



Agenda

City of Charlevoix Planning Commission Regular Meeting

Monday, December 12, 2022 - 6:00 PM

Council Chambers, 210 State Street, Charlevoix, MI

- A. Call to Order/Pledge of Allegiance**
- B. Roll Call**
- C. Inquiry into Potential Conflicts of Interest**
- D. Approval of Agenda**
- E. Approval of the Minutes**
 - 1. Draft Minutes of November 14, 2022
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. Review of Special Land Use Application –411 Bridge Street Proposed Apothecary and Relocation of Lakeview Dentistry of Charlevoix
 - 2. 2023 Schedule of Meetings
 - 3. Review of Planning and Zoning Fee Schedule
 - 4. Activities Matrix Discussion
- H. Old Business**
 - 1. Bed and Breakfast Parking Standards
 - 2. Expanding Housing Types Discussion
- I. Staff Updates**
 - 1. Zoning Administrator's Report
 - 2. *Seasonal Population Study for Northwest Lower Michigan* Presentation
- J. Requests For Next Months Agenda or Research Items**
- K. Adjournment by 8:00 p.m. unless extended by a motion**

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

City of Charlevoix
Planning Commission Regular Meeting minutes
Monday, November 14, 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: Scott Beatty, Sherm Chamberlain, Annemarie Conway, Toni Felter, John Kurtz, Mary Millington, Jennifer Muladore, Maureen Radke
Members Absent: None
Staff Present: Jennifer Neal, Community Planner; Janet Koch, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

Chair Waddell reviewed the conflicts of interest portion of the Planning Commission's Bylaws.

D. Approval of Agenda

Motion by Member Chamberlain, seconded by Member Millington to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of October 10, 2022 (Regular Meeting)

Motion by Member Conway, seconded by Member Muladore to approve the minutes of October 10, 2022 as presented. Members Beatty, Felter and Kurtz abstained from voting on the minutes as they were not present at the subject meeting.

Motion carried by unanimous voice vote.

2. Draft Minutes of October 24, 2022 (Special Work Session)

Motion by Member Radke, seconded by Member Chamberlain to approve the minutes of October 24, 2022 as presented. Members Beatty, Millington, Conway, Felter and Kurtz abstained from voting on the minutes as they were not present at the subject meeting.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Bed and Breakfast Parking Standards Discussion

Chair Waddell referenced a bed and breakfast on Carpenter Street which required one parking space for each bedroom and one for the owners, but then when the Commission had

another applicant come before the Commission, the required parking was different.

Zoning Administrator Koch stated in reference to Zoning Ordinance, Section 153.116, *Accessory Buildings and Uses*, (C) that the suggested language included a new subsection (7) to read: (7) A minimum of five (5) off-street parking spaces are required. The parking spaces shall be accessible at all times. Parking shall be subject to the requirements of §153.189 Off-Street Parking Facility Design.

The Commission requested examples of similar language for parking for bed and breakfast units from Harbor Springs, Petoskey, Traverse City, and Boyne City. The item will be included on the December meeting agenda.

2. Code Enforcement/Outdoor Storage Discussion

Chair Waddell stated that three or four years ago, new language was adopted regarding storage of outdoor vehicles, and he referenced staff's memo regarding issues related to enforcement of the outdoor storage regulations.

Zoning Administrator Koch stated that the Networks Northwest contract with the City does not include code enforcement and at this time code enforcement was being handled by the Police Department.

Chair Waddell reviewed each section of the Outdoor Storage regulations, including staff comments. Discussion followed regarding several of the issues.

Chair Waddell suggested that they place the code enforcement/outdoor storage language on the December agenda.

Chair Waddell opened the item for public comment:

Shirley Gibson stated that the outdoor storage language ordinance requires a complete revision, she provided examples in her neighborhood.

3. Expanding Housing Types Discussion

Chair Waddell stated the City Council has asked the Commission to look at dealing with the housing issues in Charlevoix and he referenced the missing middle type housing and the subject areas within the City. He reviewed each of the current zoning districts allowed in the City, and the efforts to develop language for R2-A zoning.

Planner Neal summarized actions and discussions taken regarding accessory dwelling units and home conversions. She reviewed her staff memo in detail, including what type of lot requirements will allow a builder to add the missing middle type of housing. She explained the differences between gross density and net density. Discussion followed regarding density restrictions, encouraging more uses that blend in with the surrounding neighborhoods, form-based code, housing needs, fourplexes and duplexes, and cottage core area.

Planner Neal stated that she needed direction from the Commission regarding whether or not they wanted to review the information provided and come back to the discussion next month, provide additional examples, and the Commission's comfort level on moving forward with identifying parcels for the R2-A zoning, calculating acres and square footages together and

coming up with sample densities, and funding incentives to offer to potential developers to encourage this type of higher density housing. Planner Neal stated that they would start looking at parcels in the City and what's available and what would be potentially feasible.

H. Old Business

1. 101 Leonard Special Land Use Review Update

Chair Waddell explained the issue regarding the procedural error that resulted in an invalid motion and vote on the special land use application. He stated that the Zoning Administrator did send out a letter to the applicants and the residents within 300' of the subject property that they would be continuing the hearing, but then during this past week, the applicant, Laura Jasurda, notified the Zoning Administrator that she had decided not to move forward with the special land use application. No further action was taken.

2. Review of Building Height Average

Chair Waddell provided the background regarding the building height average and stated that the proposed changes to the Zoning Ordinance were going before the City Council next week. He referenced a letter from Richard Hodgson, Chairman of the Zoning Board of Appeals, regarding average roof height information included in the tables, not the ordinance.

Zoning Administrator stated that the change needed would be to delete the word average from Table 153.072(b), Table 153.072(d), Table 153.07(f) and Table 153.087.

Motion by Member Felter, seconded by Member Conway to recommend to City Council at the public hearing on November 21 that they strike the word average from the previous edition of Table 153.072(b), Table 153.072(d), Table 153.07(f) and Table 153.087.

Motion carried by unanimous voice vote.

3. Downtown Building Height Discussion

Chair Waddell stated last month they had a special meeting regarding downtown building heights and re-capped the discussion from that meeting. Discussion followed among the Commission members regarding making additions complementary to the existing buildings and/or historical buildings.

I. Staff Updates

1. Zoning Administrator's Report

Zoning Administrator Koch stated the Commission might get a special land use application next month for 411 Bridge Street for a dental office (retail in the front and dental offices in the back).

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated that next month they would be working on the Commission's matrix of things to do in the coming year.

Planner Neal stated that Networks Northwest had just completed their Seasonal Population Study using 2020 data and she asked to give a short presentation at the December meeting.

Chair Waddell stated that they would also need to establish their meeting dates for 2023 and

hold the election of officers in January.

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

Meeting adjourned at 7:58 p.m.

Sarah J. Dvoracek/fgm Clerk

RJ Waddell Chair

Charlevoix Planning Commission

New Business

Title: Review of Special Land Use Application –411 Bridge Street Proposed Apothecary and Relocation of Lakeview Dentistry of Charlevoix

Date: December 12, 2022

Presented By: Janet Koch, Zoning Administrator

Background:

Per § 153.101(D) *The Planning Commission is asked to determine if a proposed use not listed in § 153.101(C)1-4 is similar to, or comparable to, the permitted uses in division (C).* The applicants, Michael Lucido, PhD and Melissa Makowski, DDS, request to create a retail apothecary store on Bridge Street with a combined dentistry business in the back of the store. The property is zoned CBD and within the Central Business District Overlay.

Additionally, if the Planning Commission determines a proposed use is not similar or comparable to the permitted uses, the applicant may apply for a special use permit. The Planning Commission may issue a special use permit provided that the proposed use is found to generate commercial activity in accordance with the purpose of this section and it meets the requirements for special land use permits in §§ [153.250](#) through [153.257](#) of this chapter. A special land use application and staff report is provided for review and determination.

Recommendation:

Attachments:

1. 411 Bridge-0-Staff Report
2. 411 Bridge-1-Application
3. 411 Bridge-2-Site Sketch
4. 411 Bridge-3-Applicant presentation



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Special Land Use Permit Application. Project 2022-03 SU

411 Bridge Street

HEARING DATE: Monday, December 12, 2022 at 6:00 PM

PRESENTED BY: Janet Koch, Zoning Administrator

ATTACHMENTS:	1. Application dated 11-21-2022 2. Site sketch 3. Applicant presentation 4. City of Charlevoix Zoning Ordinance
---------------------	---

I. GENERAL INFORMATION

Applicant:	Michael Lucido and Dr. Melissa Makowski
Parcel Number:	052-340-003-00
Property Owner:	Munson Healthcare 14700 Lake Shore Charlevoix, MI 49720
Requested Action:	Approval of Special Land Use Permit application
Zoning:	CBD Central Business District Central Business District Overlay District
Property Location:	411 Bridge Street
Prop. Description:	Beacon Center Condominiums, Unit 103
Existing Land Use:	Vacant; was previously a health care/wellness center.
Adjacent Land Uses:	The properties to the north and south are retail. To the west is the Beacon Center; Hoffman CPA Firm. The City's East Park is across Bridge Street to the east.
Adjacent Zoning:	Property is bounded by CBD to the north, south, and west. To the east, across Bridge Street, the zoning is Scenic Reserve.

II. PROJECT DESCRIPTION/LOCATION

The applicant is requesting approval of retail apothecary store/dentist office in an existing building; no exterior construction is being proposed. The subject property is located at 411 Bridge St in the CBD, Central Business District Overlay.



*Aerial imagery obtained from
Charlevoix County website 11-21-2022*



*Aerial imagery obtained from
Google Earth 11-21-2022*



Photo taken 11-21-2022

II. AUTHORITY AND REQUIREMENTS

The Planning Commission is the governing authority for Special Land Use applications. Per the Zoning Ordinance, the decision to grant or deny approval for a Special Land Use is a Planning Commission decision. The purpose of this Staff Report is to evaluate this proposal against the procedures and criteria outlined in Sections 153.250 through 153.257 of the current City of Charlevoix Zoning Ordinance.

