

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

MONDAY, FEBRUARY 8, 2021 AT 6:00 PM in the Virtually 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. January 11, 2021 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Proposed deck located at 101 Bridge Street
 - 2. Master Plan Chapter 5 Implementation Report
 - 3. Accessory Dwelling Unit Architectural Standards
 - 4. City Manager's Housing Memo
 - 5. Master Plan Update
- H. Old Business
- 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: February 8, 2021

BACKGROUND

Due to pandemic restriction imposed by the Michigan Department of Health and Human Services, the Planning Commission meeting will be held via Zoom in compliance with the Open Meetings Act.

Topic: Charlevoix Planning Commission

Time: Feb 8, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94409693848>

Meeting ID: 944 0969 3848

One tap mobile

+16465588656,,94409693848# US (New York)

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Dial by your location

+1 646 558 8656 US (New York)

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Meeting ID: 944 0969 3848

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CITY OF CHARLEVOIX

Approval of the Minutes

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: January 11, 2021 Minutes

DATE: February 8, 2021

BACKGROUND

January 11, 2021 Draft Minutes

ATTACHMENTS:

- ▣ January 11, 2021 Draft Minutes

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, January 11, 2021 - 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 (from Charlevoix)
Members Present:	Reid Beegen, Sherm Chamberlain, Toni Felter, David Gray, Dennis Halverson, Mary Millington, Jennifer Muladore (all members participating from Charlevoix)
Members Absent:	None
Staff Present:	Mark Heydlauff, City Manager, 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 Halverson to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. December 14, 2020 Meeting Minutes

Member Halverson stated that he was in attendance and could hear the December meeting, but couldn't speak. Motion by Member Chamberlain, second by Member Muladore to approve the minutes of December 14, 2020 as amended. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Election of Officers

Member Chamberlain nominated RJ Waddell as Chair for 2021. Motion by Member Gray, second by Member Beegen to cast a unanimous ballot for RJ Waddell to be the Chair for 2021. Motion passed by unanimous voice vote with Member Waddell abstaining.

Member Chamberlain nominated Dennis Halverson for Vice Chair for 2021. Motion by Member Chamberlain, second by Member Felter to cast a unanimous ballot for Dennis Halverson to be the Vice Chair for 2021. Motion passed by unanimous voice vote with Member Halverson abstaining.

2. 2021-1 Site Plan Review Amendment: 120 Michigan Avenue

Paul Silva stated that he and Mike Pattullo were present from Shoreline Architecture & Design. Mr. Pattullo stated that they have a 2,000 square foot roof deck that was approved and based on the Zoning Ordinance they need 10 spaces to accommodate the roof deck to allow public use. He stated that they wanted to open the deck up to the public rather than just for hotel guests. He explained when the hotel was originally approved it required 32 parking spaces and the current design will provide 33 spaces

Member Halverson stated that through the original site plan process for the hotel, the intention for the roof deck space was always intended to be strictly for hotel guests.

Member Chamberlain stated that he visited the property and parking has always been a premium in that area. Member Felter stated that if the City wanted to make this a walking community maybe they shouldn't be so concerned about a few parking spaces. Member Millington stated that they will never have enough parking in the community during high season and they do want to encourage pedestrian traffic and she felt it would be a shame to hold up the request just because of a few parking spaces.

Member Halverson stated that his consternation had nothing to do with the parking but has to do with the multiple amendments coming in after a comprehensive site plan review by the Planning Commission.

Zoning Administrator Scheel stated that big projects evolve, specifically this one and he felt that this discussion may hinder developers from wanting to come to Charlevoix. He noted that they need Findings of Fact which were in his report of the criteria that allows the Planning Commission to waive one or more parking spaces and the criteria was talked about in the letter from Mr. Pattullo.

Motion by Member Felter, second by Member Beegen to waive the parking requirements to allow the Hotel Earl to have a variance for the parking requirement. Motion carried.

Yeas: Beegen, chamberlain, Felter, Gray, Millington, Muladore, Waddell

Nays: Halverson

3. Capital Improvements Plan Draft

City Manager Heydlauff stated that an updated Capital Improvements Plan is required by state law, City Charter, and is necessary to accomplish the Redevelopment Ready Communities Program. He stated that this was their initial draft and he responded to questions from the members.

4. Carpenter Street Dog Park Conceptual Design

Recreation Director Knorr stated that public input relative to the Recreation Master Plan highlighted resident demand for a dog park within the City. He explained the conceptual design for a dog park on Carpenter Street and responded to questions from the members. Community Development Fellow Martin briefly outlined several possible funding opportunities.

5. Resolution to Hold Joint Meeting in 2021

Community Development Fellow Martin stated that to signify the Planning Commission's commitment to fulfilling the Redevelopment Ready Communities program requirements, the Michigan Economic Development Corporation requested the Planning Commission pass a resolution stating their intent to participate in a joint meeting between City boards, commissions, and committees in 2021.

RESOLUTION NO. 2021-PC01

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 the 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.

Motion by Member Halverson, second by Member Chamberlain to adopt Resolution No. 2021-PC01 for joint committee meetings this year. Motion passed by unanimous voice vote.

6. Accessory Dwelling Unit Report

Chair Waddell stated that last fall City Council asked the Commission to look back at accessory dwelling units to see whether or not they want to continue it the way it is or expand it. Zoning Administrator Scheel referenced his written report including City Council's goal of providing more year-round housing and that ADU's recommended by the Commission are making a difference (two are for year-round residents and none are short-term rentals). He noted that there were some unintended consequences with size and scale and if the Commission decided to expand into R-1 that they look at those negative consequences and that they add language to the Ordinance for any expansion into other districts and also for the R-2 district to fix that issue. He stated that lastly, they can write language into the Ordinance that will guarantee that the ADU's are used for long-term housing and not short-term rentals. Chair Waddell suggested that the Commission should add expanding the ADU's to other zoning districts on their "tickler list" of items to be addressed in 2021.

H. Old Business

1. Charlevoix County Housing Ready Program Follow Up

Steve Schnell, Charlevoix County Housing Ready Program Director, reviewed his memo regarding zoning incentives for year-round housing, and additional steps to consider that continue to open housing opportunities and achieve land use goals. Member Chamberlain stated that he would like to look at existing larger homes that could easily be converted into duplexes or triplexes.

I. Staff Updates

Planner Neal stated that the Zoning Ordinance amendments were approved by City Council at their January 4th meeting.

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

Chair Waddell stated that he and Planner Neal would determine how much of the Master Plan document to review at each meeting. He also felt that the February meeting would be a good time to review the possible expansion of ADU's into other zoning districts. Community Development Fellow Martin stated that he would present a progress report on some of the implementation items that were listed in Chapter 5 of the Master Plan.

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

Motion by Member Halverson, second by Member Chamberlain to adjourn the meeting. Meeting adjourned at 7:43 p.m.

Joyce M. Golding/fgm

City Clerk

R.J. Waddell

Chair

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: Proposed deck located at 101 Bridge Street

DATE: February 8, 2021

BACKGROUND

The applicants and owners, David Levy and Chuck Schilling, are seeking permission to occupy a portion of the vacant space located just north of 101 Bridge Street, adjacent to the Pine River Channel. The applicants wish to build a raised deck to be used for outdoor dining. The property is owned by the Michigan Department of Transportation. The State of Michigan and the City will review the proposal and determine whether or not to enter into an agreement to use the property.

This item is for informational purposes only.

ATTACHMENTS:

- ❑ Proposed Deck Site Plan
- ❑ Applicant Project Proposal Letter

September 7, 2020

Proposed Deck Project ("Project")
CED Holdings, LLC
101 Bridge Street
Charlevoix, Mi 49720

David Levy 231-675-5555
Chuck Schilling 248-875-9436

Dear Mr. Andrew J Perkette, MDOT – Gaylord Transportation Service Center

Please find enclosed our initial overview of the project we are proposing. As follows:

Project Proposal:

Build a deck following all Charlevoix City building specifications for decks.

Proposed Construction start: May 1, 2021

Utilize deck for additional wine bar outdoor seating.

