

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

MONDAY, OCTOBER 11, 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. September 13 Meeting Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Pine River Channel Northside Planting Donation
 - 2. 230 Ferry Avenue Site Plan Review
 - 3. 1522 Bridge Street Proposal
 - 4. Open Discussion with City Manager Heydlauff
 - 5. ADU Architectural Standards
- H. Old Business
 - 1. Master Plan Update: Future Land Use
- 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: September 13 Meeting Minutes

DATE: October 11, 2021

BACKGROUND

The draft minutes from the September 13, 2021 Planning Commission meeting are included for your review and approval.

ATTACHMENTS:

- ▣ September 13, 2021 Draft Minutes

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, September 13, 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: Reid Beegen, Sherm Chamberlain, Annemarie Conway, Toni Felter, David Gray, Mary Millington, and Jennifer Muladore

Members Absent: None

Staff Present: Jennifer Neal, Planner and Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. August 9, 2021 Meeting Minutes

Motion by Member Conway, second by Member Felter to approve the minutes of August 9, 2021, as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. CBD Ordinance Review

Zoning Administrator Scheel presented the request of the City Manager to review language included in Section 153.101 Central Business District Overlay District of the Zoning Ordinance. Discussion followed regarding the appropriateness of the language and the character of central business district sidewalks.

Motion by Member Beegen, second by Member Millington to affirm the existing ordinance language and make no additional changes. Motion passed by unanimous voice vote.

2. Master Plan Update: Future Land Use

Planner Neal reviewed Chapter 7: Future Land Use and the Future Land Use Map. Planner Neal stated the Future Land Use Plan and Map are broad, vision documents that guide development through the implementation of the Zoning Ordinance. Discussion followed regarding Master Plan's relationship to the Ordinance, development setback requirements, and the various Future Land Use categories. Chair Waddell requested the category Scenic Reserve be added back as a category. Member Millington requested revised language where the language "small or no setbacks" is stated. Member Felter suggested alternative language. Chair Waddell and Member Muladore requested clarification on how the Zoning Plan came to be. Planner Neal stated the purpose and intent of the Zoning Plan to be the transition for updating the Zoning Ordinance to come in line with the vision identified in the plan. Planner Neal will incorporate the changes requested by the Commission and return with a revised chapter.

H. Old Business

I. Staff Updates

Motion by Member Felter, second by Member Chamberlain to extend the meeting end time by 15 minutes. Motion passed by unanimous voice vote.

Zoning Administrator Scheel stated he is working with several potential applicants. A Special Land Use Permit application will be presented at next month's meeting. Discussion followed regarding the types of development proposals the city is receiving.

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

Chair Waddell requested to have Architectural Design Standards for accessory dwellings and the Future Land Use Plan and Map on next month's agenda.

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

Motion by Member Millington, second by Member Beegen to adjourn the meeting. Motion passed by unanimous voice vote.
Meeting adjourned at 8:09 p.m.

Joyce M. Golding/sjd

City Clerk

R.J. Waddell

Chair

DRAFT

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Leilani Durbin

SUBJECT: Pine River Channel Northside Planting Donation

DATE: October 11, 2021

BACKGROUND

Silver Linings Charlevoix, who successfully raised funds and planned the lighting of the bridge several years ago, is proposing to install native plantings and landscaping along the north side of the Pine River Channel. They have been soliciting feedback and input from various groups and have provided an update to Council. They are seeking review and recommendation from the Planning Commission before final approval by Council.

ATTACHMENTS:

- ❑ Narrative and Vision Statement
- ❑ Site Aerial Image
- ❑ Plant Design
- ❑ Plant Schedule
- ❑ Public Comment

Channel Park

Vision & Timeline

2014- Vision of flowers in flower boxes hanging from railing along channel- Todd Wyett
The vision didn't gain traction and was dropped in 2020.

2021- Vision of north side of the channel being developed into a park. From the Weathervane Restaurant to the pier this city owned land is currently underutilized, unmanicured and ignored.

Working with the concept, Mr. Wyett laid out, of flowers and color welcoming people into our channel/city, Silver Linings Charlevoix (SLC) envisioned the overgrown and unmanicured embankment along the channel being developed into a city park. Channel Park will become a calling card to the public, and especially boaters, from all around to visit our great city. Channel Park will be in full view of the ChannelCam operated by CharlevoixCam. CharlevoixCam was recently awarded top 25 most interesting webcams in the world by Earthcam. Developing this city asset as our gateway along the channel will boost revenue, increase our pride of ownership and benefit our way of life in Charlevoix the Beautiful.

With the team of Landscape Logic, Little Traverse Bay Band Of Odawa Indians (LTBBOI), Todd Wyett and SLC, a design draft was created.

The design for the park incorporates waves of color, patio areas for sitting and gathering to watch boats travel through the channel and watching the sunset. In addition, patios on the top tier of the park on Pine River Lane for people to enjoy their lunch and/or a drink with a great view and shade trees.

Steps were taken to use native flowers, bushes and trees from a list LTBBOI recommended and would thrive in a windy sandy location. We will also be addressing and securing this stretch of city owned land from erosion.

We are committed to not having much signage in the park. We currently plan for small educational signs about the plants that will blend in with the landscaping. Current plaque plans would be similar in nature to the ones we have in East Park that are bronze plaques on rocks. Nonintrusive in nature so the park is what stands out.

The first 2-3 years will be labor intensive as plants grow in and mature. There will be need for weeding and mulch until plantings fill in. After that labor is expected to be spring and fall cleanups. This plan includes 10 years of maintenance.

Channel Park is an approximately \$700,000 gift to the city. A fund will be set up at C3f to assist with future expenses.

9.2021- DRAFT INTRODUCED TO DIFFERENT COMMITTEES FOR INPUT

Shade Tree and Parks Committee: received their support

Homeowners Pine River Lane: requested changes and we made all of them

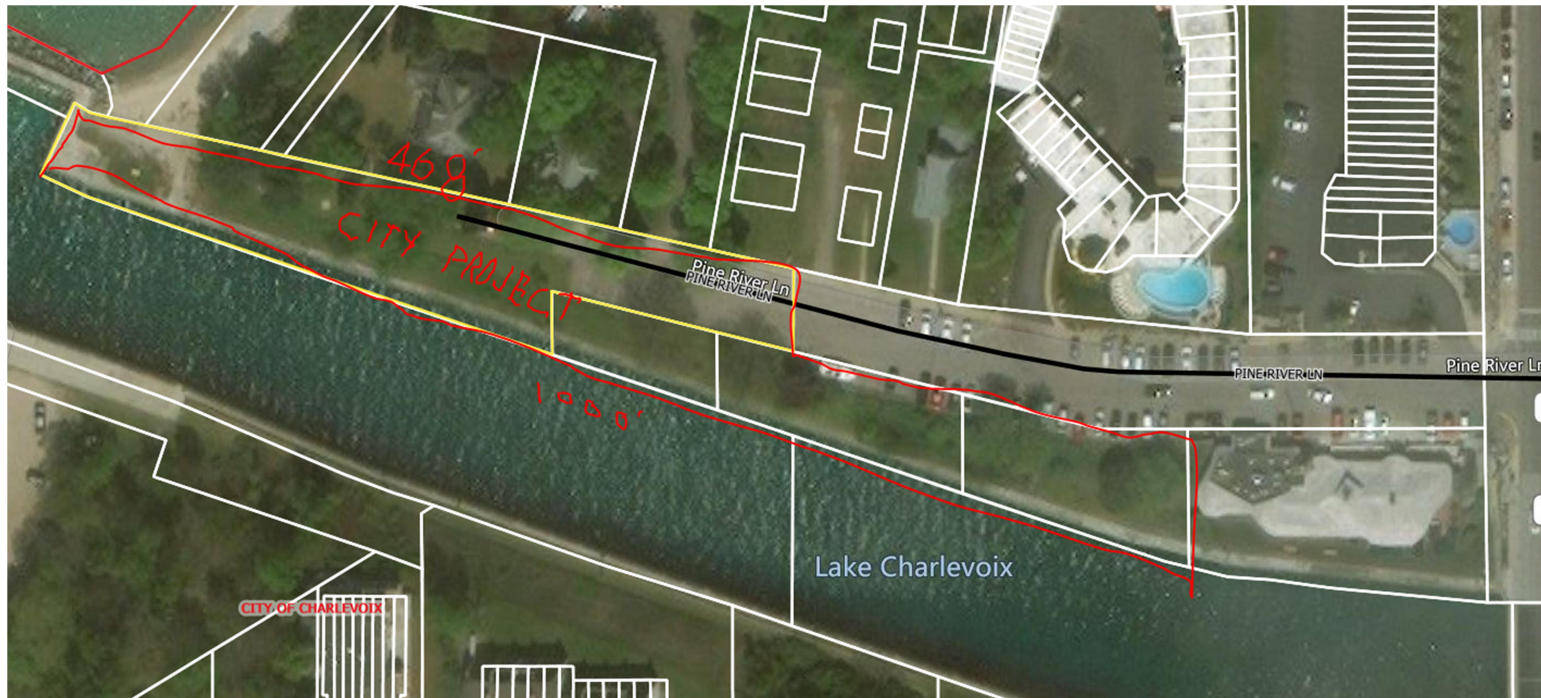
DDA: received their support

10.2021- DRAFT INTRODUCED TO DIFFERENT CITY ENTITIES FOR INPUT.

City Council introduction Oct 4, 2021: support to continue meetings

Planning Commission Oct 11, 2021:

10.2021



City of Charlevoix

North Channel Project

Material and Planting Selections

Exposed Aggregate



*Hand rails for viewing platforms may be required depending on the elevation of patios



Maple, 'Autumn Blaze'

CREATING OUTDOOR *Lifestyles . . .*
WWW.LANDSCAPE-LOGIC.COM

6247 U.S. 31 S., P.O. Box 72, CHARLEVOIX, MI 49720 • PH: (231) 547-3472 • FAX: (231) 547-3492

Birch, 'River'



Oak, 'Red'



Dogwood, 'Red Twig'



Sumac, 'Tiger Eyes'

Summer and Fall Color



CREATING OUTDOOR *Lifestyles . . .*

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6247 U.S. 31 S., P.O. Box 72, CHARLEVOIX, MI 49720 • PH: (231) 547-3472 • FAX: (231) 547-3492

Horse Chestnut



Viburnum, 'Blue Muffin'



Sweetspire, 'Little Henry'

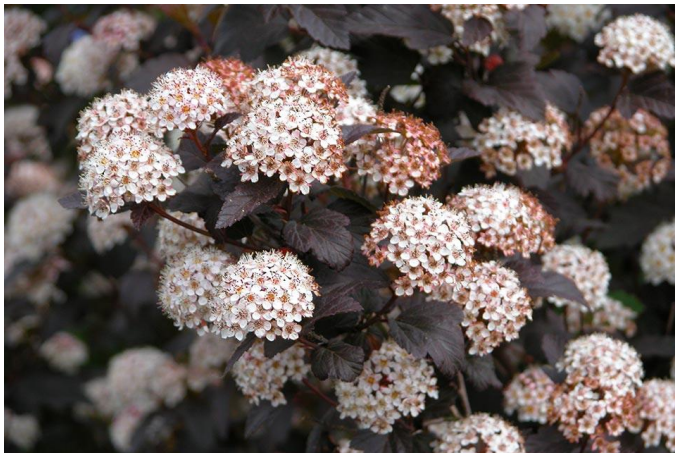


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Juniper, 'Calgary'



Ninebark, 'Little Devil'





Switch Grass



Coneflower, 'Wild Berry'

Black-Eyed Susan





Monarda, 'Blue Stockings'



Butterfly Weed



Geranium, 'Rozanne'

Lady's Mantle



Sedge, 'Blue Zinger'

Sedge, 'Evergold'





Jennifer Neal <jennifer.neal@networksnorthwest.org>

FW: Silver Linings Proposal

Planner <planner@charlevoixmi.gov>

Mon, Oct 11, 2021 at 3:22 PM

To: Jennifer Neal <jennifer.neal@networksnorthwest.org>

For the commission

Jonathan Scheel

Zoning Administrator

City of Charlevoix

231-631-0004

From: Kristin Jones <kgjjones@me.com>**Sent:** Monday, October 11, 2021 3:11 PM**To:** Planner <planner@charlevoixmi.gov>**Subject:** Silver Linings Proposal

October 11, 2021

City of Charlevoix

Planning Commission

210 State Street

Charlevoix, MI 49720

Gentlepeople:

I write to you about the proposal to landscape the north bank of the channel. I believe the statement below may have come from Silver Linings:

"Silver Linings Charlevoix, who successfully raised funds and planned the lighting of the bridge several years ago, is proposing to install native plantings and landscaping along the north side of the Pine River Channel. They have been soliciting feedback and input from various groups and have provided an update to Council. They are seeking review and recommendation from the Planning Commission before final approval by Council."

