



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, April 10, 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 March 13, 2023
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. Public Hearing: Zoning Ordinance Amendment - Bed and Breakfast Parking Standards
 - 2. Public Hearing: Zoning Ordinance Amendment - Accessory Dwelling Unit Use Expansion
 - 3. Downtown Building Height
 - 4. Housing Progress Report
- H. Old Business**
 - 1. 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, March 13, 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 Muladore at 6:00 p.m.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Sherm Chamberlain, John Kurtz, Mary Millington, RJ Waddell

Members Absent: Toni Felter, Maureen Radke

Staff Present: Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of February 13, 2023

Motion by Member Waddell, seconded by Member Chamberlain to approve the minutes of February 13, 2023 as presented. Member Kurtz abstained from voting as he was not present at the February meeting.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

Chair Muladore stated the Planning Commission will not be discussing the proposed hotel plans on Hurlbut Street at this meeting.

Bob Adams, resident of Charlevoix, stated that if additional rooms are actually needed in Charlevoix then potential guests would frequent a new hotel whether it is located in the proposed location or elsewhere in the vicinity. Mr. Adams stated the proposed hotel in the location at the top of the hill would destroy the quaint character of the town.

G. New Business

1. Lake Charlevoix Shoreline Protection Presentation

Barry Hicks, Community Planner from the Land Information Access Association (LIAA), Jennifer McKay, Policy Director for the Tip of the Mitt Watershed Council, and Tom Darnton, President of the Lake Charlevoix Association, gave a presentation over Zoom on the Lake Charlevoix Shoreline Protection Program. Mr. Hicks and Ms. McKay gave the Zoom presentation and Mr.

Darnton was present at the meeting location. The representatives reviewed the history of protection efforts for the Lake Charlevoix shoreline, the project timeline for the final report and specific recommendations for the City of Charlevoix and responded to questions from the Commission Members.

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

Planner Neal stated this was a second hearing on this issue whereby the applicant, Shoreline Architecture, was proposing to expand the rooftop deck at 120 Michigan Avenue, the Hotel Earl, by 1,070 sq. ft. which would require additional parking spaces per ordinance. Ms. Neal stated the updated staff report includes communication reports from the Police and Fire Departments, and the Charlevoix County Building Department about final approvals for construction. Ms. Neal stated that the main issue was the requirement for additional parking for the expansion and the applicant had requested a waiver for the parking.

Paul Silva, owner of Hotel Earl, stated that their request was to add another platform to the roof facing Round Lake and widen the walkway that leads to that area. He stated that the rooftop generated four (4) jobs and with the additional space would add three (3) more jobs. He stated that the parking along Michigan and Dixon appears to be adequate parking.

Chair Muladore stated that the hotel originally had 33 parking spaces onsite, which was one (1) more than required, then when the rooftop deck was approved, the parking requirement for 10 spaces (9 actual given the one extra) was waived, and the expansion of the deck would require 12 new parking spaces. Member Waddell questioned if there was going to be any need to reinforce the roof. Mr. Silva responded the rooftop deck was part of the original plans for the hotel, so they intentionally changed the initial plans for the renovations from a snow load to a live load for the rooftop, so structurally, the building is sufficient. Member Waddell addressed the Fire Department's concerns regarding parking along East Dixon and the need for fire lanes. Mr. Silva stated that there were some parking spaces removed to allow the garbage trucks to access their dumpsters and that they had created two additional parking spaces on the north side by making the parking spaces deeper.

Member Chamberlain expressed concerns about getting 134 people off the rooftop deck in the event of an emergency and Mr. Silva stated that they have two stairwells and an elevator and they meet the building requirements. Member Millington expressed concerns about parking on Dixon Avenue and the impact on the residents. Member Beatty agreed with Member Millington and stated that he did not see a need to further waive or allow the parking requirements to be violated. Member Waddell expressed concerns about the difficulty of the hotel being located adjacent to R-1 zoning and the parking issues. Member Kurtz questioned if there was the possibility of renting space for the hotel's employees to park during peak season and Mr. Silva stated that could be an option, but they do not have any other nearby businesses that would make it convenient for the employees.

Chair Muladore asked if Zoning Administrator Scheel had any input regarding the parking situation, and Zoning Administrator Scheel stated that during his time with the City in the past there were parking issues on Dixon and they were both caused by the Hotel guests and potentially staff, but there were also some R-1 owners down the street that caused additional problems with taking up as much space as possible with boats and parking vehicles for over 72 hours. He stated that he had met with the Police Chief and City Manager about parking issues

and the Police Chief assured him that the sporadic enforcement is no longer there, that numerous tickets had been issued in recent weeks and she had informed all her staff to be consistent in that enforcement.

Zoning Administrator Scheel stated that one of the things he suggested for parking only if the Commission was leaning toward not approving the expansion request, was as a condition of approval and options that the City may consider would be permit parking or metered parking on Dixon and both could be advantageous to both the applicant and the R-1 residents, but it would be up to the applicant to go forward with that request to the City Manager. Mr. Scheel stated that he was fairly confident in the Fire Department's approval that his plan meets the regulatory needs for fire protection.

Chair Muladore opened the meeting for public comments.

Sarah VanHorn, Charlevoix Chamber of Commerce, encouraged the Commission to look at the factors that make Hotel Earl a little bit different from Zoning Ordinances currently in effect, given that it is a block away from businesses that don't have to require staff to park in those common areas often shared with other businesses and additionally the adjacent neighborhood that includes a lot of seasonal or short-term rentals that might not have consistent residential needs for their parking. Ms. VanHorn stated the rooftop deck has become very popular and often the guests walk to the hotel from other hotels and homes in the downtown area.

Amanda Wilkin, Visit Charlevoix, stated it was important to remember that Hotel Earl was an important employer, they have made a huge difference in the community, and updated the hotel stock significantly so that it increases the number of high quality, high-paying visitors to Charlevoix.

The public hearing was closed.

Motion by Member Beatty, seconded by Member Millington to deny the application. After discussion, the motion and second were withdrawn.

Mr. Silva stated that he had a property outside of town known as the Farm that he could have his employees park in and the hotel has a shuttle that can be used to get the employees to and from the hotel and he can put that in writing.

Motion by Member Chamberlain, seconded by Member Kurtz to approve the project as presented subject to additional parking to be placed on the property owner's Farm and then have staff check with the Fire Marshal that the number of people planned for the rooftop is safe and with an amendment that they receive this in writing and also some type of itinerary on how this will be handled during the busiest season.

Yeas: Chamberlain, Kurtz, Millington, Waddell, Muladore

Nays: Beatty

Absent: Felter, Radke

Motion carried.

3. Bed and Breakfast Parking Ordinance Review

Planner Neal stated that after consulting with the City Attorney, a minor change has been made

to the recommended ordinance language and a change to Section 153.116 Accessory Buildings and uses has been added. She stated that the Table in Section 153.187 had been changed to also include under Bed and Breakfast: one (1) space per rental room in addition to primary residential dwelling unit parking requirements. Planner Neal advised that these changes would require another public hearing.

Motion by Member Waddell, seconded by Member Beatty to approve the changes to this language to include the whole chapter and the Table and that the Planning Commission would hold a public hearing at the April 2023 meeting.

Motion carried by unanimous voice vote.

4. ADU Ordinance Review

Planner Neal stated upon further review, Section 153.071, Schedule of Uses and Table 153.071 were excluded from the amendment. This correction has been made as well as a recommendation to include ADUs as a permitted use in the R2A District. This language was recommended to the City Council and the City Council has adopted the ADU language as well as the design standards that were discussed previously. However, in reviewing that language with the Bed and Breakfast language there was an oversight with Table 153.071. She stated she would like to add language to permit ADUs in the R2A District. These language changes would also need to go to a public hearing in April.

Motion by Member Waddell, seconded by Member Beatty to accept the language changes as presented and schedule a public hearing for their April 2023 meeting.

Motion carried by unanimous voice vote.

H. Old Business

1. Housing Types Discussion

Member Millington stated that the housing discussion needed more time and the members discussed scheduling a special meeting to discuss this topic. Member Beatty suggested having a special meeting from 5:00 to 6:00 p.m. before the April regular meeting for the housing types discussion.

Motion by Member Millington, seconded by Member Chamberlain to extend the meeting by ten (10) minutes.

Motion carried by unanimous voice vote.

Chair Muladore asked staff to check for meeting room availability for next month and get back to the Commission members to coordinate a special meeting date and time for the housing discussion. Ms. Muladore asked everyone to review the housing priorities list that was included in the agenda packet because it is a bit different from the previous memo.

I. Staff Updates

Planner Neal mentioned that the Annual Report would need to be included for the April meeting as well.

Planner Neal made a final call for the Citizen Planner course that is being held in person in Boyne City. Chair Muladore stated that she had signed up for the course.

J. Requests For Next Months Agenda or Research Items

Chair Muladore stated for the April meeting they would have the Annual Report, the two public hearings on ordinance changes, and potentially the rooftop expansion for Hotel Earl. Member Waddell stated that he would like to see the downtown building height issue on the April agenda.

Chair Muladore stated that Planner Neal had suggested a summer project such as a housing inventory.