- See enclosed: City of Charlevoix "2020-2021 City Counsel Goals and Action Plans" P. 2 & 3
- See enclosed deck seating layout. P. 4

Proposed Deck configuration will be 30' along sidewalk by 20' deep toward Pine River tying into the current railing.

- See enclosed pictures with and without proposed deck. P. 5, 6, 7

Area outdoor seating enclosed:

- Bridge Street Tap Room expanded their outdoor seating aligned with Charlevoix City Counsel's Goals and Actions. P. 8
- Staffords Weathervane directly across channel from proposed "project". P.9, 10
 - Very similar, more complex deck than the proposed project.

With "intent to proceed", we will begin the process and we will provide the State of Mi, a full set of architectural drawings. In parallel, we will begin the process of gaining approval from both Michigan Liquor Control Commission (for our current liquor license 1910-16010) and the City of Charlevoix for written approval to utilize the "project" for additional outdoor seating.

Thank you for your review and consideration.

Kind Regards,

David Levy
David Levy

Chuck Schilling
Chuck Schilling



2020-2021 City Council Goals & Action Steps

Work with our neighbors to solve area-wide challenges

We believe Charlevoix is defined as a collection of townships, a city, a county, civic groups, neighborhoods, and schools bounded by Lake Charlevoix and Lake Michigan. In order to support the quality of life and local economy we now enjoy, we understand that it is important to look at the long-term picture of prosperity in this area.

Action Steps:

- The City should focus on creating an environment to sustain and encourage year-round occupancy in our neighborhoods to welcome a growing population this can occur through enhancing the density of our existing residential neighborhoods along with mixed-use commercial opportunities
- Business recruitment, along with sustaining current businesses, is an important piece of creating a growing job economy in our region
- Many challenges and opportunities we face occur concurrently with our neighbors and we should work toward collaborative gatherings, especially with Charlevoix Township
- Advocate for tax incentives to encourage the creation of more housing

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.

Action steps:

- Engage in learning and planning about how to improve the energy efficiency and environmental impact of City operations including using renewables to power facilities, reducing energy loss, and by working with knowledgeable organizations to create a sustainability plan
- Improve the availability of recycling receptacles throughout the community - especially downtown
- Organizers of special events should take lead responsibility for trash and increasing the recyclability of event waste
- Continue the work of Solid Waste Ad-hoc Committee by exploring improvements and contracts to remove solid waste including curbside recycling
- Plan for non-motorized trails, bike parking, and pedestrian-friendly design in infrastructure projects where appropriate
- Learn about and plan for the effects of high-water levels in our community
- Achieve Silver Status for Michigan Green Communities by the end of 2020; seek Gold Status in 2021

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 levels.

Action steps:



- Expand work with the Charlevoix County Transit Authority to provide shuttles during special events to provide remote parking and ease of transit
- Develop a policy requiring all festivals and special events who use public spaces to provide a statement of inclusion for senior citizens
- Consider adding activities in East Park and Bridge Park like shuffle board and concrete checker and chess boards
- Explore designation as “Age-friendly City” from the World Health Organization

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.

Action steps:

- Continue development of city-wide Wi-Fi, fiber optic connections, and other technological benefits for our permanent residents, visitors, and seasonal residents
- Improve the snow and ice clearing from sidewalks throughout the community by working with property owners

Provide strong stewardship of public resources and promote good governance

We will seek collaboration with other entities around the area and look for ways to efficiently provide the quality services the community expects. Charlevoix government should be organized around gathering public input and effectively giving staff and Council good recommendations for public policy.

Action steps:

- Explore further avenues of cooperation with neighboring townships, especially in the areas of infrastructure planning and recreation
- Study the use of our business-like enterprises (i.e. Golf Course, EMS, and others) and the degree to which they are subsidized by taxpayers
- Review surplus City-owned real estate with the goal of redeveloping into year-round housing
- Develop a strategy for bulky waste collection, probably in collaboration with Charlevoix Township
- Improve and develop policies for internal financial controls and reporting

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.

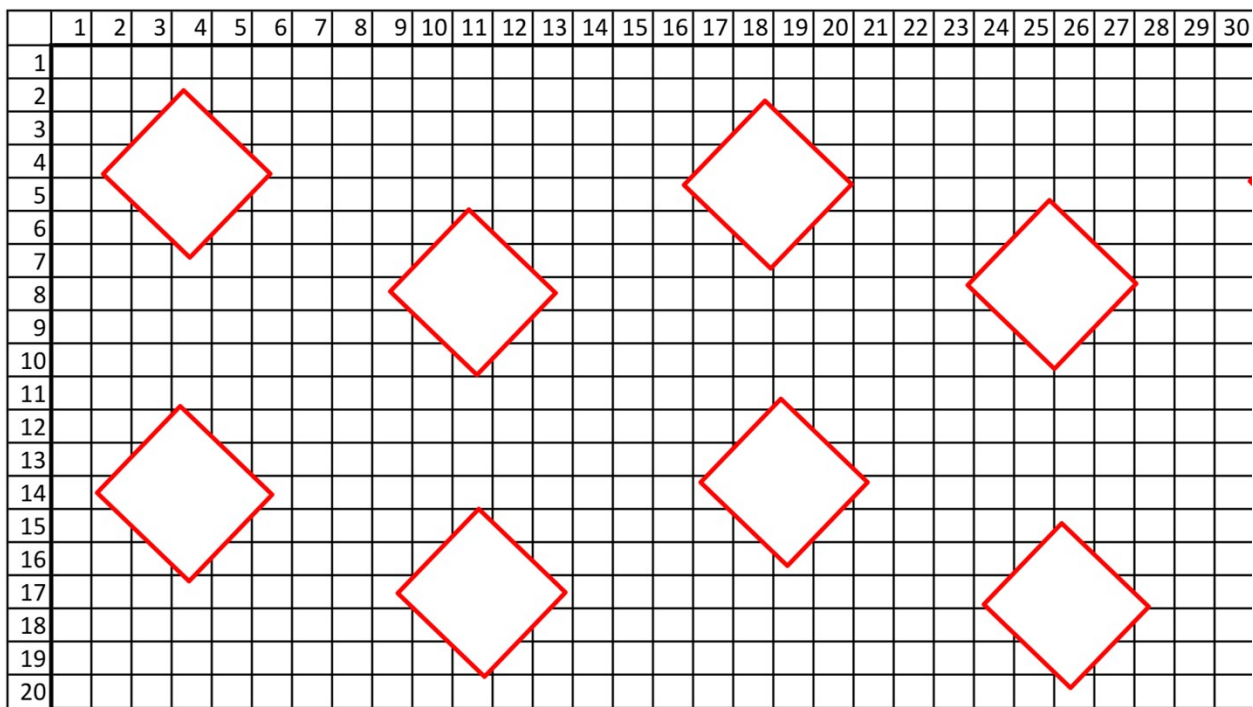
Action steps:

