



Agenda

City of Charlevoix Planning Commission Regular Meeting

Monday, November 11, 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. Minutes of October 14, 2024 Planning Commission meeting
 - 2. Housing Subcommittee Minutes October 30, 2024
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. Site Plan Review 1522 Bridge Street Pinebridge Place Townhomes
 - 2. Discussion on changes to Zoning Ordinance Section 153.145 Fences and Walls
- H. Old Business**
 - 1. Rooftop decks
- I. Staff Updates**
 - 1. Zoning Administrator report October 2024
- 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, October 14, 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, Toni Felter, John Kurtz, Maureen Radke

Members Absent:

Staff Present: Jonathan Scheel, Director of Planning and Zoning

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. Approval of Planning Commission minutes from September 9, 2024 meeting

Motion by Member Boehmer, seconded by Member Radke to approve the minutes of September 9, 2024 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. Public Hearings

1. Mixed Use District Ordinance Amendments

Chair Muladore opened the Public Hearing at 6:02 p.m.

Director Scheel stated the Planning Commission recently approved a Mixed Use Corridor Overlay Ordinance. The new standards made changes to allowed uses, minimum lot sizes and setbacks in the Commercial Mixed Use Zoning District. These proposed Mixed Use District changes will align the district standards to the corridor standards. The other proposed change is to add two additional allowed uses: indoor recreational facilities and public parking.

The public hearing was closed at 6:04 p.m.

Director Scheel reviewed the two additional allowed uses, setbacks in the Commercial Mixed Use Zoning District, landscaping standards, alternative entrance design, and zero lot lines for commercial properties.

Motion by Member Boehmer, seconded by Member Chamberlain to approve the proposed the Mixed Use District Ordinance amendment and to recommend legal review by the City Attorney and then approval by the City Council.

Motion carried by unanimous voice vote.

H. New Business

1. Site Plan Approval for Duplex Condominium Development 1002 May Street

Director Scheel stated that a site condominium duplex is being proposed for a vacant parcel at 1002 May Street. This is a large parcel about three times the size of a minimum R-1 lot. The proposal is for two stacked duplexes (4 units) and one ADU. The development will have one driveway off May Street serving all units. The neighborhood has a mix of single family homes, at least one duplex and multiple large apartment complexes. The R-1 Zoning District allows single family, duplexes and single multifamily homes.

Director Scheel stated this project would not normally come before the Planning Commission, but a site condominium requires Planning Commission review. Mr. Scheel proceeded to review the provided documents for the project. Mr. Scheel stated all the site review standards, height standards, and setbacks have been met. Mr. Scheel further reviewed the Findings of Fact including 153.235 *Standards for Site Plan Approval* and responded to questions from the Commission Members.

Matt Giuliani, Bella Casa Builders, Inc., stated the intent was to build the whole project all at one time and the plan is to reside in one of the units that will have the ADU legally bound to it and to sell the other three (3) units. Discussion followed regarding the trees on the subject and adjacent properties and how many trees would need to be removed for this project. Carrie May, P.E., Boyne Engineering and Design, further described the trees on the subject and adjacent properties and the location of the sewer line.

The public hearing was opened.

Richard B. Cross, 103 Hampton, referenced several questions about the project including proposed patios on the roofs of the buildings, screening, and potential tree removal. Director Scheel explained the difference between a traditional and a site condominium which involved the type of ownership, and these condominium units would be sold with no land except what the buildings would actually be on. The condominium association would own the common areas. Mr. Scheel stated the applicant would have to abide by the rooftop deck ordinance.

Chris Gengle, who lives in a single family home on the south side, stated that she had no objections to how the owner wants to use the property as long as it goes with the City guidelines. Ms. Gengle stated the project would impact her privacy in her backyard with the units being two stories, and in the interest of being good neighbors she wanted to request that the builder put up a privacy fence on the south side of the property line along the three (3)

homes similar to the fence that is located on the back of the property now. Ms. Gengle provided an example of 999 May Street, which has a privacy fence on the north side next to the single family home adjacent to it.

Michelle Putman, 101 Hampton, stated that she was the first house on the south side and she agreed with the previous speaker that they would like to see some type of privacy fence required. Ms. Putman's main concern was the rooftop patios, as she had a tri-level house where all the bedrooms would face the patios, and she asked for some type of privacy screening on the patios.

The public hearing was closed.

Member Beatty stated the project was 200' of solid wall without any architecture detail to break it up. Member Beatty stated that if the project was approved they could condition it upon the privacy fence being installed, appropriate visual barrier on the rooftop patios, and provide some trees along the back lot line.

Director Scheel proceeded to review each of the Standards for Site Plan Approval and the following changes were addressed:

153.235 Standards for Site Plan Approval.

B. Eliminate the word "both" in the third line.

E. Add the "south side of the parcel" as well.

Director Scheel reviewed the recommended conditions directly related to the condominium documents. Chair Muladore stated that the additional conditions would include a privacy fence and/or screening on the south property line, a privacy wall with additional height added to the rooftop decks on the south side, maintenance of the landscaping to be added to the condominium documents, and a survey of the property lines. Director Scheel stated that the landscape maintenance would be in the condominium documents and he would require a survey of the property lines so neither item needed to be a condition of approval. Member Kurtz questioned if they should include a condition that the developer be respectful of the neighbors when lighting their decks.

After discussion, Chair Muladore listed the conditions again including: condo documents provided to Director Scheel for review with street construction, paving and maintenance plan for all the private streets; utility plan with water/sewer lines and easements granted to the appropriate jurisdiction; incorporation of the provisions in the master deed; privacy fence on the south side with plans provided by the applicant for additional landscaping to break up the wall; and a wall on the deck same as the barrier wall in between the two separate properties' decks to shield the south side.

Motion by Member Chamberlain, seconded by Member Boehmer to approve Project 2024-3 SPA with conditions as outlined by Chair Muladore.

Motion carried by unanimous voice vote.

2. Sign Lighting Discussion

Director Scheel stated the Commission approved sign lighting ordinance changes along with a general lighting ordinance change. Mr. Scheel stated that those changes may have been lost in the larger document, and he provided a document showing the existing sign lighting ordinance language and the newly approved language.

No further action was taken.

3. Rooftop Decks, Ground Decks and Patio Discussion

Director Scheel stated rooftop decks/decks were on the 2024/25 priority list for review. Mr. Scheel stated it has been a few years since the existing rooftop deck ordinance was put in place as a result of the Hotel Earl's new rooftop deck. One residential rooftop deck has been built in the Central Business District since and is currently in use. Mr. Scheel offered one minor change to remove the word patio in the section dealing with decks.

Director Scheel stated that the earlier discussion in the meeting brought to light the issue of screening of rooftop decks from residential to residential or commercial to residential. Mr. Scheel stated the Commission may want to add some additional language that either the Planning Director or the Planning Commission have the authority to require screening as appropriate. Member Boehmer stated that a statement about lighting such as: "lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties" should be included.

Director Scheel stated that he will bring the proposed language to the Commission for their consideration at next month's meeting.

Chair Muladore stated that she wanted to discuss a couple of issues about Hotel Earl including that they have a huge string of lights around the deck that shine across the whole City and they are well above the wall height. Chair Muladore referenced the music from the Earl as well and Director Scheel stated that he and the Police Chief have responded to numerous complaints about the noise levels, and they were trying to get the fee schedule in the noise ordinance changed to get people's attention as to the violations.

General discussion followed regarding decks, rooftop decks, patios, noise violations, and lighting.

I. Old Business

J. Staff Updates

1. Zoning Administrator Report

Director Scheel reviewed his report with the Commission. Mr. Scheel stated he now has new code enforcement software through Civic Plus which will allow anyone to submit a complaint through the City's website and it will be directed to him, and it will include tracking of actions. Mr. Scheel stated he is also in training on short-term rental licensing software and business licenses and before January there will be zoning permits online as well.

Director Scheel provided updates on some of the current projects happening in the City.

Member Kurtz stated that he, Member Boehmer, and Director Scheel went to the Planning meeting in Grand Rapids and he'd like to call a meeting of the Housing Sub-Committee to share the housing information that was discussed at the Grand Rapids meeting.

K. Requests For Next Months Agenda or Research Items

Member Boehmer stated she had noted that when looking at the May Street proposal the ADU is as tall as the other buildings and she believed initially when the ADU's were being discussed that height was supposed to be shorter. Director Scheel stated that it used to be that all accessory buildings had a height restriction of 16' to the middle of the roof, but at some point, that height restriction was unintentionally removed. Mr. Scheel stated the ADU height was worth discussion at the next Commission meeting and the Commission concurred.

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

Meeting adjourned at 8:10 p.m.

Planning Commission

Oct 30, 2024 | [Housing Subcommittee](#)

Attendees: Jonathan Scheel, Zoning Administrator
Jennifer Muladore, Planning Commission Chair
Sherm Chamberlain, Planning Commission Vice Chair
John Kurtz, Planning Commission
Shelley Boehmer, Planning Commission
Sarah Van Horn, Charlevoix Chamber
Zach Sompels, Housing North
Shirley Gibson, interested resident

Notes

- Members of the subcommittee have been attending trainings and conferences regarding housing and met to share updates and plan next steps for the subcommittee.
- John Kurtz attended the MAP Conference in Grand Rapids, with sessions on the Michigan Zoning Atlas, Purpose-Built Communities, and Rural MI Prosperity. Experts are redefining “low income” and focusing on active neighborhoods with a vision for children playing, safety, trees, fewer STRs, and an increase in mixed use. There are grants available to help with education or economic development and local government. We already have one but should keep an eye out for more opportunities to push housing work forward. There is a Rural Readiness program for brownfield development in Gaylord that could help us help property owners in the city to include housing in redevelopment plans. Major themes from a Making Small Cities Thrive session also focused on adapting, saying no when it’s appropriate, and being consistent with our future vision laid out in the master plan.
- Shelley also attended the MAP Conference and attended some different sessions. Her impressions aligned with John’s. We should say no to things but be consistent as a commission—i.e., maintaining civility in public meetings. Public engagement is important and we should be attending more civic club meetings to educate them on what we do and the goals laid out in our master plan. We need to do our homework before meetings in order to have good conversations about how a project fits our community, learn from failures, and take our time.
- Sarah attended the Housing Summit in Traverse City and had updates on brownfield redevelopment with an eye to some of the future possibilities in Charlevoix. There are a lot of questions about how TIF funding works, but also a lot of opportunities to be flexible, for example the developer could pay a public services “fee” to the municipality. We need to communicate more and help our local brownfield authority (the county) to understand the benefits and opportunities available. In addition, we should update our zoning to include more language about walkable communities and changing

demographics. Small and middle housing are also great for an aging community and not just working families. One idea is to put housing in plain English, i.e., “We can’t stop change, only the form it’s going to take.” To explain, we know that traffic is increasing in the area regardless of where development happens—so we need to reframe our thinking to how this affects the community in terms of workers, restaurants, businesses, and their needs beyond who lives in a specific house or rental.

- Zach updated the group on MEDC maps for housing and the importance of assigning a dollar value to development outside of the community core. Services cost more when farther away from their sources, so infill development saves the community money. This is a big education opportunity during public meetings and site reviews.
- Sherm led a discussion on conservation properties—there is an opportunity to work with land conservancies and large property owners who may be considering future land donations to share the importance of smart development that includes conservation of precious natural resources. There is a way to accomplish both goals in our region and it would benefit everyone.
- Public comment: Shirley wanted to emphasize that the Commission has the ability to say no when a project does not fit the neighborhood or community. We need to be proactive and consistent in following our master plan and be clear about how individual projects are harmonious when approving site plans (or not). She also noted that the Peppervine development is looking good and May Street should be more like that. Finally, design standards for R1 and R2 would help us maintain that consistency in our vision.

Action Items:

- Sherm has been working on collecting data that could be turned into a presentation for civic groups on the Charlevoix-specific housing changes and master plan evolution over time.
- John is keeping an eye out for potential redevelopment properties and building relationships with landowners that might be willing to work with us in the future.
- Jonathan is continuing the grant project with Charlevoix Township and should have a meeting soon to discuss how we can align our zoning along our borders.
- New ideas from this and regular PC meetings will go into the plan matrix for 2025 to update zoning ordinance and encourage more housing in our community.

Charlevoix Planning Commission

New Business

Title: Site Plan Review 1522 Bridge Street Pinebridge Place Townhomes

Date: November 11, 2024

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

Northern Homes CDC is proposing a residential development on a City owned vacant parcel at 1522 Bridge Street. The proposed plan includes two one-story buildings, with 3 units in each, a total building area of 5,460+ sq ft with 13 parking spots. The property is surrounded on three sides by public roads. Bridge Street (US 31) to the north, Marion Center Road to the east, and Stover Road to the south. Access to the property will be off Stover Road. Storm water will be captured on site in a retention basin. This development will be income and rent restricted to 120% of Charlevoix County median income. The City will transfer ownership of the parcel to Northern Homes CDC before project completion.

Recommendation:

Review application and site plans. Discuss findings of facts and possible conditions. Motion to approve, deny, or table.

Attachments:

1. 1522 app
2. Pinebridge Place for Charlevoix Planning Commission
3. PINEBRIDGE ELEV2-04-12-24
4. PINEBRIDGE FLRPLN-04-12-24
5. Purchase Agreement Pinebridge Place (1)
6. Level B Site Plan Review 04-2024



CITY OF CHARLEVOIX

210 State Street Charlevoix, MI 49720
www.charlevoixmi.gov

Permit No.: _____
Date Received: _____
Decision Date: _____

Office of Planning and Zoning (231) 547-3265
Planner@Charlevoixmi.gov

Planning Commission Application

☒ Site Plan Review	☐ Rezoning
☐ Special Land Use Permit	☐ Zoning Ordinance Amendment
☐ Planned Unit Development	☐ Other _____

Applicant Name: Northern Homes Community Development Corporation

Street Address: 1048 E Main Street

City: Boyne City State: MI Zip code: 49712

Phone Number(s): 231-675-5457 E-mail: jane@northernhomes.org

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.

Signature: *Jane Stenzel, Executive Director for Northern Homes CDC* Date: 10/28/2024

Applicant is the: ☐ Owner ☐ Lessee ☐ Agent ☐ Contractor/Architect ☒ Developer, future owner

Property Owner's Name (if different from applicant): City of Charlevoix

Street Address: 210 State Street

City: Charlevoix State: MI Zip code: 49720

Phone Number(s): 231-547-3270 E-mail: _____

Signature: _____ Date: _____

I hereby grant permission for members of the City of Charlevoix (Planning Commission) (Staff) to enter the property described below (or as described in the attached) for the purpose of gathering information related to this application. (Note to applicant: This is optional and will not affect any decision on your application.)

Signature of Owner: *Mike J. Zup...* Date: 11/4/2024

Project Location or Address: 1522 Bridge Street

Parcel Number: 052-234-033-10

Explanation of Request: Northern Homes is requesting approval of the site plan for Pinebridge Place Apartments.

**City of Charlevoix
Planning Commission Application
Page 2**

Subject Parcel Information:

Project Location or Address: 1522 Bridge Street
Parcel Number: 052-234-033-10
Zoning District: GC - General Commercial
Current Use of Property: Vacant land
Dimensions of Parcel: Approximately 144' x 200' actual dimensions are on site plan.
Parcel Size: 0.65 acres

Please describe the type of construction proposed: We are proposing two buildings with three 2-bedroom units in each building. Each building will have attached storage units for residents and maintenance. The project includes parking.

Affidavit

I the undersigned, do hereby make application to the City of Charlevoix for approval of the attached Site Plan which has been drawn in accordance with the City of Charlevoix Zoning Ordinance.

I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner to make this application as his/her agent.

I agree the statements made above application and associated documents are true, and if found not to be true, the approval of the site plan and/or any zoning permit that may be issued may be void.

Further, I agree to comply with the conditions and regulations provided with the approved site plan and any permit that may be issued.

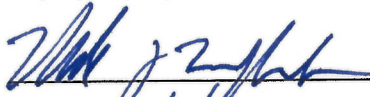
Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Charlevoix Zoning Ordinance will be complied with.

Further, I agree to notify the zoning administrator of City of Charlevoix for inspection before the start of construction and when locations of proposed uses are marked on the ground.

Further, I agree to give permission for officials of City of Charlevoix, the County and the State of Michigan to enter the property subject to this permit application for purposes of inspection.

Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

Property Owner or Agent Signature:

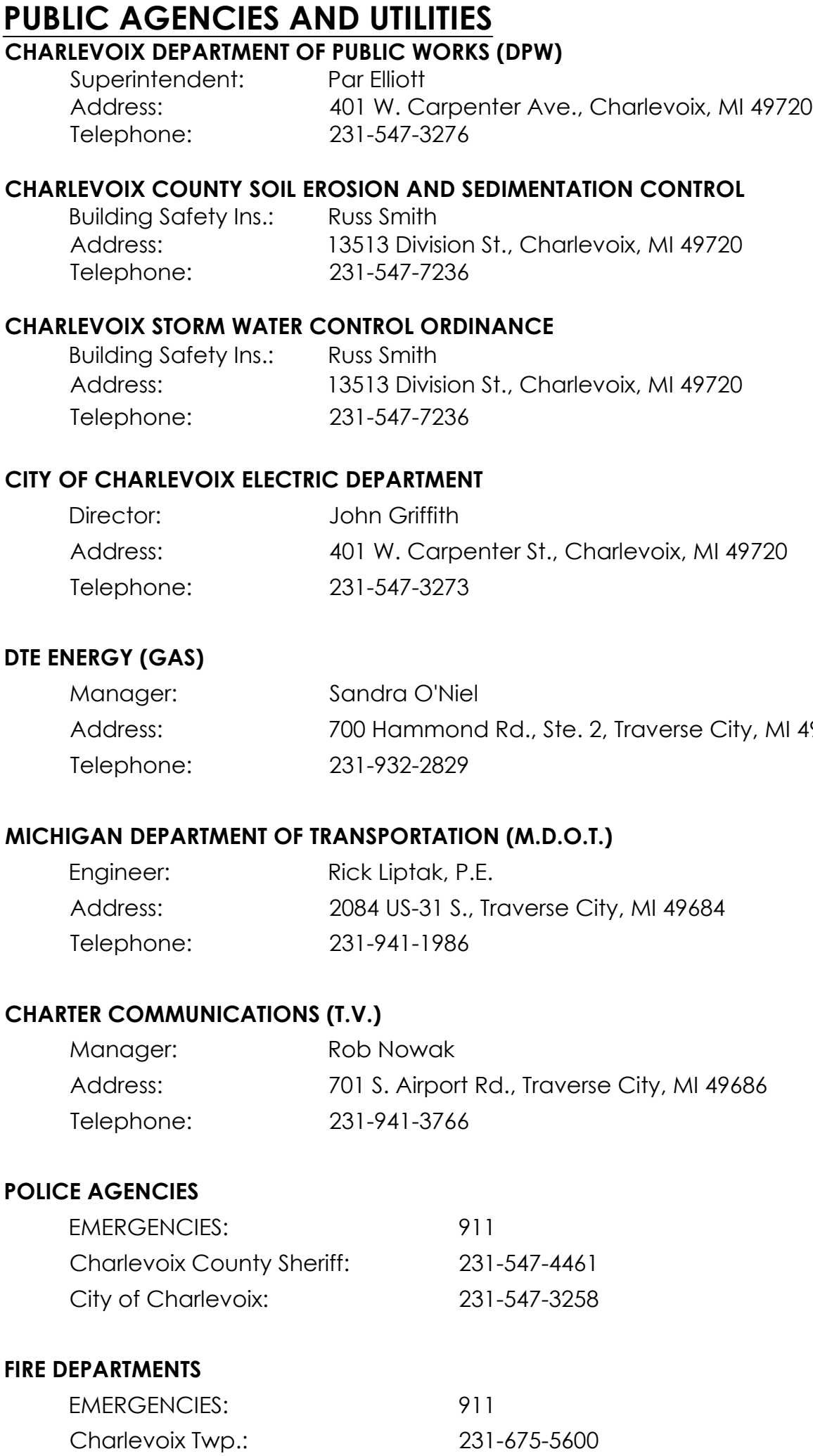


Date:



Note: Information contained in this application, as well as supporting documentation, may be subject to review by the public if a Freedom of Information Act Request is filed.

Rev: 3-2018



STANDARD PLAN LEGEND		
DESCRIPTION	EXISTING	PROPOSED
GROUND CONTOUR		
SPOT ELEVATION		
CONTOUR FROM USGS TOPOGRAPHIC MAP		
TOP OF CURB ELEVATION		
PAVEMENT (OR GUTTER FLOW LINE) ELEVATION		
DIRECTION OF SURFACE FLOW		
DRAINAGE HIGH POINT		HP.
DRAINAGE LOW POINT		LP.
WATER MAIN		
SANITARY FORCE MAIN		
SANITARY SEWER		
STORM SEWER		
GAS MAIN		
OVERHEAD ELECTRIC		
PROPERTY LINE		
TREE LINE		
PINE LINE		
EDGE OF WETLAND		
EDGE OF WATER		
C/L OR DRAINAGE DITCH OR WATER LINE		
SILT FENCE		
DETENTION BASIN BERM		
MANHOLE (MH)		
CATCH BASIN (CB)		
CLEAN OUT (CO)		
RISER		
GATE VALVE		
FIRE HYDRANT ASSEMBLY		
CURB STOP & BOX		
POLE, POWER OR ELECTRIC		
LIGHT POLE		
SIGN		
BENCH MARK (BM)		
U/G UTILITY SIGN		
GUY ANCHOR		
SOIL EROSION CONTROL MEASURE (MICHIGAN UNIFIED KEYING SYSTEM) P=PERMANENT T=TEMPORARY		
IRON FOUND / IRON SET		
CONCRETE MONUMENT		
GOVERNMENT CORNER		
NAIL FOUND / NAIL SET		
RECORD / MEASURED	(R)	(M)
FENCE		
WOOD STAKE		

Mansfield
— & —
Land Use Consultants

830 Cottageview Dr.
Suite 201
P.O. Box 4015
Traverse City, MI 49783
Phone: 231.946.9311
www.mateps.com
info@mateps.com

25
Year Anniversary
1999-2024

[illegible]

Pinebridge Place Townhomes

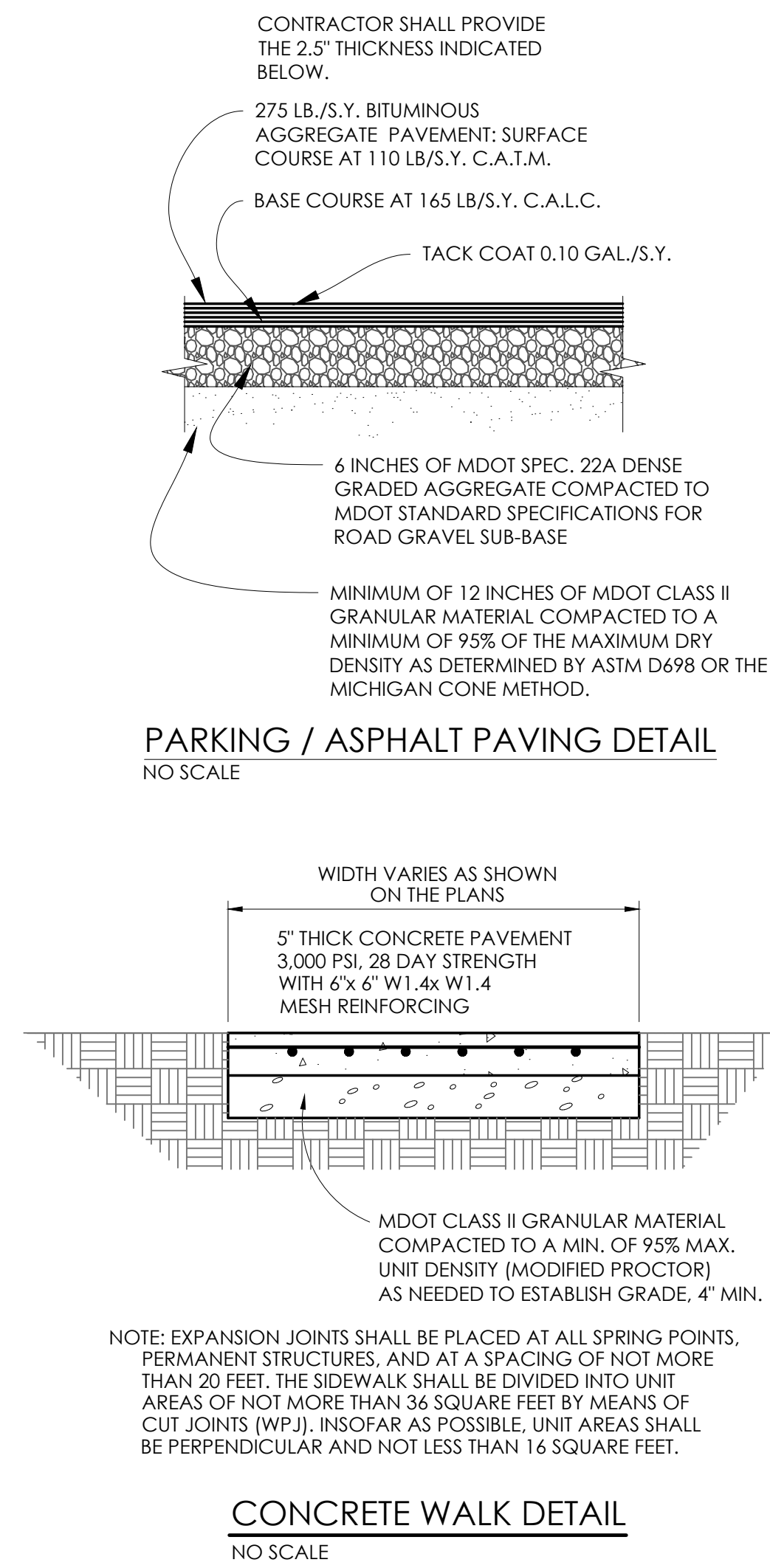
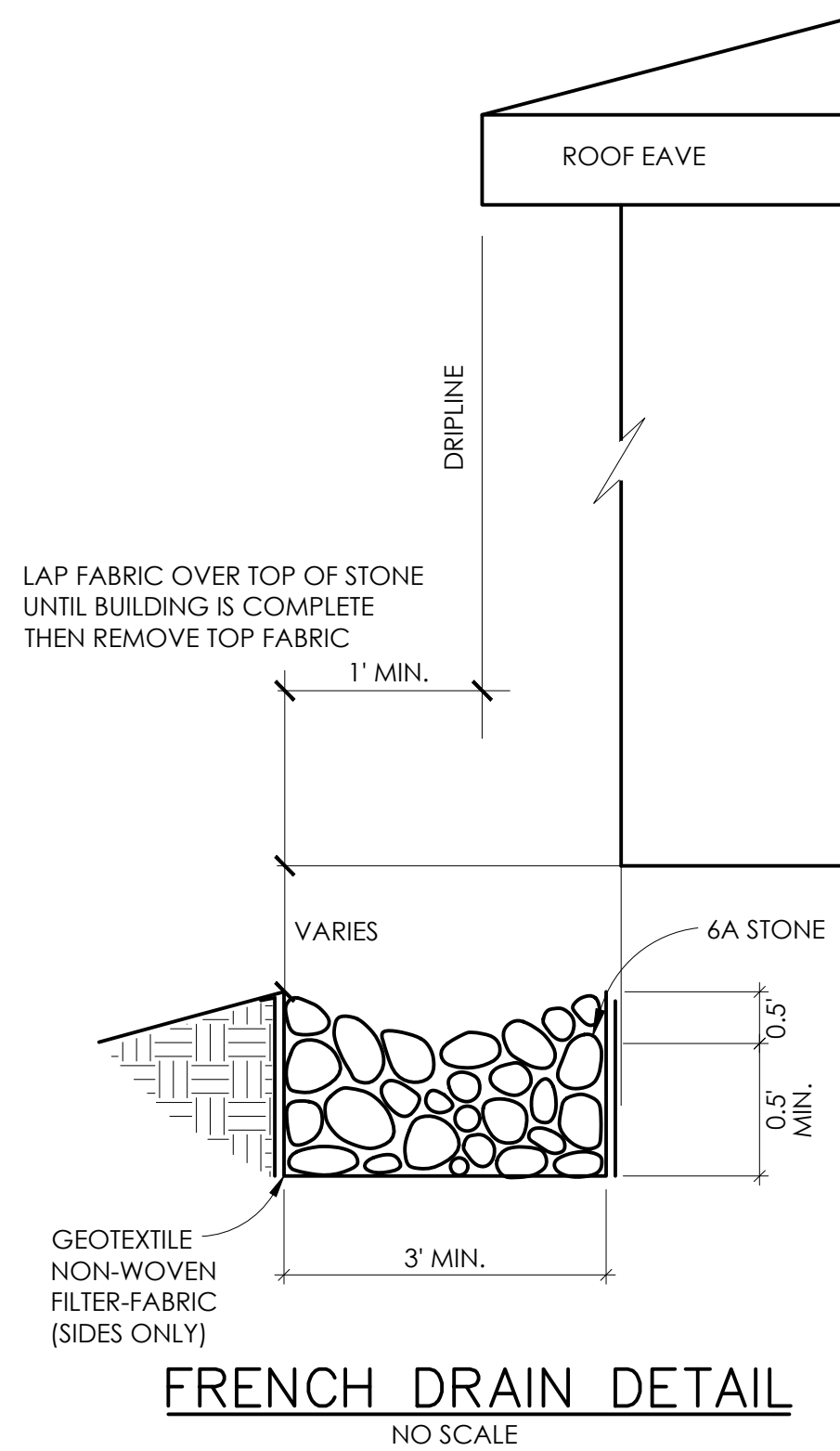
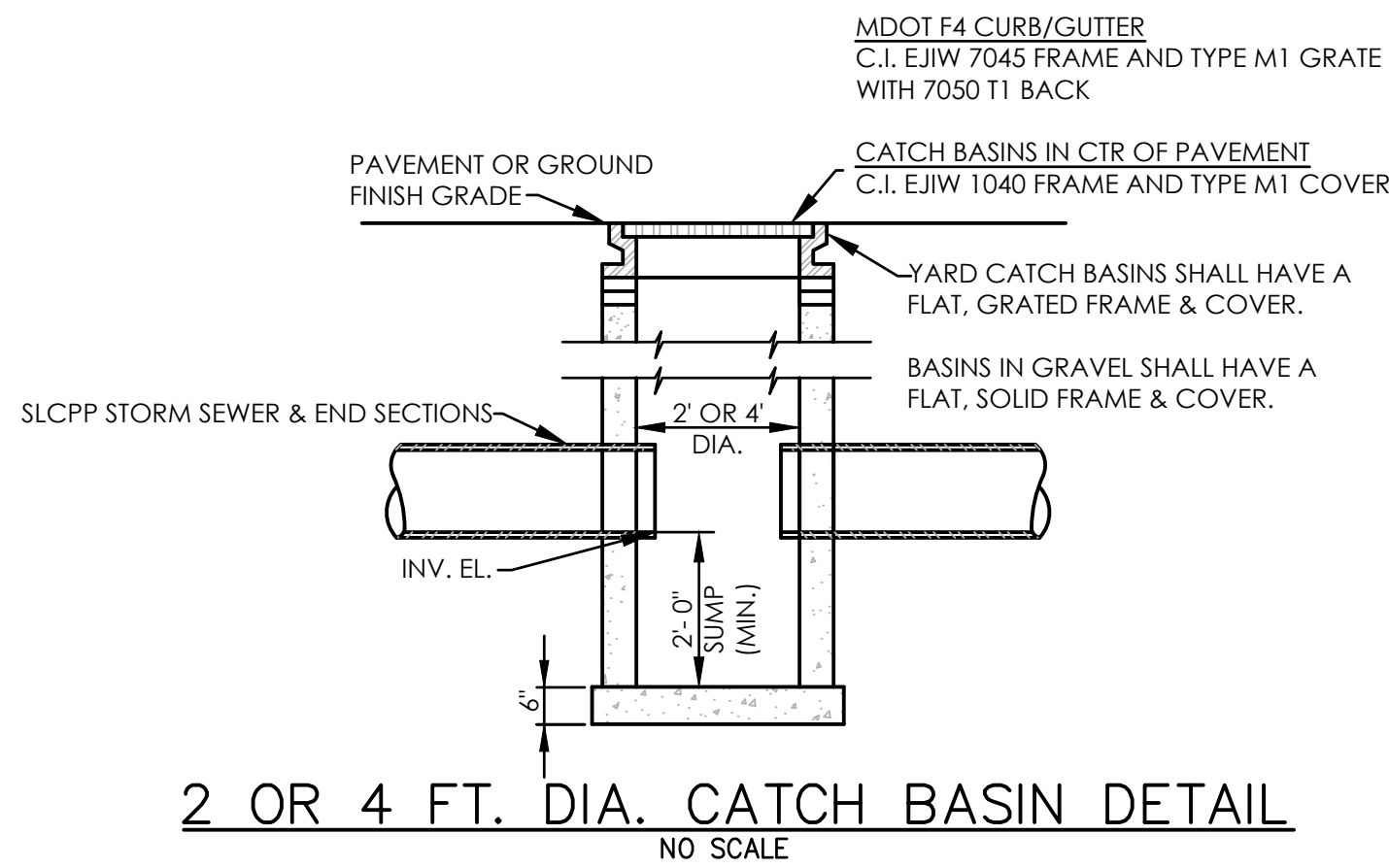
City of Charlevoix, Charlevoix County, Michigan