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

Motion by Member Chamberlain, seconded by Member Millington to adjourn the meeting at 8:09 p.m.

Motion carried by unanimous voice vote.

Sarah Dvoracek/fgm Clerk

Jennifer Muladore Chair

Charlevoix Planning Commission

New Business

Title: Public Hearing: Zoning Ordinance Amendment - Bed and Breakfast Parking Standards

Date: April 10, 2023

Presented By: Jennifer Neal, Community Planner

Background:

The proposed amendment to Sections 153.116 Accessory Buildings and Uses and 153.187 Parking Requirements and Limitations of the Zoning Ordinance adding parking requirements for Bed and Breakfast establishments is available for review.

The steps for the required public hearing are:

1. Introduction of the project from Planner Neal
2. Planning Commission questions related to the amendment
3. Public hearing/public comment
4. Planning Commission discussion
5. Decision: One of four options -
 - Recommend to City Council
 - Recommend to City Council with changes
 - Deny
 - Postpone decision to a specific date and time

Recommendation:

Motion to recommend the amendment to Sections 153.116 Accessory Buildings and Uses and 153.187 Parking Requirements and Limitations of the Zoning Ordinance as presented to the City Council.

Attachments:

1. B and B Parking Reqs Public Hearing

Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Public Hearing April 10, 2023
Amendment #1
Bed and Breakfast Parking Requirements
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) 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 Off-Street Parking, Loading, Access and Circulation requirements (§153.185 - 153.190).

§ 153.187 PARKING REQUIREMENTS AND LIMITATIONS

(H) The minimum required number of off-street parking spaces shall be determined based on the requirements listed in Table 153.187.

<i>Table 153.187: Parking and Access Requirements by Use</i>	
Use	Number of Parking Spaces
Residential Uses	
Bed and breakfast	<u>See § 153.116 (C) 1 space per rental room in addition to primary residential dwelling unit parking requirements</u>

Charlevoix Planning Commission

New Business

Title: Public Hearing: Zoning Ordinance Amendment - Accessory Dwelling Unit Use Expansion

Date: April 10, 2023

Presented By: Jennifer Neal, Community Planner

Background:

The proposed amendment to Sections 153.071 Schedule of Uses, 153.072(C) Dimensional Requirements, and 153.116 Accessory Buildings and Uses allowing accessory dwelling units (ADUs) in the R1 and R2A Districts is available for review.

The steps for the required public hearing are:

1. Introduction of the project from Planner Neal
2. Planning Commission questions related to the amendment
3. Public hearing/public comment
4. Planning Commission discussion
5. Decision: One of four options -
 - Recommend to City Council
 - Recommend to City Council with changes
 - Deny
 - Postpone decision to a specific date and time

Recommendation:

Motion to recommend the amendment to Sections 153.071 Schedule of Uses, 153.072(C) Dimensional Requirements, and 153.116 Accessory Buildings and Uses of the Zoning Ordinance as presented to the City Council.

Attachments:

1. ADU Permitted Use Public Hearing

**Draft Zoning Ordinance Amendment
City of Charlevoix Planning Commission
Public Hearing April 10, 2023
Amendment #2
Accessory Dwelling Units
Changes Marked in Red**

§ 153.071 SCHEDULE OF USES

Uses permitted in the R1, R2, R2A, R4 and PC Districts are listed in Table 153.071 of this chapter. Additional requirements related to a specific use, if any, are referenced in the “Specific Requirements” column.

Table 153.071: Allowed Uses in Residential Zones						
P = Permitted Use by Right						
S = Special Land Use						
	R1	R2	R2A	R4	PC	Specific Requirements
RESIDENTIAL						
Dwellings						
Accessory dwelling unit	<u>P</u>	P	<u>P</u>			

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

Table 153.072(c): Dimensional Requirement: Square footage for Accessory Dwelling Units and Home Conversion Units		
Zoning District	Minimum	Maximum
R1, <u>and R2, and R2A</u>	300	900

§ 153.116 ACCESSORY BUILDINGS AND USES

(3) In the R1, and R2, and R2A ~~Single-Family~~ Residential Districts, if the principal building has an attached accessory building, only one detached accessory building shall be permitted.

(4) Lots in the R1, and R2, and R2A Zones shall be permitted to have a secondary detached accessory building, such as a storage shed. Secondary accessory buildings shall meet all the requirements of this section and not exceed 200 square feet in area.

(9) Prohibited uses within detached accessory structures or accessory structures connected by a breezeway or similar structure in all districts except the R1, and R2, and R2A Zones:

Charlevoix Planning Commission

New Business

Title: Downtown Building Height

Date: April 10, 2023

Presented By: Jennifer Neal, Community Planner

Background:

Per the Planning Commission's request, a memo and informational materials have been provided to support a visioning discussion for downtown in which purpose, existing uses, and future development are considered.

Recommendation:

For discussion purposes only.

Attachments:

1. Downtown Neighborhood Discussion
2. MIGovDevelopment

MEMO

TO: City of Charlevoix Planning Commission

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

SUBJECT: Downtown Height Discussion

DATE: April 10, 2023

Background

The Planning Commission has requested additional information related to downtown building height. In addition to the information in this memo, Staff has included the following information to aid in discussion:

- A map of the Downtown Development Authority (DDA) boundary (aerial image and Zoning Map view)
- Charlevoix Futures Survey Results
- Images of local business
- Images of Traverse City downtown infill development
- State of Michigan news release regarding new housing development

As you'll see in the DDA boundary maps, the downtown area may be considered to extend as far north as Dixon Avenue and as far south as Hurlbut Avenue. Properties located as far west as Grant Street (Charlevoix Library) and properties bordering Round Lake to the east are within the DDA boundary. Bridge Street and State Street are the central corridors with a multitude of uses along each. The area within the DDA district also comprises a number of zoning districts including:

- CBD – Central Business District
- CM - Commercial Mixed Use
- CH – Commercial Hospitality
- PO – Professional Office
- PF – Public Facilities
- MC – Marine Commercial
- R2 - Residential Medium Density
- R4 - Residential Planned High Density
- SR – Scenic Reserve

