

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

MONDAY, SEPTEMBER 14, 2020 AT 6:00 PM in the Council Chambers, City Hall

- A. Call to Order/Pledge of Allegiance
 - 1. Zoom Log-in Information
- B. Roll Call
- C. Inquiry into Potential Conflicts of Interest
- D. Approval of Agenda
- E. Approval of the Minutes
 - 1. August 10, 2020 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Level B Site Plan Review Amendment 2019-3 SPA: Pine River Lane Site Condominium
 - 2. Downtown Design Guidelines Presentation – Lindsey Dotson
 - 3. Walkability Study / SBEI update – Dean Martin
 - 4. Tip of the Mitt Resiliency Master Plan Review
- H. Old Business
 - 1. Setting Priorities for 2021
- I. Staff Updates
- J. Requests For Next Months Agenda or Research Items
- K. Adjournment by 8:00 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

Call to Order/Pledge of Allegiance

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Zoom Log-in Information

DATE: September 14, 2020

BACKGROUND

There is currently a limitation on indoor gatherings reducing our ability to have an indoor meeting with more than 10 participants. As such, the meeting will be hybrid with a Zoom link for full functional participation by both Planning Commission members and the public. However, all members of the public wishing to participate must use the information below to participate.

Topic: City of Charlevoix Planning Commission Meeting
Time: Sep 14, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93293775745?pwd=NnNXK0E1ZFRoOGg1SHMrVdJS1NxUT09>

Meeting ID: 932 9377 5745

Passcode: 896032

One tap mobile

+16465588656,,93293775745#,,,,,0#,,896032# US (New York)

+13017158592,,93293775745#,,,,,0#,,896032# US (Germantown)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 932 9377 5745

Passcode: 896032

Find your local number: <https://zoom.us/u/awh3CUVOd>

CITY OF CHARLEVOIX

Approval of the Minutes

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: August 10, 2020 Minutes

DATE: September 14, 2020

BACKGROUND

August 10, 2020 Draft Minutes

ATTACHMENTS:

▣ August 10, 2020 Minutes

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
DEPOT BEACH PARK, 307 CHICAGO AVENUE
Monday, August 10, 2020 - 6:00 p.m.**

A. Call to Order

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

B. Roll Call

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

C. Inquiry into Potential Conflicts of Interest

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

D. Approval of Agenda

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

E. Approval of the Minutes

1. June 8, 2020 Meeting Minutes

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

F. Call for Public Comment Not Related to Agenda Items

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

G. New Business

1. Public Hearing: Zoning Ordinance Amendment: Rooftop Uses

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

The public hearing was opened.

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

The public hearing was closed.

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

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

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

The public hearing was opened.

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

The public hearing was closed.

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

3. Priority Exercise

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

General Items:

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

Master Plan Administration:

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

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

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

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

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

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

H. Old Business

I. Staff Updates

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

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

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

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

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

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

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Level B Site Plan Review Amendment 2019-3 SPA: Pine River Lane Site Condominium

DATE: September 14, 2020

BACKGROUND

This is a request to amend the previously approved site plan for the project on Pine River Lane. This is not a Planning Commission review of the request to see if it complies with the Zoning Ordinance.

ATTACHMENTS:

- ▣ 1. Applicant Request
- ▣ 2. Additional applicant letter
- ▣ 3. Zoning Administrator Report
- ▣ 4. Public Comment #1
- ▣ 5. Public Comment #2-1
- ▣ 6. Public Comment #2-2



Midtown Development, Inc.

Mr. Jonathan Scheel

City of Charlevoix
210 State Street
Charlevoix Michigan 49720

August 21, 2020

RE: Proposed partial Roof top decks

Dear Jonathan

I have had a request from a potential buyer about modifying the roof truss system to accommodate a roof deck. The project as it stands has no outside private areas for viewing, lounging, or BBQing.

With the Covid situation we are finding more parties interested in these units as second homes and less for rental income properties. I would guess that between 4 to 6 of the units might be affected with a desire for this change.

I have included a few mockups of what this might look like. This could be accomplished with a glass railing system, a parapet wall or a combination of a parapet wall and some glass.

Please consider allowing some modification to the roof details to accommodate a roof deck as shown.

Sincerely Yours.

Timothy K Burden
President

HOLD TO LIGHT TO VIEW WATERMARK IN PAPER. HEAT SENSITIVE RED IMAGE DISAPPEARS WITH HEAT.

CHARLEXOIX POINTE LLC

311 E 8TH ST
TRAVERSE CITY, MI 49684

74-1001/724

1120

DATE 8/27/20

PAY TO THE
ORDER OF

City of Charlevoix

\$ 275.00

two hundred seventy five and 00/100

DOLLARS

**CHEMICAL
BANK**

MEMO

Site Plan Application

EB

MP

⑆072410013⑆ 2551735422⑈ 1120

Details on back
Security features



LEVEL B SITE PLAN APPLICATION

Midtown Development Inc
Applicant

115 Pine River Lane
Address of subject property

138 Fairway Hills Dr, Traverse City, MI 49684
Address (City/State/Zip)

Charlevoix Daint LLC
Property Owner Name (If different than applicant)

Same
Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone
(231) 218-4903

Email
timburden@gmail.com

Agent Phone
() - - - - -

Email

Zoning of subject property: High Density Residential Tax ID: 15-052- 127 - 002 - 00

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

Unoccupied

Proposed use: Residential Housing

Dimensions of parcel: L shaped 178 x 109 | See Site Plans Parcel size: 32213.49 .70 .69
Square feet Acres

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

Approx 12 x 300 sq feet roof deck - rear of building to replace
trusses. Flat roof.

⑧ there may be up to 6 units that would desire this addition. We don't know until a buyer or would decide.

Dimensions of proposed construction, excluding eaves: _____

Total square footage of proposed construction: possibly 30 x 6 = 1800 sq feet of decks.

Height of proposed construction to the top of the roof: Deck would be approx 20 ft - trusses peak 28'

Height of proposed construction to the midpoint of the roof, for gabled roof: 24

Roof type (example: gable, hip, flat, etc.): Deck area flat, Gabled on the rest

Square footage of all impervious surfaces (please show all on site plan: paved driveways, sidewalks, patios, etc.): 15,094

Requested date to begin construction if known: Oct 1st

AFFIDAVIT

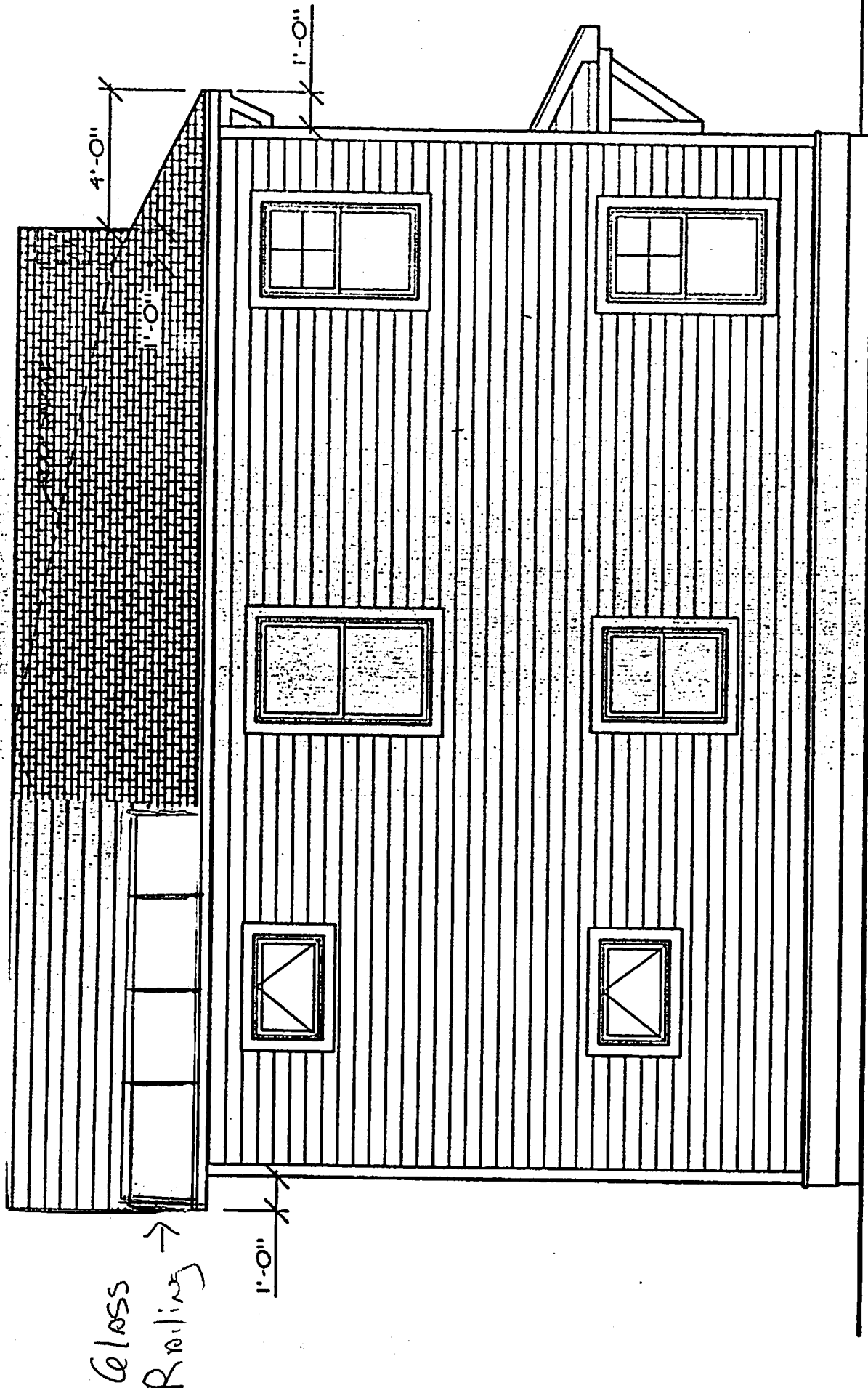
I the undersigned, do hereby make application to the City of Charlevoix for approval of the attached Site Plan which has been drawn in accordance with the City of Charlevoix Zoning Ordinance. I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner 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: 8/27/20

R ELEVATION

SOUTH WALL



LEFT ELEVATION

WEST WALL

GLASS
RAILING

8'-10"

2'-6"

VINYL TRIM

HORIZ. VINYL SIDING

1" EXTER. BRACKETS WITH DRAIN CAP









Midtown Development, Inc.

Mr .Jonathan Scheel

City of Charlevoix
210 State Street
Charlevoix Michigan 49720

September 3, 2020

RE: Proposed partial Roof top decks
115 Pine River Lane

Hi Jonathan,

In response to your request for additional details.

The construction lighting for the roof decks will be a down light at the doorway entrance.

Water drainage will be handled by sloping the roof deck to the exterior wall. The membrane roofing will be under the actual decking materials. Water will be collected in a gutter system and taken to the ground and filtered through the storm drainage system.

All construction will meet the requirements of state and local construction standards and codes.

I hope this response adequately addresses your concerns.

Sincerely Yours,

Timothy K Burden
President



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Level B Site Plan Review Amendment 2019-3 SPA: Pine River Lane Site Condominium

PUBLIC MEETING DATE: September 14, 2020 6:00PM

EXHIBITS:	1. Site Plan Review application. 2. Site Plan provided by applicant. 3. City of Charlevoix Zoning Ordinance.
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I. GENERAL INFORMATION:

Applicant: Midtown Development Inc.

Property Owner: Charlevoix Pointe LLC.
138 Fairway Hills Drive
Traverse City, MI 49684

Requested Action: Level B Site Plan Amendment Approval for Site Condominium

Zoning: Residential High-Density R-4

Project Location: 115 Pine River Lane Tax ID 052-127-002-00

Project Site Size: 30,000 Square feet

Existing Land Use: None

Adjacent Land Uses: The property to the north is a bed and breakfast with single family residential to the east and west. The property that is adjacent to the north east corner of the subject property is a hotel.

Adjacent Zoning: Residential High Density to the east and west, Single Family Residential to the north. The Channel is to the south

II. PROJECT DESCRIPTION/LOCATION:

The applicant is requesting a site plan approval for adding decks to 6 units of the previously approved 14-unit site condominium. Because of the potential impact on the neighboring properties, a Level B Site Plan Review is being used as the approval process. The applicant is proposing building up to six 360 square foot roof decks replacing roof trusses at the rear of each of the six buildings. Decks would be approximately 20 feet above the ground with a 28-foot-high roof adjacent to (behind) the decks. No other changes to the approved plans have been suggested. The buildings would include units 3,4,5,6,7, and 8.

Aerial photo from 2016.



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



Subject property photo taken 9/30/2018

III. 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

IV. 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. Table 153.234 below 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 Table 153.234 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

Submittal Requirements

(1) Required Content. Each site plan submitted shall contain the information detailed in Table 153.234, as applicable:

Table 153.234: Required Site Plan Content

<u>Required Information</u>	<u>Level “B”</u>
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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	X
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.)	X
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

<u>Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use</u>	X
<u>Flood plain areas and basement and finished floor elevations of all buildings</u>	X
<u>Landscape plan (showing location of proposed materials, size and type)</u>	X
<u>Layout and typical dimensions of proposed parcels and lots</u>	X
<u>Number of proposed dwelling units (by type), including typical floor plans for each type of unit</u>	X
<u>Number and location (by code, if necessary) of efficiency and one, two and three or more bedroom units</u>	X
<u>All deed restrictions or covenants</u>	
<u>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</u>	X

Engineering

<u>Proposed method of handling sanitary sewage and providing potable Water</u>	X
<u>Location and size of proposed utilities, including connections to public sewer and water supply systems and/or size and location of on-site systems</u>	X
<u>Location and spacing of fire hydrants</u>	X
<u>Location and type of all proposed surface water drainage facilities</u>	X
<u>Grading plan at no more than two (2) foot contour intervals</u>	X
<u>Proposed streets (including pavement width, materials and easement or right-of-way dimensions)</u>	X

Building Details

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

(1) 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.

(2) 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 has asked for exterior lighting plans and surface water runoff changes related to the addition of the decks.

153.072 (D) R4 District; additional requirements for multiple-family dwellings.

(1) *Development standards.* The general plan for multiple-family dwellings shall include evidence and facts showing that it has considered and made provisions for and the development shall be executed in accordance with, the following essential conditions.

(a) The proposed development shall be constructed in accordance with an overall plan and shall be designed as the unified architectural unit (each building, excluding accessory structures, shall have consistent roof lines, roof pitch, architectural features and building materials) with appropriate landscaping meeting the requirements of ' 153.171 of this chapter.

Submitted plans show common and consistent design elements with all buildings including landscaping that meets 153.171 of the zoning ordinance.

(b) If the development of the R4 Zone is to be carried out in stages, each stage shall be so planned that the foregoing requirements and the intent of this subchapter shall be fully complied with at the completion of any stage and the development of each stage shall take place in sequential order as designated by the plan.

The development is not to be built in stages

(2) Development requirements.

(a) *Distance between buildings.*

(b) *Parking.*

(c) *Paving.* All areas provided for use by vehicles and all pedestrian walks shall be surfaced with bituminous asphalt, concrete or similar materials and be properly drained.

(e) *Access.* Provision shall be made for safe and efficient ingress and egress to the public streets and highways servicing the R4 Zone without undue congestion to, or interference with, normal traffic flow.

(f) *Utilities.* All buildings within the R4 Zone shall be serviced by a public sanitary sewer disposal system and public water supply system. All utility lines within the subject property including, but not limited to, power, water, sewer and telephone shall be placed underground by the developer for new developments. Each unit will be considered as a separate dwelling for the purpose of utility connections.

(g) *Open space.* The developer shall be required where possible to preserve or incorporate natural features such as wooded areas, streams and open space areas, which add to the overall cohesive development of the R4 Zone and overall community development.

(E) *Dimensional requirements, clustered housing.* Building height, setbacks, lot coverage and minimum floor area for single-family attached, single-family detached, two-family dwellings or any combination in an R4 District clustered housing development shall conform to the requirements of Table 153.072(e).

Maximum building height has stayed the same with a portion of the roof removed for the proposed deck.

153.117 Residential Uses

(A) Dwellings, single-family attached or detached (outside manufactured home communities). All dwelling units located outside a licensed manufactured home community shall comply with the following.

(1) A dwelling unit shall conform to the minimum floor area requirements of the district in which it is located.

Meets standard

(2) A dwelling unit shall have a minimum floor to ceiling height of seven feet, six inches; or, if a manufactured home, it shall meet the requirements of the United States Department of Housing and Urban Development Regulations, entitled Mobile Home Construction and Safety Standards, effective 6-15-1976, as amended.

Meets standard

(3) The minimum width of a single-family dwelling unit shall be 22 feet for at least 67% of its length, measured between the longest exterior walls.

Meets standard

(4) All dwelling units shall comply with the state's Construction Code as promulgated by the state's Construction Code Commission under provisions of Public Act 30 of 1972, as amended, being M.C.L.A. "125.1501 et seq. or the *Mobile Home Construction and Safety Standards*, as promulgated by the United States Department of Housing and Urban Development, being 24 C.F.R. part 3280, and as from time to time such standards may be amended.

Meets standard

(5) A dwelling unit shall be attached to a permanent foundation constructed in accordance with the State Construction Code and shall have the same perimeter dimensions as the dwelling. In the case of a manufactured home, it shall be installed per the manufacturer's set-up instructions and shall be secured to a foundation by an anchoring system or device complying with the rules and regulations of the states Manufactured Housing Commission or the states Construction Code, whichever is stricter.

(6) If provided, the wheels of a manufactured home shall be removed and the towing mechanism, undercarriage and chassis shall not be exposed.

(7) All dwellings shall be connected to city sanitary sewer and water utilities.

(8) Any addition to a dwelling shall meet all the requirements of this chapter.

Meets Standard

(9) A dwelling may have either a roof overhang of not less than six inches on all sides or, alternatively, a roof drainage system that concentrates water at collection points and discharges it away from the dwelling.

Meets standard

Area, Height and Placement Requirements

Maximum building height	30 feet	Proposed building roof is at 21.5 feet
Minimum Yard setbacks	front 25 feet	Proposed buildings is at 25 feet
Minimum Yard setbacks	side 10 feet	Proposed buildings is at 10 feet
Minimum Yard setbacks	rear 25 feet	Proposed buildings is at 25 feet
Lot Coverage	NA note 2	Submit grading and drainage plan

² Applicants are required to submit a grading and drainage plan, in accordance with the requirements of 153.230 through 153.239 of this chapter, demonstrating storm water can be contained and managed on the subject property if no municipal storm water system exists. If a municipal storm water system exists, the Director of Public Works, or consulting engineer representing the city, shall review the grading and drainage plan to determine if the existing infrastructure can adequately handle the storm water runoff. Applicants may be required to install storm water management features to mitigate impacts to the municipal storm water system.

Setbacks and height have not changed with the exception of the deck areas will be not as high as the original approved plan

V. SITE PLAN REVIEW:

The following section is taken directly from the Site Plan Review Section 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*.

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

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

The Planning Commission finds that the site plan proposal complies with the Zoning Ordinance, which states that the parcel is zoned R4, Planned High Density Residential. This district allows for higher density developments such as condominiums, apartment buildings, site condominiums, townhouses and clustered housing units. The following findings of fact will show that the site plan meets all other applicable laws and regulations.

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

The Planning Commission finds that the amendment to the proposed development is harmonious with the character of the existing neighborhood. The use proposed is for dense single family residential units with added second floor decks. There are numerous

condominiums with decks in the immediate area. This proposal is less dense than those properties.

- C. The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the greatest extent possible.

The Planning Commission finds adequate measures have been taken to limit hazards to adjacent properties. The proposed decks do not add to the criteria mentioned in this ordinance section.

- D. 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.

Off-Street Parking, Loading, Access and Circulation.

Table 153.187(H) of the Zoning Ordinance addresses the number of Off-Street Parking spaces needed and access requirements. 1.5 spaces per dwelling unit.

Off Street Parking Facility Design

Section 153.189(A)(1) Off-Street Parking shall meet the side and yard setback requirements and not be closer than fifteen (15) feet to the rear lot line.

Section 153.189(A)(3)(a) Required off-street parking facilities for single and two-family dwellings shall be located on the same property as the premises they are intended to serve and shall consist of a driveway, a parking apron and/or a garage.

