

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

MONDAY, MAY 13, 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. April 8, 2019 minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Public Service Facility Presentation
 - 2. Annual Report
- H. Old Business
 - 1. Recreational Vehicle Storage
- 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: April 8, 2019 minutes

DATE: May 13, 2019

ATTACHMENTS:

▣ Draft April 8, 2019 minutes

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, April 8, 2019 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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, David Gray, Dennis Halverson, Jennifer Muladore
Members Absent:	Phillip Parr, RJ Waddell
Staff Present:	Kathy Egan, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Agenda approved as presented.

E. Approval of the Minutes

1. March 11, 2019 Minutes

Motion by Member Edwards, second by Member Halverson to approve the minutes of March 11, 2019 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Draft R2 Housing Standards

Planner Egan reviewed in detail the recommended changes to the standards.

Member Gelb arrived at this time.

Discussion followed regarding the number of rooms allowed in a rooming/boarding house, number of bedrooms that could be rented in owner-occupied homes, home conversions, approved egress, new section on single-family and multi-family dwellings, aesthetics of new homes fitting in with the existing character of the neighborhood, and downtown area development requirements. Chair Chamberlain suggested that the draft standards be given a legal review before scheduling review of the standards for a possible joint meeting with the City Council, and the Commission concurred.

Zoning Administrator Scheel stated he mapped City-owned properties with property sizes and zoning. This included five small residential properties as well as the back half of the senior complex off Garfield which could potentially have 50 units.

Motion by Member Halverson, second by Member Gelb to have the City Attorney conduct a legal review of the proposed changes to the R2 housing standards. Motion passed by unanimous voice vote.

2. Draft Amendment – Parking (Sections 153.185)

Planner Egan reviewed in detail the proposed changes to the parking section of the Zoning Ordinance. Discussion continued regarding use and number of parking spaces required, shared parking, removing the payment in lieu of parking procedures program, and the City leasing eleven parking spaces in the downtown lots (\$1,000 per lot per year). Planner Egan felt that these changes did not need legal review. There was discussion also regarding parking issues related to snow removal.

H. Old Business

I. Staff Updates

1. STR Next Steps

Zoning Administrator Scheel stated that he received a Zoning Board of Appeals request for 906 Bridge Street (50' x 120' lot.) There is an old duplex now and the owner wants to put a triplex with a smaller footprint on the lot. They would be asking for a side setback variance and a variance for the required five parking spaces. He indicated this request shows the Commission what they could face in the future.

Zoning Administrator Scheel stated that there were about 75 homes registered as short-term rentals and he described the map he prepared showing their location. He stated that there were 180 short-term rentals based on listings on sites such as Airbnb. He also felt there was another category of short-term rentals where people do not advertise their units. He stated that the City Manager directed him to write a separate short-term rental ordinance which could include a registration fee, inspections, and police powers.

Zoning Administrator Scheel stated he received a site plan for an Airport hangar and discovered that there were no standards and regulations for such a building. He stated that he found very clear language in the Airport Ordinance that hangars are approved by the Airport Manager. Discussion followed regarding the need for Airport standards, that hangars were approved by the Airport Manager, and the need for a Master Airport Plan.

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

Planner Egan stated that she will have the Annual Report ready for the next Commission meeting.

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

Motion by Member Halverson, second by Member Gray 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 Service Facility Presentation

DATE: May 13, 2019

BACKGROUND

OHM, the consultant company hired by the City to design the new public services facility would like to present the project to the Planning Commission. This is not a formal site plan review because the city doesn't have to go through the review process. The Planning Commission should, however, review the plans with regard to "location, character, and extent" (according to the Michigan Planning Enabling Act) to see if the expenditure of public monies is in alignment with the Master Plan.

ATTACHMENTS:

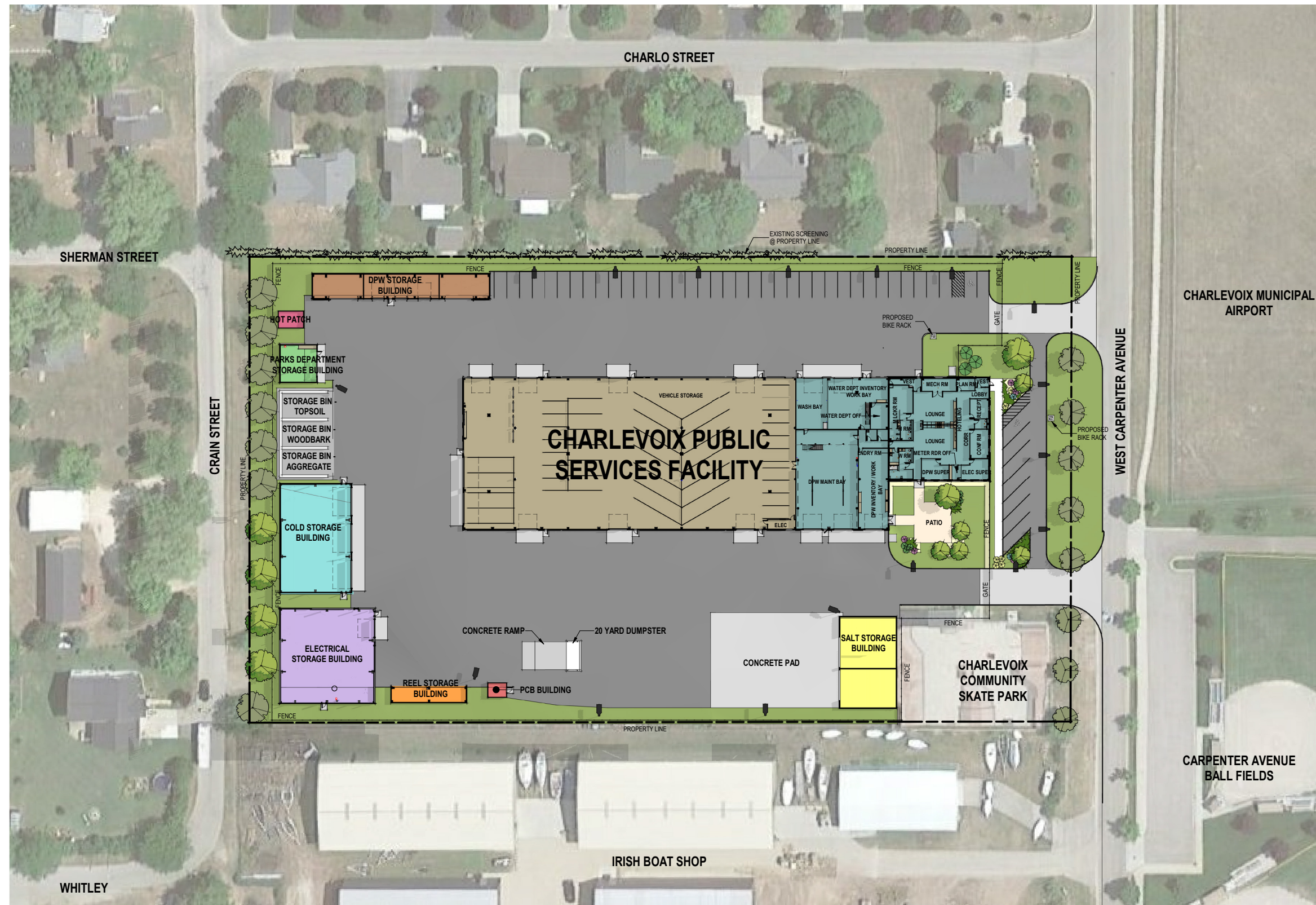
- ❑ Public Service Facility Renderings
- ❑ Site Plan
- ❑ Main Building Elevations
- ❑ Salt Storage Bldg Elevations
- ❑ PCB Bldg Elevations
- ❑ Reel Storage Elevations
- ❑ Electrical Bldg Elevations
- ❑ Cold Storage Elevations
- ❑ Parks Dept Storage Elevations
- ❑ DPW Cold Storage Bldg Elevations



CITY OF CHARLEVOIX
PUBLIC SERVICES FACILITY

PLANNING COMMISSION MEETING
MAY 13, 2019





- LEGEND**
- COLD STORAGE BUILDING
 - DPW STORAGE BUILDING
 - ELECTRICAL STORAGE BUILDING
 - HOT PATCH
 - MAIN BUILDING OFFICE
 - MAIN BUILDING VEHICLE STORAGE
 - PARKS DEPARTMENT STORAGE BUILDING
 - PCB BUILDING
 - REEL STORAGE BUILDING
 - SALT STORAGE BUILDING
 - STORAGE BIN - AGGREGATE
 - STORAGE BIN - TOPSOIL
 - STORAGE BIN - WOODBARK
 - SITE LIGHTING FIXTURE (ENLARGED FOR ILLUSTRATION PURPOSES)
 - TREES (PROPOSED)
 - TREES (EXISTING)
 - BUSHES
 - MISCELLANEOUS VEGETATION (PROPOSED)
 - MISCELLANEOUS VEGETATION (EXISTING)
 - CONCRETE

N **SITE PLAN**
1" = 40'-0"







JOB BENCHMARK #201 YELLOW BENCH TIE	ELEV 637.88
JOB BENCHMARK #202 YELLOW BENCH TIE	ELEV 638.51
TRAVERSE POINT #101 N 727997.89 E 1945338.91	ELEV 640.98
TRAVERSE POINT #102 N 727630.68 E 19453298.45	ELEV 640.79

PLANT MATERIALS SCHEDULE					
KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
AC	5	AMELACHIER CANADENSIS	SERVICE BERRY	6'-8" HT	CONTAINER OR B & B
AG	26	ANDROPOGON GERARDII	BIG BLUESTEM GRASS	3 GALLON	CONTAINER
ANC	36	ANEMONE CANADENSIS	ANEMONE	1 GALLON	CONTAINER
AR	9	ACER RUBRUM	RED MAPLE	2 1/2"	B & B
H	31	HELOPSIS SP.	FALSE SUNFLOWER	1 GALLON	CONTAINER
TC	3	TSUGA CANADENSIS	EASTERN HEMLOCK	6'-8" HT	B & B

FURNISHING AND PLANTING THE TREES LISTED IN THIS SCHEDULE INCLUDED IN LANDSCAPE PLANTING PAY ITEM.
PROVIDE 1 YEAR WARRANTY FOR ALL TREES.

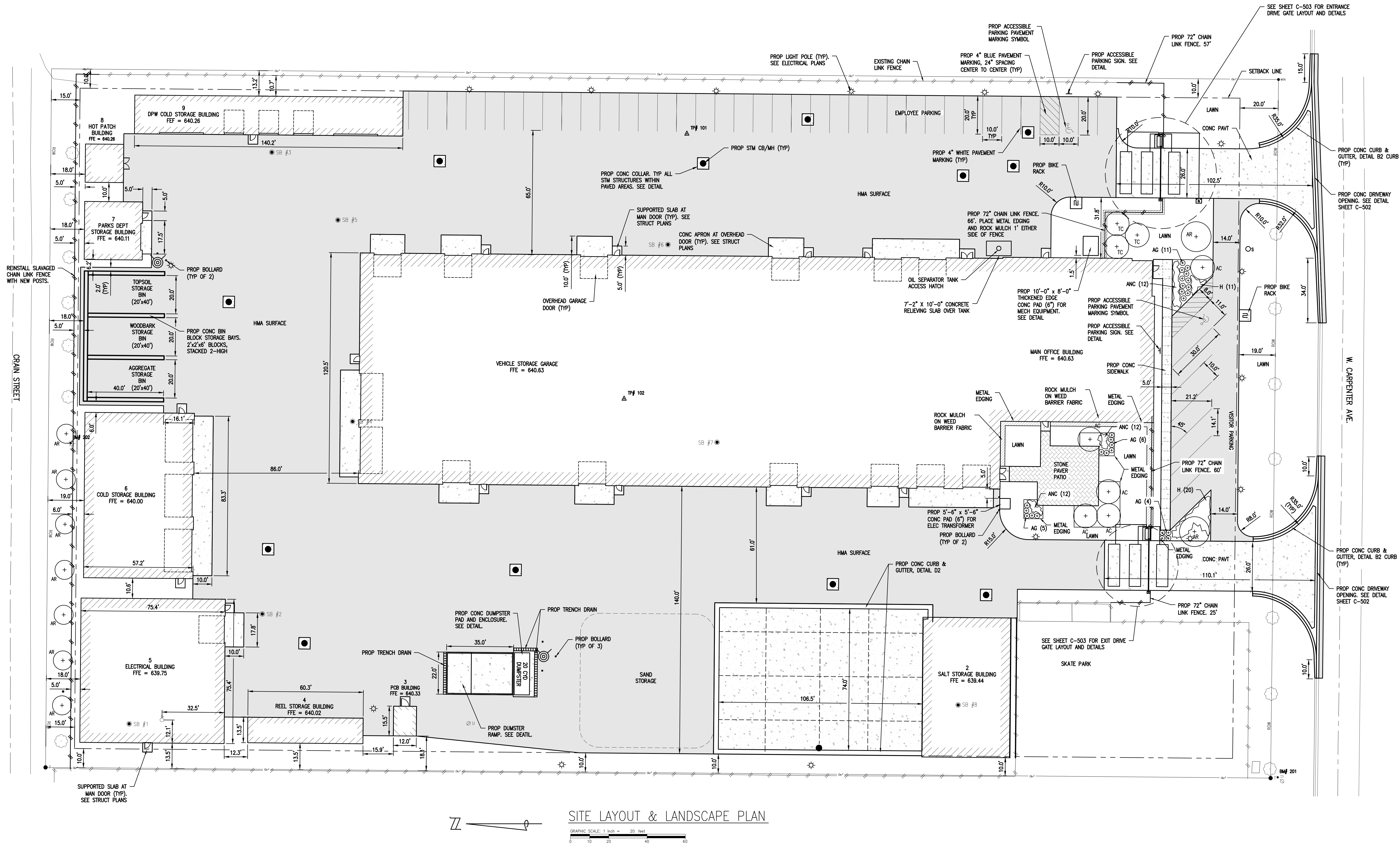
SITE DEVELOPMENT DATA	
PROPERTY DESCRIPTION & REQUIREMENTS	
ZONING DISTRICT	= P - PUBLIC FACILITIES
PROPERTY ID	= 052-227-015-00
LOT SIZE	= 233,845 SFT (5.37 ACRES)
MAX LOT COVERAGE	= NA
MAX BUILDING HEIGHT	= 35 FT
SETBACKS	= FRONT - 20 FT = SIDE (INTERIOR) - 10 FT = REAR - 15 FT
PROPOSED DEVELOPMENT	
ASPHALT & CONC. PAVEMENT	= 103,590 SFT (44.3%)
BUILDINGS	= 65,863 SFT (28.2%)
EXISTING SKATE PARK	= 10,178 SFT (4.4%)
GREEN SPACE	= 54,214 SFT (23.2%)
PARKING	
REQUIRED PARKING SPACES	= 1 PER EMPLOYEE
	= EMPLOYEE - 35
	= VISITOR - 6
PROPOSED PARKING SPACES	= ADA - 2 (1 EA. EMPLOYEES & VISITOR)

GENERAL NOTES

1. ALL QUANTITIES INDICATED ON PLANS ARE APPROXIMATE AND INTENDED FOR INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY ACTUAL QUANTITIES.
2. ALL PLANTING BEDS SHALL CONTAIN 3" HARDWOOD, SHREDDED MULCH

BUILDING KEY

1. MAIN OFFICE BUILDING & HEATED VEHICLE STORAGE GARAGE
2. RAW SALT & SALT/SAND MIXED STORAGE BUILDING
3. POB BUILDING
4. REEL STORAGE RACK BUILDING
5. ELECTRICAL HEATED STORAGE BUILDING
6. VEHICLE COLD STORAGE GARAGE
7. PARKS DEPARTMENT STORAGE BUILDING
8. HOT PATCH BUILDING
9. DPW COLD STORAGE BUILDING



GENERAL NOTES

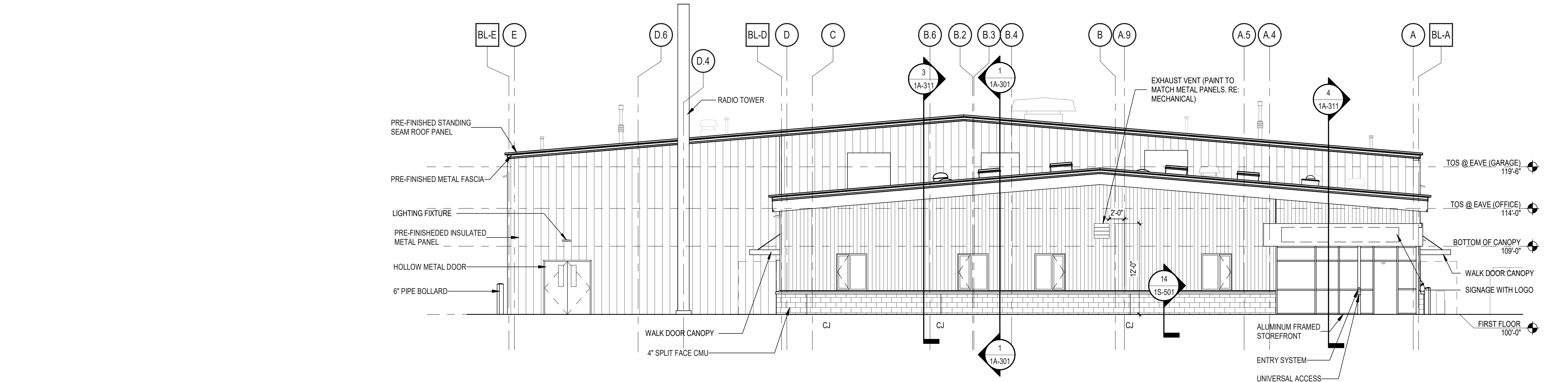
- 1 ALL PENETRATIONS SHALL BE SEALED WITH APPROPRIATE MATERIAL
2 ALL EXPOSED METAL ELEMENTS TO BE PRE-FINISHED, COLOR AS SELECTED BY ARCHITECT
3 REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION ON FINISHES & INSTALLATION REQUIREMENTS

OHM
ARCHITECTS ENGINEERS PLANNERS
34000 Plymouth Road
Livonia, MI 48150
PH 734.522.6711 | F 734.522.6427
OHM-ADVISORS.COM

PRELIMINARY - NOT
FOR CONSTRUCTION

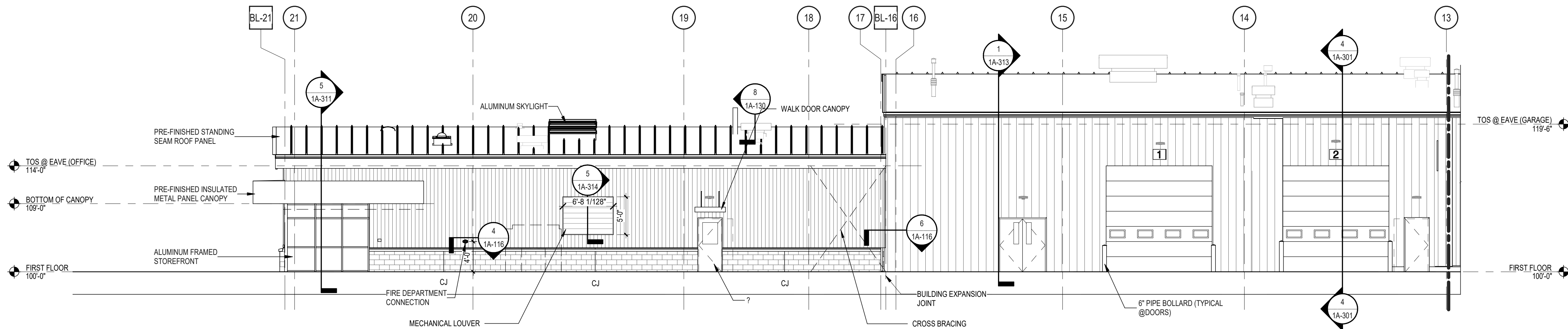
3 SOUTH ELEVATION

1/8" = 1'-0"



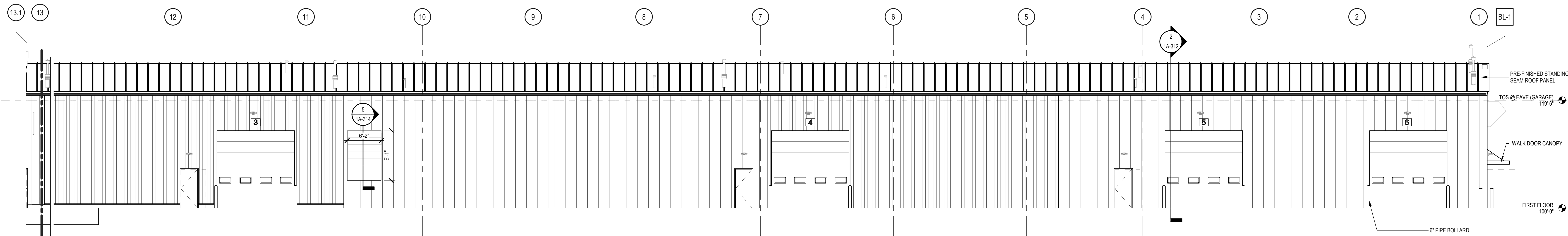
2 EAST ELEVATION

1/8" = 1'-0"



1 EAST ELEVATION - CONT

1/8" = 1'-0"



REVISIONS	NO.	DESCRIPTION	DATE
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DATE	PROJ. NUMBER	ARCH.	PROJ. LEAD	SCALE	COUNTY	MUNICIPALITY
2/28/2019	7747180010	JHR	JHR	1/8" = 1'-0"	COUNTY	MUNICIPALITY

THE CITY OF CHARLEVOIX
PUBLIC SERVICES FACILITY
401 W CARPENTER STREET
CHARLEVOIX MI 49720

MAIN BUILDING EXTERIOR ELEVATIONS

SHEET
1A-201

GENERAL NOTES

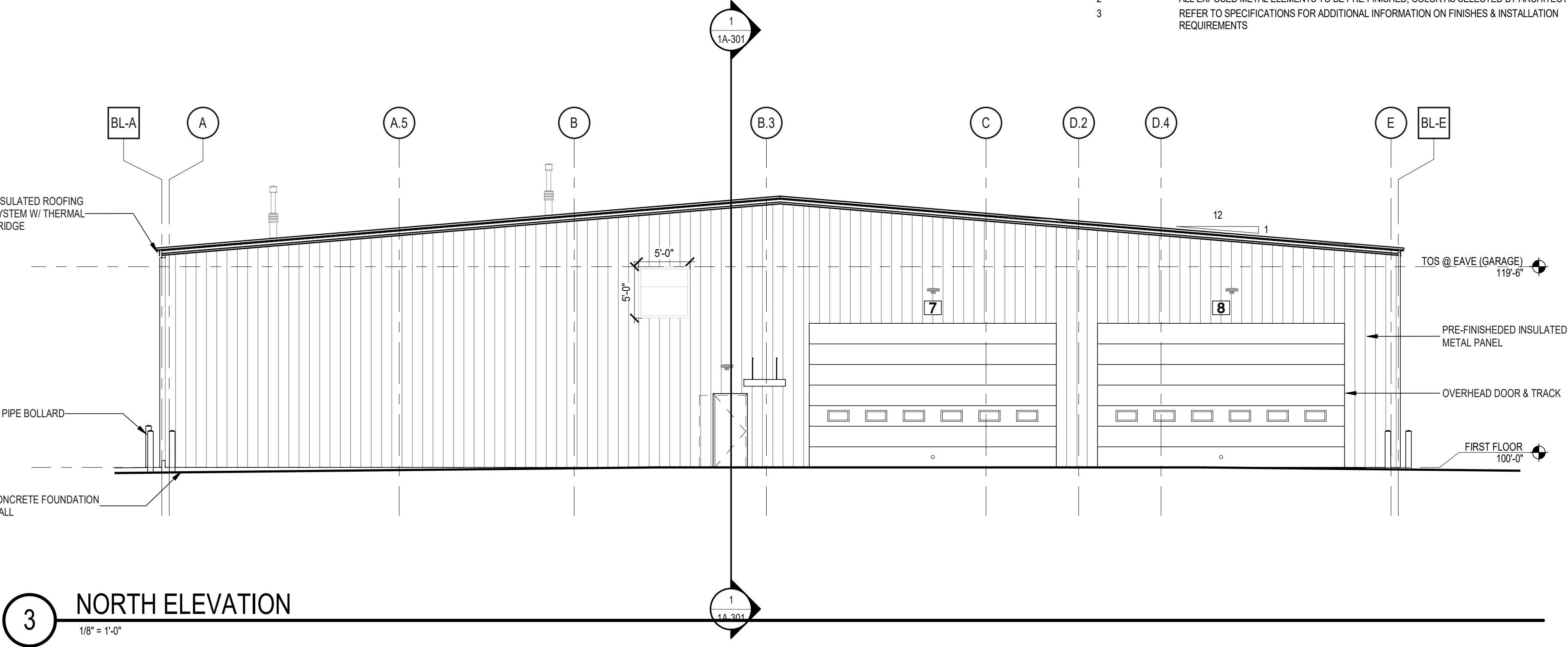
- 1 ALL PENETRATIONS SHALL BE SEALED WITH APPROPRIATE MATERIAL
- 2 ALL EXPOSED METAL ELEMENTS TO BE PRE-FINISHED; COLOR AS SELECTED BY ARCHITECT
- 3 REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION ON FINISHES & INSTALLATION REQUIREMENTS

OHM

ARCHITECTS ENGINEERS PLANNERS

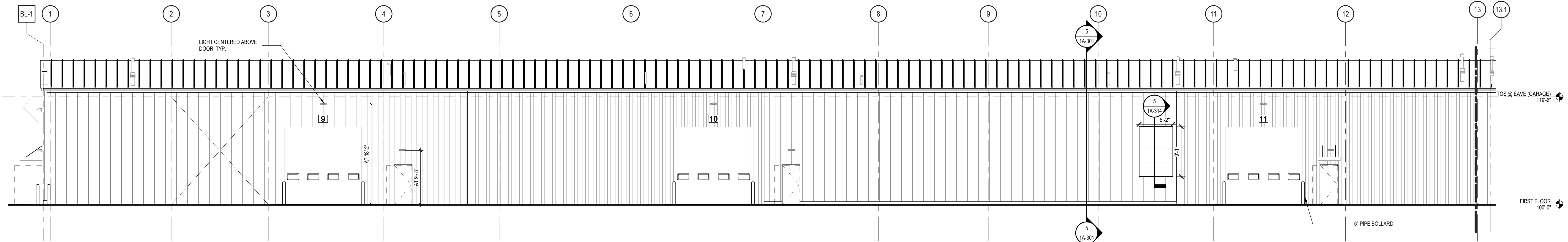
34000 Plymouth Road
Livonia, MI 48150
PH 734.522.6711 | F 734.522.6427
OHM-ADVISORS.COM

PRELIMINARY - NOT
FOR CONSTRUCTION



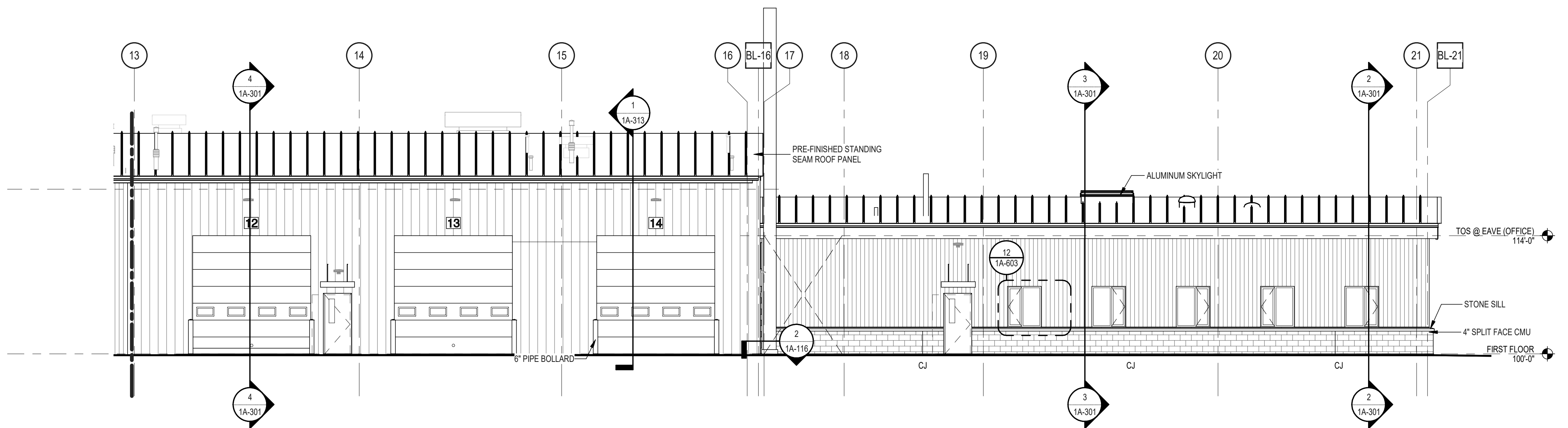
3 NORTH ELEVATION

1/8" = 1'-0"



