



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, May 8, 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 April 10, 2023
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. 2022-2023 Annual Report
 - 2. Housing Subcommittee Report
- H. Old Business**
- I. Staff Updates**
 - 1. Housekeeping - Binders
 - 2. Zoning Administrator's Report
- 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, April 10, 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, Toni Felter, John Kurtz, Mary Millington

Members Absent: RJ Waddell, 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 March 13, 2023

Motion by Member Chamberlain, seconded by Member Millington to approve the minutes of March 13, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

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

Planner Neal explained the details of the proposed amendment to Sections 153.116, *Accessory Buildings and Uses*, and Section 153.187, *Parking Requirements and Limitations* of the Zoning Ordinance which were adding parking requirements for Bed and Breakfast establishments.

The public hearing was opened.

Shelley Boehmer questioned if existing bed & breakfast units would be grandfathered in and Chair Muladore stated that the Ordinance revisions were applicable to new bed & breakfast establishments.

Jonathan Scheel stated he had concerns regarding this ordinance and to his knowledge, they had never had a complaint involving parking related to bed & breakfast establishments, and

there would be inequity between bed & breakfasts and short-term rentals. Mr. Scheel believed that the proposed language was very similar to language that was removed from the ordinance back in 2017 because they didn't want asphalt backyards in residential neighborhoods.

Bob Timms referenced parking issues at various bed & breakfast establishments.

The public hearing was closed.

Motion by Member Beatty to recommend the proposed Ordinance to the City Council for approval. After discussion, the motion was withdrawn by Member Beatty.

Motion by Member Millington, seconded by Member Beatty to recommend to the City Council the proposed Ordinance as amended in Section 153.116, Subsection (d)(7) to include the sentence, parking may include street spaces in front of the property according to City parking rules.

Motion carried by unanimous voice vote.

2. Public Hearing: Zoning Ordinance Amendment - Accessory Dwelling Unit Use Expansion
Planner Neal explained the details of the proposed amendments to Sections 153.071, *Schedule of Uses*, 153.072(C) *Dimensional Requirements*, and 153.116, *Accessory Buildings and Uses* of the Zoning Ordinance allowing accessory dwelling units (ADUs) in the R1 and R2A Districts.

The public hearing was opened.

Jonathan Scheel stated this was an amendment that staff had been working on since 2018.

The public hearing was closed.

Motion by Member Felter, second by Member Kurtz 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 for final approval.

Motion carried by unanimous voice vote.

3. Downtown Building Height

Planner Neal reviewed in detail the informational and background materials related to downtown building height as requested by the Planning Commission. Ms. Neal stated 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 near the Charlevoix Library and properties bordering Round Lake to the east are within the DDA boundary. Bridge Street and State Street are the central business corridors with a multitude of uses along each. Ms. Neal stated that the Central Business District encompasses mainly Bridge Street.

Planner Neal questioned the location of building height in the entire DDA area or narrowing the scope down to a more specific area. Ms. Neal stated that the Commission needed to discuss what the vision is for downtown Charlevoix and what they are trying to achieve for downtown Charlevoix. Ms. Neal stated that the DDA had conducted its own visual preference survey (Downtown Charlevoix Futures Survey) in 2021.

Discussion followed regarding keeping the charm of the downtown area, dimensional requirements of the various zoning districts, preserving the character of the downtown buildings while possibly allowing more elevation along Bridge Street to make a project financially feasible, preserving the integrity of the downtown, the potential for downtown housing including smaller affordable units, and incentives to encourage development of smaller residential units. Chair Muladore recapped topics to look into for a future meeting: existing heights of downtown buildings, incentives to bring more affordable year-round housing into the downtown, and the holistic vibrancy of the town.

4. Housing Progress Report

After discussion, Chair Muladore stated that she wanted to form a sub-committee for housing. Ms. Muladore stated she had two (2) members; Mr. Chamberlain and Mr. Kurtz, who would be very interested in being on the committee and she would welcome any community members or representatives who might want to be on the committee as well. Sarah Van Horn would also serve as a member of the committee.