(C) Pavement Unless alternative materials are specifically permitted as provided in this division (C), all parking lots and vehicle and equipment storage areas shall be hard-surfaced using asphalt, concrete or concrete or brick pavers and shall be appropriately graded and drained. The Planning Commission may approve permeable paving for all or part of a parking lot.

(D) Curbs. A Parking lot shall be surrounded by a six (6) inch curb...

(E) Dimensions. Table 153.189 specifies applicable parking space and aisle dimension requirements.

(3) At least seven feet shall be maintained between a parking lot and building.

(4) All parking lots shall be striped and maintained showing individual parking bays in accordance with the following dimensions:

(G) 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.

(H) Landscaping. Off-street parking areas shall be landscaped in accordance with the requirements of 153.171(H) of this chapter.

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 the addition of 1,800 square feet of decks does not change the amount or direction of water runoff. The applicant submitted an engineered stormwater plan. The addition of the decks does not change the storm water plan. This standard has been met.

Landscaping

(A). This section promotes the public health, safety and welfare by establishing minimum standards for the design, installation and maintenance of landscaping. Landscaping and landscaped buffers help protect and enhance land uses and the visual image of the community. They further preserve natural features, improve property values and can alleviate the impacts of noise, traffic and visual distractions. Landscaped buffers protect less intense uses from noise, lighting and other impacts associated with more intensive land uses. Specifically, the intent of these provisions is to:

(1) Improve the appearance of off-street parking and storage areas and property abutting public rights-of-way;

(2) Protect and preserve the appearance, character and value of the neighborhoods, which abut non-residential areas, parking lots and other potentially obtrusive uses;

(3) Reduce soil erosion and depletion;

(4) Increase soil water retention, thereby helping to prevent flooding, erosion and sedimentation and enhancing ground water recharge;

(5) Remove air pollutants and reduce, eliminate or control glare, reflection and heat island effects; and

(6) Assist in directing safe and efficient traffic flow and prevent vehicular and pedestrian circulation conflicts.

(B) *General requirements.* These regulations apply to all new uses and the expansion of existing uses requiring site plan approval.

(4) All plants shall be hardy per climatic conditions in the city.

(5) All landscaped areas shall be mulched and those not containing trees and shrubs must be planted with ground cover. Mulch of any type is not considered groundcover, nor is it a substitute for ground cover.

(6) The overall landscape plan shall not contain more than 25% of any one plant species.

(7) Trees and shrubs shall not be placed closer than four feet to a fence, wall or property line.

(10) Landscaping shall not obstruct sight distance, per ' 153.142 of this chapter.

(11) Landscaping plans are subject to Planning Commission review and approval.

(12) The Planning Commission may allow a deviation from the requirements of this section under any of the following circumstances:

(a) Existing vegetation or topographic features make compliance with requirements unnecessary or difficult to achieve;

(c) Modification of requirements will clearly result in a superior design that could not be otherwise achieved;

(e) Where the required landscaping may interfere with view corridors, such as developments along water bodies, the Planning Commission may require planting of specific species in locations where the height or canopy will not compromise view corridors; and

(13) The Planning Commission may impose conditions on landscaping as part of site plan review.

(15) Where landscaping requirements are based on a distance measured along a property line and result in a fractional requirement, the required landscaping for just that area shall be multiplied by the fraction. For example, when a fractional area is equal to 30% of the required distance the number of required plants shall be multiplied by 0.30. A fraction less than 25% may be disregarded.

(16) To ensure that all landscaping is installed, as a condition of approval a letter of credit or some other performance guarantee may be required in accordance with ' 153.237 of this chapter.

(17) Low impact design, such as use of native vegetation, rain gardens and vegetated swales is encouraged.

(C) Buffer areas.

(1) A buffer area may be required where any use in a business or industrial district is adjacent to residentially zoned land and where multiple-family residential land uses are adjacent to land in the R1, R2, R2A and R4 Districts.

This property is adjacent to R-4 on the west and R-1 on the north and northwest. Four of the units will have the proposed decks facing west, toward the R-4 property which has existing condominiums. The other two proposed decks will face south toward another R-4 property with a single-family home on it. Decks are traditionally looked at as a common use by right on single family homes. The planning commission must decide if there is a negative impact to these two adjoining properties more than other normal residential uses allowed in residential districts before the planning commission can require additional screening or buffers.

(3) A buffer area shall be parallel to and follow the property line tangent to the qualifying zoning district.

(4) A buffer area shall be required even when the adjacent property is undeveloped.

(5) Except for access drives or private streets determined by the Planning Commission to be necessary to provide safe access to a property, a building, structure or parking lot shall not encroach within a required buffer area.

(9) Buffer Area Alternatives

(c) A screen wall or fence, located within a buffer area, may be used in lieu of some landscaping.

1. A screen wall or fence shall be six feet tall and constructed of architectural block, brick, wood, vinyl or textured concrete.
2. A screen wall or fence shall be located at least two feet from a property line.
3. To maximize the effectiveness of screening, openings shall not exceed 20% of the surface of a wall or fence.
4. When a screen wall or fence has both a finished and unfinished side, the finished side shall face either outward from the development site or to the side most visible to the general public, as determined by the Planning Commission.
5. Landscaping requirements may be reduced by 75% when a screen wall is constructed in a buffer area.

(E) Residential development.

(1) For each dwelling unit in a residential subdivision, land division or site condominium.

(a) One canopy tree shall be planted between the right-of-way line and the street.

(b) Trees shall be evenly spaced, except where site conditions warrant otherwise.

(5) In the R4 Zone, the Planning Commission may require berms, fencing or vegetative screening (or any combination thereof) along property lines for reasons including, but not limited to, protection of public safety, preservation of neighborhood character or the creation of privacy buffers for **single-family zones**.

(J) Landscape site plan requirements.

(1) Proposed landscaping shall be shown on a separate drawing at the same scale as the site plan. To ensure that landscaping is not affected by, nor interferes with utilities, the plan shall indicate any existing or proposed utilities and easements.

(2) Planting plans shall show all landscaped areas and plants listed in a table by common and botanic name and show quantities, size at planting and anticipated mature height and spread. Anticipated mature height and spread shall be shown with circles indicating anticipated plant size at maturity.

(3) Text shall accompany the landscape plan, providing calculations for the proposed landscaping and describing how the plan successfully complies with the regulations of this section.

(4) Existing natural and human-made landscape features and proposed buildings and structures, as required for the overall site plan, shall be clearly indicated

(5) Contours shall be shown at intervals no greater than two feet.

(6) Irrigation systems shall be shown.

(7) All other site development plan review standards, as set forth in " 153.230 through 153.239 of this chapter, shall be followed.

Lighting

The following lighting requirements shall apply to all uses requiring site plan review, as stated in 153.230 through 153.239 of this chapter.

(5) 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.

Meets standards

Utility Service

Exterior uses

Trash Receptacles

Exterior Uses

Emergency Access

Water and Sewer

Signs

VI. CONDITIONS OF APPROVAL

The following section is taken directly from the Section 153.236 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.

Planning Commission Recommendation to City Council: (choose one)

- A. **Approve** Project 2019-3 SPA **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- B. **Approve** Project 2019-3 SPA **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235

- C. **Deny** Project 2019-3 SPA based on specific findings of fact that prove the project does not meet the review standards in Section 153.235
- D. **Table** the decision on Project 2019-3 SPA. (Usually this option is only used when additional information is needed to assist the Planning Commission in making the decision.

----- Forwarded Message -----

From: "jlarrywhite" <jlarrywhite@salesgame.com>

To: "City of Charlevoix Planner" <planner@charlevoixmi.gov>

Sent: Wednesday, September 9, 2020 12:19:34 PM

Subject: PROPOSED ROOF DECKS ON PINE RIVER DEVELOPMENT

Mr. Scheel and Members of the Planning Commission:

Thanks for sending me the proposed plans for the Pine River Development's addition of roof decks to several of their units. I have reviewed the plans and have a major concern on one of these units. The glass sided roof deck on Unit #6 would look directly into the backyard of my property at 106 W. Dixon. The placement of the roof decks on the other units would not share this problem.

I think the best way to rectify this issue would be to change the 12 foot long section of North wall of Unit #6 from glass to a solid, 6 foot high wall that would block the view into my backyard. Based on the photos the developer submitted, I assume the primary purpose of the roof decks is to provide a view of Pine River and Lake Michigan so a solid wall on the North of the deck would not impede that view.

I hope the developer and Members of the Planning Commission will accept this relatively minor change so no further action on my part is required. I will plan on attending the Planning Commission's meeting by Zoom. Please let me know if you have any questions.

Thanks,

Larry White

106 W. Dixon

Charlevoix, Michigan

<<mailto:JLarryWhite@SalesGame.com>> JLarryWhite@SalesGame.com

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Cell: 248-535-1445

685 E. Long Lake Road

Bloomfield Hills, MI 48304

Edward R Shaw

Primary/Winter address

75 West Cove View Trail

The Woodlands, TX 77389

Summer address

119 Pine River Lane #1

Charlevoix, MI 49720

Office of Planning and Zoning

210 State Street

Charlevoix, MI 49720

planner@charlevoixmi.gov

Phone: 231-547-3265

Fax: 231-237-0329

September 10, 2020

RE: Level B Site Plan Amendment Review / Case 2019-3 SPA, 115 Pine River Lane – Rooftop Decks

Members of the Planning Commission and City Council,

The Planning Commission Website now includes an amendment request to the Developer Site Plan that allows building rooftop decks. This letter addresses these new plans that will be discussed in the September 14, 2020 Planning Commission Meeting.

Again, I am the co-owner of unit 1 at the Lakehouse condominium. I am retired now, but worked 45+ years as a geophysicist, where I made and studied maps on a routine basis.

I have carefully reviewed the amended site plans which show the rooftop deck designs. They are being considered for units #3, #4, #5, and #6 on the west side. And also, #7 and #8 on the hill at the northside (see figure 1). After careful consideration, I have noted the following technical issues with the proposed rooftop decks as they are related to the rooftop ordinance. The rooftop ordinance reads: (D) Roof top decks: The following provisions are intended to regulate roof top deck use, permanent or temporary, in all districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally.

1. The development has no dumpster, and no storage space. It is likely that items will be stored on the rooftop deck that create an eyesore for the neighborhood. The site plan included with the developer's request for the decks was an old outdated plan that does not show the reduced number of buildings. Because the plans approved in January show more available space, there is room for a storage building. I request all non-essential, dangerous, and flammable materials be stored in that building, not on the roof or in the new condominiums. (See figure 1)
2. Because the Lakehouse Protected Maple Tree is adjacent to the new unit #4, that rooftop deck presents an abnormally high risk of fire. In his 8/21/2020 letter to you, the

Developer talks about wanting to barbecue on the decks. This would be dangerous at unit #4. It would be reassuring if the developer would install a fire sprinkler system on the rooftop deck that would mitigate the possibility of fire at unit #4.

3. Noise on an elevated deck is easily carried a long distance. I'm worried that the neighborhood will lose its peaceful setting. While amplified musical instruments and other amplified sounds (radios, speakers, etc.) are prohibited, ordinary sounds will carry more than normal in the elevated setting. Because of this, it is recommended that consideration be given to restricted use on such elevated decks in a residential area. For example, night time gatherings would be much louder than normal gatherings at ground level and would be noticed by people passing by on Pine River Lane. The commission should consider the elevated noise level risk real and add restrictions.
4. The decks would be at a raised height and increase safety and security concerns at the Lakehouse due to loss of privacy that we enjoy now. For example, a direct line of site of all our east-facing windows. And a direct line of site to our front door. The Lakehouse and the new development have shielding between the properties that normally would control this problem (see figure 1). However, that shielding may be damaged during construction, or building and maintenance of the decks. If for example, the old Lakehouse Protected Maple Tree is damaged, that shielding would be lost. It is not clear that care will be taken to not cut branches or roots. It would be helpful if the developer stated his intention here. There is reason for concern because at the planning meeting in December he presented an incorrect location for the tree that would have allowed its roots be cut and lead to its eventual death. (Its correct location was shown the month before 2 feet on the Lakehouse side). That old tree is important to the Lakehouse, and it would take many years to replace the shielding it presents now. Perhaps it would be appropriate to not construct a rooftop deck at unit #4 adjacent to that tree. The Arborist should be made aware of this proposed amendment and provide comments.

In summary, while my goal is not to prevent the amendment to the plan at 115 Pine River Lane, I would ask the Members of the Commission require the developer to submit his mitigations to these issues.

Edward R Shaw
Retired Geophysicist
Lakehouse Secretary
281-516-9662 (home)
281-687-7191 (cell)
shawedwardr@prodigy.net

Developer's Utility Plan - 1/2020

Rooftop Decks are proposed for Units #3, #4, #5, #6, #7, and #8. Unit #4 is adjacent to the Old Lakehouse Maple Tree which may become damaged due excavations, building and maintenance of the rooftop decks, or fire. The decks may represent fire hazards if flammable materials are stored on the decks due to the lack of storage space. Furthermore, the use of a barbecue at unit #4 is not recommended because of the closeness of the tree. Therefore, it is recommended to add a storage building to the Development Plan and to add a fire sprinkler system to the rooftop decks. Grilling, smoking or any fire related activity at unit #4 is dangerous and is not recommend and should be prohibited. The Arborist should be made aware of these proposed amended plans and provide comments.

Rooftop Decks Proposed

Utility Lines

Re-routing of Utility Lines

Utility Lines

Utility Lines

Lakehouse Maple Tree

Lakehouse Driveway

Utility Lines

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Downtown Design Guidelines Presentation – Lindsey Dotson

DATE: September 14, 2020

BACKGROUND

Lindsey Dotson will be presenting the recently adopted Downtown Design Guidelines. There are two documents attached. One is the presentation and the other is the guideline document itself.

ATTACHMENTS:

- ▣ Downtown Design Guideline Info
- ▣ Downtown Design Guidelines

Lindsey Dotson – Executive Director

Charlevoix Main Street DDA

Design Committee Volunteers

City of Charlevoix Planning Staff

City of Charlevoix Historic District Commission

NEW DOWNTOWN DESIGN GUIDELINES INFO MEETING

MARCH 5TH @ 5:00 PM

Charlevoix City Hall

The Charlevoix Main Street DDA Design committee developed this resource guide to help business owners, property owners, and developers throughout the Main Street DDA District maintain and enhance the historic qualities of their properties that are so important to the community.

The guidelines provide property owners the most appropriate methods for preserving the historic integrity of their buildings while continuing to operate them as modern businesses.

**CONTACT**

Lindsey Dotson - 231.547.3257

lindseyd@charlevoixmi.gov



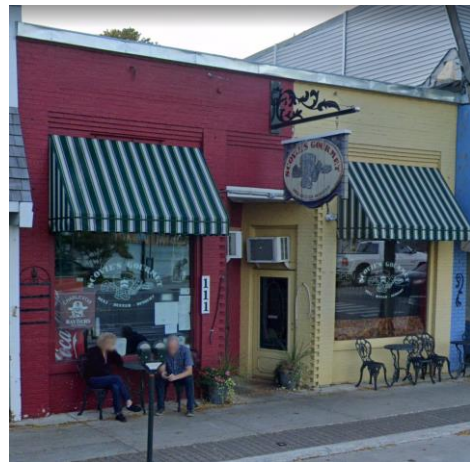
Design & Function



Which is more appealing?



Awnings – Transom Windows



Which is better for selling product?



False sense of history...



Trees



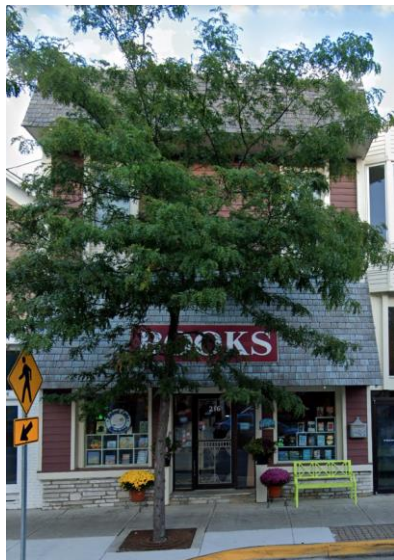
Signage



Replacement Windows



What lies beneath?



Fenestration



Change is inevitable... but what if?



Do NOT paint brick.



Cornice



Change of use



More pent roofs...



Awning Placement



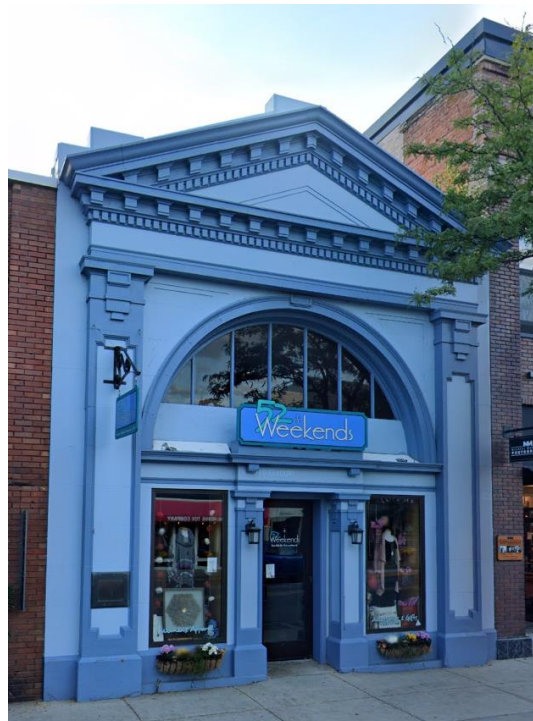
Recent Restoration Example



Glass block transom windows



National Register

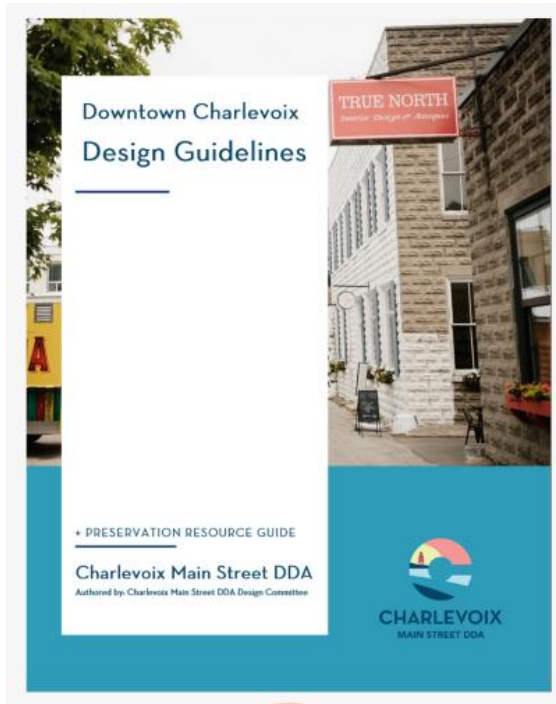


New Construction



Zero Lot Line

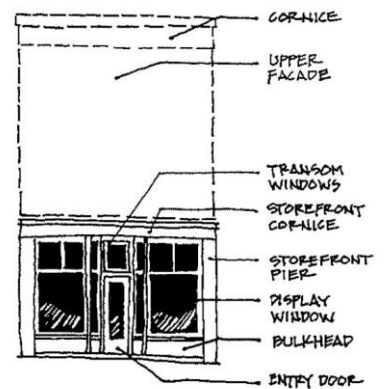
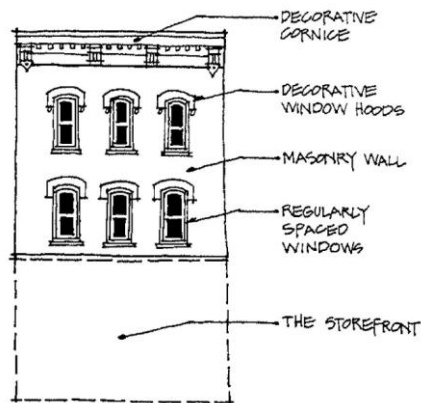




Charlevoix Main Street DDA Boundaries



Commercial Building Elements



Masonry



Masonry

Masonry refers to building – stone, brick, concrete block, tile, terra cotta, or stucco – materials that are used to construct and ornament building walls and architectural elements, such as chimneys, parapets, and steps. As construction

material, masonry consists of individual units of brick, block, or stone and mortar as a bonding material. Mortar primarily plays a structural role, but also contributes to the visual character of the building.

