



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, January 9, 2023 - 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 December 12, 2022
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. Election of Officers
 - 2. 120 Michigan Review: expansion of outdoor rooftop at Hotel Earl
- H. Old Business**
 - 1. Planning Commission Activities Follow Up
 - 2. Bed and Breakfast Parking Standards
 - 3. 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, December 12, 2022 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair Waddell at 6:00 p.m.

B. Roll Call

Chair: RJ Waddell

Members Scott Beatty, Sherm Chamberlain, Annemarie Conway, Toni Felter, John Kurtz, Mary

Present: Millington, Jennifer Muladore, Maureen Radke

Members

Absent:

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

Present:

C. Inquiry into Potential Conflicts of Interest

Chair Waddell stated he had a conflict of interest in the Lucido/Makowski property (411 Bridge Street).

D. Approval of Agenda

Motion by Member Felter, 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 November 14, 2022

Motion by Member Chamberlain, seconded by Member Conway to approve the minutes of November 14, 2022 as presented.

Motion carried by unanimous voice vote.

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

Chair Waddell excused himself from the meeting. Vice Chair Muladore introduced the item and Zoning Administrator Koch reviewed the application and staff report. Mrs. Koch stated the application is very similar to the 2016 Special Land Use that was approved by the Planning Commission unanimously for a health care/wellness center with the biggest difference being that there is dedicated retail space upfront which is closer to meeting the definition of what is allowed in the Central Business District (CBD) Overlay.

Dr. Melissa Makowski and Michael Lucido introduced themselves as the applicants (Lakeview

Dentistry) for this proposal. Dr. Makowski stated their proposal was a little unorthodox but they were trying to find a way to ensure continuity of care for her dental patients. The property where her current practice is located is undergoing changes and their offer to purchase the property was out bid. Dr. Makowski stated that the retail apothecary store would occupy approx. 500 sq. ft. of the 1,500 sq. ft. property. Mr. Lucido further explained the retail aspect, store hours, and products they will offer year-round.

Member Beatty stated he should also abstain from voting on this matter and left the dais. The applicants responded to questions from the Board members. Member Chamberlain listed past and present professional office uses in the downtown area.

Vice Chair Muladore reported that the Commission members had received letters from Kirby and Jack Dipert representing their individual businesses. The public hearing was opened.

Terry Left, Villager Pub owner, referenced the "marine store" which had been planned for retail, but no retail products were sold at that location. He experienced concern about setting a precedent that would allow other professional offices to be located in the downtown corridor.

Shirley Gibson questioned the definition of a specialty shop contained in the overlay district zoning ordinance.

The public hearing was closed.

Member Radke questioned what would happen to the special use permit if approved and then the retail shop failed. Zoning Administrator Koch stated that the Commission could approve the special use permit conditioned upon the existence of the retail shop.

Lindsey Dotson, Executive Director of the Downtown Development Authority stated the Planning Commission's role was to consider the use of space and didn't think it was appropriate the Commission was discussing performas and financial plans.

Discussion followed regarding the retail aspect, the challenges of retail in the winter, and the potential for success of this particular business. Zoning Administrator Koch reviewed the potential conditions of approval. Vice Chair Muladore reviewed all of the review standards that were met with the exception of 153.253 (A). She proceeded to review in detail the staff submitted findings of fact and after discussion the consensus for each finding of fact was agreed to as follows:

- (A) The Planning Commission finds that the proposed special use of a retail front is a permitted use in the overlay district and it will be harmonious with the intended character of the general vicinity.
- (B) The Planning Commission finds that the proposal meets this standard.
- (C) The Planning Commission finds that the proposed special use will not be hazardous or disturbing to existing or future nearby uses.
- (D) The Planning Commission finds that, as the property is already developed, this section is not applicable.
- (E) The Planning Commission finds that the proposal meets this standard.

- (F) The Planning Commission finds that the proposal meets this standard.

Vice Chair Muladore read the conditions of approval identified in the staff report, she stated that she would like to see a more detailed plan from the architects, and the special use should be conditional on the owners and conditional on at least 500 sq. ft. of dedicated retail space in the front.

Michael Lucido questioned if the retail space could be a range between 450-500 square feet.

Motion by Member Chamberlain, seconded by Member Felter to approve the project based on specific findings of fact that the application does meet the review criteria in Chapter 153.253 with the condition that the front 450 square feet be retail space at a minimum.

Yeas: Chamberlain, Conway, Felter, Kurtz, Millington, Muladore, Radke

Nays: None

Absent: None

Abstained: Waldell, Beatty

Motion carried.

Chair Waddell and Member Beatty returned to the meeting.

2. 2023 Schedule of Meetings

There were no conflicts with the 2023 scheduled meeting dates.

3. Review of Planning and Zoning Fee Schedule

Zoning Administrator Koch reviewed the proposed changes to the Planning and Zoning Fee Schedule.

Motion by Member Chamberlain, seconded by Member Conway to recommend that the City Council approve, starting in fiscal year 2023-2024, increasing the cost of a zoning permit to \$50, and increasing the cost of a sign permit to \$50 accompanied by an elimination of the cost per sign requirement.

Motion carried by unanimous voice vote.

4. Activities Matrix Discussion

Member Waddell reviewed the 2023 Proposed Tasks. The following tasks were identified on the matrix as follows:

1. Review opportunities to expand Missing Middle Housing building options - **High Impact/High Effort**
2. Review Outdoor/RV Storage Ordinance language - **High/Low Impact/High Effort**
3. Review Downtown Building Height Ordinance language - **High Impact/Low Effort**
4. Review Outdoor Lighting Ordinance language - **High Impact/Low Effort**
5. Review Sign Lighting Ordinance language - **Low Impact/Low Effort**
6. Review requirements to install utilities underground - **High Impact/Low Effort**
7. Create Charlevoix Corridor zoning district - **High Impact/High Effort**
8. Consider expanding residential uses in industrial zoning districts - **High Impact/Low Effort**
9. Review regulations and requirements for long-term residential uses on watercraft - **not selected as a proposed task**

10. Hold joint meeting with surrounding jurisdictions - **High Impact/Low Effort**

H. Old Business

1. Bed and Breakfast Parking Standards
Item tabled to the January 2023 meeting.
2. Expanding Housing Types Discussion
Item tabled to the January 2023 meeting.

I. Staff Updates

1. Zoning Administrator's Report
Zoning Administrator Koch stated that in January the Commission would see a Level B Site Plan review for the expansion of the rooftop deck at the Hotel Earl.
2. Seasonal Population Study for Northwest Lower Michigan Presentation
Item tabled to the January 2023 meeting.

J. Requests For Next Months Agenda or Research Items

Chair Waddell stated next month they would have election of officers, the three items tabled from this meeting, and the possible site plan review for the Hotel Earl.

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

The meeting adjourned at 7:59 p.m.

Sarah J. Dvoracek/fgm City Clerk

RJ Waddell

Chair

Charlevoix Planning Commission

New Business

Title: Election of Officers

Date: January 9, 2023

Presented By:

Background:

Per the Planning Commission bylaws, the Commission must select a Chair and a Vice Chair to serve for the calendar year.

Recommendation:

Attachments:

None

Charlevoix Planning Commission

New Business

Title: 120 Michigan Review: expansion of outdoor rooftop at Hotel Earl

Date: January 9, 2023

Presented By: Janet Koch, Zoning Administrator

Background:

The Applicant, Shoreline Architecture, is proposing to expand the rooftop deck at 120 Michigan Avenue, the Hotel Earl. The rooftop space is currently 3,770 square feet, and the applicant is proposing a 1,070 square foot expansion. Zoning Administrator Koch has prepared a staff report for your review.

