

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

MONDAY, JANUARY 11, 2021 AT 6:00 PM in the Via Zoom (Instructions Included)

- A. Call to Order/Pledge of Allegiance
 - 1. Zoom Log-in Information
- B. Roll Call
- C. Inquiry into Potential Conflicts of Interest
- D. Approval of Agenda
- E. Approval of the Minutes
 - 1. December 14, 2020 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Election of Officers
 - 2. 2021-1 Site Plan Review Amendment: 120 Michigan Avenue
 - 3. Capital Improvements Plan Draft
 - 4. Carpenter Street Dog Park Conceptual Design
 - 5. Resolution to Hold Joint Meeting in 2021
 - 6. Accessory Dwelling Unit Report
- H. Old Business
 - 1. Charlevoix County Housing Ready Program Follow Up
- I. Staff Updates
- J. Requests For Next Months Agenda or Research Items
- K. Adjournment by 8:00 p.m. 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 Log-in Information

DATE: January 11, 2021

BACKGROUND

Due to the ongoing restrictions by the Michigan Department of Health and Human Services, the meeting will be held virtually in accordance with the Michigan Open Meetings Act.

Topic: Charlevoix Planning Commission

Time: Jan 11, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94242148346>

Meeting ID: 942 4214 8346

One tap mobile

+13126266799,,94242148346# US (Chicago)

+16465588656,,94242148346# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

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Meeting ID: 942 4214 8346

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

CITY OF CHARLEVOIX

Approval of the Minutes

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: December 14, 2020 Minutes

DATE: January 11, 2021

BACKGROUND

December 14, 2020 Draft Minutes

ATTACHMENTS:

- ▣ December 14, 2020 Draft Minutes

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
210 STATE STREET
Monday, December 14, 2020 - 6:00 p.m.

A. Call to Order

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

B. Roll Call

Chair	RJ Waddell (from Charlevoix)
Members Present:	Reid Beegen, Sherm Chamberlain, Toni Felter, David Gray, Mary Millington, Jennifer Muladore (all members participating from Charlevoix)
Members Absent:	Dennis Halverson
Staff Present:	Jennifer Neal, Planner; Johnathan Scheel, Zoning Administrator; Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. November 9, 2020 Meeting Minutes

Motion by Member Chamberlain, second by Member Muladore to approve the minutes of November 9, 2020 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Hearing: Zoning Ordinance Amendment – Housekeeping

Chair Waddell stated that the amendment included small corrections and items changed for clarity. Zoning Administrator Scheel stated that he and Planner Neal would be bringing forward another possible amendment regarding metal siding and cement block structures in the downtown, and some design standards for downtown.

The public hearing was opened and closed as there were no public comments.

Motion by Member Gray, second by Member Beegen to recommend adoption of the amendment to the City Council as presented. Motion passed by unanimous voice vote.

2. Charlevoix County Housing Ready Program Presentation

Steve Schnell, Program Director of the *Charlevoix County Housing Ready Program*, described the functions of the *Housing North* organization and the *Housing Ready Program* and provided a presentation regarding the Program, the City's *Housing and Business Park Initiative*, homesforourfuture.org website, and the Deed Restriction Program.

Mr. Schnell identified housing challenges for Charlevoix and described possible methods used to create more housing opportunities for year-round occupancy including community land trusts, shared equity, and deed restrictions which would require property to abide by certain requirements such as year-round residences or workforce housing.

Member Chamberlain stated that streamlining the approval process for new developments or re-development especially at the State level would eliminate what is often a burden. He referenced vacant property on US 31 across from the Dairy Grille that would be a very suitable location for apartments for young working families, and the Charlevoix Housing Commission property that could be used for workforce year-round housing.

Mr. Schnell stated that he could send the Commission a list of the various tools that could be used to incentivize year-round workforce housing. Planner Neal stated that Mr. Schnell was looking for some direction from the Planning Commission on incentives that might be incorporated into a plan for workforce housing and any direction to staff on moving forward.

3. Economic Development Strategy Draft

Community Development Fellow Martin presented a draft of an updated Economic Development Strategy that draws upon the data and initiatives of past plans while reflecting the modern changes in priorities, policies, and projects. A current Economic Development Strategy is a core requirement of the *Redevelopment Ready Communities (RRC) Program*.

Mr. Martin stated that the Planning Commission should discuss the current challenges which include the aging population, departure of youth, employment type variety challenges, employment deficits and seasonal opportunities. Also, the goals which include building better housing opportunities, extending the shoulder season, expanding opportunities for remote workers, pursuing available opportunities, greater partnership building, capturing revenue from US 31, and retaining and attracting businesses and entrepreneurs. Mr. Martin stated he would present this draft to the Downtown Development Authority within the next month and then to City Council in January.

Member Chamberlain felt they would need to bring the Chamber of Commerce into the conversation as well. Mr. Martin stated that a body needed to annually update or report on this document and he felt the Planning Commission could take on this task with staff updating the document throughout the year.

4. 2021 Meeting Schedule

Chair Waddell stated that he did not see any conflicts with the proposed 2021 Meeting Schedule. Motion by Member Felter, second by Member Chamberlain to adopt the 2021 Meeting Schedule. Motion passed by unanimous voice vote.

H. Old Business

I. Staff Updates

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

Planner Neal stated that normally they do the election of officers in January. She stated that in years past the Commission had also conducted an annual review of the By-Laws. She also anticipated continuing the housing discussion and they were waiting to hear from the Conservancy about the Zoning Ordinance review.

Chair Waddell recalled that the Zoning Administrator was to do a presentation in January about accessory buildings since it has been two years since they had approved accessory buildings and City Council questioned whether they plan on modifying the regulations or expanding it to other zones in the City. He felt that the discussion on the By-Laws could be postponed until February.

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

Motion by Member Felter, second by Member Gray to adjourn the meeting. Meeting adjourned at 7:14 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Election of Officers

DATE: January 11, 2021

BACKGROUND

January is the traditional month to conduct the annually required "Election of Officers".

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: 2021-1 Site Plan Review Amendment: 120 Michigan Avenue

DATE: January 11, 2021

BACKGROUND

The applicant, Shoreline Architecture & Design, has applied for an expansion of facilities at 120 Michigan Avenue. The request requires a Level B Site Plan Review Amendment.

ATTACHMENTS:

- ▣ 2021-1 SPR Cover Sheet
- ▣ 2021-1 SPR Application



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE:	<u>Level B Site Plan Ammendment Review 2021-1 SP:</u>	
PUBLIC MEETING DATE:	January 11, 2021	6:00PM
EXHIBITS:	1. Site Plan Review application. 2. Site Plan provided by applicant. 3. Department Head statements 4. City of Charlevoix Zoning Ordinance.	

I. GENERAL INFORMATION:

Applicant:	Shoreline Architecture & Design
Property Owner:	Silva Property Management 1005 N. Stevenson Hwy Royal Oak, MI 48067
Requested Action:	Level B Site Plan Amendment Approval for Expansion of Facility
Zoning:	CM, Commercial Mixed Use
Project Location:	120 Michigan Avenue
Project Site Size:	39,436 Square feet
Existing Land Use:	Motel/Hotel
Adjacent Land Uses:	The property across Michigan Ave to the west are a bed and breakfast and residential. The property to the east is residential while the property to the north (across East Dixon Ave) adjacent to Michigan Ave is a bed and breakfast and in the North side Professional Office Overlay District. The other two properties to the north are residential.
Adjacent Zoning:	Residential Low density to the north, Residential Medium Density to the west and Commercial Mixed Use to the west and south.

PROJECT DESCRIPTION/LOCATION:

The applicant is requesting a Use Permit to allow public use of a proposed 2,000 square foot roof deck. 153.186 of the City of Charlevoix Zoning Ordinance requires parking meet the ordinance standards whenever an expansion or change of use occurs. Table 153.187 requires 1 parking spot for every 200 square feet. The applicant is asking for a waiver of 9 parking spots. Section 153.188 B allows the Planning Commission to waive or modify the amount of parking based on stated criteria. Section 153.188 B 2, 3, and 4 criteria apply to this request. There is ample public parking within 600 feet of the hotel, many of the patrons will be walking from downtown or the surrounding residential neighborhood and bicycles or rideshare will be used.

Aerial photo from 2016.



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



December 30, 2020

Mr. Jonathan Scheel
Zoning Administrator
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Re: Amendment to Site Plan Approval
Hotel Earl – 120 Michigan Avenue
Request for Public Access to Roof Deck

Jonathan,

You will recall a roof deck was approved for Hotel Earl via an Amendment to the Site Plan Approval in March 2019. This zoning amendment allows a 2,000 sq.ft. deck to be added to the hotel roof subject to permitting by the Charlevoix County Building Department (see sheet A-1.12 attached). Currently, use of this proposed deck is limited to occupants of the hotel due to parking limitations on site. However, it is preferred that this amenity be available for use by locals and others visiting the community without the requirement of being a registered hotel guest. As such, I am writing on behalf of the owner and operators of Hotel Earl regarding their desire to allow public access to the roof deck.

