

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

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

- A. Call to Order/Pledge of Allegiance
- B. Roll Call
- C. Inquiry into Potential Conflicts of Interest
- D. Approval of Agenda
- E. Approval of the Minutes
 - 1. June 14, 2021 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Accessory Building Standards
- H. Old Business
 - 1. 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

Approval of the Minutes

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: June 14, 2021 Minutes

DATE: July 12, 2021

BACKGROUND

The draft Minutes from the June 14, 2021 Planning Commission meeting are included for review and approval.

ATTACHMENTS:

- ▣ June 14, 2021 Draft Minutes

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, June 14, 2021 - 6:00 p.m.**

A. Call to Order

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

B. Roll Call

Chair	RJ Waddell
Members Present:	Sherm Chamberlain, Annemarie Conway, Toni Felter, David Gray, Mary Millington, Jennifer Muladore
Members Absent:	Reid Beegen, Emma Suarez Pawlicki
Staff Present:	Jennifer Neal, Planner
Staff Remote:	Jonathan Scheel, Zoning Administrator; Lindsey Dotson, Main Street DDA Director; Dean Martin, Community Development Fellow

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. May 10, 2021 Meeting Minutes

Motion by Member Gray, second by Member Chamberlain to approve the minutes of May 10, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Annual Report

Planner Neal presented the Annual Report which was a requirement of the Michigan Enabling Act. She reviewed the planning activities and details included in the report covering May 2020 through April 2021. There were no questions from the Commission members and the Report would be forwarded to City Council.

2. City Approved Bench Locations

Zoning Administrator Scheel stated that he worked with Staff to compile the map that the Commission received in their packet. Chair Waddell questioned the three benches on the end of Dixon which were shown with a yellow dot indicating the need for replacement. Zoning Administrator Scheel responded that those were not memorial benches but were placed on site by the City and would be replaced.

Motion by Member Gray, second by Member Conway to recommend to the City Council the bench locations as proposed by Zoning Administrator Scheel. Motion passed by unanimous voice vote.

3. Downtown Futures Overview

DDA Director Dotson provided a presentation about the on-going Downtown Futures Program undertaken by the DDA. Through the Futures Program extensive public input was gathered and several concepts for downtown development were identified. The Planning Commission should consider including the project results in the Master Plan update.

DDA Director Dotson described the initiatives geared toward providing more affordable housing, year-round economy, Redevelopment Ready certification, and extensive details of the Futures Program. She explained all the steps that the DDA and the City had undertaken to put a local incentive toolkit in place for redevelopment and economic development initiatives.

4. Priority Redevelopment Sites – Visioning Session

Fellow Martin stated that by completing the Redevelopment Ready Program the City can now partner with the Michigan Economic Development Corporation to market redevelopment sites. He proceeded to go through a presentation outlining the five identified priority redevelopment sites, the benefits of the program, list of opportunities, and community visioning. Fellow Martin explained the specifics of each of the five sites and asked for input from the Commission to help create a vision for the future of these sites:

- 101-109 Hurlbut Avenue - .66 acres, 28,776 sq. ft.
 - Current use: professional office
 - Vision: mixed use apartments including efficiency and 1, 2, & 3 bedroom apartments
- 107, 110 Bridge Street - .21 acres, 9,006 sq. ft.
 - Current use: Scovie's Restaurant
 - Vision: adding a second story on the one side and developing the small rear parking lot; main floor business with 2nd and 3rd floor housing; parks are a great selling point and there would have to be careful parking consideration
- 109 Mason Street – .25 acres, 11,016 sq. ft.
 - Current use: Chamber of Commerce
 - Vision: concerns about proximity to the rear doors of the Fire Department; only site owned by the City of Charlevoix;

- possibility for a couple of small row houses
- 115 Antrim Street – .16 acres, 6,860 sq. ft.
 - Current use: professional office, florist, and diner
 - Vision: building should be moved closer to the street with parking in the rear; professional office or small apartments
- 1021 May Street – 2.1 acres, 90,360 sq. ft.
 - Current use: Vacant/bus depot
 - Vision: site is landlocked behind McDonald's; good site for affordable housing/small neighborhood

5. Master Plan Review Checklist

Planner Neal stated that Grenetta Thomassey, Policy Director for the Tip of the Mitt Watershed Council, prepared a Master Plan review checklist for the City's 2016 Master Plan. The checklist was intended to ensure the document included critical freshwater resource protections. She stated that this could be a guide for the 2021 Master Plan update and explained how the checklist could be utilized to add natural resources/features to the Plan.

H. **Old Business**

Chair Waddell questioned the status of the survey responses and Planner Neal responded that Staff reviewed approximately 240 of the responses and had about 150-200 surveys left to input into the database.

Chair Waddell also questioned if there was any progress on the alley behind the Way construction project at 1100 Bridge Street, and Zoning Administrator Scheel responded that there was no definitive progress but the owner and the City were discussing the matter.

I. **Staff Updates**

Zoning Administrator Scheel suggested that the members look at the Pine River project site to see the ongoing development.

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

Chair Waddell asked to have architectural standards for accessory dwellings at the beginning of the agenda as a New Business item.

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

Meeting adjourned at 7:58 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: Accessory Building Standards

DATE: July 12, 2021

BACKGROUND

Two documents are provided for Commission review and discussion related to Architectural Building Standards. The first, is an example of a Residential Design Guidelines document adopted by another community and the second is draft ordinance language. The Residential Design Guidelines example is a document that considers the big picture of characteristics in residential areas. A document like this would provide the discussion and background needed to create potential ordinance language like the draft language provided here. Staff is seeking direction from the Commission to move forward with architectural standards and design guidelines for residential areas.

ATTACHMENTS:

- ▣ Example Residential Design Guidelines
- ▣ Architectural Building Standards

City of Napa

Residential Design Guidelines

A guide to building livable neighborhoods



November 2004

prepared by: City of Napa Planning Department
with assistance by: RACESTUDIO



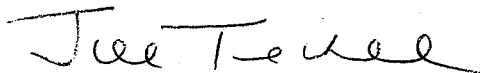
Foreword

The City of Napa prides itself on its rich and diverse architectural heritage, which spans from the mid 1880's to present day. The City has made a policy commitment to preserve this heritage by protecting our rural setting and agricultural economy. This was accomplished by the adoption of the Rural Urban Limit (RUL) in 1975. Today our neighborhoods proudly display fine examples of architectural styles that vary from Victorian, Craftsman, Spanish Adobe, California Ranch, Modern and Contemporary.

These Residential Design Guidelines reflect the City's desire to have infill projects be complementary to our existing neighborhoods and provide more unique and pedestrian friendly communities. The guidelines further General Plan policies by communicating the community's expectations for quality design. Unlike standards, which prescribe minimum acceptable limits, *these guidelines present parameters for a desired course of action and include a certain amount of flexibility*. Given this concept of flexibility, it is important to note that not every guideline will apply in each case. However the intent of meeting the community's expectations for quality design should ultimately be achieved.

These guidelines emphasize quality design and sensitivity to the neighborhood environment. They are matched by a well-conceived design review process. Through this process City staff will meet with project sponsors early in the process to answer questions, review design issues and then coordinate review among the various City departments then, if necessary, through the Planning Commission and to City Council.

These Residential Design Guidelines represent Napa's commitment to stewardship of both our history and our future. Please utilize them in that spirit.



Jill Techel
Mayor of Napa.

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SECTION ONE: Introduction

Community Values

THE DESIGN GUIDELINES
REFLECT THE CITY'S DESIRE TO
HAVE INFILL PROJECTS
BETTER FIT INTO EXISTING
NEIGHBORHOODS AND PROVIDE
MORE UNIQUE AND **PEDESTRIAN**
FRIENDLY COMMUNITIES. THE
GUIDELINES FURTHER
GENERAL PLAN POLICIES BY
COMMUNICATING THE
COMMUNITY'S
EXPECTATIONS FOR DESIGN.

Napa's Residential Design Guidelines are a product of a community-based process. Developed under the stewardship of a City Council, Planning Commission and Housing Committee working group, the process included community workshops, focus group meetings and public hearings. The Guidelines build on popular policies providing direction for shaping residential development in Napa. They complement Napa's land use and growth management policies by illustrating how infill housing can strengthen and enhance existing neighborhoods and create livable, walkable new neighborhoods reflecting Napa's context and traditions.

1.0 Purpose

Located in the beautiful internationally celebrated wine region of Napa Valley, Napa is facing opposing economic forces. The traditional working class and agricultural economy is under pressure from the Bay Area's expanding population and housing shortage.

To address these issues, Napa's land use and housing policies require urban development to be within the City's rural urban limit line and adding housing to Napa that is compatible with the design and character of existing neighborhoods. The Guidelines pursue these objectives in four ways.

The Guidelines:

- Support the development and conservation of walkable and livable neighborhoods reflecting napa's context and traditions;
- Shape and connect new infill subdivisions;
- Provide direction for designing infill housing that fits with and strengthens existing neighborhoods; and
- Support the update of Napa's Zoning Ordinance and other City standards.

1.1 Process

The Residential Design Guidelines are the result of a community-based, three-step process.

STEP ONE: Identification of Residential Design Issues and Objectives

The first step resulted in an outline of design issues and objectives for the Guidelines. The community participated in a workshop where they identified Napa's character areas and key design features of Napa's neighborhoods the Design Guidelines should build upon. Focus groups consisting of builders, staff and others discussed how Napa was changing, what infill sites looked like, and how the guidelines could help make the process easier for the community and project sponsors.

STEP TWO: Preparation of Draft Residential Design Guidelines

The second step resulted in the preparation of the draft guidelines. This included preparation of Design Principles that were reviewed with the Working Group and with the community at a second workshop.

STEP THREE: Completion of the Final Guidelines Process

The third step included updating the Draft Guidelines based on the input of the Working Group, community and staff. Finally, the Planning Commission and City Council adopted the Guidelines in a public hearing process.

1.2 Organization of Guidelines

The Residential Design Guidelines are organized into four sections. These include:

Introduction

This section provides background on the purpose, process, organization of the report, and its relationship to other policies and documents.

Neighborhood Design

The second section provides an overview of design characteristics and features of Napa's neighborhoods and guidelines for neighborhood design. Neighborhood design guidelines are for Old Town (pre-war traditional) neighborhoods and evolving infill areas.

Architectural Design

The third section focuses on residential design for development of multi-family, single family, second units and mixed-use projects.

Case Studies

The fourth section provides case study examples of how the Guidelines would shape various types of residential projects.

1.3 Relationship to Policies and Other Documents

The Guidelines support existing land use and growth management policies for Napa. They are intended to communicate the community's expectation for quality neighborhoods and housing. The Guidelines are to be used in concert with Napa's General Plan, Zoning and Subdivision Ordinances, and other area plans.

The Residential Design Guidelines will add a qualitative direction for new projects in support of General Plan policies. The Guidelines provide direction on how multifamily development should fit with existing neighborhoods; how to create a community of interconnected and livable neighborhoods with their



Above:

The planning process included community workshops and focus group meetings.

Participants in workshops wanted new residential development to:

- *Emulate Napa's traditional neighborhoods;*
- *Fit into existing neighborhoods; and*
- *Be better connected to the community.*



Above:

Old Town Napa has many of the residential design features the community values. Workshop participants felt traditional neighborhoods have a sense of place, mature streetscapes, a variety of architectural styles and housing types, integrated parks and open space, less visible parking, and are more pedestrian friendly.

HISTORIC PRESERVATION GUIDELINES:

Napa's Historic Preservation Guidelines are to be used when developing infill housing in Napa's official historic districts and renovation of historic landmark properties.

own unique sense of place; and ways to reduce the impact of parking on neighborhood design.

Selected Napa General Plan Land Use Element Policies Pertaining to Infill Housing

The General Plan establishes allowed land uses, densities and intensities. In addition, the Plan provides the following policies that support the development of new Residential Design Guidelines.

LU-4.B (Prepare Guidelines) *The City shall prepare residential design guidelines to implement the neighborhood topology concept described in Appendix B. Investigate the use of floor area ratios, setback averaging, and other means to encourage project design compatible with neighborhood character.*

LU-1.2 (Protect Character of Existing Neighborhoods) *The City shall strive to preserve and enhance the integrity of existing neighborhoods and to develop new neighborhoods with similar qualities as the existing neighborhoods.*

LU-4.1 (Density) *The City shall require new residential development to conform to the density range shown in Table 1-4 (unless site-specific physical or environmental constraints constrain the achievement of minimum density, or unless the project qualifies for a density bonus or density flexibility under the City's housing policies), and to be consistent with the general neighborhood topology (see Table 1-3 and Appendix B) of the surrounding area. The City may require clustering in environmentally sensitive areas when special measures are adopted to ensure the sensitive portions of each property remain undeveloped in the future.*

HR-1.5 (Promote Historic Patterns) *The City shall adopt land use regulations that recognize, maintain, and promote historic patterns of housing densities and urban form.*

HR-1.8 (Historic Gateways) *The City shall identify its historic gateways and support the preservation of their historic bridges, stone walls, street trees and viewsheds.*

HR-1.19 (Historic Landscapes) *The City shall identify historic landscape features and landmark trees as a first step toward their preservation.*

Selected Napa Housing Element Policies

The following policies from the City's 2001 Housing Element support the development of new Residential Design Guidelines.

H-3.1 High Quality Design and Varied Housing Types

The City shall assure high quality, well designed housing that respects the surrounding neighborhood, and provides a greater variety of housing options to meet community needs.

H-3.2 Design Principles

The City shall use the "Design Principles" [in Housing Element] for reviewing multi-family projects until such time as more detailed guidelines are prepared.

H-3.4 Second Units

The City shall encourage additional well-designed second units as a desired use in all residential neighborhoods throughout the city by simplifying permit review and encouraging that in new subdivisions, a substantial portion of the lots construct a second dwelling unit. Consistent with the State housing law, the City exempts second dwelling units from area density calculations.

H-3.5 Duplexes and Triplexes

The City shall encourage additional well-designed duplexes and triplexes throughout the Single Family Infill (SFI), Traditional Residential Infill (TRI) and any other single family designations that allow these uses. Density bonuses may be provided for affordable duplex and triplex units.

H-3.A Design Process

The City shall use the design review process to ensure that infill multi-family housing development meet design principles. The City may also encourage project designers to meet with neighbors during the early stages of the larger projects.

H-3.B Design Guidelines

The City shall develop more detailed design guidelines for multi-family and additional infill development throughout the city.

H-3.C. Use of Planned Development Zoning

The city shall continue to use Planned Development regulations to promote design flexibility for residential developments, particularly for those located in unique settings.

H-3.D. Street and Subdivision Design

The City shall study street standards for new subdivisions to improve their pedestrian friendly quality and traffic calming features, and promote internal consistency between the operating standards used by the Fire and Public Works Departments and General Plan standards.

Zoning Ordinance

The Guidelines are to be used in conjunction with the Zoning Ordinance. The City's Zoning Ordinance establishes basic quantitative direction for residential development standards including lot sizes, setbacks, lot coverage, height limits and parking. The Guidelines supplement the development standards with neighborhood and architectural design principles and guidelines.

Subdivision Ordinance and other Standards

The Subdivision Ordinance establishes the process and information that must be provided for approval of subdivisions in Napa. The City's General Plan, Public Works specifications, and Fire Department standards provide basic street standards. Napa Sanitation District has standards for installing sanitary sewer systems. The Guidelines augment these standards with additional criteria for public streetscape and a greater variety of street sizes. The Guidelines support the overall objectives for pedestrian friendly streets and neighborhoods by adding these qualitative elements to the design review process.



Above:

Parts of Napa are still evolving and can be enhanced with well-designed infill development. Former rural areas with farmhouses, heritage landscapes, agricultural structures, scattered contemporary housing, and new subdivisions, should be developed to incorporate historic features and utilize many of the design elements the community finds desirable in Old Town.



Above:

New development should be an integral part of Napa and integrate historic agricultural structures (1), not isolated homogenous enclaves (2). Participants in community workshops expressed concern that new "monster homes" on the edge of Napa were being developed as separate communities, both in terms of their design character and connections to the city.

1.4 Using the Design Guidelines

Used with the City's Zoning and Subdivision Ordinances, these Guidelines identify the qualitative aspects to site and architectural design for residential projects in Napa. Guidelines are descriptive statements that explain or illustrate a desired course of action. Standards, by contrast, prescribe minimum acceptable limits.

For many years, Napa has required design/architectural review of projects, but the focus has generally been whether the building and site plan complies with zoning and subdivision standards, and broad General Plan design policies. It has not been unusual for this review to also include case-by-case analysis of design issues that arise. The Residential Design Guidelines establish clear design direction to assure high design quality that is "context based". In other words, new housing is to respond to its site features and surroundings.

These Guidelines also apply to public works projects in residential neighborhoods. They are to be used by applicants, staff, the Planning Commission and City Council in proposing and reviewing projects subject to design review permits. Some single family and all residential projects with two or more units must obtain design review permits at one of the following tiers of review (See Appendix for detail):

Tier 1 Projects (Staff Review)

Tier 1 review includes submitting the project for staff design review. Tier 1 review is primarily small residential projects including single family homes and upper story additions, second units upon adoption of a revised zoning ordinance to the extent permitted by state law and 2-3 unit multi family projects.

Tier 2 Projects (Staff and Planning Commission review)

The Tier 2 review process includes "concept review" and a public hearing with the Planning Commission. Tier 2 review is for subdivisions with four or fewer lots, flag lots, and 4-10 unit multi family and mixed use projects.

Tier 3 Projects (Staff, Planning Commission and City Council review)

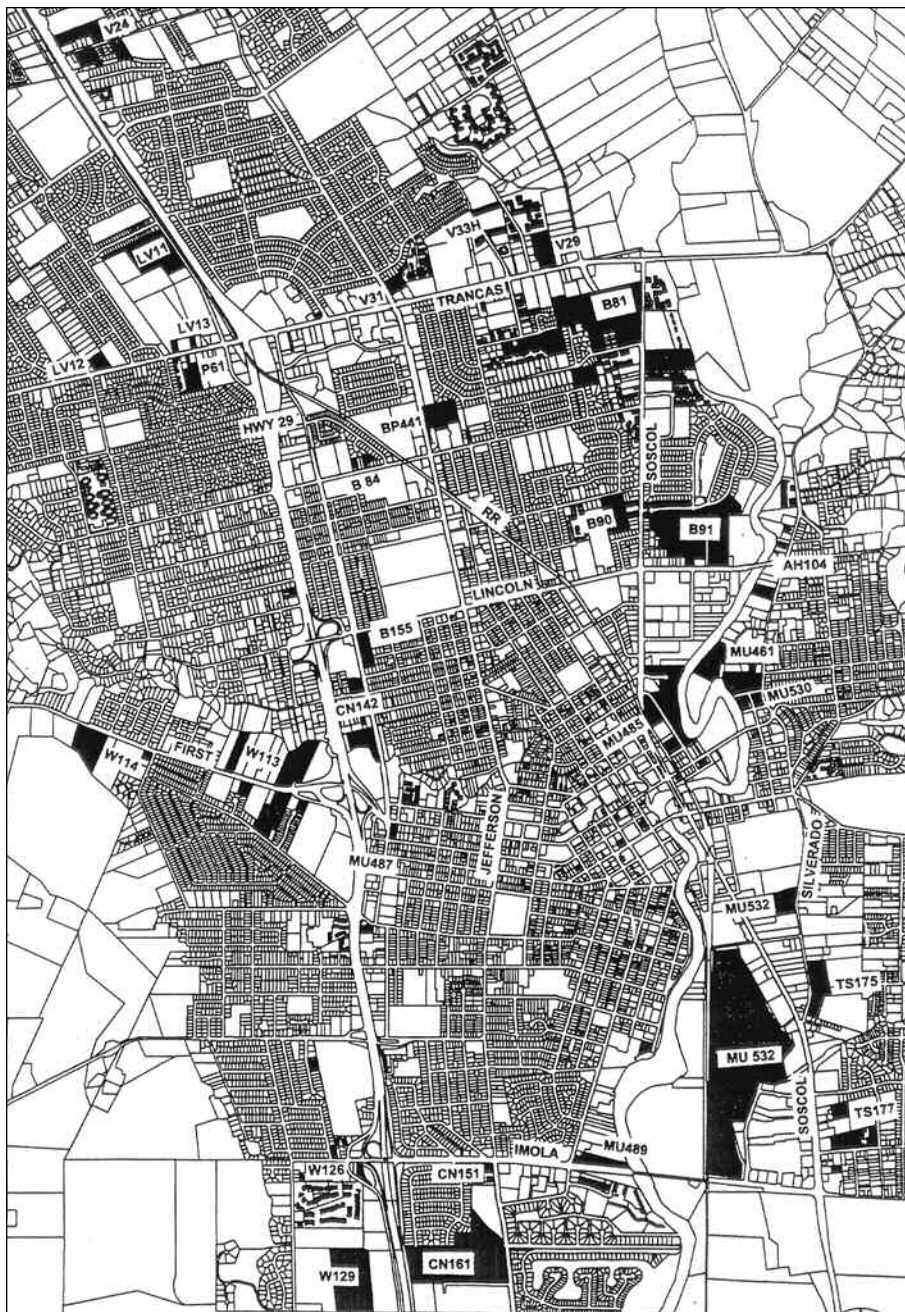
The Tier 3 review includes "concept review" with staff and public hearings with the Planning Commission and City Council. Tier 3 review is generally for larger subdivisions and larger multi family or mixed use projects.

Submittal Requirements

Standard design review submittal requirements include a site plan, building elevations, grading plans, roof plans, typical cross sections, and landscape plans. (See Appendix for detail)

The design guidelines are intended to assure that all applicants think about their site and surroundings, and City design objectives, when designing projects. The submittal requirements for all projects subject to design review therefore require some additional information to describe the project's context (i.e., surrounding land uses, height, style of existing development, lot pat-

terns, streets, pedestrian connections, site and neighborhood features; nearby destinations, etc.). For Tier 2 and 3 projects subject to concept review, the applicant will typically provide this information on a sketch map for staff and the applicant to consider when the project is first being designed.



Below:

The General Plan identifies a number of infill housing opportunity sites. These sites include multifamily or attached housing sites. Preparation of design guidelines are a General Plan policy and are intended to provide direction to property owners and developers of how new residential and mixed-use projects are to fit into Napa's existing and emerging neighborhoods.



Above:

Participants in the builders' focus group felt:

- The easy housing sites have been developed. Remaining development sites are "non-standard" and uniquely constrained. These sites need design solutions that can not be developed using existing standards.
- There is a "reality gap" between incentives to provide more housing and project feasibility.
- The design guidelines should provide ways of increasing density and streamline the process, rather than add another layer.

SECTION TWO: Neighborhood Design

Building Neighborhoods

The Design Guidelines emphasize neighborhood design where residential projects enhance streets and Napa's existing and future communal spaces.

By stressing contextual plan-

ning and design, the Guidelines create more social new neighborhood streets; make new projects better fit the character and scale of existing neighborhoods; and incorporate cultural, historic and natural features in to their designs.

THE LIVABILITY AND
PEDESTRIAN FRIENDLINESS OF
NAPA'S NEIGHBORHOODS
SHOULD BE ENHANCED BY NEW
INVESTMENT.

2.0 Understanding Napa's Neighborhood Patterns

Napa's residential Design Guidelines provide criteria for enhancing and creating walkable and livable neighborhoods. The Guidelines conserve what the community values in the Old Town neighborhoods and transfers many of those qualities to new neighborhoods. They provide guidance for public and private investment to create quality Napa residential addresses.

2.01 Napa's Evolution

2.02 Napa's Character Areas

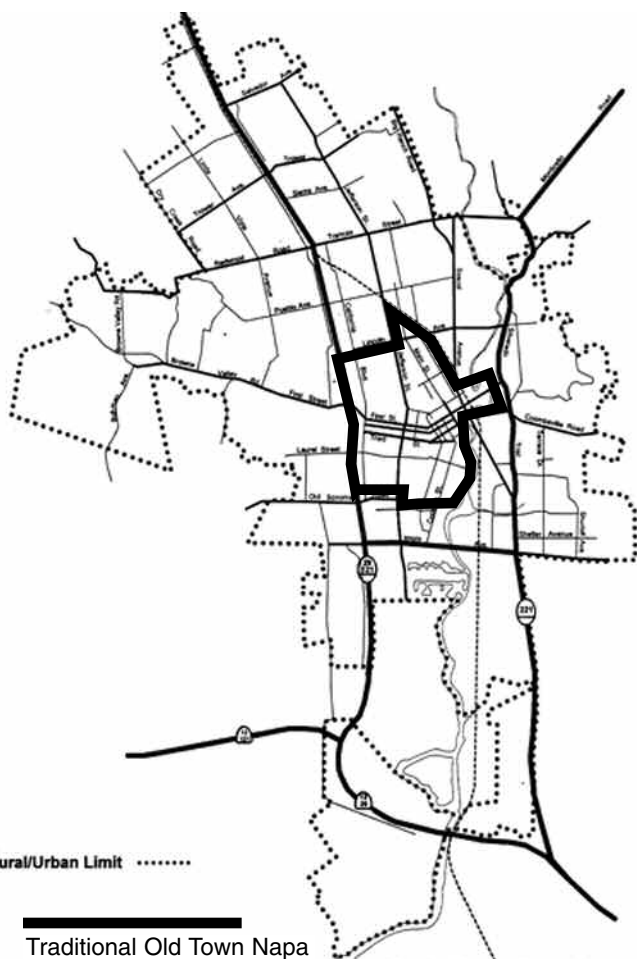
2.03 Neighborhood Design Principles

2.01 Napa's Evolution

Before World War II, Napa developed slowly from its agrarian roots. Industry sprang up along the Napa River and Southern Pacific Railroad (1868). Early in the last century, Napa's residential neighborhoods were connected to downtown and to Vallejo and Up-Valley communities by a trolley (1905). The traditional gridded blocks were incrementally added to the City, and lots were developed a few at a time. Schools, parks and shopping were an integral part of these traditional neighborhoods. The city was walkable and compact.

The traditional neighborhoods had a variety of housing types. Napa's National Register Landmark Napa Abajo/Fuller Park Neighborhoods reflect this variety were large houses and small worker cottages were built next to one another. This resulted in mixed-density and mixed-income neighborhoods.

At the edge of Napa's urban area, streets turned and curved as they approached the city through Napa Valley farms. Agricultural lands came right up to the edge of the commu-



Traditional Old Town Napa

nity, further defining what was town and country.

Post World War II Napa evolved in a very different way. As many communities in California, Napa entered the freeway age. Post War Napa grew along State Roads 29, 12, 221, and 121. These streets provided access to areas outside the city limits. Post War patterns reflected the size and shape of agricultural parcels of willing sellers and new auto-oriented development standards. The subdivisions of the 50's, 60's and 70's often did not integrate parks, schools or shopping. They also tended to have less variety in density and income levels, were more introverted, and less connected to other parts of the community.

By 1973, Napa's citizens feared the loss of their green belt of agricultural lands to this sprawling development and included a progressive Residential Urban Limit Line (RUL) in the 1975 General Plan. The RUL has compressed and moderated Napa's growth. The current General Plan places an emphasis on infill development as a way to accommodate housing needs while protecting Napa's agricultural green belt.

2.02 Napa's Character Areas

Napa's 1998 General Plan identifies six neighborhood topologies. These include Post War Neighborhoods (example-Laurel), Estate Residential (example-Montecito), Period Tract Subdivisions (example-Alta Heights), Ranchettes (example-Terrace Shurtleff), Deep Lot Subdivisions (example-Pueblo), Traditional Neighborhoods (example-Behrens), and Attached Unit Residential (example-River Glen). Within these neighborhood types, the participants in the Residential Design Guideline 2001 community workshops wanted the Guidelines to address how infill housing fit into traditional neighborhoods, shapes and integrates evolving areas into the community, and connects new development at the edges of the city to Napa's existing neighborhoods and design traditions.

2.03 Neighborhood Design Principles

Section Two of the Guidelines focuses on neighborhood design. This includes projects located in traditional downtown neighborhoods, evolving infill areas, and new development at the city's edge.

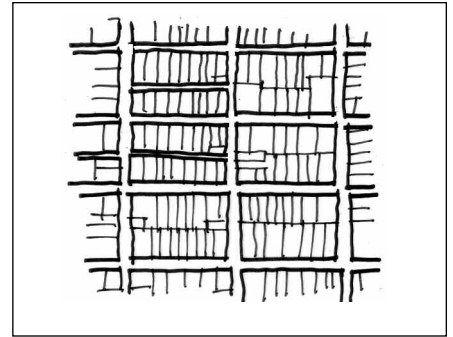
The section identifies three overall guiding principles. Each principle is supported with planning and design guidelines.

Neighborhood Design Principle 1: Old Town Napa

In Napa's traditional pre-war neighborhoods, infill housing should be of similar scale, orientation and design as existing buildings.

Neighborhood Design Principle 2: Evolving Infill Areas and Development at the City's Edge

Evolving infill areas and sites at the city's edges are characterized by a mix of older houses, established landscape features and scattered contemporary housing. In these areas, development should fit into the community by incorporating historic and natural features with an emphasis on pedestrian-friendly design.



