



Agenda
City of Charlevoix City Council Regular Meeting
Monday, November 21, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - November 7, 2022
 - B. Accounts Payable and Payroll Check Registers
 - C. Revised Job Description: Chief of Police
 - D. Set Work Session for December 5, 2022
 - E. Selection of Walsh Municipal Services for Chief of Police Search: \$10,900
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Deer Cull
Robert Scholey, Interim Chief of Police
 - B. Public Hearing: Signs in Bridge Park (Ordinance 834)
Jennifer Neal, Community Planner
 - C. Public Hearing: Building Type Combined Changes (Ordinance 835)
Jennifer Neal, Community Planner
- 7. All Other Actions and Requests**
 - A. 2022 Master Plan Adoption
Jennifer Neal, Community Planner
 - B. Spark Grant Submission
Mark Heydlauff, City Manager
 - C. Organizational Meeting
Sarah Dvoracek, City Clerk
 - D. Council Appointment

Janet Kalbfell-1st Ward Council Member

8. Reports and Communications

- A. Public Comment
- B. City Manager's Comments
- C. Mayor and Council Comments

9. Other Council Business

- A. Release a Communication from the City Attorney

10. 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 City Council

Consent Agenda

Title: City Council Meeting Minutes - November 7, 2022

Date: November 21, 2022

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Minutes from November 7, 2022

City of Charlevoix
City Council Regular Meeting minutes
Monday, November 7, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:01 p.m. by Mayor Kurtz. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Mayor: Luther Kurtz

Members Present: Shane Cole, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Parr, seconded by Kalbfell to approve the consent agenda as presented.

Yeas: Cole, Hagen, Kalbfell, Knapp, Parr, Spring

Nays: None

Absent: None

Motion carried.

A. City Council Meeting Minutes - October 17, 2022

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

Motion to approve the accounts payable and payroll check registers as presented.

Dates	Description	Amount
10/20/2022	Special Accounts Payable Run	\$70,164.70
10/28/2022	Payroll (net pay)	\$108,787.26
10/28/2022	Payroll Transmittal Checks	\$5,715.48
10/31/2022	Specials Accounts Payable Run	\$8,151.99
11/08/2022	Regular Accounts Payable	\$330,212.77

10/17/2022-10/28/2022	ACH/WIRE Payments	\$466,773.74
10/13/2022	Special A/P Tax Disbursement	\$69,200.41
10/27/2022	Special A/P Tax Disbursement	\$51,739.25
Grand Total		\$1,110,745.60
To view the entire accounts payable and payroll check registers, please Click here.		

C. Updated Control Systems for Water Treatment Plant: \$12,800.00

Motion to approve the control system improvements for the Water Treatment Plant by Shoreline Power Services in an amount not to exceed \$12,800 and authorize the City Manager to sign all necessary documents.

D. General Liability & Property Insurance 2022-23 Renewal

Motion to approve the renewal of the City's general liability and property insurance policy and Cyber liability insurance with the Michigan Township Participating Plan for \$129,851 for one year (November 1, 2022 - October 31, 2023).

E. MPPA Energy Waste Reduction and Clean Energy Plan

Motion to participate in MPPA's 2023-2023 Clean Energy Program with an annual budget of \$90,000 and authorize the City Manager to sign all required documents.

F. Grand Traverse Band of Ottawa & Chippewa Indians Grant Application

Motion to authorize the City Manager to sign the 2% allocation grant application for Joppa House and forward it to the Grand Traverse Band of Ottawa and Chippewa Indians Tribal Council for their consideration.

G. Approval of Fuel Contract with Circle K Holiday

Motion to accept the bid, as presented by Circle K Holiday and authorize the City Manager to sign all required documents.

H. Low Service Pump Electrical Improvements: \$63,966.00

Motion to award construction of Water Treatment Plant Low Service Pump Electrical Upgrades to J Ranck Electric for an amount not to exceed \$63,966.00 and authorize the City Manager to sign all necessary documents.

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Hold Deer Cull

Rob Scholey- Acting Police Chief

Acting Chief of Police Scholey provided the Council with the brief history of the proposed deer cull.

Mayor Kurtz opened the item for public comment, one was heard.

Motion by Kalbfell, seconded by Spring to set a hearing for Monday, November 21, 2022 at 6pm in the Council Chambers of City Hall on the potential of holding a deer cull.

Motion carried by unanimous voice vote.

7. All Other Actions and Requests

A. Appointment of Interim Police Chief and Future Chief Search

Mark Heydlauff, City Manager

City Manager Heydlauff stated that Chief Doan retired on November 1 and he appointed Deputy Chief Rob Scholey as Acting Chief of Police on November 2. Mr. Heydlauff stated the City Attorney advised that Council appoint Mr. Scholey as Interim Chief of Police during the transition period. Mr. Heydlauff stated he is hopeful that the position will be fulfilled by January 1 and suggested bringing in an outside firm to provide guidance and assistance on finding a replacement. Mr. Heydlauff stated there are organizations like the Michigan Municipal League or the Michigan Association of Chief of Police which could provide guidance on consultants specializing in law enforcement.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Parr, seconded by Cole to appoint Robert Scholey as the Interim Chief of Police.

Motion carried by unanimous voice vote.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Kalbfell, seconded by Spring to allow the City Manager to engage with a third party professional recruitment and search firm for the position of Chief of Police for Charlevoix.

Motion carried by unanimous voice vote.

B. Mayoral Appointments

Luther Kurtz- Mayor

Mayor Kurtz stated he would like to nominate downtown business owner, Danielle Scheller to the DDA Board.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Hagen, seconded by Kalbfell to appoint Danielle Scheller to the Downtown Development Authority Board of Directors with a term to expire April of 2023.

Motion carried by unanimous voice vote.

Mayor Kurtz stated he should have disclosed under inquiry regarding conflicts of interest that one of his nominations is his father. Mayor Kurtz stated he does not feel like his nomination would be a conflict, since after the election he will no longer be Mayor, but he will leave that up to the Council to decide. Mayor Kurtz stated he does not have any near future projects that would require Planning Commission approval.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Kalbfell, seconded by Cole to appoint John Kurtz to the Planning Commission with a term to expire April of 2025.

Motion carried by unanimous voice vote.

Mayor Kurtz stated he would like to nominate Scott Beatty to the Planning Commission, Mr. Beatty is a true professional, long-term resident, and attorney, which would make him a great fit for the commission.

Mayor Kurtz opened the item for public comment. None were heard.

Motion by Parr, seconded by Hagen to appoint Scott Beatty to the Planning Commission with a term to expire April of 2025.

Motion carried by unanimous voice vote.

8. Reports and Communications

A. Public Comment

- Shirley Gibson thanked Mayor Kurtz for his service to the City

B. City Manager's Comments

- After meeting with the Tip of the Mitt Watershed Council due to timelines, the Mason Street Project would not be a good fit for the green storm water infrastructure grant, however they are shifting focus and now exploring the storm water runoff at Ferry Beach for a potential future project
- Thanked Clerk Dvoracek for her efforts and preparation for the election
- Welcomed back Council Member Cole
- Congratulated Mayor Kurtz and thanked him and Mary Kurtz

C. Mayor and Council Comments

- Council collectively thanked Mayor Kurtz for his service to the City and thanked all election officials and election workers
- Mayor Kurtz stated he enjoyed working with the Council and City Staff and enjoyed debating and brainstorming ways to bring the City into the future, he will miss everyone

9. Other Council Business

Council Member Cole inquired about the status of Chief Doan's investigation and City Manager Heydlauff stated he is hopeful he will have the findings soon.

Mayor Kurtz stated that he filed a notice of intent to file an initiative petition for an ordinance regarding regulating the future use of the old DPW building site. Mayor Kurtz explained the purpose is only to utilize the property for year-round housing or sell the property to a developer who intends to develop year-round housing and then use the proceeds to promote the development of year-round housing. Mayor Kurtz provided the Council with a copy of the proposed ordinance and stated the Council will have the ability to adopt the ordinance or if the Council does not do anything, then the ordinance could possibly go to the vote of the people. Mayor Kurtz stated that the Committee would be circulating the petitions for signatures.

10. Adjourn

Mayor Kurtz adjourned the meeting at 6:38 p.m.

Sarah J. Dvoracek

City Clerk

Luther Kurtz

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: November 21, 2022

Presented By:

Background:

Recommendation:

Motion to approve the accounts payable and payroll check registers as presented.

Attachments:

1. Check Registers 11-21-22 Agenda

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/05/2022	11/10/2022	138124	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,116.73
11/05/2022	11/10/2022	138125	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
11/05/2022	11/10/2022	138125	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	418.07
11/05/2022	11/10/2022	138126	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,345.00
11/05/2022	11/10/2022	138127	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	678.21
11/05/2022	11/10/2022	138128	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
11/05/2022	11/10/2022	138129	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	251.25
11/05/2022	11/10/2022	138130	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,504.29
11/05/2022	11/10/2022	138131	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	310.65
11/05/2022	11/10/2022	138131	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 11/5/2	61.98
11/05/2022	11/10/2022	138131	THE HARTFORD	9035	CHILD LIFE Pay Period: 11/5/202	9.58
11/05/2022	11/10/2022	138131	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	24.18
11/05/2022	11/10/2022	138131	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 11/5	4.39
11/05/2022	11/10/2022	138131	THE HARTFORD	9035	CHILD AD&D Pay Period: 11/5/20	4.05
Grand Totals:		14				5,931.83

Summary of Check Registers & ACH Payments HUNTINGTON NATIONAL BANK - CHECKS ISSUED

11/10/22 Payroll Transmittal Checks	\$	5,931.83
11/10/22 Payroll (net pay)	\$	113,860.81
11/22/22 Regular Accounts Payable	\$	225,643.68

Checks Sub-Total: \$ 345,436.32

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

11/02/22 Neofunds by Neopost	\$	50.00
11/03/22 AMG Payment Solutions	\$	468.68
11/04/22 Payment Service Network	\$	258.60
11/09/22 DTE Energy	\$	5,347.42
11/09/22 State of MI (Sales Tax)	\$	24,451.48
11/10/22 IRS (Payroll Tax Deposit)	\$	45,515.06
11/10/22 Alerus Financial (HCSP)	\$	350.00
11/10/22 Vantagepoint (401 Plan)	\$	1,062.00
11/10/22 Vantagepoint (457 Plan)	\$	20,241.22
11/10/22 Vantagepoint (Roth IRA)	\$	1,180.76
11/10/22 State of MI (Withholding Tax)	\$	6,375.51

ACH Sub-Total: \$ 105,300.73

Huntington National Bank Total: \$ 450,737.05

CHARLEVOIX STATE BANK - CHECKS ISSUED (PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

Charlevoix State Bank Total: \$ -

Grand Total: \$ 450,737.05

APPROVED:



CITY MANAGER



CITY TREASURER



CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/05/2022	PC	11/10/2022	36385	HEYDLAUFF, MARK L.	102		3,660.98
11/05/2022	PC	11/10/2022	36386	DVORACEK, SARAH J.	105		2,280.63
11/05/2022	PC	11/10/2022	36387	DEROSIA, PATRICIA E.	107		993.44
11/05/2022	PC	11/10/2022	36388	DOTSON, LINDSEY J.	109		1,392.18
11/05/2022	PC	11/10/2022	36389	KLOOSTER, ALIDA K.	121		2,253.34
11/05/2022	PC	11/10/2022	36390	BARNEVELD, RICHELLE	123		1,211.42
11/05/2022	PC	11/10/2022	36391	SCHULZ, GINNY L.	125		1,556.05
11/05/2022	PC	11/10/2022	36392	BRADLEY, KATHLEEN R.	126		1,196.94
11/05/2022	PC	11/10/2022	36393	MILLER, FAITH G.	142		70.57
11/05/2022	PC	11/10/2022	36394	MCGINN, KELLY A.	146		2,737.88
11/05/2022	PC	11/10/2022	36395	DOAN, GERARD P.	201		12,128.50
11/05/2022	PC	11/10/2022	36396	SCHOLEY, ROBERT W.	204		1,805.95
11/05/2022	PC	11/10/2022	36397	UMULIS, MATTHEW T.	205		1,759.12
11/05/2022	PC	11/10/2022	36398	ORBAN, BARBARA K.	209		1,241.78
11/05/2022	PC	11/10/2022	36399	RILEY, DENISE M.	213		558.78
11/05/2022	PC	11/10/2022	36400	MUNK, CHRISTOPHER J.	215		1,438.57
11/05/2022	PC	11/10/2022	36401	SCHICK, TIELER R.	216		1,602.06
11/05/2022	PC	11/10/2022	36402	STEWART, MORGAN J.	217		1,651.74
11/05/2022	PC	11/10/2022	36403	YOUNG, KRISTEN L.	230		1,804.02
11/05/2022	PC	11/10/2022	36404	FERUCCI, ENZO C.	248		98.68
11/05/2022	PC	11/10/2022	36405	WURST, RANDALL W.	411		1,822.75
11/05/2022	PC	11/10/2022	36406	HILLING, NICHOLAS A.	413		1,535.32
11/05/2022	PC	11/10/2022	36407	MEIER III, CHARLES A.	421		1,708.77
11/05/2022	PC	11/10/2022	36408	ZACHARIAS, STEVEN B.	422		1,451.69
11/05/2022	PC	11/10/2022	36409	NEWMAN, MARK J.	424		1,538.97
11/05/2022	PC	11/10/2022	36410	LOUGHMILLER, JOHN A.	425		1,548.84
11/05/2022	PC	11/10/2022	36411	GRIFFITH, JOHN J.	500		2,816.54
11/05/2022	PC	11/10/2022	36412	EATON, BRAD A.	515		3,296.13
11/05/2022	PC	11/10/2022	36413	WILSON, TIMOTHY J.	516		3,188.06
11/05/2022	PC	11/10/2022	36414	LAVOIE, RICHARD L.	519		2,425.72
11/05/2022	PC	11/10/2022	36415	STEVENS, BRANDON C.	521		2,578.60
11/05/2022	PC	11/10/2022	36416	WHITLEY, ANDREW T.	522		2,871.35
11/05/2022	PC	11/10/2022	36417	DRAVES, MARTIN J.	523		2,363.92
11/05/2022	PC	11/10/2022	36418	FARRELL, MITCHELL L.	524		1,725.35
11/05/2022	PC	11/10/2022	36419	ANDERSON, ELIZABETH	526		1,336.83
11/05/2022	PC	11/10/2022	36420	KENWABIKISE, DAVID L.	528		1,181.42
11/05/2022	PC	11/10/2022	36421	ELLIOTT, PATRICK M.	600		3,061.75
11/05/2022	PC	11/10/2022	36422	SCHWARTZFISHER, JOS	603		1,399.38
11/05/2022	PC	11/10/2022	36423	BRADLEY, KELLY R.	614		1,504.84
11/05/2022	PC	11/10/2022	36424	HART II, DELBERT W.	616		1,617.65
11/05/2022	PC	11/10/2022	36425	JONES, ROBERT F.	618		1,381.82
11/05/2022	PC	11/10/2022	36426	THORP JR, WILLIAM D.	623		1,677.57
11/05/2022	PC	11/10/2022	36427	LEITNER, RYAN S.	624		1,832.58
11/05/2022	PC	11/10/2022	36428	FERGUSON, ROYCE L.	625		1,956.78
11/05/2022	PC	11/10/2022	36429	REID, ROB A.	632		1,419.96
11/05/2022	PC	11/10/2022	36430	DORAN, JUSTIN J.	634		2,265.74
11/05/2022	PC	11/10/2022	36431	NEDWICK, DAVID J.	642		683.54
11/05/2022	PC	11/10/2022	36432	HART III, DELBERT W.	657		1,066.75
11/05/2022	PC	11/10/2022	36433	FINNERTY, HOLLY E.	669		1,050.89
11/05/2022	PC	11/10/2022	36434	MUMICH, BARRY J.	671		863.48
11/05/2022	PC	11/10/2022	36435	CRANDELL, ZACKARY R.	691		603.76
11/05/2022	PC	11/10/2022	36436	RABIDEAU, JACOB L.	696		749.71
11/05/2022	PC	11/10/2022	36437	KNORR, KENT J.	700		2,137.46
11/05/2022	PC	11/10/2022	36438	ANZELL, BETH A.	702		1,396.81
11/05/2022	PC	11/10/2022	36439	MCDERMOTT, DENNIS J.	732		381.12
11/05/2022	PC	11/10/2022	36440	DRENTH, DOUGLAS A.	838		338.30
11/05/2022	PC	11/10/2022	36441	GILL, DAVID R.	856		806.49

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/05/2022	PC	11/10/2022	36442	LIVINGSTON, BRIAN D.	866		1,948.83
11/05/2022	PC	11/10/2022	36443	KLOOSTER, PATRICK H.	868		137.44
11/05/2022	PC	11/10/2022	36444	WYMAN, MATTHEW A.	927		1,906.17
11/05/2022	PC	11/10/2022	36445	MILLER, WILLIAM S.	933		1,484.33
11/05/2022	PC	11/10/2022	36446	DOUGLAS, MARK	935		1,074.88
11/05/2022	PC	11/10/2022	36447	MCCRANEY, RUSSELL R.	936		1,225.15
11/05/2022	PC	11/10/2022	36448	FRATRICK, JOSEPH W.	940		603.71
11/05/2022	PC	11/10/2022	36449	DVORACEK, BRIAN N.	952		640.77
11/05/2022	PC	11/10/2022	138122	MORRISON, KEVIN P.	601		1,701.37
11/05/2022	PC	11/10/2022	138123	COX, RONALD L.	869		108.89
Grand Totals:			67				113,860.81



Report Criteria:

Computed checks included
Manual checks included
Supplemental checks included
Termination checks included
Void checks included

Check Number	Payee	Amount
11/22/2022		
138133	ABRAMOWSKI, DWAIN M.	100.00
138134	ACE HARDWARE	1,454.00
138135	AMAZON CAPITAL SERVICES	340.07
138136	ANZELL, BETH A.	142.70
138137	APPLIED HANDLING INC	1,888.00
138138	AT YOUR SERVICE PLUS INC	17,425.00
138139	AUTO-WARES GROUP	868.50
138140	AVFUEL CORPORATION	40,777.49
138141	BELLAIRE VENTURES	141.57
138142	BLARNEY CASTLE OIL CO	733.82
138143	BRADFORD MASTER DRYCLEANERS	48.75
138144	CARQUEST OF CHARLEVOIX	571.81
138145	CDW GOVERNMENT	40.74
138146	CHARTER COMMUNICATIONS OPERA	307.21
138147	CINTAS	72.46
138148	CINTAS CORPORATION	209.45
138149	CITY OF CHARLEVOIX - UTILITIES	48,244.64
138150	CONWAY PROFESSIONAL SERVICES	3,168.00
138151	CROSS III, JOHN H.	7,000.00
138152	DANBROOK ADAMS RAYMOND	9,945.00
138153	DERRER OIL & PROPANE CO	200.75
138154	DVORACEK, SARAH	60.21
138155	EDGEWATER RESOURCES LLC	2,772.50
138156	ELECTIONSOURCE	1,200.00
138157	ELLSWORTH FARMERS EXCHANGE	319.00
138158	ELMER'S CRANE & DOZER INC	22,314.89
138159	ENERCO CORPORATION	700.00
138160	FAMILY FARM AND HOME	435.74
138161	FERGUSON & CHAMBERLAIN	500.00
138162	FREEDOM MAILING SERVICES INC	2,461.52
138163	GATEHOUSE MEDIA MICHIGAN HOLDI	289.14
138164	GFL ENVIRONMENTAL	129.00
138165	GREAT LAKES ELEVATOR LLC	450.85
138166	GREEN PROJECTS GROUP	3,560.00
138167	GRIFFITH, JOHN J	267.50
138168	GRP ENGINEERING INC	6,869.35
138169	HACH COMPANY	116.48
138170	HUTSON INC	2,077.99
138171	INTEGRITY BUSINESS SOLUTIONS	16.16
138172	IPS GROUP INC	960.73
138173	JACO ANALYTICAL LABORATORY INC	215.56
138174	JUSTICE FENCE ACQUISITIONS LLC	115.00
138175	KELLY WARNER PAINTING	567.00
138176	KSS ENTERPRISES	205.82
138177	LEPOSKY, TIFFONY	72.58
138178	LITTLE TRAVERSE DISPOSAL LLC	74.00
138179	MCCARDEL CULLIGAN-PETOSKEY	54.50
138180	MICHIGAN ELECTRIC	17,900.00

Check Number	Payee	Amount
138181	MUSTANG TOOL SERVICE	114.96
138182	NADOLSKY, CLAYTON	100.00
138183	NORTHWEST ELECTRONICS & REPAI	94.97
138184	OLESON'S FOOD STORES	40.79
138185	ORBAN, BARBARA K.	50.00
138186	OSTLUND PEST CONTROL NORTH IN	165.00
138187	PENINSULA FIBER NETWORK LLC	470.00
138188	PLUNKETT COONEY	1,660.00
138189	POWER LINE SUPPLY	4,418.28
138190	PROVIDENCE FARM LLC	316.00
138191	RANGE TELECOMMUNICATIONS	237.25
138192	REVOLUTION BIKE LLC	345.28
138193	SAWGLE, JAN	144.00
138194	SIEGRIST, EVA	155.00
138195	SMITH, FRED	75.00
138196	SOUND ENVIRONMENTS	560.00
138197	SPARTAN STORES LLC	29.85
138198	STATE OF MICHIGAN	130.00
138199	STATE OF MICHIGAN	1,521.96
138200	STRICKER'S OUTDOOR POWER EQUI	740.35
138201	SUMMIT FIRE PROTECTION	530.08
138202	TRANSUNION RISK AND ALTERNATIV	150.00
138203	UNIFIRST CORPORATION	812.52
138204	UNIVERSAL CREDIT SERVICES INC	130.75
138205	USABBLUEBOOK	1,931.52
138206	WELLS, PATTY	6.97
138207	WEX BANK	11,226.67
138208	ZIXCORP	1,101.00
Total 11/22/2022:		225,643.68
Grand Totals:		225,643.68

Check Number	Payee	Amount
11/02/2022		
110222001	NEOFUNDS BY NEOPOST	50.00
Total 11/02/2022:		50.00
Grand Totals:		50.00

Check Number	Payee	Amount
11/03/2022		
110322001	AMG PAYMENT SOLUTIONS	468.68
Total 11/03/2022:		468.68
Grand Totals:		468.68

Check Number	Payee	Amount
11/04/2022		
110422001	PAYMENT SERVICE NETWORK INC.	258.60
Total 11/04/2022:		258.60
Grand Totals:		258.60

Check Number	Payee	Amount
11/09/2022		
11092201	DTE ENERGY	5,347.42
11092202	STATE OF MICHIGAN	24,451.48
Total 11/09/2022:		29,798.90
Grand Totals:		29,798.90

Check Issue Date	Check Number	Payee	Amount
111022001			
11/10/2022	11102200	**EFTPS* Payroll Taxes	11,076.25
11/10/2022	11102200	**EFTPS* Payroll Taxes	11,076.25
11/10/2022	11102200	**EFTPS* Payroll Taxes	2,590.40
11/10/2022	11102200	**EFTPS* Payroll Taxes	2,590.40
11/10/2022	11102200	**EFTPS* Payroll Taxes	18,181.76
Total 111022001:			
	5		45,515.06
111022002			
11/10/2022	11102200	Alerus Financial	350.00
Total 111022002:			
	1		350.00
111022003			
11/10/2022	11102200	MissionSquare - 401 Plan 109153	1,062.00
Total 111022003:			
	1		1,062.00
111022004			
11/10/2022	11102200	MissionSquare - 457 Plan 300959	4,300.00
11/10/2022	11102200	MissionSquare - 457 Plan 300959	2,585.86
11/10/2022	11102200	MissionSquare - 457 Plan 300959	4,245.39
11/10/2022	11102200	MissionSquare - 457 Plan 300959	9,109.97
Total 111022004:			
	4		20,241.22
111022005			
11/10/2022	11102200	MissionSquare - Roth IRA 706117	1,180.76
Total 111022005:			
	1		1,180.76
111022006			
11/10/2022	11102200	STATE OF MICHIGAN	6,375.51
Total 111022006:			
	1		6,375.51
Grand Totals:			
	13		74,724.55



Charlevoix City Council

Consent Agenda

Title: Revised Job Description: Chief of Police

Date: November 21, 2022

Presented By:

Background:

A revision to the City Charter approved by voters last year, permits the City Manager to approve and amend job descriptions. As I updated the job description for the Chief of Police, I thought it was advisable to request the Council to give final approval to this position since Council will ultimately approve the new selection of the new Chief.

Recommendation:

Motion to approve the revised job description for Chief of Police as presented.

Attachments:

1. JD- Chief of Police - 11102022

CITY OF CHARLEVOIX

Title: Chief of Police **FLSA:** Exempt
STATUS: Full-time, non-union
Departments: Police ~~& EMS~~
Reports To: City Manager
Date: November 20, ~~2017~~ 1, 2022

Position Purpose and Objectives

Under the ~~general~~ direction of the City Manager, plans, develops and directs a complete program of ~~public safety to~~ policing and law enforcement to protect the lives and property of the public and to preserve peace in the City. Acts as a spokesperson for the City regarding ~~public safety issues~~ policing, emergency response, and emergency preparedness. Interacts with other agencies and departments to ensure a comprehensive and coordinated approach to public safety ~~services provision~~ throughout the community.

Scope and Environment

While performing the duties of this job, the employee regularly works in an office setting and occasionally works in dangerous law enforcement and/or fire/EMS emergency settings. The employee may occasionally be exposed to outside weather conditions and dangerous situations arising from acts of God and natural disasters.

Essential Job Functions

- Perform all law enforcement functions required by the City Charter, the City Code and those prescribed by state law.
- Plans, organizes, and directs all aspects of Police ~~and EMS~~ departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements Police ~~and EMS departmental~~ policies and procedures, internal controls, and departmental goals and needs, City directives, and legal requirements.
- Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
- Develops and administers the annual Police ~~and EMS departmental~~ operating and capital budgets. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Approves purchases and prepares departmental financial summaries as required.
- Directs Police ~~and EMS departmental~~ operations through a defined command structure.
- Develops long-term plans to improve Police ~~and EMS departmental~~ operations, law enforcement, crime prevention efforts, rescue and medical services, and emergency programming.
- Evaluates pending legislation and statutes and responds to changing regulations and technology regarding law enforcement ~~and EMS~~ operations and training through review of technical materials and professional education.
- Attends and participates in professional organizational meetings, seminars, and workshops to stay abreast of new trends and innovations related to the field.
- Advises and assists ~~City administration~~ the City Manager and City Council regarding law enforcement, building, traffic, crime, rescue and medical services and emergency issues. Acts as spokesperson for the department, receives and answers inquiries and complaints from the public, other agencies and the media.
- Coordinates Police ~~and EMS departmental~~ activities with other agencies including Federal, State, County, Township and other local law enforcement departments, EMS departments and fire agencies. Serves as the primary point of contact with the Charlevoix Township Fire Chief and coordinates interagency emergency services between the agencies.
- Serves on community boards and commissions related to public safety, as appropriate. Proactively Mmeets with community groups to address public safety concerns.
- Oversees the acquisition and maintenance of department equipment and vehicles; maintain safety standards for personnel and equipment.
- Supervises the management of the Ferry Avenue Boat Launch, fish cleaning station and related activities.

- Oversees all upkeep and maintenance of City Hall, ~~Bridge Park Building, Harbormaster Office, and Odmark Performance Pavilion.~~ and associated grounds and facilities as directed.

Knowledge, Skills and Abilities Required

- Bachelor's degree in criminal justice or a related field with a Master's degree preferred. Alternatively, an Associate's degree plus seven to ten years of relevant training and experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Seven years of increasingly responsible law enforcement experience, including four years of supervisory and management responsibility.
- Michigan Commission on Law Enforcement Standards (MCOLES) certification; EMT, paramedic and/or fire certifications preferred.
- Valid Michigan driver license.
- Knowledge of State and Federal laws and local ordinances governing limitations and obligations of police power ~~and EMS responsibility.~~
- Substantial knowledge of the principles, practices and techniques of modern police science to establish and maintain effective law enforcement operations. Knowledge of scientific methods of crime detection and prevention.
- Knowledge of the operation of relevant vehicles, surveillance and communication equipment, and firearms.
- Skill in leading, delegating and supervising the work of others in routine and emergency situations.
- Ability to communicate effectively and present ideas orally and in writing, and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, law enforcement colleagues, fire/EMS colleagues, community leaders, the media, and the public.
- Ability to prepare and maintain a wide variety of records and reports according to accepted standards.
- Ability to work effectively under stress and in emergency and confrontational situations.
- Ability to respond to emergencies and attend meetings at any hour.
- Ability to project a courteous and positive public image of the City of Charlevoix.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: Pending
 Council Approval: 11/20/2017

Charlevoix City Council

Consent Agenda

Title: Set Work Session for December 5, 2022

Date: November 21, 2022

Presented By:

Background:

As part of ongoing discussions around renewable energy goals, the operation of our electric department, and the long-term needs and strategies for purchasing power, we have arranged a presentation and discussion with folks from the Michigan Public Power Agency (MPPA). We are a member of MPPA and they are a joint purchasing agency that helps us and other municipal power companies in Michigan manage our capacity and supply. This will be a good chance to update Council on future initiatives, our efforts toward renewable generation, and the future of electricity.

Recommendation:

Motion to set a City Council Work Session for 4:30pm on December 5, 2022 in the Council Chambers of City Hall for the purpose of discussing the Electric Department and the Michigan Public Power Agency.

Attachments:

None

Charlevoix City Council

Consent Agenda

Title: Selection of Walsh Municipal Services for Chief of Police Search: \$10,900

Date: November 21, 2022

Presented By:

Background:

At your last meeting, I discussed the process of a search for a permanent Chief of Police involving an independent executive recruitment firm. Since that time, I solicited a proposal and received a very solid unsolicited proposal for these services. Walsh Municipal Services is run by a colleague of mine in Meridian Charter Township who has a long reputation in local government management in Michigan. Frank Walsh has recently concluded similar police chief searches in Roosevelt Park and Grand Blanc. Based on his experience, I recommend we engage his services. Pivot Group also submitted a proposal to me.

Recommendation:

Motion to authorize the City Manager to engage the services of Walsh Municipal Services to lead the process of recruiting and selecting a new Chief of Police for a cost not to exceed \$10,900.