Currently, there are 33 parking spaces provided on site (pending completion of the driveway and parking on the north side of the hotel). Per the Zoning Ordinance, the hotel is required to have 32 spaces to accommodate guests (28 spaces) and employees (4 spaces). This leaves 1 extra parking space for additional use on the site (see sheet C-1.0 attached). However, based on the approved deck size and the ordinance parking requirement of 1/200 sq.ft. (Table 153.187), an additional 10 parking spaces are required to accommodate deck occupants that are not hotel guests/occupants. This leaves the project 9 parking spaces short of meeting the ordinance requirement.

The following are arguments in favor of permitting public access to the roof deck in spite of the site not accommodating the specific parking requirement:

Parallel Parking on Michigan Avenue (US31)

There are approximately 23 parallel parking spaces on Michigan Avenue in front of Hotel Earl (see aerial image attached). Excluding the busiest weekends in the summer season, these spaces are typically available for use by visitors to adjacent businesses. As all of the adjacent business have their own on-site parking, these spaces are often unused for a significant portion of the day or turning over multiple times throughout the day. The primary users appear to be those visiting the downtown area by parking here and crossing the bridge on foot. These spaces will typically be more than enough to accommodate the additional parking needed by visitors to the hotel roof deck.

Proximity to Downtown (CBD District)

Admittedly, Hotel Earl is not located in the Central Business District (CBD) where this parking requirement would not be an issue. However, in all practicality, the hotel will be function much like a downtown business in terms of access. Hotel guests will routinely walk to the CBD rather than drive and look for parking. Likewise, downtown visitors will often leave their cars parked in shared lots and walk up Michigan Avenue to visit the hotel thereby reducing the on-site parking accommodations needed for non-registered guests. Obviously, this reduced parking demand is a preferred circumstance in lieu of ever-expanding parking lots.

Pine River Lane Parking & Shuttle

In addition to the public parking available on Michigan Avenue, the public parking lot on Pine River Lane typically has spaces available. This serves as a shared lot for use by area businesses just as the public lots in the CBD. As this lot is within manageable walking distance, it is anticipated that this lot will contribute to satisfying the parking demand associated with the proposed roof deck. To help facilitate this further, the hotel will also provide a shuttle that can pick visitors up in this lot, as well as others in the CBD, and safely transport them to and from the hotel.

Not a Destination Restaurant/Bar

The proposed roof deck is not intended to be a destination restaurant. It is envisioned as a casual lounge with beverage and hors d'oeuvre service. As such, it will not be an establishment wherein the majority of the guests would arrive by car. Instead, the deck will be enjoyed by hotel guests, individuals living in the neighborhood, and those already visiting downtown Charlevoix; the vast majority of which will walk from their homes or their downtown destinations.

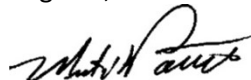
Additional Accommodations

It is important to remember that the parking requirement "gap" is only 9 spaces. Should granting this exception result in a parking shortage, the owner/operator could park their employees off-site during the busy season(s) thus reducing the shortfall by 4 parking spaces. Furthermore, it can be assumed that many of the roof deck occupants will in fact be registered hotel guests. This should be considered when evaluating the impact of the parking shortfall.

Based on these circumstances, the Hotel Earl ownership and management team request relief from this parking requirement and ask for approval for public access to the proposed roof deck. It is desire of all involved to ensure that beyond the hotel guests, the spectacular views of the area lakes and stunning sunsets offered by the roof deck, be accessible for local residents and area visitors.

Your consideration is appreciated and please contact me if you have any questions.

Regards,



Michael H. Pattullo, AIA
President

SCALE: 1"=2000'



EXISTING ZONINGCM - COMMERCIAL MIXED USE

EXISTING ZONINGCM - COMMERCIAL MIXED USE
TOTAL PROPERTY AREA 0.905 ACRES
39,436 SQ.FT.

EXISTING HARD SURFACE AREA	32,290 SQ.FT.
PROPOSED HARD SURFACE AREA	26,217 SQ.FT.
NET REDUCTION SURFACE AREA	6,073 SQ.FT.

LOT COVERAGE
(26,217 sq.ft. / 39,436 sq.ft.) 66.5%

SETBACKS	
FRONT	15 FEET
REAR	20 FEET
SIDE STREET	15 FEET
MAX. BUILDING HEIGHT	35 FEET

PARKING
EXISTING PARKING 22

REQUIRED POST RENOVATION PARKING
ONE-HALF (0.5) SPACE PER UNIT,
PLUS 1 PER EMPLOYEE DURING
LARGEST SHIFT
(0.5x66 UNITS) + 4 32

PROPOSED PARKING	
RENTAL UNITS	29
EMPLOYEE	4
TOTAL	33

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

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

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

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

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

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

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



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

[illegible]

PROJECT NO:	18-5072
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CAD DWG FILE: 5072SITE.DWG

DRAWN BY: PEI

DESIGNED BY: C. STEIN

CHECKED BY _____

SEAL

SHEET TITLE

COVER SHEET

C-1.0

SHEET 1 OF 1

103 W. UPRIGHT STREET
CHARLEVOIX, MICHIGAN 49720
(231)547-6882 FAX: (231)547-0021



shoreline
ARCHITECTURE

101 Pennsylvania Plaza
New York, NY 10019
212.693.1100

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

SURVEY INFORMATION BY:

THE LODGE OF CHARLEVOIX
2018 BUILDING & SITE RENOVATIONS

120 MICHIGAN AVENUE
CHARLEVOIX MI 49720

OWNER
SILVA PROPERTY MANAGEMENT**Performance
Engineers, Inc.**

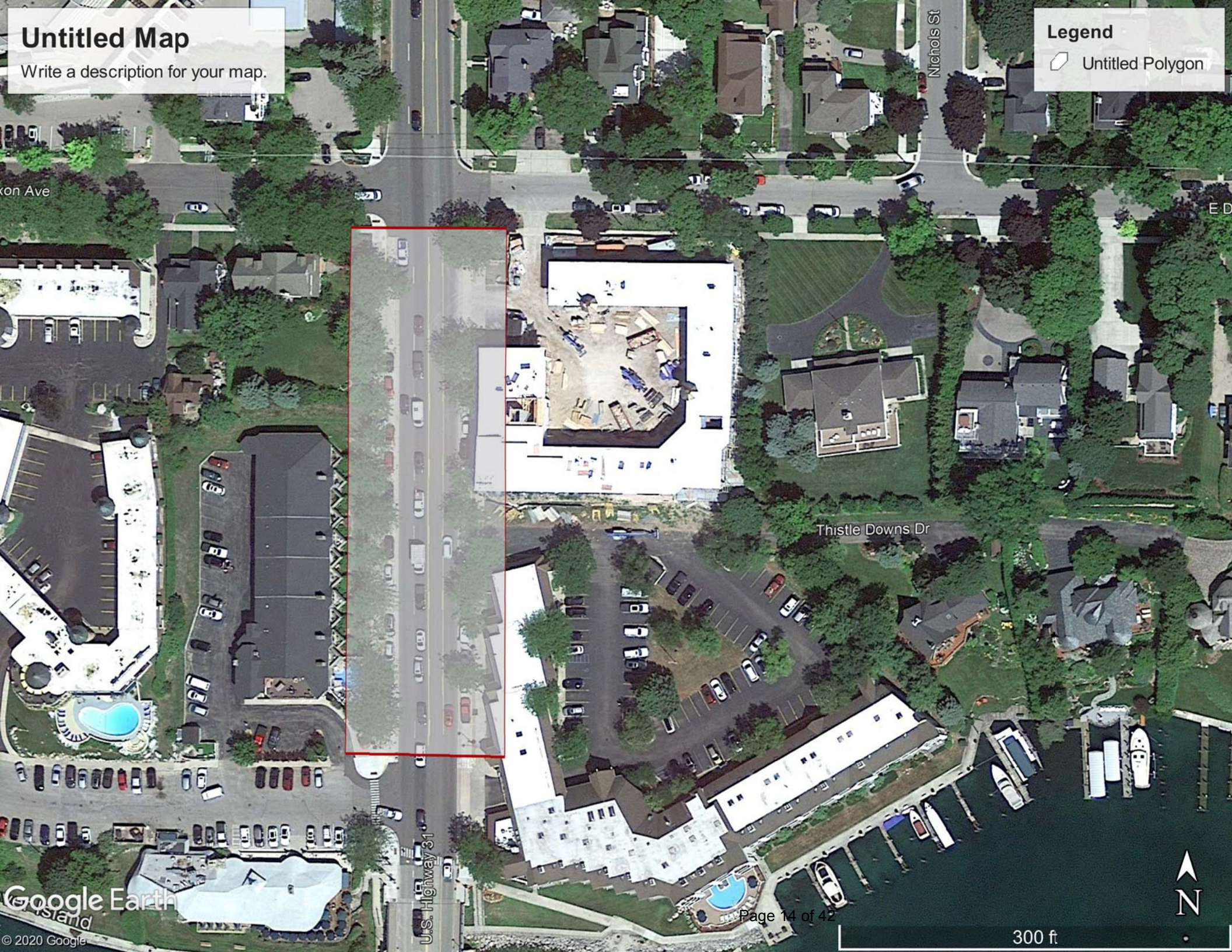
Civil / Structural Engineering
406 Petoskey Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

Untitled Map

Write a description for your map.