2 WEST ELEVATION - CONT

1/8" = 1'-0"



1 WEST ELEVATION

1/8" = 1'-0"

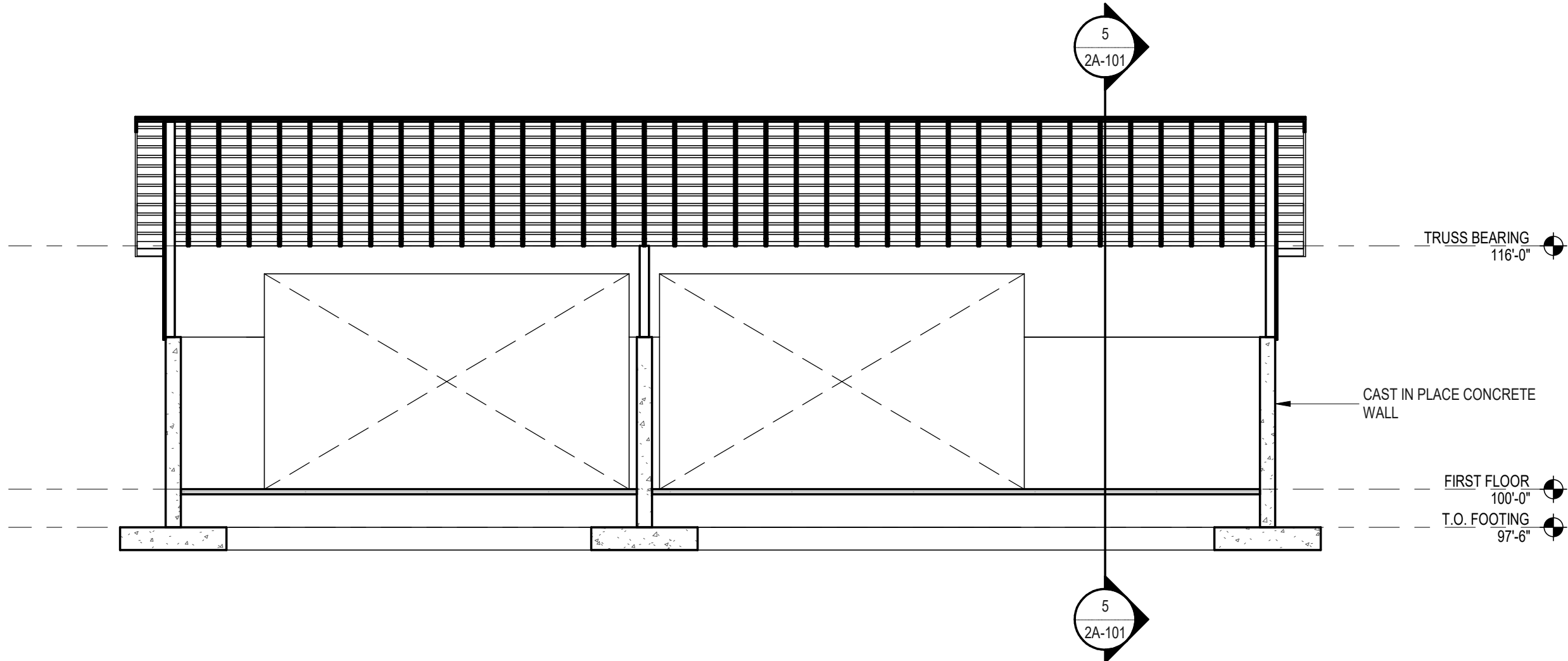
REVISIONS NO. DESCRIPTION DATE

THE CITY OF CHARLEVOIX
PUBLIC SERVICES FACILITY
401 W CARPENTER STREET
CHARLEVOIX MI 49720

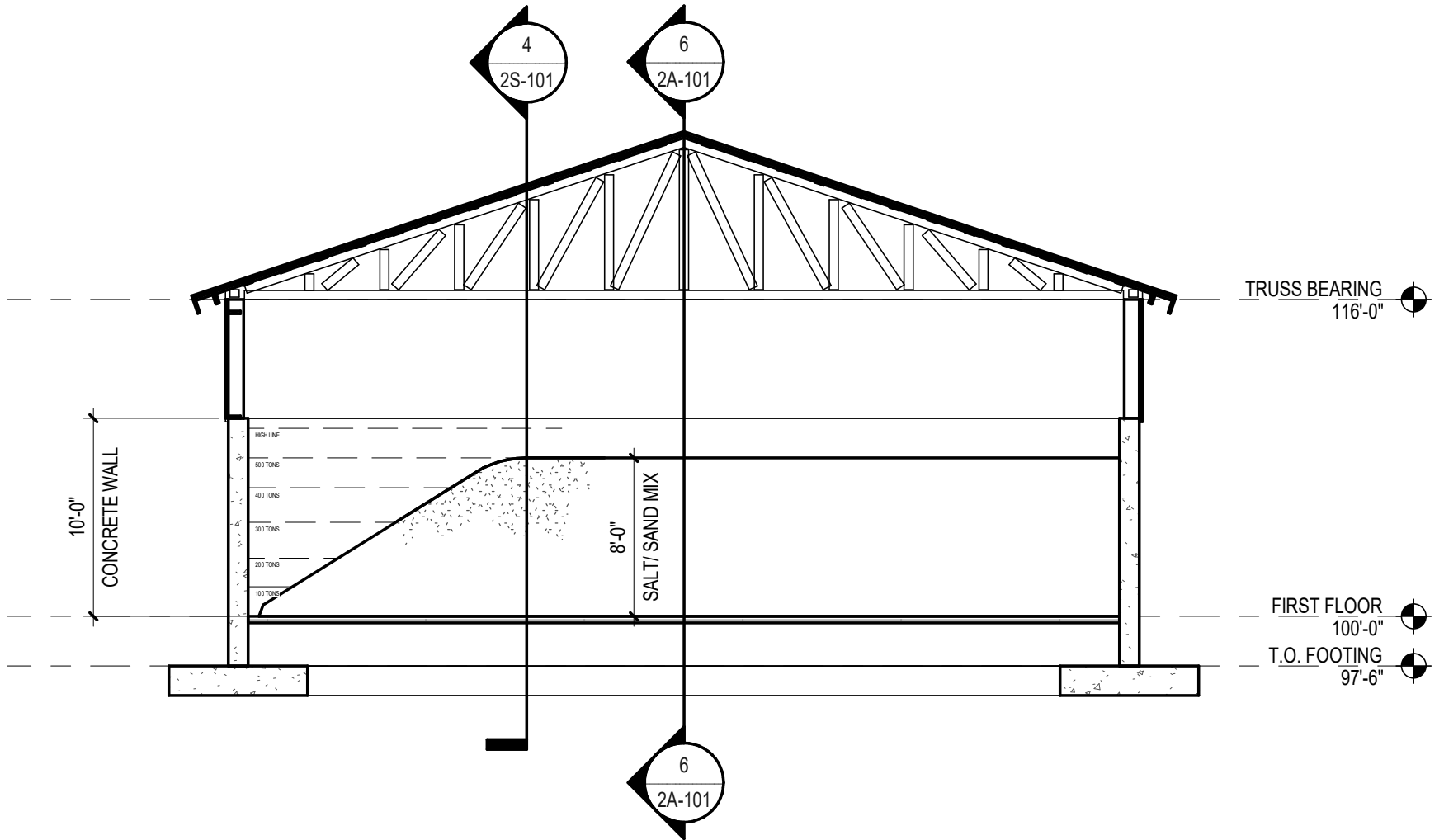
1A-202

MAIN BUILDING EXTERIOR ELEVATIONS

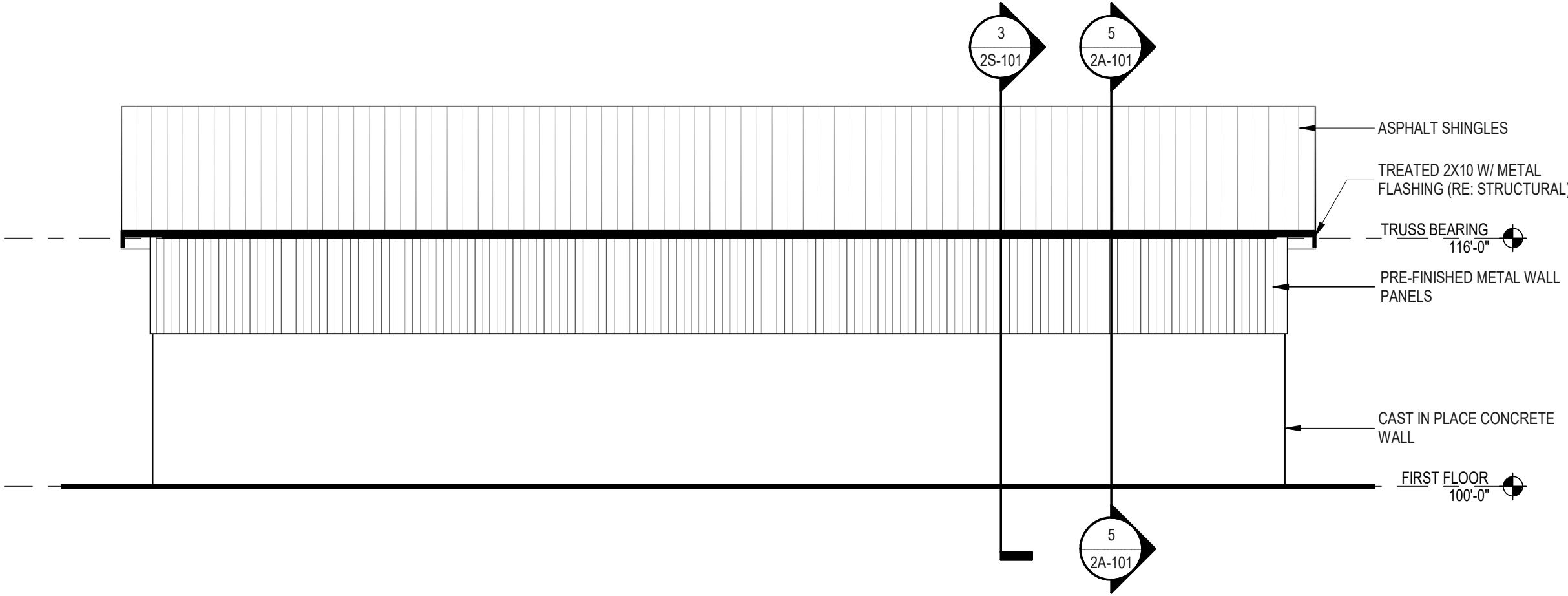
COPYRIGHT 2019 OHM ALL DRAWINGS AND WRITTEN MATERIALS APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF OHM AND THE SAME MAY NOT BE DUPLICATED, DISTRIBUTED, OR DISCLOSED WITHOUT PRIOR WRITTEN CONSENT OF OHM



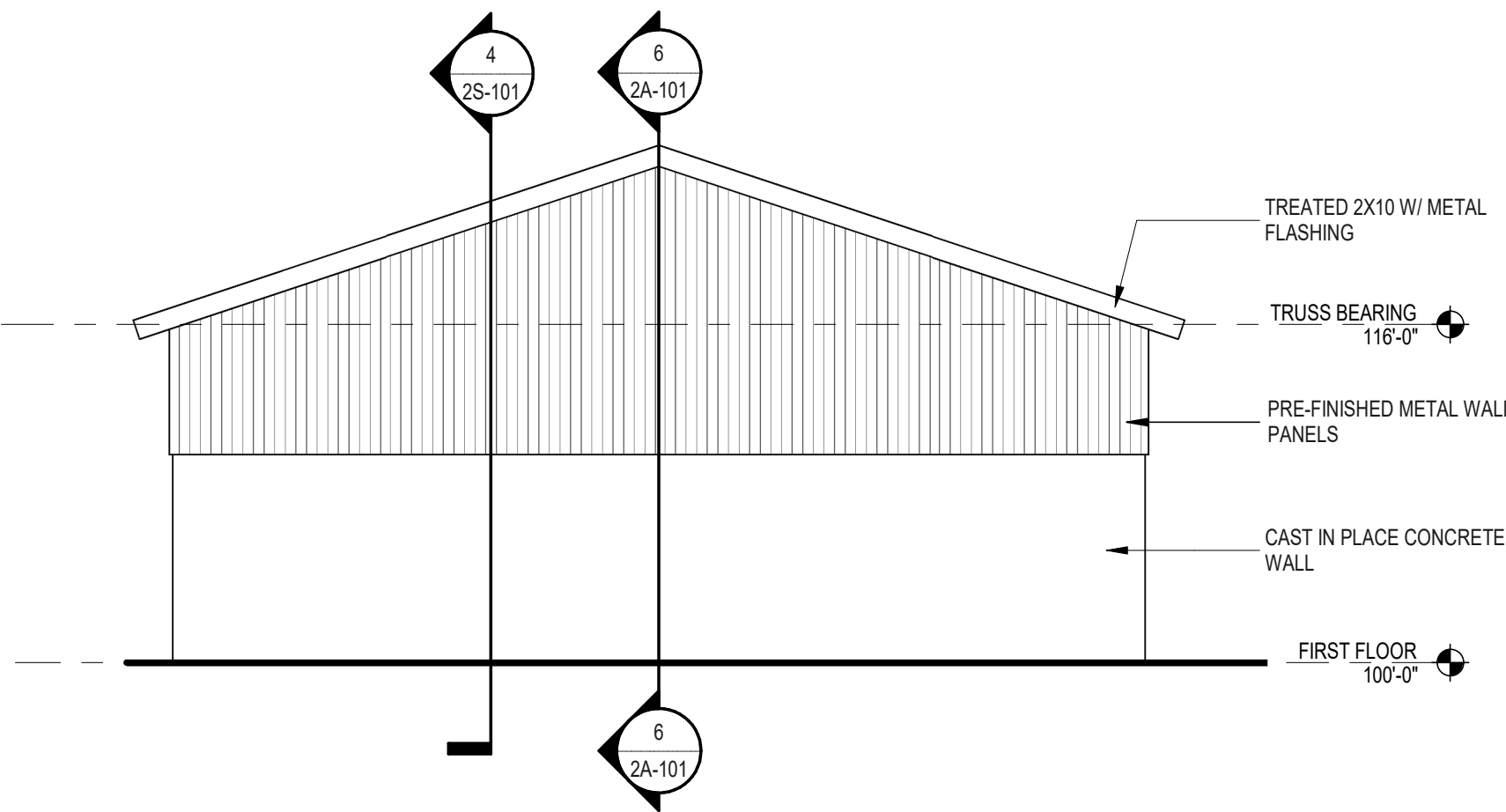
6 BUILDING SECTION
1/8" = 1'-0"



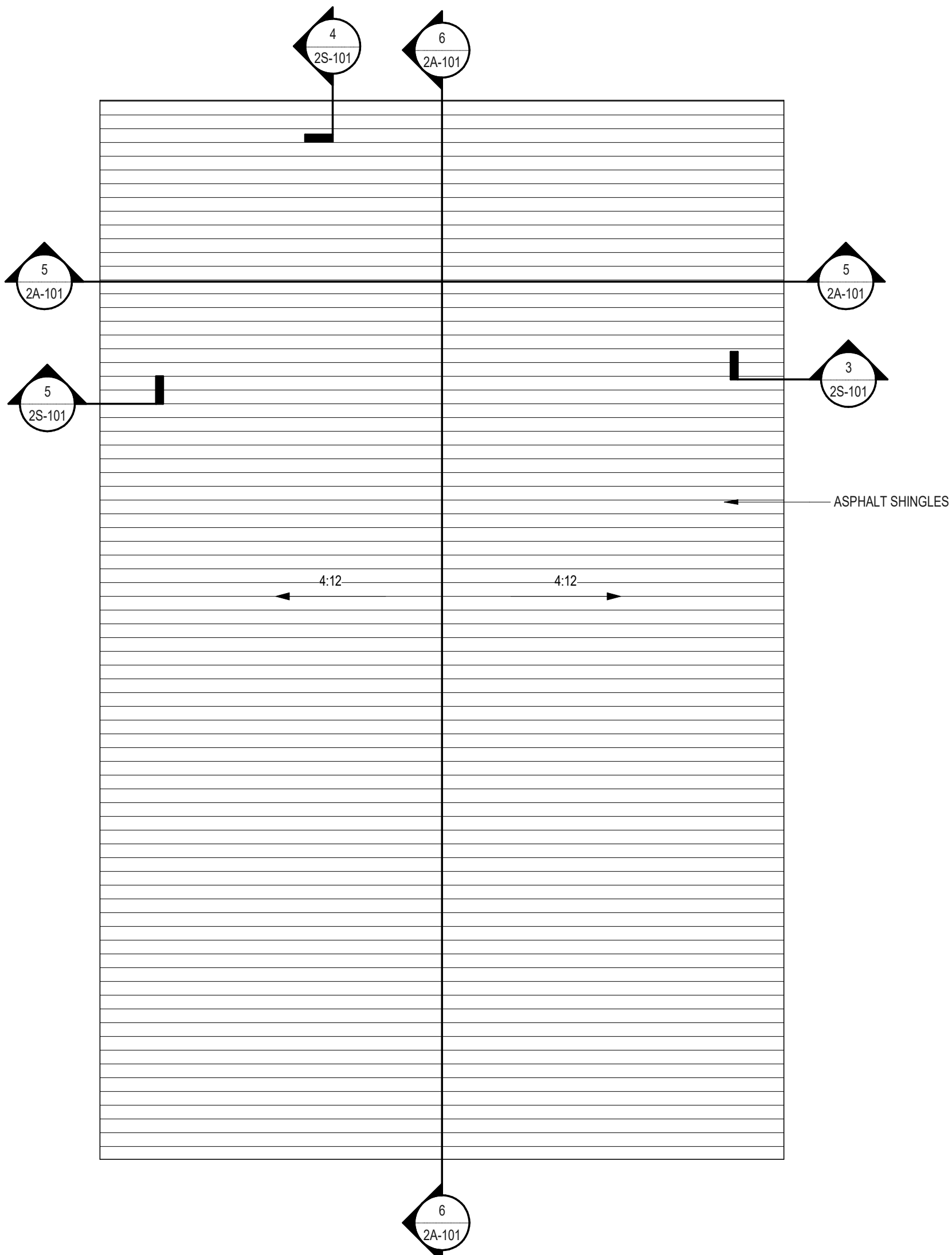
5 BUILDING SECTION
1/8" = 1'-0"



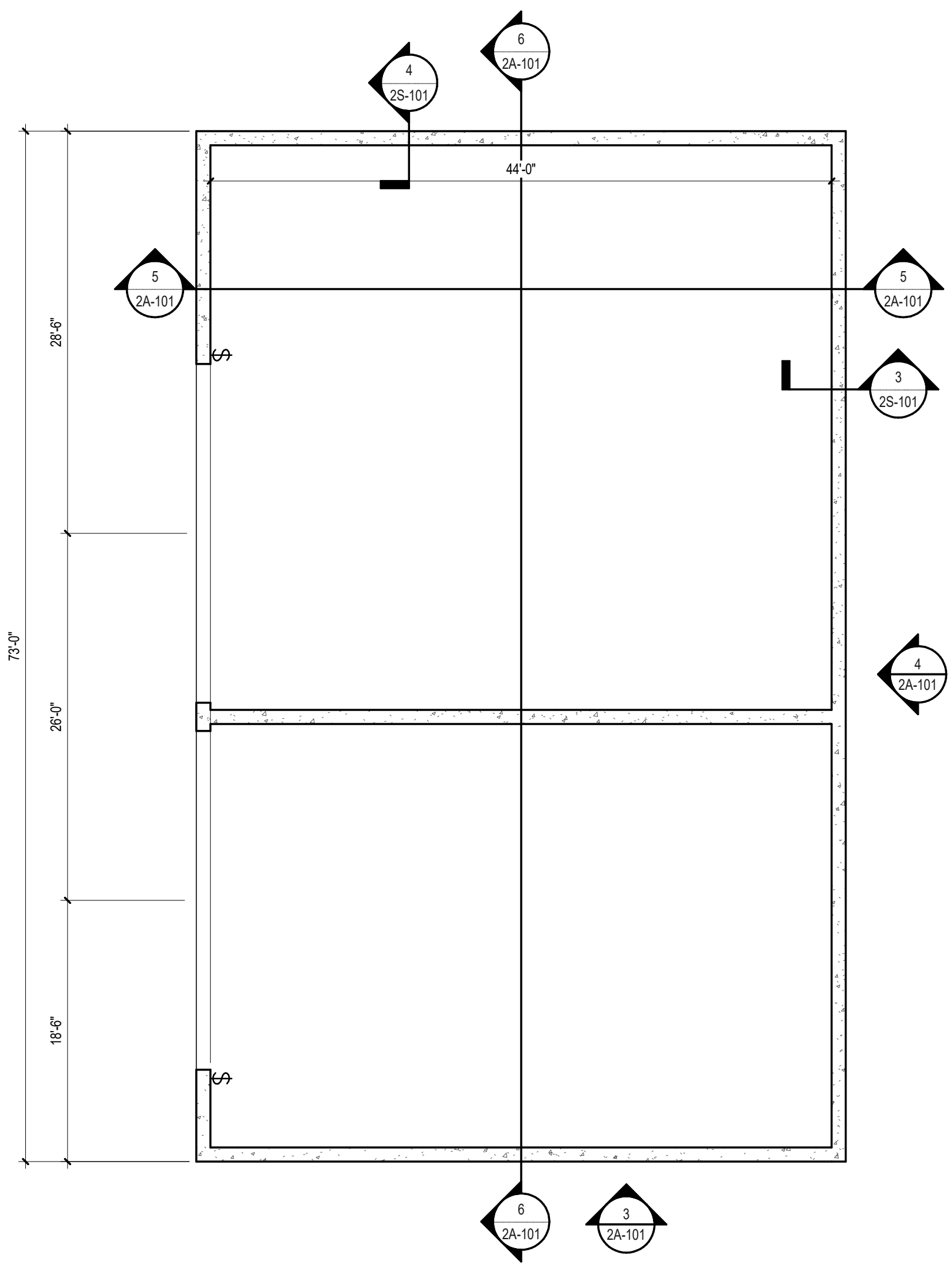
4 SOUTH ELEVATION
1/8" = 1'-0"



3 WEST ELEVATION
1/8" = 1'-0"



2 ROOF PLAN
1/8" = 1'-0"



1 FIRST FLOOR PLAN
1/8" = 1'-0"

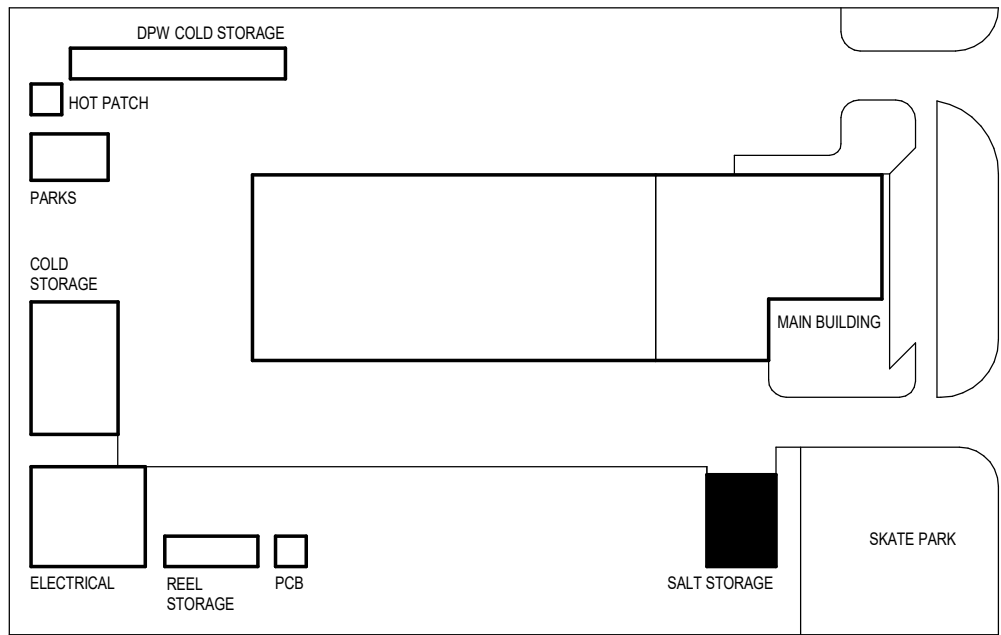
GENERAL NOTES

1. ALL PENETRATIONS SHALL BE SEALED WITH APPROPRIATE MATERIAL.
2. ALL EXPOSED METAL ELEMENTS TO BE PRE-FINISHED, COLOR AS SELECTED BY ARCHITECT
3. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION ON FINISHES & INSTALLATION REQUIREMENTS

PLAN NOTES

1. FIRST FLOOR REFERENCE ELEVATION 100'-0" = 639.75. REFER TO CIVIL FOR ADDITIONAL INFORMATION
2. ALL DIMENSIONS ARE TO THE FACE OF STUDS, CENTERLINE OF OPENINGS FOR DOORS AND WINDOWS, AND FACE OF BRICK OR FACE OF SHEATHING, UNO.
3. REFER TO CODE PLAN DRAWINGS (G-001) FOR LOCATIONS AND EXTENTS OF RATED ASSEMBLIES, AS WELL AS FIRE EXTINGUISHER LOCATIONS. IF PARTITION DESIGNATION DISCREPANCY OCCURS BETWEEN THE CODE DRAWING AND THE FLOOR PLANS, PROVIDE THE PARTITION TYPE INDICATED WITH THE MOST STRINGENT REQUIREMENTS.
4. REFER TO PROJECT INFORMATION SHEET (1A-001) FOR MATERIAL REFERENCE SYMBOLS AND ABBREVIATIONS
5. REFER TO DRAWING 1A-117 FOR METAL FABRICATIONS - COLUMN PROTECTION (CP), PIPE GUARDS (PG), AND BOLLARDS (B)
6. REFER TO DRAWING 5A-201 FOR DOOR INFORMATION AND DETAILS
7. REFER TO 5A-201 FOR PUNCHED WINDOW TYPES AND DETAILS

KEY PLAN



OHM

ARCHITECTS ENGINEERS PLANNERS

34000 Plymouth Road
Livonia, MI 48150
PH 734.522.6711 | F 734.522.6427

OHM-ADVISORS.COM

PRELIMINARY - NOT
FOR CONSTRUCTION

REVISIONS	NO.	DESCRIPTION	DATE

DATE

PROJECT

PROJ. NO.