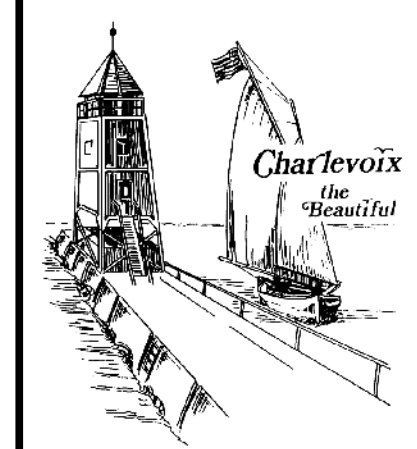
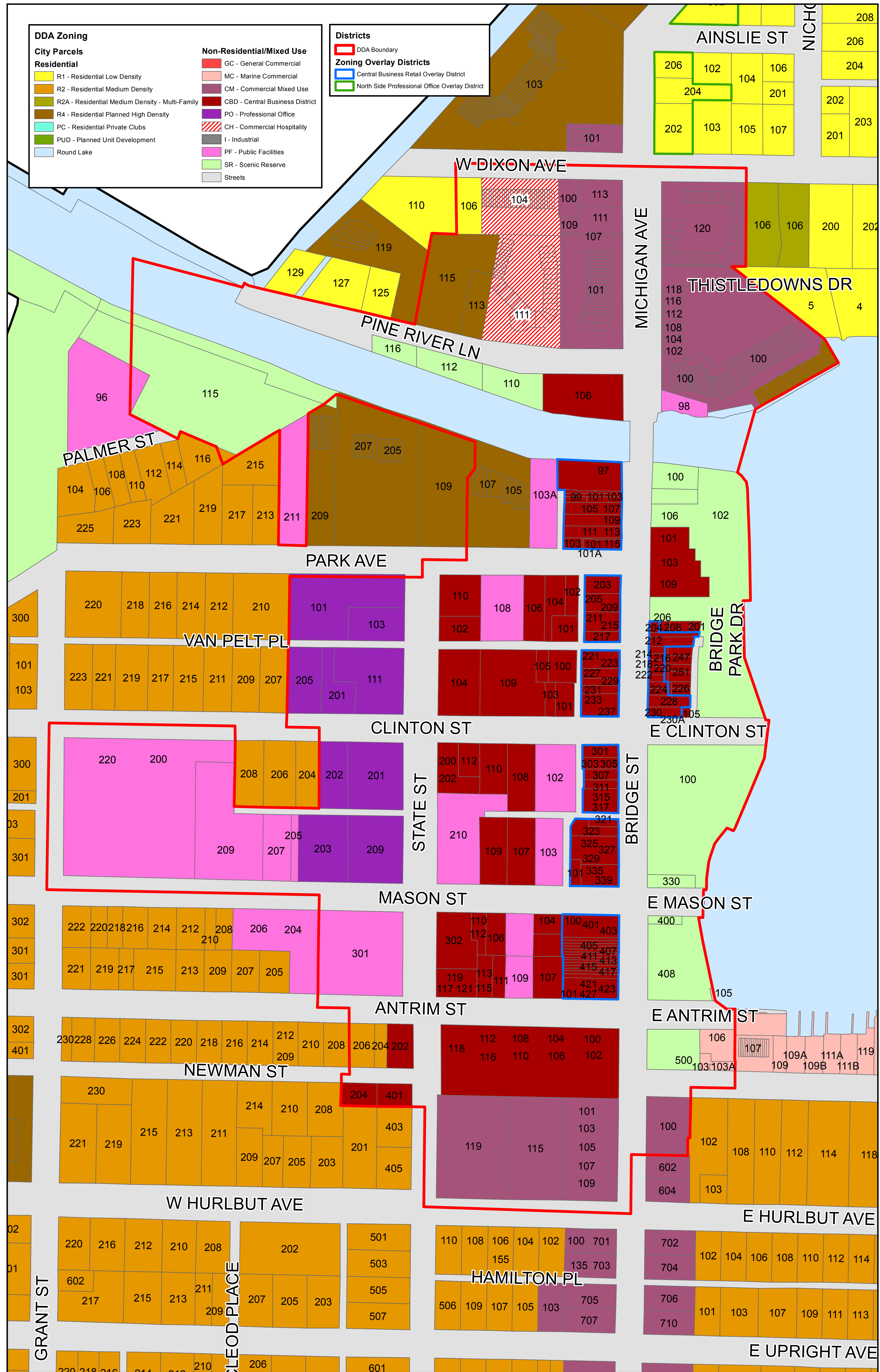
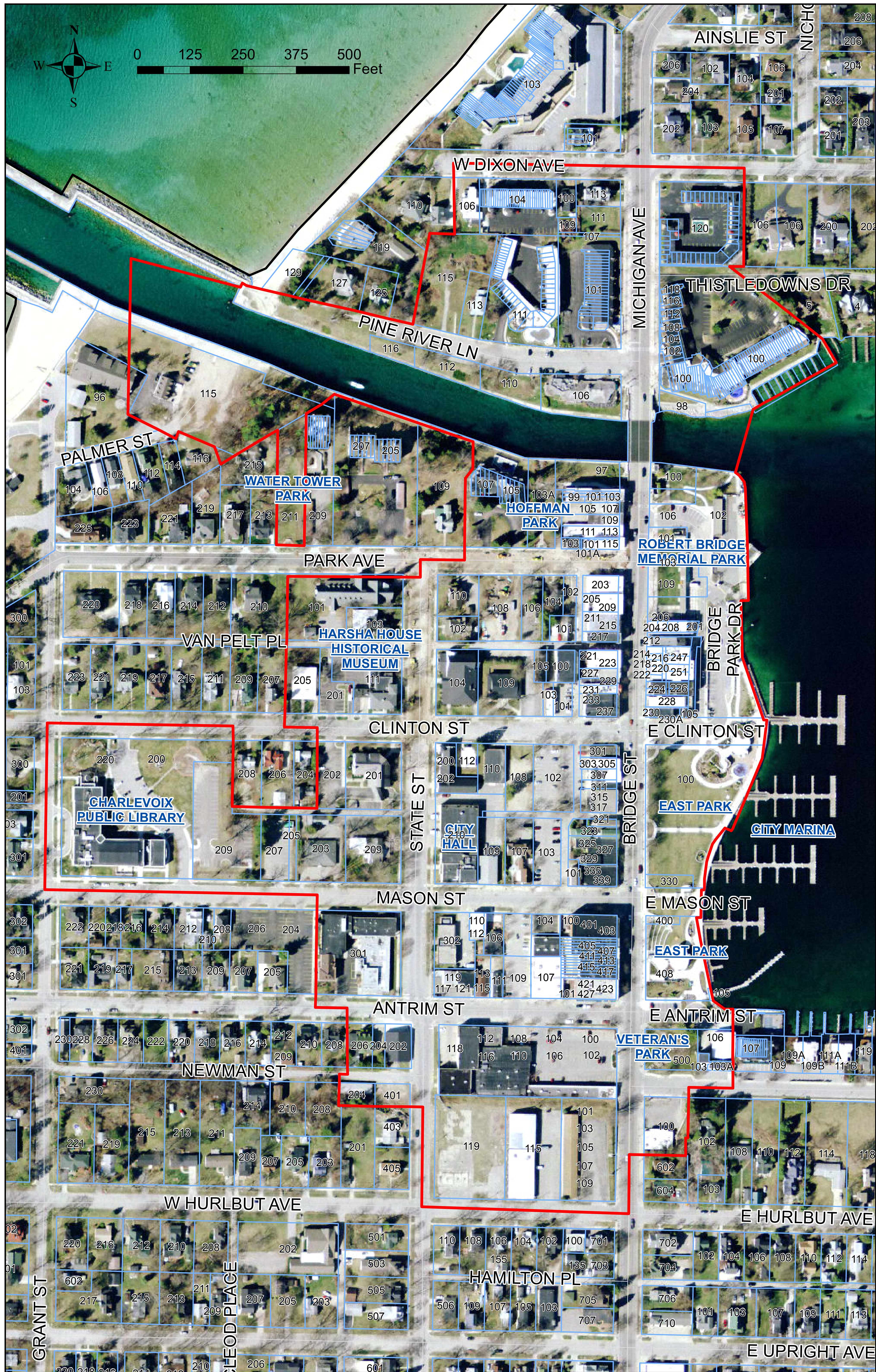
And the Central Business Retail Overlay District which was created for the following purpose:

(A) *Purpose.* To create a vibrant downtown district fronting Bridge Street consisting of primarily retail and food service businesses that enhance the city's economy by defining specific uses intended to increase consumer traffic.

Downtown Charlevoix is an active, vibrant place with a variety of places to live, work, shop, socialize, and play. Like other unique areas of the city, downtown is its own neighborhood with defining features and distinct character. When discussing building height or other changes, it is important to also consider the impact on the neighborhood residents, business owners, and employees who work in downtown. Also consider the following questions for the discussion:

What is the vision for downtown Charlevoix?

What are you trying to achieve for downtown Charlevoix?



DATE: 10/10/2013



At a Glance

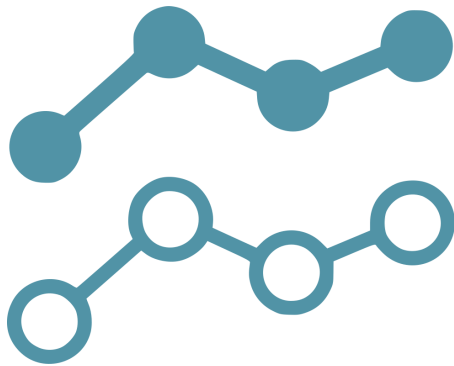
2021 DOWNTOWN FUTURES SURVEY RESULTS

1,033
Survey Sample

Full-time Charlevoix city resident	27.7%
Part-time/seasonal city resident	21.2%
Full-time area resident (within 20 miles)	27.7%
Part-time/seasonal area resident	10.1%
Live 20+ miles from Charlevoix	13.4%

72%
Female

17%
Work Downtown



44%

Described pre-COVID trends in
Downtown Charlevoix as,
"Improving or making progress."

TRENDS

Describe pre-COVID-19 trends in Downtown:

Improving or making progress	44.3%
Steady or holding its own	44.0%
Declining or losing ground	11.8%

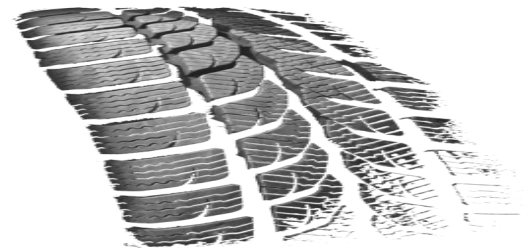
Opportunities Ahead

Eating and Drinking Establishments

Top 4 prospects for expansion and recruitment as selected by more than 800 respondents to the 2021 Downtown Charlevoix Futures Survey.

Italian Restaurant	Ethnic Restaurant	Mediterranean	Coffee Shop
Top Pick: 25.3%	Top Pick: 24.7%	Top Pick: 17.0%	Top Pick: 16.0%
Top Three: 54.4%	Top Three: 54.7%	Top Three: 50.3%	Top Three: 51.0%
Top Features:	Top Features:	Top Features:	Top Features:
Spaghetti/Pasta dishes	Thai/Chinese cuisine	Outdoor seating	Fresh brewed drinks
Outdoor seating	Outdoor dining	Premade and take-out	Fresh baked goods
Full-service bar	Indian cuisine	Feta	Outdoor seating
Relaxed bistro setting	Middle Eastern cuisine	Tahini	Homey atmosphere
Open for lunch	Mexican cuisine	Cocktails/Mixed drinks	Soups and sandwiches
Survey Demo: Age	Survey Demo: Age	Survey Demo: Age	Survey Demo: Age
25 to 44: 19%	25 to 44: 25%	25 to 44: 26%	25 to 44: 27%
45 to 64: 44%	45 to 64: 48%	45 to 64: 54%	45 to 64: 44%
Survey Demo: HH \$\$	Survey Demo: HH \$\$	Survey Demo: HH \$\$	Survey Demo: HH \$\$
\$50K to \$100K: 25%	\$50K to \$100K: 37%	\$50K to \$100K: 33%	\$50K to \$100K: 33%
\$100K+: 64%	\$100K+: 52%	\$100K+: 54%	\$100K+: 53%

Potential Market Traction Eating and Drinking Places



Question:

How likely would you be to visit the following types of expanded or new Downtown Charlevoix establishments on a consistent basis?

