

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

MONDAY, MARCH 14, 2022 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. February 14, 2022 Minutes
- F. Call for Public Comment Not Related to Agenda Items
- G. New Business
 - 1. Pine River Channel Northside Planting Donation
 - 2. Site Plan Review: 211 Bridge Str
 - 3. 1002 May Street Project Proposal
- H. Old Business
 - 1. Master Plan Update
- I. Staff Updates
- J. Requests For Next Months Agenda or Research Items
- K. Adjournment by 8:00 p.m. unless extended by a motion

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

CITY OF CHARLEVOIX

Approval of the Minutes

TO: Planning Commission

FROM: Jennifer Neal, Planner

SUBJECT: February 14, 2022 Minutes

DATE: March 14, 2022

BACKGROUND

The draft minutes of the February 14, 2022 meeting are included for your review and approval.

ATTACHMENTS:

- ▣ February 14 Draft Meeting Minutes

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, February 14, 2022 - 6:00 p.m.**

A. Call to Order

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

B. Roll Call

Chair	RJ Waddell
Members Present:	Sherm Chamberlain, Annemarie Conway, Toni Felter, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent:	Reid Beegen
Staff Present:	Jennifer Neal, Planner

Chair Waddell announced that David Gray has resigned from the Planning Commission.

C. Inquiry into Potential Conflicts of Interest

D. Approval of the 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. January 10, 2022 Meeting Minutes

Motion by Member Conway, second by Member Muladore to approve the minutes of January 10, 2022 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Bob Jess stated that he had previously came before the Commission about adding a fourplex to property located at 904 May Street. He stated that he was going to draw it up using traditional materials, but he had looked at an alternative construction material which was styrofoam and he distributed pictures of the styrofoam design. He stated it would be about a year before the styrofoam would be available, so they were going to switch back to traditional materials.

G. New Business

1. Public Hearing: Zoning Ordinance Amendment: R1 Zoning District

Chair Waddell explained the history of the accessory dwelling unit regulations and the specifics of the zoning ordinance amendment.

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

Motion by Member Felter, second by Member Chamberlain to recommend approval to the City Council of the proposed Zoning Ordinance amendment which allows Accessory Dwelling Units (ADUs) in the R1 Zoning District with the changes as agreed upon by the Planning Commission. Motion passed by unanimous voice vote.

H. Old Business

1. Master Plan Update – Future Land Use

Chair Waddell stated that last month the Commission reviewed the Downtown Core designation of the Future Land Use Plan and Map. Planner Neal explained the process and efforts involved in updating the Future Land Use Map and Plan with a goal to increase housing options throughout the City.

City Center Residential: Planner Neal stated it was for the Commission to discuss what was an appropriate “live-work” situation in the City Center neighborhood (R-2 zoning). Discussion followed regarding live-work neighborhoods, home-based businesses, hours of operations, and home occupations. The Commission concurred to change “live-work” references to home occupations.

Additional changes:

- Key Characteristics – 4th line, change “Downtown Core and Downtown Edge areas” to Charlevoix Corridor;
- Addition of “historical overlay” in the first paragraph;
- Housing Character – add the Sheridan area to the location listed for multi-family units incorporated into multi-story mixed use buildings;
- South side of West Hurlbut across from the school would be better in a Downtown Core district.

Community Mixed Use:

Member Chamberlain referenced the Future Land Use Map in that Hampton Village, Marina Bluff and Belvedere Terrace should be in the Neighborhood Residential category.

- Building and Site Design – remove “open to the public” at the end of the third sentence;
- Last sentence, delete second “should include”;
- Transportation and Mobility – 2nd to last sentence, delete “in the rear of buildings”; bicycles should include other two-wheel vehicles.

Chair Waddell asked that photographs of Charlevoix properties be included in the document rather than Google images.

Neighborhood Residential: Chair Waddell requested local photographs for this section as well.

Private Club Residential:

Member Radke stated it was difficult in a community to encourage more walkability in the private club areas that have large green spaces and from inside the Clubs they are trying to discourage public access into the Club areas. She said that expanding sidewalks throughout the community is good, but there are rules within the private club areas. Chair Waddell mentioned that the Belvedere Club was the only one with public roads through the Club.

Member Radke stated that the C & O Club was not color coded as a private club on the Future Land Use Map.

Neighborhood Center Residential: Chair Waddell stated that this category was not part of the Charlevoix Corridor category. He stated that they did like the language under Key Characteristics that they hoped to include under the Charlevoix Corridor category.

Industrial: Chair Waddell stated that presently residential was not allowed in the Industrial category. One of the suggested changes allowed planned developments that could incorporate multiple-family residential. Discussion followed about including apartments within factories in the industrial areas, lofts above small industrial businesses, addition of multi-family residential, tiny houses, and employer housing.

Public Facilities: Chair Waddell stated that the courthouse was shown in the Charlevoix Corridor category, and the library was in the City Center Residential. Planner Neal stated the thought was the municipal and civil uses would still be permitted in R-2 zoning. After discussion, churches were removed from the list of Appropriated Land Uses in this category.

Scenic Reserve: No changes.

Current Zoning Districts: Chair Waddell addressed the R2A category as being applicable for some areas along Division and Sheridan Streets and Stover Road with the possibly to include fourplexes instead of the standard duplexes.

Overlay Districts: Chair Waddell stated the Historical Overlay District is not identified on the list, or the Future Land Use Map and it needs to be included.

Relationship to the Master Plan: Chair Waddell stated the Neighborhood Center Commercial (color coded hot pink on the chart) needed to be removed. Downtown Edge/Mixed Use is now called Charlevoix Corridor and includes the Neighborhood Center Commercial.

I. Staff Updates

Planner Neal stated that the ordinance changes were under legal review.

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

Planner Neal stated that the Commission needed to think about the action items needed for the Implementation phase of the Master Plan, and then the Commission would need to review the entire Master Plan as a whole.

K. Adjournment by 8:00 PM unless extended by motion.

Meeting adjourned at 7:59 p.m.

Sarah J. Dvoracek/fgm

City Clerk

R.J. Waddell

Chair

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jennifer Neal, Planner

SUBJECT: Pine River Channel Northside Planting Donation

DATE: March 14, 2022

BACKGROUND

Applicant, Silver Linings Charlevoix, has provided revised drawings and descriptions of plantings proposed for the greenspace along the Pine River Channel. The Commission is asked to provide a recommendation to the City Council.

ATTACHMENTS:

- ▣ Application
- ▣ Plant Schedule
- ▣ Plant Design
- ▣ Public Comment - S. Gibson



CITY OF CHARLEVOIX

210 State Street Charlevoix, MI 49720
www.charlevoixmi.gov

Permit No.: _____
Date Received: _____
Decision Date: _____

Office of Planning and Zoning (231) 547-3265
Planner@Charlevoixmi.gov

Planning Commission Application

☐ Site Plan Review	☐ Rezoning
☐ Special Land Use Permit	☐ Zoning Ordinance Amendment
☐ Planned Unit Development	☒ Other <u>City Park</u>

Applicant Name: Silver Linings Charlevoix, 501c3

Street Address: 207 Burns St

City: Charlevoix **State:** MI **Zip code:** 49720

Phone Number(s): 808.635.7860 **E-mail:** hularentals@hotmail.com

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.

Signature: Leilani Durbin **Date:** 03 / 11 / 2022

Applicant is the: ☐ Owner ☐ Lessee ☐ Agent ☐ Contractor/Architect ☒ Other

Property Owner's Name (if different from applicant): City of Charlevoix

Street Address: 201 State St.

City: Charlevoix **State:** MI **Zip code:** 49720

Phone Number(s): 231.547.3270 **E-mail:** markh@charlevoixmi.gov

Signature: _____ **Date:** _____

I hereby grant permission for members of the City of Charlevoix (Planning Commission) (Staff) to enter the property described below (or as described in the attached) for the purpose of gathering information related to this application. (Note to applicant: This is optional and will not affect any decision on your application)

Signature of Owner: _____ **Date:** _____

Project Location or Address: North side of channel-Channel Park

Parcel Number: 052-127-014-00/052-127-001-00/052-126-099-00/western most parcel no ID # online

Explanation of Request: To create a new park for the City of Charlevoix. This will enrich our quality of life by adding natures beauty to a parcel the city owns in the gateway to our city. In addition, this parcel of city owned land will in the process become accessible to all humans via a handicapped ramp.

**City of Charlevoix
Planning Commision Application
Page 2**

Subject Parcel Information:

Project Location or Address: North side of channel/ Channel Park

Parcel Number: 051-127-014-00/052-127-001-00/052-126-099-00/no parcel #

Zoning District: contact city

Current Use of Property: None

Dimensions of Parcel: contact city

Parcel Size: contact city

Please describe the type of construction proposed: plants/handicap ramp/patios

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 agent.

I agree the statements made above application and associated documents are true, and if found not to be true, the approval of the site plan and/or any zoning permit that may be issued may be void.

Further, I agree to comply with the conditions and regulations provided with the approved site plan and any permit that may be issued.

Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Charlevoix Zoning Ordinance will be complied with.

Further, I agree to notify the zoning administrator of City of Charlevoix for inspection before the start of construction and when locations of proposed uses are marked on the ground.

Further, I agree to give permission for officials of City of Charlevoix, the County and the State of Michigan to enter the property subject to this permit application for purposes of inspection.

Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Property Owner or Agent Signature: _____

Date: _____

Signature Certificate

Reference number: BJECG-VOJ9N-YAJZD-HAIGC

Signer

Timestamp

Signature

Leilani Durbin

Email: hularentals@hotmail.com

Shared via link

Sent:

11 Mar 2022 18:21:21 UTC

Signed:

11 Mar 2022 18:21:21 UTC

Leilani Durbin

IP address: 204.210.106.27

Location: Kapaa, United States

Document completed by all parties on:

11 Mar 2022 18:21:21 UTC

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City of Charlevoix

North Channel Project

Material and Native Plant Selections

Exposed Aggregate



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



Maple, 'Red'



Queen of the Prairie



Birch, 'White Paperbark'



Switch Grass, *Panicum Virgatum*



Black-Eyed Susan



Big Bluestem



Butterfly Weed

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



Milkweed, *Asclepias incarnata*



Wild Petunia



Joe Pye Weed, 'Spotted'



Columbine canadensis

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



Chelone glabra



Heliopsis autumnale'



Monarda fistulosa



Coneflower, 'Pale Purple'



Carex pensylvanica, Sedge



Prairie Blazing Star
Liatris pycnostachya



Rough Blazing Star
Liatris aspera



Geranium maculatum



New Jersey Tea Shrub

Secondary Native Options:

These options are possible alternate plant substitutions if necessary due to availability.

Phlox, Woodland



Virginia Bluebells



Common Mountain Mint



Carex, muskingumensis

Channel Park

Dear Mayor and Council Members:

My observations for agenda item "Channel Park":

1. The City Master Plan Chapter 2: Community Profile, Page 11 addresses the issues of "Soils and Shorelines" in part, as follows:

"Generally, area soils are sandy loam and present slight limitations to development. However, development, redevelopment and the disturbance of steep slopes, especially on Lake Michigan and Round Lake, must be carefully considered. The potential instability of disturbed slopes reinforces the importance of employing soil erosion and slope stabilization techniques.....the trend of beach grooming has also played a part in altering native wildlife habitats and planting exotic vegetation has helped spread invasive species.....Seemingly inconsequential individual acts, when combined, can have cumulative and long term impact on Charlevoix's community character and it's quality."

The Master Plan goes on to address Sand Dunes, which in my humble opinion, this "Channel Park" area is a dune.

2. In reading the City Charter 2.16(f) – "the Council shall not have the power to sell, divide, leaseor dispose of any City Park... unless specifically approved by a majority of the electors....."

I understand the Charter does not address the notion of plantings in a park, so my question to council is this: Is this a park and who decided to call it a park??? Only the city council by official action can designate a property a "city park" and has to be approved by a majority of the electors.

3. This agenda item is also referred to as a "donation", we have a donation policy. The council does not have to accept donations as lovely as some of them may be.

Shirley Gibson

Concerned Citizen

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: Site Plan Review: 211 Bridge Str

DATE: March 14, 2022

BACKGROUND

Applicant, 211 Bridge Street Associates, LLC, has provided applications and plans for the site plan review of 211 Bridge Street. Zoning Administrator Scheel has provided a report of the project.

ATTACHMENTS:

- ▣ Administrator's Report
- ▣ Application
- ▣ Project Plans



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Level B Site Plan Review 2022-1 SPA: 211 Bridge Street

PUBLIC MEETING DATE: **March 14,2022** **6:00PM**

EXHIBITS:

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

I. GENERAL INFORMATION:

Applicant: 211 Bridge Street Associates LLC

Property Owner: 211 Bridge Street Associates LLC
51 Long Lake Road
Bloomfield Hills, MI 48304

Requested Action: Level B Site Plan Approval for residential apartments and rooftop deck

Zoning: Central Business District CBD

Project Location: 211 Bridge Street Tax ID 052-246-001-20

Project Site Size: 3,772 Square feet

Existing Land Use: Mixed Use

Adjacent Land Uses: All adjacent properties are mixed use with retail, commercial, and residential

Adjacent Zoning: Central business district for all properties

II. PROJECT DESCRIPTION/LOCATION:

The applicant is proposing building a total of five residential apartments (not a site condominium) in the basement and on the second story of an existing downtown building. Residential use is a use by right excepting the first floor in the Central Business District. There is not a regulation for size or density of residential use in the Central Business District. A roof top deck for residential purposes including a swimming pool, mechanical structure, an elevator, staircase, and a fire escape are also included. The

zoning ordinance requires a planning commission review of rooftop decks. There is existing retail on the first floor which will remain. Retail is also a use by right. A Right of Way (ROW) License will be needed for a portion of the fire escape that intrudes into the alley that will need to be approved by the City Manager's office. Any approval of this project should be conditioned on receiving the ROW license.



Aerial photo from 2016

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



Subject property Google Earth 2022

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

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

IV. SITE PLAN REQUIREMENTS:

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

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

Submittal Requirements

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

Table 153.234: Required Site Plan Content

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

General Information

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

Existing Conditions

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

Proposed Development

Location and dimensions of all proposed buildings	X
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided) and unloading areas	NA

<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>NA</u>
<u>Landscape plan (showing location of proposed materials, size and type)</u>	<u>NA</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>X</u>
<u>Number and location (by code, if necessary) of efficiency and one, two and three or more bedroom units</u>	<u>X</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>X</u>

Engineering

<u>Proposed method of handling sanitary sewage and providing potable Water</u>	<u>W</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>X</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>X</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>N/A</u>

Building Details

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

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

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

or Planning Commission shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.

153.118 LODGING, DINING AND ENTERTAINMENT USES.

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

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

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

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

Plan shows glass guardrails on front and rear of building, clapboard on the sides. Pc needs to decide if the materials proposed meet the architectural style of the building.

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

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

(7) No open flames are allowed.

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

Outdoor lighting meets ordinance standards

153.170 BUILDING APPEARANCE.

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

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

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

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

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

Planning Commission may require additional architectural features on front wall (east) to blend harmoniously into the streetscape.

