conundrum that results in latent demand for efficient capital to go unrealized. The City of Charlevoix identified that a gap exists between affordable energy consumption and affordable lighting and appliances, and partnered with Energy Smart to assist owners in retooling for energy savings. Residential, commercial, and industrial customers buying various appliances can apply for a rebate through the City of Charlevoix Energy Smart website, making the costs associated with efficient energy use more tangible for those in the City.

Significance for Planning

New developments and parcels undergoing redevelopment all require an adequate connection to the city's utilities that will fully satisfy their needs. Should a development's prospective uses exceed the capacity of the underlying utilities, public-private partnerships could be explored to make the project feasible, changes to the property's usage could be recommended by city planners or department heads, or new locations could be explored for areas where the designated use would better fit the built infrastructure. The Planning and Zoning department will continue to collaborate with public works, electric, water, and sewer departments to ensure developments meet proper capacity.

With sustainability a core focus of the City of Charlevoix, promotion should continue to occur for renewable energy programs and sustainable appliances. Solar panels are permitted by right in each residential zoning district and each non-residential district except for marine commercial, but further study is needed to determine whether current ordinances surrounding installation deter use. Likewise, aggregating data about the usage of these programs could help better determine the state of sustainability in Charlevoix help target marketing and promotions.

The City may identify and adopt green energy policies for City government's owned and operated built environment and set goals such as:

- Reduce greenhouse gas emissions by X% by 20XX;
- Reduce energy use by X% by 20XX;
- Generate or buy 100 percent of all electricity from renewable resources by 20XX;
- Maintain or reduce the cost of energy at facilities.

The City may also consider public-private partnerships with surrounding municipalities and private utility companies to identify ideal locations, build, and operate utility-scale solar and wind energy systems. Additionally, the City should continue to support installation of electric charging stations throughout the city for vehicles and electric bicycles.



Park Facilities



The City of Charlevoix holds over 125 acres of public park land, distributed across 15 parks. These parks, in order from largest to smallest, include:

- Charlevoix Golf Club (61 acres)
- Mt. McSauba Recreational Area (59 acres)
- Michigan Beach Park (17 acres)
- Ferry Beach Park (5 acres)
- East Park (4 acres)
- Depot Beach Park (4 acres)
- Carpenter Street Ball Park / Dog Park (3 acres)
- Elm Street Tennis Courts (.6 acres)
- Robert Bridge Memorial Park (.5 acres)
- Water Tower Park (.45 acres)
- Coast Guard Park (.43 acres)
- Hoffman Park (.33 acres)
- Community Skate Park (.3 acres)
- Veteran's Park (.2 acres)
- West Dixon Park (.1 acres)

Charlevoix's quality and abundance of park land positions the City of Charlevoix as a leader across the nation's municipalities. The National Recreation and Park Association notes that for communities under 20,000 in population, the median acreage per 1,000 residents is 12, with the upper 25% of communities having 20.8⁸. Charlevoix far exceeds these measures, providing 52.88 acres per 1,000 residents. Likewise, the median number of residents per-park in communities under 20,000 in population is 1,300, with the lower quartile having 908 residents per-park. The City of Charlevoix's large number of parks provides ample opportunity for residents to recreate, as the City has a 158 resident-to-park ratio.

A majority of Charlevoix's park facilities are oriented around passive recreation, including walking, hiking, biking, jogging, swimming, and wildlife and scenic viewing. This aligns with the public's use of our parks. A survey conducted in 2017 asked park patrons what their top reasons were for visiting our parks, and 7 of the top 10 answers mention a form of passive recreation (2 mention events/festivals, and 1 mentioned active recreation). Active recreation opportunities offered by the City of Charlevoix include skateboarding, skiing, snowboarding, tennis, baseball, basketball, golf and disc golf.

Development opportunities exist to better utilize our existing parks. In Spring 2021, The Charlevoix City Council approved the development of 1.5 unused acres of the Carpenter Street Ball Park to be designated as a dog park. This action will accomplish a major goal highlighted in the Parks and Recreation Master Plan, as a dog park was the 4th most desired additional park facility. The park facility is expected to open in late summer 2021. Currently, Coast Guard Park on the north side of Charlevoix is undeveloped and underutilized, with nearly 70% of 2017 Park Master Plan respondents saying they do not visit the park⁹. It should be noted that Coast Guard Park is only accessible by water. Depot Beach Park, which is less than 1000 feet to the north, had 85% of respondents visit it within the past year, and is in the top half of frequently visited parks. Development of Coast Guard Park could represent an expansion of recreation uses from Depot Beach, or host new park uses synergistic with the assets currently in the area.

Two state parks are in close proximity to the City of Charlevoix. Fisherman's Isle State Park is located south of Charlevoix off US 31 and is composed of dense woods, campgrounds, and Lake Michigan Shorelines. Young State Park is east of Charlevoix, on the eastern edge of Lake Charlevoix on Boyne City Road. Additionally, there are various roadside parks along US 31 outside of the city that provide transient patrons opportunity to rest and enjoy scenic views of Lake Michigan to the west and smaller lakes to the east.

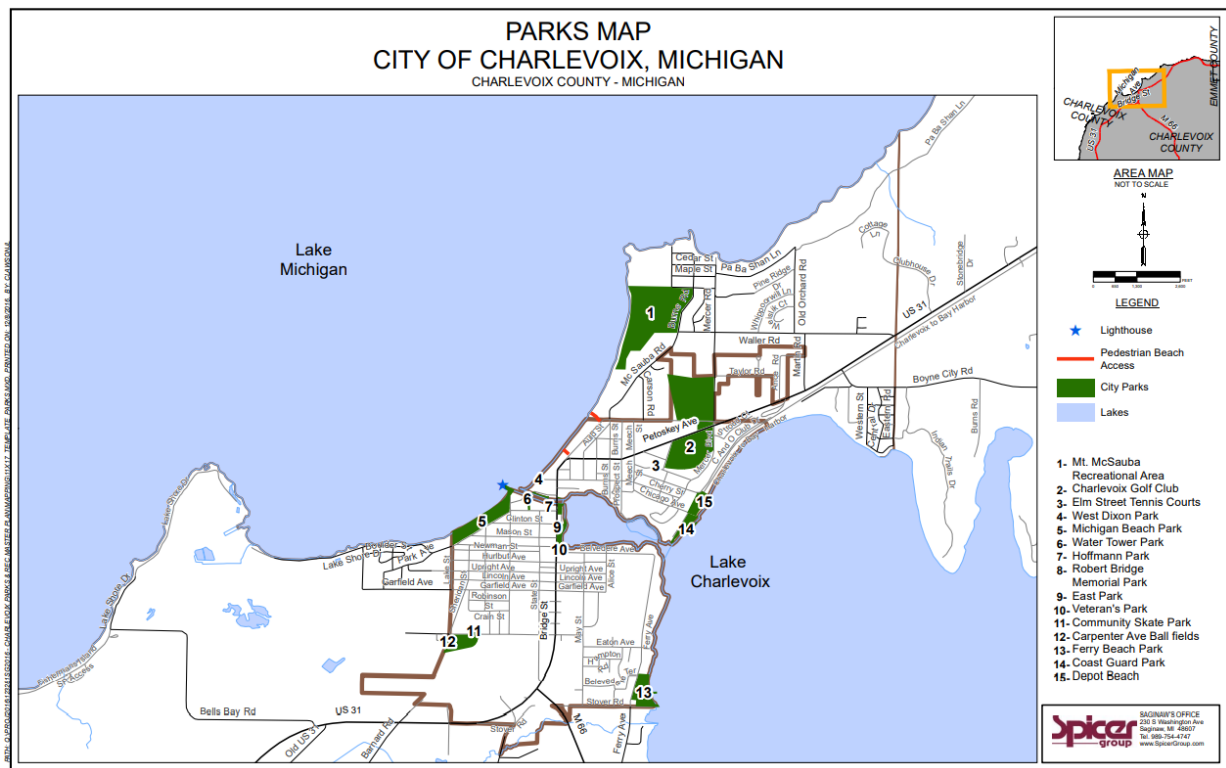
Significance for Planning

Park facilities and subsequent recreation program provide vibrancy to the urban environment while protecting selected natural resources in the City. Possible zoning or charter amendments that could impact these areas should consider the City's role in stewardship of the open and public space, inclusivity for those of all ages, and the programming that helps to attract and retain year-round residents. Planning functions should be parallel with the recommendations established in the 2021 Parks and Recreation Master Plan, when it is launched. Development of parcels adjacent to and in proximity of park land should consider how their use is harmonious with the use of the parks.

⁸2020 NRPA Agency Performance Review. *National Parks and Recreation Association*. Page 8. Accessed online at <https://www.nrpa.org/siteassets/nrpa-agency-performance-review.pdf>.

⁹ Charlevoix Downtown Plan. 2019. *Networks Northwest*. Pages 42-65. Accessed online at <https://www.cityofcharlevoix.org/DocumentCenter/View/1000/Charlevoix-Downtown-Plan-PDF>.

Figure 4.1: Parks Map, City of Charlevoix



Transportation



Mobility is a quintessential component to building a community with a regional, statewide, and nationwide footprint. By examining traffic counts, road uses, parking capacity, transportation services, and non-motorized transportation, the City of Charlevoix and its public boards and committees can better craft plans and policies that will enhance transportation in a synergistic manner.

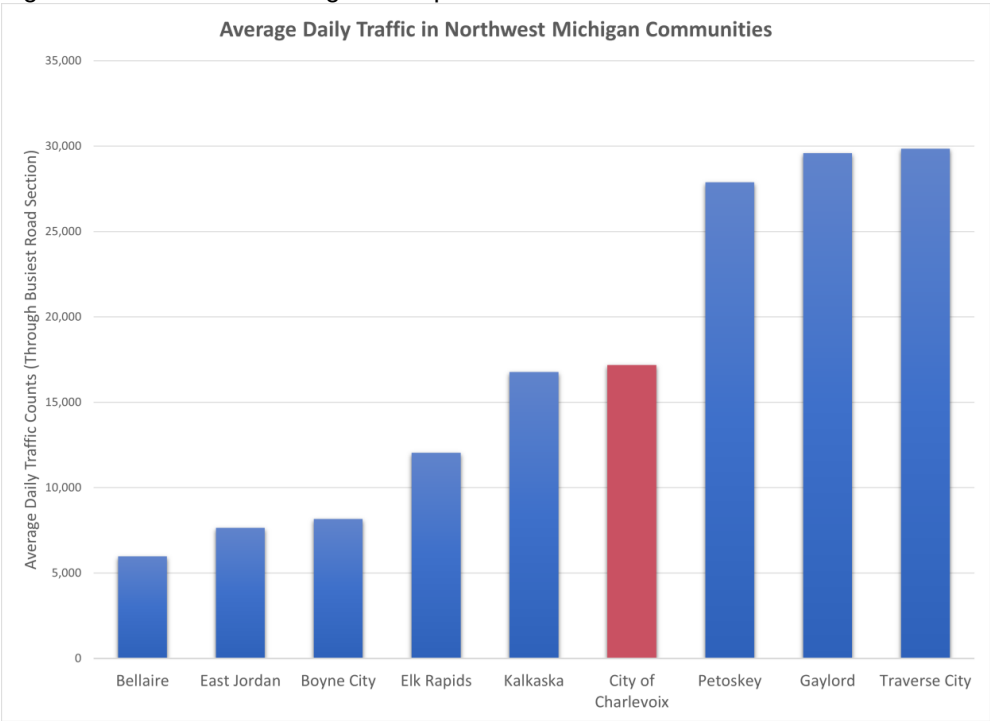
Roads and Transportation

Charlevoix's street pattern is mainly configured as a grid and its most apparent traffic congestion issues are concentrated downtown, and especially around the Memorial Bridge. While additional channel crossings have been explored, they are not practical considering financial constraints and the seasonal nature of traffic backups. Except for sections of Bridge Street and two one-way streets, all City streets are two lanes wide. Overall, traffic congestion, even during most summer months, is not significant, except for a few concentrated problem areas. Traffic congestion on US 31 is primarily between Nicholls Street and Carpenter Avenue. This results from heavy seasonal traffic volumes, bridge openings on US 31, and congestion related to the downtown traffic light and numerous intersecting side streets that empty onto Bridge Street. While traffic can be an issue during the peak tourist season, offseason it is minimal and congestion is seldom a problem for year-round residents. While previous studies have been completed by the Michigan Department of Transportation concerning bridge traffic and backups, summer-time traffic counts and further evaluation by a transportation engineer is warranted.

Charlevoix has approximately 26 miles of streets within city limits. The city maintains 23 miles of these streets, with the remaining 3 miles designated as state trunklines and maintained by the Michigan Department of Transportation. The City uses the Pavement Surface Evaluation and Rating System to survey roads for improvement, rating roads between 1 – 10 on criteria such as age, raveling, cracks, rutting, distortion, and general structural condition. At the time of the last evaluation, 12% of City streets had ratings of 4 or lower, indicating structural improvement should be scheduled. These repairs are regularly scheduled and indicated in the Capital Improvements Plan (Charlevoix Tomorrow).

With the convergence of high traffic highways US 31 and M66, transient populations traveling through Charlevoix, downtown businesses oriented around the interstate serving as a regional economic destination, and the City's large seasonal and short-term population, the City records comparatively high traffic counts. A chart below compares the City's traffic counts to others in Northwest Michigan.

Figure 4.2: Northwest Michigan Comparative Traffic Counts



Source: Michigan Department of Transportation

Regional Road Network

Two main highways access Charlevoix. From the east, M 66 enters near the south City limits, making Ironton and East Jordan easily reachable. US 31 cuts right through the middle of Charlevoix and connects with Petoskey to the north and Elk Rapids and Traverse City to the south. The County Road Commission maintains two other regional roads outside the City limits. The Boyne City-Charlevoix Road runs from US 31 to the north of Charlevoix, through Horton Bay into Boyne City. On the south side, Marion Center Road runs south from US 31 to Ellsworth and Central Lake.

Functional Classification

All Michigan streets, roads, and highways have a National Functional Classification (NFC) designation. The NFC is a planning tool that Federal, State and local transportation agencies have used since the late 1960s to help organize a hierarchy of roads. The Federal Highway Administration (FHWA) developed this system to classify all streets, roads and highways according to their function. Basic to this classification is the recognition that roads and streets do not serve a purpose independent of one another; rather, each is part of a network. This system helps determine how traffic can best be channeled through the street network efficiently and logically. Functional classification is important to state and federal aid formulas, and for a community's own fiscal planning — especially when it comes to determining maintenance priorities. Charlevoix has a four-tiered hierarchy, and the Functional Classification Map should be referenced for exact designations. Streets should be designed, constructed, and maintained in accordance with this hierarchy:

- **Principal Arterials:** Principal arterials generally carry long distance, through-travel. They also provide access to important traffic generators, such as employment centers and shopping areas and includes US 31 within the City. This is an important route through the City and is also the primary entrance, or gateway from outlying areas.
- **Minor Arterials:** The primary function of minor arterials is to move traffic between principal arterials and local streets and between major parts of the City such as neighborhoods, employment and shopping. M-66 between Charlevoix and East Jordan and Boyne City Road between Charlevoix and Boyne City are designated as such by MDOT. These minor arterials provide important roadway links into Charlevoix and to major activity areas considered secondary gateways.
- **Collector Streets:** These streets serve as a link between local and arterial streets. The City's collector streets include a majority of State Street, and small portions of Clinton and Carpenter Streets.
- **Local Streets:** Local or neighborhood streets primarily access individual properties and homes. Charlevoix has a well interconnected grid of local streets on either side of the lake. Such a pattern helps disperse local trips and reduces overall traffic congestion on major streets. A pattern of interconnected local streets should be maintained with all new developments and redevelopment. A majority of streets in Charlevoix are local streets.

Figure 4.3: National Functional Classification of Streets in Charlevoix



Significance for Planning

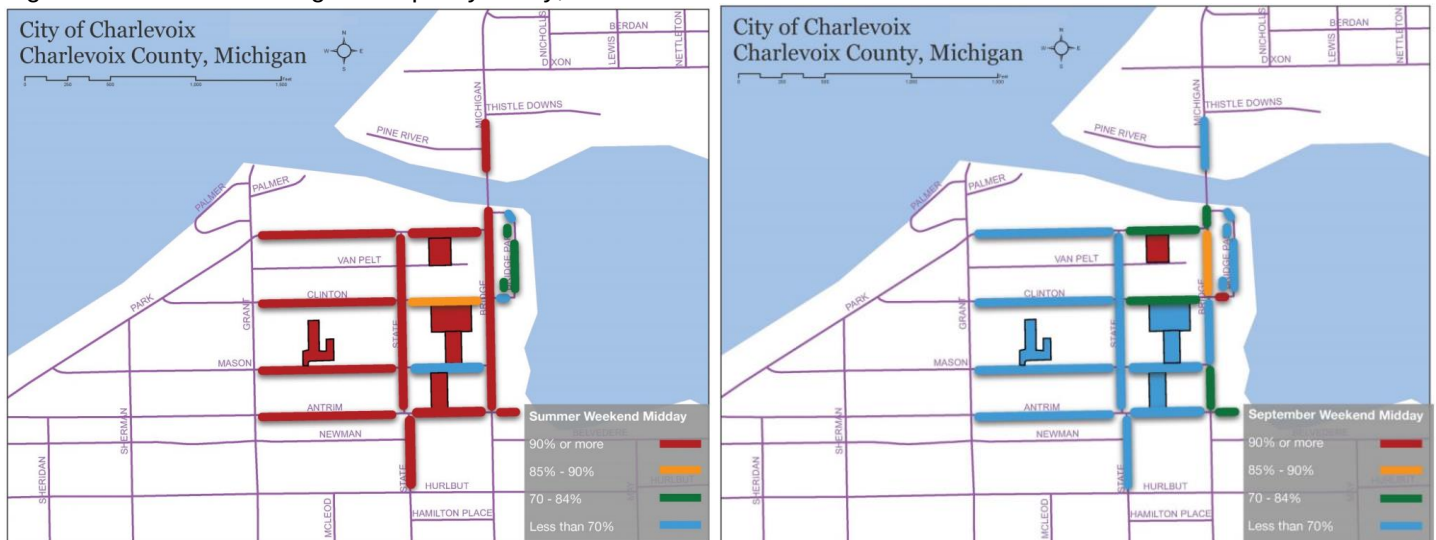
Summertime traffic backups on US 31 make left turns especially difficult for a number of intersections, including West Dixon, Pine River Lane, Park Avenue, Mason and Antrim Streets, Belvedere and Hurlbut Avenues. Consequently, future development and its level of intensity should be carefully considered when reviewing zone changes and subsequent development requests affecting these intersections. Developments should consider actions or additions that alleviate traffic or parking concerns. This can be accomplished by promoting alternative transportation options, such as designated spaces for bicycles, user-friendly and accessible gateways to the local sidewalk system, or through encouragement of ridesharing.

Transportation and traffic studies should be encouraged and carefully evaluated, especially for any development that does not have secondary means of access.

Downtown Parking

Downtown Charlevoix currently has 470 public on street parking spots, 239 public off street parking spots (lots), and 455 private off street parking spots, for a total 1,164 spots. The same factors that influence high traffic counts (a thriving central business district, transient users along state trunklines, a strong tourism industry, and high seasonal residents) also create challenges for parking in the city. During busy summer months, both street and lot parking fill to levels near maximum capacity on the weekends, creating difficulties for the various stakeholders and their differing uses of downtown. A pre-pandemic parking study commissioned noted this problem is not persistent year-round, with weekend parking capacity opening up as early as September. However, the Covid-19 crisis altered travel trends with the onset of remote work opportunities and mass retirement of baby boomers. Anecdotally, visitors have been staying later into the fall months and time will tell if tourists and part time residents maintain an extended vacation season.

Figure 4.4 and 4.5: Parking Lot Capacity Study, Summer and Fall Weekends



Since the Parking study was conducted in 2018, aggressive measures have been taken to better utilize these parking spaces in Charlevoix. The municipally owned parking lots have transitioned from all day parking to two hour parking, helping to increase parking turnover and better clear spots for downtown patrons seeking to spend in the community's small businesses. Side streets along Park, Clinton, and Antrim continue to be unenforced, allowing visitors to recreate and enjoy Charlevoix at their own pace. Smart parking meters have replaced mechanical ones, providing visitors with more forms of payment, more easily adjustable rates (which can better account for high-use times), and data collection for policy guidance. The implementation of these strategies help to better management of parking spaces, while shifting use and encouraging non-motorized transportation for those who have the ability to do so. In addition to these administered strategies, the City will be expanding parking supply by surfacing the Palmer Street lot, to be completed in 2021. This lot will add 34 parking spots near the pine river channel.

Significance for Planning

As the City and the Main Street DDA look to expand the downtown and build capacity for additional commercial and residential occupants, parking should be considered, but should not be the determining factor. The vibrancy of downtown and the walkability of city streets create an ideal atmosphere for nearby residents and visitors to pursue alternative forms of transportation. Affordable housing in and near downtown should be available to eliminate the need for employees of downtown businesses to park in the downtown. Residents who are able to walk or bike to destinations in town may reduce the number of cars for their household and reduce the need for parking. Charlevoix is highly desirable vacation destination combined with an active downtown, parking problems are typical during the summer months. The City should maximize parking on the perimeter of downtown to ease traffic flow across the channel. The 2018 Downtown Parking study still has recommendations the city has yet to enact concerning the expanding supply, shifting usage, reducing parking demand, and improving management of parking resources. The city should consider pricing parking based on demand, improving bicycle parking and signage, and creating more partnerships to share parking while providing shuttling during large events.

Charlevoix County Transit

Charlevoix County Transit is a demand-response service that provides residents the ability to schedule trips around the county for a modest fee. The County Transit is a curb-to-curb service, meaning that residents can schedule (or same day call at a lower priority) to have the county transit bus pick them up at their current location and drop them off at their desired location. Services extend to Petoskey for medical-related trips and communities across Northern Michigan for Veterans Affairs medical centers. Charlevoix County Transit has transportation agreements in place with the Bergmann Center, Charlevoix County Probate, Head Start, and North Country Community Mental Health Authority. A service expansion created during the COVID-19 pandemic, the County Transit also has a grocery delivery program, enabling those who have difficulty accessing grocery stores to have their ordered food delivered to their place of residence. While not an official service, a growing use of the transportation service is students accessing schools outside of their residential district.

The service is funded primarily by fares and a .2483 county-wide millage. While the Charlevoix County Transit Master Plan notes that the state does not provide performance guidelines for rural county transit programs, the service operates within industry norms for metrics such as cost per hour, cost per mile, passenger trips per mile, and passenger trips per hour. The CCT's cost per passenger is slightly higher than industry standards, though this can be largely attributed to the higher costs of operating a demand-response system.

According to the Charlevoix County Transit rider survey, a majority of riders used the service to get to and from work (58.3%), followed by shopping (25%), and personal errands (21.7%)¹⁰. Survey respondents were largely frequent patrons, with 61% indicating they use the service more than 4 times a week, and an additional 23% using it 2-3 times a week.

While a majority of respondents have a driver's license, 90% of respondents indicated they did not have a vehicle available to make their current trip.



Significance for Planning

The Charlevoix County Transit program provides a needed and equitable service for those who do not otherwise have the ability or resources to travel across the county. Because the service is funded, operated, and evaluated at the county level, the City of Charlevoix has little ability to influence the service. However, city policymakers and staff look forward to promoting the service within the community and working with the county should they pursue optimizing the county transit model. The Charlevoix County Transit Master Plan discusses a conceptual "circulator" service that would make regular stops in Boyne City, Charlevoix, and East Jordan. Knowing that most patrons do not have access to motorized vehicles, it would be paramount that the Cities partner with Charlevoix County in ensuring these pick-up/drop off locations are accessible and walkable for residents.

¹⁰ Charlevoix County Transit Master Plan, *KFH Group, State of Michigan, Charlevoix County*. 2020. Presented to Charlevoix County Board of Commissioners February 12th, 2020. Accessed online at https://www.michigan.gov/documents/mdot/Charlevoix_County_Transit_-_Transit_Master_Plan_Summary_692708_7.pdf.

Charlevoix Marina

Also in downtown Charlevoix, at East Park on Round Lake is the City's 69 slip marina. Slips are designated primarily for private use and may be reserved through the Michigan Department of Natural Resources reservation system. Residents and visitors alike rely on the marina for temporary and overnight docking. The City has eight seasonal dock slips, four of which are allocated to non-tax paying or non-resident boat owners and four are allocated for tax-paying resident boat owners. The marina provides an ideal docking location for boats en route to Lake Michigan through the Pine River Channel, lakeshore residences on Lake Charlevoix, Boyne City, or East Jordan. The marina is equipped with a boater's lounge, laundry facilities, and restrooms. Diesel and gasoline, marine repair, marine supplies, and pump-outs are available at nearby Ward Brothers' Boats. The Charlevoix Marina is often a destination for seasonal boat travel due to its proximity to the downtown. The marina offers an alternative mode for travelers visiting the city and enjoying the many attractions and regular activities in downtown.



Beaver Island Boat Company

Boat ferries have been the primary transportation option for the 32-mile trip to Beaver Island for over 100 years. This tradition continues with the current ferry service, the Beaver Island Boat Company (BIBCO). BIBCO is a private transportation service located at a round lake dock within Downtown Charlevoix. The company works in partnership with the Beaver Island Transit Authority, a governmental authority that owns one of the ferries and contracts operations out to BIBCO. Services provided by the Beaver Island Boat Company include passenger, vehicle, and freight transportation, as well as historical island tours. These services are available from mid-April to December.

Two boats provide most of Beaver Island Boat Company's services. The 130-foot-long *Emerald Isle* can transport up to 296 passengers and 20 vehicles per trip, while the 171-foot-long *Beaver Islander* transports up to 171 passengers and 11 vehicles. Annually, these boats transport 35,000 customers, 6,000 vehicles, 11,000 tons of freight to and from Beaver

Island. The company also has overnight/weekly parking options for patrons, and a shuttle service to bridge gaps in transportation.

Like many transportation options, the ferries to and from Beaver Island can be viewed as a conduit of economic development. The Beaver Island Boat Company directly accounts for 20 jobs within the City of Charlevoix, and 55 positions county-wide. The company reports 1.2 million in community expenditures, which includes spending contributed to the local economy for items such as salaries, contractors, local materials and more. The average visitor using the Beaver Island Boat Company spends \$350 during their trip to Charlevoix/Beaver Island, and the company brings 34,000 visitors to the Charlevoix/Beaver Island area annually.

Significance to Planning

The City has unique ties to Beaver Island that should be continually promoted and addressed. The Beaver Island Boat Company helps facilitate this important economic and historical link, while directly benefiting the city and its residents through transportation, economic externalities, and cultural heritage tourism. Improvements to the walkability and parking of downtown Charlevoix should take into consideration the ferry connection to Beaver Island, making it easier for residents, businesses, and visitors to access this vital service.

Other Services

City and area residents have access to other public and private transportation services in Charlevoix. The Ironston Ferry is ferry service provided by Charlevoix County south of the City of Charlevoix, between the city and East Jordan. The ferry circumvents travelers from going around the South Arm of Lake Charlevoix and through East Jordan to get to Boyne City. The ferry can eliminate up to 10 miles of additional travel, though residents of the City of Charlevoix may find that Boyne City Road provides the fastest travel option to Boyne City. A regional, shared-use travel option for Charlevoix residents can be found in the Indian Trail bus service. Indian Trails has bus routes networking across Michigan, and Charlevoix's route contains stops at Petoskey, Alanson, Mackinaw City, and St. Ignace to the north, and Traverse City, Cadillac, Big Rapids, and Grand Rapids to the South. One-way and round-trip tickets can be bought online at Indian Trails' website, and the bus stop in Charlevoix is located at the Beaver Island Boat Company building downtown.

Charlevoix Municipal Airport

The Charlevoix Municipal Airport is a general utility public airport currently hosting two charter-based operators, Island Airways and Fresh Air Aviation. These commercial operators provide transportation to and from Beaver Island. CVX also serves the needs of a local flying club, local general aviation pilots, business jets, transient charter operations, local businesses, flight training, Coast Guard, medical flights and other periodic military operations. The Airport currently provides one all-weather runway and one seasonal grass landing strip. Leasable hanger space, public terminal, flight training, aircraft maintenance/repair, accessibility to car rental, and refueling equipment are among its amenities. The Airport also receives traffic from seasonal residents returning to the community throughout the year with especially heavy traffic during the summer months. In the winter, when the ferry is closed, CVX serves as the primary transportation service for transporting people, goods, services, groceries, and medicines, and providing medical services to and from Beaver Island.



The 10-year airport capital improvement program called for major renovations beginning in 2010 and extended through 2021. Scheduled improvements that occurred include throughout this period included a new runway overlay and grooving, enhanced airfield runway and taxiway lighting, and taxiway rehabilitation. Additional improvements occurred that were not originally listed in the CIP, most notably the construction of the south taxiway, which will encourage and assist in the development of larger corporate hangers, better utilizing both the transportation and economic development functions of the airport. Capital improvements at the airport continue to be planned for in the Charlevoix Tomorrow CIP, such as improving security gates, the creation of an Airport Layout Plan, expanding through the Railroad ROW, and the construction of a T-hanger.

The airport receives funding through a variety of resources. Budgetarily, the airport exists as an enterprise fund, not unlike our utility systems in Charlevoix. This means that the airport is operated much like a business; rather than having its funding financed through property taxes or the general fund, the airport receives revenue from fees associated with customer use. Our local fees, fuel revenue, parking revenue, airport land leases, and hanger rents support the day-to-day operations of the facility. Capital improvements were previously funded by Federal Aviation Administration entitlements money. This has changed in recent years, as the airport is no longer designated as a primary airport and can no longer access the \$1,000,000 federally allocated to these facilities. The change in status is due to operators within the airport not submitting enplanement numbers. The airport now falls into the State Block Grant Airports program, receiving \$150,000 annually for capital improvements. While the funding amounts are lower, the City of Charlevoix has taken advantage of greater project eligibility and has used four years of the funding to increase the airport's fuel capacity, a use not previously permitted under the Primary status. The airport's fuel capacity has increased by three times the previous amount, from \$10,000 to \$30,000. With airport fuel sales serving as the greatest revenue source in airport operations, this capacity upgrade increases the facility's ability to finance future projects. Further, expanded fuel capacity can increase the private sector's commercial activity. Jet turbine operations continue to climb, with operations increase from 1,500-1,600 annual to 2,000-2,100 over the course of 2 years.

Airport operations, while primarily focused on the transportation of goods and people, should also be viewed as an important catalyst to economic development and community benefit. A Community Benefits Analysis performed by the State of Michigan noted that the Charlevoix Municipal Airport had an input-out ratio to the local community was 3.54, and 3.86 for the State of Michigan as a whole. This means that for each dollar (private and public) used by the airport or in activities conducted at the airport, the relevant activities provide economic gains equivalent of \$3.54 to the community. The airport is both directly and indirectly accountable for job creation in Charlevoix and the surrounding region; 77 jobs exist directly in the airport and 236 positions off-site exist due to the airport's suppliers, re-spending, reliance on air transport, cargo services, or are funded in part by visitor spending attributed to the airport. The average community visitor drawn by airport activities spends \$60 within the community per visit. The airport logged 98,000 passengers in 2018, although this number does not account for the full variety of airport uses.