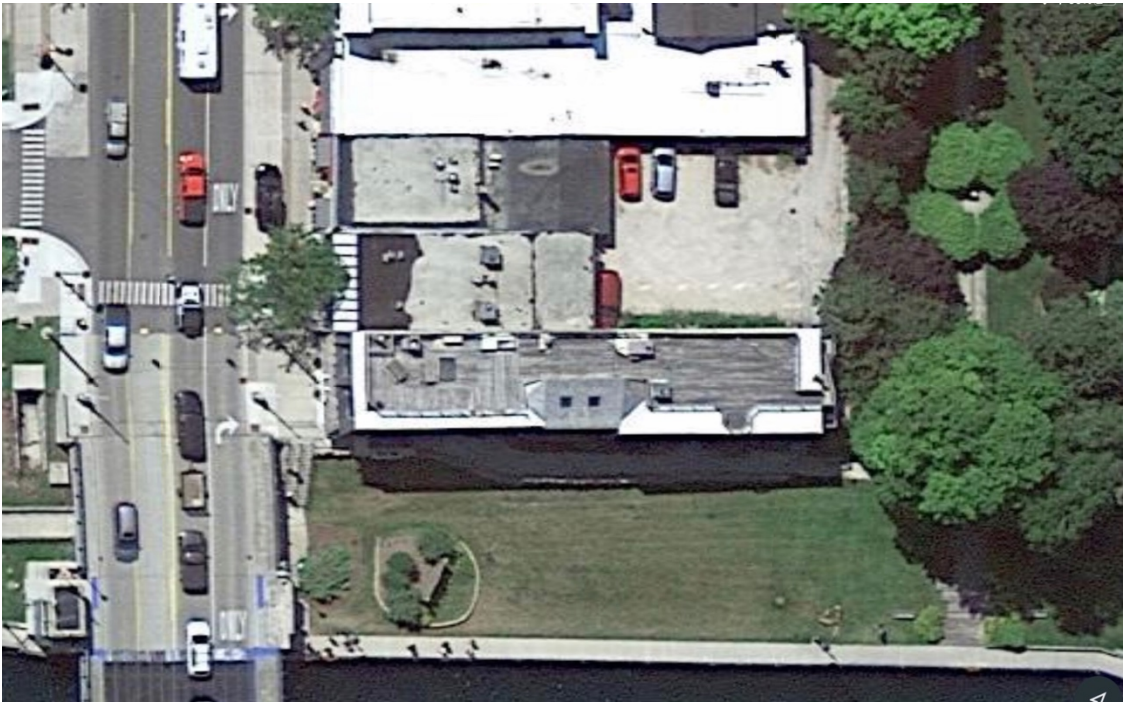
- Encourage more outdoor dining and placemaking settings that showcase the unique geography, architecture, and programming of Charlevoix, including looking for ways to implement the findings of the Sustainable Built Environment Initiative that studied downtown alleys
- Development of a dog park and a dog beach to help residents enjoy public spaces with their four-legged friends
- Encourage the development of shuffleboard, chess board tables, and other passive recreation items
- Strike a better balance between the special events of our community and the need for our residents and visitors to enjoy passive recreation in public spaces, especially East Park

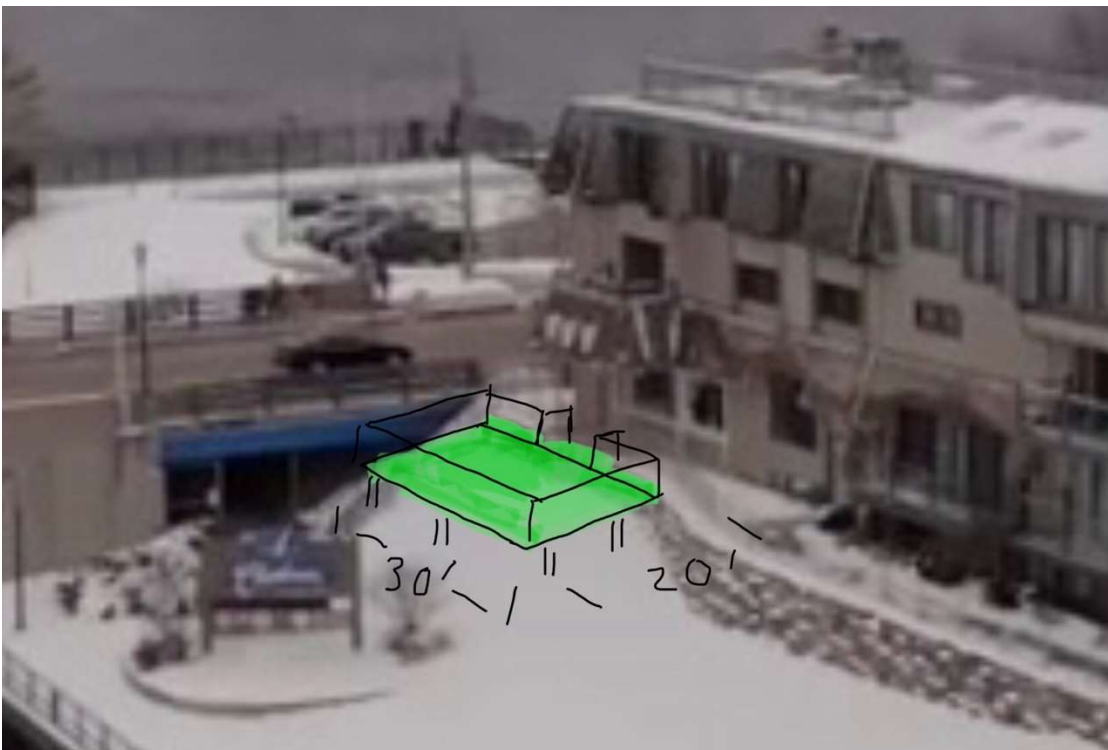
Adopted by City Council, December 16, 2019



Page 2

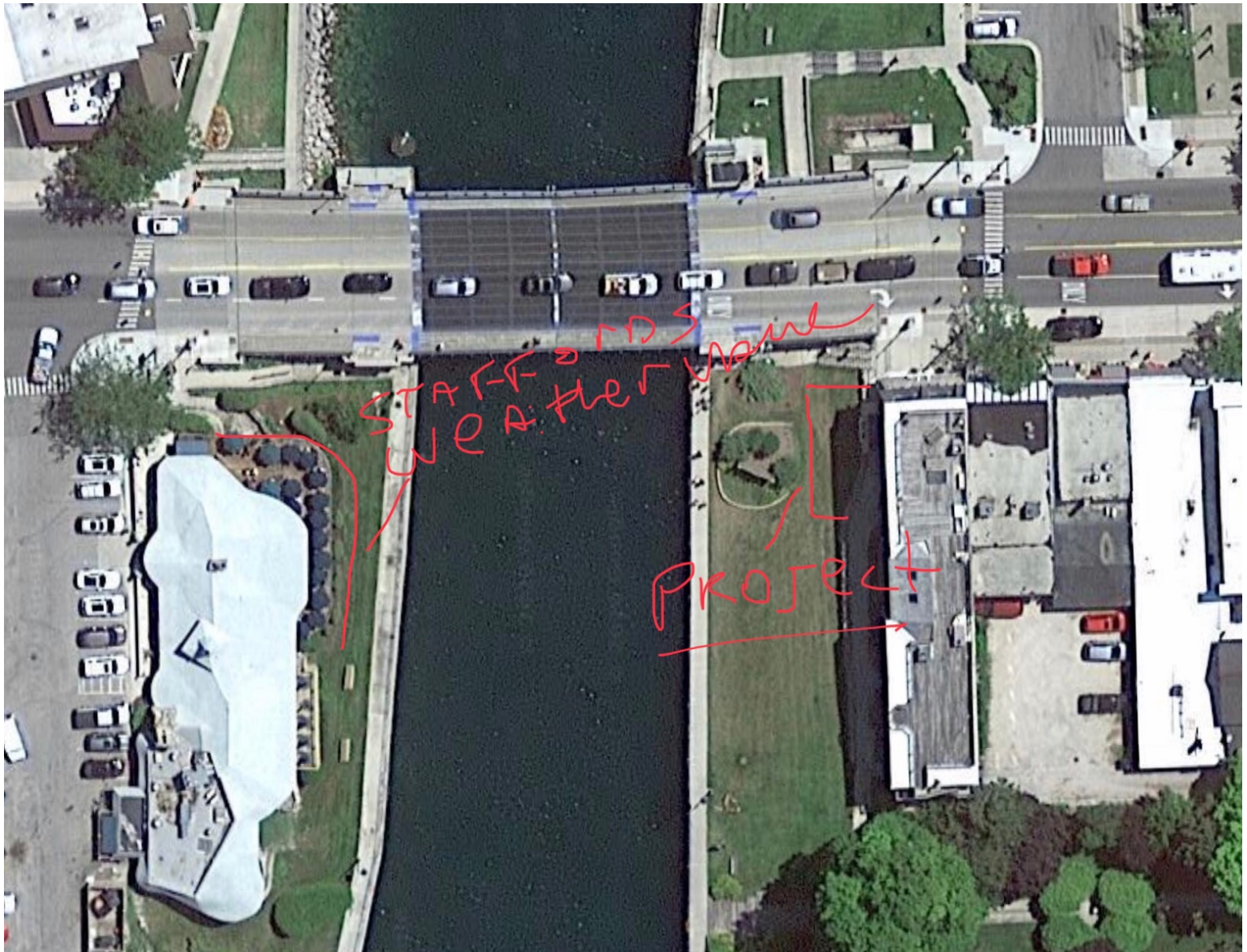














CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Dean Martin, Community Development Fellow

