CITY OF CHARLEVOIX

Agenda
City of Charlevoix Downtown Development Authority Meeting
Monday, October 24, 2022 - 5:30 PM
Council Chambers, City Hall

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Inquiry Regarding Conflicts of Interest**
5. **Consent Agenda**
   A. DDA Financial
   B. Minutes - Regular Meeting
   C. Monthly Reports to MEDC
   D. Annual Report to Treasury
   E. Minutes - Work Session
6. **Reports**
   A. Director's Report
      Lindsey Dotson, DDA Director
7. **Old Business**
   A. Mason Street Infrastructure Updates
      Mark Heydlauff, City Manager
   B. Budget Obligations Update
      Lindsey Dotson, DDA Director
   C. Portable Restrooms
      Lindsey Dotson, DDA Director
   D. Downtown Housing Incentive Program
      Lindsey Dotson, DDA Director
8. **New Business**
   A. Igloos
      Lindsey Dotson, DDA Director

B. Renewal of Property Management Agreement
   Lindsey Dotson, DDA Director

9. **Public Comment**
10. **Request for Future Agenda Items**
11. **Board Comments**
12. **Adjourn**

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.

Charlevoix Downtown Development Authority

Consent Agenda

Title: DDA Financial
Date: October 24, 2022

Presented By:

Background:

Recommendation:

Attachments:

1. Financial Statement - DDA

CITY OF CHARLEVOIX

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING OCTOBER 31, 2022

FUND 255 - DOWNTOWN DEVELOPMENT FUND

		PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	REVENUE						
255-000-403.000	CURRENT PROPERTY TAX LEVY	39,329.77	402.60	42,150.83	40,400.00	1,750.83	104.33
255-000-403.001	CURRENT PROPERTY TAX LEVY T/F	453,334.71	.00	363,125.27	453,300.00	(90,174.73)	80.11
255-000-420.000	DELINQUENT TAXES - DDA	500.94	.00	(244.02)	.00	(244.02)	.00
255-000-437.000	IFT/CFT TAXES	771.02	.00	820.31	.00	820.31	.00
255-000-445.000	INTEREST & PENALTIES - DELINQ	155.36	5.02	31.73	100.00	(68.27)	31.73
255-000-523.001	FEDERAL GRANTS	10,201.44	.00	(7,606.44)	.00	(7,606.44)	.00
255-000-566.001	STATE GRANTS	75,000.00	.00	.00	.00	.00	.00
255-000-573.000	STATE REVENUE - OTHER	13,121.49	.00	.00	10,000.00	(10,000.00)	.00
255-000-580.001	GRANTS - OTHER	14,000.00	.00	.00	5,000.00	(5,000.00)	.00
255-000-665.000	INTEREST EARNINGS	929.43	.00	(11.72)	1,000.00	(1,011.72)	(1.17)
255-000-668.000	RENTS & ROYALTIES - SUNSHINE	1,000.00	.00	1,000.00	1,000.00	.00	100.00
255-000-668.002	PROPERTY RENT - BIBCO	32,400.96	.00	19,616.45	33,600.00	(13,983.55)	58.38
255-000-668.003	PROPERTY RENT - ROUND LAKE GR	.00	.00	.00	15,300.00	(15,300.00)	.00
255-000-668.004	PROPERTY RENT - LC BREWERS	.00	.00	.00	15,300.00	(15,300.00)	.00
255-000-668.005	PROPERTY RENT-LONG RD DISTILL	14,960.00	.00	1,300.00	.00	1,300.00	.00
255-000-668.006	PROPERTY RENT - BRIDGE PARK	.00	775.00	11,051.67	.00	11,051.67	.00
255-000-675.001	CONTRIBUTIONS - TREE LIGHTS	398.61	23.22	139.32	.00	139.32	.00
255-000-675.002	CONTRIBUTIONS - CONCERTS	1,959.58	.00	2,242.45	6,000.00	(3,757.55)	37.37
255-000-675.003	CONTRIBUTIONS - PRIVATE SOURCE	14,083.22	.00	.00	.00	.00	.00
255-000-675.004	CONTRIBUTIONS - MAIN STREET	4,301.63	.00	1,980.00	.00	1,980.00	.00
255-000-692.000	MISCELLANEOUS	1,809.50	.00	.00	14,300.00	(14,300.00)	.00
255-000-692.001	MISCELLANEOUS-THE VAULT	13,786.70	.00	.00	17,000.00	(17,000.00)	.00
	TOTAL FUND REVENUE	692,044.36	1,205.84	435,595.85	612,300.00	(176,704.15)	71.14

CITY OF CHARLEVOIX

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING OCTOBER 31, 2022

FUND 255 - DOWNTOWN DEVELOPMENT FUND

		PRIOR YR ACTUAL	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	DOWNTOWN DEVELOPMENT AUTHO						
255-255-706.000	SALARIES & WAGES	45,565.36	1,530.49	23,999.89	50,000.00	26,000.11	48.00
255-255-706.001	WAGES (ICMA)	4,771.43	160.69	2,780.46	5,200.00	2,419.54	53.47
255-255-719.000	EMPLOYEE FRINGE BENEFITS	35,540.99	.00	17,526.14	39,000.00	21,473.86	44.94
255-255-740.000	OPERATING SUPPLIES	11,296.55	696.25	6,102.56	9,400.00	3,297.44	64.92
255-255-740.001	OPERATING SUPPLIES-THE VAULT	12,792.88	.00	.00	17,000.00	17,000.00	.00
255-255-776.000	IWF MAINTENANCE	.00	.00	.00	6,000.00	6,000.00	.00
255-255-801.000	MARKETING & PROMOTIONAL SVCS	35,618.19	286.82	22,156.32	28,300.00	6,143.68	78.29
255-255-801.003	PROMOTION COMMITTEE EXPENSES	15,238.00	50.00	8,080.86	7,300.00	(780.86)	110.70
255-255-801.004	ORGANIZATION COMMITTEE	648.00	.00	.00	500.00	500.00	.00
255-255-801.005	BUSINESS RECRUITMENT/RETENTIO	75,596.00	.00	.00	.00	.00	.00
255-255-818.000	CONTRACTUAL SERVICES	29,974.10	5,484.22	29,320.92	30,700.00	1,379.08	95.51
255-255-818.002	DESIGN COMMITTEE	17,869.82	3,630.00	19,694.00	15,600.00	(4,094.00)	126.24
255-255-826.000	LEGAL FEES	2,187.41	232.50	341.00	500.00	159.00	68.20
255-255-853.000	TELEPHONE	1,083.54	111.85	693.50	1,900.00	1,206.50	36.50
255-255-860.000	CONFERENCE & TRAVEL	2,054.77	223.00	2,179.20	1,000.00	(1,179.20)	217.92
255-255-888.000	LIBRARY CONTRIBUTION	30,000.00	30,000.00	30,000.00	30,000.00	.00	100.00
255-255-910.000	INSURANCE & BONDS	1,748.66	.00	(50.49)	1,800.00	1,850.49	(2.81)
255-255-933.000	MAINTENANCE - BRIDGE PARK	3,078.43	3,749.99	12,751.11	5,000.00	(7,751.11)	255.02
255-255-962.000	MISCELLANEOUS	6,973.42	.00	.00	100.00	100.00	.00
255-255-962.002	MISCELLANEOUS - MAIN STREET	13,459.59	.00	208.99	500.00	291.01	41.80
255-255-964.000	REFUNDS & REBATES	4,172.50	.00	4,394.42	6,000.00	1,605.58	73.24
255-255-999.000	TRANSFER TO OTHER FUNDS	2,175.66	.00	.00	.00	.00	.00
255-255-999.594	TRANSFER TO MARINA FUND-BOND	336,200.00	.00	336,100.00	336,100.00	.00	100.00
	TOTAL DOWNTOWN DEVELOPMENT	688,045.30	46,155.81	516,278.88	591,900.00	75,621.12	87.22
	TOTAL FUND EXPENDITURES	688,045.30	46,155.81	516,278.88	591,900.00	75,621.12	87.22
	NET REVENUES OVER EXPENDITURE	3,999.06	(44,949.97)	(80,683.03)	20,400.00	(101,083.03)	(395.51)

Charlevoix Downtown Development Authority

Consent Agenda

Title: Minutes - Regular Meeting
Date: October 24, 2022

Presented By:

Background:

Recommendation:

Attachments:
1. 2022.09.26 DDA DRAFT

City of Charlevoix
Downtown Development Authority Meeting minutes
Monday, September 26, 2022 - 5:30 PM
Council Chambers, City Hall

1. **Call to Order**
   The meeting was called to order at 5:30 p.m. by Chair Owens.
2. **Pledge of Allegiance**
3. **Roll Call**

Chair:	Maureen Owens
Members Present:	Sam Bingham, Kirby Dipert, Liam Dreyer, Annie Oosthuizen, Ron Way
Members Absent:	Mayor Luther Kurtz, Paul Silva
Staff Present:	Lindsay Dotson, DDA Director

4. **Inquiry Regarding Conflicts of Interest**
5. **Consent Agenda**
   Motion by Member Bingham, seconded by Member Way to approve the Consent Agenda as presented.
   Motion carried by unanimous voice vote.
   A. Minutes for August 22, 2022 Regular Meeting
      Motion to approve the minutes as presented.
   B. Financial Report
      Motion to approve the Financial Report as presented.
6. **Reports**
   A. Director's Report
      Lindsey Dotson, DDA Director
7. **Old Business**
   A. Portable Restrooms
      Lindsey Dotson, DDA Director
      Chair Owens suggested that since Member Silva is absent, the item be moved to the October meeting, the Board concurred.
   B. DDA Restructuring Update
      Lindsey Dotson, DDA Director

Chair Owens stated that since the last meeting the Board requested Director Dotson compile a list of people that the Board needed to meet with and those meetings have occurred and they have come up with a plan to move forward. Chair Owens stated the 30-day notice was sent to Michigan Main Street and the DDA will formally end their agreement and partnership with them on October 14, 2022. Director Dotson stated the agenda packet included an overview of all their programming.

Chair Owens opened the item for public comment, seven were heard.

Motion by Member Dreyer to reconsider leaving Main Street. Member Dipert stated Member Dreyer would not be entitled to make the motion as he did not vote in the affirmative on the original motion in August, and that once action has started and a decision is made it really can not be rescinded.

Chair Owens stated the Board looks forward to moving forward in a positive way and they were not looking at any programmatic changes at all.

C. Property Acquisition
Lindsey Dotson, DDA Director
Item removed from the agenda.

8. New Business

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

The meeting was adjourned at 6:00 p.m.

Charlevoix Downtown Development Authority

Consent Agenda

Title: Monthly Reports to MEDC
Date: October 24, 2022

Presented By:

Background:

Recommendation:

Attachments:

1. August Report
2. September Report

M-0000129964 City of Charlevoix

Main Street Progress Report

Submitted 11 2022

Submitted

Reporting Period: Aug 1, 2022 To Aug 31, 2022

For more information about how to collect these reinvestment statistics please see the **Data Resource Guide**. Report only those items occurring in your specific Main Street project area for this month.

Once updates are complete, submit the Main Street Progress Report from the "Additional Details" tab.

Business and Employment Data

New Businesses Opened

New businesses that opened in your Main Street Area within the past month.

Businesses Closed

Businesses that are no longer operating in your Main Street Area.

Businesses that Moved out of Downtown

Businesses that are still operating as businesses but have moved out of your Main Street Area.

Nomi Maids
111 Bridge Street Office

FTE Jobs Lost	Part-time Jobs Lost
2	1

Existing Downtown Businesses that Expanded

Existing businesses in your Main Street Area that have significantly expanded their business operations or physical space.

Existing Downtown Businesses that Contracted

Existing businesses in your Main Street Area that have significantly reduced their business operations or physical space.

Housing Data

Housing

Enter information related to new and/or rehabbed housing units within the Main Street Area

Enter information related to new and/or rehabbed housing units within the Main Street Area.

Investment Data

Façade & Exterior Renovations

Only count upon completion of a project, to avoid double-counting. A façade is the face of a building that looks onto a street or open space. Exterior renovations include an improvement to a building's exterior walls, roof, windows, or signage. Improvements could also include painting the exterior of the building, replacing awnings and exterior doors. If a project includes improvements to both the interior and exterior of a building, count that in the "Building Rehabilitation" category.

Public Improvements

Only count upon completion of a project, to avoid double-counting. "Public improvements" are defined as any improvement to the public realm – or the spaces between the buildings including streets, sidewalks, parking lots, lighting, alleys, bike lanes, public signage, benches, trash cans, public arts, banners, and crosswalks.

Buildings Sold

"Buildings sold" refers to the number of properties in your Main Street Area that have been purchased by a new owner. This does not include the sale of any individual residential units.

Building Rehabilitation

Only count upon completion of a project, to avoid double-counting. "Building renovations and rehabs" are defined as any repairing, renovating, or modifying of an existing building. This could include new carpeting, flooring, HVAC, or the installation of major appliances or interior structures. If a renovation or rehabilitation project includes improvements to both the interior and exterior of a building, classify that in this category, not in "Façade & Exterior Renovations".

New Construction

Only count upon completion of a project, to avoid double-counting. "New construction" is defined as the development of any entirely new building. This does not include small building additions, such as a patio or side deck.

Main Street Data

Volunteer Hours

Enter all volunteer hours related to project (non-event) and board volunteer hours.

Volunteer Hours

Number of Board Volunteer Hours	Volunteer Cost	Number of Project (Non-Event) Volunteer Hours
18	$0.00	19

Training Sessions

Total number of training or professional development events attended by the Executive Director,

board members, or volunteers.

Fundraising

All funds raised by the organization for projects, programming, events, operations, etc. Private - Funds raised through all private organizations and individuals including donations, sponsorships, and grants from non-government sources; Public - Local, state or federal contributions including government grants; In-kind donations - contributions or donations of goods or services that have a market value; Earned - Funds raised from membership dues, merchandise sales, or any other goods or services offered by the organization.

Earned

Amount of Fundraising

$1,375.00

Private

Amount of Fundraising

$23.00

Earned

Amount of Fundraising

$22,279.00

Downtown Events & Activities

Enter event information for all events that take place in the Main Street Area including event attendees, event expenses and revenues, and event volunteer hours. This should include the events that are organized or co-organized by your Main Street Program. These can include general community events, retail or business promotional events, or fundraising events in your Main Street Area.

Board Member Changes

Board Member Changes

Position, Names Leaving and Names Arriving.

Board Member

Name Leaving	Email	Name Arriving	Email
Sean Bradley	seanbcharlevoix@gmail.com		

Additional Details

Other News or Commentary

Program & Outlook

Suggestions for State and National Staff

Attachments

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M-0000129965 City of Charlevoix

Main Street Progress Report

Submitted 11 2022

Submitted

Reporting Period: Sep 1, 2022 To Sep 30, 2022

For more information about how to collect these reinvestment statistics please see the **Data Resource Guide**. Report only those items occurring in your specific Main Street project area for this month.

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Business and Employment Data

New Businesses Opened
New businesses that opened in your Main Street Area within the past month.

Businesses Closed
Businesses that are no longer operating in your Main Street Area.

Businesses that Moved out of Downtown
Businesses that are still operating as businesses but have moved out of your Main Street Area.