Legend

Untitled Polygon



CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Mark L. Heydlauff, City Manager

SUBJECT: Capital Improvements Plan Draft

DATE: January 11, 2021

BACKGROUND

An updated Capital Improvements Plan is required by state law, city charter, and is necessary to accomplish the Redevelopment Ready Communities program.

The Capital Improvements Plan is a fiscal document that projects large, non-reoccurring investments in city infrastructure, buildings, land, vehicles, tools, and other items essential to the maintenance or enhancement of public services in Charlevoix. Per the Michigan Planning Enabling Act, the plan is to detail capital improvement costs for at least six ensuing years, and per the City Charter, the plan is to be updated yearly and approved by City Council.

While budgetary in nature, the Capital Improvements Plan should also be viewed as a community planning document. Large infrastructure improvements can synergize with planning and zoning activities, in addition to spurring economic development. The plan connects to goals established by City Council and those detailed in our Economic Development Strategy.

Discussion and feedback on the Capital Improvements Plan is encouraged.

ATTACHMENTS:

- ▣ Charlevoix Tomorrow 2021 Draft

Charlevoix Tomorrow 2021

A summary of plans, goals, and opportunities for the future of our community

Introduction

In an effort to constantly stay focused on the future of our community and compile the essence of the direction of Charlevoix City Government, this document is intended to annually summarize the goals of the City Council, the development goals of our Master Plan and Economic Development Strategy, and the future capital investments for the long-term sustainability of our community.

City Council Goals

The City Council of the City of Charlevoix has adopted the following six items as goals for the future and has directed City Staff to explore a variety of action steps toward accomplishing these goals.

Work with our neighbors to solve area-wide challenges

We will seek collaboration with other entities around the area and look for ways to efficiently provide the quality services the community expects. Combining efforts with surrounding townships, cities, and counties in a focused direction will produce impacts greater than one city alone could accomplish.

Ensure Charlevoix is environmentally sustainable while also economically viable

Charlevoix should be a leader in using renewable energy to meet the demands of our electric customers and to protect our natural resources. Our built infrastructure should incorporate design standards that protect our waterways, preserve our trees, and encourage healthy living. Recycling, energy optimization, and water conservation will be encouraged.

Include the senior citizen community in all public events and activities

We have a growing senior citizen population and it is important for all members of the community to enjoy the quality of life we offer. Public facilities, especially parks, should have activities available for all ages and ability level.

Develop and maintain long-term infrastructure plans

As a progressive, year-round community, Charlevoix's infrastructure must be reliable in all weather conditions and should deliver the services required by our population.

Provide strong stewardship of public resources and promote good governance

Charlevoix government should be organized around gathering public input and effectively giving staff and Council good recommendations for public policy. The assets, both natural and

Enhance and showcase the outstanding quality of life in Charlevoix

Charlevoix is well known as one of the premiere resort communities on the Great Lakes but of equal importance is that it is home to our residents. We cannot lose sight of our community being "home." One of our strongest attributes is the many activities and amenities offered; we should support these and build upon them.

2021 Economic Development Strategy

Supporting development best practices, the City of Charlevoix has adopted an Economic Development Strategy. The 2021 Economic Development Strategy provides insight to Charlevoix's key economic drivers, development goals, and actions pertaining to current and planned improvements or land developments.

Economic Development Vision

Charlevoix's economic development vision consists of attracting and retaining industries that complement the current nature of the city, promoting opportunities for local talent, and providing reliable infrastructure for our stores, offices, and remote workers, and creating a livable environment for the workers and families who contribute to the growth of our community.

Economic Development Goals

The economic development goals highlighted in the 2021 Strategy provide a direction for new projects or programs. These goals are not rigid or exclusive, but projects following them will strengthen the industries currently operating in Charlevoix or enhance opportunities for further economic diversification.

Build Better Housing Opportunities

Extend the Shoulder Season

Expand Opportunities for Remote Workers

Pursue Current and Future Opportunities

Increase Capacity through Partnerships

Convert US 31 Traffic to Sales

Provide Resources to Retain and Attract Entrepreneurs

To view the full Economic Development Strategy, please visit: (link under construction)

Capital Budget & Improvement Plan

Pursuant to the Charlevoix City Charter and the Michigan Planning and Zoning Enabling Act, the City must maintain an annually updated plan for capital improvements in the future. For street and utility work, all utilities and pavement quality will be assessed when performing any kind of repair or upgrade to maximize the efficiency of construction.

2020-2021 Capital Projects (Budgeted and Completed in the FY 2021 Operating Budget)

Electric Capital Improvements

Estimated cost: \$120,000

The Electric Department relocated and buried electrical lines on the north side of US 31 south of Charlevoix as part of planned improvement of the highway by the Michigan Department of Transportation. Additionally, significant projects included installation of new transformers, regulators and reclosers at the City's two substations.

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements**Estimated cost: \$195,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

2021-2022 Capital Projects**Water Distribution System****Estimated cost: \$65,000**

Maintaining the water distribution system is important to ensure clean, reliable drinking water. In this period, we expect to undertake diagnostic inspections related to the operation of the water tower and engineering the upgrade and replacement of the water main under Antrim Street. There are no tax implications for this work; funds will come from operating revenue allocated to capital replacement and some cash reserves.

Water Plant Driveway Rehab**Estimated Cost: \$40,000**

This will restore the driveway around the plant and ensure it is maintained long term. There are no tax implications for this project since improvements are funded with water rates.

Electric Capital Improvements**Estimated cost: \$ 225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. One of the more visible changes is a planned replacement of the downtown streetlights and fixtures at an estimated cost of \$180,000. Engineering will also be completed on the upgrade and replacement of conduit on Antrim Street. There are no tax implications; funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations**Estimated cost: \$268,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. Specifically, there will be engineering for a future upgrade and replacement of the collection system on Antrim Street and efforts to resolve stormwater infiltration in the Charlevoix Country Club area. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

General Infrastructure Improvements**Estimated cost: \$248,000**

General infrastructure improvements will include final asphalt for Pine River Lane, Burn street alley improvement, additional paved parking lanes along Park Avenue, and cross walk improvements for the intersection of Eaton and Ferry. Additionally there will be engineering for Antrim Street improvements. These improvements do not have tax implications as they are included in current levies or from funds obtained from the state gas and weight tax.

Vehicle Replacements**Estimated cost: \$416,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. In 2021, we anticipate exploring the use of a lease agreement to acquire some of our non-specialized fleet vehicles as a method of lowering our overall fleet expenses. The purchase of a new tractor for the airport is also expected though the local share of this purchase is estimated at \$6,500 and will be included in the airport budget.

Northside Trail Extension

Estimated cost: \$1.2 million

Trails and other outdoor activities are an essential quality of life in Charlevoix. This project would see the connection of the Northern Michigan Wheelway at Waller Road connected to Division Street via an asphalt pathway. Easements for the project have mostly been obtained and all have been donated thus far. This plan would see the City spending roughly \$200,000 of infrastructure fund balance to match a \$1 million dollars from sources including MDOT, trail organizations, other governmental agencies, and private funders. The Infrastructure Fund is tax supported but this amount is less than the current fund balance and would not cause an increase in rates. Long-term maintenance of this asset would be performed by the City with a nominal cost.

2022-2023 Capital Projects

Electric Capital Improvements

Estimated cost: \$ 225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, building an alternate 3-phase feed to the hospital, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Water Plant Static Mixer Replacement

Estimated cost: \$75,000

Replacing the mixer ensures ongoing reliable operation of the water plant and adherence to state water quality rules. There are no tax implications for this project since improvements are funded with water rates.

