CITY OF CHARLEVOIX

Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, February 10, 2025 - 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. Approval of Draft Minutes January 13, 2025

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 153.171 Landscaping

H. Old Business

1. Annual Report
2. Housing Readiness Grant draft report

I. Staff Updates

1. Zoning Administrator's Report January 2025

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, January 13, 2025 - 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:	None
Staff Present:	Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Felter, seconded by Member Radke to approve the agenda with the addition of selection of officers and 2025 meeting schedule.
Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Planning Commission Minutes of December 9, 2024
   Motion by Member Boehmer, seconded by Member Beatty to approve the minutes of December 9, 2024 as presented.
   Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Match on Main Grant Applications
   Jonathan Scheel, Director of Planning & Zoning
   Director Scheel provided background on the Match on Main Grant Program and stated this was the first year the City accepted applications outside the DDA's boundary.

   Maureen Owens, DDA Chair, clarified the State had modified the requirements of this grant. Ms. Owens stated the grant is for $25,000 and she did not believe it was dividable among applicants with only one entity per City being eligible to receive the funds. Ms. Owens stated the City had received three (3) applications and only two (2) could be forwarded to the State. Ms. Owens stated when the DDA Board went through the scoring process they reviewed the same three (3) applications that the Commission had before them and also reviewed the

criteria using the scoring sheet provided by City staff. Ms. Owens stated Dockside Books was the DDA Board's first recommendation and Happy Troll was their second recommendation.

Chair Muladore stated Stiggs Brewery was the only applicant that showed the amount requested correctly and they also included the full amount of the project which is way beyond all of the other projects. Chair Muladore stated when she went through her review she had Stiggs Brewery and Dockside Books scored higher and both of the applications were thorough, clear, and easy to match up against the score sheet. Stiggs's application was revitalizing a building on the north side that has stood empty for years. Discussion followed regarding specifics of the applications.

Each of the Planning Commission members stated their top two (2) applicants as follows:
Member Radke: Dockside, Stiggs
Member Felter: Dockside, Happy Troll
Member Boehmer: Stiggs, Dockside
Chair Muladore: Stiggs, Dockside
Member Chamberlain: Stiggs, Happy Troll
Member Kurtz: Stiggs, Happy Troll
Member Beatty: Happy Troll, Dockside

Director Scheel stated the top two (2) applicants were Stiggs Brewery and Dockside Books.

Motion by Member Boehmer, seconded by Member Kurtz to submit Stiggs Brewery and Dockside Books to the State under the Match on Main Grant Program.
Chair Muladore questioned if staff helped the businesses complete their applications. Sarah Van Horn, Chamber President, indicated she did get the information out to the businesses and she had met with eight (8) downtown businesses and two (2) businesses outside of downtown to let them know what was available through the program and what qualified for projects under the grant guidelines.
Motion carried by unanimous voice vote.

H. Public Hearings

1. 153.116 Accessory Buildings Height changes
Chair Muladore opened the public hearing at 6:44 p.m.

Director Scheel stated there was not a regulation for the maximum height of a detached accessory building as it was accidentally dropped out of the ordinance during recent changes and codifications. The proposed changes to the maximum height of detached accessory structures will be 16' and detached Accessory Dwelling Units accessory structures at a maximum height of 20'.

The public hearing was closed at 6:47 p.m.

Motion by Member Kurtz, seconded by Member Chamberlain to send the recommended accessory building height changes (Section 153.116) to the City Council with a recommendation for approval.

Motion carried by unanimous voice vote.

2. 153.160 Residential Decks Above First Floor
   Chair Muladore opened the public hearing at 6:49 p.m.

   Director Scheel stated recent site plans including rooftop decks in residential areas of the City include issues that are negatively affecting adjacent residential properties including lack of privacy and light spillage. Specific ordinance language for privacy concerns is being proposed to relieve the concerns of adjacent property owners when there is administrative review of single-family home zoning permits.

   The public hearing was closed at 6:52 p.m.

   After discussion, the last sentence under Table 153.071 was changed to read: "No decks are allowed above the second floor elevation of the home."

   Motion by Member Radke, seconded by Member Felter to send the recommended residential decks above first floor changes with the changes as discussed to the City Council with a recommendation for approval.
   Motion carried by unanimous voice vote.

I. Old Business

1. 153.145 Fences and Walls (Deer Management)
   Chair Muladore stated they did have several homeowners come to the last meeting to express their concerns about the deer population. Director Scheel stated everyone knew about the overabundance of deer and the City Council recently adopted culling regulations as one step in deer management. City Council made it very clear they would like the Commission to review fencing standards to see if fencing could be a tool to help with the deer problem.

   Director Scheel stated the issue to focus on is fencing aesthetics. The Commission needs to concentrate on the timeframe for allowing such fences, fence materials, and comparable fencing. Mr. Scheel stated there were several homeowners that installed such fences over the last number of years, some have been doing it with his permission, others not. Mr. Scheel stated most of the deer fencing was 7.5' to 8' in height.

   Director Scheel stated he researched various companies that sold deer fencing to see what were the most common height and materials and the first column on the attachment was titled Fence Standards which reflected his recommendation. Chair Muladore stated deer can jump a 12' fence and such height would not be practical within the City limits. Chair Muladore described a home in her neighborhood that had a 4' wood fence with the polypropylene material above the wood fence and it appeared to be enough of a deterrent to keep the deer out.

   Discussion followed regarding the polypropylene materials being used in conjunction with a wood fence (4' in the front yard). Member Kurtz stated he was not in favor of changing the ordinance at all based on aesthetics. Director Scheel stated the civil infraction fees were $100 for the first offense, $300 for the second offense and $500 for the third offense, and beyond

that it goes to court. Member Beatty suggested allowing the fences up to 8' high in an aesthetically pleasing fashion and less intrusive for the neighborhood for two (2) years and after two (2) years re-evaluate it and either let the standards stay or expire.

Member Kurtz stated if the Commission didn't define what works and doesn't work with regard to deer fencing then he didn't think they could allow such fencing. Mr. Kurtz stated the Commission should not change the rules on fencing and if the City Council wants to do it then they certainly can change the rules. Mr. Scheel stated that if they changed the rules they also would need to determine the timeframe for seasonal use of such fencing.

Director Scheel stated he would take this conversation back to the City Council with the pros and cons as this sounds more like a policy that the City should do for two years. Mr. Scheel stated he would bring back the summary of the discussion and proposed policy to the Planning Commission at the next meeting. Member Chamberlain suggested that the regulations could be in a landscape protection ordinance rather than the fences and walls portion of the zoning ordinance.

2. 2025 Priorities and Activities

   Director Scheel stated he had made a list of goals and activities that the Commission had discussed the previous month. Mr. Scheel stated he would have the final report for the Redevelopment Ready Program ready next week and expanding residential uses was included in the report. Mr. Scheel stated that 75% of the land adjacent to the City limits was in Charlevoix Township.

   After discussion, the tasks for 2025 were prioritized as follows:

   1. Review landscape standards
   2. Design guidelines residential R-1, R-2 primary structures
   3. Review downtown building height ordinance language, incentives for higher housing density downtown, design guidelines for downtown/commercial buildings
   4. Downtown signage and wayfaring signs

   Ongoing:

   1. Items listed under number 3
   2. Review opportunities to expand missing middle housing building options
   3. Work with school district regarding future use of properties
   4. Consider expanding residential uses in industrial zoning districts as part of the Redevelopment Ready process

J. Staff Updates

1. Zoning Administrator Report

   Director Scheel stated his report included final numbers for 2024. Mr. Scheel stated there was a public hearing scheduled for February 19, 2025 at Charlevoix Township (1249 Waller Road) for a rezone of 13208 Stover Road from planned residential to marine industrial. Mr. Scheel stated the Commission will have to look at what the potential uses are since the property is next to Ferry Beach Park.

2. Selection of Officers and 2025 Meeting Schedule (item added 01/13/2025)

   <u>Nominations for Officers</u>

Motion by Member Radke, seconded by Member Felter to nominate Jennifer Muladore as Chair and Sherm Chamberlain as Vice Chair and both accepted the nominations.
Motion carried by unanimous consensus.

Director Scheel stated the meeting dates for 2025 would be the second Monday of the month at 6:00 p.m. at Council Chambers and any special meeting can be scheduled up to 18 hours ahead of time. The Commission concurred with the annual meeting schedule as presented.

K. Requests For Next Months Agenda or Research Items

Director Scheel stated next month the Commission would see the annual report and the City Manager and Planning Commission Chair had already reviewed the report. Attendance and training needs to be included in the annual report so anyone who had training in the past year needs to get that information to Director Scheel this week.

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

Chair Muladore adjourned the meeting at 8:05 p.m.

_____ _____

Sarah J. Dvoracek/fgm City Clerk Jennifer Muladore Chair

Charlevoix Planning Commission

New Business

Title: 153.171 Landscaping
Date: February 10, 2025

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:
At the January 2025 Planning Commission meeting, The commission members prioritized a list of goals for the 2025 year. Looking at the Landscaping Section of the Zoning Ordinance was number one on that list. Included with the agenda item is a copy of the existing section with highlighted areas that you may want to review. Also there are some suggested changes to simplify and shorten the section as it is repetitive of other more detailed ordinance sections.

Recommendation:
Review, discuss and send back to administrator with changes.

Attachments:
1. Landscape 153.171

(A) *Intent.* This section promotes the public health, safety and welfare by establishing minimum standards for the design, installation and maintenance of landscaping. Landscaping and landscaped buffers help protect and enhance land uses and the visual image of the community. They further preserve natural features, improve property values and can alleviate the impacts of noise, traffic and visual distractions. Landscaped buffers protect less intense uses from noise, lighting and other impacts associated with more intensive land uses. Specifically, the intent of these provisions is to:

(1) Improve the appearance of off-street parking and storage areas and property abutting public rights-of-way;

(2) Protect and preserve the appearance, character and value of the neighborhoods, which abut non-residential areas, parking lots and other potentially obtrusive uses;

(3) Reduce soil erosion and depletion;

(4) Increase soil water retention, thereby helping to prevent flooding, erosion and sedimentation and enhancing ground water recharge;

(5) Remove air pollutants and reduce, eliminate or control glare, reflection and heat island effects; and

(6) Assist in directing safe and efficient traffic flow and prevent vehicular and pedestrian circulation conflicts.

(B) *General requirements.* These regulations apply to all new uses and the expansion of existing uses requiring site plan approval. (R1 and R2?)

(1) Landscaping shall be installed before occupancy, unless the Planning Commission (Zoning Administrator) authorizes occupancy prior to complete landscape installation, due to unforeseen weather conditions or other circumstances beyond the applicant's control. In such a case, a performance guarantee, per § 153.239 of this chapter, shall be provided to ensure completion of the project as required. All landscaping shall be completed within one full growing season.

(2) All landscaping shall be maintained after planting and regularly watered, fertilized, pruned and kept free from disease. The owner or controlling party shall be responsible for maintenance.

(3) Diseased or dead plants shall be replaced within one growing season.

(4) All plants shall be hardy per climatic conditions in the city.

(5) All landscaped areas shall be mulched and those not containing trees and shrubs must be planted with ground cover. Mulch of any type is not considered groundcover, nor is it a substitute for ground cover.

(6) The overall landscape plan shall not contain more than 25% of any one plant species.

(7) Trees and shrubs shall not be placed closer than four feet to a fence, wall or property line.

(8) For a corner lot or a lot with more than one frontage where landscaping is required, all frontages shall be landscaped.

(9) Berms shall be designed to vary in height and shape to create a more natural appearance. An unbroken earth mound of uniform height shall be avoided. The maximum slope for a berm shall be one foot vertical to three feet horizontal, unless otherwise allowed by the Planning Commission.

(10) Landscaping shall not obstruct sight distance, per § 153.142 of this chapter.

(11) Landscaping plans are subject to Planning Commission (ZA if R1 or R2) review and approval.

(12) The Planning Commission (ZA if R1 or R2) may allow a deviation from the requirements of this section under any of the following circumstances:

(a) Existing vegetation or topographic features make compliance with requirements unnecessary or difficult to achieve;

(b) The application of requirements will result in a significant loss of existing vegetation, or natural or cultural features;

(c) Modification of requirements will clearly result in a superior design that could not be otherwise achieved;

(d) Where the distance between a building, parking area or use is more than 200 feet from a side or rear lot line, the Planning Commission may reduce the buffer area requirements along the applicable lot line(s) by 50%;

(e) Where the required landscaping may interfere with view corridors, such as developments along water bodies, the Planning Commission may require planting of specific species in locations where the height or canopy will not compromise view corridors; and

(f) Where landscaping requirements may not be necessary for community aesthetics, such as within the Ance Industrial Park.

(13) The Planning Commission (ZA if R1 or R2) may impose conditions on landscaping as part of site plan review.

(14) Where a development is proposed in phases, each phase shall comply with all applicable landscaping requirements.

(15) Where landscaping requirements are based on a distance measured along a property line and result in a fractional requirement, the required landscaping for just that area shall be multiplied by the fraction. For example, when a fractional area is equal to 30% of the required distance the number of required plants shall be multiplied by 0.30. A fraction less than 25% may be disregarded.

(16) To ensure that all landscaping is installed, as a condition of approval a letter of credit or some other performance guarantee may be required in accordance with § 153.239 of this chapter.

(17) Low impact design, such as use of native vegetation, rain gardens and vegetated swales is encouraged.

(C) *Buffer areas.*

(1) A buffer area may be required where any use in a business or industrial district is adjacent to residentially zoned land and where multiple-family residential land uses are adjacent to land in the R1, R2, ~~R2A~~ and R4 Districts.

(2) A buffer area is not required if the qualifying adjacent zoning districts are separated by a public right-of-way.

(3) A buffer area shall be parallel to and follow the property line tangent to the qualifying zoning district.

(4) A buffer area shall be required even when the adjacent property is undeveloped.

(5) Except for access drives or private streets determined by the Planning Commission to be necessary to provide safe access to a property, a building, structure or parking lot shall not encroach within a required buffer area.

(6) When adjacent to a PUD containing a residential land use, a use in a non-residential or multiple-family residential district shall provide a buffer area along the property line adjacent to the residential use, in accordance with the requirements of Table 153.171(a). The Planning Commission, however, may waive or modify the required buffer if the setbacks and perimeter landscaping provided within the PUD meet the intent of division (A) above.

(7) Buffer areas are required as shown in Table 153.171(a). Buffer types 1, 2 and 3 are described in Table 153.171(b).

Table 153.171(a): Buffer Area Requirements by District			
Subject Zoning District	***Adjacent district***		
	R1 (Buffer Type)	***R2 (Buffer Type)***	***Residential areas in Charlevoix Township***
R4	3	3	NA
GC	1	1	1
CBD	2	2	NA
CH	1	1	NA
MC	1	1	NA
I	1	1	1

(8) Table 153.171(b) shows landscaping requirements by buffer type:

Table 153.171(b): Buffer Area Landscaping Requirements			
Buffer Type	***Minimum Width***	***Minimum Requirements***	***Intensity***
1	10 feet	2 canopy trees, plus 1 evergreen tree or 1 ornamental tree, plus 12 shrubs, for each 50 linear feet of buffer area	Most Intense
2	10 feet	1 canopy tree, plus 1 evergreen tree or 1 ornamental tree, plus 8 shrubs, for each 50 linear feet of buffer area	

3	10 feet	1 canopy tree or 1 evergreen tree, plus 1 ornamental tree or 12 shrubs, for each 50 linear feet of buffer area	Least Intense

(9) Buffer Area Alternatives

(a) Plants may either be arranged formally, or be informally clustered for a more random, natural effect.

(b) Berms may be constructed in a buffer area to supplement landscaping and add interest. Minimum landscaping requirements shall be reduced by 50% where a berm at least three feet tall is constructed for at least 85% of the length of the buffer area.

(c) A screen wall or fence, located within a buffer area, may be used in lieu of some landscaping.

1. A screen wall or fence shall be six feet tall and constructed of architectural block, brick, wood, vinyl or textured concrete.

2. A screen wall or fence shall be located at least two feet (leaves a no man' land that doesn't get maintained) from a property line.

3. To maximize the effectiveness of screening, openings shall not exceed 20% of the surface of a wall or fence.

4. ~~When a screen wall or fence has both a finished and unfinished side, the finished side shall face either outward from the development site or to the side most visible to the general public, as determined by the Planning Commission~~. Meet Section 153.145 Fences and Walls

5. Landscaping requirements may be reduced by 75% when a screen wall is constructed in a buffer area.

(D) *Minimum plant requirements.*

(1) The minimum plant size at the time of installation shall comply with Table 153.171(c):

Table 153.171(c): Minimum Plant Size at Installation			
Plant Material	***Minimum Caliper***	***Minimum Height***	***Minimum Spread***
Canopy tree	2.5"	x	
Ornamental tree	1-3/4"	x	
Evergreen tree		6'	

Shrubs			24”

(2) Existing healthy and desirable trees to be preserved may satisfy the landscaping regulations of this section, as shown in Table 153.171(d). Each credit may be applied toward fulfilling the requirements set forth in this section (i.e., one credit equal to one equivalent tree).