Existing Downtown Businesses that Expanded
Existing businesses in your Main Street Area that have significantly expanded their business operations or physical space.

Existing Downtown Businesses that Contracted
Existing businesses in your Main Street Area that have significantly reduced their business operations or physical space.

Housing Data

Housing
Enter information related to new and/or rehabbed housing units within the Main Street Area.

Investment Data

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building, replacing awnings and exterior doors. If a project includes improvements to both the interior and exterior of a building, count that in the “Building Rehabilitation” category.

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Buildings Sold

“Buildings sold” refers to the number of properties in your Main Street Area that have been purchased by a new owner. This does not include the sale of any individual residential units.

Building Rehabilitation

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New Construction

Only count upon completion of a project, to avoid double-counting. “New construction” is defined as the development of any entirely new building. This does not include small building additions, such as a patio or side deck.

Main Street Data

Volunteer Hours

Enter all volunteer hours related to project (non-event) and board volunteer hours.

Volunteer Hours

Number of Board Volunteer Hours	Volunteer Cost	Number of Project (Non-Event) Volunteer Hours
22	$0.00	16

Training Sessions

Total number of training or professional development events attended by the Executive Director, board members, or volunteers.

Fundraising

All funds raised by the organization for projects, programming, events, operations, etc. Private - Funds raised through all private organizations and individuals including donations, sponsorships, and grants from non-government sources; Public - Local, state or federal contributions including government grants; In-kind donations - contributions or donations of goods or services that have a market value; Earned - Funds raised from membership dues, merchandise sales, or any other goods or services offered by the organization

offered by the organization.

Downtown Events & Activities

Enter event information for all events that take place in the Main Street Area including event attendees, event expenses and revenues, and event volunteer hours. This should include the events that are organized or co-organized by your Main Street Program. These can include general community events, retail or business promotional events, or fundraising events in your Main Street Area.

Board Member Changes

Board Member Changes

Position, Names Leaving and Names Arriving.

Additional Details

Other News or Commentary

Program & Outlook

Suggestions for State and National Staff

Attachments

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Charlevoix Downtown Development Authority

Consent Agenda

Title: Annual Report to Treasury

Date: October 24, 2022

Presented By:

Background:

Recommendation:

Attachments:

1. FY22 TIF District PA 57 Annual Report Charlevoix

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	City of Charlevoix	TIF Plan Name	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)	**Tax Increment Finance Authority**	TIF Plan and Development Plan	**2022**

Year AUTHORITY (not TIF plan) was created:	1982
Year TIF plan was created or last amended to extend its duration:	2007
Current TIF plan scheduled expiration date:	2026
Did TIF plan expire in FY22?	NO
Year of first tax increment revenue capture:	1984
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	No
If yes, authorization for capturing school tax:	
Year school tax capture is scheduled to expire:	

Revenue:	Tax Increment Revenue	$ 453,335
	Property taxes - from DDA millage only	$ 40,572
	Interest	$ 929
	State reimbursement for PPT loss (Forms 5176 and 4650)	$ 13,121
	Other income (grants, fees, donations, etc.)	$ 184,087
	Total	$ 692,044

Tax Increment Revenues Received	Revenue Captured	Millage Rate Captured
From counties	$ 129,398	6.5400
From cities	$ 323,937	16.3820
From townships	$ -	
From villages	$ -	
From libraries (if levied separately)	$ -	
From community colleges	$ -	
From regional authorities (type name in next cell)	$ -	
From regional authorities (type name in next cell)	$ -	
From regional authorities (type name in next cell)	$ -	
From local school districts-operating	$ -	
From local school districts-debt	$ -	
From intermediate school districts	$ -	
From State Education Tax (SET)	$ -	
From state share of IFT and other specific taxes (school taxes)	$ -	
Total	**$ 453,335**	

Expenditures		
	Salaries & Wages	$ 85,877
	Operating Supplies	$ 24,090
	Maintenance	$ 3,078
	Professional Services	$ 57,862
	Contractural Services	$ 29,974
	Legal	$ 2,187
	Contributions	$ 30,000
	Conference & Travel	$ 2,055
	Miscellaneous	$ 114,546
		$ -
		$ -
Transfers to other municipal fund (list fund name)	Marina	$ 336,200
Transfers to other municipal fund (list fund name)	Fund 638	$ 2,176
	Transfers to General Fund	$ -
	Total	$ 688,045
Total outstanding non-bonded Indebtedness	Principal	$ -
	Interest	$ -
Total outstanding bonded Indebtedness	Principal	$ 2,465,000
	Interest	$ -
	Total	$ 2,465,000
Bond Reserve Fund Balance		$ -
Unencumbered Fund Balance		$ 210,201
Encumbered Fund Balance		$ 50,000

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan ↓	TIF Revenue
Ad valorem PRE Real	$ 1,225,521	$ -	$ 1,225,521	0.0000000	$0.00
Ad valorem non-PRE Real	$ 30,974,736	$ 9,998,875	$ 20,975,861	0.0000000	$0.00
Ad valorem industrial personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem commercial personal	$ 513,600	$ -	$ 513,600	0.0000000	$0.00
Ad valorem utility personal	$ -	$ -	$ -	0.0000000	$0.00
Ad valorem other personal	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 0% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 50% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility real property, 100% SET exemption	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on industrial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property on commercial class land	$ -	$ -	$ -	0.0000000	$0.00
IFT New Facility personal property, all other	$ -	$ -	$ -	0.0000000	$0.00
Commercial Facility Tax New Facility	$ -	$ -	$ -	0.0000000	$0.00
IFT Replacement Facility (frozen values)	$ 619,022	$ -	$ 619,022	0.0000000	$0.00
Commercial Facility Tax Restored Facility (frozen values)	$ -	$ -	$ -	0.0000000	$0.00
Commercial Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Neighborhood Enterprise Zone Act	$ -	$ -	$ -	0.0000000	$0.00
Obsolete Property Rehabilitation Act	$ -	$ -	$ -	0.0000000	$0.00
Eligible Tax Reverted Property (Land Bank Sale)	$ -	$ -	$ -	**0.0000000**	$0.00
Exempt (from all property tax) Real Property	$ -	$ -	$ -	**0.0000000**	$0.00
Total Captured Value		$ 9,998,875	$ 23,334,004	**Total TIF Revenue**	**$0.00**

Tax Increment Revenue
Specific Taxes Allowable for Capture by PA 57 Authorities
As of January 1, 2019

		DDA	TIFA	LDFA	NSRA	CIA	WRITIFA	NIA
Former Public Act (now repealed)		197	450	281	35	280	94	61
Year		1975	1980	1986	1867	2005	2008	2007
2018 PA 57 MCL Citation for "specific tax" definition		125.4201 (aa)	125.4301 (w)	125.4402 (hh)	125.4523 (9)(e)	125.4603 (e)	125.4703 (d)	125.4803 (e)
PA 189 of 1953	Lessees/Tax Exempt Property	X	X	X	X[1]	X	X	X
PA 198 of 1974	IFT	X	X	X	X	X	X	X
PA 255 of 1978	CFT	X	X	X	X	X	X	X
PA 385 of 1984	Tech Park	X	X	X	X	X	X	X
PA 224 of 1985	Enterprise Zone			X				
PA 147 of 1992	NEZ				X			X
PA 146 of 2000	OPRA			X	X			
PA 260 of 2003	Eligible Tax Reverted Property (Land Bank 5/50) Tax							
PA 210 of 2005	Commercial Rehabilitation				X			X

Blue highlighted cells--properties located in renaissance zones are exempt from these taxes to the degree listed in 1996 PA 376 at MCL 125.2689 (same extent as ad valorem taxes)

Yellow highlighted cells--properties located in renaissance zones are exempt from these taxes to the degree listed in the respective public acts (same as the others, just exempted in the individual acts instead of in the RenZone Act)

Charlevoix Downtown Development Authority

Consent Agenda

Title: Minutes - Work Session
Date: October 24, 2022

Presented By:

Background:

Recommendation:

Attachments:

1. DDA Work Session Meeting Minutes 9-23-2022

CHARLEVOIX
MAIN STREET DDA

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY WORK SESSION
Friday, September 23, 2022 at 8:00 a.m.
Council Chambers, City Hall

1. Call to Order

2.. Roll Call

Chair:	Maureen Owens
Members Present:	Liam Dreyer, Anne Oosthuizen, Sam Bingham, Paul Silva (virtually)
Members Absent:	Luther Kurtz, Ron Way
City Staff:	Lindsey Dotson, Executive Director
Others Present:	Amanda Wilkin, Sarah Van Horn

3. Inquiry Regarding Potential Conflicts of Interest

4. Old Business

A. Property Acquisition Discussion

Director Dotson shared updated information that had become available since this topic was first addressed during the Regular Meeting in August. The request for a proposal to purchase the property located at 109 Hurlbut is due on September 30th. The board discussed aspects of the request and information related to other offers that had already been received by the property owner. Members present agreed that a formal discussion during the next regular meeting on September 26th would be a practical next step. During that regular meeting it was requested that Director Dotson supply a draft Letter of Intent that would request a 60-day extension to give time for the DDA to consider all factors of property acquisition including an extrication plan, incentives, and other partners that could help aid the outcome of a private development project on the property that would be required to include market rate housing units.

5. Public Comments

None.

7. Adjourn

Meeting adjourned at 8:45 a.m.

Charlevoix Downtown Development Authority

Reports

Title: Director's Report
Date: October 24, 2022

Presented By: Lindsey Dotson, DDA Director

Background:

Director Planned Out of Office Dates
October 31 - Vacation Day
November 3rd & 4th - Attending the Michigan Downtown Association Annual Conference in Muskegon, MI
November 24 - 25 - Thanksgiving
December 5 - 9 - Vacation
December 21 - 23 - Christmas

Special Joint Meeting with Planning Commission Tonight
I've attached the letter that was sent by the Planning Commission regarding the meeting that will take place once our meeting concludes. Only members who already indicated their participation are required to attend.

SBEI Round 2 Update
We now have a physical copy of the final draft of the report but not in digital format yet. Hopefully, we can review it during our November meeting.

RRC Udpates

- Antrim/State Street project: We met with the architect on October 14th to review another set of renderings that depicted several options to pursue. Now accounting for minor tweaks, the architect will work up a rough estimate of costs affiliated with each version of the project.
- VUE Wine Bar: The request form has been submitted to the MEDC but we haven't gotten anything back from them yet.

Match on Main Grant
We only received one application from a business, which is J. Bird Provisions. We will submit an application on behalf of the business for expansion of outdoor and indoor seating along with technology upgrades to allow for online ordering.

State of the Community
Please let me know if you'd like to attend the State of the Community. If we need to get a DDA table that can be arranged. Thank you!
Date: November 2, 2022
Time: 11:00 AM - 1:00 PM EDT
Location: Castle Farms

NEW FORMAT THIS YEAR!
Join us for a more engaging and interactive conversation around commerce, community, and quality of life using new presentation formats designed to deliver more content, and in turn more value, for attendees.

SESSIONS & SPEAKERS
COMMERCE: Listen to Sarah Van Horn, President of the Charlevoix Area Chamber of Commerce and Chair of the Northern Michigan Chamber Alliance, and Lindsey Dotson, Executive Director of the City of Charlevoix Downtown Development Authority, as they dive into a conversation about the state of downtown, business, economy, and advocacy.

COMMUNITY: This panel discussion will feature several important aspects of our community - housing, healthcare, childcare, philanthropy, and education, to name a few, with four engaging community leaders:
-Yarrow Brown, Executive Director, Housing North
-Chip Hansen, President, Charlevoix County Community Foundation
-Dr. David Finley, President, North Central Michigan College
-Joanne Schroeder, President, Munson Healthcare Charlevoix Hospital

QUALITY OF LIFE: Presentations around recreation and destination development will close out the event as we hear from Kent Knorr, Recreation Director for the City of Charlevoix, and Amanda Wilkin, Executive Director for Visit Charlevoix.

Storytelling Training in Lansing
I attended one day of the training in Lansing with Michigan Main Street (on my own time and dime) and one major update that I have from attendance is that the Redevelopment Ready Communities Certification and/or engagement is no longer required to receive state funding/incentives.

Bella's Pizzeria Ribbon Cutting/Grand Opening
Please consider joining us on Thursday, Oct. 27th, at noon. The Chamber of Commerce will be doing a ribbon cutting at noon for Bella's Pizzeria, which will be located where Black Market Foods is/was. This is an expansion of the business as Black Market Foods will relocated their brick and mortar location to the former Bentley Hill Bakehouse. This expansion will allow for a larger kitchen space to increase efficiencies for Black Market Foods and catering opportunities. For more information, visit their Facebook Page: https://www.facebook.com/bellaspizzeriachx

Recommendation:

Attachments:
1. Special Meeting Invite

CITY OF CHARLEVOIX

September 26, 2022

Dear Ms. Owens,

The Planning Commission has established a special meeting for Monday, October 24th, at 6:30 p.m. to discuss downtown building height. We are inviting a representative from the Downtown Development Authority (DDA) to be part of our discussion and share how your group sees this issue.

As well as the public and the DDA, we have invited the Historic District Commission, Charlevoix Area Chamber of Commerce, Shade Tree & Park Commission, and the Zoning Board of Appeals (ZBA). Please let me know if a representative from your group wishes to make a (up to five minute) presentation at the beginning of the meeting and I will put you on the agenda.

The Planning Commission has scheduled this meeting as this topic keeps coming up at our regular meetings even though it is not on the agenda. So far our conversations have been about maintaining our downtown (height) versus the expense of doing business downtown (needing more height). Our present standard is forty feet for the building with roof mechanicals (HVAC, etc.) allowed six feet above the forty with screening.

Please feel free to contact me if you need more details. It is our plan to use this time for discussion and information gathering and not to put forth any motions.

Yours in planning,

R.J. Waddell, Chair
1rjwaddell@att.net

Charlevoix Downtown Development Authority

Old Business

Title: Mason Street Infrastructure Updates
Date: October 24, 2022

Presented By: Mark Heydlauff, City Manager

Background:
As part of long-standing infrastructure improvements, a significant project for the future of the City is to rebuild Antrim Street from State Street to Park Avenue. In order to complete this work, we first need to update the storm water infrastructure underneath Mason Street (from State to Bridge) because it carries the storm water flow from the Antrim corridor. When doing this Mason Street work, it would be logical to improve the failing parking lot north of Mason between Mason Street and Hoop Skirt Alley. The north/south alley in this area would also be improved and new water mains would be buried underneath. The design of both the street, parking lot, and alley have been done with an eye toward the Implementation Strategy for the 2018 Downtown Alley Corridor Vision adopted last year by Council with input from DDA.

At present, the parking lot portion of this work is projected at around $700,000. We are uncertain at this point how this will fit within the City's budget given the significant cost and the additional nearly $500,000 to make the Mason Street improvements.

As you consider future projects, working with Performance Engineers to outline a scope might be a logical choice. While the document created in the spring of 2021 estimated future costs, we certainly are seeing inflationary challenges to those expectations.

