CITY OF CHARLEVOIX

Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, October 10, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

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. Draft Minutes of September 12, 2022

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Hearing: 101 Leonard Special Land Use Permit Application
2. 101 Leonard Site Plan Review
3. Public Hearing: City of Charlevoix Master Plan
4. Public Hearing: Zoning Ordinance Amendments
5. Bed and Breakfast Parking Standards Discussion
6. Code Enforcement/Outdoor Storage Discussion
7. Expanding Housing Types Discussion

H. Old Business

1. October 24, 2022 Special Meeting

I. Staff Updates

1. Zoning Administrator's Report

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
Planning Commission Regular Meeting minutes
Monday, September 12, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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:	
Staff Present:	Jennifer Neal, Community Planner; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

E. Approval of the Minutes

1. August 8, 2022 Draft Meeting Minutes
   Motion by Member Radke, seconded by Member Felter to approve the minutes of August 8, 2022 as presented.
   Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Public Hearing: 101 Leonard Special Land Use Permit Application
   The public hearing was opened. Members of the public were heard. The public hearing was closed.
2. 101 Leonard Site Plan Review
   Chair Waddell received a message from Member Chamberlain requesting a full site plan prepared and submitted for review for the subject property. Member Chamberlain identified potential parking conflicts and other site conditions that could impact their decision. Chair Waddell identified the past precedent of requiring a site plan and wished to allow the applicant an opportunity to attend the meeting in person. It was noted that the applicant was available via phone.

Motion by Member Chamberlain, seconded by Member Millington to postpone the site plan review and require a site plan to be prepared by the applicant.
Motion passed by unanimous voice vote.

3. 205 Bridge Street Site Plan Review

   Chair Waddell identified the applicant, Rodney Rotman, who is proposing construction of a 3rd floor outdoor rooftop space located at 205 Bridge Street. Chair Waddell noted to pay particular attention to the building height; Zoning Administrator Koch confirmed that based on her calculations, the building height meets all regulations. Member Chamberlain noted the glass railings atop the building surrounding the rooftop space. Member Radke asked if the rooftop space is reserved for residents only. The applicant responded in the affirmative, the space will be reserved for building occupants.

   Motion by Member Chamberlain, seconded by Member Radke, to approve the site plan as presented.
   Motion passed by unanimous voice vote.

4. Building Height Corrective Language Amendment

   Zoning Administrator Koch prepared language to amend the Zoning Ordinance with regard to building height and structure height calculations. Discussion followed regarding occupancy of spaces not intended for residential use. The Commission requested to incorporate "unoccupied" to signify the specified structures are not permitted for residential use.

   Motion by Member Chamberlain, seconded by Member Felter, to hold a public hearing for the building height amendment with changes.
   Motion passed by unanimous voice vote.

5. Building Height Story Amendment

   Zoning Administrator Koch prepared language to amend the Zoning Ordinance with regard to building height and maximum number of stories. Chair Waddell noted staff was requested to present the amended language after the Commission reviewed comparison ordinances, especially the City of Harbor Springs. Member Chamberlain noted the reason for including half stories, provided a commonly accepted definition, and described half stories as historically workforce housing spaces in attics. Discussion followed. The Commission agreed the amended headers provided clarification. Member Chamberlain preferred to remove the number of stories because the height number specified the permitted height. Member Muladore preferred to keep the number of stories for downtown; however, specific stories in residential districts are not necessary. Member Conway requested additional discussion to hear the arguments presented for the proposed amendment. Member Chamberlain considered the restrictions an impetus to tear down existing buildings and build new.

   Motion by Member Muladore, seconded by Member Felter, to hold a public hearing for the building height and story amendment with headers and cross-references but remove number of stories.
   Motion passed by unanimous voice vote.

6. Residential Unit Size Amendment

Chair Waddell presented the proposed Zoning Ordinance amendment as a follow up to an earlier discussion related to minimum permitted unit sizes. The proposed amendment is an opportunity to expand "missing middle" housing types, including duplexes and quadplexes in residential zoning districts. Chair Waddell expects to have additional discussion about minimum lot sizes and a review of properties previously identified for R2A zoning.

Motion by Member Radke, seconded by Member Muladore, to hold a public hearing for the residential unit size amendment as presented.
Motion passed by unanimous voice vote.

7. Revised ADU Architectural Standards Amendment

   Planner Neal presented the proposed ADU (Accessory Dwelling Unit) Architectural Standards to the Commission after multiple revisions by the Commission and City Attorney. Planner Neal asked the Commission to consider if the proposed amendment met the Commission's expectations. The Commission confirmed the proposed amendment does meet expectations.

   Motion by Member Conway, seconded by Member Radke, to hold a public hearing for the ADU architectural standards amendment as presented.
   Motion passed by unanimous voice vote.

8. Special Meeting Proposal

   Chair Waddell requested the Commission consider holding a joint meeting with members of the Downtown Development Authority, Historic District Commission, Charlevoix Chamber, Shade Tree and Park Commission, and the Zoning Board of Appeals. The Commission agreed and requested the meeting be held on October 24 at 6:30 pm. Chair Waddell will reach out to representatives from each committee to confirm their attendance.

9. Housing Yes! Discussion

   Member Conway presented the continued need for new, affordable housing in Charlevoix. The City faces many challenges, including a decline in the number of young families, school-age children, and an aging population. The City has also accomplished many things and is ripe for redevelopment. Redevelopment should be done so as to preserve historical resources, green space, and Charlevoix's unique character. However, there is an opportunity to support redevelopment by connecting potential developers who are interested in projects within the City with City staff who are knowledgeable about the regulations for development. The City's graduation from the Main Street Program cuts the City off from grants and missing middle housing opportunities, but tax incentives, knowledge of development practices, and current zoning changes can help the City make more progress. Member Conway would like to propose City staff expand their scope of work to include conversations and meetings with prospective developers. Member Conway will reach out to the City Manager to discuss opportunities to include planning and zoning staff in development discussions. No action was taken.

H. Old Business

1. Downtown Signage Amendment Update

   A public hearing will be held on October 10, 2022. No discussion was held.

2. Master Plan Update

A public hearing will be held on October 10, 2022. No discussion was held.

I. Staff Updates

1. Zoning Administrator's Report

   Zoning Administrator Koch prepared a monthly report of activities for the Commission. No discussion was held.

J. Requests For Next Months Agenda or Research Items

Chair Waddell requested to review the memo prepared by Faith, Code Enforcement Officer, language for outdoor storage, language for bed &breakfast parking standards, R2A district changes as requested, and public hearings as discussed.

K. Adjournment by 8:00 p.m. unless extended by a motion

Motion by Member Millington, seconded by Member Felter to adjourn the meeting at 7:59 pm. **Motion passed by unanimous voice vote.**

Sarah Dvoracek/jn	City Clerk	RJ Waddell	Chair

Charlevoix Planning Commission

New Business

Title: Public Hearing: 101 Leonard Special Land Use Permit Application
Date: October 10, 2022

Presented By: Janet Koch, Zoning Administrator

Background:
The Applicant, Laura and Donald Jasurda, are requesting approval of a bed and breakfast use in the R-1 district in an existing home; the application indicates that there will be no additional construction. Bed and breakfast establishments are an allowed use with a Special Use Permit in both the R-1 and the R-2 zoning districts. This property is in the R-1 district. The subject property is located at 101 Leonard St.

Recommendation:

Attachments:
1. 101 Leonard-1-Staff Report REV
2. 101 Leonard-2-Application
3. 101 Leonard-3-Site Plan
4. 101 Leonard-4-Applicant statement a
5. 101 Leonard-4-Applicant statement b
6. 101 Leonard-5-Public comments
7. 101 Leonard - Public comment recieved post-packet

PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE:	**Special Land Use Permit Application. Project 2022-02 SU** **101 Leonard Street**
HEARING DATE:	Monday, October 12, 2022 at 6:00 PM
PRESENTED BY:	Janet Koch, City Zoning Administrator

ATTACHMENTS:	**1. Application from the applicant dated 8-2-2022** **2. Site Plan** **3. Applicant Statement dated 9-11-2022** **4. Written & oral public comment (19)** **5. City of Charlevoix Zoning Ordinance**

I. GENERAL INFORMATION

Applicant:	Laura & Donald Jasurda
Parcel Number:	052-355-027-00
Property Owner:	Jasurda Donald F rev trust 1/2 int & Jasurda Laura A rev 101 Leonard St. Charlevoix, MI 49720
Requested Action:	Approval of Special Land Use Permit application
Zoning:	R-1 Low Density Family Residential District
Property Location:	101 Leonard St.; the property is on the southeast corner of Leonard and Eaton Streets
Property Size:	Avg. dimensions are 146.9’ x 172.22’; approx. 25,300 square feet
Existing Land Use:	Single family detached residential Property has an active Short Term Rental license
Adjacent Land Uses:	The contiguous property to the south is currently vacant. There are single-family homes across Leonard Street to the west, across Eaton Street to the north, and across Terrace Street to the east.
Adjacent Zoning:	Property is surrounded by R-1 zoning.

Summary of Public Comments:
There were 33 parcels in the 300' notification area with 29 different owner addresses. 19 public comments are included with the agenda packet. There was one additional phone call noting traffic concerns, but the caller did not leave a name.

- 13 of the 19 comments were confirmed to be in the 300' notification area.
- Comment breakdown:
  - 2 in favor (essentially duplicate letters from the same party)
  - 12 against (three from owners of one property inside the 300' notification area)
  - 5 with concerns primarily about traffic

II. PROJECT DESCRIPTION/LOCATION

The applicant is requesting approval of a bed and breakfast use in the R-1 district in an existing home; the application indicates that there will be no additional construction. Bed and breakfast establishments are an allowed use with a Special Use Permit in both the R-1 and the R-2 zoning districts. This property is in the R-1 district. The subject property is located at 101 Leonard St.

Aerial imagery obtained from Charlevoix County website 8-29-2022

Aerial imagery obtained from Google Earth 8-29-2022

Photo of 101 Antrim St. obtained from Google Earth 8-29-2022

II. AUTHORITY AND REQUIREMENTS

The Planning Commission is the governing authority for Special Land Use applications. Per the Zoning Ordinance, the decision to grant or deny approval for a Special Land Use is a Planning Commission decision. As the application under consideration states that, if approved, the change in use would not result in new construction, a site plan review is not necessary. The purpose of this Staff Report is to evaluate this proposal against the procedures and criteria outlined in Sections 153.250 through 153.257 of the current City of Charlevoix Zoning Ordinance.

The fee for the Special Land Use application was submitted on August 2, 2022. The Planning Commission, during their September 12, 2022 meeting, requested that the applicant provide a site plan, which was submitted the following week. The notice for a second public hearing was advertised in the *Charlevoix Courier* on September 23, 2022. Notice of the hearing was sent to addresses within 300 feet per the requirements of the Zoning Ordinance and the Zoning Enabling Act, Public Act 110 of 2006, as amended.

The permitted Uses By Right and the Special Land Uses allowed in the R-1 Low Density Single Family Residential District are listed in Table 153.071 - Allowed Uses in Residential Zones.

Per Table 153.071, the uses permitted by Right in R-1 are as follows:

a) Single-family dwellings, detached
b) Accessory uses, buildings, and structures
c) Minor home occupations
d) Solar panels
e) Wind energy conversion systems
f) Rentals
g) Public parks/playgrounds
h) Athletic courts
i) Churches and customary related uses
j) Essential service, publicly owned
k) Site condominium

Per Table 153.071, allowed as Special Land Uses in R-1 are:

a) Bed and Breakfast establishments
b) Boathouses, upland dredging
c) Family day care home
d) Group day care home
e) Adult foster care family home
f) Foster family home and foster family group home
g) Major home occupation
h) Adult foster care small group home
i) Boarding/rooming house
j) Day care center/nursery

IV. SITE PLAN REVIEW

The following section is taken directly from Sections 153.250 through 153.257 of the Ordinance with staff suggested findings of fact below each criterion in italics. **Staff has drafted findings of fact of approval *and* of denial as a starting point for discussion.** The Planning Commission may delete, add to, or modify the findings of fact as they feel are appropriate. The Planning Commission must find that this proposal meets all the following criteria before considering a motion to approve.

153.250 Intent: Special uses are uses of land specifically permitted within a zoning district only by the approval of the Planning Commission, following a review of the use and its

potential impact on its surroundings. Special uses are generally consistent with the purpose of the zoning district in which they are permitted but, due to unique operational characteristics, may not be desirable or compatible in all locations within the district. Factors such as traffic, hours of operation, noise, odor or similar potential nuisance effects require that the special use be evaluated relative to its appropriate-ness on a case-by-case basis. This article establishes the review procedure for special uses and the general standards that must be met for all special uses. In addition, more specific standards and requirements, as found in §§153.140 through 153.159 of this chapter, are established for certain individual uses to mitigate their potential negative impacts.

153.253. Review Standards: A Special Land Use shall only be approved if all the following general standards are satisfied, in addition to any applicable requirements for specific special land uses, as found in §§153.140 through 153.159 of this Chapter:

(A) The use is designed and constructed, and will be operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity; will be compatible with adjacent uses of land; and will not change the essential character of the area in which it is proposed;

Finding of Approval	***Finding of Denial***
The Planning Commission finds that the proposed special use is an allowable special use, that it will be harmonious with the intended character of the general vicinity, and that it will not change the area's essential character.	*The Planning Commission finds that the proposed special use will change the area's essential character.*

(B) The use is, or as a result of the Special Land Use approval, will be served adequately by public services and facilities, including but not limited to, streets, police and fire protection, drainage structures, refuse disposal, water and sewer facilities, and schools.

Finding of Approval	***Finding of Denial***
The Planning Commission finds that there are adequate essential public services and facilities to accommodate this special use and that this project will not require improvement to or expansion of city infrastructure or public services.	*None.*

(C) The use will not involve activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of traffic, noise, smoke, fumes, glare, or odors.

Finding of Approval	***Finding of Denial***
The Planning Commission finds that the proposed special use will not be hazardous or disturbing to existing or future nearby uses.	*The Planning Commission finds that the proposed special use will be detrimental to persons and the general welfare by reason of increased traffic and increased noise.*

(D) The use will be compatible with the natural environment and will be designed to encourage conservation of natural resources and energy.

Finding of Approval	***Finding of Denial***
As the property is already developed, the Planning Commission finds that this section is not applicable.	*None.*

(E) The site plan proposed for the use demonstrates compliance with the Special Land Use specific design standards and all other applicable requirements of this ordinance.

Staff note: The Special Land Use section of the Zoning Ordinance does not contain any specific design standards related to the application. However, §153.116(C) Accessory Buildings and Uses: Bed and breakfast establishments cites the following standards:

(1) The bed and breakfast shall be located within a residence which is the principal dwelling unit on the property. Whenever the bed and breakfast is open for the renting of rooms, the residence shall be occupied by the owner or innkeeper at all times.

Finding of Approval	***Finding of Denial***
Proposal meets standard.	*None.*

(2) The rental rooms within the establishment shall be part of the principal dwelling. Bed and breakfast establishments shall not contain more than five rental rooms; however the Planning Commission may consider additional rooms based on the following criteria: (a) The existing single-family home has the capacity for more than five rental rooms; (b) It is a single-family home which has been operated as a bed and breakfast establishment in the past; (c) There is sufficient parking on site, or within 300 feet of the property, to accommodate additional rooms; and (d) The Planning Commission finds that the additional rooms will not have an adverse impact to the residential character of the neighborhood.

Finding of Approval	***Finding of Denial***
Proposal meets standard; applicant has indicated that there will be a maximum of four rental bedrooms.	*None.*

(3) The residence shall have at least two exits to the outdoors.

Finding of Approval	***Finding of Denial***
Meets standard.	*None.*

(4) Signage shall be subject to the requirements of §§ 153.205 through 153.219.

Finding of Approval	***Finding of Denial***
Meets standard; any and all future signage will be subject to all pertinent sections of the Zoning Ordinance.	*None.*

(5) A bed and breakfast establishment shall be consistent with the essential character of the residential neighborhood in terms of use, traffic generation and appearance.

Finding of Approval	***Finding of Denial***
Meets standards; the proposed special use is residential and will be harmonious with the existing neighboring uses and the essential character of the neighborhood.	*Does not meet standard as the proposed special use would generate traffic that would alter the essential character of the neighborhood.*

(6) A bed and breakfast establishment shall not be permitted on a lot or parcel, (including a non-conforming lot or parcel of record) which does not meet the established lot size requirements for the zoning district in which it is located.

Finding of Approval	***Finding of Denial***
The lot conforms; standard is met.	*None.*

(F) The special land use will be consistent with the intent and purposes of this ordinance and the most recent updates to the master plan.

Finding of Approval	***Finding of Denial***
Meets standard; the proposed use will continue to be residential, which is consistent with the master plan.	*Section 4.4 of the current master plan (2016) states that the intent of the district is for continued use of low density single-family dwellings. The proposed 2022 master plan places the property in an area denoted as "neighborhood residential" in which the "intensity of this neighborhood area shall be low." The Planning Commission finds that the special use will not meet this standard.*

V. CONDITIONS OF APPROVAL

Zoning Ordinance Section 153.252 Conditions of Approval.

Reasonable conditions may be imposed on the approval of a special land use in order to achieve the following:

(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 perform its governmental functions;

(E) Meet the intent and purpose of this chapter, be related to the standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards; and

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

VI. PLANNING COMMISSION ROLE AND OPTIONS

The City of Charlevoix Planning Commission has the following options for Project 2022-02 SU:

(A) Deny the project based on specific findings of fact that the application does not meet the review criteria in Chapter 153.253.

(B) Approve the project based on specific findings of fact that the application does meet the review criteria in Chapter 153.253.

(C) Approve the project based on specific findings of fact that the application does meet the review criteria in Chapter 153.253 with conditions as contained herein.

(D) Table the decision based on the need for additional review time or information.

CITY OF CHARLEVOIX

Permit No.:	
Date Received:	8/2/2022
Decision Date:	

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

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: Laura & Donald Jasurda
Street Address: 101 Leonard St
City: Charlevoix State: MI Zip code: 49720
Phone Number(s): 2489779741 E-mail: laurajasurda laurajasurda.com

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

Signature: Laura Jasurda **Date:** 8/2/22

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

Property Owner's Name (if different from applicant): _____
Street Address: _____
City: _____ State: _____ Zip code: _____
Phone Number(s): _____ E-mail: _____
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: 101 Leonard St Charlevoix MI 49720
Parcel Number: 052-355-027-00

Explanation of Request: We'd like to transition our property from short term rental to Bed & Breakfast to upgrade our brand. We still plan to be in house full time & rent on limited basis - but love to share our beautiful space with others & meet new people.

Subject Parcel Information:

Project Location or Address: 101 Leonard St Charlevoix MI 49720

Parcel Number:

Zoning District:

Current Use of Property: Private home / short term rental

Dimensions of Parcel:

Parcel Size: Lots 27 + 28

Please describe the type of construction proposed: no construction required. we also will not be adding signage other than an engraved boulder with words "Red Pines" engraved. We are a private home where we live full time and part-time Bed & Breakfast as a hobby

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.

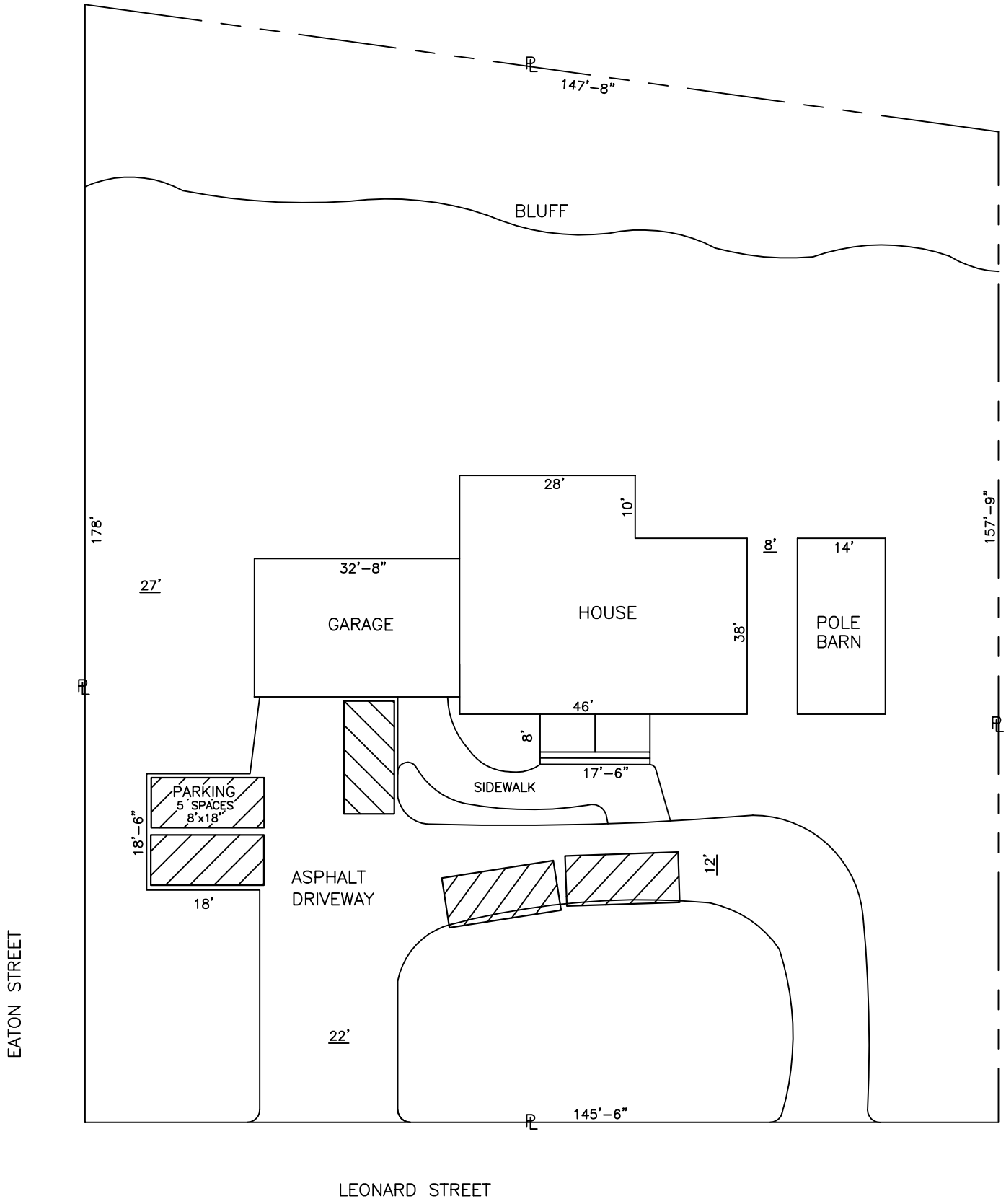
Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Property Owner or Agent Signature: Laura Jaundi

Date: 8-2-22

Note: Information contained in this application, as well as supporting documentation, may be subject to review by the public if a Freedom of Information Act Request is filed.

Rev: 3-2018



SITE PLAN
101 S. LEONARD ST.
CHARLEVOIX, MI

N SCALE – 1"=25'

From: Laura Jasurda <laurajasurda@laurajasurda.com>
Sent: Sunday, September 11, 2022 5:40 PM
To: Jennifer Neal <jennifer.neal@networksnorthwest.org>
Cc: Planner <planner@charlevoixmi.gov>; R. J. Waddell
Subject: Re: Planning Commission Packet

Thank you Planning Commission and neighbors. I apologize for not being there in person due to Covid but appreciate you accepting this statement and phone call in lieu of me being there in person.

Twelve years ago we walked by our current home and fell in love with it. "That's my dream home," my husband told me. I suggested he knock on the door and let the owners know. He did and left our business card. They kept that card for 10 years, moving our business card with each calendar. Two years ago they reached out and shared that they were selling and asked if we were still interested. The rest is history. We moved to our dream home and to Charlevoix year round in October 2020 and are living our dream. We decided last summer to open our home to guests, simply to share our dream with others. We consider ourselves more of a "boutique" short term rental than one as a business. We live in the house while guests are here and we are quite selective on who we share our home with. We don't allow large groups or parties and have an age restriction for children. Most of our guests are couples and/or groups of 4-6 adults. We also limit renting to 4-8 week/weekends per season. We love to entertain and pamper our guests and started including a continental breakfast this season. I prefer to support local businesses such as That French Place, Farmer's Market, JBird Provisions, etc. vs. cooking and recently used our space for a tour brunch that raised $650 for Joppa House. I plan to host more events at Red Pines to support our community. I believe our home was always intended to be a Bed & Breakfast and an asset to our community ,which is why we decided to submit a request to transition to a Bed & Breakfast.

Here are some details you may be looking for:

- We have four bedrooms that are available to guests. We have our own apartment in the basement and will always be onsite when guests are here.
- We live in the house full-time, year around
- We recently passed an inspection by the city for short term rentals
- We do not allow parking on the street. We have a large circle drive in front of our home where we ask guests to park. Four cars can easily park here. We also have a double wide driveway that would easily park six cars. In addition, we have two personal parking spots in our garage and two additional parking spots to the side of the driveway where we park our vehicles. I know this is one of the most important concerns for both the planning commission and neighbors and so we invested in new driveways and sidewalks this year to ensure we had more than enough parking. Guests will never park on the street.
- We do not plan on installing signage on our property since we are more word of mouth, repeat guests, limited renting, etc. We do, however, have a boulder out front we plan to engrave the words "Red Pines" on which is the name of our property, and a name we chose even before we thought of offering the house as a short term rental or bed & breakfast. The house is nestled in a lot of red pine trees.
- We've been working with the historical society to learn more about the history of our land and home and have hired a local artist to create a mural of our land/home's history to share with our guests.

Thank you for your consideration on our request for rezoning to Bed & Breakfast. I am available by phone to answer any of your questions.

Thank you,

Laura Jasurda

From: Laura Jasurda
To: Planner
Subject: LAURA JASURDA STATEMENT
Date: Wednesday, October 5, 2022 12:36:44 PM

Hi Janet,

Hope you're doing well. Here is my statement. Thank you again.

Dear Planning Commission,

As requested, a site plan was submitted which shows we have more than the required five parking spots for guests.

I'd also like to take this time to clarify some details.

1. All Charlevoix neighborhoods are busier with more traffic in the summer due to tourists, family and friends visiting. Neighbors have reached out and sent friends and family to us to inquire about staying with us because the number of their guests exceeded room in their homes.
2. There is also an increase in noise in our neighborhood in the summer from visiting family and friends and from planes/jets to and from airport during the summer.
3. We are already licensed as an STR with the City of Charlevoix, STR License #20-00026 and have been for the past two years. Nothing will change from what we've already been doing for the past two years than when we are designated as a Bed & Breakfast.
4. There are other STR's in our neighborhood. We live in our home even when guests are with us. Usually hosts do not live in STRs. The only difference between the other STR's in the neighborhood and our STR/potential B&B is that we live in the house. This, I would think, would be preferred by the city and by neighbors.
5. I mentioned "branding" in my last statement. What I meant is that we want to be clearer to our guests that we live in the house during their stay. This is the main reason we are requesting the Bed & Breakfast permit. Typically with an STR, the host does not live in the house while guests are present. It is, however, clear with a Bed & Breakfast that the host lives in the house.
6. Our neighborhood is classified as a R-1 Low Density Singe Family Residential District and does allow for a Bed & Breakfast establishment as Special Land Use.

Thank you,

Laura Jasurda

To: Janet Koch, Zoning Administrator

August 26, 2022

Neighbors Opinion to Proposed Special Land Use Permit Application.

Case Number:	**22-02 SU**
Parcel #:	**052-355-027-00**
Applicant:	**Jasurda, Laura and Donald**
Property Address:	**101 Leonard Street**
Property Owner(s):	**Jasurda Donald F Rev Trust ½ Int** **Jasurda Laura A Rev Trust ½ Int**

I do not like being in the position to oppose anything my neighbors want to do with their property; However, I need to voice my opinion in regards to this special land use permit application.

I live across the street (at the corner of Hampton Street and Leonard Street) from the property in question.

While I consider Don and Laura Jasurda to be good people, I am vehemently opposed to allowing a bed and breakfast to operate in our quiet peaceful neighborhood.

When Don & Laura Jasurda purchased this property; the land was in a R-1 Low Density Single-Family Residential Zoning District and it should remain as presently zoned with no Special land Uses allowed.

I acknowledge that they have made improvements to the home and property but in my opinion this should not influence the present zoning requirements.

In my opinion, this proposed Bed and Breakfast should not be allowed due to the detrimental impacts to our neighborhood including possible lowering of the property values, creating additional traffic, adding noise, lack of security due to unknown persons renting across the street, and general adverse effects on the neighborhood.

In my opinion, the operation of a commercial entity within our residential neighborhood is not beneficial to the community and that the special land use permit should be denied.

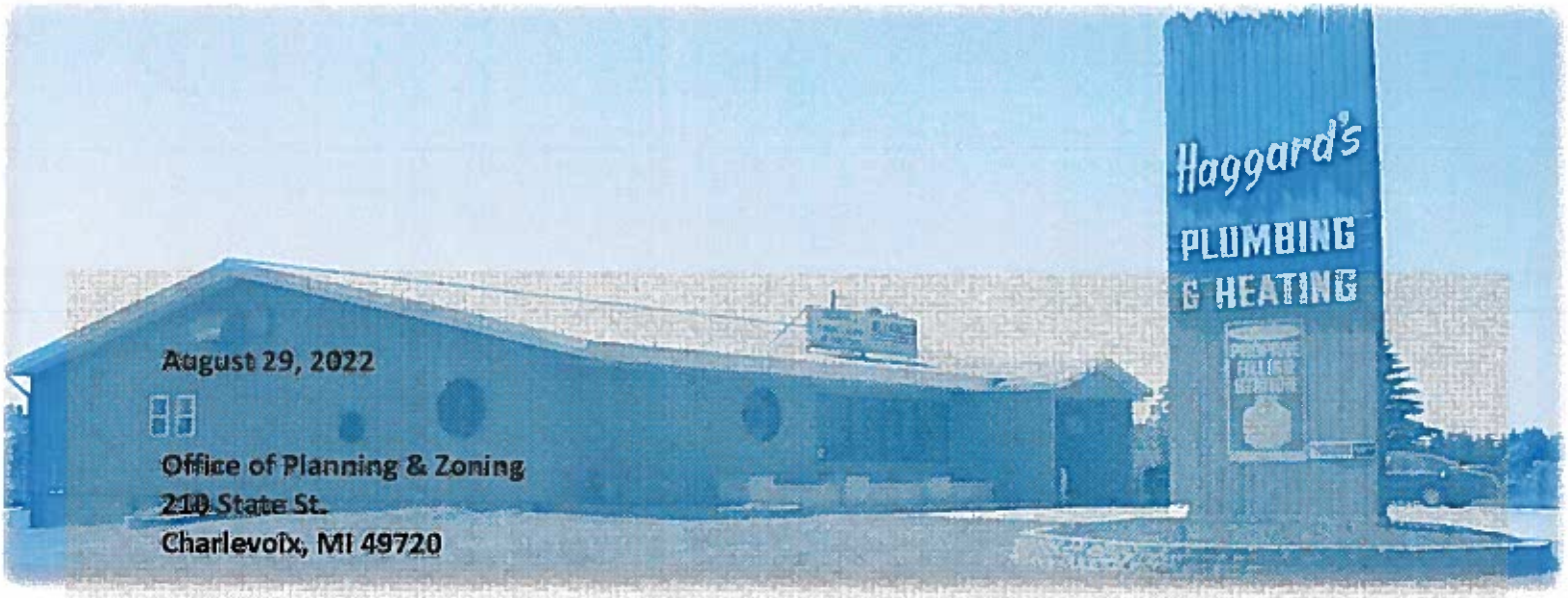
Sincerely,

Robert Miller

Robert Miller

121 Hampton Street

Charlevoix, MI 49720



August 29, 2022

Office of Planning & Zoning
210 State St.
Charlevoix, MI 49720

Ref: Case#22-02 SU Parcel#052-355-027-00 Application: Jasurda, Laura and Donald address 101 Leonard St. for a bed and breakfast.

To whom it May Concerns,

Upon reviewing the above notice, I would like to express my view on the above request. Haggard's Plumbing & Heating is not opposed to the changes of the property and/or the request. If a property owner is fortunate enough to have the ability and the recourses in this time to either build and/or improve their existing property, it would only help the economy continue to grow. It would prove positive for the local, county, and state to do all we can to improve and promote in anyways possible.

Sincerely,

John Haggard
Haggard's Plumbing & Heating

HAGGARD'S PLUMBING & HEATING 06238 U.S. 31 S. CHARLEVOIX, MI 49720 (231)547-4046

August 29, 2022

Roberta Steinke, 110 Eaton, Charlevoix, called the Zoning Administrator

Ms. Steinke would like to see the application denied due to traffic and noise concerns.

9-1-2022

Janet Koch

Zoning Administrator

RE: Case # 22-02-SU Parcel # 052-355-027-00 Address 101 Leonard Street OWNER: Jasurda

These comments are submitted in opposition to the request for a Special Use Permit.

This parcel is in a R1 Residential area which has always been single family residential. I am opposed to any change in zoning which would change this parcel to R2, or any other change which would increase the occupant density on this parcel other than R1. That is the reason our family constructed a home in this area over 50 years ago,

Sometime in the past several years, the Jasurdas started renting rooms with a listing on Airbnb. This was accomplished without any notice by the City or the owners to area residents. It is obvious that they remodeled this structure with the intent of turning it into a rental property. The garage was turned into an open party area, and separate entrance was created for the upper level. Recent additions include two outside fire pits, one on the north side, and another on the south. A large stone sign w/ etched/engraved sign is planned for the front or corner area,

Now comes an application for Special Use to "enhance" their branding. This move is an obvious attempt to create a more favorable marketing position, not only to increase their occupancy rate in the rental spaces, but to increase the traffic flow by the property in hopes of enticing more renters. I have no desire for more traffic in our area. The next thing will be to make this a stop on the commercial golf cart tours within the city,

On the major holiday weekends, we could conceivably be subjected to multiple families at this property with overflow parking, multiple firepits in operation, open air parties on the patios or in the converted garage, etc. This is an obvious attempt to establish a higher level commercial operation in our R1 residential neighboehood. More traffic, more noise, more smoke , etc is in the future. I am totally against this request.

Respectfully

Marsha Exelby

Marsha Exelby

112 Eaton

Max Carthew
111 Eaton Avenue
Charlevoix MI 49720

September 7th 2022,

Planning Commission/ Zoning Administrator
Charlevoix City Hall,
210 State Street
Charlevoix MI 49720

Ref Case # 22-02-SU Parcel 052-355-027-00

Dear Ms. Koch,

I am a resident of Eaton Avenue with property diagonally opposite the parcel in question.
This is a quiet residential neighborhood with very little traffic after evening hours.
The parcel concerned is at the top of a steep hill on a main intersection between Leonard and Eaton.

I am concerned that a Bed and Breakfast operation on our residential avenue will cause frequent traffic with guests arriving and departing at all hours in an otherwise quiet setting. This area is zoned R-1 Low Density Single Family Residential and as far as I know there are no other similar Bed and Breakfast operations in this zone.

I am not against long term rental operations such as Airbnb as there is little or no disruption to the residential nature of the area. I believe this property has been used for such operations for some time and there has not been any issues with that rental operation as far as I am aware.

Best regards,

Max Carthew.
248-210-3713

From: seth.clifford1@gmail.com
To: Planner
Subject: case 22-02 SU, 101 Leonard Street
Date: Thursday, September 8, 2022 5:05:52 PM
Attachments: image001.png

Dear Janet Koch,

Thank you for the letter dated August 23rd regarding the sought after approval to allow 101 Leonard Street to be operated, under a special land use permit, as a bed and breakfast.

Unfortunately I cannot attend the hearing on the 12th so am writing to give my opinion on the matter such that it may be considered with all of the other feedback both written and in person at the hearing.

My assumption is that although this application is being described as a 'bed and breakfast' it is in fact a proposal to allow short term rentals from the property. If this is the case my thoughts are as follows:

Such small businesses bring economic benefit to the area, especially needed in the off season – will this property be rented year round? How are they proposing to attract rentals / customers year round?

I am concerned about the road junctions at the intersection of Leonard and Eaton and Eaton and Ferry Avenue. Eaton is a steep hill, with a very narrow road and It already concerns me that this is a busy intersection during summertime. The thought of it becoming more busy, especially in the evenings is concerning. What sort of occupancy numbers does the 'bed and breakfast' expect and how can they mitigate this traffic / pedestrian risk.

Further (less concerning to me because we are a little distance away) how would the owners mitigate the noise of large numbers of guests using the property, especially the outdoor spaces. Do they have a plan for this? I imagine the biggest objections will, justifiably, come from the immediate neighborhood and relate to noise, mess and 'strangers' in what is now a very quiet, sought after residential area. Again, how do the operators plan to mitigate for this?

I hope this adds value to the discussion,
Very best,

Seth Clifford
Co-founder & owner, Ferry Avenue Brands Ltd.

Web https://link.edgepilot.com/s/ca3b5761/USqh2kuMVES1YGFRZVOMNw?u=https://ferryave.com/
Email seth.clifford@ferryave.com

From: Sandra Raecke
To: Planner
Subject: Re: Case Number 22-02 SU
Date: Friday, September 9, 2022 3:31:26 PM

We are against a special land use permit for a bed and breakfast establishment at 101 Leonard Street. Mike & Sandra Raecke, 113 Eaton Ave, Charleviox.

Sent from my iPhone

From: Jes
To: Planner
Subject: Special Land Use Permit Case #22-02 SU Jasurda 101 Leonard St.
Date: Saturday, September 10, 2022 8:59:14 PM

We live at 1001 Saint Johns Dr. and are very opposed to the bed and breakfast proposed at 101 Leonard St. We live in a neighborhood of no sidewalks. Our kids walk to the bus stop, ride bikes and walk dogs in the street.

Every summer when the Marina Bluff condos fill up, traffic through the neighborhood increases greatly and the speed of vehicles increases as well. There seems to be no watching out for kids chasing a ball, or riding scooters, or people just out for a walk. I am afraid a bed and breakfast will cause an even greater issue with this.
There will be constant new people in a very family oriented, quiet neighborhood for much longer periods of the year as opposed to the 2 months of traffic increase from Marina Bluff.

This is not a neighborhood for a business. This is a very quiet family neighborhood that we cherish and we hope that you will vote to keep it that way.

Thank you,
David and Jessica Bertinelli

From: JILL SANCHEZ
To: Planner
Subject: Strongly oppose B & B at 101 Leonard St!
Date: Sunday, September 11, 2022 6:57:10 PM

Dear Planning Commission:

I am the property owner of 115 Eaton Avenue, which is located near the top of the Eaton Avenue hill. My family has lived on Eaton Avenue for more than 55 years and I have recently purchased the home adjacent to my family home in order to retire on the same street where I was raised. For reference, my driveway is almost directly opposite the driveway of 101 Leonard Street. I am strongly opposed to bringing a commercial operation into our quiet neighborhood! My concerns include, but are not limited to traffic congestion, noise and safety; increased trash; the ancillary dangers of having a parking lot at the top of the hill; and of course, upsetting the family atmosphere of the neighborhood.

The increased traffic associated with a commercial bed and breakfast operation on Eaton Avenue will certainly impact the neighborhood negatively. There will be more vehicles overall, contributing to air and noise pollution, leading to more potential for drivers to violate the speed limit on a family street where there is a steady flow of walkers, runners and parents strolling with young children and pets. Additionally, with more vehicles coming and going near the crest of the already-hazardous Eaton Avenue hill, it will be a matter of time before there is another tragic accident. The safety concerns alone should be sufficient to prevent this special land use permit from being approved.

With commercial interests, comes associated trash. There is no way to avoid increased trash when there is a revolving door of new customers, constantly creating more waste. With more waste come rodents, gulls and other pests that will now have a new feeding ground. We don't want the ripple effects of more trash. This is not acceptable in our neighborhood!

If the increased traffic issues described above aren't enough, once those vehicles reach their destination, they will all park together in our neighborhood, creating a true parking lot at the top of the hill. A common side effect of parking lots is to attract potential criminals seeking easy-to-grab visible valuables. Will this be another unfavorable side effect of living near a commercial operation? Will we residents experience more break-ins? There is no way to predict if crime will increase in our neighborhood, but it is something about which I am personally concerned.

Our neighborhood has worked hard to maintain its friendly, quiet, safe atmosphere over the past several decades. I believe that approving this special land use permit application would be a tragic mistake and the beginning of the end of our neighborhood, as we currently enjoy it. Please vote to reject the application and help us continue to feel at home in our homes.

Thank you for your consideration,

Jill Sanchez
115 Eaton Avenue (owner)

C: 916.765-6284

From: Amy Parish
To: Planner
Subject: Notice of Public Hearing Case #22-02 SU
Date: Sunday, September 11, 2022 9:43:58 PM

To Whom it May Concern,

We are writing in regards to the public hearing to the proposed special land use permit for a bed & breakfast at 101 Leonard St. in Charlevoix. This location is right around the corner from our current residence at 119 Hampton Rd. We have lived at this location for almost 6 years. At the time that we purchased our home, we chose this location because of the close proximity to our children's school, the quiet neighborhood, and it is not on a busy main road with a lot of traffic, just to list a few reasons. We like the fact that this is not a busy neighborhood & most people would not drive down our road unless they need to in order to get to one of the houses on this road.

The addition of a bed & breakfast business in our neighborhood would greatly increase the traffic flow in our quiet part of town. With a business of this nature, it will bring in out of town guests & strangers to our neighborhood. There are no sidewalks on Hampton Rd. or Leonard St. which would be a safety concern for our children & others who walk our roads daily if there is an increase in traffic. For these reasons, we would like to strongly object to the approval of this special land use permit with the hopes that our peaceful residential neighborhood will remain just that. Thank you for your time!

Sincerely,
John & Amy Parish

Sent from my iPhone

September 8th, 2022

RECEIVED
SEP 12 2022
BY: ZONING

Planning Commission/Zoning Administrator
Charlevoix City Hall
210 State Street
Charlevoix, Michigan 49720

Ref Case # 22-02-SU Parcel 052-355-027-00

Dear Ms. Koch,

My name is Jon Zumbrink. I have owned a home at 114 Eaton Avenue since 2007. This letter is with regard to the proposed re-zoning of the property at 101 Leonard Street. Our home is directly across the street. This property subject to re-zoning was purchased by Don and Laura Jasurda.

The Jasurdas have made great improvements to the property over the last few years. Recently, it has come to our attention that they have plans to turn their home into a Bed and Breakfast. This proposed re-zoning change is a concern to us. We don't want to see our neighborhood become commercialized. This change, if approved could encourage other homeowners to pursue a similar enterprise. We don't want to lose the quiet neighborhood atmosphere that currently exists. We fear that it will increase traffic and activity in our relatively quiet neighborhood.

Also, we wonder about the how it will impact the value of our property in the future. We understand that short term rentals have been a concern to the city of Charlevoix for the past few years.

With these thoughts in mind, we ask that you keep our zoning R-1 and deny their request for a special use permit.

Respectfully submitted,

Jon Zumbrink

September 12, 2022

Dear Janet Koch, City Zoning Administrator

This weekend I learned of a proposed Special Land Use Permit, Project 2022-02 SU for the residence at 101 Leonard Street by Laura and Donald Jasurda here in Charlevoix. **This email is to voice my strong opposition to the granting of this permit.**

In reading over the staff report, it is noted that there will be no new construction. It is evident from the listing of this site as an AirB&B that considerable work has already been completed. https://link.edgepilot.com/s/031c061c/to63e3_8LkevGftbb1J4YQ?u=https://www.airbnb.com/rooms/47309695?source_impression_id=p3_1662990491_6FtqZR50%252B4w71wNb
For a part time hobby as stated by the applicants, this is a considerable investment.

Unlike many of my neighbors, I have only been a resident for a little over one year in this neighborhood. I previously lived in Marion Township when I was completing my final 13 years as a certified teacher librarian at Charlevoix Elementary and Middle Schools.

I love this neighborhood and the people who live here all the seasons of the year. We appreciate the quiet. We appreciate how we look out for each other. We have fun watching the deer, parents and fawns, who enjoy eating the apples on the vacant lot across the street and some of our garden plants, too. :) Each morning I know I can safely walk my labrador retriever throughout the area.

A granting of this Special Use Permit would greatly increase traffic and noise. Even now, with my neighbor and I posting signs, people, usually seasonal, speed anywhere from 20 to 25 mph over the posted limit before and after the curves on Hampton Road. Despite what the applicants may say, I have walked by their residence and seen as many as 12 cars parked there on the weekends already. Anyone who stays there will most likely use Eaton or Hampton.

Numerous people in addition to myself walk their dogs in our neighborhood. One person walks their dog at night, off lease, because it is usually safe to do so. Will it still be safe with the additional traffic? We have residents with children and residents with grandchildren who ride their bikes and scooters on the streets. I worry about their safety with the increased traffic.

Finally, I want to address the environmental impact of the granting of the permit. In the simplest terms, more people equals a greater carbon footprint. Their vehicles mean more emissions. If they fly here, they are greater. The increased use of appliances, heating and cooling at this residence means the carbon footprint is higher.

I know you will make every endeavor to do what is right for our neighborhood after careful consideration. Charlevoix is indeed beautiful. We need to keep it that way for generations to come. I always told my students it is our responsibility to preserve and protect.

Sincerely,
Margaret M. Myers-Culver
Margie Culver
112 Hampton Road

September 9, 2022

To> Janet Koch, Zoning Administrator

Case #22-02-SU
Parcel # 052-355-027-00
101 Leonard Street
Owner: Jasurda

My comments are submitted in opposition to the request for a Special Use Permit. Our neighborhood consists of single family homes. We are a quiet neighborhood. We know our neighbors. Eaton street is an east and west street , intersecting with Leonard St, with a very steep hill going down to the beach. The side of the Jasurda's house sits next to Eaton Street's extreme low visibility of the road with a very steep hill intersecting Leonard St. It is very difficult to turn on to Leonard St. from Eaton St. Eaton St. is a very high traffic area. In the winter the City does not clear the sidewalk that runs from May Street to Eaton and then down to the lake. There are no plowed sidewalks for people to walk their dog on or to simply take a walk. The snow is not cleared on the sidewalk. The result is that the street becomes the only place to walk your dog or just take a walk during the winter down the steep Eaton hill. Very dangerous.

Don and Laura are our neighbors. We are friends with Don and Laura. We like them, get along with them, and enjoy their company. That makes this letter I am writing very difficult for me. Their house is very beautiful. Laura and Don have worked very, very hard both inside and outside their house showcasing it. Their entire landscaping around the house is breathtaking. When it gets dark, the entire length of their house is lighted ground to roof. The house looks like a storefront for a business. The problem is that their home has turned into a business to improve their brand.

I am also concerned about the number of strangers coming and going from their business. This is disturbing to me. There are four family homes on Leonard St. These are not seasonal homes. Some of us have lived in our homes for 25 years or more. These home owning grandparents who bring their children and their grandchildren to visit grandma and gramps. Children riding bikes in the street, playing ball in the street and other games in the street is a common sight. During this past summer there was a party at the Jasurda's. There did not have enough designated parking spaces so the overflow of cars parked anywhere they could find a spot. I saw cars parked on the grass, parked on a vacant lot, and parked parallel to the road with the car half on the grass half on the road. On the above occasion I counted more than eleven cars trying to find a place to park. Not good.

When I see what has happened to our safe, quiet, family oriented neighborhood it makes me sad. All I want is my sweet and peaceful neighborhood back. Please help us to keep our neighborhood "our neighborhood " as R1 requires it should be. Single family homes, low density occupancy. No more changes and exceptions. Please.

Respectfully,
Pat Miller
A Charlevoix Citizen who wants to Keep Charlevoix Beautiful.

Gmail

Pat Miller <plorion@gmail.com>

(no subject)

1 message

Pat Miller <plorion@gmail.com>
To: plorion@gmail.com

Mon, Sep 12, 2022 at 3:09 PM

RECEIVED
SEP 21 2022
BY: ZONING

To Zoning Board,

Regarding 101 Leonard proposed Bed Breakfast. Appalling that the city wou consider a commercial business sudden the middle of residential.

The occupants at 101 Leonard are & think they own the immediate area. are loud & have a campfire long past curfew. Since they shaved the bluff hill foliage - the sound echo's off the lake & Recent exaggerated lighting is visually pollu the area.

2

They are attention seeking & charge admission to go into their house. Its ridic Next they will want a restaurant & gift S They don't even have any fencing on bluff area - guests will be drinking & fa off the hill. The owners are not conse of other area residents & flash themselve social media without permission. Send ou personal notes in the US mail & try to re neighbors on facebook. They do not know when to stop.

I was in cancer treatment downsta
when meeting took place on the 13th.
Owners of 101 Leonard are not resp
of home-owners who want to be Priva
Please stop this —

~ Terrace St Resident —

Will not divulge my name - they bag o
complain & possibly retaliate on social
media & this is concerning

Thank You

Please - protect residential

From: Michael Cullen
To: Planner
Date: Monday, September 26, 2022 12:52:54 PM

Hi Janet

In regards to the case 22-02 su Jarsurda special use for a bed & breakfast, I would like to acknowledge that both Don & Laura are very good and responsible citizens of Charlevoix.

That said, as with every change to an R1 zoned resident, there are questions that need to be addressed, such as:

1. Will there be additional noise w this b&b?
2. Will there be additional traffic thru the surrounding residential streets?
3. Can parking be maintained on the property?
4. Will proprietors be home at all times to manage guests?
5. Does the City have the ability to take away this special use for violations/complaints?

Again, knowing the Jasurda's, I doubt any of the above questions will be an issue, but they should be addressed for the surrounding neighbors.

Sincerely,

M. Cullen
107 Ferry Ave

DELBERT ~~APPLICATION:~~ R. TERRILL, JR.
117 EATON AVVENUE
CHARLEVOIX, MICHIGAN 49720
charlevoixboy@gmail.com
231-547-0039 25 September 2022

RECEIVED
OCT 03 2022
BY: ZONING

TO: CITY OF CHARLEVOIX PLANNING

RE:
Case# 22-02-SU
Parcel # 052-355-027-00
Laura & Don Jasurda
101 Leonard Street, Charlevoix, Michigan 49720

SPECIAL LAND USE: BED and BREAKFAST ESTABLISHMENT

HISTORY:
The above property has been in my family name since 1953.

