

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

MONDAY, MARCH 11, 2019 AT 6:00 PM in the Council Chambers, 210 State Street, Charlevoix, 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 11, 2019 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Public Hearing: Zoning Ordinance Amendment 2019-001 - RV Storage, Sign Illumination, Miscellaneous Housekeeping
 - 2. Public Hearing: Zoning Ordinance Amendment 2019-002 - Accessory Dwelling Units
 - 3. Historical Society Sign Request
 - 4. Housing Article
- H. Old Business
 - 1. Short-Term Rental Discussion
- I. Staff Updates
- J. Requests For Next Months Agenda or Research Items
- K. Adjournment by 8:00 PM unless extended by a motion.

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: Planning Commission

FROM: Kathy Egan

SUBJECT: February 11, 2019 Minutes

DATE: March 11, 2019

ATTACHMENTS:

- ▣ February 11, 2019 draft meeting minutes

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, February 11, 2019 - 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: Ben Edwards, Toni Felter, Brian Gelb, Dennis Halverson, Jennifer Muladore, Phillip Parr, RJ Waddell
Members Absent: Rick Golding
Staff Present: Kathy Egan, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

Chair Chamberlain stated that his former company's name was on the drawings for the Irish Boat Shop, but he did not feel that this was a conflict.

D. Approval of Agenda

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

E. Approval of the Minutes

1. January 14, 2019 Minutes

Motion by Member Felter, second by Member Gelb to approve the minutes of January 14, 2019 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Site Plan review: Irish Boat Shop CYC, 220 Ferry Avenue

Zoning Administrator Scheel stated the proposed project was a Level B Site Plan Review for a multi-use facility to become the new home of the Charlevoix Yacht Club on the second floor. The main floor will support a new bath and laundry for the marina and a venue for special events. The existing bath facility and parking areas will be removed. Administrator Scheel stated that the information given shows that the building height and setbacks all meet the Ordinance requirements. He did not waive any requirements on the site plan.

Michael Esposito, President of Irish Boat Shop, gave a brief history of his company and noted that this plan was in the works for seven years.

Andre Poineau described the design process. He stated that there was 29' to the peak from the existing site and the ridge of the upper floor of the building was only 57' long. He stated that they were asking for some relief from the median landscaping requirements. Mr. Poineau responded to questions from the Commission members regarding parking, stormwater runoff, and permeable pavement for part of the parking lot.

The public hearing was opened.

Jim Avee, President of the Marina Bluff Association, stated that their concern was the height of the proposed project, but it sounded like the height was within Ordinance. He stated that they also were concerned with the height of trees being planted as to not impede their lake views.

Administrator Scheel stated that there were letters that were emailed to the Commission regarding the project. He explained that three of the letters were from the neighboring Foster Condominiums and they were concerned about the view corridor, increased noise from the trash dumpster location and the air conditioning units, 10' side yard setback adjacent to the condos, and the building blocking the sun. He stated the site was 80' from Foster Boat Works and then another 23' to the building. Discussion followed regarding a proposed curfew for events being 11:00 p.m.

The public hearing was closed.

Chair Chamberlain and Administrator Scheel proceeded to review the Findings of Fact in detail and the Commission found that everything was in compliance. Chair Chamberlain stated that there was the issue of a curfew time for events taking place at the facility. Administrator Scheel asked the Chairman to include a condition "to formally waive 5.81.8 (B) 1 & 2 the parking lot landscaping". Chair Chamberlain suggested two conditions: that the parking lot landscaping island standard be waived, and that the project has to comply with the City's noise ordinance.

Motion by Member Felter, second by Member Gelb to approve Project 2019-1 with the conditions identified, based on specific findings of fact that prove the project does meet the review standards in Section 5.120. Motion passed by unanimous voice vote.

Administrator Scheel stated that there was also a Site Condominium application for the same development. He noted that the Zoning Ordinance required the City Council to make the final decision after a recommendation from the Planning Commission.

