



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, September 21, 2020- 6:00 PM
Depot Beach, 307 Chicago Avenue, Charlevoix, MI

- 1. Pledge of Allegiance**
 - A. Zoom Access Information
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - September 8, 2020
 - B. Accounts Payable and Payroll Check Registers
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Set Public Hearings for Ordinances 821 and 822
Mark L. Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Council Goals for Golf Course Property Housing
Luther Kurtz, Mayor
 - B. Boat Launch Stormwater Retrofits
Mark L. Heydlauff, City Manager
 - C. 2020 Large Item Collection Review
Mark L. Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX CITY COUNCIL

Pledge of Allegiance

TITLE: Zoom Access Information

DATE: September 21, 2020

BACKGROUND:

The meeting will be held in-person at Depot Beach in accordance with Governor Whitmer's restrictions on indoor gatherings. Persons wishing to fully participate in the meeting should attend the meeting there. For those who simply wish to observe or participate in a more limited way, the below Zoom information is also available though weather, outdoor noise, and connectivity issues may hamper clear participation.

Topic: City Council Meeting

Time: Sep 21, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93568678159?pwd=S1IEeEVWa0NzSWIwUEN6aSs1aytIUT09>

Meeting ID: 935 6867 8159

Passcode: 682916

One tap mobile

+16465588656,,93568678159#,,,,,0#,,682916# US (New York)

+13017158592,,93568678159#,,,,,0#,,682916# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 935 6867 8159

Passcode: 682916

Find your local number: <https://zoom.us/u/adWjCChQSE>

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - September 8, 2020

DATE: September 21, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Tuesday, September 8, 2020 – 6:00 p.m.
Depot Beach, 307 Chicago Avenue, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Mayor Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Janet Kalbfell, Tom Oleksy, Brian Slater
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes – August 17, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – August 20, 2020
 - b. Regular Accounts Payable Check Register – September 9, 2020
 - c. ACH Payments – August 17, 2020 to September 4, 2020
 - d. Payroll Check Register – August 21, 2020
 - e. Payroll Transmittal – August 21, 2020
 - f. Payroll Check Register – September 4, 2020
 - g. Payroll Transmittal – September 4, 2020
 - h. Tax Disbursement – September 9, 2020
- C. Security Lights – from Powerline Supply for \$15,828.20
- D. Public Service Facility Parking Lot Lights – from Powerline Supply for \$17,328
- E. Purchase of Early Delivery Road Salt – from MIDEAL for \$19,265
- F. 2020 Tree Planting – from Louis A. Hoffman Nursery for \$38,480
- G. 2020 Officer and Employee Delegate Certification – Alida Klooster officer, Brandon Stevens, employee
- H. Resolution to Adopt the Annual PA 152 Exemption for the 2020-21 Medical Benefit Plan Coverage Year

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-09-01

*RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152,
THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT*

WHEREAS, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011; and

WHEREAS, the Act contains three options for complying with the requirements of the Act; and

WHEREAS, the three options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body; and

WHEREAS, the City Council decided to adopt the annual Exemption Option as its choice for compliance under the Act.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption Option for the medical benefit plan coverage year October 1, 2020 through September 30, 2021.

RESOLVED this 8th day of September, 2020 A.D.

DRAFT

Resolution was adopted by the following yea and nay vote:

Yeas: Bryan, Oleksy, Cole, Kalbfell, Hagen, Slater

Nays: None

Motion by Kalbfell, second by Hagen to approve the Consent Agenda.

Yeas: Bryan, Oleksy, Cole, Kalbfell, Hagen, Slater

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Palmer Lot Improvements

Public Works Superintendent Elliott stated that this work consists of organizing and paving the parking area, the addition of 34 delineated parking spots, stormwater improvements, a retaining wall on the east property line, and a dune grass rain garden. He stated that the low bid was submitted by Elmer's Crane and Dozer and Staff decided to complete our own soil borings to reduce the bid amount by \$23,850.

Mayor Kurtz opened the item to public comment and one was heard.

Motion by Cole, second by Kalbfell to approve the contract with Elmer's Crane and Dozer in the amount of \$239,949 and direct the City Manager to sign the appropriate documents. Motion carried by unanimous voice vote.

B. Fall Finale Farmers Market

Chamber of Commerce President Sarah Hagen stated that she had conversations with Recreation Director Knorr and Farmers Market Manager Anzell, the Health Department of Northwest Michigan, and our area orchards. She requested approval from Council to use East Park on October 9-10 for the Fall Finale Farmers Market. The event would consist of our local farm market vendors with the addition of area orchards and our area service organizations who wish to sell their food or food products. She anticipated 25-30 participants and she noted that this extended Farmers Market would operate within the established guidelines from the Michigan Association of Farmers Markets.

Mayor Kurtz opened the item to public comment and five were heard.

Motion by Cole, second by Bryan to approve the Farmers Market [on October 9-10] as requested. Motion carried by voice vote: 4 ayes, 2 nays.

C. Housing Legislation Resolution

City Manager Heydlauff stated that earlier this year, Council approved a resolution urging state lawmakers to modify property tax laws to better recognize the value and impact of year-round rental housing in our state. Last month, State Representative Triston Cole introduced two bills in the Michigan House that would allow a PRE to be claimed on long-term rentals.

Mayor Kurtz opened the item to public comment and none was heard.

Motion by Bryan, second by Kalbfell to approve Resolution 2020-09-02.

CITY OF CHARLEVOIX RESOLUTION NO. 2020-09-02 SUPPORT AND ENCOURAGEMENT OF RURAL HOUSING

WHEREAS, *the City of Charlevoix, like many communities in our region, struggles to find the needed housing for workers in our year-round economy while various reports indicate the need for more housing units; and*

WHEREAS, *the need for housing has repeatedly been supported both in anecdotal accounts from business owners and residents and also from formal sources like the 2020 Residential Target Market Analysis which found an additional 251 newly built and rehabbed houses are needed going forward to adequately handle the future demand for housing; and*

WHEREAS, *local efforts are only as effective as state law allows them to be and current tax law limits the ability of the City Council to incent the creation of new housing units on a market-driven scale; and*

WHEREAS, *legislation in the Michigan House of Representatives would reduce the tax liability of year-round rentals.*

NOW THEREFORE BE IT RESOLVED, *the City Charlevoix City Council resolves to give its strong support to Representative Triston Cole and the bills he has introduced, House Bills 6102 and 6103, which if passed would support and encourage rural housing in communities like Charlevoix; and*

FURTHERMORE, *the City Council encourages landlords consider the potential value of year-round residents to enhance our community.*

RESOLVED this 8th day of September, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Bryan, Oleksy, Cole, Kalbfell, Hagen, Slater

Nays: None

D. Historic District Commission Appointment

Motion by Kalbfell, second by Oleksy to reappoint David Miles to the Historic District Commission, term expiring June 2023. Motion carried by unanimous voice vote.

8. Reports & Communications

A. Public Comments

- The status of the BISCO project was questioned
- Angela Lasher introduced herself as a District Court Judge candidate
- Shirley Gibson was in favor of the updates to 904 May Street

B. City Manager Comments

- Trump campaign event is in the planning stages for September 15th in East Park
- Golf revenue is up \$15,000 this season
- SBEI application will be submitted in the next few days
- MML is holding a virtual conference this year
- Interactive water fountain passed its Health Department inspection

C. Mayor & Council Comments

- Bryan noted that the golf course is in excellent condition

9. Other Council Business

10. Adjourn

The Mayor adjourned the meeting at 6:47 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 08/20/2020			
AT&T	3,474.79	PRIORITY HEALTH	41,781.32
AT&T LONG DISTANCE	160.84	STANDARD INSURANCE CO	2,722.27
CHARLEVOIX STATE BANK	6,994.04	VERIZON WIRELESS	176.54
CHARTER COMMUNICATIONS	697.26	VSP INSURANCE CO. (CT)	545.09
DELTA DENTAL	3,434.30	WEX BANK	313.69
GREAT LAKES ENERGY	211.60	TOTAL	67,396.61
HOLIDAY COMPANIES	6,419.12		
MONY LIFE INSURANCE	465.75		
Regular Accounts Payable – 09/09/2020			
ABILITA	1,705.30	CHARLEVOIX SCREEN MASTERS INC	465.50
ACUSHNET COMPANY	52.97	CHARLEVOIX SEWER & DRAIN	1,500.00
AIRGAS USA LLC	140.44	CHARLEVOIX TOWNSHIP	38.27
ALL-PHASE ELECTRIC	4,243.53	CHARTER COMMUNICATIONS	994.60
AMERICAN WASTE INC.	1,746.76	CINTAS	215.17
ANDERSON, ELIZABETH A.	50.00	CINTAS CORPORATION	169.37
ANZELL, BETH A.	50.00	CLARK, SARAH	50.00
APEX SOFTWARE	75.00	COMPASS MINERALS AMERICA	12,702.04
AT YOUR SERVICE PLUS INC	500.00	CONWAY PROFESSIONAL SERVICES	13,154.00
AT&T MOBILITY	577.52	CRA Payment Center	554.42
AVFUEL CORPORATION	108,094.46	CRYSTAL FLASH ENERGY	779.57
BELL EQUIPMENT COMPANY	149.37	CURREY FARMS LLC	214.00
BERG, REBECCA	322.00	DeROSIA, PATRICIA E.	50.00
BLAZING AVIATION	272.03	DHASELEER, CARL	296.00
BOB MATHERS FORD	147.00	DIGITAL DOLPHIN	609.85
BOUND TREE MEDICAL LLC	93.86	DOAN, GERARD P.	50.00
BRADY'S CARPET CLEANING	509.63	DORAN, JUSTIN J.	50.00
CABLES AND SENSORS	377.00	DORNBOS SIGN INC.	280.15
CAROFINO, ANDREA	130.00	DOTSON, LINDSEY J.	50.00
CARQUEST OF CHARLEVOIX	1,764.94	DUTCH OVEN, THE	351.00
CDW GOVERNMENT INC.	166.77	EJ USA INC.	1,514.87
CENTRAL DRUG STORE	68.64	ELHORN ENGINEERING COMPANY	1,085.60
CHARLEVOIX DISTRICT LIBRARY	30,000.00	ELLIOTT, PATRICK M.	50.00

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ELLSWORTH FARMER'S EXCHANGE	1,414.22	MY TCBD	100.00
EMERGENCY MEDICAL PRODUCTS INC	208.19	NAVIA BENEFIT SOLUTIONS	50.00
ETNA SUPPLY	5,649.07	NCL OF WISCONSIN INC.	868.76
F.H. BLACK & COMPANY	615.00	NORTH COUNTRY CRITTERS	165.00
FARMER WHITE'S	686.00	NORTHWEST FIRE	206.00
FASTENAL COMPANY	182.28	OHM ADVISORS	24,834.50
FAULKNER, CHRISTOPHER	50.00	OLSON, LEAH	205.00
GERBER HOMEMADE SWEETS	161.00	ORBAN, BARBARA K.	114.11
GINOP SALES INC	258.11	OTEC	175.00
GOLDING, JOYCE M.	50.00	OUDBIER INSTRUMENT CO	1,617.00
GOLOVICH, KAREN	215.00	PARKER, MICHAEL	67.00
GOLOVICH, RENEE	83.00	PAYMENT RESOLUTION SERVICES	564.35
GRAINGER	629.03	PENINSULA FIBER NETWORK LLC	470.00
GREAT LAKES PIPE & SUPPLY	73.69	PERFORMANCE ENGINEERS INC	1,260.00
GRP ENGINEERING INC.	8,850.90	PLUNKETT & COONEY	1,080.00
GUNTZVILLER, RHONDA	777.00	POSTMASTER	42.60
HACH COMPANY	2,503.74	POWER LINE SUPPLY	776.04
HANKINS, SCOTT A.	50.00	POWERPLAN	60.06
HARRELL'S	1,740.00	PREIN & NEWHOF	240.00
HERZOG ELECTRIC	121.00	PURITY CYLINDER GASES INC	141.30
HEYDLAUFF, MARK L.	50.00	QUALITY CAR & TRUCK REPAIR INC	428.11
HOLIDAY LIGHTING SERVICES INC.	1,008.00	R B LYONS INC	7,690.00
INDEPENDENT DRAFTING SERVICES	1,976.00	RESOLUTION G2 LLC	10,910.00
JACK DOHENY COMPANIES	713.52	SIGNATURE FORD L-M	37,930.00
JACKLIN STEEL SUPPLY CO	391.60	SILVA, JESSE L.A.	113.31
JOHNSON, MELISSA A.	50.00	SNEATHEN, SANDRA	332.92
KLOOSTER, ALIDA K.	50.00	STATE AND MASON LLC	1,000.00
KLOOSTER, PATRICK H.	50.00	STATE OF MICHIGAN	245.00
KNORR, KENT J.	50.00	STATE OF MICHIGAN	880.42
KSS ENTERPRISES	2,086.68	SUMMIT COMPANIES	360.00
LAMAR COMPANIES	770.00	SUN BADGE CO.	108.75
LASER PRINTER TECHNOLOGIES	721.00	SWEM, DONALD L.	50.00
LAVENDER, JOSEPH E.	50.00	TAYLOR 12501 LLC	4,417.50
LEELANAU COFFEE ROASTING CO INC	261.65	TELNET GROUP INC	214.37
LITTLE TRAVERSE DISPOSAL LLC	805.00	THE BANK OF NEW YORK MELLON N.A.	98,807.03
LIVINGSTON, BRIAN D.	50.00	THISTLE	25.00
LOTTIE'S BAGELS	357.00	TRADEMARK PROPERTIES LLC	210.00
MACGREGOR PLUMBING & HEATING	1,131.00	TRAVERS, MANUEL J.	50.00
MAYER, SHELLEY L.	50.00	TRUCK & TRAILER SPECIALTIES	82.61
MCDONNELL, JENNA N.	50.00	UNCLE ROD'S INC	318.75
MCGINN, KELLY A.	50.00	UNIFIRST CORPORATION	693.77
MCLEAN ENGINEERING CO INC	1,371.00	US BANK	678,100.00
MCMASTER-CARR	424.13	USA BLUE BOOK	1,191.96
MCMULLEN, DONALD R.	50.00	VINCENT, MEGHANN	160.00
MDC CONTRACTING LLC	380.00	WEX BANK	937.06
MED ALLIANCE GROUP INC	242.00	WORK & PLAY SHOP	49.44
MEDLINE INDUSTRIES INC	157.53	WURST, RANDALL W.	50.00
METAL HEAD WELDING LLC	1,147.74	WYMAN, MATTHEW A.	50.00
MICHIGAN WATER ENV ASSOC	77.00	XEROX FINANCIAL SERVICES	168.84
MIKE'S MUSTARD	60.00	ZIIBIMJWANG INC	489.00
MILLER, WILLIAM S.	50.00	TOTAL	1,106,669.79
MONTEITH, JENNY	138.72		
MUTT MITT	1,970.80		