For almost 70 years, I have watched the evolution of my neighborhood change from large oil tanks, Foster Boat Works to Streameeze Manuacturing, and McCutcheon's to many other business activities in between through to today.

Beginning in 1982 with the development of the Northwest Yacht Marina and Foster Boat Works Condos, sidewalks were installed on Eaton Avenue for which the adjoining landowners paid. Given the length of my property, I paid the most of any such property owner.

At that time, I was informed by the then City Manager Mike Weisner (?). that the Eaton Avenue/Ferry Ave area, given the construction of the sidewalk, was to become a new portal to the City of Charlevoix and that the electric, telephone and cable utilities would be placed under ground and that the street lighting would be similar to the faux gas lights that were then currently in the downtown area. (The street light currently at the intersection of Terrace and Eaton is an example of such promised lighting.) At that time, I had 8 utility poles along my property next to the sidewalk. Because of the number and size of the poles, my property looked like an industrial corridor --- hardly a welcoming portal to the City of Charlevoix. I am now down to 3 electric utility poles. Cable and telephone lines are underground but the City of Charlevoix electric poles lines remain standing. I am still waiting 40 years later for these ~~poles~~ to go underground. I would be willing to sacrifice such esthetics if the City were to use its electric utility poles to provide high speed internet service (which I have encouraged since 2008 at City Council meetings referencing the economic development report done for the City by the DeVos family.) Otherwise, I would like the poles removed.

Immediately after sidewalks were installed, property in the Eaton Avenue/Ferry Avenue corridor began to change. In addition to the new boat marina and condos, along Ferry Avenue property was converted from residential to office buildings (now where Warrior Sailing stores its boats). The CHX Yacht Club and other changes from the residential nature of the area occurred. About this time, the Marina Bluffs Condominiums off Leonard Street were built where the oil tanks once stood.

I understand as a new City portal -- change has and will continue to occur but such should be done with some degree of planning rather than the hap hazard approach I have observed. This

area remains a major potential for economic development consonant with reasonable and sound zoning practices.

POSITION:
I do not oppose the establishment of a Bed and Breakfast on this property so long as the owner of the property remains on the property. I do NOT support AirB&B establishments as owner is not present whereas with a Bed and Breakfast the owner remains present at the establishment.

PARKING: Any site plan will demonstrate that there is already adequate parking for guest cars.

LIGHTING: Any special use permit should limit the hours of which any outdoor lighting can be kept lighted so as to not interfere with the property's neighbors.

NEIGHBORHOOD: Contrary to any assertions made, the Eaton Avenue corridor is NOT a quiet peaceful neighborhood --- particularly May through October of each year.

***Overhead Aviation Traffic*: A review of publicly available sources including FlightAware and the reports to the Charlevoix City Council by its Municipal Airport Manager will substantiate that the Eaton Avenue corridor is neither quiet nor peaceful.** For the past 3 years of data available, on average there are 60-70 flights per day from May through October into KCVX (Charlevoix Municipal Airport). Such number of flights equates to 120-140 takeoffs & landings each day. On average each day 1/4 of those takeoffs/landings fly over the Eaton Avenue corridor. Of those 30-36 takeoffs & landings that pass over the Eaton Avenue corridor, 33% or 10-12 of those takeoffs and landing involve large jets aircraft. Such jet aircraft are operating into and out of an airport whose runaway is 350 feet short of the FAA minimum required for the largest of these jets. **The number of large jets overflights easily equates each day during the season to at a minimum 1 overflight every hour.**
Quiet peaceful neighborhood? You draw your own conclusion.

Vehicular traffic: Eaton Avenue is a main thoroughfare between the town and the following commercial/mixed use and recreational properties: Marina Bluff Condominiums, Northwest Marina Yacht Basin, the Charlevoix new Yacht Club's and older properties, Irish Marina, Warrior Sailing storage and the City's Main Beach property Ferry Beach and the Charlevoix City's Boat Launch facility (although the latter is usually accessed from Stover Road – but nevertheless some launch traffic does use Eaton Avenue.) Further and unfortunately, the Eaton Avenue corridor includes a large hill between Leonard Street and Ferry Avenue. The intersection of Leonard and Eaton Avenue is a dangerous intersection. Large trucks particularly diesel trucks accelerate understandably to get up this hill but such acceleration is most dangerous to traffic exiting Leonard Street at the top of the Eaton Avenue hill. Further, there are many vehicles that speed up and down Eaton Avenue. **Suggestions:** conduct a traffic study on Eaton Avenue and consider limiting Eaton Avenue be non-truck traffic excepting local construction traffic servicing Eaton Avenue properties and finally consider the installation of speed bumps to slow down traffic.

QUITE FRANKLY GIVEN THE ABOVE: any additional traffic or inconvenience that this requested special land use permit would cause to the Eaton Avenue corridor is deminimus.

Thank you for your consideration.

Delbert R. Terrill, Jr

RECEIVED
OCT 03 2022
BY: ZONING

September 27, 2022

Office of Planning & Zoning
210 State St.
Charlevoix, MI 49720

Ref: Case#22-02 SU Parcel#052-355-027-00 from Applicant Laura and Donald Jasurda for a special land use permit application for a bed & breakfast establishment at 101 Leonard St.

To whom it May Concerns,

Upon reviewing the above notice, I would like to express my view on the above request. Haggard's Plumbing & Heating is not opposed to the changes of the property and/or the request. If a property owner is fortunate enough to have the ability and the recourses in this time to either build and/or improve their existing property, it would only help the economy continue to grow. It would prove positive for the local, county, and state to do all we can to improve and promote in anyways possible.

Sincerely,

John Haggard
Haggard's Plumbing & Heating

HAGGARD'S PLUMBING & HEATING 06238 U.S. 31 S. CHARLEVOIX, MI 49720 (231)547-4046

RECEIVED
OCT 04 2022
BY: ZONING

Sept. 26, 2022

Janet Koch
Zoning Administrator
Office of Planning & Zoning
210 State Street
Charlevoix, MI 49720

Re: case #22-02-SU, Jasurda

Dear Ms Koch,

Although I don't live directly in sight of the property requesting a special land use permit, I do live in the subdivision where this house is located. There aren't too many subdivisions in Charlevoix, we don't have sidewalks to walk on and there are not straight streets like typical areas of Charlevoix. I'm very concerned with the additional traffic the B&B could create from a safety issue. Currently, when more residents from the condos (Marina Bluff) are here in the summer we have to be careful. They aren't as familiar with the children and people walking in the street. They speed up in the straight sections to get out to May St, only to have to slow down for a curve then speed up again. Some neighbors have signs out now to slow down. Guests of a Bed and Breakfast would be more short term and less familiar with the neighborhood. The Jasurda's are already running an Airbnb out of their home which increased traffic.
Just my thoughts on the issuance of a special land use permit in our neighborhood subdivision.

Sincerely,

Chris Gengle

F. Christine Gengle
105 Hampton
Charlevoix, MI 49720

To: Janet Koch, Zoning Administrator

RECEIVED
OCT 04 2022
BY: ZONING

September 15, 2022

Neighbors Opinion to Proposed Special Land Use Permit Application.

Case Number:	22-02 SU
Parcel #:	052-355-027-00
Applicant:	Jasurda, Laura and Donald
Property Address:	101 Leonard Street
Property Owner(s):	Jasurda Donald F Rev Trust ½ Int Jasurda Laura A Rev Trust ½ Int

After attending the Public Hearing on September 12, 2022 and afterwards meeting with fellow neighbors impacted by this proposal, it is obvious that the operation of a Bed & Breakfast **Business** in this location will be detrimental to the citizens living in our neighborhood and the Special Land Use Permit should be denied.

One good thing to come out after this first Public Hearing is that our local community has banded together in opposition to the operation of a **Business** in our Neighborhood. We do not want or need the additional traffic, noise, bonfire smoke (from the two fire pits), and unknown strangers in our residential neighborhood.

While sitting in my yard looking across the street at the proposed Bed & Breakfast, I can only imagine what the citizens of the Ukraine must feel like while looking across the border to Russia.

In my opinion, this permit process has already permanently altered our neighborhood community by bringing together like minded citizens against a common dilemma.

Perhaps it would be in the best interests of the local community if this **Business** were to be relocated to a commercially zoned area where the owners may feel welcomed.

In my opinion, the Special Land Use Permit should be denied.

Sincerely,

Robert Miller

Robert Miller

121 Hampton Street

Charlevoix, MI 49720

From:	Margie Myers-Culver
To:	Planner
Subject:	Special Land Use Permit, Project 2022-02 SU for the residence at 101 Leonard Street by Laura and Donald Jasurda
Date:	Friday, October 7, 2022 9:09:35 PM

October 07, 2022

Dear Janet Koch, City Zoning Administrator

This email is to reiterate my **strong opposition** to the granting of the Special Land Use Permit, Project 2022-02 SU for the residence at 101 Leonard Street by Laura and Donald Jasurda here in Charlevoix.

I walk my dog down Hampton Road, Leonard Street, and Eaton Avenue every day. The most dangerous portion of our walk is the corner of Leonard Street and Eaton Avenue. Vehicles roar up from Ferry Avenue. You need to extend yourself into Eaton Avenue, whether you are walking or biking or driving, to make sure it is safe to cross or turn left.

Last year a student was picked up by the school bus at the corner of Eaton Avenue and Leonard Street. This year when I was waiting for the bus to pass, it slowed, thinking I was a student. I verified with the Charlevoix Public Schools Bus Garage that Eaton Avenue is on the bus route and the corner of Eaton Avenue and Leonard is a bus stop.

Even though a number of seasonal people have left our neighborhood, there are still one or two cars who race down Hampton Road like it's the Indie 500. It is **10 miles per hour** before and after the curves. These vehicles and their drivers, who are easily identified, are going between 30 and 35 miles per hour.

For these three reasons, the additional traffic generated by the granting of the Special Land Use Permit, Project 2022-02 SU for allowing 101 Leonard Street to become a Bed and Breakfast would greatly lessen the safety in our family-oriented neighborhood.

As I stated previously, people from this neighborhood and the surrounding area walk these streets, they walk their dogs on these streets, they push baby strollers down these streets, they ride their bikes, use skateboards, and play with their dogs. We have a range of ages of children who reside here, as well as residents' grandchildren. This needs to remain the safest possible space for them.

There are a couple of things I would like to point out for you to consider. First, the applicants stated in their letter of September 12, 2022 that they do not allow parking on the street, but in the advertisement for their airbnb at 101 Leonard Street, free street parking is still listed in their amenities. Second, given the number of neighbors not in favor of the

granting of this Special Land Use Permit, I find it hard to believe that the applicants truly care about their immediate neighborhood and community. Knowing how the majority feel about this, it seems if they are sincere about Charlevoix and keeping it beautiful, they would withdraw their application.

Sincerely,
Margaret M. Myers-Culver
Margie Culver
112 Hampton Road

-

From: Marlene Maltese
To: Planner
Subject: 101 Leonard st
Date: Saturday, October 8, 2022 11:29:46 AM

Strongly object to the proposed bed and breakfast. Changes the residential neighborhood on Terrace st. - Terrace will now be surrounded by commercial properties, as Ferry has commercial property. The Leonard address has removed trees and brush from the bluff hill. They have left black plastic sheeting all down the hill for over a year. Blighting the view of Terrace street with plastic. An Eaton street resident, with a 3.4 million dollar property was dumping landscape debri adjacent to the front of my property this fall . He said the Jassurdas gave him permission to dump it facing the homes on Terrace st. I'm doubting they would allow that in front of 101 Leonard. Sound is now amplified off the bluff during any outdoor activity at that address, because the removal of trees and brush. They have a campfire or yard activity and it's like echoing in the Swiss alps. Yes- it's that bad! The owners leave the lights on all night- no rhyme or reason for that. Darkness up north is part of the draw and desire of this area. Not spotlights on their house. This equates to both a light and sound pollution issue. The privacy of the neighborhood is also in jeopardy. Any encounter or endeavor by the residents - ends up on social media. Cannot even imagine what invasive plans and scenarios are being planned for our neighborhood. Privacy protection of our homes is at stake. Highly object to this entire idea. Suspect this will pass, the jassurdas will sell out to some company when they get bored with the real work of such a business. Our neighborhood will not be the same. Have been here since 1994 and this is very upsetting!!!!!

Sent from my iPhone

From: Jes
To: Planner
Subject: Case # 22-02 SU, 101 Leonard St/ Jasurda Bed and Breakfast
Date: Sunday, October 9, 2022 9:26:21 AM

The City of Charlevoix Planning Commission-

I am writing again to say that my family is very opposed to the proposed bed and breakfast at 101 Leonard St. To have a business in a very small, quiet, family neighborhood is bad enough, but the safety issues are the most concerning.

There are no sidewalks in our neighborhood. We walk, ride bikes, and our kids play in the street. Most of the year this is fine as it's a very small, quiet neighborhood. When the Marina Bluff condos fill in the summer, things are different and you have to be very careful. They speed through the neighborhood without any regard for kids maybe darting out to catch a ball, or riding their bikes. These people do not live here the majority of the year and don't know the neighborhood or the kids in it.

I'm very afraid that a Bed and Breakfast in the neighborhood will make this a year round problem. Strangers here on vacation with no regard for our kids or pets. I myself was almost hit twice with people pulling out of their Airbnb. Cars are always along the road and they drive very fast in our neighborhood.

My son's bus stop is in the front of that house. In the morning it's a 6:20 am pick up time. It's pitch black outside. Do you think I want him standing alone, in front of a business, with strangers always there on vacation driving with absolutely NO regard for their surroundings??
I don't think so.

Please vote NO on the special land use permit and keep our neighborhood safe.

Thank you-
Jessica Bertinelli
1001 Saint Johns Dr.

RECEIVED
OCT 10 2022
BY: ZONING

October 3, 2022

Janet Koch
Office of Planning and Zoning
210 State Street
Charlevoix, MI 49720

Dear Ms. Koch,

I am strongly opposed to the attempt by neighbors, located at 101 Leonard Street, to operate a Bed and Breakfast.

This neighborhood is still a quiet neighborhood with only locale traffic, and a Bed and Breakfast at 101 Leonard Street, will bring more traffic and vehicles than these narrow neighborhood streets could handle, especially during the busy summer tourist season. The noise from all this extra traffic, the comings and goings will be overwhelming for residents in this neighborhood.

In addition, Leonard Street intersects with Eaton Street, a highly travelled street constantly busy with cars and trucks coming from May Street or Ferry Avenue. There is no posted speed sign on Eaton, and drivers constantly speed when turning onto Leonard Street from Eaton.
I am also strongly opposed to this operation of a Bed and Breakfast because boarders will use Leonard Street and Hampton Street for parking their vehicles on the streets or on the lawns.

There are many retired homeowners living in homes in this small neighborhood and very often I will see their grandchildren walk on Hampton and Leonard Streets and down Eaton to Ferry Beach.

I believe the transition of 101 Leonard Street into a Bed and Breakfast will be the ruin of a quiet and beautiful neighborhood.

Sincerely,

Marie and Steve Smith
1005 Saint Johns Rd
Charlevoix, MI 49720

RECEIVED
OCT 10 2022
BY: ZONING

October 4, 2022

Janet Koch, Zoning Administrator
210 State Street
Charlevoix, Mi. 49720

From: Pat Miller
105 Hampton
Charlevoix, Mi. 49720

Re: Laura and Donald Jasurda
Property at 101 Leonard, Charlevoix, Mi

Dear Janet,
My Name is Pat Miller. I am writing in oppostiion to the Jasurda's application for a special land use permit for a bed and breakfast at 101 Leonard which is in the R-1 Low Density-Single-Family Residential Zoning District. Please note that this is my second letter in opposition to the Jasurda's above named application.

The last few years have been difficult for all of us. Our lives as we once knew have forever changed. The time has come for this governing board to step up to the plate and *listen ,really listen* to what will be discussed at this hearing. You as a governing board have an obligation and responsibility to enforce the rules. II respect that. The last time I checked you have before you six letters, not including this letter, from my neighborhood citizens and friends encouraging you to deny this request for a bed and breakfast.

Several years ago the Jasurda's applied for were given a permit for short term rental. ***The City of Charlevoix approved this request with NO PUBLIC INPUT. None, zip, zilch.!!! I*** was very shocked to learn that that there was now be a motel/hotel situation across the street from my home.

Since that time I have watched the transformation of the Jasurda's house evolve into a very large, strangers coming and going, increased cars and traffic on the street, and increased noise from cars and people. I feel less safe in my home especially at night.

The Jasurda's are good people. They have worked very hard to develop and grow their business brand. I wish them the best, but not in my neighborhood.

Let's face the facts. I now have a commercial business across the street from my home. I look out my windows and I don't hear the quiet, safe, less traffic, fewer people coming and going. I now observe increased car traffic, cars coming and going, noise, strangers coming and ongoing, safety issues, and loss of home security. I have to lock my house now. How many of you still lock you lock your homes? How would you feel if you couldn't do that anymore? How would you feel if you lived on Leonard St and had to sit back watch all the reasons that you moved up north disappear? Many of us who have moved up north to Charlevoix came up here for some of the same reasons. Back to nature, quiet woods, gentle watering waves, safe, a great place

to raise our children. There are four houses on Leonard St. I know my neighbors by their first names, their children by their names and their grandchildren by their names. We are a close community. We are a neighborhood.

Your committee has a moral obligation as well as a civic duty to listen to all of us who have spoken to you encouraging you to deny this bed and breakfast request. Please don't use a rubber stamp on this request. It's too important. Please do not approve this request. ***Do the next right thing and listen and really hear what I, we, our neighbors are saying. What if you lived where I live? How would you like this business to be a few hundred feet from your front door ? This is my, our, town too.***

What about our neighborhood, my neighborhood? What about ***"we, the people"?*** I am asking you to not use a rubber stamp on this hearing request and listen, really listen to what I, our neighborhood community is trying to say to you. ***Perhaps the problem with our world today is not that we don't talk to each other. It's that we don't listen to each other.***

Respectfully,

Pat Miller
121 Hampton
Charlevoix,Mi. 49720

Charlevoix Planning Commission

New Business

Title: 101 Leonard Site Plan Review
Date: October 10, 2022

Presented By: Janet Koch, Zoning Administrator

Background:
The Applicant has provided a site plan sketch of the property under review. See the applicant statements and site plan included with the Special Land Use agenda item.

Recommendation:

Attachments:
None

Charlevoix Planning Commission

New Business

Title: Public Hearing: City of Charlevoix Master Plan
Date: October 10, 2022

Presented By: Jennifer Neal, Community Planner

Background:
The City of Charlevoix City Council approved the draft Master Plan for distribution on July 18, 2022. Pursuant to the requirements of the Michigan Planning Enabling Act (PA 33 of 2008, as amended), the City may hold a public hearing following a 63-day public comment period. The draft Master Plan is attached. Comments were received from the Charlevoix County Planning Commission and Mark Stanley in regards to the pictures he provided for the plan. All comments are advisory and may be incorporated at the discretion of the Commission.

Per Resolution No. 2004-09-01, the City Council has reserved the authority to grant final approval to any master plan for the City of Charlevoix. The Planning Commission may recommend approval of the draft plan to the City Council.

Recommendation:

Attachments:
1. Master Plan Compiled DRAFT
2. Packet for City of Charlevoix 10-10-22
3. 3 Master Plan Photos Comments
4. 3 Master Plan Photos

CITY OF CHARLEVOIX

2022 Master Plan

DRAFT

Acknowledgements

City Council

Luther Kurtz, Mayor
Aaron Hagen, Deputy Mayor, First Ward
Janet Kalbfell, First Ward
Mark Knapp, Second Ward
Richard Spring, Second Ward
Greg Bryan, Third Ward
Phil Parr, Third Ward

Planning Commission

RJ Waddell, Chair
Jennifer Muladore, Vice Chair
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Toni Felter
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Mark Heydlauff, City Manager
Sarah Dvoracek, City Clerk
Kelly McGinn, Treasurer
John Griffith, Electrical Department Director
Lindsey Dotson, Charlevoix Main Street DDA Director
Kent Knorr, Recreation Director
Beth Anzell, Recreation Assistant
Dean Martin, Community Development Fellow

Special thanks to

David Miles, Curator, Charlevoix Historical Society
Eric Hemenway, Director, Department of Repatriation, Archives, and Records, Little Traverse Bay Bands of Odawa Indians.
The hundreds of members of the public who contributed their time and voices.

Photos are courtesy of Mark Stanley and Jennifer Neal unless otherwise sourced.

Prepared with assistance from:

Jennifer Neal, AICP, Community Planner
Jonathan Scheel, Zoning Administrator
Zach Vega, AICP, Community Planner

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1 Introduction

Purpose

Every community has a responsibility to look beyond day-to-day issues and focus on the long-range consequences of their land use and zoning decisions. Similarly, the community must have a document that provides guidance for land use and development by considering a wide range of possible futures. For the City of Charlevoix, this long-range view is provided through the Master Plan.

The City of Charlevoix Master Plan is the official policy guide for Charlevoix's future development and growth. The Master Plan summarizes the community's vision for the City, highlights goals and objectives based on an analysis of strengths and weakness, and provides the framework and basis for sound community development and land use decision making. Overall, the City of Charlevoix Master Plan establishes clear directions and expectations for the City and meets the requirements established by the Michigan Planning Enabling Act of 2008.

How to Use this Plan

The Master Plan is a long-range statement of general goals and policies aimed to coordinate development, and it is to be used in the following ways:

1. This Master Plan is a general statement of the City's goals and policies. It provides a single, comprehensive view of the community's desire for the future.
2. It serves as an aid in daily decision-making with regard to development. The goals and policies outlined in this Plan guide Planning Commissioners and City Council members in their deliberations on zoning, subdivisions, capital improvements, and other land use and development matters.
3. State law requires that communities have a Master Plan as the foundation for the zoning ordinance and other regulations that shape the physical and social development of the community. However, the Master Plan Land Use Plan and the zoning ordinance and map are two separate documents. The Zoning Ordinance is one of many legal tools used to implement the Master Land Use Plan.
4. It guides property owners, developers, neighboring jurisdictions, and county and state entities with expectations and standards for public investment and future development.
5. The Master Plan supports the allocation and spending of funds.
6. Finally, this Master Plan serves as an educational tool and gives residents, property owners, developers, and adjacent communities a clear indication of the City's direction for the future.

The Master Plan is a flexible document that guides development within the City, but provides capacity to adapt to changing conditions and innovation. The Master Plan describes where new development should be directed and also identifies existing conditions, goals, and best management practices for a number of focus areas including the local economy, neighborhoods, urban design standards, transportation networks, natural and cultural resources, recreation amenities, health and social services, and local food.

How Does the Master Plan Affect You?

How the Master Plan affects you depends on your particular situation:

- If you are a *property owner,* you may have several interests, including not only your property, but also properties that are similarly designated.
- As a *homeowner*, you may be interested in the properties in your immediate neighborhood and you may wish to know what uses are proposed for vacant land.
- As an *owner of vacant property,* you may want to know what land uses are proposed for your property.
- As a *resident,* you may be interested in the overall planning concepts, as expressed by its goals. These statements should give you an indication of the community's vision of the City now, and in the future.

The Plan serves many functions and can be used in a variety of ways, but its usefulness is determined by the willingness of City residents to actively support and implement its vision and goals. A plan that is not actively followed and implemented may lead to problems in the future. Failure to follow the Plan may discredit attempts to use it as a defense for legal actions that may result from challenges by property owners or developers.

Likewise, consistent and vigorous use of the Plan will lend credibility to implement controversial land use decisions and re-zonings. While the courts of the State of Michigan do not recognize the absolute authority of the Master Plan, they do lend much more credibility to actions supported by careful planning than those that appear to be taken arbitrarily against an individual property owner.

How Should You Use This Plan?

Again, use of the Plan depends on your interest in the future of Charlevoix. Generally, here is a procedure you should follow:

Step #1 What land use is proposed for your property, or the area surrounding your property?
This information is on the Future Land Use map in Chapter 7. This map is divided into separate land use categories. Find the land use category in which your property is located.

Step #2 Determine how the City views development in your area.
The Future Land Use Plan (Chapter 7) and map indicate the type of development planned for your area; it may be fairly specific, or somewhat general. This part of the Plan provides some reasonable direction to the Planning Commission, as well as information to property owners about development within the City.

Step #3 Determine the meaning of the land use designation for your property.
In Step #1 you were asked to determine the land use category for your property. Find the category that applies to your property and read the land use designation. Depending on the nature of your interest, this may be as far as you want to go. If you have a specific proposal that does not match the expectations of the Plan, you may want to look at it in more detail.

Step #4 Determine how your property is affected.
The Future Land Use designation indicates the planned use for your property. *This does not mean that you cannot continue the use that you currently have.* Land use within the City of Charlevoix is also affected by zoning, so see the Zoning Ordinance or call the City for more information.

The Master Plan may have a profound impact on the future of your property, regardless of whether you are a developer, landowner, or homeowner. As a resident and property owner in the City of Charlevoix, it is important that you become familiar with the Plan and what it may mean to you and your community.

History of Planning and Zoning Efforts

1954 City passes Ordinance 203 establishing the first Zoning Ordinance.

1970 Charlevoix Regional Comprehensive Plan is published covering the City and Charlevoix Township. Plan includes implementation measures such as government consolidation, subdivision regulations, zoning and capital improvement programs.

1978 City passes Ordinance 369 repealing the original Zoning Ordinance and establishes a new Zoning Ordinance. Specific provisions of this Ordinance have been amended many times over the years.

1982 First Waterfront Area Management and City Master Plan is passed.

1990 City Planner provides portions of an updated draft Master Plan to the Comprehensive Plan Review Committee.

2002 A second effort was made to update the City's Master Plan. A mockup master plan was created, along with a future land use plan. The plan was not officially updated.

2004 City takes part in a Regional Multi-Jurisdiction Smart Growth Planning Initiative with Charlevoix, Norwood, Marion, Eveline, and Hayes Townships. This regional planning process addressed issues relating to transportation, housing, economic development, environmental protection, and the delivery of public services.

2005-06 City Planner works with the Planning Commission to publish a community survey, holds a community meeting to gather public input, and drafts the 2006 Plan Revision- Goals, Objectives and Policies.

2008 Planning Commission has multiple meetings and training sessions on master plan topics to help define goals, objectives, and policies.

2010 Draft Master Plan utilizing public feedback gathered in 2009 is released to the public on June 14 with an educational forum held at the Charlevoix Public Library.

2011 Master Plan adopted by City Council on January 17, 2011.

2015 Planning Commission and Planning Department begin work on updating the 2011 Master Plan.

2016 Master Plan adopted by City Council on December, 19, 2019.

2021 City of Charlevoix Planning Commission sends out Notices of Intent for Master Plan update.

2021 City of Charlevoix releases community-wide survey and holds stakeholder input sessions to inform Master Plan update

2022 Draft Master Plan utilizing public feedback gathered in 2021 is released to the public on *(enter date)*

Downtown Charlevoix Circa 1922

Downtown Charlevoix Circa 2016

2 Community Profile

The City of Charlevoix is located in north-western lower Michigan, in northwest Charlevoix County. Charlevoix County largely surrounds Lake Charlevoix and follows along the southern edge of Walloon Lake. As shown in Map 2.1: Regional Location, the Charlevoix County borders Emmet County to the north, Cheboygan and Otsego Counties to the east, Antrim to the south, and Lake Michigan to the west. Charlevoix County has three major economic centers, the City of Charlevoix, Boyne City, and the City of East Jordan. Boyne City and East Jordan are located at the eastern end of Lake Charlevoix and on the south arm, respectively.

The City surrounds Round Lake and sits on an isthmus between Lake Michigan on the west and Lake Charlevoix on the east. Round Lake is connected to Lake Michigan by the Pine River Channel. Charlevoix Township borders the City on the north and south. The total area of the City is roughly 1,352 acres, excluding Round Lake and the Pine River Channel. Charlevoix's beginning has many layers and took many turns to get to where we are today. The following is a brief history of the city prior to its modern settlement and the peoples, buildings, and natural features we see here today.

Map 2.1
Northwest Lower Michigan Region

City of Charlevoix Regional Context

N
W E
S

State Roads
Railroads
Nonmotorized Trails
Lakes
City of Charlevoix
Local Jurisdictions
Charlevoix County
Counties

0 3.5 7 14 21 28
Miles

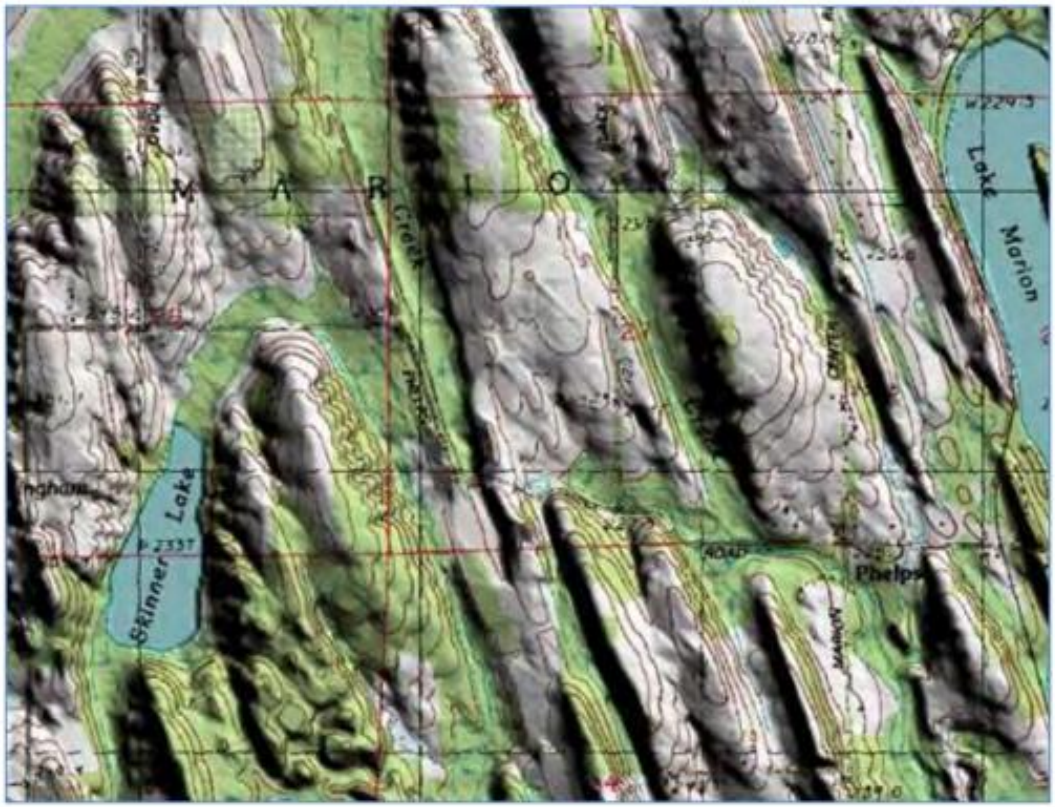
DRAFT

Networks Northwest
Talent / Business / Community

A Short History

The origin of Charlevoix's picturesque topography is largely attributed to a period of extensive glaciation in the recent geologic past. The last era of geologic history known as the Pleistocene (Ice Age) Epoch began roughly two to half a million years ago. Michigan's freshwater lakes, sandy beaches, and rolling and steeply sloped hills, productive farmland, and forests and wetlands are by-product of this time. Most notably within the region, well-developed drumlin fields were formed on either side of the Grand Traverse Bay, particularly in Leelanau and Charlevoix Counties and along Lake Charlevoix. Drumlins are ice-molded ridges and generally appear as long cigar-shaped, vegetated ridges. "A virtual field of drumlins is found to the west of Lake Charlevoix" in Marion Township.[1]

Figure 2.1: Drumlins in Marion Township, Charlevoix County



Source: Tip of the Mitt Watershed Council

> With the glacial recession at the end of the last ice age approximately 13,000 years before present (B.P.), "the landscape provided an abundance of habitat for a wide diversity of forest, savanna and aquatic plant and animal communities, which were distinctly influenced by Native American cultures that inhabited the two peninsulas, most notably through hunting and fishing activities and their interaction with the fire regimes of both savanna grasslands and pine lands."[2]

Thousands of years ago Odawa, Ojibwa, and Potawatomi, collectively known as Anishnaabek, migrated to Michigan from New York and the eastern coast. Native people were first attracted to the region where fresh water and food sources were plentiful. For centuries, the immediate area around the water and land topography known as Charlevoix was seasonally inhabited by Indigenous Anishnaabek peoples who spent about half of every year here, fishing, farming, hunting and gathering before they returned by water to their base homes in southern Michigan to spend the winter. Evidence of their presence in Charlevoix can be dated to approximately 10,000 BCE, and that presence continues to this day. They called

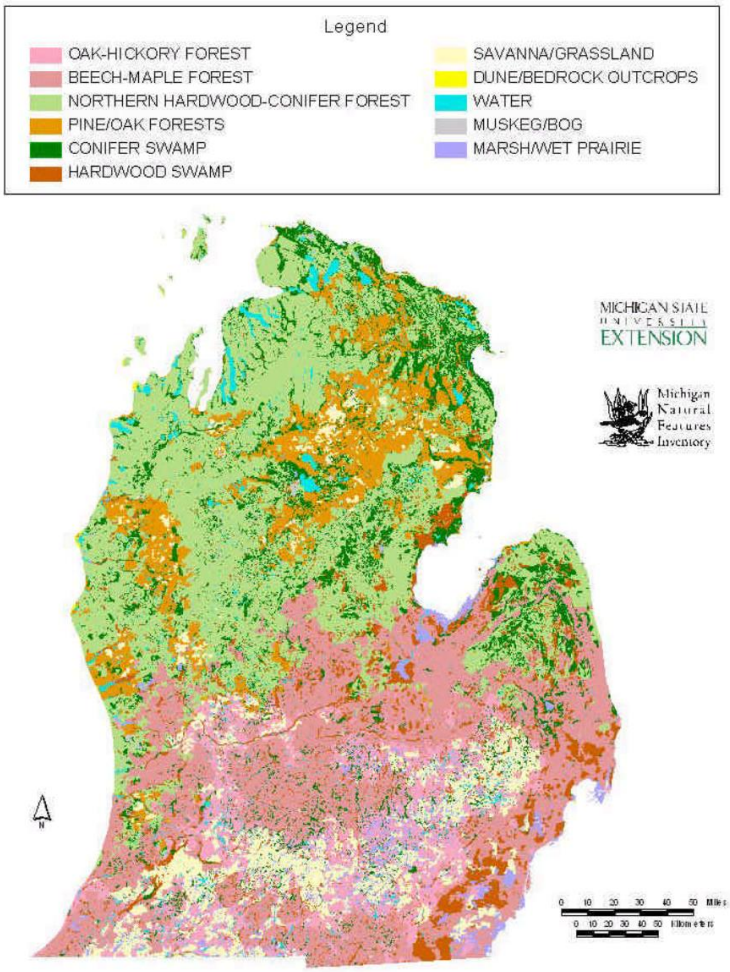
[1] "Lake Charlevoix Management Plan: Protecting Water Quality for Today and Tomorrow." Tip of the Mitt Watershed Council. July 2012. https://www.watershedcouncil.org/uploads/7/2/5/1/7251350/lake-charlevoix_wmp.pdf
[2] "2006 State Forest Management Plan." Michigan Department of Natural Resources Forest, Mineral and Fire Management. July 24, 2006. https://www.michigan.gov/documents/2-ForestHistory_165779_7.pdf

their land/water configuration here *Zhingwaak Zibbling*, or "Pine River," which name covered our waterways from Lake Michigan to Lake Charlevoix, including Round Lake. Pine River is still today the official name encompassing our two connective channels, lower (from Lake Michigan) and upper (into Lake Charlevoix).

Odawa history tells us as early as the 1600 and 1700's, "Each village, clan and family had certain areas of land that they claimed for their own use. This included their hunting, fishing and trapping places as well as where they grew crops and harvested natural foods and medicines."[3] From 1816-1856, the Federal General Land Office (GLO) surveyed the vegetated patterns for the State (Figure 2.1). Northwest lower Michigan was historically covered in northern hardwood-conifer forest, conifer swamp, pine/oak forests, and savanna/grassland. In 1836 the U.S. government and the Anishnaabek people signed the Treaty of Washington, an agreement for 13,837,207 acres in the northwest portion of the lower peninsula and upper peninsula of Michigan. Combined with the 1855 Treaty of Detroit, the Odawa and Ojibway successfully fought against removal and secured their claim for permanent reservation lands and perpetual access to natural resources.

Today, two federally recognized tribes, Grand Traverse Band of Ottawa and Chippewa Indians and the Little Traverse Bay Bands of Odawa Indians share ties to the Charlevoix region and consider several sites culturally significant. Greensky Hill Indian United Methodist Church is one of the oldest continuously used churches in Michigan. Greensky Hill Church is located near Susan Lake in Hayes Township and was completed and dedicated in 1877.[4] Odawa and Ojibwa from Grand Traverse Bay, Beaver Island, Charlevoix, and Wawgawnawkezee met to conduct services in their own language. The church still serves the congregation today and preserves the unique Native Heritage of Michigan's first people.

Figure 2.2: Vegetation circa 1800, Lower Peninsula of Michigan



Source: MSU Extension

[3] "Our Land Our Culture: A 200 Year History of Our Land Use." Little Traverse Bay Bands of Odawa Indians. November 2005.
[4] McClurken, James M. "Gah-Baeh-Jhagwah-Buk: The Way It Happened – A Visual Culture History of the Little Traverse Bay Bands of Odawa." Michigan State University Museum, 1991.

Charlevoix, known previously as the Village of Pine River, was settled in 1854 with the arrival of a Mormon family who escaped from the violent way of life on Beaver Island that then was under the dictatorial sway of self-proclaimed King James Strang. The Medad Thompsons sailed to the mainland over thirty miles away and settled on the shore of Pine Lake, in 1926 to become known as Lake Charlevoix, where the Ferry Beach area is today. Ever so slowly, more settlers followed them after Strang was assassinated in 1856, upon which the Mormon stranglehold on the area vanished immediately. Fishing remained the mainstay of the local economy as the settlement grew.

Seasonal agriculture, fishing, and hunting were the first economic activities of the region performed by Anishnaabek. Beginning in the 1700s, the Anishnaabek, European settlers at Fort Michilimackinac, and other villages throughout the region, traded goods, especially furs for the Northwestern fur trading industry. Later farming became a way of life for permanent residents, and the city's population depended on the crops grown in nearby farms. Upon review of the Centennial Farms program list compiled by the Historical Society of Michigan, a number of 100 Year (or more) Farms are designated in Charlevoix County.

In the 1860s, lumbering began to make its mark all over northern Michigan, and this region became one of the major suppliers of what was then considered to be an inexhaustible resource to the building of the Midwest, including Chicago after the Great Fire of 1871. Charlevoix was one of the most important ports from which this lumber exited to the world. The booming lumber trade founded what would become the Charlevoix Lumber Company in in 1868. Travel to and from the area was made easier by passenger and freight ports in 1869. Dredging of the Pine River channel completed in the 1870s assisted with freight traffic, but also had significant impacts on the hydrology of the lake especially the water levels.

The third leg of our economy appeared in 1878, with the establishment of the Charlevoix Summer Home Association, later known as the Belvedere Club resort and the Chicago Club in 1881. Resorting and tourism began to increase exponentially as more and more people began to discover the beauties and allegedly healthful climate of the north country. It was especially appealing to those who had the time and means to escape the stifling heat and stench of the major cities in the summertime. By the mid 1880s, the registration tally of the towns' hotels had surpassed the 10,000 mark. And these people left to tell even more people about what they had discovered until by the 1920s Charlevoix was packed to the rafters every summer season.

The village of Charlevoix was officially incorporated by the State of Michigan in 1879, after having had a dual identity as Pine River/Charlevoix for three decades. It became an official city in 1905.

The last piece of the major Charlevoix economic puzzle was put in place in 1892 with the arrival, finally, of the railroad. Charlevoix was the last of the northern Michigan communities to be connected to the national rail system. Prior to this, Charlevoix relied almost entirely on the maritime lanes to connect it to the outside world.

In 1897, the *Charlevoix Sentinel* newspaper claimed that more maritime tonnage was passing through the waters of Charlevoix than any other port on the east side of Lake Michigan. Charlevoix, with its harbor considered by hundreds of mariners to be the finest natural harbor in the United States, served the entire far northwest tip of the Lower Peninsula, and would continue to do so for decades.

In 1911, the Pere Marquette Railroad was advertising Charlevoix in up to ten Chicago newspapers as "The Queen of the Northern Resort Country." Fishing, lumbering, and the resort/tourist industry were, for four decades, the bedrock of our economy. Warning signs, which were never heeded, had begun to affect first lumbering, then fishing, the first in the late 1800s, the latter in the early 1900s, until lumber crashed around 1915 and fishing followed in the next decade. From over two more decades, Charlevoix's existence had to rely on the resort/tourist industry.

The Great Depression deteriorated the summertime resident and tourist base, and later World War II further eroded the manufacturing base. Things began to improve after World War II with the establishment of small industries, which was an economic boon to so many families. Although the City faced hard times through the mid-twentieth centuries, the City continued to make civic improvements, the Big Rock Point Nuclear Plant went online in 1962, the Medusa Cement plant began operating in 1967, and first condominiums were constructed on Round Lake in in 1973. This balance continues to today, with the two-month summer season seeing a crushing influx of people from all over the country and abroad, giving Charlevoix a reputation that has spread to such an extent that its name is now known around the world as one of the most desirable places to take up residence anywhere in the country.

Charlevoix's natural features and modern amenities are shared today by both permanent and seasonal residents including the Odawa who live and work in the community. The City of Charlevoix, Charlevoix County, and State departments such as the Michigan Department of Transportation are largely responsible for the improvements to public

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

Natural Features

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

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

Climate

Northwest Michigan experiences a four season climate with mild summers and cold, snowy winters. The City's proximity to Lake Michigan sets it and other coastal cities apart from inland communities. The lake keeps the area warmer in the winter and cooler in the summer, with less rainfall than locations further inland. Since 1991, Charlevoix has experienced the most precipitation in October with 4.33 inches on average and an average annual total precipitation of 33.74 inches. July is the hottest month with a mean average temperature of 68.7 °F, and February is the coldest month with a mean average temperature of 22.6 °F. Like many communities with an economy based on tourism and recreation, climate can be both a boon and bust. During the summer, weather can influence the number of tourists or seasonal property owners visiting Charlevoix and in the winter, the amount and duration of snow can impact the operation of local ski hills and resorts.

On any given day, Charlevoix is highly susceptible to quick, sudden changes in the weather. Depending on the time of the year, the Great Lakes have a significant impact on temperatures, precipitation, and the strength of storms. In the spring when the lake water is colder than the air over them, they extract heat from the atmosphere. During the fall, the Great Lakes give off heat and moisture. In both cases, storms arrive on land stronger and more persistent than they might otherwise be. Thunderstorms, extreme winter weather events, and excessive rainfall are common natural hazards with the potential to cause loss of life and significant property damage. Charlevoix County prepares and adopts a Natural Hazard Mitigation plan that identifies potential hazards and mitigation strategies to reduce the impact of those disasters.

Water

The most well-known and influential natural feature in the City are the surrounding lakes. Charlevoix has access to three separate lakes: inland lakes, Charlevoix and Round and the Great Lake, Lake Michigan. Charlevoix and Round Lake are connected to Lake Michigan through the Pine River Channel. Combined, the lakes provide 5.86 miles of shoreline used for private access, public recreation, and scenic viewing. The City of Charlevoix is located within the Lake Charlevoix Watershed. A watershed is the land area that channels rainfall and snowmelt to creeks, streams, and rivers, and eventually to outflow points such as reservoirs, bays, and lakes. Tributaries of Lake Charlevoix carry water from as far away as Antrim and Otsego Counties. The biggest threat to the water quality of Lake Charlevoix and its rivers and streams is nonpoint source pollution (NPS). NPS pollution does not have a discernible, confined, and discrete conveyance, but generally results from land runoff, precipitation, and drainage among others. The "Lake Charlevoix Watershed Management Plan" written by the Tip of the Mitt Watershed Council reviews the current conditions of the waterbodies within the Lake Charlevoix Watershed.

Developments on the shoreline must be assessed for their potential to impact these prized water bodies, and great care must be taken to ensure the quality, availability, and beauty of this valued resource is not harmed. Any development adjacent to Lake Michigan should plan accordingly and consider the general rise and fall of Great Lakes' water levels. Development completed during a low water cycle, that has not accounted for the average high water mark, could be damaged or destroyed when water levels rise, or suffer from storm damage, especially in the late fall. In recent years, the swings in water levels have been unprecedented. In January 2013, Lake Michigan-Huron set an all-time record low of 576.02 feet, and seven years later in July of 2020 Lake Michigan-Huron reached a monthly record high of 582.22, only second to the October 1986 monthly record high of 582.35.

Soils and Shorelines

Generally, area soils are sandy loam and present slight limitations to development. However, development, redevelopment and the disturbance of steep slopes, especially on Lake Michigan and Round Lake, must be carefully considered. The potential instability of disturbed slopes reinforces the importance of employing soil erosion and slope stabilization techniques into the design of waterfront development projects. Waterfront development must also respect the environmentally sensitive nature of Charlevoix's lakes and shorelines. This is particularly true when it comes to the simple acts of homeowners, such as lawn and beach maintenance. The use of phosphorus fertilizer has spiked nutrient levels in lakes, which has increased algae and altered native vegetation, fish, and other wildlife habitats. The trend of beach grooming has also played a part in altering native wildlife habitats and planting exotic vegetation has helped spread invasive plant species, including purple loosestrife and phragmites. Seemingly inconsequential individual acts, when combined, can have a cumulative and long term impact on Charlevoix's community character and its quality.

Sand Dunes

In Michigan there are approximately 225,000 acres of dunes, of which approximately 74,000 acres were designated as Critical Dune Areas (CDAs) in 1989. Critical dune areas represent the tallest and most spectacular dunes along Lake Michigan's shoreline in the lower and upper peninsulas. Critical Dunes are located on the Lake Michigan shoreline to the north in Charlevoix Township and south of the City of Charlevoix in Norwood Township. The size and scale of the sand dunes on Lake Michigan adjacent to Mt. McSauba span over a mile of shoreline. Given their unique qualities and community value, human activities must not destroy or adversely affect them. These areas are highly valued by both private property owners and the general public for recreation and scenic beauty. Although these dunes are partially located in Charlevoix Township, the City should nevertheless be concerned with their long term protection and preservation. While the lots north of the sand dunes in the City are almost fully developed, with the exception of one residential lot at 419 Michigan Avenue, there is the potential for redevelopment in the future.

Trees / Woodlands

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

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

View Corridors

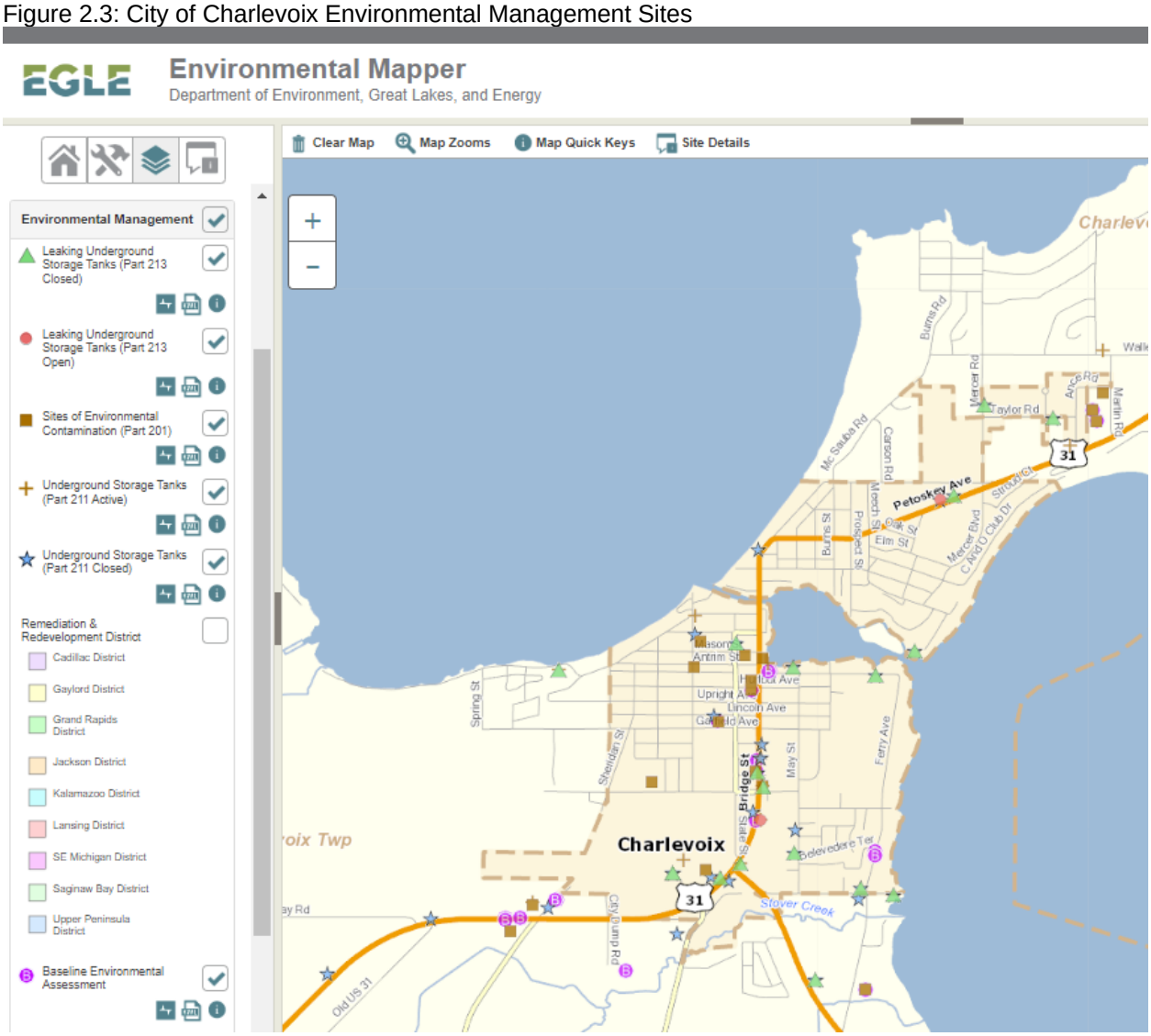
Cities with dramatic topography and natural settings often face the question, "How do we promote development while preserving views of natural resources?" The surrounding lakes, dunes and natural environment make view corridors highly prized in Charlevoix. Scenic views can also have a direct correlation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

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

Land Revitalization

Cities today face the challenge of redeveloping or reusing sites that are contaminated or are perceived to be contaminated from a former use; these sites are known as brownfields. Brownfields are defined as, “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant” in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980. Contamination may be caused from many different uses and sources from large-scale industrial operations to small sites where gas stations, dry cleaners, or even residential structures with lead paint or asbestos insulation were once located. Brownfield sites are monitored by the U.S. Environmental Protection Agency and the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Locally, the Charlevoix County Brownfield Redevelopment Authority (BRA) was created to develop and implement brownfield projects. A BRA may use Tax Increment Financing (TIF) as a tool for property redevelopment. Brownfield redevelopment is usually focused on the largest and most marketable properties; however, neighborhood revitalization can occur through the redevelopment of small and medium-sized sites. Figure 2.3 is an image from a mapping application provided by EGLE to identify sites in Michigan.