Motion by Member Felter, second by Member Waddell that the Planning Commission recommends Site Condominium development as proposed with the Findings of Fact. Motion passed by unanimous roll call vote.

2. Zoning Ordinance Amendment 2019-001

Planner Egan reviewed the amendment which contained several miscellaneous changes to the Zoning Ordinance including definitions of building height, dwelling unit, accessory dwelling unit (ADU) and family; outdoor storage of RV's; sign illumination and to prepare some sections to allow for ADUs.

Motion by Member Parr, second by Member Muladore to schedule Ordinance Amendments 2019-01 and 2019-02 for legal review and to set a Public Hearing to be held on March 11, 2019 at 6:00 p.m. Motion passed by unanimous voice vote.

3. Zoning Ordinance Amendment 2019-02, Accessory Dwelling Units

Item addressed under G.2.

H. Old Business

I. Staff Updates

1. New City Code Book

Planner Egan stated that the City Code, which include the Zoning Ordinance, have all been re-codified into a new format which will likely be adopted soon by the City Council.

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

Administrator Scheel stated that the Historical Society is proposing some additional signage and the City Manager would like the Planning Commission to provide a recommendation to City Council.

Planner Egan stated that at their next meeting she should have some changes to short-term rentals. She stated City Council was pro long-term housing which may mean tightening up the short-term rental regulations.

Administrator Scheel noted that the Zoning Board of Appeals unanimously agreed with him regarding a zoning permit that he issued on Dixon Avenue.

K. Adjournment by 8:00 p.m. Unless Extended by Motion

Motion by Member Felter, second by Member Parr to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:23 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Public Hearing: Zoning Ordinance Amendment 2019-001 - RV Storage, Sign Illumination, Miscellaneous Housekeeping

DATE: March 11, 2019

BACKGROUND

For this Zoning Ordinance amendment there are three attachments:

1. A chart of the proposed changes
2. RV storage language with legal review edits
3. Sign Illumination language as seen last month (legal has no review edits)

The steps for the public hearing will be:

1. Introduction of the amendment from the Planner, Kathy Egan
2. Planning Commission questions related to the amendment
3. Public hearing/public comment
4. Planning Commission discussion
5. Decision: One of four options -
 - Recommendation of adoption to the City Council
 - Recommendation of adoption to the City Council with changes made at meeting
 - Decision to not recommend adoption to the City Council
 - Postpone decision to a specific date and time

ATTACHMENTS:

- ▢ Chart of proposed amendments
- ▢ Draft RV Storage language with legal edits
- ▢ Draft Sign Illumination language

City of Charlevoix
Zoning Ordinance Amendments - Housekeeping
2/11/19 PC Meeting

Old ZO		New ZO				
Page No.	Section Number	Page No.	Section Number	Topic	Language	Notes
5	5.6	28	153.005	Amend Building Height Defintion	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 and elevator equipment, 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.)	to allow for roof mechanicals above building height
8	5.7	31	153.005	Amend Dwelling Unit Definition	Dwelling Unit. A building or portion of a building, designed for use and occupancy by individuals, or one family, for living, kitchen and bathing and sleeping purposes and with housekeeping facilities. A recreational vehicle, vehicle chassis or tent is not considered a dwelling.	clarification
8	5.7	31	153.005	Add Accessory Dwelling Unit Defintion under "Dwelling Unit"	Dwelling, Accessory (ADU). A second unit on an owner-occupied single-family parcel that is a minimum of three-hundred (300) and less than six-hundred-fifty (650) square feet and is either attached to the principal dwelling or in a separate structure on the same parcel.	add new ADU defintion
9	5.8	32	153.005	Amend Family Defintion	... A collective number of individuals, domiciled together in one (1) dwelling unit whose relationship is of a continuing, non-transient domestic character, and who cook and live as a single nonprofit housekeeping unit...	correct contradiction with STR (strike one word and keep everything else)
39	5.46(1) (f)	79	153.116 (A) (6)	Strike access bldg yard coverage standard	The total area of all accessory buildings and structures on a lot shall not occupy more than 25% of the rear yard.	already covered in lot coverage maximums which do include parking
41	5.46(3) (a) (3)	81	153.116 (C) (3)	Strike B&B parking standard	Off street parking shall include a minimum of five parking spaces. Required parking shall be accessible at all times.	strike off street parking requirement