Recommendation:

Attachments:
1. Alley and Corridor Implementation of Designs
2. Draft Mason Street Parking Lot

CITY OF CHARLEVOIX

Alley and Corridor Implementation of Designs

MEMO

TO: Mayor Kurtz and the Charlevoix City Council

FROM: Mark L. Heydlauff, City Manager

RE: Implementation Strategy for the 2018 Downtown Alley Corridor Vision

DATE: May 17, 2021

In 2018, the City of Charlevoix received the services of the Sustainable Built Environment Initiative at Michigan State University to assist us in developing a consensus vision for the alleys and parking areas to the west of our downtown. In the intervening couple of years, some aspects of this report have been implemented such as the Junior Main Street improvements to Hoop Skirt Alley, the pilot implementation of pedestrian-only portions of Van Pelt Alley this summer, and façade guidelines.

In order to continue the progress toward improvements and implementation of the Alley Corridor Vision, this following document has been created to supplement the original 2018 document and also to give Council and stakeholder clearer guidance on the next steps needed. Primarily, we have added rough budget estimates for engineering, considerations for how underground utilities should be upgraded in concert with above-ground modifications, and broken the project down into segments to guide decision-making for budgeting, capital improvement planning, and the potential of private and grant-supported funding. With surfacing and utility engineering to be completed in 2021, this implementation strategy will make immediate impact by guiding our engineering consultants towards the direction sought for these downtown corridors. The plans created in this process ensure our infrastructure improvement projects are shovel-ready, competitive for state-funding, and compatible with the vision presented in this strategy.

This vision began as a collaborative project with the Planning Commission, Shade Tree and Parks Commission, DDA, City Council and downtown business owners. These groups continued to be engaged throughout the implementation strategy process. Following City Council review of this draft strategy in late 2020, the plans were then presented to the Planning Commission and Downtown Development Authority for review and comment. The strategy received support, and is now prepared as a finalized framework for implementation.

In preparing this document, I appreciate the thoughtful and skillful work of Dean Martin, our Community Development Fellow who managed the process of pulling various documents, diagrams and input together from various staff and sources. I also thank Pat Elliott for his knowledge of our infrastructure and construction projects; Joe Lavender for assisting with maps and plans; and, Lindsey Dotson whose work with our Main Street businesses and programs gives life to the built environment we discuss.

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Appendix I

Inventory of Current Assets, Proposed Changes, and Regional Costs

- Schematic Plan II
- Antrim to Mason Street III
- Mason to Clinton Street VII
- Clinton Street to Park Avenue XVI

Cost Breakdowns

Unit Cost Breakdown

- Bike Racks:

  $386.76 (single stand)
  $1500 (large stand)

- Planters:

  $360.39 (small)
  $2,513.94 (medium)
  $3,041.34 (large, long)

- Outdoor Dining:

  $1,089.96 (tables)
  $615.30 (chairs)

- Benches:

  $2,074.44 (Gretchen)
  $1,195.44 (Wellspring)

- Light Pole: $6,000/unit
- Big Belly Units: $8,000/2 units
- Electric Car Charger: $5,000
- Water Main: $110/Linear Foot
- Sanitary Sewer: $900/Linear Foot
- Subgrade Undercut: $27/ Square Yard
- Hot Mix Asphalt (HMA): $240/ ton
- Brick Pavers: $35/Square Foot (including HMA removal)
- Water Service Upgrade: $2,500

- Dumpster Enclosure: $30,000
- Tree Planting: $600
- Porous Pave: $200/Tree
- Landscaping: $20/Square Foot
- Cement Surfacing: $500 for the Van Pelt Bike Area
- Brick Wall: $172/Linear Foot
- Snowmelt System (not including HMA removal and replacement):

  $4-6/Square Foot (Electric)

  $5-10/Square Foot (Hydronic)

- Tree Lights: $750/Tree

Total Costs: $1,861,636.69 (just highlighted changes) - $3,079,877.81 (complete alley & lot rework)

Currently excluding snowmelt system – total for this system detailed later

- Bike Racks:

  $386.76 (single stand) x12
  $4,641.12

  OR

  $1500 (large stand) x3
  $4,500

- Planters:

  $360.39 (small) x7
  $2,513.94 (medium) x1
  $3,041.34 (large, long) x5

  $20,242.37

- Outdoor Dining:

  $1,089.96 (tables) x5
  $615.30 (chairs) x20

  $17,755.80

- Benches:

  $2,074.44 (Gretchen) x5
  $1,195.44 (Wellspring) x3

  $13,958.52

- Light Pole: $6,000
- Water Main: $110/Linear Foot

  840 linear feet | $92,400

- Sanitary and Storm Sewer: $900/Linear Foot

  270 linear feet | $330,000

- Subgrade Undercut: $27/ Square Yard

- Hot Mix Asphalt (HMA): $240/ ton

- Brick Pavers: $35/Square Foot (including HMA removal)

  Total resurface:

  69,8oo square feet| $2,443,000

  Highlighted areas:

  35,500 | $1,242,500

- Water Service Upgrade: $2,500 x2 | $5,000
- Dumpster Enclosure:

  $30,000 x2 | $60,000

- Electric Car Charger: $5,000
- Big Belly Units: $8,000/2 units
- Tree Planting: $600 x9 - x31

  $5,400 - $18,600

- Porous Pave: $200 x9 - x31

  $1,800 - $6,200

- Landscaping: $20/square foot

  1,483 square feet | $29,660

- Cement Surfacing: $500
- Brick Wall: $172 / linear foot

  110 linear feet | $18,920

Implementation Sequencing

Listed below are a few possible means of implementing the Corridor and Alley Vision. These methods can be viewed as independent projects, with no commitment to further development, or the launching point of a total alley and corridor overhaul. For complete detail on the visual aides, please view the sections of recommended improvements located in the strategy's appendix.

North of Hoopskirt Alley

$885,000

The benefit of addressing the areas north of Hoopskirt Alley first (lot behind Rexall, Clinton to Park Street) comes in that no underground utility work is currently needed, allowing for a faster impact on the relevant alleys and corridors.

The bulk of streetscape amenities displayed in the renderings of our Alley and Corridor Vision are present in the areas north of Hoopskirt Alley. These streetscape improvements include seating alongside the back of the 200 block of Bridge Street, 2 parklets, 1 of which is used for outdoor dinning, and adjacent to Van Pelt Alley, bike racks and increased lighting. Purchasing street furniture for these areas could serve to increase the speed at which pedestrians frequent the areas next to the US 31 corridor, establishing a base pedestrian flow for future improvements to come.

Hoopskirt Alley and South

$578,000 (+ $427,400 in utility work)

Hoopskirt Alley and the areas to the South (lot near Pedals, lot & alleyway near the Cinema) should be considered at the same or similar times due to the infrastructure requirements that need to occur underground. New water mains will need to be installed beneath the Mason and Antrim Street parking lots, as well as under Mason Street (with new Sanitary and Storm sewers in addition). Antrim Street will undergo complete resurfacing and utility improvements in coming years, though that is not considered in these costs.

Following the best practice of integrated infrastructure asset management, resurfacing of lots and alleys to brick pavers will occur most efficiently occur in line with the infrastructure maintenance and addition. Doing so will prevent any unnecessary or redundant labor and supplies in removing hot mix asphalt multiple times for different purposes.

The highlighted areas for resurfacing hold less square footage than North of Hoopskirt Alley, reflecting the lower cost. The parking lots in these photos could also be resurfaced to brick pavers, resulting in a far great stormwater runoff impact, but with it greater costs. These higher costs are reflected in the individual breakdowns, and in the Cost Totals section.

Implementation Sequencing

Targeting Potential Pedestrian-Vehicle Overlapping Areas

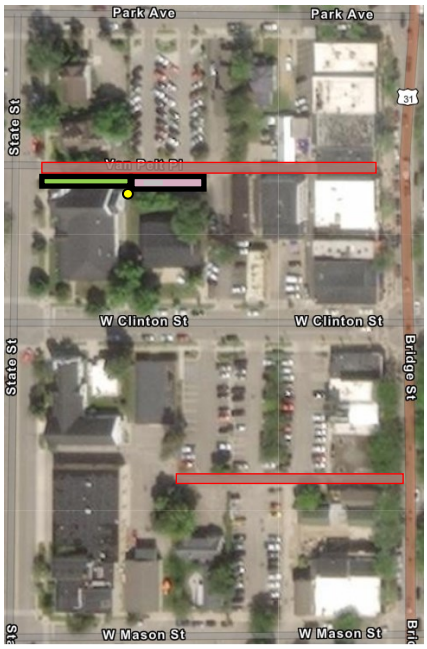
$969,000+ ($427,400 in utility work)

A possible start of implementation, bringing the streetscape improvements to areas with both pedestrian and vehicular traffic first might be beneficial for multiple reasons. The first is that these areas tend to need improvement the most. The alleys that hold the greatest share of pedestrian traffic, Van Pelt and Hoopskirt, both recently had improvements and street furniture additions that are well used and visually appealing. Improving the corridors connecting to these alleys would help create a consistent experience for downtown patrons exploring the Central Business District. Another benefit is found in the current lack of utilization. With less pedestrians and furniture in these corridors, the construction processes will be less invasive to those shopping or recreating in downtown areas. Another impact to consider is the traffic calming abilities that could apply to vehicular traffic in improved areas. With the addition of brick pavers (a different road surface than hot mix asphalt), decorations, and street furniture, drivers will understand that the corridors are pedestrian spaces as well, and treat driving down these corridors more greater caution.

Completing the Investment in Pedestrian Alleys

$435,000

Alternatively, investment in the corridors and alleys could begin with Hoopskirt Alley and Van Pelt Alley as the first targets. Previous alley investment has proven successful, with these public spaces quickly becoming a cornerstone of downtown. Shoppers can often be seen resting with their bought wares, and businesses have opened with store fronts directly serving customers through the alley. Finishing the alleys with brick pavers and better lighting could make the most immediate impact, as these corridors already have a high extent of pedestrian traffic. The addition of bike racks in the Van Pelt Alley would serve as a hub for cyclists, promoting connectivity to the city's downtown by those living distances inconvenient for walking. Seasonality should be considered when conducting the improvements to pedestrian alleys to coincide with times that pedestrian and business use will be least obstructed.



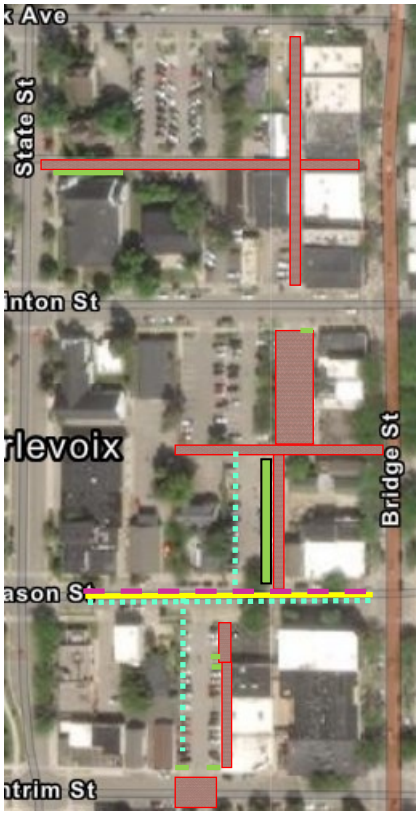
Implementation Sequencing

Focus on High-Use Additions–$543,000 + ($427,400 in utility work)

As the brick-pavers account for 66.8% of the alley and corridor improvement costs in plans encompassing just the highlighted areas, it may be more convincing to improve the functional use of the corridors before tackling the surfacing. This low-cost method would also decrease the time needed to bring impact to the downtown system, as the physical changes would involve securing the purchased street furniture, making the needed underground utility improvements, and creating partnerships for the items that require private investment. However, this route still might want to consider some resurfacing improvements; the parklets by the back side of the 200 Bridge Street buildings will not see great use if the surface remains a parking lot with a curb leading to the buildings (however, this resurface makes up the bulk of the estimated costs. Without resurfacing, the estimate drops to $176,635). Further, while landscaping doesn't provide "use", improving the green infrastructure in these lots will complement the functionality of the alleys and corridors well for the costs involved.

This method of implementation is generally cheaper, but as such the drawbacks of this approach should be clearly stated. Vertical connectivity will be less realized than first planned in the Corridor and Alley Vision, as the lack of brick pavers will not serve to guide pedestrians North-South. The corridor cutting Van Pelt North-South will have no improvements unless amenities are looked at outside of this report, such as small improvements to the back side façade or enhance lighting. Lastly, if resurfacing to pavers does occur after the utility additions are utilized, the money spent on HMA patching will be redundant.

Infrastructure Overhaul– $1,699,560 (includes utilities work)



Concentrating current funding opportunities on the infrastructure of our corridors and alleys would frontload a majority of the costs, and instantly elevate the aesthetic value of these areas. As mentioned many times prior, resurfacing these lots provides an implicit direction to pedestrians venturing off the US 31 corridor, and would serve to promote private improvements and increase use of the rear entrances to Bridge Street businesses. This implementation sequence also promotes integrated infrastructure management, and will have resurfacing occur during underground utility additions, reducing waste and redundancies. The brick pavers again work as a traffic calming tool, signaling to drivers that these are areas to expect greater pedestrian travel.

A focus on the infrastructure improvements would still have to be segmented rather than attempted all at once, likely considering the utility work as interacting pieces.

The drawbacks to this approach is the strength of the previous; creating a sense of place out of the usage of the area. Improving the infrastructure in this fashion would be great for keeping the charm of Charlevoix consistent in its downtown areas, but the corridors and alleys would still serve as a simple pathway from the parking lots to downtown, much like their current use. Streetscape furniture and amenities are the items that transform a corridor from a pass-through area to a destination. It is highly recommended that the creation of place is considered along with infrastructure improvements.

Snowmelt System Implementation–Memo

Snowmelt Info for Corridor and Alley packet to Council

Prepared by Lindsey Dotson in October 2020

Dating back to recommendations made in the Market Analysis conducted in 2016, heated sidewalks have been on Charlevoix's wish list for some time. To consider all potential when it comes to the implementation of the Downtown Alley Corridor Vision we are including the estimates affiliated with installation of a snowmelt system in conjunction with other possible improvements that would be made. After all, if we are going to be in the business of tearing up sidewalks/concrete, we might as well do this work too.

In 2017 the DDA explored the potential of "testing" snowmelt on Antrim Street during some infrastructure improvements that were being performed by the Department of Public Works. We worked with Nealis Engineering in Traverse City because of their experience doing snowmelt installations there to come up with a rough estimate at that time without knowing what the energy source would be.

At that time it was estimated that in order to install a system it would cost approximately $164,700 with an estimated annual operating expense of about $55,000. These figures did not include maintenance expenses. At the time the DDA voted to not make that investment.

Then in 2019 GMB Architecture + Engineering in Holland, MI was engaged to conduct a site visit of Charlevoix to start the process of conducting a feasibility study of snowmelt in our downtown. This firm was selected because of their experience with both the Holland and Grand Haven snowmelt systems. The feasibility study alone would cost $13,200 which the DDA voted not to spend at that time in order to seek out possible other sources to fund the study.

The feasibility study would help identify a more specific cost associated with installation and operation, comparing both gas and electricity options based on weather data and expected performance. It would also propose locations of the installation, possible phases of the project to consider, sources of heat for the system, etc.

Referring to information shared by Nealis Engineering re: snowmelt installation and combining that with information gathered by our GIS Coordinator on the approximate square footage of sidewalk in the downtown (126,060 – see map on next page for areas included) the following figures have been reached:

Electric snowmelt installation ($4-6 average cost per sq. ft.): $756,360
Hydronic (gas) snowmelt installation ($5-10 average cost per sq. ft.): $1,260,600

While electric seems to be the more reasonable choice at first glance, these systems can be extremely costly to operate annually.