ACH Payments – 08/17/2020 to 09/04/2020

MI PUBLIC POWER AGENCY	51,433.97	MI PUBLIC POWER AGENCY	25,976.29
IRS (PAYROLL TAX DEPOSIT)	48,324.84	IRS (PAYROLL TAX DEPOSIT)	48,817.57
ALERUS FINANCIAL (HCSP)	350.00	ALERUS FINANCIAL (HCSP)	350.00
STATE OF MI (WITHHOLDING TAX)	7,116.66	STATE OF MI (WITHHOLDING TAX)	7,092.45
VANTAGEPOINT (401 ICMA PLAN)	858.02	VANTAGEPOINT (401 ICMA PLAN)	912.08
VANTAGEPOINT (457 ICMA PLAN)	19,876.64	VANTAGEPOINT (457 ICMA PLAN)	20,223.67
VANTAGEPOINT (ROTH IRA)	1,155.76	VANTAGEPOINT (ROTH IRA)	1,155.76
MERS (DEFINED BENEFIT PLAN)	48,616.19	TOTAL	489,119.32
MI PUBLIC POWER AGENCY	16,215.54		
MI PUBLIC POWER AGENCY	190,643.88		

Payroll Net Pay – Check Date 08/21/2020

HEYDLAUFF, MARK L.	2,724.04	GOLOVICH, KAREN J.	985.70
GOLDING, JOYCE M.	1,653.61	BARNEVELD, RICHELLE L.	1,146.34
DEROSIA, PATRICIA E.	1,060.26	EDWARDS, MACKENZIE R.	1,427.21
DOTSON, LINDSEY J.	1,422.45	MILLER, FAITH G.	57.40
KLOOSTER, ALIDA K.	1,753.72	MCGINN, KELLY A.	2,085.82

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LAVENDER, JOSEPH E.	1,728.90	PETERSON, BENJAMIN D.	429.42
DOAN, GERARD P.	2,407.55	KIRINOVIC, THOMAS F.	524.57
UMULIS, MATTHEW T.	1,204.45	WAGNER, KIRSTEN M.	646.68
HANKINS, SCOTT A.	1,784.49	SHEETS, SOPHIA R.	662.34
ORBAN, BARBARA K.	1,308.23	MOOAR, ISAAK S.	439.88
FLICKEMA, ANDREW M.	1,061.10	HART, DAVID R.	272.06
RILEY, DENISE M.	463.86	MCDONNELL, JENNA N.	825.71
MUNK, CHRISTOPHER J.	1,499.37	GILL, DAVID R.	980.63
SCHICK, TIELER R.	1,310.86	MASSON, DONALD J.	536.03
MATELSKI, KRISTEN L.	1,356.19	KUSINA, DENNIS W.	197.57
BINGHAM, LARRY E.	819.44	LABLANCE, MAUREEN J.	388.81
MACGILLIVRAY, ROGER	786.83	LIVINGSTON, BRIAN D.	1,708.92
AZZOPARDI, LAUREN E.	225.30	STANLEY, MARK J.	63.72
STEWART, MORGAN J.	895.49	MUSILEK, CAMDEN W.	338.92
WURST, RANDALL W.	1,257.90	WAY, KRISTINA M.	194.20
MAYER, SHELLEY L.	1,974.77	WYMAN, MATTHEW A.	1,753.04
HILLING, NICHOLAS A.	1,621.15	MILLER, WILLIAM S.	1,325.26
MEIER III, CHARLES A.	1,325.75	DOUGLAS, MARK	1,375.97
ZACHARIAS, STEVEN B.	2,103.98	PRIOR, ERIN C.	1,096.01
NEWMAN, MARK J.	1,096.15	FRATRICK, JOSEPH W.	481.54
SWEM, DONALD L.	2,466.17	RICKETSON, BRET J.	624.62
EATON, BRAD A.	2,398.90	MCMULLEN, DONALD R.	2,135.22
WILSON, TIMOTHY J.	2,760.66	SILVA, JESSE L.A.	1,707.24
LAVOIE, RICHARD L.	2,287.45	JOHNSON, MELISSA A.	1,161.64
STEVENS, BRANDON C.	2,414.89	STEPHENS, LYON G.	0.56
DRAVES, MARTIN J.	2,352.12	TRAVERS, MANUEL J.	1,762.44
ANDERSON, ELIZABETH A.	1,209.90	STEVENS, JEFFREY W.	550.75
KENWABIKISE, DAVID L.	1,097.59	RILEY, CASEY W.	754.30
ELLIOTT, PATRICK M.	2,381.82	JONES, LARRY M.	524.41
SCHWARTZFISHER, JOSEPH	1,103.48	MATZ, EMILY S.	1,266.70
BRADLEY, KELLY R.	1,531.09	LEPIRD, KATIE A.	561.25
HART II, DELBERT W.	1,274.22	MOYER, DAVID T.	618.62
JONES, ROBERT F.	1,333.42	WHEELER, MICHAEL W.	1,792.86
FARRELL, MITCHELL L.	1,311.68	CORNELL, BRITTA J.	451.62
THORP JR, WILLIAM D.	1,653.74	MISHLER, MICHAEL J.	1,142.27
LEITNER, RYAN S.	1,351.02	AZZOPARDI, ANTHONY J.	1,891.43
FERGUSON, ROYCE L.	1,765.79	MCCRANEY, RUSSELL R.	66.07
DORAN, JUSTIN J.	2,107.26	PECK, JARICA L.	702.04
MANKER SR, DAVID W.	644.56	DIETZ, AMANDA M.	1,175.14
FREY, DYLAN V.	614.14	MOYER, NATHAN I.	1,048.17
HART III, DELBERT W.	865.27	MARIHUGH, ANDREW J.	118.93
SLADEK, RYLYNN S.	313.45	SPREEMAN, ASHLEY M.	429.60
BEMIS, JACKSON R.	784.74	FAULKNER, CHRISTOPHER J.	2,406.14
FINNERTY, HOLLY E.	858.01	FRANCIS, CATHERINE A.	111.00
CRANDELL, ZACKARY R.	661.08	DALY, SUZETTE M.	223.00
KNORR, KENT J.	1,953.46	DUERR, JANE R.	105.00
ANZELL, BETH A.	1,318.58	HERDER, DIANE M.	127.00
STEBE, LAURA A.	77.57	OHALLORAN, LINDA J.	239.00
KLOOSTER, PATRICK H.	1,655.71	DIPERT, ANNE M.	111.00
EVANS JR, HALBERT K.	648.24	HAVEMAN, NANCY A.	105.00
KLINGER, BRADLEY W.	449.88	LINKLATER, LINDA K.	189.00
DAVIS, LEAH R.	651.04	SUAREZ PAWLICKI, EMMA	111.00
TELGENHOF, WILL G.	651.04	WHITLEY, ANDREW T.	2,428.45
WHITE III, MARCUS W.	716.50	MORRISON, KEVIN P.	1,319.09
GREYERBIEHL, KELLY M.	549.08	BISHAW, JAMES H.	776.79
CUNNINGHAM, ABIGAIL A.	691.52	BUDAY, JOAN E.	165.00
JAREMA, CAROLINE J.	619.48	CAMPBELL, KAREN L.	159.00
PRIMAK, JACOB L.	741.99	LALEWICZ, AMELIA M.	111.00
CURTIS, LILY E.	808.53	CIUK, JULIA A.	117.00
MAY, MEREDITH A.	1,141.52	OCHS, GRACE L.	69.00
PETROSKY, JACOB D.	721.93	TOTAL	136,279.51
WARRINER, RYAN T.	387.74		
WALKER, SAVANNAH P.	805.31		

Payroll Transmittal – 08/21/2020

4FRONT CREDIT UNION	977.01	COMMUNICATION WORKERS OF AMER	659.38
AMERICAN FAMILY LIFE	608.28	MI STATE DISBURSEMENT UNIT	209.65
CHAR EM UNITED WAY	90.00	MONY LIFE INSURANCE	350.85
CHARLEVOIX STATE BANK	967.00	PRIORITY HEALTH	1,466.44
CHEMICAL BANK	25.00	TOTAL	5,353.61

Payroll Net Pay – Check Date 09/04/2020

DRAFT

HEYDLAUFF, MARK L.	3,171.49	KNORR, KENT J.	1,953.47
GOLDING, JOYCE M.	2,085.85	ANZELL, BETH A.	1,343.92
DEROSIA, PATRICIA E.	829.31	KLOOSTER, PATRICK H.	1,655.71
DOTSON, LINDSEY J.	1,422.46	EVANS JR, HALBERT K.	604.87
KLOOSTER, ALIDA K.	2,129.16	KLINGER, BRADLEY W.	93.17
GOLOVICH, KAREN J.	985.70	DAVIS, LEAH R.	740.47
BARNEVELD, RICHELLE L.	1,229.88	TELGENHOF, WILL G.	740.47
EDWARDS, MACKENZIE R.	1,674.88	WHITE III, MARCUS W.	637.74
MILLER, FAITH G.	32.43	GREYERBIEHL, KELLY M.	456.62
MCGINN, KELLY A.	2,518.09	CUNNINGHAM, ABIGAIL A.	522.37
LAVENDER, JOSEPH E.	1,467.55	KIRINOVIC, THOMAS F.	452.28
DOAN, GERARD P.	2,407.55	MOOAR, ISAAK S.	416.83
UMULIS, MATTHEW T.	1,427.24	HART, DAVID R.	105.28
HANKINS, SCOTT A.	1,725.83	MCDONNELL, JENNA N.	673.51
ORBAN, BARBARA K.	1,134.77	GILL, DAVID R.	939.82
FLICKEMA, ANDREW M.	2,204.31	MASSON, DONALD J.	536.03
RILEY, DENISE M.	422.66	KUSINA, DENNIS W.	374.87
MUNK, CHRISTOPHER J.	1,995.24	LABLANCE, MAUREEN J.	411.26
SCHICK, TIELER R.	1,579.72	LIVINGSTON, BRIAN D.	1,708.92
MATELSKI, KRISTEN L.	1,356.19	WAY, KRISTINA M.	282.26
BINGHAM, LARRY E.	1,006.88	WYMAN, MATTHEW A.	1,914.75
MACGILLIVRAY, ROGER	596.40	MILLER, WILLIAM S.	2,006.20
AZZOPARDI, LAUREN E.	166.91	DOUGLAS, MARK	1,019.64
STEWART, MORGAN J.	576.85	PRIOR, ERIN C.	1,112.92
WURST, RANDALL W.	1,590.49	FRATRICK, JOSEPH W.	504.84
MAYER, SHELLEY L.	1,823.70	RICKETSON, BRET J.	629.20
HILLING, NICHOLAS A.	1,464.55	MCMULLEN, DONALD R.	2,382.45
MEIER III, CHARLES A.	1,881.50	SILVA, JESSE L.A.	1,541.06
ZACHARIAS, STEVEN B.	1,377.03	JOHNSON, MELISSA A.	1,549.87
NEWMAN, MARK J.	1,393.63	STEPHENS, LYON G.	210.22
SWEM, DONALD L.	2,466.17	TRAVERS, MANUEL J.	2,122.15
EATON, BRAD A.	2,349.20	STEVENS, JEFFREY W.	262.22
WILSON, TIMOTHY J.	3,656.04	RILEY, CASEY W.	435.27
LAVOIE, RICHARD L.	2,225.14	JONES, LARRY M.	924.21
STEVENS, BRANDON C.	3,251.74	VANZANDT, ZORRAN C.	199.12
DRAVES, MARTIN J.	2,235.11	MATZ, EMILY S.	351.23
ANDERSON, ELIZABETH A.	1,209.90	LEPIDZ, KATIE A.	509.46
KENWABIKISE, DAVID L.	1,097.59	MOYER, DAVID T.	75.98
ELLIOTT, PATRICK M.	2,381.83	WHEELER, MICHAEL W.	1,802.11
SCHWARTZFISHER, JOSEPH	987.16	MISHLER, MICHAEL. J.	1,251.24
BRADLEY, KELLY R.	1,357.22	AZZOPARDI, ANTHONY J.	1,866.53
HART II, DELBERT W.	1,673.47	MCCRANEY, RUSSELL R.	321.02
JONES, ROBERT F.	1,482.87	PECK, JARICA L.	251.51
FARRELL, MITCHELL L.	1,323.31	DIETZ, AMANDA M.	1,234.36
THORP JR, WILLIAM D.	1,526.27	MOYER, NATHAN I.	1,291.27
LEITNER, RYAN S.	1,623.64	SPREEMAN, ASHLEY M.	693.28
FERGUSON, ROYCE L.	1,725.96	FAULKNOR, CHRISTOPHER J.	3,125.14
DORAN, JUSTIN J.	2,107.26	WHITLEY, ANDREW T.	2,273.20
MANKER SR, DAVID W.	740.86	MORRISON, KEVIN P.	1,691.68
FREY, DYLAN V.	650.97	BISHAW, JAMES H.	756.47
HART III, DELBERT W.	840.93	TOTAL	131,751.44
BEMIS, JACKSON R.	737.18		
FINNERTY, HOLLY E.	776.79		
CRANDELL, ZACKARY R.	688.11		