City of Charlevoix
Zoning Ordinance Amendments - Housekeeping
2/11/19 PC Meeting

Page No.	Section Number	Page No.	Section Number	Topic	Language	Notes
41	5.46(3) (a)(5)	81	153.116 (C) (5)	Amend B&B signage (strike all and replace)	Signage shall be subject to the requirements of ' '153.205 through 153.219.	refer to sign section
85	5.73	118	153.153(C)	Amend Outdoor Storage	Replace entire section on RV Storage with Attachment #1	update of RV stoorage
86	5.78(3)	119	153.158(C)	Amend Renting of Residential Properties to allow for STR and more housing	Strike (C): Accessory structures may not be rented to separate indivuals or groups.	allows for ADUs
86	5.78(4)	119	153.158(D)	Amend Renting of Residential Properties to allow for STR and more housing	Strike (D): Short term renting of individual rooms to separate individuals or groups is prohibited and shall be considered a bed and breakfast, which requires a special land use approval under ' '153.250 through 153.0257 of this chapter.	allows for STRs
86	5.78(5)	119	153.158(E)	Amend Renting of Residential Properties to allow for STR and more housing	Long-term renting of no more than one individual room in within a residential structure is permitted, as long as the structure is owner-occupied.	allows for renting more than one room
117	5.105(4)	143	153.207(D)	Amend Sign Illumination and Lighting section	Replace entire section with Attachment #2	allows for more modern sign illumination methods

Attachment #1

“ 153.153(C) Outdoor Storage

(C) Recreational Vehicle Storage

- (1) All recreational equipment and vehicles shall be maintained in good condition, shall be operable and shall have a current license and/or registration.
- (2) Recreational equipment and vehicles parked or stored outside shall not be connected to electricity, water, gas or sanitary facilities for living or lodging purposes other than allowed for in “ 153.153.(C)(9)
- (3) The parking and/or storage of buses and converted buses in excess of 18 feet in length, and boats in excess of 30 feet in length, is prohibited.
- (4) A suitable covering shall be placed over all boats whenever stored outside.
- (5) Outdoor storage of not more than two recreational equipment or vehicles shall be permitted on any parcel of property.
- (6) Recreational equipment and vehicles shall be parked completely in an enclosed structure or within the side or rear yards, except that they may not be parked in required setbacks, and such recreational equipment or vehicles units shall not be closer than five feet from any lot line, unless otherwise provided by this section.
- (7) Such recreational equipment or vehicles units shall be placed or parked on a lot with a principal building, structure or use unless it is a lot which is attached to an occupied lot under the same ownership.
- (8) Recreational vehicles or recreational equipment may be parked or placed within any front yard or within a public right-of-way where on-street parking is permitted for a period not to exceed 48 hours for loading and unloading or in the process of normal maintenance and cleaning.
- (9) Recreational equipment and vehicles may be used for living or lodging purposes on a parcel with a principal building for no more than seven days within any 60-day period.

Attachment #2 (Sign Illumination and Lighting)

(D) *Illumination and lighting.*

(1) For the safety of the general public, no unshielded lights, or lights directed upward or horizontally at sign faces, flashing lights, scrolling or moving electronic lights, or other distractive devices may be used in conjunction with any sign or business.

(2) Each sign, which is artificially illuminated, shall have the light source shielded from the direct vision of individuals using adjacent roadways, properties, or sidewalks.

(3) Signs shall not emit light directly into the sky. The light source shall not be positioned so that the center of the light source exceeds more than 45 degrees from ground level.

(4) Illumination by bare bulbs or flames is prohibited.

