



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, June 12, 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 May 8, 2023
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. Housing Subcommittee Report
 - 2. Visual Preferences Exercise - Residential Uses
 - 3. Proposed Ordinance Language - Residential Uses
- H. Old Business**
- I. Staff Updates**
 - 1. 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, May 8, 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, Shelley Boehmer, Sherm Chamberlain, Toni Felter, John Kurtz, Maureen Radke

Members Absent: Mary Millington

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

Chair Muladore welcomed Shelley Boehmer as the newest member of the Planning Commission, and Ms. Boehmer introduced herself and briefly described her background and interest in the Planning Commission.

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Draft Minutes of April 10, 2023

Motion by Member Chamberlain, seconded by Member Radke to approve the minutes of April 10, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 2022-2023 Annual Report

Planner Neal reviewed the Annual Report, which was a report of the Planning Commission's activities from last year (May 2022 - April 2023) which will be shared with the City Council as required by law. Minor corrections were made to dates of public hearings in the report that reflected 2023 instead of 2022, and minor language clarifications were addressed. Planner Neal responded to questions from the Commission Members.

Motion by Member Boehmer, seconded by Member Beatty to forward the Annual Report as amended to the City Council.

Motion carried by unanimous voice vote.

2. Housing Subcommittee Report

Chair Muladore stated the Subcommittee edited the property owner letters from the last meeting to be more personalized and the letters were sent to the people that Members Chamberlain and Kurtz had already contacted as well as their neighbors.

Member Kurtz highlighted the activities of the Housing Subcommittee, which included the properties that they were going to focus on. Members Chamberlain and Kurtz had conversations with all but two of the subject property owners. Mr. Kurtz summarized comments received from the property owners and most were positive and all understood the intent of the project. Discussion followed regarding the procedure for zoning changes, the feedback from the property owners, and the next steps in this process.

Zoning Administrator Scheel stated he created a map that he will share with the Commission next month which shows all the vacant parcels in the City and the majority of them are single lots with a few larger lots. Mr. Scheel stated a letter to these property owners could be about educating the owners because many people may not know that they could have duplexes or ADU's in the backyards of residents' homes located in zones R-1 and R-2; or the letter could be addressed only to property owners of the larger lots.

Planner Neal introduced Zach Sompels as the new Charlevoix County Housing Ready Coordinator through Housing North and he would be a resource for the Commission. Mr. Sompels stated that he could bring the Commission more data, but he would rather contact the owners of the one or two lot parcels or some of the larger parcels, including contacting builders, developers, and financial resources.

Chair Muladore stated the next steps for the Housing Subcommittee were to wait and collect the responses from the letters that were mailed to property owners and to schedule a meeting to start planning to bring recommendations back to the Commission. Mr. Sompels stated that he would like to join the Housing Subcommittee.

H. Old Business

I. Staff Updates

1. Housekeeping - Binders

Zoning Administrator Scheel stated he provided the three (3) new members on the Commission with educational binders about the Planning Commission. Mr. Scheel reviewed the contents in detail and advised that a new zoning map would be coming soon.

2. Zoning Administrator's Report

Zoning Administrator Scheel briefly reviewed the Zoning Administrator's Report through April 2023.

J. Requests For Next Months Agenda or Research Items

Planner Neal suggested various topics, inventories and research studies that may be beneficial to the Commission with regard to housing needs. Chair Muladore asked Planner Neal to look at the amount of hours needed for the different projects and report back to the Commission as to which

issues/projects were the most pressing. Zoning Administrator Scheel provided statistics on short-term and long-term rentals in the City.

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

Meeting adjourned at 7:11 p.m. by Chair Muladore.

Sarah J. Dvoracek/fgm	Jennifer Muladore
Clerk	Chair

Charlevoix Planning Commission

New Business

Title: Housing Subcommittee Report

Date: June 12, 2023

Presented By: Jennifer Neal, Community Planner

Background:

Members of the Housing Subcommittee will report on activities during the previous month. Notes from the subcommittee's meeting as well as site sketches are included for discussion.

Recommendation:

No motion at this time; Housing Subcommittee to continue current progress

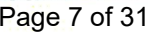
Attachments:

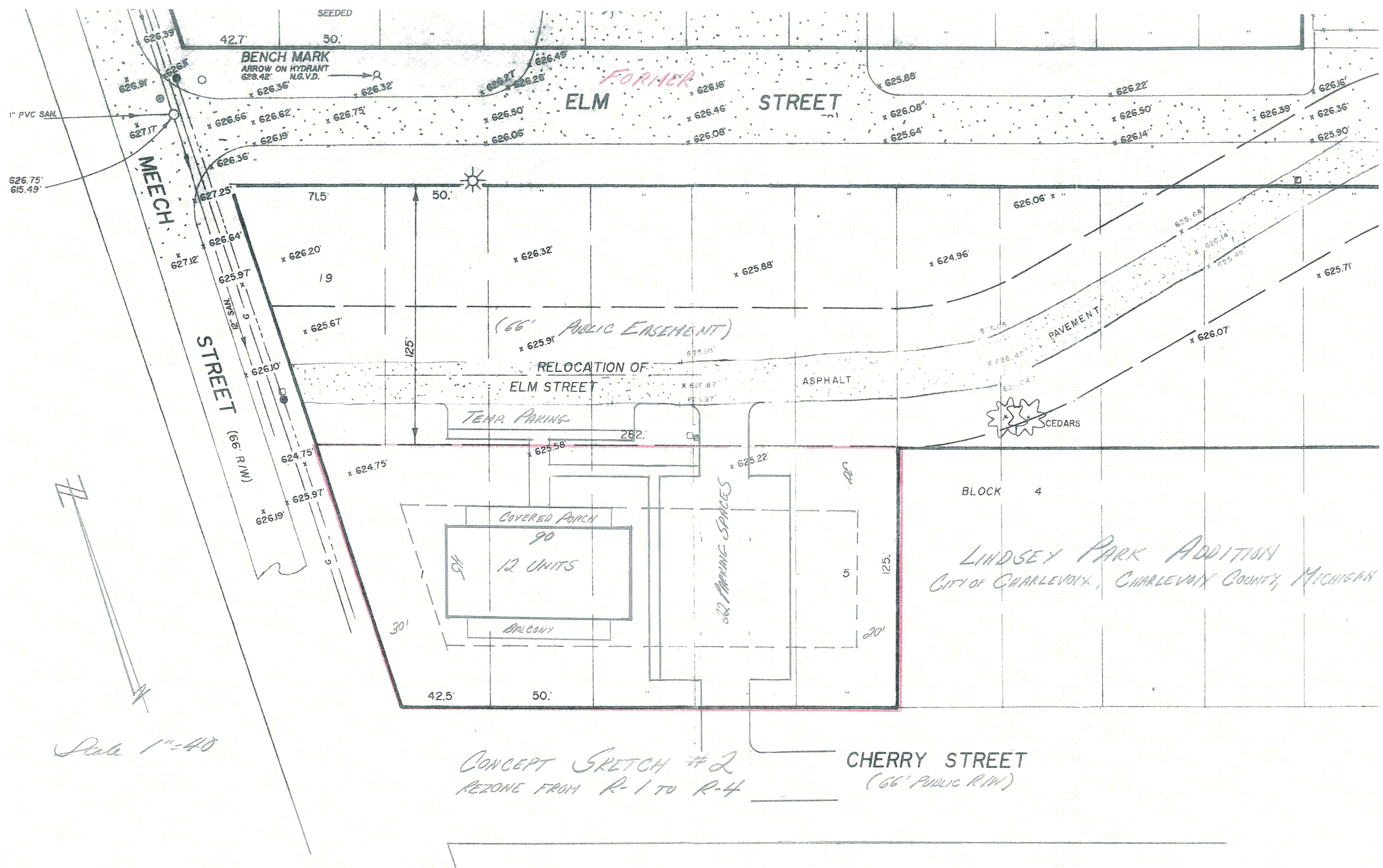
1. Housing Subcommittee May Meeting Notes
2. Housing Subcommittee Site Sketches
3. Commissioner Kurtz Comments