Above:

Both of the above Napa neighborhoods are distinctive. However, they have very different neighborhood patterns.

The first diagram is an example block pattern from one of Napa's traditional neighborhoods. It features:

- Grid blocks
- Alleys
- Variety of lot sizes and housing types

The second diagram is an example from a Post War neighborhood. It features:

- Curvilinear streets
- Cul-de-sacs
- Similar size lots and housing types

Neighborhood Design Principle 1: Old Town Napa

In Napa's traditional pre-war neighborhoods, infill housing should be of similar scale, orientation and design as existing buildings.

2.1 Old Town Napa

The following guidelines pertain to infill housing and subdivisions in Napa's Old Town neighborhoods. These neighborhoods were built before the Second World War and have grid-shaped blocks, occasional alleys and a variety of block and lot sizes.



Above: DESIRABLE
These examples of infill houses utilize site plans and architectural designs that reflect the street orientation and scale familiar to the street.

This subsection is organized around five neighborhood design goals and guideline categories for infill projects in Old Town Napa:

- 2.11 Orientation
- 2.12 Front Setbacks
- 2.13 Parking
- 2.14 Massing
- 2.15 Architectural Features

2.11 Orientation and Streets

Infill housing located in Old Town Napa should reflect the traditional orientation towards the street and sidewalk.

- Locate the primary entrance towards the street.
- Clearly define the primary entrance by using a raised front porch, retaining wall, or stoop.
- Infill subdivisions in Old Town Napa should have street design, sidewalk, and streetscaping that is similar to that found in the surrounding neighborhood.

2.12 Front Setbacks

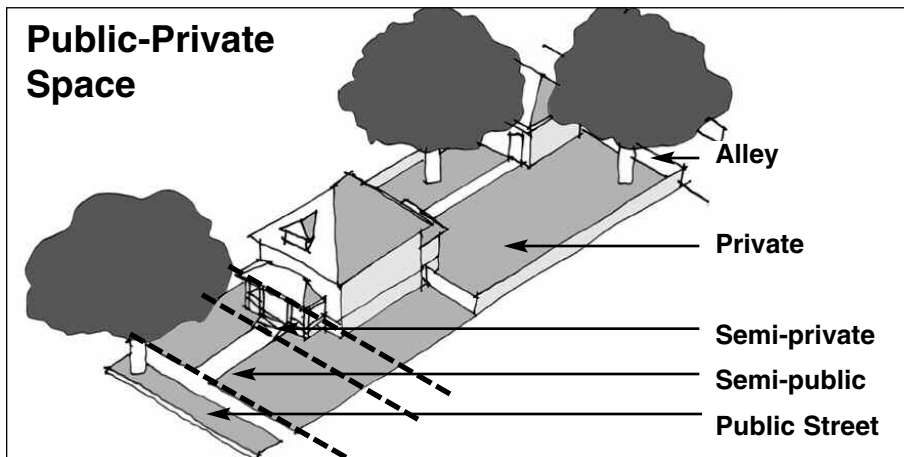
Infill housing should have similar front setbacks and side yard spacing of neighborhood streets and blocks.

- Provide a front setback consistent with those found on the block facing the street.
- Limit front setback fencing to 42" in height. Masonry, chain link and solid fences are discouraged.
- Front porches are encouraged and may extend into the required front setback by up to six feet.

2.13 Parking

Residential parking for infill projects in Old Town Napa should be located along existing alleys or towards the rear of the lot or along existing or new alleys.

- Parking in the front setback is inappropriate and discouraged.
- Garages should not dominate the street scene.
- Shared driveways are encouraged to reduce the amount of paving and number of curb cuts.
- New development should access parking from alleys where possible.
- Locate parking areas and garages towards the rear of the lot.
- Design new driveways and parking in a way that minimizes their visual impact. Use wheel-well ("Hollywood") driveways, visually soft materials such



Left: DESIRABLE

This diagram illustrates how Napa's traditional neighborhoods provide a "eyes-on-the-street" and clearly defined public and private spaces.

HISTORIC PRESERVATION GUIDELINES:

Napa's Historic Preservation Guidelines are to be used when developing infill housing in Napa's official historic districts and renovation of historic landmark properties.

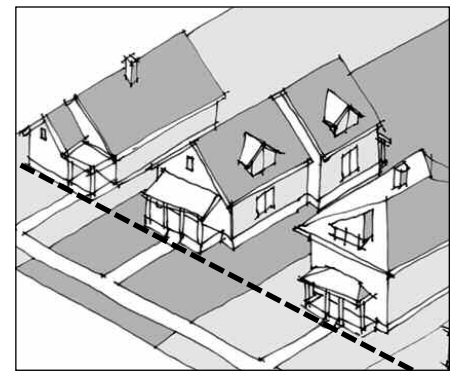
as turf block, and break up parking areas with landscaping to reduce their visual presence.

- Screen the view of parking from the public way with landscaping, low fencing, or garage orientation.

2.14 Massing

The scale, roof form and shape of infill housing should be compatible with the existing houses along the street and block.

- The mass and scale of new infill residential buildings should appear to be similar to the buildings seen traditionally in the neighborhood.
- The width of building face of an infill project should not exceed the width of a typical residential structure on adjacent lots.
- Minimize the perceived scale of new infill buildings by stepping down their height toward the streets and neighboring smaller structures.
- Divide larger buildings into smaller "modules" of similar size as traditional houses in the neighborhood.
- Use building roof forms that are similar to those seen traditionally in the neighborhood. These include gabled and hip roofs. "Exotic" or "foreign" roof forms, such as geodesic domes, "A" frames and flat roofs are not allowed.
- Infill development should have finished floor heights within the range typically seen in the neighborhood.



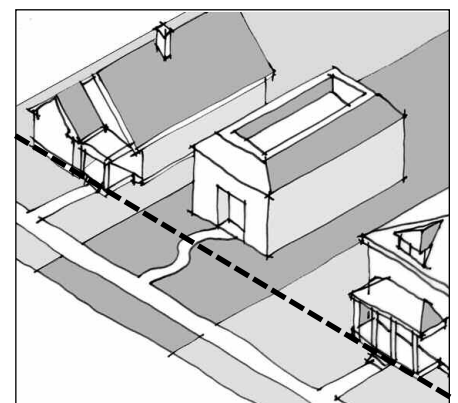
Above: DESIRABLE

This residential infill project in a traditional Old Town Napa neighborhood demonstrates how infill housing should be of similar scale, orientation and design as existing structures.

2.15 Architectural Features

New infill housing in Old Town Napa should respect their architectural context with richness in texture, patterns and design elements that are common in traditional neighborhoods.

- New infill projects in Napa's traditional neighborhoods should have a coherent architectural design concept where windows, doors, roof forms, siding materials and other building elements create a balanced composition.
- The patterns of windows and doors should reflect the scale and patterns in the neighborhood. Windows should be proportioned and grouped to provide a pleasing composition.
- New development should use a materials and colors that are indigenous to the traditional neighborhood.



Above: UNDESIRABLE

This residential example does NOT fit into the neighborhood. It is set back too far from the street and lacks basic architectural elements and roof forms found in the surrounding neighborhood.

Neighborhood Design Principle 2: Evolving Infill Areas

Evolving infill areas are characterized by a mix of older houses, established landscape and scattered contemporary housing. In these areas, development should fit into the community by incorporating historic and natural features with an emphasis on pedestrian-friendly design.

2.2 Evolving Infill Areas

The following guidelines are for new infill subdivisions in Napa's evolving areas.

This subsection contains design goals and guidelines organized into four categories for evolving infill areas:

- 2.21 Creating a Sense of Place
- 2.22 Connections to Surrounding Neighborhoods
- 2.23 Creating Residential Streets
- 2.24 Streetscape
- 2.25 Block Sizes, Lot Patterns and Building Orientation
- 2.26 Parking
- 2.27 Integrating Natural and Historic Features
- 2.28 Urban and Rural Edge Buffer
- 2.29 Flag Lots

2.21 Creating a Sense of Place

New projects in evolving neighborhoods should create a sense of place by using a strong organizational concept with a hierarchy of streets, parks and public facilities.

- New developments should use open space and community facilities to provide social and design focal points.
- New residential subdivisions should integrate common open space as a centrally located and defining feature.
- Communal activities, such as recreation and gathering spaces, should be centrally or purposefully located to contribute to the social interaction of infill projects and surrounding areas.
- Pedestrian and auto entry and travel experiences should contribute to the sense of community and "neighborhood belonging" in new projects and adjacent areas.
- New buildings should be designed and oriented to spatially define and activate streets and common open space areas with entry porches and pedestrian routes. Buildings should frame views of hills, historic landmarks, and natural landscape features.

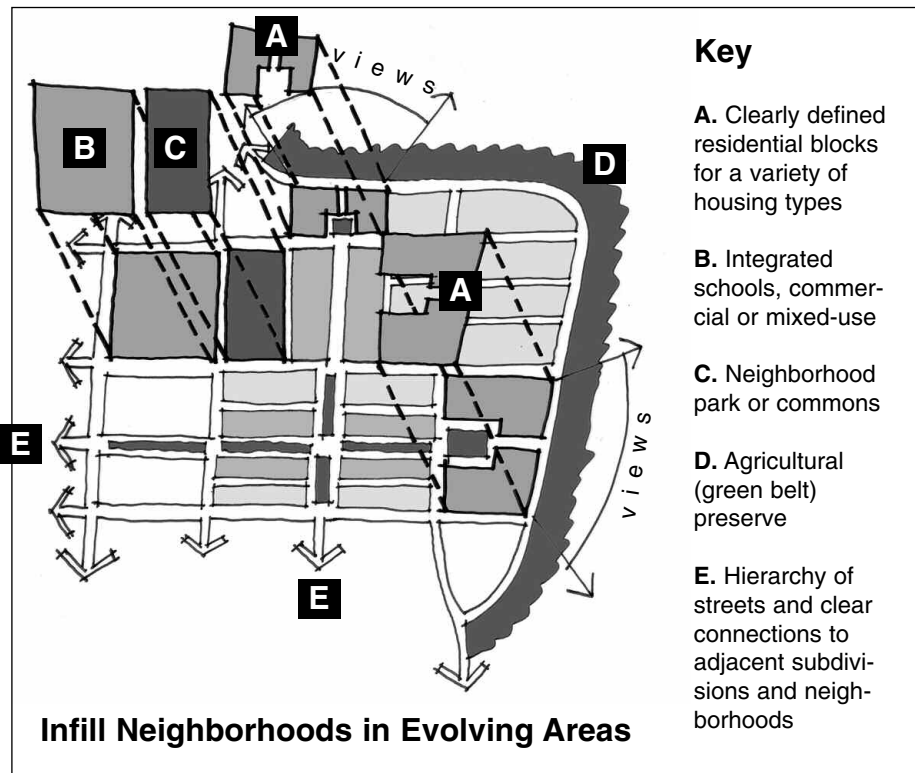
2.22 Connections to the City

New development in evolving infill areas should be planned as part of an interconnected neighborhood of existing and future streets. They should be planned and designed as an extension of adjacent neighborhoods' auto, bicycle, pedestrian, and open space systems.

- Gateways and edges of new development should promote landscape and street improvements as common amenities that are shared with adjacent neighborhoods in the future.
- Subdivisions should not be socially gated or distinguished as an enclave.



Above: DESIRABLE
Schools, parks and community shopping are an integral part of Napa's traditional neighborhoods. New neighborhoods should include these types of social focal points and amenities.



Left: DESIRABLE

This diagram illustrates how new subdivisions should connect to the community, use block patterns that are similar to Napa's traditional neighborhoods, have a hierarchy of streets sizes, avoid flood and wetland areas, and fully integrate parks and community facilities.

- New projects should provide for connections of future streets.
- New projects should minimize the use of cul-de-sacs.
- Principal access roads into new development areas should be of similar scale as streets they are connected to.
- The street patterns at the edges of the new project area should be extended into the site.
- The design for new projects, and for retrofit of existing streets, should have emergency and service vehicle access that maintains the pedestrian friendliness of the street.
- New subdivisions should use block patterns that create access points for emergency vehicles.

2.23 Creating Residential Streets

New infill development in evolving areas should be organized around pedestrian oriented residential streets rather than driveways and parking lots.

- Public streets must meet City of Napa's Public Works standards, including standards for traffic calming.
- New subdivisions should have a street design that reflects both functional and design hierarchy.
- Primary organizational streets in new neighborhoods should incorporate planting strips, medians and other design features.
- Private drives should be designed as pedestrian-friendly streets that are a natural extension of the neighborhood.
- All neighborhood streets should include an interconnected system of side-walks and crosswalks.



Above: DESIRABLE

This new subdivision is land-efficient with narrow residential streets and small lots. Front porches face the streets and houses share driveways in the back of the lot.



Above: DESIRABLE
This residential neighborhood sidewalk has a planting strip and mature canopy trees separating pedestrians from traffic. The streetscape provides shade and beauty that makes this a desirable residential address.



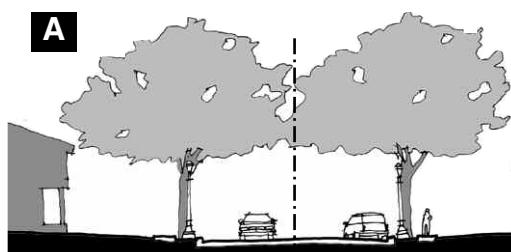
Above: DESIRABLE
New streets in Napa's evolving areas should include a street tree concept plan that adds to the identity of the neighborhood. The examples above show strong tree canopy for both attached and detached sidewalks.

2.24 Streetscape

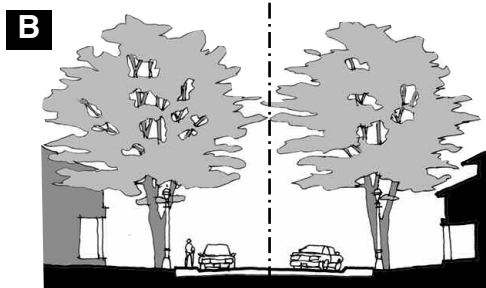
Streetscape planting should be a unifying and defining feature of new residential neighborhood streets.

- All streetscape improvements must meet City of Napa's Public Works and Community Resources standards. Larger trees will require wider planting strips.
- All new residential subdivision developments should include a comprehensive streetscape plan. The plan should satisfy street design, pedestrian comfort, and visual amenity objectives for the neighborhood.
- Streetscaping should enhance the identity of the neighborhood by employing a variety of trees and other plant material that contributes to each street's identity and character.
- In new residential areas, projects should include at least one street tree per lot or 40' of lot frontage, whichever is smaller. Trees should be placed in planting strips, sidewalk tree wells or front yards in a manner that supports the neighborhood comprehensive streetscape plan.
- New subdivisions should include pedestrian-scaled lighting.

Examples: Street Cross Sections



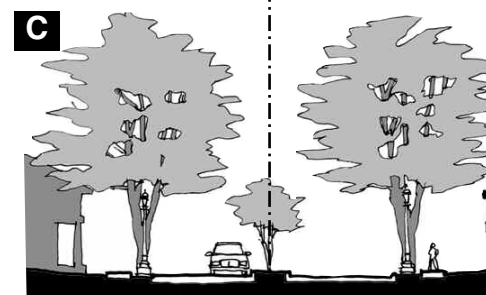
The Guidelines stress creating a hierarchy of streetscapes that enhance the pedestrian environment and neighborhood identity. Streetscape design should reflect the importance of the street in the community and complement the scale of housing and road widths.



Example Streets:

A. Traditional Street

- Detached sidewalk and planting strip
- Pedestrian-scaled lighting
- On-street parking on both sides



B. Narrow Street (low volume streets)

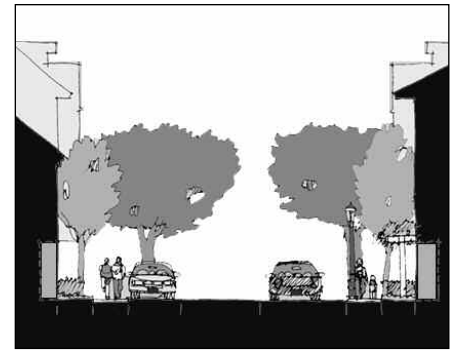
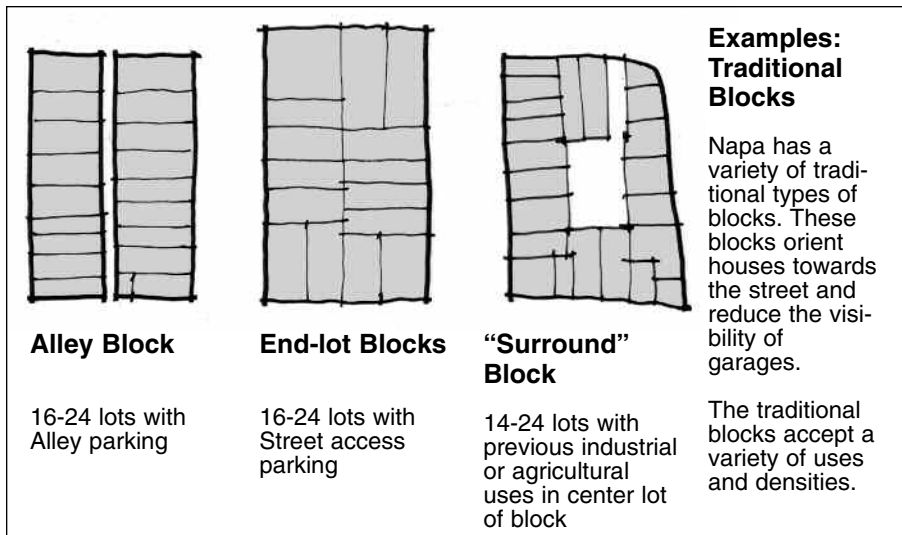
- Attached sidewalk
- Pedestrian-scaled lighting
- Parking on one side

C. Boulevard Street

- Landscaped median
- Detached sidewalk and planting strip
- Pedestrian-scaled lighting

Above: DESIRABLE

New infill projects should strive to create walkable and social streets rather than driveways and parking lots. These street sections indicate landscaping and configurations for new residential streets that add to the neighborhood's identity and comfort.



Above: DESIRABLE
This is an illustration of a "private drive" that has been designed like a neighborhood street. It has porches, pedestrian-scaled lighting, street trees and sidewalks.

2.25 Block Sizes, Lot Patterns and Building Orientation

New subdivisions developed in evolving parts of the community should use block sizes, lot patterns and housing orientation that supports pedestrian friendly and social neighborhoods.

- Napa's traditional blocks should be used as a reference for the pattern and scale that organize new development areas.
- Block patterns should result in pedestrian-scaled neighborhood that is comfortable for pedestrians and increases access options for new neighborhoods.
- Design concepts for the neighborhood should consider the scale and character of residential streets. The sizes of lots, scale of buildings, and width of streets should be planned to support the neighborhood design concept.
- Lots should be planned to promote friendly building orientation towards neighborhood streets. Residential lot patterns should orient porches, yards and architectural plans that enhance the social role of streets in the neighborhood.
- For smaller infill subdivisions, divide larger buildings into smaller "modules" of similar size as neighborhood homes.

2.26 Parking

Parking in new subdivisions should be in less visible locations such as toward the rear of the site, side yards, and along new alleys.

- Parking garages should be located behind the front building elevation.
- Solutions that minimize the visual impact of driveways should be used including sharing driveways, using alleys, or other innovative design approaches.
- Large parking lot surface areas for multifamily developments should be located in courts that are not visible from public streets; broken up with shade trees and landscaping; and use a variety of paving materials.
- A maximum of four garage doors (spaces) should be allowed without a 5' break between groups of doors.
- New subdivisions involving small units and a planned development process



Above: DESIRABLE
These two new subdivisions' homes have strong street orientation and garages pushed back from the street.



Above: DESIRABLE
Integrating historic and natural features into new residential neighborhoods provides a cultural link to Napa's wine country economy and lifestyle.

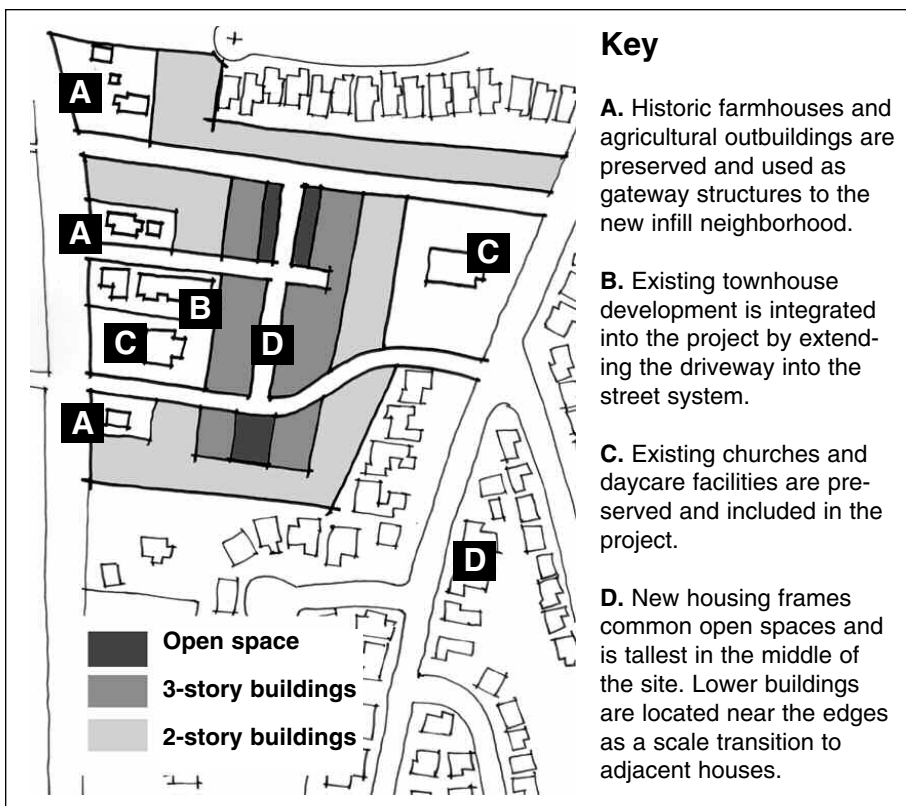
Right: DESIRABLE
This diagram illustrates how new infill subdivisions in evolving areas should connect to the community, have a hierarchy of street sizes, transition in scale from adjacent development, avoid demolishing historic farmhouses, and integrate parks and community facilities.

should consider alternative parking solutions including tandem parking, single car garages and other methods of reducing the visual presence of parking and cars from the street.

2.27 Integrating Natural and Historic Features

New development located in evolving infill areas where there are existing natural features and historic structures should incorporate these features into the neighborhood plan. Historic structures should be used as an architectural reference.

- Historic and/or traditional agricultural houses and structures should be preserved and incorporated into the site planning of new development.
- Roof forms, materials, doors, windows, and other architectural features of historic or traditional houses located on or near the project should be referenced in the design of new residential development.
- Historic fences, walls and landscape should be incorporated in new development.
- Natural landscape features and landforms such as creeks with riparian vegetation, swales, water courses, wetland areas, landmark trees, or hills, should be incorporated into the site planning of new infill development.
- Site planning should continue to minimize the need for grading of steep slopes and hillsides.
- Grading contours and building pads should connect to and blend with, existing elevations on adjacent sites. Extensive use of retaining walls is discouraged.
- Drainage and run-off should not impact adjacent areas as required by Public Works.



2.28 Urban/Rural Edge Buffers

New neighborhoods and development at the edge of Napa should continue to employ site planning and design that provides a buffer between residential and agricultural uses.

- In accordance with Napa's agricultural buffer standards, existing or introduced landscaped setbacks should be used to separate residential development from agricultural or natural areas outside the rural urban limit.
- Agricultural buffer ordinance standards permit a mix of trees, shrubs, berms, fences or walls, these guidelines encourage berms, landscaping and open fencing rather than opaque sound walls.

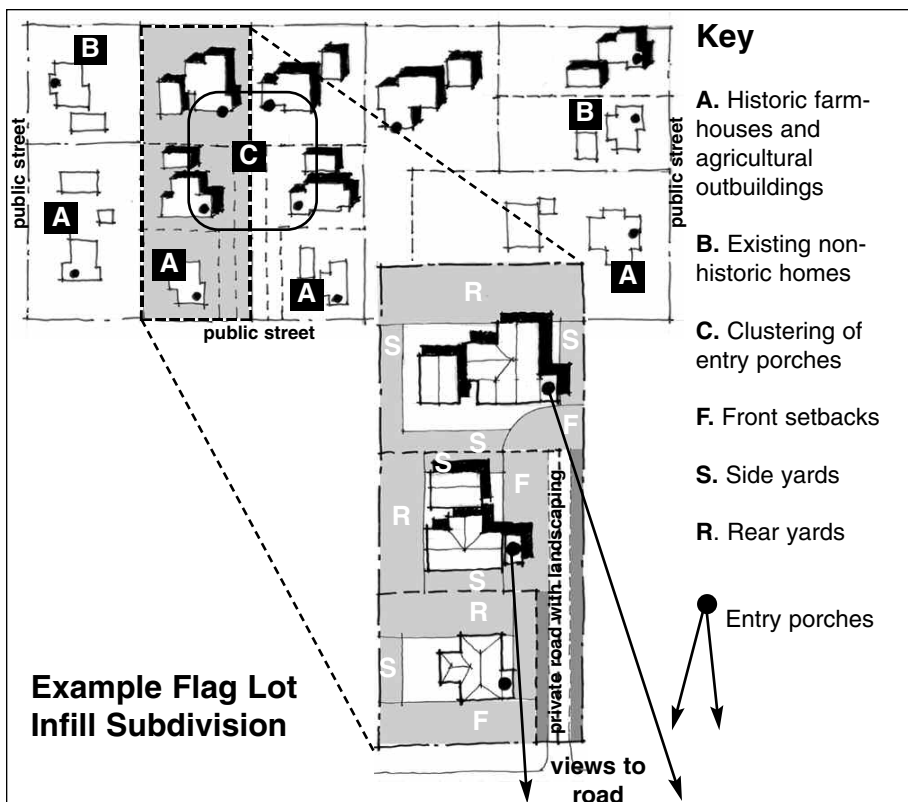
2.29 Flag Lots

Flag lots are not a preferred method for subdividing land, but when necessary to develop a rear portion of a parcel, they should be planned to reflect the traditional patterns in the neighborhood and reduce isolation or rear lots.

- Flag lot development should reflect the general building spacing and pattern of front and side setbacks seen in the frontage road houses.
- Site planning should orient houses towards drives as though they were streets where front porches are allowed to project 6' into front setbacks.
- For flag lot subdivisions with three or more houses, entry porches should be clustered to promote more social and secure development.
- Parking should be located to reduce visibility of driveways and garages.
- When possible, entry porches of rear lots should be located to be visible from the public street.
- Fencing should not visually isolate rear lot houses.



*Above: UNDESIRABLE
These residential projects are POOR design examples. Their parking, garage doors and driveways dominate the neighborhood.*



*Left: DESIRABLE
Throughout Napa's former rural areas are scattered lots with exiting houses facing frontage roads. The rear portions of these lots can be subdivided for additional units. Know as "flag lots", these subdivisions are challenged by isolation of new rear lots and privacy issues for existing residences.*

The diagrams at the left illustrate a typical context block for flag lots. The block has historic farm houses and other scattered non-historic houses. Larger lots are being subdivided into double and triple flag lots.

The example subdivision has added two lots which are served by a private street. The houses reflect the architectural design of the historic farmhouses and have detached garages and outbuildings. Porches are clustered for social and security benefits while protecting the privacy of adjacent houses. New home entries can be seen from the public street.

SECTION THREE: Quality Design

Architectural Design

RESIDENTIAL ARCHITECTURE IN
NAPA SHOULD BE **“OF THE PLACE”**.
BUILDINGS SHOULD
FEEL FAMILIAR AND BE
RESPONSIVE TO THE
NEIGHBORHOOD CONTEXT AND
LOCAL DESIGN TRADITIONS.

Good design contributes to the value and livability of neighborhoods. Durable and contextually-based solutions for new housing will enhance existing neighborhoods and create new ones that fit Napa’s climate and traditions. Section Three provides guidelines for infill housing at various scales—from single family houses to apartments. Regardless of the size and market niche, the Guidelines demand quality.

3.0 Understanding Residential Design in Napa

The Residential Design Guidelines provide criteria for developing new housing that is compatible with Napa’s architectural traditions and sustain the value of neighborhoods. The Guidelines protect the desirable features of existing neighborhoods and provide guidance for new infill projects and subdivisions.

3.01 Napa’s Architectural Traditions

3.02 Climate and Natural Context

3.03 Architectural Design Principles

3.01 Napa’s Architectural Traditions

New development should reflect the community’s architectural and town planning traditions. Napa’s design traditions are rooted in historic styles, response to climate, and a rural and agricultural economy.

Historic Styles

Napa is blessed with a substantial stock of historic commercial, mixed-use, multifamily and single family housing. These buildings provide an important context for projects in traditional neighborhoods. They contain a rich texture of design elements that establish a walkable scale and visual variety.