(5) Underground wiring shall be required for all illuminated signs that are not attached to a building.

(6) External neon signs no larger than two square feet in sign face area are allowed in the GC (General Commercial), CBD (Central Business District) and CH (Commercial Hospitality) Zoning Districts only.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Public Hearing: Zoning Ordinance Amendment 2019-002 - Accessory Dwelling Units

DATE: March 11, 2019

BACKGROUND

There is one document for this proposed Zoning Ordinance amendment and it does include the edits recommended by the legal review. Changes to current Zoning Ordinance are in red and the legal review suggestions are in blue.

The steps for the public hearing will be:

1. Introduction of the amendment from the Planner, Kathy Egan
2. Planning Commission questions related to the amendment
3. Public hearing/public comment
4. Planning Commission discussion
5. Decision: One of four options -
 - Recommendation of adoption to the City Council
 - Recommendation of adoption to the City Council with changes made at meeting
 - Decision to not recommend adoption to the City Council
 - Postpone decision to a specific date and time

ATTACHMENTS:

- ▣ ADU Draft Amendment

City of Charlevoix Planning Commission
Draft Zoning Ordinance Amendment to allow ADUs
February 11, 2019 Meeting

ITEM #1

Old Ordinance Reference: p23 Section 5.25 (2)

New Ordinance: p64 Section 153.070(B)

R2, Medium Density Single Family Residential District. The R2 District has the same intent as the R1 District, but allows a slightly higher residential **density** by permitting smaller minimum **lot areas** and opportunities for additional dwelling units on a parcel.

ITEM #2

Old Ordinance Reference: p24 Section 5.26

New Ordinance Table 153.071 p65 – add two new listings under "Dwellings"

Portion of Table

Dwellings	Single family, detached	P	P	P	P	P	Section 5.47(1)
	Single family, attached	-	-	P	P	P	Section 5.47(1)
	Two family	-	-	P	P	P	
	Multiple family	-	-	-	P	P	
	Accessory Dwelling Unit	-	P	-	-	-	Section 153.116(D)
	Home Conversion	-	P	-	-	-	Section _____

ITEM #3**Old Ordinance Reference: p25 Section 5.27 Add new Table 5.27(3)****New Ordinance p67: add new Table after' 153.072(B) and renumber the rest of the section****Create chart:**

Table 153.072 (c) Dimensional Requirements: Square footage for accessory dwelling units and home conversion units

Zoning District	Floor Area (sq. ft.)	
	Minimum	Maximum
R2	300	650

ITEM #4**Old Ordinance Reference: p57 Section 5.47 (4)****New Ordinance p92: add new section 153.117(D)**

153.117 ~~153.117~~ (D) Accessory Dwelling Unit (ADU).

(1) Accessory dwelling unit means a smaller, secondary home on the same lot as a principal dwelling. ADUs are independently habitable and provide the basic requirements of shelter, heating, cooking and sanitation. There are 2 types of accessory dwelling units:

(a) Accessory dwelling in an accessory building (examples include converted garages or new construction).

(b) Accessory dwelling that is attached or part of the principal dwelling (examples include converted living space, attached garages, basements or attics; additions; or a combination thereof).

~~(1)~~(2) ADUs are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this ordinance. ADUs are considered an accessory building and shall fit within the standards of ⁴ 153.116(A) which covers both attached and detached ADUs. All ADUs are required to obtain a zoning permit prior to construction.

~~(2)~~(3) In districts that allow ADUs, they may be allowed on any legal parcel of record as of January 1, 2019, and there shall be an existing principal residential use on the parcel.

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~~(3)~~(4) At least one of the units on the parcel shall be occupied by an owner with at least 50% interest in the subject property. The owner shall occupy either the principal dwelling unit or the ADU as their permanent residence via Michigan homestead exemption. An ADU shall not be sold independently of the primary dwelling on the parcel. Short term rentals of ADUs shall only be allowed in compliance with the standards and requirements of this Zoning Ordinance and the City of Charlevoix's Code of Ordinances.