1. From the above statement, Silver Linings Charlevoix clearly believes everyone will love their proposal. It IS pretty to look at. They HAVE talked to many people and entities. On the other hand, support is not universal. I urge you to pull the plug, to stop this project, to NOT continue down the pathway to receive another well-intended, expensive donation to the city.

2. You would be the first body of the city to stand up for the City running the city. I attended the DDA meeting. I believe members of the Authority expressed their willingness to continue exploring. This was far from an endorsement. You could be even more direct than they were.
3. This proposal to claim and tame the bank from end-to-end in one effort is NOT in the city's best interest. It is large, expensive, and soil- & nature-disruptive. It ultimately adds to the city's responsibilities, health and safety liabilities. It leads to heavy human and animal use on an historically and environmentally benign or fragile space.
4. If it ain't broke, don't fix it. What's broke? Long grasses hold the sandbank. It looks a little messy because nature IS messy. And, clearly SOME attention could be paid. There are lots of ways, though, to pay attention: Randomly scatter seeds. Grow more milkweed. Ease in spreading clusters of plants to encourage the pollinator population. These are low-tech natural alternatives which are faithful to the space, the nature of the extant flora and fauna, and the residents and visitors AND they are reasonably with the city's own capabilities.
5. Condos at [115-117 Pine River Lane](#) were built with minimal grassy space. This proposal, then, gives them the aesthetic and recreational space which the developer did not, funded by generous donors and ultimately protected and managed by the city. Upkeep and additional traffic will be ours forever.
6. As much as the plans are pretty, allowing all to enter an imaginary water-bounded fairy-land, I urge you to consider and reject this over-sized, intrusive proposal. It implies maintenance, policing, public safety concerns. All this may fit into the city's long-range plan, and SHOULD come from within Charlevoix's own constructive and creative capabilities, not from the agenda of a private donor-group.

Sincerely yours,

Kristin Jones

[113 Pine River Lane, Charlevoix, MI](#)

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: 230 Ferry Avenue Site Plan Review

DATE: October 11, 2021

BACKGROUND

The applicant, 230 Ferry Ave LLC, is requesting a site plan amendment to add an approximate 3,900 square feet to the existing 900 square foot outdoor lounge for food truck service. The report prepared by Zoning Administrator Scheel is included as well as the application and plans provided by the applicant.

ATTACHMENTS:

- ▣ 230 Ferry Review
- ▣ 230 Ferry Application and Plans
- ▣ 230 Ferry Site Survey



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Level B Site Plan Review Amendment 2021-3 SPA: 230 Ferry Ave

PUBLIC MEETING DATE: **October 14, 2021** **6:00PM**

EXHIBITS:

1. Site Plan Review application.
2. Site Plan provided by applicant.
3. City of Charlevoix Zoning Ordinance.

I. GENERAL INFORMATION:

Applicant: 230 Ferry Ave LLC

Property Owner: 230 Ferry.
PO Box 367
Petoskey, MI 49770

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

Zoning: CM, Commercial Mixed Use

Project Location: 230 Ferry Avenue

Tax ID #: 052-335-073-00

Property Description: BEG INTERSECTION C/L STOVER & FERRY NLY ALG FERRY 158FT W TO E LINE C&O R/W SWLY ALG R/W TO C/L STOVER ELY ALG C/L STOVER TO BEG R/W PT NE1/4 SEC 35 T34N R8W

Project Site Size: 28,566 Square feet

Existing Land Use: Restaurant/Motel

Adjacent Land Uses: North and east of the property is the city owned public park Ferry Beach. West, across Ferry Avenue is the City's public works facility. South of the property is a private marina with boat storage and repair facilities.

Adjacent Zoning: Scenic Reserve to the north and east and Public Facilities to the west.
To the south is Charlevoix Township with Marine Industrial zoning.

PROJECT DESCRIPTION/LOCATION:

The applicant is requesting a Site Plan Amendment to add an approximate 3,900 square feet to the existing 900 square foot outdoor lounge for food truck service. The current existing 12,000 square foot +/- restaurant/motel site plan was approved earlier this year by staff as a Level A site plan approval. The building meets all current setbacks and height requirements. Parking on three sides does not meet current setbacks but is legal nonconforming. Parking adjacent to Ferry Avenue and the east side, adjacent to the grass area between Ferry Beach parking lot and the applicant's property is on city property based on an agreement from the 1990s with the City. Researching the agreement with input from the City Manager, the agreement remains in full force and continues to allow the restaurant to use city property for the restaurant's use.

Aerial photo from 2016.



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

Photos taken 10/7/2021



Project area east side



Ferry Avenue west side



Project side east side

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

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

II. SITE PLAN REQUIREMENTS:

The Zoning Administrator has been granted the authority to waive portions of the information that is typically required in a site plan by the Zoning Ordinance. The table below Section 5.119(1) indicates what items are included on the site plan as submitted and what items the Zoning Administrator has waived. The key for the responses on the right-hand side of the Table 5.119(1) are noted below.

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

5.115. Submittal Requirements

(1) Required Content. Each site plan submitted shall contain the information detailed in Table 5.119(1), as applicable:

Table 5.119(1): Required Site Plan Content

<u>Required Information</u>	<u>Level “A”</u>
------------------------------------	-------------------------

General Information

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

Existing Conditions

<u>Existing zoning classification of subject property</u>	<u>Report</u>
<u>Property lines and required setbacks (dimensioned)</u>	<u>Report</u>
<u>Location, width and purpose of all existing easements</u>	<u>Report</u>
<u>Location and dimension of all existing structures on the subject property</u>	<u>NA</u>

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

Proposed Development

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

Engineering

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

Building Details

Typical elevation views of all sides of each building	NA
Gross and usable floor area	X
Elevation views of building additions	NA
Building height	NA

5.32 Area, Height and Placement Requirements

Maximum building height	35 feet.	Existing project roof is at 35 feet*
Minimum Yard setbacks	front 15 feet	Existing project is at 30+ feet
Minimum Yard setbacks	front side 15 feet	Existing project is at 30+ feet
Minimum Yard setbacks	side 10 feet	Proposed project is at 10 feet
Minimum Yard setbacks	rear 20 feet	Proposed project is at 3 feet

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

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

The Zoning Administrator believes there is no need to require additional information in regard to this site plan.

III. SITE PLAN REVIEW:

This report will state facts related to only what ordinance standards the amended proposal potentially affects. All other standards and approvals remain per the Planning Commission approval of the original 1990 Site Plan Approval.

153.237 STANDARDS FOR SITE PLAN APPROVAL.

A site plan shall be approved or approved with conditions, only upon a finding of compliance with the following standards:

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

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

The Zoning Administrator finds that the proposed development is harmonious with the character of the existing neighborhood.

(B) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the maximum extent possible.

The Zoning Administrator finds that the proposed development will not have a significant impact on the surrounding area which essentially a parking lot.

(C) The site plan does not have a negative impact on the provisions of human services, housing, transportation needs, and access to food in the community.

The Zoning Administrator finds that the proposed development will have no negative impacts and will actually improve access to food in the community.

(D) The site plan protects the natural environment and conserves natural resources and energy to the extent possible in light of the proposed development.

The Zoning Administrator finds that the proposed development will be built on an existing parking lot which will have no negative impacts

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

Traffic Circulation

(1) *Traffic circulation.*

(a) The site plan shall comply with the applicable zoning district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the City of Charlevoix Zoning Ordinance, unless otherwise provided.

(b) *Vehicular and pedestrian circulation.* Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.

The Zoning Administrator finds that the parking requirements have changed with the amended site plan. The parking requirement has increased by 17. Eight (8) new for 2,400 square feet additional seating and the removal of nine existing spaces.

153.188 PARKING ALTERNATIVES.

(B) *Modification of parking requirements.* The Planning Commission may reduce the parking space requirements of this section for any use, based upon one or more of the following.

(1) Shared parking by multiple uses is expected due to the likelihood of numerous multipurpose visits, or if uses have peak parking demands during different times of the day or days of the week; subject to the following.

(a) Sidewalks shall be maintained or established between the uses.

(b) Pedestrian connections, both within and to the site, shall provide safe and convenient access to building entrances.

(c) For separate properties, shared parking lots shall be within 300 feet to one another with vehicular and pedestrian access.

(d) Unless the multiple uses are all under single ownership and within a unified business or shopping center, office park or industrial park, shared parking agreements shall be filed with the City Clerk after approval by the Zoning Administrator.

(2) Convenient municipal off-street parking facilities or on-street spaces are located no further than 600 feet from the subject properties.

(3) An expectation of walk-in trade is reasonable due to the proximity of residential neighborhoods, downtown or employment areas that are interconnected with sidewalks.

(4) Other forms of travel such as bicycle or transit are available and are reasonable alternatives.

(5) The Planning Commission may require a parking study to document that the above divisions (B)(1)(a) through (B)(1)(d) have been addressed.

Stormwater

Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems.

Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged.

No changes

Landscaping

The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provisions for preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.

5.81 Landscaping.

To improve the appearance of off-street parking and storage areas and property abutting public rights-of-way. To protect and preserve the appearance, character and value of the neighborhoods, which abut non-residential areas, parking lots and other potentially obtrusive uses.

No changes

Lighting

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

5.82 Lighting

5.82(3) Shielding and Glare.

All outdoor lighting shall be designed or shielded to reduce glare and shall be placed so a nuisance is not created for motorists, adjacent uses or residential dwellings.

All outdoor lighting, with the exception of those ground-based lights for the purpose of illuminating government flags, shall be directed toward the ground or the article being illuminated and shall not impair the safe movement of automobile traffic on any street. Flag lighting shall be directed to illuminate the flag only and shall be placed so lighting or glare is not directed toward streets or adjacent properties.

The Zoning Administrator finds that all additional lighting that is proposed for the property will be fully shielded down lighting and not go beyond the perimeter of the property, thus the development meets this requirement.

5.82(4) General requirements

Lighting shall be provided throughout all non-residential parking lots. Lights to illuminate parking lots shall not be attached to any building.

No change

Emergency Access

All building and structures shall be readily accessible to emergency vehicles.

No change

IV. CONDITIONS OF APPROVAL

153.238 CONDITIONS OF SITE PLAN APPROVAL.

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

(B) Conditions imposed shall be based on the following criteria:

(1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.

(2) Ensure that the use is compatible with adjacent land uses and activities.

(3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.

(4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.

(5) Meet the intent and purpose of the City of Charlevoix Zoning Ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.

(6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.

(7) Ensure compatibility with other uses of land in the vicinity.

V. Planning Commission Decision: (choose one)

- A. **Approve** Project 2021-3 SPA **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- B. **Approve** Project 2021-3 SPA **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- C. **Deny** Project 2021-3 SPA based on specific findings of fact that prove the project does not meet the review standards in Section 153.235
- D. **Table** the decision on Project 2021-2 SPA. (Usually, this option is only used when additional information is needed to assist the Planning Commission in making the decision.