Attachments:

1. Pivot Group Proposal
2. Walsh Municipal Services Proposal



www.PivotGroupMunicipalServices.com

City of Charlevoix
210 State Street
Second Floor
Charlevoix, MI 49720

November 2, 2022

Re: Executive Recruitment, Police Chief

City Manager Heydluaff,

Pivot Group Municipal Services (Pivot Group) is proud to provide the City of Charlevoix the following proposal to conduct professional services during your search for Charlevoix's next Police Chief. Pivot will provide professional vetting of candidates and advocate for the best possible candidate for the City, soliciting the opportunity to professional managers and public policy practitioners across our region. We will actively reach out and recruit candidates, as the qualified candidates you desire are not necessarily spending their days looking at classified ads. We believe that Charlevoix is a wonderful community and the opportunity to serve as the next Police Chief should garner much interest among qualified professionals.

Pivot Group proposes to provide the following services for the City of Charlevoix:

- Develop a public job posting based on consultation with the City of Charlevoix and job description denoted by City Charter and Ordinances.
- Advertise the job posting on the Michigan Municipal League and Michigan Chiefs of Police websites.
- Market the position to select, top-notch potential candidates and advocate that they apply for the opportunity to be considered for selection.
- Pivot's Principle and its Lead Search will review applicant resumes and provide a recommendation of 7-10 candidates for the City Manager to review.
- Pivot Group will attend an in-person meeting to review candidates and provide guidance.
- Upon narrowing the applicant field to 3-4 candidates by the City Manager, Pivot will conduct pre-interview questionnaires with each top candidate.
- Selected candidates will be invited and scheduled for interviews with the City Manager.
- Pivot Group will attend an in-person meeting to facilitate candidate interviews.

- Upon identification of a lead candidate, Pivot will provide a criminal background check completed by a certified law enforcement officer in the State of Michigan.
- Pivot will facilitate completion of an Everything DiSC® Management Profile questionnaire, a research-validated personal assessment, and offer professional feedback to the City Manager.
- Provide sample contract for City Manager, and Candidate to review.

Pivot Group believes the job posting and description can be completed and posted during the month of November. The proposed closing date for the posting could be in early mid-December. All candidates will apply via a designated Pivot Group email address.

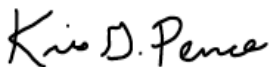
An in-person work-session is proposed for review of the candidates and recommendations from Pivot Group advisors. At this meeting the candidate pool will be narrowed to the top 3-4 select individuals.

Pivot Group will call selected candidates and offer an interview opportunity, tentatively scheduling for early January. This will allow candidates time to notify their current employers. Additionally, weekend interviews work best as top candidates can be assumed to have Council and other official meetings to attend during the week as part of their current employment functions.

As previously specified, should the City Manager make a final candidate selection, Pivot would initiate the background review and Everything DiSC® Management Profile. Final recommendations and review documentation will be provided, along with the provision of a sample contract to the City Manager, no later than February 1, 2023. All meetings are recommended and subject to amendment pending the needs of the City Manager.

Pivot Group agrees to provide these services at a cost not-to-exceed \$8,500 plus advertisement publication and criminal background check costs. Onboarding and leadership development services are available for additional fees and will be recommended for consideration during the search as need is identified.

Respectfully submitted,



Kris Pence, Principal

Proposal Accepted By _____ **Date** _____

Kris Pence, Principal

Kris Pence is an organizational development consultant, Licensed Professional Counselor, and award-winning educator. He is passionate about human capital – aiding organizations in the retention of high value employees and attraction of new talent. Kris draws on more than a decade teaching political science and public policy, and nearly as long counseling/consulting with individuals, groups, and organizations.



Pivot Group was started when Kris began consulting with organizations to develop and strengthen their people and processes. He has designed and delivered learning strategies to meet the needs of members of the boardroom to front line employees. Deepened engagement with leaders provided opportunities to aid in hiring decisions and subsequently finding talent. He has also partnered in generating organizational change by helping leaders clarify their goals, shift workplace cultures, close performance gaps, and achieve organizational objectives.

Kris holds a Bachelor of Science from Indiana Wesleyan University in Marion, Indiana, with majors in Political Science, Psychology, and History. He also holds a Master of Arts in Political Science earned from Miami University in Oxford, OH. Kris additionally holds a Master of Arts in Clinical Mental Health Counseling from Western Michigan University (WMU), Kalamazoo, MI. He is in the final stages of doctoral work for a Ph.D. in Counselor Education and Supervision from WMU. He is a Licensed Professional Counselor (License # 6401015448) and Licensed Marriage and Family Therapist (License # 4151000160) in the State of Michigan.

James R. Freed, Lead Search

James has more than sixteen years of senior leadership experience in both the public and private sectors. In the private sector, James served as an executive working to grow businesses in southern Michigan. In the public sector, as City Manager of one of Michigan's larger core communities he led one of the largest financial turnarounds in state history. James has also led executive recruitments for municipalities ranging in size from six employees to over 400 employees. This gives him a unique perspective on local government, as well as the needs of the business community.



James holds a Bachelor of Science from Indiana Wesleyan University (IWU) in Marion, Indiana, with an emphasis in Political Science and a Master's of Business Administration (MBA) from Northwood University DeVos Graduate School.

James was named Crain's Detroit Business 40 under 40 in 2016, Michigan Chamber Foundation & JCI Michigan's 2018 Outstanding Young Michigander, and in 2017 the Port Huron NAACP awarded him the Martin Luther King "Honorable Mention" for his work on equity and inclusion.

James has previously served as a keynote speaker for the Michigan Municipal League, West Michigan Policy Forum, and many colleges and universities.

In addition to his formal education, James has proven experience in economic development, community development, government administration, human resources fiscal policy, grant writing, collective bargaining negotiations, project management, environmental protection, and constituent relations.

Darin Dood, Lead Investigator

Darin has spent 22 years working in Michigan law enforcement, 16 of those years as Chief of Police. In addition to his experience in community policing and criminal investigations, Darin has also served as a Village Manager, Chief Administrative Officer in our state. This gives him a great perspective on what municipalities are looking for during an executive recruitment.

Darin is an expert in candidate vetting and background investigations. His deep dive into a candidate's history includes criminal, financial and social review.



CITY OF CHARLEVOIX



POLICE CHIEF SEARCH

“Frank Walsh was exactly the person that we needed to help us with our search for a Police Chief. He did his research and took the time to learn about our community and solicited feedback from community members.”

- Bryan Duffield, Trustee, Coloma Charter Township

HOME OF THE



Dear Manager Heydlauff:

Thank you for the opportunity to submit my firm's proposal to serve you in your recruitment for a new Police Chief. I'm no stranger to Charlevoix. Many of my family members live, or own summer homes, in your beautiful city. Our firm recently led two successful police chief recruitments in Roosevelt Park and Grand Blanc. We would be honored to assist Charlevoix.

I founded Walsh Municipal Services, LLC in 1997. For the past 25 years, my Okemos based firm has been fortunate enough to serve communities in every corner of the Mitten State. Over the past few years, Walsh Municipal Services, LLC has provided exemplary customer service to Brighton, Chelsea, Allen Park, Coopersville, Grand Blanc Township, Georgetown Township, Berrien County, Portage, Marquette Township, Clinton County, Dimondale, Port Huron, Hudsonville, Grand Haven, Fennville, Alpena, Marquette, Alpena County, Saugatuck, Saline, Ada Township, Caro, Saginaw Township, Brooklyn, Manchester, Mount Pleasant, Durand, Morenci, Frankenmuth, Hartland Township, Bridgeport Township, Decatur, Saugatuck Township, Suttons Bay, Pinckney, Paw Paw, St. Johns, Eaton Rapids, Evart, Blissfield, Yale and Wolverine Lake.

Our firm is committed to modest fees, outstanding customer service and trusted client communication. Throughout the recruitment process, our firm provides weekly updates to the community we represent. You'll never have to wonder about the status of your recruitment. I hope you will have an opportunity to reach out to any of our clients we have served over the past 25 years. Please feel free to visit our firm's website at www.walshmuni.com.

We go beyond experience and educational backgrounds. We focus on the "right fit". We will take our time and bring you several highly respected candidates to serve Charlevoix.

Best wishes as you proceed forward with your recruitment. We hope to become your firm of choice.

Sincerely,

Frank L. Walsh

Frank L. Walsh, President



OUR CLIENTS

“Frank’s service was unparalleled. He led our city manager search with passion and high energy.”

- Karen Dunigan, Former Mayor, Jackson, MI

“Frank Walsh was instrumental in the search for our next city manager. From the get-go, he provided clear and regular communication to the city commission and designated city staff. He was enthusiastic in his work and had a genuine care for ensuring we found the

- Jenna Smith, Mayor, Marquette, MI

“I’m really thankful we hired Frank Walsh to lead our recruitment in Georgetown Township. Frank brought us great candidates, stuck to our schedule and there were no surprises.”

- Jim Wierenga, Supervisor, Georgetown Township, MI

“Frank’s recruitment process is unmatched. We considered all the firms in Michigan. For the second time, we unanimously chose Walsh Municipal Services.”

- Matt Waligora, Mayor, Alpena, MI

“Thank you for all the time and effort you devoted to making certain the Mount Pleasant search was successful. Rest assured that I am a Walsh Municipal Services fan!”

- Dr. George Ronan, City Commissioner, Mount Pleasant, MI

“5-star recruitment Firm. Frank Walsh is amazing. Excellent customer service.”

- Connie Cobley, Councilmember, Durand, MI



FIRM OVERVIEW

In 1997, while serving as St. Joseph City Manager, the Village of Stevensville contacted me and asked if I would help them search for a new Village Manager. Village President Pat Arter made the request. I volunteered my time and developed a deep passion for the recruitment. Fast forward 25 years and Walsh Municipal Services, LLC is serving communities across the state. We serve every community with pride, passion and performance.

We do not operate a large firm. However, we have close ties to several managers that assist in the outreach process. Our firm has a reach well beyond Michigan. We recently successfully recruited managers from North Carolina, South Carolina, Wyoming and Wisconsin to Michigan. Although we specialize in Michigan, we are well-known for recruiting on a nationwide basis.

Walsh Municipal Services is most proud of being the founder of the Hugh and Lucy Mizelle Scholarship Fund. Started in 2002, the Mizelle Fund was a \$40,000 endowment to help low-income students attend college. We named the fund after my grandparents who were not able to attend college due to financial hardship. Over the next several years, the Mizelle Fund supported 27 high school student graduates with their first year of college.

We have come a long way since assisting Stevensville in 1997. However, we will never lose sight of our founding principles. We serve our clients with moderate fees, unparalleled communication and we guarantee our results. We would be honored to serve the City of Charlevoix.



RECRUITMENT – RESUME

Mr. Walsh's contact information is provided on the summary page of the submittal. He is available at any time throughout the recruitment and will communicate to the City Council and City Manager on a weekly basis. Communication is the hallmark of WMS.

His resume includes the following:

- 25 years of municipal recruitment experience
- 30 years of service to Rotary (Past President, Paul Harris Fellow)
- 20 years as a Junior Achievement volunteer
- Master's Degree in Public Administration
- Awarded the Outstanding Leader Award by Michigan Municipal League
- Awarded the Outstanding Service Award by the Michigan Municipal Executives
- 37 years of municipal management experience
- 15 years of experience in township government
- Volunteer youth coach (baseball, tennis, football, volleyball)
- Conference speaker at MTA, MML, MME, and ICMA
- Founder of Catossa, Oklahoma Tornado Relief Fund
- Founder of the Lucy and Hugh Mizelle College Scholarship Fund
- 100% Placement Record leading WMS



CHARLEVOIX

SCOPE OF SERVICES

The Selection

Walsh Municipal Services (WMS) is prepared to initiate the City of Charlevoix Police Chief search process immediately following the City Council selection.

Community Profile and Recruitment

WMS will help develop a strategy and schedule for the Police Chief process. Our strategy will identify the channels, both print and internet based, in which the position will be advertised. Our efforts will reach over 1,000 potential candidates.

Candidate Qualifications

WMS will review resumes for background qualifications and conduct preliminary telephone interviews with the most qualified 3-5 candidates. The phone interviews will delve into each applicant's experience and credentials to serve the City of Charlevoix.

Reference Reviews

WMS will evaluate each candidate for serious consideration by conducting in-depth reference checks with individuals who are in, or have been in, a position to carefully and professionally critique their past performance. A short list of candidates will be presented to the City Council and City Manager for their consideration.

Reference Review Mitigation

As with every search conducted by WMS, if politically sensitive or potentially embarrassing issues arise, WMS is skilled to take the necessary time to study and provide City officials a clear picture of the issue. If you reach out to our clients, you will note WMS handles this type of findings with tact and diplomacy.

Community Groups, Staff and Interviews

WMS will provide City officials with a recommended process for coordinating interviews. WMS accepts full responsibility for scheduling interviews, preparing interview booklets, and attending interviews. **All of our services are offered as a flat fee.**

SCOPE OF SERVICES CONTINUED

Detailed Candidate Background Checks

WMS will verify selected candidates educational and employment background, financial/credit, newspaper research, social media and coordinating criminal and civil litigation checks. Our firm uses retired East Lansing Internal Affairs Director Ken Ouellette to perform a thorough background check. However, the community reserves the right to select their own investigator.

Notify Candidates Not Selected

WMS prides itself in its communication skills. This not only includes the City Council, but also candidates who were not selected to serve the City. WMS handles these communications with tact and respect.

Structuring Candidate Offer

WMS has been involved in each search it has completed in recommending and developing offers of employment and compensation packages. We will work to structure any offer to be consistent with the goals of the City Council and City Manager.

Communication and Updates

No business is successful without constant communication with its clients. WMS will provide the City with regular written status reports and keep candidates engaged and apprised of their status. WMS will work hard to retain all candidates during the recruitment process.



THE PROPOSED SCHEDULE

In summary, WMS provides a thorough recruitment process and offers the following detailed schedule (subject to change by the City Manager):

November 21, 2022

Firm selection by City of Charlevoix

November 25, 2022

Job announcement posted on municipal sites and social media

November 25, 2022 – December 23, 2022

Recruitment period

December 23, 2022

Deadline to apply

January 9, 2023

City Council meets in closed to review candidates

January 11, 2023

City Council announces finalists

January 21, 2023

Public interviews

January 22 – January 29, 2023

Final background check and contract negotiations

January 30, 2023

City Council approves new Police Chief contract

EXPERIENCE AND RESULTS



Grand Blanc Township (population 37,811)

Police Chief

Reference, Mr. Dennis Liimatta, Superintendent, 810-424-2682;
liimatta@twp.grand-blanc.mi.us



City of Portage (population 51,505)

City Manager

Reference, Ms. Patricia Randall, Mayor, 269-329-4400;
randallp@portagemi.gov



City of Grand Haven (population 10,711)

City Manager

Reference, Mr. Ryan Cummins, Mayor Pro Tem, 231-750-2026;
rcummins@grandhaven.org



City of Marquette (population 21,697)

City Manager

Reference, Ms. Jenna Smith, Mayor, 906-361-7429;
jsmith@marquettemi.gov



Ada Township (population 15,350)

Township Manager

Reference, Mr. Bob Proos, Trustee, 616-437-3559;
bobproos@servantfire.com



City of Saline (population 8,350)

City Manager

Reference, Mr. Brian Marl, Mayor, 734-429-4440;
brianmarl@gmail.com



City of Mount Pleasant (population 26,616)

City Manager

Reference, Mr. Will Joseph, Former Mayor, 810-355-6505;
josep2wl@gmail.com

BENEFITS OF WALSH MUNICIPAL SERVICES

WMS sets the bar high. We offer the City of Charlevoix the following large firm benefits:

- ◆ Unparalleled Commitment
- ◆ 100% guaranteed satisfaction
- ◆ 25 years of recruitment experience
- ◆ Knowledge and appreciation of the City of Charlevoix and Charlevoix County
- ◆ Timely and consistent communication..... the City Council will be kept informed
- ◆ Competitive fees
- ◆ No hidden costs.....no surprises
- ◆ Responsive customer service7 days a week
- ◆ References that will speak to our success rate
- ◆ We will present you with a strong field of finalists
- ◆ A new Police Chief appointed on January 30, 2023
- ◆ Service Beyond Selection



COST PROPOSAL

Walsh Municipal Services will oversee the entire City of Charlevoix Police Chief recruitment for a fee of \$10,000. The additional expenses are as follows: Comprehensive Background Check (\$500) and Publication Expenses (\$400). ***Total not to exceed \$10,900.***

- ◆ Draft and post job announcements through multiple print and internet- based sources.
- ◆ Recruit a **talented and diverse** field of candidates.
- ◆ In addition to resumes, provide a candidate questionnaire, which will be made available to the City Council at the time the governing body reviews candidates.
- ◆ Conduct preliminary phone interviews with top candidates.
- ◆ Complete responsible in-depth reference checks for top candidates.
- ◆ Prepare candidates and City Council for public interviews.
- ◆ Meet with the City Council to review top candidates.
- ◆ Prepare interview questions that encompass City of Charlevoix community and qualifications sought by the City Manager.
- ◆ Handle necessary travel plans, community meet and greet and other requested meetings with staff and stakeholders.
- ◆ Assist the City Attorney in contract negotiations.
- ◆ Service beyond the selection.

SUMMARY

We want to thank you for the opportunity to submit our credentials as you begin the process to choose your next Police Chief. As you know, in many ways, this is one of the most important decisions you will make as an elected official. WMS will work with great passion, ethics, and determination to help you find the “right fit.” Our firm hopes that after talking to our Michigan client base, you will select WMS for the City of Charlevoix.

Our firm is based on simple principles. Work hard, follow through and commit to excellence. There are many great firms in Michigan to choose from. We desire to be your firm of choice. Best wishes as you move forward.

Please contact us directly if you have any questions.

Frank L. Walsh, President
Walsh Municipal Services
2637 Elderberry Drive
Okemos, Michigan 48864
517-920-0134
Walshmuni@gmail.com



Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Deer Cull

Date: November 21, 2022

Presented By: Robert Scholey, Interim Chief of Police

Background:

We have been dealing with many complaints from citizens regarding the large deer population in the City and the destruction they have caused. Since 2019, we have received approximately 65 documented complaints through the City's website as well as many verbal complaints. Additionally, we have had a significant increase in car deer crashes in the City and the surrounding northern part of Charlevoix Township. The car deer crash numbers were 6 in 2016 and have steadily increased throughout the years to 26 in 2022.

I have been in contact with Emily Sewell, Office Supervisor for the Department of Natural Resources (DNR) Gaylord Office. The DNR would be the entity that would issue the permit for the deer cull. Ms. Sewell will attend the Council meeting to help answer questions.

I have also reached out to the United States Department of Agriculture (USDA) in Gaylord where I spoke with Tony Aderman. The USDA would be the agency conducting the deer cull. Unfortunately, Mr. Aderman was not available to attend the meeting.

In the past, we have, as discussed, documented the complaints received and had discussion on non-lethal control methods. The past few meetings have discussed the potential cull again with the public. Now, the question before Council is whether to proceed. If so, Council will need to request DNR issue a report which would validate their determination of issuing a permit for the cull. After this permit would be issued, the USDA can be engaged to fulfill the work.

Here are the probably next steps if Council wants to proceed with a cull:

- DNR will complete a report with background and options discussed with the municipality. This report will include whether or not DNR supports the conflict resolution plan in the request. A copy of this report will be reviewed by the DNR Regional Supervisor and DNR law enforcement supervisor. DNR will take into "major" consideration "public health and safety considerations outlined in the application".
- The DNR will issue or deny the permit.
- If the permit is issued, the USDA will be contacted to conduct a deer cull.
- The City would sign a cooperative agreement with the USDA spelling out the responsibilities of both parties, including price (estimated cost of 10K-15K). Approximately 20-40 deer would be eliminated.
- The City will keep a record of all animals taken during valid permit dates.
- Within 30 days of the permit's expiration, the City must submit a final report with the DNR.
- The City would work with USDA on the disposal of deer; it is very possible, we could donate

meat to the Charlevoix Food Pantry for distribution to families in need.

I have attached the DNR Wildlife Services policy on “White Tailed Deer and Urban Conflict” for the Council's review. Also included is an example Cooperative Agreement between the USDA and the City of Big Rapids for a deer cull they conducted in 2020. A draft resolution is also included if Council chooses to move forward.

Recommendation:

If Council wishes to proceed with a cull:

Motion to approve Resolution 2022-11-02 and direct the Interim Chief of Police to move forward with all necessary arrangements.

If Council does wishes to take other action, please provide direction and guidance.

Attachments:

1. Urban White-Tailed Deer Conflict Management Policy and Procedures
2. Big Rapids Service Agreement-Example
3. Resolution 2022-11-02 Deer Cull

Wildlife Division  Policy & Procedure	Topic White-Tailed Deer and Urban Conflict	
	Chapter Wildlife	Date Drafted:
	Responsible Region/Section/Unit Wildlife Policy & Management Section	December 15, 2106

Title Urban White-Tailed Deer Conflict Management Policy and Procedures	Number 10.001
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DEFINITIONS

Urban/Suburban – The U.S. Census Bureau considers urban and suburban areas as a densely developed territory, and encompass residential, commercial, and other non-residential urban land uses. Often, hunting cannot take place in an effective and efficient traditional manner due to the layout and structure of the land and the proximity to human inhabitants on most or all of the public land.

Damage – One type of urban conflict where a group of animals is engaging in destructive, depredating behavior that results in a loss of public resources or commercial value.

Hunting Seasons – These include the firearm season, muzzleloading season, archery season, early antlerless firearm season, late antlerless firearm season, Liberty Hunt, and Independence Hunt.

Lethal Management – Methods used to remove deer where the final disposition of the animal is mortality, including: hunting, trap and euthanasia, and sharpshooting.

Non-Lethal Management – Tools used to discourage the presence of deer, including: fencing, repellents, scare tactics, habitat alterations, etc.

Nuisance – One type of urban conflict where a group of animals is engaging in undesirable or impeding behaviors.

Hazardous Situations – Areas where the presence of any deer, regardless of number, create potentially dangerous or life-threatening situations.

POLICY

While white-tailed deer are highly valued by Michigan residents, conflicts between deer and humans occur at various levels of intensity across the State. Suppressed forest regeneration, high rates of deer-vehicle collisions, and destruction of landscaping and other property by deer can exceed social tolerances in urban/suburban areas where deer populations are abundant. Many individuals experiencing these conflicts frequently request assistance from their local elected officials, who often lack experience or expertise in solving such problems. These officials often turn to the Department of Natural Resources (DNR) to resolve these conflicts, which in many cases are polarizing and become highly politicized. While the DNR attempts to minimize deer-human conflicts by managing deer at appropriate levels through hunting, development and implementation of new strategies will be necessary to successfully manage deer in areas where hunting may be limited or restricted. The role of the DNR is to provide technical assistance and flexibility in the management options available, within reason. The final decision on which management approach should be pursued is the decision of the municipal/community representative or landowner, pending DNR approval.

The primary objective of Michigan's Deer Management Plan is to increase the effectiveness at managing deer impacts in urban and suburban areas where conflicts with deer can be impactful and potentially hazardous to humans. The Urban White-Tailed Deer Conflict Management Policy and Procedures of the Michigan DNR will:

1. Emphasize the harvest of white-tailed deer during existing deer hunting seasons using legal methods, where applicable.
2. Provide assistance and information in the use of lethal and non-lethal methods of reducing human conflict with white-tailed deer where hunting is not applicable or its impact can be limited.
3. Maintain a permitting system that allows for the expeditious response to potentially hazardous situations.

Title	Number
Urban White-Tailed Deer Conflict Management Policy and Procedures	

4. Provide guidance to landowners and municipalities to resolve conflicts with urban deer through a clearly defined process.

PROCEDURES:

I. Urban Deer Conflicts on Municipal Land and Certain Private Lands

As deer have lost their inhibitions of humans and densely populated areas, they have taken advantage of an environment that provides sufficient cover, abundant food, and freedom from natural and human predators (recreational hunters). Increasing numbers of urban deer-vehicle accidents and excessive damage to plants (landscaping or natural vegetation) are the most common conflicts with deer in these settings. In addition, concerns of disease associated with an abundant deer population living so closely with humans (e.g. bovine tuberculosis, Lyme disease) also arise.

Perhaps the most challenging aspect of deer management is the issue of how to deal with deer in urban and suburban areas where use of lethal control as a management tool has been unavailable. In most cases, municipal/community leaders must work together with stakeholders to gain acceptance of these highly effective, lethal techniques and utilize them in conjunction with a variety of non-lethal techniques to successfully reduce human-deer conflicts in these urban-suburban areas.

A variety of deer management tools, both lethal and non-lethal are available for municipal lands as well as certain privately owned lands. Lethal tools are more effective than others but may be unacceptable in areas where social or safety concerns are an issue. Applying a combination of several techniques specifically tailored for each situation should prove to be more successful than utilizing a single tool.

Municipal/community Representative or Landowner	Acknowledge there is concern amongst their constituency that urban deer may pose a problem. Contact the local wildlife biologist or deer specialist/biologist with supporting documents.
Wildlife Biologist, and/or Deer Specialist/Biologist, Field Operations Manager, Regional Supervisor or appointed Conservation Officer	1. Provide the appropriate municipal representative or landowner with information on urban deer management options once the Michigan DNR has been contacted. a. Provide options for non-lethal management, including fencing, repellents, baiting/feeding bans, etc. If the situation <i>can be resolved</i> through non-lethal management or hunting seasons, no further reporting or action is necessary. b. If the situation <i>cannot be resolved</i> through use of non-lethal means or hunting seasons, the biologist may conduct a site visit and advise the municipal representative of the <u>Damage and Nuisance Animal Control Permit request process</u>. Provide instructions for applying for a <u>Damage and Nuisance Animal Control Permit</u>. The prospective applicant should also be informed of the <u>Prohibited Methods of Deer-Human Conflict Resolution (Appendix A)</u>.
Wildlife Biologist	2. The Wildlife Biologist may inform the municipal representative of the options available for deer conflict resolution. The community is strongly encouraged to hold public meetings or determine the support for options that they are willing to consider. <u>If damage due to overabundant deer is being claimed, documentation or proof of damage should be provided to the biologist.</u>
Municipal Representative	Conduct public meetings, issue communications, discuss options with citizens and municipality leaders. Engage DNR experts to address questions and concerns.
Municipal Representative	2. Submit a <u>Damage and Nuisance Animal Control Permit</u> request to the Wildlife Biologist and a conflict resolution plan.

Title		Number
Urban White-Tailed Deer Conflict Management Policy and Procedures		
Wildlife Biologist	3. The Wildlife Biologist will attach a short report accompanying the request that includes a brief history of urban deer management discussions he or she has had with the municipality and whether or not the biologist supports the conflict resolution plan outlined by the request. The Wildlife Biologist will send a copy of the report to the Regional Supervisor, Deer Specialist and/or Program Biologist, and District Law Enforcement Supervisor.	
Regional Supervisor and/or Deer Specialist/Biologist	4. In considering the request, the Regional Supervisor and/or Deer Specialist/Biologist will give major consideration to public health and safety considerations outlined in the application, as well as the use of non-lethal and the use of lethal methods. If the request has merit, issue a <u>Damage and Nuisance Animal Control Permit</u> .	
Municipal Representative/Permittee	5. The permittee must keep record of all animals taken during the valid permit dates. If the use of sharpshooting is approved, the permittee must maintain a current, accurate list of the names of approved, designated sharp shooters. A copy of the <u>Damage and Nuisance Animal Control Permit</u> must be in the possession of each sharp shooter while in the act of taking a deer.	
Municipal Representative/Permittee	Within 30 days after the permit expiration date, the permittee will submit a final report to the Wildlife Biologist. The report will assist in future decision making processes. The report should document all aspects of the deer removal process, including any public reaction to the deer removal or control.	
Wildlife Biologist	Send the report to the Wildlife Permit Specialist.	

II. Urban Deer Conflicts Resulting in Hazardous Situations

Hazardous areas are meant to be free of deer due to the activities that take place on the grounds. These areas are typically airports and automobile proving grounds where collisions with deer at a very high rate of speed could result in serious human injury or fatality.

Wildlife Biologist and/or authorized representative	Any complaint involving a hazardous situation or a public safety issue must be addressed immediately. Under various circumstances, an onsite inspection is not required in order to authorize lethal management. Follow the <i>Instructions for Deer Conflict Permits and Exceptions (IC2018-4)</i> section on <i>Public Safety Issues Regarding Deer</i> .
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III. Permit Not Issued

The following procedure should be followed by the Wildlife Biologist when a permit is not issued:

Wildlife Biologist	1. Send a letter to the requestor within 10 business days specifying the exact reasons why the permit was not issued. The format for the Letter is as follows: a. Use official <u>Michigan DNR Letterhead (R1026e)</u>. b. Include the applicant's name, address, and date of the letter. c. The first paragraph should include: i. Personnel involved in overseeing the conflict mitigation and review period of the application. ii. A statement advising the complainant that a permit will not be issued. d. The second paragraph should state the reasons the permit is not being issued and briefly summarize measures that can be used to improve the application status in the future. e. Include the Wildlife Biologist's signature, address, and telephone number in the closing of the letter.
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Title Urban White-Tailed Deer Conflict Management Policy and Procedures	Number
	f. Send a copy of the letter to the Regional Supervisor and Law Enforcement District Office. g. The Wildlife Biologist may refer a complainant to the appropriate Regional Supervisor.

REFERENCES

Natural Resources and Environmental Protection Act, Act 451 of 1994.

 Dr. Russ Mason, Chief	<u>12-15-2016</u> Date
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APPENDIX A. PROHIBITED METHODS OF DEER-HUMAN CONFLICT RESOLUTION

1. Translocation of Deer

The live-capture, translocation and release of deer into a free-ranging situation will not be authorized by this permitting process. Deer will not be translocated and released back into wild populations for the following reasons:

- The State of Michigan will not facilitate the potential spread of any disease or parasite that may be harbored by a deer to another part of the state.
- Translocating deer into a different area is likely to cause stress to and provide competition for resources with resident deer (Scillitani et al 2013).
- Research shows the survival of translocated deer is low largely due to traumatic side effects such as capture myopathy and deer vehicle accidents resulting from unfamiliarity with the new terrain (Jones and Witham 1990).
- Research also shows that translocated animals disperse over greater distances once at release sites than resident populations (Whisson et al 2012).

