

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

MONDAY, APRIL 12, 2021 AT 6:00 PM in the Council Chambers, City Hall

- A. Call to Order/Pledge of Allegiance
 - 1. Zoom Log-in for Remote Participation
- B. Roll Call
- C. Inquiry into Potential Conflicts of Interest
- D. Approval of Agenda
- E. Approval of the Minutes
 - 1. March 8, 2021 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Site Plan Review: 1108 Bridge Street, Proposed Mixed Use Building
 - 2. Site Plan Review: 230 Bridge Street, Proposed Rooftop Deck
 - 3. Proposed Historical Signs at Pine River Channel
 - 4. Redevelopment Ready Communities Briefing
 - 5. Level A Site Plan Reviews
- H. Old Business
 - 1. Bylaws Review
 - 2. Accessory Dwelling Unit Discussion
 - 3. Master Plan Update
- 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 for Remote Participation

DATE: April 12, 2021

BACKGROUND

The meeting will be held in-person under the direction of the MDHHS. Social distancing and masks are required and the capacity should be limited to 25. For those wishing to participate remotely, a Zoom link is available.

Topic: Planning Commission

Time: Apr 12, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98397886759>

Meeting ID: 983 9788 6759

One tap mobile

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Dial by your location

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+1 346 248 7799 US (Houston)

Meeting ID: 983 9788 6759

Find your local number: <https://zoom.us/u/azld1na66>

CITY OF CHARLEVOIX

Approval of the Minutes

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: March 8, 2021 Minutes

DATE: April 12, 2021

BACKGROUND

The draft Minutes from March 8, 2021 Planning Commission meeting are included for review and approval.

ATTACHMENTS:

- ▣ March 8, 2021 Draft Minutes

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, March 8, 2021 - 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, Mary Millington, Sherm Chamberlain, Toni Felter, David Gray, Jennifer Muladore, (all members participating from Charlevoix)
Members Absent:	None
Staff Present:	Jennifer Neal, Planner; Jonathan Scheel, Zoning Administrator

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. February 8, 2021 Meeting Minutes

Motion by Member Muladore, second by Member Chamberlain to approve the minutes of February 8, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Election of Vice Chair

Chair Waddell stated that Dennis Halverson resigned from the Planning Commission so the Commission needed to select a Vice Chair for the remainder of the term. Member Felter nominated Member Chamberlain as Vice Chair.

Motion by Chair Waddell for Member Chamberlain as Vice Chair. Motion passed by unanimous voice vote with Member Chamberlain abstaining.

2. Proposed Mixed Use Building Located at 1108 Bridge Street

Zoning Administrator Scheel stated that this was a preliminary discussion, and a formal site plan review will take place at a later meeting. Applicant Ron Way of Way Building submitted an application and plans for new construction at 1108 Bridge Street that would include a two-story building with first floor office space and second floor residential units. Zoning Administrator Scheel stated that the alley running behind this project was never taken over as a "City alley". The County GIS maps show it as a City street, the City has plowed and maintained it as a City street, but officially it is not a City street and the ownership of that plot of land is the School District. He told the applicant that he would need to go before the Board of Education to obtain an easement for use of that alley.

Member Felter questioned if the applicant was willing to sign something to ensure that this is a long-term project. Zoning Administrator Scheel felt the owner implied that this is a long-term rental, and he did not think that the Planning Commission had the authority to deny anything if the applicant said no to providing something in writing.

Vice Chair Chamberlain stated that Wood Street is a 66' right-of-way and possibly the applicant would be interested in putting in perpendicular parking as opposed to parallel parking because there was sufficient room along east Wood Street. Zoning Administrator Scheel felt that was a great idea and he would discuss same with the applicant.

3. Annual Review of Bylaws

Chair Waddell began the annual review of the Bylaws which were last amended in January 2019. He referenced section 2.5 with regard to training and felt that a staff member should keep track of the members' training which was not addressed in the Bylaws. He recommended a change to Section 5.6 to update the reference to Roberts' Rules of Order to the 2020 Edition and not the 2000 Edition; and an addition to Section 9.0 as Section g) regarding the Planning Commission's role to review donations for public spaces with recommendations to City Council.

Motion by Member Beegen, second by Member Gray to revise the Bylaws with the two aforementioned changes. Motion passed by unanimous roll call vote.

H. Old Business

1. ADU Architectural Standards

Chair Waddell recalled that Zoning Administrator Scheel provided the Commission with web link references regarding accessory dwelling units (ADU's) and form-based codes for their review before the meeting. Zoning Administrator Scheel explained the difference between architectural standards and form-based codes. He asked the members to review the web links he provided. He felt that they do not want

to deter ADU's because they have oppressive standards, but they also want to make sure that the standards are appropriate to avoid unintended consequences.

Member Chamberlain asked if it would be possible to see photographs of the problem areas that the Zoning Administrator has had.

2. Master Plan Update: Draft Introduction Chapter

Planner Neal stated that the Planning Commission will receive regular updates on the progress of the City's Master Plan update and they reviewed the first draft of Chapter 1: Introduction. No changes were proposed by the Commission members.

3. Master Plan Update: Public Engagement

Planner Neal stated that in the coming months, she will be engaging with residents, business owners, local leaders, and other stakeholders to address the Master Plan update progress. She stated that they were looking at April as being their major engagement month. She was seeking input on proposed methods to collect input on the Plan. Member Chamberlain questioned if May would be a better choice when all the snowbirds come back, and Member Felter felt that conducting the online survey could be done in April.

I. Staff Updates

Chair Waddell mentioned that Planner Neal would be the one keeping track of any trainings that the Commission members attend. He also advised that starting in April they will be required to do in person meetings.

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

Zoning Administrator Scheel stated that the City Manager would like the Planning Commission's input on allowing specific parking for downtown property owners in the City-owned lots with the restriction that the housing units would need to be full-time residents. The Commission agreed to include downtown residential parking as a topic for the April meeting.

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

Motion by Member Chamberlain, second by Member Gray to adjourn the meeting. Motion passed by unanimous vote. Meeting adjourned at 7:08 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: Site Plan Review: 1108 Bridge Street, Proposed Mixed Use Building

DATE: April 12, 2021

BACKGROUND

The applicant, Ron Way of Way Building, has submitted an application and plans for Level B Site Plan Review by the Planning Commission. The proposed new construction is located at 1108 Bridge St. The project will include a two-story building with first floor office space and second floor residential units.

ATTACHMENTS:

- ▣ Zoning Administrator Staff Report
- ▣ Application and Plans
- ▣ Site Plan



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Level B Site Plan Review Amendment 2021-1 SPA: 1108 Bridge Street

PUBLIC MEETING DATE: May 5, 2021 6:00PM

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

Applicant: Way Building

Property Owner: Stony Croft Farms LLC
05768 Barnard Rd
Charlevoix, MI 49720

Requested Action: Level B Site Plan Amendment Approval for Mixed Use Development

Zoning: Commercial Mixed Use, CM

Project Location: 1108 Bridge Street Tax ID 052-369-059-00

Project Site Size: 80,000 Square feet

Existing Land Use: None

Adjacent Land Uses: The property to the north is single family residential, school district storage building to the east, walk up restaurant to the west and offices to the south.

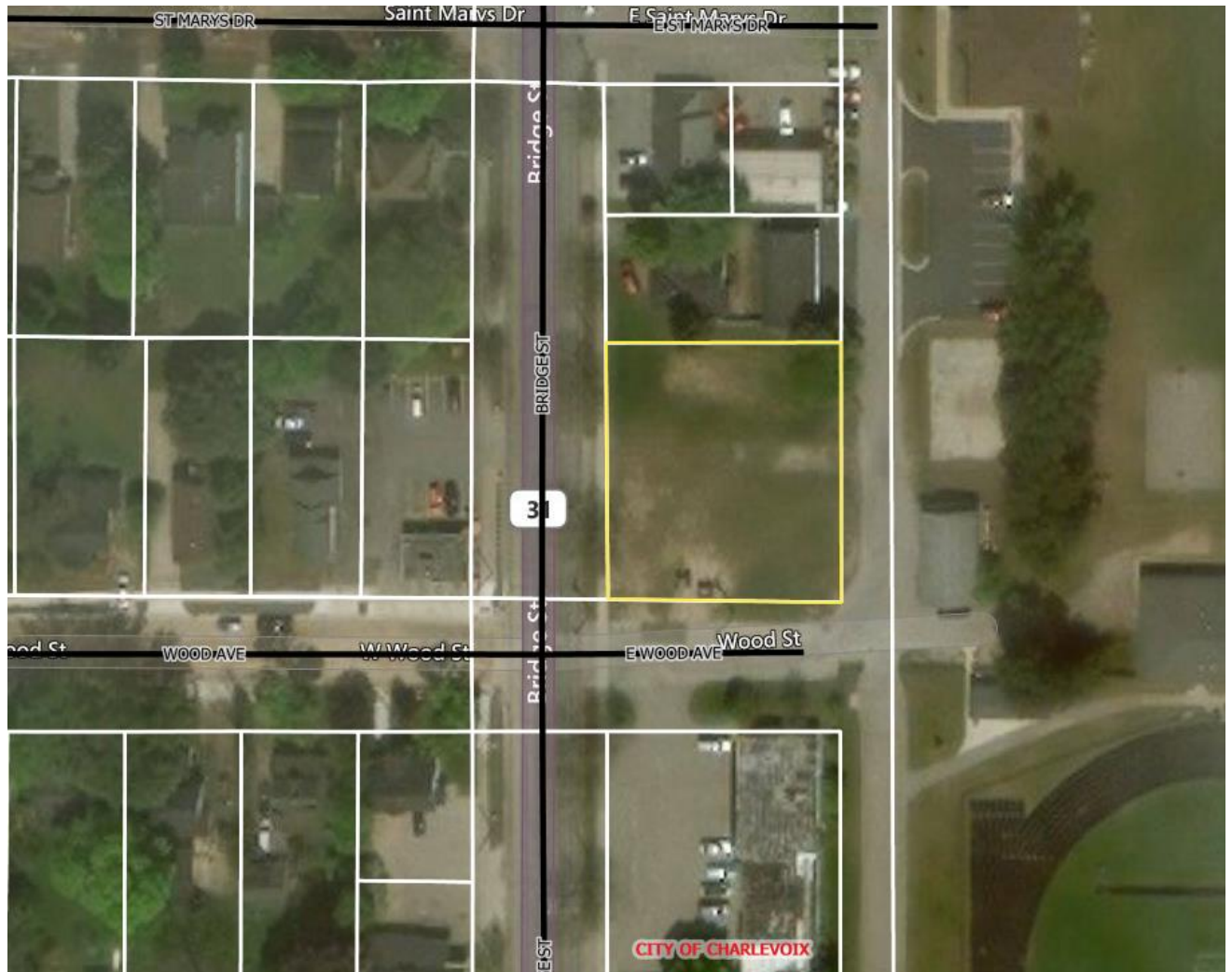
Adjacent Zoning: Commercial Mixed Use to the north, south and west., Public facilities to the east.

II. PROJECT DESCRIPTION/LOCATION:

The applicant is proposing two two-story mixed-use buildings on a corner lot at Bridge Street and Wood Street. Office on the first floor and two apartments upstairs. Each building will be 30' x 60' or 1,800 sq ft per floor, 3,600 sq ft total per building. The applicant plans to construct the project in two stages. The

building closest to the corner will be built first, then after tenants are contracted, the second building would be constructed.

Aerial photo from 2016.



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





Subject property photo taken 4/7/2021

III. MASTER PLAN CONSIDERATIONS: *Please note that Site Plan Review is not based on consistency with the City Master Plan, this section is included only for general reference.

The 2016 Land Use Master Plan identifies this area of Charlevoix as being Commercial.

IV. SITE PLAN REQUIREMENTS:

The Zoning Administrator has been granted the authority to waive portions of the information that is typically required in a site plan by the Zoning Ordinance. Table 153.234 below indicates what items are included on the site plan as submitted and what items the Zoning Administrator has waived. The key for the responses on the right hand side of Table 153.234 are noted below.

X	Information Provided on Site Plan
SA	See Attached Information
PI	Partial Information Provided on Site Plan
NA	Not Applicable, Requirement Waived by Zoning Administrator
M	Missing

Submittal Requirements

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

Table 153.234: Required Site Plan Content

<u>Required Information</u>	<u>Level “B”</u>
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General Information

Date, north arrow and scale	X
Name and firm address of the professional individual responsible for preparing the site plan	X
Name and address of the property owner or petitioner	X
Location sketch	W
Legal description of the subject property	X
Size of subject property in acres or square feet	X
Boundary survey	X
Preparer’s professional seal	W
Revision block (month, day and year)	X

Existing Conditions

Existing zoning classification of subject property	X
Property lines and required setbacks (dimensioned)	X
Location, width and purpose of all existing easements	X
Location and dimension of all existing structures on the subject property	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X
Abutting street right-of-way width	X
Location of all existing structures, driveways and parking areas	
Within three hundred (300) feet of the subject property’s boundary	PI
Existing water bodies (rivers, creeks, wetlands, etc.)	X
Existing landscaping and vegetation on the subject property	PI
Size and location of existing utilities	W
Location of all existing surface water drainage facilities	X

Proposed Development

Location and dimensions of all proposed buildings	X
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical	

<u>parking space and the total number of spaces to be provided) and</u>	
<u>unloading areas</u>	X
<u>Setbacks for all buildings and structures</u>	X
<u>Recreation areas, common use areas, dedicated open space and</u>	
<u>areas to be conveyed for public use</u>	X
<u>Flood plain areas and basement and finished floor elevations of all</u>	
<u>buildings</u>	X
<u>Landscape plan (showing location of proposed materials, size and type)</u>	X
<u>Layout and typical dimensions of proposed parcels and lots</u>	X
<u>Number of proposed dwelling units (by type), including typical floor</u>	
<u>plans for each type of unit</u>	X
<u>Number and location (by code, if necessary) of efficiency and one, two</u>	
<u>and three or more bedroom units</u>	X
<u>All deed restrictions or covenants</u>	
<u>Brief narrative description of the project including proposed use,</u>	
<u>existing floor area (sq. ft.), size of proposed expansion (sq. ft.) and</u>	
<u>any change in the number of parking spaces</u>	X

Engineering

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

Building Details

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

(1) Information Waiver. Specific requirements of either a Level “A” or “B” site plan may be waived by the Zoning Administrator where it is determined that such information is not applicable to the request.

(2) Additional Reports/Study: The Zoning Administrator or Planning Commission may require additional studies, reports or written opinions from qualified consultants to determine compliance with this ordinance or to ensure negative impacts to public health, safety and welfare are avoided or mitigated. These reports/studies may include, but are not limited to, traffic studies, transportation plans,

geotechnical reports, flood hazard evaluations or environmental assessments. The Zoning Administrator or Planning Commission shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.

153.140 ACCESS.

(A) All lots shall have frontage on a dedicated public or private street.

(B) A copy of an approved driveway permit from the city, the county or MDOT, as applicable, shall be required.

Meets ordinance standards.

153.141 BUILDING REGULATIONS.

(A) *Conformity required.* Buildings or structures shall not be erected, constructed, used, reconstructed, altered or maintained; and any lot or land shall not be used or maintained; and a new use shall not be made of any building, structure or land, except in conformity with the provisions of this chapter.

(C) *Required space.* Any space used for a required setback, open space or lot area for a building may not be counted or calculated to meet the same requirements for any other building.

(D) *Frontage.* No principal building shall be erected on a lot, unless that lot fronts, as required by § [153.140](#), upon an improved street or access road. Multiple-family, commercial, office, industrial, or other developments may be exempt from this requirement, as provided in § [153.140](#).

(E) *One lot, one building.* A lot or parcel shall not be devoted to more than one principal use, or contain more than one principal building, except for properties in the CBD District and groups of multiple-family dwellings, commercial buildings or industrial buildings determined by the Zoning Administrator to be a principal use collectively, based on meeting all of the following criteria:

- (1) Individual buildings share common parking areas, signs, access and similar features;
- (2) Buildings are under single ownership;
- (3) Individual activities support one another (such as vehicle sales/vehicle repair or gas station/restaurant/ convenience store); and
- (4) Buildings are architecturally unified and compatible.

Meets ordinance standards.

153.142 CORNER CLEARANCE (CLEAR VISION TRIANGLE).

(A) Fences, walls, structures or plantings shall not be erected, established or maintained on any lot that will obstruct the view of drivers in vehicles approaching the intersection adjacent to a corner lot or a driveway on any lot.

(B) Fences, walls, structures or plantings located in the clear vision triangle, as depicted below, shall not be permitted to exceed a height of 36 inches above the lowest point of the intersecting street(s). The unobstructed triangular area is described as follows:

- (1) The area formed at the corner intersection of two street right-of-way or easement lines, the two sides of the triangular area being 25 feet in length measured along abutting public right-of-way lines and third side being a line connecting these two sides.

Meets ordinance standards.

153.157 WATER SUPPLY AND SEWAGE DISPOSAL FACILITIES.

(A) Every building erected, altered or moved upon any premises within the city shall be served with a safe and sanitary water supply system and with a means for collecting and disposing of all human and commercial, industrial and other wastes.

Meets ordinance standards.

153.170 BUILDING APPEARANCE.

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

(B) *Applicability.* This section shall apply to all new construction in the General Commercial (GC), Professional Office (PO) and Commercial Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. This section shall not apply to single-family detached and two-family residential structures. Architecture shall be reviewed by the Zoning Administrator or Planning Commission, as applicable, as a part of site plan review under the requirements of §§ 153.230 through 153.243 of this chapter.

(C) All exterior materials shall comply with the following:

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

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

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

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

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

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

Meets ordinance standards.

153.171 LANDSCAPING.

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

(1) Landscaping shall be installed before occupancy, unless the Planning Commission authorizes occupancy prior to complete landscape installation, due to unforeseen weather conditions or other circumstances beyond the applicant's control. In such a case, a performance guarantee, per § 153.239 of this chapter, shall be provided to ensure completion of the project as required. All landscaping shall be completed within one full growing season.

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

- (5) All landscaped areas shall be mulched and those not containing trees and shrubs must be planted with ground cover. Mulch of any type is not considered groundcover, nor is it a substitute for ground cover.
- (6) The overall landscape plan shall not contain more than 25% of any one plant species.
- (7) Trees and shrubs shall not be placed closer than four feet to a fence, wall or property line.
- (8) For a corner lot or a lot with more than one frontage where landscaping is required, all frontages shall be landscaped.
- (10) Landscaping shall not obstruct sight distance, per § 153.142 of this chapter.
- (11) Landscaping plans are subject to Planning Commission review and approval.
- (12) The Planning Commission may allow a deviation from the requirements of this section under any of the following circumstances:
- (a) Existing vegetation or topographic features make compliance with requirements unnecessary or difficult to achieve;
 - (b) The application of requirements will result in a significant loss of existing vegetation, or natural or cultural features;
 - (c) Modification of requirements will clearly result in a superior design that could not be otherwise achieved;
- (13) The Planning Commission may impose conditions on landscaping as part of site plan review.
- (14) Where a development is proposed in phases, each phase shall comply with all applicable landscaping requirements.
- (15) Where landscaping requirements are based on a distance measured along a property line and result in a fractional requirement, the required landscaping for just that area shall be multiplied by the fraction. For example, when a fractional area is equal to 30% of the required distance the number of required plants shall be multiplied by 0.30. A fraction less than 25% may be disregarded.
- (16) To ensure that all landscaping is installed, as a condition of approval a letter of credit or some other performance guarantee may be required in accordance with § 153.239 of this chapter.
- (17) Low impact design, such as use of native vegetation, rain gardens and vegetated swales is encouraged.

(5) (F) *Non-residential and mixed use districts and non-residential uses in residential districts.*

(1) For all non-residential uses in any zoning district except the CBD District, for every 100 feet of lot frontage as measured along a public right-of-way, the following front yard landscaping requirements apply.

(a) Three canopy trees and one evergreen or two ornamental trees shall be provided.

(b) The Planning Commission may allow landscaping anywhere within the front yard, except where a parking area is located along the lot frontage. In such instances landscaping shall be placed between the parking lot and the public right-of-way.

(J) *Landscape site plan requirements.*

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

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

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

- (4) Existing natural and human-made landscape features and proposed buildings and structures, as required for the overall site plan, shall be clearly indicated
- (5) Contours shall be shown at intervals no greater than two feet.
- (6) Irrigation systems shall be shown.
- (7) All other site development plan review standards, as set forth in §§ [153.230](#) through [153.243](#) of this chapter, shall be followed.

153.172 LIGHTING.

(D) General requirements.

- (1) Lighting shall be provided throughout all non-residential parking lots. Lights to illuminate parking lots shall not be attached to any building.
- (2) Street lighting meeting the requirements of the city shall be required for all roads constructed as part of or in advance of any new development.

(E) Specific requirements.

(1) Under-canopy lighting.

- (a) Canopy lighting shall be mounted flush with the canopy surface.
- (b) No light fixture shall protrude below the underside (fascia) of any canopy.

(2) Fixtures. Lighting fixtures shall be a down-lighted type having 80% cut off.

(a) Unless otherwise approved by the Planning Commission, light sources for area illumination (such as parking lots and outdoor storage areas) shall be high pressure sodium or metal halide. Approved exceptions shall use warm light or natural lamp colors.

(b) Light fixtures shall have a maximum height of 20 feet when located within a residential district and 25 feet when the use is in a non-residential district, but adjacent to a residential district. In all other locations, light fixtures shall not exceed 30 feet in height.

(c) The height of a fixture shall be measured from the parking lot grade to the nearest portion of the light source. No portion of the fixture may extend more than one additional foot higher than the maximum heights specified above.

Lighting at doors and existing light on public pole. Meets ordinance standard

153.173 TRASH RECEPTACLES.

(A) Trash receptacle enclosures shall be required for all uses, except single-family detached and two-family dwellings, where an outdoor trash receptacle is stored. Trash receptacle enclosure locations and construction details meeting the requirements of this section shall be shown on site plans.

- (1) *Location.* Trash receptacle enclosures shall be located in the rear yard or non-required side yard, unless otherwise approved by the site plan reviewing authority. Trash receptacle enclosures for commercial and industrial sites shall be as far as practical from an adjoining residential district boundary.

Meets ordinance standard.

153.174 MECHANICAL EQUIPMENT.

Ground-, building- and roof-mounted mechanical equipment and utility structures including, but not limited to, heating units, cooling units, air handling units, refrigeration units, blowers, ventilating fans, water and gas meters, elevator housing, tanks, generators and utility transformers are subject to the following regulations.

- (A) *Ground- and building-mounted equipment.*

(1) Mechanical equipment and utilities visible to the public and located on or around any non-residential building shall be screened by landscaping or by decorative walls compatible with the material used on the building.

(2) Mechanical equipment may not be located within the required front yard setback area or within five feet of any side property line, except as may otherwise be permitted by this chapter. However, in a non-residential district, ground-mounted mechanical equipment shall not be located under any circumstances within 20 feet of a residential district boundary.

(B) Roof-mounted equipment.

(1) All roof-mounted equipment shall be screened by parapet walls or a pitched roof integrated into the architectural design of the building of sufficient height to screen the rooftop equipment and provide sound attenuation. The location, height and screening methods shall be shown on the site plan.

(2) All roof-mounted mechanical units must be set back a minimum of 20 feet from the front of the building and any side of the building facing an adjacent residential district.

Condensers on roof will be screened. Meets ordinance standard

153.187 PARKING REQUIREMENTS AND LIMITATIONS.

(b) Parking requirements. Dwellings above first floor businesses, 1 space per dwelling unit. Business offices, post offices or professional offices of lawyers, architects or similar professionals, 1 per employee on the largest shift, plus 1 for every 300 sq. ft. of UFA, but no less than 5 parking spaces.

Proposal shows 3 offices and two apartments per building. The proposal also shows 5 parking spaces per building plus 4 additional public street parking spaces that developer would construct.

153.188 PARKING ALTERNATIVES.

(B) Modification of parking requirements. The Planning Commission may reduce the parking space requirements of this section for any use, based upon one or more of the following. (2) Convenient municipal off-street parking facilities or on-street spaces are located no further than 600 feet from the subject properties. (4) Other forms of travel such as bicycle or transit are available and are reasonable alternatives.

Planning Commission may find that the proposed plan meets the intent of the ordinance.