Table 153.171(d): Credit for Existing Landscaping			
Tree Material	***Minimum Caliper***	***Minimum Height***	***Credits***
Canopy tree	4 to 8 inches	x	1
	Greater than 8 inches	x	2
Ornamental tree		6 to 10 feet	1
		Greater than 10 feet	2
Evergreen tree		6 to 12 feet	1
		Greater than 12 feet	2

(E) *Residential development.*

(1) For each dwelling unit in a residential subdivision, land division or site condominium.

(a) One canopy tree shall be planted between the right-of-way line and the street per Shade Tree and Park Commission rules Chapter 152 Trees .

(b) Trees shall be evenly spaced, meet new Residential Guidelines) except where site conditions warrant otherwise.

(2) For a multiple-family development, one canopy or evergreen tree shall be provided for every 4,500 (?) square feet of gross lot area.

(3) In addition to the above requirements in division (D) C? above for a residential development abutting an arterial street, two evergreen trees and one canopy tree ~~shall be planted within 30 feet of the right-of-way~~ for every 50 feet of development frontage on the arterial street.

(4) Berms may also be used to buffer lots or dwellings from an abutting arterial street. Minimum landscaping requirements shall be reduced by 50% where a berm at least three feet tall is constructed for at least 85% of the length of the street frontage.

(5) In the R4 Zone, the Planning Commission may require berms, fencing or vegetative screening (or any combination thereof) along property lines for reasons including, but not limited to, protection of public safety, preservation of neighborhood character or the creation of privacy buffers for single-family zones.

(F) *Non-residential and mixed use districts and non-residential uses in residential districts.*

(1) For all non-residential uses in any zoning district except the CBD District, for every 100 feet of lot frontage as measured along a public right-of-way, the following front yard landscaping requirements apply.

(a) Three canopy trees and one evergreen or two ornamental trees shall be provided.

(b) The Planning Commission may allow landscaping anywhere within the front yard, except where a parking area is located along the lot frontage. In such instances landscaping shall be placed between the parking lot and the public right-of-way.

(2) Berms may be constructed in a front yard to supplement landscaping and enhance buffering. Minimum front yard landscaping requirements shall be reduced by 50% where a berm at least three feet tall is constructed between a parking lot located along a street frontage and the public right-of-way. A berm may also be used to meet the screening requirement for parking lots as required in division (H) below.

(3) For any permitted non-residential use in a residential district, the Buffer Type 2 requirements, as specified in Table 153.171(b), shall apply to all side and rear property lines.

(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~~: meet 153.153 Outdoor Storage

~~(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 Planning Commission:~~

~~(a) Berms;~~

~~(b) Canopy, evergreen and ornamental trees; and~~

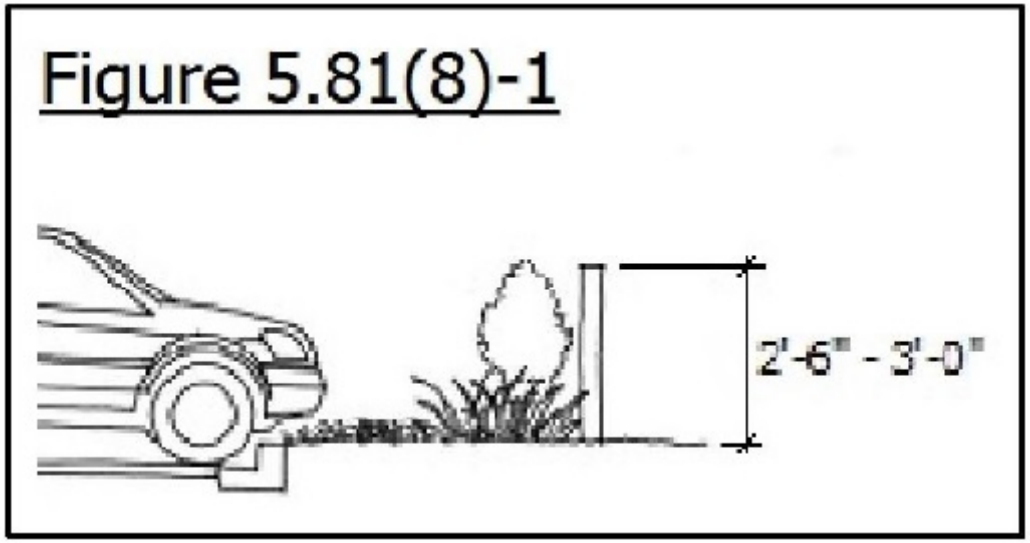
~~(c) Shrubs.~~

~~(2)~~ If a buffer to an adjacent zoning district is required, per Table 153.171(a), it shall satisfy the requirements of this division (G).

(H) *Parking lot landscaping.*

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

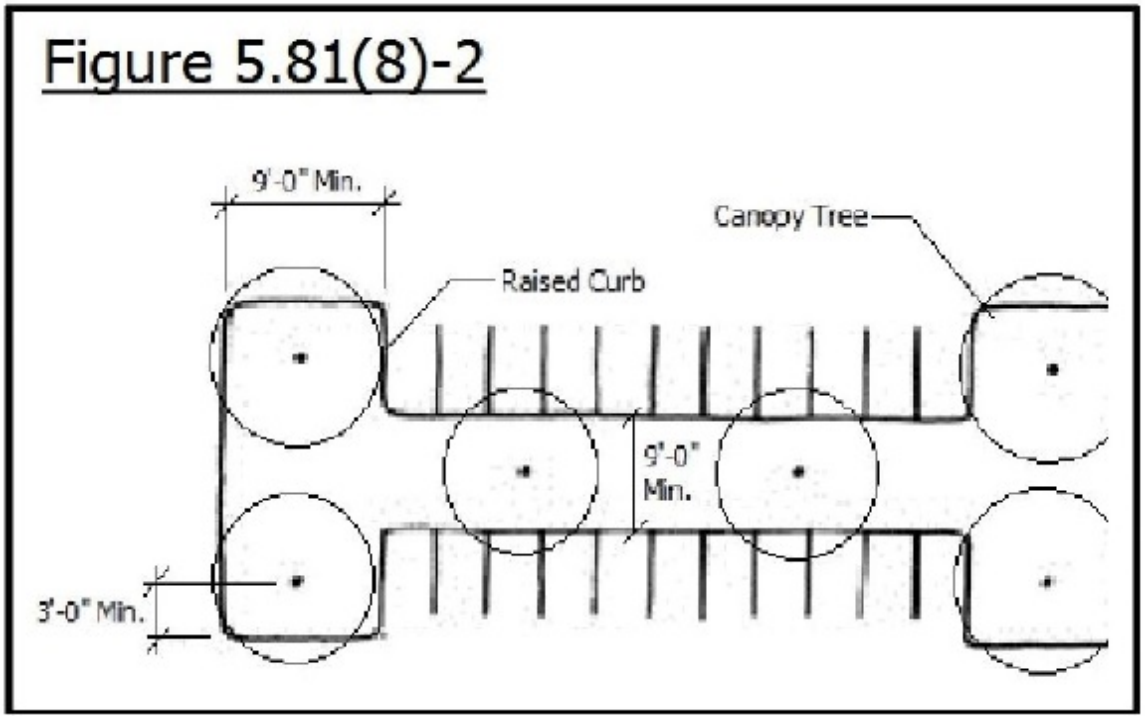
(a) Along any right-of-way or residential property line by a continuous two and one-half to three-foot tall screen; and



(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.



(b) Parking lot islands and peninsulas shall meet the following requirements:

1. All islands and peninsulas shall be protected by raised curbs; ~~dub-downs~~ non-raised curbs are permitted to facilitate drainage, ~~except~~ in instances where the grading and drainage plan demonstrates storm water runoff can be managed without the use of raised curbs.

2. An island or peninsula shall be at least nine feet wide.

3. Islands or peninsulas may be combined for greater visual effect.

4. Trees shall be planted at least ~~three~~ (centered on islands) ~~feet~~ from the edge of the curb or pavement.

5. Landscaping shall not obscure traffic signs, fire hydrants or sight distance within the parking lot and at driveway entrances, in accordance with § 153.142 of this chapter.

(I) *Fencing, screening and walls.*

(1) Screening shall be required around all trash dumpsters in all zoning districts, except as may be provided elsewhere in this section.

(2) Solid waste dumpsters may be located in required buffers; provided, they are screened in accordance with this division (I).

(3) Screening shall be required even if the surrounding area or adjacent properties are not developed.

(4) When a property changes to a more intense land use, a special land use or when site plan approval is required, screening shall be provided in accordance with this section.

(5) (a) Unless otherwise permitted in accordance with this section, a screen shall consist of a solid, sight-obscuring fence or wall that meets the following specifications: see 153.173

1. ~~Six feet tall~~;

2. ~~Enclosed on all sides and does not contain any openings other than an access gate~~, which shall be closed at all times when not being used. A screen around staging or loading/unloading areas may provide an opening that does not contain an access gate;

3. ~~Constructed of masonry, treated wood or other materials approved by the Planning Commission and must be durable, weather-resistant, rust-proof and easily maintained; and~~

4. A trash dumpster enclosure and gates shall be protected by bollards or other means to prevent vehicle damage.

(b) If approved by the Planning Commission, a screen may consist of berms or landscaping either in combination or as a substitute for a fence or wall. It must be determined that the alternate design shall either provide the same degree, or enhanced screening as required by this section.

(6) (a) ~~Walls must be no greater than eight feet high.~~

(b) Must be a minimum of two feet back from the property line.

(c) Placement cannot interfere with pedestrian or vehicular traffic.

(d) Walls must be maintained and kept in good condition by the property owner.

(Add additional requirements to section 153.173 and remove from this section)

(J) *Landscape site plan requirements.*

(1) Proposed landscaping shall be shown on a separate drawing at the same scale as the site plan. To ensure that landscaping is not affected by, nor interferes with utilities, the plan shall indicate any existing or proposed utilities and easements.

(2) Planting plans shall show all landscaped areas and plants listed in a table by common and botanic name and show quantities, size at planting and anticipated mature height and spread. Anticipated mature height and spread shall be shown with circles indicating anticipated plant size at maturity.

(3) Text shall accompany the landscape plan, providing calculations for the proposed landscaping and describing how the plan successfully complies with the regulations of this section.

(4) Existing natural and human-made landscape features and proposed buildings and structures, as required for the overall site plan, shall be clearly indicated

(5) Contours shall be shown at intervals no greater than two feet.

(6) Irrigation systems shall be shown.

(7) All other site development plan review standards, as set forth in §§ 153.230 through 153.243 of this chapter, shall be followed.

(K) *Treatment of existing plant material.* The following regulations shall apply to existing plants.

(1) *Preservation of existing plant material.* Site plans shall show all existing trees (four-inch caliper or greater) located in portions of the site that will be built upon or otherwise altered. Trees shall be labeled “To Be Removed” or “To Be Saved” on the site plan.

(2) *Destruction or removal of healthy trees.* In the event healthy plants that are intended to meet the requirements of this section are cut down, damaged or destroyed during construction, they shall be replaced with as close to in-kind as possible.

Charlevoix Planning Commission

Old Business

Title: Annual Report
Date: February 10, 2025

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:
Michigan Planning Enabling Act of 2008 Section 125.3819 requires an annual report to the legislative body concerning it's operations, status of planning activities and recommendations regarding actions by the legislative body related to planning and zoning.

Recommendation:
Review, discuss and make any changes needed. Motion to send annual report to City Council.

Attachments:
1. 2025

February 17, 2025

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

RE: 2024 Charlevoix Planning Commission Annual Report

Hon. Mayor and Council Members:

INTRODUCTION

The Michigan Planning Enabling Act (MPEA) allows for the establishment of local Planning Commissions, Master Plans, and other associated activities. The City of Charlevoix's Planning Commission is established in the city code of ordinances in Title III, Chapter 32.105 and consists of 7 members. The Planning Commission is responsible for:

- Developing the community's Master Plan which provides a framework for orderly growth and redevelopment.
- Creating a zoning ordinance to translate master planning goals to land use regulations.
- Reviewing and approving development requests.
- Studying special topics or conducting other special projects as requested by the governing body.

As required per the Michigan Planning Enabling Act, Section 125.3819 (2) (Act 33 of 2008, as amended), the Planning Commission respectfully submits a report of the activities they undertook in the previous twelve months (January 2024-December 2024).

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

MEMBERSHIP

Planning Commission members for 2024 were:

Name	*Member since*	*Term Exp.*	*Attendance*	*Training Hours Logged 4 hours recommended*
Jennifer Muladore, Chairperson	05/2018	04/2027	12/13 92%	
Maureen Radke	01/2022	04/2027	9/13 69%	
Shelley Boehmer	04/2023	04/2026	12/13 92%	23 MAP Conference, Planning and Zoning Essentials, RRCA +
Toni Felter	11/2008	04/2026	11/13 85%	4 Planning and Zoning Essentials
Sherman Chamberlain, Vice-Chair	03/2011	04/2025	12/13 92%	
Scott Beatty	11/2022	04/2025	12/13 92%	
John Kurtz	11/2022	04/2025	13/13 100%	16 MAP Conference

MEETINGS

The Planning Commission met a total of thirteen (13) times in the past year. Meetings are typically scheduled for the second Monday of the month, at 6:00 PM, at City Hall. All meetings are held in compliance with the *Open Meetings Act, PA 267 of 1976, as amended*.

Monday, January 8, 2024
Monday, February 12, 2024
Thursday, February 22, 2024, Special Meeting
Monday, March 11, 2024
Monday, April 8, 2024
Monday, May 13, 2024
Monday, June 10, 2024
Monday, July 8, 2024
Monday, August 12, 2024
Monday, September 9, 2024
Monday, October 14, 2023
Wednesday October 30, 2024, Housing Sub-Committee
Monday, November 11, 2024
Monday, December 9, 2024

Minutes to all Planning Commission meetings are available at https://charlevoixmi.portal.civicclerk.com/

PLANNING STAFF

Planning and Zoning staff provide support and technical expertise to the Planning Commission as well as other public bodies, City staff, residents, and other inquirers who have questions about the City's Ordinances, development potential, and application processes. Planning and zoning staff included:

Jonathan Scheel, Director of Planning and Zoning
Faith Miller, Enforcement Officer (seasonal)

The city contracted with Networks Northwest for additional support for some planning and zoning in 2024

ACTIVITIES

The Planning Commission Chairman directed the Housing sub-committee to work on collecting data that could be turned into a presentation for civic groups on the Charlevoix-specific housing changes and master plan evolution overtime.

The City continued to implement the Housing Readiness Grant from Michigan State Housing Development Authority that allows the City and the Charlevoix Township to plan together for regional housing. Networks Northwest supported this effort with an in-depth report on strategies to achieve those goals. The City will be working with the Township on those recommendations.

- Received $354,000 CHILL Grant for housing repairs for low-income homeowners in the city
- Site Plan Review 800 State Street for a church structure
- Site Plan Review 743 Petoskey Avenue for a brewery/taproom
- Site Plan Review 1002 May Street for two duplexes with the addition of one ADU
- Site Plan Review 1522 Bridge Street for three duplexes
- Reviewed the Zoning Ordinance to add additional language to expand housing choices.