Member Kurtz stated that he had the opportunity to look at many of the maps for possible locations for 2- or 4-unit dwelling units. Mr. Kurtz reported that he had spoken to Charlevoix State Bank, their M-66 property that could potentially hold 12 residential units, and he had spoken to two (2) property owners on Sheridan Street regarding possible multi-unit housing and the reaction was not negative. Mr. Kurtz also spoke to individuals at the Charlevoix Reformed Church as well as the Charlevoix School District about the property directly across from the bus garage.

Member Kurtz explained their thought process for the letter was because they could not contact everyone directly and the purpose of the letter was to say this is not an official notice that we are rezoning your property, but we are considering the possibility of rezoning your property and asking interested individuals to contact the Planning Commission. Member Chamberlain stated that rezoning would improve the marketability of someone's property and it would also help a developer start a project right away rather than wasting several months on getting the property rezoned.

Chair Muladore stated that she would handle the final approval of the letter. The letter will be sent out and then a determination will be made as to when to schedule a public meeting on housing.

H. Old Business

1. Housing Types Discussion

Planner Neal began the discussion focused around what and where missing middle housing can be added in the City. The Planning Commission had requested 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. Ms. Neal referenced each of the following areas:

- Parcel # 052-123-080-10, 755 Petoskey Avenue (adjacent to Jax), .75 acre parcel
- Parcel # 052-335-058-20, 3-5 acre parcel on Stover Road.
- Parcel #052-335-045-00, -2.5 acre parcel on Rose Lane - Zoning Administrator Scheel

stated that this parcel was zoned R4 and a developer has approached him with a possible project for this property.

- Parcel # 052-361-001-00, -1.48 acre parcel.
- Parcel #052-270-002-00, .57 acre parcel on Newman and State Streets where the Montessori School was located, near where the hotel was proposed.

Discussion followed about opportunities to develop vacant property and each of the parcels identified in the staff report. Zoning Administrator Scheel stated that the aforementioned letter should be sent to all vacant property owners.

Motion by Member Felter, seconded by Member Chamberlain to extend the meeting by ten (10) minutes to 8:10 p.m.

Motion carried by unanimous voice vote.

Chair Muladore requested to see the next level of properties available for discussion and continue the ongoing research.

I. Staff Updates

Planner Neal stated that they did hear from the Hurlbut hotel developers and they have requested more time to work through the project. Staff will be in communication with the developer soon to see if they will be ready for the May meeting agenda.

J. Requests For Next Months Agenda or Research Items

Chair Muladore noted that today was RJ Waddell's last meeting after serving on the Planning Commission for ten (10) years, and thanked him on behalf of the Commission for his valuable service to the City.

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

Meeting adjourned at 8:04 p.m. by Chair Muladore.

Sarah J. Dvoracek/fgm Clerk

Jennifer Muladore Chair

Charlevoix Planning Commission

New Business

Title: 2022-2023 Annual Report

Date: May 8, 2023

Presented By: Jennifer Neal, Community Planner

Background:

A report of activities from May 2022-April 2023 has been prepared for your review. The letter will be shared with the City Council as required.

Recommendation:

Attachments:

1. Annual Report 2023



May 8, 2023

Hon. Mayor and Council Members
210 State Street
Charlevoix, MI 49720

RE: 2023 Charlevoix Planning Commission Annual Report

Hon. Mayor and Council Members:

As required per the Michigan Planning Enabling Act, Section 125.3819 (2) (Act 33 of 2008, as amended), the Planning Commission respectfully submits a report of the activities they undertook in the previous twelve months (May 2022-April 2023).