~~(4)~~(5) The minimum square footage of an ADU is 300 square feet. The maximum square footage of an ADU is 650 square feet.

~~(5)~~(6) A permanent foundation is required.

~~(6)~~(7) The maximum lot coverage for parcels with an ADU may be increased to a maximum of 50% when stormwater runoff equivalent to 20% of the lot coverage area is collected in rain barrels, rain gardens, or is mitigated via porous concrete or other materials on the parcel.

~~(7)~~(8) The ADU shall be designed so that the appearance of the structure maintains that of a single-family dwelling.

~~(8)~~(9) Any exterior staircases that provide access to a second floor ADU shall not be on the front of either the principal dwelling or the ADU.

~~(9)~~(10) Dimensional Requirement Modifications. Under some circumstances certain dimensional requirements modifications may be granted by a Special Land Use Permit after a site plan review by the Planning Commission. Application for modifications may be applied for new construction or pre-existing structures built prior to 2019 that are located within the required setbacks of the district. In order to grant a Special Land Use ~~permit~~permit for any modifications all of the following must be met:

- (a) That any walls within the setback areas comply with applicable building and fire codes.
- (b) That a setback requirement of a minimum of 5 feet from the side and rear property lines shall be required.
- (c) The location and design of the ADU maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, or parking of adjacent properties.
- (d) Windows on the ADU that impact the privacy of the neighboring side or rear yards have been minimized or screened.

ITEM #5**Old Ordinance Reference: p102 Section 5.92.(8)****(New Ordinance p132 Section 153.187)**

Portion of Table. Parking and Access Requirements by Use

Table 153.187 Parking and Access Requirements by Use	
Use	Number of Parking Spaces
Residential Uses	
Bed and breakfast	See Section ' 153.116(C)
Boarding, rooming house, principal dwelling with ADU, home conversion	Minimum of two (2) off-street spaces required.
Dwellings above first floor businesses	One (1) space per dwelling unit .
Multiple family residential dwellings	Minimum of two (2) off-street spaces required.
Senior apartments and senior independent living	One-half (0.5) space per unit, and one (1) space per employee. Should units revert to general occupancy, the requirements for multiple family residential dwellings shall apply.
Single family and two family dwellings	Minimum of two (2) off-street spaces required.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Historical Society Sign Request

DATE: March 11, 2019

BACKGROUND

There are four attachments for this agenda item:

ATTACHMENTS:

- ▣ 01 Request Letter
- ▣ 02 Sign Locations
- ▣ 03 Sample Sign
- ▣ 04 Sample Sign Content

February 28, 2019

Charlevoix City Planning Commission
City of Charlevoix

Re: Historic Interpretive Signs Project

Dear Commissioners,

The Charlevoix Historical Society has been working with the Main Street Design Committee on a project to design and install interpretive historic signs to tell the story of Charlevoix's history to visitors and residents walking through downtown, along the channel and at the Train Depot.

The proposed sign proof is in Exhibit 1. The panel is 3'x3', and the posts are 66" high. The signs are constructed mostly of aluminum and acrylic to be extremely durable. They are either one- or two-sided, depending on the orientation of the location.

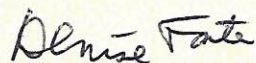
The proposed seven (7) signs are designed to fit with the City's Wayfinding signs and branding, are designed by the same provider, Prolmage Design, and will be placed in strategic locations. The locations are selected along themes depicting Charlevoix's history, and are placed in high-foot traffic spots, but situated so that they do not block views of the water. (Ref. Exhibits 2 and 3) In each case, the signs will depict what would have been seen from the respective location in the 19th or early to mid-20th century.

The sign costs range from \$1,900 to \$3,100, and the total project budget is \$18,500. Funding is committed or being sought from a variety of sources, including private individuals, foundation grants and potentially service organization grants and DDA sponsorship.