Figure 2.3: City of Charlevoix Environmental Management Sites



Source: Michigan Department of Environment, Great Lakes, and Energy https://www.mcgi.state.mi.us/environmentalmapper/#

Demographics

Charlevoix is a unique community that is attractive to people of all ages and backgrounds. Houses, businesses, and infrastructure make up the built environment, but people make Charlevoix come alive. People bring heritage and culture which creates a sense of place worth celebrating. Celebrating those differences brings people together to promote strong neighbor relationships and support those in need. Through the demographic analysis one can begin to understand the foundation for the community's identity.

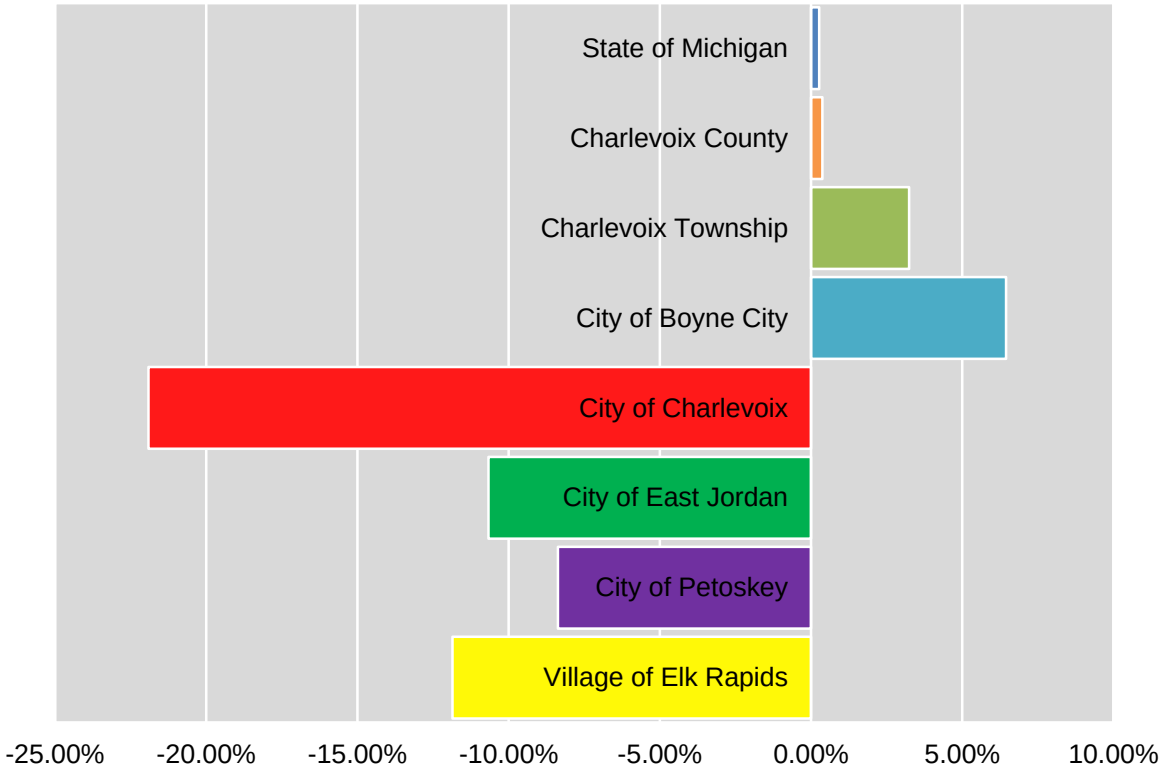
Demographic Characteristics

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

Population

In a comparison of nearby jurisdictions (Figure 2.4.), Charlevoix Township, City of Boyne City, Charlevoix County, and the State of Michigan experienced a population increase while the City of Charlevoix, City of East Jordan, City of Petoskey (Emmet County), and the Village of Elk Rapids (Antrim County) experienced a population decline from 2000 to 2019. The City of Charlevoix saw the largest decline (21.91%) of the comparison communities. Table 2.1 provides a detailed description of each community's population in 2000, 2010, and 2019 and the percent change from 2000 to 2019.

Figure 2.4: Population Change, 2000-2019



Source: US Decennial Census and 2019 American Community Survey

Table 2.1: Population Growth Comparisons, 2000, 2010, 2019

	State of Michigan	Charlevoix County	Charlevoix Township	City of Boyne City	City of Charlevoix	City of East Jordan	City of Petoskey	Village of Elk Rapids
2000	9,938,444	26,090	1,697	3,503	2,994	2,531	6,247	1,695
2010	9,952,687	26,228	1,892	3,760	2,620	1,927	5,795	1,864
2019	9,965,265	26,188	1,752	3,729	2,338	2,261	5,724	1,494
% Change (2000-2019)	0.27%	0.38%	3.24%	6.45%	-21.91%	-10.67%	-8.37%	-11.86%

Source: US Decennial Census and 2019 American Community Survey

Historically, the City's population decline has been occurring steadily since 1970 when the City reached its peak population size. Table 2.2 provides the total population count and the percent change since 1920.

Table 2.2: Population since 1920

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

Source: US Decennial Census and 2019 American Community Survey

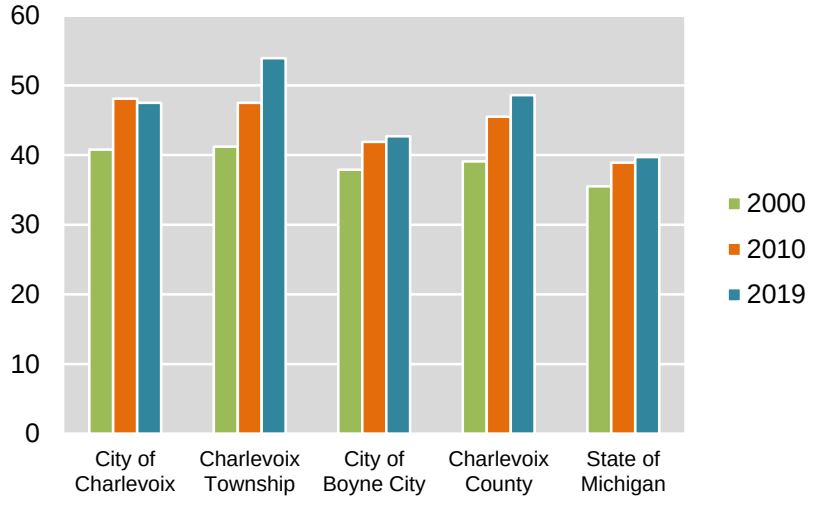
Like many northwest Michigan communities, the City of Charlevoix experiences an influx of seasonal residents and tourists during the summer months. However, the decennial Census and the American Community Survey only consistently and comprehensively track the permanent population. The *Northwest Michigan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

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

Age, Race & Disability

Understanding the median age and age distribution of the City of Charlevoix can help identify social, economic, and public service needs in the community. As shown in Figure 2.5, the median age (the midpoint where half the population is younger and half the population is older) of the City of Charlevoix is older (47.5) than the State (39.7), but the City' median age is well aligned with the County and the comparison communities.

Figure 2.5: Median Age, 2000, 2010, 2019



Source: US Decennial Census and 2019 American Community Survey

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

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

Table 2.3 is a representation of the 2019 age structure across the comparison communities. While slightly older than the State's age structure, the City's age structure is largely comparable to other Charlevoix communities. The City's largest age group, Family Forming, with 32% of the total population indicates the City may see an increase in the number of Pre School aged children in the near future. Families are a critical component of population growth and those communities with a greater proportion of younger individuals who are at or close to reproductive age will experience more growth.

Table 2.3: Age Structure, 2019

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

Source: 2019 American Community Survey

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

Table 2.4 represents the number of persons with a disability by age groups. While the number of persons 65 years and older is the City of Charlevoix's largest age group with a disability, when compared to the surrounding communities, the City has the highest percentage of persons under 18 with a disability.

Table 2.4: Persons with a Disability, 2019

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

Source: 2019 American Community Survey

School Enrollment

Charlevoix Public Schools are a member of the Char-Em Intermediate School District which includes public schools and several non-public schools in Emmet, Charlevoix, and the northern portion of Antrim Counties. Charlevoix Public School's facilities include Charlevoix Elementary and Charlevoix Middle High School, preschool through grade 12. The Charlevoix Elementary School, located at 108 Garfield Street, opened in January 2020. The remodeled building previously served as the middle school and high school in years past. The Charlevoix Middle High School is located in nearby Marion Township. Charlevoix Montessori Academy for the Arts, located at 115 W. Hurlburt Street, offers education for kindergarten through grade 12. St. Mary Catholic School Community, located at 1005 Bridge Street, offers pre-kindergarten through grade 8, but does not report enrollment numbers to the state. Charlevoix Elementary, Charlevoix Montessori, and St. Mary School are all within walking distance of each other just south of downtown Charlevoix.

Enrollment data for the Char-Em ISD, Boyne City Public Schools, East Jordan Public Schools, Charlevoix Public Schools, and Charlevoix Montessori is provided for comparison in Table 2.5. Student enrollment patterns in local schools can supplement the age demographic information, thus providing additional insight into the current population trends in the community. Overall, the Char-Em ISD enrollment across all school systems, is declining during the 20 year timeframe in which data is provided. MI School Data is the State of Michigan's official source for pre-K, K-12, postsecondary and workforce data.

Table 2.5: School Enrollment Comparison

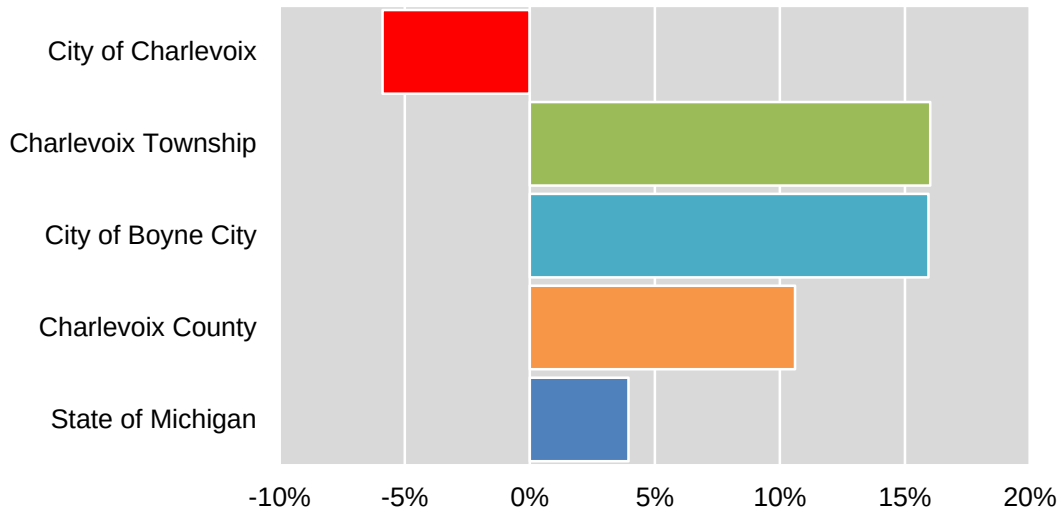
School Year	All Char-Em ISD Districts	Boyne City Public Schools	East Jordan Public Schools	Charlevoix Public Schools	Charlevoix Montessori Academy for the Arts
2002-2003	11,076	1,319	1,303	1,389	74
2012-2013	9,618	1,350	990	1,043	107
2021-2022	8,035	1,279	762	816	44

Source: MI School Data https://www.mischooldata.org/student-enrollment-counts-report/

Households

The average household size for City of Charlevoix residents is 1.74, compared to the County's average of 2.25. The Census defines a household as all the people who occupy a single housing unit, regardless of their relationship to one another. Figure 2.6 is a graphical representation of Table 2.6 displaying the percent change in the number of households for the City of Charlevoix and the comparison communities. Similar to population, the City experienced a 6% decline in the number of households while the comparison communities saw an increase in the number of households.

Figure 2.6: Change in Households, 2000, 2010, 2019



Source: US Decennial Census and 2019 Community Survey

Table 2.6: Number of Households Growth Comparisons

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

Source: US Decennial Census and 2019 American Community Survey

Housing Characteristics and Development Trends

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

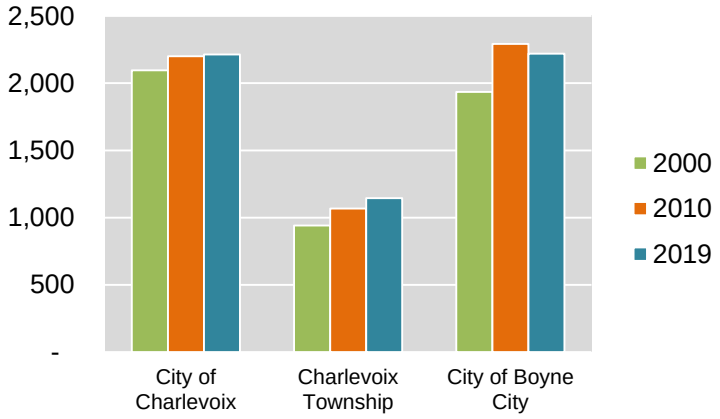
Of the 2,214 units available in the City of Charlevoix as shown in Table 2.7, the largest percentage of units in recent history were built from 1980 to 1989. However, overall, 45% of the housing stock was built before 1949. These surges in housing construction are likely in response to the large population booms experienced in the 1940s and 1970s. Table 2.8 is a breakdown of the total number of housing units by type. More than half (55%) of the City's housing stock are detached single family homes. The decrease in the number of single family detached units from 2010 to 2019 is partially due to the conversion of single family homes to two-family or multi-family units throughout the decade. Table 2.8 provides the *Margin of Error (MOE) to indicate the delicateness of the data. Smaller numbers (single, two and three digits) are more sensitive to larger margin of error swings.

Table 2.7: Year Structure Built, City of Charlevoix

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

Source: 2019 American Community Survey

Figure 2.7: Number of Housing Units, 2000, 2010, 2019



Source: US Decennial Census and 2019 American Community Survey

Table 2.8: Housing Units by Type, 2010, 2019

	City of Charlevoix		Charlevoix County	
	2010	**2019 MOE***	**2010**	**2019**
One-Family Detached	1,364	1,217 (±149)	13,645	14,108
One- Family Attached	61	23 (±22)	282	164
Two-Family / Duplex	87	116 (±84)	387	318
Multi-Family (3+ units)	533	839 (±410)	1,455	1,966
Mobile Homes	0	19 (±20)	1,374	1,122
Other Units (Boats, RV, vans, etc)		-	4	-
TOTAL	**2,045**	**2,214**	**17,147**	**17,678**

Source: 2019 American Community Survey

Table 2.9 presents a look at building permit data gathered from the Charlevoix County Department of Building Safety for the number of permits that have been finaled or approved since 2016. This more recent look at building permit data shows an uptick in finaled permits during 2020.

Table 2.9: Building Permits, City of Charlevoix

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

Source: Charlevoix County Department of Building Safety

Table 2.10 provides a detailed look at the tenure and value of housing units available in the City. Compared to the County, Charlevoix has a low percentage of owner occupied homes. According to the 2016 Master Plan, the City has maintained over 60% of the occupied housing is either rentals or seasonal housing and a high number of rentals are most likely seasonal. Clearly, this support's Charlevoix's standing as a resort community.

Table 2.10: Housing Tenure

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

Source: US Decennial Census and 2019 American Community Survey

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

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

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

expected in the near future. Rather, the most likely future scenario to add housing units in the City is modest infill development and home renovation to create additional units.

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

Economic Profile

The *2021 Comprehensive Economic Development Strategy (CEDS)* prepared by Networks Northwest is the product of a locally-based, regionally-driven economic development planning process to identify strategies for economic prosperity. The plan was prepared for the ten county region of northwest lower Michigan. The process calls upon community leaders from local and county government, economic development organizations, the business community, and other stakeholders including the public at large to engage in discussions about opportunities and threats to the regional economy. The topics that came up most frequently are housing, workforce talent, child care, the Pandemic, and climate change. Each of these has a significant impact on the economy, Charlevoix included. The following section will provide a look at the economic conditions in Charlevoix County and the City of Charlevoix.

Table 2.11 provides a comparison of annual average wage for each county in the CEDS planning area for 2018. Charlevoix County had the third highest rate at $ 44,558. Kalkaska County has the highest average annual wage with $ 50,971 followed by Grand Traverse County at $ 44,562. Antrim County has the lowest average annual wage with $ 33,081. As Charlevoix County's southern neighbor, it is not unexpected to have residents of Antrim County travel to East Jordan or Charlevoix for work.

Table 2.11: Average Annual Wage by County, 2018

County	Average Annual Wage
Antrim	$33,081
Benzie	$33,908
Charlevoix	$44,558
Emmet	$40,258
Grand Traverse	$44,562
Kalkaska	$50,971
Leelanau	$36,833
Manistee	$33,821
Missaukee	$35,917
Wexford	$35,917

Source: 2021 Comprehensive Economic Development Strategy (CEDS) prepared by Networks Northwest

Table 2.12 is a summary of the economic distribution of Charlevoix County by industry in 2018. The majority of jobs within the County are in the manufacturing industry with 23.30%. Manufacturing also has the second highest average annual wage at $ 60,866. Accomodations and food services is the second largest industry with 17.30%, and it has the lowest average annual wage of all of the industries with $ 27,051. The utilities industry has the highest average annual wage with $ 107,000. However, 1.40% of jobs in the county are in the utilities industry. D mean limited industries of a sector that would disclose confidential information.

Table 2.12: Charlevoix County Economic Distribution by Industry, 2018

Industry	Establishments	Jobs	Percent Distribution in County	Average Annual Wage
Total Covered Employment	**782**	**10,527**	**100.00%**	**$44,558**
Agri., forestry, hunting	5	D	D	D
Mining	1	D	D	D
Construction	120	646	6.10%	$43,806
Manufacturing	45	2,451	23.30%	$60,866
Wholesale trade	16	53	0.50%	$53,155
Retail trade	114	876	8.30%	$29,009
Transportation, warehousing	17	129	1.20%	$42,443
Utilities	4	147	1.40%	$107,000
Information	13	72	0.70%	$27,706
Finance and Insurance	29	160	1.50%	$47,784
Real Estate, rental, leasing	29	184	1.70%	$27,435
Professional, technical services	44	D	D	D
Administrative, waste services	53	253	2.40%	$33,625
Educational services	11	648	6.20%	$51,753
Health care, social assistance	59	1,687	16.00%	$46,962
Arts, entertainment, recreation	37	266	2.50%	$31,888
Accommodation and food services	79	1,826	17.30%	$27,051
Other services, exc. public admin.	76	305	2.90%	$44,314
Public administration	22	618	5.90%	$41,886
Other: Includes (private, management of business, and unallocated)				

Source: 2021 Comprehensive Economic Development Strategy (CEDS) prepared by Networks Northwest

Household income is one key indicator of a community's overall economic condition, particularly when compared to neighboring communities or other larger measures. Figure 2.8 is a graphical representation of Table 2.13, a comparison of Median Household Incomes (MHI) across comparable Charlevoix communities, Charlevoix County, and the State. Of note is the decline of MHI in the City of Charlevoix where the comparison communities each saw an increase in already higher MHI levels over the 9 year timeframe.

Figure 2.8: Median Household Income Comparison, 2010-2019

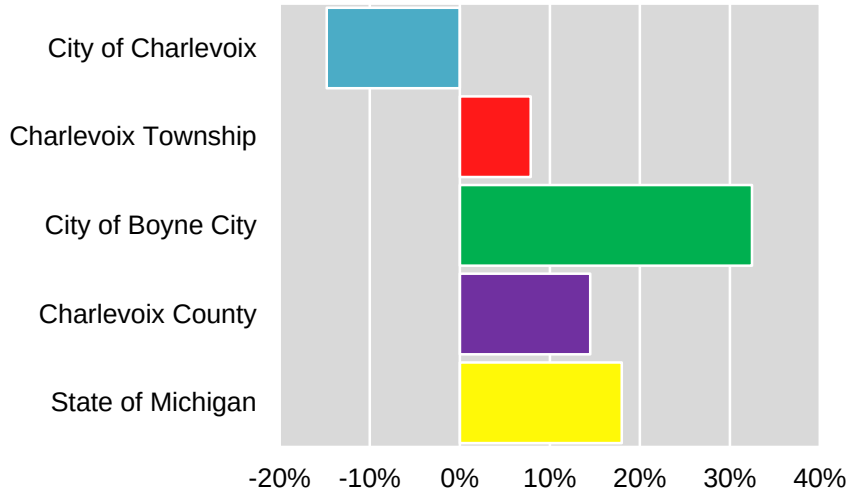


Table 2.13: Median Household Income

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

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

Housing Affordability

The rule of thumb has been 30 percent – that a household should spend no more than 30 percent of its income on housing costs. Considering the Table 2.13 above, over twelve months, a City of Charlevoix household earns $ 2,657.08 per month. The average household can afford a $ 797.13 monthly rent or mortgage payment. The estimated median gross rent is within this range ($ 567.00, Table 2.10). However, anecdotally, the cost of rent is much higher and demand is driving prices higher still.

Affordability can be further described for home ownership by the ratio of the Median Housing Value (shown in Table 2.10) to the MHI. An affordability index of no more than 2.6 is considered an affordable community. The affordability index of the City of Charlevoix in 2019 is 5.3. This price to income ratio for the City has increased from 2010 when the index was 4.7. The index is calculated by dividing the median housing value from Table 2.10 ($ 167,800) by the median household income from Table 2.13 ($ 31,885). Income and wages determine the amount a household is able to save to pay for a down payment on a house as well as the amount that can be paid on a monthly mortgage. Increases in housing prices or decrease in income limit a household's ability to purchase a house. Similar to rent prices, home prices are also increasing where the cost to purchase a home is often as much as $200/square foot or more.

Nationally, reports indicate the Covid-19 Pandemic has caused major disruptions in the housing market including extreme increases in housing prices, a decrease in household income, and a more mobile and flexible buyer. This is combined with an already high demand for housing at all price points and increased material and labor construction costs. Housing is further discussed in Chapter 5.

The Charlevoix County Housing Ready Program, a housing advocacy agency for Charlevoix and Emmet Counties, has prepared the following graphs. Figure 2.9 is a comparison of the affordability index for several Charlevoix County communities. Figure 2.10 shows the proportion of households that can afford housing of varying prices, most being able to afford only houses that cost less than a basic new home.

Figure 2.9: Price to Income Ratio Comparison, 2011-2018

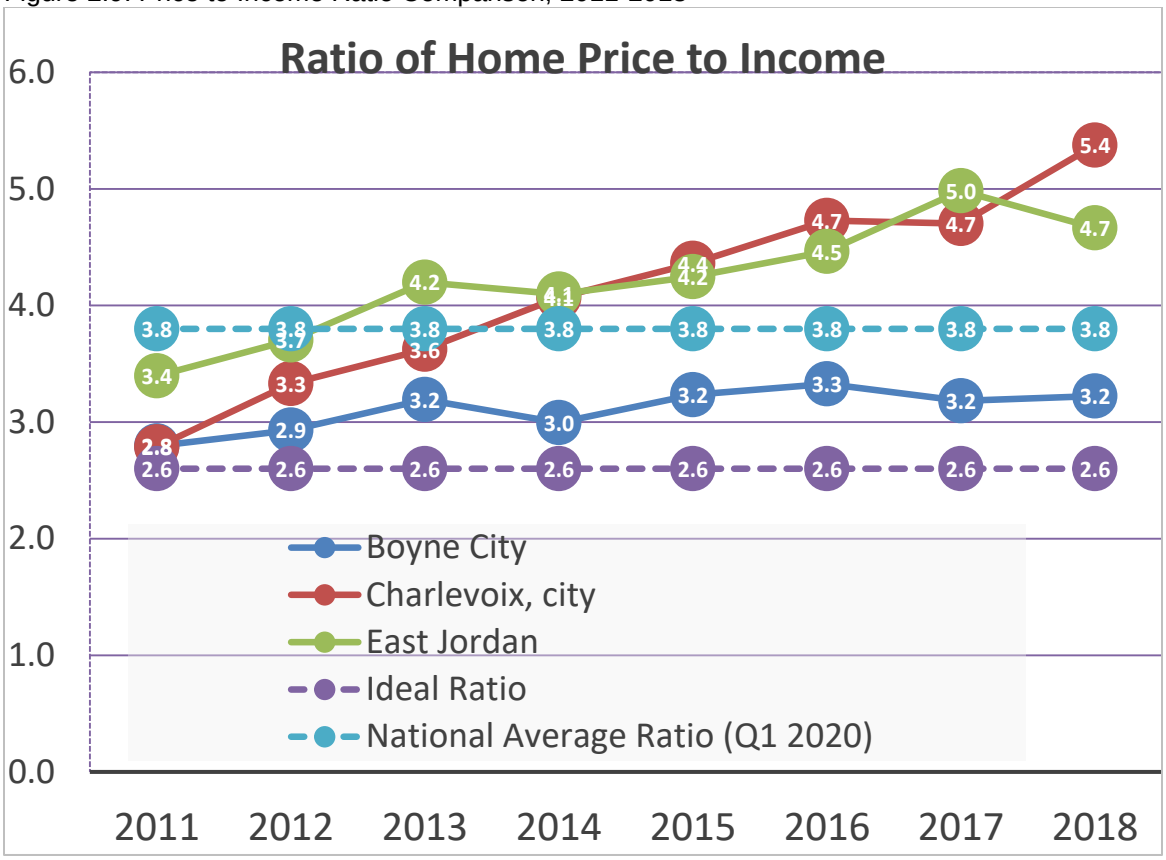
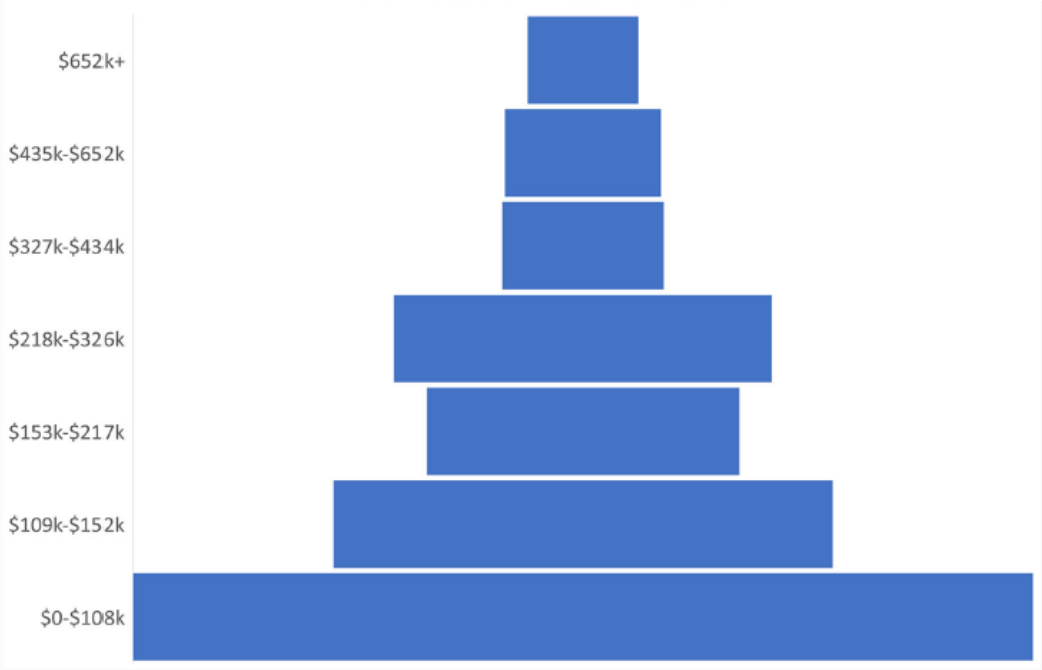


Figure 2.10: City of Charlevoix Households by Highest Priced Home They Can Afford Based on Income, 2019



The United Ways of Michigan, including the Char-Em United Way, representing Charlevoix and Emmet Counties, produced a report entitled *ALICE in Michigan: A Financial Hardship Study*. ALICE, which is an acronym for Asset Limited, Income Constrained, Employed, are those households with income above the Federal Poverty Level but below the basic cost of living. Based on a calculation of the actual costs of basic necessities such as child care, transportation, housing, and healthcare, the report establishes the ALICE Threshold, "the average income that a household needs to afford the basic necessities… for each county in Michigan. Households earning below the ALICE Threshold include both ALICE and poverty-level households" (ALICE, 2). Table 2.14 provides the ALICE data for the comparison communities, Charlevoix County, and the State of Michigan.

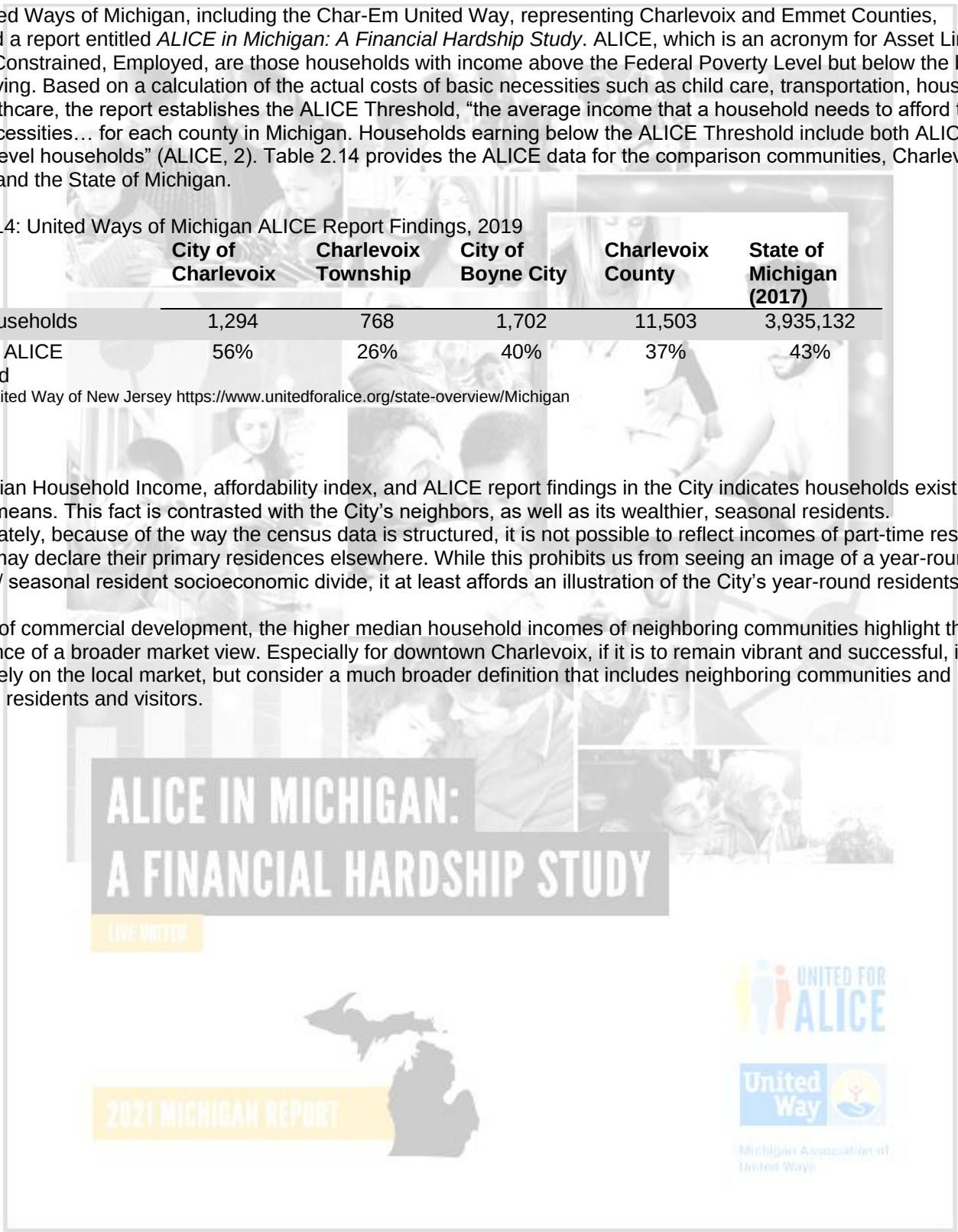
Table 2.14: United Ways of Michigan ALICE Report Findings, 2019

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

Source: United Way of New Jersey https://www.unitedforalice.org/state-overview/Michigan

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

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



Significance for Planning

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

The City has two interesting phenomena occurring related to the age of the population. When reviewing Table 2.3: Age Structure the first noticeable statistic is the largest percentage, the number of people within the family forming age group, those between the ages of 20 and 44 (32%). This is the highest percentage of people within this age group across all comparison communities. The second is the combined number of persons aged 45 and over (52%). The City is in the unique position to support the short-term needs of the millennials of the family forming age group while preparing for the increased demands of the empty nester, senior, and elderly populations. Creating and supporting an environment that promotes family expansion would have the long term benefits of improving school enrollment, bringing in a new workforce to allow for succession planning, and ideally, a new resident population dedicated to the Charlevoix community.

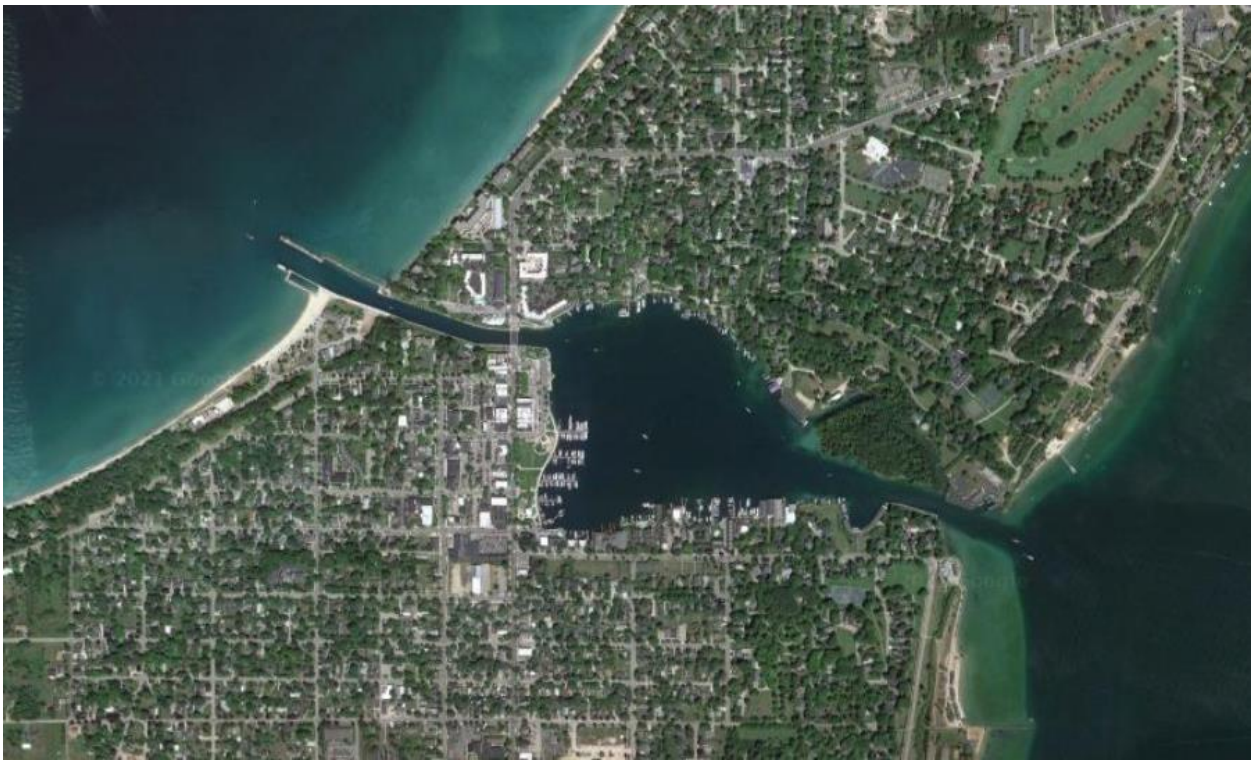
Charlevoix's aging population is important to recognize because it suggests an increase in the demand for medical and social services such as EMS, fire, and police, housing opportunities within walking distance to personal services and shopping, specialized recreation activities, and interconnected sidewalks trails, and alternative modes of transportation. Establishing programs to identify and implement effective solutions for aging in place and providing accessible housing for today's senior and elderly population will pave the way for future success.

In the economic sense, the ability to support local retail and commercial enterprises is partially defined by income levels in Charlevoix and surrounding communities. As shown in this chapter, year round residents exist on modest means, however this is juxtaposed with the seasonal and short term visitors who vacation in the City. Understanding these indicators can help define the kinds of businesses that can be attracted to and supported by Charlevoix and shared regionally. The opportunity exists to spread the cost of services by partnering with surrounding townships to add or improve infrastructure that will guide private investment decisions.

3 Existing Land Use

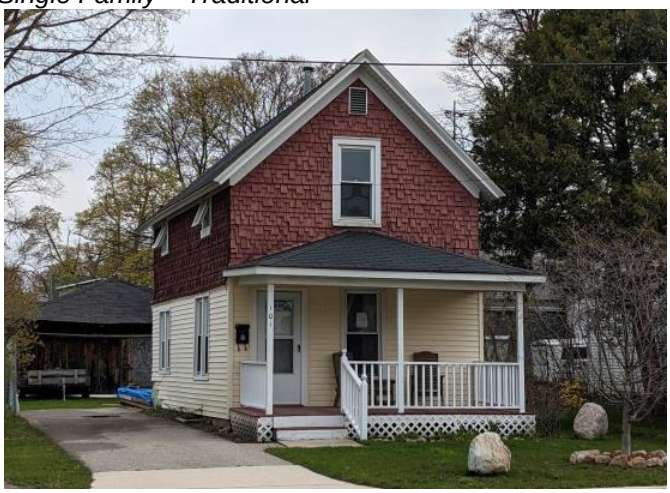
The following chapter is an analysis of how the land is currently being used. This analysis, especially when it incorporates changes from historical data, provides insight into the patterns within an area, the capacity of the area to support or accept future development, and the relationship among the various activities within the community. The City is centered around the Pine River Channel which was the source of prosperity for the early region. It was first used as a commercial fishing base and later a base of operations for the booming lumber trade. Passenger and freight shipping relied on the Channel and Lake Michigan as a source of transportation. So too did the center of commerce, downtown Charlevoix. Residential neighborhoods within walking distances surrounded the Channel.

As the City grew, this pattern continued with neighborhoods expanding outward from the center of town, albeit remaining fairly compact. Post World War II and the later part of the 20th century saw suburban residential infill development on larger lots with homes accompanied by garages. In the mid-20th century, auto-oriented commercial land uses developed along US 31, north and south of downtown. Much of the land use patterns in the City are clearly established with minimal opportunities for large scale development.



Residential

Single Family – Traditional



An estimated one in five homes in the city were built prior to 1939; 45% of homes were built before 1949. . Many of the oldest homes in the community are located near the center of the city (both north and south of the Pine River Channel). The majority were built as single family homes in the traditional styles, but were adapted one or more times to become multiple family residences. Historic architectural types such as Greek Revival, Victorian, Bungalows, and Craftsman style found in traditional single family residential areas lend Charlevoix its identifying character and charm. Included in this category are the historic private seasonal resort associations the Belvedere Club and the Chicago Summer Resort Company or “Chicago Club.”

The City currently has one residential district listed on the National Register of Historic Places: The Earl Young Local Historic District. Earl Young designed and built residential structures in two locations around the city: the triangular block bounded by Park Avenue, Clinton, and Grant Streets including individual houses on Park Avenue; and Thistle Downs, a secluded residential development along Round Lake’s north shore. In the 1920’s, Young also designed and built a lakeside subdivision called Boulder Park in Charlevoix Township. Young constructed and remodeled a total of thirty buildings throughout his fifty-five year building career. All of the buildings had a whimsical nature and were characterized by the creative use of stone. Buildings in the Earl Young Local Historic District were built between 1919 and 1954.

Over time the need for additional housing capacity introduced a mix of housing types to traditional neighborhoods. Common housing types included larger homes with the capacity to accommodate multiple family units were divided into duplexes and multiplexes and side yard space was utilized to create an additional dwelling unit. Historically, additional units were built to support multi-generational living. The mixed density of housing types was integrated into the neighborhood framework with the right scale and architectural style to be unobtrusive to surrounding uses.

Single Family – Post War and Modern Suburban

The housing boom immediately following World War II produced the largest number of homes existing today in Charlevoix. The style of these homes include the typical suburban amenities such large lot, front yard setbacks, and an attached garage. This trend continued through the later 20th century with larger homes and expanded two car garages. The private development, the C & O Club developed in the 1990s is included. The housing units are a mixture of one-story and two-story structures. Added density was accomplished by integrating duplexes into the suburban residential model. Modern suburban subdivisions are the farthest from the city center and often lack access to neighborhood amenities such as sidewalks, parks, and schools.

Single Family – New Construction

The City has few undeveloped parcels large enough to accommodate a multiple unit development. However, one neighborhood of new single family residential units is under construction. Peppervine Place off of Division Street will be the modern subdivision style.

Each year the City of Charlevoix also sees a few newly constructed homes where the existing home is torn down and a new home is built on an existing single family lot. Favorable property values will continue to spur this type of redevelopment.

Multiple Family

The Multiple Family or Multi Family category encompasses many different styles of housing units. Multi family units include apartment buildings on May Street, Pine Cove Apartments and May Street Apartments. As well as Lake Harbor Apartments and the senior living facility American House on Petoskey Avenue. Other scattered units in the city have been converted from larger homes to multiple family buildings. Charlevoix's draw as a seasonal destination also brought on the development of attached condominiums. Example condo associations include Lacroft, Weathervane Terrace, Pointes North Inn, Edgewater Inn, Charlevoix Manor, and Park Place Condominiums. Condo developments are typically located close to downtown surrounding Pine River Channel or Round Lake. These units provide diversity within the housing stock of the city.

Commercial

Commercial land uses in the City are primarily found along US 31 (Bridge Street, Michigan Avenue, and Petoskey Avenue) which runs north-south through the City. The commercial areas can be described in two ways: downtown commercial and general commercial. Within both commercial areas is a growing multi family and mixed use component to allow for residential infill development. A description of mixed use land uses and site examples are provided following commercial land uses.

Downtown Commercial

The traditional and often historic buildings of downtown are largely comprised of commercial uses on the first floor with upper floor residential units making this a mixed use area. However, much of the focus is placed on the commercial uses as Downtown Charlevoix is the economic driver for the city. Buildings front Bridge Street with curbside parallel parking and a walkable streetscape with access to the retail, restaurants, office, and entertainment uses. Its location on Bridge Street allows for high visibility from passing traffic, but creates a need to maintain a safe pedestrian environment. Numerous crosswalks are provided at intersections as well as mid-block crossings to permit access to commercial and recreational uses on either side of the street. Additional commercial uses and surface parking lots as well as the residential neighborhoods west of Downtown can be accessed from Park Avenue, Van Pelt Alley, Clinton Street, Hoop Skirt Alley, Mason Street, and Antrim Street.

General Commercial

Commercial land uses north of Bridge Street on Michigan Avenue to the City limits and on south Bridge Street starting at Antrim Street are considered general commercial. North of Downtown, on Michigan and Petoskey Avenues, the commercial uses are mostly professional offices or residential in character such as bed and breakfasts. There is a multi family presence that includes a senior living facility, duplexes, and apartment buildings. Building placement on the lot, side and rear yard parking, and effective landscaping allow these uses to blend into the surrounding residential neighborhoods. However, while sidewalks line Petoskey Avenue road width and lack of crossing points deter pedestrian activity. Designated crosswalks are located just north of Fairway Drive at the golf course and just north of the Channel at the Weathervane Restaurant. Uses along Petoskey Avenue are largely stable with little or no redevelopment occurring.

South of Downtown, the commercial development is automobile-oriented due to location on US 31, typically minimal traffic congestion, onsite parking, and site access. Typical uses include commercial strip centers, drive-thru restaurants, and auto supply and auto repair uses. Much of the original single family structures fronting Bridget Street have been converted to multi family, commercial, or a mixed use. South Bridge Street has a number of sites currently under development and ideal for future redevelopment including the opportunity to add density along the corridor through infill development. Like north US 31, in this portion of the corridor the road width, higher auto speeds, and few pedestrian crossings also deters pedestrian activity.

Mixed Use

Downtown Charlevoix historically, is the primary mixed use area in the City. However, commercial uses have expanded throughout the city. Much of the expansion has been converting residential structures into commercial or mixed use over time. New commercial spaces are largely used for professional offices or small in-home businesses. Historically, a combination of lack of available space and high rent prices in Downtown Charlevoix had business owners seeking office space outside of the traditional commercial area. Today, mixed use conversions allow for a live-work space, ideal for residents who work from home or are able to work remotely. The demand for housing and a growing trend for employers to allow working remotely, thus a need for live-work spaces, will continue to drive mixed use development.

Industrial

North of the city, east of Mercer Road at Taylor and Ance Roads, lies the Charlevoix Business Park. With its close proximity to Petoskey Avenue and US 31, the Industrial Park has an ideal location for shipping and receiving of goods as well as being connected to the City water and sewer system. The City boundary runs through the Industrial Park where both the City and the Charlevoix Township have designated land for commercial and industrial use. Additionally, Township parcels are connected to the City's infrastructure, thus supporting economic growth for the region.

Recreation and Open Space

This category includes parks, athletic fields, and other recreational facilities. Most of the recreational facilities in the City are owned and operated by the City, including the Charlevoix Golf Club, a 62 acre, 9-hole public golf course located on the north side of the City. These facilities improve the quality of life of residents as well as attract visitors and tourists to the City. The City strives to be both a summer and winter destination by providing recreation activities year round. Additional information is provided in Chapter 4: Infrastructure as well as the City's 5-year Recreation Master Plan.

Institutions

Public and semi-public land uses include such things as City facilities, schools, churches, and other similar uses such as the Charlevoix Public Library. The building housing the library was originally built in 1927 and was used a school, most recently the Charlevoix Middle School, until 2002. Following its closing, the building was redesigned and rehabilitated and was opened back to the public as a library in 2006. The City has expanded their appreciation for historic buildings with the designation of the Earl Young Local Historic District and the Charlevoix Train Depot Historic District. The Earl Young "mushroom houses" and the Train Depot are listed on the National and State Registers for Historic Places. In 2021 a brand new Charlevoix Public Services Facility was opened that houses the public works and electric departments. The facility is located at 401 W. Carpenter St. Institutional uses are scattered throughout the City and are not concentrated all in one area. The scattered location generally benefits residents throughout the City by giving access to those services provided. City facilities and infrastructure are further discussed in Chapter 5.

Community Character Areas

Charlevoix has many unique areas and neighborhoods that help define its overall look and feel. These distinct sub-areas can be defined by multiple attributes, such as dominant land uses, the period of development, architectural character, lot size, street patterns, the location of development on a property and other such features. Sub-area plans, or a later and more detailed assessment, may document the forms that define community character so that future development is responsive to a particular neighborhood or setting. Five distinct character areas have been identified for Charlevoix including:

- Charlevoix Business Park
- Petoskey Avenue District
- Downtown Central Business District
- Central City Neighborhood District
- South US 31 Mixed Use District

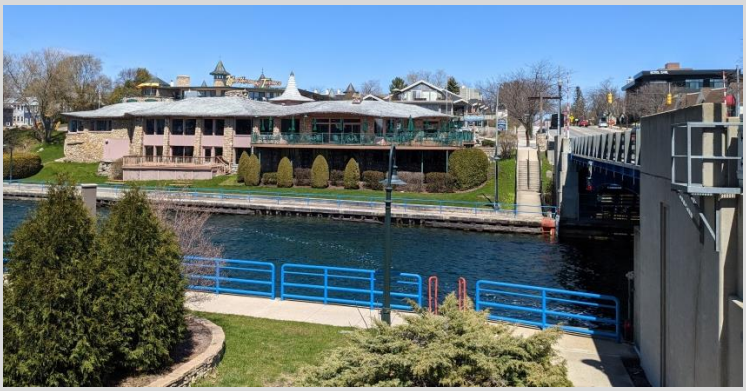
Charlevoix Business Park

In 1937, the Chicago Club generously offered the City of Charlevoix an 18-hole golf course for $1. The City bought and operated the full course until 1974, when the back nine was converted to the Norman Ance Industrial Park, in order to spur local economic development. This partially developed district is approximately 18 acres and the available land, good access, and public utilities make it an ideal location for future employment. Included could be light industrial uses, manufacturing, and information technology companies. Geographically, the district is a peninsula of the City extending into Charlevoix Township, and its borders follow uneven lot lines, which creates an irregular border with Township land. This being the case, coordination and cooperation with the Township will be very important in future zoning decisions and its development.

Petoskey Avenue District

The Petoskey Avenue District generally follows Michigan Avenue starting at Dixon Avenue on the southwest along Petoskey Avenue to the City limits in the northeast. This area includes the professional offices located along Petoskey Avenue as well as the surrounding neighborhoods, golf course, and Depot Beach Park. Much of the newest development in the City has or is occurring in the Petoskey Avenue District including the C & O Club and Peppervine Place which is currently under development. While having a significant residential population, many of this district's homes are the farthest from the City center. Future planning should consider how to connect this district with city services and commercial areas downtown.

