

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

MONDAY, NOVEMBER 9, 2020 AT 6:00 PM in the Council Chambers, City Hall

- A. Call to Order/Pledge of Allegiance
 - 1. Zoom Meeting Instructions
- B. Roll Call
- C. Inquiry into Potential Conflicts of Interest
- D. Approval of Agenda
- E. Approval of the Minutes
 - 1. October 12, 2020 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Alley Corridor Vision Draft
 - 2. Zoning Ordinance Housekeeping
- H. Old Business
 - 1. Pine River Drawings
 - 2. International Property Management Code
- I. Staff Updates
- J. Requests For Next Months Agenda or Research Items
- K. Adjournment by 8:00 PM unless extended by a motion

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

CITY OF CHARLEVOIX

Call to Order/Pledge of Allegiance

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Zoom Meeting Instructions

DATE: November 9, 2020

BACKGROUND

Topic: Charlevoix Planning Commission

Time: Nov 9, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96617772828?pwd=ZHJsQ2NwSWxMSGFMb05iS0dXaGI1QT09>

Meeting ID: 966 1777 2828

Passcode: 795707

One tap mobile

+13017158592,,96617772828#,,,,,0#,,795707# US (Germantown)

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Dial by your location

+1 301 715 8592 US (Germantown)

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Meeting ID: 966 1777 2828

Passcode: 795707

Find your local number: <https://zoom.us/u/adGhe1Bc5F>

CITY OF CHARLEVOIX

Approval of the Minutes

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: October 12, 2020 Minutes

DATE: November 9, 2020

ATTACHMENTS:

📎 October 12, 2020

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Depot Beach Park 307 Chicago Avenue
Monday, October 12, 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, Jennifer Muladore, Toni Felter Philip Parr, Mary Millington,
Members Absent:	David Gray
Staff Present:	Kathy Egan, Community Development Director; Jonathan Scheel, Zoning Administrator, Dean Martin, Community Development Fellow; Jennifer Neal, Community Planner

C. Inquiry into Potential Conflicts of Interest

Member Chamberlain stated he had a conflict of interest in Item G.1.

D. Approval of Agenda

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

E. Approval of the Minutes

1. September 14, 2020 Meeting Minutes

Motion by Member Halverson, second by Member Muladore to approve the minutes of September 14, 2020 as presented. Motion passed by unanimous voice vote.

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

Member Chamberlain recused himself. Zoning Administrator Scheel introduced the application. The applicant requested approval to add eight roof decks to units 1-8 per the previously approved site plan. Due to the potential impact on surrounding residential properties the request qualifies for site plan review B and thus, requires an amendment to the site plan. The applicant has provided additional information and detail regarding the design of the decks which was lacking on previous applications. The applicant's previous similar request was presented to the Commission last month and was denied.

Timothy Burden, President of Midtown Development Inc., spoke to the Commission via telephone and stated he would like a fair review of his request. Mr. Burton provided a revised application with additional information including sample images of the proposed rooftop decks, elevation drawings, and detailed dimensions to clarify the request.

Chair Waddell noted that several letters have come in from the public. Zoning Administrator Scheel summarized two additional letters that were received since the agenda packet was posted.

Dan Wausmann, 110 W. Dixon, spoke for his group which included his wife and sister-in-law. He was concerned about noise from people using the decks negatively affecting his property. He is convinced that the proposed homes will be used as short term rentals which could have even a bigger negative impact on their family property.

Kathryn Engel, 127 Pine River Lane, stated she agreed with Mr. Wausmann's concerns.

Member Halverson was concerned with potential noise nuisance to neighboring properties. Discussion centered on railings and screening walls. There was some discussion on open flame on the decks and the Fire Chief's letter.

Chairman Waddell went through the proposed finding of fact. There was consensus from all members on approval of all findings of fact with the exception on whether there was potential noise nuisance to the Wausmann property that needed mitigation.

Motion by Member Felter, second by Member Halverson to approve decks for all units with the exception of units 5 and 6 per the site plan presented, with the following conditions:

- a. The applicant shall provide the Planning Commission with revised, detailed drawings that clearly indicate the materials to be included in the design, the location, look and style of each rooftop deck railing and screening walls.
- b. That the Master Deed include provisions that furniture shall be secured to the decks and that no heating or cooking elements shall be allowed on the rooftop decks.

2. International Property Management Code

Member Chamberlain returned to the meeting. Zoning Administrator Scheel presented a memo regarding the proposed adoption of the International Property Management Code (IPMC) which would allow the City to pursue blighted buildings prior to them deteriorating beyond

the point of repair and need to be torn down. He will provide hard copies, pages 9 through 20 of the IPMC which are the specific regulations for the Commissioners to review next month.

3. Sidewalk Inventory

Community Development Fellow Martin distributed a copy of a City sidewalk map and a sidewalk inventory sheet that will be used to collect information on the condition of the sidewalks. Commissioners spoke to the importance of connecting the sidewalks, so pedestrians do not have to walk in the road or on unpaved property with various obstacles. The Commission supported connecting all of downtown and neighborhoods close to downtown. They also stated concern over the lack of sidewalks around and to the school on May Street for safety of children.

H. Old Business

I. Staff Updates

Director Egan announced that she will be retiring from Networks Northwest in November; Planner Neal will be taking her place in working with Charlevoix.

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

Director Egan stated that there was potential for the applicant of Pine River to return with requested drawings; Zoning Administrator Scheel will have more detailed information on the International Property Management Code; some housekeeping updates for the Zoning Ordinance and; in the future Steve Schnell would like to update the Commission on county housing efforts.

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

Motion by Member Halverson, second by Member Parr to adjourn the meeting. Meeting adjourned at 7:27 p.m.

Joyce M. Golding (ke/js)

City Clerk

R.J. Waddell

Chair

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Mark Heydlauff, City Manager

SUBJECT: Alley Corridor Vision Draft

DATE: November 9, 2020

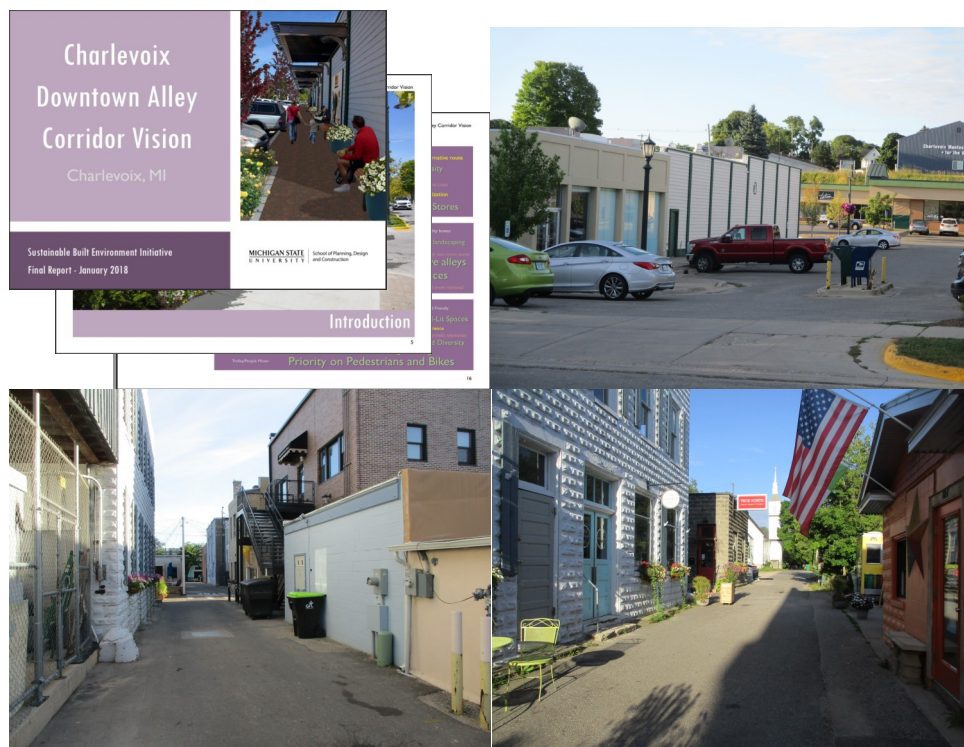
BACKGROUND

This summer, Council directed me to work on an implementation strategy for the 2018 Downtown Alley Corridor Vision. I've included a draft of this for your review. This document is entirely a draft of how we might go about implementing the concepts developed by the SBEI process a couple of years ago.

At your meeting, I welcome your questions about the document and whether it meets your expectations of developing a strategy for implementation.

ATTACHMENTS:

- ▣ Alley Corridor Vision Draft



Corridor and Alley Implementation of Designs

MEMO

TO: Mayor Kurtz and the Charlevoix City Council
FROM: Mark L. Heydlauff, City Manager
RE: Implementation Strategy for the 2018 Downtown Alley Corridor Vision
DATE: October 15, 2020

In 2018, the City of Charlevoix received the services of the Sustainable Built Environment Initiative at Michigan State University to assist us in developing a consensus vision for the alleys and parking areas to the west of our downtown. In the intervening couple of years, some aspects of this report have been implemented such as the Junior Main Street improvements to Hoop Skirt Alley, the pilot implementation of pedestrian-only portions of Van Pelt Alley this summer, and façade guidelines.

In order to continue the progress toward improvements and implementation of the Alley Corridor Vision, this following document has been created to supplement the original 2018 document and also to give Council and stakeholder clearer guidance on the next steps needed. Primarily, we have added rough budget estimates for engineering, considerations for how underground utilities should be upgraded in concert with above-ground modifications, and broken the project down into segments to guide decision-making for budgeting, capital improvement planning, and the potential of private and grant-supported funding.

This vision began as a collaborative project with the Planning Commission, Shade Tree and Parks Commission, DDA, and City Council. Going forward, I would recommend these groups continue to be engaged along with the business owners in our downtown to achieve the vision originally conceived through a consensus-driven process. Upon initial review by Council, I would suggest this draft be forwarded to the DDA and Planning Commission for their input before returning to Council.

In preparing this document, I appreciate the thoughtful and skillful work of Dean Martin, our Community Development Fellow who managed the process of pulling various documents, diagrams and input together from various staff and sources. I also thank Pat Elliott for his knowledge of our infrastructure and construction projects; Joe Lavender for assisting with maps and plans; and, Lindsey Dotson whose work with our Main Street businesses and programs gives life to the built environment we discuss.

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Cost Breakdowns

Unit Cost Breakdown

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> Bike Racks: <ul style="list-style-type: none"> \$386.76 (single stand) \$1500 (large stand) Planters: <ul style="list-style-type: none"> \$360.39 (small) \$2,513.94 (medium) \$3,041.34 (large, long) Outdoor Dining: <ul style="list-style-type: none"> \$1,089.96 (tables) \$615.30 (chairs) Benches: <ul style="list-style-type: none"> \$2,074.44 (Gretchen) \$1,195.44 (Wellspring) | <ul style="list-style-type: none"> Light Pole: \$6,000/unit Big Belly Units: \$8,000/2 units Electric Car Charger: \$5,000 Water Main: \$110/Linear Foot Sanitary Sewer: \$900/Linear Foot Subgrade Undercut: \$27/ Square Yard Hot Mix Asphalt (HMA): \$240/ ton Brick Pavers: \$35/Square Foot (including HMA removal) Water Service Upgrade: \$2,500 | <ul style="list-style-type: none"> Dumpster Enclosure: \$30,000 Tree Planting: \$600 Porous Pave: \$200/Tree Landscaping: \$20/Square Foot Cement Surfacing: \$500 for the Van Pelt Bike Area Brick Wall: \$172/Linear Foot Snowmelt System (not including HMA removal and replacement): <ul style="list-style-type: none"> \$4-6/Square Foot (Electric) \$5-10/Square Foot (Hydronic) Tree Lights: \$750/Tree |
|---|--|---|

Total Costs: \$1,861,636.69 (just highlighted changes) - \$3,079,877.81 (complete alley & lot rework)

Currently excluding snowmelt system – total for this system detailed later

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> Bike Racks: <ul style="list-style-type: none"> \$386.76 (single stand) x12
<u>\$4,641.12</u> OR \$1500 (large stand) x3
<u>\$4,500</u> Planters: <ul style="list-style-type: none"> \$360.39 (small) x7 \$2,513.94 (medium) x1 \$3,041.34 (large, long) x5
<u>\$20,242.37</u> Outdoor Dining: <ul style="list-style-type: none"> \$1,089.96 (tables) x5 \$615.30 (chairs) x20
<u>\$17,755.80</u> Benches: <ul style="list-style-type: none"> \$2,074.44 (Gretchen) x5 \$1,195.44 (Wellspring) x3
<u>\$13,958.52</u> | <ul style="list-style-type: none"> Light Pole: <u>\$6,000</u> Water Main: \$110/Linear Foot
840 linear feet <u>\$92,400</u> Sanitary and Storm Sewer: \$900/Linear Foot
270 linear feet <u>\$330,000</u> Subgrade Undercut: \$27/ Square Yard Hot Mix Asphalt (HMA): \$240/ ton Brick Pavers: \$35/Square Foot (including HMA removal)
Total resurface:
69,800 square feet <u>\$2,443,000</u>
Highlighted areas:
35,500 <u>\$1,242,500</u> | <ul style="list-style-type: none"> Water Service Upgrade: \$2,500 x2 <u>\$5,000</u> Dumpster Enclosure: \$30,000 x2 <u>\$60,000</u> Electric Car Charger: <u>\$5,000</u> Big Belly Units: <u>\$8,000/2 units</u> Tree Planting: \$600 x9 - x31
<u>\$5,400 - \$18,600</u> Porous Pave: \$200 x9 - x31
<u>\$1,800 - \$6,200</u> Landscaping: \$20/square foot
1,483 square feet <u>\$29,660</u> Cement Surfacing: <u>\$500</u> Brick Wall: \$172 / linear foot
110 linear feet <u>\$18,920</u> |
|--|--|---|

Implementation Sequencing

Listed below are a few possible means of implementing the Corridor and Alley Vision. These methods can be viewed as independent projects, with no commitment to further development, or the launching point of a total alley and corridor overhaul. For complete detail on the visual aides, please view previous sections of recommended improvements.

North of Hoopskirt Alley

\$885,000 (+ \$427,400 in utility work)

The benefit of addressing the areas north of Hoopskirt Alley first (lot behind Rexall, Clinton to Park Street) comes in that no underground utility work is currently needed, allowing for a faster impact on the relevant alleys and corridors.

The bulk of streetscape amenities displayed in the renderings of our Alley and Corridor Vision are present in the areas north of Hoopskirt Alley. These streetscape improvements include seating alongside the back of the 200 block of Bridge Street, 2 parklets, 1 of which is used for outdoor dining, and adjacent to Van Pelt Alley, bike racks and increased lighting. Purchasing street furniture for these areas could serve to increase the speed at which pedestrians frequent the areas next to the US 31 corridor, establishing a base pedestrian flow for future improvements to come.



Hoopskirt Alley and South

\$578,000 (+ \$427,400 in utility work)

Hoopskirt Alley and the areas to the South (lot near Pedals, lot & alleyway near the Cinema) should be considered at the same or similar times due to the infrastructure requirements that need to occur underground. New water mains will need to be installed beneath the Mason and Antrim Street parking lots, as well as under Mason Street (with new Sanitary and Storm sewers in addition).

Following the best practice of integrated infrastructure asset management, resurfacing of lots and alleys to brick pavers will occur most efficiently occur in line with the infrastructure maintenance and addition. Doing so will prevent any unnecessary or redundant labor and supplies in removing hot mix asphalt multiple times for different purposes.

The highlighted areas for resurfacing hold less square footage than North of Hoopskirt Alley, reflecting the lower cost. The parking lots in these photos could also be resurfaced to brick pavers, resulting in a far great stormwater runoff impact, but with it greater costs. These higher costs are reflected in the individual breakdowns, and in the Cost Totals section.



Implementation Sequencing

Targeting Potential Pedestrian-Vehicle Overlapping Areas

\$969,000+ (\$427,400 in utility work)

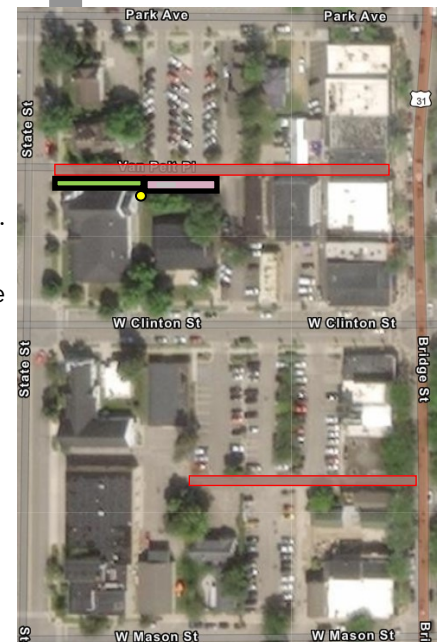
A possible start of implementation, bringing the streetscape improvements to areas with both pedestrian and vehicular traffic first might be beneficial for multiple reasons. The first is that these areas tend to need improvement the most. The alleys that hold the greatest share of pedestrian traffic, Van Pelt and Hoopskirt, both recently had improvements and street furniture additions that are well used and visually appealing. Improving the corridors connecting to these alleys would help create a consistent experience for downtown patrons exploring the Central Business District. Another benefit is found in the current lack of utilization. With less pedestrians and furniture in these corridors, the construction processes will be less invasive to those shopping or recreating in downtown areas. Another impact to consider is the traffic calming abilities that could apply to vehicular traffic in improved areas. With the addition of brick pavers (a different road surface than hot mix asphalt), decorations, and street furniture, drivers will understand that the corridors are pedestrian spaces as well, and treat driving down these corridors more greater caution.



Completing the Investment in Pedestrian Alleys

\$435,000 + (\$427,400 in utility work)

Alternatively, investment in the corridors and alleys could begin with Hoopskirt Alley and Van Pelt Alley as the first targets. Previous alley investment has proven successful, with these public spaces quickly becoming a cornerstone of downtown. Shoppers can often be seen resting with their bought wares, and businesses have opened with store fronts directly serving customers through the alley. Finishing the alleys with brick pavers and better lighting could make the most immediate impact, as these corridors already have a high extent of pedestrian traffic. The addition of bike racks in the Van Pelt Alley would serve as a hub for cyclists, promoting connectivity to the city's downtown by those living distances inconvenient for walking. Seasonality should be considered when conducting the improvements to pedestrian alleys to coincide with times that pedestrian and business use will be least obstructed.

