



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, February 13, 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 January 9, 2023
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. 120 Michigan Ave Review: Expansion of outdoor rooftop at Hotel Earl
 - 2. 101 Hurlbut Ave: Preliminary review of proposed hotel
 - 3. Public Hearing: Zoning Ordinance Amendment
- H. Old Business**
 - 1. Planning Commission Activities Follow Up
 - 2. *Seasonal Population Study for Northwest Lower Michigan* Presentation
 - 3. Expanding Housing Types Discussion
- I. Staff Updates**
- 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, January 9, 2023 - 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 Present: Scott Beatty, Sherm Chamberlain, Annemarie Conway, Toni Felter, John Kurtz, Mary Millington, Jennifer Muladore, Maureen Radke

Members Absent: None

Staff Present: Janet Koch, Zoning Administrator

Staff Absent: Jennifer Neal, Community Planner

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of December 12, 2022

Motion by Member Kurtz, seconded by Member Conway to approve the minutes of December 12, 2022 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Election of Officers

Member Millington nominated Jennifer Muladore as Chair for 2023 and Member Muladore accepted the nomination.

An unanimous voice vote for Jennifer Muladore as Chair for 2023.

Member Kurtz nominated Sherm Chamberlain as Vice Chair for 2023 and Member Chamberlain accepted the nomination.

An unanimous voice vote for Sherm Chamberlain as Vice Chair for 2023.

2. 120 Michigan Review: expansion of outdoor rooftop at Hotel Earl

Zoning Administrator Janet Koch stated she received the application in its final form the

previous week and because of the complexity of the issue, she would recommend moving the application to February's meeting, but given that this was her last Planning Commission meeting as her last day with the City is January 17, she brought the item forward. She had forwarded the application to the appropriate departments, Public Works did not have any comments, and she is still waiting for comments from the Police and Fire Departments.

Zoning Administrator Koch stated the current rooftop space is 3,770 sq. ft., and the applicant is proposing a 1,070 sq. ft. expansion. The proposal as presented would expand the existing 63 seats by 71 seats for a total of 134 seats on the rooftop deck. She stated that as Zoning Administrator she had not received any noise or parking complaints, but she did not know if the Police Department had received complaints.

Mike Pattullo, Shoreline Architecture of Petoskey, stated the existing 33 parking spaces were strictly for the hotel rooms, and when the roof deck application was submitted they needed 10 more parking spaces, which was based on square footage. Mr. Pattullo stated the current request for 1,070 sq. ft. would require five (5) additional parking spaces for a total of 15 parking spaces for the rooftop deck space. Discussion followed regarding the need for a parking study and potential negative impacts to the residents of Dixon Avenue.

Paul Silva stated the rooftop expansion was to add additional seats and to make the area more comfortable for guests and that for three (3) months of the year parking is an issue in the downtown. More discussion followed regarding a parking study and the public's best interest.

Chair Muladore stated that she would like to postpone this issue until more information is received from the Police and Fire Departments. Discussion followed regarding whether or not to require a parking study at this time. The Commission concurred to postpone this matter until information was received from the Police and Fire Departments and that no parking study would be required at this time.

H. Old Business

1. Planning Commission Activities Follow Up

Chair Muladore asked that the quadrant listing/matrix of projects be provided for discussion at the next meeting, the Commission concurred.

2. Bed and Breakfast Parking Standards

Zoning Administrator Koch reviewed relevant information from other northern Michigan cities regarding bed and breakfast parking requirements. Motion by Member Beatty, seconded by Member Waddell to move forward with scheduling a public hearing on the recommended changes to Section 153.116, *Accessory Buildings and Uses*, with regard to parking requirements at the February 13 Planning Commission Meeting.

Motion carried by unanimous voice vote.

3. Expanding Housing Types Discussion

After discussion, the Commission concurred to table the item for the February 2023 meeting due to Community Planner Neal being unable to attend the January meeting. Discussion followed regarding potential properties available for manufactured home parks in the City or surrounding townships, the need for middle housing, market tax credits and collaboration with

the County and surrounding communities.

Zoning Administrator Koch stated that Housing North had a strategic planning session last week and one of the discussion points was how they handle the continual discussion regarding housing because of the turnover on many of the boards and commissions. Discussion followed regarding upcoming planning and zoning training opportunities this spring that the Planning Commission members could attend, continued discussion regarding the missing middle housing situation and the need to team up with the townships to cover the whole school district area, and the concern that past meetings were held with different stakeholders. No formal action was taken.

I. Staff Updates

1. Zoning Administrator's Report

Zoning Administrator Koch stated that included in the City's budget for 2023 is a full-time Zoning Administrator/Code Enforcement Officer/Short-term Rental Administrator. She stated the City Council made a change to the City's Ordinance that short-term rentals are not allowed in accessory dwelling units (ADU's) anywhere in the City; and she felt that the change is a problem in that it conflicts directly with the short-term rental ordinance, so there is language clarification coming forward.

Member Waddell stated that he appreciated Zoning Administrator Koch's time and work in Charlevoix and wished her the best in her new position. Member Wadell also thanked Member Conway for all her efforts on the Planning Commission as she will be resigning soon from the Commission.

2. *Seasonal Population Study for Northwest Lower Michigan* Presentation

General discussion was held regarding the statistics provided in the study. Chair Muladore stated they would have Community Planner Neal go over any specific points of the study at the next meeting, the Commission concurred.

J. Requests For Next Months Agenda or Research Items

Next meeting includes:

- Public Hearing for the Bed & Breakfast parking standards;
- Rooftop deck expansion at the Hotel Earl;
- Planning Commission Activities Matrix;
- Expanding housing types discussion; and
- Seasonal Population Study for Northwest Lower Michigan

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

Meeting adjourned at 7:53 p.m.

Charlevoix Planning Commission

New Business

Title: 120 Michigan Ave Review: Expansion of outdoor rooftop at Hotel Earl

Date: February 13, 2023

Presented By: Jennifer Neal, Community Planner

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. The report from former Zoning Administrator Koch has been updated with current communications and reports.

In an email dated February 10, 2023, the applicant has requested to postpone the second review of the project until the March meeting.

Recommendation:

Attachments:

1. 2_Hotel Earl Applicant Email
2. 2_Review - Hotel Review w Update
3. 2_Hotel Earl Police Noise Review
4. 2_Hotel Earl Fire Review
5. Hotel Earl-1-Application
6. Hotel Earl-2a-Submittal - narrative
7. Hotel Earl-2b-Submittal - cover sheet
8. Hotel Earl-2c-Submittal - floor plan
9. Hotel Earl-2d-Submittal - image



Jennifer Neal <jennifer.neal@networksnorthwest.org>

Hotel Earl Site Plan Review

Mike Pattullo <mike@shorelinearchitecture.com>
To: Jennifer Neal <jennifer.neal@networksnorthwest.org>
Cc: Paul Silva <Paul@spmliving.com>

Fri, Feb 10, 2023 at 1:39 PM

Jenny,

Please postpone the Hotel Earl rooftop agenda item to the March meeting. The owner is unable to attend the meeting scheduled for Monday and would instead plan to be in attendance at the March 13th meeting.

Regards,

Michael H. Pattullo, AIA

Shoreline Architecture & Design, Inc.

[8 Pennsylvania Plaza](#)

Petoskey, Michigan 49770

O: (231) 348-3303

C: (231) 838-2811



[Quoted text hidden]



PLANNING COMMISSION AGENDA ITEM

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

PUBLIC MEETING DATE: January 9, 2023 at 6:00 PM, continued on February 13, 2023

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:	120 Michigan Ave 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.

An update of communications and reports:

On January 11, 2023, Police Sergeant Barbara Orban reported there were no noise complaints from the Hotel Earl Rooftop. See attached email communication.

On February 2, 2023 Sergeant Orban was requested to review parking violations related to Hotel Earl employees and guests. This review is underway.

On February 3, 2023, upon review of the site, Chief Dan Thorp of the Charlevoix Township Fire Department provided a letter with his comments. See attached letter.

On February 10, 2023, the Charlevoix County Department of Building Safety was contacted. Building Official, Kevin Schlickau, indicated he has spoken to the applicant and has informed them engineered drawings are required for review and approval prior to construction of the rooftop deck.

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.



Jennifer Neal <jennifer.neal@networksnorthwest.org>

Hotel Earl - noise

Planner <planner@charlevoixmi.gov>

Tue, Jan 17, 2023 at 2:42 PM

To: Jennifer Neal <jennifer.neal@networksnorthwest.org>

From: Barbara Orban <barbarao@charlevoixmi.gov>

Sent: Wednesday, January 11, 2023 10:07 AM

To: Planner <planner@charlevoixmi.gov>

Subject: Hotel Earl

Janet,

Kristen checked and there were no noise complaints from the Hotel Earl Rooftop.

Thanks,

Barbara Orban

Sergeant

Charlevoix City Police

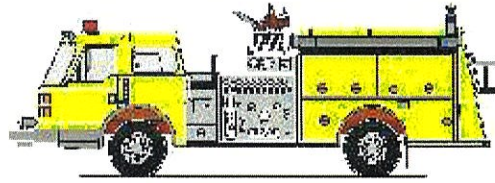
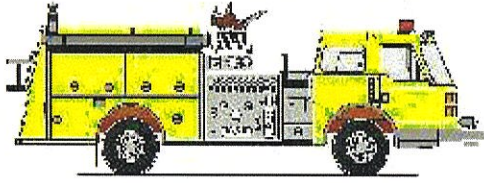
[210 State St.](#)

[Charlevoix, MI 49720](#)

p: 231-547-3258

f: 231-547-3255





CHARLEVOIX TOWNSHIP FIRE DEPT.

8977 Martin Rd., CHARLEVOIX MI, 49720

Chief Dan Thorp 231-675-0416

Assistant Chief Dave Christiansen 231-330-1095

Assistant Chief Greg Seese 231-675-1622

2/1/2023

Dan Thorp
Charlevoix Township Fire Department
8977 Martin Rd.
Charlevoix MI. 49720

City of Charlevoix
210 State St.
Charlevoix MI. 49720
Janet Koch
Zoning Administrator
Hotel Earl Roof Plan

To Whom it may concern,

I have gone to the site and looked over the proposed plans.

1. Life safety, Is the roof capable of handling the extra weight?

Trying to get 134 people off the roof in an emergency could be challenging while dealing with the issue.

2. Parking is very limited as it is already, we have days in the summer when we cannot get firetrucks down the first block of East Dixon as it is now.

Fire lanes are something we will have to look at doing.

Sincerely,

Dan Thorp
Fire Chief



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 be 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.