2. Contraception or Sterilization of Deer

The use of contraception or sterilization of free-ranging white-tailed deer shall not be endorsed as a conflict resolution method authorized by this permitting process. Contraceptive and sterilization research could potentially be approved as a research project given proper funding, research personnel with extensive background and experience, identification of objectives and appropriate methodology, and location of need. Currently, the MDNR is not providing or soliciting funding or research for these techniques. These methods will not be permitted through this process for the following reasons:

- Contracepting or sterilizing deer does not immediately remove deer from a conflict situation.
- Current research has shown that fertility control can limit deer population growth in fenced areas and islands (Merrill et al 2006, Rutberg and Naugle 2008), but has been ineffective at controlling free-ranging deer herds.
- Research by Kirkpatrick et al (2011), indicate the challenges in the development and application of vaccine-based wildlife contraceptives are diverse and include differences in efficacy across species, safety of vaccines during pregnancy, the development of novel delivery systems for wild and wary free-ranging animals, and the constraints of certain non-contraceptive effects, such as effects on behavior.
- Kirkpatrick et. al (2011) also indicated that even when used successfully, challenges remain to improve delivery systems, modify vaccine components to enhance the duration of effectiveness, assure comprehensive safety, develop a sustainable funding base for research, and achieve general social acceptance.
- A study by Gilman et al (2010) show changes in maternal status imposed by sterilization may act to increase movement and mortality rates among sterilized females, resulting in an increase in deer-vehicle collisions.

APPENDIX B: APPROVED LETHAL METHODS OF CONFLICT RESOLUTION

1. Public Hunting

Public hunting, either with selected or state licensed hunters is the most preferred, economical and practical method of removing deer, even in urban areas. Even if firearms cannot be used, or are not feasible, archery hunting can typically be safely used to remove deer in urban areas. Local governments are encouraged to use hunting for deer population management, which may involve reviewing and changing local ordinances if currently prohibited.

2. Sharp Shooting

This technique is sometimes used near human-populated areas to safely, humanely, and efficiently remove deer. Sharp shooting is an intensive method of deer removal by competent marksmen and should not be considered or mistaken for a form of hunting.

- a. The landowner, homeowner's association, or government entity must submit a detailed plan for sharp shooting to the Wildlife Biologist for approval, which reasonably attempts to resolve the problem on a localized scale (per MDNR's discretion) for an extended period of time. The plan must include:
 - i. Introduction - brief history of the conflict and a description of the area, including its location (political township, township, range, and section) or address and size. Describe in detail the extent of damage or conflict caused by the deer, attaching any supporting documentation as an appendix. Any additional problems/issues associated with the deer should be described as well.
 1. Authority –specifically cite your legal authority to act on behalf of those being affected and to conduct such activities on the lands where the sharp shooting will occur.
 2. Goal – describe the long term objectives of the sharp shooting plan
 3. Alternatives - a review of other alternatives (lethal and nonlethal) to sharp shooting including the reasons that these are not viable.
 4. Logistics – describe in detail the following:
 - a. Number of deer to be culled – discuss the number of deer to be removed by sharpshooting and supporting information for the recommendation. (Note: Deer density estimates or counts are not required. Discussion with potential contracted sharpshooters and community involvement will best aid estimated number of deer to remove. Any discussion of age and sex restrictions of the deer to be removed would occur in this section.)
 - b. Timing - when sharpshooting will be conducted
 - c. Personnel – who will be conducting the cull and how/why the individuals were selected.
 - d. Methods – what methods, equipment (ex. type of firearm), and aids or special exceptions will be used to perform the sharp shooting.
 - e. Safety Issues – discuss all safety issues and how these issues will be specifically addressed during sharp shooting operations.
 - f. Utilization plan – describe how the culled deer will be utilized/disposed.
 - g. Long Term Management Plan – proposed management techniques to be employed once sharp shooting has been completed to meet the long term objectives of the sharp shooting plan.
 - h. Public Information Plan – List all efforts that have been undertaken to discuss the problem with affected individuals. List all efforts that will be undertaken to inform affected individuals as the plan is implemented.
 - i. Lead Contact – list the contact information for the designated individual, including a phone number and email address who affected individuals can contact immediately about any concerns during the sharp shooting operation. The Wildlife Biologist will forward the plan to the Deer Specialist/Biologist, Regional Supervisor, and District Lieutenant for review. Upon consensus agreement, a Damage and Nuisance Animal Control Permit will be issued by the Permit Specialist.

3. Trap and Euthanasia

This method is seldom used, but is an option in areas where lethal techniques have been approved but hunting or sharpshooting are not possible due to safety concerns. It is an inefficient, expensive, and controversial method that should only be considered as a last resort.

Deer may be humanely euthanized according to the acceptable methods applicable to free-ranging wildlife as described by the American Veterinary Medical Association. These include:

- Noninhaled agents: Overdoses of injectable anesthetic agents (including barbiturates) and T-61. Other agents may be used that are acceptable for domestic or captive wildlife. Premedication with an injectable or inhaled agent may reduce animal distress and/or human safety risks, under some circumstances. Inhaled agents are less preferred due to the necessity of restraint and proximity to humans. The use of pharmacologic agents often prevents the option for venison to be donated, which is a desirable outcome of any lethal management program.
- Physical methods: Gunshot to the head is acceptable provided the bullet placement can be assured. Gunshot targeted to the heart (chest) or to the neck (vertebrae, with the intent of severing the spinal cord) may also be used for free-ranging or other settings where close approach is not possible or where the head must be preserved for disease testing (rabies, Chronic Wasting, or other suspected neurologic diseases).

REFERENCES

AVMA Guidelines for the Euthanasia of Animals: 2013 Edition

Gilman, R., N. Mathews, B. Skinner, J. V., and J. Paul-Murphy. 2010. Effects of Maternal Status on the Movement and Mortality of Sterilized Female White-Tailed Deer. *Journal of Wildlife Management* 74:1484-1491.

Jones, J.M., and J.H. Witham. 1995. Urban deer "problem solving" in northeast Illinois: An overview. Pages 58-65 in J.B. McAninch, editor. *Urban deer: A manageable resource? Proceedings of the Symposium of the North Central Section, The Wildlife Society, 12-14 December 1993, St. Louis, Missouri, USA.*

Kirkpatrick, J., R. Lyda, and K. Frank. 2011. Contraceptive vaccines for wildlife: a review. *American Journal of Reproductive Immunology* 66: 40-50.

Merrill, J.A., E.G. Cooch, and P.D. Curtis. 2006. Managing an overabundant deer population by sterilization: effects of immigration, stochasticity and the capture process. *The Journal of Wildlife Management* 70(1): 268-277.

Rutberg, A.T. and R.E. Naugle. 2008. Population-level effects of immunocontraception in white-tailed deer (*Odocoileus virginianus*). *Wildlife Research* 35(6): 494-501.

Scillitani, L., D. Darmon, and A. Monaco, G. Cocca, E. Sturaro, L. Rossi and M. Ramanzin. 2013. Habitat Selection in Translocated Gregarious Ungulate Species: An Interplay Between Sociality and Ecological Requirements. *The Journal of Wildlife Management* 77(4): 761-769.

Whisson, D. A., G.J. Holland, and K. Carlyon. 2012. Translocation of Overabundant Species: Implications for Translocated Individuals. *The Journal of Wildlife Management* 76(8): 1661-1669.

COOPERATIVE SERVICE AGREEMENT
Between
City of Big Rapids
and the
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)

ARTICLE 1

The purpose of this agreement is to cooperate in a wildlife damage management project, as described in the Work Plan on the next page.

ARTICLE 2

APHIS WS has statutory authority under the Act of March 2, 1931 (46 Stat. 1468; 7 USCA 8351-7 USCA 8352) as amended, and the Act of December 22, 1987 (101 Stat. 1329-331, 7 USCA 8353), to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3

APHIS WS and the City of Big Rapids agree:

1. APHIS WS will provide the requested wildlife damage management services.
2. The City of Big Rapids will provide the U.S. Department of Agriculture the sum of \$5,594.41 to cover the costs as outlined in the Financial Plan. Payment will be made by check payable to "U.S. Department of Agriculture" by a mutually agreed upon date.
3. The City of Big Rapids ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
4. The monies received by APHIS WS will be used for wildlife damage management activities.
5. Nothing in this agreement shall prevent APHIS WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.
6. City of Big Rapids certifies that APHIS WS has advised the City of Big Rapids that there may be private sector service providers available to provide wildlife management services that the City of Big Rapids is seeking from APHIS WS.
7. The performance of wildlife damage management actions by APHIS WS under this agreement is contingent upon a determination by APHIS WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.

ARTICLE 4

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

ARTICLE 5

APHIS assumes no liability for any actions or activities conducted under this Cooperative Service Agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (FTCA), (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 6

The Agreement shall become effective 01 January, 2020 and shall continue in effect until 01 April, 2020. This Agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the City of Big Rapids does not provide necessary funds, APHIS WS is relieved of the obligation to provide services under this agreement.

Tax Identification Number: 386004663

City of Big Rapids
226 N Michigan Ave
Big Rapids, MI 49307

USDA-APHIS-Wildlife Services
2803 Jolly Rd, Suite 100
Okemos, MI 48864

 1/7/2020
Cooperator's Signature Date

State Director Date

WORK PLAN

Wildlife Species: White-tailed deer

Description of Damage: The City of Big Rapids has seen an increase in complaints regarding damage to landscaping, vehicle-deer collisions, and damage to native plants and wildflowers. Efforts to alleviate the damage have included non-lethal harassment techniques, deer resistant landscaping, and small culls resulting in few deer taken. Despite these efforts, damage and complaints are still occurring and The City of Big Rapids would like to utilize Wildlife Services to remove a limited number of deer.

Location: The City of Big Rapids in Big Rapids, MI

Services Provided: This agreement will allow for 3 visits (one site visit prior to removal efforts and then two visits to conduct the removal). Wildlife Services will utilize suppressed firearms (potentially with night vision equipment) from elevated stands, blinds, and/or vehicles. Wildlife Services will assist with field dressing and removal of the carcasses from the bait sites. The City of Big Rapids project manager will be responsible for baiting and processing of deer carcasses. Wildlife Services will coordinate with the City of Big Rapids project manager to locate bait sites and shooting zones on and within The City of Big Rapids. At the completion of this project, The City of Big Rapids may consult with Wildlife Services and the Michigan Department of Natural Resources to determine if another control visit is necessary. If an additional control visit is warranted, a new agreement shall be developed and signed.

This Work Plan is contingent upon the approval of this Cooperative Service Agreement, review of the Work Plan and approval and issuance of a permit by the Michigan Department of Natural Resources.

FINANCIAL PLAN

Personnel Costs\$3,509.25
Travel.....\$ 247.50
Vehicle Fuel\$ 240.00
Supplies\$ 193.58
Equipment\$ 209.52

Subtotal (Direct Costs)\$4,399.85

Pooled Job Costs\$ 483.98

Indirect Costs\$ 710.58

TOTAL\$5,594.41

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed \$5,594.41.

Financial Point of Contact

City of Big Rapids: Danielle Haynes 231-527-0005
<Name to call for billing questions> Phone

APHIS, WS: Mandy Hight
Budget Analyst (517) 318-3462
Phone

CITY OF CHARLEVOIX
RESOLUTION NO. 2022-11-02
RESOLUTION AUTHORIZING DEER CULL

WHEREAS, since 2019 the City of Charlevoix has received 65 deer population complaints, as well as follow-up inquiries regarding the City conducting a deer cull to reduce deer herds within the Charlevoix City limits where our complaints originated; and

WHEREAS, the Chief of Police has proposed that if a deer culling is to be conducted within the City of Charlevoix, it shall be conducted by the U.S. Department of Agriculture Wildlife Services and between 20 and 40 deer will be removed; and

WHEREAS, the U.S. Department of Agriculture Wildlife Services will draft a Cooperative Service Agreement, which will include a Work Plan and a Financial Plan, that would allow for 3 visits (one site visit prior to removal efforts and two visits to conduct the removal) not to exceed \$15,000; and

WHEREAS, if the deer cull is successful on the first day there will be no need for a second day and the cost will be reduced, whereby the City will only be billed for the work required to harvest an acceptable number of deer; and

WHEREAS, harvested deer would be field dressed by Wildlife Services and turned over to the City for donation to charity.

NOW THEREFORE BE IT RESOLVED, the Chief of Police is hereby authorized to conduct a deer cull during nighttime hours in March of 2023, within the Charlevoix City limits; and

BE IT FURTHER RESOLVED, a contract be established between the City of Charlevoix and the U.S. Department of Agriculture Wildlife Services for actual expenses incurred and the Chief of Police is authorized to sign said contract.

RESOLVED this 21st day of November 2022 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Signs in Bridge Park (Ordinance 834)

Date: November 21, 2022

Presented By: Jennifer Neal, Community Planner

Background:

Draft Ordinance 834 would amend the Sign Ordinance specifically by amending Section 153.215 CBD Zoning District to permit signage on the Bridge Park railing for businesses located beneath Bridge Park and Table 153.219 for clarification purposes. This ordinance has been approved by the Planning Commission and has undergone final legal review by the City Attorney - see the attached letter. It now needs a public hearing before adoption. City Planner Jennifer Neal will be present to answer questions and discuss this matter further.

Recommendation:

Motion to adopt Ordinance 834 of 2022.

Attachments:

1. Draft Amendment Signs Fwd to Council
2. 2022-11-15 Legal Review Letter to M. Heydlauff re Zoning Amendments

**City of Charlevoix
Zoning Ordinance Amendment - Signs
Planning Commission Public Hearing October 10, 2022
Recommended adoption to City Council**

§ 153.215 CBD ZONING DISTRICT.

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

- (A) Signs not requiring a sign permit. Subject to any other applicable requirements and permits, the following signs are authorized without a sign permit:
 - (1) Signs authorized by § 153.206(B) of this chapter;
 - (2) Temporary signs less than or equal to 16 square feet in sign face area and less than eight feet in height. Such signs shall be removed within seven days after the activity referenced has concluded;
 - (3) External neon signs no larger than two square feet in sign face area;
 - (4) One commercial flag per business. See § 153.208(G) of this chapter; and
 - (5) Portable signs. See § 153.208(H) of this chapter.
- (B) Signs requiring a sign permit. Subject to any other applicable requirements and permits, the following signs are authorized after issuance of a sign permit:
 - (1) Temporary signs greater than 16 square feet in sign face area but not to exceed 36 square feet and less than eight feet in height. Such signs shall be removed within seven days after activity referenced has concluded;
 - (2) On-premises awning, canopy, marquee sign;
 - (3) On-premises ground sign;
 - (4) On-premises projecting sign; and
 - (5) On-premises wall sign.
- (C) Commercial properties on Bridge Park Dr. that are located beneath Bridge Park are allowed to attach a sign less than or equal to two square feet in sign face area on the Bridge Park railing above the location of their business. A sign permit must be obtained, which must also be approved by the City Manager. The method of sign attachment must be included in the sign permit application. A sign permit approved under § 153.215(C) is valid only for the permit applicant and cannot be transferred to another entity.

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

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

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

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



November 15, 2022

Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Sent via E-mail

RE: City of Charlevoix - Zoning Ordinance Amendments

Dear Mr. Heydlauff:

This letter is to confirm our review of the following proposed Zoning Ordinance amendments approved by the Planning Commission for transmission to City Council on October 10, 2022:

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

We found no potential legal problems with the proposed changes. The ADU provisions, in particular, are an improvement that will give property owners greater flexibility in using their properties and increase the amount of quality housing stock available to the community.

If you have any questions or concerns, please feel free to call me at 231-946-0044.

Sincerely,

Scott W. Howard
City Attorney

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Building Type Combined Changes (Ordinance 835)

Date: November 21, 2022

Presented By: Jennifer Neal, Community Planner

Background:

The Planning Commission has been working on an amendment to amend multiple sections of the City of Charlevoix Zoning Ordinance including Definitions, Area, Height, and Placement, Accessory Buildings and Uses, Accessory Dwelling Units, Structure Height, and Lot Coverage Requirements. This amends language for ongoing ordinance maintenance and provides language for the expansion of uses, modification of dimensional requirements, and design requirements.

The Planning Commission held a public hearing on October 10, 2022 and approved the language for City Council review and adoption. The Commission reviewed the language again at their regular meeting on November 14, 2022 and made a motion to delete the word "Average" from §§ 153.072(b), 153.072(d), 153.072(f) and 153.087. This change has been made to the proposed ordinance amendment. The proposed language has undergone final legal review by the City Attorney - see the attached letter. It now needs a public hearing before adoption. City Planner Jennifer Neal will be present to answer questions and discuss this matter further.

Recommendation:

Motion to adopt Ordinance 835 of 2022.

Attachments:

1. Draft Amendment Building Types Fwd to Council
2. 2022-11-15 Legal Review Letter to M. Heydlauff re Zoning Amendments

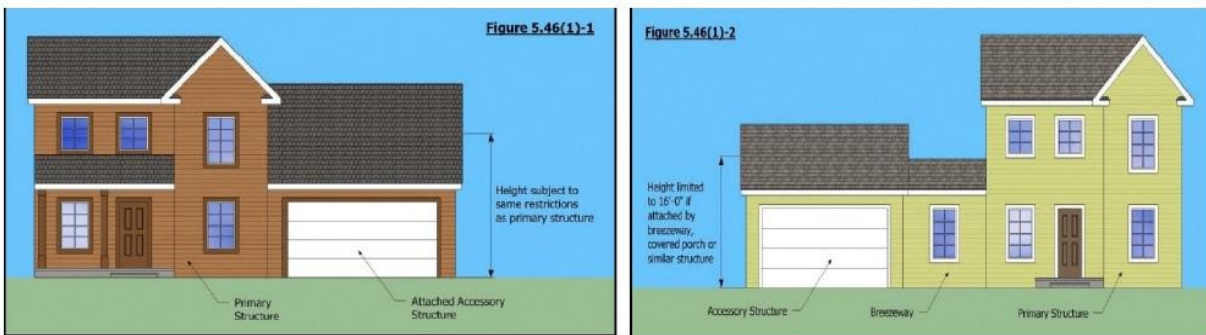
City of Charlevoix
Zoning Ordinance Amendment – Building Type Combined Changes
Planning Commission Public Hearing October 10, 2022
Recommended adoption to City Council

Section 153.005 Definitions

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

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

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



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

Add figure for detached ADU Building

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

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

§ 153.072 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

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

Table 153.072(b): Dimensional Requirements in Single-Family, Two-Family, Private Club Residential									
Zoning District	Max. Building Height (ft.) ^Z	Minimum Yard Setbacks (ft.)				Maximum Lot Coverage (%)	Min. Gross Floor Area (sq. ft.)		Principal Structure Minimum Width (ft.)
		Front ³	Side		Rear		1 story	2 stories	
			Interior	Street Side					
R1	26	154	10	15	25	405	1,040 800	1,600 1,200	20
R2	26	15	8	15	25	406	800	1,200	20
R2A	26	15	10	20	30	40	800 400	1,200 800	20
PC	26	0	0	0	0	NA	0	0	20

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

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

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

Table 153.072(c): Dimensional Requirement: Square footage for Accessory Dwelling Units and Home Conversion Units		
Zoning District	Minimum	Maximum
<u>R1 and</u> R2	300	900 650

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

Max. Building Height (ft.)²

NOTES TO TABLE:

[2 See § 153.005 DEFINITIONS for the definition of building height.](#)

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

Max. Building Height (ft.)³

NOTES TO TABLE:

[3 See § 153.005 DEFINITIONS for the definition of building height](#)

§ 153.087 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

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

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

NOTES TO TABLE:

[7 See § 153.005 DEFINITIONS for the definition of building height.](#)

Section 153.116 Accessory Buildings and Uses.

(A) Accessory buildings and structures.

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

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



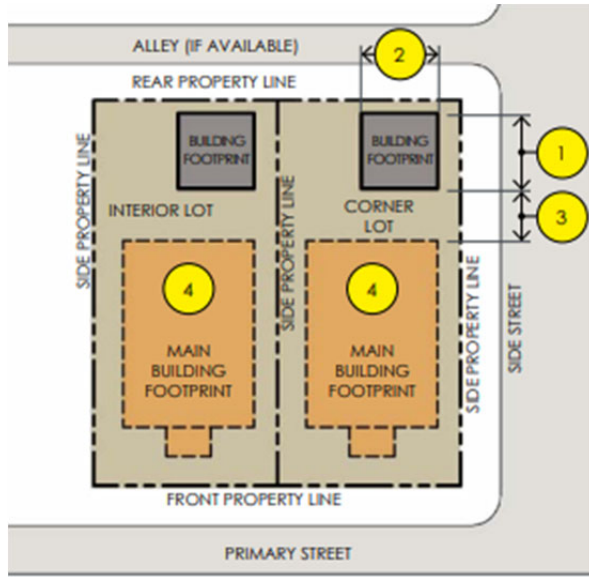
(3) In the R1 and R2 Single-Family Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted.

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

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

- (a) No ~~detached~~ accessory building shall have a building footprint ~~greater than (30' (length- x 30' width) (Diagram A: 1,2)~~ greater than ~~9002,000~~ square feet ~~with no side to exceed 30 feet. An accessory building shall not be larger than the main structure (Diagram A: 4).~~
- ~~(b) (6)~~ The minimum distance between a principal building and detached accessory buildings shall be ten feet ~~(Diagram A: 3)~~, and a minimum of ten feet shall be provided between the sides of adjacent single-family buildings and/or accessory structures.

Diagram A: Building Size and Massing



(67) Detached accessory buildings and structures shall meet the following minimum setbacks.

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

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

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

Add figure for detached accessory building

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

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

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

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

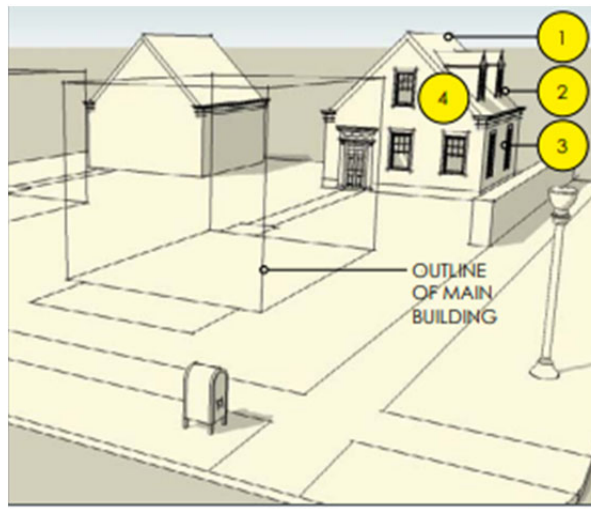
ii. Transparency Upper Floor: Building facades facing streets shall have minimum 10% of the façade be glass between the finish floor line of the second story and bottom of the cornice expression line or bottom eave (2).

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

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

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

Diagram C Façade Composition Requirements



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

(d) Design Standards do not apply to residences that may be built in the General Commercial (GC), Professional Office (PO) and Commercial Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. (See Section 153.170 Building Appearance).

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

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

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

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

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

(B) Accessory Dwelling Units (ADUs)

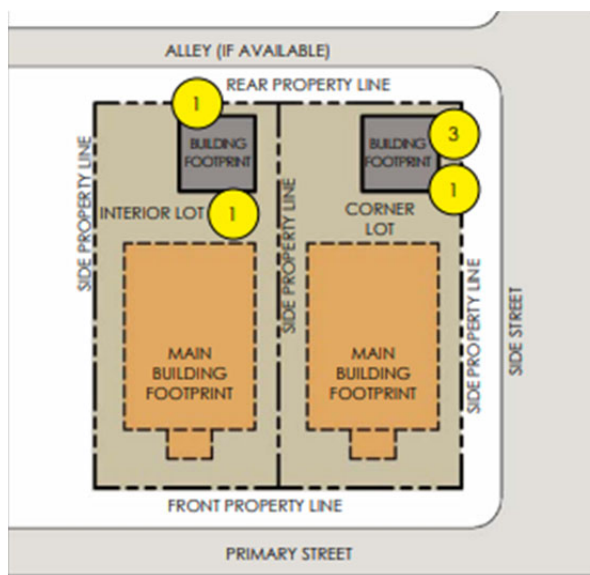
- (1) All of the requirements of Section 153.116(A) apply in addition to the ADU-specific requirements of this section.
- (2) ADUs shall be permitted as a single use or combined with another accessory use.
- (3) ADUs shall be permitted as a second-story use above a first-floor accessory use.
- (4) Examples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



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

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

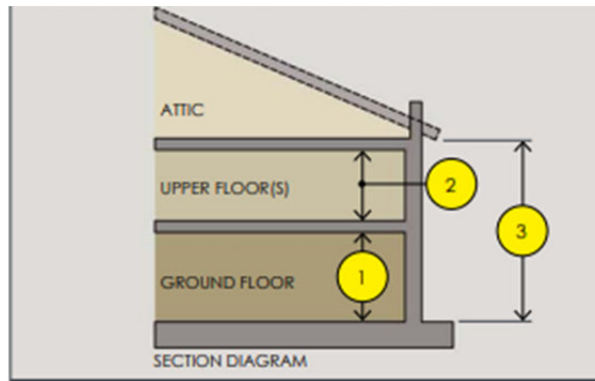
Diagram B Ground Floor Access



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

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

Diagram D Building Height Story Height



~~B-(C)~~ Additional requirements for swimming pools and hot tubs

~~C-(D)~~ Bed and Breakfast establishments

~~D-(E)~~ Boathouses and upland dredging

Continued

Section 153.117 Residential Uses.

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

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

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

~~(23) The minimum width of a single-family dwelling unit shall be 202 feet for at least 67% of its length, measured between the longest exterior walls.~~

~~(34) All dwelling units shall comply with the state's Construction Code as promulgated by the state's Construction Code Commission under provisions of Public Act 30 of 1972, as amended, being M.C.L.A. §§ 125.1501 et seq. or the *Mobile Home Construction and Safety Standards*", as promulgated by the United States Department of Housing and Urban Development, being 24 C.F.R. part 3280, and as from time to time such standards may be amended.~~

~~(45) A dwelling unit shall be attached to a permanent foundation constructed in accordance with the State Construction Code and shall have the same perimeter dimensions as the dwelling. In the case of a manufactured home, it shall be installed per the manufacturer's set-up instructions and shall be secured to a foundation by an anchoring system or device complying with the rules and regulations of the state's Manufactured Housing Commission or the state's Construction Code, whichever is stricter.~~

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

(67) All dwellings shall be connected to city sanitary sewer and water utilities.

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

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

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

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

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

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

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

(54) A permanent foundation is required.

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

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

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

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

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

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

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

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

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

(8) Porches and stoops may project into the yards in accordance with Section 153.149.

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

§ 153.146 STRUCTURE HEIGHT CALCULATIONS AND HEIGHT LIMITS.

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

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

Section 153.152 Lot Coverage Requirements.

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

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



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



November 15, 2022

Mark Heydlauff
City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Sent via E-mail

RE: City of Charlevoix - Zoning Ordinance Amendments

Dear Mr. Heydlauff:

This letter is to confirm our review of the following proposed Zoning Ordinance amendments approved by the Planning Commission for transmission to City Council on October 10, 2022:

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

We found no potential legal problems with the proposed changes. The ADU provisions, in particular, are an improvement that will give property owners greater flexibility in using their properties and increase the amount of quality housing stock available to the community.

If you have any questions or concerns, please feel free to call me at 231-946-0044.

Sincerely,

Scott W. Howard
City Attorney

Charlevoix City Council

All Other Actions and Requests

Title: 2022 Master Plan Adoption

Date: November 21, 2022

Presented By: Jennifer Neal, Community Planner

Background:

The Planning Commission has been working on the update to the City's Master Plan. Master Plans help guide decisions on land use development and preservation. Master Plans are not laws on their own, but a policy guide designed to help the community create a vision of what they want to look like in the future. The Planning Commission held the required public hearing and approved the Plan. Per Resolution No. 2004-09-01, the City Council reserves the authority to grant final approval to any proposed master plan. The 2022 Master Plan awaits final approval. City Planner Jennifer Neal will be present to answer questions and discuss this matter further.

Recommendation:

Motion to adopt Resolution 2022-11-01 and adopt the 2022 City of Charlevoix Master Plan as presented.

Attachments:

1. Resolution 2022.11.01 cvx master plan
2. Master Plan Compiled DRAFT

CITY OF CHARLEVOIX
RESOLUTION NO. 2022-11-01
RESOLUTION ADOPTING THE 2022 CITY OF CHARLEVOIX MASTER PLAN

- WHEREAS,** Resolution 2004-09-01 established that City Council reserved the authority to grant final approval to any proposed Master Plan; and
- WHEREAS,** the City of Charlevoix Planning Commission, under the provisions of MCL 125.3807 of PA 33 of 2008 of the State of Michigan may adopt a Master Plan; and
- WHEREAS,** MCL 125.3845[45]2 of PA 33 of 2008 requires the Planning Commission to review and, if necessary, revise or amend the Plan at least once every five years and the current *Waterfront Areas Management and City Master Plan* was adopted in 1982; and
- WHEREAS,** the City of Charlevoix Planning Commission recognized the need to revise and adopt a Master Plan, including establishment and support of visions, goals, actions, implementations, and the Future Land Use Plan as described within the document; and
- WHEREAS,** the Master Plan is a living document intended to be amended and updated with changing conditions and has been prepared for the purpose of guiding and accomplishing coordinated, adjusted, and harmonious development of the City of Charlevoix; and
- WHEREAS,** the Planning Commission forwarded copies of the Draft Master Plan to all neighboring townships and jurisdictions pursuant to the Michigan Planning Enabling Act (PA 33 of 2008), the Master Plan has been reviewed by all neighboring townships and jurisdictions, various businesses, local organizations and institutions, and all utilities operating within the City; and
- WHEREAS,** after the preparation of the Draft Master Plan, the Planning Commission gave notice of the time and place of Public Hearing by giving notice in a newspaper of general circulation in the City, on the City's website, and through regular mail; and
- WHEREAS,** the Planning Commission provided the Notice of Intent to Conduct Master Planning on February 18, 2021; and
- WHEREAS,** the Planning Commission finalized amendments to the Master Plan, and unanimously recommended approval the 2022 City of Charlevoix Master Plan on October 10, 2022.

NOW, THEREFORE, BE IT RESOLVED that the City of Charlevoix hereby adopts the 2022 City of Charlevoix Master Plan, pursuant to MCL 125.3843 of PA 33 of 2008.

RESOLVED this 21st day of November, 2022 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:



CITY OF CHARLEVOIX

2022 Master Plan



DRAFT



Acknowledgements

City Council

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

Planning Commission

RJ Waddell, Chair
Jennifer Muladore, Vice Chair
Reid Beegen
Sherm Chamberlain
Annemarie Conway
Toni Felter
David Gray
Mary Millington
Maureen Radke

City Staff

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

Special thanks to

David Miles, Curator, Charlevoix Historical Society
Eric Hemenway, Director, Department of Repatriation, Archives, and Records, Little Traverse Bay Bands of Odawa Indians.

The hundreds of members of the public who contributed their time and voices.

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

Prepared with assistance from:

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



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Map 7.1 Future Land Use

1

Introduction

Purpose

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

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

How to Use this Plan

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

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

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

How Does the Master Plan Affect You?

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

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

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

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

How Should You Use This Plan?