PROJ. NAME

PROJ. LOCATION

PROJ. SCALE

PROJ. DATE

PROJ. DRAWN

PROJ. CHECKED

PROJ. APPROVED

PROJ. REVISIONS

PROJ. COMMENTS

THE CITY OF CHARLEVOIX

PUBLIC SERVICES FACILITY

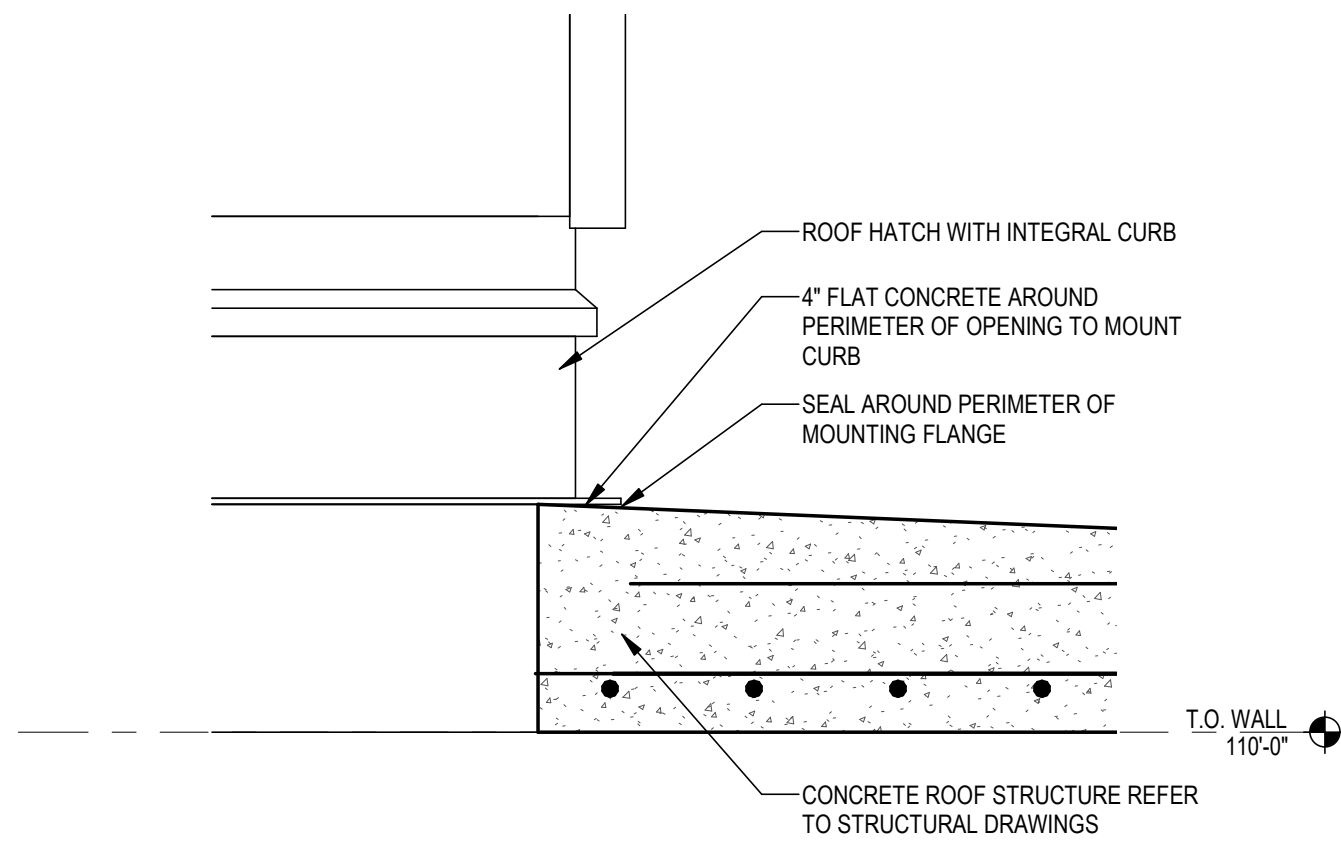
401 W CARPENTER STREET

CHARLEVOIX MI 49720

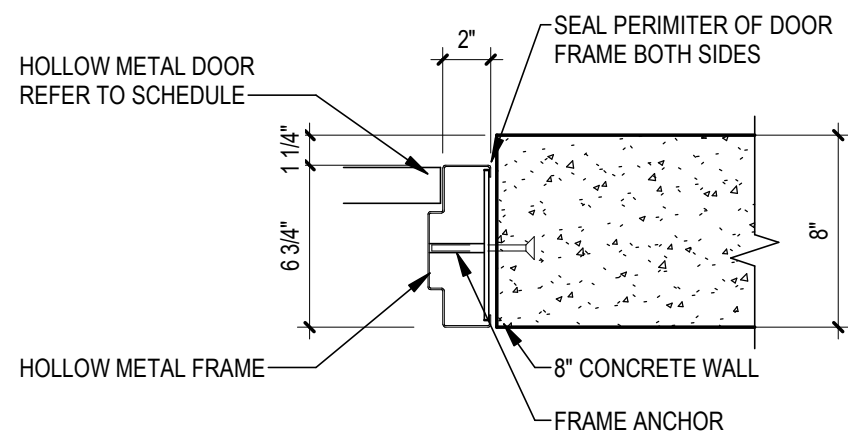
SALT STORAGE BUILDING - PLANS & EXTERIOR ELEVATIONS

2A-101

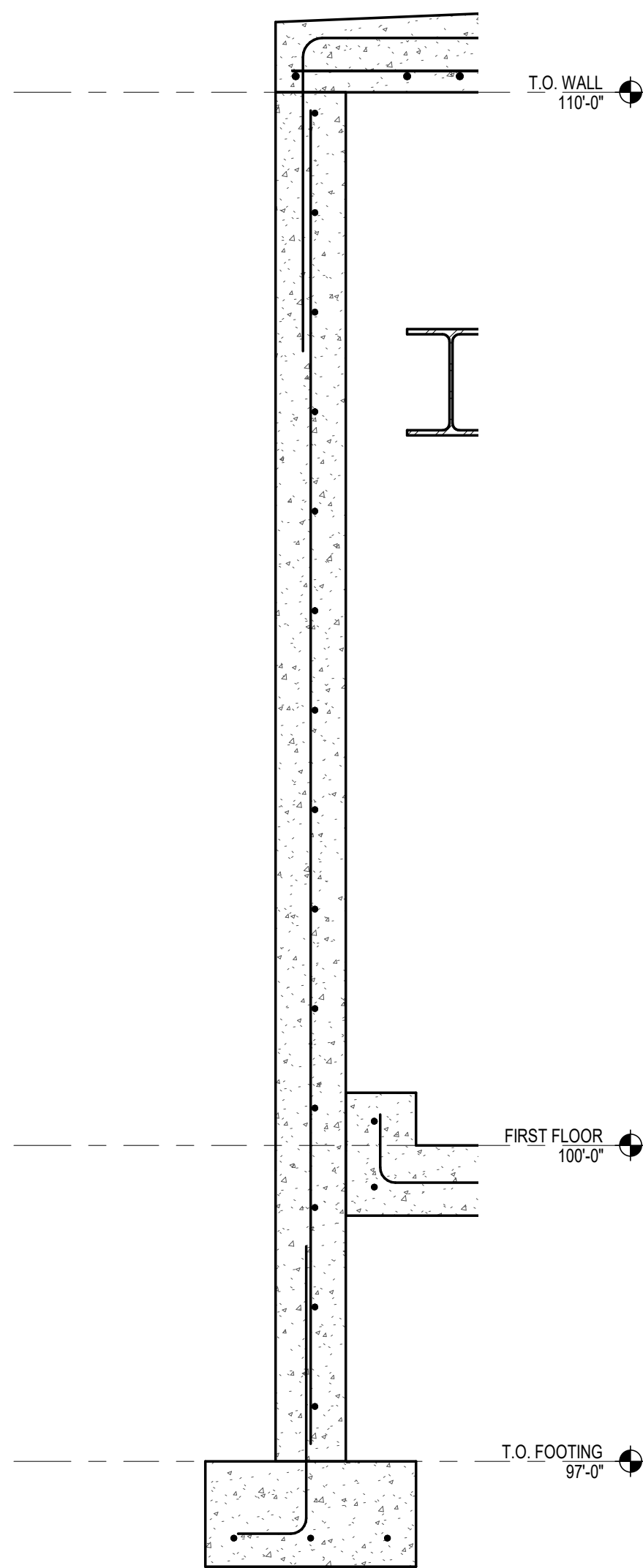
DOOR SCHEDULE1																	
SCHEDULE KEY:																	
MARK: AS SPECIFIED ON FLOOR PLANS		TYPE: REFER TO LEFENDS ON THIS SHEET		DOOR MATERIAL: HM MP ST HOLLOW METAL METAL PANEL STEEL		FRAME MATERIAL: HM ST HOLLOW METAL STEEL		DOOR / FRAME FINISH PF PT PRE-FINISHED PAINTED		GLAZING TYPE: REFER TO SPECIFICATIONS		DETAIL: REFER TO DETAILS AS INDICATED		FIRE RATING: IN MINUTES		HARDWARE SET: REFER TO SPECIFICATIONS	
MARK	SIZE		NO. OF LEAFS	DOOR			FRAME			GLAZI NG	DETAIL			HDWR	NOTES		
	WIDTH	HEIGHT		TYPE	MAT'L	FINISH	TYPE	MAT'L	FINISH		HEAD	JAMB	THRSH				
301		4'-0"	7'-0"	1	F1	HM	PT	F	HM	PT		B/3A101	B/3A101		98		



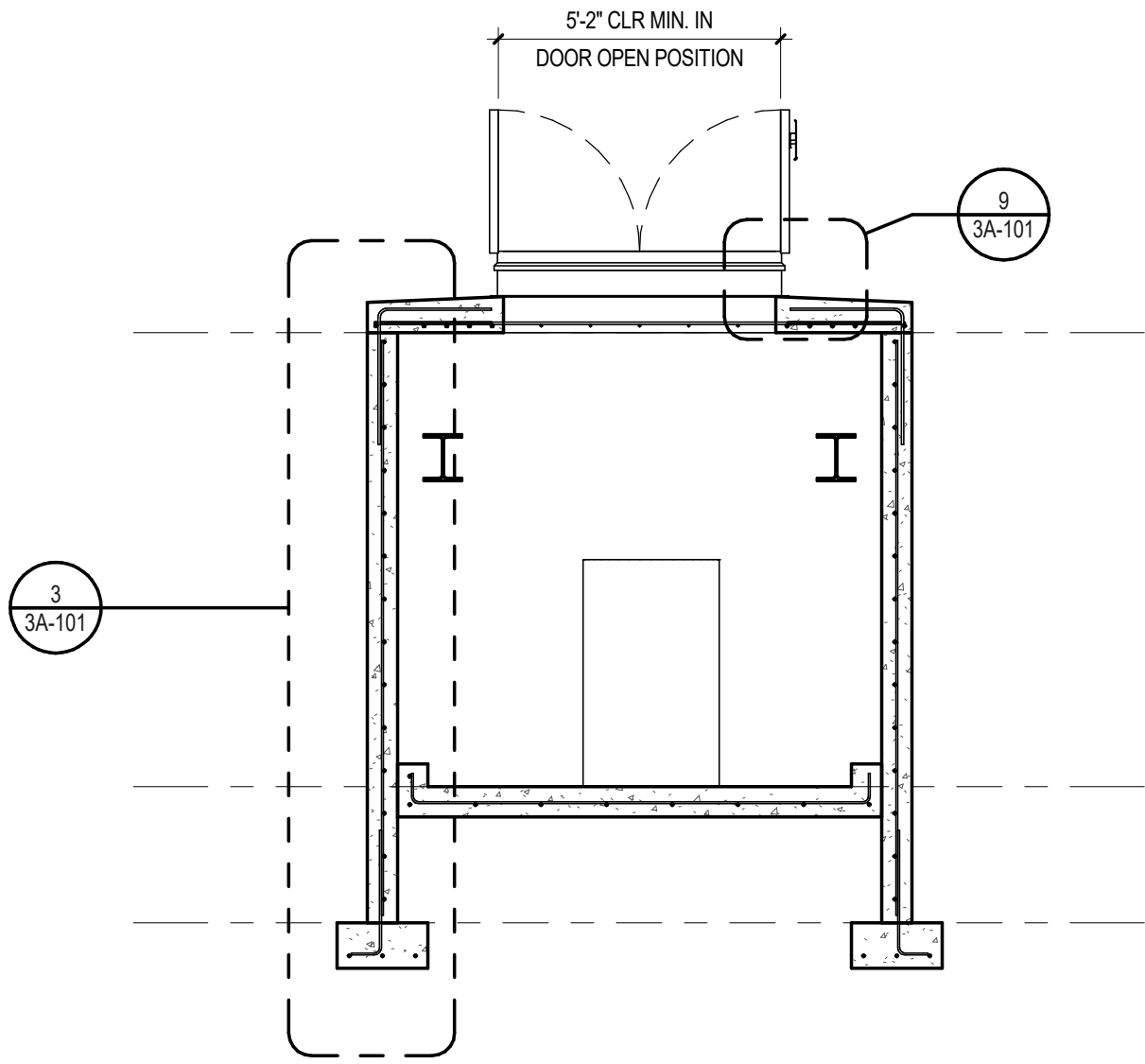
9 ROOF HATCH DETAIL
1 1/2" = 1'-0"



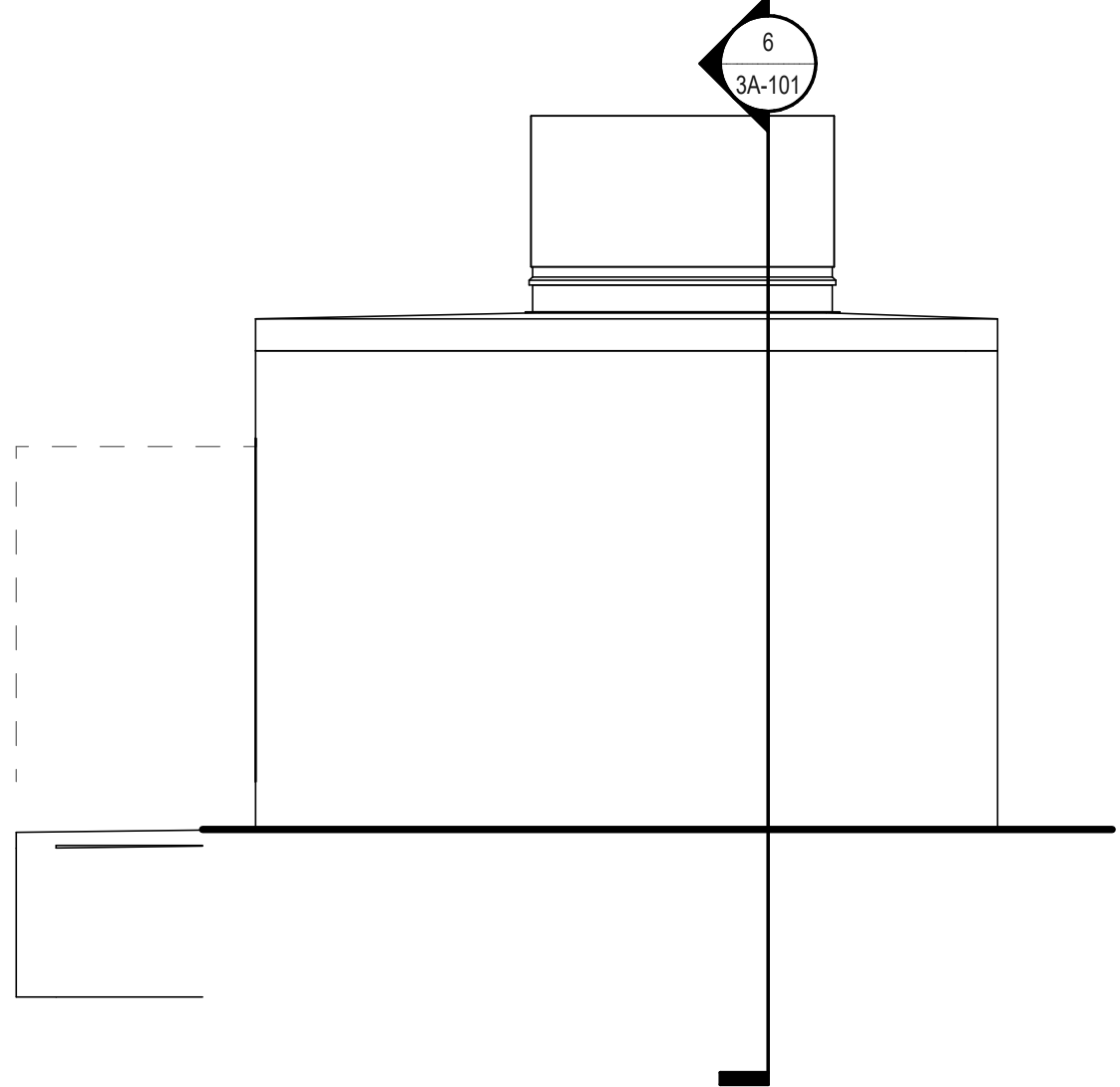
8 DOOR JAMB / HEAD DETAIL
1 1/2" = 1'-0"



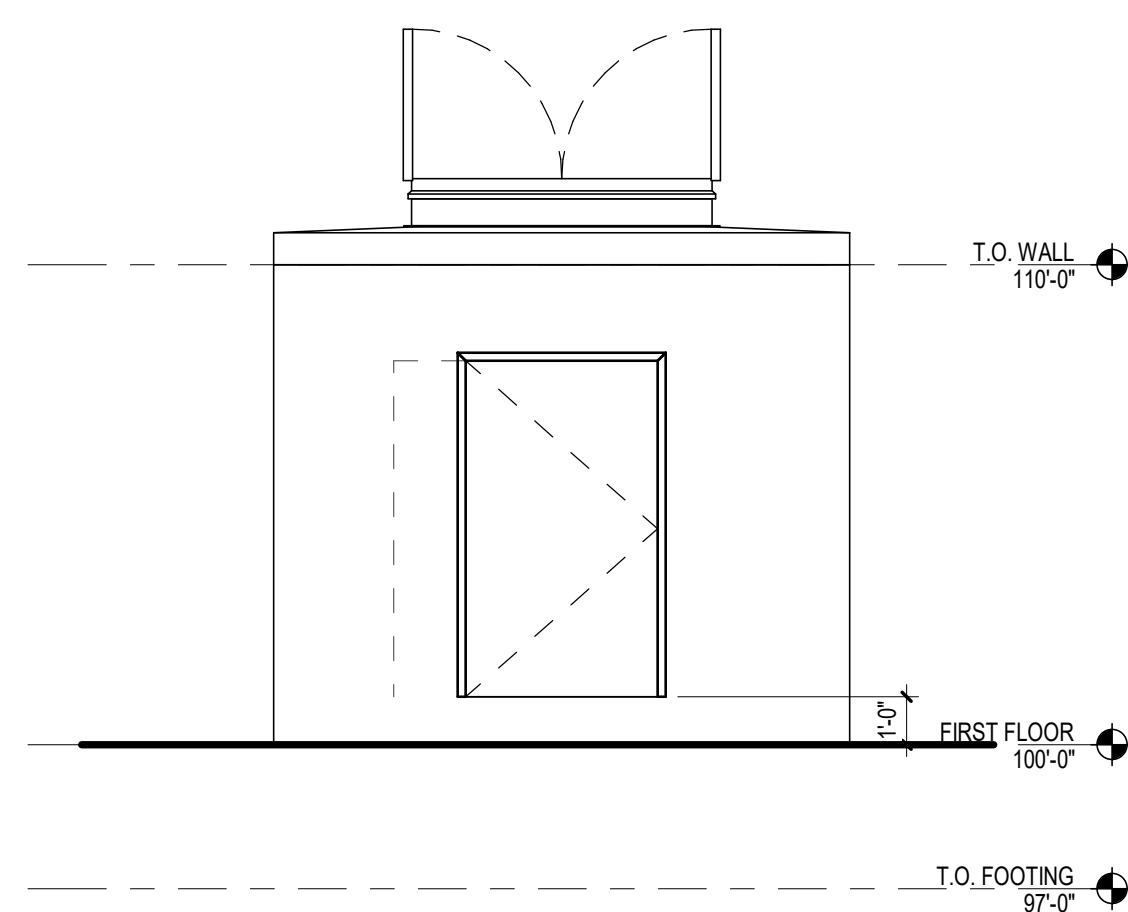
3 WALL SECTION
3/4" = 1'-0"



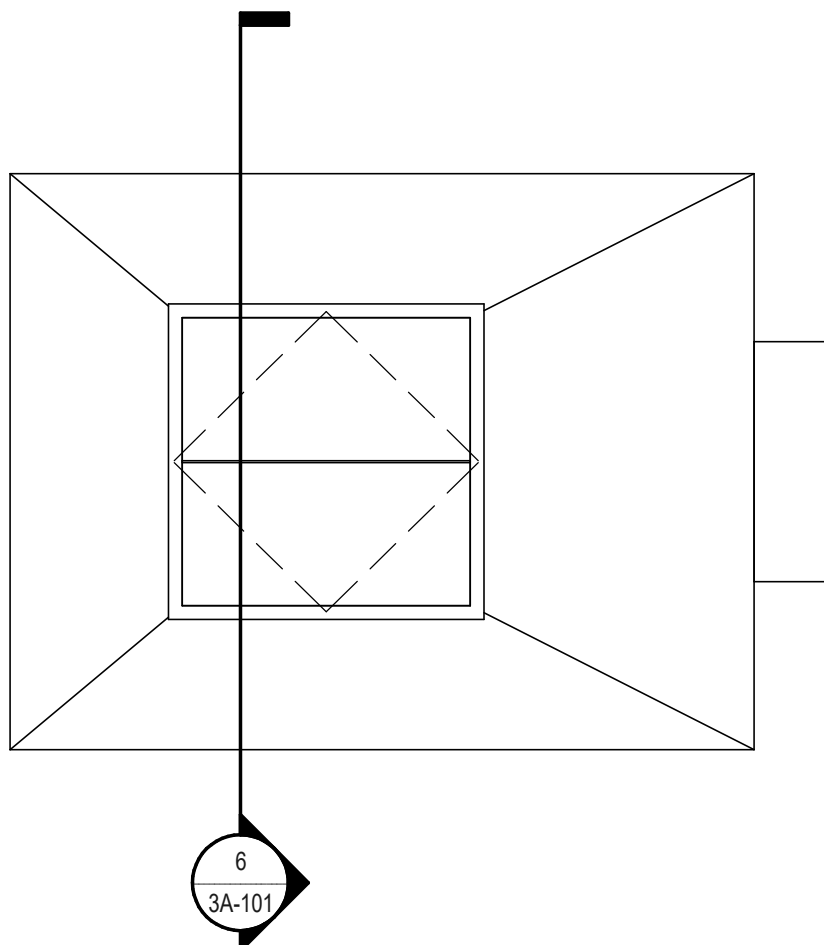
6 BUILDING SECTION
1/4" = 1'-0"



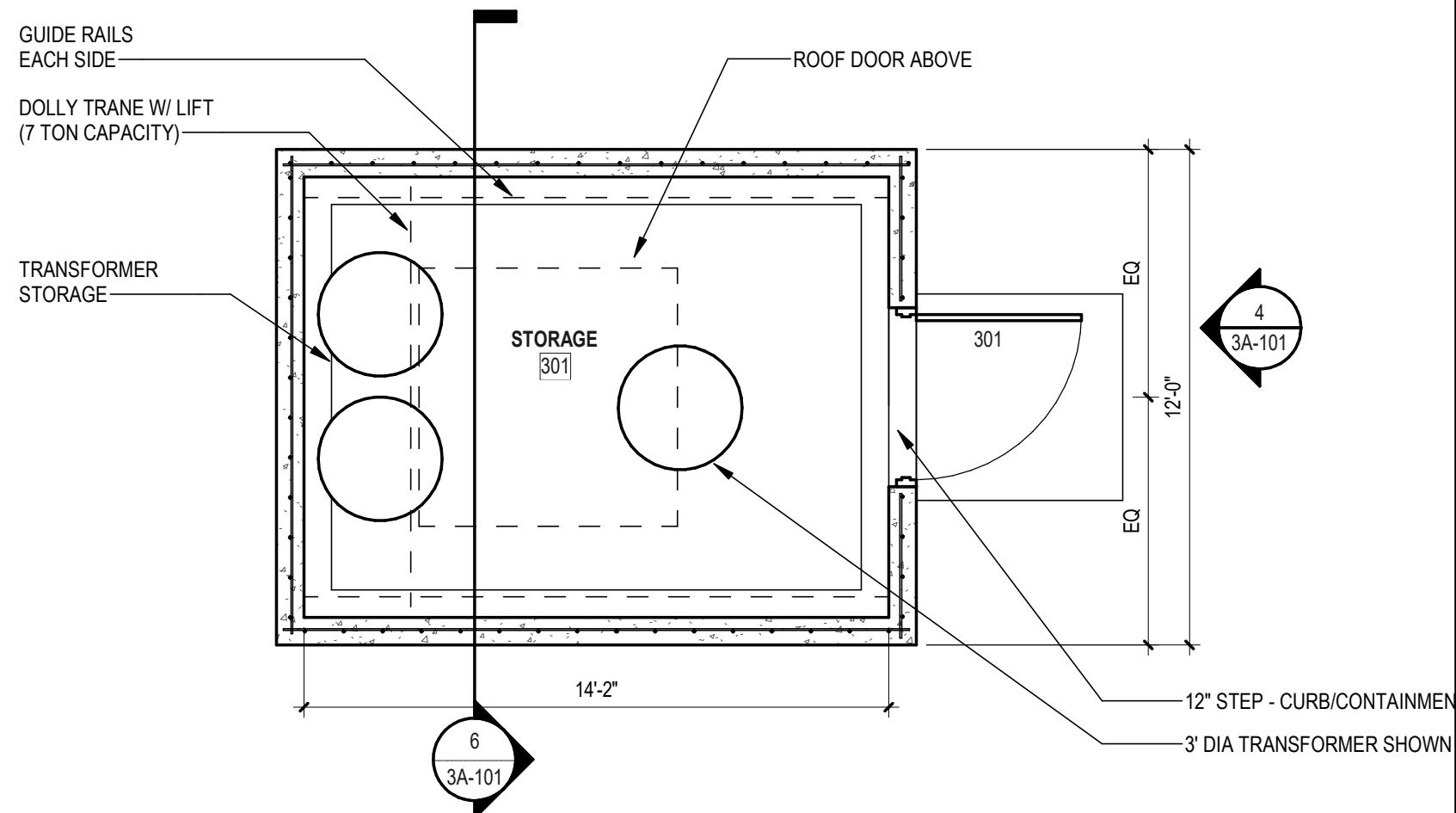
5 EAST ELEVATION
1/4" = 1'-0"



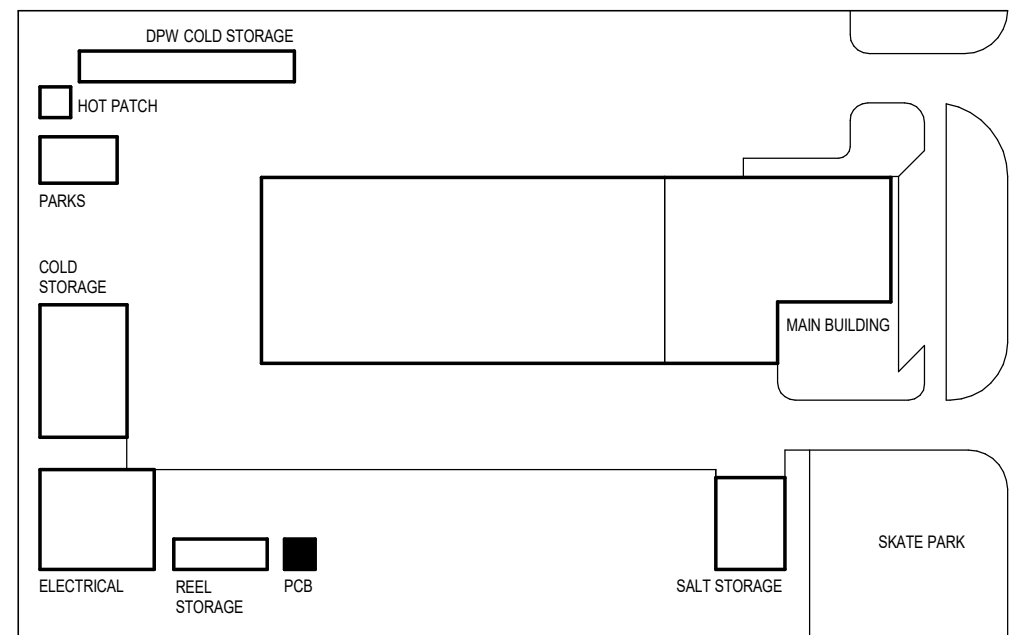
4 SOUTH ELEVATION
1/4" = 1'-0"