SUBJECT: Master Plan Chapter 5 Implementation Report

DATE: February 8, 2021

BACKGROUND

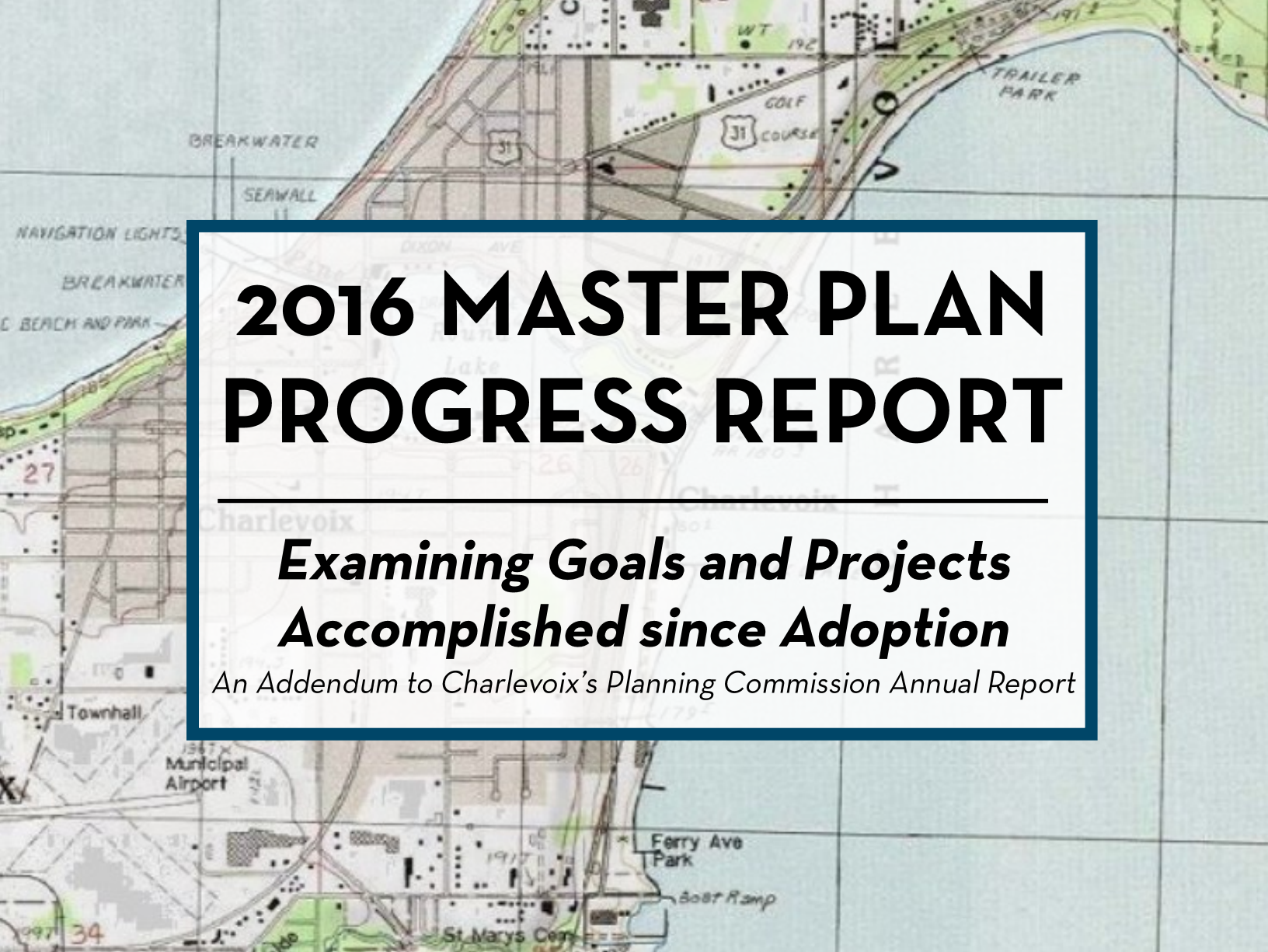
Reviewing the Master Plan Implementation table prior to the 5-year updating process can help our Planning Commissioners and policy makers understand what was planned to be accomplished, what was accomplished, and what remains an opportunity. In addition, annual review of the implementation table is a best practice within the Redevelopment Ready Communities Program.

With comprehension of the completed planned actions, our commissions can better determine the relevance and priority of remaining items. Further, as the rest of the Master Plan is covered in following months, the goals, objectives, and policies located in other sections can be reviewed in a manner more synergistic to the implementation of the plan.

Moving forward, retrospective Master Plan Implementation reporting can occur within the Annual Report the Planning Commission produces.

ATTACHMENTS:

- ▣ Master Plan Implementation Report



2016 MASTER PLAN PROGRESS REPORT

Examining Goals and Projects Accomplished since Adoption

An Addendum to Charlevoix's Planning Commission Annual Report

TO: City of Charlevoix Planning Commission | Jennifer Neal, City Planner | Jonathan Scheel, Zoning Administrator

FROM: Dean Martin, Community Development Fellow

DATE: January 11th, 2021

SUBJECT: MASTER PLAN PROGRESS REPORT

Brief:

The City of Charlevoix Master Plan, last updated in 2016, detailed goals, visions, and implementation projects to be considered for the advancement of public services and economic development. Each year, the Planning Commission has prioritized prospective Master Plan items to be addressed in annual reporting. This report serves as a retrospective itemization of Master Plan implementation items that have been accomplished. Items not yet addressed should be examined during the 2021 Master Plan Update process, weighing the relevancy, priority, and need, comparative to newly identified projects. Moving forward, Master Plan progress will be detailed in future Planning Commission Annual Reports.

Actions & Priorities

In the 2016 Master Plan, eleven actions were identified as targeted goals for implementation. Some actions serve as accomplishable tasks, while others are broad goals important to successful municipalities. Each of these actions are essential to promoting health, wellness, and economic opportunity for our residents in Charlevoix, while creating an environment that removes barriers for the businesses or innovators that spur regional growth.

While the specific actions and inventory of efforts associated with them will be covered in later sections, listed below are the priorities each action was assigned. Priorities range from 1 to 3, with their definitions as follows:

Priority 1: projects are those that should be given immediate and concentrated effort.

Priority 2: projects that are necessary to implement the plan, but either depend on commencement or completion of Priority 1 projects. Once commenced, however, these projects should be pursued until completion.

Priority 3: projects that implement elements of the plan, but are not urgent and can be delayed for a much longer period of time. These projects are more susceptible to budgetary constraints.

Charlevoix Master Plan, p. 65

In the following sections, actions are organized by their respective priorities, and display the number of steps or sub items that have been completed. Items that have ongoing responsibilities, are discontinued, or are no longer a priority of city policymakers are marked as "completed" for the purposes of this report. Items that remain an opportunity, or are not a current priority, account for "incomplete" items.

Priority Level	Action	Number of Sub Items Completed
1	Update the Zoning Ordinance regularly to address identified gaps and changing needs of the City	3/3
	Promote Charlevoix and the region as a viable place to live and work year-round.	2/4
	Enhance scenic beauty. (Enforce Landscaping Standards)	1/1
	Enhance the Downtown Business District	4.5/5
	Coordinate transportation efforts	3/3
	Pursue alternative forms of transportation.	4/6
	Hold annual meeting with Charlevoix Township to coordinate zoning districts and regulations.	0/1
2	Pursue Economic Development	5/6
	Enhance scenic beauty (Corridor Improvement District & Support Keep Charlevoix Beautiful)	1/2
	Pursue high environmental standards in City services, facilities, and operations.	7/9
3	Promote Charlevoix and the region as a viable place to live and work year-round. (Promote diverse and viable housing options through incentives and flexible zoning requirements.)	1/1
N/A	Provide high quality, cost effective public services.	3/4

Action 1: Update the Zoning Ordinance regularly to address identified gaps and changing needs of the City

The Zoning Ordinance provides regulations for maintaining an vibrant, diverse, and attracting community while also holding transparent, comprehensive, and streamlined guidelines for property owners and developers in a manner that promotes economic development. The Zoning Ordinance should be regularly updated to reflect City Council goals, Master Plan goals, changes in community vision, and municipal, land use, and planning best practices.