Downtown Central Business District



The Downtown Business District is generally defined by State Street east to Round Lake and from Dixon Avenue south to Hurlbut. It is a vibrant, mixed use area that many consider to be Charlevoix's most important asset and a regional focal point for events, culture, recreation, tourism, and commerce. It was also the first area in Charlevoix to develop during the mid to late 19th century. Later, during the 20th century, residential and commercial development spread to its north and south.

The City Marina, and the numerous festivals and events such as the Farmers' Market in East Park provide a significant boost to the local economy. Further supporting these efforts is the Downtown Development Authority/Main Street Board, which has been instrumental in accomplishing district improvements, economic development, and events. In 2015 Charlevoix was accepted into the Michigan Main Street program as a Select level community. The program utilizes volunteers to lead a comprehensive revitalization effort focused around traditional downtowns. The DDA/Main Street Board and their committees are hard at work organizing projects and securing buy-in and funding from the community.

Central City Neighborhood District

The Central City Neighborhood District is an "L" shape surrounding the Downtown Central Business District, on either side of US 31. The district starts at the City limits on the west, follows Garfield Avenue on the south, to Round Lake and Lake Charlevoix on the east. This core neighborhood contains the oldest homes and the smallest lots in the city. It has also seen the most infill development accommodating a variety of housing types as well as a mixture of uses. The proximity to downtown Charlevoix will continue to drive demand for housing and accommodations in this area. The need to support a mix of year round and seasonal residents and a variety of housing types across a range of housing values is especially important for this district.

South US 31 Mixed Use District

The South US 31 Mixed Use District is generally defined as land uses south of Garfield Avenue to the City limits, excluding the Belvedere Club property. Throughout the City's history, US 31 on the south side of Charlevoix has been a prime commercial corridor. It currently contains a mix of retail shops, salons, real-estate and professional offices, restaurants and a number of homes that have been converted to commercial uses. The corridor commercial area is supported by single family and multi family residential land uses to the east and west as well as institutions and recreation facilities throughout. This vibrant mix of uses creates a unique quality of life for district residents.

Significance for Planning

The demographic and existing land use analysis indicates population, housing, and economic demands are driving redevelopment in the City. The City has a strong housing market with rapidly increasing property values which creates an opportunity for residents and property owners to repair or renovate their properties for a quick return on investment. Although the City lacks significant amounts of vacant land to do large-scale projects, private developers are also investing in the community through smaller infill projects or adding vertical space where feasible such as the Hotel Earl's recent third floor addition creating additional hotel rooms as well as a rooftop outdoor entertainment space.

Residential infill and redevelopment often means creating smaller, more affordable units that meet the missing middle housing option, a housing type discussed in the Target Market Analysis completed by Housing North. With the City's focus on housing solutions and an incremental investment in housing development, the opportunity exists to create movement in the housing market which would open up new housing units. New housing options – at all price points – allow residents and new home buyers an opportunity to find the right fit for their housing needs. As movement occurs, housing units become available and the potential to attract new residents to the City grows. With a focus on year round occupancy there is opportunity to have a sizeable increase in population. As this is a regional issue, the same can be said for growth in surrounding townships. With Charlevoix as the economic center of the surrounding region, such increases may put pressure on the City and its facilities, but it may also strengthen the economy by continued and expanded support for local businesses and bring jobs

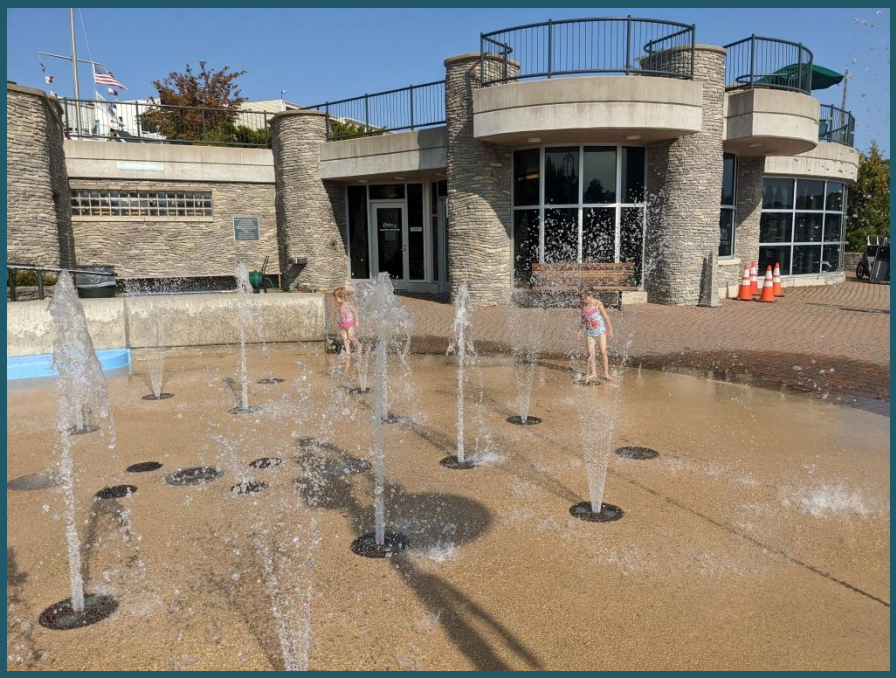
Since the design and appearance of a neighborhood can directly correlate with property and resale values, care should be taken to ensure infill development, or redevelopment is consistent with existing forms. To accomplish this, the character of Charlevoix's districts must be assessed to identify the forms and features that are desirable and those that should be preserved and enhanced. Typically, such things as garage location, home placement, the location of doors and windows, and roof pitches are analyzed to determine which forms are the most important. Based on this kind of de tailed analysis the zoning ordinance can incorporate features to better protect character and achieve more balanced and attractive neighborhoods as renovation, or redevelopment occurs over time. Additional information and recommendations for the future of Charlevoix's Community Character Areas can be found in Chapter 7 Future Land Use Plan.

4 Infrastructure and Mobility

When examining what makes a community thrive, many may point to the more visible assets in the American City. Strong employment opportunities, bustling downtown business districts, funded schools, dependable public safety, and vibrant recreation opportunities could all be highlighted. While these are critical to creating an economic, safe, and social fiber to the community, just as important to that fiber is the infrastructure that permits it to exist. The hot mix asphalt of our roadways provide businesses with the ability to expand beyond the confines of a locality, transforming into regional, state, and nationwide commercial enterprises. It is these same roadways and logistics that bring goods into the community, such as the food lining our pantries or the wood and stone supporting our homes. The buried electrical lines and water mains below our streets ensure that businesses have the required inputs to activate their capital, and that residents can live hygienic and comfortable lives. Without dependable infrastructure, residents and businesses with the means to leave will, and those that choose to stay or those that are not afforded the luxury of choice will find their health and economic wellbeing diminished. In a similar vein, communities that maintain their infrastructure will find themselves the target for relocating businesses, entrepreneurs wanting to build, and prospective residents wanting to settle.

This chapter will serve as an inventory of the City of Charlevoix's efforts to effectively manage their integrated infrastructure. Mobility is also considered; transportation and recreation are measured uses of the built infrastructure. If roads, trails, and sidewalks are considered the city's output, enhance mobility is the consequential impact. With infrastructure built in consideration to the community's demand and usage, we can enable our residents to work, conduct business, recreate, and travel to the best of their own ability, rather than to the best that our restricted built environment permits.

Utilities



As a home rule city in the state of Michigan, the City of Charlevoix has authority to construct, operate, and maintain public utilities for city properties and contiguous properties outside of city limits. The City currently provides Water, Sewer, and Electric services to properties in Charlevoix. These utilities operate as enterprise funds, meaning that although they are publicly managed and administered as a function of the local government, they are managed in a business-like manner. In a typically year, the revenues from user charges exceed variable costs to save for greater, systemic capital improvements. User fees and utility rates are set by City Council each year to adjust for increasing costs of operation and industry standards. Administrative plans for utility improvements are greater detailed in the City of Charlevoix Capital Improvement Plan, and annual details regarding system maintenance are noted in the City Budget.

Water Supply

Charlevoix's water treatment plant, located adjacent to Michigan Beach Park, was opened in April, 1987. It is a direct filtration facility that intakes water from Lake Michigan. Water is obtained via a 1,400 foot long, 2 ft. diameter intake pipe. The Water Department provides safe and reliable drinking water to approximately 5,000 users through the City of Charlevoix and Charlevoix Township. The service area covers 2.5 square miles through 37 linear miles of buried water mains. Treated water can be pumped at a maximum rate of 3,000,000 gallons per day (gpd), but current production varies from 400,000 gpd in the winter to nearly 2,500,000 gpd in the summer. Water storage consists of a 300,000-gallon elevated tank in the north part of the City, and a 1,000,000-gallon above-ground storage reservoir at the treatment plant.

Capital Improvements continue to increase the Water Department's ability to serve customers in Charlevoix. A 450 KW generator was installed in the water treatment plant to better ensure fire suppression and to continue operations during power outages. Filter Rehabilitation has been occurring throughout recent years to provide greater water quality. Projected improvements in future years include water tower maintenance, replacements to the static mixer and chlorination system, and upgrades to the pump and monitoring systems. Starting in 2021, engineering will be conducted to install north-south water mains behind the downtown businesses on Bridge Street between Antrim, Mason, and Clinton for a needed improvement over the decades-old water main that are currently servicing these buildings.

Water quality continuously meets or exceeds the standards set and monitored by the Environmental Protection Agency. Further information on water quality can be viewed on the City's website.

Wastewater

City's wastewater treatment plant was built in 1973 and is located off Lakeshore Drive in Charlevoix Township. Charlevoix provides wastewater treatment services to about 2,200 users located in the City and Charlevoix, Hayes, and Marion Townships. The plant has been rated for 2,000,000 gallons per day, although present flows range from 750,000 gpd in the summer to approximately 350,000 gpd in the winter.

Improvements have been made to the city wastewater treatment plant that have increased treatment capacity and increased energy efficiencies. Future improvements to the system will include upgrades to the lift stations and sewer collection system, with Antrim Street maintenance occurring in 2021.

The City continuously meets or exceeds state and federal standards in wastewater collection and treatment.

Table 4.1: Sewer System by the Numbers

System Item	Number
Wastewater Treatment Plant	1
Lift Stations	17
Manholes	796
Force Main Pipes	74,100 feet (14.03 miles)
Gravity Sewer Pipes	175,500 feet (33.24 miles)

Storm Water

The City storm water system consists of 55,500 feet (10.5 miles) of storm sewer pipes. These pipes have large variation in size, ranging from 4 to 60 inches in diameter. The system utilizes 246 manholes and 439 catch basins. Stormwater infrastructure is some of the oldest in the city, as our most dated piece was installed sometime in the 1890's.

The quality of Charlevoix's water resources is greatly affected by the flow of stormwater runoff. In several areas, mostly along side streets, drainage has become an issue because curbs, gutters, and other appropriate drainage systems are lacking. However, even for those neighborhoods with storm drains, water quality remains an issue because contaminants such as sediment, oil, gasoline, and chemicals from lawns, streets, sidewalks, buildings and parking lots, eventually end

up in Lake Charlevoix, Round Lake and Lake Michigan. Given the community's unique environment and its reliance on tourism, these are especially good reasons to monitor and enhance water quality.

Charlevoix has recently partnered with the Tip of the Mitt Watershed Council and the two other cities in Charlevoix County (Boyne City and East Jordan) in enacting a unified stormwater control ordinance. The ordinance included regulations and standards for development that changes earth or impacts storm water runoff and water quality. Stormwater management may be required of developers, either through built or natural infrastructure, whichever befits the project at hand. The City also works with Charlevoix County under a countywide Stormwater Management Ordinance that establishes permit requirements for certain construction projects. This ordinance is administered and enforced by the County Drain Commissioner. This is another regulatory measure intended to help protect water quality and prevent adverse impacts from development.

While much of Charlevoix is served by an ample stormwater system, large areas on the north and south sides currently lack this infrastructure. This increases the potential for street and yard flooding. Charlevoix, as well as most other Michigan cities, also face the challenges of aging stormwater infrastructure and limited budgets for their replacement or upgrade. Despite this fact, the City understands the importance of infrastructure enhancements and the need to incorporate best management practices that help preserve and protect water quality. Improvements are scheduled to begin in 2021, starting with a complete re-engineering of Antrim Street both in surfacing and utilities, and a responding replacement of Mason Street's collector for better compatibility and overflow prevention when linked to the 48-inch pipe being installed on Antrim. Downtown alleys, corridors, and parking lots will consider resurfacing to brick pavers in future improvements to decrease burden on the city's storm water system.

Electric Service

Charlevoix is just one of forty communities in the State of Michigan to provide public power services to its residents[5]. The municipally owned electric system provides overwhelming benefits to residential and commercial customers, and to the City of Charlevoix. Electric services are on average cheaper to residents in Charlevoix than to other communities in Michigan and across the United States. [6][7] Benefits come to the City of Charlevoix in having greater local control of the distribution of power and synergies with other public works; with Electric being controlled by city management, upgrades and replacements can be better integrated with other infrastructure. Timing road repairs, water main upgrades, and buried electric line replacements can decrease costs, share personnel, and reduce impact to city traffic. Sharing facilities, vehicles, equipment, and employee benefit plans further reduce costs, saving the customers money and giving our city professionals greater efficacy. Cash flow from the electric services can be responsibly borrowed by the city for other functions, decreasing short-term debt to private lenders. Customers in Charlevoix will also find their energy department to be more responsive to their input and better prioritize local objectives than a national corporation would.

The electric department along with the public works department is housed in the newly built Charlevoix Public Services Facility located at 401 W. Carpenter St. The building was completed in 2021. Charlevoix's Electric Department serves not just those in the city, but customers in Charlevoix, Eveline, Hayes, and Marion Townships. The electric system consists of the Westenbroek Substation, the Industrial Substation, and both overhead and underground distribution lines. For a more specific breakdown of the Electrical System in Charlevoix, see the chart below:

[5] Public Power in Michigan, *American Public Power Association. https://www.publicpower.org/public-power-michigan*
[6] City of Charlevoix Fee Schedule, 2021-2022. Passed by City Council February 15th, 2021.
[7] Michigan Electricity Rates & Consumption, *Electricitylocal.com.* 2021
https://www.electricitylocal.com/states/michigan/charlevoix/#ref

Table 4.2: Electric System by the Numbers

ELECTRIC SYSTEM DETAILS	Inside City Limits:	Outside City Limits:
Miles of Overhead Lines	33.9	26.7
Miles of Underground Lines	37.8	47.1
Total Miles of Lines	71.7	73.8
Combined Total of Miles of Lines	145.5	
Number of Service Meters	2,931	1,529
Grand Total of Service Meters:	4,460	

Despite out-of-city-limit customers making up just 34.3% of total meters on the electric system, 50.7% of the line buildout is devoted to these customers, including 55% of the more expensive underground connections. While providing electric service to these customers is more costly on a per-meter basis than providing to those in the city (largely due to density), the City still supports its neighboring customers with its reliable power services. To account for the inequities in the cost of providing service, customers outside of city limits have fees more reflective of these increased costs.

The City of Charlevoix owns small portions of the Belle River Coal Plant with Detroit Edison, the Campbell Coal Plant with Consumers Energy, a Combined Cycle Natural Gas Plant in Ohio, the Natural Gas Turbine Plant in Kalkaska, various landfill gas plants, a wind farm and solar facilities. The City gets its remaining power from various forward purchases and daily purchases off the market. All of the City of Charlevoix's purchases are through the Michigan Public Power Agency (MPPA) in Lansing. MMPA membership also provides power supply opportunities that would not be available if the city operated independently. The Electric Department will continue to review power supply alternatives in cooperation with the MPPA.

In April 2020, the City of Charlevoix City Council approved a proposal for an Electric Distribution System Study. The final report was made available in April 2021. The scope of the study was to review the capacity of the electric distribution substations and distribution system under various operating conditions. Several recommendations were provided along with cost estimates that will be used to develop a strategy and budget to implement the recommendations.

Sustainable Energy

The City of Charlevoix offers multiple programs customers can take advantage of to promote sustainable energy generation and lower their monthly electric bill.

- The Voluntary Green Pricing Renewable Energy Program was established to allow customers to guarantee a portion, or all, of their energy is sourced from renewable energy infrastructure. The program is free for customers to sign up and adds a small increase to the kilowatt per hour rate to reflect the price of purchasing renewable energy.
- Wanting to permit customers greater efficacy in how they can obtain power, the Electric Department allows residents and business the ability to install their own renewable energy generators, such as solar panels, to the premises. The renewable energy generators can offset part or all of the premises' energy costs, and if the generator exceeds the electric usage, will be reimbursed for excess energy contributed to the system.
- Out-of-date appliances and lighting can demand an unsustainable and expensive amount of energy to power, but the high costs of new appliances can be out of reach for many customers, creating a conundrum that results in latent demand for efficient capital to go unrealized. The City of Charlevoix identified that a gap exists between affordable energy consumption and affordable lighting and appliances, and partnered with Energy Smart to assist owners in retooling for energy savings. Residential, commercial, and industrial customers buying various appliances can apply for a rebate through the City of Charlevoix Energy Smart website, making the costs associated with efficient energy use more tangible for those in the City.

Significance for Planning

New developments and parcels undergoing redevelopment all require an adequate connection to the city's utilities that will fully satisfy their needs. Should a development's prospective uses exceed the capacity of the underlying utilities, public-private partnerships could be explored to make the project feasible, changes to the property's usage could be recommended by city planners or department heads, or new locations could be explored for areas where the designated use would better fit the built infrastructure. The Planning and Zoning department will continue to collaborate with public works, electric, water, and sewer departments to ensure developments meet proper capacity.

With sustainability a core focus of the City of Charlevoix, promotion should continue to occur for renewable energy programs and sustainable appliances. Solar panels are permitted by right in each residential zoning district and each non-residential district except for marine commercial, but further study is needed to determine whether current ordinances surrounding installation deter use. Likewise, aggregating data about the usage of these programs could help better determine the state of sustainability in Charlevoix help target marketing and promotions.

The City may identify and adopt green energy policies for City government's owned and operated built environment and set goals such as:

- Reduce greenhouse gas emissions by X% by 20XX;
- Reduce energy use by X% by 20XX;
- Generate or buy 100 percent of all electricity from renewable resources by 20XX;
- Maintain or reduce the cost of energy at facilities.

The City may also consider public-private partnerships with surrounding municipalities and private utility companies to identify ideal locations, build, and operate utility-scale solar and wind energy systems. Additionally, the City should continue to support installation of electric charging stations throughout the city for vehicles and electric bicycles.

Park Facilities

The City of Charlevoix holds over 125 acres of public park land, distributed across 15 parks. These parks, in order from largest to smallest, include:

- Charlevoix Golf Club (61 acres)
- Mt. McSauba Recreational Area (59 acres)
- Michigan Beach Park (17 acres)
- Ferry Beach Park (5 acres)
- East Park (4 acres)
- Depot Beach Park (4 acres)
- Carpenter Street Ball Park / Dog Park (3 acres)
- Elm Street Tennis Courts (.6 acres)
- Robert Bridge Memorial Park (.5 acres)
- Water Tower Park (.45 acres)
- Coast Guard Park (.43 acres)
- Hoffman Park (.33 acres)
- Community Skate Park (.3 acres)
- Veteran's Park (.2 acres)
- West Dixon Park (.1 acres)

Charlevoix's quality and abundance of park land positions the City of Charlevoix as a leader across the nation's municipalities. The National Recreation and Park Association notes that for communities under 20,000 in population, the median acreage per 1,000 residents is 12, with the upper 25% of communities having 20.8[8]. Charlevoix far exceeds these measures, providing 52.88 acres per 1,000 residents. Likewise, the median number of residents per-park in communities under 20,000 in population is 1,300, with the lower quartile having 908 residents per-park. The City of Charlevoix's large number of parks provides ample opportunity to for residents to recreate, as the City has a 158 resident-to-park ratio.

A majority of Charlevoix's park facilities are oriented around passive recreation, including walking, hiking, biking, jogging, swimming, and wildlife and scenic viewing. This aligns with the public's use of our parks. A survey conducted in 2017 asked park patrons what their top reasons were for visiting our parks, and 7 of the top 10 answers mention a form of passive recreation (2 mention events/festivals, and 1 mentioned active recreation). Active recreation opportunities offered by the City of Charlevoix include skateboarding, skiing, snowboarding, tennis, baseball, basketball, golf and disc golf.

Development opportunities exist to better utilize our existing parks. In Spring 2021, The Charlevoix City Council approved the development of 1.5 unused acres of the Carpenter Street Ball Park to be designated as a dog park. This action will accomplish a major goal highlighted in the Parks and Recreation Master Plan, as a dog park was the 4th most desired additional park facility. The park facility is expected to open in late summer 2021. Currently, Coast Guard Park on the north side of Charlevoix is undeveloped and underutilized, with nearly 70% of 2017 Park Master Plan respondents saying they do not visit the park[9]. It should be noted that Coast Guard Park is only accessible by water. Depot Beach Park, which is less than 1000 feet to the north, had 85% of respondents visit it within the past year, and is in the top half of frequently visited parks. Development of Coast Guard Park could represent an expansion of recreation uses from Depot Beach, or host new park uses synergistic with the assets currently in the area.

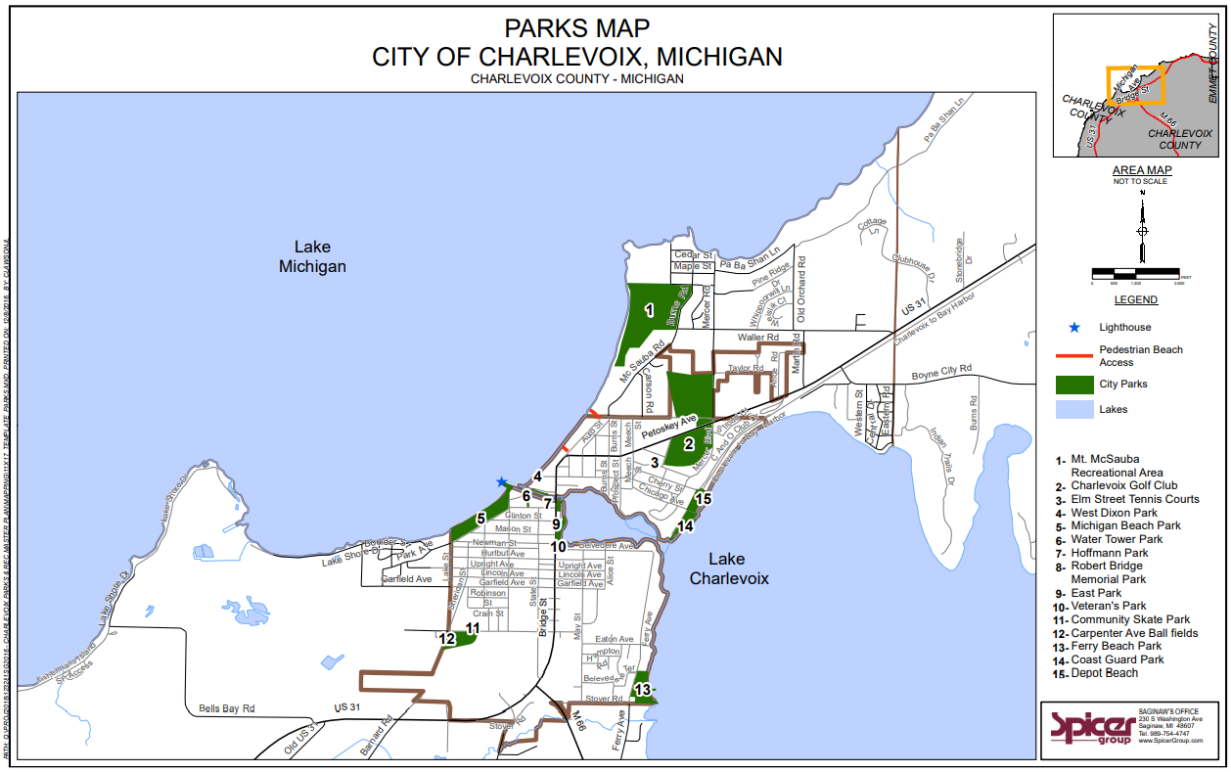
Two state parks are in close proximity to the City of Charlevoix. Fisherman's Isle State Park is located south of Charlevoix off US 31 and is composed of dense woods, campgrounds, and Lake Michigan Shorelines. Young State Park is east of Charlevoix, on the eastern edge of Lake Charlevoix on Boyne City Road. Additionally, there are various roadside parks along US 31 outside of the city that provide transient patrons opportunity to rest and enjoy scenic views of Lake Michigan to the west and smaller lakes to the east.

Significance for Planning

> Park facilities and subsequent recreation program provide vibrancy to the urban environment while protecting selected natural resources in the City. Possible zoning or charter amendments that could impact these areas should consider the City's role in stewardship of the open and public space, inclusivity for those of all ages, and the programming that helps to attract and retain year-round residents. Planning functions should be parallel with the recommendations established in the 2021 Parks and Recreation Master Plan, when it is launched. Development of parcels adjacent to and in proximity of park land should consider how their use is harmonious with the use of the parks.

[8] 2020 NRPA Agency Performance Review. *National Parks and Recreation Association.* Page 8. Accessed online at https://www.nrpa.org/siteassets/nrpa-agency-performance-review.pdf.
[9] Charlevoix Downtown Plan. 2019. *Networks Northwest.* Pages 42-65. Accessed online at https://www.cityofcharlevoix.org/DocumentCenter/View/1000/Charlevoix-Downtown-Plan-PDF.

Figure 4.1: Parks Map, City of Charlevoix



Transportation

Mobility is a quintessential component to building a community with a regional, statewide, and nationwide footprint. By examining traffic counts, road uses, parking capacity, transportation services, and non-motorized transportation, the City of Charlevoix and its public boards and committees can better craft plans and policies that will enhance transportation in a synergistic manner.

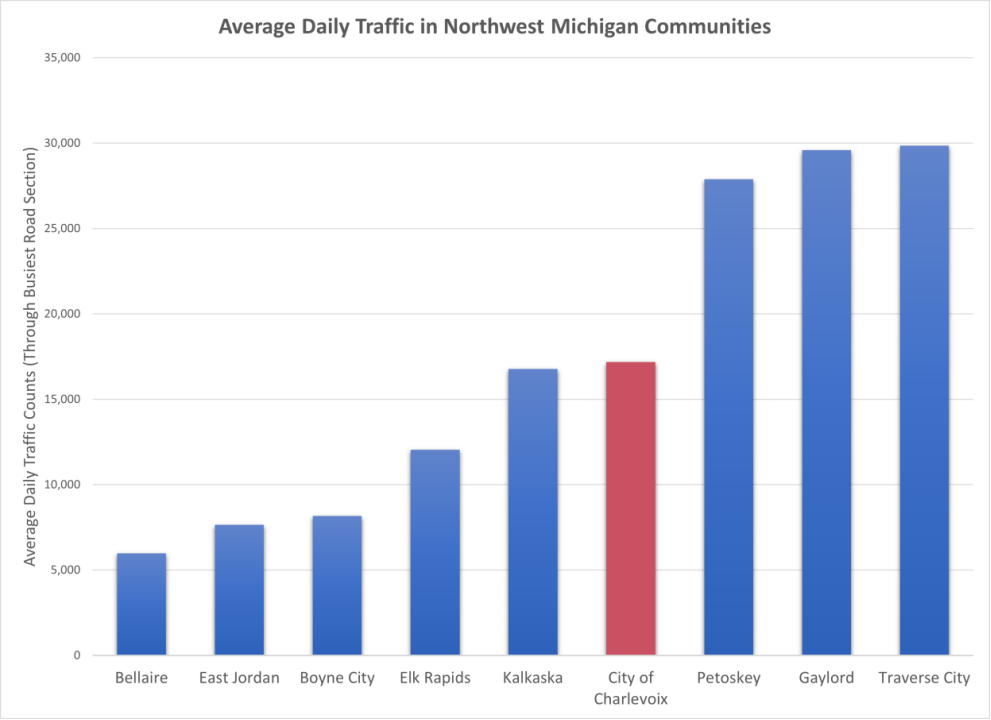
Roads and Transportation

Charlevoix's street pattern is mainly configured as a grid and its most apparent traffic congestion issues are concentrated downtown, and especially around the Memorial Bridge. While additional channel crossings have been explored, they are not practical considering financial constraints and the seasonal nature of traffic backups. Except for sections of Bridge Street and two one-way streets, all City streets are two lanes wide. Overall, traffic congestion, even during most summer months, is not significant, except for a few concentrated problem areas. Traffic congestion on US 31 is primarily between Nicholls Street and Carpenter Avenue. This results from heavy seasonal traffic volumes, bridge openings on US 31, and congestion related to the downtown traffic light and numerous intersecting side streets that empty onto Bridge Street. While traffic can be an issue during the peak tourist season, offseason it is minimal and congestion is seldom a problem for year-round residents. While previous studies have been completed by the Michigan Department of Transportation concerning bridge traffic and backups, summer-time traffic counts and further evaluation by a transportation engineer is warranted.

Charlevoix has approximately 26 miles of streets within city limits. The city maintains 23 miles of these streets, with the remaining 3 miles designated as state trunklines and maintained by the Michigan Department of Transportation. The City uses the Pavement Surface Evaluation and Rating System to survey roads for improvement, rating roads between 1 – 10 on criteria such as age, raveling, cracks, rutting, distortion, and general structural condition. At the time of the last evaluation, 12% of City streets had ratings of 4 or lower, indicating structural improvement should be scheduled. These repairs are regularly scheduled and indicated in the Capital Improvements Plan (Charlevoix Tomorrow).

With the convergence of high traffic highways US 31 and M66, transient populations traveling through Charlevoix, downtown businesses oriented around the interstate serving as a regional economic destination, and the City's large seasonal and short-term population, the City records comparatively high traffic counts. A chart below compares the City's traffic counts to others in Northwest Michigan.

Figure 4.2: Northwest Michigan Comparative Traffic Counts



Source: Michigan Department of Transportation

Regional Road Network

Two main highways access Charlevoix. From the east, M 66 enters near the south City limits, making Ironton and East Jordan easily reachable. US 31 cuts right through the middle of Charlevoix and connects with Petoskey to the north and Elk Rapids and Traverse City to the south. The County Road Commission maintains two other regional roads outside the City limits. The Boyne City-Charlevoix Road runs from US 31 to the north of Charlevoix, through Horton Bay into Boyne City. On the south side, Marion Center Road runs south from US 31 to Ellsworth and Central Lake.

Functional Classification

All Michigan streets, roads, and highways have a National Functional Classification (NFC) designation. The NFC is a planning tool that Federal, State and local transportation agencies have used since the late 1960s to help organize a hierarchy of roads. The Federal Highway Administration (FHWA) developed this system to classify all streets, roads and highways according to their function. Basic to this classification is the recognition that roads and streets do not serve a purpose independent of one another; rather, each is part of a network. This system helps determine how traffic can best be channeled through the street network efficiently and logically. Functional classification is important to state and federal aid formulas, and for a community's own fiscal planning — especially when it comes to determining maintenance priorities. Charlevoix has a four-tiered hierarchy, and the Functional Classification Map should be referenced for exact designations. Streets should be designed, constructed, and maintained in accordance with this hierarchy:

- Principal Arterials: Principal arterials generally carry long distance, through-travel. They also provide access to important traffic generators, such as employment centers and shopping areas and includes US 31 within the City. This is an important route through the City and is also the primary entrance, or gateway from outlying areas.
- Minor Arterials: The primary function of minor arterials is to move traffic between principal arterials and local streets and between major parts of the City such as neighborhoods, employment and shopping. M-66 between Charlevoix and East Jordan and Boyne City Road between Charlevoix and Boyne City are designated as such by MDOT. These minor arterials provide important roadway links into Charlevoix and to major activity areas considered secondary gateways.
- Collector Streets: These streets serve as a link between local and arterial streets. The City's collector streets include a majority of State Street, and small portions of Clinton and Carpenter Streets.
- Local Streets: Local or neighborhood streets primarily access individual properties and homes. Charlevoix has a well interconnected grid of local streets on either side of the lake. Such a pattern helps disperse local trips and reduces overall traffic congestion on major streets. A pattern of interconnected local streets should be maintained with all new developments and redevelopment. A majority of streets in Charlevoix are local streets.

Figure 4.3: National Functional Classification of Streets in Charlevoix

Significance for Planning

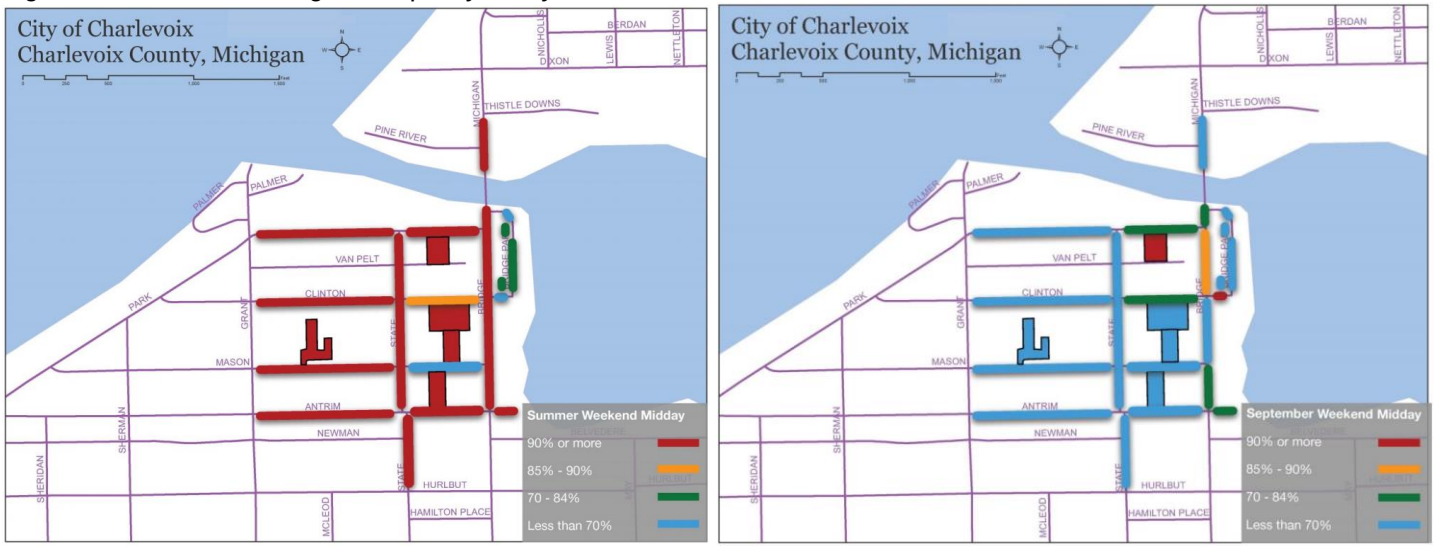
Summertime traffic backups on US 31 make left turns especially difficult for a number of intersections, including West Dixon, Pine River Lane, Park Avenue, Mason and Antrim Streets, Belvedere and Hurlbut Avenues. Consequently, future development and its level of intensity should be carefully considered when reviewing zone changes and subsequent development requests affecting these intersections. Developments should consider actions or additions that alleviate traffic or parking concerns. This can be accomplished by promoting alternative transportation options, such as designated spaces for bicycles, user-friendly and accessible gateways to the local sidewalk system, or through encouragement of ridesharing.

Transportation and traffic studies should be encouraged and carefully evaluated, especially for any development that does not have secondary means of access.

Downtown Parking

Downtown Charlevoix currently has 470 public on street parking spots, 239 public off street parking spots (lots), and 455 private off street parking spots, for a total 1,164 spots. The same factors that influence high traffic counts (a thriving central business district, transient users along state trunklines, a strong tourism industry, and high seasonal residents) also create challenges for parking in the city. During busy summer months, both street and lot parking fill to levels near maximum capacity on the weekends, creating difficulties for the various stakeholders and their differing uses of downtown. A pre-pandemic parking study commissioned noted this problem is not persistent year-round, with weekend parking capacity opening up as early as September. However, the Covid-19 crisis altered travel trends with the onset of remote work opportunities and mass retirement of baby boomers. Anecdotally, visitors have been staying later into the fall months and time will tell if tourists and part time residents maintain an extended vacation season.

Figure 4.4 and 4.5: Parking Lot Capacity Study, Summer and Fall Weekends



Since the Parking study was conducted in 2018, aggressive measures have been taken to better utilize these parking spaces in Charlevoix. The municipally owned parking lots have transitioned from all day parking to two hour parking, helping to increase parking turnover and better clear spots for downtown patrons seeking to spend in the community's small businesses. Side streets along Park, Clinton, and Antrim continue to be unenforced, allowing visitors to recreate and enjoy Charlevoix at their own pace. Smart parking meters have replaced mechanical ones, providing visitors with more forms of payment, more easily adjustable rates (which can better account for high-use times), and data collection for policy guidance. The implementation of these strategies help to better management of parking spaces, while shifting use and encouraging non-motorized transportation for those who have the ability to do so. In addition to these administered strategies, the City will be expanding parking supply by surfacing the Palmer Street lot, to be completed in 2021. This lot will add 34 parking spots near the pine river channel.

Significance for Planning

As the City and the Main Street DDA look to expand the downtown and build capacity for additional commercial and residential occupants, parking should be considered, but should not be the determining factor. The vibrancy of downtown and the walkability of city streets create an ideal atmosphere for nearby residents and visitors to pursue alternative forms of transportation. Affordable housing in and near downtown should be available to eliminate the need for employees of downtown businesses to park in the downtown. Residents who are able to walk or bike to destinations in town may reduce the number of cars for their household and reduce the need for parking. Charlevoix is highly desirable vacation destination combined with an active downtown, parking problems are typical during the summer months. The City should maximize parking on the perimeter of downtown to ease traffic flow across the channel. The 2018 Downtown Parking study still has recommendations the city has yet to enact concerning the expanding supply, shifting usage, reducing parking demand, and improving management of parking resources. The city should consider pricing parking based on demand, improving bicycle parking and signage, and creating more partnerships to share parking while providing shuttling during large events.

Charlevoix County Transit

Charlevoix County Transit is a demand-response service that provides residents the ability to schedule trips around the county for a modest fee. The County Transit is a curb-to-curb service, meaning that residents can schedule (or same day call at a lower priority) to have the county transit bus pick them up at their current location and drop them off at their desired location. Services extend to Petoskey for medical-related trips and communities across Northern Michigan for Veterans Affairs medical centers. Charlevoix County Transit has transportation agreements in place with the Bergmann Center, Charlevoix County Probate, Head Start, and North Country Community Mental Health Authority. A service expansion created during the COVID-19 pandemic, the County Transit also has a grocery delivery program, enabling those who have difficulty accessing grocery stores to have their ordered food delivered to their place of residence. While not an official service, a growing use of the transportation service is students accessing schools outside of their residential district.

The service is funded primarily by fares and a .2483 county-wide millage. While the Charlevoix County Transit Master Plan notes that the state does not provide performance guidelines for rural county transit programs, the service operates within industry norms for metrics such as cost per hour, cost per mile, passenger trips per mile, and passenger trips per hour. The CCT's cost per passenger is slightly higher than industry standards, though this can be largely attributed to the higher costs of operating a demand-response system.

According to the Charlevoix County Transit rider survey, a majority of riders used the service to get to and from work (58.3%), followed by shopping (25%), and personal errands (21.7%)[10]. Survey respondents were largely frequent patrons, with 61% indicating they use the service more than 4 times a week, and an additional 23% using it 2-3 times a week.
While a majority of respondents have a driver's license, 90% of respondents indicated they did not have a vehicle available to make their current trip.

Significance for Planning

The Charlevoix County Transit program provides a needed and equitable service for those who do not otherwise have the ability or resources to travel across the county. Because the service is funded, operated, and evaluated at the county level, the City of Charlevoix has little ability to influence the service. However, city policymakers and staff look forward to promoting the service within the community and working with the county should they pursue optimizing the county transit model. The Charlevoix County Transit Master Plan discusses a conceptual "circulator" service that would make regular stops in Boyne City, Charlevoix, and East Jordan. Knowing that most patrons do not have accesses to motorized vehicles, it would be paramount that the Cities partner with Charlevoix County in ensuring these pick-up/drop off locations are accessible and walkable for residents.

[10] Charlevoix County Transit Master Plan, *KFH Group, State of Michigan, Charlevoix County.* 2020. Presented to Charlevoix County Board of Commissioners February 12th, 2020. Accessed online at https://www.michigan.gov/documents/mdot/Charlevoix_County_Transit_-_Transit_Master_Plan_Summary_692708_7.pdf.

Charlevoix Marina

Also in downtown Charlevoix, at East Park on Round Lake is the City's 69 slip marina. Slips are designated primarily for private use and may be reserved through the Michigan Department of Natural Resources reservation system. Residents and visitors alike rely on the marina for temporary and overnight docking. The City has eight seasonal dock slips, four of which are allocated to non-tax paying or non-resident boat owners and four are allocated for tax-paying resident boat owners. The marina provides an ideal docking location for boats en route to Lake Michigan through the Pine River Channel, lakeshore residences on Lake Charlevoix, Boyne City, or East Jordan. The marina is equipped with a boater's lounge, laundry facilities, and restrooms. Diesel and gasoline, marine repair, marine supplies, and pump-outs are available at nearby Ward Brothers' Boats. The Charlevoix Marina is often a destination for seasonal boat travel due to its proximity to the downtown. The marina offers an alternative mode for travelers visiting the city and enjoying the many attractions and regular activities in downtown.

Beaver Island Boat Company

Boat ferries have been the primary transportation option for the 32-mile trip to Beaver Island for over 100 years. This tradition continues with the current ferry service, the Beaver Island Boat Company (BIBCO). BIBCO is a private transportation service located at a round lake dock within Downtown Charlevoix. The company works in partnership with the Beaver Island Transit Authority, a governmental authority that owns one of the ferries and contracts operations out to BIBCO. Services provided by the Beaver Island Boat Company include passenger, vehicle, and freight transportation, as well as historical island tours. These services are available from mid-April to December.

Two boats provide most of Beaver Island Boat Company's services. The 130-foot-long *Emerald Isle* can transport up to 296 passengers and 20 vehicles pers trip, while the 171-foot-long *Beaver Islander* transports up to 171 passengers and 11 vehicles. Annually, these boats transport 35,000 customers, 6,000 vehicles, 11,000 tons of freight to and from Beaver

Island. The company also has overnight/weekly parking options for patrons, and a shuttle service to bridge gaps in transportation.

Like many transportation options, the ferries to and from Beaver Island can be viewed as a conduit of economic development. The Beaver Island Boat Company directly accounts for 20 jobs within the City of Charlevoix, and 55 positions county-wide. The company reports 1.2 million in community expenditures, which includes spending contributed to the local economy for items such as salaries, contractors, local materials and more. The average visitor using the Beaver Island Boat Company spends $350 during their trip to Charlevoix/Beaver Island, and the company brings 34,000 visitors to the Charlevoix/Beaver Island area annually.

Significance to Planning

The City has unique ties to Beaver Island that should be continually promoted and addressed. The Beaver Island Boat Company helps facilitate this important economic and historical link, while directly benefiting the city and its residents through transportation, economic externalities, and cultural heritage tourism. Improvements to the walkability and parking of downtown Charlevoix should take into consideration the ferry connection to Beaver Island, making it easier for residents, businesses, and visitors to access this vital service.

Other Services

City and area residents have access to other public and private transportation services in Charlevoix. The Ironton Ferry is ferry service provided by Charlevoix County south of the City of Charlevoix, between the city and East Jordan. The ferry circumvents travelers from going around the South Arm of Lake Charlevoix and through East Jordan to get to Boyne City. The ferry can eliminate up to 10 miles of additional travel, though residents of the City of Charlevoix may find that Boyne City Road provides the fastest travel option to Boyne City. A regional, shared-use travel option for Charlevoix residents can be found in the Indian Trail bus service. Indian Trails has bus routes networking across Michigan, and Charlevoix's route contains stops at Petoskey, Alanson, Mackinaw City, and St. Ignace to the north, and Traverse City, Cadillac, Big Rapids, and Grand Rapids to the South. One-way and round-trip tickets can be bought online at Indian Trails' website, and the bus stop in Charlevoix is located at the Beaver Island Boat Company building downtown.

Charlevoix Municipal Airport

The Charlevoix Municipal Airport is a general utility public airport currently hosting two charter-based operators, Island Airways and Fresh Air Aviation. These commercial operators provide transportation to and from Beaver Island. CVX also serves the needs of a local flying club, local general aviation pilots, business jets, transient charter operations, local businesses, flight training, Coast Guard, medical flights and other periodic military operations. The Airport currently provides one all-weather runway and one seasonal grass landing strip. Leasable hanger space, public terminal, flight training, aircraft maintenance/repair, accessibility to car rental, and refueling equipment are among its amenities. The Airport also receives traffic from seasonal residents returning to the community throughout the year with especially heavy traffic during the summer months. In the winter, when the ferry is closed, CVX serves as the primary transportation service for transporting people, goods, services, groceries, and medicines, and providing medical services to and from Beaver Island.

The 10-year airport capital improvement program called for major renovations beginning in 2010 and extended through 2021. Scheduled improvements that occurred include throughout this period included a new runway overlay and grooving, enhanced airfield runway and taxiway lighting, and taxiway rehabilitation. Additional improvements occurred that were not originally listed in the CIP, most notably the construction of the south taxiway, which will encourage and assist in the development of larger corporate hangers, better utilizing both the transportation and economic development functions of the airport. Capital improvements at the airport continue to be planned for in the Charlevoix Tomorrow CIP, such as improving security gates, the creation of an Airport Layout Plan, expanding through the Railroad ROW, and the construction of a T-hanger.

The airport receives funding through a variety of resources. Budgetarily, the airport exists as an enterprise fund, not unlike our utility systems in Charlevoix. This means that the airport is operated much like a business; rather than having its funding financed through property taxes or the general fund, the airport receives revenue from fees associated with customer use. Our local fees, fuel revenue, parking revenue, airport land leases, and hanger rents support the day-to-day operations of the facility. Capital improvements were previously funded by Federal Aviation Administration entitlements money. This has changed in recent years, as the airport is no longer designated as a primary airport and can no longer access the $1,000,000 federally allocated to these facilities. The change in status is due to operators within the airport not submitting enplanement numbers. The airport now falls into the State Block Grant Airports program, receiving $150,000 annually for capital improvements. While the funding amounts are lower, the City of Charlevoix has taken advantage of greater project eligibility and has used four years of the funding to increase the airport's fuel capacity, a use not previously permitted under the Primary status. The airport's fuel capacity has increased by three times the previous amount, from $10,000 to $30,000. With airport fuel sales serving as the greatest revenue source in airport operations, this capacity upgrade increases the facility's ability to finance future projects. Further, expanded fuel capacity can increase the private sector's commercial activity. Jet turbine operations continue to climb, with operations increase from 1,500-1,600 annual to 2,000-2,100 over the course of 2 years.

Airport operations, while primarily focused on the transportation of goods and people, should also be viewed as an important catalyst to economic development and community benefit. A Community Benefits Analysis performed by the State of Michigan noted that the Charlevoix Municipal Airport had an input-out ratio to the local community was 3.54, and 3.86 for the State of Michigan as a whole. This means that for each dollar (private and public) used by the airport or in activities conducted at the airport, the relevant activities provide economic gains equivalent of $3.54 to the community. The airport is both directly and indirectly accountable for job creation in Charlevoix and the surrounding region; 77 jobs exist directly in the airport and 236 positions off-site exist due to the airport's suppliers, re-spending, reliance on air transport, cargo services, or are funded in part by visitor spending attributed to the airport. The average community visitor drawn by airport activities spends $60 within the community per visit. The airport logged 98,000 passengers in 2018, although this number does not account for the full variety of airport uses.

Significance for Planning

The Airport is an essential link between the Charlevoix community, Beaver Island, and distant metropolitan/international areas. The city should continue to expand and enhance the Airport and surrounding area to create an attractive regional transportation hub for employers, tourists, and residents. Charlevoix Municipal Airport serves as an important economic catalyst for Charlevoix, Beaver Island and Northern Michigan. The airport can be considered as an on/off ramp to and from our community, as it is often the first and last thing many visitors to the area see. As such, landscaping and placemaking features around the airport could enhance visitor perception of the community. The airport also brings valuable dollars into our area hotels, retail, restaurants, and businesses. Many of our local businesses use our airport to transport their goods and services to regional/national/international markets. It is in the City's best interest to promote, update and improve its airport to bring more people, businesses, and revenue to our community to help ensure future economic growth.

It is important to consider the airport when making planning and zoning decisions in the surrounding area. Future developments could be positively impacted by the asset, such as industrial developments that frequently use aeronautical services when shipping goods or facilities that can take advantage of frequent fliers. It is also likely that some uses could be negatively impacted the high volumes and active environment that occurs around the airport. Even when in alignment with the zoning ordinance, developers should consider ways to best utilize the airport as resource when planning their construction or business.

Non-motorized Pathways

2021 Community Survey results indicate 43.4% Charlevoix residents participate in non-motorized transportation everyday. Another 30.7% engage in non-motorized transportation a few times a week. The majority of survey-takers are active residents whether for transportation or recreation purposes. Additionally, 68% rated the quality of sidewalks good or excellent. When asked to share thoughts on public services, survey-takers requested sidewalks be installed with coordination from Charlevoix Township on Park Avenue to the hospital and Ferry Avenue between Stover Road and M-66.

