



CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

PLANNING COMMISSION PUBLIC MEETING AGENDA

Created: February 1, 2016 Posted February 4, 2016 at 11AM

MONDAY, February 8, 2016 at 7:00 P.M. in the City Council Chambers.

- 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 JANUARY 11, 2016 MINUTES
- F) CALL FOR PUBLIC COMMENT NOT RELATED TO AGENDA ITEMS
- G) NEW BUSINESS
 - 1. Preliminary hearing on proposed PUD rezoning for property on Division Street.
 - a. Staff introduction.
 - b. Applicant presentation.
 - d. Planning Commission questions and comments.
 - 2. Bike rack donation proposal.
 - a. Presentation of proposal by Annie Doyle.
 - b. Planning Commission discussion and questions.
 - 3. Nomination of Officers.
- H) OLD BUSINESS
 - 1. Discussion on Land Use Master Plan updates
 - a. Discuss updates to goals, objectives and action items list
- I) STAFF UPDATES
- J) REQUESTS FOR NEXT MONTHS AGENDA OR RESEARCH ITEMS.
- K) ADJOURNMENT

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 1 weeks notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, January 11, 2016 - 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 7:00 p.m. by Vice Chair Chamberlain.

B. Roll Call

Vice Chair:	Sherm Chamberlain
Members Present:	Judy Clock, John Elzinga, Julee Roth, Toni Felter, RJ Waddell
Members Absent:	Don Heise, John Hess, Dave Novotny
Interim City Planner:	Zach Panoff

C. Inquiry Into Potential Conflicts of Interest

None.

D. Approval of Agenda

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

E. Approval of December 14, 2015 Minutes

Motion by Member Waddell, second by Member Clock to approve the December 14, 2015 minutes as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment not Related to Agenda Items

No public comment.

G. New Business

1. Review of Special Land Use Application 2016-01-SU – Munson Healthcare and Charlevoix Courier for community wellness, education and activity center at 411 Bridge Street

a. Staff Introduction

Interim Planner Panoff stated that the Hospital in conjunction with the Charlevoix Courier was proposing a community wellness, education and activity center at 411 Bridge Street (former location of Creative Cupcake). The location is in the Central Business District Overlay District. He stated that the proposed use needed to meet certain criteria and he reviewed the permitted uses allowed. If the Commission determined that the use does not fit one of the four categories, the applicant is allowed to apply for a special land use permit if they meet the purpose of the Overlay District which is to: "create a vibrant downtown district fronting Bridge Street consisting of primarily retail and food service businesses that enhance the City's economy by defining specific uses intended to increase consumer traffic."

b. Application Presentation (if requested)

Cathy Jacobsen, Director of Community Health Education for Charlevoix Area Hospital, described her professional background and stated that since 2008 she designed and implemented wellness oriented programs such as the School Nurse Program and she would lead the proposed wellness center project if permission is granted. She proceeded to give a presentation about the health education and wellness programs offered by the Hospital and the proposed program would provide a retail-like space in downtown Charlevoix.

Ms. Jacobsen explained that the use of the downtown location was in partnership with the Charlevoix Courier. The Courier would provide the local newspaper and publications such as the Dining Guide. The Hospital would offer health and wellness activities through the wellness center for residents as well as visitors to the area. Ms. Jacobsen provided details on the various proposed programs and initiatives offered through the wellness center.

Member Clock questioned parking availability for individuals who needed handicap spaces particularly related to diabetes patients. Ms. Jacobsen explained that diabetes classes would remain at the Hospital, but pre-diabetes and healthy eating programs would be held at the Wellness Center.

c. Call for Public Comments

Mark Heydlauff, City Manager, referenced the letter he sent in support of this project and he encouraged the Planning Commission to approve this use and location on Bridge Street.

Annie Doyle, DDA/Main Street Executive Director, stated that given the limited uses in the Zoning Ordinance, the Commission had the right to access case by case situations for the validity of adding vibrancy and foot traffic to downtown. She stated that one of the weaknesses of the current Zoning Ordinance was that it provided very limited criteria to what was allowed downtown. She reviewed specific portions of the special use permit application and strongly encouraged the Commission to approve the use.

Doug Caldwell, Publisher of the Northern Michigan Review which includes the Charlevoix Courier and Petoskey News Review, expressed his support of the partnership with the Hospital and the proposed use of the downtown space.

Member Elzinga questioned if the requested special use would terminate with the expiration of this lease. Interim Planner Panoff confirmed that the special use would only be applicable to the applicant while they are in the space.

d. Planning Commission Determination of Findings of Fact

Interim Planner Panoff questioned if the Commission found that the use fit in any of the four "use by right" categories. Vice Chair Chamberlain felt if one were to take a very liberal interpretation it could possibly fit, but that may be something that could "come back to haunt us". He suggested going through the findings of fact for the special use. The Commission members agreed.

Interim Planner Panoff referenced the Findings of Fact and the six (6) Conditions of Approval contained in the Staff Report. Vice Chair Chamberlain stated that if this use was outside the Overlay District it would be approved, but because the location was on Bridge Street it would require a special interpretation by the Planning Commission.

e. Motion

Motion by Member Roth, second by Member Felter to approve Project 2016-01 SU based on specific findings of fact that the application does meet the review criteria in Sections 5.41 and 5.133. Motion passed by unanimous voice vote.

2. Pocket development presentation by Sarah Lucas of Networks Northwest

a. Presentation

Sarah Lucas, Networks Northwest, stated that there was a housing shortage in Northwest Michigan communities. She proceeded with a PowerPoint presentation focusing on housing needs in the area, approaches to meet those needs, and what role the Planning Commission might have in addressing those needs.

Ms. Lucas stated that the population growth in Charlevoix County was in two age groups, 45–55, and older. Most of the population under the age of 45 is declining, and the area has lost a lot of young people over the years due to the recession. Between 2000 and 2010 the number of families in Charlevoix declined by 14% impacting school enrollment. She stated in Northwest Michigan they weren't only dealing with a housing shortage, but also a labor shortage due to the fact that many of the young people are leaving the community. She reviewed the Target Market Analysis which looked specifically at multi-family or attached housing styles within urbanized areas like the City of Charlevoix. She stated that the area had a service based economy and even though people were working they may not be able to afford a home in Charlevoix because property values are out of reach.

Ms. Lucas stated another issue was energy efficient homes. Heating costs can make housing unaffordable especially if someone was living in a part of the community that was not served by natural gas. She explained that affordable housing is housing that does not cost more than 30% of household income; workforce housing refers to unsubsidized housing that is affordable. She stated the goal was to make sure "that we have housing that is affordable and accessible for all ages, incomes, and household types".

Ms. Lucas reviewed the different types of housing that people are looking for such as small single family homes or cottage type homes on a single lot in town, apartments or flats, townhomes, accessory dwelling units, and cottage housing in pocket neighborhoods. She defined pocket neighborhoods as very small planned unit developments, typically on a lot in an existing residential neighborhood with very specific design guidance as to what homes look like and how they are situated on a lot. She stated she had a cottage design overlay from Traverse City. She explained that generally homes are 700-1,500 square feet, there is cluster parking on the side of a lot often on an alley access, with porches facing a green space, including landscaped courtyards. Discussion followed regarding setting aside certain areas for certain population groups, seasonals, and affordable housing set asides, resident-occupied requirements, and deed restrictions. Ms. Lucas said that this was a way to increase density that does not impact the character of the older neighborhoods, and she reviewed pilot districts, public/private partnerships and non-profits, incentives for this type of development, and development ready techniques.

Ms. Lucas stated a good example of this type of housing was being built in Traverse City on a city-owned piece of land by Habitat for Humanity and Homestretch. It was in a development district, not a specifically zoned cottage district. Ms. Lucas responded to questions regarding pocket development, and Habitat and Homestretch requirements for occupancy and energy efficient homes.

Ms. Lucas indicated that most of the population growth was in the older age groups and aging in place concepts were working in traditional communities with walkable downtowns. Accessibility is more and more important as the population gets older. She reviewed alternative types of senior housing, and ways to increase density, incentivize affordable housing developments, streamline the development approval processes, form-based codes and design guidelines, and community buy-in for different types of developments and housing types.

Member Roth stated that St. Mary's Cement was hiring about 200 people for their expansion and it would be nice to have somewhere in Charlevoix where 200 people needing affordable housing could live. Ms. Lucas stated that if the company was willing to talk about the housing needs of their workers it would build community support. She stated that when the housing issue has gained the most traction is when businesses have said that they absolutely need to have more housing or they were not going to be able to function as a business. She described the task force approach used by the city of Northport related to affordable housing needs, and community design charettes that help to bring ideas and concerns out into the open. She indicated that there are good examples of affordable, quality housing units throughout Northwest Michigan that could be used to show people what affordable housing can be. Ms. Lucas proceeded to explain various incentives, grants, payment in lieu of taxes, downtown rental rehab, the Low Income Housing Tax Credit Program, and Housing Trust Funds which are all geared to developing and retaining affordable housing.