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

All parking is paved with six-inch curbs. Sidewalks are concrete. Meets ordinance standards

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

Access to rear yard parking is by an “Alley” on private property owned by the Charlevoix School District. This alley has been maintained by the city and used by the public for more than 35 years. All of the eight parcels north of the proposed site from Wood Ave to Garfield Street (two blocks) use and are dependent the alley for parking. Two of the parcels are the school districts administration buildings. The applicant is working with the school district to formalize an easement to the property. The City supports the public use of this alley for all parcels adjacent to the alley.

Planning commission may approve on condition that easement is granted

153.189 OFF-STREET PARKING FACILITY DESIGN.

(A) *Off-street parking location and setbacks.*

(1) *Side and rear yard limitation.* Off-street parking lots shall meet the side setback requirements as specified in the zoning district and shall not be closer than 15 feet from the rear property line.

(3) *Proximity.* Required off street parking facilities for all uses, other than residential dwellings, shall be located on the same lot as the use, or within 300 feet of the building(s) or use they are intended to serve. Distance shall be measured from the nearest point of the building to the nearest point of the off street parking lot.

(a) Required off street parking facilities for residential dwellings shall be located on the same property as the premises they are intended to serve and shall consist of a driveway, a parking apron and/or a garage.

(B) *Parking construction and development.* The construction of a parking lot shall require an approved site plan, in accordance with §§ 153.230 through 153.243 of this chapter. Construction shall be completed and approved by the Zoning Administrator.

(C) *Pavement.* Unless alternative materials are specifically permitted as provided in this division (C), all parking lots and vehicle and equipment storage areas shall be hard-surfaced using asphalt, concrete or concrete or brick pavers and shall be appropriately graded and drained. The Planning Commission may approve permeable paving for all or part of a parking lot. For storage areas, a substitute for hard surface paving may be allowed if the Planning Commission finds adjoining properties will not be adversely affected.

(D) *Curbs.* A parking lot shall be surrounded by a six-inch concrete curb, except for driveway openings, sidewalk dub-downs and approved drainage systems, to protect landscaped or pedestrian areas, buildings or adjacent property from potential vehicle encroachment. The Planning Commission may approve an alternative to a fully curbed parking facility as long as the intent of this division (D) is achieved. To avoid conflicts with swinging car doors and overhanging bumpers, in such circumstances all plants shall be set back at least two feet from the edge of pavement.

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

(2) The length of a parking stall may be reduced by up to two feet if the parked vehicle can overhang an unobstructed landscaped area or sidewalk by not less than two feet. In such instances a sidewalk shall be at least seven feet wide.

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

(4) All parking lots shall be striped and maintained showing individual parking bays in accordance with the following dimensions: 8' x 23'

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

Meets ordinance standards excepting #1 Side and rear yard limitation. Parking is in rear and side setbacks. Many if not all other properties adjacent to the “Alley” have the same exact conditions where parking is lot line to lot line in the rear setback.

Area, Height and Placement Requirements

Maximum building height	30 feet	Proposed building roof is at 21.5 feet
Minimum Yard setbacks	front 15 feet	Proposed buildings is at 15 feet
Minimum Yard setbacks	side 10 feet	Proposed buildings is at 21 feet
Minimum Yard setbacks	rear 20 feet	Proposed buildings is at 45 feet
Lot Coverage	NA note 2	Submit grading and drainage plan

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

V. SITE PLAN REVIEW:

The following section is taken directly from the Site Plan Review Section of the Zoning Ordinance. The Planning Commission must make findings of fact to determine if the proposal meets each of the following standards. The Planning Commission must find that this proposal meets all of the following standards based on findings of fact before considering a motion to approve or deny. Staff has written the following recommended findings of fact as a starting point. The Planning Commission may add, modify, or delete any of the following draft findings at the meeting. The draft findings are in *italics*.

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

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

The Planning Commission finds that the site plan proposal complies with the Zoning Ordinance, which states that the parcel is zoned CM Commercial mixed Use. The following findings of fact will show that the site plan meets all other applicable laws and regulations.

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

The Planning Commission finds that the proposed development is harmonious with the character of the existing neighborhood. This area south of the CBD includes a mix of residential and homes that have been converted to offices or mixed use buildings. Due to smaller lot sizes and

structures with residential appearances, the area is intended for professional offices, mixed use buildings, retail and service establishments. The use proposed meets this intent.

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

The Planning Commission finds adequate measures have been taken to limit hazards to adjacent properties.

- D. Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:

Traffic Circulation.

Stormwater

Landscaping

Lighting

Utility Service

Exterior uses

Trash Receptacles

Exterior Uses

Emergency Access

Water and Sewer

Signs

*Meets standards**parking*

VI. CONDITIONS OF APPROVAL

The following section is taken directly from the Section 153.236 of the Zoning Ordinance. The PC may impose conditions of approval on the site plan based on the following criteria.

5.121. Conditions of Site Plan Approval.

Conditions which are designed to ensure compliance with the intent of this ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.

Conditions imposed shall be based on the following criteria:

- (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
- (2) Ensure that the Use is compatible with adjacent land uses and activities.
- (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
- (5) Meet the intent and purpose of the zoning ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
- (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
- (7) Ensure compatibility with other uses of land in the vicinity.

Planning Commission Recommendation to City Council: (choose one)

- A. **Approve** Project 2021-1 SPA **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- B. **Approve** Project 2021-1 SPA **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- C. **Deny** Project 2021-1 SPA based on specific findings of fact that prove the project does not meet the review standards in Section 153.235
- D. **Table** the decision on Project 2021-1 SPA. (Usually this option is only used when additional information is needed to assist the Planning Commission in making the decision.



LEVEL B SITE PLAN APPLICATION

WAY BUILDING, 1108 BRIDGE ST
Applicant Address of subject property

05768 BARNARD Rd Charlevoix, Mi. 49720
Address (City/State/Zip)

Peter & MADISON BELTZ
Property Owner Name (If different than applicant)

705 Sweetbrier Milford, MI. 48381
Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone (231) 675-0652 Email madisonbetz@gmail.com

Agent Phone (231) 675-7764 Email WayStoneycroft@MSH.com

Zoning of subject property: residential/mixed use Tax ID: 15-052-369-059-00

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

Proposed use: OFFICE/RESIDENTIAL APARTMENTS

Dimensions of parcel: 66 x 120 Parcel size: 7920 .35
Square feet Acres

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

NEW 2 STORY 30'x60' Building - OFFICE/RESIDENTIAL
main - 2 APARTMENTS UPSTAIRS

Dimensions of proposed construction, excluding eaves: 30' x 60'
Total square footage of proposed construction: 1800 MAIN, 1560 SECOND
Height of proposed construction to the top of the roof: 25.25
Height of proposed construction to the midpoint of the roof, for gabled roof: 12.75
Roof type (example: gable, hip, flat, etc.): Flat
Square footage of all impervious surfaces (please show all on site plan: paved driveways, sidewalks, patios, etc.): 3600 SQ. FT -
Requested date to begin construction if known: APRIL 1ST 2021

AFFIDAVIT

I the undersigned, do hereby make application to the City of Charlevoix for approval of the attached Site Plan which has been drawn in accordance with the City of Charlevoix Zoning Ordinance. I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application and associated documents are true, and if found not to be true, the approval of the site plan may be void. I also agree to comply with the conditions and regulations required by the approved development plan. Further, I agree that if the site plan is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that site plan (or those individual(s) or organization(s) represented by the applicant) will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. For purposes of site inspection, I also agree to notify the City of Charlevoix Zoning Administrator when locations of lot lines and proposed structures are located and staked on the ground. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the City may impose conditions of approval and that the conditions must be met by the specific times as defined in the Decision and Order. Finally, I understand that this is a site plan application, and if approved, cannot be implemented until applicant has applied for and the City has issued a zoning permit.

Property Owner Signature or Authorized Agent: Rachel

Date: 2-27-21

THIS SECTION FOR OFFICE USE ONLY

Zoning District: _____

Tax ID: 052-_____-_____-_____-_____

Receipt Number: _____

Date Inspected: _____

Approved: ☐ Denied: ☐ If variance was required: Project # _____

Lot Coverage Calculations:

Existing: _____

Proposed: _____

Total: _____

Lot Size: _____ Percentage: _____

Staff findings or notes: _____

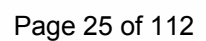
Zoning Administrator Signature: _____

Date: _____

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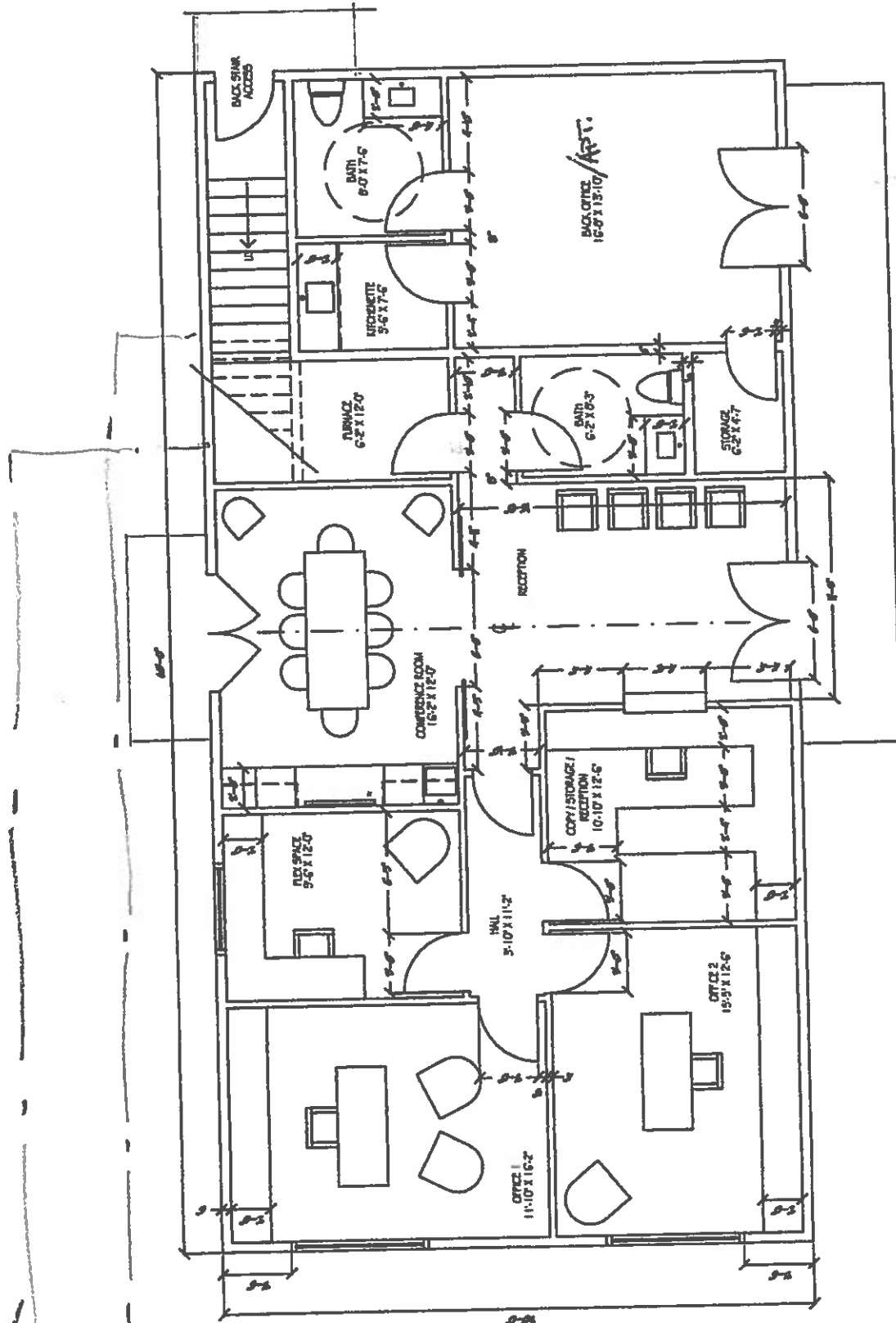
E. WOOD AVENUE

WAY BUILDING
1100 BRIDGE STREET
CHARLESTON, MICHIGAN



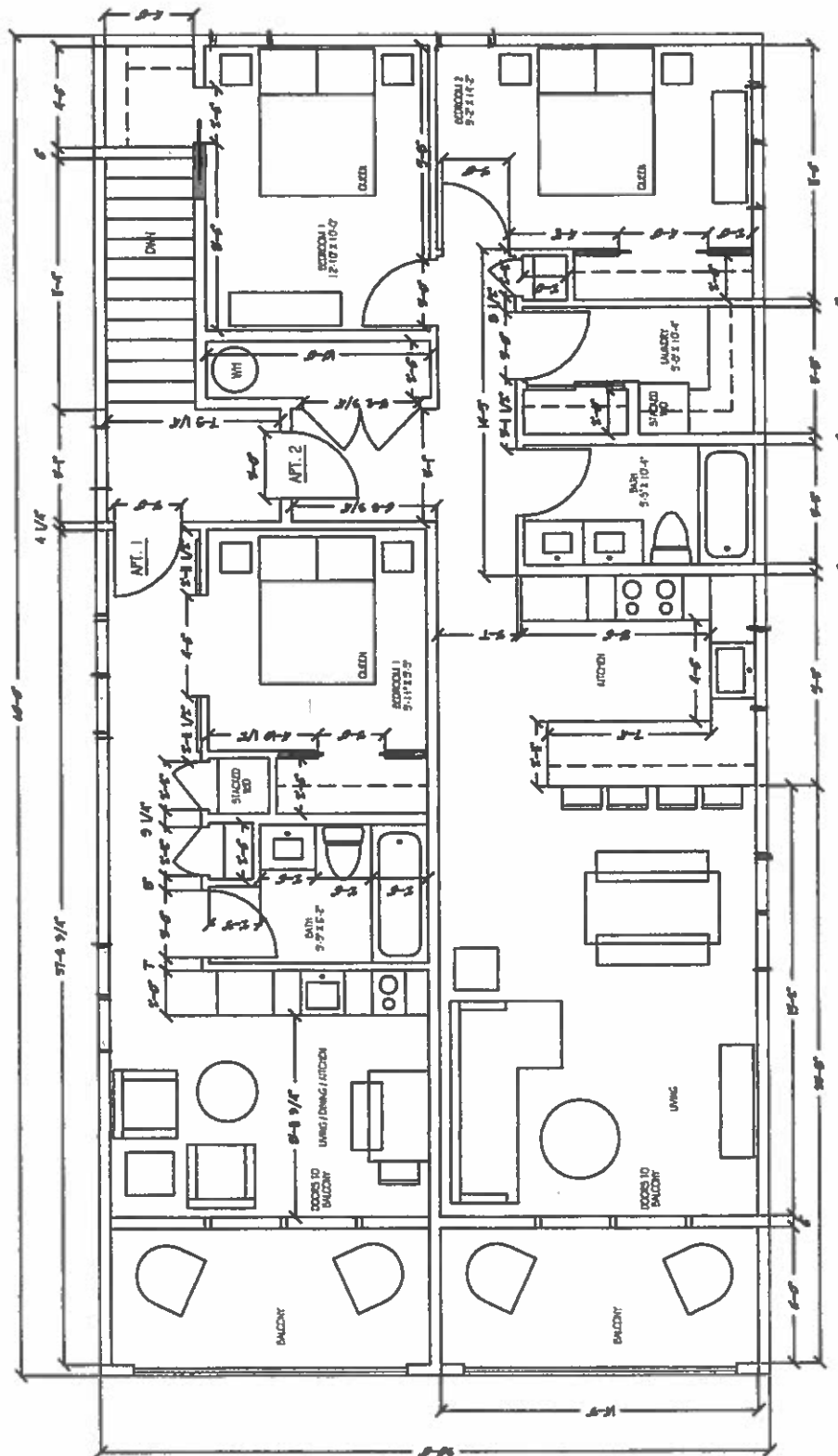
SEWER

WATER

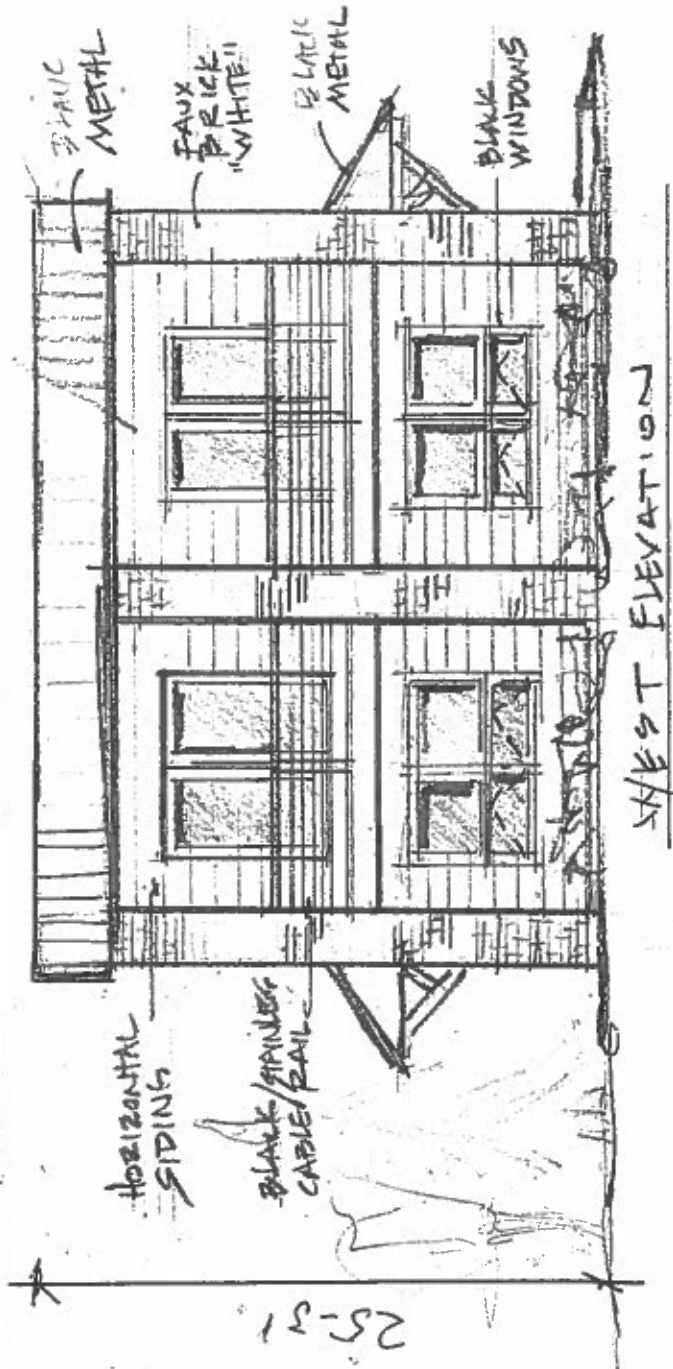


MAIN FLOOR PLAN 1/8" = 1'-0"

2/2/21

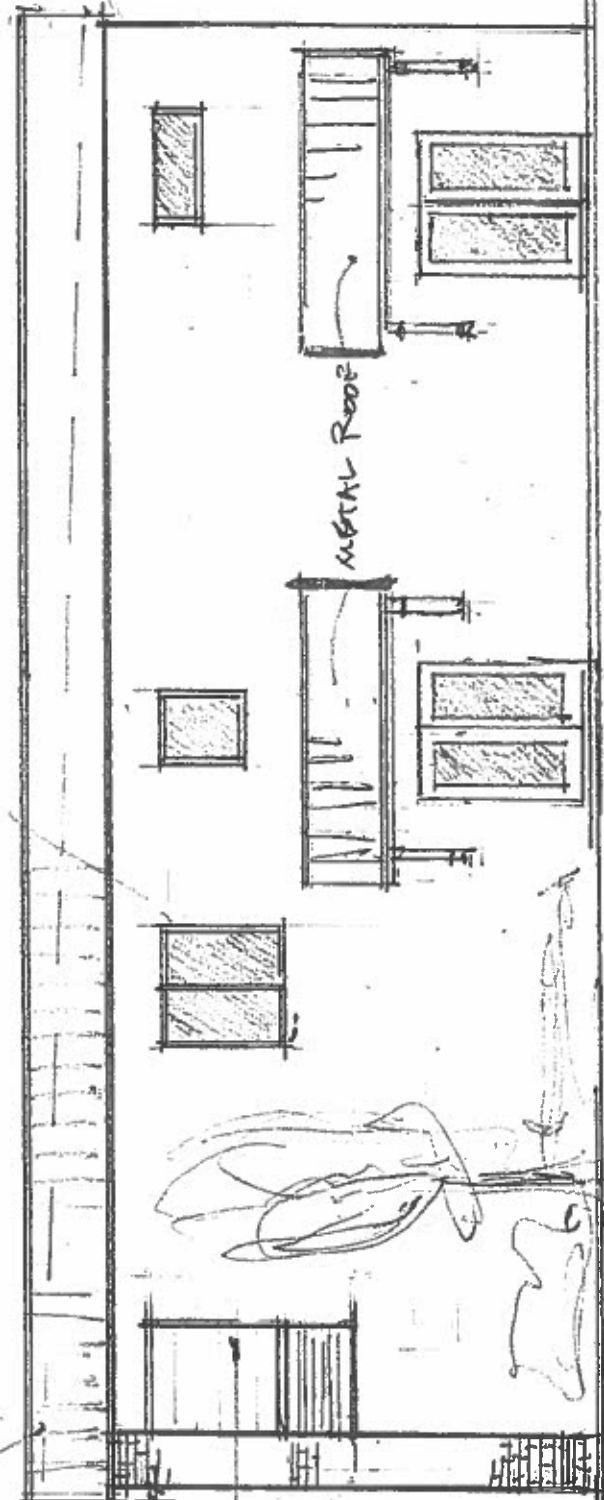


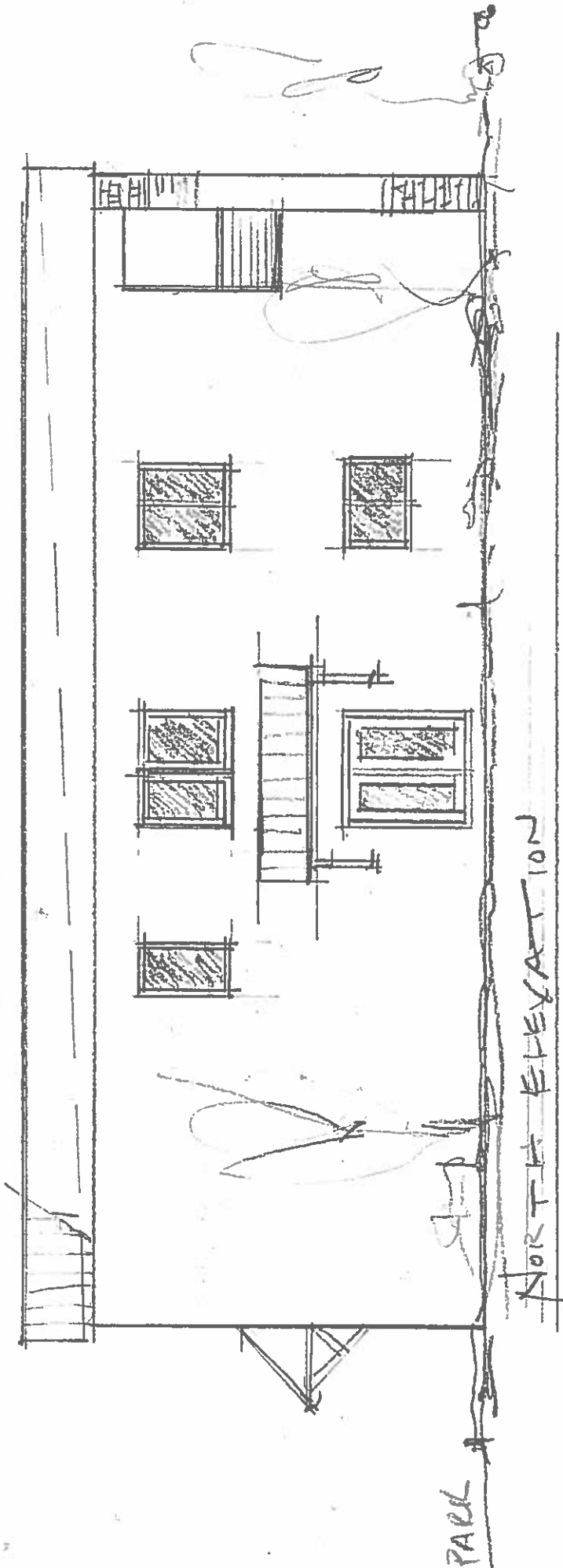
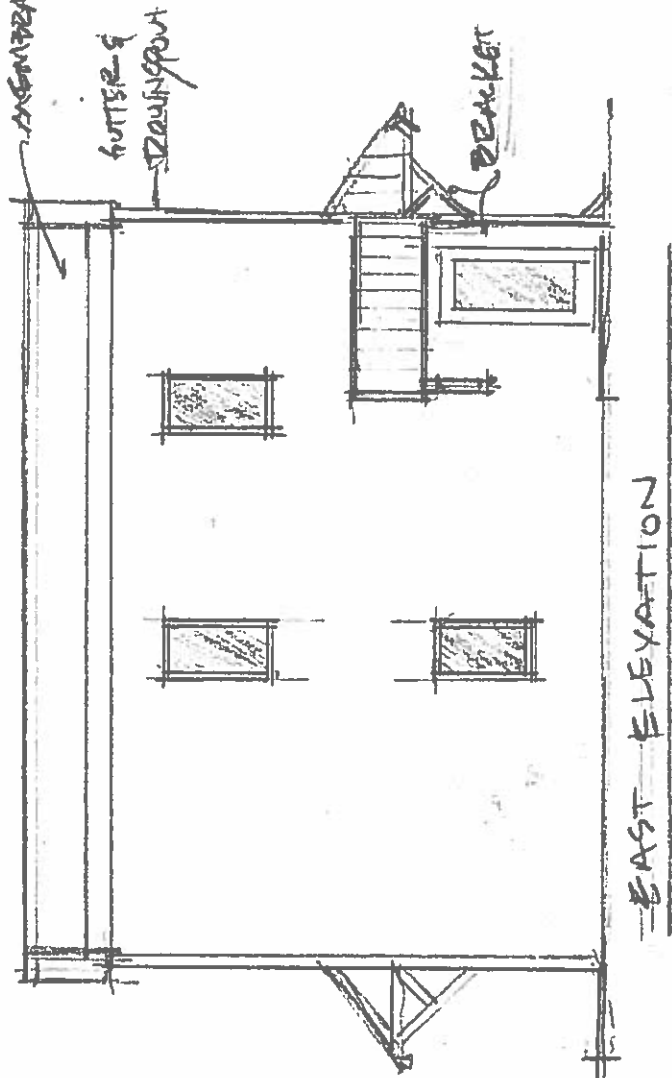
SECOND FLOOR PLAN 1/8" = 1'-0"