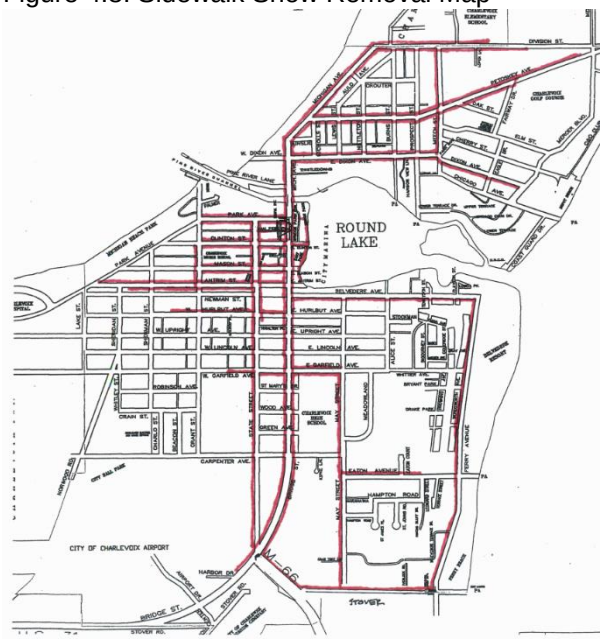
Sidewalks

The City of Charlevoix has constructed and maintains 13.86 miles of sidewalk throughout the city. Sidewalks are typically installed with consideration to traffic, safety, and connectivity. As a result, large portions of our sidewalk system are built around US-31/Bridge Street/Petoskey Avenue and local streets with higher vehicle traffic, such as State, Dixon, Belvedere streets. Sidewalks are considered multi-use infrastructure, accommodating different purposes including, but not limited to, transportation, recreation, fitness, and public safety. As a result of the variation in uses, differing populations can be seen utilizing this infrastructure, including transient residents of other communities cycling through Charlevoix and using the sidewalks as gap between trails, families leisurely walking after work, volunteers riding motorized utility vehicles to water the petunia baskets lining the streets, or visitors strolling along the cement between stores. The City of Charlevoix Department of Public Works is responsible for the construction and maintenance of sidewalks in the city. A map of the city's current sidewalk system can be seen below.

Figure 4.6: Sidewalk System, South Side

Figure 4.7: Sidewalk System, North Side (Enhanced)

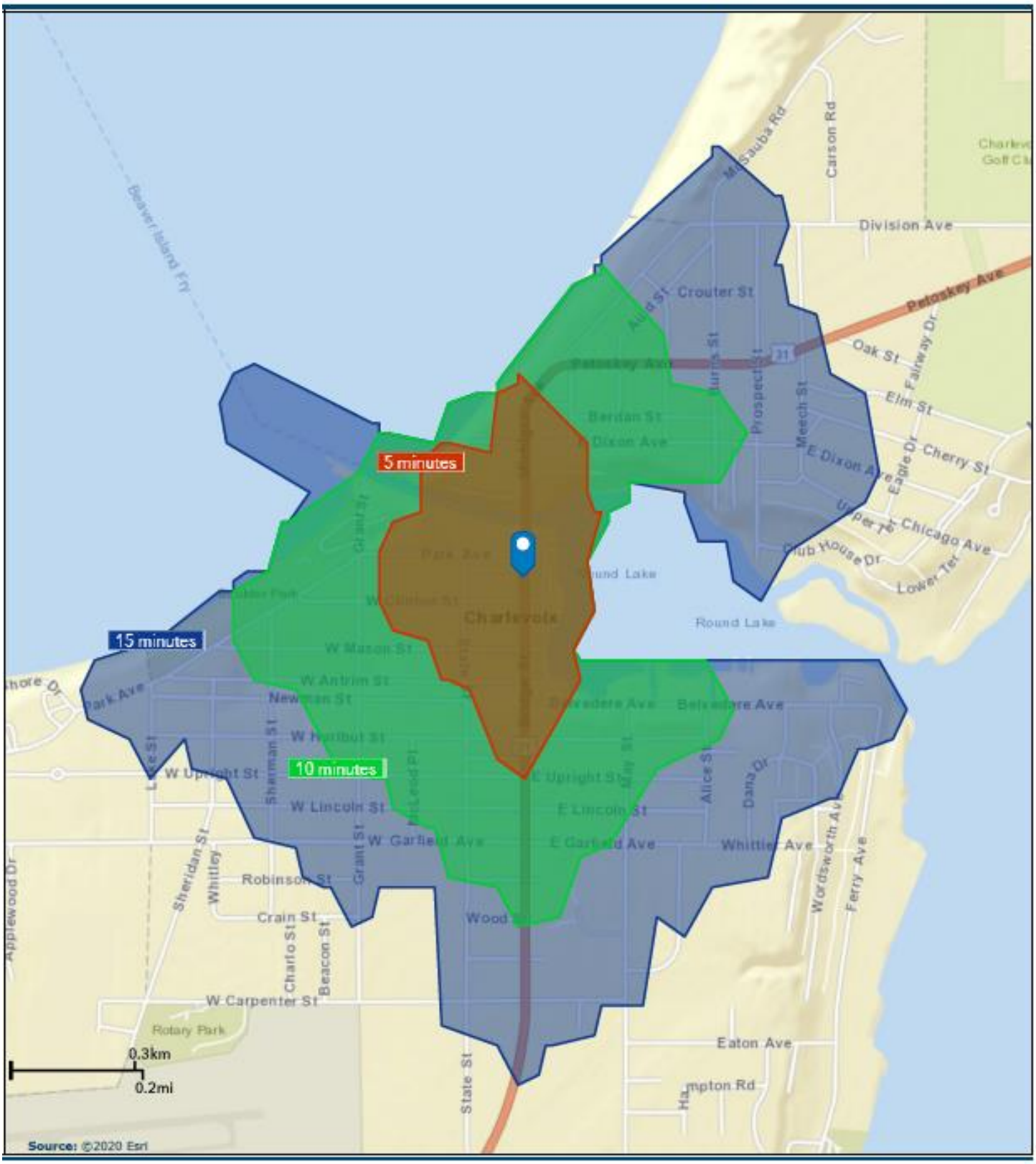
Figure 4.8: Sidewalk Snow Removal Map



Critical to sidewalk discussion is the year-round use of the infrastructure. A sidewalk that is not maintained during winter serves little purpose, as residents will likely use the cleared roads for their convenience. This can create safety concerns for both pedestrians and vehicle operators, especially considering the shorter days in the winter, visions obstructed by snowfall, and harsher road conditions giving operators less control over their vehicles. With Charlevoix known as a "winter city" that offers plenty of snow-based activities, consideration occurs to the snow removal on City sidewalks. The city removes snow on selected sidewalks around the city, as seen in Figure 4.8 (snow removal routes are colored red). Charlevoix does not currently have a snow removal ordinance mandating property owners care for the sidewalks adjacent to their homes.

Residents and visitors alike are drawn to the downtown core for events, activities, and services. Figure 4.9 is the estimated area that a person may walk for 5, 10, and 15 minutes to reach downtown. The analysis was completed using ArcGIS, and considered an average walking speed of about 3 miles per hour and paths and roads that allow pedestrian traffic. Much of the neighborhoods north and south of downtown are within the 15 minute walk range; however, residents who live in areas outside of this range would likely seek alternative forms of transportation if their destination. Sidewalk connectivity can improve the walkable area and decrease dependence on motor vehicles.

Figure 4.9: City of Charlevoix Common Walk Times to Downtown



Significance for Planning

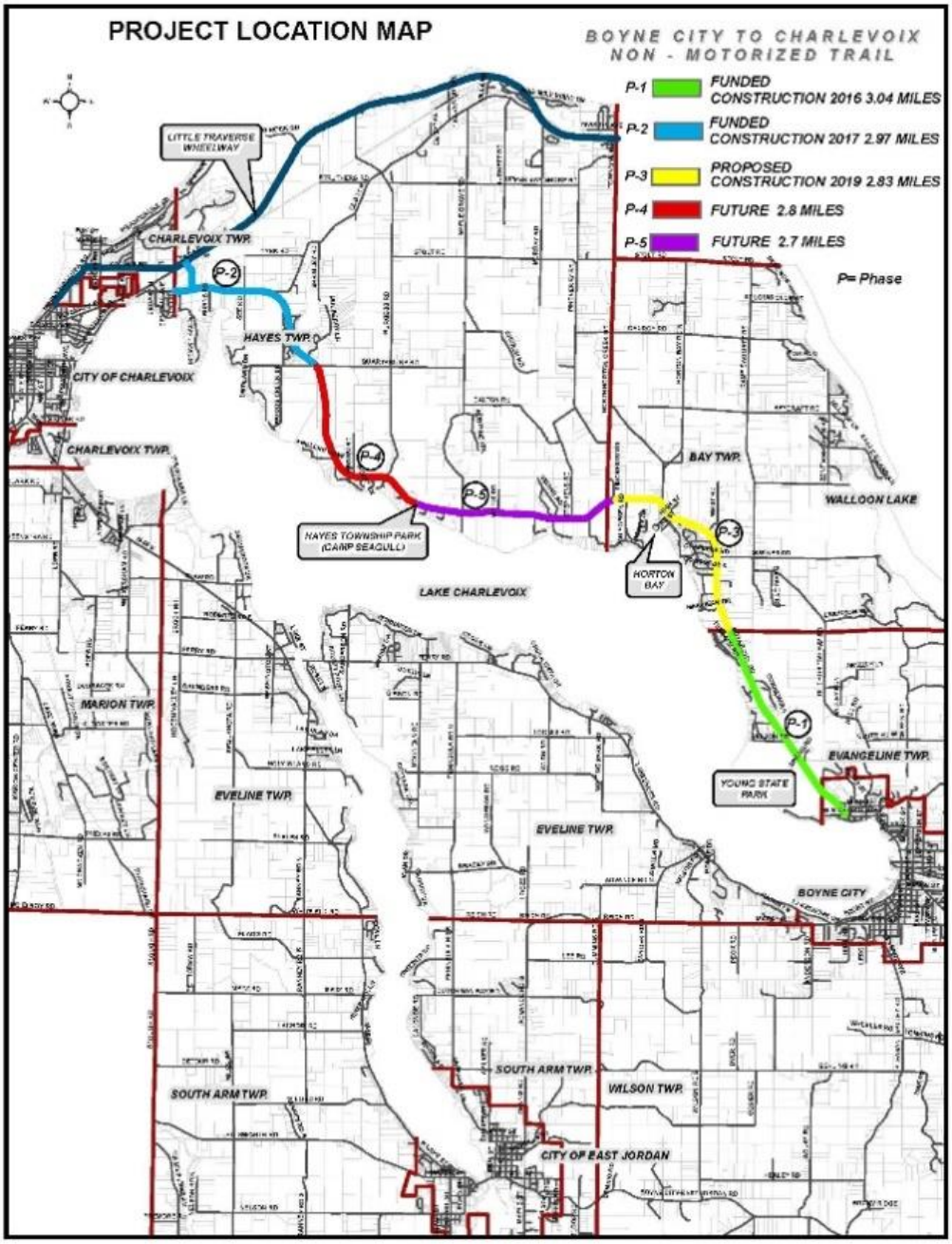
Sidewalks serve as the base unit for non-motorized transportation and recreation in Charlevoix. Continued maintenance of sidewalks should remain a high priority for the City of Charlevoix's Public Works Department. A city sidewalk survey was completed in 2021. This survey updates the sidewalk inventory while describing the physical conditions of our sidewalks and where repairs are most needed. Common conditions impacting our sidewalks include vertical faults between panels, surface cracking, and surface spalling. Repairs and proper maintenance of sidewalks should take precedent over the construction of new sidewalks, except in cases where expansion is critical to provide connections and continuity of the network and accessibility. Sidewalk expansion discussions should consider factors such as traffic counts of the adjacent street, number of people served, and the marginal impacts to safety, transportation, and connectivity to city assets. These factors must be weighed against the financial liability of perpetual maintenance and care of sidewalks. New private developments within the city that have public use or rely on our local workforce should consider how to connect with the city's sidewalk system. This can be accomplished by developers providing their own non-motorized path within their site/parcel, partnering with the city on a joint development agreement before construction, or having an on-going private/public partnership concerning the actions and costs of sidewalk maintenance, similar to what occurs for other forms of built infrastructure.

Discussions of best serving our residents, businesses and visitors in the winter should continue. Our active sidewalk clearing network is robust and covers a large portion of our total sidewalks. To increase walkability, designated winter trails or transportation routes can be established to heighten awareness, or the City can explore the equity and impacts of passing a sidewalk snow removal ordinance. In the downtown district, past plans have highlighted the economic benefit that could occur by having more active and consistent snow removal. This can be accomplished through built infrastructure such as a sidewalk-heating system, by passing a snow removal ordinance, or by hiring out the services of a private company to remove snow more consistently from areas adjacent to storefronts. Continued public input and financial analysis is needed to determine which solution could serve the City of Charlevoix best.

Trails

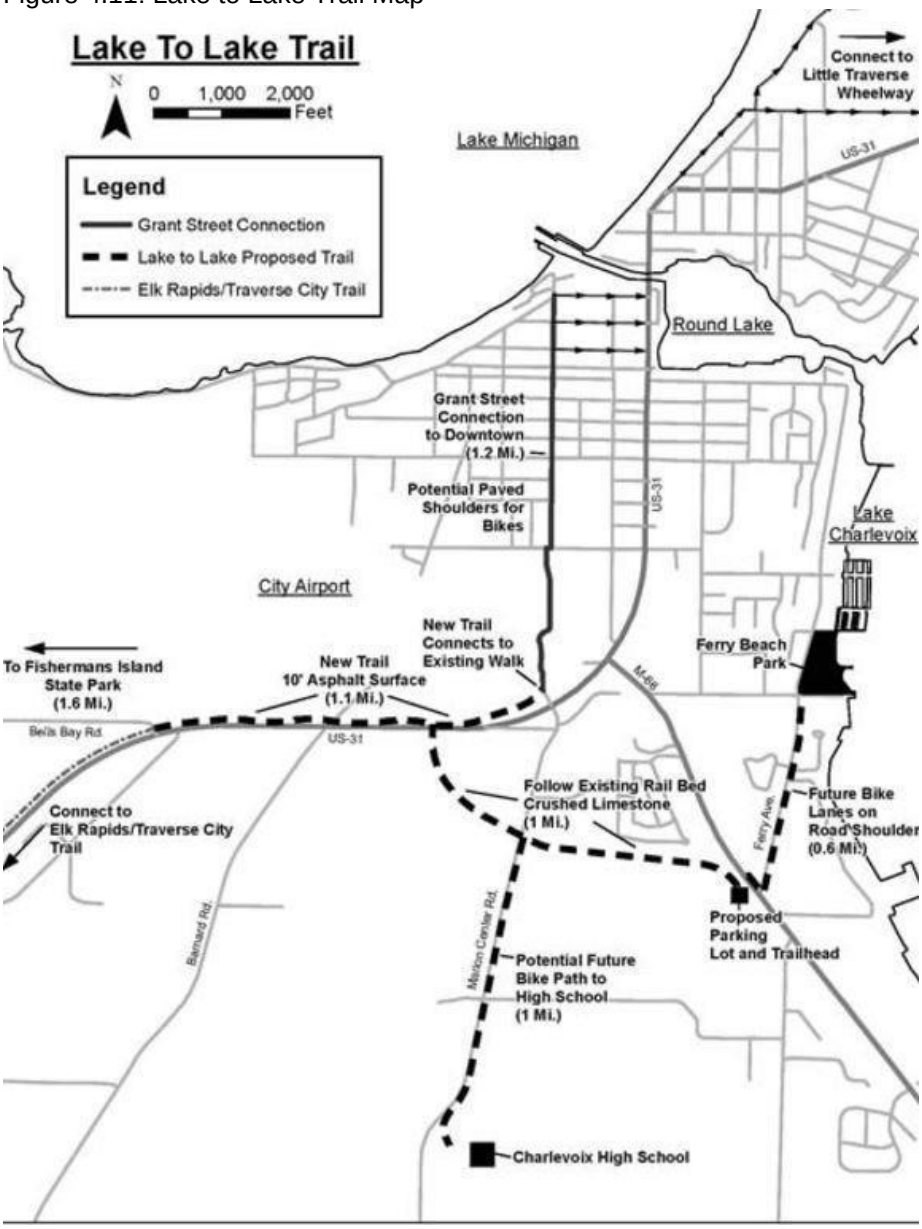
The City of Charlevoix is both a leader and collaborator in bringing high quality trails to area residents and visitors. These trails serve passive recreational purposes for activities such as walking, jogging, bicycling, cross-country skiing, rollerblading, and more. However, the value added to transportation by trails should not be overlooked. With safe and inviting trails available to bicyclists, the city becomes more accessible to those living miles beyond city limits. Unlike local sidewalks, trail infrastructure is similar to principal arterial streets, connecting communities adjacent, regional, and across the state with contiguous non-motorized pathways. Charlevoix was designated one of the first four Pure Michigan Designated Trail Towns in 2019, providing greater outreach of City trails statewide.

Figure 4.10: Boyne City to Charlevoix Non-Motorized Trail Map



Source: Top of Michigan Trails Council. https://www.trailscouncil.org/boyne-city-charlevoix-trail/

Figure 4.11: Lake to Lake Trail Map



Source: Top of Michigan Trails Council. https://www.trailscouncil.org

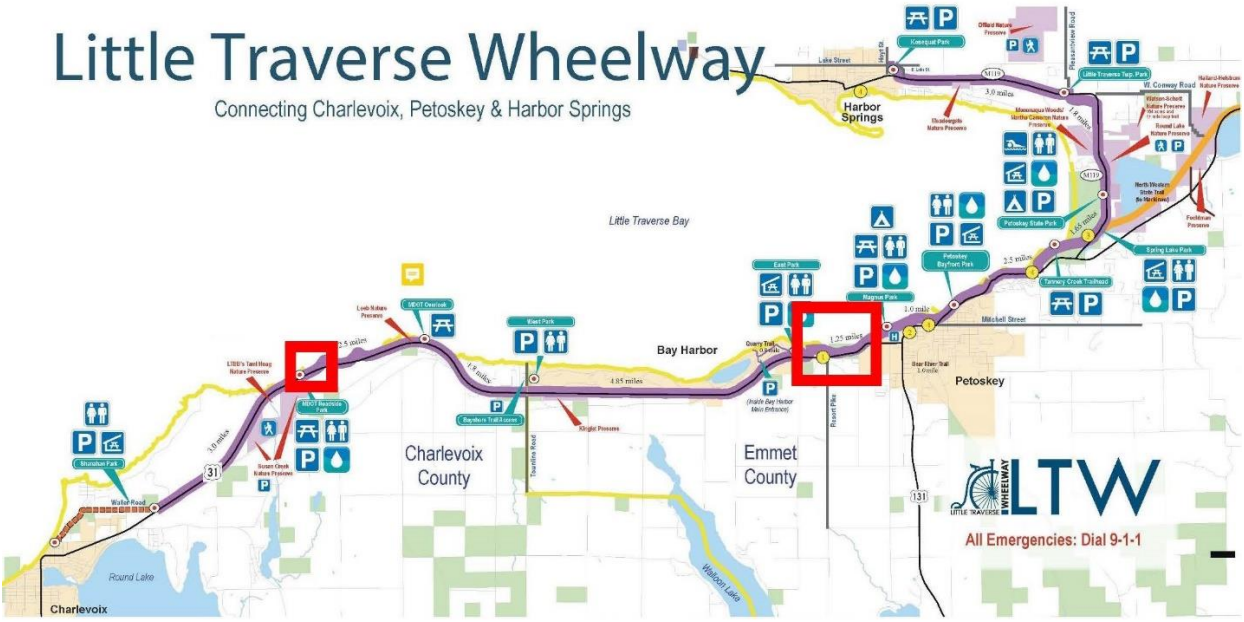
Boyne City to Charlevoix Non-Motorized Trail

The Boyne City to Charlevoix Non-Motorized Trail (Figure 4.10) first started constructed in 2016, though desire for the trail was formally recognized in 2003 by the Boyne City to US-31 Citizens Trail Committee. The trail is being constructed in 5 different phases to better align with funding opportunities available. Phases 1 and 2 are completed. Phase 3 from Spring Water Beach Road/Park of the Pines to Horton Bay is to be constructed Fall 2022. It is anticipated construction will continue Spring & Summer of 2023. Phases 4 and 5 have been engineered, funding is secured and it is anticipated that construction will begin sometime after the completion of Phase 3. The project is funded by a large collaboration of local governments, non-profits, and state agencies. When completed, the trail will be just over 14.5 miles in length and connect the City of Boyne City with the Little Traverse Wheelway.

Lake to Lake Trail

The 3 mile Lake to Lake Trail located in the southern portion of Charlevoix provides connectivity between Lake Michigan, Lake Charlevoix, and the Charlevoix High School, with a trailhead and parking off of M-66 (Figure 4.11). The trail was built to provide a safer route for travelers looking to avoid the busy roads of M-66 and US-31 when traveling between the two lakes. The trail will connect to the prospective Charlevoix-Norwood segment of the Nakwema Trailway along US-31.

Figure 4.12: Little Traverse Wheelway Trail Map



Source: Top of Michigan Trails Council. https://www.trailscouncil.org/little-traverse-wheelway/

Figure 4.13: Nakwema Trailway Map

Source: Nakwema Trailway, nakwematrailway.org

Little Traverse Wheelway

The Little Traverse Wheelway is a scenic non-motorized trail north of the City of Charlevoix. The 26 mile-long path follows US-31 and the Little Traverse Bay, connecting Charlevoix, Petoskey, Harbor Springs, and many roadside parks and businesses along the way. The trail varies in width from 6'-10', providing plenty of spaces for bicycling, rollerblading, skateboarding, and other forms of non-motorized travel. While the trail is a large transportation milestone, it serves as a historic one as well; a portion of the trail by Petoskey existed as far back as 1880[7].

Nakwema Trailway

The Nakwema Trailway will be a 45 mile trail extending from Traverse City to the City of Charlevoix. The project is in the early stages, with a connector to Acme currently engineered, the Acme-Elk Rapids portion undergoing engineering, and the remaining portions still in early design phases. Through Charlevoix, the trail will link to the Lake to Lake trail, ultimately connecting to the Little Traverse Wheelway. When the project is complete, there will be a continuous 325 mile trail network, including the state-wide Iron-Belle Trail. Major project partners for this trail include TART Trails, Top of Michigan Trails Council, Networks Northwest, the regional local governments, and the Michigan Department of Transportation and Department of Natural Resources.

Other trails exist within or around Charlevoix that serve explicitly recreational purposes. Mt. McSauba holds multiple hiking and cross-country skiing trails throughout the park, and Fisherman's Isle State Park and the Charles Ransom Natural Preserve provide forested hikes just outside of city limits.

Significance for Planning

Charlevoix's trail system is a key asset for recreation and inclusive transportation for those in the City and neighboring townships. These resources were not built overnight, nor were they built unilaterally. The City of Charlevoix must continue to partner with relevant stakeholders in maintaining this infrastructure, identify ways to safely connect trails together and with local sidewalk systems, and collaborate in building new trails where there is need and community demand. With a prospective non-motorized trail being engineered between Traverse City, Elk Rapids, and Charlevoix, the City of Charlevoix can work with the Traverse Area Recreation and Transportation Trails, inc. and the Top of Michigan Trails Council to create a connective system extending from the Traverse Area to Harbor Springs. In early 2021, City Council approved of the construction of a North Side Trail that would connect the Wheelway to downtown, creating the substantial action towards a contiguous trail system throughout Northwest Michigan.

5 Housing and Neighborhoods

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

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

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

Supporting Community Needs

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

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

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

Making necessary housing improvements and even completing routine maintenance can be a major strain on an already low, reduced, or fixed income budget. The US Department of Agriculture and the US Department of Housing and Urban Development each offer home improvement grants for qualifying seniors and low-income residents. However, additional programming or grant funding may be needed for those who do not qualify for state of federal financial assistance. The City should seek partnerships among multiple agencies including the Area Agency on Aging, the Commission on Aging, Northern Homes Community Development Corporation, and Habitat for Humanity to support seniors and the income-constrained residents who are unable to make the changes needed to meet their housing needs.

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

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

Movement in the housing market allows new residents to enter the community while long term residents can find ideal housing at various stages of life.

Community Response to Short Term Rentals

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

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

Short Term Rental Quick Facts

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

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

Expanding Housing Choices

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

New housing should address the needs of current and potential residents not currently being met. Interestingly, two demographic groups are ideal candidates for smaller, modern units that require minimal upkeep, but have access to food, transportation, and other community services. Due to Charlevoix's large baby boomer population, the City is experiencing a decline in average household size and an increase in the age of the population, while millennials who have delayed or foregone starting a family are attracted to Charlevoix's combined natural features and downtown living. The City has identified one such opportunity by permitting ADUs in the R2 – Residential Medium Density District. The district largely surrounds downtown Charlevoix and the mixed uses along Bridge Street. According to the Zoning Ordinance language adopted in 2019, accessory dwelling units are defined as "a second unit on an owner-occupied single-family parcel that is a minimum of three-hundred (300) and less than six-hundred-fifty (650) square feet and is either attached to the principal dwelling or in a separate structure on the same parcel." As previously discussed, ADU structures were built throughout the City's history, but by allowing ADUs by right new units can be built more easily with the City's approval. The City is currently considering permitting ADUs in the R1 – Residential Low Density District.

The City should consider expanding the permitted use of ADUs in the remaining residential districts as well as a permitted use accompanying a residential use in any other zoning district. In addition to the R1 – Residential Low Density and R2 – Residential Medium Density Districts, the City has two other residential zoning districts that may be suitable for ADUs with appropriate development standards in place. As identified in Chapter 3, Existing Land Use, the City has five distinct community character areas each with its own overall look and feel. Introducing ADUs and other dwelling types into each character area will require input from the residents and careful consideration regarding size, scale, location, buffering, and overall design. Creating effective development standards that complement the character of the surrounding area will ensure new building types and uses are built with minimal disruption to the neighborhood.

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

Building Capacity in Downtown Charlevoix

Many potential redevelopment sites are located in downtown Charlevoix. These sites may or may not be selected as an RRC Priority Redevelopment Site, but should be considered for potential new or expanded uses in the future. Downtown Charlevoix's existing infrastructure of walkable, higher-density, mixed uses provides the ideal location for further infill development and redevelopment. Downtown properties are underutilized for a variety of reasons including single story structures with the potential to build a second story, third story, and/or rooftop patio,

Downtown Residential Economic Impact

Impacts of Downtown Housing

DOWNTOWN HOUSING HAS IMPACTS BEYOND JUST RENT CHECKS.

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

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

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

Average Annual Expenditures

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

structures that only cover a small percentage of the surface area of the lot, or single structures may be combined and redeveloped with one or more adjacent lots for a larger cohesive project.

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

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

Neighborhood Redevelopment and Infill

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

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

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

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

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

Creating Regional Housing

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

Residential Design Guidelines

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

Much of the housing solutions discussed in this chapter are representative of Missing Middle Housing. This is a phrase coined by Daniel Parolek in 2010 to describe a diverse set of housing options that are compatible in scale and form with detached single-family homes. Missing Middle Housing types include duplexes, fourplexes, cottage courts, and

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

Source: missingmiddlehousing.com

Significance for Planning

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

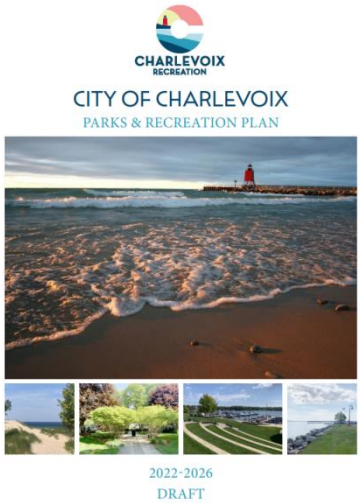
6 Goals and Objectives

Public Involvement

The City is committed to engaging residents and creating a place welcoming to all residents and visitors of Charlevoix. Residents are encouraged to serve on public boards and bodies, participate in public meetings, and connect with City staff. Charlevoix's master plan was informed through these on-going engagement efforts as well as other targeted methods which sought to maximize public participation and solicit resident and stakeholder feedback. Very recently, in 2020 and 2021 the City underwent a number of separate initiatives and each included an opportunity for the public to participate in the process and have their voice heard. The input collected and the results of each individual effort by various boards such as the City Council, Planning Commission, Main Street Downtown Development Authority, and other public boards and bodies were included in discussions for the creation of this plan. A summary of these efforts is listed below.

- 2021: City of Charlevoix completes Redevelopment Ready Communities process and becomes Redevelopment Ready Certified. The Michigan Economic Development Corporation oversees the RRC process which empowers communities to shape their future by building a foundation of planning, zoning, and economic development best practices.

- 2021: Charlevoix Main Street and Downtown Development Authority hold the Charlevoix Downtown Futures program offered through the Michigan Main Street. Project consultant, Downtown Professionals Network, prepared a Market Analysis, survey including a visual preferences options, opportunities for reactivating downtown including concept drawings.



- 2021: City of Charlevoix updates five year Parks and Recreation Plan. Led by the City's Recreation Department and consultant Beckett & Raeder, completed the plan update which included an updated inventory of parks and recreation facilities, updated goals and objectives, and priority projects for the planning period.

- 2017-2021: Charlevoix Area Chamber of Commerce forms Housing and Business Park Initiative to connect key stakeholders, discuss community challenges to adequate housing, and identify potential solutions. Members of the Planning Commissioners joined a round table discussion with the HBPI where they completed a SWOT (strengths, weaknesses, opportunities, and threats) analysis of housing in the region. The SWOT analysis was completed on April 28, 2021. A follow up stakeholder meeting was held on July 12, 2021.

- 2021: The City conducted outreach for the master plan by attending the Charlevoix Farmers' Market on May 27, 2021. Staff met with residents and visitors to the market and heard input about what they love about the city.

- 2021: The City prepared a 40 question Community Survey that was mailed to 3,485 utility bill recipients and was available electronically on the City's website as well as social media accounts. 637 responses were collected in total. 130 were received electronically and 507 responses were received via paper copies. The survey mailing had a 15% response rate. The survey was available during the spring and summer of 2021.

- 2021: On December 20 the City Council and Planning Commission hold joint work session to discuss housing initiatives and housing goals and challenges.

Community Survey Results

Networks Northwest community planners provided staff support for the plan update and collected public input for inclusion in the plan. Staff conducted a survey of the Charlevoix community from April 26 – June 8, 2021. Responses were solicited through utility bills, the City's website, and the City's social media pages. 637 total responses were collected with a mail in response rate of 15%. The Community Survey asked 40 multiple choice or open-ended questions to gauge the community's interest and satisfaction with topics such as housing and neighborhoods, business and economy, transportation and infrastructure, energy, winter amenities, and general demographics and city government affairs. The goals, objectives, and action items expressed in this plan are directly influenced by the results of the Community Survey. The following are a sample of the survey results received.

- 51% Permanent residents
- 47% Lived in city over 21 years
- The following "strongly influences" why people reside in Charlevoix:
    - Northern Michigan location 87%
    - Environment / Natural features 81%
    - Safety and security 81%
- 59% Prefer one-family homes
- Want (need) AFFORDABLE housing
- Want sidewalks, Short Term Rentals are a threat
- Want Big Box store (local shopping options)
- 43% Use non-motorized transportation EVERYDAY
- 80% Want power from sustainable energy sources
- 73% YES: local government deals with issues

When asked "what are the top three priorities the Master Plan should focus on improving or preserving?" Survey-takers indicated:

1. Parks and Open Space: 33%
2. Neighborhoods: 29%
3. Redevelopment of vacant and/or underutilized properties: 27%

As mentioned above, the City prepared an update to the Parks and Recreation Plan in 2021. This plan is an in-depth look at the City's recreation facilities and the community's needs for future park improvements. Based on changing demographics and operational capacity the City will pursue appropriate recreation opportunities. Chapter 4 of the Master Plan identifies current parks and open spaces and refers to the City's Parks and Recreation Plan for further information.

Participants in the Community Survey recognize the challenge of maintaining strong neighborhoods while encouraging development of a variety of housing types. This plan seeks to celebrate Charlevoix's many unique neighborhoods and their long-standing cohesive qualities. Residents love their neighborhoods, but see opportunities for change and betterment of the community. Applying context sensitive solutions smart growth principles would allow redevelopment to benefit all city residents and potential new residents.

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 .

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.

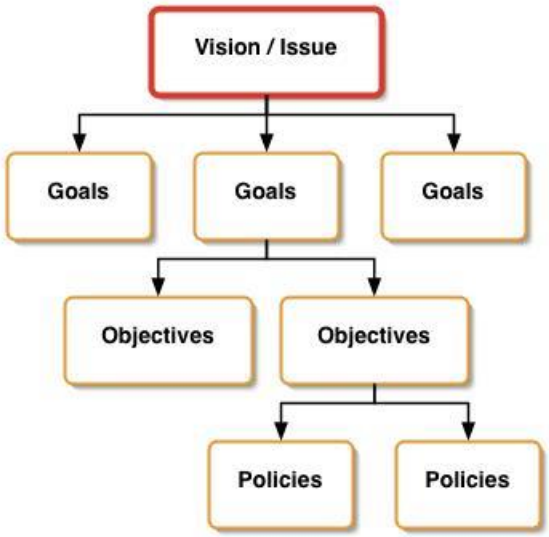
Both the Michigan Association of Planning and the Charlevoix County Future Land Use Plan identify the need and importance of Smart Growth and encourage municipalities to integrate these principles into master plans, land use regulations, and policies.

How this Chapter is Organized

The chapter begins with a short vision statement that describes community values and a future direction for Charlevoix. Following 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. Chapter 8 contains action items associated with each goal and objective that are categorized into an implementation matrix. The matrix 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:



The Vision Statement

Charlevoix will 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. We collaborate with elected officials and other public bodies.

Community Goals and Objectives

GOAL 1: Protect and enhance Charlevoix's small town character, unique downtown, cultural and historic resources, and scenic beauty.

1) PRESERVE AND ENHANCE CHARLEVOIX'S UNIQUE SMALL TOWN CHARACTER

2) ENHANCE SCENIC BEAUTY

3) PRESERVE AND ENHANCE THE DOWNTOWN

4) PROTECT HISTORIC AND CULTURAL RESOURCES

GOAL 2: Maintain a diverse, regional economy that supports sustainable year-round housing and business development.

1) ENCOURAGE REGIONAL COLLABORATION ON ECONOMIC DEVELOPMENT

2) PROMOTE CHARLEVOIX AND THE REGION AS A VIABLE PLACE TO LIVE AND WORK YEAR-ROUND

3) ENCOURAGE ECONOMIC SUSTAINABILITY AND GROWTH IN DOWNTOWN CHARLEVOIX

Source: Charlevoix's Redevelopment Ready Communities program property information packet.

GOAL 3: Work cooperatively with surrounding municipalities, governmental agencies, non-profits, and private sector organizations on a variety of issues.

1) COOPERATE WITH CHARLEVOIX COUNTY AND SURROUNDING TOWNSHIPS ON PLANNING AND ZONING

2) COORDINATE EFFORTS TO PROVIDE SAFE AND EFFICIENT TRANSPORTATION SYSTEMS

3) WORK COOPERATIVELY TO ENCOURAGE AND FACILITATE ALTERNATIVE FORMS OF TRANSPORTATION

4) COORDINATE EFFORTS ON NATURAL RESOURCE PROTECTION

5) CONTINUE TO PROMOTE OUR UNIQUE HISTORICAL TIES TO BEAVER ISLAND

6) WORK WITH CHARLEVOIX SCHOOLS ON FUTURE FACILITY USAGE

GOAL 4: Provide high quality public services, infrastructure, utilities, and amenities to Charlevoix that are sustainable and cost effective.

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

GOAL 5: Reflect high environmental standards in land use policies, public education and in the design of municipal facilities, utilities, and stormwater management systems.

1) IMPLEMENT BEST MANAGEMENT PRACTICES TO ADDRESS WATER QUALITY

2) INTEGRATE ENVIRONMENTAL BEST PRACTICES INTO CITY UTILITIES AND OPERATIONS

GOAL 6: Create housing that meets the needs of all residents, ensuring all are safely and adequately housed.

1) ENCOURAGE HIGHER DENSITY IN APPROPRIATE LOCATIONS

2) PROMOTE INFILL DEVELOPMENT

3) PRESERVE AND CREATE NEW DEDICATED AFFORDABLE HOUSING UNITS

7 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.

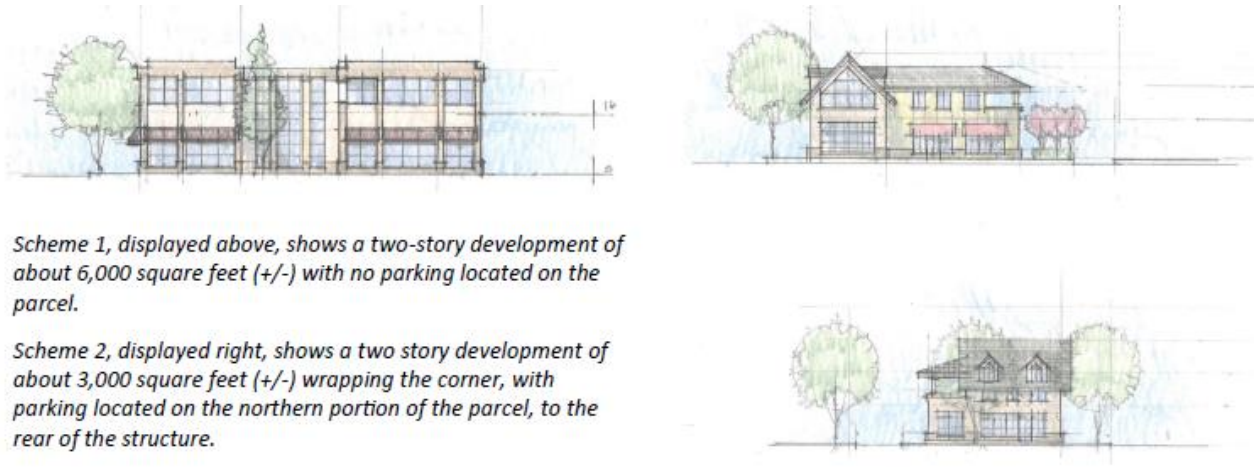
Housing Character: Residential uses should be multi-family units incorporated into a multi-story, mixed use building. Housing should be attainable for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units. Future development should include a variety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

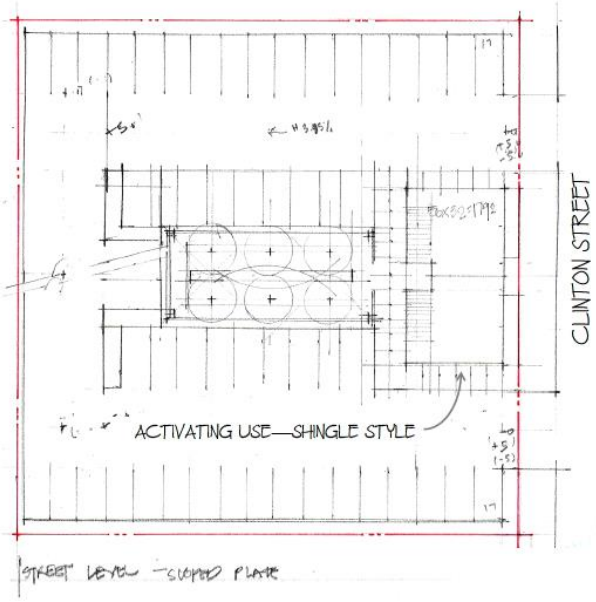


Scheme 1, displayed above, shows a two-story development of about 6,000 square feet (+/-) with no parking located on the parcel.

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.

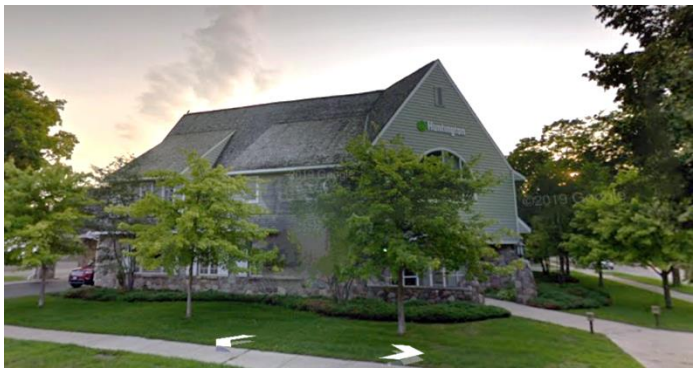
Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Where new construction and infill buildings are introduced the site design should maximize lot frontage by orienting the building towards the street and allowed building height by building multiple 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.

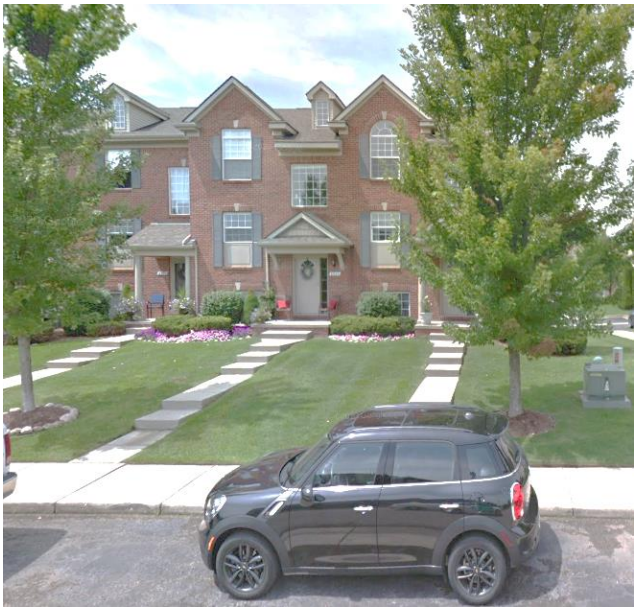
Transportation and Mobility: The City Center Residential area should maintain connections with surrounding areas and be highly accessible by a variety of transportation options. Roads within the City Center Residential area follow Charlevoix's historic grid network and also have common elements including 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 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 hoe 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.

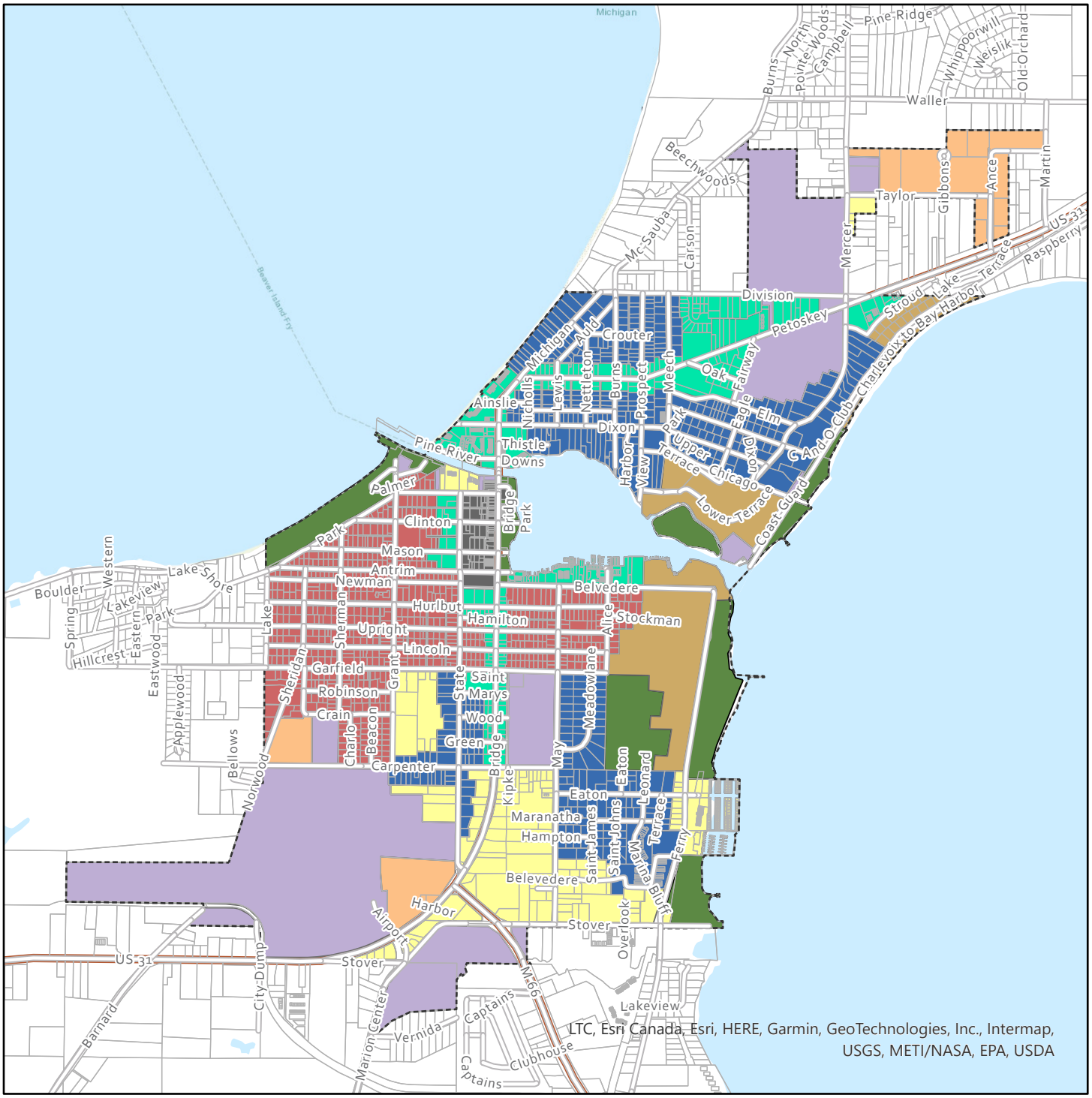
Appropriate Land Uses: Scenic Reserve uses generally support and enhance the surrounding neighborhoods. Appropriate land uses are limited to open space, shoreline beaches, and recreation facilities.

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



Map 7.1
Future Land Use Map

- 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

N
W E
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0 0.25 0.5 Miles

Networks Northwest
Talent / Business / Community

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.

Table 7.1: Zoning Plan

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 standards[11]:

- 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

[11] 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.

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.

Table 8.1: Implementation Funding Sources

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 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 performance based grants, loans, or other economic assistance for eligible investment projects in Michigan.
F	Brownfield Redevelopment Grants	The Michigan Department of Environment, Great Lakes, and Energy provides Brownfield redevelopment grant funding to local units of government and other public bodies to investigate and remediate known sites of environmental contamination, which will be used for identified economic redevelopment projects.
G	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.
H	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.
I	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.

J	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.
K	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.
L	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	
M	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.
N	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.
O	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.
P	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.
Q	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.
R	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.
S	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.
T	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.
U	Neighborhood Enterprise Zone (NEZ) Act	A property tax exemption for the development and rehabilitation of residential housing located within eligible distressed communities
V	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.
W	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.
X	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.