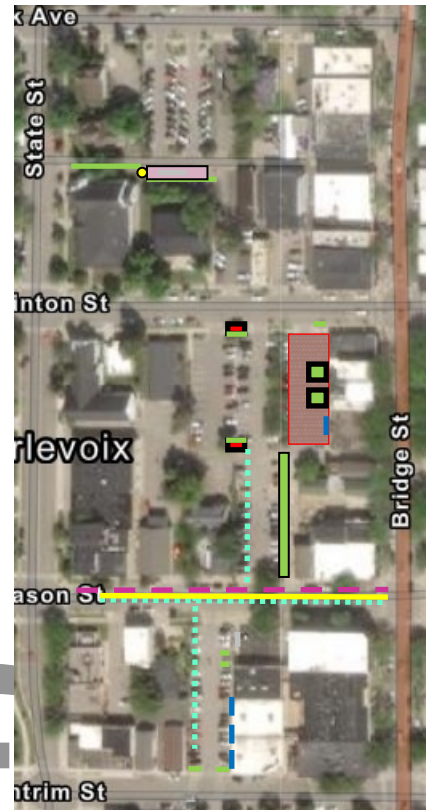


Implementation Sequencing

Focus on High-Use Additions—\$543,000 + (\$427,400 in utility work)

As the brick-pavers account for 66.8% of the alley and corridor improvement costs in plans encompassing just the highlighted areas, it may be more convincing to improve the functional use of the corridors before tackling the surfacing. This low-cost method would also decrease the time needed to bring impact to the downtown system, as the physical changes would involve securing the purchased street furniture, making the needed underground utility improvements, and creating partnerships for the items that require private investment. However, this route still might want to consider some resurfacing improvements; the parklets by the back side of the 200 Bridge Street buildings will not see great use if the surface remains a parking lot with a curb leading to the buildings (however, this resurface makes up the bulk of the estimated costs. Without resurfacing, the estimate drops to \$176,635). Further, while landscaping doesn't provide "use", improving the green infrastructure in these lots will complement the functionality of the alleys and corridors well for the costs involved.

This method of implementation is generally cheaper, but as such the drawbacks of this approach should be clearly stated. Vertical connectivity will be less realized than first planned in the Corridor and Alley Vision, as the lack of brick pavers will not serve to guide pedestrians North-South. The corridor cutting Van Pelt North-South will have no improvements unless amenities are looked at outside of this report, such as small improvements to the back side façade or enhance lighting. Lastly, if resurfacing to pavers does occur after the utility additions are utilized, the money spent on HMA patching will be redundant.



Infrastructure Overhaul— \$1,699,560 (includes utilities work)

Concentrating current funding opportunities on the infrastructure of our corridors and alleys would frontload a majority of the costs, and instantly elevate the aesthetic value of these areas. As mentioned many times prior, resurfacing these lots provides an implicit direction to pedestrians venturing off the US 31 corridor, and would serve to promote private improvements and increase use of the rear entrances to Bridge Street businesses. This implementation sequence also promotes integrated infrastructure management, and will have resurfacing occur during underground utility additions, reducing waste and redundancies. The brick pavers again work as a traffic calming tool, signaling to drivers that these are areas to expect greater pedestrian travel.

A focus on the infrastructure improvements would still have to be segmented rather than attempted all at once, likely considering the utility work as interacting pieces.

The drawbacks to this approach is the strength of the previous; creating a sense of place out of the usage of the area. Improving the infrastructure in this fashion would be great for keeping the charm of Charlevoix consistent in its downtown areas, but the corridors and alleys would still serve as a simple pathway from the parking lots to downtown, much like their current use. Streetscape furniture and amenities are the items that transform a corridor from a pass-through area to a destination. It is highly recommended that the creation of place is considered along with infrastructure improvements.



Snowmelt System Implementation–Memo

Snowmelt Info for Corridor and Alley packet to Council

Prepared by Lindsey Dotson in October 2020

Dating back to recommendations made in the Market Analysis conducted in 2016, heated sidewalks have been on Charlevoix's wish list for some time. To consider all potential when it comes to the implementation of the Downtown Alley Corridor Vision we are including the estimates affiliated with installation of a snowmelt system in conjunction with other possible improvements that would be made. After all, if we are going to be in the business of tearing up sidewalks/concrete, we might as well do this work too.

In 2017 the DDA explored the potential of "testing" snowmelt on Antrim Street during some infrastructure improvements that were being performed by the Department of Public Works. We worked with Nealis Engineering in Traverse City because of their experience doing snowmelt installations there to come up with a rough estimate at that time without knowing what the energy source would be.

At that time it was estimated that in order to install a system it would cost approximately \$164,700 with an estimated annual operating expense of about \$55,000. These figures did not include maintenance expenses. At the time the DDA voted to not make that investment.

Then in 2019 GMB Architecture + Engineering in Holland, MI was engaged to conduct a site visit of Charlevoix to start the process of conducting a feasibility study of snowmelt in our downtown. This firm was selected because of their experience with both the Holland and Grand Haven snowmelt systems. The feasibility study alone would cost \$13,200 which the DDA voted not to spend at that time in order to seek out possible other sources to fund the study.

The feasibility study would help identify a more specific cost associated with installation and operation, comparing both gas and electricity options based on weather data and expected performance. It would also propose locations of the installation, possible phases of the project to consider, sources of heat for the system, etc.

Referring to information shared by Nealis Engineering re: snowmelt installation and combining that with information gathered by our GIS Coordinator on the approximate square footage of sidewalk in the downtown (126,060 - see map on next page for areas included) the following figures have been reached:

Electric snowmelt installation (\$4-6 average cost per sq. ft.): \$756,360

Hydronic (gas) snowmelt installation (\$5-10 average cost per sq. ft.): \$1,260,600

While electric seems to be the more reasonable choice at first glance, these systems can be extremely costly to operate annually.

Electric snowmelt annual operation/utility costs (based on our local commercial utility rates): \$145,000

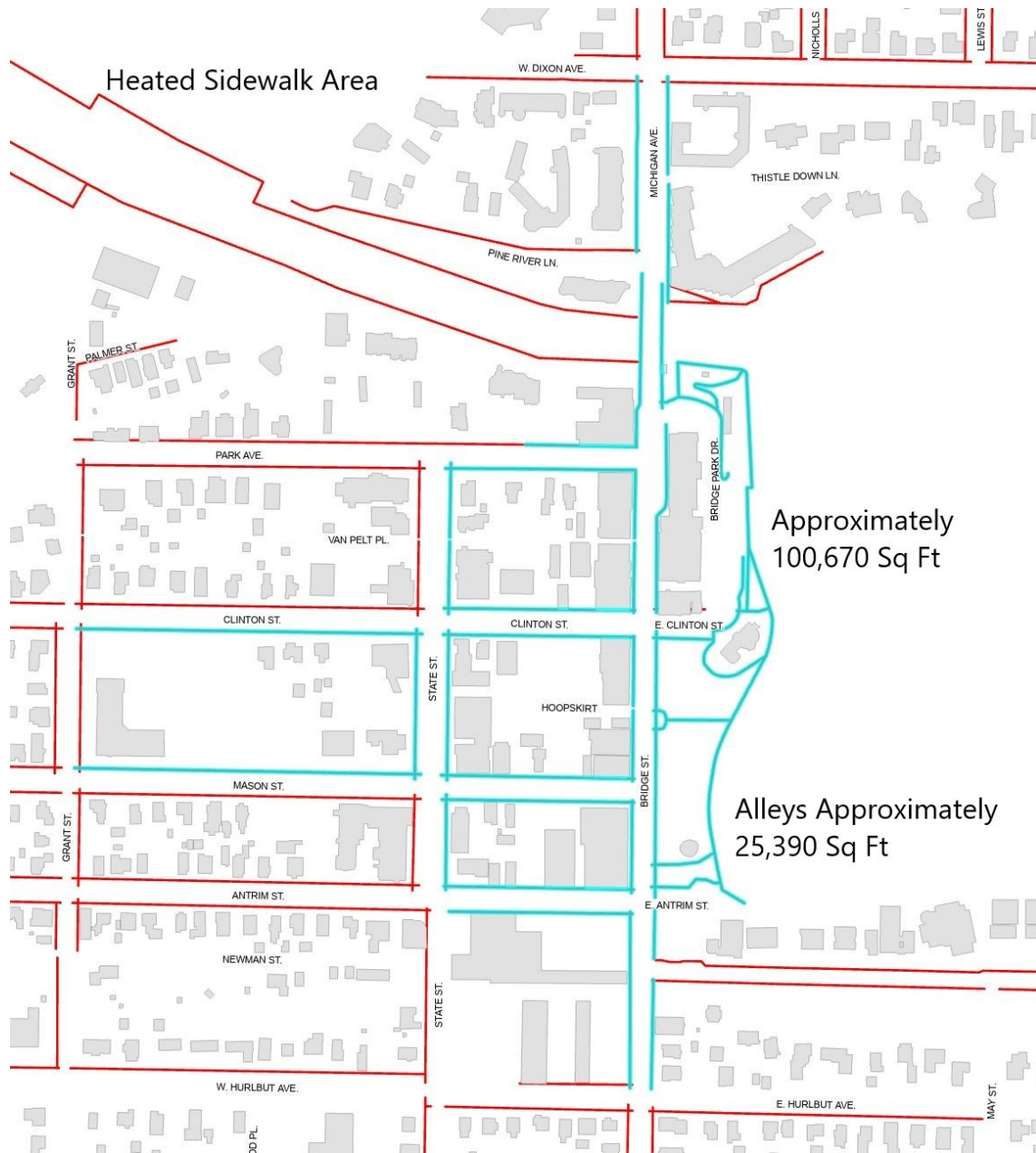
Hydronic snowmelt annual operation cost (gas): \$26,000

One thing worthy of note is that the Hydronic Snowmelt systems are able to use whichever power source is available whether it be natural gas, propane, solar, or even electric. This flexibility is afforded by the design of the system, which are tubes that hold propylene glycol fluid. Electric systems are limited to using electricity as a heat source.

All of the aforementioned numbers are rough estimates without complete information about heat source. While electric systems just plug into junction boxes, a hydronic system needs to have a nearby boiler, circulating pump, and manifold to operate. The further the heat source is from the system the more costly the snowmelt installation and operation will be. In Charlevoix the likely most long-term cost effective scenario is to build a new dedicated boiler plant in the downtown.

While that seems to be outlandish, if we consider the fact that this system could be built into a new mixed use development in the center of town, vs. being a standalone structure, it could be a bit more obtainable.

Snowmelt System Implementation–Memo



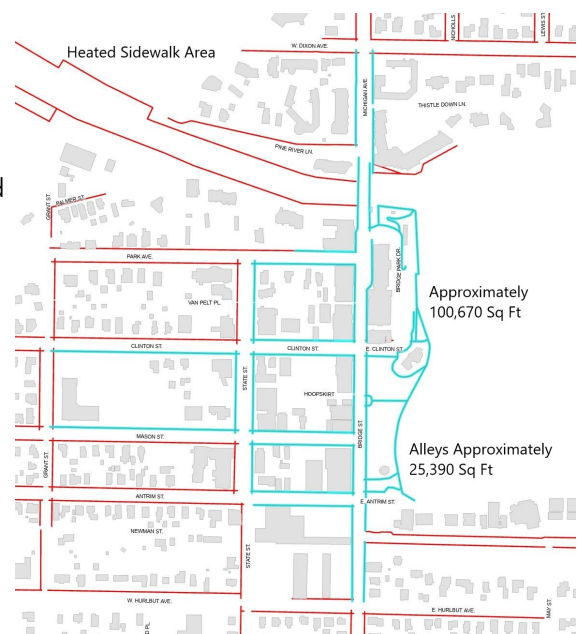
Snowmelt System Implementation

Adding an in-ground snowmelt system has widely been discussed in the past couple of years. It would provide many advantages to the downtown area and various considerations are given below on the inclusion of the framework for a snowmelt system in case sidewalks, alleys and other walkways are improved. However, none of this yet identifies a heat source to power the snowmelt system. This is intended to highlight how thinking ahead of the snowmelt system makes more sense when doing other walkway work than to re-install piping or wiring later.

Complete Snowmelt System Addition

Adding a complete Snowmelt System in the downtown would have tremendous impact not just to the viability of businesses in the winter, but to pedestrians and residents through the retention of East Park's walking amenities. Further, this complete schematic has paths to the library cleared for winter use, integrating this public asset to the downtown businesses and parks.

Covering the highest area, this design is the most costly to install and operate. Installation per square foot could be higher in areas that are not receiving other work, such as brick paver resurfacing or water main installations.



Bridge Street Storefronts

The most economical while still seeking economic development, adding sidewalk heating to the front of businesses on Bridge Street could serve to retain some of the lost consumption that occurs as the peak and shoulder seasons end. With proper marketing to let visitors know that Charlevoix holds a winter-friendly downtown, our seasonal and short-term guests could continue to patronize our businesses in a period which economic activity typically drops for the city.

This being the smallest build, the operation cost too would be the lowest. However, further economic analysis (likely in an feasibility or engineering study) is needed to determine the type of system that would be best implemented in a build of this size. Discussed in the memo, the hydronic method of heating is far cheaper to operate but carries greater fixed costs in both install price (nearly double), and the supplementary equipment and space needed for operation.

There may be concerns of connectability with this design; while the businesses will be clear of snow the walkways directing residents from the neighborhoods and visitors from the parking lots will not be. Patrons will be able to move from store to store free of winter inconvenience, but extra snow removal work could entail to promote organic transitions from the lots, alleys, and corridors to the US 31 business strip.



Snowmelt System Implementation

Bridge Street Storefronts and Prominent Alleys

Following the economic focus of a municipal snowmelt system but doing so in a way that features our prominent alleys (Van Pelt and Hoopskirt) adds an estimated 11,700 square feet for renovation.

The benefits of these additions cover some of what is lacked in the previous design; connection. In this scheme, those who use vehicles to travel to downtown will have an easier time accessing the main economic corridor of Downtown Charlevoix, as pedestrian walkways connecting 2 of the 3 main parking lots will have snow removal systems. Benefit is further found in the seasonal viability of businesses that use these corridors, namely the few that are operating in Van Pelt alley.

One point of consideration is the additional cost for the alleyway components. Square footage of install is increased by 61.5% if opting to cover the alleys, while the additional number of businesses served does not reach that percentage increase. However, a point could be made that the snowmelt system is ineffective if not serving those from the start of their downtown experience.

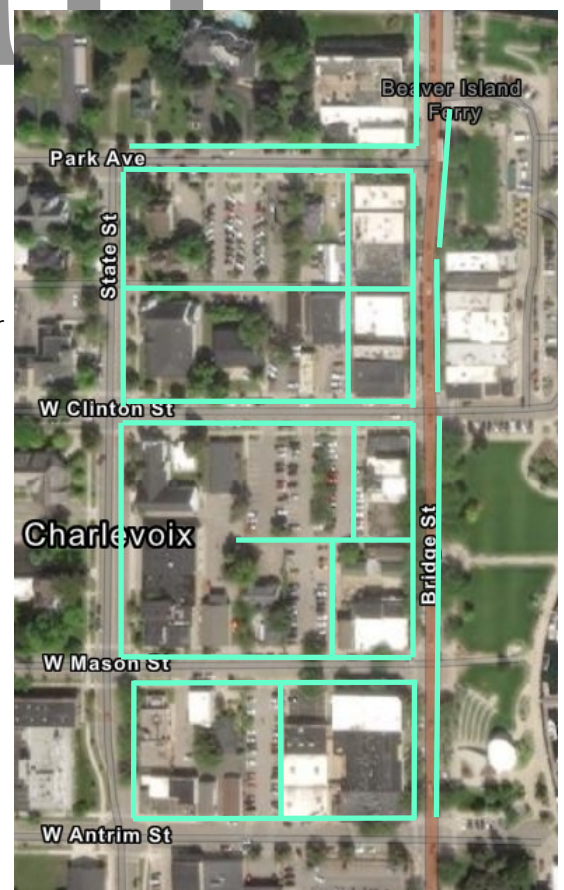
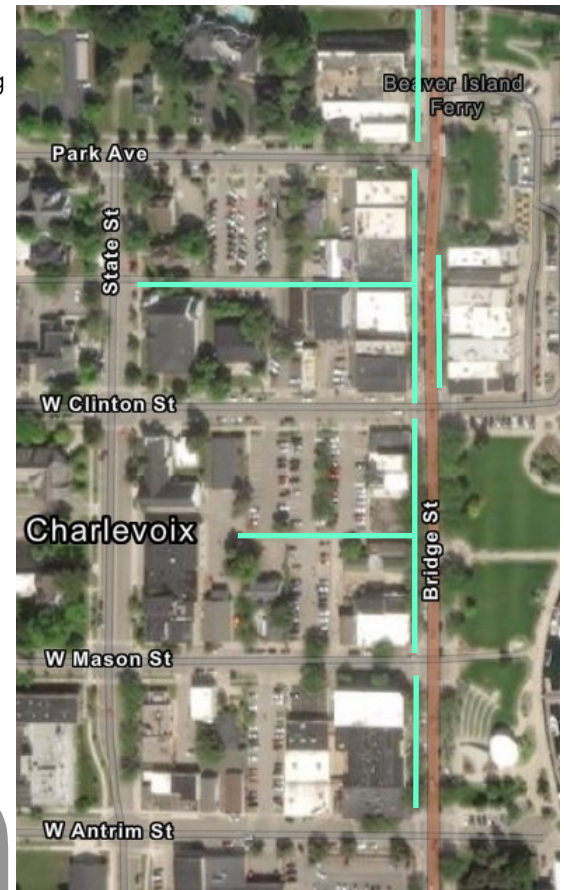
Lastly, the average cost of installation for the alleys may be drastically lower than that other areas if brick paver resurfacing occurs at the same time. The dig and pour that would encompass the snowmelt system could be as high as 3x the cost of the system; if this is already occurring, the snowmelt system in these areas becomes much cheaper.

Downtown Alley and Corridor Project Scope

This sequence would ensure complete winter use for our downtown businesses, alleys, corridors, and lots, while offering partial snowmelt services for the cultural corridor on State Street.

Notable additions from the last sequence include vertical pedestrian flow opportunities in line with infrastructure and streetscape recommendations. The North-South unnamed corridors from Antrim Street to Park Avenue may be a priority for improvement if resurfacing or utility work is already occurring, or if seasonal programming occurs to utilize these areas more in the offseason.

In this schematic, an estimated 23,630 (high-level estimate) square feet of highlighted area (the alleys and corridors) is designated to also have resurfacing occur. This is roughly 26.22% of the total highlighted area. As a result, the implementation of the snowmelt system is higher per average square foot than the "Bridge Street Storefronts and Prominent Alleys" plan, but less so than the "Bridge Street Storefronts" and "Complete Snowmelt System Addition" plans. This is assuming that the highlighted areas for resurfacing occurs; if not, than the averaged per square foot cost of a snowmelt system is the same across all plans.



