CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720
PLANNING COMMISSION PUBLIC MEETING AGENDA

MONDAY, APRIL 9, 2018 AT 6:00 PM in the City Council Chambers, 210 State Street, Charevoix, MI

A. Call to Order/Pledge of Allegiance

B. Roll Call

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

E. Approval of the Minutes

1. February 12, 2018 minutes

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Hearing: Level B Site Plan Review: Silva Property Management (The Lodge) 120 Michigan Ave.
2. Update the Bylaws
3. Prioritizing Exercise

H. Old Business

I. Staff Updates

J. Requests For Next Months Agenda or Research Items

K. Adjournment

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.

CITY OF CHARLEVOIX

Approval of the Minutes

TO:

FROM:

SUBJECT: February 12, 2018 minutes

DATE: April 9, 2018

ATTACHMENTS:

- February 12, 2018 Minutes

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, February 12, 2018 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order
The meeting was called to order at 6:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair:	Sherm Chamberlain
Members Present:	Judy Clock, Mary Eveleigh, Nelson Fletcher, Brian Gelb, Rick Golding, Dennis Halverson, RJ Waddell
Members Absent:	Toni Felter
Staff Present:	Kathy Egan, Community Planner Networks Northwest

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda
Motion by Member Clock, second by Member Eveleigh, to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the January 8, 2018 Minutes
Motion by Member Eveleigh, second by Member Fletcher, to approve the minutes of January 8, 2018 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Continue Public Hearing Zoning Ordinance Amendment: Article 11 Signs

a. Staff Presentation

Chair Chamberlain stated that the City Attorney reviewed the draft revisions to the new Sign Ordinance and made some modifications based upon the U.S. Supreme Court's 2015 case *Reed v. Town of Gilbert*. Planner Egan said she agreed with the revisions.

Chair Chamberlain stated in reviewing the draft it appeared that a lot is put on the Zoning Administrator to make interpretations about banners and when someone disagrees with the Zoning Administrator's opinion the individual could appeal that decision and he wondered whether the City could waive the fee for sign appeals. After discussion, no changes were made to the appeals process that goes through the Zoning Board of Appeals.

Planner Egan referenced provisions in the draft ordinance that the City Attorney recommended changes to, including:

- 5.101(1)(h) – remove reference to the Banner Program. City Attorney recommended "getting rid of the banner program altogether" or put in place "a permitting process open to all". Chair Chamberlain stated that the Zoning Administrator would have to make the determination as to whether the event advertised "creates a benefit to the City". Discussion followed regarding treating banners as temporary signs or keeping the existing language in place. Planner Egan stated that the key was to make sure that the application process and the banner program language are content neutral. Commission agreed to take out the language referencing that the event advertised must "create a benefit to the city". She stated that they could make the language referencing the two locations for banners (adjacent to the city golf course and at the intersection of M-66 and US-31) to read: "signs in these two areas require approval of the Zoning Administrator". The Commission agreed to leave the existing language regarding banners in place.
- 5.101.(2)(a) Signs Authorized Without a Sign Permit – Commission agreed to change signs posted on private property from one square foot to two square feet.
- 5.101.(5)(a) Unsafe Signs – Planner Egan stated that unsafe signs were covered in the Nuisance Ordinance under "abatement of dangerous signs", but the Nuisance Ordinance refers back to this section. Chair Chamberlain recalled that the Commission felt that it was best to keep everything related to signs in the Sign Ordinance including dangerous or unsafe signs. After discussion, the Commission concurred to leave the Unsafe Sign section as written.

DRAFT

Motion by Member Clock, second by Member Fletcher, to approve the Sign Ordinance with the City Attorney's comments and the Commission's discussion tonight. Motion passed by unanimous voice vote.

2. Discussion: Boarding Houses
Substantial discussion followed regarding companies buying homes to rent to their seasonal employees, locations for boarding houses, safety issues, short-term rental requirements, defining particular areas for boarding houses, and the possible need for a long-term rental ordinance to ensure safe dwellings and limit the number of people living in a home. Planner Egan stated that she would do more research regarding long-term rentals and boarding houses.

3. Redevelopment Ready Communities Report
Planner Egan stated that the draft Report of Findings was completed and it included specific action steps. Chair Chamberlain suggested that Planner Egan sit down with the City Manager to identify priorities for the action steps. Planner Egan stated she has been putting together a To Do list from the Commission meeting minutes, Sarah Lucas's notes, and other resources and suggested that the Commission determine their priorities at the next meeting,

4. Meeting Ending Time
Chair Chamberlain suggested establishing an ending meeting time and Planner Egan commented that they could set an ending time of 8:00 p.m. and the agenda could read: ADJOURNMENT by 8:00 p.m. unless otherwise extended by motion. The Commission concurred with the suggestion.

H. Old Business

I. Staff Updates

1. Zoning Administrator Interview Process Update
Planner Egan stated that Sarah Lucas and the City Manager should make a candidate selection by the end of next week.

2. Planning Commissioner General Comments
Planner Egan stated that the Solid Waste Ordinance was tentatively scheduled for a City Council public hearing on March 19th. Chair Chamberlain updated the Commission on the status of the Division Street project.

3. Planner Report

J. Request for Next Month's Agenda or Research Items
Planner Egan stated that she would change the By-Laws to reflect the new meeting time of 6:00 p.m. to consider at the next meeting.

K. Adjournment
Motion by Member Fletcher, second by Member Clock, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:34 p.m.

Joyce M. Golding/fgm	City Clerk	Sherm Chamberlain	Chair

DRAFT

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Public Hearing: Level B Site Plan Review: Silva Property Management (The Lodge) 120 Michigan Ave.

DATE: April 9, 2018

BACKGROUND

Attached are 11 documents submitted for this site plan review. You received most of them in the mail from Jonathan Scheel, the Zoning Administrator, as it may be easier to review hard copies because of their size. The last 3 documents in the list were submitted later. Jonathan will review all of these at the meeting with you.

If you have any question regarding this site plan review, don't hesitate to call or email Jonathan at 231-547-3265 or planner@charlevoixmi.gov

These are the steps of the public hearing:

A. Introduction by Zoning Administrator
B. Presentation from Applicant
C. Zoning Administrator review of report
D. Public Comment
E. Planning Commission discussion
F. Decision options:
   1. Deny
   2. Approve as presented
   3. Approve with conditions
   4. Postpone decision

ATTACHMENTS:

- Notice sent to property owners
- Application for site plan review and communication from other departments
- Zoning Administrator Report
- Aerial of site
- Site Plan
- Site Plan existing site
- Site Plan proposed
- Site Plan elevations
- Original survey document
- Proposed plan drawing 1
- Proposed plan drawing 2

- Proposed plan drawing 3
- Public Comment 3-5-18

Office of Planning and Zoning
210 State Street, Charlevoix, MI 49720
planner@charlevoixmi.gov
Phone: (231)547-3265
Fax: (231)237-0329

NOTICE OF PUBLIC MEETINGS

Charlevoix City Hall – Council Chambers 2nd Floor
210 State Street
Charlevoix, MI 49720

City Planning Commission
April 9, 2018 6:00PM

City Council
April 16, 2018 6:00 PM
Tentative upon PC approval

CASE NUMBER: 2018-8 SP
APPLICANT: Shoreline Architect and Design
SUBJECT PROPERTY: 120 Michigan Avenue
PROPERTY TAX NO.: 15-052-199-000-00

Dear Property Owner/Tenant:

You are receiving this notice because you are located within 300 feet the above identified property for which a Site Plan Review will take place before the Planning Commission and the City Council on the respective dates indicated above. The specific request is to add a third story for a net increase of 16 motel units. The footprint of the building will remain the same. You are not required to respond to this notice.

The City of Charlevoix Planning Commission will hold a public meeting on **Monday April 9, 2018 at 6:00 p.m.** in the Charlevoix City Hall Council Chambers to evaluate a site plan application submitted by Shoreline Architecture and Design on behalf of Lodge Development Co. LLC. The Planning Commission will forward a recommendation to City Council who will review the proposal on **Monday, April 16, 2018 at 6:00 p.m.**, unless the Planning Commission tables or postpones the decision. The Planning Commission may recommend approval of the Site Plan, recommend approval with modifications, recommend denial of the Site Plan or table action on the Site Plan.

Written and oral comments from the public are welcome. Oral comments may be presented at the hearing. Written comments may be mailed, emailed, faxed or hand delivered to the City Planning Department no later than 4:00 PM on the evening of the hearings at the above address. The case file and plans may be viewed at the City Planning Office at City Hall. Please call or email with any questions or concerns you may have.

Jonathan D. Scheel
Zoning Administrator

Recieved 3-20-18

CITY OF CHARLEVOIX

LEVEL B SITE PLAN APPLICATION

Shoreline Architecture & Design
Applicant

120 Michigan Ave.
Address of subject property

8 Pennsylvania Ave, Petoskey, MI 49770
Address (City/State/Zip)

Silva Property Management
Property Owner Name (If different than applicant)

Lodge Development CO LLC

1005 N. Stevenson Hwy. Royal Oak, MI 48067
Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone
(248) 399-1292

Email
Paul@spmliving.com

Agent Phone
(231) 348-3303

Email
Mike@shorelinearchitecture.com

Zoning of subject property: CM

Tax ID: 15-052-199-000-00

Current use of property (example: single family, apartments, commercial, industrial, etc.):
Hotel

Proposed use: Hotel

Dimensions of parcel: 198' x 200'

Parcel size: 39,600 ± Square feet .91 Acres Acres

Please describe the type of construction (example: 20' x 20' addition to the rear of the building for storage.):

Remodel / Refresh two existing floors of Hotel. Addition of third floor (on top of existing structure) of Hotel Suites

REPLACE EXISTING DOORS, WINDOWS, & SIDING. RECONFIGURE PARKING LOT & PROVIDE NEW LANDSCAPING

Dimensions of proposed construction, excluding eaves: 186' x 166'

Total square footage of proposed construction: 15,580 SF REMODEL - 10,681 SF NEW CONST.

Height of proposed construction to the top of the roof: 30'

Height of proposed construction to the midpoint of the roof, for gabled roof: N/A

Roof type (example: gable, hip, flat, etc.): FLAT

Square footage of all impervious surfaces (please show all on site plan: paved driveways, sidewalks, patios, etc.):

Requested date to begin construction if known: SEPT 2018

AFFIDAVIT

I the undersigned, do hereby make application to the City of Charlevoix for approval of the attached Site Plan which has been drawn in accordance with the City of Charlevoix Zoning Ordinance. I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application and associated documents are true, and if found not to be true, the approval of the site plan may be void. I also agree to comply with the conditions and regulations required by the approved development plan. Further, I agree that if the site plan is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that site plan (or those individual(s) or organization(s) represented by the applicant) will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. For purposes of site inspection, I also agree to notify the City of Charlevoix Zoning Administrator when locations of lot lines and proposed structures are located and staked on the ground. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the City may impose conditions of approval and that the conditions must be met by the specific times as defined in the Decision and Order. Finally, I understand that this is a site plan application, and if approved, cannot be implemented until applicant has applied for and the City has issued a zoning permit.

Property Owner Signature or Authorized Agent:

Date: 3/19/18

Lodge Utilities

From : Pat Elliott <pate@charlevoixmi.gov> Tue, Mar 20, 2018 01:58 PM
Subject : Lodge Utilities
To : City of Charlevoix Planner <planner@charlevoixmi.gov>

Johnathan,

In regards to the Lodge and adding units there should be no issue with regards to water or sanitary service upgrades if they are needed. There is a 12" and a 6" water main that run down East Dixon along with an 18" sanitary sewer line. I think the existing water service is a 2" and if that is determined to be undersized we could tap either main to upgrade that line. Typically the sanitary service would be 4" or 6", also if that is determined to be undersized a larger service line could be installed. The cost to upgrade either one would be at the expense of the property owner.

Please note my new email address.

Pat Elliott
Supervisor, Department of Public Works
Pate@charlevoixmi.gov
231.547.3276

CITY OF CHARLEVOIX

PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE:	**Level B Site Plan Review 2018-8 SP: Lodge Motel**
PUBLIC MEETING DATE:	**April 9, 2018 6:00PM**

EXHIBITS:	**1. Site Plan Review application.** **2. Site Plan provided by applicant.** **3. Department Head statements** **4. City of Charlevoix Zoning Ordinance.**

I. GENERAL INFORMATION:

Applicant: Shoreline Architecture & Design

Property Owner: Silva Property Management
1005 N. Stevenson Hwy
Royal Oak, MI 48067

Requested Action: Level B Site Plan Approval for Expansion of Facility

Zoning: CM, Commercial Mixed Use

Project Location: 120 Michigan Avenue

Project Site Size: 39,436 Square feet

Existing Land Use: Motel/Hotel

Adjacent Land Uses: The property across Michigan Ave to the west are a bed and breakfast and residential. The property to the east is residential while the property to the north (across East Dixon Ave) adjacent to Michigan Ave is a bed and breakfast and in the North side Professional Office Overlay District. The other two properties to the north are residential.

Adjacent Zoning: Residential Low density to the north, Residential Medium Density to the west and Commercial Mixed Use to the west and south.

PROJECT DESCRIPTION/LOCATION:

The applicant is requesting a Zoning Permit to expand an existing motel which requires a Level B Site Plan Review. The applicant is proposing adding an 18 unit third floor, removing 2 units from the first floor for a net 16 unit increase. Ten additional parking spaces are proposed to be made to the property including four disabled parking spots. Two existing driveways are to remain, changing slightly. The drive to the dumpster moves to the west slightly. The existing building is non-conforming, not meeting setback requirements on the east, west and south sides.

Aerial photo from 2016.

Source: Charlevoix County Website, property boundary lines are approximate.

Photo taken 3/19/2018

MASTER PLAN CONSIDERATIONS: *Please note that Site Plan Review is not based on consistency with the City Master Plan, this section is included only for general reference.

The 2016 Land Use Master Plan identifies this area of Charlevoix as being Hospitality Commercial

II. SITE PLAN REQUIREMENTS:

The Zoning Administrator has been granted the authority to waive portions of the information that is typically required in a site plan by the Zoning Ordinance. The table below Section 5.119 (1) indicates what items are included on the site plan as submitted and what items the Zoning Administrator has waived. The key for the responses on the right hand side of the Table 5.119(1) are noted below.