5/25/2023

Meeting attendees: Jennifer Muladore, Sherm Chamberlain, John Kurtz, Sarah Van Horn, Zach Sompels, Jennifer Neal

1. Review of Community Reformed Church parcels: 052-165-001-00 (109 Elm Street), 052-164-001-00 (Elm Street), 052-162-029-00 (Cherry Street - address unlisted)
 - a. Property owner, Community Reformed Church, has confirmed interest in rezoning parcels.
 - b. The group discussed development options (leaving the site as is vs. combining the undeveloped properties - south of Elm St. and Cherry St. triangle).
 - c. The properties are currently zoned *R1, Low Density Single-Family Residential District*.
 - d. The group reviewed the property size, Future Land Use Map, Zoning Map, Zoning Ordinance requirements, and sketches provided by Sherm.
 - e. The group determined the most effective course of action based on the discussions with the land owner and likelihood of development.
 - f. Recommendation:
 - i. Amend the City's Master Plan to extend Charlevoix Corridor District south along Meech St. From Petoskey Ave. to E. Dixon Ave.
 - ii. Rezone the Community Reformed Church parcels 052-165-001-00 (109 Elm Street) and 052-164-001-00 (Elm Street) to *R4, Planned High Density Residential*.
2. Review of Charlevoix Public School parcel: 052-335-057-10 – address unlisted
 - a. Property owner has confirmed interest in selling property to develop housing
 - b. The property is currently zoned *R2, Medium Density Family Residential District*
 - c. The group discussed development options; Sherm sketched out three developable lots based on the lot size and shape. The lot size may accommodate more (up to 6 lots)
 - d. Specific consideration was given for neighbors to the north and east, and desirable development likely includes duplexes and cottage courts
 - e. Jenni to confirm with Jonathan - development options under current zoning: parcel may accommodate single-family attached units (three or more townhouses per Zoning Ordinance). What are the frontage requirements?
 - f. Sherm to send site sketches – and possible townhouse example for the group
 - g. Recommendation: Based on allowed uses zoning may remain the same.
3. Review Sheridan Triangle parcels
 - a. Review property owners' responses so far.
 - b. The properties are currently zoned *R1, Low Density Single-Family Residential District* and surrounded by R2 Zoning and Industrial Zoning
 - c. The group reviewed the property sizes, Future Land Use Map, Zoning Map, Zoning Ordinance requirements, and nearby properties in Charlevoix Township
 - d. The group determined the most effective course of action based on the discussions with the land owner and likelihood of development.
 - e. Recommendation:
 - i. Amend the City's Zoning Ordinance to allow various lots sizes to be developed in R4 Districts
 - ii. Rezone the entire Sheridan Triangle area to *R4, Planned High Density Residential*.
4. Other parcels and opportunities discussed
 - a. Petoskey Ave. parcels currently zoned *GC, General Commercial* recommended to be rezoned to R4
 - b. City parcel at Stover Rd. and Ferry Ave. (229 Stover Rd.) currently zoned *P, Public Facilities*. Currently on hold.
 - c. Continue to seek opportunity to meet with Charlevoix Township officials to discuss adjacent properties.





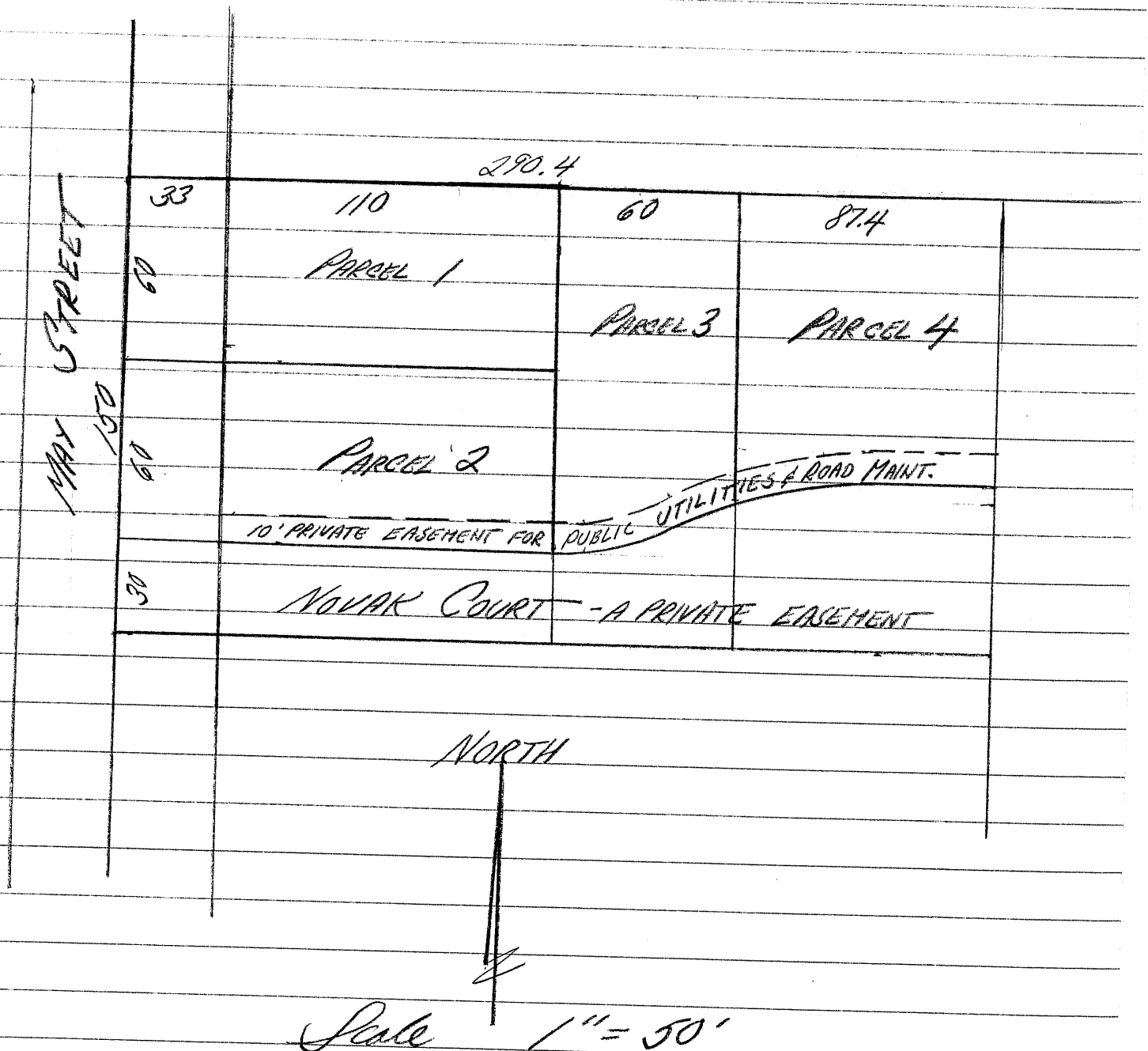
CONCEPT SKETCH #2
REZONE FROM R-1 TO R-4