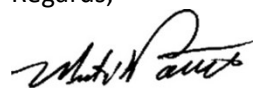
Additional Accommodations

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 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,



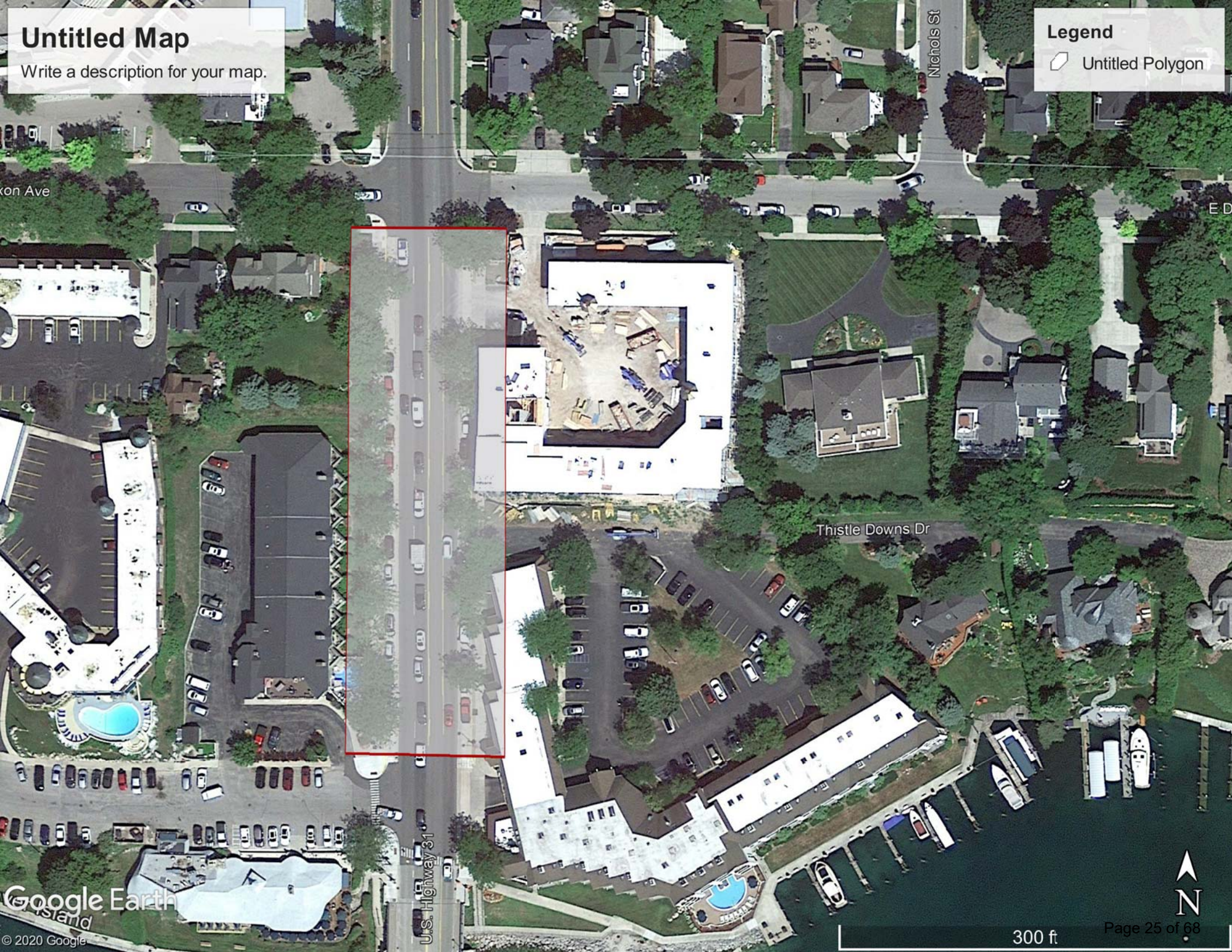
Michael H. Pattullo, AIA
President

Untitled Map

Write a description for your map.

Legend

Untitled Polygon



Charlevoix Planning Commission

New Business

Title: 101 Hurlbut Ave: Preliminary review of proposed hotel

Date: February 13, 2023

Presented By: Jennifer Neal, Community Planner

Background:

Socks Construction has prepared preliminary drawings for a proposed hotel use at 101 Hurlbut Avenue. The potential applicant would like feedback from the Commission on the proposed use and the drawings included. Commission comments will be used to prepare final site plan drawings for a formal site plan review hearing at a later date. The site is zoned CM - Commercial Mixed Use and is located south of Antrim Street, west of Bridge Street, north of Hurlbut Avenue, and east of State Street.

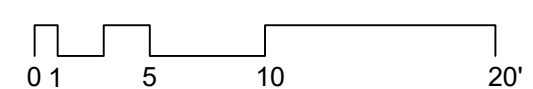
Recommendation:

Attachments:

1. HURLBUT Pre Application RENDERS



PERSPECTIVE



101 HURLBUT HOTEL



PERSPECTIVES

0 1 5 10 20'

101 HURLBUT HOTEL

PROJECT INFO:

PROPOSED 101 HURLBUT HOTEL PROJECT
LOCATION: 101 HURLBUT CHARLEVOIX, MICHIGAN USA

LOT : 128 FT. X 214 FT. AREA: 27392 SQ. FT.

- NUMBER OF ROOMS: 51 ROOMS TOTAL
2ND FLOOR : 27 ROOMS
3RD FLOOR : 24 ROOMS
- NUMBER OF PARKING SPACE: 58 SLOTS (TOTAL)
- MAXIMUM NUMBER OF STAFF ON SITE: 6 PEOPLE

AREA:

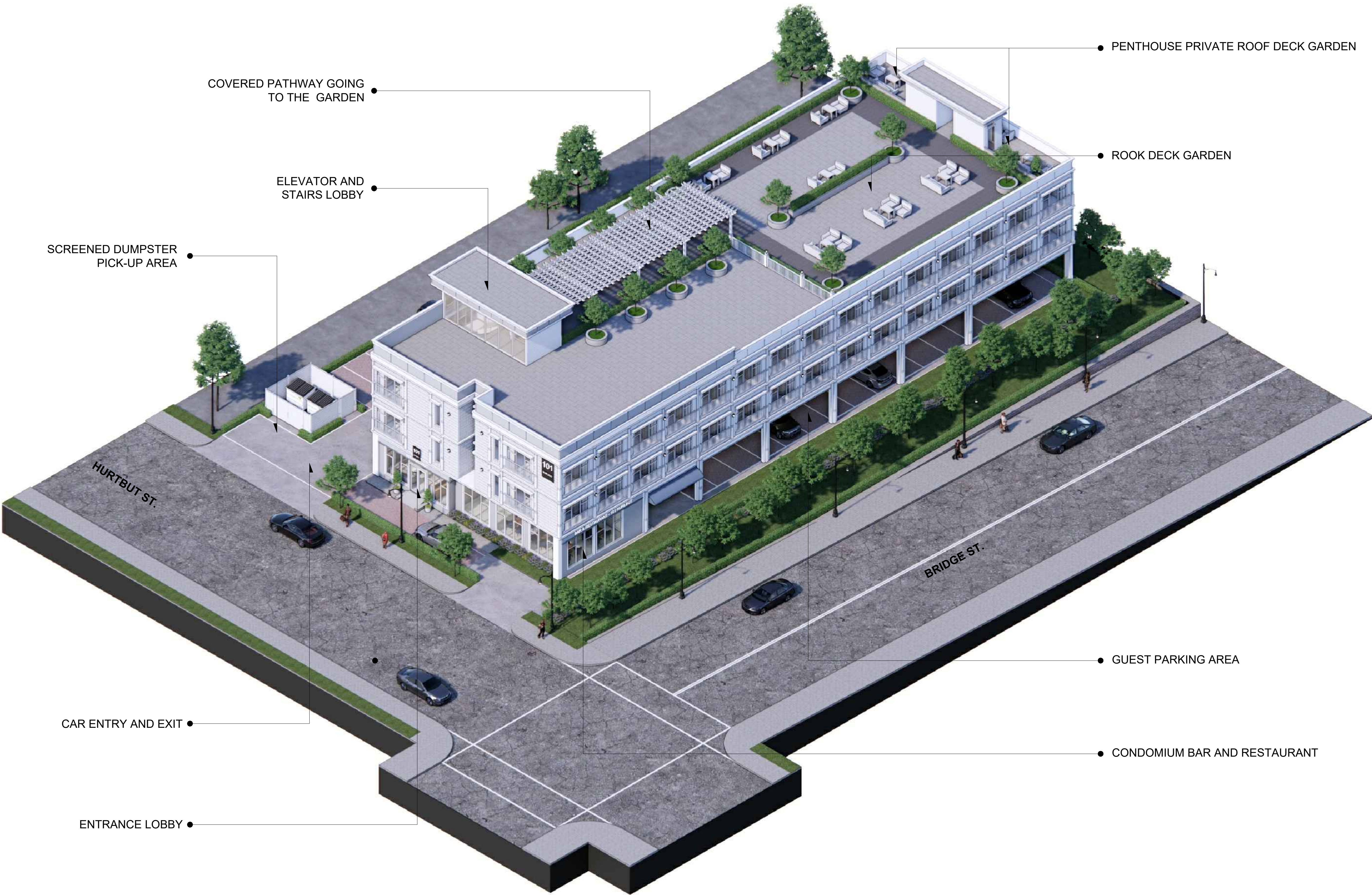
GROUND FLOOR AREA:	1985 SQ.FT.
• LOBBY	524 SQ. FT.
• BAR AND RESTAURANT	1076 SQ. FT.

2ND FLOOR FLOOR AREA:	11646 SQ.FT.
• DOUBLE QUEEN (A) - 12 ROOMS	345 SQ.FT. EACH
• DOUBLE QUEEN (B) - 1 ROOM	317 SQ.FT. EACH
• STUDIO - 13 ROOMS	345 SQ.FT. EACH
• 1 BEDROOM PENTHOUSE - 1 ROOM	780 SQ.FT.

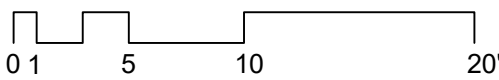
3RD FLOOR FLOOR AREA:	11646 SQ.FT.
• DOUBLE QUEEN (A) - 10 ROOMS	345 SQ.FT. EACH
• DOUBLE QUEEN (B) - 1 ROOM	317 SQ.FT. EACH
• STUDIO - 11 ROOMS	345 SQ.FT. EACH
• 2 BEDROOM PENTHOUSE - 2 ROOMS	1053 SQF. EACH