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

Step #1 What land use is proposed for your property, or the area surrounding your property?

This information is on the Future Land Use map in Chapter 7. This map is divided into separate land use categories. Find the land use category in which your property is located.

Step #2 Determine how the City views development in your area.

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

Step #3 Determine the meaning of the land use designation for your property.

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

Step #4 Determine how your property is affected.

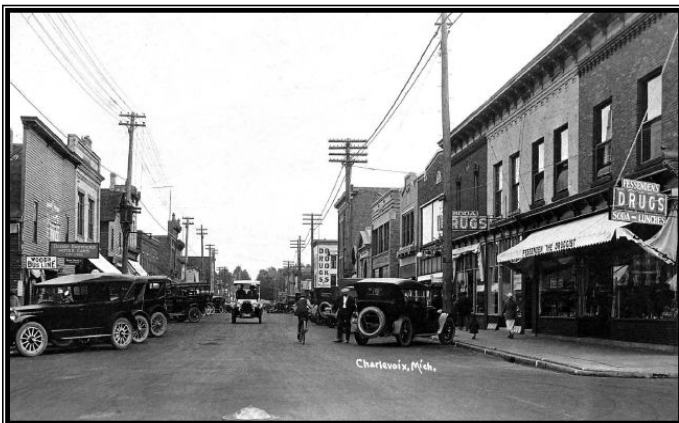
The Future Land Use designation indicates the planned use for your property. *This does not mean that you cannot continue the use that you currently have.* Land use within the City of Charlevoix is also affected by zoning, so see the Zoning Ordinance or call the City for more information.

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

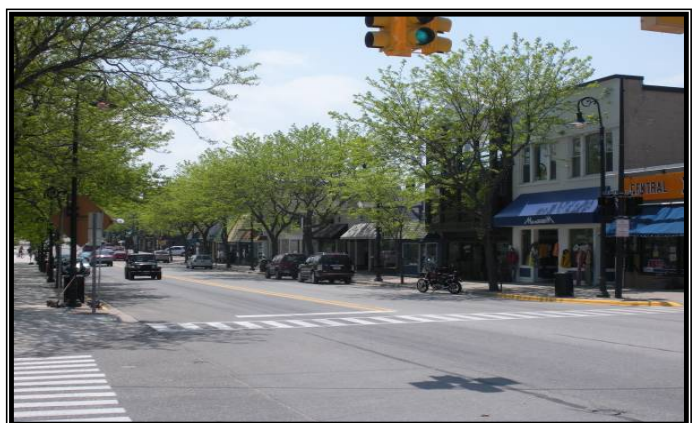


History of Planning and Zoning Efforts

- 1954 City passes Ordinance 203 establishing the first Zoning Ordinance.
- 1970 Charlevoix Regional Comprehensive Plan is published covering the City and Charlevoix Township. Plan includes implementation measures such as government consolidation, subdivision regulations, zoning and capital improvement programs.
- 1978 City passes Ordinance 369 repealing the original Zoning Ordinance and establishes a new Zoning Ordinance. Specific provisions of this Ordinance have been amended many times over the years.
- 1982 First Waterfront Area Management and City Master Plan is passed.
- 1990 City Planner provides portions of an updated draft Master Plan to the Comprehensive Plan Review Committee.
- 2002 A second effort was made to update the City's Master Plan. A mockup master plan was created, along with a future land use plan. The plan was not officially updated.
- 2004 City takes part in a Regional Multi-Jurisdiction Smart Growth Planning Initiative with Charlevoix, Norwood, Marion, Eveline, and Hayes Townships. This regional planning process addressed issues relating to transportation, housing, economic development, environmental protection, and the delivery of public services.
- 2005-06 City Planner works with the Planning Commission to publish a community survey, holds a community meeting to gather public input, and drafts the 2006 Plan Revision- Goals, Objectives and Policies.
- 2008 Planning Commission has multiple meetings and training sessions on master plan topics to help define goals, objectives, and policies.
- 2010 Draft Master Plan utilizing public feedback gathered in 2009 is released to the public on June 14 with an educational forum held at the Charlevoix Public Library.
- 2011 Master Plan adopted by City Council on January 17, 2011.
- 2015 Planning Commission and Planning Department begin work on updating the 2011 Master Plan.
- 2016 Master Plan adopted by City Council on December, 19, 2016.
- 2021 City of Charlevoix Planning Commission sends out Notices of Intent for Master Plan update.
- 2021 City of Charlevoix releases community-wide survey and holds stakeholder input sessions to inform Master Plan update.
- 2022 Draft Master Plan utilizing public feedback gathered in 2021 is released to the public on July 22, 2022 with a public hearing held by the Planning Commission on October 10, 2022.
- 2022 Master Plan adopted by City Council on November 21, 2022.



Downtown Charlevoix Circa 1922



Downtown Charlevoix Circa 2016

2 Community Profile

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

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

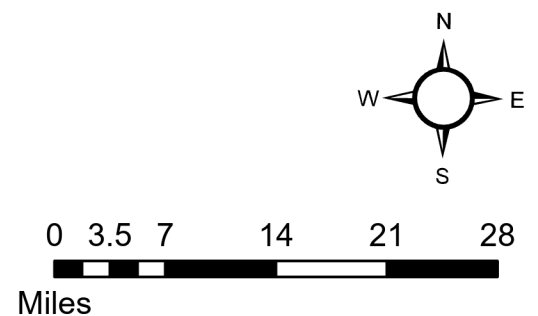




Map 2.1 Northwest Lower Michigan Region

City of Charlevoix Regional Context

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



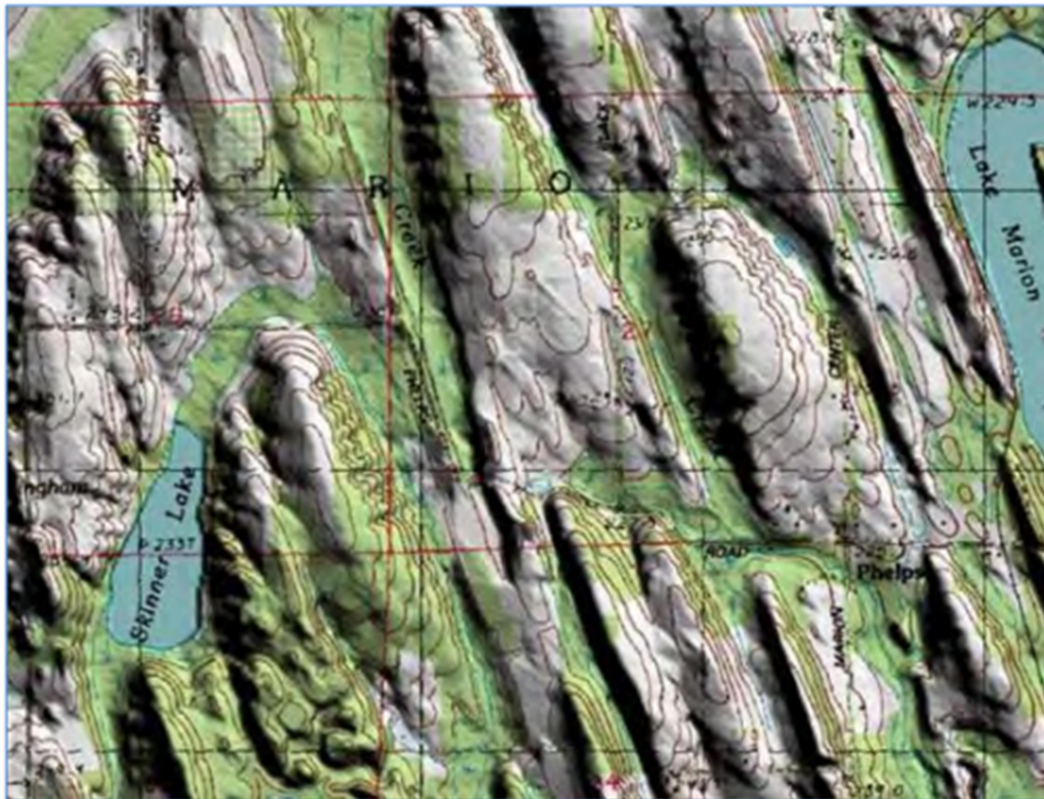
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A Short History

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

Figure 2.1: Drumlins in Marion Township, Charlevoix County



Source: Tip of the Mitt Watershed Council

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

¹ "Lake Charlevoix Management Plan: Protecting Water Quality for Today and Tomorrow." Tip of the Mitt Watershed Council. July 2012. https://www.watershedcouncil.org/uploads/7/2/5/1/7251350/lake-charlevoix_wmp.pdf

² "2006 State Forest Management Plan." Michigan Department of Natural Resources Forest, Mineral and Fire Management. July 24, 2006. https://www.michigan.gov/documents/2-ForestHistory_165779_7.pdf

Thousands of years ago Odawa, Ojibwa, and Potawatomi, collectively known as Anishnaabek, migrated to Michigan from the eastern seaboard. Northern Michigan has been the primary homelands of the Odawa. Native people were first attracted to the region where fresh water and food sources were plentiful. For centuries, the immediate area around the water and land topography known as Charlevoix was seasonally inhabited by Indigenous Anishnaabek peoples who spent about half of every year here, fishing, farming, hunting and gathering before they returned by water to their base homes in southern Michigan to spend the winter. The Anishnaabek have strong cultural connections to the lands, especially in terms of their dead being buried here. Evidence of their presence in Charlevoix can be dated to approximately 10,000 BCE, and that presence continues to this day. They called their land/water configuration here *Zhingwaak Zibbling*, or “Pine River,” which name covered our waterways from Lake Michigan to Lake Charlevoix, including Round Lake. Pine River is still today the official name encompassing our two connective channels, lower (from Lake Michigan) and upper (into Lake Charlevoix).

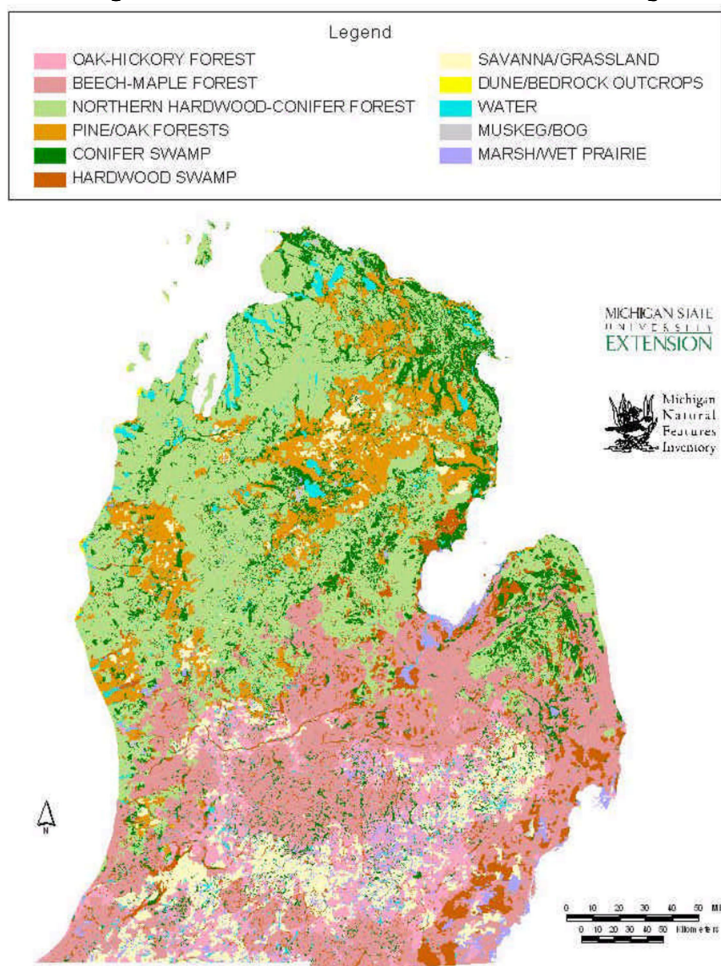
Odawa history tells us as early as the 1600 and 1700’s, “Each village, clan and family had certain areas of land that they claimed for their own use. This included their hunting, fishing and trapping places as well as where they grew crops and harvested natural foods and medicines.”³ From 1816-1856,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

Today, two federally recognized tribes, Grand Traverse Band of Ottawa and Chippewa Indians and the Little Traverse Bay Bands of Odawa Indians share ties to the Charlevoix region and consider several sites culturally significant. Greensky Hill Indian United Methodist Church is one of the oldest continuously used churches in Michigan. Greensky Hill Church is located near Susan Lake in Hayes Township and was completed and dedicated in 1877.⁴ Odawa and Ojibwa from Grand Traverse Bay, Beaver Island, Charlevoix, and Wawgawnawkezee met to conduct services in their own language. The church still serves the congregation today and preserves the unique Native Heritage of Michigan’s first people.

³ “Our Land Our Culture: A 200 Year History of Our Land Use.” Little Traverse Bay Bands of Odawa Indians. November 2005.

⁴ McClurken, James M. “Gah-Baeh-Jhagwah-Buk: The Way It Happened – A Visual Culture History of the Little Traverse Bay Bands of Odawa.” Michigan State University Museum, 1991.

Figure 2.2: Vegetation circa 1800, Lower Peninsula of Michigan



Source: MSU Extension

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

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

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

The third leg of our economy appeared in 1878, with the establishment of the Charlevoix Summer Home Association, later known as the Belvedere Club resort and the Chicago Club in 1881. Resorting and tourism began to increase exponentially as more and more people began to discover the beauties and allegedly healthful climate of the north country. It was

especially appealing to those who had the time and means to escape the stifling heat and stench of the major cities in the summertime. By the mid 1880s, the registration tally of the towns' hotels had surpassed the 10,000 mark. And these people left to tell even more people about what they had discovered until by the 1920s Charlevoix was packed to the rafters every summer season.

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

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

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

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

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



Charlevoix a reputation that has spread to such an extent that its name is now known around the world as one of the most desirable places to take up residence anywhere in the country.

Charlevoix's natural features and modern amenities are shared today by both permanent and seasonal residents including the Odawa who live and work in the community. The City of Charlevoix, Charlevoix County, and State departments such as the Michigan Department of Transportation are largely responsible for the improvements to public spaces and private development that have helped Charlevoix remain a truly special place where residential, commercial, and public uses coexist. Much of the City's housing stock is well-maintained historic homes with access to nearby schools and parks. The centrally located downtown features a commercial center that provides dining, retail, and entertainment opportunities while the adjacent East Park is the recreational and cultural focal point of the City. This combination of quality housing, a walkable commercial center, and family-friendly recreation creates a highly desirable place where the community can grow and thrive. While the full effects of the historic COVID-19 outbreak and pandemic have yet to be fully realized, the desirability of living and remaining in a place with character, opportunities for solitude, while able to enjoy nature have increased ten-fold.



Natural Features



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

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

Climate

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

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



Water

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

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

Soils and Shorelines

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



Sand Dunes

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

Trees / Woodlands

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

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

View Corridors

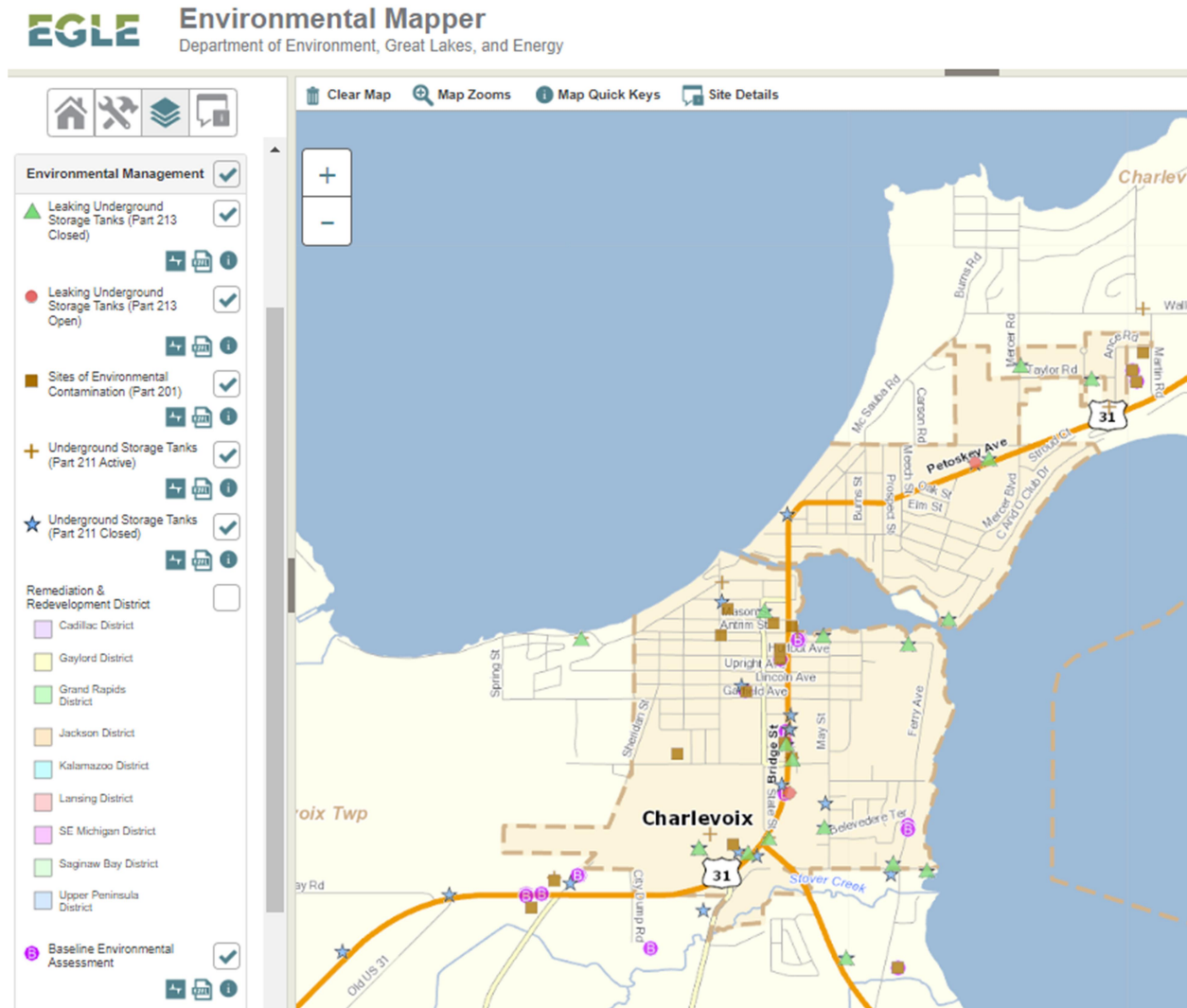
Cities with dramatic topography and natural settings often face the question, "How do we promote development while preserving views of natural resources?" The surrounding lakes, dunes and natural environment make view corridors highly prized in Charlevoix. Scenic views can also have a direct correlation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

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

Land Revitalization

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

Figure 2.3: City of Charlevoix Environmental Management Sites



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

Demographics



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

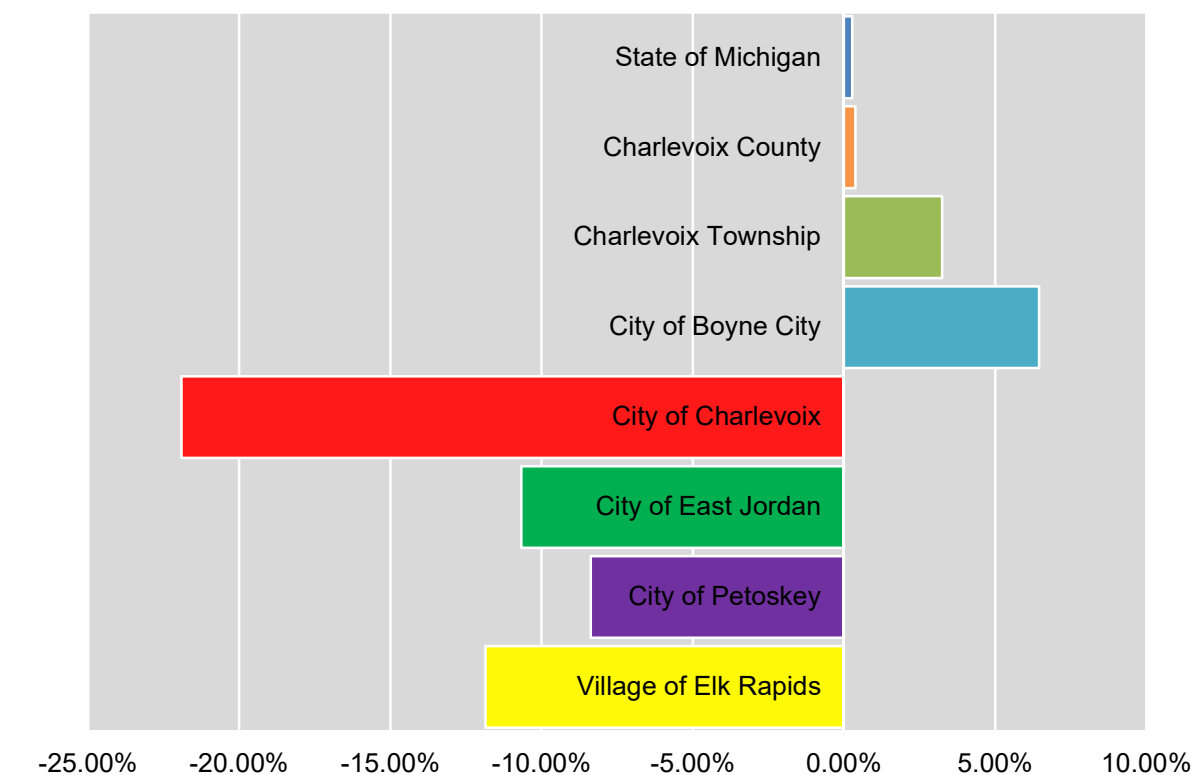
Demographic Characteristics

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

Population

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

Figure 2.4: Population Change, 2000-2019



Source: US Decennial Census and 2019 American Community Survey

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

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

Source: US Decennial Census and 2019 American Community Survey

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

Table 2.2: Population since 1920

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

Source: US Decennial Census and 2019 American Community Survey

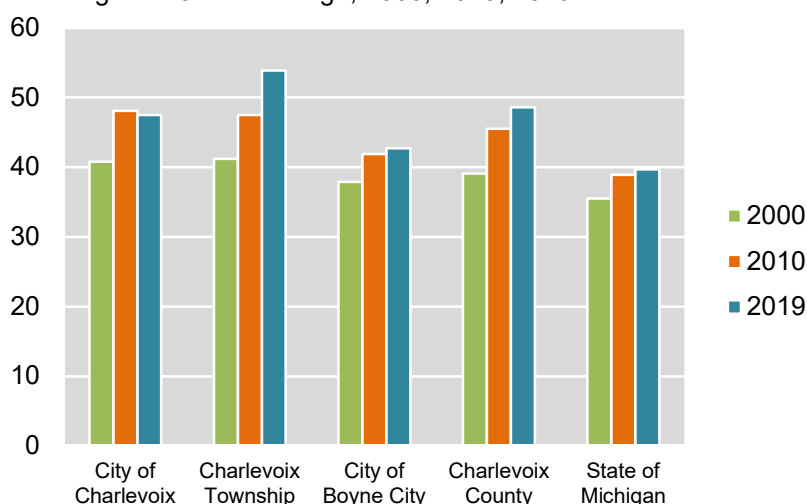
Like many northwest Michigan communities, the City of Charlevoix experiences an influx of seasonal residents and tourists during the summer months. However, the decennial Census and the American Community Survey only consistently and comprehensively track the permanent population. The *Northwest Michigan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

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

Age, Race & Disability

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

Figure 2.5: Median Age, 2000, 2010, 2019



Source: US Decennial Census and 2019 American Community Survey

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

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

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

Table 2.3: Age Structure, 2019

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

Source: 2019 American Community Survey

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

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

Table 2.4: Persons with a Disability, 2019

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

Source: 2019 American Community Survey

School Enrollment

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

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

Table 2.5: School Enrollment Comparison

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

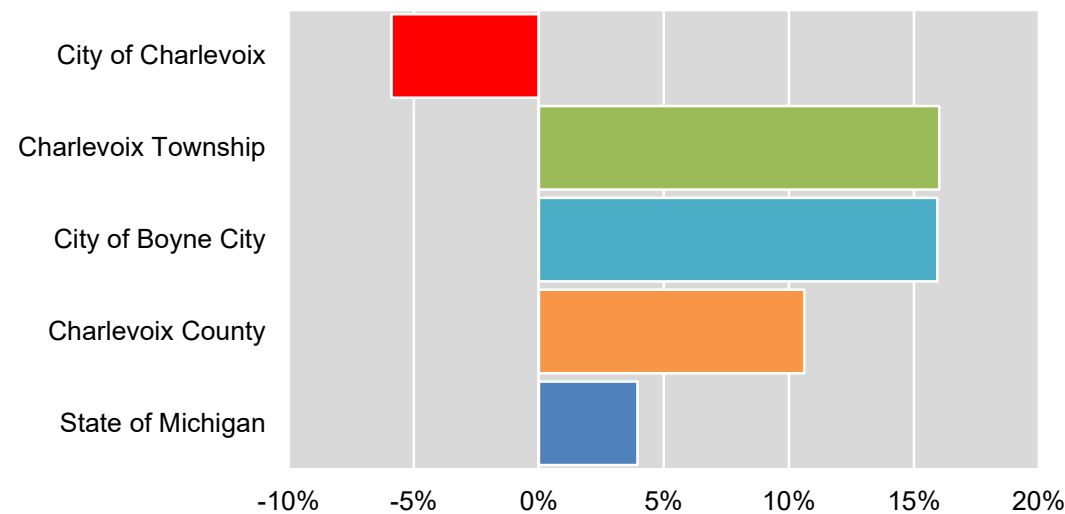
Source: MI School Data <https://www.mischooldata.org/student-enrollment-counts-report/>



Households

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

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



Source: US Decennial Census and 2019 Community Survey

Table 2.6: Number of Households Growth Comparisons

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

Source: US Decennial Census and 2019 American Community Survey

Housing Characteristics and Development Trends

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

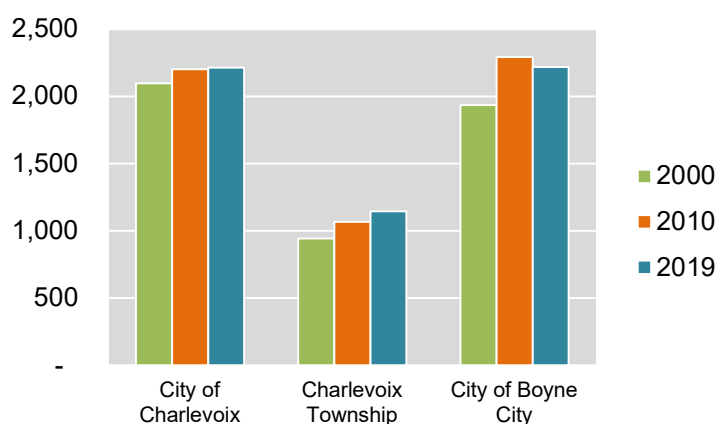
Of the 2,214 units available in the City of Charlevoix as shown in Table 2.7, the largest percentage of units in recent history were built from 1980 to 1989. However, overall, 45% of the housing stock was built before 1949. These surges in housing construction are likely in response to the large population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