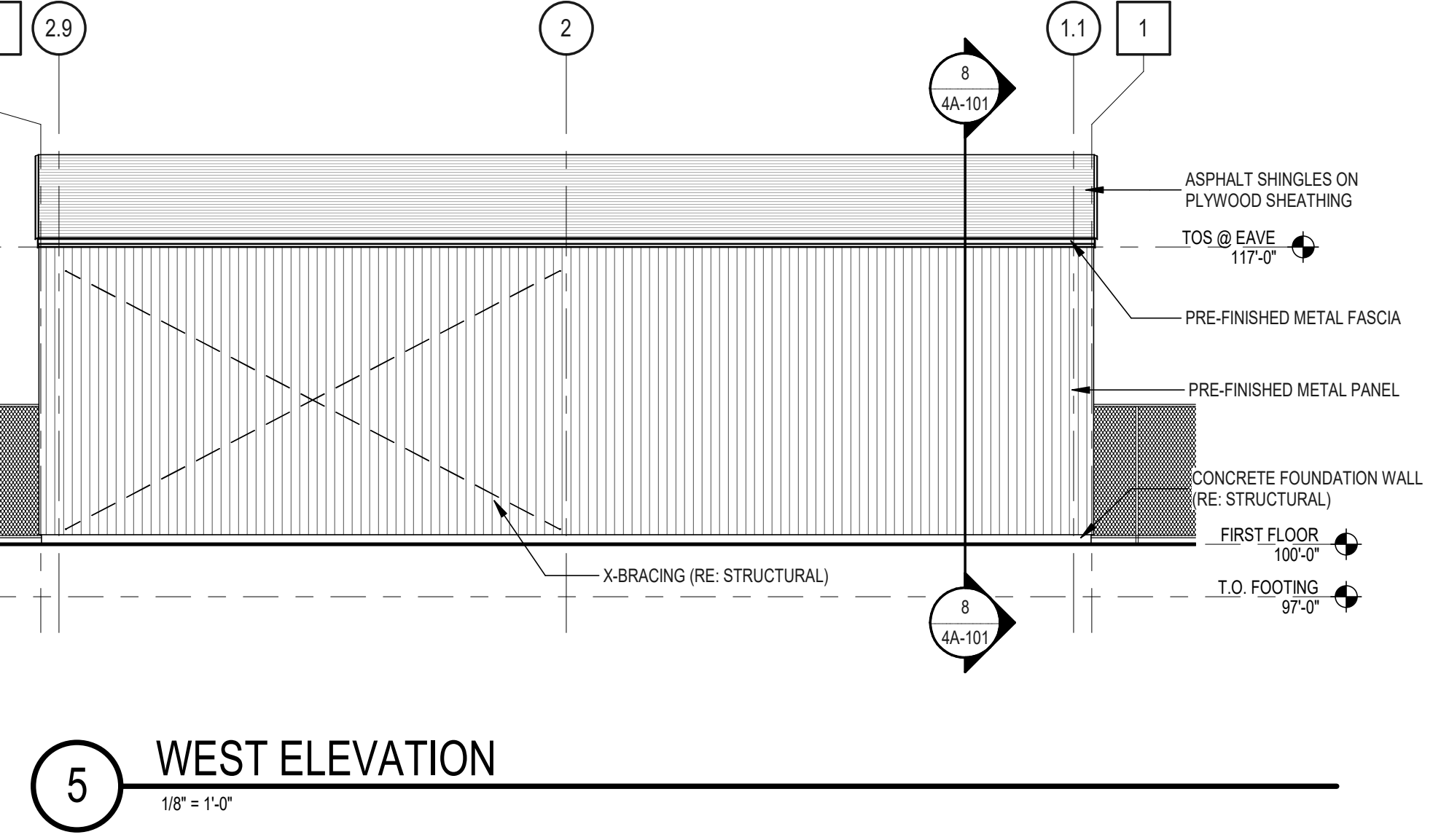
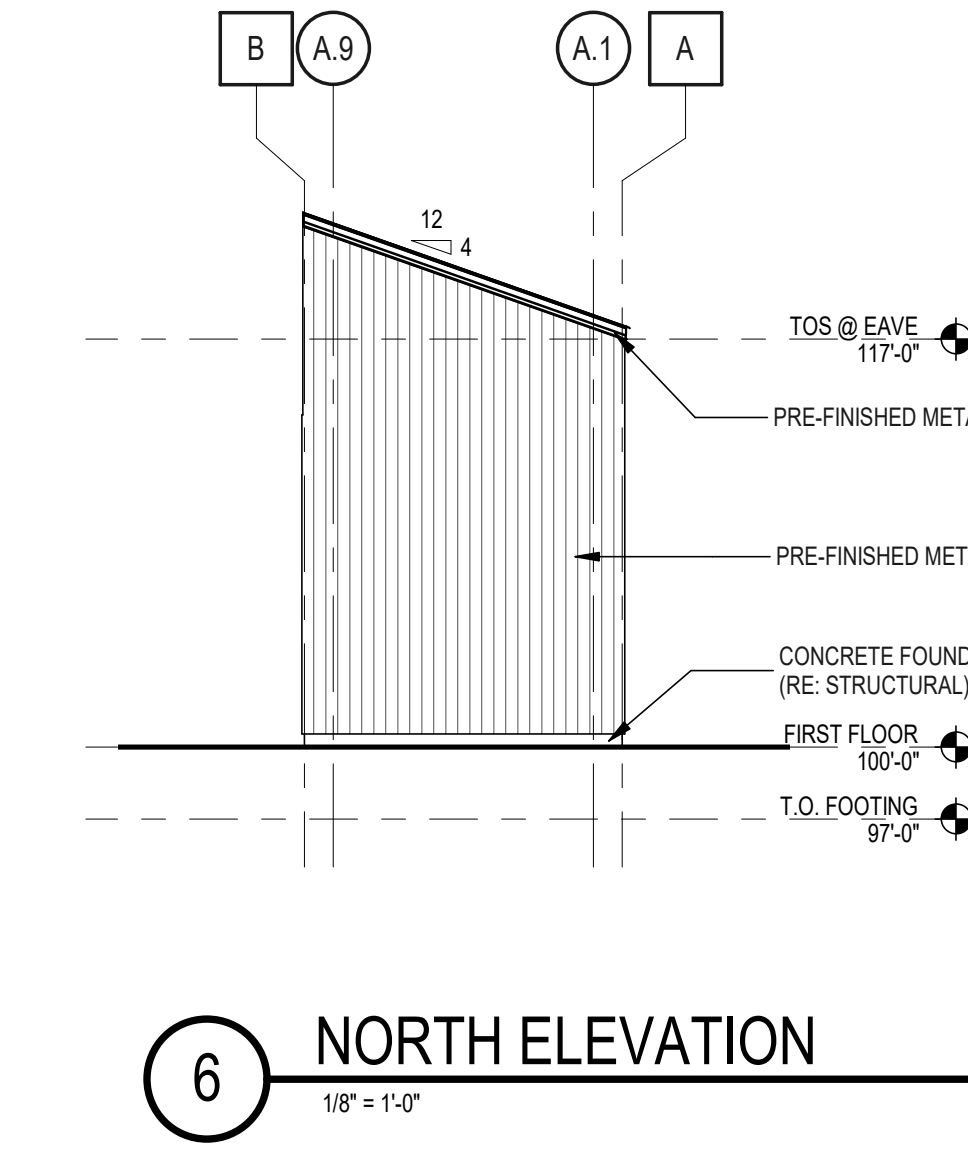
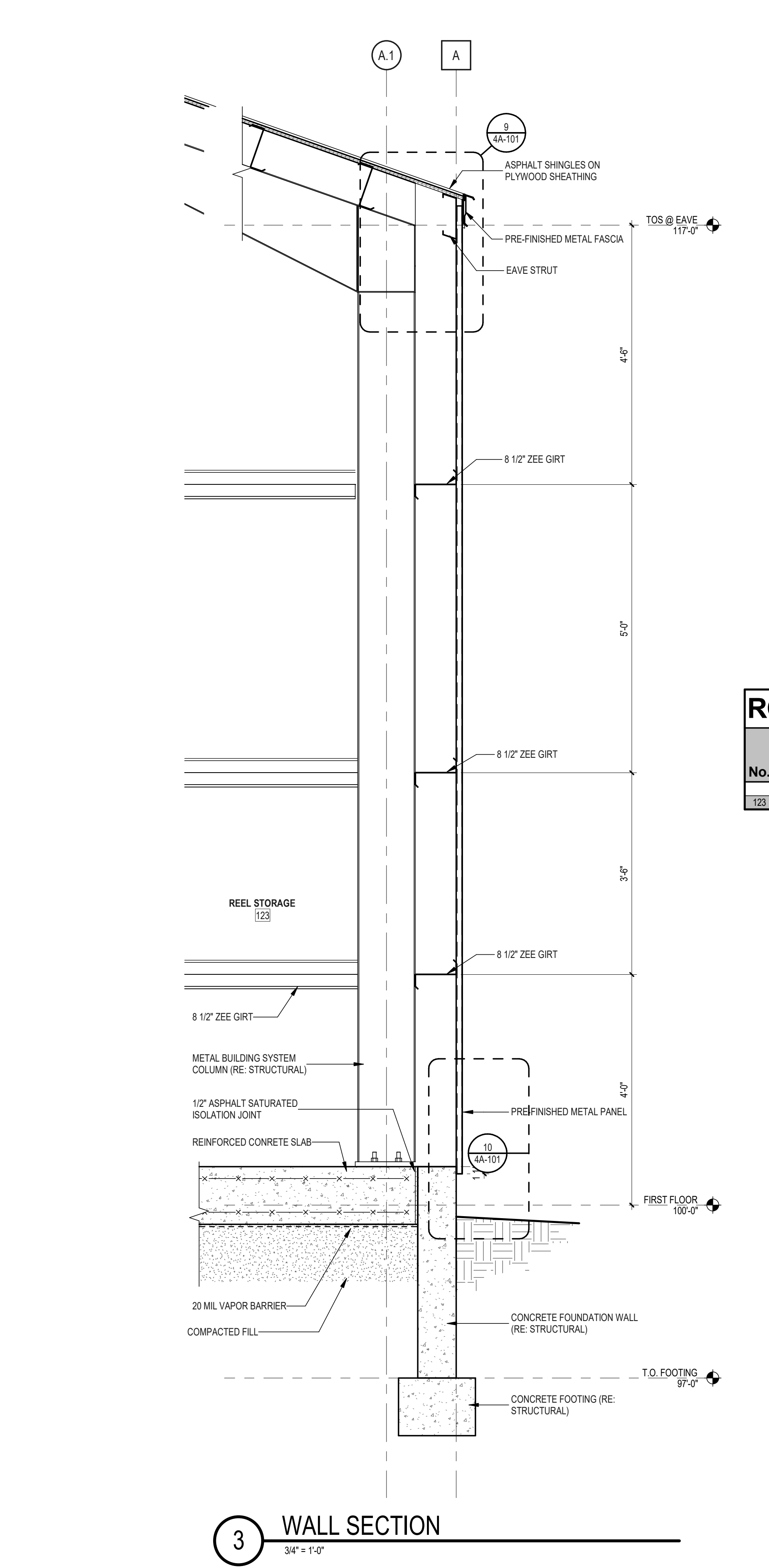
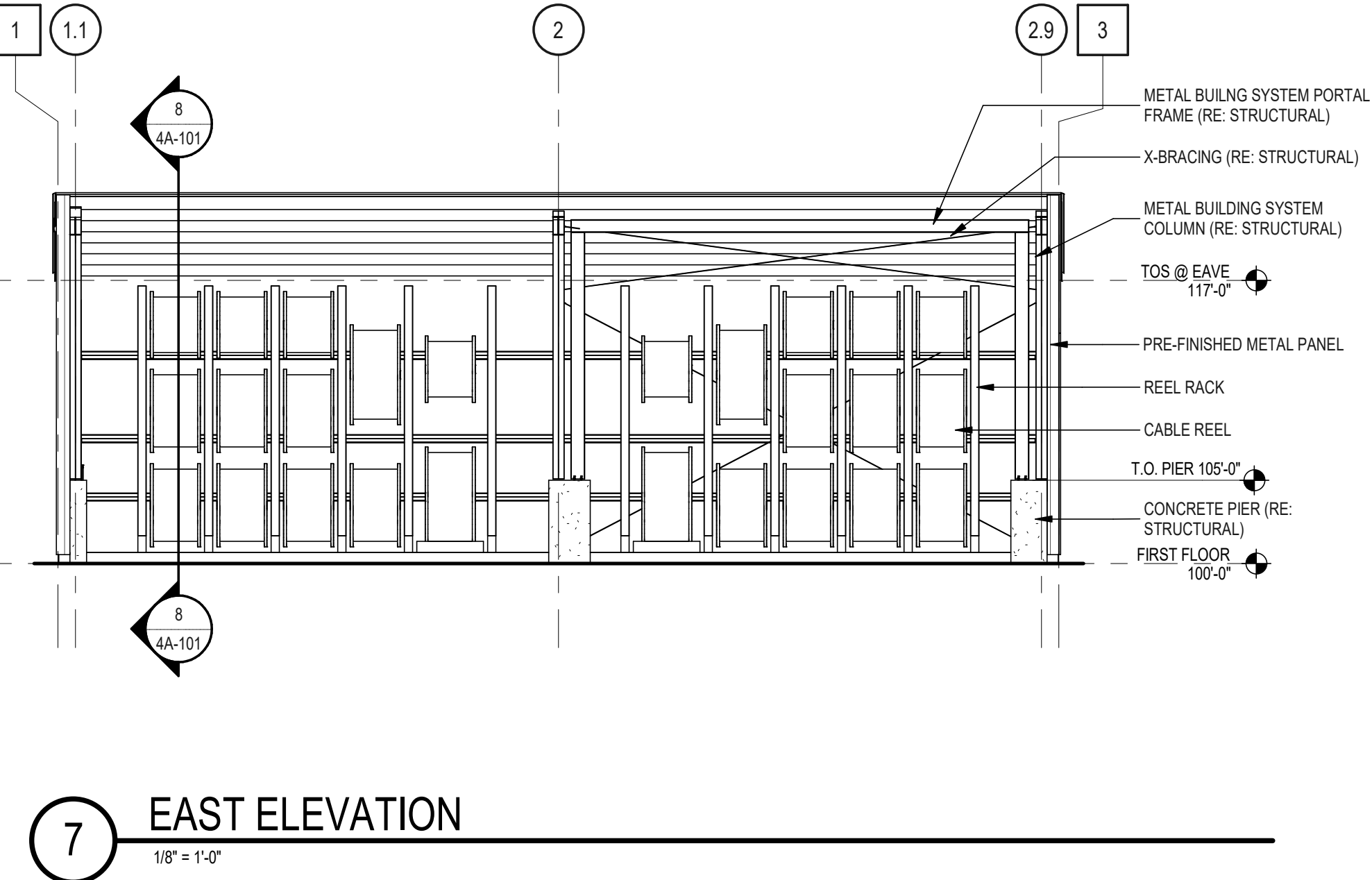
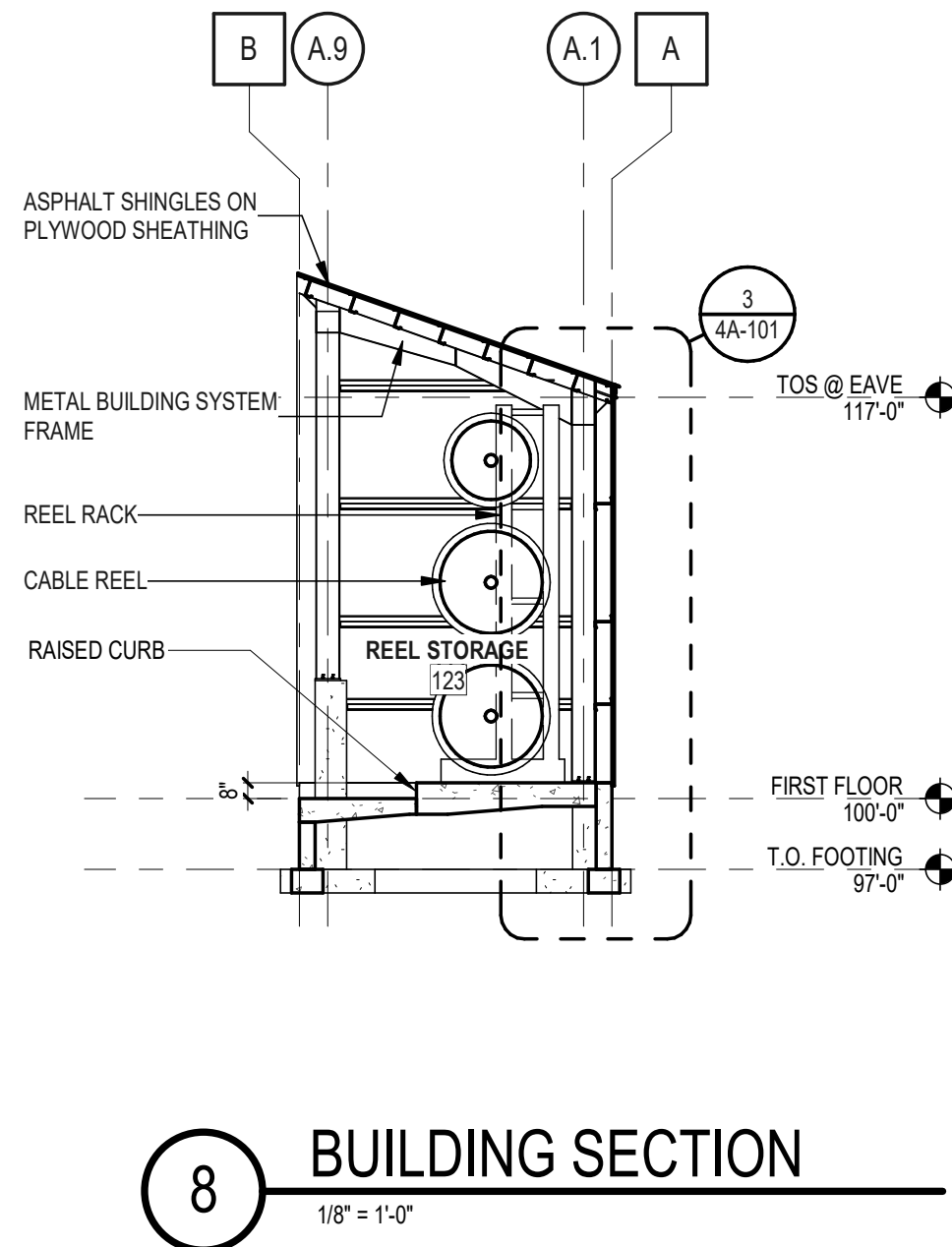
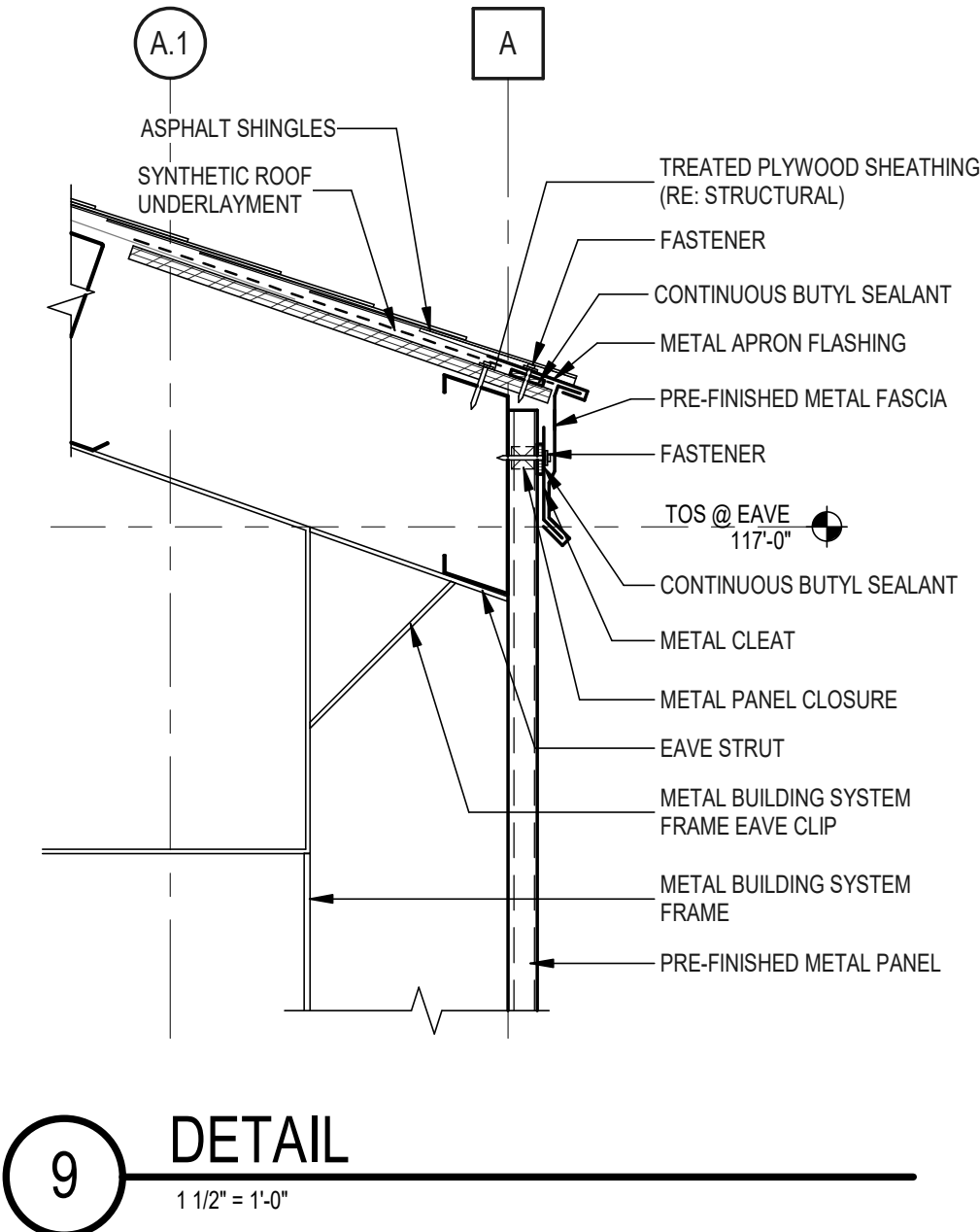
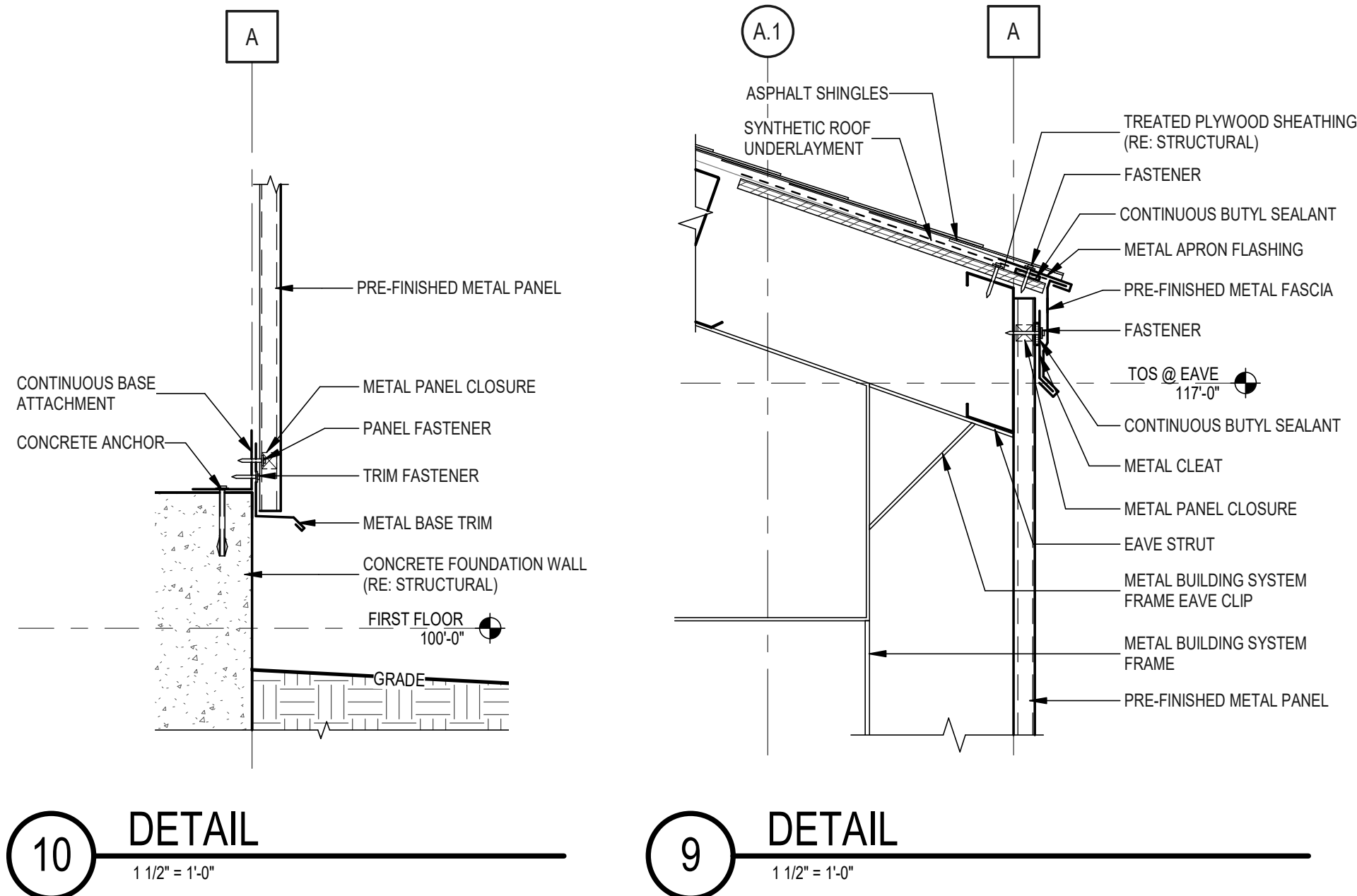