The items below are the summary of changes detailed in the past three years' Planning Commission Annual Reports:

2020 Zoning Ordinance Changes (most recent):

1. Upon direction by the City Council, the Planning Commission further reviewed ordinance language regarding recreational vehicles. Therefore, Section 153.153(C) (originally Outdoor Storage) was replaced with Recreation Equipment and Vehicle Storage. The Commission considered covers for boats, street parking, the number and size of vehicles, among others when creating standards for storage. A public hearing was held and proposed ordinance language was recommended to City Council for adoption.
2. Several revision and additions were made to the Zoning Ordinance regarding housing including the following amendments: the definition of Boarding/Rooming House, the intent statement of Section 153.070(B) R2, Medium Density Family Residential District, Housing amendment, and the residential schedule of uses. New sections were added for Boarding/Rooming House, Home 3 Conversions, and Single-family attached and single Multiple-family buildings. A public hearing was held and proposed ordinance language was recommended to City Council for adoption.
3. The Planning Commission addressed necessary changes to the City's parking standards in OffStreet Parking, Loading, Access and Circulation. Changes included the removal of payment in lieu option, revisions to the number of required parking spaces, and changes to the shared parking standards. A public hearing was held and proposed ordinance language was recommended to City Council for adoption.
4. At the request of the City Manager, the Planning Commission began a discussion regarding sandwich board signage on downtown sidewalks. During the discussion Mr. Kirby Dipert represented the merchant's perspective and planning and zoning staff provided input based on City Code and ordinance enforcement.
5. Upon discussion of current review standards, the Planning Commission requested staff to review the site plan review standards and provide a draft of recommended revisions. Draft standards are under legal review and will be presented at the next available meeting.
6. The growing desire to add functional outdoor living space on building rooftops prompted a review of the Zoning Ordinance for language that pertained to rooftop uses in both residential and commercial areas. Upon review, planning staff determined few standards existed, and new language would be needed to address the concerns. Proposed standards have been presented and are under legal review.
7. At the request of the City Council, the Planning Commission began a discussion regarding a maximum residential building size. Planning staff were directed to review existing conditions and current regulations available to control residential building sizes. Several methods were discussed and planning and zoning staff are preparing a memo outlining the options available for the Council to consider.

Source: [City of Charlevoix Planning Commission Annual Report, 2020](#)

Action 1: Update the Zoning Ordinance regularly to address identified gaps and changing needs of the City (Continued)

2019 Zoning Ordinance Changes:

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

The first amendment included updating the references to the new (2018) sign section of the Ordinance. It also corrected a few sentences or standards that were ambiguous.

The second amendment updated the approval process for site plan reviews, special use permits, site condominiums, and planned unit developments. Previously these categories that had to be approved by City Council, but because the state law allows planning commissions, as the body appointed to draft and implement the Zoning Ordinance, to grant final approvals on these project types it was decided to streamline the process by keeping the decisions at the planning commission level.

The third amendment included a hodge-podge of topics. After discovering that the Zoning Ordinance and the City Code contradict each other with regard to storage of recreational vehicles those standards were updated. The standards for illuminating commercial signs was also updated to reflect new lighting technology.

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

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

Source: [City of Charlevoix Planning Commission Annual Report 2019](#)

2018 Zoning Ordinance Changes:

Regulations for short term rental operations were adopted in October. Annual registration and adherence to a set of standards was added as a new section to the Zoning ordinance.

The topic of signs was on the agenda for ten of the twelve months this past year. After months of examining the language, rewriting it and tweaking it yet again, a public hearing was held over the course of a few months (it was postponed while waiting for a legal review). Finally the work was done and the amendment to the Zoning Ordinance was forwarded to the City Council who adopted it in March 2018.

A text amendment to the Zoning Ordinance of a few miscellaneous topics was worked through and forwarded on to the ultimate adoption by the City Council in March. The amendment dealt with updating dredging and boathouses, fences and retaining walls, and some associated definitions.

Source: [City of Charlevoix Planning Commission Annual Report 2018](#)

Action 2: Pursue Economic Development

The economic development projects listed in the 2016 Master Plan were established to promote economic resiliency in the Charlevoix area, provide better public services for a higher quality of life, and implement practices that will help attract and retain businesses vital to the growth of wealth for our residents, workers, and business owners.

Below are the projects listed, and their current status. It should be noted that economic development projects and goals exist outside of the 2016 plan; this list captures what was previously planned and the efforts that have been taken on these specific items.

For more information on economic development in Charlevoix, please visit our online [Economic Development](#) page.

Action Item	Current Status	Notes
Continue collaboration with the Chamber, local governments and the business community regarding regional economic development.	Ongoing	Marketing, events, and regional economic development activity are all ongoing between partnering organizations. Most recently, the DDA and Chamber of Commerce have shared operational responsibilities of the Vault, an affordable business incubator.
Support efforts to implement the comprehensive economic development strategy (CEDS) put out by Networks Northwest.	Completed	The new regional comprehensive economic development strategy was completed in April 2020.
Aggressively market businesses in emerging industries and implement the CEDS.	Ongoing	Pursuit of the Redevelopment Ready Communities program will assist Charlevoix in marketing the city and priority sites to businesses. Available properties are marketed through the Downtown Development Authority and Charlevoix Area Chamber of Commerce. The Vault seeks to promote remote workers and start-up businesses in the City.
Amend the tax abatement program and pursue policies that offer incentives to new business.	Ongoing	Incentives are offered in a case-by-case scenario depending on the property, use, and financing.
Pursue expansion of Coast Guard Operations.	Not Currently a Priority	Has not been explored.
Support and promote high speed internet and fiber optic networks.	Ongoing	A feasibility study is being conduct in partnership with the Michigan Municipal Electric Association through a USDA Rural Business Development Grant. Presentation of feasibility will occur in February 2021.

Action 3: Promote Charlevoix and the region as a viable place to live and work year-round.

The City of Charlevoix has many natural and built amenities that are appealing to year-round residents and businesses. Continuing to improve these resources while building new amenities could help retain young professionals to the area, compete with other cities for skilled workers, and convince seasonal property owners to participate in the community for more months or permanently. Commitment to a strong year-round community displays to relocating businesses that Charlevoix has the workforce desired to make their expansion a success.

Action Item	Current Status	Notes
Promote diverse and viable housing options through incentives and flexible zoning requirements.	Ongoing	2019 Zoning Ordinance Update allows for Accessory Dwelling Units in R2 areas, when the property owner lives on site. 2020 Zoning Ordinance Update permits multi-family dwellings in R2 areas, when the dwelling retains the aesthetic of a single-family home.
Increase and expand the use of City properties for festivals and events.	No Longer Reflects Council Direction	Special Events Policy adopted in February 2020 by City Council reflects the need for balance between festival/special event and resident use when concerning City property.
Work with the real-estate community to target specific groups interested in locating to the area.	Ongoing	Routine economic development efforts by partner organizations (Chamber of Commerce, Northern Lakes Economic Alliance) work with the real-estate community for attraction and retention efforts.
Investigate options for regulating rental property within the City through a rental inspection program, licensing fees, lodging taxes or other means.	Ongoing	2020 Ordinance changes regulate the number of short-term rentals across zoning districts to 80.
Explore the viability of expanding reduced tuition rates at North Central Michigan College for Charlevoix County	Not Currently a Priority	Would require an NCMC Board of Trustees vote to pursue the plan, and a county-wide vote in Charlevoix County to adopt a millage in support of the expansion

Action 4: Enhance Scenic Beauty

A visible yet oft underestimated component of public service provision is the preservation of scenic beauty. Charlevoix owes its warmth and charm to the labor its residents, businesses, and public works officials contribute in keeping the city visually appealing. Scenic beauty may require great effort to preserve, but is far cheaper and less negatively consequential than suffering a city in aesthetic disrepair. As such, the 2016 Master Plan called for the maintenance and improvement of the city's visual offerings, highlighting landscaping, traffic corridors, and flower plantings as a categorical priority.