Significance for Planning

The Airport is an essential link between the Charlevoix community, Beaver Island, and distant metropolitan/international areas. The city should continue to expand and enhance the Airport and surrounding area to create an attractive regional transportation hub for employers, tourists, and residents. Charlevoix Municipal Airport serves as an important economic catalyst for Charlevoix, Beaver Island and Northern Michigan. The airport can be considered as an on/off ramp to and from our community, as it is often the first and last thing many visitors to the area see. As such, landscaping and placemaking features around the airport could enhance visitor perception of the community. The airport also brings valuable dollars into our area hotels, retail, restaurants, and businesses. Many of our local businesses use our airport to transport their goods and services to regional/national/international markets. It is in the City's best interest to promote, update and improve its airport to bring more people, businesses, and revenue to our community to help ensure future economic growth.

It is important to consider the airport when making planning and zoning decisions in the surrounding area. Future developments could be positively impacted by the asset, such as industrial developments that frequently use aeronautical services when shipping goods or facilities that can take advantage of frequent fliers. It is also likely that some uses could be negatively impacted the high volumes and active environment that occurs around the airport. Even when in alignment with the zoning ordinance, developers should consider ways to best utilize the airport as resource when planning their construction or business.

Non-motorized Pathways



2021 Community Survey results indicate 43.4% Charlevoix residents participate in non-motorized transportation everyday. Another 30.7% engage in non-motorized transportation a few times a week. The majority of survey-takers are active residents whether for transportation or recreation purposes. Additionally, 68% rated the quality of sidewalks good or excellent. When asked to share thoughts on public services, survey-takers requested sidewalks be installed with coordination from Charlevoix Township on Park Avenue to the hospital and Ferry Avenue between Stover Road and M-66.

Sidewalks

The City of Charlevoix has constructed and maintains 13.86 miles of sidewalk throughout the city. Sidewalks are typically installed with consideration to traffic, safety, and connectivity. As a result, large portions of our sidewalk system are built around US-31/Bridge Street/Petoskey Avenue and local streets with higher vehicle traffic, such as State, Dixon, Belvedere streets. Sidewalks are considered multi-use infrastructure, accommodating different purposes including, but not limited to, transportation, recreation, fitness, and public safety. As a result of the variation in uses, differing populations can be seen utilizing this infrastructure, including transient residents of other communities cycling through Charlevoix and using the sidewalks as gap between trails, families leisurely walking after work, volunteers riding motorized utility vehicles to water the petunia baskets lining the streets, or visitors strolling along the cement between stores. The City of Charlevoix Department of Public Works is responsible for the construction and maintenance of sidewalks in the city. A map of the city's current sidewalk system can be seen below.

Figure 4.6: Sidewalk System, South Side

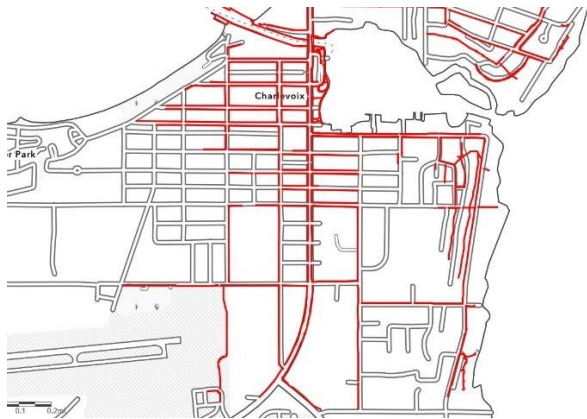
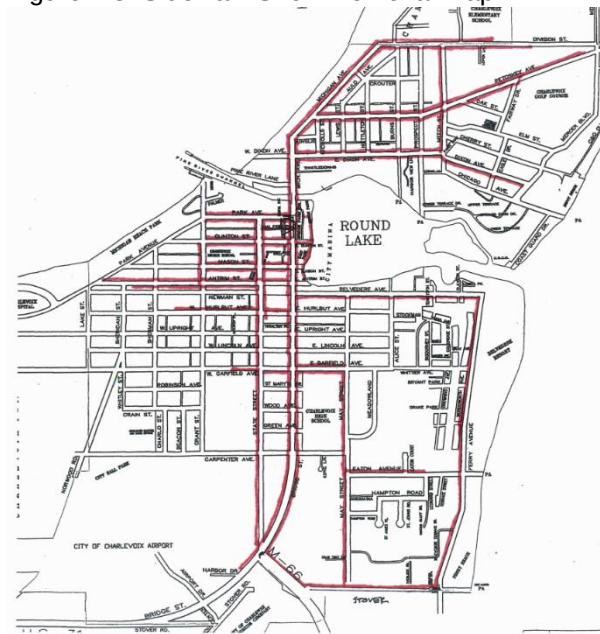


Figure 4.7: Sidewalk System, North Side (Enhanced)



Figure 4.8: Sidewalk Snow Removal Map

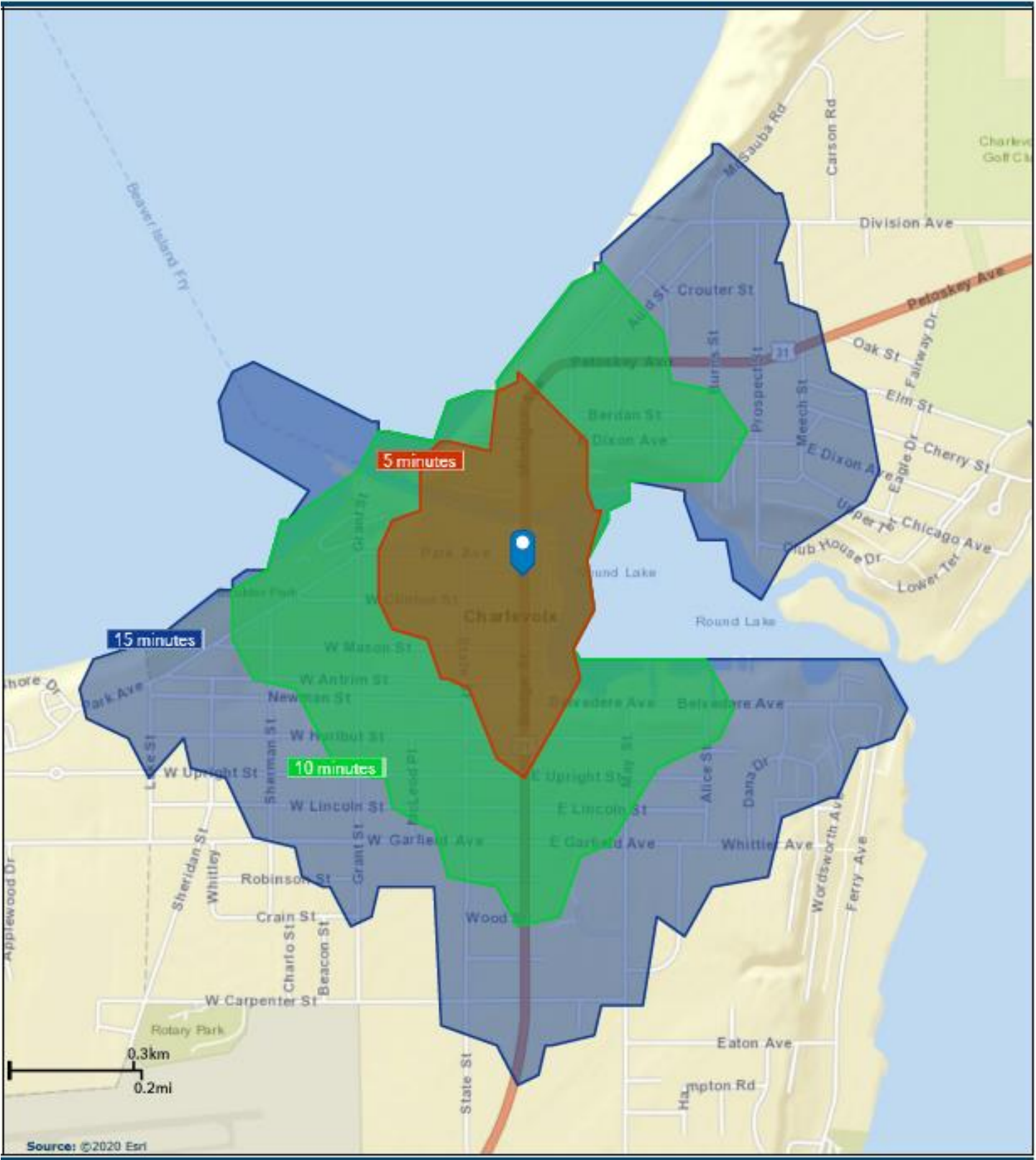


Critical to sidewalk discussion is the year-round use of the infrastructure. A sidewalk that is not maintained during winter serves little purpose, as residents will likely use the cleared roads for their convenience. This can create safety concerns for both pedestrians and vehicle operators, especially considering the shorter days in the winter, visions obstructed by snowfall, and harsher road conditions giving operators less control over their vehicles. With Charlevoix known as a “winter city” that offers plenty of snow-based activities, consideration occurs to the snow removal on City sidewalks. The city removes snow on selected sidewalks around the city, as seen in Figure 4.8 (snow removal routes are colored red). Charlevoix does not currently have a snow removal ordinance mandating property owners care for the sidewalks adjacent to their homes.

Residents and visitors alike are drawn to the downtown core for events, activities, and services. Figure 4.9 is the estimated area that a person may walk for 5, 10, and 15 minutes to reach downtown. The analysis was completed using ArcGIS, and considered an average walking speed of about 3 miles per hour and paths and roads that allow pedestrian traffic. Much of the neighborhoods north and south of downtown are within the 15 minute walk range; however, residents

who live in areas outside of this range would likely seek alternative forms of transportation if their destination. Sidewalk connectivity can improve the walkable area and decrease dependence on motor vehicles.

Figure 4.9: City of Charlevoix Common Walk Times to Downtown



Significance for Planning

Sidewalks serve as the base unit for non-motorized transportation and recreation in Charlevoix. Continued maintenance of sidewalks should remain a high priority for the City of Charlevoix's Public Works Department. A city sidewalk survey was completed in 2021. This survey updates the sidewalk inventory while describing the physical conditions of our sidewalks and where repairs are most needed. Common conditions impacting our sidewalks include vertical faults between panels, surface cracking, and surface spalling. Repairs and proper maintenance of sidewalks should take precedent over the construction of new sidewalks, except in cases where expansion is critical to provide connections and continuity of the network and accessibility. Sidewalk expansion discussions should consider factors such as traffic counts of the adjacent street, number of people served, and the marginal impacts to safety, transportation, and connectivity to city assets. These factors must be weighed against the financial liability of perpetual maintenance and care of sidewalks. New private developments within the city that have public use or rely on our local workforce should consider how to connect with the city's sidewalk system. This can be accomplished by developers providing their own non-motorized path within their site/parcel, partnering with the city on a joint development agreement before construction, or having an on-going private/public partnership concerning the actions and costs of sidewalk maintenance, similar to what occurs for other forms of built infrastructure.

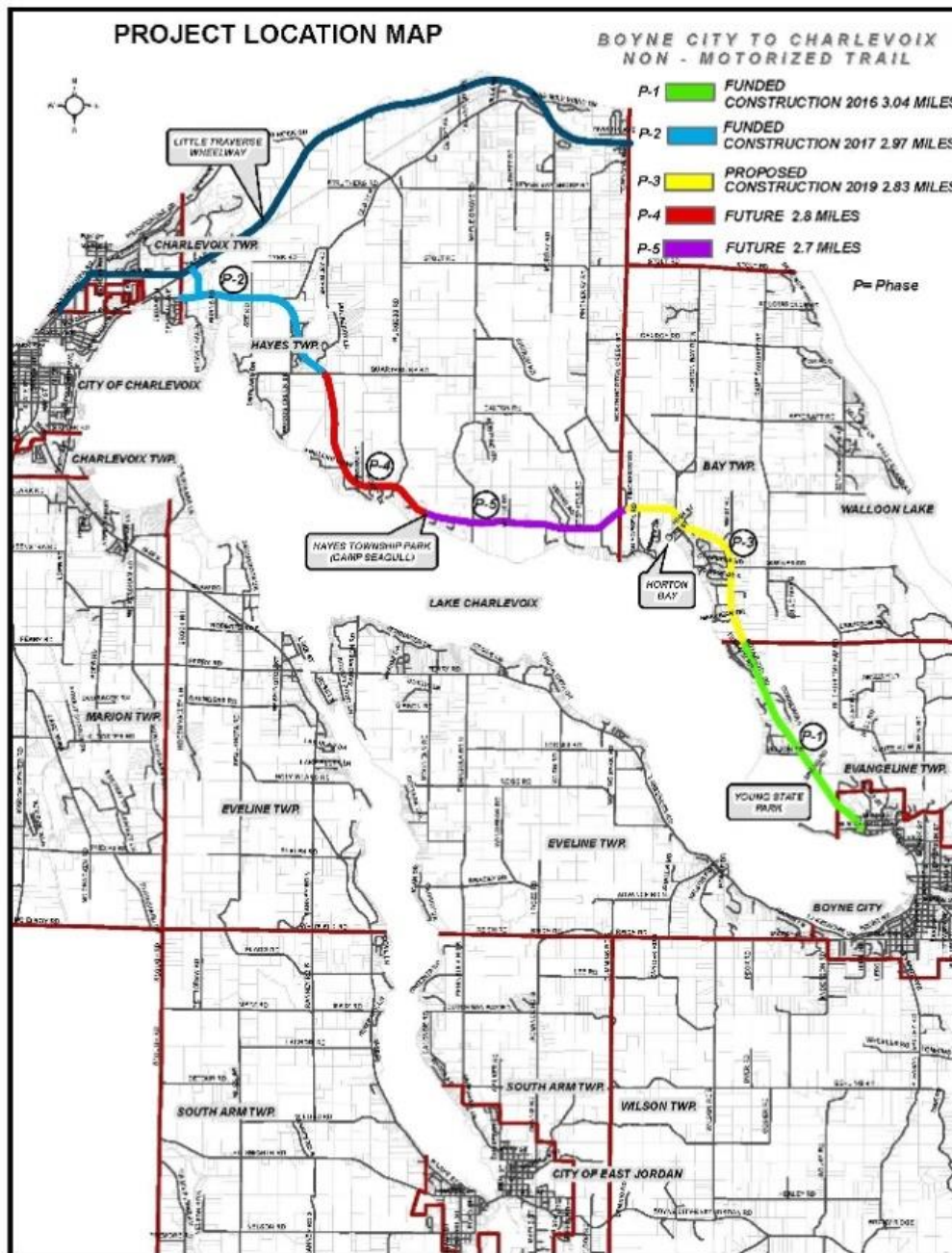
Discussions of best serving our residents, businesses and visitors in the winter should continue. Our active sidewalk clearing network is robust and covers a large portion of our total sidewalks. To increase walkability, designated winter trails or transportation routes can be established to heighten awareness, or the City can explore the equity and impacts of passing a sidewalk snow removal ordinance. In the downtown district, past plans have highlighted the economic benefit that could occur by having more active and consistent snow removal. This can be accomplished through built infrastructure such as a sidewalk-heating system, by passing a snow removal ordinance, or by hiring out the services of a private company to remove snow more consistently from areas adjacent to storefronts. Continued public input and financial analysis is needed to determine which solution could serve the City of Charlevoix best.



Trails

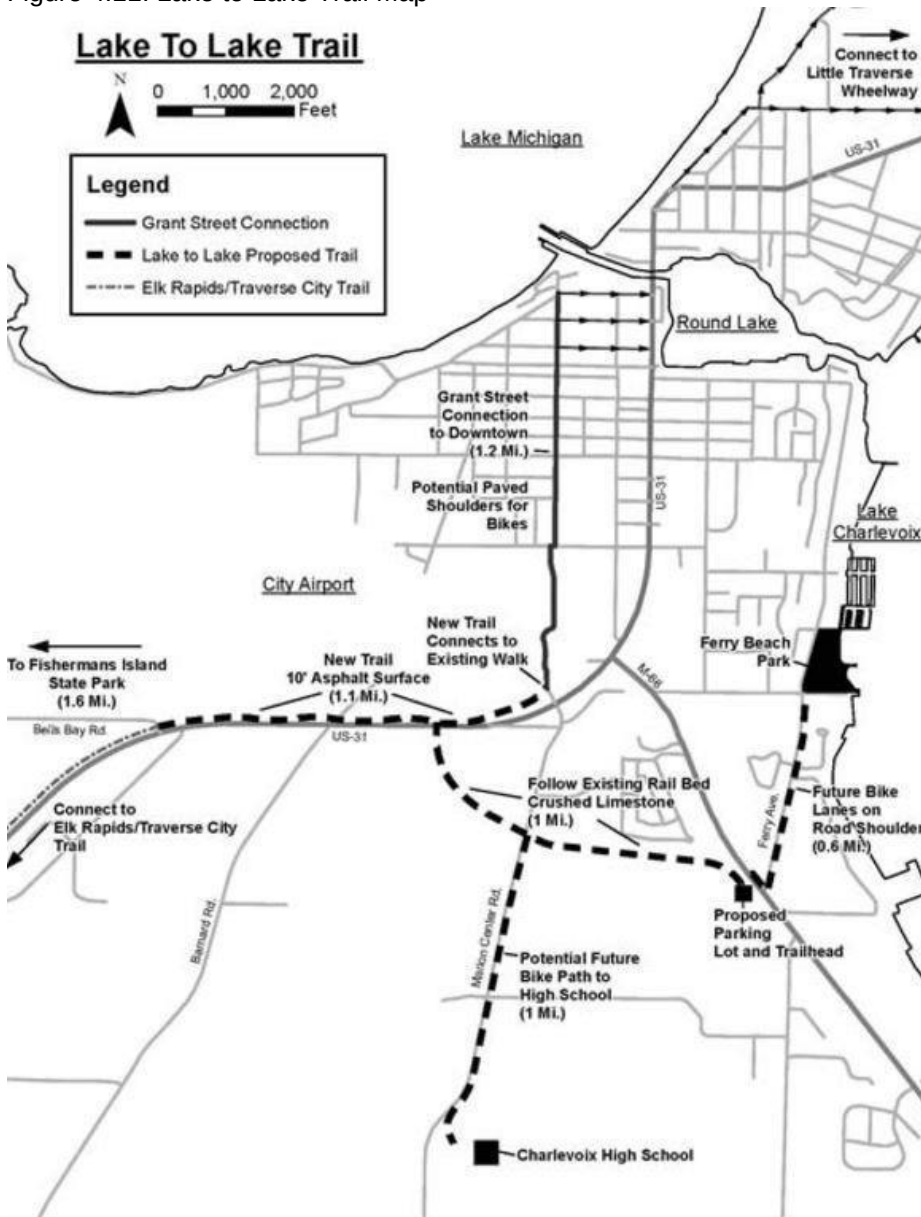
The City of Charlevoix is both a leader and collaborator in bringing high quality trails to area residents and visitors. These trails serve passive recreational purposes for activities such as walking, jogging, bicycling, cross-country skiing, rollerblading, and more. However, the value added to transportation by trails should not be overlooked. With safe and inviting trails available to bicyclists, the city becomes more accessible to those living miles beyond city limits. Unlike local sidewalks, trail infrastructure is similar to principal arterial streets, connecting communities adjacent, regional, and across the state with contiguous non-motorized pathways. Charlevoix was designated one of the first four Pure Michigan Designated Trail Towns in 2019, providing greater outreach of City trails statewide.

Figure 4.10: Boyne City to Charlevoix Non-Motorized Trail Map



Source: Top of Michigan Trails Council. <https://www.trails council.org/boyne-city-charlevoix-trail/>

Figure 4.11: Lake to Lake Trail Map



Source: Top of Michigan Trails Council. <https://www.trails council.org>

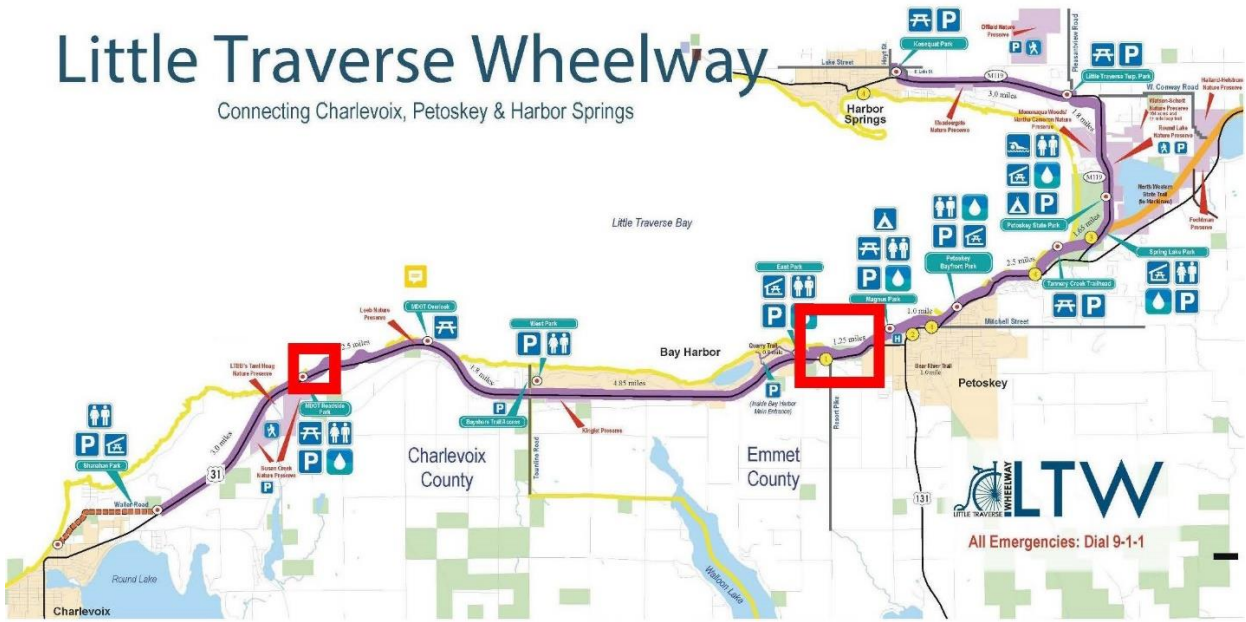
Boyne City to Charlevoix Non-Motorized Trail

The Boyne City to Charlevoix Non-Motorized Trail (Figure 4.10) first started constructed in 2016, though desire for the trail was formally recognized in 2003 by the Boyne City to US-31 Citizens Trail Committee. The trail is being constructed in 5 different phases to better align with funding opportunities available. Phases 1 and 2 are completed. Phase 3 from Spring Water Beach Road/Park of the Pines to Horton Bay is to be constructed Fall 2022. It is anticipated construction will continue Spring & Summer of 2023. Phases 4 and 5 have been engineered, funding is secured and it is anticipated that construction will begin sometime after the completion of Phase 3. The project is funded by a large collaboration of local governments, non-profits, and state agencies. When completed, the trail will be just over 14.5 miles in length and connect the City of Boyne City with the Little Traverse Wheelway.

Lake to Lake Trail

The 3 mile Lake to Lake Trail located in the southern portion of Charlevoix provides connectivity between Lake Michigan, Lake Charlevoix, and the Charlevoix High School, with a trailhead and parking off of M-66 (Figure 4.11). The trail was built to provide a safer route for travelers looking to avoid the busy roads of M-66 and US-31 when traveling between the two lakes. The trail will connect to the prospective Charlevoix-Norwood segment of the Nakwema Trailway along US-31.

Figure 4.12: Little Traverse Wheelway Trail Map



Source: Top of Michigan Trails Council. <https://www.trails council.org/little-traverse-wheelway/>

Figure 4.13: Nakwema Trailway Map



Source: Nakwema Trailway, nakwematrailway.org

Little Traverse Wheelway

The Little Traverse Wheelway is a scenic non-motorized trail north of the City of Charlevoix. The 26 mile-long path follows US-31 and the Little Traverse Bay, connecting Charlevoix, Petoskey, Harbor Springs, and many roadside parks and businesses along the way. The trail varies in width from 6'-10', providing plenty of spaces for bicycling, rollerblading, skateboarding, and other forms of non-motorized travel. While the trail is a large transportation milestone, it serves as a historic one as well; a portion of the trail by Petoskey existed as far back as 1880⁽⁷⁾.

Nakwema Trailway

The Nakwema Trailway will be a 45 mile trail extending from Traverse City to the City of Charlevoix. The project is in the early stages, with a connector to Acme currently engineered, the Acme-Elk Rapids portion undergoing engineering, and the remaining portions still in early design phases. Through Charlevoix, the trail will link to the Lake to Lake trail, ultimately connecting to the Little Traverse Wheelway. When the project is complete, there will be a continuous 325 mile trail network, including the state-wide Iron-Belle Trail. Major project partners for this trail include TART Trails, Top of Michigan Trails Council, Networks Northwest, the regional local governments, and the Michigan Department of Transportation and Department of Natural Resources.

Other trails exist within or around Charlevoix that serve explicitly recreational purposes. Mt. McSaubia holds multiple hiking and cross-country skiing trails throughout the park, and Fisherman's Isle State Park and the Charles Ransom Natural Preserve provide forested hikes just outside of city limits.

Significance for Planning

Charlevoix's trail system is a key asset for recreation and inclusive transportation for those in the City and neighboring townships. These resources were not built overnight, nor were they built unilaterally. The City of Charlevoix must continue to partner with relevant stakeholders in maintaining this infrastructure, identify ways to safely connect trails together and with local sidewalk systems, and collaborate in building new trails where there is need and community demand. With a prospective non-motorized trail being engineered between Traverse City, Elk Rapids, and Charlevoix, the City of Charlevoix can work with the Traverse Area Recreation and Transportation Trails, inc. and the Top of Michigan Trails Council to create a connective system extending from the Traverse Area to Harbor Springs. In early 2021, City Council approved of the construction of a North Side Trail that would connect the Wheelway to downtown, creating the substantial action towards a contiguous trail system throughout Northwest Michigan.

5 Housing and Neighborhoods

The City of Charlevoix is primarily a residential community that garners much of its strengths from the quality of the housing stock and the stability of long-standing neighborhoods. Charlevoix is a mature community where 45% of the housing stock is 70 or more years old. The City's original housing was built to accommodate a seasonal resort community, but later expanded to support a year-round population. The occupancy of today's housing is a mix of year-round, seasonal, and temporary residents each with a different set of needs. The challenge of providing housing for this mix of residents is further complicated by the need to provide housing that supports the population during different stages of life and is affordable at various income levels.

Traditional, detached, single family homes are the bedrock of Charlevoix housing stock making up 55% of the available housing units (according to the 2019 ACS). The Charlevoix Master Plan Community Survey results indicate a desire to preserve and enhance this housing type and every effort should be made to stabilize and encourage reinvestment in these neighborhoods. Market studies and even market trends have shown neighborhood reinvestment may come in a variety of forms. Identifying important architectural qualities, ideal scale, and neighborhood amenities will be integral to maintaining the unique sense-of-place of the City.

The City must continue to explore and permit new housing options desired by the broader community which can attract new residents. Often referred to as "missing middle housing," duplexes, townhomes, and live/work spaces are ideal for young professionals, empty nesters, and seniors. Housing types of this nature are not new to the City, and could be incorporated into the existing neighborhood framework with appropriate context sensitive design guidelines.



Supporting Community Needs

Charlevoix's original, older, single family homes were built to suit the needs of a (summer) seasonal population, and therefore, were often not built with modern amenities a typical resident is looking for such as garages and central air conditioning and were built before building code or accessibility concerns were considered. While the housing stock is generally well maintained and many homes have been retrofitted with these amenities, homes that are missing one or more convenience are undesirable to the average home buyer. The City must also consider the limited number of homes available. Because there is a limited supply, and demand for desirable housing is so high, a potential resident may expand their house search beyond the city limits to find ideal housing. As Charlevoix continues to attract year-round residents finding homes with modern upgrades will be challenging.

However, Charlevoix's historic homes are a highly desirable feature for long term and new residents to the city. Their historical significance for the community and quality in design are part of the reason historic homes maintain their value, which in turn encourages homeowners to invest in maintenance and upkeep of the property. Investment and connection to the community are ideal ways to build and maintain a year-round population. Nevertheless, older homes pose many barriers for older residents who have mobility and functional challenges. Common housing concerns in older homes are ramps to replace stairs, first floor bathrooms, and 36-inch wide doorways. In order to allow senior residents the opportunity to Age in Place, they will retrofit their home to accommodate universal design standards. Aging in Place refers to a resident's desire to remain in their home as they grow older. The Area Agency on Aging of Northwest Michigan and the Charlevoix County Commission on Aging serve Charlevoix County and can be resources for supporting mobility, home modifications, and adaptive equipment.

The charm and uniqueness of historic homes is an essential contributor to the Charlevoix community image and therefore, protecting and preserving Charlevoix's stock of historic homes is an essential priority. The National Historic Preservation Act, state and local ordinances can play an important role in protecting historic places and supporting their rehabilitation. While federal preservation tax credits are solely intended for commercial structures, state historic tax credits can be used to improve residential structures. According to the Michigan Economic Development Corporation (MEDC), the State of Michigan passed Public Act 343 – State Historic Tax Credit in December 2020 which will help support place-based projects while promoting the preservation of Michigan's historic resources, [Miplace.org](https://miplace.org). How the State Historic Preservation Office creates and administers the program is still being developed, however, the program will provide \$1 million total for owner-occupied residential projects.

Making necessary housing improvements and even completing routine maintenance can be a major strain on an already low, reduced, or fixed income budget. The US Department of Agriculture and the US Department of Housing and Urban Development each offer home improvement grants for qualifying seniors and low-income residents. However, additional programming or grant funding may be needed for those who do not qualify for state of federal financial assistance. The City should seek partnerships among multiple agencies including the Area Agency on Aging, the Commission on Aging, Northern Homes Community Development Corporation, and Habitat for Humanity to support seniors and the income-constrained residents who are unable to make the changes needed to meet their housing needs.

High land costs and lagging wages or underemployment make it increasingly difficult for potential buyers to purchase and finance a house. A Community Land Trust (CLT) is a nonprofit, community-based organization whose mission is to provide affordable housing in perpetuity by owning land and leasing it to those who live in houses built on that land. Homes are made affordable by offering home buyers a chance to purchase a house without the land. According to the Lincoln Institute of Land Policy, "The community land trust and the homeowner agree to a long-term ground lease agreement (typically 99 years) that spells out the rights and responsibilities of both parties. Among the homeowner's rights are the rights to privacy, the exclusive use of the property, and the right to bequeath the property and the lease. The CLT has the right to purchase the house when and if the owner wants to sell." Northern Homes Community Development Corporation is a Community Land Trust that serves Antrim, Emmet, and Charlevoix Counties that is working with the Charlevoix County Land Bank Authority to utilize this mechanism in Boyne City. Increasing CLT property is an effective way to introduce more limited income home buyers to the market. This includes those young professionals who grew up in Charlevoix and who would like to stay in the community and purchase a home of their own. By purchasing a home within or near the ideal affordability index ratio, a home buyer can maintain an affordable cost of living and ideally, save for the future.

Charlevoix should be prepared to offer a variety of housing types that fit a variety of lifestyles. Rather than retrofit their homes, some seniors may seek to downsize to a home that better fits their needs, but wish to stay in the Charlevoix community. Ideally, this home becomes available for a young family who are able to move out of an apartment or smaller starter home. This cycle is continued by allowing a single person or young couple to move into the start up space.

Movement in the housing market allows new residents to enter the community while long term residents can find ideal housing at various stages of life.