Masonry is a highly durable building material, but it is particularly vulnerable to inappropriate cleaning and repair. Proper assessment of underlying problems, particularly those related to water damage, is critical before deciding on repair and treatment.

Guidelines

Retain original masonry and mortar whenever possible without the application of any surface treatment. Concealing original masonry is not recommended.

Clean masonry only when necessary to halt deterioration or remove heavy soiling. Use the gentlest means possible to prevent damage to masonry surfaces.

Apply paint only to areas that have been previously painted.

Where there is evidence of deterioration, duplicate old mortar in strength, composition, color and texture. Replace old mortar joints in width and in joint profile.



Wood

In the late 1800s, brick and stone replaced wood as the most common construction material for commercial buildings. However, wood still appears frequently as function components and decorative features of many buildings, including clapboard siding, cornices, windows, and storefront framing.

Wood is especially susceptible to the destructive effects of weathering; exposure to moisture and sunlight are particularly damaging. Historically, this is the primary reason all wood was painted, and because of this precedent, all new wood should be painted.



Guidelines

Replace missing wood features with new elements that have historic precedent.

Resurface wood buildings with new materials that are appropriate or were available when the building was originally constructed. Avoid using metal or vinyl siding.

Consider using new wood siding or cement board of size and texture of appropriate era when replacement of siding material is required. Match proportions and profiles of new material to existing siding, and use smooth-faced, knot-free material.

Install any siding material in a way that does not obscure or damage historic ornament, such as fish-scale shingles, window casings, sills, hoods, and corner boards.

Paint surfaces to protect wood from deterioration.

Vinyl siding is not considered appropriate in most cases.



Metal

Architectural metals include both cast and sheet metals. In the district, cast metal was generally used for storefront columns and display window framing systems. Pressed sheet metal was frequently used to form cornices – at the roofline and storefront levels – and window hood moldings.

While cast iron pieces are difficult to repair, sheet metal elements can be repaired fairly easily through patching. For those iron-based materials that will rust, regular painting of metal elements is an essential maintenance technique.



Guidelines

Retain and repair original metal architectural features such as pressed metal cornices, window hoods, and cast-iron columns. 

Clean metal features only where such cleaning will not damage historic color, texture or patina. Any cleaning treatment should use the gentlest means possible, using methods that do not abrade the surface.

Paint will protect metal types such as cast iron or pressed tin. Do not apply paint or other coatings to metals that were historically meant to be exposed, such as copper.

When replacing missing metal architectural features, consult historical photographs or comparable structures in the district for scale, design and proportion of new features.



Cornices

A cornice is the uppermost protective portion of a wall that is often treated in a decorative manner. In addition to a primary cornice crowning the top of a façade, commercial buildings often have a secondary, or storefront, cornice that provides a horizontal division between street-level and upper stories.



Guidelines

Repair and retain original cornices whenever possible.

If an existing cornice has deteriorated beyond repair and must be replaced, reconstruct the original design as closely as possible.

When reconstructing a cornice that has been previously removed, consult historical photographs or comparable structures in the district for scale, design, and proportion.

When historical photographs are not available, contemporary replacements should be simple and harmonic with existing scale, materials and size of the building while avoiding a false historic look.

Doors

Doors are often a visual focus of commercial buildings; thus, the appearance of an entry can be very important in defining the overall character of a building. Doors are architectural elements that are frequently subject to replacement – often needlessly, when simple repair can make them sound and functional.

In the district, doors are of two primary types. Historically, storefront doors almost always had full-height panes of glass, while the doors to residential units or offices on building's upper floors often had half-height glass panels.



Guidelines

Retain original doors and door hardware whenever possible.

If the replacement of an existing original door is necessary, select a manufactured door or have a new door built with the same design, materials, and proportions as the original.

When no evidence of the original door exists, choose a replacement that is compatible with the proportions, design, and materials of the building. Wood paneled doors with full-height glazing are preferred for store front door openings. Wood paneled doors with half-height glazing are generally preferred for second floor entrances. Select replacement door hardware that is consistent with historic hardware in design and finish.

Do not reduce the size or proportions of original door openings to install.

Roofs

Most commercial buildings have roofs that are flat or slightly sloped in profile and are not visible behind parapet walls. Buildings of wood construction frequently have gabled roofs with the end facing the street. Since the surfaces of a gabled roof are visible from the street, replacement roofing for this roof type should be compatible with the original material.

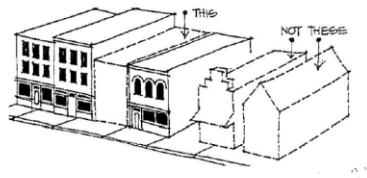
Additional historic roof features present in the district include chimneys, skylights, and roof ventilators. Retaining these existing features is also a preservation goal.

Guidelines

Replace deteriorated roof coverings that are visible from the street with new roofing that is compatible with historic precedents in the district.

A rubber membrane covering for a flat roof is acceptable. When installing white or light-colored membrane roofing on a flat roof, avoid wrapping the membrane over the top and sides of parapet walls so that the material is visible from the street. Use a dark-colored metal cap, or dark-colored fasteners to secure the membrane.

Take every effort to reduce the visual impact of new roof features such as antennae, satellite transmitters, skylights, dormers, and air condition units.



Windows

Most commercial buildings were designed with large, plate glass display windows on the lower story and smaller, double-hung windows above. Upper-story windows often received decorative treatment – original hoods and moldings are still evident on many buildings. Windows are major design features that frequently have been altered due to the harsh climate and a lack of maintenance. In a number of cases, window replacement has seriously compromised the historic appearance of buildings.

Older windows can be repaired or retrofitted to match the thermal and operational performance of new windows. Replacement windows can replicate the visual qualities of historic windows.



Original Windows

Inappropriate Replacement Windows

Guidelines

Do not alter original window openings either to block-in a window, or to install a window that is larger or smaller than the original opening.

Any new window openings required by building code should be located, whenever possible, on secondary facades.

Whenever possible, retain and repair existing windows including the window sash, glass, lintels, sills, hoods, and hardware.

Replace deteriorated window parts by duplicating the materials, design, and hardware of the original window, including the molding, casing, trim and sash.

Retain and repair existing original windows whenever possible. If windows are beyond repair, then replacement windows should match the design, size, proportions, and profile of the existing original windows. Wood replacements are recommended. Metal-clad replacements with a painted finish are acceptable.

Use sheets of clear, non-reflective and non-tinted glass when replacement is necessary. Double-paned thermal glass is acceptable.

Do not install new floors or dropped ceilings that block the glazed area of historic windows.

Imitation shutters that detract from the historic character and appearance of the building are generally inappropriate.



Inappropriate replacement windows



New historically accurate replacement windows

Storefronts:

1. The Original Facade - The Original Resource



2. Minor Facade Change



3. More Minor Facade Change



4. Storefront Remodeling - Facade Looks Cut in Half.



Appropriate Storefront Modification



Inappropriate Storefront Modification

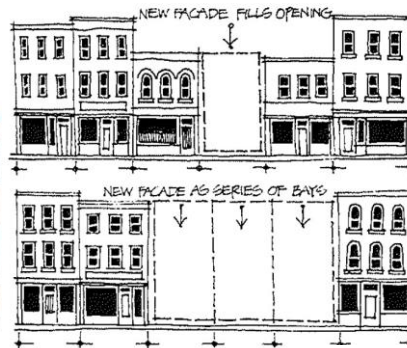


New Construction

New buildings constructed on open lots should be compatible with neighboring historic buildings. In the downtown, individual structures form a continuous row of façades that define the street. Any new building should fit into this framework and be particularly sensitive to the design qualities of adjacent buildings.



Appropriate New Construction



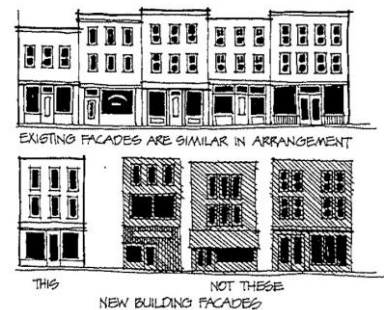
Guidelines

Make certain that the intended use and design of the proposed building meets all applicable regulations, including the City of Charlevoix Zoning Ordinance.

Design new construction to be compatible with adjacent historic buildings maintaining consistency in size, proportion, and building materials.

New designs based on, or inspired by, the architectural styles present in the district are encouraged.

Do not add features that might appear historic but were never found on buildings within the district including, for examples, applied ornamental shutters and small-paned windows.



Side and Rear Façades

Spaces behind buildings are frequently forgotten. People tend to avoid them because they are usually unkempt and unattractive. Too often, these spaces have been considered strictly service areas, where deliveries are made or garbage picked up.

However, more and more parking areas in traditional business districts are being developed behind buildings, in the middle of the block. The backs of the buildings are coming into full and open view.



This suggests two things:

- The appearance of the back areas is important to the commercial district.
- Rear entrances can potentially benefit all businesses by allowing direct entry from the parking lot into stores. Customers don't need to walk around the block to reach a shop.

If you don't have an attractive rear entrance to your business but are considering making improvements, think about these issues.

1. Would additional walk-through traffic help or hinder your business? Would a rear entrance be an added convenience to your customers?
2. What changes would you need to make to give your store an attractive rear entrance? How would you handle the circulation, displays, and security throughout the building?
3. Although the two are similar, the rear entrance should not compete with the storefront in importance. In most cases, the rear entrance should occupy a



Signage

The zoning ordinance allows for canopies and awnings, and the Design Committee encourages complementary colors, sturdy materials and installation as the winds blowing off Lake Michigan can get intense even on the mildest days.

Detailed sign design regulations, including sandwich board sidewalk signs can be found in the zoning ordinance, and in general, they should be proportional to the building façade, designed to quickly communicate the business identity and products, and use a simple color palate which complements the building. Café seating on the sidewalks is a great way to bring vitality to the public space outside your business. These activities are regulated by the city: call the City of Charlevoix Planning Department at (231) 547-3265 for more information.

If any of these guidelines conflict with the City of Charlevoix's zoning ordinances, the city zoning and ordinances must be followed.



- KISS
- 3 main audiences:
 - Cars passing by
 - People walking down the block
 - People in front of your store

Rooftops

A new consideration that has been coming to the planning commission lately is expanding uses onto rooftops (like Hotel Earl). They have been discussing adding language to the ordinance to allow for and guide rooftop uses. Is this something the Design Committee wants to weigh in on? Like what kind of railing, the height of any railing or canopy, the uses themselves, etc.



DEFINITIONS

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

Section 153.118 LODGING, DINING AND ENTERTAINMENT USES

(C) Restaurant with outdoor seating

- (1) Restaurants providing outdoor seating within an at-grade deck or patio or a roof top deck, must first acquire a zoning and building permit from the City and Charlevoix County Building Department.
- (2) Restaurant outdoor seating shall be allowed only during normal operating hours of the establishment.
- (3) All food preparation shall take place inside the establishment.
- (4) If alcoholic beverages are to be served, the current Liquor Control Commission rules and regulations shall apply.

Sustainability



SUSTAINABLE CHARLEVOIX

Energy conservation in a building means minimizing its energy needs and maximizing the comfort of its occupants. If properly treated, most off commercial buildings can be as energy efficient as new ones. The process is not particularly costly, but it does require a commitment to identify and solve some specific problems.

- (1) The traditional commercial building has some basic characteristics that help save energy. Relatively little of the building is exposed. Sides are usually covered (and insulated) by adjacent buildings. Above the storefront, the windows tend to be small and widely spaced. Compare this to the typical façade of a new building. In buildings with several floors, the upper stories trap and use heat rising from the lower floors. Masonry construction offers good insulation. Also, the walls are usually rather thick.
- (2) However, old commercial buildings also have some typical energy problems. In many cases, old windows and doors have not been maintained. Consequently, they leak air and moisture. Uninsulated flat roofs lose much usable heat during the winter. Large storefront windows lose heat in the winter and let in hot air during the summer. Old heating systems are often inefficient and outdated.
- (3) Windows and doors should be sealed as tightly as possible. When closed, they should not leak air or moisture. Repair all windows and doors so that all their parts fit together tightly. Reglaze all loose or broken window panes. Carefully weather-strip all window and door openings. Caulk the cracks between all

What's Next?

Working with Planning Staff/Commission to draft ordinances that would apply to Central Business District.

Then take to City Council and set public hearings for tentative approval/adoption.

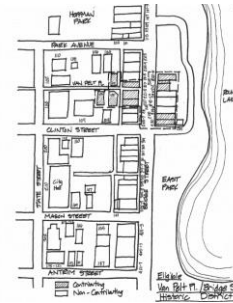
This will take time!

Nothing is certain!

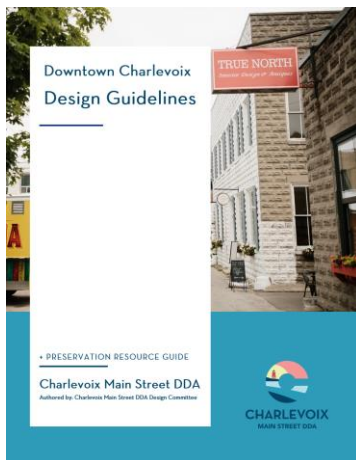


Resources:

- City of Charlevoix Commercial & Industrial Energy Efficiency Program
- Commercial Redevelopment District (tax abatement)
- Facade Grant Incentive Program & Design Assistance
- MEDC – Michigan Economic Development Corporation = \$\$\$
- MHPN – Michigan Historic Preservation Network – Resource Guide + Advocacy
- NPS – National Park Service
 - CLG – Certified Local Government
 - National Register District = 20% federal historic tax credit



Feedback?



We are here to help!

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lindseyd@charlevoixmi.gov



CHARLEVOIX
MAIN STREET DDA

Downtown Charlevoix Design Guidelines

+ PRESERVATION RESOURCE GUIDE

Charlevoix Main Street DDA

Authored by: Charlevoix Main Street DDA Design Committee



CHARLEVOIX
MAIN STREET DDA

These Guidelines were developed by the Charlevoix Main Street Design Committee and approved by the Charlevoix Main Street Downtown Development Authority Board of Directors in February 2020.

Thank you to Charlevoix Historical Society for providing historic images. Thanks also to members of the Historic District Commission as well as City Planner Kathy Egan and Zoning Administrator Jonathan Scheel for their contribution and guidance.

Lastly, diagrams and some language have been pulled from Building Improvement guides published by the National Main Street Center in 1995. Some renderings were pulled from the Charlevoix Downtown Alley Corridor Vision report from Michigan State University's School of Planning, Design, and Construction completed in January of 2018. Contemporary photographs were taken by Lindsey Dotson, Main Street DDA Director, Alex Childress, & Michael Murphy.



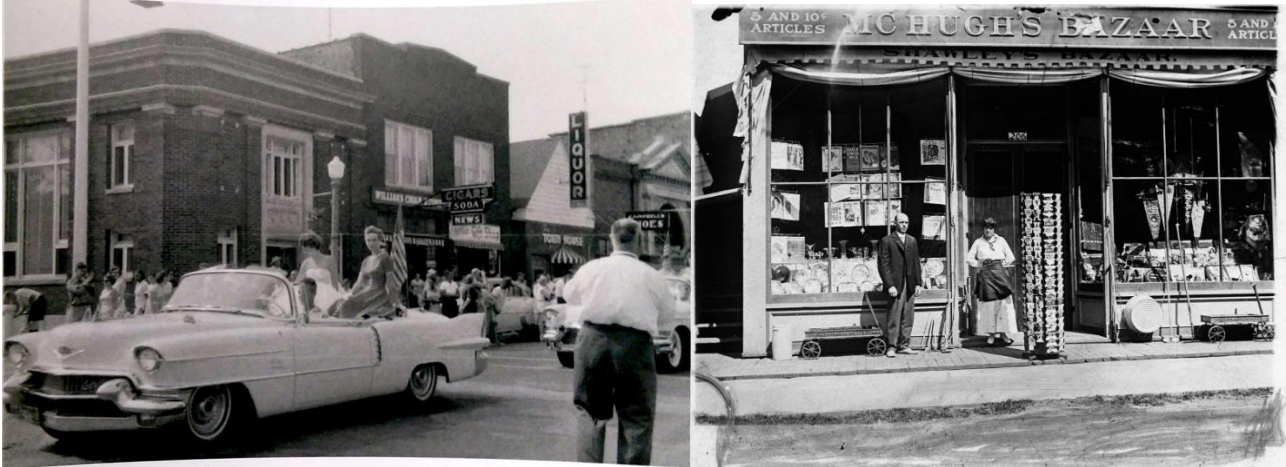


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Overview

The Charlevoix (MSDDA) Design committee developed this manual to help business owners, property owners, and developers throughout the Main Street/Downtown Development District maintain and enhance the historic qualities of their properties that are so important to the community. The guidelines provide property owners the most appropriate methods for preserving the historic integrity of their buildings while continuing to operate them as modern businesses.

A guiding principle in creating the design guidelines is to celebrate the Charlevoix of yesterday and today while looking to tomorrow. The goal is to create an environment that integrates retail, service businesses, the arts and culture, and housing into a dynamic downtown.



Charlevoix Main Street DDA Boundaries



Existing Buildings & Historic Preservation

General Design Guidelines

The primary goal of historic preservation is to keep what remains of the historic character of a building. The character of a building's exterior is expressed through surviving original features such as roof type, doors, and windows, cladding, trim, and ornamentation. Maintaining the historic integrity of a building involves the process of identifying, retaining, and preserving those features and qualities that define a building's historic appearance. Where all or most of these features have been changed, the building's integrity is effectively lost.

When working on old buildings, two common mistakes actually damage historic value rather than preserve it. One mistake is to add historic features to a building that never were there. The other is to make an old building look new or modern.

Even in cases where some of the original features of a building have been altered or lost, there are ways to re-establish the building's historic appearance. Reproducing the building's original features or developing a new, compatible design are strategies that can meet historic preservation standards.

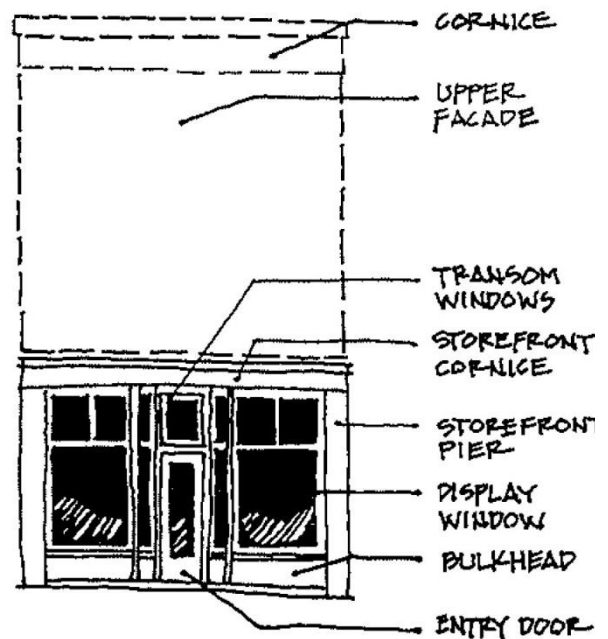
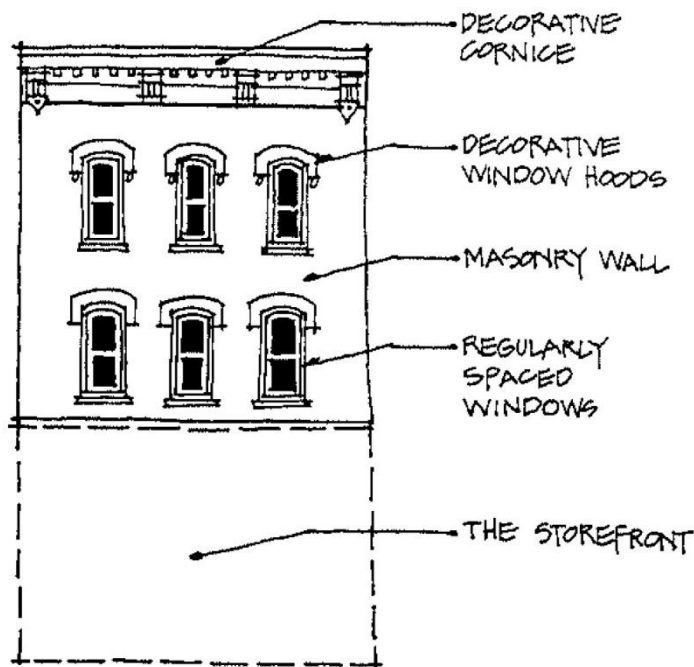
The following general guidelines apply to all exterior work and/or interior work that affects the exterior of an existing historic building. They are based on the Secretary of Interior's Standards for Rehabilitation. (see appendix)

Exterior Work

If the original feature is intact, retain it as is without altering or covering it. When the original feature is in need of repair, do the repair work in place if possible, using the gentlest methods available to avoid damaging the original materials.