Corridor Funding Opportunities

GENERAL

USDA Rural Business Development Grant

This grant offers a wide variety of potential uses for our corridor improvement vision, with the relevant ones listed below.

- *Acquisition or development of land, easements, or rights of way; construction, conversion, renovation of buildings; plants, machinery, equipment, access for streets and roads; parking areas and utilities.*
- *Pollution control and abatement.*
- *The capitalization of revolving loan funds, including funds that will make loans for start-ups and working capital.*
- *Community economic development.*
- *Technology-based economic development.*
- *Feasibility studies and business plans.*

There is no maximum award amount, but preference is given to smaller award requests.

MDARD 2021 Rural Development Grants

This state grant provides up to \$100,000 for infrastructure projects (including both transportation and waste water purposes), business development, and rural capacity building (such as tourism and cultural initiatives). A 30% match is required. Applications are due November 19th.

INFRASTRUCTURE

Transportation Alternatives Program

- A grant focused on pedestrian/bicycle usage, there are features to our corridor plans that could develop a competitive TAP grant. Some aspects that increase competitiveness include “(Benefiting) state tourism or economic development initiatives, (including) amenities that increase usability of bicycle and pedestrian facilities, and (addressing) pedestrian safety deficiencies in traditional/historic downtowns.” Other actions that could increase the competitiveness of our grant including connecting our downtown and corridors with MDOT and MDNR priority trails and matching over the minimum requirement for the grant. The minimum amount to be applied for is \$200,000, and the minimum match is 20%.

Transportation Economic Development Fund (TEDF), Michigan Department of Transportation

- **Category B Villages and Small Cities** a grant with the maximum match (50%) of \$250,000, this program can be used for any extent of resurfacing beyond regular maintenance. While the program is solely for road infrastructure/resurfacing, our project will be considered more competitive if the construction overlaps with necessary utility work (funded separately).

Community Development Block Grant

Corridor and alley improvement provides both economic and community development impacts. Economically, drawing investment into the areas surrounding the US 31 corridor will permit our downtown corridor to expand into adjacent streets, making surrounding businesses more viable. The business located in our Central Business District provide competitive and viable job opportunities for low-to-moderate income individuals, providing tangible economic benefits for those in our workforce with hospitality, food, and retail skills. Entrepreneurially, the investment can make surrounding properties more attractive and viable for those looking to start businesses, and with more eyes and great public access, prospective businesses will have more opportunities to find a successful storefront (such as those who are currently launching their start-ups from the city-managed business incubator. From a community development perspective, this project will provide more place-oriented space and offer connectors to our R2 district neighborhood, which contains many LMI individuals this grant and the City of Charlevoix seek to serve.

Corridor Funding Opportunities

Infrastructure Improvement Fund

As stated in the 2019-2020 Annual Budget, the cash balance for the this fund is growing and could be allocated for future projects. Currently, \$547,120 sits in the fund, with transfers regularly occurring for major street improvements and debt servicing. Draining this fund would be ill-advised, so perhaps this could be used for funding gaps or some scale iterations of the project.

Clean Water State Revolving Fund

This fund provides low-interest loans for improving systems and infrastructure as related to wastewater treatment improvement, storm water treatment improvement, and non-point pollution control. \$300 million is available, and at this time there is no required min or max for the loan. This funding source could be used for brick pavers, should we display non-point pollution benefits from this infrastructure design element. The first step to participating in this program is having a pre-application meeting with the Michigan Department of Environment, Great Lakes, and Energy.

Water & Waste Disposal Loan & Grant Program

A long-term, low-interest (based on AMI) loan opportunity for rural communities below 10,000 in population. Loans can be used for storm and waster water collection, transmission, and disposal. Granting may be available based on project need.

STREETSCAPE

Public Spaces, Community Places

Used prior for Hoop Skirt Alley, precedent was created in helping fund streetscape improvements through crowdfunding. With the MEDC matching up to \$50,000 of private donations, this would be a good tool to address any funding gaps in streetscape furniture or amenities. Private interest of alley investment has already been noted, and this could serve to essentially double their investment, while encouraging others.

USDA Rural Economic Development Grant and Loan Program

- The Rural Economic Development Grant and Loan Program can be used as a revolving loan fund that is administered to local businesses through the utility companies. The "grant" is given to the utilities to provide loans at 0% interest for the first round of loans, but interest can be added after. The grant amount must be returned to the USDA at the end of 10 years. The uses for these loans include community development assistance to public bodies or nonprofits for job creation or enhancement, business expansion, and financing fixed assets such as real estate, buildings, equipment, or working capital.

Placemaking Micro-Grants, National Association of Realtors

- **Level 1, \$1,500** This grant can be used on temporary design and demonstration of place-making. The specific activities it can be used on include site preparation, barricades, street furniture, public art, street signs, landscaping, murals, paint, and other amenities. The REALTOR association must be engaged on the project. This could be useful for the Clinton Street Parking Lot outdoor seating area behind restaurants, or for objects needed to promote outdoor vending of retail.
- **Level 2, \$5,000** This grant is less specific on what can be funded, stating that parklets, dog parks, alley activation, plazas, community gardens, and play/fitness areas can all use this grant. As above, the REALTOR association must be engaged or lead this project. There are specific items that the grant cannot be used for, such as infrastructure, sidewalks, restoration, repair, or replacement, singe-activity recreation, building construction, landscaping, or projects over \$200,000. This grant could be pursued for additions to Hoopskirt Alley, the parklets proposed in the schematic plan, or improving the spaces behind the Bridge Street Buildings. 10% match required by the REALTOR Association. Reimbursement must occur within a year of grant approval.

APPENDIX

Corridor and Alley Inventory and Progress Report

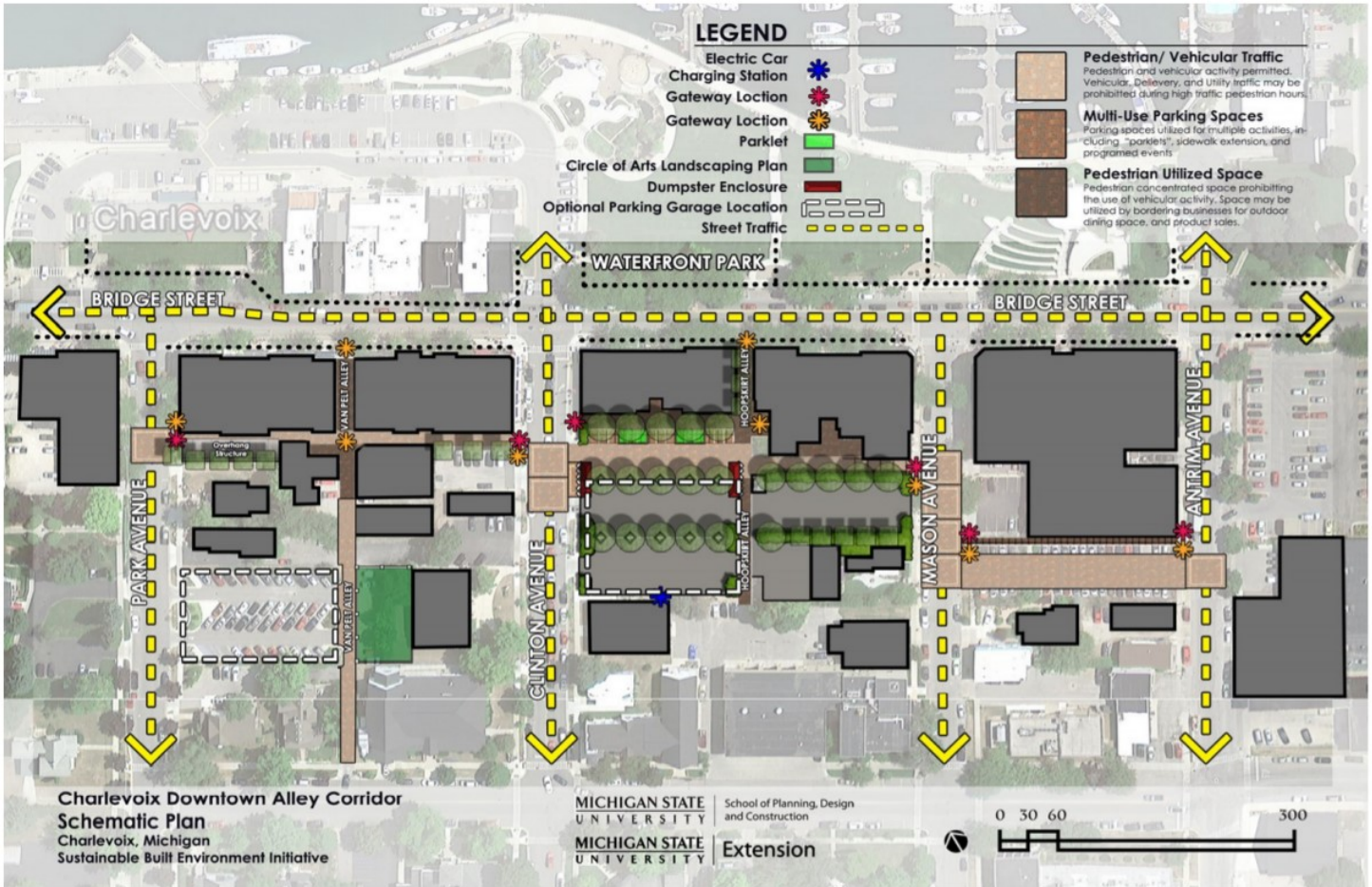
This following section focuses on 3 features of our corridor and alley improvement process: The amenities our alleys currently have, the identified improvements proposed that the city could possibly implement, and the *regional* costs and implementation of these improvements, with regions being different downtown blocks. The regional implementation and costs should be viewed more as itemized descriptors of what was previously presented; implementing these changes sequentially by region may not be viable due to infrastructure and utility additions that need to occur simultaneously across blocks. For better information on implementing alley and corridor changes, please refer back to the core report.

Geographically, this inventory is split into 3 large sections of our alleys and corridors, represented by the boundaries formed from the cross-cutting streets. The sections, from South to North, are Antrim to Mason, Mason to Clinton, and Clinton to Park. All sections are bounded by State to the west and Bridge to the east.

Throughout the appendix, pictures and renderings are presented that display an angled perspective on the specific area of the corridors, alleys, streets, and parking lots being discussed. At the start of each section, there will be a map of the specific block, with circles designating the location of the perspective and arrows giving directionality to the angle that the photo was taken. Each set of pictures and renderings has a colored line to the left of the section, which matches the color of the perspective given at the start of each section.

The implementation report at the end of each section will display the itemized changes recommended in prior design studies. As noted in the letter to council, these changes are not mandatory for corridor or alley use, and can be altered as seen fit. The implementation is simply the itemization and cost descriptions of the changed assets displayed in the alley and corridor renderings.

Schematic Plan



An Overview of Recommended Physical Changes:

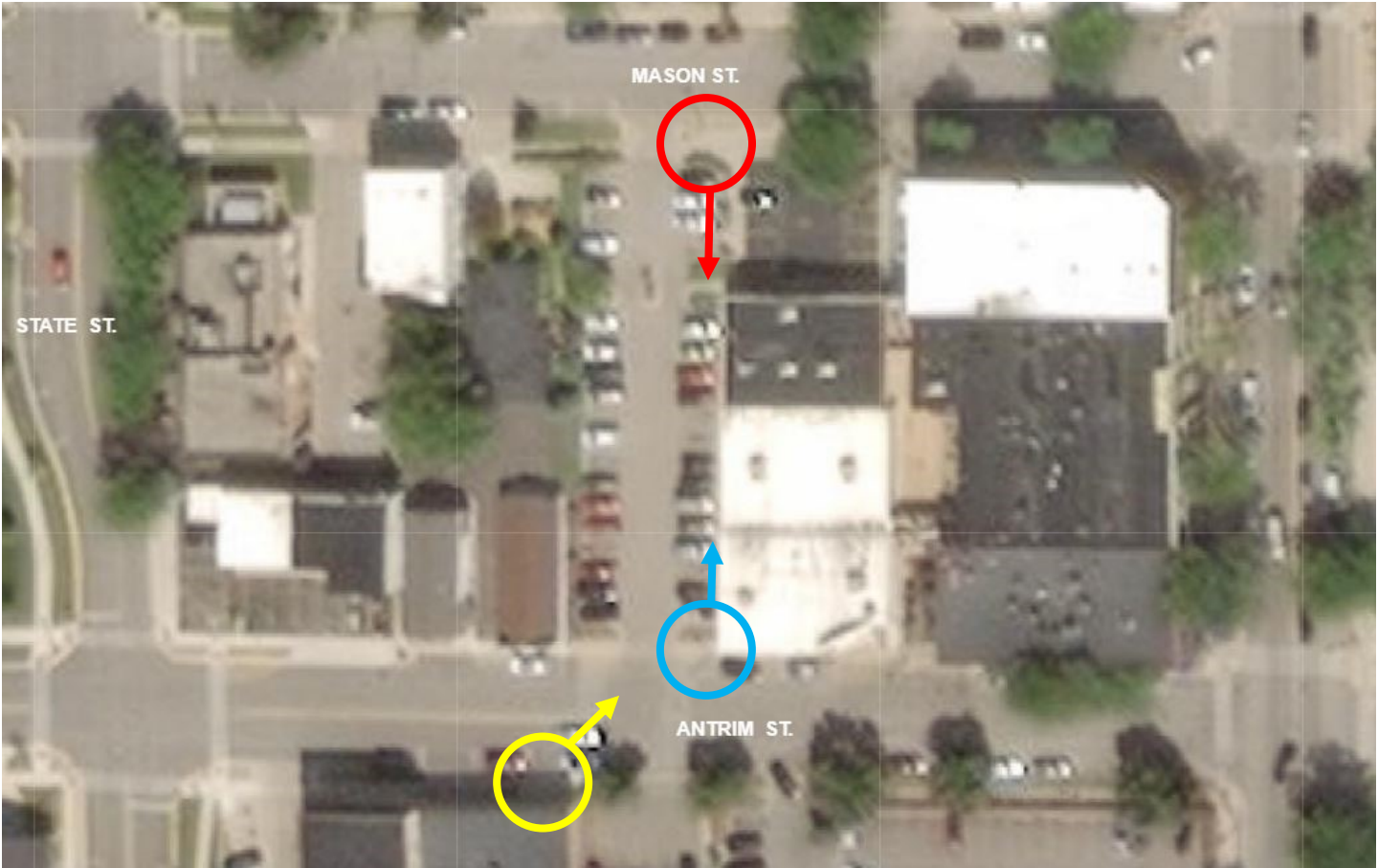
The Schematic Plan, presented on page 11 of the Corridor and Alley Vision Final Report document, offers recommendations to the infrastructure and usage of the corridors being studied. Place-making features are displayed, with gateway entrances noted on all North and South* corridors, and on the East* side of both the Van Pelt and Hoop Skirt Alley Corridors. Parklets are also highlighted; two are proposed in the block between Clinton Avenue and Mason Avenue. Some landscaping features appear overlaying current lots; the Clinton-Mason block has trees/shrubs that would serve as dividers, sectioning off the numerous wide pieces. Further landscaping changes exist by the Circle of Arts building; however these changes are actions that the nonprofit is responsible for rather than the city. Dumpster enclosures are proposed in the Clinton Street lot, on both Southeast* and Northeast sides. The plan also displays an electric car charging station on the West* side of the Clinton Street lot.

Larger physical recommendations include changes to the street infrastructure and parking garages. A wide investment in street pavers is recommended in the schematic plan, with a paver design present on every corridor, and in areas of pedestrian only, street traffic only, and mixed traffic. Two locations are outlined for a potential parking garage, with one over the current Park Avenue parking lot, and the other over the Clinton Lot. If the Clinton lot were to be pursued, the lot would be in conflict with the landscape and enclosed dumpster ideas also proposed.

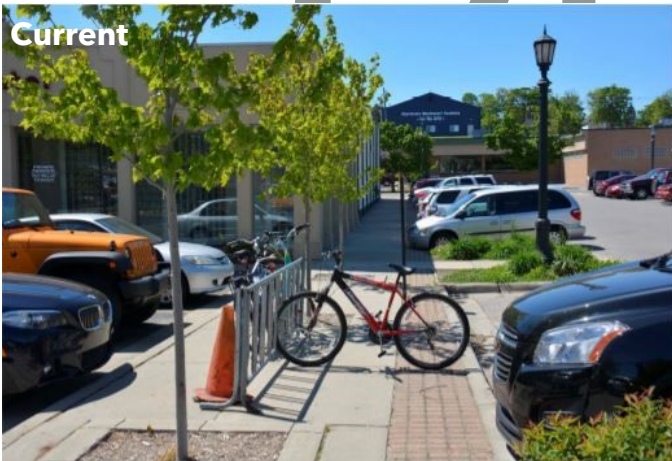
No significant traffic flow changes were presented in the schematic plan; the only change proposed was closing down vehicular traffic prior to the West* gateway on the Van Pelt Alley, which has occurred since the Vision was created.

*The Schematic Map provided is rotated counter-clockwise 90 degrees. As such, north on the map is east, east is south, south is west, and west is north.

Antrim to Mason Street - Design



Current



Proposed



South from the middle of the Mason St. 100 block, there currently exists parking and an underutilized pedestrian walkway. The purpose of this path is to accompany the parking lots while connecting the back/sides of the commercial buildings in these blocks. However, as it currently stands, the path serves no purpose other than as a corridor to exit the area to the north or south. Aesthetically, travelers are better served walking east and traveling north through the vibrant downtown or west and using the cultural corridor of state street. Full utilization of the central business district necessitates a change in this corridor, transforming it beyond a place to park cars to a place for residents to gather. The goal is to do this while still keeping the practicality and use of the lots.

The proposed changes to this pedestrian walkway include resurfacing the path from standard concrete to brick pavers, adding additional benches, and planting flowers in the grass easements by the sidewalks leading to the parking lot. Adding these features would increase usage of this corridor as a connector and a plaza for public space, further amplifying the changes found in the next perspective.