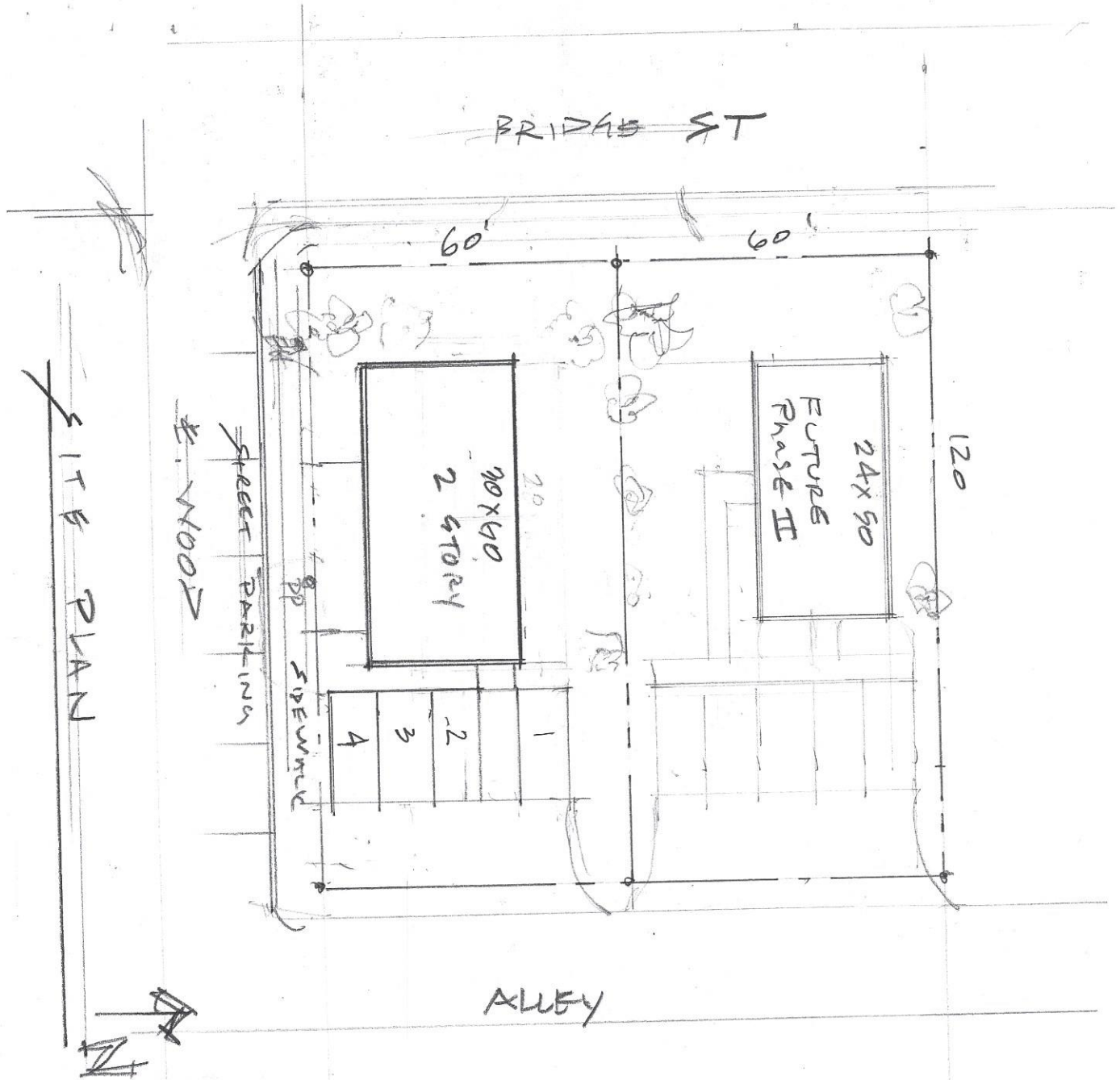
SLOPE
REINFORCING
ROOF

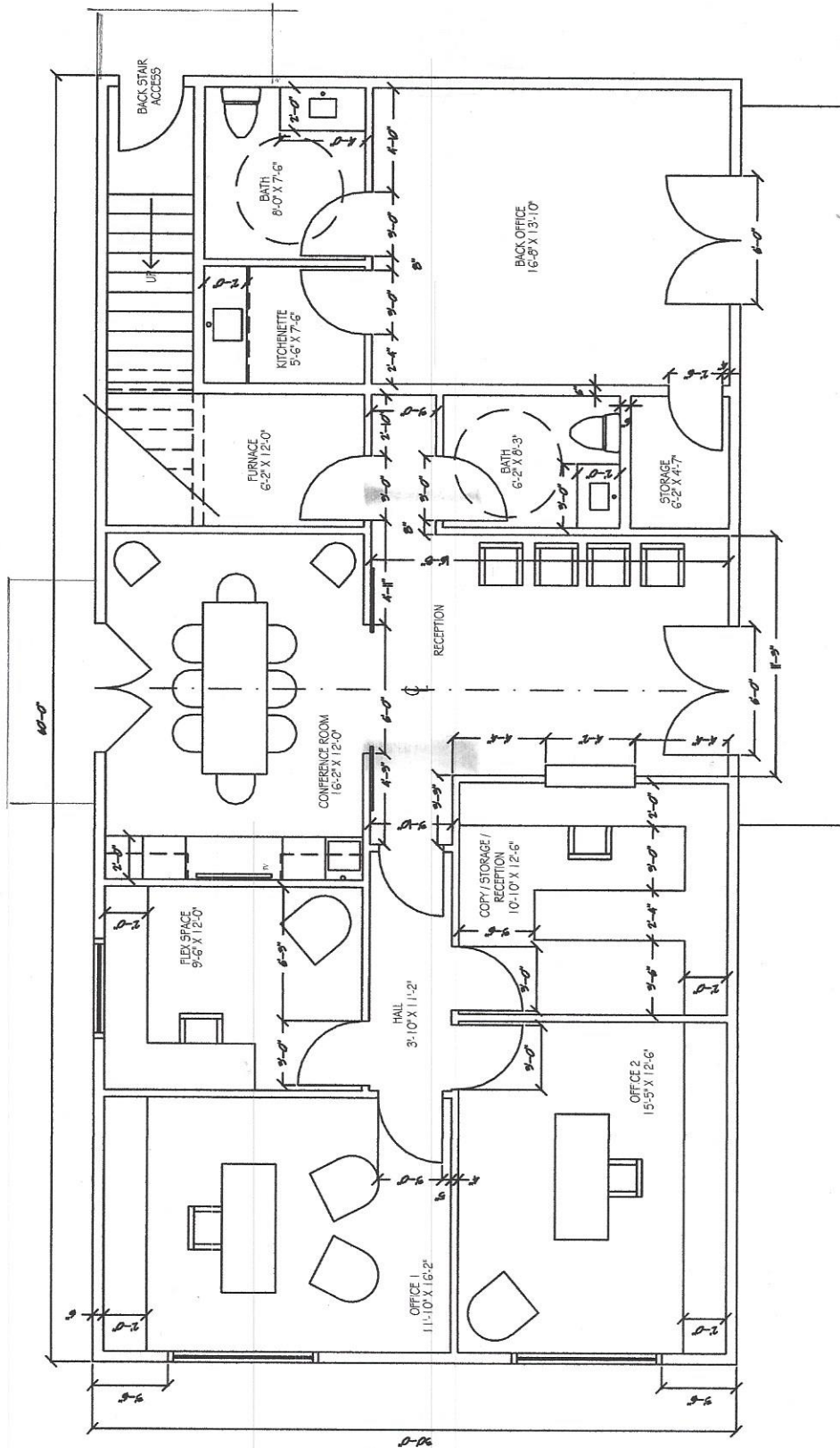
BALCONY
AREA
(WALL DIVIDE
BETWEEN UNITS)





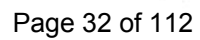
WAX BUILDING
1-21-21

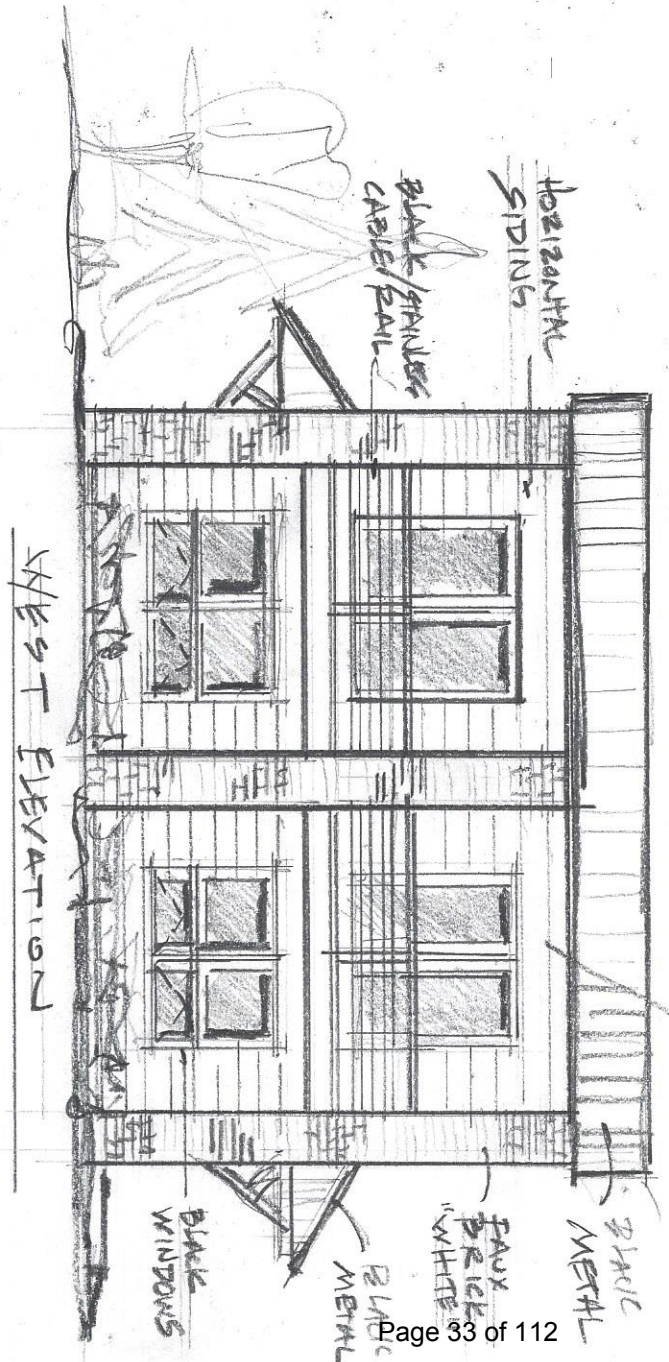




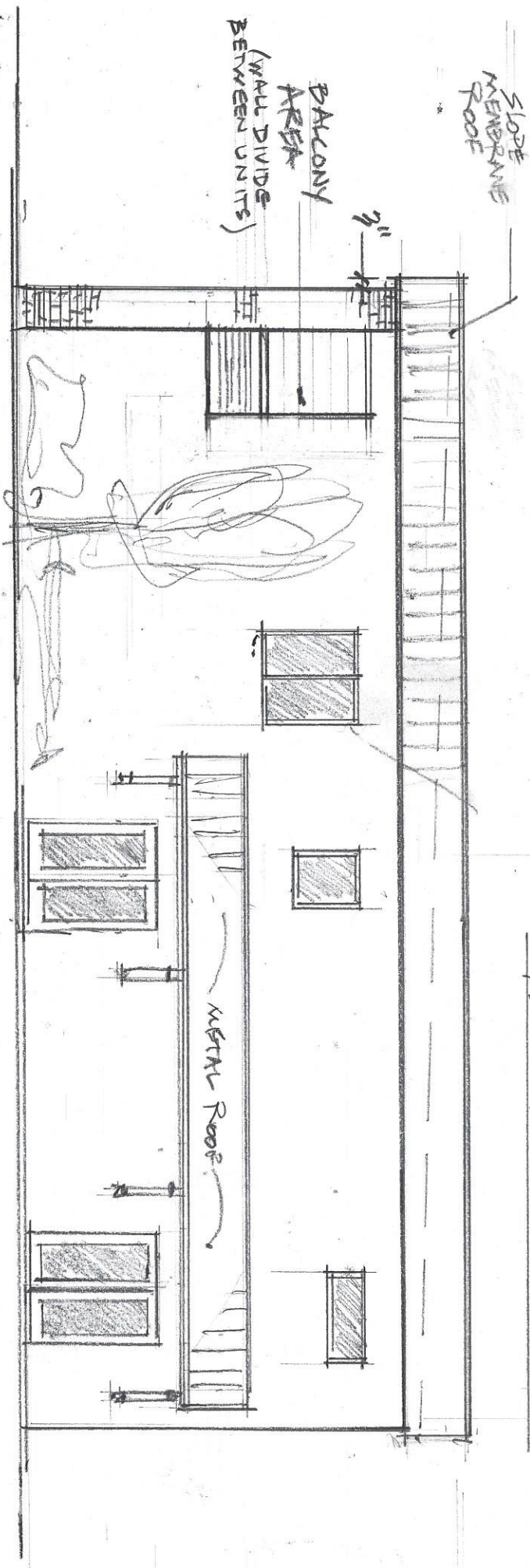
MAIN FLOOR PLAN 1/8" = 1'-0"

12/31/20

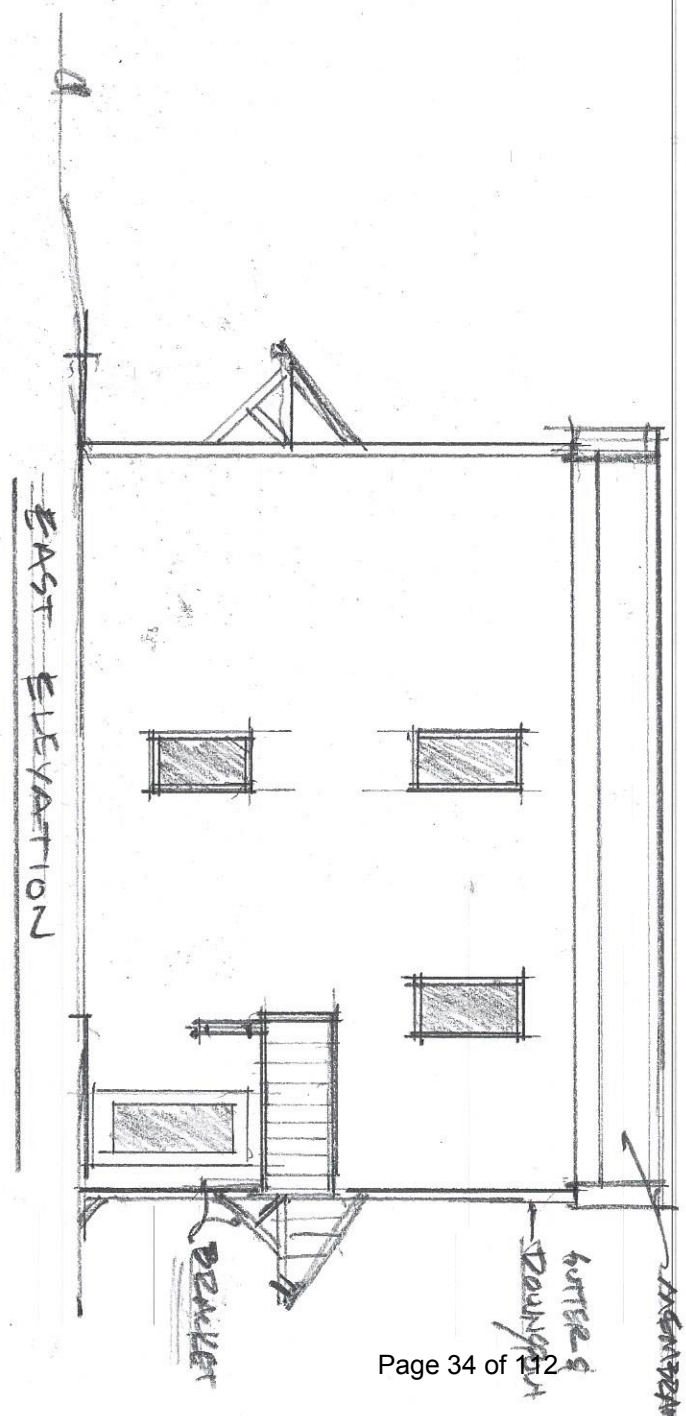
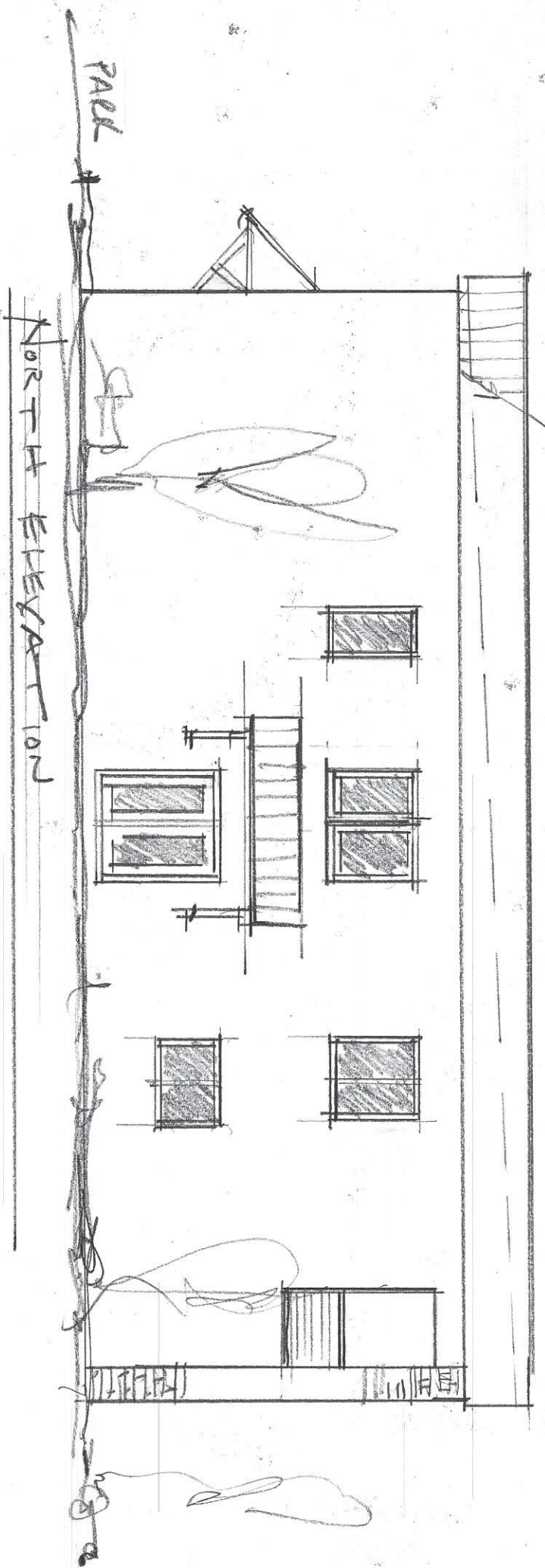




WEST ELEVATION



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



CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: Site Plan Review: 230 Bridge Street, Proposed Rooftop Deck

DATE: April 12, 2021

BACKGROUND

The applicant, Norman Carlson, has submitted an application and plans for Level B Site Plan Review by the Planning Commission. The proposed new construction is located at 230 Bridge St. The project will include a 460 sq. ft. rooftop deck atop an existing mixed use building.

ATTACHMENTS:

- ▣ Zoning Administrator Staff Report
- ▣ Application and Plans
- ▣ Site Survey



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Level B Site Plan Review Amendment 2021-2 SPA: 230 Bridge Street

PUBLIC MEETING DATE: May 5, 2021 6:00PM

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

Applicant: Norman Carlson

Property Owner: LSB Ventures LLC
8534 E Kemper Rd
Cincinnati, OH 45249

Requested Action: Level B Site Plan Amendment Approval for Rooftop Deck

Zoning: Central Business District CBD

Project Location: 230 Bridge Street Tax ID 052-245-002-20

Project Site Size: 2,200 Square feet

Existing Land Use: Mixed Use

Adjacent Land Uses: The property to the north is mixed use, city park to the south, city parking lot to the east and retail to the west

Adjacent Zoning: Central business district to the north and west, scenic reserve to the east and south

II. PROJECT DESCRIPTION/LOCATION:

The applicant is proposing 460 sq ft second story roof top deck for residential purposes on a corner lot at Bridge Street and Clinton Street. There is existing retail on the first floor and an apartment upstairs. The applicant has substantially constructed the deck without a zoning permit. The project has a stop work order waiting for PC approval of the project.



Aerial photo from 2016.

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



Subject property photo taken 4-7-2021

III. MASTER PLAN CONSIDERATIONS: *Please note that Site Plan Review is not based on consistency with the City Master Plan, this section is included only for general reference.

The 2016 Land Use Master Plan identifies this area of Charlevoix as being Commercial.

IV. SITE PLAN REQUIREMENTS:

The Zoning Administrator has been granted the authority to waive portions of the information that is typically required in a site plan by the Zoning Ordinance. Table 153.234 below indicates what items are included on the site plan as submitted and what items the Zoning Administrator has waived. The key for the responses on the right hand side of Table 153.234 are noted below.