ZONING ORDINANCE TEXT AMENDMENTS & REZONINGS

Zoning is the legal mechanism which turns planning goals into reality via land use and physical regulations. It is imperative that a community maintain an up-to-date zoning ordinance which aligns with those goals and

addresses emerging trends. Throughout the year, the Planning Commission discussed and took action on the following amendments:

- Used Form-Based code to allow more housing choices with the least amount of impact to existing neighborhoods
- Outdoor Storage Ordinance
- Design Guidelines for Commercial Mixed Use buildings US 31 Corridor
- Mixed Use Ordinance Sign Ordinance change for Bridge Park Drive
- Lighting Ordinance
- Rezone of 13513 Division Street
- Conditional Rezone Petoskey Avenue
- Rezone of 800 State Street (rejected)
- Rezone of 115 Hurlbut (rejected)

ZONING BOARD OF APPEALS ACTIVITY

Appeal Type	Location	Description	Action	Date of Action
Dimensional Variance	1209 Bridge Street	rear and side variance	Denied	8/21/24
Dimensional Variance	509 Newman	Side yard variance	Denied	4/17/24

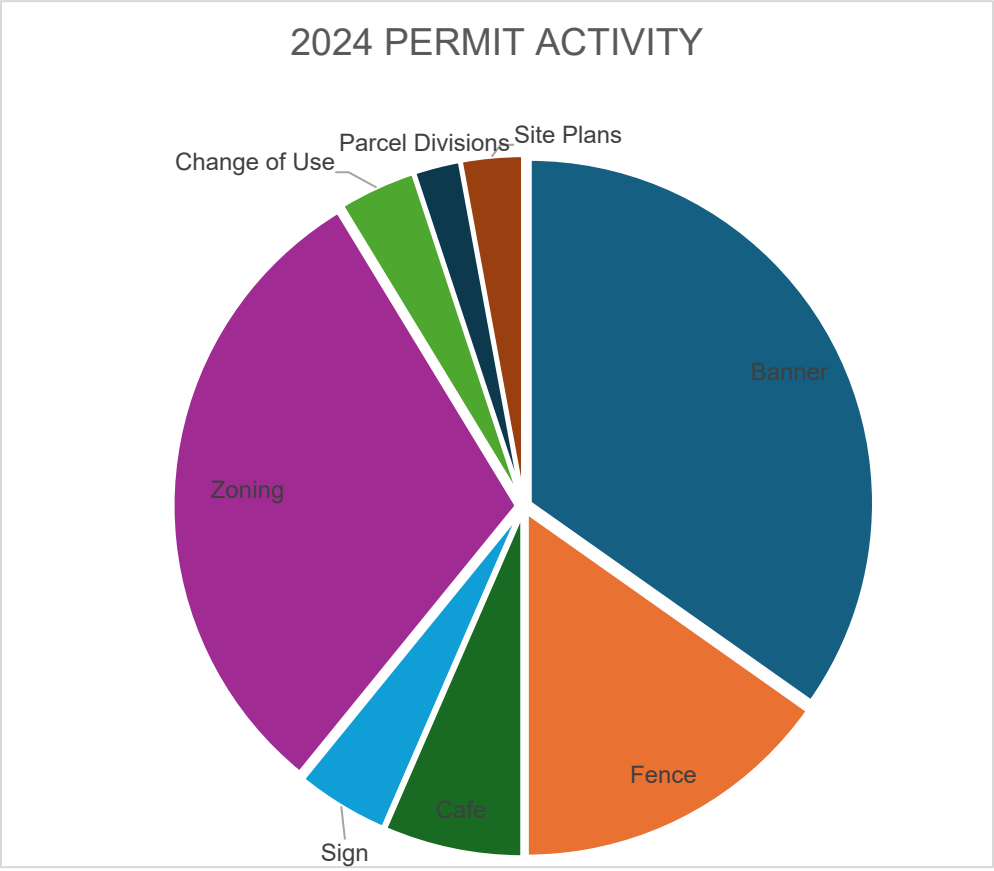
PERMIT ACTIVITY

While large-scale zoning permits and Special Land Uses are reviewed as site plans by the Planning Commission, the Zoning Administrator is authorized to review and make decisions on most small-scale zoning permits, fence permits, and sign permits. Following is a summary of all land use permit activity for the year.

135 total Permits,

Banner permits	48
Fence permits	21
Sidewalk Café/Use	9
Sign permits	6
Zoning	42
Change of Use	5
Parcel Divisions	3
Site Plans (PC)	4

Those above include zoning permits for 3 new single family homes, 2 Accessory Dwelling Units and 7 Multi-family buildings.



ZONING VIOLATIONS

Enforcement of the zoning ordinance is critical to maintaining the integrity of the adopted ordinances. It is intended that most violations are handled through a simple owner notification, followed by a voluntary plan to bring the violation into compliance. Most zoning and blight violations are handled this way in the city. There have been serious infractions and prolonged non-compliance in 2024 which were enforced with municipal civil infraction citations.

LOOKING FORWARD…

In December, the Planning Commission prepared a new list of priority activities and goals. The Planning Commission prioritized for 2025:

- Review downtown building height ordinance language
- Incentives for a higher density downtown.
- Design guidelines downtown/commercial buildings.
- Design guidelines residential R-1, R-2 primary structures
- Review landscape standards.
- Consider expanding residential uses in industrial zoning
- districts
- Review opportunities to expand Missing Middle Housing
- building options
- Downtown signage and wayfaring signs.
- Work with school district regarding future use of properties.

Charlevoix Planning Commission

Old Business

Title: Housing Readiness Grant draft report
Date: February 10, 2025

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:
The City of Charlevoix received a Housing Readiness Grant in 2024 to collaborate with Charlevoix Township in reviewing adjacent areas of the Township and City to encourage housing development. The City hired Networks Northwest to analyze all conditions and write a report with the analysis and recommendations to implement policy for housing development.

Recommendation:
Review and comment.

Attachments:
1. Copy of Copy of Charlevoix Communities Focus Areas Plan_print_CommunityDRAFT_2024-11-27

Charlevoix Communities

Focus Areas Plan

A joint plan of the
City of Charlevoix
&
Charlevoix Township

2024

Forward

This plan is built upon a process of supported collaboration between the City of Charlevoix and Charlevoix Township. A recognized need to coordinate along specific focus areas for the purposes of land use alignment, support of goals for increased density, and quality build environment are driving factors for the process. The end result of the analysis of this process is the establishment of directives for adjustment to land use policy and zoning regulation for each jurisdiction. Recommended for adoption by both jurisdictions, these policy and regulatory directives promote fluid development across jurisdictional lines, promoting density in areas currently occupied by established single-family residential development, office, commercial and industrial uses.

The mix of established uses is largely free of noxious impacts felt by intense industrial categories, and the plan focuses on the ability to utilize form and design to allow for a continued mix and expansion of mixed uses. This form is rooted in the established single-family residential neighborhoods, and is meant to outline design standards which:

- Bring structures closer to the front lot lines and roadways.
- Incorporate architectural features such as covered porches, peaked roof lines, and building facades which recess and extend along their length.
- Parking areas that are located to sides and rears of structures for higher density residential, commercial and industrial uses.
- Requirements for landscaping and maintaining of existing vegetation.
- Screening/buffering which is required between higher density and lower density residential uses, between industrial and residential uses, and also between parking areas, storage and refuse locations and public ROW and residential uses.

The plan is divided into four chapters. Narratives for each chapter can be found on the adjoining page. The reader is encouraged to review the full plan analysis and appendices to gain an understanding of the directives, but one is able to flip directly to "***Chapter 4: Implementation***" on page 32 for a full understanding of the final directives to be undertaken.

Credits

This plan was prepared under the guidance of the City of Charlevoix and Charlevoix Township.
Special Thanks to:

Mark Heydlauff - City Manager: City of Charlevoix
Dan Ulrich - Township Supervisor: Charlevoix Township
Jonathan Scheel - Director of Planning & Zoning: City of Charlevoix
Heidi Phaneuf - North Region Transportation Planner: MDOT
Jay Gailitis - Manager: MDOT Gaylord Service Center
Joanne Schroeder - CEO: Munson Charlevoix

Professional Assistance Provided
by
Networks Northwest
Community Development:

Networks Northwest
Talent / Business / Community

Plan Contents

1) INTRODUCTION....PAGE 4

The plan initiates with an introduction to the communities and planning areas. The process and methodology are presented.

2) WEST FOCUS AREA....PAGE 8

Analysis of the West Focus Area is conducted through significant spatial analysis, ground-truthing, infrastructure, land use policy and regulatory zoning review. The chapter concludes with directives for updating land use policies, zoning text and map amendments.

3) NORTH FOCUS AREA....PAGE 20

Analysis of the North Focus Area is conducted through significant spatial analysis, ground-truthing, infrastructure, land use policy and regulatory zoning review. The chapter concludes with directives for updating land use policies, zoning text and map amendments.

4) IMPLEMENTATION....PAGE 32

A summary of the plan analysis for both focus areas and a structured approach to implementation of directives is presented. The chapter contains examples that display what is envisioned for design and layout of sites through recommended policy and regulatory language. Also included is policy direction, regulatory template language, zoning map amendment locations and coordination of agreements for expansion of necessary infrastructure.

1) INTRODUCTION

The Charlevoix Communities as defined for this planning process consist of the City of Charlevoix and Charlevoix Township. These communities are located in Northwestern Charlevoix County along the Lake Michigan shoreline, and surround the Round Lake Channel which provides outflow of Round Lake and Lake Charlevoix to Lake Michigan. The Charlevoix Communities were originally home to indigenous Anishinabek peoples who spent warm months fishing, farming, hunting and gathering prior to returning to southern Michigan lodging for the winter months. Upon the arrival of white settlers extraction of natural resources in the form trapping and later of timber harvest set the stage for continued settlement by European and American immigrants and migrants.

Access to the Charlevoix area was primarily by maritime routes until 1892 when the area was connected to the expanding railroad system in Michigan and Nationally. This access via rail brought about expansion of the tourism industry as visitation rates began to grow. Throughout the 20th century the area saw industry and community change as manufacturing grew and then largely vanished, while tourism and seasonal visitation continued to grow. The community is now supported by a robust tourism economy (largely impacting retail, service and lodging sectors) and to a lesser extent by manufacturing, healthcare and natural resources based industries.

The community has experienced significant challenges in the last decade of an aging population, and a notable decrease of population within the City of Charlevoix. These demographic challenges are compounded by issues related to a limited housing stock, and the pressures that are placed on housing in areas of significant tourism, such as seasonally occupied housing stock in both the form of second “vacation” homes and commercially oriented “short-term rentals”. Each of these pressures remove individual housing units from being made available to permanent residents of the community.

Purpose and Need

The Charlevoix Communities have an expressed interest in meeting the challenges within their respective communities. The City and Township have both proactively maintained a direction for community growth through the development and updating of individual community Master Plans. These plans identify community deficiencies, areas of focus, and devise specific strategies to meet challenges. The importance of these plans as underlying policy towards regulatory zoning requirements cannot be understated. As policy is a guiding hand, zoning regulation is the regulatory yard stick by which all use and design is measured.

Growth spans the Township and City, with development occurring along a defined although sinuous boundary between the two jurisdictions. It is along these abutting jurisdictional lines that the need for a focused, collaborative and coordinated approach to land use planning and policy is needed. Leadership at the City and Township have recognized the variation of policy with each jurisdiction, and are more than aware of the challenges present to the community; with this in mind they have provided direction to move through a process which will catalogue existing conditions, policy direction and regulation, to form a cohesive approach for a joint community policy for development.

Community Features

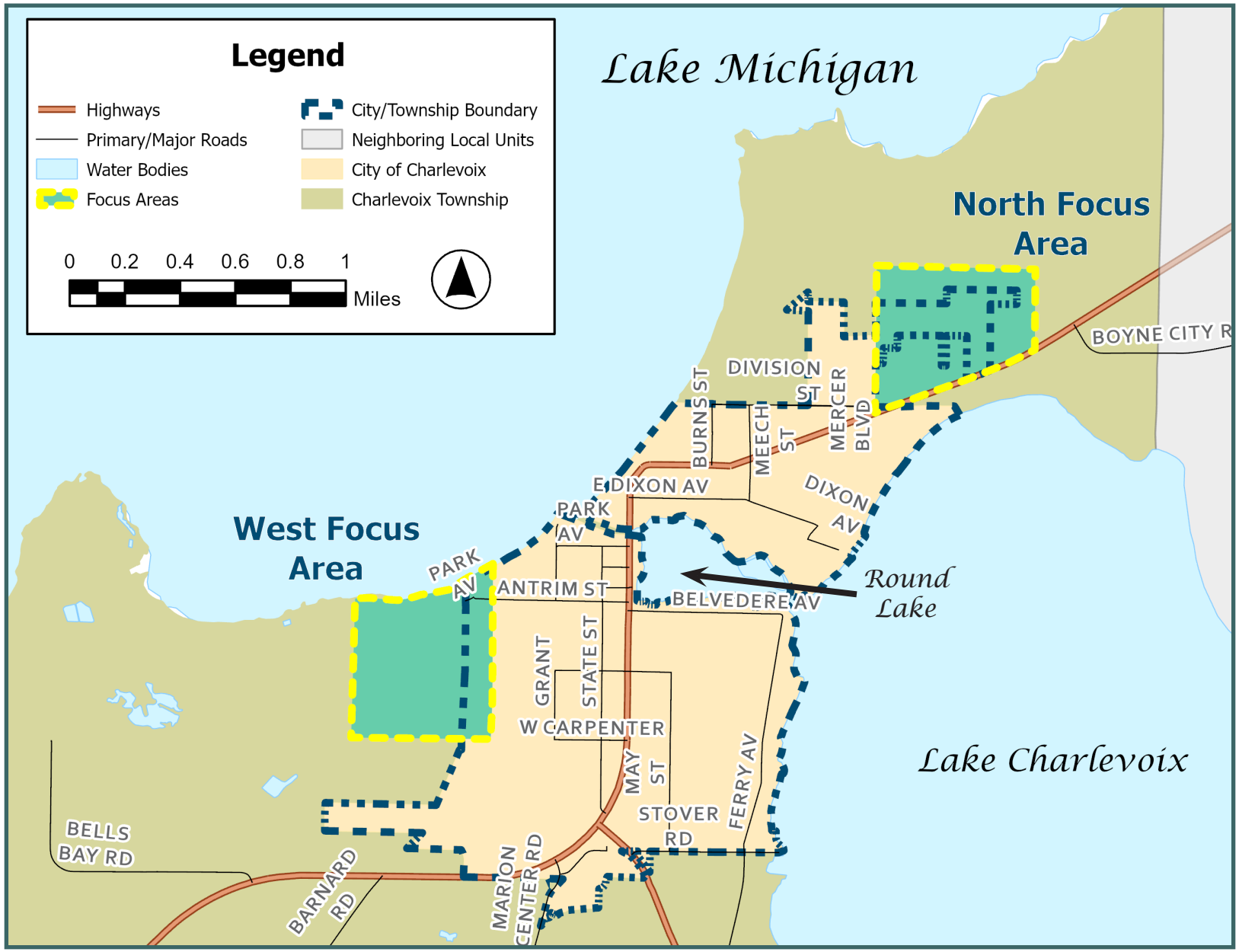
Charlevoix is significantly impacted by surface waters and terrain. The communities are located on two peninsulas which are split by the Round Lake Channel which flows to Lake Michigan. This creates a northern and southern portion of each of the local units which are connected by a single draw bridge along US 31. Additionally the Township has significant wetland areas in the South, and to a lesser extent to the north.
Steep slopes are present along portions of the lake-shores, river channel and inland locations (including significant slopes associated with the limestone quarry). Slopes can impact type, location and style of developments. (See Map #1)

Much of the City of Charlevoix is built-out with locations for in-fill development. Many of these locations are located along the jurisdictional lines with Charlevoix Township. Previous planning efforts have identified need to focus planning in these areas, which is carried over to this planning effort.

Map # 1 Charlevoix Communities Features

Planning Areas

Two specific areas are identified for focus within this planning process and document. The Areas are referred to as the "*West Focus Area*" and the "*North Focus Area*". The two areas span jurisdictional boundaries, have an existing mix of uses and structures, have established infrastructure and viable vacant land for future development. The locations are displayed on Map # 2.



Map # 2: Charlevoix Communities Focus Areas

Plan Layout and Methodology

The process undertaken for this plan provides key data inputs, existing policy and regulatory direction, and cumulates with a recommended joint policy and regulatory approach for implementation. Each of the focus areas are analyzed separately in respective chapters of this plan. A final implementation strategy outlining steps for each focus area are combined within the final chapter.

Focus Area Outline

The following steps are included for analysis of each focus area.

Existing Land Use Profile

The existing land use profile brings together data obtained from 2023 parcel layer including existing assessed use, vacant/unimproved parcels and tax exempt properties. An on-site analysis obtained through ground-truthing completed in June 2024 compliments the parcel data land use analysis, providing insight to characteristics which can only be obtained through direct visitation. An infrastructure profile for each area is then presented followed by the socio-economic tapestry for the areas.

Existing Policy and Regulatory Direction

Analysis of the existing land use policy and zoning regulation is provided. The analysis identifies commonalities, differences and notes potential hindrances/limitations from the respective local unit of government.

Desired Direction and Steps

A broader review of the overall proposed direction available from the existing Master Plans as applied to the focus areas is outlined, complimented with existing public and stakeholder input. This cumulates in an overall recommended direction for land use and character of the individual focus areas.

Implementation Strategy

The implementation strategy provides recommended language for policy and regulatory provisions, and an overall process by which the focus areas can be served and supported for development jointly by the local units of government.

2) WEST FOCUS AREA

The West Focus Area spans the City and Township boundary located west of the City center, bordered to the north by the Lake Michigan shore line, bordered to the west by the quarry, to the south by the airport and to the east by Sheridan Road. The City Master Plan identifies this area as a part of the larger "Central Neighborhood District".

Approximately three quarters of the land area is under authority of the Township with the remaining one quarter under authority of the City. Uses within the area contain a mix of residential, medical, office, and mineral extraction. The transition from the City to the Township is primarily occupied by residential uses.

Parcel Classification & Unimproved Parcels

Property classification is a method by which assessors at the local unit of government identify a specific parcel, assigning a classification code that references the existing use of the property for taxation purposes. These classification codes are entered into a database along with other relevant data concerning the property that can then be represented in a spatial (i.e. map) format that is structured as a polygon of the parcel. These codes are valuable to land use planning in that they identify differing uses such as residential, commercial, and industrial allowing for a visual analysis that can be displayed in map form. Additionally a host of other information can be displayed such as unimproved, exempt and size of the parcel.

Included for a representation of structure location and density, are the building footprints. These footprints allow one to estimate density across the parcels which are improved. Map # 3 on the adjoining page displays the property classifications for the West Focus Area, with the statistics concerning those parcels displayed in Table # 1.