ROOF DECK FLOOR AREA:	11646 SQ.FT.
• ROOF DECK GARDEN	4411 SQ.FT.
• 2 PRIVATE ROOF DECK GARDEN	353 SQ.FT. EACH

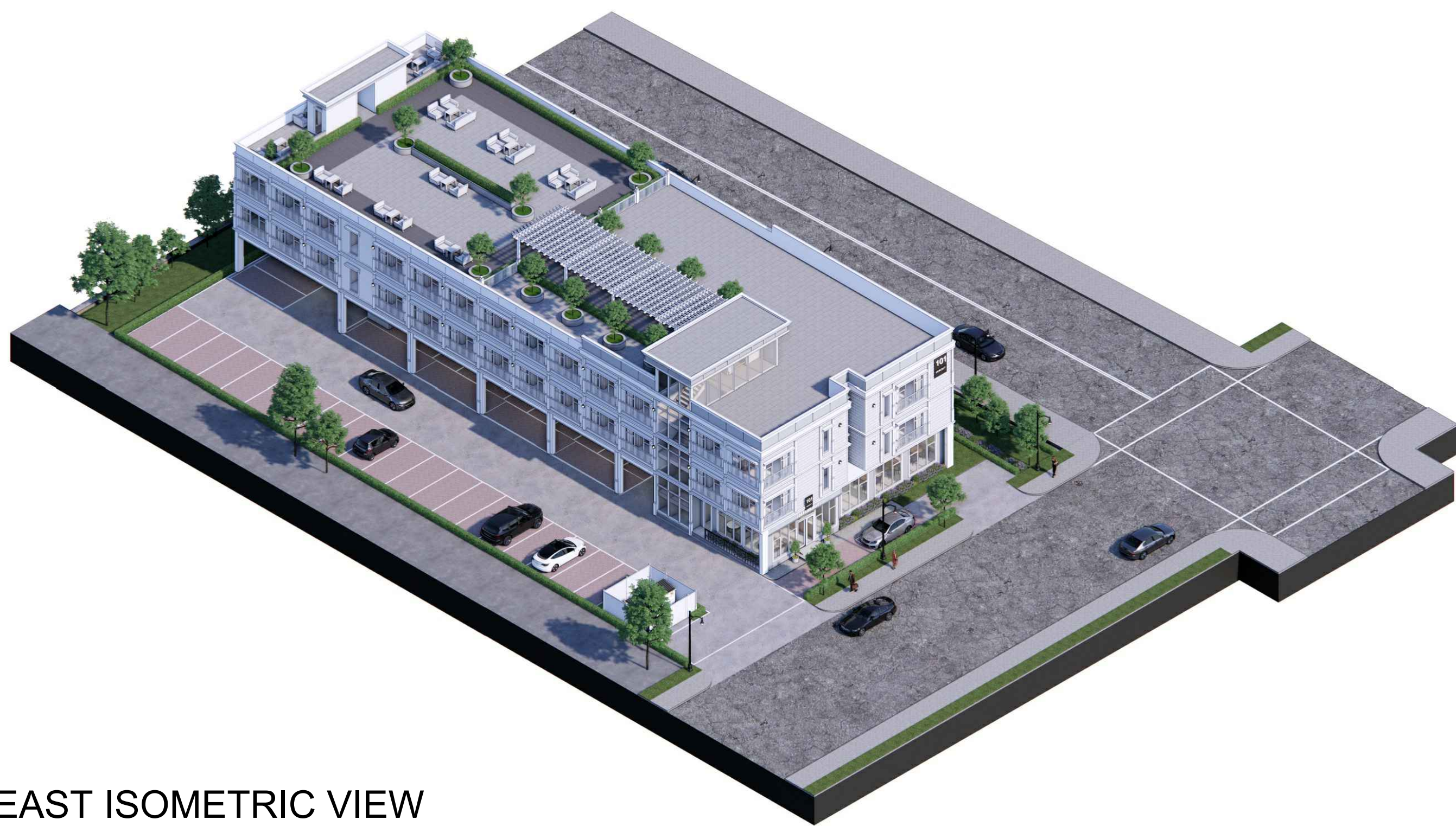
TOTAL BUILDING AREA	36923 SQ.FT.
BUILDING HEIGHT	48.FT.