X	Information Provided on Site Plan
SA	See Attached Information
PI	Partial Information Provided on Site Plan
NA	Not Applicable, Requirement Waived by Zoning Administrator
M	Missing

Submittal Requirements

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

Table 153.234: Required Site Plan Content

Required Information **Level “B”**

General Information

Date, north arrow and scale	X
Name and firm address of the professional individual responsible for preparing the site plan	W
Name and address of the property owner or petitioner	X
Location sketch	W
Legal description of the subject property	X
Size of subject property in acres or square feet	X
Boundary survey	X
Preparer’s professional seal	W
Revision block (month, day and year)	W

Existing Conditions

Existing zoning classification of subject property	X
Property lines and required setbacks (dimensioned)	X
Location, width and purpose of all existing easements	M
Location and dimension of all existing structures on the subject property	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	NA
Abutting street right-of-way width	X

<u>Location of all existing structures, driveways and parking areas</u>	
<u>Within three hundred (300) feet of the subject property's boundary</u>	W
<u>Existing water bodies (rivers, creeks, wetlands, etc.)</u>	NA
<u>Existing landscaping and vegetation on the subject property</u>	NA
<u>Size and location of existing utilities</u>	W
<u>Location of all existing surface water drainage facilities</u>	NA

Proposed Development

<u>Location and dimensions of all proposed buildings</u>	X
<u>Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided) and unloading areas</u>	NA
<u>Setbacks for all buildings and structures</u>	X
<u>Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use</u>	NA
<u>Flood plain areas and basement and finished floor elevations of all buildings</u>	NA
<u>Landscape plan (showing location of proposed materials, size and type)</u>	NA
<u>Layout and typical dimensions of proposed parcels and lots</u>	NA
<u>Number of proposed dwelling units (by type), including typical floor plans for each type of unit</u>	NA
<u>Number and location (by code, if necessary) of efficiency and one, two and three or more bedroom units</u>	NA
<u>All deed restrictions or covenants</u>	NA
<u>Brief narrative description of the project including proposed use, existing floor area (sq. ft.), size of proposed expansion (sq. ft.) and any change in the number of parking spaces</u>	X

Engineering

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

Building Details

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

(1) Information Waiver. Specific requirements of either a Level “A” or “B” site plan may be waived by the Zoning Administrator where it is determined that such information is not applicable to the request.

(2) Additional Reports/Study: The Zoning Administrator or Planning Commission may require additional studies, reports or written opinions from qualified consultants to determine compliance with this ordinance or to ensure negative impacts to public health, safety and welfare are avoided or mitigated. These reports/studies may include, but are not limited to, traffic studies, transportation plans, geotechnical reports, flood hazard evaluations or environmental assessments. The Zoning Administrator or Planning Commission shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.

153.118 LODGING, DINING AND ENTERTAINMENT USES.

(D) *Roof top decks.* The following provisions are intended to regulate roof top deck use, permanent or temporary, in all districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

(1) A zoning and building permit for any roof top deck must be first obtained from the City Zoning Administrator and Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.

(2) Any request for a City of Charlevoix zoning permit that includes a roof top deck must undergo site plan review and receive approval by the Planning Commission prior to issuance of a zoning permit.

(3) Parapet walls and perimeter guardrails shall extend around the perimeter of the roof top deck and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to § 153.170.

(4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.

(5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the city's noise ordinances and restrictions is prohibited.

(7) No open flames are allowed.

(8) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to § 153.172.

No permit was approved before construction. No lighting plan has been submitted. See note below for 153.170 design standards.

153.170 BUILDING APPEARANCE.

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

(B) *Applicability.* This section shall apply to all new construction in the General Commercial (GC), Professional Office (PO) and Commercial Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. This section shall not apply to single-family detached and two-family residential structures. Architecture shall be reviewed by the Zoning Administrator or Planning Commission, as applicable, as a part of site plan review under the requirements of §§ 153.230 through 153.243 of this chapter.

(C) All exterior materials shall comply with the following:

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

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

Planning Commission may require additional architectural feature on east wall to mimic top of existing building.

Area, Height and Placement Requirements

Maximum building height	40 feet	Proposed deck rail is at 22 feet
Minimum Yard setbacks	front 0 feet	Proposed buildings is at 0 feet
Minimum Yard setbacks	side 0 feet	Proposed buildings is at feet
Minimum Yard setbacks	rear 0 feet	Proposed buildings is at feet

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

V. SITE PLAN REVIEW:

The following section is taken directly from the Site Plan Review Section of the Zoning Ordinance. The Planning Commission must make findings of fact to determine if the proposal meets each of the following standards. The Planning Commission must find that this proposal meets all of the following standards based on findings of fact before considering a motion to approve or deny. Staff has written the following recommended findings of fact as a starting point. The Planning Commission may add, modify, or delete any of the following draft findings at the meeting. The draft findings are in *italics*.

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

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

The Planning Commission finds that the site plan proposal complies with the Zoning Ordinance, which states that the parcel is zoned CBD Central Business District. The following findings of fact will show that the site plan meets all other applicable laws and regulations.

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

The Planning Commission finds that the proposed development is harmonious with the character of the existing neighborhood. The existing use is a dense single family residential unit with a proposed added second floor deck. There are numerous condominiums with decks in the immediate area. This proposal is similar to the nearby properties.

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

The Planning Commission finds that the proposal adds no hazards to adjacent properties.

- D. Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:

Traffic Circulation

Stormwater

Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged.

Unknown if drainage changes with deck

Landscaping

Lighting

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

(5) Lighting. Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.

Unknown type of lighting

Utility Service

Exterior uses

Trash Receptacles

Exterior Uses

Emergency Access

Water and Sewer

Signs

VI. CONDITIONS OF APPROVAL

The following section is taken directly from the Section 153.236 of the Zoning Ordinance. The PC may impose conditions of approval on the site plan based on the following criteria.

5.121. Conditions of Site Plan Approval.

Conditions which are designed to ensure compliance with the intent of this ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.

Conditions imposed shall be based on the following criteria:

- (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
- (2) Ensure that the Use is compatible with adjacent land uses and activities.
- (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
- (5) Meet the intent and purpose of the zoning ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.

- (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
- (7) Ensure compatibility with other uses of land in the vicinity.

Planning Commission Recommendation to City Council: (choose one)

- A. **Approve** Project 2021-2 SPA **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- B. **Approve** Project 2021-2 SPA **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- C. **Deny** Project 2021-2 SPA based on specific findings of fact that prove the project does not meet the review standards in Section 153.235
- D. **Table** the decision on Project 2021-2 SPA. (Usually this option is only used when additional information is needed to assist the Planning Commission in making the decision.



CITY OF CHARLEVOIX

LEVEL B SITE PLAN APPLICATION

Noelma Carlson
Applicant

230 BRIDGE ST.
Address of subject property

105 EATON Ave. CHARLEVOIX MI 49720
Address (City/State/Zip)

LSB VENTURES LLC
Property Owner Name (If different than applicant)

8534 E Kemper Rd. Cincinnati OH 45249
Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone () - - - - - Email _____

Agent Phone (231) 675-4561 Email BOOBIE CARLSON @ GMAIL . COM

Zoning of subject property: COMMERCIAL Tax ID: 15-052-245-002-20

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

Proposed use: SAME

Dimensions of parcel: 76' x 26' +/- Parcel size: 2200 +/-
Square feet Acres

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

460 sq ft of Deck PLACED ON TOP of EXISTING
STRUCTURE.

Dimensions of proposed construction, excluding eaves: 20' x 23'
Total square footage of proposed construction: 460
Height of proposed construction to the top of the roof: 19' 7 1/2"
Height of proposed construction to the midpoint of the roof, for gabled roof: N/A
Roof type (example: gable, hip, flat, etc.): N/A
Square footage of all impervious surfaces (please show all on site plan: paved driveways, sidewalks, patios, etc.): N/A
Requested date to begin construction if known: _____

AFFIDAVIT

I the undersigned, do hereby make application to the City of Charlevoix for approval of the attached Site Plan which has been drawn in accordance with the City of Charlevoix Zoning Ordinance. I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application and associated documents are true, and if found not to be true, the approval of the site plan may be void. I also agree to comply with the conditions and regulations required by the approved development plan. Further, I agree that if the site plan is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that site plan (or those individual(s) or organization(s) represented by the applicant) will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. For purposes of site inspection, I also agree to notify the City of Charlevoix Zoning Administrator when locations of lot lines and proposed structures are located and staked on the ground. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the City may impose conditions of approval and that the conditions must be met by the specific times as defined in the Decision and Order. Finally, I understand that this is a site plan application, and if approved, cannot be implemented until applicant has applied for and the City has issued a zoning permit.

Property Owner Signature or Authorized Agent: 

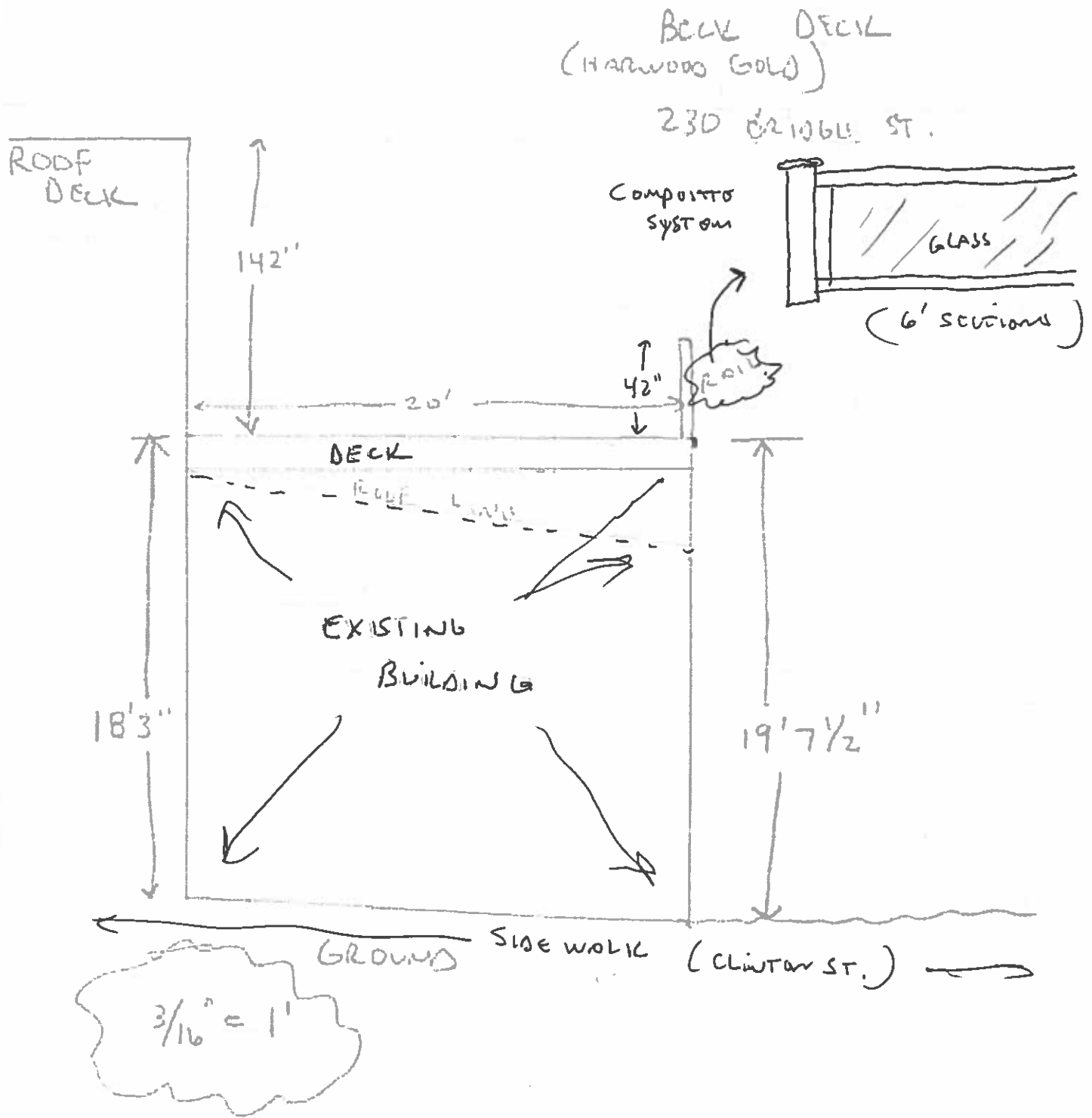
Date: 3/24/21

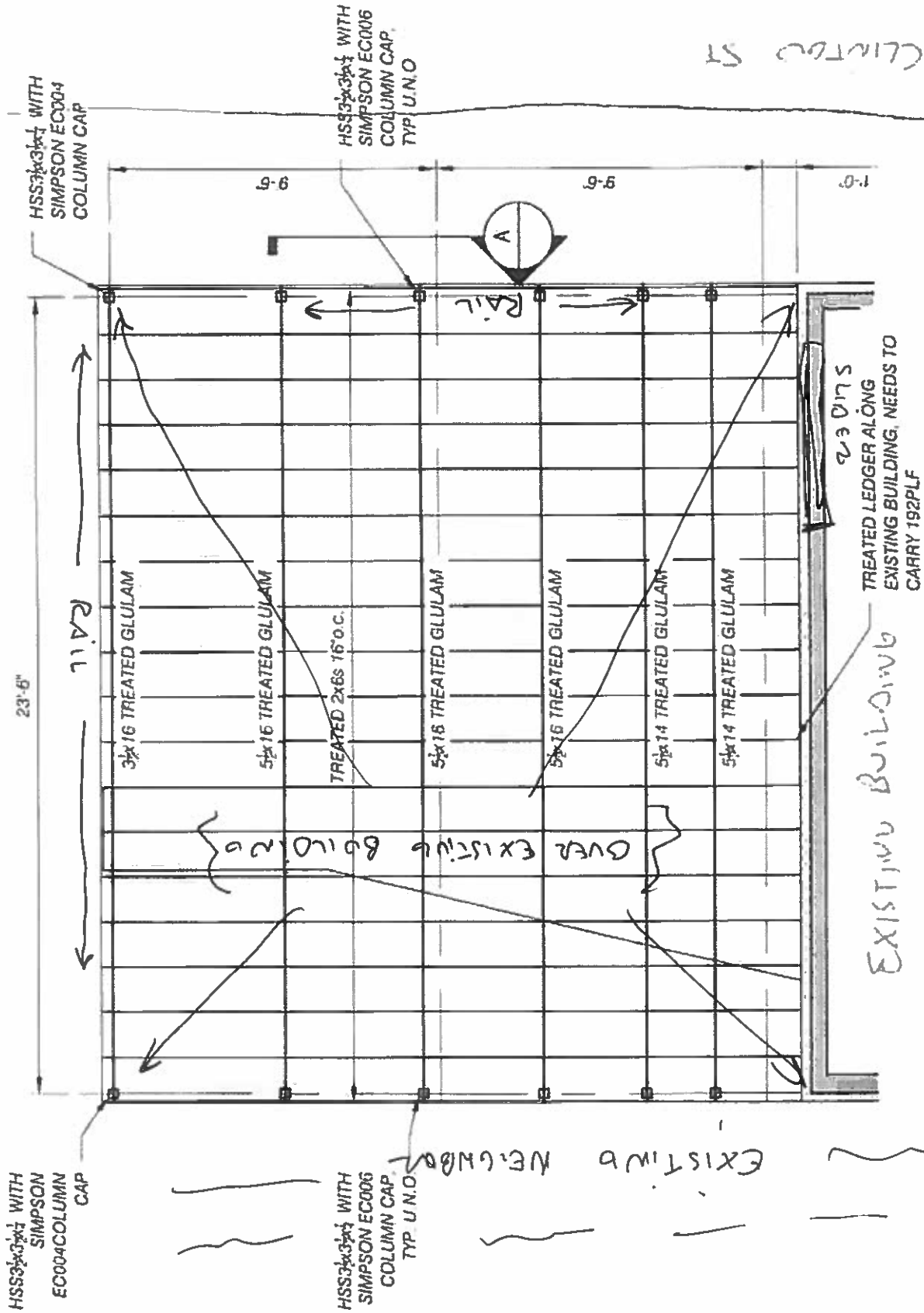
Michigan Construction

3/22/21



Teachers Association





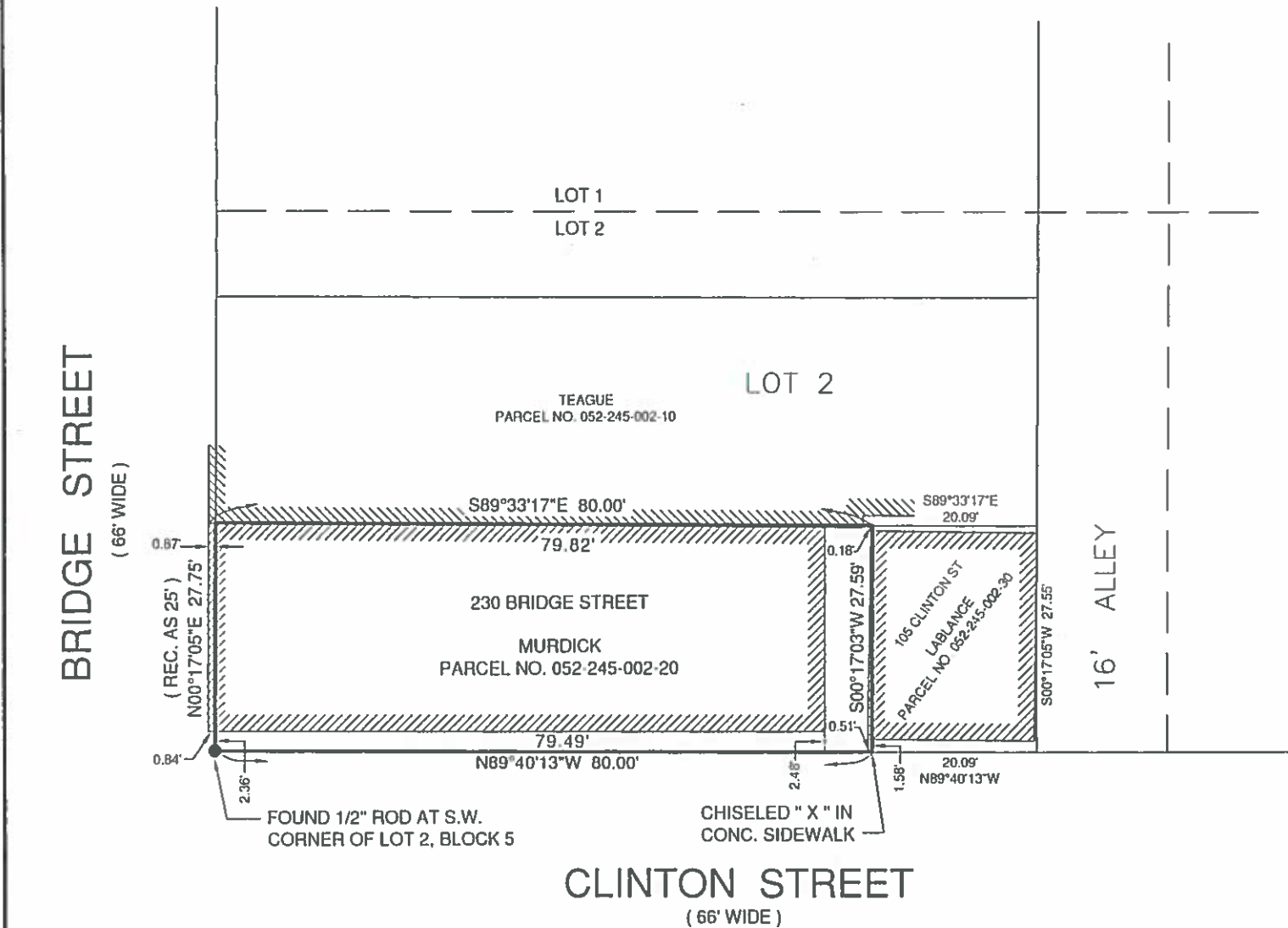
DECK FRAMING PLAN



1"=1'

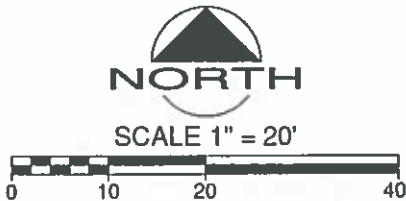
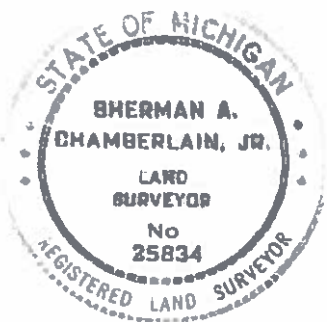
CERTIFICATE OF BOUNDARY SURVEY

CERTIFIED TO: JOHN MURRAY
BERKSHIRE HATHAWAY



LEGEND:

- 1. ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
- 2. BEARINGS ARE BASED ON MICHIGAN COORDINATE SYSTEM CENTRAL ZONE (2112).
- 3. 1/2" x 24" STEEL RODS WITH I.D. CAPS HAVE BEEN SET AT ALL POINTS MARKED WITH " O ".
- 4. FOUND SURVEY STAKE FROM PREVIOUS SURVEY MARKED WITH " ● ", UNLESS OTHERWISE NOTED.



PART OF LOT 2, BLOCK 5
ORIGINAL PLAT OF THE VILLAGE OF CHARLEVOIX
CITY OF CHARLEVOIX, CHARLEVOIX COUNTY
MICHIGAN

[Signature]
SHERMAN A. CHAMBERLAIN JR. P.S. 25834

I HEREBY CERTIFY that I have surveyed and mapped the property hereon delineated and that the ratio of position closure of the unadjusted field data exceeds 1:5000; and it complies with P.A. 132 of 1970.

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS

103 W. UPRIGHT STREET, CHARLEVOIX, MICHIGAN 49720
(231) 547-6882 - FAX (231) 547-0021
EMAIL: info@fcasurveying.com

CERTIFICATE OF BOUNDARY SURVEY

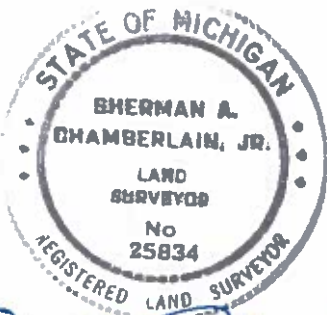
CERTIFIED TO: JOHN MURRAY
BERKSHIRE HATHAWAY

DESCRIPTION OF REAL ESTATE

In the City of Charlevoix, Charlevoix County, Michigan, BEGINNING at a 1/2" rod at the Southwest corner of Lot 2, Block 5, Original Plat of the Village of Charlevoix, Charlevoix County records; thence along the West line of said lot, North 00°17'05" East 27.75 feet (recorded as 25 feet) to a common wall; thence along said common wall and Easterly extension thereof, South 89°33'17" East 79.82 feet to the Northerly extension of the West wall of a building owned by Maureen D. LaBlance; thence continuing along the last described course, South 89°33'17" East 0.18 feet; thence South 00°17'03" West 27.59 feet to an "X" in the concrete sidewalk on the South line of said lot; thence along the South line of said lot, North 89°40'13" West 0.51 feet to the Southerly extension of said West wall; thence continuing along the last described course, North 89°40'13" West 79.49 feet to the point of beginning, being a part of Lot 2, Block 5, Original Plat of the Village of Charlevoix and containing 2214 square feet. Subject to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

SURVEYOR'S NOTE:

The building that is situated on the above described property is one of the oldest structures on Bridge Street. The South wall of the building did not conform to the South line of the lot, yet numerous buildings were based on the existing location of the South building wall. Property descriptions were prepared assuming the South building wall was the South line of Lot 2, Block 5. The above description reflects the North property line being based on common wall and the survey location of the South line of Lot 2.



[Signature]

SHERMAN A. CHAMBERLAIN, JR. P.S. 25834

I HEREBY CERTIFY that I have surveyed and mapped the property hereon delineated and that the ratio of position closure of the unadjusted field data exceeds 1:5000; and it complies with P.A. 132 of 1970.

FIELD:	MW, SP	STAKED:		DRAWN:	DDH
JOB:	SB 25923c.16	DATE:	FEB. 29, 2016		

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS

103 W. UPRIGHT STREET, CHARLEVOIX, MICHIGAN 49720
(231) 547-6882 - FAX (231) 547-0021
EMAIL: info @ fcasurveying.com

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: Proposed Historical Signs at Pine River Channel

DATE: April 12, 2021

BACKGROUND

The applicant, Denise Fate, President of the Charlevoix Historical Society, has submitted a request and plans for Planning Commission consideration and recommendation. The proposed signs will be located on the north side of the Pine River Channel, west of the Weathervane. A letter of introduction and details of the sign location are attached.

ATTACHMENTS:

- ▣ Letter of Request
- ▣ Sign Details and Location Description

March 18, 2021

Charlevoix City Planning Commission
City of Charlevoix

Re: Interpretive Sign - History of Indigenous People

Dear Commissioners,

The Charlevoix Historical Society is collaborating with the Main Street Design Committee and Charlevoix Public Library on a project to design and install an interpretive historic sign to tell history of indigenous people in the Charlevoix area. The proposed location of this sign is on the north side of the channel adjacent to the walkway in the City parcel just west of the Stafford's Weathervane.