There are a variety of styles that can be found in Napa. The earliest is the Adobe style. These simple utilitarian structures feature plain massing with large simple roofs. Expressive rafters and chimney caps provide selected opportunities for variety.

Victorian era buildings constructed from the 1880's to the 1900's include a number of revival styles. Some of the styles that can be seen in Napa's historic neighborhoods include:

- Gothic Revival with gable roofs and spare detail;
- Italianate Revival with mansard roofs, elaborate brackets and cornice details, and vertical proportions;
- Colonial Revival with simple forms and Greek columns and details;
- Eastlake or Stickstyle with Italian details, shingles and ornate windows and;
- Queen Anne with fanciful turrets, fishscale shingle siding, and fancy trim and spindle details.

Starting in the 1900's, Napa witnessed the development of housing influenced by the Arts and Crafts movement. These include:

- Bungalow houses built as single story homes or as courtyard housing with large porches, deep overhangs and open raftertails and finished with shingles and/or stucco;
- Craftsman houses in a variety of styles with great attention paid to carpenter details; and
- Prairie-style houses, influenced by the Chicago School, with horizontal proportions.

In the 1920's there began a new generation of revivals where stucco became an often used finish material. These "romantic" revivals included:

- English Fantasy houses with Gothic and English garden house forms;
- Spanish or Mission Revival with early California mission themes including red tile roofs; and
- Wood detailed California Ranch houses that were later emulated in the Post War suburbs.

Starting in the 1950's, Napa, like many California cities, started to develop production tract houses. These houses have several design features that the design guidelines will discourage in the future, such as highly visible parking and poor orientation towards the street.

3.02 Climate, Natural and Agrarian Context

The climate and geologic context should influence the design of houses. Napa's Mediterranean climate has hot summers and warm winters. This climate supports indoor-outdoor lifestyles. It lends itself to passive solar and ventilation design where the orientation of new houses and design of additions can take advantage of sun access and prevailing winds.

The agricultural traditions in Napa Valley provide a variety of architectural references. The simple agrarian forms of barns and outbuildings are landmarks in the landscape. These buildings and settings could offer an opportunity to incorporate agricultural themes.



*Above:
Napa has a variety of styles and architectural traditions that provide a context for new investment in existing neighborhoods.*

- (1) Victorian-Queen Anne
- (2) Arts and Crafts
- (3) Italianate
- (4) Vernacular Cottage



3.03 Architectural Design Principles

Section Three of the Guidelines focuses on architectural design of single family, second unit, multi-family and mixed-use development. This includes projects located in traditional downtown neighborhoods, low-density infill opportunity sites, and new subdivisions.

The section identifies four overall guiding principles. Each principle is supported with planning and design guidelines.

Architectural Design Principle 1: Single Family Housing

The design of new single family housing should reflect the scale and street orientation of Napa's traditional neighborhoods.

Architectural Design Principle 2: Second Units

Second units in existing and new single family lots should be compatible with the design of the primary structure and neighborhood.

Architectural Design Principle 3: Multi-family Housing

Multifamily housing and should be designed to reflect the scale, rhythm and street orientation of Napa's traditional neighborhoods.

Architectural Design Principle 4: Residential Mixed-use

Residential mixed-use should respect adjacent development and provide a pleasing pedestrian street orientation and comfortable living environments.



*Above: DESIRABLE
Housing design in Napa should strive to be "of the place". It should be familiar and fit the community.*

Architectural Design Principle 1: Single Family Housing

The design of new single family housing should reflect the scale and street orientation of Napa's traditional neighborhoods.

This subsection includes design goals and guidelines for single family housing organized around three categories:

- 3.11 Site Planning
- 3.12 Massing and Architectural Design
- 3.13 Materials and Color

3.11 Site Planning

New single family housing and subdivisions should result in residential design and site planning that supports overall neighborhood design objectives and context.

- New single family housing should be oriented towards public streets and reduce the visibility of parking garages.
- New housing in existing neighborhoods should reflect the setbacks, yards and orientation of Napa's traditional neighborhoods.
- Entrances and windows, not garages, should be the dominant elements of front facades. Low hedges, fences or entry gates should be used to define the edge of private yards.
- Garages should be pushed back at least 5' from the front elevation. Rear garages are strongly encouraged and should be designed to preserve back yard space.
- In no case should the width of the garage be more than 50% the width of the house or 24', whichever is less.
- Corner homes should be planned so both exposed facades enhance the street.
- On corner lots, the sides of the house should be set back at least 10' from the property line.
- Where natural features exist, such as creeks or hills, open spaces should be preserved and used to frame and define residential areas.
- Grading for new homes should limit the visual distinction between grading of existing neighborhood streets and adjacent natural landforms.
- Grading should be contoured to blend into adjacent open spaces.

3.12 Massing, Transitions and Architectural Design

New single family housing should be high quality architecture and provide a variety of styles and design within each block, respecting the neighborhood setting.

- Block frontages should include at least three distinct models (both in plan and elevation), plus one or more variations for corner lots. Homes of the same model should not occur on adjacent lots.
- Architecture within each new residential area should use a variety of forms,

3.1 Single Family Housing

The following design guidelines illustrate how new single family housing should be designed to make better neighborhoods.



Above: UNDESIRABLE

These small lot houses and court homes are POOR design examples. They have prominently visible garages, remove entries from the street, and lack variety.



Above: DESIRABLE

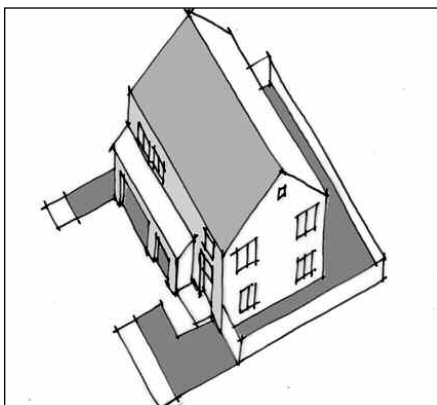
These new houses in suburban Portland are built on small lots with alley access. The top example is a detached single family project. The lower picture is of an attached townhouse project.

Each of these examples have:

- A variety of architectural styles and forms;
- Entry and sitting porches oriented towards the street; and
- Include planting strips and street trees between the sidewalk and street.

Below: UNDESIRABLE

Houses like this “monster house” create streets of garages and small yards.



details and materials. New projects should create a pleasing variety of homes.

- Roof forms should be consistent on all parts of the house and garage. All roofs should have a similar pitch.
- Larger wall and roof planes should include 3-dimensional design features such as chimneys, balconies, bay windows or dormers.
- All facades of a home, including side and rear elevations, should have the same vocabulary of forms, detail and materials.
- The entire home should have a coherent architectural composition. Roofs, walls, and materials should gracefully transition from front, sides and rear elevations.
- Open porches, balustrade railings, and roofs that complements the pitch and materials of the main roof are encouraged.
- On corner lots, architectural style and details shall be consistent on both exposed facades.
- Details should reinforce and enhance the architectural form and style of the house. Windows and doors should be unifying architectural elements. Trim profiles and recessed windows and doors are encouraged. Special windows, such as bays, and dormers are encouraged to add interest to the facade.
- Stairways, fences, trash enclosures and other accessory elements should be designed as integral parts of the architecture. These should not be visible features at the ends of streets or driveways.
- Where more than half of homes adjacent to a proposed subdivision are one story, at least half of the new single family detached home designs should also be one story or have a predominantly one story appearance. The emphasis is on providing single story designs. “Predominantly one story appearance” is defined as a design that includes a smaller second story (less than 60% of the first floor footprint) in a location with minimal impacts on existing adjacent homes.
- Second stories of new homes should be subordinate in scale and not project or overhang the first floor footprint. “Subordinate” is generally considered to mean 75% or less of the first floor footprint. [Where a historic home style

Examples: Making parking less visible



A. Mid-block lot with 5' minimum garage setback from front facade

B. Mid-block lot with detached garage located in rear yard

C. Corner lot with 5' minimum garage setback from front facade

D. Mid-block lot with tandem parking and 5' minimum garage setback from front facade

E. Mid-block with alley accessible garage

F. Corner lot with detached garage

typically has a second floor footprint equal to the first floor footprint, this guideline may not apply].

- Two story homes should also step back second floors and/or increase side and rear yards to provide transitions to adjacent existing single story homes.
- For smaller infill subdivisions, the side yard spacing should appear to be similar (from the street) to that found in the surrounding neighborhood. Building footprints that are stepped as illustrated help accomplish this, and lot design may also be important.
- Varying roof heights, stepbacks, and/or changes in wall planes should be used to break up perceived mass.
- In two story designs, applicants should use more than one material or color changes on an elevation to help break up the vertical mass; minimize use of two story high design elements (turrets, two story entryway features); avoid massive, tall chimneys; and use visually “heavy” materials such as stone or brick sparingly.
- Privacy of neighbors should be respected to extent feasible through window placement, entry locations, landscape or other screening, second story step backs, etc.



Above:

(1) DESIRABLE

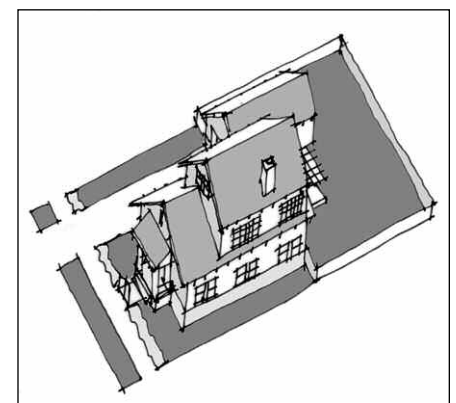
This example has quality materials and architectural articulation. The massing is broken up with bays and stepping wall planes. The house has a stucco “base” and a wood shingle upper story. The roof is tile.

(2) UNDESIRABLE

This is a POOR example. There is no architectural articulation or detail. The stucco walls are flat with flush aluminum windows.

Below: DESIRABLE

Houses like this can create social streets and architectural variety.



Undesirable: Lacks design variety

Examples:

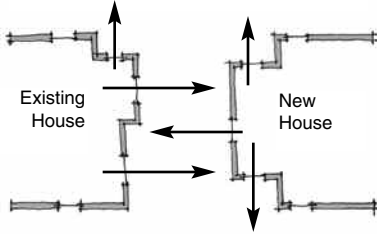
This example residential block lacks variety. The roof and unit types are the same. The block does not have a corner housing type.

Desirable: Design variety

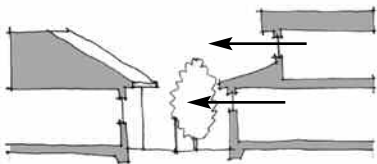
Examples:

This example residential block has architectural variety. The roof and unit types are different. The block uses a specially designed corner housing type.

Visual Privacy



These windows are offset to protect privacy



Clerestory windows and landscaping provide visual privacy

- A Floor Area Ratio of .35 or greater (+500 sq. ft. for garages) is a “flag” for more careful scrutiny of any proposed two story home size and design in comparison with adjacent and nearby homes within 100 feet. The FAR is calculated as the total square footage of the house divided by the lot size, excluding any private street right-of-ways.

3.13 Materials and Color

The choice of materials and colors should provide an enduring quality and enhance architectural and massing concepts.

- Architectural design within each residential subdivision or infill site should use a palette of materials that convey an image of quality and durability.

Examples include:

Roofs: Unglazed clay tile, architectural composition shingles

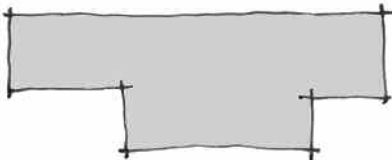
Walls: Painted stucco, shiplap wood siding, wood shingles, board and batten wood siding

- All facades should employ the same vocabulary of materials.
- On corner homes, architectural materials should be consistent on both exposed elevations.

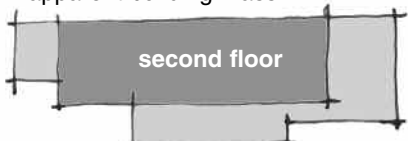
Footprint and Massing



Long unbroken walls appear more massive



Changing footprint reduces apparent building mass



Setbacks of upper floors reduces their visual appearance



Interlocking upper and lower floor forms can make more interesting building composition

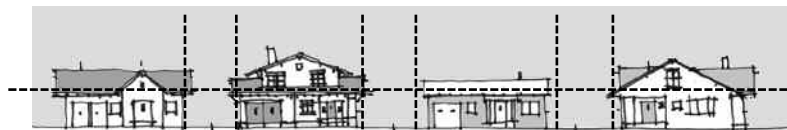
Fitting New Houses into Existing Blocks



Spacing and side yards between houses similar along block

Second story is set back allowing one story eaves height aligns with others along block

Porch under roof facing street similar to other houses along street



Block Elevation

Above: New homes in existing neighborhoods need to respect the surrounding scale and character.

- Certain materials have an inherently inexpensive, insubstantial or garish quality. These materials should not be used in new construction.

Examples include:

Roofs: glazed or painted tiles, highly reflective metal or sheet materials, composition roll roofing

Walls: vinyl, metal, T-111 siding, plywood, other sheet materials

- Wood or hardboard siding, if used, should be shiplap or board-and-batten. Shiplap should be installed so there are no visible joints. Board-and-batten should be installed so there are no visible joints in the underlying "board" material.
- Painted surfaces should use colors that reinforce architectural concepts and are compatible with natural materials, such as brick or stone, used in projects.



Making Houses One Story in Appearance



1

- Pushes second floor under roof
- Wraps house in one-story porch



2

- Pushes second story to rear
- Uses one-story porch element facing street with dormer windows



3

- Moves second floor to rear of house
- Presents one-story gable to street



4

- Steps back second floor
- Makes massing horizontal in appearance

Above: DESIRABLE

(1) This one-story house fits into a single story neighborhood. Some additional space is gained in the attic by using dormer windows.

(2) This house located in a two-story neighborhood actually has three stories. The attic is used by adding a dormer and a single story porch wraps the front of the house to reduce its scale along the sidewalk.

Left: MAKING HOUSES ONE STORY IN APPEARANCE

These four examples appear to be predominantly one-story in appearance.

1. 1-1/2 Story Design

2. Using Dormer Windows and Single Story Porch

3. Moving Second Story to Rear

4. Stepping Back the Second Floor

Architectural Design Principle 2: Second Units

Second units in existing and new single family lots should be compatible with the design of the primary structure and neighborhood.

3.2 Second Units

How to add second units to existing and new neighborhoods is illustrated by the following design guidelines.

This subsection includes design goals and guidelines for second units organized around three categories:

- 3.21 Attached Units
- 3.22 Detached Units
- 3.23 Alley Units

3.21 Attached Second Units

Second units added to existing structures should be designed to maintain the building scale, architectural character, and yard patterns found indigenous to the surrounding neighborhood.

- Primary residences containing second units should be compatible in scale with nearby residences.
- An addition should be visually subordinate to the original building. Massing, scale, and the location of an addition should allow the original building to remain visually prominent.
- If an addition is taller than the original building, it should be set back from the primary facade.
- The second entrance should not be visible from the street front (except corner lots) to maintain the appearance of a single family home.
- The materials and windows of an addition should be compatible with those in the original house.
- Roof or attic additions should be in scale and compatible with the original structure. Dormers or roof additions should be subordinate to, and set back from, the primary facade so the original roofline can be perceived from the street.
- Lower level additions created by raising the original house should result in a design that is compatible with the surrounding neighborhood. The overall building height, yard setbacks, street orientation, use of front porches and other design elements indigenous to the block should be respected.



Above: DESIRABLE

These new residential neighborhood projects use alleys for access to parking and service. They also provide an opportunity for accessory units.

3.22 Detached Second Units

Units built as detached secondary structures should be in scale with neighborhood lots and buildings and be architecturally compatible with existing houses.

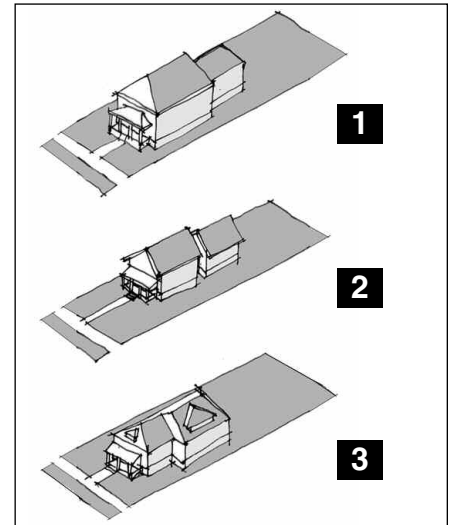
- Detached second units should be architecturally compatible with the primary structure and other houses in the neighborhood.
- Detached second units should be clearly subservient in scale and total size to the primary structure on each lot.
- Detached second units should have the roof eaves face adjacent properties to lower the visual scale of the building.
- Detached second units should be designed to reduce the impact on privacy

of neighbors. Windows and entries should be oriented towards rear alleys or yards between the second unit and original house, rather than neighboring yards.

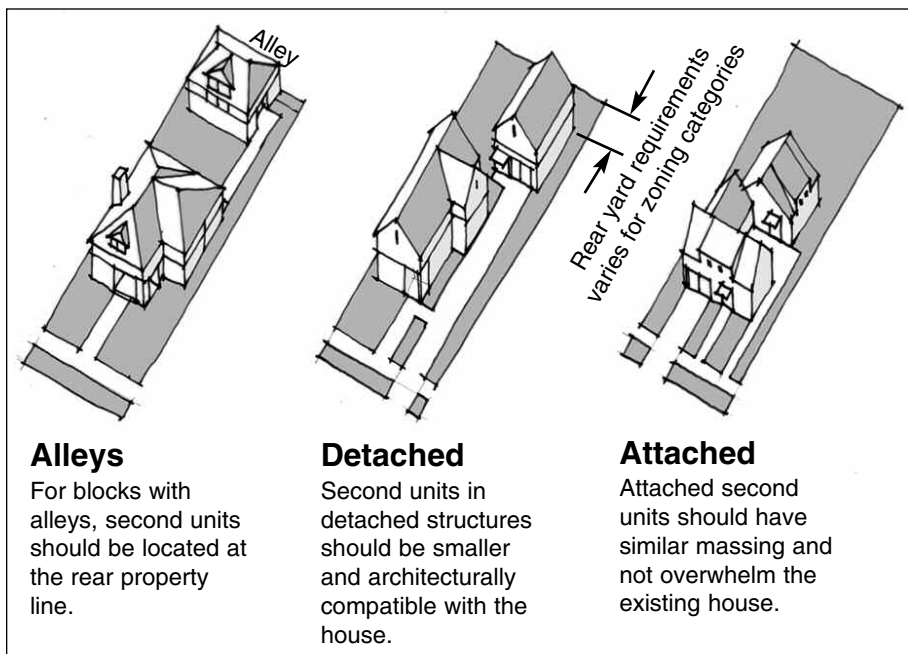
3.23 Alley Units

Alley accessible units should be developed along the edge of the alley and be architecturally compatible with the primary structure and neighborhood.

- In traditional neighborhoods, or new subdivisions with alleys, accessory second units should be built along the edge of the alley to maintain the pattern of back yard open space in neighborhoods.
- Alley housing should be designed to provide “eyes-on-the-street” security.
- Preserve existing trees in rear yards along alleys.
- To maintain visible access of alleys, fences shall not exceed a maximum of 42" (see 2.12.).
- Parking garages should have maximum setbacks of 5' feet from the edge of an alley 20' or greater. Narrow alleys may require a larger setback.
- Parking garages should be a maximum of two spaces wide or be articulated as separate buildings. 40% of alley frontage should be landscaped with a minimum 5' deep planting strip visible from the alley.
- Consistent with City standards, dumpster shall be stored in trash enclosures that are architecturally compatible with the project.
- Trash enclosures should be oriented to provide easy access for trash collection trucks.
- Garbage cans for individual units or parcels should be stored behind a fence on a concrete pad.



Above: **DESIRABLE**
These additions do not overwhelm the existing house. They are: (1) small additions; (2) attached with a small “connector”; and (3) have compatible roof lines.



Alleys

For blocks with alleys, second units should be located at the rear property line.

Detached

Second units in detached structures should be smaller and architecturally compatible with the house.

Attached

Attached second units should have similar massing and not overwhelm the existing house.



Above:
Second units developed as part of new projects or added to existing homes should not overwhelm the original structure and respect the scale and setbacks found along the street and block. Locating and designing second units should take in to account the privacy of neighbors and the pattern of back and side yards in the neighborhood.

Above: **DESIRABLE**
These two new homes have second units developed over the garage additions to the main structure.

Architectural Design Principle 3: Multi-family Housing

Multifamily housing should be designed to reflect the scale, rhythm and street orientation of Napa's traditional neighborhoods.

3.3 Multi-family Housing

The following guidelines describe how new multi-family housing of two or more units should fit with and be designed to make existing and new neighborhoods better.



Above: UNDESIRABLE
These new apartment building and attached housing projects are organized around parking lots. They are introverted and not connected to the neighborhood. These projects lack common open space or amenities.

This subsection includes design goals and guidelines for multi-family housing organized into six categories:

- 3.31 Site Planning
- 3.32 Scale and Use Transition
- 3.33 Common Areas
- 3.34 Architectural Design
- 3.35 Materials and Color
- 3.36 Lighting
- 3.37 Landscape

3.31 Site Planning

New multi-family housing should be an integral part of the neighborhood and community creating and enhancing pedestrian friendly streets and places.

- New multifamily development should incorporate a mix of housing types, such as flats, townhouses, granny units, and duets.
- Infill multifamily housing should reflect the patterns of front and side setbacks found in the neighborhood.
- Buildings should frame neighborhood gateways and define community and common open spaces.
- Public, communal, and private spaces should be clearly distinguishable.
- Ground floor units should have direct access from streets and from common spaces.
- Units should provide "eyes-on-the-street" security by orienting towards streets and common areas.
- Site entries should distinguish themselves with added texture or use of contrasting materials.
- Entry drives to multifamily housing should be designed to create a positive identity for the project. Landscape and site design should frame and distinguish entry drives.
- Parking lots should be screened by shade trees, landscaping or buildings.
- Parking should be unobtrusive and not disrupt the quality of common spaces and pedestrian environments of multifamily development.
- Visible long, and unbroken rows of parked cars or garage doors should not be permitted. Parking should be distributed throughout the site in discrete courts and garages.
- Services for multifamily development should not be visible from public areas. Trash bins, utility meters, transformers, and other service elements should be enclosed or otherwise concealed from view in enclosures architecturally compatible with the project.
- Where garbage cans are used for individual units they should be stored behind a fence on a concrete pad.

3.32 Scale Transition

Neighborhood and architectural design concepts should provide for a transition in scale between multifamily streets and smaller single family residential streets. The transition should respect the character, privacy and sunlight of adjacent properties without isolating individual houses or developments.

- Projects should be designed to integrate with adjacent development.
- Opaque sound walls are discouraged.
- Multifamily and single family houses interface should use a variety of design methods to ensure a well integrated community.

Design concepts may include:

- Orienting units towards public streets and commons rather than neighboring backyards;
- Enclosing parking in smaller, scattered structures within multifamily projects to reduce the impact of parking lots and expansive carports on adjacent houses;
- Including screening and shading in the landscape plan;
- Interfacing single and multifamily development with streets or open spaces; and/or
- Stepping down the mass and increasing side or rear yard setbacks of taller multifamily projects adjacent to existing single family homes.

3.33 Common Areas

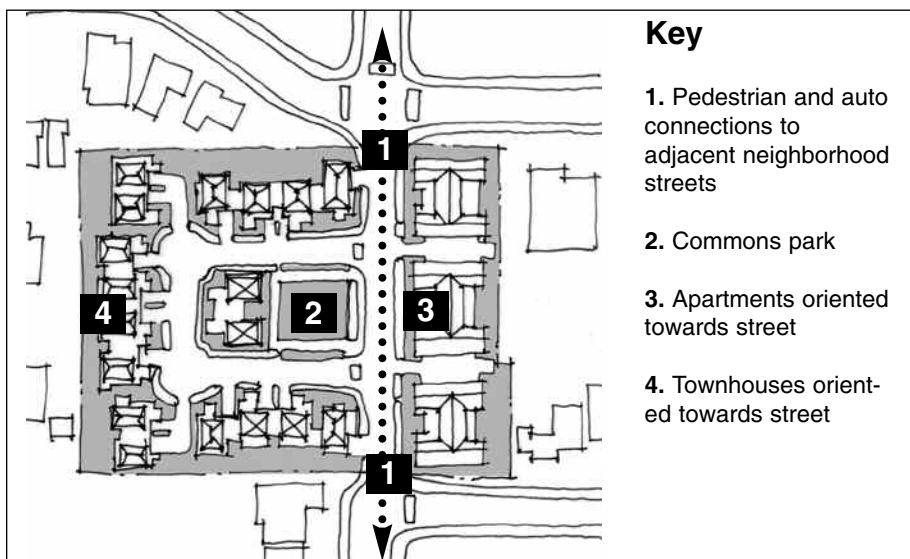
New multi-family projects should provide common spaces that are physically defined and socially integrated into the site plan as gathering places.

- Multifamily development must provide common and/or private open space for each unit consistent with development standards in the Zoning Ordinance.

Key features in the Ordinance include:

Usable Open Space:

The Zoning Ordinance requires usable open space in private and/or common courtyard areas.



Above: DESIRABLE

These examples illustrate how affordable housing can respond to climate, local architectural traditions, and provide common open space.

(1) These affordable apartments are organized around a "village square" entry court. The architecture reflects the agricultural traditions of the Livermore Valley.

(2) These duplex units are part of a small infill neighborhood organized around a mini-park. The structures include large shared sitting porches oriented towards the street.

Left: DESIRABLE

This example residential block is located adjacent to the low density portion of the community.

The concept links neighborhoods by:

- Creating pedestrian and auto connections to existing streets; and
- Including a central park that is part of the neighborhood open space network.



Above: **DESIRABLE**

(1) This apartment has a quiet pedestrian street along the edge of a shared park. The apartments overlook the park and walkway.

(2) This apartment building has units with stoops and planting strips along the sidewalk. This activates the edge of the building and provides “eyes-on-the-street.”

- Common spaces and amenities should enhance the sense of community in multifamily projects.
- Multifamily projects should include both landscaped and hardscape areas that encourage social interaction.
- Play spaces for children are strongly encouraged and should be both secure and observable.
- Common private open space should be centrally located and have a physical and visible connection to public open space.
- Common open space should be connected to each project’s internal pedestrian system.

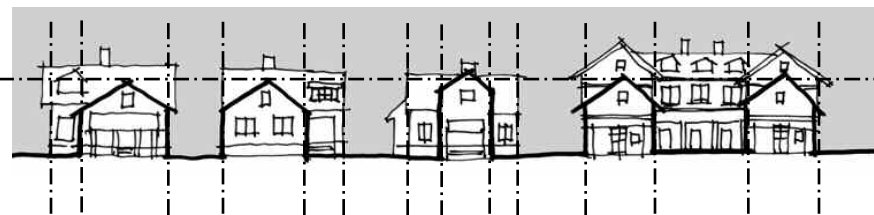
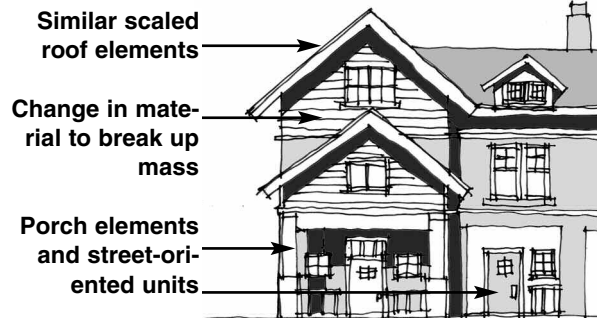
3.34 Architectural Design

New multi-family projects should fit into the surrounding neighborhood by transitioning in scale, and reflect local architectural traditions, and respond to Napa’s climate.

- Architectural styles and features found in traditional Napa neighborhoods or in historic structures on or around the site should be reflected in the design of new housing.
- Multifamily projects should utilize a unifying theme and a common vocabulary of forms and architectural elements.
- Building forms should use varying roof heights, setbacks and wall planes to break up the perceived bulk of buildings. Long, unbroken volumes and large, unarticulated wall and roof planes should not be permitted.
- Facades should have 3-dimensional elements, such as chimneys, balconies, bay windows or dormers, to break up large wall and roof surfaces.
- Every facade should possess an overall design concept that is well composed and articulated and of consistent quality.
- Roof forms should cover the entire width and depth of buildings. Superficial roof forms, such as “mansards”, affixed to the building should not be allowed.
- Upper floors of taller buildings should be incorporated into the design of roof “attic space”.

Examples: Multifamily Infill

This example illustrates how new apartments should reflect the scale and rhythms of existing neighborhoods. The spacing and scale of porches and roof elements should be evident in new buildings.