2 ROOF PLAN
1/4" = 1'-0"

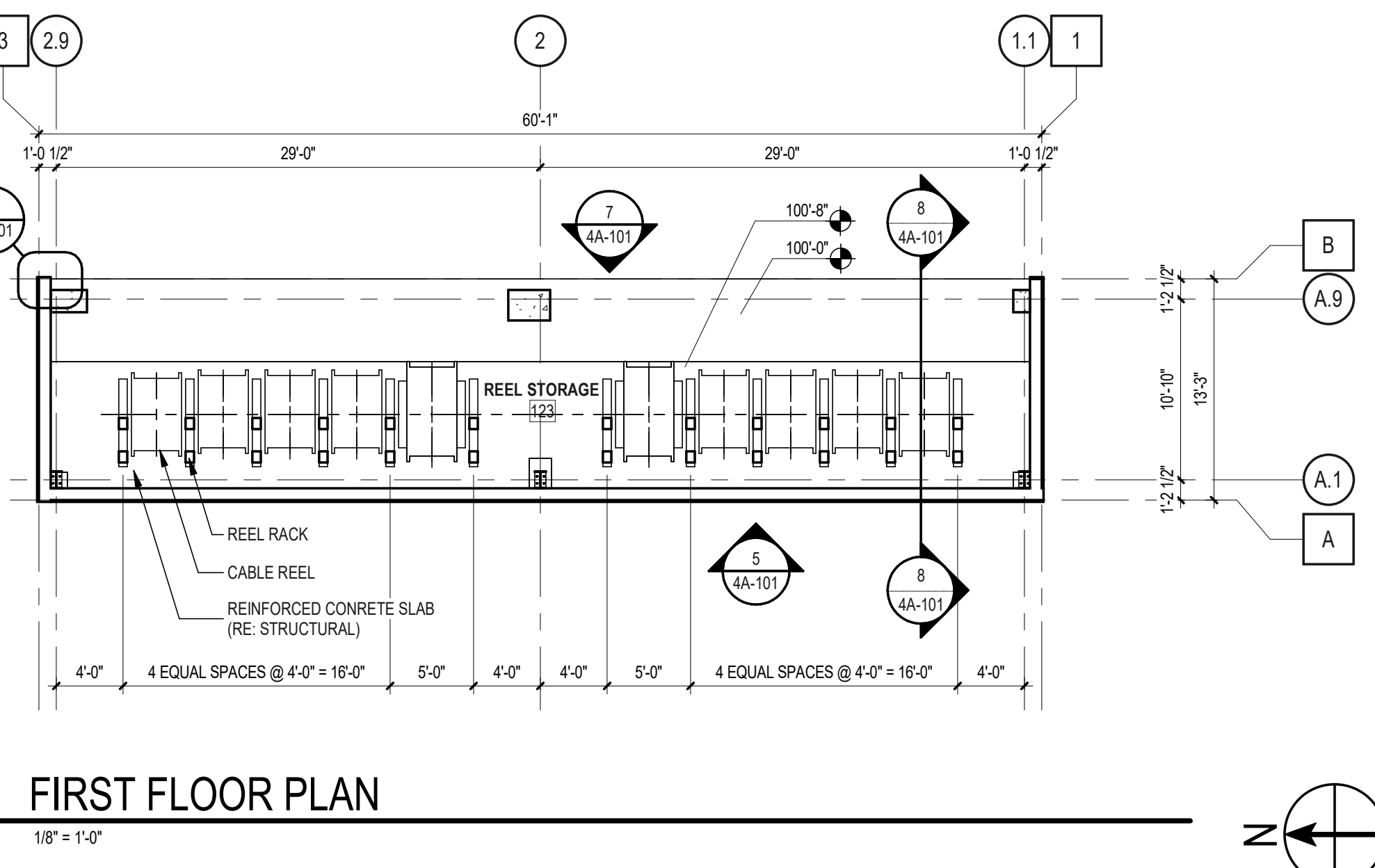
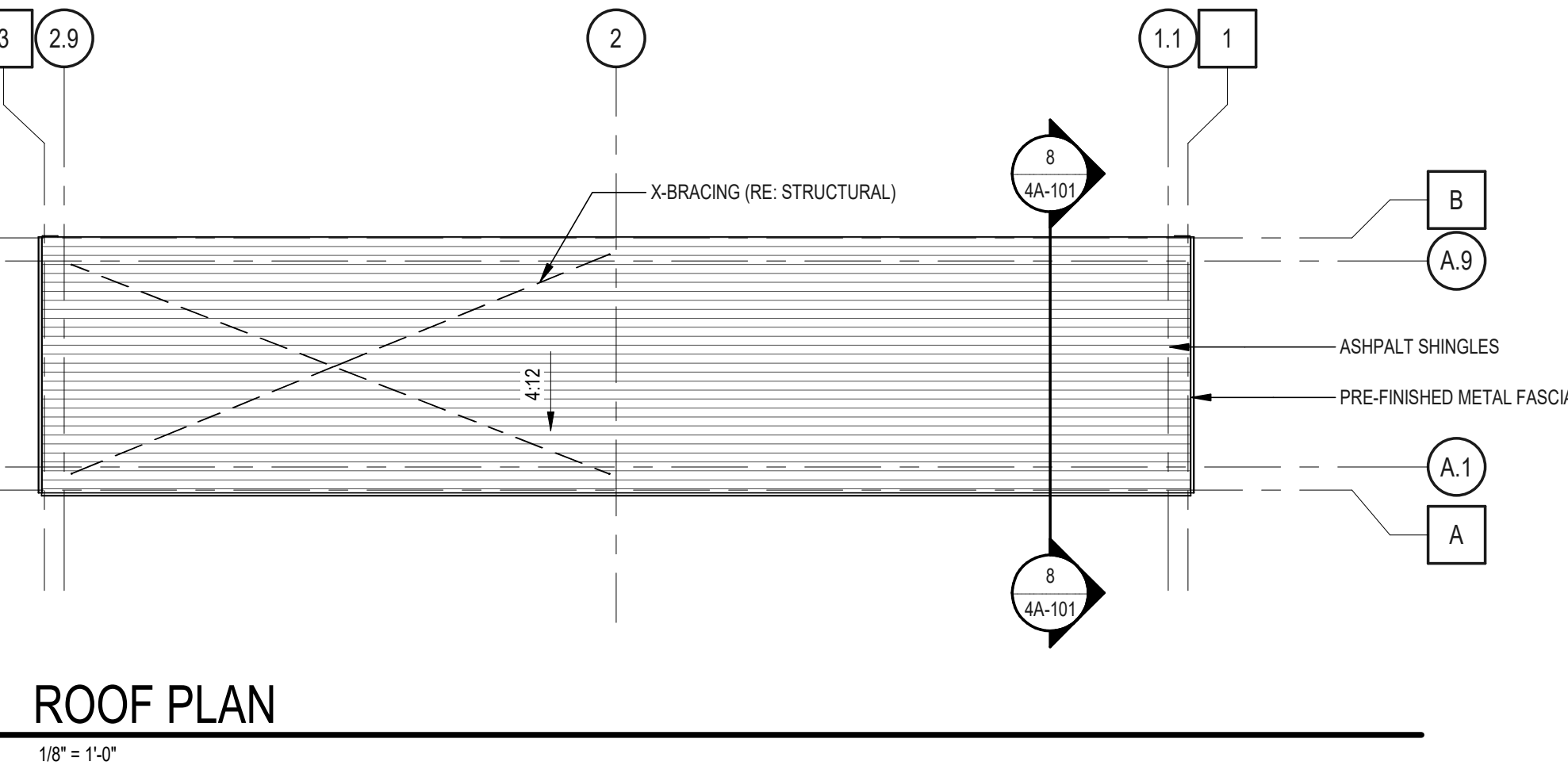
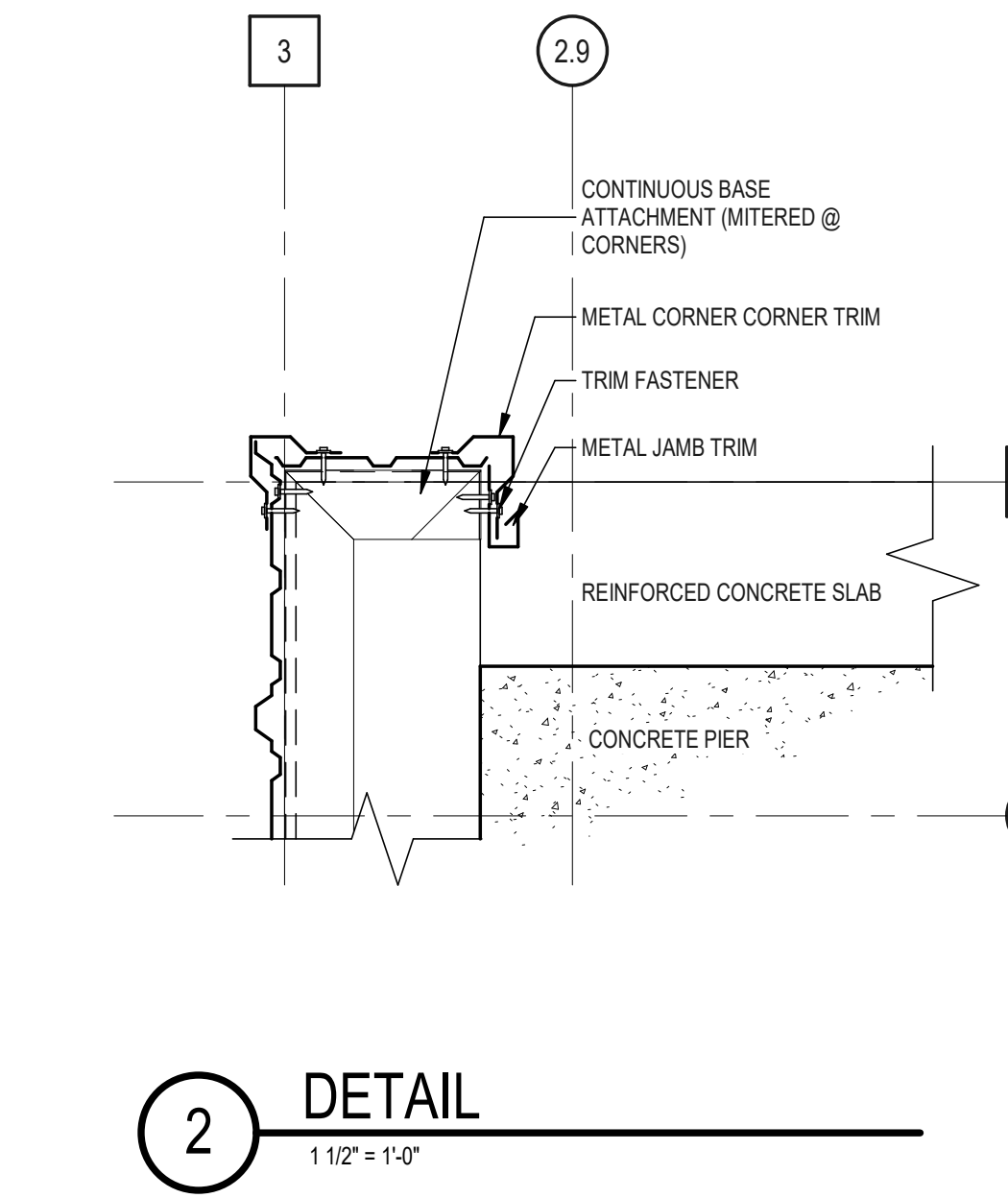


1 FIRST FLOOR PLAN
1/4" = 1'-0"





ROOM FINISH SCHEDULE								
No.	ROOM NAME	AREA	PERIMETER	FINISHES			NOTES	
				FLOOR	BASE	ALL WALLS		CEILING
123	REEL STORAGE	726 SF	152'-6"	CONC-3	-	-	EXP	



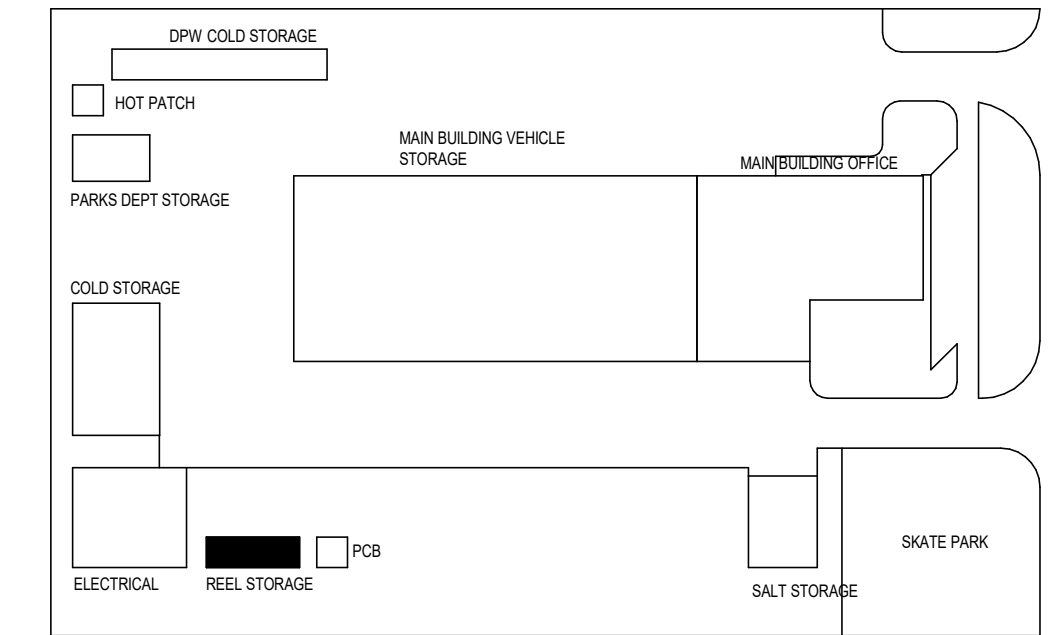
GENRAL NOTES

1. ALL PENETRATIONS SHALL BE SEALED WITH APPROPRIATE MATERIAL.
2. ALL EXPOSED METAL ELEMENTS TO BE PRE-FINISHED. COLOR AS SELECTED BY ARCHITECT
3. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION ON FINISHES & INSTALLATION REQUIREMENTS

PLAN NOTES

1. ALL PENETRATIONS SHALL BE SEALED WITH APPROPRIATE MATERIAL. FOR ADDITIONAL INFORMATION
2. ALL EXPOSED METAL ELEMENTS TO BE PRE-FINISHED. COLOR AS SELECTED BY ARCHITECT WINDOWS, AND FACE OF BRICK OR FACE OF SHEATHING, UNO.
3. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION ON FINISHES & INSTALLATION REQUIREMENTS PLAN DRAWINGS (S-201) FOR LOCATIONS AND EXTENTS OF RATED ASSEMBLIES, AS WELL AS FIRE EXTINGUISHER LOCATIONS. IF PARTITION DESIGNATION DISCREPANCY OCCURS BETWEEN THE CODE DRAWING AND THE FLOOR PLANS, PROVIDE THE PARTITION TYPE INDICATED WITH THE MOST STRINGENT REQUIREMENTS.
4. REFER TO PROJECT INFORMATION SHEET (1A-101) FOR MATERIAL /REFERENCE SYMBOLS AND ABBREVIATIONS
5. REFER TO DRAWING 1A-117 FOR METAL FABRICATIONS - COLUMN PROTECTION (CP), PIPE GUARDS (PG), AND BOLLARDS (B).
6. REFER TO DRAWING 5A-201 FOR DOOR INFORMATION AND DETAILS
7. REFER TO 5A-201 FOR PUNCHED WINDOW TYPES AND DETAILS

KEY PLAN



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34000 Plymouth Road
Livonia, MI 48150
PH 734.522.6711 | F 734.522.6427

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20/05/2019

PROJ NUMBER
747180010

ARCH
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SCALE
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COUNTY
MI

MUNICIPALITY
ANN ARBOR

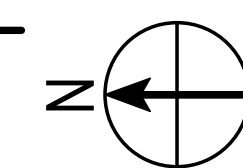
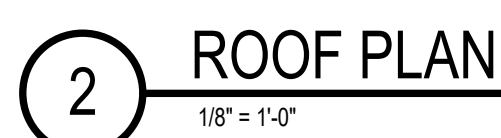
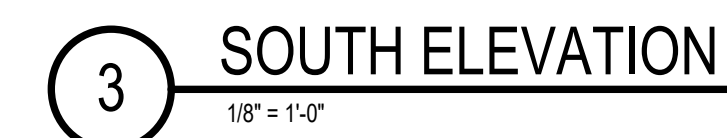
THE CITY OF CHARLEVOIX
PUBLIC SERVICES FACILITY
401 W CARPENTER STREET
CHARLEVOIX MI 49720

REEL STORAGE BUILDING - PLANS & ELEVATIONS

SHEET

4A-101

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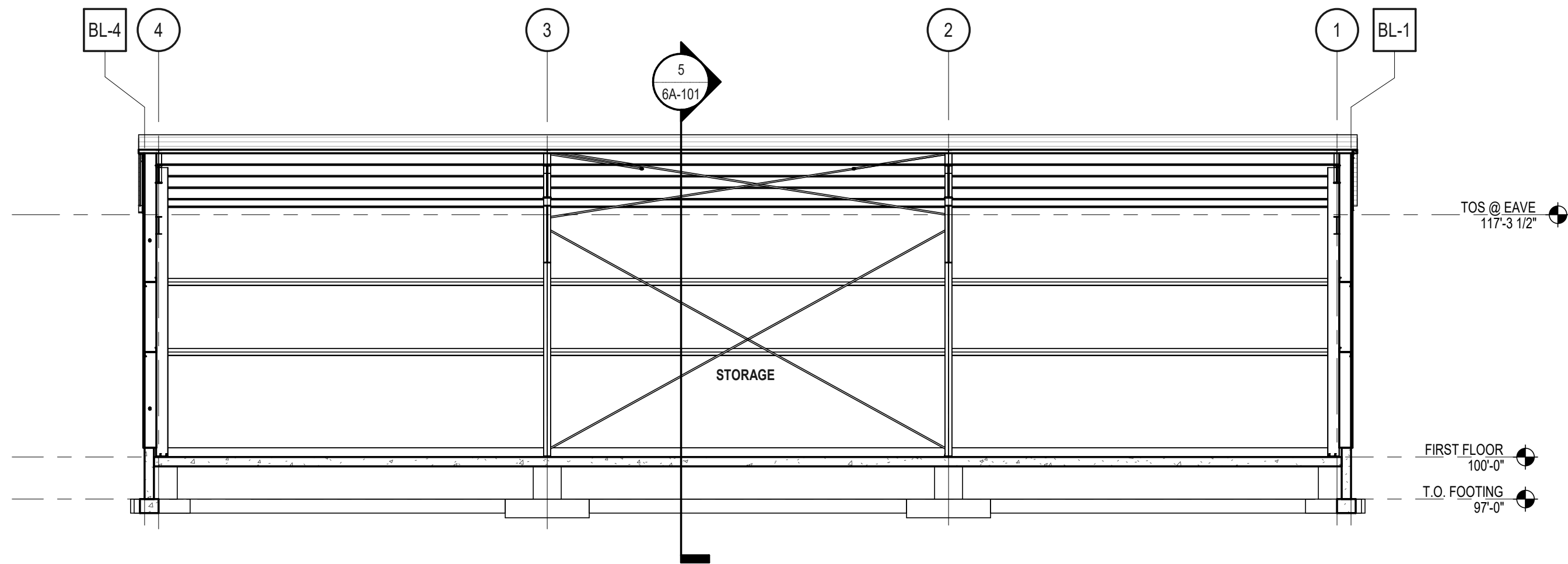


1. FIRST FLOOR REFERENCE ELEVATION 100'-0" = 639.75. REFER TO CIVIL FOR ADDITIONAL INFORMATION
2. ALL DIMENSIONS ARE TO THE FACE OF STUDS, CENTERLINE OF OPENINGS FOR DOORS AND WINDOWS AND FACE OF BRICK ON FACE OF SHEETING, UNO.
3. REFER TO CODE PLAN DRAWINGS (C-001) FOR LOCATIONS AND EXTENTS OF RATED ASSEMBLIES. AS THE CODE PLAN DRAWINGS DO NOT INDICATE THE EXACT LOCATION OF PARTITION, DESIGNATION DISCREPANCY OCCURS BETWEEN THE CODE DRAWING AND THE FLOOR PLANS. PROVIDE THE PARTITION TYPE SYMBOLS WITH THE MOST STRINGENT REQUIREMENTS.
4. REFER TO PROJECT INFORMATION SHEET (I-001) FOR MATERIAL REFERENCE SYMBOLS AND ABBREVIATIONS
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6. REFER TO DRAWING 5A-201 FOR DOOR INFORMATION AND DETAILS
7. REFER TO 5A-201 FOR PUNCHED WINDOW TYPES AND DETAILS

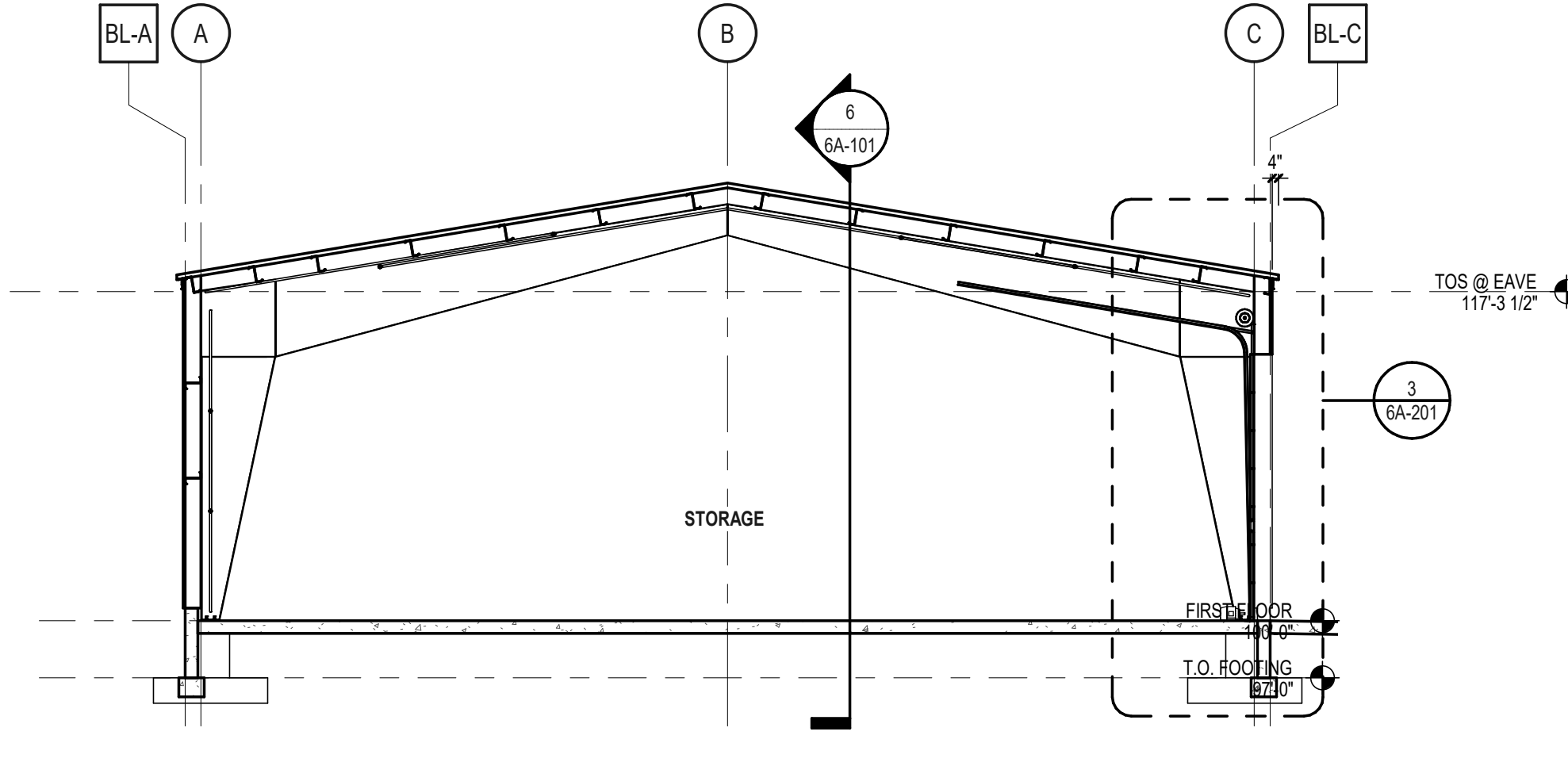
The site plan shows the layout of the 2010 Winter Olympic Village. Key buildings and facilities include:

- PRV COLD STORAGE**: Located at the top left.
- HOT PATCH**: A small rectangular building below PRV COLD STORAGE.
- PARKS DEPT STORAGE**: A large rectangular building on the left side.
- COLD STORAGE**: A large rectangular building below PARKS DEPT STORAGE.
- ELECTRICAL**: A large black rectangular area at the bottom left.
- KEEL STORAGE**: A small rectangular building to the right of ELECTRICAL.
- PCB**: A small square building to the right of KEEL STORAGE.
- MAIN BUILDING VEHICLE STORAGE**: A large rectangular building in the center.
- MANUFACTURING OFFICE**: A large rectangular building to the right of MAIN BUILDING VEHICLE STORAGE.
- GALT STORAGE**: A large rectangular building at the bottom right.
- SKATE PARK**: A small rectangular building to the right of GALT STORAGE.

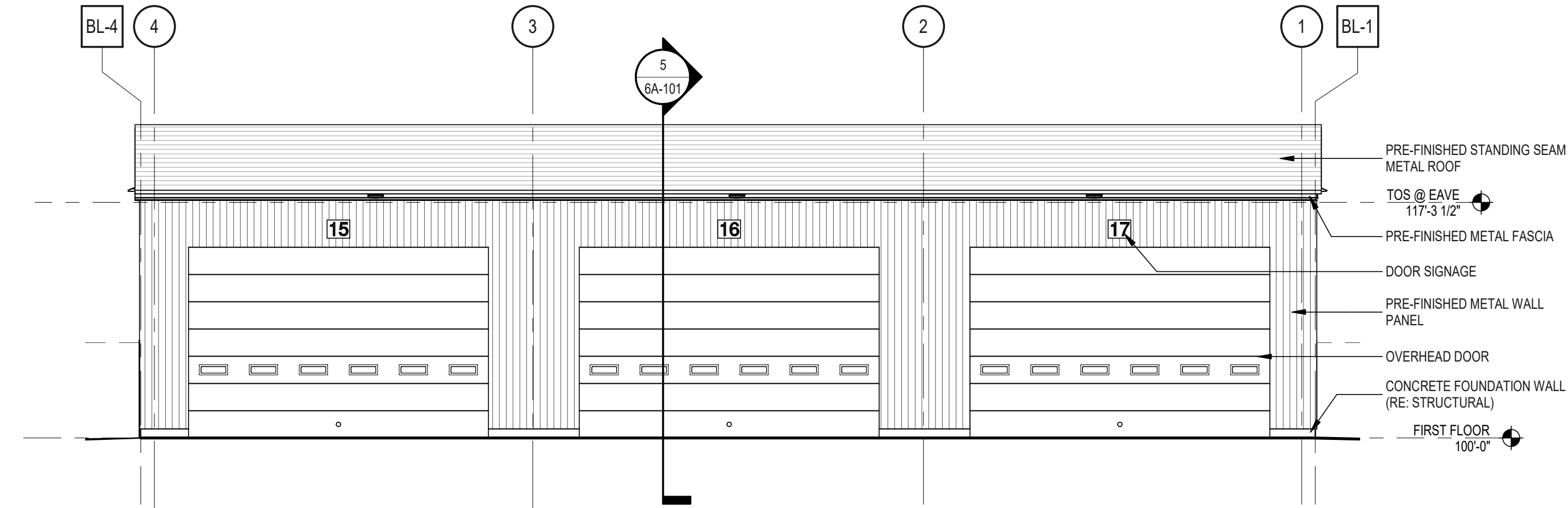
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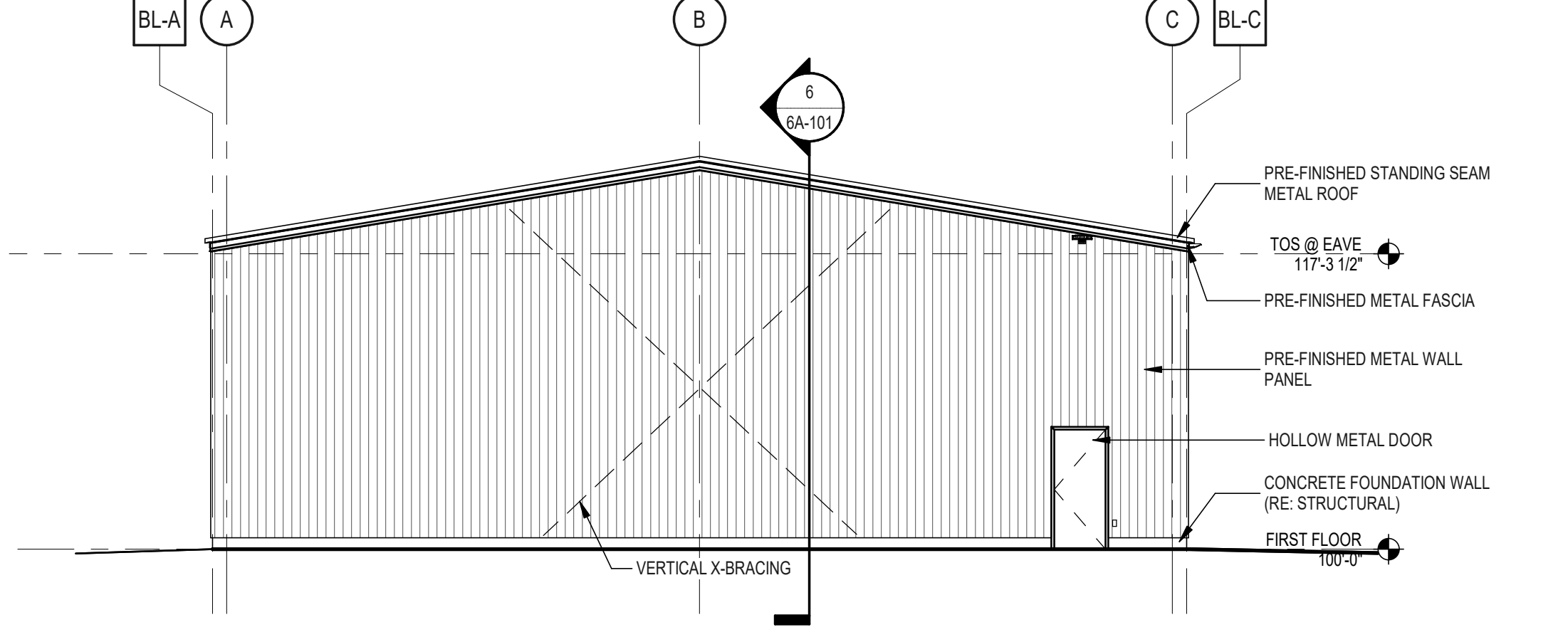
6 BUILDING SECTION
1/8" = 1'-0"