Antrim to Mason Street - Design

Current



Proposed



Looking north from the 100 block of Antrim Street, the corridor leading to Mason street holds opportunity for utilization that would promote both place-making and the business functions of the property occupying 107 Antrim Street. The Vision study saw opportunity for the movie theater to promote films currently airing, providing marketing to those who may be using the space to park downtown, or to walk through to an unrelated business downtown. The movie posters bring a greater sense of vibrancy and activity to the corridor, making those who use this space more comfortable. The intentional marketing of the theater's product to the side street indicates that it is a space where people are, and helps to promote the image

that people belong in this space. Other prescribed amenities include greater foliage, replacing the cement with brick pavers, and building awnings on the theater's side façade. The foliage noted includes additional trees adjacent to the pedestrian path, and flowers, planted both in ground and in fixtures. The brick pavers bring greater aesthetic quality than standard cement sidewalks, are easier to replace, and provide greater water permeability to decrease water runoff and stormwater needs. The awnings can provide light fixtures to make the area safer at night, give shelter to pedestrians during rains, and promote the downtown appeal of the corridor.

Current



A perspective from the south side of Antrim Street,

next to the entrance to Oleson's Food Store, provides a larger inventory of the proposed changes to the built environment of this corridor. There are 4 awnings designed into the side façade of the Charlevoix Cinema, with the movie displays and lights located beneath each. Flowers are planted into soil adjacent (north) of the sidewalk on Antrim street. 3 trees are added following the corridor along the cinema's side. Shrubs are also planted on the west side of the parking lot, next to the Village Graphics building.

Proposed



The largest infrastructure change seen here is the addition of pavers resurfacing a square of Antrim avenue. This plaza-style brickwork could push the downtown visuals further south, further incorporating Antrim street into destination atmosphere found in the other areas of the central business district. Other benefits to this resurfacing can be found in water permeability, which will decrease strain on the wastewater management system, its repairability over standard concrete, and can serve as a visual cue to vehicle operators to slow down for greater pedestrian activity.

Antrim to Mason Street - Implementation



LEGEND

Water Main

Storm Sewer

Sanitary Sewer

Brick Pavers

Landscaping

Tree

Planter (Small)

Awning Façade & Movie Display

Bike Rack

Bench

Antrim to Mason Street - Implementation

INVENTORY & COSTS ESTIMATES - Total regional costs - \$209,049.71 - \$217,649.71

Water Main: 270 linear feet | \$110/LF | total cost: **\$35,100**

Water Service Upgrades: number: 2 | \$2,500 per unit | total cost: **\$5,000**

Move Mailbox Dropoff: **\$1,500** (**\$4,500** if this is standalone)

Brick Pavers:

(Highlighted Areas only): 3,970 square feet | \$35 per square foot | total cost: **\$138,950**

(Parking Lot only): 13,000 square feet | \$35 per square foot | total cost: **\$455,000**

(Highlighted Areas Plus Parking): 16,970 square feet | \$35 per square foot | total cost: **\$593,950**

Landscaping: 400 square feet | \$20 per square foot | total cost: **\$8000**

Trees: number: 3-15 | \$600 per item | total cost: **\$1,800 - \$9,000**

Porous Pave each Tree: number: 3-15 | \$200 per unit | total cost: **\$600 - \$3,000**

Planter (Small): number: x5 | \$360.39 per item | total cost: **\$1,801.95**

Awning Façade & Movie Display: number: 4 | \$ per unit | total cost: (This would likely be private investment)

Bike Rack: number: 1–5 (depends on model) | \$1,500 per unit | total cost: **\$3,000**

Bench: number: x4 | \$2,074.44 per item | total cost: **\$8297.76**

Electric Car Charger: number: 1 | \$5,000 per item | total cost: **\$5,000**

Draft

Mason to Clinton Street - Design



Mason to Clinton Street - Design



Hoopskirt Alley, the corridor centrally located in the 300 block of Bridge Street, was severely underutilized at the time of the Corridor and Alley Vision. With its placement in the center of downtown and beautiful gateway signage, the alley had the capacity to serve as a small plaza complimenting the small businesses and East Park. The visualization called for increased vegetation both in infrastructure and potted, a painted mural and suspended hoops to make the alley more lively in its theme, and benches to transition the alley from an extension of the parking lot to its own place for public gathering. A larger change, the report visualized the surface of the corridor changed to brick pavers and extended down to the end of the parking lot.

Many changes have occurred in line with the SBEI recommendations. In 2019 the Junior Main Street Committee of Charlevoix High School Students partnered with the Downtown Development Authority to bring some of the proposed amenities to life. With crowdfunding and matching support from the DDA and the Michigan Economic Development Corporations, the alley was revitalized. Vegetation was added, as were benches on the left side of the alley and a table on the right. Pictures of historic Charlevoix now line the right side of the corridor, and string lights dangle above. Recycling and Trash receptacles have been added to avoid litter. Stained glass art representing Charlevoix was added to the top of the gateway, and a photo standup sits at the front of the corridor matching its theme.

Mason to Clinton Street - Design



Looking north from Hoopskirt Alley at the backside of the Bridge Street businesses there is opportunity to improve the experiences of both downtown patrons and visitors. An added emphasis on backside facades provides multiple points of contacts for potential customers, allowing business to strengthen their place downtown and optimizing an unused back corridor. The rendering displays the clothing store J Phillips using the corridor as for merchant activity, increasing the life and market feel of this area. As with other renderings, there is an increased focus on adding greenery, with small trees and flowers planted into the infrastructure and potted plants adorning the backside walls and roofs of the businesses. The corridor is resurfaced with brick pavers in the rendering, signaling a more pedestrian aesthetic and providing a greater small town vibrancy. Seating is also added near each of the trees, again to strengthen that this corridor is for pedestrian gathering and use, not just travel. On the very left of the proposed rendering, there appears to be a planter or two extended out of the corridor, with a man sitting. This is likely a representation of the parklet noted in the schematic plan. The parklets serve to give downtown visitors a dedicated space for unwinding, unlike the benches in the corridor, which can be utilized by those shopping or participating in passive recreation.

Mason to Clinton Street - Design



Viewing the immediate rear of the south 300 Bridge Street block, the Vision proposed improvements that would increase utilization for the occupants while improving walkability for pedestrians. Currently, the corridor looks oriented towards vehicular travel, with cracked cement and loose sediment serving as the traveling surface. Likewise, while the guard rail on the right informs parkers of the boundaries of parking, it comes with the unintended consequence of segmenting the parking lot and serving as a barrier to mobility for pedestrian walkers.

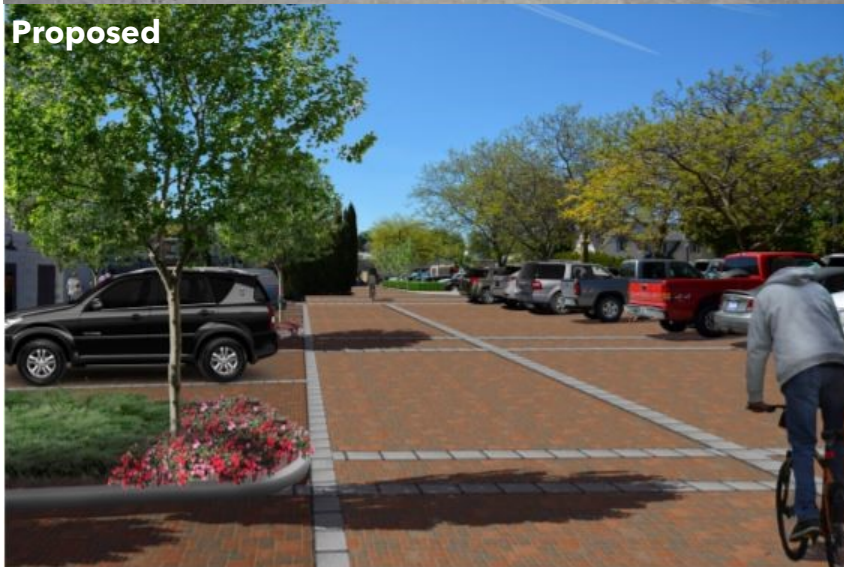
A major change recommended by the study is the resurfacing of this corridor to brick pavers. The pavers will provide a visual cue to drivers that this is a space for pedestrian as well as vehicles, and those partaking in non-motorized transportation will feel more comfortable using this area. Other changes include new fencing, seating and hanging flowers near the privately owned building to increase the vibrancy of the corridor, and replacing the metal guard rail with green infrastructure such as trees, shrubs and flowers. This will require modifying the surface under the barrier to soil to accommodating the plants.

Mason to Clinton Street - Design

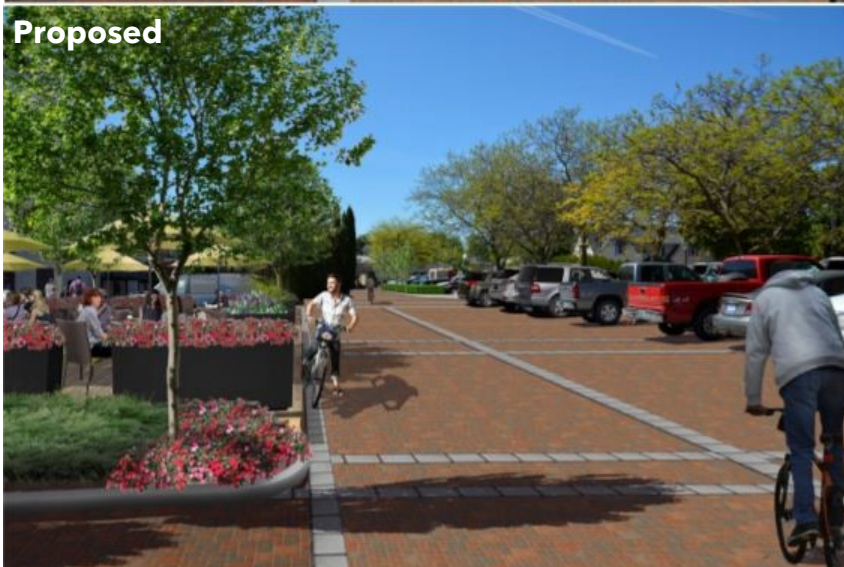
Current



Proposed



Proposed



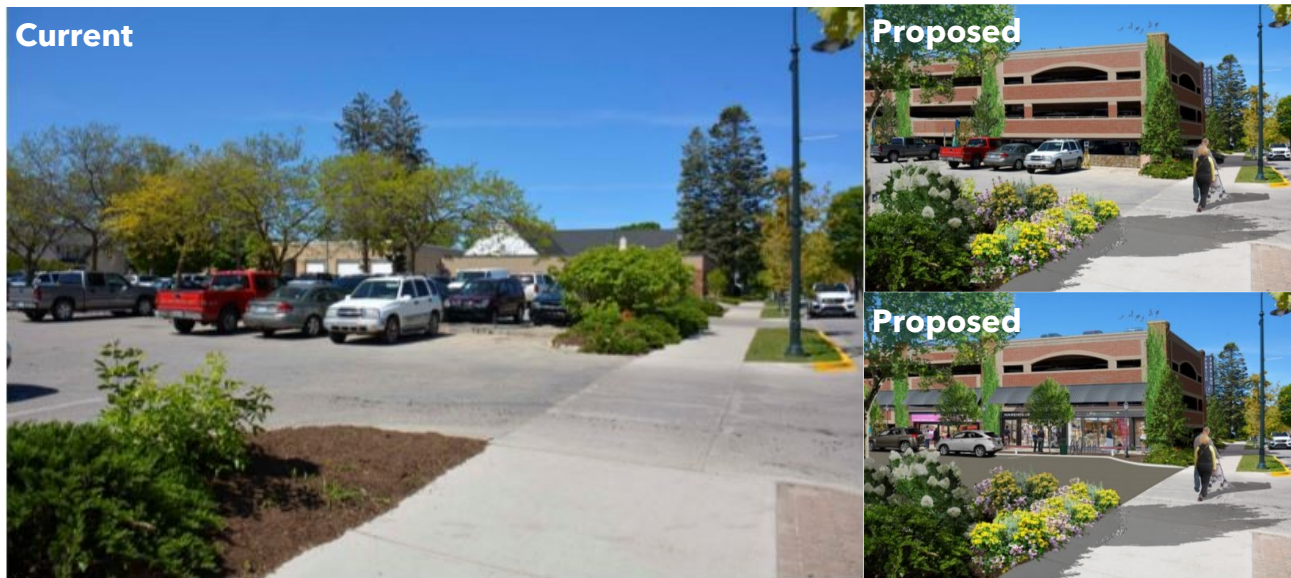
The east side of the Clinton Street Parking Lot

, nearest to the Bridge Street Buildings, is an ideal place in the city to park. With access to the downtown retail environment to the east and city hall, churches, and professional offices to the west, this lot serves a necessary function that compliments the city well. Apparent in the current picture however, is a disconnect from the cultural and thriving atmosphere found elsewhere in Charlevoix's downtown. The activity and wonder of downtown is what makes Charlevoix valuable to all visitors, whether they live 5 minutes away or 5 hours. It doesn't serve the city well if the magical feeling a small town emanates is lost before the visitors leave the parking lot.

To create a consist atmosphere with the downtown and cultural corridors, the Vision study determined that renovations targeting the aesthetic should occur. These improvements include islands with mixed vegetation and a resurfacing of the lot to brick pavers. The brick pavers could serve to not only enhance the visual appeal, but offer environmental benefit in preventing water runoff. When rainfall or spills occur to an impermeable surface, the water can collect harmful chemicals or waste before entering the stormwater collection system. Brick pavers, offering permeability at the joints, can successfully trap and filter water before the contaminants can enter the local water supplies.

Another feature, noted in the second design, is the removal on parking spots to accommodate for patio dining behind the buildings. This can increase the capacity of restaurant dining, provide greater choice for patrons, and increase the vibrancy of the corridor.

Mason to Clinton Street - Design



The Clinton Street parking lot is a location that is visualized with great potential. Currently, the lot often sits below maximum capacity, only filling up during events or during peak seasons. As a result, the parking lot occupies amount of land, underutilized and visually unappealing just seconds away from a thriving downtown.

Two separate views of what the Clinton Street parking lot could be are seen on the right. The first, on the top right, displays a full, 3 (4 if utilizing the roof) floor parking garage in the Western most region of the parking lot. This design would add greater capacity to parking for businesses, visitors, and downtown residents of Charlevoix. Having the full structure available for parking could likely free up spaces in other lots (later described in this report) for development, extending the core of downtown.

The second picture (bottom right) provides retail business opportunities as well as parking. While less spaces would be available than in the first design, it could still increase the capacity of the parking lot compared to where it currently stands. In this design, the parking lot in front of the development has also been resurfaced. A non-built environment benefit of this visualization is the extension of the downtown; by offering businesses a block away from the core retail environment, pedestrian traffic can be dispersed, making other properties more valuable and economically viable for retail practices. Further, the amenities proposed in other sections (such as seating, parklets, pedestrian walkways, and public art) would find greater use if the blocks behind bridge street there were business to pull customers in a east-west direction, rather than the north-south as is the currently the strongest directional flow of pedestrians in the central business district.

One improvement can be found across both renderings: the inclusion of greater vegetation in the parking lot. With the site's current utilitarian purpose of parking and then leaving, it's easy to ignore the aesthetic elements that can give an additional sense of place to the lot. The Vision included a greater emphasis on adding perennial wildflowers to the curbside, smaller trees dotting the front of store entrances, and larger trees climbing the sides of the parking structure.

Mason to Clinton Street - Design

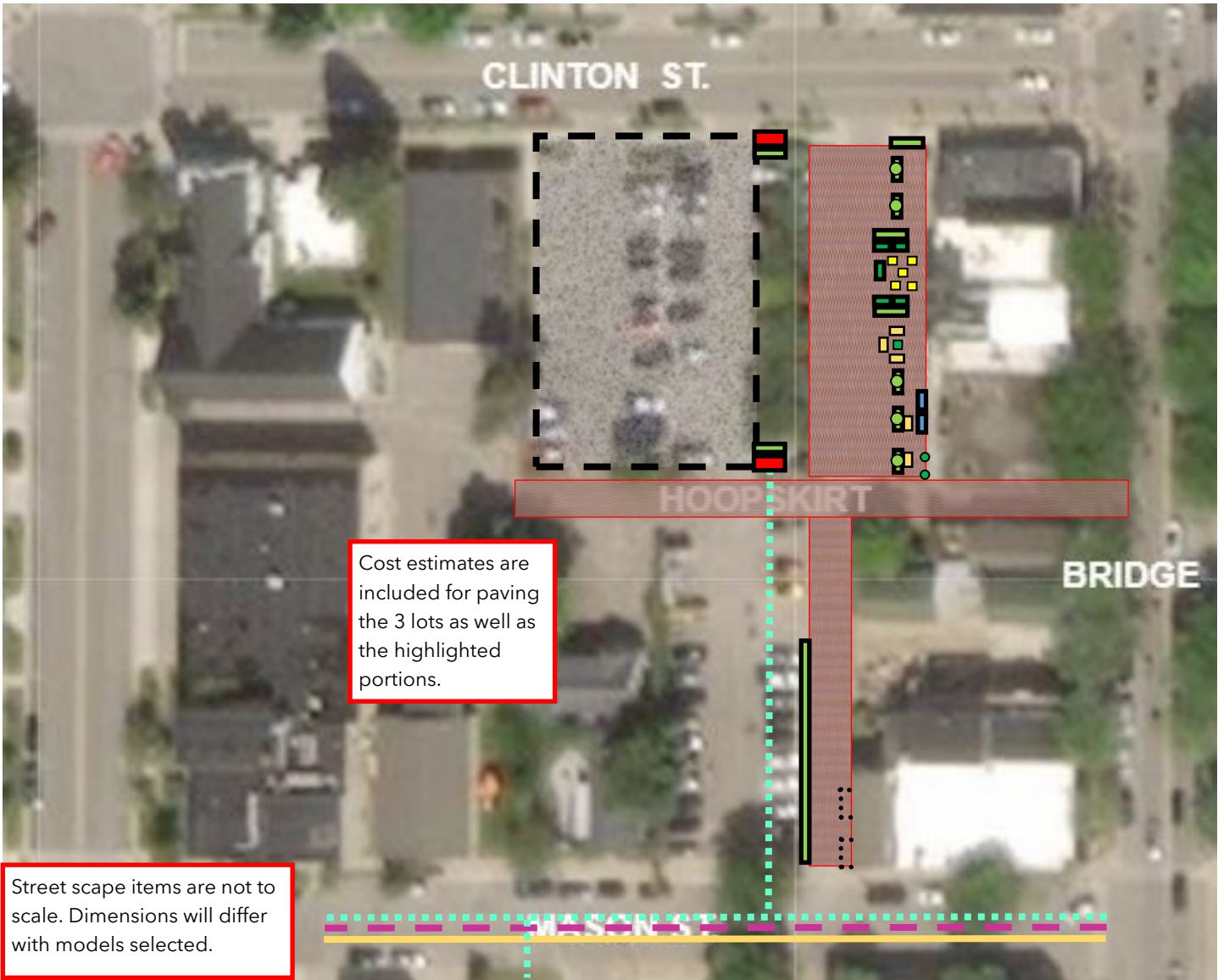


The island in the middle of the Clinton Street parking lot connected to Hoopskirt Alley has been identified as a possible point for shared dumpster use by the businesses of the Bridge Street 300 block. Here, an open brick enclosure could be erected, extending more towards Hoopskirt Alley than the island currently does. Two sets of wooden large wooden double doors would secure the enclosure, reducing the safety risk of dumpster diving. This visualization is also consistent with the perspective looking down Hoopskirt alley, with resurfacing of brick pavers extend through the parking lot. New shrubs are planted on the back side to continue the effort of increase vegetation.