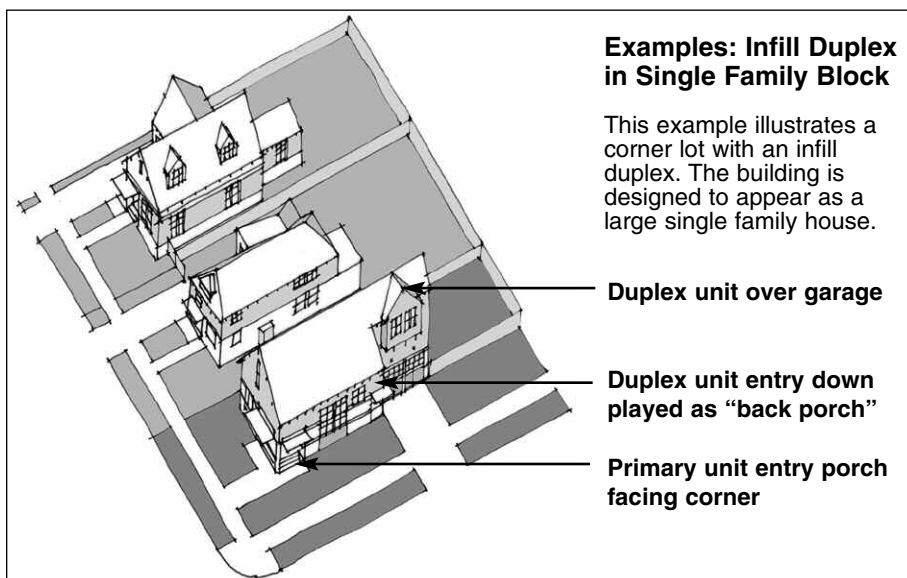


- Roof forms should reflect their context. While traditional sloping roofs, such as gable or hip roofs are generally preferred, there may be instances (such as adjacent to a traditional commercial district) where flat roofs may be allowed, if screened from public view by continuous parapets or by pitched roofs.
- In response to single family context, smaller multifamily developments should strive to have the appearance of gracious single family homes.
- Outbuildings, such as community buildings, management offices, club houses, or freestanding parking garages should incorporate design features, materials and colors of the residential buildings.
- Garage entries should be expressed as single bay openings. Garage doors should be designed to include windows, materials and proportions that reduce their impact and scale.
- Stairways, fences, trash enclosures and other accessory elements should be designed as integral parts of the architecture. These should not be visible features at the ends of streets or driveways.
- Manufactured components attached to the outside of buildings, such as stairways and sheds, should be prohibited.

3.35 Materials and Color

Multi-family housing should demonstrate a commitment to lasting and durable design with materials and colors that support overall image and massing concepts.

- Architecture within each multifamily project should use a palette of materials that are complementary to adjacent neighborhoods and convey an image of quality and durability.
- All the facades should employ the same quality of materials.
- On corner units, architectural materials should be consistent on both exposed elevations.
- Buildings designed with obvious references to styles or periods should use materials consistent with that style or period.



Above: DESIRABLE

(1) This apartment has parking tucked under the side of it. The parking is nicely paved, secure, and hidden from the street.

(2) This walkway links apartment buildings together. The walks are gracious and have brick insets to add texture and interest.



Above: DESIRABLE

These are examples of lighting that were planned into multifamily and mixed-use projects anticipating their task and fixture design. They include traditional street lamps, facade lighting, and outdoor arcade column-mounted period style fixtures.

Right: DESIRABLE

This elevation sketch illustrates how townhouse and apartment buildings can be designed to support pedestrian-friendly streets by:

- *Breaking up the mass of the building and roof;*
- *Orienting units towards public or private streets;*
- *Breaking up expansive rows of parking with unit entries, single bay garage doors, and landscaping; and*
- *Adding residential-scaled architectural features, such as bay windows.*

- Painted surfaces should use colors that reinforce architectural concepts and are compatible with natural materials, such as brick or stone.
- Certain materials have an inherently inexpensive, insubstantial or garish quality. These materials should not be used in new construction.

Examples include:

Roofs: glazed or painted tiles, highly reflective metal or sheet materials, fake shingles made from metal or plastic materials

Walls: vinyl, metal, plywood, T-111 siding, masonite or other sheet materials

- Wood or hardboard siding, if used, should be shiplap or board-and-batten. Shiplap should be installed so there are no visible joints. Board-and-batten should be installed so there are no visible joints in the underlying "board" material.

3.36 Lighting

Lighting location and design should be an integral part of the design concept for multi-family projects.

- Lighting in projects should be designed for specific tasks (i.e., illuminating common areas, parking, streets, paths, and entryways).
- Lighting should be mounted on architecturally designed posts less than 16' in height, and preferably lower.
- Fixtures and posts should be consistent throughout the project.
- Lighting along public streets and spaces should reflect district or neighborhood standards.
- Fixtures should incorporate lens or shades to screen the view of light sources from residences.

3.37 Landscape

Multi-family project landscaping should support the design concepts for residential streets, common areas and architectural design.



Above: DESIRABLE

This three-story townhouse development utilizes a variety of features to reduce the mass of the project, make it friendlier to pedestrians, and add visual interest to the facade.

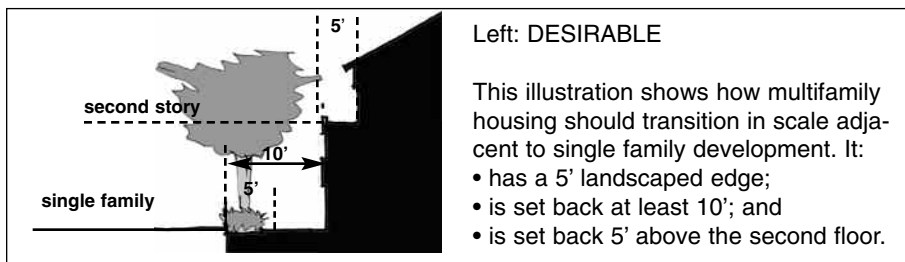
1. Breaks up roof and building massing with "notches" and changes in materials and colors
2. Has windows composed in groups and has bay window elements
3. Has granny flats and unit entry porches facing the street
4. Uses single bay garage doors

- All site areas not covered by structures, walkways, driveways, plazas or parking spaces should be landscaped.
- Landscaping should support the privacy requirements, distinction, and transition between private, common and public spaces.
- Freestanding landscape elements that provide visual accents and a sense of entry are encouraged. These could include trellises, arbors, and special landscape materials that add character to yard and common areas.
- Landscape materials should be live plants. Gravel, rock, bark and other materials are not a substitute for plant cover.
- Landscape shall be permanent with automated irrigation. Water-intensive plants, such as lawns and flowering exotics, should be used sparingly as accents in accordance with Napa's City Water Efficiency Standards.
- Natural features and existing trees should be incorporated into the landscape plan.
- Plazas and common areas subject to pedestrian traffic may be surfaced with a combination of landscape and decorative pavers or textured concrete.
- Parking lots should be generously landscaped to provide shade, reduce glare and provide visual interest. Parking lots should provide shade trees (of at least 15 gallon in size) for each 5 spaces. Higher ratios are desirable.
- Parking lots should be landscaped. Lots should be screened from view with architectural fences, berms or shrubs consistent with City standards.



Above: DESIRABLE

These landscape photos are from multifamily common areas. The top photo is of a shared roof patio and the bottom photo is of an entry court .



Above: UNDESIRABLE

This side yard of a multifamily development presents a plain three-story facade towards neighboring single family homes.

Above: DESIRABLE

This elevation steps down to a two-story building with architectural design features making it a better neighbor to adjacent single family development.

Left:

These sketches illustrate the importance of stepping three-story multifamily projects down where they face single family yards. Side and rear elevations should be designed as well as front elevations and to be "good neighbors" for existing development.

Architectural Design Principle 4: Residential Mixed-use

Residential mixed-use should respect adjacent development and provide a pleasing pedestrian street orientation and comfortable living environments.

3.4 Residential Mixed-use

The following guidelines describe how new residential mixed-use projects should be designed to support street retailing environments and in-town pedestrian-oriented living.

This subsection for residential mixed-use includes design goals and guidelines organized into six categories:

- 3.41 Site Planning
- 3.42 Ground Floor Land Use
- 3.43 Architectural Design
- 3.44 Materials and Color
- 3.45 Lighting
- 3.46 Streetscape

3.41 Site Planning

Mixed-use residential projects should be designed to create new and enhance existing pedestrian friendly streets that are effective social and economic centers for neighborhoods and the community.

Vertical Mixed-use:

- Mixed-use residential projects in existing storefront districts should be designed to fit into the block reflecting the scale and rhythms found along the street edge.
- New areas should establish a patterns and design that provide for pedestrian-oriented businesses and transit-oriented life styles.
- Storefront edges should be set back at least 16' from the curb to accommodate outdoor eating or other anticipated activities and amenities.
- Mixed-use residential projects should be oriented to take advantage of foot traffic and visibility from the street.
- Storefront edges should be transparent with a maximum 18" kickplate, minimum 7' high storefront, and minimum 12' high transom window.
- Parking lots or structures for residents and ground floor commercial tenants should not separate the project from the street edge. Place parking to the side, rear or within a mixed-use project as to not interrupt the pedestrian orientation.
- Project surface parking areas should be shaded and visually screened from the sidewalk with landscaping.
- Access drives to parking should be located to minimize their impact on pedestrians.
- Projects should be set back to traditional front yard depth on residential streets.

Horizontal Mixed-use:

- Adjacent commercial and multi-family residential uses should be designed to create and share public spaces and streets.
- Pedestrian connections between commercial and residential developments should be active and friendly.
- Commercial storefront uses should face public spaces and street edges.



Above: UNDESIRABLE

These apartment buildings have ground level parking and a tall blank wall along the street. The design is out of scale with the adjacent buildings. The architecture is spare and unattractive.

- Large blank walls should not face streets or walkways.
- Residential entries and lobbies should face streets and common open spaces.
- Landscape concepts should enhance the linkages between residential and commercial uses.
- Signage, lighting and landscaping should provide a thematic identity for mixed-use sites.
- Service areas for commercial uses should be located at the edge of the site and screened to reduce impacts on residents.
- Unnecessary tall concert block sound walls should not separate commercial uses from residential uses.

3.42 Ground Floor Activities

Ground floor uses in residential mixed-use projects should generally take advantage of visual and physical pedestrian access and support economic objectives for the neighborhood or district.

- Mixed-use projects in the Downtown and neighborhood commercial areas need to satisfy economic and social objectives for storefront shopping and commercial services.
- When ground floor commercial uses are not possible, projects should include common amenities for projects, such as health clubs and meeting space.
- For lower foot traffic areas, ground floor uses can include live-work spaces that take advantage of walk-in access for clients.
- Portions of a project's edges facing residential streets should include front stoops, yards and entry porches.
- Projects shall not have blank walls or parking garages along public streets and sidewalks.

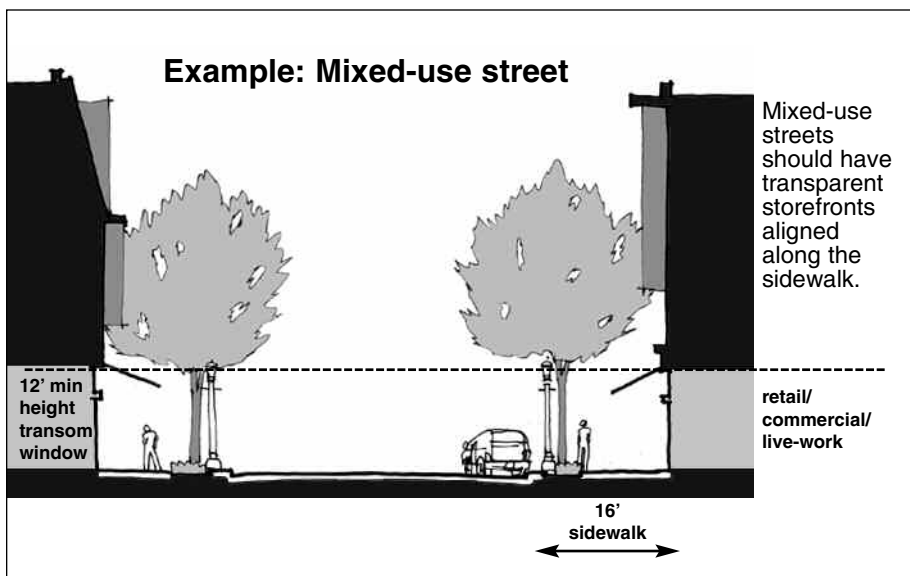
3.43 Architectural Design

The architectural design of mixed-use projects should reflect the historic or traditional context utilizing design elements and forms that fit the neighborhood or district.



Above: DESIRABLE

This new mixed-use residential project includes ground floor retail and commercial that serves the neighborhood. It has wide sidewalks and streetscape amenities that support pedestrian connections to adjacent commercial and residential districts.



Above: DESIRABLE

This new mixed-use project responds to its context in terms of ground floor uses, architectural themes, and cornice lines.



- A mixed-use building's form and design should have a deliberate street and street corner orientation.
- Upper levels should have expressive design features, such as balconies and bay windows, that give the building a rhythm and residential scale.
- Roof forms should reflect the project's architectural context. In a commercial context, the roof may be flat or have a strong horizontal cornice element. In a residential neighborhood edge or village context, roof forms should include hip or gable elements.
- The massing concepts of multi-story mixed-use development should transition in scale between commercial streets and smaller single family residential streets.

Design concepts may include:

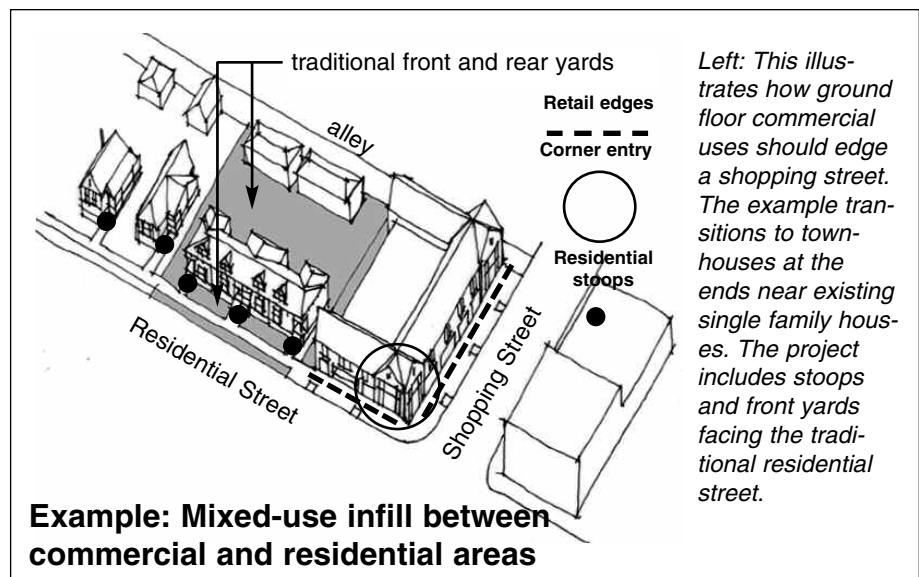
- Stepping down the scale and mass and increasing side or rear yard setbacks of taller mixed-use projects where they adjacent to existing single family areas;
- Use residential roof forms on residential streets;
- Orienting units towards public streets and commons rather than neighboring backyards;
- Enclosing parking to reduce the impact on adjacent houses; and/or
- Interfacing single and mixed-use development with streets or open spaces in new developments.



Above: DESIRABLE

(1) This mixed-use project provides streetscaping and outdoor seating areas on a wide sidewalk.

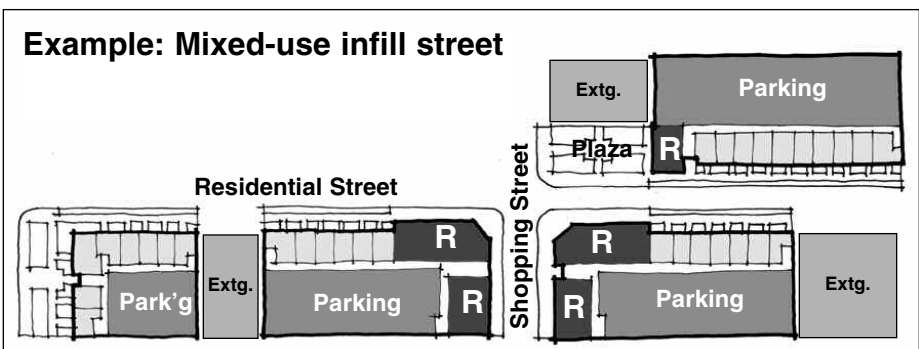
(2) This storefront includes a signage and graphic concept that supports ground floor retailing.



Right: DESIRABLE

Mixed-use streets should have transparent storefronts aligned along the sidewalk on shopping streets. Residential porches or "stoops" should be located along residential sides of projects. Parking should be located along rear alleys or under the housing.

Small parks and plazas should be developed as part of the neighborhood. Plazas along shopping streets should have retail uses around the edges.



3.44 Materials and Color

Selection of materials and finishes should reflect the materials in the district and support overall image and massing concepts.

- Commercial frontage portions of mixed-use projects should utilize materials and colors that support retailing and image objectives for shopping environments.
- Portions of mixed-use projects with residential frontage should use colors and materials that enhance the project's architectural concepts and are compatible with adjacent residential streets.
- Architecture within each mixed-use project should use a palette of materials that convey an image of quality and durability. Certain materials have an inherently inexpensive, insubstantial or garish quality. These materials should not be used in new construction or renovation.

Examples include:

Roofs: glazed or painted tiles, highly reflective metal or sheet materials, fake shingles

made from metal or plastic materials

Walls: vinyl, metal, plywood, T-111 siding, masonite or other sheet materials

- Wood or hardboard siding, if used, should be shiplap or board-and-batten.

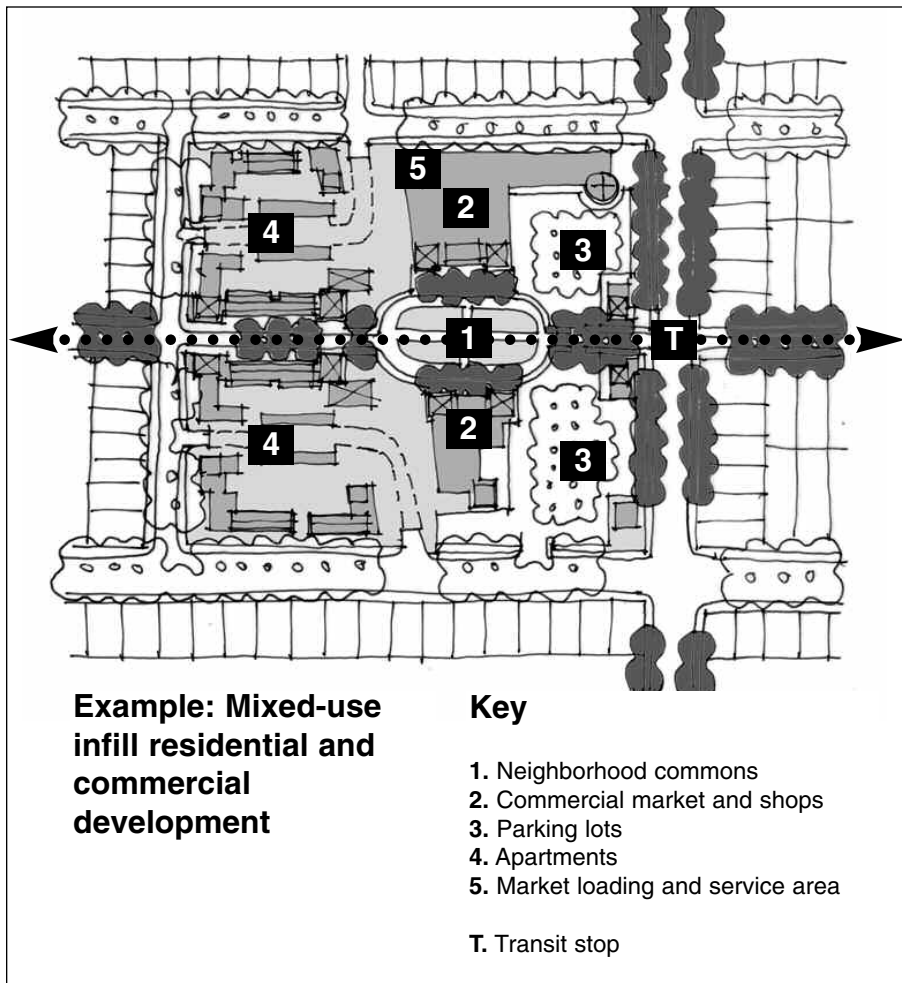


Above: DESIRABLE

These sketches illustrate proposed new "horizontal mixed-use" projects in Sacramento County, El Cerrito and the City of Sacramento. These projects are where commercial, shopping and residential uses come together to activate and shape central neighborhood open spaces.

Left: DESIRABLE

This "horizontal mixed-use project" organizes apartments and shops around a neighborhood commons. Shop storefronts link residential blocks and activate the open space and sidewalks. Parking for the commercial and residential portions are situated to reduce the impact on pedestrians.





Above: **DESIRABLE**

This mixed-use project transitions in scale and design as it “turns the corner” from a storefront shopping street to a residential block. It features:

- Transparent storefront level with neighborhood services and housing above;
- Stepping storefront building up into a third story under a pitched roof; and
- Designing attached housing to reflect the patterns and scale of single family housing found on the block.

- Shiplap should be installed so there are no visible joints. Board-and-batten should be installed so there are no visible joints in the underlying “board” material.
- Painted surfaces should use colors that reinforce architectural concepts and are compatible with natural materials, such as brick or stone.

3.45 Lighting

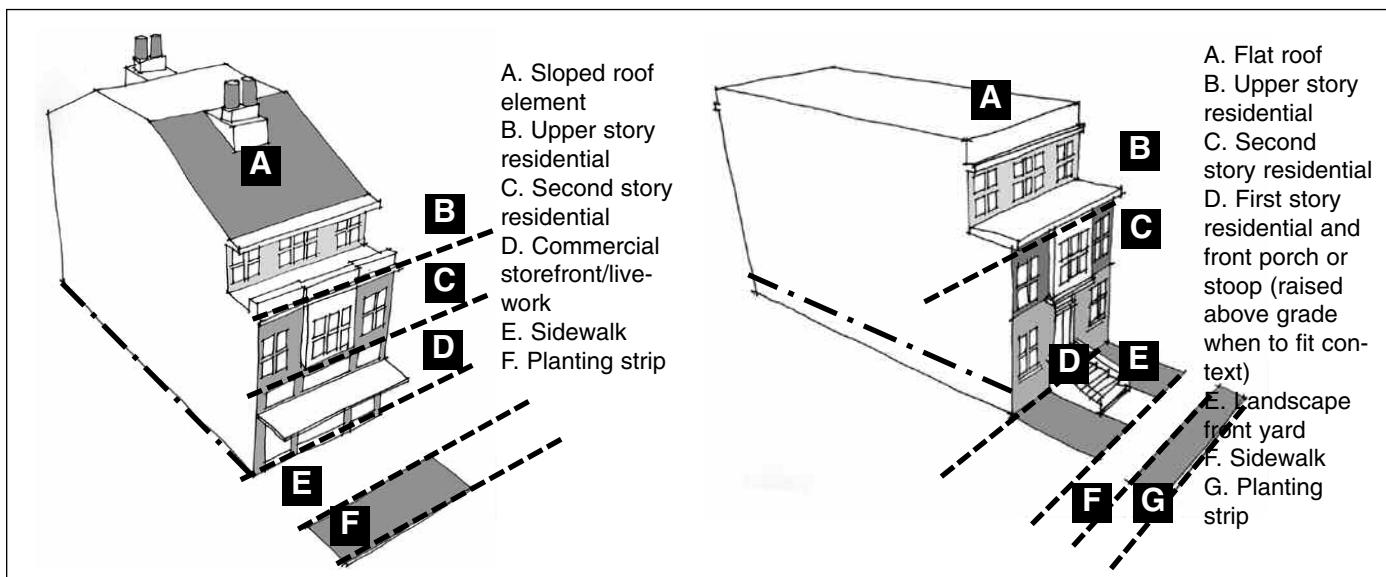
Lighting should be an integral part of the planning and design of mixed-use projects anticipating the needs of the shopping street, storefront businesses and residents.

- Lighting on commercial elevations of mixed-use projects should support overall objectives for the street and storefront design.
- Elevations with residential front porches should have individual lights that illuminate entries and walkways.
- Lighting in service or common areas should be shielded from adjacent residential units.

3.46 Streetscape

New and infill mixed-use residential projects should provide street trees, lighting and street furniture that support the streetscape concepts for the district.

- Sidewalks adjacent to mixed-use development should be wide enough to accommodate outdoor sitting areas and landscape. This should include a combination of at least 4’ for planting, 8’ for sitting, and 4’ clear for walking.
- Street trees are required for sidewalk areas. Trees should be spaced 25’-30’ on center and be coordinated with the bay spacing and storefront design of the project.
- Street furniture and pedestrian-scale lighting should be included in development planning for mixed-use projects.



Above: **DESIRABLE**

This illustrates guidelines for a building bay in a two and three story residential context where commercial or live-work uses are on the ground floor.

Above: **DESIRABLE**

This illustrates a typical residential building bay in a context with flat roofs on adjacent buildings. On traditional residential streets with front yards, units should be set back and have stoops or porches facing the street.

Architectural Design Principle 5: Additions to Single Family Structures

New additions to single family structures should be architecturally compatible with the existing house and respect the pattern of desirable development in the neighborhood.

This subsection includes design goals and guidelines for additions to existing houses organized by three categories:

3.51 Addition Locations

3.52 Massing of Additions

3.53 Architectural Compatibility of Additions

3.51 Addition Locations

Additions to existing single family structures should be located on the site and structure to reflect the traditional pattern of yards and spaces in the neighborhood.

- Ground level additions should be located at the rear of the building. Additions should be located to maintain the traditional side, front and rear yard patterns in the neighborhood.
- Roof top additions should be designed to minimize the effect on the existing house and its setting. Roof pitch, materials, window design, overhang and general form should be compatible with the architecture of the existing house and the neighborhood.
- Lower level additions created by raising the original house should result in a design that is compatible with the surrounding neighborhood. The overall building height, yard setbacks, street orientation, use of front porches and other design elements indigenous to the block should be respected.
- Placement of second story additions should respect the privacy of neighbors. The design of additions should consider how window placement, entry locations and landscaping reduce the impact on the visual privacy of neighbors.

3.52 Massing of Additions

Single family additions should be compatible in size, scale and form with the existing structure, and respect the pattern of desirable development in the neighborhood.

- Second story additions should be designed so that the original form and scale of the house can be recognized from the street. Pushing an upper level addition in to attic space with dormer windows rather than adding a full story is encouraged.
- Second story additions should be subordinate in scale to the existing house. Rooftop additions should not project or overhang the footprint of the existing house. "Subordinate" is generally considered to mean 75% or less of the first floor footprint. [Where a historic home style typically has a second floor footprint equal to the first floor footprint, this guideline may not apply]."



Above: DESIRABLE
This second story addition allows the original roof and eaves line to be seen. The addition is pulled back from the front elevation.



Above: DESIRABLE
This small addition is in character with the existing "Santa Fe Bungalow" house. It adds a two-story addition and a second porch.



Above: DESIRABLE
This cottage was raised 1/2-story to make room for a lower level floor. The project also included improving attic space.



*Above: UNDESIRABLE
This cottage was raised a full level
requiring the front stairs to “dog-leg”
away from the sidewalk.*



*Above: DESIRABLE
This cottage was raised 1/2-level
allowing the front porch and stairs to
maintain the traditional relationship to
the sidewalk and street.*

- Dormer windows that are part of a rooftop addition should reflect the style of the house. Dormers should not dominate a roof form. They should be in scale with the house, have forms and slopes that are compatible with the roof, and align with groups of windows in the wall elevations.
- Raising up houses and adding a new ground floor level should be done in a way that reflects the neighborhood’s character. In two-story neighborhoods, a full second story may be appropriate. In Old Town Napa’s historic cottage-scaled neighborhoods, raising a building a full story is not encouraged and ground level additions are preferable. In single and one and one-half story neighborhoods, adding a floor should include a partial story with the lower floor being below grade.
- The front entry of raised additions should have a similar relationship to the street as existing adjacent houses. This includes similar orientation, heights from grade, length of steps, and porch size and design.
- Two story homes should step back second floors and/or increase side and rear yards to provide transitions to adjacent existing single story homes
- Varying roof heights, stepbacks, and/or changes in wall planes should be used to break up perceived bulk.
- A Floor Area Ratio of .35 or greater (+500 sq. ft. for garages) is a “flag” for more careful scrutiny of any proposed two story home size and design in comparison with adjacent and nearby homes within 100 feet. The FAR is calculated as the total square footage of the house divided by the lot size, excluding any private street rights of way. (This criterion does not apply to single story grade level additions; below ground floor space additions that do not raise the building; or additions that stay within the existing house volume such as additions where the only exterior change is dormer windows.)

3.53 Architectural Compatibility of Additions

Single family additions should reflect the architectural character of the existing house and surrounding neighborhood.