The fee for the Special Land Use application was submitted on November 22, 2022. On that same date, notices of the hearing were sent via U.S. mail to adjoining landowners within 300 feet of the property. The notice for the public hearing was advertised in the *Charlevoix Courier* on November 25, 2022.

Following is the section of the zoning ordinance pertaining to the CBD overlay district:

§ 153.101 CENTRAL BUSINESS DISTRICT OVERLAY DISTRICT.

- (A) Purpose. To create a vibrant downtown district fronting Bridge Street consisting of primarily retail and food service businesses that enhance the city's economy by defining specific uses intended to increase consumer traffic.
- (B) Applicability. This overlay district shall include all buildings with store entrances facing Bridge Street from Antrim Street north to the Pine River Channel.
- (C) Permitted uses.
 - (1) Food and beverage services, including: grocery stores, restaurants, cafés (including internet cafes), coffee shops, bars, taverns, wine bars, breweries, bakeries, delicatessens, bistros and specialty shops;
 - (2) Retail stores having a gross area of less than 5,000 square feet; (Appliance, furniture and similar stores selling large scale consumer products are not considered retail.)
 - (3) Art galleries, frame shops, photography and art studios; and
 - (4) Beauty salons and barber shops as the primary use. Secondary uses may include tanning beds, pedicure or manicure services in the same location.
- (D) Other regulations. The Planning Commission, upon request, may determine if a proposed use not listed above is similar to, or comparable to, the permitted uses in division (C) above. If the Planning Commission determines a proposed use is not similar or comparable to the permitted uses, the applicant may apply for a special use permit. The Planning Commission may issue a special use permit provided that the proposed use is found to generate commercial activity in accordance with the purpose of this section and it meets the requirements for special land use permits in §§ 153.250 through 153.257 of this chapter.
- (E) Outdoor displays and merchandise. Merchandise or similar goods, and associated displays shall not be permitted on the exterior buildings, entryways or sidewalks, except during sidewalk sales.

(Prior Code, § 5.41)

IV. SITE PLAN REVIEW

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

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

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

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

Finding of Approval

The Planning Commission finds that the proposed special use is similar to a beauty salon, a permitted use in the overlay district, that it will be harmonious with the intended character of the general vicinity, and that it will not change the area's essential character. The Planning Commission also recognizes that the proposed use includes a retail component, a component that was not part of the property's most recent approved special use, a wellness center approved by the Planning Commission 1/11/2016.

Finding of Denial

The Planning Commission finds that the proposed use is not compatible with adjacent uses and would decrease consumer traffic, which is counter to the purpose of the overlay district.

- (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 proposal meets this standard.

Finding of Denial

None.

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

Finding of Approval

The Planning Commission finds that the proposed special use will not be hazardous or disturbing to existing or future nearby uses.

Finding of Denial

None.

- (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

The Planning Commission finds that, as the property is already developed, this section is not applicable.

Finding of Denial

None.

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

Finding of Approval

The Planning Commission finds that the proposal meets this standard.

Finding of Denial

None.

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

Finding of Approval

The Planning Commission finds that the proposal meets this standard.

Finding of Denial

None.

V. CONDITIONS OF APPROVAL

Zoning Ordinance Section 153.252 Conditions of Approval.

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

- (A) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected;
- (B) Ensure that the use is compatible with adjacent land uses and activities;
- (C) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole;
- (D) Ensure compatibility between the proposed use or activity and the rights of the city perform its governmental functions;

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

VI. PLANNING COMMISSION ROLE AND OPTIONS

The City of Charlevoix Planning Commission has the following options for this application:

- (A) Deny the project based on specific findings of fact that the application does not meet the review criteria in Chapter 153.253.
- (B) Approve the project based on specific findings of fact that the application does meet the review criteria in Chapter 153.253.
- (C) Approve the project based on specific findings of fact that the application does meet the review criteria in Chapter 153.253 with conditions as contained herein.
- (D) Table the decision based on the need for additional review time or information.



CITY OF CHARLEVOIX

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

Permit No.: _____
Date Received: 11-21-2022
Decision Date: _____

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

Planning Commission Application

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

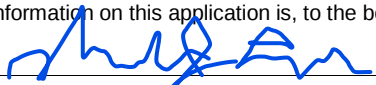
Applicant Name: Michael Lucido, PhD and Melissa Makowski, DDS

Street Address: 109 West Hurlbut

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

Phone Number(s): 313-268-2471 or 231-547-4347 **E-mail:** michaeljlucido@yahoo.com

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

Signature:  **Date:** 11/21/2022

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

Property Owner's Name (if different from applicant): Munson Healthcare

Street Address: 14700 Lake Shore

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

Phone Number(s): 231-547-4024 **E-mail:** jschroader3@mhc.net

Signature: _____ **Date:** _____

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

Signature of Owner: see attached Joanne Schroeder **Date:** 11/16/2022

Project Location or Address: 411 Bridge street Charelvoux Michigan 49720

Parcel Number: 15-052-340-003-00

Explanation of Request: We request to create a retail apothecary store on Bridge street with a combined and have a special use to relocate Lakeview Dentistry of Charlevoix business in the back of the store similar to a salon. The office also has a back door to a public domain hallway out to the back parking lots. This would allow our business to remain open and also provide apothecary retail for Charlevoix downtown (e.g., Michigan based essential oils, lavender, dried herbs, supplements, ointments, teas, honey etc.).

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

Subject Parcel Information:

Project Location or Address: 411 Bridge Street Charlevoix, MI 49720

Parcel Number: 15-052-340-003-00

Zoning District: Central business overlay district

Current Use of Property: Munson Charlevoix operated a healthcare and wellness shop.

Dimensions of Parcel: _____

Parcel Size: Approximately 1500 sq ft

Please describe the type of construction proposed: There would only be a partition to separate the retail store from the dental business to allow patients to come through the store or else enter through the back.

Affidavit

I the undersigned, do hereby make application to the City of Charlevoix for approval of the attached Site Plan which has been drawn in accordance with the City of Charlevoix Zoning Ordinance.

I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner to make this application as his/her agent.

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

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

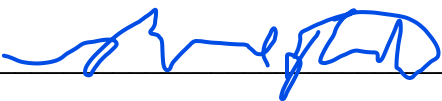
Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Charlevoix Zoning Ordinance will be complied with.

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

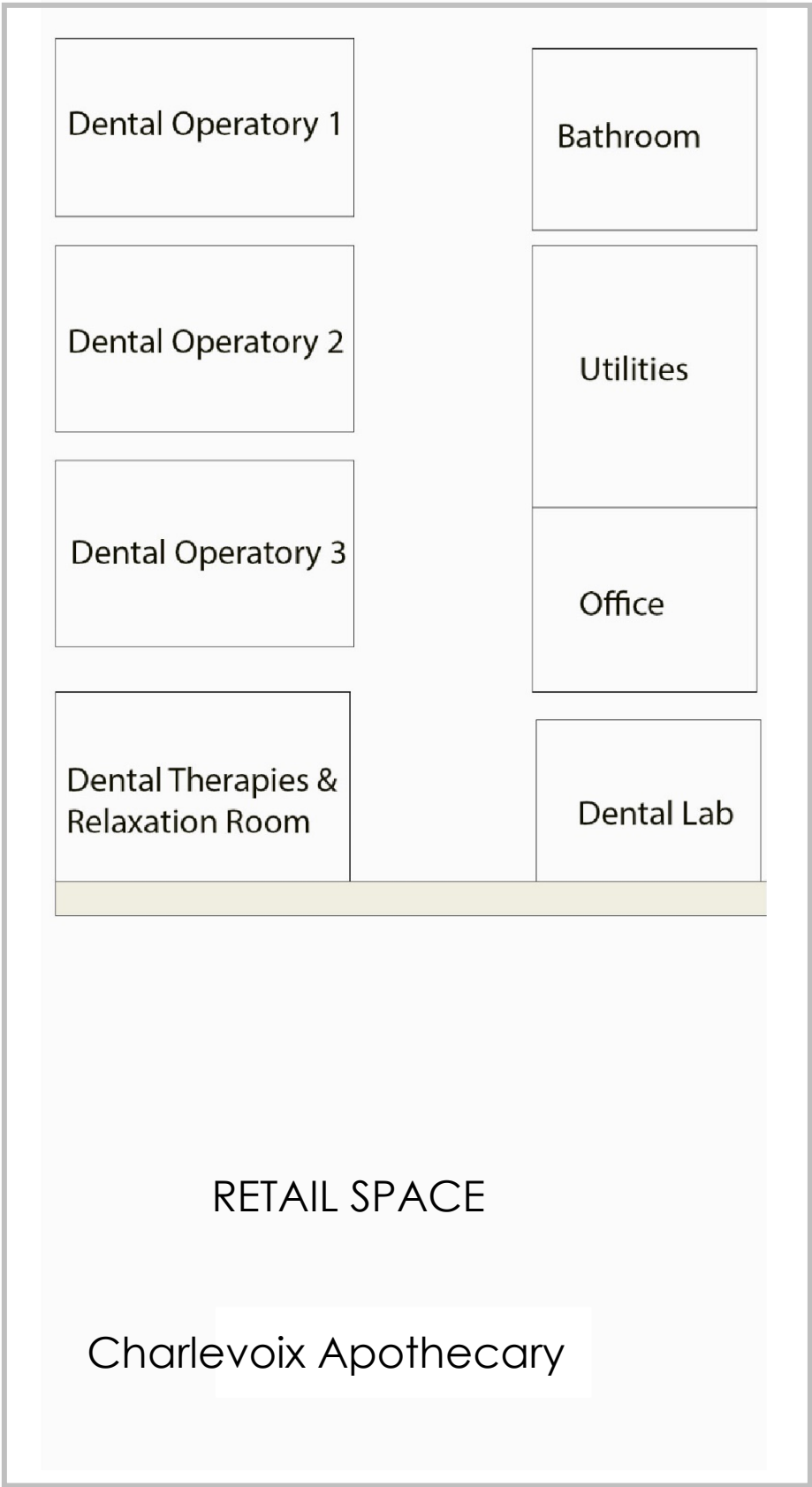
Further, I agree to give permission for officials of City of Charlevoix, the County and the State of Michigan to enter the property subject to this permit application for purposes of inspection.