Ms. Lucas stated that the development process for any new cottage housing, multi-family, or affordable housing projects can be very difficult to put together often because of the cost and public's opposition, so having everyone at the table who has something to bring to the project can help make it happen. She concluded her presentation and distributed copies of a publication entitled *A Framework for Housing Choices in Northwest Michigan from Networks Northwest*.

3. Review of 2016 Planning Commission Meeting Schedule
There were no changes proposed to the Meeting Schedule.

H. Old Business

1. Discussion on Land Use Master Plan Updates

The consensus was to defer the discussion on the Land Use Master Plan updates to the next meeting. Interim Planner Panoff indicated that he supplied maps showing the current vacant lots within the City to the Members for their review.

I. Staff Updates

None.

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

Interim Planner Panoff stated that officer elections would be at the next regular Planning Commission meeting.

Member Elzinga questioned the status of the Planner selection process and Interim Planner Panoff replied that second interviews were held the week before Christmas.

K. Adjournment

Motion by Member Felter, second by Member Roth to adjourn. Motion passed by unanimous voice vote. Meeting adjourned at 8:26 p.m.

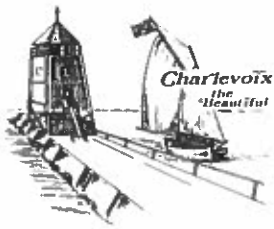
Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Vice Chair

DRAFT



CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

OFFICE OF PLANNING AND ZONING
Zach Panoff, Interim City Planner/Zoning Administrator
210 State Street Charlevoix, MI. 49720
planner@cityofcharlevoix.org
(231)547-3265

MEMORANDUM

TO: Planning Commission Members
DATE: February 4th, 2016
SUBJECT: February 8th Meeting

Planning Commission Members,

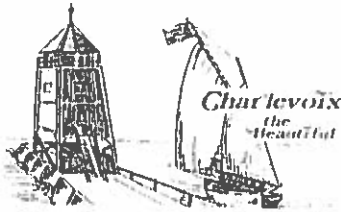
First on the agenda this month will be a preliminary “work session” regarding a proposed Planned Unit Development (PUD) rezoning for the property bordering American House to the north. No decisions will be made at this meeting, it is an opportunity for the applicant to get the project in front of the Commission and find out if the group would like to see any more drawings, documentation, explanation, etc. regarding the proposal. If they are given suitable guidance at this meeting, there will be a formal public hearing next month. For the requirements that will be considered for the proposal, and the complete timeline of events, please review the included sections of the Zoning Ordinance and the first few pages of the blank application. I will speak about the process at the meeting, and then the applicant will briefly present the project before you have a chance to comment and ask questions that need to be answered by the time of the public hearing.

The Commission will also hold officer elections for the upcoming year. Current Chairman Hess has expressed that he will likely not seek the Chair position, so please be thinking of new candidates that you would like to nominate for Chair and Vice-Chair.

Finally, time permitting; we will continue working on the goals in Chapter 3 of the master plan where we were unable to pick up at the January meeting.

Regards,

Zach Panoff



Date Rec'd: _____ Case #: _____
Fee Rec'd: _____ Receipt #: _____

CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

LSB Ventures LLC

Applicant

Address of subject property

8534 Kemper Road, Cincinnati OH 45249

Address (City/State/Zip)

Carol Amick Stimpson Revocable Trust

Property Owner Name (If different than applicant)

4731 Bonita Bay Blvd. #2001, Bonita Springs, FL 34134

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

Property Owner Phone
() - - - - -

Email

Agent Phone

(231) 675-9905

Email

Current zoning of subject property: R2 Tax ID: 15-052-123-054-10

Current use of property: Vacant

Proposed use of property: 3- eight unit apartment buildings

Dimensions of parcel: 390x480 approx.

Parcel size: 188,172

Square feet

4.32

Acres

The following questions are meant to address the standards that will be considered by the Planning Commission in their review of the proposed PUD. The standards can be found in Section 5.145 of the Zoning Ordinance, please provide responses here or on an attached sheet.

Will the proposed zoning designation be harmonious and appropriate in appearance with the character of the surrounding area; is it compatible with adjacent land uses and does not essentially alter the character of the area in which it is proposed?

The PUD with an R4 use will be a good fit with the neighboring assisted living facility, R1 and R2 zonings. The proposed density is consistent with the zoning of the property.

Is the property, or will the property be, adequately served by public services and facilities relevant to the proposed zoning designation? If needed what services or facilities will be provided with the proposal to meet or mitigate any added burden on public services (ex. Streets, police, fire protection, water and sewer, refuse disposal and schools.)

All utilities are readily available to the site. The proposed development is only 24 units, which will have a minimal burden to existing services.

Will on-site activities, processes, materials, equipment or operating conditions typically associated with the proposed zoning designation create traffic, noise, smoke, fumes, glare, odors or any other products that would be detrimental to any people, property or the general welfare?

The apartments will generate little traffic, noise, fumes, glare, odors, etc. Its affect on the surrounding community will be similar to single family detached living units but with much smaller overall footprint.

Will the use be compatible with the natural environment and be designed to encourage conservation of natural resources and energy?

The apartments will provide living units at much

lower cost and disturbance to the property and require much less energy than the same number of single family residences.

Does the proposed PUD zoning designation meet an apparent need that exists in the City that is not being met by the amount of land currently zoned as such, or by the limitations of the established zoning districts themselves?

Availability of apartments is very limited in Charlevoix. It is believed that this type of development would be very marketable in Charlevoix.

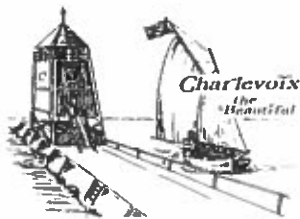
Is the proposed PUD rezoning consistent with the intent and purpose of the Zoning Ordinance and the most recent updates to the Master Plan (2011)? Please see Section 5.145(7) of the Ordinance for more specific areas that should be addressed.

This development would allow for much more preservation of the natural resources of the site. Also it allows for a higher density housing concept to follow the master plan principles.

Do existing conditions on the property (physical, geological, hydrological, etc.) allow for the land to accommodate typical uses associated with the proposed zoning designation?

The existing conditions of the property will accommodate the proposed development and PUD very nicely. Many trees will be able to be saved to allow for this type of housing plan than would with traditional family living units.

© 2000 Blackwell Science Ltd, *Journal of Internal Medicine* 247: 399–406



CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

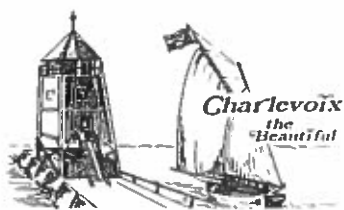
Office of Planning and Zoning
Zach Panoff, Interim City Planner/Zoning Administrator
210 State Street Charlevoix, MI. 49720
planner@cityofcharlevoix.org
www.cityofcharlevoix.org
(231) 547-3265

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION PROCEDURES

1. Applicants shall hold a pre-application meeting with the Zoning Administrator to discuss the project and the review process. The Zoning Administrator will identify the specific requirements for PUD review at that time.
2. Applicant completes the Application for Rezoning to PUD, provides the review fee (\$325) and all supporting documentation required. (See Article 14, Section 5.144(2)) Applications will not be forwarded to the Planning Commission until they are deemed complete by the Zoning Administrator.
3. Upon receipt of completed application, all required documentation and fee(s), a work session with the Planning Commission will be scheduled to review the concept and determine if additional information is needed.
4. Following the work session and once the additional information required by the Planning Commission has been submitted, the public meeting date for the Planning Commission will be set.
5. The City will send notices to all property owners, as listed on the current tax roll, within three hundred (300) feet of subject property no less than 15 days in advance of the public hearing.
6. The Planning Commission shall review the preliminary development plan based on Section 5.145 of the Zoning Ordinance at a public hearing and submit a recommendation to approve, deny or approve with modifications to City Council based on their findings.
7. Following the Planning Commission recommendation, City Council shall conduct a public hearing to review the preliminary development plan based on Section 5.145 of the Zoning Ordinance and the Planning Commission recommendation. City Council shall

approve, deny or approve with modifications the preliminary development plan and PUD rezoning request.