Payroll Transmittal – 09/04/2020

4FRONT CREDIT UNION	927.01	MI STATE DISBURSEMENT UNIT	209.65
AMERICAN FAMILY LIFE	608.28	MONEY LIFE INSURANCE	350.85
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	251.25
CHARLEVOIX STATE BANK	967.00	PRIORITY HEALTH	1,466.44
CHEMICAL BANK	25.00	TOTAL	5,554.86
COMMUNICATION WORKERS OF AMER	659.38		

Tax Disbursement – 09/09/2020

CHARLEVOIX COUNTY TREASURER	1,539.89	CHARLEVOIX PUBLIC SCHOOLS	48,185.51
CHARLEVOIX COUNTY TREASURER	1,026,555.02	CITY OF CHARLEVOIX - MISC	110.88
CHARLEVOIX COUNTY TREASURER	29.59	CITY OF CHARLEVOIX - TAXES DUE	1,198,066.09
CHARLEVOIX DISTRICT LIBRARY	8.04	CORELOGIC	4,251.46
CHARLEVOIX PUBLIC SCHOOLS	1,210,286.79	RECREATIONAL AUTHORITY	1.55
CHARLEVOIX PUBLIC SCHOOLS	49,169.35	TOTAL	3,587,368.87
CHARLEVOIX PUBLIC SCHOOLS	34,417.04		
CHARLEVOIX PUBLIC SCHOOLS	14,747.66		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: September 21, 2020

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/12/2020	09/18/2020	131326	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	927.01
09/12/2020	09/18/2020	131327	4FRONT CREDIT UNION	9031	Lump Sum Employer Contribution	206.00
09/12/2020	09/18/2020	131328	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	127.28
09/12/2020	09/18/2020	131328	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	481.00
09/12/2020	09/18/2020	131329	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 9/12/2	90.00
09/12/2020	09/18/2020	131330	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	967.00
09/12/2020	09/18/2020	131331	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	25.00
09/12/2020	09/18/2020	131332	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	672.47
09/12/2020	09/18/2020	131333	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
09/12/2020	09/18/2020	131334	MONEY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	249.43
09/12/2020	09/18/2020	131334	MONEY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 9/12/	47.68
09/12/2020	09/18/2020	131334	MONEY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 9/12/20	4.00
09/12/2020	09/18/2020	131334	MONEY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.32
09/12/2020	09/18/2020	131334	MONEY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 9/12	6.83
09/12/2020	09/18/2020	131334	MONEY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 9/12/2	2.59
09/12/2020	09/18/2020	131335	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,501.59
Grand Totals:						5,557.85

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

09/18/20 Payroll Transmittal Checks \$ 5,557.85
 09/18/20 Payroll (net pay) \$ 127,210.74
 09/22/20 Regular Accounts Payable \$ 1,213,262.80
 10/01/20 Payroll Transmittal Checks (HSA) \$ 88,700.00

Checks Sub-Total: \$ 1,434,731.39

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

09/02/20 Proximity Space Inc \$ 120.26
 09/03/20 AMG Payment Solutions \$ 846.22
 09/03/20 Payment Service Network Inc \$ 255.70
 09/08/20 MI Public Power Agency \$ 12,180.56
 09/09/20 DTE Energy \$ 1,666.34
 09/10/20 State of MI (Sales Tax) \$ 26,148.17
 09/14/20 MI Public Power Agency \$ 13,268.31
 09/18/20 IRS (Payroll Tax Deposit) \$ 47,333.80
 09/18/20 Alerus Financial (HCSP) \$ 350.00
 09/18/20 State of MI (Withholding Tax) \$ 6,824.38
 09/18/20 Vantagepoint (401 ICMA Plan) \$ 912.08
 09/18/20 Vantagepoint (457 ICMA Plan) \$ 20,954.95
 09/18/20 Vantagepoint (Roth IRA) \$ 1,155.76
 09/18/20 MERS (Defined Benefit Plan) \$ 50,577.18

ACH Sub-Total: \$ 182,593.71

Huntington National Bank Total: \$ 1,617,325.10

CHARLEVOIX STATE BANK - CHECKS ISSUED (PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

09/22/20 Tax Disbursement \$ 3,026,550.61
 Charlevoix State Bank Total: \$ 3,026,550.61

Grand Total: \$ 4,643,875.71

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/12/2020	PC	09/18/2020	31623	HEYDLAUFF, MARK L.	102		2,883.03
09/12/2020	PC	09/18/2020	31624	GOLDING, JOYCE M.	106		1,653.60
09/12/2020	PC	09/18/2020	31625	DEROSIA, PATRICIA E.	107		615.08
09/12/2020	PC	09/18/2020	31626	DOTSON, LINDSEY J.	109		1,422.45
09/12/2020	PC	09/18/2020	31627	KLOOSTER, ALIDA K.	121		1,753.72
09/12/2020	PC	09/18/2020	31628	GOLOVICH, KAREN J.	122		1,002.25
09/12/2020	PC	09/18/2020	31629	BARNEVELD, RICHELLE	123		1,158.77
09/12/2020	PC	09/18/2020	31630	EDWARDS, MACKENZIE	124		1,299.42
09/12/2020	PC	09/18/2020	31631	MCGINN, KELLY A.	146		2,085.82
09/12/2020	PC	09/18/2020	31632	LAVENDER, JOSEPH E.	153		1,990.22
09/12/2020	PC	09/18/2020	31633	DOAN, GERARD P.	201		2,407.55
09/12/2020	PC	09/18/2020	31634	UMULIS, MATTHEW T.	205		1,394.39
09/12/2020	PC	09/18/2020	31635	HANKINS, SCOTT A.	208		1,725.83
09/12/2020	PC	09/18/2020	31636	ORBAN, BARBARA K.	209		1,404.05
09/12/2020	PC	09/18/2020	31637	FLICKEMA, ANDREW M.	211		1,644.34
09/12/2020	PC	09/18/2020	31638	RILEY, DENISE M.	213		454.71
09/12/2020	PC	09/18/2020	31639	MUNK, CHRISTOPHER J.	215		1,928.12
09/12/2020	PC	09/18/2020	31640	SCHICK, TIELER R.	216		1,550.19
09/12/2020	PC	09/18/2020	31641	MATELSKI, KRISTEN L.	230		1,356.19
09/12/2020	PC	09/18/2020	31642	BINGHAM, LARRY E.	240		1,006.88
09/12/2020	PC	09/18/2020	31643	MACGILLIVRAY, ROGER	244		505.57
09/12/2020	PC	09/18/2020	31644	AZZOPARDI, LAUREN E.	246		136.46
09/12/2020	PC	09/18/2020	31645	WURST, RANDALL W.	411		1,140.97
09/12/2020	PC	09/18/2020	31646	MAYER, SHELLEY L.	412		1,685.59
09/12/2020	PC	09/18/2020	31647	HILLING, NICHOLAS A.	413		2,117.58
09/12/2020	PC	09/18/2020	31648	MEIER III, CHARLES A.	421		1,509.96
09/12/2020	PC	09/18/2020	31649	ZACHARIAS, STEVEN B.	422		1,447.94
09/12/2020	PC	09/18/2020	31650	NEWMAN, MARK J.	424		1,142.85
09/12/2020	PC	09/18/2020	31651	SWEM, DONALD L.	512		3,032.96
09/12/2020	PC	09/18/2020	31652	EATON, BRAD A.	515		2,561.88
09/12/2020	PC	09/18/2020	31653	WILSON, TIMOTHY J.	516		3,339.83
09/12/2020	PC	09/18/2020	31654	LAVOIE, RICHARD L.	519		2,276.60
09/12/2020	PC	09/18/2020	31655	STEVENS, BRANDON C.	521		3,754.23
09/12/2020	PC	09/18/2020	31656	DRAVES, MARTIN J.	523		2,914.04
09/12/2020	PC	09/18/2020	31657	ANDERSON, ELIZABETH	526		1,229.73
09/12/2020	PC	09/18/2020	31658	KENWABIKISE, DAVID L.	528		1,101.70
09/12/2020	PC	09/18/2020	31659	ELLIOTT, PATRICK M.	600		2,704.53
09/12/2020	PC	09/18/2020	31660	SCHWARTZFISHER, JOS	603		1,215.27
09/12/2020	PC	09/18/2020	31661	BRADLEY, KELLY R.	614		1,274.15
09/12/2020	PC	09/18/2020	31662	HART II, DELBERT W.	616		1,287.49
09/12/2020	PC	09/18/2020	31663	JONES, ROBERT F.	618		1,803.08
09/12/2020	PC	09/18/2020	31664	FARRELL, MITCHELL L.	622		1,354.33
09/12/2020	PC	09/18/2020	31665	THORP JR, WILLIAM D.	623		1,534.71
09/12/2020	PC	09/18/2020	31666	LEITNER, RYAN S.	624		1,430.20
09/12/2020	PC	09/18/2020	31667	FERGUSON, ROYCE L.	625		1,418.72
09/12/2020	PC	09/18/2020	31668	DORAN, JUSTIN J.	634		2,107.26
09/12/2020	PC	09/18/2020	31669	MANKER SR, DAVID W.	639		689.50
09/12/2020	PC	09/18/2020	31670	NEDWICK, DAVID J.	642		382.03
09/12/2020	PC	09/18/2020	31671	FREY, DYLAN V.	643		475.08
09/12/2020	PC	09/18/2020	31672	HART III, DELBERT W.	657		828.75
09/12/2020	PC	09/18/2020	31673	BEMIS, JACKSON R.	667		239.02
09/12/2020	PC	09/18/2020	31674	FINNERTY, HOLLY E.	669		599.11
09/12/2020	PC	09/18/2020	31675	CRANDELL, ZACKARY R.	691		630.17
09/12/2020	PC	09/18/2020	31676	KNORR, KENT J.	700		1,953.46
09/12/2020	PC	09/18/2020	31677	ANZELL, BETH A.	702		1,318.58
09/12/2020	PC	09/18/2020	31678	STEBE, LAURA A.	703		33.25
09/12/2020	PC	09/18/2020	31679	KLOOSTER, PATRICK H.	743		1,655.71

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/12/2020	PC	09/18/2020	31680	EVANS JR, HALBERT K.	744		655.47
09/12/2020	PC	09/18/2020	31681	DAVIS, LEAH R.	748		722.59
09/12/2020	PC	09/18/2020	31682	TELGENHOF, WILL G.	749		543.76
09/12/2020	PC	09/18/2020	31683	WHITE III, MARCUS W.	754		585.23
09/12/2020	PC	09/18/2020	31684	GREYERBIEHL, KELLY M.	757		415.27
09/12/2020	PC	09/18/2020	31685	KIRINOVIC, THOMAS F.	790		408.89
09/12/2020	PC	09/18/2020	31686	HART, DAVID R.	836		298.60
09/12/2020	PC	09/18/2020	31687	MCDONNELL, JENNA N.	839		716.11
09/12/2020	PC	09/18/2020	31688	GILL, DAVID R.	856		828.52
09/12/2020	PC	09/18/2020	31689	MASSON, DONALD J.	861		553.79
09/12/2020	PC	09/18/2020	31690	KUSINA, DENNIS W.	862		157.04
09/12/2020	PC	09/18/2020	31691	LABLANCE, MAUREEN J.	863		250.92
09/12/2020	PC	09/18/2020	31692	LIVINGSTON, BRIAN D.	866		1,708.92
09/12/2020	PC	09/18/2020	31693	STANLEY, MARK J.	867		66.50
09/12/2020	PC	09/18/2020	31694	WAY, KRISTINA M.	870		194.20
09/12/2020	PC	09/18/2020	31695	WYMAN, MATTHEW A.	927		1,886.22
09/12/2020	PC	09/18/2020	31696	MILLER, WILLIAM S.	933		1,258.68
09/12/2020	PC	09/18/2020	31697	DOUGLAS, MARK	935		1,275.36
09/12/2020	PC	09/18/2020	31698	PRIOR, ERIN C.	938		1,143.49
09/12/2020	PC	09/18/2020	31699	FRATRICK, JOSEPH W.	940		639.90
09/12/2020	PC	09/18/2020	31700	RICKETSON, BRET J.	950		343.23
09/12/2020	PC	09/18/2020	31701	MCMULLEN, DONALD R.	1000		1,850.91
09/12/2020	PC	09/18/2020	31702	SILVA, JESSE L.A.	1001		1,655.01
09/12/2020	PC	09/18/2020	31703	JOHNSON, MELISSA A.	1004		1,272.08
09/12/2020	PC	09/18/2020	31704	STEPHENS, LYON G.	1005		.56
09/12/2020	PC	09/18/2020	31705	TRAVERS, MANUEL J.	1006		1,805.72
09/12/2020	PC	09/18/2020	31706	FAULKNOR, CHRISTOPH	1007		3,435.62
09/12/2020	PC	09/18/2020	31707	STEVENS, JEFFREY W.	1028		41.48
09/12/2020	PC	09/18/2020	31708	RILEY, CASEY W.	1052		484.10
09/12/2020	PC	09/18/2020	31709	JONES, LARRY M.	1057		951.68
09/12/2020	PC	09/18/2020	31710	VANZANDT, ZORRAN C.	1058		354.35
09/12/2020	PC	09/18/2020	31711	MATZ, EMILY S.	1059		839.39
09/12/2020	PC	09/18/2020	31712	LEPIRD, KATIE A.	1061		620.79
09/12/2020	PC	09/18/2020	31713	MOYER, DAVID T.	1073		216.49
09/12/2020	PC	09/18/2020	31714	WHEELER, MICHAEL W.	1103		1,964.06
09/12/2020	PC	09/18/2020	31715	MISHLER, MICHAEL. J.	1107		1,099.28
09/12/2020	PC	09/18/2020	31716	AZZOPARDI, ANTHONY J.	1108		1,810.19
09/12/2020	PC	09/18/2020	31717	PECK, JARICA L.	1114		874.54
09/12/2020	PC	09/18/2020	31718	DIETZ, AMANDA M.	1115		1,391.15
09/12/2020	PC	09/18/2020	31719	MOYER, NATHAN I.	1118		1,486.80
09/12/2020	PC	09/18/2020	131323	WHITLEY, ANDREW T.	522		2,746.74
09/12/2020	PC	09/18/2020	131324	MORRISON, KEVIN P.	601		1,339.35
09/12/2020	PC	09/18/2020	131325	BISHAW, JAMES H.	633		748.86
Grand Totals:			100				127,210.74