CHERRY STREET
(66' PUBLIC R/W)

LINDSEY PARK ADDITION
CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN

Scale 1"=40'

MAX NOVIK COURT



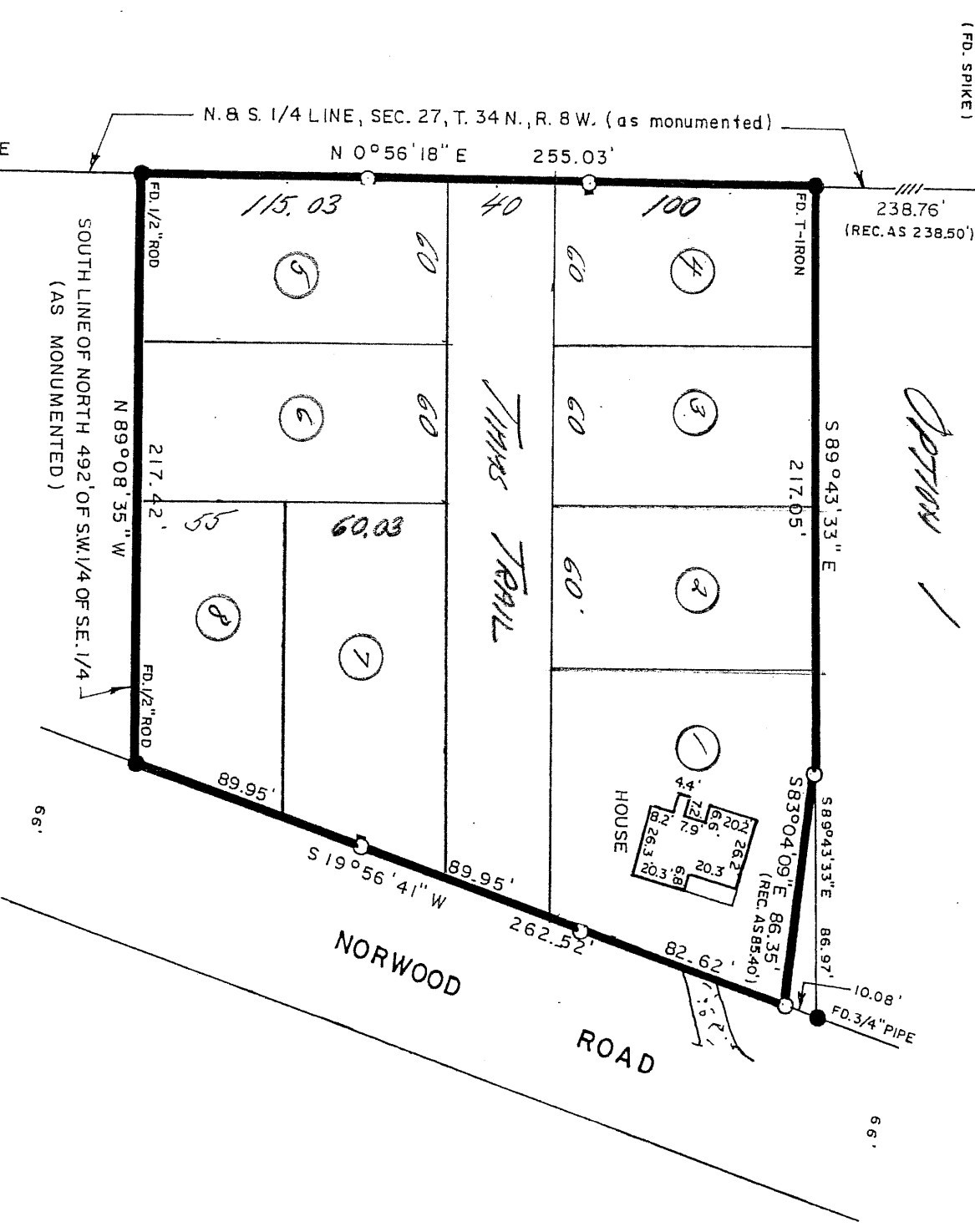
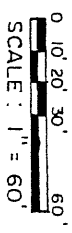
C. 1/4 COR., SEC. 27, T. 34 N., R. 8 W.
 WITNESSES: (FD. CHX. CO. MON.)
 24" BEECH - N 31° W - 40.39'
 POWER POLE - S 74° E - 32.66'
 POWER POLE - S 24° E - 59.61'
 3" HEMLOCK - N 89° W - 45.24'

CERTIFICATE OF BOUNDARY SURVEY
 CERTIFIED TO: RAY & NANCY DIXON
 03668 Pops Road
 Charlevoix, Michigan 49720
 DATE: December 10, 2002

THOMAS PROPERTY

PART OF SW 1/4 OF SE 1/4, SEC. 27, T. 34 N., R. 8 W.
 (CITY OF CHARLEVOIX, CHARLEVOIX COUNTY)

1/8 COR., SEC. 27
 (FD. SPIKE)
 S. 1/8 LINE, SEC. 27



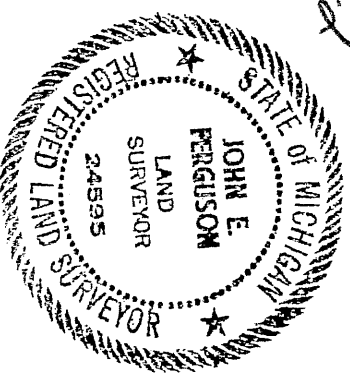
- LEGEND:**
1. Dimensions are in feet and decimals thereof.
 2. Bearings are on an assumed base.
 3. 1 1/2" x 24" iron rods with identification caps have been set at corners marked "O" unless otherwise noted.