Eating, Drinking and Entertainment	Avg. Weight
1. Italian Restaurant or Bistro	4.11
2. Ethnic Restaurant	4.02
3. Mediterranean Restaurant	4.00
4. Coffee Shop	3.80
5. Family Fun Café	2.88

Weighted Average Ranking:

- 1 = Definitely would not
5 = Definitely would

Opportunities Ahead

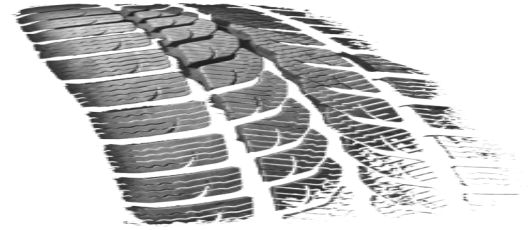
Retail Establishments

Top 4 prospects for expansion and recruitment as selected by more than 800 respondents to the 2021 Downtown Charlevoix Futures Survey.

Shoe Store	Arts/Hobbies	Books/Games	Sports/Fitness
Top Pick: 23.3%	Top Pick: 20.9%	Top Pick: 19.5%	Top Pick: 17.6%
Top Three: 53.4%	Top Three: 48.2%	Top Three: 48.1%	Top Three: 43.1%
Top Features:	Top Features:	Top Features:	Top Features:
Women's casual	Crafts and supplies	New books	Running gear
Women's athletic	Craft/Hobby classes	Educational toys	Bikes and accessories
Men's casual	Home décor items	Card & board games	Athletic equipment
Women's dress	Artist supplies	Outdoor games	Bike repair services
Men's athletic	Sewing/Needlework	Cards and gifts	Health/Fitness classes
Survey Demo: Age	Survey Demo: Age	Survey Demo: Age	Survey Demo: Age
25 to 44: 18%	25 to 44: 23%	25 to 44: 36%	25 to 44: 29%
45 to 64: 43%	45 to 64: 51%	45 to 64: 35%	45 to 64: 54%
Survey Demo: HH \$\$	Survey Demo: HH \$\$	Survey Demo: HH \$\$	Survey Demo: HH \$\$
\$50K to \$100K: 32%	\$50K to \$100K: 44%	\$50K to \$100K: 35%	\$50K to \$100K: 24%
\$100K+: 55%	\$100K+: 42%	\$100K+: 51%	\$100K+: 68%

Potential Market Traction

Retail Establishments



Question:

How likely would you be to visit the following types of expanded or new Downtown Charlevoix establishments on a consistent basis?

Eating, Drinking and Entertainment	Avg. Weight
1. Shoe store	3.94
2. Books, Toys and Games Store	3.85
3. Sporting Goods/Fitness/Bike Shop	3.80
4. Arts, Crafts and Hobbies Shop	3.70
5. Pet Emporium	3.01
6. Jewelry Store	2.83

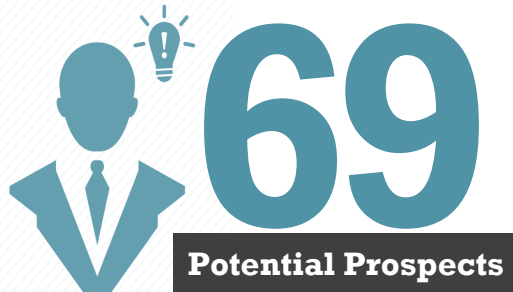
Weighted Average Ranking:

1 = Definitely would not

5 = Definitely would

Are you a prospect?

Are you interested in moving your business to, or opening a new business in, Downtown Charlevoix?



Q: Are you interested in moving your business to, or opening a new business in, Downtown Charlevoix?

Interested in moving a business to Downtown	22
Interested in opening a new business in Downtown	47

9.1% of Responding Survey Sample

Q: What style of housing in Downtown Charlevoix would you look for or consider?

Preferred housing styles:

2 BR Condo	55%
2 BR Townhome	54%
2 BR Apartment	28%
Loft	21%
Senior Housing	10%

Q: What is the monthly rent or mortgage amount you would be willing and able to pay?

Mortgage or rent payment:

Less than \$1,000	23%
\$1,000 to \$1,199	22%
\$1,200 to \$1,399	20%
\$1,400 to \$1,999	26%
\$2,400 or more	10%

52%

Of those surveyed would or might consider living in Downtown Charlevoix.



At a Glance

2021 DOWNTOWN FUTURES SURVEY RESULTS

Visual Preferences

Based on input collected from more than 1,000 participants responding to the 2021 Downtown Charlevoix Futures Survey to help guide future directions for our downtown.

Downtown Housing

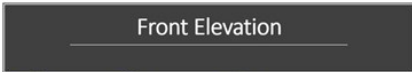
The look and feel would be right for Downtown Charlevoix in terms of style, size and scale.

Rating Scale: -5 (Strongly Disagree) to 5 (Strongly Agree).



1.74

Average Score



-0.83

Average Score



-0.96

Average Score



-1.63

Average Score



-1.96

Average Score

Infill and Mixed-use

The look and feel would be right for Downtown Charlevoix in terms of style, size and scale.

Rating Scale: -5 (Strongly Disagree) to 5 (Strongly Agree).



1.95

Average Score



0.92

Average Score



0.89

Average Score



-0.42

Average Score



-0.70

Average Score

IMPORTANT NOTE: None of the projects or improvements depicted in the images shown are currently slated for Downtown Charlevoix. The survey was used to simply gauge the community's favorability and preferences for a wide range of possible projects and enhancements in the future.

Visual Preferences

Based on input collected from more than 1,000 participants responding to the 2021 Downtown Charlevoix Futures Survey to help guide future directions for our downtown.

Amenities and Features

This would be a good fit for Downtown Charlevoix and would enhance the downtown experience.

Rating Scale: -5 (Strongly Disagree) to 5 (Strongly Agree).



1.72

Average Score



1.69

Average Score



0.95

Average Score



0.83

Average Score



-0.85

Average Score

Attractions

This would be a good fit for Downtown Charlevoix and would enhance the downtown experience.

Rating Scale: -5 (Strongly Disagree) to 5 (Strongly Agree).



2.47

Average Score



1.87

Average Score



1.83

Average Score



1.35

Average Score



-0.52

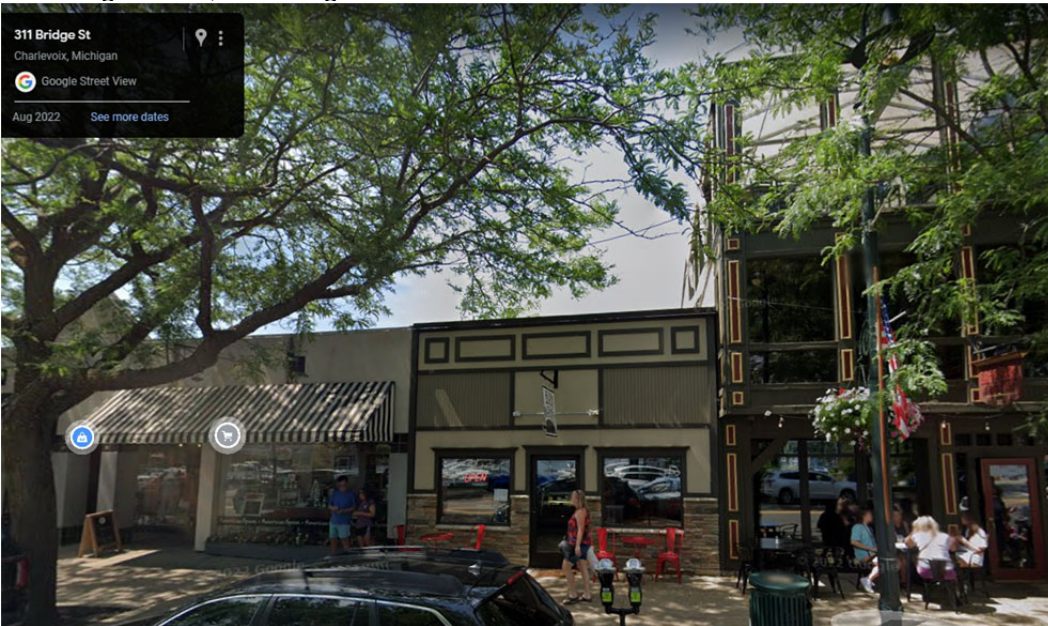
Average Score

IMPORTANT NOTE: None of the projects or improvements depicted in the images shown are currently slated for Downtown Charlevoix. The survey was used to simply gauge the community's favorability and preferences for a wide range of possible projects and enhancements in the future.