X	Information Provided on Site Plan
SA	See Attached Information
PI	Partial Information Provided on Site Plan
NA	Not Applicable, Requirement Waived by Zoning Administrator
M	Missing

5.115. Submittal Requirements

(1) Required Content. Each site plan submitted shall contain the information detailed in Table 5.119(1), as applicable:

Table 5.119(1): Required Site Plan Content

Required Information	Level "B"
General Information	
Date, north arrow and scale	X
Name and firm address of the professional individual responsible for preparing the site plan	X
Name and address of the property owner or petitioner	X
Location sketch	X
Legal description of the subject property	X
Size of subject property in acres or square feet	X
Boundary survey	X
Preparer's professional seal	_
Revision block (month, day and year)	X
Existing Conditions	

Existing zoning classification of subject property	X
Property lines and required setbacks (dimensioned)	X
Location, width and purpose of all existing easements	X
Location and dimension of all existing structures on the subject property	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X
Abutting street right-of-way width	X
Location of all existing structures, driveways and parking areas Within three hundred (300) feet of the subject property's boundary	PI
Existing water bodies (rivers, creeks, wetlands, etc.)	NA
Existing landscaping and vegetation on the subject property	PI
Size and location of existing utilities	X
Location of all existing surface water drainage facilities	X

Proposed Development

Location and dimensions of all proposed buildings	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
Setbacks for all buildings and structures	X
Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use	NA
Flood plain areas and basement and finished floor elevations of all buildings	X
Landscape plan (showing location of proposed materials, size and type)	X
Layout and typical dimensions of proposed parcels and lots	NA
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 one, two and three or more bedroom units	NA
All deed restrictions or covenants	___
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

Engineering

Proposed method of handling sanitary sewage and providing potable Water	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
Location and spacing of fire hydrants	X

Location and type of all proposed surface water drainage facilities	X
Grading plan at no more than two (2) foot contour intervals	NA
Proposed streets (including pavement width, materials and easement or right-of-way dimensions)	NA

Building Details

Typical elevation views of all sides of each building	X
Gross and usable floor area	X
Elevation views of building additions	X
Building height	X

5.32 Area, Height and Placement Requirements

Maximum building height	35 feet.	Proposed building roof is at 32 feet
Minimum Yard setbacks	front 15 feet	Proposed building is at 10 feet
Minimum Yard setbacks	front side 15 feet	Proposed building is at 26.4 feet *
Minimum Yard setbacks	front side 15 feet	Proposed building is at 9 feet**
Minimum Yard setbacks	rear 20 feet	Proposed building is at 10 feet***

* Dumpster enclosure is at 18 feet from front north side lot line
** Existing first floor decks (3) are at 4.8 feet and large deck is at zero setback
***Existing deck on first floor is at zero setback

, * Section 5.153 (1) (a) No nonconforming building or structure may be enlarged or altered in a way that increases its nonconformity, except in cases in which the setback of a building or structure is nonconforming by fifty (50) percent or less of the distance required by this ordinance. Only in these cases may the nonconforming setback be extended along the same plane as the existing nonconforming setback, provided that in doing so the setback itself is not further reduced.

(2) 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.

(3) 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 ordinance 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.

The Zoning Administrator believes there is no need to require additional information in regard to this site plan.

III. SITE PLAN REVIEW:

The following section is taken directly from the Section 5.120 (pg. 130) of the Zoning Ordinance. The Planning Commission must make findings of fact to determine if the proposal meets each of the following standards. The Planning Commission must find that this proposal meets all of the following standards based on findings of fact before considering a motion to approve or deny. Staff has written the following recommended findings of fact as a starting point. The Planning Commission may add, modify, or delete any of the following draft findings at the meeting. The draft findings are in *italics.*

5.120. Standards for Site Plan Approval: A site plan shall be approved only upon a finding of compliance with the following standards:

(1) The site plan must comply with all standards of this Article and all applicable requirements of this ordinance, as well as with all other applicable city, county, state and federal laws and regulations.

Section 5.30.(3) (pg. 29)The Planning Commission finds that the site plan proposal complies with the Zoning Ordinance, which states that CM, Commercial mixed Use Districts is intended to be a transitional area between the CBD and R1 districts north of the Bridge.

Section 5.77 (pg. 86)The Planning Commission finds that the water supply and sewage disposal facilities needed for this project has been reviewed by Charlevoix Public works and are sufficient to meet the proposed new units, so the requirements of are met.

(2) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.

The Planning Commission finds that the proposed development is harmonious with the character of the existing neighborhood. The use proposed is for transient use of a motel. The motel is located in an area that is already largely occupied by similar transient units with the exception of the use on the east side of the property, which is a large single family residence, so the design is generally harmonious and not out of place.

(3) 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 greatest extent possible.

The Planning Commission finds adequate measures have been taken to limit hazards to adjacent properties. The proposal allows for sufficient parking, as required by the Zoning Ordinance. A right turns only sign will remain in place on the main driveway to E. Dixon Ave. which solves a potential traffic safety hazard.

(4) 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:

Traffic Circulation

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.

5.91 Off-Street Parking, Loading, Access and Circulation.
Applicability 5.91(2) If the intensity of the use of any building or site is increased by adding floor area,…, or by any other means, additional off-street parking shall be provided to the extent required by this Article.

Table 5.92(8) of the Zoning Ordinance addresses the number of Off-Street Parking spaces needed and access requirements. One-half (.05) space per unit, plus one (1) per employee during largest shift. In addition, spaces required for ancillary uses such as lounges, restaurants or places of assembly shall be provided and determined on the basis of the individual requirements for that use.

The Planning Commission finds that the proposed development will have 56 units needing 28 parking spots and have 4 employees on its largest shift needing another 4 parking spots for a total of 32 parking spots. Furthermore, the Planning Commission finds the proposed meeting rooms and lobby area is minor to the parking needs of the proposed development. At most this would require one additional parking spot. The proposal is for the development to have 33 parking spots. The parking requirement has been met

5.93 Parking Alternatives

Section 5.93(2) (a) (1) and (2) Sidewalks shall be maintained or established between the uses. Pedestrian connections, both within and to the site, shall provide safe and convenient access to building entrances.

The Planning Commission finds that the proposed development meets this requirement.

5.94. Off Street Parking Facility Design

Section 5.94(1b) Off-Street Parking shall meet the side and yard setback requirements and not be closer than fifteen (15) feet to the rear lot line.

The Planning Commission finds that the proposed development meets this requirement.

Section 5.94(2) Parking Construction and Development. The construction of a parking lot shall require an approved site plan, in accordance with Article 12. Construction shall be completed and approved by the Zoning Administrator.

The Planning Commission finds that the proposed development meets this requirement.

Section 5.94(3) …all parking lots … shall be hard surfaced using asphalt, concrete, or concrete or brick pavers and shall be appropriately graded and drained.

The Planning Commission finds that the proposed development meets this requirement.

Section 5.94(4) Curbs. A Parking lot shall be surrounded by a six (6) inch curb…

The Planning Commission finds that the proposed development meets this requirement.

Section 5.94 (5) Dimensions. Table 5.94(6) specifies applicable parking space and aisle dimension requirements.

The proposed development shows two types of parking patterns. The first is 90 degree parking which requires 8 foot width and 18 foot length and a maneuvering width of 24 feet. The proposal shows 8 foot, 18 foot, and 24 foot respectively. Parking adjacent to E. Dixon has 4 spaces at 9 foot, 18 foot and 42 feet respectively, The existing driveway to this area does move slightly to the west on the proposed plan. The second pattern is 50 degree parking which requires a 9 foot width, a 20 foot length and a maneuvering width of 12 feet. The proposal shows 9 foot, 24 foot and 14 foot respectively. The Planning Commission finds that the proposed development meets this requirement.

Section 5.94 (7) Ingress and Egress. Clearly defined and limited driveways shall provide adequate vehicular access to a parking lot. Interior access and circulation aisles for all parking spaces shall be provided. A public street shall not be used as a maneuvering space for a vehicle to get into or out of an off-street parking space.

The Planning Commission finds there would be sufficient vehicular access to the property, as well as maneuvering area on the parcel.

(10) Barrier Free Parking. Signed and marked barrier free parking spaces shall be provided at convenient locations in a parking lot in accordance with the State of Michigan barrier free parking requirements. Barrier free spaces shall be located as close as possible to building entrances.

The Planning Commission finds that the proposed development meets this requirement.

Stormwater

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 Planning Commission finds that there are no known drainage issues affecting this parcel or adjoining parcels. The proposed plan also removes 6,073 square feet of impervious surface and adds a parking lot drain; therefore, this standard has been met.

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. Provisions for 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.

5.81 Landscaping.
To improve the appearance of off-street parking and storage areas and property abutting public rights-of-way. To protect and preserve the appearance, character and value of the neighborhoods, which abut non-residential areas, parking lots and other potentially obtrusive uses.

5.81 2(a-q) General Requirements

The proposed development includes new planting areas around the interior parking area and adding addition plantings in the existing exterior street side beds. All existing mature trees are to stay. The proposed landscape plantings meet or exceed the minimum requirements of the ordinance. The Planning Commission finds that the development meets these requirements.

5.81 8(b) (1, 2) Parking Lot Landscaping

To provide shade and to break up the visual appearance of large paved areas, parking lots with more than ten (10) spaces shall be landscaped based on the following requirements:
1. One (1) canopy tree for every twelve (12) parking spaces shall be provided within a parking lot island or peninsula.
2. Parking lot islands and peninsulas shall meet the following requirements:
a. All islands and peninsulas shall be protected by raised grading and drainage plan demonstrates storm water runoff can be managed without the use of raised curbs.
b. An island or peninsula shall be at least nine (9) feet wide.
c. Islands or peninsulas may be combined for greater visual effect.
d. Trees shall be planted at least three (3) feet from the edge of the curb or pavement.

The proposed landscape plantings meet or exceed the minimum requirements of the ordinance. The proposed parking islands meet or exceed the ordinance standards. The Planning Commission finds that the development meets these requirements

Screening

Where non-residential uses abut residential uses, appropriate (d) screening shall be provided in accordance with *Section 5.81(9)* to shield residential properties from noise, headlights and glare

5.81 9(a) Screening)
Screening shall be required around all trash dumpsters in all zoning districts.
The Planning Commission finds that the proposal includes a screened dumpster. No other screening will be necessary. The Planning Commission finds that existing mature vegetation is sufficient on the eastern side to screen the single family residential home, so no additional screening of adjoining residences is necessary. The Planning Commission finds that the proposed development meets this requirement.

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.

5.82 Lighting
5.82(3) Shielding and Glare.
All outdoor lighting shall be designed or shielded to reduce glare and shall be placed so a nuisance is not created for motorists, adjacent uses or residential dwellings.
All outdoor lighting, with the exception of those ground-based lights for the purpose of illuminating government flags, shall be directed toward the ground or the article being illuminated and shall not impair the safe movement of automobile traffic on any street. Flag lighting shall be directed to illuminate the flag only and shall be placed so lighting or glare is not directed toward streets or adjacent properties.

The Planning Commission finds that all additional lighting that is proposed for the property will be fully shielded down lighting, thus the development meets this requirement.

5.82(4) General requirements

Lighting shall be provided throughout all non-residential parking lots. Lights to illuminate parking lots shall not be attached to any building.

The Planning Commission finds that the proposed development meets this requirement.

Utility Service

All utility service shall be underground, unless impractical due to engineering difficulties

The Planning Commission finds that the any new utilities that are being proposed will be underground therefore this item the development meets this requirement.

Exterior uses

Exposed storage areas, machinery, heating and cooling units, service areas, loading 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.

5.83 Trash Receptacles

Trash receptacle enclosures shall be required for all uses except single family detached and two family dwellings, where an outdoor trash receptacle is stored. Trash receptacle enclosure locations and construction details meeting the requirements of this section shall be shown on site plans.
5.83(1)(a) Location. Trash receptacle enclosures shall be located in the rear yard or non-required side yard, unless otherwise approved by the site plan reviewing authority. Trash receptacle enclosures for commercial and industrial sites shall be as far as practical from an adjoining residential district boundary.

5.83(1)(b) Access. Access to the trash receptacles by refuse vehicles shall be designed to (b)prevent damage to automobiles in designated parking spaces; provided the enclosure doors shall not be highly visible from traffic entering the site from a public road.

5.83(1)(c) Base. The trash receptacle base shall be at least nine (9) feet by nine (9) feet, constructed of six (6) inches of reinforced concrete pavement. The base shall extend six (6) feet beyond the dumpster pad or gate to support the front axle of a refuse vehicle.

5.83(1)(d) Screening. Trash receptacles shall have a lid or cover and be enclosed by a wall on three sides with a wood gate on the fourth side. The enclosure shall be constructed of wood, plastic, vinyl, brick or split face block that matches the building color with a height of six (6) feet or at least one (1) foot higher than the dumpster, whichever is greater. Other decorative masonry material may be approved if it matches the material used on the principal building. Poured concrete with false brick design or plain concrete slag blocks are not permitted.

The Planning Commission finds that the proposed location of the trash enclosure meets the intent of the ordinance and the proposed development meets the requirements from Section 5.83.

Emergency Access

All building and structures shall be readily accessible to emergency vehicles.

The Planning Commission finds that the site plan has been reviewed and preliminarily approved by the Police Chief and Charlevoix Township Fire Chief. They have stated public safety vehicles have adequate access to the development.

Water and Sewer

Water and sewer installation shall comply with all city specifications and requirements.

City of Charlevoix Public works has reviewed the proposed development and finds that the City has sufficient capacity for any additional water or sewer needs based upon the current and proposed uses.. The Planning Commission finds that the proposed development meets these requirements.

Signs

Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

The Planning Commission finds that there is no signage being proposed for the property nor is none necessary on the property or on the building.

IV. CONDITIONS OF APPROVAL

The following section is taken directly from the Section 5.121 (pg. 131) of the Zoning Ordinance. The PC may impose conditions of approval on the site plan based on the following criteria.

5.121. Conditions of Site Plan Approval.
Conditions which are designed to ensure compliance with the intent of this ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.

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 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.

V. Planning Commission Recommendation to City Council: (choose one)

A. **Approve** Project 2018-8 SP **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 5.120;

B. **Approve** Project 2018-10 SP **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 5.120.

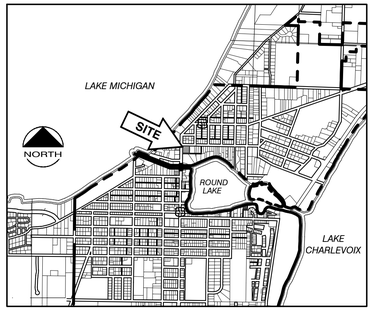
C. **Deny** Project 2018-18 SP based on specific findings of fact that prove the project does not meet the review standards in Section 5.120,

D. **Table** the decision on Project 2018-8 SP. (Usually this option is only used when additional information is needed to assist the Planning Commission in making the decision.)