Recommendation:

Attachments:

1. Hotel Earl-0-Review - rooftop deck expansion
2. Hotel Earl-1-Application
3. Hotel Earl-2a-Submittal - narrative
4. Hotel Earl-2b-Submittal - cover sheet
5. Hotel Earl-2c-Submittal - floor plan
6. Hotel Earl-2d-Submittal - image



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Planning Commission Review – Hotel Earl Rooftop Deck Expansion

PUBLIC MEETING DATE: January 9, 2023 at 6:00 PM

EXHIBITS:	1. Application from Shoreline Architecture 2. Narrative provided by Shoreline Architecture 3. Cover sheet dated 3-28-18 from Performance Engineers 4. Floor plan dated 12-23-2022 from Shoreline Architecture 5. Google Earth imagery, 2020 copyright date, provided by Shoreline Arch. 6. City of Charlevoix Zoning Ordinance
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I. GENERAL INFORMATION

Applicant:	Shoreline Architecture
Property Owner:	Hotel Earl LLC (Silva Property Management) 1005 N Stephenson Hwy. Royal Oak, MI 48067
Requested Action:	Approval to expand rooftop deck with no additional parking
Zoning:	Commercial Mixed Use (CM)
Project Location:	Tax ID 052-199-000-10
Project Site Size:	Property is .905 acres (39,436 sft) Existing deck is 3,779 sft; proposed is an additional 1,070 sft
Existing Land Use:	Three-story hotel with existing rooftop deck
Adjacent Land Uses:	To the south: Condominiums/office space/retail To the west across Michigan Ave.: a bed & breakfast and a condominium suite hotel To the east and north: residential
Adjacent Zoning:	To the south: Commercial Mixed To the west across Michigan Ave: Commercial Mixed Use To the east and north: R-1 residential

II. PROJECT LOCATION & DESCRIPTION

The applicant is proposing a 1,070 square foot addition to an existing 3,779 sft rooftop deck at the Hotel Earl, 120 Michigan Avenue. The proposal, if approved as presented, would expand the existing 63 seats by an additional 71 seats for a total of 134 seats on the rooftop deck.

The Planning Commission, on January 11, 2021, approved a motion that waived the parking requirement for the existing roof top deck. The applicant is requesting relief from the additional

parking spaces required by the zoning ordinance's Table 153.187 of "1 per employee on the largest shift, plus 1 per 200 sq. ft. of usable floor area." Per the site plan and the applicant's narrative, there are 33 existing parking spaces on the property. To meet the square footage requirements for the expansion, 5 parking spaces would be required in addition to number of parking spaces required for employees. The applicant has been contacted and asked to have the number of additional employees at the meeting.

§ 153.188 (B) allows the Planning Commission to waive or modify the amount of parking. Paragraphs 2, 3, and 4 appear the most applicable.

Notes: per www.hotelearl.com, the hotel has 56 rooms. In addition, the subject property is inside the DDA boundary.



Image captured from the Hotel Earl website on January 3, 2023

III. REQUIREMENTS

The completed application and fee were received in the zoning office on January 3, 2023. That day, the application and accompanying documentation were emailed to the Superintendent of Public Works, the Interim Police Chief, and the DDA Director for their comments. Pat Elliott, DPW Superintendent, responded that he did not have any issues with the proposal.

On the date this report was completed, no comments regarding the proposal had been received from the Interim Police Chief or the DDA Director. This is not unexpected, given the short time frame. If their comments are received before the meeting, they will be forwarded to the Planning Commission.

The Charlevoix Township Fire Chief, Dan Thorp, was contacted by phone on January 3, 2023. Plans were left for him to pick up on January 4. If the Fire Chief provides his comments before the meeting, they will be forwarded to the Planning Commission.

As this proposed project does not require a Level B site plan review, following the Level B site plan review standards is not required. However, three sections of the zoning ordinance do apply and follow.

IV. PLAN REVIEW

Three sections of the zoning ordinance apply to this proposal:

§ 153.118 (D) Roof top decks

§ 153.170 Building Appearance

§§ 153.185 et seq., Off-Street Parking, Loading, Access and Circulation

§ 153.118 Lodging, Dining and Entertainment Uses

(D) Roof top decks. The following provisions are intended to regulate roof top deck use, permanent or temporary, in all districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

- (1) A zoning and building permit for any roof top deck must be first obtained from the City Zoning Administrator and Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.
- (2) Any request for a City of Charlevoix zoning permit that includes a roof top deck must undergo site plan review and receive approval by the Planning Commission prior to issuance of a zoning permit.
- (3) Parapet walls and perimeter guardrails shall extend around the perimeter of the roof top deck and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to § 153.170.
- (4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.
- (5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the city's noise ordinances and restrictions is prohibited.
- (6) All commercial food preparation shall take place inside the establishment.
- (7) No open flames are allowed.
- (8) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to § 153.172.
- (9) Roof top deck space is subject to the requirements of §§ 153.185 et seq., Off-Street Parking, Loading, Access and Circulation.

(Prior Code, § 5.48) (Ord. 794, passed 9-17-2018; Ord. 795, passed 11-5-2018; Ord. 821, passed 10-19-2020)

§ 153.170 Building Appearance

- (A) Purpose. The purpose of this section is to provide quality exterior architectural building styles and material standards to enhance the visual environment of the main corridor entries to the city, thereby improving property values and stimulating investment in the business districts. The provisions of this section are intended to promote quality architecture to ensure that buildings retain their value, protect the investment of adjacent landowners, blend harmoniously into the streetscape and create a positive image for business and the city.
- (B) Applicability. This section shall apply to all new construction in the General Commercial (GC), Professional Office (PO) and Commercial Mixed Use (CM) Districts on lots fronting U.S. 31 (Bridge Street and Michigan Avenue) and M-66. This section shall not apply to single-family detached and two-family residential structures. Architecture shall be reviewed by the Zoning Administrator or Planning Commission, as applicable, as a part of site plan review under the requirements of §§ 153.230 through 153.243 of this chapter.
- (C) All exterior materials shall comply with the following:
 - (1) Design standards. Buildings shall have architectural variety, but enhance the overall cohesive community character. At a minimum, the following standards shall be met.
 - (a) Buildings shall provide architectural features, details and ornaments such as archways, colonnades, cornices, peaked roof lines, hip returns, operable window shutters, transoms, gas lights or towers to accent and add interest.
 - (b) Repair of existing structures may utilize the existing roof pitch and roof design at the time of application.
 - (c) Plazas, strip malls or similar types of commercial or office developments where multiple businesses are located within the same building shall provide at least one dormer, archway or similar feature per business or store front.
 - (d) Building walls over 100 feet long shall be broken up with varying building lines, vertical architectural features, windows, architectural accents and trees.
 - (e) Building entrances shall utilize windows, canopies and awnings; provide unity of scale, texture and color; and clearly identify the entry.
 - (f) Building-mounted mechanical equipment shall be screened.
- (D) Site elements. Signs and other site features shall be designed and located so they are aesthetically consistent and harmonious with the overall development. Sign bases shall be constructed of material which is compatible with the principal building. Mechanical equipment shall be screened.