CITY OF
CHARLEVOIX

LEVEL B SITE PLAN APPLICATION

Applicant 230 FERRY AVE, LLC 230 FERRY AVE, CHARLEVOIX MI 49720
Address of subject property

Address (City/State/Zip) PO BOX 367 PETOSKEY, MI 49770

Property Owner Name (If different than applicant)
SOME

Property Owner Address (City/State/Zip) (If different than address of subject property)
PO BOX 367, PETOSKEY, MI 49770

Property Owner Phone (313) 242-8951 Email DMCKLCE@TOLANDC.COM

Agent Phone () - - - - - Email

Zoning of subject property: CM Tax ID: 15-052-335-073-00

Current use of property (example: single family, apartments, commercial, industrial, etc.):
BAR/FIRE TRUCKS & HOTEL ROOMS

Proposed use: SOME - WANT TO EXPAND WITH SPACE FOR 2 FIVE TRUCKS

Dimensions of parcel: 165' x 201' x 138' x 158' Parcel size: 627
Square feet Acres

Please describe the type of construction (example: 20' x 20' addition to the rear of the building for storage.):
88' x 44' = 3,872 sq ft

EXPAND EXISTING 10 SPACES
AND ADDING 3,960 SQ. FT OF OUTDOOR DINING {2 FIVE TRUCKS}

Dimensions of proposed construction, excluding eaves: 88' x 44' Fence only
Total square footage of proposed construction: some 25 above
Height of proposed construction to the top of the roof: N/A
Height of proposed construction to the midpoint of the roof, for gabled roof: N/A
Roof type (example: gable, hip, flat, etc.): N/A
Square footage of all impervious surfaces (please show all on site plan: paved driveways, sidewalks, patios, etc.): 566 sq ft porch
Requested date to begin construction if known: 3/1/22

AFFIDAVIT

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

Property Owner Signature or Authorized Agent: [Signature]
Date: 9/29/21

838 W. Long Lake Rd.
Bloomfield Hills, MI 48302
Tel. 248.540.5940
Email: info@progressiveinc.com
Web: www.progressiveinc.com

PROGRESSIVE NORTH LLC
222 East Wacker Dr., Suite 440
Chicago, IL 60601
Tel. 312.467.0290
Email: holly@north.net
Web: www.progressiveinc.com

Issued For
AMENDED SITE PLAN REVIEW
07.27.21

Project

Restaurant
Renovation

CHARLEVOIX, MICHIGAN

Sheet Title:

Partial
Site
Plan

Project Number: 19-018

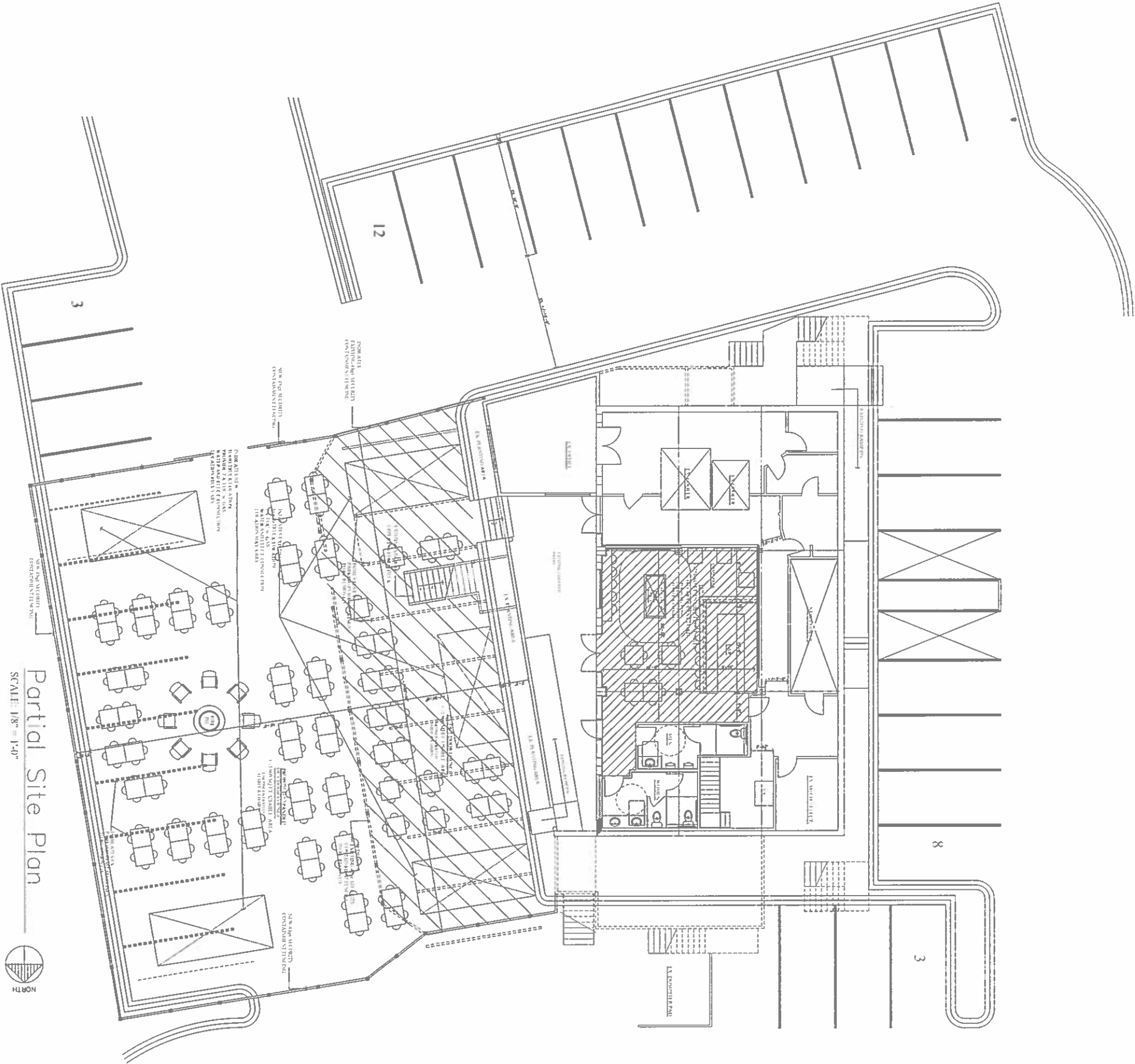
Drawn: CJ

Checked: JAP/N

Date: 09.16.19

Sheet Number:

SP1



EXISTING SITE PLAN

FOR

PART OF GOV'T LOT 1

SECTION 35, TOWN 34 NORTH, RANGE 8 WEST
CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN



SCALE 1" = 20'

PREPARED FOR:
KIDD & LEAVY REAL ESTATE
and
FIVE WILDERS, INC.

PARCEL ADDRESS:
230 FERRY AVE.
CHARLEVOIX, MI 49720

TAX ID #052-335-073-00
TITLE COMMITMENT NO. 2234
EMMET TITLE AGENCY

PARCEL CONTAINS 0.627 ACRES
(27,332.4 SFT)

LEGEND:

1. DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
2. BEARINGS ARE ON GPS OBSERVATIONS. COORDINATES ARE ON AN ASSUMED BASE.
3. "●" DENOTES FOUND IRON/ROD IN PLACE.
4. "⊙" DENOTES CONCRETE MONUMENT FOUND IN PLACE.
5. 1/2" x 24" STEEL RODS WITH I.D. CAPS HAVE BEEN SET AT ALL POINTS MARKED WITH "O".
6. REFER TO TITLE POLICY FOR EASEMENTS AND LEASES.

FERRY AVE.
(R/W VARIES)

FERRY BEACH BOAT LAUNCH

FERRY BEACH PARK

3-STORY WOOD
FRAME BUILDING

STOVER RD.

(66' R/W)



SCOTT A. PAPINEAU

P.S. NO. 50446

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS

103 W. UPRIGHT STREET
CHARLEVOIX, MICHIGAN 49720
Phone: (231) 547-6882
Email: info @ fcosurveying.com

DRAWN BY:	IDS	DATE:	11/05/2019
CHECKED BY:	SAP	DRAWING NO.:	27627-sp.dwg
JOB NO.:	SB-27627c.19	SHEET	1 OF 1

NO.	DATE	REVISION	BY

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Mark Heydlauff, City Manager

SUBJECT: 1522 Bridge Street Proposal

DATE: October 11, 2021

BACKGROUND

City Manager, Mark Heydlauff, is presenting the bids solicited for city-owned property located at 1522 Bridge Street. The proposals received so far are included for your review. Mr. Heydlauff would like to the Planning Commission to consider the proposal's proposed use and its consistency with the Master Plan and current zoning regulations. An aerial image of the site is also included.

ATTACHMENTS:

- ▣ 1522 Bridge Street Bid Proposal
- ▣ 1522 Bridge Street Aerial Image

Kerry Smith Builder, LLC

Date: September 30, 2021

To: Mark Heydlauff
City Manager
City of Charlevoix
210 State St.
Charlevoix, Mi 49720

From: Kerry Smith Bldr., LLC
520 Parsons Rd.
Charlevoix, Mi 49720

Ref: Request for Proposal for 1522 Bridge St.

Mr. Heydlauff,

Please utilize this as a formal proposal for the use of the above referenced land.

I am a builder in the Charlevoix area and also a dealer for manufactured system-built homes. Seeing a need for affordable housing in our area, I propose to provide a set of five (5) duplexes on the parcel. A floor plan, a front elevation and a site plan are enclosed. This constitutes 10 living units on the parcel with room for drives, parking and storm water control.

As the developer, I can finance the construction of one duplex at a time with cash. The approximate cost per duplex is \$270,000. A budget in the form of a sworn statement is enclosed.

I am proposing to provide the finished duplexes to the city or to a non-profit such as Northern Homes and ask either entity to buy the finished product to own and manage.

The consensus seems to support the thought that a \$1000 to \$1200 rent will support this concept and still remain in the affordable housing category.

Efforts are currently being made by Northern Homes to procure financing for all five duplexes at once as the cost per square foot is attractive. This is all predicated on the city providing the land and then either owning the project or selling it to an entity such as Northern Homes.

520 Parsons Rd., Charlevoix, Michigan 49720
231.357.1551

Kerry Smith Builder, LLC

Please note that the enclosed budget does not accommodate utility hook-ups, roadway nor parking paving, nor any required landscaping nor storm water retention.

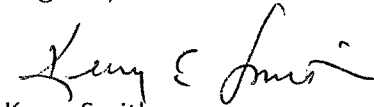
The construction timeline is dictated by the current demand and supply capabilities of the manufacturer. At the moment a home ordered today will arrive in approximately 10 months. This timeline is fluid as is the cost due to material fluctuations. However, this is the situation as of 10/1/2021.

As to experience in the multi-family and manufactured home construction industry, I have been building multi-family and manufactured homes with the General Housing Corporation of Bay City Michigan for approximately 30 years. Examples include the Pine Point complex in Boyne City, Knollwood Court subdivision in Boyne City, Bear Creek Estates in Petoskey and the Duplex project of Windsong Woods in Petoskey.

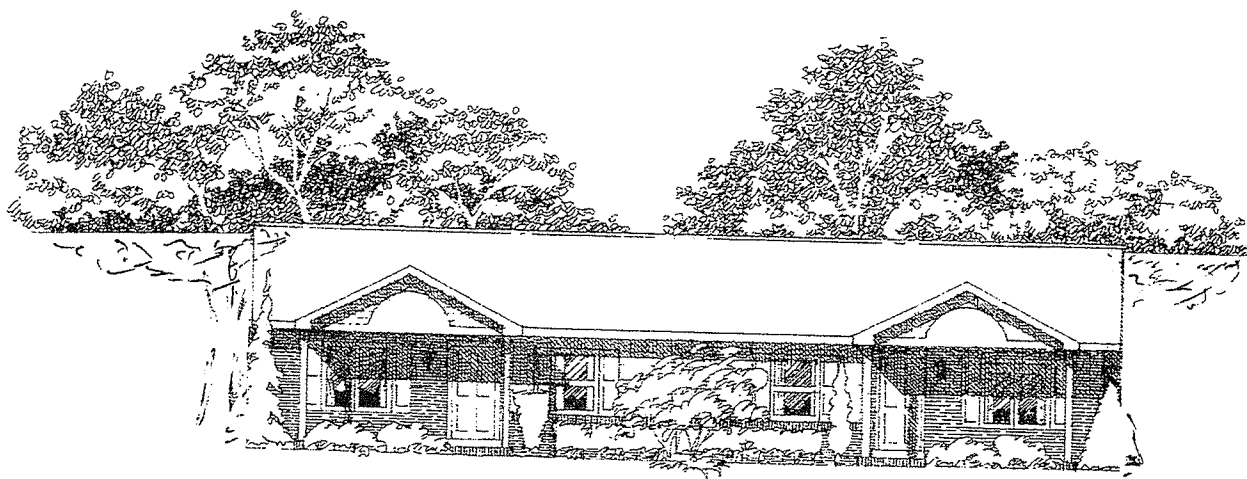
In closing I would want to make it clear that I understand this proposal is asking a lot of the City and/or third-party participants. I hope that my ability to provide and finance the duplex construction at a reasonable cost gives impetus to a much needed project in our area, and that you understand that is all I can afford to do.