Area, Height and Placement Requirements

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

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

V. SITE PLAN REVIEW:

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

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

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

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

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

The Planning Commission finds that the proposed development is harmonious with the character of the existing neighborhood. The existing use is a dense single family residential unit with a

proposed added second floor deck. There are numerous condominiums with decks in the immediate area. This proposal is similar to the nearby properties.

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

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

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

Traffic Circulation

Stormwater

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

Rooftop drainage will continue to go into city storm water system with an existing 4" roof drain.

Landscaping

Lighting

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

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

Lighting meets ordinance standards as per plan

Utility Service

Plan shows upgrades to all utility connections. Electric Department has reviewed the plans and has no concerns.

Exterior uses

Trash Receptacles

Emergency Access

Water and Sewer

Plan shows upgrades to all utility connections. Public Works has reviewed the plans and has no concerns.

Signs

No signs have been proposed. All future signs will need a sign permit that will meet all regulations at the time of application

VI. CONDITIONS OF APPROVAL

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

5.121. Conditions of Site Plan Approval.

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

Conditions imposed shall be based on the following criteria:

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

Planning Commission Recommendation to City Council: (choose one)

- A. **Approve** Project 2022-1 SPA **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- B. **Approve** Project 2022-1 SPA **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- C. **Deny** Project 2022-1 SPA based on specific findings of fact that prove the project does not meet the review standards in Section 153.235

- D. **Table** the decision on Project 2022-1 SPA. (Usually, this option is only used when additional information is needed to assist the Planning Commission in making the decision.



CITY OF CHARLEVOIX

210 State Street Charlevoix, MI 49720
www.charlevoixmi.gov

Permit No.: _____
Date Received: _____
Decision Date: _____

Office of Planning and Zoning (231) 547-3265
Planner@Charlevoixmi.gov

Planning Commission Application

☐ Site Plan Review	☐ Rezoning
☐ Special Land Use Permit	☐ Zoning Ordinance Amendment
☐ Planned Unit Development	☐ Other _____

Applicant Name: 211 BRIDGE STREET ASSOCIATES, LLC
Street Address: 51 W Long Lake Road
City: Bloomfield Hills State: MI Zip code: 48304
Phone Number(s): 248-705-9666 E-mail: Andrew@marguliesinvestments.com

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.

Signature: [Signature] Date: 1/26/2022

Applicant is the: ☒ Owner ☐ Lessee ☐ Agent ☐ Contractor/Architect

Property Owner's Name (if different from applicant): SAME
Street Address: SAME AS ABOVE
City: _____ State: _____ Zip code: _____
Phone Number(s): _____ E-mail: _____
Signature: [Signature] Date: 1/26/2022

I hereby grant permission for members of the City of Charlevoix (Planning Commission) (Staff) to enter the property described below (or as described in the attached) for the purpose of gathering information related to this application. (Note to applicant: This is optional and will not affect any decision on your application)

Signature of Owner: [Signature] Date: 1/26/2022

Project Location or Address: 211 BRIDGE ST.
Parcel Number: TAX ID 052-246-001-20

Explanation of Request: REVIEW FOR PROPOSED ROOF DECK
NEW EGRESS STAIRS @ REAR & FACADE IMPROVEMENTS.

City of Charlevoix
Planning Commission Application
Page 2

Subject Parcel Information:

Project Location or Address: 211 BRIDGE ST
Parcel Number: TAX ID 052-246-001-20
Zoning District: CBD
Current Use of Property: RETAIL & OFFICE
Dimensions of Parcel: 82.65' x 46.11'
Parcel Size: 3808.04 SQ FT.

Please describe the type of construction proposed: CONVERT 2ND FLR OFFICE TO (3) R-1
TRANSIENT DWELLING UNITS, NEW ROOFTOP DECK, NEW EGRESS STAIRS
@ REAR & RENOVATE FRONT & REAR FACADES.

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 agent.

I agree the statements made above application and associated documents are true, and if found not to be true, the approval of the site plan and/or any zoning permit that may be issued may be void.

Further, I agree to comply with the conditions and regulations provided with the approved site plan and any permit that may be issued.

Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Charlevoix Zoning Ordinance will be complied with.

Further, I agree to notify the zoning administrator of City of Charlevoix for inspection before the start of construction and when locations of proposed uses are marked on the ground.

Further, I agree to give permission for officials of City of Charlevoix, the County and the State of Michigan to enter the property subject to this permit application for purposes of inspection.

Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Property Owner or Agent Signature:


1/26/2022

Date: _____



CITY OF CHARLEVOIX

LEVEL B SITE PLAN APPLICATION

211 BRIDGE ST ASSOCIATES, LLC 211 BRIDGE ST.
Applicant Address of subject property

Charlevoix, MI 49720

Address (City/State/Zip)

211 Bridge Street Associates, LLC

Property Owner Name (If different than applicant)

51 W Long Lake Road, Bloomfield Hills, MI 48304

Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone
(248) 305-9666

Email
Andrew@marguliesinvestments.com

Agent Phone
() - - - - -

Email
- - - - -

Zoning of subject property: CBD Tax ID: 15-052-146-001-20

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

RETAIL MAIN FLOOR, OFFICE 2ND FLR.

Proposed use: RETAIL MAIN FLR, 3 APARTMENTS 2ND, ROOF DECK.

Dimensions of parcel: 82.65 x 46.11 Parcel size: 3808.04 .0874
Square feet Acres

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

NEW METAL GRATING EGRESS STAIRS W/ 3x3 WELDED WIRE GUARDS, NEW ROOFTOP DECK & DOGHOUSE FOR STAIR ACCESS.

Dimensions of proposed construction, excluding eaves: _____

Total square footage of proposed construction: _____

Height of proposed construction to the top of the roof: 40' TO TOP OF FLAT ROOF

Height of proposed construction to the midpoint of the roof, for gabled roof: N.A.

Roof type (example: gable, hip, flat, etc.): FLAT.

Square footage of all impervious surfaces (please show all on site plan: paved driveways, sidewalks, patios, etc.): NO CHANGE TO IMPERVIOUS AREA.

Requested date to begin construction if known: IMMEDIATELY.

AFFIDAVIT

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

Property Owner Signature or Authorized Agent: _____

Date: 1/26/2022

THIS SECTION FOR OFFICE USE ONLY

Zoning District: _____

Tax ID: (J52-_____-_____-_____-_____

Receipt Number: _____

Date Inspected: _____

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

Lot Coverage Calculations: Existing: _____

Proposed: _____

Total: _____

Lot Size: _____ Percentage: _____

Staff findings or notes: _____

Zoning Administrator Signature: _____

Date: _____

**OFFICE USE ONLY**

Case # _____

Date Rec'd _____

Fee Rec'd _____

Receipt # _____

Office of Planning and Zoning
210 State Street Charlevoix, MI. 49720
planner@charlevoixmi.gov
www.charlevoixmi.gov
(231)547-3265

VARIANCE APPLICATION

211 BRIDGE ST. ASSOCIATES LLC 211/215 Bridge Street
Applicant Address of subject property

Charlevoix, MI 49720

Address (City/State/Zip)

211 Bridge Street Associates, LLC

Property Owner Name (If different than applicant)

51 W Long Lake Road, Bloomfield Hills, MI 48304

Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone
(248) 705-9666

Email
Andrew@marguliesinvestments.com

Agent Phone
() -

Email

Current Zoning of subject property: UBD

Current Use of Property: (Example: Single Family, Duplex, Apartments, Commercial)

RETAIL & OFFICE

Date of original construction (If known): • +/- 1915

Please describe the type of construction or proposed use for a use variance:

NEW EGRESS STAIR @ BLDG REAR, GALVANIZED GRATING
W/ STEEL & WELDED WIRE GUARDS.

Dimensions of proposed construction excluding eaves: 8'-6" x 42'-0" STAIR & LANDINGS

Total square footage of proposed construction: TOTAL HORIZ AREA SEEN FROM ABOVE 357
SF

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: (Examples: Gable, Hip, Gambrel, Mansard, Flat) N.A.

Variance Requested:

☐ Front Yard Setback N.A. feet from front property line.

☒ Rear Yard Setback 4 feet from front property line.

☐ Side Yard Setback N.A. feet from front property line.

☐ Lot Coverage: Request N.A. % coverage.

Use Variance Requested: Yes ☐ No ☒ If yes please describe the proposed use:

What hardship or practical difficulties exist that prevents the property owner from being able to meet the requirements of the Zoning Ordinance?

GOVERNMENTAL AUTHORITY REQUIRES SECOND MEANS OF
EGRESS FOR PROPOSED 2ND FLR R-1 TRANSIENT DWELLING UNITS
DECK. LOGISTICS PREVENT ADDING STAIR WITHIN BLDG
FOOTPRINT, & MULTI FLIGHT STAIR W/ RETURNS REQUIRES
PROJECTING A HORIZ WALK @ 13'-6" CLEAR HT 4' INTO ALLEY

Attach a scale drawing of the proposed construction. Please be as detailed as possible, as this will be used to determine if a variance can be approved in accordance with the Zoning Ordinance. Corrections or additions may be required by the Zoning Administrator to determine compliance with the Zoning Ordinance.

Include all of the following:

- Lot or parcel dimensions.
- Existing building and dimensions, excluding eaves.
- Proposed building and dimension, excluding eaves.
- Front, site, and rear yard dimensions.
- Dimensions between existing and/or proposed buildings.
- Location and dimensions of all impervious surfaces including structures, sidewalks, driveways, patios, etc.

- Name of nearest road, easement, or dedicated right-of-way.
- Scale, North arrow.

AFFIDAVIT: I agree the statements made above are true, and if found not to be true, any Zoning Board of Appeals ruling that may be issued may be void. Further, I agree that any Zoning Board of Appeals ruling and subsequent permit that may be issued is issued with the understanding that the individual(s) in receipt of that ruling/permit will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. Also, I agree to notify the City of Charlevoix Zoning Administrator before the start of construction and when locations of proposed uses are marked on the ground so that the Administrator may perform a site inspection. Further, I 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. Also, I understand any zoning action by the Zoning Board of Appeals conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction, or other property rights. I understand that the ZBA may impose conditions of approval and I agree to meet those conditions as outlined in the Decision and Order.

Signed:  _____
Date: 1/26/2022

211 BRIDGE STREET

PLANNING SUBMITTAL

PROJECT ADDRESS:
211 BRIDGE STREET
CHARLEVOIX, MI 49720

CODE DATA:

ZONING: CBD (CENTRAL BUSINESS DISTRICT)
EXISTING USE GROUP: M & B (MERCANTILE & BUSINESS)
PROPOSED USE GROUP: M & R-1 (MERCANTILE & TRANSIENT DWELLING UNITS)
EXISTING CONSTRUCTION TYPE: IIIB (UNPROTECTED, COMBUSTIBLE)
PROPOSED CONSTRUCTION TYPE: IIIB (UNPROTECTED, COMBUSTIBLE)

RESIDENTIAL UNIT SUMMARY:

RES UNIT 1 1016 SQ FT
RES UNIT 2 944 SQ FT
RES UNIT 3 740 SQ FT

GROSS SQ FT:

BASEMENT 3479 SQ FT
GROUND FLOOR 3161 SQ FT
SECOND FLOOR 3370 SQ FT
ROOF 294 SQ FT

TOTAL 10304 SQ FT

BUILDING TO BE FIRE SUPPRESSED

SHEET INDEX		
DATE		1/26/22
SHEET	TITLE	PLANNING SUBMITTAL
G101	COVER SHEET	•
A101	ARCHITECTURAL PLANS	•
A201	ARCHITECTURAL ELEVATIONS	•
A202	CONCEPTUAL BUILDING SECTION	•

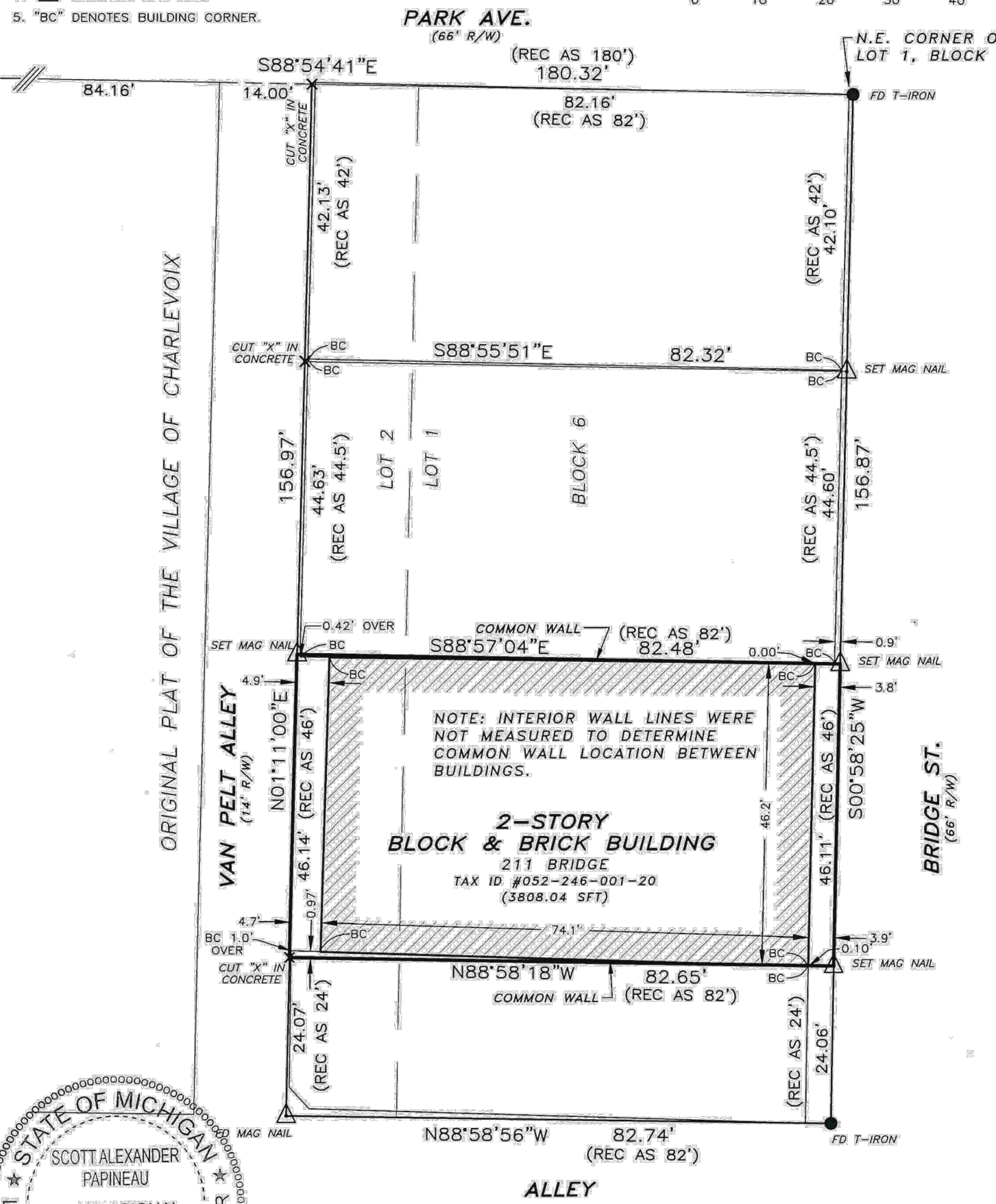
INDICATES 300' RADIUS AROUND SITE



SITE & BOUNDARY SURVEY
PREPARED FOR: HANS WIEMER
514 MICHIGAN AVE.
CHARLEVOIX, MI 49720
BLOCK 6, PART OF LOTS 1 & 2
ORIGINAL PLAT OF THE VILLAGE OF CHARLEVOIX
(LIBER 1 OF PLATS, PAGE 20)
CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN

LEGEND:

1. DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
2. BEARINGS ARE ON AN ASSUMED BASE.
3. INDICATES IRON/ROD FOUND IN PLACE.
4. INDICATES MAG NAIL.
5. "BC" DENOTES BUILDING CORNER.