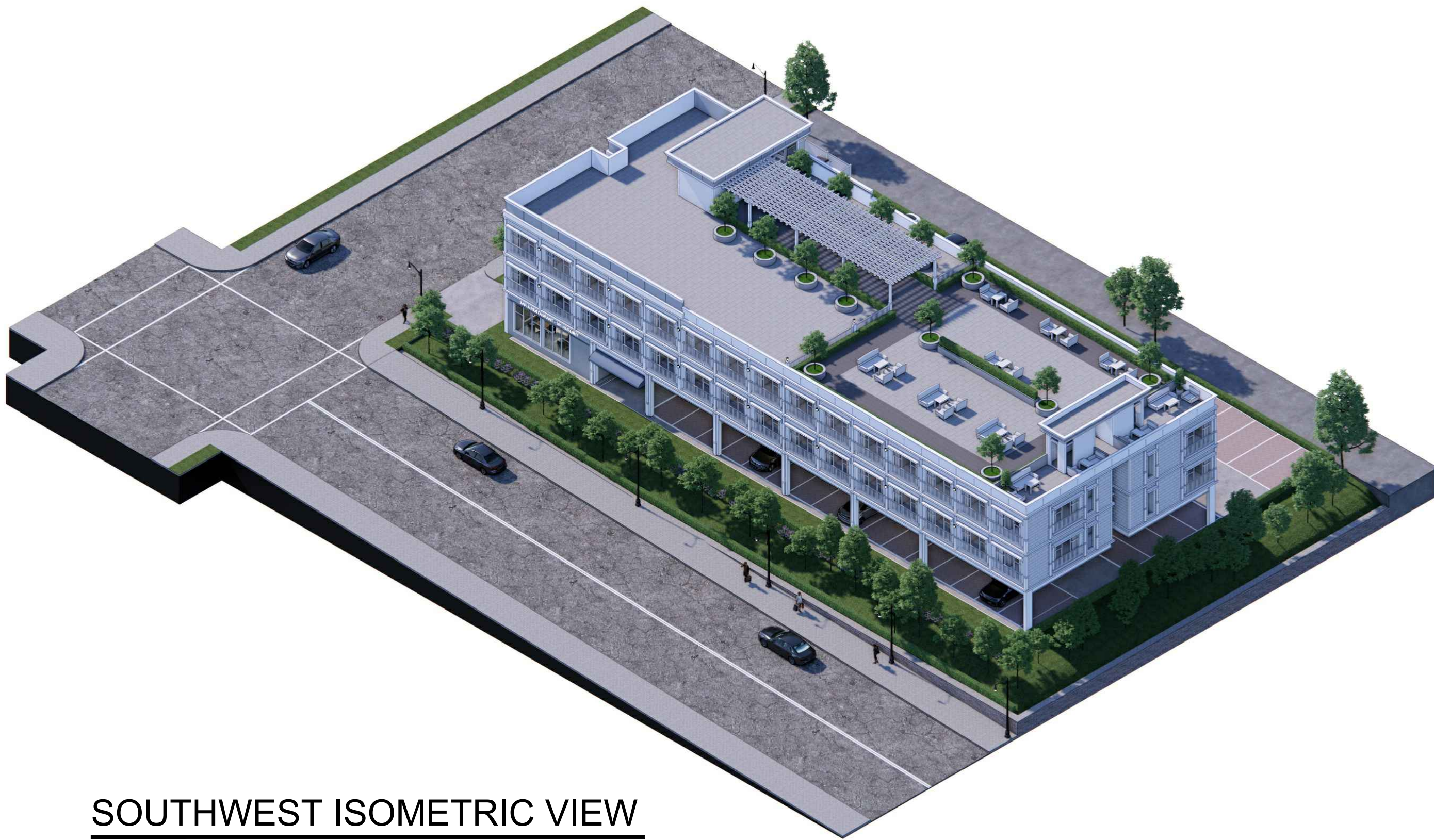
ISOMETRIC VIEW



101 HURLBUT HOTEL



NORTHEAST ISOMETRIC VIEW



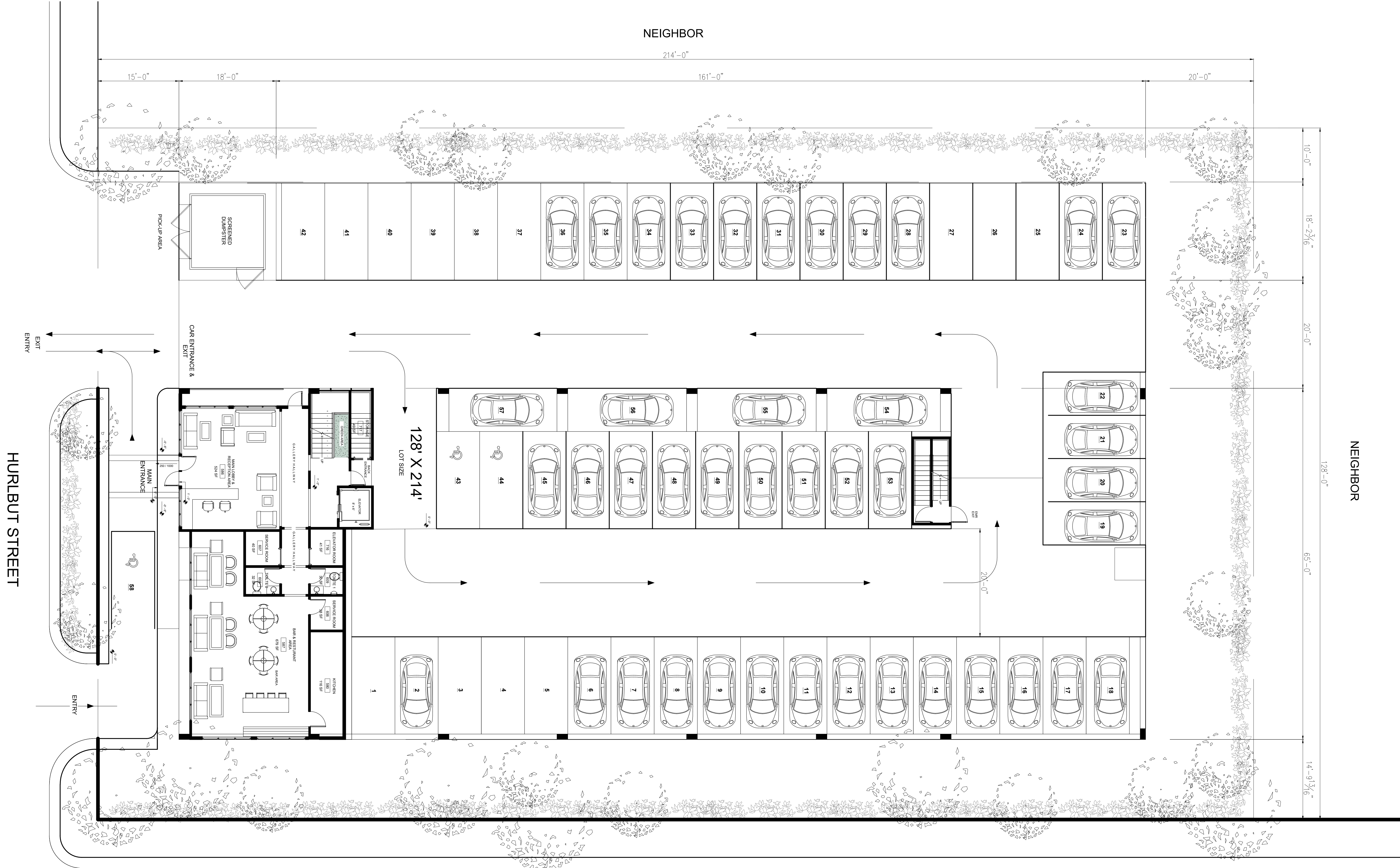
SOUTHWEST ISOMETRIC VIEW



SOUTHEAST ISOMETRIC VIEW

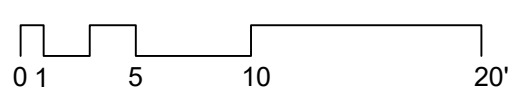


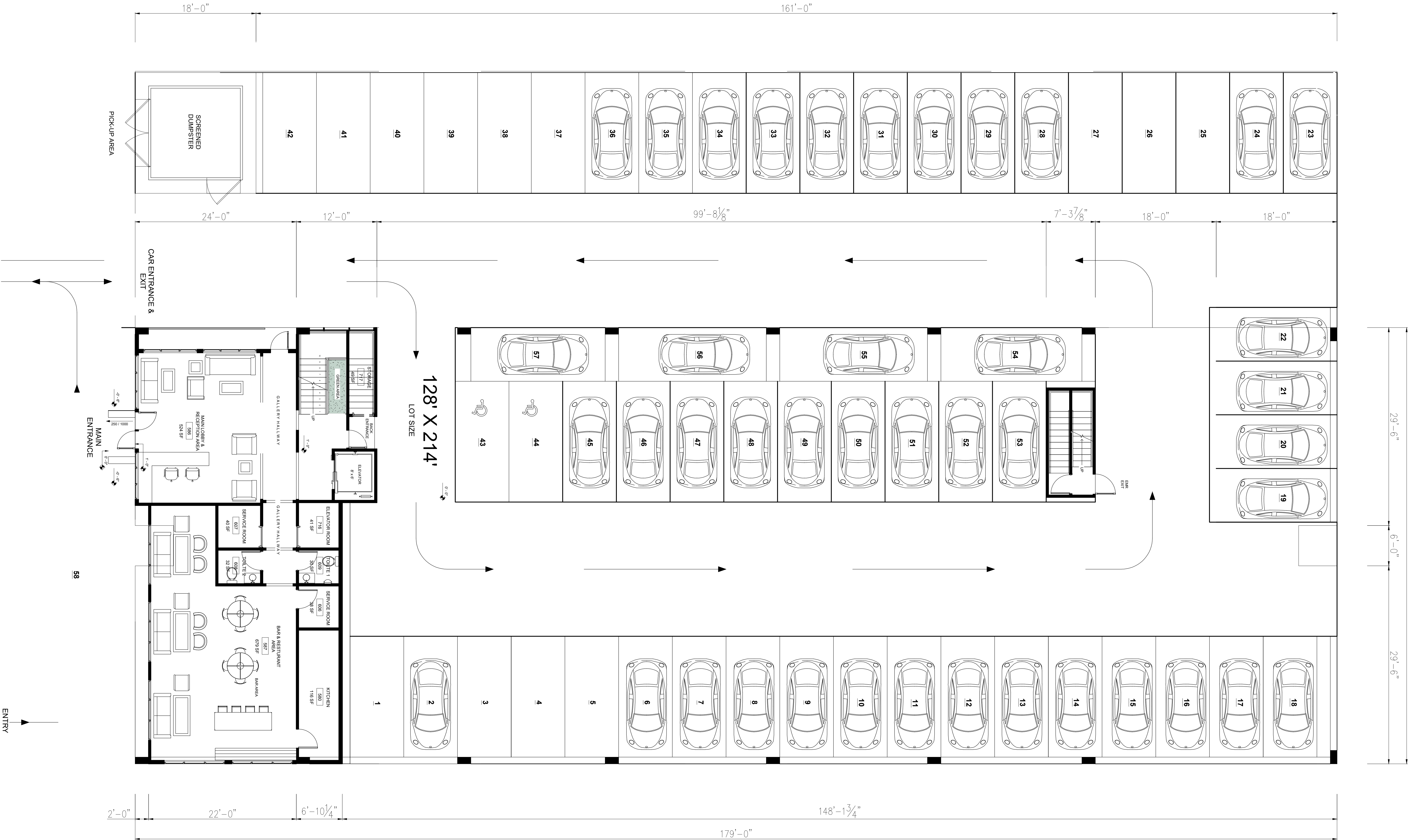
NORTHWEST ISOMETRIC VIEW



SITE DEVELOPMENT PLAN

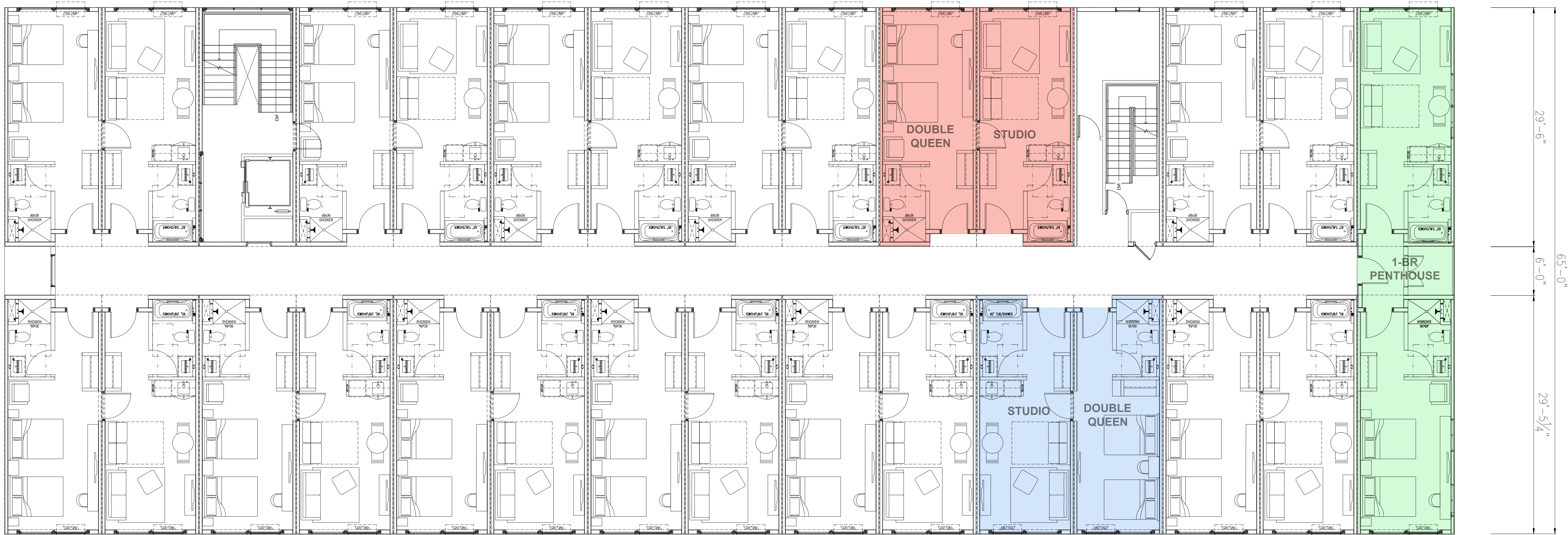
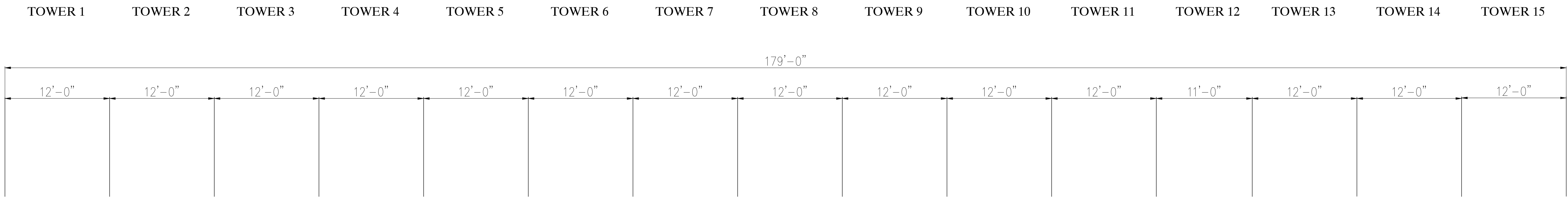
1/8" = 1'-0"



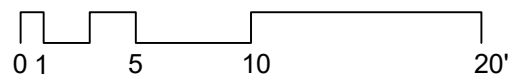


GROUND FLOOR PLAN

5/32" = 1'-0"



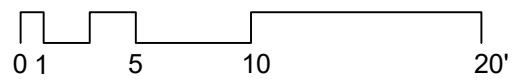
 **SECOND FLOOR PLAN**
5/32" = 1'-0"

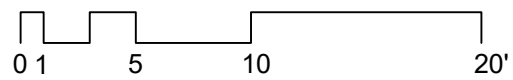
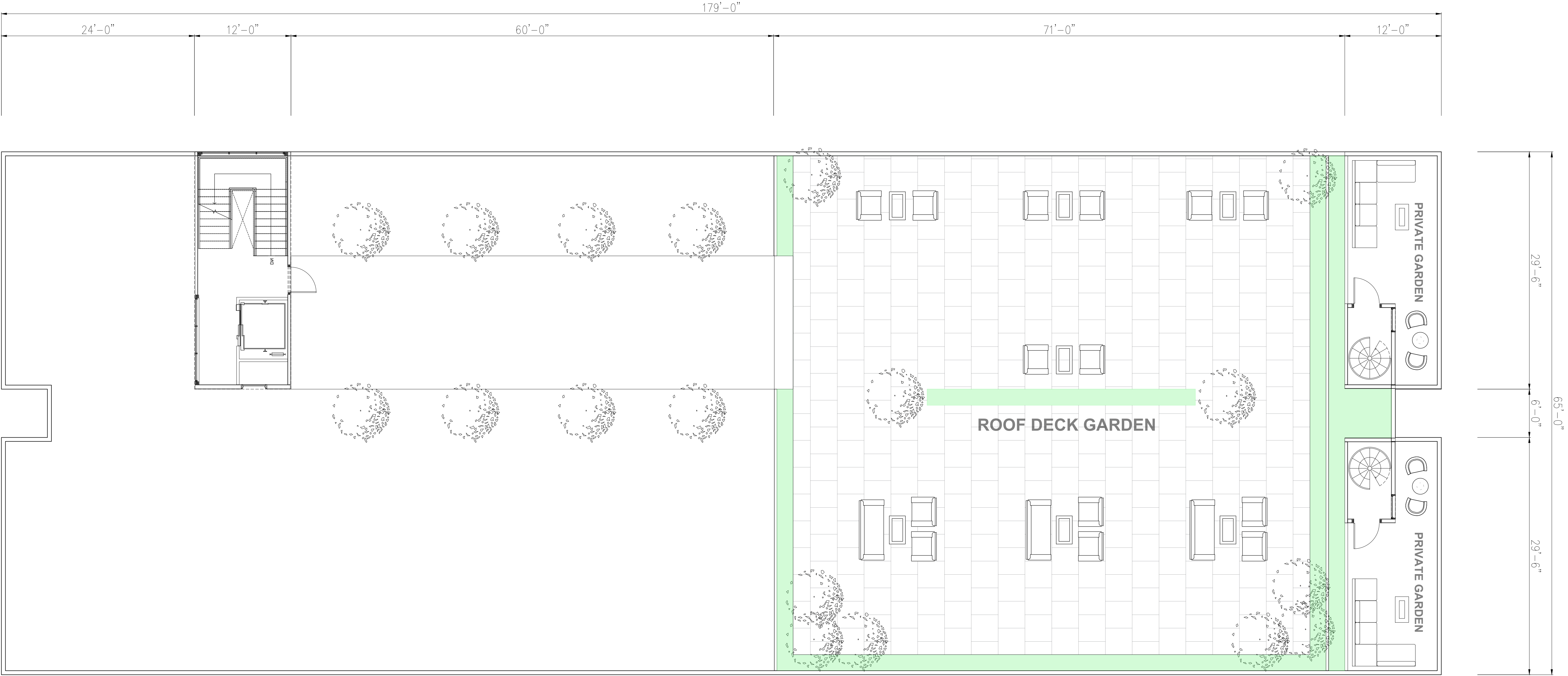