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

Property Owner or Agent Signature:



Date: 11/21/2022



411 Bridge Street

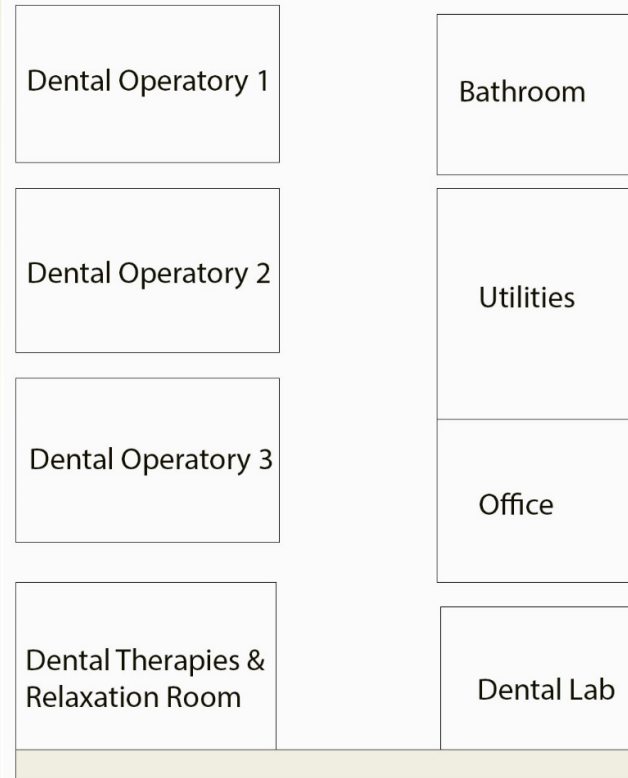
Charlevoix Apothecary

abielle bien



Charlevoix Apothecary- Lakeview Dentistry of Charlevoix

- Charlevoix Apothecary will be displayed on the Bridge Street windows
- Inside at the backwall will be a welcome sign for Lakeview Dentistry of Charlevoix



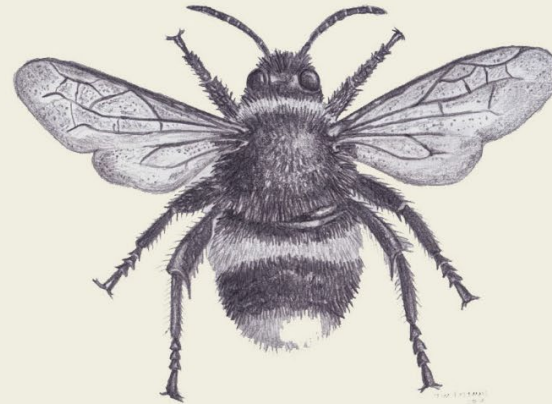
RETAIL SPACE

Charlevoix Apothecary

Charlevoix Apothecary

Apothecary (/ə'pɒθɪkəri/) is one term for a medical professional who formulates and dispenses materia medica (medicine) to physicians, surgeons, and patients.

Charlevoix Apothecary



abeille bien

Herbs, spices, teas, supplements, essential oils, and other natural remedies

Charlevoix Apothecary



- Largely Michigan based healthcare related products with an emphasis on bee related products- hence our logo
 - Charlevoix Lavender-dried lavender, balms
 - Soapworks Elk Rapids handmade soaps
 - Nurtured by Mother Nature-essential oils
 - Brownwood Acres supplements-cherry supplements
 - Alden Mill House-medicinal based herbs and spices
 - Light of Day Organic Tea-medicinal specific teas
 - Bear Creek Organic Farm-honey products
 - White Sage from Sioux Tribe
 - And more



Lakeview

DENTISTRY OF CHARLEVOIX

- ▶ With the need to relocate, Lakeview Dentistry of Charlevoix has offered bids on two different properties that have since sold and commercial properties are limited
- ▶ Dr. Makowski has been successfully practicing in the community for over 14 years
- ▶ She provides dental care for over 1100 patients in Charlevoix area
- ▶ Her practice uniquely carries laser dentistry and advanced dental technology
- ▶ She hopes to expand her practice to services like botox for bruxism to same day 3D printing technology for dental restorations
- ▶ She will also create a new room for patients waiting as a relaxation space for calming dental anxiety and also to be used by nonpatients for meditation



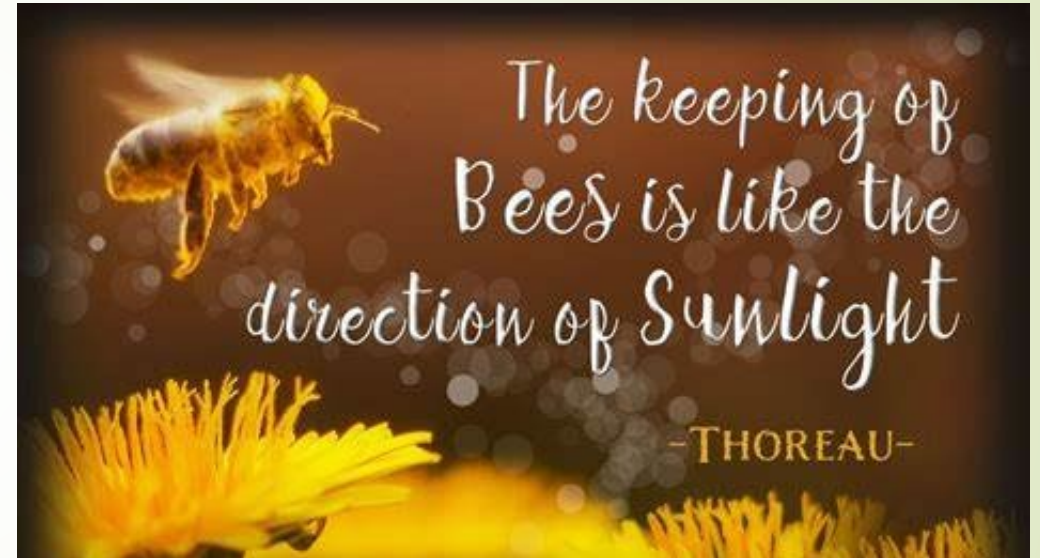
The Future of Charlevoix Apothecary and Lakeview Dentistry



- We hope to continue to offer dental services to our patients in Charlevoix
- We hope to provide retail not currently available in the downtown area
- Holistic health retail is an important aspect of overall wellness in our own lives
- Sharing our knowledge and offering both our community and tourists the best of our Michigan based products for their healthcare helping not just our business grow but the businesses we support grow

Thank you Charlevoix City Planning Commission!

LET YOUR FOOD
BE YOUR
MEDICINE AND
YOUR MEDICINE
BE YOUR FOOD.
-HIPPOCRATES-



Charlevoix Planning Commission

New Business

Title: 2023 Schedule of Meetings

Date: December 12, 2022

Presented By: Jennifer Neal, Community Planner

Background:

The 2023 Schedule of Meetings is included for review and approval. The Commission may want to consider one potential conflict on April 10, 2023. This is the Monday immediately following the Easter holiday.

Recommendation:

Attachments:

1. 2023 Meeting Schedule - Charlevoix

Notice to the Public
City of Charlevoix Planning Commission
2023 Schedule of Regular Meetings

The regular meetings of the City of Charlevoix Planning Commission will be held in the City Council Chambers of Charlevoix City Hall at 210 State Street, Charlevoix, Michigan usually on the second Monday of each month as follows, unless rescheduled:

<u>Day</u>	<u>Meeting Date</u>	<u>Time</u>	<u>Agenda Packet Distribution Date</u>
Monday	January 9, 2023	6:00 PM	01/06/23
Monday	February 13, 2023	6:00 PM	02/10/23
Monday	March 13, 2023	6:00 PM	03/10/23
Monday	April 10, 2022	6:00 PM	04/07/23
Monday	May 8, 2023	6:00 PM	05/05/23
Monday	June 12, 2023	6:00 PM	06/09/23
Monday	July 10, 2023	6:00 PM	07/07/23
Monday	August 14, 2023	6:00 PM	08/11/23
Monday	September 11, 2023	6:00 PM	09/08/23
Monday	October 9, 2023	6:00 PM	10/06/23
Monday	November 13, 2023	6:00 PM	11/10/23
Monday	December 11, 2023	6:00 PM	12/08/23

General items for the meetings need to be submitted three days prior to the agenda packet distribution date (listed above in the right column).

Information submitted for site plan (inclusive of preliminary site plan information, site plan review materials, site plan amendment information) need to be submitted two weeks prior to the agenda packet mail date.

Charlevoix Planning Commission

New Business

Title: Review of Planning and Zoning Fee Schedule

Date: December 12, 2022

Presented By: Janet Koch, Zoning Administrator

Background:

Zoning Administrator Koch has prepared the attached materials for review of the Planning and Zoning Fee Schedule. The Planning Commission is asked to make one of two motions included in the staff report.

Recommendation:

Attachments:

1. Fee Schedule - 0 - Staff report
2. Fee Schedule - 1a - Current
3. Fee Schedule - 1b - 2010 to 2022
4. Fee Schedule - 2a - Boyne City
5. Fee Schedule - 2b - Harbor Springs
6. Fee Schedule - 2c - Petoskey
7. Fee Schedule - 2d - Traverse City
8. Fee Schedule - 3 - Proposed

Background:

In preparation for the upcoming fiscal year's budget, City Treasurer Kelly McGinn has asked for a review of the city's current fee schedule. The current planning and zoning fee schedule follows. Per the request of the Planning Commission Chair, and with Ms. McGinn's assistance, a spreadsheet of noting zoning fees from 2010 to current was created and also follows.

The flat rate for many of the fees has either not changed substantively, or not changed at all, since 2010. However, most of the unchanged fees now include notes that actual expenses are to be included as part of the fee. To the best of my knowledge, no additional fees were charged in 2022.

The packet also includes fee schedules for the usual suspects: Boyne City, Harbor Springs, Petoskey, and Traverse City. Though direct comparisons of fees can obviously be made, making those comparisons without a thorough knowledge of the complexity of those ordinances could be misleading.