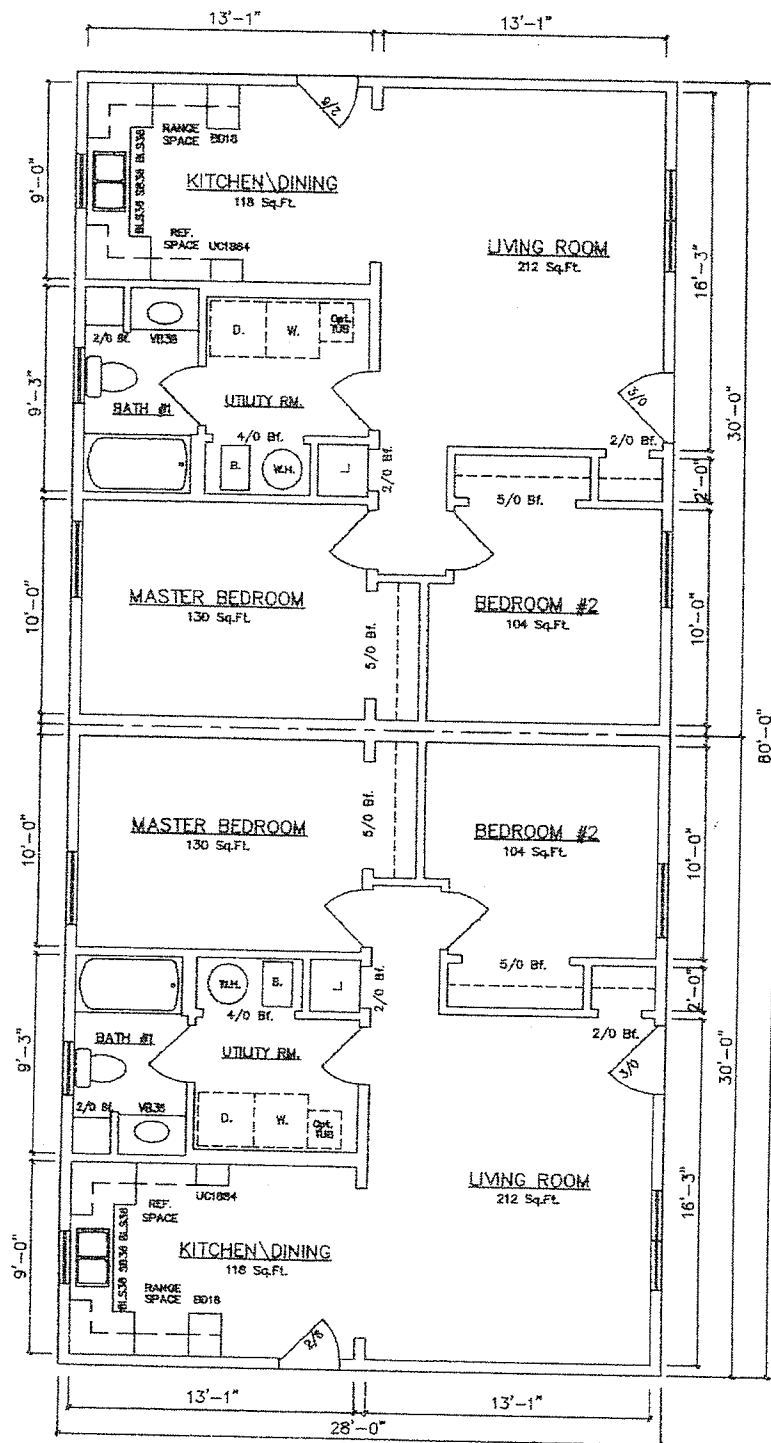
Thank you for your time and consideration.

Regards,



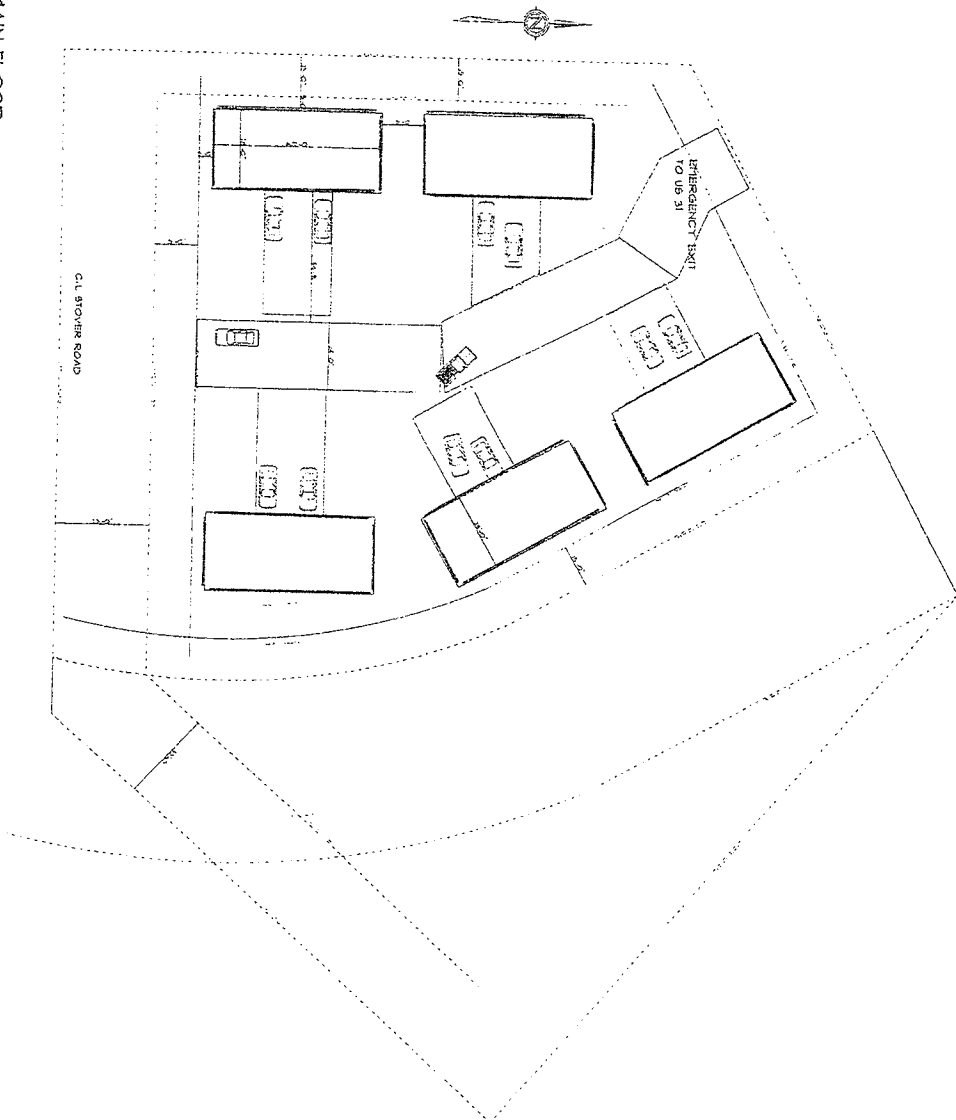
Kerry Smith





Duplex 10902 - 10904 (Crawlspace)

MAIN FLOOR
SCALE 1" = 20'-0"

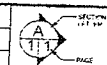


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FOR ARCHITECTURAL, MECHANICAL,
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FOR 2D AND 3D MODELS
FOR 2D AND 3D MODELS
FOR 2D AND 3D MODELS



Thomas Building Design LLC
212 River St. Suite 212
Essex, VT 05601
PHONE: 231-458-2380
FAX: 231-458-2380
WWW.TBDDESIGN.COM

SCALE: 1" = 20'-0"
DRAWN BY: DJJ
DATE: Tuesday, September 21, 2021



APPROVED
CHECKED BY:

PAGE
1
PRELIM SITE



The Talon Group
TITLE AND SETTLEMENT SERVICES

This form is provided by

STATE OF MICHIGAN

SWORN STATEMENT

Kerry Smith is being duly sworn, deposes and says that Kerry Smith Bldr., LLC Is the (contractor) (subcontractor) for an improvement to the following described real property situated in County, Michigan, described as follows: DUPLEX

That the following is a statement of each subcontractor and supplier and laborer, for which laborer the payment of wages or fringe benefits and withholdings is due but unpaid, with whom the (contractor) (subcontractor) has (contracted) (subcontracted) for performance under the contract with the owner or lessee thereof, and that the amounts due to the persons as of the date hereof are correctly and fully set forth opposite their names, as follows:

Subcontractor Supplier or Laborer	Type of Improvement Furnished	Original Contract Price	Contract Adjustments (plus or minus)	Adjusted Contract Price	Amount Already Paid	Amount Currently Owing	Balance To Complete
1	Permits & Site Plan	\$2,000.00		\$2,000.00			\$2,000.00
2	Excavation/stone/tile	\$4,000.00		\$4,000.00			\$4,000.00
3	Wood foundation	\$8,000.00		\$8,000.00			\$8,000.00
4	Concrete floor	\$7,000.00		\$7,000.00			\$7,000.00
5	Structure	\$183,000.00		\$183,000.00			\$183,000.00
6							\$0.00
7	Crane	\$1,200.00		\$1,200.00			\$1,200.00
8	Porches - decks, L/M	\$6,000.00		\$6,000.00			\$6,000.00
9	Siding repair & finish	\$1,000.00		\$1,000.00			\$1,000.00
10	Drywall repair, etc	\$2,000.00		\$2,000.00			\$2,000.00
11	Interior trim finish & paint	\$3,000.00		\$3,000.00			\$3,000.00
12	Mechanical	\$12,000.00		\$12,000.00			\$12,000.00
13	Electrical connections	\$2,000.00		\$2,000.00			\$2,000.00
14	Plumbing connections W/H	\$4,000.00		\$4,000.00			\$4,000.00
15	Utility Hook-ups water/sewer	\$0.00		\$0.00			\$0.00
16	Elec & gas hookup	\$2,000.00		\$2,000.00			\$2,000.00
17	Appliances	\$8,000.00		\$8,000.00			\$8,000.00
18	Floor coverings	\$4,000.00		\$4,000.00			\$4,000.00
19	Rentals, Trash, Cleanup	\$2,000.00		\$2,000.00			\$2,000.00
20	General Contracting 8%	\$19,280.00		\$19,280.00			\$19,280.00
21	Contingency			\$0.00			\$0.00
22	Land			\$0.00			\$0.00
23	Landscaping			\$0.00			\$0.00
24	Asphalt drive/parking			\$0.00			\$0.00
25	Sidewalks			\$0.00			\$0.00
26	Insurance			\$0.00			\$0.00
27				\$0.00			\$0.00
28				\$0.00			\$0.00
SUB TOTALS		\$270,480.00	\$0.00	\$270,480.00	\$0.00	\$0.00	\$270,480.00

Subcontractor Supplier or Laborer	Type of Improvement Furnished	Original Contract Price	Contract Adjustments (plus or minus)	Adjusted Contract Price	Amount Already Paid	Amount Currently Owing	Balance To Complete
29				\$0.00			\$0.00
30				\$0.00			\$0.00
31				\$0.00			\$0.00
32				\$0.00			\$0.00
33				\$0.00			\$0.00
34				\$0.00			\$0.00
35				\$0.00			\$0.00
36				\$0.00			\$0.00
37				\$0.00			\$0.00
38				\$0.00			\$0.00
39				\$0.00			\$0.00
40				\$0.00			\$0.00
41				\$0.00			\$0.00
42				\$0.00			\$0.00
43				\$0.00			\$0.00
44				\$0.00			\$0.00
45				\$0.00			\$0.00
SUB TOTAL FROM PG 2		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB TOTAL FROM PG 1		\$270,480.00	\$0.00	\$270,480.00	\$0.00	\$0.00	\$270,480.00
TOTAL		\$270,480.00	\$0.00	\$270,480.00	\$0.00	\$0.00	\$270,480.00

That the contractor has not procured material from, or subcontracted with, any person other than those set forth above and owes no money for the improvement other than the sums set forth above.