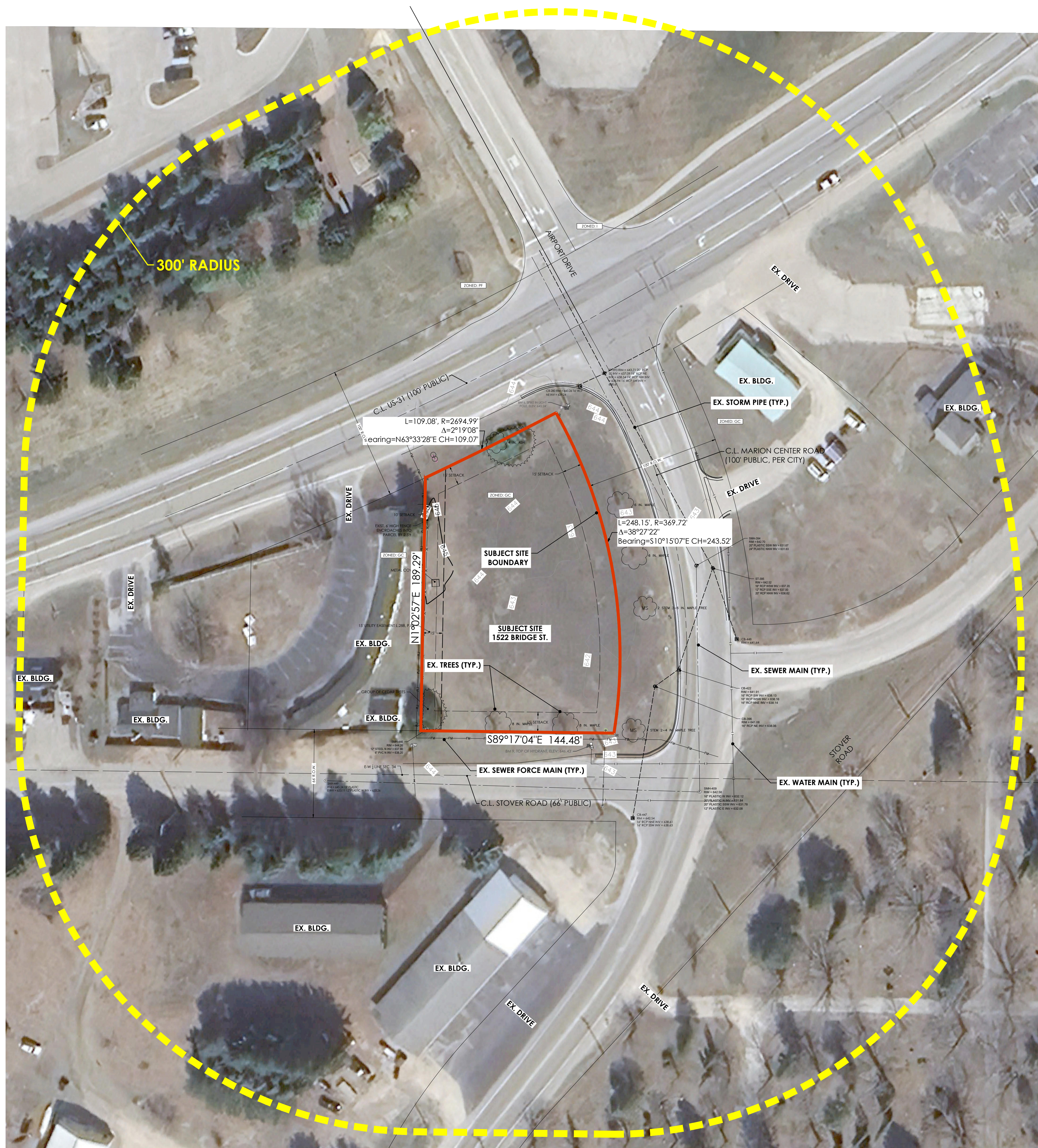


- C1.0 COVER SHEET
- C1.1 SITE DETAILS
- C2.0 OVERALL EXISTING CONDITIONS PLAN
- C2.1 DEMOLITION PLAN
- C3.0 SOIL EROSION & SEDIMENTATION CONTROL PLAN
- C4.0 SITE & DIMENSION PLAN
- C5.0 GRADING & STORM PLAN
- C6.0 UTILITY PLAN
- L1.0 LANDSCAPE PLAN

PRELIMINARY		
P.M.: DMC		
DR.: MMM	CKD.: DMC	CREATED: 08.13.2024
JOB NO.: 24168		
C1.0		

BARRIER FREE PARKING SIGN DETAIL





GRAPHIC SCALE: 1 inch = 40 feet

- NOTES:
1. PROPERTY BOUNDARIES, LAND CONTOURS, PHYSICAL FEATURES AND THE LIKE, ILLUSTRATED ON THIS PLAN ARE EXHIBITED FOR PLANNING PURPOSES ONLY. MANSFIELD LAND USE CONSULTANTS MAKES NO GUARANTEE TO THE CORRECTNESS NOR THE COMPLETENESS OF THIS INFORMATION.
 2. BOUNDARY AND SITE INFORMATION PERFORMED BY PROGRESSIVE NORTH LLC/DANIEL A. TOSCH R.A. ON 01-24-24, PROJECT NUMBER 24-105.

[illegible]

Northern Homes
Pinebridge Place Townhomes
OVERALL EXISTING CONDITIONS PLAN
Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlevoix County, Michigan

PRELIMINARY

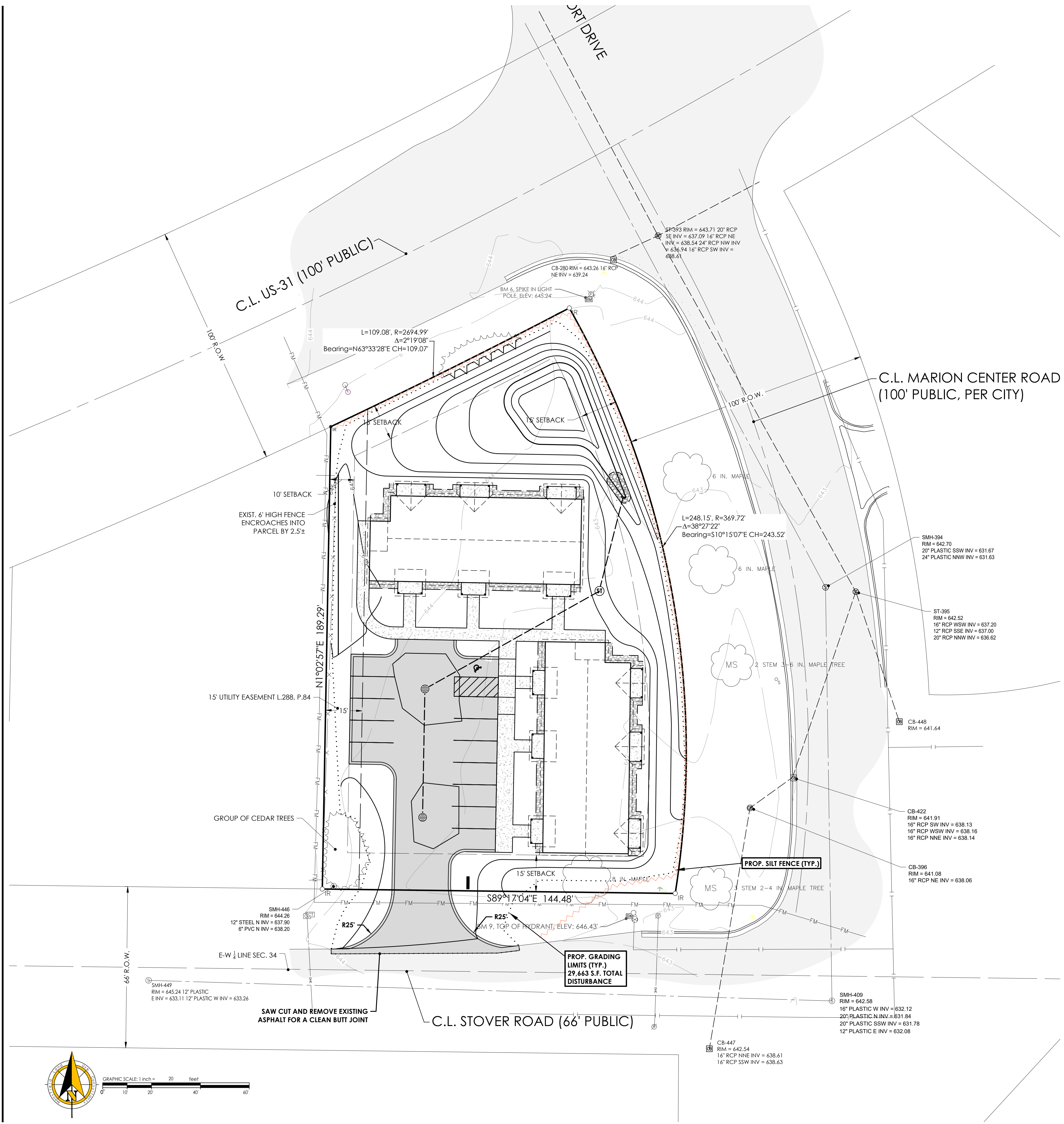
P.M.:
DMC

DR.: MMM	CKD.: DMC	CREATED: 08.13.2024
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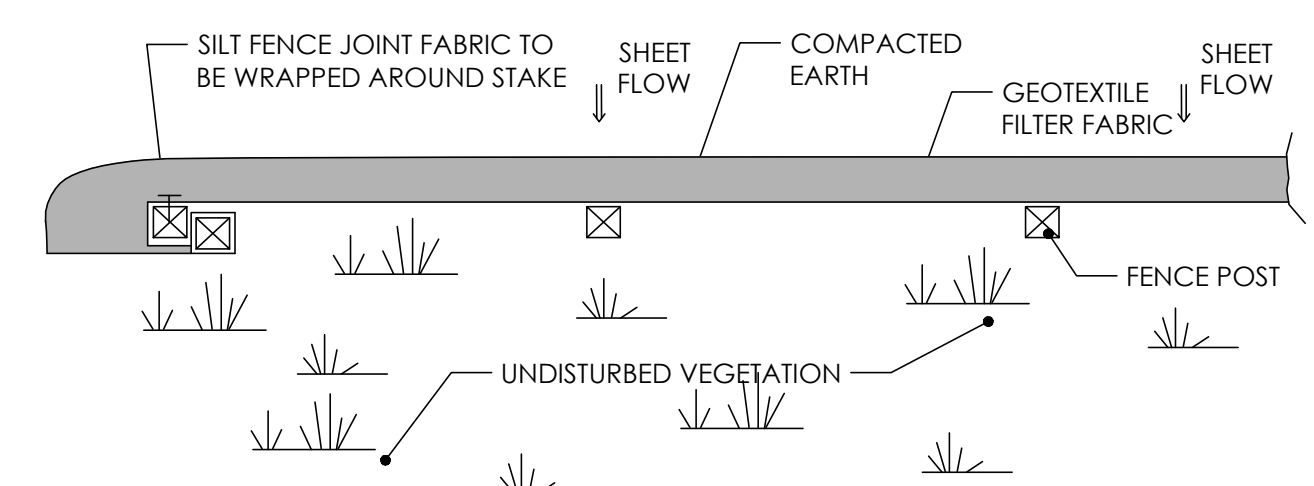
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C2.0

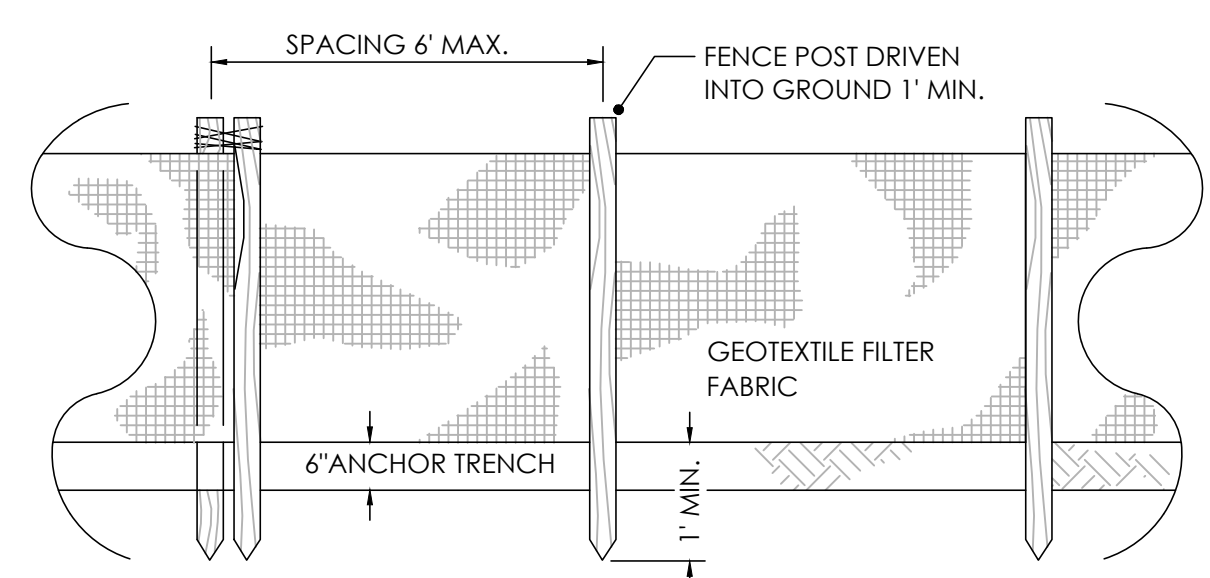
C:\Users\judy\OneDrive\Local\Temp\Map\p02.dwg (3/13/2024) - Sep 04, 2024 2:39pm - Darcy