Staff recommendations for proposed minor changes to the fee schedule are:

- From 2010 to 2018 a general zoning permit, the most common permit, cost \$40. The cost was increased in 2019 to \$45. Proposed is a \$5 increase in cost for a general zoning permit, to \$50. This would more accurately cover the time spent by staff to administer the permit.
- From 2010 to 2017 a sign permit fee, the second most common permit, cost \$25. The cost was increased in 2018 to \$30. Proposed is a \$5 increase for a sign permit, to \$35, which would more accurately cover the time spent by staff to administer the permit. Also proposed is an elimination of the cost per sign requirement.
- A \$5 decrease in cost for a fence permit, the third most common permit, is also proposed. This would change the cost from \$30 to \$25. The City's fence ordinance section is relatively straightforward compared to most other sections of the ordinance; a cost reduction seems reasonable.

Recommendation:

Please consider one of the following motions:

1. Motion to recommend that the City Council approve, starting in fiscal year 2023-2024, increasing the cost of a zoning permit to \$50, decreasing the cost of a fence permit to \$25, and increasing the cost of a sign permit to \$35 accompanied by an elimination of the cost per sign requirement.
2. Motion that the planning and zoning fee schedule remain the same for fiscal year 2023-2024.

Attachments:

1. Current planning and zoning fee schedule
2. Fee schedules 2010 to current
3. Boyne City – current zoning fee schedule
4. Harbor Springs – current planning and zoning fee and escrow schedule
5. City of Petoskey, Office of City Planner – current schedule of rates and charges
6. Traverse City – current planning, zoning & engineering fees (copied from website)
7. Proposed changes to the City of Charlevoix planning and zoning fee schedule



Planning & Zoning

Level A Site Plan Review	\$135.00
Level B Site Plan Review	275.00 +actual expenses
Rezoning Application	325.00+actual expenses
Variance - Zoning Board of Appeals	350.00 +actual expenses
Construction Hours Waiver Fee	350.00
Zoning Permit	45.00
Zoning Appeals	300.00 +actual expenses
Special Use Permit	300.00 +actual expenses
Parcel Division	125.00
Sign Permit (per sign)	30.00
Sign Variance	300.00
Alley Abandonment	1000.00+actual expenses
Sidewalk Café (Annual Fee)	50.00
Outdoor Dining Fee	50.00

*Additional actual expenses shall not exceed \$500 except where permitted by ordinance.

City of Charlevoix: Planning and Zoning Fee Schedules

	2010-11 ¹	2011-12 ¹	2012-13 ¹	2013-14 ¹	2014-15 ¹	2015-16 ¹	2016-17 ¹	2017-18	2018-19	3/18/2019	4/1/2020	2/15/2021	4/18/2022
Level A Site Plan Review	--	--	--	--	--	100	100	100	115	135	135	135	135
Level B Site Plan Review ²	275	275	275	275	275	275	275	275	275	275	275	275	275
Rezoning Application ²	325	325	325	325	325	325	325	325	325	325	325	325	325
Variance - ZBA ²	350	350	350	350	350	350	350	350	350	350	350	350	350
Zoning Permit	40	40	40	40	40	40	40	40	40	45	45	45	45
Zoning Appeals ²	225	300	300	300	300	300	300	300	300	300	300	300	300
Special Use Permit ²	300	300	300	300	300	300	300	300	300	300	300	300	300
Parcel Division	125	125	125	125	125	125	125	125	125	125	125	125	125
Banners	25	25	--	--	--	--	--	--	--	--	--	--	--
Fence	n/a	n/a	n/a	n/a	n/a	30	30	30	30	30	30	30	30
Sign Permit ³	25	25	25	25	25	25	25	25	30	30	30	30	30
Sign Variance	225	225	225	225	225	300	300	300	300	300	300	300	300
Alley Abandonment ²	250	250	250	250	250	250	250	250	1,000	1,000	1,000	1,000	1,000
Sidewalk Café (Annual)	--	--	--	--	--	--	50	50	50	50	50	50	50
Outdoor Dining Fee (Annual)	--	--	--	--	--	--	--	50	50	50	50	50	50

¹Note on these fee schedules: "City's cost exceeds fee by more than 20%, an additional fee will be charged."

²Starting with the 2018-19 budget, these items have a notation of "+actual expenses" and a notation that "Additional actual expenses shall not exceed \$500 except where permitted by ordinance."

³Fee schedules for 2018-19 and previous do not indicate that the sign permit fee is per sign.

Boyne City
ADMINISTRATIVE FEES
1 May 2021 - 30 April 2022

ZONING PERMITS	<u>2021 FYE</u>	<u>2022 FYE</u>	<u>Change</u>
Residential- New Dwelling (Single & Two Family)	\$100.00	\$100.00	\$0.00
Residential- Addition	\$50.00	\$50.00	\$0.00
Residential- New Accessory Building	\$50.00	\$50.00	\$0.00
Residential- Additions & Structures less than 100 Square Feet	N/C	N/C	
Residential- New Mutli Family	\$150.00	\$150.00	\$0.00
Commercial- New Construction	\$150.00	\$150.00	\$0.00
Commercial- Addition	\$100.00	\$100.00	\$0.00

Permit fees are tripled if the structure is not built as shown on the zoning permit/site plan or if the structure is not placed on the parcel as represented on the approved site plan

SIGN PERMITS	\$50.00	\$50.00	\$0.00
Temporary Signs (profit organizations)	\$35.00	\$35.00	\$0.00

PUBLIC HEARINGS	<u>2021 FYE</u>	<u>2022 FYE</u>	
IFEC's	\$400.00	\$400.00	\$0.00
Parcel Reconfiguration/Split	\$100.00	\$100.00	\$0.00
Ordinance/Rezoning Amendments	\$600.00	\$600.00	\$0.00

Development Plan Review

Full Plan Review	\$500.00	\$500.00	\$0.00
Sketch Plan Review	\$200.00	\$200.00	\$0.00
Administration Review	\$100.00	\$100.00	\$0.00
Planning Commission Conditional Use	\$450.00	\$450.00	\$0.00
Planning Commission Review of Lit Signs	\$75.00	\$75.00	\$0.00
Street or Alley Vacation (plus requestor pays court costs)	\$500.00	\$500.00	\$0.00
Zoning Board of Appeals Public Hearing	\$250.00	\$250.00	\$0.00
Tentative Preliminary Plat Approval*	\$500 plus \$5.00 per lot	\$500 Plus \$5.00 per lot	\$0.00
Final Preliminary Plat Approval*	\$250 plus \$3.00 per lot	\$250 plus \$3.00 per lot	\$0.00
Final Plat Approval*	\$30 per lot (\$100 minimum)	\$30 per lot (\$100 minimum)	\$0.00

*Revision Fee - for each additional written technical review and recommendation provided by the staff or its consultant(s), due to a revision in the plat, there shall be an additional charge of fifty percent (50%) of the original fee, unless the City determines that the revision is of such significance that it warrants a second, full review, in which case the full fee shall be charged.

GENERAL

Commercial Contractor Use Permit	\$1,000.00	\$1,000.00	\$0.00
City Right-Of-Way Annual Use Permit	\$10.00	\$10.00	\$0.00
Home Occupation Permit	\$35.00	\$35.00	\$0.00
Historic District Application Fee	\$35.00	\$35.00	\$0.00
House Burn	\$600.00	\$600.00	\$0.00
Insufficient Fund Check	\$30.00	\$30.00	\$0.00
Solemnize a Marriage	\$25.00	\$25.00	\$0.00

"FOIA" Research Pursuant to Statute: hourly wage of the lowest paid employee capable of retrieving the necessary information

PLANNING/ZONING

Special Meeting	\$500.00	\$500.00	\$0.00
Zoning Verification Letter	\$75.00	\$75.00	\$0.00
Research Fees	\$75.00 per hour	\$75.00 per hour	\$0.00
	\$200.00	\$200.00	
Motion Picture & Television Coordination Fee	plus expenses	plus expenses	\$0.00
Landscape Re-inspection Fee*	\$50.00	\$50.00	\$0.00

*Charged to the developer or landowner if initial inspection is not passed due to failure to install plants and landscaping according to the requirements of the Boyne City Ordinance and the approved site plan

*Applicant or property owner pays this one time fee to the City of Boyne City. This amount will be adjusted yearly using the Consumer Price Index (CPI)

The Planning Commission may request certain studies to be completed at the expense of the applicant. In addition, the Planning Commission may initiate certain studies for a project at the expense of the applicant.

COPIES

Black & White	\$.05 per page	\$.05 per page	\$0.00
Color Copies up to 8 1/2 x 11	\$0.10	\$0.10	\$0.00
Annual Budget (indexed with binder)	\$35.00	\$35.00	\$0.00
Annual Budget	\$.05 per page	\$.05 per page	\$0.00
Boyne City Charter	\$10.00	\$10.00	\$0.00
Zoning Ordinance	\$30.00	\$30.00	\$0.00
Master Plan -CD	\$10.00	\$10.00	\$0.00
Master Plan- Hard Copy	\$50.00	\$50.00	\$0.00
Downtown Development Action Plan	\$5.00	\$5.00	\$0.00
Water Front Master Plan	\$40.00	\$40.00	\$0.00

Digital Geographic Data Fees (Use license only - not for redistribution)

Orthophotography: \$150 per tile (31 tiles) \$150 per tile (31 tiles) citywide: \$2,500

Hard Copy Maps and Large Format Scanning and Copying

Scanning	\$2.00 per sheet	\$2.00 per sheet	
Up to 24" x 36" wide			
Copy of drawings and blue prints			
D size (24" x 36")	\$5.00	\$5.00	\$0.00
Tabloid (11" x 17")	\$3.00	\$3.00	\$0.00
Letter (8 1/2" x 11")	\$2.00	\$2.00	\$0.00
50 ft scale Aerial Prints			
D size (24" x 36")	\$10.00	\$10.00	\$0.00
Tabloid (11" x 17")	\$5.00	\$5.00	\$0.00
Tabloid (8 1/2" x 11")	\$3.00	\$3.00	\$0.00
Custom orders	\$60.00 per hour plus materials		