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

PLANNING COMMISSIONERS

1. R.J.Waddell, Chairperson (res. Apr. 2023)
2. Jennifer Muladore, Chairperson (elected Jan. 2023)
3. Sherm Chamberlain, Vice-Chair
4. Toni Felter
5. Mary Millington
6. Annemarie Conway (res. Jan. 2023) / Shelley Boehmer (appt. Apr. 2023)
7. Maureen Radke
8. Scott Beatty (appt. Nov. 2022)
9. John Kurtz (appt. Nov. 2022)

PLANNING and ZONING STAFF

Planning and Zoning staff provide support and technical expertise to the Planning Commission as well as other public bodies, City staff, residents, and other inquirers who have questions about the City's Ordinances, development potential, and application processes. Janet Koch served as the Zoning Administrator until late December 2022 and provided on-site support by maintaining regular office hours on Monday, Tuesday, and Wednesday. Jonathan Scheel was hired by the City as the full-time Zoning Administrator in February 2023. Planning services are provided by Networks Northwest Community Planner, Jennifer Neal.



MEETINGS

The Planning Commission met a total of thirteen (13) times in the past year. Meetings are typically scheduled for the second Monday of the month, at 6:00 PM, at City Hall. The 2022-2023 meeting schedule included one work session. The Work Session on October 24 was held as a joint meeting with the representatives of the Downtown Development Authority, Zoning Board of Appeals, Historic District Commission, Shade Tree & Park Commission, and the Charlevoix Area Chamber of Commerce at 6:30 PM in Council Chambers. All meetings are held in compliance with the *Open Meetings Act, PA 267 of 1976, as amended*.

1. Monday, May 9, 2022
2. Monday, June 13, 2022
3. Monday, July 11, 2022
4. Monday, August 8, 2022
5. Monday, September 12, 2022
6. Monday, October 10, 2022
7. Monday, October 24, 2022 – Work Session
8. Monday, November 14, 2022
9. Monday, December 12, 2022
10. Monday, January 9, 2023
11. Monday, February 13, 2023
12. Monday, March 13, 2023
13. Monday, April 10, 2023

2022 MASTER PLAN ADOPTED

In February 2021, the Planning Commission initiated a review of the City's Master Plan. The previous Master Plan was adopted in December of 2016, and in accordance with the Michigan Planning Enabling Act (Act 33 of 2008), the Planning Commission shall review the plan at least every five years after adoption. The plan was updated with new and relevant data and included expanded discussion on emerging issues such as housing. Public input was sought throughout the update process and the plan was adopted by City Council on November 21, 2022.



UPDATES TO THE ZONING ORDINANCE

The Planning Commission continued to review and amend the Zoning Ordinance with language that supports and implements the vision of the adopted Master Plan. The Planning Commission prioritized discussion around expanding housing opportunities and implementing housing solutions that fit the community character, primarily accessory dwelling units (ADUs).

Zoning Ordinance amendments for ADUs began in early 2019; the City Council approved the use of ADUs in the R2 Zoning District. In early 2021, following the construction of several ADU structures, residents raised concerns that the size and scale of the structure was not compatible with the neighborhood. Subsequently, the Commission created architectural design standards suitable for ADUs. The Planning Commission has held public hearings for language pertaining to ADUs:

- Architectural Design Standards were reviewed on January 10, 2022. No comments were received and the Planning Commission recommended adoption to the City Council.
- On February 14, 2022 the Planning Commission held a public hearing for language pertaining to permitting ADUs in the R1 Zoning District. No comments were received and the Planning Commission recommended adoption to the City Council.

Upon review by the City Attorney, the original language was amended. The ADU language was then combined with architectural standards and expanded to include reduced residential gross floor area, and housekeeping changes to building height.

- A public hearing was held on October 10, 2023 for the amended, combined language. No comments were received regarding ADUs or architectural standards and the Planning Commission recommended adoption to the City Council. One comment was received referring to the use of “Average” in the maximum building height (Section 153.072, Table 153.072 (b)) The City Council adopted the language on January 2, 2023.
- The Commission held a fourth public hearing on April 10, 2023 and recommended ADUs to be a permitted use in the R1 and R2A districts in addition to the R2 residential district. The additional language is under review by the City Attorney.