The sign will be designed to be compatible with the seven historical signs installed around the City in 2019. To make it readable from the walkway, we are proposing 2 panels installed in a 'V' shape, similar to the one overlooking the pavilion downtown. We are also involving local Native Americans to develop the content of the sign.

The sign will be produced by the same supplier, Pro Image Design, and cost approximately \$3,300. Please see the attached file for the proposed location, appearance of the sign and other details.

With this letter, we are requesting approval to have this sign erected in the designated location, which has been reviewed by the City Zoning Administrator, Jonathan Scheel, with no associated permit fees.

Sincerely,



Denise Fate, President

cc: L. Dotson
J. Scheel



Denise Fate,
Design Committee Chair

March 22, 2020

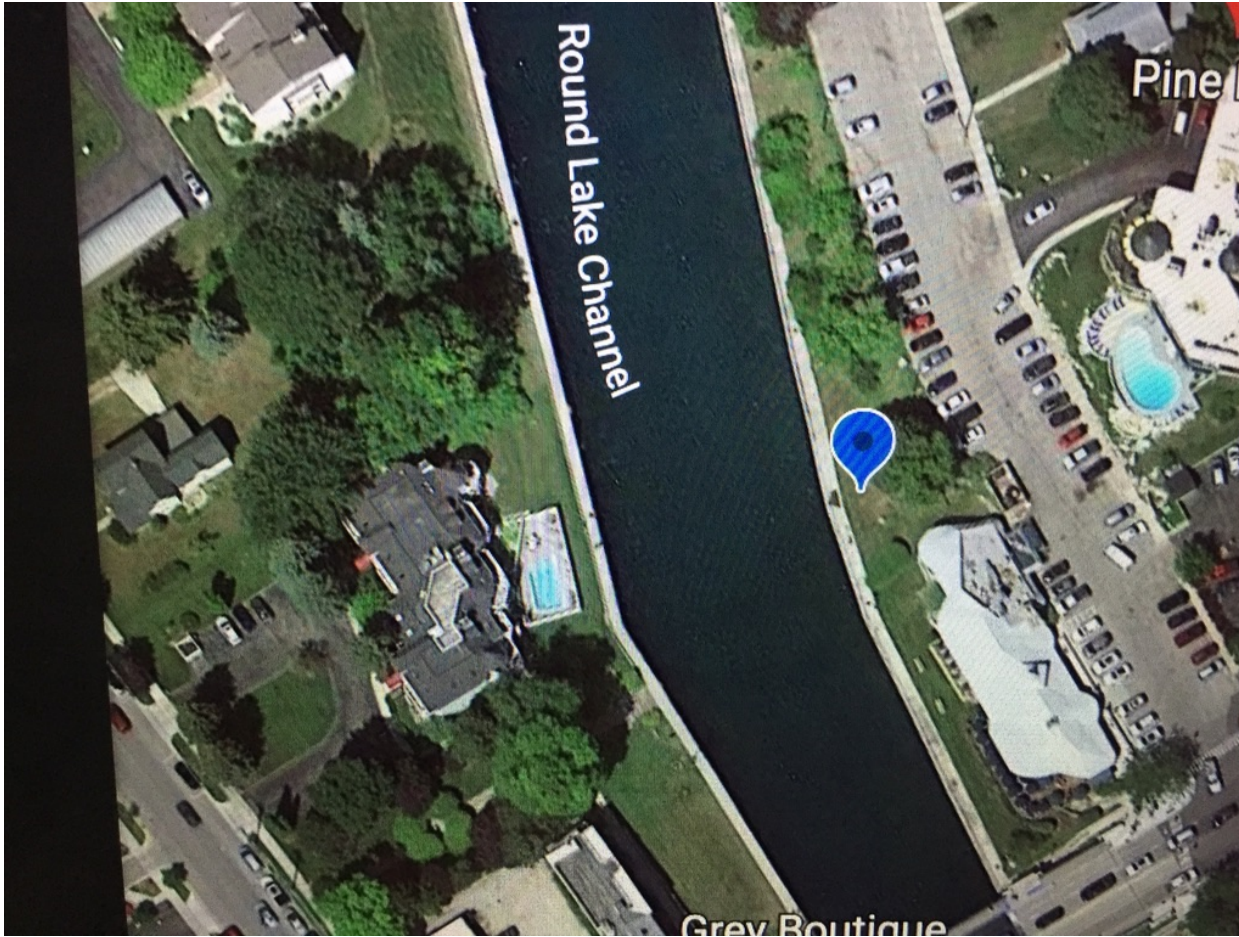
Historical Sign Project: Indigenous History

Collaboration between MS Design Committee, Historical Society and Charlevoix Public Library and to:

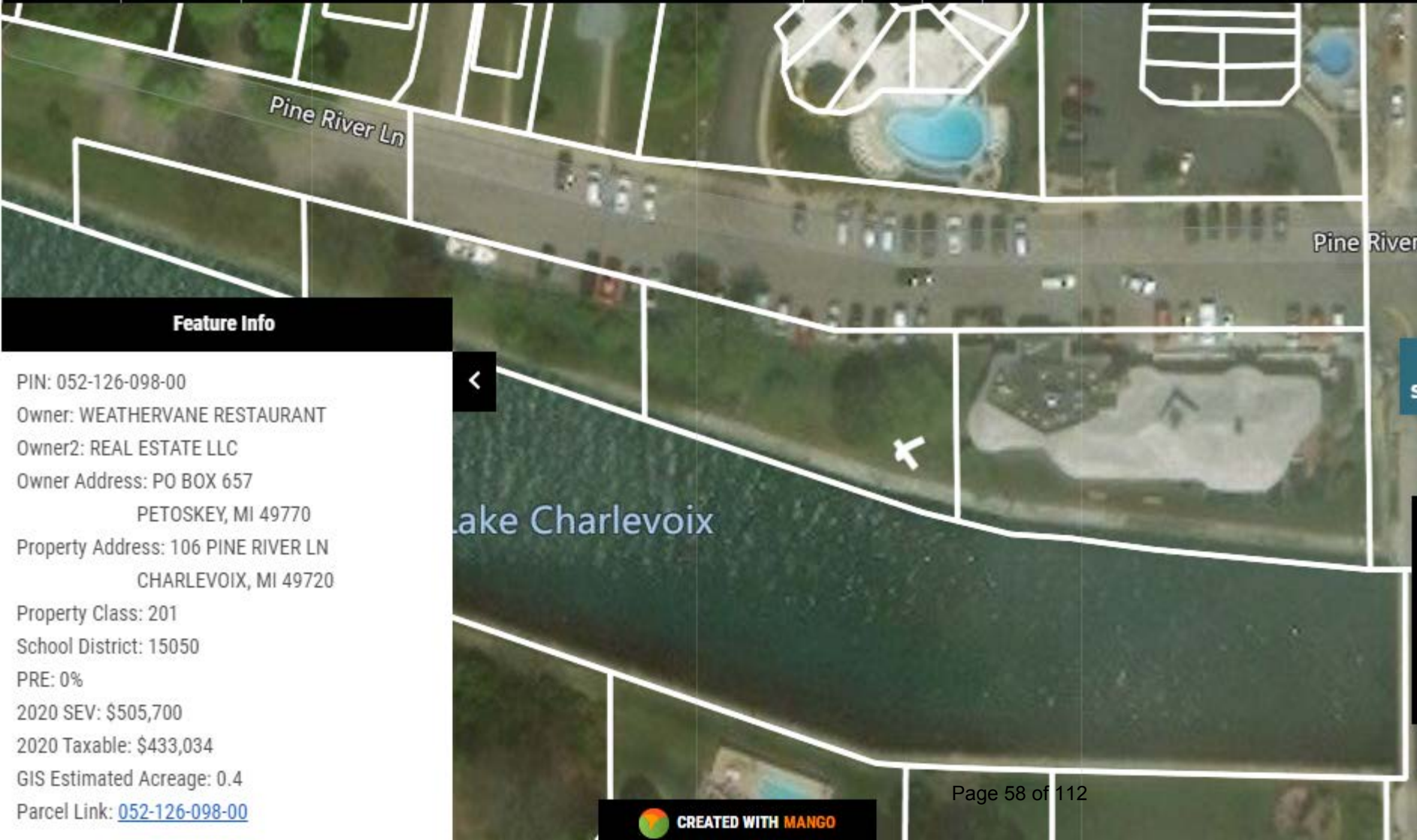
- Erect one (1) historic interpretive sign displaying history of indigenous people in the Charlevoix area with historic photos, images and text*
- Proposed location: City property adjacent to walkway on north side of Pine River channel, where there is significant pedestrian traffic and water view is not obstructed
- Design fits with the other historical signs installed in 2019 and will be produced by same provider, Pro Image Design
- Local Native Americans are involved in the project

* as a separate project, 1-2 more may follow in the future in different locations

Sign Location



North side of channel, City property west of Stafford's Weathervane,
adjacent to walkway and concrete retaining wall



Feature Info

PIN: 052-126-098-00

Owner: WEATHERVANE RESTAURANT

Owner2: REAL ESTATE LLC

Owner Address: PO BOX 657

PETOSKEY, MI 49770

Property Address: 106 PINE RIVER LN

CHARLEVOIX, MI 49720

Property Class: 201

School District: 15050

PRE: 0%

2020 SEV: \$505,700

2020 Taxable: \$433,034

GIS Estimated Acreage: 0.4

Parcel Link: [052-126-098-00](#)

Lake Charlevoix



2-panel Sign: Channel



Durable construction, readable from walkway or lawn area

Historic Sign Project: Financials

Budget:

- Sign Cost, installed: approx. \$3,300

Funding:

- Private \$2,300
- Grant \$1,000
- Historical Society - staffing

Timing: Install August, 2021

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Dean Martin, Community Development Fellow

SUBJECT: Redevelopment Ready Communities Briefing

DATE: April 12, 2021

BACKGROUND

Community Development Fellow Martin will be providing a briefing about the Redevelopment Ready Communities Program and Charlevoix's efforts to reach certification. Attached is a memo that highlights important information regarding the program.

Also attached is the Master Plan Update Guide provided through the RRC program. This document has background information on the review and update process, and will be considered by staff as we continue to update the Master Plan.

ATTACHMENTS:

- ▣ Redevelopment Ready Communities Briefing Memo
- ▣ RRC Master Plan Update Guide

TO: City of Charlevoix Planning Commission
FROM: Dean Martin, Community Development Fellow
DATE: 4/6/2021
SUBJECT: Redevelopment Ready Communities Briefing



What is the Program?

The Redevelopment Ready Communities program is a municipal certification program administered by the Michigan Economic Development Corporation. The program is focused on promoting consistent and transparent development review standards, empowering public boards and commissions, and adopting municipal best practices. By meeting these standards, our community signals to business leaders, entrepreneurs, and developers that Charlevoix is a community ready for investment. There are 50 communities certified (2.8% of Michigan communities), and 244 pursuing certification.

What are the benefits of certification?

There are both intangible and tangible benefits for RRC Certification.

Intangible	Tangible
Following "Best Practices" will improve city operations or services.	Prioritization for economic development programs, exclusive
Certification provides economic signaling to the private sector.	Technical assistance for items related to RRC Certification
Externalities from adopted changes	Priority Redevelopment Site design services & marketing

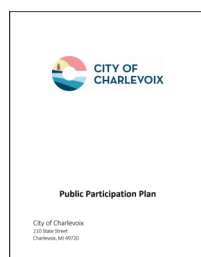
What did we have to accomplish?

At the time of completion, there were 37 specific items to accomplish. These items range in category from internal practices, budgetary items, zoning ordinances, and long-range planning documents. The accomplishments were not radically divergent with city practices or policy; often we were actively engaged in these best practices but did not report, or had plans that were not cemented into unified documents. The plans and practices established largely have a city-wide focus.

A few of the more visible accomplishments can be seen below (if viewing digitally, click the image to see the document):



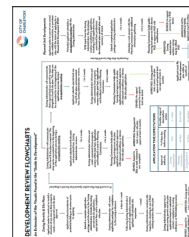
Economic
Development
Strategy



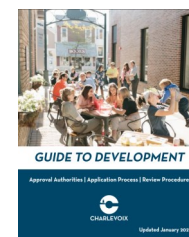
Public
Participation
Plan



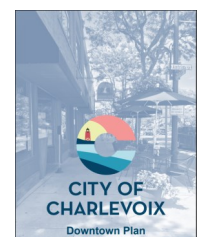
Marketing
Strategy



Development
Review
Flowcharts



Guide to
Development



Downtown
Plan

What is our current status?

- December 2016**– The City of Charlevoix passed a resolution to formally participate in the Redevelopment Ready Communities program.
- July 2017**– A Merandum of Understanding was signed between Mayor Kurtz and the Michigan Economic Development Corporation to review City of Charlevoix practices and documents.
- January 2018**- The City of Charlevoix passed a resolution to implement the recommendations made by the Michigan Economic Development Corporation.
- January 2021**- The City of Charlevoix achieved Redevelopment Ready Community certification.

The Baseline Report presented to Charlevoix in 2017 can be found [here](#).

The Certification Report presented to Charlevoix in 2021 can be found [here](#).

The MEDC Press Release on the City of Charlevoix's certification can be found [here](#).

What are our next steps?

A valuable benefit of the Redevelopment Ready Communities program is the Priority Redevelopment Site design and marketing services that the Michigan Economic Development Corporation assists to certified communities. The services include visualizations of the property as redeveloped, identification of development incentives, and marketing of the site, including posting on the MEDC's website and the possible creation of possible RFP or RFQs concerning the site.

We are currently gathering information on sites within Charlevoix that could be designated as "Priority Redevelopment Sites". These sites could be undeveloped properties, developed but vacant properties, or even properties that currently have structures or tenets, but are under-utilized. The most important aspect to site selection is the owner intent for the property. Priority redevelopment sites require that current property owners are willing to develop or sell their land, and that they are economically reasonable about the value. The priority redevelopment sites must also be in line with the community vision for the property, including factors such as community needs, development in line with the master plan and zoning ordinances, and economic growth.

When we have a full list of properties and have acquired property owner consent, we will present the list to the planning commission, which will hopefully spur discussion and select the three properties that will make the greatest impact and contribution to our community.

The Redevelopment Ready Certification will need to be renewed in 2023, which requires that we stay current on our practices and materials. This will require annual review of items such as the Master Plan, Planning Commission Annual Reports, the Economic Development Strategy, fees, and trainings. This review often already occurs, and can easily be incorporated into the Planning Commission Annual Report for the items that were not reviewed prior.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: Level A Site Plan Reviews

DATE: April 12, 2021

BACKGROUND

The Zoning Administrator will provide an update of the three Level A Site Plan Reviews currently being conducted.

ATTACHMENTS:

- ▣ 1410 Bridge St. Site Plan
- ▣ 1410 Bridge St. Site Renderings



REAR LEFT VIEW (NORTHEAST CORNER)



FRONT RIGHT VIEW (SOUTHWEST CORNER)



REAR RIGHT VIEW (SOUTHEAST CORNER)



OVERHEAD PATIO VIEW



FRONT FACADE (WEST VIEW)



FRONT LEFT (NORTHWEST CORNER)



LEFT PERSPECTIVE (NORTH VIEW)



RIGHT PERSPECTIVE (SOUTH VIEW)

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Bylaws Review

DATE: April 12, 2021

BACKGROUND

Two changes are being recommended for the Bylaws. First is a change to Section 5.6 Parliamentary Procedure. The new language would update the edition to the newest version of *Roberts Rules of Order Newly Revised*.

The second edit is to add item g. under the heading of Section 9. Item g. includes Planning Commissioner's role in making recommendations to City Council for uses on public land and donations in public spaces.

ATTACHMENTS:

- Draft Bylaws



CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720 www.CityofCharlevoix.org

Planning Commission Bylaws

Adopted May 12, 2014

Amended April 9, 2018

Amended June 11, 2018

Amended January 14, 2019

1.0 Purpose.

- 1.1 The name shall be the City of Charlevoix Planning Commission, hereafter known as the "Commission". The City of Charlevoix hereafter shall be known as the "City."
- 1.2 These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 *et seq.*), hereinafter "the Planning Act."
- 1.3 These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 *et seq.*), hereinafter "the Zoning Act."

2.0 Membership. Members of the Commission are appointed pursuant to Title I, Chapter 7, Article V of the City Code, entitled Planning Commission. (Ord. 751)

- 2.1 Each member shall represent and advocate what is best for the City as a whole, putting aside personal or special interests.
- 2.2 In an effort to establish a diverse Commission, the City shall make every effort to appoint members who represent important sectors of the community and economy consistent with the requirements of Title I, Chapter 7, Article V of the City Code.
- 2.3 Liaisons. The purpose of liaisons is to provide technical assistance and advice, participate in discussions with the Commission, and answer questions from the general public or the Commission. Liaisons may include Planning Department staff, City department heads, planning consultants, the City Attorney, surveyors, engineers, or other qualified consultants.

- 2.4 Attendance. A Commission member's absence from three consecutive regularly scheduled meetings shall be considered nonfeasance in office. Nonfeasance in office shall be grounds for the City Council to remove a member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the City Council whenever any member of the Commission is absent from three consecutive regularly scheduled meetings, so the City Council can consider further action allowed under law or excuse the absences.
- 2.5 Each member shall have completed, at a minimum, basic planning commissioner training such as that offered by Michigan Association of Planning, Michigan Municipal League, or Michigan State University Extension during the member's first full term of office. The "Citizen Planner" program, offered as continuing education through Michigan State University and MSU Extension is recommended but not required. Members shall then be encouraged to attend training in planning and zoning related topics as authorized by the City Council in the adopted budget.
- 2.6 Conflict of Interest
- (a) Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
- (1) Issuing, deliberating on, voting on, or reviewing a case concerning the member, on land owned by the member, or if the case involves land adjacent to the members property.
 - (2) Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
 - (4) Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to the commissioner, or a friend or family member of the commissioner.
 - (5) Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her household.
 - (6) Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is an applicant or agent for an applicant, or has a direct interest in the outcome.

- b.) If a question exists whether the circumstances actually present a conflict of interest, the Planning Commission member or zoning staff shall make a reasonable attempt to contact the city attorney prior to the Planning Commission meeting at which the matter that may give rise to the conflict of interest will be considered to obtain a legal opinion concerning whether a conflict of interest legally exists. If the Planning Commission member or zoning staff is not able to obtain a legal opinion from the city attorney then the Planning Commission may, by majority vote of the members present, adjourn the case to a specific time, date, and place in order to obtain a written opinion from the city attorney.
 - c.) When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
 - (1) declare a conflict exists at the next meeting of the Commission or committee:
 - (2) cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and
 - (3) during deliberation of the agenda item before the Commission or committee, remove one's self from the front table where members of the Commission sit, until that agenda item is concluded.
- 2.7 Incompatibility of Office. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

3.0 Duties of all members.

3.1 *Ex Parte* contact

- a.) Members shall avoid *Ex Parte* contact about cases where an administrative decision is before the commission whenever possible.
- b.) Despite one's best efforts it is sometimes not possible to avoid *Ex Parte* contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

3.2 Site Inspections

- (a) Planning Commissioners are encouraged to do a site inspection prior to any public meetings or hearings where a decision may be made on a particular lot or parcel. Planning Commissions should

visit the site by themselves and avoid contact with the applicants, property owners, and neighbors. If requested, members may visit the site with the Zoning Administrator or liaison.

3.3 Code of Conduct/Accepting gifts.

- a.) Each Planning Commissioner shall abide by the City of Charlevoix Code of Ethics and Conflict of Interest Policy. Gifts shall not be accepted by a member of the Commission or liaisons.

4.0 Officers

4.1 Selection: At the first regular meeting of each calendar year, the Commission shall select from its membership a Chair, and Vice-Chair. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term.

4.2 Tenure. The Chair and Vice-Chair shall take office at the first regular meeting of the calendar year following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

4.3 Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:

- a.) Preside at all meetings with all powers under parliamentary procedure;
- b.) Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
- c.) Call special meetings if deemed necessary;
- d.) Review with the staff, prior to a Commission meeting, the items to be on the agenda if he or she so chooses;
- e.) Periodically meet with the Planning Director and/or other Planning Department staff to review Planning Department operation, procedures, and to monitor progress on various projects.
- f.) Chair or perform a major role in the interview and selection process for a Planning Director;
- g.) Act as the Commission's and Planning Department's chief spokesman and lobbyist to represent the Commission at local, regional, and state government levels.
- h.) Represent the Commission before the City of Charlevoix; and
- i.) Perform such other duties as may be ordered by the Commission.

4.4 Vice-Chair's Duties. The Vice-Chair shall:

- a.) Act in the capacity of Chair, with all the powers and duties found in Section 4.3 of these Rules, in the Chair's absence;
- b.) Perform such other duties as may be ordered by the Commission.

- 4.5 Recording Secretary's Duties. The Recording Secretary shall be the City staff designated by the Planning Commission to properly notice meetings, record the audio, and compose draft minutes.

5.0 Meetings

- 5.1 Regular meetings. Meetings of the Commission will generally be held the second Monday of every month at 6 p.m. at 210 State Street. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. An annual notice or regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*)
- 5.2 Special Meetings. Special meetings shall be called by the Chair, by any two members of the Commission, or by the Chair at the request of any non-member of the commission. Special meetings shall be properly notice in accordance with the Open Meetings Act.
- 5.3 Quorum. More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Commissioners connected to a meeting remotely shall not be considered attendance for the purpose of establishing a quorum (City Council Resolution 2018-05-01). Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- 5.4 Motions.
- a.) Motions shall be restated by the Chair before a vote is taken.
 - b.) Findings of Fact. All actions taken in an administrative capacity (including but not limited to, special use permits, subdivisions, zoning, site plan review, planned unit developments, review and submission on another municipality's proposed plan, review and submission on a capital improvement, review of township zoning) shall include each of the following parts.
 - (1) A finding of fact, listing what the Commission determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
 - (2) Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
 - (3) The Commission's action; recommendation or position, approval, approval with conditions, or disapproval.
- 5.5 Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Commissioners connected to a meeting remotely may vote and take any action as part of the meeting as if the remote participant were attending the meeting in

person (City Council Resolution 2018-05-01). Voting by proxy shall not occur. Except as provided herein, the affirmative vote of a majority of those present shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

- 5.6 Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by *Roberts Rules of Order Newly Revised*, (1~~20~~²⁰th Edition, ~~Perseus Publishing~~Hachette Book Group, New York, 20~~2000~~²⁰⁰⁰ (ISBN ~~978-1-5417-9770-30-7382-037-6~~)) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert's Rules of Order*, then these Bylaws control.
- 5.7 Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.
- a.) All public comments not specifically related to agenda items shall be provided at the beginning of the meeting in accordance with the agenda. Public comments on specific agenda items shall be called for at the appropriate time by the Chair.
 - b.) The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit.
- 5.8 Order of Business. Agenda. The Recording Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:
- a.) Call to order and Pledge of Allegiance.
 - b.) Roll call.
 - c.) Inquiry into potential conflicts of interest.
 - d.) Approval of agenda.
 - e.) Approval of the minutes.
 - f.) Call for public comment not related to agenda items.
 - g.) New business
 - h.) Old business
 - i.) Staff updates/Planning Commission general comments/Request for research items.
 - j.) Requests for future agenda items, research, or miscellaneous business.
 - k.) Adjournment.
- 5.9 Placement of Items on the Agenda.
- a.) The City Planning Director/Zoning Administrator or City Manager may place items on the agenda with approval from the Chair.

- b.) The Chair, Vice-Chair, any member of the Commission may request specific items be placed on the agenda.
 - c.) Any member of the public may request items be placed on the agenda, with prior approval from the Planning Commission Chair.
- 5.10 Minutes and Record. The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, which shall at a minimum include an indication of the following:
- a.) Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*)
 - b.) Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence.
- 5.11 Retention. Commission records shall be preserved and kept on file in accordance with the State of Michigan

6.0 Committees

- 6.1 The Planning Commission may establish executive, ad-hoc, or citizen committees to assist the Commission in research, creation of neighborhood plans, to increase public involvement, or other specific purposes. Any committee established by the Commission may include not more than three Planning Commissioners. All committees are considered advisory and shall be required to follow the State of Michigan Open Meetings act.

7.0 Mileage and Per Diem

- 7.1 If requested, mileage shall be paid to members of the Commission at rates established by the City of Charlevoix for attending Commission meetings and other authorized meetings and trips to represent the City of Charlevoix. City Council may establish a per diem rate for Commissioners. Commissioners may be reimbursed for travel expenses to attend training sessions or conferences with prior authorization from the City Planner/Zoning Administrator.