City of Harbor Springs

160 Zoll Street | P.O. Box 678
 Harbor Springs, Michigan 49740-0678
www.cityofharborsprings.com
 (231) 526-2104

Planning & Zoning Fee & Escrow Schedule

08/01/2022

		Fee (Escrow amount)
Site Plan Review	Commercial, Institutional, or Multi Family	\$100 (\$500)
	Condominium, or Plat	\$100 (\$1,500)
Special Land Use request		\$100 (\$750)
Special Land Use request (Cluster)		\$100 (\$1,500)
Overlay District Permit		\$100 (\$2,500)
Planned Unit Development		\$100 (\$1,500)
Zoning Permits, Non-Residential		\$0.10 per SF; Min \$150, Max \$2500
Merchant License		\$100 for initial file
		\$25 for change of location
Outdoor Display of Goods		\$50
Sign / Awning Permit		\$25
Lot Split Application	Administrative Approval up to 2 lots	\$250
	Administrative Approval each additional lot	\$100
	City Council/Planning Commission consideration	\$100 (\$500)
Zoning Permit, Residential	New Single Family, or Duplex	\$0.10 per SF; Min \$150, Max \$250
	Remodeling/Additions/Covered Porches	\$0.10 per SF; Min \$75, Max \$125
	Accessory Buildings over 150SF	\$0.10 per SF; Min \$75, Max \$125
	Accessory Buildings under 150 SF	\$0
	Fences / Uncovered Decks	\$0
Zoning Board of Appeals	Dimensional Variance	\$100 (\$250)
	Use Variance	\$100 (\$750)
	Appeal of Administrative or Board Decision	\$100 (\$750)

Note: Zoning Board of Appeals Fee does not include zoning permit fee.
 Other fees for items not listed or discounts for combination approvals are at the discretion of the City Manager.

CITY OF PETOSKEY

Schedule of Rates and Charges
January 1, 2022

OFFICE OF CITY PLANNER

Zoning Board of Appeals Application	\$330.00
Site Plan Review	\$600.00
Special Condition Use (Use Change Only)	\$400.00
Special Condition Use with Site Plan	\$800.00
Parking Plan Review	\$250.00
Special Condition Use and Parking Plan	\$250.00
Rezoning Application (Map and Text)	\$600.00
Land Division Review:	\$60.00
Planned Unit Development:	
Preliminary PUD	\$900.00 plus consultant costs
Final PUD	\$1,100.00 plus consultant costs
Special Meeting	\$150.00
Zoning Permit	\$30.00
Fence Permit	\$15.00
Zoning Verification Letter	\$50.00
Sign Permit Applications**	
Temporary Sign	\$15.00
Directional Sign	\$15.00
Wall mounted Signs	\$40.00
Projecting Name Plate	\$20.00
Sandwich Board	\$25.00
Special Condition Sign	\$60.00
Freestanding Signs	\$40.00
Overhanging Signs	\$40.00
**Fee for installation before approval	\$30.00
**Penalty fee will be in addition to regular sign fee amount	



Planning, Zoning, & Engineering

Alley/Street Vacation Application.....	Fee: *\$2,115
Board of Zoning Appeals:	Fee: \$420
for variance, exception, appeal, ordinance interpretation or reconsideration	
Building Moving:	Fee: \$100/Move
Encroachment, Sale of Property, or Relinquishment of City Easement Application:	Fee: \$475
GIS Data Request:	Fee: \$0
Historical Preservation Permit:	Fee: \$0
Irrigation Waiver:	Fee: \$0
Nonconforming Use Certificate Application:	Fee: \$0
Payment in Lieu of Taxes (PILOT) New and Renewal:	Fee: \$2,200
Planned Unit Development (PUD) Application:	Fee: \$2,160
Planning Unit Development (PUD), Major Amendment:	Fee: \$1,080
Planned Unit Development (PUD), Minor Amendment:	Fee: \$85
Planned Unit Development (PUD), Termination:	Fee: \$1,080
Permit/Project Application Form:	Fee: varies
(for Land Use, Right-of-Way, and Stormwater Runoff Control Permits and Fire and Utility Reviews)	
Sewer Contractor Registration:	Fee: \$20 Annually & \$4000 surety bond
Soil Erosion Permit Application Form:	Fee: \$35
Sign Permit Application:	Fee: \$50
Site Plan Review Application:.....	Fee: \$1,380
Site Plan Review, Major Amendment:	Fee: \$200
Special Improvement District Process	
Special Improvement District - Lighting	
This form is used when requesting a special improvement district for lighting.	
Special Land Use Permit Application:	Fee: \$1,960
Special Land Use Permit, Major Change:	Fee: \$1,080
Special Land Use Permit, Minor Change:	Fee: \$85
Special Land Use Permit, Termination:	Fee: \$1,080
Administrative Special Land Use Permit Application:	Fee: \$435
Administrative Special Land Use Permit Application, Major Amendment:	Fee: \$375
Administrative Special Land Use Permit Application, Minor Amendment:	Fee: \$85
Text Amendment Request Application:	Fee: \$670
Zoning Change.....	Fee: \$1,050 for a rezoning \$1,680 conditional rezoning

Planning & Zoning - proposed changes are in red

Level A Site Plan Review	\$135.00
Level B Site Plan Review	275.00 + actual expenses*
Rezoning Application	325.00 + actual expenses*
Variance - Zoning Board of Appeals	350.00 + actual expenses*
Construction Hours Waiver Fee	350.00
Zoning Permit	50.00
Zoning Appeals	300.00 + actual expenses*
Special Use Permit	300.00 + actual expenses*
Parcel Division	125.00
Fence Permit	25.00
Sign Permit	- 35.00
Sign Variance	300.00
Alley Abandonment	1000.00 + actual expenses*
Sidewalk Café (Annual Fee)	50.00
Outdoor Dining Fee	50.00

*Additional actual expenses shall not exceed \$500 except where permitted by ordinance.

Charlevoix Planning Commission

New Business

Title: Activities Matrix Discussion

Date: December 12, 2022

Presented By: Jennifer Neal, Community Planner

Background:

Per the request of the Planning Commission, with the assistance of Chair Waddell, staff have created a list of ten activities to be discussed and assigned a place on the activities matrix. Planner Neal has included a worksheet with an explanation of the task and the outline of the matrix to be completed.

Recommendation:

Attachments:

1. Planning Commission Activities

MEMO

TO: City of Charlevoix Planning Commission

FROM: Jennifer Neal, AICP, Community Planner, Networks Northwest

SUBJECT: 2023 Planning Commission Activities

DATE: December 12, 2022

Background

The Planning Commission has completed the update of the City's Master Plan and looks to establish a set of activities to be started during the coming year. The proposed activities are to be discussed and added to the matrix table during an exercise at the regular meeting. The Commission must determine if an activity is High Impact or Low Impact and High Effort or Low Effort. Then, the activity will be added to the matrix as High Effort/High Impact, High Effort/Low Impact, Low Effort/High Impact, and Low Effort/Low Impact.

The activities identified are largely potential changes to the City's Zoning Ordinance. The exact nature of the changes and proposed language would be discussed during subsequent meetings.

2023 Proposed Tasks

1. Review opportunities to expand Missing Middle Housing building options
2. Review Outdoor/RV Storage Ordinance language
3. Review Downtown Building Height Ordinance language
4. Review Outdoor Lighting Ordinance language
5. Review Sign Lighting Ordinance language
6. Review requirements to install utilities underground
7. Create Charlevoix Corridor zoning district
8. Consider expanding residential uses in industrial zoning districts
9. Review regulations and requirements for long-term residential uses on watercraft
10. Hold joint meeting with surrounding jurisdictions

Activities Matrix

	High Impact	Low Impact
High Effort		
Low Effort		

Charlevoix Planning Commission

Old Business

Title: Bed and Breakfast Parking Standards

Date: December 12, 2022

Presented By: Jennifer Neal, Community Planner

Background:

Zoning Administrator Koch has provided additional information to contribute to the discussion on creating Bed and Breakfast approval standards. Staff request additional direction on how they would like to proceed.

Recommendation:

Attachments:

1. B and B Parking amend - 1 - proposed
2. B and B Parking amend - 2 - Section 153.189
3. B and B Parking amend - 3 - others

Current zoning ordinance language is in black; **proposed zoning ordinance language is in red**

§ 153.116 ACCESSORY BUILDINGS AND USES.

(C) Bed and breakfast establishments.

- (1) The bed and breakfast shall be located within a residence which is the principal dwelling unit on the property. Whenever the bed and breakfast is open for the renting of rooms, the residence shall be occupied by the owner or innkeeper at all times.
- (2) The rental rooms within the establishment shall be part of the principal dwelling. Bed and breakfast establishments shall not contain more than five rental rooms, however the Planning Commission may ~~consider~~ approve additional rooms based on the following criteria:
 - (a) The existing single-family home has the capacity for more than five rental rooms;
 - (b) It is a single-family home which has been operated as a bed and breakfast establishment in the past;
 - ~~(c) There is sufficient parking on site, or within 300 feet of the property, to accommodate additional rooms; and~~
 - (d) The Planning Commission finds that the additional rooms will not have an adverse impact to the residential character of the neighborhood.
- (3) The residence shall have at least two exits to the outdoors.
- (4) Signage shall be subject to the requirements of §§ 153.205 through 153.219.
- (5) A bed and breakfast establishment shall be consistent with the essential character of the residential neighborhood in terms of use, traffic generation and appearance.
- (6) A bed and breakfast establishment shall not be permitted on a lot or parcel, (including a non-conforming lot or parcel of record) which does not meet the established lot size requirements for the zoning district in which it is located.
- (7) In addition to residential parking requirements, a minimum of one (1) off-street parking space per rental room is required. The parking spaces shall be accessible at all times. Parking shall be subject to the requirements of §153.189 Off-Street Parking Facility Design.

§ 153.189 OFF-STREET PARKING FACILITY DESIGN.

(A) Off-street parking location and setbacks.

(1) *Side and rear yard limitation.* Off-street parking lots shall meet the side setback requirements as specified in the zoning district and shall not be closer than 15 feet from the rear property line.