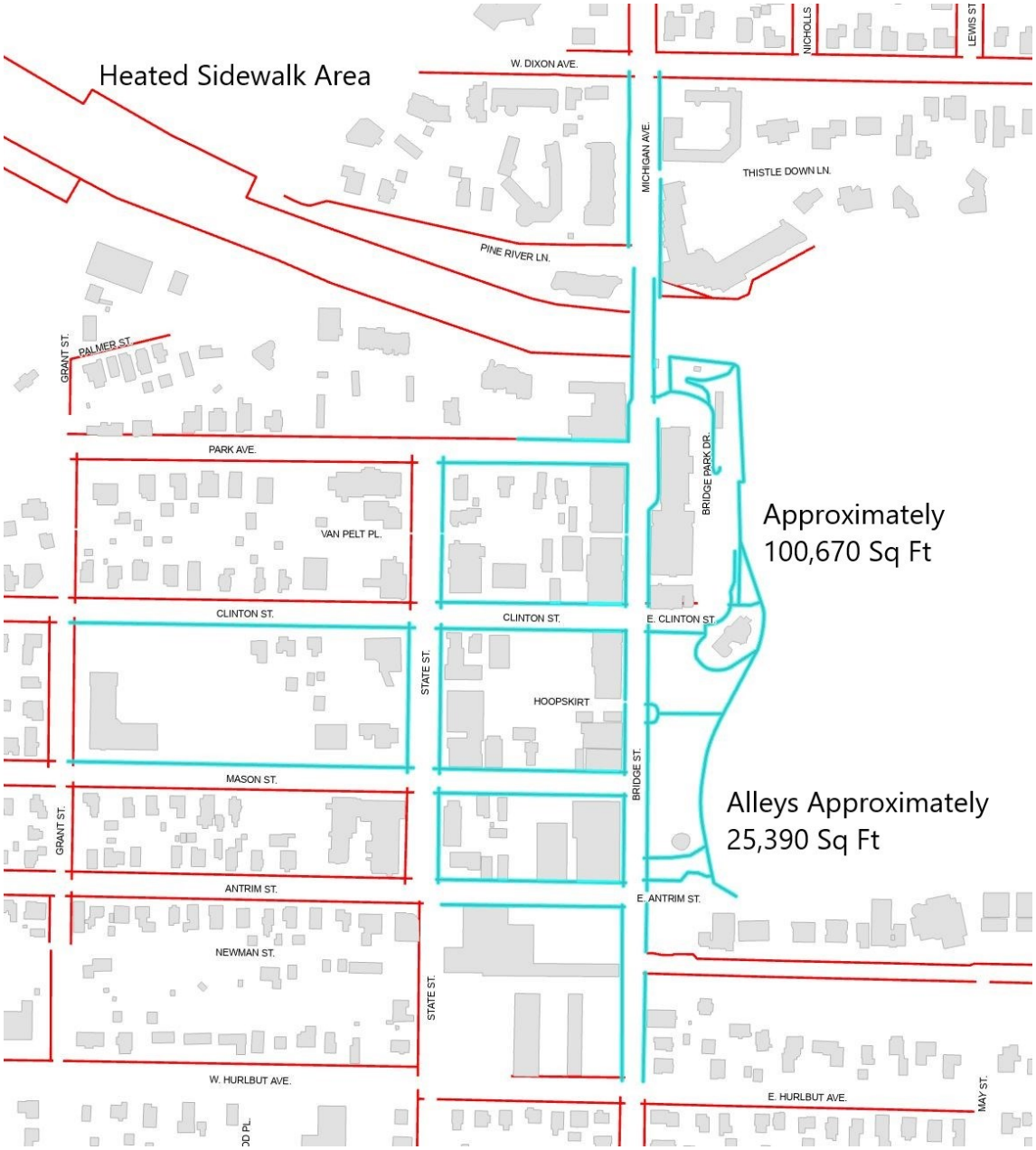
Electric snowmelt annual operation/utility costs (based on our local commercial utility rates): $145,000
Hydronic snowmelt annual operation cost (gas): $26,000

One thing worthy of note is that the Hydronic Snowmelt systems are able to use whichever power source is available whether it be natural gas, propane, solar, or even electric. This flexibility is afforded by the design of the system, which are tubes that hold propylene glycol fluid. Electric systems are limited to using electricity as a heat source.

All of the aforementioned numbers are rough estimates without complete information about heat source. While electric systems just plug into junction boxes, a hydronic system needs to have a nearby boiler, circulating pump, and manifold to operate. The further the heat source is from the system the more costly the snowmelt installation and operation will be. In Charlevoix the likely most long-term cost effective scenario is to build a new dedicated boiler plant in the downtown.

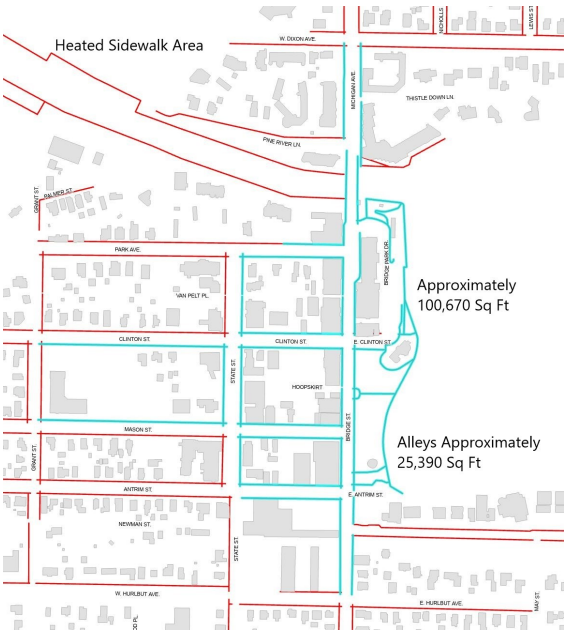
While that seems to be outlandish, if we consider the fact that this system could be built into a new mixed use development in the center of town, vs. being a standalone structure, it could be a bit more obtainable.

Snowmelt System Implementation–Memo



Snowmelt System Implementation

Adding an in-ground snowmelt system has widely been discussed in the past couple of years. It would provide many advantages to the downtown area and various considerations are given below on the inclusion of the framework for a snowmelt system in case sidewalks, alleys and other walkways are improved. However, none of this yet identifies a heat source to power the snowmelt system. This is intended to highlight how thinking ahead of the snowmelt system makes more sense when doing other walkway work than to install piping or wiring later.



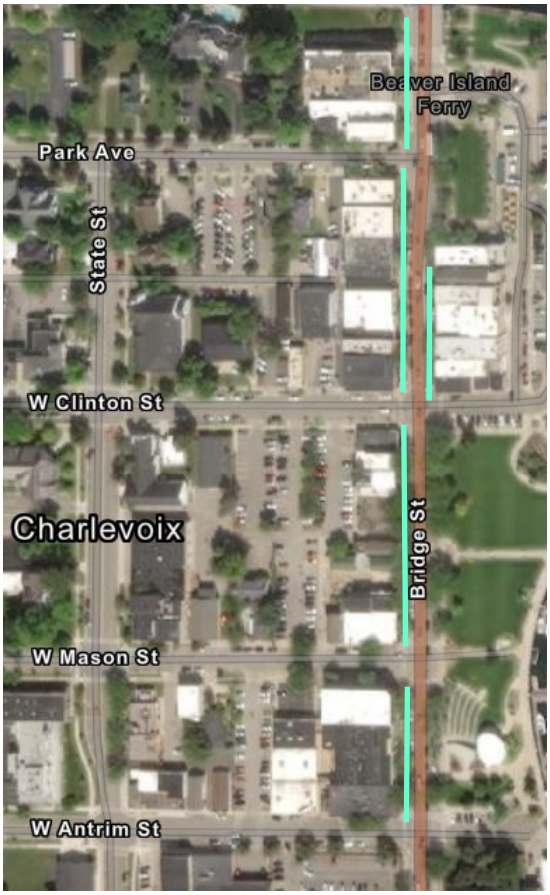
Complete Snowmelt System Addition

Adding a complete Snowmelt System in the downtown would have tremendous impact not just to the viability of businesses in the winter, but to pedestrians and residents through the retention of East Park's walking amenities. Further, this complete schematic has paths to the library cleared for winter use, integrating this public asset to the downtown businesses and parks.

Covering the highest area, this design is the most costly to install and operate. Installation per square foot could be higher in areas that are not receiving other work, such as brick paver resurfacing or water main installations.

Bridge Street Storefronts

The least costly strategy while still seeking economic development, adding sidewalk heating to the front of businesses on Bridge Street could serve to retain some of the lost consumption that occurs as the peak and shoulder seasons end. With proper marketing to let visitors know that Charlevoix holds a winter-friendly downtown, our seasonal and short-term guests could continue to patronize our businesses in a period which economic activity typically drops for the city.



This being the smallest build, the operation cost too would be the lowest. However, further economic analysis (likely in an feasibility or engineering study) is needed to determine the type of system that would be best implemented in a build of this size. Discussed in the memo, the hydronic method of heating is far cheaper to operate but carries greater fixed costs in both install price (nearly double), and the supplementary equipment and space needed for operation.

There may be concerns of connectability with this design; while the businesses will be clear of snow the walkways directing residents from the neighborhoods and visitors from the parking lots will not be. Patrons will be able to move from store to store free of winter inconvenience, but extra snow removal work could entail to promote organic transitions from the lots, alleys, and corridors to the US 31 business strip.

Snowmelt System Implementation

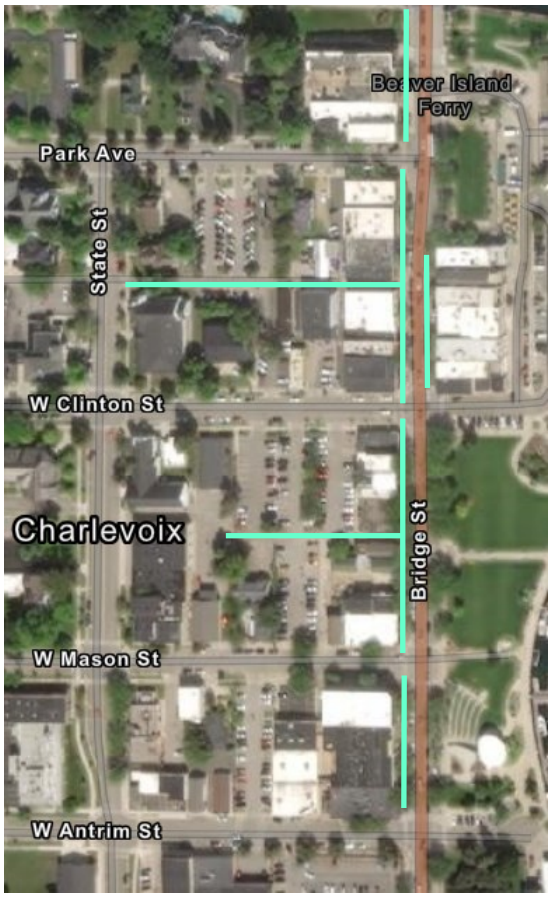
Bridge Street Storefronts and Prominent Alleys

Following the economic focus of a municipal snowmelt system but doing so in a way that features our prominent alleys (Van Pelt and Hoopskirt) adds an estimated 11,700 square feet for renovation.

The benefits of these additions cover some of what is lacked in the previous design; connection. In this scheme, those who use vehicles to travel to downtown will have an easier time accessing the main economic corridor of Downtown Charlevoix, as pedestrian walkways connecting 2 of the 3 main parking lots will have snow removal systems. Benefit is further found in the seasonal viability of businesses that use these corridors, namely the few that are operating in Van Pelt alley.

One point of consideration is the additional cost for the alleyway components. Square footage of install is increased by 61.5% if opting to cover the alleys, while the additional number of businesses served does not reach that percentage increase. However, a point could be made that the snowmelt system is ineffective if not serving those from the start of their downtown experience.

Lastly, the *average* cost of installation for the alleys may be drastically lower than that other areas if brick paver resurfacing occurs at the same time. The dig and pour that would encompass the snowmelt system could be as high as 3x the cost of the system; if this is already occurring, the snowmelt system in these areas becomes much cheaper.

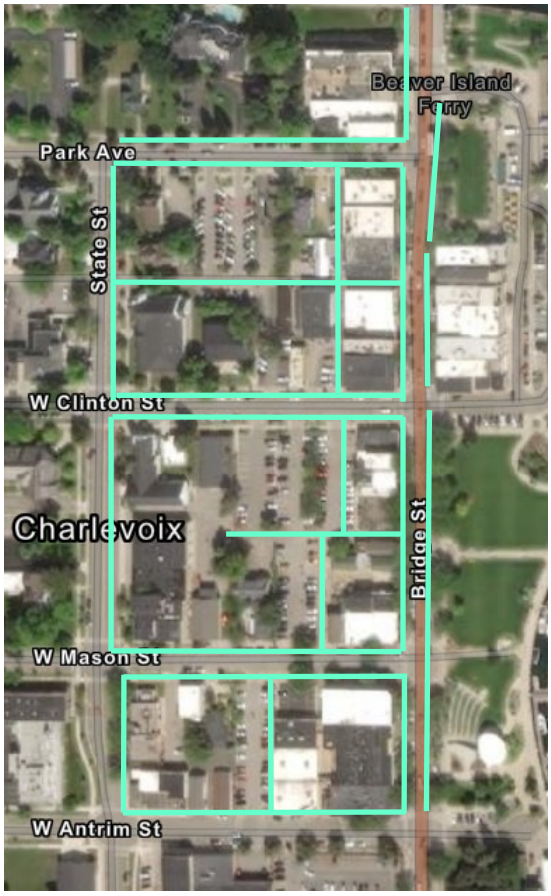


Downtown Alley and Corridor Project Scope

This sequence would ensure complete winter use for our downtown businesses, alleys, corridors, and lots, while offering partial snowmelt services for the cultural corridor on State Street.

Notable additions from the last sequence include vertical pedestrian flow opportunities in line with infrastructure and streetscape recommendations. The North-South unnamed corridors from Antrim Street to Park Avenue may be a priority for improvement if resurfacing or utility work is already occurring, or if seasonal programming occurs to utilize these areas more in the offseason.

In this schematic, an estimated 23,630 (high-level estimate) square feet of highlighted area (the alleys and corridors) is designated to also have resurfacing occur. This is roughly 26.22% of the total highlighted area. As a result, the implementation of the snowmelt system is higher per average square foot than the "Bridge Street Storefronts and Prominent Alleys" plan, but less so than the "Bridge Street Storefronts" and "Complete Snowmelt System Addition" plans. This is assuming that the highlighted areas for resurfacing occurs; if not, than the averaged per square foot cost of a snowmelt system is the same across all plans.



Corridor Funding Opportunities

GENERAL

USDA Rural Business Development Grant

This grant offers a wide variety of potential uses for our corridor improvement vision, with the relevant ones listed below.