Table 2.7: Year Structure Built, City of Charlevoix

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

Source: 2019 American Community Survey

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



Source: US Decennial Census and 2019 American Community Survey

Table 2.8: Housing Units by Type, 2010, 2019

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

Source: 2019 American Community Survey

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

Table 2.9: Building Permits, City of Charlevoix

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

Source: Charlevoix County Department of Building Safety

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

Table 2.10: Housing Tenure

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

Source: US Decennial Census and 2019 American Community Survey

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

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

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

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

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

Economic Profile

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

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

Table 2.11: Average Annual Wage by County, 2018

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

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

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

Table 2.12: Charlevoix County Economic Distribution by Industry, 2018

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

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

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

Figure 2.8: Median Household Income Comparison, 2010-2019

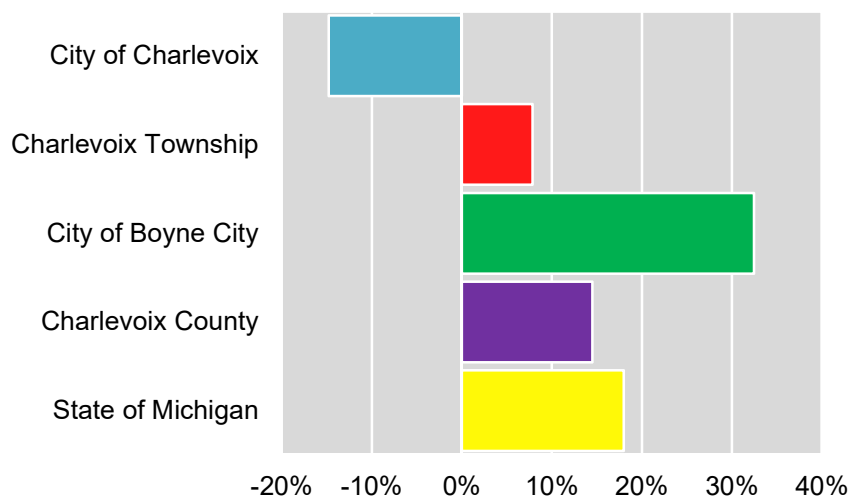


Table 2.13: Median Household Income

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

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

Housing Affordability

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

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

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

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

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

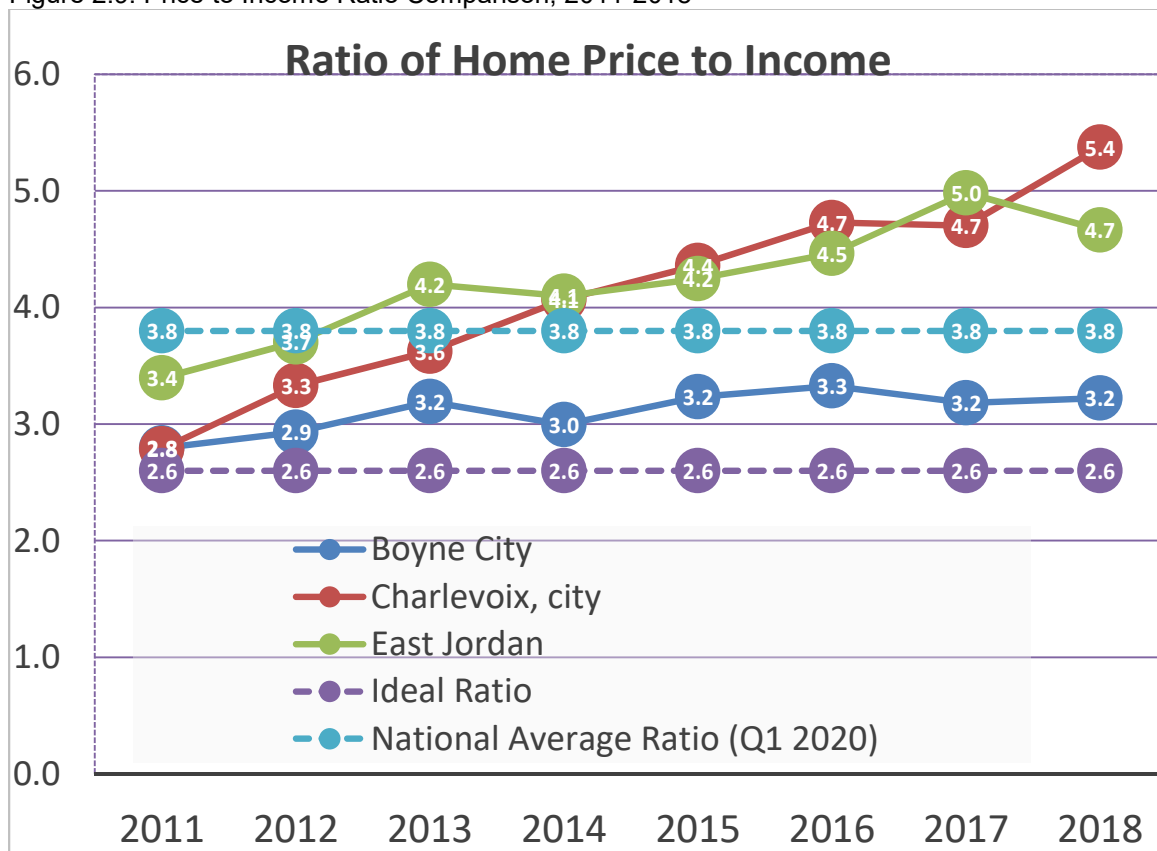
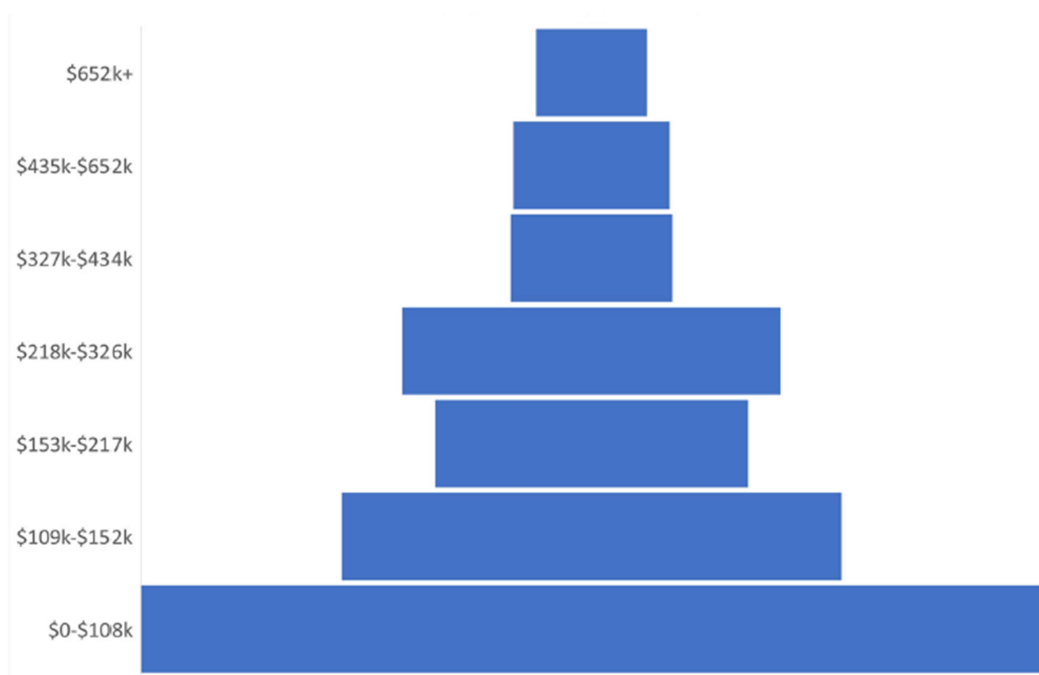


Figure 2.10: City of Charlevoix Households by Highest Priced Home They Can Afford Based on Income, 2019



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

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

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

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

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

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



Significance for Planning

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

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

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

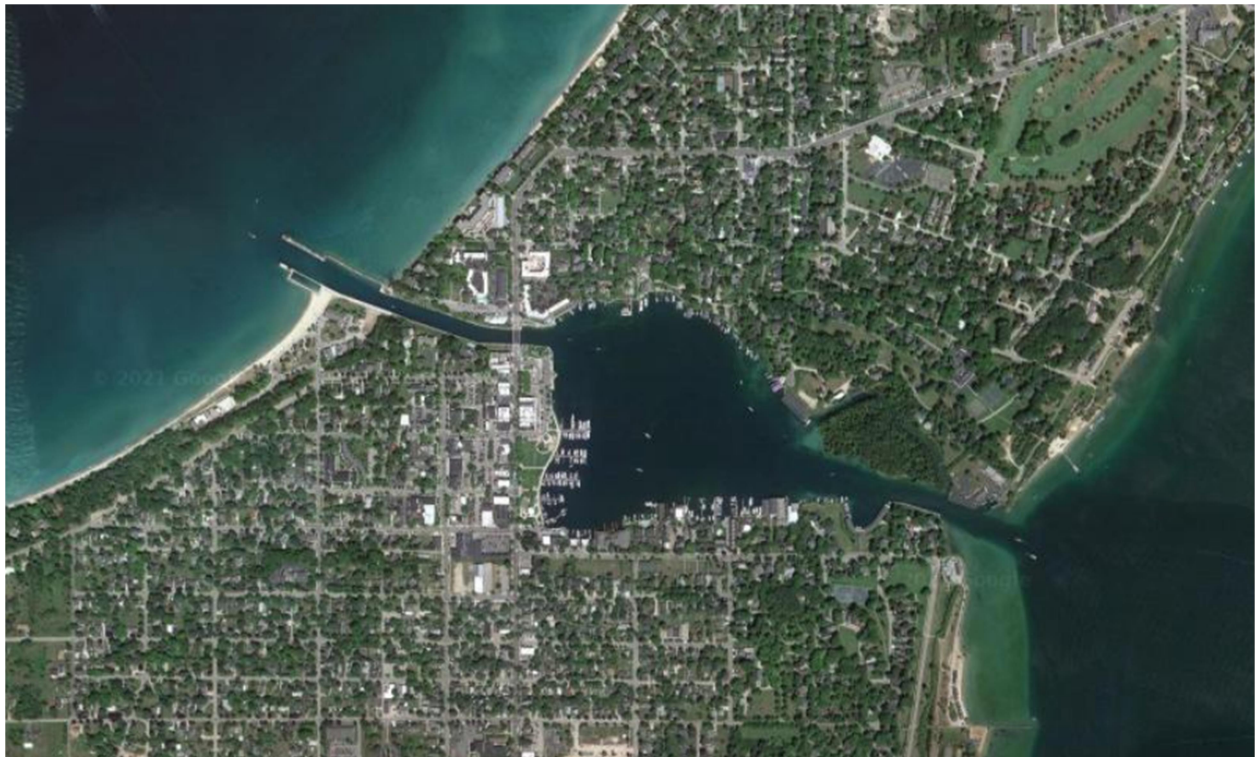
In the economic sense, the ability to support local retail and commercial enterprises is partially defined by income levels in Charlevoix and surrounding communities. As shown in this chapter, year round residents exist on modest means, however this is juxtaposed with the seasonal and short term visitors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



3 Existing Land Use

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

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



Residential

Single Family – Traditional



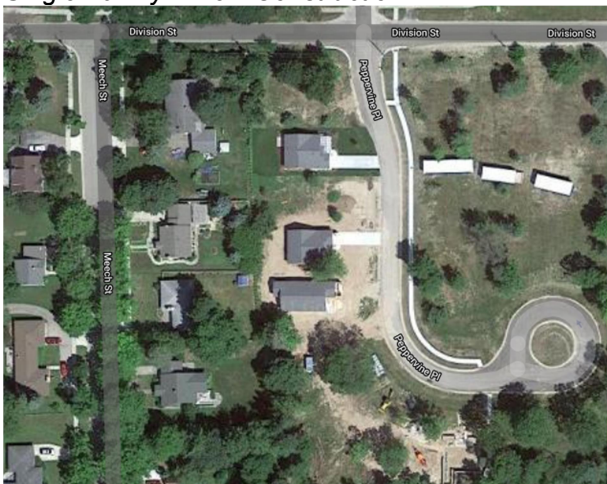
An estimated one in five homes in the city were built prior to 1939; 45% of homes were built before 1949. . Many of the oldest homes in the community are located near the center of the city (both north and south of the Pine River Channel). The majority were built as single family homes in the traditional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

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

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

Single Family – Post War and Modern Suburban

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

Single Family – New Construction

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

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

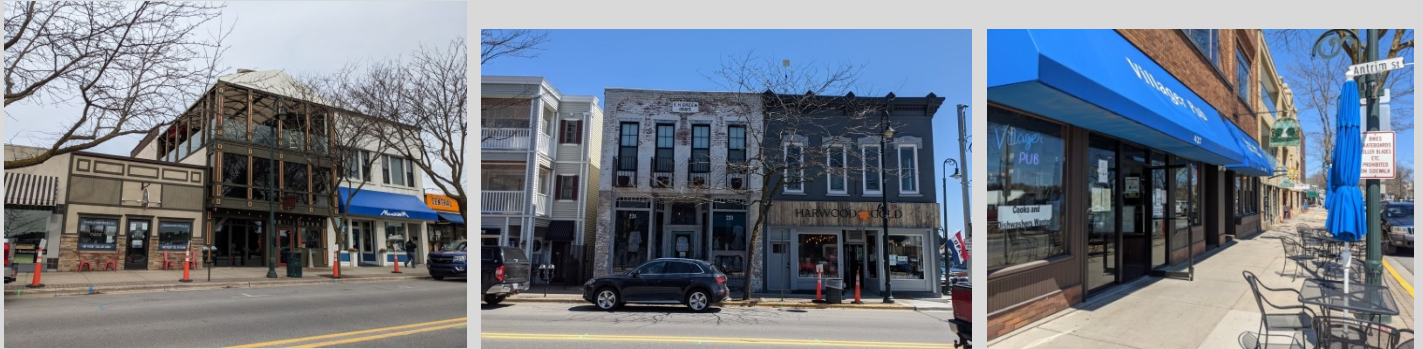
Multiple Family

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

Commercial

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

Downtown Commercial



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

General Commercial



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



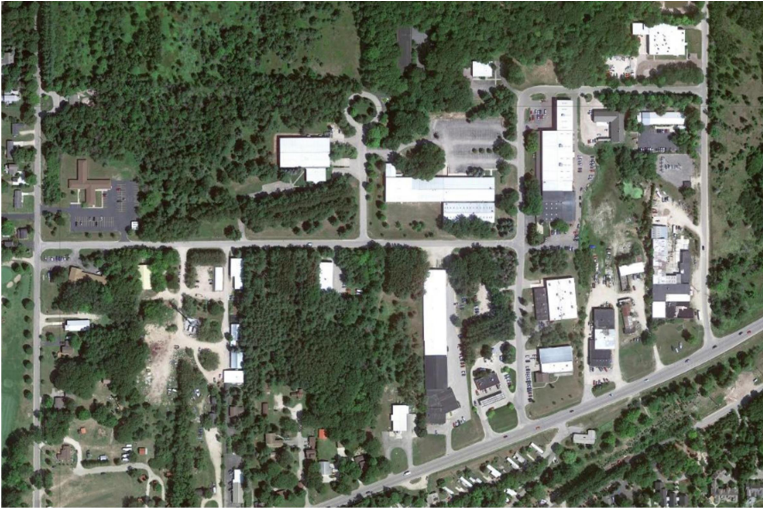
South of Downtown, the commercial development is automobile-oriented due to location on US 31, typically minimal traffic congestion, onsite parking, and site access. Typical uses include commercial strip centers, drive-thru restaurants, and auto supply and auto repair uses. Much of the original single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

Mixed Use



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

Industrial



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

Recreation and Open Space



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

Institutions



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

Community Character Areas

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

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

Charlevoix Business Park

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

Petoskey Avenue District

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

Downtown Central Business District

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

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

Central City Neighborhood District

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

South US 31 Mixed Use District

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

Significance for Planning

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

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

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

4 Infrastructure and Mobility

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

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



Utilities



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

Water Supply

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

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

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

Wastewater

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

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

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

Table 4.1: Sewer System by the Numbers

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

Storm Water

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

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

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

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

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

Electric Service

Charlevoix is just one of forty communities in the State of Michigan to provide public power services to its residents⁵. The municipally owned electric system provides overwhelming benefits to residential and commercial customers, and to the City of Charlevoix. Electric services are on average cheaper to residents in Charlevoix than to other communities in Michigan and across the United States.⁶⁷ Benefits come to the City of Charlevoix in having greater local control of the distribution of power and synergies with other public works; with Electric being controlled by city management, upgrades and replacements can be better integrated with other infrastructure. Timing road repairs, water main upgrades, and buried electric line replacements can decrease costs, share personnel, and reduce impact to city traffic. Sharing facilities, vehicles, equipment, and employee benefit plans further reduce costs, saving the customers money and giving our city professionals greater efficacy. Cash flow from the electric services can be responsibly borrowed by the city for other functions, decreasing short-term debt to private lenders. Customers in Charlevoix will also find their energy department to be more responsive to their input and better prioritize local objectives than a national corporation would.

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

⁵ Public Power in Michigan, *American Public Power Association*. <https://www.publicpower.org/public-power-michigan>

⁶ City of Charlevoix Fee Schedule, 2021-2022. Passed by City Council February 15th, 2021.

⁷ Michigan Electricity Rates & Consumption, *Electricitylocal.com*. 2021
<https://www.electricitylocal.com/states/michigan/charlevoix/#ref>

Table 4.2: Electric System by the Numbers

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

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

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

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

Sustainable Energy

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

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

Significance for Planning

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

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

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

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

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



Park Facilities



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

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

Charlevoix's quality and abundance of park land positions the City of Charlevoix as a leader across the nation's municipalities. The National Recreation and Park Association notes that for communities under 20,000 in population, the median acreage per 1,000 residents is 12, with the upper 25% of communities having 20.8⁸. Charlevoix far exceeds these measures, providing 52.88 acres per 1,000 residents. Likewise, the median number of residents per-park in communities under 20,000 in population is 1,300, with the lower quartile having 908 residents per-park. The City of Charlevoix's large number of parks provides ample opportunity for residents to recreate, as the City has a 158 resident-to-park ratio.

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

Development opportunities exist to better utilize our existing parks. In Spring 2021, The Charlevoix City Council approved the development of 1.5 unused acres of the Carpenter Street Ball Park to be designated as a dog park. This action will accomplish a major goal highlighted in the Parks and Recreation Master Plan, as a dog park was the 4th most desired additional park facility. The park facility is expected to open in late summer 2021. Currently, Coast Guard Park on the north side of Charlevoix is undeveloped and underutilized, with nearly 70% of 2017 Park Master Plan respondents saying they do not visit the park⁹. It should be noted that Coast Guard Park is only accessible by water. Depot Beach Park, which is less than 1000 feet to the north, had 85% of respondents visit it within the past year, and is in the top half of frequently visited parks. Development of Coast Guard Park could represent an expansion of recreation uses from Depot Beach, or host new park uses synergistic with the assets currently in the area.

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

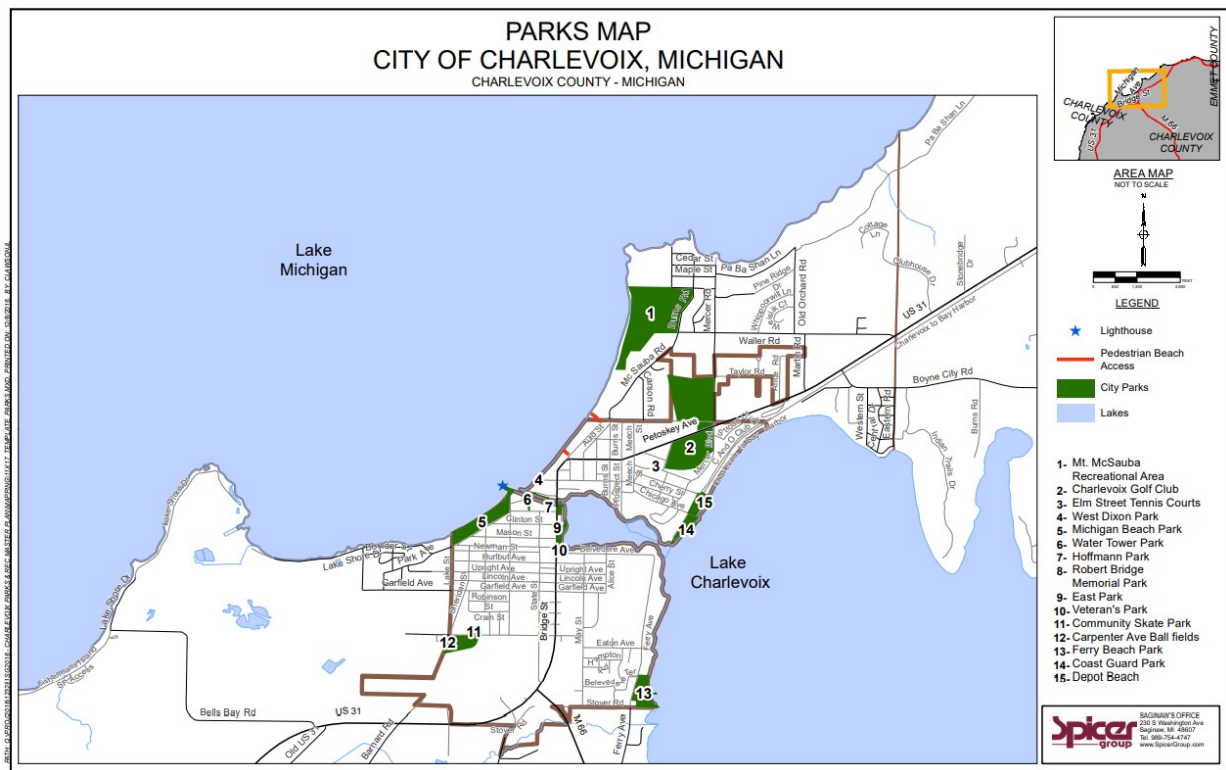
Significance for Planning

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

⁸2020 NRPA Agency Performance Review. *National Parks and Recreation Association*. Page 8. Accessed online at <https://www.nrpa.org/siteassets/nrpa-agency-performance-review.pdf>.

⁹ Charlevoix Downtown Plan. 2019. *Networks Northwest*. Pages 42-65. Accessed online at <https://www.cityofcharlevoix.org/DocumentCenter/View/1000/Charlevoix-Downtown-Plan-PDF>.

Figure 4.1: Parks Map, City of Charlevoix



Transportation



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

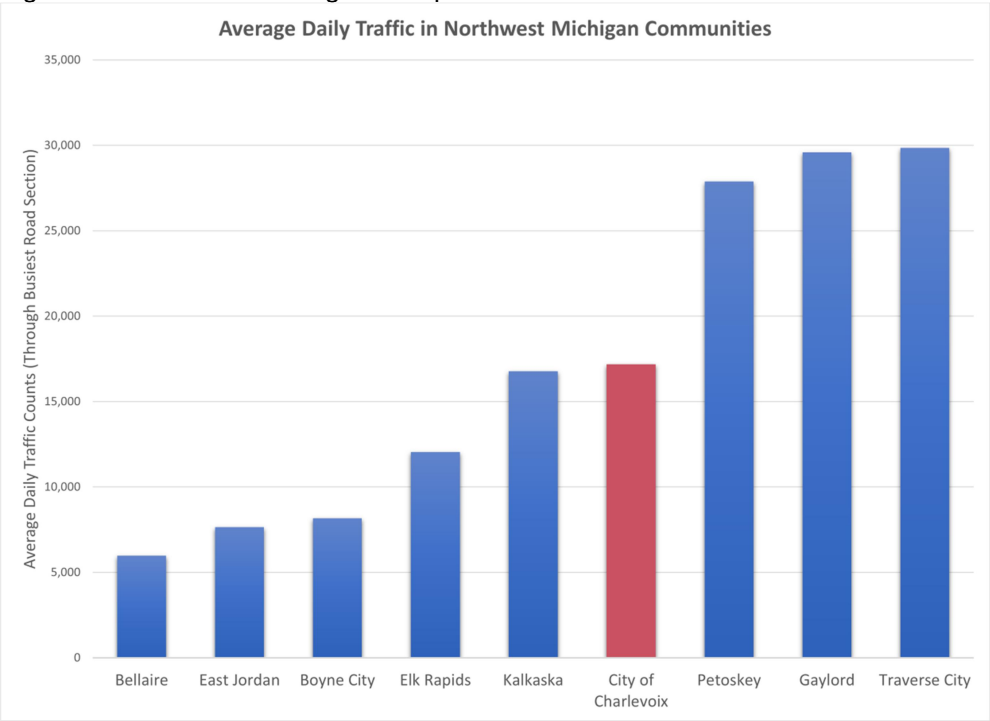
Roads and Transportation

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

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

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

Figure 4.2: Northwest Michigan Comparative Traffic Counts



Source: Michigan Department of Transportation

Regional Road Network

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

Functional Classification

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

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

Figure 4.3: National Functional Classification of Streets in Charlevoix



Significance for Planning

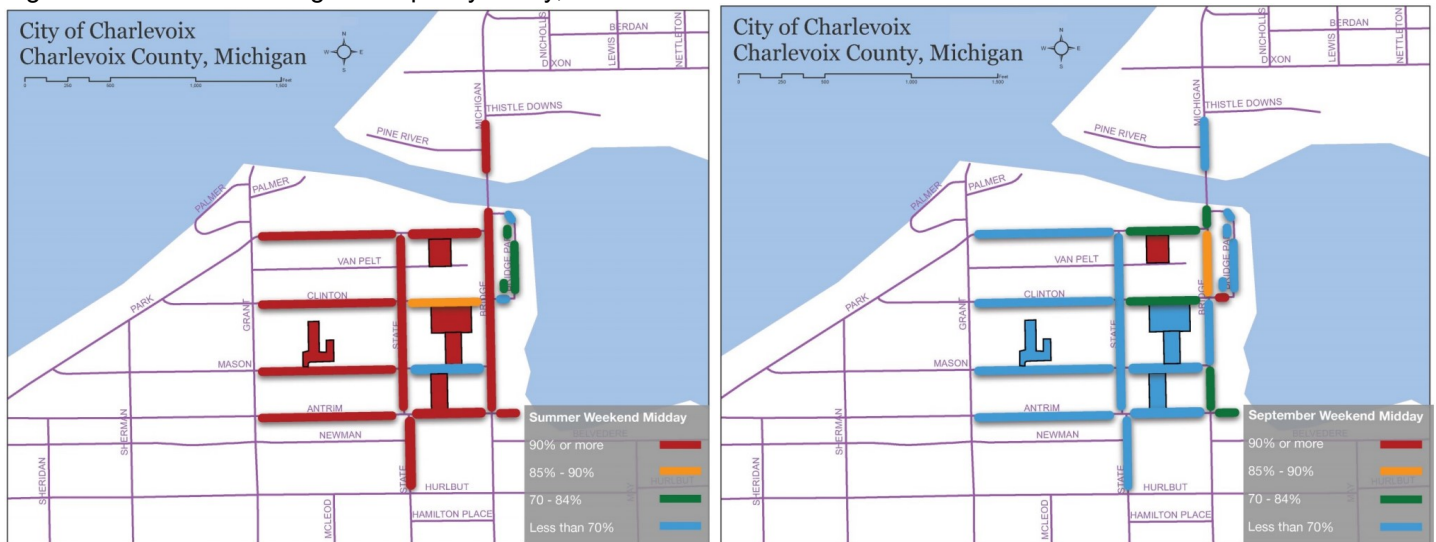
Summertime traffic backups on US 31 make left turns especially difficult for a number of intersections, including West Dixon, Pine River Lane, Park Avenue, Mason and Antrim Streets, Belvedere and Hurlbut Avenues. Consequently, future development and its level of intensity should be carefully considered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

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

Downtown Parking

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

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



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

Significance for Planning

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

Charlevoix County Transit

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

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

According to the Charlevoix County Transit rider survey, a majority of riders used the service to get to and from work (58.3%), followed by shopping (25%), and personal errands (21.7%)¹⁰. Survey respondents were largely frequent patrons, with 61% indicating they use the service more than 4 times a week, and an additional 23% using it 2-3 times a week.

While a majority of respondents have a driver's license, 90% of respondents indicated they did not have a vehicle available to make their current trip.



Significance for Planning

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

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

Charlevoix Marina

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



Beaver Island Boat Company

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

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

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

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

Significance to Planning

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

Other Services

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

Charlevoix Municipal Airport

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



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

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

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

Significance for Planning

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

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

Non-motorized Pathways



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

Sidewalks

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

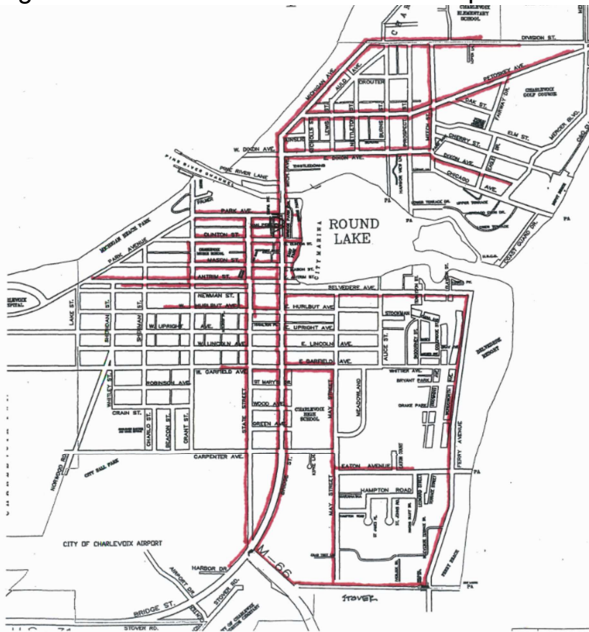
Figure 4.6: Sidewalk System, South Side



Figure 4.7: Sidewalk System, North Side (Enhanced)



Figure 4.8: Sidewalk Snow Removal Map

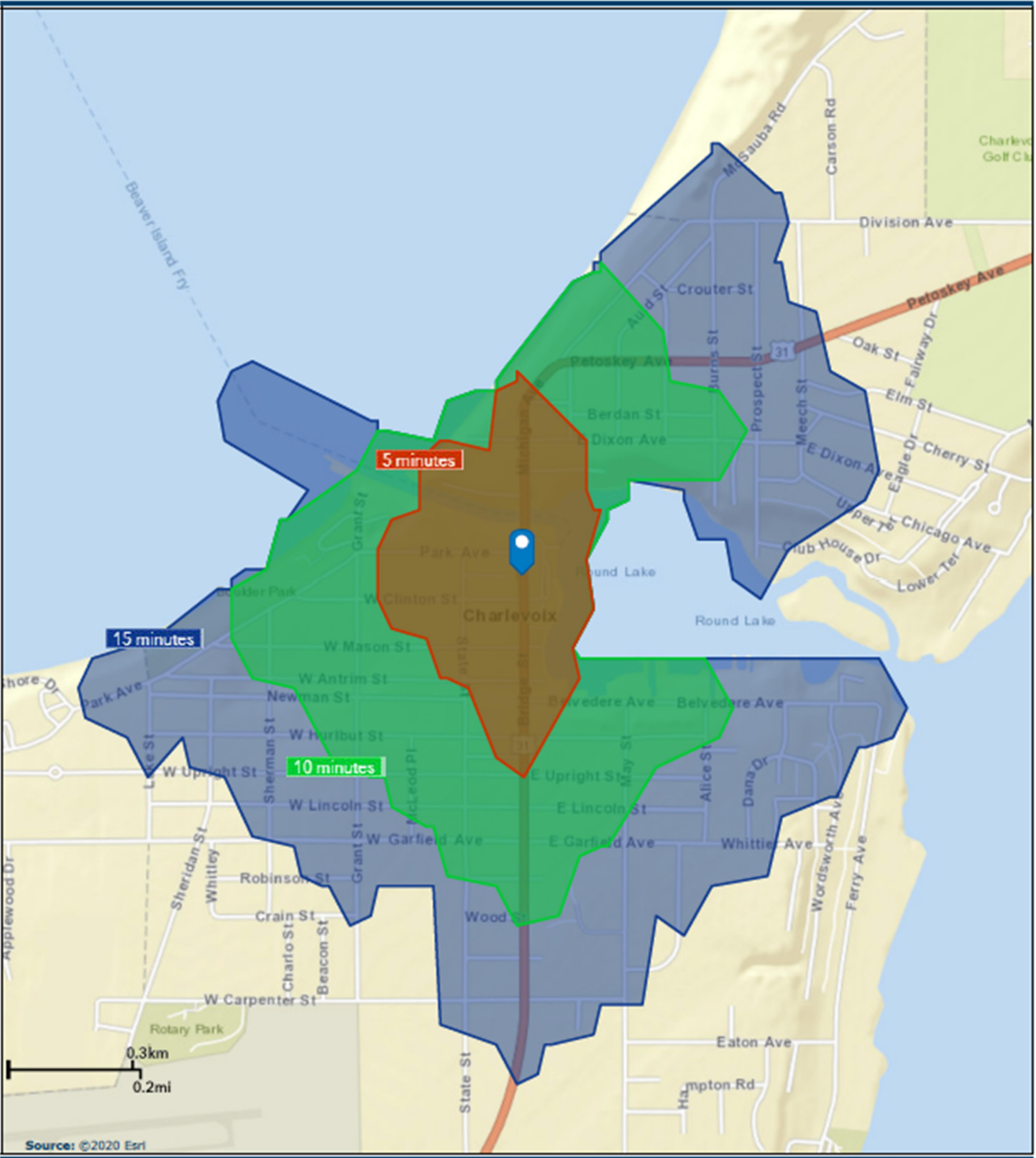


Critical to sidewalk discussion is the year-round use of the infrastructure. A sidewalk that is not maintained during winter serves little purpose, as residents will likely use the cleared roads for their convenience. This can create safety concerns for both pedestrians and vehicle operators, especially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

Residents and visitors alike are drawn to the downtown core for events, activities, and services. Figure 4.9 is the estimated area that a person may walk for 5, 10, and 15 minutes to reach downtown. The analysis was completed using ArcGIS, and considered an average walking speed of about 3 miles per hour and paths and roads that allow pedestrian traffic. Much of the neighborhoods north and south of downtown are within the 15 minute walk range; however, residents

who live in areas outside of this range would likely seek alternative forms of transportation if their destination. Sidewalk connectivity can improve the walkable area and decrease dependence on motor vehicles.