8.0 Hearings

- 8.1 Plan Hearings. Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of an amendment to the City Council, the Commission shall hold at least one public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by at least one publication in a newspaper of general circulation within the city.
- 8.2 Any other hearings required by the Zoning Ordinance or special hearings requested by the Planning Commission shall be properly noticed in accordance with the City Zoning Ordinance, the Zoning Enabling Act, or Open Meetings Act.

9.0 Planning Commission Responsibilities

- 9.1 Planning Commission responsibilities and duties shall include all those delegated to the Commission by the Planning Enabling Act, the Zoning Enabling Act, the Land Division Act, Condominium Act and the City of Charlevoix Zoning Ordinance. Examples include but are not limited to:

- a) Adoption and amendment to the City Master Plan and Parks and Recreation Master Plan.
 - b) Review of adjacent, or contiguous, local government plans from surrounding townships or Charlevoix County.
 - c) Review of the annual Capital Improvement Plan (CIP) and subsequent recommendation to City Council.
 - d) Review of new capital improvement projects not included in the annual CIP as defined by the adopted Capital Improvement Review Policy. (Resolution 2013-10-02 adopted on October, 21 2013)
 - e) Recommendations to City Council on zoning map and text amendments.
 - ~~f)~~ Review and decision on Level B Site Plan Reviews, PUDs, Site Condominiums and Special Use Permit applications.
 - ~~f)g)~~ Recommendations to City Council on uses on public property and donations to be displayed in public spaces.
- 9.2 The Planning Commission may make other decisions or recommendations pertaining to land use if requested by City Council or the general public.
- 9.3 All powers of the zoning commission have been transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act.

10.0 Adoption, Repeal, Amendments

- 10.1 Upon adoption of these Bylaws of May 12, 2014, they shall become effective and all previous Bylaws, shall be repealed.
- 10.2 The Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
- 10.3 These Bylaws may be added to, amended or repealed in whole or in part. Proposed changes to these Bylaws must be submitted in writing to the members of the Planning Commission at least one (1) month in advance of the meeting at which the proposed changes will be considered. A majority vote of the entire Planning Commission members, regardless of any vacancies, shall be required to amend these Bylaws. OR A vote of two-thirds (2/3) of the Planning Commission members present shall be required to amend these Bylaws.

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Accessory Dwelling Unit Discussion

DATE: April 12, 2021

BACKGROUND

In light of the recent discussion related to Accessory Dwelling Unit Architectural Standards, the Planning Commission is asked to consider provisions for ADUs previously proposed and approved for the R2 Zoning District. To begin the discussion, a memo of ADU provisions previously presented at the January 2019 meeting is attached for your review. The current discussion will focus on whether to use the same or similar provisions for expansion of ADUs into additional zoning districts.

ATTACHMENTS:

▣ ADU Provisions

**City of Charlevoix Planning Commission
January 14, 2019 Meeting
Accessory Dwelling Units
Draft Standards – For Discussion**

Accessory Dwelling Unit (ADU) Definition:

A second unit on an owner-occupied single family parcel that is less than 650 square feet and is either attached to the principal dwelling or in a separate structure on the same parcel.

ADUs are considered an accessory building and fit under the standards of **Section 5.46 (1)** which covers both attached and detached ADUs. This section's standards for placement, height and setbacks are in alignment with the goals of the PC and we can refer to this section for those standards.

Where allowed:

- ADUs are allowed only on parcels occupied by an existing principal residential use.

Minimum parcel area:

- Same (6,000 square feet) as required for single family detached dwelling or on any legal parcel of record as of 1-1-19

Minimum parcel width:

- Same (50 feet) as required for single family detached dwelling or on any legal parcel of record of record as of 1-1-19.

Maximum parcel coverage:

- Increase to allow for more density – 50% when stormwater runoff of 20% of the lot coverage area is collected in rain barrels or rain gardens or mitigated via porous concrete or other materials.

Floor area:

- Minimum of 300 square feet
- Maximum of 650 square feet

Exterior Appearance:

- The ADU shall be designed so that the appearance of the structure maintains that of a one-family dwelling.
- Exterior staircases that provide access to a second-floor ADU shall not be on the front of either the principal dwelling or the ADU.

Setbacks: See Sect 5.46(1)

Setback Modifications

- **New construction.** A property owner may be granted modifications to the required setbacks by a Special Land Use permit after a site plan review by the Planning Commission.
- **Pre-existing structures** built prior to 2019 that are located within the required setbacks may be approved for use as an ADU subject to a Special Land Use permit after a site plan review by the Planning Commission.
- **Setback Modifications Criteria:**
 - That any walls within the setback areas comply with applicable building and fire codes
 - That a setback requirement of a minimum of 5 feet from the side and rear properties shall be required.
 - The location and design of the ADU maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, or parking of adjacent properties.
 - Windows that impact the privacy of the neighboring side or rear yard have been minimized and/or screened.

Parking:

- Any parking provided is subject to the same regulations that apply to the principal dwelling unit.
- Same as residential uses in R2 District **OR**
- No additional parking is required **OR**
- No parking is required
 - when the ADU is a studio (no bedrooms)
 - when the ADU is entirely within the principal residence and adds no habitable floor space to the property.

Additional standards:

- ADUs are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this ordinance.
- An ADU shall not be sold independently of the primary dwelling on the parcel.
- Only one ADU is allowed per parcel.
- A permanent foundation is required.

Occupancy:

- At least one of the units on a parcel with an ADU shall be occupied by an owner with at least a 50% interest in the subject property. The owner shall occupy either the principal dwelling unit or the ADU as their permanent residence via Michigan homestead exemption.
- Only one unit per parcel may be rented out for periods of less than 30 days.

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Master Plan Update

DATE: April 12, 2021

BACKGROUND

1. Progress continues on the update of the City's Master Plan. The first draft of Chapter 2: Community Description is included for your review.
2. As part of the Master Plan update process, an effort will be made to engage the public. A copy of the notice of intent to plan has been included as well as a draft copy of the community engagement survey. The survey is being readied for distribution at the end of April.
3. All announcements related to the Master Plan will posted to the City's website. A webpage of Master Plan information and updates can be found here: <https://www.cityofcharlevoix.org/423/Master-Plan>
4. The Housing Business Park Initiative is hosting a meeting of community stakeholders to discuss the Master Plan update and housing solutions. Staff are requesting volunteers from the Planning Commission to attend the meeting. Meeting time and date are yet to be announced.

ATTACHMENTS:

- ❑ Draft Master Plan Chapter 2: Community Description
- ❑ Intent to Plan
- ❑ Draft Community Survey
- ❑ Housing Visioning Guide

2

Community Profile

A Short History

Charlevoix, then known as the Village of Pine River, was settled in 1854 by Mormon settlers from nearby Beaver Island. By 1856 the Beaver Island settlement had destabilized and more inhabitants came to settle near Pine Lake (later Lake Charlevoix). A strong commercial fishing base was established and the booming lumber trade founded what would become the Charlevoix Lumber Company in 1868. Travel to and from the area was made easier by passenger and freight ports in 1869 and then the construction of the Traverse City to Petoskey railroad in 1892. Thousands of tourists and resorters arrived in the City and the first summer home associations were established: the Charlevoix Summer Home Association (Belvedere Club) in 1878 and the Chicago Club in 1881. “For those visitors who did not build summer homes in the City, three great hotels were constructed: The Inn, the Beach, and the Belvedere hotels were located along the shorelines of Lake Michigan and Pine Lake, and towered over the City as reminders of its most prominent industry.”¹

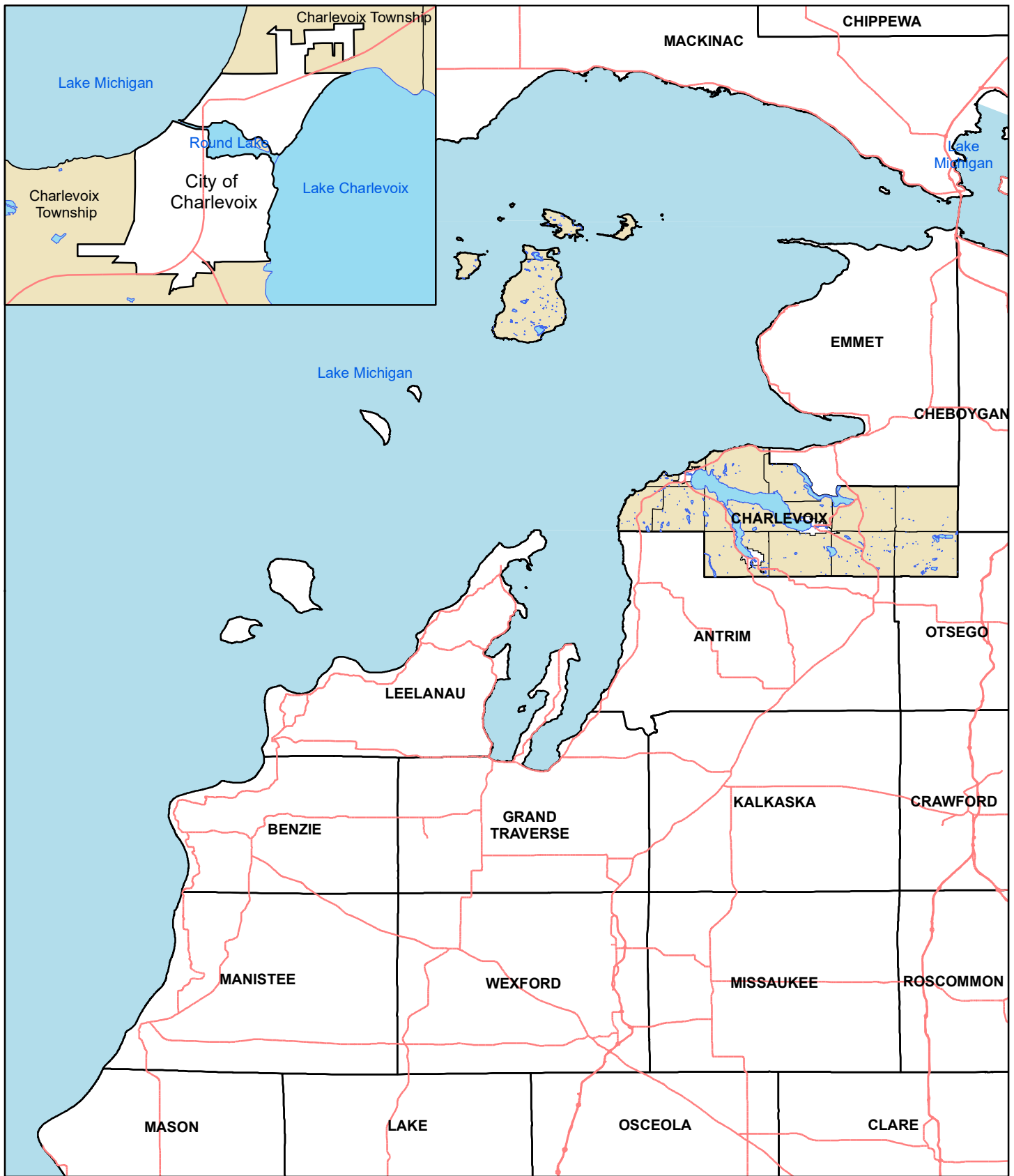
The City of Charlevoix was incorporated in 1905. However, the Great Depression deteriorated the summertime resident and tourist base, and later World War II further eroded the manufacturing base. Although the City faced hard times through the mid-twentieth centuries, the City continued to make civic improvements, the Big Rock Point Nuclear Plant went online in 1962, the Medusa Cement plant began operating in 1967, and first condominiums were constructed on Round Lake in 1973.

The City’s more recent history has established Charlevoix as an ideal living destination for both year-round and seasonal residents. Improvements to public spaces and private development have helped Charlevoix remain a truly special place where residential, commercial, and public uses coexist. Much of the City’s housing stock is well-maintained historic homes with access to nearby schools and parks. The centrally located downtown features a commercial center that provides dining, retail, and entertainment opportunities while the adjacent East Park is the recreational and cultural focal point of the City. This combination of quality housing, a walkable commercial center, and family-friendly recreation creates a highly desirable place where the community can grow and thrive. While the full effects of the historic COVID-19 outbreak and pandemic have yet to be fully realized, the desirability of living and remaining in a place with character, opportunities for solitude, while able to enjoy nature have increased ten-fold.

Location

Located in northwest-lower Michigan, the City of Charlevoix is the county-seat for Charlevoix County. The City is surrounded by Charlevoix Township on the north and south, Round Lake and Lake Charlevoix on the east, and Lake Michigan on the west. The Pine River Channel bisects the City into north and south extending from Lake Charlevoix and Lake Michigan, and US 31 bisects the City east and west which travels from Mackinaw City and Petoskey in the north to Traverse City in the south. The city area occupies roughly two square miles excluding Round Lake and the Pine River Channel. Map 2-1 identifies the location of the City in relation to the northwest Michigan region.

¹ City of Charlevoix Master Plan, 2016. City Council Adopted December 19, 2016. Pg. 7.

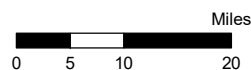


Northwest Michigan Region

CITY OF CHARLEVOIX REGIONAL CONTEXT

DRAFT

Date | April 2021 | Source | State of Michigan Open Data



Networks  Northwest
Talent / Business / Community

Transportation

The City of Charlevoix is a centralized hub for multiple modes of transportation. The City can be accessed by two highways, US-31 from the north and south and M-66 from the southeast. Both routes are maintained by the Michigan Department of Transportation and connect Charlevoix to destinations in and around the region.

The Charlevoix Municipal Airport is owned by the City and offers business and leisure jet traffic as well as two charter services serving Beaver Island. The terminal building is located on the south side of the airport off US-31. The Beaver Island Boat Company, or BIBCO, ferry service to Beaver Island, the largest island in Charlevoix County and located miles northwest of the City, operates out of downtown Charlevoix next to Robert Bridge Memorial Park. The ferry service provides transportation for passengers, cars, and cargo from April through December. Also in downtown Charlevoix, at East Park is the City's 69 slip marina. Slips at the city-owned marina are reserved through the Michigan Department of Natural Resources reservation system.

Charlevoix County Transit provides Demand Response public transit throughout Charlevoix County. Medical trips to local and out of county hospital and care facilities can also be reserved. The City and local trail organizations have expanded the network on non-motorized trails within the City and provided connections to trails in the region.

Natural Features

The City of Charlevoix Master Plan incorporates the environment as a fundamental element and takes into account the geographic conditions that help mold the City's character and setting. These elements must be respected and the original character of the landscape expressed, while at the same time allowing for Charlevoix's future development.

However, development, even on the smallest scale, should not take place in total disregard of its surroundings. Therefore, Charlevoix must be planned and designed so the environment is incorporated as an integral element, rather than something incidental

Climate

On any given day, Charlevoix is highly susceptible to quick, sudden changes in the weather. The City's proximity to Lake Michigan sets it and other coastal cities apart from inland communities. The lake keeps the area warmer in the winter and cooler in the summer, with less rainfall than locations further inland. Like many communities with an economy based on tourism and recreation, climate can be both a boon and bust. During the summer, weather can influence the number of tourists or seasonal property owners visiting Charlevoix and in the winter, the amount and duration of snow can impact the operation of local ski hills and resorts.

Water

The most well-known and influential natural feature in the City is access to the surrounding lakes. Inland lakes, Charlevoix and Round are connected to Lake Michigan through the Pine River Channel. Combined, the lakes provide 5.86 miles of shoreline used for private access, public recreation, and scenic viewing. Developments on either shoreline must be assessed for its potential to impact these prized water bodies, and great care must be taken to ensure the quality, availability, and beauty of this valued resource is not harmed. Any development adjacent to Lake Michigan should plan accordingly and consider the general rise and fall of Great Lakes' water levels. Development completed during a low water cycle, that has not accounted for the average high water mark, could be damaged or destroyed when water levels rise, or suffer from storm damage, especially in the late fall. In recent years, the swings in water levels have been unprecedented. In January 2013, Lake Michigan-Huron set an all-time record low of 576.02 feet, and seven years later in July of 2020 Lake Michigan-Huron reached a monthly record high of 582.22, the second highest water level on record.

Soils and Shorelines

Generally, area soils are sandy loam and present slight limitations to development. However, development, redevelopment and the disturbance of steep slopes, especially on Lake Michigan and Round Lake, must be carefully considered. The potential instability of disturbed slopes reinforces the importance of employing soil erosion and slope stabilization techniques into the design of waterfront development projects. Waterfront development must also respect the environmentally sensitive nature of Charlevoix's lakes and shorelines. This is particularly true when it comes to the simple acts of homeowners, such as lawn and beach maintenance. The use of phosphorus fertilizer has spiked nutrient levels in lakes, which has increased algae and altered native vegetation, fish, and other wildlife habitats. The trend of beach

grooming has also played a part in altering native wildlife habitats and planting exotic vegetation has helped spread invasive plant species, including purple loosestrife and phragmites. Seemingly inconsequential individual acts, when combined, can have a cumulative and long term impact on Charlevoix's community character and its quality.

Sand Dunes

The size and scale of the sand dunes on Lake Michigan adjacent to Mt. McSaubia span over a mile of shoreline. Given their unique qualities and community value, human activities must not destroy or adversely affect them. These areas are highly valued by both private property owners and the general public for recreation and scenic beauty. Although these dunes are partially located in Charlevoix Township, the City should nevertheless be concerned with their long term protection and preservation. While the lots north of the sand dunes in the City are almost fully developed, with the exception of one residential lot at 419 Michigan Avenue, there is the potential for redevelopment in the future.

Trees / Woodlands

Most forests have disappeared from Charlevoix during more than a century of development. The most heavily forested areas currently include Chicago Club's Old Island, the Michigan Beach Park on the north side of Park Street and the Belvedere Club's private recreation area. Charlevoix nevertheless retains countless mature hardwoods that line its residential neighborhoods. These trees are highly valued and appreciated by residents and visitors alike.

Due to the importance of urban forestry, Charlevoix has established a Shade Tree and Parks Commission, as well as an Adopt-a-Tree program, to protect and to help replace them when they need to be taken down, or when they are lost to disease or storms. While trees are important community assets it is also recognized that infrastructure maintenance and public safety require trimming, pruning, and in some instances tree removal. The Shade Tree and Parks Commission has two volunteer Landscape Architects who provide professional advice on choice of species and maintenance following National Arborist Association Standards. In addition, the City has been a member of the Tree City USA program for the past 28 years. This national program provides local education, financial assistance, and many other benefits for our urban forestry program.

View Corridors

Cities with dramatic topography and natural settings often face the question, "How do we promote development while preserving views of natural resources?" The surrounding lakes, dunes and natural environment make view corridors highly prized in Charlevoix. Scenic views can also have a direct correlation with higher property values, which is the case in Charlevoix.

Great care has already been taken to ensure existing and prominent view corridors are protected and preserved. The design of East Park is a case in point. Park structures were purposely built with low roof lines to avoid obstructing views of Round Lake from Bridge Street. While view corridors remain highly valued by property owners, it is important to note that local government has a limited ability to regulate the height and placement of structures based on views alone.

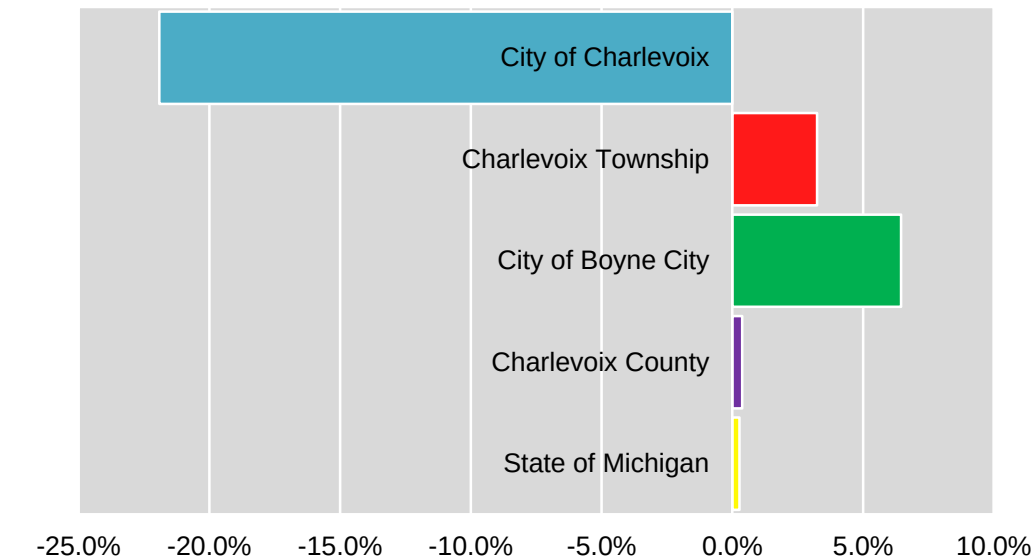
Demographic Characteristics

Through a series of tables, the next several pages show overall demographic characteristics of the City's population. The majority of tables in this chapter use data collected from US Census Bureau's Decennial Census and the 2019 American Community Survey (ACS) 5-Years estimates to represent current conditions in the City of Charlevoix. Decennial data is collected every ten years during a complete Census count while the ACS uses statistical sampling over a 5-year period to describe the average characteristic over the period of collection. Decennial data is often used as a point of comparison or to show trends throughout time. In order to show a comparison, the City of Charlevoix demographic data is often paired with data from surrounding communities, Charlevoix County, and the State of Michigan. The information selected is useful for understanding the current conditions of the population, as well as planning for housing and service needs.

Population

In a comparison of nearby jurisdictions, Charlevoix County, and the State of Michigan, all comparison communities saw a small increase in population while the City experienced a 22% population decline from 2000 to 2019. Figure 1 provides a graphical representation of the population change in the City of Charlevoix and comparison communities.

Figure 1: Population Change, 2000-2019



Source: US Decennial Census and 2019 Population Estimates

Table 1: Population Growth Comparisons, 2000, 2010, 2019

	City of Charlevoix	Charlevoix Township	City of Boyne City	Charlevoix County	State of Michigan
2000	2,994	1,697	3,503	26,090	9,938,444
2010	2,513	1,645	3,735	25,949	9,883,640
2019	2,338	1,752	3,729	26,188	9,965,265
% Change (2000-2019)	-22%	3%	6.5%	0.4%	0.3%

Source: US Decennial Census and 2019 Population Estimates

Historically, the City's population decline has been occurring steadily since 1970 when the City reached its peak population size. Table 2 provides the total population count and the percent change since 1920.

Table 2: Population since 1920

Year	Population	Increase	% Change
1920	2,218		
1930	2,247	29	1%
1940	2,299	52	2%
1950	2,695	396	17%
1960	2,751	56	2%
1970	3,519	768	28%
1980	3,296	-223	-6%
1990	3,116	-180	-5%
2000	2,994	-122	-4%
2010	2,513	-481	-16%
2019	2,338	-175	-7%

Source: US Decennial Census and 2019 Population Estimates

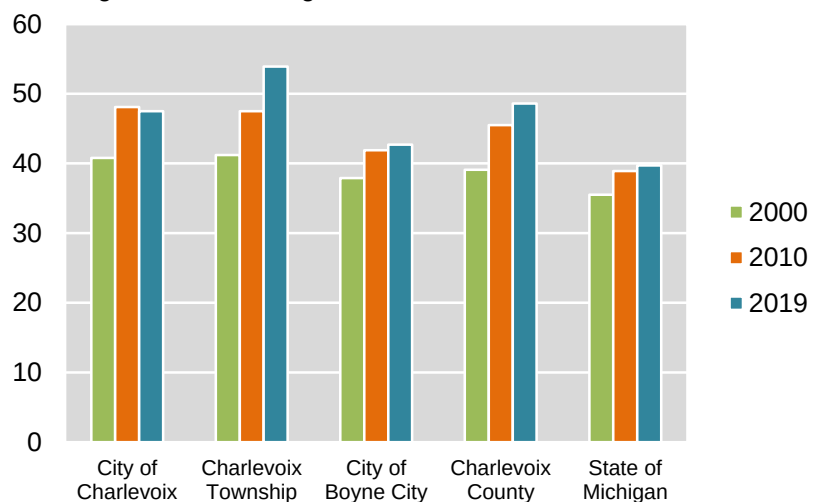
Like many northwest Michigan communities, the City of Charlevoix experiences an influx of seasonal residents and tourists during the summer months. However, the decennial Census and the American Community Survey only consistently and comprehensively track the permanent population. The *Northwest Michigan Seasonal Population Analysis*, a 2014 report by the Michigan State University Land Policy Institute, analyzed the 2012 seasonal population for ten counties in northwest Michigan. The data collected for Monthly Permanent, Seasonal and Transient Residents by County estimates the population of Charlevoix County increases by 37% in the month of July from 26,023 to 41,289. The report also indicates Charlevoix County has the third largest share (12%) of second-home residents. Antrim County, which borders Charlevoix County on the south, had the highest number of second-home residents (15%) closely followed by Emmet County (14%) which borders Charlevoix County on the north. The following ten counties were included in the study: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford.

