



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, February 12, 2024 - 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. January 8, 2024
- F. Call for Public Comment Not Related to Agenda Items**
- G. Public Hearing**
 - 1. Rezone of 13513 Division Street
 - 2. Community Development Block Grant (CDBG) Housing Improving Local Livability Grant
- H. New Business**
 - 1. Design Guidelines for Commercial Mixed-Use buildings and US 31 Corridor
 - 2. Sign ordinance changes for Bridge Park Drive
- I. Old Business**
 - 1. Outdoor Storage ordinance language
- J. Staff Updates**
 - 1. Zoning Administrator Reports December 2023 and January 2024
- K. Requests For Next Months Agenda or Research Items**
- L. 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.

Charlevoix Planning Commission

Approval of the Minutes

Title: January 8, 2024

Date: February 12, 2024

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2024.01.08 PC DRAFT

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, January 8, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Chair Muladore followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Sherm Chamberlain, Janet Coltman, Toni Felter, John Kurtz, Mary Millington

Members Absent: Maureen Radke

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. December 11, 2023 minutes

Motion by Member Beatty, seconded by Member Boehmer to approve the minute of December 11, 2023 as presented.

Motion carried by unanimous voice vote.

F. Election of Officers

1. Election of Officers

Chair Muladore stated that she was willing to continue to serve as Chair.

Chair Muladore stated that she was nominated as Chair.

Nomination carried by unanimous voice vote.

Member Boehmer nominated Sherm Chamberlain as Vice Chair.

Nomination carried by unanimous voice vote.

G. Set Meeting Dates 2024

1. Set meeting dates 2024

Motion by Member Felter, seconded by Member Coltman to accept the 2024 meeting calendar as presented.

Motion carried by unanimous voice vote.

H. Call for Public Comment Not Related to Agenda Items

Jessica Nagel, owner of J. Bird Provisions at 109 Bridge Park Drive, stated that she knew the location was going to be a challenge and she was requesting prioritization of signage and wayfaring signage from the Planning Commission.

I. New Business

1. Rezoning of 13513 Division Avenue (Charlevoix County Administration Property)

Director Scheel stated the City recently annexed a portion of the parcel the Charlevoix County Administration building sits on at 13513 Division Avenue per the County's request. The annexed parcel comes into the City's jurisdiction as R1; the Planning Commission should start the process of rezoning the parcel. Mr. Scheel stated the current use and long term planned use is the administrative building for the Charlevoix County government and a Public Facilities' designation is the appropriate choice for the City's Land Use Map.

Motion by Member Beatty, seconded by Member Boehmer to hold a Public Hearing for the rezone {of 13513 Division Avenue} on February 12, 2024, Planning Commission Meeting.

Motion carried by a unanimous voice vote.

2. Revise Planning Commission Bylaws Order of Business

Director Scheel stated currently, Section 5.8, *Order of Business, Agenda* of the Planning Commission By-laws, New Business (g) comes before Old Business (h). Mr. Scheel stated that the meetings would flow better if the Commission continued with Old Business first before starting on new items.

Motion by Member Boehmer, seconded by Member Felter to amend the By-Laws to reflect that Old Business would come before New Business on Planning Commission meeting agendas. Member Beatty expressed concern about placing Old Business first as that could occupy the majority of the meeting time and those individuals who came to the meeting for a rezoning or other public hearing would have to wait. Member Chamberlain stated they do have the ability to change the agenda at the meeting if needed.

Motion carried with members voting 8 to 1 to approve the motion.

J. Old Business

1. Activities Matrix Discussion, Priorities 2024

Director Scheel began the discussion by identifying several tasks that could be undertaken by the Housing Sub-Committee. Mr. Scheel explained that items 1-9 were from the 2023 list, and items listed as A-H were new items directly out of the Master Plan. Mr. Scheel identified the following items as potential items for the Housing Sub-Committee:

1. Review opportunities to expand Missing Middle Housing building options - High Impact/High Effort;
7. Create Charlevoix Corridor zoning district - Goal 1(1) - High Impact/High Effort;
8. Consider expanding residential uses in industrial zoning districts - High Impact/Low Effort;
- D. Work with school district regarding future uses of properties - Goal 6 (6);

- F. Coordinate land use with Charlevoix Township - Goal 3 (1);
- G. Coordinate with Charlevoix Township - plans for future development - Goal 2 (1).

Mr. Scheel stated that he would add item H to the list of Master Plan goals regarding parking requirements because, as an example, requiring two parking spaces per unit for a four-plex would be a problem for most developers. Discussion followed regarding downtown specific goals including:

- A. Downtown signage and wayfaring signs - Goal 3 (3) - Medium Impact/Low Effort
- B. Design guidelines for downtown/commercial buildings - Goal 1(3) - High Impact/Medium Effort
- C. Incentives for higher density in downtown - Goal 6 (1) - High Impact/High Effort

Discussion occurred regarding possible development of the property at the corner of Hurlbut and Bridge Streets at the top of the hill and how the City's architectural standards would or would not apply. Mr. Scheel would pull some standards together to be discussed at the next Commission meeting.