101-115 Bridge Street



311 Bridge Street, 315 Bridge Street



339 Bridge Street



Charlevoix Futures – Re-envisioning 115 Antrim Street



115 ANTRIM STREET MIXED USE



Option 1A - new Siding, new windows in existing openings, painted canopy @ floral
new canopy @ restaurant

SHEET INDEX

A0	COVER
A1	A1 - FIRST FLOOR PLAN
A2	A2 - SECOND FLOOR PLAN
A3	A3 - BUDGET COST ESTIMATE
A4	A4 - BUILDING ELEVATIONS

115 ANTRIM STREET MIXED USE





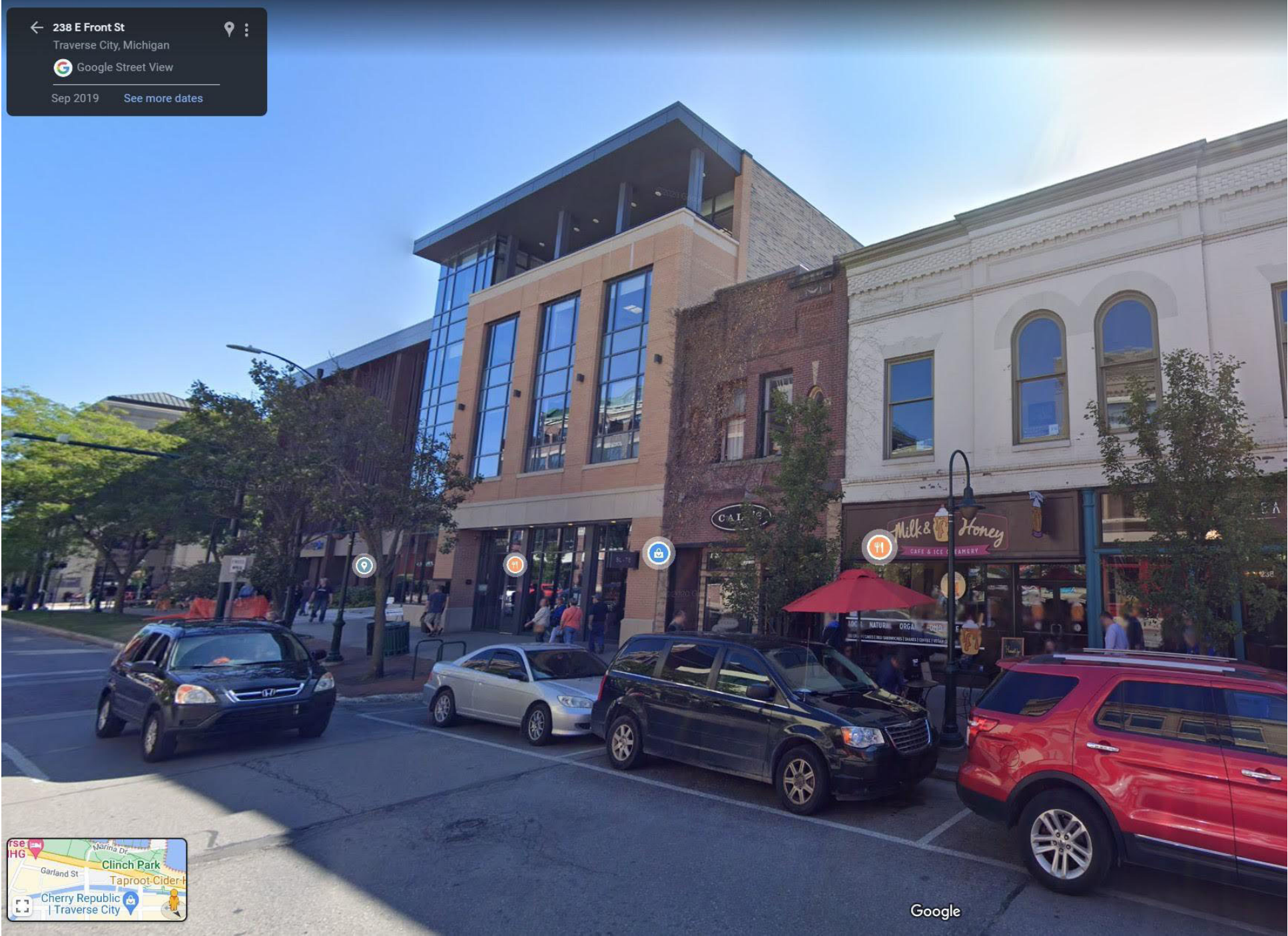
Jennifer Neal <jennifer.neal@networksnorthwest.org>

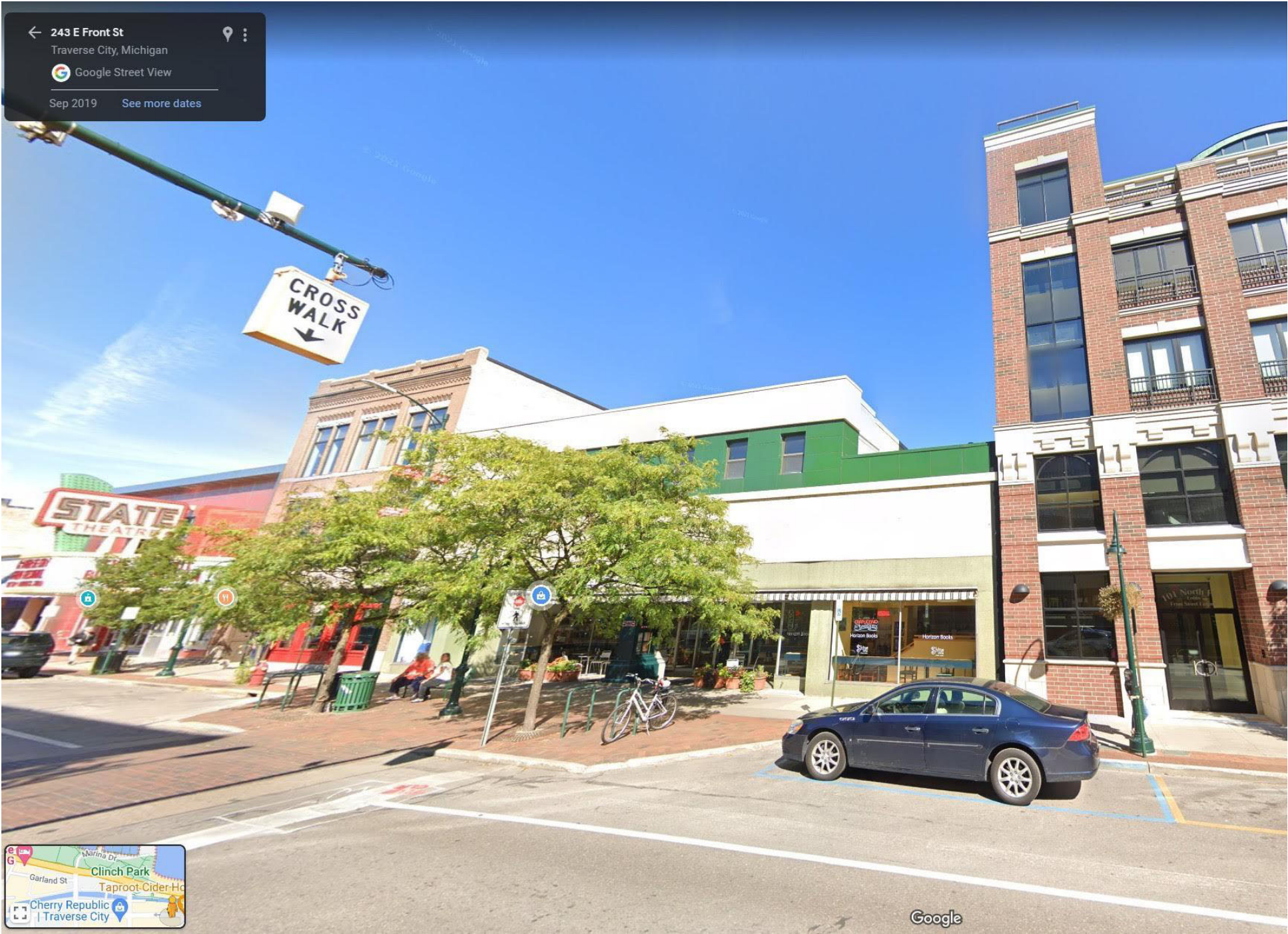
An example from TC

1 message

Lindsey Dotson <lindseyd@charlevoixmi.gov>
To: Jennifer Neal <jennifer.neal@networksnorthwest.org>

Here is a street view image that shows a traditional part of the downtown TC on Front Street with an infill project taller than the surrounding buildings. It might help them visualize what it could





Lindsey J. Dotson, MSARP

Executive Director

DDA | City of Charlevoix

(She/Her)

(231) 547-3257

lindseyd@charlevoixmi.gov

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[210 State Street, Charlevoix, Michigan 49720](#)



Jennifer Neal <jennifer.neal@networksnorthwest.org>

RELEASE: Gov. Whitmer Announces Funding to Build 60 New Homes and Support Small Business Growth in Six Communities Across the State

Michigan Executive Office of the Governor <mieog@govsubscriptions.michigan.gov>

Thu, Apr 6, 2023 at 12:53 PM

Reply-To: mieog@govsubscriptions.michigan.gov

To: jennifer.neal@networksnorthwest.org



FOR IMMEDIATE RELEASE

April 6, 2023

Contact: press@michigan.gov

Gov. Whitmer Announces Funding to Build 60 New Homes and Support Small Business Growth in Six Communities Across the State

Investments will back projects in Milan, Sturgis, Calumet, Otter Lake, Ypsilanti, Ionia

LANSING, Mich. – Today, Governor Gretchen Whitmer joined the Michigan Economic Development Corporation (MEDC) to announce six communities are receiving funding to build 60 new homes and additional space for businesses that will drive economic growth around the state and create 14 new full-time jobs and retain three current full-time jobs. The projects are expected to generate a total capital investment of nearly \$18 million in Milan, Sturgis, Calumet, Otter Lake, Ypsilanti, and Ionia.