Table 8.2: Implementation Matrix

Goal 1	*Protect and enhance Charlevoix's small town character, unique downtown, cultural and historic resources, and scenic beauty.*				
Objective	**Action**	**Responsibility**	**Timing**	**Priority**	**Funding**
1. Preserve and enhance Charlevoix's unique small town character	When making decisions consider the features contributing towards Charlevoix's character; identify how development regulations can best protect and/or enhance them.	City Council, Planning Commission, City Staff	Ongoing	2	Local government
	Revise zoning regulations to encourage smaller scale development on commercial corridors with established maximum building sizes and parking away from the street side of buildings.		Ongoing		
	Continue to enforce the nuisance ordinance.		Ongoing		
	Complete a Climate Resiliency Assessment to identify vulnerabilities and actions/strategies to address vulnerabilities.		1-3 years	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.	City Council, Planning Commission, City Staff	5-10 years	2	Local government, K
	Enforce existing landscaping design standards for commercial development, parking lots, and public lands including donation consistently.		Ongoing		
	Continue to support the Shade Tree and Park Commission and expand the Tree Planting Program, based on budget considerations. Seek alternative forms of funding, such as donations and grants.		Ongoing		
3. Preserve and enhance the downtown	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.	City Council, Planning Commission, City Staff, DDA Board	Ongoing	1	Local government
	Support local initiatives that preserve and enhance the downtown, such as trails and historic preservation, and focus economic development strategies and promotions appropriately.				
	Adopt downtown design guidelines for commercial properties		1-3 years		
	Pursue goals outlined by the Charlevoix Main Street DDA Board				

4. Protect historic and cultural resources	Continue to support the efforts of the Historic District Commission and the Charlevoix Historical Society with the designation of historic properties. Continue educating and supporting property owners about historic districts and seek to establish districts where there is strong support. Support improvements and long-term maintenance of the lighthouse.	City Council, Planning Commission, City Staff, DDA Board	Ongoing	2	Local government, E, H, I, J

Goal 2 ***Maintain a diverse, regional economy that supports sustainable year-round housing and business development***

Objective	Action	Responsibility	Timing	Priority	Funding
1. Encourage regional collaboration on economic development	Provide regional economic development services and support for businesses who wish to locate to Charlevoix. Pursue goals and recommendations outlined in the Economic Development Strategy prepared by the Chesapeake Group and the Marketing Strategy and Economic Development Strategy compiled for the RRC process. 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. Coordinate with Charlevoix Township, community leaders, and property owners to plan for and promote future development; explore 425 agreements where appropriate. Continue to support and promote expanding Coast Guard operations in Charlevoix.	City Council, City Staff, DDA, Planning Commission, Chamber, Visit Charlevoix	Ongoing	2	Local government, D, E, F

2. Promote Charlevoix and the region as a viable place to live and work year-round	Prepare subarea plans as a way to promote Charlevoix individual neighborhoods as unique places to live and work full-time. Ensure festivals and events are supportive of the goal of year-round activity and costs for staging events are appropriately balanced. Promote ”missing middle” housing options by encouraging developers through housing incentives and flexible Zoning Ordinance requirements. Work with the real estate community through the RRC program to help market Charlevoix to targeted groups interested in locating to the area. Support the Housing Business Park Initiative’s efforts to attract regional industry and address commercial and industrial business needs. Prepare “How to” brochures to clarify housing development options, business start up information, and site development process guidelines. *Investigate options for regulating rental property within the City through short-term rental regulations, a rental inspection program, licensing fees, lodging taxes or other means.*	City Council, City Staff, DDA, Planning Commission, Chamber, Visit Charlevoix	1-3 years	1		Local government, D, E, F
3. Encourage economic sustainability and growth in downtown Charlevoix	Support the Redevelopment Ready Communities program and prepare required materials for recertification. Support and expand current downtown winter activities and pursue other winter city recreational or promotional events. Pursue goals outlined in the Downtown Marketing Assessment and Development Strategy prepared by the Chesapeake Group. Identify funding sources to incentivize economic development and provide tax credits for downtown redevelopment projects.	City Manager, City Staff	Annual		2	Local government
	Prepare updated development plan for Main Street DDA tax increment financing district renewal.	DDA	1-3 years		1	

Goal 3	***Work cooperatively with surrounding municipalities, governmental agencies, non-profits, and private sector organizations on a variety of issues.***				
Objective	**Action**	**Responsibility**	**Timing**	**Priority**	**Funding**
1. Cooperate with Charlevoix County and surrounding townships on Planning and Zoning	Work with area townships, including Charlevoix, Marion, Norwood, Eveline, and Hayes on a regional plan. Hold annual meetings between the Charlevoix and Charlevoix Township, Marion Township, Norwood Township and Hayes 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. Cooperate with Charlevoix Township on an airport overlay district located around the Charlevoix Municipal Airport. Cooperate with Charlevoix County on the update and adoption of a countywide Natural Hazard Mitigation Plan	City Council, Planning Commission, City Staff	Annual	1	Local government, C
2. Coordinate efforts to provide safe and efficient transportation systems	Work with MDOT to study summertime 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. Prepare regional trail map showing existing and proposed trail connections and city routes such as city bike route	City Manager, City Staff	Ongoing	2	Local government
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. Maintain snow cleared sidewalks in commercial and residential areas. Incorporate bike lanes into the design and future construction of streets and roads. Work with surrounding communities and Charlevoix County in the development of a regional trail system to connect with Boyne City, East Jordan, and Elk Rapids. Use current sidewalk inventory to prioritize new sidewalk connections and plowing. *Explore the viability of a multi-use transportation hub.*	City Council, Planning Commission, City Staff	Ongoing	1	Local government, K

4. Coordinate efforts on natural resource protection	Utilize Charlevoix County Brownfield Redevelopment Program to redevelop and revitalize undesirable properties Work with organizations like Tip of the Mitt Watershed Council, WATCH, the Little Traverse Land Conservancy, and the Lake Charlevoix Association to inform the public on water quality protection measures and conservation easements. Utilize Charlevoix County land bank to acquire and package parcels for redevelopment Coordinate Mt. McSauba usage with Charlevoix Township.	City Council, Planning Commission, City Staff	Ongoing	2	Local government, E, F
5. Continue to promote our unique historical ties to Beaver Island	Continue to invest in the airport to enhance commercial activity. Look to future implementation of the BIBCO Dock Optimization Study for better downtown flow and parking considerations.	City Council, City Staff	1-3 years	2	Local government
6. Work with Charlevoix schools on future facility usage	Work with the School regarding the future use of their properties within the City and Townships Include report of school enrollment, property investments, major program changes, and other such information in Planning Commission annual report	City Staff, Charlevoix Public Schools	Ongoing	2	Local government

Goal 4 ***Provide high quality public services, infrastructure, utilities, and amenities to Charlevoix that are sustainable and cost effective.***

Objective	Action	Responsibility	Timing	Priority	Funding
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. Coordinate with surrounding townships and explore 425 agreements where appropriate to expand infrastructure into areas without public water and sewer that does not encourage sprawl, but provides opportunity for new housing.	City Council, Planning Commission, City Staff	1-3 years	2	Local government

Goal 5	***Reflect high environmental standards in land use policies, public education and in the design of municipal facilities, utilities, and stormwater management systems.***				
Objective	**Action**	**Responsibility**	**Timing**	**Priority**	**Funding**
	Review landscape standards to require minimal site disturbance activities and native vegetation into the site landscape design. Incentivize minimal impervious surface coverage and the use of porous surfaces in site development. Implement Green Infrastructure projects as identified in the City of Charlevoix Green Stormwater Infrastructure (GSI) Visioning Report Provide signs at the Marina and City boat launch concerning boat maintenance and measures to control the spread of invasive species. Coordinate with the DNR to provide proper signage regarding not dumping fish bait. Coordinate with Tip of the Mitt Watershed Council to incorporate green infrastructure elements to City improvements. Educate the public about ways to mitigate impacts on the stormwater system from lawn clippings, leaves and other organic waste. Study options and consider implementing alternative methods of storing and collecting yard waste.	City Council, Planning Commission, City Staff	Ongoing	1	Local government, L, M
2. Integrate environmental best practices into city utilities and operations	Partner with the County to implement a state-of-the-art Recycling Program. Purchase fuel efficient vehicles when replacing the City fleet. Install additional electric vehicle charging stations. Set a goal to incrementally increase the amount of renewable energy provided to the City and residential and commercial users. Coordinate with local and state partners like MPPA and MMEA to source renewable energy. Educate residential and commercial users about available City energy programs Encourage residential and commercial users to opt in to the Voluntary Green Pricing Renewable Energy Program and other renewable and energy-efficient programs that become available. Research the feasibility and potential grant opportunities available to power City buildings and facilities through alternative energy sources. Continue to upgrade City facilities with energy features such as more energy efficient lights, motion sensing lights, and more efficient HVAC systems.	City Council, Planning Commission, City Staff, Charlevoix County	Ongoing	1	Local government, L, M

Goal 6	*Create housing that meets the needs of all residents, ensuring all are safely and adequately housed.*				
Objective	**Action**	**Responsibility**	**Timing**	**Priority**	**Funding**
1. Encourage higher density in appropriate locations	Amend the zoning ordinance to accommodate higher densities in appropriate neighborhoods and the downtown. Expand allowable residential uses in all zoning districts. Provide incentives for higher density developments in the downtown area.	Planning Commission, City Staff	1-3 years	1	Local government
2. Promote infill development	Review the Zoning Ordinance to allow for further subdividing and subsequent development of vacant land provided that it is consistent with the surrounding neighborhood. Provide a variety of housing options for a range or incomes, ages, family sizes, and needs. Encourage context-sensitive “missing middle” housing infill development.	Planning Commission, City Staff	1-3 years	1	Local government, R, S
3. Preserve and create new dedicated affordable housing units.	Increase the number of owner-occupied and long-term rental residential units. Monitor the number of short term rental properties and ensure balance of new short-term rentals to new owner-occupied or long-term rentals. Adopt PILOT (Payment in Lieu of Taxes) ordinance when appropriate to incentivize development of housing within the budgets of more residents. Promote available housing incentive programs such as voluntary deed restrictions	City Council, Planning Commission, City Staff	Ongoing	1	Local government, N, R, S

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?

CHARLEVOIX COUNTY
PLANNING DEPARTMENT

301 State Street
Charlevoix, Michigan 49720
(231) 547-7234
planning@charlevoixcounty.org

A MICHIGAN HISTORICAL SITE

October 10, 2022

City of Charlevoix
c/o Jennifer Neal
Community Planner
210 State St.
Charlevoix, MI 49720

Jennifer,

At their meeting on September 8, 2022, the Charlevoix County Planning Commission reviewed the proposed City of Charlevoix Master Plan Update. After reviewing the draft plan, the Planning Commission took the following action:

> MOTION by L. Levengood to recommend approval of the proposed City of Charlevoix Master Plan Update with consideration of the comments included in the meeting minutes. P. Grassmick seconded the motion. Voice vote: all in favor. Motion passed.

Please refer to the enclosed draft minutes of the Planning Commission meeting for further details. If you have any questions regarding our review, please feel free to contact me at (231) 547-7234 or starkk2@charlevoixcounty.org.

Sincerely,

Kiersten J. Stark

Kiersten Stark
Planning Director

CHARLEVOIX COUNTY
PLANNING COMMISSION

301 State Street
Charlevoix, Michigan 49720
(231) 547-7234
planning@charlevoixcounty.org

Excerpts from
DRAFT Meeting Minutes
September 8, 2022

I. Call to Order

Chairperson Nancy Ferguson called the meeting to order at 6:02 p.m. in the Commissioners' Room at the Charlevoix County Building.

Members present: Nancy Ferguson, Larry Levengood, Pam Grassmick, Matt Cunningham, Dave Skornia, and Mike Ritter (6:03 p.m.)

Members absent: None

Others present: Kiersten Stark (Planning Director) and Tim Smith

VI. Townships, Cities, MI Dept of EGLE & Corps of Engineers Items

<u>City of Charlevoix Proposed Master Plan Update</u>

Commission members and Staff reviewed the proposed City of Charlevoix Master Plan Update and had the following comments:

- Some grammatical corrections are needed throughout the plan
- All of the photos should be labeled
- Include more content about Mt. McSauba because it is a big draw to the community, offering year-round activities
- Fully state acronyms when first used (for example, B.C.E. on page 13)
- Regarding pages 8 and 9, the Introduction is a great explanation of how to use the plan and how the plan affects the reader; with respect to items 2 and 3 on page 8, it was noted that, *in general*, more ownness needs to be on all local officials to follow their community's master plan, which is based on citizen input
- On page 15, 3rd paragraph, add a statement at the end to clarify that the level of Lake Charlevoix decreased as a result of dredging the Pine River channel
- On page 27, 2nd paragraph, last sentence, regarding the word "delicateness"; the word "sensitivity" would be better here
- On page 51, is there a manhole cover that's in better condition that could be used for the photo?

- Also on page 51, is it the intention of the City to work toward identifying and adopting green energy policies? (The text says the City *may* identify and adopt green energy policies. Also, the percentages and years in the list have not been filled in.)
- On page 72, selecting a different mushroom house, one that's more representative of the style of the majority of these houses would be a better choice for the photo
- On page 74, the plan should be up-front by describing the effects that short term rentals have on the sense of community
- On page 88, under Building and Site Design, the last sentence states that projecting signs are encouraged; in the past, projecting signs were not permitted in the City; does the current zoning ordinance allow projecting signs?
- On page 98, under Building and Site Design, at the end of the third line and beginning of the fourth line, the plan recommends "small or no setbacks"; why would "small or no setbacks" be desirable in the Industrial Park? Larger setbacks would be desirable for fire protection.
- On page 105, Other Zoning-Related Changes, Zoning Classifications, in the 1st bulleted item, change the word "collapsing" to "combining"
- No conflicts were found between the proposed City Master Plan Update and the County Future Land Use Plan or the plans of the surrounding townships
- Instances where decennial census data is compared to American Community Survey estimates needs to be corrected

MOTION by L. Levengood to recommend approval of the proposed City of Charlevoix Master Plan Update with consideration of the comments included in the meeting minutes. P. Grassmick seconded the motion. Voice vote: all in favor. Motion passed.

Networks Northwest
Talent / Business / Community

Jennifer Neal <jennifer.neal@networksnorthwest.org>

Fwd: Master Plan Photos sent successfully to jennifer.neal@networksnorthwest.org

matmg@aol.com <matmg@aol.com> Thu, Aug 18, 2022 at 9:01 AM
Reply-To: matmg@aol.com
To: "jennifer.neal@networksnorthwest.org" <jennifer.neal@networksnorthwest.org>

Hi Jennifer,

As this was the first time I used this site to send you photos, just want to make sure you received them and could open/view.

Thanks,

Mark

-----Original Message-----
From: WeTransfer <noreply@wetransfer.com>
To: matmg@aol.com
Sent: Tue, Aug 16, 2022 2:39 pm
Subject: Master Plan Photos sent successfully to jennifer.neal@networksnorthwest.org

Master Plan Photos sent to jennifer.neal@networksnorthwest.org

7 items, 14 MB in total · Expires on 23 August, 2022

Thanks for using WeTransfer. We'll email you a confirmation as soon as your files have been downloaded.

Recipients

jennifer.neal@networksnorthwest.org

Download link

https://we.tl/t-U2R0I7AXjI

7 items

DQ.jpeg
194 KB

DSC_0078.JPG
3.78 MB

DSC_0246.JPG
4.99 MB

DSC_0448 (2).JPG
4.16 MB

Library Renovation Windows.jpeg
284 KB

Library Renovation.jpeg
402 KB

Sailboat.jpeg
238 KB

Message

I'm using this site to send photos to you instead of emails. Hopefully you can open/view them. If not, let me know.

Explanation on the photos:

- Durance Farm on Mercer Rd. This was established in 1889 and maybe use on page 15 of the MP.
- Chvx to Petoskey railroad marker, now buried in the woods.
- minus 11 temp to use on page 18 of the MP.
- Photo from 2006 when Dairy Grill was DQ.
- 2006 Public Library creation from the middle school.
- boat appearing to be coming up the street. Not sure if you can use it, but something different.

To make sure our emails arrive, please add noreply@wetransfer.com to your contacts.

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Networks Northwest
Talent / Business / Community

Jennifer Neal <jennifer.neal@networksnorthwest.org>

Master Plan Photos

2 messages

matmg@aol.com <matmg@aol.com> Wed, Aug 10, 2022 at 5:15 PM
Reply-To: matmg@aol.com
To: "jennifer.neal@networksnorthwest.org" <jennifer.neal@networksnorthwest.org>

Hi Jennifer,

Just for the heck of it, I checked out the current version of the Charlevoix Master Plan document and noticed the additional photos you added. Thanks as it's always neat to see the photos put to good use. To get better context on how each photo was used in the document, I actually read the plan. Must admit that I'm also curious to see what it says and is proposing. Not sure if the Plan is still in draft stage, but there are a few more photos that could support some of the sections in the Plan. Let me know if you're interested. If so, I can just simply email them to you as there are not many.

Mark Stanley

Jennifer Neal <jennifer.neal@networksnorthwest.org> Thu, Aug 11, 2022 at 9:38 AM
To: matmg@aol.com

Hello Mark,

Great to hear from you! Yes, a portion of the adoption process is dedicated to collecting input from the public. We are currently in that phase and would gladly accept any comments about the plan or concepts included in the plan. I would also gladly take any pictures. There are a couple of pictures on pages 106 and 107 that maybe one works, but not both. If you have suggestions, please send them along. And feel free to send more! If you do have any comments they would be shared publicly at the designated public hearing likely in October.

Thanks so much,

Jenni
[Quoted text hidden]
--
Jennifer Neal, AICP
Community Planner
Mobile: 231.709.3204
jennifer.neal@networksnorthwest.org

Networks Northwest
2240 Mitchell Park Dr., Suite B
Petoskey MI 49770

Charlevoix Planning Commission

New Business

Title: Public Hearing: Zoning Ordinance Amendments
Date: October 10, 2022

Presented By: Jennifer Neal, Community Planner

Background:
Per the direction of the Planning Commission, Staff have prepared a compiled document of draft language to be considered for Zoning Ordinance amendments.

- Amendment #1 amends multiple sections of the City of Charlevoix Zoning Ordinance including Definitions, Area, Height, and Placement, Accessory Buildings and Uses, Accessory Dwelling Units, Structure Height, and Lot Coverage Requirements.
- Amendment #2 amends Section 153.215 CBD Zoning District to permit signage on the Bridge Park railing for businesses located beneath Bridge Park and Table 153.219 for clarification purposes.

Recommendation:

Attachments:
1. All Sections Combined Changes
2. Draft Amendment Signs 153.215 and 153
3. 2 Mail - FW_ ZBA letter to Planning May 26, 2022
4. 2 ZBA Building Height Amendment
5. 2 ZBA Comment Buiding Height markup
6. 2 ZBA Comment Ordinance 821 highlighted
7. 2 ZBA Comment Ordinance 823

Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Public Hearing October 10, 2022
Amendment #1
Building Type Standards
Changes Marked in Red

Section 153.005 *Definitions*

Accessory dwelling unit (ADU). See Dwelling Unit: Dwelling, Accessory (ADU).

Accessory Structure. See Structure, Accessory. ~~An attached or detached structure on the same lot with and of a customarily incidental nature that is subordinate to the principal use or building/structure. (See § 153.116 of this chapter.)~~

Dwelling Unit. A building or portion of a building, designed for use and occupancy by individuals, or one family, for living, kitchen and bathing facilities. A recreational vehicle, vehicle chassis or tent is not considered a ***DWELLING***.

(d) **Dwelling, Accessory (ADU).** An accessory building that incorporates one dwelling unit ~~A second unit on an owner-occupied single-family parcel that is a minimum of three-hundred (300) and less than six-hundred-fifty (650) square feet and is either attached to the principal dwelling or in a separate structure on the same parcel~~.

Add figure for detached ADU Building

Structure. Anything constructed or erected requiring a permanent location in or on the ground, or that must be attached to something having such a permanent location. Structures include, but are not limited to, houses, buildings, accessory structures or buildings, fences, signs, decks, retaining walls, parking lots, access drives and swimming pools.

Structure, Accessory. An attached or detached structure on the same lot with and of a customarily incidental nature that is subordinate to the principal use or building/structure. (See § 153.116 of this chapter.)

§ 153.072 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

(B) *Dimensional requirements, single-family and two-family districts.* Building height, setbacks, lot coverage and minimum floor area for development of a principal structure in the R1, R2, R2A, R4, and PC Districts shall conform to the requirements of Table 153.072(b) of this chapter.

Table 153.072(b): Dimensional Requirements in Single-Family, Two-Family, Private Club Residential

Zoning District	***Max. Average Building Height (ft.)[7]***	***Minimum Yard Setbacks (ft.)***				***Maximum Lot Coverage (%)***	***Min. Gross Floor Area (sq. ft.)***		***Principal Structure Minimum Width (ft.)***
		Front[3]	***Side***		***Rear***				
			Interior	***Street Side***			***1 story***	***2 stories***	
R1	26	154	10	15	25	405	~~1,040~~800	~~1,600~~1,200	20
R2	26	15	8	15	25	406	800	1,200	20
R2A	26	15	10	20	30	40	~~800~~400	~~1,200~~800	20
PC	26	0	0	0	0	NA	0	0	20

NOTES TO TABLES 153.072(a) and 153.072(b)

7. See § 153.005 DEFINITIONS for the definition of building height.

Section 153.072(C) Dimensional requirements: square footage for accessory dwelling units and home conversion units. Square footage for accessory dwelling units and home conversion units shall conform to the requirements of Table 153.072(c).

Table 153.072(c): Dimensional Requirement: Square footage for Accessory Dwelling Units and Home Conversion Units

Zoning District	***Minimum***	***Maximum***
R1 and R2	300	900~~650~~

Table 153.072(d): Dimensional Requirements in Multiple-family Dwellings in the R4 Zone

Max. Average Building Height (ft.)[2]

NOTES TO TABLE:
2 See § 153.005 DEFINITIONS for the definition of building height.

Table 153.072(f) Dimensional Requirements: Single-Family Attached, Single-Family Detached and Two-Family Dwellings in an R4 Zone Clustered Housing Development

Max. Average Building Height (ft.)[3]

NOTES TO TABLE:
3 See § 153.005 DEFINITIONS for the definition of building height

§ 153.087 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

Table 153.087: Dimensional Requirements, Non-Residential and Mixed Use Districts

Zoning District	***Max. Average Building Height (ft.)[7]***
PO	26
GD	26
CBD	40
CH	30
MC	35[4]
SR	§ 153.088(A)
I	30
P	35
CM	35

NOTES TO TABLE:
7 See § 153.005 DEFINITIONS for the definition of building height.

Section 153.116 Accessory Buildings and Uses.

(A) Accessory buildings and structures.

(1) Authorized accessory buildings and structures may be erected as part of the principal building, may be connected to the principal building by a roofed breezeway or similar structure or may be completely detached from the principal building.

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

(3) In the R1 and R2 Single-Family Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted.

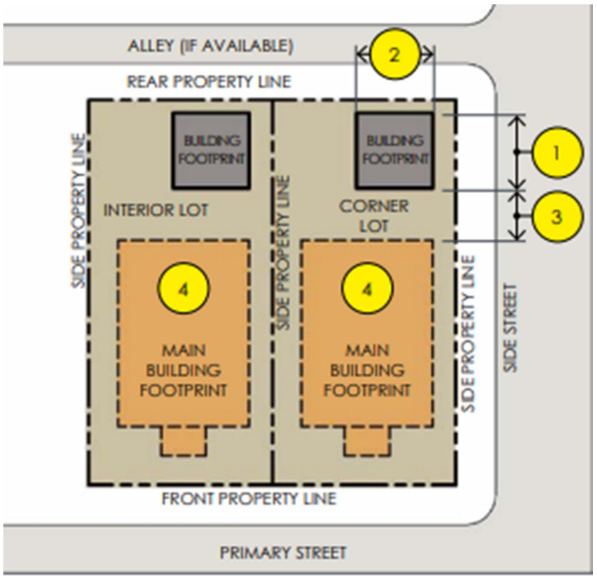
(4) Lots in the R1 and R2 Zone shall be permitted to have a secondary detached accessory building, such as a storage shed. Secondary accessory buildings shall meet all the requirements of this section and not exceed 200 square feet in area.

(5) Building Size and Massing. Accessory buildings and structures shall meet the following requirements and Diagram A

(a) No ~~detached~~ accessory building shall have a building footprint ~~greater than (30'~~ (length x 30' width~~)~~ (Diagram A: 1,2) greater than 900~~2,000~~ square feet with no side to exceed 30 feet. An accessory building shall not be larger than the main structure (Diagram A: 4).

~~(b)~~ ~~(6)~~ The minimum distance between a principal building and detached accessory buildings shall be ten feet (Diagram A: 3), and a minimum of ten feet shall be provided between the sides of adjacent single-family buildings and/or accessory structures.

Diagram A: Building Size and Massing



(6~~7~~) Detached accessory buildings and structures shall meet the following minimum setbacks.

(a) Rear yard: six feet from a rear lot line. Detached accessory structures that store vehicles adjacent to alleys or sidewalks shall not be closer than 15 feet from the edge of the alley or sidewalk surface.

(b) Side yards: an accessory building shall conform to the side yard setback requirements of the principal building, unless it is located in a street side yard, the minimum setback shall be 15 feet from the street side lot line.

(c) Front yard: an accessory structure shall not be located within any front yard.

Add figure for detached accessory building

7. Design Standards. The following standards shall apply to buildings larger than 200 square feet:

~~(a)~~ Detached garages on corner lots shall face side streets. Detached garages on the corner side with driveways extending from the front street are prohibited. When an alley is available, access will come from the alley.

(b) The structure shall be designed so that the appearance maintains that of a single-family dwelling. In determining whether a structure is so designed, the structure shall meet the following requirements and Diagram C:

i. Building with a flat roof, shall have a cornice expression line. ~~or~~ A pitched (sloped) roof ~~that is~~ shall be compatible with the architecture of the main building (1).

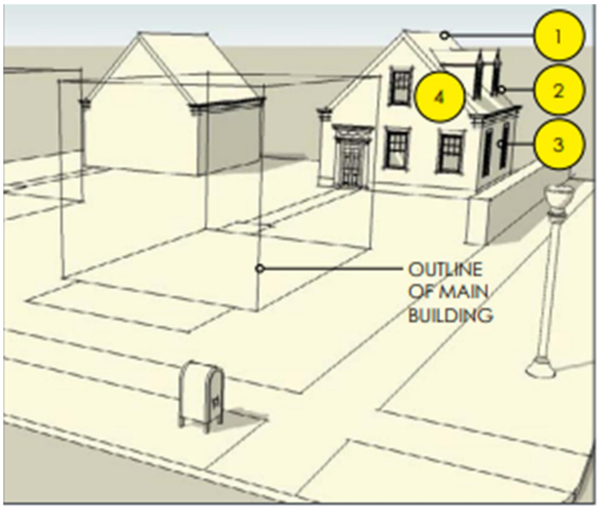
ii. Transparency Upper Floor: Building facades facing streets shall have minimum 10% of the façade be glass between the finish floor line of the second story and bottom of the cornice expression line or bottom eave (2).

iii. Transparency Ground Floor: Building facades facing streets shall have minimum 10% of the façade be glass between the adjacent grade and the finish floor line of the second story (3).

iv. Window color and finish should complement the color and architectural style of the principal building (4).

v. Exterior finish should be constructed of similar materials as the principal building or traditional materials such as wood, wood lookalike, brick, or stone.

Diagram C Façade Composition Requirements



~~(a)~~(c) Driveways see Section 153.189

(d) Design Standards do not apply to residences that may be built 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. (See Section 153.170 Building Appearance).

(8) Detached accessory structures shall not exceed 16 feet in height. See § 153.005 DEFINITIONS for the definition of building height.

(9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R1 and R2 Zone:

(a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;

(b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and

(c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short or long term rentals for any length of time.

(10) Stand-alone carports are prohibited in all zones. Carports attached to existing structures shall meet the requirements of this chapter. Tents, wall tents, garages in a box and similar enclosures are prohibited.

(11) Permanent greenhouses shall be considered an accessory structure and meet the requirements of this section.

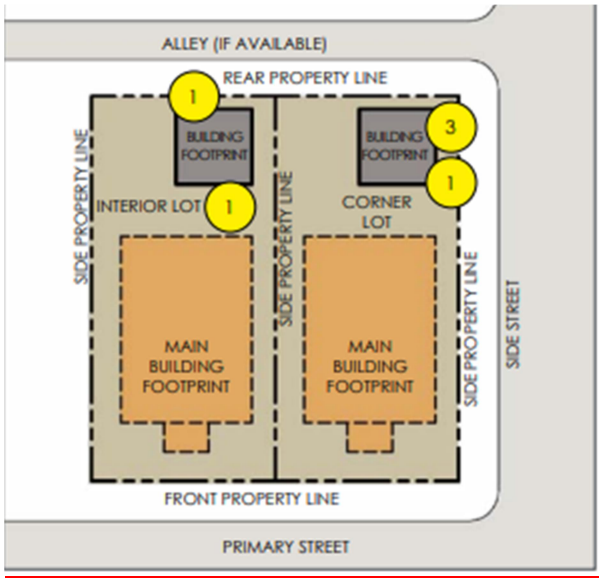
(B) Accessory Dwelling Units (ADUs)

(1) All of the requirements of Section 153.116(A) apply in addition to the ADU-specific requirements of this section.
(2) ADUs shall be permitted as a single use or combined with another accessory use.
(3) ADUs shall be permitted as a second-story use above a first-floor accessory use.
(4) Examples of ADUs. The following images are intended as examples only and should be used for inspiration in the creation of ADU projects.

(5) Ground floor pedestrian access and activation. Accessory dwelling unit building type ground floor entrances shall meet the following requirement of Diagram B

(a) Entrance for upper unit is required to be accessed from the alley, side street, or internal to the lot.
(b) Entrance for upper unit shall not be through a garage.
(c) Parking may be accessed from the alley, side street, or primary street per the requirements for off-street parking access in the zoning district.
(d) Parking may be accessed from the front street only when there is no adjacent alley or side street.

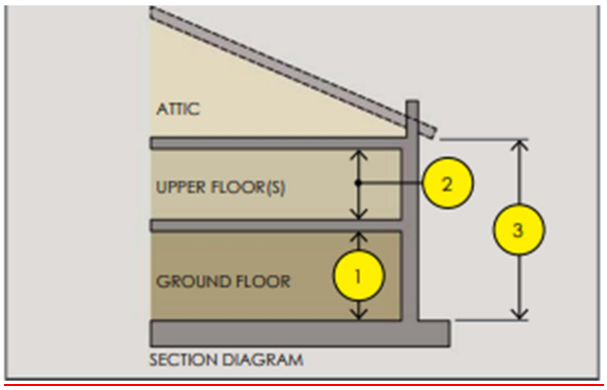
Diagram B Ground Floor Access



3. Building Type Floor Height Requirements. Building Type floor heights shall meet the following requirements and Diagram D.

1. Ground floor: Floor to ceiling height shall be 8 feet minimum.
2. Upper floors: floor to ceiling height shall as required by Building Code.
~~1.~~3. Overall height of Building Type is regulated by Zoning District, refer to Section 153.072

Diagram D Building Height Story Height



~~B.~~(C) Additional requirements for swimming pools and hot tubs
~~C.~~(D) Bed and Breakfast establishments
~~D.~~ (E) Boathouses and upland dredging
Continued

Section 153.117 Residential Uses.

(A) *Dwellings, single-family attached or detached (outside manufactured home communities).* All dwelling units located outside a licensed manufactured home community shall comply with the following.

(1) A dwelling unit shall conform to the minimum floor area requirements of the district in which it is located.

~~(2) A dwelling unit shall have a minimum floor to ceiling height of seven feet, six inches; or, if a manufactured home, it shall meet the requirements of the United States Department of Housing and Urban Development Regulations, entitled *Mobile Home Construction and Safety Standards*, effective 6-15-1976, as amended.~~

(2~~3~~) The minimum width of a single-family dwelling unit shall be 20~~2~~ feet ~~for at least 67% of its length, measured between the longest exterior walls~~.

(3~~4~~) All dwelling units shall comply with the state's Construction Code as promulgated by the state's Construction Code Commission under provisions of Public Act 30 of 1972, as amended, being M.C.L.A. §§ 125.1501 et seq. or the *Mobile Home Construction and Safety Standards*", as promulgated by the United States Department of Housing and Urban Development, being 24 C.F.R. part 3280, and as from time to time such standards may be amended.

(4~~5~~) A dwelling unit shall be attached to a permanent foundation constructed in accordance with the State Construction Code and shall have the same perimeter dimensions as the dwelling. In the case of a manufactured home, it shall be installed per the manufacturer's set-up instructions and shall be secured to a foundation by an anchoring system or device complying with the rules and regulations of the state's Manufactured Housing Commission or the state's Construction Code, whichever is stricter.

(5~~6~~) If provided, the wheels of a manufactured home shall be removed and the towing mechanism, undercarriage and chassis shall not be exposed.

(6~~7~~) All dwellings shall be connected to city sanitary sewer and water utilities.

(7~~8~~) Any addition to a dwelling shall meet all the requirements of this chapter.

(8~~9~~) A dwelling may have either a roof overhang of not less than six inches on all sides or, alternatively, a roof drainage system that concentrates water at collection points and discharges it away from the dwelling.

(D) *Accessory dwelling unit (ADU).*

(1) ADUs are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this section. ADUs are considered an accessory building and shall fit within the standards of § 153.116(A) which covers both attached and detached ADUs. All ADUs are required to obtain a zoning permit prior to construction.

(2) In districts that allow ADUs, they may be allowed on any legal parcel of record as of January 1, 2019, and there shall be an existing principal residential use on the parcel.

(3) At least one of the units on the parcel shall be occupied by a long term renter or an owner with at least 50% interest in the subject property. The owner or renter shall occupy either the principal dwelling unit or the ADU as their permanent residence ~~via Michigan homestead exemption~~. An ADU shall not be sold independently of the primary dwelling on the parcel. Short-term rentals of ADUs shall only be allowed in compliance with the standards and requirements of this Zoning Ordinance and the City of Charlevoix Code of Ordinances.

~~(4) The minimum square footage of an ADU is 300 square feet. The maximum square footage of an ADU is 650 square feet.~~

(~~5~~4) A permanent foundation is required.

(5~~6~~) The maximum lot coverage for parcels with an ADU may be increased to a maximum of 50% when stormwater runoff equivalent to 20% of the lot coverage area is collected in rain barrels, rain gardens, or is mitigated via porous concrete or other materials on the parcel. See Section 153.152

~~(7) The ADU shall be designed so that the appearance of the structure maintains that of a single-family dwelling.~~

(7~~8~~) Any exterior staircases that provide access to a second floor ADU shall not be on the front of either the principal dwelling or the ADU.

(8~~9~~) *Dimensional requirement modifications.* Under some circumstances certain dimensional requirements modifications may be granted by a Special Land Use Permit after a site plan review by the Planning Commission. Application for modifications may be applied for new construction or pre-existing structures built prior to 2019 that are located within the required setbacks of the district. In order to grant a Special Land Use permit for any modifications all of the following must be met:

(a) That any walls within the setback areas comply with applicable building and fire codes.

(b) That a setback requirement of a minimum of 5 feet from the side and rear property lines shall be required.

(c) The location and design of the ADU maintains a compatible relationship to adjacent properties and does not significantly impact the privacy, light, air, or parking of adjacent properties.

(d) Windows on the ADU that impact the privacy of the neighboring side or rear yards have been minimized or screened.

(G) *Single-family attached and single multiple-family buildings.*

(8) Porches and stoops may project into the yards in accordance with Section 153.149.
(9) Façade elements above the ground floor may project into the yards in accordance with Section 153.149.

§ 153.146 STRUCTURE HEIGHT CALCULATIONS AND HEIGHT LIMITS.

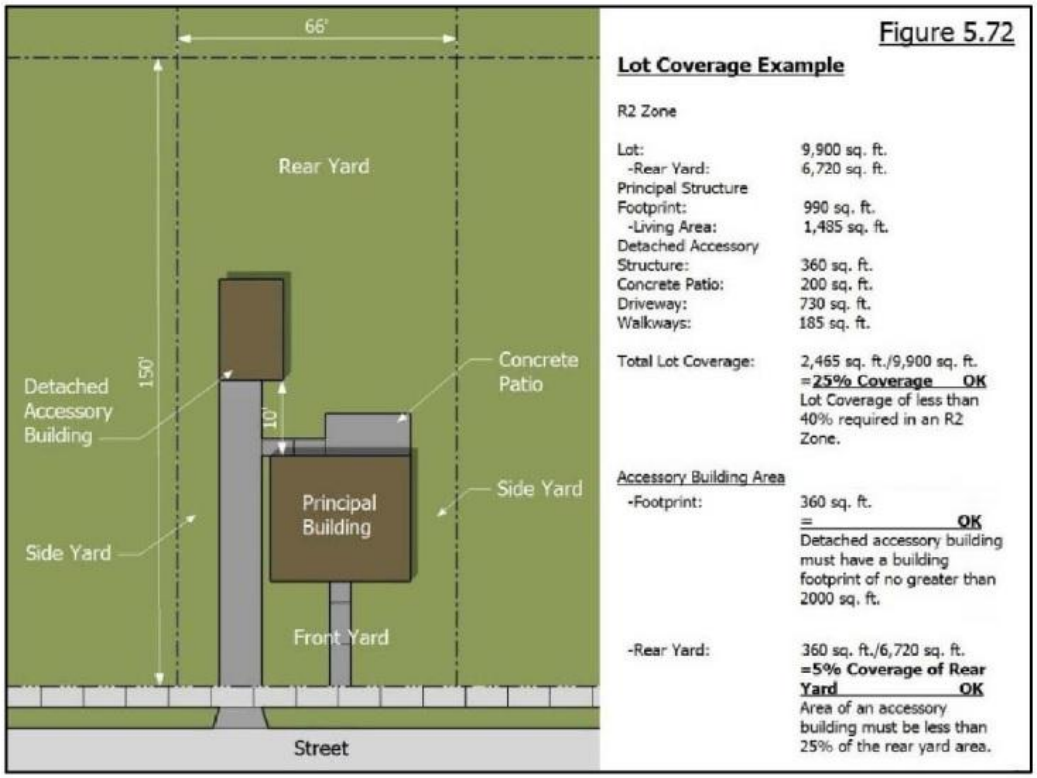
(E) Height limits specified elsewhere in this chapter shall not apply to:

(2) Unoccupied ~~B~~barns, silos or other buildings or structures on farms; church spires, belfries, cupolas and domes; monuments; ~~transmission towers;~~ windmills; ~~chimneys; smokestacks; flagpoles; and radio towers, masts and aerials.~~ These unoccupied structures shall be limited to 100 feet in height in any case, unless otherwise permitted in this chapter.

Section 153.152 Lot Coverage Requirements.

(A) Lot coverage requirements in all zones shall be calculated by dividing the total area of the lot by the total square footage of all impervious surfaces.

(B) Use of materials such as gravel or stone, pavers and similar permeable surfaces shall not count be calculated in lot coverage, however; the use permeable surfaces shall not exceed 60% of the lot area.



(C) Accessory buildings and structures refer to Section 153.117.D

Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Public Hearing October 10, 2022
Amendment #2
CBD Sign Ordinance
Changes Marked in Red

§ 153.215 CBD ZONING DISTRICT.

The following signs are authorized in the CBD Zoning Districts. See § 153.219 of this chapter for all dimensional requirements.

(A) Signs not requiring a sign permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:

(1) Signs authorized by § 153.206(B) of this chapter;

(2) Temporary signs less than or equal to 16 square feet in sign face area and less than eight feet in height. Such signs shall be removed within seven days after the activity referenced has concluded;

(3) External neon signs no larger than two square feet in sign face area;

(4) One commercial flag per business. See § 153.208(G) of this chapter; and

(5) Portable signs. See § 153.208(H) of this chapter.

(B) Signs requiring a sign permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:

(1) Temporary signs greater than 16 square feet in sign face area but not to exceed 36 square feet and less than eight feet in height. Such signs shall be removed within seven days after activity referenced has concluded;

(2) On-premises awning, canopy, marquee sign;

(3) On-premises ground sign;

(4) On-premises projecting sign; and

(5) On-premises wall sign.

(C) Commercial properties on Bridge Park Dr. that are located beneath Bridge Park are allowed to attach a sign less than or equal to two square feet in sign face area on the Bridge Park railing above the location of their business. A sign permit must be obtained, which must also be approved by the City Manager. The method of sign attachment must be included in the sign permit application. A sign permit approved under § 153.215(C) is valid only for the permit applicant and cannot be transferred to another entity.

Table 153.219: Schedule of (Sign) Regulations by Zoning District

Zoning District Sign Type	Max. Sign Face Area	Max Height	Max Number	Location	Permit Required?
CBD (Central Business District)[1]					
Temporary	Max. 36 sf	Max 8 ft	1/public frontage	Min. setback 4 ft from ROW	No-if sign face area less than/equal to16 sf
Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of Building	Yes
Portable	Max 6 sf	Max 4 ft	1/business		No
External neon	Max 2 sf	Max 8 ft	1/business	n/a	No
Commercial flag	Max 15 sf	n/a	1/business	Shall not interfere With pedestrians	No
Awning, canopy, marquee	Max 16 sf	Max 8 ft	1/awning, canopy, or marquee	Shall not be located in ROW	Yes
Ground	Max 20 sf	Max 16 ft	1/public frontage	Min. setback 4 ft from ROW	Yes
Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes

[1] See § 153.215(C) regarding commercial properties on Bridge Park Dr. located beneath Bridge Park.

Zoning District Sign Type	Max. Sign Face Area	Max Height	Max Number	Location	Permit Required?
I (Industrial)					
Temporary	Max. 36 sf	Max 8 ft	1/public frontage	Min. setback 4 ft from ROW	No-if sign face area less than/equal to16 sf
Temporary banner	Max. 30 sf	Max 16 ft	n/a	Adjacent to City Golf Course. Shall not be located in ROW	Yes ~~No Zoning Administrator approval is required~~
Wall	Max 30 sf	Max 8 ft	1/parcel	First floor of Building	Yes
Awning, canopy, marquee	Max 16 sf	Max 8 ft	1/awning, canopy, or marquee	Shall not be located in ROW	Yes
Ground	Max 16 sf	Max 16 ft	1/public frontage	Min. setback 4 ft from ROW	Yes
Projecting	Max 16 sf	Min 8 ft Max 12 ft	1/parcel	Shall not be located in ROW	Yes

Networks Northwest
Talent / Business / Community

Jennifer Neal <jennifer.neal@networksnorthwest.org>

FW: ZBA letter to Planning May 26, 2022

Planner <planner@charlevoixmi.gov> Wed, Oct 5, 2022 at 10:13 AM
To: Jennifer Neal <jennifer.neal@networksnorthwest.org>

FYI…

Janet

From: Rich Hodgson II <rich@csbchx.com>
Sent: Wednesday, October 5, 2022 9:00 AM
To: R. J. Waddell <1rjwaddell@att.net>
Cc: Planner <planner@charlevoixmi.gov>
Subject: FW: ZBA letter to Planning May 26, 2022

This message was sent securely using Zix®

Jay,

I'm forwarding my letter to Planning Commission to you and I've added a markup of the Building Height Definition that shows the change suggested in the letter. In addition, I've added copies of ordinances 821 and 823 which show the changes to the definition that lead to the letter.

Regards,

Rich

From: Rich Hodgson II
Sent: Thursday, May 26, 2022 4:55 PM
To: 'jennifer.neal@networksnorthwest.org' <jennifer.neal@networksnorthwest.org>
Cc: Mark Heydlauff <markh@charlevoixmi.gov>; 'Planner' <planner@charlevoixmi.gov>
Subject: ZBA letter to Planning May 26, 2022

Dear Ms. Neal,

Please see the attached and forward it to Mr. Waddell for possible inclusion in an upcoming Planning Commission agenda.

Thank you,

Rich Hodgson

(231) 675-1328

This message was secured by **Zix®**.

4 attachments

- **ZBA Building Height Amendment.pdf** 220K
- **Buiding Height markup.pdf** 172K
- **Ordinance 823.pdf** 652K
- **Ordinance 821 highlighted.pdf** 519K

May 26, 2022

Charlevoix Planning Commission
c/o Ms. Jennifer Neal, Community Planner, by email

Dear Planning Commission,

The Zoning Board of Appeals met last week on May 18 where it was resolved that I should write you about an apparent error in city ordinance chapter 153, Planning and Zoning. The first business item on the agenda was an interpretation of the "Building Height" definition in section 153.005(B). The interpretation was pretty straightforward but revealed what looks like an error in the latest amendment affecting that definition (Reference Ordinances 821 and 823). The issue is a factor that impacts plans to build a roof top deck at 205 Bridge. (Reference ZBA 2022-02)

The suggested correction to the Building Height definition is simple: change the first instance of "mechanical and elevator equipment" to "mechanical equipment and life-safety features". Life-safety features were added by ordinance 821 in 2020, but not included in ordinance 823 in 2021 which restated the definition with added treatment for large dormers. I suspect this omission was inadvertent and this suggested correction would simply restore the applicable verbiage from ordinance 821.

I have two additional comments:

1. There is conflicting overlap between the Building Height definition in section 153.005(B) and section 153.146(E)(2) providing for height limitations for such things as smokestacks and flagpoles.
2. Neither ordinance 821 nor 823 were thoroughly incorporated into the online version of chapter 153. Timely and accurate incorporation of ordinance amendments should be a priority and a thorough review of amendments to ensure they have been incorporated may be warranted.

Sincerely,
Richard M. Hodgson II
Chairman, Charlevoix ZBA

City of Charlevoix Planning Commission

September 12, 2022 Meeting

Building Height Definition

Changes Marked in Red

§ 153.005 DEFINITIONS.

BUILDING HEIGHT. The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; when there is a dormer built into the roof, the height is measured to the midpoint of the dormer roof if the dormer(s) exceeds 50% or more of the width of any side of the building; to the average height between the eaves and ridge for a gable, hip and gambrel roof; or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, ~~mechanical and elevator equipment~~ * , and parapet walls designed solely to screen mechanical and elevator equipment (See § 153.146 of this chapter.)

§ 153.146 STRUCTURE HEIGHT CALCULATIONS AND HEIGHT LIMITS.

(E) Height limits specified elsewhere in this chapter shall not apply to:

(2) Barns, silos or other buildings or structures on farms; church spires, belfries, cupolas and domes; monuments; ~~transmission towers;~~ windmills; ~~chimneys; smokestacks; flagpoles; and radio towers, masts and aerials.~~ These structures shall be limited to 100 feet in height in any case, unless otherwise permitted in this chapter.

* Suggested change to "mechanical equipment and life-safety features" per letter from ZBA to Planning Commission 5/26/22

The Charlevoix City Council met on Monday, October 19, 2020 with Mayor Luther Kurtz presiding. All Councilmembers were present. The following is an excerpt from the official records of said meeting:

CITY OF CHARLEVOIX
ORDINANCE NO. 821 of 2020

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 153, SECTION 153.005 AND SECTION 153.118 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 153, Section 153.005 of the City of Charlevoix Code is hereby amended to repeal and replace the definition of "Building Height" as follows:

BUILDING HEIGHT.

(a) The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; and to the average height between the eaves and ridge for a gable, hip and gambrel roof, or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical equipment and life-safety features, and parapet walls designed solely to screen mechanical and elevator equipment. (1)

(b) For a building located on a sloping site, height shall be measured from the average finished grade. (See 153.146 of this chapter.)

SECTION 2. Title XV, Chapter 153, Section 153.005 of the City of Charlevoix Code is hereby amended to add the following definitions:

DECK, ROOF TOP. A finished surface constructed above any top plate of a structure without a roof or walls, except for railings, and which is designed to function as useable outdoor area for human activity.

LIFE-SAFETY FEATURES. A necessary component of a building whose primary use is to eliminate or reduce danger and hazards to occupants and users of a building, including but not limited to enclosed stairwells on a roof, or enclosed elevator systems on a roof, railings on a roof, or fire suppression systems on a roof. (2)

SECTION 3. Title XV, Chapter 153, Sections 153.118 (C) and (D) of the City of Charlevoix Code are hereby added as follows:

(C) Restaurant with outdoor seating

(1) Restaurants providing outdoor seating within an at-grade deck or patio or a roof top deck, must first acquire a zoning and building permit from the City and Charlevoix County Building Department.
(2) All structures would be subject to review by the Zoning Administrator and shall meet the requirements of the Ordinance.
(3) Restaurant outdoor seating shall be allowed only during normal operating hours of the establishment.
(4) If alcoholic beverages are to be served, the current Liquor Control Commission rules and regulations shall apply.
(5) Any music or sound that would violate the City's noise ordinances and restrictions is prohibited.
(6) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.
(7) Outdoor seating space is subject to the requirements of Off-Street Parking, Loading, Access and Circulation.

(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 Section 153.170.
(4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.
(5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the City's noise ordinances and restrictions is prohibited.
(6) All commercial food preparation shall take place inside the establishment.
(7) No open flames are allowed.
(7) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to Section 153.172.
(8) Roof top deck space is subject to the requirements of Section 153.185 et seq., Off-Street Parking, Loading, Access and Circulation.

SECTION 4. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be

(1) This change removed by later ordinance 823
(2) This definition of Life Safety Features has been added.

construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 5. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 821 was adopted on the 19th day of October, 2020 A.D., by the Charlevoix City Council as follows:

Motion by:	Kalbfell
Seconded by:	Oleksy
Yeas:	Oleksy, Bryan, Slater, Hagen, Cole, Kalbfell
Nays:	None
Absent:	None

State of Michigan
City of Charlevoix } §

Joyce M. Golding Clerk

Luther Kurtz Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 821 of 2020 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on October 19, 2020 and published in the *Charlevoix Courier* on October 23, 2020, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1876.

Dated: October 20, 2020

Joyce M. Golding, City Clerk

The Charlevoix City Council met on Monday, January 4, 2021 with Mayor Luther Kurtz presiding. All Councilmembers were present. The following is an excerpt from the official records of said meeting:

CITY OF CHARLEVOIX
ORDINANCE NO. 823 of 2021
AN ORDINANCE TO AMEND TITLE XV, CHAPTER 150, SECTION 150.01 AND CHAPTER 153, SECTIONS 153.005, 153,040, 153.116, 153.158, AND 153.170, AND 153.274 OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title XV, Chapter 150, Section 150.01 of the City of Charlevoix Code is hereby repealed and replaced as follows:

(A) This Ordinance is enacted pursuant to P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et seq.).

(B) Pursuant to the provisions of § 9 of Public Act 230 of 1972, being M.C.L.A. § 125.1509, the Building Official of the city is hereby designated as the enforcing agency to discharge the responsibilities of the city under Public Act 230 of 1972, being M.C.L.A. §§ 125.1501 through 125.1531. The city hereby assumes responsibility for the administration and enforcement of said Act throughout its corporate limits.

SECTION 2. Title XV, Chapter 153, Section 153.005 (B) of the City of Charlevoix Code is hereby amended so that the definition of "*BUILDING HEIGHT*" reads as follows:

BUILDING HEIGHT. The vertical distance measured from the average finished grade around the building to the highest point of a flat roof; to the deck line of a mansard roof; when there is a dormer built into the roof, the height is measured to the midpoint of the dormer roof if the dormer(s) exceeds fifty (50) percent or more of the width of any side of the building; to the average height between the eaves and ridge for a gable, hip and gambrel roof; or to an equivalent point on any other roof, excluding structural elements not intended for habitation and not exceeding six (6) feet above the maximum building height including antenna arrays, smoke and ventilation stacks, flag poles, mechanical and elevator equipment, and parapet walls designed solely to screen mechanical and elevator equipment (See § 153.146 of this chapter.)

SECTION 3. Title XV, Chapter 153, Section 153.040 of the City of Charlevoix Code is hereby repealed and replaced as follows:

(A) After a final hearing, the ZBA shall make a decision on an application or appeal. A copy of the Board's decision shall be transmitted to the applicant or appellant. Such a decision shall be binding upon the Zoning Administrator and observed by them, and they shall incorporate its terms and conditions in a permit to the applicant or appellant whenever a permit is authorized by the Board.

(B) Zoning Board of Appeals decisions shall expire one year from the date of issuance, unless substantial construction has begun.

SECTION 4. Title XV, Chapter 153, Section 153.116 (A) (6) of the City of Charlevoix Code is hereby repealed and replaced as follows:

(6) The minimum distance between a principal building and detached accessory buildings shall be ten feet, and a minimum of 10 feet shall be provided between the sides of adjacent single family buildings and/or accessory structures.

SECTION 5. Title XV, Chapter 153, Section 153.116 (A) (9) of the City of Charlevoix Code is hereby repealed and replaced as follows:

(9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R2 Zone:

(a) May not contain features that form a habitable dwelling unit or create a second dwelling unit;
(b) These structures may contain utility sinks, one bathroom, and refrigeration units. Full kitchen facilities that include a range or stove are prohibited; and
(c) Rooms within accessory structures may be used for additional sleeping quarters for the owner, or resident, and their immediate family provided that these rooms may not be rented out as short or long term rentals for any length of time.

SECTION 6. Title XV, Chapter 153, Section 153.158 of the City of Charlevoix Code is hereby repealed and replaced as follows:

Renting of residential properties, including, but not limited to, homes, condos, apartments, townhouses, and duplexes, as short or long term rentals, regardless of the underlying zoning district, shall comply with the following standards.

(A) Short and long-term renting of entire residential structures is permitted in any zoning district providing all rentals comply with any applicable requirements of City ordinances.

(B) Signage shall be subject to the requirements of §§ 153.205 through 153.219.

SECTION 7. Title XV, Chapter 153, Section 153.170 of the City of Charlevoix Code is hereby repealed and replaced as follows:

(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 153.239 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.

(b) Repair of existing structures may utilize the existing roof pitch and roof design at the time of application.

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

(d) Building walls over 100 feet long shall be broken up with varying building lines, vertical architectural features, windows, architectural accents and trees.

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

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

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

SECTION 8. Title XV, Chapter 153, Section 153.274 (C) of the City of Charlevoix Code is hereby amended to delete "and rezoning" from the first sentence to read as follows:

(C) Preliminary PUD plan.