Discussion followed regarding the remaining items related to the Master Plan:

- D. Work with school district regarding future use of properties - Goal 6 (6) - High Impact/High Effort
- E. Review landscape standards - Goal 5 - Medium Impact/Medium Effort
- F. Coordinate land use in Charlevoix Township - Goal 3 (1) - combined with #9
- G. Coordinate with Charlevoix Township...plans for future development - Goal 2 (1) - combined with #9
- H. Parking requirements - to be combined with #1

2. Outdoor Storage

Member Boehmer made a recommendation that the Commission go through the proposed language line by line and check it off with a motion/vote for each item. Chair Muladore stated they could come to an informal agreement on each item and then have one vote on all the proposed language. Member Kurtz stated the penalty for not complying with some of these things is \$100 per day and that whatever they decide that it should be implemented on January 1, 2025, and Director Scheel would be responsible for telling people this year what the regulations are and the residents would have the opportunity to change how they are storing their vehicles or to make comments on the rules.

Mr. Scheel stated he had provided additional definitions for recreational vehicles. Member Coltman stated that the definition section needed to include utility or business trailers such as landscaping companies with large utility trailers, enclosed and un-enclosed.

Mr. Scheel stated yards include setbacks, setbacks do not include yards, and questioned how the Commission felt about parking in the required front yard. Mr. Scheel stated the City required two (2) off-street parking spaces per single-family and two-family dwellings. Member Beatty stated that residents should be able to use their driveways as they feel appropriate, but they should not be able to use the front yard for other things unsuitable for a residential neighborhood.

Mr. Scheel stated he would include language to allow parking in the driveway as acceptable, as

opposed to parking in the front yard itself. Parking is permitted as long as it is specific to the driveway. Driveway storage: out of season, vehicle/equipment sitting for months, not being used, is not allowed. Discussion followed regarding outdoor storage in side yard setbacks (8' wide side setbacks in R-2, and 10' wide side setbacks in R-1). Chair Muladore asked that the proposed language be written to require screening by a fence or plantings to obscure something such as an RV or boat from the neighbor's view.

After discussion, the Commission agreed to a maximum length for parking or storage of boats up to 25'.

Mr. Scheel referenced a scenario where one resident parks/stores his/her recreational vehicle or boat at a neighbor's for the winter or seasonally. Member Beatty stated that it had to do with the maximum use of the property, not who owns it.

The number of recreational vehicles historically has been two (2) per property, the Commission agreed to stay with that number.

The Commission concurred to remove the language that allowed for 14-day lodging/living in a recreational vehicle in a 60-day period, and not allow recreational vehicles on site to be connected to utilities.

Mr. Scheel will update the proposed outdoor storage language with the changes made and bring it back to the February Commission meeting for further discussion.

K. Staff Updates

Zoning Administrator Scheel stated he will be meeting with the developer on Upright and the other developer regarding the Hurlbut property this week.

L. Requests For Next Months Agenda or Research Items

Chair Muladore stated that the Activities Matrix and the Outdoor Storage issues will be on the February meeting agenda.

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

Chair Muladore adjourned the meeting at 7:58 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

Charlevoix Planning Commission

Public Hearing

Title: Rezone of 13513 Division Street

Date: February 12, 2024

Presented By: Jonathan Scheel, Zoning Administrator

Background:

The recent annexation of the new Charlevoix County building at 13513 Division Street has brought in 8.8 acres into the city. According to the Zoning Ordinance all annexed land comes into the city with a R-1 classification.

Recommendation:

Motion to recommend approval to City Council

Attachments:

1. Public notice 2-12-24
2. JN 23-021 Charlevoix City Annexation Property
3. JN 23-021 Charlevoix City New Boundary

NOTICE OF PUBLIC HEARINGS
CITY OF CHARLEVOIX PLANNING COMMISSION
210 State Street, City Council Chambers, Second Floor, City Hall, Charlevoix, MI.
Monday February 12, 2024, 6:00 PM

The City of Charlevoix Planning Commission will hold two public hearings in the City Council Chambers at Charlevoix City Hall, 210 State Street, Charlevoix, Michigan 49720 to accept public input.

All forms of public comment are welcome and appreciated. Written comments may be emailed, faxed, or sent to the following by February 11, 5:00 PM

Jonathan Scheel Director of Planning and Zoning
210 State Street
Charlevoix, MI 49720
231-547-3265 or cell 231-550-2401

Fax: (231)547-3617
planner@charlevoixmi.gov

The first public hearing will be:

The City is applying for the Michigan State Housing Development Authority CDBG Housing Improving Local Livability (CHILL) Program grant for \$354,000 of funding through the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program for **homeowner rehabilitation**, to preserve affordable housing units that benefit low- and moderate-income households. City homeowners at or below 80% of Charlevoix County median income will be able to apply for rehabilitation grants for their homes. This program will work with the city's blight removal efforts. No citizens are expected to be relocated with this program.

The second public hearing will be:

The City of Charlevoix Planning Commission is proposing to rezone the following parcel, full described from R-1 Residential District to Public Facilities:



In the Township of Charlevoix, Charlevoix County, Michigan, Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1519.29 feet along the East and West 1/4 line of said Section 23 and the centerline of Division Street to the POINT OF BEGINNING; thence continuing along said 1/4 line and centerline North 89°26'22" West 460.49 feet to the East line of the plat of Homeland Subdivision as monumented; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence South 89°45'39" East 460.68 feet; thence South 0°14'19" West 834.61 feet to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the Northeast 1/4 of Section 23, Township 34 North, Range 8 West and containing 8.811 acres which is depicted on the map attached to the Petition as Exhibit C (the Property to be Annexed) and incorporated herein by reference. Commonly known as 13513 Division Street.