“These projects will support construction jobs, build more affordable housing to lower costs, and drive commercial growth in downtowns across the state, supporting small businesses and regional economies,” said **Governor Whitmer**. “In the first 100 days of 2023, we have hit the ground running. I signed two bipartisan bills making record investments in affordable housing and community development projects that will make our cities and towns more attractive places to live, work, and invest. Today’s six projects across Michigan reimagine underutilized, often historic places into productive housing or storefronts. Together, we are going to make Michigan the best place to raise a family or start a business. Let’s keep getting it done.”

“These placemaking investments reflect our continued focus on regional impact and supporting vibrant community spaces that lay the foundation for long-term economic wins and greater opportunity for all Michiganders,” said **MEDC Sr. Vice President of Regional Prosperity Matt McCauley**. “We are grateful to the Governor and legislators for their continued support of the Michigan Community Revitalization Program among other efforts. By working with local partners to focus on traditional downtowns and increase much-needed housing options, Team Michigan is building on our strong sense of place while supporting vibrant, unique places where current Michiganders and those we will attract can live, work, visit, and play.”

Two historic buildings in downtown Milan to be renovated into new housing and shopping options



25 East Main Street



49 East Main Street

Five Penny Properties, LLC plans to rehabilitate two historic buildings on Main Street in downtown Milan. The 49 East Main Street project will completely restore the historic façade of the building and make interior improvements including new electrical, mechanical and plumbing systems. When completed, the development will maintain the current tenant, a dental office, on the first floor and the second floor will include two new residential units.

The 25 East Main Street project will completely renovate a one-story building, activating a vacant storefront. The exterior will have full brick restoration, a new storefront and new roof.

The entire project is expected to generate a total capital investment of \$1.59 million with the support of a \$595,000 Michigan Community Revitalization Program performance-based grant. Once completed, the project will contribute to the vibrancy, density, and walkability of downtown Milan. It will bring new housing and shopping options to the community. The city of Milan is supporting the project with a 10-year Commercial Rehabilitation Act abatement valued at \$98,600. Milan is a Michigan Main Street community and is engaged with MEDC's Redevelopment Ready Communities program.

"MEDC funding makes possible what would otherwise be financially unworkable," said **Five Penny Properties Developer Dave Snyder**. "Historic downtown buildings are a key part of our communities, but their maintenance is

difficult and costly. MEDC helps preserve our heritage and makes the buildings that served us in 1890 ready for service well into the future."

"I'm very pleased to see the investment in Milan's downtown," said **State Rep. Reggie Miller (D-Van Buren Township)**. "Milan is one of our state's hidden gems and this grant will help the city continue to flourish. I look forward to seeing the benefits that this project will bring"

Renovation of historic building will bring mixed-use development to downtown Sturgis



Harrison Investment Properties, LLC plans to rehabilitate a vacant three-story building in downtown Sturgis. When completed, the project will be a mixed-use development with three residential units and 1,400 square feet of commercial space. The project will include the restoration of the historic brick façade of the early 1900s building and the installation of new windows and updated rental units.

The project is expected to generate a total capital investment of \$1 million and create four full-time equivalent jobs, supported by a \$479,000 Michigan Community Revitalization Program performance-based grant.

The project will bring new residential units and improved commercial space to downtown Sturgis. By activating long vacant and underutilized space, the project will add vibrancy to the downtown district and act as a catalyst for additional revitalization in the community. The city of Sturgis expects to support the project through the approval of an Obsolete Property Rehabilitation Act abatement valued at \$56,000. The city of Sturgis is an Essentials community in MEDC's RRC program.

Historic building in downtown Calumet to become home of local cooperative Frozen Farms



MCP Properties, LLC plans to renovate a vacant, historic building into a mixed-use development in downtown Calumet. When completed, the project will include commercial space that will be leased to Frozen Farms, a locally owned cooperative meat market. The second story will contain two residential apartments.

The project is expected to generate a total capital investment of \$737,778 and create two full-time jobs as well as retain three full-time jobs, supported by a \$324,000 Michigan Community Revitalization Program performance-based grant.

In addition to activating 2,850 square feet of long-vacant, blighted space, the project will restore a historic building in the heart of downtown Calumet, bringing much-needed housing and a new grocery option to the community. The project will bring new density and walkability to downtown Calumet and will act as a catalyst for additional investment in the area. The Calumet Downtown Development Authority is contributing \$5,000 toward project costs. The village of Calumet is engaged with MEDC's Redevelopment Ready Communities program.

"The MEDC Community Revitalization Program continues to help us make a difference in bringing back Calumet one building at a time," said **Jeff Ratcliffe, executive director of the Keweenaw Economic Development Alliance**. "This project will return some original character to a blighted, historic building that was removed decades ago, add badly needed middle market housing, and support the expansion of a thriving downtown business."

Two historic buildings in Otter Lake to become mixed-use development



Otter Lake Developments LLC plans to rehabilitate two vacant buildings on Detroit Street in the center of downtown Otter Lake. When completed, the project will include three new commercial spaces and four market-rate apartments, and will include façade improvements as well as full interior and exterior renovation.

The project is expected to generate a total capital investment of \$568,250 and create six full-time equivalent jobs, supported by a \$263,600 Michigan Community Revitalization Program performance-based grant. The project is the first in Otter Lake to receive support from the Michigan Strategic Fund.

In addition to restoring two blighted, historic, long-vacant buildings, the project will add much-needed housing, walkability and new economic activity to downtown Otter Lake. The village of Otter Lake is supporting the project with dedicated parking near the properties and has provided taxes and sewer assessment abatements for five years. The village is engaged with MEDC's Redevelopment Ready Communities program.

"Thanks to the assistance of Michigan Economic Development Corporation and the Village of Otter Lake, we are pleased to announce the renovation of two of the original buildings in the Village of Otter Lake beginning in Summer 2023," said **Otter Lake Developments Manager Wayne Morey**. "This renovation will begin the downtown rejuvenation by adding three business fronts on Detroit Street and four residential units."

New 46-home single-family development will bring workforce housing to Ypsilanti's Depot Town



Renovare Ypsilanti Homes will construct 46 for-sale single family homes on a 4.5-acre site near Depot Town in the city of Ypsilanti. Fifty percent of the homes will be set aside for households with incomes between 40 and 80 percent of the area median income through a workforce housing financing program. The project will also include public infrastructure improvements such as sanitary and storm sewer, water, lighting, sidewalks, landscaping, and other site improvements, as well as a linear park with pathways, seating, and play features that will be open to the public.

The project is expected to generate a total capital investment of \$12.9 million. The County of Washtenaw Brownfield Redevelopment Authority received MSF approval of \$232,614 in state tax capture for the reimbursement of brownfield activities at the site.

The project will bring much-needed workforce housing to Ypsilanti while also creating a dense, walkable neighborhood on a vacant parcel in Ypsilanti's Depot Town. The city of Ypsilanti is supporting the project through the local portion of the brownfield plan with a value of \$2,470,941. The project is also requesting \$113,456 in support from the Michigan Department of Environment, Great Lakes and Energy. Ypsilanti is certified with MEDC's Redevelopment Ready Communities program.

"Renovare Development is committed to providing solutions for Michigan communities that include missing middle and workforce housing," said **Renovare Development Managing Partner Jill Ferrari**. "As a majority woman-owned and woman-led company, we are encouraged by the creativity our partners have shown in the development of tools to tackle the housing crisis. We look forward to completing this project and preserving housing affordability for future generations of Ypsilanti residents."

"People across Ypsilanti and Washtenaw County are feeling the squeeze as housing becomes more and more expensive. That's why I'm pleased to see the City of Ypsilanti and the State of Michigan partner to bring more affordable housing to the community." **-Sen. Jeff Irwin (D-Ann Arbor)**

Historic building to be renovated into mixed-use development in downtown Ionia



WB Vacation Properties, LLC plans to rehabilitate a vacant, historic and functionally obsolete building in downtown Ionia. When completed, the historically renovated building will include commercial space on the first floor, three market rate apartments on the second floor and climate-controlled storage in the basement.

The project is expected to generate a total capital investment of \$1.084 million and create two full-time equivalent jobs, supported by a \$405,000 Michigan Community Revitalization Program performance-based grant. In addition, the City of Ionia Brownfield Redevelopment Authority received MSF approval of \$70,048 in state tax capture for the reimbursement of brownfield activities at the site.

The project will put a long-vacant historic building into productive use, bringing much-needed housing, vibrancy, and walkability to downtown Ionia. The project is also expected to act as a catalyst for additional revitalization in the community. The city of Ionia is supporting the project through the local portion of the brownfield plan and approval of an Obsolete Property Rehabilitation Act abatement valued at \$52,223. The city of Ionia is certified with MEDC's Redevelopment Ready Communities program.