8. If the PUD is approved by City Council the zoning map shall be changed to indicate PUD zoning on the subject parcel(s). If the PUD is approved with modifications, the applicant must submit consent to the modifications, as well as a revised preliminary development plan prior to the zoning map being changed.
9. Within twelve (12) months of City Council approval, a final development plan must be submitted to the Zoning Administrator which meets the requirements of Level B site plan review as shown in 5.119(1) of the Zoning Ordinance.
10. If deemed to be complete by the Zoning Administrator, the final development plan will be forwarded to the Planning Commission, who will determine if the plan conforms with the preliminary development plan approval and any conditions or modifications attached by City Council. If in conformance, the final development plan will be reviewed in accordance with the standards for site plan review (Section 5.120) and the PUD standards (Section 5.145). The Planning Commissions shall approve, deny or approve with modifications the final development plan.
11. The approval of the final development plan shall expire twelve (12) months after approval of the plan, unless construction on any approved development or development phase has begun and is proceeding diligently to completion. (See Section 5.143(4) *Time Limits*)



Date Rec'd: _____ Case #: _____
Fee Rec'd: _____ Receipt #: _____

CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

Applicant _____

Address of subject property _____

Address (City/State/Zip) _____

Property Owner Name (If different than applicant) _____

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

Property Owner Phone
(____) ____ - ____ - ____

Email

Agent Phone
(____) ____ - ____ - ____

Email

Current zoning of subject property: _____ Tax ID: 15-052-____ - ____ - ____

Current use of property: _____

Proposed use of property: _____

Dimensions of parcel: _____

Parcel size: _____
Square feet Acres

The following questions are meant to address the standards that will be considered by the Planning Commission in their review of the proposed PUD. The standards can be found in Section 5.145 of the Zoning Ordinance, please provide responses here or on an attached sheet.

Will the proposed zoning designation be harmonious and appropriate in appearance with the character of the surrounding area; is it compatible with adjacent land uses and does not essentially alter the character of the area in which it is proposed?

Is the property, or will the property be, adequately served by public services and facilities relevant to the proposed zoning designation? If needed what services or facilities will be provided with the proposal to meet or mitigate any added burden on public services (ex. Streets, police, fire protection, water and sewer, refuse disposal and schools.)

Will on-site activities, processes, materials, equipment or operating conditions typically associated with the proposed zoning designation create traffic, noise, smoke, fumes, glare, odors or any other products that would be detrimental to any people, property or the general welfare?

Will the use be compatible with the natural environment and be designed to encourage conservation of natural resources and energy?

Does the proposed PUD zoning designation meet an apparent need that exists in the City that is not being met by the amount of land currently zoned as such, or by the limitations of the established zoning districts themselves?

Is the proposed PUD rezoning consistent with the intent and purpose of the Zoning Ordinance and the most recent updates to the Master Plan (2011)? Please see Section 5.145(7) of the Ordinance for more specific areas that should be addressed.

Do existing conditions on the property (physical, geological, hydrological, etc.) allow for the land to accommodate typical uses associated with the proposed zoning designation?

Along with this application, the following items shall be provided (from Section 5.144(2) of the Zoning Ordinance) in writing or in drawings in order for an application to be deemed complete and submitted to the Planning Commission for preliminary evaluation.

- (a) Parallel Plan. Residential density shall be determined through the preparation of a conventional development plan illustrating how the site could be developed in accordance with the basic requirements of this ordinance. A concept layout shall be prepared to scale showing, as applicable, single family and two family lots, townhome and multiple family buildings, parking, setbacks and street right-of-ways. The number of units that could be accommodated under the base zoning shall serve as maximum number permitted, unless a density bonus is approved in accordance with *Section 5.142(4)*. Live/work units located above main floor businesses shall not be counted toward the maximum number of dwellings.
- (b) Preliminary Development Plan. A preliminary development plan containing the following information shall be submitted:
 - 1. a general location map;
 - 2. a legal description of the subject property;
 - 3. a title block, date, north arrow, scale, name and contact information of applicant and name and contact information of plan preparer;
 - 4. a current topographical map clearly showing existing topographic conditions, including contour intervals of no more than two (2) feet based on field survey or photogrammetric methods;
 - 5. a map showing the existing flood plains as indicated by the Federal Emergency Management Agency;
 - 6. a property boundary survey;
 - 7. the location of existing natural features including woods, streams, ponds, wetlands and steep (fifteen (15) percent or greater) slopes;
 - 8. existing land uses within the development site and surrounding areas for a distance of three hundred (300) feet, including the approximate location of all buildings, structures, lots and streets (an aerial photo may suffice);
 - 9. the location and identification of existing and proposed public, semi-public or community facilities such as schools, parks, trails, churches, public buildings and dedicated open space;
 - 10. existing zoning on all abutting properties;
 - 11. the approximate location of existing and proposed utilities, including a preliminary utility and drainage concept plan;
 - 12. uses proposed within the PUD;

13. number and type of dwelling units proposed, including the number and type of committed affordable units, if any;
 14. conceptual layout;
 15. the general location of proposed interior streets and access points to abutting streets;
 16. the general location of off-street parking facilities and number of spaces proposed; and
 17. perspective drawings or photographs of representative building types, indicating the proposed architectural style and appearance.
- (c) Summary of Intent. A written statement containing the following information shall be submitted with the preliminary development plan:
1. a statement of how the proposed PUD meets each of the qualifying conditions of *Section 5.141*;
 2. a statement of the present ownership of all land within the proposed development;
 3. an explanation of the character of the proposed development including a summary of acres or square footage by type of use, number and type of dwelling units, gross density calculation for dwelling units and minimum standards for floor area, lot size and setbacks;
 4. a complete description of any requested deviations from the applicable spatial or other requirements applying to the property, in accordance with *Section 5.142(3)*.
 5. a general statement of the proposed development schedule and progression of each phase or stage; and
 6. intended agreements, provisions and covenants to govern the use of the development, building materials or architectural styles and any common or open space areas, including the provisions which will organize, regulate and sustain the property owners association, if applicable.

AFFIDAVIT

I, the undersigned, do hereby make application to the City of Charlevoix for approval of the proposed Planned Unit Development application which has been completed 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 Planned Unit Development rezoning may be void. I also agree to comply with the conditions and regulations required by the approved Planned Unit Development. Further, I agree that if the Planned Unit Development application is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that Planned Unit Development rezoning amendment (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 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 adopted Planned Unit Development rezoning amendment. Finally, if necessary, I understand that this is a Planned Unit Development, and if approved, construction of any structures cannot be implemented until applicant has applied for and the City has issued a site plan review approval.

Property Owner Signature or Authorized Agent: _____

Date: _____

ARTICLE 14 PLANNED UNIT DEVELOPMENTS (PUDs)

5.140. Intent

The Planned Unit Development (PUD) District is established as an optional development tool to permit flexibility in the regulation of land development; to encourage innovation in land use, form of ownership and variety of design, layout and type of **structures** constructed; to achieve economy and efficiency in the use of land; to preserve significant natural, historical and architectural features and **open space**; to promote efficient provision of public services and utilities; to minimize adverse traffic impacts; to provide better housing, employment and business opportunities particularly suited to residents; to encourage development of convenient recreational facilities; and to encourage the use and improvement of existing sites when the uniform regulations contained in other **zoning districts** alone do not provide adequate protection and safeguards for the property and surrounding areas. It is the further intent of the PUD regulations to promote a higher quality of development than can be achieved from conventional zoning requirements in furtherance of the vision and goals of the adopted Charlevoix **Master Plan**.