Submitted by Jonathan Scheel Zoning Administrator City of Charlevoix

Blue Area = Property Annexed to the City

Beechwoods

Taylor

Mc Sauba

Carson

23-021

Division

Merger



Burns

Prospect

Noch

Petoskey

Who roars

St/



Charlevoix Planning Commission

Public Hearing

Title: Community Development Block Grant (CDBG) Housing Improving Local Livability Grant

Date: February 12, 2024

Presented By: Jonathan Scheel, Zoning Administrator

Background:

The City is applying through Michigan State Housing Development for a CDBG grant in the amount of \$354,000. \$300,000 will be used to rehabilitate low and moderate income homeowners' homes. \$54,000 will be used for administrative costs. The money will be used in conjunction with our blight enforcement program. When an enforcement letter is issued, a letter explaining the grant program with information on how to apply for the grant will be included. repair and replacement of roofing, windows and siding are expected to be the main projects with this grant. This Public Hearing will allow the potential recipients of the grant to give their input on what rules and policies may need to be implemented to get the most positive affect from this grant.

Recommendation:

Forward public comments to City Council

Attachments:

1. Public notice 2-12-24-2
2. CHILL Program Statement

NOTICE OF PUBLIC HEARINGS
CITY OF CHARLEVOIX PLANNING COMMISSION
210 State Street, City Council Chambers, Second Floor, City Hall, Charlevoix, MI.
Monday February 12, 2024, 6:00 PM

The City of Charlevoix Planning Commission will hold two public hearings in the City Council Chambers at Charlevoix City Hall, 210 State Street, Charlevoix, Michigan 49720 to accept public input.

All forms of public comment are welcome and appreciated. Written comments may be emailed, faxed, or sent to the following by February 11, 5:00 PM

Jonathan Scheel Director of Planning and Zoning
210 State Street
Charlevoix, MI 49720
231-547-3265 or cell 231-550-2401

Fax: (231)547-3617
planner@charlevoixmi.gov

The City is applying for the Michigan State Housing Development Authority CDBG Housing Improving Local Livability (CHILL) Program grant for \$354,000 of funding through the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program for **homeowner rehabilitation**, to preserve affordable housing units that benefit low- and moderate-income households. City homeowners at or below 80% of Charlevoix County median income will be able to apply for rehabilitation grants for their homes. This program will work with the city's blight removal efforts. No citizens are expected to be relocated with this program.

CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM

PROGRAM STATEMENT

Under the Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Housing Initiatives Program, grants are awarded to non-entitlement Units of General Local Government (UGLG) to develop and preserve decent affordable housing for use by low- and moderate-income families. The CHILL program will make available \$20 million for use in non-entitlement areas to conduct homeowner rehabilitation and residential demolition/redevelopment/resale activities.

State CDBG funds are federal dollars from the United States Department of Housing and Urban Development (HUD). Congress amended the Housing and Community Development Act of 1974 in 1981 to give each State the opportunity to administer CDBG funds for non-entitlement areas. Non-entitlement areas include those UGLGs which do not receive CDBG funds directly from HUD. Generally, this includes municipalities with populations of less than 50,000 (except cities that are designated principal cities of Metropolitan Statistical Areas), and counties with populations of less than 200,000. The MSHDA CDBG program awards grants only to non-entitlement units of general local government.

The CHILL program prioritizes homeowner rehabilitation and infill housing activities to address housing priorities identified in a 2023 survey of housing and community development needs. The survey had 690 responses from local government representatives, non-profit agencies, and individual State of Michigan residents. The survey asked respondents to rank a predetermined short list of community development and housing needs and solicited open-ended responses that resulted in an additional 232 suggestions. 45.5% of all respondents and 46% of local government representatives from non-entitlement communities ranked homeowner rehabilitation as the highest priority amongst available options. The second highest priority amongst non-entitlement community representatives was the redevelopment and resale of single-family housing on previously cleared vacant lots, which was their top priority 17.1% of the time. These two priorities were also strongly supported in the open-ended suggestion section of the survey.

The two eligible activities under the CHILL program are Homeowner Improvement Project (HIP) and Demolition/Redevelopment/Resale (DRR). In addition to aligning with UGLG priorities in the survey, these activities are designed to further Michigan's Statewide Housing Plan goal of constructing or rehabilitating 75,000 housing units.

Homeowner Improvement Project (HIP) Preserving affordable owner-occupied housing units will be achieved by offering low- and moderate-income homeowners, those making less than 80% the area median income (AMI), may receive up to \$40,000 to address health and safety concerns and maintenance issues. Projects requiring CDBG assistance of \$10,000 or less will be offered as a grant with no requirement or expectation of repayment. CDBG assistance of \$10,001 or more shall be offered as a zero interest zero payment loan, forgivable after five years and secured by second mortgage with forgiveness prorated monthly. Eligible project costs are the actual costs of rehabilitating housing and activity delivery costs, including but not limited to interior and exterior improvements to meet code requirements, roof repair or replacement, siding, windows, plumbing, electrical, mechanical, and insulation.