Figure 4.9: City of Charlevoix Common Walk Times to Downtown



Significance for Planning

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

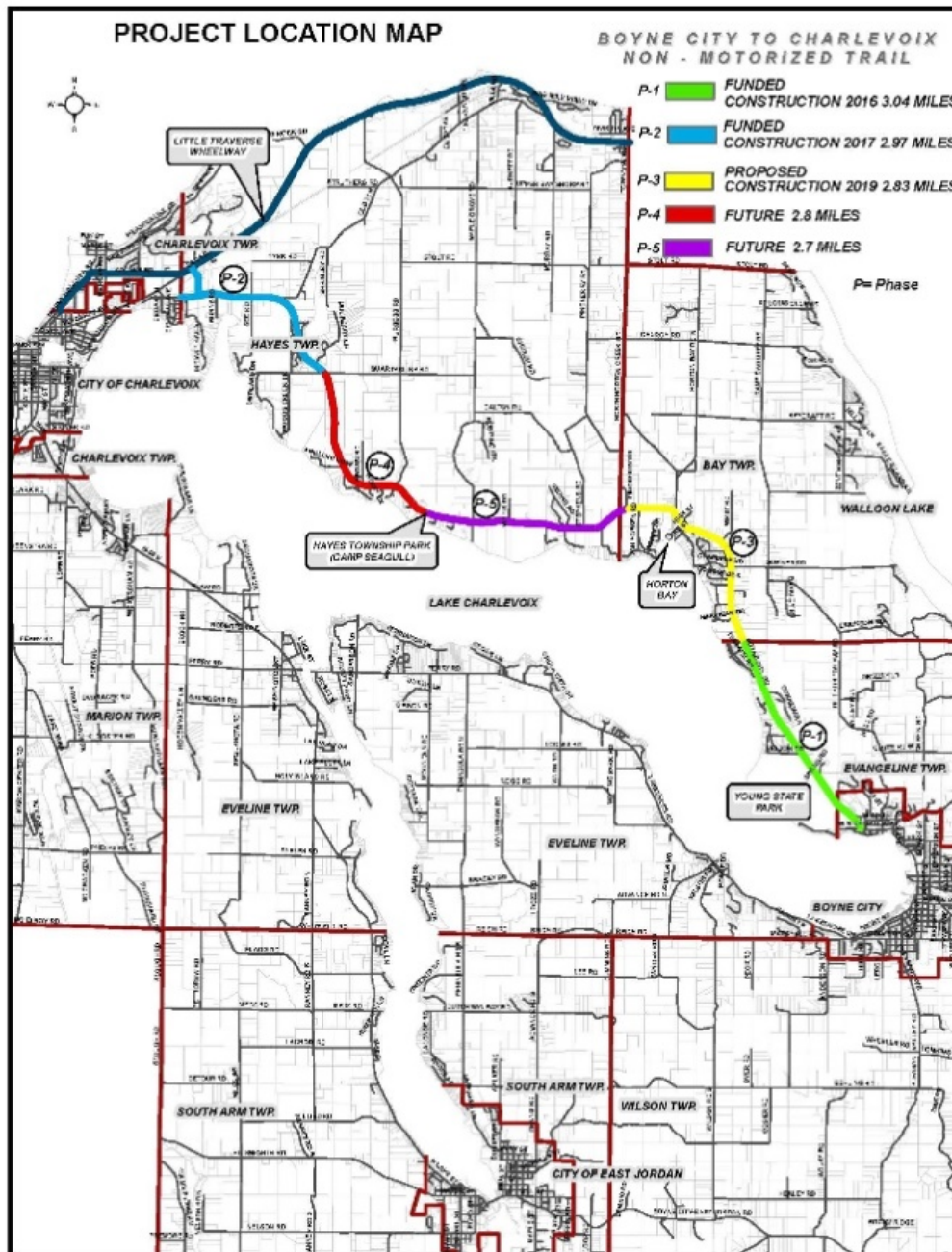
Discussions of best serving our residents, businesses and visitors in the winter should continue. Our active sidewalk clearing network is robust and covers a large portion of our total sidewalks. To increase walkability, designated winter trails or transportation routes can be established to heighten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



Trails

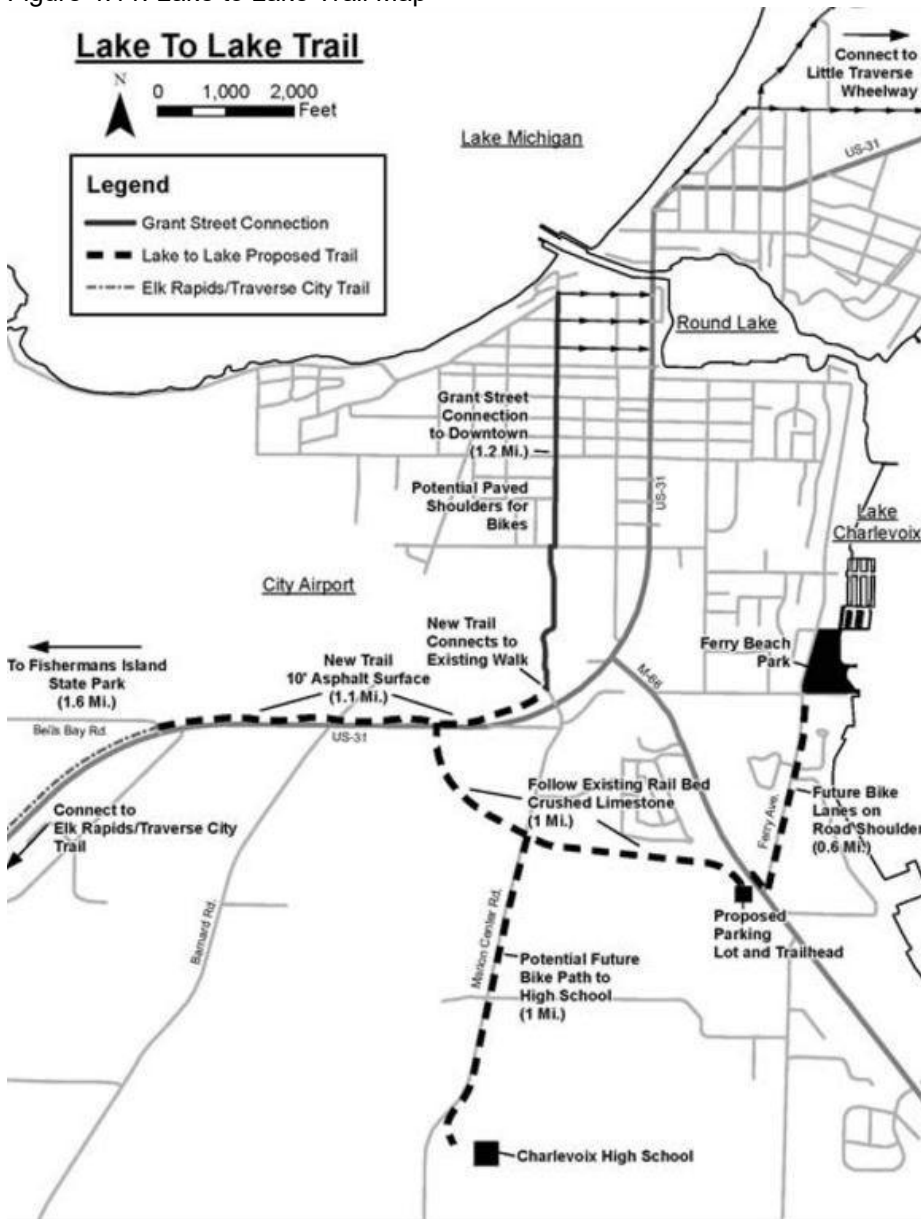
The City of Charlevoix is both a leader and collaborator in bringing high quality trails to area residents and visitors. These trails serve passive recreational purposes for activities such as walking, jogging, bicycling, cross-country skiing, rollerblading, and more. However, the value added to transportation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

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



Source: Top of Michigan Trails Council. <https://www.trails council.org/boyne-city-charlevoix-trail/>

Figure 4.11: Lake to Lake Trail Map



Source: Top of Michigan Trails Council. <https://www.trails council.org>

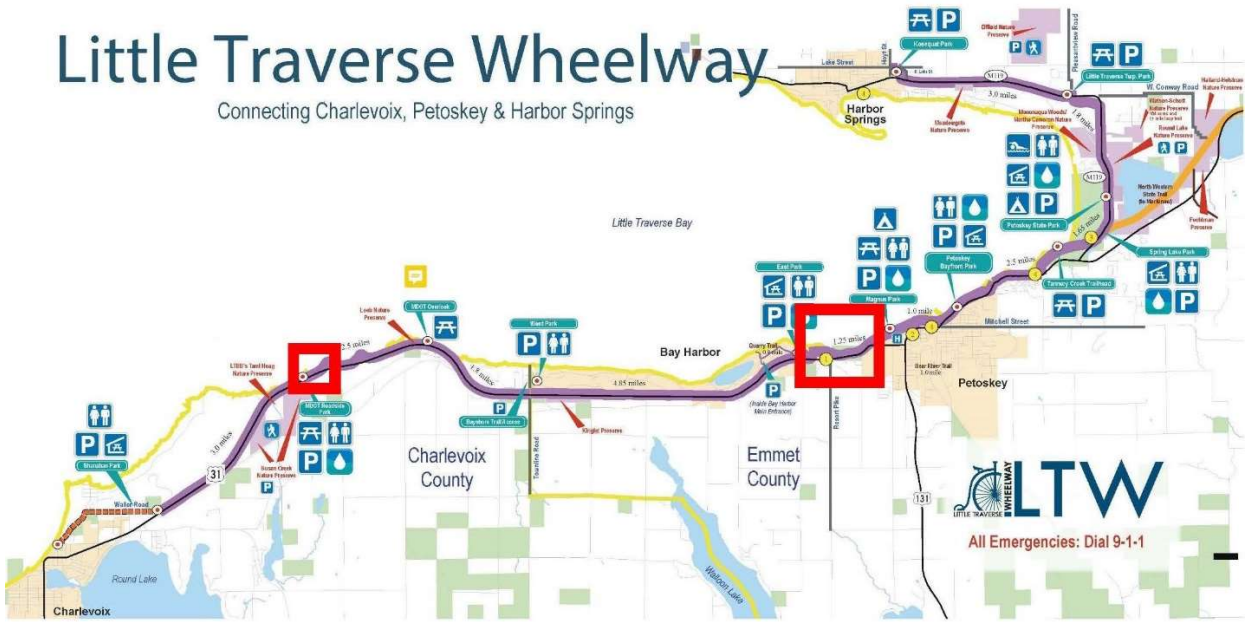
Boyne City to Charlevoix Non-Motorized Trail

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

Lake to Lake Trail

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

Figure 4.12: Little Traverse Wheelway Trail Map



Source: Top of Michigan Trails Council. <https://www.trails council.org/little-traverse-wheelway/>

Figure 4.13: Nakwema Trailway Map



Source: Nakwema Trailway, nakwematrailway.org

Little Traverse Wheelway

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

Nakwema Trailway

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

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

Significance for Planning

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

5 Housing and Neighborhoods

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

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

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



Supporting Community Needs

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

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

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

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

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

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

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

Community Response to Short Term Rentals

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

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

Short Term Rental Quick Facts

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

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

Expanding Housing Choices



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

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

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

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

Building Capacity in Downtown Charlevoix

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

Downtown Residential Economic Impact

Impacts of Downtown Housing

DOWNTOWN HOUSING HAS IMPACTS BEYOND JUST RENT CHECKS.

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

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

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

Average Annual Expenditures

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

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

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

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



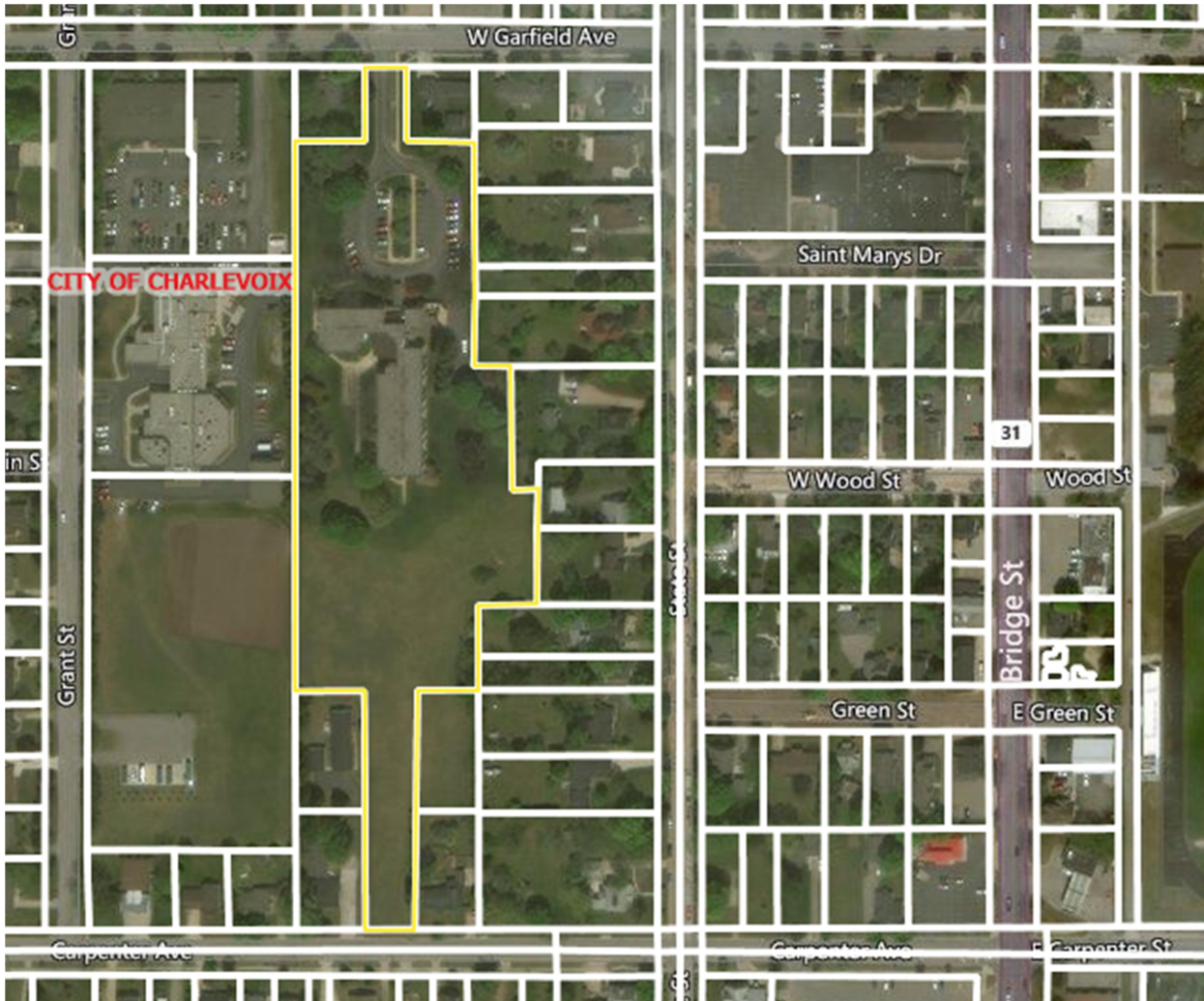
Neighborhood Redevelopment and Infill

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

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



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



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



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

Creating Regional Housing

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

Residential Design Guidelines

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

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

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

Missing Middle Housing is a range of house-scale buildings with multiple units—compatible in scale and form with detached single-family homes—located in a walkable neighborhood.



Source: missingmiddlehousing.com

Significance for Planning

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



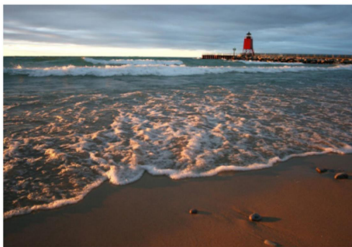
6 Goals and Objectives

Public Involvement

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



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



2022-2026
DRAFT

- 2021: Charlevoix Main Street and Downtown Development Authority hold the Charlevoix Downtown Futures program offered through the Michigan Main Street. Project consultant, Downtown Professionals Network, prepared a Market Analysis, survey including a visual preferences options, opportunities for reactivating downtown including concept drawings.
- 2021: City of Charlevoix updates five year Parks and Recreation Plan. Led by the City's Recreation Department and consultant Beckett & Raeder, completed the plan update which included an updated inventory of parks and recreation facilities, updated goals and objectives, and priority projects for the planning period.
- 2017-2021: Charlevoix Area Chamber of Commerce forms Housing and Business Park Initiative to connect key stakeholders, discuss community challenges to adequate housing, and identify potential solutions. Members of the Planning Commissioners joined a round table discussion with the HBPI where they completed a SWOT (strengths, weaknesses, opportunities, and threats) analysis of housing in the region. The SWOT analysis was completed on April 28, 2021. A follow up stakeholder meeting was held on July 12, 2021.
- 2021: The City conducted outreach for the master plan by attending the Charlevoix Farmers' Market on May 27, 2021. Staff met with residents and visitors to the market and heard input about what they love about the city.



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

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

Community Survey Results

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

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

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

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

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

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



Smart Growth and the City of Charlevoix

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

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

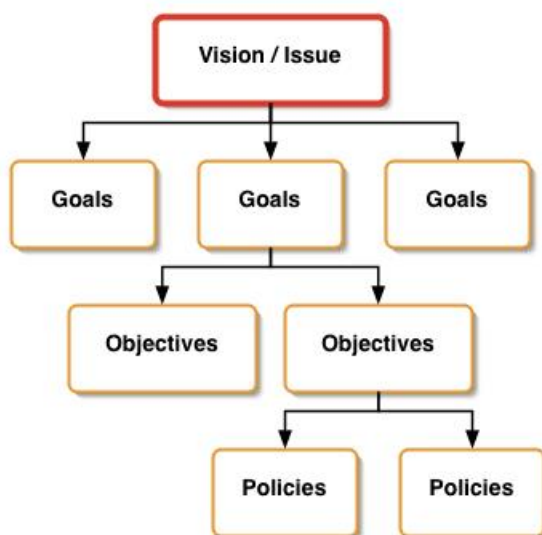
Both the Michigan Association of Planning and the Charlevoix County Future Land Use Plan identify the need and importance of Smart Growth and encourage municipalities to integrate these principles into master plans, land use regulations, and policies.

How this Chapter is Organized

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

Each goal is further supported by more focused and specific objectives. Chapter 8 contains action items associated with each goal and objective that are categorized into an implementation matrix. The matrix outlines who is responsible for a particular action item, when it should be done, and which funding sources are available for its completion.

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



The Vision Statement

Charlevoix will build on its distinctive character, downtown, and diverse neighborhoods, while respecting its unique setting and environment and creating a foundation for future economic prosperity and personal success. We collaborate with elected officials and other public bodies.

Community Goals and Objectives

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

- 1) PRESERVE AND ENHANCE CHARLEVOIX'S UNIQUE SMALL TOWN CHARACTER
- 2) ENHANCE SCENIC BEAUTY
- 3) PRESERVE AND ENHANCE THE DOWNTOWN
- 4) PROTECT HISTORIC AND CULTURAL RESOURCES

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

- 1) ENCOURAGE REGIONAL COLLABORATION ON ECONOMIC DEVELOPMENT
- 2) PROMOTE CHARLEVOIX AND THE REGION AS A VIABLE PLACE TO LIVE AND WORK YEAR-ROUND
- 3) ENCOURAGE ECONOMIC SUSTAINABILITY AND GROWTH IN DOWNTOWN CHARLEVOIX



CHARLEVOIX

11,016 sq. ft.

109 MASON STREET
Charlevoix, MI 49720

For pricing information,
please contact:
CITY OF CHARLEVOIX
(231) 547-3270

162 Feet (W)

68 Feet (L)

AVAILABLE PROPERTY

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

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

- 1) COOPERATE WITH CHARLEVOIX COUNTY AND SURROUNDING TOWNSHIPS ON PLANNING AND ZONING
- 2) COORDINATE EFFORTS TO PROVIDE SAFE AND EFFICIENT TRANSPORTATION SYSTEMS
- 3) WORK COOPERATIVELY TO ENCOURAGE AND FACILITATE ALTERNATIVE FORMS OF TRANSPORTATION
- 4) COORDINATE EFFORTS ON NATURAL RESOURCE PROTECTION
- 5) CONTINUE TO PROMOTE OUR UNIQUE HISTORICAL TIES TO BEAVER ISLAND
- 6) WORK WITH CHARLEVOIX SCHOOLS ON FUTURE FACILITY USAGE

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

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

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

- 1) IMPLEMENT BEST MANAGEMENT PRACTICES TO ADDRESS WATER QUALITY
- 2) INTEGRATE ENVIRONMENTAL BEST PRACTICES INTO CITY UTILITIES AND OPERATIONS

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

- 1) ENCOURAGE HIGHER DENSITY IN APPROPRIATE LOCATIONS
- 2) PROMOTE INFILL DEVELOPMENT
- 3) PRESERVE AND CREATE NEW DEDICATED AFFORDABLE HOUSING UNITS

7

Future Land Use

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

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

Community Character Plan

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

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

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

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

Interpreting the Plan

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

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

Downtown Core

Key Characteristics: The Downtown Core future land use category is aligned with the Downtown Central Business District Community Character Area. It is the most formally and intensely developed of the future land use categories. The highly intense neighborhood character is focused on commercial activity with the support of short and long term living opportunities. Planned residential density may increase the activity during the day and night. The unique and historic character of downtown should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures. A mixture of uses in downtown encourages an active community connection. The future land use plan for the Downtown Core should align with the recommendations presented in the Downtown Charlevoix Futures Summary Report.

Appropriate Land Uses: The existing mix of commercial, residential, office, municipal, and civic uses are appropriate and encourage shared spaces for permanent residents and visitors to the city. A goal of this future land use area is reactivation of underutilized spaces. Alternative and new uses should be encouraged such as pop-up and micro-retail opportunities. Expanded parking should be encouraged where it is reconfigured into scaled parking structures. Electric charging stations for all electric modes of transportation should accompany parking areas.

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

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

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

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

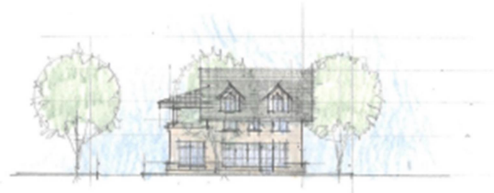
Natural Features: Natural features should enhance while blending in seamlessly with the urban character of downtown Charlevoix. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Public and shared spaces should incorporate pocket parks, sidewalk trees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

Planned Character



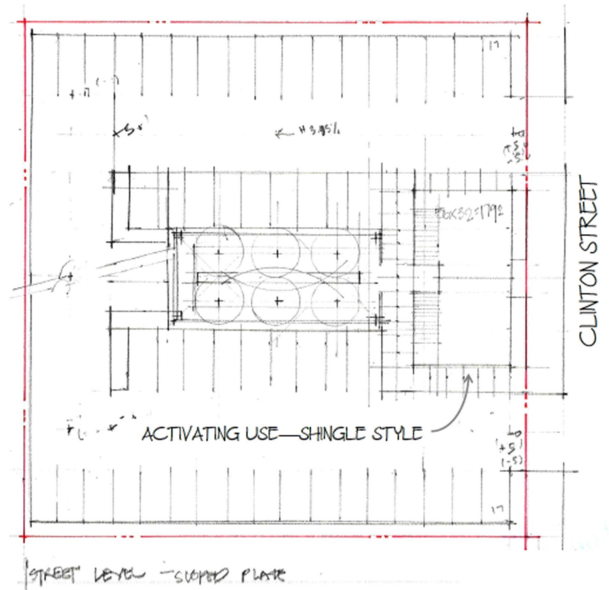
Scheme 1, displayed above, shows a two-story development of about 6,000 square feet (+/-) with no parking located on the parcel.

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



Downtown Charlevoix Futures | Charlevoix, Michigan | 2021

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



Activating mixed use structure along Clinton Street
North Elevation

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

Configuration 1: Clinton Street-Hoop Skirt Alley parking area
Two levels with sloping parking decks and an activating use along Clinton Street.

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

Charlevoix Corridor

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

While these areas will still be predominantly residential, the district will allow for limited commercial that will provide services for surrounding residences within walking distance. The combination of home occupations, commercial, and residential spaces generates a high- to medium-level of intensity. Activity in this area will be less than the downtown core, but more than the surrounding residential neighborhood. Like the downtown core, this mix of uses encourages community connection and a variety of complimentary uses. Unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures. The Charlevoix Corridor future land use category is a new district that incorporates portions of both North and South US 31.

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

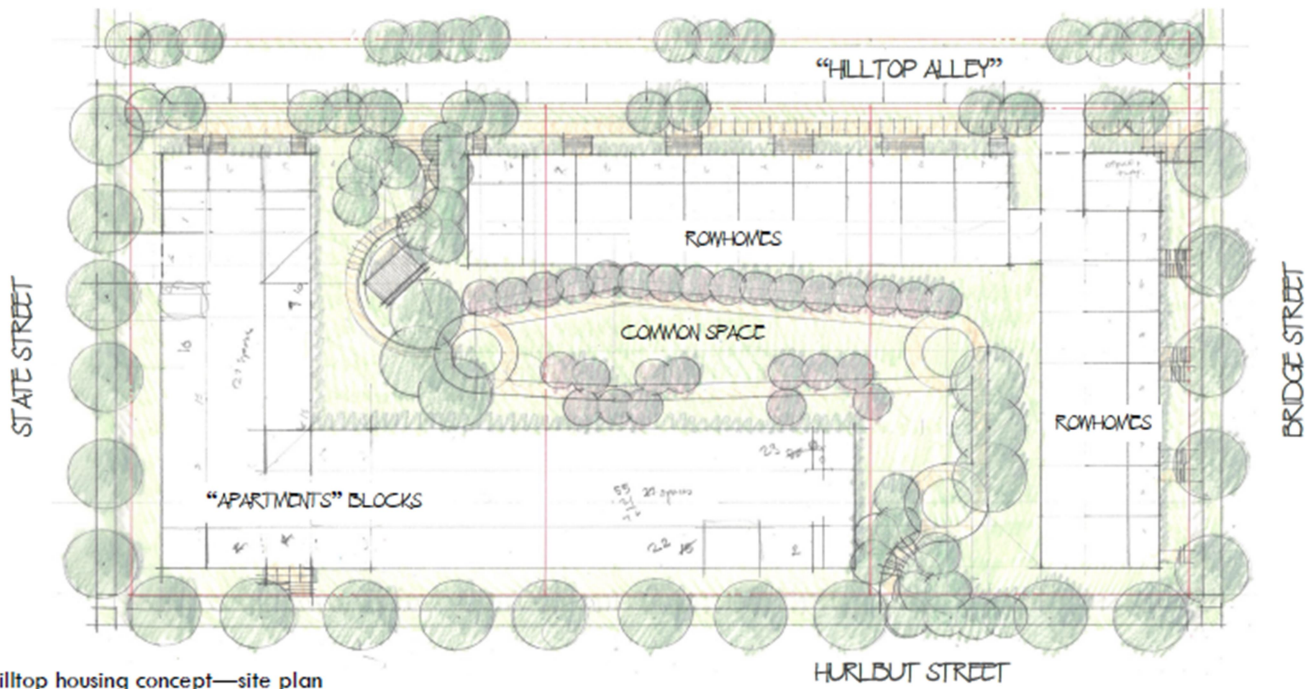
Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Where new construction and infill buildings are introduced the site design should maximize lot frontage by orienting the building towards the street and allowed building height by building multiple stories. New buildings should match the feel and character of surrounding buildings such as similar lot line setbacks and the use of materials similar to or complimentary to existing facades. Onsite parking should be located to the side or rear of the lot and access should be designed in such a way as to be shared among multiple users. Shared parking maximizes the use throughout the day and reduces individual use parking requirements. Signs should be minimal and not detract from the neighborhood character.

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

Transportation and Mobility: The Charlevoix Corridor area should be highly accessible by a variety of transportation options. Charlevoix's grid network of streets and sidewalks, bicycle lanes, and the bicycle route encourage the use of alternative forms of transportation. Bridge Street and Petoskey Avenue should continue to be highly walkable with pedestrian access through alleyways and appropriate intersections and mid-block crossings. Bicycle parking should be encouraged in strategic locations. On-street parking spaces should be utilized for short-term parking, while off-street parking located in the rear of buildings should be used for downtown residents and employees and long-term visitors. Coordination with MDOT and access management practices should be considered where new development occurs.

Natural Features: Natural features should also transition to a more prominent role in the Charlevoix Corridor area. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Street trees should be incorporated into the streetscape design to beautify the right-of-way and promote placemaking. Ornamental trees, shrubbery, pocket gardens, and rain gardens should be considered for front yard and parking lot landscape opportunities to incorporate natural features while reducing the amount of impervious surface. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and pollinator habitats.

Planned Character



Hilltop housing concept—site plan

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

City Center Residential

Key Characteristics: The City Center Residential future land use community character area is aligned with the Central City Neighborhood District Community Character Area. The neighborhood character is made up of primarily residential uses with secondary, complementary home occupations spaces. Activity in this area is typically during the day with some evening and night activity. Proximity to the downtown core and downtown edge areas and ease of accessibility through the city's historic grid network of streets and sidewalks encourages a more active environment. The mixture of uses generates by a medium level of intensity. The City Center Residential area has the City's oldest neighborhoods as well as the City's only residential historic district. The neighborhood's historic resources should be protected through the preservation, rehabilitation, or adaptive reuse.

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

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. Infill of new buildings or onto existing buildings should match the character of surrounding buildings. New single family structures are encouraged to provide an accessory unit on site. Buildings should be oriented towards the street with lot line setbacks similar to those of surrounding buildings. Garages should not dominate the front façade of the home. The architecture and design should be residential in nature and building materials should be similar to or complementary to existing facades. Signs should be minimal and not detract from the neighborhood character.