(Prior Code, § 5.80) (Ord. 823, passed 1-4-2021) Penalty, see § 153.999

§§ 153.185 et seq., Off-Street Parking, Loading, Access and Circulation (the most pertinent sections are below; the full zoning parking section is eight pages in length and is available on the city's website)

§ 153.185 Description and Purpose

- (A) The purpose of this subchapter is to prescribe regulations for off-street parking of motor vehicles in residential and non-residential zoning districts, to ensure that adequate parking

and access are provided in a safe and convenient manner and to afford reasonable protection for adjacent land uses from light, glare, noise, air pollution and other effects of parking concentrations.

(B) It is the further intent of these regulations to:

- (1) Implement the goals and policies of the city's Master Plan;
- (2) Reduce the impacts associated with parking lots through minimum and maximum parking requirements; and
- (3) Accommodate shared parking to limit the extent of paved and impervious surfaces.

(Prior Code, § 5.90)

§ 153.186 Applicability

- (A) For all buildings and uses established after the effective date of this chapter, off-street parking shall be provided as required by this section, except in the CBD Central Business District. Parking spaces provided in this manner shall be unreserved and generally available to the public.
- (B) If the intensity of the use of any building or site is increased by adding floor area, increasing seating capacity or employees, or by any other means, additional off-street parking shall be provided to the extent required by this subchapter.

(Prior Code, § 5.91) (Ord. 807, passed 9-3-2019)

§ 153.187 Parking and Access Requirements by Use

Service Uses: Bars, lounges, taverns, nightclubs (majority of sales consist of alcoholic beverages)
1 per employee on the largest shift, plus 1 per 200 sq. ft. of usable floor area

(Prior Code, § 5.92) (Ord. 802, passed 4-15-2019; Ord. 807, passed 9-3-2019)

§ 153.188 Parking Alternatives

- (B) *Modification of parking requirements.* The Planning Commission may reduce the parking space requirements of this section for any use, based upon one or more of the following.
 - (1) Shared parking by multiple uses is expected due to the likelihood of numerous multipurpose visits, or if uses have peak parking demands during different times of the day or days of the week; subject to the following.
 - (a) Sidewalks shall be maintained or established between the uses.
 - (b) Pedestrian connections, both within and to the site, shall provide safe and convenient access to building entrances.
 - (c) For separate properties, shared parking lots shall be within 300 feet to one another with vehicular and pedestrian access.
 - (d) Unless the multiple uses are all under single ownership and within a unified business or shopping center, office park or industrial park, shared parking agreements shall be filed with the City Clerk after approval by the Zoning Administrator.
 - (2) Convenient municipal off-street parking facilities or on-street spaces are located no further than 600 feet from the subject properties.

- (3) An expectation of walk-in trade is reasonable due to the proximity of residential neighborhoods, downtown or employment areas that are interconnected with sidewalks.
- (4) Other forms of travel such as bicycle or transit are available and are reasonable alternatives.
- (5) The Planning Commission may require a parking study to document that the above divisions (B)(1)(a) through (B)(1)(d) have been addressed.
- (6) Where the applicant has provided a parking study, it shall demonstrate that a standard other than that required by this subchapter would be more appropriate based on the number of employees, expected level of customer traffic, or actual counts at a similar establishment. Parking studies shall be prepared by a qualified expert, such as a professional transportation engineer or professional transportation planner, based upon standards, manuals and research published by professional organizations, such as the Institute of Transportation Engineers, the Transportation Research Board or Urban Land Institute. The Planning Commission may require parking studies of comparable uses in the general area as part of the study.

V. PLANNING COMMISSION OPTIONS

- A. Approve, as the Planning Commission waives the parking requirements in Table 153.187 under the authority § 153.188 (B).
- B. Deny. The project does not meet the parking requirements in Table 153.187.
- C. Table. This option is typically used when additional information is needed to assist the Planning Commission in making the decision.
- D. Other, as determined by the Planning Commission.



Date Received: **1-3-2023**
Decision Date:
Permit #:

Office of Planning and Zoning
210 State Street Charlevoix, MI 49720
planner@charlevoixmi.gov
www.charlevoixmi.gov
(231)547-3265

ZONING PERMIT APPLICATION

1. This application is to be completed by the applicant, signed, and filed with the Zoning Administrator. The Zoning Administrator may waive certain application requirements such as lot corner staking, certain drawings, and/or building location staking if it can be determined that the proposed project meets the requirements of the Title V Planning and Zoning without such documentation.
2. Applicant must provide a scaled site plan of the proposed construction. See requirements on Page 3 of the application. Floor plans, elevation drawings, and other documentation may be required.
3. Applicant pays \$45.00 Zoning Permit fee made payable to the City of Charlevoix.
4. Applicant provides field staking of property boundaries and structures by applicant for inspection by Zoning Administrator. A registered land surveyor may be required to stake the property corners.
5. Zoning Administrator makes determination based on the application, site plan, and site visit against applicable sections of the City of Charlevoix Zoning Ordinance.
6. If approved, two copies of Zoning Permit are provided to the applicant. The original application is part of the City's permanent records.
7. Applicant takes copy of the Zoning Permit to the County Building Department.

Checklist for Zoning Permit Applications		☒
• Complete Application-Sign		☐
• Pay fee to City \$45		☐
• Provide Scaled Site Plan		☐
• Stake building corners		☐
• Stake lot boundaries		☐

ZONING PERMIT APPLICATION

SHORELINE ARCHITECTURE 120 MILLIGAN AVE.
Applicant Address of subject property

8 PENNSYLVANIA PLAZA, PETOSKEY, MI 49770
Address (City/State/Zip)

SILVA PROPERTY MANAGEMENT
Property Owner Name (If different than applicant)

1005 N. STEVENSON HWY, ROYAL OAK, MI 48067
Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone Email
(248) 705-5969 TDUL@SPHLIVING.COM

Agent Phone Email
(231) 348-3303 TULB@SHORELINEARCHITECTURE.COM

Use of Property: (Example: Single Family, Duplex, Apartments, Commercial, etc.)

HOTEL

Please describe the type of construction: (Example: 12X14 addition for a new bathroom extending west on the south side of a single family home.)

EXPANSION OF EXISTING ROOF TOP DECK

Dimensions of proposed construction excluding eaves: (SEE DRAWINGS)

Total square footage of proposed construction: (SEE DRAWINGS)

Height of proposed construction to the top of the roof: 32'

Height of proposed construction to the midpoint of the roof for gabled roof: N/A

Roof Type: (Examples: Gable, Hip, Gambrel, Mansard, Flat)

FLAT

Square footage of all impervious surfaces: (Please show on site plan) (Examples:

Ashphalt/concrete driveways, sidewalks, patios) NO CHANGE

Expected date to begin construction if known: SPRING 2023

Attach a scale drawing of the proposed construction. Please be as detailed as possible, as this will be used to determine if a permit can be issued in accordance with the Zoning Ordinance. Corrections or additions may be required by the Zoning Administrator to determine compliance with the Zoning Ordinance.

Include all of the following:

- Lot or parcel dimensions.
- Existing building and dimensions, excluding eaves.
- Proposed building and dimension, excluding eaves.
- Front, site, and rear yard dimensions.
- Dimensions between existing and/or proposed buildings.
- Location and dimensions of all impervious surfaces including structures, sidewalks, driveways, patios, etc.
- Name of nearest road, easement, or dedicated right-of-way.
- Scale, North arrow.

AFFIDAVIT

I hereby certify that the proposed work is authorized by the property owner, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application are true, and if found not to be true, any zoning permit issued may be void. I also agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree that any permit that may be issued is issued with the understanding that the individual(s) or organization(s) named or represented on that permit will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. Accordingly, I agree that any and all construction, installation, alteration, addition, or demolition described herein will be conducted and carried out in compliance with City of Charlevoix Zoning Ordinance. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand that this is a zoning permit application (not a zoning 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.