Demolition/Redevelopment/Resale (DRR) This activity promotes blight reduction, reactivation of vacant parcels in established neighborhoods, infill construction, and affordable homeownership. It allows for the use of a vacant parcel recently cleared through the use of demolition, in conjunction with the redevelopment and resale of single-family housing to a low- or moderate-income (80% AMI) homebuyer. CDBG assistance is capped at \$200,000 per unit, secured by a construction mortgage during construction and discharged upon resale to an eligible buyer. Up to 20% of CDBG assistance can be used as subsidy—either as development or homebuyer subsidy. Homebuyer assistance will be in the form of a zero interest, zero payment loan, forgivable after five (5) years and secured by a second mortgage with forgiveness prorated monthly. Eligible project costs include but are not limited to costs to meet applicable building and construction standards, modest landscaping, and activity delivery costs (or reasonable developer fee).

Of the available \$20 million, MSHDA will utilize \$19.6 million for UGLG subawards with 18% set aside for grantee administrative costs. \$10 million will be made available for Homeowner Rehab and \$6.4 million for Demolition/Redevelopment Resale. Grant awards will be based on a regional distribution of funding with 5% set aside for the Upper Peninsula (UP), 30% set aside for rural areas (including the 5% set aside for the UP, and 100% targeted to non-entitlement areas overall. Proposals will be funded up to \$500,000 maximum plus administrative costs per community. Applicants may propose more than one eligible activity, but the total funds requested may not exceed the maximum.

The goal is to fund a minimum of \$1 million per region to facilitate an equitable geographic distribution of CDBG resources (see CDBG Municipalities Map for alphabetical region boundaries). If enough proposal are not received to award full funding to a region, then funds will be allocated to other regions based on demonstrated need and proposal quality.

The program's intent is to fund tangible housing activities that are implementation ready—able to be completed in eighteen (18) months; highly visible; impactful to the neighborhood and resident quality of life; holistically/community focused; and where there is buy-in and demonstrated support within the neighborhood and community. Once a letter of intent has been received and determined eligible, applicants will be notified and invited to complete a full application that includes demonstrating an ability to meet these priorities.

Grant awards will be made through a competitive evaluation process. Awards will be based on the geographic distribution plan outlined above and the ability of applicants to demonstrate capacity and implementation plans that align with program priorities.

If you have questions regarding this program statement, please email mshda-cdbg@michigan.gov.

Charlevoix Planning Commission

New Business

Title: Design Guidelines for Commercial Mixed-Use buildings and US 31 Corridor

Date: February 12, 2024

Presented By: Jonathan Scheel, Zoning Administrator

Background:

At the January 2024 Planning Commission regular meeting, the PC reviewed the Activities Matrix and prioritized the 17 activities. Number one on the list was to implement design guidelines for mixed-use structures. A first draft is being presented to the Planning Commission for review.

Recommendation:

Review, discuss, comment and give administration direction.

Attachments:

1. Commercial mixed-use standards
2. 13768
3. 13769
4. 13770

Architectural Design Standards Commercial Mixed-use

Commercial mixed-use should respect adjacent development and provide a pleasing pedestrian street orientation and comfortable living environments.

This subsection for commercial mixed-use includes design goals and guidelines organized into six categories:

- 1. Site Planning
- 2. Ground Floor Land Use
- 3. Architectural Design
- 4. Lighting
- 5. Materials and Color
- 6. Streetscape



Above: UNDESIRABLE
These apartment buildings have ground level parking and a tall blank wall along the street. The design is out of scale with the adjacent buildings. The architecture is spare and unattractive.

1. Site Planning

Mixed-use residential projects should be designed to create new and enhance existing pedestrian friendly streets that are effective social and economic centers for neighborhoods and the community.

Vertical Mixed-use:

- Mixed-use residential projects in existing storefront districts should be designed to fit into the block reflecting the scale and rhythms found along the street edge. The majority of new structures should be a minimum of two stories. When possible, view corridors to protect established views from a given observer against building development of Lake Charlevoix or other specific point of interest will be left within a development.
- New areas should establish a pattern and design that provides pedestrian-oriented businesses and transit-oriented life styles.
- Storefront edges should be set back at least 15’ from the curb to accommodate outdoor eating or other anticipated activities and amenities.
- Mixed-use residential projects should be oriented to take advantage of foot traffic and visibility from the street.
- Storefront edges should be transparent with a maximum 18" kickplate, minimum 7’ high storefront, and minimum 10’ high transom window.
- Parking lots or structures for residents and ground floor commercial tenants should not separate the project from the street edge. Place parking to the side, rear or within a mixed-use project so as to not interrupt the pedestrian orientation.
- Project surface parking areas should be shaded and visually screened from the sidewalk with landscaping.
- Access drives to parking should be located to minimize their impact on pedestrians.
- Projects should be set back to traditional front yard depth on residential streets.

Horizontal Mixed-use:

- Adjacent commercial and multi-family residential uses should be designed to create and share public spaces and streets.
- Pedestrian connections between commercial and residential developments should be active and friendly.
- Commercial storefront uses should face public spaces and street edges.
- Large blank walls should not face streets or walkways.
- Residential entries and lobbies should face streets and common open spaces.
- Landscape concepts should enhance the linkages between residential and commercial uses.
- Signage, lighting, and landscaping should provide a thematic identity for mixed-use sites.
- Service areas for commercial uses should be located at the edge of the site and screened to reduce impacts on residents.
- Unnecessary tall concert block sound walls should not separate commercial uses from residential uses.