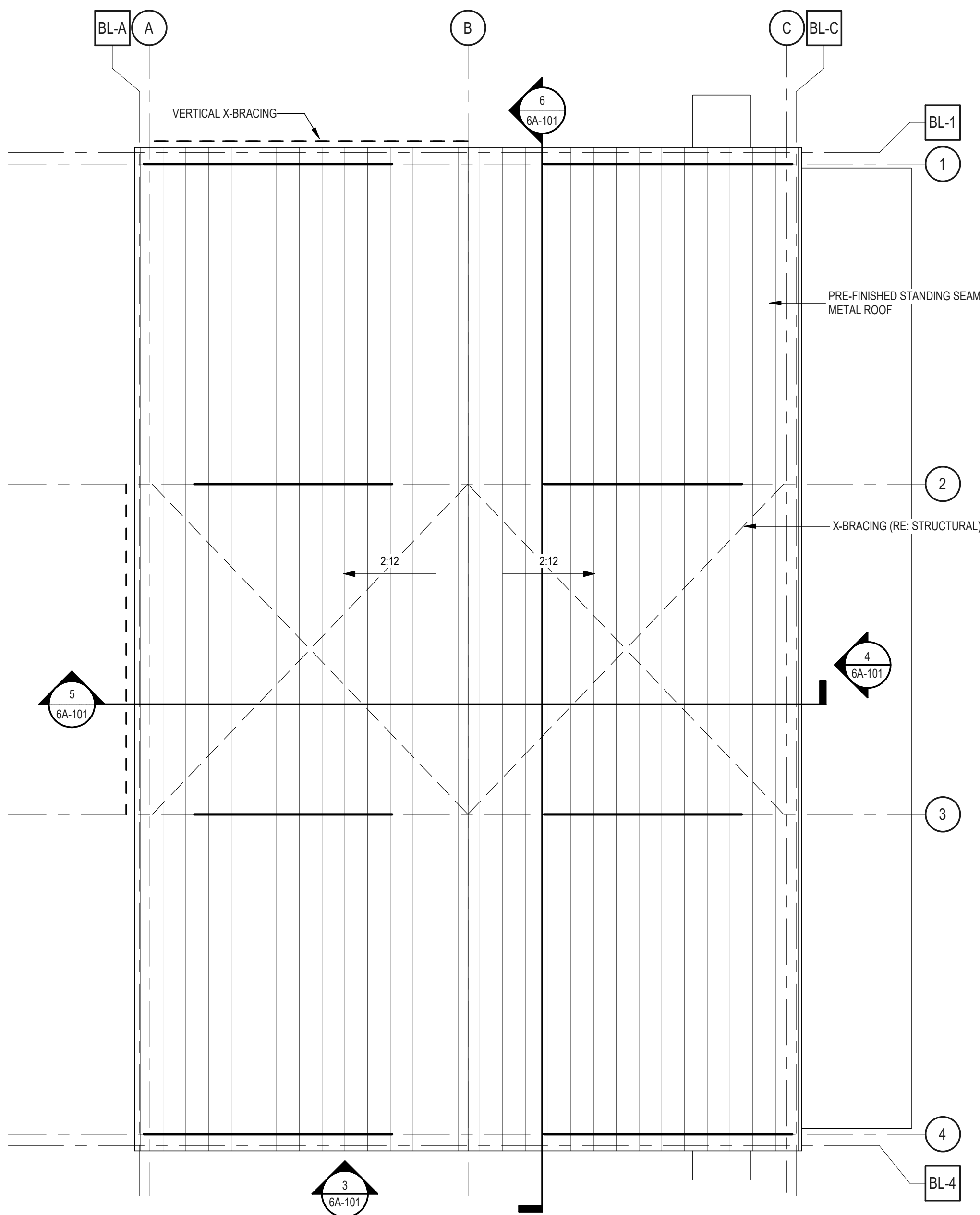
5 BUILDING SECTION
1/8" = 1'-0"



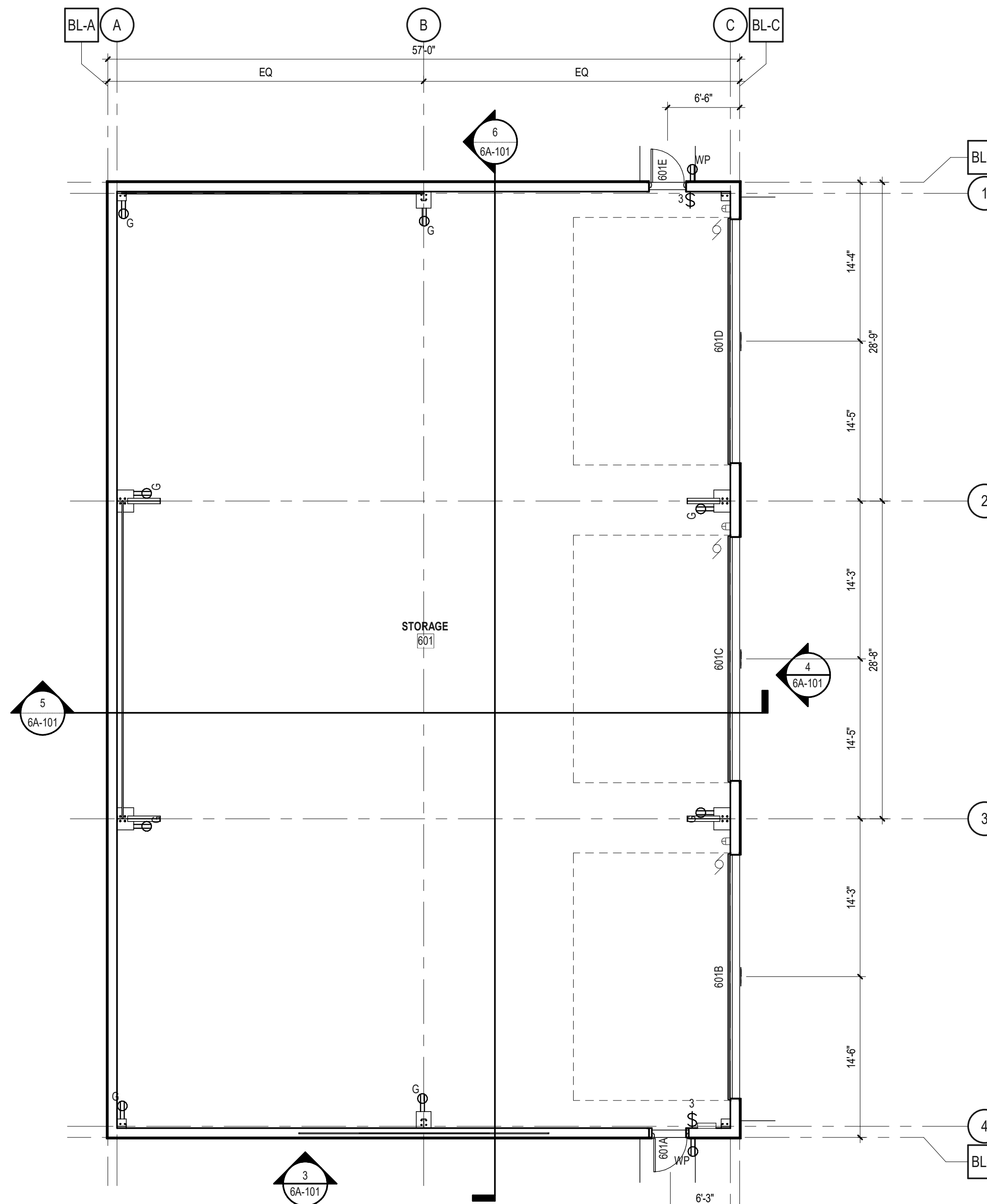
4 SOUTH ELEVATION
1/8" = 1'-0"



3 WEST ELEVATION
1/8" = 1'-0"



2 ROOF PLAN
1/8" = 1'-0"



1 FIRST FLOOR PLAN
1/8" = 1'-0"

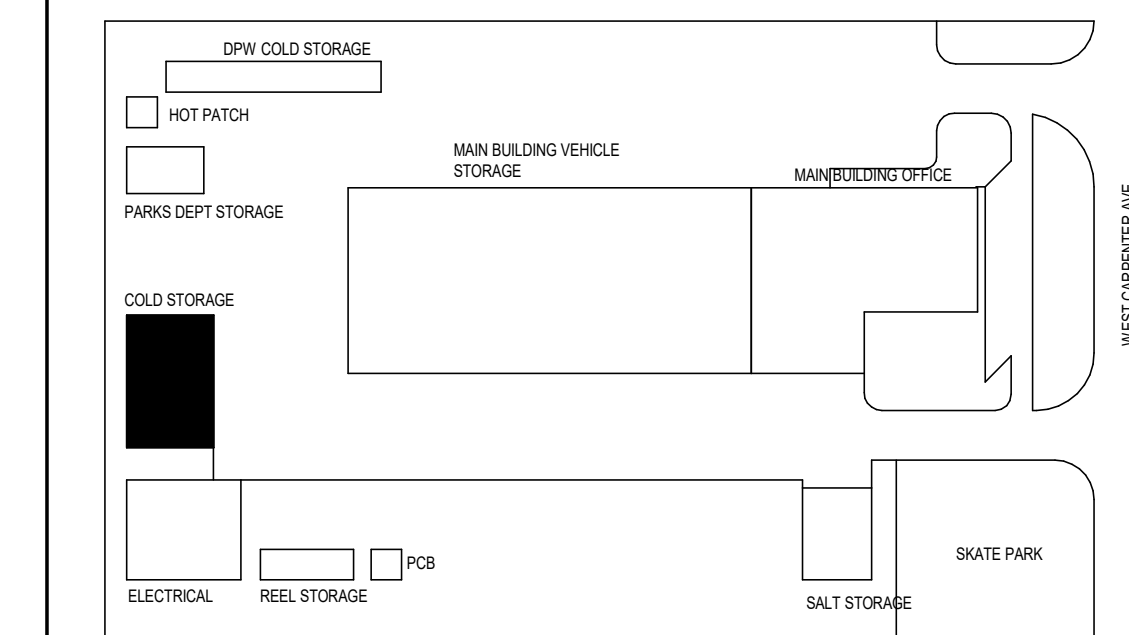
GENERAL NOTES

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PLAN NOTES

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KEY PLAN



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PROJECT NUMBER

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PROJ LEAD

SCALE

COUNTY

MUNICIPALITY

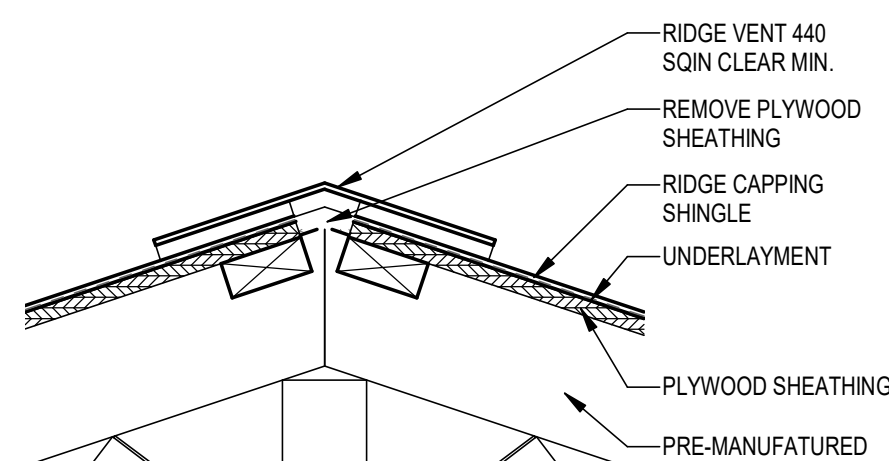
THE CITY OF CHARLEVOIX
PUBLIC SERVICES FACILITY
401 W CARPENTER STREET
CHARLEVOIX MI 49720

COLD STORAGE BUILDING - PLANS & EXTERIOR ELEVATIONS

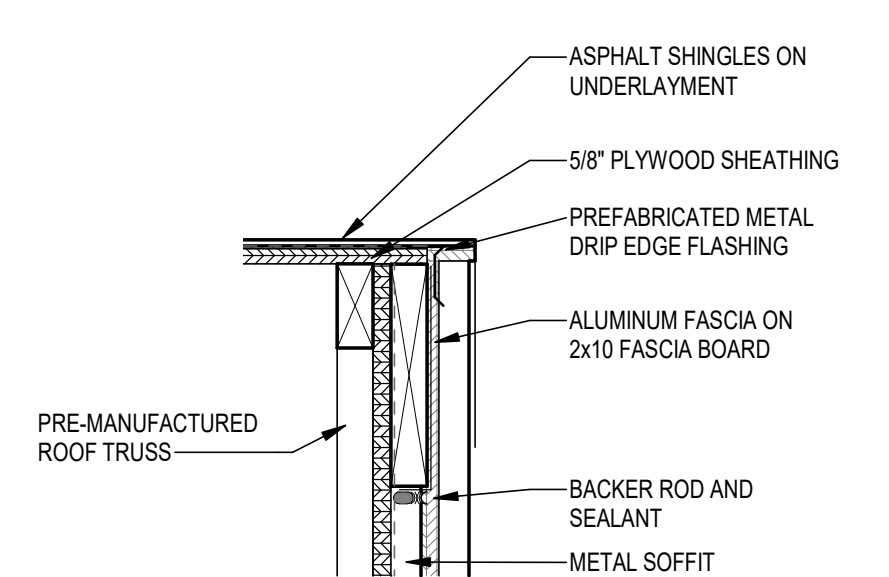
SHEET

6A-101

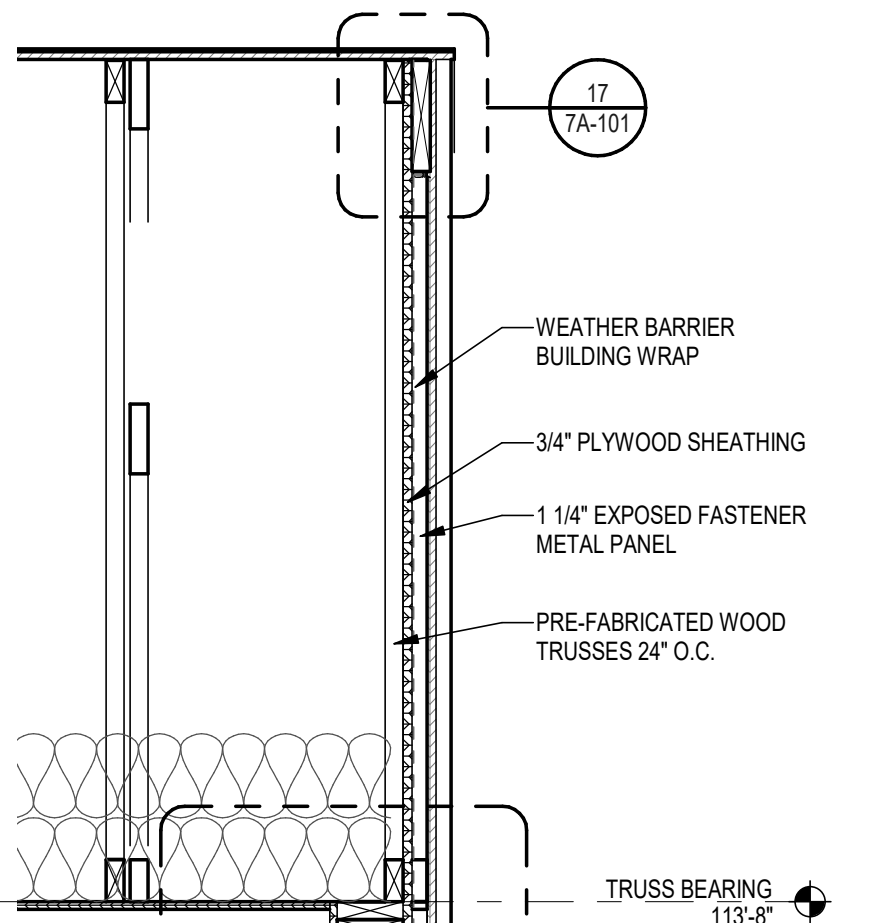
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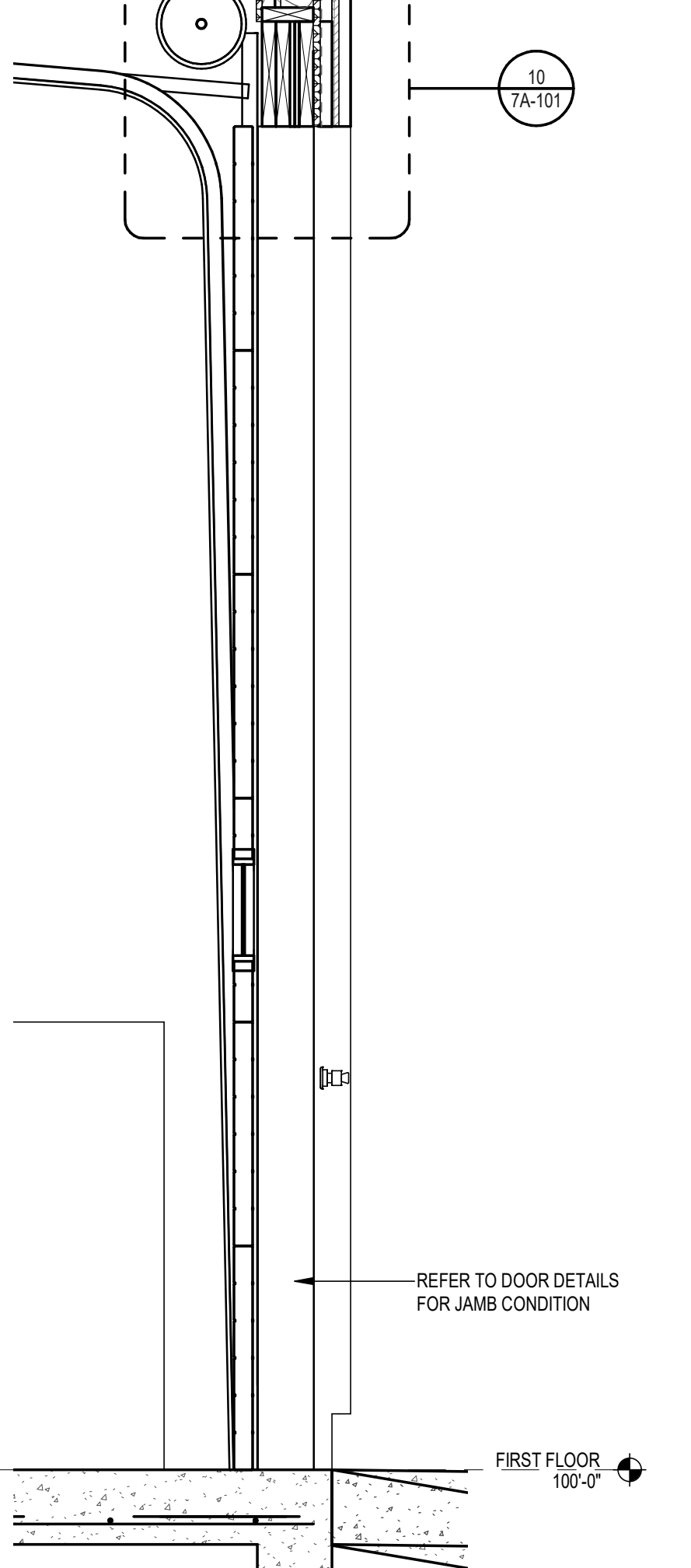
19 RIDGE VENT DETAIL
1 1/2" = 1'-0"



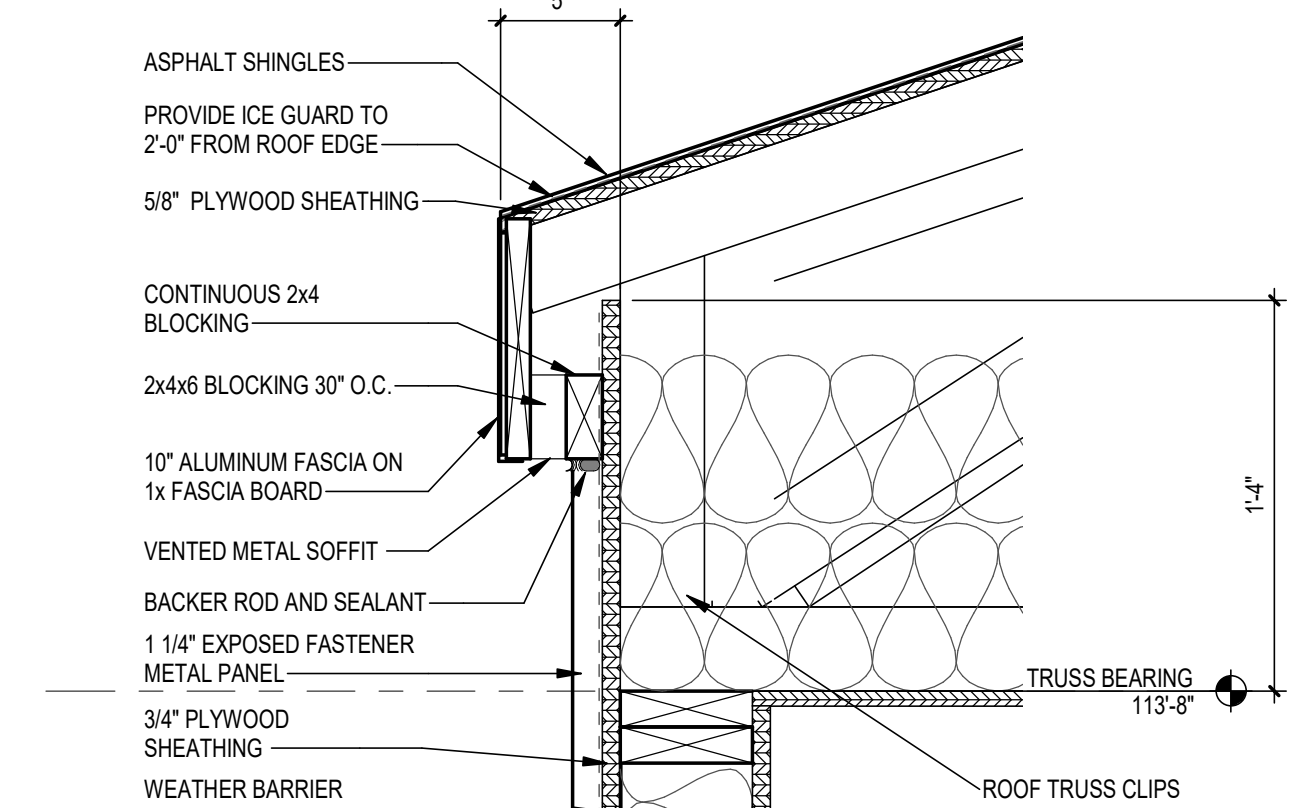
17 GABLE DETAIL
1 1/2" = 1'-0"



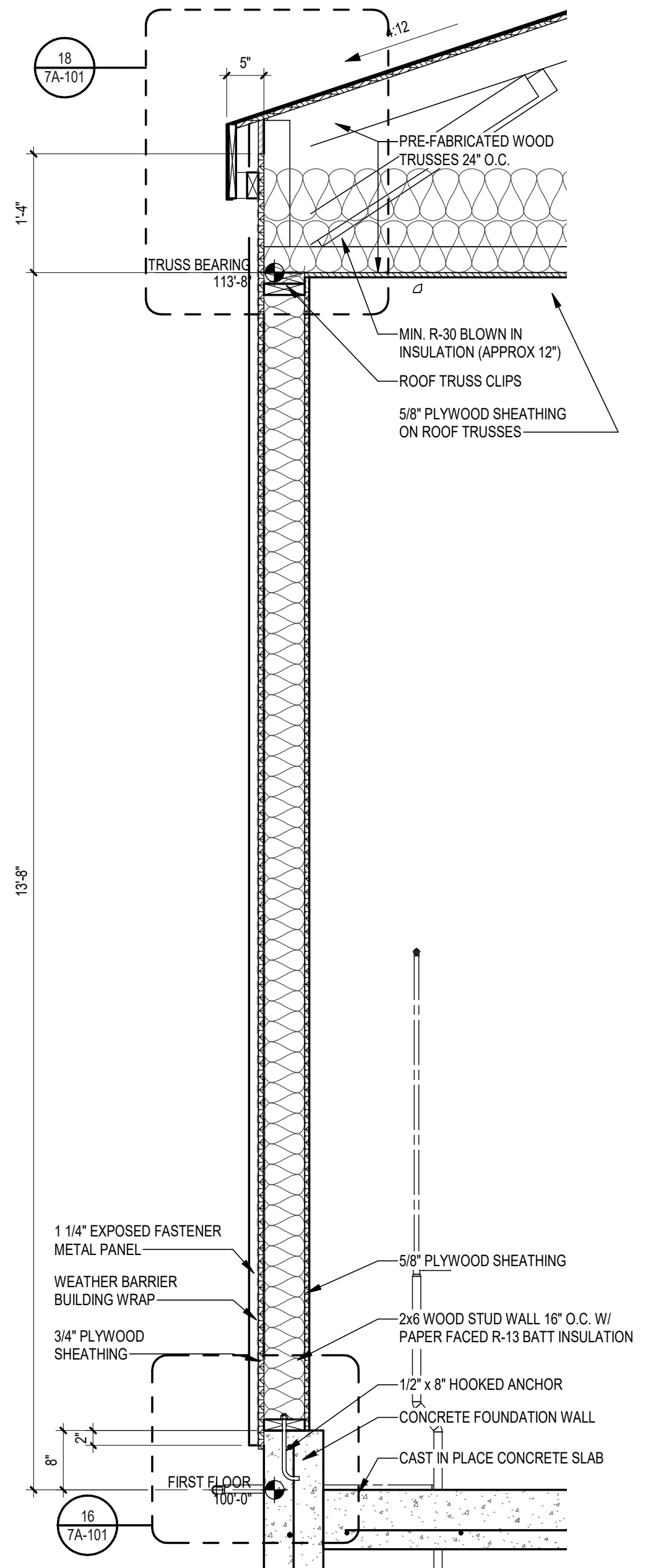
16 WALL BASE DETAIL
1 1/2" = 1'-0"