Nicholls St
E Dixon
31
chigan Ave
Thistledowns Dr

VICINITY MAP

SCALE: 1"=2000'



SITE ZONING NOTES

EXISTING ZONING	CM - COMMERCIAL MIXED USE
TOTAL PROPERTY AREA	0.905 ACRES 39,436 SQ.FT.
EXISTING HARD SURFACE AREA	32,290 SQ.FT.
PROPOSED HARD SURFACE AREA	26,217 SQ.FT.
NET REDUCTION SURFACE AREA	6,073 SQ.FT.
LOT COVERAGE (26,217 sq.ft. / 39,436 sq.ft.)	66.5%
SETBACKS	
FRONT	15 FEET
REAR	20 FEET
SIDE STREET	15 FEET
MAX. BUILDING HEIGHT	35 FEET
PARKING	
EXISTING PARKING	22
REQUIRED POST RENOVATION PARKING ONE-HALF (0.5) SPACE PER UNIT, PLUS 1 PER EMPLOYEE DURING LARGEST SHIFT (0.5x56 UNITS) + 4	32
PROPOSED PARKING	
RENTAL UNITS	29
EMPLOYEE	4
TOTAL	33

UNIT COUNTS	EXISTING	PROPOSED
1ST FLOOR	18	16
2ND FLOOR	22	22
3RD FLOOR	0	18
TOTAL	40	56

BUILDING AREA	GROSS	USABLE
1ST FLOOR	12,637	9,555
2ND FLOOR	12,811	9,141
3RD FLOOR	13,385	9,845
TOTAL	38,833	28,541

LANDSCAPING

EXISTING LANDSCAPING TO REMAIN, WITH ADDITIONAL ENHANCEMENTS, AS DEPICTED.

SITE LIGHTING

ALL LIGHTING TO BE SHIELDED DARK SKY COMPLIANT TO MINIMIZE LIGHT POLLUTION TO SURROUNDING NEIGHBORS.

LEGEND

DESCRIPTION	PROPOSED	EXISTING
BUILDING		
STORM SEWER	ST	ST
SANITARY SEWER	SAN	
WATER		
NATURAL GAS	G	G
UNDRGRND ELEC.	U/E	U/E
OVERHEAD ELEC.	OHE	OHE
UNDRGRND TEL.	U/T	U/T
WELL	W	W
MANHOLE	S W ST	S W D
CATCH BASIN	CB CB	CB CB
FIRE HYDRANT		
UTILITY POLE		
LIGHT POLE		
CLEANOUT	CO	CO
WATER VALVE		
DECIDUOUS TREE		
CONIFEROUS TREE		
BUSH		
TREELINE		
DITCH OR SWALE		
ELEVATION	000.00	000.00
CONTOUR	000	000
PROPERTY LINE		
UNIT LINE		
FENCE	X	X

ABBREVIATIONS

ASPH	- ASPHALT	HDPE	- HIGH DENSITY POLYETHYLENE
BF	- BARRIER FREE	LF	- LINEAL FEET
BLDG	- BUILDING	PVC	- POLYVINYLCHLORIDE PIPE
C.L.	- CHAIN LINK	RCP	- REINFORCED CONC. PIPE
C/C	- CENTER TO CENTER	RR	- RAILROAD
CMP	- CORRUGATED METAL PIPE	STL	- STEEL
CONC	- CONCRETE	STM	- STORM
DIP	- DUCTILE IRON PIPE	T/C	- TOP OF CURB
F.G.	- FINISH GRADE	T/W	- TOP OF WALK
FDN	- FOUNDATION	T/WALL	- TOP OF WALL
FFE	- FINISH FLOOR ELEVATION	TE	- TOP ELEVATION
IE	- INVERT ELEVATION	TYP	- TYPICAL

LEGAL DESCRIPTION

PART OF GOV'T LOT 8, SECTION 26, T34N, R8W
CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MI

OWNER

SILVA PROPERTY MANAGEMENT
1005 N. STEVENSON HWY
ROYAL OAK, MI 48067

NORTH

0 40' 80'

SHEET INDEX

C-1.0	COVER SHEET
C-1.1	EX. CONDITIONS & DEMO PLAN
C-1.2	SITE PLAN
A-1.0	MAIN LEVEL FLOOR PLAN
A-1.1	SECOND LEVEL FLOOR PLAN
A-1.2	THIRD LEVEL FLOOR PLAN
A-2.0	EAST & NORTH ELEVATIONS
A-2.1	WEST & SOUTH ELEVATIONS

Performance Engineers, Inc.
Civil / Structural Engineering
406 Petoskey Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

SURVEY INFORMATION BY:
FERGUSON & CHAMBERLAIN AND ASSOC.
103 W. UPRIGHT STREET
CHARLEVOIX, MICHIGAN 49720
(231)547-6882 FAX: (231)547-0021
Email: jim@cbsurveying.com

ARCHITECT:
SHORELINE ARCHITECTURE
#8 Pennsylvania Plaza
Petoskey, MI 49770
(231) 348-3303

THE LODGE OF CHARLEVOIX
2018 BUILDING & SITE RENOVATIONS
120 MICHIGAN AVENUE
CHARLEVOIX, MI 49720

OWNER SILVA PROPERTY MANAGEMENT

MARK	DATE	DESCRIPTION
0	3-16-18	ZONING PERMIT APPLICATION
1	3-28-18	MINOR ZONING PLAN REVISIONS

PROJECT NO:	18-5072
CAD DWG FILE:	5072SITE.DWG
DRAWN BY:	PEI
DESIGNED BY:	C. STEIN
CHECKED BY:	

SEAL

SHEET TITLE

COVER SHEET

C-1.0

SHEET 1 OF 8

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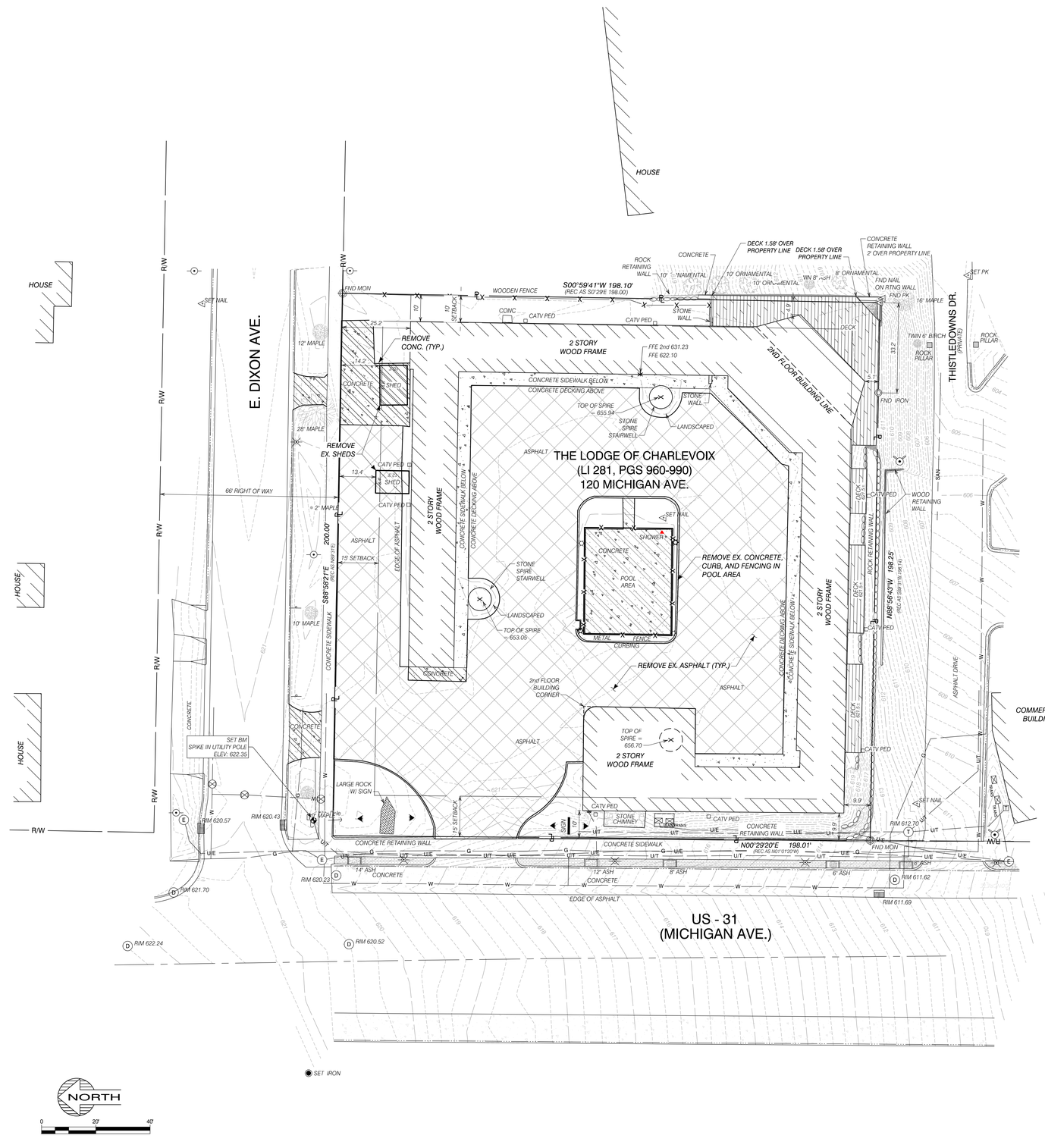
K:\PROJECTS\5072\DRAWINGS\5072SITE.DWG - C1 COVER - PLOTTED 3/28/2018 11:43 AM BY AARON NORDMAN



UTILITY LEGEND:

- POWER POLE
- GUY ANCHOR
- TELEPHONE RISER
- CATV RISER
- UTILITY POLE
- ELECT. TRANSFORMER
- GAS METER
- GROUND LIGHT
- CROOK STREET LAMP
- POST STREET LAMP
- STREET SIGN
- TELEPHONE MANHOLE
- ELECTRIC MANHOLE
- SANITARY MANHOLE
- STORM MANHOLE
- CATCH BASIN
- FIRE HYDRANT
- WATER VALVE

GAS LINE — ELECTRIC LINE — TELEPHONE LINE — WATER LINE — SANITARY LINE

SURVEY NOTES:

1. ALL DIMENSIONS ARE IN FEET.
2. "O" INDICATES IRON/ROD FOUND IN PLACE.
3. 1/2" x 24" STEEL RODS WITH I.D. CAPS HAVE BEEN SET AT ALL POINTS MARKED WITH "●".
4. BEARINGS ARE IN RELATIONSHIP TO CITY OF CHARLEVOIX COORDINATE SYSTEM (BASED ON THE MICHIGAN COORDINATE SYSTEM (LAMBERT, CENTRAL ZONE 2112)).
5. CONTOURS AS SHOWN ARE EXISTING GROUND ELEVATIONS. MAJOR CONTOUR INTERVALS ARE ONE (1) FOOT. ELEVATIONS ARE BASED ON THE CITY OF CHARLEVOIX ELEVATION DATUM, N.A.V. DATUM OF 1988.
6. UNDERGROUND UTILITIES LOCATED WHERE MARKED IN FIELD BY MISS DIG.
7. TREE SIZES & DESCRIPTIONS AS SHOWN ARE EXISTING.
8. SNOW CONDITIONS AT THE TIME OF SURVEY MAY HAVE OBSCURED ITEMS THAT WOULD HAVE OTHERWISE BEEN VISIBLE.
9. LOT CONTAINS 0.905 ACRES (39,436.26 SFT).

Performance Engineers, Inc.
Civil / Structural Engineering
406 Petoskey Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

SURVEY INFORMATION BY:
FERGUSON & CHAMBERLAIN AND ASSOC.
103 W. UPRIGHT STREET
CHARLEVOIX, MICHIGAN 49720
(231)547-6882 FAX: (231)547-0021
Email: jim@cfcsurveying.com

ARCHITECT:
SHORELINE ARCHITECTURE

THE LODGE OF CHARLEVOIX
2018 BUILDING & SITE RENOVATIONS
120 MICHIGAN AVENUE
CHARLEVOIX, MI 49720
OWNER SILVA PROPERTY MANAGEMENT

MARK	DATE	DESCRIPTION
0	3-16-18	ZONING PERMIT APPLICATION

PROJECT NO:	18-5072
CAD DWG FILE:	5072SITE.DWG
DRAWN BY:	PEI
DESIGNED BY:	C. STEIN
CHECKED BY:	

SEAL

SHEET TITLE

EXISTING CONDITIONS & DEMOLITION PLAN

C-1.0

SHEET 1 OF 7

K:\PROJECTS\5072\DRAWINGS\5072BASE DWG - C-01 - PLOTTED 3/16/2018 3:23 PM BY AARON NORDMAN
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SITE DEVELOPMENT NARRATIVE

THE EXISTING HOTEL WILL BE RENOVATED WITH A NEW FACADE AND THE ADDITION OF A THIRD FLOOR OVER MOST THE EXISTING 2-STORY BUILDING.

TO ACCOMMODATE THE ADDITIONAL ROOMS, THE INTERIOR POOL AREA WILL BE FILLED IN AND CONVERTED TO PARKING. THE EXISTING INTERIOR PERIMETER WALKWAY WILL BE ENCLOSED AND THEN A NEW LANDSCAPED BUFFER WILL BE INSTALLED BETWEEN THE PARKING AND THE BUILDING.

ON THE NORTH SIDE, FACING DIXON, THE EXISTING ASPHALT WILL BE PULLED BACK OFF THE BUILDING AND LANDSCAPED, LEAVING AN AREA FOR THE SCREENED DUMPSTER RECEPTACLE AND EMPLOYEE PARKING.

THERE WILL BE NO NEW ENTRANCES, THE HOTEL WILL RECONFIGURE, BUT CONTINUE TO USE THE EXISTING SITE ENTRANCES, WHICH CONSISTS OF ONE ONTO MICHIGAN AVE. AND TWO ONTO DIXON AVE.