2. Ground Floor Activities

Ground floor uses in residential mixed-use projects should generally take advantage of visual and physical pedestrian access and support economic objectives for the neighborhood or district.

- Mixed-use projects in the Downtown and neighborhood commercial areas area need to satisfy economic and social objectives for storefront shopping and commercial services.
- When ground floor commercial uses are not possible, projects should include common amenities for projects, such as health clubs and meeting space.
- For lower foot traffic areas, ground floor uses can include live-work spaces that take advantage of walk-in access for clients.
- Portions of a project's edges facing residential streets should include front stoops, yards, and entry porches.
- Projects shall not have blank walls or parking garages along public streets and sidewalks



3. Architectural Design

The architectural design of mixed-use projects should reflect the historic or traditional context utilizing design elements and forms that fit the neighborhood or district.

- A mixed-use building's form and design should have a deliberate street and street corner orientation.
- Upper levels should have expressive design features, such as balconies and bay windows, that give the building a rhythm and residential scale.
- Roof forms should reflect the project's architectural context. In a commercial context, the roof may be flat or have a strong horizontal cornice element. In a residential neighborhood edge or village context, roof forms should include hip or gable elements.

- The massing concepts of multi-story mixed-use development should transition in scale between commercial streets and smaller single family residential streets.

Design concepts may include: - Stepping down the scale and mass and increasing side or rear yard setbacks of taller mixed-use projects where they adjacent to existing single-family areas;

- Use residential roof forms on residential streets;

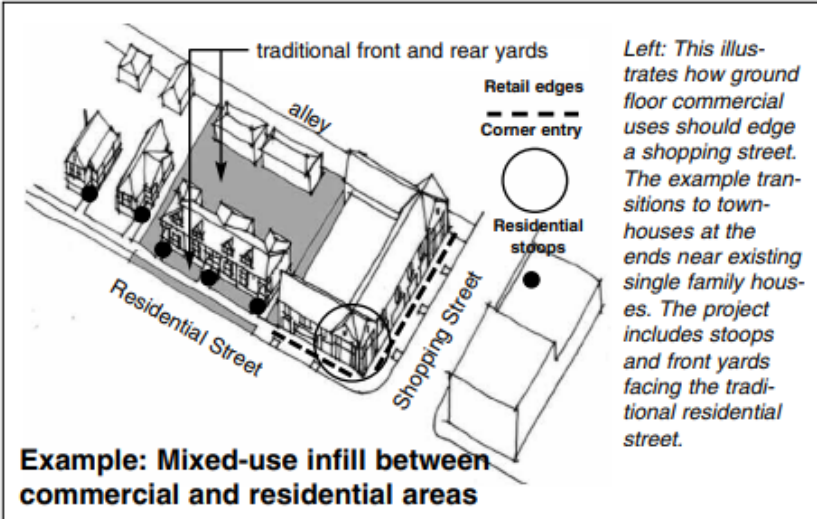
- Orienting units towards public streets and commons rather than neighboring backyards;

- Enclosing parking to reduce the impact on adjacent houses; and/or

- Interfacing single and mixed-use development with streets or open spaces in new developments

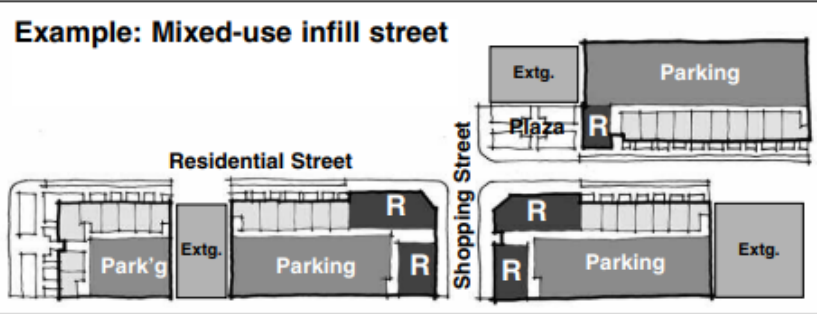


Above: **DESIRABLE**
 (1) This mixed-use project provides streetscaping and outdoor seating areas on a wide sidewalk.
 (2) This storefront includes a signage and graphic concept that supports ground floor retailing.



Right: **DESIRABLE**
 Mixed-use streets should have transparent storefronts aligned along the sidewalk on shopping streets. Residential porches or "stoops" should be located along residential sides of projects. Parking should be located along rear alleys or under the housing.

Small parks and plazas should be developed as part of the neighborhood. Plazas along shopping streets should have retail uses around the edges.



4. Lighting

Lighting should be an integral part of the planning and design of mixed-use projects anticipating the needs of the shopping street, storefront businesses, and residents.

- Lighting on commercial elevations of mixed-use projects should support overall objectives for the street and storefront design.
- Elevations with residential front porches should have individual lights that illuminate entries and walkways.
- Lighting in service or common areas should be shielded from adjacent residential units.

5. Materials and Color

Selection of materials and finishes should reflect the materials in the district and support overall image and massing concepts.