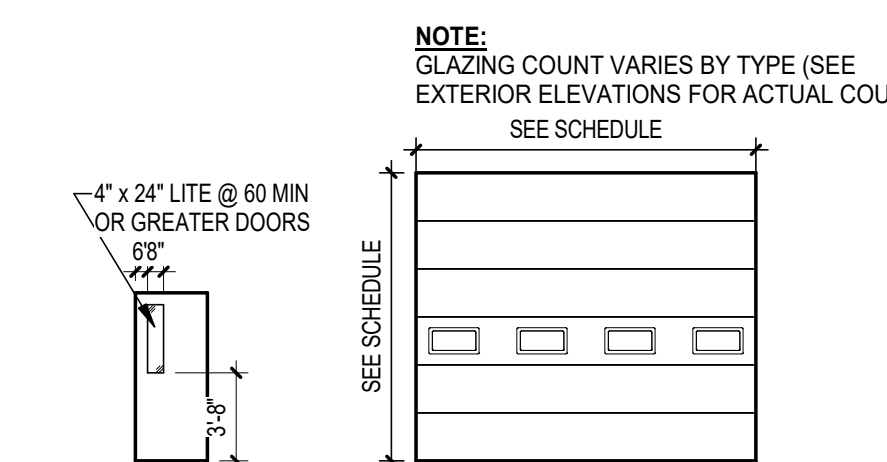
5 GABLE WALL SECTION
3/4" = 1'-0"



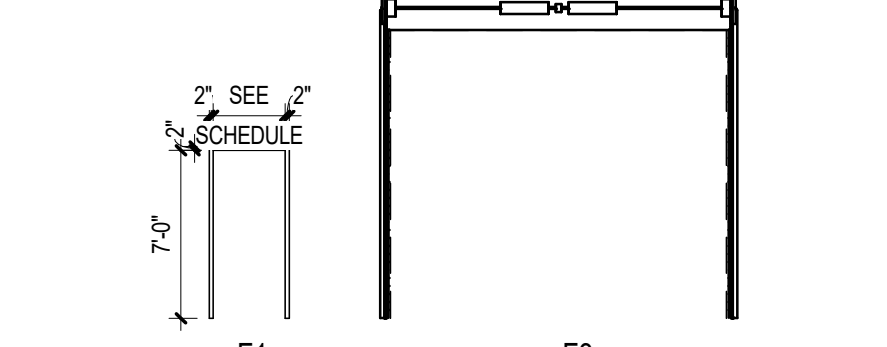
18 EAVE DETAIL
1 1/2" = 1'-0"



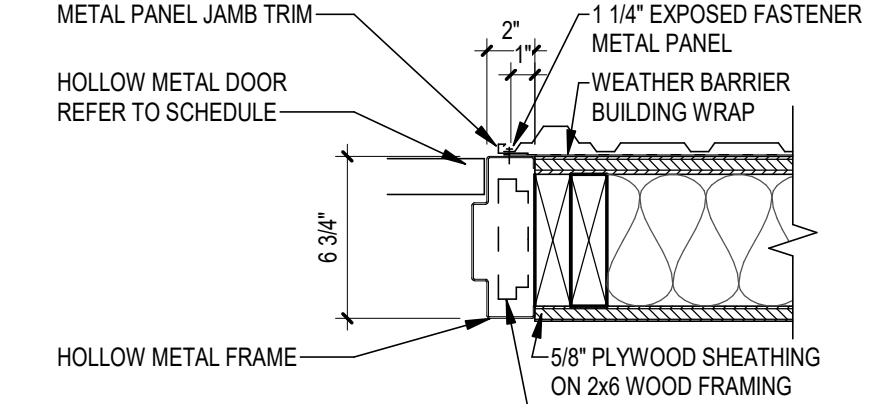
4 EAVE WALL SECTION
3/4" = 1'-0"



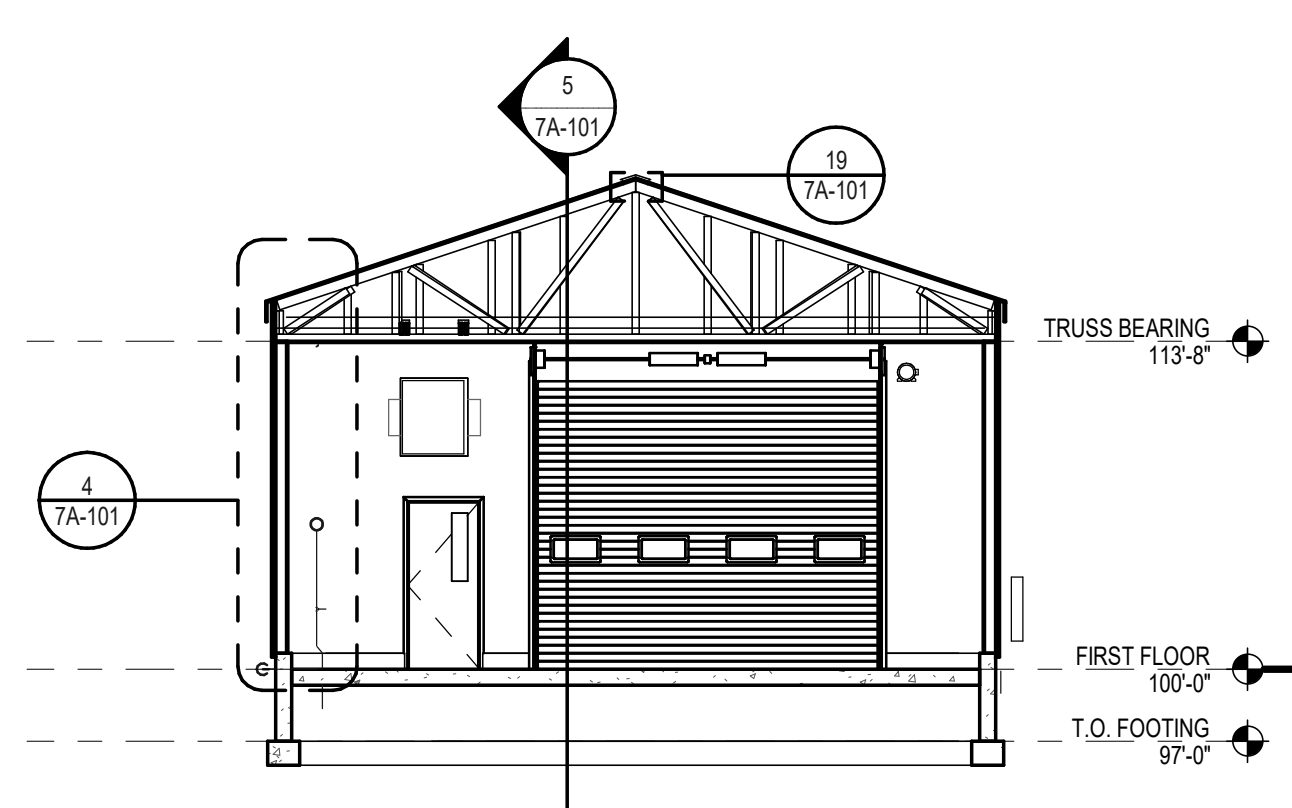
DOOR TYPES



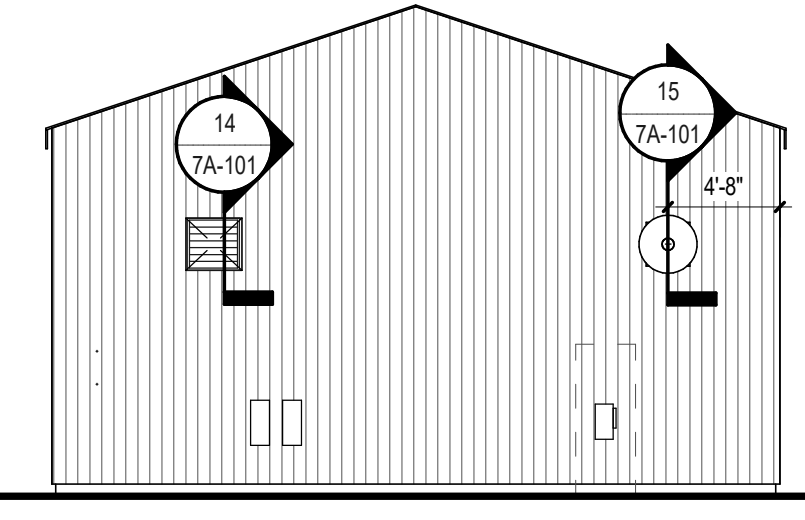
DOOR FRAME TYPES



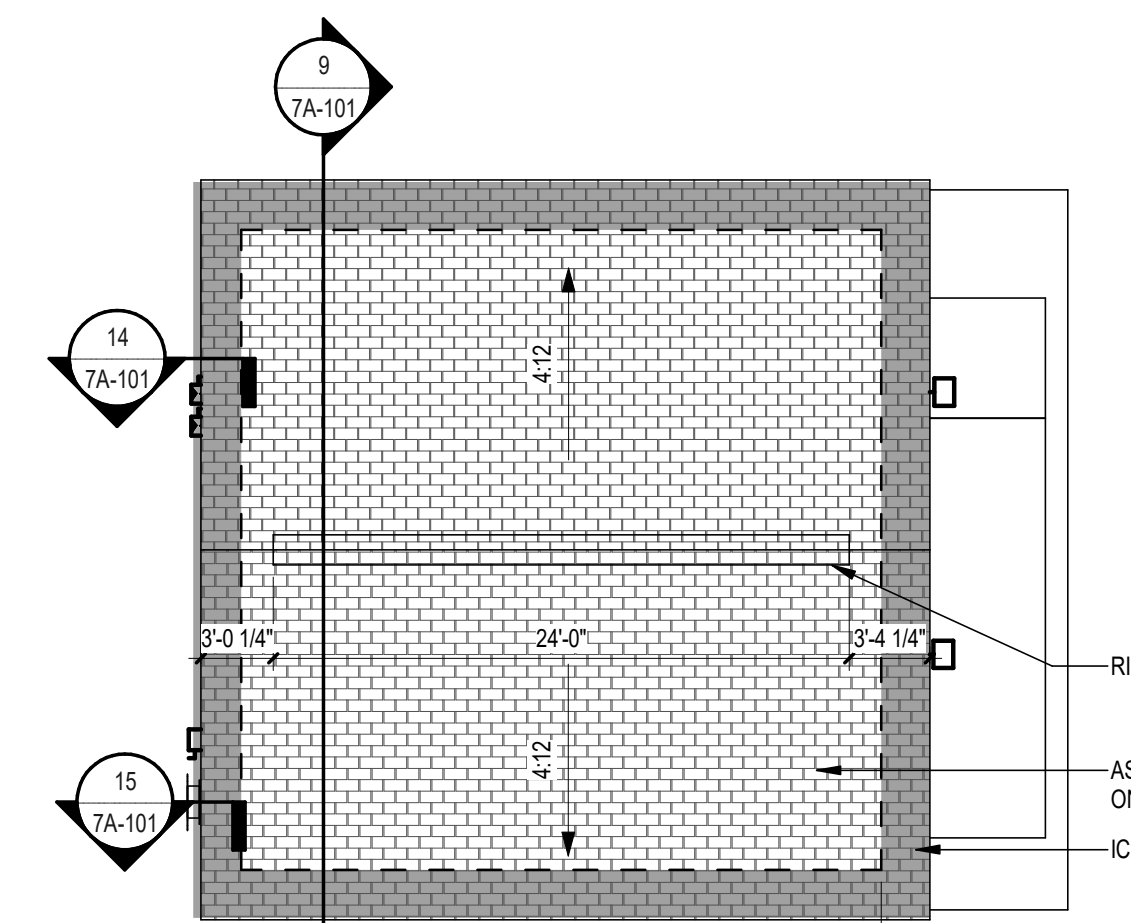
13 DOOR JAMB DETAIL
1 1/2" = 1'-0"



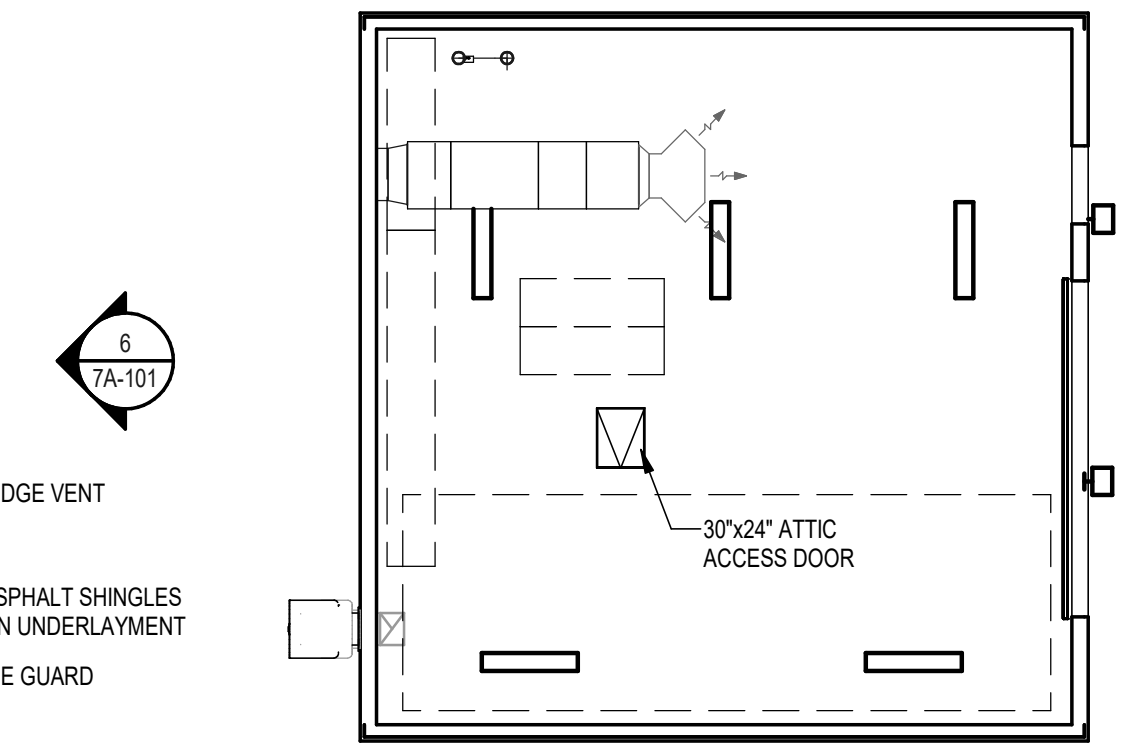
9 BUILDING SECTION
1/8" = 1'-0"



8 NORTH ELEVATION
1/8" = 1'-0"



3 ROOF PLAN
1/8" = 1'-0"

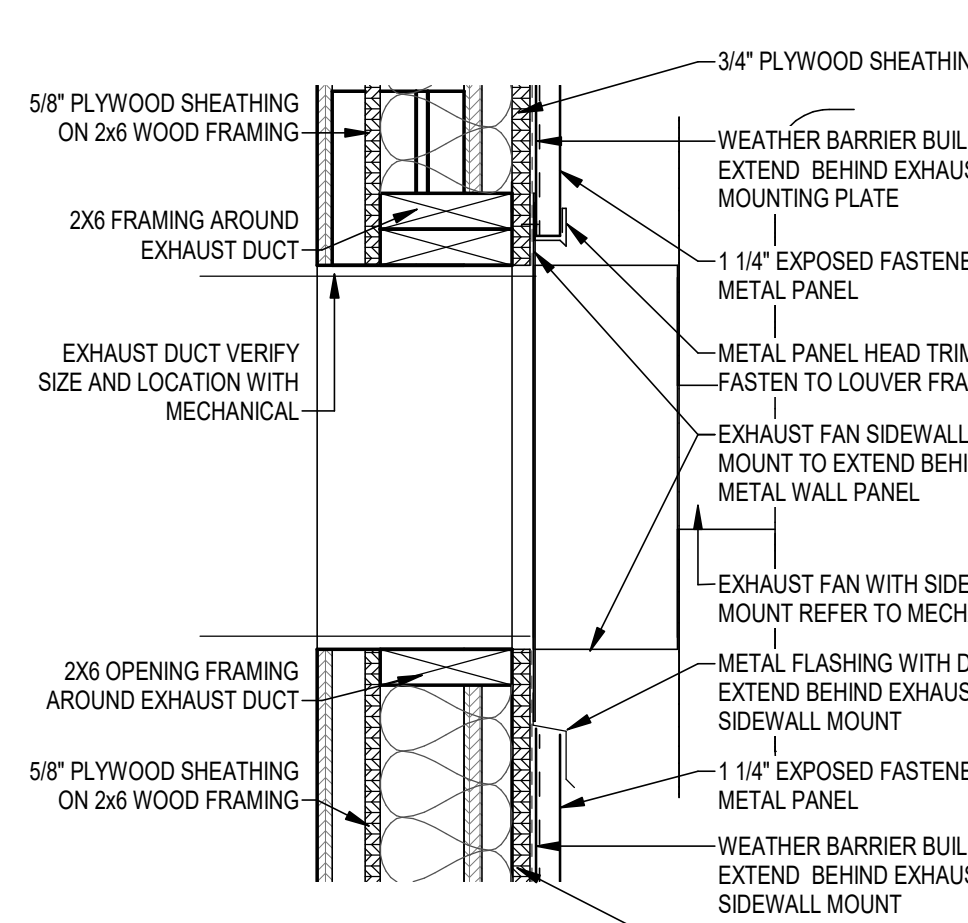


2 FIRST FLOOR REFLECTED CEILING PLAN
1/8" = 1'-0"

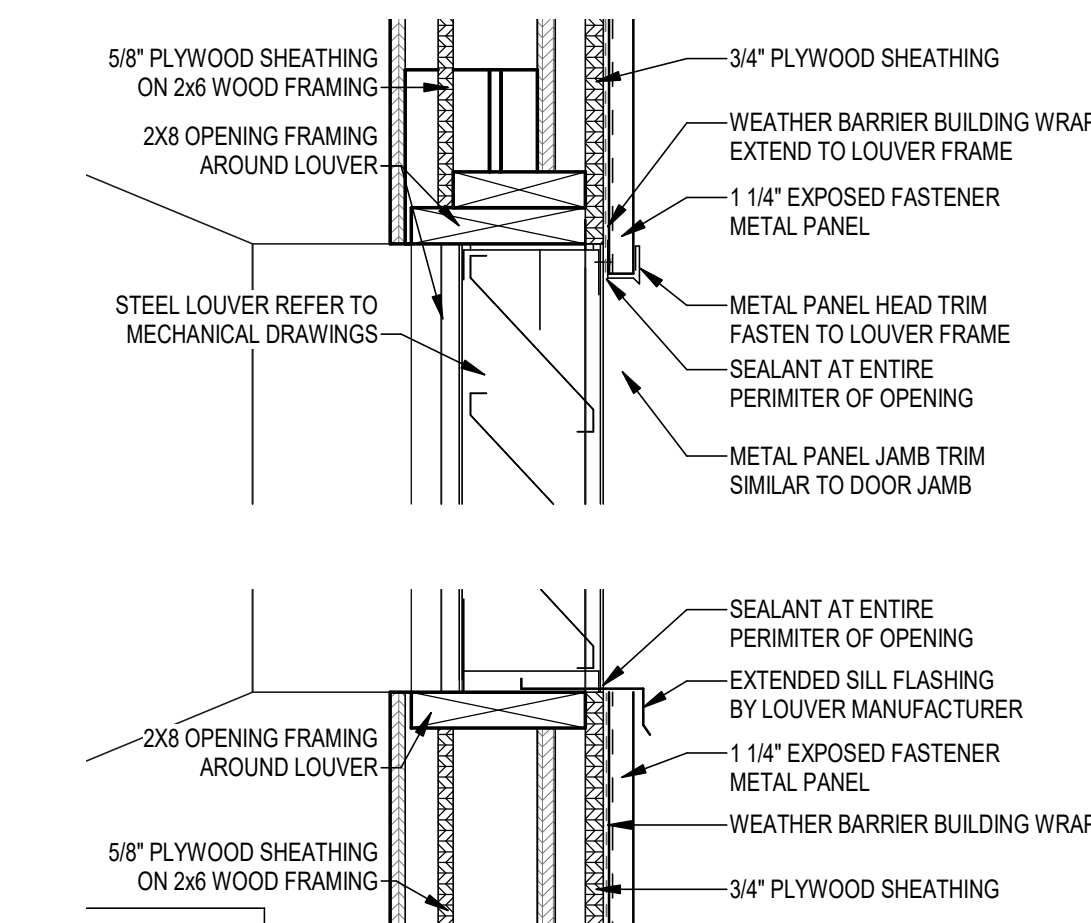
EQUIPMENT SCHEDULE				
MARK	DESCRIPTION	MANUFACTURER	MODEL	COMMENTS
GS	GAS CAN STORAGE			
PSC	PESTICIDES STORAGE CABINET			

ROOM FINISH SCHEDULE									
No.	ROOM NAME	FLOOR	BASE	FINISHES				CEILING	NOTES
				ALL WALLS	N	S	E	W	
701	PARKS STORAGE	CONC-1	NA	PLYWOOD	NA	NA	NA	NA	PLYWOOD

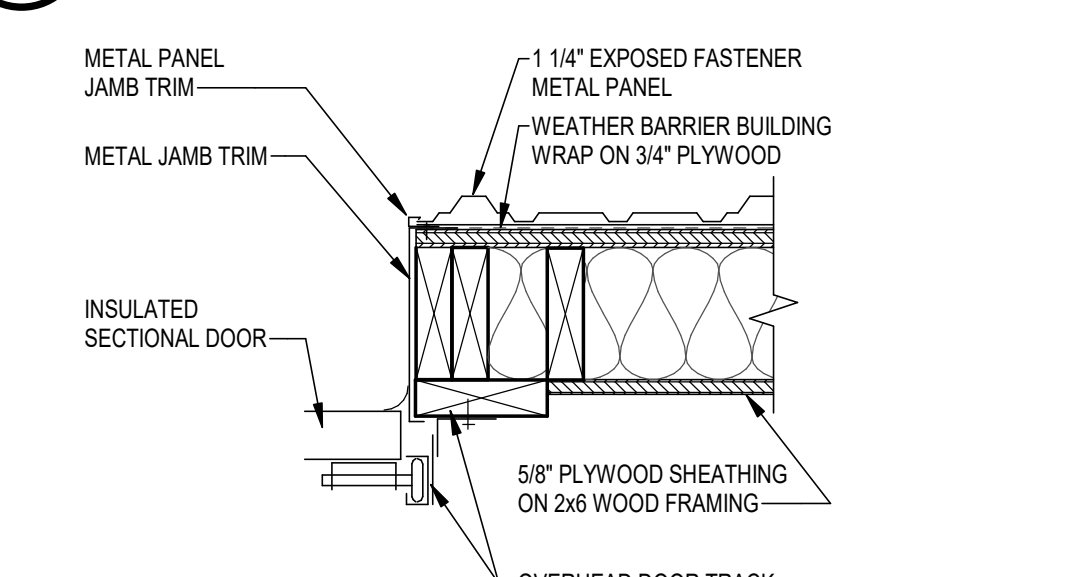
DOOR SCHEDULE														
MARK	SIZE		NO. OF LEAFS	DOOR		FRAME		GLAZING		DETAIL		FIRE RATING	HDWR	NOTES
	WIDTH	HEIGHT		MAT'L	FINISH	MAT'L	FINISH	TYPE	HEAD	JAMB	THRS			
701A	3'-0"	7'-0"	1	N	HM	PT	F1	HM	PT	12/7A101	13/7A101			
701B	14'-0"	12'-0"		OH	ST	PT	F3	HM	PT	10/7A101	11/7A101			OH DOOR W/ TROLLY OPERATOR AND LOW HEADROOM TRACK MOUNT



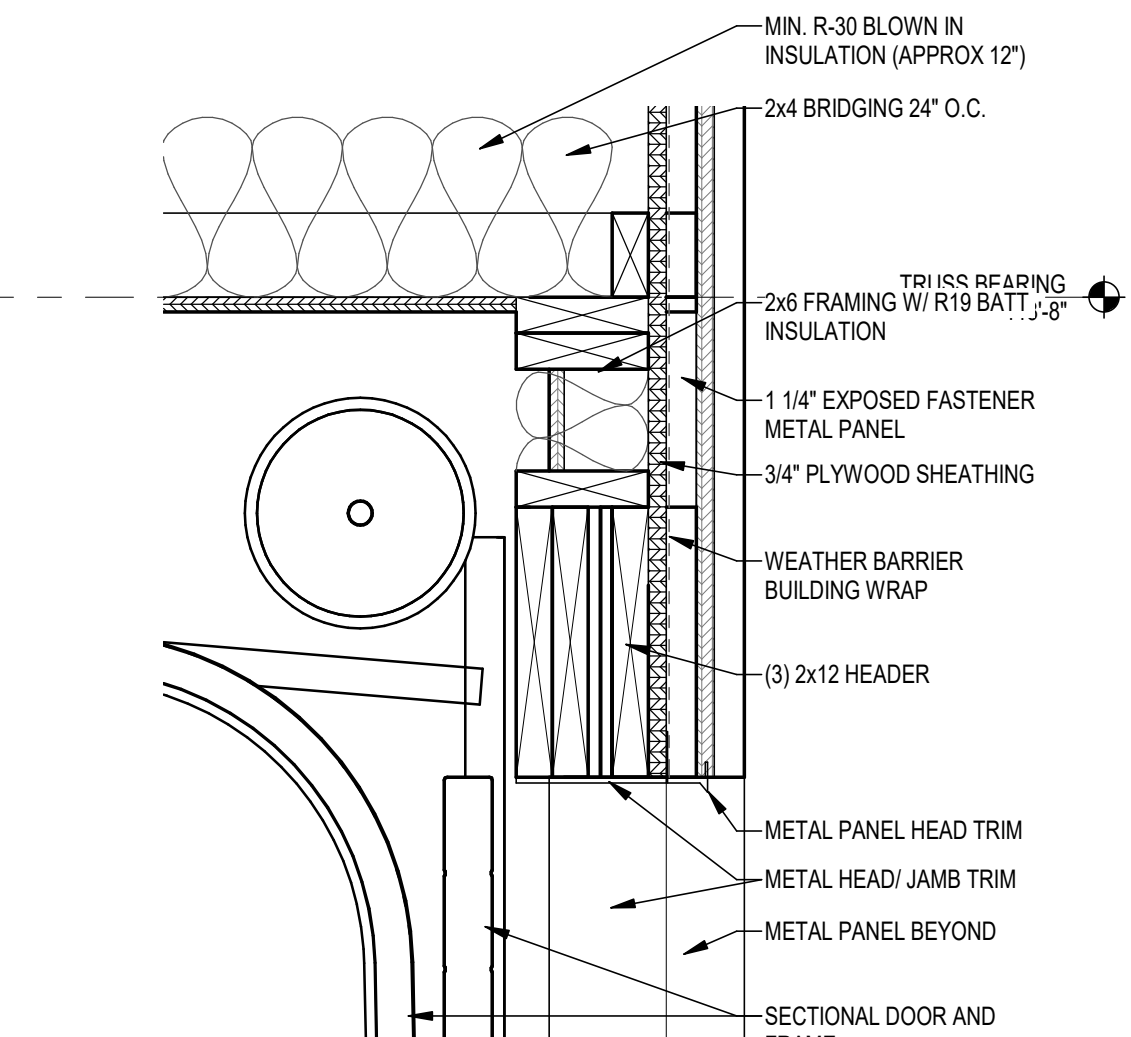
15 EXHAUST FAN DETAIL
1 1/2" = 1'-0"