West Focus Area (Parcel Data)		
Property Class	**# of Parcels**	**Area**
Residential Improved	135	69.14 ac
Commercial Improved	6	44.19 ac
Industrial Improved	1	23.27 ac
Unimproved (vacant)	47	28.31 ac
Exempt Unimproved (vacant)	3	1.74 ac

Table # 1: West Focus Area Parcel Data

Parcel classification data displays that the predominant land use by parcel area is residential, followed by commercial and industrial. The area has a a total of 47 parcels which are unimproved and available for development which account for 28.31 acres . There are total of 3 tax exempt parcels which cannot be developed and occupy a total area of 1.74 acres. Two of these parcels are under ownership of the Conservancy with a single exempt parcel at the north end of Eastern Road where the ROW meets the Lake Michigan shore line.

Taking a more in-depth look into the unimproved parcels, Map # 4 provides a visual of of the exempt parcels by size.

- Seven parcels are greater than 1 acre and less than 4.5 acres in size occupying a total area of 16.22 acres
- Forty parcels are 1 acre or less in size and occupy a total area of 12.09 acres.

Findings

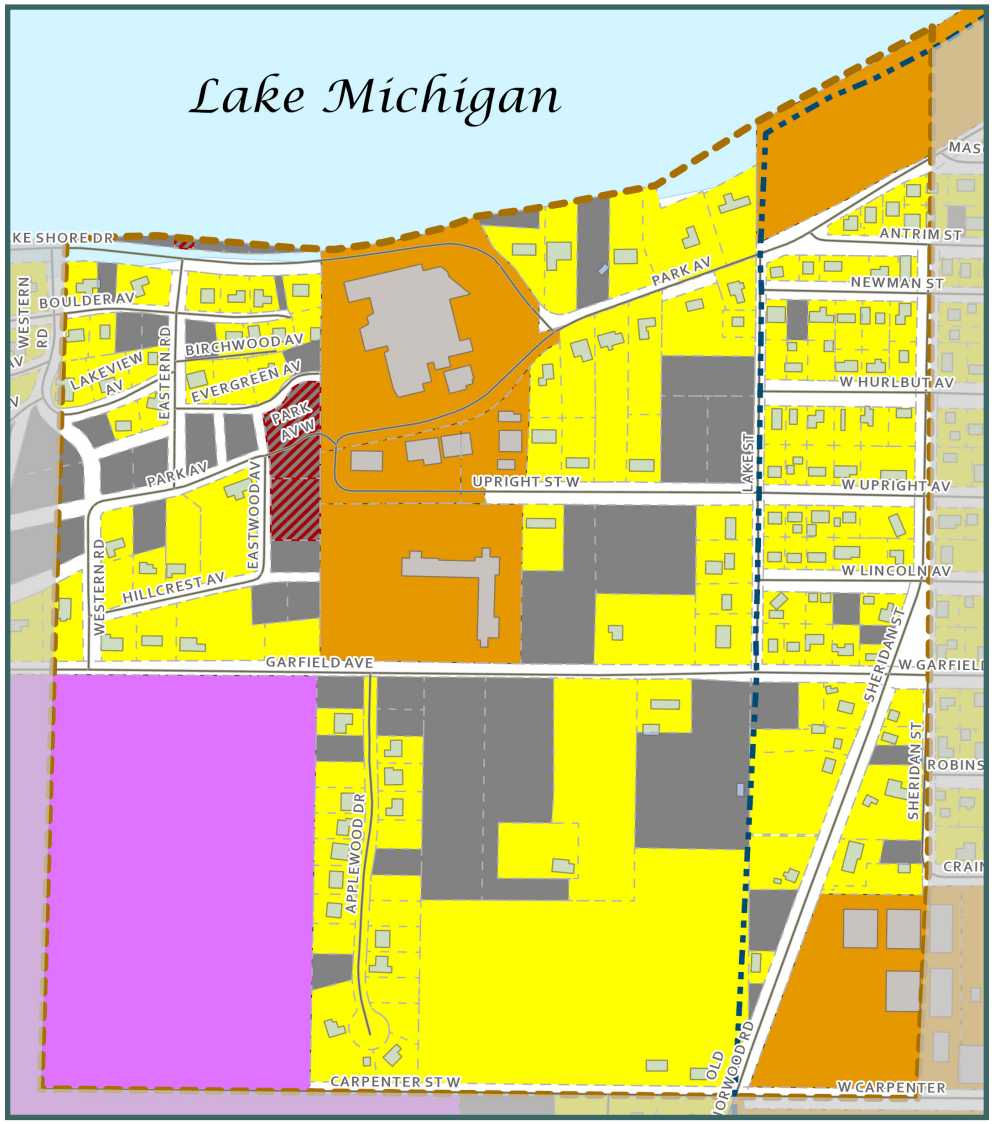
- Predominant land use is residential followed by commercial and industrial.
- Districts align along jurisdictional boundaries, with some variation in uses.
- A few large parcels classified as residential have a single structure.
- Vacant parcels within the focus area are available for development and arranged in a fashion that could allow for combination and a coordinated approach for future development.

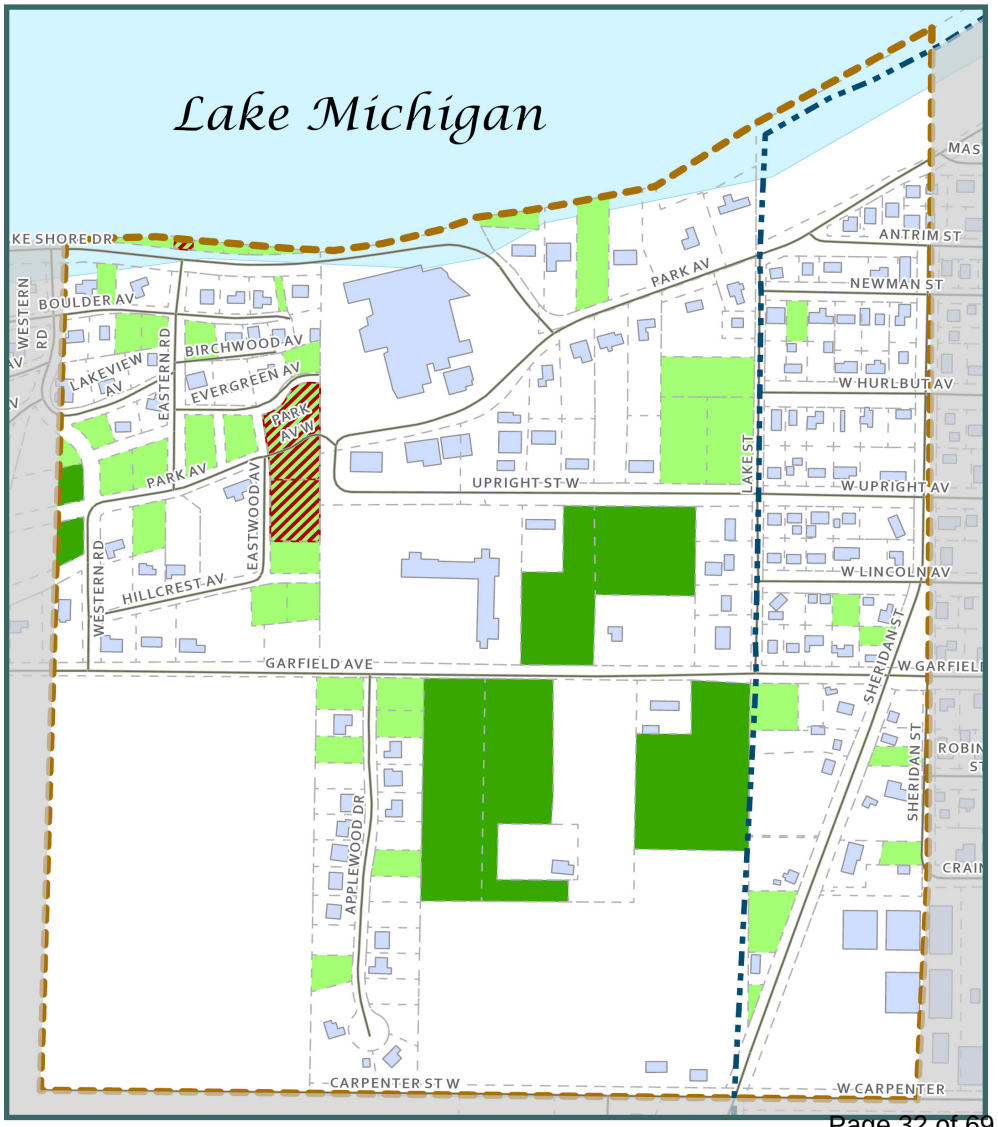
Map # 3
West Focus Area Parcel Classification

- Highways
- Roads
- Water Bodies
- Focus Area
- City/Township Boundary
- Outside Focus Area
- Parcels
- Building Footprints
- Exempt
- Unimproved Less than or equal to 1 ac
- Unimproved Greater than 1 ac, Less than 4.5 ac
- Unimproved Greater than or equal to 4.5 ac
- Unimproved (vacant)
- Commercial Improved
- Industrial Improved
- Residential Improved

0 160 320 480 640 800 Feet

Map # 4
West Focus Area Unimproved Parcels by Area





West Focus Area Ground-Truthing

For the purposes of this plan, ground-truthing is defined as direct visitation to the focus area. Ground-truthing provides an accurate reflection of on the ground conditions of the focus area, which identifies specific uses of parcels, noting businesses and industries, residential unit densities and conformation of vacancies and unimproved status. These findings confirm parcel classification and vacancy data, while providing additional information.

Ground-Truth Map Legend

- Highways
- Roads
- Water Bodies
- Focus Areas
- Parcels
- Building Footprints
- City of Charlevoix
- Charlevoix Township
- Outside Focus Area

Findings

- Residential development is comprised of only single-family structures, with 138 identified.
- 1 single-family structure adjacent to medical campus is owned by Munson
- 29 identified vacant parcels available for development (additional vacant parcels are extremely small, located along the lake shore and are not able to be developed due to size and location.
- An older single-family home is a sole occupant of a large parcel which has adjacent unimproved parcels in the south of the area.
- Significant 'medical campus' operated by Munson Healthcare includes hospital and emergency services, medical offices, and a nursing home operated collaboratively with McLaren Northern Michigan.
- Commercial uses are limited in focus area, and are service oriented via an excavation contractor business and a boat storage facility.
- The industrial cement plant is screened from view via a large berm which provides separation from the adjacent uses.
- No retail businesses are located within the focus area.

Ground-Truthing Key and Narratives

On the adjacent page Map # 5 displays alphanumeric and symbol references to the key contained within this section. The references outline information specific to the parcel which contains the alphanumeric code or symbol.

Symbol Key

- Single-family residence.
- Development ready unimproved parcel.
- Exempt public accessible space.

Alphanumeric Key

A Munson Charlevoix Area Hospital & Emergency Room (commercial)

B Munson Medical Offices (commercial)

C Munson Administration & Medical Offices (commercial)

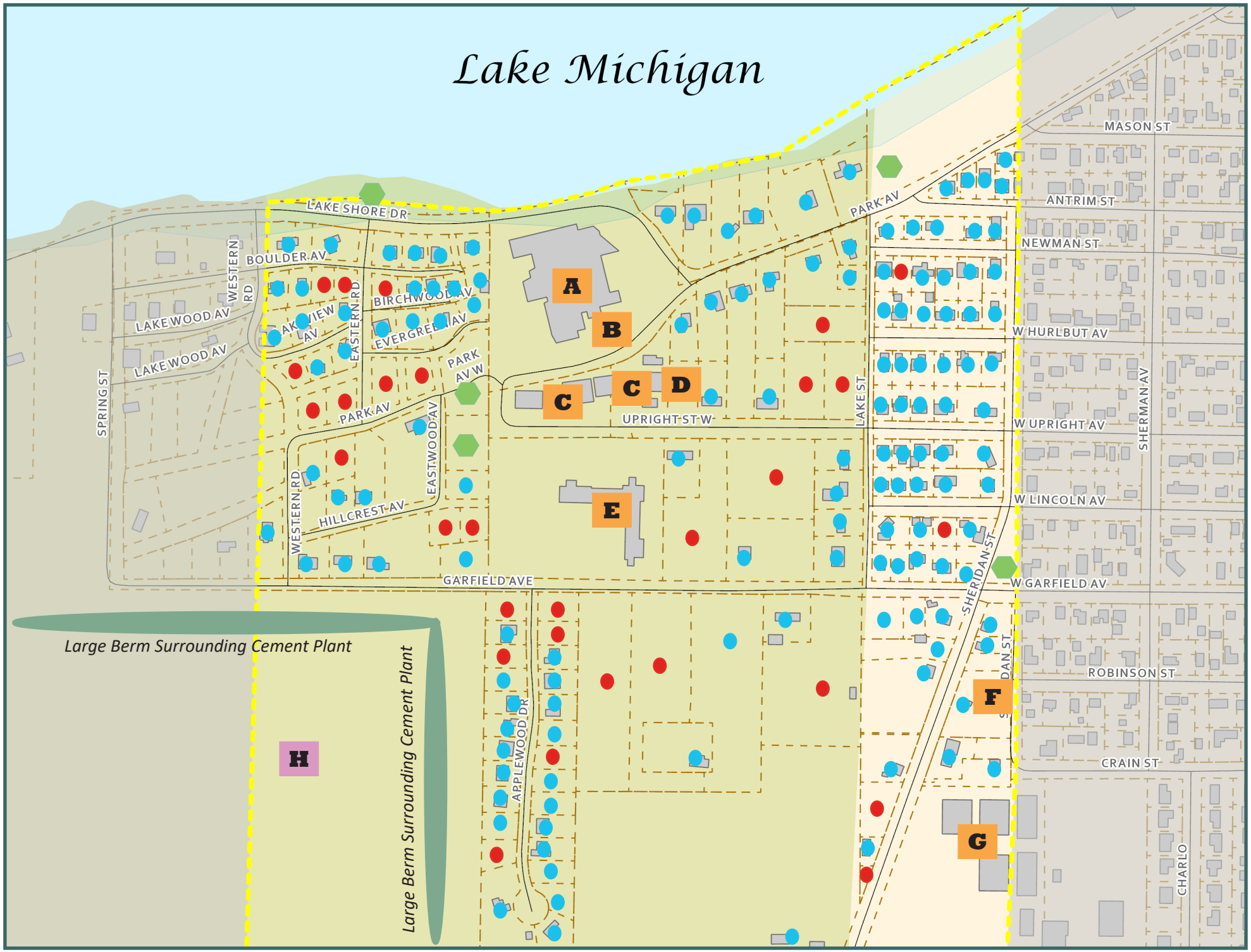
D Single-Family Home (Owned by Munson) (commercial)

E Boulder Park Terrace (Eldercare nursing home and acute rehabilitation center. Operated collaboratively between Munson and McLaren Northern Michigan) (commercial)

F Swanson K&D Excavation and Asphalt Contractor Business (commercial)

G Irish Boat Shop (Commercial Boat Storage) (commercial)

H Cement Plant (Raw Material Quarry) (industrial)



Map # 5 West Focus Area Ground-Truthing

West Focus Area Infrastructure

The City of Charlevoix operates Water, Sewer and Electric Services through enterprise funds, which allow the City to manage the utilities in a business like manner. This provides the appropriate avenue for funding of infrastructure expansion and upgrades, and in conjunction with being a home rule City, allows for expansion of utilities to neighboring contiguous parcels outside of the City.