All of the proposed sign locations are on public property, with the exception of #6, which is MDNR property, and the Train Depot, which is the property of the Charlevoix Historical Society. This space is open to, and very visible to, the public. Permission will be required from the MDNR.

With this letter, we are requesting approval to have these signs erected in the designated locations, which have been reviewed and accepted by the City Zoning Administrator, Jonathan Scheel, with no associated permit fees.

Sincerely,



Denise Fate, President

cc: L. Dotson
M. Heydlauff
J. Scheel



#1: Round Lake Marina north end: grassy area north of Harbor Masters office, 2-sided placed perpendicular to sidewalk.
N-facing: "Round Lake West Waterfront and East Park"
S-facing: "Round Lake Vessels and Venetian Parade"



#2: Round Lake south end: plaza above amphitheater . Two one-sided panels on one v-shaped sign with center post in back stone corner.
Left: "East Park Marina Transformation"
Right: "Round Lake From Commercial to Pleasure Boating"



#3 Bridge park, on pavers aligned with vent towers near drive overlooking harbor master office, perpendicular to Bridge St and walk. 2-sided
N-facing: "Round Lake Lumbering and Fishing"
S-facing: "Bridge Park and Bridge Street" (from 1870s)



#4: One-sided, placed in grass near walkways, N-facing towards the bridge
"Bridges & Channel"



#5 at base of Hoffmann park on channel (2-sided)
E-facing: "Pine River Channel Maritime Development"
W-facing: "Along the Channel Entertainment, Industry and Lodging"

#6 at base of stairs to Water Tower Park (2-sided):
E-facing: "Channel and Vessels"
W-facing: North and South Pier area





#7 "Train Depot and Railroad", 2-sided, in grassy area between parking areas

NORTH face

SOUTH face

CHARLEVOIX TRAIN DEPOT
Built 1892, donated to the Charlevoix Historical Society 1992.
It is a designated Charlevoix local historic district.





1892
The Charlevoix Train Depot was built in 1892 by the Chicago & North Western Railway. It was the first depot built in Charlevoix and served the community for many years.



1905-1910
The depot was expanded in 1905-1910 to accommodate the growing passenger service. The new addition included a waiting room and a baggage room.



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1992
The depot was donated to the Charlevoix Historical Society in 1992. It is now a designated local historic district and is open to the public for tours.



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THE RAILROAD BRIDGE, THE TRAINS, AND THE NATATORIUM





1892
The railroad bridge was built in 1892 by the Chicago & North Western Railway. It was the first bridge built in Charlevoix and served the community for many years.



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PLEASE CHECK ALL INFORMATION CAREFULLY

TRAVERSE CITY • PETOSKEY • TORCH RIVER • 231-322-8052

CLIENT:	DESCRIPTION:	APPROVED BY:	APPROVAL DATE:
Charlevoix Historical Society	Interpretive Display Signage		

Pro Image Design will make changes ONE time after production of initial concept, from that point any revisions will be billed at \$85 per hour. This preparatory /and/or art work created or furnished by PRO IMAGE DESIGN shall remain their exclusive property and no use of the same shall be made, nor ideas obtained from be used. If reproduction does occur, PRO IMAGE DESIGN expects to be reimbursed any and all costs incurred in compensation for time, materials, and effort entailed in creating these plans. — All artwork is the property of Pro Image Design • Copyright 2016





Lake Michigan Beach Area, Lighthouse & Piers

A U. S. government fish hatchery was established in Charlevoix in 1917. When it opened, this was the largest Federal hatchery in the United States. Today the building serves as the State of Michigan's Charlevoix Fisheries Research Station.