###

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Charlevoix Planning Commission

New Business

Title: Housing Progress Report

Date: April 10, 2023

Presented By: Jennifer Neal, Community Planner

Background:

Following the ongoing topic of new housing opportunities throughout the city, John Kurtz and Sherm Chamberlain would like to update the Commission on their recent discussions with residents and property owners. Attached is a letter drafted to send to property owners. The Commission is asked to review and comment on the letter. The Commission is also asked to consider what types of outreach might work best in order to further the housing goals of the City.

Recommendation:

For discussion purposes only.

Attachments:

1. LettertoPropertyOwners

Dear Property Owner:

Over the past year, the City of Charlevoix Planning Commission has been reviewing the City Master Plan to better identify opportunities for improving year-round housing availability within the City. Keeping in mind our desire to maintain our city's character, and given the lack of large, available plots of land within the City limits, we have found one of the most beneficial ways to accomplish this goal is to look at areas where gentle increased density can be made possible. Across all three wards of the City, we have identified parcels where allowing additional dwellings would be both fitting with the neighborhood and beneficial to the property owner.

We believe your property is ideal for an upzoning opportunity, which is the reason for our contact with you today. We would like to share information on the possibilities, benefits, and impacts of upzoning to allow for additional dwelling units. This is for informational purposes only and to offer our time should you be interested in discussing the opportunities with your property.

Allowing additional dwellings within a parcel can make a great impact to the housing demand our community is seeing. As a property owner, you will benefit from rezoning through the increase in marketability of your property and the possible investment opportunities it would present. A zoning change does not inherently increase your property tax. You as the property owner will maintain control over the use of your property. That is to say, if you rezoned your property to a higher use, you could still maintain it as-is with no change. The rezone would simply allow you the opportunity to explore the possibilities for additional dwellings such as accessory dwelling units, duplexes or triplexes, or more, depending on the zoning category pursued.

Again, this is a letter simply to inform you of the opportunity with your property as the Planning Commission has been working to review the Master Plan and housing availability. We have started these conversations with other resident property owners and have found positive feedback and interest. Should you be interested in exploring the upzoning opportunities with your parcel, please reach out to us.

Sincerely,

City of Charlevoix Planning Commission

Planning Commission Members:

Jennifer Muladore, Chair

Mary Millington

Toni Felter

Scott Beatty

John Kurtz

Sherm Chamberlain

RJ Waddell

Maureen Radke

CONTACT: _____

Charlevoix Planning Commission

Old Business

Title: Housing Types Discussion

Date: April 10, 2023

Presented By: Jennifer Neal, Community Planner

Background:

The attached memo was originally shared at the March 2023 meeting and postponed. Minor changes have been made, including adding a fifth set of properties to add to the discussion. The Commission is asked to consider the goals for new housing development, and how the development potential of each location, such as the types of uses, types of housing, and size and massing of new buildings, further those goals. The properties listed in this report combined with the properties in the report discussed in February 2023 create an extensive list of infill opportunities throughout the city.

Recommendation:

For discussion purposes only.

Attachments:

1. Memo Housing Infill Opportunities

MEMO

TO: City of Charlevoix Planning Commission

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

SUBJECT: Housing Infill Opportunities

DATE: April 10, 2023

Background

This report is prepared for informational purposes only. The discussion at the February meeting focused around what and where missing middle housing can be added. The Planning Commission has requested to continue to evaluate properties throughout the city that are redevelopment ready or require minimal changes in order to be developed. These parcels are considered the “low-hanging fruit” for new housing development. The Commission is asked to consider the development potential of each site and how each may contribute to the City’s housing goals.

The following conditions contribute to the property being considered “highly developable”

- Current zoning
- Future land use designation
- Size of the property
- Location of the property
- Existing greenfield (development of a lot that is currently unoccupied or vacant of existing structures)

Each property(ies) described below is ideal for missing middle housing or higher density multi-family housing. Disclaimer: A thorough review and detailed site analysis is needed to determine development potential.