Community Response to Short Term Rentals

Charlevoix has seen this cycle disrupted by growing short-term rental property market that has caused many owner-occupied single family homes to be converted into dedicated vacation rental properties where there are no primary occupants. Seasonal occupancy is not new in Charlevoix and cities across northern Michigan have throughout their history always attracted a seasonal population. While the bitter cold, snowy winters are often unattractive for visitors, the summer season is ideal for vacationers who are looking for a warm place with opportunities to recreate near fresh water resources. Traditionally, vacation rentals consisted of motels, hotels, and bed and breakfasts for renting rooms. In the 1950s vacation rentals began to appear in the U.S. and listings were placed in the newspapers. This allowed rental owners to capitalize on the vacant periods when a home wasn't occupied. The home sharing industry evolved as online platforms such as VRBO (Vacation Rentals by Owner) which launched in 1995, and later, the site AirBNB was founded in 2008, enabled a rapid proliferation of short-term rental bookings. The expansion of this potentially lucrative market trend has caused Charlevoix residents to consider how to "keep the lights on" throughout the year.

The Charlevoix City Council and Planning Commission heard residents' concerns and sought to maintain balance between year-round residences and short term rental property opportunities in the City. After seeking input from the community, the Council moved forward with two policy directions. First was the creation of a Short Term Rental Ordinance in 2020 to limit the number of short term rental properties to 80 units total. Owners of short term rental properties are required to register each unit with the City. In 2021, the City reached the maximum number of 80 units allowed and a waiting list is in effect. Proper Short Term Rental management is necessary to maintain neighborhood quality and keep Charlevoix an attractive community for all who want to live, work, or visit here. Short Term Rentals are required to be up to date on all county and state building codes, follow noise and nuisance ordinances, and meet maximum capacity restrictions, along with other requirements. The Zoning Administrator acts as an enforcement officer for these matters, and will conduct periodic inspections of Short Term Rentals.

Short Term Rental Quick Facts

- 83% of travelers prefer to be near water-whether the ocean or a lake, VRMA.org.
- As of 2015 14% of travelers book a private home or apartment for at least one trip in the year. Additionally, vacation rental owners generate an average of \$27,360 in annual income, Rentalsunited.com.
- 71% of travelers with children said access to cook their own meals was a major reason they chose a vacation rental, VRMA.org.
- Starting in 2017, Millennials are predicted to spend \$1.4 trillion on travel each year by 2020, VRMA.org (Vacation Rental Management Association).
- Millennials comprise 40% of leisure travelers who book online. They also spend more each day on trips than other age groups, VRMA.org.

The second policy direction the City Council identified was to encourage deed restrictions for existing owner-occupied properties. In this context, the deed restriction is a voluntary restriction to have the property remain owner-occupied or occupied by a primary renter in perpetuity. The City should continue with efforts to incentivize this program, even offering a financial incentive to voluntarily deed restrict one's property. A lump sum payment may encourage current property owners while development bonuses may encourage a developer to create new deed restricted units. The City may also provide deed restricted housing by requiring the restriction on any units that are created by city-initiated projects or public-private partnerships. Properties held by a community land trust (CLT) are often one such example. Deed restricted properties ensure year-round housing will be available for years to come.

Expanding Housing Choices



Due to reduced land supply, the most impactful way to create new housing in the City is to identify redevelopment and infill development opportunities. Infill development refers to development or redevelopment of land that has been bypassed, remained vacant, and/or in underused as a result of the continuing urban development process. By emphasizing the development of passed-over parcels, the community can maximize use of existing public facilities thus reducing public infrastructure costs, reduce farmland and open space loss, reduce lengthy commutes, increase physical activity, and grow the tax base. Permitting accessory dwelling units (ADUs) is one example of infill development.

New housing should address the needs of current and potential residents not currently being met. Interestingly, two demographic groups are ideal candidates for smaller, modern units that require minimal upkeep, but have access to food, transportation, and other community services. Due to Charlevoix's large baby boomer population, the City is experiencing a decline in average household size and an increase in the age of the population, while millennials who have delayed or foregone starting a family are attracted to Charlevoix's combined natural features and downtown living. The City has identified one such opportunity by permitting ADUs in the R2 – Residential Medium Density District. The district largely surrounds downtown Charlevoix and the mixed uses along Bridge Street. According to the Zoning Ordinance language adopted in 2019, accessory dwelling units are defined as “a second unit on an owner-occupied single-family parcel that is a minimum of three-hundred (300) and less than six-hundred-fifty (650) square feet and is either attached to the principal dwelling or in a separate structure on the same parcel.” As previously discussed, ADU structures were built throughout the City's history, but by allowing ADUs by right new units can be built more easily with the City's approval. The City is currently considering permitting ADUs in the R1 – Residential Low Density District.

The City should consider expanding the permitted use of ADUs in the remaining residential districts as well as a permitted use accompanying a residential use in any other zoning district. In addition to the R1 – Residential Low Density and R2 – Residential Medium Density Districts, the City has two other residential zoning districts that may be suitable for ADUs with appropriate development standards in place. As identified in Chapter 3, Existing Land Use, the City has five distinct community character areas each with its own overall look and feel. Introducing ADUs and other dwelling types into each character area will require input from the residents and careful consideration regarding size, scale, location, buffering, and overall design. Creating effective development standards that complement the character of the surrounding area will ensure new building types and uses are built with minimal disruption to the neighborhood.

In 2021, the City was certified as a Redevelopment Ready Community (RRC) through the Michigan Economic Development Corporation (MEDC). According to the program's website, to become redevelopment ready a (Michigan) community must plan for new investment and reinvestment, identify assets and opportunities, and focus on limited resources, Miplace.org. The City completed a multi-year process of reviewing internal processes, holding discussions for future development, and creating supporting plans, and upon completion, they can now identify Priority Redevelopment Sites to be marketed by the MEDC. Priority Redevelopment Sites are properties that are vacant or underutilized, and ready to bring greater use and value to the community. The site selection process is currently ongoing and includes discussions with the property owner in order to gauge their willingness to see the property transformed, either through sale, or their own redevelopment efforts. Through the RRC program and with MEDC marketing assistance, the City has the potential to create additional housing through infill development in a timely manner and also create a catalyst for further residential and mixed use development.

Building Capacity in Downtown Charlevoix

Many potential redevelopment sites are located in downtown Charlevoix. These sites may or may not be selected as an RRC Priority Redevelopment Site, but should be considered for potential new or expanded uses in the future. Downtown Charlevoix's existing infrastructure of walkable, higher-density, mixed uses provides the ideal location for further infill development and redevelopment. Downtown properties are underutilized for a variety of reasons including single story structures with the potential to build a second story, third story, and/or rooftop patio,

Downtown Residential Economic Impact

Impacts of Downtown Housing

DOWNTOWN HOUSING HAS IMPACTS BEYOND JUST RENT CHECKS.

Many North Carolina Main Street communities made it a priority to create downtown housing. This has proven to be an effort worth doing. While there is a wide range of monthly rents for a downtown apartment, the average is around \$950 per month. This allows property owners to receive revenue from space that may well have sat vacant for years. But the landlord isn't the only one who benefits.

How much buying power does a resident in a downtown apartment unit bring? If that unit is occupied by a couple paying rent of \$950 per month, here is what they spend over the course of a year.

Of course, not every dollar that they spend will be spent downtown. Some will be spent on vacation, on the trip to the regional mall, and through online purchases. But downtowns have an opportunity to meet many of the goods and services needs of that couple. So when they lease a downtown apartment, they are not just bringing their rent check; they are bringing considerable purchasing power that has the potential to benefit a wide array of businesses.

Average Annual Expenditures

Rent	\$11,400
Food at Home	\$3,008
Food away from Home	\$2,392
Alcoholic Beverages	\$398
Utilities & Public Services except phone	\$1,777
Telephone	\$991
Personal Services	\$263
Housekeeping Supplies	\$500
Household Furnishings and Equipment	\$1,303
Men's Apparel	\$295
Women's Apparel	\$514
Footwear	\$261
Vehicle related Expenses	\$2,181
Health Insurance	\$2,213
Medical Services	\$571
Drugs	\$327
Fees and Admissions	\$426
Audio and visual equipment and services	\$696
Pets	\$447
Personal care products and services	\$522
Reading	\$63
Education	\$809
Tobacco/Smoking Products	\$279
Cash Contributions	\$1,100
Personal Insurance and Pensions	\$4,325
Everything Else	\$3,649
Total	\$40,710

structures that only cover a small percentage of the surface area of the lot, or single structures may be combined and redeveloped with one or more adjacent lots for a larger cohesive project.

The City of Charlevoix's Main Street Downtown Development Authority is actively involved with creating and implementing solutions to improve housing within the downtown. The Main Street DDA offers a Downtown Housing Grant to property owners seeking to build or convert square footage designed for year-round housing. The matching grant provides financial incentive to help downtown building owners better utilize their vacant or underperforming space, while retooling the properties to help address housing needs. \$50,000 is available throughout 2021-2022 fiscal year.

In May 2021, the Main Street DDA in partnership with the Michigan Main Street and Downtown Professionals Network, underwent a thorough evaluation of downtown known as the Downtown Charlevoix 2021 Futures Vision Design. As part of the study, Main Street DDA conducted a survey which included visual preferences to identify the right look and feel for downtown buildings. The Futures design process was strongly focused on housing, but also sought to incorporate new commercial, mixed use, and recreation opportunities in underutilized spaces. Based on the survey input collected and meetings with community stakeholders, the project designers presented redevelopment concepts that addressed unmet needs within downtown. The Futures Vision Design was intended to be a starting point in which community leaders, stakeholders, and the public can create a plan for future development.



Neighborhood Redevelopment and Infill

The majority of the City's vitally important housing stock is located outside of the downtown, within established neighborhoods. Like downtown, there are many opportunities for redevelopment and infill housing. Underutilization in Charlevoix neighborhoods can also take a variety of forms such as homes that have been neglected and require significant repair, non-residential properties, especially vacant buildings, that have outlived their use, and undeveloped or underdeveloped greenfield sites that have avoided further development due to one or more site challenges. Much of the redevelopment opportunities in Charlevoix neighborhoods will require public-private partnerships between the City, local property owners, housing agencies, and public or private funding sources. There are several larger sites that might be suitable for development, but require a coordinated planning effort. They include:

The Community Reform Church located at 109 Elm Street has largely undeveloped areas that may be suitable for additional housing. Some reconfiguration of the sites may allow for additional development on portions of the Church site north of Elm Street as well as the greenspace between Elm Street and Cherry Street. The property is currently zoned for residential use and is largely surrounded by residential uses.



210 Garfield Avenue West is owned by the City of Charlevoix Housing Commission. The southern portion of the site is vacant with site access from Carpenter Avenue. The property is currently zoned for residential use and is largely surrounded by residential uses. Additionally, the City should consider partnering with Charlevoix County to determine the feasibility of relocating the Northwest Michigan Health Department offices and the Charlevoix County Sheriff's Office which are located just to the west along Grant Street. Combining these properties would allow for large scale redevelopment project that would likely accommodate several residential unit types.



There are several parcels on both the west and east side of May Street, almost to Stover Road, that are largely undeveloped or underutilized. 1021 May Street is owned by Charlevoix Public Schools and is currently used as the bus garage. Vacant property to the west, north, and east across May Street may be suitable for housing development. The properties on the west side of May Street are currently zoned for high density residential while the vacant properties on the east side of May Street are zoned for medium density residential.



Neighborhood infill development on a smaller scaler should include the conversion of older, larger, once single family homes, into multiple unit residential or mixed use spaces. Many completed conversions can be seen as you travel the City's main thoroughfares; however, opportunities exist in the core neighborhoods. In order to encourage home conversions, programs may be needed to provide financial support to property owners, but creating multiple, smaller units within an existing home will provide the community with additional housing while preserving the character of the neighborhood.

Creating Regional Housing

As recognized by regional entities such as Housing North, providing residents and potential residents affordable, quality housing is a challenge faced by communities across Charlevoix County and northwest Michigan. The City of Charlevoix may seek partnerships with surrounding townships to develop large parcels of land outside of the City limits. As the City has an established municipal infrastructure system and currently provides service to residential, commercial, and industrial properties in surrounding areas, the City may partner with Charlevoix Township and potential developers to extend municipal infrastructure so as to provide utilities to areas that will create new, desired housing units. This may or may not involve an Act 425 of 1984 agreement which transfers property by contract between certain local units of government. Any large-scale development project should incorporate a mixture of housing types as well as uses compatible with placemaking such as walkable neighborhoods, access to multi-modal transportation, technology infrastructure, access to food and household goods, and community spaces that support a population aged 8 to 80 (880cities.org).

Residential Design Guidelines

As the City explores opportunities to create new housing or expand existing housing types, consideration should be given for the impact on the existing neighborhood. Context sensitive design will ensure redevelopment does not occur at the expense of the current residents. The City should consider creating Residential Design Guidelines to identify the character and community needs of the five specified community character areas. Like sub-area plans, the Guidelines would collect community input specific to each neighborhood and produce an existing conditions report, which would then inform a set of design guidelines for continued development in that area. The Guidelines would identify the appropriate size, scale, location, buffering, and overall design for various redevelopment and infill projects, ensuring a seamless transition into the existing neighborhood framework.

Much of the housing solutions discussed in this chapter are representative of Missing Middle Housing. This is a phrase coined by Daniel Parolek in 2010 to describe a diverse set of housing options that are compatible in scale and form with detached single-family homes. Missing Middle Housing types include duplexes, fourplexes, cottage courts, and

townhomes all of which can be incorporated seamlessly into the existing neighborhood through a set of residential design guidelines. However, Missing Middle Housing aims to go beyond just adding new residential housing types by expanding the spectrum of affordability and supporting walkable neighborhoods with access to good and services.

Missing Middle Housing is a range of house-scale buildings with multiple units—compatible in scale and form with detached single-family homes—located in a walkable neighborhood.



Source: missingmiddlehousing.com

Significance for Planning

Housing development or redevelopment throughout the City, whether by an individual property owner, a public-private partnership between the City and another entity, or a private development project, should all support the goal of creating a quality, sustainable development that interacts and functions well with the surrounding community. Incorporating housing solutions that seamlessly transition into the existing neighborhoods is one example, but housing development should support the larger urban framework. All projects should seek to meet the needs of the greater community by encouraging a mix of land uses for access to goods and services, new units at all price points to expand affordable housing options, a well-designed multi-modal transportation system that supports non-motorized travel throughout the City and into the surrounding region, and green infrastructure and green design that enhance Charlevoix's natural features. In addition to quality, affordable housing, Charlevoix residents seek a high quality of life in which to live, work, and play. In short, the city needs expanded housing options and new housing units that support all residents.



6

Goals and Objectives

Public Involvement

The City is committed to engaging residents and creating a place welcoming to all residents and visitors of Charlevoix. Residents are encouraged to serve on public boards and bodies, participate in public meetings, and connect with City staff. Charlevoix's master plan was informed through these on-going engagement efforts as well as other targeted methods which sought to maximize public participation and solicit resident and stakeholder feedback. Very recently, in 2020 and 2021 the City underwent a number of separate initiatives and each included an opportunity for the public to participate in the process and have their voice heard. The input collected and the results of each individual effort by various boards such as the City Council, Planning Commission, Main Street Downtown Development Authority, and other public boards and bodies were included in discussions for the creation of this plan. A summary of these efforts is listed below.



- 2021: City of Charlevoix completes Redevelopment Ready Communities process and becomes Redevelopment Ready Certified. The Michigan Economic Development Corporation oversees the RRC process which empowers communities to shape their future by building a foundation of planning, zoning, and economic development best practices.

- 2021: Charlevoix Main Street and Downtown Development Authority hold the Charlevoix Downtown Futures program offered through the Michigan Main Street. Project consultant, Downtown Professionals Network, prepared a Market Analysis, survey including a visual preferences options, opportunities for reactivating downtown including concept drawings.

- 2021: City of Charlevoix updates five year Parks and Recreation Plan. Led by the City's Recreation Department and consultant Beckett & Raeder, completed the plan update which included an updated inventory of parks and recreation facilities, updated goals and objectives, and priority projects for the planning period.

- 2017-2021: Charlevoix Area Chamber of Commerce forms Housing and Business Park Initiative to connect key stakeholders, discuss community challenges to adequate housing, and identify potential solutions. Members of the Planning Commissioners joined a round table discussion with the HBPI where they completed a SWOT (strengths, weaknesses, opportunities, and threats) analysis of housing in the region. The SWOT analysis was completed on April 28, 2021. A follow up stakeholder meeting was held on July 12, 2021.

- 2021: The City conducted outreach for the master plan by attending the Charlevoix Farmers' Market on May 27, 2021. Staff met with residents and visitors to the market and heard input about what they love about the city.



CITY OF CHARLEVOIX
PARKS & RECREATION PLAN



2022-2026
DRAFT



- 2021: The City prepared a 40 question Community Survey that was mailed to 3,485 utility bill recipients and was available electronically on the City's website as well as social media accounts. 637 responses were collected in total. 130 were received electronically and 507 responses were received via paper copies. The survey mailing had a 15% response rate. The survey was available during the spring and summer of 2021.

- 2021: On December 20 the City Council and Planning Commission hold joint work session to discuss housing initiatives and housing goals and challenges.

Community Survey Results

Networks Northwest community planners provided staff support for the plan update and collected public input for inclusion in the plan. Staff conducted a survey of the Charlevoix community from April 26 – June 8, 2021. Responses were solicited through utility bills, the City's website, and the City's social media pages. 637 total responses were collected with a mail in response rate of 15%. The Community Survey asked 40 multiple choice or open-ended questions to gauge the community's interest and satisfaction with topics such as housing and neighborhoods, business and economy, transportation and infrastructure, energy, winter amenities, and general demographics and city government affairs. The goals, objectives, and action items expressed in this plan are directly influenced by the results of the Community Survey. The following are a sample of the survey results received.

- 51% Permanent residents
- 47% Lived in city over 21 years
- The following “strongly influences” why people reside in Charlevoix:
 - Northern Michigan location 87%
 - Environment / Natural features 81%
 - Safety and security 81%
- 59% Prefer one-family homes
- Want (need) AFFORDABLE housing
- Want sidewalks, Short Term Rentals are a threat
- Want Big Box store (local shopping options)
- 43% Use non-motorized transportation EVERYDAY
- 80% Want power from sustainable energy sources
- 73% YES: local government deals with issues

When asked “what are the top three priorities the Master Plan should focus on improving or preserving?” Survey-takers indicated:

1. Parks and Open Space: 33%
2. Neighborhoods: 29%
3. Redevelopment of vacant and/or underutilized properties: 27%

As mentioned above, the City prepared an update to the Parks and Recreation Plan in 2021. This plan is an in-depth look at the City's recreation facilities and the community's needs for future park improvements. Based on changing demographics and operational capacity the City will pursue appropriate recreation opportunities. Chapter 4 of the Master Plan identifies current parks and open spaces and refers to the City's Parks and Recreation Plan for further information.

Participants in the Community Survey recognize the challenge of maintaining strong neighborhoods while encouraging development of a variety of housing types. This plan seeks to celebrate Charlevoix's many unique neighborhoods and their long-standing cohesive qualities. Residents love their neighborhoods, but see opportunities for change and betterment of the community. Applying context sensitive solutions smart growth principles would allow redevelopment to benefit all city residents and potential new residents.



Smart Growth and the City of Charlevoix

Charlevoix is committed to the principles of Smart Growth, which is an initiative that began to evolve in the early 1990s. Its overall goal is to provide a framework for communities to grow in ways that support economic development and jobs; create strong neighborhoods with a wide range of housing, commercial, and transportation options; and achieve healthy communities that provide residents with a clean environment. The following principles are the foundation for achieving Smart Growth. More information can be found in Appendix .

1. Provide a mix of land uses.
2. Take advantage of compact building design.
3. Create a range of housing opportunities and choices.
4. Create walkable neighborhoods.
5. Foster distinctive, attractive communities with a strong sense of place.
6. Preserve open space, farmland, natural beauty, and critical environmental areas.
7. Strengthen and direct development to existing communities.
8. Provide a variety of transportation choices.
9. Make development decisions predictable, fair, and cost effective.
10. Encourage community and stakeholder collaboration in development decisions.

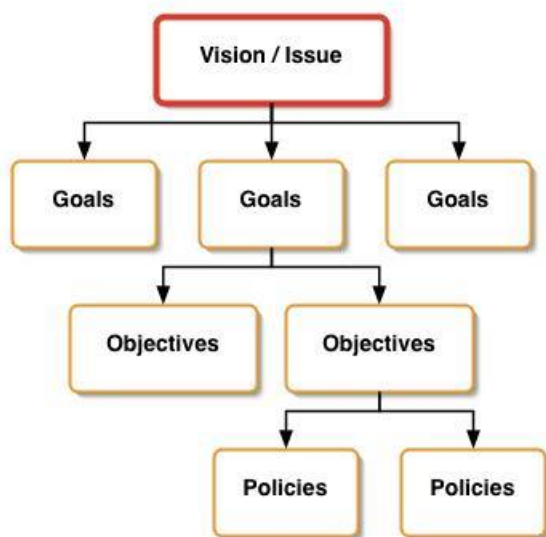
Both the Michigan Association of Planning and the Charlevoix County Future Land Use Plan identify the need and importance of Smart Growth and encourage municipalities to integrate these principles into master plans, land use regulations, and policies.

How this Chapter is Organized

The chapter begins with a short vision statement that describes community values and a future direction for Charlevoix. Following are six broad goals, which help define *how* the community will achieve its vision.

Each goal is further supported by more focused and specific objectives. Chapter 8 contains action items associated with each goal and objective that are categorized into an implementation matrix. The matrix outlines who is responsible for a particular action item, when it should be done, and which funding sources are available for its completion.

The following diagram shows how goals, objectives, and action items are organized:



The Vision Statement

Charlevoix will build on its distinctive character, downtown, and diverse neighborhoods, while respecting its unique setting and environment and creating a foundation for future economic prosperity and personal success. We collaborate with elected officials and other public bodies.

Community Goals and Objectives

GOAL 1: *Protect and enhance Charlevoix's small town character, unique downtown, cultural and historic resources, and scenic beauty.*

- 1) PRESERVE AND ENHANCE CHARLEVOIX'S UNIQUE SMALL TOWN CHARACTER
- 2) ENHANCE SCENIC BEAUTY
- 3) PRESERVE AND ENHANCE THE DOWNTOWN
- 4) PROTECT HISTORIC AND CULTURAL RESOURCES

GOAL 2: *Maintain a diverse, regional economy that supports sustainable year-round housing and business development.*

- 1) ENCOURAGE REGIONAL COLLABORATION ON ECONOMIC DEVELOPMENT
- 2) PROMOTE CHARLEVOIX AND THE REGION AS A VIABLE PLACE TO LIVE AND WORK YEAR-ROUND
- 3) ENCOURAGE ECONOMIC SUSTAINABILITY AND GROWTH IN DOWNTOWN CHARLEVOIX

CHARLEVOIX

11,016 sq. ft.

109 MASON STREET
Charlevoix, MI 49720

For pricing information,
please contact:
CITY OF CHARLEVOIX
(231) 547-3270

162 Feet (W)

68 Feet (L)

AVAILABLE PROPERTY

Source: Charlevoix's Redevelopment Ready Communities program property information packet.

GOAL 3: *Work cooperatively with surrounding municipalities, governmental agencies, non-profits, and private sector organizations on a variety of issues.*

- 1) COOPERATE WITH CHARLEVOIX COUNTY AND SURROUNDING TOWNSHIPS ON PLANNING AND ZONING
- 2) COORDINATE EFFORTS TO PROVIDE SAFE AND EFFICIENT TRANSPORTATION SYSTEMS
- 3) WORK COOPERATIVELY TO ENCOURAGE AND FACILITATE ALTERNATIVE FORMS OF TRANSPORTATION
- 4) COORDINATE EFFORTS ON NATURAL RESOURCE PROTECTION
- 5) CONTINUE TO PROMOTE OUR UNIQUE HISTORICAL TIES TO BEAVER ISLAND
- 6) WORK WITH CHARLEVOIX SCHOOLS ON FUTURE FACILITY USAGE

GOAL 4: *Provide high quality public services, infrastructure, utilities, and amenities to Charlevoix that are sustainable and cost effective.*

- 1) PROVIDE HIGH QUALITY PUBLIC SERVICES AND INFRASTRUCTURE AT A LOWER COST TO THE TAXPAYERS.

GOAL 5: *Reflect high environmental standards in land use policies, public education and in the design of municipal facilities, utilities, and stormwater management systems.*

- 1) IMPLEMENT BEST MANAGEMENT PRACTICES TO ADDRESS WATER QUALITY
- 2) INTEGRATE ENVIRONMENTAL BEST PRACTICES INTO CITY UTILITIES AND OPERATIONS

GOAL 6: *Create housing that meets the needs of all residents, ensuring all are safely and adequately housed.*

- 1) ENCOURAGE HIGHER DENSITY IN APPROPRIATE LOCATIONS
- 2) PROMOTE INFILL DEVELOPMENT
- 3) PRESERVE AND CREATE NEW DEDICATED AFFORDABLE HOUSING UNITS

7

Future Land Use

The Future Land Use Plan and Future Land Use Map serve as a guide for how the community envisions itself in the next 15 to 20 years. They describe a generalized preferred organization of how the land should be used to best serve the public good in the coming years. It preserves the community's core values and extends them as guiding principles in building a compatible future. It is based on an analysis of the land uses in the city, existing land use, demographics, housing conditions, community infrastructure, transportation and mobility, community engagement, and the goals and objectives set forth by the community.

The Future Land Use Map is a graphic representation of the Future Land Use Plan; it is not a Zoning Map in its purpose or in a legal sense. Land use categories tend to be more general than zoning classifications. They incorporate the community goals and ensure that the community's neighborhoods are protected, new housing is encouraged, the desired community character is upheld, economic development is encouraged, natural features are protected, and residents are served by a connected multi-modal transportation system. The Master Plan's relationship with the Zoning Ordinance is further explained later in this chapter.

Community Character Plan

Charlevoix's Future Land Use Plan takes the form of a "Community Character Plan" – it identifies how different areas should look and function, in addition to what the land use should be. While a traditional future land use plan focuses on appropriate land uses for different areas of the city and basic dimensional requirements, the community character plan also discusses the look and feel of streets, how buildings should look and function, how uses relate to each other, and overall intensity of development within the context of a specific area.

Charlevoix has several distinct areas of commercial, residential, industrial, and mixed land uses. The future land use categories generally align with the Community Character Areas described in Chapter 3, Existing Land Use. The Community Character Plan recognizes the differences between these areas but also describes how the different areas can transition into each other and contribute to an overall connectivity throughout the entire city. Each of these future land use areas has a different combination of design, use, and intensity that creates its own context. The purpose of a Community Character Plan is to identify all of the parts that add up to create character, not just land use and dimensional standards.

The Plan establishes several character and neighborhood areas and offers recommendations on use, intensity/scale, and defining characteristics. The components of the Plan include the following:

1. Land Use: Uses which are appropriate within the character area.
2. Defining Characteristics: Unique qualities of the character area as well as the degree of human activity (intensity) within the character area
3. Buildings: How the building looks and functions and where it is located on the lot

Interpreting the Plan

The Future Land Use Plan is a general framework used to guide land use and policy decisions within the City. The Future Land Use Map in this chapter shows general locations for the broad future land use areas described below. Each future land use category is explained in greater detail on the following pages with the community character guidelines specifying the preferred land uses, defining characteristics, and designs for each area, as well as pictures showing the planned character of each area.

The elected and appointed officials of the City of Charlevoix are responsible for the interpretation of the intent of the Community Character Plan and the future land use categories.

Downtown Core

Key Characteristics: The Downtown Core future land use category is aligned with the Downtown Central Business District Community Character Area. It is the most formally and intensely developed of the future land use categories. The highly intense neighborhood character is focused on commercial activity with the support of short and long term living opportunities. Planned residential density may increase the activity during the day and night. The unique and historic character of downtown should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures. A mixture of uses in downtown encourages an active community connection. The future land use plan for the Downtown Core should align with the recommendations presented in the Downtown Charlevoix Futures Summary Report.

Appropriate Land Uses: The existing mix of commercial, residential, office, municipal, and civic uses are appropriate and encourage shared spaces for permanent residents and visitors to the city. A goal of this future land use area is reactivation of underutilized spaces. Alternative and new uses should be encouraged such as pop-up and micro-retail opportunities. Expanded parking should be encouraged where it is reconfigured into scaled parking structures. Electric charging stations for all electric modes of transportation should accompany parking areas.

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Infill of new buildings or onto existing buildings should be built right to the sidewalks and surrounding lot lines or buildings. Small or no setbacks should be encouraged. New construction and infill buildings should match the feel and character of existing buildings including transparent and welcoming first floor storefronts and the use of materials similar to or complimentary to existing facades. Signs should be attractive, with projecting signs encouraged.

Housing Character: Residential uses should be multi-family units incorporated into a multi-story, mixed use building. Housing should be attainable for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units. Future development should include a variety of unit types and sizes.

Transportation and Mobility: The Downtown Core should continue to be highly accessible by a variety of transportation options. Residents and visitors alike should find an ease navigating to and through the downtown core. Bridge Street will continue to serve as state highway US 31 which allows access to the regional destinations as well as the only pedestrian path to neighborhoods north of the bridge. Memorial Bridge, a double-leaf bascule bridge, opens to create a 90-foot channel which permits cruising boats and yachts to enter and exit Round Lake and the Charlevoix Marina. The City should continue to maximize access to the Downtown Core and surrounding neighborhoods via the Charlevoix Marina.

Downtown Charlevoix's grid network of streets and sidewalks, bicycle lanes, and the bicycle route encourage the use of alternative forms of transportation and therefore reduce the need for vehicular parking. Bridge Street should continue to be highly walkable with pedestrian access through existing alleyways and across the bridge. Bicycle and other two-wheeled vehicle parking and charging should be encouraged in strategic locations. On-street parking spaces should be utilized for short-term parking, while off-street parking and charging areas should be used for downtown residents and employees and long-term visitors.

Natural Features: Natural features should enhance while blending in seamlessly with the urban character of downtown Charlevoix. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Public and shared spaces should incorporate pocket parks, sidewalk trees and planters, and parking lot rain gardens in an effort to introduce natural features and reduce the amount of impervious surface. Downtown buildings are encouraged to incorporate green roofs where appropriate.

Planned Character



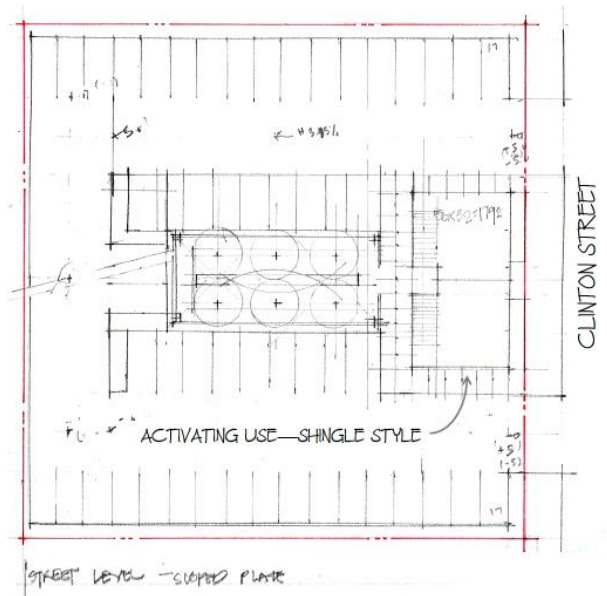
Scheme 1, displayed above, shows a two-story development of about 6,000 square feet (+/-) with no parking located on the parcel.