(2) *Front yard limitation.* In the CBD, GC, PO and CM Districts, the required front yard setback shall not be used for off-street parking, loading or unloading and shall remain open, unoccupied and unobstructed, except for landscaping or vehicle access drives.

(3) *Proximity.* Required off street parking facilities for all uses, other than residential dwellings, shall be located on the same lot as the use, or within 300 feet of the building(s) or use they are intended to serve. Distance shall be measured from the nearest point of the building to the nearest point of the off street parking lot.

(a) Required off street parking facilities for residential dwellings shall be located on the same property as the premises they are intended to serve and shall consist of a driveway, a parking apron and/or a garage.

(b) In the CBD District, parking facilities shall be located within 600 feet of the building or use to be served. Distance shall be measured from the nearest point of the building to the nearest point of the off-street parking lot.

(B) *Parking construction and development.* The construction of a parking lot shall require an approved site plan, in accordance with §§ 153.230 through 153.243 of this chapter. Construction shall be completed and approved by the Zoning Administrator.

(C) *Pavement.* Unless alternative materials are specifically permitted as provided in this division (C), all parking lots and vehicle and equipment storage areas shall be hard-surfaced using asphalt, concrete or concrete or brick pavers and shall be appropriately graded and drained. The Planning Commission may approve permeable paving for all or part of a parking lot. For storage areas, a substitute for hard surface paving may be allowed if the Planning Commission finds adjoining properties will not be adversely affected.

(D) *Curbs.* A parking lot shall be surrounded by a six-inch concrete curb, except for driveway openings, sidewalk dub-downs and approved drainage systems, to protect landscaped or pedestrian areas, buildings or adjacent property from potential vehicle encroachment. The Planning Commission may approve an alternative to a fully curbed parking facility as long as the intent of this division (D) is achieved. To avoid conflicts with swinging car doors and overhanging bumpers, in such circumstances all plants shall be set back at least two feet from the edge of pavement.

(E) *Dimensions.* Table 153.189 specifies applicable parking space and aisle dimension requirements.

(1) Angled parking between the specified ranges shall be to the nearest degree.

(2) The length of a parking stall may be reduced by up to two feet if the parked vehicle can overhang an unobstructed landscaped area or sidewalk by not less than two feet. In such instances a sidewalk shall be at least seven feet wide.

(3) At least seven feet shall be maintained between a parking lot and building.

(4) All parking lots shall be striped and maintained showing individual parking bays in accordance with the following dimensions:

Table 153.189: Dimensional Requirements (Feet)					
Parking Pattern (Degree)	Parking Space		Maneuvering Lane Width	Total 1 Row of Parking and Maneuvering Lane	Total Bay (2 Rows of Parking and Maneuvering Lane)
	Width	Length			
0 degree (parallel)	8	23	12	20	28
30 to 53	9	20	12	32	52
54 to 74	9	20	15	36.5	58
75 to 90	9	18	24	42	60

(F) *Stacking spaces.* Waiting/stacking spaces for a drive-through use (such as a bank, restaurant, car wash, pharmacy, dry cleaner or oil change establishment) shall be at least 24 feet long and ten feet wide and shall not block off-street parking spaces. Where the waiting/stacking lane is a single lane accommodating five or more vehicles, an escape lane shall be provided for vehicles wishing to by-pass the drive-up window.

(G) *Ingress and egress.* Clearly defined and limited driveways shall provide adequate vehicular access to a parking lot. Interior access and circulation aisles for all parking spaces shall be provided. A public street shall not be used as a maneuvering space for a vehicle to get into or out of an off-street parking space. Access drives serving a parking lot in a non-residential zoning district shall not cross a residential district, except when access is provided by means of an alley that forms a boundary between a residential and non-residential district.

(H) *Landscaping.* Off-street parking areas shall be landscaped in accordance with the requirements of § 153.171(H) of this chapter.

(I) *Fire lanes.* All fire lanes shall be designated on a site and posted with signs prior to occupancy.

(J) *Barrier free parking.* Signed and marked barrier free parking spaces shall be provided at convenient locations in a parking lot in accordance with the state barrier free parking requirements. Barrier free spaces shall be located as close as possible to building entrances.

(K) *Maintenance.* All parking lots and structures shall be maintained free of trash and debris and all surfaces, curbs, light fixtures and signs shall be maintained in good condition.

(Prior Code, § 5.94) (Ord. 807, passed 9-3-2019) Penalty, see § 153.999

City of Harbor Springs

Article 18 Off-Street Parking Facilities

50.1800 Parking Required. Whenever the off-street parking requirements specified in Section 50.301(4) of Article 3 of this Chapter require off-street parking space, the number of parking spaces, and the construction and arrangement and use of such off-street parking spaces shall be in accordance with the following standards and regulations:

50.1801 Number of Off-Street Parking Spaces to be Provided. The minimum number of off-street parking spaces by type of use for the storage or parking of motor vehicles for the use of owners, occupants, employees, customers, or visitors of buildings or uses shall be irrevocably provided and maintained on the premises occupied by such structure on the basis of the following schedule:

- (3) Business and Commercial. Required parking for the uses specified shall be a minimum of two (2) spaces per establishment, or the number determined pursuant to the formulas set out below, whichever is greater.
 - (p) [Motel, Hotel, Condo-Hotel or Other Commercial Lodging Establishments. One (1) for each single bedroom lodging unit, one and one-quarter (1.25) for each two-bedroom lodging unit, and one and one-half (1.5) for each three-bedroom or greater unit.]

City of Petoskey

Sec. 6-4. - Bed and breakfast requirements for operation.

The dwelling unit in which the bed and breakfast is located shall be the principal residence of the operator, and said operator shall live on the premises when the bed and breakfast operation is active. Bed and breakfast operations shall be confined to the single-family dwelling unit which is the principal dwelling unit on the property. Parking provided for a bed and breakfast operation shall be in compliance with all city codes and ordinances pertaining to parking regulations.

Sec. 1704. - Off-street parking and driveway curb-cut standards.

- (h) Required number of parking spaces by use.

Business/Commercial: Lodging: One space per rental room and one for each employee

Boyne City

Sec. 21.68. - Tourist homes; bed and breakfast, inns and homes.

Tourist homes and bed and breakfast, inns, and homes uses to be permitted in all zoning districts of the city as a conditional use; provided that conditional use approval shall have been first granted by the planning commission as set forth in section 2.70 of the zoning ordinance.

In addition to the standards of determination set forth in section 2.70 of the zoning ordinance, the planning commission shall also review the application and require compliance with the following standards prior to approval of the application:

- C. A single off-street parking area shall be provided for the occupants and employees with at least one parking space for each sleeping room provided for transient guests plus at least two parking spaces for the owner;

Traverse City**1374.03 – Motor vehicle parking**

- (d) Requirements. The number of required off-street parking spaces shall be provided by a property owner according to the following schedule. All requirements are minimum unless otherwise noted.

Commercial: Lodging facilities: 1 per room or suite

City of Charlevoix: parking requirements for motels, etc.**§ 153.187 PARKING REQUIREMENTS AND LIMITATIONS.****Motel, hotel or other commercial lodging establishment**

1 per employee on the largest shift, plus 0.5 space per unit. In addition, spaces required for ancillary uses such as lounges, restaurants or places of assembly shall be provided and determined on the basis of the individual requirements for that use.

Charlevoix Planning Commission

Old Business

Title: Expanding Housing Types Discussion

Date: December 12, 2022

Presented By: Jennifer Neal, Community Planner

Background:

Planner Neal has provided additional information to continue the discussion on increasing missing middle housing types.

Recommendation:

Attachments:

1. Housing Memo Part IV

MEMO

TO: City of Charlevoix Planning Commission

FROM: Jennifer Neal, AICP, Community Planner, Networks Northwest

SUBJECT: Expanding Missing Middle Housing Building Types

DATE: December 12, 2022

Background

This report is prepared for informational purposes only. The discussion at the November meeting focused around what and how missing middle housing can be added. Missing middle housing types are introduced by allowing increased density above and beyond what is permitted for single family units and even two-family units. With help from Commissioner Chamberlain, this report includes examples of higher density developments here in Charlevoix as well as examples from surrounding communities.

Master Plan Goals

The City of Charlevoix recently updated the Master Plan. When planning for missing middle housing types, the following goal and strategies apply:

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

Existing Buildings Density Examples

1. Charlevoix Manor Condominium
Located at the northwest corner of Meech Street and Dixon Avenue, shown below.

Charlevoix Manor houses 16 units on approximately 37,461.6 sq. ft. or .86 acres. This calculates to about 18.6 units/acre. Unit sizes range from mid 400s to almost 600 sq. ft.

The building fronts Meech Street and parking is provided in the rear. Access is from Dixon Street. The site has mature trees which cover most of the building.



2. Jackson Street Condominium

Located on Jackson Street in Petoskey, west of US 131, south of McLaren Hospital. The building houses 12 units on .483 acres. This calculates to about 24.8 units/acre. Each unit is 840.2 sq. ft. with the exception of unit 2, which is 432.9 sq. ft. to accommodate the mechanical equipment. The building fronts on Jackson Street, but main entrance and parking is in the rear.



3. Pine Point Condominiums

Located at the intersection of Boyne City – Charlevoix Road and Court (Ridge) Street in Boyne City. The development consists of five buildings with four units each. The developed area is calculated to be 11.2 units/acre. Units range in size from 984 sq. ft. to 1,053 sq. ft.

The site has dedicated off-street parking with access from Court (Ridge Street).



Density Opportunity Examples

1. Site at northeast corner of Cherry Street and Meech Street: vacant lot as part of the Community Reformed Church. An area of approximately 126 ft. by 243 ft. = 30,618 sq. ft. or .7 acres. This may be an opportunity to add development similar to Charlevoix Manor Condominium



The

2. Sheridan Triangles

- A. Located south of W. Garfield Avenue, west of Sheridan Street, and north of Carpenter Avenue. The triangle area has approximately 220,800 Sq. ft. or ~5 acres ($384 \text{ h} * 1,150 \text{ b} / 2$). If you use the Jackson Street Condominium example with 24 units per acre, there would be 120 units.
- B. Located south of W. Garfield, east of Sheridan Street, and north of Carpenter Avenue. This area has approximately 129,276 sq. ft. or 3 acres. At 24 units per acre, there would be 72 units.