If the original feature has deteriorated beyond repair and must be replaced, replace it with materials that duplicate as closely as possible the original in size, shape and texture.

Replace missing features with historic reconstructions, or with newly designed elements that are compatible with the building's size, scale and materials. Where paint is required, consider colors that are appropriate to the historic building or district.



Masonry

Masonry refers to building – stone, brick, concrete block, tile, terra cotta, or stucco – materials that are used to construct and ornament building walls and architectural elements, such as chimneys, parapets, and steps. As construction



material, masonry consists of individual units of brick, block, or stone and mortar as a bonding material. Mortar primarily plays a structural role, but also contributes to the visual character of the building.

Masonry is a highly durable building material, but it is particularly vulnerable to inappropriate cleaning and repair. Proper assessment of underlying problems, particularly those related to water damage, is critical before deciding on repair and treatment.

Guidelines

Retain original masonry and mortar whenever possible without the application of any surface treatment. Concealing original masonry is not recommended.

Clean masonry only when necessary to halt deterioration or remove heavy soiling. Use the gentlest means possible to prevent damage to masonry surfaces.

Apply paint only to areas that have been previously painted.

Where there is evidence of deterioration, duplicate old mortar in strength, composition, color and texture. Replace old mortar joints in width and in joint profile.

Sandblasting brick or stone surfaces using dry or wet grit or other abrasives is **strongly discouraged** as it will mar, damage, and weaken the masonry. High pressure water and cleaning methods should also be avoided since they can damage and weaken the masonry.

When necessary, replace masonry features of brick, stone, terra cotta, and/or concrete using the same materials, or one that is a compatible substitute material, matching the original in size, color, texture, density and profile.



Wood

In the late 1800s, brick and stone replaced wood as the most common construction material for commercial buildings. However, wood still appears frequently as functional components and decorative features of many buildings, including clapboard siding, cornices, windows, and storefront framing.

Wood is especially susceptible to the destructive effects of weathering; exposure to moisture and sunlight are particularly damaging. Historically, this is the primary reason all wood was painted, and because of this precedent, all new wood should be painted.



Guidelines

Replace missing wood features with new elements that have historic precedent.

Resurface wood buildings with new materials that are appropriate or were available when the building was originally constructed. Avoid using metal or vinyl siding.

Consider using new wood siding or cement board of size and texture of appropriate era when replacement of siding material is required. Match proportions and profiles of new material to existing siding, and use smooth-faced, knot-free material.

Install any siding material in a way that does not obscure or damage historic ornament, such as fish-scale shingles, window casings, sills, hoods, and corner boards.

Paint surfaces to protect wood from deterioration.

Vinyl siding is not considered appropriate in most cases.

Metal

Architectural metals include both cast and sheet metals. In the district, cast metal was generally used for storefront columns and display window framing systems. Pressed sheet metal was frequently used to form cornices – at the roofline and storefront levels – and window hood moldings.

While cast iron pieces are difficult to repair, sheet metal elements can be repaired fairly easily through patching. For those iron-based materials that will rust, regular painting of metal elements is an essential maintenance technique.



Guidelines

Retain and repair original metal architectural features such as pressed metal cornices, window hoods, and cast-iron columns.

Clean metal features only where such cleaning will not damage historic color, texture or patina. Any cleaning treatment should use the gentlest means possible, using methods that do not abrade the surface.

Paint will protect metal types such as cast iron or pressed tin. Do not apply paint or other coatings to metals that were historically meant to be exposed, such as copper.

When replacing missing metal architectural features, consult historical photographs or comparable structures in the district for scale, design and proportion of new features.

Cornices

A cornice is the uppermost protective portion of a wall that is often treated in a decorative manner. In addition to a primary cornice crowning the top of a façade, commercial buildings often have a secondary, or

storefront, cornice that provides a horizontal division between street-level and upper stories.



Guidelines

Repair and retain original cornices whenever possible.

If an existing building cornice has deteriorated beyond repair and must be replaced, reconstruct the original design as closely as possible.

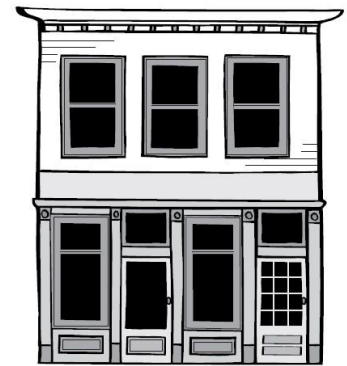
When reconstructing a cornice that has been previously removed, consult historical photographs or comparable structures in the district for scale, design, and proportion.

When historical photographs are not available, contemporary replacements should be simple and harmonic with existing scale, materials and size of the building while avoiding a false historic look.

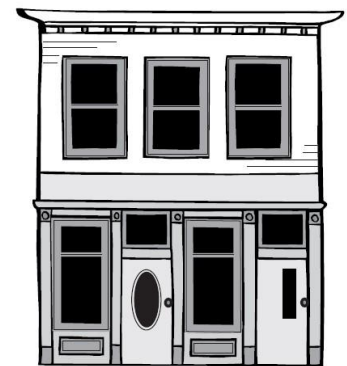
Doors

Doors are often a visual focus of commercial buildings; thus, the appearance of an entry can be very important in defining the overall character of a building. Doors are architectural elements that are frequently subject to replacement – often needlessly, when simple repair can make them sound and functional.

In the district, doors are of two primary types. Historically, storefront doors almost always had full-height panes of glass, while the doors to residential units or offices on building's upper floors often had half-height glass panels.



Store front with original or acceptable replacement doors.



Store front with inappropriate replacement doors.

Guidelines

Retain original doors and door hardware whenever possible.

If the replacement of an existing original door is necessary, select a manufactured door or have a new door built with the same design, materials, and proportions as the original.

When no evidence of the original door exists, choose a replacement that is compatible with the proportions, design, and materials of the building. Wood paneled doors with full-height glazing are preferred for store front door openings. Wood paneled doors with half-height glazing are generally preferred for second floor entrances. Select replacement door hardware that is consistent with historic hardware in design and finish.

Do not reduce the size or proportions of original door openings.

Roofs

Most commercial buildings have roofs that are flat or slightly sloped in profile and are not visible behind parapet walls. Buildings of wood construction frequently have gabled roofs with the end facing the street. Since the surfaces of a gabled roof are visible from the street, replacement roofing for this roof type should be compatible with the original material.

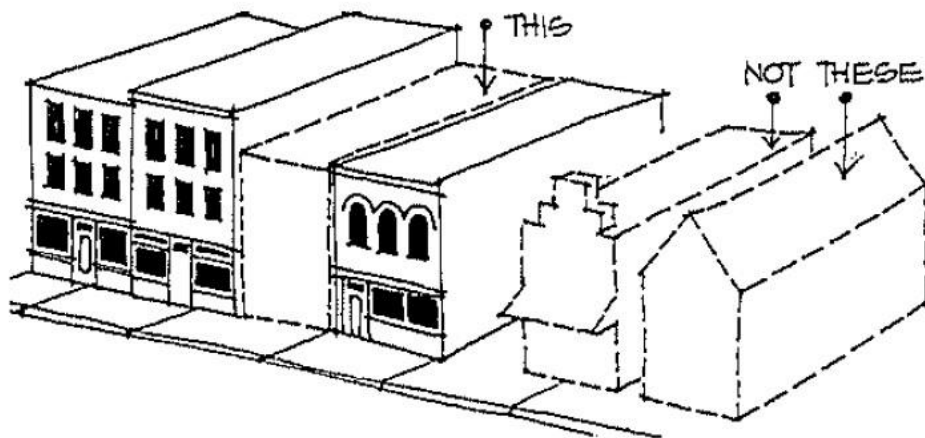
Additional historic roof features present in the district include chimneys, skylights, and roof ventilators. Retaining these existing features is also a preservation goal.

Guidelines

Replace deteriorated roof coverings that are visible from the street with new roofing that is compatible with historic precedents in the district.

A rubber membrane covering for a flat roof is acceptable. When installing white or light-colored membrane roofing on a flat roof, avoid wrapping the membrane over the top and sides of parapet walls so that the material is visible from the street. Use a dark-colored metal cap, or dark-colored fasteners to secure the membrane.

Take every effort to reduce the visual impact of new roof features such as antennae, satellite transmitters, skylights, dormers, and air condition units.



Windows

Most commercial buildings were designed with large, plate glass display windows on the lower story and smaller, double-hung windows above. Upper-story windows often received decorative treatment – original hoods and moldings are still evident on many buildings. Windows are major design features that frequently have been altered due to the harsh climate and a lack of maintenance. In a number of cases, window replacement has seriously compromised the historic appearance of buildings.

Older windows can be repaired or retrofitted to match the thermal and operational performance of new windows. Replacement windows can replicate the visual qualities of historic windows.



Original Windows



Inappropriate Replacement Windows

Guidelines

Do not alter original window openings either to block-in a window, or to install a window that is larger or smaller than the original opening.

Any new window openings required by building code should be located, whenever possible, on secondary facades.

Whenever possible, retain and repair existing windows including the window sash, glass, lintels, sills, hoods, and hardware.

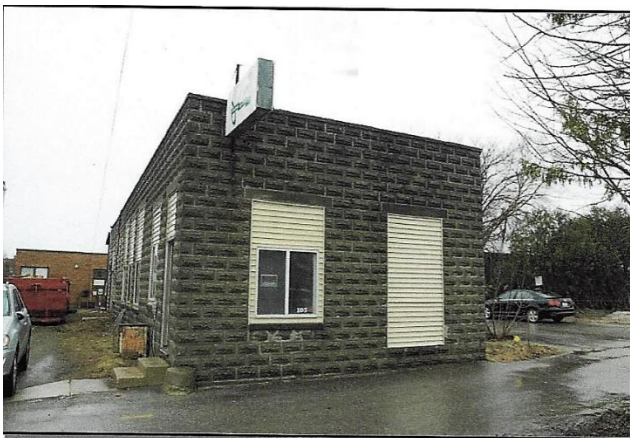
Replace deteriorated window parts by duplicating the materials, design, and hardware of the original window, including the molding, casing, trim and sash.

Retain and repair existing original windows whenever possible. If windows are beyond repair, then replacement windows should match the design, size, proportions, and profile of the existing original windows. Wood replacements are recommended. Metal-clad replacements with a painted finish are acceptable.

Use sheets of clear, non-reflective and non-tinted glass when replacement is necessary. Double-paned thermal glass is acceptable.

Do not install new floors or dropped ceilings that block the glazed area of historic windows.

Imitation shutters that detract from the historic character and appearance of the building are generally inappropriate.



Inappropriate replacement windows



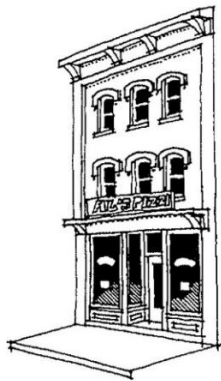
New historically accurate replacement windows

Storefronts

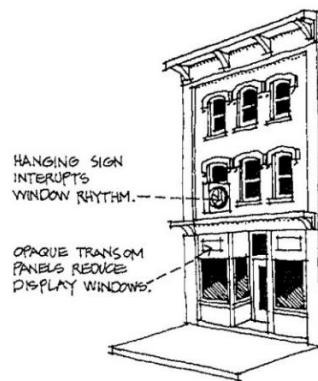
Street-level storefronts play a dominant role in conveying the historic appearance and feeling of Charlevoix's downtown district. Appropriate storefront design is also key to the success of businesses in the downtown area. The commercial district has a variety of storefronts, but many show a similar arrangement of these standard components: display windows, bulkheads (the area beneath the display window), recessed entry doors, transoms, and cornices.

In converting downtown buildings to new uses, some of Charlevoix's historic commercial storefronts have been closed in, covered over, or greatly altered. A better approach to accommodating a new first-floor use is through a sensitive rehabilitation that retains the storefront's character-defining features. If needed, interior screens, blinds, curtains, or other materials set back from the window can create privacy without removing display windows or other important storefront elements.

**1. The Original Facade-
The Original Resource**



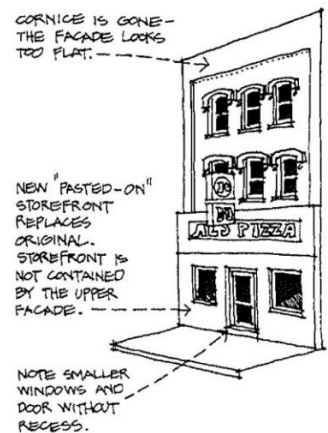
2. Minor Facade Change



3. More Minor Facade Change



**4. Storefront Remodeling -
Facade Looks Cut in Half.**



Guidelines

Retain and repair significant historic storefront elements and materials. Attempt to return the storefront to its historic appearance. Do not add architectural details that were not part of the original design.

Do not block in large display windows or reduce the size of the original window area with smaller, inset windows.

Maintain the commercial character of the storefront, even if its use has changed.

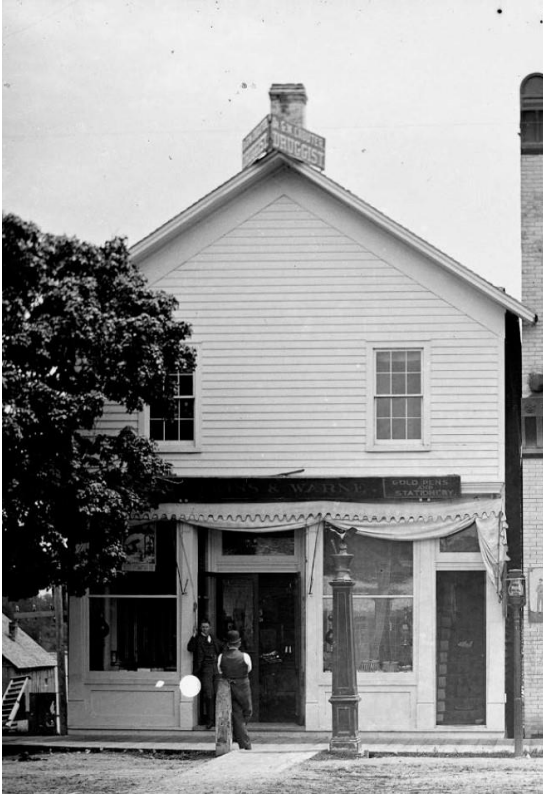
If a new storefront design is required, incorporate traditional storefront components that harmonize with the rest of the building and neighboring structures.

Contain new storefront construction within the first-floor portion of the façade maintaining the distinct yet visually compatible relationship with the building's upper stories.

When original elements are missing and/or historic materials are deteriorated, the use of comparable substitute materials may be considered. However, the use of extruded aluminum storefront window framing is not preferred.

Retain historic storm enclosures. New enclosures should be constructed of wood and composed primarily of glass. New enclosures must be removable, and their design should be based on historic precedents.

Installation of storefront awnings is encouraged. Awnings must be mounted below the storefront cornice and above display and transom windows. Awnings should be constructed of woven material, and if possible, retractable. Aluminum or vinyl awnings are not recommended. 



Appropriate Storefront Modification

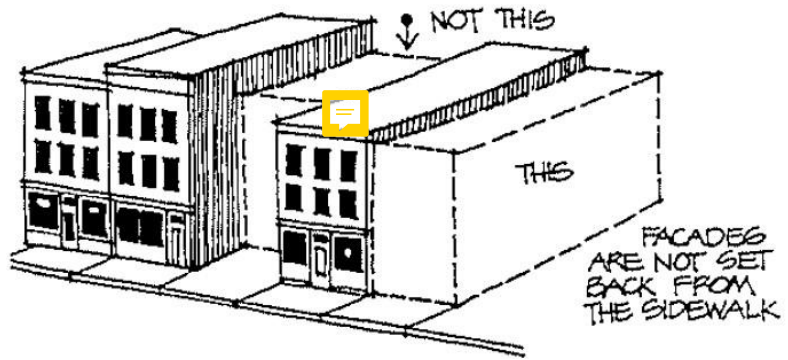


Inappropriate Storefront Modification

Additions

When additional space is required in a building, it is possible to design an addition that maintains the structure's historic character. In designing

additions, make certain that the original historic structure remains the primary building block with the addition seen as a subordinate component. A passerby on the street should be able to determine where the original structure ends and where the addition begins. The goal is to make the addition compatible with the original building but identifiable as new construction. This can be achieved by using similar materials, design elements, and proportions.



Guidelines

Make it visibly clear that the addition is a secondary component. The existing building must remain dominant.

If the proposed addition cannot be located at the rear of the building and/or is large in relation to the original structure, the addition should conform to the guidelines for new construction.

Building additions should be compatible with the size, scale, material, and character of the original building.

Do not use decorative architectural details or ornamentation that borrow from historical periods not represented in the district, such as “gingerbread” spindles or exterior window shutters.

Whenever possible, new additions or alterations to structures should be constructed in such a manner that, if removed in the future, the form and historical integrity of the structure would be unimpaired.

New Construction

New buildings constructed on open lots should be compatible with neighboring historic buildings. In the downtown, individual structures form a continuous row of façades that define the street. Any new building should fit into this framework and be particularly sensitive to the design qualities of adjacent buildings.



Appropriate New Construction

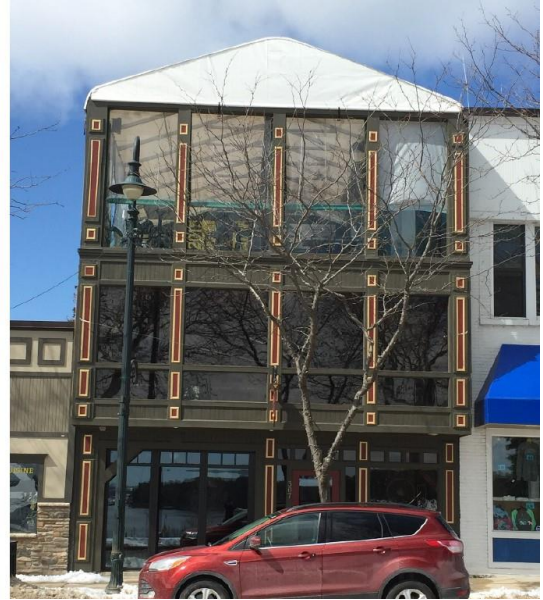
Guidelines

Make certain that the intended use and design of the proposed building meets all applicable regulations, including the City of Charlevoix Zoning Ordinance.

Design new construction to be compatible with adjacent historic buildings maintaining consistency in size, proportion, and building materials 

New designs based on, or inspired by, the architectural styles present in the district are encouraged 

Do not add features that might appear historic but were never found on buildings within the district including, for examples, applied ornamental shutters and small-paned windows.