Additionally, the public hearing held on October 10, 2023 also reviewed an amendment to the sign ordinance. The amendment permitted signage for commercial properties on Bridge Park Drive and housekeeping changes to Industrial District sign permitting. No comments were received and the Planning Commission recommended adoption to the City Council. The City Council adopted the language on January 2, 2023.

The public hearing on April 10, 2023 also reviewed an amendment to parking requirements for bed and breakfast uses. Several comments were received and the Planning Commission modified the proposed language to include permitted on street parking. The Planning Commission recommended adoption of the modified language to the City Council. The additional language is under review by the City Attorney.



DEVELOPMENT REVIEWS

During the previous year, the Planning Commission reviewed several development proposals: four site plan reviews, three special land use applications, and one donation request. The Zoning Ordinance requires Planning Commission review and approval for all Level B Site Plan applications. The Zoning Administrator reviews and approves Level A Site Plans. The following reviews were completed by the Planning Commission:

1. In May 2022, the Commission reviewed a request for a special land use located at 401 Antrim Street. The applicant proposed a bed and breakfast use. The special land use was approved with conditions.
2. In July 2022, the Planning Commission considered a donation request by Linda Boss and Pam Beatty of a miniature painted sailboat honoring Dale and Marilyn Boss. The Planning Commission recommend to the City Council to accept the donation in a proposed location.
3. In July 2022, the Planning Commission reviewed a site plan of the DTE Energy Gate Valve Enclosure. The site plan was approved with conditions.
4. In August 2022, the Planning Commission reviewed a site plan for the replacement of a swimming pool and deck located at 202 Ferry Avenue. The site plan was approved with no conditions.
5. In September and October 2022, the Commission reviewed a request for a special land use located at 101 Leonard Street. The applicant proposed a bed and breakfast use. Following a procedural error and an invalid motion, the applicant withdrew her application. No action was taken.
6. In September 2022, the Commission reviewed a site plan for 205 Bridge Street. The applicant proposed a rooftop deck above the third floor residential uses. The site plan was approved with no conditions.
7. In December 2022, the Commission reviewed a proposed apothecary use at 411 Bridge Street. The Commission approved the project with conditions based on specific findings of fact that the application does meet the review criteria.
8. In January, February, and March 2023, the Commission reviewed an expansion of a rooftop deck located at 120 Michigan. The rooftop use required additional parking space to be added. The Planning Commission approved the rooftop use and waived the onsite parking requirements with conditions.

LOOKING FORWARD...

In December 2022, the Planning Commission prepared a list of priority activities. Action items related to housing include continuing to consider initiatives to increase missing middle housing types, including considering permitting residential uses in the Industrial Zoning District, and considering initiatives to create additional housing in the Central Business District. The Commission also looks forward to an opportunity to hold a joint meeting with the Charlevoix Township Planning Commission to discuss housing initiatives. Members of the Planning Commission will reach out to Township officials to consider the



request. Other initiatives include reviewing ordinances related to outdoor / RV storage, outdoor lighting, and sign lighting.

Respectfully submitted,

PLANNING COMMISSION
CITY OF CHARLEVOIX, MICHIGAN

A handwritten signature in black ink that reads "Jennifer E. Muladore". The signature is written in a cursive, flowing style.

Jennifer E. Muladore, Chairperson

Charlevoix Planning Commission

New Business

Title: Housing Subcommittee Report

Date: May 8, 2023

Presented By: Jennifer Neal, Community Planner

Background:

The subcommittee shall provide a report of their activities and discuss next steps with the Planning Commission.

Members of the Planning Commission's Housing Subcommittee have continued to meet and discuss opportunities for expanding housing. During discussions with local property owners, many requested a followup letter and contact information to continue discussions. The committee has prepared revisions to the draft letter and included it for your review. Letters will be addressed to specific property owners with contact information for Sherm Chamberlain to continue conversations.