Utilities:

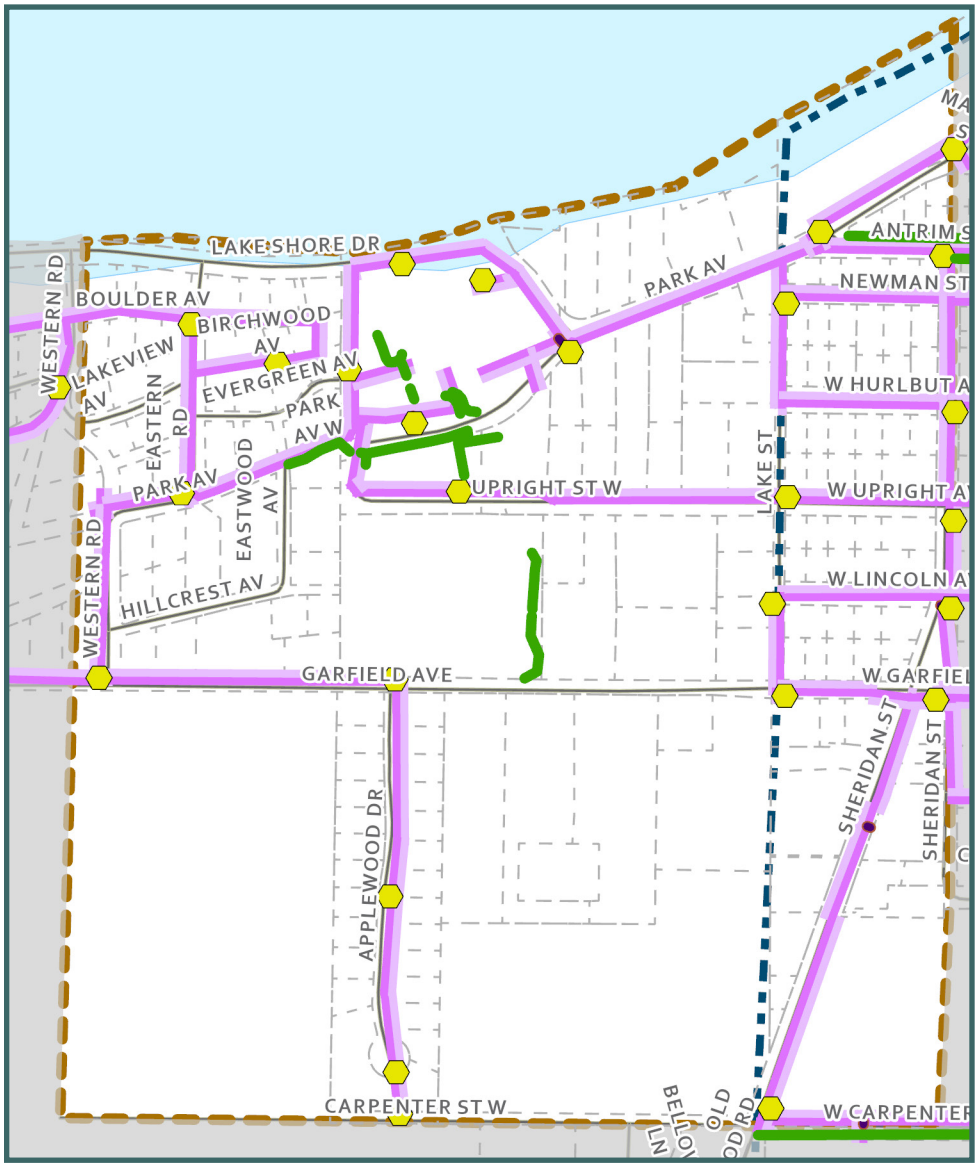
- Electric Service: Electrical service is provided to all of this focus area through the City.
- Water Service: The entirety of the City property within the focus area is served by City water. City Water Service mains extend into the Township and provide fire protection through connections to fire hydrants throughout the focus area. There is ability to expand water service to all parcels within the focus area.
- Sewer Service: City Sanitary Sewer is available to all City areas of the focus area. Sewer is limited within the Township portion, but capacity is available and the location of the focus area lends to gravity flow.

Other Infrastructure:

- Roads: Roadways within the City are managed with City oversight, while Township roadways are managed by the County Road Commission.
- Trails & Sidewalks: Sidewalks fall just short of the Township with Antrim and W. Carpenter Streets providing the closest connection. The Munson Campus has sidewalks for internal connections of the campus.
- Parks & Recreation: Active parks are largely absent from the focus area, with passive park connections to Lake Michigan present.

Infrastructure Expansion: Expansion of available City utilities in order to support and promote development is the most efficient and feasible option for the West Focus Area. Both the City Master Plan and Township Master Plan emphasize the importance of shared utilities across municipal boundaries, particularly in the context of Economic Development. Housing is one of many factors relating to economic development, of which residential uses are prioritized for this focus area.

Map # 6: West Focus Area Infrastructure



West Focus Area Tapestries

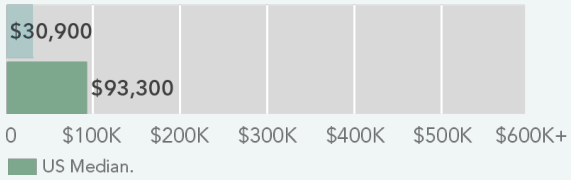
Tapestry Segmentation combines the "who" of lifestyle demography with the "where" of local neighborhood geography to create a model of various lifestyle classifications, or segments, of actual neighborhoods. The West Focus Area has two defined tapestry segments: ***Old and Newcomers*** which comprise 54.3% of the focus area population, and ***Rural Resort Dwellers*** comprise 45.7% of the focus area population. A summary of each tapestry segment follows with the full tapestry report located in Appendix A.

Old and Newcomers

- Average Household Size: 2.12
- Median Household Income: $44,900
- Median Age: 39.4

Median Household Income

Median Net Worth

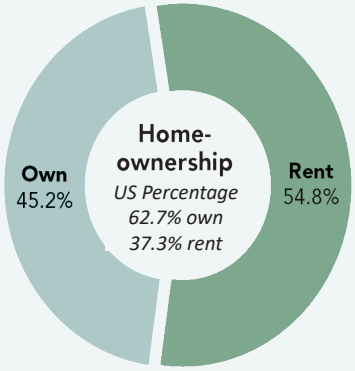


Income & Net Worth

- Income and net worth lower than US median.

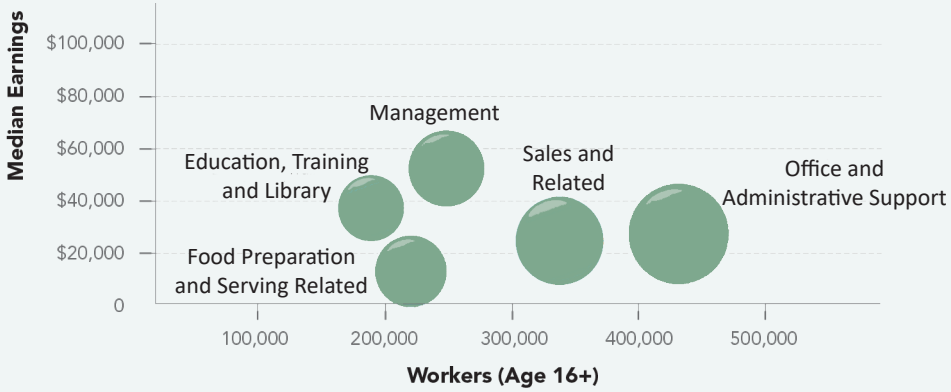
Housing Type

- Single-Family;
- Multi-units



Occupation by Earnings

- Top five occupations with highest number of workers ***in market*** for this tapestry. Highest earnings in Management, with sales and office admin containing most workers.



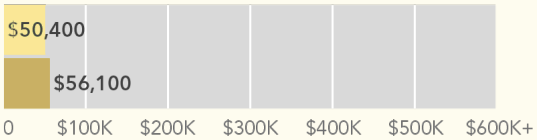
Rural Resort Dwellers

- Average Household Size: 2.22
- Median Household Income: $50,400
- Median Age: 54.1

Income & Net Worth

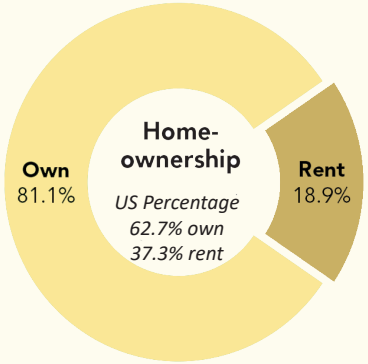
- Income lower than US median, net worth is greater

Median Household Income

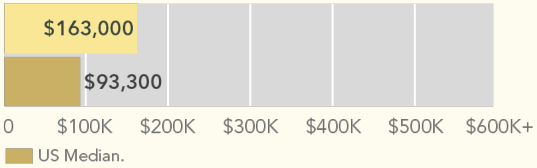


Housing Type

- Single-Family
- Seasonal



Median Net Worth



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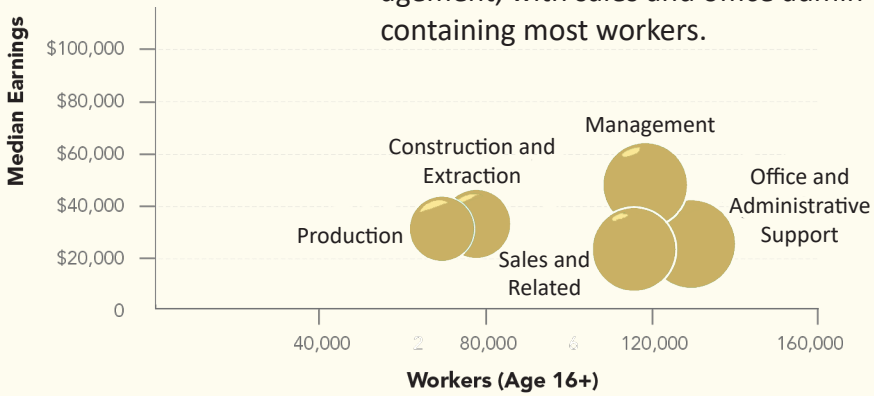


West Focus Area Land Use

The community Master Plans set the land use policy for the West Focus Area. A brief summary is below with full reference language in Appendix B & C. Land use districts for both communities are displayed on Map 7.

City of Charlevoix

The City Master Plan identifies this focus area as a part of the Central Neighborhood District, which is the core neighborhood district containing the oldest homes. Summarized policy that pertains to this focus area is as follows: promote Infill development with allowance of smaller housing, consistent design with the existing neighborhood form, partnerships with neighboring jurisdictions for joint planning and infrastructure expansion, promote area as viable place to live and work, encourage higher density in appropriate areas, regulate short-term-rentals, utilize community land trust (CLT)

Land Use Districts Summary

Scenic Reserve is intended to promote Lake Michigan shoreline protection and facilitate public access. The City Center Residential promotes infill residential development with allowances by right for density beyond single-family residential. The Industrial District promotes industrial use and employment locations.

Charlevoix Township

Recognition of the difficulties posed by area natural features and division of the City geography frame the Township plan with desire towards a collaborative approach to planning and zoning. Summarized policy which applies to this focus area is as follows:compact development patterns which control sprawl encouraging mixed use with building and landscaping focus, plan for diverse forms of housing, minimize natural vegetation loss preserving corridors, create attractive areas to work and shop.

Land Use Districts Summary

Single-Family Neighborhood is applied to 25% of the land area. The Mixed Residential Neighborhood promotes density, and outlines this use for a portion of the quarry area, applied to 40% of the area. The Public Quasi Public Service Center surrounds and supports activities of the Munson Charlevoix Hospital and ancillary uses, assigned to 20% of the area

West Focus Area Zoning

The community Zoning Ordinances set the regulatory controls for the West Focus Area. The existing bulk regulatory requirements for districts of the focus area are outlined below for each jurisdiction and shown on Map 8. See Appendix D for complete bulk tables, references and additional narrative.

District	*General Allowed Uses*	*Front Setback*	*Rear Setback*	*Side Setback*	*Lot Coverage*	*Lot Area*	*Lot Width*	*Building Height*	*Dwelling Size*
City of Charlevoix									
R1	*Single Family, Churches/Parks*	*15*	*25*	*10/15 Corner*	*40%*	*9000*	*70*	*26*	*1040/1600*
R2	*Same as R1*	*15*	*25*	*8/15 Corner*	*40%*	*6000*	*50*	*26*	*800/1200*
I	*Industrial Development*	*30*	*25*	*20*	*60%*	*43560*	*150*	*30*	*N/A*
PF	*Government, School Buildings*	*20*	*15*	*10/15 Corner*	*N/A*	*N/A*	*100*	*35*	*N/A*
SR	*Docks, Non-Commercial Use*	*25*	*50*	*20 One/ 50 Total*	*30%*	*N/A*	*N/A*	*25 Peak*	*N/A*
Charlevoix Township									
R1	*Single Family, Churches/Parks*	*25*	*30*	*15 Interior/25 Street*	*30%*	*15000*/12000***	*100*	*24*	*1040 sq. feet*
R2	*Same as R1, allows Duplexes*	*25*	*30*	*10 Interior / 25 Street*	*35%*	*10000*/12000***	*80*	*35*	*864 sq. feet*
HCO	*Hospitals and Health Care Offices*	*25*	*25*	*10 Interior / 25 Street*	*N/A*	*N/A*	*N/A*	*35*	*N/A*
A	*Agricultural*	*50*	*100*	*20,60******* Interior / 25 Street*	*30%*	*2 acres*	*200*	*35*	*864 sq. feet*
MRD	********	********	********	*******	********	********	********	********	********

Map # 7
West Focus Area Future Land Use

Legend

- Roads
- Water Bodies
- Parcels
- West Focus Area
- City/Township Boundary
- Outside Focus Area

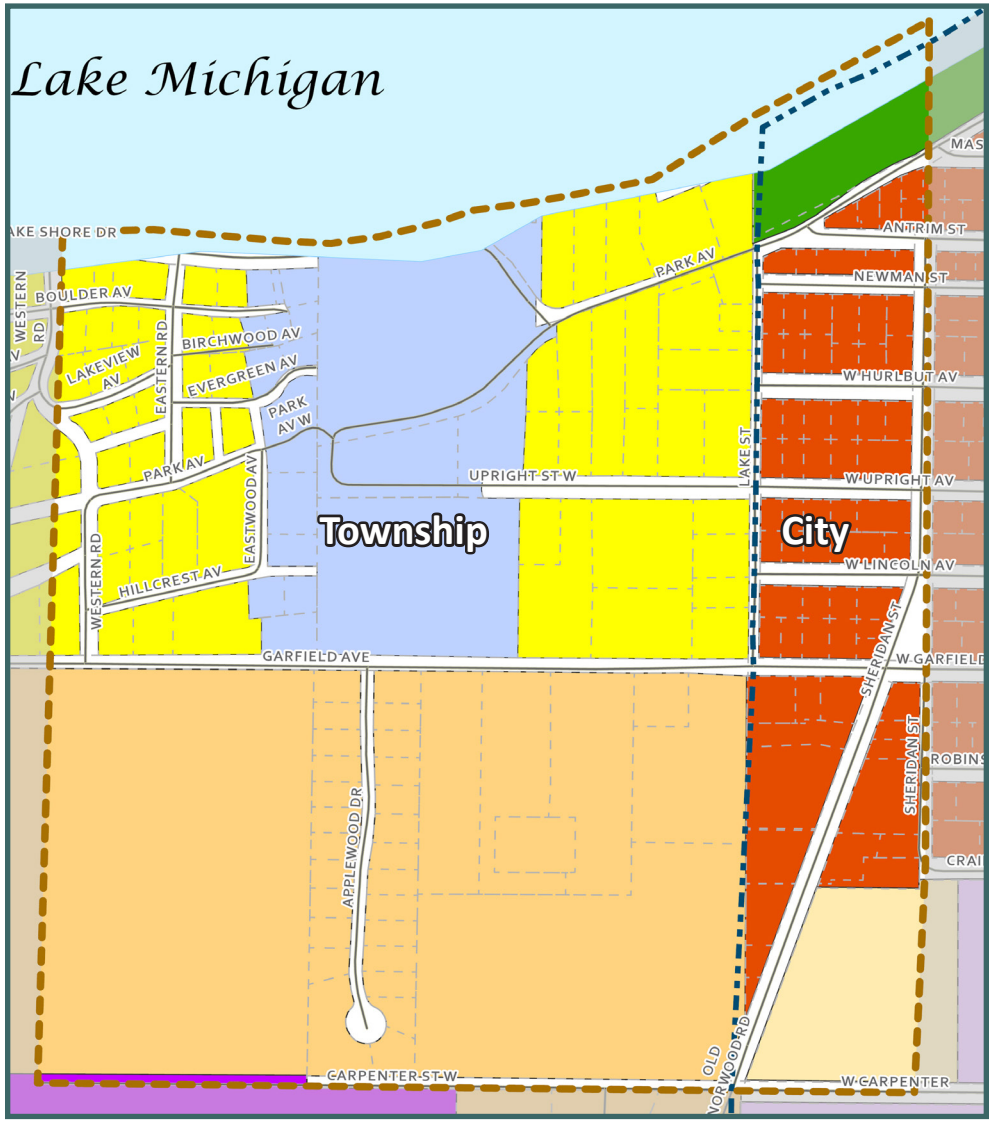
City Future Land Use

- City Center Residential
- Industrial
- Public Facilities
- Scenic Reserve

Township Future Land Use

- Business Park
- Mixed Residential Neighborhood
- Public-Quasi Public Service Center
- Single-Family Neighborhood
- Temporary Mining-Future Mixed-Use Village