This survey plot was prepared for the exclusive use of the person, persons, or entity named in the certification hereon. Said certificate does not extend to any unnamed third person without an express recertification by the surveyor naming said third person.

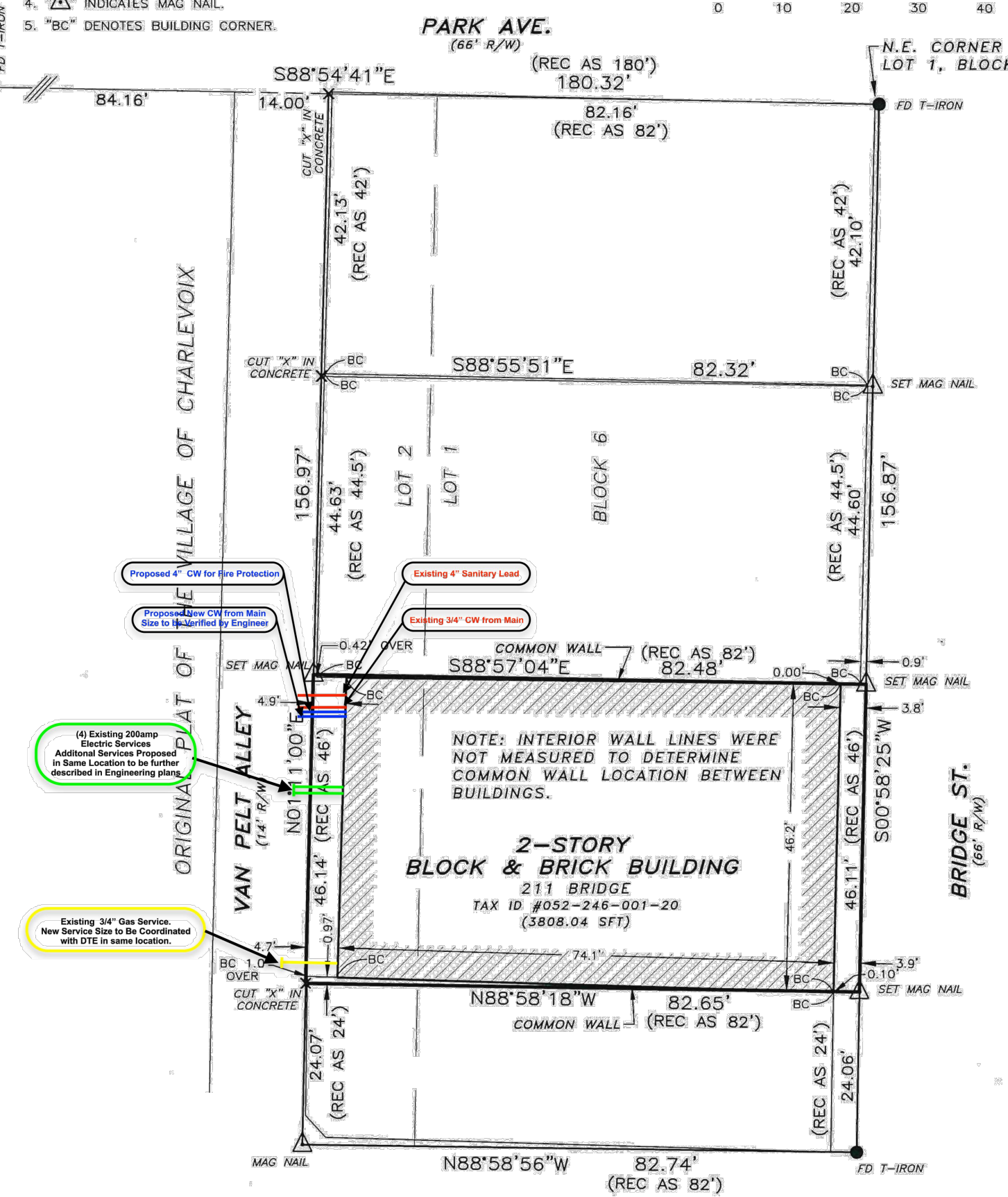
SCOTT A. PAPINEAU
P.L.S. NO. 4001050446
PROFESSIONAL SURVEYOR
No. 4001050446
DATE: 07/09/2021

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS
103 W. UPRIGHT STREET, CHARLEVOIX, MICHIGAN 49720
(231) 547-6882 - FAX (231) 547-0021
EMAIL: info@fcasurveying.com

SITE & BOUNDARY SURVEY
PREPARED FOR: HANS WIEMER
514 MICHIGAN AVE.
CHARLEVOIX, MI 49720
BLOCK 6, PART OF LOTS 1 & 2
ORIGINAL PLAT OF THE VILLAGE OF CHARLEVOIX
(LIBER 1 OF PLATS, PAGE 20)
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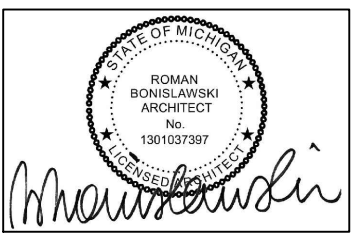


R O N A N D R O M A N
architects et al.
275 E. Frank St. Birmingham MI 48009
o) 248.723.5790 f) 248.723.5795

Project:

211 BRIDGE STREET
CHARLEVOIX, MI 49720

Seal:



Issue Date:

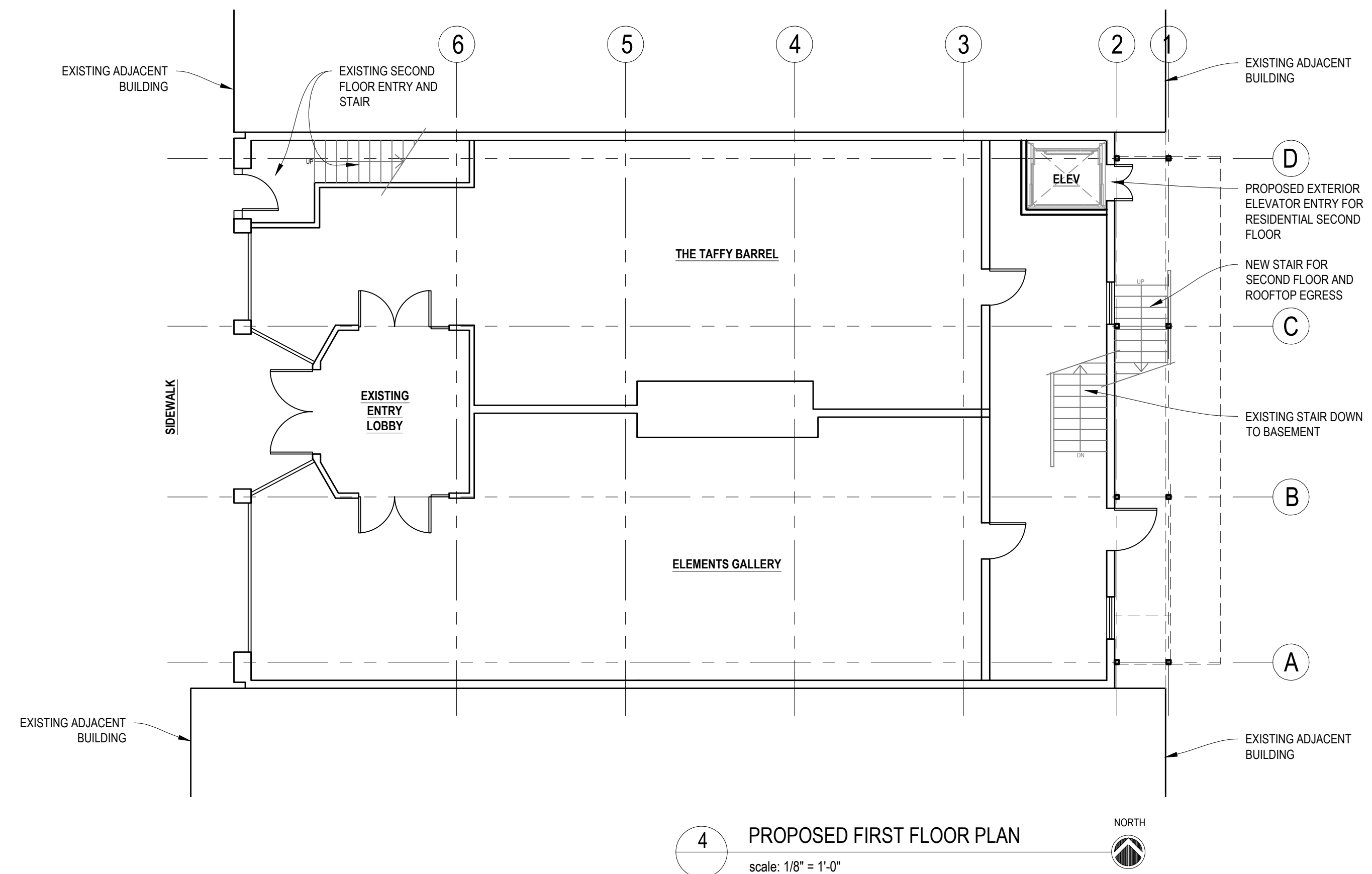
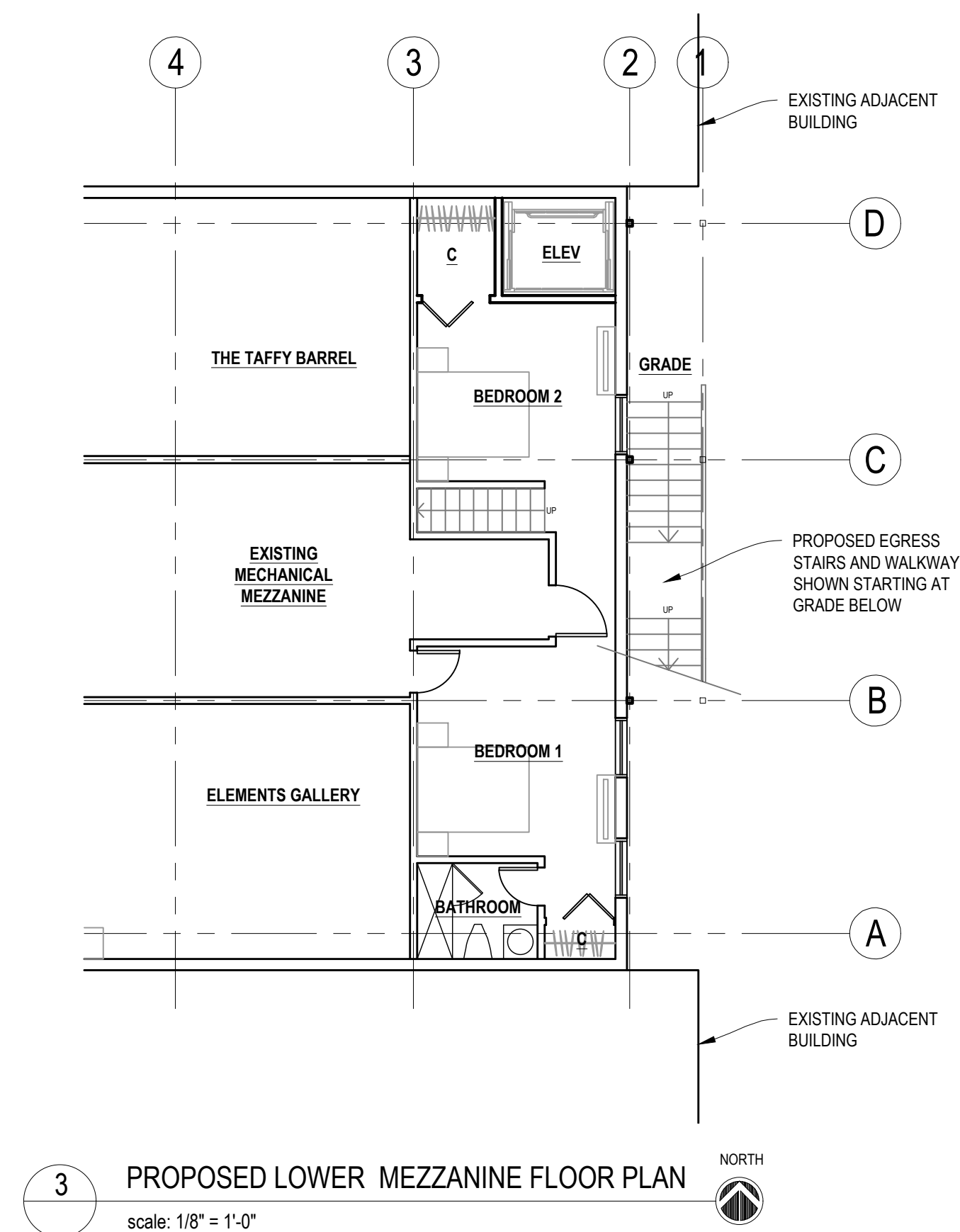
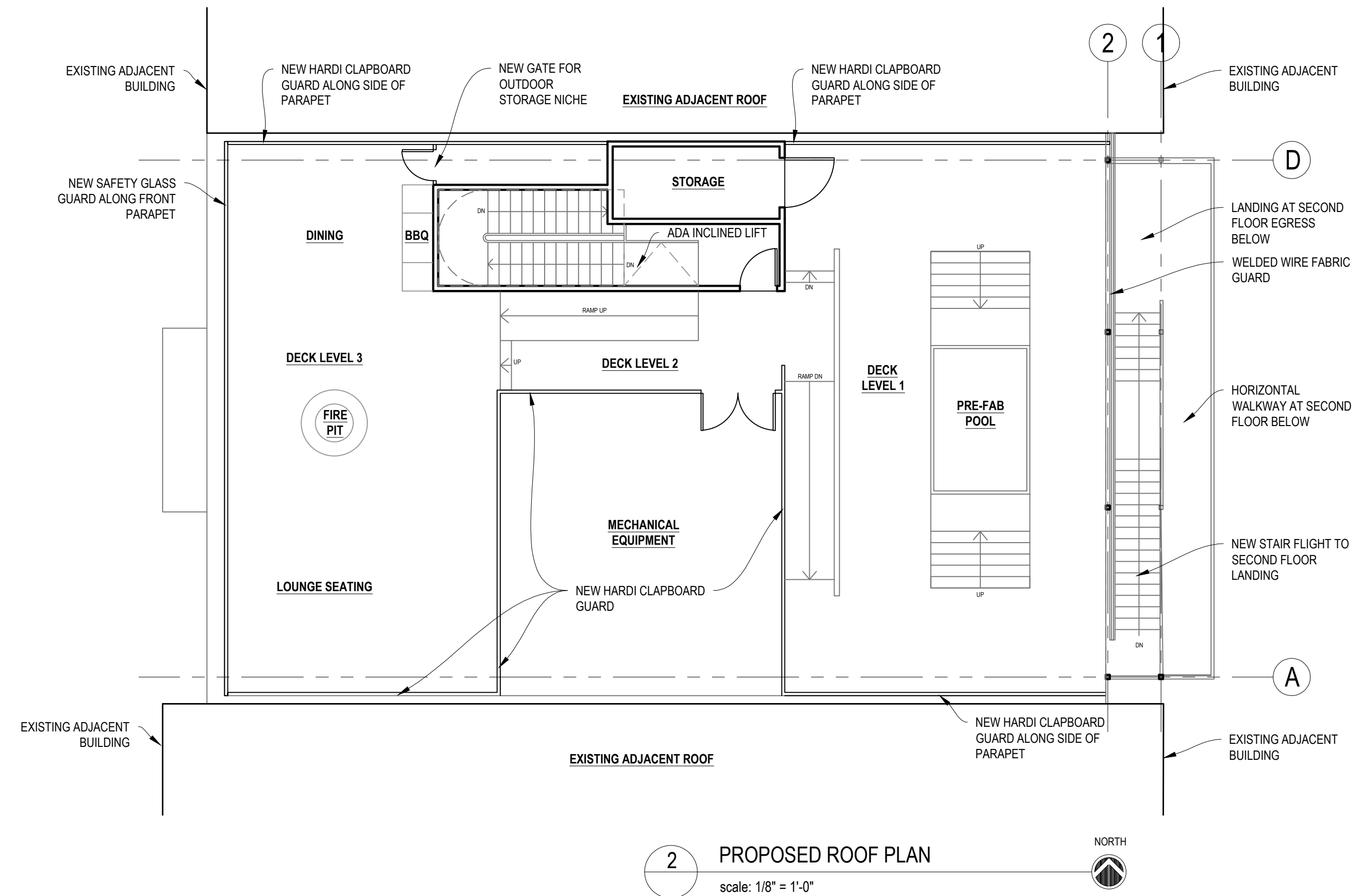
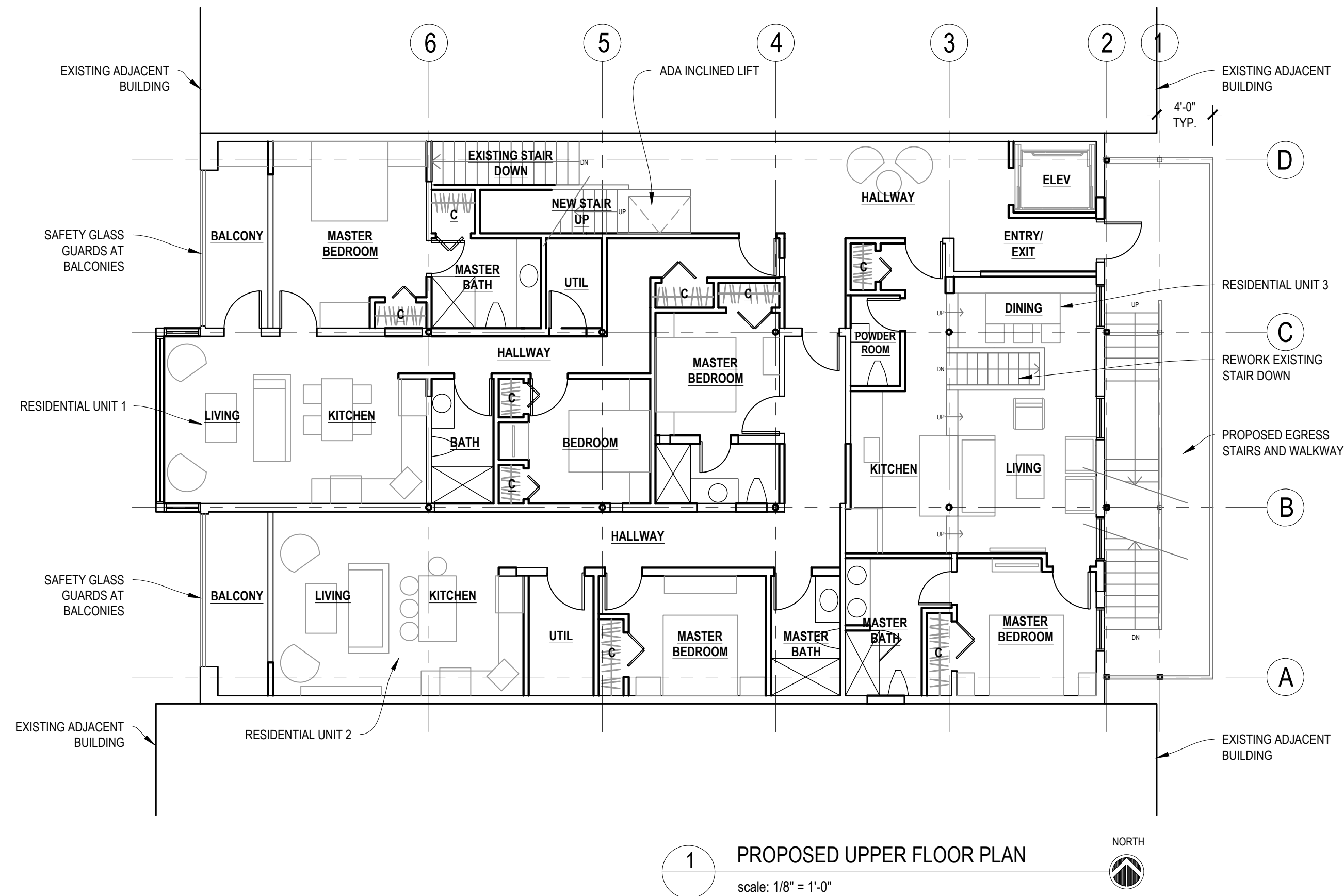
PLANNING SUBMITTAL 1/26/2022