Report Criteria:

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

Check Number	Payee	Amount
09/22/2020		
131339	ACCUMED GROUP, THE	2,729.45
131340	ACE HARDWARE	2,641.32
131341	ACUSHNET COMPANY	83.88
131342	AIRGAS USA LLC	71.15
131343	ALL-PHASE ELECTRIC	3,294.38
131344	ALTEC INDUSTRIES INC	364.75
131345	AMERICAN WASTE INC.	1,646.76
131346	AT YOUR SERVICE PLUS INC	1,250.00
131347	AUTO VALUE	940.98
131348	AVFUEL CORPORATION	48,365.42
131349	BD SERVICES	500.00
131350	BELL EQUIPMENT COMPANY	1,260.70
131351	BOUND TREE MEDICAL LLC	52.20
131352	BRADFORD'S	48.75
131353	CDW GOVERNMENT INC.	84.33
131354	CHARTER COMMUNICATIONS	147.15
131355	CHEMICAL SYSTEMS INC.	3,576.00
131356	CINTAS	126.52
131357	CITY OF CHARLEVOIX - MISC	1,873.29
131358	CITY OF CHARLEVOIX - UTILITIES	51,742.98
131359	CONNORS, PAULA	65.25
131360	CONWAY PROFESSIONAL SERVICES	10,865.00
131361	CONWAY, ANNEMARIE	472.21
131362	COOPER, MELANIE SUE	222.00
131363	DITCH WITCH SALES OF MICHIGAN	1,999.23
131364	EJ USA INC.	373.88
131365	ELECTIONSOURCE	960.00
131366	ELLSWORTH FARMER'S EXCHANGE	884.00
131367	EMERGENCY MEDICAL PRODUCTS IN	22.98
131368	ETNA SUPPLY	1,850.00
131369	FAMILY FARM & HOME	539.14
131370	FARMER WHITE'S	290.00
131371	FASTENAL COMPANY	133.71
131372	FEYEN ZYLSTRA LLC	5,378.87
131373	FLETCHER, EDWARD	5.42
131374	FOX CHARLEVOIX	1,559.88
131375	FREEDOM MAILING SERVICES INC.	2,249.14
131376	GORDON FOOD SERVICE	71.68
131377	GRAINGER	196.31
131378	GREAT LAKES PIPE & SUPPLY	154.89
131379	GUNTZVILLER, RHONDA	198.00
131380	HACH COMPANY	291.00
131381	HAGGARD'S INC	2,250.00
131382	HAM, ENNIS	118.63
131383	HANKINS, SCOTT A.	28.00
131384	HARRELL'S	772.50
131385	HOLIDAY LIGHTING SERVICES INC.	4,578.24
131386	HUNTINGTON NATIONAL BANK	405,850.00

Check Number	Payee	Amount
131387	IPS GROUP INC	8,333.00
131388	JACK DOHENY COMPANIES	1,942.10
131389	KSS ENTERPRISES	1,430.75
131390	LAKE FOREST BAKING COMPANY	179.00
131391	LAMAR COMPANIES	770.00
131392	LANDSCAPE FORMS INC.	2,880.00
131393	LITTLE TRAVERSE DISPOSAL LLC	455.00
131394	LOTTIE'S BAGELS	76.00
131395	MASSOGILA, MICHAEL	17.00
131396	MATELSKI, KRISTEN	72.55
131397	McGINN, KELLY A.	72.00
131398	MCMASTER-CARR	47.44
131399	MICHIGAN OFFICEWAYS INC	363.26
131400	MUNCHERS ON HOOVES LLC	2,050.00
131401	MUNETRIX LLC	4,188.55
131402	MUNSON HEALTHCARE CHARLEVOIX	81.00
131403	MUNSON OCCUPATIONAL HEALTH &	134.50
131404	NEXVORTEX INC	1,102.94
131405	NORTHERN CREDIT SERVICES	439.38
131406	NORTHERN MICHIGAN REVIEW INC.	911.72
131407	NORTHWEST ELECTRONICS & REPAI	529.85
131408	OLSON BZDOK & HOWARD	943.00
131409	O'REILLY AUTOMOTIVE INC	15.99
131410	OTWELL MAWBY GEOTECHNICAL PC	500.00
131411	PARASTAR INC.	18.00
131412	PENINSULA FIBER NETWORK LLC	470.00
131413	PERFORMANCE ENGINEERS INC	8,341.95
131414	PERSONAL GRAPHICS	3,215.30
131415	PLUNKETT & COONEY	940.00
131416	POWER LINE SUPPLY	6,846.89
131417	PREIN & NEWHOF	1,277.00
131418	PROVIDENCE FARM LLC	99.00
131419	PURITY CYLINDER GASES INC	118.70
131420	QUILL CORP	295.90
131421	RANGE TELECOMMUNICATIONS	822.83
131422	RCL CONSTRUCTION CO INC	539,779.96
131423	SIEGRIST, DAVID	157.00
131424	SILVA, LORI	7.10
131425	SOS ANALYTICAL	550.00
131426	SPARTAN STORES LLC	149.77
131427	SPENCE BROTHERS	43,656.00
131428	SYSTEMS SPECIALISTS INC	5,522.00
131429	TAYLOR 12501 LLC	4,417.50
131430	TERMINAL SUPPLY CO	123.49
131431	TRI-TURF SOILS INC.	1,093.35
131432	TRUCK & TRAILER SPECIALTIES	134.14
131433	UNIFIRST CORPORATION	684.63
131434	UPPER CASE PRINTING INK.	1,091.35
131435	VILLAGE GRAPHICS INC.	350.70

Check Number	Payee	Amount
131436	WELLS TOWING LLC	75.00
131437	WILBERT BURIAL VAULT CO	682.24
131438	WILMOT ELECTRIC INC	1,455.00
131439	ZIIBIMIJWANG INC	173.00
Total 09/22/2020:		1,213,262.80
Grand Totals:		1,213,262.80

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/12/2020	10/01/2020	131336	4FRONT CREDIT UNION	9028	Lump Sum Employer Contribution	40,600.00
09/12/2020	10/01/2020	131337	CHARLEVOIX STATE BAN	9016	Lump Sum Employer Contribution	44,250.00
09/12/2020	10/01/2020	131338	CHEMICAL BANK	9027	Lump Sum Employer Contribution	3,850.00
Grand Totals:		3				88,700.00



Check Number	Payee	Amount
09/02/2020		
90220001	PROXIMITY SPACE INC.	120.26
Total 09/02/2020:		120.26
Grand Totals:		120.26

Check Number	Payee	Amount
09/03/2020		
90320001	AMG PAYMENT SOLUTIONS	846.22
90320002	PAYMENT SERVICE NETWORK INC.	255.70
Total 09/03/2020:		1,101.92
Grand Totals:		1,101.92

Check Number	Payee	Amount
09/08/2020		
90820001	MICHIGAN PUBLIC POWER AGENCY	12,180.56
Total 09/08/2020:		12,180.56
Grand Totals:		12,180.56

Check Number	Payee	Amount
09/09/2020		
90920001	DTE ENERGY	1,666.34
Total 09/09/2020:		1,666.34
Grand Totals:		1,666.34

Check Number	Payee	Amount
09/10/2020		
91020001	STATE OF MICHIGAN	26,148.17
Total 09/10/2020:		26,148.17
Grand Totals:		26,148.17

Check Number	Payee	Amount
09/14/2020		
91420001	MICHIGAN PUBLIC POWER AGENCY	13,268.31
Total 09/14/2020:		13,268.31
Grand Totals:		13,268.31

Check Issue Date	Check Number	Payee	Amount
91820001			
09/18/2020	91820001	**EFTPS* Payroll Taxes	11,991.57
09/18/2020	91820001	**EFTPS* Payroll Taxes	11,991.57
09/18/2020	91820001	**EFTPS* Payroll Taxes	2,804.49
09/18/2020	91820001	**EFTPS* Payroll Taxes	2,804.49
09/18/2020	91820001	**EFTPS* Payroll Taxes	17,741.68
Total 91820001:			
	5		47,333.80
91820002			
09/18/2020	91820002	Alerus Financial	350.00
Total 91820002:			
	1		350.00
91820003			
09/18/2020	91820003	STATE OF MICHIGAN	6,824.38
Total 91820003:			
	1		6,824.38
91820004			
09/18/2020	91820004	Vantagepoint - 401 Plan 109153	912.08
Total 91820004:			
	1		912.08
91820005			
09/18/2020	91820005	Vantagepoint - 457 Plan 300959	5,477.92
09/18/2020	91820005	Vantagepoint - 457 Plan 300959	2,126.42
09/18/2020	91820005	Vantagepoint - 457 Plan 300959	4,427.29
09/18/2020	91820005	Vantagepoint - 457 Plan 300959	8,923.32
Total 91820005:			
	4		20,954.95
91820006			
09/18/2020	91820006	Vantagepoint - Roth IRA 706117	1,155.76
Total 91820006:			
	1		1,155.76
Grand Totals:			
	13		77,530.97



Check Number	Payee	Amount
09/18/2020		
91820007	MERS	50,577.18
Total 09/18/2020:		50,577.18
Grand Totals:		50,577.18

Check Number	Payee	Amount
09/22/2020		
3471	AMROCK LLC - CHASE SIX	164.25
3472	CHARLEVOIX COUNTY TREASURER	3,016.98
3473	CHARLEVOIX COUNTY TREASURER	843,960.72
3474	CHARLEVOIX PUBLIC SCHOOLS	1,045,220.39
3475	CHARLEVOIX PUBLIC SCHOOLS	40,816.25
3476	CHARLEVOIX PUBLIC SCHOOLS	28,570.02
3477	CHARLEVOIX PUBLIC SCHOOLS	12,242.35
3478	CHARLEVOIX PUBLIC SCHOOLS	39,999.58
3479	CITY OF CHARLEVOIX - TAXES DUE	993,965.20
3480	LERETA LLC	2,190.80
3481	NOIROT, ALVA	9.93
3482	STATE OF MICHIGAN	16,394.14
Total 09/22/2020:		3,026,550.61
Grand Totals:		3,026,550.61

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearings for Ordinances 821 and 822

DATE: September 21, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The Planning Commission held a public hearing at their August 10, 2020 meeting for two proposed Zoning Ordinance Amendments. They are now passing those amendments on to City Council with a recommendation for adoption.

The first relates to Rooftop Uses. Currently there is no language to guide any activities on rooftops and there have been several requests. The Planning Commission researched other communities, ordinances, and standards and came up with some language aimed at addressing safety concerns and which activities could be conducted on rooftops. It should be noted that with regard to sound concerns, they looked to the existing city noise ordinance as already being adequate for any concerns. This language would apply to all districts and has been reviewed by the city attorney.

The second proposed amendment is a review of the Site Plan Review section of the ordinance. This has been on the To-Do List of the Planning Commission for a while now because staff felt that this section needed some clarification and streamlining. The proposed amendment also helps to meet the goals of the Redevelopment Ready Community program by making the review process clear, quick, and transparent. This amendment has also been reviewed by the city attorney.

The next step in considering adopting these amendments, is for the City Council to hold a public hearing for each of the amendments.

RECOMMENDATION:

Motion to set public hearings for Ordinances 821 and 822 for October 5, 2020 at 6:00 p.m. in the location and manner which City Council may then be meeting.

ATTACHMENTS:

- ❑ Rooftop Uses Proposed Changes
- ❑ Ordinance 821 Roof Top Uses
- ❑ Site Plan Review Proposed Changes
- ❑ Ordinance 822 Site Plan Review

Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Forward to City Council with a recommendation to adopt 8-10-20
(Proposed changes are in colored text)
Roof Top Uses

Section 153.005 DEFINITIONS

Building Height. (a) The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; and to the average height between the eaves and ridge for a gable, hip and gambrel roof, or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical ~~equipment~~ and ~~elevator equipment~~life-safety features, and parapet walls designed solely to screen mechanical and elevator equipment. (b) For a building located on a sloping site, height shall be measured from the average finished grade. (See : 153.146 of this chapter.)

Deck, Roof Top. A finished surface constructed above any top plate of a structure without a roof or walls, except for railings, and which is designed to function as useable outdoor area for human activity.

Life-Safety Features. A necessary component of a building whose primary use is to eliminate or reduce danger and hazards to occupants and users of a building, including but not limited to enclosed stairwells on a roof, or enclosed elevator systems on a roof, railings on a roof, or fire suppression systems on a roof.

Section 153.118 LODGING, DINING AND ENTERTAINMENT USES

(C) Restaurant with outdoor seating

(1) Restaurants providing outdoor seating within an at-grade deck or patio or a roof top deck, must first acquire a zoning and building permit from the City and Charlevoix County Building Department.

(2) All structures would be subject to review by the Zoning Administrator and shall meet the requirements of the Ordinance.

(3) Restaurant outdoor seating shall be allowed only during normal operating hours of the establishment.

(4) All food preparation shall take place inside the establishment.

(5) If alcoholic beverages are to be served, the current Liquor Control Commission rules and regulations shall apply.

(6) Any music or sound that would violate the City's noise ordinances and restrictions is prohibited.

(7) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.

(8) Outdoor seating space is subject to the requirements of Off-Street Parking, Loading, Access and Circulation.