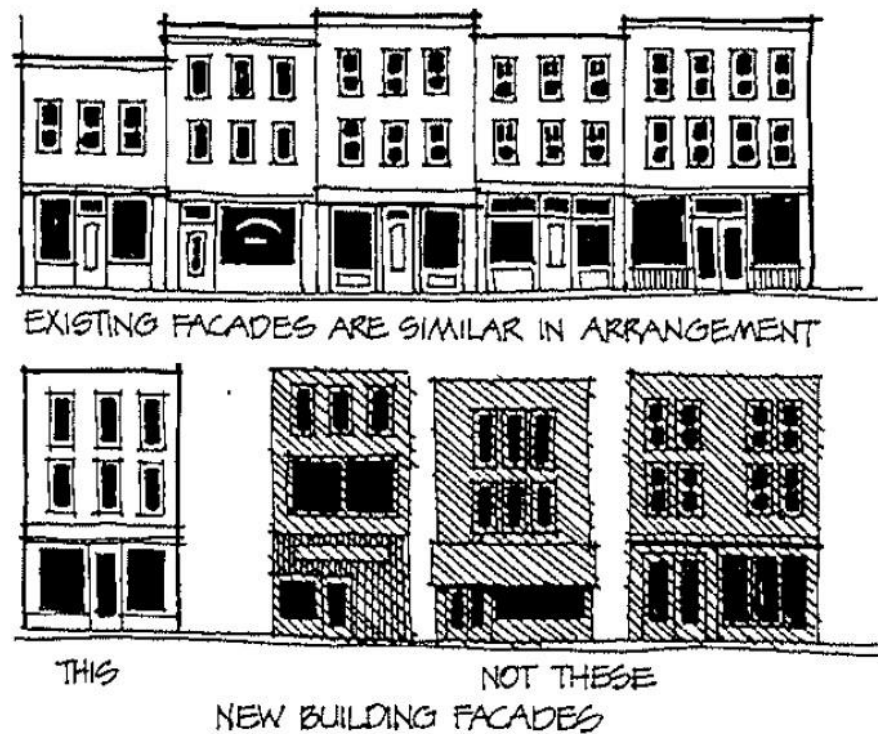
Inappropriate New Construction

Two-story buildings should be developed, allowing for second story office or residential opportunities. Buildings should be built up to the sidewalk and up to the side lot lines. They should have brick or natural surface facades in colors typical of their composition – earth tones, or other muted colors. Natural surface facades have fine-grained texture giving buildings a warmth which invite passers-by to pause and look in the windows.



Windows on buildings in Business District should comply with the City of Charlevoix Zoning Ordinance.

The vertical appearance of two-storied or taller buildings should be broken up with horizontal detailing; the goal is for the buildings to define the street space. Detailing, like a storefront cornice and different window design on the upper floors, make two- and three-story buildings more welcoming.



Side and Rear Façades

Spaces behind buildings are frequently forgotten. People tend to avoid them because they are usually unkempt and unattractive. Too often, these spaces have been considered strictly service areas, where deliveries are made or garbage picked up.

However, more and more parking areas in traditional business districts are being developed behind buildings, in the middle of the block. The backs of the buildings are coming into full and open view.



This suggests two things:

- The appearance of the back areas is important to the commercial district.
- Rear entrances can potentially benefit all businesses by allowing direct entry from the parking lot into stores. Customers don't need to walk around the block to reach a shop.

If you don't have an attractive rear entrance to your business but are considering making improvements, think about these issues.

1. Would additional walk-through traffic help or hinder your business? Would a rear entrance be an added convenience to your customers?
2. What changes would you need to make to give your store an attractive rear entrance? How would you handle the circulation, displays, and security throughout the building?
3. Although the two are similar, the rear entrance should not compete with the storefront in importance. In most cases, the rear entrance should occupy a

relatively small part of the back façade and exhibit more of a utilitarian character. Still, it should be maintained and developed to support the overall appearance and convenience of the district.

4. Like the storefront, the rear entry requires identification. It should be inviting and attractive. A glass panel in the back door is one way to open your store to potential customers. A small sign on or near the door is another way to identify your business. Be sure to keep it small, and don't clutter the area with too many signs. An attractive metal grille can provide security and add to the visual appeal of a rear entry.

If your building has rear windows on the ground floor, use them for displays; they will also attract people to your door.

An awning or small canopy can be a pleasant addition and a convenience to shoppers during inclement weather. If there is enough sun, planter boxes might also be added, but only if you attend to them properly.

5. Like the storefront, the rear entry should respect its next-door neighbors. Try to make your entry compatible with neighboring stores. Look at the back entrances next to yours.



It might be wise for you and your fellow merchants to get together and plan an attractive approach to the rear facades of your buildings.

6. Normal service activities, such as trash collection, loading, shipping, and storage must also occur with ease. It is possible to accommodate these functions and, at the same time, make the space behind the store more pleasant for shoppers.
7. If possible, pick a central location for trash collection, one that will serve several stores efficiently. Grouping the containers gives a less cluttered appearance.
8. Simple enclosures can be readily constructed to hide refuse containers and prevent clutter. These enclosures should open from the front for easy removal of full, heavy cans.

Dumpsters can also be screened from view. Before construction, be sure to consult the collection agency and ensure that your design will not disrupt their activities.



Use a neutral color to paint or stain these enclosures. Bright or loud colors draw attention to the screens and containers, when the purpose is to camouflage them. Choose colors that blend in with those of the rear façade.

9. Don't forget about the paved areas behind the buildings or in the alleys. Many times, the paving is full of potholes, which is both bothersome and dangerous for pedestrians.

In addition to paving, watch out for drainage problems. Poor drainage causes puddles and other hazards for pedestrians. Make sure there is adequate drainage away from your building. Also check the storm drain inlets regularly to see whether they need cleaning.

Weeds and scrub trees can also be a problem in areas behind buildings. These plants are tenacious and will grow wherever they can. For a better image, keep them under control.

10. Snow removal is another consideration. Just as front walks need to be shoveled, so too do back entrances.



The rear facades of commercial buildings have been ignored and neglected for a long time. In many cases, they have been left to deteriorate or have been poorly maintained. Windows on the ground and upper floors are frequently ill-kept, boarded up, or dirty. Electrical and telephone lines are haphazardly attached to many buildings, giving them a cluttered look. With good design and proper maintenance, rear entrances can become attractive and convenient for Main Street shoppers.

Signage

The zoning ordinance allows for canopies and awnings, and the Design Committee encourages complementary colors, sturdy materials and installation as the winds blowing off Lake Michigan can get intense even on the mildest days.

Detailed sign design regulations, including sandwich board sidewalk signs can be found in the zoning ordinance, and in general, they should be proportional to the building façade, designed to quickly communicate the business identity and products, and use a simple color palette which complements the building. Café seating on the sidewalks is a great way to bring vitality to the public space outside your business. These activities are regulated by the city: call the City of Charlevoix Planning Department at (231) 547-3265 for more information.

If any of these guidelines conflict with the City of Charlevoix's zoning ordinances, the city zoning and ordinances must be followed.



Rooftops

A new consideration for activating space in downtown Charlevoix is the use of roof tops for a variety of things. Since the area is predominantly landlocked by water, it is wise to use any and all space possible. See below for a quick list of guidelines recently adopted by the Planning Commission.



LODGING, DINING AND ENTERTAINMENT USES

Restaurant with outdoor seating

- (1) Restaurant outdoor seating shall be allowed only during normal operating hours of the establishment.
- (2) All food preparation shall take place inside the establishment.
- (3) If alcoholic beverages are to be served, the current Liquor Control Commission rules and regulations shall apply.
- (4) Amplified musical instruments are prohibited. Any other music or sound that would violate the City's noise ordinances and restrictions is prohibited.
- (5) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties.

Roof top deck

The following provisions are intended to regulate roof top deck use to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally.

-
- (1) Parapet walls and perimeter guardrails shall extend around the perimeter of the building and incorporate exterior building materials consistent with the architectural style of the underlying structure.
 - (2) Parapet walls and perimeter guardrails erected as a necessary safety and protective feature shall not increase the overall height of the structure.
 - (3) Lighting shall be shielded and pointed downward.

Sustainability



SUSTAINABLE CHARLEVOIX

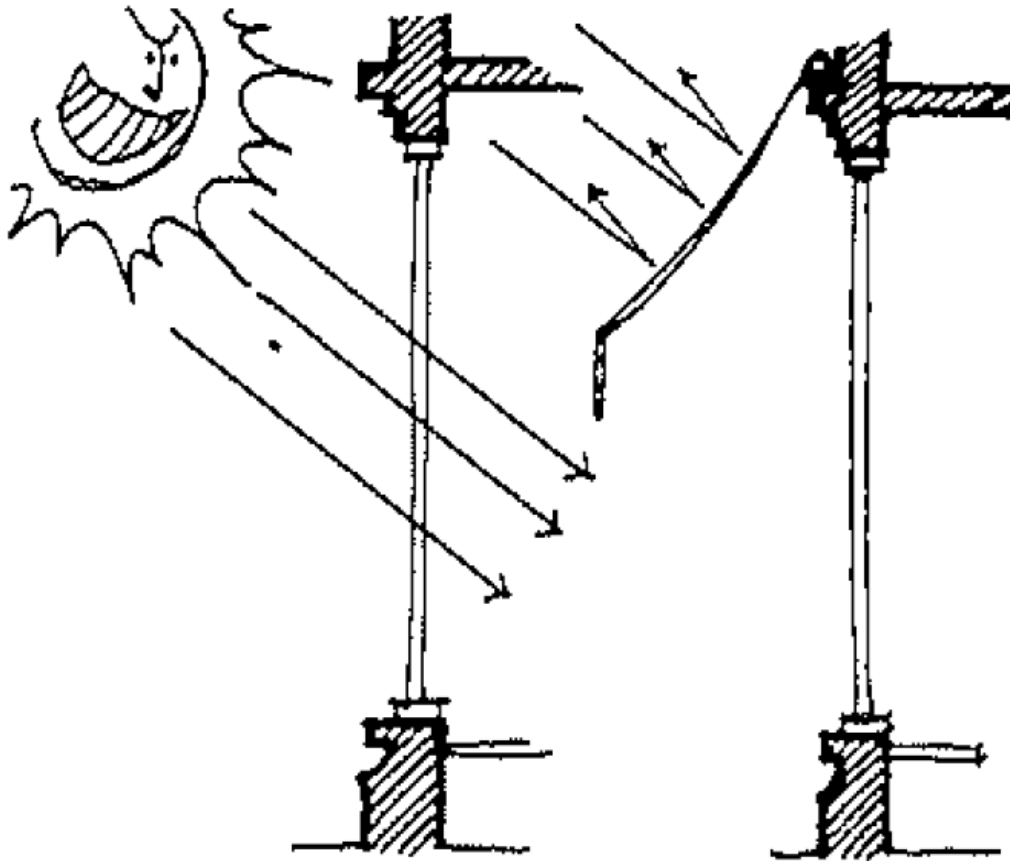
Energy conservation in a building means minimizing its energy needs and maximizing the comfort of its occupants. If properly treated, most old commercial buildings can be as energy efficient as new ones. The process is not particularly costly, but it does require a commitment to identify and solve some specific problems.

- (1) The traditional commercial building has some basic characteristics that help save energy. Relatively little of the building is exposed. Sides are usually covered (and insulated) by adjacent buildings. Above the storefront, the windows tend to be small and widely spaced. Compare this to the typical façade of a new building. In buildings with several floors, the upper stories trap and use heat rising from the lower floors. Masonry construction offers good insulation. Also, the walls are usually rather thick.
- (2) However, old commercial buildings also have some typical energy problems. In many cases, old windows and doors have not been maintained. Consequently, they leak air and moisture. Uninsulated flat roofs lose much usable heat during the winter. Large storefront windows lose heat in the winter and let in hot air during the summer. Old heating systems are often inefficient and outdated.
- (3) Windows and doors should be sealed as tightly as possible. When closed, they should not leak air or moisture. Repair all windows and doors so that all their parts fit together tightly. Reglaze all loose or broken window panes. Carefully weather-strip all window and door openings. Caulk the cracks between all

nonmoving window and door parts as well as any cracks between the window or door and its openings.

- (4) Storm windows can greatly reduce winter heat loss through wall openings. While rather impractical for the storefront- the constant opening and closing of the door negates their value. The use of storm windows on the upper façade and the rear and side walls should be considered.
- (5) Carefully applied insulation can greatly improve a building's energy efficiency. While many kinds are available, two are most appropriate for downtown buildings. Fiberglass insulation consists of spun fibers attached to a paper backing. It is laid by hand and can be stapled to wood studs or joists. The paper acts as a moisture barrier and must be installed correctly to prevent maintenance problems. The second type of appropriate insulation is cellulose, a shredded paper treaded with a fire retardant. Installed through use of a mechanical blower, cellulose is ideal for relatively inaccessible parts of a building. However, cellulose and other types of blown-in insulation do not usually come with a moisture true barrier, thus creating future maintenance problems. And, over time, cellulose compacts, losing some of its insulation value. As a general rule, the thicker the insulation, the better. Proper placement is also important. The roof is a critical location because much winter hear loss occurs there. If the upper floors are not in use, consider insulating the 2nd floor to trap heat below it. Insulation of the first floor will protect the store from the cold basement space. If insulation is installed in the roof, walls, or between floors, be sure to include a moisture barrier and vents. Without them, moisture may become trapped and create maintenance problems.
- (6) With all its glass, the storefront presents special energy problems. It loses heat in the winter and, if exposed to the summer sun, it gains heat. Where the sun is a factor, an awning or canopy can provide a partial solution. An operable awning can be extended in the summer to shade the storefront. Retracted in winter, it can allow sunlight into the store. Insulated tinted glass can also reduce the energy inefficiency of a storefront window. While some of the value of insulated glass will be lost by constant opening and closing of the door, the nighttime

protection can be substantial. Locating heat vents near storefront windows can minimize the discomfort of winter heat loss and help prevent condensation on the glass. Good weather-stripping and caulking of storefront windows and doors can also minimize heat loss.



- (7) If your present heating system is old and inefficient, it is probably wasting energy. Have it checked and consider replacing it if possible. Since a wide variety of systems and heating units are available, carefully consider the benefits and drawbacks of each one. Does the heating system you are considering have options that will save you money in the long run? Economizer cycles, night setback systems, flue dampers, and recirculating fans are all devices that improve energy efficiency. If the new heating system requires installation of metal ducts, try to conceal them in the basement. If they must be hung inside the shop, have them designed so that they blend with the building's interior and do not cover transom windows.

Appendix

The Secretary of the Interior's Standards for Rehabilitation

Introduction to the Standards

The Secretary of the Interior is responsible for establishing standards for all programs under Department authority and for advising Federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places.

The Standards for Rehabilitation (codified in 36 CFR 67 for use in the Federal Historic Preservation Tax Incentives program) address the most prevalent treatment.

“Rehabilitation” is defined as “the process of returning a property to a state of utility, through repair or alteration which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.”

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program, the Standards for Rehabilitation have been widely used over the years – particularly to determine if a rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitations proposals. They have also been adopted by historic district and planning commissions across the country.

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic building of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. They also encompass related landscape features and the building's site and environment, as well as attached,

adjacent, or related new construction. To be certified for Federal tax purposes, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s), and where applicable, the district in which it is located.

As stated in the definition, the treatment “rehabilitation” assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building’s historic character. For example, certain treatments – if improperly applied – may cause or accelerate physical deterioration of the historic building. This can include using improper repointing of exterior masonry, cleaning techniques, or introducing insulation that damages historic fabric. In almost all of these situations, use of these materials and treatments will result in a project that does not meet the standards. Similarly, exterior additions that duplicate the form, material, and detailing of the structure to the extent that they compromise the historic character of the structure will fail to meet the Standards.

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, [page 22] related landscape features and the building’s site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding

conjectural features or architectural elements from other building, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would not be impaired.

More info can be found by visiting

<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

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Michigan State Historic Preservation Office

517-335-9840
<https://www.miplace.org/historic-preservation/>

Michigan Historic Preservation Network

517-371-8080
info@mhpn.org
mhpn.org

Resources

City of Charlevoix Commercial & Industrial Energy Efficiency Program

Contact City of Charlevoix Electric Department Administrative Assistant

Liz Anderson

231-547-3273

liza@charlevoixmi.gov

Commercial Redevelopment District

Contact City of Charlevoix City Manager Mark Heydlauff

231-547-3270

markh@charlevoixmi.gov

Design Assistance

Contact Charlevoix Main Street DDA Director Lindsey Dotson

231-547-3257

lindseyd@charlevoixmi.gov

Charlevoix Lenders/Financing:

4Front Credit Union - www.4frontcu.com

Charlevoix State Bank - www.charlevoixstatebank.com

Chemical Bank - www.chemicalbank.com

Huntington Bank - www.huntington.com

Project Assistance & State/Federal Redevelopment Incentives

Contact Community Assistance Team Specialist

Michigan Economic Development Corporation | Community Development

Dan Leonard

989.387.4467

leonardd6@michigan.org

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Walkability Study / SBEI update – Dean Martin

DATE: September 14, 2020

BACKGROUND

Dean Martin will update and explain the process and programs discussed in the attached.

Please note that in the DDA Planning Letter, there is a request from the City Council to review and expand the housing options in more Residential Districts.

ATTACHMENTS:

- ❑ Downtown Walkability and SBEI Memo
- ❑ DDA Planning letter
- ❑ Downtown Alley Corridor Vision



**CITY OF
CHARLEVOIX**



Memo

TO: The Honorable Mayor Kurtz and the Charlevoix City Council

FROM: Mark L. Heydlauff, City Manager and Lindsey J. Dotson, DDA/Main Street Executive Director

RE: Downtown Walkability, Streetscaping, and Sustainable Built Environment Initiatives

CC: Charlevoix Main Street/DDA Board; Charlevoix Planning Commission

DATE: July 30, 2020

At your last meeting, Council directed us to review the Sustainable Built Environment Initiative project from 2018 and consider some firms for improving the streetscape of Bridge Street and the walkability of this corridor.

2018 Charlevoix Downtown Alley Corridor Vision

In 2018, Council, the Planning Commission and the DDA worked with planners from the School of Planning, Design and Construction at Michigan State University to consider the walkability and improvement of rear alleys and parking lots west of Bridge Street and between Park Avenue and Antrim Street. The results of this conceptual design have informed projects like the improvement of Hoop Skirt Alley by Junior Main Street in 2019 and decision by Council in June 2020 to make a portion of Van Pelt Alley pedestrian-only for this summer. Additionally, the recently completed and adopted Downtown Design Guidelines relied heavily on the design suggestions recommended by the Corridor Vision.

As we have had discussion about this project, much of the discussion seems to center around building parking lots, installing pavers, and adding rear access for many establishments in the downtown. While this is a major component and something we'll discuss further below, it is noteworthy that SBEI also encouraged free and inexpensive suggestions such as form-based code considerations, using Google maps and other resources, considering the allowance of more outdoor furniture in the CBD, dumpster screening requirements, and others. We would strongly suggest the Planning Commission and the DDA both consider these kinds of suggestions in concurrence with infrastructure and "built" changes to the area in order to encourage the truly vibrant space contemplated in the report.

As for the built improvements contemplated in the report, we would recommend the following for your further consideration:

- *Implement in sections.* As noted above, some small changes have already been made in response to the recommendations of the study or in support of the ideals presented. It is important to consider this progress when thinking of the overall project. Realistically, to build all pieces of the Corridor Vision would reasonably cost more than \$10 million but nice improvements can be made in small doses. Improvements in Van Pelt Alley, Hoop Skirt Alley exemplify this fact. Even changes we have made this spring to enhance outdoor dining along

Park Avenue and Antrim Street fit within the ideals of placemaking presented in the Corridor Vision. One aspect of the report suggested encouraging more outdoor dining in the back alley and parking areas of our downtown and this could still be explored.

- *Look for related and alternate funding sources.* Often, we think about the SBEI project in terms of pavers, aesthetic improvements, new outdoor furnishings, and parking lots. Recently, we have engaged two different funding sources tied to the SBEI recommendations but think of the outcome in different ways. First, we worked with the Northern Lakes Economic Alliance and the US Small Business Administration to see if design elements of SBEI might be compatible with CARES Act funding intended to help small businesses retool their spaces considering COVID 19. Ultimately, we concluded this project was not a fit for this funding source but continuing to review funding sources in this way is valuable. Second, the City of Charlevoix continues to work with the Tip of the Mitt Watershed Council and other partners to look at ways to improve the environmental impact of stormwater runoff, collection, and disposal systems. The traditional method used in much of our downtown funnels stormwater to catch basins and then into pipes ultimately draining into area waterways. In looking at greener solutions to stormwater, reducing non-permeable surfaces becomes paramount. This includes parking lots with permeable asphalt, pavers, landscaped rain gardens, and other surfaces treatments. While funding sources might be focused on the improvement of stormwater quality, it also fits our goals found in the Corridor Vision. This project is continuing and may yield funding for some aspects in the future. Finally, Community Development Block Grant funding may also be a source of funds for this implementation. This prospect is again all about timing and hitting the target of funding goals at some future time.
- *Plan for the long-term.* This is a big project and we need realistic expectations on the timeline. If you look at other big projects in our community, the most notable changes take decades and not months. The vision for our present-day East Park was launched in the 1940s and was iteratively improved to the space we have today. Bridge Park was the Wastewater Treatment plant as recently as 1975. Big change normally takes time and is done iteratively. In the future, some underground infrastructure improvements will be needed and give us an opportunity to rethink the surfaces above them in restoration. Mason Street will need to be reconstructed much as we have rebuilt Park, Clinton, Antrim, State and Hurlbut Streets in the past decade. This again is an opportunity to make the changes discussed in the vision and fund these changes with restoration funding rather than making aesthetic improvements alone.