THIRD FLOOR PLAN

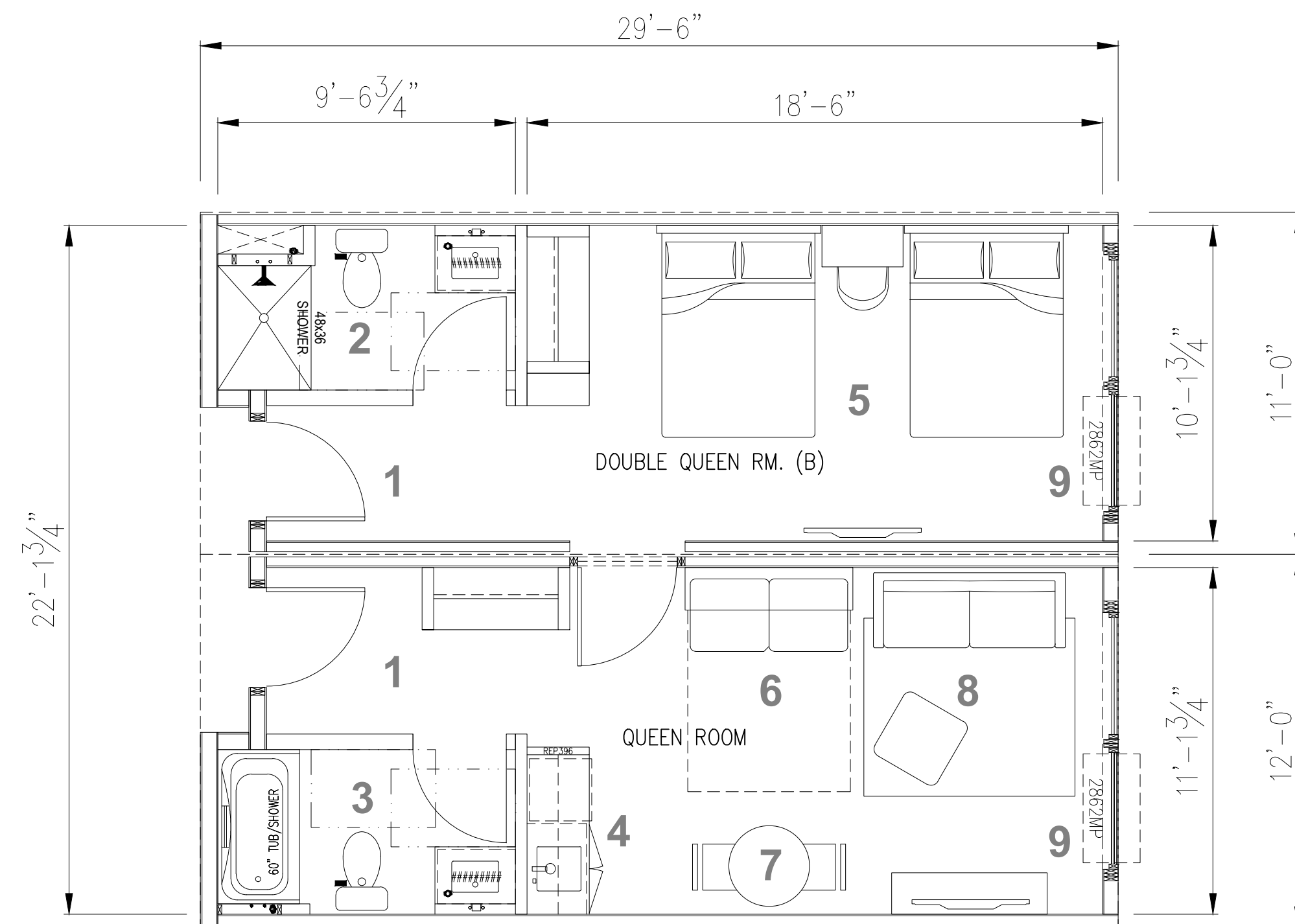
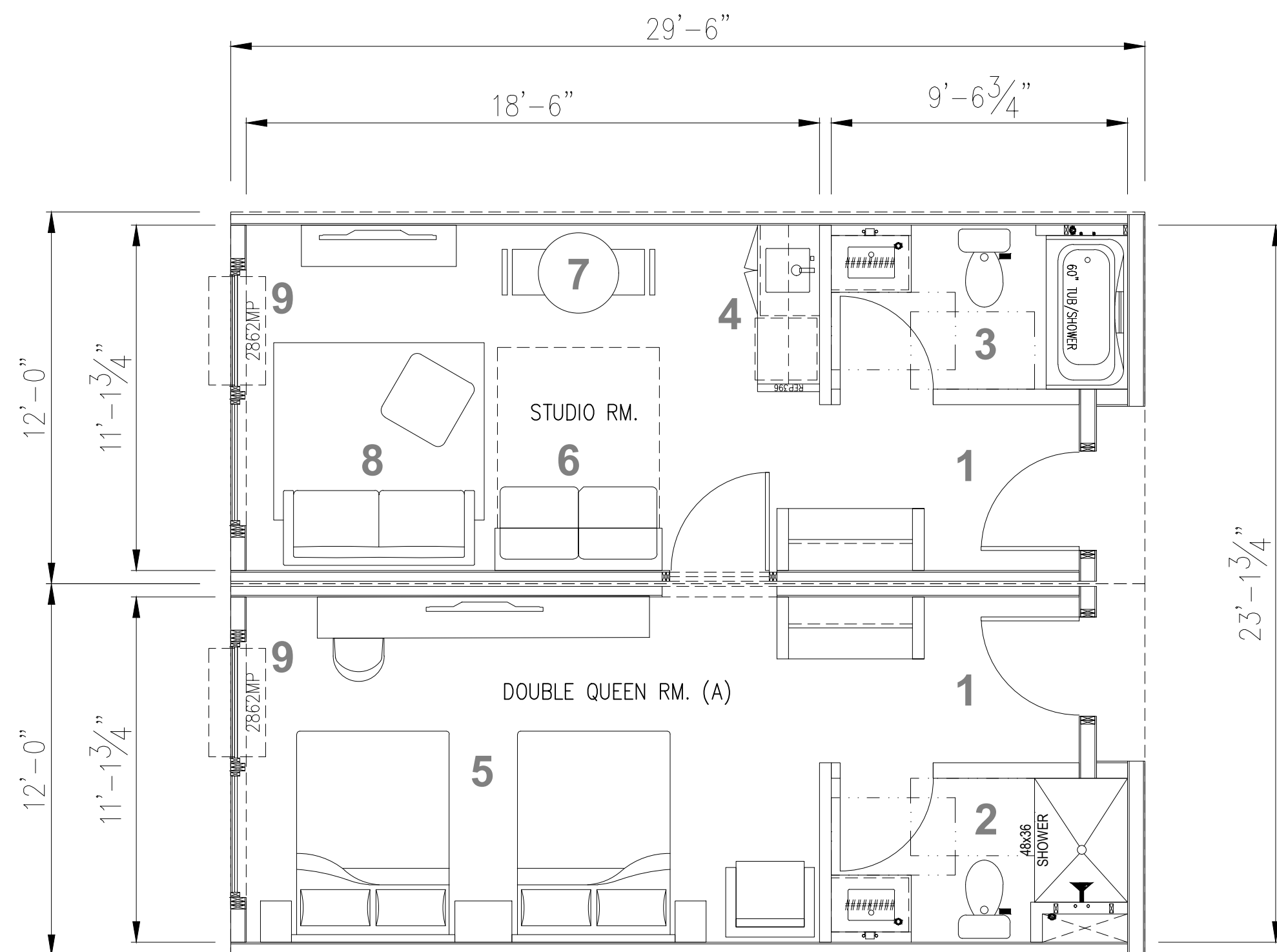
5/32" = 1'-0"





ROOF FLOOR PLAN

5/32" = 1'-0"



DOUBLE QUEEN AND STUDIO ROOM

DOUBLE QUEEN (A) – 22 ROOMS (AREA: 345 SQ.FT. EACH)

DOUBLE QUEEN (B) – 2 ROOM (AREA: 317 SQ.FT. EACH)

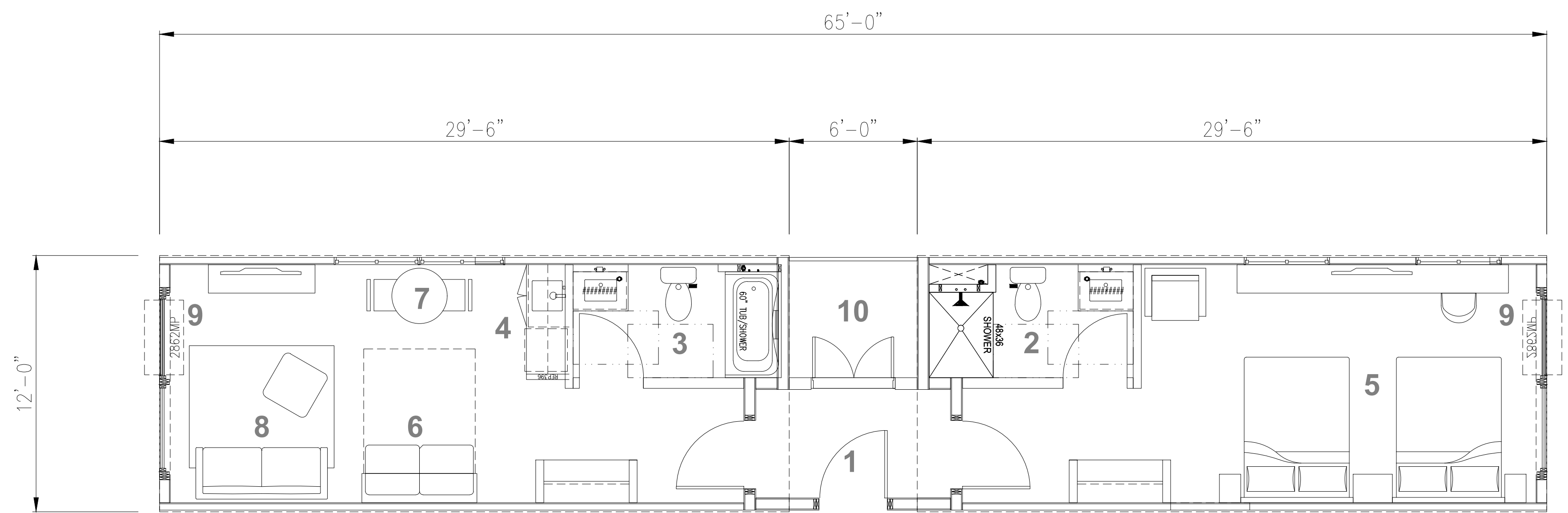
STUDIO – 24 ROOMS (AREA: 345 SQ.FT. EACH)

LOCATION: 2ND AND 3RD FLOOR

AREA DESCRIPTION:

- ① UNIT ENTRY
- ② TOILET AND SHOWER BATH
- ③ TOILET AND BATHTUB
- ④ KITCHENETTE
- ⑤ DOUBLE QUEEN BEDROOM

- ⑥ MURPHY BED
- ⑦ DINING AREA
- ⑧ LIVING AREA
- ⑨ PTAC –UNIT



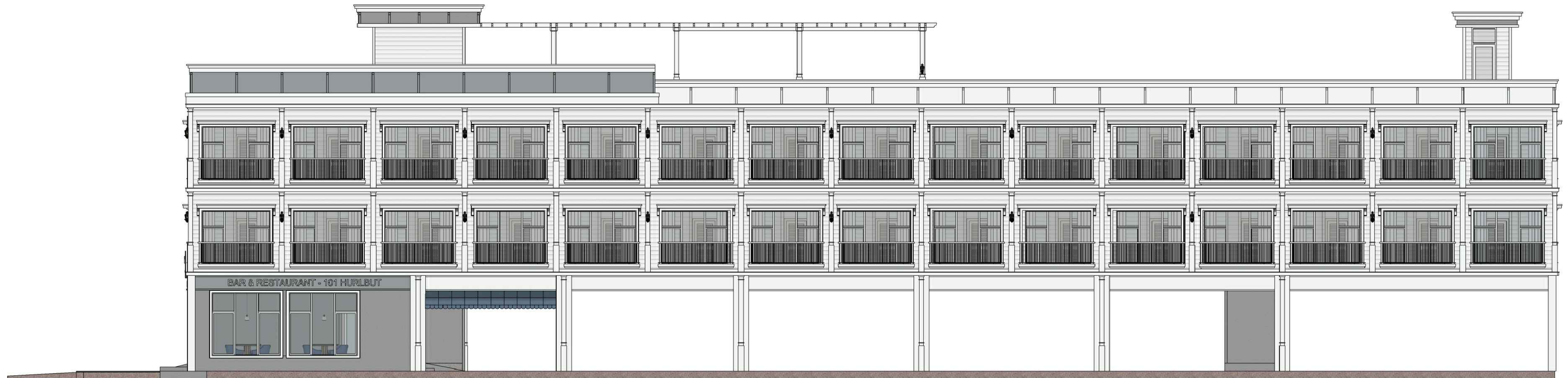
1 BEDROOM PENTHOUSE

1 ROOM (AREA: 780 SQ.FT.)

LOCATION: 2ND FLOOR

AREA DESCRIPTION:

- | | |
|--------------------------|---------------|
| ① UNIT ENTRY | ⑥ MURPHY BED |
| ② TOILET AND SHOWER BATH | ⑦ DINING AREA |
| ③ TOILET AND BATHTUB | ⑧ LIVING AREA |
| ④ KITCHENETTE | ⑨ PTAC –UNIT |
| ⑤ DOUBLE QUEEN BEDROOM | ⑩ BALCONY |



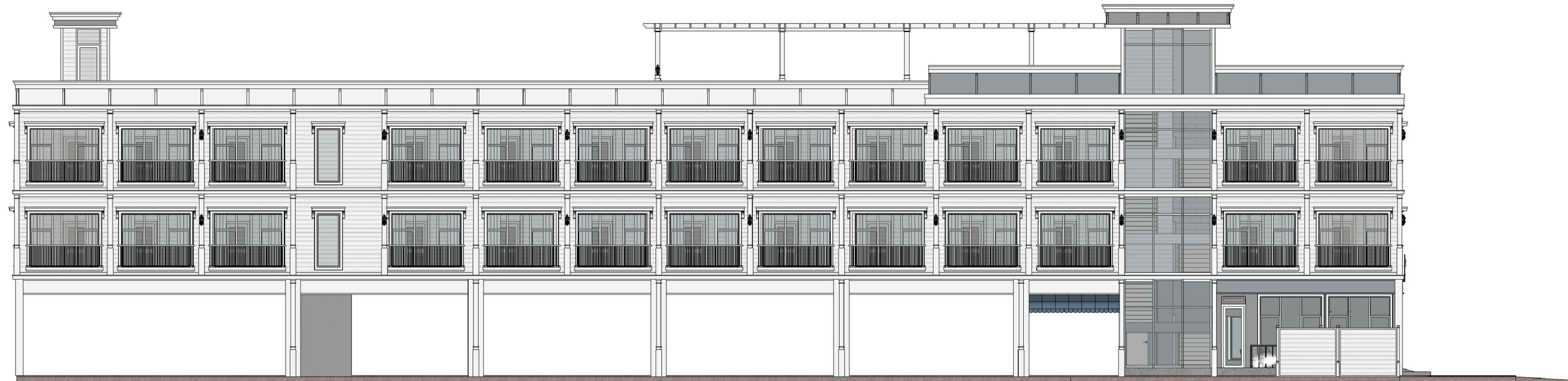
ELEVATION ALONG BRIDGE ST (WEST)



REAR ELEVATION (SOUTH)



ELEVATION ALONG HURLBURT ST (NORTH)

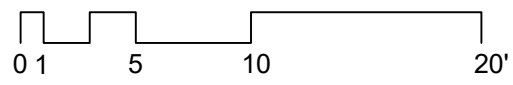


LEFT- SIDE ELEVATION (EAST)



LONGITUDINAL SECTION

5/32" = 1'-0"



Charlevoix Planning Commission

New Business

Title: Public Hearing: Zoning Ordinance Amendment

Date: February 13, 2023

Presented By: Jennifer Neal, Community Planner

Background:

Per the direction of the Planning Commission, staff have prepared the draft Zoning Ordinance amendment. The proposed amendment amends Section 153.116 Accessory Buildings and Uses part (D) Bed and breakfast establishments of the City of Charlevoix Zoning Ordinance. The amendments included a minor change to the ordinance wording and creates parking requirements for bed and breakfast establishments. Upon recommendation from the Planning Commission, the ordinance amendment will be forwarded to the City Council for review and approval.

Recommendation:

Attachments:

1. 1_B and B Parking amendment

**Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Public Hearing February 13, 2023
Bed and Breakfast Parking Standards
Changes Marked in Red**

§ 153.116 ACCESSORY BUILDINGS AND USES.

(D) 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.

Charlevoix Planning Commission

Old Business

Title: Planning Commission Activities Follow Up

Date: February 13, 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:

1. Activities Assigned

MEMO

TO: City of Charlevoix Planning Commission

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

SUBJECT: 2023 Planning Commission Activities Assigned

DATE: February 13, 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 were discussed and added to the matrix table during an exercise at the December 2022 meeting. The Commission determined if the activity is High Impact or Low Impact and High Effort or Low Effort. Each activity has been 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	#1 #7 #2	
Low Effort	#3 #4 #6 #8 #10	#5

Per the direction of the Planning Commission, staff will prepare review materials for identified tasks for future meetings.

Charlevoix Planning Commission

Old Business

Title: *Seasonal Population Study for Northwest Lower Michigan* Presentation

Date: February 13, 2023

Presented By: Jennifer Neal, Community Planner

Background:

Networks Northwest has prepared a *Seasonal Population Study for Northwest Lower Michigan*. The report contains data and analysis of seasonal population statistics for ten counties in Northwest Lower Michigan. The full report may be viewed here:

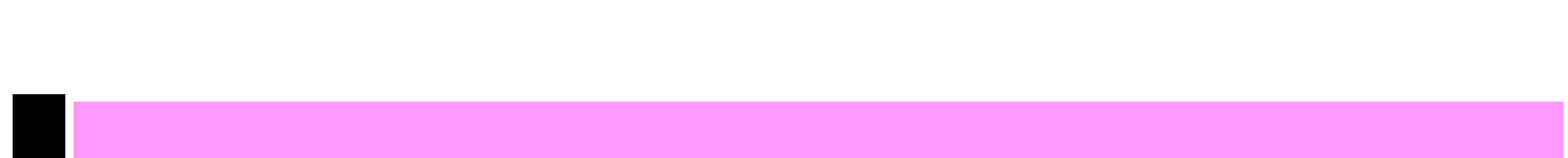
<https://www.networksnorthwest.org/userfiles/filemanager/49nwypzbp28vz3voy6gk/>

Included are presentation slides for data specific to Charlevoix County.

Recommendation:

Attachments:

1. Seasonal Population Study Slides



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

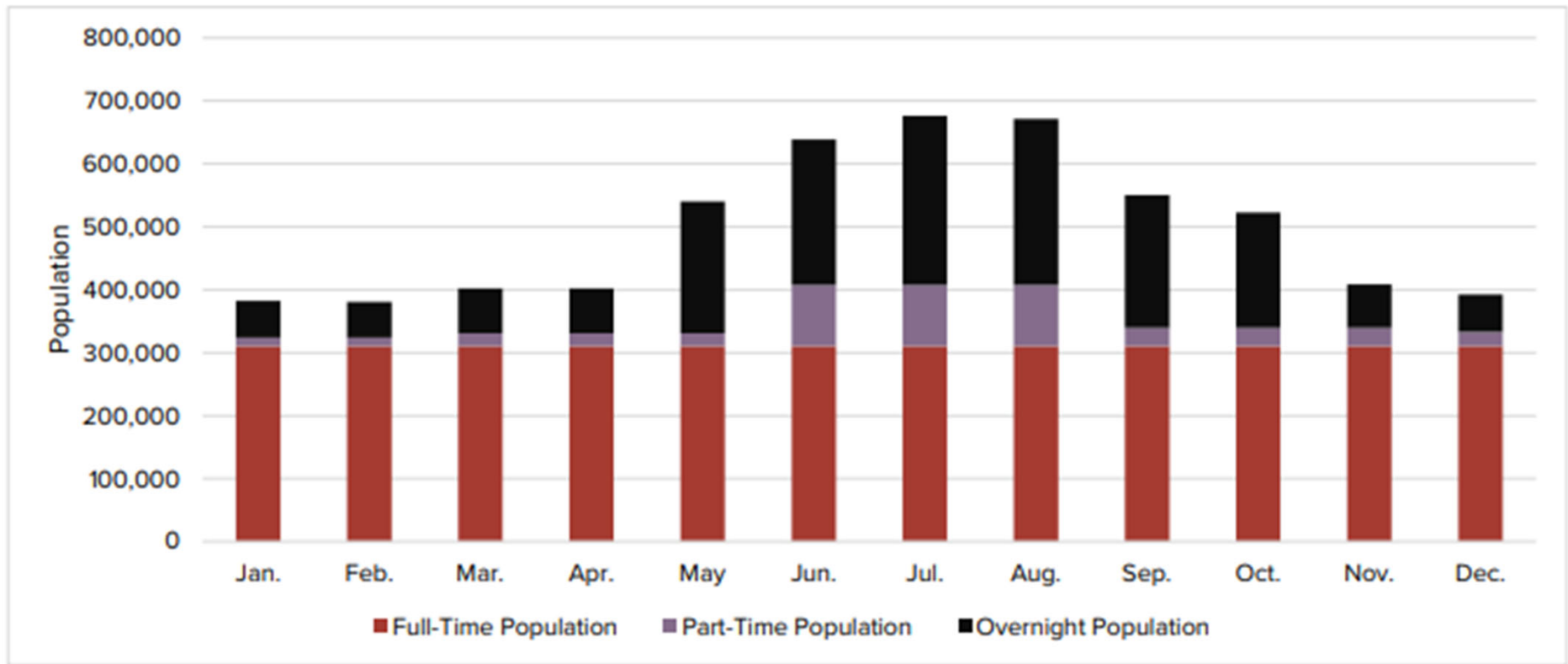
1. Estimate of Permanent Residents
 - 2020 Decennial Census Data
2. Estimate of Part-time Residents (second home owners)
 - 2020 ACS Estimate Data multiplied by 3.3 occupancy
3. Estimate of Overnight Visitors in Accommodations
 - Online and phone survey; questions include how many rooms, total occupancy,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

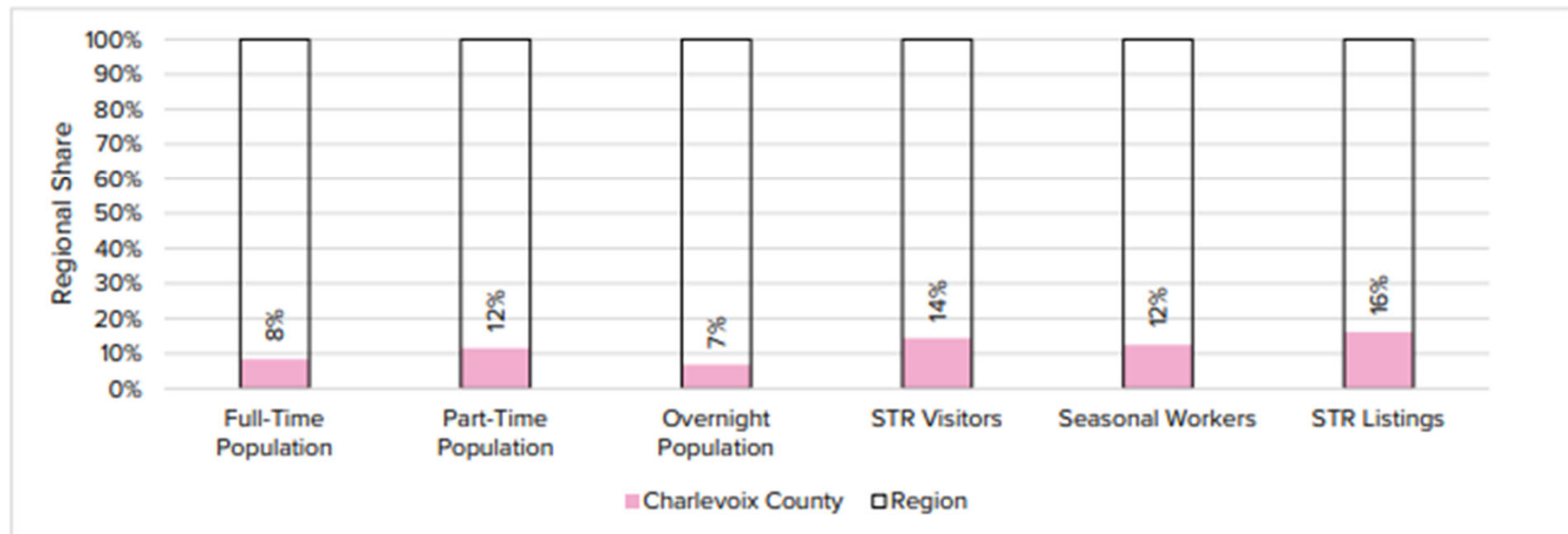
Table 2. Seasonality Summary

	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%

Charlevoix Planning Commission

Old Business

Title: Expanding Housing Types Discussion

Date: February 13, 2023

Presented By: Jennifer Neal, Community Planner

Background:

Per Planning Commission request, the materials provided identify the opportunities to expand missing middle housing types and create more housing in the City of Charlevoix. The materials are for informational purposes only.