Action Item	Current Status	Notes
Enforce landscaping standards for commercial development, City parking lots and parks.	Ongoing	The landscaping ordinance was last amended in 2018. Enforcement of these standards is an ongoing activity conducted by the Zoning Administrator.
Pursue Corridor Improvement Districts on M66 and US 31.	Remains an Opportunity	Exploring Corridor Improvement Districts and Waterfront Improvements Districts are a current priority of the Planning Commission
Support Keep Charlevoix Beautiful's petunia planting program.	Discontinued	The annual Petunia Planting was no longer possible due to changes in lane configuration on US 31. However, hanging petunia baskets now line the streets, with watering continuing in partnership between Keep Charlevoix Beautiful and the City of Charlevoix

Action 5: Enhance the Downtown Business District

The Downtown Business District serves as a hub for economic activity in Charlevoix County and the greater Northwest Michigan region. Many residents find opportunity in serving those both in and outside of the city and region through employment and business ownership in the US 31/Bridge Street corridor. Chapter 5 of the City of Charlevoix Master Plan highlighted potential items that could improve Charlevoix's ability to market the downtown, while also calling for higher density and mixed-use zoning to make the area a more versatile space for all local stakeholders.

Action Item	Current Status	Notes
Establish and implement a downtown marketing plan.	Completed	A Downtown Plan was created in 2019 by Networks Northwest which listed project objectives and goals established for Downtown Charlevoix. A Downtown Market Analysis was conducted by Main Street in 2018, detailing economic conditions of our resident industries and consumer bases. A Brand Analysis was completed by A5inc. in 2017, displaying resident, business, and visitor points of interest in Charlevoix A Downtown Market Assessment was completed by The Chesapeake Group in 2015. This assessment discussed downtown consumer habits, comparable cities and industries, and economic development objectives.
Support the Michigan Main Street Program.	Ongoing	2016 – Initiative for redesigning street tree lighting, implemented a new website, and planned for a wayfinding system 2017–Participated in the rebranding campaign, and updated infrastructure downtown with branding. Launched first phase of \$50,000 wayfinding system. Developed a façade improvement incentive program 2018–Charlevoix's farmer's market launched 4 brick and mortar stores. A mobile app was implemented for Main Street and Recreation use. Partnered with the Chamber of Commerce and the Library to discuss a shared workspace for starting businesses. Held small business training sessions. 2019– Opened working space/business incubator in downtown Charlevoix. Worked with a business to received a \$25,000 Match on Main grant. Continued to award façade grant. Junior Main Street renovated Hoop Skirt Alley through public donations and matching funds. 2020–Coordinated ad campaign with 6.4 million impressions. Awarded \$70,00 in grants to businesses for COVID-19 resiliency. Junior Main Street created the Pine River Hammock Park.
Expand downtown activities, events, and festivals year round.	No Longer Reflects Council Direction	Special Events Policy adopted in February 2020 by City Council reflects the need for balance between festival/special event and resident use when concerning City property.
Encourage higher density and mixed uses.	Ongoing	In 2020, the DDA approved the language of a housing incentive program which would provide monetary resources to property owners seeking to renovate downtown offices or build upper floors for residential uses.

Action 5: Enhance the Downtown Business District (Continued)

Action Item	Current Status	Notes
Pursue goals outlined in the Downtown Marketing Assessment and Development Strategy prepared by the Chesapeake Group.	Ongoing & Remains an opportunity	Goals as stated: 1. Retain and attract new households headed by individuals under the age of 35. 2. Support aging in place. Work to retain the current seniors and other residents who will seek alternative living arrangements in the future, not traditional single-family homes. 3. Expand employment opportunities and the range of types of employment in the local economy. 4. Enhance conditions that attract and encourage entrepreneurial activity. 5. Expand full year economic activity Downtown. 6. Expand the year around activities in the Downtown by attracting patrons from surrounding communities. 7. Seize opportunities that are identified. Tools to Capture Opportunities (Where progress has been made): 1. High Speed Internet for Downtown - A financial feasibility study for fiber internet has been completed for the City of Charlevoix. The report will be shared with Council by April 2021 2. Heated Sidewalks to Enhance and Attract Year Around Activity - The Alley and Corridor Vision has highlighted how heated sidewalks could be implemented in the Downtown, pending engineering studies and financial feasibility 3. Crowdfunding - Hoopskirt Alley has seen crowd-sourced renovation, along with matching from the DDA and MEDC. 4. Incubator Space and Long-term Versus Short-term Return An Entrepreneurship Program - The Vault, first launched by the library and now supported by the DDA and Chamber of Commerce, provides start ups and aspiring entrepreneurs a place to start their businesses without the hassle of office operations. Tools to Capture Opportunities (Remain an Opportunity): 1. Formation of a Solar Coop for Downtown. 2. Recruitment Focus. 3. Maintaining Active First Floor Space along Main Street.

Action 6: Natural Resource Protection

Charlevoix's unique draw to potential residents is the abundance of natural resources it holds. With three lakes (one of which is a Great Lake), extensive beachfronts, hiking trails, forests, and the proximity of state parks, Charlevoix offers community within the great outdoors. It is paramount for natural resources to be protected unconditionally, but the Charlevoix area has additional stakes to this charge, with our local economy, recreation, and resident attraction all tethered to our natural resource management. With the City and its community continuing to be good stewards of the land, the land can continue to provide positive externalities to our way of life in Northwest Michigan.

Action Item	Current Status	Notes
Pursue a unified Stormwater Control Ordinance for Charlevoix County.	Completed	A unified Stormwater Ordinance was passed by all three cities in Charlevoix County (the City of Charlevoix, the City of East Jordan, and the City of Boyne City) in 2019.
Meet with the Charlevoix County Planning Commission to evaluate current and future industrial and/or mining operations.	Not Currently a Priority	Has not been explored.
Pursue water quality protection measures alongside regional organizations.	Ongoing	Tip of the Mitt Watershed Council conducted a shoreline survey in 2018, a local ordinance gaps analysis for water quality protection, and a 2020 GSI Visioning for Green Stormwater Infrastructure.
Coordinate Mt. McSaubas usage with Charlevoix Township	Ongoing	Coordinating Mt. McSaubas usage has been a success and the partnership is much stronger since the 2016 Master Plan was implemented.

Action 7: Coordinate Transportation Efforts

Transportation is a necessary component to the development and growth of activity in the City of Charlevoix, impacting both residential functions and commerce. Without efficient and common-sense transportation solutions, economic development efforts remain local rather than regional, while businesses find added expense and decreased viability. Transportation issues can create disruptions in everyday life, increasing commute times for residents working in neighboring areas, putting heavier use on local roads designed for residence, and creating compounding issues for drivers and pedestrians alike. The Implementation Matrix of Charlevoix's master plan calls for greater collaboration and consultation of experts in transportation evaluation.

Action Item	Current Status	Notes
Meet annually with MDOT to discuss transportation issues and projects.	Ongoing	There are regular and frequent dialogues with MDOT on transportation issues in Charlevoix.
Work with MDOT to study summertime traffic counts, review options, and evaluate development proposals	Ongoing	There are regular and frequent dialogues with MDOT on transportation issues in Charlevoix.
Hire a qualified transportation consultant, if financing is available, to evaluate transportation issues and recommended	Completed	Mission North completed a parking study for the City of Charlevoix in 2018. The Sustainable Built Environment Initiative at Michigan State examined parking in a tangent to their Corridor and Alley Vision project.

Action 8: Pursue Alternative Forms of Transportation

The expansion of alternative transportation can create rippling impacts outside of simple pedestrian or shared commutes. Alternative transportation lends its infrastructure to passive recreation activity, creating bike lanes for those wanting to explore or exercise. Non-motorized transportation infrastructure can advance equity in our small community as well, designating routes and paths for those of all abilities and income levels. Implementation of the 2016 Master Plan calls for greater research and integration of transportation options outside of personal motorized vehicles.