Deponent further says that he or she makes the foregoing statement as the (contractor) (subcontractor) or as for the purpose of representing to the owner or lessee of the above-described premises and his or her agents that the above-described property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth above and except for claims of construction liens by laborers which may be provided pursuant to section 109 of the Construction Lien Act, Act No. 497 of the Public Acts of 1980, as amended, being section 570.1109 of the Michigan Compiled Laws.

WARNING TO OWNER: An owner or lessee of the above-described property may not rely on this sworn statement to avoid the claim of a subcontractor, supplier, or laborer who has provided a

notice of furnishing or a laborer who may provide a notice of furnishing pursuant to Section 109 of the construction lien act to the designee or to the owner or lessee if the designee is not named or had died. On receipt of this sworn statement, the owner or lessee, or the owner's or lessee's designee, must give

notice of its receipt, either in writing, by telephone, or personally, to each subcontractor, supplier, and laborer who has provided a notice of furnishing under section 109 or, if a notice of furnishing is excused under section 108 or 108a, to each subcontractor, supplier and laborer named in the sworn statement, if a subcontractor, supplier, or laborer who has provided a notice of furnishing or is named in the sworn statement makes a request, the owner, lessee, or designee shall provide the requester a copy of the sworn statement within ten (10) business days after receiving the request.

WARNING TO DEPONENT: A person, who with intent to defraud, gives a false sworn statement is subject to criminal penalties as provided in Section 110 of the Construction Lien Act, Act No. 497 of the Public Acts of 1980, as amended, being Section 570.1110 of the Michigan Compiled Laws.

Deponent

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public, _____, County, MI, acting in _____, County, MI
My Commission Expires _____



CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Mark Heydlauff, City Manager

SUBJECT: Open Discussion with City Manager Heydlauff

DATE: October 11, 2021

BACKGROUND

The City Manager, Mark Heydlauff, is providing the Planning Commission an opportunity to ask questions and discuss topics that may be of interest.

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: ADU Architectural Standards

DATE: October 11, 2021

BACKGROUND

To continue the discussion about Accessory Dwelling Units, Zoning Administrator Scheel has provided a memo and report for your review. In the memo Mr. Scheel has identified several goals and considerations for key building features intended to guide the development of standards for accessory buildings ordinance language. The report includes example images of desired building forms. Mr. Scheel is looking for comment and direction from the Planning Commission based on the sample language and images he has provided.

ATTACHMENTS:

- ▣ Memo Architectural Standards
- ▣ ADU Example Images

MEMO

RESIDENTIAL ARCHITECTUAL STANDARDS FOR ACCESSORY BUILDINGS

To: Planning Commission

From Jonathan Scheel Zoning Administrator

October 2021

This memo is essentially the same as you had before you in May of this year. I have added many pictures of “THIS, NOT THIS” at the end of this memo. (I did use all local buildings for both and if there is fallout for any picture, I take full responsibility for that.) Please review the pictures first and then go back to each picture and compare to the recommendations in this memo. I believe you will see the connection of the proposed ordinance language to structures we want for Charlevoix. (See Goals below) The “NOT THIS” pictures will not connect at all with the language. I don’t believe the language will substantially increase costs. There are modest structures as well as expensive structures in the pictures. I hope after your review of this document the PC will direct planning staff to write up exact language as it would be in the zoning ordinance for a future meeting. We would then go through the process of a public hearing, any redraft and recommendation the city council.

GOALS

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

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

With the approval and construction of a few new accessory dwelling units in the last two years, there has been a noticeable change in the “feeling” of the neighborhoods the ADUs were built in. Concerns range from their scale to the individual parcel it was built on and to the neighborhood in general. Included in that are maximum height, roof pitch, setbacks from other buildings, and lot lines. This issue relates directly to goals above: enhancing Charlevoix with buildings that reflect Charlevoix’s architectural style and the historical model of Charlevoix.

Even though the newly approved ADUs brought attention to this issue, upon further reflection, any accessory building could and has caused the same problems. The building itself, not the use can create the issues discussed above. Our current ordinance, for example allows a 2,000 square foot accessory building. This is larger than most of our homes and would never be considered a historical use for Charlevoix. Reviewing figure 5.46 (1)1 and 5.46 (1)2 in the existing zoning ordinance showing accessory building examples are at complete odds with the goals above. (see 153.116 ACCESSORY BUILDINGS AND USES ordinance language at the end of this memo).

The following is commentary and suggested ordinance language to provide minimum architectural standards for accessory buildings throughout the residential areas of the city:

SITE PLACEMENT

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

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

EXTERIOR APPEARANCE OF BUILDINGS

Elevations, and Massing. The look and feel of a plan from the exterior is determined by the footprint and the roof form. The two should work together to provide variety in the existing street scene. Varied elevations and arrangements on the site result in more interesting street scenes. More pleasing arrangements are achieved with a variety of articulated plans which break the rectangular box into interesting three-dimensional shapes with courtyard-like spaces in and around each house. Priority should be given to those sides of the house which are visible from streets and walkways. The most articulated elevations should be those which are in the public view, however, it should be assumed that

the houses will be seen from all angles and that there will be a continuity of colors, materials, and details on all elevations.

Doors

Garage doors (often sixteen [16'] feet wide) are equivalent to blank walls. They are devoid of architectural elements which give a building scale life and character such as windows, terraces, landscaping, etc. When front-facing, attached two-car garages are built, two single doors divided by a column will be required. This breaks up the expanse of the door into appropriately scaled architectural elements. Side entry garages should be used to break up the monotony of garage door corridors. Windows can be used to break up massive garage frontages. Treatment of detail on garage doors should be consistent with the overall character of the house. This may be accomplished with one or two well placed windows along the top of the garage door and by breaking up the mass with paneled construction.

- Garage doors over ten (10') feet wide are not allowed.

Windows

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

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

Roof Form

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

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

Height of building

- Accessory buildings will not exceed the height of the principal building by more than six (6') feet.

Exterior materials

- Accessory building's exterior finishes will be constructed of similar materials as the principal structure or traditional materials such as wood, wood lookalike, brick, or stone.

CURRENT LANGUAGE

- **153.116 ACCESSORY BUILDINGS AND USES.**

- (A) *Accessory buildings and structures.*

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



-
-
- (3) In the R1 and R2 Single-Family Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted.
- (4) Lots in the R1 and R2 Zone shall be permitted to have a secondary detached accessory building, such as a storage shed. Secondary accessory buildings shall meet all the requirements of this section and not exceed 200 square feet in area.
- (5) No detached accessory building shall have a building footprint (length x width) greater than 2,000 square feet.
- (6) The minimum distance between a principal building and detached accessory buildings shall be ten feet, and a minimum of ten feet shall be provided between the sides of adjacent single family buildings and/or accessory structures.
- (7) Detached accessory buildings and structures shall meet the following minimum setbacks.
- (a) Rear yard: six feet from a rear lot line. Detached accessory structures that store vehicles adjacent to alleys or sidewalks shall not be closer than 15 feet from the edge of the alley or sidewalk surface.
- (b) Side yards: an accessory building shall conform to the side yard setback requirements of the principal building, unless it is located in a street side yard, the minimum setback shall be 15 feet from the street side lot line.
- (c) Front yard: an accessory structure shall not be located within any front yard.
- (8) Detached accessory structures shall not exceed 16 feet in height.
- (9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R2 Zone:
 - (a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;
 - (b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and
 - (c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short or long term rentals for any length of time.



THIS



NOT THIS



THIS



NOT THIS



THIS



NOT THIS



THIS



NOT THIS



THIS



NOT THIS



THIS



THIS



THIS

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Jennifer Neal

SUBJECT: Master Plan Update: Future Land Use

DATE: October 11, 2021

BACKGROUND

The Planning Commission first reviewed the draft Future Land Use chapter of the Master Plan update at the September meeting. Planner Neal presented the chapter and Planning Commission had discussion and provided feedback. The draft language included in your packet is a revised version based on your comments. Changes are both minor and major and a significant amount of material has been added to the chapter to improve clarity. Additional changes may be made to the chapter based on comments received before the Plan is released for public comment.

ATTACHMENTS:

- ▣ REVISED Draft Chapter 7 Future Land Use
- ▣ REVISED Draft Future Land Use Map



Future Land Use

The Future Land Use Plan and Future Land Use Map serve as a guide for how the community envisions itself in the next 15 to 20 years. They describe a generalized preferred organization of how the land should be used to best serve the public good in the coming years. It preserves the community's core values and extends them as guiding principles in building a compatible future. It is based on an analysis of the land uses in the city, existing land use, demographics, housing conditions, community infrastructure, transportation and mobility, community engagement, and the goals and objectives set forth by the community.

The Future Land Use Map is a graphic representation of the Future Land Use Plan; it is not a Zoning Map in its purpose or in a legal sense. Land use categories tend to be more general than zoning classifications. They incorporate the community goals and ensure that the community's neighborhoods are protected, new housing is encouraged, the desired community character is upheld, economic development is encouraged, natural features are protected, and residents are served by a connected multi-modal transportation system. The Master Plan's relationship with the Zoning Ordinance is further explained later in this chapter.

Community Character Plan

Charlevoix's Future Land Use Plan takes the form of a "Community Character Plan" – it identifies how different areas should look and function, in addition to what the land use should be. While a traditional future land use plan focuses on appropriate land uses for different areas of the city and basic dimensional requirements, the community character plan also discusses the look and feel of streets, how buildings should look and function, how uses relate to each other, and overall intensity of development within the context of a specific area.

Charlevoix has several distinct areas of commercial, residential, industrial, and mixed land uses. The future land use categories generally align with the Community Character Areas described in Chapter 3, Existing Land Use. The Community Character Plan recognizes the differences between these areas but also describes how the different areas can transition into each other and contribute to an overall connectivity throughout the entire city. Each of these future land use areas has a different combination of design, use, and intensity that creates its own context. The purpose of a Community Character Plan is to identify all of the parts that add up to create character, not just land use and dimensional standards.

The Plan establishes several character and neighborhood areas and offers recommendations on use, intensity/scale, and defining characteristics. The components of the Plan include the following:

1. Land Use: Uses which are appropriate within the character area.
2. Defining Characteristics: Unique qualities of the character area as well as the degree of human activity (intensity) within the character area
3. Buildings: How the building looks and functions and where it is located on the lot

Interpreting the Plan

The Future Land Use Plan is a general framework used to guide land use and policy decisions within the City. The Future Land Use Map in this chapter shows general locations for the broad future land use areas described below. Each future land use category is explained in greater detail on the following pages with the community character guidelines specifying the preferred land uses, defining characteristics, and designs for each area, as well as pictures showing the planned character of each area.

The elected and appointed officials of the City of Charlevoix are responsible for the interpretation of the intent of the Community Character Plan and the future land use categories.

Downtown Core

The Downtown Core future land use category is aligned with the Downtown Central Business District Community Character Area. It is the most formally and intensely developed of the future land use categories. The highly intense neighborhood character is focused on commercial activity with the support of short and long term living opportunities. This mix of live – work development encourages community connection and a variety of complimentary uses. The future land use plan for the Downtown Core should align with the recommendations presented in the Downtown Charlevoix Futures Summary Report.

Appropriate Land Uses: A mix of commercial, residential, office, municipal, and civic spaces are appropriate. The goal of this future land use area is reactivation of underutilized spaces. Alternative and new uses should be encouraged such as pop-up and micro-retail opportunities. Expanded parking should be encouraged where it is reconfigured into scaled parking structures.

Key Characteristics: As the hub of commercial activity, this area maintains highest levels of intensity. Planned residential density may increase the activity during the day and night. The unique and historic character of downtown should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Infill of new buildings or onto existing buildings should be built right to the sidewalks and surrounding lot lines or buildings. Small or no setbacks should be encouraged. New construction and infill buildings should match the feel and character of existing buildings including transparent and welcoming first floor storefronts and the use of materials similar to or complimentary to existing facades. Signs should be attractive, with projecting signs encouraged.