Scheme 2, displayed right, shows a two story development of about 3,000 square feet (+/-) wrapping the corner, with parking located on the northern portion of the parcel, to the rear of the structure.



Downtown Charlevoix Futures | Charlevoix, Michigan | 2021

Source: Downtown Charlevoix Futures Summary Report, State and Antrim Mixed Use



Activating mixed use structure along Clinton Street
North Elevation

The concept depicted in configuration 1 for the Clinton-Hoop Skirt Alley parking area structures parking on two sloped levels and places new and activating uses along Clinton Street.

Configuration 1: Clinton Street-Hoop Skirt Alley parking area

Two levels with sloping parking decks and an activating use along Clinton Street.

Source: Downtown Charlevoix Futures Summary Report, Clinton Street – Hoop Skirt Alley Parking

Charlevoix Corridor

Key Characteristics: On the perimeter of the Downtown Core area, along Bridge Street, the north side of Belvedere Avenue, and along Petoskey Avenue, the Charlevoix Corridor area has been added to allow for a gradual transition and buffer zone between the Downtown Core area to the City Center Residential and Neighborhood Residential areas. The Charlevoix Corridor area is the gateway district to the City of Charlevoix. The streetscape should be designed to be welcoming for all coming into the city on Petoskey Avenue and Bridge Street.

While these areas will still be predominantly residential, the district will allow for limited commercial that will provide services for surrounding residences within walking distance. The combination of home occupations, commercial, and residential spaces generates a high- to medium-level of intensity. Activity in this area will be less than the downtown core, but more than the surrounding residential neighborhood. Like the downtown core, this mix of uses encourages community connection and a variety of complimentary uses. Unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures. The Charlevoix Corridor future land use category is a new district that incorporates portions of both North and South US 31.

Appropriate Land Uses: The Charlevoix Corridor is transitional zone that permits a mix of commercial, professional and medical offices, residential, and civic, and transitional or temporary spaces that can be used as business incubators. Office uses make compatible neighbors as they tend to keep quiet daytime hours and generate minimal traffic. The proximity to downtown makes this an appropriate area for higher density housing with similar height restrictions as the central business district so it would not be too imposing on the adjacent residential uses.

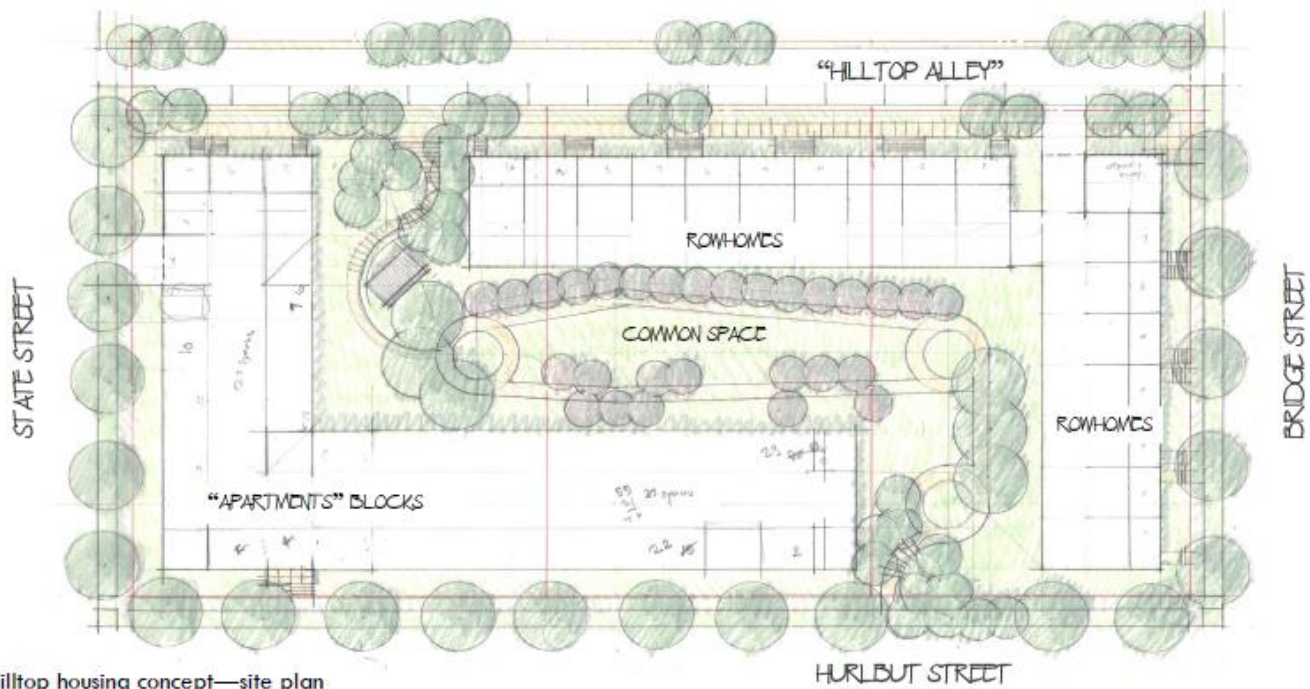
Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Where new construction and infill buildings are introduced the site design should maximize lot frontage by orienting the building towards the street and allowed building height by building multiple stories. New buildings should match the feel and character of surrounding buildings such as similar lot line setbacks and the use of materials similar to or complimentary to existing facades. Onsite parking should be located to the side or rear of the lot and access should be designed in such a way as to be shared among multiple users. Shared parking maximizes the use throughout the day and reduces individual use parking requirements. Signs should be minimal and not detract from the neighborhood character.

Housing Character: Future development should include a variety of unit types and sizes. Housing types should include a mix of multi-family units incorporated into multi-story, mixed use buildings, multi-story, single family, attached units, and single family homes converted into live-work spaces or multiple-family units. Housing should be attainable for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units.

Transportation and Mobility: The Charlevoix Corridor area should be highly accessible by a variety of transportation options. Charlevoix's grid network of streets and sidewalks, bicycle lanes, and the bicycle route encourage the use of alternative forms of transportation. Bridge Street and Petoskey Avenue should continue to be highly walkable with pedestrian access through alleyways and appropriate intersections and mid-block crossings. Bicycle parking should be encouraged in strategic locations. On-street parking spaces should be utilized for short-term parking, while off-street parking located in the rear of buildings should be used for downtown residents and employees and long-term visitors. Coordination with MDOT and access management practices should be considered where new development occurs.

Natural Features: Natural features should also transition to a more prominent role in the Charlevoix Corridor area. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Street trees should be incorporated into the streetscape design to beautify the right-of-way and promote placemaking. Ornamental trees, shrubbery, pocket gardens, and rain gardens should be considered for front yard and parking lot landscape opportunities to incorporate natural features while reducing the amount of impervious surface. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and pollinator habitats.

Planned Character



Hilltop housing concept—site plan

Source: Downtown Charlevoix Futures Summary Report, Hurlbut and State Housing Concept

City Center Residential

Key Characteristics: The City Center Residential future land use community character area is aligned with the Central City Neighborhood District Community Character Area. The neighborhood character is made up of primarily residential uses with secondary, complementary home occupations spaces. Activity in this area is typically during the day with some evening and night activity. Proximity to the downtown core and downtown edge areas and ease of accessibility through the city's historic grid network of streets and sidewalks encourages a more active environment. The mixture of uses generates by a medium level of intensity. The City Center Residential area has the City's oldest neighborhoods as well as the City's only residential historic district. The neighborhood's historic resources should be protected through the preservation, rehabilitation, or adaptive reuse.

Appropriate Land Uses: Uses in the City Center Residential area should be primarily residential in nature. Home occupations and other mixed uses such as public institutions, day care centers, and parks that may be appropriate.

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Infill of new buildings or onto existing buildings should match the character of surrounding buildings. New single family structures are encouraged to provide an accessory unit on site. Buildings should be oriented towards the street with lot line setbacks similar to those of surrounding buildings. Garages should not dominate the front façade of the home. The architecture and design should be residential in nature and building materials should be similar to or complementary to existing facades. Signs should be minimal and not detract from the neighborhood character.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types may include single family attached and detached units with an accompanying accessory unit, multi-story, single family, attached units, and single family homes converted into home occupation spaces or multiple-family units. Multi-family units incorporated into multi-story mixed use buildings may be appropriate on the periphery of the neighborhood where use intensity increases. Housing should be attainable for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units. Future development should include a variety of unit types and sizes.

Transportation and Mobility: The City Center Residential area should maintain connections with surrounding areas and be highly accessible by a variety of transportation options. Roads within the City Center Residential area follow Charlevoix's historic grid network and also have common elements including sidewalks, pedestrian scale lighting, and a tree canopy. The network of alleys, sidewalks, and bicycle lanes support connectivity within the area and in between adjacent areas and the use of alternative forms of transportation. Expanded sidewalks in this area should help guide people to the downtown area and other key destinations and create a welcoming streetscape. On-street parking provides an alternative parking option for residents and business owners who do not have onsite parking.

Natural Features: Natural features in the City Center Residential area should promote community connection as well as provide active and passive recreation opportunities. Street trees, rain gardens, and plantings of native grasses and wildflowers should be incorporated into the streetscape to encourage walkability, diverse wildlife habitat, and beautification of the urban environment. The City should consider opportunities to install community gardens, parklets, and urban forest arboretums to support a variety of purposes such as active play, passive recreation, rest areas, and wildlife habitats.

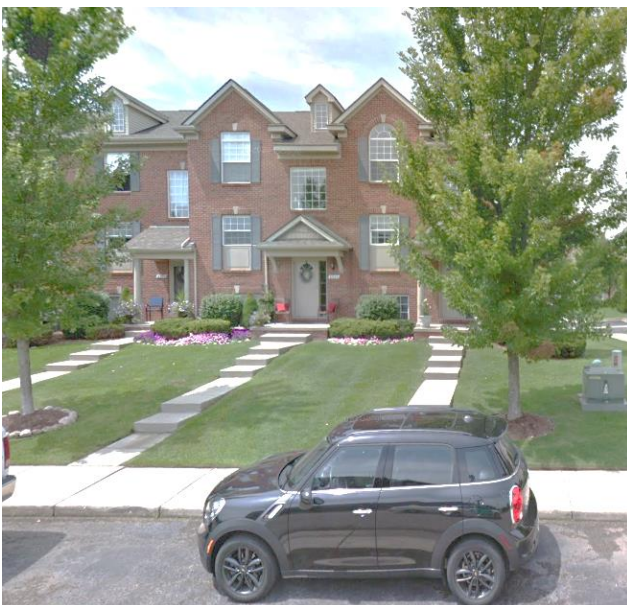
Planned Character



Source: Missing Middle Pattern Book, City of Norfolk



Source: Form-Based Code, City of Traverse City



Source: Independence Township



City of Charlevoix Library

Community Mixed Use

Key Characteristics: The Community Mixed Use future land use community character area is largely located in the South US 31 Mixed Use Community Character Area. It is a high intensity area that is intended to support commercial, multiple family residential, and mixed use planned developments. A mix of uses and spaces generate day, evening, and night activity. Development shall focus on adapting existing uses, redevelopment of underutilized sites, and providing infill development where appropriate. The Community Mixed Use area's activity levels, building mass, and accessibility will be similar to that of the downtown area. Sidewalks as part of a pedestrian-friendly street network and shared open spaces shall provide access throughout and promote community connections.

Appropriate Land Uses: The Community Mixed Use areas are encouraged to have a wide variety of retail, office, residential, and recreational uses. Commercial uses should support daily needs such as a grocery store, family clothing store, and casual dining restaurants. Existing multiple family residential uses are intended to stay and more housing options are encouraged. Planned developments with a mix of building types and uses that is interconnected with the surrounding area is encouraged. The goal of this area is to allow existing uses to continue while creating an opportunity for different types of uses in the future if sites are redeveloped.

Building and Site Design: A mix of building types should be allowed in the Community Mixed Use area while mixed use, multi-story buildings are the preferred development type. New and infill development should be harmonious with existing land use patterns while maximizing site potential. Select sites may accommodate large retail stores, but commercial uses should be incorporated into a mixed use development with a harmonious design that includes architectural variation, small or no setbacks, and parking that is located in the rear of the building. All developments should include public open space or connectivity to surrounding uses, attractive landscaping, and screening as appropriate.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types should be a mix of multi-family units incorporated into multi-story, mixed use buildings, multi-story, single family, attached units, and single family homes converted into home occupation spaces or multiple-family units. Housing should include rental- and owner-occupied units primarily intended for permanent residents. Housing should be attainable for occupants at various income levels.

Transportation and Mobility: The Community Mixed Use area should focus on "people-oriented design." Future development that accommodates cars, but people come first. Pedestrian, bicycle, and transit travel are the primary modes of transportation, while vehicular use is secondary. Expanded sidewalks in this area should connect people to key destinations and create a welcoming streetscape. Bicyclists should be able to use streets safely as they travel throughout the area and into surrounding neighborhoods. On-street parking spaces should be utilized for short-term parking, while off-street parking should be used for residents, employees, and long-term visitors. Bicycle and other two-wheeled parking should be encouraged in strategic locations.

Natural Features: The Community Mixed Use area should strive to create a balance between urban development and meaningful open spaces and natural features. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Innovative solutions such as urban forests as part of the area's tree canopy coverage, community gardens or orchards, and stormwater harvesting are opportunities to enhance the natural environment as well as reduce the neighborhood's energy footprint. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Street trees should be incorporated into the streetscape design to beautify the right-of-way and promote placemaking. Ornamental trees, shrubbery, pocket gardens, and rain gardens should be considered for front yard and parking lot landscape opportunities to incorporate natural features while reducing the amount of impervious surface. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and wildlife habitats.

Planned Character



Source: Missing Middle Pattern Book, City of Norfolk



Source: City of Traverse City



Source: City of Traverse City

Neighborhood Residential

Key Characteristics: The Neighborhood Residential future land use community character area is largely located in the Petoskey Avenue District and South US 31 Mixed Use Community Character Areas. It is a low intensity area that is intended to support primarily residential activity with secondary, complementary home occupations. The intensity of this neighborhood area shall be low due to the primarily day time activity, lower levels of traffic and pedestrian movement, and reduced building mass compared to other neighborhoods in the city. The Neighborhood Residential area's unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

Appropriate Land Uses: Uses in the Neighborhood Residential area should be primarily residential in nature. Home occupations and mixed use spaces may be appropriate. Uses that support and enhance residential neighborhoods may be appropriate such as public institutions, day care centers, parks, and other neighborhood commercial uses with a residential component.

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. New construction and infill buildings should match the feel and character of existing buildings including the use of materials similar to or complementary to existing facades. The site design and building orientation of residential uses should permit an accompanying accessory dwelling unit. Setbacks should be similar to those of surrounding buildings and garages should not dominate the front façade of the home.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types may include single family attached and detached units, accessory units, and single family homes converted into home occupation spaces or multiple-family units. Mixed use buildings may be appropriate along the perimeter of the neighborhood adjacent to more intense areas. Housing should include rental- and owner-occupied units primarily intended for permanent residents. Housing should be attainable for occupants at various income levels.

Transportation and Mobility: The residential streets located within the Neighborhood Residential area should be designed for slow traffic and easy pedestrian and bicycle usage. However, they should form a connected, logical pattern with as many connections to the existing street system as possible. Cul-de-sacs are highly discouraged. An expanded sidewalk network is encouraged to increase pedestrian access and connections to surrounding areas.

Natural Features: Both public and private property should provide natural features in the Neighborhood Residential area. Street trees, rain gardens, and plantings of native grasses and wildflowers located in the public right of way are opportunities to incorporate natural features while creating a welcoming streetscape. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and pollinator habitats.

Planned Character



Source: City of Royal Oak

Private Club Residential

Key Characteristics: The Private Club Residential future land use community character area is located along Round Lake and Lake Charlevoix. It is a low intensity area that is intended to support primarily residential activity. The intensity of this neighborhood area shall be low due to the primarily day time activity, lower levels of traffic and pedestrian movement, and reduced lot coverage compared to other neighborhoods in the city. The Private Club Residential area's unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

Appropriate Land Uses: Uses in the Private Club Residential area should be primarily residential in nature. Uses include detached single family homes, other detached residential units, parks, clubhouses, boathouses, and other recreation related uses.

Building and Site Design: Rehabilitation and re-occupancy of existing buildings is preferred whenever possible. New construction should match the residential feel and character of existing buildings including the use of materials similar to or complementary to existing facades.

Housing Character: This area is intended to accommodate established detached single-family residential developments that are generally seasonal in nature, governed by a private club association, and in which the homes are privately owned, but the land is in common ownership.

Transportation and Mobility: The residential streets located within the Private Club Residential area should be designed for slow traffic and easy pedestrian and bicycle usage. However, they should form a connected, logical pattern with as many connections to the existing street system as possible. An expanded sidewalk network is encouraged to increase pedestrian access and connections to surrounding areas.

Natural Features: Both public and private property should provide natural features in the Private Club Residential area. Street trees, rain gardens, and plantings of native grasses and wildflowers located in the public right of way are opportunities to incorporate natural features while creating a welcoming streetscape. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and pollinator habitats.

Planned Character



Industrial

Key Characteristics: The Industrial future land use community character area is largely located in the Charlevoix Business Park Character Area. It is a low- to medium- intensity area that is intended to support light industrial, commercial, and residential as part of a planned development. The Industrial area's uses, building mass, and accessibility will largely accommodate low levels of primarily daytime activity. Development shall focus on adapting existing uses, redevelopment of underutilized sites, and providing infill development where appropriate.

Appropriate Land Uses: Industrial areas land uses include light industrial uses such as light manufacturing, assembly, warehousing, processing and distribution, and research facilities with no external off-site impacts. Commercial uses should support an associated industrial use, be of an industrial nature such as glass blowing or metal working, or require large warehousing or research space. Planned developments may incorporate multiple-family residential use into an industrial or mixed use building when residential areas house employees of the associated use. Like the Community Mixed Use area, the goal of this area is to allow existing uses to continue while creating an opportunity for different types of uses in the future if sites are redeveloped.

Building and Site Design: A mix of building types should be allowed in the Industrial area while medium- to large-sized industrial buildings are the preferred development type. Buildings should strive to maximize energy efficiency and green building design is encouraged. Development should be of a harmonious design that includes architectural variation, small or no setbacks, and parking that is located in the rear of the building. All development types should include public open space, attractive landscaping and screening as appropriate, and sidewalks as part of a pedestrian-friendly street network.

Housing Character: Housing types should be a mix of multi-family units incorporated into multi-story, primarily industrial use building. Housing should include rental- and owner-occupied units primarily intended for permanent residents.

Transportation and Mobility: Roads in Industrial area should be designed to be sufficient for truck traffic, without making them unsafe for other users. Bicyclists and pedestrians should be able to use streets safely as they travel throughout the area and into surrounding neighborhoods.

Natural Features: The Industrial area should strive to create a balance between large-scale development and meaningful open spaces and natural features. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Site landscaping should feature native grasses and wild flowers as opposed to turf grass, and natural features located on site should connect to natural features in surrounding areas to provide a continuous recreation area and wildlife habitat.

Planned Character



Source: LA Times



Public Facilities

Key Characteristics: The Public Facilities future land use community character area is not aligned with a community character area; however public facilities are located throughout the city. Public Facilities are typically long-term uses which serve specific and essential civic, municipal, and recreational functions in the community. Generally, Public Facilities areas are low intensity uses with the exception of the Charlevoix Municipal Airport. The size and scale of the facility is typically determined by the specific use, and activity at the facility generally occurs during daytime hours. Public Facilities uses provide active and passive recreation needs for the community and protect the scenic and environmental quality of sensitive natural areas. Public Facilities are generally owned by public agencies (city, county, state, or federal).

Appropriate Land Uses: Public Facilities uses generally support and enhance the surrounding neighborhoods. These uses include public institutions such as schools, libraries, municipal buildings, community centers, and parks and recreation facilities such as the golf course.

Building and Site Design: Building and site design should be based on the specific use, but should maximize site potential where possible.

Housing Character: Residential uses will not typically be combined with public facilities. However, should the opportunity to incorporate residential or mixed uses become available, the design should consider the appropriate future land use category for recommended residential housing types.

Transportation and Mobility: The Public Facilities areas should be highly accessible by a variety of transportation options.

Natural Features: Publicly owned public facilities are ideal opportunities to protect and enhance natural areas. Open spaces unsuitable for development or identified for preservation should feature plantings of native grasses and wildflowers as opposed to turf grass. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Recreation areas and open spaces should provide a variety of wildlife habitat to encourage diversification and education opportunities.

Planned Character



Scenic Reserve

Key Characteristics: The Scenic Reserve future land use area is not aligned with a community character area; however scenic reserve areas are located throughout the city. Scenic Reserve areas are typically long-term uses which serve specific and essential functions in the community. Scenic Reserve properties include both public and private lands that have high scenic, recreational, and aesthetic value. These properties are typically coastal areas with environmental significance.

Appropriate Land Uses: Scenic Reserve uses generally support and enhance the surrounding neighborhoods. Appropriate land uses are limited to open space, shoreline beaches, and recreation facilities.

Building and Site Design: Scenic Reserve properties will typically be undeveloped, however where building and site design are required, maintain the natural topography and landscape should be the main consideration. Construction and development should have minimal impact on the natural environment.

Transportation and Mobility: Accessibility to Scenic Reserve may vary depending on the location and type of use. Accessibility may be limited to maintain site features and preservation of sensitive habitats. Site access should be considered on a case-by-case basis.

Natural Features: Scenic Reserve areas are intended to provide natural areas in environmentally sensitive coastal areas of the city. Native plants and natural features should be preserved and re-established wherever possible. Recreation areas and open spaces should provide a variety of wildlife habitat to encourage diversification and education opportunities.

Planned Character



Zoning Plan

Section 33, 2(d) of the Michigan Planning Enabling Act, PA 33 of 2008, as amended, requires a Master Plan that is prepared in conjunction with this act to be the foundation for the community's zoning plan. The Michigan Zoning Enabling Act, PA 110 of 2006, as amended, requires a zoning plan to be created as the basis for the zoning ordinance. A zoning plan explains how the future land use categories in the Plan relate to the zoning districts incorporated in a community's Zoning Ordinance.

Current Zoning Districts

There are fourteen (14) zoning districts within the City, each of which is described below and in the current Zoning Ordinance. The Zoning Ordinance details the uses permitted in each district, and the schedule of lot, yard, and area requirements defines specific area, height, and bulk requirements for structures in each zoning district. The Zoning Map is also part of the Zoning Ordinance and illustrates the distribution of the defined zoning districts throughout the City.

The city is divided into the following zoning districts as shown on the Official Zoning Map:

Residential districts.

R1 - Low Density Single-Family Residential. This district is intended to provide stable, low density neighborhoods of predominantly single-family dwellings. This district also permits non-residential uses that contribute to the culture and well-being of single-family neighborhoods, such as parks, schools and churches.

R2 - Medium Density Single-Family Residential. The R2 District is intended to provide for residential neighborhoods where a mix of single-family residential, accessory dwelling units, single multiple-family dwellings, and attached dwellings are located.

R2A - Two-Family Residential. The R2A District allows for both single-family and two-family (duplex) dwellings in order to allow higher densities in appropriate locations and to provide expanded housing choices. This district also recognizes the existence of older residential areas in the city, where single-family homes have been or can be converted to two-family residences, in order to extend the economic life of these structures and allow the owners to justify the expenditures, repairs and modernization.

R4 - Planned High Density Residential. This district allows for higher density developments such as condominiums, apartment buildings, site condominiums, townhouses and clustered housing units.

PC - Private Club Residential. This district is intended to accommodate established single-family residential developments that are generally seasonal in nature, governed by a private club association, and in which the homes are privately owned, but the land is in common ownership.

Non-residential districts and mixed-use districts.

GC - General Commercial. This district accommodates retail and service establishments within the city, particularly along major corridors leading into and out of the city. The uses permitted in the GC District are intended to provide convenient and attractive retail, professional office and service establishments for the community and its rural trade area. This district is intended to accommodate larger scale commercial development and associated uses, due to larger lot sizes and consistency with the existing built commercial environment.

CBD - Central Business District. This zone regulates land within the area traditionally considered to be Downtown Charlevoix. Its purpose is to support the central activity area of the city by accommodating a mix of retail, office, service, entertainment and residential uses in a walkable, pedestrian-friendly environment. Business uses which are inconsistent with this purpose or which detract from the convenience of this district are not permitted.

CM - Commercial Mixed Use. This zone is intended to provide a transitional area between the GC and CBD districts on the south side and the CBD and R1 Districts north of the Bridge. This area south of the CBD includes a mix of residential and homes that have been converted to offices or mixed use buildings. Due to smaller lot sizes and structures with residential appearances, the area is intended for professional offices, mixed use buildings, retail and service establishments. This zone is intended to restrict larger scale commercial development, better suited for the outer north and south ends of the city.

MC - Marine Commercial. The MC District is established at locations in the community with water frontage to protect and promote the historic and unique heritage of the city. The historic marine use of the waterfront is a keystone to the ambiance of the “fishing village” feeling of the city. This district is intended to accommodate a mix of land uses including single-family, condominiums, marine related commercial and professional offices.

CH - Commercial Hospitality. The CH District provides for overnight lodging and complementary facilities and services, such as gift shops and restaurants. By precluding larger scale retail and other relatively intense commercial uses, it is intended to be limited to lodging and associated uses to complement the city as a vacation and wedding destination area.

PO - Professional Office. This district is intended to accommodate uses that are administrative and/or professional in nature in appropriate areas, without adverse impacts to adjacent residential land uses.

SR - Scenic Reserve. The purpose of this district is to protect the scenic attributes of certain properties along the shores of the city’s abutting lakes where development has not occurred and views to and from the water remain relatively unspoiled. The visual connection to the water and the views from the lakes are considered essential elements of the city’s character that bring economic health and vitality to the community. Scenic reserve areas may also be forested lands or natural areas intended to be protected from future development because of their community or environmental value. Any uses permitted within this district must be undertaken in a manner that will respect the environment and the scenic or visual value of the designated areas. The SR District includes both public and private lands that are also highly valued for recreational activities.

I – Industrial. This zone is intended to accommodate the industrial needs of the entire community in such a manner that unreasonable noise, dust, vibration or any other like nuisance shall not affect adjoining properties.

P - Public Facilities. This zone is intended to accommodate municipal, county and federal government related buildings and uses. Public facilities also include schools, public parking lots and the Charlevoix Public Library.

Overlay Districts

Charlevoix has four codified zoning overlay districts: Central Business District Overlay District, West Garfield Avenue General Commercial Overlay District, West Carpenter/State Street Industrial Overlay District, and North Side Professional Office Overlay District.

The intent of the overlay districts is to establish regulations in addition to the applicable regulations of the existing (underlying) zoning district that either supplement or replace those existing regulations. The overlay districts are applied in specific locations based on the environmental features, historic assets, scenic qualities, traffic conditions or other unique characteristics of the area, regardless of the established zoning districts.

In addition to the overlay districts outlined in the Zoning Ordinance, the City has two designated Historic Districts:

1. Charlevoix Train Depot Historic District located at 307 Chicago Avenue
2. Earl Young Historic Buildings District located at 300 Park Avenue, 302 Park Avenue, 304 Park Avenue (non-contributing), 306 Park Avenue, 308 Park Avenue, 310 Park Avenue, 101 Grant Street, 103 Grant Street, 303 Clinton Street, 305 Clinton Street, and 316 Park Avenue.

Relationship to the Master Plan

This Master Plan establishes the vision, goals, objectives, and policies guiding growth and development in Charlevoix for about the next 20 years. It contains specific strategies for managing the growth and change in land uses and infrastructure over this period, and, as required by statute, will be periodically reviewed and updated as necessary, at least once every five years. This section, along with the rest of the Master Plan, is intended to generally guide future changes to the Charlevoix Zoning Ordinance.

In considering a request to rezone property in Charlevoix, the Planning Commission shall consider the future land use map and the future land use descriptions provided in this plan. The Zoning Plan table shall be used to evaluate the degree to which the proposed rezoning is consistent with this plan, together with an evaluation of the specific request.

The following table is a list of future land use designations with their corresponding zoning district. Not every future land use category will match up with the current location or regulations of the zoning district to which it most closely corresponds. The recommended future revisions the in Zoning Ordinance are also discussed below.

Table 7.1: Zoning Plan

Future Land Use	Compatible Zoning District(s)	Proposed Zoning Revisions
Downtown Core	CBD – Central Business District; Central Business District Overlay District	Review use requirements and standards for residential uses
Charlevoix Corridor	R2A – Two-Family Residential; R4 - Planned High Density Residential; GC – General Commercial; CM - Commercial Mixed Use; MC – Marine Commercial; PO - Professional Office; P – Public Facilities North Side Professional Office Overlay District	This future land use category can be adapted into a new zoning district that encompasses the intent and uses described in these current zoning districts
City Center Residential	R2 – Medium Density Family Residential; R2A – Two-Family Residential; R4 - Planned High Density Residential; P – Public Facilities; West Garfield Avenue General Commercial Overlay District	Adapt residential districts to permit “missing middle housing” types and allow neighborhood commercial and mixed uses.
Community Mixed Use	R2 –Medium Density Family Residential; R2A - Two-Family Residential; R4 - Planned High Density Residential; GC – General Commercial; CH – Commercial Hospitality; West Carpenter/State Street Industrial Overlay District	Create a new Community Mixed Use zoning district suitable for large-scale, medium to high intensity activity.
Neighborhood Residential	R1 –Low Density Single-Family Residential; R2 –Medium Density Family Residential; R2A – Two-Family Residential	Adapt residential districts to permit “missing middle housing” types
Private Club Residential	PC –Private Club Residential	No changes
Industrial	I - Industrial	Permit limited residential and commercial uses.
Public Facilities	P – Public Facilities	No changes
Scenic Reserve	SR - Scenic Reserve	No changes

Other Zoning-Related Changes

In addition to the recommended zoning revisions above, City staff recommend the following general maintenance updates to the Zoning Ordinance.

Format

- Generally cleaning up the language of the zoning ordinance
- Adding graphics and diagrams

Zoning Classifications

- Collapsing zoning districts into fewer categories
- Update GIS zoning map to reflect new zoning classifications
- Review residential and non-residential schedule of uses; update in accordance with this Plan

Residential

- Increase residential opportunities by allowing for denser housing developments and “Missing Middle Housing” and other “nontraditional” housing types
- Allow for expanded neighborhood commercial and live-work developments
- Review Section 153.116 Accessory Buildings,(5) Building Footprint and (9) Prohibited Uses
- Review Section 153.117 Residential Uses, (A)(I) Floor area requirements, (D) Accessory Dwelling Units, and (E) Boarding Houses
- Review Section 153.158 Renting of residential properties
- Review standards for Section 153.170 Building appearance

Parking

- Allow for shared parking among all uses and include parking maximums instead of minimums

Exploring Form Based Code

The City of Charlevoix is exploring the possibility of adopting form –based code (FBC) standards for appropriate areas of the City. According to the Michigan Chapter of the Congress for New Urbanism, “form-based codes are development regulations (*a type of zoning code*) used by local government agencies that emphasize the physical character of development (*its form*) and de-emphasize the regulation of land use.” Under conventional zoning, land use is regulated by districts often segregating uses that may otherwise be compatible. Use regulations in the form-based code recognize that building forms can accommodate a variety of uses. Therefore, uses are organized by broader use groups, which are groupings or categorization of compatible uses which exhibit similar characteristics.