The Vision report does not mention how this would impact the fire hydrant that is placed on the island, or, if it remains, emergency responder's ability to access it. Further, efforts would need to occur to ensure the smell of the dumpsters do not impact the increased traffic on Hoopskirt Alley.

A similar dumpster enclosure is noted on the schematic plan in the same lot, north of this location.

Mason to Clinton Street - Implementation



LEGEND			
Water Main	Landscaping	Outdoor Dining	Façade
Storm Sewer	Tree	Dumpster Enclosure	
Sanitary Sewer	Planter (Small)	Fencing (private)	Potential Parking Garage
Brick Pavers	Planter (Large)	Bench	

Mason to Clinton Street - Implementation

INVENTORY & COSTS—Total regional costs (highlighted) – \$1,112,172.81– \$1,115,792.81

Full rehab, water, sanitary, storm, sidewalk, curb (doesn't include electric bury/370', only conduit): \$330,000

Brick Pavers:

(Hoopskirt Alley) - 5,000 square feet | \$35 per square foot | total cost: **\$175,000**

(Alley South of Hoopskirt) - 4,000 square feet | \$35 per square foot | total cost: **\$140,000**

(Parking Lot North-East of Hoopskirt) - 9,900 square feet | \$35 per square foot | total cost: **\$346,500**

(Total highlighted) - 18,900 square feet | \$35 per square foot | total cost: **\$661,500**

(Parking Lot by Petals) - 11,400 square feet | \$35 per square foot | total cost: **\$399,000**

(Parking Lot North-West of Hoopskirt) - 9,900 square feet | \$35 per square foot | total cost: **\$346,500**

(Complete brick paver resurfacing) - 40,200 square feet | \$35 per square foot | total cost: **\$1,407,000**

Landscaping: 669 square feet | \$20 per square foot | **\$13,380**

Trees: number: 5-15 | \$600 per item | total cost: **\$3,000–\$9,000**

Planter (Small): number: 2 | \$360.39 per item | total cost: **\$1,081.17**

Planter (Large): number: 6 | \$2,513.94–3,041.34 per item | total cost: **\$17,720.64**

Awning Façade: number: 2 | \$ per item | total cost: ((This would likely be private investment))

Bench: number: 5 (2 Gretchens, 3 Wellspring | \$1,195.44–\$2,074.44 per item | total cost: **\$7,735.20**

Outdoor Dining Table: number: 5 | \$1,089.96 per item | total cost: **\$5,449.80**

Outdoor Dining Seats: number: 20 | \$615.30 per item | total cost: **\$12,306.00**

Dumpster Enclosure Build: number: 2 | \$30,000 per enclosure | total cost: **\$60,000**

Clinton Street to Park Avenue- Design



Clinton Street to Park Avenue- Design



Van Pelt Alley serves as a connecting corridor between the downtown and Charlevoix's upper South-side residences. The goal of corridor and rear building improvement is not just to create space for visitors, but to encourage increased downtown use from residents as well. As such, improvements made to our alleys and connecting paths should not just target the areas between the parking lots and Bridge Street, but extend all the way to our medium density neighborhoods as well. 61% of residents in the market snapshot responded that they visit downtown at least once a week, with a majority saying they visit frequently. Improving our corridors could make the downtown experience more enjoyable for those that use the paths often, and could possibly expand usage among the minority that don't often visit downtown (20.2% - every couple of weeks, 18.1% - less often).

Multiple changes to the built environment are recommended to make Van Pelt more desirable to pedestrian traffic. The first is the addition of brick pavers from State Street to Bridge Street. The pavers serve to better inform vehicular drivers that it is a shared space with pedestrians, increasing safety, while also amplifying the downtown aesthetic of the path, increasing visual appeal. Further enhancements to visual appeal include planted flowers lining the south side of the path, and a light pole just past the United Methodist Church. More focused on utility, the Corridor Vision also includes bicycling parking area behind the Circle of Arts building, giving those who preferred non-motorized transportation to driving or walking a formal place to park their bikes. This area would be separated from the present parking lot and white a stone wall, as seen just past the bicycles in the rendering.

Clinton Street to Park Avenue- Design



Van Pelt Alley between the Park Street Parking lot and Bridge Street has relatively high activity compared to other areas behind the Bridge Street buildings. While the businesses that inhabit this corridor (currently the Cantina, True North Interior Design, Salon Beautiful You, the Salad Fork, and Cherry Republic) can account for most of the high activity, it does serve a demonstrative purpose in that if there are activities and place-oriented amenities in our alleys, visitors and residents will better use them. Further, the success of these business away from US 31 also proves the viability of commercial expansion; the focus of downtown Charlevoix does not have to lay solely on Bridge Street.

At the time of studying our corridor and alley needs, Van Pelt Alley was severely underutilized and unattractive. There was little in the way of streetscape, with the only objects occupying the corridor including traffic cones, fencing and fencing. The sides of buildings ranged from lacking decoration to near blighted, with 217 Bridge Street (building on the left) lacking any facades or exterior improvements, and 221 Bridge Street (on the right) having boarded windows.

Improvements have occurred that vastly increased the condition of the alley since the first corridor vision. Planter boxes holding flowers now block the alley before the 4 way intersection, designating it as a zone for pedestrians (however, deliveries are still possible north-south through the corridor). A back-side façade has been added to 217 Bridge Street, and flags are now adorned on the side of this building. Since the previous photo, a pick-up eatery was added to the building, and tables in the alley allow for outdoor seating. 221 Bridge street also has a side façade, and serves as the exit for the Cherry Republic store. A pole with hanging string lights stands near the outdoor eating section of the Cantina. Changes proposed that are yet to be made include resurfacing to brick pavers,, and adding wooden beams over the alley between the two bridge street buildings.

Clinton Street to Park Avenue- Implementation



LEGEND



Brick Pavers



Brick Wall



Cement Surfacing



Landscaping



Tree



Street Light



Bike Rack



Potential
Parking
Garage

INVENTORY & COSTS - Complete regional cost - \$477,850

Brick Pavers: (6,630 EW, + 6,000 NS) 12,630 square feet | \$35 per square foot | total cost: **\$442,050**

Landscaping: 414 Square Feet | \$20 per square foot | **\$8,280**

Trees: number: 1 | \$600 per item | total cost: **\$600**

Brick Wall: 110 linear feet | \$172 per linear foot | total cost: **\$18,920**

Cement Surfacing: total cost: **\$500**

Street Light: number: 1 | \$6,000 per item | total cost: **\$6,000**

Bike Rack: number: (depends on model) | \$1500 per item | total cost: **\$1500**

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Zoning Ordinance Housekeeping

DATE: November 9, 2020

BACKGROUND

Attached is a list of minor updates to the Zoning Ordinance. Staff will provide a review of proposed changes at the meeting.

ATTACHMENTS:

- ▣ Zoning Ordinance Housekeeping

150.01 STATE CONSTRUCTION CODE; ENFORCING AGENCY.

(A) This Ordinance is enacted pursuant to P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et seq.).

(B) Pursuant to the provisions of § 9 of Public Act 230 of 1972, being M.C.L.A. § 125.1509, the Building Official of the city is hereby designated as the enforcing agency to discharge the responsibilities of the city under Public Act 230 of 1972, being M.C.L.A. §§ 125.1501 through 125.1531. The city hereby assumes responsibility for the administration and enforcement of said Act throughout its corporate limits.

153.005 DEFINITIONS

BUILDING HEIGHT. The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; when there is a dormer built into the roof, the height is measured to the midpoint of the dormer roof if the dormer(s) exceeds fifty (50) percent or more of the width of any side of the building; and to the average height between the eaves and ridge for a gable, hip and gambrel roof; ~~or~~ to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical and elevator equipment, and parapet walls designed solely to screen mechanical and elevator equipment (See § 153.146 of this chapter.)

153.040 DECISION OF THE BOARD.

(A) After a final hearing, the ZBA shall make a decision on an application or appeal. A copy of the Board's decision shall be transmitted to the applicant or appellant. Such a decision shall be binding upon the Zoning Administrator and observed by them, and they shall incorporate its terms and conditions in a permit to the applicant or appellant whenever a permit is authorized by the Board.

(B) Zoning Board of appeal decisions shall expire one year from the date of issuance, unless substantial construction has begun.

153.116 ACCESSORY BUILDINGS AND USES.

(A) *Accessory buildings and structures.*

(1) Authorized accessory buildings and structures may be erected as part of the principal building, may be connected to the principal building by a roofed breezeway or similar structure or may be completely detached from the principal building.

(2) Where an accessory building is attached to the principal building, it shall be considered part of the principal building for purposes of determining setback dimensions and building height. If, however, the attached accessory building is connected to the principal building by a roofed porch, breezeway or similar covered structure, it shall not exceed 16 feet in height, shall not be closer than 20 feet to the rear lot line and shall meet the front and side yard setback requirements of that zone district.

(3) In the R1 and R2 Single-Family Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted.

(4) Lots in the R1 and R2 Zone shall be permitted to have a secondary detached accessory building, such as a storage shed. Secondary accessory buildings shall meet all the requirements of this section and not exceed 200 square feet in area.

(5) No detached accessory building shall have a building footprint (length x width) greater than 2,000 square feet.

(6) The minimum distance between a principal building and detached accessory buildings shall be ten feet, and a minimum of ~~20~~-10 feet shall be provided between the sides of adjacent single family buildings and/or accessory structures.

(7) Detached accessory buildings and structures shall meet the following minimum setbacks.

(a) Rear yard: six feet from a rear lot line. Detached accessory structures that store vehicles adjacent to alleys or sidewalks shall not be closer than 15 feet from the edge of the alley or sidewalk surface.

(b) Side yards: an accessory building shall conform to the side yard setback requirements of the principal building, unless it is located in a street side yard, the minimum setback shall be 15 feet from the street side lot line.

(c) Front yard: an accessory structure shall not be located within any front yard.

(8) Detached accessory structures shall not exceed 16 feet in height.

(9) ~~Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure:~~

~~—(a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;~~

~~—(b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and~~

~~—(c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short or long term rentals for any length of time.~~

(10) Stand-alone carports are prohibited in all zones. Carports attached to existing structures shall meet the requirements of this chapter. Tents, wall tents, garages in a box and similar enclosures are prohibited.

(11) Permanent greenhouses shall be considered an accessory structure and meet the requirements of this section.

153.158 RENTING OF RESIDENTIAL PROPERTIES.

Renting of residential properties, including, but not limited to, homes, condos, apartments, townhouses, and duplexes, as short or long term rentals, regardless of the underlying zoning district, shall comply with the following standards.

(A) Short- and long-term renting of entire residential structures is permitted in any zoning district ~~providing all rentals comply with any applicable requirements of City ordinances.~~

(B) Signage shall be subject to the requirements of §§ [153.205](#) through [153.219](#)

(C) ~~Long-term renting within a residential structure is permitted, as long as the structure is owner-occupied.~~

(Prior Code, § 5.78) (Ord. 795, passed 11-5-2018; Ord. 801, passed 4-15-2019) Penalty, see § [153.999](#)

153.274 PUD REVIEW PROCEDURES.

- (C) Preliminary PUD plan ~~and rezoning.~~

153.170 BUILDING APPEARANCE.

(A) *Purpose.* The purpose of this section is to provide quality exterior architectural building styles and material standards to enhance the visual environment of the main corridor entries to the city, thereby improving property values and stimulating investment in the business districts. The provisions of this section are intended to promote quality architecture to ensure that buildings retain their value, protect the investment of adjacent landowners, blend harmoniously into the streetscape and create a positive image for business and the city.

(B) *Applicability.* This section shall apply to all new construction in the General Commercial (GC), Professional Office (PO) and Commercial Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. This section shall not apply to single-family detached and two-family residential structures. Architecture shall be reviewed by the Zoning Administrator or Planning Commission, as applicable, as a part of site plan review under the requirements of §§ [153.230](#) through [153.239](#) of this chapter.

- (C) ~~Prohibited building materials.~~

~~(1) Steel, or any other type of metal siding, is prohibited.~~

~~(2) Exposed, plain concrete block is prohibited.~~

- (D) All exterior materials shall comply with the following:

(1) Design standards. Buildings shall have architectural variety, but enhance the overall cohesive community character. At a minimum, the following standards shall be met.

(2) Buildings shall provide architectural features, details and ornaments such as archways, colonnades, cornices, peaked roof lines, hip returns, operable window shutters, transoms, gas lights or towers to accent and add interest.

~~(3) The use of flat and mansard roof types is prohibited. The use of a gabled or hip roof for the primary roof is required with a minimum roof pitch of 8:12 for new construction.~~ Repair of existing structures may utilize the existing roof pitch and roof design at the time of application.

~~(4)~~ Plazas, strip malls or similar types of commercial or office developments where multiple businesses are located within the same building shall provide at least one dormer, archway or similar feature per business or store front.

~~(5)~~ Building walls over 100 feet long shall be broken up with varying building lines, vertical architectural features, windows, architectural accents and trees.

~~(6)~~ Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture and color; and clearly identify the entry.

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(76) Building-mounted mechanical equipment shall be screened.

(E) *Site elements.* Signs and other site features shall be designed and located so they are aesthetically consistent and harmonious with the overall development. Sign bases shall be constructed of material which is compatible with the principal building. Mechanical equipment shall be screened.

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Pine River Drawings

DATE: November 9, 2020

BACKGROUND

At the request of the Planning Commission, the applicant has provided a revised set of drawings for review.

ATTACHMENTS:

- ▣ Pine River Drawings
- ▣ Pine River Drawings - 2

GENERAL NOTES:

1. USE MICHIGAN RESIDENTIAL CODE 2016 OR NEWEST ISSUE.
2. RESIDENTIAL R3
3. CONSTRUCTION - S9 COMBUSTIBLE UNPROTECTED

STRUCTURAL NOTES:

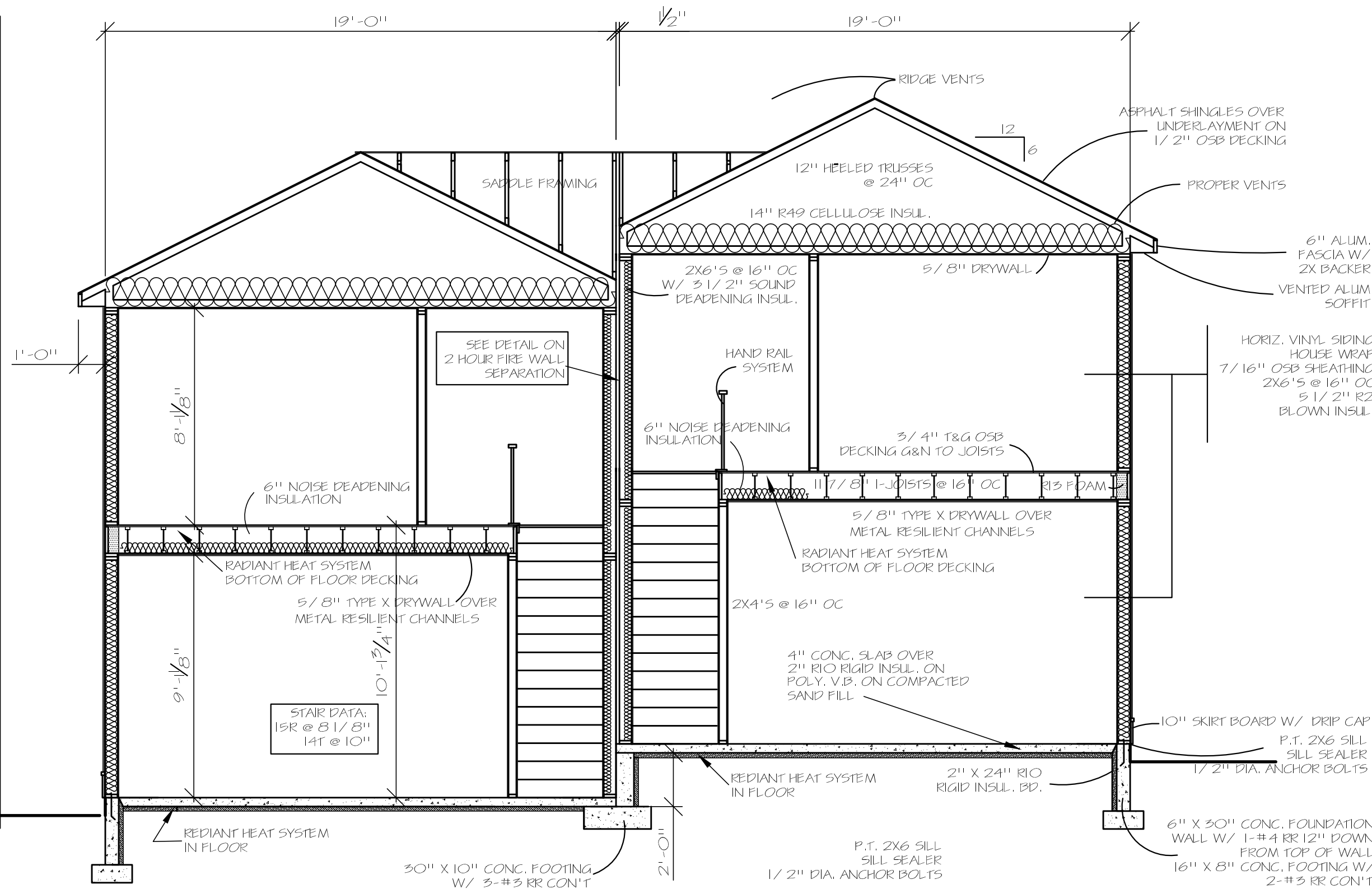
1. ALL BEAMS, HEADERS, COLUMNS, POSTS AND OTHER STRUCTURAL MEMBERS SHOWN, OR NOT SHOWN BUT REQUIRED ON THESE PLANS ARE TO BE SIZED BY MANUFACTURER, SUPPLIER, OR BUILDER FOR CORRECT LOAD BEARING CAPACITIES FOR SPANS SHOWN OR REQUIRED
2. FINAL ENGINEERED JOISTS SIZES, SPACING, LAYOUT AND BLOCKING ALONG WITH ALL ENGINEERED BEAM AND HEADER SIZES WILL COME FROM THE ENGINEERS AT THE COMPANY SUPPLYING THE ITEM.
3. ROOF TRUSS LAYOUT WILL BE FURNISHED BY THE TRUSS MANUFACTURER ALONG WITH THE CORRECT BRACING AND INSTALLATION INFORMATION. ALL TRUSS DRAWING WILL BE SEALED BY A REGISTERED ENGINEER.
4. ASSUMED SOIL CONDITIONS ARE 2000 PSF. SITE SOIL CONDITIONS MAY REQUIRE SOME OR ALL FOOTINGS TO BE RESIZED WITH ADDITIONAL REINFORCING ADDED. REVISION TO BE APPROVED BY CODES OFFICE
5. CONCRETE STRENGTH 3000 PSI AFTER 28 DAYS
6. CONCRETE SLAB ON GRADE 3,500 PSI
7. HURRICANE CLIPS ON ALL TRUSS / WALL CONNECTIONS
8. HOLD DOWNS, HANGERS CONNECTION PLATES ECT. WHERE REQUIRED SHOWN OR NOT SHOWN ARE THE RESPONSIBILITY OF THE BUILDER
9. LOADING REQUIREMENTS:
 - A. ROOF 47 / 10 / 7 L360
 - B. FLOOR 40 / 12 L360
 - C. DECK 60 / 12 L360
 - D. GROUND SNOW LOAD 60 PSF
 - E. EXPOSURE FACTOR 110"
 - F. BASIC WIND LOAD 90 MPH
10. BRACED WALL PANELS ARE FROM BOTTOM OF SILL PLATE TO TOP OF WALL PLATE
11. REFER TO PLAN FOR HEADER SIZE OVER BEARING WALL OPENINGS USE (2) 2X12'S IF NOT NOTED