Signed:  _____

Date: 12-28-22

THIS SECTION FOR OFFICE USE ONLY

Zoning District: **Commercial Mixed (CM)** Tax ID: 052- 199 - 000 - 10

Receipt Number: 1652897 Date Inspected: _____

Approved: ☐ Denied: ☐ If variance was required: Project # _____

Lot Coverage Calculations: Existing: n/a
Proposed: n/a
Total: n/a
Lot Size: n/a Percentage: n/a

Staff findings or notes: _____

Zoning Administrator Signature: _____

Date: _____



December 23, 2022

Ms. Janel Koch
Zoning Administrator
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Re: Amendment to Site Plan Approval
Hotel Earl – 120 Michigan Avenue
Request for Expanded Roof Deck

Janet,

The current roof deck at Hotel Earl was approved via an Amendment to the Site Plan Approval in March 2019, amended for public use in February 2021, and opened for public use in the summer of 2022. The owner would now like to expand the deck 1,070 sq.ft. to allow for additional seating as depicted on the attached sheet A-1.12. As such, I am writing on behalf of the owner and operators of Hotel Earl seeking approval for the expanded deck as well as relief from the additional parking spaces required with the expanded area.

Currently, there are 33 parking spaces provided on site (pending completion of the driveway and parking on the north side of the hotel). Per the Zoning Ordinance, the hotel is required to have 32 spaces to accommodate guests (28 spaces) and employees (4 spaces). This leaves 1 extra parking space for additional use on the site (see sheet C-1.0 attached).

The combined original deck and the proposed expansion will result in Usable Floor Area (UFA) of the 3,000 sq.ft. Based on the ordinance parking requirement of 1/200 sq.ft. of UFA (Table 153.187), an additional 15 spaces are required to accommodate deck occupants that are not hotel guests/occupants. This leaves the project 14 parking spaces short of meeting the ordinance requirement. When the amendment for public use was granted in 2021 a parking exemption of 9 spaces as granted. Likewise, the Owner is now seeking an additional 5 space exemption to satisfy the combined 14 space shortfall.

The following are arguments in favor of permitting the expanded roof deck in spite of the site not accommodating the specific parking requirement:

Parallel Parking on Michigan Avenue (US31)

There are approximately 23 parallel parking spaces on Michigan Avenue in front of Hotel Earl (see aerial image attached). Excluding the busiest weekends in the summer season, these spaces are typically available for use by visitors to adjacent businesses. As all of the adjacent business have their own on-site parking, these spaces are often unused for a significant portion of the day or turning over multiple times throughout the day. The primary users appear to be those visiting the downtown area by parking

here and crossing the bridge on foot. These spaces will typically be more than enough to accommodate the additional parking needed by visitors to the hotel roof deck.

Proximity to Downtown (CBD District)

Admittedly, Hotel Earl is not located in the Central Business District (CBD) where this parking requirement would not be an issue. However, in all practicality, the hotel will function much like a downtown business in terms of access. Hotel guests will routinely walk to the CBD rather than drive and look for parking. Likewise, downtown visitors will often leave their cars parked in shared lots and walk up Michigan Avenue to visit the hotel thereby reducing the on-site parking accommodations needed for non-registered guests. Obviously, this reduced parking demand is a preferred circumstance in lieu of ever-expanding parking lots.

Pine River Lane Parking & Shuttle

In addition to the public parking available on Michigan Avenue, the public parking lot on Pine River Lane typically has spaces available. This serves as a shared lot for use by area businesses just as the public lots in the CBD. As this lot is within manageable walking distance, it is anticipated that this lot will contribute to satisfying the parking demand associated with the proposed roof deck. To help facilitate this further, the hotel will also provide a shuttle that can pick visitors up in this lot, as well as others in the CBD, and safely transport them to and from the hotel.

Not a Destination Restaurant/Bar

The proposed roof deck is not intended to be a destination restaurant. It is envisioned as a casual lounge with beverage and hors d'oeuvre service. As such, it will not be an establishment wherein the majority of the guests would arrive by car. Instead, the deck will be enjoyed by hotel guests, individuals living in the neighborhood, and those already visiting downtown Charlevoix; the vast majority of which will walk from their homes or their downtown destinations.

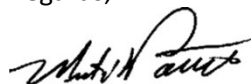
Additional Accommodations

It is important to remember that the parking requirement "gap" is only 14 spaces, 9 of which the Owner was previously granted relief. Should granting this exception result in a parking shortage, the owner/operator could park their employees off-site during the busy season(s) thus reducing the shortfall by 4 parking spaces. Furthermore, it can be assumed that many of the roof deck occupants will in fact be registered hotel guests. This should be considered when evaluating the impact of the parking shortfall.

Based on these circumstances, the Hotel Earl ownership and management team request relief from this parking requirement and ask for approval for the proposed roof deck expansion. It is the desire of all involved to ensure that beyond the hotel guests, the spectacular views of the area lakes and stunning sunsets offered by the roof deck, be accessible for local residents and area visitors.

Your consideration is appreciated and please contact me if you have any questions.