Housing Character: Residential uses should be multi-family units incorporated into a multi-story, mixed use building. Housing should be available for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units. Future development should include a variety of unit types and sizes.

Transportation and Mobility: The Downtown Core should continue to be highly accessible by a variety of transportation options. Bridge Street will continue to serve as a state highway allowing access to neighborhoods north of the bridge and the regional destinations in northern Michigan as well as the major pedestrian thoroughfare. Vehicles and bicyclists are encouraged to use Downtown Charlevoix's grid network of streets for alternative routes whenever possible. On-street parking spaces should be utilized for short-term parking, while off-street parking located in the rear of buildings should be used for downtown residents and employees and long-term visitors. The network of sidewalks and bicycle lanes encourage alternative forms of transportation. Bridge Street should continue to be highly walkable with pedestrian access through existing alleyways and across the bridge. Bicycle parking should be encouraged in strategic locations.

Natural Features: Natural features should enhance while blending in seamlessly with the urban character of downtown Charlevoix. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Public and shared spaces should incorporate pocket parks, sidewalk trees and planters, and parking lot rain gardens in an effort to introduce natural features and reduce the amount of impervious surface. Downtown buildings are encouraged to incorporate green roofs where appropriate.

Planned Character



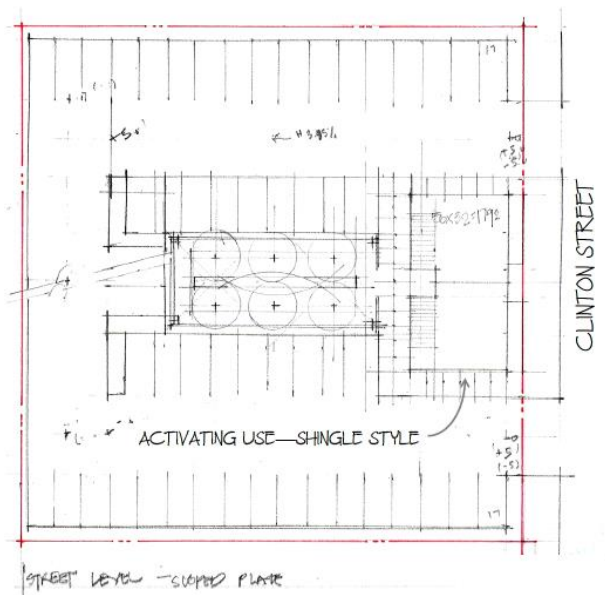
Scheme 1, displayed above, shows a two-story development of about 6,000 square feet (+/-) with no parking located on the parcel.

Scheme 2, displayed right, shows a two story development of about 3,000 square feet (+/-) wrapping the corner, with parking located on the northern portion of the parcel, to the rear of the structure.



Downtown Charlevoix Futures | Charlevoix, Michigan | 2021

Source: Downtown Charlevoix Futures Summary Report, State and Antrim Mixed Use



Configuration 1: Clinton Street-Hoop Skirt Alley parking area

Two levels with sloping parking decks and an activating use along Clinton Street.

Source: Downtown Charlevoix Futures Summary Report, Clinton Street – Hoop Skirt Alley Parking



Activating mixed use structure along Clinton Street
North Elevation

The concept depicted in configuration 1 for the Clinton-Hoop Skirt Alley parking area structures parking on two sloped levels and places new and activating uses along Clinton Street.

Downtown Edge/Mixed Use

On the perimeter of the Downtown Core area and along Bridge Street and Belvedere Avenue the Downtown Edge/Mixed Use area has been added to allow for a gradual transition between downtown and surrounding neighborhoods. While these areas will still be predominantly residential, the district will allow for limited commercial that will provide services for surrounding residences within walking distance. The Downtown Edge/Mixed Use future land use category is a new district that incorporates portions of both the Central City Neighborhood District and the South US 31 Mixed Use District Community Character Areas.

Appropriate Land Uses: Immediately adjacent to the Downtown Core would be the transitional zone that permits a mix of commercial, professional offices, residential, and civic, and transitional or temporary spaces that can be used as business incubators. The proximity to downtown makes this an appropriate area for higher density housing with similar height restrictions as the central business district so it would not be too imposing on the adjacent single-family homes. Professional offices make compatible neighbors as they tend to keep quiet daytime hours and generate minimal traffic.

Key Characteristics: The Downtown Edge/Mixed Use area is intended to support the transition of the Downtown Core area to the City Center Residential area. The combination of live-work, commercial, and residential spaces generates a high- to medium-level of intensity. Activity in this area will be less than the downtown core, but more than the surrounding residential neighborhood. Like the downtown core, this mix of live – work development encourages community connection and a variety of complimentary uses. Unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

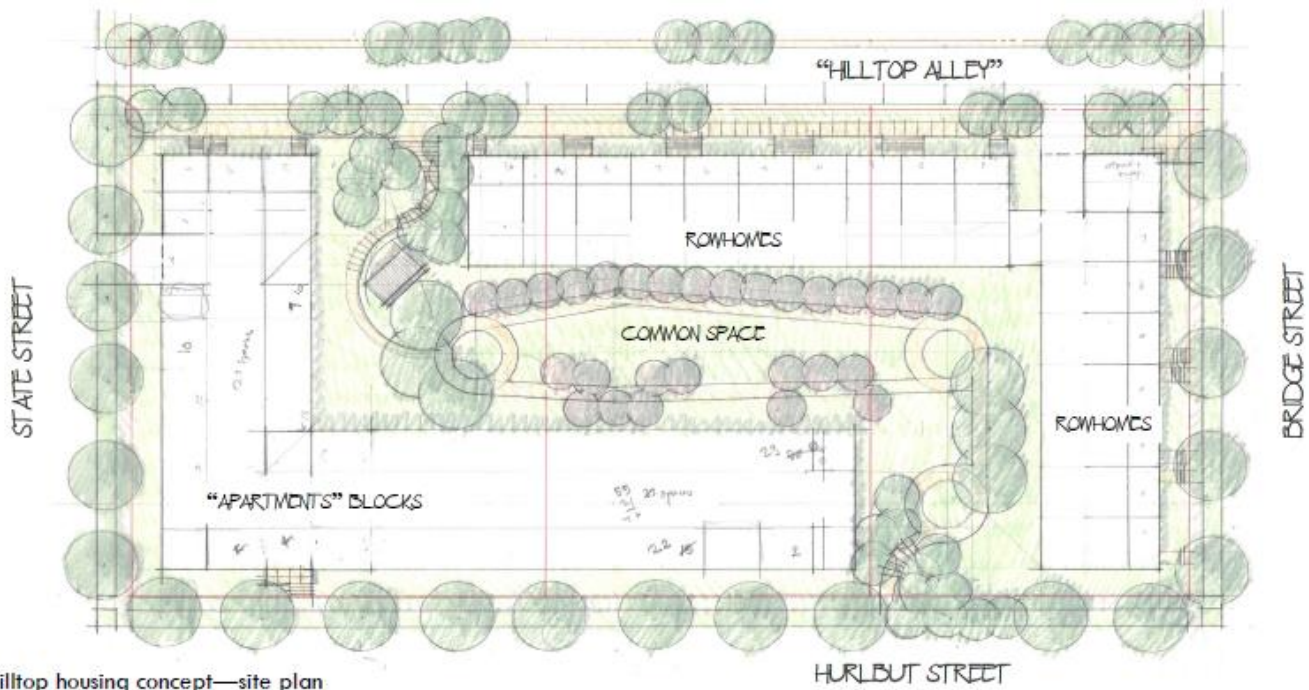
Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Infill of new buildings or onto existing buildings should be built right to the sidewalks and surrounding lot lines or buildings. Small or no setbacks should be encouraged. New construction and infill buildings should be multiple stories and match the feel and character of existing buildings including the use of materials similar to or complimentary to existing facades. Signs should be minimal and not detract from the neighborhood character.

Housing Character: Future development should include a variety of unit types and sizes. Housing types may include a mix of multi-family units incorporated into multi-story, mixed use buildings, multi-story, single family, attached units, and single family homes converted into live-work spaces or multiple-family units. Housing should be available for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units.

Transportation and Mobility: The Downtown Edge/Mixed Use area should be highly accessible by a variety of transportation options. Vehicles and bicyclists are encouraged to use Charlevoix's historic grid network of streets for alternative routes whenever possible. On-street parking spaces should be utilized for short-term parking, while off-street parking located in the rear of buildings should be used for residents, employees, and long-term visitors. The network of alleys, sidewalks, and bicycle lanes support connectivity within the area and in between adjacent areas and the use of alternative forms of transportation. Bicycle parking should be encouraged in strategic locations.

Natural Features: Natural features should also transition to a more prominent role in the Downtown Edge/Mixed Use area. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Street trees, front yard shrubbery and pocket gardens, and parking lot rain gardens are opportunities to incorporate natural features while reducing the amount of impervious surface. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and pollinator habitats.

Planned Character



Hilltop housing concept—site plan

Source: Downtown Charlevoix Futures Summary Report, Hurlbut and State Housing Concept

City Center Residential

The City Center Residential future land use community character area is aligned with the Central City Neighborhood District Community Character Area. The neighborhood character is made up of primarily medium level intensity residential activity with secondary, complementary live-work spaces.

Appropriate Land Uses: Uses in the City Center Residential area should be primarily residential in nature. Live-work and other mixed uses such as public institutions, day care centers, parks, and other neighborhood commercial uses with a residential component that support and enhance residential neighborhoods may be appropriate.

Key Characteristics: The City Center Residential area has the City's oldest neighborhoods and many of the buildings are historic resources that should be protected through the preservation, rehabilitation, or adaptive reuse. Activity in this area is typically during the day with some evening and night activity. Proximity to the downtown core and downtown edge areas and ease of accessibility through the city's historic grid network of streets and sidewalks encourages a more active environment. The combination of live-work, commercial, and residential uses generates by a medium level of intensity.

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Infill of new buildings or onto existing buildings should match the character of surrounding buildings. Setbacks should be similar to those of surrounding buildings and garages should not dominate the front façade of the home. New construction and infill buildings should match the feel and character of existing buildings including the use of materials similar to or complimentary to existing facades. The feel and character should be of a residential nature. Signs should be minimal and not detract from the neighborhood character.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types may include single family attached and detached units, accessory units, multi-story, single family, attached units, and single family homes converted into live-work spaces or multiple-family units. Multi-family units incorporated into multi-story buildings may be appropriate on the border of the Downtown Edge area where use intensity increases. Housing should be available for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units. Future development should include a variety of unit types and sizes.

Transportation and Mobility: The City Center Residential area should maintain connections with surrounding areas and be highly accessible by a variety of transportation options. Roads within the City Center Residential area follow Charlevoix's historic grid network and also have common elements including sidewalks, pedestrian scale lighting, and a tree canopy. The network of alleys, sidewalks, and bicycle lanes support connectivity within the area and in between adjacent areas and the use of alternative forms of transportation. Expanded sidewalks in this area should help guide people to the downtown area and other key destinations and create a welcoming streetscape. On-street parking provides an alternative parking option for residents and business owners who do not have onsite parking.

Natural Features: Natural features in the City Center Residential area should promote community connection as well as provide active and passive recreation opportunities. Street trees, rain gardens, and plantings of native grasses and wildflowers located in the public right of way are opportunities to incorporate natural features while creating a welcoming streetscape. Community gardens, parklets, and urban forest arboretums support a variety of purposes such as active play, rest areas, and wildlife habitats.

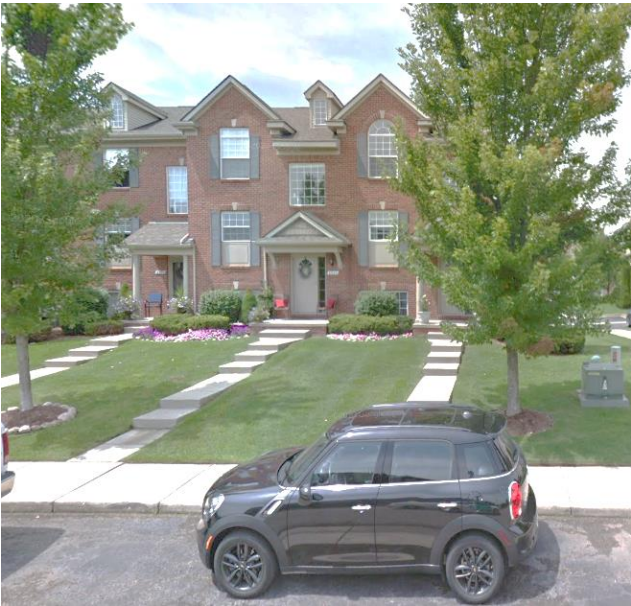
Planned Character



Source: Google Images



Source: Google Images



Community Mixed Use

The Community Mixed Use future land use community character area is largely located in the South US 31 Mixed Use Community Character Area. It is a high intensity area that is intended to support commercial, multiple family residential, and mixed use planned developments.