Both of the density opportunity examples, as a whole, are considered larger parcels of land that may be more appropriate for development under the R4 zoning district as the minimum lot size for R4 is 15,000 sq. ft. R2A is well suited for smaller lots with a minimum lot size of 7,000 square feet. Feedback from neighborhood residents, local property owners, and the development community should be sought to identify the most appropriate zoning for each of the density opportunity examples.

Additionally, those parcels at May Street and Stover Road should be further considered for R2A zoning. Were quadplexes, or 4 units buildings, to be permitted in the R2A district, the density would be 24.8, similar to that of the Jackson Street Condominium example.

The Existing properties zoned R2A are listed for reference

304 Michigan Ave
106 Dixon Ave
106 Dixon Ave
305 Crain St
1032 May St
107 Stover Rd
2.76 acres

The Commission is asked to consider what levels of density may be appropriate. Based on this information, staff may begin to review language from surrounding communities with zoning ordinance language that may be appropriate or develop new language to fit the desired outcome. Upon further direction by the Planning Commission, staff may prepare additional information for review.



To: The City of Charlevoix Planning Commission
From: Janet Koch, Zoning Administrator
Subject: Zoning Administrator's Report re: November 2022

Permits Issued

Seven permits were issued in November (eleven had been issued in October). Of the seven, three were temporary banner permits. The remaining permits were:

- Sign permit in CBD at 233 Bridge St. - Kilwins
- Sign permit in CM at 1516 Bridge St. – Northern Michigan Sports Medicine Center
- Permit for a shed in R-2 on W Lincoln
- Permit for addition to a single-family residence in R-2 on Wood St.

Provided to/for the Planning Commission

- Complied with the public noticing requirements for a public hearing on December 12 regarding a special use permit at 411 Bridge.
- Prepared a report regarding changes in the bed and breakfast parking zoning ordinance.

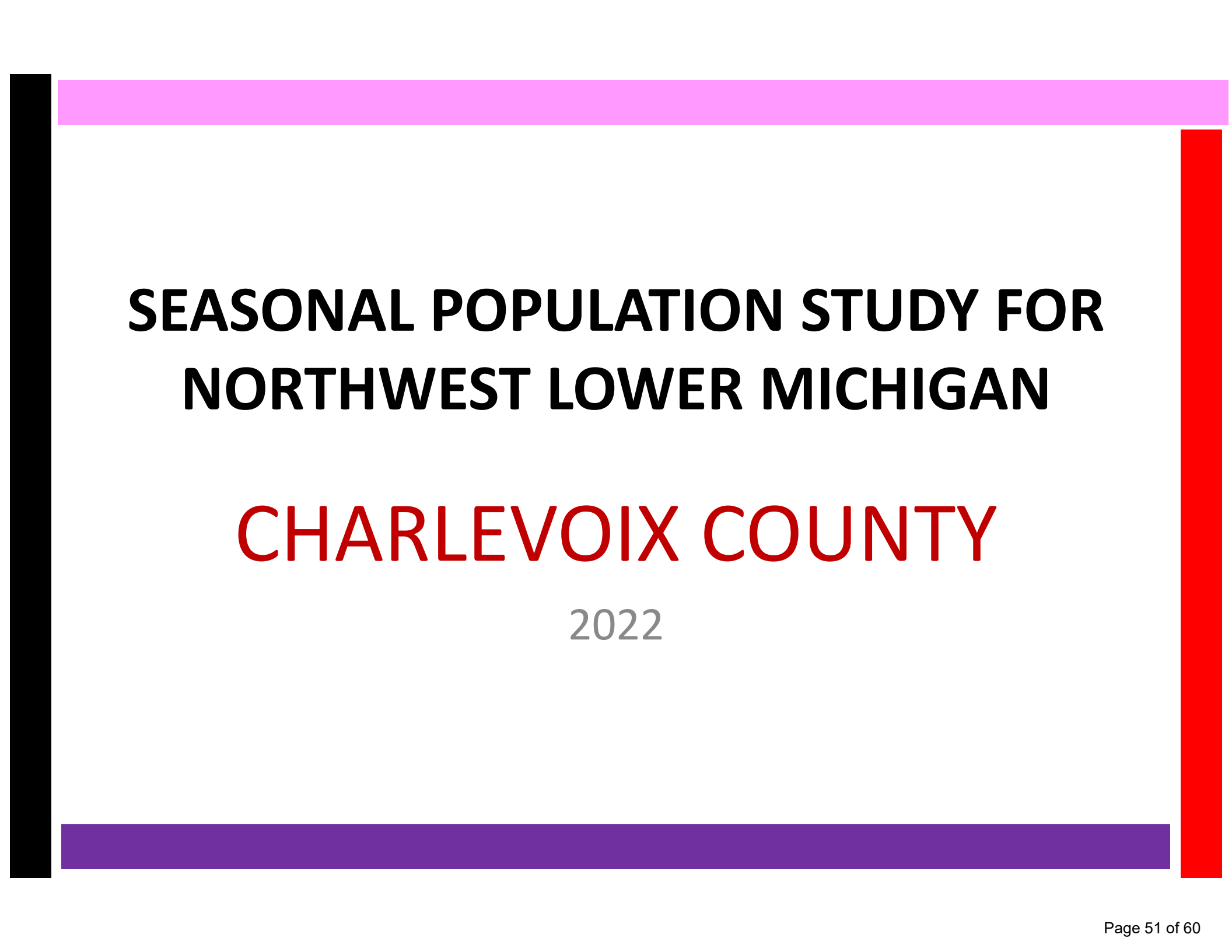
Customer Contacts

60 customer contacts were logged in November, down from the 70 logged in October, and the same number that was logged in September.

- Contact method and count: 10 by email, 16 in person, 1 by snail mail, 33 by phone. The in-person visits average roughly 30 minutes each. Phone calls are highly variable and range from 1 minute to 1 hour. Responding to emails is also highly variable; some responses are straight forward; other responses take hours of research.
- Reason for contact: 40 questions were related to zoning, 19 questions were related to short term rentals, and 1 was a code enforcement question.
- Complaints/queries regarding code enforcement are forwarded to the police department; those numbers were not included above. The part time seasonal Code Enforcement Officer left the area in mid-September.
- Note: in November, the daily zoning duties changed abruptly. Since I began here in May, I've been focusing on turning around zoning permits as quickly as possible to enable construction starts. However, the zoning work has shifted primarily to researching and responding to more nuanced questions regarding project concepts.

Short Term Rentals (STR)

- At the time this report was written, there are 21 properties on the wait list, 10 of which appear to be owned by property owners with principal residential exemptions in the City of Charlevoix. If the zoning duties continue to hibernate, I expect to dedicate more of my time in December to administering the STR ordinance.



SEASONAL POPULATION STUDY FOR NORTHWEST LOWER MICHIGAN

CHARLEVOIX COUNTY

2022

Regional Study

Counties

- Antrim
- Benzie
- Charlevoix
- Emmet
- Grand Traverse
- Kalkaska
- Leelanau
- Manistee
- Missaukee
- Wexford

Data Includes

1. Estimate of Permanent Residents
2. Estimate of Part-time Residents (second home owners)
3. Estimate of Overnight Visitors in Accommodations
- 4. Estimate of Overnight Visitors in Short Term Rentals**
- 5. Estimate of Seasonal Workforce**

Methodology

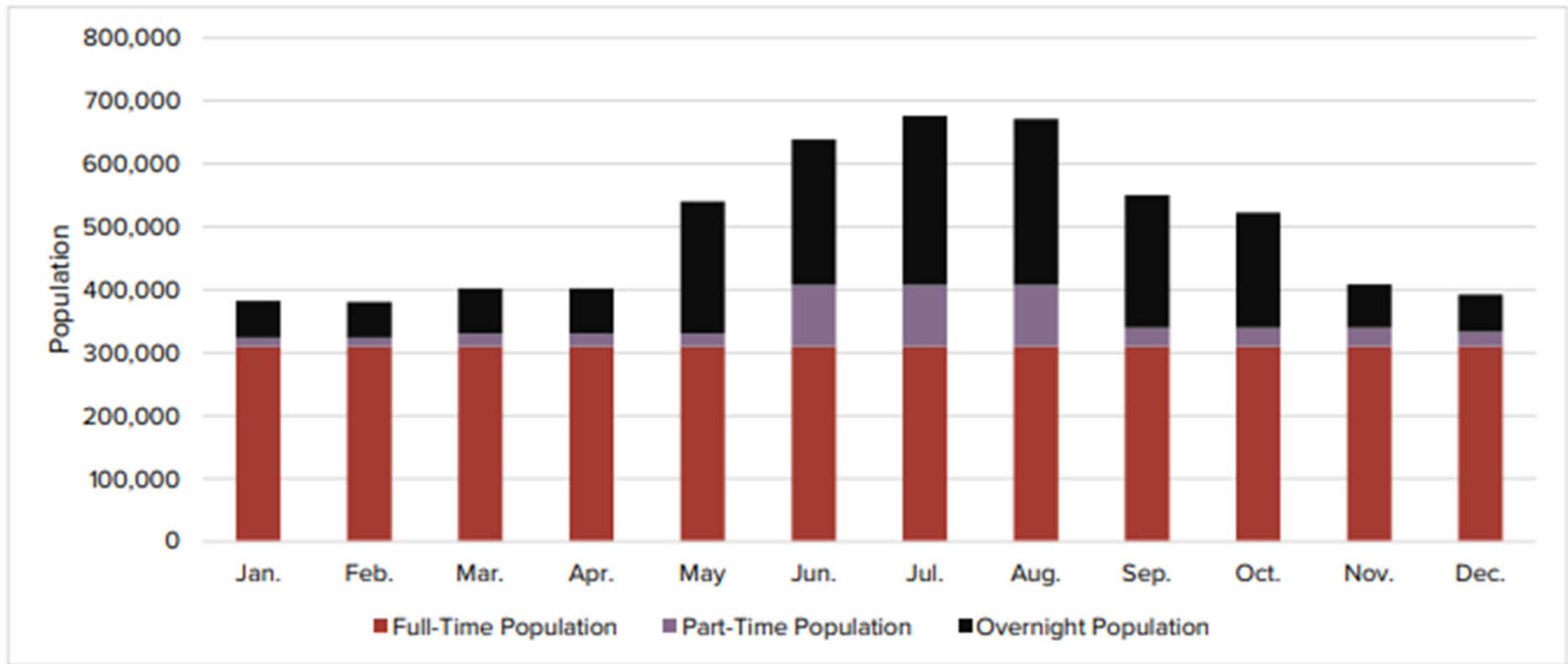
1. Estimate of Permanent Residents
 - 2020 Decennial Census Data
2. Estimate of Part-time Residents (second home owners)
 - 2020 ACS Estimate Data multiplied by 3.3 occupancy
3. Estimate of Overnight Visitors in Accommodations
 - Online and phone survey; questions include how many rooms, total occupancy, and occupancy rates per month to calculate the number of people staying each month, multiplied by days per month, divided by average length of stay
4. **Estimate of Overnight Visitors in Short Term Rentals**
 - AlltheRooms Data; max number of listings, average listings, available nights, available room nights, nights booked, room nights booked, and occupancy rate for a 12-month period , multiplied by 2 to calculate occupancy, divided by 3.81 room nights (the average length of STR stay in Michigan)
5. **Estimate of Seasonal Workforce**
 - Bureau of Labor and Statistics and Census dataset X-13 ARIMA-SEATS to calculate seasonally adjusted data