- Windows should be grouped to reflect the patterns, proportions and solid-to-void ratio (similar amounts of glass and wall surface) as the existing house.
- Windows and doors on additions should have a similar profile and recess as those on the existing house.
- Replacing existing wood and multi-pane windows with out of character metal windows is discouraged.
- If a garage door is incorporated into an addition, it should be designed to reduce its visibility. Single bay doors that reflect the building’s architecture, doors and windows should be used.
- Materials used on additions should be compatible with those of the existing house. Wall cladding materials that are known to have long term environmental implications, such as vinyl siding, are discouraged.
- Trim and wood siding should have similar size and profile as the existing house.
- Roof materials should be compatible with the existing house. Glazed ceramic tile and reflective metal are discouraged.
- New chimneys should be integrated design features. If they are exterior elements, they should have materials and proportions that add to their distinction. Chimneys as roof elements should be viewed as an overall feature in the building elevation.

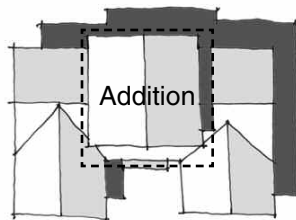
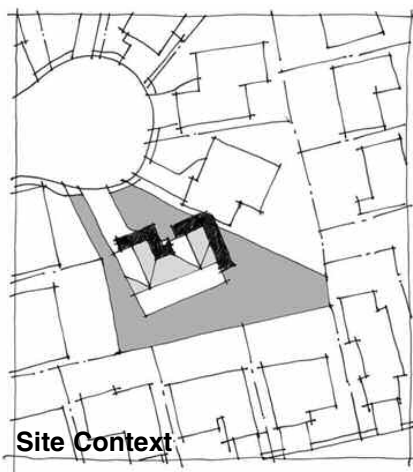
- Roof vents and skylights should be considered in the overall design. They should align with elevation elements, windows, etc.
- Rooftop mechanical equipment is discouraged. If it is necessary, it should be screened by roof or wall elements.

Below: ADDITIONS TO RANCH HOUSES

Ranch-style houses are challenging to add on to. They often have small yards which makes adding a second story the only option. In a single story neighborhood, second story additions need to be designed carefully to fit.



Cul de sac Lot



Roof Plan

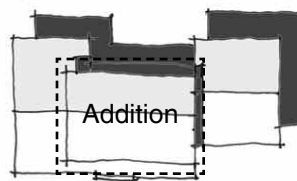
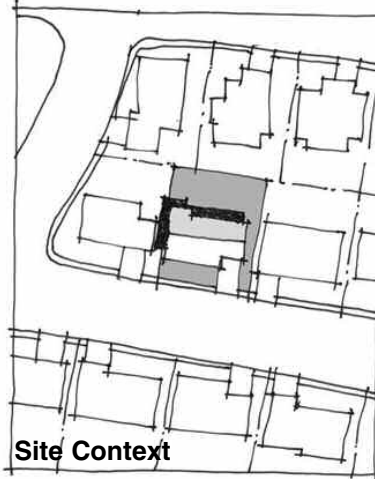


Elevation



Sketch

Mid-block Lot



Roof Plan

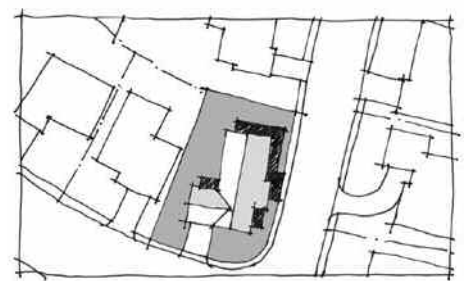


Elevation

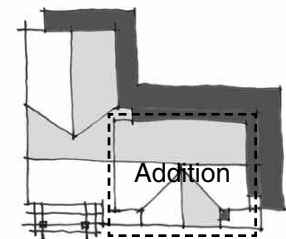


Sketch

End Lot



Site Context



Roof Plan



Elevation



Sketch

Second Story Additions to Ranch-style Houses

SECTION FOUR: Case Studies

Local Examples

NAPA'S REMAINING INFILL
SITES OFFER A
**VARIETY OF HOUSING
OPPORTUNITIES.** THERE ARE
A WIDE RANGE OF SITE
CONTEXTS AND HOUSING
TOPOLOGIES. ALL OF THE
REMAINING OPPORTUNITY
SITES SHOULD BE
DEVELOPED TO ENHANCE
AND CREATE
**WALKABLE AND CONNECTED
NEIGHBORHOODS.**

Napa's Residential Design Guidelines provide examples of how they would shape investment in a variety of site contexts and densities. These examples demonstrate how site planning and building design responds to their context making neighborhoods more walkable and housing better.

4.0 Development Opportunity Sites

As Napa continues to mature, sites that provide an opportunity for housing development will be more challenging. Increasingly, they will require redevelopment; "doubling-up" on single family lots with accessory units or alley houses; or will be sites that have not developed because they are environmentally constrained, oddly shaped or have limited accessibility.

Section Four of the Guidelines provides four case study examples of single family and multi-family development. This includes:

- 4.1 Second Units
- 4.2 Subdivisions (10 du's or more)
- 4.3 Mixed-use
- 4.4 Small Infill Subdivisions (10 du's or less)
- 4.5 Additions to Existing Single Family Structures

These case studies strive to create a sense of place. They integrate existing historic and natural features while emulating the best of Napa's architectural traditions. The case studies result in the enhancement and creation of new residential streets; reconnect neighborhoods to the community; and demonstrate a variety of ways to meet Napa's housing needs.



4.1 Second Units

This second unit site is located in a Post War neighborhood of small two bed-room homes with single car garages. The side yard setbacks are only five feet and do not meet existing zoning that requires one side to be 10 feet. This case study features:

- Alternative examples to adding second units;
- How to examine neighborhood context in terms of yards, building heights, and parking access; and
- Maintaining and improving street orientation of existing houses.



Right: EXISTING HOUSE AND LOT

Zoning: RL-6

Site size: 52 x 97

Site area: 5,044 SF

Design issues for adding second units in single story Post War neighborhoods include:

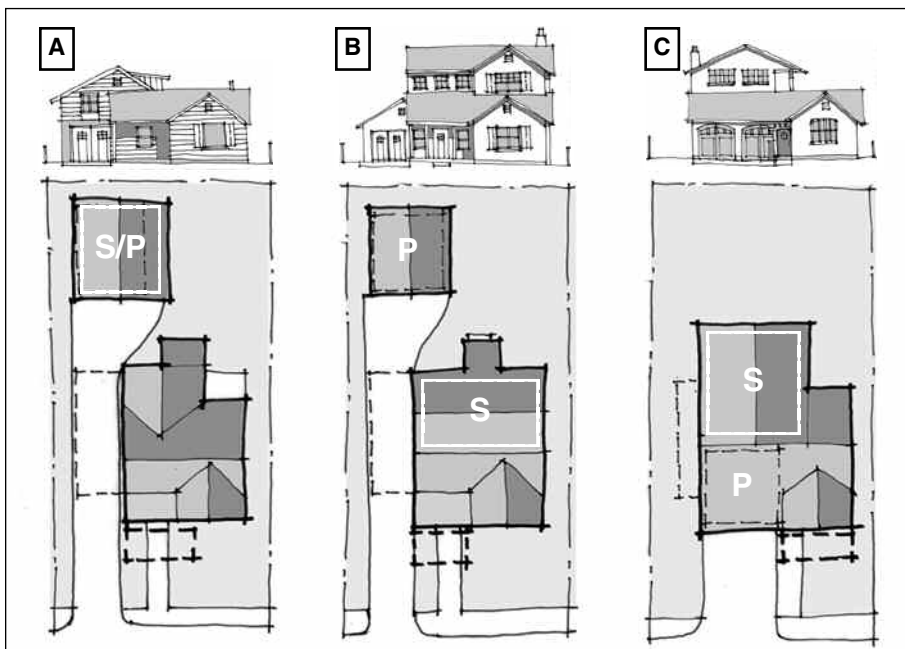
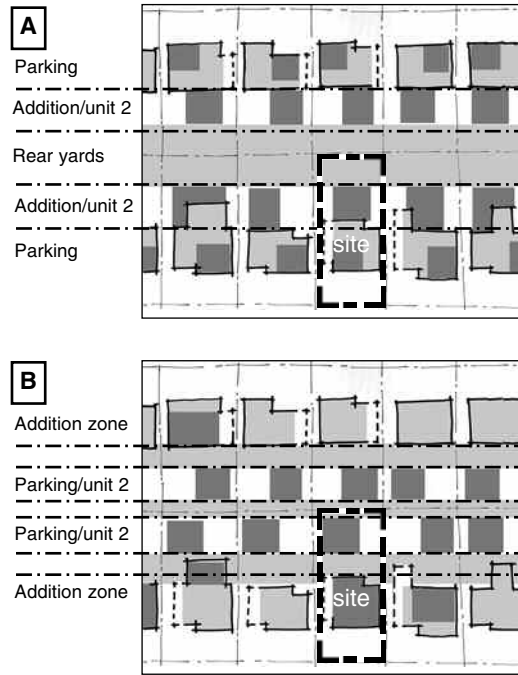
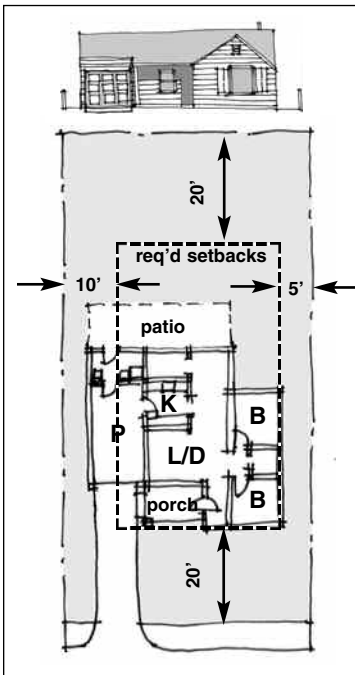
- Creating two covered parking spaces;
- Adding second story additions;
- Development of rear yard areas for parking or detached second units; and
- Extensive demolition to meet zoning.

Far Right: ALTERNATIVE NEIGHBORHOOD CONTEXTS

Each neighborhood has a existing and potential future pattern of yards, parking and additions.

A. Rear Additions and Street-facing Garages

B. Rear Yard Parking and/or Second Units



Right: ALTERNATIVE PLANS

Depending on the neighborhood pattern of yards and parking, there can be more than one approach to creating a second unit.

A. Unit over Rear Yard Garage
+ Limits demolition of existing house
+ Cost effective
– Two-story unit could impact privacy of neighbors

B. Second Story Addition and New Rear Yard Garage
+ Moderate demolition of existing house
+ Pushes parking to rear of site
– Two story addition in single story neighborhood/side yard setback

C. Two-story Addition with New Garage
+ No development in rear yard
– Extensive demolition and expense
– Parking and wide drive faces street

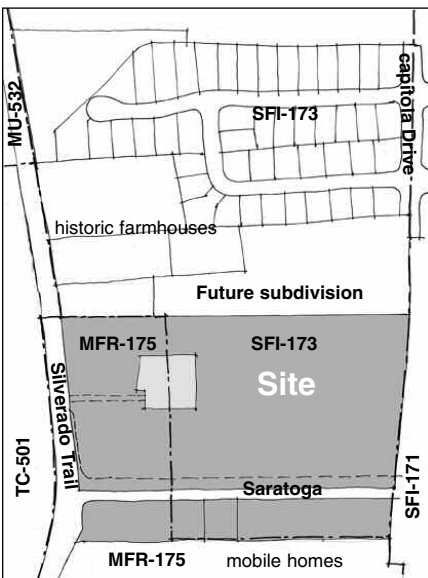


PROGRAM:

Single family: 6.62 acres
42 lots (6.3 du/a)
Multifamily: 2.78 acres
56 du's (20 du/a)

Below: CONTEXT

The site has both multifamily and single family General Plan designations. There is single family designations to the north and east, multifamily to the south, and tourist commercial.



Below: SILVERADO TRAIL ELEVATION

The sketch illustrates how new development should preserve and frame the views of the site's historic farmhouse and water tower.



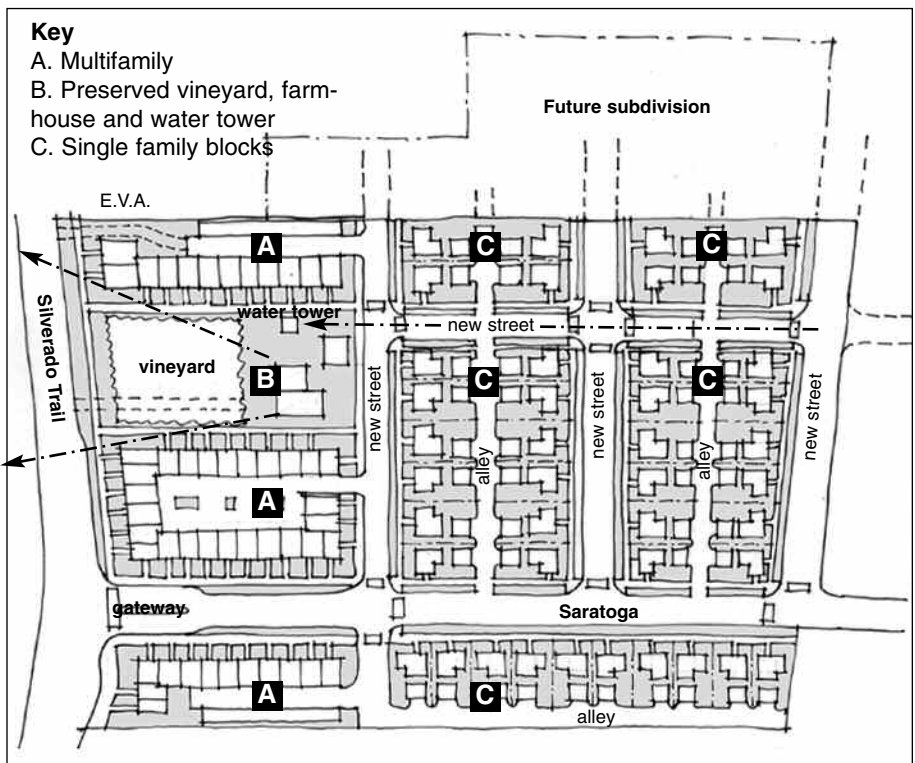
4.2 Subdivisions

This 9.4 acre infill subdivision site is located east of Silverado Trail. It contains both multifamily and single family uses. There is an existing historic farmhouse and a water tower that is a visual landmark that are preserved and integrated into the plan. The adjacent uses include single family, mobile home park, and commercial uses. The concept plan features:

- Preservation of a portion of the vineyard, the historic farm and water tower as a centerpiece design feature;
- Multifamily uses along Silverado Trail with a deep landscaped setback;
- Landscaped gateway at Saratoga and Silverado;
- Single family blocks with alleys for garages and second units;
- Wide landscape strips between sidewalks and curbs for planting of large canopy trees.

Below: CONCEPT

The concept plan for the infill subdivision case study emphasizes both multifamily and single family housing that is oriented towards the street. Parking is located in garages access by alleys and parking courts. The plan provides for future road connections and provides a new gateway for the evolving neighborhoods east of Silverado Trail.





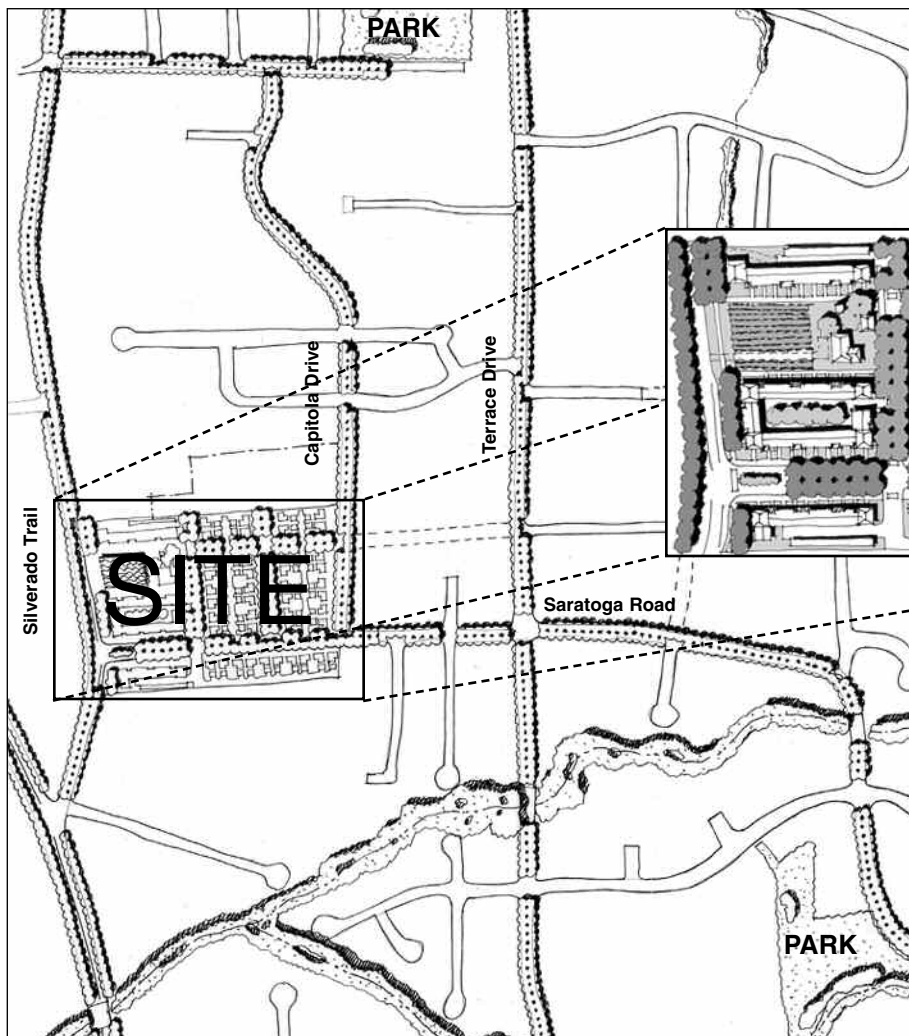
Above: CREATING A SENSE OF PLACE

The case study concept captures a part of Napa's wine country heritage by preserving and adaptively reusing the historic farmhouse, water tower and a portion of the vineyard. Porches face the vineyard and orient towards distant views of the Coastal Range.



Above: VIEWS

The case study site enjoys sweeping views of the mountains.



Left: NEIGHBORHOOD CONTEXT

The case study site connects Saratoga to Silverado Trail. It demonstrates the planning principles for evolving areas emphasizing connecting neighborhoods to the community. The diagram connects neighborhoods to the community-wide street system; reduces isolation of existing residential developments; and enhances access to parks and open space.

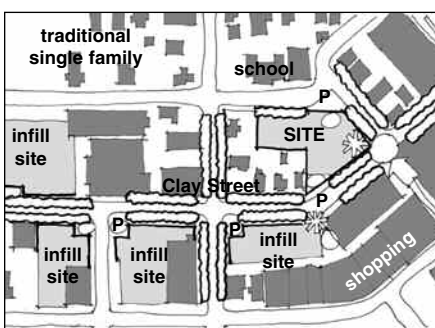
The concept diagram illustrates the completion of three neighborhood-serving streets. These include:

- Terrace Drive
- Saratoga Road
- Capitol Drive

The case study site would become a "gateway" to the existing neighborhoods. There would be added landscaping and setbacks along Silverado Trail and at the Saratoga Drive intersection.



Right: The case study project fits into a residential street while extending Downtown's commercial uses.



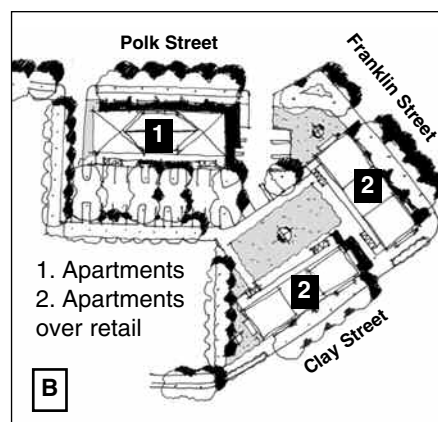
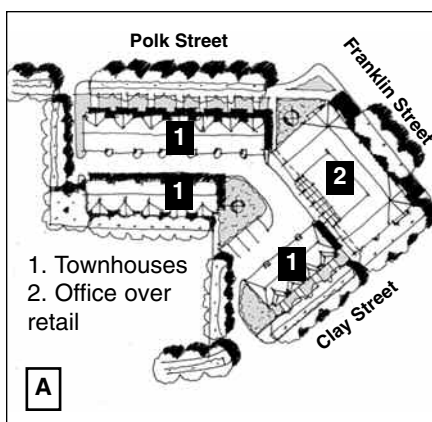
Above: CURRENT AND FUTURE CONTEXT

The mixed-use case study site is located on Clay Street. Clay Street has several potential infill sites for mixed-use projects. The case study site should anticipate and influence the character of the street in terms of ground floor land uses, front yard setbacks, parking, plazas and open spaces. Franklin Street on the east side of the site is a commercial street that connects neighborhoods to Downtown's shopping.

4.3 Mixed-use

This mixed-use case study site is located on the edge of Downtown. The 47,869 SF site is currently used as by a bank. The main parcel is "parking exempt". This allows parking to be off-site in the district. The adjacent uses include commercial, a school and single family houses. It is zoned Central Commercial (CB) and allows mixed-use. The case study features:

- Townhouse and apartment flats alternatives;
- Example vertical and horizontal mixed-use concepts; and
- Setbacks that support storefront shopping and traditional residential streets.



Right: ALTERNATIVE CONCEPTS

A. Ownership Housing and Two-story Commercial Building

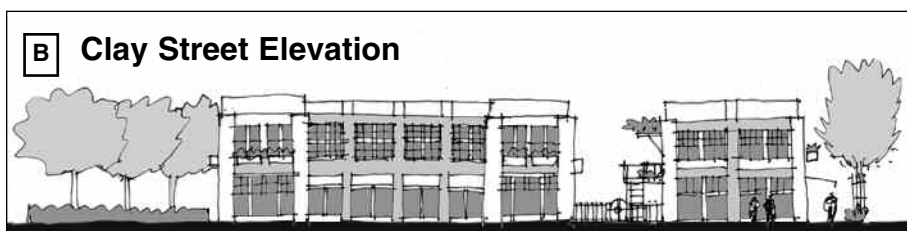
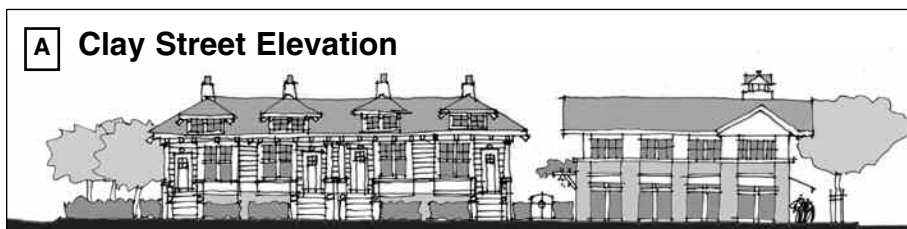
PROGRAM

- 16 Townhouses
- 16,800 SF Commercial
- 34 Parking spaces

B. Mixed-use Storefront Buildings and Two-story Apartment Building

PROGRAM

- 20 Apartment units
- 8,000 SF Commercial
- 32 Parking spaces



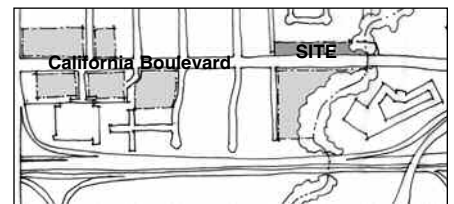
4.4 Small Infill Subdivisions

This vacant 1.3 acre infill subdivision site is located on California Boulevard. The General Plan designation is SFI- 141 which allows between 3-8 units per acre. The adjacent uses include single family housing and there is a vacant multifamily site across the street. The concept plan features:

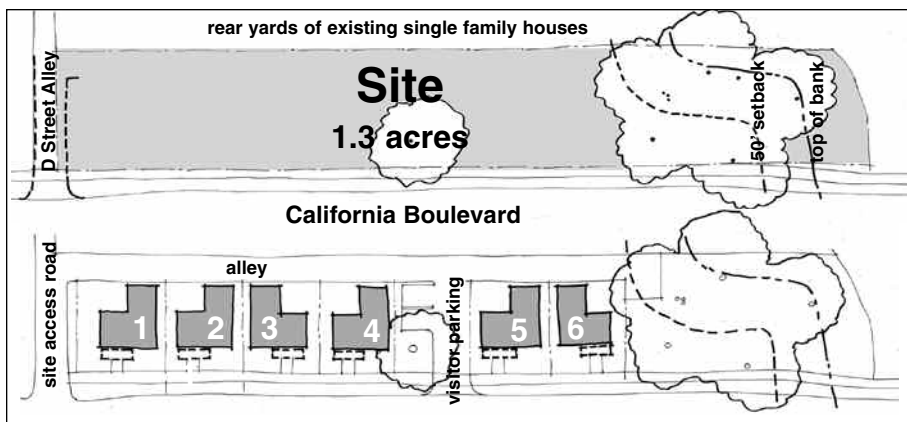
- Preserving trees and habitat;
- Introduction of an alley for accessing parking garages;
- Street-oriented houses; and
- Architectural variety.



Left: The case study would assist in the transformation of California Boulevard into a residential address.

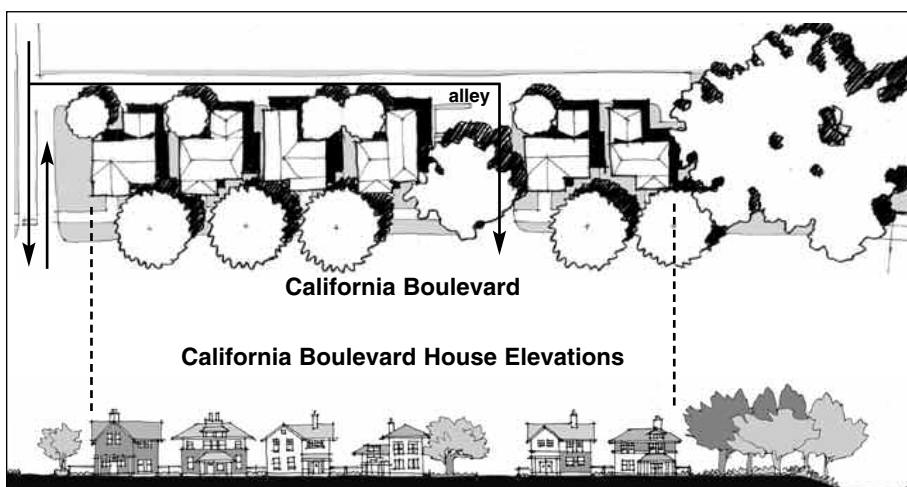


California Boulevard has several opportunity infill sites that can transform it into a residential street.



Left: EXISTING SITE AND LOT LAYOUT

The site has four key constraints. There is a habitat and wet lands setback, large existing trees, narrow lot depth and poor access. The site plan overcomes these by working around trees and wetlands, opening up D Street Alley and creating a new service alley with parking. This results in six street-oriented single family lots.



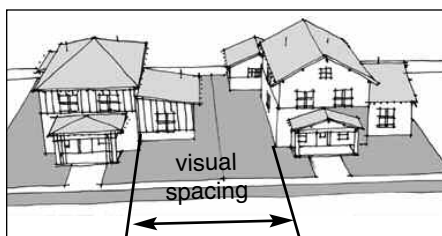
Left: DESIGN CONCEPT

The design concept for the case study emphasizes:

- Street oriented houses with front porches facing California Boulevard;
- Architectural variety; and
- Preservation of existing large trees.