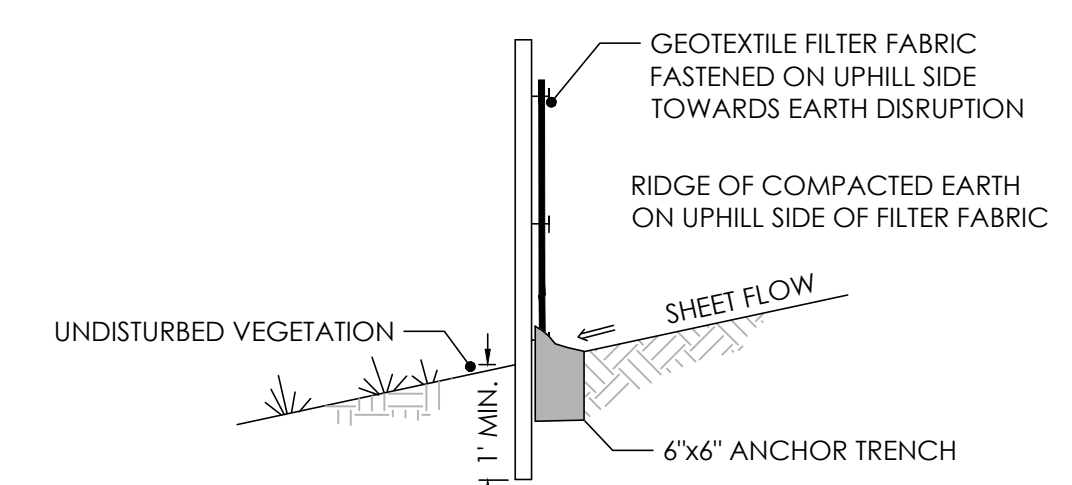
- CONSTRUCTION NOTES:**
1. SILT FENCE SHALL BE INSTALLED BEFORE THE CONSTRUCTION BEGINS AND SHALL BE MAINTAINED THROUGHOUT THE PROJECT DURATION UNTIL PERMANENT VEGETATION IS ESTABLISHED AND THE SITE IS STABILIZED. THE CONTRACTOR MUST REMOVE THE SILT FENCE UPON COMPLETION.
 2. ALL STUMPS AND UNDERGROUND ORGANIC MATERIAL SHALL BE COMPLETELY REMOVED WITH AN EXCAVATOR AND HAULED OFF THE SITE.
 3. ALL STUMPS, LOGS AND CHIPS SHALL BE HAULED OFF THE SITE. NOTHING SHALL BE BURIED ON SITE.
 4. ANY REQUIRED STOCKPILES SHALL BE LOCATED INTERNALLY, AWAY FROM STORM BASINS AND WETLANDS. DORMANT STOCKPILES SHALL BE SEEDED TO PREVENT SEDIMENTATION AND AIRBORNE EROSION.
 5. FINAL CONSTRUCTION SHALL MEET THE REQUIREMENTS OF THE APPROVED S.E.S.C. PERMIT FROM THE COUNTY.
 6. CARE SHOULD BE TAKEN TO PREVENT MATERIAL MOVEMENT INTO ADJACENT STORM BASINS, ROADWAYS OR WETLANDS.
 7. SLOPES 3:1 OR STEEPER SHALL BE RESTORED WITH MULCH BLANKET.
 8. THE CONTRACTOR SHALL USE WATER OR DUST PALLIATIVE TO CONTROL DUST ON AND ADJACENT TO THE PROJECT SITE BY REGULAR SWEEPING, AS NECESSARY UNTIL THE SITE IS PERMANENTLY STABILIZED.
 9. SOIL STOCKPILE LOCATIONS SHALL BE DETERMINED BY THE CONTRACTOR AND SHALL BE LOCATED WHERE THEY ARE NOT SUSCEPTIBLE TO HIGH SURFACE RUNOFF OR AIRBORNE EROSION. LONG-TERM STOCKPILES SHALL BE SEEDED WHEN NOT IN USE IN ORDER TO PREVENT AIRBORNE EROSION AND SEDIMENTATION.



PLAN VIEW



FRONT ELEVATION



SECTION VIEW

SILT FENCE DETAILS
NO SCALE

Mansfield 25
Land Use Consultants

830 Cottageview Dr.
Suite 201
P.O. Box 4015
Traverse City, MI 49685
Phone: 231-946-9310
www.maeaps.com
info@maeaps.com

Year Anniversary
1999-2024

REV#	DATE	DESCRIPTION	BY	CHK	APP
01	08-13-24	Original design	DMC	DMC	DMC
02	09-03-24	Site Plan Updates	DMC	DMC	DMC

Northern Homes
Pinebridge Place Townhomes
SOIL EROSION AND SEDIMENTATION CONTROL PLAN

Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlevoix County, Michigan

PRELIMINARY

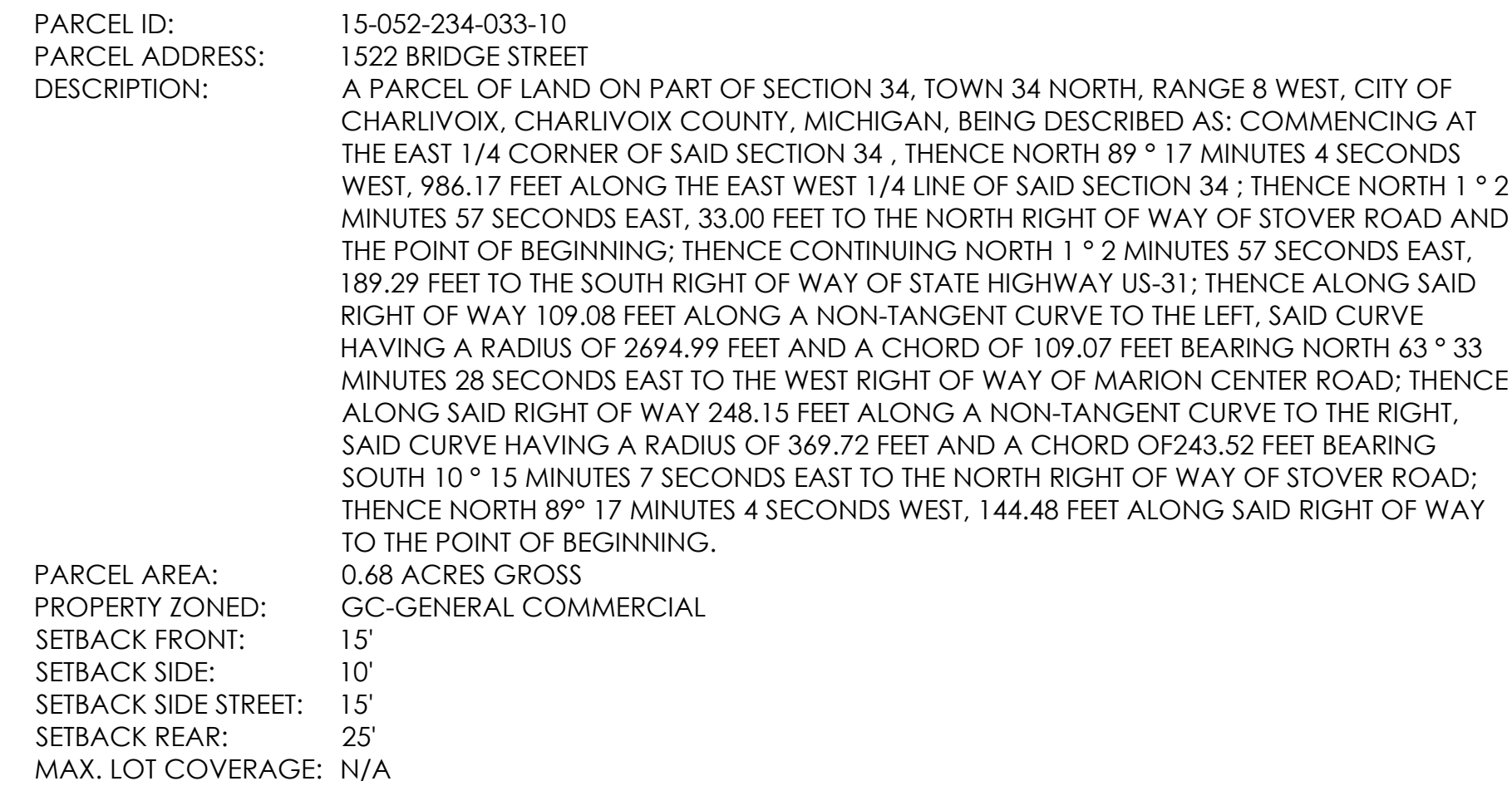
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DMC

08.13.2024

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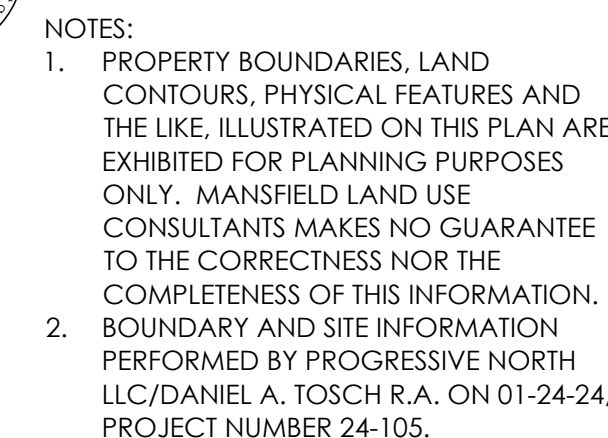
C3.0

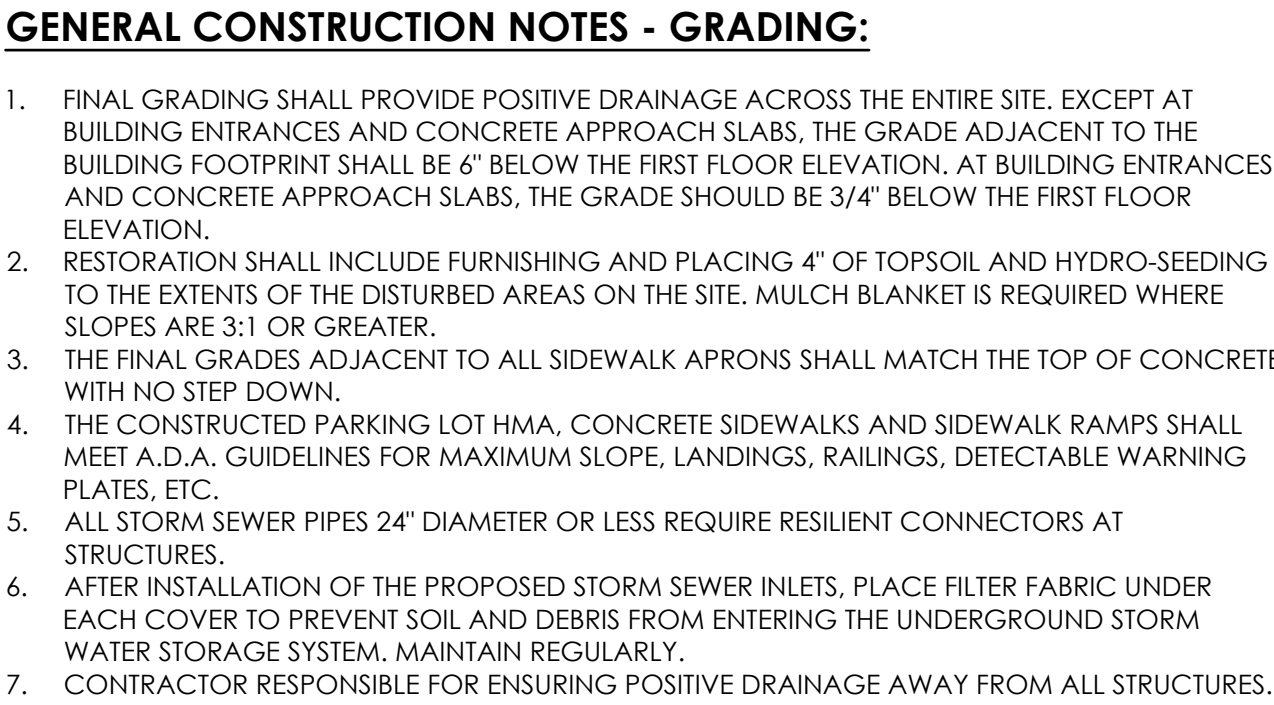


PROPOSED PROJECT CONSISTS OF SIX TOTAL PROPOSED RESIDENTIAL UNITS IN TWO SINGLE-STORY BUILDINGS. EACH UNIT IS 910 SQUARE FEET IN SIZE, WITH A TOTAL BUILDING AREA OF 5,460 S.F. PROPOSED. THE PROJECT ALSO INCLUDES A 13-SPACE PARKING LOT AND DRIVEWAY THAT PROVIDES VEHICULAR ACCESS TO THE SITE FROM STOVER ROAD. THE PROPOSED PROJECT WILL UTILIZE MUNICIPAL SEWER AND WATER UTILITIES THAT ARE AVAILABLE ADJACENT TO THE SITE.

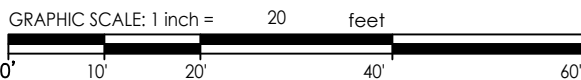
1. PROPOSED DEVELOPMENT SIGN TO COMPLY WITH ALL CITY SIGN STANDARDS AND BE PERMITTED BY THE CITY SEPARATELY PRIOR TO CONSTRUCTION.
2. NO EXTERIOR TRASH OR RECYCLING STORAGE IS PROPOSED. TRASH AND RECYCLING GENERATED BY UNIT OCCUPANTS WILL BE STORED IN UNITS, OR IN TOTES IN ONE OF THE STORAGE CLOSET AREAS ON THE ENDS OF BUILDINGS UNTIL TRASH DAY.

R A.D.A. SIDEWALK RAMP

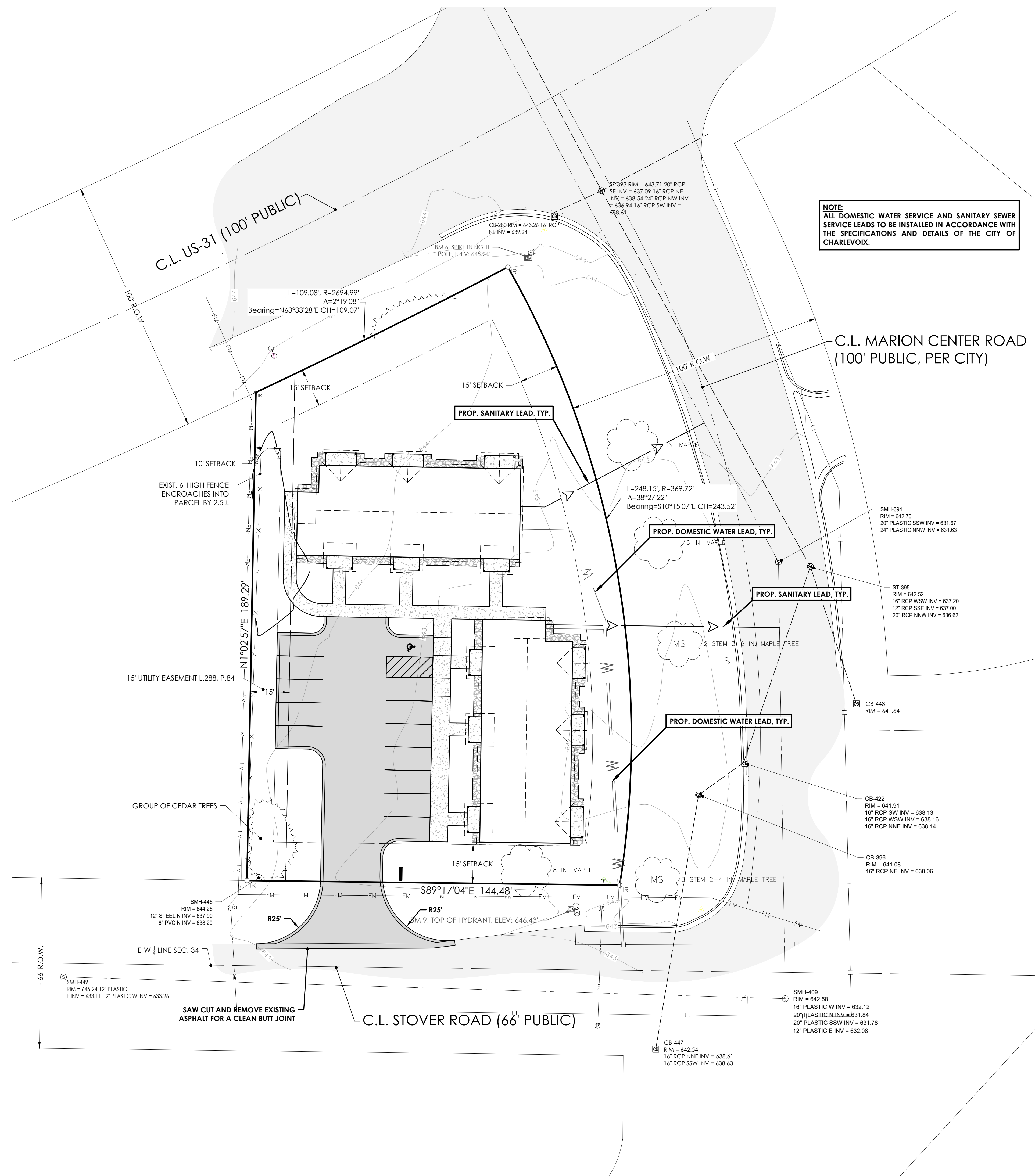




12"Ø SW = 640.38±



C5.0

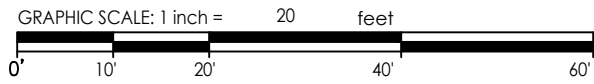
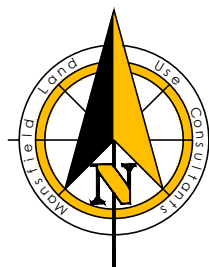


TELEPHONE & CATV
CONNECT TO THE EXISTING TELEPHONE & CATV MAINS AND COORDIANTE NEW SERVICES TO THE PROPOSED BUILDING SITES, AS REQUIRED BY THE OWNER. COORDINATE WITH THE TELEPHONE & CATV UTILITY CO's TO DETERMINE THE EXISTING AND PROPOSED CONNECTION POINTS, BOX LOCATIONS, ETC.