Appropriate Land Uses: The Community Mixed Use areas are encouraged to have a wide variety of retail, office, residential, and recreational uses. Commercial uses should support daily needs such as a grocery store, family clothing store, and casual dining restaurants. Existing multiple family residential uses are intended to stay and more housing options are encouraged. Planned developments with a mix of building types and uses that is interconnected with the surrounding area is encouraged. The goal of this area is to allow existing uses to continue while creating an opportunity for different types of uses in the future if sites are redeveloped.

Key Characteristics: The Community Mixed Use area's activity levels, building mass, and accessibility will be similar to that of the downtown area. The combination of live-work, commercial, and residential spaces generate day, evening, and night activity. Sidewalks as part of a pedestrian-friendly street network and shared open spaces shall provide access throughout and promote community connections. Development shall focus on adapting existing uses, redevelopment of underutilized sites, and providing infill development where appropriate.

Building and Site Design: A mix of building types should be allowed in the Community Mixed Use area while mixed use, multi-story buildings are the preferred development type. Buildings should strive to maximize energy efficiency and green building design is encouraged. Select sites may accommodate large retail stores, but commercial uses should be incorporated into a mixed use development with a harmonious design that includes architectural variation, small or no setbacks, and parking that is located in the rear of the building and open to the public. All development types should include public open space, attractive landscaping and screening as appropriate.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types should be a mix of multi-family units incorporated into multi-story, mixed use buildings, multi-story, single family, attached units, and single family homes converted into live-work spaces or multiple-family units. Housing should include rental- and owner-occupied units primarily intended for permanent residents.

Transportation and Mobility: The Community Mixed Use area should focus on "people-oriented design." Future development that accommodates cars, but people come first. Pedestrian, bicycle, and transit travel are the primary modes of transportation, while vehicular use is secondary. Expanded sidewalks in this area should connect people to key destinations and create a welcoming streetscape. Bicyclists should be able to use streets safely as they travel throughout the area and into surrounding neighborhoods. On-street parking spaces should be utilized for short-term parking, while off-street parking located in the rear of buildings should be used for residents, employees, and long-term visitors. Bicycle parking should be encouraged in strategic locations.

Natural Features: The Community Mixed Use area should strive to create a balance between urban development and meaningful open spaces and natural features. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Innovative solutions such as urban forests as part of the area's tree canopy coverage, community gardens or orchards, and stormwater harvesting are opportunities to enhance the natural environment as well as reduce the neighborhood's energy footprint. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and wildlife habitats.

Planned Character



Source: Google Images



Source: Google Images



Neighborhood Residential

The Neighborhood Residential future land use community character area is largely located in the Petoskey Avenue District and South US 31 Mixed Use Community Character Areas. It is a low intensity area that is intended to support primarily residential activity with secondary, complementary live-work spaces.

Appropriate Land Uses: Uses in the Neighborhood Residential area should be primarily residential in nature. Live-work and mixed use spaces may be appropriate. Uses that support and enhance residential neighborhoods may be appropriate such as public institutions, day care centers, parks, and other neighborhood commercial with a residential component.

Key Characteristics: The intensity of this neighborhood area shall be low due to the primarily day time activity, lower levels of traffic and pedestrian movement, and reduced building mass compared to other neighborhoods in the city. The Neighborhood Residential area's unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. New construction and infill buildings should match the feel and character of existing buildings including the use of materials similar to or complimentary to existing facades. Setbacks should be similar to those of surrounding buildings and garages should not dominate the front façade of the home.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types may include single family attached and detached units, accessory units, and single family homes converted into live-work spaces or multiple-family units. Mixed use buildings may be appropriate along the perimeter of the neighborhood adjacent to more intense areas. Housing should include rental- and owner-occupied units primarily intended for permanent residents.

Transportation and Mobility: The residential streets located within the Neighborhood Residential area should be designed for slow traffic and easy pedestrian and bicycle usage. However, they should form a connected, logical pattern with as many connections to the existing street system as possible. Cul-de-sacs are highly discouraged. An expanded sidewalk network is encouraged to increase pedestrian access and connections to surrounding areas.

Natural Features: Both public and private property should provide natural features in the Neighborhood Residential area. Street trees, rain gardens, and plantings of native grasses and wildflowers located in the public right of way are opportunities to incorporate natural features while creating a welcoming streetscape. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and pollinator habitats.

Planned Character



Source: Google Images



Source: Google Images

Private Club Residential

The Private Club Residential future land use community character area is located in the Petoskey Avenue District and South US 31 Mixed Use Community Character Areas. It is a low intensity area that is intended to support primarily residential activity.

Appropriate Land Uses: Uses in the Neighborhood Residential area should be primarily residential in nature. Uses include detached single family homes, other detached residential units, parks, clubhouses, boathouses, and other recreation related uses.

Key Characteristics: The intensity of this neighborhood area shall be low due to the primarily day time activity, lower levels of traffic and pedestrian movement, and reduced lot coverage compared to other neighborhoods in the city. The Neighborhood Residential area's unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

Building and Site Design: Rehabilitation and re-occupancy of existing buildings is preferred whenever possible. New construction should match the residential feel and character of existing buildings including the use of materials similar to or complimentary to existing facades.

Housing Character: This area is intended to accommodate established detached single-family residential developments that are generally seasonal in nature, governed by a private club association, and in which the homes are privately owned, but the land is in common ownership.

Transportation and Mobility: The residential streets located within the Private Club Residential area should be designed for slow traffic and easy pedestrian and bicycle usage. However, they should form a connected, logical pattern with as many connections to the existing street system as possible. Cul-de-sacs are highly discouraged. An expanded sidewalk network is encouraged to increase pedestrian access and connections to surrounding areas.

Natural Features: Both public and private property should provide natural features in the Private Club Residential area. Street trees, rain gardens, and plantings of native grasses and wildflowers located in the public right of way are opportunities to incorporate natural features while creating a welcoming streetscape. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and pollinator habitats.

Planned Character



Source: Google Images



Neighborhood Center Commercial

The Neighborhood Center Commercial future land use category is located in the Petoskey Avenue District community character area. It is intended to serve as a buffer area for surrounding Neighborhood Residential areas.

Appropriate Land Uses: The Neighborhood Center Commercial area is meant for a variety of uses including a mix of commercial, professional offices, residential, and civic, and transitional or temporary spaces that can be used as business incubators. Commercial uses should support live-work activity and provide goods and services that support the needs of permanent residents. Existing multiple family residential uses are intended to stay and more housing options are encouraged.

Key Characteristics: The Neighborhood Center Commercial area is the gateway district for the north side of Charlevoix. The streetscape should be designed to be welcoming for all coming into the city on Petoskey Avenue. The combination of live-work, commercial, and residential spaces generates a high- to medium-level of intensity. Activity in this area will be less than the downtown core, but more than the surrounding residential neighborhood. The neighborhood has high levels of movement from vehicular and pedestrian traffic, and activity along the corridor occurs throughout the day. However, massing of buildings is intended to match the surrounding Neighborhood Residential areas.

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. New construction and infill buildings should have designs that are compatible with and match the feel and character of existing buildings including the use of materials similar to or complimentary to existing facades. The scale and massing buildings should support medium intensity and activity in the area. The overall site design should include parking to the side or rear of the building, signage that is minimal and landscaping that improves the pedestrian experience.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types should be a mix of multi-family units incorporated into multi-story, mixed use buildings, multi-story, single family, attached units, and single family homes converted into live-work spaces or multiple-family units. Housing should be available for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units.

Transportation and Mobility: The Neighborhood Center Commercial area should be highly accessible by a variety of transportation options. The network of sidewalks and bicycle lanes support connectivity within the area. Bicyclists and pedestrians should be able to use streets safely as they travel throughout the area and into surrounding neighborhoods. Bicycle parking should be encouraged in strategic locations.

Natural Features: Natural features should support aesthetic and environmental purposes in the Neighborhood Center Commercial area. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Street trees, front yard shrubbery and pocket gardens, and parking lot rain gardens are opportunities to incorporate natural features while reducing the amount of impervious surface.

Planned Character



Source: Google Images



Source: Google Images

Industrial

The Industrial future land use community character area is largely located in the Charlevoix Business Park Character Area. It is a low- to medium- intensity area that is intended to support light industrial, commercial, and residential as part of a planned development.

Appropriate Land Uses: Industrial areas land uses include light industrial uses such as light manufacturing, assembly, warehousing, processing and distribution, and research facilities with no external off-site impacts. Commercial uses should support an associated industrial use, be of an industrial nature such as glass blowing or metal working, or require large warehousing or research space. Planned developments may incorporate multiple-family residential into an industrial or mixed use building when residential areas house employees of the associated use. Like the Community Mixed Use area, the goal of this area is to allow existing uses to continue while creating an opportunity for different types of uses in the future if sites are redeveloped.

Key Characteristics: The Industrial area's uses, building mass, and accessibility will largely accommodate low levels of primarily daytime activity. Development shall focus on adapting existing uses, redevelopment of underutilized sites, and providing infill development where appropriate.

Building and Site Design: A mix of building types should be allowed in the Industrial area while medium- to large-sized industrial buildings are the preferred development type. Buildings should strive to maximize energy efficiency and green building design is encouraged. Development should be of a harmonious design that includes architectural variation, small or no setbacks, and parking that is located in the rear of the building. All development types should include public open space, attractive landscaping and screening as appropriate, and sidewalks as part of a pedestrian-friendly street network.

Housing Character: Housing types should be a mix of multi-family units incorporated into multi-story, mixed use buildings and live-work spaces. Housing should include rental- and owner-occupied units primarily intended for permanent residents.

Transportation and Mobility: Roads in Industrial area should be designed to be sufficient for truck traffic, without making them unsafe for other users. Bicyclists and pedestrians should be able to use streets safely as they travel throughout the area and into surrounding neighborhoods.

Natural Features: The Industrial area should strive to create a balance between large-scale development and meaningful open spaces and natural features. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Site landscaping should feature native grasses and wild flowers as opposed to turf grass, and natural features located on site should connect to natural features in surrounding areas to provide a continuous recreation area and wildlife habitat.

Planned Character



Source: LA Times

Public Facilities

The Public Facilities future land use community character area is not aligned with a community character area; however public facilities are located throughout the city. Public Facilities are typically long-term uses which serve specific and essential civic, municipal, and recreational functions in the community.

Appropriate Land Uses: Public Facilities uses generally support and enhance the surrounding neighborhoods. These uses include public institutions such as schools, libraries, churches, municipal buildings, community centers, and parks and recreation facilities such as the golf course.

Key Characteristics: Generally, Public Facilities areas are low intensity uses with the exception of the Charlevoix Municipal Airport. The size and scale of the facility is typically determined by the specific use, and activity at the facility generally occurs during daytime hours. Public Facilities uses provide active and passive recreation needs for the community and protect the scenic and environmental quality of sensitive natural areas. Public Facilities are generally owned by public agencies (city, county, state, or federal).

Building and Site Design: Building and site design should be based on the specific use, but should maximize site potential where possible.

Housing Character: Residential uses will not typically be combined with public facilities. However, should the opportunity to incorporate residential or mixed uses become available, the design should consider the appropriate future land use category for recommended residential housing types.

Transportation and Mobility: The Public Facilities areas should be highly accessible by a variety of transportation options.

Natural Features: Publicly owned public facilities are ideal opportunities to protect and enhance natural areas. Open spaces unsuitable for development or identified for preservation should feature plantings of native grasses and wildflowers as opposed to turf grass. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Recreation areas and open spaces should provide a variety of wildlife habitat to encourage diversification and education opportunities.