Regards,



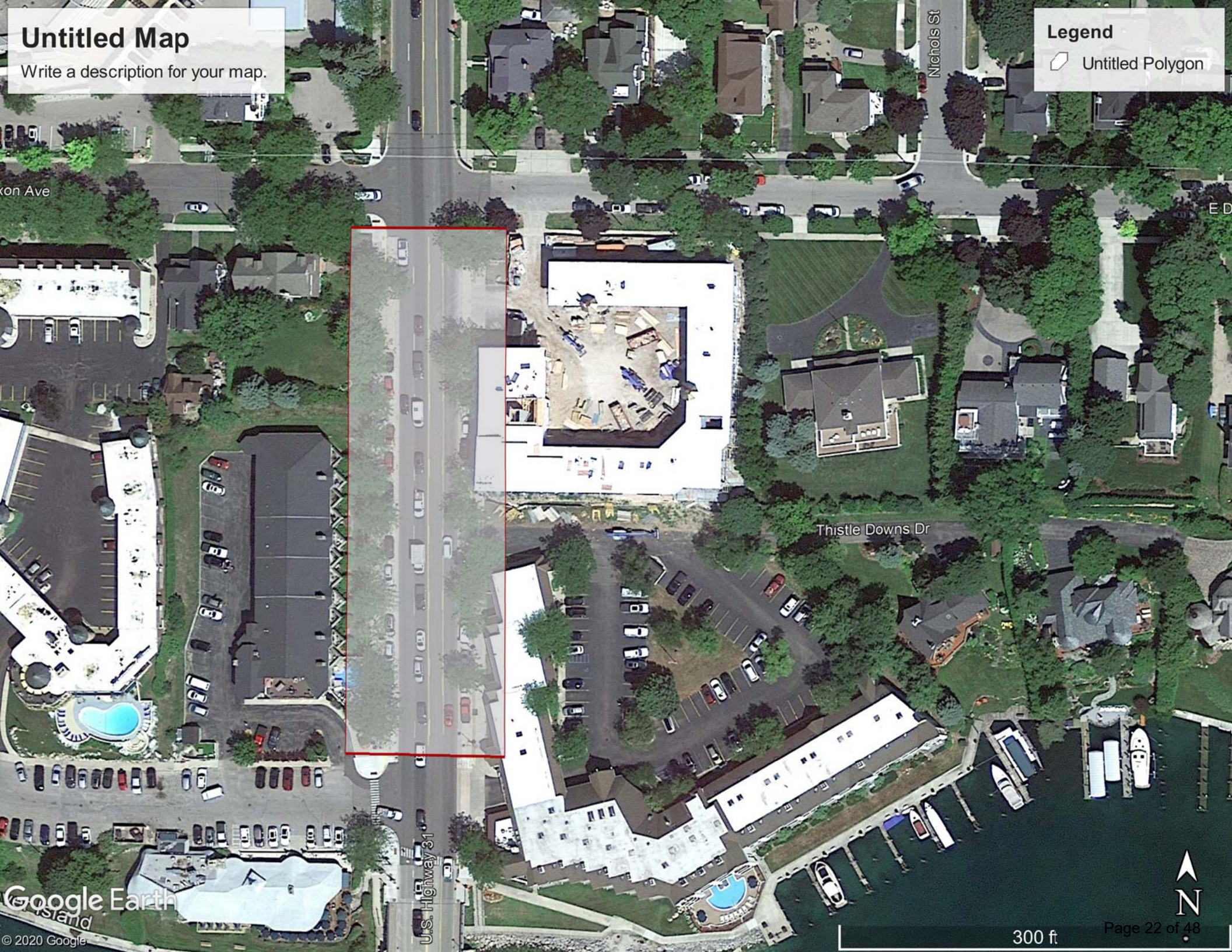
Michael H. Pattullo, AIA
President

Untitled Map

Write a description for your map.

Legend

Untitled Polygon



Charlevoix Planning Commission

Old Business

Title: Planning Commission Activities Follow Up

Date: January 9, 2023

Presented By: Jennifer Neal, Community Planner

Background:

At the December 2022 meeting, the Planning Commission discussed ten activities to be considered during the following year. Nine of the ten activities were placed in a matrix that identifies High or Low Impact and High or Low Effort. The Commission is asked to prioritize the activities based on the timeframe for completion. Based on direction from the Commission, staff will begin preparing materials for the Commission to review in the coming months.

Recommendation:

Attachments:

None

Charlevoix Planning Commission

Old Business

Title: Bed and Breakfast Parking Standards

Date: January 9, 2023

Presented By: Janet Koch, Zoning Administrator

Background:

This item was tabled due to time at the December 2022 meeting. Materials are provided for review by Zoning Administrator Koch.

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

§ 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: January 9, 2023

Presented By: Jennifer Neal, Community Planner

Background:

This item was tabled due to time at the December 2022 meeting. Planner Neal has provided materials for your review. The discussion focuses on what opportunities there are in Charlevoix to expand missing middle housing types.

Recommendation:

Attachments:

1. Working Memo Part IV v2

MEMO

TO: City of Charlevoix Planning Commission

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

SUBJECT: Expanding Missing Middle Housing Building Types

DATE: January 9, 2023

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, part of this report includes examples of higher density developments here in Charlevoix as well as examples from surrounding communities.

The last part of the report provides different opportunities for expanding missing middle housing types in Charlevoix. Missing Middle Housing solutions require creativity, flexibility, and partnerships with local land owners to create a development plan. More information about these opportunities is towards the end of this report.

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, show below. Zoned R4.

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.



Missing Middle Opportunity Examples

The following changes are needed in order to create missing middle development. Based on existing conditions (zoning ordinance language, lot configurations, etc.), changes that can create more development potential come in many forms. Examples of changes are listed from general simplicity to more complicated:

- Identify properties appropriately zoned, but underutilized. **Example #1 and #2**
- Rezone property to allow higher density. **Example #3a, Example #4a and b**
- Combine existing property with adjacent property or vacate right-of-way to create larger lot; also likely require rezoning to allow higher density. **Example #3b, Example #4 and b**
- Reconfigure lot lines to create new usable area; may require rezoning to allow higher density. **Example #2**
- Expand permitted uses in existing zoning districts and rezone appropriate parcels. **Example #5**

When determining the most appropriate and feasible development, lot size and the subsequent density calculation (the number of units per acre) must be carefully considered. The last example, Example #5, the Sheridan triangles 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. but allows high-density multiple family development. R2A (with potential modifications) 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 appropriate development potential.

1. Petoskey Avenue

Between Division and Petoskey Avenues, East of Chez Charlevoix and west of golf course.

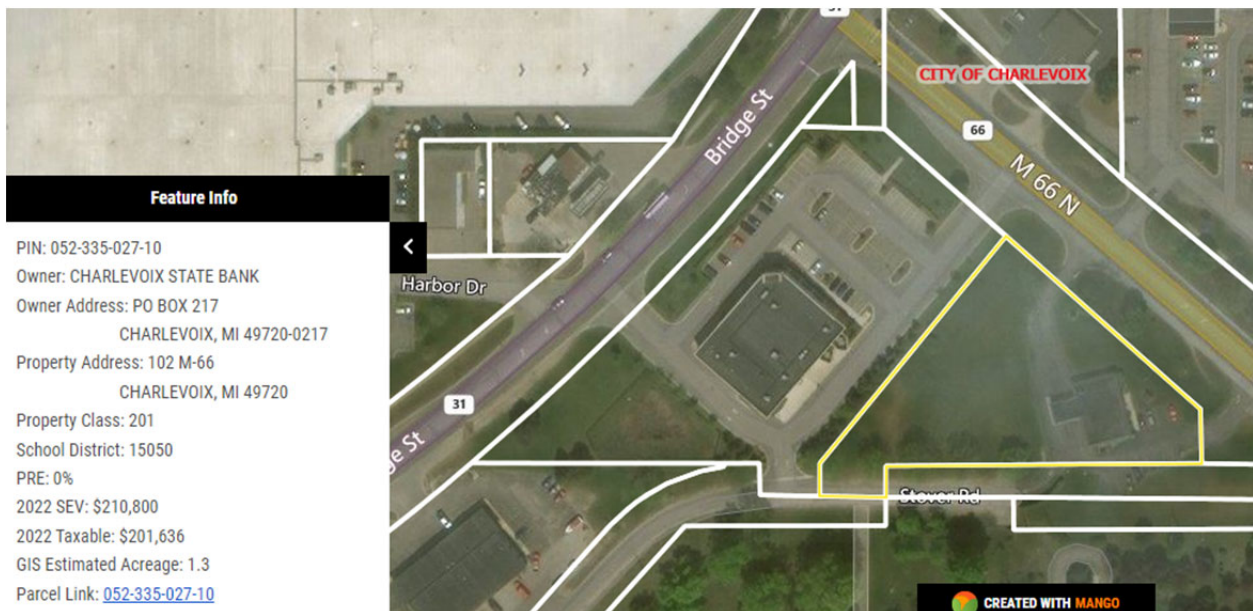
743, 745, 747, 749, 755, 757 (JAX Restaurant) Petoskey Avenue and 680 Division Avenue. With the exception of Jax Restaurant, these properties are existing single family residences, but the underlying zoning (General Commercial) **permits multifamily development** for lots 20,000 sf or greater. Several properties do not meet minimum lot size and would require lot combinations.