- *Acquisition or development of land, easements, or rights of way; construction, conversion, renovation of buildings; plants, machinery, equipment, access for streets and roads; parking areas and utilities.*
- *Pollution control and abatement.*
- *The capitalization of revolving loan funds, including funds that will make loans for start-ups and working capital.*
- *Community economic development.*
- *Technology-based economic development.*
- *Feasibility studies and business plans.*

There is no maximum award amount, but preference is given to smaller award requests.

MDARD 2021 Rural Development Grants

This state grant provides up to $100,000 for infrastructure projects (including both transportation and waste water purposes), business development, and rural capacity building (such as tourism and cultural initiatives). A 30% match is required. Applications are due November 19th.

INFRASTRUCTURE

Transportation Alternatives Program

- A grant focused on pedestrian/bicycle usage, there are features to our corridor plans that could develop a competitive TAP grant. Some aspects that increase competitiveness include "(Benefiting) state tourism or economic development initiatives, (including) amenities that increase usability of bicycle and pedestrian facilities, and (addressing) pedestrian safety deficiencies in traditional/historic downtowns." Other actions that could increase the competitiveness of our grant including connecting our downtown and corridors with MDOT and MDNR priority trails and matching over the minimum requirement for the grant. The minimum amount to be applied for is $200,000, and the minimum match is 20%.

Transportation Economic Development Fund (TEDF), Michigan Department of Transportation

- **Category B Villages and Small Cities** a grant with the maximum match (50%) of $250,000, this program can be used for any extent of resurfacing beyond regular maintenance. While the program is solely for road infrastructure/resurfacing, our project will be considered more competitive if the construction overlaps with necessary utility work (funded separately).

Community Development Block Grant

Corridor and alley improvement provides both economic and community development impacts. Economically, drawing investment into the areas surrounding the US 31 corridor will permit our downtown corridor to expand into adjacent streets, making surrounding businesses more viable. The business located in our Central Business District provide competitive and viable job opportunities for low-to-moderate income individuals, providing tangible economic benefits for those in our workforce with hospitality, food, and retail skills. Entrepreneurially, the investment can make surrounding properties more attractive and viable for those looking to start businesses, and with more eyes and great public access, prospective businesses will have more opportunities to find a successful storefront (such as those who are currently launching their start-ups from the city-managed business incubator. From a community development perspective, this project will provide more place-oriented space and offer connectors to our R2 district neighborhood, which contains many LMI individuals this grant and the City of Charlevoix seek to serve.

Corridor Funding Opportunities

Infrastructure Improvement Fund

As stated in the 2019-2020 Annual Budget, the cash balance for the this fund is growing and could be allocated for future projects. Currently, $547,120 sits in the fund, with transfers regularly occurring for major street improvements and debt servicing. Draining this fund would be ill-advised, so perhaps this could be used for funding gaps or some scale iterations of the project.

Clean Water State Revolving Fund

This fund provides low-interest loans for improving systems and infrastructure as related to wastewater treatment improvement, storm water treatment improvement, and non-point pollution control. $300 million is available, and at this time there is no required min or max for the loan. This funding source could be used for brick pavers, should we display non-point pollution benefits from this infrastructure design element. The first step to participating in this program is having a pre-application meeting with the Michigan Department of Environment, Great Lakes, and Energy.

Water & Waste Disposal Loan & Grant Program

A long-term, low-interest (based on AMI) loan opportunity for rural communities below 10,000 in population. Loans can be used for storm and waster water collection, transmission, and disposal. Granting may be available based on project need.

STREETSCAPE

Public Spaces, Community Places

Used prior for Hoop Skirt Alley, precedent was created in helping fund streetscape improvements through crowdfunding. With the MEDC matching up to $50,000 of private donations, this would be a good tool to address any funding gaps in streetscape furniture or amenities. Private interest of alley investment has already been noted, and this could serve to essentially double their investment, while encouraging others.

USDA Rural Economic Development Grant and Loan Program

- The Rural Economic Development Grant and Loan Program can be used as a revolving loan fund that is administered to local businesses through the utility companies. The "grant" is given to the utilities to provide loans at 0% interest for the first round of loans, but interest can be added after. The grant amount must be returned to the USDA at the end of 10 years. The uses for these loans include community development assistance to public bodies or nonprofits for job creation or enhancement, business expansion, and financing fixed assets such as real estate, buildings, equipment, or working capital.

Placemaking Micro-Grants, National Association of Realtors

- **Level 1, $1,500** This grant can be used on temporary design and demonstration of place-making. The specific activities it can be used on include site preparation, barricades, street furniture, public art, street signs, landscaping, murals, paint, and other amenities. The REALTOR association must be engaged on the project. This could be useful for the Clinton Street Parking Lot outdoor seating area behind restaurants, or for objects needed to promote outdoor vending of retail.
- **Level 2, $5,000** This grant is less specific on what can be funded, stating that parklets, dog parks, alley activation, plazas, community gardens, and play/fitness areas can all use this grant. As above, the REALTOR association must be engaged or lead this project. There are specific items that the grant cannot be used for, such as infrastructure, sidewalks, restoration, repair, or replacement, singe-activity recreation, building construction, landscaping, or projects over $200,000. This grant could be pursued for additions to Hoopskirt Alley, the parklets proposed in the schematic plan, or improving the spaces behind the Bridge Street Buildings. 10% match required by the REALTOR Association. Reimbursement must occur within a year of grant approval.

APPENDIX

Corridor and Alley Inventory and Progress Report

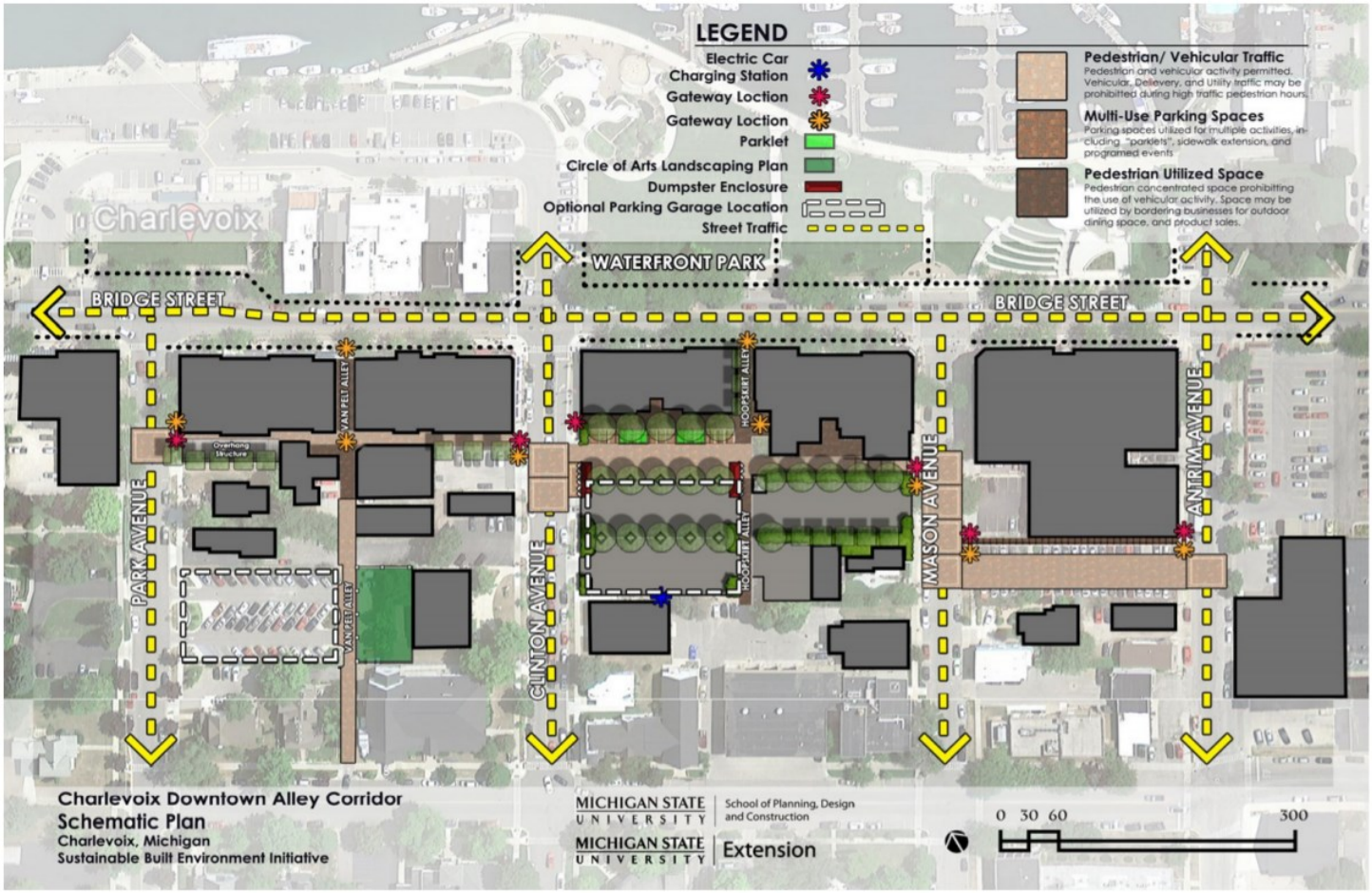
This following section focuses on 3 features of our corridor and alley improvement process: The amenities our alleys currently have, the identified improvements proposed that the city could possibly implement, and the *regional* costs and implementation of these improvements, with regions being different downtown blocks. The regional implementation and costs should be viewed more as itemized descriptors of what was previously presented; implementing these changes sequentially by region may not be viable due to infrastructure and utility additions that need to occur simultaneously across blocks. For better information on implementing alley and corridor changes, please refer back to the core report.

Geographically, this inventory is split into 3 large sections of our alleys and corridors, represented by the boundaries formed from the cross-cutting streets. The sections, from South to North, are Antrim to Mason, Mason to Clinton, and Clinton to Park. All sections are bounded by State to the west and Bridge to the east.

Throughout the appendix, pictures and renderings are presented that display an angled perspective on the specific area of the corridors, alleys, streets, and parking lots being discussed. At the start of each section, there will be a map of the specific block, with circles designating the location of the perspective and arrows giving directionality to the angle that the photo was taken. Each set of pictures and renderings has a colored line to the left of the section, which matches the color of the perspective given at the start of each section.

The implementation report at the end of each section will display the itemized changes recommended in prior design studies. As noted in the letter to council, these changes are not mandatory for corridor or alley use, and can be altered as seen fit. The implementation is simply the itemization and cost descriptions of the changed assets displayed in the alley and corridor renderings.

Schematic Plan



An Overview of Recommended Physical Changes:

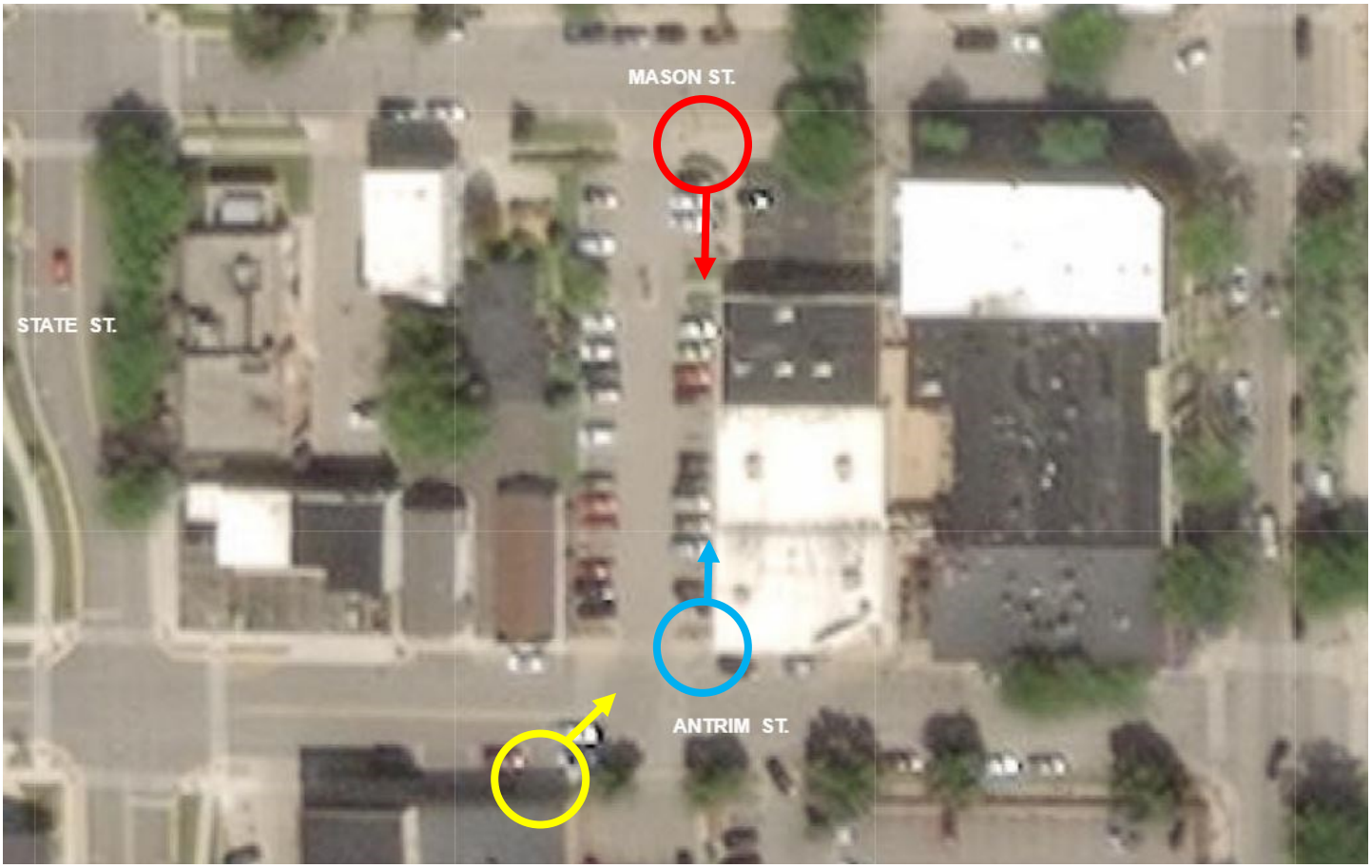
The Schematic Plan, presented on page 11 of the Corridor and Alley Vision Final Report document, offers recommendations to the infrastructure and usage of the corridors being studied. Place-making features are displayed, with gateway entrances noted on all North and South* corridors, and on the East* side of both the Van Pelt and Hoop Skirt Alley Corridors. Parklets are also highlighted; two are proposed in the block between Clinton Avenue and Mason Avenue. Some landscaping features appear overlaying current lots; the Clinton-Mason block has trees/ shrubs that would serve as dividers, sectioning off the numerous wide pieces. Further landscaping changes exist by the Circle of Arts building; however these changes are actions that the nonprofit is responsible for rather than the city. Dumpster enclosures are proposed in the Clinton Street lot, on both Southeast* and Northeast sides. The plan also displays an electric car charging station on the West* side of the Clinton Street lot.