Although the data in this report is several years old, anecdotally, the trends for influx of seasonal residents and tourists has not decreased. While the population staying in overnight accommodations such as motels, hotels, and bed and breakfasts was considered, the boom of short term rental accommodations changed the overnight stay market considerably. Further discussion of vacant or seasonal housing units is discussed later in this section, and an in-depth discussion of the impact of short term rental accommodations is further discussed in Chapter 5. Housing and Neighborhoods.

Age, Race & Disability

Understanding the median age and age distribution of the City of Charlevoix can help identify social, economic, and public service needs in the community. As shown in Figure 2, the median age (the midpoint where half the population is younger and half the population is older) of the City of Charlevoix is older (47.5) than the State (39.7), but the City's median age is well aligned with the County and the comparison communities.

Figure 2: Median Age, 2000, 2010, 2019



Source: US Decennial Census and 2019 Population Estimates

The communities' of study total 2019 population is broken into age structure (analyzing which proportions of a municipality's population are in which stages of life). This gives a nuanced view of the makeup of a community. To compare age structure, the population is divided into the following groupings:

- Pre School Under 5
- School Aged 5 to 19
- Family-Forming 20 to 44
- Empty Nest 45 to 64
- Senior 65 to 74
- Elderly Over 75

Table 3 is a representation of the 2019 age structure across the comparison communities. While slightly older than the State's age structure, the City's age structure is largely comparable to other Charlevoix communities. The City's largest age group, Family Forming, with 32% of the total population indicates the City may see an increase in the number of Pre School aged children in the near future.

Table 3: Age Structure, 2019

Age Group	City of Charlevoix		Charlevoix Township		City of Boyne City		Charlevoix County		State of Michigan	
Pre School	110	5%	84	5%	176	5%	1,154	4%	571,094	6%
School Aged	272	12%	275	16%	691	19%	4,435	17%	1,875,898	19%
Family-Forming	743	32%	291	17%	1,089	29%	6,433	25%	3,137,938	31%
Empty Nest	648	28%	564	32%	973	26%	7,962	30%	2,713,992	27%
Senior	345	15%	261	15%	450	12%	3,666	14%	975,417	10%
Elderly	220	9%	277	16%	350	9%	2,538	10%	690,926	7%
TOTAL	2,338		1,752		3,729		26,188		9,965,265	

Source: US 2019 Population Estimates

The racial makeup of the City of Charlevoix is predominantly white. 94% of the population is white while the Black population is 2.4%, the American Indian and Alaskan Native population is 1.3%, and those of a combination of races is 2.3%.

Table 4 represents the number of persons with a disability by age groups. While the number of persons 65 years and older is the City of Charlevoix's largest age group with a disability, when compared to the surrounding communities, the City has the highest percentage of persons under 18 with a disability.

Table 4: Persons with a Disability, 2019

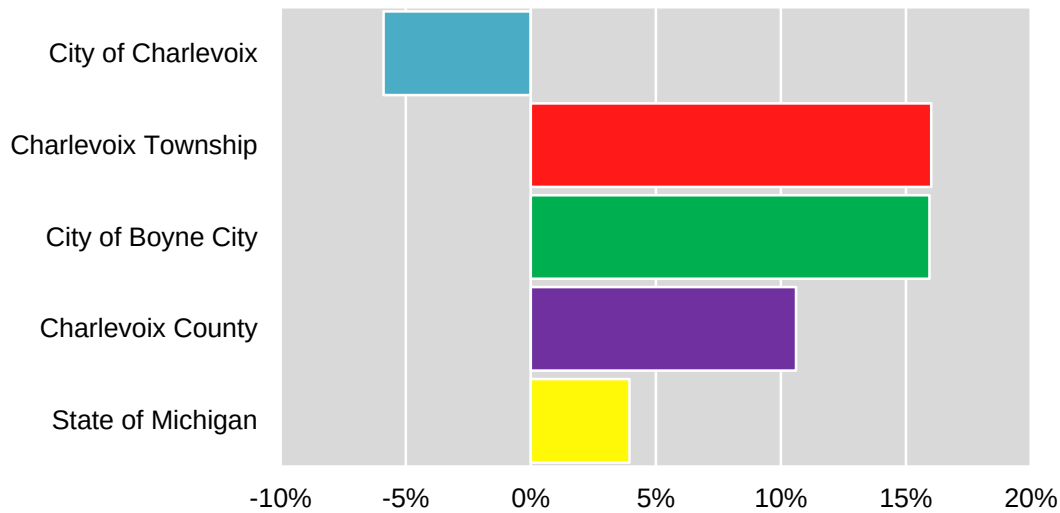
	City of Charlevoix	Charlevoix Township	City of Boyne City	Charlevoix County	State of Michigan
Under 18 Years	332	329	840	5,058	2,174,370
With a Disability	21	4	35	272	105,209
Percent	6.3%	1.2%	4.2%	5.4%	4.8%
18 to 64 Years	1,363	878	2,089	14,841	6,053,569
With a Disability	162	89	294	1,755	737,109
Percent	11.9%	10.1%	14.1%	11.8%	12.2%
65 Years and Over	565	481	800	6,036	1,628,027
With a Disability	135	156	168	1,801	559,052
Percent	23.9%	32.4%	21.0%	29.8%	34.3%

Source: US 2019 Population Estimates

Households

Figure 3 is a graphical representation of Table 6 displaying the percent change in household for the City of Charlevoix and the comparison communities. Similar to population, the City experienced a 6% decline in the number of households while the comparison communities saw an increase in the number of households.

Figure 3: Change in Households, 2000, 2010, 2019



Source: US Decennial Census and 2019 Population Estimates

Table 6: Number of Households Growth Comparisons

Year	City of Charlevoix	Charlevoix Township	City of Boyne City	Charlevoix County	State of Michigan
2000	1,375	662	1,468	10,400	3,785,661
2010	1,266	681	1,635	10,882	3,872,508
2019	1,294	768	1,702	11,503	3,935,041
% Change (2000-2019)	-6%	16%	16%	11%	4%

Source: US Decennial Census and 2019 Population Estimates

Housing Characteristics and Development Trends

The following data presents an introduction to the number of housing units available and the types of housing available in the City of Charlevoix and the comparison communities. Additional housing and discussion is presented in Chapter 5: Housing and Neighborhoods.

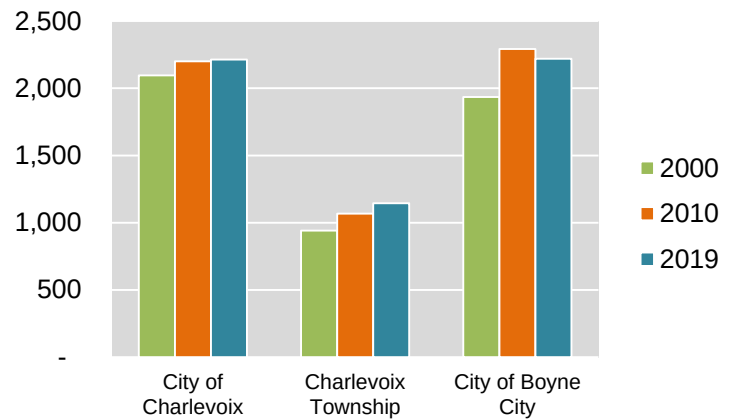
Of the 2,214 units available in the City of Charlevoix as shown in Table 7, the largest percentage of units in recent history were built from 1980 to 1989. However, overall, 45% of the housing stock was built before 1949. These surges in housing construction are likely in response to the large population booms experienced in the 1940s and 1970s.

Table 7: Year Structure Built, City of Charlevoix

Year Structure Built	Number of Homes	% of Total
1939 or earlier	458	20.7%
1940 to 1949	537	24.3%
1950 to 1959	110	5.0%
1960 to 1969	207	9.3%
1970 to 1979	250	11.3%
1980 to 1989	381	17.2%
1990 to 1999	143	6.5%
2000 to 2009	123	5.6%
2010 or later	5	0.2%
TOTAL	2,214	100.0%

Source: US 2019 Population Estimates

Figure 4: Number of Housing Units, 2000, 2010, 2019



Source: US Decennial Census and 2019 Population Estimates

Table 8 presents a look at building permit data gathered from the Charlevoix County Department of Building Safety for the number of permits that have been finalized or approved since 2016. This more recent look at building permit data shows an uptick in finalized permits during 2020.

Table 8: Building Permits, City of Charlevoix

	2016	2017	2018	2019	2020	TOTAL	AVERAGE
Number of Permits Finalized	22	54	35	51	47	209	41.8
Total Value of Finalized Permits	\$1,999,837	\$ 3,788,781	\$2,157,073	\$ 3,904,653	\$2,645,134	\$ 14,495,478	\$ 2,899,096
Value Per Finalized Permit	\$ 90,902	\$ 70,163	\$ 61,631	\$ 76,562	\$ 56,279		\$ 71,107
Single-Family Home Permits, Number Finalized	1	1	0	2	6	10	2
Total Value of all Single-Family Home Permits Finalized	\$ 330,824	\$ 382,686		\$ 776,956	\$1,262,644	\$ 2,753,110	\$ 275,311
Value Per Single-Family Home Permit Finalized	\$ 330,824	\$ 382,686		\$ 388,478	\$ 210,441		\$ 328,107

Source: Charlevoix County Department of Building Safety

Table 9 provides a detailed look at the tenure and value of housing units available in the City. Compared to the County, Charlevoix has a low percentage of owner occupied homes. According to the 2016 Master Plan, the City has maintained over 60% of the occupied housing is either rentals or seasonal housing and a high number of rentals are most likely seasonal. Clearly, this support's Charlevoix's standing as a resort community.

Table 9: Housing Tenure

	City of Charlevoix		Charlevoix County	
	2010	2019	2010	2019
Owner Occupied Units	757 (37%)	624 (28%)	9,434 (55%)	9,303 (53%)
Median Housing Value	\$ 177,300.00	\$ 167,800.00	\$ 162,600.00	\$ 166,300.00
Renter Occupied Units	422 (21%)	670 (30%)	1,921 (11%)	2,200 (12%)
Median Gross Rent (in dollars)	\$ 461.00	\$ 567.00	\$ 587.00	\$ 694.00
Vacant Units	866 (42%)	920 (42%)	5,792 (34%)	6,175 (35%)
TOTAL UNITS	2,045	2,214	17,147	17,678

Source: US Decennial Census and 2019 Population Estimates

While inherently there is nothing wrong with such a composition of year-round and seasonal residents, it does point out some of the challenges the City faces. These include peaks and valleys between summer and winter populations that strain road and infrastructure capacity for relatively short periods and impact retailing and make it difficult for businesses to survive the offseason by just relying on local, year-round residents.

There is also a price to pay when it comes to the vested interests of year-round and seasonal residents, who may see Charlevoix from completely different perspectives. This can substantially influence community values and how certain groups view issues and investment priorities. Clearly, to continue to prosper Charlevoix must be well integrated into the regional economy and have a broader employment base to avoid the booms and busts of the past when, due to economic downturns, or unseasonable weather, tourism has slowed.

While there may be a perception that new, expensive, waterfront homes dominate a robust housing market in Charlevoix, reality is homes in the City are relatively older, with the majority built in 1949 or earlier and the current pace of development is less than robust. Compared to the decades before the 1980s, home construction since 1980 has experienced a significant decline. This is possibly due to limited vacant land in the City and a transformation of the local economy, which has affected job growth. Taking these factors into account, a significant number of new homes are not expected in the near future. Rather, the most likely future scenario to add housing units in the City is modest infill development and home renovation to create additional units.

As homes and neighborhoods age, a decline in upkeep and quality can become a concern. Although there is no evidence of widespread deterioration in Charlevoix, aging homes, along with an aging population is a concern and more attention should focus on this issue. There has been a recent upswing in the desirability of aging in place and providing walkable neighborhoods, which has likely contributed to the increased housing value seen within the City. Still, the renewed interest in urban living along with the high percentage of rental and seasonal homes, means that home and property inspection, home maintenance assistance, and home rehabilitation could become a greater City priority in the future as the housing stock continues to age.

Economic Profile

Household income is one key indicator of a community's overall economic condition, particularly when compared to neighboring communities or other larger measures. Figure 5 is a graphical representation of Table 10, a comparison of Median Household Incomes (MHI) across comparable Charlevoix communities, Charlevoix County, and the State. Of note is the decline of MHI in the City of Charlevoix where the comparison communities each saw an increase in already higher MHI levels over the 9 year timeframe.

Figure 5: Median Household Income Comparison, 2010-2019

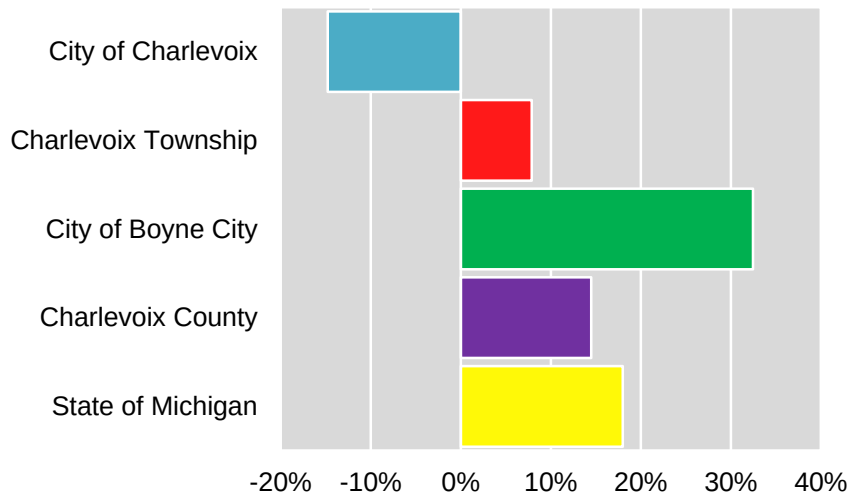


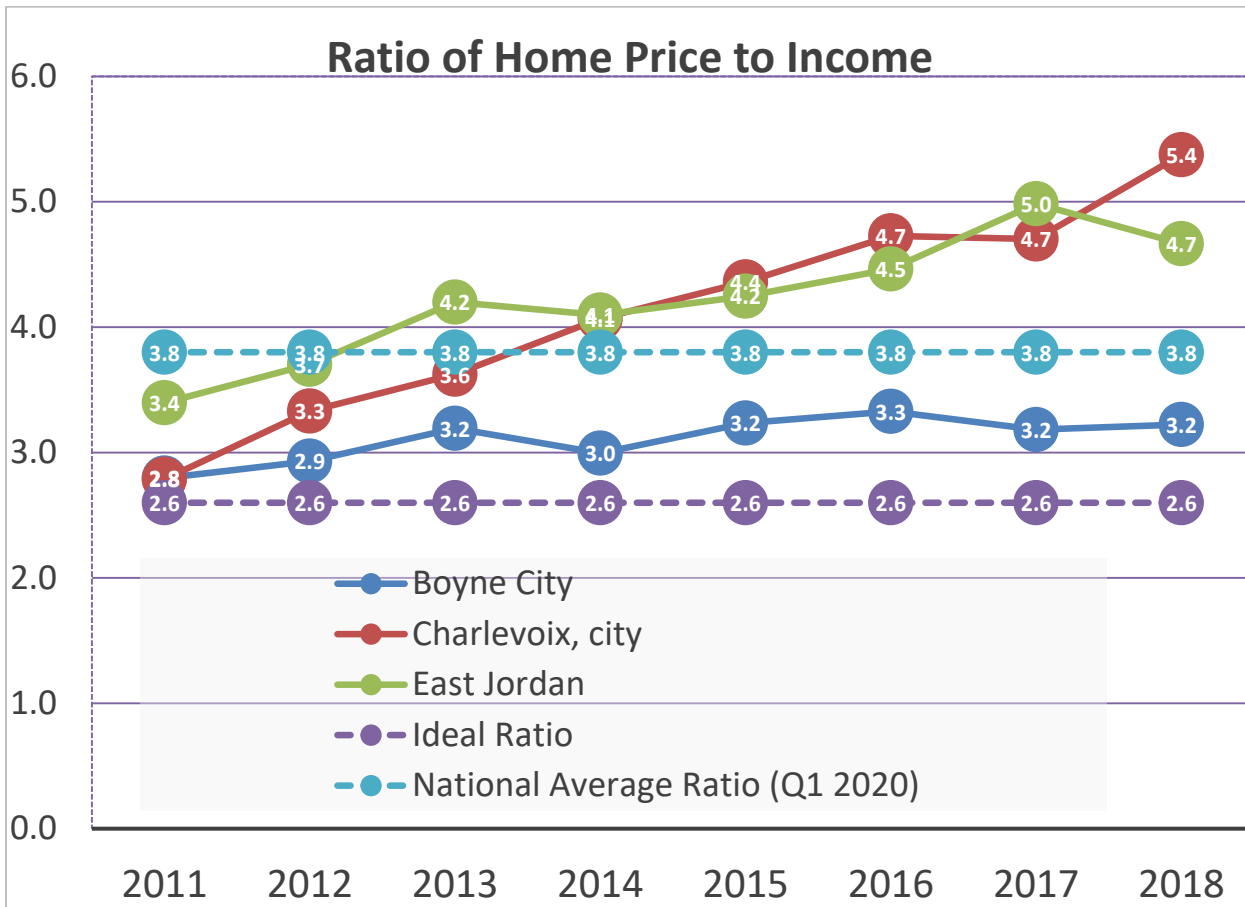
Table 10: Median Household Income

	City of Charlevoix	Charlevoix Township	City of Boyne City	Charlevoix County	State of Michigan
2010	\$ 37,417	\$ 55,815	\$ 39,716	\$ 48,704	\$ 48,432
2019	\$ 31,885	\$ 60,208	\$ 52,604	\$ 55,760	\$ 57,144
% Change	-15%	8%	32%	14%	18%

Source: US Decennial Census and 2019 ACS 5-Year Estimates

The economic profile of year-round residents can be further described by the affordability index when you consider the ratio of the Median Housing Value (shown in Table 9) to the Median Household Income. An affordability index of no more than 2.6 is considered an affordable community. The affordability index of the City of Charlevoix in 2019 is 5.3. The affordability index of the City has increased from 2010 when the index was 4.7. The Charlevoix County Housing Ready Program, a housing advocacy agency for Charlevoix and Emmet Counties, has prepared a comparison of the affordability index for several Charlevoix County communities as shown below.

The Charlevoix County Housing Ready Program identifies the ideal affordability index ratio of 2.6 as a rule of thumb. It is derived from historic data of nationwide averages under healthy economic conditions. This was cited by Forbes, Bloomberg and many others as well as being stated to be used widely by real estate agents. Source data includes the American Community Survey 5-Year Estimates and the Zillow Home Value Index (ZHVI), a seasonally adjusted measure of the typical home value and market changes across a given region and housing type.



CHARLEVOIX COUNTY HOUSING READY PROGRAM

With Housing North as a coordinating agency to support and manage a Housing Ready staff in Charlevoix and Emmet Counties:

- build capacity locally
- identify key development opportunities
- initiate and coordinate development
- leverage local resources
- spur new housing investment.

Offering a shared local approach and buy-in funding from:

CHARLEVOIX COUNTY COMMUNITY
FOUNDATION



Giving Back. Moving Forward.

FREY FOUNDATION



Boyne City, Michigan



City of East Jordan
Where River, Lake and Friendly People Meet



CHARLEVOIX



The United Ways of Michigan, including the Char-Em United Way, representing Charlevoix and Emmet Counties, produced a report entitled *ALICE in Michigan: A Financial Hardship Study*. ALICE, which is an acronym for Asset Limited, Income Constrained, Employed, are those households with income above the Federal Poverty Level but below the basic cost of living. Based on a calculation of the actual costs of basic necessities such as child care, transportation, housing, and healthcare, the report establishes the ALICE Threshold, “the average income that a household needs to afford the basic necessities... for each county in Michigan. Households earning below the ALICE Threshold include both ALICE and poverty-level households” (ALICE, 2). Table 11 provides the ALICE data for the comparison communities, Charlevoix County, and the State of Michigan.

Table 11: United Ways of Michigan ALICE Report Findings, 2019

	City of Charlevoix	Charlevoix Township	City of Boyne City	Charlevoix County	State of Michigan (2017)
Total Households	1,294	768	1,702	11,503	3,935,132
% Below ALICE Threshold	56%	26%	40%	37%	43%

The Median Household Income, affordability index, and ALICE report findings in the City indicates households exist on modest means. This fact is contrasted with the City’s neighbors, as well as its wealthier, seasonal residents. Unfortunately, because of the way the census data is structured, it is not possible to reflect incomes of part-time residents, as they may declare their primary residences elsewhere. While this prohibits us from seeing an image of a year-round resident / seasonal resident socioeconomic divide, it at least affords an illustration of the City’s year-round residents.

In terms of commercial development, the higher median household incomes of neighboring communities highlight the significance of a broader market view. Especially for downtown Charlevoix, if it is to remain vibrant and successful, it must not just rely on the local market, but consider a much broader definition that includes neighboring communities and seasonal residents and visitors.

ALICE IN MICHIGAN: A FINANCIAL HARDSHIP STUDY

LIVE UNITED

2021 MICHIGAN REPORT



Michigan Association of
United Ways

Significance for Planning

Socioeconomics play a significant role in the development of a community's master plan. Demographic trends can be analyzed to help identify infrastructure and service needs, take into account seasonal and year-round residents, and help consider the land use implications of an aging population.

While Charlevoix is mostly built-out, there exist significant opportunities for infill and redevelopment, and the Target Market Analysis completed by Housing North describes a latent demand for housing across northwest Michigan. With the City's focus on housing solutions and an incremental investment in housing development, the opportunity exists to create movement in the housing market which would open up new housing units to attract new residents to the City. Thus, allowing for a sizeable increase in population. As this is a regional issue, the same can be said for growth in surrounding townships. With Charlevoix as the economic center of the surrounding region, such increases may put pressure on the City and its facilities, but it may also strengthen the economy by continued and expanded support for local businesses and bring jobs.

The City must also be prepared to address the increased needs associated with a growing segment of the population that is older. Charlevoix's aging population is important to recognize because it suggests a potential increase in the demand for medical and certain types of social services, specialized recreation activities, interconnected sidewalks and trails, transportation and housing choice and opportunities to walk from home to personal services and shopping. The ability to support local retail and commercial enterprises is partially defined by income levels in Charlevoix and surrounding communities. Understanding these indicators can help define the kinds of businesses that can be attracted to and supported by Charlevoix and its neighbors. It also can influence investments in public services, help determine the ability to pay for certain enhancements and guide private investment decisions.

MEMORANDUM

To: Charlevoix County Parks & Planning Department
Charlevoix County Road Commission
Charlevoix Township Clerk
Charlevoix County Transit
City of Charlevoix Utilities
DTE Energy
AT&T
Charter Communications
Networks Northwest

From: Jennifer Neal, Community Planner, Networks Northwest

Subject: Notice of Intent to Update the City of Charlevoix Master Plan

Date: February 18, 2021

Pursuant to the requirements of the Michigan Planning Enabling Act (PA 33 of 2008, as amended), this notification is to inform you the City of Charlevoix's intent to update the City's Master Plan (adopted December 19, 2016). As required, a copy of the draft plan will be provided to you for your review and comment in advance of the City's public hearing on the plan. We encourage you to follow the progress of the plan update on the City's website: <https://www.cityofcharlevoix.org/>. If you would like to receive any future notices regarding the City's Master Plan update electronically, please email your request along with your email address to Jennifer Neal, Community Planner at Jennifer.neal@networksnorthwest.org.

If you have any questions, please contact Jennifer Neal.