Form-based code originated from the early “design based code” which was often applied to specific areas such as historic districts or neighborhoods. Limited forms of form-based code have also focused on the physical form of new development. A fully realized form-based code differs from other design based codes by applying a broader set of planning and design principles. In addition to land use and design, form based code considers the relationship between buildings and streets, encourages walking, and use of alternative forms of transportation, and a tighter neighborhood fabric. To achieve the desired environment, FBCs utilize the following context-sensitive standards¹¹:

- Mixed uses
- Minimum densities
- Small lots
- Build-to lines
- Street standards designed for pedestrians
- Interconnected streets
- Public open space
- Orientation to public realm
- Maximum parking

¹¹ White, Mark. Form Based Codes: Practical & Legal Considerations. November 18, 2009.

<https://www.cityofeastlansing.com/DocumentCenter/View/1541/FormBased-Codes--Practical--Legal-Considerations-PDF?bidId=>

Ultimately, the inclusion of form-based codes standards within the City's Zoning Ordinance would create a hybrid code, or a combination of a standard zoning ordinance and form-based code. In this case, zoning districts would still regulate the permitted uses within each area of the City, but would in certain instances provide additional form-based standards that apply to certain zoning districts.



8

Implementation

A master plan is only useful as long as it is implemented and consulted when making land use decisions. This Chapter prioritizes master plan projects, outlines potential funding sources, and includes an “Implementation Matrix.” The matrix includes the policies or action items and defines who will be responsible for the action, what the potential funding sources are, and when the item should be completed.

Project Priorities

The actions listed below in the implementation matrix are listed with “priority numbers” described by the following:

Priority 1 projects are those that should be given immediate and concentrated effort. These are the first projects that should be commenced after this Master Plan has been adopted. Any preliminary steps that must be taken to implement the action (such as seeking funding, changes in local ordinance, etc) should be commenced immediately. Those Priority 1 projects that have a longer time horizon should be revisited on an as-needed basis, and should be incorporated into other applicable long-term planning programs, such as capital improvement plans.

Priority 2 projects are those that are necessary to implement the plan, but either depend on commencement or completion of Priority 1 projects. Once commenced, however, these projects should be pursued until completion.

Priority 3 projects are those that implement elements of the plan, but are not urgent and can be delayed for a much longer period of time. These projects are more susceptible to budgetary constraints.

Some projects within the matrix do not have a specific timing period because they are based on less predictable factors such as funding sources, etc. The timing for these projects is explained within the matrix.



Potential Funding Sources and Partner Agencies

The following is a partial list of funding sources. It is important to understand that these funding programs will change over time, and as such, should be monitored. Further, new potential sources of funding should be sought out as these sources disappear. This list also provides several resources that provide direct assistance to the community.

Table 8.1: Implementation Funding Sources

Identifier	Source / Partner	Description
FEDERAL SOURCES		
A	Community Development Block Grant (CDBG)	Administered by the Michigan Economic Development Corporation on behalf of the Michigan Strategic Fund. CDBG is a federal grant program utilizing funds received from the US Department of Housing and Urban Development (HUD). The CDBG program offers grants to eligible counties, cities, townships, and villages for economic development community development, and housing projects.
B	HOME Investment Partnership Program (HOME)	Provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. HOME funds are awarded annually as formula grants to participating jurisdictions (PJs).
C	Building Resilient Infrastructure and Communities (BRIC)	Administered by the Michigan State Police on behalf of the Federal Emergency Management Agency (FEMA). BRIC grant program seeks to categorically shift the federal focus from reactive disaster spending toward research-supported, proactive investment in community resilience so when the hurricane, flood or wildfire comes, communities are better prepared. BRIC provides funds on an annual basis for hazard mitigation planning and the implementation of mitigation projects prior to a disaster.
STATE SOURCES		
D	Redevelopment Ready Communities (RRC) Redevelopment Services Team	A service provided by the Michigan Economic Development Corporation for qualified Redevelopment Ready Communities. MEDC RRC can provide technical assistance as well as financial support.
E	Michigan Community Revitalization Program	The Michigan Community Revitalization Program (MCRP) is an incentive program available from the Michigan Strategic Fund (MSF), in cooperation with the Michigan Economic Development Corporation (MEDC). The focus of the MCRP is to encourage and promote structural renovations and redevelopment of brownfield and historic preservation sites located in traditional downtowns and high-impact corridors. MCRP provides gap financing in the form of performance based grants, loans, or other economic assistance for eligible investment projects in Michigan.
F	Brownfield Redevelopment Grants	The Michigan Department of Environment, Great Lakes, and Energy provides Brownfield redevelopment grant funding to local units of government and other public bodies to investigate and remediate known sites of environmental contamination, which will be used for identified economic redevelopment projects.
G	Low Income Housing Tax Credit (LIHTC)	The Low Income Housing Tax Credit Program is an investment vehicle created by the federal Tax Reform Act of 1986, which is intended to increase and preserve affordable rental housing by replacing earlier tax incentives with a credit directly applicable against taxable income. Administered in Michigan by the Michigan State Housing Development Authority (MSHDA), this program permits investors in affordable rental housing who are awarded the credit- corporations, banking institutions, and individuals - to claim a credit against their tax liability annually for a period of 10 years.
H	Revitalization and Placemaking (RAP)	Incentive program that will deploy \$100 million in American Rescue Plan funding to address the COVID-19 impacts in Michigan communities.
I	Resilient Lakeshore Heritage Program	is administered by the Michigan State Historic Preservation Office. Funding for the program is provided by the Paul Bruhn Historic Revitalization Grant from the National Park Service to support the preservation of historic buildings in rural communities located along the Great Lakes statewide.

J	State Historic Tax Credit	Upon final review and approval in mid-2022 by the Michigan Strategic Fund and the State Historic Preservation Office, the program will help support commercial and residential, place-based projects while promoting the preservation of Michigan's historic resources.
K	Transportation Alternatives Program (TAP)	The Michigan Department of Transportation's program funds non-traditional road projects (outside the traditional curb and gutter) such as streetscapes, non-motorized paths, and historical restoration of transportation facilities. Among its primary goals is to support Michigan's entitlement communities for high-priority urban revitalization projects and, therefore, US-31/Bridge Street appear to be candidates.
L	Department of Natural Resources Recreation Funding	DNR funding sources are available for recreation facilities improvements, updates, and maintenance. These sources include the Natural Resources Trust Fund, Land and Water Conservation Fund, Recreation Passport Grant Program, and Waterways Program Grants.
COMMUNITY SOURCES		
M	Charlevoix County Community Foundation	Strives to be a trustworthy resource for philanthropy by building permanent endowment, addressing needs through grant making, and providing leadership resources to serve the Charlevoix community.
N	Charlevoix County Housing Solutions Fund	The Fund supports pre-development activities on housing construction or rehabilitation projects that are affordable to households earning between 60% and 120% of area median income (AMI) and will maintain affordability beyond the first occupant. Projects are selected based on access to amenities, proximity to employment opportunities, mobility options and partnerships with local municipalities and organizations. The fund is held by the Charlevoix County Community Foundation.
O	Development Assistance Grant Program	City credit program intended to help offset startup costs for City utilities. Residential, commercial, and industrial projects that meet the City's requirements are eligible for credits towards the utility installations costs associated with the development.
P	Charlevoix County Home Rehabilitation Program	Allocated through the Northwest Michigan Community Action Agency, funding is available for homeowners that need assistance with repairs that present a health and safety concern to the occupants.
Q	Charlevoix County Housing Ready Program	Headed by Housing North, the Housing Ready Program provides direct assistance to community officials and business to create housing solutions.
R	Northern Homes Community Development Corporation	The mission of Northern Homes Community Development Corporation is to create and preserve quality affordable housing opportunities for Northern Michigan residents through education, development, and partnering with local communities. The Corporation is a community land trust which can ensure long-term housing affordability.
S	Charlevoix Deed Restriction Program	The Deed Restriction Program was initiated from discussions with the Charlevoix Housing and Business Park Initiative and the many partners working to address the need for year-round housing. This will ensure that our important workforce can grow and remain in the community. The program will help balance the housing market that is faced with a growing percentage of the existing housing stock that are summer homes or vacation rentals. Funding may become available to incentivize deed restrictions of private property.
T	Charlevoix County Land Bank	The role of the Land Bank is to deal with unique property issues or to dispose of properties that may not sell at a public auction.
U	Neighborhood Enterprise Zone (NEZ) Act	A property tax exemption for the development and rehabilitation of residential housing located within eligible distressed communities
V	Customer Renewable Energy Projects	The City of Charlevoix offers its customers the opportunity to generate their own electricity and support renewable energy. Any City electric customer can install a renewable energy system (either solar or wind), connect to the City electric grid, and send surplus electricity back to the grid if generation exceeds use. Any surplus that is sent back to the grid is metered and the City pays the customer back for it.
W	Energy Waste Reduction Programs (Residential and Commercial)	The City offers various rebates and incentives for energy savings for residential, commercial, and industrial clients of the City of Charlevoix Electric System.
X	Land Information Access Association and Tip of the Mitt Watershed Council	Separately or often jointly, provide excellent opportunities improve coastal and climate resiliency through both planning and best management projects.

Table 8.2: Implementation Matrix

Goal 1	<i>Protect and enhance Charlevoix's small town character, unique downtown, cultural and historic resources, and scenic beauty.</i>				
Objective	Action	Responsibility	Timing	Priority	Funding
1. Preserve and enhance Charlevoix's unique small town character	When making decisions consider the features contributing towards Charlevoix's character; identify how development regulations can best protect and/or enhance them.	City Council, Planning Commission, City Staff	Ongoing	2	Local government
	Revise zoning regulations to encourage smaller scale development on commercial corridors with established maximum building sizes and parking away from the street side of buildings.		Ongoing		
	Continue to enforce the nuisance ordinance.		Ongoing		
	Complete a Climate Resiliency Assessment to identify vulnerabilities and actions/strategies to address vulnerabilities.		1-3 years	1	
2. Enhance scenic beauty	Coordinate ongoing efforts with City staff, MDOT, Charlevoix County and surrounding townships, and seek public input to secure grant funding for Corridor Improvement Districts on US 31 and M-66.	City Council, Planning Commission, City Staff	5-10 years	2	Local government, K
	Enforce existing landscaping design standards for commercial development, parking lots, and public lands including donation consistently.		Ongoing		
	Continue to support the Shade Tree and Park Commission and expand the Tree Planting Program, based on budget considerations. Seek alternative forms of funding, such as donations and grants.		Ongoing		
3. Preserve and enhance the downtown	Involve and educate the general public, building and business owners, and the DDA about the potential demand for greater flexibility in the Central Business District zone's allowed uses.	City Council, Planning Commission, City Staff, DDA Board	Ongoing	1	Local government
	Support local initiatives that preserve and enhance the downtown, such as trails and historic preservation, and focus economic development strategies and promotions appropriately.				
	Adopt downtown design guidelines for commercial properties		1-3 years		
	Pursue goals outlined by the Charlevoix Main Street DDA Board				

4. Protect historic and cultural resources	Continue to support the efforts of the Historic District Commission and the Charlevoix Historical Society with the designation of historic properties.	City Council, Planning Commission, City Staff, DDA Board	Ongoing	2	Local government, E, H, I, J
	Continue educating and supporting property owners about historic districts and seek to establish districts where there is strong support.				
	Support improvements and long-term maintenance of the lighthouse.				
Goal 2	Maintain a diverse, regional economy that supports sustainable year-round housing and business development				
Objective	Action	Responsibility	Timing	Priority	Funding
1. Encourage regional collaboration on economic development	Provide regional economic development services and support for businesses who wish to locate to Charlevoix.	City Council, City Staff, DDA, Planning Commission, Chamber, Visit Charlevoix	Ongoing	2	Local government, D, E, F
	Pursue goals and recommendations outlined in the Economic Development Strategy prepared by the Chesapeake Group and the Marketing Strategy and Economic Development Strategy compiled for the RRC process.				
	Aggressively market and provide incentives to businesses in emerging industries.				
	Support and promote technological advances, such as high speed internet and fiber optic networks in Charlevoix to encourage economic development.				
	Coordinate with Charlevoix Township, community leaders, and property owners to plan for and promote future development; explore 425 agreements where appropriate.				
	Continue to support and promote expanding Coast Guard operations in Charlevoix.				

Prepare subarea plans as a way to promote Charlevoix individual neighborhoods as unique places to live and work full-time.

Ensure festivals and events are supportive of the goal of year-round activity and costs for staging events are appropriately balanced.

2. Promote Charlevoix and the region as a viable place to live and work year-round

Promote "missing middle" housing options by encouraging developers through housing incentives and flexible Zoning Ordinance requirements.

Work with the real estate community through the RRC program to help market Charlevoix to targeted groups interested in locating to the area.

Support the Housing Business Park Initiative's efforts to attract regional industry and address commercial and industrial business needs.

Prepare "How to" brochures to clarify housing development options, business start up information, and site development process guidelines.

Investigate options for regulating rental property within the City through short-term rental regulations, a rental inspection program, licensing fees, lodging taxes or other means.

City Council, City Staff, DDA, Planning Commission, Chamber, Visit Charlevoix

1-3 years

1

Local government, D, E, F

3. Encourage economic sustainability and growth in downtown Charlevoix

Support the Redevelopment Ready Communities program and prepare required materials for recertification.

Support and expand current downtown winter activities and pursue other winter city recreational or promotional events.

Pursue goals outlined in the Downtown Marketing Assessment and Development Strategy prepared by the Chesapeake Group.

Identify funding sources to incentivize economic development and provide tax credits for downtown redevelopment projects.

Prepare updated development plan for Main Street DDA tax increment financing district renewal.

City Manager, City Staff

Annual

2 Local government

DDA

1-3 years

1

Goal 3		Work cooperatively with surrounding municipalities, governmental agencies, non-profits, and private sector organizations on a variety of issues.			
Objective	Action	Responsibility	Timing	Priority	Funding
1. Cooperate with Charlevoix County and surrounding townships on Planning and Zoning	Work with area townships, including Charlevoix, Marion, Norwood, Eveline, and Hayes on a regional plan.				
	Hold annual meetings between the Charlevoix and Charlevoix Township, Marion Township, Norwood Township and Hayes Township Planning Commissions to discuss land use related topics and resolve any zoning issues.	City Council, Planning Commission, City Staff	Annual	1	Local government, C
	For border areas and properties, coordinate land uses, zoning regulations and street extensions that expand the City's grid.				
	Cooperate with Charlevoix Township on an airport overlay district located around the Charlevoix Municipal Airport.				
	Cooperate with Charlevoix County on the update and adoption of a countywide Natural Hazard Mitigation Plan				
2. Coordinate efforts to provide safe and efficient transportation systems	Work with MDOT to study summertime traffic counts, review potential options to alleviate related traffic congestion and evaluate development proposals that may affect US 31 traffic, in particular for areas where there is no secondary access.	City Manager, City Staff	Ongoing	2	Local government
	Prepare regional trail map showing existing and proposed trail connections and city routes such as city bike route				
3. Work cooperatively to encourage and facilitate alternative forms of transportation	Evaluate the local transportation system and look to integrate "complete streets" policies for future infrastructure planning and design.				
	Increase public awareness and provide better signs that mark routes to promote walking and biking.				
	Maintain snow cleared sidewalks in commercial and residential areas.	City Council, Planning Commission, City Staff	Ongoing	1	Local government, K
	Incorporate bike lanes into the design and future construction of streets and roads.				
	Work with surrounding communities and Charlevoix County in the development of a regional trail system to connect with Boyne City, East Jordan, and Elk Rapids.				
	Use current sidewalk inventory to prioritize new sidewalk connections and plowing.				
	Explore the viability of a multi-use transportation hub.				

4. Coordinate efforts on natural resource protection	Utilize Charlevoix County Brownfield Redevelopment Program to redevelop and revitalize undesirable properties	City Council, Planning Commission, City Staff	Ongoing	2	Local government, E, F
	Work with organizations like Tip of the Mitt Watershed Council, WATCH, the Little Traverse Land Conservancy, and the Lake Charlevoix Association to inform the public on water quality protection measures and conservation easements.				
	Utilize Charlevoix County land bank to acquire and package parcels for redevelopment				
	Coordinate Mt. McSaubia usage with Charlevoix Township.				
5. Continue to promote our unique historical ties to Beaver Island	Continue to invest in the airport to enhance commercial activity.	City Council, City Staff	1-3 years	2	Local government
	Look to future implementation of the BIBCO Dock Optimization Study for better downtown flow and parking considerations.				
6. Work with Charlevoix schools on future facility usage	Work with the School regarding the future use of their properties within the City and Townships	City Staff, Charlevoix Public Schools	Ongoing	2	Local government
	Include report of school enrollment, property investments, major program changes, and other such information in Planning Commission annual report				
Goal 4	Provide high quality public services, infrastructure, utilities, and amenities to Charlevoix that are sustainable and cost effective.				
Objective	Action	Responsibility	Timing	Priority	Funding
1. Provide high quality public services and infrastructure at a lower cost to the taxpayers.	Study public service consolidation with surrounding communities so that costs can be lowered, while maintaining or improving quality.	City Council, Planning Commission, City Staff	1-3 years	2	Local government
	Increase municipal water, sewer, and electric users to spread out operational costs.				
	Coordinate with surrounding townships and explore 425 agreements where appropriate to expand infrastructure into areas without public water and sewer that does not encourage sprawl, but provides opportunity for new housing.				

Goal 5		<i>Reflect high environmental standards in land use policies, public education and in the design of municipal facilities, utilities, and stormwater management systems.</i>			
Objective	Action	Responsibility	Timing	Priority	Funding
2. Integrate environmental best practices into city utilities and operations	Review landscape standards to require minimal site disturbance activities and native vegetation into the site landscape design.	City Council, Planning Commission, City Staff	Ongoing	1	Local government, L, M
	Incentivize minimal impervious surface coverage and the use of porous surfaces in site development.				
	Implement Green Infrastructure projects as identified in the City of Charlevoix Green Stormwater Infrastructure (GSI) Visioning Report				
	Provide signs at the Marina and City boat launch concerning boat maintenance and measures to control the spread of invasive species.				
	Coordinate with the DNR to provide proper signage regarding not dumping fish bait.				
	Coordinate with Tip of the Mitt Watershed Council to incorporate green infrastructure elements to City improvements.				
	Educate the public about ways to mitigate impacts on the stormwater system from lawn clippings, leaves and other organic waste.				
	Study options and consider implementing alternative methods of storing and collecting yard waste.				
	Partner with the County to implement a state-of-the-art Recycling Program.	City Council, Planning Commission, City Staff, Charlevoix County	Ongoing	1	Local government, L, M
	Purchase fuel efficient vehicles when replacing the City fleet.				
	Install additional electric vehicle charging stations.				
	Set a goal to incrementally increase the amount of renewable energy provided to the City and residential and commercial users.				
	Coordinate with local and state partners like MPPA and MMEA to source renewable energy.				
	Educate residential and commercial users about available City energy programs				
	Encourage residential and commercial users to opt in to the Voluntary Green Pricing Renewable Energy Program and other renewable and energy-efficient programs that become available.				
	Research the feasibility and potential grant opportunities available to power City buildings and facilities through alternative energy sources.				
	Continue to upgrade City facilities with energy features such as more energy efficient lights, motion sensing lights, and more efficient HVAC systems.				

Goal 6		Create housing that meets the needs of all residents, ensuring all are safely and adequately housed.			
Objective	Action	Responsibility	Timing	Priority	Funding
1. Encourage higher density in appropriate locations	Amend the zoning ordinance to accommodate higher densities in appropriate neighborhoods and the downtown.	Planning Commission, City Staff	1-3 years	1	Local government
	Expand allowable residential uses in all zoning districts.				
	Provide incentives for higher density developments in the downtown area.				
2. Promote infill development	Review the Zoning Ordinance to allow for further subdividing and subsequent development of vacant land provided that it is consistent with the surrounding neighborhood.	Planning Commission, City Staff	1-3 years	1	Local government, R, S
	Provide a variety of housing options for a range of incomes, ages, family sizes, and needs.				
	Encourage context-sensitive “missing middle” housing infill development.				
3. Preserve and create new dedicated affordable housing units.	Increase the number of owner-occupied and long-term rental residential units.	City Council, Planning Commission, City Staff	Ongoing	1	Local government, N, R, S
	Monitor the number of short term rental properties and ensure balance of new short-term rentals to new owner-occupied or long-term rentals.				
	Adopt PILOT (Payment in Lieu of Taxes) ordinance when appropriate to incentivize development of housing within the budgets of more residents.				
	Promote available housing incentive programs such as voluntary deed restrictions				

Conclusion

Although this plan is a comprehensive guide for land use planning over the next 20 years, there is no way to predict what changes may occur that are not contemplated in this document. Therefore, decisions related to development should be considered carefully in light of the recommendations of the Master Plan.

The Michigan Zoning Enabling Act (Act 110 of the Michigan Public Acts of 2006) requires Charlevoix's Zoning Ordinance to be "based on a plan to promote the public health, safety and welfare, to encourage the use of lands in accordance with their character and adaptability, to limit the improper use of land, to conserve natural resources and energy, to meet the needs of the state's residents for food, fiber and other natural resources, places of residence and other uses of land."

Since the zoning map is a part of the Zoning Ordinance, changes to zoning boundaries should be in conformance with the Master Plan. Change is constant and usually unpredictable, however, and there may be circumstances that warrant changes to the zoning boundaries that are not consistent with the Master Plan. If and when this occurs, the Master Plan should be updated to conform to the changed circumstances. Because of the time and process required for amending the Plan, such changes should be considered carefully.

The table below provides a list of evaluation factors that should be used to determine if a proposed development warrants a change to the land use designation on the Future Land Use Plan map. If future development decisions take these factors into account, and if the Plan is reviewed on a regular basis and updated when necessary, then Charlevoix can be assured that development will reflect the desires of its citizens, reflected through the adopted Master Plan.

Future Land Use Evaluation Factors	
☒	Does the proposed new classification meet the qualifications noted in the appropriate section of the Master Plan?
☒	Are the zoning districts and their uses that may apply to the new classification compatible with and appropriate in the vicinity of the property under consideration?
☒	Have any conditions changed in the area since the Master Plan was adopted that justify this change?
☒	Will there be any community impacts that should be considered, such as increased traffic, or others that might create a need for additional services or improvements?
☒	Are there any environmental considerations that may be contrary to the intent of the existing or proposed classification of that land use?
☒	Was the property improperly classified when the plan was adopted or amended? Are the qualities of the property (or area) different than those that are described in the plan?
☒	Will there be any adverse effects on adjacent properties as a result of the proposed land use change?
☒	What impacts will result on the public health, safety, and welfare?

Charlevoix City Council

All Other Actions and Requests

Title: Proposed Donation: Miniature Painted Sailboat Honoring Dale and Marilyn Boss

Date: July 18, 2022

Presented By: Linda Boss
Pam Beatty

Background:

A group of folks would like to offer a donation of a miniature painted sailboat to memorialize the life and work of Dale and Marilyn Boss. The sails would feature scenes from Charlevoix reminiscent of activities Mr. and Mrs. Boss enjoyed and contributed to over their long lives in Charlevoix. Details and background of the proposal, submitted by the donors, are included as attachments.

Pursuant to the Donation Acceptance Policy, the Council first considered whether the donation has some likelihood for acceptance. On June 20, Council did give this indication and the review process continued with the Planning Commission. Initially, a donation was proposed for East Park but the Council recommended the Planning Commission not consider placement in the green space between the performance pavilion and the trout pond in East Park.

After reviewing the items below, the Planning Commission, at their meeting on July 11, 2022 recommended acceptance of the donation for placement in the Malewitz Parking lot off Palmer Street. They did not give a specific location.

- The donation is in keeping with the spirit and design intentions of the public space and protects and preserves the natural resources of the City
- There is sufficient funding (either through a donated endowment or through City operations) to cover long-term costs and maintenance of the donation
- Determination of no-adverse affect from the gift either in financial cost or reputational harm to the community

City Council whether to accept the donation, its exact placement, and any other terms it wishes to set. It may also set a public hearing for further consideration of the donation.

Recommendation:

Council discussion and direction.

Attachments:

1. Proposal for Pictorial Memorial Dale & Marilyn Boss
2. Dale and Marilyn Boss - an exceptional legacy of volunteering
3. Donation Acceptance Policy 2022 Revision
4. Planning Commission DRAFT Minutes from 07/11/2022

A Pictorial Memorial on a Sailboat Sculpture of Dale and Marilyn Boss's Lifetime Contribution to Charlevoix

Hi I'm Linda Boss, Dale and Marilyn's daughter-in-law, their younger son Jim's wife. I am an artist and have been painting and drawing scenes of Charlevoix for the past forty years. You may be familiar with my work. I was asked to restore and redesign the Sailboat "Sailing through Time", that has been on display at the Depot since 2016. I am including photos of it for your reference. It depicts 16 scenes of landmarks that are from Charlevoix's past. It is fun to go down memory lane, please go check it out in person.

I would like to do the same on this new sailboat. The scenes would all represent places that Dale and Marilyn had direct contribution to the existence of. If it weren't for their involvement, these places either would not be in Charlevoix or would be very different. There will be a plaque accompanying the Sailboat.

Here is a list of the paintings that will be collaged onto the sails:

In no order of importance:

1. **Operation Petunia** (scene of people along the road planting the petunias)

2. **Petunia Truck pulling float in the Venetian Parade**

3. **Mt McSauba**

4. **Harsha House**

5. **Hoffman Park**

6. **Thanksgiving Day Parade in Detroit**

7. **Charlevoix Elementary School**

8. **Community Reformed Church**

9. **Old Charlevoix Library, now Charlevoix Circle of Arts**

10. **Rayder Bus**

11. **The Christmas House**

12. And of course, **Dale and Marilyn sitting downtown in the red Cadillac visiting with passerbys**

Colorful petunias will fill in where needed as accents



One of the Scenes

This sailboat sculpture consists of metal sails that are thin enough to bend slightly. They are primed, painted and will be clear-coated with auto clear coat. The one at the Historical Society was marine sealer and didn't hold as well as expected. It had to be recoated through the years. It measures approx 7 foot to 7.5 feet in total heighth. The boat part is carved wood and will be a stained light red, because it was Dale

and Marilyn's favorite color! The base/stand will be styled stone and cement like the one at the Depot.

I had been approached by Gail Gennett a few years ago to do this but we couldn't get the funding. Now, Pam and her husband Lane, have generously offered to gift this memorial to the city.

In closing, I had heard that Charlevoix was going to try to incorporate more Art in Public Places around town. What a perfect addition to Charlevoix! A beautiful, 3D sculpture, right downtown with local scenes painted tastefully on it that captures the spirit of volunteerism and honors a couple who loved Charlevoix dearly. We are respectfully requesting placement, somewhere prominent in East Park, location at your discretion so everyone may enjoy. Thank you!

Photos attached.





Dale and Marilyn Boss – An exceptional legacy of volunteering

**“Remember that the happiest people are not those getting more, but those giving more.”
This is a quote by American author— H. Jackson Brown Jr.**

My dad’s laugh was infectious – and at times, completely annoying to me, his youngest daughter. When something was funny to him, he laughed. When things went wrong, he laughed. His motto was...smile – be happy! I used to roll my eyes at that one....until one day I realized, my dad, Dale Boss was literally, one in a million, He taught me by example that the joy of life doesn’t come from achieving financial success, but by giving back to others and making the community you live in a better place for the next generation.

My mom and dad loved Charlevoix. They grew up here and did everything they could to promote Charlevoix as the most beautiful little town in the world. They were a compliment to each other as my dad was the outspoken one who talked to everyone, and I mean everyone... He was the little boy who hung out as Earl Young was building his mushroom houses and learned everything he could, somehow not being told to go away, but earning Earl’s respect by his persistence and curiosity. My mom was the organized genius behind Dale’s big ideas who saw to it that the sometimes lofty goals were accomplished.

In 1978, my dad began volunteering to drive the Venetian float around the state, promoting Charlevoix in every little town he could. He even finagled his way into being invited to the Detroit Thanksgiving Parade by his enthusiasm and persistence in promoting Charlevoix the Beautiful. Hours and hours of volunteering, sometimes paying for gas and food for the girls riding the float out of his own pocket was the norm until my mom made him start turning in his receipts. However, he never took a dime for any of his 40+ years volunteering.

Without Dale Boss, there probably would not be a Mt.McSaubia ski hill and recreation area in Charlevoix. He was instrumental in obtaining the property and he put up the first \$100 to encourage many others, who did the same. My dad never skied himself, but he recognized the opportunity for the City of Charlevoix to make a difference in the lives of countless children and families in this community.

My dad was instrumental in convincing Ann Harsha to donate her house to the Charlevoix Historical Society and made good friends with Jim Flynn, who became the first tenant/caretaker of the Harsha House. My mom documented hours and hours of Charlevoix History in books, taped interviews and newspaper articles that are housed there today.

Dale was the one who talked to Betty Hoffman, convincing her to donate the property on the channel to the City (instead of selling it for profit). This is where beautiful Hoffman Park now sits.

It was my dad who brought to the City Council his idea of lining the streets of Charlevoix with Petunias 40 years ago. When asked how they would raise the money, he simply volunteered my mom to design a petunia license plate! It read: Charlevoix

the Beautiful, Michigan's resort city on 3 lakes. Come enjoy it with us! They were able to buy the blanks for \$1 apiece if they bought 1,000 – so he and Bruce McArthur went down to the First State Bank and borrowed from Lou Hollow, the bank President, \$1,000 on a note, interest free. My dad was an ex-milkman so he knew every street, alley and house in town. They advertised in the paper, that someone would be coming around to sell the license plates. They had almost every service organization come to city hall on the evening the plates were to be sold. Students from the high school went with the service organization automobile drivers and they covered the town and 8 miles into the countryside. \$3,500 was raised in less than 3 hours! Six hundred flats of petunias, at \$5 a flat were ordered from Renalda's Greenhouse on March 1, 1982, the date they had to be planted in the greenhouse.

Dale got up every morning to water the petunias at 4:00 in the morning, with my mom sitting on the back of the initial hand-made tank- getting sloshed with cold water on the daily trip. It was a team effort, working with the community volunteers and the city council and planning committees to bring to life "Project Petunia." What started 40 years ago is still attracting visitors to Charlevoix today.

Tom Brokaw once said, "it's easy to make a buck. It's a lot tougher to make a difference". Dale and Marilyn Boss have made a significant difference in the lives of not only those of us who are fortunate enough to live or summer in Charlevoix, but in preserving the quality of life for future generations who raise their children here.

Oh, I forgot to mention Mr. and Mrs. Claus and the Christmas House! My parents volunteered thousands of hours making figurines, setting up the annual Christmas scene. Mom also turned the inside of the house into "Santa's Workshop" decorating more than 30 trees along with displays of animated toys and stuffed animals. Mom and Dad dressed up as Mr. and Mrs. Claus on Christmas Eve, listening to children's wishes and giving out lollipops to boys and girls from all around the north. This continued until they went to be with the Lord. My family (particularly my brother, Bo) still carries on this tradition yearly - minus Mr. and Mrs. Claus. A neighborhood child said it best one summer when he exclaimed, "Momma – I saw Mrs. Claus mowing the lawn today!"

I figured out that Dale volunteered over 11,880 hours watering the Petunias alone, not to mention the parades, etc. When I found out that Gayle Gennett and Gordon VanWieren had brought up the original idea a few years ago to memorialize Dale and Marilyn's contributions to Charlevoix and heard of my sister-in-law Linda's theme to go along with the sailboat pictorial similar to the one at the Depot, I jumped on board. We are respectfully asking you, the Charlevoix City Council members, to preliminarily approve moving forward to the planning commission this tasteful, memorial pictorial showing the importance of volunteerism and community effort.