5.141. Qualifying Conditions

In order to qualify for PUD approval, the project must satisfy the conditions of this section. It is the applicant's responsibility to demonstrate in writing that each of the following criteria is, or will be, met by the proposed PUD:

- (1) *Recognizable Benefit.* A PUD shall achieve recognizable and substantial benefits that would not be possible under the existing zoning classification(s). At least three (3) of the following benefits shall be accrued to the community as a result of the proposed PUD:
 - (a) preservation of significant natural features;
 - (b) a complementary mix of land **uses** or housing types;
 - (c) extensive **open space** and recreational amenities;
 - (d) connectivity of **open space** with **adjacent** greenway corridors;
 - (e) enhancement of small town appeal;
 - (f) improvements to **public streets** or other public facilities that mitigate traffic and/or other development impacts;
 - (g) coordinated development of multiple small **parcels**; or
 - (h) infill development and/or removal or renovation of blighted **buildings**, sites or contamination clean-up.
- (2) *Size.* Each PUD shall contain a minimum of twenty-one thousand, seven hundred eighty (21,780) square feet; provided sites containing less than twenty-one thousand, seven hundred eighty (21,780) square feet may be considered for rezoning to PUD, if the city **council** determines that the site will advance the purposes of the PUD District. When determining the appropriateness of areas less than the applicable minimum required, the city **council** shall determine that:
 - (a) rezoning the area to PUD will not result in a significant adverse effect upon nearby or **adjacent** lands;
 - (b) the proposed **uses** will complement the character of the surrounding area;

- (c) the purpose and qualifying conditions of the PUD District can be achieved within a smaller area; and
 - (d) the PUD is not being used as a means to circumvent conventional zoning requirements.
- (3) **Utilities.** The PUD shall be served by public water and sanitary sewer.
 - (4) **Ownership.** The PUD application shall be filed by the property owner, lessee or other person with legal interest in the property and written consent by the owner. The proposed development shall be under unified ownership or control so one person or entity has proprietary responsibility for the full completion of the project. The applicant shall provide sufficient documentation of ownership or control in the form of agreements, contracts, covenants and/or deed restrictions indicating that the development will be completed in its entirety as proposed.
 - (5) **Master Plan.** Proposed use(s) and design of the PUD shall be substantially consistent with the city's adopted master plan.
 - (6) **Pedestrian Accommodation.** The PUD shall provide for integrated, safe and abundant pedestrian and bicycle access and movement within the PUD and to adjacent properties.
 - (7) **Architecture.** Building forms, relationships and styles shall be harmonious and visually integrated through the use of common materials, colors, treatment and scale.
 - (8) **Traffic.** The PUD shall provide for safe and efficient vehicular movement within, into and out of the PUD site. Traffic calming techniques, parking lot landscaping and other sustainable design solutions shall be employed to improve traffic circulation, storm water management, pedestrian safety and aesthetic appeal.
 - (9) **Eligible Districts.** Land within any zoning district may qualify for PUD zoning.

5.142. PUD Requirements

- (1) **Permitted Uses.** Any use permitted by right or special use approval in any zoning district may be permitted within a PUD, subject to the provisions of Section 5.141 Qualifying Conditions and the requirements of this section.
- (2) **Minimum Lot Size and Zoning Requirements.** Lot area and width, setbacks, height, lot coverage, minimum floor area, parking, landscaping, lighting and other requirements for the district applicable to the proposed use, as provided in Table 5.142(2), shall be applicable for all such uses within a PUD unless modified in accordance with Section 5.142(3). In the case of a mix of uses, the zoning requirements applicable to each use category shall apply to that use.

Table 5.142(2): Minimum Zoning Requirements	
Land Use	Applicable Zoning District
Single family	R1; R2
Two family	R2A
Townhome	R4
Multiple family	R4



Retail, office, service business	GC
Industry	I
Institutional	GC

- (3) **Modification of Minimum Requirements.** District regulations applicable to a land use in the PUD may be altered from the requirements specified in *Table 5.142(2)*, including, but not limited to, modification from the **lot area and width**, building **setbacks**, height, **lot coverage**, **signs** and parking. The applicant for a PUD shall identify in writing all intended deviations from the zoning requirements. Modifications may be approved by the **city council** during the preliminary development plan review stage, after **planning commission** recommendation. These adjustments may be permitted only if they will result in a higher quality and more sustainable development consistent with the purposes of PUD expressed in *Section 5.140*. The modifications shall also satisfy at least four (4) of the following criteria:
- (a) preserve the best natural features of the site;
 - (b) create, improve or maintain **open space** for the residents, employees and visitors beyond the minimum required by *Section 5.142(5)*;
 - (c) commit that at least ten (10) percent of all **dwelling units** in the PUD will be affordable units;
 - (d) provide a mix of residential types such as single family, townhouse and/or multiple family;
 - (e) employ practices in site layout, building construction and materials that will result in a measurable reduction in energy consumption;
 - (f) introduce new development concepts, such as cohousing;
 - (g) include a mix of residential and non-residential **uses**; and
 - (h) incorporate pathways for pedestrians and bicycles within the PUD and connectivity to **adjacent uses**.
- (4) **Density Bonus.** In addition to the modification of minimum requirements permitted in *Section 5.142(3)*, the **city council**, after **planning commission** recommendation, may permit an increase in the total number of residential units allowed within a PUD where it is demonstrated that at least three (3) of the following amenities will be included in the development:
- (a) more than twenty (20) percent of the total units within the PUD will be committed as affordable units;
 - (b) forty (40) percent or more of the PUD site will be dedicated as **open space**;
 - (c) low impact development design principles will be employed to minimize storm water runoff;
 - (d) the proposed development will be an infill or redevelopment project; and/or
 - (e) the project clearly contributes, in a meaningful way, to the furtherance of the city's vision, goals and smart growth principles as stated in the **master plan**.

- (5) **Open Space.** At least twenty-five (25) percent of the area of a PUD site shall be preserved as **open space**, in accordance with the following requirements. For purposes of this requirement, "green roofs" shall be counted as **open space**.

- (a) **Areas Not Considered Open Space.** The following land areas shall not be counted as required **open space** for the purposes of this section:
1. the area within any **public street** right-of-way or **private street easement**;
 2. any **easement** for overhead utility lines, unless **adjacent** to qualified **open space**;
 3. fifty (50) percent of any flood plain, wetland, water body or steep slope (fifteen (15) percent or greater) area and fifty (50) percent of the area of any golf course;
 4. the area within a platted **lot** or **site condominium unit**, unless the **lot** has been dedicated to **open space** via conservation **easement** or other means of ensuring that the **lot** is permanent **open space**; and
 5. **parking and loading areas**.
- (b) **Specifications for Required Open Space.** Required **open space** areas shall meet the following specifications:
1. shall be for **use** by all residents, employees and visitors of the PUD, subject to reasonable rules and regulations. In the case of a golf course, stable or similar facility, membership shall be available to all residents of the PUD, subject to charges, fees or assessments for **use**;
 2. if the site contains a river, stream or other body of water, the city may require that a portion of the required **open space** abuts the body of water;
 3. leaves scenic views and vistas unblocked or uninterrupted, particularly as seen from **public street** rights-of-way;
 4. protects the roadside character by establishing **buffer zones** along scenic corridors and improves public safety and vehicular carrying capacity by avoiding development that fronts directly onto existing roadways;
 5. shall be configured so the **open space** is reasonably usable by residents of the PUD;
 6. shall be of sufficient size and dimension and located, configured or designed in such a way as to achieve the applicable purposes of this chapter and enhance the quality of the development. The **open space** shall neither be perceived nor function simply as an extension of the **rear yard** of those **lots abutting** it;
 7. to the extent practical, **open space** areas shall be linked with **adjacent open spaces**, public parks, bicycle paths or pedestrian paths;
 8. pedestrian access points to the required **open space** areas from the interior of the PUD shall be provided and clearly identified by **signs** or a visible improved path for safe and convenient access;
 9. grading shall be minimal, with the intent to preserve existing topography and landscaping where practical; and

10. may contain ball fields, tennis courts, **swimming pools** and related **buildings**, community **buildings**, golf courses and similar recreational facilities. However, no more than fifty (50) percent of the required **open space** may contain any of these uses.

5.143. General Provisions

- (1) **Conditions.** Reasonable conditions may be imposed upon the PUD approval by the **planning commission** and/or **city council** as part of the final decision of the PUD application. The conditions imposed shall be recorded in the minutes of the approval action and shall remain unchanged except upon amendment of the PUD in accordance with the procedures of *Section 5.147*. Conditions may include, but are not limited to, those necessary to:
 - (a) Ensure that public services and facilities affected by the proposed land **use** and **site plan** will not be adversely affected;
 - (b) Ensure that the **use** is compatible with **adjacent land uses** and activities;
 - (c) 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;
 - (d) Ensure compatibility between the proposed **use** or activity and the rights of the city to perform its governmental functions;
 - (e) 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;
 - (f) Ensure compatibility with other **uses** of land in the vicinity;
 - (g) Ensure compliance with the final development plan and the provisions of this ordinance.
- (2) **Performance Guarantees.** The **city council** or **planning commission** may require reasonable performance guarantees in accordance with *Section 5.122* of this ordinance to ensure completion of specified improvements within the PUD.
- (3) **Interior Streets.** **Public or private streets** may be required to be extended to exterior **lot lines** in order to allow connection to existing or planned **streets** on **adjacent parcels** in order to provide for secondary access, continuity of the circulation system and to reduce traffic on **collector streets**.
- (4) **Time Limits.** Each PUD shall be under construction within twelve (12) months after the date of approval of the final development plan. If this requirement is not met, the **city council** may, in its discretion, grant one extension not exceeding up to twelve (12) additional months; provided that prior to the expiration of the initial twelve (12) month period, the applicant shall submit reasonable evidence in writing to the effect that unforeseen difficulties or special circumstances have been encountered, causing delay in commencement of the PUD. If the PUD has not been commenced within the initial twelve (12) month approval period, or within an authorized extension thereof, any building permits issued for the PUD or any part thereof shall be of no further effect. At the expiration of the

applicable period of time, the **planning commission** or **city council** may initiate proceedings for the rezoning of the property to some other **zoning district**.