- Commercial frontage portions of mixed-use projects should utilize materials and colors that support retailing and image objectives for shopping environments.
- Portions of mixed-use projects with residential frontage should use colors and materials that enhance the project's architectural concepts and are compatible with adjacent residential streets.
- Architecture within each mixed-use project should use a palette of materials that convey an image of quality and durability. Certain materials have an inherently inexpensive, insubstantial, or garish quality. These materials should not be used in new construction or renovation.

Examples include: Roofs: glazed or painted tiles, highly reflective metal or sheet materials, fake shingles made from metal or plastic materials.

Walls: vinyl, metal, plywood, T-111 siding, Masonite or other sheet materials

- Wood or hardboard siding, if used, should be, lap, shiplap or board-and-batten.
- Shiplap should be installed so there are no visible joints. Board-and-batten should be installed so there are no visible joints in the underlying "board" material.
- Painted surfaces should use colors that reinforce architectural concepts and are compatible with natural materials, such as brick or stone.



Above: DESIRABLE
 This mixed-use project transitions in scale and design as it “turns the corner” from a storefront shopping street to a residential block. It features:

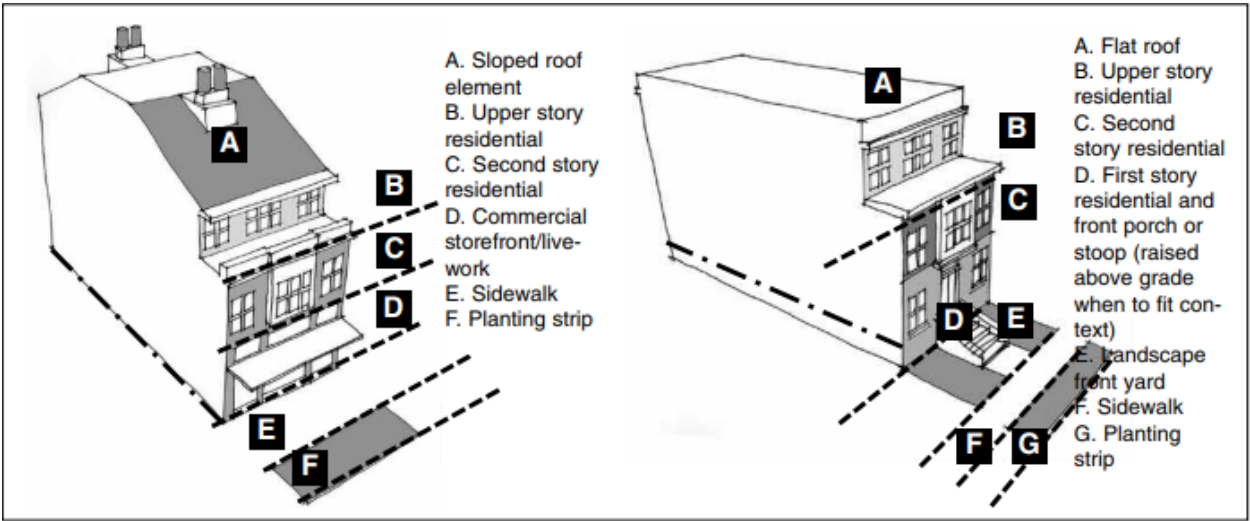
- Transparent storefront level with neighborhood services and housing above;
- Stepping storefront building up into a third story under a pitched roof; and
- Designing attached housing to reflect the patterns and scale of single family housing found on the block.



6. Streetscape

New and infill mixed-use residential projects should provide street trees, lighting and street furniture that support the streetscape concepts for the district.

- Sidewalks adjacent to mixed-use development should be wide enough to accommodate outdoor sitting areas and landscape. This should include a combination of at least 4’ for planting, 8’ for sitting, and 4’ clear for walking.
- Street trees are required for sidewalk areas. Trees should be spaced 25’-30’ on center and be coordinated with the bay spacing and storefront design of the project.
- Street furniture and pedestrian-scale lighting should be included in development planning for mixed-use projects.



Above: DESIRABLE
 This illustrates guidelines for a building bay in a two and three story residential context where commercial or live-work uses are on the ground floor.

Above: DESIRABLE
 This illustrates a typical residential building bay in a context with flat roofs on adjacent buildings. On traditional residential streets with front yards, units should be set back and have stoops or porches facing the street.







Charlevoix Planning Commission

New Business

Title: Sign ordinance changes for Bridge Park Drive

Date: February 12, 2024

Presented By: Jonathan Scheel, Zoning Administrator

Background:

One of the goals of the DDA and the City has been to expand downtown from just Bridge Street. Alleys, side streets and Bridge Park Drive is where that expansion is happening. The tenants of the Downtown Development Authority-owned building at 103 Bridge Park Drive have struggled with visibility to the visiting public since the change of use to retail. Because of Bridge Park being the roof of the building and the frontage of the businesses are a full story lower facing away from Bridge Street, there is currently no easy or legal way of getting signage that is seen from Bridge Street. The recommended signage change is already allowed on any similar private multi-tenant parcel. It will not impact any view corridor but is highly visible from Bridge Street.