"Volunteers don't get paid – not because they are worthless, but because they are priceless."



Donation Acceptance Policy

Adopted by City Council on April 18, 2022

POLICY PURPOSE

The City appreciates the generosity of donors who offer improvements for the community. The residents of the Charlevoix have a well-established record of giving their time, talent and treasure to events, causes, and improvements in the community. The purpose of this policy is to establish guidelines, standards and procedures for the acceptance of gifts to the City, including the installation, long-term maintenance and operation of donated elements to the City which will enhance the quality of life. The City desires to encourage donations while at the same time considering aesthetic impacts and on-going maintenance and operational costs.

BACKGROUND

In 2013, a Donation Acceptance Committee was formed to develop a policy for the consideration and acceptance of gifts (whether funding for a specific purpose, a specific feature or item, or a building). The policy was adopted in September 2013 and established the public review process and criteria to evaluate a proposed donation.

The City Council resurrected the committee in 2015 to review potential changes. The revised policy was approved by City Council on October 19, 2015.

At the request of City Council in March 2022, the City Manager was asked to review the policy for potential further direction to the Planning Commission on how it considers gifts. The review included a recodification of the past work on the policy and its contents.

POLICY REVIEW

This policy will be reviewed at least annually by City Council and the Planning Commission; revisions and changes may be made. An updated copy will be kept on the City's website.

PROCEDURE FOR MAKING A DONATION

The City Council shall have the full and final authority to approve or deny all gift proposals. To promote an efficient review process though, as well as to prevent disappointed expectations, prior to preparing a written proposal the donor or donor's representatives should contact the City Manager's Office to discuss a proposed gift. Such pre-application meeting can assist both the prospective donor and the City in determining whether a gift will meet the criteria contained in this policy. City staff or City Council may request additional information including but not limited to scaled drawings, artist's renditions or other documents to better illustrate the exact nature of the donation. The City may choose to consult with other agencies or organizations in the review process.

CONSIDERATION GUIDELINES

Financial Gifts for Programming or Improvement Funds

Financial gifts are the easiest and preferred method of donation since the final outcome of a project is ultimately directed by City Council. Contributions without condition in the form of cash or other monetary instruments will automatically be accepted and can be directed to various causes.

Donations can be sent to several funds at the Charlevoix County Community Foundation intended for the benefit of the City:

- Charlevoix Canopy Fund—to support long-term tree planting in the city
- Brookside Cemetery Improvement Fund—to support long-term projects at the Brookside Cemetery
- Charlevoix Dog Park Fund—to support long-term operation and improvement to the dog park
- Mt. McSaubia Recreational Area Fund—to support the activities of Mt. McSaubia

In addition to these funds, the City can accept cash donations for a variety of projects and purposes to the various funds of the City including:

- Housing Fund
- Park-specific improvement funds
- Skate Park
- Scholarships for youth skiing and day camp
- Junior Golf or the golf course generally
- Mt. McSaubia

Additionally, the City may directly or through a third party, work to raise funds for a specific project from time to time. In the past, this has included efforts to create the Dog Park and improve Hoop Skirt Alley through Junior Main Street.

Gifts of Fixed Assets and Equipment/Vehicles

Gifts intended for installation on public land (including parks) as well as gifts of equipment, vehicles, boats or facilities often involve considerations of aesthetics, costs, and compatibility. These features shall be evaluated using the following criteria:

1. Aesthetics- The community has an interest in ensuring the best appearance and aesthetic quality of public lands and facilities. Donations and their recognition shall reflect the character and be consistent with the intended surroundings.
2. Requirement of Maintenance/Repair- Since donated elements and their associated recognition become City property, the community has an interest in ensuring that all elements remain in good repair. Elements must be of a quality to ensure a long life, be resistant to weather, wear and tear, and acts of vandalism.
3. Requirement of Consistency with Current and Future Use- Proposed donations should not substantially interfere with the intended current or future use of the land or facility.
4. Uniqueness of the Proposed Gift
5. Whether the Proposed Gift Requires Relocation, Removal or Installation of Other Equipment or Infrastructure to Accommodate the Donation
6. Absence of Substantial Impact on Public Health and Safety and/or Welfare
7. Costs Associated with the Proposed Gift- The City also has an interest in knowing in advance the full cost which may be associated with a gift, namely those which may relate to purchase,

installation, maintenance and operation during the gift's expected life cycle. In the ordinary course the amount of the gift must be sufficient to cover all such expenses.

- a. Neither purchase nor installation shall commence until the donor's gift has been completed and funds have been received by the City for such purposes.
- b. Gifts requiring on-going operation and maintenance which are estimated to exceed \$5,000 annually must include an additional amount sufficient to defray that expense for twenty years. Example: \$5000. maintenance annually for twenty years = \$100,000.
- c. In rare and unusual circumstances where the City has determined that the value of the gift substantially exceeds the cost associated therewith, these requirements may be waived, but only after appropriate notice and public hearing.

Fixed asset gifts for public land shall be reviewed first by City Council who shall determine whether the gift is reasonably appropriate for use somewhere in the City, if it finds the answer is yes, it shall determine what City departments and/or boards should also review it (such as the Department of Public Works, Marina, Shade Tree and Parks Commission, Recreation Advisory Committee, etc).

Following reviews and reports from these groups, the Planning Commission shall review the proposed donation and the findings of these other bodies to make a recommendation to Council. Based on the above criteria, the Planning Commission shall determine the following:

- The donation is in keeping with the spirit and design intentions of the public space and protects and preserves the natural resources of the City
- There is sufficient funding (either through a donated endowment or through City operations) to cover long-term costs and maintenance of the donation
- Determination of no-adverse affect from the gift either in financial cost or reputational harm to the community

Memorial Plaques

Plaques will be limited in use and small in scale when recognizing donations. Aside from plaques already contemplated for benches and tables and to ensure uniformity of appearance and good taste, the language of such plaques shall also be approved by the City. Donation acknowledgments and memorial plaques shall be made of bronze and be of the highest quality, life and durability. In cases where bronze plaques are not feasible, other alternative types may be considered.

Gifts in City Parks

In cases of donations to City parks which may reasonably affect the park or its immediate surroundings, the City Council shall hold a public hearing for such purpose to invite comment from the community with respect to impact on view corridors, safety, potential for noise generation, and compatibility with the aesthetic features of the park.

Prior to consideration by City Council, the Planning Commission will need to affirmatively find the donation in keeping with the City's Master Plan and Parks and Recreation Master Plan where applicable. Donations not consistent with these plans shall be declined with appreciation.

Benches and Tables

The City will maintain a map of future locations for donated benches and tables. These must be of uniform character and donors may choose locations from the map for their donation. Donors pay costs

for the bench or table and the City will install them as time allows when they are received. Plaques may be placed on these in keeping with past practice.

INSTALLATION OF FIXED-ASSET OR LAND ALTERING DONATION

Once a gift of a fixed asset or land-altering donations are received (projects not planned and executed by City staff), a written agreement will be developed between the donor, any and all licensed contractors used in the donation, and the City. This contract will determine payment, expectations for final results, and performance bonds as necessary for reimbursement for unplanned expenses or failures of the project. Costs for bonds and all aspects of the project will be borne by the donor. The City shall have sole discretion to determine the time and manner of construction. Various aspects of state and federal law may apply for work on public land and within public rights of way.

REMOVAL and RELOCATION

The City reserves the right to restore, relocate, remove or relinquish donations. This decision shall be made based upon the best interests of the City. Upon receipt of a donation, donated property becomes the sole property of the City of Charlevoix; disposal, sale, or other actions related to the donation shall be made by the City.

VETERANS and MILITARY MEMORIALS

Memorials honoring veterans and military memorial or improvements to existing memorials should be looked at on a case by case basis and approved at the discretion of City Council according to this policy.

OPPORTUNITIES FOR FUTURE GIFTS

The City will regularly identify a list of projects that would be desirable for the community. Donors unsure how to provide a meaningful benefit to the community could consult this list and provide funds for these purposes as described above:

- Upgrade the Michigan Beach access steps along Michigan Avenue
- Improve playground equipment at Depot Beach, Ferry Beach and Mt. McSaubia
- Combined recycling/trash receptacles in the downtown (Big Belly units)

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, July 11, 2022 - 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 Waddell.

B. Roll Call

Chair: RJ Waddell
Members Present: Sherm Chamberlain, Annemarie Conway, Toni Felter, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent: None
Staff Present: Jennifer Neal, Community Planner, Networks Northwest; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

Chair Waddell stated that he ran into Diane Foss-Priest and she asked him questions about the agenda item regarding the proposed donation.

D. Approval of Agenda

Motion by Member Conway, seconded by Member Millington to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. June 13 Meeting Minutes

Motion by Member Radke, seconded by Member Chamberlain to approve the minutes of June 13, 2022 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Proposed Donation: Miniature Painted Sailboat Honoring Dale and Marilyn Boss

Linda Boss
Pam Beatty

This agenda item was based on a request from a group of individuals who wanted to offer a donation of a miniature painted sailboat to memorialize the life and work of Dale and Marilyn Boss. The sails would feature scenes from Charlevoix reminiscent of activities Mr. and Mrs.

Boss enjoyed and contributed to over their long lives in Charlevoix.

The Planning Commission will need "to affirmatively find the donation in keeping with the City's Master Plan and Parks and Recreation Master Plan where applicable." A copy of the City's Donation Policy was included in the Commission's packet and the Members referred to the document throughout their discussion.

Diane Foss-Priest, representing the Boss family, stated that they were told by the City Council that they do not allow any artwork in the greenspace of East Park. She said that they didn't know if the Planning Commission would give suggestions for placement or if the Commission wanted to hear from the family. Linda Boss stated suggested locations included: near where the bike rack is located in East Park, near the trout pond nestled under the trees out of the greenspace, along the channel near Hoffman Park, or down by the parking lot where the hammocks are located.

Chair Waddell stated that he did attend the City Council meeting where the group presented their plan for the donation and it was mentioned that the 2022 Parks and Recreation Master Plan does not include a provision for art or memorials. He stated the Council expressed concern about setting a precedent by allowing someone to place artwork/memorial in a public park.

Discussion followed regarding the City's Donation Policy and the Parks Master Plan, the parking lot on the channel as a potential location, the overwhelming contributions of the Boss family in the past, and the potential at Mt. McSauba in conjunction with future improvement projects.

Lisa Cur stated that she has known the Boss family most of her life and did not want to make any kind of disparaging remarks against the memory of Dale and Marilyn Boss, but this is a memorial that they are proposing and she believed memorials already had a place in the community, Brookside & St. Mary's, and she did not feel that a memorial in a public park/property was appropriate and it would set a precedent if allowed.

Motion by Member Chamberlain, seconded by Member Conway to recommend that the Council accept the donation of the sailboat to be placed in the "Palmer Parking lot" area behind the fish hatchery.

Motion carried by unanimous voice vote.

2. Site Plan Review of DTE Energy Gate Valve Enclosure

Zoning Administrator Koch stated that DTE Energy is requesting a gate valve enclosure be installed on property id number 052-250-018-10. The property is located on the northside of Mason Street, east of the Charlevoix Public Library near the Marina parking lot. She stated that the fence height maximum is 6' high, DTE's preferred height is 7.5', but that would require a variance through the ZBA.

Chris Hackbarth, Regional Manager for DTE Northern Michigan, and Greg Smith, Burns McDonald (engineering company for DTE), explained the project as part of improving the reliability of their natural gas system. Mr. Hackbarth responded to questions from the Commission Members. Chair Waddell and Commission Members expressed concern about

the aesthetics of the project. There were no public comments. Chair Waddell reviewed each Findings of Fact (153.235, *Standards for Site Plan Approval*). There were no changes.

Motion by Member Chamberlain, seconded by Member Felter to approve the site plan for the gate valve easement under three (3) conditions: that the walls be 6' in height, slats will be placed upon the entranceway, and the block/brick coloring will be compatible with the library exterior.

Motion carried by unanimous voice vote.

3. Revised ADU Architectural Standards

Community Planner Neal stated that per the direction she received from the City Attorney, revisions to the ADU Standards draft ordinance amendment were provided for review. She reviewed in detail the legal comments pertaining to architectural standards and the revised ordinance.

Discussion followed ensuring that ADUs are not being held to a higher aesthetic standard than other accessory buildings, design standards, garage door sizes, and setting a threshold for an accessory building as opposed to an ADU for architectural standards. Community Planner Neal stated Section 153.117 (7) was still under legal review by the City Attorney.

Motion by Member Conway, seconded by Member Millington to table (postpone) the accessory dwelling standards draft ordinance until the Planner receives more information from the City Attorney.

Motion carried by unanimous voice vote.

4. Building Height Review and Discussion

Chair Waddell stated that the Zoning Board of Appeals (ZBA) had a problem with inconsistency in the ordinance language regarding building height. Zoning Administrator Koch stated that there had been enough changes to the Zoning Ordinance that they have ended up with a complicated distribution of height requirements throughout the Zoning Ordinance.

She stated that there were two (2) letters that had been included in the agenda packet: 1.) Letter from Mr. Rodman describing his situation specifically regarding 205 Bridge Street; and 2.) Letter from Richard Hodgson, ZBA Chair, with one recommendation to take care of the issue which leads to a broader question of what was the real intent of the Planning Commission.

Discussion followed regarding allowing 6' beyond the 40' height in the Central Business District for rooftop equipment; and the needed height for an elevator to a rooftop deck.

Rodney Rodman stated he purchased the Gull building at 207-209 Bridge Street, which is currently a two-story building. It was their hope to add a third floor and create two condos in the basement, retain the retail on the first floor, a single residential unit on the second floor, and a fourth residential unit on the third floor with a rooftop patio that would be split between the second and third floor units. He stated that they wanted to make the complete building ADA compliant and to meet the Fire Code standards which requires two stairwells to access each floor, including the rooftop patio for a fire escape. Mr. Rodman stated they designed their building to be 37', but they would need up to 10' for the stairwell above the floor level and for the elevator, which is typically serviced above the top floor level, and would

need 13' to 13.5' above the floor level. His letter suggested allowing a nominal 10' above the floor level for a stairwell and 15' above the floor level for an elevator. He stated that the ZBA limited them to 6' above the 40' maximum for the building height.

Chair Waddell stated it was the ZBA's determination that this was a self-created issue because the owners could keep the building at two stories with the mechanical and elevator equipment above the second story, which would keep the overall height below the 40' maximum. Member Chamberlain felt it would be beneficial to review what was done for the Hotel Earl project, which is a three-story building, and Chair Waddell stated the language for rooftop decks was changed after the Hotel Earl Project.

Chair Waddell stated they needed clarity on the Zoning Ordinance regarding any overlapping language on building heights. Discussion followed regarding height restriction language from other northern cities. Zoning Administrator Koch stated that she could work on draft language to revise the height restrictions for consideration at the next meeting. The Commission concurred to postpone this item to the August meeting.

5. Sign Ordinance Review and Discussion

Motion by Member Felter, seconded by Member Chamberlain to extend the meeting until 8:10 p.m.

Motion carried by unanimous voice vote.

Zoning Administrator Koch asked the Planning Commission to consider visibility concerns for tenants located on Bridge Park Drive. She stated there was a new business going in next to the BIBCO office, JBird Provisions, and the owners had provided three (3) possible sign designs for their business which would most likely cause a need for an amendment to the Zoning Ordinance. After discussion, no action was taken. Zoning Administrator Koch will bring back suggested language to change the ordinance for the Commission's consideration.

H. Old Business

I. Staff Updates

1. Zoning Administrators Report

Zoning Administrator Koch referenced the summary of her efforts for the month of June.

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated that next month's agenda would include: building height, signs, and ADUs again. Community Planner Neal stated that there would also be an update on the Watershed Plan.

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

The meeting adjourned at 8:11 p.m.

Charlevoix City Council

All Other Actions and Requests

Title: AMI Recommendation by Power Systems Engineering

Date: July 18, 2022

Presented By: John Griffith, Electric Department Director
Kyle Kopczyk
Tom Asp

Background:

At its regular meeting of June 21, 2021, the Charlevoix City Council selected Power System Engineering (PSE), Madison, WI, as the consultant for Charlevoix's Automated Metering Infrastructure project.

Since then, PSE has met with staff to conduct a needs assessment, developed system specifications, issued a Request for Proposal (RFP) to pre-qualified vendors, scheduled on-site presentations from the selected vendors and followed up with clarifying questions. Kyle Kopczyk and Tom Asp will present a summary of the AMI process and why Aclara is the recommended vendor.

Recommendation:

Motion to authorize Power System Engineering to engage in contract negotiations with Aclara for the City of Charlevoix's Automated Metering Infrastructure Project.

Attachments:

1. Charlevoix AMI Board Meeting 07.18.2022



City of Charlevoix

Next Generation AMI Recommendation



CHARLEVOIX

Forward-Thinking Professionals
Helping Clients and Colleagues **ACHIEVE** Their
Goals.
www.powersystem.org

Kyle Kopczyk
Tom Asp
July 18, 2022

Outline of Agenda

- AMI Project Overview
 - Setup
 - RFP Process Start - Finish
- AMI Vendor Overview
 - Features and Advantages
- System Summary Costs
- Next Steps and Conclusion

City of Charlevoix AMI Project Overview

About PSE

Forward-Thinking SOLUTIONS

Serving utilities, private industry,
government entities, and associations
across North America



- Established in 1974
- Employee-Owned
- Independent

Service Areas Include:

- Broadband Planning
- Communications Infrastructure
- Energy Resources
- Industrial Facilities
- Utility and Data Analytics
- Rates and Finance
- Transmission and Distribution
- Utility Automation

PSE Consulting Selection



Kyle Kopczyk

Manager of Utility
Automation

**AMI, CIS, MDMS & Data
Analytics**

kopczykkk@powersystem.org

Direct: 608-268-3539

Mobile: 810-923-3276



Cynthia Studner

Project Coordinator

Main Point of Contact

studnerc@powersystem.org

Direct: 608-268-3510



Tom Asp

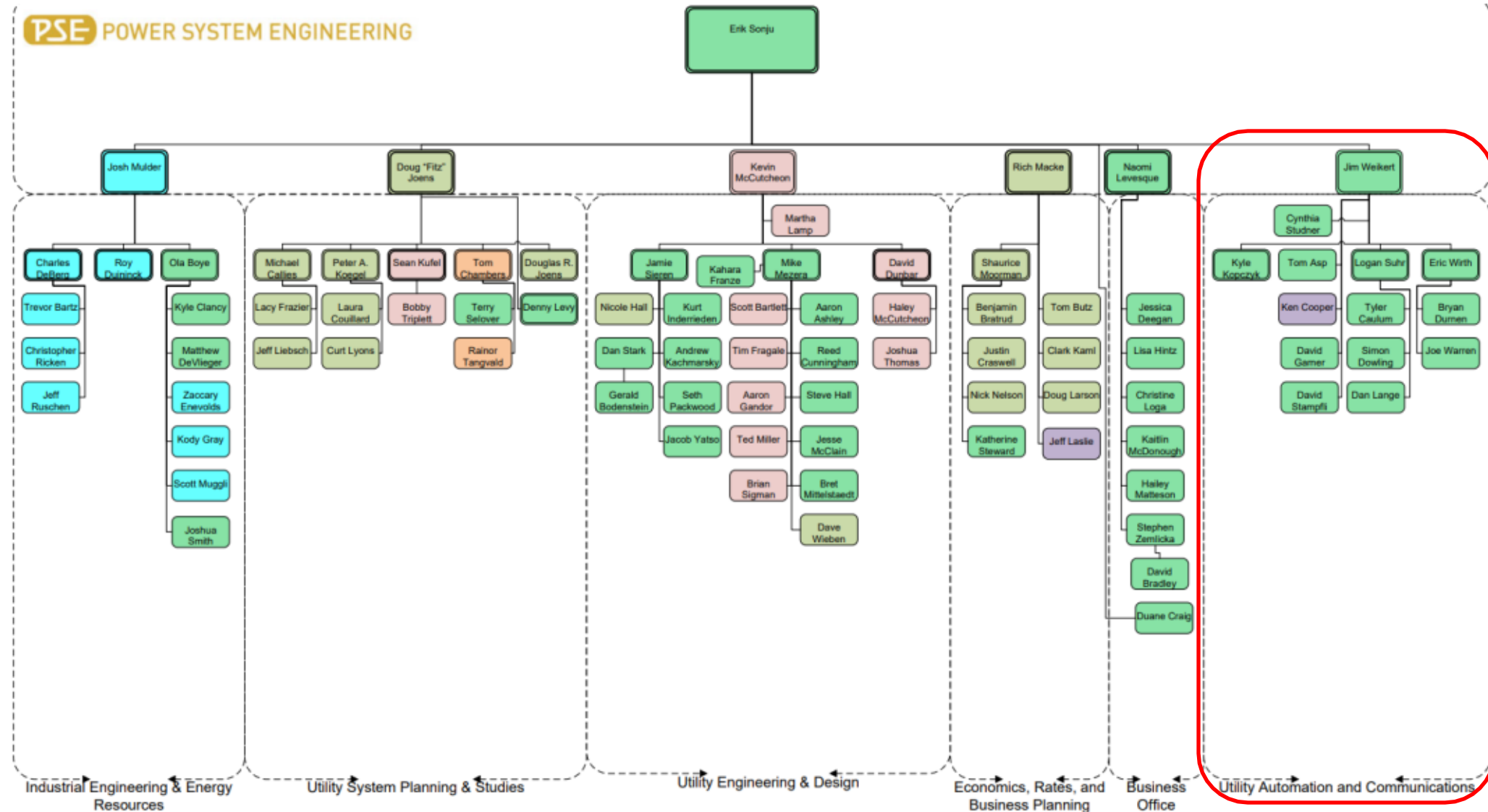
Senior Utility Automation
and Communications

**Fiber and
Communications**

aspt@powersystem.org

Direct: 608-268-3509

PSE Project Team



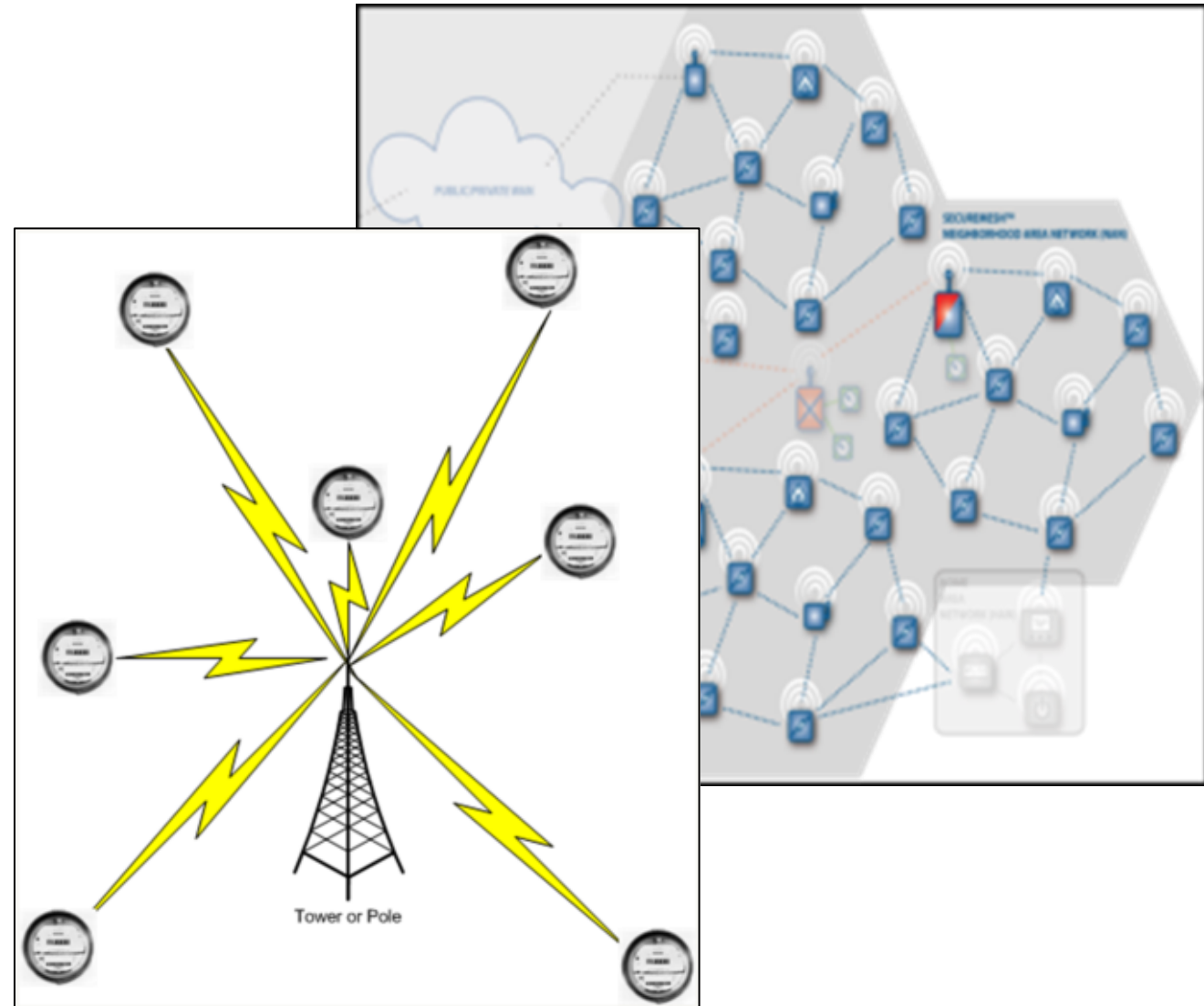
Overview

- The Electric Department formed an AMI committee consisting of representatives from various departments
- The AMI Committee Team:
 - John Griffith – Electric Director
 - Pat Elliot – Public Works Superintendent
 - Shelly Ferguson – Utility Billing
 - Gordon Compton – IT Consultant
 - Water and Electric Teams Members
 - UFS, MPPA, and Others



Technology Decision – AMI Vendors

- Wireless Mesh
 - Eaton
 - Honeywell (formally Elster)
- Wireless Point-to-Multipoint
 - Sensus
 - Aclara
- Others
 - Verizon / NextEra
 - Nighthawk (hybrid cell and mesh)



Sample AMI RFP Table of Contents

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Supplier Response Forms Include:

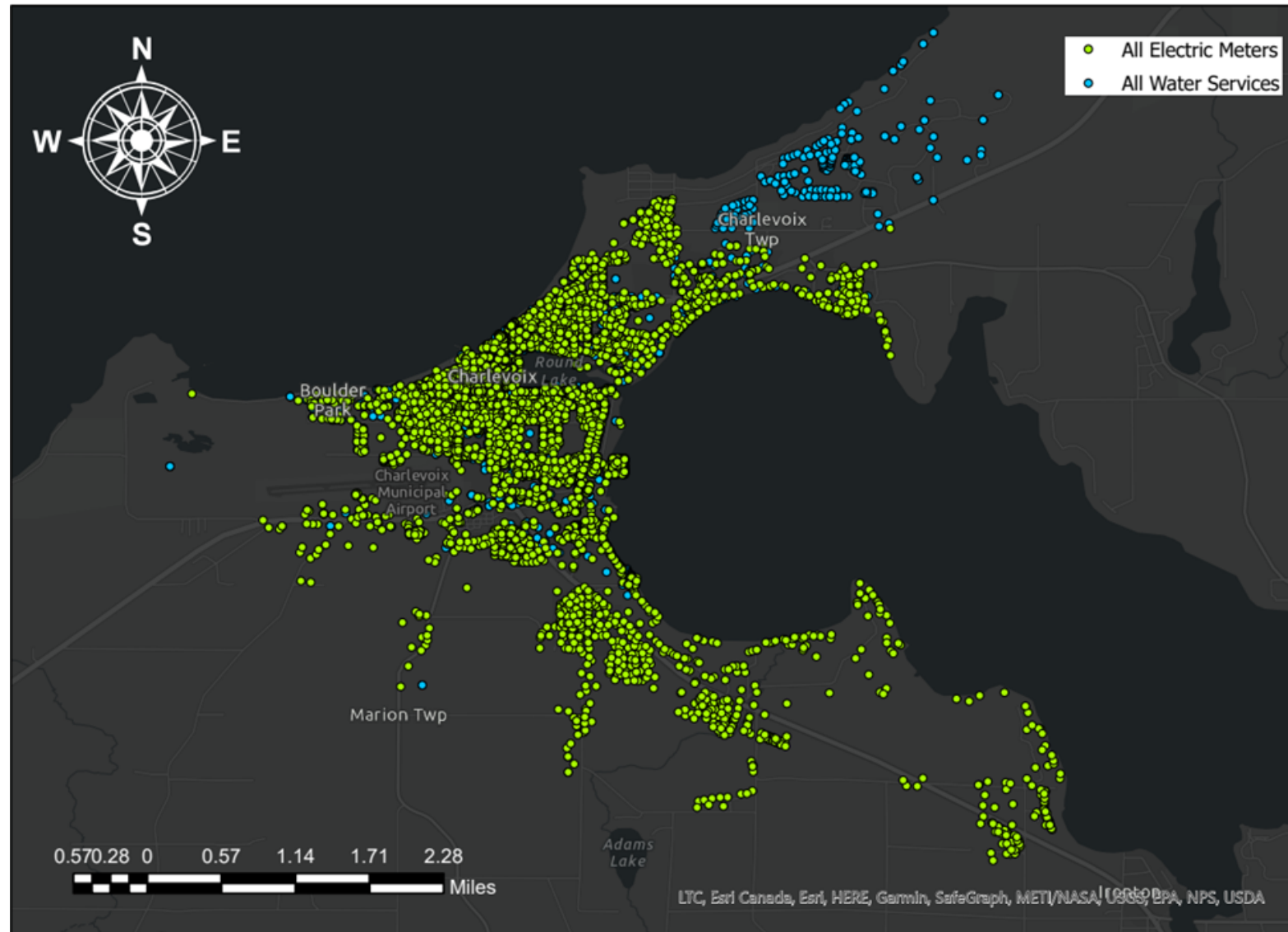
- Supplier Qualifications
- Terms and Conditions (Technical)
- Requirements
- Questions
- Responsibility Matrix
- Pricing Schedule
- MultiSpeak Integration (Use Cases)

AMI System Requirements

The City of Charlevoix Electric Utility Department - AMI RFP									
No.	Product Attributes	Supplier Response Fields							
		Feature Availability Status	Support By: AMI, MDMS, Other	Additional Software or Hardware Module Required to Support this Requirement	Comply	Partially Comply/Exception	Do Not Comply	Included in Base Bid	Option with Additional Cost
		Accepted Answers to Cells Below:							
		Production Roadmap Item Testing/Pilot Other	AMI MDMS Other	Yes No	Yes No	Yes No	Yes No	Yes No	\$\$\$
Free Form									
AMI Master System and Integration									
1	The bidder has existing REST APIs between the proposed AMI system and the ARCGIS Online of the Purchaser, please provide a listing of available REST APIs.								
2	If bidder has other existing APIs (REST, SOAP, and OGC) between the proposed AMI system and ACRGIS Enterprise platform, please provide a listing of available APIs.								
3	If Supplier has other existing APIs between the proposed AMI system and existing vendors of the Purchaser, please provide a listing of available APIs.								
4	State all the current integration/communication protocols currently supported. Such as: MultiSpeak and Version, OpenADR, DNP3, Etc.								
5	For Own and Operate (On-Prem) AMI master systems, the database preferred to be used is MSSQL. Please state what database software is proposed in your base bid and whether the database license costs are included in the proposed base bid.								
6	For SaaS AMI master systems, the database preferred is MSSQL, but other options such as Oracle will be considered. Please state what database software is proposed in your base bid and whether the database license costs are included in the proposed base bid.								