Water Plant Chlorination System Replacement

Estimated cost: \$25,000

The chlorination system is expected due for replacement which is necessary to ensure reliable operation and adherence to state water quality rules. There are no tax implications for this project since improvements are funded with water rates.

Water Tower Maintenance

Estimated cost: \$30,000

Exterior washing and interior mixer installation will be conducted in furtherance of asset management planning. This has no tax implication and is funded through water rates.

Vehicle Replacements

Estimated cost: \$435,000

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Vehicles/Equipment to be replaced are four trucks, one large plow truck, Trackless.

Advanced Metering Infrastructure

Estimated cost: \$1,350,000

Advanced metering infrastructure utilizes new technology to automatically record utility use and transmit the data to the billing system. This allows more efficiency in the system, reduces operating costs, and allows the faster identification of problems. While the full cost of this switch is being shown here, it will be spread over two to three years since new water and electric meters would need to be installed system wide. There are no tax implications for automatic metering since costs would be covered by water, sewer, and electric funds.

Airport Gate Security Upgrade Design/Construction

Estimated cost: \$450,000

(\$20,500 local match)

The airport currently has 6 security gates all with individual control panels. The gates are controlled with a proximity card that is placed in close proximity to a card reader. The upgrade to our security gates is multi-tiered. Rather than each security gate having an individual control panel, all gates will be tied into a central control unit located in the airport terminal. In addition, each gate will have video surveillance. Lastly, as part of this project we will fence in one of our existing gates. This will bring our number of security gates from 6 down to 5. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

2023-2024 Capital Projects

Electric Capital Improvements

Estimated cost: \$225,000

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, completing a new circuit to feed downtown at Park and Bridge, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations

Estimated cost: \$241,000

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Water Tower Maintenance**Estimated cost: \$27,000**

Cathodic Protection will be installed to ensure long-term water quality and system reliability. There is no tax implication since funds are derived from water rates.

Vehicle Replacements**Estimated cost: \$360,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Items to be replaced include one bucket truck. Other purchases depend on the Enterprise Fleet agreement.

Water Plant Monitoring Control Upgrades

In recent years, the water and sewer infrastructure have been transitioning to fiber-based control systems versus the dated telephone, copper-focused systems of the past. This upgrade will bring all control systems into the modern era and ensure reliability. There are no tax implications for this project since improvements are funded with water rates.

Infrastructure Improvements**Estimated cost: \$2,300,000.**

Complete upgrade Antrim Street, from State Street to Park Ave. The cost to complete this project will be spread throughout the following funds; Water, Wastewater, Infrastructure, County Road Mileage, and Electric.

2024-2025 Capital Projects**Electric Capital Improvements****Estimated cost: \$ 225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including system upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

Sewer Collection System/Lift Stations**Estimated cost: \$241,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

Vehicle Replacements**Estimated cost: \$320,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Items to be purchased are Large bore rig, Police vehicle, miscellaneous DPW trucks.

Water Plant Pump Upgrades**Estimated cost: \$200,000**

Pump systems are an essential part of reliability and maintenance at the water plant. This work is allocated to assess, rebuild and replace pumps as needed. Detailed actions will be based on current maintenance standards and expected future reliability. There are no tax implications for this project since improvements are funded with water rates.

Airport Layout Plan Update

Estimated cost: \$600,000

(\$30,000 local match)

Airports that receive AIP funding are required to keep an updated ALP. The ALP illustrates existing facilities as well as planned future development. Future development includes, but is not limited to land acquisitions, hangar development, NAV Aid installation, changes to runways, taxiways, aprons and terminal expansion. Furthermore, the ALP update can be used to remove previously planned development due to changing priorities for the airport or the city. More specific to the Charlevoix Airport, our current ALP does not have our new South Taxilane, the location of our new above ground fuel farm, or the landing zone for skydiving operations. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

Ladder Truck Replacement

Estimated cost: \$1,500,000

The City of Charlevoix receives its fire protection from the Charlevoix Township Fire Department but is still expected to maintain a ladder truck for larger structure fires and rescue operations likely to occur in the City. Fire services are funded with tax dollars and this will require either a lease/purchase option, a short-term tax, or significantly accelerated savings to fund.

2026-2027 Capital Projects

Electrical Gear Upgrades

Estimated cost: \$600,000

Electrical upgrades at the Water Treatment Plant are anticipated as part of an on-going modernization of the facility. There are no tax implications for this project since improvements are funded with water rates. Improving electrical equipment will likely reduce annual operating costs by installing more energy efficient technology.

Water Tower Maintenance

Estimated cost: \$95,000

High pressure clean and coat of exterior along with spot clean and coat interior dry and wet portion of the tank. This is part of on-going asset management and is funded with water rates; there are no implications for taxes.

Airport Land Acquisition- Railroad ROW

Estimated cost: \$100,000

(\$5,000 local match)

Located along the South, Southwest side of the airport is an old railroad right of way. The acquisition of the ROW will allow the airport to greatly increase the amount of land inside the airport boundary fence. This is accomplished by connecting the existing airport fence with the fence surrounding the old waste management property, which is owned by the airport. The increase of land inside the airport boundary will be beneficial for future hangar/commercial development. There are no tax implications for this

project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

T-hangar Design/Construction

**Estimated cost: \$440,000
(\$22,000 local match)**

A combination of full tenancy and lack of hangar space has led to a demand for future T-Hangar space. Like other airports, we have a hangar waiting list that fluctuates between 5 and 9 parties. As the City of Charlevoix and surrounding areas grow in population, it is anticipated the demand for hangar space will also grow. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding. Enhanced lease revenue from more hangar space will improve the long-term financial performance of the airport by providing a more stable revenue stream. Depending on the funding stream received by the airport at the time of this project, it may need to be fully funded locally without state block grant assistance.

2028-2029 Capital Projects

Construct Second Raw Water Intake

Estimated cost: \$1,000,000

The installation of a second raw water intake line under Lake Michigan may be necessary if plant output grows or if more detailed review shows the necessity of having a redundant water source at the Water Treatment Plant. There are no tax implications for this project since improvements are funded with water rates. Annual maintenance costs are minimal and could be combined with the costs for the existing water intake line.

West General Aviation Apron Expansion Design/Construction & AWOS Relocation

Estimated cost: \$2,470,000 (\$123,500 local share)

Year after year, the Charlevoix Airport is seeing a steady increase in transient operations. If the current trend in operations continues, our current apron does not have the parking capacity to accommodate this growth. The addition of 250' of apron space to the west will be a big step in accommodating the increase in transient traffic. As part of this project, the Automated Weather Observation System (AWOS) will need to be moved to a different location on the field. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Kent Knorr, Recreation Director

SUBJECT: Carpenter Street Dog Park Conceptual Design

DATE: January 11, 2021

BACKGROUND

Public input collected by the current Recreation Master Plan highlighted resident demand for a dog park within the city; development of a dog park listed fourth on desired facilities or amenities to be added.

A parcel of municipally owned land has been identified as an attractive site for dog park development. The area, located between the Carpenter Street Ball Fields and the City of Charlevoix Municipal Airport, holds 1.5 acres of open space. 90% of the fencing infrastructure required currently exists, which minimizes costs as additional development is necessary only to fully enclose the park. The use of this land would be harmonious with the current park activities, and the ball fields and airport provide a substantial buffer from residential areas, while still being walkable for many in the City.

A dog park has been a high priority of the Recreation Advisory Committee, with a subcommittee formed to specifically assess needs, available land, prospective amenities, and positive dog park culture. The Dog Park Subcommittee has worked with staff to select the best development options for the dog park and approved the attached preliminary plans. Input was then sought by the greater Recreation Advisory Committee, which gave feedback and approved the preliminary plans. The preliminary plans were presented to the City Council on December 21st, 2020, seeking feedback and approval on the concept. The council unanimously decided to move forward with the project.

Parks and recreation amenities are vital components of the public services offered by the City of Charlevoix. With these potential assets collaboratively working towards community planning goals set by the Master Plan and City Council, the feedback of the Planning Commission on these conceptual designs is highly valued as we move forward.