Recommendation:

Set Public Hearing for March Planning Commission meeting

Attachments:

1. BridgeParkBusinessSignageMockup3
2. BridgeParkBusinessSignageMockup2



← CHECK OUT BRIDGE PARK BUSINESSES

 J. Bird PROVISIONS GLASS & CO. FOOD DRINKS GIFTS SNACKS	 LIVING WELL	 BEAR ISLAND
--	---	---





J. Bird
PROVISIONS

GRAB & GO FOOD · DRINKS · GIFTS

**LIVING
WELL**



BEAVER ISLAND
Great Lakes

← CHECK OUT BRIDGE PARK BUINESSNES

Charlevoix Planning Commission

Old Business

Title: Outdoor Storage ordinance language

Date: February 12, 2024

Presented By: Jonathan Scheel, Zoning Administrator

Background:

The Planning Commission has directed staff to write ordinance language to update the Outside Storage section of the ordinance. The draft language is part of this packet.

Recommendation:

Discussion and debate

Attachments:

1. Outdoor storage 3
2. pc letter
3. 2017 ordinance

DRAFT Ordinance changes for Outdoor Storage

§ 153.005 DEFINITIONS.

RECREATIONAL VEHICLE OR EQUIPMENT: Vehicle or equipment used for travel and leisure activities including:

- a. Travel trailer: A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses; and which is permanently identified as a "travel trailer" by the manufacturer.
- b. Pickup camper: A structure designed primarily to be mounted on a pickup or truck chassis with sufficient equipment to render it suitable for use as a temporary dwelling for travel, recreational, and vacation uses.
- c. Motorized home: A portable dwelling designed and constructed as an integral part of a self-propelled vehicle.
- d. Folding tent trailer: A canvas or plastic folding structure, mounted on wheels, designed for travel and vacation use.
- e. Utility trailer: A vehicle designed for the purpose of hauling miscellaneous goods and materials.
- f. Boats and boat trailers: Includes boats, floats, rafts, canoes and kayaks; plus the normal equipment to transport them on the highway.
- g. Other recreational equipment: Includes snowmobiles, personal watercraft, all terrain or special terrain vehicles, motorcycles, utility trailers, plus the normal equipment used to transport them on the highway.

SEASONAL

Summer- May 15 to September 15

Winter- December 1 or first snowfall to March 15

§ 153.153 OUTDOOR STORAGE.

(A) Inoperable or unlicensed motor vehicles shall not be kept, parked or stored in any residential district, except within a completely enclosed building. The purpose of this provision is to prevent the accumulation of junk motor vehicles and, therefore, it shall not apply to any motor vehicle ordinarily used, but temporarily out of running condition. If the motor vehicle is being kept for actual use, but is temporarily unlicensed, the Zoning Administrator may grant the owner a reasonable time, not to exceed two months, to procure a license.

(B) Likewise, old, rusty and unsightly machinery, machines not suited for use upon the premises or quantities of used building materials not fit to be used to improve the premises shall not be kept or stored outside a building; provided, however, that, building materials fit to be used to improve the premises may be kept on-site for one year if they are piled off the ground so as not to become a harbor for vermin.

(C) *Recreational equipment and vehicle storage.* The standards of this section apply to all residential districts.

(1) All recreational equipment and vehicles that are stored outside of a structure shall be maintained in good condition, shall be operable and shall have a current license and/or registration.

(2) Recreational equipment and vehicles parked or stored outside shall not be connected to electricity, water, gas or sanitary facilities for living or lodging purposes. ~~Electricity may be used to charge batteries for no more than a 24-hour time period. other than allowed for in § 153.153(C)(8)~~

(3) The parking and/or storage of ~~buses recreational equipment and vehicles and converted buses~~ in excess of ~~48~~ 20 feet in length, and boats in excess of ~~30~~ 20 feet in length, is prohibited.

(4) Outdoor storage of not more than two recreational equipment or vehicles shall be permitted on any parcel ~~of property. No more than four canoes or kayaks will be stored on any parcel.~~

(5) ~~Off-season~~ ~~S~~storage of recreational equipment and vehicles shall be parked completely in an enclosed structure or within the side or rear yards, except that they may not be parked ~~in required setbacks, and such recreational equipment and vehicles shall not be~~ closer than five feet from any lot line, unless otherwise provided by this section. ~~Property owners that can demonstrate that the site does not reasonably allow storage in the side or rear yards may store the recreational vehicle(s) in the front driveway with application to the Zoning Administrator. The Zoning Administrator will use criteria from Section 153.038 (F) (2) (a-e) for approval.~~

(6) Such recreational equipment and vehicles shall be placed or parked on a lot with a principal building, structure or use unless it is a lot which is attached to an occupied lot under the same ownership.

(7) ~~Seasonal~~ parking of recreational equipment and vehicles may be ~~within any front yard, or front or side setback parked on a front yard driveway~~ provided that public streets, ~~and~~ sidewalks and Right of Way are not blocked to vehicular or pedestrian traffic.

(8) ~~Recreational equipment and vehicles may be used for living or lodging purposes on a parcel with a principal building for no more than 14 days within any 60-day period.~~

(G) ~~Outdoor storage areas.~~ Where permitted, outdoor storage areas shall be completely screened by buildings, structures or a continuous buffer at least five feet wide. The buffer area shall include:

(1) A six-foot tall screen wall or fence along with any combination of the following to provide an effective screen, as approved by the Zoning Administrator:

- (a) Berms;
- (b) Canopy, evergreen and ornamental trees; and/or
- (c) Shrubs.