0 160 320 480 640 800 Feet



Map # 8
West Focus Area Zoning

Legend

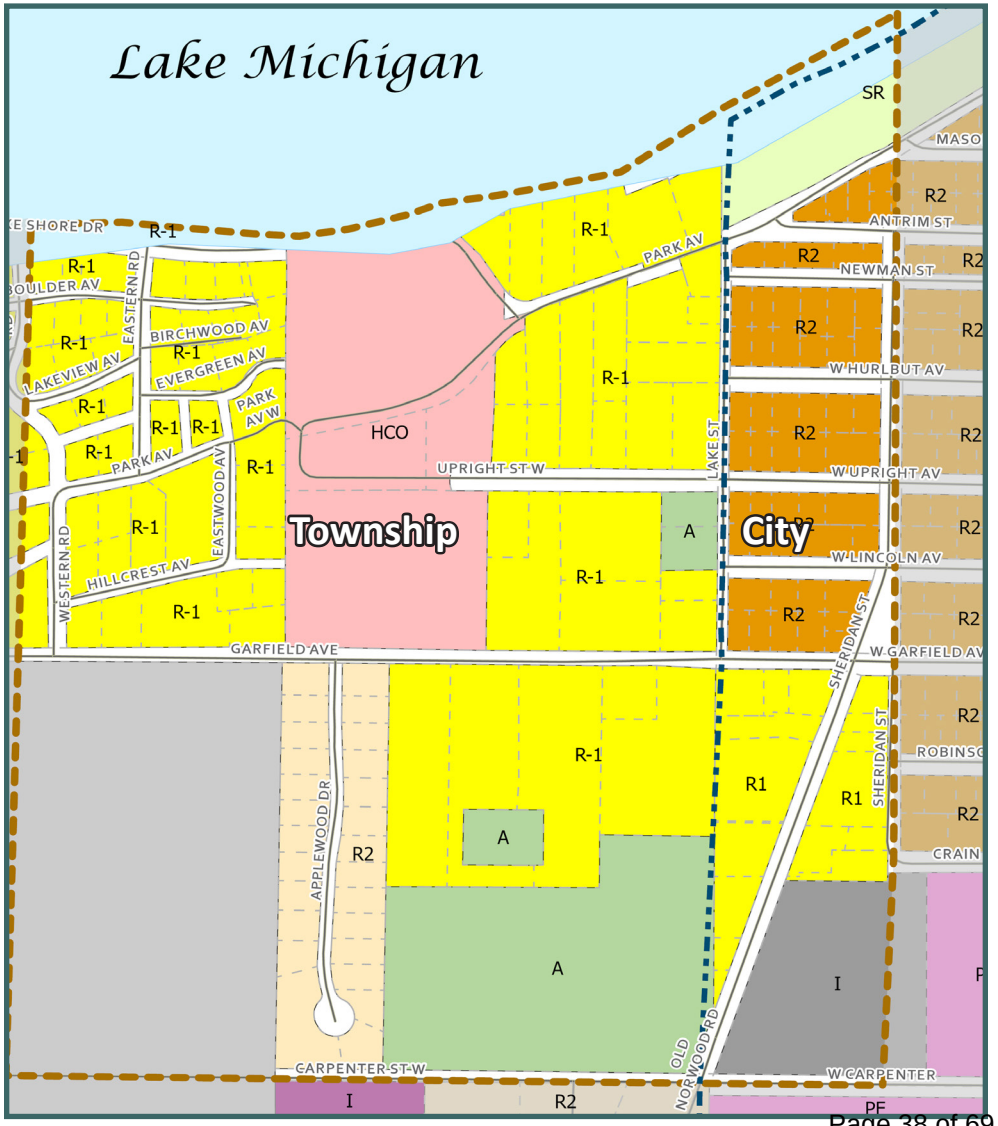
- Roads
- Water Bodies
- Parcels
- West Focus Area
- City/Township Boundary
- Outside Focus Area

Township Zoning

- One-Family Dwelling (R-1)
- One & Two-Family Dwelling (R-2)
- Health Care & Office (HCO)
- Industrial (I)
- Agricultural (A)
- Mineral Resource (MRD)

City Zoning

- Residential Low Density (R-1)
- Residential Medium Density (R-2)
- Industrial (I)
- Public Facilities (PF)
- Scenic Reserve (SR)



West Focus Area Desired Direction and Actions

The cumulation of the analysis for the West Focus Area arrives at a discussion of the desired direction for shaping land use policy and zoning regulation. This section of the plan will provide some insight from Munson as a lead employer and member of the community anchored in this focus area. This will be followed with directive for land use policy and zoning regulation.

Munson Charlevoix Stakeholder Input

- Lack of housing impacting talent attraction and retention.
- Munson reps. have spoken about issue at Township meetings.
- Munson has bought one home, but doesn't plan to buy any additional, and doesn't want to manage residential property.
- Munson would like to expand existing campus with building updates and improvements, along with improved parking areas.
- Location has historic agreement that site will be used for healthcare in perpetuity, federally designated as a "critical access hospital"

West Focus Area Future Land Use (LU) Directives

City of Charlevoix LU Directives

Location

There are three parcels located between Whitley and Sheridan Streets, owned by Kevin Swanson, that have a FLU of City Center Residential, but they are in use by a trucking company. There is an older residential structure on one of the parcels. Adjoining land uses are residential. No sidewalks or screening of equipment and materials was observed between the trucking company and the adjoining single-family homes, per the site visit.

Recommendation #1 (See Map 9)

It is recommended that these parcels be reclassified as Industrial. Per the City's Master Plan, the Industrial classification can include "multi-family residential use into an industrial or mixed use building when residential areas house employees of the associated use. Housing types should be a mix of multi-family units incorporated into [a] multi-story, primarily industrial use building. Housing should include rental- and owner-occupied units primarily intended for permanent residents. All development types should include…screening and attractive landscaping and screening as appropriate, and sidewalks as part of a pedestrian-friendly street network."

Charlevoix Township LU Directives

Location

The FLU category of Single Family Neighborhood (SF) to the west of the hospital/medical care complex (Boulder Park historic neighborhood), and to the east of it, on the north side of Park Avenue, is appropriate.

Recommendation # 2 (See Map 9)

It is recommended to comply with MEDC's RRC requirements, and to allow for limited types of increased residential density, the zoning of these SF areas should allow for duplexes as a use by right. Design standards can be implemented for future duplex developments so that they blend well with the surrounding neighborhood; this can also include screening requirements for parking, etc. associated with the duplexes.

Location

In the area categorized with a FLU of SF located south of Park Avenue and on either side of Upright Street (to the West of Lake Street) the following recommendation should be implemented.

Recommendation # 3 (See Map 9)

It is recommended that the FLU category of SF be re-categorized as Mixed Residential Neighborhood (MR). There are five parcels in this area that are currently vacant, as well as a number of older, smaller single family homes. These areas could support higher density residential, or a mixed use development with a limited amount of retail/service use that could be patronized by those at the adjoining regional healthcare facilities as well as area residents. The adjoining land to the south along W. Garfield and Carpenter is already categorized as MR. Several larger acreage parcels that are fallow agricultural fields in the area between Garfield and Carpenter could accommodate a wide range of residential densities, providing much needed "Missing Middle" housing options.

Additional Note # 1 (See Map 9)

A large area of land adjoining the MR land use district to the southwest of Carpenter St. is categorized as Business Park. This area appears to be owned by the St. Mary's Cement Company. If this area were to be re-developed into a business park in the future, adjoining residents would benefit from close proximity to employment options, services, while the increase in businesses would likely increase the demand for additional housing.

City of Charlevoix and Charlevoix Township LU Directives

Location

No sidewalks were observed in the focus area or immediately adjoining areas. The closest sidewalk connection is within the City at the corner of Antrim St. and Park Ave.

Recommendation # 4 (See Map 9)

It is recommended that the City, Township, hospital, and other stake-holders work to create a paved non-motorized route that connects key destinations near the neighborhoods in the focus area, such as: the boat launch on Lake Shore Drive, the (unofficial) beach access in front of the hospital along Lake Shore Drive; the public beach access point at Lake and Antrim Streets; the dog park and ballfields on Carpenter Street; and the Lake to Lake trail connection along Center Street.

Additional Note # 2 (See Map 9)

Consider opportunities for the creation of public "pocket parks" within new developments and in other areas where appropriate, such as along a future non-motorized route or the waterfront in front of the hospital along Lake Shore Drive. One potential area appears to be located within a right-of-way owned by the City along Sheridan, between Lincoln and Garfield Avenues.

Legend

FLU Changes
- City
- Township

Township Future Land Use
- Business Park
- Commercial Business Center
- Mixed Residential Neighborhood
- Public-Quasi Public Service Center
- Single-Family Neighborhood
- Temporary Mining-Future Mixed-Use Village

City Future Land Use
- Charlevoix Corridor
- City Center Residential
- Community Mixed Use
- Private Club Residential
- Industrial
- Public Facilities
- Scenic Reserve

- Highways
- Roads
- Water Bodies
- Parcels
- North Focus Area
- City/Township Boundary
- Outside Focus Area

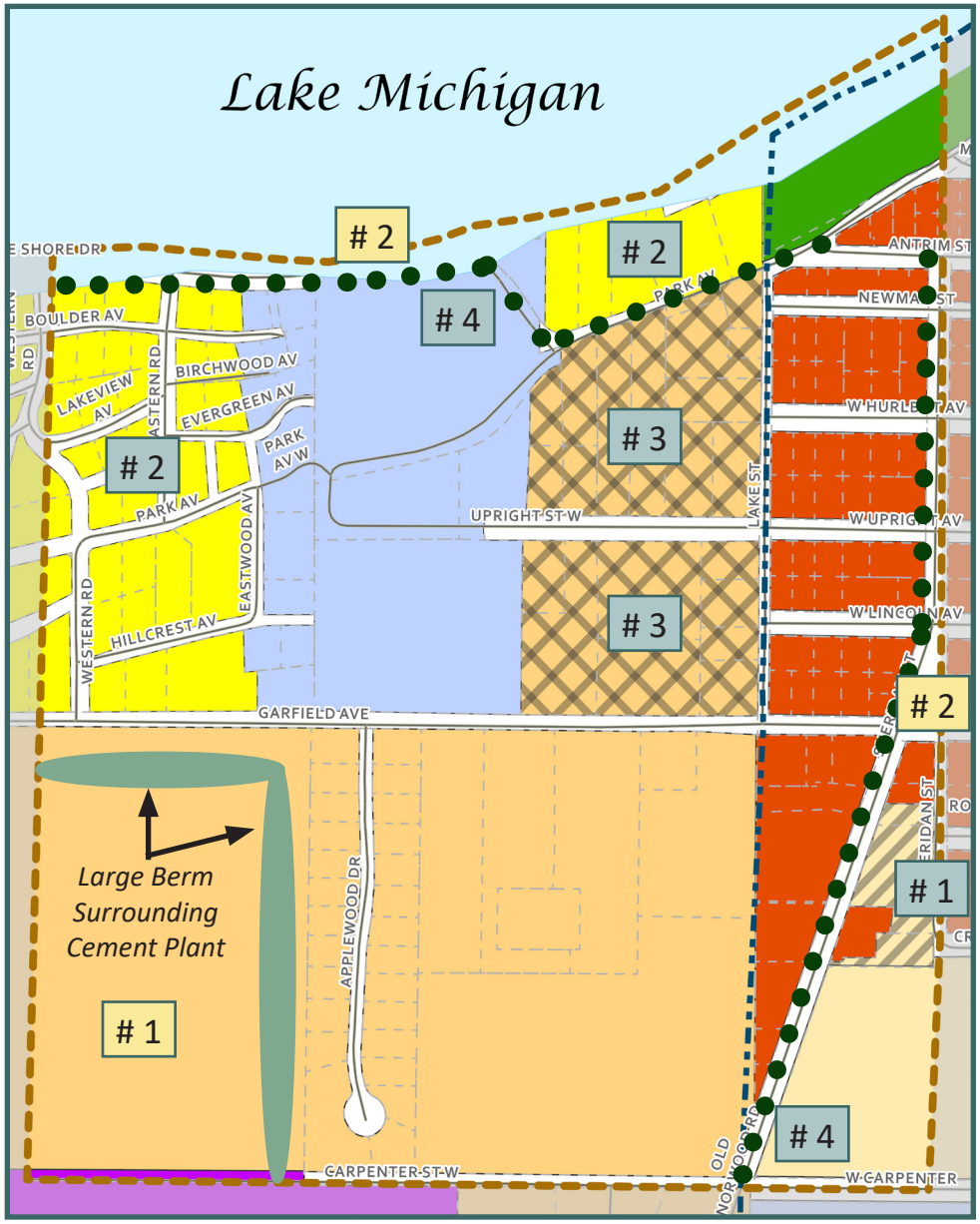
Map # 9 West Area Land Use Directives

FLU Changes
- City
- Township

Recommendation Locations # 1

Additional Note Locations # 1

Path/Sidewalk/Trail Extension



West Focus Area Zoning (ZO) Directives

The future land use policy presented for the West Focus Area was developed with supporting established policy found within the respective communities Master Plans. Additional refinement of the policy through this process leads to recommended directives to be undertaken with each communities regulatory zoning. The directives outlined on these pages directs zoning text and map amendments through narratives and denoted locations on maps. Example template regulatory zoning language for each community is found within Appendix E.

City of Charlevoix and Charlevoix Township Zoning Text Amendment Directives

City and Township Text Amendment "Duplexes by Right"

The City and the Township should decrease the requirements within the City R1, R2 and the Township's R-1 district to allow for duplexes as a use by right with additional design requirements.

City and Township Text Amendment "Decrease Min. Dwelling Size"

It is recommended that the City and Township both adopt a decrease in minimum dwelling size for the R-2 district to 600 ft^2. The Township should decrease the R-1 minimum dwelling size to 800 ft^2 to match the City.

City and Township Text Amendment "Decrease Min. Lot Size"

The City and the Township should decrease the minimum lot size requirements within the R1 & R2 district to the density displayed below:

- R-1 District: 3,500 to 5,000 square feet*
- R-2 District: 2,500 to 3,500 square feet*

(**density is based on single unit, additional area should be required of duplexes and multi-family structures.)*

Charlevoix Township Only Zoning Text Amendment Directives

Township Text Amendment "Amend the R-1 District Title"

It is recommended that Charlevoix Township amend the R-1 Zoning district title to "One and Two Family Dwelling". This would align this district title with the recommended provision to allow for duplexes by right.

Township Text Amendment "Amend the R-2 District Title"

It is recommended that Charlevoix Township amend the R-2 Zoning district title to "Mixed Residential Neighborhood". This would align this district with the Township Master Plan Future Land Use Policy. This district should include allowance through Special Use of Planned Unit Developments and Planned Residential Developments. This district should also allow for Mixed Use as a Special Use.

Township Text Amendment "PUD and PRD to Special Use"

Planned Unit Development (PUD) and Planned Residential Development (PRD) are currently zoning districts requiring a re-zoning in order to accommodate a development request. It is recommended that they be classified as special uses, which will still require a formal public process for approval, while easing the process giving the planning commission more oversight and flexibility for development proposals.

Township Text Amendment "Buffer & Screening Standards"

Current language allows arbitrary waiving of required buffers, and current buffer standards are limited in scope. A set of landscape buffer layouts should be developed offering design options. Consideration should be given to only allowing waiving of requirements in very limited circumstances. Buffers/Screening should be required in the following situations:

- Between all Multi-family parking areas and adjacent one and two family residential uses.
- Between all Commercial parking areas and residentially zoned property
- Between all industrial uses and residentially zoned areas
- Screen of all refuse/waste/delivery areas in multi-family, commercial and industrial uses

Township Text Amendment "Residential Design Standards"

It is recommended that residential design standards be developed for two family and multi-family dwellings which follow existing residential design. Incorporate covered porches, roof forms, articulation of facade, landscaping and parking/garages placed to side/rear.

Map # 10
West Focus Area Zoning Directives

City of Charlevoix Zoning Map Amendments

City of Charlevoix Map Amendment Recommendation #1(See Map 10)
Rezone the City of Charlevoix Zoning Map with the following map amendment. Rezone parcels 052-227-012-00, 052-227-012-20, and 052-227-013-00 from R-1 to Industrial, which will align the zoning for these non-conforming uses, and institute buffer standards between adjacent residential uses.

Charlevoix Township Zoning Map Amendments

Charlevoix Township Map Amendment Recommendation #2 (See Map 10)
Rezone the Charlevoix Township Zoning Map with the following map amendment. Rezone all parcels currently zoned R-1 to R-2 in the following areas.

- All Township R-1 parcels located South of Park Ave, East of the HCO District, and West of Lake St, as well as all Township R-1 parcels located South of Garfield Ave in the Focus Area.

Charlevoix Township Map Amendment Recommendation #3 (See Map 10)
Rezone the Charlevoix Township Zoning Map with the following map amendment. Rezone all parcels currently zoned A to R-2 in the following areas.

- The Agricultural parcel located on the Southwest corner of Upright and Lake St. and the Agricultural parcels located south of Garfield Ave. in the Focus Area.