GAS
CONNECT TO EXISTING GAS LINE & COORDINATE NEW GAS SERVICES TO THE PROPOSED BUILDING SITES. COORDINATE WITH GAS UTILITY PROVIDER FOR THE CONNECTION LOCATIONS, DEMAND & METER(S) LOCATION(S).

ELECTRICAL
CONNECT TO THE EXISTING POWER LINES AND COORDINATE NEW SERVICES TO THE PROPOSED BUILDING SITES. COORDINATE WITH THE POWER COMPANY FOR CONNECTION LOCATIONS.

NOTE:
COORDINATE THE LOCATIONS AND CONNECTIONS OF ALL
UTILITY METERS, BOXES, PADS, REMOTE READERS, ETC. WITH THE
OWNER, ARCHITECTURAL PLANS & UTILITY COMPANIES, TO AVOID



Mansfield
— **ca** —
Land Use Consultants

25
Year Anniversary
1999-2024

830 Cottageview Dr.
Suite 201
P.O. Box 4015
Traverse City, MI 49685
Phone: 231-946-9310
www.mnateps.com
info@mnateps.com

[illegible]

Northern Homes
Pinebridge Place Townhomes
UTILITY PLAN

Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlevoix County, Michigan

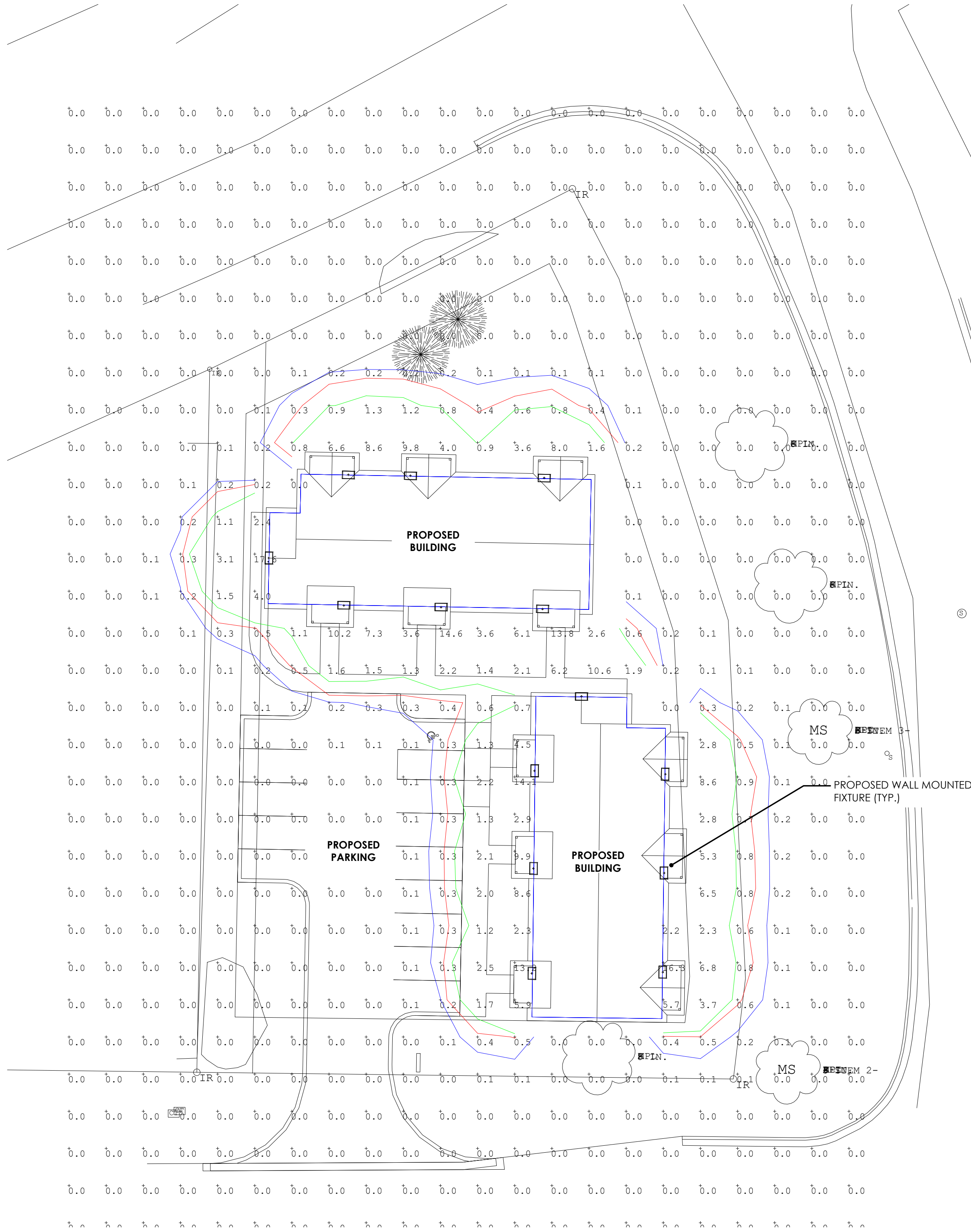
PRELIMINARY

P.M.:
DMC

DR.: MMM	CKD.: DMC	CREATED: 08.13.2024
-------------	--------------	------------------------

JOB NO.: 24168

C60



NOTES:

- This lighting plan is for illustrative and zoning approval purposes only, is not an electrical design plan, and is not for construction.
- Light fixture type, specifications, and locations based on existing and assumed new fixture locations and information provided by property owner. Mansfield Land Use Consultants makes no guarantees to the accuracy of illustrated data. Refer to electrical design plans for all design, specification, and construction purposes.
- See relevant architectural and electrical project plans for additional detail related to site lighting, fixture types, fixture specifications, and fixture locations.
- Lithonia Lighting WST LED Wall Sconce photometric data used for proposed and existing wall mounted fixtures.
- All fixtures are full cut-off and comply with Township Zoning Ordinance standards.
- All fixtures have a lamp color temperature of 3000K.
- All wall-mounted have an assumed mounting height of 8'.

DISPLAY NOTES:
GRID POINTS ARE LABELED WITH SPECIFIC FOOT CANDLE MEASUREMENT AT EACH POINT

ISOLINE VALUES:
BLUE - 0.25 F.C.
RED - 0.5 F.C.
GREEN - 1.0 F.C.

Luminaire Schedule						
Symbol	Qty	Label	Arrangement	Total Lamp Lumens	LLF	Description
	14	Wall Pack	Single	N.A.	0.808	WST LED P2 30K VF MVOLT



WST LED
Architectural Wall Sconce



Catalog Number	
Notes	
Type	

Introduction

The WST LED is designed with the specifier in mind. The traditional, trapezoidal shape offers a soft, non-pixelated light source for end-user visual comfort. For emergency egress lighting, the WST LED offers six battery options, including remote. For additional code compliance and energy savings, there is also a Bi-level motion sensor option. With so many standard and optional features, three lumen packages, and high LPW, the WST LED is your "go-to" luminaire for most any application.

Specifications

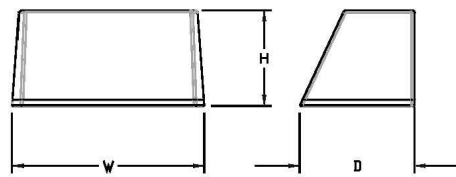
Luminaire

Height: 8-1/2"
(21.5 cm)

Width: 17"
(43.18 cm)

Depth: 10-3/16"
(25.9 cm)

Weight: 20 lbs
(9.1 kg)



Ordering Information

EXAMPLE: WST LED P1 40K VF MVOLT DDBTXD

Series	Performance Package	Color temperature	Distribution	Voltage	Mounting
WST LED	P1 1,500 Lumen package	27K 2700 K	VF Visual comfort forward throw	MVOLT ¹	277 ²
	P2 3,000 Lumen package	30K 3000 K	VF Visual comfort wide	120 ³	347 ²
	P3 6,000 Lumen package	40K 4000 K		208 ⁴	480 ²
		50K 5000 K		240 ⁵	
					Shipped included (blank) Surface mounting bracket PBBW Premium surface-mounted back box ⁶ Shipped separately BBW Surface-mounted back box ⁶

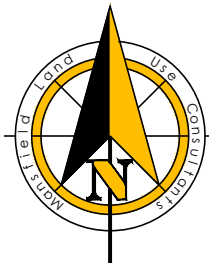
Options		Finish (required)
N1XAR2 PWB	ULIGHT AIR Wireless-enabled motion/ambient sensor for 8'-15' mounting heights ^{10A}	DDBTXD Dark bronze
N1XAR2 PBB	ULIGHT AIR Wireless-enabled motion/ambient sensor for 15'-30' mounting heights ^{10A}	DBLXD Black
PE	Photoelectric cell, button type ⁴	DNAVD Natural aluminum
PER	NEMA twist-lock receptacle only (controls ordered separate) ⁹	DWAOD White
PER5	Five-wire receptacle only (controls ordered separate) ⁹	DDSDX Sandstone
PER7	Seven-wire receptacle only (controls ordered separate) ⁹	DOBTXD Textured dark bronze
PB1	Motion/Ambient Light Sensor, 8'-15' mounting height ^{10A}	DBLXD Textured black
PB1FCV	Motion/Ambient sensor, 8'-15' mounting height, ambient sensor enabled at 16' ^{10A}	DNWDXD Textured natural aluminum
PB1H	150° motion/ambient light sensor, 15'-30' mounting height ^{10A}	DWWDXD Textured white
PB1HFCV	Motion/Ambient sensor, 15'-30' mounting height, ambient sensor enabled at 16' ^{10A}	DDSDXD Textured sandstone
SF	Single fuse (120, 277, 347V) ⁹	
DF	Double fuse (1208, 240, 480V) ⁹	
DS	Dual switching ⁸	
DMG	0-10V dimming extend out back of housing for external control (control ordered separate) ¹¹	
E7WH	Emergency battery backup, Non-CEC compliant (7W) ⁷	
E7WC	Emergency battery backup, CA Title 20 Noncompliant (6.5, 7W) ¹²	
E7WHR	Remote emergency battery backup, CA Title 20 Noncompliant (remote 7W) ¹²	
E20WH	Emergency battery pack 10W constant power, Certified in CA Title 20 MAE(BS) ¹³	
E20WC	Emergency battery pack 20W 10W constant power, Certified in CA Title 20 MAE(BS) ¹³	
E23WHR	Remote emergency battery backup, CA Title 20 Noncompliant (remote 20W) ^{13A}	
LCE	Left side conduit entry ⁸	
RCE	Right side conduit entry ⁸	
BAA	Buy American/ Act Compliant	
Shipped separately		
RBPW	Retrofit back plate ⁹	
VG	Vandal guard ¹⁴	
WG	Wire guard ¹⁴	

See Accessories and Notes on next page.



COMMERCIAL OUTDOOR One Lithonia Way • Conyers, Georgia 30012 • Phone: 800-705-SERV (7378) • www.lithoniacorp.com

WST-LED Rev: 08/02/22



NOTES:

- PROPERTY BOUNDARIES, LAND CONTOURS, PHYSICAL FEATURES AND THE LIKE, ILLUSTRATED ON THIS PLAN ARE EXHIBITED FOR PLANNING PURPOSES ONLY. MANSFIELD LAND USE CONSULTANTS MAKES NO GUARANTEE TO THE CORRECTNESS NOR THE COMPLETENESS OF THIS INFORMATION. BOUNDARY AND SITE INFORMATION PERFORMED BY PROGRESSIVE NORTH LLC/DANIEL A. TOSCH R.A. ON 01-24-24, PROJECT NUMBER 24-105.

Northern Homes
Pinebridge Place Townhomes
SITE LIGHTING EXHIBIT
Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlevoix County, Michigan

PRELIMINARY

PM: DMC

DR: MDM CDD: DMC CREATED: 08.13.2024

JOB NO.: 24168

1 OF 1

Issued For:
REVIEW
03.24.24

REVISED / REVIEW
04.12.24

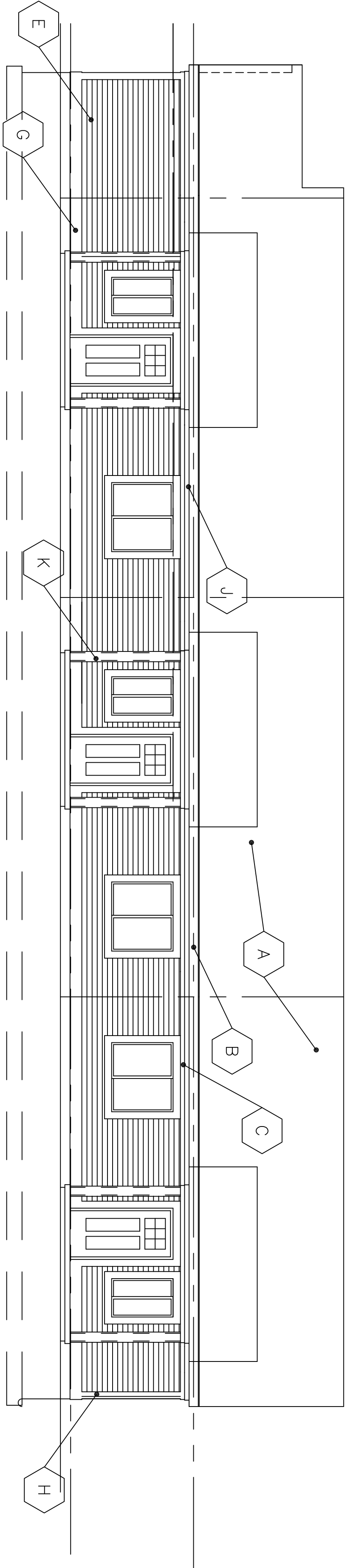
Developer:
Northern
Homes C.D.C.