CHANGE ZONING FROM R-1 TO R-2

CURRENT ZONING IS R-1

S. 1/4 COR., SEC. 27, T. 34 N., R. 8 W.
 WITNESSES: (CHX. CO. MON.)
 POWER POLE - S 83° 30' W - 107.51'
 CENTER TOP OF FIRE HYDRANT - N 20° E - 54.97'
 24" MAPLE - N 55° W - 72.09'
 STEEL FENCE POST - S 11° E - 40.02'

John E. Ferguson, P.S. No. 24595



I HEREBY CERTIFY that I have surveyed and mapped the property hereon delineated and that the ratio of position closure of the undisturbed field data exceeds 1:5000; and that it complies with P.A. 132, 1970.

FIELD: J.S.-R.R. STAKED: 12-11-02 DRAWN: 12-10-02

JOB: SB-19065c-02 DATE: 12-10-02

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
 PROFESSIONAL SURVEYORS
 103 W. UPRIGHT STREET, CHARLEVOIX, MICHIGAN 49720
 (231) 547-6882 - FAX (231) 547-0021
 EMAIL: survey@freeway.net

C. 1/4 COR., SEC. 27, T. 34 N., R. 8 W.

WITNESSES: (FD. CHX. CO. MON.)

24" BEECH - N 31° W - 40.39'

POWER POLE - S 74° E - 32.66'

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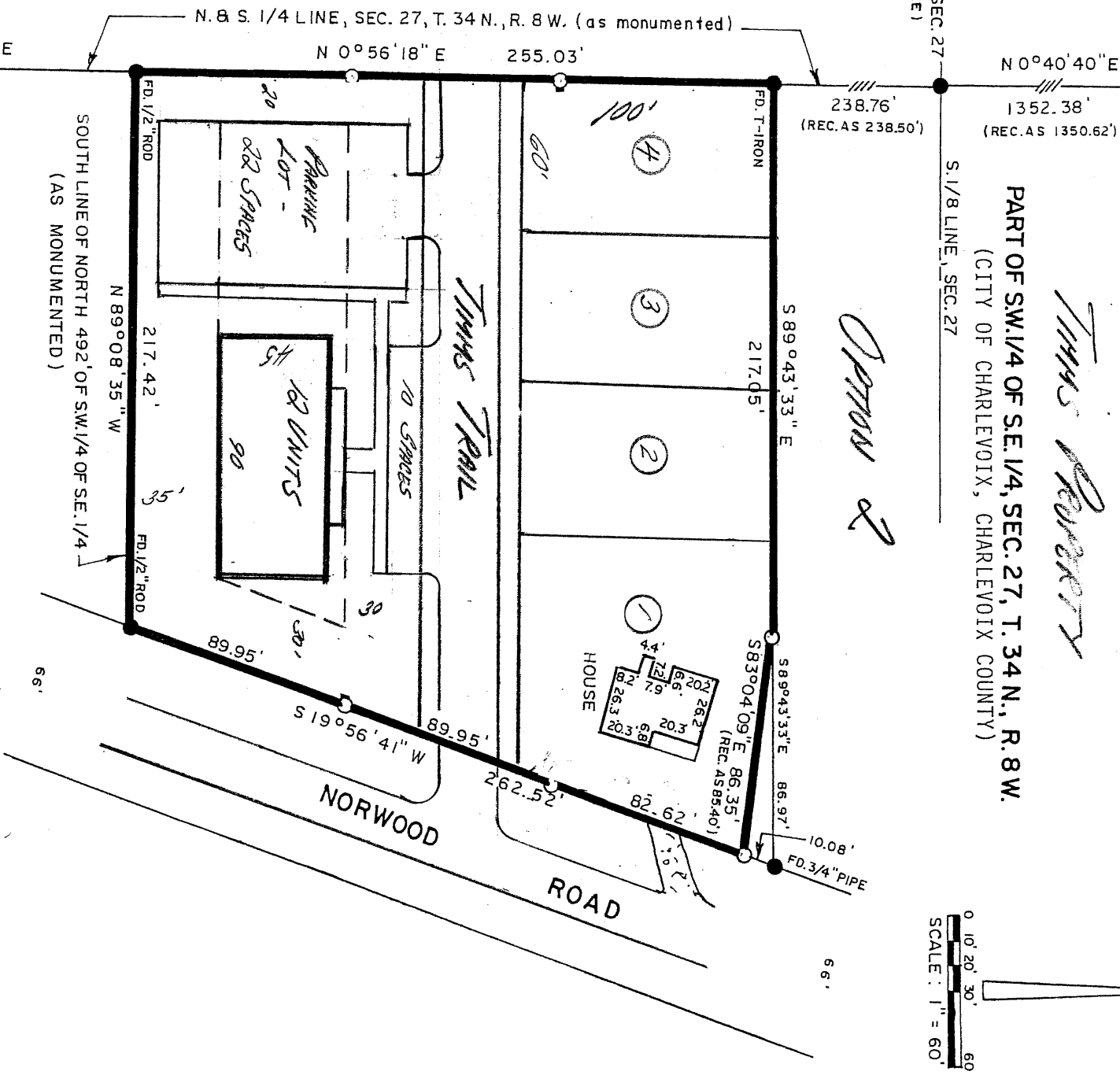
CERTIFICATE OF BOUNDARY SURVEY
CERTIFIED TO: RAY & NANCY DIXON
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Charlevoix, Michigan 49720

DATE: December 10, 2002

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(CITY OF CHARLEVOIX, CHARLEVOIX COUNTY)

1/8 COR., SEC. 27
(FD. SPIKE)

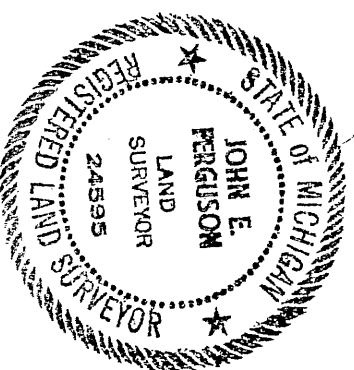
0 10' 20' 30' 60'
SCALE: 1" = 60'



- LEGEND:
1. Dimensions are in feet and decimals thereof.
 2. Bearings are on an assumed base.
 3. 1/2" x 24" iron rods with identification caps have been set at corners marked "O" unless otherwise noted.