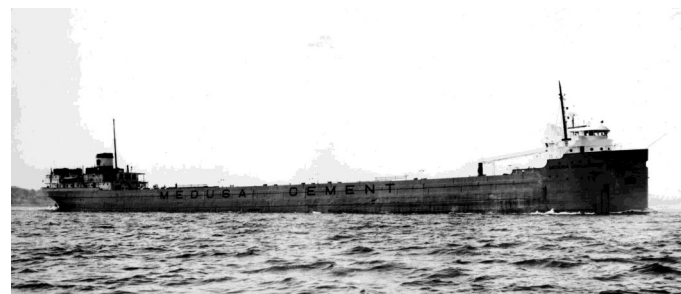
The first regulation lighthouse was built in 1885 at the end of the north pier, made of wood and painted white. An elevated wood trestle connected it to the shore. The lighthouse was moved to the south pier in 1911 and painted red. By 1948 it had deteriorated almost to the point of collapse and was replaced by the steel structure still there today.

The Life-Saving Service (later named the Coast Guard) station was commissioned here in 1900, and built in 1901 on what is now the open land adjacent to the fisheries research building. The station was a presence in Charlevoix until the Coast Guard moved across Round Lake to the entrance into Lake Charlevoix in 1962. The building was razed in 1965 and the land reverted to the city.



By the end of the 19th century, the rotted wood trestle of the north pier needed to be replaced by a metal one that ran the full length of the boulders that constituted the first two-thirds of the pier's length. After subsequent replacements came and went, the current all-concrete structure was put in place in the 1980s.

On the bluff above the Life-Saving station rose Charlevoix's first water tower in 1906. It stood well over 100 feet tall and became a mariner's landmark, seen for over twenty miles out in Lake Michigan. The tower lasted for nine decades until the badly aged structure was pulled down in 1995.



Launched in 1906, the 552-foot *Challenger* was one of the largest lake freighters ever to sail the Great Lakes. She became the official cement carrier for the Medusa Cement Company plant on South Point in 1967. The *Challenger* was decommissioned in 2013 after 107 years of service. Only the vessel's gigantic propeller remains in Charlevoix along the south channel walkway.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Housing Article

DATE: March 11, 2019

BACKGROUND

This link is to an article I came across that spoke directly to the work you are doing with regard to housing. It is conformation that you and the City Council are on the path to your goal of getting zoning out of the way of creating more opportunity for housing.

<https://www.strongtowns.org/journal/2019/2/27/8-things-your-town-can-do-to-add-more-housing-without-spending-a-dime>

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Short-Term Rental Discussion

DATE: March 11, 2019

BACKGROUND

Jonathan and I pulled together some discussion points with regard to short-term rentals for you to consider.

ATTACHMENTS:

- ▣ Short-Term Rental Memo

City of Charlevoix Planning Commission
Short Term Rental Discussion
March 11, 2019 Meeting

To further the 2019 priority of the City Council with regard to providing year-round housing for the citizens of Charlevoix, they are asking the Planning Commission to review the short-term rental provisions of the Zoning Ordinance.

- The City Council wants to provide for all housing types in the city.
- At the same time the Council is concerned with the universal trend of converting long-term housing into short-term rentals. This is in direct competition for year-round housing availability.
- Charlevoix County has the fourth highest number of STRs in Michigan (of 83 counties).
- Charlevoix County holds 21% of the STR listings in the NW 10 county region.
- Michigan's STR online listings have grown 233% from 2016 to 2018.
- Charlevoix's simple registration provisions have been in effect for one year and the management of the program has been straightforward.

Staff has provided the following discussion points for the Planning Commission to discuss and recommend if/how they should be incorporated into Charlevoix's current STR requirements.

- Limit STRs
 - One STR allowed per parcel
 - One permit per person
 - Reduces ability to purchase multiple dwellings as investment properties
 - Allow only in certain districts
 - Maximum number of permits
- Require that STR be in a permanent structure
 - This would insure that RVs and tents wouldn't begin to be used on properties
- Move from registration to permit process
 - Annual permit renewal vs permit valid for 2 or 3 years
 - Would begin charging a fee to offset cost of administration/enforcement
- Begin inspection program for all rentals
 - Different levels of inspection
- Posting Requirements
 - Permit
 - City rules
 - Good Visitor Guide