Planned Character



Scenic Reserve

The Scenic Reserve future land use area is not aligned with a community character area; however scenic reserve areas are located throughout the city. Scenic Reserve areas are typically long-term uses which serve specific and essential functions in the community.

Appropriate Land Uses: Scenic Reserve uses generally support and enhance the surrounding neighborhoods. Appropriate land uses are limited to open space, shoreline beaches, and recreation facilities.

Key Characteristics: Scenic Reserve properties include both public and private lands that have high scenic, recreational, and aesthetic value. These properties are typically coastal areas with environmental significance.

Building and Site Design: Scenic Reserve properties will typically be undeveloped, however where building and site design are required, maintain the natural topography and landscape should be the main consideration. Construction and development should have minimal impact on the natural environment.

Transportation and Mobility: Accessibility to Scenic Reserve may vary depending on the location and type of use. Accessibility may be limited to maintain site features and preservation of sensitive habitats. Site access should be considered on a case-by-case basis.

Natural Features: Scenic Reserve areas are intended to provide natural areas in environmentally sensitive coastal areas of the city. Native plants and natural features should be preserved and re-established wherever possible. Recreation areas and open spaces should provide a variety of wildlife habitat to encourage diversification and education opportunities.

Planned Character



Zoning Plan

Section 33, 2(d) of the Michigan Planning Enabling Act, PA 33 of 2008, as amended, requires a Master Plan that is prepared in conjunction with this act to be the foundation for the community's zoning plan. The Michigan Zoning Enabling Act, PA 110 of 2006, as amended, requires a zoning plan to be created as the basis for the zoning ordinance. A zoning plan explains how the future land use categories in the Plan relate to the zoning districts incorporated in a community's Zoning Ordinance.

Current Zoning Districts

There are fourteen (14) zoning districts within the City, each of which is described below and in the current Zoning Ordinance. The Zoning Ordinance details the uses permitted in each district, and the schedule of lot, yard, and area requirements defines specific area, height, and bulk requirements for structures in each zoning district. The Zoning Map is also part of the Zoning Ordinance and illustrates the distribution of the defined zoning districts throughout the City.

The city is divided into the following zoning districts as shown on the Official Zoning Map:

Residential districts.

R1 - Low Density Single-Family Residential. This district is intended to provide stable, low density neighborhoods of predominantly single-family dwellings. This district also permits non-residential uses that contribute to the culture and well-being of single-family neighborhoods, such as parks, schools and churches.

R2 - Medium Density Single-Family Residential. The R2 District is intended to provide for residential neighborhoods where a mix of single-family residential, accessory dwelling units, single multiple-family dwellings, and attached dwellings are located.

R2A - Two-Family Residential. The R2A District allows for both single-family and two-family (duplex) dwellings in order to allow higher densities in appropriate locations and to provide expanded housing choices. This district also recognizes the existence of older residential areas in the city, where single-family homes have been or can be converted to two-family residences, in order to extend the economic life of these structures and allow the owners to justify the expenditures, repairs and modernization.

R4 - Planned High Density Residential. This district allows for higher density developments such as condominiums, apartment buildings, site condominiums, townhouses and clustered housing units.

PC - Private Club Residential. This district is intended to accommodate established single-family residential developments that are generally seasonal in nature, governed by a private club association, and in which the homes are privately owned, but the land is in common ownership.

Non-residential districts and mixed-use districts.

GC - General Commercial. This district accommodates retail and service establishments within the city, particularly along major corridors leading into and out of the city. The uses permitted in the GC District are intended to provide convenient and attractive retail, professional office and service establishments for the community and its rural trade area. This district is intended to accommodate larger scale commercial development and associated uses, due to larger lot sizes and consistency with the existing built commercial environment.

CBD - Central Business District. This zone regulates land within the area traditionally considered to be Downtown Charlevoix. Its purpose is to support the central activity area of the city by accommodating a mix of retail, office, service, entertainment and residential uses in a walkable, pedestrian-friendly environment. Business uses which are inconsistent with this purpose or which detract from the convenience of this district are not permitted.

CM - Commercial Mixed Use. This zone is intended to provide a transitional area between the GC and CBD districts on the south side and the CBD and R1 Districts north of the Bridge. This area south of the CBD includes a mix of residential and homes that have been converted to offices or mixed use buildings. Due to smaller lot sizes and structures with residential appearances, the area is intended for professional offices, mixed use buildings, retail and service establishments. This zone is intended to restrict larger scale commercial development, better suited for the outer north and south ends of the city.

MC - Marine Commercial. The MC District is established at locations in the community with water frontage to protect and promote the historic and unique heritage of the city. The historic marine use of the waterfront is a keystone to the ambiance of the “fishing village” feeling of the city. This district is intended to accommodate a mix of land uses including single-family, condominiums, marine related commercial and professional offices.

CH - Commercial Hospitality. The CH District provides for overnight lodging and complementary facilities and services, such as gift shops and restaurants. By precluding larger scale retail and other relatively intense commercial uses, it is intended to be limited to lodging and associated uses to complement the city as a vacation and wedding destination area.

PO - Professional Office. This district is intended to accommodate uses that are administrative and/or professional in nature in appropriate areas, without adverse impacts to adjacent residential land uses.

SR - Scenic Reserve. The purpose of this district is to protect the scenic attributes of certain properties along the shores of the city’s abutting lakes where development has not occurred and views to and from the water remain relatively unspoiled. The visual connection to the water and the views from the lakes are considered essential elements of the city’s character that bring economic health and vitality to the community. Scenic reserve areas may also be forested lands or natural areas intended to be protected from future development because of their community or environmental value. Any uses permitted within this district must be undertaken in a manner that will respect the environment and the scenic or visual value of the designated areas. The SR District includes both public and private lands that are also highly valued for recreational activities.

I – Industrial. This zone is intended to accommodate the industrial needs of the entire community in such a manner that unreasonable noise, dust, vibration or any other like nuisance shall not affect adjoining properties.

P - Public Facilities. This zone is intended to accommodate municipal, county and federal government related buildings and uses. Public facilities also include schools, public parking lots and the Charlevoix Public Library.

Overlay Districts

Charlevoix has four codified zoning overlay districts: Central Business District Overlay District, West Garfield Avenue General Commercial Overlay District, West Carpenter/State Street Industrial Overlay District, and North Side Professional Office Overlay District.

The intent of the overlay districts is to establish regulations in addition to the applicable regulations of the existing (underlying) zoning district that either supplement or replace those existing regulations. The overlay districts are applied in specific locations based on the environmental features, historic assets, scenic qualities, traffic conditions or other unique characteristics of the area, regardless of the established zoning districts.

Relationship to the Master Plan

This Master Plan establishes the vision, goals, objectives, and policies guiding growth and development in Charlevoix for about the next 20 years. It contains specific strategies for managing the growth and change in land uses and infrastructure over this period, and, as required by statute, will be periodically reviewed and updated as necessary, at least once every five years. This section, along with the rest of the Master Plan, is intended to generally guide future changes to the Charlevoix Zoning Ordinance.

In considering a request to rezone property in Charlevoix, the Planning Commission shall consider the future land use map and the future land use descriptions provided in this plan. The Zoning Plan table shall be used to evaluate the degree to which the proposed rezoning is consistent with this plan, together with an evaluation of the specific request.

The following table is a list of future land use designations with their corresponding zoning district. Not every future land use category will match up with the current location or regulations of the zoning district to which it most closely corresponds. The recommended future revisions the in Zoning Ordinance are also discussed below.

Future Land Use	Compatible Zoning District(s)	Proposed Zoning Revisions
Downtown Core	CBD – Central Business District; Central Business District Overlay District	Review use requirements and standards for residential uses
Downtown Edge/ Mixed Use	CM - Commercial Mixed Use; MC – Marine Commercial; PO - Professional Office; P – Public Facilities	This future land use category can be adapted into a new zoning district that encompasses the intent and uses described in these current zoning districts
City Center Residential	R2 – Medium Density Family Residential; R2A – Two-Family Residential; R4 - Planned High Density Residential; P – Public Facilities; West Garfield Avenue General Commercial Overlay District	Adapt residential districts to permit “missing middle housing” types and allow neighborhood commercial and mixed uses.
Community Mixed Use	R2 –Medium Density Family Residential; R2A - Two-Family Residential; R4 - Planned High Density Residential; GC – General Commercial; CH – Commercial Hospitality; West Carpenter/State Street Industrial Overlay District	Create a new Community Mixed Use zoning district suitable for large-scale, medium to high intensity activity.
Neighborhood Residential	R1 –Low Density Single-Family Residential; R2 –Medium Density Family Residential; R2A – Two-Family Residential	Adapt residential districts to permit “missing middle housing” types
Private Club Residential	PC –Private Club Residential	No changes
Neighborhood Center Commercial	R2A – Two-Family Residential; R4 - Planned High Density Residential; GC – General Commercial; CH – Commercial Hospitality; PO - Professional Office; North Side Professional Office Overlay District	This future land use category can be adapted into a new zoning district that encompasses the intent and uses described in these current zoning districts
Industrial	I - Industrial	Permit limited residential and commercial uses.
Public Facilities	P – Public Facilities	No changes
Scenic Reserve	SR - Scenic Reserve	No changes

Other Zoning-Related Changes

In addition to the recommended zoning revisions above, City staff recommend the following general maintenance updates to the Zoning Ordinance.

Format

- Generally cleaning up the language of the zoning ordinance
- Adding graphics and diagrams

Zoning Classifications

- Collapsing zoning districts into fewer categories
- Update GIS zoning map to reflect new zoning classifications
- Review residential and non-residential schedule of uses; update in accordance with this Plan

Residential

- Increase residential opportunities by allowing for denser housing developments and “Missing Middle Housing” and other “nontraditional” housing types
- Allow for expanded commercial and mixed use developments
- Review Section 153.116 Accessory Buildings, (5) Building Footprint and (9) Prohibited Uses
- Review Section 153.117 Residential Uses, (A)(I) Floor area requirements, (D) Accessory Dwelling Units, and (E) Boarding Houses
- Review Section 153.158 Renting of residential properties
- Review standards for Section 153.170 Building appearance

Parking

- Allow for shared parking among all uses and include parking maximums instead of minimums

Exploring Form Based Code

The City of Charlevoix is interested in exploring the possibility of adopting form –based code (FBC) standards for appropriate areas of the City. According to the Michigan Chapter of the Congress for New Urbanism, “form-based codes are development regulations (*a type of zoning code*) used by local government agencies that emphasize the physical character of development (*its form*) and de-emphasize the regulation of land use.” Under conventional zoning, land use is regulated by districts often segregating uses that may otherwise be compatible. Use regulations in the form-based code recognize that building forms can accommodate a variety of uses. Therefore, uses are organized by broader use groups, which are groupings or categorization of compatible uses which exhibit similar characteristics.

Form-based code originated from the early “design based code” which was often applied to specific areas such as historic districts or neighborhoods. Limited forms of form-based code have also focused on the physical form of new development. A fully realized form-based code differs from other design based codes by applying a broader set of planning and design principles. In addition to land use and design, form based code considers the relationship between buildings and streets, encourages walking, and use of alternative forms of transportation, and a tighter neighborhood fabric. To achieve the desired environment, FBCs utilize the following context-sensitive standards¹:

- Mixed uses
- Minimum densities
- Small lots
- Build-to lines
- Street standards designed for pedestrians
- Interconnected streets
- Public open space
- Orientation to public realm
- Maximum parking

¹ White, Mark. Form Based Codes: Practical & Legal Considerations. November 18, 2009.

<https://www.cityofeastlansing.com/DocumentCenter/View/1541/FormBased-Codes--Practical--Legal-Considerations-PDF?bidId=>

Ultimately, the inclusion of form-based codes standards within the City's Zoning Ordinance would create a hybrid code, or a combination of a standard zoning ordinance and form-based code. In this case, zoning districts would still regulate the permitted uses within each area of the City, but would in certain instances provide additional form-based standards that apply to certain zoning districts.



-  Public Facilities
-  Downtown Core
-  Downtown Edge
-  City Center Residential
-  Community Mixed Use
-  Neighborhood Residential
-  Neighborhood Center Commercial
-  Industrial
-  Scenic Reserve
-  Private Club Residential