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MEMO FROM JOHN KURTZ

Summary of Housing Sub-Committee Recommendations

Member Chamberlain and I have personally talked to nine of the twelve property owners of properties currently identified for opportunities. In all rezoning discussions, the following was observed:

- All property owners have been notified that their property was being reviewed for rezoning; either in person or by letter
- All possible rezoning should be consistent with the surrounding properties
- None of the property owners have expressed opposition to a rezone
- Many owners expressed that they wanted their property upzoned
- Every property owner understood the need to increase housing for year-round residents
- The property owners understood an upzone would increase marketability of their property

All commissioners should review the subcommittee notes from the May 25th meeting. The committee discussed specifically five parcels of property in the City to rezone. The properties discussed were zoned R-1, R-2, general commercial, and public facilities. Review of upzoning to R-2 and R-4 should be reviewed by the Planning Commission.

Community Reformed Church Property

The church has indicated they would be interested in a rezone to an R-4. Their only concern is that a rezone not restrict future use of the property by the church for church functions (they have had discussions about creating a sports room/sports complex facility).

If I were present at the commission meeting, I would make the following motions:

- Amend the City's Master Plan to extend the Charlevoix Corridor District south along Meech St. from Petoskey Ave. to E. Dixon Ave.
- Rezone the Community Reformed Church parcels 052-165-001-00 and 052-164-001-00 to R-4 Planned High Density Residential

Charlevoix Public School Property

More discussion points are detailed in the subcommittee meeting notes. The superintendent indicated an interest in rezoning or selling the property though it needs to be discussed at a school board level. He understands the need for more permanent housing in the Charlevoix area.

If I were present at the commission meeting, I would make the following recommendation:

- We should continue our discussions with the Charlevoix Public Schools to show the benefits of utilizing the property for housing. The property does not need to be rezoned to accommodate the needed housing opportunities.

Sheridan St. 'Triangle'

Member Chamberlain and I have discussed the possibility of rezoning the triangle to R-4, with only three property owners not personally contacted yet. All owners contacted have said they understood the need for housing for permanent citizens.

Additionally, the neighboring parcels located in Charlevoix Township was discussed and could be made contiguous with the triangle.

If I were present at the commission meeting, I would make the following motions:

- Amend the City Zoning Ordinance to allow various lot sizes to be developed in R-4 districts
- Rezone the entire triangle to R-4

I would also make the following recommendations:

- Continue to discuss the adjacent Charlevoix Township properties with Charlevoix Township officials
- Analyze the possibility of incorporating the Township parcels into the City

Petoskey Avenue Property

The identified parcels currently zoned General Commercial on Petoskey Avenue should be rezoned to R-4 to be more fitting with the neighborhood and attractive to housing opportunities.

If I were present at the commission meeting, I would make the following motion:

- Rezone the Petoskey Avenue parcels from General Commercial to R-4

City Owned Property at 229 Stover Rd

The old Department of Public Works site is currently zoned public facilities, and would need a rezone for most future development opportunities.

If I, John Kurtz, were present at the commission meeting, I would ask the Commission to consider the change of zoning from P – Public Facilities to R-4 at a future date.

Charlevoix Planning Commission

New Business

Title: Visual Preferences Exercise - Residential Uses

Date: June 12, 2023

Presented By: Jennifer Neal, Community Planner

Background:

Staff have prepared a visual preferences exercise to open up discussion about preferred housing types, design, and architectural features. Staff will give more direction and walk through the exercise during the meeting.

Recommendation:

No motion at this time; for discussion only

Attachments:

1. Residential Visual Preferences Memo
2. Residential Visual Preferences

MEMO

To: City of Charlevoix, Planning Commission
From: Jennifer Neal, Planner
Subject: Permitted Residential Unit Types and Unit Sizes
Date: June 12, 2023

The information presented in this report is for discussion purposes. As the Planning Commission continues to discuss Missing Middle Housing opportunities in Charlevoix, staff have prepared a visual preferences exercise to open up conversation about what types of housing are desired as well as the preferred design and architectural features.

The types of housing presented are identified in the Missing Middle Housing range of house-scale buildings with multiples units – compatible in scale and form with detached single-family homes – located in walkable neighborhoods.



Source: <https://missingmiddlehousing.com/>

The images in the exercise are categorized into four groups. Each group features a different housing type or set of housing types that are directly related. Each of the housing types are identified missing middle types that are compatible with detached single-family homes. In the first three types, you are asked to determine which types and styles fit the community character of existing residential neighborhoods. In the fourth group, you are asked to determine which building types fit with the Industrial Zoning District. The following four housing groups are identified:

1. Single-family attached / Townhouse
2. Multiplex: Duplex, Triplex, Fourplex
3. Cottage courts / Clustered tiny homes
4. Industrial