ROOF / FLASHING

1. ICE / WATER SHIELD 24" UP ROOF FROM INSIDE OF EXTERIOR WALL TO EDGE OF OVERHANG
2. AT ALL VALLEYS AND ROOF SLOPE TRANSITIONS
3. AT DECK / WALL CONNECTIONS ALONG WITH METAL FLASHING WHERE REQUIRED
4. ROOFING MATERIAL WILL BE APPLIED OVER UNDERLAYMENT THAT THAT MEETS MANUFACTURERS REQUIREMENTS AND LOCAL CODE REQUIREMENT

ELECTRICAL / HVAC

1. MECHANICAL CONTRACTOR ASSUMES COMPLETE RESPONSIBILITY TO MEET OR EXCEED CODE FOR DESIGN AND PERFORMANCE OF ALL HVAC SYSTEMS
2. ELECTRICAL CONTRACTOR ASSUMES COMPLETE RESPONSIBILITY TO MEET OR EXCEED CODE FOR DESIGN AND PERFORMANCE OF ELECTRICAL SYSTEMS



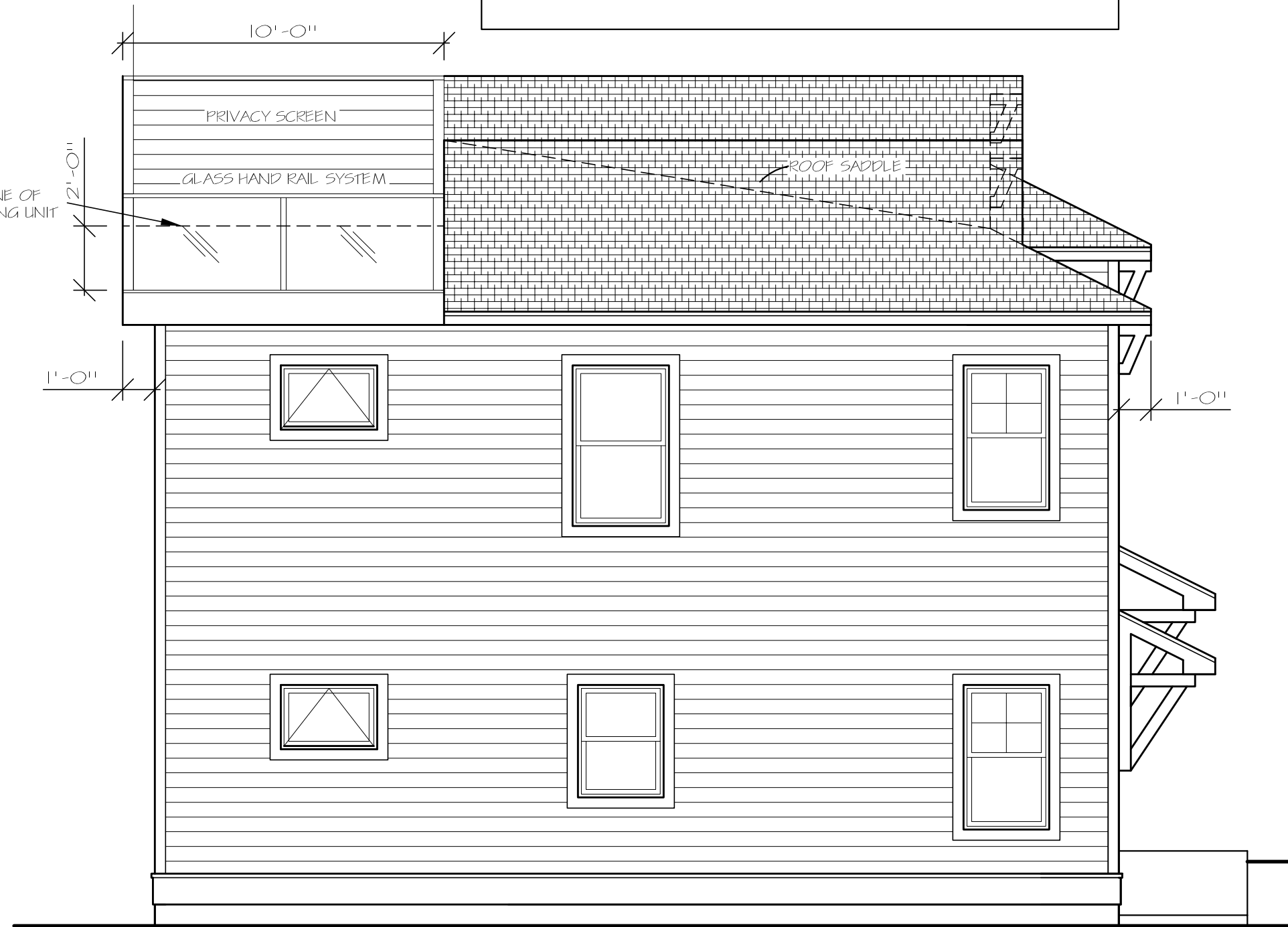
CROSS SECTION

1/4" = 1'-0"

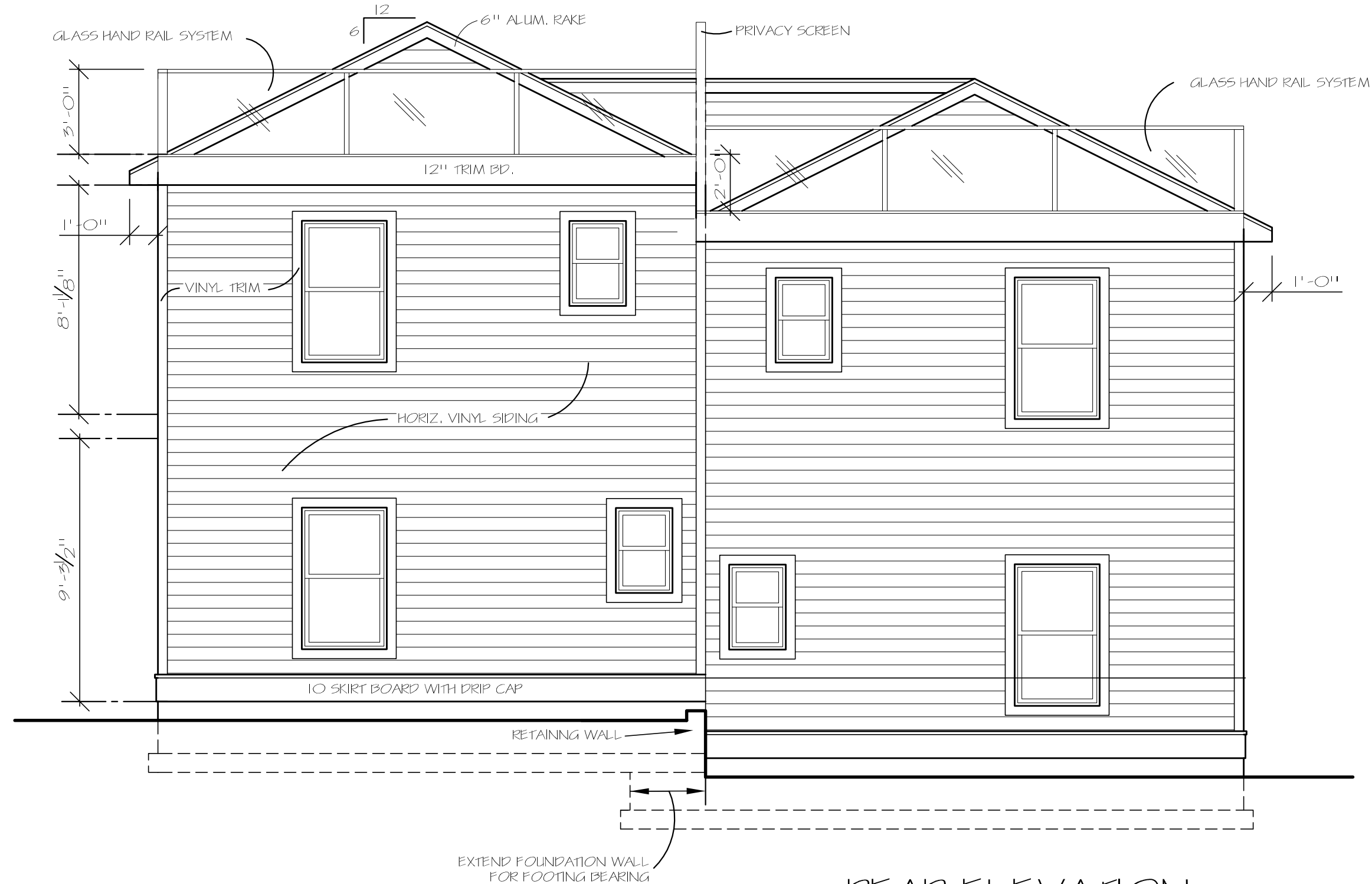
STAIR DATA:

--R @ -- SEE SECTION
11 T @ --

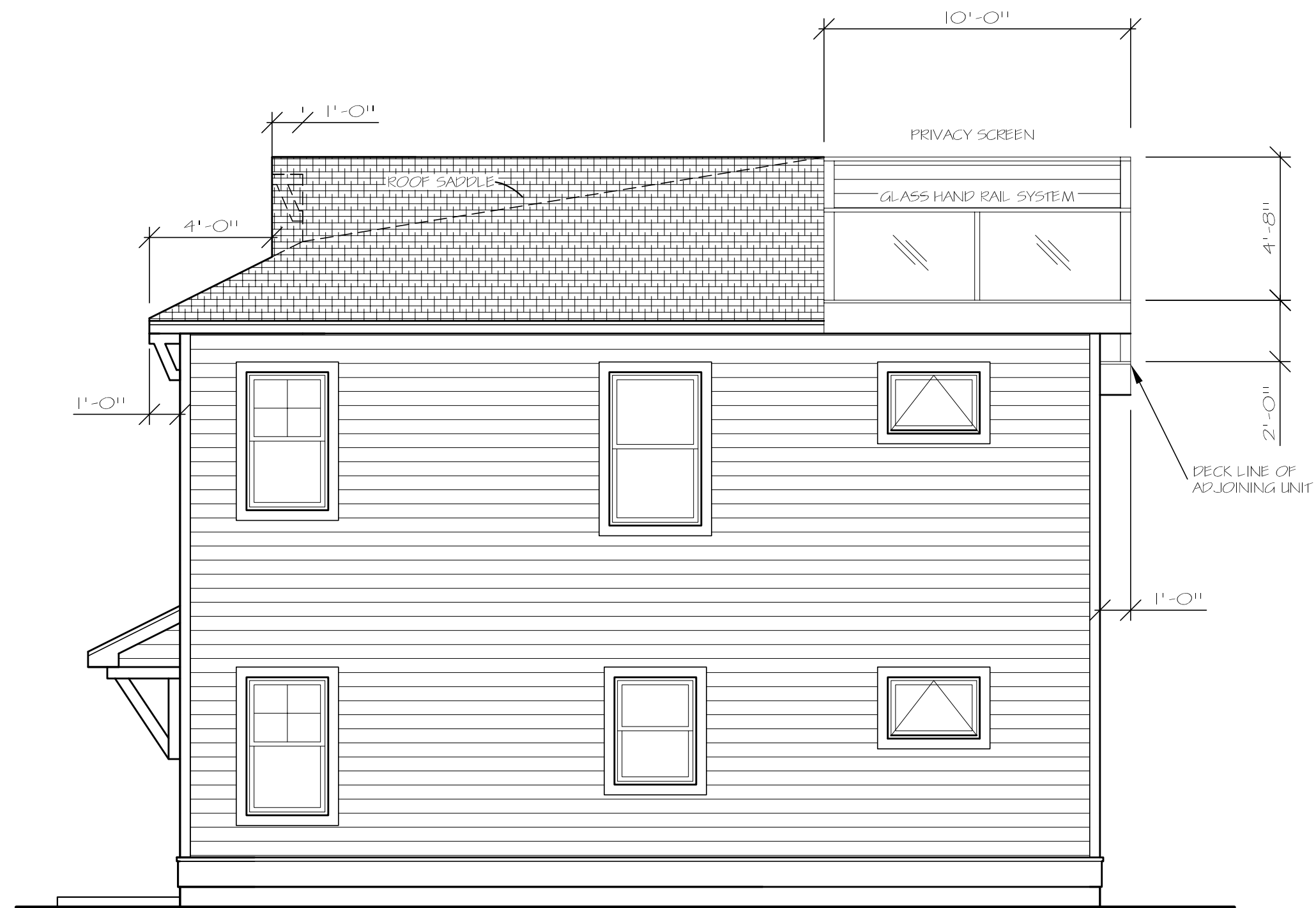
STAIR STRINGERS (3) 2X12'S
ACCESSIBLE SPACE UNDER STAIRS WILL HAVE 1/2" DRYWALL ON BOTH SIDES OF STAIR WALLS AND UNDER STAIRS.
STAIR & DECK HANDRAILS 34" - 36" VERT. ABOVE LINE CONNECTING LEADING EDGE OF TREADS.
CLEAR OPENING BETWEEN VERTICAL OR HORIZ. BALUSTERS MAX. 4"
TERMINATION OF EXTERIOR STAIRS WILL BE FASTENED TO MIN. P.T. 4X4 POSTS EXTENDING 24" BELOW GRADE AND SET IN CONC.