Sheet Title:

PLANNING SUBMITTAL COVER SHEET

Sheet Number:

G101



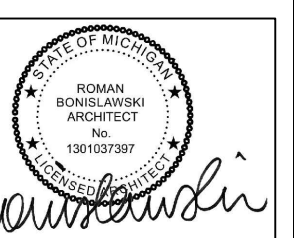
ALL DRAWINGS ON THIS SHEET ARE FOR REFERENCE ONLY

R O N A N D R O M A N
architects et al.
275 E. Frank St. Birmingham MI 48009
o) 248.723.5790 f) 248.723.5795

Project:

211 BRIDGE STREET
CHARLEVOIX, MI 49720

Seal:



Issue Date:

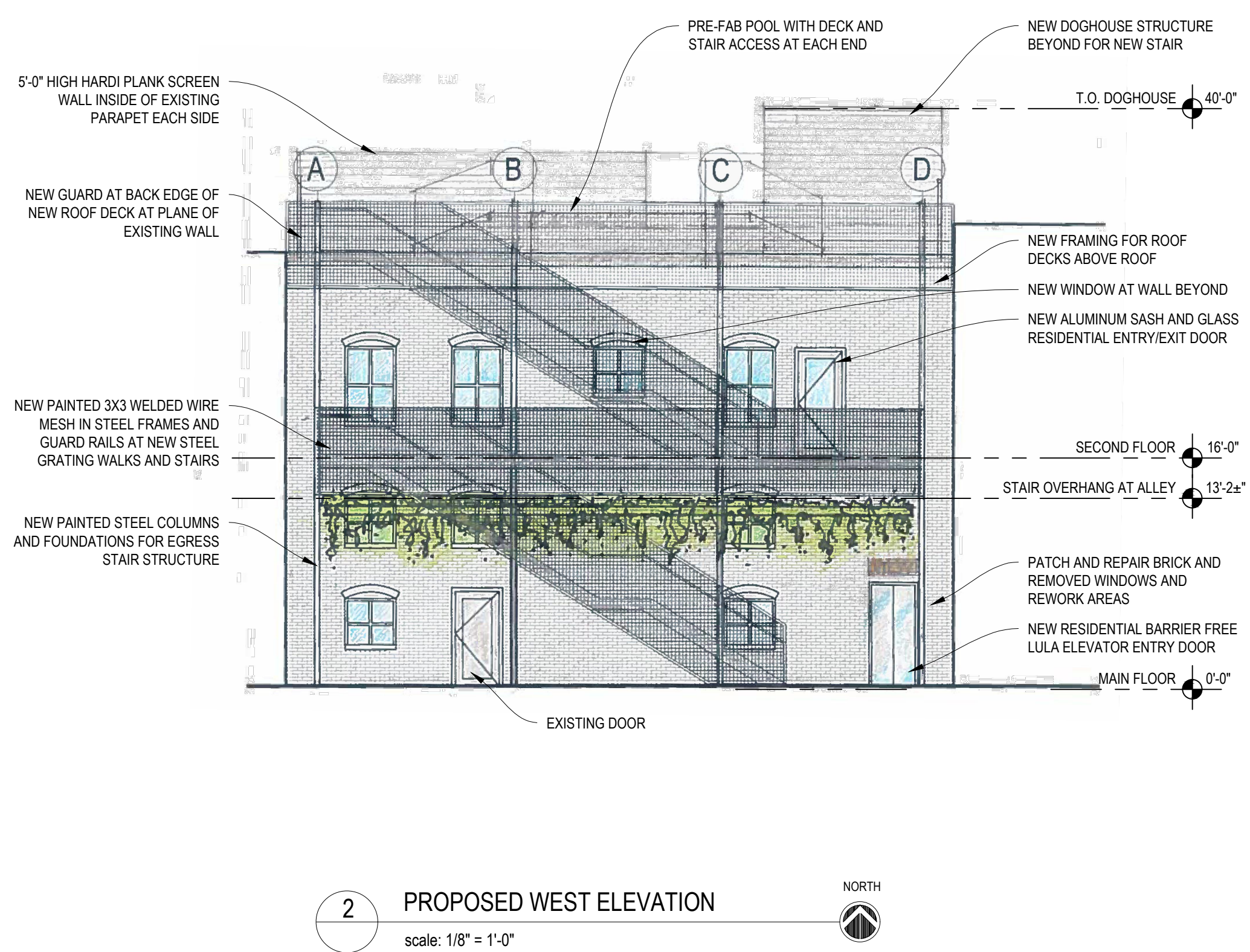
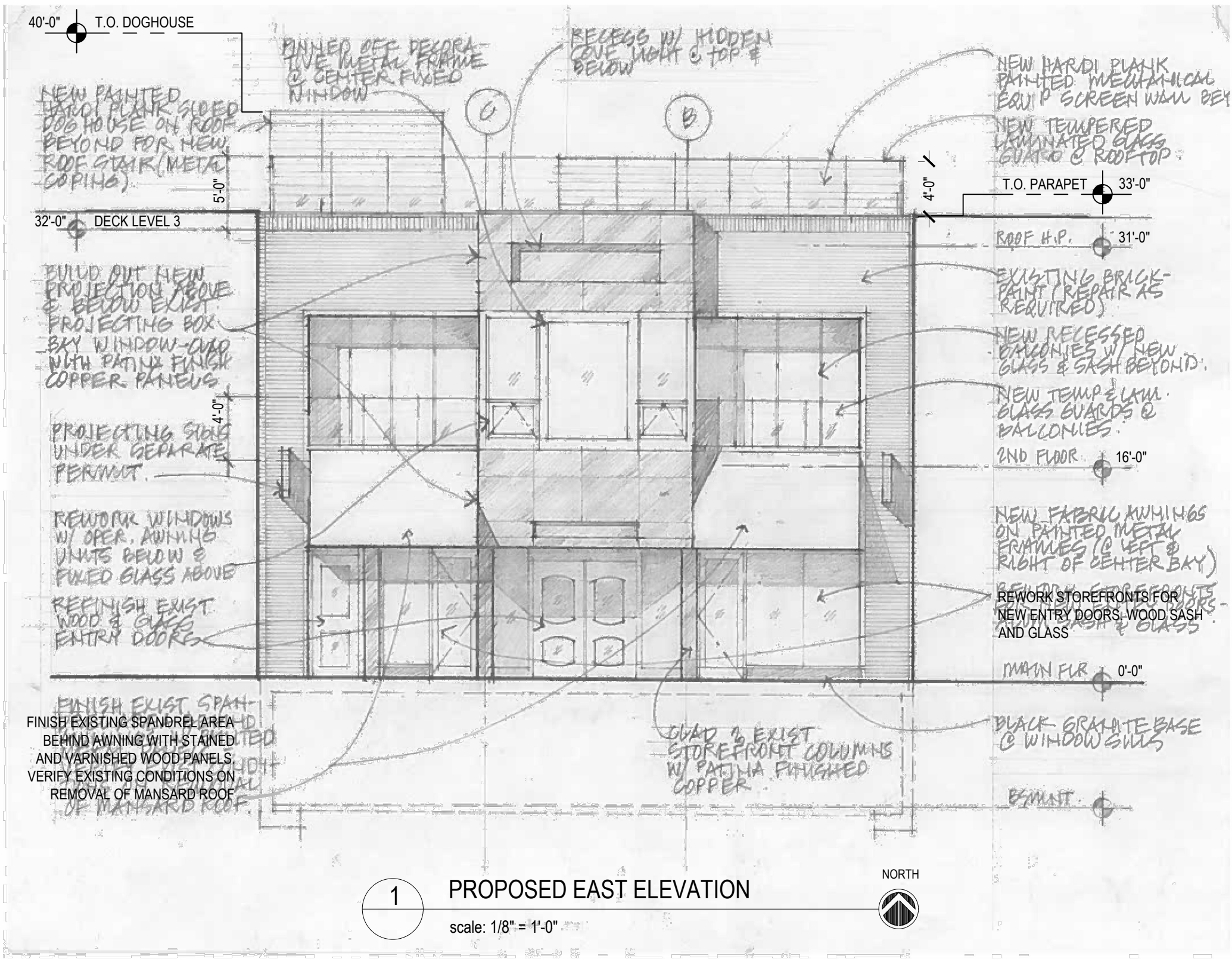
PLANNING
SUBMITTAL 1/26/2022

Sheet Title:

ARCHITECTURAL
PLANS

Sheet Number:

A101

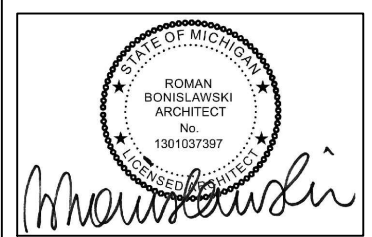


R O N A N D R O M A N
architects et al.
275 E. Frank St. Birmingham MI 48009
o) 248.723.5790 f) 248.723.5795

Project:

211 BRIDGE STREET
CHARLEVOIX, MI 49720

Seal:



Issue Date:

PLANNING SUBMITTAL	1/26/2022

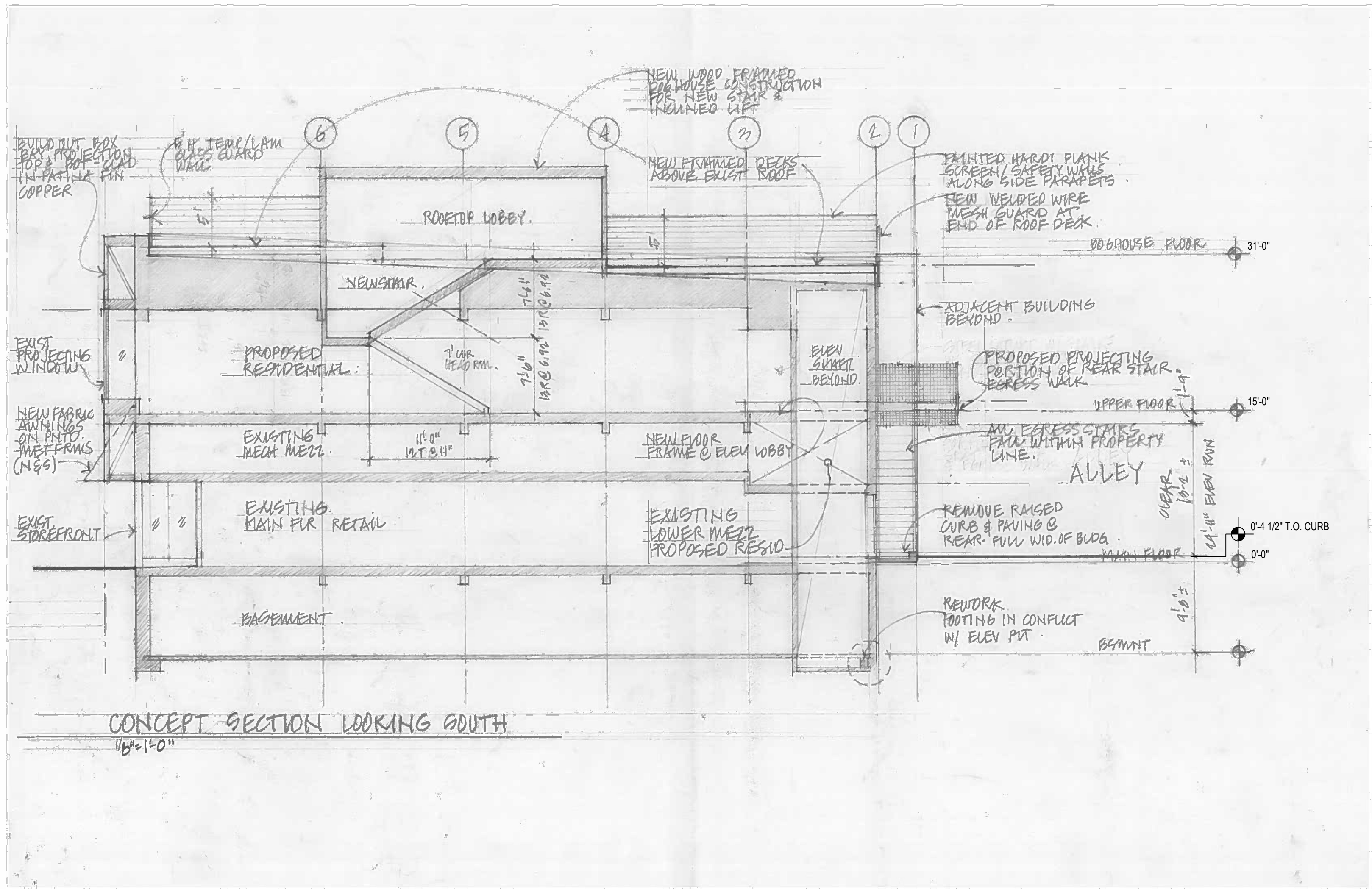
Sheet Title:

ARCHITECTURAL
ELEVATIONS

Sheet Number:

A201

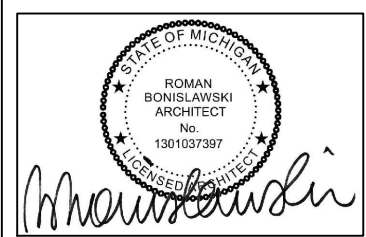
ALL DRAWINGS ON THIS SHEET ARE FOR REFERENCE ONLY



Project:

211 BRIDGE STREET
CHARLEVOIX, MI 49720

Seal:



Issue Date:

PLANNING SUBMITTAL	1/26/2022

Sheet Title:

CONCEPTUAL
BUILDING SECTIONS

Sheet Number:

A202

CITY OF CHARLEVOIX

New Business

TO: Planning Commission

FROM: Jonathan Scheel, Zoning Administrator

SUBJECT: 1002 May Street Project Proposal

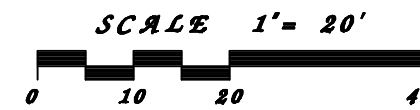
DATE: March 14, 2022

BACKGROUND

Project Manager Matt Giuliani has requested project feedback from the Planning Commission. No decision is required at this time.

ATTACHMENTS:

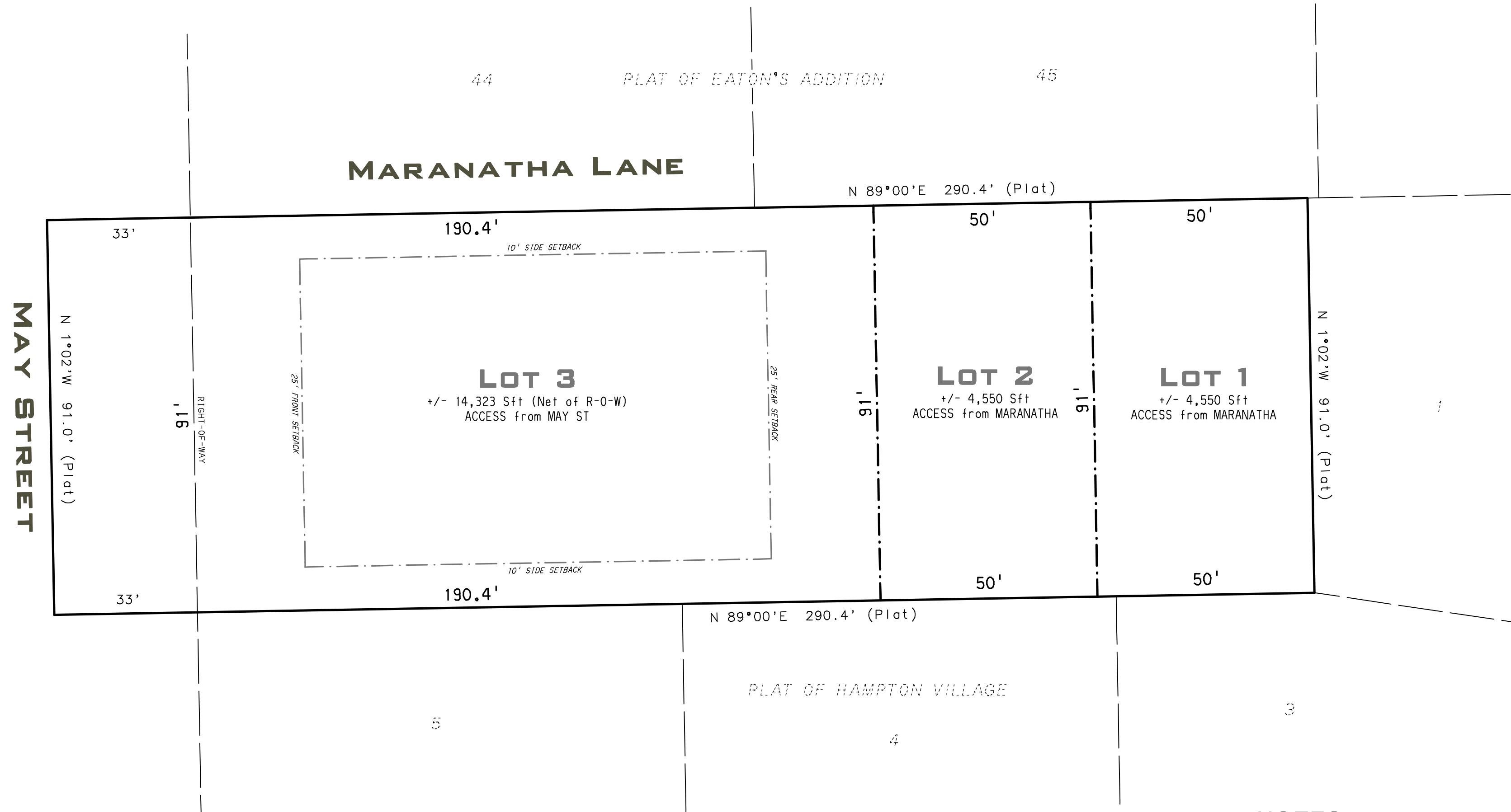
- ▣ 1002 May Street Site



SKETCH of PROPOSED LOT SPLIT

Bella Casa Builders Property
1002 May Street

SECTION 26, T34N, R8W
CITY of CHARLEVOIX, CHARLEVOIX COUNTY, MI



NOTES:

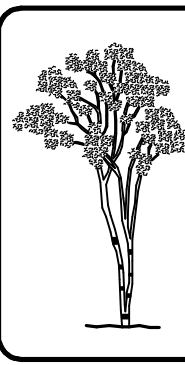
THE PROPERTY BOUNDARY, BEARINGS & DISTANCES ARE TAKEN FROM THE PLAT OF HAMPTON VILLAGE.

The property description was furnished, and no check of title relative to ownership, gaps, overlaps or occupation has been performed as part of this sketch.

Zoned R1

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 **3 WORKING DAYS ▯ BEFORE YOU DIG CALL MISS DIG 800-482-7171**

 **BENCHMARK ENGINEERING INC.**
SURVEYORS • CIVIL ENGINEERS
607 E. LAKE ST.
HARBOR SPRINGS, MICHIGAN 49740
PHONE (231) 526-2119 FAX (231) 526-7257
benchmark607@gmail.com

Client: **BELLA CASA BUILDERS**
Project Mgr: B. NOLAN
Drawn By: B. NOLAN
Field By:
CAD File: SP 21-606 3-9-22.gxd
Job #: 21-606
Sheet #: 1 OF 1

Date: (revisions)	by
Mar. 9, 2022	

SKETCH of PROPOSED LOT SPLIT
1002 May Street, Charlevoix

CITY OF CHARLEVOIX

Old Business

TO: Planning Commission

FROM: Jennifer Neal, Planner

SUBJECT: Master Plan Update

DATE: March 14, 2022

BACKGROUND

This month's Master Plan update includes materials for the review of the Future Land Use Plan and Map as discussed at the February 14, 2022 meeting and materials for review and discussion regarding the update of the Implementation chapter.

ATTACHMENTS:

- ▣ Draft Future Land Use Plan
- ▣ DRAFT Future Land Use Map
- ▣ Progress Report Update
- ▣ 2016 Master Plan Progress Report
- ▣ DRAFT Implementation Chapter
- ▣ 2016 Master Plan Implementation Chapter



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

Key Characteristics: 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. 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. A mixture of uses in downtown encourages an active community connection. 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: The existing mix of commercial, residential, office, municipal, and civic uses are appropriate and encourage shared spaces for permanent residents and visitors to the city. A 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. Electric charging stations for all electric modes of transportation should accompany parking areas.

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 attainable 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. Residents and visitors alike should find an ease navigating to and through the downtown core. Bridge Street will continue to serve as state highway US 31 which allows access to the regional destinations as well as the only pedestrian path to neighborhoods north of the bridge. Memorial Bridge, a double-leaf bascule bridge, opens to create a 90-foot channel which permits cruising boats and yachts to enter and exit Round Lake and the Charlevoix Marina. The City should continue to maximize access to the Downtown Core and surrounding neighborhoods via the Charlevoix Marina.

Downtown Charlevoix's grid network of streets and sidewalks, bicycle lanes, and the bicycle route encourage the use of alternative forms of transportation and therefore reduce the need for vehicular parking. Bridge Street should continue to be highly walkable with pedestrian access through existing alleyways and across the bridge. Bicycle and other two-wheeled vehicle parking and charging should be encouraged in strategic locations. On-street parking spaces should be utilized for short-term parking, while off-street parking and charging areas should be used for downtown residents and employees and long-term visitors.

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



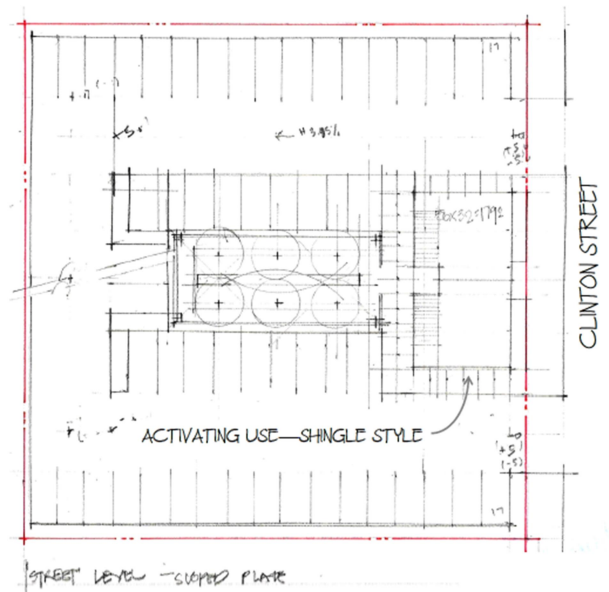
Scheme 1, displayed above, shows a two-story development of about 6,000 square feet (+/-) with no parking located on the parcel.

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



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.

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

Charlevoix Corridor

Key Characteristics: On the perimeter of the Downtown Core area, along Bridge Street, the north side of Belvedere Avenue, and along Petoskey Avenue, the Charlevoix Corridor area has been added to allow for a gradual transition and buffer zone between the Downtown Core area to the City Center Residential and Neighborhood Residential areas. The Charlevoix Corridor area is the gateway district to the City of Charlevoix. The streetscape should be designed to be welcoming for all coming into the city on Petoskey Avenue and Bridge Street.

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 combination of home occupations, 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 uses 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. The Charlevoix Corridor future land use category is a new district that incorporates portions of both North and South US 31.

Appropriate Land Uses: The Charlevoix Corridor is transitional zone that permits a mix of commercial, professional and medical offices, residential, and civic, and transitional or temporary spaces that can be used as business incubators. Office uses make compatible neighbors as they tend to keep quiet daytime hours and generate minimal traffic. 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 residential uses.