ATTACHMENTS:

- ▣ Dog Park Concept Plan



CITY OF CHARLEVOIX RECREATION DEPARTMENT

CARPENTER STREET DOG PARK

Preliminary Design Packet

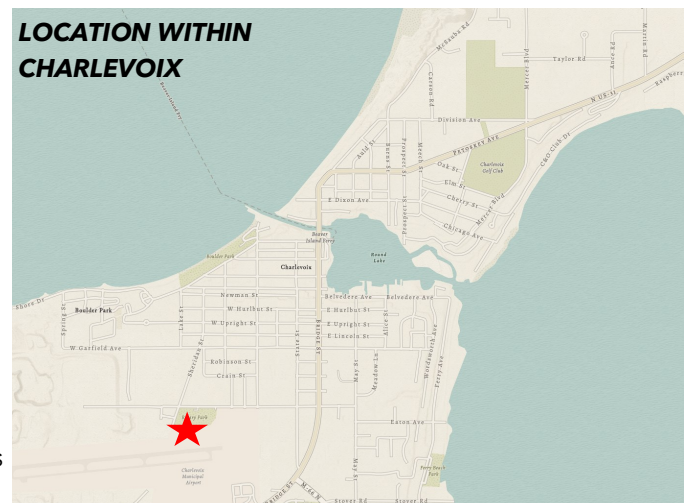


CHARLEVOIX

Overview

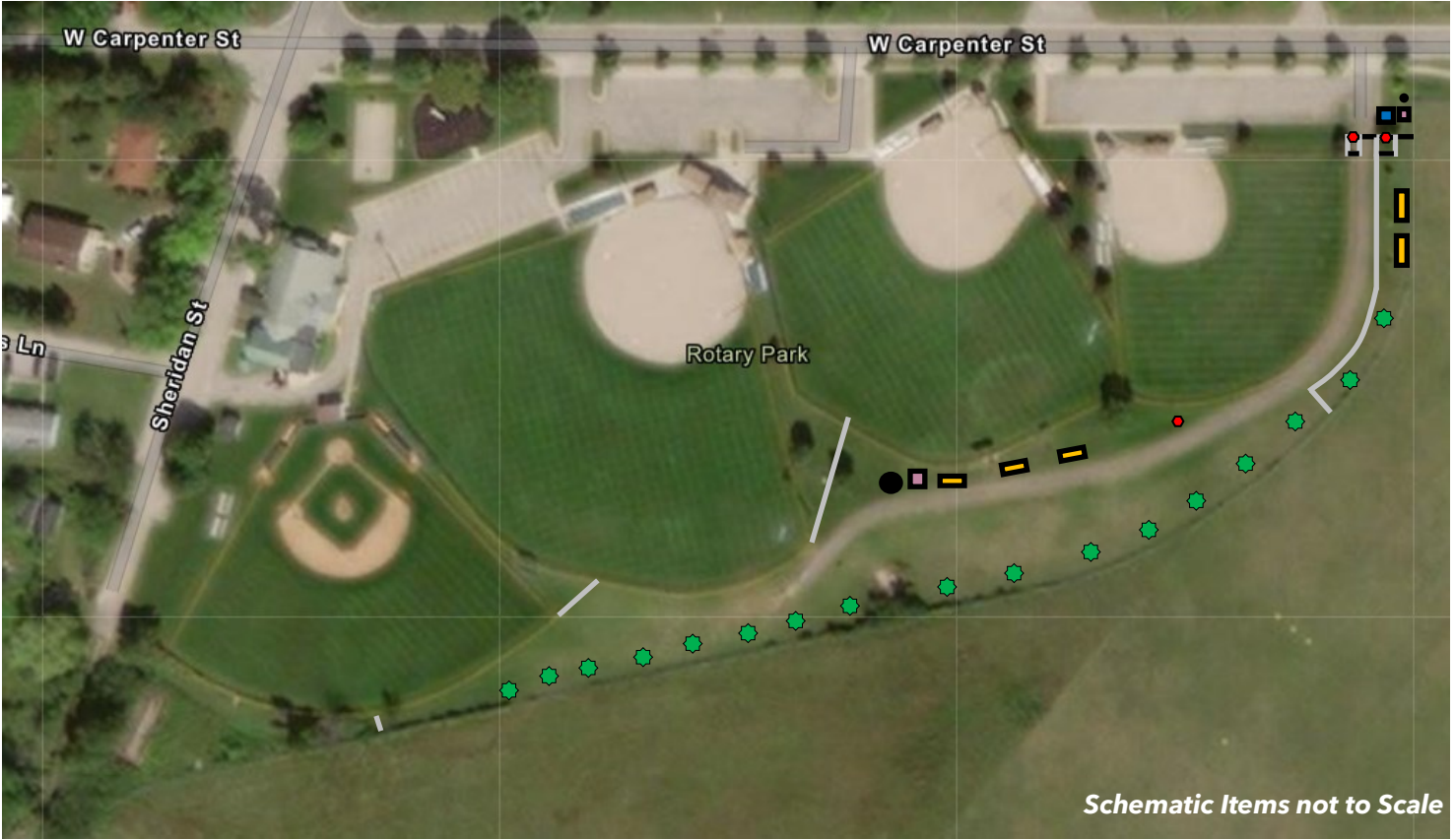


Dog Parks provide a safe environment for dogs to exercise and socialize. With an area designated for “Off-Leash Activity”, dogs can play in a non-restrictive, more responsible manner. The enclosed space prevents dogs from running away from their owners, or running into areas with vehicular traffic. Dog parks also give social opportunities to the human patrons who visit. These parks can serve as a hub for residents who all share a common interest (dogs), fostering connections in the community that may not have existed before. Many owners want to give their dog freedom, but are unable or too inconvenienced to make the 17 mile trip to the nearest dog park. A local dog park will give patrons the opportunity to promote health and wellness for their pet in a way that better aligns with the safety of others and city ordinances.



The outfield at the Carpenter Street Ball Fields is a prime location for the establishment of a dog park. Already owned by the city, no acquisition will be required, removing the most expensive costs associated with typical development. The location is bounded by the ballfields to the North and the municipal airport to the South, providing a buffer from residential areas. Despite this buffer, the location is still walkable to many in Charlevoix with its placement just south of many medium-density residential homes. The most important feature of an off-leash area is the enclosure through fencing or similar infrastructure. This area already has roughly 2,325 linear feet of fencing; as noted in the sections following this, the amount of fencing required to enclose the area is a fraction of what already exists. The square footage of this prospective park comes to 1.52 acres, a size desirable for this use and similar to the nearest park located in Boyne City.

Schematic Plan

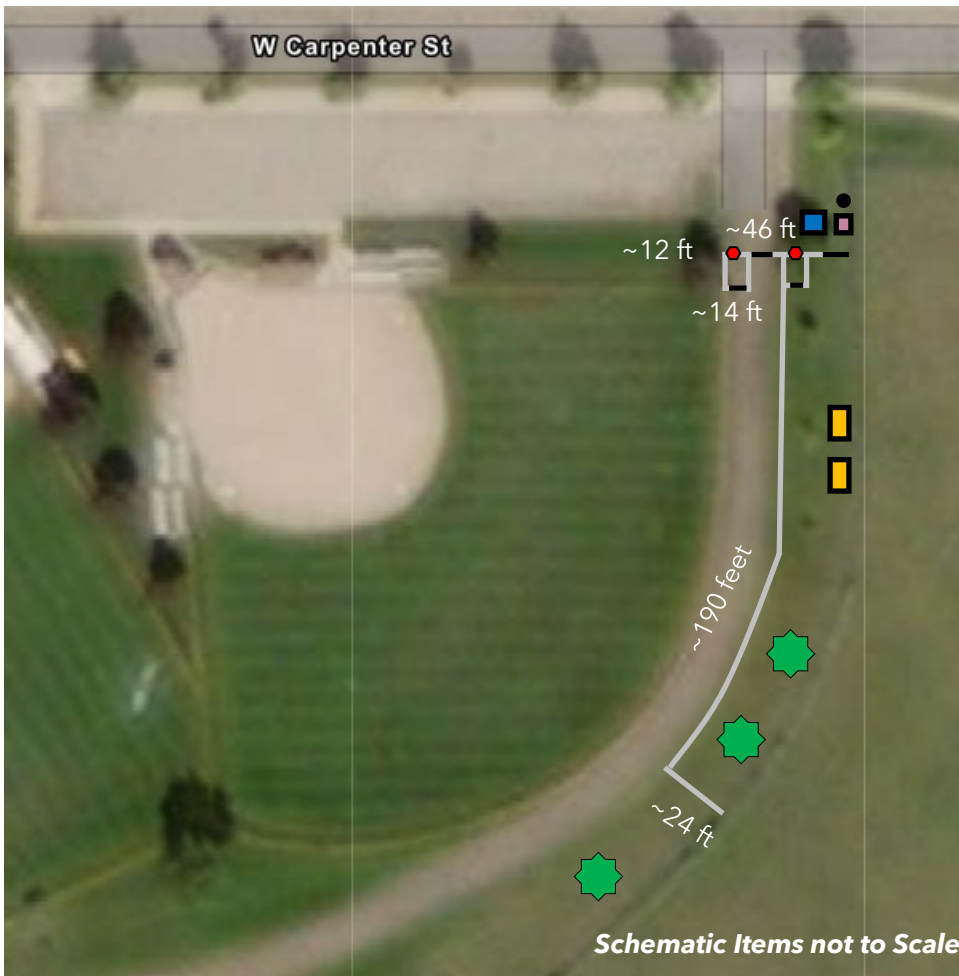


	New Fencing		Trash Bin		Small Sign
	Fence Gate		Park Bench		Waste Bag Dispenser
	Tree Planting		Dog/Human Drinking Fountain		

Quick Facts and Estimates

Square Footage of Total Dog Park	Square Footage of Small Dog Area	Square Footage of Main Dog Park
66,200 ft²	5,200 ft²	61,000 ft²
Feet of Additional Fencing:	Total Projected Cost:	
470 ft	\$46,090	

Entrance & Small Dog Enclosure



Small signage on fence gates communicate park rules, hours and designate small dog and general dog areas.