Regional Monthly Summary Data

The population of Northwest Michigan is extremely seasonal as it rises and falls by 78% in the summer. The increase of roughly 295,000 people to the region in the summer is driven predominately by overnight visitors. In the peak month of July, overnight visitors account for 40% of the region's population. Of the 270,000 overnight visitors in the month of July, roughly 82% of them stay at traditional accommodation businesses like hotels, motels, and campgrounds. The remaining overnight visitors stay in short-term rentals (STRs). On a monthly basis, the region averages roughly 4,300 STR listings and roughly 213,000 room nights available.

Regional Monthly Summary Data

Figure 2: Population Breakdown, Northwest Michigan Region



Region Summary Data

			Overnight visitors		
	(1) 2020 Census	(2) Part-time Residents (average)	(3) Accommodations (average)	(4) STRs (average)	TOTAL
Antrim	23,431	6,127	7,167	4,305	41,255
Benzie	17,970	4,406	16,840	2,759	42,330
Charlevoix	26,054	4,578	6,179	5,034	41,702
Emmet	34,112	5,556	19,536	3,625	63,766
Grand Traverse	95,238	3,796	22,491	8,556	133,138
Kalkaska	17,939	3,384	8,890	776	31,343
Leelanau	22,301	4,586	6,356	5,166	45,072
Manistee	25,032	3,928	6,821	1,746	38,102
Missaukee	15,052	1,934	5,727	216	22,953
Wexford	33,673	2,126	12,018	795	49,029

Regional Seasonal Summary Data

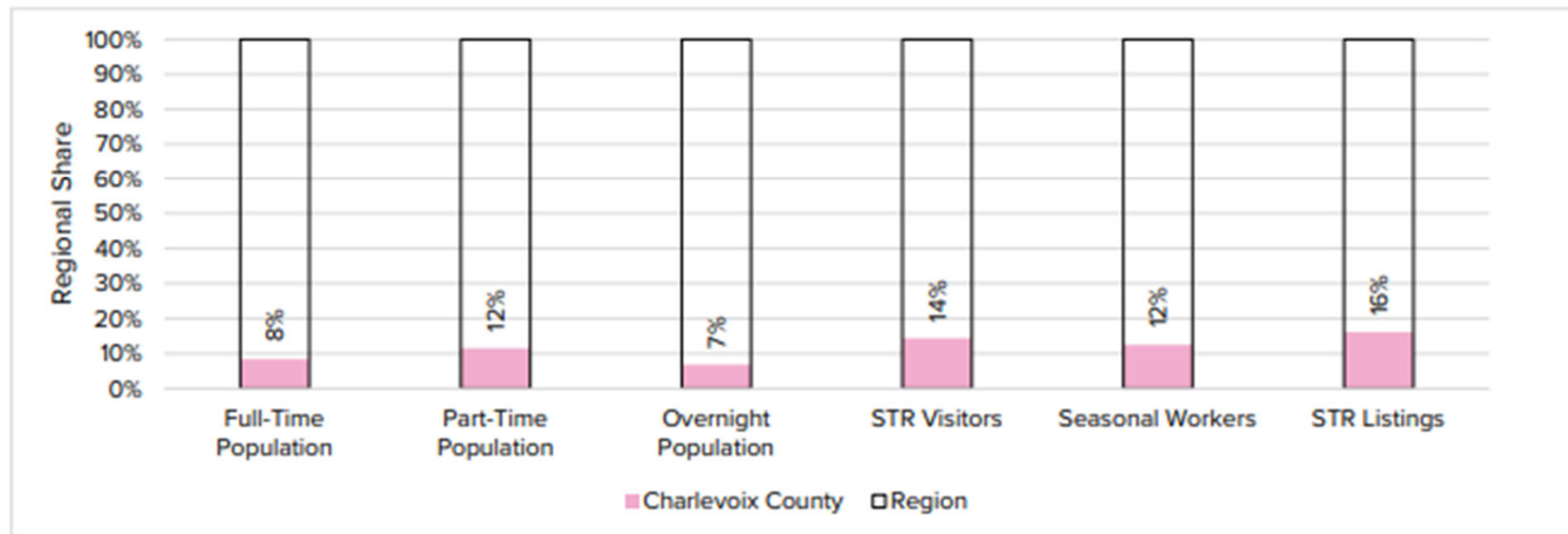
Table 2. Seasonality Summary

	Minimum Population	Maximum Population	Change	Percent Change
Antrim County	30,860 – Mar	59,352 – Jul	28,492	92%
Benzie County	27,535 – Feb	60,904 – Jul	33,370	121%
Charlevoix County	34,603 – Apr	59,533 – Jul	24,930	72%
Emmet County	43,666 – Feb	89,628 – Jul	45,961	105%
Grand Traverse County	109,408 – Feb	161,088 – Jul	51,680	47%
Kalkaska County	21,601 – Dec	42,795 – Jul	21,194	98%
Leelanau County	26,630 – Jan	60,094 – Jul	33,464	126%
Manistee County	28,218 – Jan	54,924 – Aug	26,706	95%
Missaukee County	15,926 – Jan	29,894 – Jul	13,969	88%
Wexford County	40,879 – Feb	58,168 – Jul	17,290	42%
Region	380,708 – Feb	676,052 – Jul	295,344	78%

Charlevoix County

Charlevoix County, along with Antrim, Benzie, and Emmet Counties, maintains a sizable population of overnight visitors year-round. This is likely driven by the winter recreation opportunities in each county, all of which have a winter resort. In the winter, the permanent population represents roughly 75% of the total population, and in the summer, the permanent population accounts for roughly 50% of the total population. Charlevoix County is also a hotspot for short-term rentals in the region having the most listings in the month of June, behind Grand Traverse and Leelanau Counties. The STR listings in Charlevoix County account for 16% of the total listings in the region. Charlevoix's seasonal population is one of the largest in the region with roughly 2,000 seasonal workers in July, behind Grand Traverse and Emmet Counties.

Figure 7. Regional Share, Charlevoix County



Seasonal Data by Month

Table C-1. Seasonal Population - Charlevoix County

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg.
Full-Time Population	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054	26,054
Part-Time Population	1,391	1,391	2,086	2,086	2,086	11,126	11,126	11,126	3,129	3,129	3,129	3,129	4,578
Overnight Population	7,337	7,504	6,640	6,463	12,363	15,951	22,353	18,384	13,626	11,452	5,510	6,970	11,213
Accommodations	2,670	2,460	2,510	3,446	8,217	9,499	15,010	10,720	8,023	6,024	2,820	2,744	6,179
Short-term Rentals	4,667	5,045	4,130	3,017	4,146	6,452	7,342	7,664	5,603	5,428	2,690	4,225	5,034
Total	34,781	34,949	34,780	34,603	40,504	53,131	59,533	55,564	42,809	40,635	34,694	36,153	41,845
Percent Change	33%	34%	33%	33%	55%	104%	128%	113%	64%	56%	33%	39%	61%

Seasonal Data by Month

Table C-2. Short-term Rental Details - Charlevoix County

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Max Listings	908	939	1,022	1,032	634	665	677	766	779	772	772	860	819
Average Listings	895	921	984	1,013	624	651	668	707	770	765	757	812	797
Available Nights	16,540	14,601	17,503	18,225	13,717	11,827	10,479	11,802	14,139	15,057	15,036	15,383	14,526
Available Room Nights	40,654	35,592	44,368	46,120	36,352	30,532	25,871	29,963	36,846	39,657	39,505	39,347	37,067
Nights Booked	3,587	3,987	3,290	2,730	3,202	4,982	5,908	6,033	4,502	4,309	2,181	3,265	3,998
Room Nights Booked	8,890	9,610	7,867	5,747	7,899	12,292	13,987	14,600	10,674	10,340	5,125	8,049	9,590
Occupancy Rate	21.7%	27.3%	18.8%	15.0%	23.3%	42.1%	56.4%	51.1%	31.8%	28.6%	14.5%	21.2%	29.3%

Table C-3. Seasonal Workforce - Charlevoix County

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Labor Force	11,767	11,824	11,931	11,716	12,697	13,159	13,388	13,187	12,364	11,981	11,604	11,650	12,272
Employed	11,041	11,076	11,305	11,102	12,131	12,355	12,592	12,551	11,844	11,525	11,146	11,086	11,646
Non-Seasonal	10,893	10,933	11,171	11,100	11,283	10,636	10,609	10,675	10,766	10,814	10,869	10,894	10,887
Seasonal	148	143	134	2	848	1,719	1,983	1,876	1,078	711	277	192	759
Percent of Labor Force Seasonal	1.3%	1.2%	1.1%	0.0%	6.7%	13.1%	14.8%	14.2%	8.7%	5.9%	2.4%	1.6%	5.9%