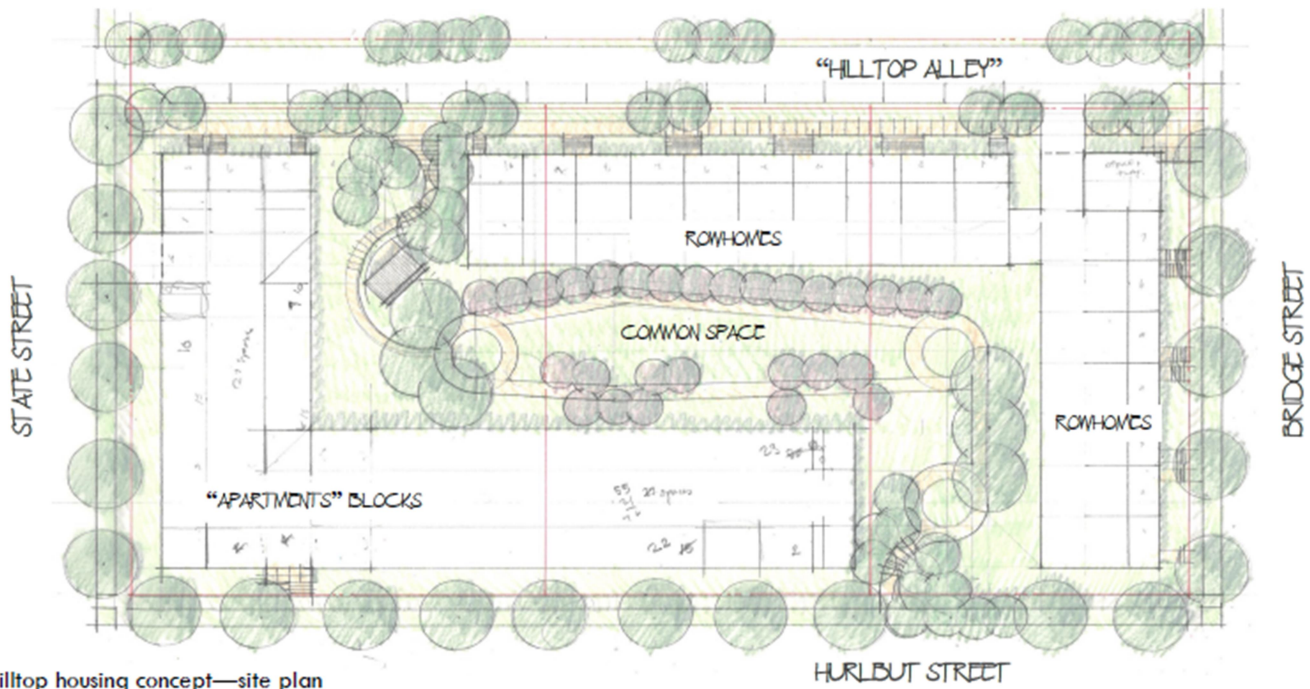
Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Where new construction and infill buildings are introduced the site design should maximize lot frontage by orienting the building towards the street and allowed building height by building multiple stories. New buildings should match the feel and character of surrounding buildings such as similar lot line setbacks and the use of materials similar to or complimentary to existing facades. Onsite parking should be located to the side or rear of the lot and access should be designed in such a way as to be shared among multiple users. Shared parking maximizes the use throughout the day and reduces individual use parking requirements. 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 should 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 attainable for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units.

Transportation and Mobility: The Charlevoix Corridor area should be highly accessible by a variety of transportation options. Charlevoix's grid network of streets and sidewalks, bicycle lanes, and the bicycle route encourage the use of alternative forms of transportation. Bridge Street and Petoskey Avenue should continue to be highly walkable with pedestrian access through alleyways and appropriate intersections and mid-block crossings. Bicycle parking should be encouraged in strategic locations. 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. Coordination with MDOT and access management practices should be considered where new development occurs.

Natural Features: Natural features should also transition to a more prominent role in the Charlevoix Corridor area. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Street trees should be incorporated into the streetscape design to beautify the right-of-way and promote placemaking. Ornamental trees, shrubbery, pocket gardens, and rain gardens should be considered for front yard and parking lot landscape 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

Key Characteristics: 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 residential uses with secondary, complementary home occupations spaces. 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 mixture of uses generates by a medium level of intensity. The City Center Residential area has the City's oldest neighborhoods as well as the City's only residential historic district. The neighborhood's historic resources should be protected through the preservation, rehabilitation, or adaptive reuse.

Appropriate Land Uses: Uses in the City Center Residential area should be primarily residential in nature. Home occupations and other mixed uses such as public institutions, day care centers, and parks that may be appropriate.

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. New single family structures are encouraged to provide an accessory unit on site. Buildings should be oriented towards the street with lot line setbacks similar to those of surrounding buildings. Garages should not dominate the front façade of the home. The architecture and design should be residential in nature and building materials should be similar to or complementary to existing facades. 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 with an accompanying accessory unit, multi-story, single family, attached units, and single family homes converted into home occupation spaces or multiple-family units. Multi-family units incorporated into multi-story mixed use buildings may be appropriate on the periphery of the neighborhood where use intensity increases. Housing should be attainable 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 should be incorporated into the streetscape to encourage walkability, diverse wildlife habitat, and beautification of the urban environment. The City should consider opportunities to install community gardens, parklets, and urban forest arboretums to support a variety of purposes such as active play, passive recreation, rest areas, and wildlife habitats.

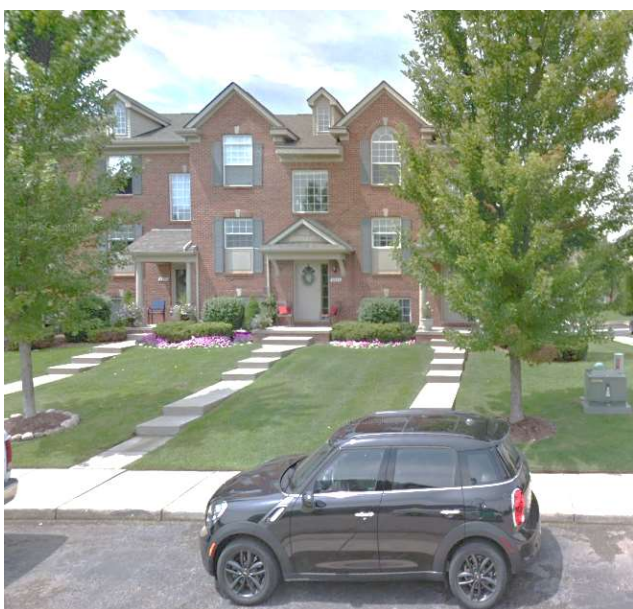
Planned Character



Source: Missing Middle Pattern Book, City of Norfolk



Source: Form-Based Code, City of Traverse City



Source: Independence Township



City of Charlevoix Library

Community Mixed Use

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

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.

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. New and infill development should be harmonious with existing land use patterns while maximizing site potential. 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. All developments should include public open space or connectivity to surrounding uses, 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 home occupation spaces or multiple-family units. Housing should include rental- and owner-occupied units primarily intended for permanent residents. Housing should be attainable for occupants at various income levels.

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 should be used for residents, employees, and long-term visitors. Bicycle and other two-wheeled 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. Street trees should be incorporated into the streetscape design to beautify the right-of-way and promote placemaking. Ornamental trees, shrubbery, pocket gardens, and rain gardens should be considered for front yard and parking lot landscape opportunities to incorporate natural features while reducing the amount of impervious surface. 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: Missing Middle Pattern Book, City of Norfolk



Source: City of Traverse City



Source: City of Petoskey



Source: City of Traverse City



Source: City of Traverse City

Neighborhood Residential

Key Characteristics: 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 home occupations. 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.

Appropriate Land Uses: Uses in the Neighborhood Residential area should be primarily residential in nature. Home occupations 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 uses with a residential component.

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 complementary to existing facades. The site design and building orientation of residential uses should permit an accompanying accessory dwelling unit. 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 home occupation 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. Housing should be attainable for occupants at various income levels.

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: City of Royal Oak

Private Club Residential

Key Characteristics: The Private Club Residential future land use community character area is located along Round Lake and Lake Charlevoix. It is a low intensity area that is intended to support primarily residential activity. 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 Private Club Residential area's unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

Appropriate Land Uses: Uses in the Private Club 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.

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 complementary 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. 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

Industrial

Key Characteristics: 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. 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.

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 use 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.

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, primarily industrial use building. 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

Key Characteristics: 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. 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).

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

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

Key Characteristics: 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. 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.

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.

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.

In addition to the overlay districts outlined in the Zoning Ordinance, the City has two designated Historic Districts:

1. Charlevoix Train Depot Historic District located at 307 Chicago Avenue
2. Earl Young Historic Buildings District located at 300 Park Avenue, 302 Park Avenue, 304 Park Avenue (non-contributing), 306 Park Avenue, 308 Park Avenue, 310 Park Avenue, 101 Grant Street, 103 Grant Street, 303 Clinton Street, 305 Clinton Street, and 316 Park Avenue.

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
Charlevoix Corridor	R2A – Two-Family Residential; R4 - Planned High Density Residential; GC – General Commercial; CM - Commercial Mixed Use; MC – Marine Commercial; PO - Professional Office; P – Public Facilities 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
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
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 neighborhood commercial and live-work 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 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:

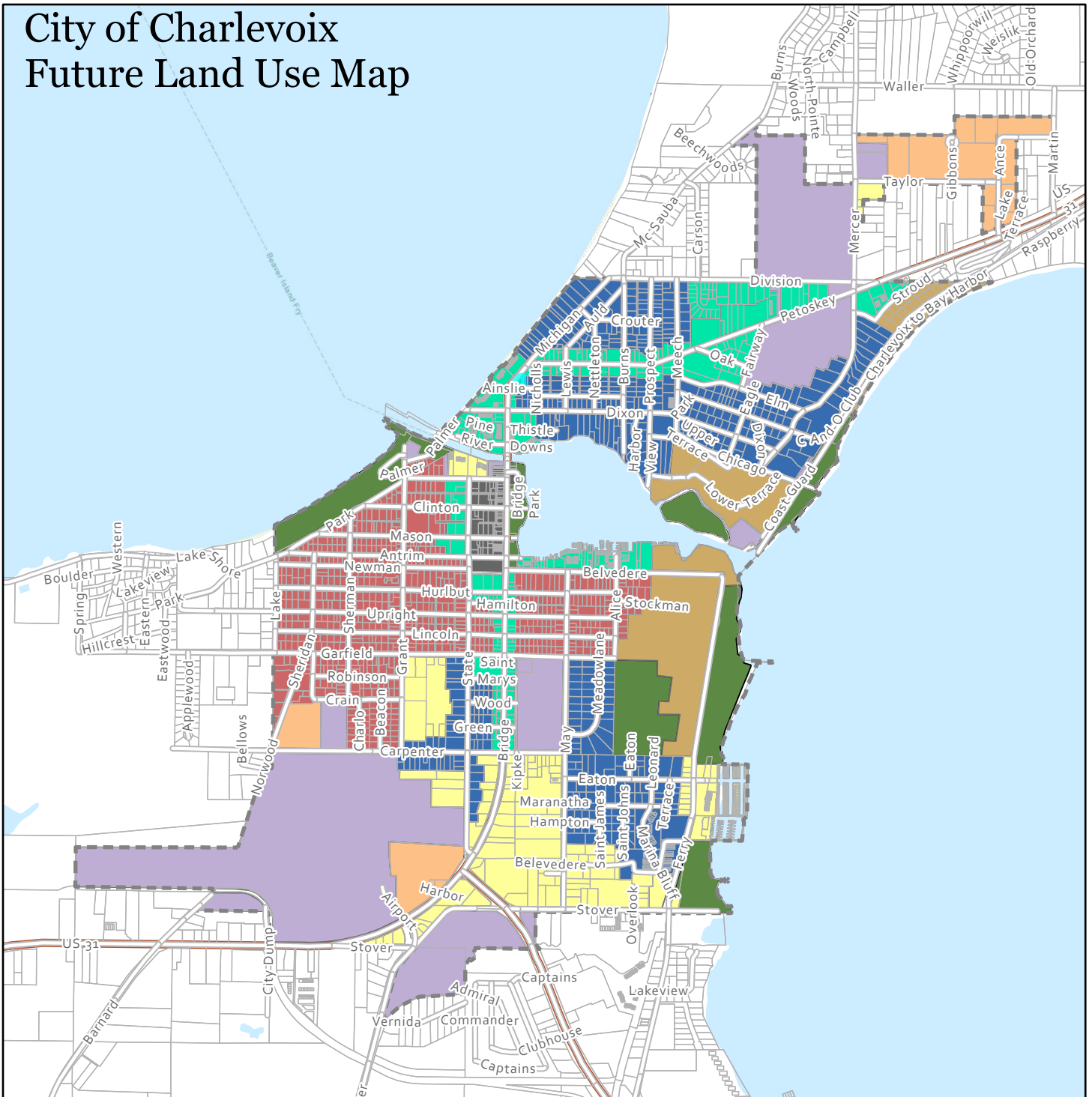
- Mixed uses
- Minimum densities
- Small lots
- Build-to lines
- Street standards designed for pedestrians
- Interconnected streets
- Public open space
- Orientation to public realm
- Maximum parking

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.

City of Charlevoix Future Land Use Map



Legend

- Parcels
- City Boundary
- Roads
- Highways

- Water Bodies
- FLU Designation**
- Downtown Core
- Charlevoix Corridor

- City Center Residential
- Community Mixed Use
- Neighborhood Residential
- Private Club Residential
- Industrial
- Public Facilities
- Scenic Reserve



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LTC, Esri Canada, Esri, HERE, Garmin, GeoTechnologies, Inc., Intermap, USGS, METI/NASA, EPA, USDA

MEMO

To: City of Charlevoix Planning Commission
From: Jennifer Neal, Community Planner
Date: March 11, 2022
Re: 2021/2022 Zoning Ordinance Updates

The following information is offered as an addendum to the 2016 Master Plan Progress Report prepared by Dean Martin, Community Development Fellow. The progress report was prepared in addition to the 2020 Annual Report to satisfy requirements for the Redevelopment Ready Communities program. In light of our discussion regarding Master Plan Implementation, Dean's report is relevant; however, it needs to be updated with more timely information.

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

2022 Zoning Ordinance Changes (most recent):

1. In January, the Planning Commission held a public hearing to review and hear comment regarding Zoning Ordinance amendments to create accessory dwelling unit (ADU) building standards. The proposed building standards included a revised maximum square footage of 900 SF, a maximum building footprint of 30' X 30', massing and design requirements, as well as examples of permitted types of ADUs. The Planning Commission recommended approval of the language. The language is currently under legal review.
2. In February, the Planning Commission held a public hearing to review and hear comment regarding Zoning Ordinance amendments to permit accessory dwelling units (ADUs) in the R1 Zoning District. The proposed amendment included changes to Sections 153.072(C) Dimensional requirements and 153.116(A) Accessory buildings and structures to include the R1 district. The Planning Commission recommended approval of the language. The language is currently under legal review.