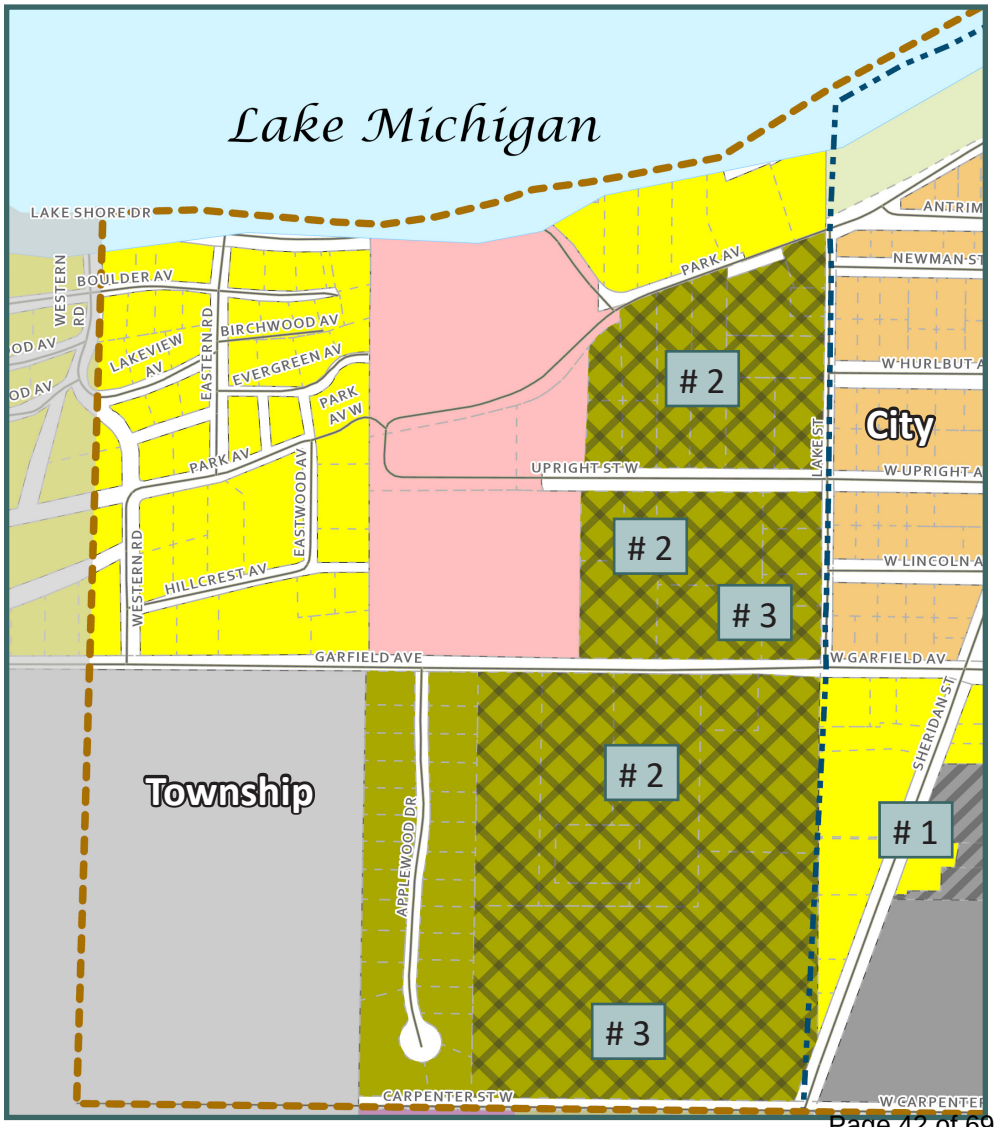
Legend

Zoning Changes
- City
- Township

Township Zoning
- One and Two Family Dwelling (R-1)
- Mixed Residential Neighborhood (R-2)
- Health Care & Office District (HCO)
- Industrial (I)
- Mineral Resource District (MR)

City Zoning
- Residential Low Density (R-1)
- Residential Medium Density (R-2)
- Industrial (I)
- Scenic Reserve

- Roads
- Water Bodies
- Parcels
- West Focus Area
- City/Township Boundary
- Outside Focus Area



0 160 320 480 640 800 Feet

3) NORTH FOCUS AREA

The North Focus Area spans the City and Township boundary located North of the City center, bordered to the north by Waller Road, bordered to the west by Mercer Road to the south by US 31 and to the east by Martin Road. The City Master Plan identifies this area as the "Charlevoix Business Park".

The planning focus area is split evenly with authority of the Township covering approximately 50% and the City overseeing 50%. Uses within the area contain a mix of residential, commercial, and industrial. The transition from the City to the Township is along an extremely sinuous boundary which cuts back and forth creating extensions of City parcels which are surrounded by Township parcels

Parcel Classification & Unimproved Parcels

Property classification is a method by which assessors at the local unit of government identify a specific parcel, assigning a classification code that references the existing use of the property for taxation purposes. These classification codes are entered into a database along with other relevant data concerning the property that can then represented in a spatial (i.e. map) format that is structured as a polygon of the parcel. These codes are valuable to land use planning in that they identify differing uses such as residential, commercial, and industrial allowing for a visual analysis that can be displayed in map form. Additionally a host of other information can be displayed such as unimproved, exempt and size of the parcel.

Included for a representation of structure location and density, are the building footprints. These footprints allow one to estimate density across the parcels which are improved. Map # 11 on the adjoining page displays the property classifications for the North Focus Area, with the statistics concerning those parcels displayed in Table # 3.

North Focus Area (Parcel Data)		
Property Class	**# of Parcels**	**Area**
Residential Improved	12	12.29 ac
Commercial Improved	30	47.62 ac
Industrial Improved	6	25.94 ac
Unimproved (vacant)	21	42.36 ac
Exempt Unimproved (vacant)	2	13.66 ac

Table # 3 West Focus Area Parcel Data

Parcel classification data displays that the predominant land use by parcel area is commercial followed by industrial and residential. The area has a a total of 21 parcels which are unimproved and available for development which account for 42.36 acres. There are total of 2 tax exempt parcels which occupy a total area of 13.66 acres and are not available for development. One of these parcels is under ownership of the Conservancy with the other under control of the school system.

Taking a more in-depth look into the unimproved parcels, Map # 12 provides a visual of of the exempt parcels by size.

- One parcels is greater than 4.5 acre occupying an area of 19.18 acres.
- Eleven parcels are between 1 acre and 4.5 acres occupying a total area of 18.85 acres.
- Nine parcels are less than 1 acre and occupy an area of 4.33 acres.

Findings

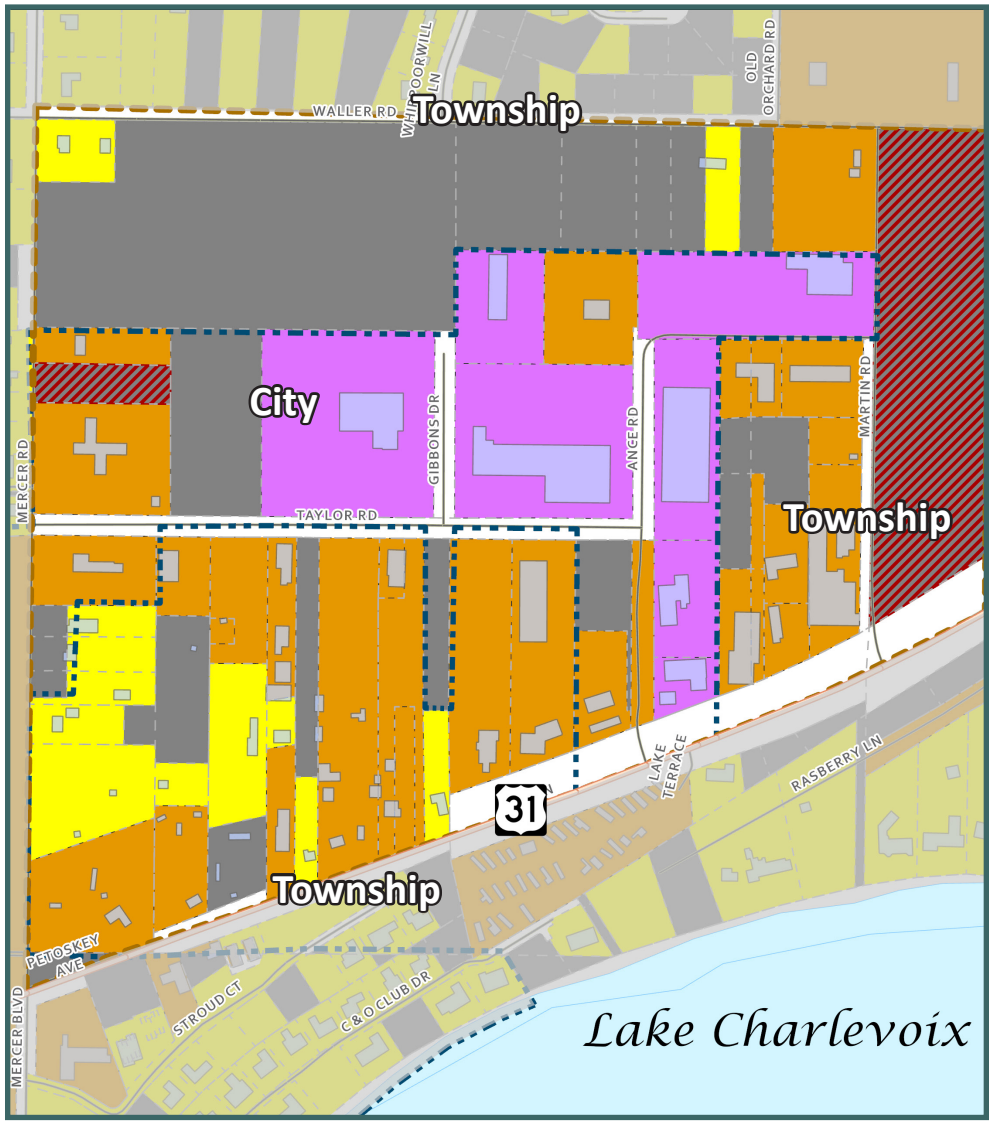
- Predominant land use is commercial followed by industrial with residential assigned to the least amount of acreage.
- Uses along jurisdictional boundaries are primarily commercial abutting industrial and industrial abutting unimproved parcels.
- Vacant parcels within the focus area are available for development and arranged in a fashion that could allow for combination and a coordinated approach for future development.

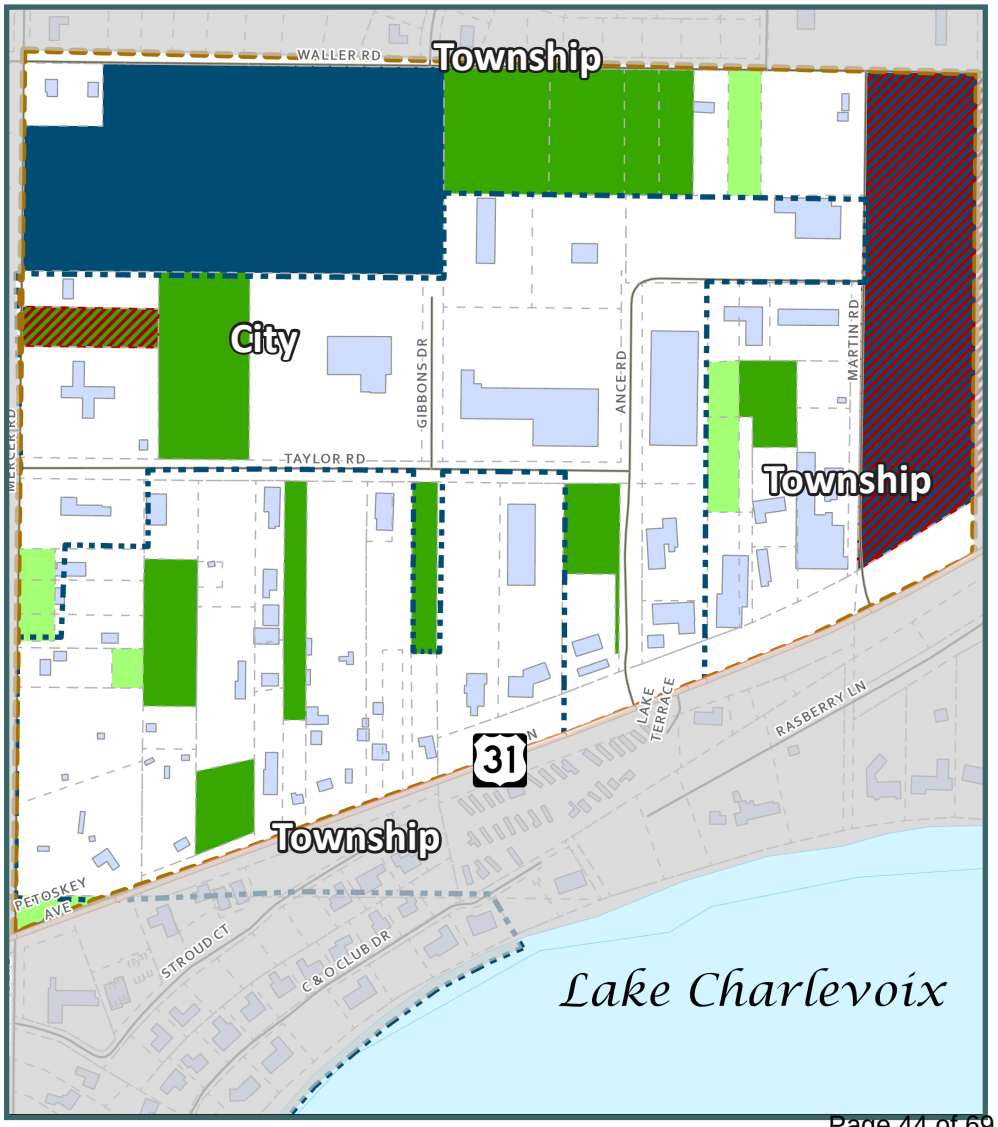
Map #11 North Focus Area Parcel Classification

- Highways
- Roads
- Water Bodies
- Focus Area
- City/Township Boundary
- Outside Focus Area
- Parcels
- Building Footprints
- Exempt
- Unimproved Less than or equal to 1 ac
- Unimproved Greater than 1 ac, Less than 4.5 ac
- Unimproved Greater than or equal to 4.5 ac
- Unimproved (vacant)
- Commercial Improved
- Industrial Improved
- Residential Improved

0 160 320 480 640 800 Feet

Map #12 North Focus Area Unimproved Parcels by Area





North Focus Area Ground-Truthing

For the purposes of this plan, ground-truthing is defined as direct visitation to the focus area. Ground-truthing provides an accurate reflection of on the ground conditions of the focus area, which identifies specific uses of parcels, noting businesses and industries, residential unit densities and conformation of vacancies and unimproved status. These findings confirm parcel classification and vacancy data, while providing additional information.

Ground-Truthing Key and Narratives

On the adjacent page Map # 13 displays alphanumeric and symbol references to the key contained within this section. The references outline information specific to the parcel which contains the alphanumeric code or symbol.

Findings

- Residential development is comprised of strictly single-family structures, with 11 identified.
- Residential structures are primarily located on the perimeter of the focus area in the SW, with two outliers along the norther boundary.
- Existing structures within the business park are mostly occupied with 3 vacant commercial and 1 vacant industrial.
- There are 5 occupied industrial improved parcels.
- There are 17 occupied commercial improved parcels.
- There are 15 identified vacant development ready parcels.
- There is substantial vacant unimproved acreage in the north of the focus area along the south side of Waller Road.
- There is a pocket of vacant unimproved parcels within the SE corner.
- There is substantial natural vegetation present.
- Landscaping present at most businesses
- Vegetative screening and buffering is present between some uses.
- Sidewalks and pedestrian amenities are mostly absent.

Symbol Key

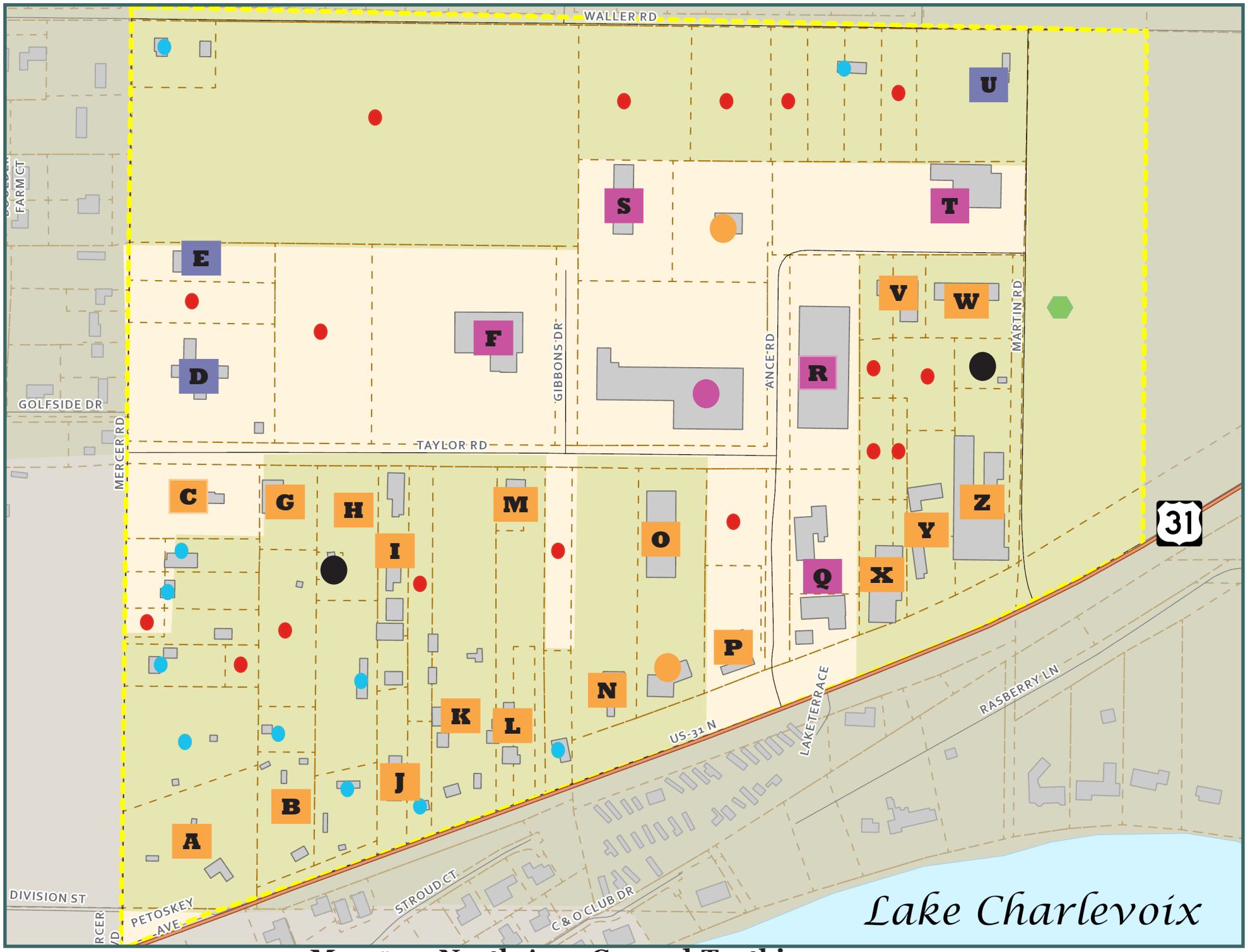
- Single-family residence.
- Development ready unimproved parcel
- Vacant Commercial Structure
- Vacant Industrial Structure
- Exempt public accessible space.
- Utility Infrastructure