755 Petoskey Avenue (adjacent to Jax) meets the minimum lot size for multiple family development.



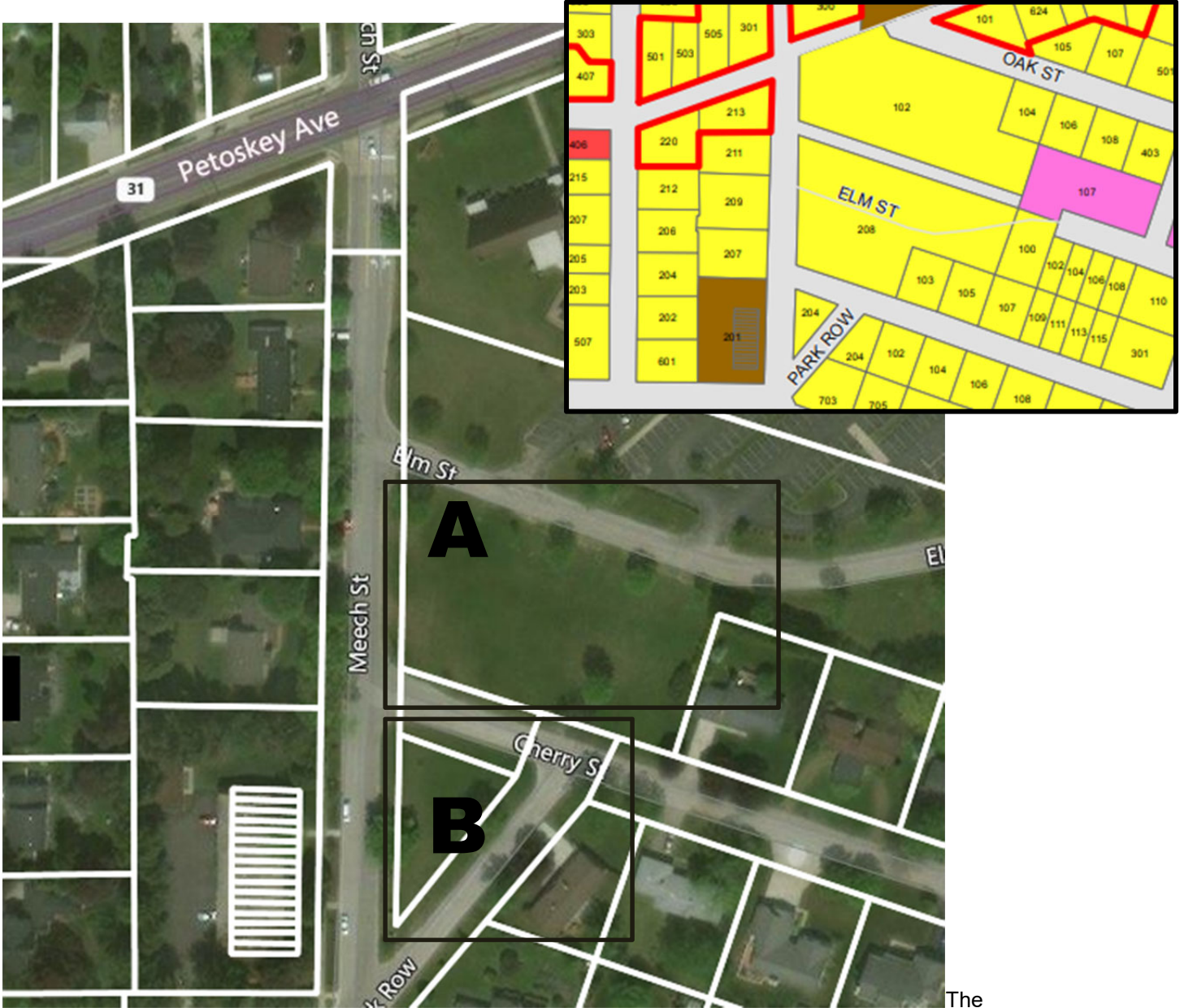
2. Bridge Street at M-66 N

Properties at Walgreen Co (1500 Bridge Street) and Charlevoix State Bank (102 M-66) are underutilized. The underlying zoning (General Commercial) **permits multifamily development** for lots 20,000 sf or greater. The Charlevoix State Bank property may accommodate multiple family development (additional site measurements are needed). Walgreen's property may accommodate additional development if the lot lines are reconfigured.



3. Meech Street open spaces

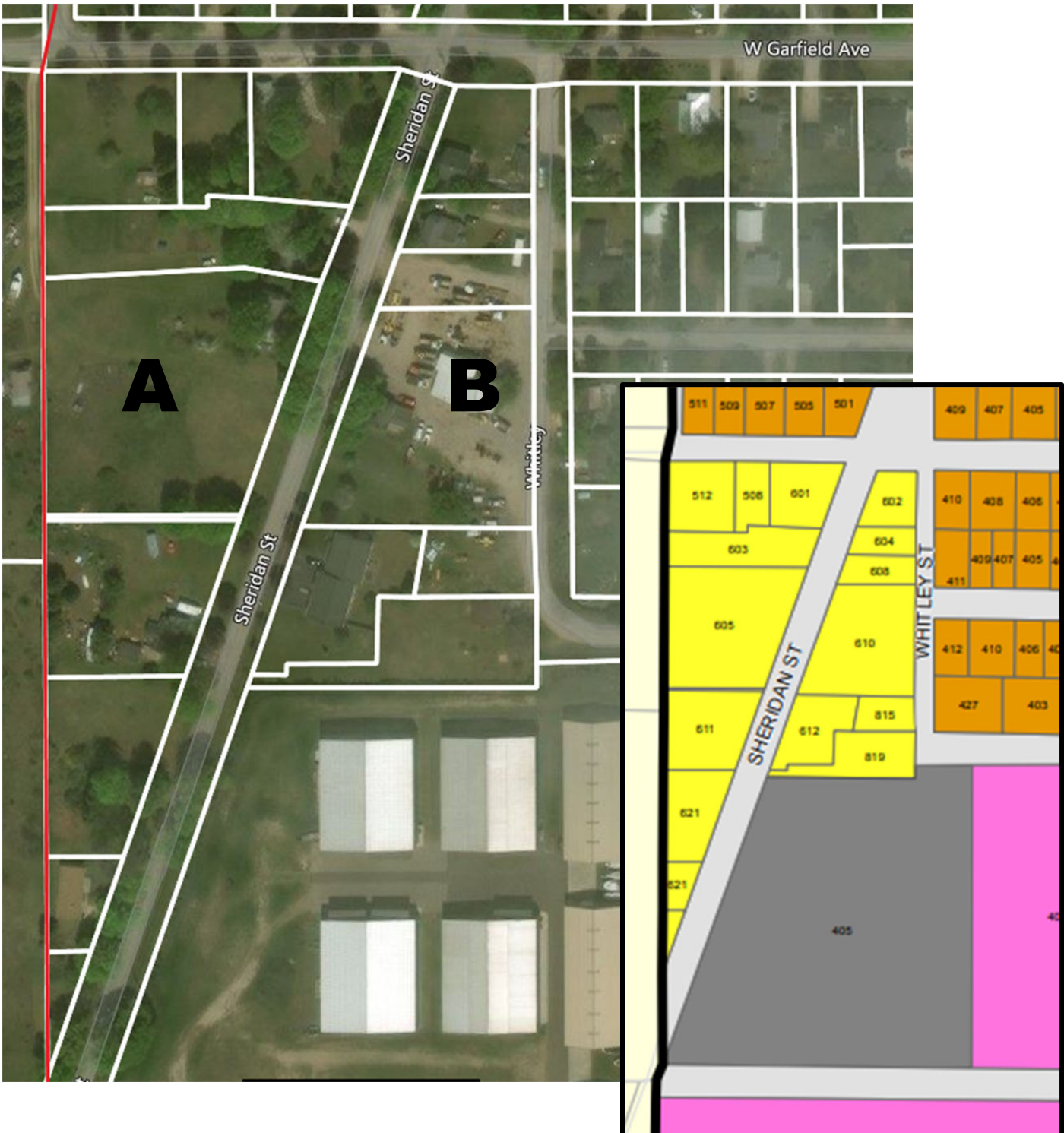
- A. Site east of Meech Street between Elm Street and Cherry Street: vacant area part of the Community Reformed Church. An area of approximately 126 ft. by 243 ft. = 30,618 sq. ft. or .7 acres. Current zoning is R1 and requires 9,000 sf per lot. Missing middle housing development at this site may be more feasible if the property were rezoned to R2A (with modifications) or R4.
- B. Triangle site east of Meech Street between Cherry Street and Park Row. Site is owned by the City, currently zoned R1. The City may vacate Park Row to create larger parcel for development. R2A (with modifications) is likely a good option for this parcel, however, additional site measurements are needed to determine most appropriate potential zoning.