2021 Zoning Ordinance Changes:

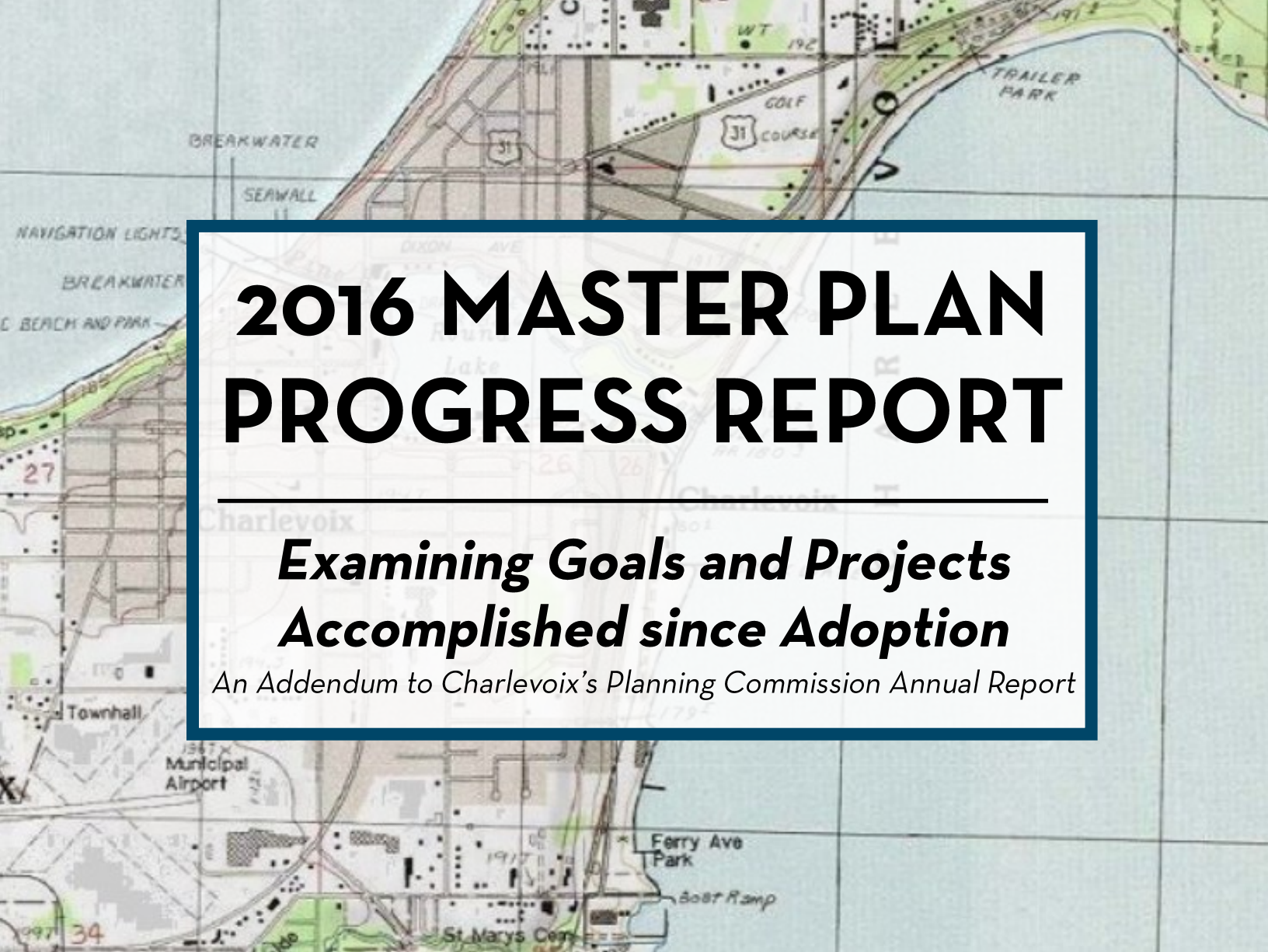
No Zoning Ordinance changes were made in 2021.

However, the City Council and Planning Commission held a joint meeting on December 20 to discuss the City's initiatives regarding housing. The following needs were discussed:

- The need for housing includes all income levels
- Education of the public is essential to success
- Continue the conversation with community stakeholders
- Solutions will take many different forms
- Investment of city resources
- Standardize the housing development process
- Celebrate the smaller developments

2019 Zoning Ordinance Changes (correction):

In addition to the items listed in the original report, the Planning Commission recommended an amendment to the definition of building height, and the City Council approved the language.



2016 MASTER PLAN PROGRESS REPORT

Examining Goals and Projects Accomplished since Adoption

An Addendum to Charlevoix's Planning Commission Annual Report

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

FROM: Dean Martin, Community Development Fellow

DATE: January 11th, 2021

SUBJECT: MASTER PLAN PROGRESS REPORT

Brief:

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

Actions & Priorities

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

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

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

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

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

Charlevoix Master Plan, p. 65

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

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

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

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

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

2020 Zoning Ordinance Changes (most recent):

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

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

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

2019 Zoning Ordinance Changes:

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

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

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

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

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

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

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

2018 Zoning Ordinance Changes:

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

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

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

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

Action 2: Pursue Economic Development

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

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

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

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

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

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

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

Action 4: Enhance Scenic Beauty

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

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

Action 5: Enhance the Downtown Business District

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

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

Action 5: Enhance the Downtown Business District (Continued)

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

Action 6: Natural Resource Protection

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

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

Action 7: Coordinate Transportation Efforts

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

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

Action 8: Pursue Alternative Forms of Transportation

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

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

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

Current Status:

Remains an Opportunity

Notes:

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

Action 10: Provide high quality, cost effective public services

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

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

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

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

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

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

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

8

Implementation

A master plan is only useful as long as it is implemented and consulted when making land use decisions. This Chapter prioritizes master plan projects, outlines potential funding sources, and includes an “Implementation Matrix.” The matrix includes the policies or action items and defines who will be responsible for the action, what the potential funding sources are, and when the item should be completed.

Project Priorities

The actions listed below in the implementation matrix are listed with “priority numbers” described by the following:

Priority 1 projects are those that should be given immediate and concentrated effort. These are the first projects that should be commenced after this Master Plan has been adopted. Any preliminary steps that must be taken to implement the action (such as seeking funding, changes in local ordinance, etc) should be commenced immediately. Those Priority 1 projects that have a longer time horizon should be revisited on an as-needed basis, and should be incorporated into other applicable long-term planning programs, such as capital improvement plans.

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

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

Some projects within the matrix do not have a specific timing period because they are based on less predictable factors such as funding sources, etc. The timing for these projects is explained within the matrix.



Potential Funding Sources and Partner Agencies

The following is a partial list of funding sources. It is important to understand that these funding programs will change over time, and as such, should be monitored. Further, new potential sources of funding should be sought out as these sources disappear. This list also provides several resources that provide direct assistance to the community.

Identifier	Source / Partner	Description
FEDERAL SOURCES		
A	Community Development Block Grant (CDBG)	Administered by the Michigan Economic Development Corporation on behalf of the Michigan Strategic Fund. CDBG is a federal grant program utilizing funds received from the US Department of Housing and Urban Development (HUD). The CDBG program offers grants to eligible counties, cities, townships, and villages for economic development community development, and housing projects.
B	HOME Investment Partnership Program (HOME)	Provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households. HOME funds are awarded annually as formula grants to participating jurisdictions (PJs).
C	Building Resilient Infrastructure and Communities (BRIC)	Administered by the Michigan State Police on behalf of the Federal Emergency Management Agency (FEMA). BRIC grant program seeks to categorically shift the federal focus from reactive disaster spending toward research-supported, proactive investment in community resilience so when the hurricane, flood or wildfire comes, communities are better prepared. BRIC provides funds on an annual basis for hazard mitigation planning and the implementation of mitigation projects prior to a disaster.
STATE SOURCES		
D	Redevelopment Ready Communities (RRC) Redevelopment Services Team	A service provided by the Michigan Economic Development Corporation for qualified Redevelopment Ready Communities. MEDC RRC staff and support can provide technical assistance as well as financial support.
E	Michigan Community Revitalization Program	The Michigan Community Revitalization Program (MCRP) is an incentive program available from the Michigan Strategic Fund (MSF), in cooperation with the Michigan Economic Development Corporation (MEDC). The focus of the MCRP is to encourage and promote structural renovations and redevelopment of brownfield and historic preservation sites located in traditional downtowns and high-impact corridors. MCRP provides gap financing in the form of performancebased grants, loans, or other economic assistance for eligible investment projects in Michigan.
F	Low Income Housing Tax Credit (LIHTC)	The Low Income Housing Tax Credit Program is an investment vehicle created by the federal Tax Reform Act of 1986, which is intended to increase and preserve affordable rental housing by replacing earlier tax incentives with a credit directly applicable against taxable income. Administered in Michigan by the Michigan State Housing Development Authority (MSHDA), this program permits investors in affordable rental housing who are awarded the credit- corporations, banking institutions, and individuals - to claim a credit against their tax liability annually for a period of 10 years.
G	Revitalization and Placemaking (RAP)	Incentive program that will deploy \$100 million in American Rescue Plan funding to address the COVID-19 impacts in Michigan communities.
H	Resilient Lakeshore Heritage Program	is administered by the Michigan State Historic Preservation Office. Funding for the program is provided by the Paul Bruhn Historic Revitalization Grant from the National Park Service to support the preservation of historic buildings in rural communities located along the Great Lakes statewide.
I	State Historic Tax Credit	Upon final review and approval in mid-2022 by the Michigan Strategic Fund and the State Historic Preservation Office, the program will help support commercial and residential, place-based projects while promoting the preservation of Michigan's historic resources.

J	Transportation Alternatives Program (TAP)	The Michigan Department of Transportation's program funds non-traditional road projects (outside the traditional curb and gutter) such as streetscapes, non-motorized paths, and historical restoration of transportation facilities. Among its primary goals is to support Michigan's entitlement communities for high-priority urban revitalization projects and, therefore, US-31/Bridge Street appear to be candidates.
K	Department of Natural Resources Recreation Funding	DNR funding sources are available for recreation facilities improvements, updates, and maintenance. These sources include the Natural Resources Trust Fund, Land and Water Conservation Fund, Recreation Passport Grant Program, and Waterways Program Grants.

COMMUNITY SOURCES

L	Charlevoix County Community Foundation	Strives to be a trustworthy resource for philanthropy by building permanent endowment, addressing needs through grant making, and providing leadership resources to serve the Charlevoix community.
M	Charlevoix County Housing Solutions Fund	The Fund supports pre-development activities on housing construction or rehabilitation projects that are affordable to households earning between 60% and 120% of area median income (AMI) and will maintain affordability beyond the first occupant. Projects are selected based on access to amenities, proximity to employment opportunities, mobility options and partnerships with local municipalities and organizations. The fund is held by the Charlevoix County Community Foundation.
N	Development Assistance Grant Program	City credit program intended to help offset startup costs for City utilities. Residential, commercial, and industrial projects that meet the City's requirements are eligible for credits towards the utility installations costs associated with the development.
O	Charlevoix County Home Rehabilitation Program	Allocated through the Northwest Michigan Community Action Agency, funding is available for homeowners that need assistance with repairs that present a health and safety concern to the occupants.
P	Charlevoix County Housing Ready Program	Headed by Housing North, the Housing Ready Program provides direct assistance to community officials and business to create housing solutions.
Q	Northern Homes Community Development Corporation	The mission of Northern Homes Community Development Corporation is to create and preserve quality affordable housing opportunities for Northern Michigan residents through education, development, and partnering with local communities. The Corporation is a community land trust which can ensure long-term housing affordability.
R	Charlevoix Deed Restriction Program	The Deed Restriction Program was initiated from discussions with the Charlevoix Housing and Business Park Initiative and the many partners working to address the need for year-round housing. This will ensure that our important workforce can grow and remain in the community. The program will help balance the housing market that is faced with a growing percentage of the existing housing stock that are summer homes or vacation rentals. Funding may become available to incentivise deed restrictions of private property.
S	Charlevoix County Land Bank	The role of the Land Bank is to deal with unique property issues or to dispose of properties that may not sell at a public auction.
T	Neighborhood Enterprise Zone (NEZ) Act	A property tax exemption for the development and rehabilitation of residential housing located within eligible distressed communities
U	Customer Renewable Energy Projects	The City of Charlevoix offers its customers the opportunity to generate their own electricity and support renewable energy. Any City electric customer can install a renewable energy system (either solar or wind), connect to the City electric grid, and send surplus electricity back to the grid if generation exceeds use. Any surplus that is sent back to the grid is metered and the City pays the customer back for it.
V	Energy Waste Reduction Programs (Residential and Commercial)	The City offers various rebates and incentives for energy savings for residential, commercial, and industrial clients of the City of Charlevoix Electric System.
W	Land Information Access Association and Tip of the Mitt Watershed Council	Separately or often jointly, provide excellent opportunities improve coastal and climate resiliency through both planning and best management projects.

Implementation Matrix

Refer to Dean Martin's report for further discussion.

Conclusion

Although this plan is a comprehensive guide for land use planning over the next 20 years, there is no way to predict what changes may occur that are not contemplated in this document. Therefore, decisions related to development should be considered carefully in light of the recommendations of the Master Plan.

The Michigan Zoning Enabling Act (Act 110 of the Michigan Public Acts of 2006) requires Charlevoix's Zoning Ordinance to be "based on a plan to promote the public health, safety and welfare, to encourage the use of lands in accordance with their character and adaptability, to limit the improper use of land, to conserve natural resources and energy, to meet the needs of the state's residents for food, fiber and other natural resources, places of residence and other uses of land."

Since the zoning map is a part of the Zoning Ordinance, changes to zoning boundaries should be in conformance with the Master Plan. Change is constant and usually unpredictable, however, and there may be circumstances that warrant changes to the zoning boundaries that are not consistent with the Master Plan. If and when this occurs, the Master Plan should be updated to conform to the changed circumstances. Because of the time and process required for amending the Plan, such changes should be considered carefully.

The table below provides a list of evaluation factors that should be used to determine if a proposed development warrants a change to the land use designation on the Future Land Use Plan map. If future development decisions take these factors into account, and if the Plan is reviewed on a regular basis and updated when necessary, then Charlevoix can be assured that development will reflect the desires of its citizens, reflected through the adopted Master Plan.

Future Land Use Evaluation Factors	
☒	Does the proposed new classification meet the qualifications noted in the appropriate section of the Master Plan?
☒	Are the zoning districts and their uses that may apply to the new classification compatible with and appropriate in the vicinity of the property under consideration?
☒	Have any conditions changed in the area since the Master Plan was adopted that justify this change?
☒	Will there be any community impacts that should be considered, such as increased traffic, or others that might create a need for additional services or improvements?
☒	Are there any environmental considerations that may be contrary to the intent of the existing or proposed classification of that land use?
☒	Was the property improperly classified when the plan was adopted or amended? Are the qualities of the property (or area) different than those that are described in the plan?
☒	Will there be any adverse effects on adjacent properties as a result of the proposed land use change?
☒	What impacts will result on the public health, safety, and welfare?

Chapter 5. Implementation

A master plan is only useful as long as it is implemented and consulted when making land use decisions. This Chapter prioritizes master plan projects, outlines potential funding sources, and includes an “Implementation Matrix.” This matrix is basically a chart that includes the policies or action items contained in the plan. The matrix further defines who will be responsible for the action, what the potential funding sources are, and when the item should be completed.

5.1 Project Priorities

The actions listed below in the implementation matrix are listed with “priority numbers” described by the following: Priority 1 projects are those that should be given immediate and concentrated effort. These are the first projects that should be commenced after this Master Plan has been adopted. Any preliminary steps that must be taken to implement the action (such as seeking funding, changes in local ordinance, etc) should be commenced immediately. Those Priority 1 projects that have a longer time horizon should be revisited on an as-needed basis, and should be incorporated into other applicable long-term planning programs, such as capital improvement plans.

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

Priority 3 projects are those that implement elements of the plan, but are not urgent and can be delayed for a much longer period of

time. These projects are more susceptible to budgetary constraints.

Some projects within the matrix do not have a specific timing period because they are based on less predictable factors such as funding sources, etc. The timing for these projects is explained within the matrix.

5.2 Potential Funding Sources

The following is a partial list of funding sources. It is important to understand that these funding programs will change over time, and as such, should be monitored. Further, new potential sources of funding should be sought out as these sources disappear.