Housing Character: Residential uses should be a mix of housing types and a variety of building and unit sizes. Housing types may include single family attached and detached units with an accompanying accessory unit, multi-story, single family, attached units, and single family homes converted into home occupation spaces or multiple-family units. Multi-family units incorporated into multi-story mixed use buildings may be appropriate on the periphery of the neighborhood where use intensity increases. Housing should be attainable for a variety of occupants including short and long term occupants as well as renter- and owner-occupied units. Future development should include a variety of unit types and sizes.

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

Natural Features: Natural features in the City Center Residential area should promote community connection as well as provide active and passive recreation opportunities. Street trees, rain gardens, and plantings of native grasses and wildflowers should be incorporated into the streetscape to encourage walkability, diverse wildlife habitat, and beautification of the urban environment. The City should consider opportunities to install community gardens, parklets, and urban forest arboretums to support a variety of purposes such as active play, passive recreation, rest areas, and wildlife habitats.

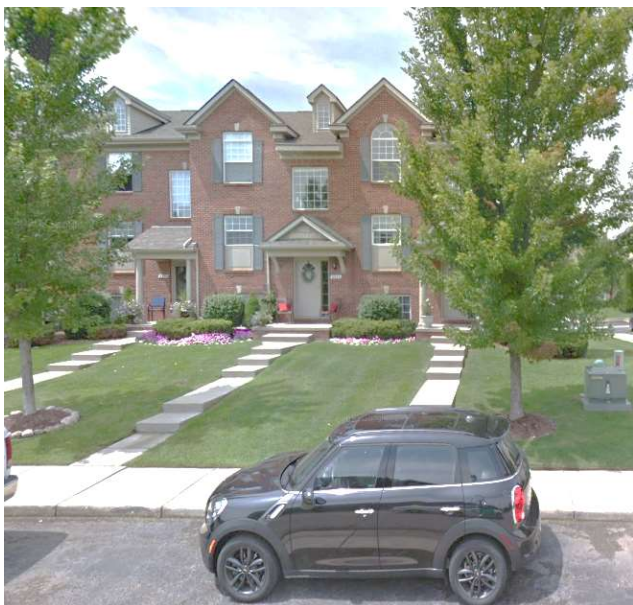
Planned Character



Source: Missing Middle Pattern Book, City of Norfolk



Source: Form-Based Code, City of Traverse City



Source: Independence Township



City of Charlevoix Library

Community Mixed Use

Key Characteristics: The Community Mixed Use future land use community character area is largely located in the South US 31 Mixed Use Community Character Area. It is a high intensity area that is intended to support commercial, multiple family residential, and mixed use planned developments. A mix of uses and spaces generate day, evening, and night activity. Development shall focus on adapting existing uses, redevelopment of underutilized sites, and providing infill development where appropriate. The Community Mixed Use area's activity levels, building mass, and accessibility will be similar to that of the downtown area. Sidewalks as part of a pedestrian-friendly street network and shared open spaces shall provide access throughout and promote community connections.

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

Building and Site Design: A mix of building types should be allowed in the Community Mixed Use area while mixed use, multi-story buildings are the preferred development type. New and infill development should be harmonious with existing land use patterns while maximizing site potential. Select sites may accommodate large retail stores, but commercial uses should be incorporated into a mixed use development with a harmonious design that includes architectural variation, small or no setbacks, and parking that is located in the rear of the building. All developments should include public open space or connectivity to surrounding uses, attractive landscaping, and screening as appropriate.

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

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

Natural Features: The Community Mixed Use area should strive to create a balance between urban development and meaningful open spaces and natural features. Efforts to reduce stormwater runoff through green infrastructure and low impact design are encouraged. Innovative solutions such as urban forests as part of the area's tree canopy coverage, community gardens or orchards, and stormwater harvesting are opportunities to enhance the natural environment as well as reduce the neighborhood's energy footprint. Buildings are encouraged to incorporate green roofs and living walls on building facades where appropriate. Street trees should be incorporated into the streetscape design to beautify the right-of-way and promote placemaking. Ornamental trees, shrubbery, pocket gardens, and rain gardens should be considered for front yard and parking lot landscape opportunities to incorporate natural features while reducing the amount of impervious surface. Natural features located in park and recreation areas should support a variety of purposes such as active play, rest areas, and wildlife habitats.

Planned Character



Source: Missing Middle Pattern Book, City of Norfolk



Source: City of Traverse City



Source: City of Traverse City

Neighborhood Residential

Key Characteristics: The Neighborhood Residential future land use community character area is largely located in the Petoskey Avenue District and South US 31 Mixed Use Community Character Areas. It is a low intensity area that is intended to support primarily residential activity with secondary, complementary home occupations. The intensity of this neighborhood area shall be low due to the primarily day time activity, lower levels of traffic and pedestrian movement, and reduced building mass compared to other neighborhoods in the city. The Neighborhood Residential area's unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

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

Building and Site Design: Reuse and re-occupancy of existing buildings is preferred whenever possible. New construction and infill buildings should match the feel and character of existing buildings including the use of materials similar to or complementary to existing facades. The site design and building orientation of residential uses should permit an accompanying accessory dwelling unit. Setbacks should be similar to those of surrounding buildings and garages should not dominate the front façade of the home.

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

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

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

Planned Character



Source: City of Royal Oak

Private Club Residential

Key Characteristics: The Private Club Residential future land use community character area is located along Round Lake and Lake Charlevoix. It is a low intensity area that is intended to support primarily residential activity. The intensity of this neighborhood area shall be low due to the primarily day time activity, lower levels of traffic and pedestrian movement, and reduced lot coverage compared to other neighborhoods in the city. The Private Club Residential area's unique and historic resources should be protected through the preservation, rehabilitation, or adaptive reuse of historic structures.

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

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

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

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

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

Planned Character



Industrial

Key Characteristics: The Industrial future land use community character area is largely located in the Charlevoix Business Park Character Area. It is a low- to medium- intensity area that is intended to support light industrial, commercial, and residential as part of a planned development. The Industrial area's uses, building mass, and accessibility will largely accommodate low levels of primarily daytime activity. Development shall focus on adapting existing uses, redevelopment of underutilized sites, and providing infill development where appropriate.

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

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

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

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

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

Planned Character



Source: LA Times



Public Facilities

Key Characteristics: The Public Facilities future land use community character area is not aligned with a community character area; however public facilities are located throughout the city. Public Facilities are typically long-term uses which serve specific and essential civic, municipal, and recreational functions in the community. Generally, Public Facilities areas are low intensity uses with the exception of the Charlevoix Municipal Airport. The size and scale of the facility is typically determined by the specific use, and activity at the facility generally occurs during daytime hours. Public Facilities uses provide active and passive recreation needs for the community and protect the scenic and environmental quality of sensitive natural areas. Public Facilities are generally owned by public agencies (city, county, state, or federal).

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

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

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

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

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

Planned Character



Scenic Reserve

Key Characteristics: The Scenic Reserve future land use area is not aligned with a community character area; however scenic reserve areas are located throughout the city. Scenic Reserve areas are typically long-term uses which serve specific and essential functions in the community. Scenic Reserve properties include both public and private lands that have high scenic, recreational, and aesthetic value. These properties are typically coastal areas with environmental significance.

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

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

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

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

Planned Character





Zoning Plan

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

Current Zoning Districts

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

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

Residential districts.

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

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

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

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

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

Non-residential districts and mixed-use districts.

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

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

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

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

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

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

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

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

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

Overlay Districts

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

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

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

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

Relationship to the Master Plan

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

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

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

Table 7.1: Zoning Plan

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

Other Zoning-Related Changes

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

Format

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

Zoning Classifications

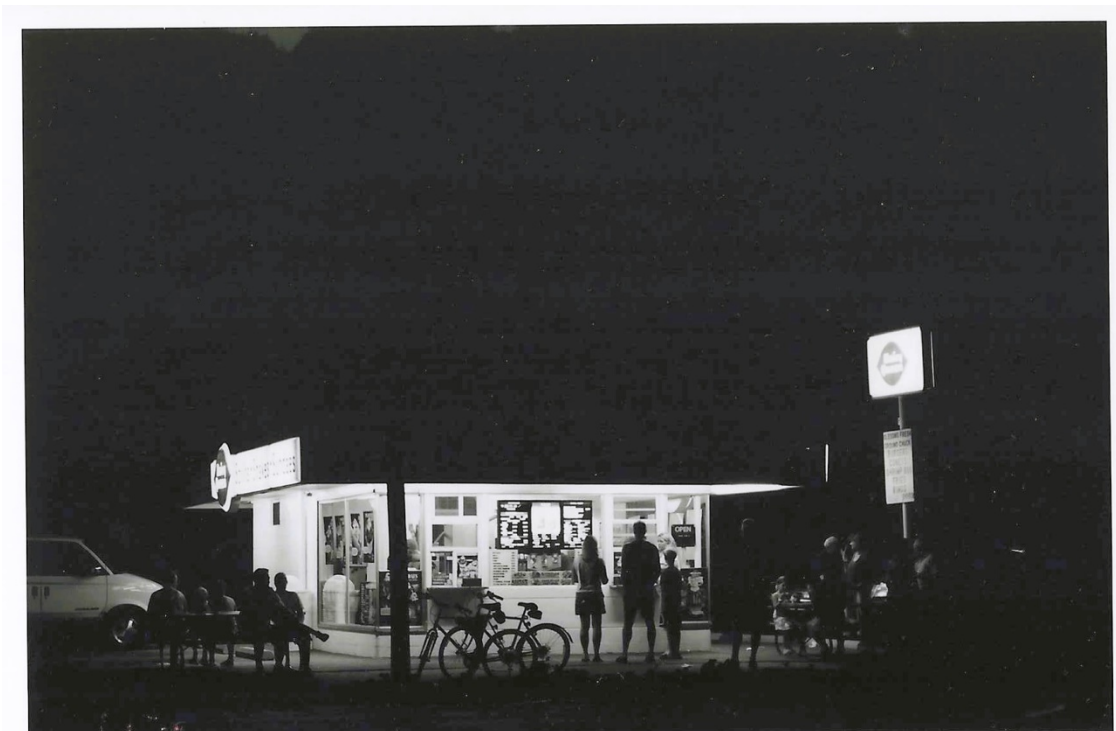
- Collapsing zoning districts into fewer categories
- Update GIS zoning map to reflect new zoning classifications
- Review residential and non-residential schedule of uses; update in accordance with this Plan

Residential

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

Parking

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



Exploring Form Based Code

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

Form-based code originated from the early “design based code” which was often applied to specific areas such as historic districts or neighborhoods. Limited forms of form-based code have also focused on the physical form of new development. A fully realized form-based code differs from other design based codes by applying a broader set of planning and design principles. In addition to land use and design, form based code considers the relationship between buildings and streets, encourages walking, and use of alternative forms of transportation, and a tighter neighborhood fabric. To achieve the desired environment, FBCs utilize the following context-sensitive standards¹¹:

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

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



¹¹ White, Mark. Form Based Codes: Practical & Legal Considerations. November 18, 2009.
<https://www.cityofeastlansing.com/DocumentCenter/View/1541/FormBased-Codes--Practical--Legal-Considerations-PDF?bidId=>

8 Implementation

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

Project Priorities

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

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

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

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

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



Potential Funding Sources and Partner Agencies

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

Table 8.1: Implementation Funding Sources

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

J	State Historic Tax Credit	Upon final review and approval in mid-2022 by the Michigan Strategic Fund and the State Historic Preservation Office, the program will help support commercial and residential, place-based projects while promoting the preservation of Michigan's historic resources.
K	Transportation Alternatives Program (TAP)	The Michigan Department of Transportation's program funds non-traditional road projects (outside the traditional curb and gutter) such as streetscapes, non-motorized paths, and historical restoration of transportation facilities. Among its primary goals is to support Michigan's entitlement communities for high-priority urban revitalization projects and, therefore, US-31/Bridge Street appear to be candidates.
L	Department of Natural Resources Recreation Funding	DNR funding sources are available for recreation facilities improvements, updates, and maintenance. These sources include the Natural Resources Trust Fund, Land and Water Conservation Fund, Recreation Passport Grant Program, and Waterways Program Grants.
COMMUNITY SOURCES		
M	Charlevoix County Community Foundation	Strives to be a trustworthy resource for philanthropy by building permanent endowment, addressing needs through grant making, and providing leadership resources to serve the Charlevoix community.
N	Charlevoix County Housing Solutions Fund	The Fund supports pre-development activities on housing construction or rehabilitation projects that are affordable to households earning between 60% and 120% of area median income (AMI) and will maintain affordability beyond the first occupant. Projects are selected based on access to amenities, proximity to employment opportunities, mobility options and partnerships with local municipalities and organizations. The fund is held by the Charlevoix County Community Foundation.
O	Development Assistance Grant Program	City credit program intended to help offset startup costs for City utilities. Residential, commercial, and industrial projects that meet the City's requirements are eligible for credits towards the utility installations costs associated with the development.
P	Charlevoix County Home Rehabilitation Program	Allocated through the Northwest Michigan Community Action Agency, funding is available for homeowners that need assistance with repairs that present a health and safety concern to the occupants.
Q	Charlevoix County Housing Ready Program	Headed by Housing North, the Housing Ready Program provides direct assistance to community officials and business to create housing solutions.
R	Northern Homes Community Development Corporation	The mission of Northern Homes Community Development Corporation is to create and preserve quality affordable housing opportunities for Northern Michigan residents through education, development, and partnering with local communities. The Corporation is a community land trust which can ensure long-term housing affordability.
S	Charlevoix Deed Restriction Program	The Deed Restriction Program was initiated from discussions with the Charlevoix Housing and Business Park Initiative and the many partners working to address the need for year-round housing. This will ensure that our important workforce can grow and remain in the community. The program will help balance the housing market that is faced with a growing percentage of the existing housing stock that are summer homes or vacation rentals. Funding may become available to incentivize deed restrictions of private property.
T	Charlevoix County Land Bank	The role of the Land Bank is to deal with unique property issues or to dispose of properties that may not sell at a public auction.
U	Neighborhood Enterprise Zone (NEZ) Act	A property tax exemption for the development and rehabilitation of residential housing located within eligible distressed communities
V	Customer Renewable Energy Projects	The City of Charlevoix offers its customers the opportunity to generate their own electricity and support renewable energy. Any City electric customer can install a renewable energy system (either solar or wind), connect to the City electric grid, and send surplus electricity back to the grid if generation exceeds use. Any surplus that is sent back to the grid is metered and the City pays the customer back for it.
W	Energy Waste Reduction Programs (Residential and Commercial)	The City offers various rebates and incentives for energy savings for residential, commercial, and industrial clients of the City of Charlevoix Electric System.
X	Land Information Access Association and Tip of the Mitt Watershed Council	Separately or often jointly, provide excellent opportunities improve coastal and climate resiliency through both planning and best management projects.

Table 8.2: Implementation Matrix

Goal 1	<i>Protect and enhance Charlevoix's small town character, unique downtown, cultural and historic resources, and scenic beauty.</i>				
Objective	Action	Responsibility	Timing	Priority	Funding
1. Preserve and enhance Charlevoix's unique small town character	When making decisions consider the features contributing towards Charlevoix's character; identify how development regulations can best protect and/or enhance them.	City Council, Planning Commission, City Staff	Ongoing	2	Local government
	Revise zoning regulations to encourage smaller scale development on commercial corridors with established maximum building sizes and parking away from the street side of buildings.		Ongoing		
	Continue to enforce the nuisance ordinance.		Ongoing		
	Complete a Climate Resiliency Assessment to identify vulnerabilities and actions/strategies to address vulnerabilities.		1-3 years	1	
2. Enhance scenic beauty	Coordinate ongoing efforts with City staff, MDOT, Charlevoix County and surrounding townships, and seek public input to secure grant funding for Corridor Improvement Districts on US 31 and M-66.	City Council, Planning Commission, City Staff	5-10 years	2	Local government, K
	Enforce existing landscaping design standards for commercial development, parking lots, and public lands including donation consistently.		Ongoing		
	Continue to support the Shade Tree and Park Commission and expand the Tree Planting Program, based on budget considerations. Seek alternative forms of funding, such as donations and grants.		Ongoing		
3. Preserve and enhance the downtown	Involve and educate the general public, building and business owners, and the DDA about the potential demand for greater flexibility in the Central Business District zone's allowed uses.	City Council, Planning Commission, City Staff, DDA Board	Ongoing	1	Local government
	Support local initiatives that preserve and enhance the downtown, such as trails and historic preservation, and focus economic development strategies and promotions appropriately.				
	Adopt downtown design guidelines for commercial properties Pursue goals outlined by the Charlevoix Main Street DDA Board		1-3 years		

4. Protect historic and cultural resources	Continue to support the efforts of the Historic District Commission and the Charlevoix Historical Society with the designation of historic properties.	City Council, Planning Commission, City Staff, DDA Board	Ongoing	2	Local government, E, H, I, J
	Continue educating and supporting property owners about historic districts and seek to establish districts where there is strong support.				
	Support improvements and long-term maintenance of the lighthouse.				
Goal 2	Maintain a diverse, regional economy that supports sustainable year-round housing and business development				
Objective	Action	Responsibility	Timing	Priority	Funding
1. Encourage regional collaboration on economic development	Provide regional economic development services and support for businesses who wish to locate to Charlevoix.	City Council, City Staff, DDA, Planning Commission, Chamber, Visit Charlevoix	Ongoing	2	Local government, D, E, F
	Pursue goals and recommendations outlined in the Economic Development Strategy prepared by the Chesapeake Group and the Marketing Strategy and Economic Development Strategy compiled for the RRC process.				
	Aggressively market and provide incentives to businesses in emerging industries.				
	Support and promote technological advances, such as high speed internet and fiber optic networks in Charlevoix to encourage economic development.				
	Coordinate with Charlevoix Township, community leaders, and property owners to plan for and promote future development; explore 425 agreements where appropriate.				
	Continue to support and promote expanding Coast Guard operations in Charlevoix.				

Prepare subarea plans as a way to promote Charlevoix individual neighborhoods as unique places to live and work full-time.

Ensure festivals and events are supportive of the goal of year-round activity and costs for staging events are appropriately balanced.

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

Promote "missing middle" housing options by encouraging developers through housing incentives and flexible Zoning Ordinance requirements.

Work with the real estate community through the RRC program to help market Charlevoix to targeted groups interested in locating to the area.

Support the Housing Business Park Initiative's efforts to attract regional industry and address commercial and industrial business needs.

Prepare "How to" brochures to clarify housing development options, business start up information, and site development process guidelines.

Investigate options for regulating rental property within the City through short-term rental regulations, a rental inspection program, licensing fees, lodging taxes or other means.

City Council, City Staff, DDA, Planning Commission, Chamber, Visit Charlevoix

1-3 years

1

Local government, D, E, F

3. Encourage economic sustainability and growth in downtown Charlevoix

Support the Redevelopment Ready Communities program and prepare required materials for recertification.

Support and expand current downtown winter activities and pursue other winter city recreational or promotional events.

Pursue goals outlined in the Downtown Marketing Assessment and Development Strategy prepared by the Chesapeake Group.

Identify funding sources to incentivize economic development and provide tax credits for downtown redevelopment projects.

Prepare updated development plan for Main Street DDA tax increment financing district renewal.

City Manager, City Staff

Annual

2

Local government

DDA

1-3 years

1

Goal 3		Work cooperatively with surrounding municipalities, governmental agencies, non-profits, and private sector organizations on a variety of issues.			
Objective	Action	Responsibility	Timing	Priority	Funding
1. Cooperate with Charlevoix County and surrounding townships on Planning and Zoning	Work with area townships, including Charlevoix, Marion, Norwood, Eveline, and Hayes on a regional plan.				
	Hold annual meetings between the Charlevoix and Charlevoix Township, Marion Township, Norwood Township and Hayes Township Planning Commissions to discuss land use related topics and resolve any zoning issues.	City Council, Planning Commission, City Staff	Annual	1	Local government, C
	For border areas and properties, coordinate land uses, zoning regulations and street extensions that expand the City's grid.				
	Cooperate with Charlevoix Township on an airport overlay district located around the Charlevoix Municipal Airport.				
	Cooperate with Charlevoix County on the update and adoption of a countywide Natural Hazard Mitigation Plan				
2. Coordinate efforts to provide safe and efficient transportation systems	Work with MDOT to study summertime traffic counts, review potential options to alleviate related traffic congestion and evaluate development proposals that may affect US 31 traffic, in particular for areas where there is no secondary access.	City Manager, City Staff	Ongoing	2	Local government
	Prepare regional trail map showing existing and proposed trail connections and city routes such as city bike route				
3. Work cooperatively to encourage and facilitate alternative forms of transportation	Evaluate the local transportation system and look to integrate "complete streets" policies for future infrastructure planning and design.				
	Increase public awareness and provide better signs that mark routes to promote walking and biking.				
	Maintain snow cleared sidewalks in commercial and residential areas.	City Council, Planning Commission, City Staff	Ongoing	1	Local government, K
	Incorporate bike lanes into the design and future construction of streets and roads.				
	Work with surrounding communities and Charlevoix County in the development of a regional trail system to connect with Boyne City, East Jordan, and Elk Rapids.				
	Use current sidewalk inventory to prioritize new sidewalk connections and plowing.				
	<i>Explore the viability of a multi-use transportation hub.</i>				

4. Coordinate efforts on natural resource protection	Utilize Charlevoix County Brownfield Redevelopment Program to redevelop and revitalize undesirable properties				
	Work with organizations like Tip of the Mitt Watershed Council, WATCH, the Little Traverse Land Conservancy, and the Lake Charlevoix Association to inform the public on water quality protection measures and conservation easements.	City Council, Planning Commission, City Staff	Ongoing	2	Local government, E, F
	Utilize Charlevoix County land bank to acquire and package parcels for redevelopment				
	Coordinate Mt. McSaubia usage with Charlevoix Township.				
5. Continue to promote our unique historical ties to Beaver Island	Continue to invest in the airport to enhance commercial activity.	City Council, City Staff	1-3 years	2	Local government
	Look to future implementation of the BIBCO Dock Optimization Study for better downtown flow and parking considerations.				
6. Work with Charlevoix schools on future facility usage	Work with the School regarding the future use of their properties within the City and Townships	City Staff, Charlevoix Public Schools	Ongoing	2	Local government
	Include report of school enrollment, property investments, major program changes, and other such information in Planning Commission annual report				
Goal 4	<i>Provide high quality public services, infrastructure, utilities, and amenities to Charlevoix that are sustainable and cost effective.</i>				
Objective	Action	Responsibility	Timing	Priority	Funding
1. Provide high quality public services and infrastructure at a lower cost to the taxpayers.	Study public service consolidation with surrounding communities so that costs can be lowered, while maintaining or improving quality.		1-3 years	2	Local government
	Increase municipal water, sewer, and electric users to spread out operational costs.				
	Coordinate with surrounding townships and explore 425 agreements where appropriate to expand infrastructure into areas without public water and sewer that does not encourage sprawl, but provides opportunity for new housing.	City Council, Planning Commission, City Staff			

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

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

Conclusion

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

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

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

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

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

Charlevoix City Council

All Other Actions and Requests

Title: Spark Grant Submission

Date: November 21, 2022

Presented By: Mark Heydlauff, City Manager

Background:

On October 28th, the State of Michigan opened the first round of the Michigan Spark Grant Program which will designate a total of \$65 million for outdoor recreation in Michigan. This will happen over three application cycles beginning immediately with two more opportunities in the spring and summer of 2023.

Using the Recreation Master Plan which was completed in 2021 and approved by the state in 2022, the Recreation Department is recommending that the City seek funding for phase 2 of the Lake Michigan Beach Park Upland Development. Currently, the proposed trail ends at Park Avenue and Grant. The proposed alternative will include an accessible connection from that trail north of the beach sidewalk. Included with the alternate will be approximately 120' of sidewalk/ADA ramp from the proposed trail to Palmer Circle. A crosswalk across Palmer Circle would also be included, with an additional 130' of sidewalk from the northside of Palmer Circle to the existing attached sidewalk on Grant Street. A crosswalk would also connect with Grant at the existing curb cut on the east side, which currently has no connection but directs pedestrians into the street with nowhere to cross. This proposed alternate connection would greatly increase safe access from the new trail to existing walks and the public beach, providing health and wellness benefits to all park users.

The grant request would be based on a construction cost estimate of \$120,000. Edgewater Resources suggest an additional 20% to cover funding for construction administration, grant administration and cost contingency for a total request of \$144,000.

Edgewater Resources has been administering the current project and has proposed to complete the scope of work as outlined above, as well as complete a formal design to include the alternative in the construction package and complete the grant application for the Spark Grant at their standard hourly rate for a Senior Landscape Architect at \$145 and will not exceed a total fee of \$8,700 without prior approval.

Recommendation:

Motion to authorize the City Manager to sign an agreement with Edgewater Resources to complete and submit the Spark Grant Application with the State of Michigan for a fee not to exceed \$8,700.

Motion to approve Resolution 2022-11-03 Lake Michigan Beach Upland Development 2nd Phase Spark Grant Application.

Attachments:

1. Edgewater SPARK Grant Proposal-1

2. Michigan Spark Grant application process overview
3. Resolution 2022-11-03 Michigan Beach Spark Grant

November 4, 2022

Via Email: kentk@charlevoixmi.gov

Kent Knorr, Recreation Director
City of Charlevoix
210 State Street
Charlevoix, MI 49720

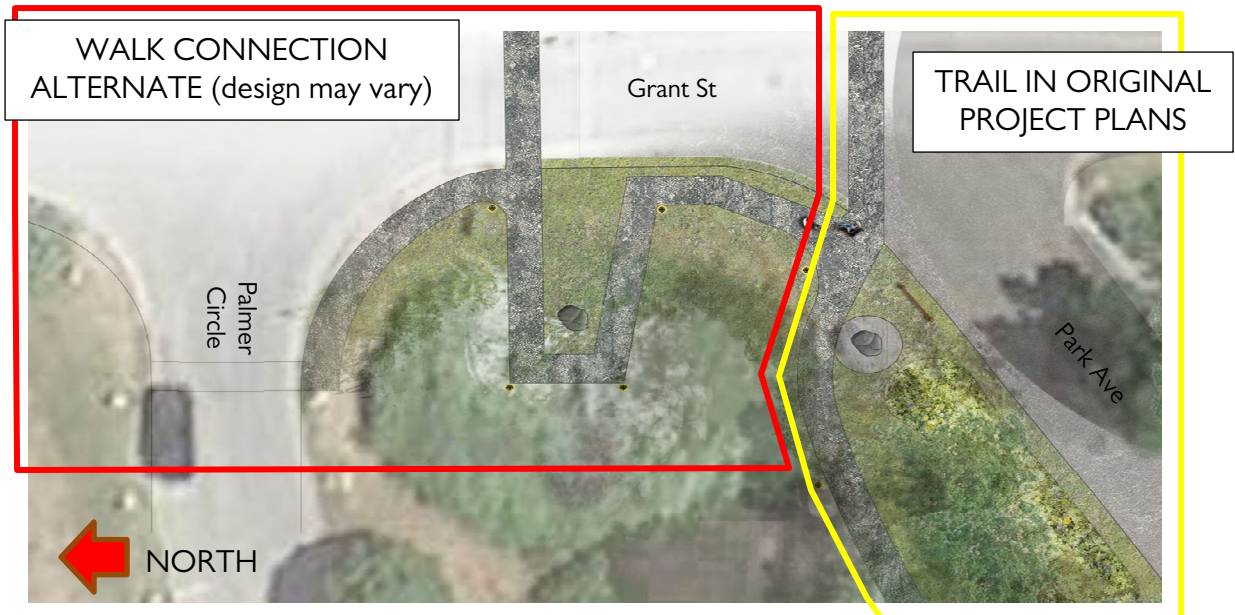
Subject: MDNR Spark Grant Application Services

Dear Mr. Knorr,

Thank you for the continued opportunity to work with you and with the community of Charlevoix. The scope of work included in this proposal includes all services required to submit an MDNR Spark Grant application for specific Alternate Items from the Lake Michigan Beach Park Upland Development and Renovation Project, Grant #RP21-0080.

The additional site work proposed for Spark Grant funding will be included in the project construction documents as an Alternate, as it is outside of existing project budget. The DNR does allow Spark Grants to fund additional work that supports in-progress Passport Grant projects such as this one.

The currently proposed trail terminates at the intersection Park Avenue and Grant Street. The proposed Alternate will include an accessible connection from that trail north to the beach sidewalk. Included with Alternate will be approximately 120' of sidewalk/ADA ramp from the terminus of proposed trail north to Palmer Circle. A crosswalk across Palmer Circle would also be included, with an additional 130' of sidewalk from the north side of Palmer Circle to existing attached sidewalk on Grant Street. A crosswalk would also connect across Grant at the existing curb cut on the east side, which currently has no connection but directs pedestrians into the street with nowhere to cross. This proposed Alternate connection would greatly increase safe access from the new trail to existing walks and the public beach, providing health and wellness benefits to all park users. The following graphic is from the original trail Consensus Plan of 2018. The Alternate connection was proposed as a future phase of work for this project but is not currently funded.



The design alternate will be included in the construction package with layout, grading, and site detail design work required for bidding and construction. If grant funding is successful, the trail contractor will be able to construct the connection on the same schedule as upland trail. This design work will be used for the Spark Grant application narrative and plan attachments.

The grant request would be based on a construction cost estimate of \$120,000. We suggest an additional 20% to cover funding of Construction Administration, Grant Administration and Cost Contingency, for a total request of \$144,000.

We will require the City, as an Authorized Official, to initiate the application and then we will complete the application process including site control documentation, project narrative, applicant information, and financial information. A resolution to support the grant application from City Council will be required for the application.



FEE

We propose to complete the scope of work as outlined above for design work needed to include Alternate in construction package and for grant application services at our standard hourly rate for Senior Landscape Architect at \$145 and will not exceed a total fee of **\$8,700** without prior written authorization. No reimbursable expenses are anticipated for this grant application.

SCHEDULE

We are ready to commence work upon approval and will complete application for review and upload prior to the MDNR deadline of December 19, 2022.

Your signature below and return of one signed copy of this letter will authorize us to proceed. If you have any questions, please contact the undersigned directly. We appreciate the opportunity to support you and are committed to delivering you a valued product.

Very Truly Yours,

Gregory J Weykamp, ASLA, LEED AP BD+C

ACCEPTED BY:

Name /Title

Date

Michigan Spark Grant applications open Monday; up to \$15 million available for outdoor public recreation projects

October 20, 2022

It's a milestone moment for outdoor recreation in Michigan: first-round funding of the \$65 million Michigan Spark Grants program will start accepting applications Monday, Oct. 24.