(D) Roof top decks

The following provisions are intended to regulate roof top deck use, permanent or temporary, in all districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

- (1) A zoning and building permit for any roof top deck must be first obtained from the City **Zoning Administrator** and Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.
- (2) Any request for a City of Charlevoix zoning permit that includes a roof top deck must undergo site plan review and receive approval by the Planning Commission prior to issuance of a zoning permit.
- (3) Parapet walls and perimeter guardrails shall extend around the perimeter of the **roof top deck** and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to Section 153.170.
- (4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.
- (5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the City's noise ordinances and restrictions is prohibited.
- (6) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.
- (7) Roof top deck space is subject to the requirements of **Section 153.185 et seq., Off-Street Parking, Loading, Access and Circulation.**

**CITY OF CHARLEVOIX
ORDINANCE NO. 821 of 2020**

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 153, SECTION 153.005 AND SECTION 153.118 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.005 of the City of Charlevoix Code is hereby amended to repeal and replace the definition of "Building Height" as follows:

BUILDING HEIGHT.

- (a) The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; and to the average height between the eaves and ridge for a gable, hip and gambrel roof, or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical equipment and life-safety features, and parapet walls designed solely to screen mechanical and elevator equipment.
- (b) For a building located on a sloping site, height shall be measured from the average finished grade. (See 153.146 of this chapter.)

SECTION 2. Title XV, Chapter 153, Section 153.005 of the City of Charlevoix Code is hereby amended to add the following definitions:

DECK, ROOF TOP. A finished surface constructed above any top plate of a structure without a roof or walls, except for railings, and which is designed to function as useable outdoor area for human activity.

LIFE-SAFETY FEATURES. A necessary component of a building whose primary use is to eliminate or reduce danger and hazards to occupants and users of a building, including but not limited to enclosed stairwells on a roof, or enclosed elevator systems on a roof, railings on a roof, or fire suppression systems on a roof.

SECTION 3. Title XV, Chapter 153, Sections 153.118 (C) and (D) of the City of Charlevoix Code are hereby added as follows:

(C) Restaurant with outdoor seating

- (1) Restaurants providing outdoor seating within an at-grade deck or patio or a roof top deck, must first acquire a zoning and building permit from the City and Charlevoix County Building Department.
- (2) All structures would be subject to review by the Zoning Administrator and shall meet the requirements of the Ordinance.
- (3) Restaurant outdoor seating shall be allowed only during normal operating hours of the establishment.
- (4) All food preparation shall take place inside the establishment.
- (5) If alcoholic beverages are to be served, the current Liquor Control Commission rules and regulations shall apply.
- (6) Any music or sound that would violate the City's noise ordinances and restrictions is prohibited.
- (7) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.
- (8) Outdoor seating space is subject to the requirements of Off-Street Parking, Loading, Access and Circulation.

(D) Roof top decks

The following provisions are intended to regulate roof top deck use, permanent or temporary, in all districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

- (1) A zoning and building permit for any roof top deck must be first obtained from the City Zoning Administrator and Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.
- (2) Any request for a City of Charlevoix zoning permit that includes a roof top deck must undergo site plan review and receive approval by the Planning Commission prior to issuance of a zoning permit.
- (3) Parapet walls and perimeter guardrails shall extend around the perimeter of the roof top deck and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to Section 153.170.
- (4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.
- (5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the City's noise ordinances and restrictions is prohibited.
- (6) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.
- (7) Roof top deck space is subject to the requirements of Section 153.185 et seq., Off-Street Parking, Loading, Access and Circulation.

SECTION 4. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 5. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 821 was adopted on the 5th day of October, 2020 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan } §
City of Charlevoix

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Forwarded to City Council with a recommendation to adopt 8-10-20
Site Plan Review
(Proposed changes are in colored text)

153.230 Intent

The purpose of this subchapter is to establish uniform requirements for the planning and design of developments within the city in order to achieve the following objectives:

- A. to determine compliance with the provisions of this chapter;
- B. to apply provisions of this ordinance equitably and fairly;
- C. to promote the orderly development of the city;
- D. to prevent depreciation of land values;
- E. to ensure a consistent level of quality throughout the community;
- F. to ensure a harmonious relationship between new development and the existing natural and manmade surroundings;
- G. to achieve the goals and recommendations of the city Master Plan; and
- H. to promote consultation and cooperation between applicants and the city in order that applicants may accomplish their objectives in the utilization of land, consistent with the public purposes of this chapter and the Master Plan.

153.231 APPLICABILITY.

Site plan review shall be required, as applicable, under the following conditions, or under other circumstances required by the City of Charlevoix Zoning Ordinance or other applicable law, unless exempted by Section 153.232.

(A) *Level “A” review.* The Zoning Administrator shall review site plans in connection with the creation of a use or the erection of a building or structure in any of the following circumstances:

- (1) Any use permitted by right within any zoning district, if the proposed building is less than 2,000 square feet;
- (2) Additions to existing buildings in any zoning district; provided, the addition is not larger than 20% of the area of the building prior to the expansion or more than 2,000 square feet in area, whichever is less;
- (3) Changes in the use of any existing building in any zoning district; provided, the use is permitted by right in that zoning district; and
- (4) When, in the opinion of the Zoning Administrator, a project which otherwise qualifies for level “A” site plan review may have a significant impact on surrounding properties or the city, the Zoning Administrator may, at their sole discretion, submit the site plan to the Planning Commission for review. In such cases, the Planning Commission shall follow the review procedure for level “B” site plans and may require any additional information needed to make an informed decision.

(B) *Level “B” review.* The Planning Commission shall act upon all site plans, other than those provided for level “A” review, in connection with the creation of a use or the erection of a building or structure in any of the following circumstances:

- (1) Any “permitted” use within any zoning district occupying a building of 2,000 square feet or more;
- (2) Any special use in any district;
- (3) Any planned unit development;
- (4) Any site plan on a waterfront parcel. A waterfront parcel is a parcel of land, or a portion thereof, abutting a water body; and
- (5) As otherwise required by this chapter.

(Prior Code, § 5.116) (Ord. 791, passed 3-19-2018)

§

153.232 EXEMPTIONS.

Site plan review shall not be required for ~~a single~~;

- (A) ~~Developments, expansions, or additions to existing uses within the Charlevoix City Airport.~~
- (B) ~~Single-~~ or two-family dwellings on a lot on which there exists no other principal building or use or for any home occupation or accessory building in a single-family residential district.

(Prior Code, § 5.117)

§

153.233 PRE-APPLICATION CONFERENCE

~~The Charlevoix Zoning Administrator and/or planner shall have the authority to conduct a pre- application meeting with the applicant/developer to assist them in understanding the site plan review process and other ordinance requirements; and to provide insight as to what portions of their proposed development may be of special concern to the Planning Commission.~~

~~This conference is not mandatory, but is recommended for small and large projects alike. For large projects, a pre-application conference should be held several months in advance of the desired start of construction. Such an advance conference will allow the applicant/developer time to prepare the needed information for the Planning Commission to make a proper review.~~

153.234 Site Plan Review Procedures

~~The process for~~ reviewing ~~a the~~ site plan shall be as follows:

- (A) ~~Site Plan and~~ Level "A" reviews shall be performed by the Zoning Administrator as follows:
 - (1) ~~Three (3)~~ ~~Two~~ (2) copies of a complete site plan and an electronic version, in a format specified by the city, shall be submitted along with an application for that purpose and a fee, as established by the City Council.
 - (2) The Zoning Administrator shall review the site plan for completeness ~~and~~.
 - (3) ~~If the site plan is found to be incomplete, the Zoning Administrator shall return the site plan to the applicant with a list of items needed to make the site plan complete.~~
 - (4) ~~Once the site plan is determined to be complete, the Zoning Administrator shall notify and seek comment from other city departments as applicable. A review by all the applicable departments will be held within fourteen (14) days. A report will be drafted by the Zoning Administrator stating a synopsis of the proposal and how the proposal relates to the zoning ordinance standards.~~
 - (5) The Zoning Administrator shall consider the site plan, any comments received and the applicable standards of this ordinance and shall either approve the site plan, as submitted, if all applicable requirements and the standards of Section ~~153.236~~ 153.237 have been met; approve the site plan with conditions; or deny approval of the site plan, if applicable requirements and standards have

not been met.

- (6) The reasons for the Zoning Administrator's action, along with any conditions that may be attached, shall be stated in writing and provided to the applicant.
- (7) If approved, two (2) copies of the final site plan shall be signed and dated by the Zoning Administrator and the applicant. One (1) copy, along with the digital version, shall be kept on file with the city and one (1) copy shall be returned to the applicant or their designated representative. If the plan is approved with conditions, a revised plan shall be submitted reflecting those conditions and signed by the applicant and Zoning Administrator prior to the issuance of any permits.

(B) **Site Plan** and Level "B" reviews shall be performed by the Planning Commission as follows:

- (1) ~~Eighteen (18)~~ Two (2) copies of a complete site plan and an electronic version, in a format specified by the city, shall be submitted ~~to the Zoning Administrator~~ along with an application for that purpose and a fee, as established by the City Council.
- (2) The Zoning Administrator shall review the site plan for completeness. ~~and shall obtain comments as deemed necessary, from the city departments and consultants.~~
- (3) ~~If the site plan is found to be incomplete, the Zoning Administrator shall return the site plan to the applicant with a list of items needed to make the plot plan or site plan complete.~~
- (4) Once the site plan is determined to be complete, the Zoning Administrator shall notify and seek comment from ~~adjoining property owners within 300 feet of the subject property by US mail ten days prior to the Planning Commission meeting;~~ other city departments as applicable. A review by all the applicable departments will be held within fourteen (14) days. A report will be drafted by the Zoning Administrator stating a synopsis of the proposal and how the proposal relates to the zoning ordinance standards.
- (5) The applicant will then submit eleven (11) copies of the complete (revised) site plan; 2 full size, 9 11" x 17" and an electronic version, in a format specified by the city.
- (6) ~~The Zoning Administrator~~ shall transmit the site plan and report to the Planning Commission for consideration at its next meeting ~~that meets the noticing requirements.~~ Comments, if any, from the public, city departments and consultants shall be transmitted to the Planning Commission prior to its review of the plan. ~~Where required by the City of Charlevoix Zoning Ordinance or other applicable law, notice shall be given to all persons to whom real property is assessed within 300 feet of the property that is the subject of the request and to the occupants of all structures within 300 feet of the subject property regardless of whether the property or structure is located in the zoning jurisdiction, and a public hearing held.~~
- (7) The Planning Commission shall consider the site plan and shall either approve the site plan, as submitted, if all applicable requirements and standards have been met; approve the site plan with conditions; or deny the site plan if applicable requirements and standards have not been met. The Planning Commission review shall be based on the requirements of this chapter, comments received from city departments and consultants, and, specifically, the review standards of Section ~~153.235~~ 153.237.
- (8) If approved, two (2) copies of the site plan shall be signed and dated by the Planning Commission chairperson and the applicant. One (1) copy, plus the digital copy, shall be kept on file with the city and one (1) copy shall be returned to the applicant or their designated representative. If the plan is approved with conditions, a revised plan shall be submitted reflecting those conditions and signed by the applicant and the Planning Commission chairperson, prior to the issuance of any permits.

(Prior Code, § 5.118) (Ord. 794, passed 9-17-2018)

153.235 SUBMITTAL REQUIREMENTS

- (A) *Required content.* Each site plan submitted shall contain the information detailed in Table ~~153.234~~ 153.235 as applicable:

Table 153.234 235: Required Site Plan Content

<i>Required Information</i>	<i>Level "A"</i>	<i>Level "B"</i>
GENERAL INFORMATION		
Date, north arrow and scale	X	X
Name and firm address of the professional individual responsible for preparing the site plan	X	X
Name and address of the property owner or petitioner	X	X
Location sketch	X	X
Legal description of the subject property	X	X
Size of subject property in acres or square feet	X	X
Boundary survey dated within 6 years of application	X	X
Preparer's professional seal		X
Revision block (month, day and year)	X	X
EXISTING CONDITIONS		
Existing zoning classification of subject property	X	X
Property lines and required setbacks (dimensioned)	X	X
Location, width and purpose of all existing easements	X	X
Location and dimension of all existing structures on the subject property	X	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X	X
Abutting street right-of-way width	X	X
Location of all existing structures, driveways and parking areas within 300 feet of the subject property's boundary		X
Existing water bodies (rivers, creeks, wetlands and the like)	X	X
Existing landscaping and vegetation on the subject property		X
Size and location of existing utilities		X
Location of all existing surface water drainage facilities	X	X
PROPOSED DEVELOPMENT		
Location and dimensions of all proposed buildings	X	X
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided) and unloading areas	X	X
Setbacks for all buildings and structures	X	X

Table 153.234 235: Required Site Plan Content

Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use		X
Flood plain areas and basement and finished floor elevations of all buildings	X	X
Landscape plan (showing location of proposed materials, size and type)		X
Layout and typical dimensions of proposed parcels and lots		X
Number of proposed dwelling units (by type), including typical floor plans for each type of unit		X
Number and location (by code, if necessary) of efficiency and 1-, 2- and 3- or more bedroom units		X
All deed restrictions or covenants		X
Brief narrative description of the project including proposed use, existing floor area (sq. ft.), size of proposed expansion (sq. ft.) and any change in the number of parking spaces	X	X
ENGINEERING		
Proposed method of handling sanitary sewage and providing potable water	X	X
Location and size of proposed utilities, including connections to public sewer and water supply systems and/or size and location of on-site systems	X	X
Location and spacing of fire hydrants		X
Location and type of all proposed surface water drainage facilities	X	X
Grading plan at no more than 2-foot contour intervals		X
Proposed streets (including pavement width, materials and easement or right-of-way dimensions)		X
BUILDING DETAILS		
Typical elevation views of all sides of each building		X
Gross and usable floor area	X	X
Elevation views of building additions	X	X
Building height	X	X

(B) *Information waiver.* Specific requirements of either a Level "A" or "B" site plan may be waived by the Zoning Administrator where it is determined that such information is not applicable to the request. **The Planning Commission reserves the right to request the waived information for Level B Site Plan reviews in their decision making process.**

(C) *Additional reports/study.* The Zoning Administrator or Planning Commission may require additional studies, reports or written opinions from qualified consultants to determine compliance with this chapter **or other applicable law** or to ensure negative impacts to public health, safety and welfare are avoided or mitigated. These reports/studies may include, but are not limited to, traffic studies, transportation plans, geotechnical reports, flood hazard evaluations or environmental assessments. The Zoning Administrator, or

Planning Commission, shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.