The following action steps seem appropriate for consideration:

- Request the Planning Commission and DDA/Main Street Board consider the recommendations contained within the Corridor Vision for aspects that do NOT require new construction but are softer and more policy oriented (much like the Downtown Design Guidelines referenced above).
- Request staff consider the Corridor Vision in segments considering future infrastructure to get a sense of realistic timelines for projects and report the same to you.
- Appropriate funds for the engineering of some or all the segments discussed above so that “shovel ready” plans are ready along with realistic construction estimates.

2020 Walkability and Streetscaping Considerations

Council requested we bring to you 4-5 firms to consider for improvements to the walkability and streetscaping of the Bridge Street corridor. Our understanding of this request is because Council desires to be forward thinking and inclusive of community input for long-term changes and improvements to the areas adjacent to US 31 through our community including aspects like parking, public plantings, outdoor dining, and public furnishings (trash receptacles, benches, parking meters, etc.). While we could easily bring you a short list like this, we believe that Council's true intent is for us to develop a request for qualifications and invite several firms to share their background with similar projects. In this way, we could solicit insight from firms on projects they have completed in similar communities, understand their approach to community engagement, and design considerations. Ultimately you are considering a potentially major, long-term change to our community. Because of this, we think it is beneficial to begin with the qualifications of designers and their approach to public input rather than a lowest price approach to producing a design. It is also worth noting that a process like this is likely to be expensive and even the design process will likely carry significant costs.

Alternatively, Council might direct staff to apply for assistance again from the Sustainable Built Environment Initiative at Michigan State University. This is considerably less expensive (likely around \$7,500) and we are already familiar with the public engagement method used by the team. As with the 2018 Downtown Alley Corridor Vision, we would not receive a buildable set of designs but would again need a firm to engineer the concepts into an actionable plan. We also could apply for this (the next deadline is September 15) and if we are unsuccessful, consider options above.

Below is a timeline for your options based on these two directions:

September 2020- Staff prepares application to SBEI Program

October 2020- Receive word from MSU SBEI and move forward with their design with findings in spring 2021

Or

September 2020- Staff releases an invitation to provide qualifications to 10-15 design firms

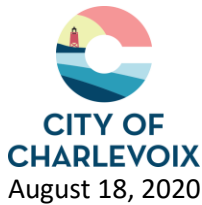
November 2020- Council and other stakeholders interview 3-5 firms on their approach to design and engagement process

December 2020- Council makes selection of firm and staff works with firm on design phases and costs for consideration in the FY 2021 budget process

February 2021- Project scope(s) finalized

April 2021- Survey and public engagement processes commence and continue as needed based on the design approach and scopes determined

As discussed in the first section of this memo, Council should be prepared for a long-term design process and potentially an iterative approach to implementation. As with the Corridor Vision, implementation is best considered when paired with other projects like an MDOT construction project on US 31 which may be within the next 5-10 years (a relatively short horizon for a major road project). We look forward to assisting Council with your next steps of decision-making.



Ms. Maureen Owens, Chair
Downtown Development Authority/Main Street Board

Mr. RJ Waddell, Chair
Charlevoix Planning Commission

Via email

Dear Chair Owens and Chair Waddell:

Recently the City Council considered the prospect of modifications to the streetscape and walkability of downtown Charlevoix. As part of this consideration, they felt a need for renewed attention to the 2018 Downtown Alley Corridor Plan developed with community input through the Sustainable Built Environment Initiative of Michigan State University. The Council asked me to work with City staff on implementation strategies for the corridor vision but it also seems important for your boards to review the policy and soft program recommendations contained within the vision document. For your convenience, the 2018 document is posted under my page of the City of Charlevoix website (<http://charlevoixmi.gov/163/City-Manager>). Perhaps there are programmatic steps, like the DDA encouraging joint dumpster usage or the Planning Commission considering rear sidewalk use in the CBD, that would encourage further the sense of place and pedestrian-friendliness of the corridor.

Secondly for the Planning Commission, the Council respectfully wishes you consider opportunities to expand housing in the R-1 zone. The Council believes you advanced the opportunity for different and unique housing types in the R-2 recently and would enjoy your thoughts on how similar work can fit appropriately in the R-1 zone. This may include duplexes, home conversions, and ADUs as you believe is appropriate and in keeping with the Master Plan of the City of Charlevoix.

As always, the Council and I appreciate the work your volunteer boards do to enhance the quality of life in our City. Should I be able to assist you in any way, please do not hesitate to ask.

Very truly yours,
THE CITY OF CHARLEVOIX

Mark L. Heydlauff
City Manager

Enclosure

Charlevoix Downtown Alley Corridor Vision

Charlevoix, MI

Sustainable Built Environment Initiative
Final Report - January 2018



MICHIGAN STATE
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School of Planning, Design
and Construction

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*All photos, unless otherwise noted, are courtesy of the MSU SPDC

Acknowledgements

Local Partners

The City of Charlevoix, the Charlevoix DDA, City Manager Mark Heydlauff and Sarah Lucas with Networks Northwest, all held vital roles in the SBEI process to examine the Alley Corridor in downtown Charlevoix.

The Michigan State University Team

Michigan State University (MSU) and the School of Planning Design and Construction (SPDC) is led by co-principal investigators Wayne Beyea and Karen Russcher, with support from Warren Rauhe, MSU Extension Educator Dean Solomon, Design Assistant Jack McDonough and Research Assistants Hunter Whitehill, Sophia Prince and Chanelle Russ.

Special Thanks

The MSU Project Team would like to express their gratitude to the various stakeholders who attended the Community Visioning Meeting, Preliminary Design Meeting, and/or provided feedback during this process to make this project possible.

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and Construction

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UNIVERSITY

Extension





Introduction

Introduction

MSU Extension (MSUE) and the School of Planning, Design and Construction (SPDC) have jointly developed the Sustainable Built Environment Initiative (SBEI) to address sustainability challenges and improve the quality of life in Michigan's communities. The partnership allows for an integrated approach to solving complex community problems through the diverse expertise found within the School of Planning, Design, and Construction along with MSUE's institutes and Extension educators. The Sustainable Built Environment Initiative focuses on projects that integrate planning and design elements within a sustainability framework.

The objectives of the SBEI are to:

- Work with communities to develop sustainable planning and design ideas for local issues and opportunities
- Build consensus and generate ideas to address challenging sustainability concerns
- Act as a bridge between communities and consulting planning and design professionals



Project Overview

The City of Charlevoix requested assistance from the MSU SBEI team to develop a long range vision for the downtown Charlevoix city block bounded by Bridge Street, Park Avenue, State Street and Clinton Street. Key considerations included linkages to the surrounding area, wayfinding within the site, service and emergency access, best uses of public areas and overall beautification. With strong public support and careful planning, this project determined strategies to address these considerations, and to better complement the strengths of the area such as the Marina and Waterfront Park.

Ultimately, the community feedback focused on four themes with which to move forward: Connectivity, Functionality, Revitalization, and Beautification. With a thorough and collaborative process, the MSU team worked with the Charlevoix community to address these objectives and formulate an action plan of realistic solutions to achieve a more sustainable built environment.



Process

Visioning Sessions, Preliminary Recommendations, Final Plan Presentation, Implementation

To achieve a plan for the downtown accurately representing the interests of the community, a three-meeting input process was adopted. On June 7, 2017 the first meeting was held as a preliminary opportunity for the residents of Charlevoix to discuss what the future of the Alley Corridor area should become. Together with the help of local representatives, the meeting acted as a forum for the community leaders and citizens to make suggestions concerning safety, function, and aesthetics. The second meeting with the community members was held August 17, 2017. Its primary purpose was to present preliminary recommendations and designs for the area, and to begin receiving feedback from citizens. At the third and final meeting on November 13, 2017, the final design images and planning recommendations were presented to the public.



Inventory & Analysis

Existing Site Conditions—Van Pelt & Hoop Skirt Alleys

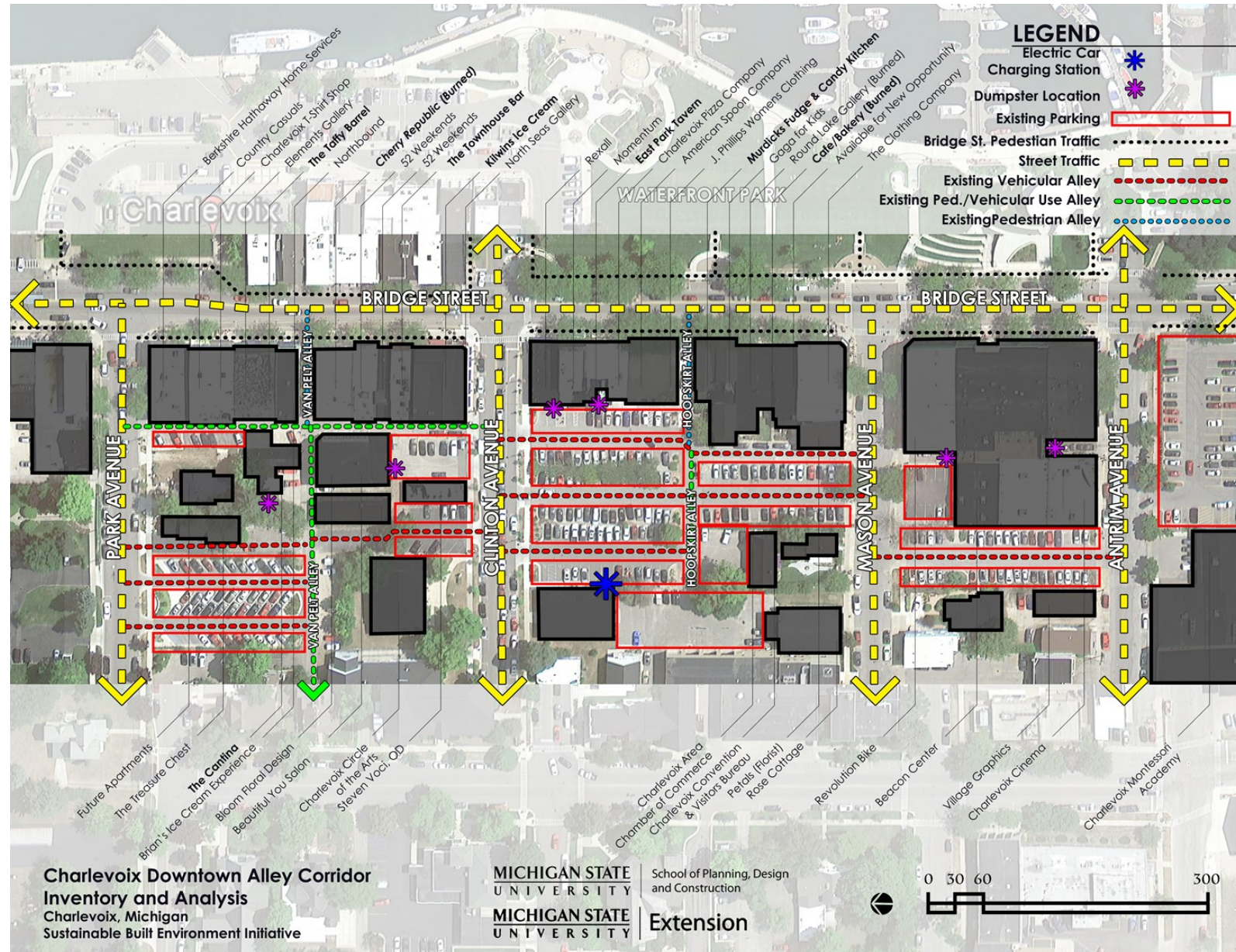


The city of Charlevoix applied to work with the MSU SBEI team to further develop their downtown area. The Van Pelt and Hoop Skirt Alleys were specific targets of revitalization potential. Both alleys originate along the main artery in their Central Business District, Bridge Street. The city felt that revitalizing the alley spaces would be the best way to expand the downtown corridor, and improve safety and aesthetics. SBEI worked to reassess this lost space and develop strategies to prevent it from continuing to be underutilized.

The trend of revitalizing alley spaces is happening in cities across the country in an effort to improve the pedestrian experience and a unique way to distill a place's character. This movement is gaining popularity as a way to breath life back into underutilized and otherwise unusable spaces.

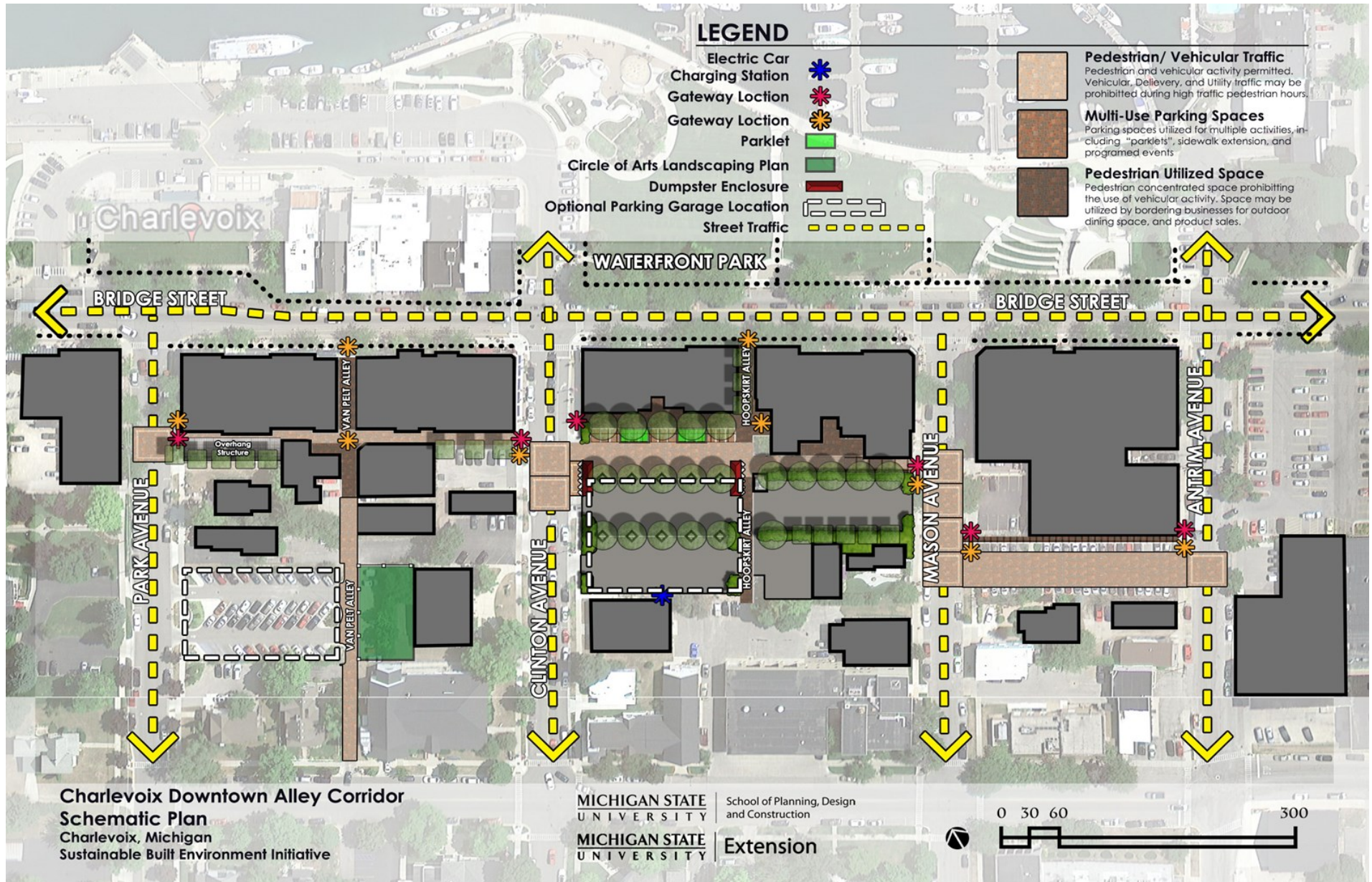
Inventory & Analysis Map

This map shows the current site, layout, tenants and traffic circulation in downtown Charlevoix.



Schematic Plan Map

This map shows the future schematic plan for downtown Charlevoix, distinguishing pavement variations, new gateways and potential locations for a future parking garage.



Delivery Map

This map shows the current delivery access through backstreets of downtown Charlevoix. There were considerations kept to ensure that revitalization of this area would not impede delivery vehicle access.