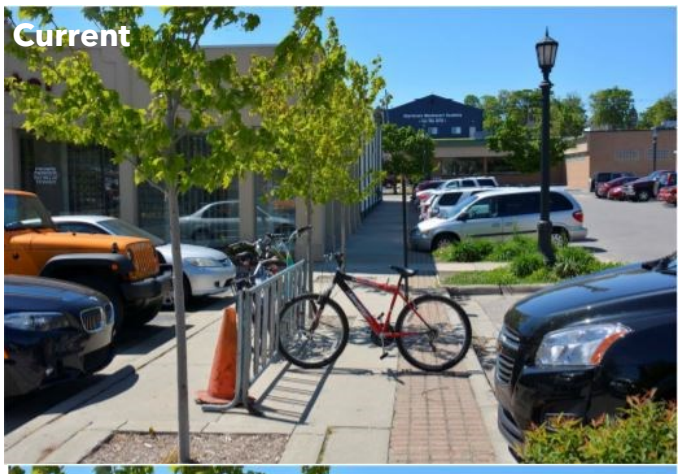
Larger physical recommendations include changes to the street infrastructure and parking garages. A wide investment in street pavers is recommended in the schematic plan, with a paver design present on every corridor, and in areas of pedestrian only, street traffic only, and mixed traffic. Two locations are outlined for a potential parking garage, with one over the current Park Avenue parking lot, and the other over the Clinton Lot. If the Clinton lot were to be pursued, the lot would be in conflict with the landscape and enclosed dumpster ideas also proposed.

No significant traffic flow changes were presented in the schematic plan; the only change proposed was closing down vehicular traffic prior to the West* gateway on the Van Pelt Alley, which has occurred since the Vision was created.

*The Schematic Map provided is rotated counter-clockwise 90 degrees. As such, north on the map is east, east is south, south is west, and west is north.

Antrim to Mason Street - Design





South from the middle of the Mason St. 100 block, there currently exists parking and an underutilized pedestrian walkway. The purpose of this path is to accompany the parking lots while connecting the back/sides of the commercial buildings in these blocks. However, as it currently stands, the path serves no purpose other than as a corridor to exit the area to the north or south. Aesthetically, travelers are better served walking east and traveling north through the vibrant downtown or west and using the cultural corridor of state street. Full utilization of the central business district necessitates a change in this corridor, transforming it beyond a place to park cars to a place for residents to gather. The goal is to do this while still keeping the practicality and use of the lots.

The proposed changes to this pedestrian walkway include resurfacing the path from standard concrete to brick pavers, adding additional benches, and planting flowers in the grass easements by the sidewalks leading to the parking lot. Adding these features would increase usage of this corridor as a connector and a plaza for public space, further amplifying the changes found in the next perspective.

Antrim to Mason Street - Design

Looking north from the 100 block of Antrim Street, the corridor leading to Mason street holds opportunity for utilization that would promote both place-making and the business functions of the property occupying 107 Antrim Street. The Vision study saw opportunity for the movie theater to promote films currently airing, providing marketing to those who may be using the space to park downtown, or to walk through to an unrelated business downtown. The movie posters bring a greater sense of vibrancy and activity to the corridor, making those who use this space more comfortable. The intentional marketing of the theater's product to the side street indicates that it is a space where people are, and helps to promote the image that people belong in this space. Other prescribed amenities include greater foliage, replacing the cement with brick pavers, and building awnings on the theater's side façade. The foliage noted includes additional trees adjacent to the pedestrian path, and flowers, planted both in ground and in fixtures. The brick pavers bring greater aesthetic quality than standard cement sidewalks, are easier to replace, and provide greater water permeability to decrease water runoff and stormwater needs. The awnings can provide light fixtures to make the area safer at night, give shelter to pedestrians during rains, and promote the downtown appeal of the corridor.

A perspective from the south side of Antrim Street, next to the entrance to Oleson's Food Store, provides a larger inventory of the proposed changes to the built environment of this corridor. There are 4 awnings designed into the side façade of the Charlevoix Cinema, with the movie displays and lights located beneath each. Flowers are planted into soil adjacent (north) of the sidewalk on Antrim street. 3 trees are added following the corridor along the cinema's side. Shrubs are also planted on the west side of the parking lot, next to the Village Graphics building.

The largest infrastructure change seen here is the addition of pavers resurfacing a square of Antrim avenue. This plaza-style brickwork could push the downtown visuals further south, further incorporating Antrim street into destination atmosphere found in the other areas of the central business district. Other benefits to this resurfacing can be found in water permeability, which will decrease strain on the wastewater management system, its repairability over standard concrete, and can serve as a visual cue to vehicle operators to slow down for greater pedestrian activity.

Antrim to Mason Street - Implementation

LEGEND

- Water Main
- Storm Sewer
- Sanitary Sewer
- Brick Pavers
- Landscaping
- Tree
- Planter (Small)
- Awning Façade & Movie Display
- Bike Rack
- Bench

Antrim to Mason Street - Implementation

INVENTORY & COSTS ESTIMATES - Total regional costs - $209,049.71 - $217,649.71

Water Main: 270 linear feet | $110/LF | total cost: **$35,100**

Water Service Upgrades: number: 2 | $2,500 per unit | total cost: **$5,000**

Move Mailbox Dropoff: $1,500 (**$4,500** if this is standalone)

Brick Pavers:

(Highlighted Areas only): 3,970 square feet | $35 per square foot | total cost: **$138,950**

(Parking Lot only): 13,000 square feet | $35 per square foot| total cost: **$455,000**

(Highlighted Areas Plus Parking): 16,970 square feet| $35 per square foot | total cost: **$593,950**

Landscaping: 400 square feet | $20 per square foot | total cost: **$8000**

Trees: number: 3-15 | $600 per item | total cost: **$1,800 - $9,000**

Porous Pave each Tree: number: 3-15 | $200 per unit | total cost: **$600 - $3,000**

Planter (Small): number: x5 | $360.39 per item | total cost: **$1,801.95**

Awning Façade & Movie Display: number: 4 | $ per unit | total cost: (This would likely be private investment)

Bike Rack: number: 1–5 (depends on model) | $1,500 per unit | total cost: **$3,000**

Bench: number: x4 | $2,074.44 per item | total cost: **$8297.76**

Electric Car Charger: number: 1 | $5,000 per item| total cost: **$5,000**

Mason to Clinton Street - Design

Mason to Clinton Street - Design

Hoopskirt Alley, the corridor centrally located in the 300 block of Bridge Street, was severely underutilized at the time of the Corridor and Alley Vision. With its placement in the center of downtown and beautiful gateway signage, the alley had the capacity to serve as a small plaza complimenting the small businesses and East Park. The visualization called for increased vegetation both in infrastructure and potted, a painted mural and suspended hoops to make the alley morel lively in its theme, and benches to transition the alley from an extension of the parking lot to its own place for public gathering. A larger change, the report visualized the surface of the corridor changed to brick pavers and extended down to the end of the parking lot.

Many changes have occurred in line with the SBEI recommendations. In 2019 the Junior Main Street Committee of Charlevoix High School Students partnered with the Downtown Development Authority to bring some of the proposed amenities to life. With crowdfunding and matching support from the DDA and the Michigan Economic Development Corporations, the alley was revitalized. Vegetation was added, as were benches on the left side of the alley and a table on the right. Pictures of historic Charlevoix now line the right side of the corridor, and string lights dangle above. Recycling and Trash receptacles have been added to avoid litter. Stained glass art representing Charlevoix was added to the top of the gateway, and a photo standup sits at the front of the corridor matching its theme.

Mason to Clinton Street - Design

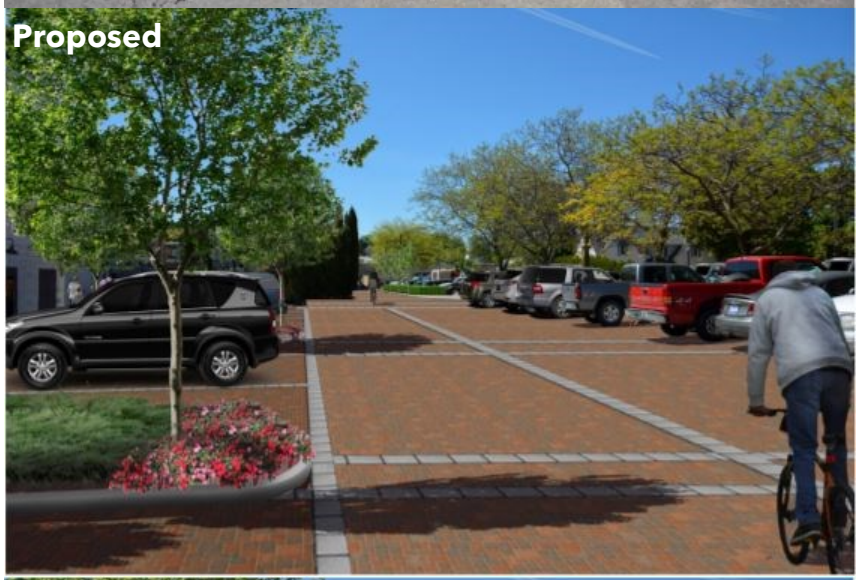
Looking north from Hoopskirt Alley at the backside of the Bridge Street businesses there is opportunity to improve the experiences of both downtown patrons and visitors. An added emphasis on backside facades provides multiple points of contacts for potential customers, allowing business to strengthen their place downtown and optimizing an unused back corridor. The rendering displays the clothing store J Phillips using the corridor as for merchant activity, increasing the life and market feel of this area. As with other renderings, there is an increased focus on adding greenery, with small trees and flowers planted into the infrastructure and potted plants adorning the backside walls and roofs of the businesses. The corridor is resurfaced with brick pavers in the rendering, signaling a more pedestrian aesthetic and providing a greater small town vibrancy. Seating is also added near each of the trees, again to strengthen that this corridor is for pedestrian gathering and use, not just travel. On the very left of the proposed rendering, there appears to be a planter or two extended out of the corridor, with a man sitting. This is likely a representation of the parklet noted in the schematic plan. The parklets serve to give downtown visitors a dedicated space for unwinding, unlike the benches in the corridor, which can be utilized by those shopping or participating in passive recreation.

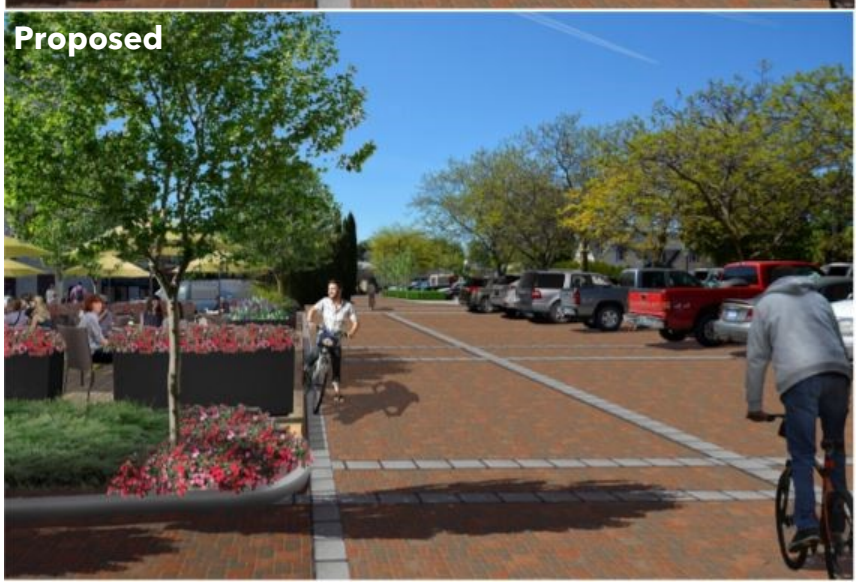
Mason to Clinton Street - Design

Viewing the immediate rear of the south 300 Bridge Street block, the Vision proposed improvements that would increase utilization for the occupants while improving walkability for pedestrians. Currently, the corridor looks oriented towards vehicular travel, with cracked cement and loose sediment serving as the traveling surface. Likewise, while the guard rail on the right informs parkers of the boundaries of parking, it comes with the unintended consequence of segmenting the parking lot and serving as a barrier to mobility for pedestrian walkers.

A major change recommended by the study is the resurfacing of this corridor to brick pavers. The pavers will provide a visual cue to drivers that this is a space for pedestrian as well as vehicles, and those partaking in non-motorized transportation will feel more comfortable using this area. Other changes include new fencing, seating and hanging flowers near the privately owned building to increase the vibrancy of the corridor, and replacing the metal guard rail with green infrastructure such as trees, shrubs and flowers. This will require modifying the surface under the barrier to soil to accommodating the plants.

Mason to Clinton Street - Design





The east side of the Clinton Street Parking Lot, nearest to the Bridge Street Buildings, is an ideal place in the city to park. With access to the downtown retail environment to the east and city hall, churches, and professional offices to the west, this lot serves a necessary function that compliments the city well. Apparent in the current picture however, is a disconnect from the cultural and thriving atmosphere found elsewhere in Charlevoix's downtown. The activity and wonder of downtown is what makes Charlevoix valuable to all visitors, whether they live 5 minutes away or 5 hours. It doesn't serve the city well if the magical feeling a small town emanates is lost before the visitors leave the parking lot.

To create a consist atmosphere with the downtown and cultural corridors, the Vision study determined that renovations targeting the aesthetic should occur. These improvements include islands with mixed vegetation and a resurfacing of the lot to brick pavers. The brick pavers could serve to not only enhance the visual appeal, but offer environmental benefit in preventing water runoff. When rainfall or spills occur to an impermeable surface, the water can collect harmful chemicals or waste before entering the stormwater collection system. Brick pavers, offering permeability at the joints, can successfully trap and filter water before the contaminants can enter the local water supplies.

Another feature, noted in the second design, is the removal on parking spots to accommodate for patio dining behind the buildings. This can increase the capacity of restaurant dining, provide greater choice for patrons, and increase the vibrancy of the corridor.

Mason to Clinton Street - Design

The Clinton Street parking lot is a location that is visualized with great potential. Currently, the lot often sits below maximum capacity, only filling up during events or during peak seasons. As a result, the parking lot occupies amount of land, underutilized and visually unappealing just seconds away from a thriving downtown.

Two separate views of what the Clinton Street parking lot could be are seen on the right. The first, on the top right, displays a full, 3 (4 if utilizing the roof) floor parking garage in the Western most region of the parking lot. This design would add greater capacity to parking for businesses, visitors, and downtown residents of Charlevoix. Having the full structure available for parking could likely free up spaces in other lots (later described in this report) for development, extending the core of downtown.

The second picture (bottom right) provides retail business opportunities as well as parking. While less spaces would be available than in the first design, it could still increase the capacity of the parking lot compared to where it currently stands. In this design, the parking lot in front of the development has also been resurfaced. A non-built environment benefit of this visualization is the extension of the downtown; by offering businesses a block away from the core retail environment, pedestrian traffic can be dispersed, making other properties more valuable and economically viable for retail practices. Further, the amenities proposed in other sections (such as seating, parklets, pedestrian walkways, and public art) would find greater use if the blocks behind bridge street there were business to pull customers in a east-west direction, rather than the north-south as is the currently the strongest directional flow of pedestrians in the central business district.

One improvement can be found across both renderings: the inclusion of greater vegetation in the parking lot. With the site's current utilitarian purpose of parking and then leaving, it's easy to ignore the aesthetic elements that can give an additional sense of place to the lot. The Vision included a greater emphasis on adding perennial wildflowers to the curbside, smaller trees dotting the front of store entrances, and larger trees climbing the sides of the parking structure.