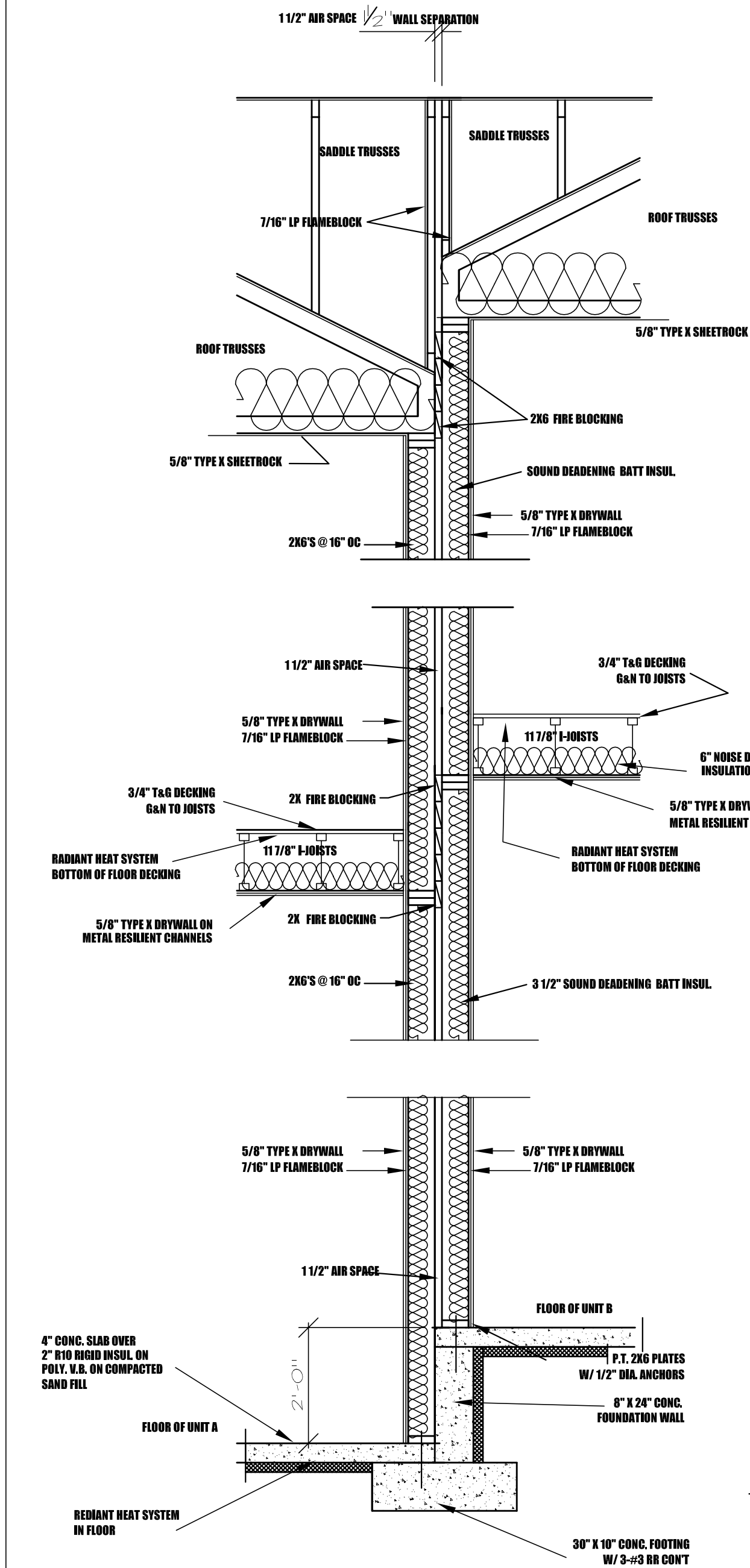
LEFT ELEVATION



REAR ELEVATION



RIGHT ELEVATION



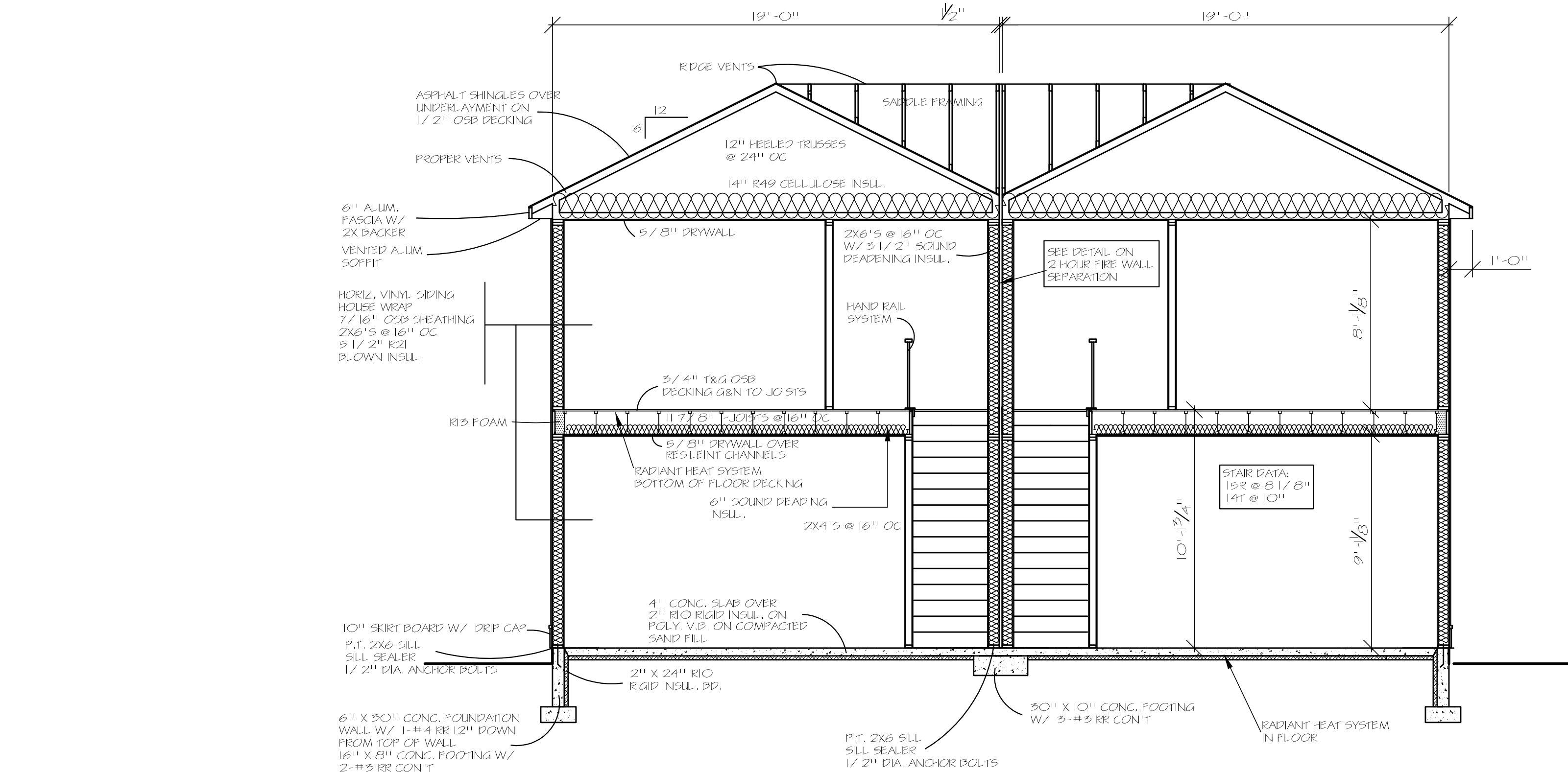
FIRE WALL DETAIL

SCALE 1/2" = 1'-0"
UL L1550 (TYPE A) 2 HOUR RATED

DESIGN & DRAWINGS BY
JERRY L. BAUMANN
RESIDENTIAL DESIGN
TRAVERSE CITY, MI 49606-5605
SINCE 1977

BUILT BY:
MIDTOWN DEVELOPMENT INC.
TRAVERSE CITY, MI.

REVISIONS:
MAY 14, 20
OCT. 26, 20
DATE:
NOV. 20, 19
SHEET NO.
A2



CROSS SECTION

1/4" = 1'-0"

GENERAL NOTES :

1. USE MICHIGAN RESIDENTIAL CODE 2016 OR NEWEST ISSUE.
2. RESIDENTIAL RS
3. CONSTRUCTION: 5# COMBUSTIBLE UNPROTECTED

STRUCTURAL NOTES :

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8. HOLD DOWNS, HANGERS CONNECTION PLATES ECT. WHERE REQUIRED SHOWN OR NOT SHOWN ARE THE RESPONSIBILITY OF THE BUILDER
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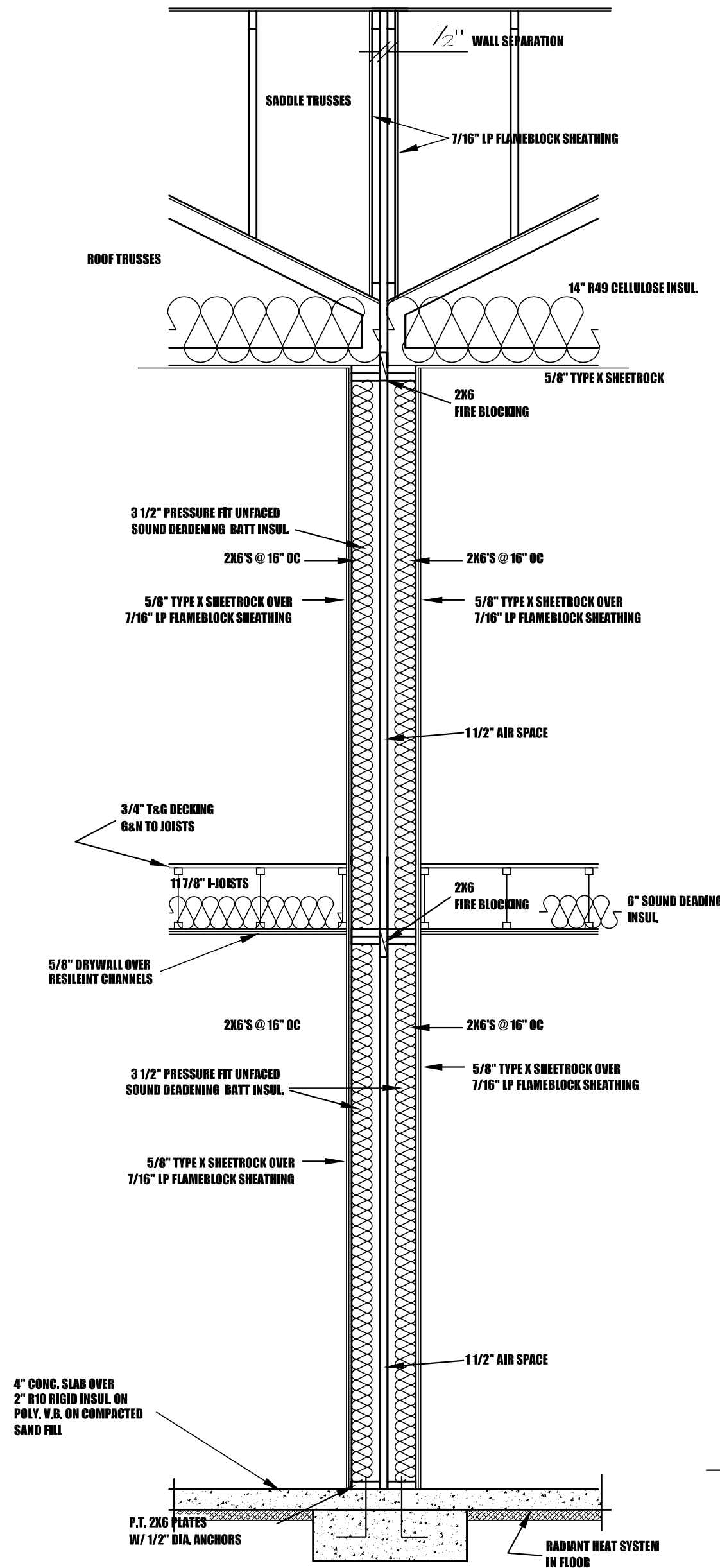
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2. ELECTRICAL CONTRACTOR ASSUMES COMPLETE RESPONSIBILITY TO MEET OR EXCEED CODE FOR DESIGN AND PERFORMANCE OF ELECTRICAL SYSTEMS

STAIR DATA

--R @ -- SEE SECTION
11 T @ --

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ACCESSIBLE SPACE UNDER STAIRS WILL HAVE 1/2" DRYWALL ON BOTH SIDES OF STAIR WALLS AND UNDER STAIRS.
STAIR & DECK HANDRAILS 34" - 36" VERT. ABOVE LINE CONNECTING LEADING EDGE OF TREADS.
CLEAR OPENING BETWEEN VERTICAL OR HORIZ. RAILLETERS MAX. 4"
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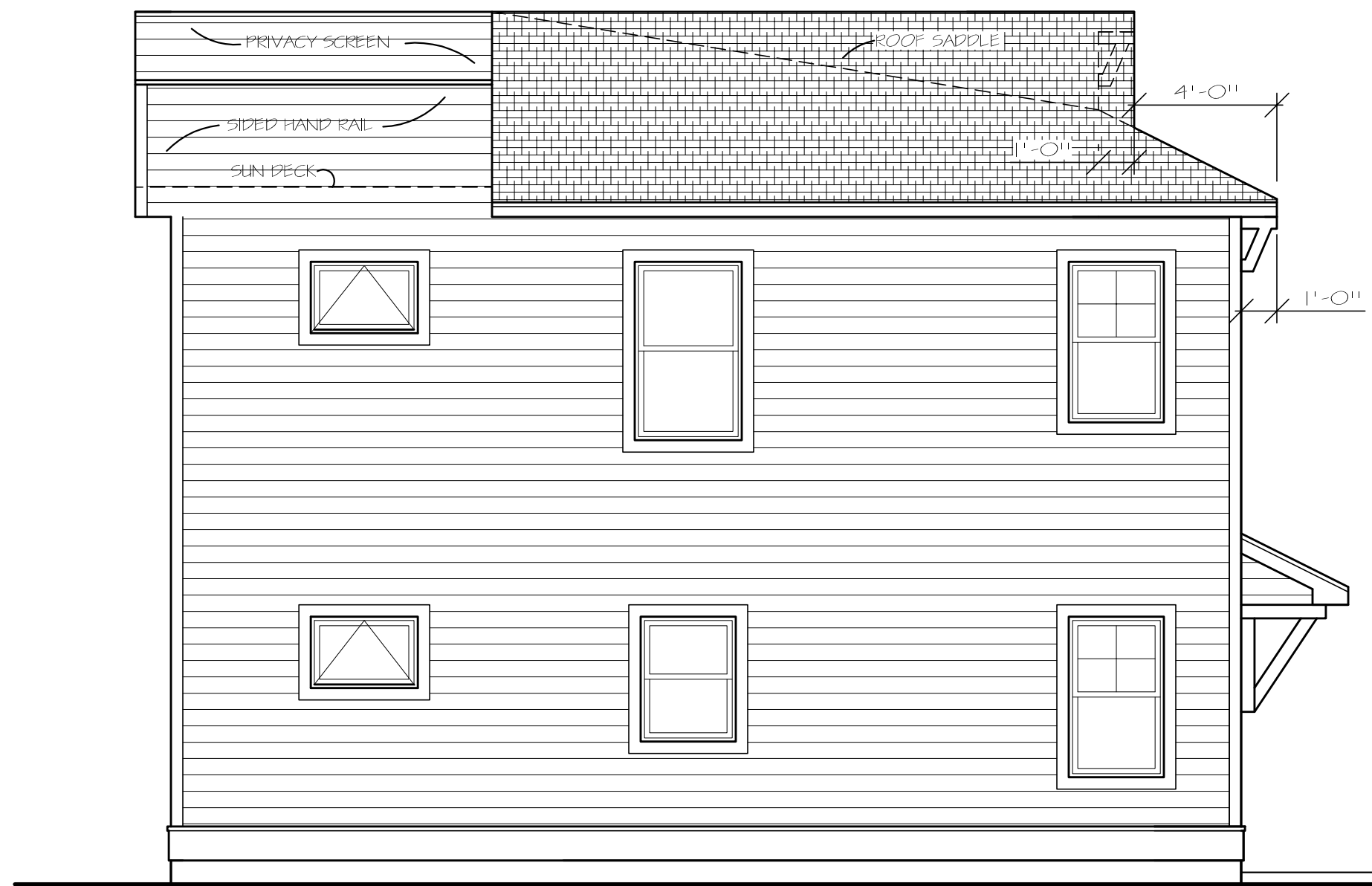


FIRE WALL DETAIL

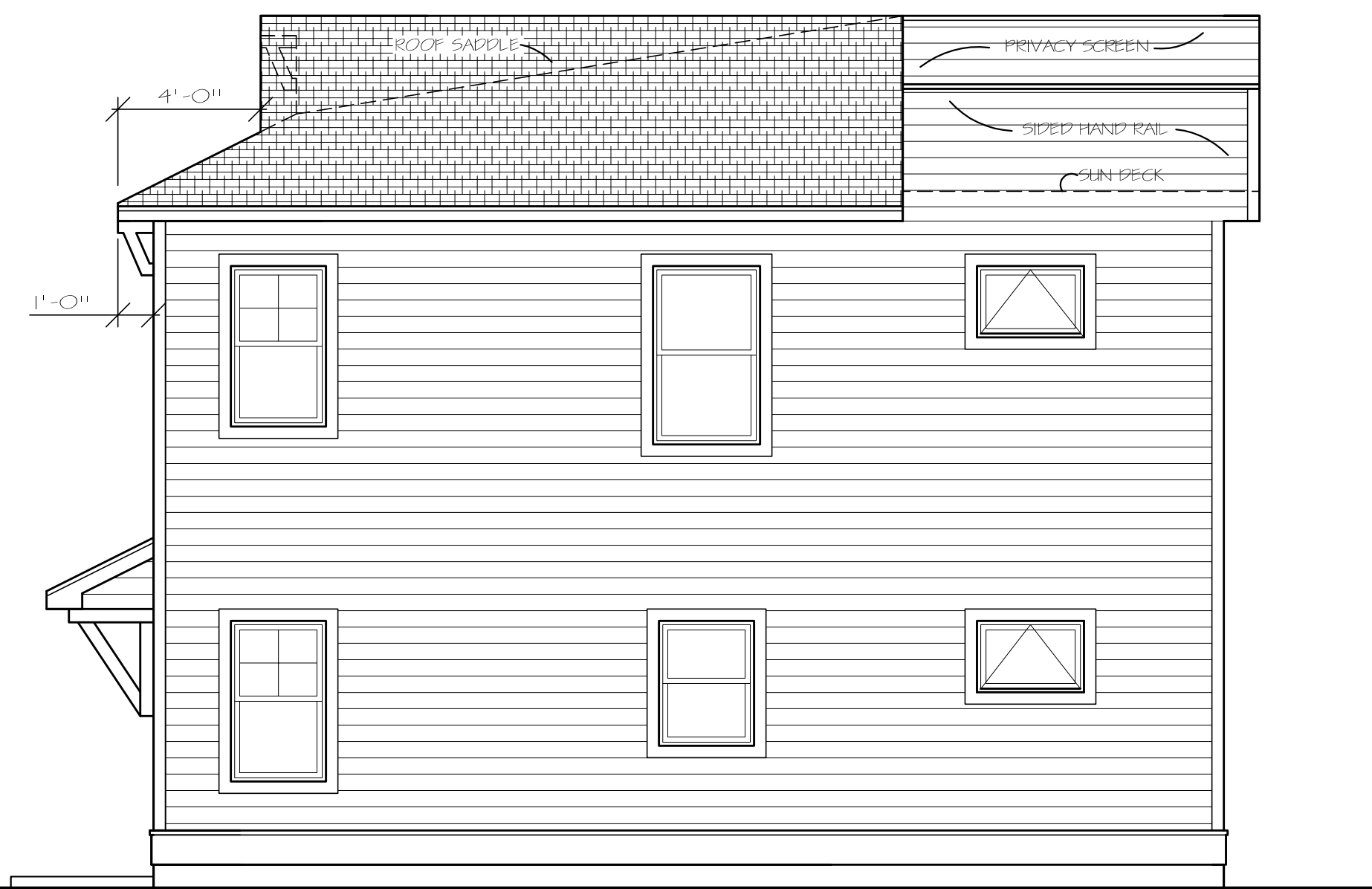
UL L350 (TYPE A) 2 HOUR RATING



REAR ELEVATION

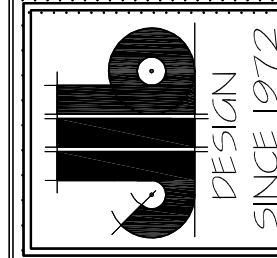


LEFT ELEVATION



RIGHT ELEVATION

DESIGN & DRAWINGS BY
JERRY L. BAUMANN
RESIDENTIAL DESIGN
TRAVERSE CITY, MI 49606-5605



BUILT BY:
MIDTOWN DEVELOPMENT INC.
TRAVERSE CITY, MI.

REVISIONS FOR:
RIVERWALK COTTAGES

REVISIONS:
MAY 12, 20

DATE:
MAY 12, 20
SHEET NO.

A2

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Jonathan Scheel

SUBJECT: International Property Management Code

DATE: November 9, 2020

BACKGROUND

Staff has provided the pages of the International Property Management Code that could be applied.

ATTACHMENTS:

- ▢ International Property Management Code

INTERNATIONAL PROPERTY MAINTENANCE CODE (excerpts)

SECTION 301 GENERAL

301.1 Scope.

The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and exterior property. *This chapter establishes minimum requirements for maintenance of property areas, premises and structures. The code deals with all types and all ages of structures; therefore, the criteria must be of a minimum nature, consistent with a reasonable level of protection for the health and safety of the occupants.