Project:

Pinebridge
Place
Townhomes
CHARLEVOIX, MICHIGAN

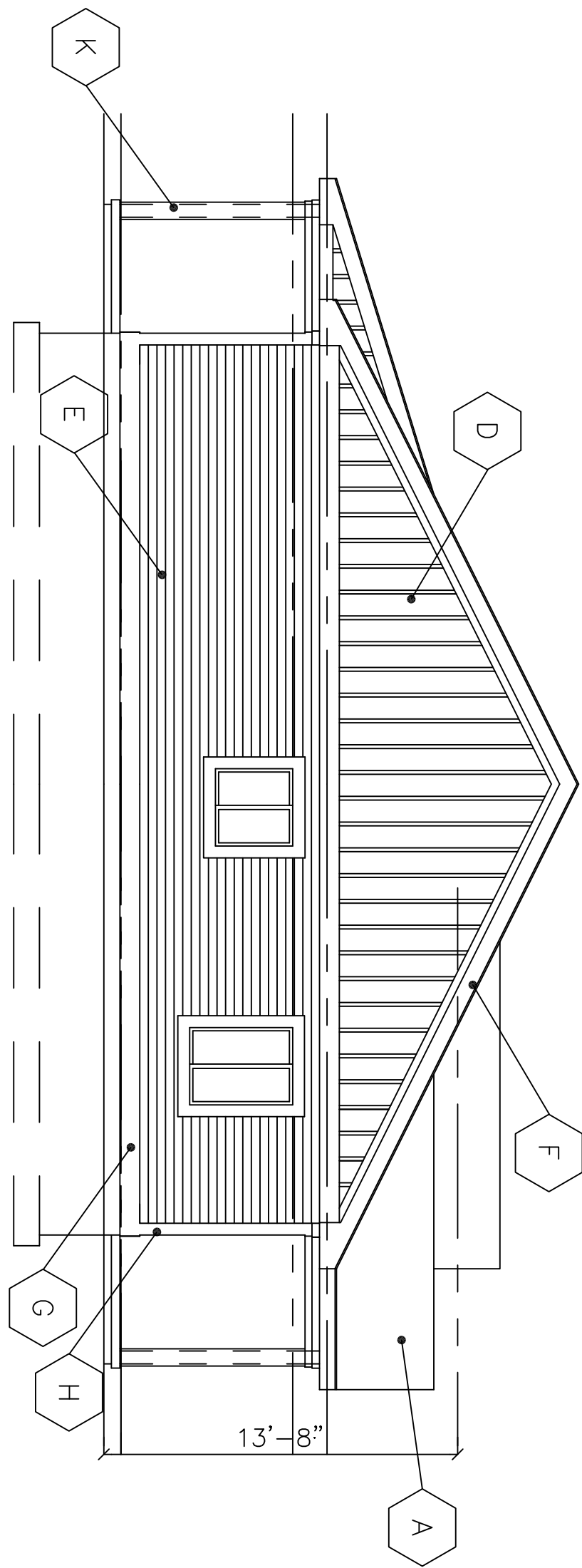
Building
Elevations

Project Number: 24-105
Drawn: CI
Checked: PN
Date: 03.24.24
Sheet Number:



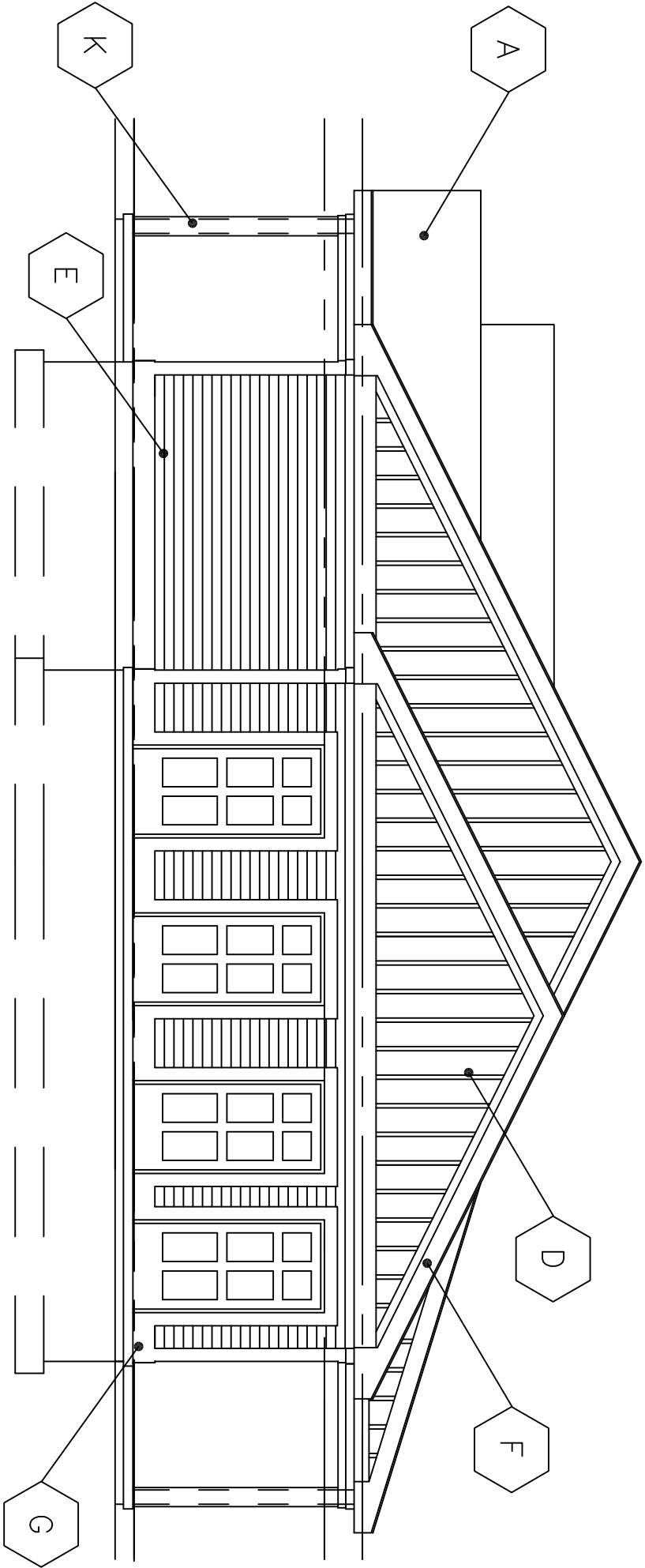
Preliminary Rear / Parking Lot Elevation

SCALE: 3/16" = 1'-0"



Preliminary Left Side Elevation

SCALE: 3/16" = 1'-0"



Preliminary Right Side Elevation

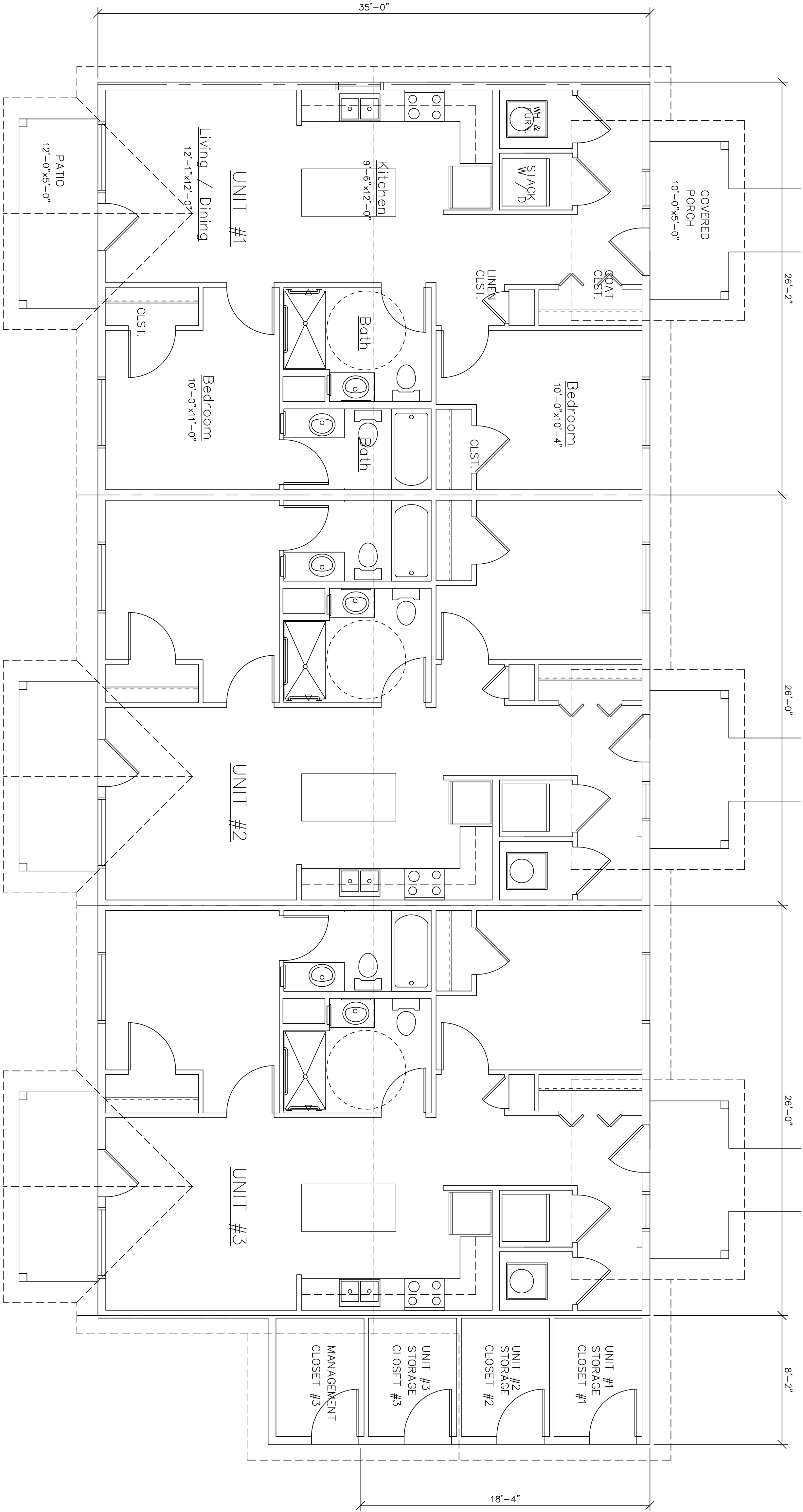
SCALE: 3/16" = 1'-0"

M A T E R I A L L E G E N D

- A ASPHALT SHINGLES
- B MET. DRIP EDGE ON ALUM. CLAD 1x8 FASCIA BD.
- C ALUM. CLAD 1x4 OVER 1x8 FRIEZE BD.
- D VINYL BOARD & BATTEN SIDING
- E VINYL HORIZ. SIDING
- F MET. DRIP EDGE ON ALUM. CLAD 1x8 RAKE BD.
- G ALUM. CLAD 1x10 SKIRT BD.
- H ALUM. CLAD 1x6 TRIM BD.
- J CONT. SOFFIT VENT PROVIDING MIN. 12.5 SQ. IN. FREE AREA PER L.F.
- K 10"x10" BOXED WOOD COLUMN

P.O. Box 545
Potosky, MI 49770
231.487.9230
Email: ciron@charter.net
Web: www.progressivenorth.com

Issued For:	
REVIEW	
01.24.24	
REVISED / REVIEW	
02.22.24	
REVISED / REVIEW	
04.12.24	



TYPICAL (2) BDRM / (2) BATH
UNIT FLOOR PLAN
SCALE: 1/4" = 1'-0"
TYP. UNIT AREA: 910 GROSS SQ.FT.

Project:	
Pinebridge Place Townhomes	
CHARLEVOIX, MICHIGAN	
Sheet Title:	
Unit Floor Plan	
Project Number: 24-105	
Drawn: CI	
Checked: PN	
Date: 01.24.24	
Sheet Number:	A1

REAL ESTATE SALES AGREEMENT

1. **Offer.** The undersigned, NORTHERN HOMES COMMUNITY DEVELOPMENT CORPORATION, INC., a Michigan nonprofit corporation (the "**Purchaser**"), offers and agrees to purchase from the City of Charlevoix, a Michigan municipal corporation ("the Seller"), the following real property located in City of Charlevoix, Charlevoix County, Michigan:

Legal Description per Survey-

A parcel of land on part of Section 34, T34N, R8W, City of Charlevoix, Charlevoix County, Michigan, being described as: Commencing at the East 1.4 corner of said Section 34, thence N89°17'04"W, 986.17' along the E-W 1/4 line of said Section 34; thence N01°02'57"E, 33.00' to the North right of way of Stover Road and the POINT OF BEGINNING; thence continuing N01°02'57" E, 189.29' to the South right of way of State Highway US-31; thence along said right of way 109.08' along a non-tangent curve to the left, said curve having a radius of 2694.99' and a chord of 109.07' bearing N63°33'28" E to the West right of way of Marion Center Road; thence along said right of way 248.15' along a non-tangent curve to the right, said curve having a radius of 369.72' and a chord of 243.52' bearing S10°15'07" E to the North right of way of Stover Road; thence N89°17'04"W, 144.48' along said right of way to the Point of Beginning, containing 0.68 acres.

commonly known as 1522 Bridge Street, Charlevoix, Michigan, Charlevoix County Tax Parcel #052-234-033-10, together with all easements, rights-of-way, tenements, hereditaments, appurtenances, licenses and privileges thereto belonging or appertaining, and all air, subsurface and mineral rights relating to the Land (the "**Property**"), for the sum of **One Dollar (\$ 1.00)**. Subject to recorded easements and restrictions and reservations of record, if any, that are accepted by Purchaser prior to closing.

2. **Payment of Purchase Price; Warranty Deed.** At closing, the Purchaser shall pay to Seller, by certified or bank check or by wire transfer, the full purchase price for the Property, plus closing adjustments as herein provided, and Seller shall execute and deliver to the Purchaser a quit claim deed conveying title in the condition required herein.

3. **Title.** Seller shall deliver to Purchaser as soon as possible after acceptance hereof, a commitment for a title insurance policy issued by a reputable title insurance company in an amount not less than the purchase price, certified to a date later than the acceptance hereof by Seller. Purchaser shall reimburse the Seller the cost of the premium for the policy to be issued pursuant to such commitment as part of the closing cost on the closing date. If written objection to the title is made on the basis that title is not marketable, Seller shall have thirty (30) days from the date Seller is notified, in writing, of the particular defects claimed in which to remedy the defects. If Seller fails to remedy the defects within such thirty (30) days, Purchaser may waive said title defects and close subject to same and the parties will proceed to closing in accordance with the terms of this Agreement with Purchaser being deemed to have purchased the Property in an "AS IS" condition.. However, if Purchaser does not so waive such defect(s) this Agreement shall be deemed terminated and of no further force or effect.

4. **Closing.** If this offer is accepted by Purchaser and if Seller can convey title as agreed to, Purchaser agrees to complete the sale within 30 days after the expiration of the contingency periods provided for in Sections 6 and 7 of this Agreement, as the same may be extended by the parties, but only after satisfaction or waiver by Purchaser of all conditions precedent. The closing shall take place at a mutually agreeable location. Time is of the essence of this Agreement. At closing, the Purchaser shall pay the recording fees for the deed, the title insurance premium due for the Purchaser's owner's policy and all other closing costs, and the state and county real estate transfer taxes, and any other document preparation fees, closing fees and other usual and customary costs of closing.. The parties shall make the adjustments for prorations as provided in this Agreement.

5. **Representations and Warranties of Seller.** Seller represents and warrants to Purchaser, as of the date of this Agreement and as of the closing date, that:

- (a) Seller is not a "foreign person" as defined in Section 1445(f)(3) of the Internal Revenue Code of 1986 and regulations promulgated thereunder, and, if requested, Seller will furnish to Purchaser, at closing, an appropriate affidavit to this effect.
- (b) All of the parties acknowledge that Seller is selling the Property in "AS IS" condition. Seller makes no warranties of any kind with respect to the property.

6. **Purchaser's Funding Contingency.** This Purchaser's obligation to purchase the Property is contingent upon Purchaser's ability to arrange financing for the construction of a new house thereon from the Michigan State Housing Development Authority ("MSHDA") under its CDBG Fund Grant Program, or under other programs or funding sources of Purchaser's choosing. If, after making reasonable efforts, Purchaser fails or is unable to obtain such funding, Purchaser shall have the right at any time within six (6) months of the date of this Agreement, at Purchaser's sole option, to extend this Agreement for an additional six (6) months or terminate this Agreement. If Purchaser wishes to terminate this Agreement or extend it for an additional six (6) months, Purchaser shall provide Seller with written notice of its inability to obtain financing or its desire to extend the Agreement, respectively, within six (6) months of the date of this Agreement.

7. **Purchaser's Inspection Contingency.** From and after the date hereof, Purchaser shall have the right to make or cause to be made such surveys, percolation tests, soil test borings, environmental investigations and studies and other investigations, applications and/or petitions as it deems advisable in order to (a) ascertain the physical condition of the Property, (b) assure itself that it will be able to procure zoning, building and health department permits as well as any other state, county or municipal approvals that the Purchaser deems necessary; and (c) assure itself of the suitability of the Property for its intended use of the Property as a residence and for rehabilitation of said residence. Seller agrees to cooperate fully with Purchaser, but all such activity shall be undertaken at the sole cost of Purchaser. The Purchaser shall restore the Property to the condition it was in prior to the making of such tests, studies and investigations at its sole expense in the event that the closing of this purchase and sale is not consummated for any reason other than a default by Seller. If, within six (6) months after the date of this Agreement, the Purchaser, in its sole discretion, is not satisfied with the physical condition of the Property or title thereto, or the environmental condition of the Property or ascertains suitable zoning or building permits are not likely to be obtainable, then it may extend this Agreement for an additional six (6) months or terminate this Agreement upon written notice of such extension or termination given to Seller during such 6-month period. If Purchaser, at its sole option, elects to extend this Agreement for an additional six (6) months after the expiration of the initial 6-month period, and at the expiration of the extended period is unsatisfied with the physical condition of the Property or title thereto, or the environmental condition of the Property or ascertains suitable zoning or building permits are not likely to be obtainable, then it may terminate this Agreement upon written notice of such termination given to Sellers during such extended 6-month period and this Agreement thereafter shall be and become null and void and of no further force or effect. If the purchaser fails to extend this Agreement for an additional six (6) months after the initial 6-month period, fails to terminate the Agreement before the expiration of the initial six (6) months inspection period, or after providing notice to extend the inspection period fails to terminate the Agreement before the expiration of the additional inspection period, the inspection contingency will be deemed to be waived by Purchaser and the parties will proceed to closing in accordance with the terms of this Agreement and Purchaser will be deemed to have purchased the Property in an "AS IS" condition.