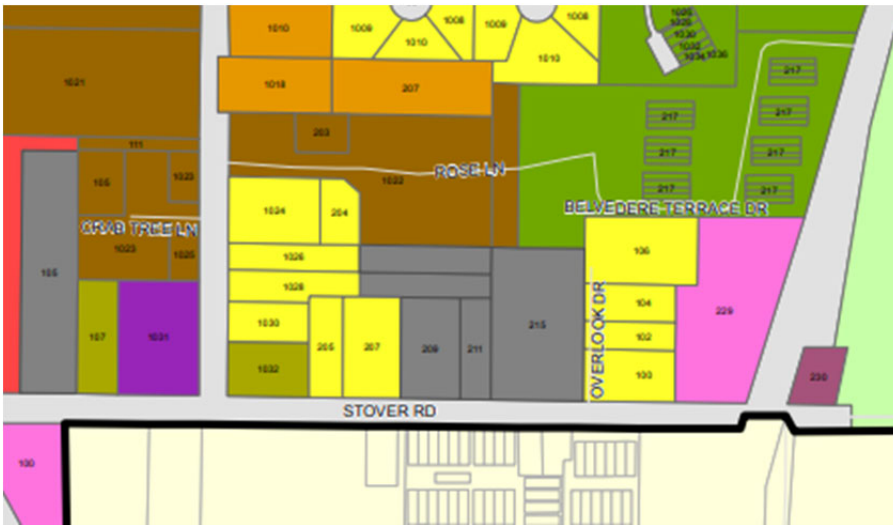
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4. Sheridan Triangles

- A. Located south of W. Garfield Avenue, west of Sheridan Street, and north of Carpenter Avenue. This area is zoned R1, and primarily used for single family residences. The minimum lot size in R1 is 9,000 sf. More measurements are needed to identify the average lot size. However, the large lot in the center is estimated to be over 62,000 sf or over an acre in size. Combined, the triangle area is approximately 220,800 Sq. ft. or ~5 acres ($384 \text{ h} * 1,150 \text{ b} / 2$). If the property were rezoned for a higher density, and the Jackson Street Condominium example with 24 units per acre were applied, there could be approximately 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 could be approximately 72 units.



5. 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
 5.76 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.



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

Permits Issued in 2022

Following are two types of breakdowns for the 95 permits issued by the zoning office in 2022:

<u>By month</u>	<u>By type</u>
January 2	Banner permits29
February 2	Fence permits10
March 4	Sidewalk café/use4
April 3	Sign13
May 7	Zoning39
June 18	
July 10	Of the 39 zoning permits, 9 were additions to single family
August 19	dwelling, 3 were new single-family homes, and 3 were
September 9	replacements of single-family homes. The remainder were
October 11	land transfers, porches, decks, sheds, etc.
November 7	
December 3	

The fence, sign & zoning permits break down into the following zoning districts:

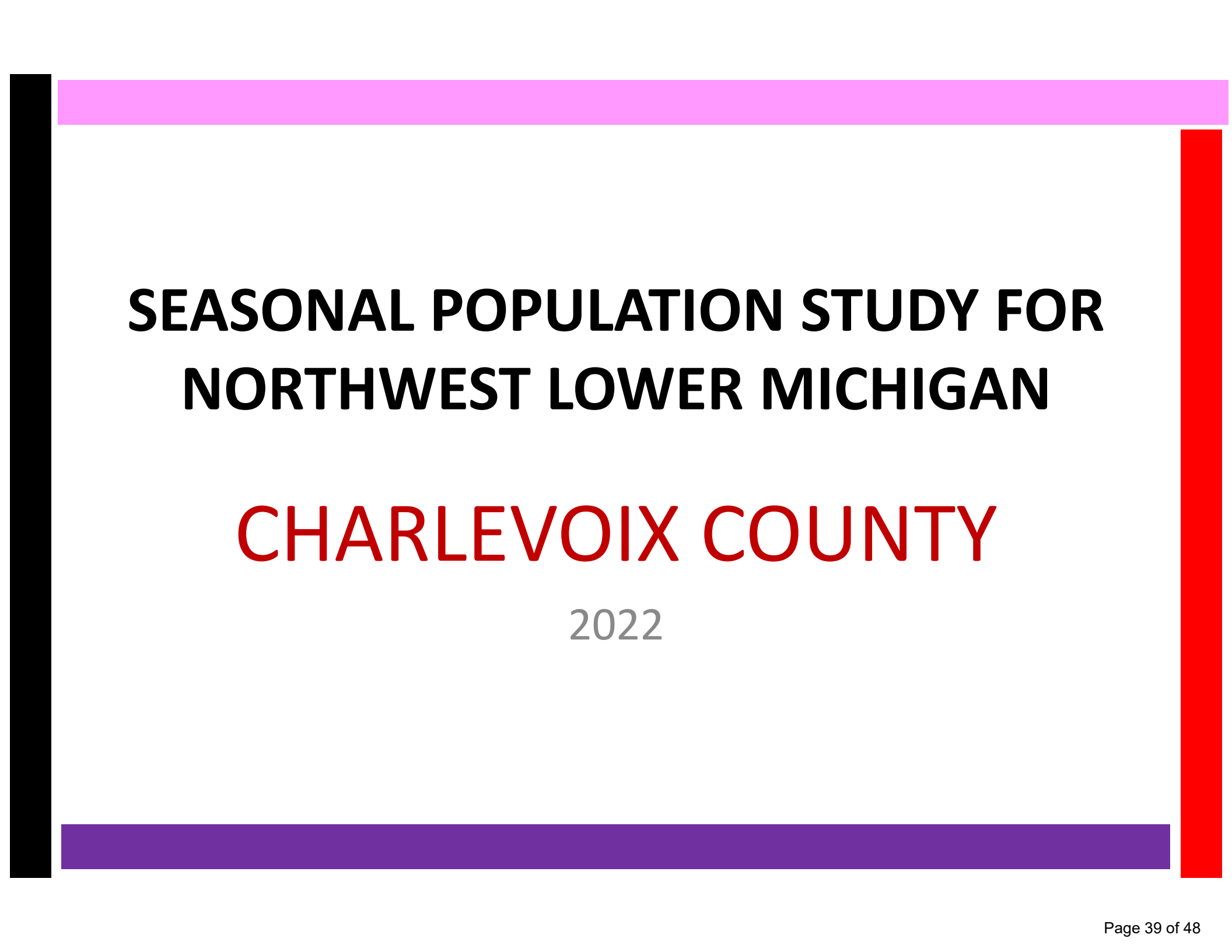
Central Business District (CBD)	11
Commercial Mixed (CM)	2
General Commercial (GC)	3
Industrial	1
Marine Commercial (MC).....	3
Residential Private Club (PC).....	3
Public Facilities.....	1
R-1	18
R-2	20

Level B Site Plan Reviews / Special Use Permits

Five Level B site plan review applications were processed by the Planning & Zoning Dept. and presented to the Planning Commission for review in 2022. In addition, three Special Use Permit applications were processed and presented. A quick review of files from today back to 1996 indicates that there has never been a year that had this many applications processed by staff and reviewed by the Planning Commission.