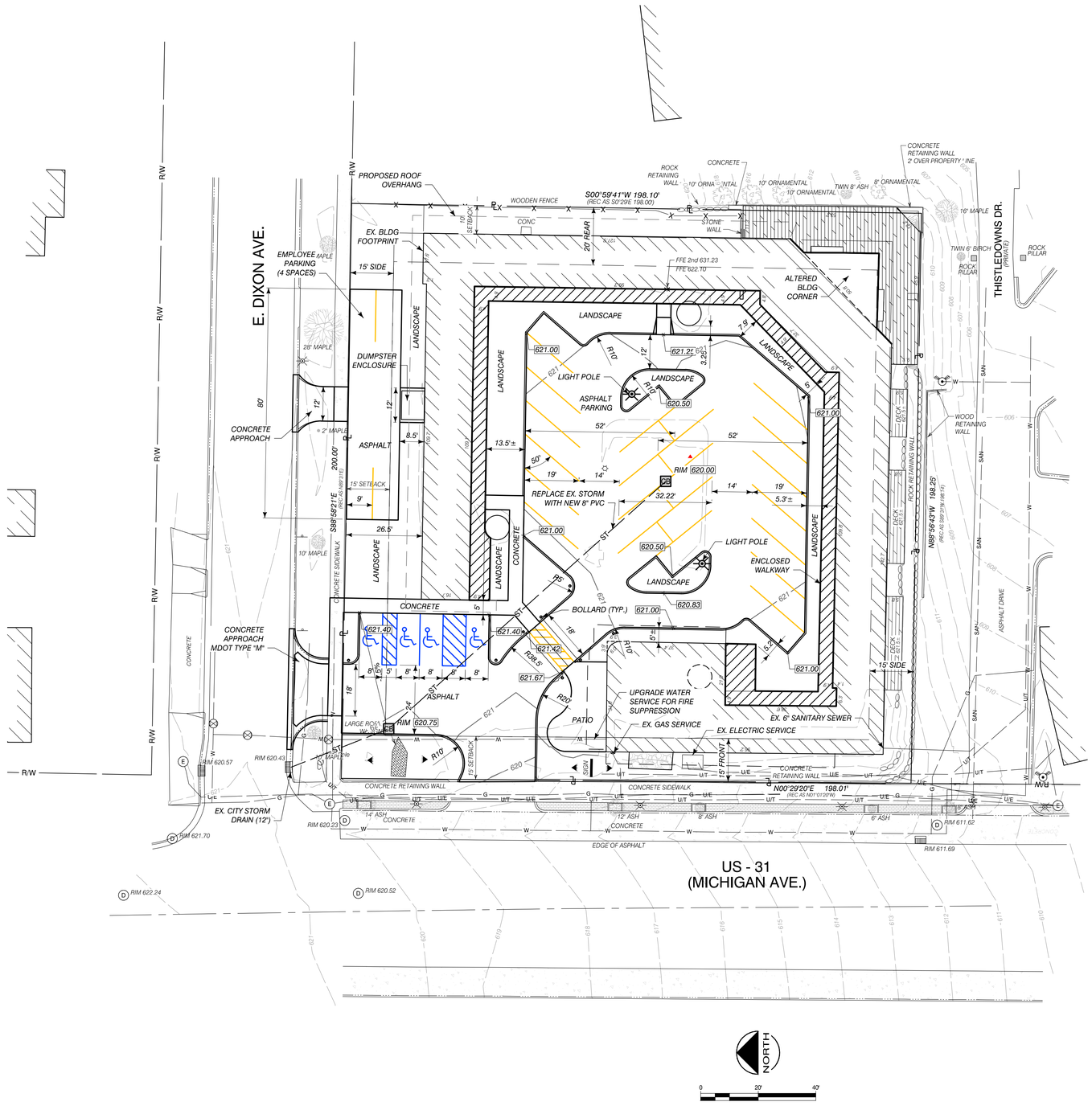
SITE UTILITY NOTES

1. *THE EXISTING CITY WATER SUPPLY WILL BE UPGRADED TO 4" TO BE ABLE TO SUPPLY WATER FOR FIRE SUPPRESSION.*
2. *THE EXISTING CITY SEWER SUPPLY WILL BE USED FOR THE ADDITION (LOCATION ASSUMED).*
3. *THERE ARE EXISTING CITY FIRE HYDRANTS ON MICHIGAN AVE AND DIXON AVE. AND ONE ADJACENT TO THE SITE ON THISTLEDOWN.*
4. *STORMWATER WILL BE HANDLED THROUGH REPLACEMENT AND IMPROVEMENT OF THE EXISTING SITE STORM DRAIN, OUTLETTING TO THE CITY STORM SEWER ON DIXON AVE., AS DEPICTED.*

SITE LIGHTING

ALL LIGHTING TO BE SHIELDED DARK SKY COMPLIANT TO MINIMIZE LIGHT POLLUTION TO SURROUNDING NEIGHBORS.

PARKING LOT LIGHTS SHALL BE MOUNTED TO 12' POLES AT LOCATIONS INDICATED (TWO TOTAL).



Know what's **below.** **Call** before you dig.

Performance Engineers, Inc.
Civil / Structural Engineering
406 Petoskey Avenue Charlevoix, Michigan 49720
Phone: (231) 547-2121 Fax: (231) 547-0084
www.performanceeng.com

SURVEY INFORMATION BY:
FERGUSON & CHAMBERLAIN AND ASSOC.
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CHARLEVOIX, MICHIGAN 49720
(231)547-6882 FAX: (231)547-0021
Email: jamf@ccbsurveying.com

ARCHITECT:
SHORELINE ARCHITECTURE
#8 Pennsylvania Plaza
Petoskey, MI 49770
(231) 348-3303

THE LODGE OF CHARLEVOIX
2018 BUILDING & SITE RENOVATIONS
120 MICHIGAN AVENUE
CHARLEVOIX, MI 49720

OWNER: SILVA PROPERTY MANAGEMENT

MARK	DATE	DESCRIPTION
0	3-16-18	ZONING PERMIT APPLICATION
1	3-28-18	MINOR ZONING REVISIONS

PROJECT NO:	18-5072
CAD DWG FILE:	5072SITE.DWG
DRAWN BY:	PEI
DESIGNED BY:	C. STEIN
CHECKED BY:	

SEAL

SHEET TITLE

SITE PLAN

C-1.2

SHEET 2 OF 8

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K:\PROJECTS\5072\DRAWINGS\5072SITE DWG - C2 SITE PLAN - PLOTTED 3/28/2018 11:43 AM BY AARON NORDMAN

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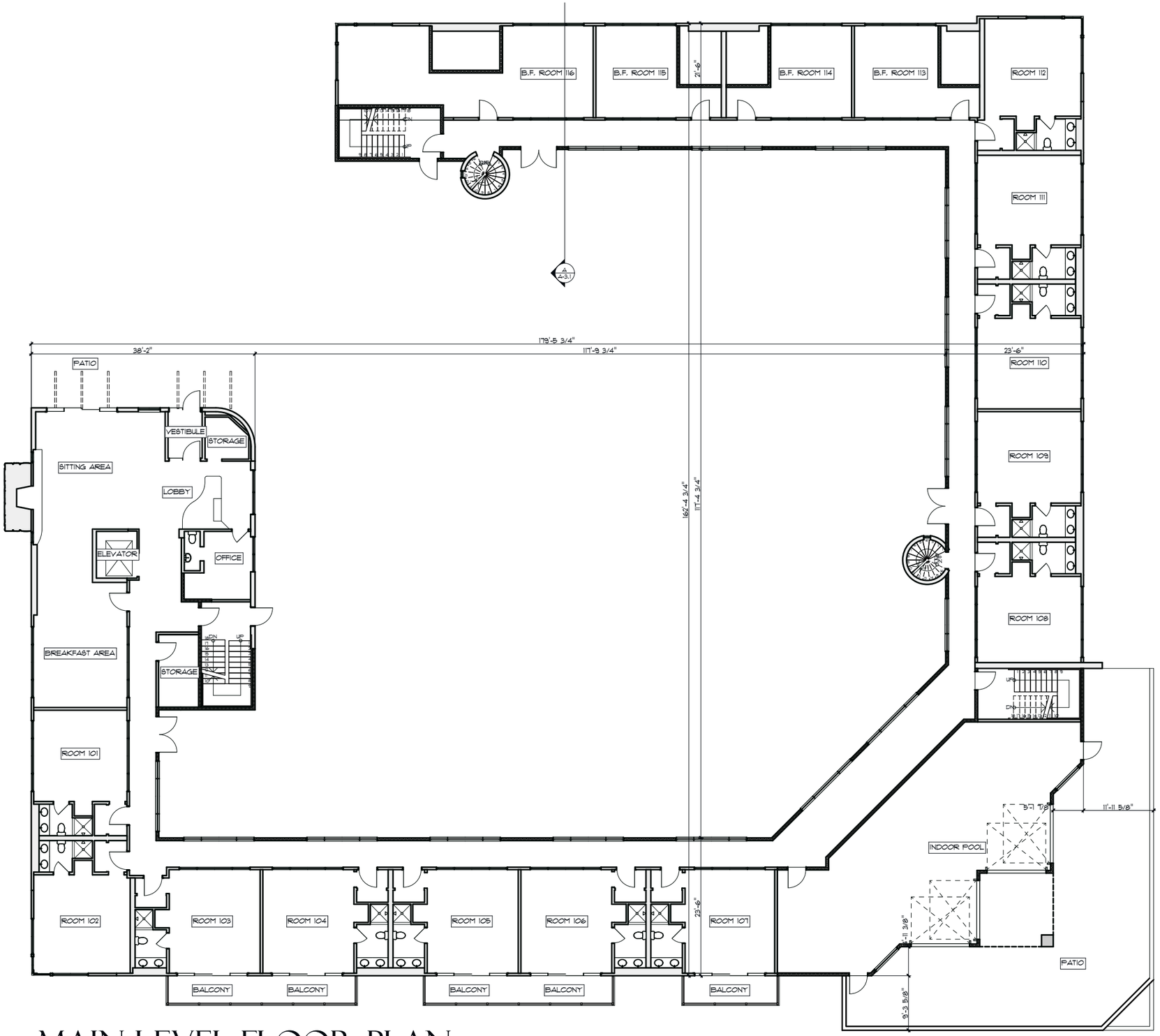

MAIN LEVEL FLOOR PLAN

N.T.S.

GROSS AREA = 12,637 s.f.
USEABLE AREA = 9,555 s.f.

N

shoreline ARCHITECTURE & DESIGN
#8 Pennsylvania Plaza
PETOSKEY MI 49770 (231) 348-3303

CLIENT: The Lodge Charlevoix

SHEET TITLE: Main Level Floor Plan

LOCATION: 120 Michigan Ave., Charlevoix, MI 49720

ISSUED

SEAL

DRAWN BY: CRH

CHECKED BY: MHP

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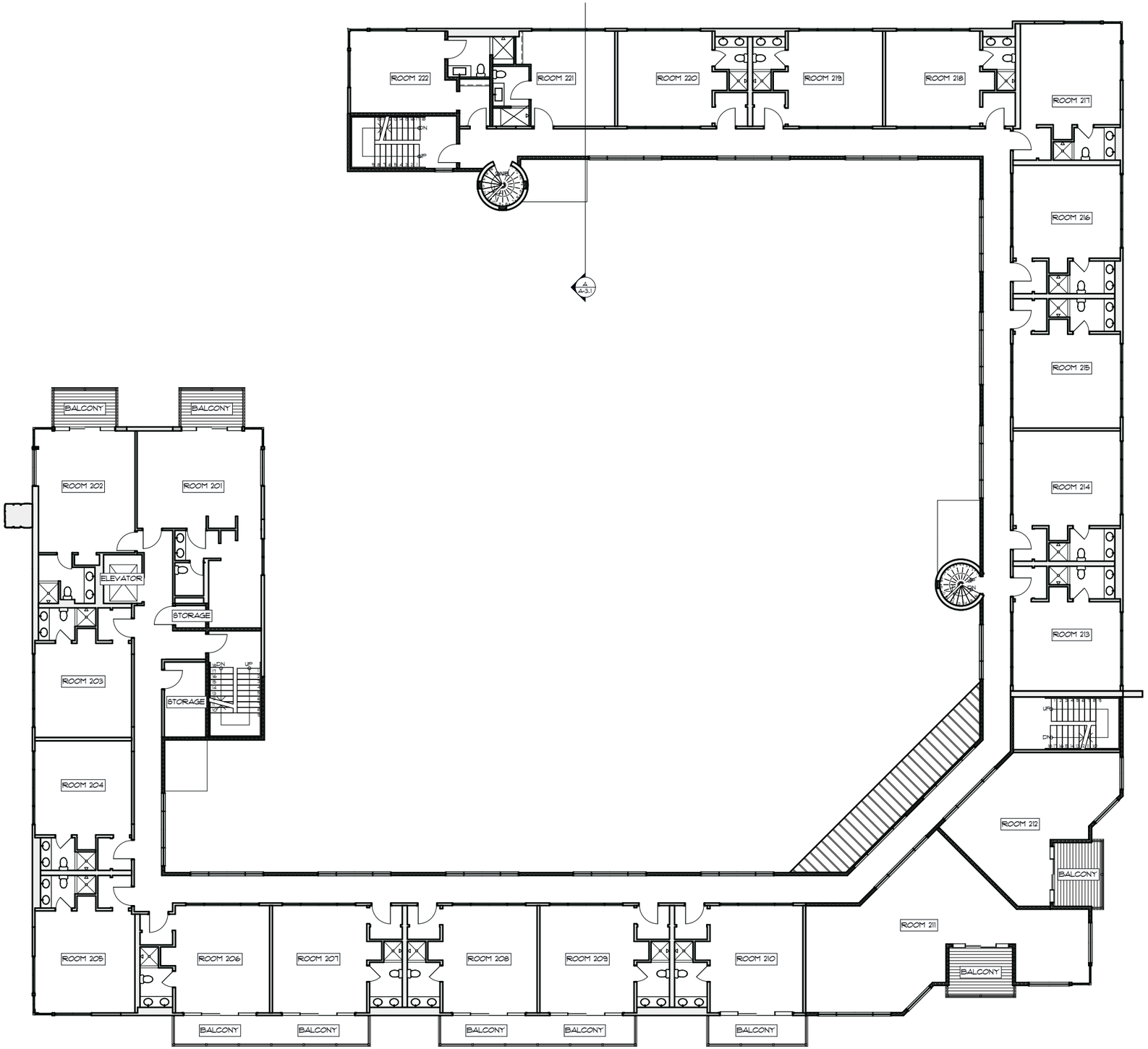

SECOND LEVEL FLOOR PLAN

N.T.S.

GROSS AREA = 12,811 s.f.
USEABLE AREA = 9,141 s.f.