Action Item	Current Status	Notes
Establish a City wide and regional bike route.	Completed	City wide and downtown bike paths have been identified and dedicated in the Main Street Map.
Incorporate bike lanes into the design and future construction of streets and roads.	Remains an Opportunity	City Council's goals for infrastructure design call for contemplation of pedestrian and non-motorized uses in future design.
Continue to support the Lake to Lake Trail initiative during its expansion phase.	Completed	A northside trail is being explored as a connector to the Lake to Lake Trail. The prospective trail could also connect to the Traverse Area Recreation Trails system. Wayfinding Signage for the Lake to Lake Trail has been added to Downtown Maps.
Inventory existing sidewalks and identify and prioritize new sidewalk connections.	Ongoing	GIS survey data is currently being collected, with completion of the inventory targeted for the end of Spring 2021.
Provide informational signage for pedestrians and bikers.	Completed	Wayfinding Signage supporting City amenities, businesses, points of interest, and bicycle routes have been added to downtown Charlevoix.
Explore the viability of a multi-use transportation hub located at the City Airport.	Remains an Opportunity	Has not been explored.

Action 9: Hold Annual Meeting with Charlevoix Township to Coordinate Zoning Districts and Regulations.

Current Status:

Remains an Opportunity

Notes:

A meeting has occurred in the past with a smaller segment of the Planning Commission, but no collaboration between Charlevoix Township's and the City of Charlevoix's Planning Commissions has occurred since the Master Plan was last updated. An annual meeting with Charlevoix Township was a priority established by the City of Charlevoix Planning Commission in their 2020 Priority-Setting Exercise.

Action 10: Provide high quality, cost effective public services

A prerequisite for a strong city is dependable public services. Water, Sewer, and Electric services are the utilities provided to City of Charlevoix residents, and residents expect reasonable rates for their continued patronage. Likewise, property owners expect and deserve public services that ease the burdens of winter and exemplify the beauty of summer in the city: from clean and upkept parks to cleared and safe roads. Charlevoix is a safe, comfortable community thanks to the diligence of our public safety officials, and the continuation of these services will help promote the City as one of the premier residences and destinations in Michigan.

Action Item	Current Status	Notes
Study public service consolidation with surrounding communities.	Ongoing	A 2018 EMS Operations and Alternatives Analysis was conducted by the Center for Public Safety Management. This study considered the impacts of consolidation with surrounding communities in the county. Pursuit of a County-wide EMS Authority is in active discussion and could occur as soon as early 2021.
Increase municipal water, sewer, and electric users to spread out operational costs.	Not a Current Priority	Some of these are not feasible. Electric customers can only be increased by serving territories currently without service for which we have the right to serve; customers can only move to Charlevoix's system if GLE or Consumers consent. Sewer <i>could</i> be added in the township but it is unknown what entity would pay the expansion expenses. Water could be expanded if the Township chose to no longer operate their system.
Integrate Geographical Information Systems and revise capital improvement plans to more effectively predict and plan for future infrastructure upgrades.	Completed & Ongoing	Geographical Information Systems is a responsibility of the City Assessor. The Capital Improvements Plan is prepared by the City Manager by gathering input and projects from each department with working capital and submitted for adoption to City Council yearly.
Prepare a facilities master plan that reflects future improvements, new buildings, and consolidating the Electric and Street Departments, as advised by consultants.	Completed	In 2019 OHM completed plans for the Public Service Building consolidating the Electric and Public Works Department. Completion of Public Service Building is expected in late Spring 2021. Documents concerning facilities planning include the Charlevoix Tomorrow 2021 plan, the City of Charlevoix Master Plan, and the City of Charlevoix Recreation Master Plan.

Action 11: Pursue high environmental standards in City services, facilities, and operations

Tethered to protecting our natural resources, enhancing scenic beauty, and providing quality, efficient public services is the pursuit of high environmental standards. Ensuring our city is run in an sustainable manner is critical to not only respecting the environment that has promoted Charlevoix as a destination, but will prepare us for future tech and energy standards that will come as alternative energies and fuel efficiencies become more tangible.

Action Item	Current Status	Notes
Seek grant funding to complete a comprehensive study of the municipal stormwater management system.	Completed	In 2015, the City of Charlevoix was awarded a Stormwater, Asset Management, and Wastewater Grant from the Michigan Department of Environmental Quality, which funded a consultant study of these systems. The consulting firm Prein & Newhof completed a two-year study on the conditions of our storm water and sanitary sewer systems in 2018.
Provide signs at the Marina and City boat launch concerning boat maintenance and measures to control the spread of invasive species.	Ongoing	Signage exists at the Marina, and the Charlevoix Lake Association is planning additional installations this Spring.
Promote the County Recycling Program.	Ongoing	The County Recycling Program is noted on the City of Charlevoix website. The County Recycling Millage was renewed by county vote in 2020. Opportunities for recycling and solid waste partnerships have been studied with the support of the Charlevoix County Community Foundation, SEEDS, and the cooperation of Charlevoix, Boyne City, and East Jordan.
Consider more fuel efficient vehicles when replacing the City fleet.	Ongoing	Fuel efficiency, usage, and practicality/dependability are considered when purchasing and replacing City vehicles.
Coordinate with the county and area townships to support renewable energy sources.	Ongoing	In 2018 City Council approved new procedures that guide residents seeking to invest in renewable energy generators.

Action 11: Pursue high environmental standards in City services, facilities, and operations

Action Item	Current Status	Notes
Expand and improve the Energy Optimization Program by providing incentives and better educating residential and commercial users.	Ongoing	Charlevoix's EnergySmart Program provides commercial/industrial, residential, and LED incentive rebates for Energy Star Appliances and LED lights.
Research the feasibility and potential grant opportunities available to power City buildings and facilities through alternative energy sources.	Remains an Opportunity	In 2019 City Council moved all City electric bills to our 100% renewable energy program.
Evaluate and test higher efficiency LED street lights.	Ongoing	Most street lights have incrementally been replaced to LEDs, with Dixon Avenue as the next stretch to be replaced.
Coordinate with the DNR to provide proper signage regarding not dumping fish bait.	Remains an Opportunity	Has not been explored.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: Accessory Dwelling Unit Architectural Standards

DATE: February 8, 2021

BACKGROUND

The attached memo proposes new ordinance language regarding architectural standards for Accessory Dwelling Units. The proposed language is created based on common best practices and input collected from the community.

ATTACHMENTS:

- ▣ ADU Architectural Standards Memo

GOALS

This proposed ADU ordinance language addresses a number of public policy goals, these include:

1. Preserve and enhance the existing historic fabric of Charlevoix, with buildings that reflect early 20th Century Northern Michigan architectural styles.
2. Creating a sustainable "urban neighborhood development" that is built at a human scale, is pedestrian friendly and is not dominated by the requirements of the automobile, as well as, taking advantage of its relationship to the downtown and waterfront.
3. Increase the efficiency and quality of pedestrian, vehicular, bicycle circulation
4. Improve land use patterns within and encourage private development supporting the historical model of Charlevoix.

Bullet point language is proposed new ordinance language

SITE PLACEMENT

Detached ADUs in rear yards are preferred. A street scene with the emphasis on residences instead of garage doors and driveways is the goal. Detached ADUs on corner lots can create interesting corner yard spaces, although access should be from side streets. Attached side or front loaded garages are acceptable, but care should be taken to keep the design from being too massive in appearance. Windows with blacked out glass, shutters or blinds soften the effect of a garage. Attached garages siding on corner lots are discouraged. Such an approach creates a massive facade void of architectural interest. Detached garages on the interior lot side are encouraged. This requires a large amount of concrete, presents a large amount of paved area to public view and creates conflict with traffic turning from side streets.

- Detached garages on corner lots should face side streets. Detached garages on the corner side with driveways extending from the front street are prohibited.
- Front loaded attached garages protruding from the front elevation of a residence are the least desirable. A three foot (3') minimum offset of such a garage allows for variation of facade, the front of the garage shall be setback a minimum of Ten (10') from the projection of the front porch or building line
- Driveways are required to be constructed of concrete or masonry to the back of the sidewalk. Stamped and colored concrete, interlocking pavers, concrete with brick borders, and exposed aggregate concrete paving is encouraged. Color, pattern, and design should compliment that of the proposed new home or renovated home. Asphalt, shell, mulch, grass and gravel driveways are prohibited

EXTERIOR APPEARANCE OF BUILDINGS

Elevations, and Massing. The look and feel of a plan from the exterior is determined by the footprint and the roof form. The two should work together to provide variety in the existing street scene. Varied

elevations and arrangements on the site result in more interesting street scenes. More pleasing arrangements are achieved with a variety of articulated plans which break the rectangular box into interesting three-dimensional shapes with courtyard-like spaces in and around each house. Priority should be given to those sides of the house which are visible from streets and walkways. The most articulated elevations should be those which are in the public view. However, it should be assumed that the houses will be seen from all angles and that there will be a continuity of colors, materials, and details on all elevations.