SECTION 9. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 10. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 823 was adopted on the 4th day of January 2021 A.D., by the Charlevoix City Council as follows:

Motion by:	Parr
Second by:	Hagen
Yeas:	Bryan, Knapp, Parr, Kalbfell, Hagen, Slater
Nays:	None
Absent:	None

State of Michigan
City of Charlevoix } §

Joyce M. Golding Clerk

Luther Kurtz Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 823 of 2021 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on January 4, 2021 and published in the *Charlevoix Courier* on January 8, 2021, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1876.

Dated: January 5, 2021

Joyce M. Golding, City Clerk

Charlevoix Planning Commission

New Business

Title: Bed and Breakfast Parking Standards Discussion
Date: October 10, 2022

Presented By: Janet Koch, Zoning Administrator

Background:
Per the direction of the Planning Commission, Staff have prepared language for Section 153.116 Accessory Buildings and Uses related to Bed and Breakfast parking requirements.

Recommendation:

Attachments:
1. B and B Parking Draft

§ 153.116 Accessory Buildings and Uses

(C) Bed and breakfast establishments.

(1) The bed and breakfast shall be located within a residence which is the principal dwelling unit on the property. Whenever the bed and breakfast is open for the renting of rooms, the residence shall be occupied by the owner or innkeeper at all times.

(2) The rental rooms within the establishment shall be part of the principal dwelling. Bed and breakfast establishments shall not contain more than five rental rooms, however the Planning Commission may consider additional rooms based on the following criteria:

(a) The existing single-family home has the capacity for more than five rental rooms;

(b) It is a single-family home which has been operated as a bed and breakfast establishment in the past;

(c) There is sufficient parking on site, or within 300 feet of the property, to accommodate additional rooms; and

(d) The Planning Commission finds that the additional rooms will not have an adverse impact to the residential character of the neighborhood.

(3) The residence shall have at least two exits to the outdoors.

(4) Signage shall be subject to the requirements of §§ 153.205 through 153.219.

(5) A bed and breakfast establishment shall be consistent with the essential character of the residential neighborhood in terms of use, traffic generation and appearance.

(6) A bed and breakfast establishment shall not be permitted on a lot or parcel, (including a non-conforming lot or parcel of record) which does not meet the established lot size requirements for the zoning district in which it is located.

(7) A minimum of five (5) off-street parking spaces are required. The parking spaces shall be accessible at all times. Parking shall be subject to the requirements of §§ 153.189 Off-Street Parking Facility Design.

Charlevoix Planning Commission

New Business

Title: Code Enforcement/Outdoor Storage Discussion
Date: October 10, 2022

Presented By: Janet Koch, Zoning Administrator

Background:
Faith Miller served as the City's Code Enforcement Officer during the summer months of 2022. She has prepared a memo of her observations related to outdoor storage during that time. See the attached memo.

Recommendation:

Attachments:
1. Memo re Outdoor Storage issues

MEMO

DATE: September 7, 2022

TO: Planning Commission Members
Janet Koch, Zoning Administrator

FROM: Faith Miller, Code Enforcement Officer

SUBJECT: Outdoor Storage

One area of concern that has come up this summer is the outdoor storage of vehicles, motorhomes, boats, jet skis, trailers, etc. throughout the City. Since June, I have had multiple complaints from one resident about eight (8) homes in the neighborhood with multiple vehicles stored on their properties; and 3-4 other individual complaints regarding similar issues in other neighborhoods (all on the south side of town). Below are the current Outdoor Storage regulations, please see notes as written in bold text:

§ 153.153 OUTDOOR STORAGE.

(A) Inoperable or unlicensed motor vehicles shall not be kept, parked or stored in any residential district, except within a completely enclosed building. The purpose of this provision is to prevent the accumulation of junk motor vehicles and, therefore, it shall not apply to any motor vehicle ordinarily used, but temporarily out of running condition. If the motor vehicle is being kept for actual use, but is temporarily unlicensed, the Zoning Administrator may grant the owner a reasonable time, not to exceed two months, to procure a license.

(B) Likewise, old, rusty and unsightly machinery, machines not suited for use upon the premises or quantities of used building materials not fit to be used to improve the premises shall not be kept or stored outside a building; provided, however, that, building materials fit to be used to improve the premises may be kept on-site for one year if they are piled off the ground so as not to become a harbor for vermin.

(C) *Recreational equipment and vehicle storage.* The standards of this section apply to all residential districts.

(1) All recreational equipment and vehicles that are stored outside of a structure shall be maintained in good condition, shall be operable and shall have a current license and/or registration. **Most rv's and vehicles are parked with the front facing the street making it difficult to determine if the vehicle(s) have a current license and/or registration without going on private property.**

(2) Recreational equipment and vehicles parked or stored outside shall not be connected to electricity, water, gas or sanitary facilities for living or lodging purposes other than allowed for in § 153.153(C)(8). **This has come up as an issue when people say that they have the recreational**

vehicle connected to electricity only to use the rv only during the day for different activities basically as added home space or that the a/c is running in the summer to keep the rv climate-controlled to eliminate possibility of mold.

(3) The parking and/or storage of buses and converted buses in excess of 18 feet in length, and boats in excess of 30 feet in length, is prohibited.

(4) Outdoor storage of not more than two recreational equipment or vehicles shall be permitted on any parcel of property. **When questioned owners will advise that the third vehicle or boat is only there for a day or two and will be moved. Violation letters sent on these types of issues, most owners comply after the first or second notice letter, but often the equipment/vehicles re-appear on the property later in the summer.**

(5) Off-season storage of recreational equipment and vehicles shall be parked completely in an enclosed structure or within the side or rear yards, except that they may not be parked in required setbacks, and such recreational equipment and vehicles shall not be closer than five feet from any lot line, unless otherwise provided by this section. **What is considered "off-season" as there appears to be no definition provided in the Code? In some neighborhoods, parking such vehicles within side yards causes the vehicles to be very close or within setbacks or 5' from any lot line.**

(6) Such recreational equipment and vehicles shall be placed or parked on a lot with a principal building, structure or use unless it is a lot which is attached to an occupied lot under the same ownership. **This appears to allow such recreational equipment or vehicles to be placed or parked on a lot as long as it is the owners lot all year long. There has been one homeowner that parks a boat on a neighboring vacant lot that he does not own, when told it has to be moved it's moved back to his driveway but then it is moved back to the vacant lot later throughout the summer and additional contact is mad or violation notices are sent; this has happened at least three (3) times this summer.**

(7) Seasonal parking of recreational equipment and vehicles may be within any front yard, or front or side setback provided that public streets and sidewalks are not blocked to vehicular or pedestrian traffic. **Once again "seasonal" – what is seasonal, Memorial Day to Labor Day or what? Side note: City streets without public sidewalks allows these vehicles essentially to be parked very close to the street.**

(8) Recreational equipment and vehicles may be used for living or lodging purposes on a parcel with a principal building for no more than 14 days within any 60-day period. **This section would require staff to basically check every day to determine if the equipment or vehicle being used for living or lodging purposes is not used more than 14 days within any 60-day period. The City does not have the staffing level available to do this level of monitoring.**

In general, there are some in the City who would feel that storing such vehicles on driveways and side yards are an eyesore and they would rather see no outdoor storage and that homeowners who cannot store their recreational vehicles/boats in a fully enclosed structure on their property, store the vehicles/boats in an offsite storage facility rather than on their property.

Any questions or concerns, please advise. Thank you.

Charlevoix Planning Commission

New Business

Title: Expanding Housing Types Discussion
Date: October 10, 2022

Presented By: Jennifer Neal, Community Planner

Background:
With the preparation of the draft Master Plan and draft Zoning Amendments, the Planning Commission continues to look for opportunities to expand housing. The Planning Commission requested more information on the minimum lot size required in each zoning district, especially in relation to the R2A Two Family District. Planner Neal has included several documents that provide background information to the discussion of incorporating zoning changes that permit missing middle housing building types.

Recommendation:

Attachments:
1. Charlevoix R2A Existing
2. City Zoning Map (PDF)
3. Zoning Layer Summary By Acreage Totals
4. 4 Uses and Unit Min Sizes
5. 4 Expanding Housing Types
6. Density-of-Development-5_13_15-AccessibleDV
7. Cottage Court — Missing Middle Housing
8. Fourplex_ Stacked — Missing Middle Housing

RESIDENTIAL DISTRICTS

§ 153.070 INTENT.

(A) *R1, Low Density Single-Family Residential District.* 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.

(B) *R2, Medium Density Family Residential District.* 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.

(C) *R2A, Two-Family Residential District.* 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.

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

(E) *PC, Private Club Residential District.*

(1) 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.

(2) In addition, the district may include facilities for the common use and benefit of the members such as clubhouses, boathouses and other recreation related uses such as athletic courts, trail systems and beach cabanas.

(Prior Code, § 5.25) (Ord. 802, passed 4-15-2019; Ord. 805, passed 9-3-2019)

§ 153.071 SCHEDULE OF USES.

Uses permitted in the R1, R2, R2A, R4 and PC Districts are listed in Table 153.071 of this chapter. Additional requirements related to a specific use, if any, are referenced in the "Specific Requirements" column.

Table 153.071: Allowed Uses in Residential Zones

P = Permitted Use by Right

S = Special Land Use

	R1	*R2*	*R2A*	*R4*	*PC*	*Specific Requirements*
ACCESSORY						
Accessory uses, buildings and structures	P	P	P	P	P	§ 153.116(A)
Bed and breakfast establishment	S	S	-	-	-	§ 153.116(C)
Boathouses, upland dredging	S	-	-	-	S	§ 153.116(D)
Day care						
Family day care home	S	S	-	-	-	
Group day care home	S	S	-	-	-	§ 153.116(E)
Foster care						
Adult foster care family home	S	S	-	-	-	
Foster family home and foster family group home	S	S	-	-	-	
Major home occupation	S	S	S	S	-	§ 153.116(G)
Minor home occupation	P	P	P	P	P	§ 153.116(G)
Solar panels	P	P	P	P	P	§ 153.116(I)
Wind energy conversion systems, single accessory	P	P	P	P	P	§ 153.116(J)
RESIDENTIAL						
Adult foster care large group home	-	-	-	S	-	
Adult foster care small group home	S	S	-	-	-	
Convalescent and nursing homes	-	-	-	S	-	
Dwellings						
Single-family, detached	P	P	P	P	P	§ 153.117(A)
Single-family, attached	-	P	P	P	P	§ 153.117(A)
Two-family	-	P	P	P	P	
Multiple-family	-	-	-	P	P	
Single Multiple Family building	-	P	-	-	-	§ 153.117(G)
Accessory dwelling unit	-	P	-	-	-	§ 153.116(D)
Home Conversion	-	P	-	-	-	
Senior housing: independent living, assisted living and similar facilities	-	-	-	S	-	§ 153.117(B)
Rentals	P	P	P	P	P	§ 153.158
Boarding/rooming house	S	S	-	-	-	
OFFICES AND SERVICES						
Day care center/nursery	S	S	-	-	-	§ 153.121(A)
RECREATION AND OPEN SPACE						
Public parks/playgrounds	P	P	P	P	-	
Athletic courts	P	P	-	P	P	§ 153.125(A)
PUBLIC/INSTITUTIONAL						
Churches and customary related uses	P	P	P	P	P	
Colleges and universities	-	-	-	S	-	
Community centers	-	-	-	S	-	
OTHER USES						
Essential service, publicly owned	P	P	P	P	P	
Site condominium	P	P	P	P	P	§ 153.117(C)

(Prior Code, § 5.26) (Ord. 791, passed 3-19-2018; Ord. 802, passed 4-15-2019; Ord. 805, passed 9-3-2019)

§ 153.072 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

(A) *Lot and width requirements.* All lots in the residential districts shall conform to the requirements of Table 153.072(a) of this chapter:

Table 153.072(a): Lot and Width Requirements in Residential Districts

Zoning District	*Minimum Lot Area (sq.*	*Minimum Lot Width (ft.)*

	ft.)	

Table 153.072(a): Lot and Width Requirements in Residential Districts

Zoning District	Minimum Lot Area (sq. ft.)	Minimum Lot Width (ft.)
R1	9,000	70
R2	6,000	50
R2A	9,000[1]	80 (new construction)
		70 (conversion of existing homes)
R4	15,000	80
PC[2]	NA	NA

(B) *Dimensional requirements, single-family and two-family districts.* Building height, setbacks, lot coverage and minimum floor area for development of a principal structure in the R1, R2, R2A, R4, and PC Districts shall conform to the requirements of Table 153.072(b) of this chapter.

Table 153.072(b): Dimensional Requirements in Single-Family, Two-Family, Private Club Residential

Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.)		Principal Structure Minimum Width (ft.)
		Front[3]	Side		Rear				
			Interior	Street Side			1 story	2 stories	

Table 153.072(b): Dimensional Requirements in Single-Family, Two-Family, Private Club Residential

Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.)		Principal Structure Minimum Width (ft.)
		Front[3]	Side		Rear				
			Interior	Street Side			1 story	2 stories	
R1	26	15[4]	10	15	25	40[5]	1,040	1,600	20
R2	26	15	8	15	25	40[6]	800	1,200	20
R2A	26	15	10	20	30	40	800	1,200	20
PC	26	0	0	0	0	NA	0	0	20

NOTES TO TABLES 153.072(a) and 153.072(b)

1 This minimum square footage applies to 2-family dwellings; for a single-family dwelling, the minimum allowable area of the R2 Zone, 7,000 square feet, shall apply.
2 No minimum lot size or width is required; provided, the land is in common ownership. If the land is subdivided, the requirements of the R1 District shall apply.
3 The Zoning Administrator may determine that front yards may be the opposite of the yard fronting a public street or right-of-way on lots with sloping topography or facing water bodies.
4 Setbacks within the C&O Club Development shall be 35 feet for front yard, 15 for side yard and 25 for rear yard.
5 Maximum lot coverage shall be 50% for lots less than 7,000 square feet.
6 Maximum lot coverage shall be 50% for lots less than 6,000 square feet.

(C) Dimensional requirements: square footage for accessory dwelling units and home conversion units. Square footage for accessory dwelling units and home conversion units shall conform to the requirements of Table 153.072(c).

Table 153.072(c): Dimensional Requirement: Square footage for Accessory Dwelling Units and Home Conversion Units

Zoning District	Minimum	Maximum
R2	300	650

(D) *Dimensional requirements, R4 District.* Building height, setbacks, lot coverage and minimum floor area for multiple-family developments in the R4 District shall conform to the requirements of Table 153.072(d).

Table 153.072(d): Dimensional Requirements in Multiple-family Dwellings in the R4 Zone

Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.), based on number of bedrooms[1]			Distance Between Buildings
	Yard Adjacent to:	Front	Side	Rear		1 bedroom/ efficiency	2 bedrooms	3 bedrooms	
35	All districts	15	20	35	50	660	780	900	30

NOTES TO TABLE:

1 For 1- and 2-family units, the floor area requirements of the R2A District shall apply.

(E) *R4 District; additional requirements for multiple-family dwellings.*

(1) *Development standards.* The general plan for multiple-family dwellings shall include evidence and facts showing that it has considered and made provisions for, and the development shall be executed in accordance with, the following essential conditions.

(a) The proposed development shall be constructed in accordance with an overall plan and shall be designed as the unified architectural unit (each building, excluding accessory structures, shall have consistent roof lines, roof pitch, architectural features and building materials) with appropriate landscaping meeting the requirements of § 153.171 of this chapter.

(b) If the development of the R4 Zone is to be carried out in stages, each stage shall be so planned that the foregoing requirements and the intent of this subchapter shall be fully complied with at the completion of any stage and the development of each stage shall take place in sequential order as designated by the plan.

(2) *Development requirements.*

(a) *Distance between buildings.* The horizontal distance measured between buildings, forming courts and courtyards, shall not be less than 40 feet.

(b) *Parking.* A parking area shall be placed so that it does not interfere with any recreation or service area and shall be set back at least 20 feet from property lines.

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

(d) *Service.* Areas for loading and unloading delivery trucks and other vehicles and for the servicing of refuse collection, fuel and other services shall be provided, shall be adequate in size and shall be so arranged that they may be used without interference with the use of access ways or parking facilities.

(e) *Access.* Provision shall be made for safe and efficient ingress and egress to the public streets and highways servicing the R4 Zone without undue congestion to, or interference with, normal traffic flow.

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

(g) *Open space.* The developer shall be required where possible to preserve or incorporate natural features such as wooded areas, streams and open space areas, which add to the overall cohesive development of the R4 Zone and overall community development.

(F) *Dimensional requirements, clustered housing.* Building height, setbacks, lot coverage and minimum floor area for single-family attached, single-family detached, two-family dwellings or any combination in an R4 District clustered housing development shall conform to the requirements of Table 153.072(f).

Table 153.072(f) Dimensional Requirements: Single-Family Attached, Single-Family Detached and Two-Family Dwellings in an R4 Zone Clustered Housing Development

Max. Building Height (ft.)	*Minimum Yard Setbacks (ft.)*				*Lot Coverage (%)*	*Min. Floor Area (sq. ft.)*		*Distance Between Buildings*
	Yard Adjacent to:	*Front*	*Side*	*Rear*		*1 story*	*2 stories*	
30	All districts	25	10	25	NA[2]	800	1100	10

NOTES TO TABLE:

[1] The Planning Commission may waive this requirement for the expansion of existing developments.

[2] Applicants are required to submit a grading and drainage plan, in accordance with the requirements of §§ 153.230 through 153.243 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.

(G) *Additional requirements for single-family attached, single-family detached and two-family dwellings in the R4 District.*

(1) *Development standards.* The general plan for the development shall include evidence and facts showing that it has considered and made provisions for, and the development shall be executed in accordance with, the following essential conditions: if the development is to be carried out in stages, each stage shall be so planned that the foregoing requirements and the intent of this subchapter shall be fully complied with at the completion of any stage and the development of each stage shall take place in sequential order as designated by the plan.

(2) *Development requirements.*

(a) *Parking.* Parking areas shall be placed so that they do not interfere with any recreation or service areas.

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

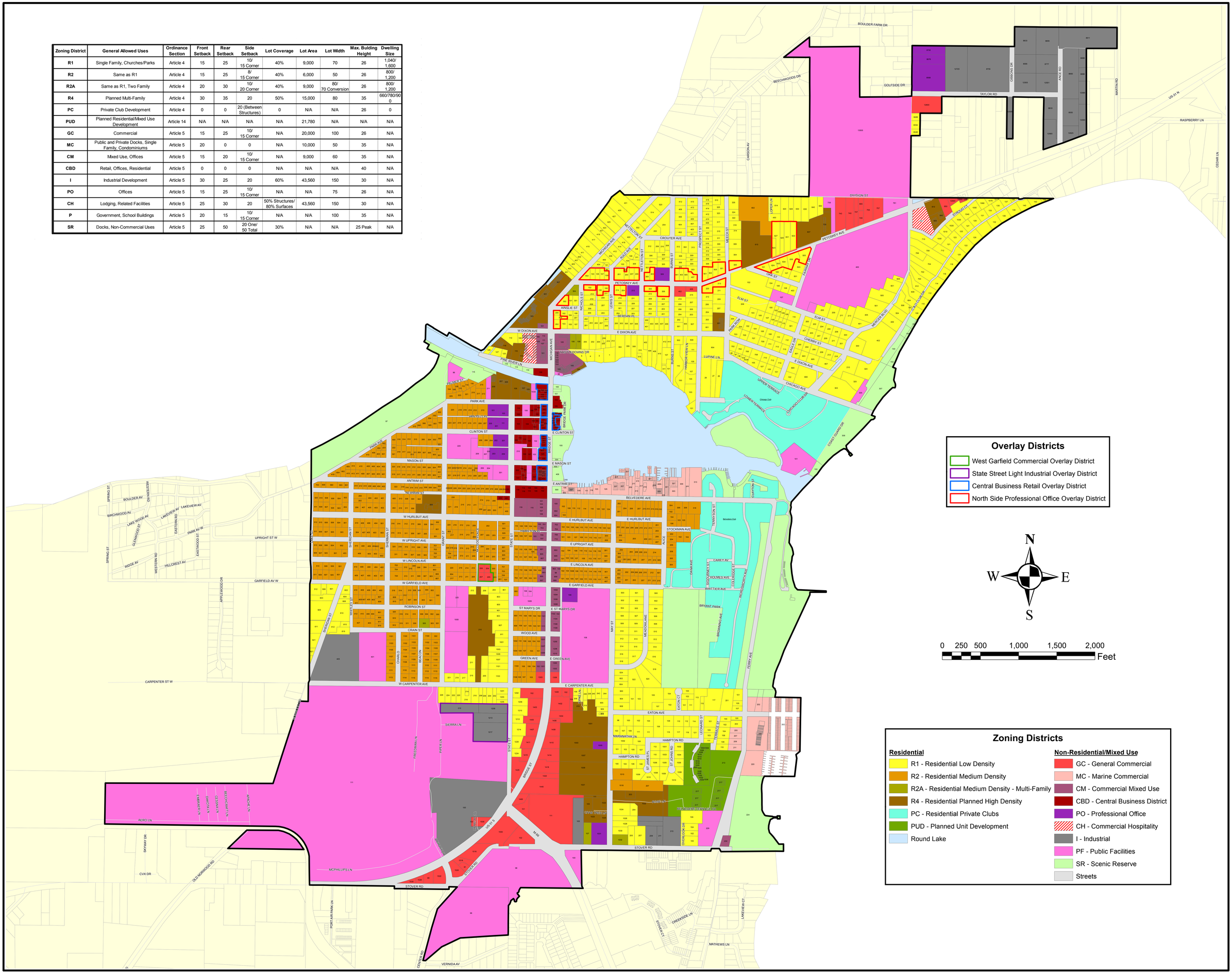
(c) *Service.* Areas for loading and unloading delivery trucks and other vehicles and for the servicing of refuse collection, fuel and other services shall be provided, shall be adequate in size and shall be so arranged that they may be used without interference with the use of access ways or parking facilities.

(d) *Access.* Provision shall be made for safe and efficient ingress and egress to the public streets and highways servicing the R4 zone without undue congestion to, or interference with, normal traffic flow.

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

(Prior Code, § 5.27) (Ord. 794, passed 9-17-2018; Ord. 795, passed 11-5-2018; Ord. 802, passed 4- 15-2019)

Zoning District	General Allowed Uses	Ordinance Section	Front Setback	Rear Setback	Side Setback	Lot Coverage	Lot Area	Lot Width	Max. Bulding Height	Dwelling Size
R1	Single Family, Churches/Parks	Article 4	15	25	10/ 15 Corner	40%	9,000	70	26	1,040/ 1,600
R2	Same as R1	Article 4	15	25	8/ 15 Corner	40%	6,000	50	26	800/ 1,200
R2A	Same as R1, Two Family	Article 4	20	30	10/ 20 Corner	40%	9,000	80/ 70 Conversion	26	800/ 1,200
R4	Planned Multi-Family	Article 4	30	35	20	50%	15,000	80	35	660/780/900
PC	Private Club Development	Article 4	0	0	20 (Between Structures)	0	N/A	N/A	26	0
PUD	Planned Residential/Mixed Use Development	Article 14	N/A	N/A	N/A	N/A	21,780	N/A	N/A	N/A
GC	Commercial	Article 5	15	25	10/ 15 Corner	N/A	20,000	100	26	N/A
MC	Public and Private Docks, Single Family, Condominiums	Article 5	20	0	0	N/A	10,000	50	35	N/A
CM	Mixed Use, Offices	Article 5	15	20	10/ 15 Corner	N/A	9,000	60	35	N/A
CBD	Retail, Offices, Residential	Article 5	0	0	0	N/A	N/A	N/A	40	N/A
I	Industrial Development	Article 5	30	25	20	60%	43,560	150	30	N/A
PO	Offices	Article 5	15	25	10/ 15 Corner	N/A	N/A	75	26	N/A
CH	Lodging, Related Facilities	Article 5	25	30	20	50% Structures/ 80% Surfaces	43,560	150	30	N/A
P	Government, School Buildings	Article 5	20	15	10/ 15 Corner	N/A	N/A	100	35	N/A
SR	Docks, Non-Commercial Uses	Article 5	25	50	20 One/ 50 Total	30%	N/A	N/A	25 Peak	N/A



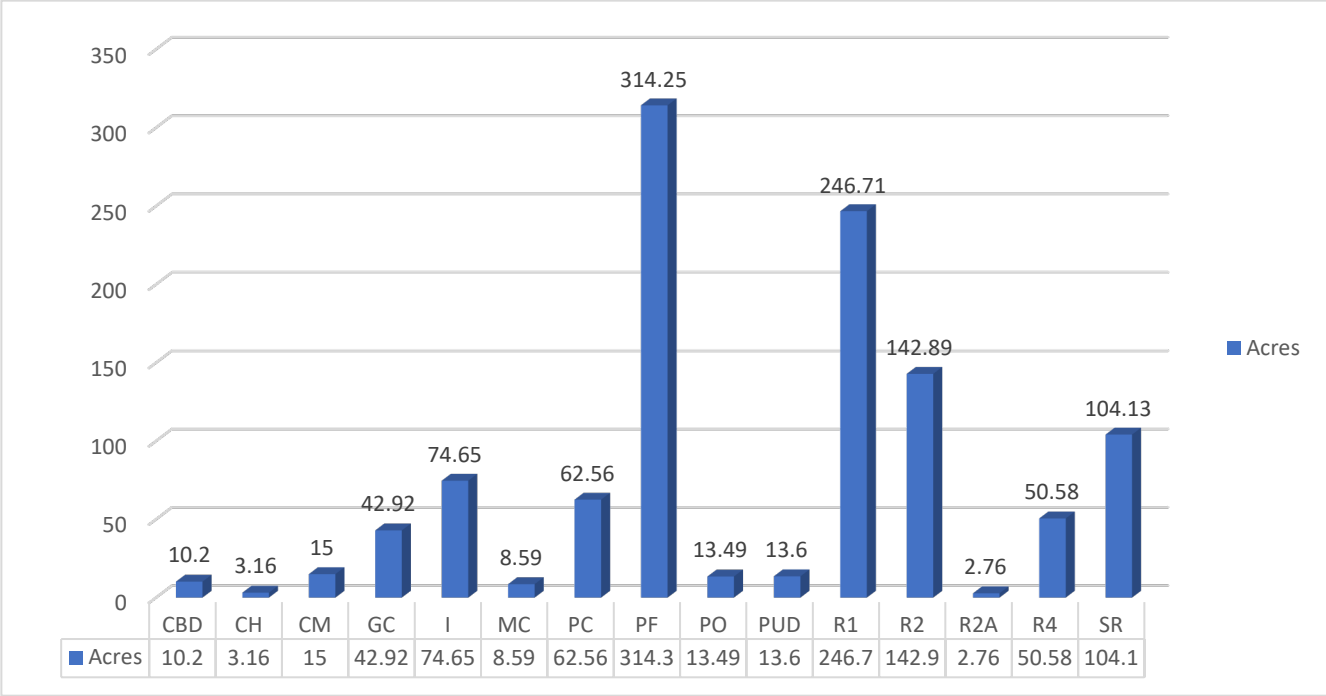
CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MI 49720
PLANNING AND ZONING
(231) 547-3265 FAX (231) 547-3617

DATE: 9/30/2013

CITY OF CHARLEVOIX ZONING MAP

ADOPTED SEPTEMBER 5th, 2013

Zoning	Acres	%
CBD	10.2	0.92%
CH	3.16	0.29%
CM	15	1.36%
GC	42.92	3.88%
I	74.65	6.75%
MC	8.59	0.78%
PC	62.56	5.66%
PF	314.25	28.43%
PO	13.49	1.22%
PUD	13.6	1.23%
R1	246.71	22.32%
R2	142.89	12.93%
R2A	2.76	0.25%
R4	50.58	4.58%
SR	104.13	9.42%



Use	R1 – Low Density Single-Family	R2 – Medium Density Single Family	R2A – Two Family	R4- Planned High Density	PC – Private Club	GC – General Commercial	CBD – Central Business District	CM - Commercial Mixed Use	MC - Marine Commercial	CH – Commercial Hospitality	PO – Professional Office	SR – Scenic Reserve	I - Industrial	P – Public Facilities
Single-family, detached	P – 1,040 *800 under rev.*	P – 800	P – 800 *400 under rev.*	P – 800	P – 0			P – 0	P – 0					
Single-family, attached		P – 800	P – 800	P – 800	P – 0			P – 0	P – 0					
Two-Family		P – 800	P – 800	P – 800	P – 0									
Multiple-family				P – [1]	P – 0	P – 0	P – 0	P – 0	P -[2] 800	P – 0				
				1 BR - 660					Or					
				2 BR - 780					1 BR - 660					
				3 BR - 900					2 BR - 780					
									3 BR - 900					
Single Multiple Family building		P – 800												
Accessory dwelling unit	*P –* *300 min* *900 max[3]*	P – 300 min. 650 max												
	Under rev.	*900 max. rev.*												
Home conversion		P –												
		1 BR - 300												
		2 BR - 450												
Rentals	P – Size based on specific dwelling type (use)													
Senior Housing: Independent Living, assisted living and similar facilities				S - 1 BR - 660 2 BR - 780 3 BR - 900										
Convalescent and nursing homes				S -										
Boarding/rooming house	S - 1,040	S - 800												
Dwellings above the first floor						P[4] - 0	P - 0		P – 0		P[5] - 0			
Motel or hotel						P – 0	P – 0	P – 0		P – 0				
Bed and breakfast	S - 1,040	S - 800					P – 0		P – 0	P – 0				
Adult foster care group home	S - small group 1,040 / 800			S - large group		S - 0								
Accessory uses, buildings and structures	P - 2,000 max													

[1] In a building containing three or more dwelling units

[2] Developments of a single multiple-family dwelling may be developed to the requirements of the R2 District, while Developments of more than one Multiple-family dwellings shall be developed to the requirements of the R4 District.

[3] Yet to be heard at City Council

[4] Mixed use developments where dwelling units are proposed above GC structure shall comply with the area, height and placement requirements of the GC District.

[5] Mixed use developments where dwelling units are proposed above professional offices shall comply with the area, height and placement requirements of the PO District.

Charlevoix Planning Commission
Expanding Missing Middle Housing Building Types
October 10, 2022

City of Charlevoix Zoning Ordinance
See full Zoning Ordinance language attached
§ 153.072 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

(A) *Lot and width requirements.* All lots in the residential districts shall conform to the requirements of Table 153.072(a) of this chapter:

Table 153.072(a): Lot and Width Requirements in Residential Districts		
Zoning District	***Minimum Lot Area (sq. ft.)***	***Minimum Lot Width (ft.)***
R1	9,000	70
R2	6,000	50
R2A	9,000[1]	80 (new construction)
		70 (conversion of existing homes)
R4	15,000	80
PC_2	NA	NA

Existing City Densities

R1: 9,000 ft. is .2066 acres
1 unit / .2066 = 4.84 du/acre
ADU - 2 units / .2066 = 9.68 du/acre

R2: 6,000 sq. ft. is .1377 acres
1 unit / .1377 = 7.26 du/acre
ADU - 2 units / .1377 = 14.52 du/acre
Home Conversion 4 units /.1377 = 29.05 du/acre

R2A: 7,000 sq. ft. is .1607 acres
1 unit / .1607 = 6.22 du/acre
9,000 ft. is .2066 acres
2 units / .2066 = 9.68 du/acre

R4: 15,000 sq. ft. is .3444 acres
3 units / .3444 = 8.71 du/acre
10 units / .3444 = 29.04 du/acre

GC: 20,000 sq. ft is .4591 acres
3 units / .4591 = 6.53 du/acre

PUD: 21,780 sq. ft. is .5 acres
Additional information can be provided upon Commission direction

Existing City Example: Peppervine Place
Zoned R2
400 feet * 520 feet = 208,000 sq. ft. / 43,560 sq. ft. = ~4.78 acres;
21 units /4.77 = 4.4 units per acre

Missing Middle Housing Example
Let's take the four plex
50 feet * 120 ft. = 6,000 sq. ft. lot
There are 43,560 square feet in an acre
6,000 sq. ft. is .1377 acres
4 units / .1377 acres = 29.05 du/acre

Existing properties zoned R2A
304 Michigan Ave
106 Dixon Ave
106 Dixon Ave
305 Crain St
1032 May St
107 Stover Rd
2.76 acres

Density of Development

METROPOLITAN COUNCIL

Twin Cities Metropolitan Area Examples

Introduction

- *Visualizing Housing Density*

  This presentation is designed to help visualize housing unit density in a variety of urban and suburban settings. Density is an important characteristic in relationship between land use and transportation, particularly in supporting successful transit service. However, density has many forms and applications and developments of the same density can have a very different look and feel. Density also has numerous definitions and methods of measurement. This presentation defines density by how many housing units are in a development designated for housing, dwelling units per acre (du/acre). In some cases, it is the parcels that comprise the subdivision. In others, it is area included in the development project or neighborhood block.

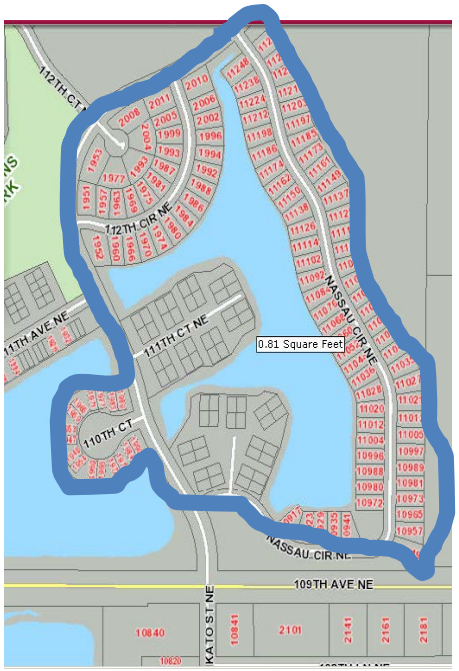
  Key Points

- Density is a number of units in a given land area (project area, subdivision, parcel). In the residential developments used the land area includes all the area of the legal parcel or parcels. The maps show the land area definition for each project highlighted.
- In mixed use projects, density is the number of housing units divided by the land area of the mixed-use development (that includes area used for non-residential uses such as office or retail space).

- For questions about this presentation, contact John Kari at john.kari@metc.state.mn.us

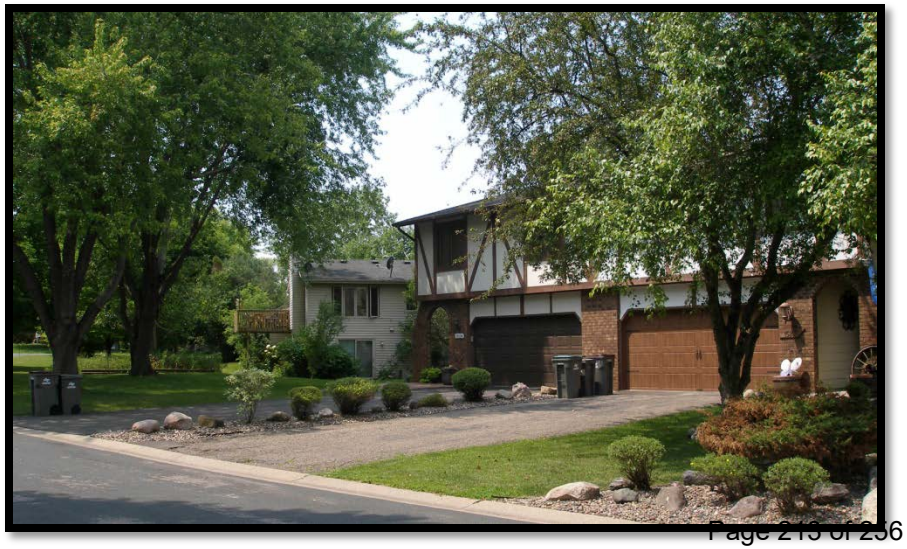
Density of Development

Suburban 3.3 units per acre



Density of Development

Suburban 5 units per acre



Density of Development

Urban 7 units per acre

Density of Development

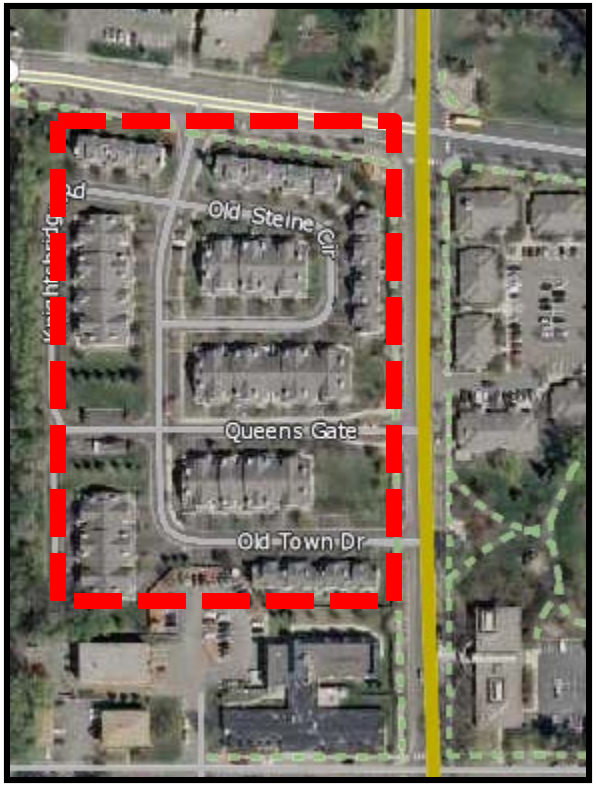
Suburban 7 units per acre

Density of Development

Urban 10 units per acre

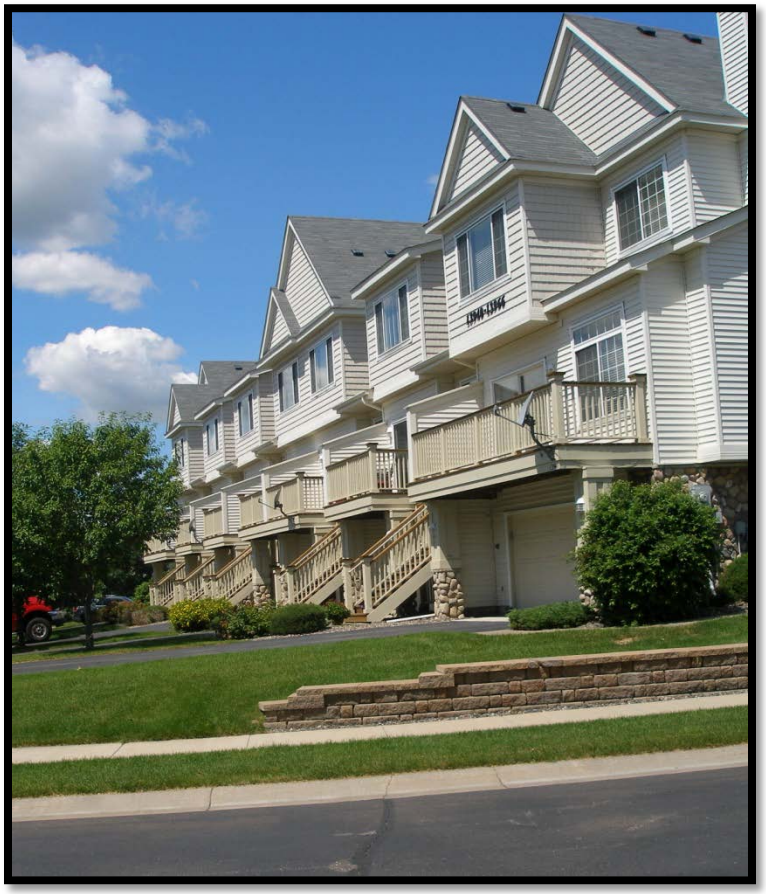
Density of Development

Suburban 10 units per acre



Density of Development

Suburban 15 units per acre



Density of Development

Urban 16 units per acre

Density of Development

Suburban 18 units per acre

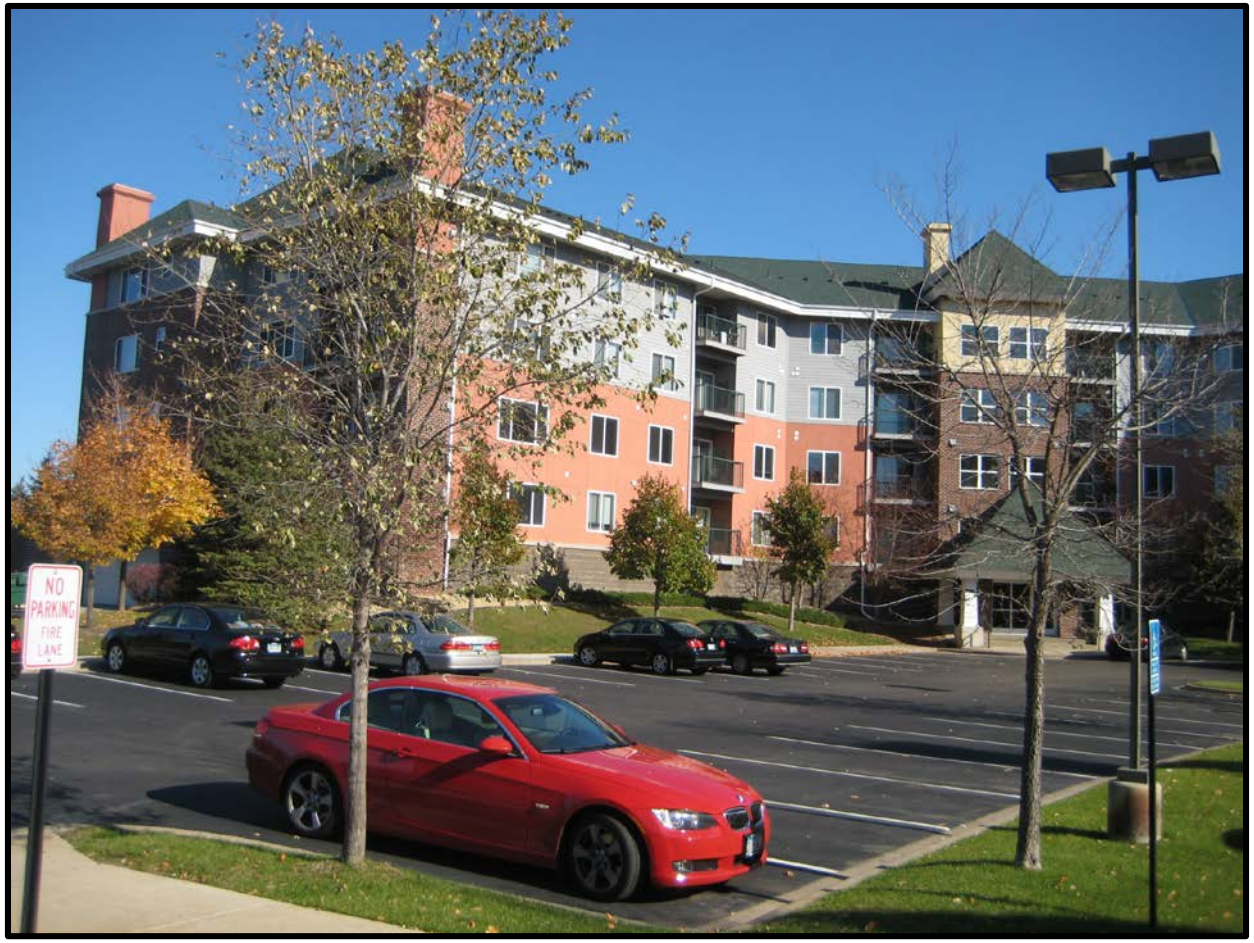
Density of Development

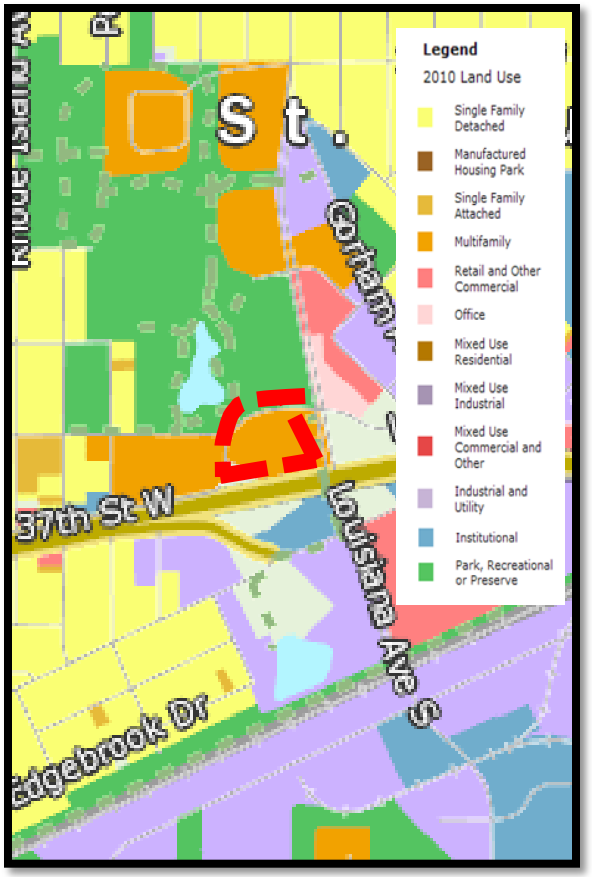
Urban 24 units per acre

mixed use

Density of Development

Suburban 25 units per acre

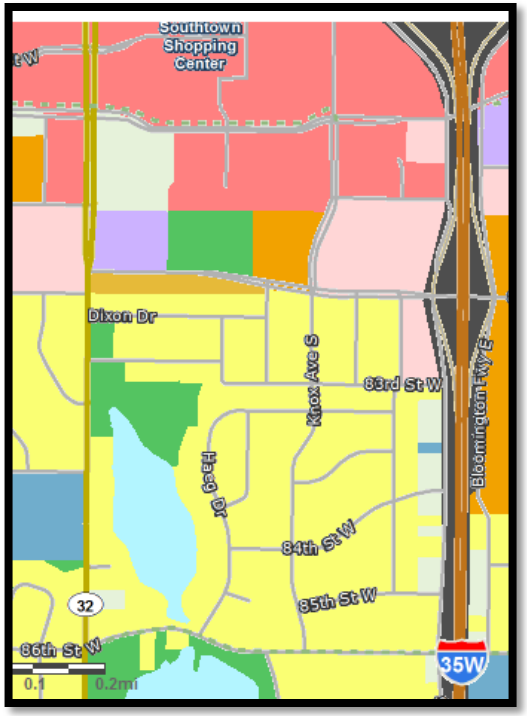




Density of Development

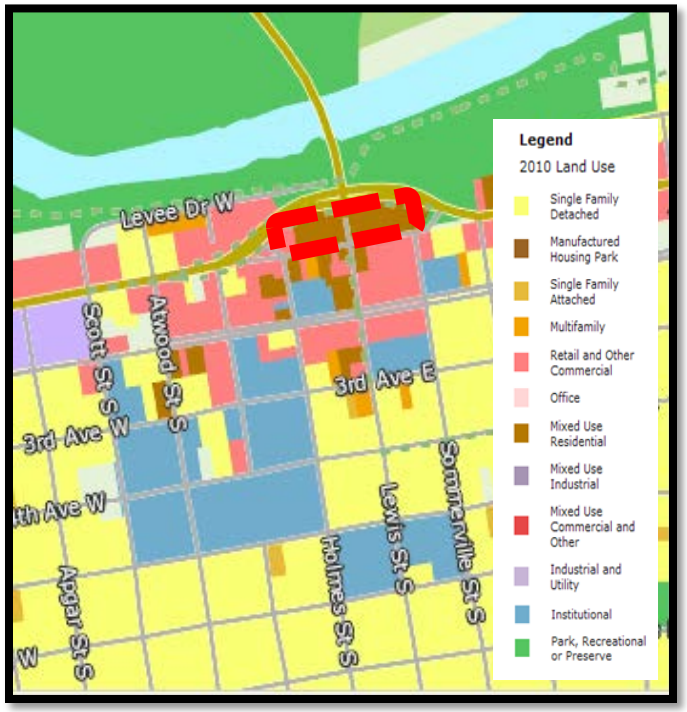
Suburban 28 units per acre

mixed use



Density of Development

Suburban 28 units per acre
mixed use



Density of Development

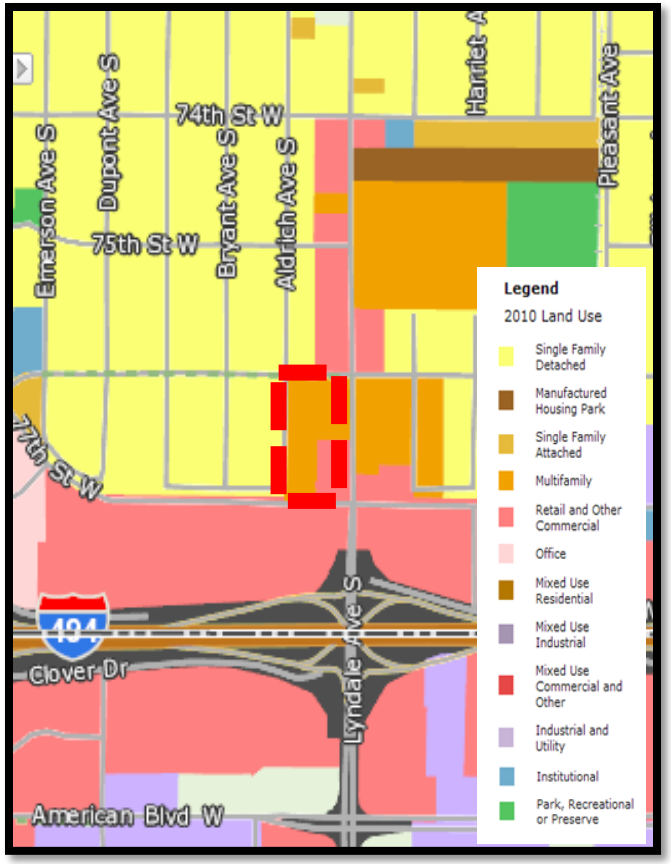
Suburban 32 units per acre (1)

mixed use

Density of Development

Suburban 32 units per acre (2)