Entrance area as designed is ~600 square feet. This area serves a security “airlock” to prevent dogs from escaping. A 9 foot gate is allocated on both sides for DPW maintenance.

The small dog enclosure runs in a more linear fashion compared to the general dog park and holds ~5,200 square feet.

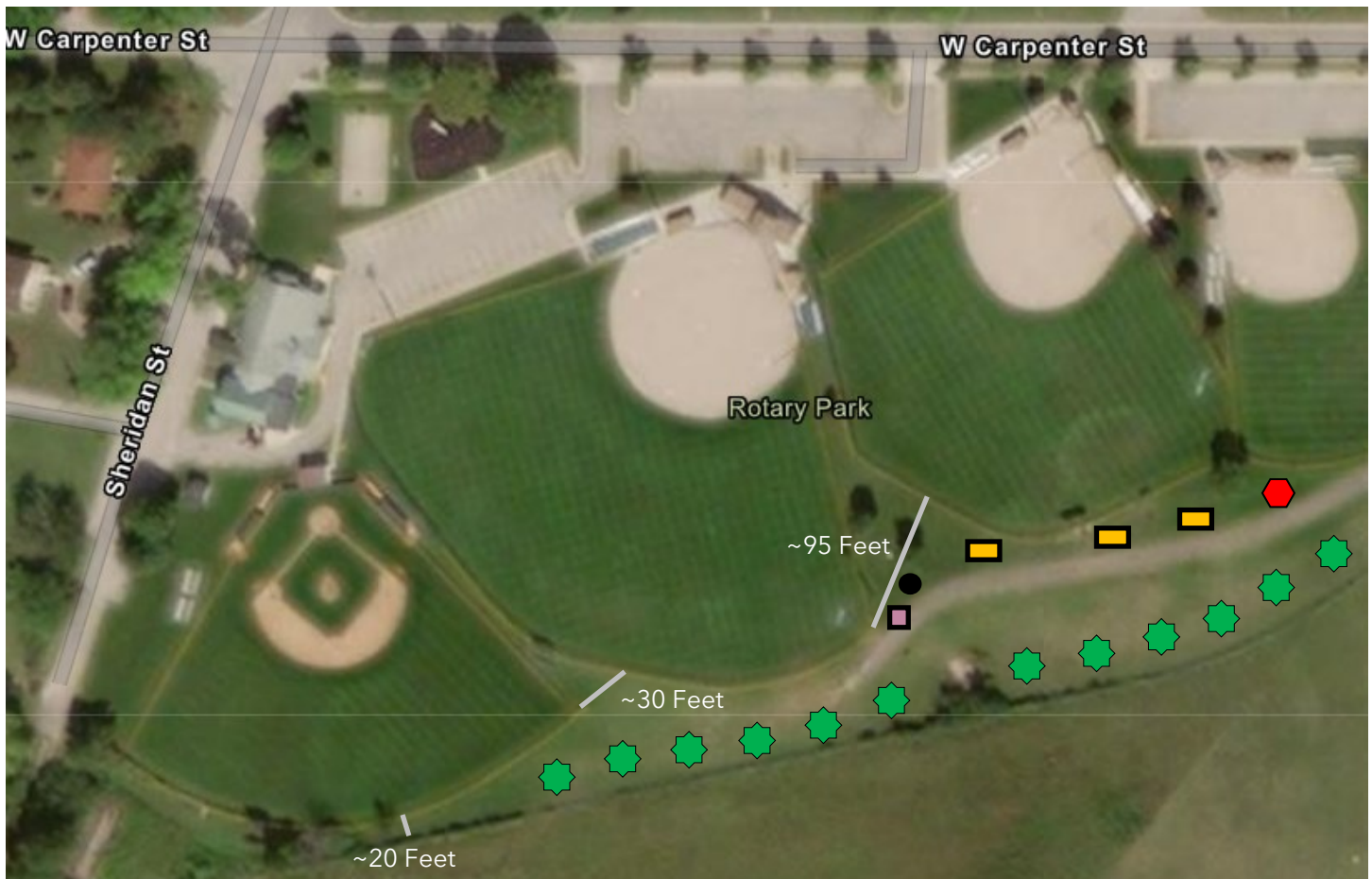
Drinking fountains, dog waste bag dispenser, and trash cans are located just outside of the entrance. The small dog area has benches for patron use.

This area contains the largest amount of fence to be built, at an estimated 325 linear feet.

Essential to any dog park, the entrance area’s “double gate” serves to protect the dogs from easily escaping the park. If a singular gate is left open or broken, the dog park is still useable (although damaged gates should be of critical importance to repair). Signs should be posted on the front gate of each entrance, communicating items such as dog park hours, dog waste rules, DPW contact numbers (for repairs), police station numbers (for conflicts or emergencies), reminders to shut the gates, and liability and safety information, such as expressing caution during live baseball games. The two separate gate areas are for different dog sizes; the eastern side nearest to the airfield is for small dogs, while the western side closest to the ball fields is for larger dogs. Dog waste dispensers and trash bins are located outside of each gate, encouraging patrons to be conscious of their dog’s droppings and providing the resources to do so should they not have brought their own bags. 9 foot gates are located adjacent to the dog park entrances; these will allow the department of public works to use their turf equipment and keep the dog park well-maintained.

The small dog area makes effective use of the western strip of grassland near the entrance of the park. While much smaller than the rest of the outfield area, this portion contains nearly 5,200 square feet—a significant amount for small dogs and pups! The amenities offered in this area are similar to those in the larger park, with a sitting area and trees to be planted for a future canopy. Since this area needs to be fully partitioned away from the remaining outfield area, it will require more fencing than the large dog park. However, even with the greater build required, the airport’s current fencing already covers 215 feet in this stretch, easing the cost requirements. As it stands, for the small dog area alone, 215 feet of fencing will need to be added. When including the entrance, this total comes to about 325 feet of fencing to be purchased and installed for this area (does not include the gates). Smaller fencing would be welcomed in this area, as it would align with the T-ball field’s low fencing line. A larger, taller fence might visually contrast with the current fencing, and when paired with the airport’s tall barriers could make those inside feel more caged than a public park should. Consideration also must occur to the canopy of the area; shade is visceral to the wellbeing of dogs actively recreating under hot summer suns. A thick canopy that provides shade without obstructing the airport’s use should be pursued through tree plantings. The trees will also improve the aesthetic charm of the area, providing a vibrancy and comfort that only natural features can.

Main Dog Enclosure



Roughly ~145 linear feet of fencing should be added for the large dog section. When including the entrance gate area, this becomes 255 linear feet.

The western boundary ends halfway through the Little League field. The outfield land connecting to Sheridan currently has a use.

The large dog section accounts for ~61,000 square feet, or 91.8-92.1% of the total Dog Park area (Other areas include the entrance and small dog enclosure).

The main section of the prospective dog park will be located in the outfields of the three largest baseball diamonds. This area opens up from the entrance bottleneck and provides dogs a wider and longer area for play. The longest width is nearly 125 feet (from the crest of the two connected baseball fields down), and if following the trail, the park is 1000 feet long. The preexisting asphalt trail serves as a channel for patrons, providing a guided path separate from the open spaces where dogs play. A fence is present along southern border, providing a useful division of this area from the airport. Aside from the boundary setting function, the chain-link barrier also serves a practical purpose for dog park use; its tall height helps to prevent thrown objects such as balls or frisbees from veering off outside of the park. The baseball fields to the north bring a large portion of the barriers needed, as only 145 feet of new fencing will be devoted to this section (despite holding 92% of the total dog park area, this section only requires 31% of the total fencing build).