Jeffrey L Porter
109 Prospect Street
Charlevoix, Michigan 49720

February 7, 2024

Dear Members of the Charlevoix Planning Commission,

As resident homeowners on Prospect Street, Nancy and I have noticed a disturbing trend that has been occurring over the last several years, that of boats on trailers, RV's, commercial vehicles, empty trailers and constructions trailers parked on city streets for weeks on end, some for most of the summer.

These trailers and RV's are unlit and with only small reflectors create a serious night time hazard for drivers. More importantly they are a sign of increasing blight in the neighborhood and help to decrease the value of adjacent homeowner's property.

We have contacted the City Police several times, but are told they do not have any enforcement power, and so the problem continues.

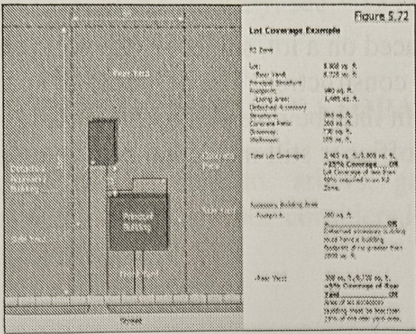
You, the Planning Commission need to draft an ordinance to send to City Council that will address this situation, an ordinance that allows the City Police to ticket these individual owners and see that it is enforced. Enforced with a serious monetary penalty for the first offence and actual removal of these objects at the owners expense, if ignored. Not just moving them to the front lawn or driveway visible from the street but to a proper storage facility, or a backyard not visible from the street.

Blight is a serious issue and our Charlevoix community needs to address this growing problem head on.

Sincerely,



coverage, however; the use permeable surfaces shall not exceed 60% of the lot area.



(Prior Code, ' 5.72) Penalty, see ' 153.999

' 153.153 OUTDOOR STORAGE.

(A) Inoperable or unlicensed motor vehicles shall not be kept, parked or stored in any residential district, except within a completely enclosed building. The purpose of this provision is to prevent the accumulation of junk motor vehicles and, therefore, it shall not apply to any motor vehicle ordinarily used, but temporarily out of running condition. If the motor vehicle is being kept for actual use, but is temporarily unlicensed, the Zoning Administrator may grant the owner a reasonable time, not to exceed two months, to procure a license.

(B) Likewise, old, rusty and unsightly machinery, machines not suited for use upon the premises or quantities of used building materials not fit to be used to improve the premises shall not be kept or stored outside a building; provided, however, that, building materials fit to be used to improve the premises may be kept on-site for one year if they are piled off the ground so as not to become a harbor for vermin.

(C) The open parking or storage of any recreational vehicle not owned by a resident or owner of the property on which it is located shall not be permitted for periods in excess of 24 hours, except on property specifically approved for that purpose. The Zoning Administrator, however, may permit the temporary parking or storage of a recreational vehicle in a rear yard on private property for a period not to exceed two weeks. In any case, no recreational vehicle located outside an approved campground shall be connected to sanitary facilities.

(Prior Code, ' 5.73) Penalty, see ' 153.999

' 153.154 TEMPORARY BUILDINGS, STRUCTURES, USES AND SPECIAL EVENTS.

(A) Construction buildings and structures, including trailers, incidental to construction work on a lot, may be placed on the lot, subject to the following restrictions.

(1) Construction buildings and structures may be used only for the storage of construction materials, tools, supplies and equipment, for construction management and supervision offices, and for temporary on-site sanitation facilities related to construction activity on the same lot. An enclosed structure for temporary sanitation facilities shall be required on all construction sites.

(2) No construction building or structure shall be used as a dwelling unit.



To: The City of Charlevoix Planning Commission
From: Jonathan Scheel, Zoning Administrator
Subject: Zoning Administrator's Report re: thru January 2024

Permits Issued in 2023

Following are two types of breakdowns for the 91 permits issued by the zoning office so far in 2023:

<u>By month</u>	<u>By type</u>
January7	Banner permits2
February	Fence permits1
March	Sidewalk café/use1
April	Sign
May.....	Zoning.....2
June.....	Use.....1
July.....	
August	
September.....	
October.....	
November.....	
December	

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

Central Business District (CBD).....2
Commercial Mixed (CM).....1
General Commercial (GC)
Industrial
Marine Commercial (MC)
Residential Private Club (PC)
Public Facilities
R-11
R-21

Other activities

I continue to work with developers on numerous potential projects. The Chamber building being one of them.

Level A Site Plan Administrative Review

None

Level B Site Plan Reviews / Special Use Permits

None

Variances to Zoning Board of Appeals

None



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

Permits Issued in 2023

Following are two types of breakdowns for the 91 permits issued by the zoning office in 2023:

<u>By month</u>	<u>By type</u>
January8	Banner permits40
February5	Fence permits18
March13	Sidewalk café/use4
April17	Sign13
May10	Zoning53
June25	Use 1
July13	
August12	
September8	
October14	
November8	
December	

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

Central Business District (CBD).....10
Commercial Mixed (CM).....9
General Commercial (GC)
Industrial
Marine Commercial (MC)1
Residential Private Club (PC)2
Public Facilities
R-124
R-232

Other activities

There have been inquiries of development for 100 block of W. Hurlbut, the Methodist Church at 104 State Street and 743 Petoskey Ave.

Level A Site Plan Administrative Review

None

Level B Site Plan Reviews / Special Use Permits

None

Variances to Zoning Board of Appeals

None