N

shoreline ARCHITECTURE & DESIGN
#8 Pennsylvania Plaza
PETOSKEY MI 49770 (231) 348-3303

CLIENT: The Lodge Charlevoix

SHEET TITLE: Second Level Floor Plan

LOCATION: 120 Michigan Ave., Charlevoix, MI 49720

ISSUED

SEAL

DRAWN BY: CRH

CHECKED BY: MHP

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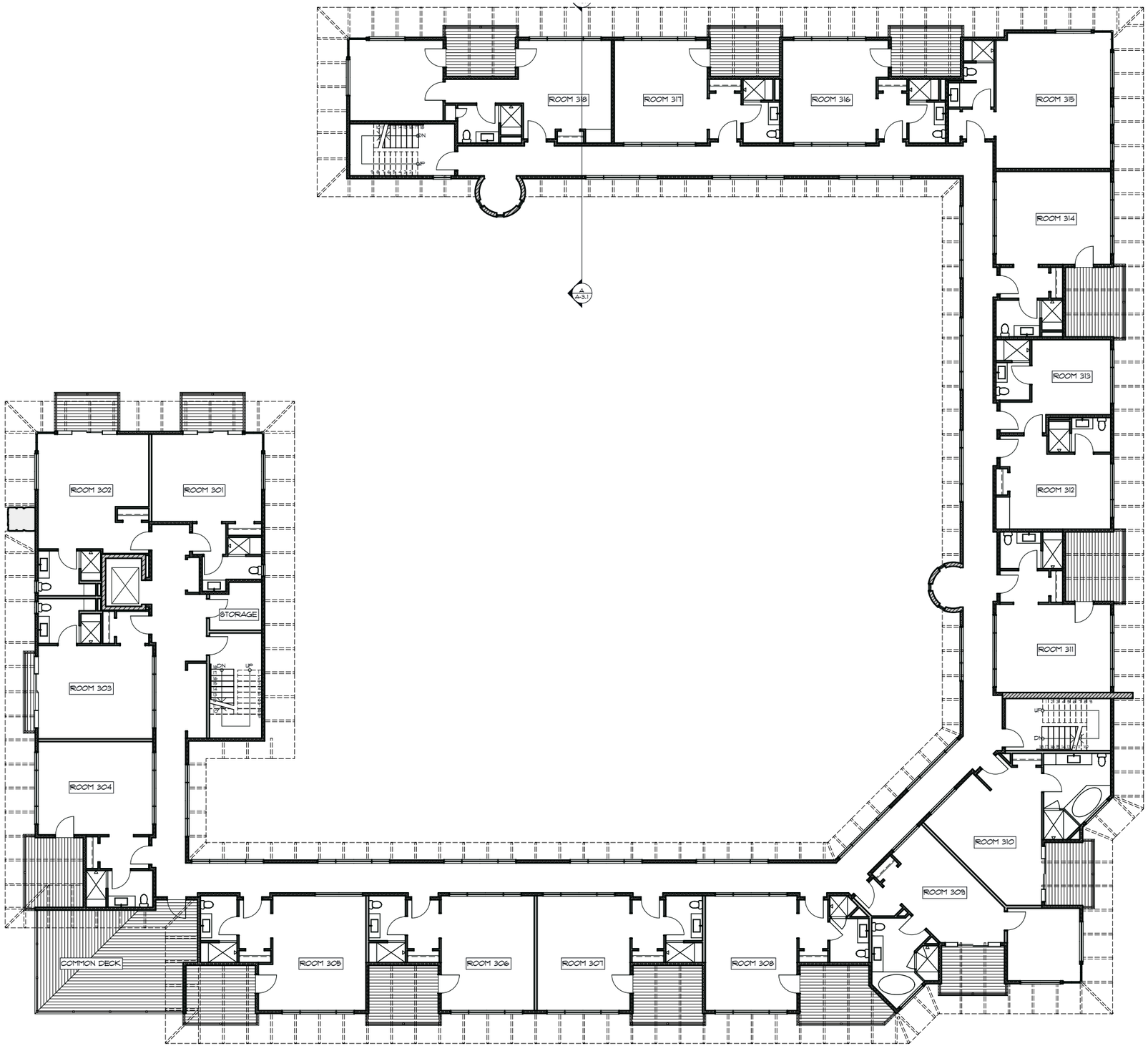

THIRD LEVEL FLOOR

N.T.S.

GROSS AREA = 13,385 s.f.
USEABLE AREA = 9,845 s.f.

shoreline ARCHITECTURE & DESIGN
#8 Pennsylvania Plaza
PETOSKEY MI 49770 (231) 348-3303

CLIENT: The Lodge Charlevoix

SHEET TITLE: Third Level Floor Plan

LOCATION: 120 Michigan Ave., Charlevoix, MI 49720

ISSUED

SEAL

DRAWN BY: CRH

CHECKED BY: MHP

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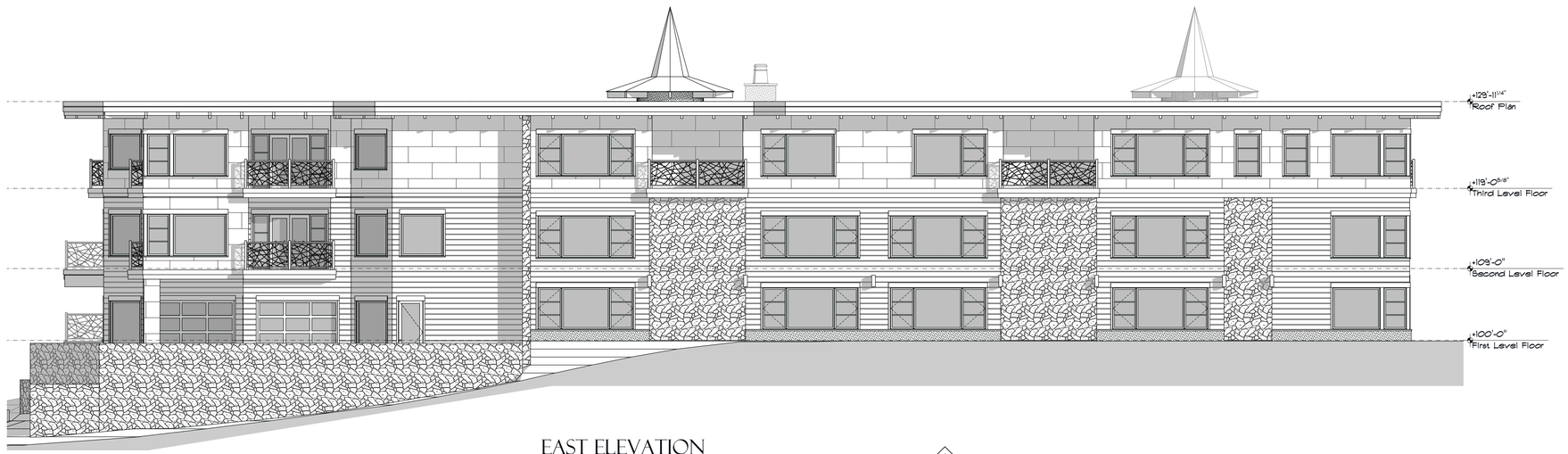
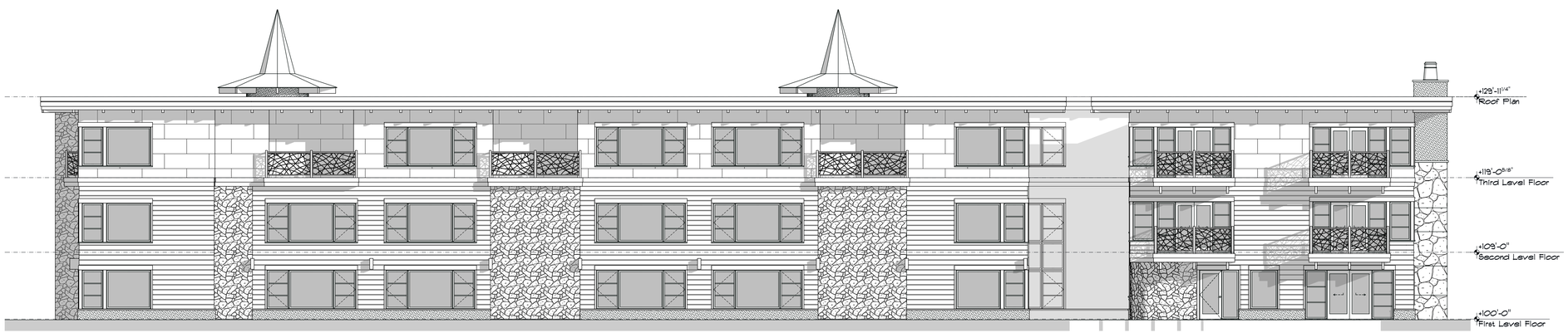
PRINTED: 3/28/2018



EAST ELEVATION

1/8" = 1'-0"



NORTH ELEVATION

1/8" = 1'-0"

shoreline ARCHITECTURE & DESIGN
#8 Pennsylvania Plaza
PETOSKEY MI 49770 (231) 348-3303

CLIENT: The Lodge Charlevoix

SHEET TITLE: East & North Elevations

LOCATION: 120 Michigan Ave., Charlevoix, MI 49720

ISSUED: ZONING - 3/16/18

SEAL:

DRAWN BY: CRH

CHECKED BY: MHP

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PRINTED: 3/28/2018

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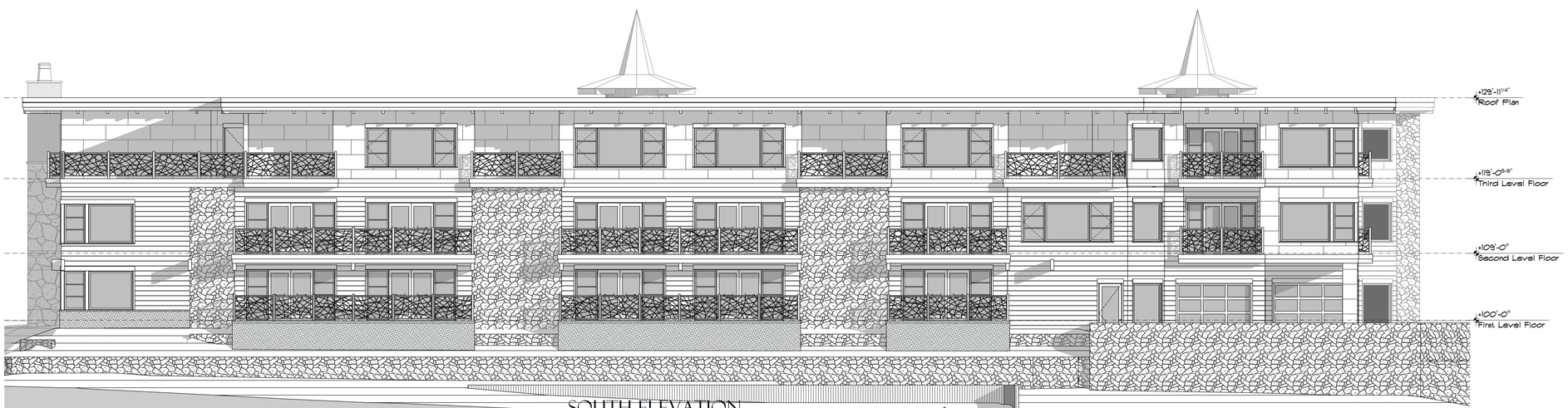
NOT FOR CONSTRUCTION

WEST ELEVATION

1/8" = 1'-0"



SOUTH ELEVATION

1/8" = 1'-0"

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NOT FOR CONSTRUCTION

shoreline ARCHITECTURE & DESIGN
#8 Pennsylvania Plaza
PETOSKEY, MI 49770 (231) 348-3303

CLIENT: The Lodge Charlevoix

SHEET TITLE: West & South Elevations

LOCATION: 120 Michigan Ave., Charlevoix, MI 49720

ISSUED: ZONING - 3/16/18

SEAL:

DRAWN BY: CRH

CHECKED BY: MHP

A-2.1

PRINTED: 3/28/2018

ATTENTION COUNTY REGISTRAR OF DEEDS

THE CONDOMINIUM SUBDIVISION PLAN NUMBER MUST BE ASSIGNED IN CONSECUTIVE SEQUENCE. WHEN A NUMBER HAS BEEN ASSIGNED TO THIS PROJECT, IT MUST BE PROPERLY SHOWN IN THE TITLE, SHEET 1, AND THE SURVEYOR'S CERTIFICATE, SHEET 2.

CHARLEVOIX COUNTY CONDOMINIUM
SUBDIVISION PLAN NO. _____.

EXHIBIT B TO THE MASTER DEED OF

THE LODGE OF CHARLEVOIX

A CONDOMINIUM

CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN

DEVELOPER

THE LODGE OF CHARLEVOIX, INC.
U.S. 31 NORTH
CHARLEVOIX, MICHIGAN 49720

SURVEYOR

NICHOLAS B. DEYOUNG
REGISTERED LAND SURVEYOR
1107 S. BRIDGE STREET
CHARLEVOIX, MICHIGAN 49720

PROPERTY DESCRIPTION

IN THE CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN; COMMENCING AT THE NORTH 1/4 CORNER OF SECTION 26, TOWN 34 NORTH, RANGE 8 WEST; THENCE SOUTH 688.19 FEET TO THE SOUTH LINE OF DIXON AVENUE; THENCE SOUTH 89°31' WEST ALONG SAID AVENUE 1848.14 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE SOUTH 0°29' EAST 198. FEET; THENCE SOUTH 89°31' WEST 198.14 FEET TO THE EAST LINE OF HIGHWAY U.S. 31; THENCE NORTH 1°01'20" WEST ALONG SAID HIGHWAY 198.01 FEET TO THE SOUTH LINE OF DIXON AVENUE; THENCE NORTH 89°31' EAST 200. FEET TO THE POINT OF BEGINNING; BEING A PART OF GOVERNMENT LOT 2, SECTION 26, TOWN 34 NORTH, RANGE 8 WEST.