Recommendation:

Attachments:

1. Housing Types Introduction
2. Housing Types Memo IV

MEMO

TO: City of Charlevoix Planning Commission

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

SUBJECT: Expanding Housing Building Types - Introduction

DATE: February 13, 2023

Background

This memo is prepared to give support for the discussion and information as to why additional housing is needed in the City of Charlevoix.

Master Plan Goals

In 2022, the City of Charlevoix updated the Master Plan. The City introduced the following goal and objectives for housing:

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

City of Charlevoix Zoning Districts

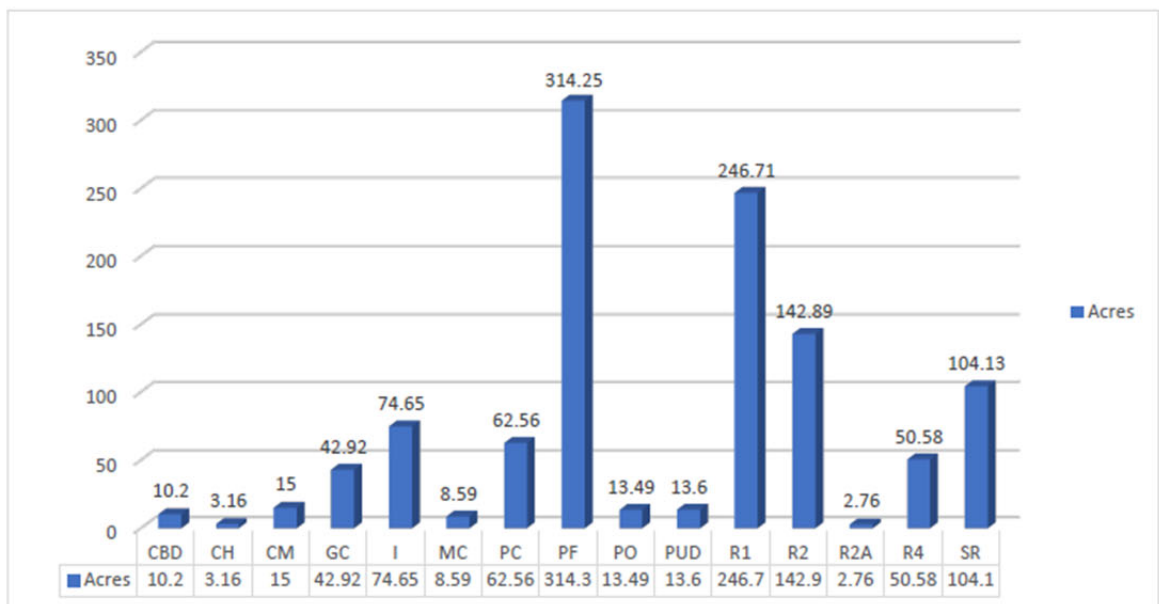
The City's Zoning Ordinance is the primary tool for implementing the policies set in the Master Plan. There are fifteen (15) districts designated in the Zoning Ordinance: six (6) residential districts and nine (9) non-residential districts and mixed use districts. Joe Lavender, City Assessor, provided the data in Figure 1, a list of the City's Zoning Districts and the amount of acreage in each district.

- PF – Public Facilities is the largest district with 314.25 acres or 28.43% of the City's land.
- R1 - Low Density Single-Family is the second largest district with 246.71 acres or 22.32% of the City's land.
- R2 – Medium Density Single Family is the third largest district with 142.89 acres or 12.93% of the City's land.

The district's acreage and permitted uses directly related to the amount of housing that may be developed. 22% of land in the City (the R1 District) currently permits one primary residential unit and one accessory dwelling unit.

Figure 1: City Zoning Districts by Acreage

Zoning	Acres	%
CBD	10.2	0.92%
CH	3.16	0.29%
CM	15	1.36%
GC	42.92	3.88%
I	74.65	6.75%
MC	8.59	0.78%
PC	62.56	5.66%
PF	314.25	28.43%
PO	13.49	1.22%
PUD	13.6	1.23%
R1	246.71	22.32%
R2	142.89	12.93%
R2A	2.76	0.25%
R4	50.58	4.58%
SR	104.13	9.42%



City of Charlevoix Target Market Analysis

The Target Market Analysis produced by Networks Northwest and Housing North in 2019 identified market potential for the City of Charlevoix for new builds and rehabs in 2020. **The TMA saw potential for 251 new residential units in the City (Figure 2).** The Master Plan (Table 2.9 Building Permits, City of Charlevoix) indicate ten (10) single-family home permits were finalized from 2016-2020.

Figure 2: City of Charlevoix Market Potential: New Builds and Rehabs

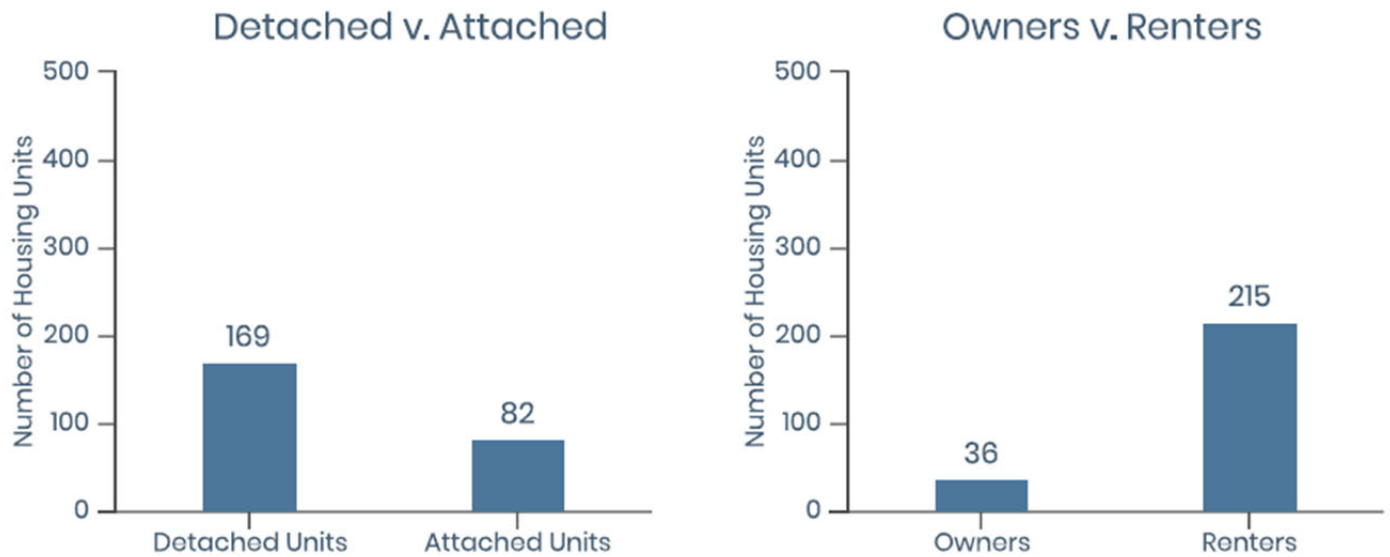


Table 2.9: Building Permits, City of Charlevoix

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

Source: Charlevoix County Department of Building Safety

Conclusion

Anecdotally, the stories of residents and employees who want to live in the city, but can't find a place to live call to the need for more residential units. The following memo refers to the sites identified during the Future Land Use discussion in August 2021 where missing middle housing may be appropriate as well as other sites identified in the Master Plan (Community Reformed Church and sites on the west side of May Street) for new development or redevelopment.

MEMO

TO: City of Charlevoix Planning Commission

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

SUBJECT: Expanding Housing Building Types

DATE: February 13, 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 second part of this report, starting on page 4, provides different opportunities for expanding housing types in Charlevoix. Housing solutions require creativity, flexibility, and partnerships with local land owners to create a development plan.

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.



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

New housing development can occur with assistance from a number of different initiatives. The table below lists several of those initiatives with the level of effort associated with it. **Each housing task requires working with property owners to determine their willingness to develop or redevelop.** The site examples provided are still under review. Formal site dimensions and sketches required to determine eligibility under current ordinance standards.

Level of Effort	Housing Task	Opportunity	Site Example
1 – Low	Identify properties appropriately zoned, but underutilized	Property is development ready	Example #1 and #2b
2 – Medium	Rezone property to allow higher density	Existing zoning districts with higher densities allow more units	Example #3a, Example #4a and b
2 – Medium	Combine existing property with adjacent property or vacate right-of-way to create larger lot; also likely require rezoning to allow higher density	Larger lots with higher density zoning are more attractive to developers	Example #3b, Example #4a and b
3 – High	Amend zoning district lot size requirements and/or reconfigure lot lines to create new usable area; may require rezoning to allow higher density	Changes in lot size requirements may allow currently unusable lots to become eligible for new development	Example #2a
3 – High	Identify housing opportunities on brownfield sites; may require rezoning to allow higher density	Site planning and clean up funding may allow currently unusable lots to become eligible for new development	TBD
4 – Very High	Amend zoning district permitted uses in existing zoning districts and rezone appropriate parcels	Changes in permitted uses may allow currently unusable lots to become eligible for new development	Example #5
4 – Very High	Combine zoning districts; Create Charlevoix Corridor	Implement vision of the Master Plan; new mixed use housing district that creates harmonious development along main corridors	Example #6

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. Example #4, 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.