Recommendation:

Attachments:

1. Letter for Identified Housing Opportunities
2. Properties List for Housing Discussion
3. Zoning Map Housing Discussion Locations May 2023



May 4, 2023

Dear [Owners Name]:

Abraham Lincoln once said, "The best way to predict your future is to create it". Over the past year, the City of Charlevoix Planning Commission has been identifying opportunities to apply the vision of the City's adopted Master Plan, particularly focusing on one of the Plan's goals of improving housing availability. 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. We are exploring opportunities throughout the City where allowing additional dwellings would be both fitting with the parcels' surroundings and beneficial to the property owner. We feel your parcels at [addresses] present this opportunity.

Gentle increased density may be accomplished through a variety of methods depending on the property's location, size, and current zoning. Recently, in implementing the Master Plan, the City supported Zoning Ordinance amendments to permit accessory dwelling units (ADUs) in certain zoning districts. ADUs support the historic integrity of the City as well as provide additional housing space. The Planning Commission is also considering properties that may support three or more housing units in the future. This would likely be accomplished through amendments to the Zoning Ordinance which would allow more capacity for development and/or the rezoning of property to allow for additional housing development on a parcel. We believe your property is ideal for new housing opportunities, which is the reason for our contact with you. We would like to share information on the possibilities, benefits, and impacts of zoning changes to allow for additional housing. 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 have a great impact on the housing demand our community is seeing. As a property owner, you can 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 duplexes and triplexes, small apartment or condo buildings, 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. John Kurtz enjoyed your recent discussion about the future of your property, and we hope to continue the dialog with your neighbors in the coming months. We appreciate your willingness to work together to build a stronger Charlevoix!

Continued on next page



Should you be interested in exploring the zoning opportunities with your parcel -please reach out to the commission's housing subcommittee liaison, Sherm Chamberlain, phone: (231) 547-7046, email: sherm@facsurveying.com.

Sincerely,

A handwritten signature in black ink that reads "Jennifer E. Muladore". The signature is written in a cursive, flowing style.