SHEET INDEX

1. TITLE
2. SURVEY PLAN
3. SITE AND UTILITY PLAN
4. FIRST FLOOR PLAN
5. SECOND FLOOR PLAN
6. SECTION PLANS
7. THIRD FLOOR PLAN

STATE OF MICHIGAN
Nicholas B. DeYoung
LAND SURVEYOR
No. 20705
REGISTERED LAND SURVEYOR

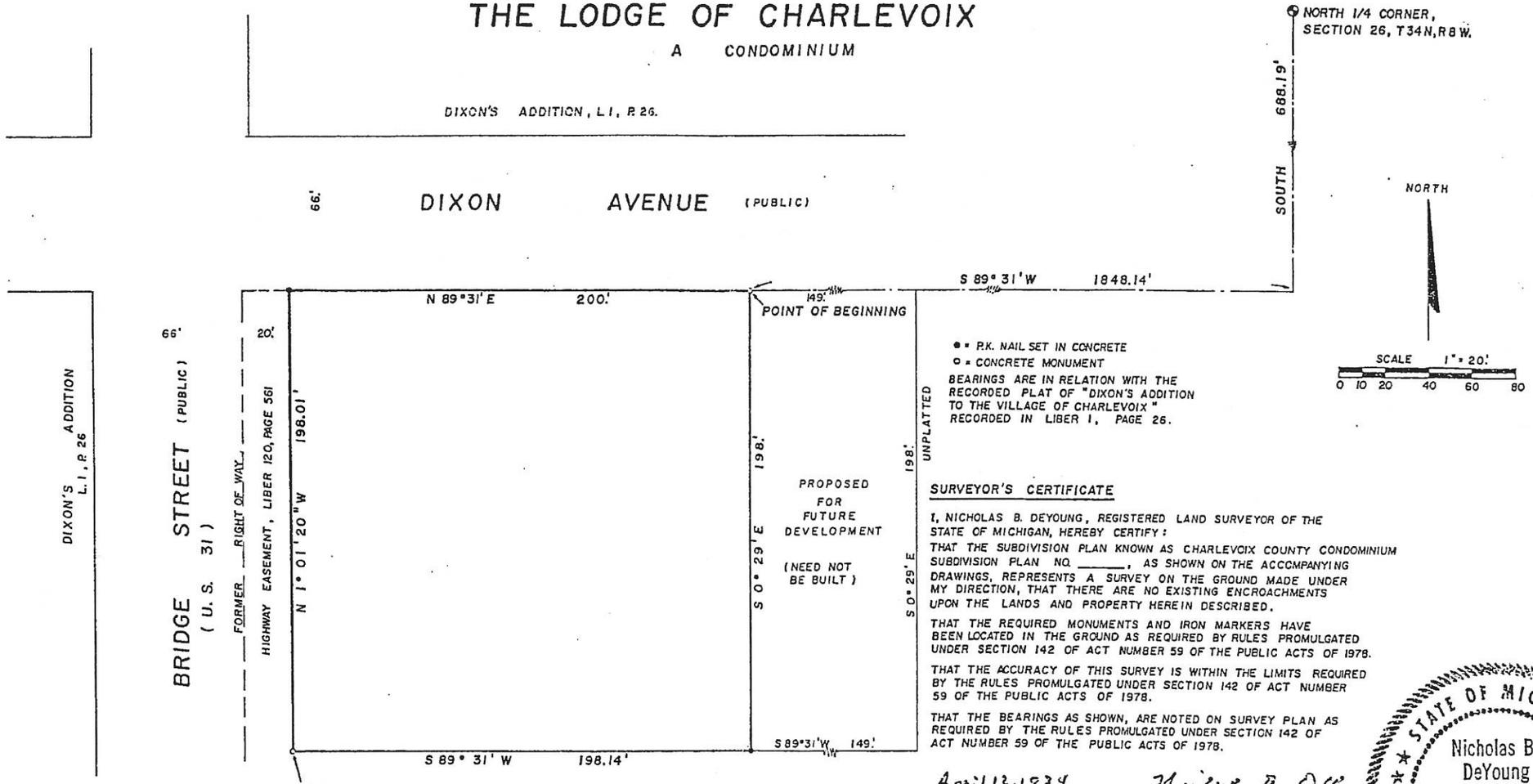
Nicholas B. DeYoung

AS BUILT
APRIL 12, 1984.
SHEET 1

SURVEY PLAN OF

THE LODGE OF CHARLEVOIX

A CONDOMINIUM



● = P.K. NAIL SET IN CONCRETE

○ = CONCRETE MONUMENT

BEARINGS ARE IN RELATION WITH THE RECORDED PLAT OF "DIXON'S ADDITION TO THE VILLAGE OF CHARLEVOIX" RECORDED IN LIBER 1, PAGE 26.

SURVEYOR'S CERTIFICATE

I, NICHOLAS B. DEYOUNG, REGISTERED LAND SURVEYOR OF THE STATE OF MICHIGAN, HEREBY CERTIFY:

THAT THE SUBDIVISION PLAN KNOWN AS CHARLEVOIX COUNTY CONDOMINIUM SUBDIVISION PLAN NO. _____, AS SHOWN ON THE ACCOMPANYING DRAWINGS, REPRESENTS A SURVEY ON THE GROUND MADE UNDER MY DIRECTION, THAT THERE ARE NO EXISTING ENCROACHMENTS UPON THE LANDS AND PROPERTY HEREIN DESCRIBED.

THAT THE REQUIRED MONUMENTS AND IRON MARKERS HAVE BEEN LOCATED IN THE GROUND AS REQUIRED BY RULES PROMULGATED UNDER SECTION 142 OF ACT NUMBER 59 OF THE PUBLIC ACTS OF 1978.

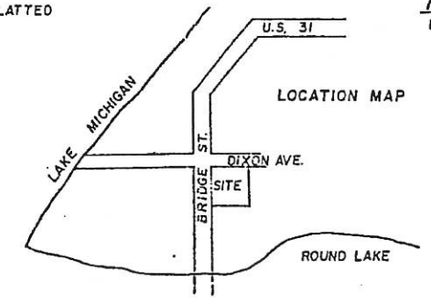
THAT THE ACCURACY OF THIS SURVEY IS WITHIN THE LIMITS REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT NUMBER 59 OF THE PUBLIC ACTS OF 1978.

THAT THE BEARINGS AS SHOWN, ARE NOTED ON SURVEY PLAN AS REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT NUMBER 59 OF THE PUBLIC ACTS OF 1978.

April 12, 1984
DATE

Nicholas B. DeYoung
NICHOLAS B. DEYOUNG
REGISTERED LAND SURVEYOR
REGISTRATION NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720

STATE OF MICHIGAN
Nicholas B. DeYoung
LAND SURVEYOR
No. 20705
REGISTERED LAND SURVEYOR

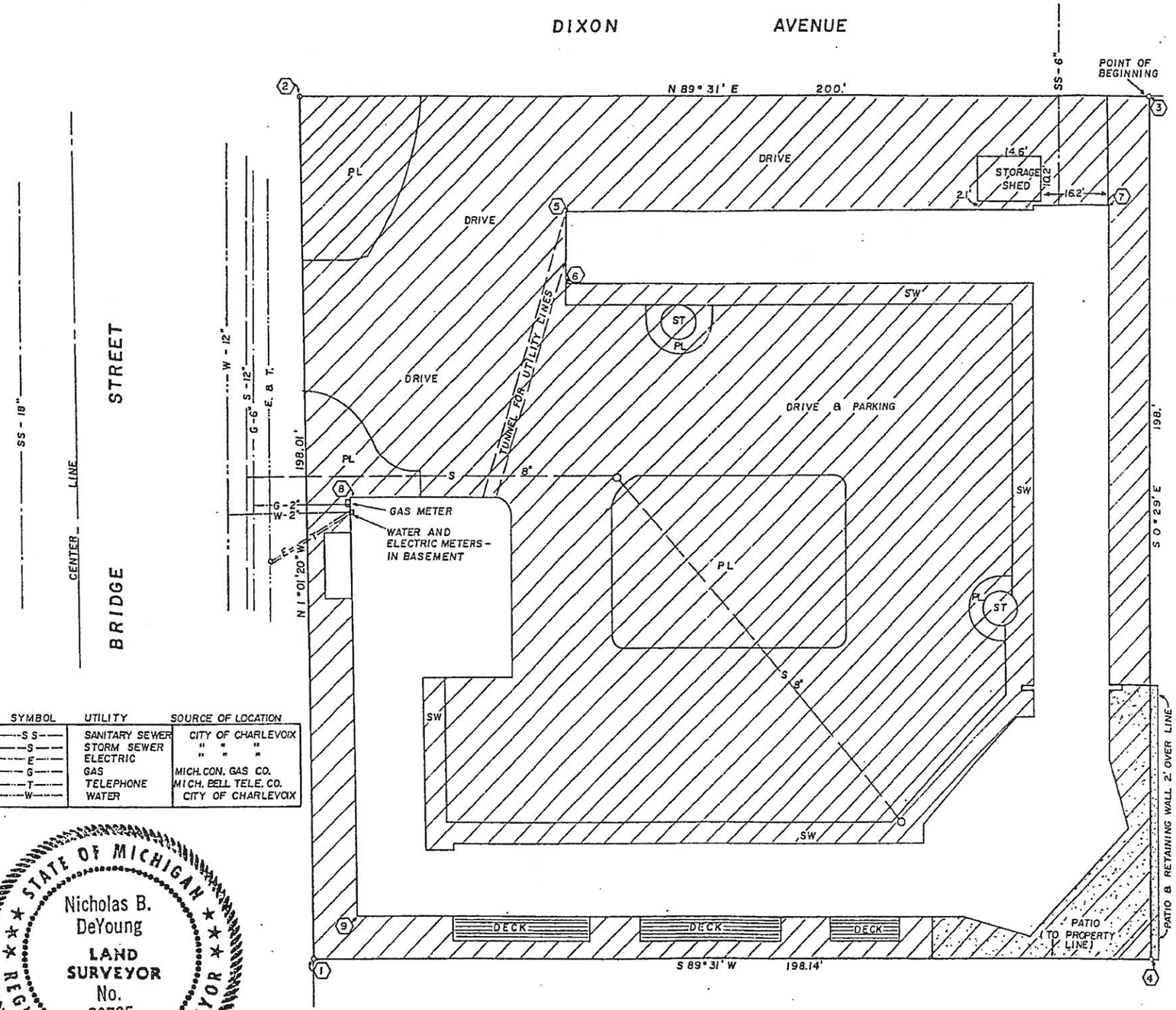


AS BUILT
APRIL 12, 1984.
SHEET 2

SITE AND UTILITY PLAN OF

THE LODGE OF CHARLEVOIX

A CONDOMINIUM



NORTH

SCALE 1" = 10'

0 5 10 20 30 40

LEGEND

- GENERAL COMMON ELEMENT
- LIMITED COMMON ELEMENT
- COORDINATE POINT
- SW = SIDEWALK
- PL = PLANTER
- ST = STAIRS

COORDINATE VALUES ARE REFERENCED TO THE SOUTHWEST PROPERTY CORNER ON AN ASSUMED BASE.

BEARINGS ARE IN RELATION WITH THE PLAT OF DIXON'S ADDITION, L. 1, P. 26.

SCHEDULE OF COORDINATE POINTS

NO.	NORTH (X)	EAST (Y)
1	100.00'	100.00'
2	297.98'	96.47'
3	299.67'	296.46'
4	101.67'	298.13'
5	271.75'	159.42'
6	255.15'	159.59'
7	274.26'	286.78'
8	206.00'	108.03'
9	109.91'	109.02'

SYMBOL	UTILITY	SOURCE OF LOCATION
—S S—	SANITARY SEWER	CITY OF CHARLEVOIX
—S—	STORM SEWER	" " "
—E—	ELECTRIC	" " "
—G—	GAS	MICH. CON. GAS CO.
—T—	TELEPHONE	MICH. BELL TELE. CO.
—W—	WATER	CITY OF CHARLEVOIX

STATE OF MICHIGAN
Nicholas B. DeYoung
LAND SURVEYOR
No. 20705
REGISTERED SURVEYOR

Nicholas B. DeYoung

NICHOLAS B. DEYOUNG
R.L.S. NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720

AS BUILT APRIL 12, 1984.

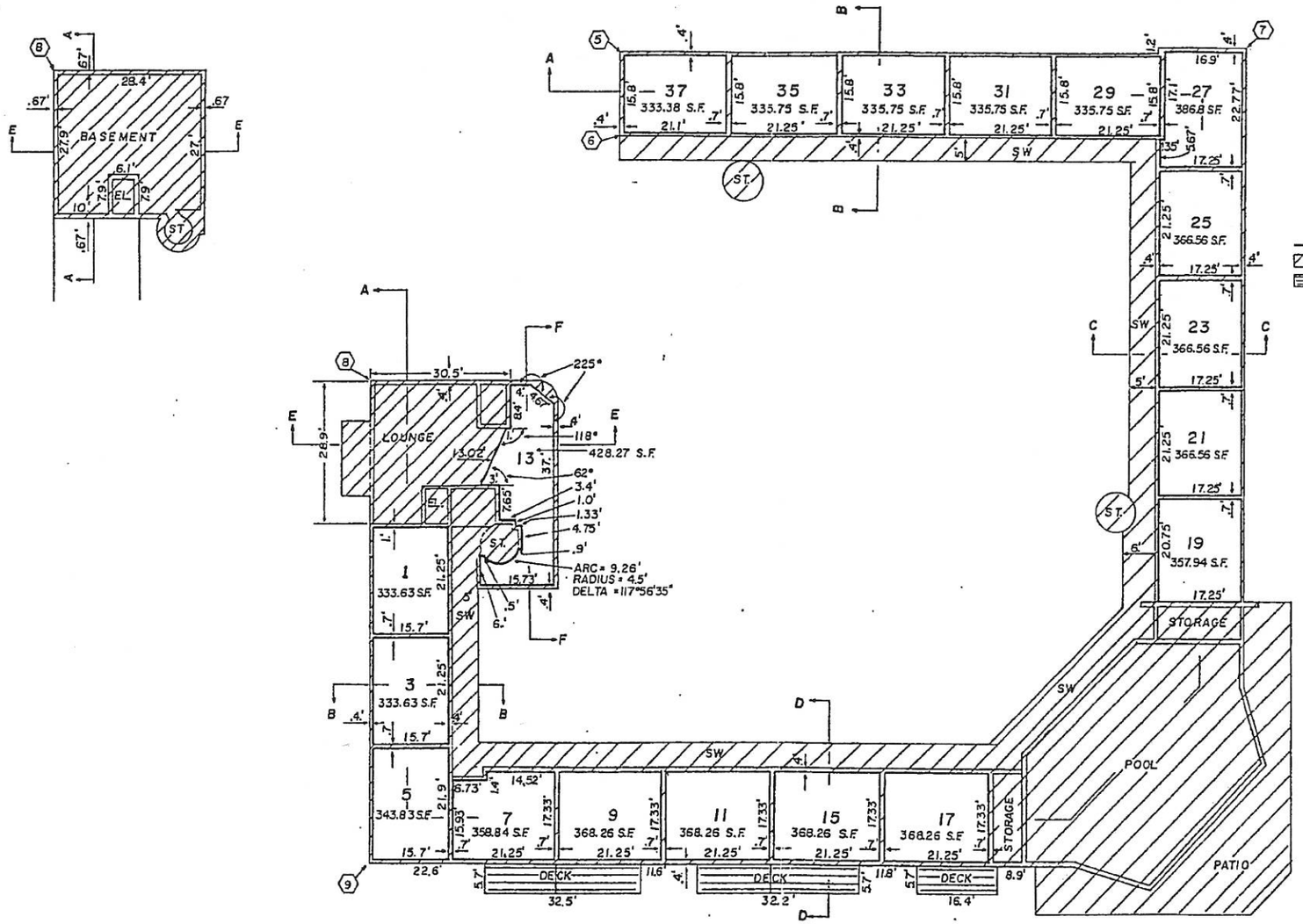
SHEET 3

FIRST FLOOR PLAN OF

THE LODGE OF CHARLEVOIX

A CONDOMINIUM

(UNITS 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37)



SCALE 1" = 10'

0 5 10 20 30 40

LEGEND

- LIMITS OF OWNERSHIP
- GENERAL COMMON ELEMENT
- LIMITED COMMON ELEMENT
- COORDINATE POINT

NOTE: ALL OWNERSHIP LINES ARE AT 90° TO EACH OTHER, UNLESS SHOWN OTHERWISE

EL. = ELEVATOR
ST. = STAIRS
SW = SIDEWALK
S.F. = SQUARE FEET

STATE OF MICHIGAN
Nicholas B. DeYoung
LAND SURVEYOR
No. 20705
REGISTERED LAND SURVEYOR

NICHOLAS B. DEYOUNG
R.L.S. NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720

AS BUILT
APRIL 12, 1984.