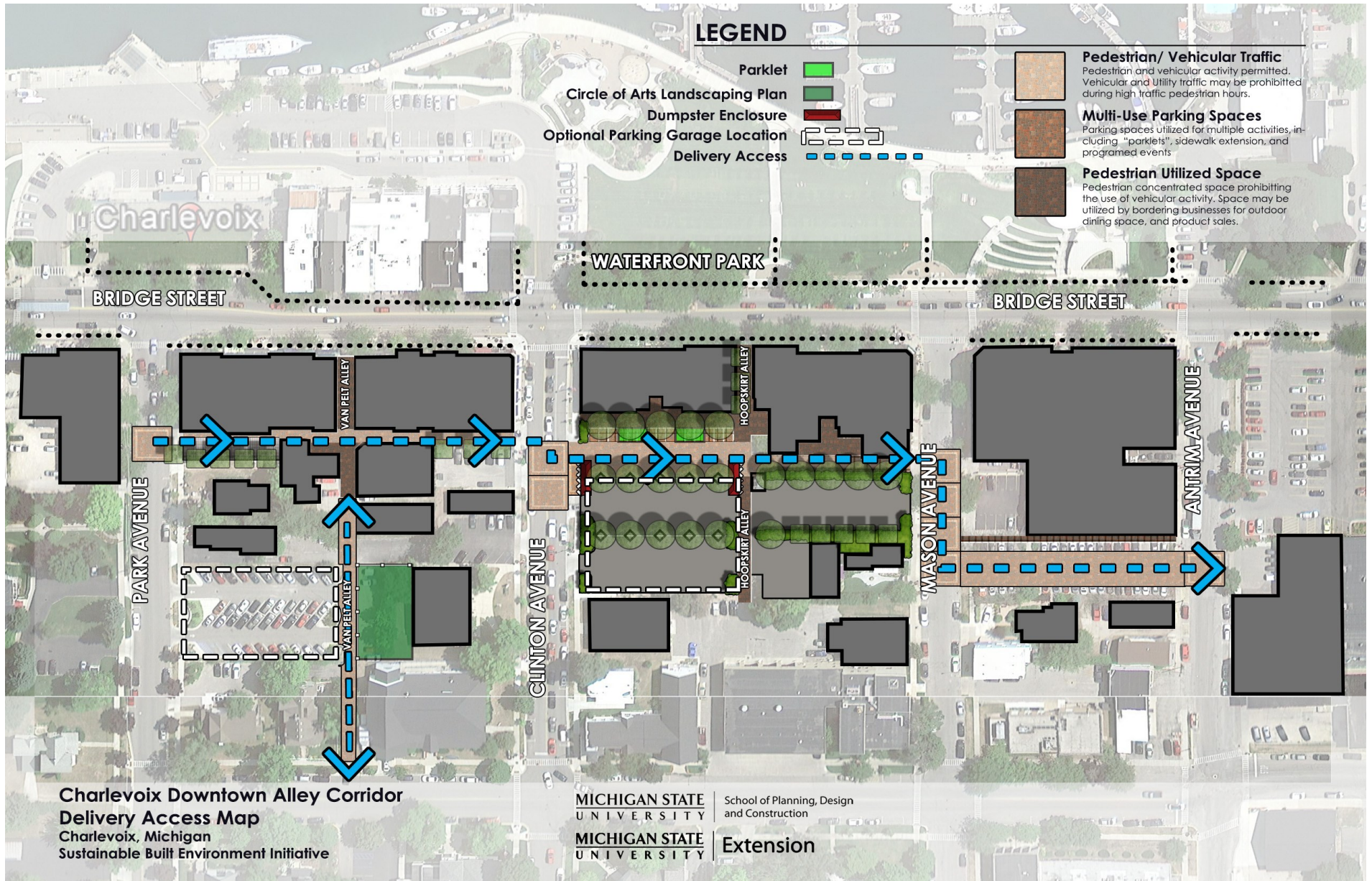
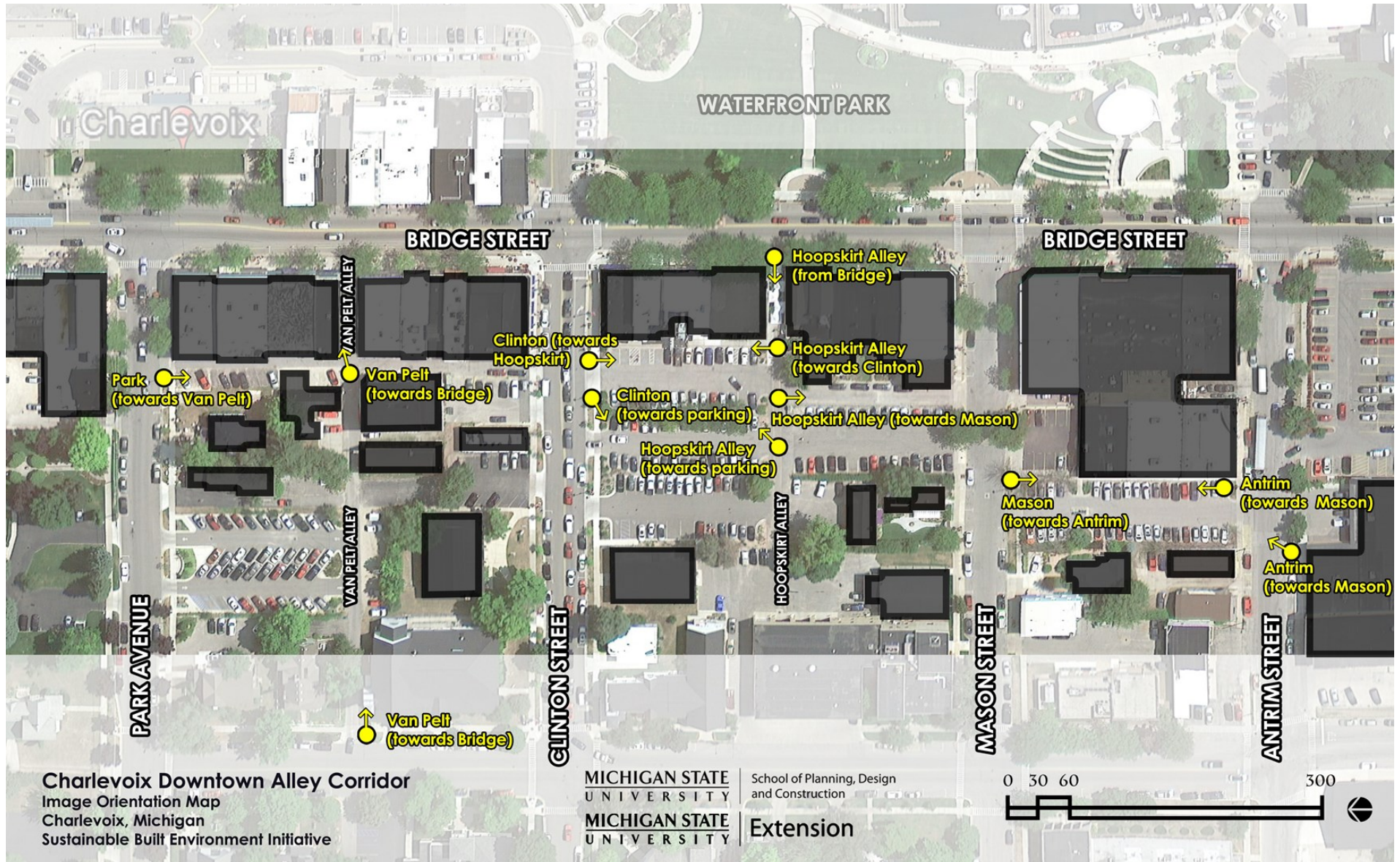


Image Orientation Map

This map shows the orientation of design imaging, which can be seen in the *Planning & Design Recommendations* Section.





Community Input

Community Input

Meeting One: Community Visioning

The citizens of Charlevoix first met with the MSU team at a community visioning session on June 7, 2017, first to assess the alley, and then at the Charlevoix Public Library. The MSU faculty presented an overview of the SBEI process, the existing conditions of the corridor, and provided a map of the project site. Worksheets were handed out with three different question prompts including:

- What are you proud about for the project site and the immediate area?
- What are you sorry about for the project site and the immediate area?
- What would you like to see as you float over the site in a hot air balloon 15 years from now?

Charlevoix citizens had concerns mainly regarding underutilized and unmaintained alleys, and the challenges of safe and appealing pedestrian areas.



Visioning Input Summary

What are you proud about the project site and immediate area?



What are you sorry about for the project site and immediate area?



What would you like to see as you float over the site in a hot air balloon in 15 years?



Community Input

Meeting Two: Design Input & Summary

The citizens of Charlevoix contributed valuable input on the preliminary designs and recommendations for the Downtown Alley Corridor Vision. On August 17, 2017 MSU hosted a second meeting again at the Charlevoix Public Library. Design options and imaging surrounding those designs were presented. There were worksheets provided with a few question prompts including:

- What do you like about the designs presented today?
- What do you dislike about the designs presented today?
- What improvements/additions would you like to see regarding the designs presented today?

Charlevoix citizens responded to the designs with mostly feedback concerning underutilized space and different opportunities for revitalization.

What do you like about the designs presented?

- * The designs bring an inviting modern feel without sacrificing the unique character of Charlevoix
- * Improvements to the back side of Bridge St. retail
- * Creative use of lighting
- * Design images exceeded expectations
- * Paving, benches, plantings, outdoor dining areas
- * Community feedback was translated well into the design
- * Nice dumpster screening
- * Effective presentation and descriptive graphics

What do you dislike about the designs presented?

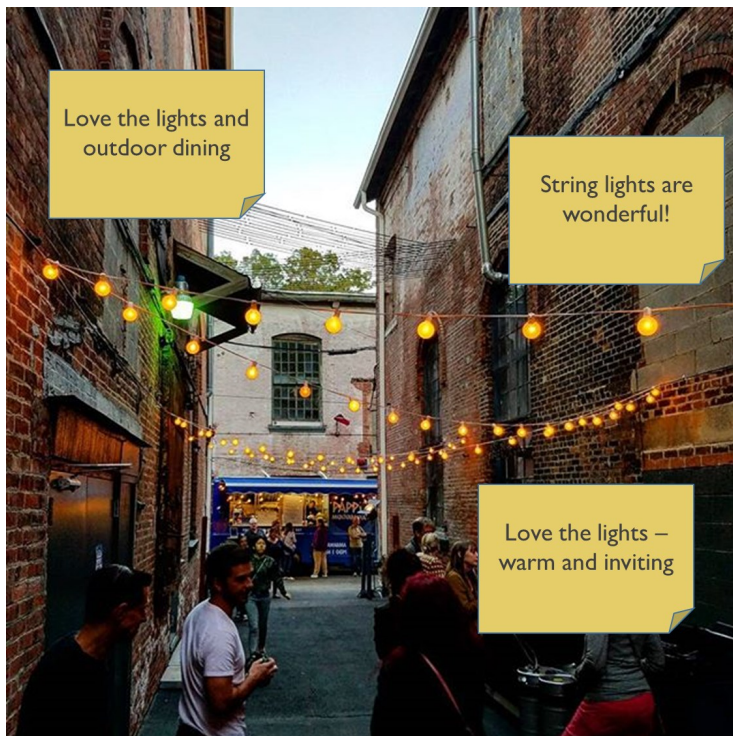
- * East Park and Marina lack inclusion in the designs
- * Pedestrian and vehicular system from Clinton to Antrim, from Park

What improvements or additions would you like to see regarding the designs presented?

- * A new mixed-use parking structure/ building should be considered
- * More design rationale
- * Wayfinding signage to city buildings (library, city hall, parking)
- * Widen Bridge St. and eliminate parking
- * More design thought needed in the crossovers from alleys to side streets
- * Create a Northern MI or water theme to incorporate into the designs
- * Enhance Bridge St./East Park/ Marina (all the "Jewel" of Charlevoix)

Community Visioning Feedback Examples

Community members responded to character images of other cities by adding their feedback directly onto the images with sticky notes. The images help the SBEI team hone in on the preferences of Charlevoix's vision for their city.





Design Input

Feedback Examples

Community members used the same method to engage with the design renderings of scenes from the project site.





Design Considerations

Design Considerations

Connectivity

- * Maintain the convenience and connectivity to the shops on Bridge Street
- * Enhance the paving to help wayfinding and encourage use for walking and biking
- * Connect Library and Art Gallery to the alleys by adding access and seating areas
- * Provide visual links to tie the alley corridor to the waterfront marina

Revitalization

- * Encourage renovation and revitalization of the back side of businesses to enhance the corridor space
- * Maintain the charming historic vernacular architectural style of Charlevoix
- * Encourage new and unique business by providing alternatives behind Bridge Street
- * Add rear shop entrances to provide alternative access to buildings and update or repair building facades

Functionality

- * Maintain parking numbers and add possible parking garage
- * Provide alternative screening for dumpsters and utility boxes
- * Provide spaces for dining, gathering and outdoor seating
- * Provide outdoor spaces to encourage family and kid friendly activity areas
- * Prioritize the space for pedestrians and bicycles as well as deliveries and emergency vehicle access

Beautification

- * Add trees to help green/soften the space as well as provide shade
- * Encourage charming signage to create a theme for the alley corridor
- * Provide more lighting in alley for aesthetic appeal as well as safety
- * Add more colorful plantings and green rooftop spaces
- * Utilize a paving design, outdoor furnishings, and lighting to make a cohesive streetscape
- * Add cultural or artistic elements to provide points of interest along the alley corridor



Planning & Design Recommendations

Design, Policy, and Implementation Recommendations

In order to move forward and execute the planning and design considerations, there are a number of recommendations that can be implemented. These recommendations are framed within four key themes that are aimed at addressing the needs of the vitality and draw of downtown Charlevoix. The four themes are Connectivity, Revitalization, Functionality and Beautification. Design, Policy and Implementation Recommendations have been developed for each.

Planning & Design Themes:

Connectivity

Revitalization

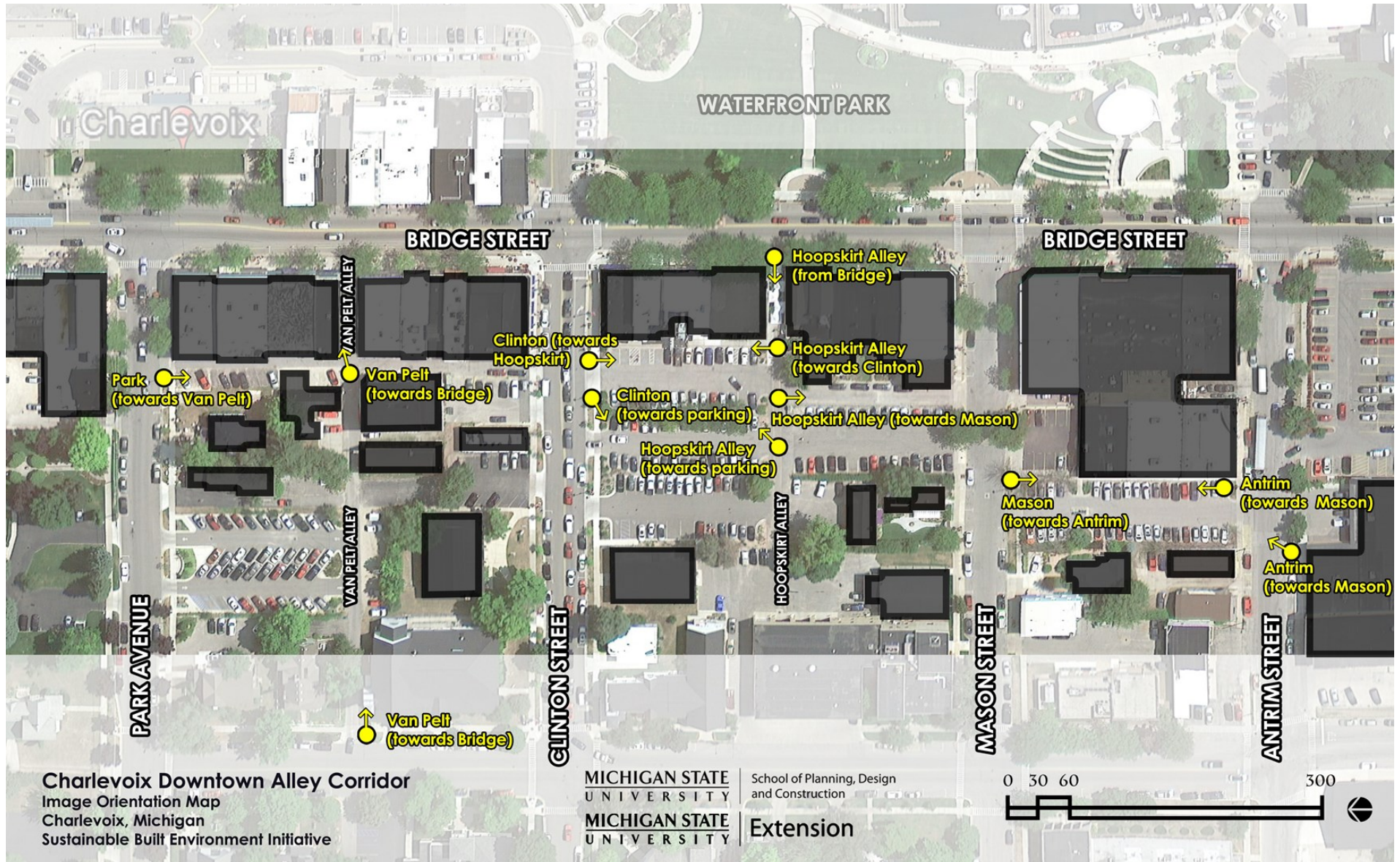
Functionality

Beautification

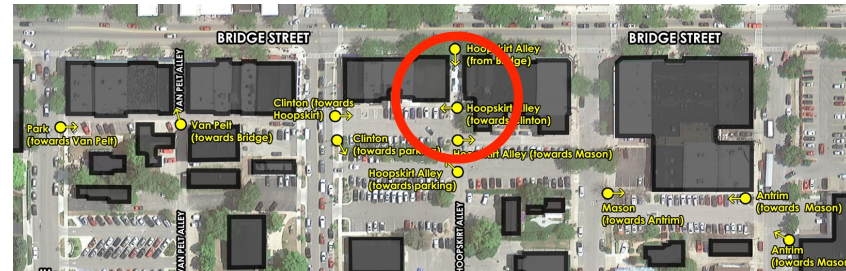


Image Orientation Map

This map shows the orientation of design imaging found on the following pages.



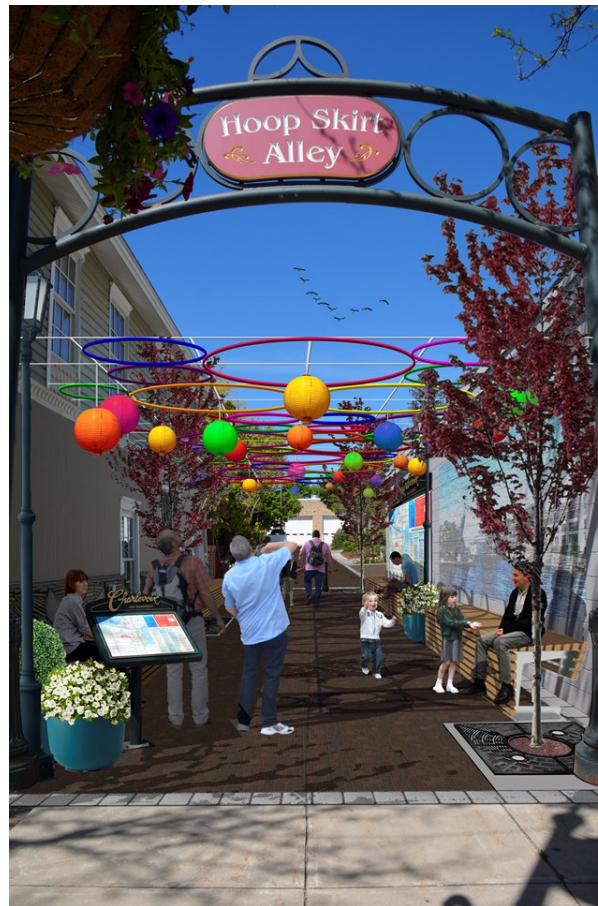
Connectivity



Before:

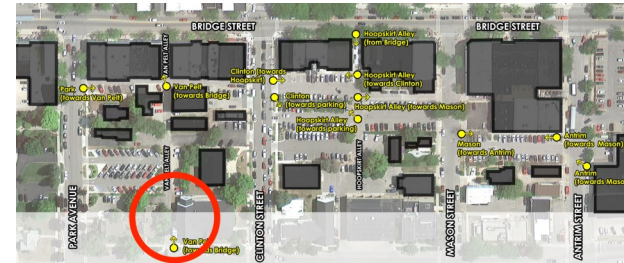


After:

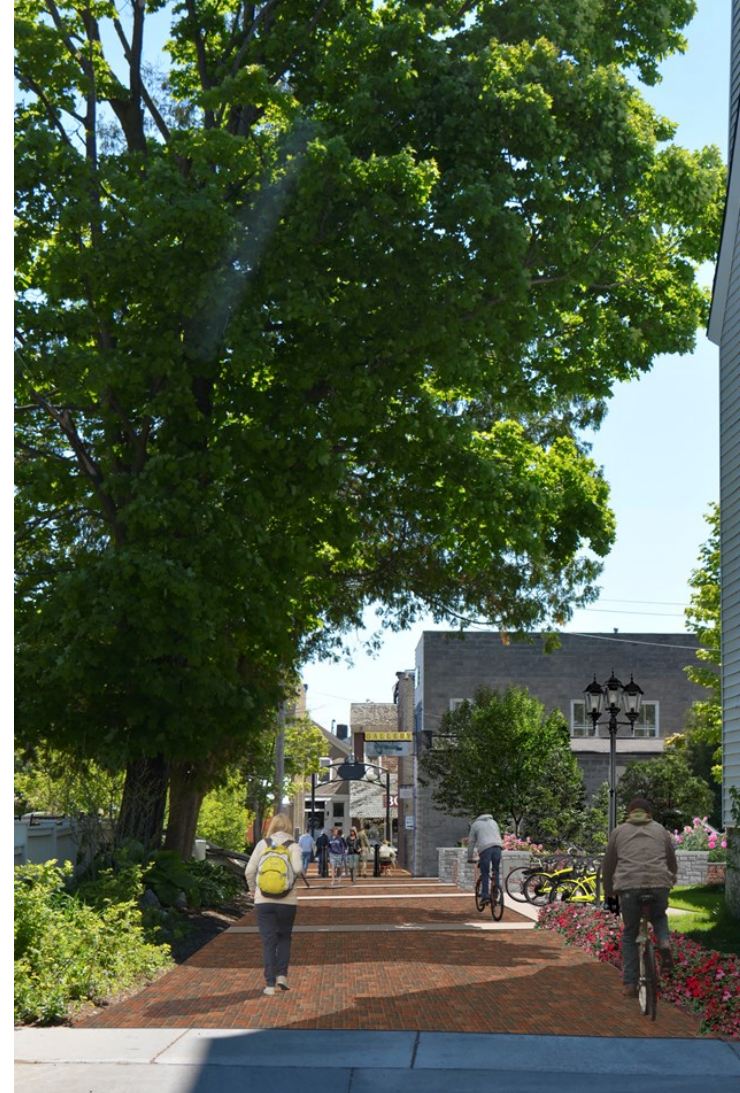


Connectivity

Before:



After:



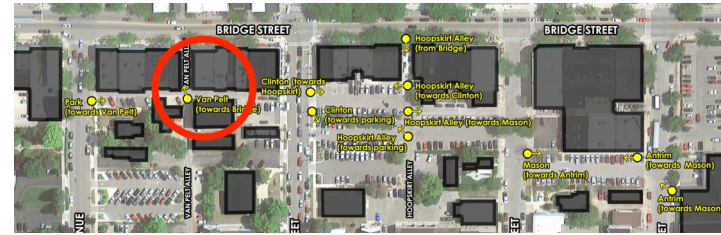
Connectivity

Design Considerations	Recommendation	Action Step
Provide visual links to tie the alley corridor to the water front marina area	Prioritize this connectivity in the Design Committee's "Wayfinding Signage" Project	Tie the existing downtown bike networking into waterfront/marina area, and The Boyne City to Charlevoix Non-motorized Trail
Connect Library and Art Gallery to the alleys by adding access and seating areas	Encourage foot traffic and connectivity through alleys by increasing visibility of pedestrian routes between anchor locations	Incorporate maps of downtown walking routes as part of wayfinding signage, in addition to added public furniture
Maintain the convenience and connectivity to the shops on Bridge Street	Provide safe and inviting spaces for a wide range of pedestrian needs	Adopt a Complete Streets ordinance, as included in the Master Plan, to allow for safe travel for those walking, bicycling, driving cars, or conducting business

Sustainability Tip: Moving toward Complete Streets will reduce auto-dependence and air/noise pollution, and encourage activity that will lead to healthier lifestyles.