8. **Purchaser's Project Contingency.** Further subject to the Purchaser commencing the proposed housing project by October 1, 2025. Said housing project being the proposed project presented to the Charlevoix City Council Members on June 6, 2024. Commencement shall mean the property is prepared for construction and the foundations of the homes are substantially complete. If the Purchaser has failed to commence construction on the project by that date, title to the property and any improvements on the Property shall revert back to the Seller. In its sole discretion, the Seller may extend the deadline or waive its reversionary rights in writing if it determines that it is in the Seller's best interest to allow the Purchaser to finalize the project.

9. **Possession.** Seller shall deliver possession of the Property to Purchaser at closing.

10. **Taxes; Assessments and Association Dues; Prorations.** Seller shall pay all real estate taxes with respect to the Property which shall first have become due and payable prior to the closing date. All real estate taxes with respect to the Property which shall first become due and payable on or after the closing date shall be Purchaser's responsibility. Real estate taxes paid or to be paid in the year of closing shall be prorated as of the date of closing using the calendar-year method. Under the calendar-year method, any real estate tax bill which first becomes due and payable during a calendar year is deemed to be related to that entire calendar year. Seller's share of any real estate tax bills first becoming due and payable during the calendar year of closing shall be determined by multiplying the aggregate amount of all such bills by a fraction, the numerator of which shall be the number of days from January 1 to, but not including, the closing date and the denominator of which shall be 365. Purchaser's share shall be the aggregate amount of all such bills less Sellers' share. If the exact amount of any real estate taxes is not known on the date of closing, the proration shall be based on the last bill received, without subsequent adjustment. Seller shall pay all special assessments, if any, levied prior to the closing date, regardless of whether or not payable in installments.

11. **Purchaser's Remedies Upon Default.** If Purchaser discovers prior to the closing date that any representation or warranty of Seller contained in this Agreement is false or if Seller fails to keep or perform any covenant, agreement or obligation to be kept or performed by Seller under this Agreement, Purchaser may terminate this Agreement and recover damages or enforce specific performance of this Agreement, in addition to any other remedy available to Purchaser at law or in equity, including but not limited to specific performance of this Agreement. In the event this Agreement is terminated by Purchaser pursuant to this paragraph, in addition to Purchaser's other rights and remedies at law or in equity, however, Purchaser shall not be entitled to attorney fees.

12. **Seller's Remedy upon Default.** In the event of default by the Purchaser, the Seller may, at his option, elect to enforce the terms hereof or declare a forfeiture hereunder.

14. **Binding Effect.** This Agreement shall bind the parties and their respective successors and assigns.

15. **Additional Documents.** Each party agrees to execute any additional documents reasonably requested by the other party to carry out the intent of this Agreement.

16. **Notices.** Notices shall be deemed as given upon personal delivery to Purchaser or Seller, as the case may be, or upon mailing by certified mail, postage prepaid, or a nationally recognized overnight delivery service, sent to the following address:

If to Seller:
City of Charlevoix
210 State Street
Charlevoix, MI 49720
Attn: Mark Heydlauff
City Manager

If to Purchaser:
Northern Homes Community
Development Corp., Inc.
1048 E. Main Street
P.O. Box 86
Boyne City, Michigan 49712
Attn: Ms. Jane MacKenzie
Executive Director

17. **Date of this Agreement.** For the purposes of the transaction contemplated by this Agreement, the date of this Agreement is the Date of Acceptance of Seller set forth below. Upon her execution of this Agreement Seller shall insert the date of such execution opposite its signature block and in the first paragraph of this Agreement.

18. **Headings.** The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of any provisions of this Agreement.

19. **Saturdays, Sundays and Holidays.** Time is of the essence of this Agreement and the performance of all covenants, agreements and obligations hereunder. Whenever in this Agreement it is provided that notice must be given or an act performed or payment made on a certain date, if such date falls on a Saturday, Sunday or holiday the date for the notice of performance or payment shall be the next following business day.

20. **Waiver.** No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions, whether or not similar, nor shall any waiver be a continuing waiver. No waiver shall be binding unless executed in writing to the party making the waiver.

21. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

22. **Integration.** This Agreement constitutes the entire agreement and understanding between the parties hereto relating to the sale and purchase of the Property, and it is agreed that any change in, addition to, or amendment or modification of the terms hereof shall be of no effect unless reduced to writing and executed by both Purchaser and Seller.

23. **Survival.** This Agreement shall not be merged into any instruments or documents executed and delivered at the closing but shall survive the closing and the representations and warranties and covenants made herein shall remain in full force and effect.

24. **Offer.** This Agreement shall constitute an offer by Purchaser to Seller open for acceptance by Seller until 5:00 p.m. on that date which is seven (7) calendar days after the date of this offer set forth below, by which time two unaltered counterparts of the Agreement, duly executed by Seller, must have been actually received by Purchaser. If such written acceptance is not so received, then, unless the period for acceptance is extended by Purchaser, this Agreement and such offer shall be deemed withdrawn and of no further force and effect.

25. **Michigan Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

26. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which when taken together, shall constitute one and the same Agreement.

27. **Amendments.** No modification, change or amendment to this Agreement shall be valid or binding upon or enforceable against the parties unless in writing, dated and executed by all parties to this Agreement.

"Purchaser"

NORTHERN HOMES COMMUNITY
DEVELOPMENT CORPORATION, INC., a
Michigan nonprofit corporation,

Date of Offer: July 15, 2024

By: 
Jane MacKenzie

Its: Executive Director

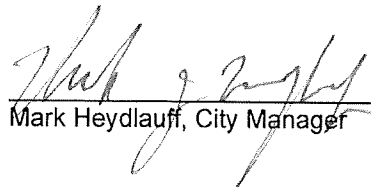
SELLER'S ACCEPTANCE

The above offer is accepted on the terms and conditions set forth above and Seller hereby acknowledges receipt the amount of One Dollar (\$1.00), constituting Purchaser's earnest money deposit under the Agreement, to

be applied to the purchase price at closing or, if there is no closing, then to be paid or returned as provided in this Agreement.

"Seller"
City of Charlevoix

Date of Acceptance: July 15, 2024


Mark Heydlauff, City Manager

::ODMAMHODMA\Cheboygan;11011;1



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Level B Site Plan Review 2024-4 SPR: 1522 Bridge Street

PUBLIC MEETING DATE: November 11, 2024 6:00PM

EXHIBITS:	1. Site Plan Review application. 2. Site Plan provided by applicant. 3. Site Plan Review Report by Zoning Administrator 4. City of Charlevoix Zoning Ordinance.
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I. GENERAL INFORMATION:

Applicant: Northern Homes Community Development Corporation.

Property Owner: City of Charlevoix.
210 State Street
Charlevoix, MI 49720

Requested Action: Level B Site Plan Approval for two six units Townhomes

Zoning: General Commercial (GC)

Project Location: 1522 Bridge Street Tax ID 052-234-033-1 0

Project Site Size: 29,621 Square feet

Existing Land Use: Undeveloped

Adjacent Land Uses: The city airport is to the north, the city cemetery and a security store to the east, a motel on the west, and a flooring store on the south

Adjacent Zoning: This parcel has streets on three sides. The only direct adjacent parcel is a General Commercial to the west. The other parcels across the streets are Public to the north and east, and Charlevoix Township Commercial Zoning on the south

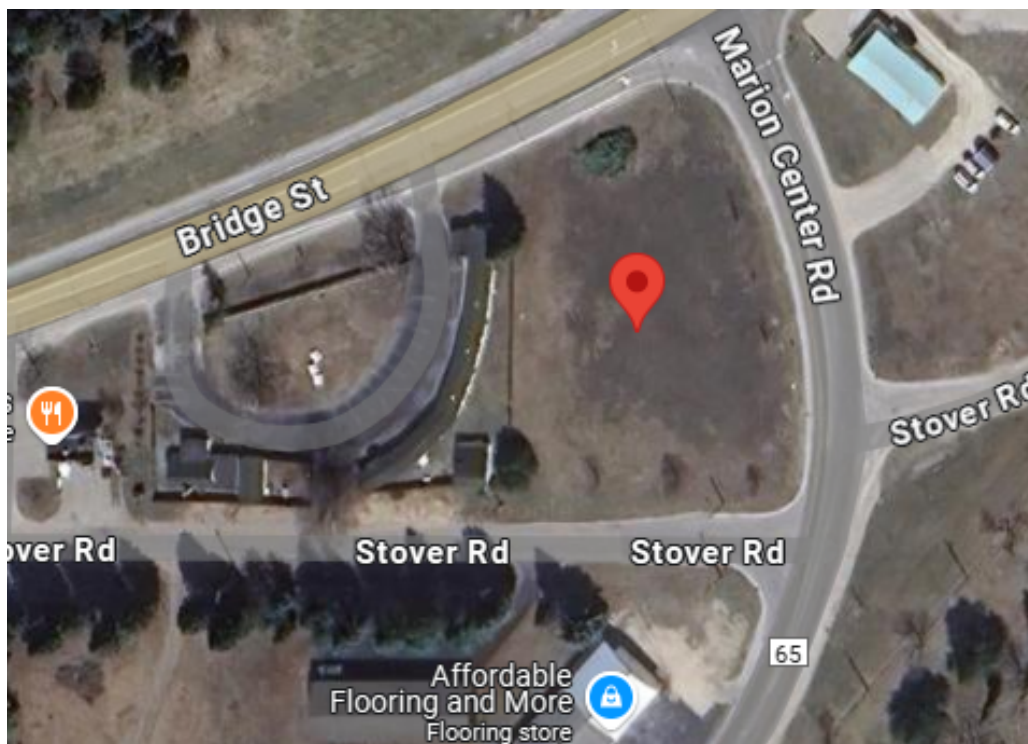
II. PROJECT DESCRIPTION/LOCATION:

Northern Homes CDC is proposing a residential development on a vacant lot at 1522 Bridge Street. The proposed plan includes two one story buildings, with 3 units in each, total building area of 5,460+ sq ft with 13 parking spots. The property is surrounded on three sides by public roads. Bridge Street (US 31)

to the north, Marion Center Road to the east, and Stover Road to the south. Access to the property will be off Stover Road. Storm water will be captured on site in a retention basin. This development will be income and rent restricted to 120% of Charlevoix County median income.



Source: Charlevoix County Website Aerial photo 2016



Subject property Google Earth 2022

III. MASTER PLAN CONSIDERATIONS:

The 2022 Land Use Master Plan identifies this area of Charlevoix as being Community Mixed Use.

Key Characteristics: The Community Mixed Use future land use community character area is largely located in the South US 31 Mixed Use Community Character Area. It is a high intensity area that is intended to support commercial, multiple family residential, and mixed use planned developments. A mix of uses and spaces generate day, evening, and night activity. Development shall focus on adapting existing uses, redevelopment of underutilized sites, and providing infill development where appropriate. The Community Mixed Use area’s activity levels, building mass, and accessibility will be similar to that of the downtown area. Sidewalks as part of a pedestrian-friendly street network and shared open spaces shall provide access throughout and promote community connections.

Building and Site Design: A mix of building types should be allowed in the Community Mixed Use area while mixed use, multi-story buildings are the preferred development type. New and infill development should be harmonious with existing land use patterns while maximizing site potential. S

IV. SITE PLAN REQUIREMENTS:

The Zoning Administrator has been granted the authority to waive portions of the information that is typically required in a site plan by the Zoning Ordinance. Table 153.234 below indicates what items are included on the site plan as submitted and what items the Zoning Administrator has waived. The key for the responses on the right-hand side of Table 153.234 are noted below.

X	Information Provided on Site Plan
SA	See Attached Information
PI	Partial Information Provided on Site Plan
NA	Not Applicable, Requirement Waived by Zoning Administrator
M	Missing

Submittal Requirements

(1) **Required Content.** Each site plan submitted shall contain the information detailed in Table 153.234, as applicable:

Table 153.234: Required Site Plan Content

<u>Required Information</u>	<u>Level “B”</u>
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General Information

Date, north arrow and scale	X
Name and firm address of the professional individual responsible for preparing the site plan	X
Name and address of the property owner or petitioner	X

Location sketch	X
Legal description of the subject property	X
Size of subject property in acres or square feet	X
Boundary survey	X
Preparer's professional seal	X
Revision block (month, day and year)	X

Existing Conditions

Existing zoning classification of subject property	X
Property lines and required setbacks (dimensioned)	X
Location, width and purpose of all existing easements	X
Location and dimension of all existing structures on the subject property	NA
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	NA
Abutting street right-of-way width	X
Location of all existing structures, driveways and parking areas within three hundred (300) feet of the subject property's boundary	X
Existing water bodies (rivers, creeks, wetlands, etc.)	NA
Existing landscaping and vegetation on the subject property	X
Size and location of existing utilities	X
Location of all existing surface water drainage facilities	X

Proposed Development

Location and dimensions of all proposed buildings	X
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided) and unloading areas	X
Setbacks for all buildings and structures	X
Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use	NA
Flood plain areas and basement and finished floor elevations of all buildings	X
Landscape plan (showing location of proposed materials, size and type)	PI
Layout and typical dimensions of proposed parcels and lots	X
Number of proposed dwelling units (by type), including typical floor plans for each type of unit	X
Number and location (by code, if necessary) of efficiency and one, two and three or more bedroom units	X
All deed restrictions or covenants	X
Brief narrative description of the project including proposed use, existing floor area (sq. ft.), size of proposed expansion (sq. ft.) and any change in the number of parking spaces	X

Engineering

<u>Proposed method of handling sanitary sewage and providing potable</u>	
<u>Water</u>	<u>X</u>
<u>Location and size of proposed utilities, including connections to public</u>	
<u>sewer and water supply systems and/or size and location of on-site systems</u>	<u>X</u>
<u>Location and spacing of fire hydrants</u>	<u>X</u>
<u>Location and type of all proposed surface water drainage facilities</u>	<u>X</u>
<u>Grading plan at no more than two (2) foot contour intervals</u>	<u>X</u>
<u>Proposed streets (including pavement width, materials and easement or</u>	
<u>right-of-way dimensions)</u>	<u>N/A</u>

Building Details

<u>Typical elevation views of all sides of each building</u>	<u>X</u>
<u>Gross and usable floor area</u>	<u>X</u>
<u>Elevation views of building additions</u>	<u>NA</u>
<u>Building height</u>	<u>X</u>

(1) Information Waiver. Specific requirements of either a Level “A” or “B” site plan may be waived by the Zoning Administrator where it is determined that such information is not applicable to the request.

(2) Additional Reports/Study: The Zoning Administrator or Planning Commission may require additional studies, reports or written opinions from qualified consultants to determine compliance with this ordinance or to ensure negative impacts to public health, safety and welfare are avoided or mitigated. These reports/studies may include, but are not limited to, traffic studies, transportation plans, geotechnical reports, flood hazard evaluations or environmental assessments. The Zoning Administrator or Planning Commission shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.