(Prior Code, § 5.119)

153.236 COORDINATION WITH OTHER DEPARTMENT AND AGENCIES

(A) The Zoning Administrator shall forward Level "A" and Level "B" site plans and applications to the following departments and agencies where applicable for their information and opportunity to comment:

- (1) City of Charlevoix Fire and Rescue Department
- (2) City of Charlevoix Public Works Department
- (3) Charlevoix County Road Commission
- (4) Michigan Department of Transportation
- (5) Charlevoix District Health Department
- (6) Charlevoix County Drain Commissioner
- (7) City of Charlevoix Police Department
- (8) City of Charlevoix Downtown Development Authority
- (9) Any other agency that may be affected by the Site Plan.

(B) This review does not alleviate the applicant from obtaining any and all required permits and/or approvals from the departments and agencies listed above. Any comments received from the departments and agencies within a reasonable time (14 days) will be reviewed and considered by the Planning Commission and/or the Zoning Board of Appeals ("ZBA").

- (1) The Planning Commission may approve an application conditioned on obtaining agency permits, or may, if the permit is critical to the site plan, require the permit or approval prior to issuance of their approval.
- (2) No construction activity associated with an approved site plan shall be undertaken until permits and approvals from all applicable agencies have been presented to the Zoning Administrator.
- (3) Whenever possible, site plan review by the Zoning Administrator and Planning Commission shall be coordinated and done simultaneously with other reviews by the Zoning Administrator and Planning Commission on the same application.
- (4) When an application is dependent on the need for a dimensional variance from the ZBA, re-zoning of property, or a zoning ordinance text amendment, such action must be completed prior to final site plan approval by the Planning Commission.

153.237 STANDARDS FOR SITE PLAN APPROVAL

A site plan shall be approved or approved with conditions, only upon a finding of compliance with the following standards:

- (A) The site plan must comply with all standards of this Article and all applicable requirements of this chapter, as well as with all other applicable city, county, state and federal laws and regulations.
- (B) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
- (C) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the maximum extent possible.
- (D) The site plan does not have a negative impact on the provisions of human services, housing, transportation needs, and access to food in the community.
- (E) The site plan protects the natural environment and conserves natural resources and energy to the extent possible in light of the proposed development.
- (F) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:
 - (1) *Traffic circulation.*

- a. The site plan shall comply with the applicable zoning district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the City of Charlevoix Zoning Ordinance, unless otherwise provided.
 - b. Vehicular and Pedestrian Circulation. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.
 - c. Walkways from parking areas to building entrances
 - a. Internal pedestrian walkways shall be developed for persons who need access to the building(s) from internal parking areas and shall be designed to provide access from these areas to the entrances of the building(s)
 - b. The walkways shall be designed to separate people from moving vehicles.
 - c. These walkways shall have a minimum width of five (5) feet with no car overhang or other obstruction.
 - d. The walkways must be designed in accordance with the Michigan Barrier Free Design Standards.
 - e. The walkways shall be distinguished from the parking and driving areas by use of any of the following materials: special pavers, bricks, raised elevation or scored concrete. Other materials may be used if they are appropriate to the overall design of the site and building and acceptable to the review authority.
- (2) *Storm water.* Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged. **The proposed project will meet the City of Charlevoix Storm Water Ordinance.**
- (3) *Snow Storage.* Proper snow storage areas shall be provided so to not adversely affect neighboring properties, vehicular and pedestrian clear vision, and parking area capacity.
- (4) *Landscaping.* The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.
- (5) *Screening.* Where non-residential uses abut residential uses, appropriate screening shall be provided in accordance with Section 153.171 to shield residential properties from noise, headlights and glare.
- (6) *Lighting.* Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.

- (7) *Utility service.* All utility service shall be underground, unless impractical due to engineering difficulties.
- (8) *Exterior uses.* Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, **waste storage areas**, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.
- (9) *Emergency access.* All buildings and structures shall be readily accessible to emergency vehicles
- (10) *Water and Sewer.* Water and sewer installations shall comply with all City specifications and requirements.
- (11) *Signs.* Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

(Prior Code, § 5.120)

153.238 CONDITIONS OF SITE PLAN APPROVAL

- (A) Conditions which are designed to ensure compliance with the intent of this Zoning Ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.
- (B) Conditions imposed shall be based on the following criteria:
 - (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
 - (2) Ensure that the use is compatible with adjacent land uses and activities.
 - (3) Protect natural resources, the health, safety, welfare and social and economic well- being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
 - (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
 - (5) Meet the intent and purpose of the City of Charlevoix Zoning Ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
 - (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
 - (7) Ensure compatibility with other uses of land in the vicinity.

(Prior Code, § 5.121)

153.239 PERFORMANCE GUARANTEE

To assure compliance with this ordinance and any conditions of approval, performance guarantees may be required. The City Manager may require that a performance guarantee be furnished to ensure compliance with the requirements and conditions imposed under the City's Zoning Ordinance. The amount of the performance guarantee shall be set forth by the City Manager, with input from Council, and shall be an amount acceptable to the city in covering the estimated cost of improvements associated with the project for which zoning approval is sought. This performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or a surety bond, and shall be deposited with the treasurer of the City. The performance guarantee shall be deposited at the time of issuance of the permit authorizing the activity or project. The City shall not require the deposit of the performance guarantee before the date on which the City is prepared to issue the permit. The City shall rebate any cash deposits in reasonable proportion to the ratio of work completed on the required improvement as work on the required improvements progresses.

(Prior Code, § 5.122) (Ord. 794, passed 9-17-2018)

153.240 AUTHORITY AND LIMITATIONS

- (A) A person aggrieved by a decision of the Zoning Administrator or Planning Commission in granting or denying approval of a site plan, or regarding any conditions attached to an approval, may appeal the decision to the ZBA per the requirements of Section 153.038. A party aggrieved by the decision of the ZBA may appeal to the Charlevoix County Circuit Court.
- (B) Decisions on a Special Use Permit or Planned Unit Development site plan may not be appealed to the ZBA, and may be appealed directly to Circuit Court.
- (C) Land Use Permits associated with an approved site plan will not be issued until permits and approvals from applicable outside agencies have been presented to the Zoning Administrator. Such permits and approvals shall include but not be limited to soil erosion and sedimentation control permits, wetland permits, floodplain permits, driveway and road permits, and Health Department permits.

153.241 AMENDMENT TO APPROVED SITE PLAN

Changes to an approved site plan shall be permitted only under the following circumstances:

- (A) The holder of an approved site plan shall notify the Zoning Administrator of any proposed change to an approved site plan.
- (B) Changes to a Level "A" site plan may be approved by the Zoning Administrator.
- (C) Minor changes to a Level "B" site plan may be approved by the Zoning Administrator upon determining that the proposed revision(s) will not alter the basic design or any specified conditions imposed as part of the original approval. Minor changes shall include the following:
 - (1) Reduction in building size or increase in building size up to five (5) percent of total approved floor area.
 - (2) Movement of buildings or other structures by no more than ten (10) feet.
 - (3) Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
 - (4) Changes in building materials to a comparable or higher quality.
 - (5) Changes in floor plans which do not alter the character of the use.
 - (6) Changes required or requested by a city, county, state or federal regulatory agency in order to conform to other laws or regulations.
- (D) A proposed change to a Level "B" site plan, determined by the Zoning Administrator to not be a minor change, shall be submitted to the Planning Commission as a site plan amendment and shall be reviewed in the same manner as the original application.

(Prior Code, § 5.123)

§

153.242 EXPIRATION

Site plan approval shall expire twelve (12) months after the date of approval, unless substantial construction has been commenced and is continuing. The Zoning Administrator, in the case of a Level "A" site plan, or the Planning Commission, in the case of Level "B" site plan, may grant one extension of up to twelve (12) additional months ; provided the applicant requests an extension in writing prior to the date of expiration of the site plan. The extension shall be approved if the applicant presents reasonable evidence that the development has encountered unforeseen difficulties beyond the control of the applicant and the project will proceed within the extension period. If the above

provisions are not fulfilled or the extension has expired prior to construction, the site plan approval shall become null and void.

(Prior Code, § 5.124)

§

153.243 AS BUILT PLAN

- (A) For a project which requires a detailed site plan review, an as-built site plan shall be submitted to the City within 90 days of completion or occupancy, whichever comes first. This site plan shall be prepared to the same standard as the approved site plan. The Zoning Administrator shall use this as-built site plan as a comparison to the approved site plan, and the actual construction on the ground to ensure compliance with the conditions, and other requirements of the site plan, Planned Unit Development, special use permit, and requirements of this ordinance.
- (B) If the as-built site plan does not show compliance with the conditions, and other requirements of the site plan, Planned Unit Development, special use permit, or other requirements of this ordinance, the deviation shall be considered a violation of this ordinance and shall be subject to any applicable enforcement remedy.

**CITY OF CHARLEVOIX
ORDINANCE NO. 822 of 2020**

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 153, SECTIONS 153.230 THROUGH 153.243 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.230 of the City of Charlevoix Code is hereby repealed and replaced as follows:

The purpose of this subchapter is to establish uniform requirements for the planning and design of developments within the city in order to achieve the following objectives:

- A. to determine compliance with the provisions of this chapter;
- B. to apply provisions of this ordinance equitably and fairly;
- C. to promote the orderly development of the city;
- D. to prevent depreciation of land values;
- E. to ensure a consistent level of quality throughout the community;
- F. to ensure a harmonious relationship between new development and the existing natural and manmade surroundings;
- G. to achieve the goals and recommendations of the city Master Plan; and
- H. to promote consultation and cooperation between applicants and the city in order that applicants may accomplish their objectives in the utilization of land, consistent with the public purposes of this chapter and the Master Plan.

SECTION 2. Title XV, Chapter 153, Section 153.231 of the City of Charlevoix Code is hereby amended so that the first sentence reads as follows:

Site plan review shall be required, as applicable, under the following conditions, or under other circumstances required by the City of Charlevoix Zoning Ordinance or other applicable law, unless exempted by Section 153.232.

SECTION 3. Title XV, Chapter 153, Section 153.232 of the City of Charlevoix Code is hereby repealed and replaced as follows:

Site plan review shall not be required for:

- (A) Developments, expansions, or additions to existing uses within the Charlevoix City Airport.
- (B) Single- or two-family dwellings on a lot on which there exists no other principal building or use or for any home occupation or accessory building in a single-family residential district.
(Prior Code, § 5.117)

SECTION 4. Title XV, Chapter 153, Section 153.233 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.233 PRE-APPLICATION CONFERENCE

The Charlevoix Zoning Administrator and/or planner shall have the authority to conduct a pre-application meeting with the applicant/developer to assist them in understanding the site plan review process and other ordinance requirements; and to provide insight as to what portions of their proposed development may be of special concern to the Planning Commission.

This conference is not mandatory, but is recommended for small and large projects alike. For large projects, a pre-application conference should be held several months in advance of the desired start of construction. Such an advance conference will allow the applicant/developer time to prepare the needed information for the Planning Commission to make a proper review.

SECTION 5. Title XV, Chapter 153, Section 153.234 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.234 SITE PLAN REVIEW PROCEDURES

The process for reviewing the site plan shall be as follows:

- (A) Site Plan and Level "A" reviews shall be performed by the Zoning Administrator as follows:
 - (1) Two (2) copies of a complete site plan and an electronic version, in a format specified by the city, shall be submitted along with an application for that purpose and a fee, as established by the City Council.
 - (2) The Zoning Administrator shall review the site plan for completeness.
 - (3) If the site plan is found to be incomplete, the Zoning Administrator shall return the site plan to the applicant with a list of items needed to make the site plan complete.
 - (4) Once the site plan is determined to be complete, the Zoning Administrator shall notify and seek comment from other city departments as applicable. A review by all the applicable departments will be held within fourteen (14) days. A report will be drafted by the Zoning Administrator stating a synopsis of the proposal and how the proposal relates to the zoning ordinance standards.
 - (5) The Zoning Administrator shall consider the site plan, any comments received and the applicable standards of this ordinance and shall either approve the site plan, as submitted, if all applicable requirements and the standards of Section 153.237 have been met; approve the site plan with conditions; or deny approval of the site plan, if applicable requirements and standards have not been met.
 - (6) The reasons for the Zoning Administrator's action, along with any conditions that may be attached, shall be stated in writing and provided to the applicant.
 - (7) If approved, two (2) copies of the final site plan shall be signed and dated by the Zoning Administrator and the applicant. One (1) copy, along with the digital version, shall be kept on file with the city and one (1) copy shall be returned to the applicant or their designated representative. If the plan is approved with conditions, a revised plan shall be submitted reflecting those conditions and signed by the

applicant and Zoning Administrator prior to the issuance of any permits.

(B) Site Plan and Level "B" reviews shall be performed by the Planning Commission as follows:

- (1) Two (2) copies of a complete site plan and an electronic version, in a format specified by the city, shall be submitted along with an application for that purpose and a fee, as established by the City Council.
- (2) The Zoning Administrator shall review the site plan for completeness.
- (3) If the site plan is found to be incomplete, the Zoning Administrator shall return the site plan to the applicant with a list of items needed to make the plot plan or site plan complete.
- (4) Once the site plan is determined to be complete, the Zoning Administrator shall notify and seek comment from other city departments as applicable. A review by all the applicable departments will be held within fourteen (14) days. A report will be drafted by the Zoning Administrator stating a synopsis of the proposal and how the proposal relates to the zoning ordinance standards.
- (5) The applicant will then submit eleven (11) copies of the complete (revised) site plan; 2 full size, 9 11" x 17" and an electronic version, in a format specified by the city.
- (6) The Zoning Administrator shall transmit the site plan and report to the Planning Commission for consideration at its next meeting that meets the noticing requirements. Comments, if any, from the public, city departments and consultants shall be transmitted to the Planning Commission prior to its review of the plan. Where required by the City of Charlevoix Zoning Ordinance or other applicable law, notice shall be given to all persons to whom real property is assessed within 300 feet of the property that is the subject of the request and to the occupants of all structures within 300 feet of the subject property regardless of whether the property or structure is located in the zoning jurisdiction, and a public hearing held.
- (7) The Planning Commission shall consider the site plan and shall either approve the site plan, as submitted, if all applicable requirements and standards have been met; approve the site plan with conditions; or deny the site plan if applicable requirements and standards have not been met. The Planning Commission review shall be based on the requirements of this chapter, comments received from city departments and consultants, and, specifically, the review standards of Section 153.237.
- (8) If approved, two (2) copies of the site plan shall be signed and dated by the Planning Commission chairperson and the applicant. One (1) copy, plus the digital copy, shall be kept on file with the city and one (1) copy shall be returned to the applicant or their designated representative. If the plan is approved with conditions, a revised plan shall be submitted reflecting those conditions and signed by the applicant and the Planning Commission chairperson, prior to the issuance of any permits.