Planning & Design Recommendations

Revitalization



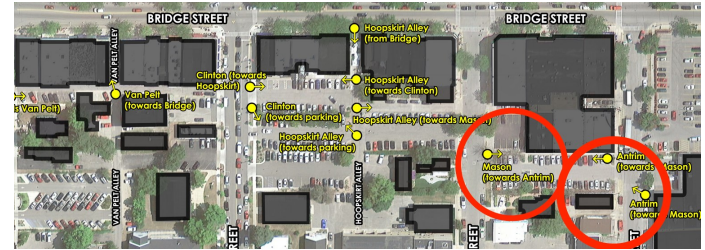
Before:



After:



Revitalization



Before:



After:



Revitalization

Design Considerations	Recommendation	Action Step
Encourage renovation and revitalization of the back side of businesses to enhance corridor space	Seek funding and grants related to façade restoration and placemaking	Continue funding through the DDA's Façade Incentive Grant Program Register key points of interest as features on Google Maps.
Add rear shop entrances to provide alternate access to buildings and update or repair building facades	Explore ways to incentivize business by encouraging business-friendly policy	Explore the option to update parking requirement for waived downtown parking (Section 5.93) to include businesses along alleys originating on Bridge Street
Maintain the charming historic vernacular architectural style of Charlevoix	Continue work of the Design Committee to develop community design guidelines	Develop community design guidelines as a step toward a larger policy implementation such as Form-Based Code, to protect and promote unique Charlevoix "look" and innovative architecture where appropriate
Encourage new and unique business by providing alternatives	Focus efforts on Alley by creating space for new and expanding businesses	Take advantage of the Crowdfunding Law to attract and support entrepreneurs to locate businesses in the Alley and downtown as whole

Sustainability Tip: Good design incorporates sustainability elements that will promote an economically and environmentally resilient city by better equipping cities to adjust to globalization and climate change.

Planning & Design Recommendations

Functionality



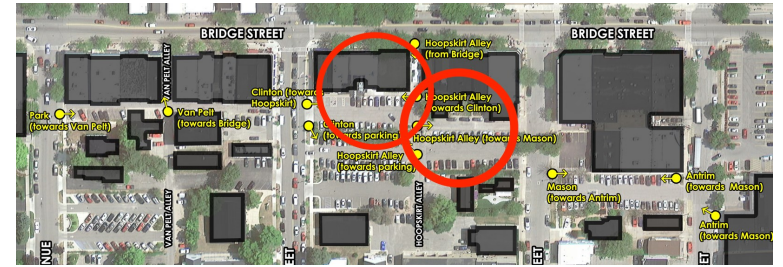
Before:



After:



Functionality



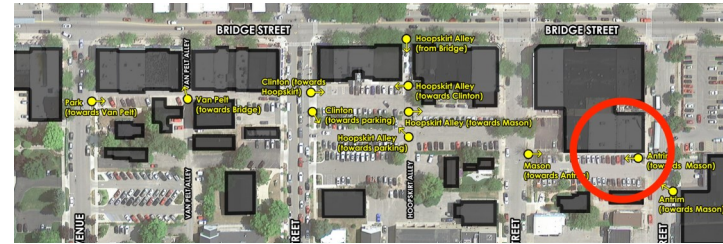
Before:



After:



Functionality



Before:



After:



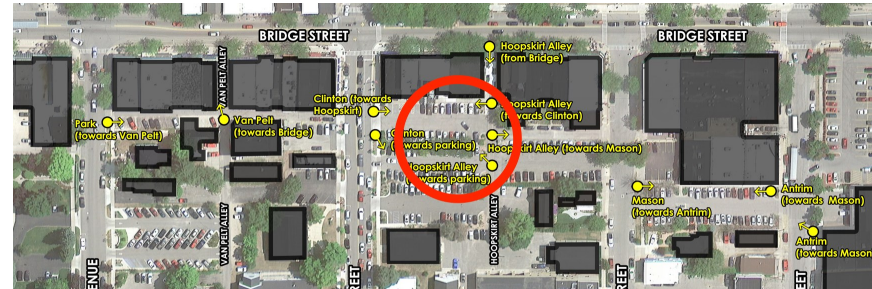
Functionality

Design Considerations	Recommendation	Action Step
Prioritize space for pedestrians and bicycles, as well as deliveries and emergency vehicle access	Further encourage multimodal transportation	Explore funding for bike amenities available through Transportation Alternatives Program (TAP) grants
Provide outdoor spaces to encourage family friendly areas	Utilize lighting and public furniture to attract and anchor a variety of ages and sizes of groups	Consider addition of public furniture such as picnic tables and chess tables that encourage organic interaction among public
Provide spaces for dining, gather and outdoor seating	Explore ways to incentivize outdoor activity by implementing business-friendly policy	Although outdoor dining is permitted in the CBD, amend the Zoning Ordinance to allow for special licensing (temporary or permanent) for outdoor dining on sidewalks
Provide alternative screening for dumpsters and utility boxes	Use Zoning Ordinance to improve waste aesthetics	Update Zoning Ordinance dumpster screen section to include more prescriptive requirements

Sustainability Tip: Community composting may be a further step toward sustainability in addition to existing waste disposal and recycling programs.

Planning & Design Recommendations

Beautification



Before:



After:



Beautification



Before:



After:



Beautification

Design Considerations	Recommendation	Action Step
Add trees and vegetation to help soften the space and provide shade	Add more colorful plantings and green rooftop spaces	Update Zoning Ordinance to include intent of trees and vegetation in the Central Business District (CBD)
Design charming signage to create theme for alley corridor	Activate a shared project between the Design and Economic Vitality committees of the DDA to brainstorm identity/theme of Charlevoix alleys	Incorporate alley identity into Charlevoix brand and identity
Create a sense of place within Alleys	Provide lighting for aesthetic appeal and safety Utilize paving design, outdoor furnishings and light to create sense of cohesive streetscape	Develop ordinance specific to alley spaces concerning safety and aesthetic features
Add cultural or artistic elements to provide points of interest along alley corridor	Work with the Promotions Committee to use alleys as temporary art galleries or museum-like exhibition spaces to learn about cultural history of Charlevoix	Apply for MEDC's Michigan Council for Art and Affairs Grant to help fund the continued promotion of arts and Culture in Charlevoix

Sustainability Tip: Street trees and vegetation are a simple way to improve aesthetic, slow vehicle traffic, reduce the urban heat index, and support urban wildlife.

Planning & Design Recommendations



Appendix

Appendix A: Meeting One Raw Visioning Input

What are you proud of about the project site and immediate area?	Total Responses
MARINA/WATERFRONT/VIEW	24
INVITING CHARM AND CHARACTER	20
MIXED USE/UNIQUE STORES	19
CONVENIENCE/ DENSITY	18
POSITIVE ENERGY AND POTENTIAL	17
LANDSCAPING/TREES/FLOWERS	14
ALLEY IS AN ALTERNATE ROUTE	11
WALKABILITY	10
ENERGY AND EVENT-GATHERING	7
HERITAGE/HISTORIC LOOK	7
ALLEY AND SIGNAGE	5
BIKE ACCESS IN ALLEY	5
BUSINESS EXPANSION	3
LIBRARY	4
PARKS	2
REXALL MURAL	2
FREE PARKING	2

Appendix A: Meeting One Raw Visioning Input

What are you sorry about the project site?	Total Responses
UNDERUTILIZED, UNINVITING ALLEYS/REAR SHOP ENTRANCES	31
RELOCATE PARKING AND TRAFFIC FROM BRIDGE ST	20
VERY LITTLE TREE CANOPY/LANDSCAPE	13
UNMAINTAINED SAFETY HAZARDS, FEW ADA STANDARDS	13
DELIVERY TRUCKS, EMERGENCY VEHICLES IN ALLEY	11
POOR LIGHTING	10
CIRCULATION/CONTINUITY	10
DUMPSTERS AND MISHANDLED TRASH BINS/UTILITY BOXES	9
SNOW REMOVAL/NO HEATED SIDEWALKS	7
DAMAGED, OUTDATED BUILDINGS	7
NOT ENOUGH YEAR-ROUND STORE	6
UNSAFE BIKING/WALKING	6
NO PLANNING, SITE PLAN REVIEW, OR TRAFFIC/SAFETY STUDY	5
END DESTINATION OF ALLEYS	5
NOTHING SPECIAL HAPPENING OFF OF MAIN STRIP	4

Appendix A: Meeting One Raw Visioning Input

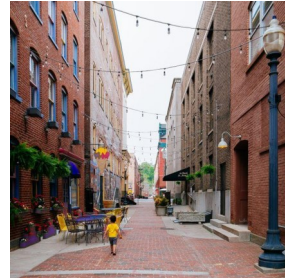
What would you like to see as you float over the site in a hot air balloon 15 years from now?	Total Responses
GREEN SPACE/FLOWERS/TREES/CANOPY	29
PRIORITY ON PEDESTRIANS AND BIKES, NOT VEHICLES	23
GREENROOF/SOLAR PANELS/ROOFTOP GARDENS/ACTIVITY	17
ENHANCED/STRING LIGHTING	15
MIXED-USE DEVELOPMENT	14
SECOND MAIN STREET/SIDE STREET ACTIVITY/VIBRANT ALLEY	12
OUTDOOR DINING/SEATING OPPORTUNITIES	12
CENTRALIZED PARKING STRUCTURE	11
COHESIVE STREETScape/LANDSCAPE EXPERIENCE	10
MUSIC/DANCING/CULTURAL AND ARTISTIC ELEMENTS	10
YEAR-ROUND VITALITY	9
CONFERENCE/GATHERING SPACE	7
RENOVATED BUILDINGS AND COHESIVE ARCHITECTURE	6
CLEAN/DUMPSTER SCREENING/CLEAR OF OVERHEAD UTILITIES	5
FAMILY/KID-FRIENDLY EVENTS	4
TROLLEY/PEOPLE MOVER	4
LARGER MARINA	3
FEWER DELIVERY TRUCKS	3

Appendix B: Meeting Two, Raw Character Image Feedback



Cool overhead elements (1)

Pedestrian-only space is great (1)



Pavers are great for directional movement (3)

⇒ “...need equipment that will not harm [in] snow removal”

Lighting is a needed element in alleys (2)



Nice open space for deliveries (1)

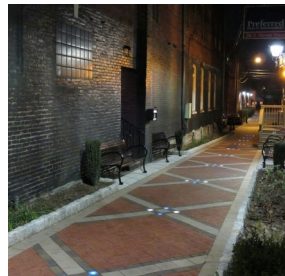


Permeable pavers is a great idea (snow removal?) (2)



Outdoor activity for all ages should be encouraged(2)

Great for kids(3)



Smart combination of light and pavers (3)



Nice street signage (1)



Nice artistic wall element (3)

⇒ “who chooses [the art]?”

Appendix B: Meeting Two, Raw Character Image Feedback



Efficient, beautiful, multi-faceted space (4)

⇒ “need more of this”



Great family entertainment (1)



Great alley idea (1)



Nice, simple kids activity (1)



How to accomplish snow removal (1)

Paving connects town (1)



Brings vitality through winter (3)

Inviting (1)



Good idea for Charlevoix (1)



Unkempt example of greenery (1)

Appendix B: Meeting Two, Raw Character Image Feedback



Good use of plants (2)



String lights are warm and welcoming (4)

Outdoor dining (1)



Good mix of bike parking and art, encourages bicyclists to park and shop (5)

⇒ “[Saves space for pedestrians but is a less effective bike rack]”



Nice use of green wall (2)



Efficient snow removal and good with pavers (2)

Appendix C: Meeting Two, Raw Design Images Feedback



Time or retractable bollard for safety, deliveries and EMS (3)
Love the design concept (3)
Transparent parking awnings (3)
⇒ “if considered... should be able to take a snow load”

Wayfinding signage is great (2)
⇒ “name the alley after May Feindt (first female surveyor in Michigan)
Nautical Element in the road (3)



Add bike parking (1)
Landscape and hardscape connects Van Pelt to Clinton St (1)



Great spot for outdoor dining (2)
Enhance pavement of parking lot (3)
Make this parking into a park/ pathway if parking structure is built (2)



Beams and lighting are warm, inviting overhead element (5)
Good character (1)
Bollards are great. Retractable? (2)
EMS and delivery access needs to be addressed (2)

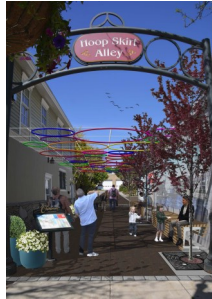
Paving, trees, and other design elements enhance connectivity (3)
Show examples of seasonal design changes (2)



Make charging for electric cars (1)
More green (1)
Great solution to parking issues (6)
⇒ “parking needed for Winter”
Ensure architecture matches Charlevoix (2)

Make structure 4 floors, could add a level underground to accomplish (4)
First floor retail desired (4)
⇒ “on the street side, have low income housing for restaurant staff”

Appendix C: Meeting Two, Raw Design Images Feedback



Overhead hoops for Hoop Skirt Alley is a great idea (8)

⇒ “I like the concept of seasonally changing themes”

Add lighting (4)

Keep developing new landscape (2)

Keep developing site furniture (benches, bike racks) (2)

Tree planters take too much space, plant in ground (2)

Wayfinding signage is good (1)



Unified paving theme facilitates connectivity (3)

Lively, inviting (2)

Love the outdoor patios (1)

Love the landscaping (1)



Great consolidation and screening of dumpsters (5)

⇒ “add recycling bins for businesses?”

Good use of central space (1)



Pavers are great (1)

Needs wayfinding signage to city buildings (library, city hall, parking) (1)



No bare walls – maybe art, community-related functionalities (3)

Much safer for pedestrians (1)

Eliminate the eastern row of parking (too narrow) (1)



Design is inviting and welcoming (3)

Great idea to make rear entrances (1)



Great example of rear shop entrances (4)

⇒ “These add dimension to the city (we are not just Bridge St.)”

Love the design elements I

Pavers are enhancing the pedestrian experience (2)

Narrow space, consider eliminating most of this parking (1)

Currently embarrassing (1)

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Tip of the Mitt Resiliency Master Plan Review

DATE: September 14, 2020

BACKGROUND

This is good timing! Tip of the Mitt has funding to review area Master Plan assessments with regard to shoreline erosion and flood risk.

ATTACHMENTS:

- ▢ Tip of the Mitt email

----- Forwarded Message -----

From: "Jennifer McKay" <jenniferm@watershedcouncil.org>

To: "Jennifer McKay" <jenniferm@watershedcouncil.org>

Sent: Sunday, August 2, 2020 4:48:19 PM

Subject: Free Assessment to Address Coastal Resiliency

Tip of the Mitt Watershed, with generous funding from the Charlevoix County Community Foundation and Petoskey-Harbor Springs Area Community Foundation, is looking to provide assistance to local governments within Charlevoix and Emmet Counties. As part of these efforts, we have partnered with the Land Information Access Association (LIAA) under funding provided by the Michigan Coastal Management Program.

As part of this project, at no cost to you, LIAA, can perform an assessment of your current master plan and look for gaps in your community's overall sustainability by identifying what is working well, what is present but needs improvement, what is missing, and what may need clarity. Assessments can include data gathering and analyses, evaluation of future scenarios for shoreline recession, vulnerability analyses associated with flood risk, and mapping.

With a completed assessment, local governments can begin to plan for a more resilient future by evaluating the best practices that would benefit the environment and coastlines, as well as the economy as citizens of the region.

You can use the information obtained through this free assessment to inform or make amendments to your master plan, code of ordinances, and related municipal documents, and we can assist with development of ordinances that would provide additional protections to those assets that are sensitive to lake level changes.

Our goal is to help our communities make more informed and comprehensive long-term decisions by providing you with an assessment of your current master plan and presenting a sustainable approach for incorporating best practices into your decision framework to protect many of the important values these coastal communities seek to protect.

If you have questions or are interested in this free assessment from LIAA, and working with Watershed Council on incorporating best practices, please respond to this email.

Please note, there is limited funding and we will be unable to complete the free assessment for all every local unit of government within Charlevoix and Emmet County. Therefore, we will work on a first-come, first-serve basis (i.e. those municipalities that contact me first, will be placed on the list to get the assessment first). We will do our best to get through as many assessments and work with as many local governments as funding allows.

On behalf of LIAA and the Watershed Council, I look forward to working with you. Thank you!

Jennifer McKay
Policy Director
Tip of the Mitt Watershed Council
(231) 347-1181
jenniferm@watershedcouncil.org
<http://www.watershedcouncil.org/>

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Kathy Egan

SUBJECT: Setting Priorities for 2021

DATE: September 14, 2020

BACKGROUND

Attached is the next version of your Priority Exercise. Last month each priority topic was placed in a quadrant. This month the plan is to look at each quadrant and prioritize within that category. I did add one or two items that have come up this past month (proof that this document is fluid and can be adjusted at any time). I also added the concept of creating a few sub-committees which we will be discussing at the meeting.

ATTACHMENTS:

- ▣ Priority Quadrant Chart

	Low Impact	High Impact
High Effort	> Tiny Homes: (2) > Expand housing opportunities in all R Districts: (1) and (2)	> Corridor Improvement Districts: (3) > Green Infrastructure/Stormwater: (4) > Wind/solar/ alternative energies: (4) > Seasonal worker housing: (1) > Water Resource District TIF: (3)
Low Effort	> Review PC policies and procedures (annual report and ongoing education): (2) > ZO definitions review: (2) > Misc ZO standards review: motel district long-term housing, accessory bldg setbacks, international building code, Sect. 150.01, Sect. 153.154, Sect. 153.290, Home occupations, architecture bldg standards: (2)	> Review Master Plan: (1) > Joint mtg with city boards and commissions: (1) > Joint meeting with neighboring twps: (1) > City bike routes: (4) > Sidewalk inventory: (4)

(1.) Planning Commission

(3.) Technical Sub-Committee

(2.) Staff

(4.) Infrastructure Sub-Committee

1 Planning Commission

Expanding housing opportunities in all R Districts	High Effort / Low Impact
Seasonal worker housing	High Effort / High Impact
Review Master Plan	Low Effort / High Impact
Joint Meeting with City Boards and Commissions	Low Effort / High Impact
Joint Meeting with Neighboring Townships	Low Effort / High Impact

2 Staff

Tiny homes	High Effort / Low Impact
Expanding Housing opportunities in all R Districts	High Effort / Low Impact
Review policies and procedures	Low Effort / Low Impact
ZO definition review	Low Effort / Low Impact
Misc ZO standards review	Low Effort / Low Impact

3 Technical Sub-Committee

Corridor Improvement District
Water Resource District TIF

4 Infrastructure Sub-Committee

Green Infrastructure / stormwater	High Effort / High Impact
Wind / solar / alternative energies	High Effort / High Impact
City bike routes	Low Effort / High Impact
Sidewalk inventory	Low Effort / High Impact