City of Charlevoix
c/o Jennifer Neal
210 State Street
Charlevoix, MI 49720

2021 City of Charlevoix Master Plan
Community Engagement Survey

Basic

1. What is your association with the City of Charlevoix? Check all that apply.

I am a permanent resident
I am a part-time or seasonal resident
I own property in the city
I own a business or work in the city
I visit the city regularly to access services such as shopping or recreation
I vacation in the city seasonally

2. How long have you lived, worked, or owned property in the city? Select one.

0-3 years
4-10 years
11-20 years
21+ years
I do not live or own property in the city

3. If you are a (seasonal or full-time) resident of the city, please identify the type of dwelling you live in. If you are not a resident, skip this question.

My home is the primary single family residence on my property.
My home is the accessory dwelling unit on a single family property.
I reside in a multi-family unit attached to another unit.
I rent the home I live in.
I own the home I live in.
The home I live in is not mine and I don't pay any rent

4. If you are a (seasonal or full-time) resident of the city, please identify which area of the City you live in. A comment box is provided if you would like to add specific cross streets or your address. If you are not a resident, skip this question.

I live in a neighborhood north of the US 31 bridge
I live in a central city neighborhood near downtown Charlevoix
I live in a neighborhood south of downtown Charlevoix
Comment box

5. Select your age group

0-19 years
20-44 years
45-64 years
65-74 years
Over 75

6. How many people reside in your household full time?

Just myself
2 people
3 people
4 people
5 or more people

Housing and Neighborhood Quality

7. How do each of the following influence your decision to live in the City of Charlevoix. Select the circle that best applies to you.

Does not influence

☐

☐

Neutral

☐

Strongly Influence

☐

☐

- Residential neighborhoods
- Quality of housing
- Housing costs
- Housing options
- Northern Michigan Location
- Quality of schools
- Available shopping
- Job opportunities
- Business environment
- Taxes
- Arts and Culture
- Environment / natural features
- Parks & Recreation facilities
- Traffic & circulation
- Alternative transportation options
- Quality of roads
- Quality of sidewalks
- Municipal infrastructure
- Religious & community institutions
- Friendliness of community residents
- Safety and security
- Local government
- Community appearance
- Community image/reputation

8. What is the overall quality of housing stock (appearance, cost, property maintenance) in the City of Charlevoix?

Excellent

Good

Fair

Poor

Don't Know

9. How is the quality of housing changing in the City?

Getting much worse

Getting somewhat worse

Staying about the same

Getting somewhat better

Getting much better

Don't Know

10. Are you satisfied with the overall quality of life in the City of Charlevoix?

Very satisfied
Satisfied
Neutral
Dissatisfied
Very Dissatisfied

11. What type of new residential development would you like to see come to the City? Check all that apply.

One-family homes
Two-family or Duplexes
Townhomes
Condominiums
Apartments
Senior citizen housing
Live/work spaces
Mixed use (residential/commercial)
None
Other (please specify)

To answer the following questions, seasonal and full-time residents are asked to consider the residence they live in as well as their surrounding neighborhood. A neighborhood may be made up of one street or multiple streets. It may be made up of only houses or houses and businesses. The neighborhood area is up to you. If you are not a resident, skip questions 12-17.

12. Select whether the following statements are true or not concerning your current residence.

	This is true of my current residence	This is not true of my current residence	I would move to another home if this was achievable

- Price that I can afford
- Close to family/friends
- Close to schools
- Close to work
- Close to recreational opportunities/nature
- Close to health care
- Close to shopping
- I like the neighborhood
- The size of the home
- The size of the yard
- I/We would like the home to be accessible
- when I/we becomes less physically able
- Low crime
- I/We received assistance with rent payments
- Home is in good repair

13. Please rate the overall condition (appearance, cost, property maintenance) of your residence

Excellent
Good
Fair
Poor
Don't Know

14. Describe the quality of the amenities of your neighborhood such as sidewalks, trees, and nearby parks.

Excellent
Good
Fair
Poor
Don't Know

15. List the characteristics or features of your neighborhood you are most proud of.

Open ended response

16. List the characteristics or features of your neighborhood you would like to see changed.

Open ended response

17. What is the biggest threat to the viability of your neighborhood? Select one.

Blighted properties
Property values
Vacancies
Short term rental properties
Crime
Distance from other areas of the city
Access to city services and amenities
Other (please specify)

Business and Economy

18. How important is it for the City of Charlevoix to attract new businesses/uses to the City?

Very important
Somewhat important
Not important

19. Would you support the use of local government incentives to retain existing businesses and attract new businesses to the City?

Yes
No
Unsure

20. City government encourages new businesses and supports existing businesses in the City.

Agree
Disagree
Unsure

21. What type of business or service would you like to see come to the City?

Open ended response

Transportation and Infrastructure

22. What is your primary mode of transportation to work? Select one.

Private automobile
 Car-pool/van-pool
 Bicycle
 Walk
 Charlevoix County Transit
 Work at home
 Retired / No longer in the workforce
 Other (Please specify)

23. How often do you engage in non-motorized transportation (walking, biking, skateboarding, etc.)? This can be for travelling or recreation purposes.

Very Frequently
 Frequently
 Occasionally
 Rarely
 Never

24. Please indicate your agreement to the following statements. Select the circle that best applies to you.

Strongly Agree Agree Neutral Disagree Strongly Disagree Don't Know

- The City of Charlevoix provides a satisfactory amount of infrastructure (sidewalks, road shoulders, lanes, paths) for non-motorized transportation.
- It is easy to get around the City without a vehicle.
- I am satisfied with the condition of non-motorized infrastructure.
- I am familiar with and have used the City's designated bike route.
- I am familiar with and have used the City's Bicycle Share program located at the Marina.
- I participate in non-motorized transportation in the winter months.
- I am satisfied with the infrastructure available for non-motorized transportation in winter months.
- I feel safe when I am walking/biking/other.
- I am familiar with bicycle rack locations and use them often.
- The City has a satisfactory amount of bike racks around the City.
- The City is well connected to regional trails.

25. Please rate the quality of the following public facilities and services within the City of Charlevoix. Select the circle that best applies to the facility or service.

Excellent Good Fair Poor Don't Know
 O O O O O

- Regional / State Roads
- Local streets
- Sidewalks
- Parking availability
- Trees and landscaping in public spaces
- Schools
- Police protection
- Fire protection
- Water quality
- Electric quality
- Trash service
- Sewer service
- Storm water drainage

- Snow removal
- Brush/leaf pickup
- Internet availability, service, and price
- Services for youth
- Services for senior citizens
- Health care services
- Parks and open space
- Recreation facilities and programs
- Cultural facilities and programs
- Library services
- Community meeting space
- Beaver Island Boat Company services
- Charlevoix Municipal Airport services
- Charlevoix County Transit for transportation services within Charlevoix County

26. Share any thoughts you have regarding public and shared services in the City, including what you would like to see improved or added in the future:

Energy

27. Are you familiar with the City of Charlevoix Customer Renewable Energy Projects Program?

Yes | No

28. Have you ever considered installing renewable energy systems (wind, solar) for economic or sustainability purposes (cheaper bills, better for environment)

Yes | No

29. Are you familiar with the City of Charlevoix Energy Smart Program?

Yes | No

30. Have you ever considered selecting more energy efficient appliances when making a purchase?

Yes | No

31. Have you ever considered signing up for the City of Charlevoix voluntary green pricing renewable energy program, where you can guarantee energy you use is renewable?

Yes, I have considered signing up
 No, I have not considered signing up
 I have already signed up
 I have never heard of this program

32. Is pursuing sustainable and efficient energy sources important to you?

Yes | No | Not Sure

33. Please write down any thoughts you have on energy, electric, or renewable energy not covered above:

Winter Amenities

34. The City is considering additional improvements and amenities to make Charlevoix a more desirable place to live and play during the winter months. Please identify your desire for the following winter-targeted improvements.

Winter Improvements	Not Desired	Desirable	Very Desired
Snow cleared sidewalks in residential areas			
Snow cleared sidewalks in commercial areas			
Creating a designated Winter Recreation Path/Trail around the city (plowed or unplowed).			
Install a sidewalk snow-melting heating system for Downtown Charlevoix			
Better utilize East Park or other city parks for winter recreation, like sledding or ice skating			
Provide winter-appropriate group gathering spaces in public areas.			
Provide winter-appropriate outdoor dining spaces in Downtown Charlevoix.			
Provide programming to encourage light winter activities such as snowman/snowfort/ice sculpture contests or letters to santa			
Create a Winter City Committee to identify and implement winter improvements and activities			

35. Please write down any improvements to winter programs or practices you would like to see in the City of Charlevoix not included in the above list:

General

36. Do you feel informed about what is going on in the City?

Yes
No
Don't know

37. Where do you typically get your information about City and community affairs and programs? Check all that apply.

Mailings
Internet
TV
Local newspaper
Local conversations
Social media
Other (please specify)

38. Do you think local government is effectively dealing with local issues and concerns?

Yes
No
Don't know

39. What are the top three priorities the Master Plan should focus on improving or preserving? Choose three.

Neighborhoods
Commercial/shopping areas
Schools
Location and access
Parks and open space
Natural environment
Downtown
City government and services (regulations, infrastructure, etc.)
Development and growth potential
Public safety (police, fire, etc.)
Taxes
Walkability/connectivity
Redevelopment of vacant and/or underutilized properties
Community beautification
Historic preservation

40. Please provide any additional comments in the space below.

Open ended response



City of Charlevoix Housing Vision

INTRODUCTION

The City of Charlevoix, with the Planning Commission leading the effort, is updating the Master Plan for 2021. This is a planning document that supports zoning changes but addresses community-wide goals. Housing will receive special attention in this plan update. The City has determined that this is a priority because of the difficulty finding housing that meets the community's needs. Particular attention will be given to the housing needs of the city's lower-income households, elderly residents, the local workforce, and all residents who want to find adequate year-round housing.

This document is intended to prepare housing stakeholders for a discussion that will assist the Planning Commission in establishing land use goals in the Master Plan. These goals will be used to structure future zoning ordinance amendments.

If you have questions about this information as we prepare for the discussion, please contact me with any questions or comments. I can be reached by email (steve@housingnorth.org) and phone (231-330-7070).

Why is housing receiving so much attention?

Having a solid housing stock is important for many reasons. A community needs housing to:

- Retain & Attract Local WORKFORCE
- Retain & Attract EMPLOYERS
- Attract YOUNG PEOPLE & FAMILIES
- Allow Seniors to AGE IN PLACE
- Reduce Long COMMUTES
- Good for the LOCAL ECONOMY
- Allow movement to more APPROPRIATE HOUSING

Yet, there are many barriers to creating more housing:

- Construction costs (~\$300/sq. ft.)
- High cost of property
- High cost or lack of Infrastructure
- Labor shortage in trades; most work on high profit vacation homes
- Zoning that restricts the type or number of homes that can be built
- Public opposition to housing development and change.
- Long term rentals leaving the market for short term rentals
- Increase in the % of homes in the second home market
- Change in demographics to smaller household sizes
- State program grants designed for urban areas

Creating pathways and partnerships for housing in Northwest Michigan.



The City of Charlevoix has created a vision for the City's future and has asked all departments and staff to develop action steps that support these goals. Following are the City's overall goals for the community including short statements as to how adequate housing can help achieve those goals.

Also presented in this document are the current housing assets that the city enjoys, housing data that describes the current crisis, suggested policies that could assist in achieving success in housing, and finally some discussion questions to clarify the city's housing priorities.

In addition to this focus group's work there will be a general survey that seeks input from a broader audience on a wider variety of topics. That input will also be incorporated into the final housing vision.

OVERARCHING CITY GOALS – CHARLEVOIX TOMORROW

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.

The housing crisis impacts all of us and the solutions will take everyone working together. The Housing and Business Park Initiative (HBPI) has included neighboring township leaders to collaborate on finding housing solutions that impact our communities in and around the City of Charlevoix. This group is seeking a way to reinvigorate this effort with newly elected leaders and stakeholders.

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.

Home energy costs are a large portion of many household budgets. Low-income households spend three times more of their income on energy costs compared to the median spending of other households with higher incomes (8.1% vs. 2.3%). Nationally, 67% of low-income households face a high energy burden. Renewable energy, weatherization, and energy efficiency programs are being pursued to achieve more equitable energy outcomes for communities.



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.

As our residents age, their current home may no longer meet their needs. Accessibility in an older home can be a challenge. A home that was appropriately sized when a larger family was present may be too large now. With adequate housing choices within a community, our elderly residents can either age in place by making the necessary improvements to their existing home or be able to move within the same community to a home that meets their changing needs.

Develop and maintain long-term infrastructure plans

Charlevoix is a progressive, year-round community. Charlevoix's infrastructure must be reliable in all weather conditions and should deliver the services required by our population. Housing needs are changing, and broadband is now an essential service. The nature of work and schooling has evolved to include more online activities. Infrastructure such as public water and sewer utilities allow for housing to be built with less land costs because it allows more housing units per acre.

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.

Housing needs vary quite a bit and we must hear from low-income households which, on average, participate less in local government. They are often working longer hours and have more pressing matters which do not allow for the "luxury" of time need to volunteer or engage in local government.

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.

In 2020, the City of Charlevoix has 38% of housing units that claim a Principal Residential Exemption (PRE). This is an exemption available to homeowners who live in that home as their primary residence. Homes that do not have a PRE are vacation homes, short-term rentals, and long-term rentals.



HOUSING ASSET DISCUSSION

The Charlevoix Master Plan of 2016 highlighted some housing-related assets that the city should recognize and try to preserve. The following highlights those housing assets.

Mixed Use areas

A blend of residences and businesses, this type of neighborhood allows for proximity of residents to their common destinations for employment or shopping. Three areas of the city have a mixed-use character.

- Bridge Street – from Carpenter Avenue to Hurlbut Avenue
- US 31 – north of downtown from Channel to Dixon Avenue
- Belvedere Avenue – along north side of road to south shore of Round Lake

Non-residential uses in these areas are encouraged to reflect a residential character with parking in the rear and aesthetics that replicate typical housing styles. It is apparent that some existing second and third story residential in the downtown were not designed in a manner consistent with desired downtown character. Defining this character will be helpful if codes are to reflect this goal.

Multi-family housing

The City of Charlevoix Housing Commission has 62 housing units. There are also three other income-based apartment buildings that are privately owned: Lake Harbor (24 units), Charlevoix (40 units) and Pine Cove (54 units) apartments. So, there are a total of 180 subsidized, income-qualified apartments in the City of Charlevoix.

Historical homes

Although, there are no homes in the city that are on the National Register of Historic Places, there are homes that are of significance in the history of the city. Horace Harsha house, 206 Belvedere Avenue home, David May home at 429 Michigan Ave, Beaumont home at 431 Michigan Ave, Boulder Manor, “Half House”, Sucher home, the “Mushroom House”,

Current Assistance Organizations and Programs

- Single Family Homeowner Rental Rehab program through Charlevoix County
- Charlevoix City Housing Commission
- Housing North
 - o Housing Ready Program assistance to local communities in the form of project review, zoning updates, housing advocacy and education
- Northwest Michigan Coalition to End Homelessness (NWECH)
- Electric Utility Assistance from City of [Charlevoix Energy Smart Program](#)

Creating pathways and partnerships for housing in Northwest Michigan.



- Michigan 211 (www.mi211.org)
- Charlevoix County Community Foundation
 - o Grants to organizations that provide assistance for housing and shelter
 - o www.Homesforourfuture.org
- Northern Homes Community Development Corporation
 - o Community Land Trust
 - o HUD Certified Housing Counselor
 - o Senior Housing
 - o Multi-family rental housing
 - o Rural Development 502 Housing Loans
 - o Homebuyer Education
- Goodwill of Northern Michigan
- Habitat for Humanity
- Northwest Michigan Community Action Agency
 - o Administers the County's home improvement loan program
 - o Low-income weatherization program

HOUSING DATA

The following data provides snapshots of housing-related estimates primarily from the American Community Survey (ACS) as well as a housing Targeted Market Analysis from 2019 estimating annual housing demand :

- Median Home Value: \$167,800 (ACS 5-yr estimate 2019)
- Median Household Income: \$31,885 (ACS 5-yr estimate 2019)
- It would take 21 years to save for a 20% down payment for a household with median income buying a home of median value. This assumes they can save 5% of their income per year. A family with this income could not afford to buy that home with a 10% or 5% down payment. The payments would exceed their income.
- Key Stats from the City's 2021 Economic Development Strategy
 - o 22% increase in SEV over 5 years
 - o 48.6% owner occupancy (71% for Michigan)
 - o 48.6 median age (Michigan: 39.5) shows higher retiree population
- Building permit numbers show an increase in the number of single-family homes being built in 2020, compared to previous years. Six new homes were built in 2020 compared to only 2 in 2019 and none in 2018. The average value of those homes built in 2020 was lower than the previous years. That can be attributed to 3 of those homes in 2020 being manufactured homes. Overall, home construction material costs increased substantially in 2020 but the manufactured homes that received their final permits in 2020 had been started and purchased prior to the increase related to Covid and supply chain issues. It

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will be important to keep an eye on 2021 permit trends and the impact of these increased material costs on the home supply.

- Market demand estimates from a 2019 study indicate that the City of Charlevoix needs 215 new rental housing units and 36 new homeownership units each year for the following 5 years. Most of those housing units in demand are below the price of current new housing costs.

The following table shows the top 6 industries with the largest share of total job market in Charlevoix County. Using common rules of thumb to determine affordable rent (25% of earnings) and home prices (2.6x earnings) the table includes the corresponding number of homes for sale in that price range. Currently, according to Zillow's agency listings, in the city and the area surrounding the City there exists only 2 homes listed for less than \$140,000. One is a manufactured home and another is a 1 bedroom condominium, each listing is below \$70,000. The next highest listing is \$169,000.

Top Industries in Charlevoix County	# of Jobs	% of Total Jobs	Average Annual Earnings	Affordable Rent	Affordable Home Sale Price (2.6x Gross Income)	# of Homes for Sale
Educational Services, Health Care, and Social Assistance	2595	21.0%	\$ 46,303	\$ 11,576	\$ 120,388	2
Manufacturing	2479	20.0%	\$ 49,669	\$ 12,417	\$ 129,139	2
Arts, Entertainment, Accommodation, and Food Services	1640	13.2%	\$ 28,649	\$ 7,162	\$ 74,487	2
Retail Trade	1408	11.4%	\$ 33,309	\$ 8,327	\$ 86,603	2
Construction	993	8.0%	\$ 54,120	\$ 13,530	\$ 140,712	2
Professional, Scientific, Management, and Administrative and Waste Management Services	949	7.7%	\$ 41,694	\$ 10,424	\$ 108,404	2
All Others	2314	18.8%	\$ 45,373	\$ 11,343	\$ 117,970	2



SUGGESTED POLICIES

The following policies and action items include goals that have been developed by the Charlevoix Housing and Business Park Initiative over the last couple of years and are the basis for activities of the committee and the Charlevoix County Housing Ready Program.

- Year-round housing that supports the local workforce.
 - Housing for year-round residents is critical to the success and vitality of this community. The City is at a point where year-round housing has dipped below 40% of our housing stock. Sustainable growth for our community will be built around those who live and work here. More year-round housing opportunities strengthens our businesses and our neighborhoods.
 - Deed restrictions are being sought that ensures more homes will always be lived in year-round by people who will live, work, and do business within the community all year.
 - Incentives will be a preferred tool to create more year-round housing opportunities. These should be built into local ordinances and fee structures.
- Advocacy/education – We will create universal understanding of the need for housing that meets the needs of all residents as well as serves to support local businesses and service organizations. Action to include:
 - Proactive outreach – Housing Ready Program staff to speak with local service groups, realtors, chamber, DDA, Main Street and Planning Commission regarding Housing opportunities, share Housing North’s Housing Ready Checklist.
 - Review of housing project proposals – seek vacant land and present housing opportunities; review master plan drafts, suggest housing goals
 - Implement local housing communication tools – share homesforourfuture.org resources; provide webinars for local housing stakeholders
 - Inform local decision makers on needed changes to become more housing friendly – compile data and examples to share with stakeholders
- Coordinate Local Housing Resources – We will create a well-coordinated effort among housing stakeholders to be more effective in reaching our housing goals.
 - Identify and evaluate key development sites – with Housing Ready Program staff, city staff, local stakeholders, create a prioritized list of properties that will be marketed with incentives for housing development. Maintain a database of sites and seek additional opportunities on public and private land.
 - Meet periodically with local builders/developers – continually evaluate barriers to the development process and create solutions. Work to create more building trades training opportunities.



- Coordinate development partners and resources – assist developers and regulatory agencies to advocate for efficient and predictable housing development processes.
- Sustainable Funding for Housing Opportunities – In order to reach our goals, we need to ensure sustainable local funding.
 - Explore a local housing fund – speak with foundation, financial institutions, employers, and patient capital sources.
 - Continually update information on housing finance mechanisms and share with decision makers.
 - Pursue state and federal funding opportunities – Neighborhood Enterprise Zones is an option for the city of Charlevoix, also: LIHTC, CRP, CDBG funding.

HOUSING-FRIENDLY ZONING TOOLS

There are various ways to achieve more housing options in a community with housing-friendly zoning. While it sometimes takes time for the impact to be felt, it is never too late to implement these changes. A comprehensive list of changes can be found on the homesforourfuture.org website in the Housing Ready Checklist. To achieve the policies outlined above, there are 2 primary zoning efforts that can have the greatest effect: increase allowable density and allow for more housing types including mixed-use.

Increase Density

Land is a significant factor in the cost of construction. Being able to do compact development, to build more housing units per parcel or per project can reduce costs and create housing at a lower price point. Higher density housing can be compatible with existing residential character and designed in such a way as to look like single-family larger homes. Housing-friendly zoning includes reduced setbacks, taller building heights, and fewer parking requirements. New zoning districts and zoning overlays can allow for these increases in density.

Allow More Housing Types

There are many housing types that have been ignored in new home construction activities because of the demand over the last 50 years for larger and larger single-family homes. However, as our population gets older, average family sizes shrink, and the average number of people in each household gets smaller, there is a need for homes built on smaller footprints and in more accessible ways.

Smaller homes are being allowed in more places. On average, these are less expensive, are more easily placed on smaller lots, can be created as multi-unit housing structures, and can meet the needs of a growing segment of our society. Some cities have removed minimum



dwelling unit size altogether, knowing that the Michigan Construction Code Act still requires minimum sizes and number of rooms for buildings to be safe and efficient.

Homes that are within a mixed-use development are also important as people who, for instance, live above a store may shop or be employed in that commercial district. The opportunity to live and work within walking distance greatly increases the chance that these residents will be able to have a higher quality of life.

Accessory Dwelling Units (ADU) are being discussed by the Planning Commission and are one option that can provide additional income and fit on a standard residential lot either as a separate structure or above a garage, for instance.

Creating more assisted living facility opportunities in the community can allow for residents to remain in the community even when their living situation must change. As residents get older they need more accessible spaces and often need less space. This often means that home they live in no longer meets their needs. If a local assisted living option is available the resident can remain in the community, is more likely to move, and the home they lived in can now be available to another year-round resident or family.

Suggested Housing-friendly Zoning Changes

- A. Promote and incentivize conversion of existing homes to multi-family.
- B. Allow for more housing types and higher density housing to be a use by right in more districts.
- C. Reduce or remove minimum dwelling unit size requirement.
- D. Reduce setback requirements for those who provide additional housing units on a parcel with a single-family home.
- E. Allow for boarding house or dormitory style housing in areas convenient to seasonal employment.
- F. Create more mixed-use areas including potential accessory residential uses within an industrial use area for temporary housing of new or seasonal employees.
- G. Allow for single-room, long-term rentals within a single-family home.
- H. Create the opportunity in the zoning ordinance for a residential overlay planned unit development district that incentivizes residential development that meets housing and environmental goals of the city.
- I. Work with the Redevelopment Ready Community team to help identify priority housing development properties.
- J. Any of the above can be created as incentives in the form of bonuses for those who help achieve the city's housing goals.

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DISCUSSION QUESTIONS

1. Introductions
2. HBPI – history and summary of goals
3. What is your highest priority for ensuring more housing opportunities from your perspective? Go around the room to each participant for their top priority.
 - a. Realtor
 - b. Banker
 - c. Chamber
 - d. Resident
 - e. Business Owner
 - f. Economic Development Agency
 - g. Planning Commission/City
4. What incentives are most feasible to create more housing opportunities? Year-round, attainable/affordable?
5. Reviewing list of suggested zoning changes, what seems most attractive?
6. As housing projects and housing-related zoning changes come to the attention of the City, can a stakeholder group be regularly involved to provide input?
7. What did we learn? What do we need to research?
8. List of priorities from our discussion for the Planning Commission to address
9. Next Step