Over 200 System, Reporting, and Functionality Requirements

Service Location Considerations



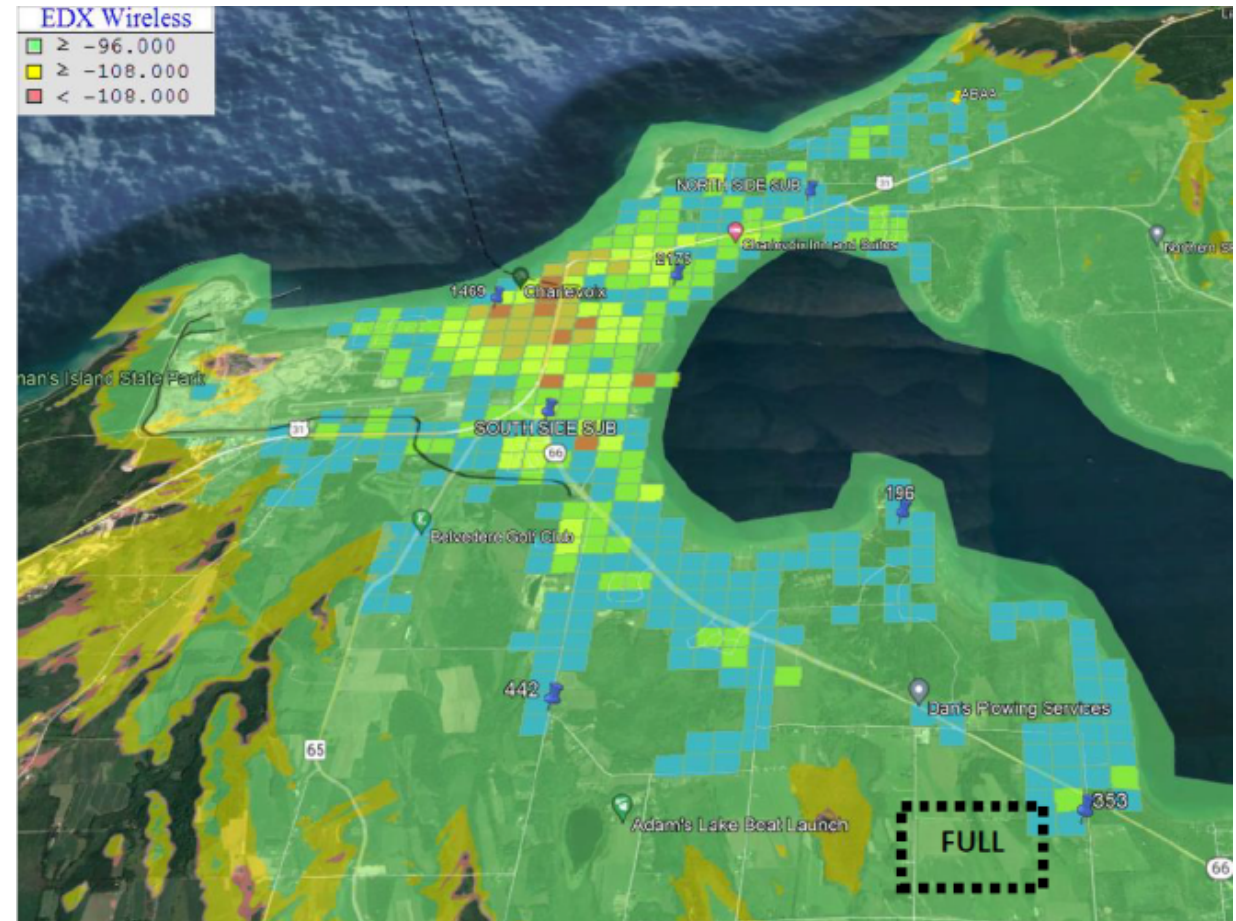
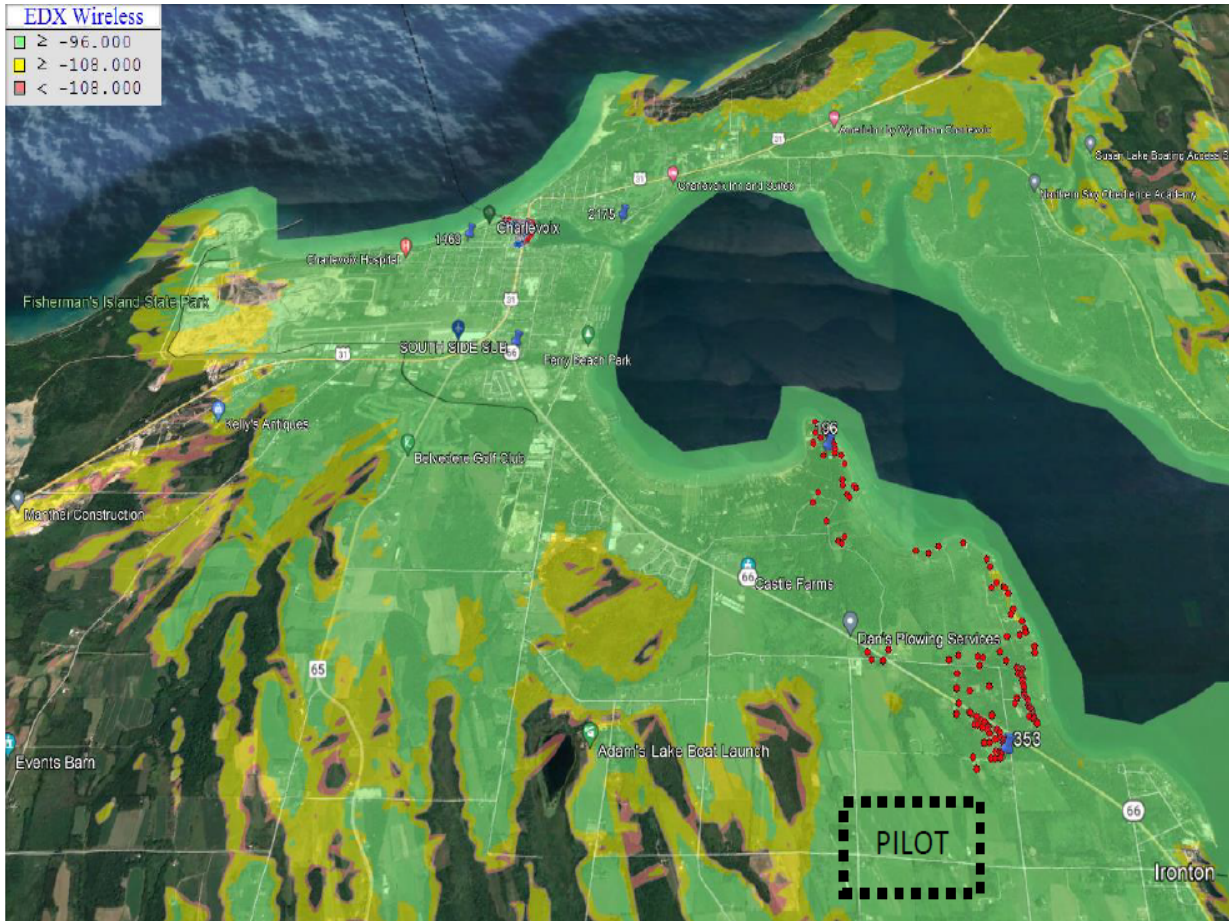
What is a Propagation Study?

- A study performed for planning wireless communications needs:
 - WiFi
 - Telecommunications
 - Cell Towers
 - AMI
 - Etc.
- Help to predict signal coverage:
 - Weaknesses
 - Strengths
 - Reliability

What is a Propagation Study?

- Takes into account:
 - Radio Frequency and Height
 - Geographical Terrain
 - Foliage
 - Buildings and Structures
 - Etc.
- Propagation studies compile all the data to predict if the desired outcome is possible and to address any system short falls or coverage problems.
- It helps to find the highest service reliability in the most cost-effective manner.

Propagation Study



RFP Responses

- A total of 6 AMI vendors and solutions were considered:
 - Aclara
 - Eaton
 - Honeywell
 - Sensus
 - Nighthawk
 - Verizon/NextEra
- Using a list of 200+ separate AMI requirements & weighted scoring matrix, the initial list was narrowed down to 4 vendors
 - The “Best Fit” List

AMI Best Fit Vendor Ranking

- The raw total score takes into consideration the weighted percentages and total scores for each category on a scale of 1 to 10.
 - Pricing
 - Coverage/Read Rate
 - Outage and Restore
 - Overall Requirements
 - Future Ready Items and Growth
 - Integration to Existing Systems
- The Best Fit Vendors were asked to attend a meeting to further present their solution

Overall Scoring Rank	Aclara	Eaton	Honeywell	Nighthawk
Raw Total	7.96	7.77	7.44	6.83
Total Rank	1	2	3	4

Vendor Selection

- Each vendor prepared a 1-day predetermined presentation to showcase their solution and give the AMI Team more details on each submitted RFP.
- Based on the raw scores, the on-site presentation, the RFP responses, and follow up clarification questions.
- Submitted follow up and clarifications to vendors for a final evaluation

Section 1: Presentation Agenda

8:00-8:30am Vendor Set Up

8:30-8:40 Introductions and the City of Charlevoix Review of AMI Project

Members of the City of Charlevoix project team will explain the project drivers, key functionality needs, challenges, status of the communications infrastructure plans, AMI system deployment timeframe, and overall vendor selection process and contracting plan.

8:40-9:00 Vendor Background

Provide a brief company background overview such as your company vision, mission statement, market focus, and other background, including:

- How many US and Canadian utility deployments do you have with your proposed solution? Please do not include pilots or tests in these numbers. We would like to have the permission to contact any of these utilities for a reference.
 - Please provide three (3) references where you have deployed your proposed system at utilities whose terrain, density, topology, etc. are the most similar to the City of Charlevoix's. Including water and electric.

9:00-10:30 Review AMI System Design and Core Infrastructure Components

Explain how the wireless system works as to its components:

- Briefly overview the entire the City of Charlevoix system design, including collectors, repeaters, and endpoints.
- Please explain the antenna size for your collector and mounting requirements.
- Provide an overview on your approach to Network Equipment deployment:
 - Electric meter deployment
 - Water node deployment
 - What is expected of the installation crew?
 - What is expected of the City?
- Please provide a photo of your typical collector and antenna installation. Is there a transmit antenna and a receive antenna?
- Explain the how you may encounter frequency interference and what tools are

AMI Vendor Overview

Potential Benefits of AMI Overview

- Among other uses, an AMI network enables the efficient and effective transport of information from the field into the office for various systems. In general, areas of improvement exist for:
 - Billing and Reporting
 - Customer Support Services and Information
 - Outage & Restoration
 - Overall Safety Improvement
 - Additional Programs – Demand Response, Distribution Automation, Street Light Controls, Internet of Things (IoT), etc.

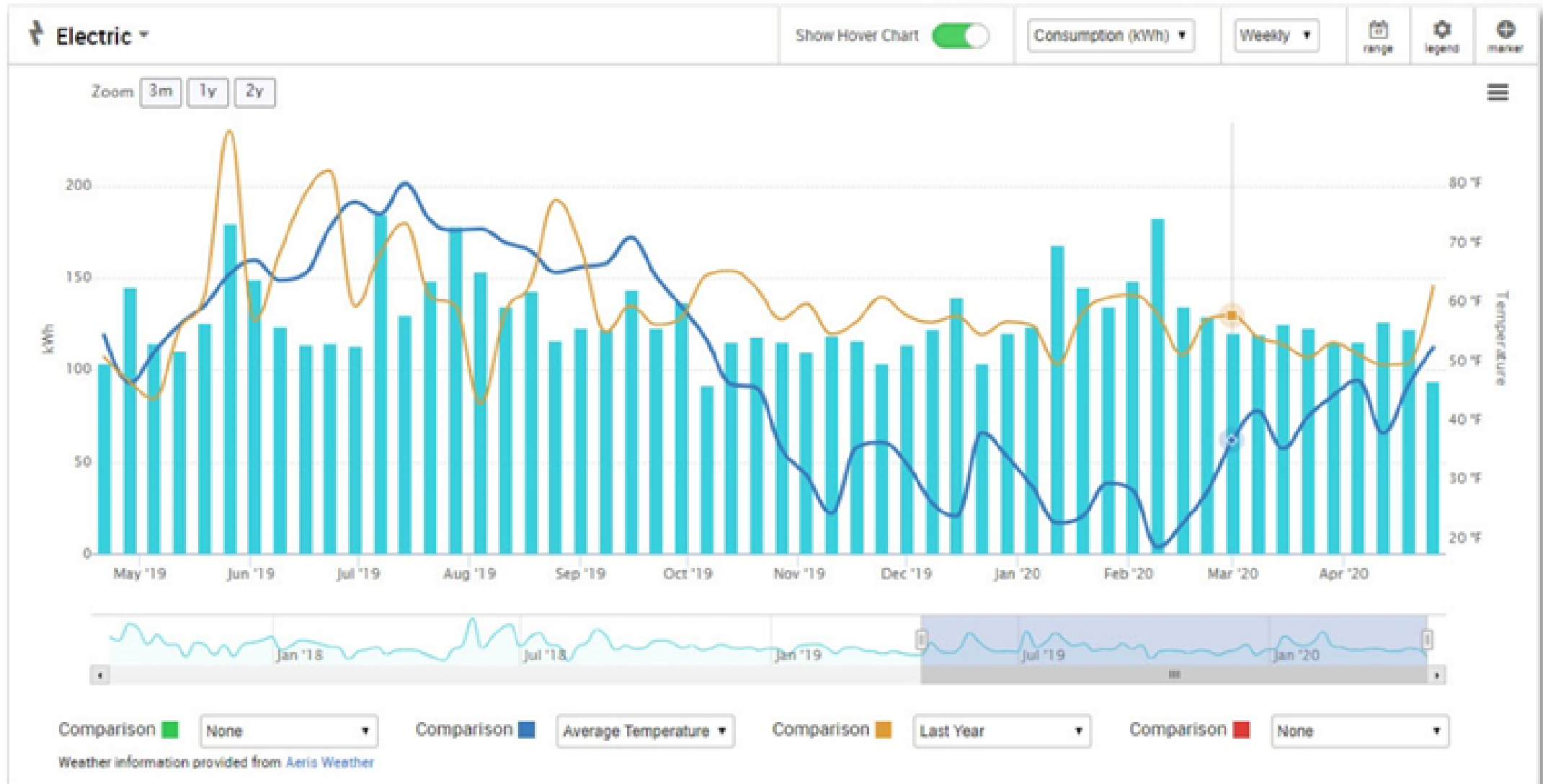
Potential Benefits of AMI (Continued)

- *Voltage Monitoring (Min, max, average)*
- *Transformer Loading Analysis*
- *Number of customers out of power*
- Current demand savings from load control (kW)
- *Outage Index Reporting (SAIDI, SAIFI, MAIFI) at multiple levels*
- *General line loss analysis*
- Demand Response (CVR, Peak Reduction, Etc.)
- *Improved rate design data*
- *Support of EV and DG*
- *Power quality investigation*
- *Number of blinks, sags, etc. (over time specified)*
- *Peak condition tracking*
- *Power factor by circuit or time of day*
- Pattern detection (Algorithm to detect patterns in voltage, demand, blinks, etc.)
- *System efficiency by circuit*
- *Remote Disconnect/Reconnect*
- *Meter base arcing and hot sockets*
- Phase Detect
- *Water Leak and Burst Pipe Reporting*

Potential Consumer Benefits

- Accuracy – fewer read errors
- Fewer estimates
- Less intrusion
- Billing date flexibility
- Better customer bill understanding/education
- Rate stability/flexibility
- Increased efficiency
- Load management options
- Internet of Things (IoT)
- Support of Electric Vehicle charging
- Support of Distributed Generation
- Improved Power quality
- Faster outage restoration
- Demand Response savings for the customer
- More detailed information available immediately
- Expanded service to attract new businesses and residents
- More options for customers in need (example: pre-paid metering)
- Future online portal

Customer Data and High-Bill Complaints



System Budget

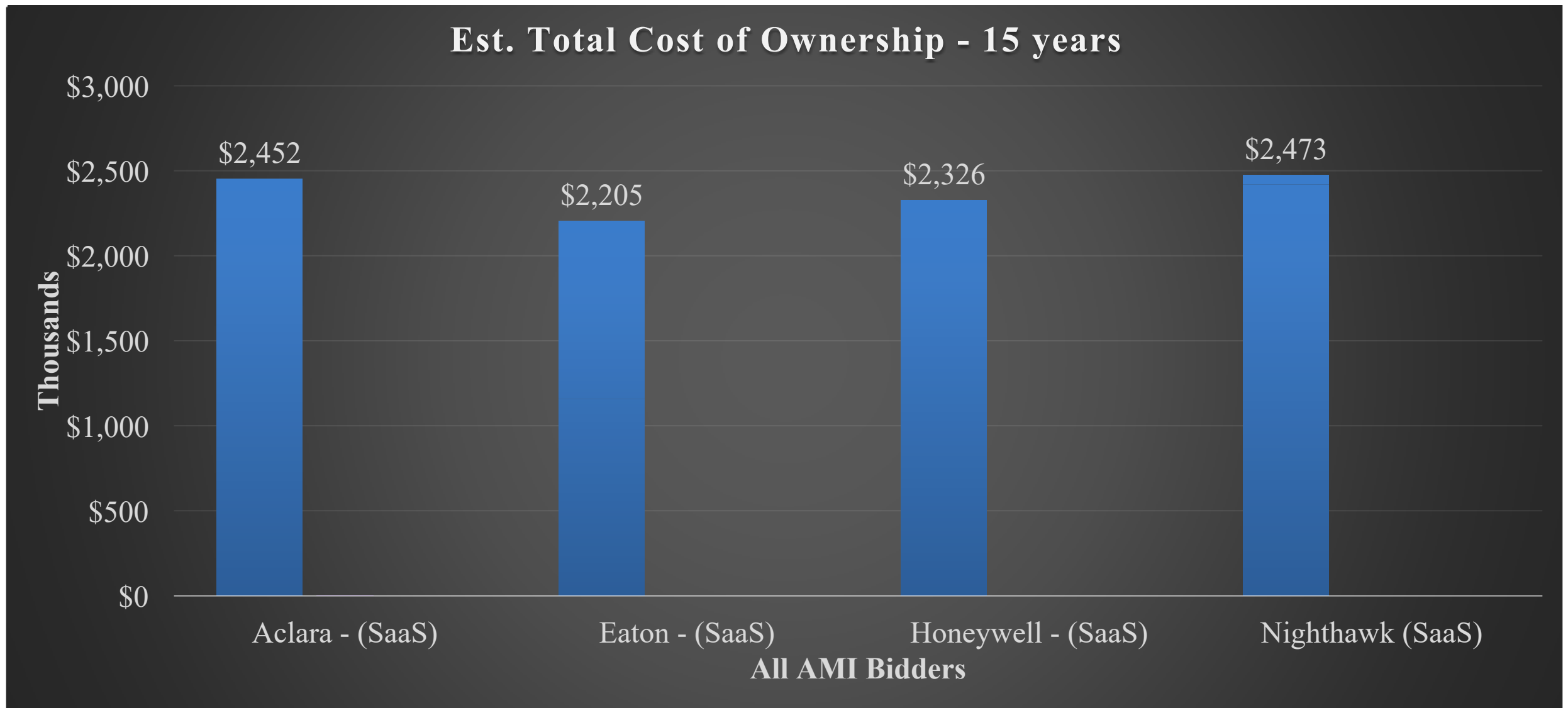
Estimated TCO 15-Year (000's)

Summary Values		Aclara - (Software as a Service)
Total Upfront and Recurring Fees Over 15 Years (\$000)		\$2,013
Cost per Meter		\$300
Pricing - Installation Costs (\$000)		\$333
Cost per Device		\$50
Total Costs (Phase I + Phase II) w/ Install and Estimated Costs		\$2,453
Cost per Meter		\$365

Cost Breakdown by Year

	AMI Budget			
	2022	2023	2024	2025
AMI Network Hardware (Collectors)	\$ 34,615	\$ 69,230	\$ -	\$ -
Software and Servers	\$ 1,200	\$ -	\$ -	\$ -
Electric Meters and Modules	\$ 58,253	\$ 359,978	\$ 359,978	\$ -
Water Modules (No Water Meters)	\$ 15,754	\$ 118,392	\$ 118,392	\$ -
Integration and System Testing	\$ -	\$ -	\$ -	\$ -
Training and Project Management	\$ 213,135	\$ -	\$ -	\$ -
3rd Party Installation (Meters, LM, Collectors)	\$ 27,586	\$ 152,477	\$ 152,477	\$ -
Est. Misc Fees (Backhaul, Poles, Transformers, Etc.)	\$ 106,008	\$ -	\$ -	\$ -
Spare Parts	\$ 10,133	\$ 5,747	\$ 5,747	\$ -
Estimated Customer/Consumer Web Portal – Upfront & On-going	\$ -	\$ -	\$ 29,000	\$ 15,000
Annual Fees	\$ 18,757	\$ 44,582	\$ 44,582	\$ 44,582
Contingency	\$ 48,544	\$ 75,035	\$ 68,407	\$ -
TOTAL COSTS	\$ 533,984	\$ 825,441	\$ 752,483	\$ 59,582

Estimated TCO Over 15-Years



Next Steps

Why Negotiate with Aclara?

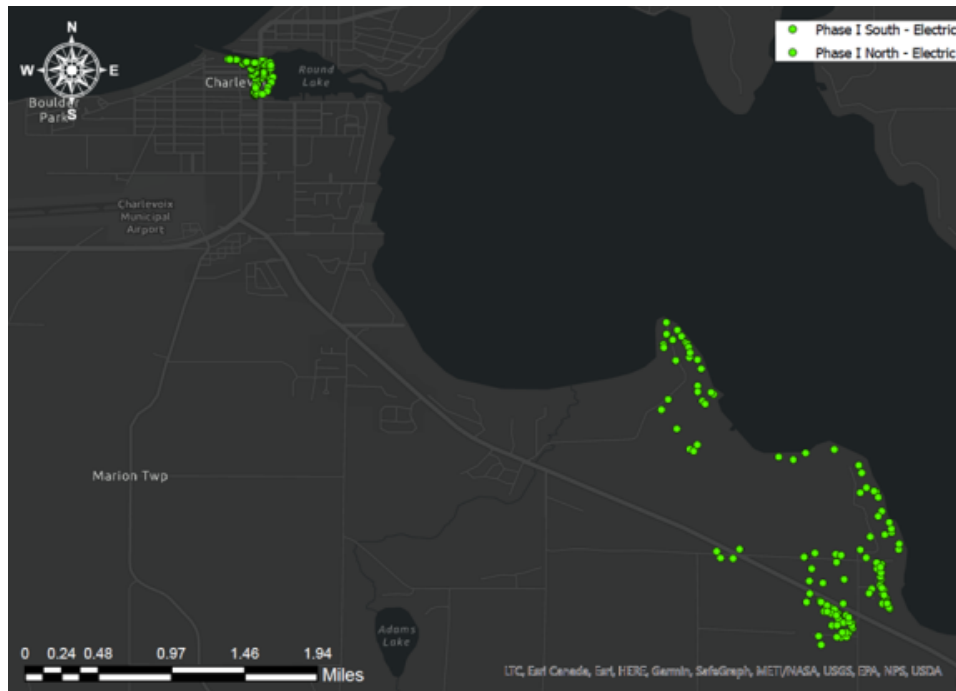
- Cost (competitive pricing)
 - Upfront and TCO
- Functionality and Current Support
 - Water Support and Enhancements (very strong)
 - Impact on IT (very little)
 - Billing Integration
 - VPN and Software Installation
 - Database Setup
 - New Application and Database Server (avoided)
 - Distribution Automation Application Potential
 - Street/Security Light Application Potential
 - Over-the-Air Configuration Changes
 - Coverage for water only areas if needed in the future

Why Negotiate with Aclara?

- Long Term Data Storage and Retention w/o the Need for Additional Systems
- Native Reporting Features
- Ability to Export Data and Build Analytics Offerings
 - Outage and Restoration & Water Leak Detect
 - Internal Metrics (PSE Support)
 - External Board and Customer Visualizations (Future Support)
- Easier Migration Path
 - Smaller Impact to Billing and Meter Change Out Process
 - Single System for Water and Electric Readings
- Turn-Key Solution
 - Residential, Poly-Phase, and Water Meter Exchange Included in Bid
 - AMI Network/Communications Installation (w/limited Electric Department help)
- Onsite Training During and After Project Roll-Out

Next Steps

- Permission to Start Vendor Contracting Negotiations
- Phase I (“Pilot”) AMI Deployment 2022/2023
 - AMI Initial Deployment Area
 - Roughly 425 Meters (125 Water and 300 Electric)



Additional Questions?

Thank you

Power System Engineering, Inc.

Kyle Kopczyk

Manager of Utility Automation

Direct: (608) 268-3539

Mobile: (810) 923-3276

Email: kopczyk@powersystem.org

Tom Asp

Senior Communications & Automation Consultant

Direct: (608) 268-3509

Mobile: (847) 922-3978

Email: aspt@powersystem.org

Website: www.powersystem.org

Supporting Slides

Meter Reading Technology Evolution

Manual

- Monthly kWh reading
- EM Meters



AMR

- One-way PLC or Drive-by
- Monthly kWh
- Digital meter



Smart Grid

- HAN
- DA
- Web portal

1970

1980

1990

2000

2010

2020



Drive-by

- One-way wireless
- Monthly kWh reading
- EM meters



AMI

- Two-way
- Digital meter
- Daily kWh, kW
- Interval data
- Outage mgmt.

2nd Gen. AMI

- Improved Outage Notification
- Transport for DA
- Growth of DSM over AMI

3rd Gen. AMI

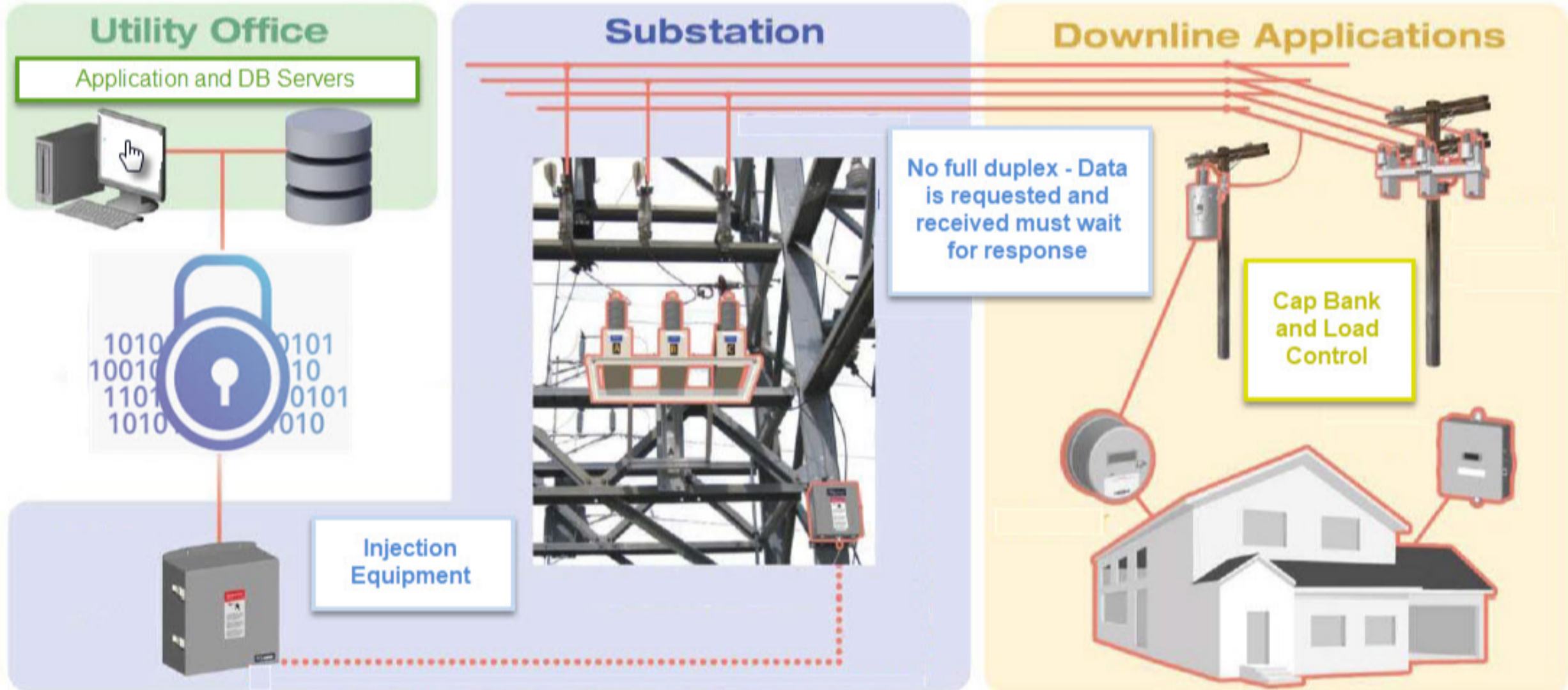
- > Resiliency
- Private backhaul
- Better use of MDMs