Doors

Garage doors (often sixteen feet wide) are equivalent to blank walls. They are devoid of architectural elements which give a building scale life and character such as windows, terraces, landscaping, etc. When front-facing, attached two-car garages are built, two single doors divided by a column will be required. This breaks up the expanse of the door into appropriately scaled architectural elements. Side entry garages should be used to break up the monotony of garage door corridors. Windows can be used to break up massive garage frontages. Treatment of detail on garage doors should be consistent with the overall character of the house. This may be accomplished with one or two well placed windows along the top of the garage door and by breaking up the mass with paneled construction.

- Garage doors over 10 feet wide are not allowed

Windows

Windows are central elements in the definition of the architectural vernacular. Care should be given to the size, type and organization of all windows. They should never appear like surface "holes" cut into the side of a box. They should be architectural features and whenever possible, grouped into recessed areas or bordered by projections which provide a shadow pattern. Scattered windows tend to create awkward, face-like shapes and should be avoided

- Window color and finish should compliment color and architectural style of house.
- Accessory Buildings with walls facing a street will have minimum glazing of 7% per street facing wall.

Roof Form

The roof is both a structural and aesthetic component for the home. The roof pattern is one of the most significant elements in establishing the overall massing and appearance of the building. In addition, it is important to recognize the relationship of the roof pitch to the appearance of the building

- Roof pitch will stay within 20% of existing home, less or more
- Roofing will be of similar style. Shingle color should compliment the materials and architecture of the home
- Overhang width will be similar as existing home.
- Skylights shall be flat (non-bubble)

Height of building

- Accessory buildings will not exceed the height as defined in this ordinance by more than six (6) feet

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: City Manager's Housing Memo

DATE: February 8, 2021

BACKGROUND

The City Manager has provided a memo presented to the City Council during the City Manager's Comments at the February 1, 2021 City Council meeting. The memo summarizes the actions of various entities in the community who have taken or are taking on the topic of housing and sets a vision for continued collaboration in the future.

ATTACHMENTS:

- ▢ Housing Memo to City Council



MEMO

TO: The Honorable Mayor Kurtz and the Charlevoix City Council
Chair Waddell and the Charlevoix Planning Commission
Chair Owens and the Downtown Development Authority Board

FROM: Mark L. Heydlauff, City Manager

RE: Housing 2021

Cc: Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator; Sarah Hagen, Charlevoix Chamber of Commerce; Steve Schnell, Housing North; Lindsey Dotson, Charlevoix Main Street; Dean Martin, Community Development Fellow

DATE: January 28, 2021

As we begin a new year, I wanted to summarize the actions various entities in our community have taken and are taking on the topic of housing and set a vision for continued collaboration in the future.

Most notably for housing in 2020, our community had a robust dialogue around a proposal to build housing at the Golf Course. The proposal was rejected by voters in the election but I would suggest there were three key lessons from this proposal and the outcome:

1. Many of those who spoke at City Council meetings on the topic felt housing is important and a subject worthy of continued public work.
 - a. Housing is a balance between ensuring the current stock of housing is used for permanent, year-round housing and the construction of new units.
 - b. The development of new housing will require the cooperation of many entities and units of government in our area.
 - c. The natural market for housing in our area is currently challenging. Construction costs are high; tradespersons are limited. The demand for second homes continues to grow here and this crowds out folks who would live and work here year-round.
2. The public wants to engage further on housing designs and opportunities. Housing proposed void of a design, is harder to conceptualize.
3. Location matters. The combination of the golf course as a recreational asset and the native American history on the site both made this specific location unacceptable for public approval. I would suggest, however, this is not emblematic of a rejection to public land as a choice for housing since many of those opposing the golf course location returned to the City's leaf and brush dump site as a potential fall back choice. This warrants more consideration if a suitable alternative site can be identified.

Two other developments toward housing in 2020 were more productive and supported: deed restrictions and the incented reuse of space.

In May, Council approved a conditional rezone request of a challenging parcel that featured three, deed-restricted housing units. This development will improve the neighborhood and add housing—a win-win

for the community. In December, the DDA Board moved forward with an incentive program to encourage the reuse of upper floors in the downtown for year-round housing. More people living downtown encourages vibrancy and increases property values—another win-win. Taken together, these programs identify a market driven approach to look at existing structures and how they can solve the housing challenges we already identify. Furthermore, they note the fact we need housing at a variety of price points.

The Planning Commission has addressed the concept of home conversions and accessory dwelling units. Together, these concepts increase the density of housing in the existing neighborhoods. Moving forward, these concepts might well be best tied to some degree of owner occupancy and year-round housing. The Council is interested in expanding this into the R-1 Zone but to ensure continued efforts toward year-round housing, the implementation should be tailored to the use of the housing rather than simply its creation.

As we move forward, I would highlight the following ideas to continue advancing housing in Charlevoix:

- The Planning Commission will be updating the Master Plan this year and I encourage them to develop a chapter dedicated to the housing needs of the community. There are myriad data resources available to quantify our housing needs and the Master Plan is a good way to contemplate how and where we can see this in our town. This process will also allow the Planning Commission to continue gathering public input.
- The DDA will continue reviewing implementation of their upper-floor housing incentive and other ways to make the downtown more accessible and welcoming for housing. This can be aided by making overnight parking easier for residents.
- Continuing the use of deed restrictions is a way to convert existing structures to the year-round housing we seek.
- There are many other detailed solutions and ideas that have been presented by the Zoning Administrator. I encourage the Council and Planning Commission to continue review of these and continually review the Zoning Code to ensure it encourages the housing we want versus simply focused on rejecting the things we want to avoid.
- Later this spring or early summer, we'd like to have a joint meeting of the Council, Planning Commission, and DDA to continue cooperative discussion of these topics.
- The Council should continue looking at opportunities to partner with our neighbors to create housing options where the extension of City utilities is an effective incentive. I would strongly suggest this be limited to areas where a PA 425 agreement can be executed.
- Many of these initiatives continue to have an open question of funding. Land acquisition, infrastructure extension, deed restriction purchases, and housing incentives are all great plans but they come with a price tag for which no clear and abundant funding source is currently available. The rest of the ideas here should not be contemplated in a vacuum without addressing the funding component.

Sustainable growth for our community will be built around those who live and work here. The definition of this is changing as folks realize the opportunity to live up north and work remotely. The more people who actually live here, the stronger our businesses will be and the more our neighborhoods will return to sustainable, vibrant communities.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Master Plan Update

DATE: February 8, 2021

BACKGROUND

The attached memo recommends an update to the 2016 Master Plan and reviews the next steps to be taken.

ATTACHMENTS:

- ▣ Master Plan Update Memo

MEMORANDUM

To: City of Charlevoix Planning Commissioners

From: Jennifer Neal, Community Planner, Networks Northwest

Subject: Master Plan Update/Review

Date: February 5, 2021

Pursuant to the Michigan Planning Enabling Act, the Commission is required to review its Master Plan every five years for possible updates. The City's current Master Plan was adopted by the City Council in December of 2016. No major reviews or revisions have been made since that time, however many strategies and actions to preserve and enhance the City have been implemented particularly related to housing. Staff therefore believes it is time for an update to the plan.

Upon further direction, staff will prepare an audit of the existing plan which identifies areas of deficiency and a timeline to complete the Master Plan update process. The Planning Commission will be updated monthly including opportunities to review draft chapters of the plan. Staff anticipates the plan update to be completed over the course of a year.

Following this meeting, as required by the Michigan Planning Enabling Act, a notice of intent to plan will be sent to all neighboring jurisdictions, the County Planning Commission, and public utility, railroad, or public transportation system within the city.