Area, Height and Placement Requirements

<u>Maximum building height</u>	<u>26 feet</u>	<u>Proposed buildings are at 13.75 feet</u>
<u>Minimum Yard setbacks</u>	<u>front 15 feet</u>	<u>Proposed #1 building is at 15 feet, and 16 feet</u>
		<u>Proposed #2 building is at 31 feet and 25 feet</u>
<u>Minimum Yard setbacks</u>	<u>side 10 feet</u>	<u>Proposed #2 building is at 16 feet</u>
<u>Minimum Yard setbacks</u>	<u>rear 25 feet</u>	<u>NA</u>

² Applicants are required to submit a grading and drainage plan, in accordance with the requirements of 153.230 through 153.239 of this chapter, demonstrating storm water can be contained and managed on the subject property if no municipal storm water system exists. If a municipal storm water system exists, the Director of Public Works, or consulting engineer representing the city, shall review the grading and drainage plan to determine if the existing infrastructure can adequately handle the storm water runoff. Applicants may be required to install storm water management features to mitigate impacts to the municipal storm water system.

Traffic Circulation

(a) The site plan shall comply with the applicable zoning district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the City of Charlevoix Zoning Ordinance, unless otherwise provided.

Yes, see Area, Height and Placement Requirements above

(b) Vehicular and pedestrian circulation. Safe, convenient, uncontested, and well-defined vehicular and pedestrian circulation shall be provided for ingress/egress points and within the site. A pedestrian circulation system shall be provided and shall be as insulated as completely as reasonably possible from the vehicular circulation system. The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.

(c) Walkways from parking areas to building entrances.

1. Internal pedestrian walkways shall be developed for persons who need access to the building(s) from internal parking areas and shall be designed to provide access from these areas to the entrances of the building(s)

Plan shows walkway from parking to the main entrances.

2. The walkways shall be designed to separate people from moving vehicles.

Meets standard

3. These walkways shall have a minimum width of five feet with no car overhang or other obstruction.

N/A Residential

4. The walkways must be designed in accordance with the Michigan Barrier Free Design Standards.

N/A Residential

5. The walkways shall be distinguished from the parking and driving areas by use of any of the following materials: special pavers, bricks, raised elevation or scored concrete. Other materials may be used if they are appropriate to the overall design of the site and building and acceptable to the review authority.

N/A Residential

Stormwater

Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged.

Plan C5.0 shows all stormwater staying on the property. Charlevoix County Building Department will review the stormwater plan to see that it follows the City of Charlevoix Stormwater Ordinance.

Snow Storage

Snow storage is shown on the south west portion of the parcel.

Landscaping

Existing trees to remain are shown on the plan

(H) *Parking lot landscaping.*

(1) A parking lot containing more than ten spaces shall be screened as follows:

(a) *Along any right-of-way or residential property line by a continuous two and one-half to three-foot tall screen; and*

(b) *The screen shall consist of landscaping, berms, a screen wall or any combination of these elements.*

(2) To provide shade and to break up the visual appearance of large paved areas, parking lots with more than ten spaces shall be landscaped based on the following requirements.

(a) *One canopy tree for every 12 parking spaces shall be provided within a parking lot island or peninsula.*

Screening

No screening is required. There is an existing 6-foot-high fence on the west side of the property, separating the motel from the proposed development.

Lighting

Site lighting is shown on the submitted plan sheet 1 of 1 and meets the ordinance standards of” Along any lot line adjacent to the street frontage 3 fc (and) Along a lot line adjoining a non-residential use or district 1 fc”

Utility Service

Plan shows upgrades to all utility connections. Electric Department has reviewed the plans and has no concerns.

Exterior uses

Plan shows no exterior uses. Mechanical equipment is proposed to be located inside the building.

Rolling totes will be used and stored within the storage closet with doors to the outside.

Emergency Access

Proposed structure is accessible from three sides. Charlevoix Township Fire Chief has reviewed the plans and has no concerns.

Water and Sewer

Plan C4.0 shows upgrades to water and sewer service. Public Works has reviewed the plans and has no concerns.

Signs

A sign has been proposed to the right of the entrance on Stover Rd Sheet C4.0. A separate sign permit application will be reviewed by the Zoning Administrator at a later date.

153.171 Landscaping

Existing trees will remain along Stover Road at driveway entrance and in front of building 1. Existing trees on City ROW along Marion Center Road exist and will not be disturbed.

153.173 Trash Receptacles

Common residential totes and cans will be used stored in the garages

153.173 Mechanical Equipment

All mechanical equipment will be installed indoors with the exception of standard AC units which will be screened from public view.

153.187 Parking Requirements and Limitations

Table 153.187: Parking and Access Requirements by Use

A total of 13 parking spaces are proposed. 1.5 spaces per dwelling unit for a total of 9 is required for Multiple-family, units.

(G) Minimum parking space requirements shall not be exceeded unless approved by the Planning Commission based on documented evidence that additional spaces are required to accommodate parking demand on a typical day. The Planning Commission may require any additional spaces to be constructed using alternate paving materials, such as pervious pavers or concrete. A required or requested use of alternative paving materials shall include a maintenance plan and agreement from the property owner deemed satisfactory to the Planning Commission.

The applicant has proposed 4 extra parking spaces. The PC is required to approve the additional spaces.

V. SITE PLAN REVIEW:

The following section is taken directly from the Site Plan Review Section of the Zoning Ordinance. The Planning Commission must make findings of fact to determine if the proposal meets each of the following standards. The Planning Commission must find that this proposal meets all of the following standards based on findings of fact before considering a motion to approve or deny. Staff has written the following recommended findings of fact as a starting point. The Planning Commission may add, modify, or delete any of the following draft findings at the meeting. The draft findings are in *italics*.

153.235 Standards for Site Plan Approval: A site plan shall be approved only upon a finding of compliance with the following standards:

- A. The site plan must comply with all standards of this Article and all applicable requirements of this ordinance, as well as with all other applicable city, county, state and federal laws and regulations.

The Planning Commission finds that the site plan proposal complies with the Zoning Ordinance, which states that the parcel is zoned General Commercial District. The following findings of fact will show that the site plan meets all other applicable laws and regulations.

- B. The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.

The Planning Commission finds that the proposed development is harmonious with the character of the existing neighborhood. The proposed project will fit into the neighborhood which has a residential motel, a cemetery and low impact commercial activities.

- C. The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the greatest extent possible.

The Planning Commission finds that the proposal adds no hazards to adjacent properties. The plan shows one curb cut and driveway from Stover Road which is lightly used and provides safe ingress and egress to Marion Center Road, a higher used road.

- D. The site plan does not have a negative impact on the provisions of human services, housing, transportation needs, and access to food in the community.

This development is infill on an existing parcel in a developed area and will have no negative impact.

- E. The site plan protects the natural environment and conserves natural resources and energy to the extent possible in light of the proposed development.

The site plan proposes keeping existing mature vegetation where possible on the parcel.

Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:

VI. CONDITIONS OF APPROVAL

The following section is taken directly from the Section 153.236 of the Zoning Ordinance. The PC may impose conditions of approval on the site plan based on the following criteria.

5.121. Conditions of Site Plan Approval.

Conditions which are designed to ensure compliance with the intent of this ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.

Conditions imposed shall be based on the following criteria:

- (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
- (2) Ensure that the Use is compatible with adjacent land uses and activities.

- (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
- (5) Meet the intent and purpose of the zoning ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
- (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
- (7) Ensure compatibility with other uses of land in the vicinity.

Planning Commission Recommendation to City Council: (choose one)

- A. **Approve** Project 2024-4 SPA **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- B. **Approve** Project 2024-4 SPA **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235
- C. **Deny** Project 2024-4 SPA based on specific findings of fact that prove the project does not meet the review standards in Section 153.235
- D. **Table** the decision on Project 2024-4 SPA. (Usually, this option is only used when additional information is needed to assist the Planning Commission in making the decision.

Charlevoix Planning Commission

New Business

Title: Discussion on changes to Zoning Ordinance Section 153.145 Fences and Walls

Date: November 11, 2024

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

City Council has been discussing a deer cull for several months. At their October meeting, they directed the Planning Commission to review potential changes to Section 153.145 Fences and Walls of the zoning ordinance to see if a potential solution to the city deer problem could be had by allowing "deer" fencing in residential areas of the city.

Recommendation:

Attachments:

1. fence

Existing zoning ordinance

§ 153.145 FENCES AND WALLS.

(A) All fences, walls and other similar structures shall be located on private property and must not obstruct the sight distance of motorists from driveways, roads and, intersections. Fences or walls in all districts, except Industrial, shall not exceed six feet in height above grade when located in any portion of the rear or side yard. Fences located in the front yard are permitted; provided, they are open wrought iron, picket, split rail and similar decorative fences, have a maximum opacity of 50% and do not exceed 48 inches above grade.

(B) Fence and wall materials may include treated wood, painted/stained wood, treated split rail, ornamental wrought iron, brick, stone, masonry block, molded vinyl, or chain link. Scrap lumber, plywood, woven wire, sheet metal, plastic or fiberglass sheets are specifically prohibited.

(C) All fences shall be constructed with the finished side exposed to the neighboring properties. Support posts shall be placed on the inside. The fence shall be properly maintained and its appearance shall be harmonious with the surrounding properties and neighborhood. Fence posts and decorative caps shall not extend greater than six inches above the maximum allowed height.

(D) Fences or walls in industrial districts shall not exceed nine feet in height above grade in the side and rear yards. All other relevant provisions of this section shall apply.

(E) It shall be unlawful to erect or maintain a fence, wall or other similar structure equipped with or having barbed wire, spikes, razor wire or similar devices, or any electrical charge or current sufficient to cause shock. In industrial districts, however, a security fence may be installed with one foot of barbed wire; provided, the barbed wire is at least eight feet above the adjacent grade.

(F) Fences in the front yard shall have a minimum setback of 12 inches from the front property line.

(G) Fences shall not be allowed to be located directly over property lines, unless two or more adjoining property owners submit a joint application to the Zoning Administrator for approval.

(H) Posts, cement, wood and any other fence materials shall not encroach onto adjoining properties, unless such encroachments are authorized under a joint application.

(I) An artificial berm with a fence placed on top of it is considered part of the fence, with the combination being subject to the height limits for fences established in division (A) above.

(J) The required fence height shall be maintained through the entire length on sloping properties. Grading and/or filling of materials to elevate the grade for a higher fence is prohibited.

(K) Walls constructed of stone, brick or similar materials shall be permitted in the front yard; provided, they do not exceed three feet in height. The height limits in the side and rear yards shall not exceed six feet. Walls shall be set back a minimum of two feet from all property lines and must be constructed and maintained in the future as to not create safety concerns for adjoining property owners or the general public. The Planning Commission may approve walls not to exceed six feet in height in the front yard for developments in the R4 Zone. This section shall not apply to retaining walls, as defined by this chapter or screening walls under § [153.171](#) of this chapter.

(L) Retaining walls in residential districts are subject to the following requirements:

(1) Retaining walls in the front yard(s), or yard(s) facing the public right-of-way, may be no taller than three feet in height, and must be set back from the front property line, or property lines fronting the public right-of-way, a minimum of one foot.

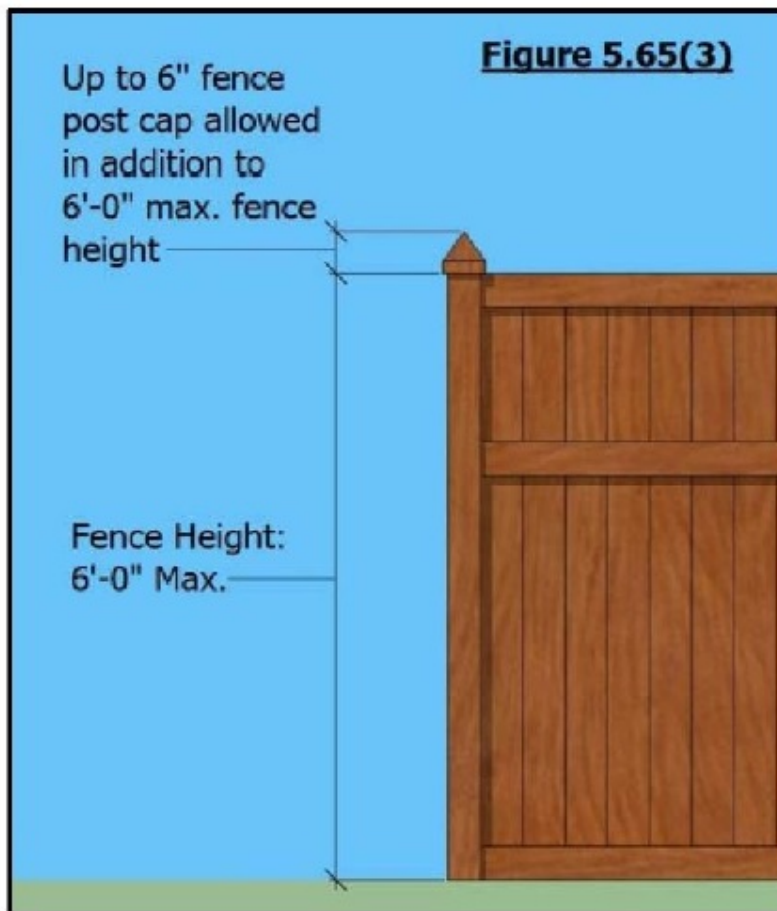
(2) In cases where the height or slope of the grade in the front yard(s), or yard(s) facing the public right-of-way, needing to be retained is greater than three feet, multiple tiers may be used. The horizontal distance between tiers must be a minimum of five feet.

(3) Retaining walls in side or rear yards that do not face a public right-of-way may be greater than three feet tall, but are required to be designed and sealed by a licensed engineer to ensure the safety of adjoining property.

(4) Retaining walls must be constructed of stone, brick, treated lumber or similar materials. Plain cement block and untreated wood are not acceptable materials.

(5) The fill behind retaining walls must consist of dirt, drain stone or similar materials.

(6) Retaining walls must be maintained in such a condition as to not present a threat to adjacent properties, or people or objects in the public right-of-way.



<https://awaytogarden.com/just-saying-no-to-deer-with-fencing/#:~:text=No%20matter%20how%20tall%20your,wriggle%20on%20in%2C%20particularl y%20fawns.>

<https://www.a2gov.org/departments/community-services/Pages/Non-lethal-Deer-Management-Options-.aspx>

Charlevoix Planning Commission

Old Business

Title: Rooftop decks

Date: November 11, 2024

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

With residential rooftop decks being approved at October's PC meeting, screening and lighting issues were potential problems for neighboring properties. The Planning Commission members wanted to further refine the zoning ordinance section 153.118 (D) regarding rooftop decks.

Recommendation:

Review proposed language, discuss, make changes as necessary, motion for Public Hearing at next PC meeting

Attachments:

1. 153.071docx

§ 153.118 LODGING, DINING AND ENTERTAINMENT USES.

(D) *Roof top decks.* The following provisions are intended to regulate roof top deck use, permanent or temporary, in **all allowed** districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

(1) A zoning and building permit for any roof top deck must be first obtained from the City Zoning Administrator and Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.

(2) Any request for a City of Charlevoix zoning permit that includes a roof top deck must undergo site plan review and receive approval by the Planning Commission prior to issuance of a zoning permit.

(3) Parapet walls and perimeter guardrails shall extend around the perimeter of the roof top deck and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to § [153.170](#).

(4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.

(5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the city's noise ordinances and restrictions is prohibited.

(6) All commercial food preparation shall take place inside the establishment.

(7) No open flames are allowed.

(8) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to § [153.172](#). **Unshielded string lights are prohibited.**

(9) Roof top deck space is subject to the requirements of §§ [153.185](#) et seq., Off-Street Parking, Loading, Access and Circulation.

Proposed new language

Table 153.071: Allowed Uses in Residential Zones

Residential 1 and 2 Rooftop decks and decks above 10' above grade are not allowed.

Residential 4 Decks are allowed at interior floor level only. No decks are allowed above highest interior floor



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

Permits Issued in 2024

Following are two types of breakdowns for all permits issued by the zoning office so far in 2024:

<u>By month</u>	<u>By type</u>
January6	Banner permits43
February4	Fence permits19
March10	Sidewalk café/use9
April20	Sign5
May18	Zoning.....35
June.....15	Use.....5
July.....8	Parcel Division.....2
August15	
September.....5	
October.....16	
November.....	
December	

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

Central Business District (CBD).....5
Commercial Mixed (CM).....4
General Commercial (GC)2
Industrial
Marine Commercial (MC)1
Residential Private Club (PC)1
Public Facilities
R-122
R-218

Level A Site Plan Administrative Review

None

Level B Site Plan Reviews / Special Use Permits

1522 Bridge Street 6 residential units

Variances to Zoning Board of Appeals

Other activities