EM = Electro-mechanical

AMR = Automated Meter Reading

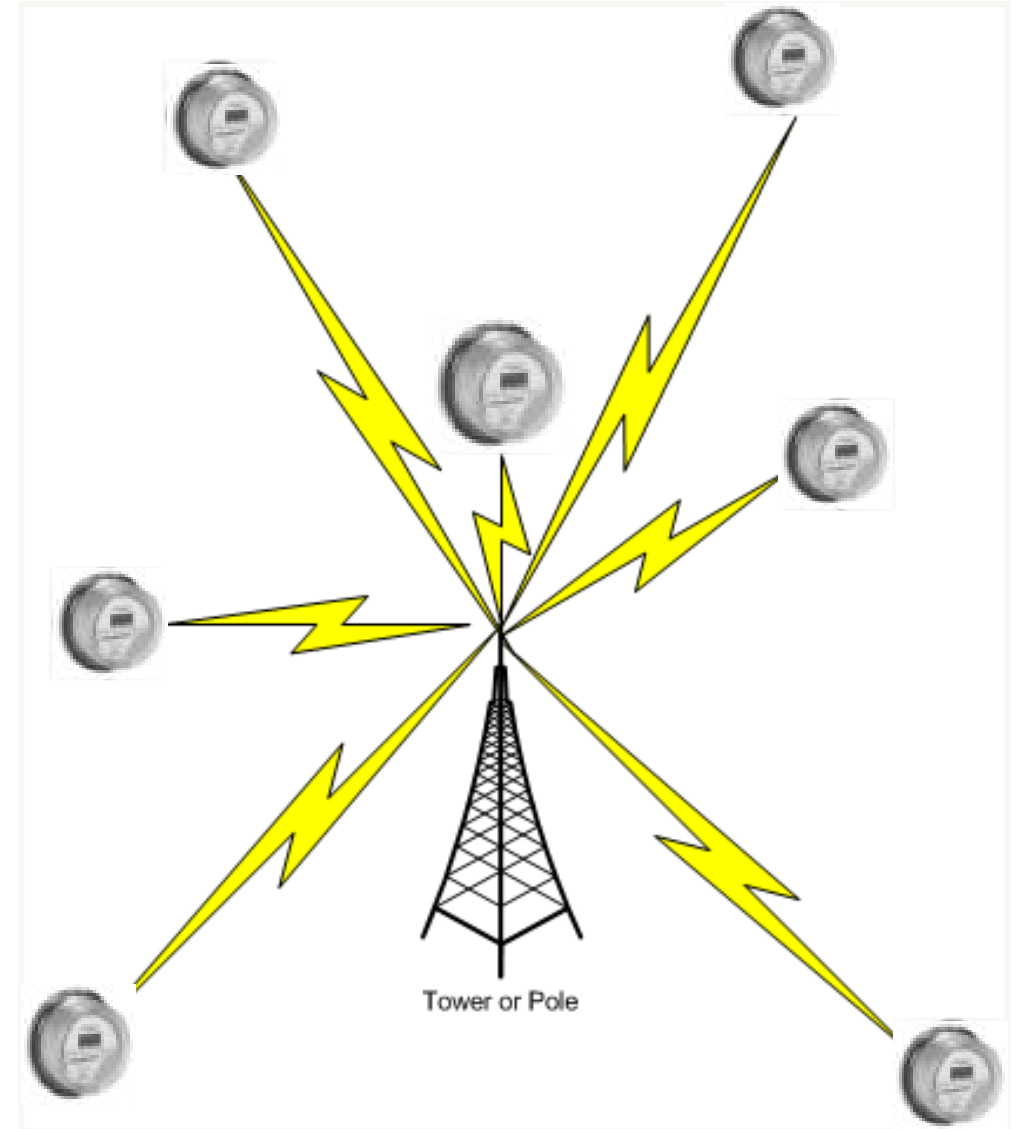
AMI = Advanced Metering Infrastructure

Power Line Carrier



Point-to-Multipoint AMI

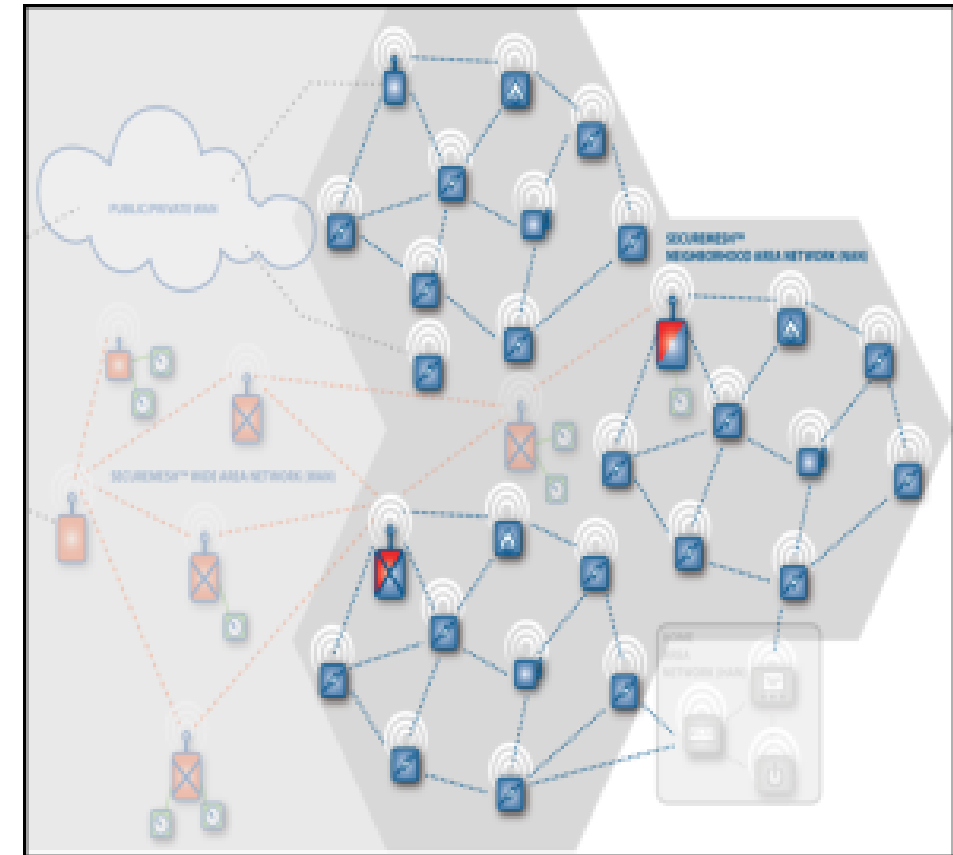
- Point-to-multipoint communication is providing multiple paths from a single location to multiple locations
- 900 MHz, 450 MHz, and 220 MHz licensed radio is used to communicate directly with collector/tower
 - LoRa uses the 900MHz Unlicensed frequency
- Each frequency is broken into different segments/parts or channels. The channels can be dedicated to a specific need (LM, Meter Readings, DA, etc.). At full duplex capability
- Sensus, Aclara, and Tantalus are supporting vendors



Wireless Mesh AMI

- Mesh = Multipoint-to-Multipoint
- Meters communicate “peer-to-peer” using an unlicensed wireless frequency (900 MHz or 2.4 GHz)
- Collectors are strategically located where they can “talk to” as many meters as possible. From collectors, data is backhauled on the WAN to the main office.
- Usually, self-healing in the event a mesh node is not available, messages are re-routed to a different path.
- Vendors:
 - Eaton/Cooper, Honeywell, Landis+Gyr, Tantalus (also P2MP), Itron/Silver Spring Networks

Mesh AMI



Charlevoix City Council

All Other Actions and Requests

Title: Council Appointments

Date: July 18, 2022

Presented By: Janet Kalbfell
1st Ward Council Member

Background:

Council Member Kalbfell requested consideration of Frank Campi and Carol Kranz for reappointment to the Historic District Commission.

- Frank Campi to the Historic District Commission for a term to expire June 30, 2025
- Carol Kranz to the Historic District Commission for a term to expire June 30, 2025

Recommendation:

Motion to appoint _____ to the Historic District Commission for a term to expire on June 30, 2025.

Motion to appoint _____ to the Historic District Commission for a term to expire on June 30, 2025.

Attachments:

1. Frank Campi Application-Historic District Commission
2. Carol Kranz Application-Historic District Application

From: noreply@civicplus.com
Sent: Thursday, June 30, 2022 9:58 AM
To: Sarah Dvoracek
Subject: Online Form Submittal: Volunteer Boards and Committees Application

Volunteer Boards and Committees Application

RECEIVED
JUN 30 2022

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For	Historic District Commission
Name	Frank Campi
Email Address	frank_campi@yahoo.com
Address	404 MICHIGAN AVE
Home Phone	8438222175
Cell Phone	8438222175
Are you a registered voter in the City?	Yes
How long have you lived in the City?	Three years, nine years in the township. Total of 12 years in the area.
Educational Background	BA St. Mary's College, Moraga California
Professional Qualifications and / or Work Experience	Fast Moving Consumer Products; Sales, Marketing and Strategy Development. Experience in leading a Marketing team as well as multiple levels of Sales Teams
Community Activities and / or Other Experience	Current member of the Historic District Commission
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Historic District Commission

Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	To continue to have a voice in community issues that are of interest to me.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Frank S. Campi
Date	6/30/2022

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Sarah Dvoracek

From: noreply@civicplus.com
Sent: Friday, July 8, 2022 3:32 PM
To: Sarah Dvoracek
Subject: Online Form Submittal: Volunteer Boards and Committees Application

Follow Up Flag: Follow up
Flag Status: Flagged

JUL 11 2022

Volunteer Boards and Committees Application

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For	Historic District Commission
Name	Carol Kranz
Email Address	carol.kranz@verizonwireless.com
Address	411 Michigan Ave Charlevoix
Home Phone	6164462006
Cell Phone	616-6-2006
Are you a registered voter in the City?	Yes
How long have you lived in the City?	10 years
Educational Background	Verizon Wireless Business Account Manager
Professional Qualifications and / or Work Experience	25 Years with Verizon
Community Activities and / or Other Experience	Contributor to everything in East Grand Rapids and Charlevoix to make a better community to all. I am an active member of the East Grand Rapids Team Boosters. I also enjoy working on the flowers in Hoop Skirt Alley and the Historical District Team.

Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Chair for Historical District
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	Keep Charlevoix beautiful as this will be my long term community.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Carol L Kranz
Date	7/8/2022

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments

Date: July 18, 2022

Presented By: Luther Kurtz
Mayor

Background:

Mayor Kurtz advised he plans to make the following appointments:

- Joan Buday to the Housing Commission for a term to expire April 1, 2027
- Mary Heid to the District Library Board for a term to expire June 30, 2025

Recommendation:

Motion to confirm the Mayor's appointment of _____ to the Housing Commission for a term to expire on April 1, 2027.

Motion to confirm the Mayor's appointment of _____ to the District Library Board for a term to expire on June 30, 2025.

Attachments:

1. Joan Buday Application-Housing Commission
2. Mary Heid Application-Library District Board



CITY OF
CHARLEVOIX

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
MAR 07 2022

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

- ☐ BOARD OF REVIEW
☐ COMPENSATION COMMISSION
☐ DDA/MAIN STREET BOARD
☐ HISTORIC DISTRICT COMMISSION

- ☒ HOUSING COMMISSION
☐ PLANNING COMMISSION
☐ RECREATION ADVISORY COMMITTEE
☐ SHADE TREE & PARK COMMISSION

- ☐ ZONING BOARD OF APPEALS
☐ OTHER _____
☐ NO PREFERENCE

PLEASE PRINT

NAME: Joan Buday
ADDRESS: 104 ST. MARY DRIVE
HOME PHONE: 547-2474 CELL PHONE: _____
EMAIL: chxJoan@shcglobal.net
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 59 years
EDUCATIONAL BACKGROUND: High school graduate 1 semester college Account

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: secretary of Family business
for 33 years

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Charlevoix Public School Board 4 years
Worker on elections 35 years -

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

Charlevoix Public School Board

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

no

REASON(S) YOU WISH TO SERVE: Very interested in low income
housing and utilizing vacant lot behind
Pine River
and any opportunity to obtain housing for
workers in Charlevoix

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE:

Joan Buday

DATE: March 7, 2022

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - EMAIL clerk@charlevoixmi.gov



RECEIVED
JUN 24 2022

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

☐ BOARD OF REVIEW	☐ HOUSING COMMISSION ZONING BOARD OF	☐ APPEALS
☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION OTHER	☒ <u>CPL Board</u>
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE No	☐ PREFERENCE SHADE
☐ HISTORIC DISTRICT COMMISSION	☐ TREE & PARK COMMISSION	

PLEASE PRINT

NAME Mary Lynn Heid
ADDRESS 215 Park Ave PO Box 698
HOMEPHONE 734 CELLPHONE 734-787-1714
EMAIL marylynnheid@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 12 years

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE I have been on the Board since Rick Brandt's resigned. I taught in public schools for 32 yrs.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE I am a member and past president of the Charlevoix Area Garden Club, a friend of the library and a member of the Congregational Church. I volunteer at each organization
EDUCATIONAL BACKGROUND:

Masters in Science

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

yes See above

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

no

REASON(S) YOU WISH TO SERVE: I have been on the board for two terms. I am currently the secretary and may be the next president. I enjoy my work at the library and feel that I am still a contributing member of the board.

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE?

The calendar will be set at our July meeting. I schedule around Board meetings. I attend most if not all

SIGNATURE:

Mary Lynn Heid

DATE:

June 23, 2022

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - EMAIL

clerk@charlevoixmi.gov

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: July 18, 2022

Presented By:

Background:

A. The Return of the Goats

We have once again scheduled the goats back at Lake Michigan Beach Park. They will make their annual visit a bit earlier this year (at the request of local residents). We expect them in town on July 25 and it usually takes them about a week to do their work of maintaining the dune area in the park.

B. Pedestrian Safety

Many have heard of the car-pedestrian accident that happened on July 10 at the crosswalk by the Bridge. There is no additional update on the status of the pedestrian. I did speak this week with MDOT and they will be seeking the accident report when it is available. Previous to this accident, they had scheduled a review meeting with me to discuss the next steps toward pedestrian safety within the corridor. I'll report back to you as they develop.

C. Venetian Festival

Our staff are in full preparation mode to carry out the Venetian Festival this coming week. Activities begin in earnest on Saturday at Ferry Beach. We have posted the former DPW site as no parking. Given that we are actively working toward a reuse plan for the site and that it is not graded for parking, letting it accidentally become a parking lot does not seem in keeping with the intentionality of our process thus far (even if parking may be a use for part of the site in the future).

The Arnold Carnival will again be leaving equipment off State Street by the community gardens; some of their staff will also be staying there since the campground they formerly used is no longer available. We will be collecting a fee from them for this.

The closure of US 31 will begin Thursday morning and will continue through Saturday evening. Various events are planned in the street during the closure period.

D. Lifesaving Awards

Earlier this week, the Lake Charlevoix EMS Authority recognized several of their staff with two lifesaving awards stemming from incidents that occurred in the City of Charlevoix this spring. In both cases, staff were able to render lifesaving first aid and help the patient get additional treatment at the hospital.

Recommendation:

Attachments:

1. Recreation Advisory Committee Minutes 04/13/2022

2. Housing Commission Meeting Minutes 05/17/2022
3. Planning Commission Minutes 06/13/2022
4. June 2022 Police Activity Report
5. Charlevoix County Community Foundation Quarterly Statements



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Council Chambers

Wednesday April 13, 2022 at 6:00 PM

Meeting Minutes

I. Call to Order/Roll Call

Chair Fruk called the meeting to order at 6:00 PM.

Members Present: Kelly, Bryan, Fruk, Oosthuizen, Matye

Members Absent: Pemble, Scholten

Staff Present: Knorr, Anzell

Community Present: John Beckett

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

IV. Motion to Approve Minutes

February 9, 2022 Meeting Minutes

Chair Fruk called for a motion to approve the February 9, 2022 meeting minutes. Motion made by Member Kelly, second by Member Matye. Motion passed by a unanimous voice vote.

V. Special Presentations

- a. Golf Programs and Golf Maintenance Report – Doug Drenth and Brian Livingston

Director Knorr introduced Doug and Brian to the committee, and recapped last season's revenue and maintenance costs.

Livingston, Grounds Manager, gave an overview of the Golf course grounds. The fescue has cut labor, mowing and pesticide costs, as well as creating natural habitats. Sixteen Bluebird houses have been placed around the naturalized areas. Along with the Shade Tree Commission, they planted more Male and Oak trees. There is a new chipping green and wedge range in place. More practice facilities and architectural improvements to come. Livingston also reported that he is mindful of water usage. Member Kelly thanked Brian for his cost-saving efforts. Member Oosthuizen commended Brian on his attention to detail with regard to the natural features of the course.

Clubhouse Manager, Doug Drenth, reported on the course and gave thanks to Livingston for his work on the municipal course. Drenth recapped some numbers from last season: 70 Junior Golfers; 223 rounds of Youth on Course; almost 9,000 rounds of golf. Events for the upcoming season include: Scramble nights; all comers group; women's group; duffer's league and instructional opportunities for beginners. Doug announced that the golf course will open on April 22.

b. Farmers Market Update – Beth Anzell

Market Manager, Beth Anzell, reported on the upcoming season. There are 3 long-time vendors who have decided to drop out of the Market, but we have 8 new vendors joining. This year we are working with BlissFest to coordinate the musical entertainment at Market every Thursday. Pat O'Brien & Associates is once again our entertainment sponsor. Anzell wrote, and received a grant from the USDA to purchase new equipment and supplies for the Market Booth.

All of the Agenda items are addressed in the Directors report below and includes committee comments and discussion.

April 2022 Directors Report

Dog Park Update

The majority of equipment has been delivered and is being assembled right now by public works. We anticipate that this should be installed in the next few weeks. During installation we will be closing the dog park. We have signs and will post messages on social media and our website.

We are planning a ribbon cutting May 21 10:00-Noon. We will include a business expo for any businesses that deal with dogs:

- Vets
- Training
- Grooming
- Treats
- Supplies
- Humane Society

Creating a dog park etiquette and rules video with John Maughan. John created the video that we did for the fundraiser as well as videos for Visit Charlevoix.

Winter Programs

We had another very successful winter season at McSaub. As we discussed in February, attendance at the ski hill continued to be steady with last year. We were full for both sessions of ski/snow board lessons. We had 300 total participants (up from 280 last year).

The ice rink had almost 8 consecutive weeks of operation. We purchased a new skate sharpener this winter. All the new skates we got last year will now be on a sharpening schedule.

The candlelight hikes continued to be successful. Our highest attendance was close to 400 people on MLK day weekend. Most weeks we were between 250 and 300. We are actively looking to go to a rechargeable lantern next year. I will bring this to the meeting to share with the RAC. Our hope is that these will save us time and resources.

Cross-country skiing at the golf course was successful.

We did not build out the Cronkicurl this winter due to staffing shortages. This is a high priority for next year.

Grants Submitted

You may recall that last fall we submitted a \$250,000 TAP Grant for the Trail Extension. Initial revue was very positive. A supplemental information packet was submitted December 8th. The review of this continued to be favorable and we provided additional information to questions posed by MDOT.

We have been invited to submit a grant for \$46,800 to the Frey Foundation which is due in May. This would be also for the Northside Trail Extension.

Beth applied for and received at USDA grant for the Farmers Market that will provide us with \$4275 for a new tent, tokens, table cloth, table, and various supplies.

Marina

Denny will be back at the Marina in the next week. We offered two commercial slip leases. The first is a renewal of the Sunshine Charters Agreement. The second was awarded to Whitecap Charters/Kent Seymour. Sunshine has many years with their agreement. This will be a new partnership with Whitecap.

Golf Course

As you will recall, we hoped to be at the golf course this week for our meeting. Because we don't have running water turned on yet we were not able to do that. The golf course maintenance staff is back at the course this week. Doug Drenth is currently ordering new items for sale at the club house. Both Brian Livingston and Doug Drenth will be at our meeting this week. They will share all the great things that are going on the course.

Farmers Market

Beth will give a full update on the Market plans for this summer. I will share that we are looking at many new vendors and a full return to a "normal" market.

Day Camp

I would like to reserve some of our meeting for a more in depth discussion on day camp, but I will share that we are finalizing all of our staff. We are 100% full for the summer. As many of you know, we sold out in less than 90 minutes and have a significant waiting list.

Summer Programs

Tball and Softball registration is open

Tennis Registration opening SOON

Flag Football is moving to August and Early September

VI. Old Business

- a. **Questions regarding the Director's Report** – No questions
- b. **Dog Park Update** – The ribbon cutting ceremony will be on May 21 from 10 Am – Noon. The play features are being assembled and will be installed very soon. Knorr is looking into having a short video created regarding dog etiquette. There will be personal invitations sent, facebook posts, press release and posted on the website. There will be an 'all things dog' expo as part of the grand opening.

VII. New Business

- a. **Winter Recreation** – Director Knorr reported that ski school number were up but there were staffing issues. Candlelight hike numbers were down slightly. Weather was a factor. We are exploring the idea of changing from luminaries to lanterns.

- b. **Recreation Software** – The Recreation Department is looking into other possible software for our program registration and reservation process. We currently use RecDesk. Knorr plans on looking at demos late this summer.
- c. **Day Camp** – Knorr reported that Camp filled all 8 weeks within 90 minutes of opening registration. There were some glitches in the system that caused registration to be cumbersome. We are looking into changing things up next year that will give preference to locals, all 8-week registration, and expanding camp opportunities.
- d. **Summer Planning** – Staffing at the Golf Course and Marina is all set. Still looking for a couple more junior counselors for Day Camp. T-Ball, Junior Tennis and Men's Softball are all open for registration. We are planning on participating in Bike to Work Day on May 20. The Chamber and Revolution Bike will co-sponsor an event. Earth Day is April 22. There will be a clean-up organized on the trails at Mt. McSauba from 1 – 3 PM.

VIII. Miscellaneous Comments

Director Knorr reported that a community member approached the City about placing a healthy vending machine in one of our recreation areas. He wanted the committee's input on the idea. The Committee express concern about the possibility of additional litter in our parks and vandalism. Overall – the response was not in favor of the idea.

IX. Call for Public Comment

Guest John Beckett wanted to discuss the growing sport of pickleball. He has concerns over tennis players vs pickleball players and the usage of the courts. Beckett inquired as to the option of dedicating specific times for court usage and is concerned about the court surface needing attention. There was also a question about the high school tennis team having right of access. Knorr will reach out to the school for a practice/game schedule.

X. Adjournment

With no other business to discuss, Chair Fruk called for a motion to adjourn at 8:08 PM. Motion made by Member Matye, second Member Kelly. Motion passed by a unanimous voice vote.

2022 meeting schedule:

February 9 @ Mt. McSauba
April 13 @ The Golf Club House (potentially)
June 8
September 14
November 9

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

TUESDAY, MAY 17, 2022

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: Mitts Lee, Laurene Crandall, R.J. Waddell, Lillian Left, Joan Buday

Commissioners Absent: None

Others Present: Dan Murray CHC-Maintenance Supervisor, Annessa Haist-Director MPH/CHC, Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

Chairperson Mitts Lee called the Meeting to Order at 2:00p.m.

ADDITIONS TO THE AGENDA: None

Approval of the May 17, 2022 Meeting Minutes and Payables.

Motion by Commissioner Waddell, seconded by Commissioner Left to approve and accept the regular meeting minutes and payables as presented for May 17, 2022.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

OLD BUSINESS: Lawsuit update was given by Annessa Haist, Director MPH/CHC. Court was on a zoom call, judge dismissed the case.

Developer update was given by Annessa Haist, Director MPH/CHC basically nothing to add at this point in time. We sent in our financials are at this point waiting for a response back.

NEW BUSINESS: **PUBLIC HEARING UPDATE** – Commissioner R.J. Waddell gave a brief update on the meeting held at Lake Michigan Beach on May 5, 2022. Information was shared and also stated online picture's and maps are available.

EXECUTIVE DIRECTOR'S REPORT - REAC Inspection results were shared by the Director, Annessa Haist. We scored higher than we ever have in the past going back to 2011. Scoring a 98 out of a 100 total score.

By-Laws we revisited and reviewed. Commissioner R.J. Waddell spoke briefly. Discussion was had with all Commissioners. A motion was made too reword a few sentences for future Board members/Commissioners to clarify that a for a vote to pass it needs to be at least three board members.

Resolution V-22 Amendment of the Bylaws

Motion was made by Commissioner Buday to adopt the changes to the By-Laws in a Resolution moving forward. Seconded by Commissioner Crandall.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

Year End Financials – Annessa Haist-Director MPHC/CHC let us know she was waiting for the reports, should be available next month for the June meeting.

Capital Fund Project Updates – discussion was had with the Board of Commissioners on future suggestions for the CHC/Pine River Place.

Public on subjects unrelated to Agenda Items Comment: None

Adjournment: Meeting was adjourned at 2:45 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist-MPHC/CHC

The next Board Meeting is June 21, 2022 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, June 13, 2022 - 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 Waddell.

B. Roll Call

Chair: RJ Waddell

Members Present: Sherm Chamberlain, Annemarie Conway, Jennifer Muladore, Maureen Radke

Members Absent: Toni Felter, Mary Millington

Staff Present: Jennifer Neal, Community Planner, Networks Northwest; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Conway, seconded by Member Chamberlain to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. May 9 Meeting Minutes

Motion by Member Radke, seconded by Member Muladore to approve the minutes of May 9, 2022 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 2021-2022 Annual Report

Jennifer Neal, Community Planner, reviewed the Annual Report which included a report of events and activities the Planning Commission undertook in the previous 12 months (May 2021 - April 2022) and the report is required by the Michigan Planning Enabling Act. The report is in the form of a letter to the City Council.

Chair Waddell asked that there be a change on page 1 to reflect that Jennifer Muladore was elected as Vice Chair in January 2022.

Motion by Member Chamberlain, seconded by Member Conway to approve the Annual Report and submit it to the City Council with the minor change indicated.

Motion carried by unanimous voice vote.

2. Residential Types and Unit Sizes

Chair Waddell stated last month at the City Council meeting, Mayor and Council asked the Planning Commission to review the Zoning Code requirements around minimum and building size standards relative to year-round attainable housing. Chair Waddell suggested that since the request could not be completed in one meeting, the Commission should begin by reviewing efficiency apartments. Chair Waddell stated that there is no minimum size or density of residential use in the Central Business District.

Planner Neal stated she reviewed the information requested regarding permitted residential unit types and unit sizes. Planner Neal said the City should be considering how to make it easier for realtors and developers to provide housing in the community. She stated the staff report she provided to the Commission was for discussion only and to explore ideas. She stated when they prepared the table which was included in her report they looked at permitted uses and special land uses that are permitted within the zoning districts both within residential, non-residential, and mixed use districts. The numbers in the table were largely the minimum square footage in each category.

Planner Neal stated the Commission's first question for discussion could be how to define an efficiency apartment. She stated an efficiency apartment is typically defined as a one-room space serving as all living quarters (living room, dining room, kitchen) with one door for the bathroom and maybe a closet, about 500-600 sq. ft. Within the residential districts, an efficiency apartment would be permitted in the R-2 district only as an ADU or as a part of a home conversion.

Discussion followed regarding the R2A zoning category, removing the minimum floor size all together, accessory dwelling unit reduction from 2,000 to 900 sq. ft., creating architectural standards for other types of units/buildings, potential for smaller units in the industrial area, building height requirements in the City for discussion at the next Planning Commission meeting, potential for Planned Unit Developments (PUD) with so few large vacant parcels in the City, and Charlevoix Corridor potential for smaller units.

H. Old Business

I. Staff Updates

Chair Waddell reported that a meeting was held at Ferry Beach regarding the future of the old DPW property. The meeting's purpose was to survey the community and discuss the possibilities of developing it into a park or housing.

Chair Waddell stated there is a ZBA meeting later this week and he plans on attending and the only agenda item was the Barton home on Antrim involving a variance for an accessory dwelling unit.

Chair Waddell stated this is the time of year for political signs and reminded everyone that signs, including real estate signs, could not be placed within the City's right-of-way (between the sidewalk and the street) and asked that staff be aware of those issues.

Chair Waddell stated that Member Conway had asked for a personal point of privilege. Member Conway announced that she was running for County Commissioner for District 6, which includes the City of Charlevoix and Charlevoix Township, and the message she receives when she is canvassing door-to-door is that "we need to bring young families back to Charlevoix" because it will help schools and businesses.

Member Chamberlain stated that his son is also running for County Commissioner in East Jordan and he has spoken to local business owners and they all said that they need the younger generations involved in County government to look at all these problems.

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated that next month the Commission will review building heights, square footage related to Planned Unit Developments (PUD's), and architectural standards. He stated he also had a citizen approach him about looking at the recreational vehicle parking requirements and he suggested that it would be best to look at this issue at the end of the summer.

Chair Waddell stated they also needed to review the parking requirements for bed and breakfast locations later in the summer. Zoning Administrator Koch suggested that the Commission may want to see a monthly report of the number of activities undertaken each month in the Zoning office.

Chair Waddell announced that Shirley Gibson was celebrating her 75th birthday that day and he recognized her for her many contributions to the community.

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

Chair Waddell adjourned the meeting at 7:41 p.m.

Sarah J. Dvoracek,fgm City Clerk

RJ Waddell

Chair

CITY OF CHARLEVOIX

Police Activity Report for the Month of June 2022

ITEM	NUMBER THIS MONTH	THIS MONTH LAST YEAR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	14	19	70	88
TRAFFIC WARNINGS	102	134	582	614
MOTORIST/CITIZEN ASSIST	30	56	108	132
ASSIST OTHER DEPT	34	47	159	191
FELONY ARRESTS	2	0	4	2
MISDEMEANOR ARRESTS	2	4	12	14
TRAFFIC CRASH: 9300-1	7	9	35	28
TRAFFIC CRASH: 9300-2	5	4	14	11
GENERAL ASSISTS	385	322	2,363	1,140
MEDICAL RESPONSES	10	9	51	24
LIQUOR INSPECTIONS	20	18	99	18
ORIGINAL COMPLAINTS	38	27	137	142
COMPLAINTS CLOSED	27	17	113	78
COMMERICAL/RESIDENTIAL	14	83	213	410
PARKING/SNOW TICKETS	13	27	136	186
METER TICKETS	315	411	315	438
PATROL MILES	5,261	5,253	29,928	27,082

TOTAL MILEAGE #87-1 1312

TOTAL MILEAGE #87-2 362

TOTAL MILEAGE #17 3587


Gerard Doan
Chief of Police

Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Charlevoix Canopy Fund
Designated - Non-Endowed
Quarterly Fund Statement
April 01, 2022 through June 30, 2022

	Current Period	Year-to-Date
Beginning Fund Balance – January 01		\$17,630.25
Contributions and Income		
Gifts Received	720.00	720.00
Interest/Dividend Income	65.25	114.89
Realized Gains (Losses)	1,012.27	1,012.27
Unrealized Gains (Losses)	(3,408.67)	(4,589.65)
Distributions and Expenses		
Credit Card Processing Fee	(16.77)	(16.77)
Foundation Administrative Fees	(43.31)	(89.80)
ENDING FUND BALANCE – June 30, 2022		\$14,781.19
Principal Balance		\$0.00

No grants were made this period.

Mark Heydlauff
 City Manager
 City of Charlevoix
 210 State Street
 Charlevoix, MI 49720

City of Charlevoix Dog Park Endowment
 Designated - Endowed
 Quarterly Fund Statement
 April 01, 2022 through June 30, 2022

	Current Period	Year-to-Date
Beginning Fund Balance – January 01		\$51,648.94
Contributions and Income		
Gifts Received	250.00	250.00
Interest/Dividend Income	77.68	146.11
Unrealized Gains (Losses)	(4,373.04)	(7,047.44)
Distributions and Expenses		
Foundation Administrative Fees	(6.90)	(14.93)
ENDING FUND BALANCE – June 30, 2022		\$44,982.68
Principal Balance		\$30,690.69

No grants were made this period.

Mark Heydlauff
 City Manager
 City of Charlevoix
 210 State Street
 Charlevoix, MI 49720

Brookside Cemetery Improvement Fund
 Designated - Endowed
 Quarterly Fund Statement
 April 01, 2022 through June 30, 2022

	Current Period	Year-to-Date
Beginning Fund Balance – January 01		\$17,671.88
Contributions and Income		
Interest/Dividend Income	61.73	109.59
Realized Gains (Losses)	975.86	975.86
Unrealized Gains (Losses)	(3,257.80)	(4,396.28)
Distributions and Expenses		
Foundation Administrative Fees	(41.44)	(86.26)
Grant/Scholarship Distributions	(0.00)	(676.00)
ENDING FUND BALANCE – June 30, 2022		\$13,598.79
Principal Balance		\$8,800.00

No grants were made this period.

Mark Heydlauff
 City Manager
 City of Charlevoix
 210 State Street
 Charlevoix, MI 49720

Mt. McSaubra Recreational Area Fund
 Designated - Endowed
 Quarterly Fund Statement
 April 01, 2022 through June 30, 2022

	Current Period	Year-to-Date
Beginning Fund Balance – January 01		\$13,697.28
Contributions and Income		
Interest/Dividend Income	49.75	88.31
Realized Gains (Losses)	786.45	786.45
Unrealized Gains (Losses)	(2,625.52)	(3,543.06)
Distributions and Expenses		
Foundation Administrative Fees	(33.40)	(69.52)
ENDING FUND BALANCE – June 30, 2022		\$10,959.46
Principal Balance		\$10,050.00

No grants were made this period.

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: July 18, 2022

Presented By:

Background:

Recommendation:

Attachments:

None