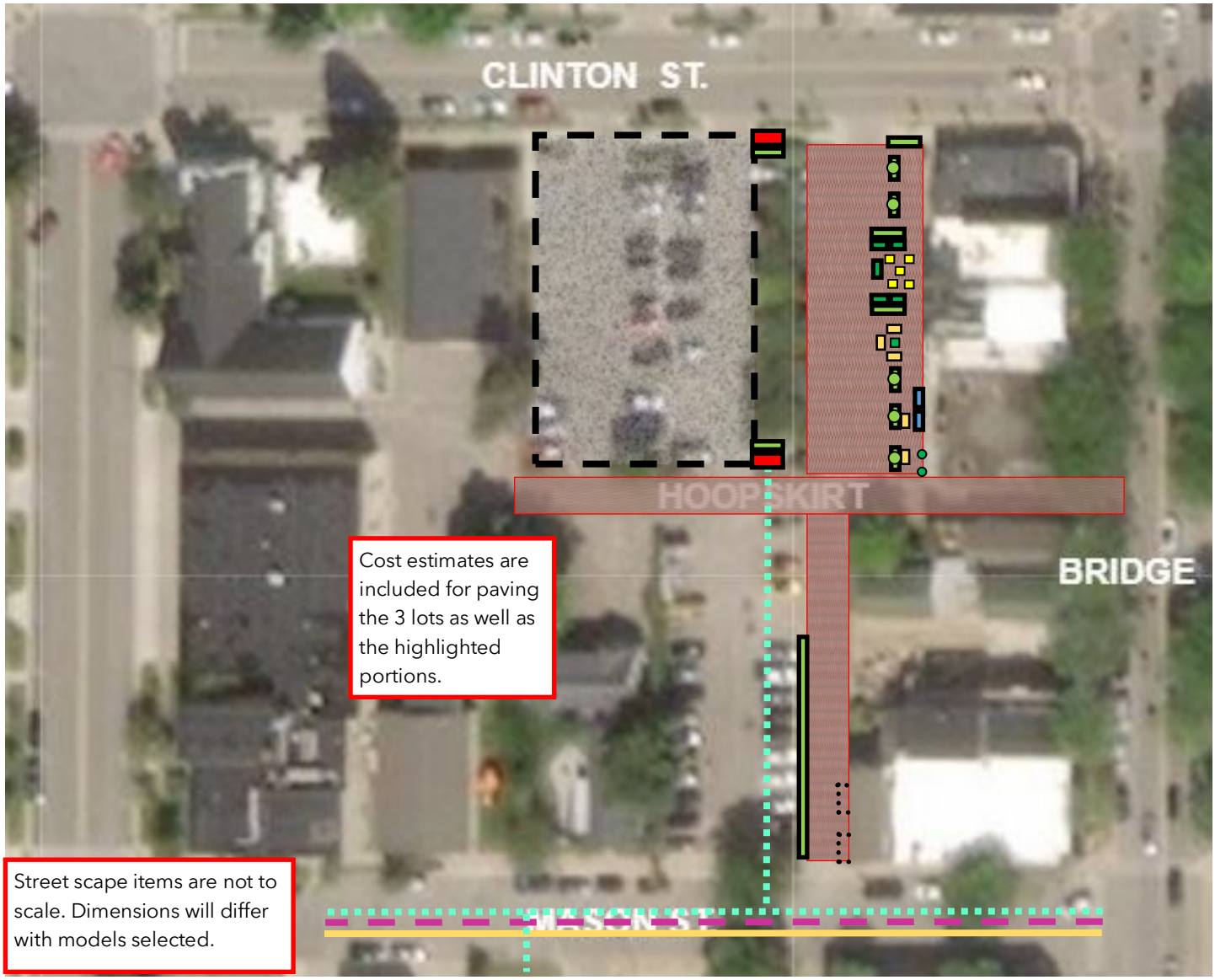
Mason to Clinton Street - Design

The island in the middle of the Clinton Street parking lot connected to Hoopskirt Alley has been identified as a possible point for shared dumpster use by the businesses of the Bridge Street 300 block. Here, an open brick enclosure could be erected, extending more towards Hoopskirt Alley than the island currently does. Two sets of wooden large wooden double doors would secure the enclosure, reducing the safety risk of dumpster diving. This visualization is also consistent with the perspective looking down Hoopskirt alley, with resurfacing of brick pavers extend through the parking lot. New shrubs are planted on the back side to continue the effort of increase vegetation.

The Vision report does not mention how this would impact the fire hydrant that is placed on the island, or, if it remains, emergency responder's ability to access it. Further, efforts would need to occur to ensure the smell of the dumpsters do not impact the increased traffic on Hoopskirt Alley.

A similar dumpster enclosure is noted on the schematic plan in the same lot, north of this location.

Mason to Clinton Street - Implementation



LEGEND

- Water Main
- Storm Sewer
- Sanitary Sewer
- Brick Pavers
- Landscaping
- Tree
- Planter (Small)
- Planter (Large)
- Outdoor Dining
- Dumpster Enclosure
- Fencing (private)
- Bench
- Façade
- Potential Parking Garage

Mason to Clinton Street - Implementation

INVENTORY & COSTS–Total regional costs (highlighted) – $1,112,172.81– $1,115,792.81

Full rehab, water, sanitary, storm, sidewalk, curb (doesn't include electric bury/370', only conduit): $330,000

Brick Pavers:

(Hoopskirt Alley) - 5,000 square feet | $35 per square foot | total cost: **$175,000**

(Alley South of Hoopskirt) - 4,000 square feet | $35 per square foot | total cost: **$140,000**

(Parking Lot North-East of Hoopskirt) - 9,900 square feet | $35 per square foot | total cost: **$346,500**

(Total highlighted) - 18,900 square feet | $35 per square foot | total cost: **$661,500**

(Parking Lot by Petals) - 11,400 square feet | $35 per square foot | total cost: **$399,000**

(Parking Lot North-West of Hoopskirt) - 9,900 square feet | $35 per square foot | total cost: **$346,500**

(Complete brick paver resurfacing) - 40,200 square feet | $35 per square foot | total cost: **$1,407,000**

Landscaping: 669 square feet | $20 per square foot | **$13,380**

Trees: number: 5-15 | $600 per item | total cost: **$3,000–$9,000**

Planter (Small): number: 2 | $360.39 per item | total cost: **$1,081.17**

Planter (Large): number: 6 | $2,513.94–3,041.34 per item | total cost: **$17,720.64**

Awning Façade: number: 2 | $ per item | total cost: ((This would likely be private investment)

Bench: number: 5 (2 Gretchens, 3 Wellspring | $1,195.44–$2,074.44 per item | total cost: **$7,735.20**

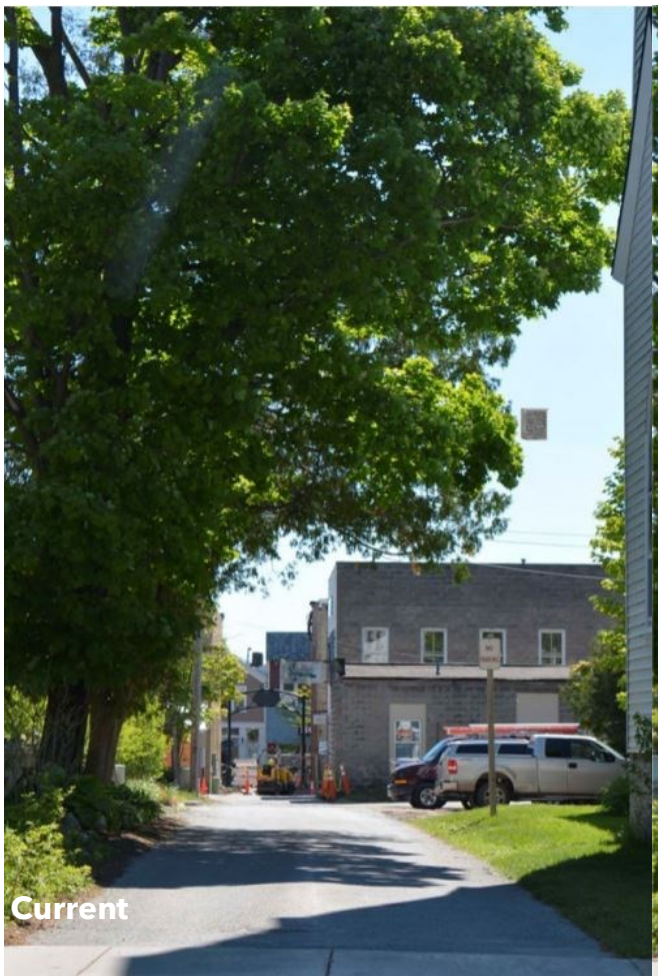
Outdoor Dining Table: number: 5 | $1,089.96 per item | total cost: **$5,449.80**

Outdoor Dining Seats: number: 20 | $615.30 per item | total cost: $**12,306.00**

Dumpster Enclosure Build: number: 2 | $30,000 per enclosure | total cost: **$60,000**

Clinton Street to Park Avenue- Design

Clinton Street to Park Avenue- Design



Van Pelt Alley serves as a connecting corridor between the downtown and Charlevoix's upper South-side residences. The goal of corridor and rear building improvement is not just to create space for visitors, but to encourage increased downtown use from residents as well. As such, improvements made to our alleys and connecting paths should not just target the areas between the parking lots and Bridge Street, but extend all the way to our medium density neighborhoods as well. 61% of residents in the market snapshot responded that they visit downtown at least once a week, with a majority saying they visit frequently. Improving our corridors could make the downtown experience more enjoyable for those that use the paths often, and could possibly expand usage among the minority that don't often visit downtown (20.2% - every couple of weeks, 18.1% - less often).

Multiple changes to the built environment are recommended to make Van Pelt more desirable to pedestrian traffic. The first is the addition of brick pavers from State Street to Bridge Street. The pavers serve to better inform vehicular drivers that it is a shared space with pedestrians, increasing safety, while also amplifying the downtown aesthetic of the path, increasing visual appeal. Further enhancements to visual appeal include planted flowers lining the south side of the path, and a light pole just past the United Methodist Church. More focused on utility, the Corridor Vision also includes bicycling parking area behind the Circle of Arts building, giving those who preferred non-motorized transportation to driving or walking a formal place to park their bikes. This area would be separated from the present parking lot and white a stone wall, as seen just past the bicycles in the rendering.

Clinton Street to Park Avenue- Design

Van Pelt Alley between the Park Street Parking lot and Bridge Street has relatively high activity compared to other areas behind the Bridge Street buildings. While the businesses that inhabit this corridor (currently the Cantina, True North Interior Design, Salon Beautiful You, the Salad Fork, and Cherry Republic) can account for most of the high activity, it does serve a demonstrative purpose in that if there are activities and place-oriented amenities in our alleys, visitors and residents will better use them. Further, the success of these business away from US 31 also proves the viability of commercial expansion; the focus of downtown Charlevoix does not have to lay solely on Bridge Street.

At the time of studying our corridor and alley needs, Van Pelt Alley was severely underutilized and unattractive. There was little in the way of streetscape, with the only objects occupying the corridor including traffic cones, fencing and fencing. The sides of buildings ranged from lacking decoration to near blighted, with 217 Bridge Street (building on the left) lacking any facades or exterior improvements, and 221 Bridge Street (on the right) having boarded windows.

Improvements have occurred that vastly increased the condition of the alley since the first corridor vision. Planter boxes holding flowers now block the alley before the 4 way intersection, designating it as a zone for pedestrians (however, deliveries are still possible north-south through the corridor). A back-side façade has been added to 217 Bridge Street, and flags are now adorned on the side of this building. Since the previous photo, a pick-up eatery was added to the building, and tables in the alley allow for outdoor seating. 221 Bridge street also has a side façade, and serves as the exit for the Cherry Republic store. A pole with hanging string lights stands near the outdoor eating section of the Cantina. Changes proposed that are yet to be made include resurfacing to brick pavers,, and adding wooden beams over the alley between the two bridge street buildings.

Clinton Street to Park Avenue– Implementation

LEGEND

- Brick Pavers
- Brick Wall
- Cement Surfacing
- Landscaping
- Tree
- Street Light
- Bike Rack
- Potential Parking Garage

INVENTORY & COSTS - Complete regional cost - $477,850

Brick Pavers: (6,630 EW, + 6,000 NS) 12,630 square feet | $35 per square foot | total cost: **$442,050**

Landscaping: 414 Square Feet | $20 per square foot | **$8,280**

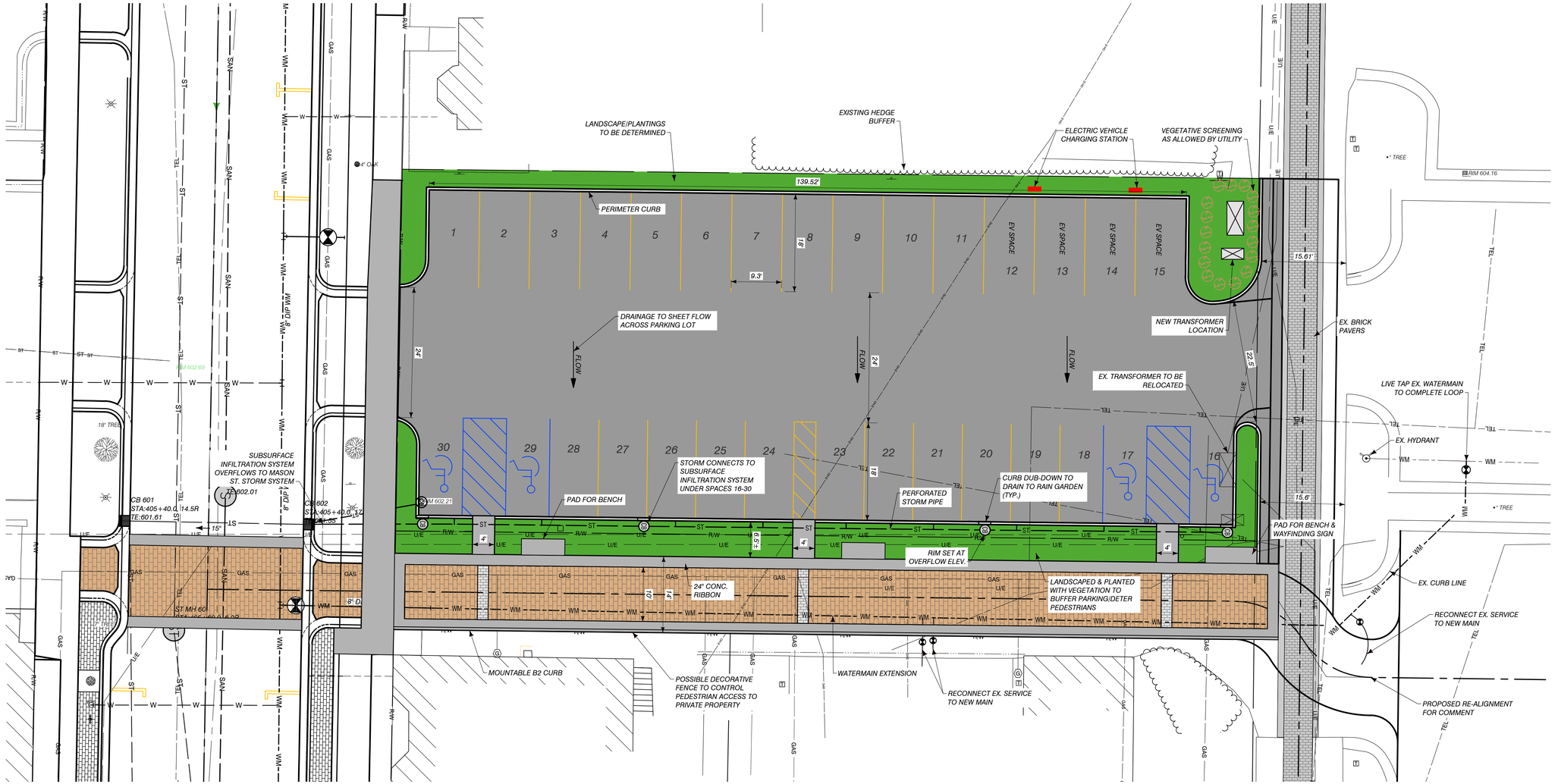
Trees: number: 1 | $600 per item | total cost: **$600**