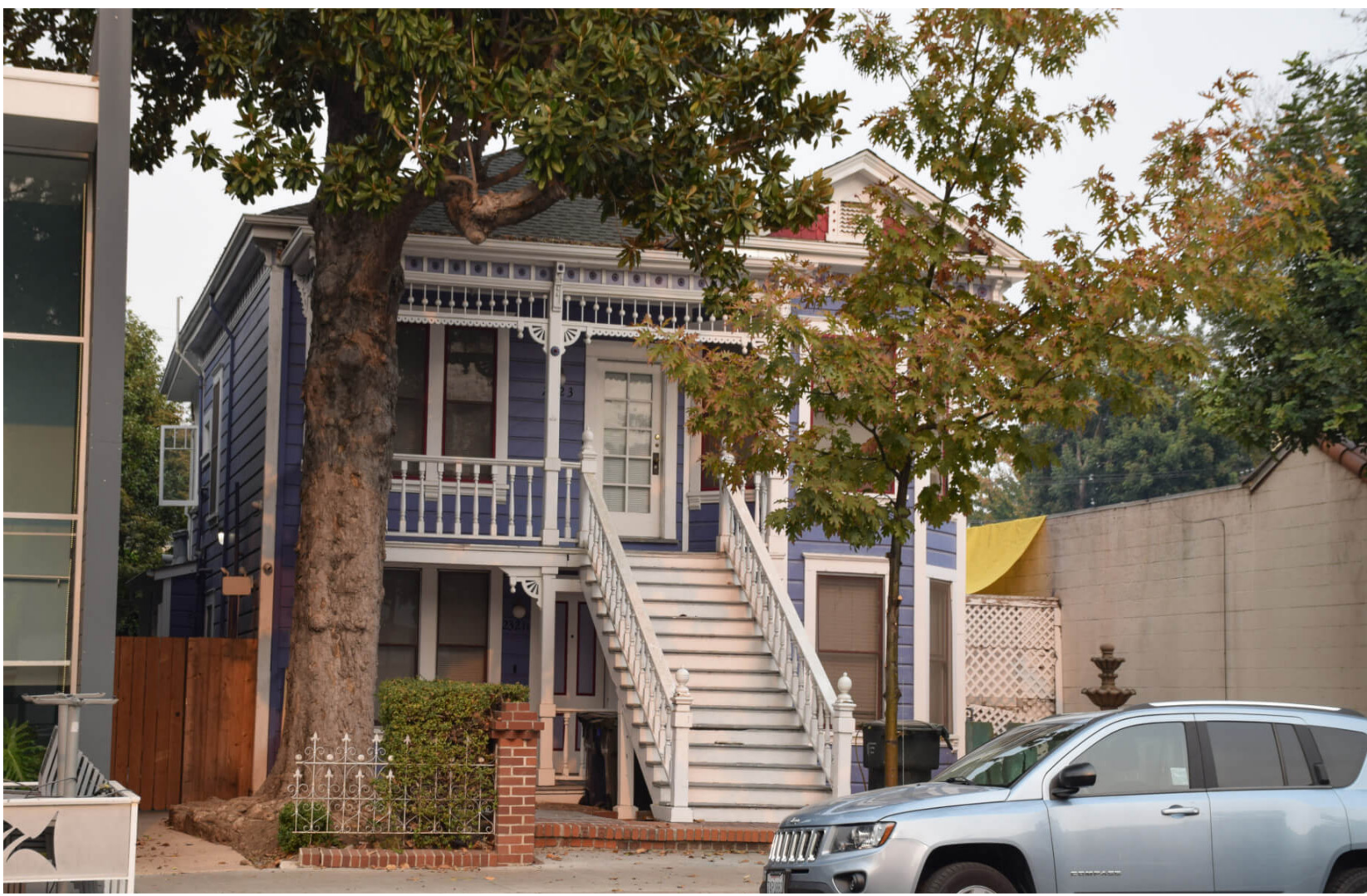
Single-Family Attached | Townhouse

Place a **green** dot on the image(s) you like
Place a **red** dot on the image(s) you do not like



**Two-Family | Multiple-Family | Single Multiple Family Building | Home Conversion
Multi-plex | Duplex | Triplex | Fourplex**

Place a **green** dot on the image(s) you like
Place a **red** dot on the image(s) you do not like



Clustered Housing | Cottage Court | Tiny Home Cluster | Courtyard Building

Place a **green** dot on the image(s) you like
Place a **red** dot on the image(s) you do not like



I - Industrial
Single-Family Attached | Multiple Family |
Dwellings above the first floor

Place a **green** dot on the image(s) you like | Place a **red** dot on the image(s) you do not like



Charlevoix Planning Commission

New Business

Title: Proposed Ordinance Language - Residential Uses

Date: June 12, 2023

Presented By: Jennifer Neal, Community Planner

Background:

Staff have prepared a set of proposed changes to the Zoning Ordinance to expand the use of Missing Middle Housing types in residential districts and the industrial district. These changes are for discussion purposes and may be changed based on Planning Commission feedback.

Recommendation:

No motion at this time; provide feedback on proposed changes and requested information for next meeting.

Attachments:

1. Proposed Residential Uses Expansion Memo
2. Residential Uses Table w Proposed Changes
3. Courtyard Ordinance Option

MEMO

To: City of Charlevoix, Planning Commission
From: Jennifer Neal, Planner
Subject: Proposed Ordinance Changes
Date: June 12, 2023

The information presented in this report is for discussion purposes. As the Planning Commission continues to discuss Missing Middle Housing opportunities in Charlevoix, staff have prepared a table that represents summary information taken from Sections 153.005 Definitions, 153.071 Schedule of Uses, 153.072 Area, Height and Placement Requirements (B-D, F), 153.117 Residential Uses (F-G), and 153.086 Allowed Uses, Non-residential and Mixed Use Zones with proposed changes to permit additional residential units and proposed minimum unit sizes. Text written in black is existing ordinance language. Text written in red is proposed language. *This language is subject to change based on the visual preferences discussion.*

Proposed changes include:

- Remove Single Multiple Family Building as a separate permitted use (based on the definition of Multiple Family, the district is redundant). Add the criteria for this use to Two-family and Multiple-family.
- Remove Home Conversion as a separate permitted use (based on the definition of Multiple Family, the district is redundant). Add the criteria for this use to Two-family and Multiple-family.

These changes are important for two reasons: adding the criteria from Single Multiple Family Building and Home Conversion to Two-family and Multiple-family provides it a definition where each term does not currently have one, and as stated, it removes redundancy and creates clarity.

- With the language of Single Multiple Family Building and Home Conversion added as criteria to Two-family and Multiple-family, two-family and multiple-family uses are added as a Special Land Use in the R1 District and permitted uses in the R2 and R2A Districts.
- Create Courtyard Housing definition and add design criteria under Multiple-family (see attached).
- Residential uses and permitted unit sizes are added to I – Industrial.

The proposed changes are intended to simplify and clarify the language of the Zoning Ordinance to allow for ease of use and encourage new housing development. Staff may prepare additional changes upon direction from the Planning Commission.