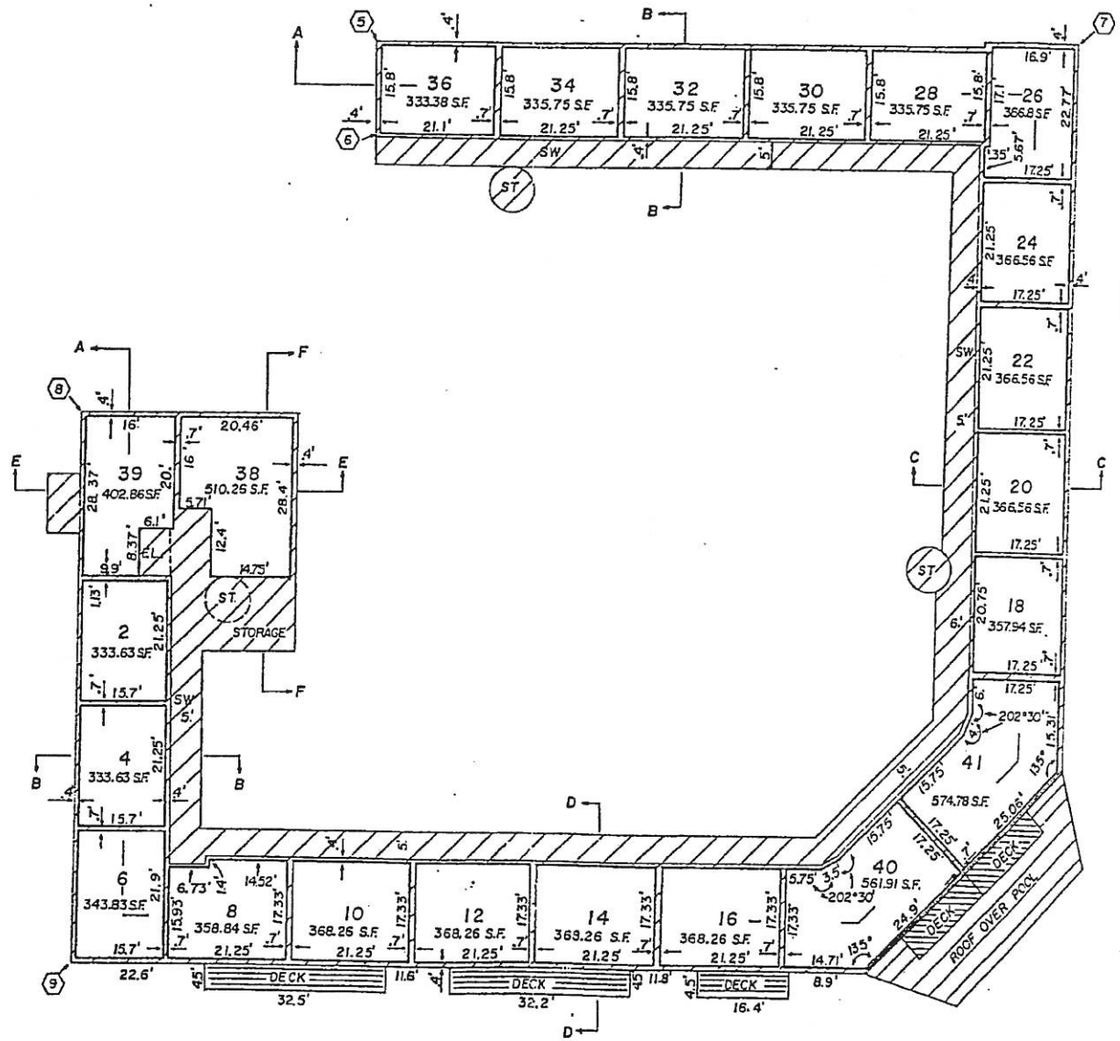
SHEET 4

SECOND FLOOR PLAN OF

THE LODGE OF CHARLEVOIX

A CONDOMINIUM

(UNITS 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 39, 40, 41)



SCALE 1" = 10.'

0 5 10 20 30 40

LEGEND

- LIMITS OF OWNERSHIP
- GENERAL COMMON ELEMENT
- LIMITED COMMON ELEMENT
- COORDINATE POINT

NOTE: ALL OWNERSHIP LINES ARE AT 90° TO EACH OTHER, UNLESS SHOWN OTHERWISE

EL = ELEVATOR
ST = STAIRS
SW = SIDEWALK
S.F. = SQUARE FEET

STATE OF MICHIGAN
Nicholas B. DeYoung
LAND SURVEYOR
No. 20705
REGISTERED LAND SURVEYOR

Nicholas B. DeYoung

NICHOLAS B. DE YOUNG
R.L.S. NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720

AS BUILT APRIL 12, 1984.

SHEET 5

SECTION PLANS OF

THE LODGE OF CHARLEVOIX

A CONDOMINIUM

NOTE: FIRST FLOOR ELEVATION = 621.15', INTERNATIONAL GREAT LAKES DATUM

LIMITS OF OWNERSHIP

GENERAL COMMON ELEMENT

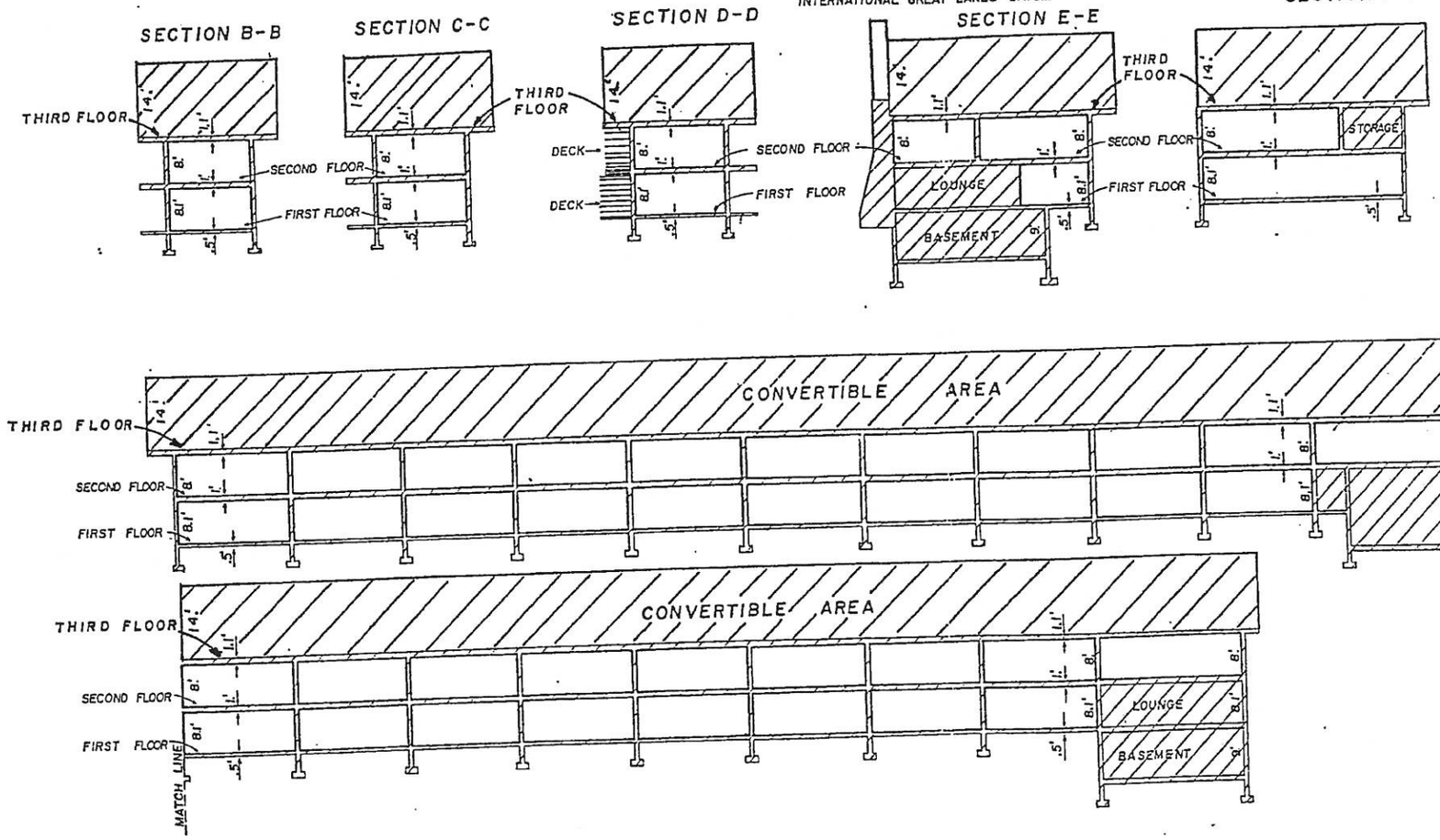
LIMITED COMMON ELEMENT

SCALE 1" = 10.'

0 5 10 20 30 40

NOTE: ALL OWNERSHIP LINES ARE AT 90° TO EACH OTHER, UNLESS OTHERWISE SHOWN.

CONVERTIBLE AREA THIRD FLOOR CONVERTIBLE AREA NEED NOT BE BUILT.



STATE OF MICHIGAN
Nicholas B. DeYoung
LAND SURVEYOR
No. 20705
REGISTERED LAND SURVEYOR

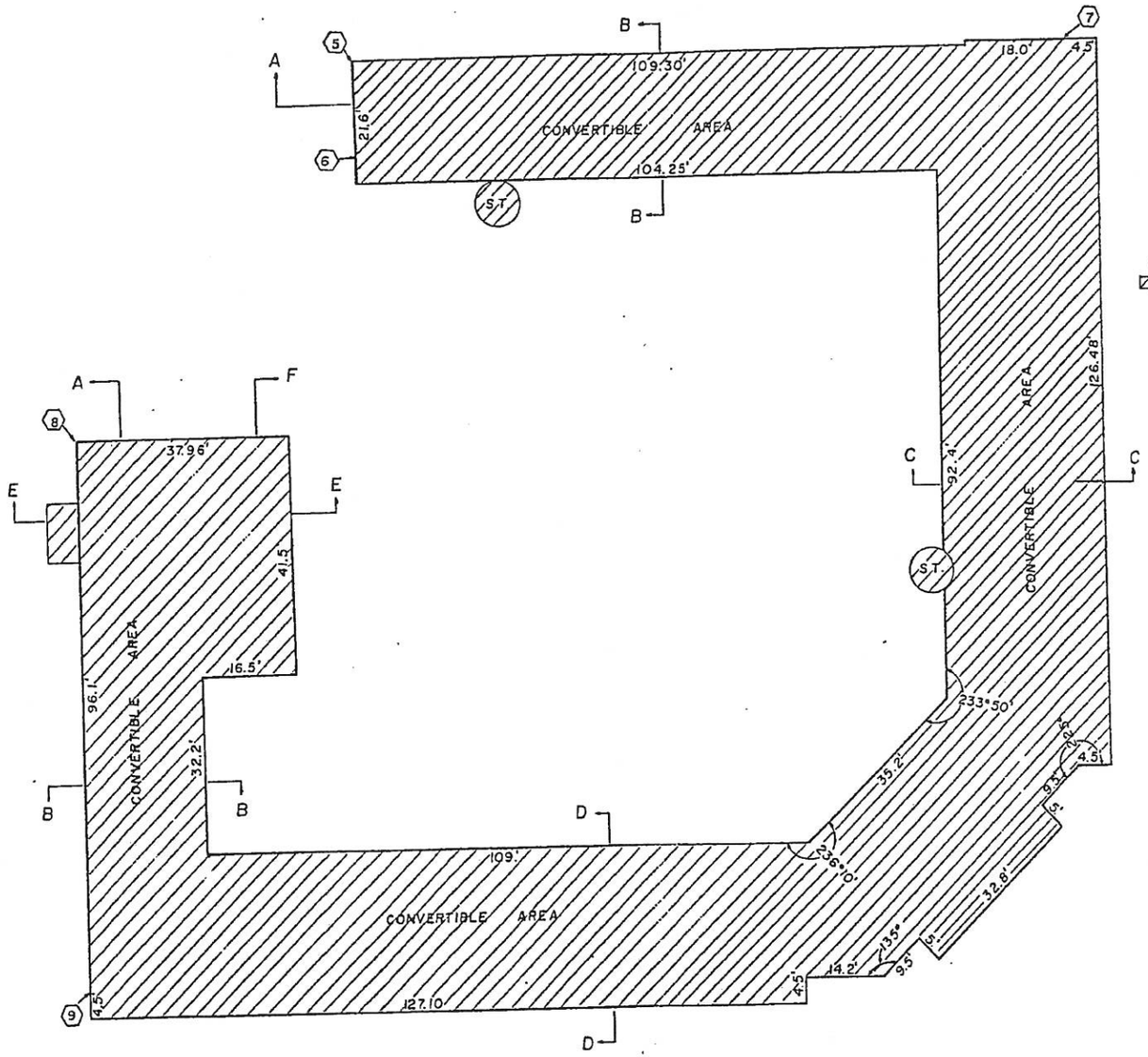
NICHOLAS B. DEYOUNG
R.L.S. NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720

AS BUILT
APRIL 12, 1984.
SHEET 6

THIRD FLOOR PLAN OF

THE LODGE OF CHARLEVOIX

A CONDOMINIUM



SCALE 1" = 10'