The park can be bounded in the west by 20 additional feet of fence. While there is nearly 10,000 square feet of additional space beyond this prospective fencing, the space is already committed for Little League use, serving as a practice area with batting cages before and after games. In addition to this, the large amount of woody brush that is present would have to be removed, increasing costs. It should be noted that 20 feet of fencing (~.8% of total dog park fencing) doesn't serve as a large barrier to development *should* the use change in the future along with desire for this area to be added to the park.

The continuation of the canopy highlighted in the previous section should occur, providing large dogs shelter from harsh sunlight in summer months. The canopy again will increase the vibrancy of the park, both for dog park patrons and those attending baseball games. Parkscape additions will include a dog waste bag distributor and trash can, park benches, and a sign warning patrons to be aware of flyballs. The number of park benches will largely depend on the strength of donations, but at least 2-3 should be used frequently enough to warrant purchase and installation.

Design Renderings



Small Dog Area



Large Dog Area



Entrance Area

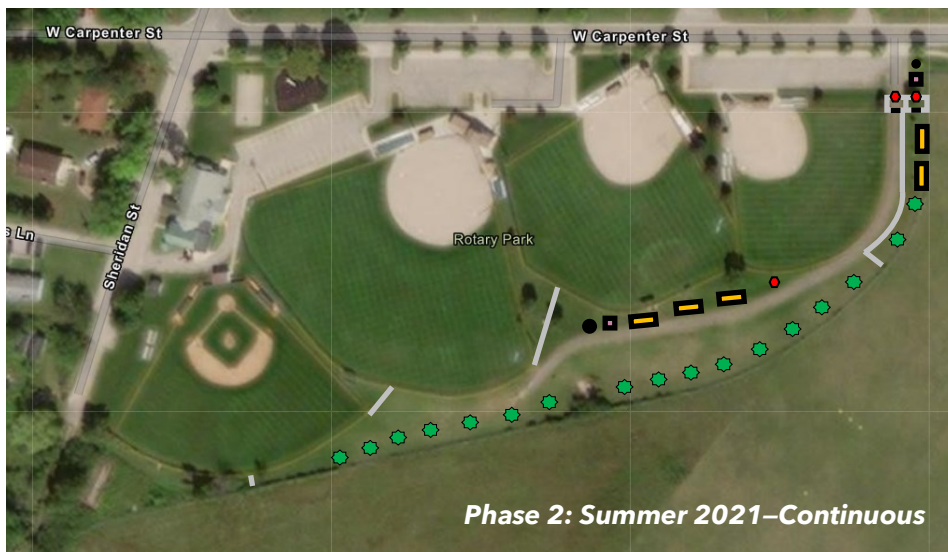


Implementation



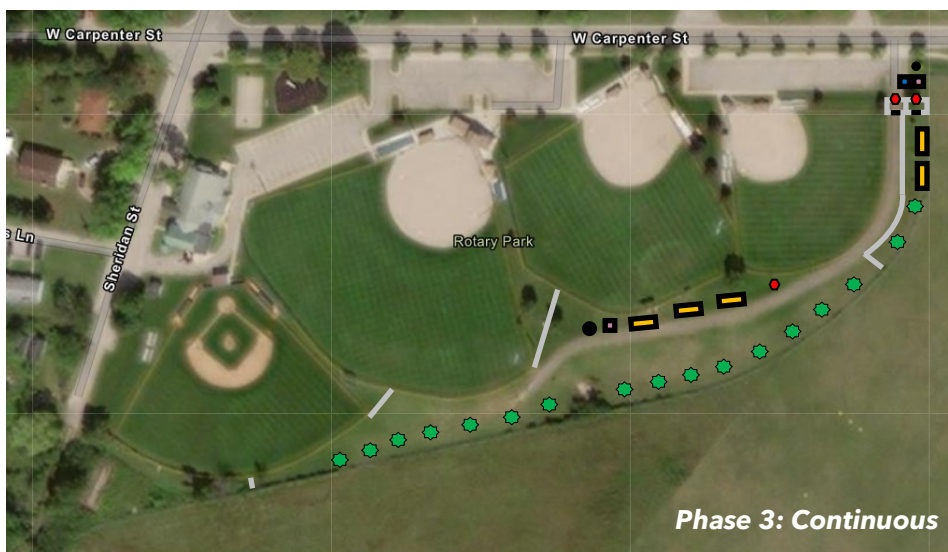
Phase 1:

The first phase of Dog Park development is establishing the necessary infrastructure for enclosure. This includes **fencing** and the **double gate entrance**. These items along would be enough to have a functioning dog park. Also included in this phase are **Park Rules Signs, Dog Waste Bag Dispensers, and Garbage Cans** to ensure patrons respect the cleanliness of the area and comply with visiting hours.



Phase 2:

The second phase focuses on parkscape improvements/amenities. **Benches** in both small and large dog areas would provide a spot for rest and congregation, and **Tree Plantings** would serve to increase the park-like aesthetic while offering shade to dogs exercising on hot days. Parkscape improvements can be the difference between having an area designated for dogs, and having a fully-utilized park appealing to place and community pride.



Phase 3:

The final phase is derived from funding and park usage. The only definitive improvement for this phase is the human/dog **hybrid drinking fountain** located just north of the double gate entrance. Future improvements could come from patron demand and funding, such as the planting of additional native plants, dog agility course equipment, or sectioning off areas to account for turf management best practices. A large park sign could be included in this phase.

Associated Costs & Funding Opportunities

Cost Itemization (assets with known costs)

Item	Cost	Units	Total Cost	Notes
Tree Planting	\$500	20	\$10,000	Number could depend on DPW recommendation, Airport Guidance, or Shade Tree and Parks Committee expertise.
Murdock Outdoor Drinking Fountain W/ Pet Fountain Or similar product	\$2,949.00	1	\$3,000	Drinking fountains currently exist in the park, but are located near the junctions between baseball diamonds, away from dog park entrance.
Installation of Drinking Fountain	\$3,000	-	\$3,000	Cost to Public Works for connection to water main, parts, anchoring, and labor.
Mutt Mitt Dog Waste Disposal Station Or similar product	\$330	2	\$660	Cost may decrease depending on current inventory.
Garbage Cans	----	2	----	DPW can allocate 55 gallon garbage drums to park for no additional cost.
Metal Park Rules Sign	\$100	3	\$300	

Estimates

Item	Cost
Chain Link Fence & Gates	\$10,400
Dog Activity Items	\$5,000
Large Park Sign	\$4,000
Park Benches	\$10,000

Total Currently Estimated	\$29,400
Total Currently Itemized	\$16,960
Projected Total	\$46,360

Funding Opportunities

Funding opportunities exist that could decrease infrastructure cost to the city. These resources range from traditional funds and grants to inventive solutions utilizing community support and preexisting programs. A few opportunities are briefly mentioned below:

- **Charlevoix County Parks Millage** - Fund supporting Charlevoix County park projects. Maximum award - \$10,000.
- **Public Spaces, Community Places** - A program administered by the MEDC that matches crowdfunding dollars 1:1. Maximum award - \$50,000
- **Memorial Bench Program** - The park could be designated as a location for memorial bench placement for donors interested.
- **Fundraising through Recreation** - When safe to hold, promotional recreation events could provide fun activities for stakeholders and partners interested in championing a local dog park.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Dean Martin, Community Development Fellow

SUBJECT: Resolution to Hold Joint Meeting in 2021

DATE: January 11, 2021

BACKGROUND

To signify the Planning Commission's commitment to fulfilling the Redevelopment Ready Communities program requirements, the Michigan Economic Development Corporation has requested the Planning Commission pass a resolution stating their intent to participate in a joint meeting between City boards, commissions, and committees in 2021. A draft resolution is being presented for review.

ATTACHMENTS:

- ▣ Joint Meeting Resolution

RESOLUTION

CITY OF CHARLEVOIX – CHARLEVOIX COUNTY

RESOLUTION NO. ____

At the regular meeting of the City of Charlevoix Planning Commission on Monday, January 11, 2021, held by Electronic Remote Access, the following Resolution was offered:

Resolution made by _____ and seconded by _____:

Whereas,

Joint meetings between the City of Charlevoix boards, committees, and commissions can focus collective efforts on shared goals (such as those listed in the Master Plan, Economic Development Strategy, and other community planning documents) while building trust and synergies between elected and appointed officials, and

Whereas,

Joint meetings were listed as a “low-effort, high impact” priority item on the Planning Commission’s 2021 Work Plan in the September 14, 2020 Planning Commission Regular Meeting, and

Whereas,

Annual joint meetings are a best practice for development approval and necessary for completing the Redevelopment Ready Communities Certificate, as administered by the Michigan Economic Development Corporation, and

Whereas,

City Council resolved to implement the recommendations of the Redevelopment Ready Communities program on January 2, 2018, including the evaluation of the partnerships and interactions of City boards and commissions related to development including the City Council, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority/Main Street, and

Whereas,

In-person joint meetings give appointed and elected officials greater opportunity for dialogue and collaborative input, and

Whereas,

Current public health conditions provide challenges to safely conducting an in-person joint meeting between the City Council, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority/Main Street,

NOW, THEREFORE BE IT RESOLVED that the City of Charlevoix Planning Commission has every intention to participate in a joint meeting in 2021 between the City Council, Planning Commission, Zoning Board of Appeals, and Downtown Development Authority/Main Street on matters pertaining to development issues and opportunities, when it is deemed safe to hold such a meeting in person.