Brick Wall: 110 linear feet | $172 per linear foot | total cost: **$18,920**

Cement Surfacing: total cost: **$500**

Street Light: number: 1 | $6,000 per item | total cost: **$6,000**

Bike Rack: number: (depends on model) | $1500 per item | total cost: **$1500**



LEGEND

DESCRIPTION	PROPOSED	EXISTING
BUILDING		
STORM SEWER	ST	ST
SANITARY SEWER	SAN	SAN
WATER	W	W
NATURAL GAS	G	G
UNDRGRND ELEC.	U/E	U/E
OVERHEAD ELEC.	E	E
UNDRGRND TEL.	U/T	U/T
WELL	W	W
MANHOLE	ST W ST	S W ST
CATCH BASIN	CB CB	CB CB
FIRE HYDRANT		
UTILITY POLE		
LIGHT POLE		
CLEANOUT	CO	CO
WATER VALVE		
PROPERTY LINE	P/L	P/L
UNIT LINE		

DESCRIPTION	PROPOSED	EXISTING
DECIDUOUS TREE		
CONIFEROUS TREE		
BUSH		
TREELINE		
DITCH OR SWALE		
ELEVATION	000.00	000.00
CONTOUR	000	000
FENCE	–X–X–X–	–X–X–

ABBREVIATIONS

ASPH	- ASPHALT	IE	- INVERT ELEVATION
BC	- BACK OF CURB	LFT	- LINEAR FEET
BLDG	- BUILDING	MH	- MANHOLE
B.M.	- BENCH MARK	PVC	- POLYVINYLCHLORIDE PIPE
CFT	- CUBIC FEET	R	- RADIUS
C/C	- CENTER TO CENTER	RCP	- REINFORCED CONCRETE PIPE
CMP	- CORRUGATED METAL PIPE	SAN	- SANITARY
CONC	- CONCRETE	STM	- STORM
DIP	- DUCTILE IRON PIPE	T/C	- TOP OF CURB
FDN	- FOUNDATION	T/W	- TOP OF WALK
FFE	- FINISH FLOOR ELEVATION	T/WALL	- TOP OF WALL
F.G.	- FINISH GRADE	TE	- TOP/RIM ELEVATION
HDPE	- HIGH DENSITY POLYETHYLENE	TYP	- TYPICAL

NOTES

1. THE PROPOSED ALLEY DESIGN IS BASED ON THE CITY OF CHARLEVOIX'S ALLEY & CORRIDOR VISION DOCUMENT.
2. LANDSCAPE DESIGN WILL NEED TO BE COORDINATED WITH ADDITIONAL DESIGN SERVICES TO MATCH PLAN AND ACCOMPLISH BIORETENTION STORMWATER GOALS.
3. THE RECONSTRUCTION OF THE PARKING LOT WILL INTEGRATE A SUBSURFACE INFILTRATION SYSTEM WITH AN OVERFLOW TO THE MASON STREET STORM SYSTEM.
4. THE PLAN ALSO INCLUDES THE INSTALLATION OF WATER MAIN TO COMPLETE THE LOOP THROUGH TO EXISTING WATER MAIN IN THE ALLEY. SERVICES TO BE HOOKED UP ALONG THE ROUTE.
5. TWO ELECTRIC VEHICLE CHARGING STATIONS HAVE BEEN PROPOSED, LEVEL 1 OR 2 TO BE DETERMINED.
6. A PROPOSED RE-ALIGNMENT OUT OF THE ALLEY, HEADING NORTH HAS BEEN DEPICTED FOR REVIEW AND/OR COMMENT. THE PURPOSE IS TO PROVIDE A SMOOTHER INTEGRATION OF THE OFFSET ALIGNMENT BETWEEN THESE AREAS. THIS INTERSECTION NEEDS FURTHER DESIGN AFTER REVIEW COMMENTS ARE RECEIVED.
7. A PROPOSED BRICK CROSSING ON MASON STREET HAS BEEN PROPOSED TO CREATE A COHESIVE CONNECTION TO THE ANTRIM STREET ALLEY CORRIDOR. THIS MID-BLOCK CROSSING WILL HAVE TRAFFIC IMPACTS THAT NEED TO BE REVIEWED WITH THE CITY.

NORTH

0 10' 20'

GRAPHIC SCALE

Performance Engineers, Inc.
Civil / Structural Engineering
406 Petoskey Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

CONSULTANTS

MASON PARKING LOT & ALLEY RECONSTRUCTION

THE CITY OF Charlevoix

OWNER

MARK	DATE	DESCRIPTION
0	2 SEP 22	OWNER REVIEW

PROJECT NO:	21-5630
CAD DWG FILE:	5630PRES.DWG
DRAWN BY:	PEI
DESIGNED BY:	CWS
CHECKED BY:	AEN

SEAL

SHEET TITLE

PRESENTATION PLAN

C100

SHEET 1 OF 1

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K:\PROJECTS\5630\DRAWINGS\PRESENTATION.DWG - LAYOUT1 - PLOTTED: 9/21/2022 6:59 PM BY: AARON NOREMAN

Charlevoix Downtown Development Authority

Old Business

Title: Budget Obligations Update
Date: October 24, 2022

Presented By: Lindsey Dotson, DDA Director

Background:
Fund balance to work with (estimated, as of October 2022): $210,201

		Funds	Expenses	
	Fund Balance	210201		
Future Commitments				
	Holiday Lighting		10000	
	TIF Assistance		10000	
	Library Contribution (makeup)		58500	
	Chamber		10000	
	Housing Incentive		50000	71701
Unsigned Options				
	Portable Restroom Trailer			
	Big Belly Trash Systems (5)		25000	
	Bridge Park Building build-out			
		210201	163500	46701
	Net Fund Balance			

Recommendation:
Board discussion & direction.

Attachments:
None

Charlevoix Downtown Development Authority

Old Business

Title: Portable Restrooms
Date: October 24, 2022

Presented By: Lindsey Dotson, DDA Director

Background:
During the July meeting, Member Silva requested the topic of portable toilets be revisited to help relieve the demand on the west side of the 200 block during the busy summer months. Attached are two estimates from companies that service our area. Estimate 1 includes pricing for a basic unit with hand sanitizer, a unit with a sink inside, and an accessible unit as well. The second estimate is for a premiere unit that has a sink and lighting inside each one.

As you can see the pricing differs quite a bit between the two companies, but if the DDA was interested in securing a couple of units for the busy months in the summer it would cost approximately $1,200. However, they would probably require more frequent cleaning, so that would up the price. I didn't get pricing info from K&J about what extra cleaning would cost, but At Your Service charges $75 each time.

K&J Septic
Normal Porta john with hand sanitizer is $140 a month, cleaned once a week. - $420 for 3 months
A Porta john with a sink inside is $175 a month, cleaned once a week. - $525 for 3 months
A handicap unit is $200 a month, cleaned once a week. - $600 for 3 months
Handicap unit has half the capacity as a normal unit does.

At Your Service Plus - $900 for 3 months
Premiere Restrooms are $300 per month and include:
Each restroom is a flushable unit. The sink is interior. It has solar light and is supplied with paper towel, toilet paper, and handsoap once a week. If extra services is required the additional rate would be $75 per unit. The unit is self contained and requires no electricity or water. Water is supplied by At Your Service Plus. The unit has a 4x4 footprint and needs a three foot clearance in front of unit for door swing.

Our Premiere Units

Deluxe Portable Flushable Toilet with Running Water Flushing mechanism

Built-in hand-washing facilities include running water, and soap and paper towel dispensers

Door-mounted mirror

Unique ventilation system

Spacious design allows for most efficient use of interior space

Sleek neutral gray exterior

Premiere Units Features:

- Freshwater Flushing toilet with sink.
- Hygienic hands-free operation.
- Spacious interior for maximum comfort.
- Supplied with Toilet tissue, paper towels, soap, mirror.
- Lighting is available for evening events.
- Rented as a pair.
- Restroom colors: Light Grey and White

Here is an aerial view of the 200 block so that we can visualize possible placement locations.

It may be worth noting: the last time we talked about this possibility there was generally a negative response from the businesses located in the Van Pelt Alley area, with concerns relating to smells and noise related to when they're cleaned and pumped out. The last conversation was spearheaded by Nancy Suzor of Elements and Edith Pair of Mushroom House Tours, so I don't have a specific record of which businesses spoke against the idea.

Recommendation:

Board discussion and direction.

Attachments:

None

Charlevoix Downtown Development Authority

Old Business

Title: Downtown Housing Incentive Program
Date: October 24, 2022

Presented By: Lindsey Dotson, DDA Director

Background:
During the Economic Vitality Committee meeting on June 14th, the committee members motioned to make a recommendation that the Board consider keeping the Downtown Housing Incentive program so that it continues to be a tool in our toolkit and a mechanism to help fulfill our overarching goals of creating more housing that is occupied year round in the downtown.

Last year, when the program was created, the Board voted to budget $50,000, which could support two grant awardees for the creation of a housing unit tied to a deed restriction for year-round occupancy. $25,000 has been awarded thus far (decided on in March), but not yet paid out since it is a reimbursement grant and the project is still under construction.

During budget discussions for this fiscal year, we did not earmark $25,000 for another potential grant.

For more information about the program visit our website.

Recommendation:
Motion to reinstate the Downtown Housing Incentive for the 2023-24 fiscal year.

Attachments:
None

Charlevoix Downtown Development Authority

New Business

Title: Igloos
Date: October 24, 2022

Presented By: Lindsey Dotson, DDA Director

Background:
Last year, the Igloo Island above the Harbormaster saw great success but also presented some issues related to care and maintenance that were largely the responsibility of Junior Main Street. Knowing that our capacity is limited to one staff person this year, an alternative use/placement of the igloos makes sense. Originally, the igloos cost $1149 each, and there were 4 purchased. Three of the igloos were placed on top of the Harbor Master building last winter and in December and remained until the end of March per City Council approval. Over the course of the winter, the igloos obtained damage related to high winds and various other issues. Other elements, including lighting, seating, heaters, and cleaning supplies were a part of Igloo Island as well. All of the items are currently being stored at Mt. McSauba but will need to be removed before the ski hill opens.

When the concept of igloos for winter placemaking/vibrancy first started circulating, a general question was posed to downtown restaurants and bars to gauge interest in obtaining them. At the time, no businesses indicated an interest in obtaining their own igloos. This is why the transition into the igloo park occurred.

Now we have all the makings of the igloo park and nowhere to put it. One option that has been explored is the potential of placing the igloos on the patio space of J. Bird Provisions, since there is an overall desire to entice people to the area to support the specialty grocer year-round. The owner, Ms. Nagel is interested in placing the igloos on the patio and is willing to maintain them. One benefit of this location is the wind barrier created by the location of the building and the proximity to restrooms that are open all year. It could complement business well and still offer the amenities that so many people enjoyed last winter.

We have a total of $6,155 invested in the igloos and accompanying elements and made about $1000 in reservation fees last year. A grant from the Charlevoix County Community Foundation was received to cover this expense along with the sled library, signage, and promotional items/First Fridays.

Options to consider:

- Letting J. Bird "borrow" the igloos for the winter
- Selling them outright to J. Bird
- "Renting" the igloos to J. Bird

Recommendation:
Board Discussion & Direction

Attachments:

1. Igloos

Charlevoix Downtown Development Authority

New Business

Title: Renewal of Property Management Agreement

Date: October 24, 2022

Presented By: Lindsey Dotson, DDA Director

Background:

Our agreement with Northwest Rentals for property management of the Bridge Park Building will expire in December. Northwest Rentals has expressed interest in renewing the agreement for another year.

Recommendation:

Motion to approve the renewal of the property management agreement with Northwest Rentals for the Bridge Park Building.

Attachments:

1. Northwest Rentals, LLC

NORTHWEST RENTALS, LLC
8877 MERCER BLVD, CHARLEVOIX MI 49720
231-547-4357/231-675-4357

PROPERTY MANAGEMENT AGREEMENT

In consideration of the covenants herein contained, NORTHWEST RENTALS, LLC (herein after called "AGENT"), and Downtown Development Authority (hereafter called "OWNER"), agree as follows:

1. The OWNER hereby contracts with the AGENT for the following purposes: to rent, maintain, and manage the property located at 109-111 Bridge Park Dr in the City/Village/Town of CHARLEVOIX, State of Michigan, (hereafter called "PROPERTY"). This Agreement shall begin on 22 day of December, 2021, and shall end on 31 day of December, 2022.
2. The AGENT hereby accepts the employment and agrees:
   a. To use due diligence in the management of the property during the Agreement term,
   b. To render monthly statements of receipts, expenses and charges required to rent, maintain and manage the Property.
   c.
   d. To perform at AGENT's discretion or as reasonably requested by OWNER other functions and services including, but not limited to, supervision of capital repairs or improvements, restoration of damage due to fire or other casualty for such reasonable additional compensation and upon such terms and conditions as the parties shall mutually agree.
3. OWNER further agrees:
   a. To indemnify and hold AGENT harmless from all damages, suits, liability, loss or expense including costs and reasonable attorneys' fees incurred by AGENT in connection with management of Property and from liability from injury suffered by any employee or other person whomsoever, and to carry, at OWNER's expense all necessary public liability insurance adequate to protect the interests of the parties hereto, said policies shall be so written as to protect AGENT in the same manner and to the same extent they protect OWNER, and shall name AGENT as additional insured. AGENT shall not be liable for any error of judgment or for any mistake of fact of law, or for anything which it may do or refrain from doing hereinafter, except in cases of willful misconduct or gross negligence.
   b. To pay AGENT a fee of 10% per month. of total Rents
   c.
4. Upon expiration of the above initial term, the Agreement shall automatically be renewed and extended for a like period of time unless terminated in writing by either party, sixty (60) days prior to the date for such renewal.
5. This Agreement shall be binding upon the successors and assigns of the AGENT, and the heirs, administrators, executors, successors and assigns of the OWNER.

IN WITNESS WHEREOF, the parties hereto have affixed or caused to be affixed their respective signatures;

OWNER

1/24/22
DATE

OWNER

1/24/22
DATE

OWNER CONTACT INFORMATION:

210 State Street
Address

231-547-3257
Phone

Address

Email

AGENT:

Northwest Rentals, LLC

12-21-2021
DATE