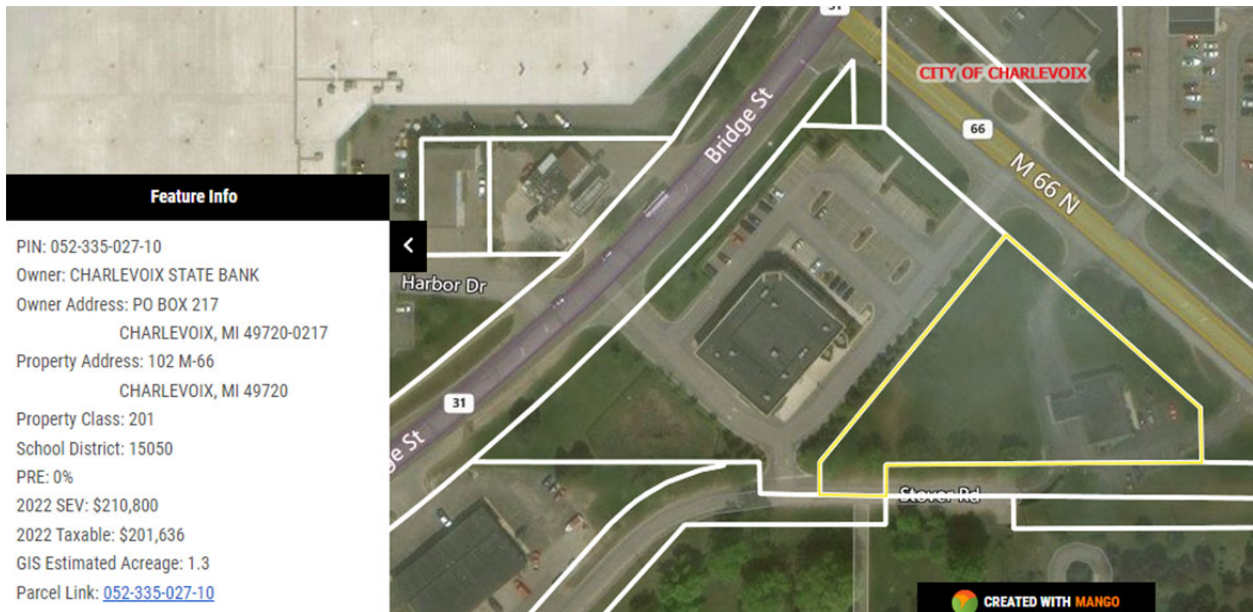
743, 745, 747, 749, 755, 757 (JAX Restaurant) Petoskey Avenue and 680 Division Avenue. With the exception of Jax Restaurant, these properties are existing single family residences, but the underlying zoning (General Commercial) **permits multifamily development** for lots 20,000 sf or greater. Several 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.



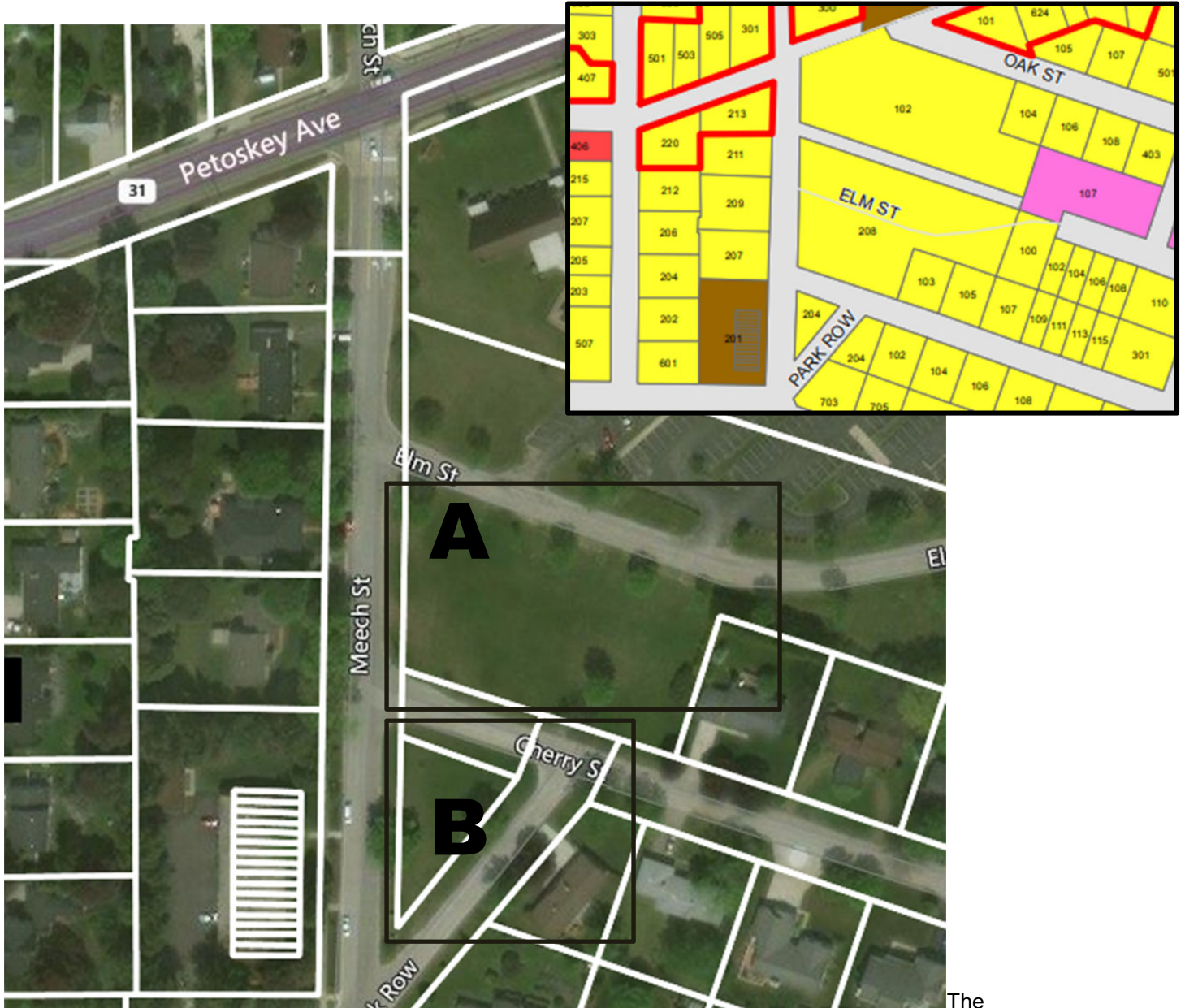
2. Bridge Street at M-66 N

- a. 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.
- b. 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.



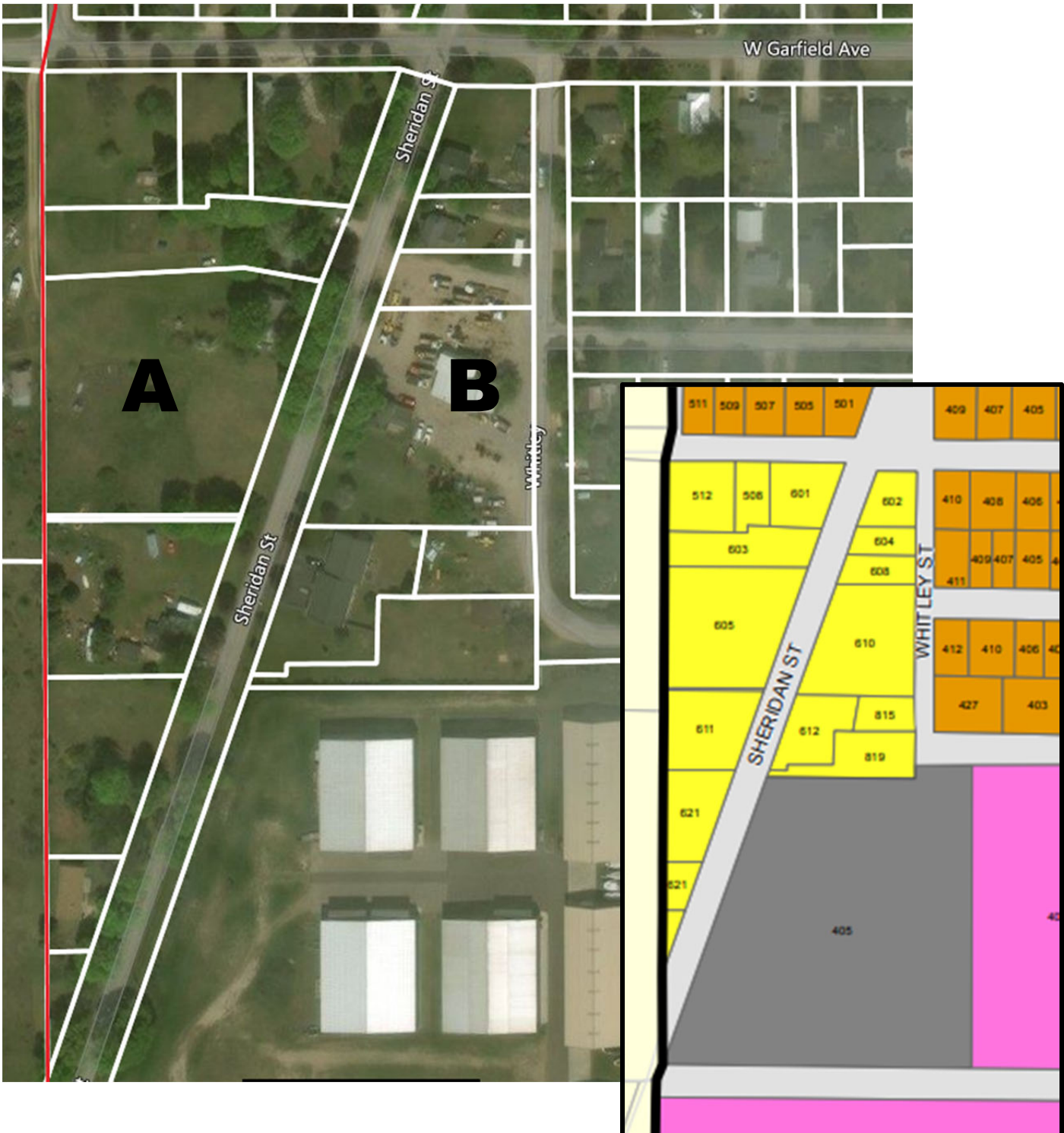
3. Meech Street open spaces

- 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.

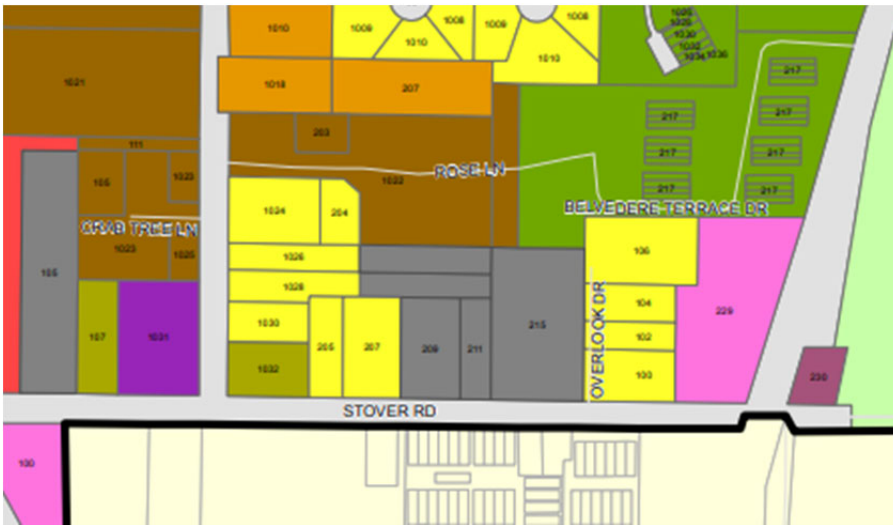


4. Sheridan Triangles

- 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

6. The Master Plan presents the vision for a unified Charlevoix Corridor. New development in the Petoskey Avenue corridor is likely to present itself. The District would create a new mixed use housing district that creates harmonious development along main corridors. The new District could incorporate elements of each existing district in the surrounding area – single family uses, multiple family uses, and professional office uses, as well as a combination of uses.



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.