Roll Call Vote:

Yes: _____

No: _____

Absent: _____

Resolution Declared Adopted by Chair Waddell

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: Accessory Dwelling Unit Report

DATE: January 11, 2021

BACKGROUND

At the request of the Planning Commission, Jonathan Scheel has prepared a report to update the commission on the status of Accessory Dwelling Units (ADUs) in the city.

ATTACHMENTS:

- ▣ Accessory Dwelling Unit Report

MEMORANDUM

To: City of Charlevoix Planning Commissioners

From: Zoning Administrator

Subject: Accessory Dwelling Units in residential areas of the city

Date: January 11, 2021

One of the City Council goals is to provide more housing opportunities for year round housing. With that in mind, the City Council adopted changes to the zoning ordinance to allow accessory dwelling units (ADUs) in the R2 zoning district last year. As you may remember the PC members had a walking tour to see existing nonconforming ADUs to show the impact or lack of impact the ADUs were having on the neighborhoods. Since the ordinance was changed allowing ADUs to be built, I have issued four permits for ADUs with two substantially complete and 2 more under construction. The City Council still shows interest in expanding ADUs into other residential zoning districts with the caveat that this increases year round housing opportunities and not just create second home opportunities or short term rentals. City Council has set a maximum number of short term rentals at 80 in the residential zones. We are close to reaching that number. As enforcement officer, I believe we can enforce that number and do not have to worry that ADUs will be turned into STRs above the limit of 80. City Council sets that number. Planning Commission does not. I did see a trend of STRs being turned into long term rentals last spring. I have talked with homeowners that are renting out single rooms for year round housing. I am seeing first hand that the ADU changes are providing more long term housing.

With some minor changes in the ordinance language that was written for the R2 district, the PC can add the opportunity for ADUs in the R1 and R2A residential districts. These changes would be to add architectural standards to assure the ADUs fit with the existing home and fit into the

neighborhood. I would recommend the PC add these changes to the R2 district as well. The PC already made a significant change with the recent new definition of building height. Some of the other language to add would be matching size and scale to the existing buildings on the lot. Similar roof pitch, siding windows and trim. Again, if you took the walking tour you will remember these items were why the existing ADUs do fit in so well and do not have a negative impact on the neighborhoods. I believe we can also add language that allows the ordinance to require minimum rental periods to have another guarantee that these units are not used for STRs.

We as staff are ready to draft new language if the planning commission would like to move forward with new housing opportunities in the R1 and R2A zoning districts.

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Steve Schnell, Charlevoix County Housing Ready Program Director

SUBJECT: Charlevoix County Housing Ready Program Follow Up

DATE: January 11, 2021

BACKGROUND

Steve Schnell has prepared a follow up memo to continue the discussion about housing challenges and opportunities in the city.

ATTACHMENTS:

- ▢ Housing Solutions Follow Up Memo

MEMO

Date: 1/6/2021

From: Steve Schnell, Charlevoix County Housing Ready Program Director

To: City of Charlevoix Planning Commission

Re: Zoning Incentives for Year-round Housing

At your December 14th meeting the need for year-round housing was discussed. You have already done some great work to allow for more housing types. I would like to suggest some additional steps that you may want to consider that can continue to open housing opportunities and achieve your land use goals. In addition, Jonathan Scheel presented an earlier version of this memo to the City Council on Monday, January 4th. These ideas were well received, and this is an expansion on those ideas.

This memo outlines some incentives for your consideration that would be voluntary means for a property owner to create year-round housing. Some of these suggestions would benefit from clearer goals in your master plan. Housing goals must be more clearly stated in your Master Plan that declare the importance of ensuring adequate housing for your workforce and year-round housing.

The suggestions below also touch on the opportunity to incentivize designs that reflect the existing single family residential character of buildings. Similar building designs can be altered in such a way to house more than one family and look similar on the outside and in keeping with the aesthetic character of the neighborhood. It was suggested at the last meeting to utilize a student design team to make suggestions for this type of housing in Charlevoix. Design guidelines could be created that, if utilized by a property owner, could be allowed certain bonuses in the ordinance. This is a great opportunity to expand upon the existing Redevelopment Ready Community (RRC) program, design a priority site, and use that example to encourage housing development that meets the community's needs.

Why is it important to talk about allowing more housing units per parcel? Does this really help reduce housing prices to an "affordable" level? Construction prices are so high right now that any new residence, whether single family or multi-family will be expensive and out of reach for many people. However, new construction of multi-family homes has lower per-unit prices. An estimate is that a home in a multi-unit building is 63% of the cost of a single-family home. But this is still a housing need that is not being met. Each additional housing unit that meets a market need can mean another housing unit, possibly at a lower price point, is going to be made available. There are a lot of "if's" but every opportunity for more housing available for your residents will help.

Please review the following and consider the importance of clearly stating the housing goals of the community in the Master Plan and possibly through resolutions of support. Right now, there are few housing-specific goals in the Plan. This ensures that there is clear policy based on data and support broadly through the community as you proceed to make actual changes to local land use laws. During this process and in coordination with a master plan update, consider creating subarea plans. These would be specific to a neighborhood and would dovetail well with the RRC process. Following these two steps, you could consider specific updates to the ordinance with incentives to create more and different housing types based on the information in your updates plans.

1. Master Plan Updates

- a. Consider a resolution from City Council and the Mayor with those same stated goals and directions for staff and departments to prioritize these incentives.
- b. Overall, housing is not prominent in the 2016 Master Plan.
- c. During the next Master Plan update, include year-round and workforce housing as primary goals.
- d. Also, in the next update, housing data can be expanded upon.
- e. Consider sub-area plans for neighborhoods to address specific housing goals unique to those areas.
- f. Mention housing demand for year-round housing and workforce housing in your “Charlevoix Tomorrow”, chapter 4 of your Master Plan.

2. Explore Housing Goals for Specific Neighborhoods (subarea plans)

Note: these can be done in conjunction and concurrent with the Master Plan updates.

- a. Review housing types for various neighborhoods.
- b. Determine new areas where Accessory Dwelling Units (ADU) may be compatible if they are used for year-round housing.
- c. Choose a property that is a priority site that includes housing as part of the Redevelopment Ready Communities planning process. Seek a design competition or student exercise, possibly through MSU, that provides design guidelines for multi-family housing that are of the Missing Middle housing types. After completing the design exercise, consider creating design guidelines to allow bonuses if a design from the approved design guidelines is used.

3. Review Specific Ordinance Amendments

- a. Faster approvals - allow 2-story fourplexes by right in R2A if some of those housing units are year-round residential. Also, consider these to be allowed in overlay zones.
- b. Density bonuses for year-round residential, consider:
 - Allow duplexes in single family zoning (R1) when dividing an existing structure and making a minimal expansion of an existing structure. New structures should have a design in keeping with the neighboring structures. Can have a requirement that duplexes must be on lots that meet the minimum lot size requirements.
 - Allow fourplexes in your R2A district if half the units are year-round housing.
 - Allow conditional zoning to increase density for year-round residential use. This is currently prohibited.

- PUD: add to your PUD density bonus options those properties that are deed restricted for year-round residential use.
- Overlay districts – consider allowing the above-listed incentives for year-round housing in new overlay zones that are close to employment centers, downtown, medical offices.
- c. Reduce # of required parking spaces for multi-family housing, ADUs, or housing in downtown.
- d. Minimum Floor Area - allow smaller minimum floor area for year-round residential housing.

The following are other opportunities to consider that impact housing. The STR suggestions are not incentives but are important to consider because of the impact on housing.

Short Term Rental (STR) Ordinance

- Do not allow short term rentals of residences in certain areas (overlay zones).
- Restrict STRs on lots or in dwellings that do not meet minimum sizes.
- If STRs are to be allowed, consider requiring owner-occupancy of one of the dwelling units on the property. This helps that homeowner meet their mortgage payments with the extra income and helps to reduce noise issues.

Promotional Efforts

- Partner with other entities to market certain neighborhoods that have these incentives for residential development.