0 5 10 20 30 40

LEGEND

——— = LIMITS OF OWNERSHIP

▨ = GENERAL COMMON ELEMENT

ST. = STAIRS

⬡ = COORDINATE POINT

NOTE: ALL OWNERSHIP LINES ARE AT 90° TO EACH OTHER, UNLESS SHOWN OTHERWISE

STATE OF MICHIGAN
Nicholas B. DeYoung
LAND SURVEYOR
No. 20705
REGISTERED LAND SURVEYOR

Nicholas B. DeYoung

NICHOLAS B. DE YOUNG
R.L.S. NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720

PROPOSED APRIL 12, 1984

SHEET 7

"THE LODGE" IN CHARLEVOIX
SILVA PROPERTY MANAGEMENT
shoreline
ARCHITECTURE
DESIGN
8 Pennsylvania Plaza
Petoskey, MI 49770

"THE LODGE" IN CHARLEVOIX
SILVA PROPERTY MANAGEMENT
shoreline
ARCHITECTURE
DESIGN
8 Pennsylvania Plaza
Petoskey, MI 49770

"THE LODGE" IN CHARLEVOIX
SILVA PROPERTY MANAGEMENT
shoreline
ARCHITECTURE
DESIGN
8 Pennsylvania Plaza
Petoskey, MI 49770

To: planner@charlevoixmi.gov
Sent: Thursday, April 5, 2018 4:54:37 PM
Subject: Fwd: Lodge issues for Planning Commission Review

Sent from my iPad

>
>
>>
>>
>>
>> After reviewing the plans for the Lodge, which include the addition of a third floor and balconies on the east side adjacent to our residential property, we have certain questions and concerns.
>>
>> First, we are concerned with people sitting on the balconies late at night, having loud conversations on the balconies that face our front yard (approximately 50 feet from our bedroom window) and people smoking on the balconies, which would be a significant nuisance to us. In addition, people sitting on the balconies overlooking our front porch and front yard would certainly not be appealing. We ask that the planning commission review and address these issues concerning the east-facing balconies.
>>
>> Second, we are concerned with the proposed screening for the east side of the Lodge property. The plans propose using sugar maples and possibly Bradford pear trees. However, this would only provide screening between four to five months per year. Further, it would take many years for these types of trees to grow to any significant height that would make them an effective screen. For screening, we would prefer that green giant arborvitaes be planted instead, since they would grow more quickly and would result in less maintenance for both sides.
>>
>> James T. Cresswell
>>
>>
>>
>>

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Update the Bylaws

DATE: April 9, 2018

BACKGROUND

The enclosed draft shows a change to reflect the new meeting time of 6:00 PM, and one change to correct a typo. The Bylaws can be reviewed for any other changes as you see fit. Any updates/amendments will become official immediately after a motion is voted on.

Changes:
Section 5.1 change the meeting time to 6:00 PM
Section 5.5 correct a typo of "he" to "the"

ATTACHMENTS:

- Draft Bylaws

CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

Planning Commission Bylaws

Adopted May 12, 2014

1.0 Purpose.

1.1 The name shall be the City of Charlevoix Planning Commission, hereafter known as the "Commission". The City of Charlevoix hereafter shall be known as the "City."

1.2 These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 *et seq.*), hereinafter "the Planning Act."

1.3 These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 *et seq.*), hereinafter "the Zoning Act."

2.0 Membership. Members of the Commission are appointed pursuant to Title I, Chapter 7, Article V of the City Code, entitled Planning Commission. (Ord. 751)

2.1 Each member shall represent and advocate what is best for the City as a whole, putting aside personal or special interests.

2.2 In an effort to establish a diverse Commission, the City shall make every effort to appoint members who represent important sectors of the community and economy consistent with the requirements of Title I, Chapter 7, Article V of the City Code.

2.3 Liaisons. The purpose of liaisons is to provide technical assistance and advice, participate in discussions with the Commission, and answer questions from the general public or the Commission. Liaisons may include Planning Department staff, City department heads, planning consultants, the City Attorney, surveyors, engineers, or other qualified consultants.

2.4 Attendance. A Commission member's absence from three consecutive regularly scheduled meetings shall be considered nonfeasance in office. Nonfeasance in office shall be grounds for the City Council to remove a member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the City Council whenever any member of the Commission is absent from three consecutive regularly scheduled meetings, so the City Council can consider further action allowed under law or excuse the absences.

2.5 Training. Each member is encouraged to attend at least four hours per year of training in planning and zoning during the member's current term of office.

2.6 Incompatibility of Office.

a.) Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

(1) Issuing, deliberating on, voting on, or reviewing a case concerning the member, on land owned by the member, or if the case involves land adjacent to the members property.

(2) Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.

(4) Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to the commissioner, or a friend or family member of the commissioner.

(5) Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her household.

(6) Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is an applicant or agent for an applicant, or has a direct interest in the outcome.

b.) If a question exists whether the circumstances actually present a conflict of interest, the Planning Commission member or zoning staff shall make a reasonable attempt to contact the city attorney prior to the Planning Commission meeting at which the matter that may give rise to the conflict of interest will be considered to obtain a legal opinion concerning whether a conflict of interest legally exists. If the Planning Commission member or zoning staff is not able to obtain a legal opinion from the city attorney then the Planning Commission may, by majority vote of the members present, adjourn the case to a specific time, date, and place in order to obtain a written opinion from the city attorney.

c.) When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:

(1) declare a conflict exists at the next meeting of the Commission or committee:

(2) cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and

(3) during deliberation of the agenda item before the Commission or committee, remove one's self from the front

table where members of the Commission sit, until that agenda item is concluded.

d.) If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

3.0 Duties of all members.

3.1 *Ex Parte* contact

a.) Members shall avoid *Ex Parte* contact about cases where an administrative decision is before the commission whenever possible.

b.) Despite one's best efforts it is sometimes not possible to avoid *Ex Parte* contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

3.2 Site Inspections

(a) Planning Commissioners are encouraged to do a site inspection prior to any public meetings or hearings where a decision may be made on a particular lot or parcel. Planning Commissions should visit the site by themselves and avoid contact with the applicants, property owners, and neighbors. If requested, members may visit the site with the Zoning Administrator or liaison.

3.3 Code of Conduct/Accepting gifts.

a.) Each Planning Commissioner shall abide by the City of Charlevoix Code of Ethics and Conflict of Interest Policy. Gifts shall not be accepted by a member of the Commission or liaisons.

4.0 Officers

4.1 Selection: At the first regular meeting of each calendar year, the Commission shall select from its membership a Chair, and Vice-Chair. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term.

4.2 Tenure. The Chair and Vice-Chair shall take office at the first regular meeting of the calendar year following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

4.3 Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:

a.) Preside at all meetings with all powers under parliamentary procedure;

b.) Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;

c.) Call special meetings if deemed necessary;

d.) Review with the staff, prior to a Commission meeting, the items to be on the agenda if he or she so chooses;

e.) Periodically meet with the Planning Director and/or other Planning Department staff to review Planning Department operation, procedures, and to monitor progress on various projects.

f.) Chair or perform a major role in the interview and selection process for a Planning Director;

g.) Act as the Commission's and Planning Department's chief spokesman and lobbyist to represent the Commission at local, regional, and state government levels.

h.) Represent the Commission before the City of Charlevoix; and

i.) Perform such other duties as may be ordered by the Commission.

4.4 Vice-Chair's Duties. The Vice-Chair shall:

a.) Act in the capacity of Chair, with all the powers and duties found in Section 4.3 of these Rules, in the Chair's absence;

b.) Perform such other duties as may be ordered by the Commission.

4.5 Recording Secretary's Duties. The Recording Secretary shall be the City staff designated by the Planning Commission to properly notice meetings, record the audio, and compose draft minutes.

5.0 Meetings

5.1 Regular meetings. Meetings of the Commission will be held the second Monday of every month at 6 p.m. at 210 State Street. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. An annual notice or regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*)

5.2 Special Meetings. Special meetings shall be called by the Chair, by any two members of the Commission, or by the Chair at the request of any non-member of the commission. Special meetings shall be properly notice in accordance with the Open Meetings Act.

5.3 Quorum. More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

5.4 Motions.

a.) Motions shall be restated by the Chair before a vote is taken.

b.) Findings of Fact. All actions taken in an administrative capacity (including but not limited to, special use permits, subdivisions, zoning, site plan review, planned unit developments, review and submission on another municipality's proposed plan, review and submission on a capital improvement, review of township zoning) shall include each of the following parts.

(1) A finding of fact, listing what the Commission determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, and untrue statements.

(2) Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.

(3) The Commission's action; recommendation or position, approval, approval with conditions, or disapproval.

5.5 Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. Except as provided herein, the affirmative vote of a majority of those present shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

5.6 Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by *Roberts Rules of Order Newly Revised,* (10th Edition, Perseus Publishing, New York, 2000 (ISBN 0-7382-037-6)) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert's Rules of Order*, then these Bylaws control.

5.7 Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.

a.) All public comments not specifically related to agenda items shall be provided at the beginning of the meeting in accordance with the agenda. Public comments on specific agenda items shall be called for at the appropriate time by the Chair.

b.) The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit.

5.8 Order of Business. Agenda. The Recording Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

a.) Call to order and Pledge of Allegiance.

b.) Roll call.
c.) Inquiry into potential conflicts of interest.
d.) Approval of agenda.
e.) Approval of the minutes.
f.) Call for public comment not related to agenda items.
g.) New business
h.) Old business
i.) Staff updates/Planning Commission general comments/Request for research items.
j.) Requests for future agenda items, research, or miscellaneous business.
k.) Adjournment.

5.9 Placement of Items on the Agenda.
a.) The City Planning Director/Zoning Administrator or City Manager may place items on the agenda with approval from the Chair.
b.) The Chair, Vice-Chair, any member of the Commission may request specific items be placed on the agenda.
c.) Any member of the public may request items be placed on the agenda, with prior approval from the Planning Commission Chair.

5.10 Minutes and Record. The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, which shall at a minimum include an indication of the following:
a.) Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*)
b.) Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence.

5.11 Retention. Commission records shall be preserved and kept on file in accordance with the State of Michigan

6.0 Committees

6.1 The Planning Commission may establish executive, ad-hoc, or citizen committees to assist the Commission in research, creation of neighborhood plans, to increase public involvement, or other specific purposes. Any committee established by the Commission may include not more than three Planning Commissioners. All committees are considered advisory and shall be required to follow the State of Michigan Open Meetings act.

7.0 Mileage and Per Diem

7.1 If requested, mileage shall be paid to members of the Commission at rates established by the City of Charlevoix for attending Commission meetings and other authorized meetings and trips to represent the City of Charlevoix. City Council may establish a per diem rate for Commissioners. Commissioners may be reimbursed for travel expenses to attend training sessions or conferences with prior authorization from the City Planner/Zoning Administrator.

8.0 Hearings

8.1 Plan Hearings. Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of an amendment to the City Council, the Commission shall hold at least one public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by at least one publication in a newspaper of general circulation within the city.

8.2 Any other hearings required by the Zoning Ordinance or special hearings requested by the Planning Commission shall be properly noticed in accordance with the City Zoning Ordinance, the Zoning Enabling Act, or Open Meetings Act.

9.0 Planning Commission Responsibilities

9.1 Planning Commission responsibilities and duties shall include all those delegated to the Commission by the Planning Enabling Act, the Zoning Enabling Act, the Land Division Act, Condominium Act and the City of Charlevoix Zoning Ordinance. Examples include but are not limited to:

a) Adoption and amendment to the City Master Plan and Parks and Recreation Master Plan.

b) Review of adjacent, or contiguous, local government plans from surrounding townships or Charlevoix County.

c) Review of the annual Capital Improvement Plan (CIP) and subsequent recommendation to City Council.

d) Review of new capital improvement projects not included in the annual CIP as defined by the adopted Capital Improvement Review Policy. (Resolution 2013-10-02 adopted on October, 21 2013)

e) Recommendations to City Council on zoning map and text amendments, Level B Site Plan Reviews, PUDs, and Site Condominiums.

f) Review and decision on Special Use Permit applications.

9.2 The Planning Commission may make other decisions or recommendations pertaining to land use if requested by City Council or the general public.

9.3 All powers of the zoning commission have been transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act.

10.0 Adoption, Repeal, Amendments

10.1 Upon adoption of these Bylaws of May 12, 2014, they shall become effective and all previous Bylaws, shall be repealed.

10.2 The Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.

10.3 These Bylaws may be added to, amended or repealed in whole or in part. Proposed changes to these Bylaws must be submitted in writing to the members of the Planning Commission at least one (1) month in advance of the meeting at which the proposed changes will be considered. A majority vote of the entire Planning Commission members, regardless of any vacancies, shall be required to amend these Bylaws. OR A vote of two-thirds (2/3) of the Planning Commission members present shall be required to amend these Bylaws.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Prioritizing Exercise

DATE: April 9, 2018

BACKGROUND

I know you have prioritized your goals in the recent past, and I'm sorry to put you through it yet again. There were many, separate lists in the records as I came on board, and I didn't know which to focus on first. I have compiled them all into one master list that we can discuss. Included in the packet is the list and a blank sheet of four quadrants. Together we will assign each item on the list to a quadrant on the sheet and then discuss the top priority in each box.

ATTACHMENTS:

- To Do List
- Quadrant Sheet

City of Charlevoix
Compiled To-Do List by Category
March 12, 2018 Meeting

Administration

- Site Plan Review article overhaul
  - There is a list of over a dozen items to address, change, or consider for the SPR article.
- Joint meeting with other jurisdictions
  - Set agenda, choose date, send invites
  - This is relatively easy to do, and will likely generate more work for PC
- Review nonconformities
  - This was on list from Denise Cline's review of ZO

Zoning Districts/Development Standards

- Review Residential Districts
  - Housing flexibility – allow for different housing types where appropriate
  - Accessory building heights
  - Lot sizes
  - Lot coverage standards
  - Review residential uses and dimensional requirements
  - Include state licensed residential facilities
- Review landscaping standards
  - From fall 2017 list
- Review B&B and other transient housing standards/definitions
  - This was on list from Denise Cline's review of ZO
- Review Home Business levels and standards
  - This was on list from Denise Cline's review of ZO
- Review Wind Energy Conversion Systems
  - This was on list from Denise Cline's review of ZO

City Ordinance/Issues

- Long term rental
- Create opportunities for parking requirements flexibility
  - Request from city hall

RRC

- Prioritize city owned properties for redevelopment
  - Develop vision for each parcel
  - Gather info on each parcel
  - Create guide to development that explains policies, procedures, and steps to approval.

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	Low Impact	High Impact
High Effort		
Low Effort		