(Prior Code, § 5.118) (Ord. 794, passed 9-17-2018)

SECTION 6. Title XV, Chapter 153, Section 153.235 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.235 SUBMITTAL REQUIREMENTS

(A) *Required content.* Each site plan submitted shall contain the information detailed in Table 153.235 as applicable:

Table 153.235: Required Site Plan Content		
Required Information	Level "A"	Level "B"
GENERAL INFORMATION		
Date, north arrow and scale	X	X
Name and firm address of the professional individual responsible for preparing the site plan	X	X
Name and address of the property owner or petitioner	X	X
Location sketch	X	X
Legal description of the subject property	X	X
Size of subject property in acres or square feet	X	X
Boundary survey dated within 6 years of application	X	X
Preparer's professional seal		X
Revision block (month, day and year)	X	X
EXISTING CONDITIONS		
Existing zoning classification of subject property	X	X
Property lines and required setbacks (dimensioned)	X	X
Location, width and purpose of all existing easements	X	X
Location and dimension of all existing structures on the subject property	X	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X	X
Abutting street right-of-way width	X	X
Location of all existing structures, driveways and parking areas within 300 feet of the subject property's boundary		X
Existing water bodies (rivers, creeks, wetlands and the like)	X	X

Table 153.235: Required Site Plan Content		
Existing landscaping and vegetation on the subject property		X
Size and location of existing utilities		X
Location of all existing surface water drainage facilities	X	X
PROPOSED DEVELOPMENT		
Location and dimensions of all proposed buildings	X	X
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided) and unloading areas	X	X
Setbacks for all buildings and structures	X	X
Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use		X
Flood plain areas and basement and finished floor elevations of all buildings	X	X
Landscape plan (showing location of proposed materials, size and type)		X
Layout and typical dimensions of proposed parcels and lots		X
Number of proposed dwelling units (by type), including typical floor plans for each type of unit		X
Number and location (by code, if necessary) of efficiency and 1-, 2- and 3- or more bedroom units		X
All deed restrictions or covenants		X
Brief narrative description of the project including proposed use, existing floor area (sq. ft.), size of proposed expansion (sq. ft.) and any change in the number of parking spaces	X	X
ENGINEERING		
Proposed method of handling sanitary sewage and providing potable water	X	X
Location and size of proposed utilities, including connections to public sewer and water supply systems and/or size and location of on-site systems	X	X
Location and spacing of fire hydrants		X
Location and type of all proposed surface water drainage facilities	X	X
Grading plan at no more than 2-foot contour intervals		X
Proposed streets (including pavement width, materials and easement or right-of-way dimensions)		X
BUILDING DETAILS		
Typical elevation views of all sides of each building		X
Gross and usable floor area	X	X
Elevation views of building additions	X	X
Building height	X	X

(B) *Information waiver.* Specific requirements of either a Level "A" or "B" site plan may be waived by the Zoning Administrator where it is determined that such information is not applicable to the request. The Planning Commission reserves the right to request the waived information for Level B Site Plan reviews in their decision making process.

(C) *Additional reports/study.* The Zoning Administrator or Planning Commission may require additional studies, reports or written opinions from qualified consultants to determine compliance with this chapter or other applicable law or to ensure negative impacts to public health, safety and welfare are avoided or mitigated. These reports/studies may include, but are not limited to, traffic studies, transportation plans, geotechnical reports, flood hazard evaluations or environmental assessments. The Zoning Administrator, or Planning Commission, shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.
(Prior Code, § 5.119)

SECTION 7. Title XV, Chapter 153, Section 153.236 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.236 COORDINATION WITH OTHER DEPARTMENTS AND AGENCIES

(A) The Zoning Administrator shall forward Level "A" and Level "B" site plans and applications to the following departments and agencies where applicable for their information and opportunity to comment:

- (1) City of Charlevoix Fire and Rescue Department
- (2) City of Charlevoix Public Works Department
- (3) Charlevoix County Road Commission
- (4) Michigan Department of Transportation

- (5) Charlevoix District Health Department
 - (6) Charlevoix County Drain Commissioner
 - (7) City of Charlevoix Police Department
 - (8) City of Charlevoix Downtown Development Authority
 - (9) Any other agency that may be affected by the Site Plan.
- (B) This review does not alleviate the applicant from obtaining any and all required permits and/or approvals from the departments and agencies listed above. Any comments received from the departments and agencies within a reasonable time (14 days) will be reviewed and considered by the Planning Commission and/or the Zoning Board of Appeals (ZBA).
- (1) The Planning Commission may approve an application conditioned on obtaining agency permits, or may, if the permit is critical to the site plan, require the permit or approval prior to issuance of their approval.
 - (2) No construction activity associated with an approved site plan shall be undertaken until permits and approvals from all applicable agencies have been presented to the Zoning Administrator.
 - (3) Whenever possible, site plan review by the Zoning Administrator and Planning Commission shall be coordinated and done simultaneously with other reviews by the Zoning Administrator and Planning Commission on the same application.
 - (4) When an application is dependent on the need for a dimensional variance from the ZBA, re-zoning of property, or a zoning ordinance text amendment, such action must be completed prior to final site plan approval by the Planning Commission.

SECTION 8. Title XV, Chapter 153, Section 153.237 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.237 STANDARDS FOR SITE PLAN APPROVAL

A site plan shall be approved or approved with conditions, only upon a finding of compliance with the following standards:

- (A) The site plan must comply with all standards of this Article and all applicable requirements of this chapter, as well as with all other applicable city, county, state and federal laws and regulations.
- (B) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
- (C) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the maximum extent possible.
- (D) The site plan does not have a negative impact on the provisions of human services, housing, transportation needs, and access to food in the community.
- (E) The site plan protects the natural environment and conserves natural resources and energy to the extent possible in light of the proposed development.
- (F) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:
 - (1) *Traffic circulation.*
 - a. The site plan shall comply with the applicable zoning district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the City of Charlevoix Zoning Ordinance, unless otherwise provided.
 - b. Vehicular and Pedestrian Circulation. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.
 - c. Walkways from parking areas to building entrances
 - a. Internal pedestrian walkways shall be developed for persons who need access to the building(s) from internal parking areas and shall be designed to provide access from these areas to the entrances of the building(s)
 - b. The walkways shall be designed to separate people from moving vehicles.
 - c. These walkways shall have a minimum width of five (5) feet with no car overhang or other obstruction.
 - d. The walkways must be designed in accordance with the Michigan Barrier Free Design Standards.
 - e. The walkways shall be distinguished from the parking and driving areas by use of any of the following materials: special pavers, bricks, raised elevation or scored concrete. Other materials may be used if they are appropriate to the overall design of the site and building and acceptable to the review authority.
 - (2) *Storm water.* Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged. The proposed project will meet the City of Charlevoix Storm Water Ordinance.
 - (3) *Snow Storage.* Proper snow storage areas shall be provided so to not adversely affect neighboring properties, vehicular and pedestrian clear vision, and parking area capacity.
 - (4) *Landscaping.* The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.
 - (5) *Screening.* Where non-residential uses abut residential uses, appropriate screening shall be provided in accordance with Section

- 153.171 to shield residential properties from noise, headlights and glare.
- (6) *Lighting.* Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.
 - (7) *Utility service.* All utility service shall be underground, unless impractical due to engineering difficulties.
 - (8) *Exterior uses.* Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, waste storage areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.
 - (9) *Emergency access.* All buildings and structures shall be readily accessible to emergency vehicles.
 - (10) *Water and Sewer.* Water and sewer installations shall comply with all City specifications and requirements.
 - (11) *Signs.* Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

(Prior Code, § 5.120)

SECTION 9. Title XV, Chapter 153, Section 153.238 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.238 CONDITIONS OF SITE PLAN APPROVAL

- (A) Conditions which are designed to ensure compliance with the intent of this Zoning Ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.
- (B) Conditions imposed shall be based on the following criteria:
 - (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
 - (2) Ensure that the use is compatible with adjacent land uses and activities.
 - (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
 - (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
 - (5) Meet the intent and purpose of the City of Charlevoix Zoning Ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
 - (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
 - (7) Ensure compatibility with other uses of land in the vicinity.

(Prior Code, § 5.121)

SECTION 10. Title XV, Chapter 153, Section 153.239 of the City of Charlevoix Code is hereby repealed and replaced as follows:

153.239 PERFORMANCE GUARANTEE

To assure compliance with this ordinance and any conditions of approval, performance guarantees may be required. The City Manager may require that a performance guarantee be furnished to ensure compliance with the requirements and conditions imposed under the City's Zoning Ordinance. The amount of the performance guarantee shall be set forth by the City Manager, with input from Council, and shall be an amount acceptable to the city in covering the estimated cost of improvements associated with the project for which zoning approval is sought. This performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or a surety bond, and shall be deposited with the treasurer of the City. The performance guarantee shall be deposited at the time of issuance of the permit authorizing the activity or project. The City shall not require the deposit of the performance guarantee before the date on which the City is prepared to issue the permit. The City shall rebate any cash deposits in reasonable proportion to the ratio of work completed on the required improvement as work on the required improvements progresses.

(Prior Code, § 5.122) (Ord. 794, passed 9-17-2018)

SECTION 11. Title XV, Chapter 153, Section 153.240 of the City of Charlevoix Code is hereby added as follows:

153.240 AUTHORITY AND LIMITATIONS

- (A) A person aggrieved by a decision of the Zoning Administrator or Planning Commission in granting or denying approval of a site plan, or regarding any conditions attached to an approval, may appeal the decision to the ZBA per the requirements of Section 153.038. A party aggrieved by the decision of the ZBA may appeal to the Charlevoix County Circuit Court.
- (B) Decisions on a Special Use Permit or Planned Unit Development site plan may not be appealed to the ZBA, and may be appealed directly to Circuit Court.
- (C) Land Use Permits associated with an approved site plan will not be issued until permits and approvals from applicable outside agencies have been presented to the Zoning Administrator. Such permits and approvals shall include but not be limited to soil erosion and sedimentation control permits, wetland permits, floodplain permits, driveway and road permits, and Health Department permits.

SECTION 12. Title XV, Chapter 153, Section 153.241 of the City of Charlevoix Code is hereby added as follows:

153.241 AMENDMENT TO APPROVED SITE PLAN

Changes to an approved site plan shall be permitted only under the following circumstances:

- (A) The holder of an approved site plan shall notify the Zoning Administrator of any proposed change to an approved site plan.
- (B) Changes to a Level "A" site plan may be approved by the Zoning Administrator.
- (C) Minor changes to a Level "B" site plan may be approved by the Zoning Administrator upon determining that the proposed revision(s) will not alter the basic design or any specified conditions imposed as part of the original approval. Minor changes shall include the following:
 - (1) Reduction in building size or increase in building size up to five (5) percent of total approved floor area.

- (2) Movement of buildings or other structures by no more than ten (10) feet.
 - (3) Replacement of plant material specified in the landscape plan with comparable materials of an equal or greater size.
 - (4) Changes in building materials to a comparable or higher quality.
 - (5) Changes in floor plans which do not alter the character of the use.
 - (6) Changes required or requested by a city, county, state or federal regulatory agency in order to conform to other laws or regulations.
- (D) A proposed change to a Level "B" site plan, determined by the Zoning Administrator to not be a minor change, shall be submitted to the Planning Commission as a site plan amendment and shall be reviewed in the same manner as the original application.
(Prior Code, § 5.123)

SECTION 13. Title XV, Chapter 153, Section 153.242 of the City of Charlevoix Code is hereby added as follows:

153.242 EXPIRATION

Site plan approval shall expire twelve (12) months after the date of approval, unless substantial construction has been commenced and is continuing. The Zoning Administrator, in the case of a Level "A" site plan, or the Planning Commission, in the case of Level "B" site plan, may grant one extension of up to twelve (12) additional months; provided the applicant requests an extension in writing prior to the date of expiration of the site plan. The extension shall be approved if the applicant presents reasonable evidence that the development has encountered unforeseen difficulties beyond the control of the applicant and the project will proceed within the extension period. If the above provisions are not fulfilled or the extension has expired prior to construction, the site plan approval shall become null and void.
(Prior Code, § 5.124)

SECTION 14. Title XV, Chapter 153, Section 153.243 of the City of Charlevoix Code is hereby added as follows:

153.243 AS BUILT PLAN

- (A) For a project which requires a detailed site plan review, an as-built site plan shall be submitted to the City within 90 days of completion or occupancy, whichever comes first. This site plan shall be prepared to the same standard as the approved site plan. The Zoning Administrator shall use this as-built site plan as a comparison to the approved site plan, and the actual construction on the ground to ensure compliance with the conditions, and other requirements of the site plan, Planned Unit Development, special use permit, and requirements of this ordinance.
- (B) If the as-built site plan does not show compliance with the conditions, and other requirements of the site plan, Planned Unit Development, special use permit, or other requirements of this ordinance, the deviation shall be considered a violation of this ordinance and shall be subject to any applicable enforcement remedy.