Variances to Zoning Board of Appeals

Eight variance requests were processed by the Planning & Zoning Dept. in 2022 and presented to the Zoning Board of Appeals for consideration. Similar to the Level B site plan / SUP applications, it appears that the ZBA, in its current form, has never reviewed that many variance requests in a single year.



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

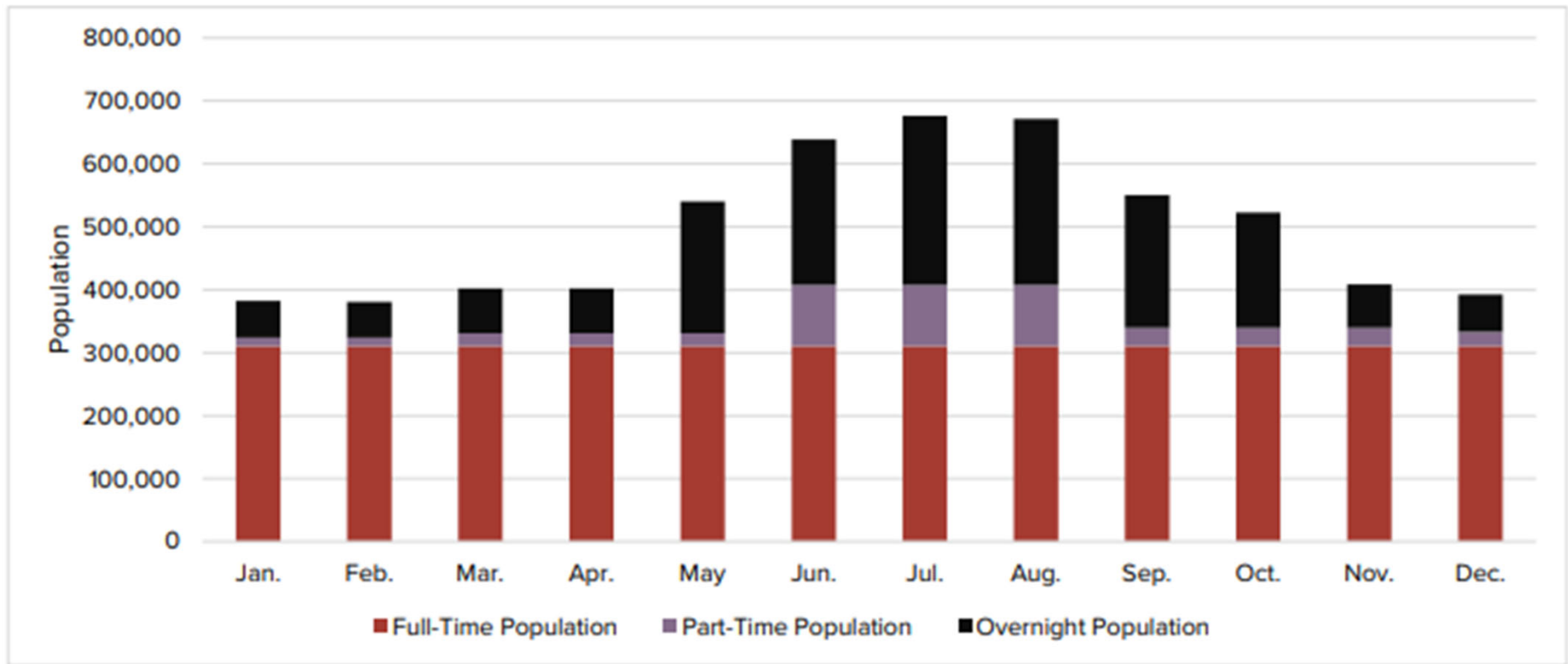
1. Estimate of Permanent Residents
 - 2020 Decennial Census Data
2. Estimate of Part-time Residents (second home owners)
 - 2020 ACS Estimate Data multiplied by 3.3 occupancy
3. Estimate of Overnight Visitors in Accommodations
 - Online and phone survey; questions include how many rooms, total occupancy, 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

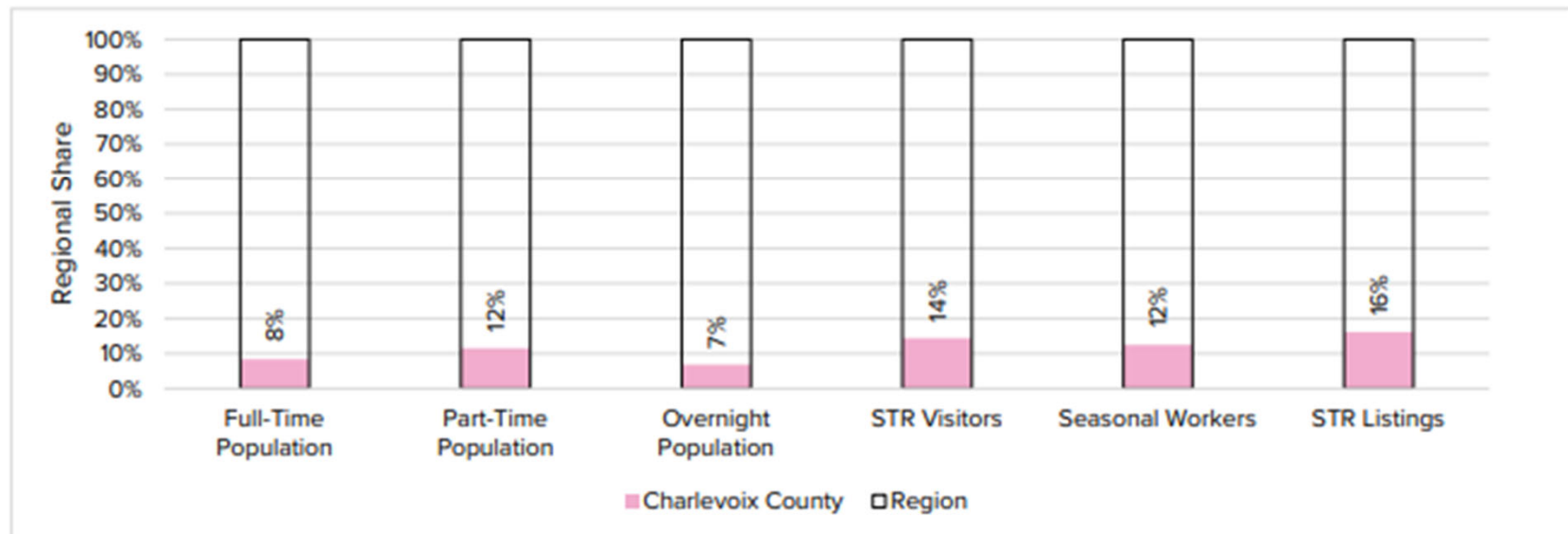
Table 2. Seasonality Summary

	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%