5.144. PUD Review Procedures

The following procedures shall be followed in the establishment of any PUD:

- (1) **Pre-Application Conference.** Prior to filing a formal application for a PUD, the applicant shall meet with the **zoning administrator** and others, as the **zoning administrator** determines, in order to review the general character of the proposed development, i.e., its scope, nature and location. At this time, the applicant shall be advised of the PUD review procedures and the various information, studies, etc., which may be required as part of the review process.
- (2) **Preliminary PUD Application.** An application for rezoning to PUD shall be submitted to the **zoning administrator** on a form for that purpose, along with an application fee in accordance with the schedule of fees established by the **city council**. In addition, the application shall include the following:
 - (a) **Parallel Plan.** Residential **density** shall be determined through the preparation of a conventional development plan illustrating how the site could be developed in accordance with the basic requirements of this ordinance. A concept layout shall be prepared to scale showing, as applicable, single family and two family **lots**, townhome and multiple family **buildings**, parking, **setbacks** and **street** right-of-ways. The number of units that could be accommodated under the base zoning shall serve as maximum number permitted, unless a **density** bonus is approved in accordance with *Section 5.142(4)*. Live/work units located above main floor businesses shall not be counted toward the maximum number of **dwellings**.
 - (b) **Preliminary Development Plan.** A preliminary development plan containing the following information shall be submitted:
 1. a general location map;
 2. a legal description of the subject property;
 3. a title block, date, north arrow, scale, name and contact information of applicant and name and contact information of plan preparer;
 4. a current topographical map clearly showing existing topographic conditions, including contour intervals of no more than two (2) feet based on field survey or photogrammetric methods;
 5. a map showing the existing flood plains as indicated by the Federal Emergency Management Agency;
 6. a property boundary survey;
 7. the location of existing natural features including woods, streams, ponds, wetlands and steep (fifteen (15) percent or greater) slopes;
 8. existing land **uses** within the development site and surrounding areas for a distance of three hundred (300) feet, including the approximate location of all **buildings**, **structures**, **lots** and **streets** (an aerial photo may suffice);



9. the location and identification of existing and proposed public, semi-public or community facilities such as schools, parks, trails, **churches**, public **buildings** and dedicated **open space**;
10. existing zoning on all **abutting** properties;
11. the approximate location of existing and proposed utilities, including a preliminary utility and drainage concept plan;
12. **uses** proposed within the PUD;
13. number and type of **dwelling units** proposed, including the number and type of committed affordable units, if any;
14. conceptual layout;
15. the general location of proposed interior **streets** and access points to **abutting streets**;
16. the general location of off-street parking facilities and number of spaces proposed; and
17. perspective drawings or photographs of representative building types, indicating the proposed architectural style and appearance.

(c) Summary of Intent. A written statement containing the following information shall be submitted with the preliminary development plan:

1. a statement of how the proposed PUD meets each of the qualifying conditions of *Section 5.141*;
2. a statement of the present ownership of all land within the proposed development;
3. an explanation of the character of the proposed development including a summary of acres or square footage by type of **use**, number and type of **dwelling units**, gross density calculation for **dwelling units** and minimum standards for **floor area**, lot size and **setbacks**;
4. a complete description of any requested deviations from the applicable spatial or other requirements applying to the property, in accordance with *Section 5.142(3)*.
5. a general statement of the proposed development schedule and progression of each phase or stage; and
6. intended agreements, provisions and covenants to govern the **use** of the development, building materials or architectural styles and any common or **open space** areas, including the provisions which will organize, regulate and sustain the property owners association, if applicable.

(3) *Preliminary PUD Plan and Rezoning.*

- (a) Planning Commission Review. Upon receipt of the PUD application and related materials, the **planning commission** shall conduct a work session with the applicant to review the development concept and determine the need for additional information, if any, prior to conducting a public hearing.

- (b) Additional Information. If required by the **planning commission**, the applicant shall submit additional information and/or studies to support the request such as, but not limited to: impact assessment, traffic analysis, storm water study or a market feasibility study.
 - (c) Public Hearing. Upon completion of its initial review and following receipt of any additional materials, the **planning commission** shall conduct a public hearing, notice of which shall be in accordance with the requirements of *Section 5.192*.
 - (d) Recommendation. Following the public hearing, the **planning commission** shall review the PUD request and the preliminary development plan based on conformance with the standards of *Section 5.145* and shall make a recommendation to the **city council** to approve, deny or approve with modifications the request for PUD zoning and the preliminary development plan.
 - (e) City Council Action. Upon receipt of the **planning commission** recommendation, the **city council** shall conduct a public hearing, notice of which shall comply with the requirements of the Zoning Enabling Act, and review the preliminary development plan and the record of the **planning commission** proceedings. Based on the standards of *Section 5.145* and the recommendation of the **planning commission**, the **council** shall approve, deny or approve with modifications the preliminary development plan and rezoning request.
 - (f) Zoning Map. If the PUD zoning is approved, the **zoning administrator** shall cause the zoning map to be changed to indicate the planned unit development. If the preliminary development plan is approved with modifications, the applicant shall file with the **zoning administrator** written notice of consent to the modifications and a properly revised preliminary development plan prior to the map being changed.
- (4) Final Development Plan. Within twelve (12) months of the **city council**'s approval of the preliminary development plan and PUD rezoning, the applicant shall submit a final development plan for the entire PUD or one or more phases to the **zoning administrator**, in accordance with the requirements for Level B site plan review, as contained in *Table 5.119(1)* of this ordinance. If determined to be complete by the **zoning administrator**, copies of the plan shall be forwarded to the **planning commission**.
- (a) Phased Projects. If the PUD is to be developed in phases, the final development plan may be submitted for one or more phases of the overall PUD. A tentative schedule for the completion of each phase and commencement of the next phase shall also be submitted for **planning commission** approval.
 - (b) Extension of Time Limit. One extension of the time period for submitting the final development plan may be granted by the **planning commission** for up to an additional twelve (12) months if a request is submitted by the applicant in writing prior to the expiration of the original twelve (12) month approval period. If an application for final development plan approval has not been submitted prior to the expiration of the original twelve (12) months or an approved extension, the preliminary development plan shall be null and void. In addition, the **planning commission** or **city council** may initiate a rezoning of the property to another zoning district.
 - (c) Subdivision Plat. For any PUD requiring subdivision plat or site condominium approval, the subdivision plat or site condominium shall be submitted



simultaneously with the final development plan and reviewed concurrently as part of the PUD.

- (d) **Review and Action.** The **planning commission** shall review the final development plan in relation to its conformance with the preliminary development plan and any conditions or modifications attached to the PUD rezoning by the **city council**. If it is determined that the final plan does not substantially conform to the preliminary development plan, the review process shall be conducted as a preliminary development plan review, in accordance with *Section 5.144(3)*. If the final development plan is consistent with the approved preliminary development plan, the **planning commission** shall review the final plan in accordance with the standards for site plan review, *Section 5.120* and the PUD standards of *Section 5.145*. The **planning commission** shall prepare a record of its findings and shall approve, deny or approve with modifications the final development plan.

5.145. Review Standards

In considering the PUD request, the reviewing body must find that the proposed development meets all of the following general standards:

- (1) The PUD will promote the intent and purpose of this Article.
- (2) The PUD will comply with the standards, conditions and requirements of this Article.
- (3) The proposed project will be compatible with **adjacent uses** of land, the natural environment and the capacities of public services and facilities affected by the proposed project.
- (4) The proposed project will be consistent with the public health, safety and welfare needs of the city.
- (5) Granting the PUD rezoning will result in a recognizable and substantial benefit to ultimate users of the project and to the community which would not otherwise be feasible or achievable under the conventional **zoning districts**.
- (6) The PUD will not result in a significant increase in the need for public services and facilities and will not place a significant burden upon surrounding lands or the natural environment, unless the resulting adverse effects are adequately provided for or mitigated by features of the PUD as approved.
- (7) The PUD will be consistent with the city's **master plan** and the following planning principles, as applicable:
 - (a) Redevelopment and infill locations should be favored over greenfield development;
 - (b) Natural features and resources should be preserved or at least conserved;
 - (c) Future development/redevelopment shall strengthen the physical character of the city;
 - (d) Quality design is emphasized for all **uses** to create an attractive, distinctive public and private realm;
 - (e) Places are created with an integrated mix of **uses** that contribute to the city's identity and vitality;

- (f) Diverse housing choices are offered, including relatively high **density** and affordable units;
 - (g) Parks, **open space** and recreational areas are incorporated into future development; and
 - (h) Places are connected and accessible throughout the community by transportation methods other than automobiles.
- (8) The PUD will respect or enhance the established or planned character, **use** and intensity of development within the area of the city where it is to be located.