The program is aimed at helping local communities that want to create, renovate or redevelop public outdoor recreation opportunities for residents and visitors—especially those communities whose economic opportunities and health were hardest hit by the COVID-19 pandemic.

Up to \$15 million is available in the first round of the program, administered by the Michigan Department of Natural Resources.

Michigan Spark Grants are for projects that provide safe, accessible, public recreation facilities and spaces to improve people's health, introduce new recreation experiences, build on existing park infrastructure, and make it easier for people to enjoy the outdoors.

The grant opportunity is possible because of the Building Michigan Together Plan, signed in March 2022, which included a historic infusion of federal funding in our state and local parks.

"We're excited and extremely privileged to launch a program that we know will help many deserving communities expand outdoor recreation resources and experiences for their residents," said DNR Director Dan Eichinger. "Throughout the COVID-19 pandemic, people turned to the outdoors in record numbers for fresh air and space to stretch out. Having such opportunities close to home is critical, and that's what Michigan Spark Grants will make possible."

Eichinger outlined the program today during the Michigan Municipal League's annual convention in Muskegon.

The league's director of state and federal affairs, John LaMacchia II, said the occasion was fitting, as more than 400 local leaders from across Michigan have gathered to learn about opportunities for investment that will improve their communities.

"Providing robust and equitable access to parks and recreation opportunities is one of the key elements to improving quality of life," LaMacchia said. "The Michigan Spark Grants program will provide our members access to critical funding that will help them invest in durable assets that contribute to the social and economic fabric of a community."

LaMacchia is a member of the advisory group that provided the DNR with input on the program's intent, scoring criteria and application requirements – all to ensure the program's stated objectives are met.

Developing the program

Andrea LaFontaine, executive director of the Michigan Trails & Greenways Alliance, also serves on that Michigan Spark Grants advisory team.

"United by the belief that all Michiganders deserve quality outdoor recreation experiences close to home, the Michigan Spark Grants advisory team worked together to build an opportunity that maximizes resources, provides support and removes barriers to access," LaFontaine said. "The Michigan Trails & Greenways Alliance was honored to serve on this committee, and it is our hope that Spark Grants help ignite greater investment in outdoor recreation amenities throughout the state."

Advisory team members represented diverse perspectives including private philanthropy, regional planning, parks and recreation, community foundations, local governments (rural and urban), and federal and state grant programs.

In addition to LaFontaine and LaMacchia, they include:

- Kyle Caldwell, Council of Michigan Foundations.
- John Egelhaaf, Region 4 Southwest Planning Commission, Michigan Association of Regions.
- Dan Lord, Michigan Department of Natural Resources.
- Amy Matisoff, Michigan Department of Transportation.
- Clay Summers, Michigan Recreation & Park Association.
- J.J. Tighe, Ralph C. Wilson, Jr. Foundation.

Program details, eligibility

Eligible Michigan Spark Grant applicants must be entities that are legally constituted to provide public recreation and can include:

- Units of government or public authorities.
- Federally designated tribes.
- Regional or statewide organizations.
- Consortiums of local units of government or public authorities.

A total of \$65 million of coronavirus state and local fiscal recovery funds was made available through Public Act 53 of 2022. Individual grant amounts range from a minimum of \$100,000 to a maximum of \$1 million and are scheduled to be distributed in three rounds:

- Round one: up to \$15 million during the week of Jan. 30, 2023.
- Round two: up to \$25 million in spring 2023.

- Round three: up to \$25 million in summer 2023.

First-round grant applications must be submitted by Dec. 19, 2022.

CITY OF CHARLEVOIX
RESOLUTION NO. 2022-11-03
LAKE MICHIGAN BEACH UPLAND DEVELOPMENT 2nd PHASE

- WHEREAS,** the City of Charlevoix previously supported the submission of an application titled “Michigan Beach Upland Renovation and Development” to the Recreation Passport Grant Program for development of site improvements at Michigan Beach Park; and
- WHEREAS,** the City of Charlevoix has been awarded a Recreation Passport Grant from the State of Michigan for this project; and
- WHEREAS,** the City of Charlevoix is committed to increased use and development of trails; and
- WHEREAS,** the proposed project agreement is supported by the current annual Capital Improvement Plan; and
- WHEREAS,** the City of Charlevoix has previously made a financial commitment to the project in the amount of \$48,500 matching funds, in cash and/or force account; and
- WHEREAS,** the City of Charlevoix supports the submission of an application titled, “Lake Michigan Beach Upland Development 2nd Phase” to the Spark Grant program for accessible connection to the beach sidewalk and safer crosswalks to the planned trail.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix authorizes submission of Spark Grant for \$144,000.

RESOLVED this 21ST day of November, 2022 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:
Nays:
Absent

Charlevoix City Council

All Other Actions and Requests

Title: Organizational Meeting

Date: November 21, 2022

Presented By: Sarah Dvoracek, City Clerk

Background:

Section 2.15 of the City Charter requires that Council hold an organizational meeting at the first meeting of the Council after the November General Election. The meeting shall be held for the purpose of organization at the usual place for holding meetings of the legislative body of the City. Council is asked to consider the following items:

Meeting time -- The regular meetings of the Council shall be held at least twice each month. These meetings shall be held at the City Hall unless otherwise provided. The *Rules of Procedure for City Council*, Rule 1c sets the meetings as the first and third Mondays of the month at 6:00 p.m., unless Monday is a legal holiday, at which point the meeting moves to the following Tuesday at 6:00 p.m. The City Charter allows the Council to set the day and time of its meetings. If Council would like to change its meeting dates and times, a resolution would need to be drafted to amend the Rules of Procedure. Any change would not take place until January 2022.

Deputy Mayor -- Section 2.9 of the City Charter requires that the Council elect one of its members to serve as Deputy Mayor at the organizational meeting of the Council. The Deputy Mayor shall serve until the next organizational meeting of the Council or until a successor takes office.

Recommendation:

Motion to set 2022 City Council meetings for the first and third Mondays of the month at 6:00 p.m.

Motion to appoint Council Member's Name as Deputy Mayor.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Council Appointment

Date: November 21, 2022

Presented By: Janet Kalbfell-1st Ward Council Member

Background:

Council Member Kalbfell requested consideration of Gail DeMeyere for appointment to the Historic District Commission.

Recommendation:

Motion to appoint _____ to the Historic District Commission for a term to expire on June 30, 2024.

Attachments:

1. Gail DeMeyere-Application-Historic District Commission



RECEIVED
OCT 21 2022

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

RECEIVED
OCT 21 2022

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

☐ BOARD OF REVIEW	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ COMPENSATION COMMISSION	☐ PLANNING COMMISSION	☐ OTHER _____
☐ DDA/MAIN STREET BOARD	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE
☒ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE & PARK COMMISSION	

PLEASE PRINT

NAME: Gail DeMeyere
ADDRESS: 99 Auld Avenue
HOME PHONE: _____ CELL PHONE: (231) 838-5700
EMAIL: gaildemeyere@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 5 years

EDUCATIONAL BACKGROUND: BA - History of Art, University of Michigan
BS - Textile Design, Marketing + Mgt, North Carolina State University

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE:

30 years curatorial and historical experience
in multiple arts organizations

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE:

Mainstreet Design Committee
since 2016 / Petoskey Area Antiques Club
Circle of Arts Executive Director (past)

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

Great Lakes Chamber Orchestra, Petoskey
Rotary Club, Gesbers Strings Orchestra

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

No

REASON(S) YOU WISH TO SERVE:

I am interested in serving
the community of Charlevoix and help
to enhance the downtown experience

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE?

yes

SIGNATURE:

DATE: 10/21/22

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - EMAIL clerk@charlevoixmi.gov

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: November 21, 2022

Presented By:

Background:

A. Friday Afternoon Truck Accident

As you probably heard, a gentleman went into Round Lake on Friday afternoon in his pickup truck. Thankfully, a DNR Conservation Officer was nearby and quickly responded to free the driver from the vehicle and was assisted by a couple of local good Samaritans. The Police Department is continuing to review the circumstances of the matter but we will look at whether some additional barrier may be needed to prevent a similar incident in the future. Chief Scholey is planning to formally recognize the individuals for their lifesaving service in the near future.

B. Airport Transition

After six years as Airport Manager, Matthew Wyman will be leaving us on December 2 to become the new manager of the Antrim County Airport. I appreciate his leadership and the great changes he brought to our airport. He should be credited for reducing our mowing, streamlining operations, and overseeing several major projects, including the installation of a new jet fuel farm. I'll be posting this position shortly and will look to see what internal and external candidates may have an interest in leading our airport.

C. Seasonal Changes

With the weather change this week, our DPW crew went from leaf collection to snow removal. I appreciate our mechanic, Rob Reid, who proactively keeps our equipment in great condition so that we can quickly transition between tasks like this. Our staff worked overtime in the last couple of weeks to collect leaves. As snow conditions allow, they'll continue this clean-up though temperatures and snow are not ideal at this point for more.

Recommendation:

Attachments:

1. Recreation Advisory Committee Minutes 09/14/2022
2. Police Monthly Activity Report-September 2022
3. Police Monthly Activity Report-October 2022
4. Planning Commission Regular Meeting Minutes 10/10/2022
5. Planning Commission Work Session Meeting Minutes 10/24/2022



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Wednesday September 14, 2022 at 6:00 PM

City Hall Council Chambers

Meeting Minutes

I. Call to Order/Roll Call

Asst. Chair Matye called the meeting to order at 6:02 PM.

Members Present: Bryan, Fruk, Scholten, Matye, Oosthuzien,

Members Absent: Kelly

Staff Present: Knorr

Guests Present: Katherine Bitely

II. Inquiry Regarding Possible Conflicts of Interest

None

III. Determination of a Quorum

Yes

IV. Motion to Approve Minutes

June 2022 Meeting Minutes

Chair Fruk called for a motion to approve the June 8, 2022 meeting minutes. Motion made by Member Matye, second by Member Scholten. Motion passed by a unanimous voice vote.

All of the Agenda items are addressed in the Directors report below and includes committee comments and discussion.

Directors Report September 2022

Dog Park Updates

The first phase of the dog park is complete. The concrete pad and water fountain were installed this summer. We have had our first reports of a skunk at the park. We also shared with the community that there was an increase in parvovirus in Northern Michigan. Our rules state that dogs must be current on all vaccines. We still plan to do a dog park etiquette video with John Maughn in the next month.

Marina Updates

The Marina has seen significant increases in boats this summer. In fact, we are up 919 boats YTD from last year. Denny and I are working on clarification and publishing of marina rules. We are also working with the state to improve registration process. Denny has submitted 10 ideas to the state.

We plan to have recommendations on fees, rules, and management at the October City Council meeting.

Golf Updates

If your observation has been that more people are golfing, you are spot on. Revenue through August is even with the full season last year. Doug has done a great job getting more play on the course this summer. The course conditions as well as the improvements to the chipping green and wedge range have been helpful. We just filmed a segment with Michigan Golf live this last week that should be a great highlight of the course. I will be submitting a self-evaluation to the Audubon Society PGA Course program in the next 2 weeks. We plan to build this certification into our marketing next season.

Day Camp Updates

549 Campers this year. Great staff. Wonderful feedback from our evaluations.

We are continuing to put together a proposal for a new themed camp. This includes identifying possible locations, staffing, and programming cost.

We are also identifying registration strategies to ensure priority to City Residents. I will share registration stats at the meeting

Farmers Market Updates

As you are probably aware, we returned to a “full” farmers market this year complete with Kids Days, Food Demos, live music and partnerships with the Health Department of Northwest Michigan, Blissfest, Pat O’Brien & Associates Real Estate, Circle of Arts and the Library. We peaked with over 40 vendors this year. Beth is currently working with vendors to determine if we have enough participation to continue until Thanksgiving at the library. We will make an announcement shortly. The outdoor market will run through October 6th.

Youth Sports

Tennis - Had 42 junior players over the two sessions

Tball - Had 50 participants. We again started the season with a clinic and tailgate party.

Flag Football - We currently have 20 players. No doubt that two years without Flag Football has hurt registration. We will be attending the HS game this week and running on the field with the team. We actually increased our marketing and got information to families earlier. At the suggestion of the school we will send information home and open registration in May next year.

Adult Sports

Cornhole - This new program started by our intern attracted 14 participants.

Softball - We increased promotion and directly visited a number of businesses. Unfortunately, we only had one team express interest.

Volleyball - We will be releasing registration information soon with the idea of starting a league in December.

Halloween trail hike is scheduled for October 15th. We are looking for Volunteers. This can be in the form of a family, a group, a club, a business or even the Recreation Advisory Committee. We will be hosting a kick off planning meeting on September 22nd at 5:00.

V. Presentation – Dave Gallinat

Dave presented an overview of the sport of Pickle Ball. Pickle Ball is one of the fastest growing sports in the nation. It is very popular in Charlevoix. This was evident at a spring intro to pickle ball that the library put on and attracted over 40 people of interest.

A number of visitors also spoke in support of the City building new pickle ball courts.

Director Knorr shared that Pickle Ball Court development is part of the current master plan.

Chair Fruk made the motion and Bryant seconds directing Director Knorr to address the needs of paddle sports and courts in Charlevoix and to explore potential partnerships for future tennis and pickle ball development. Motion passed by unanimous roll call vote.

VI. Old Business

- a. **Questions regarding the Director's Report**-none
- b. **Brief Updates**
 - a. Venetian Games continued successes of previous years.
 - b. Day Camp-Director Knorr shared final numbers and discussed prioritizing residents first for 2023
 - c. Summer Internship worked well and we are looking to recruit and intern for the summer of 2023.
 - d. Michigan Beach Grant Updates presented. We are finalizing engineering plans to the state and anticipate that the state will approve for construction in the spring of 23.

VII. New Business

- a. **Halloween Candlelight Hike** Scheduled for October 15th. Volunteers needed and welcome
- b. **Flag Football** It's nice to return to another Flag Football season. 4 teams for kids in grades 1-4.
- c. **Winter Candlelight Hikes** We have purchased new lanterns and will be developing a new system of volunteers working as a group. More to be shared on this soon.

VIII. Miscellaneous Comments

IX. Call for Public Comment

X. Adjournment

With no other business to discuss, Chair Fruk called for a motion to adjourn at 8:00. Motion made by Member Oosthuzien, second Member Scholten. Motion passed by a unanimous voice vote.

2022 meeting schedule:

February 9 @ Mt. McSaubu; April 13 @ The Golf Club House (potentially)
June 8; September 14; November 9

CITY OF CHARLEVOIX

Police Activity Report for the Month of September 2022

ITEM	NUMBER THIS MONTH	THIS MONTH LAST YEAR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	8	8	106	144
TRAFFIC WARNINGS	54	124	819	995
MOTORIST/CITIZEN ASSIST	14	18	201	241
ASSIST OTHER DEPT	30	15	247	273
FELONY ARRESTS	1	0	8	6
MISDEMEANOR ARRESTS	4	1	25	31
TRAFFIC CRASH: 9300-1	9	12	73	71
TRAFFIC CRASH: 9300-2	2	10	25	30
GENERAL ASSISTS	388	342	3,692	2,245
MEDICAL RESPONSES	8	4	87	50
LIQUOR INSPECTIONS	10	11	146	67
ORIGINAL COMPLAINTS	28	32	243	259
COMPLAINTS CLOSED	21	27	193	156
COMMERICAL/RESIDENTIAL	31	56	276	533
PARKING/SNOW TICKETS	1	33	207	243
METER TICKETS	282	2	1,687	1,406
PATROL MILES	4,562	4,622	44,905	42,268

TOTAL MILEAGE #87-1 1136

TOTAL MILEAGE #87-2 33

TOTAL MILEAGE #17 3393


 Robert Scholey
 Chief of Police

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF October 2022

ITEM	NUMBER THIS MONTH	THIS MONTH LAST YEAR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	6	9	112	153
TRAFFIC WARNINGS	44	122	863	1,117
TRAFFIC CONTACTS	22	-	22	-
MOTORIST/CITIZEN ASSIST	29	19	230	260
POLICE ASSIST	27	37	274	310
MEDICAL RESPONSE	15	3	102	53
PAPER SERVICE	3	-	3	-
RESIDENTIAL/COMMERCIAL	38	48	314	581
FELONY ARRESTS	0	0	8	6
MISDEMEANOR/NTA ARRESTS	3	1	28	32
WARRANT ARRESTS	1	-	1	-
WARRANT ATTEMPTS	1	-	1	-
TRAFFIC CRASH 9300-1	12	9	85	80
TRAFFIC CRASH 9300-2	7	4	32	34
GENERAL ASSISTS/OTHER	329	380	4,021	2,625
FUNERAL ESCORTS	0	-	0	-
ALARMS	7	-	7	-
SCHOOL PATROL	26	-	26	-
SCHOOL PRESENTATIONS	0	-	0	-
PARKING/SNOW TICKETS	1	4	208	247
PARKING METER TICKETS	96	0	1,486	1,406
LIQUOR INSPECTIONS	20	15	166	146
ORIGINAL COMPLAINTS	32	27	275	243
CLOSED COMPLAINTS	20	19	213	193
FOLLOW-UP/SUPPLEMENTS	27	-	27	-
PATROL MILES	3,914	4,884	48,819	44,905

TOTAL MILEAGE #87-1

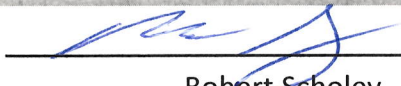
784

TOTAL MILEAGE #87-2

13

TOTAL MILEAGE #17

3,117


Robert Scholey
Chief of Police

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

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Chair: RJ Waddell
Members Present: Sherm Chamberlain, Annemarie Conway, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent: Toni Felter
Staff Present: Jennifer Neal, Community Planner; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

None.

D. Approval of Agenda

Motion by Member Chamberlain, seconded by Member Millington to approve the agenda as presented.

Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of September 12, 2022

Motion by Member Conway, seconded by Member Radke to approve the minutes of September 12, 2022 as presented.

Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

None.

G. New Business

1. Public Hearing: 101 Leonard Special Land Use Permit Application

Zoning Administrator Koch stated that this was a special land use permit application for a bed and breakfast use in the R-1 district in an existing home located at 101 Leonard Street. Bed and breakfast establishments are an allowed use with a special land use permit in both the R-1 and R-2 zoning districts and this request was not for a zoning change. The applicants have advised that there will be no additional construction related to this permit application.

Zoning Administrator Koch stated that to be approved as a special land use permit an applicant must meet all of the standards as listed in the staff report. She stated that a site plan was requested by the Planning Commission at the last meeting which the property owners provided.

Laura Jasurda, 101 Leonard Street, stated that they are a licensed short-term rental, but when the City came out to do that inspection she was made aware that they do not have to be certified by the City because as the owners they do remain in the house while it is rented. She stated that there are two (2) fire pits, one on their property and one on the adjacent property with the permission of that owner and because they do live in the home and do not allow their guests to actually start the fires themselves the fire pits are allowed. She stated that they did install the steps down the hill that were referenced earlier in the meeting and they did get approval from the Public Works and Water Departments. She stated that changing to a bed and breakfast status would be more transparent to their guests so that they know that the owners do reside in the house full-time while it is rented. She stated that they do not allow parties or children and they were a very boutique type of rental and they only had three (3) rentals over the summer. They have five (5) parking spaces as required and no one is allowed to park on the street. Their homeowners' insurance only allows them to rent up to 12 weeks per year and they only rent during the summer.

The public comment portion of this item was opened.

Max Carthew, 111 Eaton, spoke against the bed & breakfast, citing safety, transparency, and that he felt that a short-term rental offers more control than a bed & breakfast, and the bed & breakfast status would run with the property for future owners.

Scott Beatty, 1003 St. Johns Drive, stated that the owner could simply post on their short-term rental site "owner on premises" rather than changing the designation to a bed & breakfast.

John Eaton, 206 Carpenter Street, stated that he and his wife have operated a bed & breakfast for three (3) years and most people in town don't even know that they are a b & b. He spoke in favor of the project.

David Bertinelli stated that he strongly oppose the special use permit and allowing a commercial enterprise in their neighborhood.

Jon Zumbrink, 114 Eaton, spoke against the permit in that it would run with the property forever and the possible changed character of the neighborhood.

Robert Miller, 121 Hampton, questioned how many parking spaces are allowed. Zoning Administrator Koch stated that parking was not addressed in the Zoning Ordinance if there were less than five (5) bedrooms being rented. Mr. Miller stated he was opposed to allowing a commercial business to operate in their residential neighborhood.

Bridget Martin, 103 Stockman, stated that behind their backyard was a bed & breakfast but it has changed owners and it's a lot noisier than it used to be and across the street there was a short-term rental that feels like a Motel 6 and this type of use definitely affects neighborhoods.

Pat Miller stated that they no longer have the neighborhood that they once had and she was

against the bed & breakfast.

John Parrish, 119 Hampton, spoke against the bed & breakfast and stated that they wanted to keep the nice, quiet neighborhood.

Shirley Gibson, Third Ward, stated that this was not the kind of housing they need in Charlevoix and it does not belong in a residential neighborhood.

The public comment section was closed.

Chair Waddell reiterated that rental of a property is a use by right in Michigan. Member Conway stated that she received a text message from Sarah VanHorn who was in support of the bed & breakfast because the owners would be on site.

Findings of Fact:

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

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

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

Finding of Approval: The Planning Commission finds that there are adequate essential public services and facilities to accommodate this special use and that this project will not require improvement to or expansion of city infrastructure or public services.

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

Member Millington stated that what they have to go on is what the neighbors are telling us as well such as noise, traffic, increased people in the neighborhood, and smoke from the two fire pits. Chair Waddell stated that everyone of the neighbors could have a fire pit. Member Radke stated they have heard from the neighbors that traffic and noise are applicable problems to this situation so it's some but not all of the items listed in (C). Chair Waddell stated that the applicant advised that the occupancy would be limited to six (6) people which could mean three (3) cars in the summer months and with the condominiums in that neighborhood there is a lot of traffic there. Member Radke stated that many of the letters addressed increased traffic. Member Millington stated that the high traffic goes mainly around the perimeter of the neighborhood, the interior streets are very quiet. Member Conway stated that it was already a short-term rental for the past two (2) years and she

recalled one of the speakers who stated that they didn't even know it was a short-term rental. Member Chamberlain stated that they could add a condition that there be no parking on the right-of-way which would run with the property if the use is approved.

Chair Waddell stated that he would like to move on and not find approval or denial on Item (C) and come back to this item.

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

Finding of Approval: As the property is already developed, the Planning Commission finds that this section is not applicable.

(E) The site plan proposed for the use demonstrates compliance with the Special Land Use specific design standards and all other applicable requirements of this ordinance. Subsection 151.116(C) Accessory Buildings and Uses: Bed and breakfast establishments cites the following standards:

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

Finding of Approval: Proposal meets standard.

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

Finding of Approval: Proposal meets standard; applicant has indicated that there will be a maximum of four rental bedrooms.

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

Finding of Approval: Meets standard.

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

Finding of Approval: Meets standards; any and all future signage will be subject to all pertinent sections of the Zoning Ordinance.

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

Discussion followed regarding the only differences between a short-term rental and a bed and breakfast being that, with a bed and breakfast, the owner must be present on the property when it is rented and the Special Land Use runs with the property. Member Conway stated that the owners were already practically renting the property as a bed and breakfast now.

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

Finding of Approval: The lot conforms; standard is met.

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

Finding of Approval: Meets standard; the proposed use will continue to be residential, which is consistent with the current master plan.

Chair Waddell stated that there is an issue with traffic under item (C) and item (E)(5) there continues to be a concern about traffic generation for that neighborhood. He stated that the Commission had the option of adding conditions of approval to control the traffic to the Special Land Use permit. Member Chamberlain stated that in the summer time there is increased traffic.

Motion by Member Millington, seconded by Member Radke to deny the special request for a bed and breakfast based on Finding of Facts on the traffic issue, 153.253 (C) and 153.116 (E)(5), because this is not an issue that we can control. Chair Waddell absented from voting, there was no conflict of interest stated, equalivant to a nay vote.

Motion invalid, three (3) ayes, three (3) nays.

2. 101 Leonard Site Plan Review

No action taken.

3. Public Hearing: City of Charlevoix Master Plan

Chair Waddell stated that this item was for a Public Hearing on the language changes to the Master Plan.

Planner Neal stated that they were holding the Public Hearing following the 63-day public comment period under the Michigan Planning Enabling Act. She referenced comments included in the agenda packet and the Charlevoix County Planning Commission comments were added that day.

Member Chamberlain stated on page 80 that one of the houses depicted has been demolished and the picture should be moved to the redevelopment section as a new house has been built on the property.

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

4. Public Hearing: Zoning Ordinance Amendments

Chair Waddell summarized the draft language to be considered for Zoning Ordinance amendments including:

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

The public hearing was opened.

Richard Hodgson, 303 Chicago, stated that he was also the ZBA Chair and the items proposed to be amended is related to the letter he wrote in May regarding how the building height definition should be changed. He explained the reasons for requesting the change.

Discussion followed regarding the building heights for a gabled roof, the need for a definitive maximum for roof heights, and concerns regarding 153.072(b) which referenced the Maximum **Average** Building Height.

Motion by Member Muladore, seconded by Member Conway to extend the meeting time beyond 8:00 p.m. by 15 minutes.

Motion passed by unanimous voice vote.

Mr. Hodgson stated that the word average should be removed and the definition modify as needed.

The public hearing was closed.

Motion by Member Conway, seconded by Member Radke to send the 2022 Master Plan and the amendments to the Zoning Ordinance to the City Council.

Motion passed by unanimous voice vote.

5. Bed and Breakfast Parking Standards Discussion

Item postponed to the November meeting.

6. Code Enforcement/Outdoor Storage Discussion

Item postponed to the November meeting.

7. Expanding Housing Types Discussion

Item postponed to the November meeting.

H. Old Business

1. October 24, 2022 Special Meeting

Chair Waddell stated that they had a Special Meeting scheduled in two weeks which included

invitations to the members of the DDA, ZBA, Historic District Commission, Shade Tree and Park Commission, and the Charlevoix Area Chamber of Commerce. The Commission will be discussing building height in the CBD zoning district. Planner Neal stated that she had not heard back yet from the Shade Tree Commission or the Chamber.

I. Staff Updates

- 1. Zoning Administrator's Report
Zoning Administrator Koch stated that she was newly appointed to the Board of Directors for Housing North.

J. Requests For Next Months Agenda or Research Items

- K. Adjournment by 8:00 p.m. unless extended by a motion**
Meeting adjourned at 8:09 p.m.

Sarah J. Dvoracek/fgm Clerk

RJ Waddell Chair

City of Charlevoix
Planning Commission Special Work Session minutes
Monday, October 24, 2022 - 6:30 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order by Planning Commission Chair Waddell at 7:00 p.m.

B. Roll Call

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

E. Call for Public Comment Not Related to Agenda Items

F. New Business

1. Downtown Building Height Presentation

Chair Waddell summarized the previous Planning Commission discussions regarding downtown building height. He gave examples of downtown building height issues in Petoskey and Traverse City. He stated that presently Charlevoix had a 40' height limit in place with an allowance of 6' over that to hide mechanicals like air conditioning, stairways, etc. He stated that the question is how do they keep the charm and feel of the downtown and still make the downtown buildings viable. Chair Waddell stated that they had invited the groups to provide input on this issue and he proceeded to invite each group representative to speak:

Downtown Development Authority (DDA) & Historic District Commission:

Lindsey Dotson, DDA Director, stated that she was representing both groups this evening, explained the roles of each, and provided a PowerPoint presentation. She described the Secretary of the Interior Standards for Rehabilitation of Historic Properties as a list of guidelines created by the National Park Service for the treatment of historic properties. A building is supposed to be a physical record of the time it was built. She explained that they were nominating the entire commercial corridor of Charlevoix to the National Register of Historic Places, which is not a local regulatory historic district, but is a designation, a nod of importance and acknowledging the significance of what the commercial corridor did for the development of Charlevoix and its history. This national designation opens the door to numerous resources, including some grants that have been applied for to try to convert a building that doesn't look the way it did when it was built to something similar to what was originally built, so that it can be considered a contributing resource to the District. This is an incentive for the property owner to maintain or restore the history of the building and they

could receive financial savings in the form of tax credits from both the national and state levels. She provided examples of under utilized square footage and the potential for additional housing in the downtown.

Director Dotson stated that in moving forward if they were talking about changes in height she did hope that they could keep in mind that the design and form matter. She stated that the DDA did work extensively on the Design Guidelines for the downtown.

Shade Tree & Park Commission:

Chair Perry Hodgson explained the duties of the Commission; trees enhance/frame a view of a space, and the street trees program with a diverse mix of trees.

Zoning Board of Appeals:

Chair Richard Hodgson stated that most of the time the ZBA meets it's about dimensional variances in aligning with planes, usually not height, but they did have an interpretation and finding on a variance request on Bridge Street related to height limitations.

Charlevoix Area Chamber of Commerce:

Brett Binkley, member of the Chamber Board of Directors, stated that they did a major renovation of what was known as the Pine River Bookstore that has been split and now includes an office that backs up to Van Pelt Alley for his business. He spoke in favor of a height increase that would allow more versatility and opportunities.

Chair Waddell opened and closed the meeting for public comment as there were no other speakers.

2. Comments from invited boards and commissions

Director Dotson showed historic photos of the Bridge and Clinton Street area.

Perry Hodgson questioned if anything could be done about the overhead utility lines that detract from the look of downtown.

3. Closing remarks

Chair Waddell stated that he and Vice Chair Muladore appreciated everyone's attendance and participation at the meeting.

Chair Waddell stated that everyone of the homeowners in the Earl Young Historical District had to agree to include their home in the District and he questioned if that would be true of a Historical District for the downtown. Director Dotson stated the owners were not required to agree but they would be notified and, because the District was not regulatory, it did not depend on whether or not a majority agreed with the designation.

Chair Waddell stated that he wanted to take a personal point of privilege. He commented that Janet Koch, Zoning Administrator, is the featured writer, Laurie Cass, at the Library book talk meeting the next evening.

G. Requests For Next Months Agenda or Research Items

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

The meeting was adjourned at 7:48 p.m.

Sarah J. Dvoracek/fgm Clerk

RJ Waddell Chair

Charlevoix City Council

Other Council Business

Title: Release a Communication from the City Attorney

Date: November 21, 2022

Presented By:

Background:

As Council is aware, the City Attorney forwarded to you an attorney-client privileged communication regarding his summary of the investigation into retired Chief Doan. While communication from the City Attorney is privileged and exempt from FOIA, he recommended it be made released in the public interest. Such a release can only be done by a vote of City Council.

Recommendation:

Motion to authorize the release of a memorandum from the City Attorney dated November 21, 2022 entitled "Doan Investigation Report Summary."

Attachments:

None