301.2 Responsibility.

The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control. *The owner is responsible for complying with the requirements of Chapter 3, except when the code places the responsibility on the occupants to keep their portion of the premises in a safe and sanitary condition. Simply stated, owners must provide a safe and sanitary property and premises when they let it for occupancy. Occupants must continue to keep it safe and sanitary while they occupy, control or use the property and premises.

301.3 Vacant structures and land.

All vacant structures and premises thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety. *Both vacant structures and vacant land present special concerns to communities. Because no one is living on these premises, they are often ignored by the owners. Consequently, this section establishes the code official's authority to order the cleanup of vacant lands and the securing of vacant structures that might present an attractive nuisance. When the owner fails to secure a vacant structure, Section 108.2 provides the code official with the authority to arrange for securing such buildings. Additionally, Section 110 authorizes the code official to pursue demolition of any structure that is deemed unreasonable to repair. When a structure is reasonable to repair, the code official is authorized to require the necessary repairs.

SECTION 302 EXTERIOR PROPERTY AREAS

302.1 Sanitation. All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or

controls in a clean and sanitary condition. *This section establishes a simple, straightforward requirement that exterior areas shall be clean and free from rubbish and garbage (see the definitions in Chapter 2). The code official may find that enforcement of this section is frequently neither straightforward nor simple. Each jurisdiction has neighborhoods within the overall community that have distinct characteristics. Deteriorated, low-cost housing may dominate in one area, while another has expensive, well-maintained housing units. Sanitation standards should be enforced uniformly and consistently.

302.2 Grading and drainage.

All premises shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon. Exception: Approved retention areas and reservoirs. *Improperly graded property areas create health and safety hazards. Stagnant water provides a home for many nuisance insects, especially the mosquito. Stagnant water next to a structure can cause mold growth, which can lead to the decay of wooden members. Pondered water is an attractive nuisance for children and has contributed to numerous drowning deaths. Stagnant water is foul or stale water. Regrading the premises may be necessary to prevent stagnant water. If regrading is not practical, some type of water-diversion system must be installed. Other solutions include replacing nonabsorbent soil with absorbent soil, installing underground drain tile or building an underground leaching pit. Soil erosion can be a nuisance if material is being deposited in drainage systems or on adjacent properties, and is an indication of improper grading. Planting and maintaining an acceptable ground cover generally prevents erosion. As indicated by the exception, water retention areas or reservoirs are permitted by the code even though they may contain stagnant water; however, the code official must approve their use.

302.3 Sidewalks and driveways.

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions. The code official is authorized to require that all sidewalks, walkways, stairs, driveways, parking spaces, etc., are usable and kept in proper repair. Walking surfaces that have deteriorated to a condition that presents a hazard to pedestrians must be repaired or replaced to eliminate the hazard and thus reduce the potential for accidents or injuries.

302.5 Rodent harborage.

All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation. *Rodents carry disease organisms in their feces and on their bodies. The code official must require the extermination of all rodents by approved processes. All harborage areas should be eliminated by removing piles of rubbish, towing or repairing inoperable cars and cutting back weeds. Garbage should be stored in solid containers with tightfitting lids and disposed of regularly.

302.6 Exhaust vents. Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another tenant. *There are three common problems associated with exhaust vent discharges:

1. Odor problems caused from exhaust gases emanating from business and industrial properties;
2. Noise problems created by exhaust vents; and
3. Health and safety problems created by exhausts that contain hazardous or potentially hazardous discharge. To reduce these problems, exhaust vents are prohibited from discharging directly on abutting or adjacent public and private property.

302.7 Accessory structures.

All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair. *Accessory structures must be maintained in accordance with the criteria established by this section. Property owners often give detached garages, sheds, fences, retaining walls and similar structures a lower maintenance priority than the primary structure; thus, these structures are frequently in disrepair. A thorough inspection of all property areas and accessory buildings is necessary to identify violations of the code and to improve a neighborhood's appearance.

302.8 Motor vehicles.

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle, boat or trailer shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth. Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes. *Improper storage of inoperable vehicles can be a serious problem for a community. The vehicles are unsightly, clutter the neighborhood, provide a harborage for rodents and are an attractive nuisance for children. This section establishes criteria for acceptable vehicle storage. No inoperable or unlicensed vehicles are permitted on a property unless approved in other regulations adopted by the community. This regulation addresses two problems associated with vehicle storage and repair: The blighting influence that improperly stored inoperable vehicles have on a neighborhood; and The neighborhood mechanic who attempts to operate a vehicle repair business from home. Major vehicle repairs are permitted, but only if the work is performed in a structure designed and approved for such use. Of course, this regulation does not affect the storage of vehicles on property that complies with applicable zoning or license requirements, such as repair garages, salvage yards and similar establishments.

302.9 Defacement of property.

No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti. It shall be

the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

*Graffiti, carving and damage is a problem that plagues exterior surfaces of walls, fencing and sidewalks in cities and towns of all sizes. This problem begins as an eyesore and can result in serious consequences, including declining property values and degradation of the structures' ability to repel rain and snow. It must be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

SECTION 304 EXTERIOR STRUCTURE

304.1 General.

The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare. *The exterior of structures must perform four primary functions:

1. It must be in good repair. There should be no evidence of deterioration, or damaged or loose elements.
2. It must be structurally sound. There should not be any loose or collapsing pieces. Stairways, porches, balconies and similar structural elements must safely perform their intended functions.
3. It must be kept in a sanitary condition. There shall be no accumulation of litter or debris on porches and other parts of the exterior structure.
4. It must be capable of preventing the elements (rain, snow and wind) and rodents from entering the interior areas.

304.1.1 Unsafe conditions.

The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
5. Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects;

6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not anchored to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly anchored or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of deterioration or fatigue, are not properly anchored or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects; or
13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly anchored, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an approved method.
2. Demolition of unsafe conditions shall be permitted when approved by the code official. * The purpose of these requirements is to set out general and specific delineations in a building or structure that would make it unsafe. These delineations allow the code official more specific references to conditions that characterize an unsafe building or structure.

Section 304.1.1 describes in detail unsafe conditions related to the exterior of the structure to provide the code official the ability to require replacement or repair.

Item 1 indicates that if the strength of the structural member is exceeded by either the nominal loads or load effects, the condition is to be regarded as unsafe. Nominal strength and load effects, as defined by

the IBC and Items 2-13 of this section, are when a structure or component is regarded as incapable of performing its intended function thus becoming unsafe.

Item 2 deals with required strength of connections between structural members. More specifically each connection must be able to resist nominal loads and load effects; otherwise, the building or affected portion thereof is to be regarded as unsafe. Anchorage of various elements of a structure is essential to its stability. When anchorage is not capable of transferring the intended loads, the structure or component is said to be unsafe.

Item 3 specifies that any condition beyond which a structure or member becomes unfit for service and is judged to be no longer useful for its intended function is to be unsafe. This includes its serviceability limit and strength limit state. Limit state as defined by the IBC is a condition beyond which a structure or member becomes unfit for service and is judged to be no longer useful for its intended function (serviceability limit state) or to be unsafe (strength limit state). Any structure reaching this state is said to be unsafe. Since weather penetration can degrade structural components.

Item 4 specifies that if any joint in the building envelope allows weather to penetrate, it may be used as a basis to classify the structure as unsafe. This may be, in and of itself, the basis for the classification. However, supporting evidence of deterioration caused by the penetration would add weight to the characterization as unsafe.

Item 5 addresses structural members. Structural members are essential to the structural integrity of any building. If any structural member is deteriorated to the point that it cannot safely support the nominal loads, the building may be regarded as unsafe.

Item 6 addresses foundations. Foundation systems are essential to the structural integrity of any building. If any portion of any foundation system is not supported by adequate soil or is not plumb as intended to distribute the loads or has cracks or breaks or inadequately anchored, the building may be regarded as unsafe.

Item 7 addresses exterior walls. Exterior walls are essential to the structural integrity of any building. If any portion of any exterior or bearing wall system is not supported by adequate foundation or is not plumb as intended to distribute the loads or has cracks or breaks or inadequately anchored, the building may be regarded as unsafe.

Item 8 addresses roofing and roofing components. Since weather penetration can degrade structural components, this section specifies that if any roof component allows weather to penetrate, it may be used as a basis to classify the structure as unsafe. This may be, in and of itself, the basis for the classification. However, supporting evidence of deterioration caused by the penetration would add weight to the characterization as unsafe. Additionally, any structural component of the roof assembly not capable of supporting design loads is a basis for classifying as unsafe.

Item 9 addresses flooring and flooring components. Walking surfaces in floors with fatigue, defects or deterioration are a basis for determining that a building or structure is unsafe. If a floor may collapse due to any of these conditions it is likely to cause harm or injury, it may be regarded as unsafe.

Item 10 addresses exterior wall facings. Decorative features either inside or outside that may become detached and fall is a basis for classifying a building or portion thereof as unsafe. Lateral movement, such as an earthquake or wind, may cause any feature such as this to fall if not secured properly.

Item 11 addresses overhangs and projections from a building. As with decorative features, any overhang, extension, projection, such as trash chutes, canopies, marquis, sign, etc., that is not anchored properly and can fall is a basis for declaring that an unsafe condition exists.

Item 12 addresses exterior stairs, decks and similar appurtenances. Exterior stairs, decks, porches, balconies, and all similar appurtenances are all portions of a means of egress system and as such represent a significant safety concern if left in an unsafe condition. Should any of these elements of a means of egress system become structurally unsound, the building or portion thereof may be regarded as unsafe.

Item 13 addresses chimneys, cooling towers and similar appurtenances. As with decorative features and other appurtenances, chimneys, cooling towers, smoke stacks or similar large vertical elements that become structurally unsound may be regarded as unsafe.

Exception 1 is to recognize that a qualified entity could substantiate an alternative method or material that meets the purpose and intent of the code. This alternative would need to be approved by the code official. An engineering study that substantiates the structural integrity in a rational analysis may be the basis for accepting a contention that the building is not unsafe.

Exception 2 allows for the option of demolition of an unsafe condition to a building owner subject to the code officials approval. If the building or structure or portion thereof is demolished, and does not exist, the condition is considered to be resolved.

304.2 Protective treatment.

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement. *Other sections of the code require items such as walls, doors, windows and architectural trim to be maintained in good repair and condition. This section makes it

clear that if paint or other protective covering or treatment is used to provide protection from the elements, it cannot be peeling, flaking or chipped. Additionally, buildings with deteriorated paint or with masonry joints and siding in disrepair or not weather tight will eventually decay and exert a blighting influence on the community.

304.4 Structural members. All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads. *Building components that must support other building components are considered to be structural. Structural members must be kept sound and capable of supporting all of the dead and live loads imposed upon them. Dead loads are the loads created by the structure itself. The footing must adequately carry the load of the foundation, beams, joists, walls, roof and other similar members located above it. Live loads are the weights that are added to the finished structure. Live loads include furniture, appliances, equipment and other items added to the inside of the building. Snow, rain, ice and wind are environmental conditions that are also considered live loads in the code. When the occupancy of a structure changes, it presents a special concern to the code official. A commercial building converted to an industrial occupancy may have a large increase in the expected live loads the structural members must carry. The code official should work with structural engineers, architects and other design professionals to assess the anticipated load-bearing capacity of the stairways, porches and other load-bearing members before permitting changes in the occupancy of the building.

304.5 Foundation walls.

All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests. *The foundation must safely support the entire structure. Minor problems left uncorrected can become major. Major foundation problems can result in collapse of the structure. Minor damage includes hairline cracks, loose and flaking mortar and surface deterioration of cement blocks and poured concrete walls. Major damage includes large horizontal and vertical step cracks, and large areas of missing foundation material (see Figure 304.5). Three of the most frequent causes of foundation failure result from damage caused at the time of construction, soil problems (settling, sliding, heaving and expanding) and the effects of water. Water entering the foundation through cracks, holes or breaks can freeze and expand, causing damage to the foundation. The code official should order replacement of structural elements when major damage has occurred and should order appropriate maintenance, such as tuckpointing, if the damage is only minor. All conditions that permit entry of rodents or other pests must be corrected.

304.6 Exterior walls.

All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration. *Holes, cracks, decayed wood or any other condition that permits rain or dampness to enter the structure must be repaired. Exterior surface materials must be properly coated to prevent deterioration if they are not naturally decay resistant. Many materials do not require surface coating, including: certain metals

(aluminum, copper, etc.); masonry products (bricks, stone, stucco, etc.); naturally decay-resistant woods (redwood, cedar, etc.); and woods that have been treated with chemicals to prevent decay.

304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roofwater shall not be discharged in a manner that creates a public nuisance. *A secure, nonleaking roof is necessary to keep a building properly maintained. Even small leaks can cause thousands of dollars in damage to insulation, plaster, studs and joists. Roof leaks usually occur along valley areas, around plumbing vents, chimneys, dormers and other penetrations through the roof. Water runoff should be diverted away from the structure to prevent damage to the foundation and other structural elements. Runoff must be diverted away from neighboring properties, public sidewalks, alleys and streets to prevent nuisance problems. Two problems that can result from improper water runoff are flooding of basements and standing water or ice buildup on sidewalks, alleys and streets. Drains, gutters and downspouts must be kept in working order so that water runoff is properly diverted.

304.8 Decorative features. All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition. *Exterior decorative features require regular maintenance to prevent their deterioration and to keep them from falling from the building.

304.9 Overhang extensions. All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment. *Most problems related to overhang extensions, especially signs, marquees, fire escapes and awnings, are a result of deterioration at the points where they are anchored to the building. Anchorage points should be carefully inspected on a regular basis. Fire escapes, standpipes and exhaust ducts serve the critical functions of providing proper exiting, fire protection and the removal of exhaust products. Regular maintenance is important for their continued compliance with the code.

304.10 Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads. *Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads. Regular maintenance is required to keep stairs, decks, porches and balconies in good repair so they do not become a hazard to occupants or visitors. Positive anchorage of elevated decks and exterior stairs that may be subject to collapse is especially important. The IBC shall be consulted for required live loads that these elements are typically required to support.

304.11 Chimneys and towers. All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weathercoating materials, such as paint or similar surface treatment. Chimneys, towers of all types and other similar appurtenances are frequently ignored until they become nonfunctional or are in danger of collapse. Because of the corrosiveness of the exhaust gases, chimneys and smokestacks often deteriorate on the inside first. The code official should examine chimneys and towers for excessive rust, loose or missing mortar and cracked or disintegrating bricks. Occasionally, deterioration may become sufficient to prevent the chimney or smokestack from operating properly. Obstructed chimneys have caused numerous carbon monoxide deaths. If fuel-burning appliances vent into chimneys or smokestacks, the code official should see that the exhaust gases are being properly conveyed to the chimney, including the connection of the vent to the chimney. Weather-coating materials may be applied periodically to reduce the effects of the elements on these items.

304.12 Handrails and guards. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. *This section provides for the safety and maintenance of handrails and guards.

304.13 Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight. *All windows, skylights and doors must be installed in their frames so that they are weather tight (i.e., able to prevent wind, rain or other elements from entering the structure). A workmanlike installation will provide appropriate protection while maintaining operational capability.

304.13.1 Glazing. All glazing materials shall be maintained free from cracks and holes. *All glass is to be maintained without open cracks or holes, which can admit wind and moisture. Defective glass poses hazards to occupants.

304.13.2 Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware. *Windows that have broken or are missing hold-open hardware create a dual hazard. First, windows without hardware are frequently propped open with sticks and other objects. These objects can be dislodged and cause the windows to fall, causing bodily injuries. Second, in the event of a fire, occupants are at an increased risk if windows cannot be readily secured in an open position. People have died because of inoperable windows, even though they could have easily broken the windows and escaped. It is advisable for the code official to check windows to make sure they open properly and remain open with their own hardware.

304.14 Insect screens. Throughout the year every openable window in a residential structure and every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a selfclosing device in good working condition. Exception: Screens shall not be

required where other approved means, such as air curtains or insect repellent fans, are employed.

*Screens reduce insect infestations. Communities shall establish the number of months screens must be used on windows and doors to accommodate the time period that insects are active. Insect populations become dormant or die during the cold season; thus, screens would not be required during cold months. The code official shall strictly enforce the use of tight-fitting screens (not less than 16 mesh per 25 mm) in any food preparation, storage or service area. Improper insect protection in these areas can lead to large-scale contamination of food supplies. As indicated in the exception, air curtains, insect repellent fans or similar systems may be accepted. The code official must be sure that such a system is operational and employed whenever the doors and windows are open. Although permitted for any opening, these systems are useful for openings that are difficult to screen properly, such as out-swinging doors.

304.15 Doors. All exterior doors, door assemblies and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3. *All exterior doors, door assemblies and hardware must perform their intended functions properly (i.e., open and close easily and keep out the elements). Locks must be readily released without keys, special knowledge or effort in accordance with Section 702.3. Security locks that comply with this requirement must function to secure the door as well. Malfunctioning or sticking locks that cannot secure the door may also impede egress because of difficulty in operation or release.

304.16 Basement hatchways. Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water. *Basement hatchways must prevent rain, water and rodents from entering the structure. When maintenance is ignored, wood members (including doors) decay, metal doors and latches rust and hinges break. Drainage must be provided to prevent water from accumulating around hatchways and leaking inside the structure.

304.17 Guards for basement windows. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against the entry of rodents. *Basement windows are especially susceptible to the entry of the Norway rat, one of several rodents that frequently nest in the ground near structures. Ratproof shields, screens, storm windows or other protective materials must be installed on windows capable of being opened to eliminate their use as an entry point.

304.18 Building security. Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within. *This section establishes criteria for providing security for occupants of dwelling units, rooming units and housekeeping units that are rented, leased or let.

304.18.1 Doors. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a lock throw of not less than 1 inch (25 mm). Such deadbolt locks shall be installed according to the

manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock. *Everyone has a right to feel safe in their own dwelling; therefore, the installation of locking hardware to secure entry doorways is essential. When installed for security purposes, however, locks and latches can intentionally prohibit the use of an egress door and thus interfere with or prevent the egress of occupants at the time of an emergency, such as a fire. The ability of occupants to easily egress a building in case of a fire or emergency situation is a primary concern to help prevent the loss of human life. Examples of special knowledge would be a combination lock or an unlocking device in an unknown, unexpected or hidden location. Special effort would require unusual and unexpected physical ability to unlock or make the door fully available for egress.

304.18.2 Windows. Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a window sash locking device. *In order to coordinate the provisions of the code with the U.S. Housing and Urban Development Department (HUD) housing quality standard requirements for rental properties, a height requirement of 6 feet (1827 mm) above the ground was established for windows. This could be considered a security concern, thus dictating the need for window locks.

304.18.3 Basement hatchways. Basement hatchways that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry. *Windows to basements are equally problematic from a security point of view and, therefore, need to be equipped with locking devices to provide security for the units.