5.146. Development Agreement

- (1) Prior to issuance of any building permits or commencement of construction on any portion of the PUD, the applicant shall enter into an agreement with the city in a recordable form, that sets forth the applicant's obligations with respect to the PUD.
- (2) The agreement shall describe all improvements to be constructed as part of the PUD and shall incorporate, by reference, the final development plan with all required modifications, other documents which comprise the approved PUD and all conditions attached to the approval by the city.
- (3) A phasing plan shall also be submitted, if applicable, describing the intended schedule for start and completion of each phase and the improvements to be undertaken in each phase.
- (4) The agreement shall also establish the remedies of the city in the event of default by the applicant in carrying out the PUD and shall be binding on all successors in interest to the applicant.
- (5) All documents shall be executed and recorded in Charlevoix County.

5.147. Deviations From Approved Final PUD Site Plan

Changes to an approved PUD shall be permitted only under the following circumstances:

- (1) *Notify Zoning Administrator.* The holder of an approved PUD final development plan shall notify the **zoning administrator** of any desired change to the approved PUD.
- (2) *Minor Change Determination.* Minor changes may be approved by the **zoning administrator** upon determining that the proposed revision(s) will not alter the basic design and character of the PUD, nor any specified modifications imposed as part of the original approval. Minor changes shall include the following:
 - (a) reduction of the size of any **building** and/or **sign**;
 - (b) movement of **buildings** and/or **signs** by no more than ten (10) feet;
 - (c) landscaping approved in the final development plan that is replaced by similar landscaping to an equal or greater extent;
 - (d) changes in floor plans which do not alter the character of the **use** or increase the amount of required parking;
 - (e) internal rearrangement of a **parking lot** that does not affect the number of **parking spaces** or alter access locations or design; or



- (f) changes required or requested by the City of Charlevoix or any other county, state or federal regulatory agency in order to conform to other laws or regulations.
- (3) *Major Change Determination.* A proposed change not determined by the **zoning administrator** to be minor shall be submitted as an amendment to the PUD and shall be processed in the same manner as the original PUD application for the final development plan. While not required, the **planning commission** may elect to hold a public hearing in which case the notification requirements of *Section 5.144(3)(c)* shall be followed.

5.148. Appeals and Variances

The **zoning board of appeals** shall have no jurisdiction or authority to accept or consider an appeal from any PUD determination or decision, or any part thereof, nor shall the **zoning board of appeals** have authority to grant **variances** for or with respect to a PUD or any part thereof.

THIS PAGE INTENTIONALLY LEFT BLANK



MEMO

TO: PLANNING COMMISSION

FROM: ANNIE DOYLE, MAIN STREET/DDA EXECUTIVE DIRECTOR

DATE: FEBRUARY 8, 2016

SUBJECT: BIKE RACK DONATIONS - \$2,000 FROM THE LABLANCE FAMILY

Summary/Background

The LaBlance Family approached the Main Street/DDA office in the spring of 2015 with the desire to donate a bike rack to the community with the funds received in memory of their late family member, Tim LaBlance. According to the newly created Donations Acceptance Policy, Planning Commission approval is need for this donation as it is not on the pre-approved list of donations.

Staff presented the concept of a bike rack donation to the Planning Commission at the 2015 regularly scheduled meeting and was given permission to create a recommendation for design and location.

In consultation with family member, Marc LaBlance, the following attachment shows images of two proposed types of bike racks for consideration. The \$2,000 donation would pay for 2-3 of the proposed bike racks. Local vendors are also being researched for estimates for these types of bike racks.

The proposed location options are in Bridge Park or at the Charlevoix Public Library.

Recommended Action

That the Planning Commission make a recommendation on location and design for the bike rack(s) and authorize staff to present the information to City Council for final approval.

Other Options

1. Do not make a recommendation
2. Some other action as determined by the Planning Commission

BIKE RACK DONATION DESIGN OPTIONS

Coil Back Rack www.theparkcatalog.com

\$542

Coil Bike Rack- 6, 8, 10 Bikes

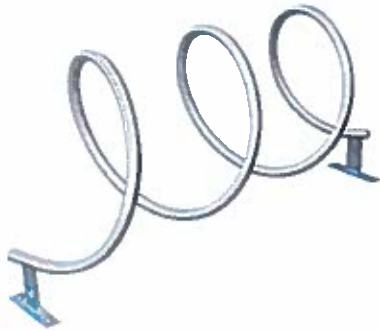
Bike-Coil Racks provide a secure and creative way to secure bikes. The continuous steel coil provides stability for the bikes and the smooth edges protect the bike's finish. Rugged construction from 1.9" diameter steel tube assures durability and security. Lasting beauty is provided with a glossy Polyester Powder top coat available in a variety of colors.

Note: This bike rack is available in surface and in-ground mounts.



Dero Helix Bike Rack www.schooloutfitters.com

\$384.99



Dero's whimsical Helix Bike Rack features an efficient double-sided design that livens up any outdoor space. Bike wheels and frame can be secured to the sturdy steel rack using u-locks (not included). The unique curve and pitch of the Helix make this rack virtually impossible to cut. Use several together to give the impression of one long spiral. Choose from several attractive finish options. Includes surface mount.

Material: 1 1/4" pipe steel

Diameter: 1 2/3"

Capacity: 6 bikes

Mount Type: Surface

Length: 62"

Height: 32 1/2"

Assembly: Ships assembled.

Installation: required.

Weight: 55.0 lbs.

Chapter 3. Community Vision and Goals

3.1 Public Involvement

Charlevoix's master plan was prepared in a way that maximized public participation. Dating back to 2004, the Planning Commission and staff held numerous public meetings, visioning sessions, and administered two community surveys to seek input. The results of these discussions were then reflected in plan goals. Specific outreach activities included, but were not limited to the following:

- 2004: Charlevoix participates in a Regional Multi-Jurisdiction Smart Growth Planning Initiative, addressing issues about transportation, housing, economic development, environmental protection, and the delivery of public services. (See Appendix E)
- 2005-06: City Planner works with the Planning Commission to undertake a community survey, holds a community meeting to gather input, and drafts the 2006 Plan Revision- Goals, Objectives and Policies. (See Appendix D)
- 2008: To help better define goals, objectives, and policies, the Planning Commission holds multiple meetings and training sessions on master plan topics.
- 2009: Four high school government classes discuss the master plan with the City Planner and respond to a survey. (See Appendix B)

Most recently, in February of 2009, about 800 community surveys were distributed to property owners, residents, business owners, and civic organizations to seek additional input. To ensure renters, year-round and season residents, were included, the



sample was based on property tax and voter registration records. The 85 question survey covered many topics including housing, economic development, city services, parks and recreation, future development, airport operations, and historic preservation. Again, the survey results were evaluated and helped better define the community vision, goals, objectives and action items. The survey and results can be found in Ap-

CITY OF CHARLEVOIX COMMUNITY SURVEY

In accordance with Michigan law (Michigan Planning Enabling Act, M.C.L. 157.2404), the City of Charlevoix Planning Commission is conducting a master plan for the City of Charlevoix. A master plan is a long-term vision for the City that sets local goals, objectives, and policies for community growth and/or redevelopment. The Master Plan is essentially a framework document outlining what the community will look like in the future and how future goals will be accomplished. The Master Plan will serve as a guide for future development, transportation, infrastructure, parks and recreation, etc. Master-planned communities result in higher property values, safer streets and intersections, higher quality of city services, and a more attractive lifestyle for tourism, and new or existing businesses.

An essential first step in the update of the City of Charlevoix Master Plan, the Planning Department is asking City of Charlevoix residents, businesses, and property owners to complete this survey. The time you spend to answer these questions is critical toward helping shape the new Charlevoix Master Plan, and, in turn, the future of the City of Charlevoix. Please understand the results of this survey will not necessarily result in policy changes, new policy, or discontinuing existing policies. The intent is to gather valuable information to make the City a better place to live, work and to visit. Your input is important and appreciated. There are no "right" or "wrong" answers to this survey. The survey was designed to take less than 15 minutes. If you do not have enough information to answer a question, skip it or check the "no opinion" box. If you have questions or concerns not covered in this survey, you are encouraged to include them in the space provided at the end of this survey. You may also return them to the Charlevoix City Planner, Mike Spence (see contact information below).