1. Petoskey Avenue

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

Parcel # 052-123-080-10

Current Zoning General Commercial

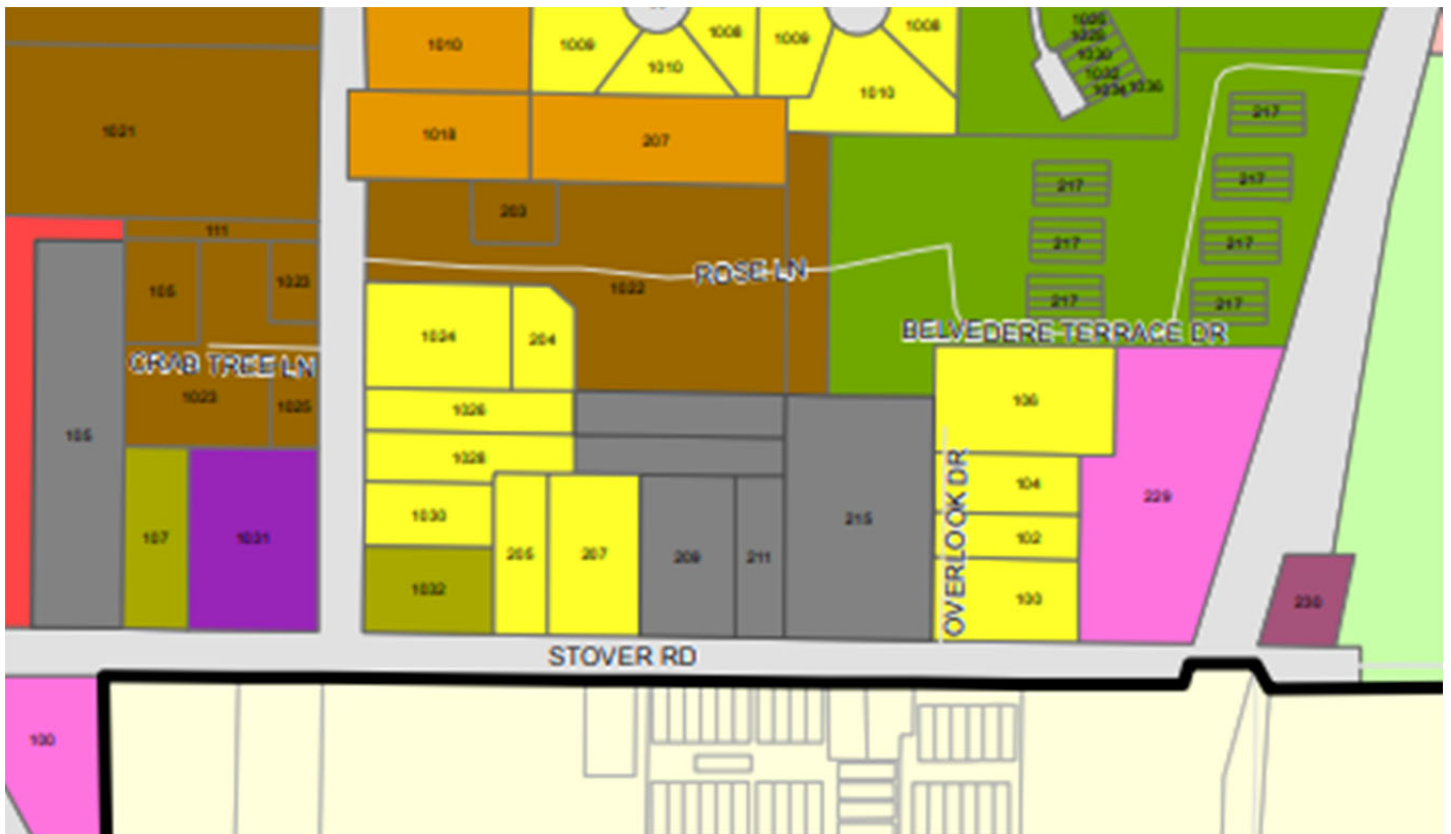
Approximate acreage: ~.75 acres

Future Land Use: Charlevoix Corridor

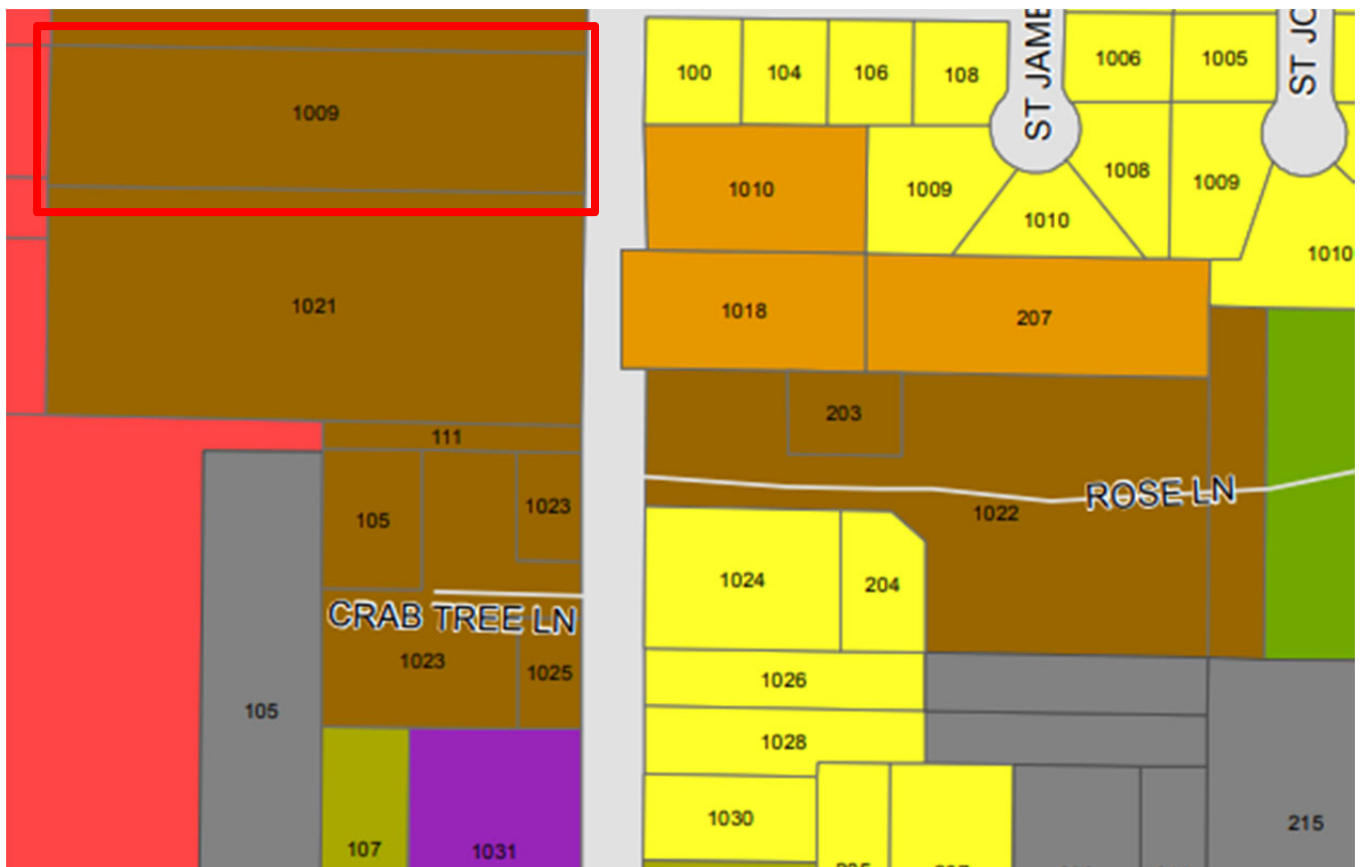
Existing Use: residential structure recently demolished - vacant



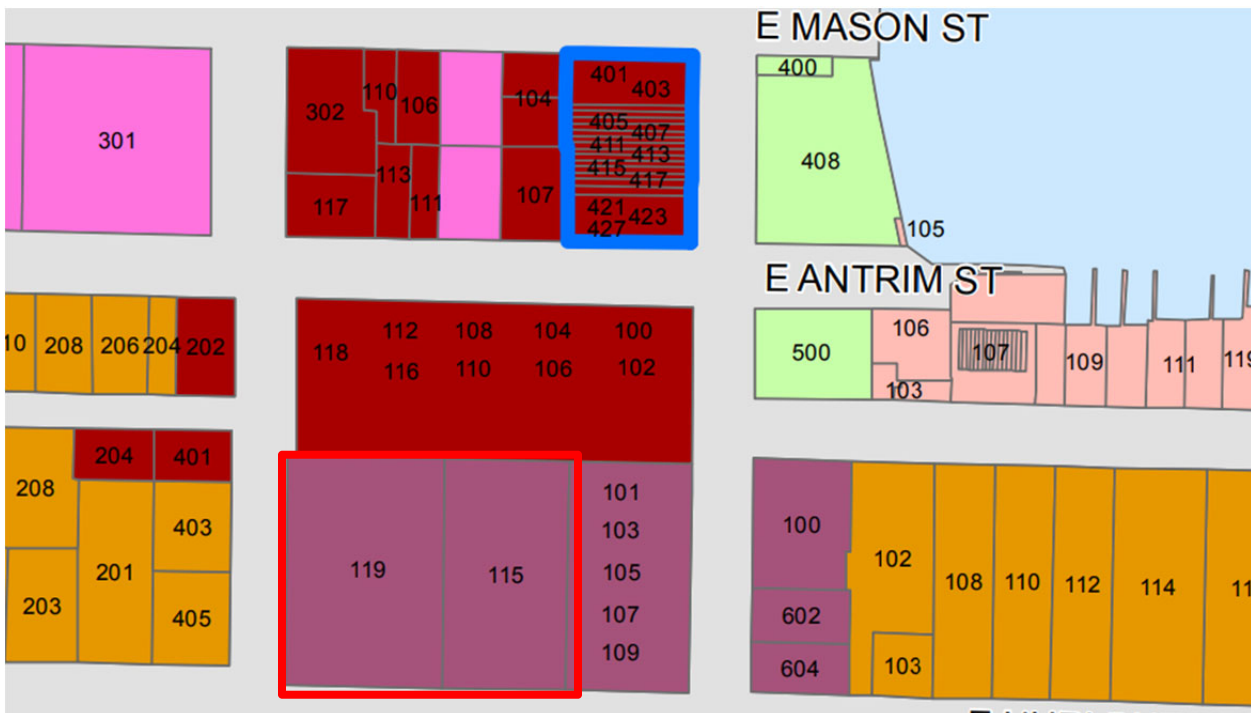
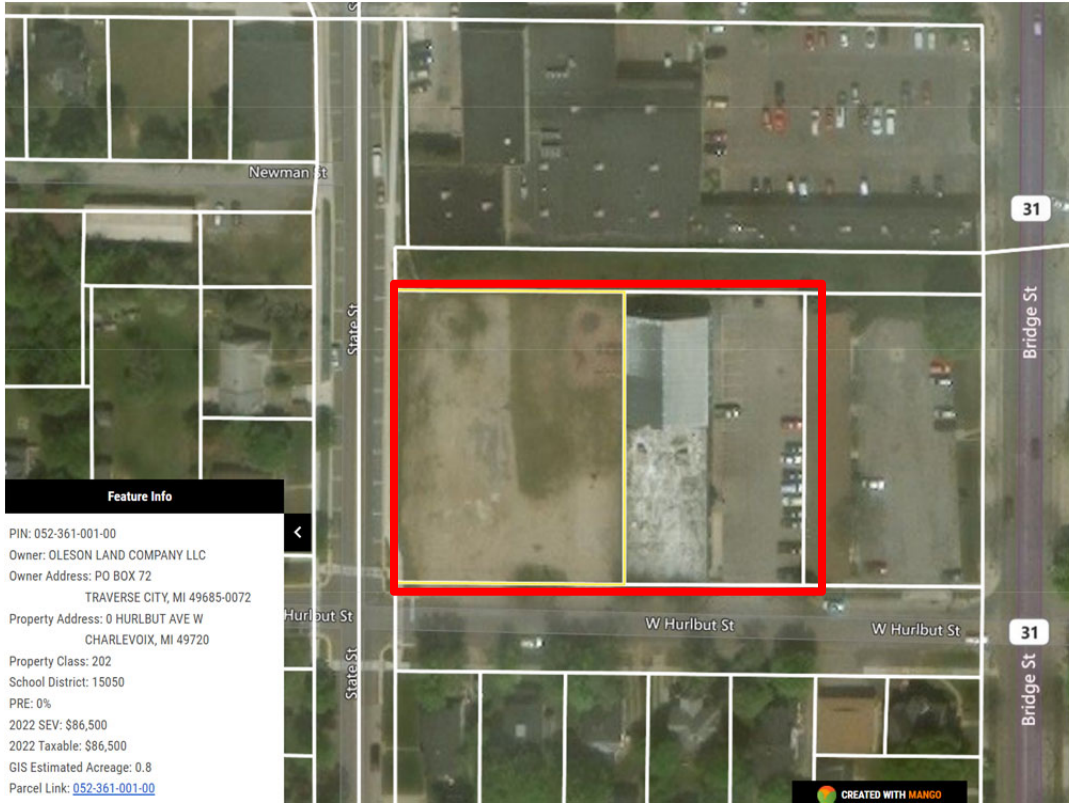
2. Parcel # 052-335-058-20,
 Current Zoning R4 Residential Planned High Density
 Approximate acreage: ~3-5 acres
 Future Land Use: Community Mixed Use
 Existing Use: vacant



3. Parcel # 052-335-045-00
 Current Zoning R4 Residential Planned High Density
 Approximate acreage: ~2.5 acres
 Future Land Use: Community Mixed Use
 Existing Use: vacant



4. Parcel # 052-361-001-00
 Current Zoning Commercial Mixed Use
 Approximate acreage: ~1.48 acres
 Future Land Use: Charlevoix Corridor
 Existing Use: vacant



5. Parcel # 052-270-002-00
 Current Zoning: R2 Residential Medium Density
 Approximate acreage: ~.57 acres
 Future Land Use: City Center Residential
 Existing Use: vacant / residential