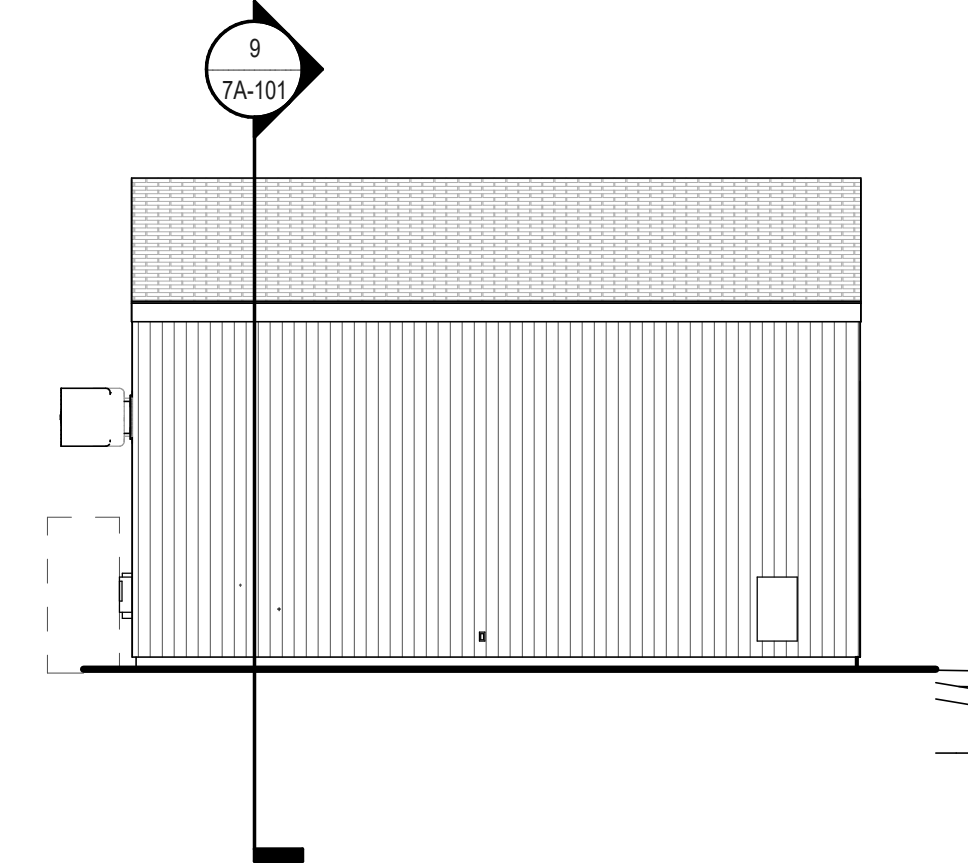
14 LOUVER DETAIL
1 1/2" = 1'-0"



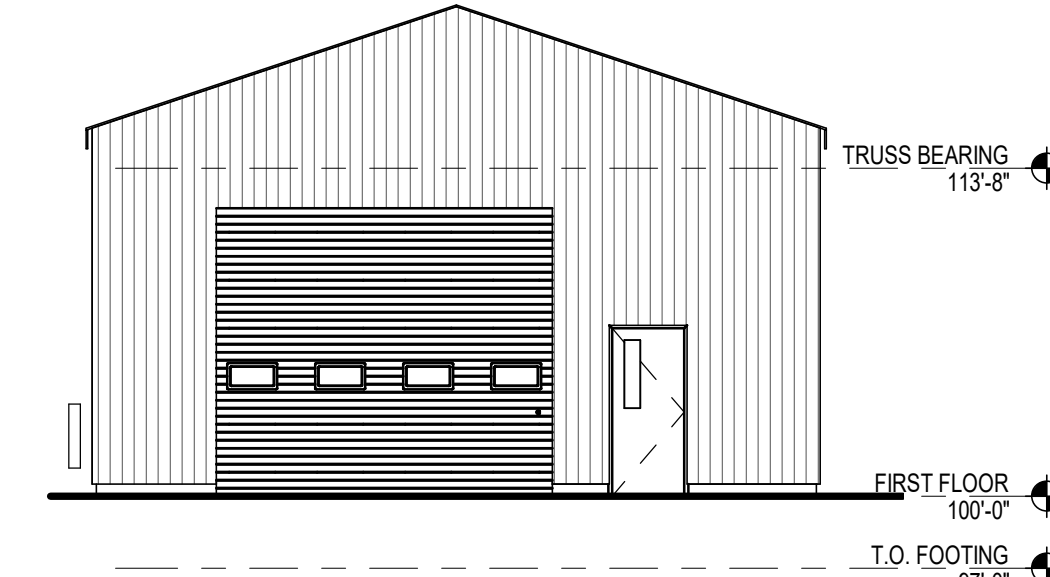
11 OH DOOR JAMB DETAIL
1 1/2" = 1'-0"



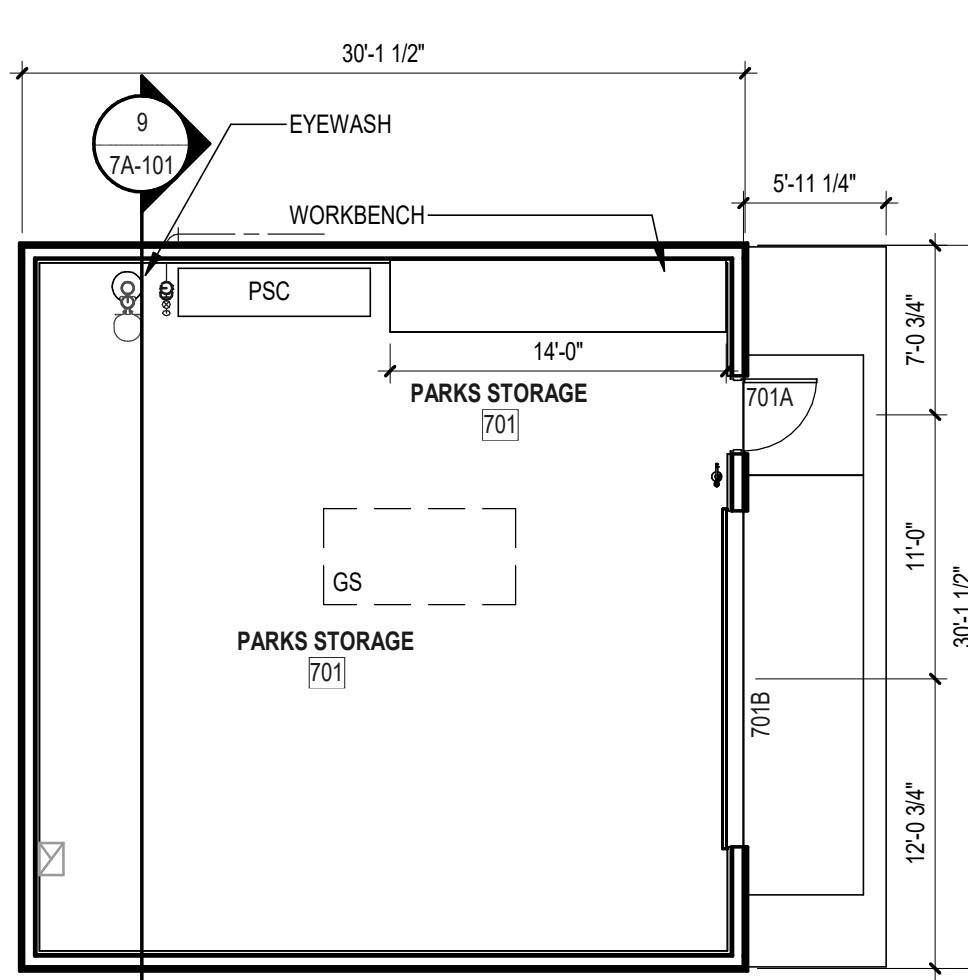
10 OH DOOR HEAD DETAIL
1 1/2" = 1'-0"



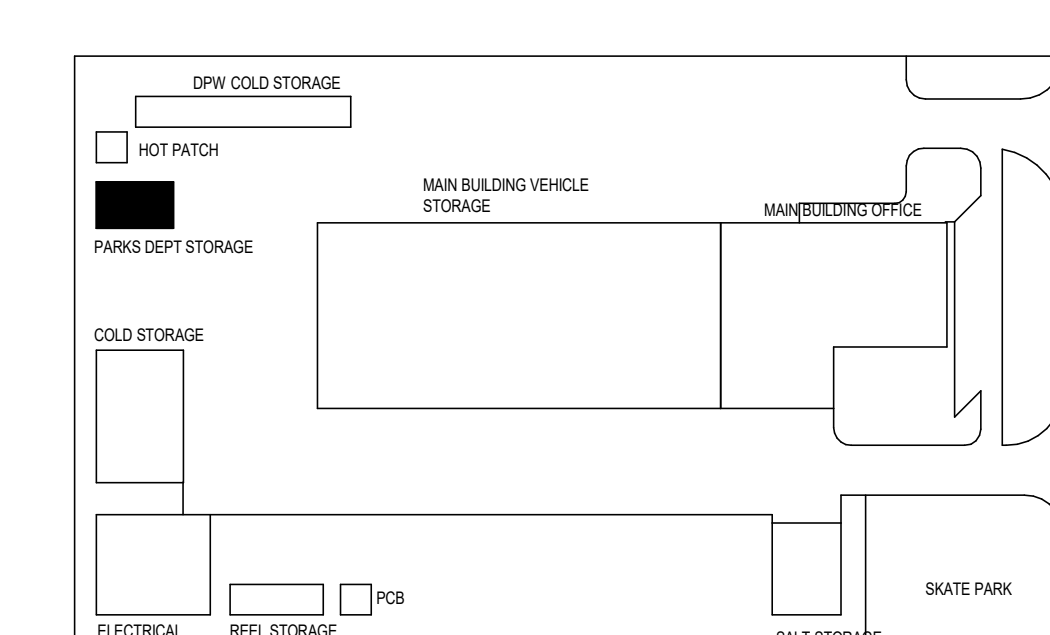
7 WEST ELEVATION
1/8" = 1'-0"



6 SOUTH ELEVATION
1/8" = 1'-0"



1 FIRST FLOOR PLAN
1/8" = 1'-0"



PLAN NOTES

1. FIRST FLOOR REFERENCE ELEVATION 100'-0" = 640.11. REFER TO CIVIL FOR ADDITIONAL INFORMATION.
2. ALL DIMENSIONS ARE TO THE FACE OF STUDS, CENTERLINE OF OPENINGS FOR DOORS AND WINDOWS, UNO.
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4. REFER TO PROJECT INFORMATION SHEET (1A-001) FOR MATERIAL REFERENCE SYMBOLS AND ABBREVIATIONS.

REFLECTED CEILING PLAN NOTES

1. REFER TO MECHANICAL, ELECTRICAL, AND FIRE PROTECTION DRAWINGS FOR QUANTITY & TYPE OF CEILING MOUNTED FIXTURES & DEVICES, ETC.
2. COORDINATE SIZE AND LOCATION OF ALL ACCESS PANELS WITH MECHANICAL AND ELECTRICAL DRAWINGS.
3. REFER TO ELECTRICAL DRAWINGS FOR LIGHTING FIXTURE SCHEDULE.

ROOF PLAN NOTES

1. COORDINATE PENETRATIONS AND ROOF MOUNTED EQUIPMENT WITH MECHANICAL, PLUMBING, ELECTRICAL AND STRUCTURAL DRAWINGS.
2. ALL ROOF PENETRATIONS SHALL BE SEALED WITH APPROPRIATE MATERIAL.
3. ALL EXPOSED METAL ELEMENTS TO BE PRE-FINISHED. COLOR AS SELECTED BY ARCHITECT.
4. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION ON FINISHES & INSTALLATION REQUIREMENTS.

ARCHITECTS ENGINEERS PLANNERS

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Livonia, MI 48150
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DATE: _____

DESCRIPTION: _____

REVISIONS: NO. _____

PROJ. NUMBER: 747180010_Parks_v18_detailed.rvt

PROJ. NAME: PARKS STORAGE BUILDING - PLANS, EXTERIOR ELEVATIONS & SECTIONS

PROJ. LOCATION: 401 W CARPENTER STREET, CHARLEVOIX MI 49720

MUNICIPALITY: CHARLEVOIX

COUNTY: ANtrim

SCALE: AS SHOWN

DATE: 5/3/2019

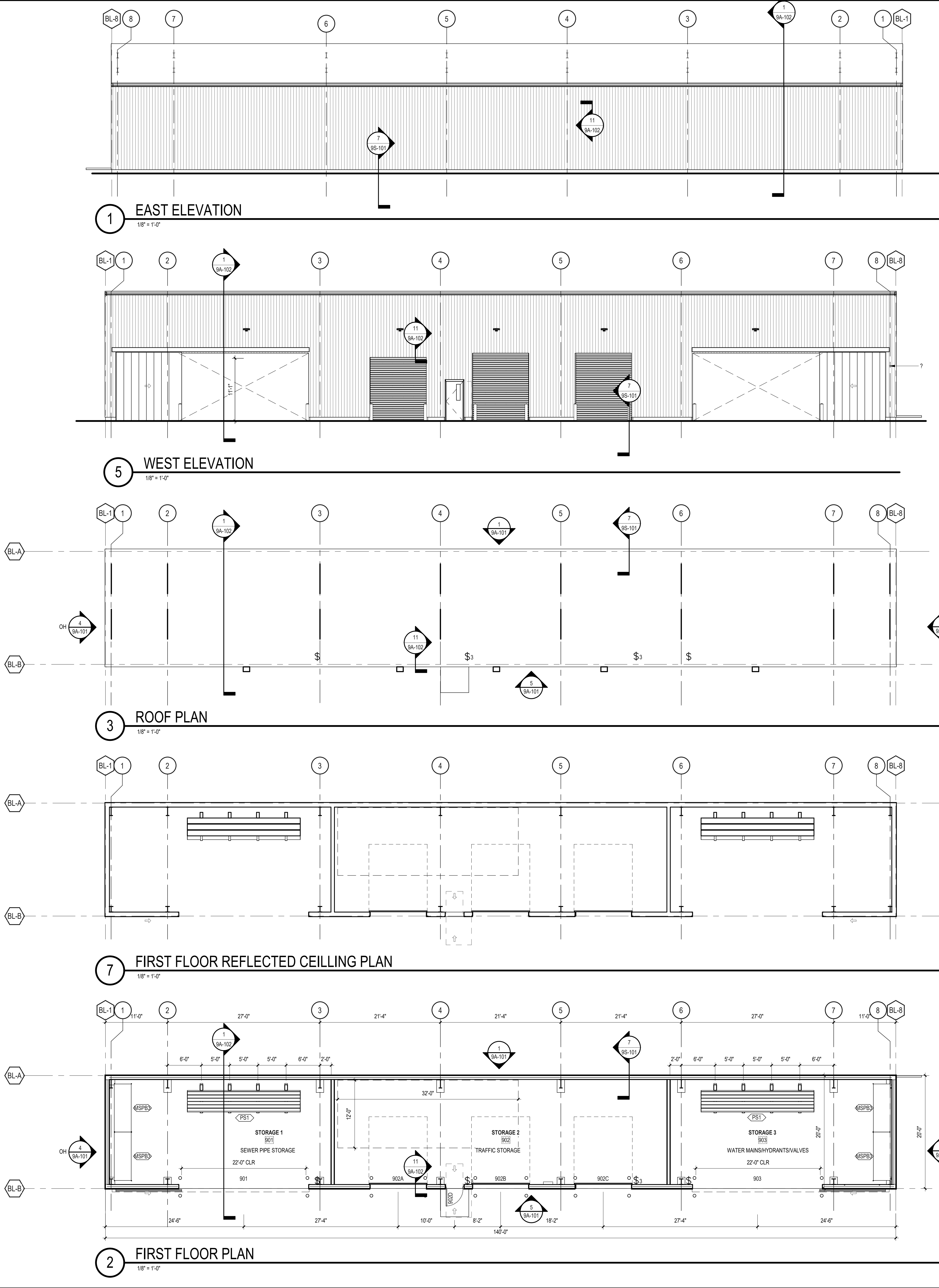
SHEET: 7A-101

THE CITY OF CHARLEVOIX
PUBLIC SERVICES FACILITY

401 W CARPENTER STREET
CHARLEVOIX MI 49720

PARKS STORAGE BUILDING - PLANS, EXTERIOR ELEVATIONS & SECTIONS

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PLAN NOTES

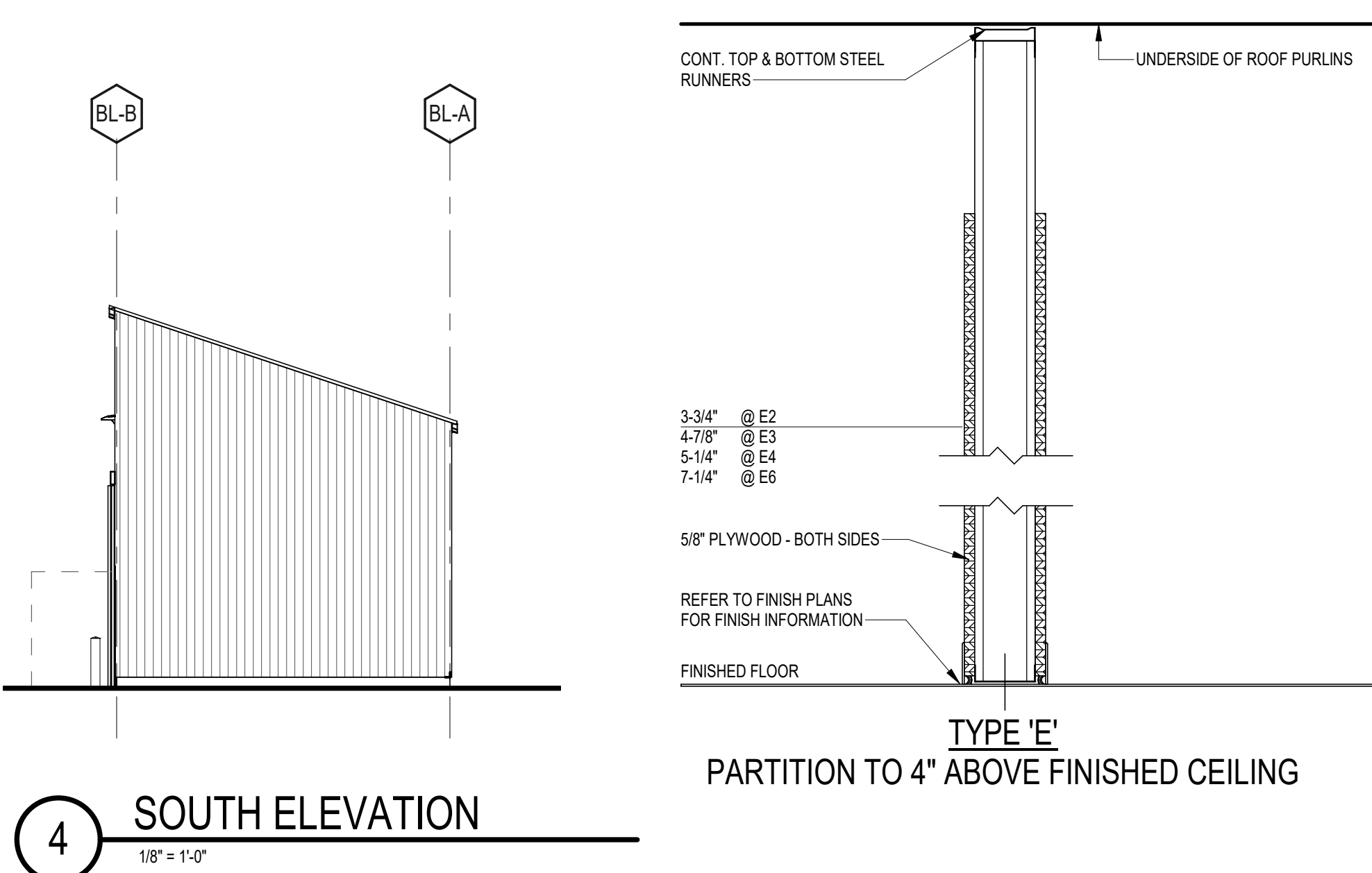
1. FIRST FLOOR REFERENCE ELEVATION 100'-0" = 640.28. REFER TO CIVIL FOR ADDITIONAL INFORMATION
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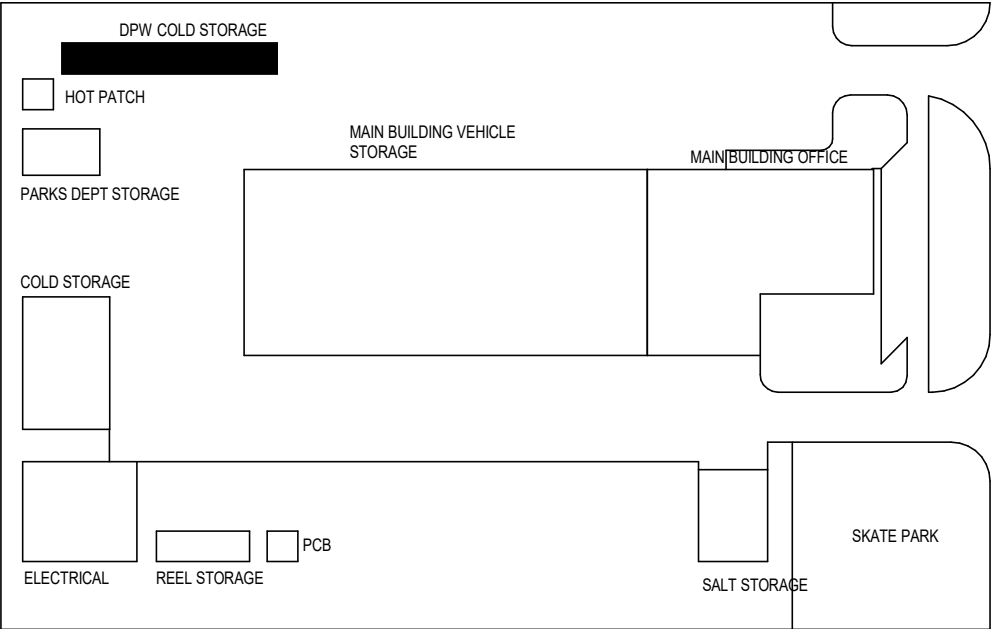


EQUIPMENT SCHEDULE

MARK	DESCRIPTION	MANUFACTURER	MODEL	COMMENTS
MSPB3	METAL STORAGE SHELVING - POST AND BEAM	LYON	PALLET RACK - UPRIGHT FRAMES	96" W x 36" D x 144" H
PS1	PIPE STORAGE RACK	MECO OMAHA	EXTRA HEAVY DUTY UPRIGHTS	48" ARMS, 64" BASE, 144" HIGH

Room Schedule - WORKING

Number	Name	Finishes				Comments
		Floor Finish	Base Finish	Wall Finish	Ceiling Finish	
901	STORAGE 1	CONC-2	N/A	N/A	EXP.	
902	STORAGE 2	CONC-2	N/A	N/A	EXP.	
903	STORAGE 3	CONC-2	N/A	N/A	EXP.	



CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Annual Report

DATE: May 13, 2019

BACKGROUND

Attached is the draft Annual to be reviewed and amended before forwarding on to the City Council.

ATTACHMENTS:

▣ Draft 2019 Annual Report



CITY OF CHARLEVOIX

Charlevoix Planning Commission Annual Report 2019

Each year the Planning Commission reports to the City Council and to the public on the activities they undertook the previous 12 months, and the priorities they have for the year. The Commission met monthly this past year (May 2018-April 2019). Here is their report:

The Year in Review

Housing, housing, housing. It is a shared goal of both the Planning Commission and the City Council to allow for and incentivize additional long-term housing in Charlevoix. The Planning Commission spent the year zeroing in on ways to incrementally increase the number of dwelling units in the city.

- Housing was discussed at every meeting this past year. Starting with some demographics and household data and moving on to short-term rentals, long-term rentals or how to expand housing opportunities, every aspect of housing was examined.
- Articles were shared and discussed.
- The pros and cons of housing inspection programs were debated.
- In October the planning commission meeting was a walking tour through the R2 District to see first-hand how different types of housing fit into the character of the district.
- Specifics such as lot sizes, lot coverage, setbacks, minimum and maximum square footage requirements, and parking requirements were examined.
- The short-term rental standards were reviewed and an update to the current standards has been recommended.
- By the end of April 2019, the planning commission had produced standards for allowing accessory dwelling units, more boarding houses, home conversions and multiple-family units in the R2 District. These changes are on their way to being incorporated into the Ordinance.

And yet the Planning Commission did much more than *just* housing.

- They updated their Bylaws twice: once to reflect the new Remote Attendance Policy and the second time to include training requirements for commissioners.
- They heard from several individuals/organizations that wanted to donate either art, shuffleboard courts or historical educational signage to the city.
- Worked on the four Zoning Ordinance amendments and held a public hearing on each.
- Reviewed a site plan for Irish Boat Shop.
- Reviewed the parking standards in the Zoning Ordinance.

Updates to the Zoning Ordinance

There have been four updates to the Zoning Ordinance this past year. Three included an assortment of clarifications and updates while the fourth was expressly intended to expand housing opportunities in the residential district.

- The first amendment included updating the references to the new (2018) sign section of the Ordinance. It also corrected a few sentences or standards that were ambiguous.
- The second amendment updated the approval process for site plan reviews, special use permits, site condominiums, and planned unit developments. Previously these categories that had to be approved by City Council, but because the state law allows planning commissions, as the body appointed to draft and implement the Zoning Ordinance, to grant final approvals on these project types it was decided to streamline the process by keeping the decisions at the planning commission level.
- The third amendment included a hodge-podge of topics. After discovering that the Zoning Ordinance and the City Code contradict each other with regard to storage of recreational vehicles those standards were updated. The standards for illuminating commercial signs was also updated to reflect new lighting technology.

The third amendment also included some minor changes that made it easier for future, larger changes to come with regard to housing. It clarified some standards for B&Bs and Boarding/Rooming Houses and it reduced the off-street parking requirements for those uses.

- And last but not least, the fourth amendment was the first of several to come that will make it easier to create opportunities for additional housing in the R2 Residential District. This amendment allows for Accessory Dwelling Units in the R2 District when the property owner lives on site.

Public Hearings

In addition to holding a public hearing for each of the Zoning Ordinance amendments, the Planning Commission had only one public hearing this past year for a site plan review. The applicant, Irish Boat Shop, was seeking to construct a multi-use facility on Ferry Avenue that is slated to house the Charlevoix Yacht Club, a future mariners' program, bath and laundry facilities for the existing marina at the site, and a special events venue.

Looking Forward...

Back in the spring of 2018 the Planning Commission set their top eleven priorities. Four of those topics have been addressed (or almost). The rest of 2019 can be focused on the remaining priorities, such as:

- Changes to the process and procedures of site plan review with the intent to streamline the system for both the applicant and the city
- Assisting the city with the Redevelopment Ready Community process.
- A review of standards for various areas within the Zoning Ordinance such as home businesses, nonconformities, landscaping, and wind energy.
- Organizing and hosting a joint meeting with the neighboring townships.
- And other topics of importance as they arise.

Respectfully Submitted by the Members of the Planning Commission:

Chair: Sherm Chamberlain
Vice Chair: RJ Waddell

Members: Judy Clock
Benjamin Edwards
Mary Eveleigh
Toni Felter
Nelson Fletcher
Brian Gelb
Rick Golding
David Gray
Dennis Halverson
Jennifer Muladore
Phillip Paar

Planning & Zoning Staff:

Planner: Kathy Egan, Networks Northwest

Zoning

Administrator: Jonathan Scheel, Networks Northwest

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Recreational Vehicle Storage

DATE: May 13, 2019

BACKGROUND

The proposed Zoning Ordinance amendments passed, all except the section on Outdoor Recreational Vehicle Storage.

Members of the City Council asked that the Planning Commission revisit the topic specifically with regard to the following concerns:

- The language, as written, applies to ALL parcels, not just those in the residential districts. Language needs to be added to exempt commercial properties from these requirements.
-
- The requirement for a suitable covering is too difficult to enforce or to know what is “suitable. Some boats don’t need to be covered.
-
- Felt that driveway storage is okay, or at least for the summer months.
-
- Does this language grandfather in any situations.

The proposed language that the City Council review, with no changes suggested, is attached.

ATTACHMENTS:

- ▣ Draft RV Storage Language

Recreational Vehicle. A travel, camping or tent trailer, motor home or pickup camper intended for mounting on a truck or similar vehicle designed primarily as temporary living quarters for recreational, camping or travel use, not including a manufactured home; or a boat, snowmobile, all-terrain vehicle or similar vehicle designed for recreational use, including any trailer and equipment used to transport the vehicle.

‘ ‘ 153.153(C) Outdoor Storage

(C) Recreational Equipment and Vehicle Storage

- (1) All recreational equipment and vehicles that are stored outside of a structure 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 and vehicles shall not be closer than five feet from any lot line, unless otherwise provided by this section.
- (7) Such recreational equipment and vehicles 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 equipment or vehicles 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.