You must be a **RESIDENT, RENTER, OR PROPERTY OWNER** or **BUSINESS OWNER** in the City to complete this survey. You must submit this survey page and the survey. These staff members that you are a registered voter or property owner the survey will be returned automatically. We have to ensure that the information gathered is valid and not affected by special interests or individuals outside the Community. This will also ensure that we gather information from a broad sample of individuals throughout the City.

How do I get a copy of the Survey and what do I do once completed? Roughly 800 surveys are being mailed out to a random sample of city property owners and registered voters. If you do not receive one in the mail, but would like to complete the survey, it can be downloaded from the City website at www.charlevoixmi.gov. They can also be e-mailed, faxed, or mailed upon request. Once completed, the survey can be mailed to the City Planning Office. Physical postage return can be provided upon request. Completed surveys may also be returned by fax or e-mail to the City Planner.

SURVEY DUE DATE
April 24, 2009

Mike Spence, City Planner
210 State Street, Charlevoix, MI 49723
mispence@charlevoixmi.gov
Phone: 831-547-3945, Fax: 831-547-3917

Name _____
City of Charlevoix Address _____

pendix A.

3.2 “Smart Growth” and the City of Charlevoix.

Charlevoix is committed to the principles of Smart Growth, which is an initiative that began to evolve in the early 1990s. Its overall goal is to provide a framework for communities to grow in ways that support economic development and jobs; create strong neighborhoods with a wide range of housing, commercial, and transportation options; and achieve healthy communities that provide residents with a clean environment. The following principles are the foundation for achieving Smart Growth. More information can be found in Appendix G.

1. Provide a mix of land uses.
2. Take advantage of compact building design.
3. Create a range of housing opportunities and choices.
4. Create walkable neighborhoods.
5. Foster distinctive, attractive communities with a strong sense of place.
6. Preserve open space, farmland, natural beauty, and critical environmental areas.
7. Strengthen and direct development to existing communities.
8. Provide a variety of transportation choices.
9. Make development decisions predictable, fair, and cost effective.
10. Encourage community and stakeholder collaboration in development decisions.

Both the Michigan Association of Planning and the Charlevoix County Future Land Use Plan identify the need and importance of Smart Growth and encourage municipalities

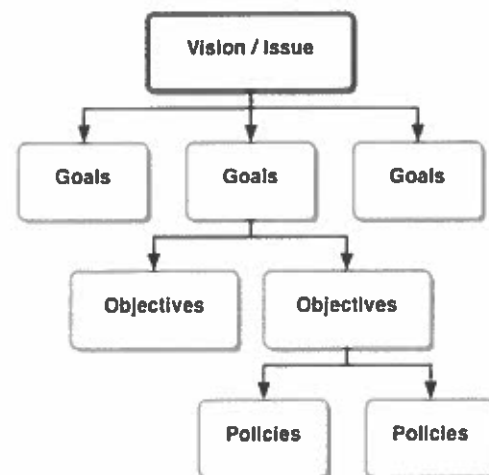
to integrate these principles into master plans, land use regulations, and policies. Consequently, based on public input and guided by the County Future Land Use Plan, a number of Smart Growth principles have been integrated into this Master Plan.

3.3 How this Chapter is organized.

The chapter begins with a short vision statement that describes community values and a future direction for Charlevoix. Following that are six broad goals, which help define *how* the community will achieve its vision.

Each goal is further supported by more focused and specific objectives. Finally, for each objective, bulleted policies, or action items are identified that are to be completed over time to implement plan recommendations. Chapter 5 also contains an implementation matrix that outlines who is responsible for a particular action item, when it should be done, and which funding sources are available for its completion.

The following diagram shows how goals, objectives, and action items are organized:



3.4 The Vision Statement

While the Master Plan is an expression of Charlevoix's commitment to its future, the following vision statement is its underpinning:

"Charlevoix will strive to be the focal point for the region and build on its distinctive character, downtown, and diverse neighborhoods; while respecting its unique setting and environment and creating a foundation for future economic prosperity and personal success."



3.5 Community Goals, Objectives, and Action Items.

GOAL: *Protect and enhance Charlevoix's small town character, unique downtown, cultural and historic resources, and scenic beauty.*

1.1 PRESERVE AND ENHANCE CHARLEVOIX'S UNIQUE SMALL TOWN CHARACTER

- Inventory and analyze the features contributing to Charlevoix's character; identify how development regulations can best protect and/or enhance them.
- ~~Educate and involve the public in~~

~~exploring form-based zoning codes that support streetscape and commercial and neighborhood design based on community context and character.~~

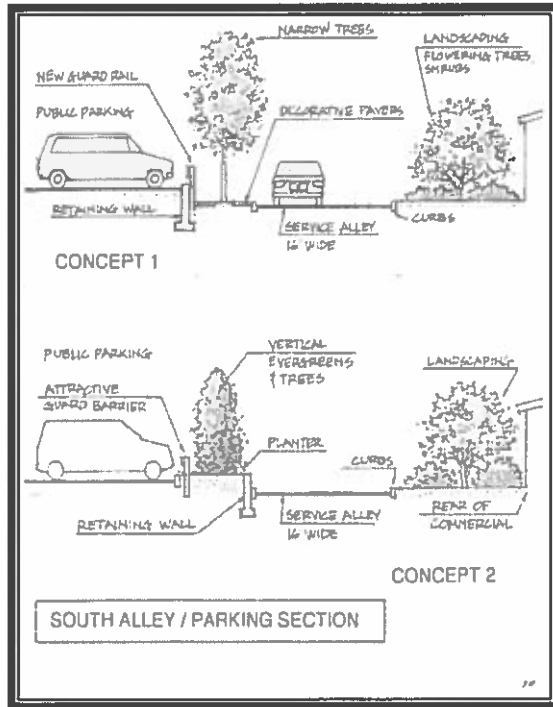
- Revise zoning regulations to limit strip commercial and encourage smaller scale development on commercial corridors with established maximum building sizes and parking away from the street side of buildings.
- Work with area townships, including Charlevoix, Marion, and Hayes on a regional plan to define appropriate locations for large scale commercial, or big box stores.
- ~~Amend the zoning ordinance to regulate certain land uses, including sexually-oriented businesses and those related to medical marijuana.~~
- Continue to enforce ~~amend~~ the nuisance ordinance and look into adopting a property maintenance ordinance to better address the clean-up of blighted or poorly maintained properties.
- Research the feasibility of establishing a rental inspection program, and/or property maintenance ordinance.

1.2 ENHANCE SCENIC BEAUTY

- Coordinate ongoing efforts with City staff, MDOT, Charlevoix County and surrounding townships, and seek public input to secure grant funding for Corridor Improvement Districts on US 31 and M-66.
- ~~Establish~~ Enforce existing consistent landscaping design standards for commercial development, parking lots, and public lands consistently.
- Support Keep Charlevoix Beautiful

(KCB) and its petunia planting program, based on future budget considerations.

- Continue to support the Shade Tree Commission and expand the Tree Planting Program, based on budget considerations. Seek alternative forms of funding, such as donations and grants.



1.3 PRESERVE AND ENHANCE THE DOWNTOWN.

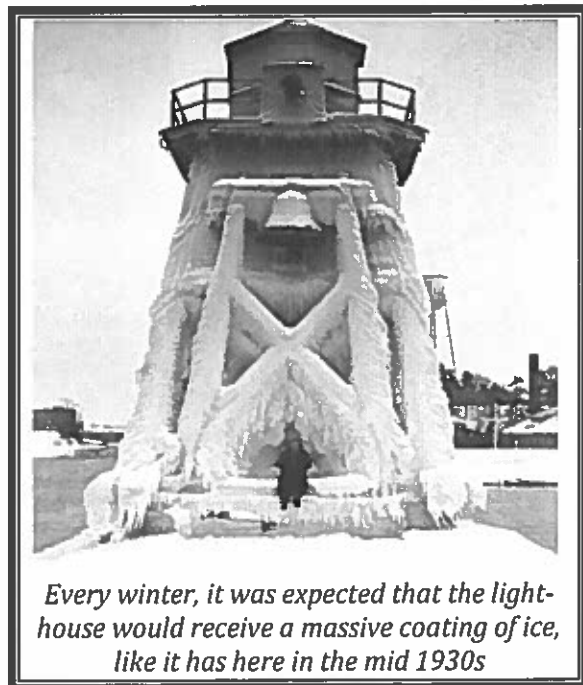
- Support the efforts of the Charlevoix Main Street boards and volunteers as the program expands.
- Involve and educate the general public, building and business owners, and the DDA about the potential demand for greater flexibility in the Central Business District zone's allowed uses, form-based zoning codes as a means of providing a consistent building character and an appropriate mix of downtown uses.
- Investigate the demand for services that support local initiatives, such

as Trail Towns, and focus economic development strategies and promotions appropriately.