Above: Case study neighborhood has mostly smaller one-story homes with wide side yards



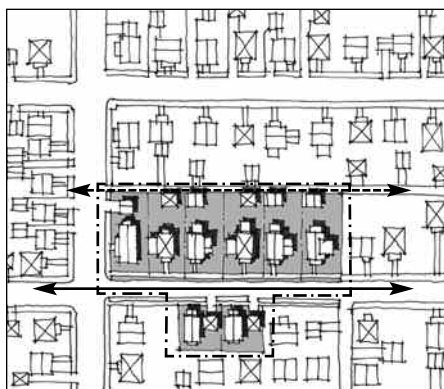
Above: VISUAL SEPARATION

New houses face the street, setback portions of the house to give the appearance of larger side yards

4.4 Small Infill Subdivisions

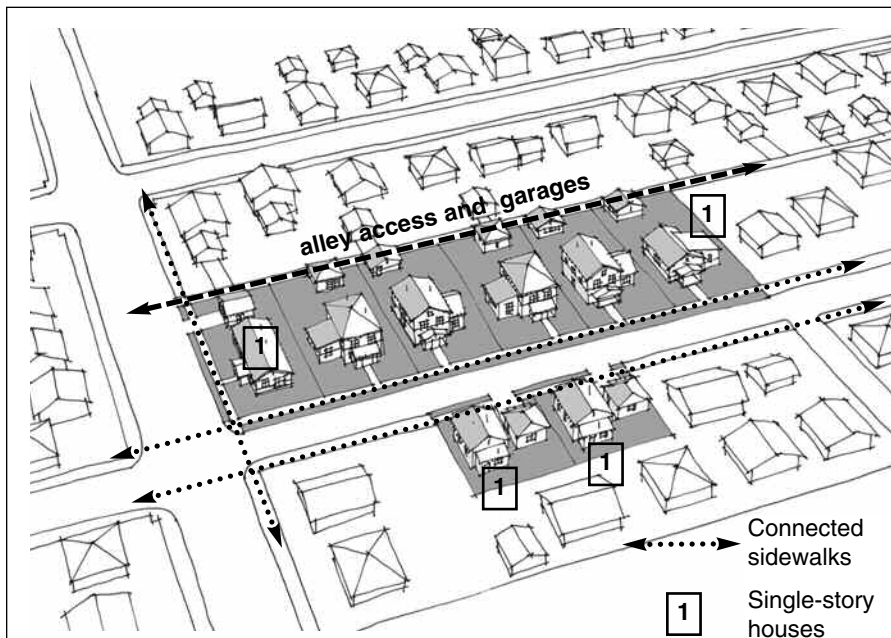
This vacant 1.8 acre infill subdivision site is located in an established Post War neighborhood with smaller homes and larger yards. The concept plan features:

- Using lot sizes similar to the neighborhood;
- Extending the existing alley and street to connect the project to the neighborhood;
- Providing front, side and rear setbacks similar to the neighborhood; and
- Mixing single and two-story houses into the plan where single story houses are adjacent to existing ones.



Above: CONNECTING STREETS AND SIDEWALKS

The eight-house infill subdivision completes a street and alley to reconnect the block to the surrounding neighborhood.



Above: FITTING INTO THE NEIGHBORHOOD

The case study neighborhood has smaller homes ranging from 900 SF to 1,600 SF on average. The case study mixes 2,400 SF and 1,200 SF houses into the neighborhood by using similar lot, block and setback patterns. Smaller homes are adjacent to existing houses and along single-story streets. Two-story homes are placed facing other new homes and separated from existing back yards by an alley.

4.5 Additions to Existing Single Family Structures–Dormer Addition

This addition site is located in a Old Town Napa neighborhood of small historic cottages. The house sits on a corner lot and has no on-site parking. The case study cottage includes:

- Improving the attic as a second level;
- Using dormers windows to open the attic space and provide head room; and
- Adding a small detached garage at the rear of the site.



Above: Photo of cottage

Below: Sketch of dormer addition



Left: CASE STUDY

In small lot and scale neighborhoods additions should strive to respect the character of the block and privacy of neighbors.

A. Existing Cottage

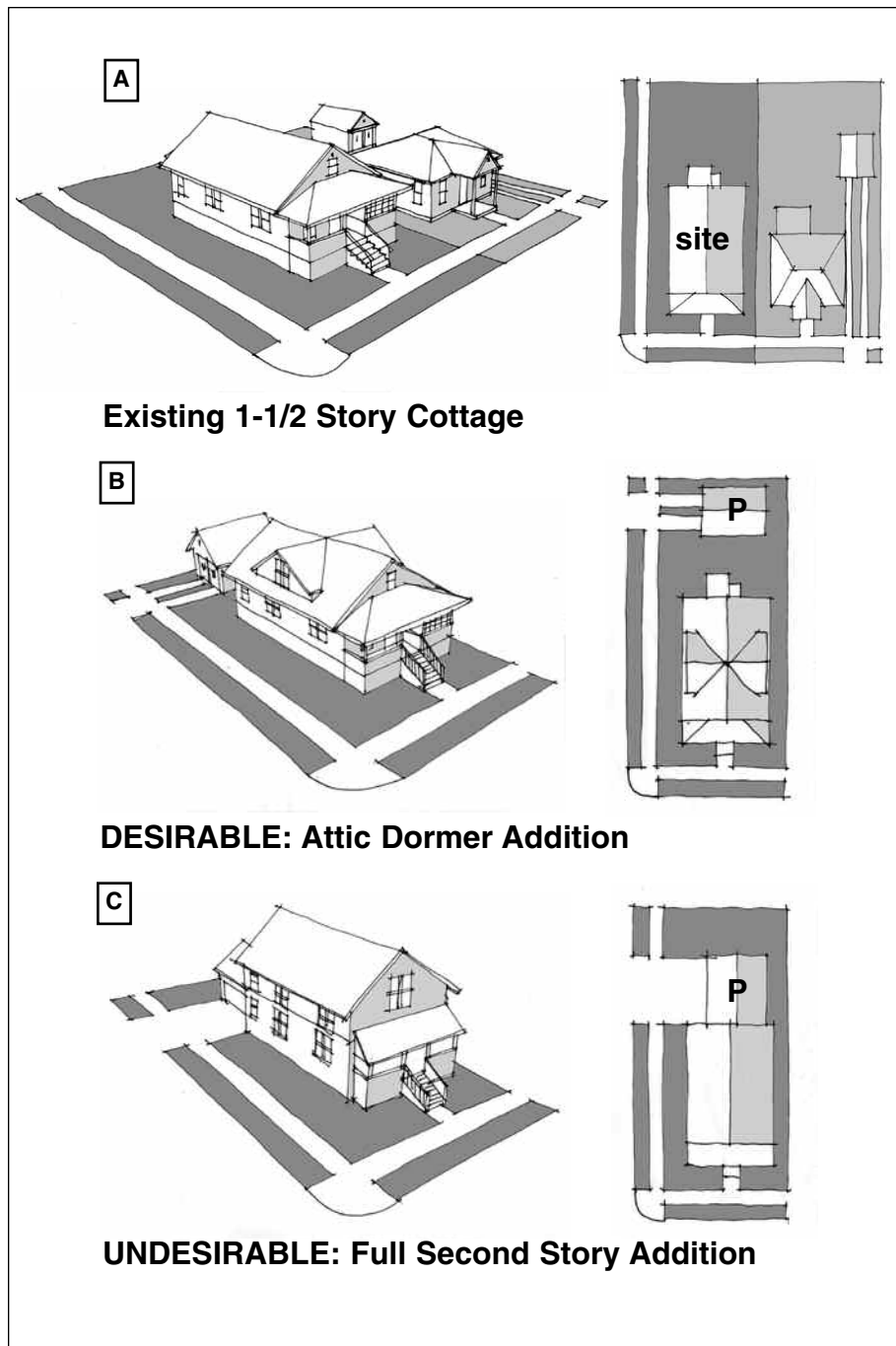
The existing cottage dates from the early 1900's and never was expanded, except for sun room on the porch. An addition will require on-site parking.

B. Second Story Attic Addition and New Rear Yard Garage

- + Scale and character of existing house largely preserved
- + Dormer widows use gable form similar to house
- + Detached garage at the rear of site respects the pattern of back yards and small secondary structures

C. Full Two-story Addition with Attached New Garage

- Extensive demolition and modification to original house
- Tall 2-1/2 story house in a neighborhood of 1 and 1-1/2 story houses
- Attached garage has wide driveway interrupting the sidewalk
- Garage is located in back yard space which is counter to the traditional pattern in the neighborhood





Above: Photo of cottage

Below: Sketch of garden-level addition



Right: CASE STUDY

In small lot and scale neighborhoods additions should strive to maintain the house's relationship to the street and yards.

A. Existing Cottage

The existing cottage dates from the early 1920's and never was expanded. The lot is small and a ground level addition would fill in the back yard.

B. Lifting House 1/2 Story and Restoring Garage

- + Scale and character of existing house largely preserved
- + Maintains relationship with sidewalk
- + Preserves the detached garage at the rear of site and respects the pattern of back yards in the neighborhood

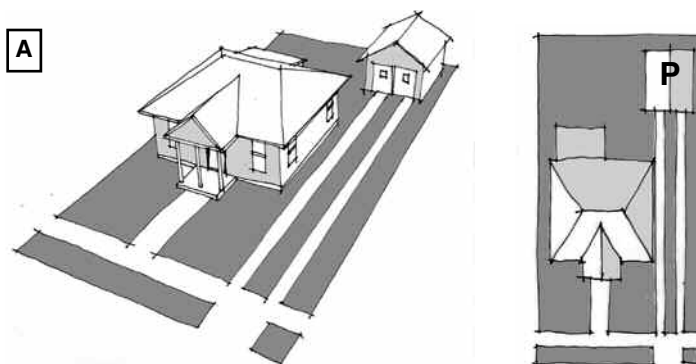
C. Lifting House Full Story and Removing Garage

- Extensive demolition and modification to original house
- Tall 2-story house in a neighborhood of 1 and 1-1/2 story houses
- Porch bends—poor relationship to sidewalk
- Surface parking and wide drive reduces yard area

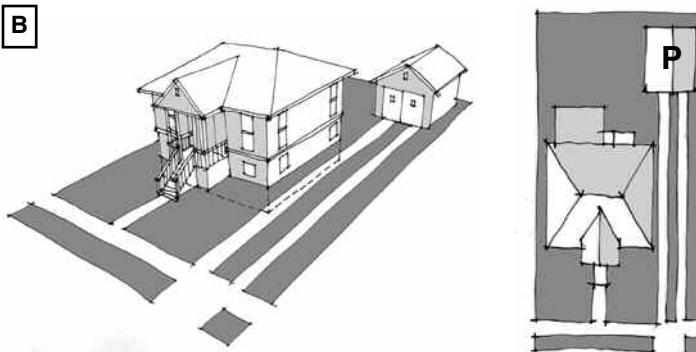
4.5 Additions to Existing Single Family Structures—Lifting a Cottage

This addition site is located in a Old Town Napa neighborhood of small historic cottages. The house sits on a mid-block lot with 1 and 1-1/2 story neighbors. The case study cottage includes:

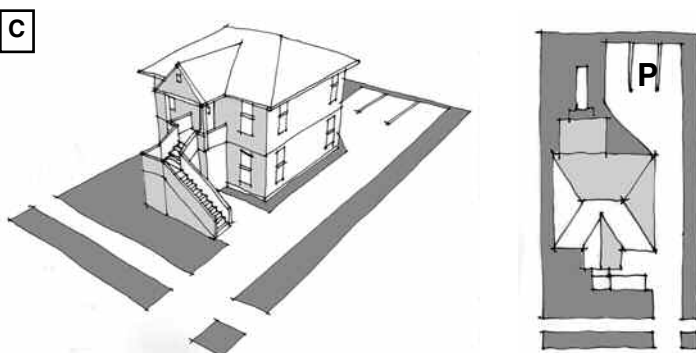
- Lifting the house a half story and adding a level under the existing house;
- Improving the porch and adding front stairs;
- Restoring the existing small detached garage at the rear of the site.



Existing 1- Story Cottage



DESIRABLE: Lifting Cottage 1/2-Story



UNDESIRABLE: Lifting Cottage a Full Story

The Appendix includes additional background on submittal requirements. There are several other documents that are companions to the Guidelines that should be reviewed prior to submitting plans for development and design review. The Guidelines include a checklist and summary matrix of residential development standards for easy reference.

Companion Documents

There are several other documents that are companions to these Guidelines that relate to development in Napa and should be reviewed prior to submitting plans for design review. These include the General Plan, which establishes land uses, densities and general policies for development, and the zoning and subdivision ordinances, which implement the General Plan and list specific development regulations.

Design Review Tiers

The level of design review depends on the scope and types of residential project. Residential projects must obtain design review permits at one of the following tiers of review:

Tier 1:

- Single family homes and upper story additions on existing lots
- Second units upon adoption of a revised zoning ordinance, to the extent permitted by state law
- Small multifamily projects (2-3 units)

Tier 2:

- Subdivisions with 4 or fewer lots (with or without house plans)
- Multifamily projects of 4-10 units
- Mixed-use projects involving up to 10 units.

Tier 3:

- Subdivisions of 5 or more lots (with house plans in most cases)
- Multifamily projects of over 10 units
- Mixed-use projects involving over 10 units

Concept Review Meeting

Tiers 2 and 3 require a concept review meeting with City staff to review planning and design context issues and a preliminary site plan and design. The intent of the concept review meeting is to better understand important issues and overall design approach prior to applicants spending a lot of time and money. A concept review meeting is not required for Tier 1 projects. However, upon request, City staff can review preliminary plans and context boards.

Submittal Requirements

Submittal requirements for concept review are summarized above. All projects require a context analysis board (see example context boards for subdivision and single family projects on page 52).

Tier 1 Submittal Requirements

Context Analysis for Optional Concept Review*

- Board with photos showing site and adjacent structures and map including major site features (trees, creeks, views, slopes, etc) and adjacent structures
- Checklist description identifying how project has responded to its features and surroundings
- Preliminary site plan*

Development Summary

- Site size and dimensions
- Existing and proposed square feet and unit count
- Existing and proposed parking
- Building coverage
- Multifamily private and common usable outdoor areas

Project Design Information

- Site plan
- Building elevations
- Roof plans and floor plans
- Landscape plan
- Fence/wall details
- Grading plan/contours
- Color and material description

Tier 2 Submittal Requirements**

Context Analysis for Concept Review

- Board with photos showing site and adjacent structures and map including major site features (trees, creeks, views, slopes, etc) and adjacent structures
- Checklist description identifying how the project has responded to its features and surroundings
- Preliminary site plan

Development Program Summary (all)

- Site plan, size and dimensions
- Existing and proposed square feet and unit count
- Existing and proposed parking
- Multifamily private and any common usable open areas

Project Design Information (Subdivision only)

- Subdivision lot layout
- Grading plan/contours

(Added information where buildings are proposed):

- Building elevations
- Roof plans and floor plans
- Site cross sections
- Landscape plan
- Fence/wall details
- Color and material board

Tier 3 Submittal Requirements**

Context Analysis for Concept Review

- Board with photos showing site and adjacent structures and map including major site features (trees, creeks, views, slopes, etc) and adjacent structures
- Checklist description identifying how the project has responded to its features and surroundings
- Preliminary site plan

Development Program Summary (all)

- Site plan, size and dimensions
- Existing and proposed square feet and unit count
- Existing and proposed parking
- Multi family private and any common usable open areas

Project Design Information (Subdivision only)

- Subdivision lot layout
- Grading plan/contours and site sections
- Any proposed improvements such as landscaping or fences/walls

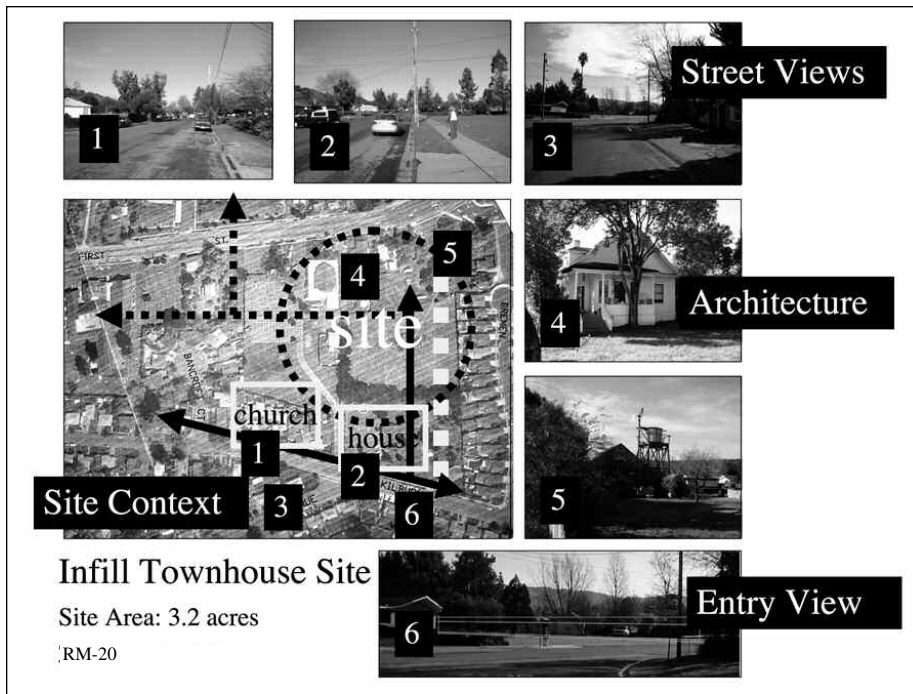
(Added information where buildings are proposed):

- Typical building elevations
- Typical floor plans and Roof plans
- Site cross sections
- Site Landscape plan
- Fence/wall details
- Color and material board
- Typical street sections
- Sketches of public elements

* Concept review is not required for Tier 1 projects. City staff can review preliminary plans at the request of the project sponsor.

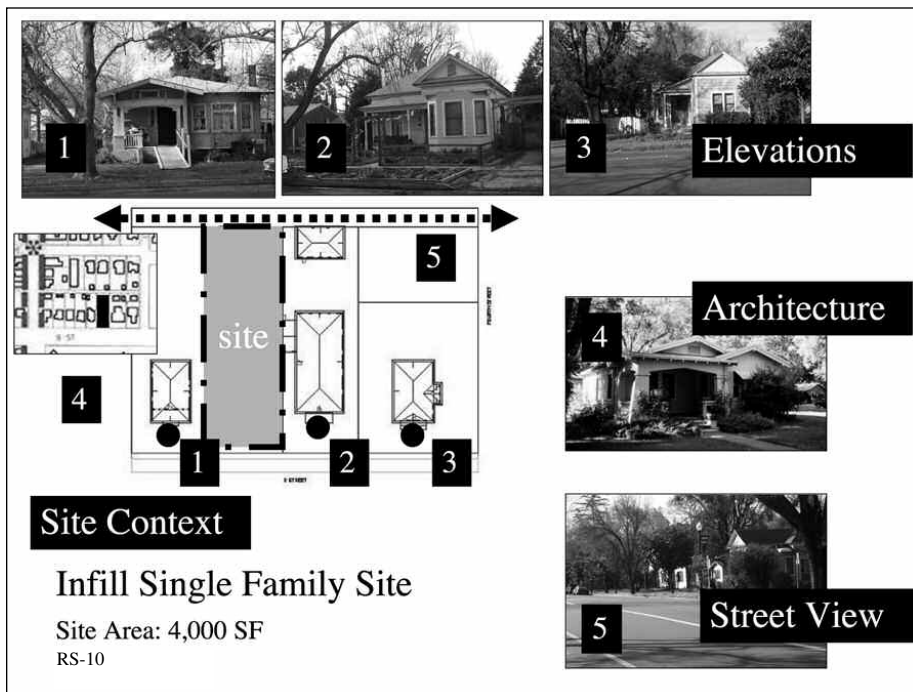
** Additional information may be requested at the discretion of the Community Development Director

Three items are required for Tier 1 and 2 level concept review meetings. These include the context analysis board, preliminary concept(s), and design review checklist (page 54-55). Preliminary concept(s) can consist of preliminary site plan and elevations developed to a level that demonstrates how a project would respond to its neighborhood context and design guidelines.



Left:

This is an example of a context board for an infill subdivision. The board includes a neighborhood plan (aerial or map), photographs of the surrounding context including land uses, architecture, landscape, historic structures, and other important features. Existing, proposed and future site access for vehicles and pedestrian connections should be indicated.



Left:

This is an example of a context board for an infill single family house. The board should include a map of the neighborhood and block where the site is located. Photographs of the surrounding context including streetscape, architecture, landscape, historic structures, and other important features should be included.

Context Analysis Board

Every concept review and design review application must provide a context analysis board. The board can be any size, but has to contain a map or plan indicating major site features (surrounding buildings, creeks, trees, views, slopes, etc.) and photographs of adjoining properties, block elevations and other information important to understand how a new project would fit the neighborhood. The City can help provide base maps and aerial photographs (for the cost of printing).

Residential Development Standards Summary Table

17.08.030 Residential Districts – Property Development Standards								NA=Not Applicable
Single Family Residential (RS), Single Family Infill (RI) and Traditional Residential Infill (RT) Districts are combined on the zoning map with the following development standards, based on General Plan density ranges and neighborhood development patterns.								Multi Family Res.
	RS 40	RS 20 RI 20	RS 10 RI 10	RS 7 RI 7 RT 7	RS 5 RI 5 RT 5	RS 4 RI 4 RT 4	RM	Comments and Additional Standards
Density– dwelling units per acre	See General Plan density ranges applicable to property							(1)
Height - Principal building - stories/height in feet, whichever is more restrictive	2.5 / 30	2.5 / 30	2.5 / 30	2.5 / 30	2.5 / 30	2.5 / 30	3.0 / 35	Height may be increased up to 35 feet, or in RM Districts up to 40 feet with design review approval to implement design guidelines
Minimum Lot Area (square feet)	40,000	20,000	10,000	7,000	5,000	4,000	5,000	(2)
Lot Width (feet) at front setback line	100	70	70	60	50	45	50	(2) Lot widths of 60 feet or more may be reduced to not less than 50 feet on lots with divergent lot lines, such as cul de sac bulbs.
Lot Frontage (feet) at front property line	50	50	50	50	50	45	50	(2) Lot frontage may be reduced to not less than 40 feet on lots with divergent lot lines, such as cul de sac bulbs. Flag lots are exempt from frontage requirements. See flag lot standards.
Front Setback (feet)	30	30	20	20	20	20	20	(2), (3) In Districts where 50% of the lots along the block are improved with buildings, the front setback may be the average of the improved lots on one side of the street for the length of the block or standard setback, whichever is less.
Side Setback (feet)	30	30	20	15	15	15	15	(2), (3)
Side Yard (feet)	10	10	10	5/10*	5/10*	5/10*	5	(2) *5 feet one side; 10 feet one side
1 story								**The first story of the building shall be set in the required yard distance from the property line. Second and third story yard requirements may be met by stepping back the upper story/ies, except that RM sites adjacent to RS, RI or RT Districts shall also meet transition standards (See 17.08.040).
2-2.5 stories	15**	15**	15**	5/10*	5/10*	5/10*	10**	
3+ stories	NA	NA	NA	NA	NA	NA	15**	
Rear Yard (feet)	30	30	30	20	20	15	15/20*	*15 feet for 1 or 2 stories; 20 feet for 3 stories. Third story yard requirement may be met by stepping back the third story.
Usable Outdoor Area/unit, attached units (square feet).	NA	NA	NA	600	500	400	200	In private yards or common areas
Lot Coverage	20%	25%	30%	35%	45%	50%	50%	

- (1) Densities shall conform to General Plan density ranges, except densities may be reduced in accordance with 17.08.050, and increased in accordance with density bonus (17.52) and, in RM Districts, density flexibility standards (17.52). Densities apply to residential uses; Floor Area Ratios apply to non residential uses. See 17.52 for calculation of Density and Floor Area Ratios.
- (2) In RS 4, 5; RI 4, 5 and RT 4, 5 Districts and the RM District, standards may be modified with a Use Permit if project meets 17.52 Small Lot Development Standards.
- (3) Also see standards for setbacks along new private and certain public streets (17.52 Pedestrian Friendly Street Standards).
- NOTE: See Chapter 17.52 (Site and Use Regulations) for additional regulations pertaining to agricultural buffers, creeks and watercourses, historic preservation, wetlands and other site development standards. See Chapter 17.56 (Exceptions) for limited adjustments to zoning standards.

Above:

The table above is provided for easy reference of residential development standards. The table summarizes basic dimensional standards from the Napa Zoning Ordinance. As the Zoning Ordinance is periodically updated, be sure and check with the City on the most recent version.

City Zoning Ordinance Updates

Periodically, the City updates the zoning ordinance and develops new submittal forms for all types of applications. Zoning requirements and the forms can be found on the City's website.

City Staff Support

City of Napa Planning Staff are located in the Community Services Building at 1600 First Street. They are available to answer any questions you may have about your housing project. You can call for an appointment or talk with someone at the counter.

Contact information:

Telephone: (707) 257-9530
 Fax: (707) 257-9522
 City Web Site: <http://www.cityofnapa.org>

NAPA RESIDENTIAL GUIDELINES AND HILLSIDE DEVELOPMENT GUIDELINES
Design Review Checklist for Single Family and Small Multi Family Projects

Project Address _____ APN# _____

Project Type

- | | |
|--|--|
| ☐ Single Family home on existing lot

☐ Upper story addition to an existing home
(including upper story second units)

☐ In a :HS Hillside Overlay District, any addition to a single family house over 50% of the house size; new accessory structures or additions to existing accessory structures over 50% of the structure size | ☐ 2-3 Unit Multi-Family

☐ Relocation of any house |
|--|--|

Step 1: Context Analysis: Have you provided a Context Board?

Step 2: Neighborhood Planning

Identify the sections of the Neighborhood Design Guidelines that apply to your project:

- 2.1 Old Town Napa Neighborhoods _____
2.2 Evolving Infill Areas _____

Step 3: Residential Design

Identify the sections of the Architectural Design Guidelines that apply to your project:

(Also review Case Studies

- 3.1 Single Family Housing _____
3.2 Second Units _____
3.3 Multifamily _____
3.5 Additions to Existing Single Family Structures _____

From the contextual Guidelines in Steps 2 and 3, what design features should be included in the project?

- ∞ _____
∞ _____
∞ _____

Step 4: FOR :HS HILLSIDE Properties only:

Review the Hillside Development Guidelines sections re:

- | | |
|-------------------------|-------------------|
| Grading | Driveway Location |
| Building Site Placement | Building Design |
| Landscape | |

How has the project been designed to respond to the need to minimize grading, fit the project to the land, minimize visibility and site disturbance?

- ∞ _____
∞ _____
∞ _____

Design Review Checklist Continued

NAPA RESIDENTIAL DESIGN GUIDELINES AND HILLSIDE DEVELOPMENT GUIDELINES
 Design Review Checklist for Subdivisions, Multi Family over 3 units and Mixed Use Projects

Project Address _____ APN# _____

Project Type

- | | |
|--|--|
| ☐ Subdivision

☐ Multi Family, 4 or more units

☐ Check if :HS Hillside Overlay District also applies | ☐ Subdivision with home designs

☐ Mixed Use |
|--|--|

Step 1: Context Analysis: Have you provided a Context Board?

Step 2: Neighborhood Planning

Check the sections of the Neighborhood Design Guidelines that apply to your project:

2.1 Old Town Napa Neighborhoods _____

2.2 Evolving Infill Areas _____

Step 3: Residential Design

Check the sections of the Architectural Design Guidelines that apply to your project:

(Also review Case Studies)

3.1 Single Family Subdivisions _____

3.2 Second Units (if part of subdivision) _____

3.3 Multifamily _____

3.5 Mixed Use _____

From reviewing the Guidelines sections in Steps 2 and 3, what design features have been included in the project?

∞ _____
 ∞ _____
 ∞ _____

Step 4: FOR :HS HILLSIDE Properties only:

Review the Hillside Development Guidelines sections re:

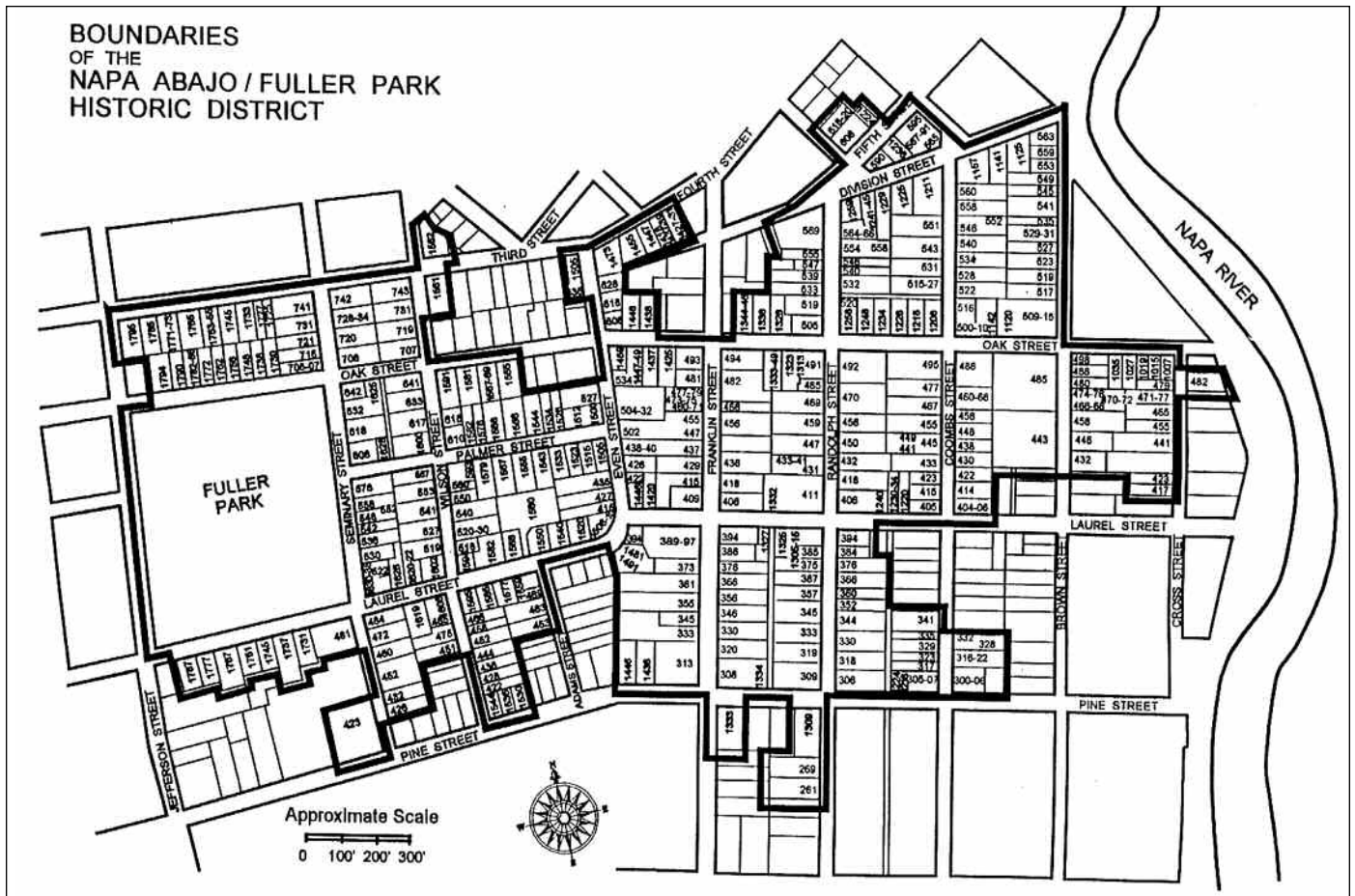
Grading _____ Driveway Location _____

Building Site Placement _____ Building Design _____

Landscaping _____

How has the project been designed to respond to the need to minimize grading, fit the project to the land, minimize visibility and site disturbance?