Jennifer Muladore, Chair

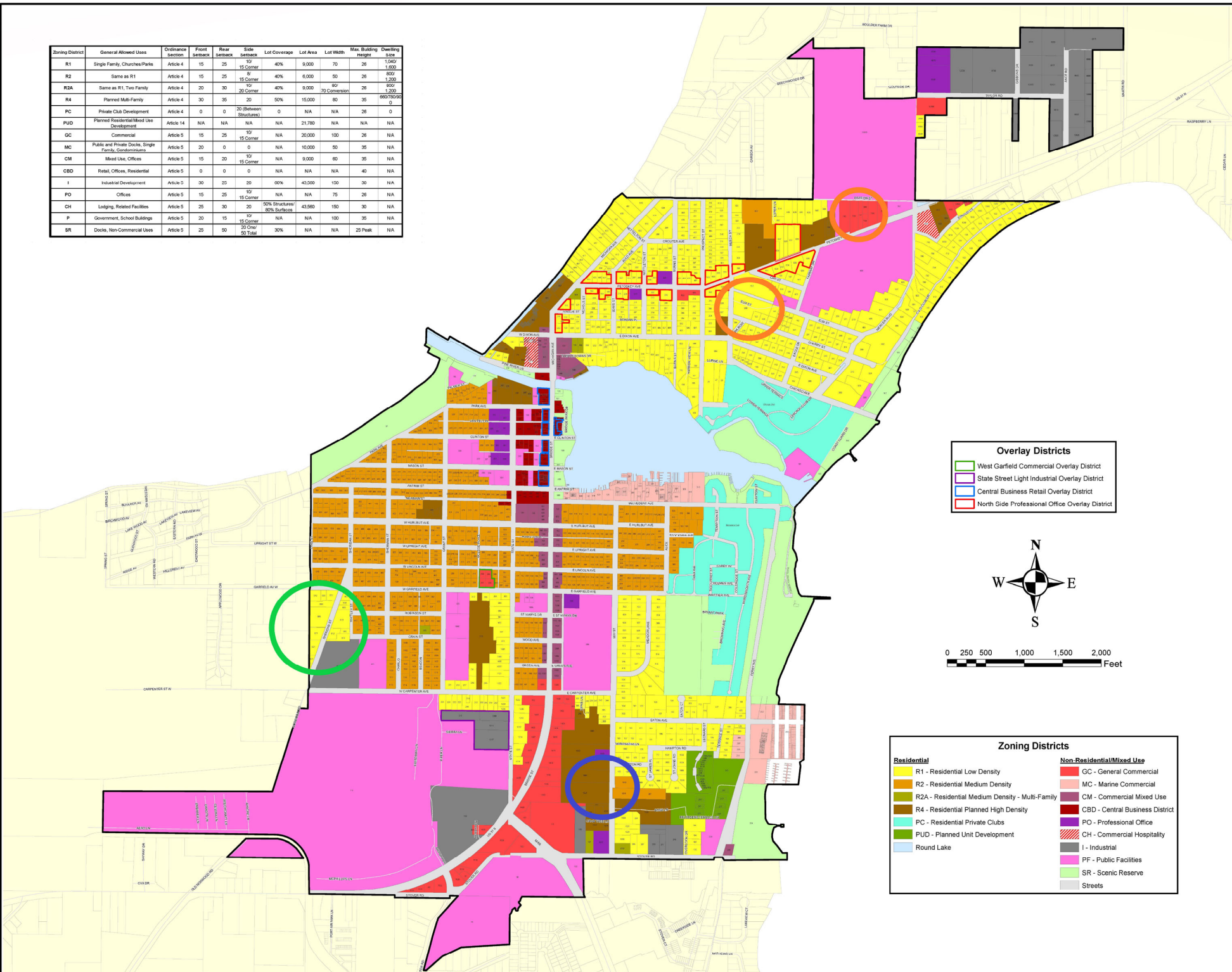
City of Charlevoix Planning Commission

<u>Address</u>	<u>Ward</u>	<u>Zoning</u>	<u>Current Use</u>	<u>Future Land Use</u>
508 W. Garfield	2	R1 - Residential Low Density	Residential	City Center Residential
510 W. Garfield	2	R1 - Residential Low Density	Residential	City Center Residential
Sheridan St.	2	R1 - Residential Low Density	Vacant	City Center Residential
Sheridan St.	2	R1 - Residential Low Density	Vacant	City Center Residential
601 Sheridan St.	2	R1 - Residential Low Density	Residential	City Center Residential
602 Sheridan St.	2	R1 - Residential Low Density	Residential	City Center Residential
603 Sheridan St.	2	R1 - Residential Low Density	Residential	City Center Residential
604 Sheridan St.	2	R1 - Residential Low Density	Residential	City Center Residential
605 Sheridan St.	2	R1 - Residential Low Density	Residential	City Center Residential
608 Sheridan St.	2	R1 - Residential Low Density	Commercial	City Center Residential
610 Sheridan St.	2	R1 - Residential Low Density	Commercial	City Center Residential
611 Sheridan St.	2	R1 - Residential Low Density	Residential	City Center Residential
612 Sheridan St.	2	R1 - Residential Low Density	Residential	City Center Residential
621 Sheridan St.	2	R1 - Residential Low Density	Residential	City Center Residential
Whitley St.	2	R1 - Residential Low Density	Vacant	City Center Residential
819 Whitley St.	2	R1 - Residential Low Density	Residential	City Center Residential

<u>Address</u>	<u>Ward</u>	<u>Zoning</u>	<u>Current Use</u>	<u>Future Land Use</u>
Elm St.	1	R1 - Residential Low Density	Vacant	Neighborhood Residential
743 Petoskey Ave.	1	GC - General Commercial	Vacant	Charlevoix Corridor
745 Petoskey Ave.	1	GC - General Commercial	Residential	Charlevoix Corridor
747 Petoskey Ave.	1	GC - General Commercial	Residential	Charlevoix Corridor
749 Petoskey Ave.	1	GC - General Commercial	Residential	Charlevoix Corridor
680 Division St.	1	GC - General Commercial	Residential	Charlevoix Corridor
757 Petoskey Ave.	1	GC - General Commercial	Vacant	Charlevoix Corridor