A. Community Development Block Grant Initiatives (CDBG)

Administered by the Michigan Economic Development Corporation (MEDC), this program may be available to Charlevoix and provides funding for downtown public infrastructure, façade improvements, planning, various building projects, rental rehabilitation, and small business assistance. The amount of funding available is based on the type of project being proposed. The website <http://www.michiganbusiness.org/community/development-assistance/#section1> contains extensive information on the program and its requirements. Any further questions regarding the program should be directed to:

Michigan Economic Development Corporation. 300 North Washington Square, 2nd Floor. Lansing, Michigan 48913

B. Façade Improvement Project

Michigan Main Street offers some services and additional grants are available through CDBG and other sources for communities that seek to target traditional downtown areas for improvements that will have a significant positive impact. The Downtown Façade Program is structured to provide commercial/mixed-use building façade improvements to sustain and minimize deterioration of downtowns. This program is based on the premise that the exterior improvements will stimulate additional private investment in the buildings and the surrounding area, attract, and increase the number of customers, thereby resulting in additional downtown economic opportunities. Proposals with multiple buildings are accepted and are encouraged. The request must identify whether the proposed project is located within a Downtown Development Authority, a Principal Shopping District, a Business Improvement Zone, a Corridor Improvement Authority, or a Historic District. (Note: the project is not required to be located in a development district.)

C. Signature Building Project

CDBG grants are available for communities seeking to acquire vacant, partially vacant, or substantially underused buildings located in downtowns for rehabilitation into a commercial/mixed use building that will hopefully result in job creation. This program enables a community to secure a building that is a focal point within the downtown for commercial rehabilitation purposes that will make a significant contribution to the overall downtown area. If the project is located within a Downtown Development Authority, a Principal Shopping District, a Business Improvement Zone, a Corridor Improvement Authority, or a Historic District, it should be identified as

such. (Note: the project is not required to be located in a development district.)

D. Downtown Infrastructure

CDBG grants are available to provide public infrastructure improvements that directly support private redevelopment projects in traditional downtowns. Public infrastructure includes items such as parking facilities, streetscape, public water or sanitary sewer lines and related facilities, streets, roads, bridges, and public utilities. The request must identify whether the proposed project is located within a Downtown Development Authority, a Principal Shopping District, a Business Improvement Zone, a Corridor Improvement Authority, or a Historic District. (Note: the project is not required to be located in a development district.)

E. Transportation Alternatives Program (TAP)

The Michigan Department of Transportation's program funds non-traditional road projects (outside the traditional curb and gutter) such as streetscapes, non-motorized paths, and historical restoration of transportation facilities. Among its primary goals is to support Michigan's entitlement communities for high-priority urban revitalization projects and, therefore, US-31/Bridge Street appear to be candidates. Any ACT 51 agencies (Cities, Villages, and Counties), MDOT, MDNR, Native American Tribes, and other Federal Agencies are eligible for this program and it accepts applications year-round. The program holds Selection Advisory Committee meetings year-round to determine which applications will be recommended for selection. A minimum 20% local match is required.

Further information about the program is available at www.michigan.gov/tea for the

online application and instructions, or by calling (517) 335-1069.

F. Michigan State Housing Development Authority

MSHDA offers a variety of loan products for low to moderate income homebuyers. All of the following products are 30-year, fixed-rate mortgages, allow the use of gift funds, and may be formally assumed (subject to approval).

- Conventional 95% to 97% loan to value
- Federal Housing Administration (FHA)
- United States Department of Veterans Affairs (VA)

G. Individual Development Accounts (IDAs)

Recognizing the need to support families emerging from poverty, this program encourages the accumulation of wealth and assets. IDAs are matched savings accounts designed to help low-income and low-wealth families accumulate a few thousand dollars for high return investments, including homeownership. Individuals must meet IDA program acceptance criteria, complete a financial management course and training related to their asset goal, and save money toward their future dream over a period of between six to thirty-six months. Once they have completed the program, their savings of up to \$1,000 is matched by the Michigan IDA Partnership (MIDAP) at a ratio of 3:1 for a home purchase. Program highlights include:

- Zero-interest, non-amortizing loan with no monthly payments.
- Maximum assistance is \$3,000.
- Available with MSHDA's FHA, Rural Development or 97 percent Conventional first mortgage.
- Funds may be used for down payment, closing costs, prepaid/escrow expenses

and a home inspection performed by a licensed home inspector.

- The loan is due upon sale or transfer of the property or if the first mortgage is refinanced or paid in full.

H. Department of Housing and Urban Development

The HOME Program provides formula grants to states and localities that communities use, often in partnership with local nonprofit groups to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership for low-income people. The incomes of households receiving HUD assistance must not exceed 80 percent of the area median. Eligible activities include site acquisition or improvement.

I. Commercial Rehabilitation Act

Public Act 210 of 2005 encourages the rehabilitation of commercial property that is 15 years old or older by abating the taxes on new investment. Commercial property is defined as a qualified facility primarily used in the operation of a commercial business. Certain residential improvements are also eligible for abatement, but land and personal property are not. The abatement process is similar to PA 146, the Obsolete Property Rehabilitation Act. The City must first hold a hearing to establish a Commercial Rehabilitation District and the County Board of Commissioners and all real property owners in the proposed district must be notified of the hearing. The district must be at least three acres in size unless it is located in a downtown or business area or contains a qualified retail food establishment.

J. Michigan Department of Natural Resources Land and Water Conservation Fund

Grants from this fund may be available for certain park, recreation and open space enhancement projects; specific criteria include:

Program Objectives: The objective is to provide grants to local units of government and to the state to develop land for outdoor recreation.

Criteria: Applications are evaluated using four criteria: project need, applicant history, site and project quality, and alignment with the State's recreation plan. Currently, the fourth criterion is determined to be primarily trails, community outdoor recreation, green technology in outdoor recreation, universal access and coordination and cooperation among recreation providers.

Applicant Eligibility: Any unit of government, including Native American tribes, school districts, or any combination of units in which authority is legally constituted to provide recreation. Local units of government, school districts, and local authorities must have a DNR-approved community five-year recreation plan to be eligible.

K. United States Department of Agriculture Rural Development Housing & Community Facilities Programs

Designed to develop essential community facilities for public use in rural areas, Community Facility Programs can make and guarantee loans for essential community facilities in rural areas and towns with a

population up to 20,000. Loans and guarantees are available to public entities such as municipalities, counties, and special-purpose districts, as well as non-profit corporations and tribal governments. Facilities include schools, libraries, childcare, hospitals, medical clinics, assisted living facilities, fire and rescue stations, police stations, community centers, public buildings and transportation. Community Programs utilizes three flexible financial tools to achieve this goal: the Community Facilities Guaranteed Loan Program, the Community Facilities Direct Loan Program, and the Community Facilities Grant Program.

L. American Recovery and Reinvestment Act: Opportunities in the Economic Stimulus Package

The level of potential assistance through the American Recovery and Reinvestment Act is significant and will depend on the type of program or project envisioned and coordination with other government agencies. The types of projects typically funded include "bricks and mortar" funding for a variety of state and municipal projects, transportation enhancements, rural development, education, economic development, Corporation for National and Community Service, and job training and employment services. The number of services available has decreased in the last 5 years, but some benefits are still available through the program.

M. Grants from private, non-profit foundations. Native American (tribes grants.)

5.3 Implementation Matrix

<i>Ordinances, Guidelines, Plans and Policies</i>				
<i>Action</i>	<i>Responsibility</i>	<i>Timing</i>	<i>Priority</i>	<i>Funding</i>
1. Update the Zoning Ordinance regularly to address identified gaps and changing needs of the City.	Staff, Planning Commission, City Council	Annually	1	Local government
2. Pursue economic development: - Continue collaboration with the Chamber, local governments and the business community regarding regional economic development. - Support efforts to implement the comprehensive economic development strategy (CEDS) put out by Networks Northwest. - Amend the tax abatement program and pursue policies that offer incentives to new business. - Pursue goals outlined in the Economic Development Strategy prepared by the Chesapeake Group. - Aggressively market businesses in emerging industries and implement the CEDS. - Pursue expansion of Coast Guard operations. - Support and promote high speed internet and fiber optic networks.	Staff, DDA, Chamber of Commerce, CVB, business leaders in the community.	Ongoing	2	Local government, Chamber, donations, A, I, M
Promote Charlevoix and the region as a viable place to live and work year-round. Promote diverse and viable housing options through incentives and flexible zoning requirements.	Staff, DDA, Chamber of Commerce, CVB, Charlevoix County Board of Realtors	Annually Ongoing	1 3	Local government, Chamber, donations, M

Ordinances, Guidelines, Plans and Policies				
Action	Responsibility	Timing	Priority	Funding
▪ Increase and expand the use of City properties for festivals and events. ▪ Work with the real-estate community to target specific groups interested in locating to the area. ▪ Investigate options for regulating rental property within the City through a rental inspection program, licensing fees, lodging taxes or other means. ▪ Explore the viability of expanding reduced tuition rates at North Central Michigan College for Charlevoix County residents.	Staff, DDA, Chamber of Commerce, CVB, Charlevoix County Board of Realtors			Local government, Chamber, donations, M
3. Enhance scenic beauty. ▪ Enforce landscaping standards for commercial development, City parking lots and parks. ▪ Pursue Corridor Improvement Districts on M66 and US 31. ▪ Support Keep Charlevoix Beautiful's petunia planting program.	Staff, Planning Commission, Shade Tree Commission, City and Charlevoix Township, Charlevoix County, MDOT	Ongoing Within 1 year 2-3 years	1 2	E, M
4. Enhance the Downtown Business District: ▪ Establish and implement a downtown marketing plan. ▪ Support the Michigan Main Street Program. ▪ Expand downtown activities, events, and festivals year round. ▪ Encourage higher density and mixed uses. ▪ Pursue goals outlined in the Downtown Marketing Assessment and Development Strategy prepared by the Chesapeake Group.	Staff, DDA, Planning Commission, City Council, Chamber	Ongoing 1 – 5 years	1	A, B, C, D, E, I, M

<i>Ordinances, Guidelines, Plans and Policies</i>				
<i>Action</i>	<i>Responsibility</i>	<i>Timing</i>	<i>Priority</i>	<i>Funding</i>
5. Natural resource protection: ▪ Pursue a unified Storm-water Control Ordinance for Charlevoix County. ▪ Meet with the Charlevoix County Planning Commission to evaluate current and future industrial and/or mining operations. ▪ Pursue water quality protection measures alongside regional organizations. ▪ Coordinate Mt. McSauba usage with Charlevoix Township.	Staff, Planning Commission, City Council, Charlevoix County.	1-3 years	2	J,M
6. Coordinate Transportation efforts. ▪ Meet annually with MDOT to discuss transportation issues and projects. ▪ Work with MDOT to study summertime traffic counts, review options, and evaluate development proposals. ▪ Hire a qualified transportation consultant, if financing is available, to evaluate transportation issues and recommended enhancements.	Staff, MDOT, City Council	Yearly Ongoing 2-3 years	1	E
7. Pursue alternative forms of transportation. ▪ Establish a City wide and regional bike route. ▪ Incorporate bike lanes into the design and future construction of streets and roads. ▪ Continue to support the Lake to Lake Trail initiative during its expansion phase. ▪ Inventory existing sidewalks and identify and prioritize new sidewalk connections.	Staff, Planning Commission, Charlevoix Township, private citizens.	Ongoing	1	D, E, L, M, Private Donations.

Ordinances, Guidelines, Plans and Policies				
Action	Responsibility	Timing	Priority	Funding
▪ Provide informational signage for pedestrians and bikers. ▪ Explore the viability of a multi-use transportation hub located at the City Airport.				
8. Hold annual meeting with Charlevoix Township to coordinate zoning districts and regulations.	Staff, Planning Commission	Yearly	1	NA
9. Provide high quality, cost effective public services. ▪ Study public service consolidation with surrounding communities. ▪ Increase municipal water, sewer, and electric users to spread out operational costs. ▪ Integrate Geographical Information Systems and revise capital improvement plans to more effectively predict and plan for future infrastructure upgrades. ▪ Prepare a facilities master plan that reflects future improvements, new buildings, and consolidating the Electric and Street Departments, as advised by consultants.	Staff, City Council, Township and County government staff and officials.	Ongoing		Local Government
10. Pursue high environmental standards in City services, facilities, and operations. ▪ Seek grant funding to complete a comprehensive study of the municipal stormwater management system. ▪ Provide signs at the Marina and City boat launch concerning boat maintenance and measures to control the spread of invasive species. ▪ Promote the County Recycling Program.	Staff, City Council, Planning Commission, Charlevoix County, Surrounding Townships.	Ongoing	2	A, J, K, L, M

<i>Ordinances, Guidelines, Plans and Policies</i>				
<i>Action</i>	<i>Responsibility</i>	<i>Timing</i>	<i>Priority</i>	<i>Funding</i>
▪ Consider more fuel efficient vehicles when replacing the City fleet. ▪ Coordinate with the county and area townships to support renewable energy sources- ▪ Expand and improve the Energy Optimization Program by providing incentives and better educating residential and commercial users. ▪ Research the feasibility and potential grant opportunities available to power City buildings and facilities through alternative energy sources. ▪ Evaluate and test higher efficiency LED street lights. ▪ Coordinate with the DNR to provide proper signage regarding not dumping fish bait.				

5.5 Conclusion

Although this plan is a comprehensive guide for land use planning over the next 20 years, there is no way to predict what changes may occur that are not contemplated in this document. Therefore, decisions related to development should be considered carefully in light of the recommendations of the Master Plan.

The Michigan Zoning Enabling Act (Act 110 of the Michigan Public Acts of 2006) requires Charlevoix's Zoning Ordinance to be "based on a plan to promote the public health, safety and welfare, to encourage the use of lands in accordance with their character and adaptability, to limit the improper use of land, to conserve natural resources and energy, to meet the needs of the state's residents for food, fiber and other natural

resources, places of residence and other uses of land."

Since the zoning map is a part of the Zoning Ordinance, changes to zoning boundaries should be in conformance with the Master Plan. Change is constant and usually unpredictable, however, and there may be circumstances that warrant changes to the zoning boundaries that are not consistent with the Master Plan. If and when this occurs, the Master Plan should be updated to conform to the changed circumstances. Because of the time and process required for amending the Plan, such changes should be considered carefully.

The table below provides a list of evaluation factors that should be used to determine if a proposed development warrants a change to the land use designation on the Future

Land Use Plan map. If future development decisions take these factors into account, and if the Plan is reviewed on a regular basis and updated when necessary, then

Charlevoix can be assured that development will reflect the desires of its citizens, reflected through the adopted Master Plan.

Future Land Use Evaluation Factors	
☒	Does the proposed new classification meet the qualifications noted in the appropriate section of the Master Plan?
☒	Are the zoning districts and their uses that may apply to the new classification compatible with and appropriate in the vicinity of the property under consideration?
☒	Have any conditions changed in the area since the Master Plan was adopted that justify this change?
☒	Will there be any community impacts that should be considered, such as increased traffic, or others that might create a need for additional services or improvements?
☒	Are there any environmental considerations that may be contrary to the intent of the existing or proposed classification of that land use?
☒	Was the property improperly classified when the plan was adopted or amended? Are the qualities of the property (or area) different than those that are described in the plan?
☒	Will there be any adverse effects on adjacent properties as a result of the proposed land use change?
☒	What impacts will result on the public health, safety, and welfare?