∞ _____
 ∞ _____
 ∞ _____



Historic and Cultural Resources

Napa's Historic Preservation Guidelines are to be used when developing infill housing in Napa's official historic districts and renovation of cultural and historic landmark properties. These projects also require review by the Cultural Heritage Commission. If your project contains a structure over 50 years-old or other potential cultural resources, you should request a current landmark properties list from the City. A map indicating the Napa Abajo/Fuller Park National Register Historic District can be found above. There are special guidelines for projects in the Napa Abajo/Fuller Park Historic District.

Design Guidelines for the Napa Abajo/Fuller Park Historic District



Napa, California
February, 1998

The Residential Design Guidelines emerged from an ongoing community process to update the General Plan and Housing Element. Many hours of staff, community, commission and City Council time has gone in to these proceeding efforts as well as in the preparation of these guidelines. The City wishes to acknowledge the following individuals for their contributions and leadership.

City Council

Ed Henderson, Mayor
Jill Techel, Vice Mayor
David Crawford
Harry Martin
Kevin Block (2004)
JoAnn Busenbark (2003)

Design Guidelines Working Group

Mayor Ed Henderson
Planning Commission Chair Wade Woodward
Planning Commissioner Tom Trzesniewski
Housing Committee member Skip Keyser
Housing Committee member Grania Lindberg

Planning Commission

James Krider, Chair
Tom Trzesniewski, Vice Chair
Bill Chadwick
Juliana Inman (2004)
Mark Van Gorder (2004)
Wade Woodward (2003)
Kevin Block (2003)

City Staff

Pat Thompson, City Manager
Richard Bottarini, Community Development Director (2004)
Barry Munowitch, Planning Manager (2004)
Jean Hasser, Senior Planner
John Yost, Planning Director (2003)

Michael O'Bryon, Public Works Director
Cassandra Walker, Economic Development Director
Joe Perry, Fire Chief
Dan Monez, Police Chief
Peter Dreier, Housing Director

Scott Klingbeil, Senior Planner
Deborah Faaborg, Senior Planner
Kevin Eberle, Associate Planner
Larry Pollard, Asst. Public Works Director
Eduardo Serafin, Traffic Engineer
Phil Brun, Civil Engineer III
Ernie Cabral, Civil Engineer III
Sam Jones, Civil Engineer III
Jennifer LaLiberte, Project Coordinator
Robert Carlsen, Parks Superintendent
Steve Ceriani, Fire Captain (retired)
Jenny Gomez, Management Analyst

Consultant

RACESTUDIO
Bruce A. Race, FAIA, AICP

Special Thanks

Workshop Participants

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Builder's Focus Group; Morning, October 30, 2001
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Concept Review Project Sponsors

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Robert Wyndelt, Developer; Robert Massaro, MCM Design Build Group and Jon Massaro, Architect, Valley Oak Villas
Steven Garrett, Castle Companies, Developer and William Hezmalhalch Architects, Sheveland Ranch

Residential Building Architectural Building Standards

Purpose and Intent:

This Article establishes site and building design standards for residential development in the City of Charlevoix. The purpose of these design standards is to ensure that development implements the principles and goals articulated in the Master Plan for quality, sustainable development that interacts and functions well with the surrounding community. The purpose of the design standards in this Article is to:

- A. Provide opportunities for residential infill development that interacts well with the character of adjoining neighborhoods.
- B. Provide for a diverse mix of land uses, densities, and housing types for infill projects.
- C. Provide a well-designed site circulation system that is conducive to pedestrian use.
- D. Provide sustainable development through the preservation and adaptive reuse of existing housing stock. The manner in which a particular land use functions and interacts with adjacent and surrounding land uses is integral in creating a successful development. The design of a new development or redevelopment should embrace the intent of the particular zone district and the purpose of the design standards in this Article.

Applicability:

This Article establishes building and site design standards for a development that contains only a residential use. The design standards shall be applied to any addition or new construction except where explicitly superseded by an approved Official Development Plan or as identified in this Article.

Building Design Standards

Architecture:

The following design standards are intended to provide for the architectural interest of buildings throughout the City.

- A. Single-family dwelling and duplex structures on flag lots that are located away from the street shall maintain a street presence, be oriented toward and visible from the street.
- B. All residential elevations shall have a similar level of architectural treatment and detail. Residential buildings shall be designed to include at least four of the following:
 - 1. The incorporation of a porch or balcony;

2. The incorporation of windows and doors;
3. A change in material types or textures;
4. The use of offsets or insets, such as bays;
5. A vertical or horizontal change to a wall plane;
6. Vertical breaks or changes to roof lines
7. The use of masonry or stone on 30% or more of the building façade;

C. Building Transparency:

Attached dwelling or multifamily building façades oriented towards a public or private street and located within 20 feet of the back of existing or required right-of-way improvements shall be designed so that the ground-floor façade includes clear glass windows and doors to increase pedestrian interest. These openings shall be arranged so that the uses are visible from and to the street on at least 30 percent of that portion of the façade located within 2 and 10 feet above grade.

D. Structure Variation:

1. Single-family dwelling and duplex structures shall not have the same color, model or building footprint on more than three consecutive lots or buildings along a street frontage.
2. A different façade, façade material, or model shall be introduced for every 12 attached dwelling units within a development project.

E. Façades and Entry Ways:

1. All residential structures that are adjacent to a public or private street shall contribute to the streetscape. The street-facing elevation shall have windows and at least one of the following: a porch, stoop, balcony, or dormer.
2. Attached dwellings that are adjacent to a public or private street shall provide a primary entrance or other architectural feature that faces the street.
3. Attached dwelling and multi-family structures shall have articulated façades to differentiate individual buildings.

F. Roof tops: For attached dwelling and multi-family structures, all sloped roofs shall be designed to provide a shadow line along major long wall planes and on end units.

G. Garages: These additional design standards are for garages and only apply to the primary front setback.

1. The garage door opening shall not comprise more than 50 percent of a linear street façade of a residential building.

2. Attached front-loaded garages for single-family dwelling or duplex structures shall not project more than 8 feet in front of the habitable portion of the structure and must meet the required front setback.
3. Detached garages for single-family dwelling, duplex, attached dwelling or multifamily structures shall be setback behind the front edge of the primary residential building.
4. The street facing façade of attached front-loaded garages for single-family dwelling, duplex, or attached dwelling structures shall include windows along at least 50% of the width of the door in a style that is compatible with the architecture of the residence.
5. The street-facing façade of attached side-loaded garages for single-family dwelling, duplex, or attached dwelling structures shall include at least one window and a similar architectural treatment as the remainder of the residential building

Residential Architectural Standards (More general language) example

Buildings shall generally relate in scale and design features to the surrounding buildings, showing respect for the local context. As a general rule, buildings shall reflect a continuity of design approach obtained by:

(1)

Maintaining the building scale or subtly graduating changes;

(2)

Maintaining uniform front yard setbacks;

(3)

Maintaining base courses;

(4)

Continuous use of porches or other features on residential buildings, such as cornice lines on buildings of the same height;

(5)

Extending horizontal lines of fenestration; and

(6)

Echoing architectural styles and details, design themes, building materials and colors consistent with surrounding buildings.

(b)

Buildings on corner lots may have particular significance, since they have at least two facades visibly exposed to the street. If deemed appropriate by the commission, such buildings may be designed with architectural embellishments to emphasize their location.

(c)

Buildings shall avoid long, monotonous, uninterrupted walls or roof planes. Building wall offsets, including projections, recesses and, if applicable, changes in floor level, shall be used in order to add architectural interest and variety and to relieve the visual effect of a simple, long wall. Similarly, roofline offsets are encouraged in order to provide architectural interest and variety to the massing of a building and to relieve the effect of a single, long roof.

(d)

The architectural treatment of all sides of a building shall be designed to be consistent with regard to style, materials, colors and details. Blank walls are discouraged. The relative simplicity or complexity of architectural styles and details of surrounding buildings shall be a

consideration in determining whether a proposed building or change in an existing building is consistent and harmonious with surrounding buildings.

(e)

Gable and hipped roofs shall provide overhanging eaves on all sides. Flat roofs are discouraged. Each roof type shall be appropriate to the building's architecture. Mansard roofs on a one-story building are not permitted. Architectural embellishments that add visual interest to roofs, such as dormers, belvederes, masonry chimneys and other similar elements, are encouraged.

(f)

Entrances to buildings shall be defined and articulated by architectural elements, such as lintels, pediments, columns, porches, overhangs, railings, balustrades, etc., where appropriate. Any such element utilized shall be architecturally compatible with the style, materials, colors and details of the doors and the building as a whole.

(g)

Outdoor appliances.

(1)

Air conditioning unit(s) and generators shall be considered a permitted use when located in the rear yard. The location of air conditioning unit(s) and generators in the rear yard are the preferred location of the city. However, if no suitable rear yard location is available, the zoning department may permit the air conditioning unit(s) and/or generator(s) to be placed in the side yard, as rearward as practical.

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Master Plan Update

DATE: July 12, 2021

BACKGROUND

Progress on the development of the City's updated Master Plan continues. Included for review and discussion is the Housing and Neighborhoods Chapter draft. The 2016 Master Plan briefly touches on housing conditions and challenges in Chapter 2: Community Profile. The chapter provided here is a thorough review of housing challenges as well as opportunities for reinvestment. Information in this chapter will inform later chapters such as Goals and Objectives, Future Land Use Plan, and Implementation.

Also provided for your review and comment is a Housing Action Plan document created by Steve Schnell, Charlevoix County Housing Ready Program Director. The document provides a review of the April 28 meeting's discussion, data on existing housing conditions, and discussion regarding next steps to creating housing solutions. Each stakeholder meeting is being conducted in coordination with the City's Master Plan update and feedback is being used to inform the plan. The document identifies specific Planning Commission recommendations, much of which is also discussed in the Housing and Neighborhoods chapter draft.

ATTACHMENTS:

- ❑ Chapter 4: Housing and Neighborhoods DRAFT
- ❑ Housing Vision Recommendations

4 Housing and Neighborhoods

The City of Charlevoix is primarily a residential community that garners much of its strengths from the quality of the housing stock and the stability of long-standing neighborhoods. Charlevoix is a mature community where 45% of the housing stock is 70 or more years old. The City's original housing was built to accommodate a seasonal resort community, but later expanded to support a year-round population. The occupancy of today's housing is a mix of year-round, seasonal, and temporary residents each with a different set of needs. The challenge of providing housing for this mix of residents is further complicated by the need to provide housing that supports the population during different stages of life and is affordable at various income levels.

Traditional, detached, single family homes are the bedrock of Charlevoix housing stock making up 55% of the available housing units (according to the 2019 ACS). The Charlevoix Master Plan Community Survey results indicate a desire to preserve and enhance this housing type and every effort should be made to stabilize and encourage reinvestment in these neighborhoods. Market studies and even market trends have shown neighborhood reinvestment may come in a variety of forms. Identifying important architectural qualities, ideal scale, and neighborhood amenities will be integral to maintaining the unique sense-of-place of the City.

The City must continue to explore and permit new housing options desired by the broader community which can attract new residents. Often referred to as "missing middle housing," duplexes, townhomes, and live/work spaces are ideal for young professionals, empty nesters, and seniors. Housing types of this nature are not new to the City, and could be incorporated into the existing neighborhood framework with appropriate context sensitive design guidelines.

Supporting Community Needs

Charlevoix's original, older, single family homes were built to suit the needs of a (summer) seasonal population, and therefore, were often not built with modern amenities a typical resident is looking for such as garages and central air conditioning and were built before building code or accessibility concerns were considered. While the housing stock is generally well maintained and many homes have been retrofitted with these amenities, homes that are missing one or more convenience are undesirable to the average home buyer. The City must also consider the limited number of homes available. Because there is a limited supply, and demand for desirable housing is so high, a potential resident may expand their house search beyond the city limits to find ideal housing. As Charlevoix continues to attract year-round residents finding homes with modern upgrades will be challenging.

However, Charlevoix's historic homes are a highly desirable feature for long term and new residents to the city. Their historical significance for the community and quality in design are part of the reason historic homes maintain their value, which in turn encourages homeowners to invest in maintenance and upkeep of the property. Investment and connection to the community are ideal ways to build and maintain a year-round population. Nevertheless, older homes pose many barriers for older residents who have mobility and functional challenges. Common housing concerns in older homes are ramps to replace stairs, first floor bathrooms, and 36-inch wide doorways. In order to allow senior residents the opportunity to Age in Place, they will retrofit their home to accommodate universal design standards. Aging in Place refers to a resident's desire to remain in their home as they grow older. The Area Agency on Aging of Northwest Michigan and the Charlevoix County Commission on Aging serve Charlevoix County and can be resources for supporting mobility, home modifications, and adaptive equipment.

The charm and uniqueness of historic homes is an essential contributor to the Charlevoix community image and therefore, protecting and preserving Charlevoix's stock of historic homes is an essential priority. The National Historic Preservation Act, state and local ordinances can play an important role in protecting historic places and supporting their rehabilitation. While federal preservation tax credits are solely intended for commercial structures, state historic tax credits can be used to improve residential structures. According to the Michigan Economic Development Corporation (MEDC), the State of Michigan passed Public Act 343 – State Historic Tax Credit in December 2020 which will help support place-based projects while promoting the preservation of Michigan's historic resources, [Miplace.org](https://miplace.org). How the State Historic Preservation Office creates and administers the program is still being developed, however, the program will provide \$1 million total for owner-occupied residential projects.

Making necessary housing improvements and even completing routine maintenance can be a major strain on an already low, reduced, or fixed income budget. The US Department of Agriculture and the US Department of Housing and Urban Development each offer home improvement grants for qualifying seniors and low-income residents. However, additional

programming or grant funding may be needed for those who do not qualify for state or federal financial assistance. The City should seek partnerships among multiple agencies including the Area Agency on Aging, the Commission on Aging, Northern Homes Community Development Corporation, and Habitat for Humanity to support seniors and the income-constrained residents who are unable to make the changes needed to meet their housing needs.

High land costs and lagging wages or underemployment make it increasingly difficult for potential buyers to purchase and finance a house. A Community Land Trust (CLT) is a nonprofit, community-based organization whose mission is to provide affordable housing in perpetuity by owning land and leasing it to those who live in houses built on that land. Homes are made affordable by offering home buyers a chance to purchase a house without the land. According to the Lincoln Institute of Land Policy, “The community land trust and the homeowner agree to a long-term ground lease agreement (typically 99 years) that spells out the rights and responsibilities of both parties. Among the homeowner’s rights are the rights to privacy, the exclusive use of the property, and the right to bequeath the property and the lease. The CLT has the right to purchase the house when and if the owner wants to sell.” Northern Homes Community Development Corporation is a Community Land Trust that serves Antrim, Emmet, and Charlevoix Counties that is working with the Charlevoix County Land Bank Authority to utilize this mechanism in Boyne City. Increasing CLT property is an effective way to introduce more limited income home buyers to the market. This includes those young professionals who grew up in Charlevoix and who would like to stay in the community and purchase a home of their own. By purchasing a home within or near the ideal affordability index ratio, a home buyer can maintain an affordable cost of living and ideally, save for the future.

Charlevoix should be prepared to offer a variety of housing types that fit a variety of lifestyles. Rather than retrofit their homes, some seniors may seek to downsize to a home that better fits their needs, but wish to stay in the Charlevoix community. Ideally, this home becomes available for a young family who are able to move out of an apartment or smaller starter home. This cycle is continued by allowing a single person or young couple to move into the start up space. Movement in the housing market allows new residents to enter the community while long term residents can find ideal housing at various stages of life.

Community Response to Short Term Rentals

Charlevoix has seen this cycle disrupted by growing short-term rental property market that has caused many owner-occupied single family homes to be converted into dedicated vacation rental properties where there are no primary occupants. Seasonal occupancy is not new in Charlevoix and cities across northern Michigan have throughout their history always attracted a seasonal population. While the bitter cold, snowy winters are often unattractive for visitors, the summer season is ideal for vacationers who are looking for a warm place with opportunities to recreate near fresh water resources. Traditionally, vacation rentals consisted of motels, hotels, and bed and breakfasts for renting rooms. In the 1950s vacation rentals began to appear in the U.S. and listings were placed in the newspapers. This allowed rental owners to capitalize on the vacant periods when a home wasn’t occupied. The home sharing industry evolved as online platforms such as VRBO (Vacation Rentals by Owner) which launched in 1995, and later, the site AirBNB was founded in 2008, enabled a rapid proliferation of short-term rental bookings. The expansion of this potentially lucrative market trend has caused Charlevoix residents to consider how to “keep the lights on” throughout the year.

The Charlevoix City Council heard residents’ concerns and sought to maintain balance between year-round residences and short term rental property opportunities in the City. After seeking input from the community, the Council moved forward with two policy directions. First was the creation of a Short Term Rental Ordinance in 2020 to limit the number of short term rental properties to 80 units total. Owners of short term rental properties are required to register each unit with the City. In 2021, the City reached the maximum number of 80 units allowed and a waiting list is in effect. Proper Short Term Rental management is necessary to maintain neighborhood quality and keep Charlevoix an attractive community for all who want to live, work, or visit here. Short Term Rentals are required to be up to date on all county and state building codes, follow noise and nuisance ordinances, and meet maximum capacity restrictions, along with other

Short Term Rental Quick Facts

- 83% of travelers prefer to be near water—whether the ocean or a lake, VRMA.org.
- As of 2015 14% of travelers book a private home or apartment for at least one trip in the year. Additionally, vacation rental owners generate an average of \$27,360 in annual income, Rentalsunited.com.
- 71% of travelers with children said access to cook their own meals was a major reason they chose a vacation rental, VRMA.org.
- Starting in 2017, Millennials are predicted to spend \$1.4 trillion on travel each year by 2020, VRMA.org (Vacation Rental Management Association).
- Millennials comprise 40% of leisure travelers who book online. They also spend more each day on trips than other age groups, VRMA.org.

requirements. The Zoning Administrator acts as an enforcement officer for these matters, and will conduct periodic inspections of Short Term Rentals.

The second policy direction the City Council identified was to encourage deed restrictions for existing owner-occupied properties. In this context, the deed restriction is a voluntary restriction to have the property remain owner-occupied or occupied by a primary renter in perpetuity. The City should continue with efforts to incentivize this program, even offering a financial incentive to voluntarily deed restrict one's property. A lump sum payment may encourage current property owners while development bonuses may encourage a developer to create new deed restricted units. The City may also provide deed restricted housing by requiring the restriction on any units that are created by city-initiated projects or public-private partnerships. Properties held by a CLT are often one such example. Deed restricted properties ensure year-round housing will be available for years to come.

Expanding Housing Choices

Due to reduced land supply, the most impactful way to create new housing in the City is to identify redevelopment and infill development opportunities. Infill development refers to development or redevelopment of land that has been bypassed, remained vacant, and/or in underused as a result of the continuing urban development process. By emphasizing the development of passed-over parcels, the community can maximize use of existing public facilities thus reducing public infrastructure costs, reduce farmland and open space loss, reduce lengthy commutes, increase physical activity, and grow the tax base. Permitting accessory dwelling units (ADUs) is one example of infill development.

New housing should address the needs of current and potential residents not currently being met. Interestingly, two demographic groups are ideal candidates for smaller, modern units that require minimal upkeep, but have access to food, transportation, and other community services. Due to Charlevoix's large baby boomer population, the City is experiencing a decline in average household size and an increase in the age of the population, while millennials who have delayed or foregone starting a family are attracted to Charlevoix's combined natural features and downtown living. The City has identified one such opportunity by permitting ADUs in the R2 – Residential Medium Density District. The district largely surrounds downtown Charlevoix and the mixed uses along Bridge Street. According to the Zoning Ordinance language adopted in 2019, accessory dwelling units are defined as "a second unit on an owner-occupied single-family parcel that is a minimum of three-hundred (300) and less than six-hundred-fifty (650) square feet and is either attached to the principal dwelling or in a separate structure on the same parcel." As previously discussed, ADU structures were built throughout the City's history, but by allowing ADUs by right new units can be built more easily with the City's approval.

The City should consider expanding the permitted use of ADUs in the three remaining residential districts as well as a permitted use accompanying a residential use in any other zoning district. In addition to the R2 – Residential Medium Density District, the City has three other residential zoning districts that may be suitable for ADUs with appropriate development standards in place. As identified in Chapter 3, Existing Land Use, the City has five distinct community character areas each with its own overall look and feel. Introducing ADUs and other dwelling types into each character area will require input from the residents and careful consideration regarding size, scale, location, buffering, and overall design. Creating effective development standards that complement the character of the surrounding area will ensure new building types and uses are built with minimal disruption to the neighborhood.

In 2021, the City was certified as a Redevelopment Ready Community (RRC) through the Michigan Economic Development Corporation (MEDC). According to the program's website, to become redevelopment ready a (Michigan) community must plan for new investment and reinvestment, identify assets and opportunities, and focus on limited resources, [Miplace.org](https://miplace.org). The City completed a multi-year process of reviewing internal processes, holding discussions for future development, and creating supporting plans, and upon completion, they can now identify Priority Redevelopment Sites to be marketed by the MEDC. Priority Redevelopment Sites are properties that are vacant or underutilized, and ready to bring greater use and value to the community. The site selection process is currently ongoing and includes discussions with the property owner in order to gauge their willingness to see the property transformed, either through sale, or their own redevelopment efforts. Through the RRC program and with MEDC marketing assistance, the City has the potential to create additional housing through infill development in a timely manner and also create a catalyst for further residential and mixed use development.

Building Capacity in Downtown Charlevoix

Many potential redevelopment sites are located in downtown Charlevoix. These sites may or may not be selected as an RRC Priority Redevelopment Site, but should be considered for potential new or expanded uses in the future. Downtown Charlevoix's existing infrastructure of walkable, higher-density, mixed uses provides the ideal location for further infill

development and redevelopment. Downtown properties are underutilized for a variety of reasons including single story structures with the potential to build a second story, third story, and/or rooftop patio, structures that only cover a small percentage of the surface area of the lot, or single structures may be combined and redeveloped with one or more adjacent lots for a larger cohesive project.

The City of Charlevoix's Main Street Downtown Development Authority is actively involved with creating and implementing solutions to improve housing within the downtown. The Main Street DDA offers a Downtown Housing Grant to property owners seeking to build or convert square footage designed for year-round housing. The matching grant provides financial incentive to help downtown building owners better utilize their vacant or underperforming space, while retooling the properties to help address housing needs. \$50,000 is available throughout 2021-2022 fiscal year.

In May 2021, the Main Street DDA in partnership with the Michigan Main Street and Downtown Professionals Network, underwent a thorough evaluation of downtown known as the Downtown Charlevoix 2021 Futures Vision Design. As part of the study, Main Street DDA conducted a survey which included visual preferences to identify the right look and feel for downtown buildings. The Futures design process was strongly focused on housing, but also sought to incorporate new commercial, mixed use, and recreation opportunities in underutilized spaces. Based on the survey input collected and meetings with community stakeholders, the project designers presented redevelopment concepts that addressed unmet needs within downtown. The Futures Vision Design was intended to be a starting point in which community leaders, stakeholders, and the public can create a plan for future development.

Downtown Residential Economic Impact

Impacts of Downtown Housing

DOWNTOWN HOUSING HAS IMPACTS BEYOND JUST RENT CHECKS.

Many North Carolina Main Street communities made it a priority to create downtown housing. This has proven to be an effort worth doing. While there is a wide range of monthly rents for a downtown apartment, the average is around \$950 per month. This allows property owners to receive revenue from space that may well have sat vacant for years. But the landlord isn't the only one who benefits.

How much buying power does a resident in a downtown apartment unit bring? If that unit is occupied by a couple paying rent of \$950 per month, here is what they spend over the course of a year:

Of course, not every dollar that they spend will be spent downtown. Some will be spent on vacation, on the trip to the regional mall, and through online purchases. But downtowns have an opportunity to meet many of the goods and services needs of that couple. So when they lease a downtown apartment, they are not just bringing their rent check; they are bringing considerable purchasing power that has the potential to benefit a wide array of businesses.

Average Annual Expenditures

Rent	\$11,400
Food at Home	\$3,008
Food away from Home	\$2,392
Alcoholic Beverages	\$398
Utilities & Public Services except phone	\$1,777
Telephone	\$991
Personal Services	\$263
Housekeeping Supplies	\$500
Household Furnishings and Equipment	\$1,303
Men's Apparel	\$295
Women's Apparel	\$514
Footwear	\$261
Vehicle related Expenses	\$2,181
Health Insurance	\$2,213
Medical Services	\$571
Drugs	\$327
Fees and Admissions	\$426
Audio and visual equipment and services	\$696
Pets	\$447
Personal care products and services	\$522
Reading	\$63
Education	\$809
Tobacco/Smoking Products	\$279
Cash Contributions	\$1,100
Personal Insurance and Pensions	\$4,325
Everything Else	\$3,649
Total	\$40,710



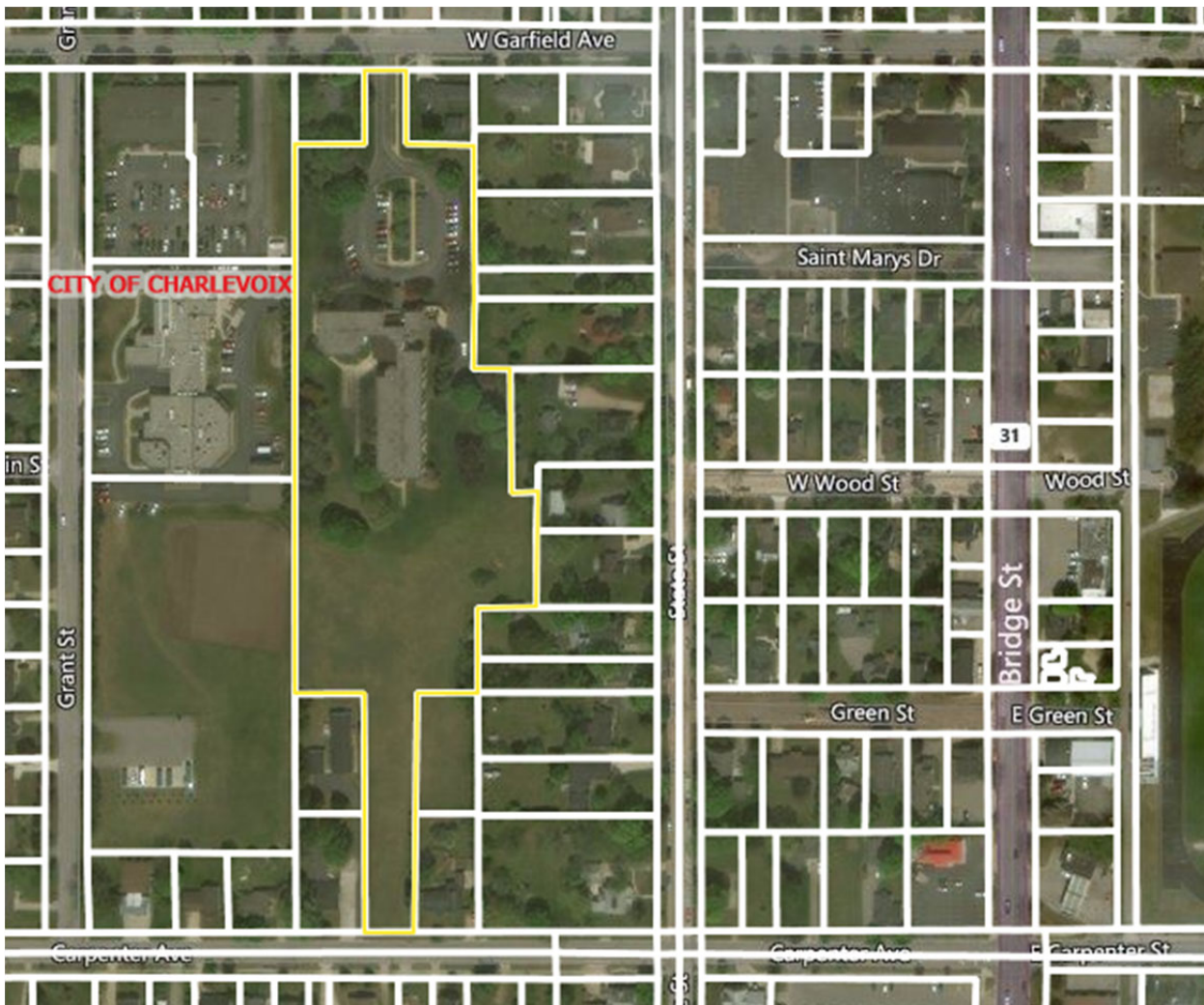
Neighborhood Redevelopment and Infill

The majority of the City's vitally important housing stock is located outside of the downtown, within established neighborhoods. Like downtown, there are many opportunities for redevelopment and infill housing. Underutilization in Charlevoix neighborhoods can also take a variety of forms such as homes that have been neglected and require significant repair, non-residential properties, especially vacant buildings, that have outlived their use, and undeveloped or underdeveloped greenfield sites that have avoided further development due to one or more site challenges. Much of the redevelopment opportunities in Charlevoix neighborhoods will require public-private partnerships between the City, local property owners, housing agencies, and public or private funding sources. There are several larger sites that might be suitable for development, but require a coordinated planning effort. They include:

The Community Reform Church located at 109 Elm Street has largely undeveloped areas that may be suitable for additional housing. Some reconfiguration of the sites may allow for additional development on portions of the Church site north of Elm Street as well as the greenspace between Elm Street and Cherry Street. The property is currently zoned for residential use and is largely surrounded by residential uses.