Use / Definition / Description	R1 – Low Density Single-Family	R2 – Medium Density Single Family	R2A – Two Family	R4- Planned High Density	PC – Private Club	GC – General Commercial	CBD – Central Business District	CM - Commercial Mixed Use	MC - Marine Commercial	CH – Commercial Hospitality	PO – Professional Office	SR – Scenic Reserve	I - Industrial	P – Public Facilities
Single-family, detached A single-family dwelling unit that is separate and distinct from any other dwelling. A single-family dwelling that does not share a party wall with any other dwelling is a DETACHED SINGLE-FAMILY DWELLING .	P – 800	P – 800	P – 400	P – 800	P – 0			P – 0	P – 0					
Single-family, attached A dwelling designed for occupancy by one family in a row of at least three such units in which each unit has its own front and rear access to the outside, no unit is located over another, and each unit is separated from any other unit by one or more vertical common fire-resistant walls. (Also known as a TOWNHOUSE or ROWHOUSE .)	<u>S - 800</u>	P – 800	P – 800	P – 800	P – 0			P – 0	P – 0					
Two-Family A single-family dwelling unit attached to one other single-family dwelling by a common wall or floor. (Also known as a DUPLEX .) <u>(Combine these two sections, and add standards for all two-family uses)</u> <u>G) Single-family attached and single multiple-family buildings.</u> <u>(1) Single-family attached buildings and single multiple-family buildings are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this section.</u> <u>(2) The main entrance is located in the building façade of the principal frontage.</u> <u>(3) A maximum of two entrances per building façade.</u> <u>(4) Parking is located in the rear or on the side of the building.</u> <u>(5) Parking access is from the alley where available, otherwise access may be from the side or front lot line.</u> <u>(6) The principal building façade shall have a minimum of 20% glazing (windows).</u> <u>(7) There shall be a minimum of two windows per non-street facing building façade.</u> <u>(8) Porches and stoops may project into the yards.</u> <u>(9) Façade elements above the ground floor may project into the yards.</u> <u>(F) Home conversions. An existing detached single-family dwelling built prior to 2019 that is located within the required setbacks of the district may be converted to multiple permanent dwelling units subject to the following:</u> <u>(1) Lot area meets the minimum requirements for the district.</u> <u>(2) The exterior appearance of the structure is not altered from its single-family character.</u> <u>(3) Parking meets the requirements of § 153.187.</u> <u>(4) Access to any second floor dwelling unit is provided from the interior of the structure.</u> <u>(5) The minimum square footage required for a studio or one bedroom unit shall be 300 square feet.</u> <u>(6) The minimum square footage required for a two bedroom unit shall be 450 square feet.</u> <u>(7) All units have construction code-approved egress.</u>	<u>S –</u> <u>1 BR – 400</u> <u>2 BR – 780</u>	<u>P –</u> <u>1 BR – 400</u> <u>2 BR – 780</u> <u>800</u>	<u>P –</u> <u>1 BR – 400</u> <u>2 BR – 780</u> <u>800</u>	P – 800	P – 0									
Multiple-family A building containing three or more dwelling units where each unit may have access to a common hallway, stairs or elevator, or where each unit may have individual access to a street or common courtyard. <u>(Combine these two sections)</u> <u>G) Single-family attached and single multiple-family buildings.</u> <u>(1) Single-family attached buildings and single multiple-family buildings are subject to all applicable regulations of the zoning district in which they are located unless otherwise expressly stated in this section.</u> <u>(2) The main entrance is located in the building façade of the principal frontage.</u> <u>(3) A maximum of two entrances per building façade.</u> <u>(4) Parking is located in the rear or on the side of the building.</u> <u>(5) Parking access is from the alley where available, otherwise access may be from the side or front lot line.</u> <u>(6) The principal building façade shall have a minimum of 20% glazing (windows).</u> <u>(7) There shall be a minimum of two windows per non-street facing building façade.</u> <u>(8) Porches and stoops may project into the yards.</u> <u>(9) Façade elements above the ground floor may project into the yards.</u> <u>(F) Home conversions. An existing detached single-family dwelling built prior to 2019 that is located within the required setbacks of the district may be converted to multiple permanent dwelling units subject to the following:</u> <u>(1) Lot area meets the minimum requirements for the district.</u> <u>(2) The exterior appearance of the structure is not altered from its single-family character.</u> <u>(3) Parking meets the requirements of § 153.187.</u> <u>(4) Access to any second floor dwelling unit is provided from the interior of the structure.</u> <u>(5) The minimum square footage required for a studio or one bedroom unit shall be 300 square feet.</u> <u>(6) The minimum square footage required for a two bedroom unit shall be 450 square feet.</u> <u>(7) All units have construction code-approved egress.</u>	<u>S -</u>	<u>P -</u>	<u>P -</u>	<u>P – [1]</u> 1 BR – 660 2 BR – 780 3 BR - 900	P – 0	P – 0	P – 0	P – 0	<u>P -[2] 800</u>	P – 0			<u>P -</u>	
									Or					
	<u>1 BR – 400</u> <u>2 BR – 780</u>	<u>1 BR – 400</u> <u>2 BR – 780</u>	<u>1 BR – 400</u> <u>2 BR – 780</u>						1 BR - 660					

[5] Mixed use developments where dwelling units are proposed above professional offices shall comply with the area, height and placement requirements of the PO District.

Residential Uses – Courtyard Housing.

The following provisions are intended to encourage the construction of courtyard housing by providing alternatives to certain development standards of this Zoning Ordinance as incentives. Section _____ of the Master Plan calls for zoning provisions which encourage the construction of multi-family housing projects that reflect the historic patterns and styles in the city.

Courtyard and Common Open Space Requirements. The project shall provide common open space as required for multi-family projects by Section _____. The open space shall be located on the site as follows.

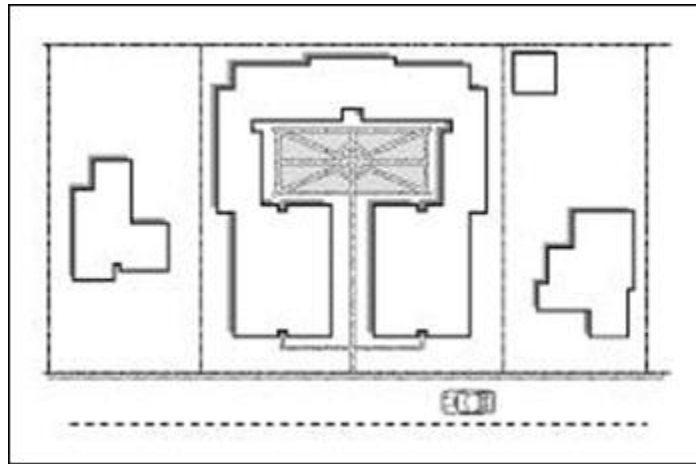


FIGURE 3-16

COURTYARD

1. **Courtyard Required.** A courtyard housing project shall include a clearly defined courtyard space. The structure may, for example, be O, L, or U shaped. A distinct outdoor communal space (or series of spaces) shall be provided to serve as a focus for the housing units, with individual entries to the living units provided from the spaces.
2. **Courtyard Area.** The courtyard shall be designed to incorporate at least 60 percent of the common open space area required for the project by Section _____.
3. **Rear Yard Open Space.** If any of the rear setback is proposed as common open space in addition to the courtyard, a clear connection between the rear yard and the courtyard space shall be provided and at least a portion of the rear yard shall be visible from the courtyard, as follows:

4. Above Grade Open Space. A portion of the common open space requirement for the project may be provided above grade in compliance with the following standards:

a. Seventy-five percent of ancillary balconies, roof decks, or terraces that are counted as common open space in a courtyard structure shall be directly adjacent to and overlook the courtyard, and should be seen as an extension of the courtyard;

b. The space shall not be more than two floors above the courtyard and shall be connected directly to the courtyard with a grand stairway or other appropriate connection if it represents more than 10 percent of the common open space; and

c. The space shall have a minimum dimension of 10 feet, if one level or less above the courtyard.