<u>Address</u>	<u>Ward</u>	<u>Zoning</u>	<u>Current Use</u>	<u>Future Land Use</u>
May St.	3	R2 - Residential Medium Density	Vacant	Community Mixed Use
May St.	3	R4 - Residential Planned High Density	Vacant	Community Mixed Use
1021 May St.	3	R4 - Residential Planned High Density	Public Facility	Community Mixed Use

Zoning District	General Allowed Uses	Ordinance Section	Front Setback	Rear Setback	Side Setback	Lot Coverage	Lot Area	Lot Width	Max. Building Height	Dwelling Size
R1	Single Family, Churches/Parks	Article 4	15	25	10'	40%	9,000	70	28	1,000 - 1,600
R2	Same as R1	Article 4	15	25	8'	40%	6,000	50	26	800 - 1,300
R2A	Same as R1, Two Family	Article 4	20	30	10'	40%	9,000	60'	35	800 - 1,300
R4	Planned Multi-Family	Article 4	30	35	20	50%	15,000	80	35	600/700/900
PC	Private Club Development	Article 4	0	0	0 (Between Structures)	0	N/A	N/A	28	0
PUD	Planned Residential/Mixed Use Development	Article 14	N/A	N/A	N/A	N/A	21,780	N/A	N/A	N/A
GC	Commercial	Article 5	15	25	10' Corner	N/A	20,000	100	28	N/A
MC	Public and Private Docks, Single Family, Condominiums	Article 5	20	0	0	N/A	10,000	50	35	N/A
CM	Mixed Use, Offices	Article 5	15	20	10' Corner	N/A	9,000	60	35	N/A
CBD	Retail, Offices, Residential	Article 5	0	0	0	N/A	N/A	N/A	40	N/A
I	Industrial Development	Article 5	30	25	20	60%	40,500	150	30	N/A
PO	Offices	Article 5	15	25	10' Corner	N/A	N/A	75	28	N/A
CH	Lodging, Related Facilities	Article 5	25	30	20	50% Structures/ 80% Surface	43,560	150	30	N/A
P	Government, School Buildings	Article 5	20	15	10' Corner	N/A	N/A	100	35	N/A
SR	Docks, Non-Commercial Uses	Article 5	25	50	20' Corner/ 50' Total	30%	N/A	N/A	25 Peak	N/A



DATE: 9/30/2013



To: The City of Charlevoix Planning Commission
 From: Jonathan Scheel, Zoning Administrator
 Subject: Zoning Administrator's Report re: thru April 2023

Permits Issued in 2023

Following are two types of breakdowns for the 42 permits issued by the zoning office so far in 2023:

<u>By month</u>	<u>By type</u>
January 8	Banner permits14
February 5	Fence permits3
March 13	Sidewalk café/use2
April 15	Sign5
May	Zoning12
June	
July	Of the 12 zoning permits, 4 were additions to single family
August	dwelling, 0 were new single-family homes, and 2 were
September.....	replacements of single-family homes. 6 were accessory
October	structures.
November	
December	

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

Central Business District (CBD)
Commercial Mixed (CM) 3
.....
General Commercial (GC)
Industrial
Marine Commercial (MC).....
Residential Private Club (PC).....
Public Facilities.....
R-1 9
R-2 6

Blight Enforcement Actions
15 notices on doors
6 letters

Level A Site Plan Administrative Review

There has been an incomplete cell pole application on 100 block Clinton St. with no follow up from the applicant for more than 60 days after my request for additional documents.

Level B Site Plan Reviews / Special Use Permits

There has been no follow up or communication from the developer on the 100 block W Hurlbut site.

Variances to Zoning Board of Appeals



No variance applications have been submitted.