210 Garfield Avenue West is owned by the City of Charlevoix Housing Commission. The southern portion of the site is vacant with site access from Carpenter Avenue. The property is currently zoned for residential use and is largely surrounded by residential uses. Additionally, the City should consider partnering with Charlevoix County to determine the feasibility of relocating the Northwest Michigan Health Department offices and the Charlevoix County Sheriff's Office which are located just to the west along Grant Street. Combining these properties would allow for large scale redevelopment project that would likely accommodate several residential unit types.



There are several parcels on both the west and east side of May Street, almost to Stover Road, that are largely undeveloped or underutilized. 1021 May Street is owned by Charlevoix Public Schools and is currently used as the bus garage. Vacant property to the west, north, and east across May Street may be suitable for housing development. The properties on the west side of May Street are currently zoned for high density residential while the vacant properties on the east side of May Street are zoned for medium density residential.



Neighborhood infill development on a smaller scaler should include the conversion of older, larger, once single family homes, into multiple unit residential or mixed use spaces. Many completed conversions can be seen as you travel the City's main thoroughfares; however, opportunities exist in the core neighborhoods. In order to encourage home conversions, programs may be needed to provide financial support to property owners, but creating multiple, smaller units within an existing home will provide the community with additional housing while preserving the character of the neighborhood.

Creating Regional Housing

As recognized by regional entities such as Housing North, providing residents and potential residents affordable, quality housing is a challenge faced by communities across Charlevoix County and northwest Michigan. The City of Charlevoix may seek partnerships with surrounding townships to develop large parcels of land outside of the City limits. As the City has an established municipal infrastructure system and currently provides service to residential, commercial, and industrial properties in surrounding areas, the City may partner with Charlevoix Township and potential developers to extend municipal infrastructure so as to provide utilities to areas that will create new, desired housing units. This may or may not involve an Act 425 of 1984 agreement which transfers property by contract between certain local units of government. Any large-scale development project should incorporate a mixture of housing types as well as uses compatible with placemaking such as walkable neighborhoods, access to multi-modal transportation, technology infrastructure, access to food and household goods, and community spaces that support a population aged 8 to 80 (880cities.org).

Residential Design Guidelines

As the City explores opportunities to create new housing or expand existing housing types, consideration should be given for the impact on the existing neighborhood. Context sensitive design will ensure redevelopment does not occur at the expense of the current residents. The City should consider creating Residential Design Guidelines to identify the character and community needs of the five specified community character areas. Like sub-area plans, the Guidelines would collect community input specific to each neighborhood and produce an existing conditions report, which would then inform a set of design guidelines for continued development in that area. The Guidelines would identify the appropriate size, scale, location, buffering, and overall design for various redevelopment and infill projects, ensuring a seamless transition into the existing neighborhood framework.

Much of the housing solutions discussed in this chapter are representative of Missing Middle Housing. This is a phrase coined by Daniel Parolek in 2010 to describe a diverse set of housing options that are compatible in scale and form with

detached single-family homes. Missing Middle Housing types include duplexes, fourplexes, cottage courts, and townhomes all of which can be incorporated seamlessly into the existing neighborhood through a set of residential design guidelines. However, Missing Middle Housing aims to go beyond just adding new residential housing types by expanding the spectrum of affordability and supporting walkable neighborhoods with access to good and services.



[About](#) [The Types](#) [Services](#) [Resources](#) [Contact](#)

Missing Middle Housing is a range of house-scale buildings with multiple units—compatible in scale and form with detached single-family homes—located in a walkable neighborhood.



Source: missingmiddlehousing.com

Housing development or redevelopment throughout the City, whether by an individual property owner, a public-private partnership between the City and another entity, or a private development project, should all support the goal of creating a quality, sustainable development that interacts and functions well with the surrounding community. Incorporating housing solutions that seamlessly transition into the existing neighborhoods is one example, but housing development should support the larger urban framework. All projects should seek to meet the needs of the greater community by encouraging a mix of land uses for access to goods and services, a mix of densities to expand affordable housing options, a well-designed multi-modal transportation system that supports non-motorized travel throughout the City and into the surrounding region, and green infrastructure and green design that enhance Charlevoix's natural features. In addition to quality, affordable housing, Charlevoix residents seek a high quality of life in which to live, work, and play.



CITY OF CHARLEVOIX

HOUSING ACTION PLANNING 2021

UPDATED: June 3, 2021

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INTRODUCTION

The City of Charlevoix, with the Planning Commission leading the effort, is updating the Master Plan for 2021. A Master Plan is a document that states goals for the community with specific references as to how the zoning ordinance can help achieve those goals. Housing will receive special attention in this plan update because of the importance of housing in the fabric of the community. 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.

Why is HOUSING important?



- 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**



**We know we
need more
housing.
Why not just
build it?**



BARRIERS

- Construction costs (\$300 a sq.ft.)
- High cost of property
- High costs 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

STAKEHOLDER INPUT SUMMARY – April 28th

On April 28th housing stakeholders gathered to discuss the housing strengths, challenges, and opportunities in the City of Charlevoix. The following is a summary of what was learned.

At our first meeting of housing stakeholders, we heard that there are a lot of good reasons that people want to live here. It was pointed out many times that it is a beautiful city and a very desirable location. The city benefits from having a mix of residents in the various neighborhoods. Retirees were mentioned especially because many are here year-round to help “keep the lights on” and supporting the year-round economy. Housing has maintained its value and is a mostly stable market. There are a lot of amenities available for residents that were the result of action taken by city leaders many years ago. Specifically, some of the housing projects, such as Pine River Place, are assets to be celebrated as well as the many recreational amenities that all city residents get to enjoy. It was mentioned that the city is fortunate to have city leaders now who value housing and are focused on solving the city’s housing challenges.

There are some challenges to housing in the city and affordability was the first mentioned. Change is happening to the housing market that is difficult to accommodate. The rising price of housing both for existing home sale prices as well as cost of new construction is causing real issues. There are many homes that have been purchased by seasonal residents and this impacts the sustainability of the local economy, school enrollment, and civic engagement. The influx of new residents, whether seasonal or year-round also changes the values of the community. This can be welcomed, and it can create unease. There is a gap in the available housing that means more of the workforce can not purchase a home within their budget.



The trend toward working from home, which was possible before with broadband and has increased since the start of the pandemic, puts pressure on the housing market and drives prices up. There is also competition from short term rental demand by investors. The increase in housing prices is happening at a rate that is not being met with a similar increase in household income, which creates a growing disparity between who can afford housing and those who need it.

Another challenge mentioned and shared by many communities is the attitude of Not In My Back Yard (NIMBY) when it comes time to make changes that could be more housing friendly. There was some discussion also about the need to partner more on housing with the neighboring townships, but the concern exists that those entities do not have the utilities needed to support a housing development other than larger lot single family residential. Some comments were made that it is getting so expensive to live within the city that, perhaps, it should be considered to do workforce housing projects on larger lots on the edge of town or look to the neighboring communities to house the workforce.

There are opportunities to meet these housing challenges. A priority should be, it was mentioned, to bring a voice to those who are looking for housing that the market currently does not serve. Incentives need to be created for year-round housing, which is a priority that we have heard from city leadership. Zoning incentives such as those outlined later in this document can be used along with various funding tools to encourage year-round housing.

Another housing solution that was mentioned at the meeting was the importance of income-producing rental suites within existing homes. These allow for some gentle changes to the number of housing units per property while keeping the neighborhood character and providing additional income to homeowners. The additional residential unit will provide much needed new housing type especially for young professionals.

Permitting processes can be a challenge and making the approval process clearer and more streamlined can be a housing solution. Fewer subjective requirements and more by-right uses and standards can encourage more housing construction in the city.

Funding was also mentioned as a need. There are some funding tools available to local governments including Tax Increment Financing (TIF) and Neighborhood Enterprise Zones that can be utilized in Charlevoix to assist in funding housing projects. Cities can also issue bonds for funds to support housing projects within the city. Overall, incentivizing housing solutions is the priority, using regulations to ensure housing choices only when necessary.

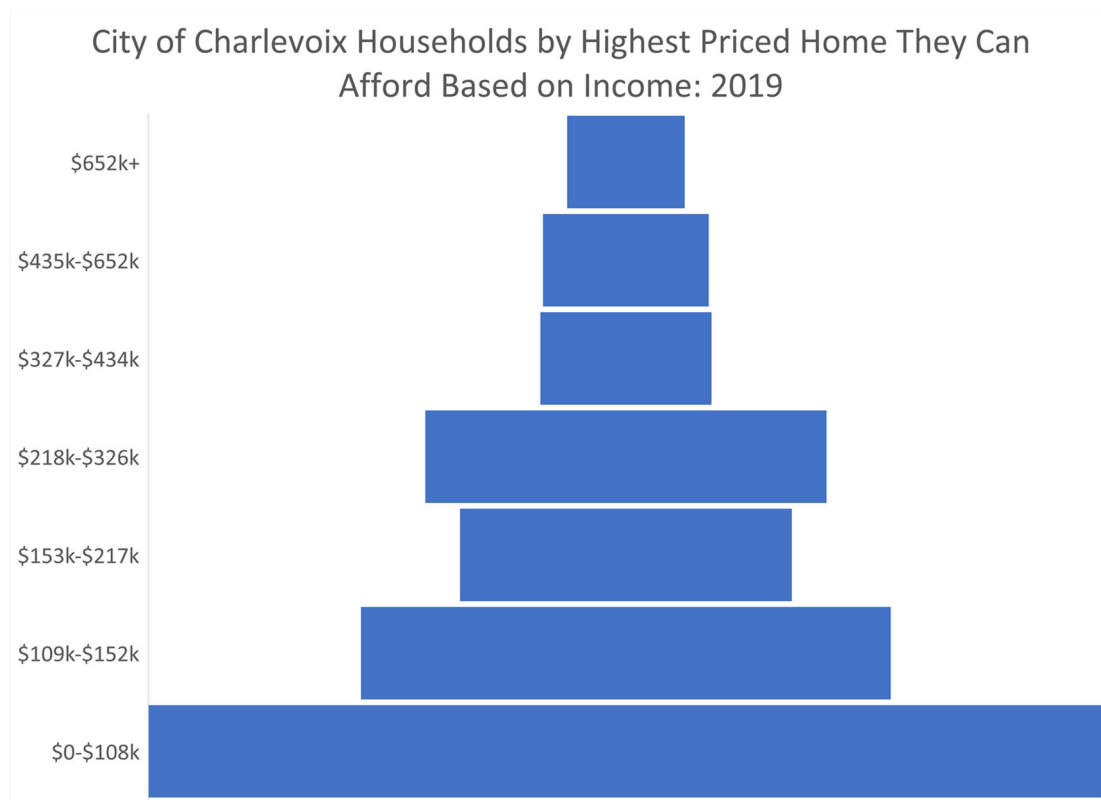
It was mentioned that these housing goals need to be clearly stated in the Master Plan and shared with all stakeholders. This will ensure a clear vision as to how all entities will work in



coordination to identify challenges, plan for change, and create new housing types that meet more housing needs.

How do the current housing market challenges impact me as a Charlevoix resident?

The current housing market is quite lucrative if you own a home or any residential investment. But if you are not currently a homeowner, you will most likely struggle to find something within your budget. Across the state, especially northern Michigan middle income families \$250k and above are being pushed out or moved to house prices above their comfort levels (\$400k+). The following chart shows the proportion of households can afford housing of varying prices, most being able to afford only houses that cost less than a basic new home.



The following are some examples of how this impacts the community's vitality:

- **Hiring** - If you are an employer, you are finding it harder to recruit employees who do not already live here. Your employees are living farther away, which means that the reliability of their transportation is more important than ever, and the costs of their transportation are higher than ever. This creates a situation where employees are susceptible to leaving for a job closer to where they live in the other community where



they may be more invested. Data shows people who live closer to their job are more likely to work and they experience shorter terms of joblessness.

- School Enrollment - If the community does not have housing adequate for its residents there will be families who are not able to live within the school district. School enrollment will continue to decline. Local businesses that need seasonal help, which often rely on young family members, will not have adequate staffing to serve their customers. Service at local restaurants and retail stores will suffer. A 2015 survey showed that 100% of the young people under age 25 were likely to move away from Charlevoix. However, the promising data also shows that 90% of
- Short Term Rental Competition - Housing price increases are partially due to competition for short-term rentals. Homes that used to be rented long term are now being converted to short term rentals, reducing the number of year-round housing units, and increasing home prices. Renters may have difficulty finding a place to rent as more long-term rentals are converted to short term vacation rentals.
- Representation in local government - Many of those who need housing that is not met by the market are not often represented in local government. People who struggle with housing are often working more than one job and do not have the time to dedicate to a volunteer or elected position. When given an opportunity to grow into housing as your life situation changes and your career evolves, typically beginning as a renter and evolving into a small starter home then owning a larger family home, a person and then a family can become an integral part of the community.

Is Charlevoix a Resort Community or a Small City?

The City is a destination for many people, whether they be visitors, weekend vacation homeowners, or permanent residents. Data shows that there are fewer residents with less income who are struggling to afford a home in an aging housing supply.

- In the last 20 years the City lost 6% of the households while neighboring communities increased by 16%.
- Most of the houses were built prior to 1949 with few new homes being built, which is a national issue.
- Median household income in the City has declined by 15% between 2010 and 2019 while other communities are increasing, one as much as 32%.
- The City's home affordability index is more than twice what it should be in ideal economic conditions. The ideal ratio of home price to income should be 2.6. The City's most recent data indicates this to be approximately 5.4.



Where does the city see itself in 20 years? Is the current direction acceptable with more neighborhoods of higher-priced homes and fewer of its workforce living within the city? Will the City grow to become the prime destination for visitors, while less accessible to those earning local wages?

The housing needs of a *resort community* would be weekend rentals, vacation homes/family cabins, seasonal workforce housing outside the commercial areas or higher-end vacation home neighborhoods. The challenge in a resort community would be housing for its workforce. Unless actions are taken to develop workforce housing opportunities, there would be an exodus of workers to cheaper housing farther away. Many teachers, government, industry, and retail employees will live elsewhere. There would be higher transportation costs for those employees and less engagement with the community.

Or is there a desire to take action that ensures the city is a community center with neighborhoods that include workforce households with a broader range of incomes? A *small city* community would seek to reduce the conversion of year-round housing to seasonal and short-term rentals and create new housing at all market price points that are dedicated for full time residents. Charlevoix the “small city” would strive to provide a balance of housing opportunities for all year-round and seasonal residents who seek to live in this highly desirable place.



HOUSING VISION & POLICY

Based on input and housing data, the following Housing Vision is drafted for consideration.

The City of Charlevoix will take action to ensure that every citizen in our City, regardless of economic status, has quality housing choices and opportunities to reach their fullest potential. Safe housing that residents can afford is a springboard for success in employment, educational, and health pursuits.

POLICY RECOMMENDATIONS

If there is one thing to be learned about improving housing opportunities that resonates the most, it is that action must be taken on all fronts. There is no single solution that will solve our housing challenge. In fact, the solution is acting on all fronts. It is important to attract developers to invest in the community and for a developer to be interested they must perceive the community to be housing friendly. Every “no” vote on a housing topic will detract from this message. Taking no action is a choice but leaves the solution up to others and there is no guarantee that anything will improve or that goals will be achieved. These policy recommendations encourage proactive solutions to housing challenges.

The following are suggested actions that the City, in partnership with housing stakeholders, can take to create more year-round housing opportunities. They should be considered for all housing types including missing middle to broaden the target market, creating housing for those who are not currently being served. The recommendations are based on the goals that have been developed by City Council, the Charlevoix Housing and Business Park Initiative (HBPI) over the last couple of years, and input from housing stakeholders.

1. Prioritize potential housing project sites

The city should continue to be responsive to new ideas and project proposals related to housing. Housing is more likely to occur in a manner and location that the city desires if there are priority sites that are marketed to developers with incentive packages and streamlined processes. Publicly owned land (including school, housing commission, or other) is an excellent opportunity because the site can be offered with incentives in exchange for a development that meets needs not met in the current housing market. A partnership with the county’s Land Bank Authority can add more tools to reduce the cost of housing.

Lead: City Staff, Housing Ready Staff, Housing Business Park Initiative



Partners: City Planning Commission, City Housing Commission, County Land Bank, MEDC, School, Realtors, DDA, Main Street, Habitat for Humanity, Northwest Community Action Agency

- a. Assign a team responsible for identifying sites
- b. Proactive outreach to potential housing development partners and landowners
- c. Identify larger lots, neighborhoods
 - i. Housing Commission
 - ii. City-owned
 - iii. School
 - iv. County
 - v. Larger privately-owned lots
- d. Engage landowners to develop housing project scenarios for each parcel
- e. Prioritize projects
- f. Create financial incentives – See #2.
- g. Ensure project sites are housing ready with fast-track approval
- h. Engage Planning Commission to ensure housing-ready zoning
- i. Improve readiness for public funding
 - i. Introduce properties and community to CDFIs
 - ii. Establish PILOT approval criteria and procedures

2. Incentivize Housing

Create incentive package that can be applied to any property that creates or preserves a permanent year-round housing unit. Consider incentive packages for both larger multi-unit housing projects as well as individual projects within existing neighborhoods such as renovations and additional dwelling units. Incentives for individual lots will be unique and take more effort to market but will ensure people can stay in their homes and enhance neighborhoods. City involvement and investment in creating funding sources is going to be especially important. Other entities will be more likely to involve themselves if the city shows commitment to the funding.

- a. Establish a pilot [Neighborhood Enterprise Zone](#) on priority project sites
- b. Explore [Neighborhood Improvement Authority Act](#) assistance tax capture tool for potential neighborhood enhancements
- c. Seek funding and incentives from various levels of government:
 - i. Local: County Land Bank, Brownfield Authority, City (utility connections, expansion), Housing Commission, develop PILOT ordinance and approval standards
 - ii. State: MSHDA (LIHTC), MEDC (CDBG), MDARD, EGLE
 - iii. Federal: USDA, HUD, American Rescue Plan



- d. Encourage renovation mortgage options (Fannie Mae HomeStyle Renovation)
- e. Volunteer Home Improvement Team – coordinate volunteers who can help elderly residents with home improvements (partner with Council on Aging, USDA Section 504). Studies show that there is significant decreased hospitalization rates for veterans who participate in the VHA Home Improvement and Structural Alterations (HISA) program.
- f. Utility cost assistance (utility bill payment assistance, renewable energy opportunities, weatherization, smart home upgrades)
- g. Leverage Land Bank tools - partner with the County Land Bank Authority to establish an ongoing fund for housing projects and be familiar with Brownfield and Land Bank Authority tools

3. Provide gap funding to leverage investment

The costs to create new housing is often higher than many can afford to pay, whether they are wanting to own or rent a home. To meet the city's housing demand, estimated to be over 250 housing units annually, new housing will need to be built. For those units intended to meet below-market rate housing will have a gap in their financing that needs to be filled. The City can be a partner in this gap financing in a variety of ways, if the City chooses to participate.

To demonstrate local commitment to a project and reduce project risk, a local source of funding can be applied to predevelopment work (marketing studies, site evaluation) and/or financial gaps. Local partners may invest in such a fund if it is structured properly and there is capacity and accountability for how those funds would be re-invested in the community.

The City's DDA is already taking action to create housing incentive in the downtown through the Downtown Housing Incentive Program. The program supports property owners seeking to build or convert square footage designated for year-round housing. The matching grant provides financial incentive to help downtown building owners better utilize their vacant or under-performing space, while retooling the properties to help address the major challenge of housing.

The following are local funding opportunities:

- a. Downtown Development Authority and Tax Increment Financing (TIF)
- b. Land Bank Authority and Brownfield Authority tools
- c. General fund dollars
- d. City bond issue to support housing
- e. American Rescue Plan allocation,



- f. Employer (donations, patient capital, investment/ownership)
- g. Partner with Housing North or a foundation to house such a fund

4. Market the City as Housing Ready

Thoroughly promote the incentive program throughout the community. Create marketing materials that are widely distributed. This material should also get to seasonal homeowners who will be more difficult to reach. Identify local housing champions to participate in a regional campaign

5. Strengthen Housing Goals through shared efforts

- a. Develop shared goals with other housing stakeholders: DDA, Housing Commission, Housing North, Habitat for Humanity, and County emergency home repair program.
- b. Develop strong partnership and possible joint housing plan with the township for future Act 425 areas for desired housing and associated utility expansion.
- c. Continue monitoring short term rental ordinance for appropriate locations and maximum number. Work with hotels and short term rental owners to ensure adequate tourist lodging while also protecting housing stock.

6. Create more housing-friendly zoning updates – *see next section*



PLANNING COMMISSION RECOMMENDATIONS

NOTE: The following are recommended updates for consideration by the City's Planning Commission. These are expected to be discussed within regular meetings of the Planning Commission upon adoption of new housing goals and objectives as part of the Master Plan update.



RECOMMENDED ZONING UPDATES – Housing-Friendly Zoning

There are various tools that the Planning Commission can utilize 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, the Planning Commission can create more housing opportunities by allowing more housing types with gentle increases in the number of housing units permitted.

ACCESSORY DWELLING UNITS (ADU)

ADUs can be above a garage, a smaller dwelling on the same property or an apartment within the home.

- Update your zoning to allow for ADUs
- Allow for minimal restrictions on ADUs including: height, dwelling size, lot area, ratio of ADU size to primary residence size, maximum number of occupants, and parking.

PARKING

Minimum on-site parking requirements create a significant barrier to multifamily housing. They not only drive up costs but can make construction either infeasible or physically impossible on some lots. Communities should prioritize housing people over the housing of cars.

DENSITY

Update your zoning to allow....

- Expanded boundaries of smaller lot residential districts
- A mixture of densities and dwelling types that are allowed by right or by special use including: multi-family housing (townhomes, condos, apartments, duplexes, multiplexes, etc.) with the same/similar lot dimension requirements as single-family homes when practical

INCENTIVES FOR WORKFORCE HOUSING

Communities can consider offering:

- A density bonus when a percentage of units are set aside for workforce housing
- Reduced utility hookup fees
- Reduced minimum dwelling and lot width and size for below market-rate housing districts targeted for workforce housing, or in-fill development

MISSING MIDDLE HOUSING OR MMH

Missing middle housing allows communities to keep the same density as the underlying zoning district, but allow more diverse housing formats such as:

- Allowing apartments in existing single family homes or structures that are designed to be compatible with any residential neighborhood on the outside.

ELIMINATE EXCLUSIVE SINGLE FAMILY ZONING

Amending zoning to allow duplexes and triplexes on single-family lots. Making this fundamental change across all of its single-family zones by reauthorizing these types of "missing-middle" housing can help with affordable housing.

Communities could also consider Deed Restrictions to ensure year round occupancy



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. More housing units on less land 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 changes where appropriate and can be consistent with neighborhood character.

- **Update the Master Plan to identify challenges, plan for change and new housing types.**
- **Additional Housing Unit within each property.** Allow all homeowners the flexibility to add a housing unit of their choice. An additional housing unit, whether that is an apartment, dwelling above a garage or conversion to a duplex, can create income for the homeowner. This option can accommodate the homeowner's changing needs while allowing them to remain in their home. Conversion of an existing single-family home to a duplex can be an excellent way for an additional housing unit without significant change to the aesthetics of a neighborhood. Also, consider allowing single-room, long-term rentals within a single-family home.



Duplex



Triplex



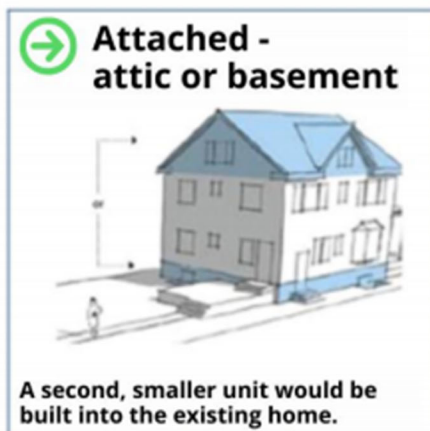
Courtyard Apartment

- **Smaller homes** are being allowed in more places. A step above tiny homes, smaller homes, are primary residences that are less than 1,000 square feet. On average, these are less expensive, 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. Grouping smaller homes together in a courtyard can be an efficient use of space and reduce cost of construction when built as one project.



About the Project	
Size of Site	.85 acres
Units	15
Unit size range	855-1,000sf
Density	18 dwelling units/acre
Parking	24 off street spaces
Misc	960 sf garden plots
Union Studio Architecture and Community Design	

- **Mixed Use** - 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. Create more mixed-use areas including potential accessory residential uses within an industrial use area for temporary housing of new or seasonal employees.
- **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.



Drawings courtesy of the City of Minneapolis



- **Create more Assisted Living Facility options within the zoning ordinance.** 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.
- **Other Suggested Housing-friendly Zoning Changes**
 - A. Reduce or remove minimum dwelling unit size requirement.
 - B. Reduce setback requirements for those who provide additional housing units on a parcel with a single-family home.
 - C. Allow for boarding house or dormitory style housing in areas convenient to seasonal employment.
 - D. 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.
 - E. Continue to make incremental changes that will streamline permitting processes. Permits by right are exponentially more predictable and housing friendly, which will encourage the likelihood of housing development. When adopting new amendments, always consider creating clear criteria for by-right approvals rather than potentially subjective and time-consuming special use permit processes.



APPENDIX

OVERARCHING CITY GOALS

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.

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 needed 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 ASSETS

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



- A. Bridge Street – from Carpenter Avenue to Hurlbut Avenue
- B. US 31 – north of downtown from Channel to Dixon Avenue
- C. Belvedere Avenue – along north side of road to south shore of Round Lake
- D. South US 31, Hurlbut to City limits – Mixed use redevelopment area, existing and ongoing

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

- A. Emergency Home Repair (Community Development Block Grant) Program for Charlevoix County, administered by Northwest Michigan Community Action Agency
- B. Charlevoix City Housing Commission
- C. Housing North
 - Housing Ready Program assistance to local communities in the form of project review, zoning updates, housing advocacy and education
- D. Northwest Michigan Coalition to End Homelessness (NWECH)
- E. Electric Utility Assistance from City of [Charlevoix Energy Smart Program](#)
- F. Michigan 211 (www.mi211.org)
- G. Charlevoix County Community Foundation
 - Grants to organizations that provide assistance for housing and shelter
 - www.Homesforourfuture.org
- H. Northern Homes Community Development Corporation
 - Community Land Trust



- HUD Certified Housing Counselor
- Senior Housing
- Multi-family rental housing
- Rural Development 502 Housing Loans
- Homebuyer Education
- I. Goodwill of Northern Michigan
- J. Habitat for Humanity
- K. Northwest Michigan Community Action Agency
 - Administers the County's home improvement loan program
 - 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:

- A. Median Home Value: \$167,800 (ACS 5-yr estimate 2019)
- B. Median Household Income: \$31,885 (ACS 5-yr estimate 2019)
- C. 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.
- D. Key Stats from the City's 2021 Economic Development Strategy
 - 22% increase in SEV over 5 years
 - 48.6% owner occupancy (71% for Michigan)
 - 48.6 median age (Michigan: 39.5) shows higher retiree population
- E. 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 will be important to keep an eye on 2021 permit trends and the impact of these increased material costs on the home supply.
- F. 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