mixed use



2010 Land Use

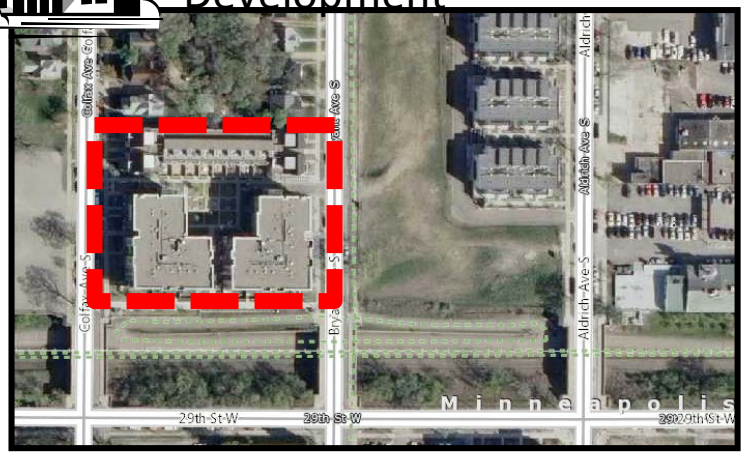
Density of Development

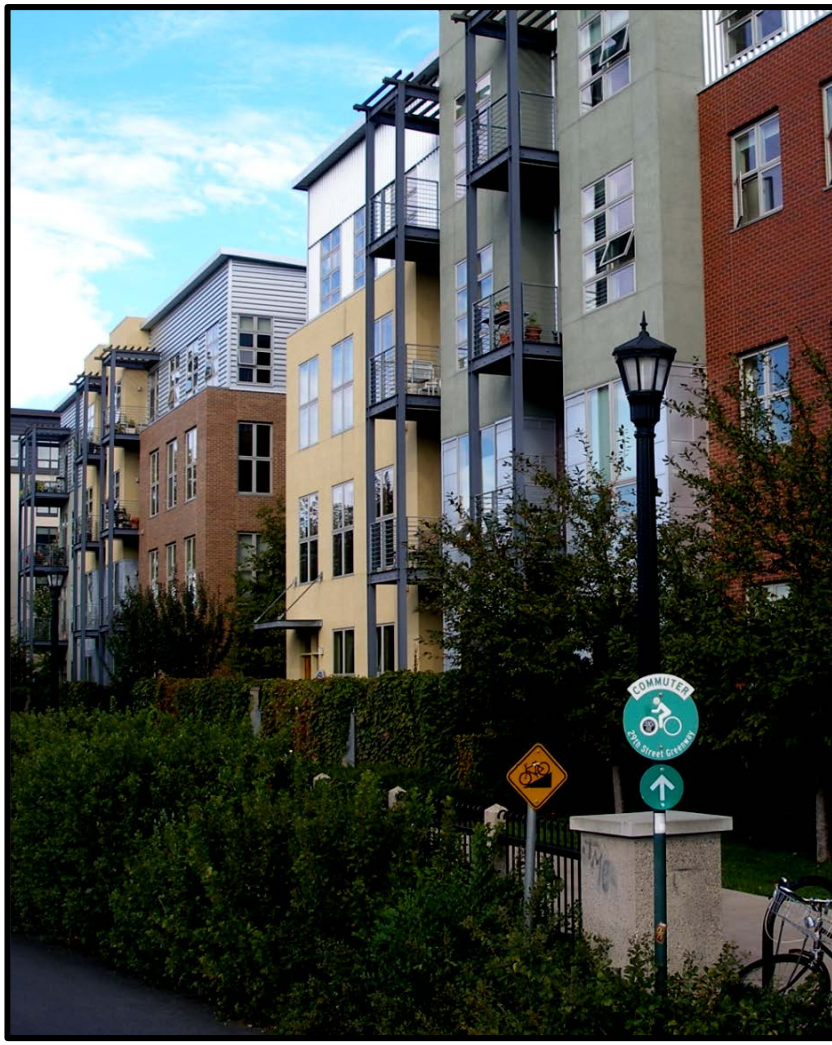
Urban 40 units per acre

mixed use

Density of Development

Urban 45 units per acre

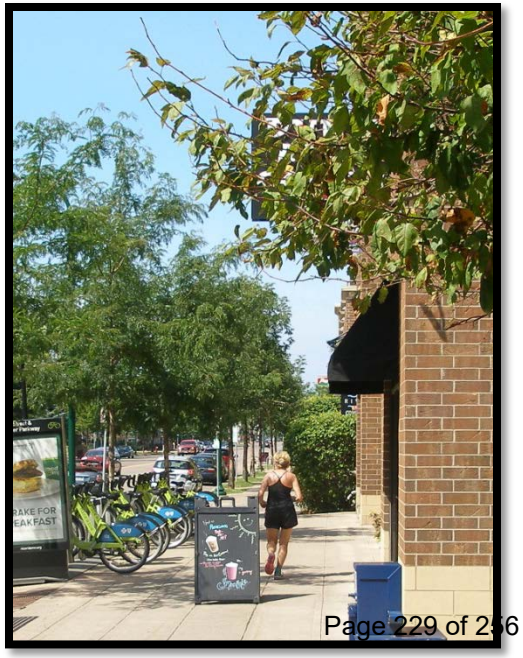




Density of Development

Urban 46 units per acre

Mixed Use



Density of Development

Suburban 46 units per acre

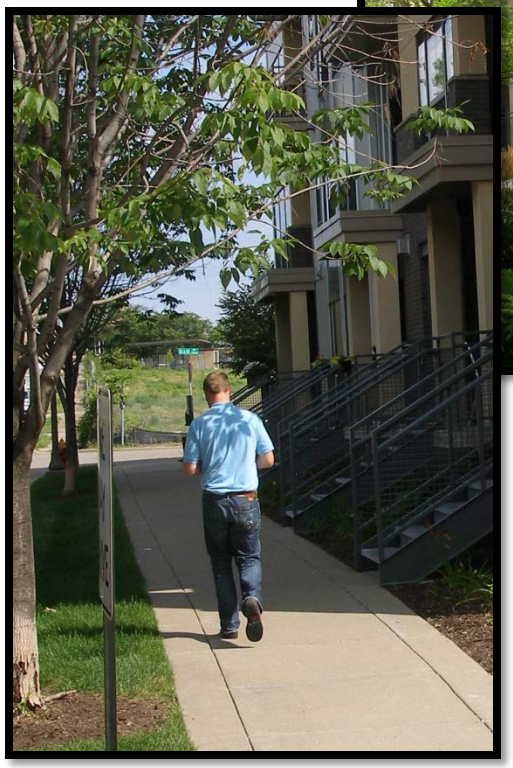
Mixed Use

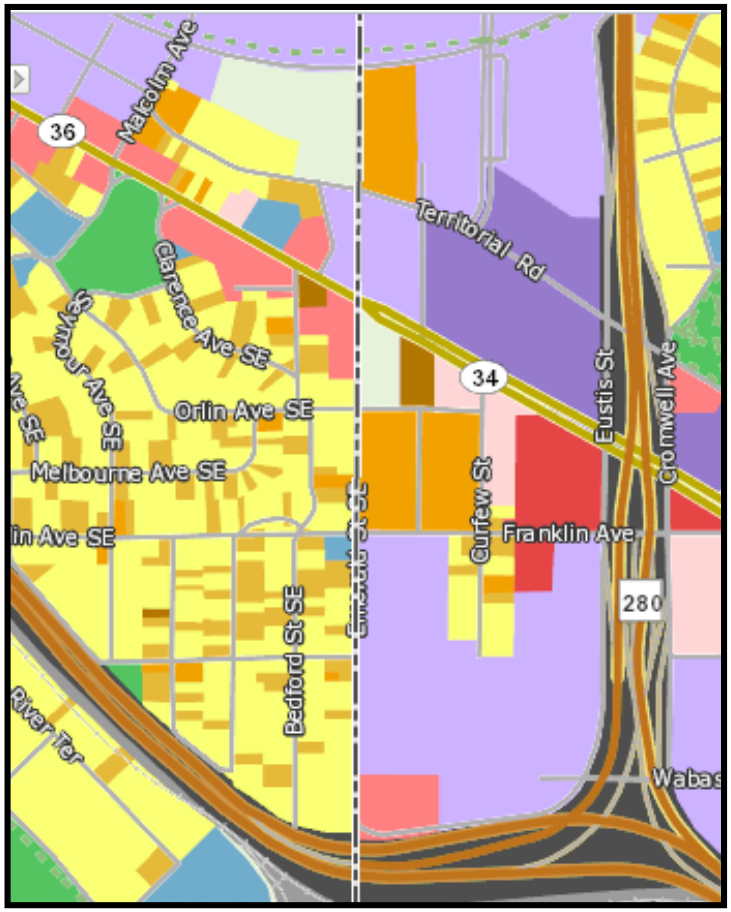
Density of Development

Urban 59 units per acre (1)

Density of Development

Urban 59 units per acre (2)

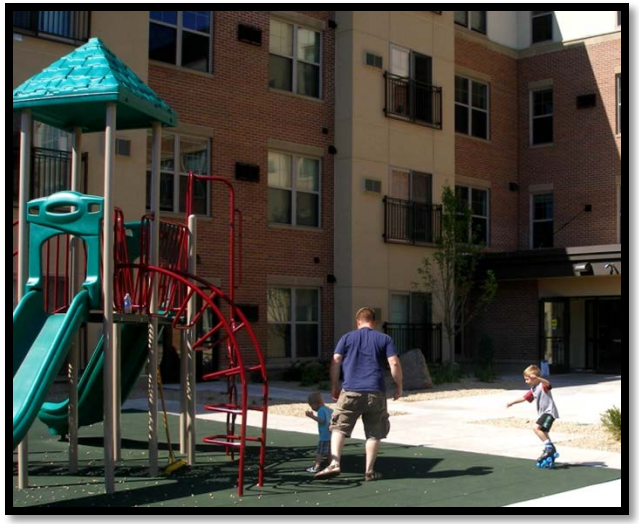




2010 Land Use

Density of Development

Suburban 64 units per acre

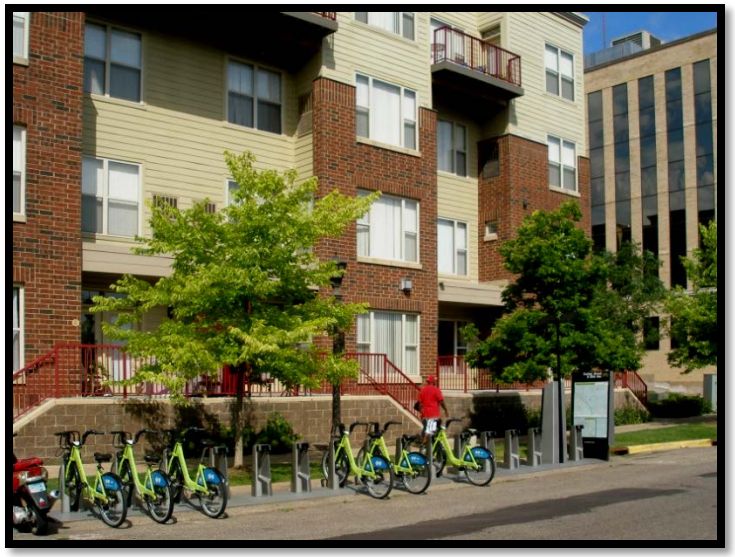


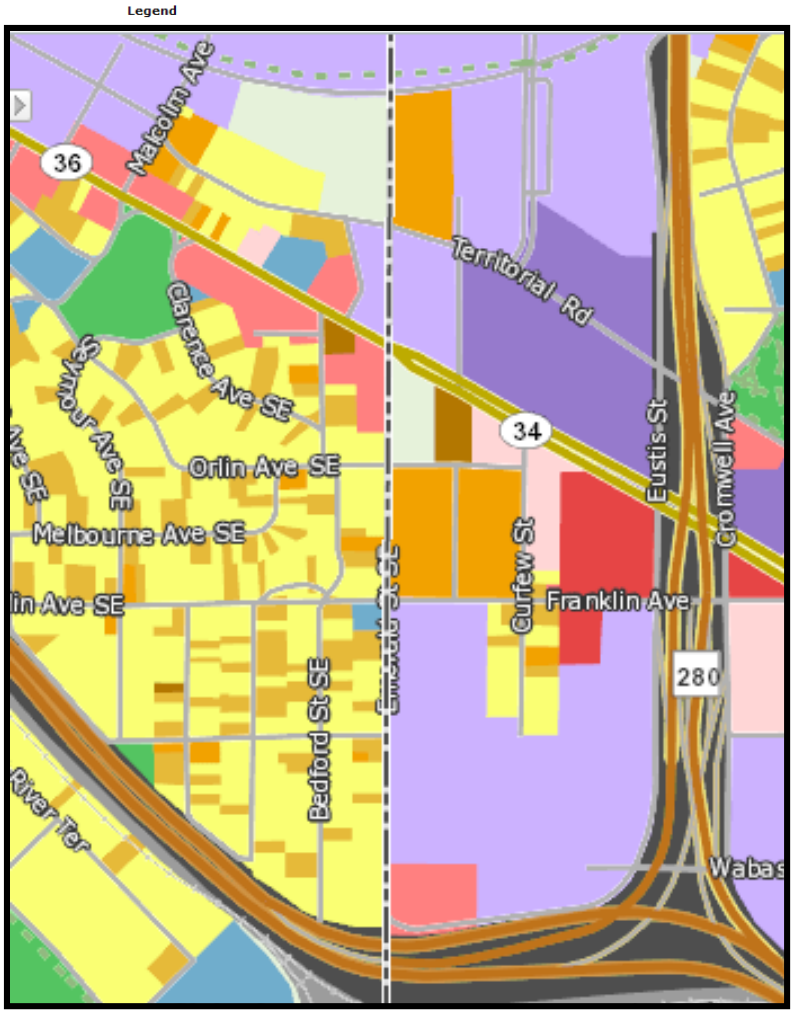
Density of Development

Urban 74 units per acre (1)

Density of Development

Urban 74 units per acre (2)





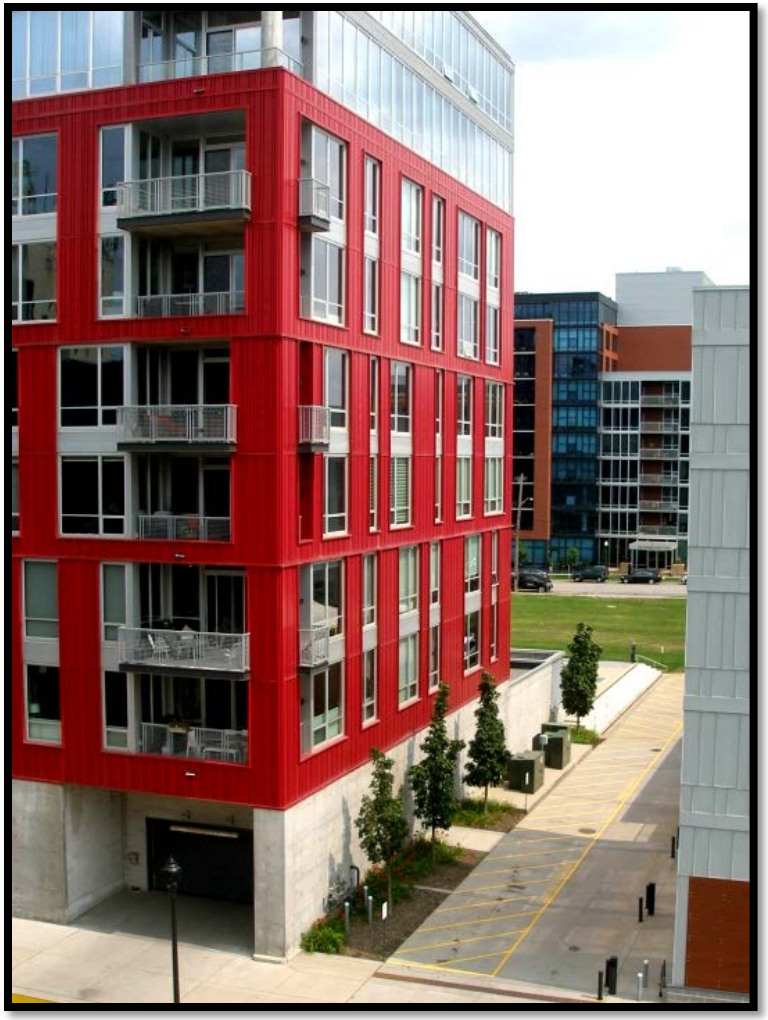
2010 Land Use

Density of Development

Urban 74 units per acre

Density of Development

Urban 79 units per acre

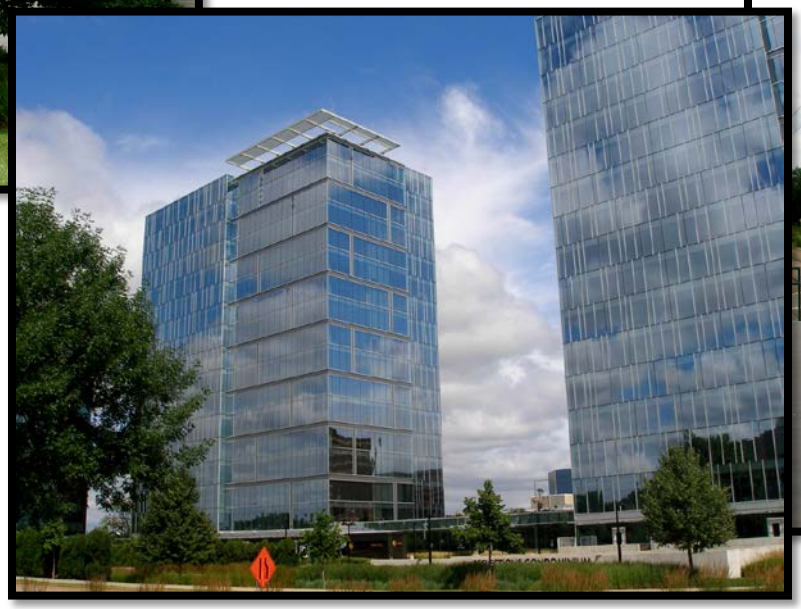


Density of Development

Urban 80 units per acre

Density of Development

Suburban 90 units per acre

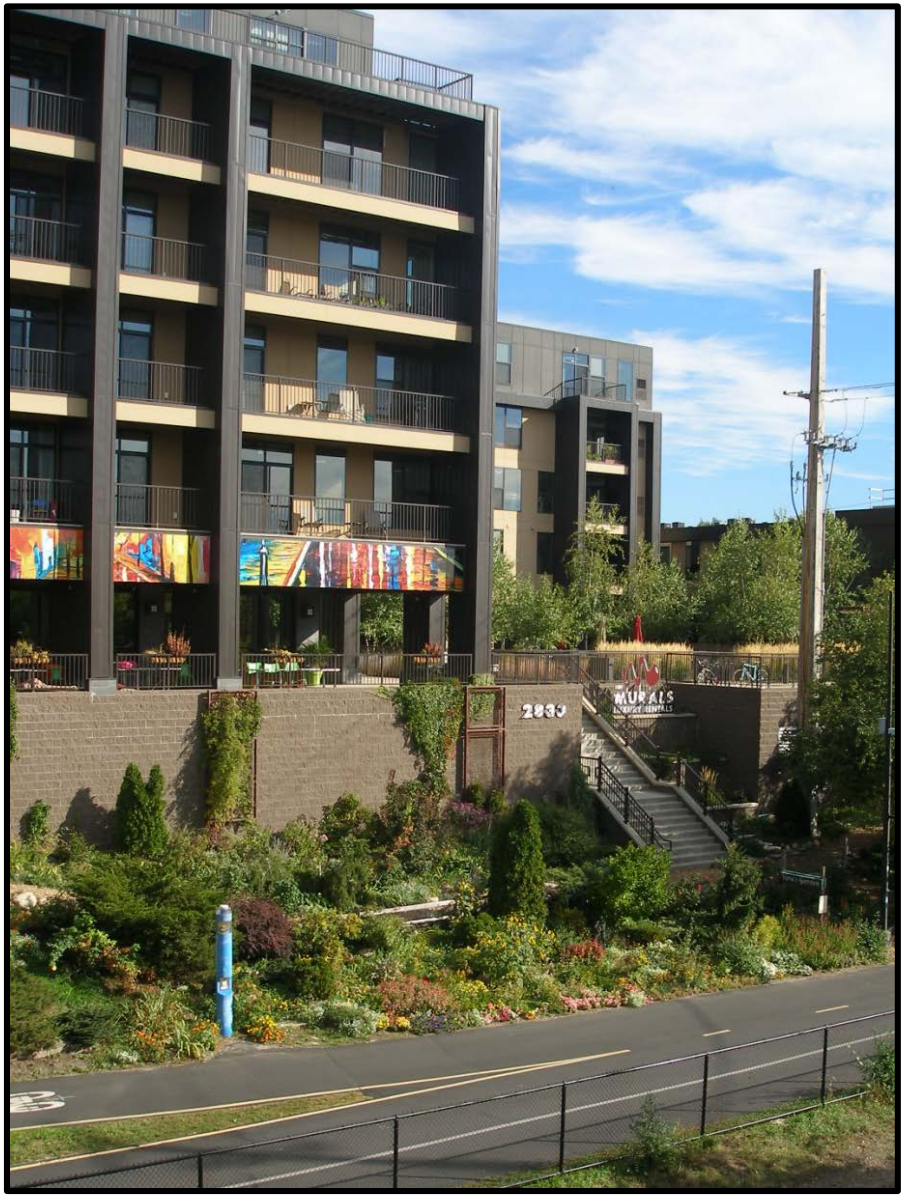


Density of Development

Urban 97 units per acre

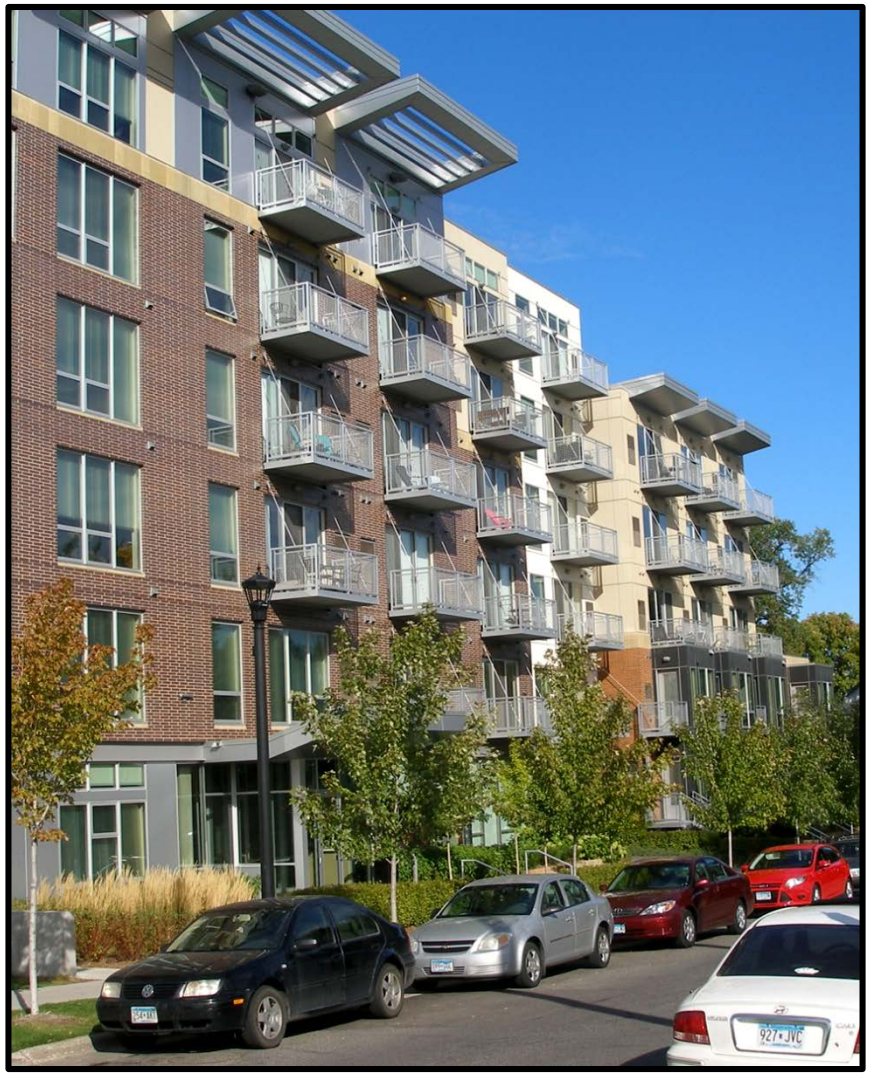
Density of Development

Urban 108 units per acre



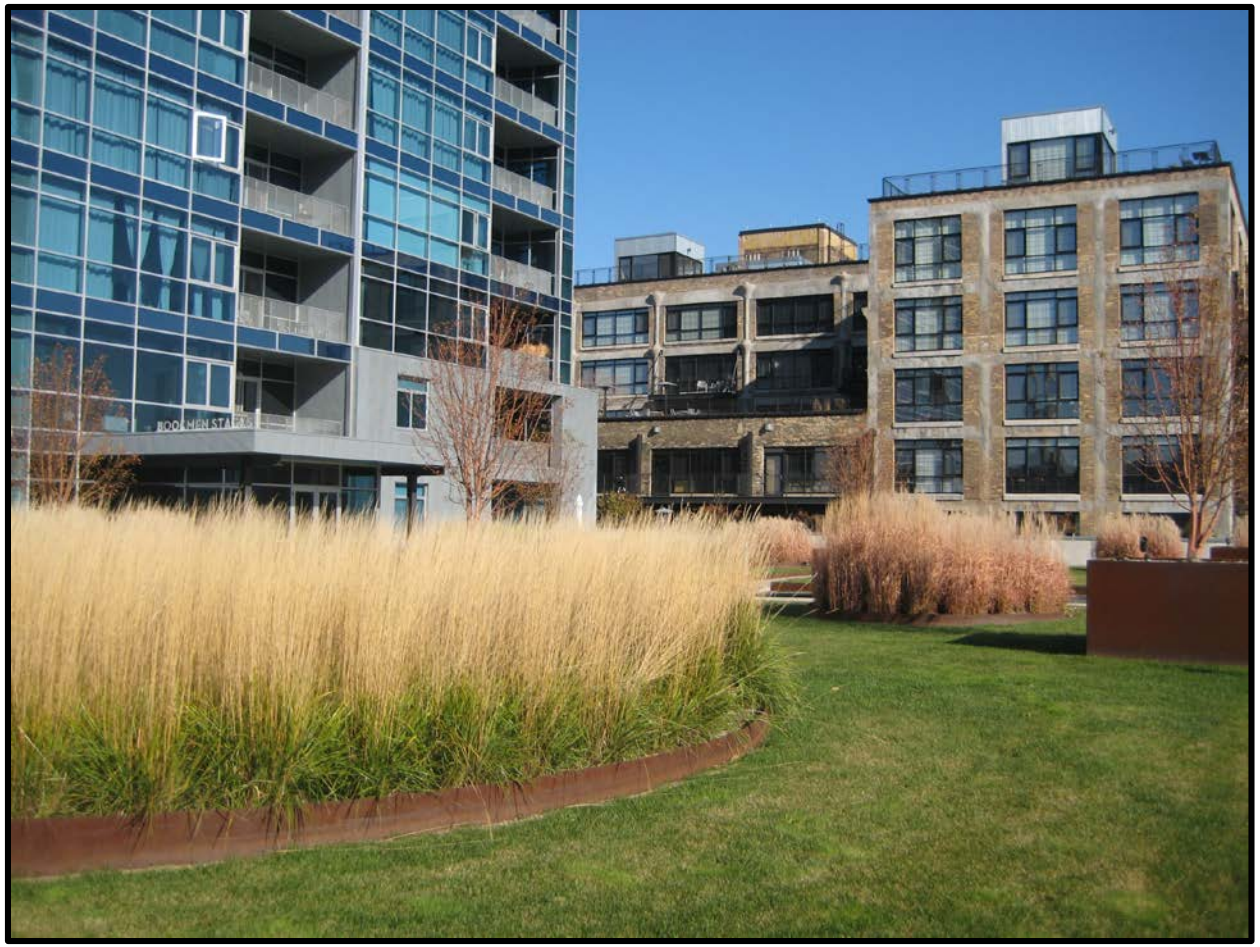
Density of Development

Urban 119 units per acre



Density of Development

Urban 135 units per acre



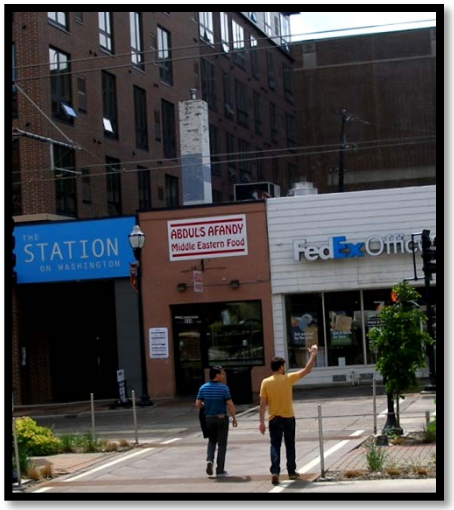
Density of Development

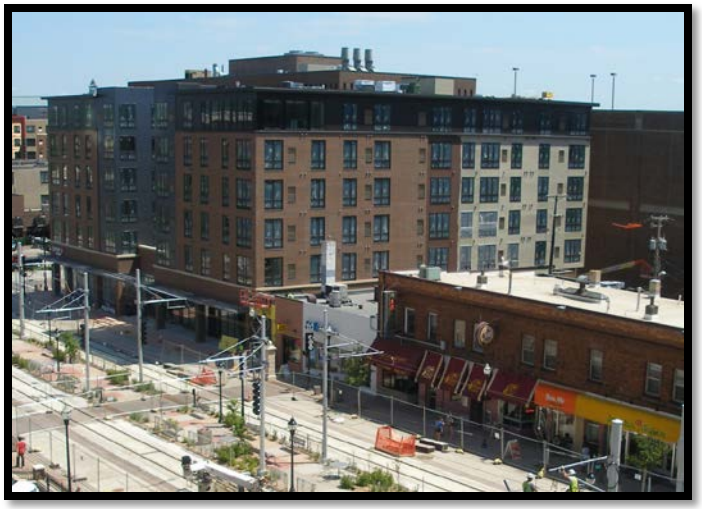
Urban 140 units per acre

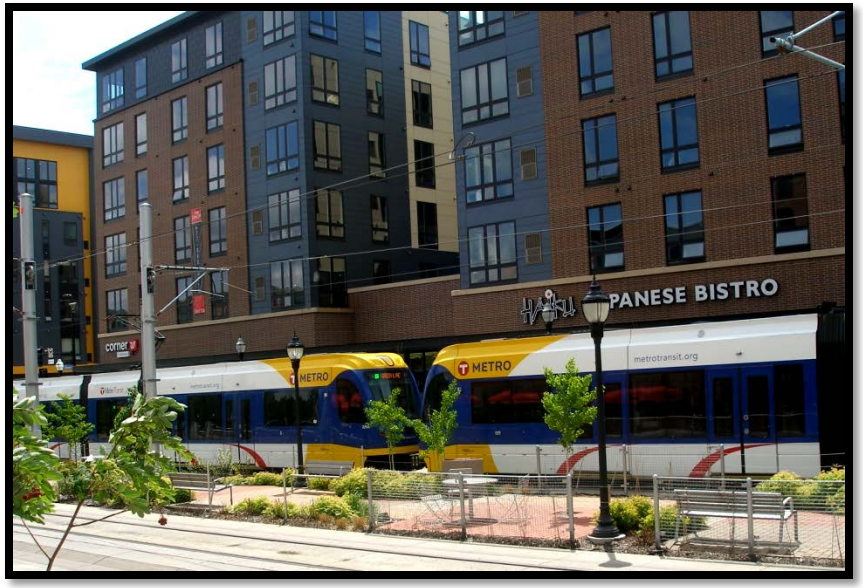
Density of Development

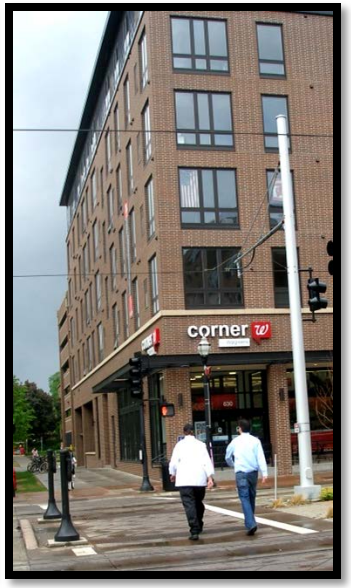
Urban 196 units per acre

Mixed use









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MISSING MIDDLE HOUSING

back to the types

Cottage Court

Overview

Idealized

Documented

Description

A group of small (1 to 1.5-story*), detached structures arranged around a shared court visible from the street. The shared court is an important community-enhancing element and unit entrances should be from the shared court. It replaces the function of a rear yard. Often rear-most building can be up to 2 stories.

Typical Specifications

Lot	Front-loaded	Alley-Loaded
Width*	115–160 feet	100–150 feet
Depth*	100–150 feet	100–150 feet
Area*	11,500-24,000 sq. ft.	10,000–22,500 sq. ft.
	0.26-0.55 acres	0.23–0.52 acres
Units		
Number of Units	5–10	5–10
Typical Unit Size	500–800 sq. ft.	500–800 sq. ft.
Density		
Net Density	13-38 du/acre	19–44 du/acre
Gross Density	10-20 du/acre	15–31 du/acre
Parking		
Parking Ratio*	1-2 per unit	1-2 per unit
On-street Spaces	5-7	5-7
Off-street Spaces	1 per unit max.	1 per unit max.
Setbacks		
Front*	10–25 feet	
Side*	5–15 feet	
Rear (main building)*	5–15 feet	
Between Main and Accessory Buildings	5–10 feet	
Building		
Building Size		
Width	18–24 feet max.	
Depth	24–36 feet max.	
Height (to eave)*	12–18 feet max.	
Floors	1-1.5 stories (Rear-most building sometimes 2 stories)	

*ries based on context

Gallery of Cottage Courts

Created by **Opticos Design**

MISSING MIDDLE HOUSING

back to the types

Fourplex: Stacked

Overview

Idealized

Documented

Description

A detached (2 to 2.5-story) structure with four dwelling units, two on the ground floor and two above, with shared or individual entries from the street. This type has the appearance of a medium-sized single-unit house and may include a rear yard. This type is attractive to developers by generating four units on a typical 50′ lot with alley access.

Typical Specifications

Lot	Front-loaded	Alley-Loaded
Width*	50–75 feet	45–65 feet
Depth*	100–150 feet	100–150 feet
Area*	5,000–11,250 sq. ft.	4,500–9,750 sq. ft.
	0.11–0.26 acres	0.10–0.22 acres
Units		
Number of Units	4	4
Typical Unit Size	500–1,200 sq. ft.	500–1,200 sq. ft.
Density		
Net Density	18–29 du/acre	21–35 du/acre
Gross Density	14–22 du/acre	15–25 du/acre
Parking		
Parking Ratio*	1-2 per unit	1-2 per unit
On-street Spaces	2–3	2–3
Off-street Spaces	1.5 per unit max.	1.5 per unit max.
Setbacks		
Front*	10–25 feet	
Side*	5–12 feet	
Rear (main building)*	30–60 feet	
Between Main and Accessory Buildings	10–20 feet	
Building		
Building Size		
Width	34–56 feet	
Depth	32–60 feet	
Height (to eave)*	20–28 feet	
Floors	2-2.5 stories	

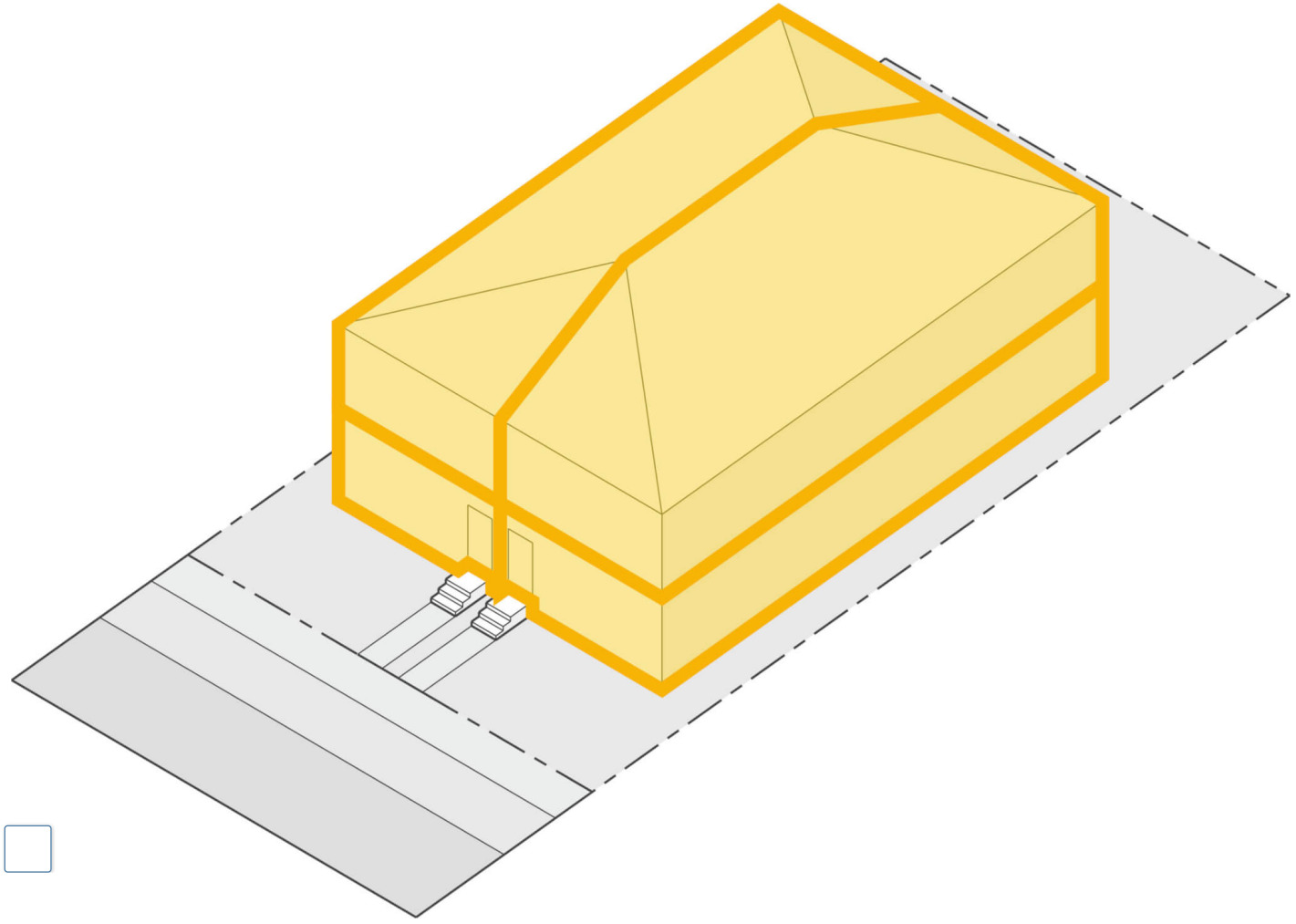
** Varies based on context*

Gallery of Fourplexes

Idealized specifications take the best characteristics of this type and update them for today's typical building standards, serving as a model for new development.

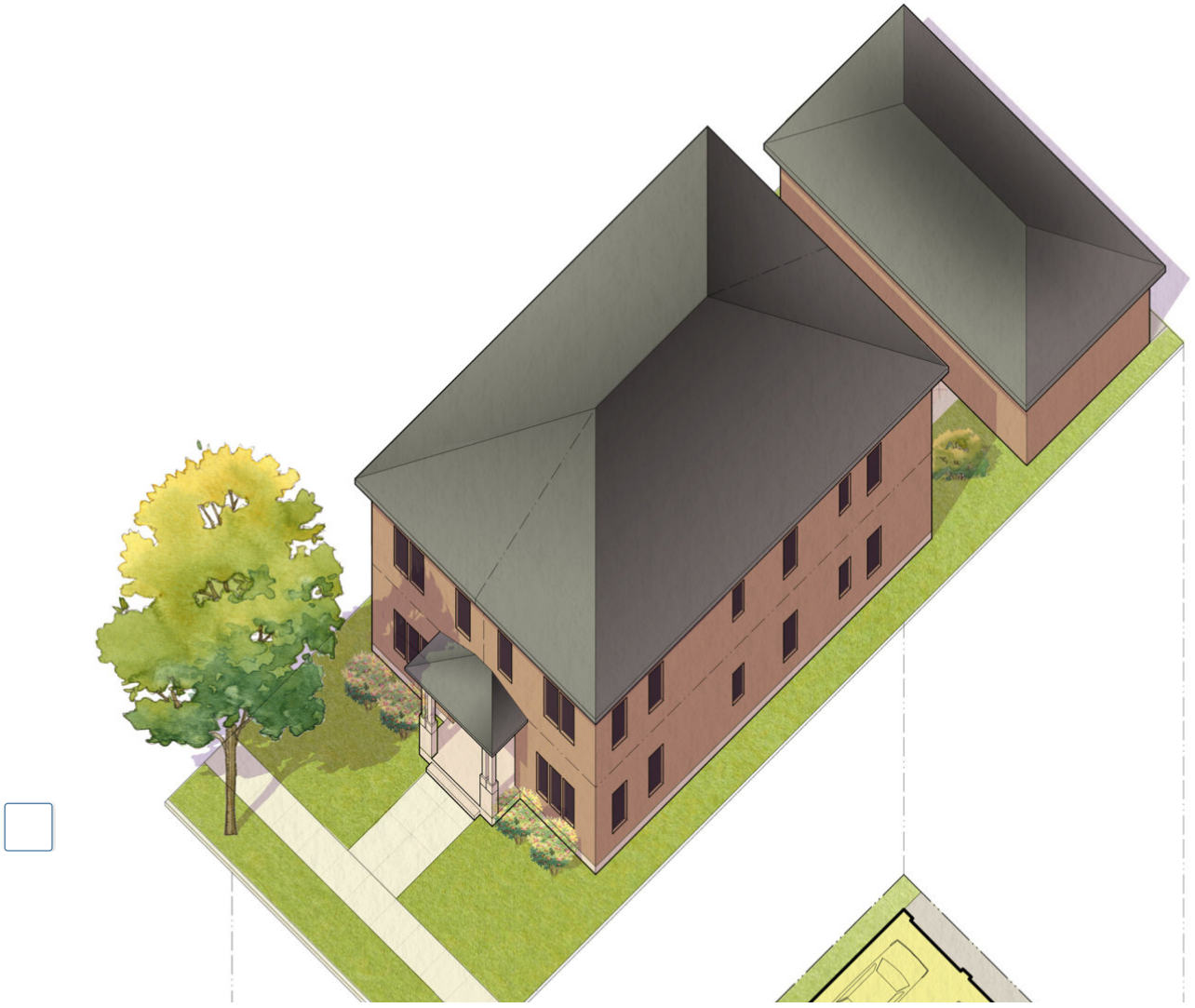
Alley Loaded | **Front Loaded**

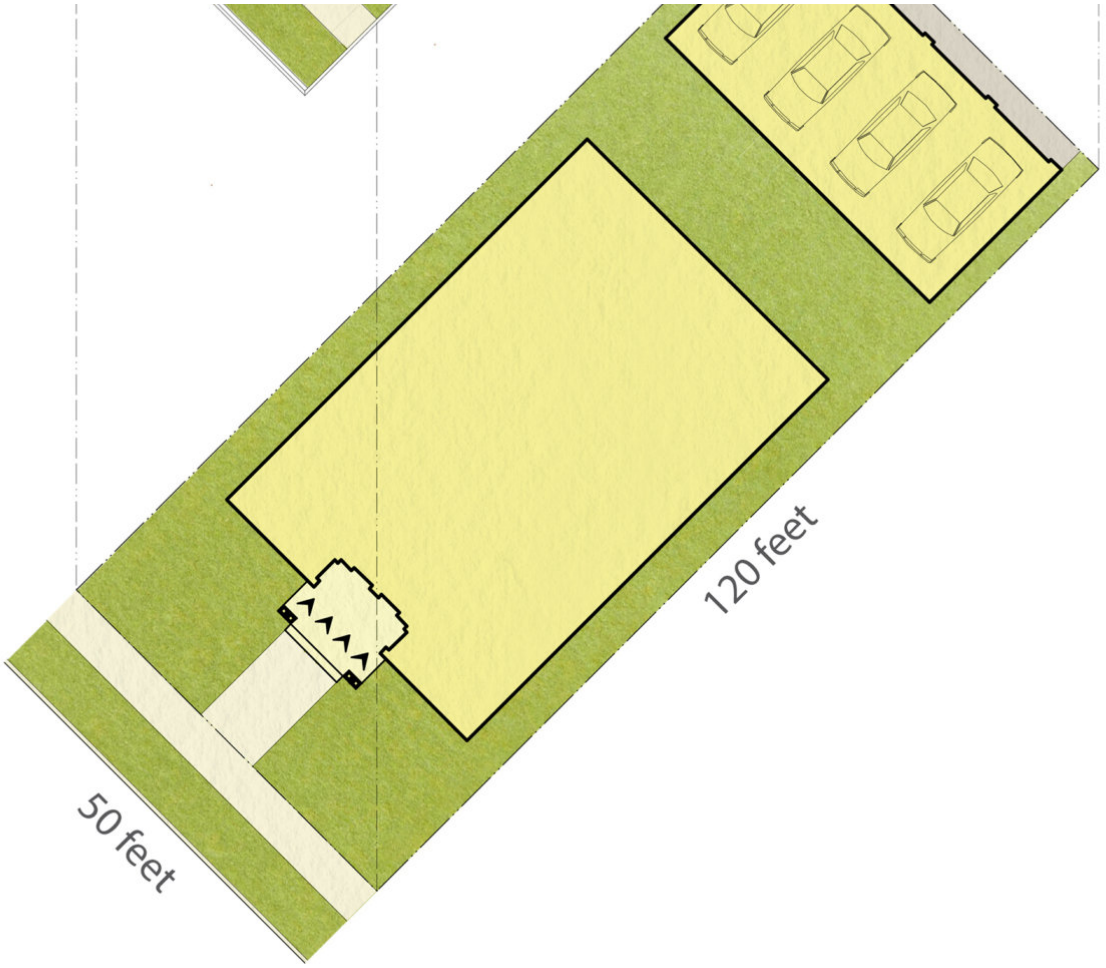
Alley Loaded



Ideal Specifications

Lot	
Width	50 feet
Depth	120 feet
Area	6,000 sq. ft.
	0.138 acres
Units	
Number of Units	4 units
Typical Unit Size	1,200 sq. ft
Density	
Net Density	29 du/acre
Gross Density	22 du/acre
Parking	
Parking Ratio	1.5 per unit
On-street Spaces	2
Off-street Spaces	4
Setbacks	
Front	15 feet
Side	5 feet
Building	
Width	40 feet
Depth	60 feet
Height (to eave)	21 feet
Floors	2 stories





Front Loaded

Ideal Specifications

Lot	
Width	60 feet
Depth	130 feet
Area	7,800 sq. ft.
	0.179 acres
Units	
Number of Units	4 units
Typical Unit Size	1,200 sq. ft
Density	
Density	22 du/acre
ss Density	18 du/acre
Parking	
Parking Ratio	1.5 per unit
On-street Spaces	2
Off-street Spaces	4

Setbacks	
Front	15 feet
Side	5 feet
Building	
Width	40 feet
Depth	60 feet
Height (to eave)	21 feet
Floors	2 stories

The following example(s) show this housing type documented as real-world examples as they exist today. NOTE: Documented examples may be not be up to today's local building code standards. See the **Idealized** tab for up-to-date specifications in line with modern building standards.

< Courtyard Building All Types Duplex: Stacked >

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What is Missing Middle Housing?
"Missing Middle Housing" was coined by Opticos Design founder Daniel Parolek in 2010 to define a range of multi-unit or clustered housing types—compatible in scale with detached single-family homes—that help meet the growing demand for walkable urban living.

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Charlevoix Planning Commission

Old Business

Title: October 24, 2022 Special Meeting
Date: October 10, 2022

Presented By: Jennifer Neal, Community Planner

Background:
The Planning Commission is holding a special meeting on October 24, 2022 at 6:30 p.m. in Council Chambers following the DDA Meeting. The Planning Commission has invited members of the DDA, ZBA, Historic District Commission, Shade Tree and Park Commission, and the Charlevoix Area Chamber of Commerce. The Commission will be discussing building height in the CBD zoning district.

Recommendation:

Attachments:
None

CITY OF CHARLEVOIX

To: The City of Charlevoix Planning Commission
From: Janet Koch, Zoning Administrator
Subject: Zoning Administrator's Report for September 2022

Planning Commissioners:

Following is a summary of the Zoning Administrator's activities for the month of September. If you would like to see different and/or additional information in future reports, please let me know and I'll do my absolute best to accommodate.

Permits Issued

Nine permits were issued in September, down significantly from the 19 that had been issued in August. Of the 9 permits, one was a temporary banner permit. Of the remaining 8, one was the Planning Commission's site plan B approval of the renovations/additions at 205 Bridge Street. This was the only September permit issued in the Central Business District. The remaining 7 permits are as follows:

- Land transfer in the General Commercial district
- Accessory building in R-1
- Addition to single family home in R-1
- Two decks, one in R-1, one in R-2
- One fence in R-2
- A single family home (replacement) in R-1

Provided to the Planning Commission

- Prepared a staff report for a special use permit at 101 Leonard.
- Complied with the public noticing requirements for an addition public hearing on October 10 regarding the 101 Leonard special use permit.
- Drafted proposed zoning ordinance amendment for bed and breakfast parking.

Customer Contacts

60 customer contacts were logged in September, down from August's high of 86.

- Contact method and count: 18 by email, 11 in person, 31 by phone.
- Reason for contact: 43 questions were related to zoning, 12 questions were related to short term rentals, 2 were general planning questions, and 3 were code enforcement questions. Complaints/queries forwarded to the Code Enforcement Officer are not included in that number. The part time seasonal Code Enforcement Officer left the area in mid-September.

Short Term Rentals (STR)

- At the time of the writing of this report, there are 18 properties on the wait list, 8 of which are owned by property owners with principal residential exemptions in the City of Charlevoix.

Goals for Fall & Winter

- Now that the pace is slowing a bit, I plan to spend time updating the city's zoning property record files, reworking zoning application forms, and sketching out zoning-compliant plans for possible housing projects on available land.