- ~~Amend the zoning ordinance to allow flexible parking requirements and higher densities.~~

1.4 PROTECT HISTORIC AND CULTURAL RESOURCES.

- Continue to support the efforts of the Historic District Commission and the Charlevoix Historical Society.
- Continue educating property owners about historic districts and seek to establish districts where there is strong support.
- Support efforts by the Historical Society to design and locate a privately funded kiosk that provides historical information about Charlevoix and promotes the Harsha House Museum.
- Support improvements and long-term maintenance of the lighthouse.



GOAL: *Maintain a diverse, regional economy that supports sustainable year-round business development and enhances Charlevoix as a tourism and second home destination.*

2.1 ENCOURAGE REGIONAL COLLABORATION ON ECONOMIC DEVELOPMENT

- Continue collaboration with the Chamber of Commerce, local governments, and the business community ~~to form a Charlevoix Area Economic Development Corporation that is charged with~~ regarding regional economic development.
- Support efforts to ~~prepare and~~ implement the Regional Comprehensive Development Strategy (CEDS) put out by Networks Northwest, designed to retain, grow, and attract new business.
- Aggressively market and provide incentives to businesses in emerging industries.
- Support and promote technological advances, such as high speed internet and fiber optic networks in Charlevoix to encourage economic development.
- Evaluate, and if necessary, amend the Industrial Tax Abatement Program so that Charlevoix remains competitive.
- Coordinate with Charlevoix Township, community leaders, and property owners to plan for and promote future development. ~~of the Ancestral Industrial Park.~~
- Work with surrounding townships to identify other suitable areas for economic development; explore 425 agreements where appropriate.
- Explore a program to waive or reduce utility extension, or hookup fees for businesses seeking to expand.

- Continue to support and promote expanding Coast Guard operations in Charlevoix.

2.2 PROMOTE CHARLEVOIX AND THE REGION AS A VIABLE PLACE TO LIVE AND WORK YEAR-ROUND. TOURIST AND SECOND HOME DESTINATION.

- Encourage and utilize Placemaking strategies as a way to promote Charlevoix as a place to live and work full-time.
- Continue to support and work with the Chamber, CVB, and other community groups to promote and expand events, festivals, and recreation opportunities.
- Promote diverse and viable housing options by encouraging developers through affordable housing incentives and flexible Zoning Ordinance requirements.
- Work with the real estate community to help market Charlevoix to targeted groups interested in relocating to the area. ~~or purchasing a second home.~~

2.3 ENCOURAGE ECONOMIC SUSTAINABILITY AND GROWTH IN DOWNTOWN CHARLEVOIX

- Work with the DDA, Chamber of Commerce, Charlevoix Main Street Merchants Organization, and the Convention and Visitors Bureau to develop and implement a downtown marketing plan that serves to retain existing establishments, while attracting new businesses and residents to fill vacant or underutilized buildings.
- Support and expand current downtown winter activities and pursue other winter recreational or promotional events ~~in East Park.~~
- Support ~~Investigate~~ the Michigan Main Street Program as a way of en-

couraging economic development and providing tax credits for downtown redevelopment projects.



GOAL: *Work cooperatively with surrounding municipalities, governmental agencies, non-profits, and private sector organizations on a variety of issues.*

3.1 COOPERATE WITH CHARLEVOIX TOWNSHIP ON PLANNING AND ZONING.

- Hold an annual meeting between the Charlevoix and Charlevoix Township Planning Commissions to discuss land use related topics and resolve any zoning issues.
- For border areas and properties, coordinate land uses, zoning regulations and street extensions that expand the City's grid.

3.2 COORDINATE EFFORTS TO PROVIDE SAFE AND EFFICIENT TRANSPORTATION SYSTEMS

- Host an annual meeting between the City, MDOT, Charlevoix County, and surrounding townships to discuss transportation-related issues, enhancements, and funding opportunities.
- Work with MDOT to study summer-time traffic counts, review potential options to alleviate related traffic congestion and evaluate development proposals that may affect US 31 traffic, in particular for areas where there is no secondary access, such as West Dixon.
- Hire a qualified transportation consultant, if financing is available, to

evaluate transportation issues and recommended enhancements.

- Explore the feasibility and funding mechanisms to construct an underground pedestrian crossing under U.S. 31 on the north side.

3.3 WORK COOPERATIVELY TO ENCOURAGE AND FACILITATE ALTERNATIVE FORMS OF TRANSPORTATION.

- Evaluate the local transportation system and look to integrate "complete streets" policies for future infrastructure planning and design.
- Increase public awareness and provide better signs that mark routes to promote walking and biking.
- 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 planning, design, and construction phases.
- Work with surrounding communities and Charlevoix County to in the development of a regional trail system to connect with Boyne City, East Jordan, and Elk Rapids.
- Inventory existing sidewalks and identify and prioritize new sidewalk connections.



3.4 COORDINATE EFFORTS ON NATURAL RESOURCE PROTECTION.

- Work cooperatively with all jurisdictions to adopt a unified Stormwater Control Ordinance for Charlevoix County.
- Work with the Charlevoix County Planning Commission to evaluate current and future industrial and/or mining operations that may impact natural resources and coordinate their appropriate locations and zoning regulations to minimize their impacts.
- Work with organizations like Tip of The Mitt Watershed Council, the Little Traverse Land Conservancy, and the Lake Charlevoix Association to inform the public on water quality protection measures and conservation easements.
- Encourage a county-wide land bank or a transfer of development rights program.



***GOAL:** Provide high quality public services, infrastructure, utilities, and amenities to Charlevoix that are sustainable and cost effective.*

4.1 PROVIDE HIGH QUALITY PUBLIC SERVICES AND INFRASTRUCTURE AT A LOWER COST TO THE TAXPAYERS.

- Study public service consolidation with surrounding communities so that costs can be lowered, while maintaining or improving quality.
- Increase municipal water, sewer, and electric users to spread out operational costs.
- Cooperate with surrounding townships to expand infrastructure into areas without public water and sewer in a manner that does not encourage sprawl.
- 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 relocating the Street Department to 401 West Carpenter behind the Electric Department.

GOAL: *Reflect high environmental standards in land use policies, public education and in the design of municipal facilities, utilities, and stormwater management systems.*

5.1 IMPROVE WATER QUALITY PROTECTION

- Seek grant funding to complete a comprehensive study of the municipal stormwater management system.
- Continue to implement best management practices to address stormwater quantity and quality.
- Provide signs at the Marina and City boat launch concerning boat maintenance and measures to control the spread of invasive species.
- Educate the public about ways to mitigate impacts on the stormwater system from lawn clippings, leaves and other organic waste.
- Closely monitor the municipal water supply system to minimize or prevent leaks and/or ruptures.
- Study options and consider implementing alternative methods of storing and collecting yard waste



This is one of the recently completed rain gardens incorporated into the Park Avenue storm drainage system.

5.2 INTEGRATE ENVIRONMENTAL BEST PRACTICES INTO CITY UTILITIES AND OPERATIONS.

- Promote the County Recycling Program and investigate curbside recycling.
- Consider hybrid, electric, or more fuel efficient vehicles when replacing the City fleet.
- Continue to purchase electricity from renewable energy sources.
- Coordinate with the county and area townships to support renewable energy sources, such as off-shore wind power.
- 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 Charlevoix County Recycling Committee to seek grant funding for a glass pulverizer.
- Continue to upgrade City facilities with energy features such as LED lights, motion sensing lights, and more efficient HVAC systems.

***GOAL:** Encourage higher density, infill development and/or redevelopment consistent with surrounding land uses and neighborhood character.*

6.1 ENCOURAGE HIGHER DENSITY IN APPROPRIATE LOCATIONS.

- Amend the zoning ordinance, and consider a form-based code to accommodate higher densities in appropriate neighborhoods and the downtown.
- Provide incentives for higher density developments.

6.2 PROMOTE INFILL DEVELOPMENT

- Amend the Zoning Ordinance to allow for further subdividing and subsequent development of vacant land provided that it is consistent with the surrounding neighborhood.