SECTION 15. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 16. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 822 was adopted on the 5th day of October, 2020 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan } §
City of Charlevoix

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Council Goals for Golf Course Property Housing

DATE: September 21, 2020

PRESENTED BY: Luther Kurtz, Mayor

BACKGROUND:

During my conversations with people about this project over the past few weeks, I realized it would be helpful for us to more firmly identify our goals and intentions for this project. I think it is clear that we have a goal of creating more year-round housing for our residents who work and live in our community. But setting more specific goals for this project will help people to know what to expect when they vote for this. After contemplating many of the ideas that were discussed over the past two years, I offer the following as a proposed set of goals for this project.

- The project should allow for multiple price points which can include the following types of housing.
 - Some single family housing
 - Some row housing (townhomes)
 - Some apartments
- This project is to support year-round housing: Every housing unit will be limited to year round use by deed restriction.
- This project should have some housing units that are limited to use by the work force through deed restriction.
- Understanding that there will be a visual impact on the surrounding recreation areas, steps should be taken to minimize that impact with appropriate plantings, etc.
- Understanding that many trees will need to be cut, steps should be taken to keep the character of the woodland feel while still putting in as many housing units as possible.

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Boat Launch Stormwater Retrofits

DATE: September 21, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

In May, Council approved a program with the Great Lakes Protection Fund to accept a fully-funded grant to make stormwater retrofits at the Ferry Avenue Boat Launch. As you'll recall, this involves the removal of two of the existing landscape islands and turning them into depressed rain gardens. This will gather stormwater generated on the site and better filter it before it re-enters Lake Charlevoix. From my conversations with boat owners and boat movers, this will also have the effect of improving accessibility on the site since the trees at the east end of the launch will be removed and replaced with low plantings as part of the rain garden approach.

The grant is primarily organized by the University of Michigan and also Ohio State University and the University of Wisconsin, Madison. As such, it is easiest for them to have us administer the the bidding and procurement and to be reimbursed by the University of Michigan when it is all complete. We advertised public bids for the project in accord with our bidding policies and based on the specs the Great Lakes Protection Fund established for the project. We received one bid from Inhabitect who did the same project with the same grant funding in Elk Rapids last year. The bid in Charlevoix was \$64,077.60.

I am seeking your authorization to sign the agreement for the work while finalizing an agreement from the granting agency to reimburse this same amount.

GOALS:

Ensure Charlevoix is environmentally sustainable while also economically viable

RECOMMENDATION:

Motion to authorize the City Manager to execute the retrofits at the Ferry Avenue Boat launch by signing an agreement with Inhabitect for \$64,077.60 and a reimbursement agreement for the same with the Great Lakes Protection Fund administered by the University of Michigan.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: 2020 Large Item Collection Review

DATE: September 21, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

With American Waste's decision to no bid the continued twice-monthly large-item collection service, we transitioned to a semi-annual collection with a spring and fall clean-up. From my vantage point, this has been a positive change. I've heard feedback from several residents who appreciate that we don't have junk out all the time now.

I would suggest we keep the same parameters for future years as we used this year but wanted to discuss this with Council in case you received differing feedback. I am not sure it's practical to return to a twice-monthly service even if we wanted it.

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: September 21, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Pine River Lane Water Project

As construction began this month on the water line installation on Pine River Lane, we discovered underground utility boxes we were previously unaware of. To correct this, Performance Engineers recommends we re-route the water line in the street. This will actually lower the cost of water main installation but the trade-off is the full removal of all asphalt rather than a limited strip originally planned. Between the lower cost of the water line on this project and our previous asphalt work this fall being below budget, I have directed this change be made since the final outcome will be a demonstrably better looking driving surface than the partially re-paved plan we originally proposed albeit with a slightly higher paving cost.

B. Green Stormwater Infrastructure

The Tip of the Mitt Watershed Council is working with the three cities in Charlevoix County on potential improvements to the stormwater infrastructure in our communities. As part of that, they'll be meeting virtually with the public. This session is likely to occur on October 15 with more details coming soon. As discussed last month, the implementation of green stormwater infrastructure could take many forms and could have implications beyond putting pipes in the ground and adding drains.

C. SBEI & Alley Corridor Vision

As Council directed, we submitted an application to the MSU SBEI program this past week for the potential visioning of revised streetscape and walkability designs for the Bridge Street Corridor. They suggest it could take up to two months before we learn the outcome of this application.

I'm also working with staff to develop a cohesive plan for the implementation of the 2018 Alley Corridor Vision produced from our previous experience with the SBEI. We are combining underground utility considerations, future street work, and the more place-making focused elements of the vision to provide Council different ways to implement the designs. I hope to have a plan for you to consider in October.

D. Upcoming Items

In October, I expect to bring items to Council including finalizing arrangements for the upcoming winter deer cull and also a proposal to de-ice the runway at the airport funded by a private source.

ATTACHMENTS:

- ▣ Housing Commission Minutes
- ▣ Planning Commission Minutes



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451

PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

TUESDAY, AUGUST 18, 2020 2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of July Meeting Minutes and Payables

Old Business: EPC Update

Roofing Contract Update- Sept. Start Date

Payroll Switch Timeline

New Business:

Executive Director's Report -

Audit Results

New Hire- Maintenance

CFP Recertification in PIC

Common Angle- Remote Set Up

Procurement Policy Update Info

Commissioner Updates in PIC

Public Comment on subjects unrelated to Agenda Items

Adjournment



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451

PROJECT
PINE RIVER PLACE

REGULAR MEETING CHARLEVOIX HOUSING COMMISSION

Tuesday, August 18, 2020

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: Mark Little MPHC – Maintenance Supervisor, Annessa Haist – Director, Mt. Pleasant Housing Commission, Cindy Morris – Occupancy Specialist (CHC), and Residents of Pine River Place.

Chairperson Mitts Lee called the meeting to order at 2:00 p.m.

ADDITIONS TO THE AGENDA: None

Approval of Meeting Minutes and Payables for July 21, 2020.

R.J. Waddell moved, seconded by Lillian Left to accept the regular meeting minutes for July 21, 2020 and payables as presented.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

OLD BUSINESS:

EPC Update – Annessa Haist, Director discussed briefly advising the Board it would be discussed in detail with the MPHC at tomorrow's meeting. She would give an update at the next meeting on the discussion.

Roofing Contract – The anticipated start date is September 14, 2020. Contract was signed and sent out to ARROW. Could possibly be sooner depending on their current project end.

Payroll Switch Timeline – It was suggested by the company to switch at the quarterly end for tax purposes. October, 2020 is the begin date with the new company.

NEW BUSINESS:

Executive Director's Report: Audit Report – No new findings. It was recommended that we update sections of the Employee Handbook.

Annessa Haist, Director advised the Board of the new hire for the Full time Maintenance Position at CHC. Warm welcome to him, a Charlevoix local veteran.

CFP annual recertification in PIC was done. Software was submitted with no issues.

Annessa Haist, Director Let the board be aware our support tech company was here. The remote setup went smoothly. Internet switch fixed here at the Charlevoix Housing Commission/Pine River Place.

The Procurement Policy update was given for MPHC and CHC with maintenance suggesting one change.

Commissioner's information was updated in the PIC software. Director, Annessa Haist advising the Board you may receive a confirmation email in the near future.

Public Comment on subjects unrelated to Agenda Items:

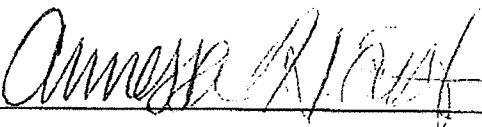
Suggested we look into the COVID-19 germ killing lights. Would be good for flu season each year also.

Remote control thermometers were also a suggestion to purchase for Pine River Place Residents and staff.

An upbeat discussion was had on all mentioned.

Adjournment: Meeting was adjourned at 2:25 p.m.

Respectfully submitted and approved by:


A handwritten signature in cursive script, appearing to read 'Annessa Haist', is written over a horizontal line.

Executive Director, Annessa Haist – CHC / MPHC

The next Board Meeting is September 15, 2020 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 MEETING MINUTES
DEPOT BEACH PARK, 307 CHICAGO AVENUE
Monday, August 10, 2020 - 6:00 p.m.**

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Waddell.

B. Roll Call

Chair	RJ Waddell
Vice Chair:	Dennis Halverson
Members Present:	Sherm Chamberlain, Toni Felter, Brian Gelb, David Gray, Jennifer Muladore, Phillip Parr
Members Absent:	Member Vacancy
Staff Present:	Kathy Egan, Community Development Director; Jonathan Scheel, Zoning Administrator, Dean Martin, Fellowship Student

C. Inquiry into Potential Conflicts of Interest

Member Parr stated that he lived across the street from a rooftop development and Chair Waddell did not feel that constituted a conflict.

D. Approval of Agenda

Motion by Member Chamberlain, second by Member Parr to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. June 8, 2020 Meeting Minutes

Motion by Member Chamberlain, second by Member Gray to approve the minutes of June 8, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Kristin Jones, 113 Pine River Lane, hoped that the Planning Commission remembered that the 115 Pine River Lane property was zoned R-4 residential, not zoned for hospitality use. She heard that folks were going to buy a unit, stay there for a month each year, and then rent it out. She was concerned that someone would be enforcing the R-4 zoning. Chair Waddell stated that City Council had rules on short-term rentals and her concerns were best addressed to the Council.

G. New Business

1. Public Hearing: Zoning Ordinance Amendment: Rooftop Uses

Planner Egan introduced the amendment and explained the language that had been changed since their last meeting. She stated the language was reviewed by the City Attorney.

The public hearing was opened.

Ms. Jones stated that the music from the use would violate the City's noise ordinance and mentioned that she can hear the music from The Cantina across the channel. Chair Waddell stated that the amendment included that "music or sound would not violate the City's noise ordinance restrictions and they also put in there about not having amplified music outdoors on the rooftop."

The public hearing was closed.

Motion by Member Parr, second by Member Felter to recommend adoption of the Zoning Ordinance Amendment to the City Council as presented. Motion passed by unanimous voice vote.

2. Public Hearing: Zoning Ordinance Amendment: Site Plan Review

Chair Waddell stated that the basic goal of the site plan review was to determine Level A or Level B review steps and to bring clarity to the job duties of the Zoning Administrator. Planner Egan stated that the amendment is also intended to streamline the policies and procedures for site plan review.

The public hearing was opened.

Ms. Jones questioned several sections of the proposed amendment and Chair Waddell responded in turn. She expressed concern about the need for more notice to affected property owners on proposed developments. Chair Waddell and Planner Egan clarified the process for required public notice to affected property owners, the staff review process, and routine site plan reviews that were allowed to be approved by staff.

The public hearing was closed.

Motion by Member Felter, second by Member Muladore to recommend adoption of the Zoning Ordinance Amendment to the City Council as presented. Motion passed by unanimous voice vote.

3. Priority Exercise

Planner Egan went through the to-do list of potential projects to be discussed in a High/Low Effort – High/Low Impact manner. Planner Egan and Mr. Martin led the Commission through the priority ranking process:

General Items:

1. Review and update of Master Plan – High Impact/Low Effort
2. Review Annual Report process - No action
3. Organize and develop ongoing education for Planning Commission
4. Hold joint meeting with City Council, Downtown Development Authority, Historic District Commission, Recreation Advisory Committee, and Zoning Commission of Appeals – High Impact/Low Effort
5. Hold joint meeting with neighboring jurisdictions including Charlevoix County Planning Commission and Charlevoix Township Planning Commission – High Impact/Low Effort

Master Plan Administration:

1. Pursue Corridor Improvement Districts on M-66 and US-31 (See #3 Enhance scenic beach) – High Impact/High Effort
2. Pursue storm water control and green infrastructure standards (See #5 National resource protections) – High Impact/High Effort
3. Establish a City wide and regional bike route and incorporate bike lanes into the design of city streets (See #7 – Pursue alternative forms of transportation) – High Impact/Low Effort
4. Inventory existing sidewalks and identify and prioritize new sidewalk connections (Also see #7)

Zoning Ordinance Review Items (See #1 Update the Zoning Ordinance regularly)

1. Review of all definitions and strike those that do not appear in the text – Low Impact/Low Effort
2. Review Zoning Ordinance standards – Low Impact/Low Effort
 - a. Section 150.01 Building Regulations; Construction (per Darlene Kline notes).
 - b. Section 153.154 Temporary Building, Structures, Uses and Special Events
 - c. Building standards for architecture, mass, and scale, especially Central Business District and residential districts
 - d. Standards for duplexes, tri-plexes, and accessory dwellings in residential districts
 - e. Section 153.290 Non-Conformities
 - f. Home Occupation (Major and Minor) levels and standards
3. Review of Wind Energy Conversion Systems/Alternative Energies – High Impact/Low Effort

Zoning Administrator Scheel stated that there was a section on accessory structures whereby the Ordinance on the R-1 District is 10' from the rear property line and 8' in an R-2 District. He didn't understand the reasoning for the difference in the distances.

Planner Egan felt that the Commission should look at expanding housing opportunity in all the R-Districts as they had done with the R-2 District and this would be High Impact/High Effort.

Member Chamberlain suggested the possibility of allowing the building of tiny homes on a portion of Fishermans Island State Park as he did not feel that the City had the infrastructure to run a tiny home community – Low Impact/High Effort.

H. Old Business

I. Staff Updates

Dean Martin provided an update on training resources and distributed forms to complete regarding any additional member training needed.

Zoning Administrator Scheel referenced enforcement action at 102-104 Upright. He stated that the 104 Upright structure is going to be torn down by the owner on August 17th. He had a purchase agreement for 102 Upright which will be torn down and that individual wanted to rebuild on the property. He referenced other properties, enforcement actions being taken, and the International Building Code Standards.

J. Request for Next Month's Agenda or Research Items

The Commission agreed that if weather permitted the September Commission meeting would be held at the same location, and the agenda would include a review of the ranking of the priority items.

K. Adjournment by 8:00 PM Unless Extended by Motion

The Commission members agreed to adjourn the meeting. Meeting adjourned at 7:18 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: Mayor and Council Comments

DATE: September 21, 2020