C. *Courtyard Design Standards.*

1. Entrance from Street. The courtyard shall be preserved as a semi-public space which is easily accessed from the street, with a grand processional entry, grand stairs if appropriate, or other similar treatment. At least a portion of the courtyard should be visible from the street. The courtyard is best located on the level of the street or a few feet above or below the street.

a. On parcels with more than sixty feet of street frontage, an opening in the structure at least 10 feet wide and 10 feet high shall be provided. The opening may be designed with security enclosures which are treated in the same design style as the structure itself.

b. Passageways from the front yard to the courtyard which are less than 15 feet wide shall have a length no greater than twice the width. The height of the opening shall be no less than the width.

c. Openings that are 10 feet or more in width and 20 feet more in length shall be open to the sky.

d. Glazing shall not be allowed in the opening. Any gates shall be of a highly ornamental nature (preferably designed by an artist and executed by a skilled craftsman). The gate shall allow a minimum of 70 percent visibility into the courtyard.

2. Dimensions. The minimum length and width of a courtyard shall be 15 feet on parcels of 50 feet or less in width, 20 feet on all other parcels,

D. *Courtyard Landscaping and Surfacing Standards.*

1. General Landscape Standards. Courtyard landscaping shall comply with Section 152.237 (Standards for Site Plan Approval), and the following standards.

a. All courtyard landscaping shall be permanently maintained and irrigated with an automatic system.

b. The incorporation of fountains, pools, and other water features into the courtyard is required. The incorporation of other decorative elements (e.g., iron work and tile) is encouraged.

c. Benches, retaining walls, steps, and bench-type edges for planters are encouraged.

2. Specific Landscaping and Surfacing Requirements. A courtyard shall only be provided under the following three conditions, either alone or in combination.

a. Courtyard on Grade. The courtyard may be at natural grade. For gardens or parts of gardens at natural grade, the following requirements shall apply:

(1) At least 35 percent of the total courtyard area shall be planted;

(2) A courtyard with a minimum area of 1,500 square feet shall have at least one canopy tree with a minimum mature height of 35 feet. An additional canopy tree of the same size shall be included for each additional 1,000 square feet of courtyard area. The minimum tree size at planting shall be 15 gallons; and

(3) Poured surfaces (e.g., concrete) may be used for walkways up to five feet in width but are not acceptable for area paving. Unplanted areas with a minimum dimension of five feet or more shall be paved with unit pavers (e.g., brick, concrete, or tile) set or covered with decomposed granite or garden gravel.

E. *Building Design.*

1. Unit Orientation. All units in a courtyard structure shall be “through” units and shall have an exposure off the courtyard as well as an exposure on at least one other side of the structure.

2. Access to Individual Units.

a. Interior Corridors are Prohibited. The majority of units shall be entered directly from the courtyard space. Additional entrances may serve units from the street

front or from subsidiary common open spaces. Common access balconies above the level of the courtyard floor which have a single or combined length greater than one side of the courtyard are prohibited.

b. Shared entrances from the courtyard in the form of porches, recesses in the structure, stairs, or stoops may serve no more than two units.

c. Transitional spaces in the form of overhangs, porches, and stoops, between public areas or common spaces and entrances to the units shall be provided for each unit or group of units.

4. Architectural Standards. The following provisions address the quality of the structures that surround and define a courtyard, and make a crucial contribution to the life and quality of these spaces. Some structure types help to perpetuate the city's distinctive courtyard housing tradition. These provisions are intended to encourage courtyard housing design features that are appropriate to the city, and prohibit inappropriate ones.

a. Objectives. Architectural elements (e.g., balconies, bay windows, entrances, and porches) shall signal human habitation and are an essential aspect of a successful courtyard structure. The architectural heritage of courtyard structures owes a great deal to craftsmanship and the contributions of craftspeople to the quality of the structures. It is a purpose of this Subparagraph to perpetuate the craft tradition which is an important element of this structure type. The city is, and has always been, heterogeneous architecturally, and this Zoning Ordinance is not prescriptive with respect to the style or the architectural character of structures. It does, however, encourage structures which are designed, detailed, and constructed with care and consistency, and which are enriched by the contribution of individual artisans.

b. Required Elements. Each new courtyard structure shall incorporate as least one feature as a conspicuous component of its architecture which demonstrates skilled craftwork. Examples of these features include iron gates, stenciled ornament, water features, Victorian/craftsman wood work, or other devices.

c. Special Features. Part of the special charm of courtyard structures comes from the presence of particular structural elements including the following. Each courtyard structure shall incorporate at least two of the following elements. The substitution of elements not on the list may be approved by the review authority.

- (1) Upper floor loggias or pergolas recessed within a structure.
- (2) Roofed balconies supported by brackets or by columns at the ground floor.
- (3) Exterior wooden or masonry stairs with closed risers.
- (4) Fountains and/or water features.

d. Materials.

(3) Structures should have consistent materials and details throughout. Detailing of doors, windows, and eaves and the type and quality of materials should be similar on all sides of structures.

(4) New courtyard structures should reflect local traditions. This means that careful decisions shall be made concerning the choice, application, and detailing of materials so that new construction is appropriate to its context. Windows and doors shall be outlined by projecting surrounds that completely enclose these openings.

The list below contains several materials or combinations that shall be avoided. The list is meant to be illustrative rather than inclusive. Final approval of materials, material combinations, and detailing shall be subject to Commission approval.

(a) Flush nail-on aluminum windows shall not be allowed.

(b) Structures shall not have window frames flush with the outside plane of the wall.

(c) Plywood siding, light, transparent driftwood stains, and thin layers of stone or masonry units which appear veneer-like shall not be allowed.

F. *Parking Entry*. The parking entry shall be minimized and designed to be architecturally sensitive to, and treated as, an integral part of the street façade.



To: The City of Charlevoix Planning Commission
From: Jonathan Scheel, Zoning Administrator
Subject: Zoning Administrator's Report re: thru May 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 permits18
February 5	Fence permits5
March 13	Sidewalk café/use1
April 15	Sign6
May 9	Zoning13
June	
July	One zoning permit for a dumpster enclosure at 220 Ferry Ave.
August	
September.....	
October	
November	
December	

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

Central Business District (CBD)	1
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

Are seasonal enforcement officer is now working 3 days a week. We are focused on all blight, long term violations and of course weeds/long grass

Level A Site Plan Administrative Review

I received and approved a Site Plan Amendment at 220 Ferry Ave (Yacht Club) for moving the dumpster enclosure closer to Ferry Ave., as the approved space no longer worked with the larger trucks from the waste provider.

Level B Site Plan Reviews / Special Use Permits

There has been new communication from the developer on the 100 block W Hurlbut site. Plans are for site-condominium, multi-family residential units that are individually owned but that are short term rented when the owners are not there.

Variances to Zoning Board of Appeals

No variance applications have been submitted.