Alphanumeric Key

- **A** Krist Gas Station (commercial)
- **B** Rental Cabins (commercial)
- **C** Wilmot Electric (commercial
- **D** Char-Emmet ISD (civic/institutional)
- **E** Char-Childrens House (civic/institutional)
- **F** Unknown Business (light industrial)
- **G** American Tool & Gauge (commercial)
- **H** Greenhouse/Landscaping (commercial
- **I** SPD Holdings (commercial)
- **J** Esperance Wine Store (commercial)
- **K** Rental Cabins (commercial)
- **L** Carpet Cleaners (commercial)
- **M** Char Screen Masters (commercial)
- **N** Elks Lodge (commercial)
- **O** CHX Commercial Storage (commercial)
- **P** Blarney Castle EZ Mart (commercial)
- **Q** Michigan Scientific (light industrial)
- **R** DCL (light industrial)
- **S** Nucore, Inc (light industrial)
- **T** DCL (light industrial)
- **U** Twp Fire Dept. (civic/institutional)
- **V** Wood Boat Restoration (commercial
- **W** Bergman Center (commercial)
- **X** GIC Thermodynamics (commercial)
- **Y** Jess Construction (commercial)
- **Z** Pearson Construction (commercial)

Ground-Truth Map Legend

- Highways
- Roads
- Water Bodies
- Focus Areas
- Parcels
- Building Footprints
- City of Charlevoix
- Charlevoix Township
- Outside Focus Area



Map # 13 North Area Ground-Truthing

North Focus Area Infrastructure

The City of Charlevoix operates Water, Sewer and Electric Services through enterprise funds, which allow the City to manage the utilities in a business like manner. This provides the appropriate avenue for funding of infrastructure expansion and upgrades, and in conjunction with being a home rule City, allows for expansion of utilities to neighboring contiguous parcels outside of the City.

Utilities:

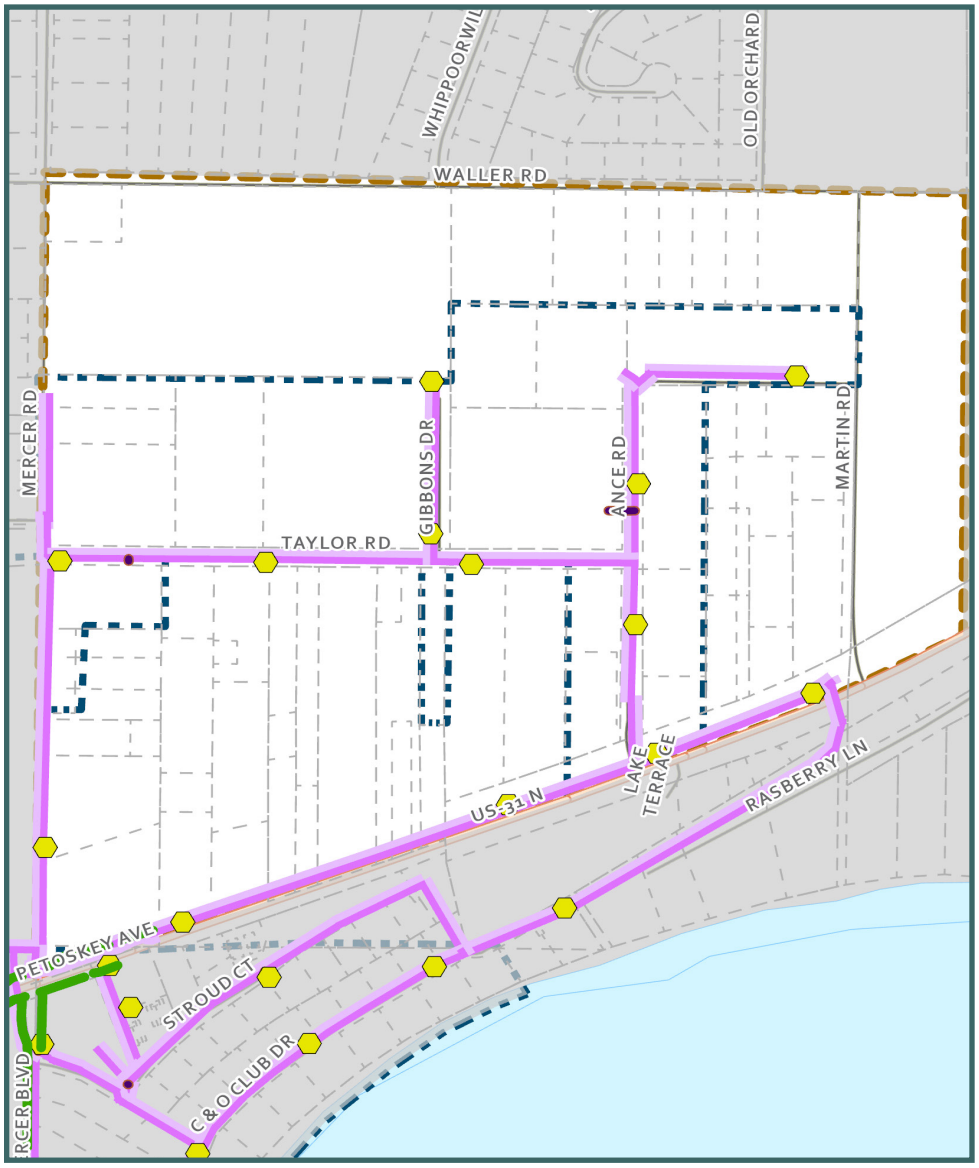
- Electric Service: City Electrical service is provided to the City portion of the focus area, with the Township electric utility provided by Consumers Energy.
- Water Service: The entirety of the City property within the focus area is served by City water. City Water Service mains extend into the Township and provide fire protection through connections to fire hydrants along US 31. There is ability to expand water service to all parcels within the focus area if supporting infrastructure is constructed.
- Sewer Service: City Sanitary Sewer is available to all City areas of the focus area. Sewer is limited within the Township portion. Priority shoudl be given to necessary expansion of sewer.

Other Infrastructure:

- Roads: Roadways within the City are managed with City oversight, while Township roadways are managed by the County Road Commission. MDOT manages oversight of US 31.
- Trails & Sidewalks: Sidewalks fall short of the focus area, with the closest connection location being just SW of the focus area along US 31.
- Parks & Recreation: Active parks are largely absent from the focus area.

Infrastructure Expansion: Expansion of available City utilities in order to support and promote development is the most efficient and feasible option for the North Focus Area. Each community recognizes the importance of shared utilities across municipal boundaries, particularly in the context of Economic Development. Industry and Commercial uses coupled with Housing is one of many factors relating to economic development, of which all three uses are prioritized for this North focus area.

Map # 14: North Focus Area Infrastructure

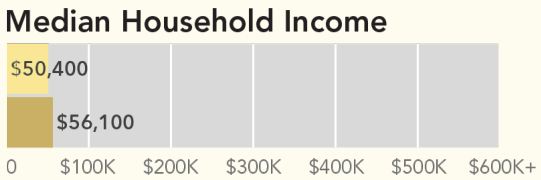


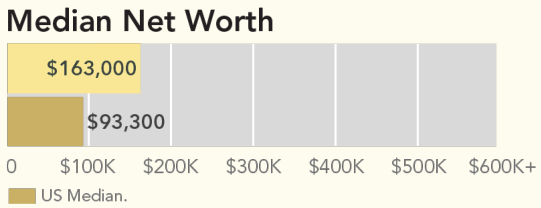
North Focus Area Tapestries

Tapestry Segmentation combines the "who" of lifestyle demography with the "where" of local neighborhood geography to create a model of various lifestyle classifications, or segments, of actual neighborhoods. The North Focus Area has two defined tapestry segments: ***Rural Resort Dwellers*** which comprise 63.0% of the focus area population, and ***The Great Outdoors*** comprise 37.0% of the focus area population. A summary of each tapestry segment follows with the full tapestry report located in Appendix A.

Rural Resort Dwellers

- Average Household Size: 2.22
- Median Household Income: $50,400
- Median Age: 54.1



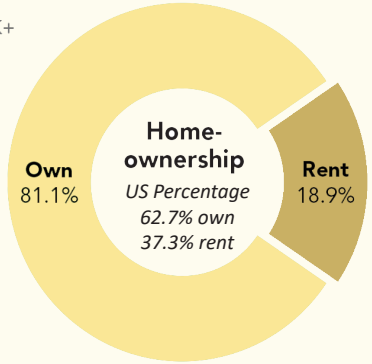


Income & Net Worth

- Income lower than US median, net worth is greater

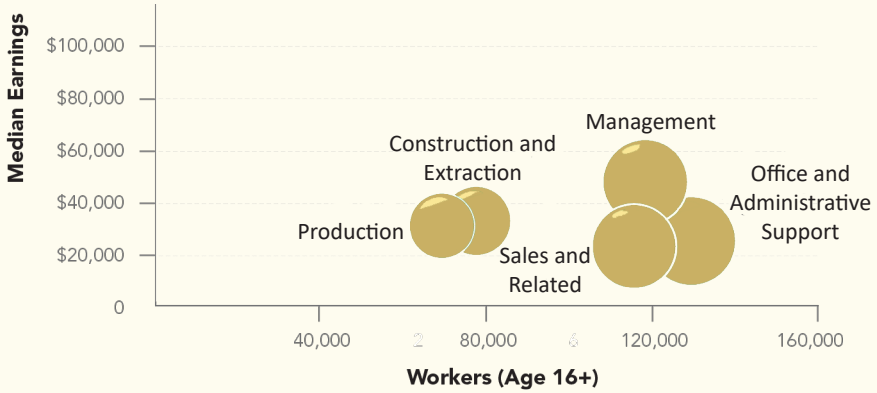
Housing Type

- Single-Family
- Seasonal



Occupation by Earnings

- Top five occupations with highest number of workers ***in market*** for this tapestry . Highest earnings in Management, with sales and office admin having most workers.

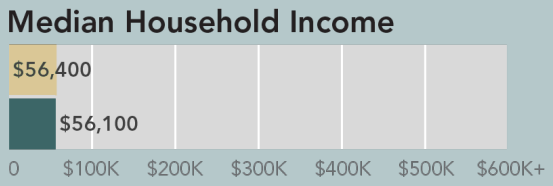


The Greater Outdoors

- Average Household Size: 2.44
- Median Household Income: $56,400
- Median Age: 47.4

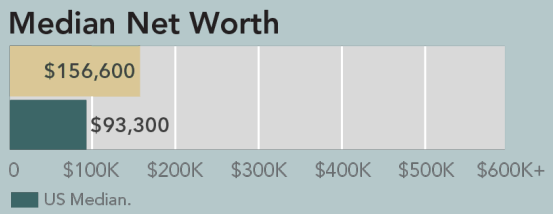
Income & Net Worth

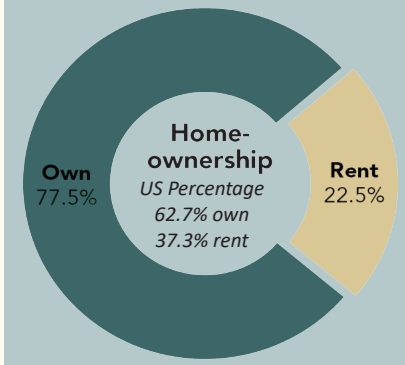
- Income and net worth is greater than US median



Housing Type

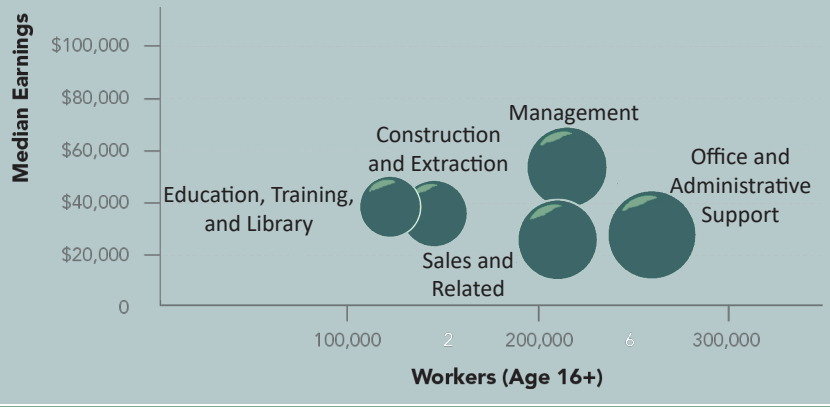
- Single-Family





Occupation by Earnings

- Top five occupations with highest number of workers ***in market*** for this tapestry. Highest earnings in Management, with office admin., management and sales having most workers.



North Focus Area Land Use

The community Master Plans set the land use policy for the North Focus Area. The plans have recently been drafted and adopted, and the information reviewed of relevance to this plan is contained in Appendix B & C, and summarized below. The land use districts are displayed on Map 15.

City of Charlevoix

The City Master Plan identifies this focus area as the Charlevoix Business Park, which is a partially developed district with approximately 18 acres of available land, sound transportation access and utilities. An irregular boundary with the Township necessitates the desired coordination and cooperation to seek joint consensus of policy and regulation along the boundary. Summarized policy that pertains to this focus area is as follows: supporting collaboration on economic development, promote viable place to live and work, cooperation with Charlevoix Township on planning and zoning, encouraging higher density in appropriate areas, promote infill development.

Land Use Districts Summary

The Community Mixed Use District is intended to promote residential and commercial uses. The Industrial District encourages placement of light industrial uses. The Public Facilities District supports placement of Civic and Institutional uses.

Charlevoix Township

Township lands in the focus area are a mix of industrial, commercial and residential land uses. Summarized policy that pertains to this focus area is as follows: making development patterns compact/control sprawl encouraging mixed use with building and landscaping focus, plan for diverse forms of housing, minimize natural vegetation loss preserving corridors, create attractive areas to work and shop, and control blight.

Land Use Districts Summary

Single-family Neighborhood which promotes single-family housing. Mixed Residential Neighborhood which allows for density and varied uses. Business Park promotes retail , service and office, to laboratories and warehousing. Commercial Business Center which promotes retail and service establishments, automobile and boat sales, as well as construction and contractors.

North Focus Area Zoning

The community Zoning Ordinances set the regulatory controls for the North Focus Area. The existing bulk regulatory requirements for districts of the focus area are outlined below and shown on Map 16. See Appendix D for complete bulk tables, references and additional narrative.

District	*General Allowed Uses*	*Front Setback*	*Rear Setback*	*Side Setback*	*Lot Coverage*	*Lot Area*	*Lot Width*	*Building Height*	*Dwelling Size*
City of Charlevoix									
R1	*Single Family, Churches/Parks*	*15*	*25*	*10/15 Corner*	*40%*	*9000*	*70*	*26*	*1040/1600*
I	*Industrial Development*	*30*	*25*	*20*	*60%*	*43560*	*150*	*30*	*N/A*
GC	*Commercial*	*15*	*25*	*10/15 Corner*	*N/A*	*20000*	*100*	*26*	*N/A*
PO	*Government, School Buildings*	*20*	*15*	*10/15 Corner*	*N/A*	*N/A*	*100*	*35*	*N/A*
Charlevoix Township									
R1	*Single Family, Churches/Parks*	*25*	*30*	*15 Interior/25 Street*	*30%*	*15000*/12000***	*100*	*24*	*1040 sq. feet*
C	*Commercial*	*25*	*25*	*25*	*N/A*	*****	*80*	*35*	*****
I	*Industrial*	*50*	*25/35******	*20/35******Interior/35 Street*	*N/A*	*1 acre*	*150*	*35*	*N/A*
A	*Agricultural*	*50*	*100*	*20,60******* Interior / 25 Street*	*30%*	*2 acres*	*200*	*35*	*864 sq. feet*

Map #15 North Focus Area Future Land Use

Legend

- Roads
- Water Bodies
- Parcels
- West Focus Area
- City/Township Boundary
- Outside Focus Area

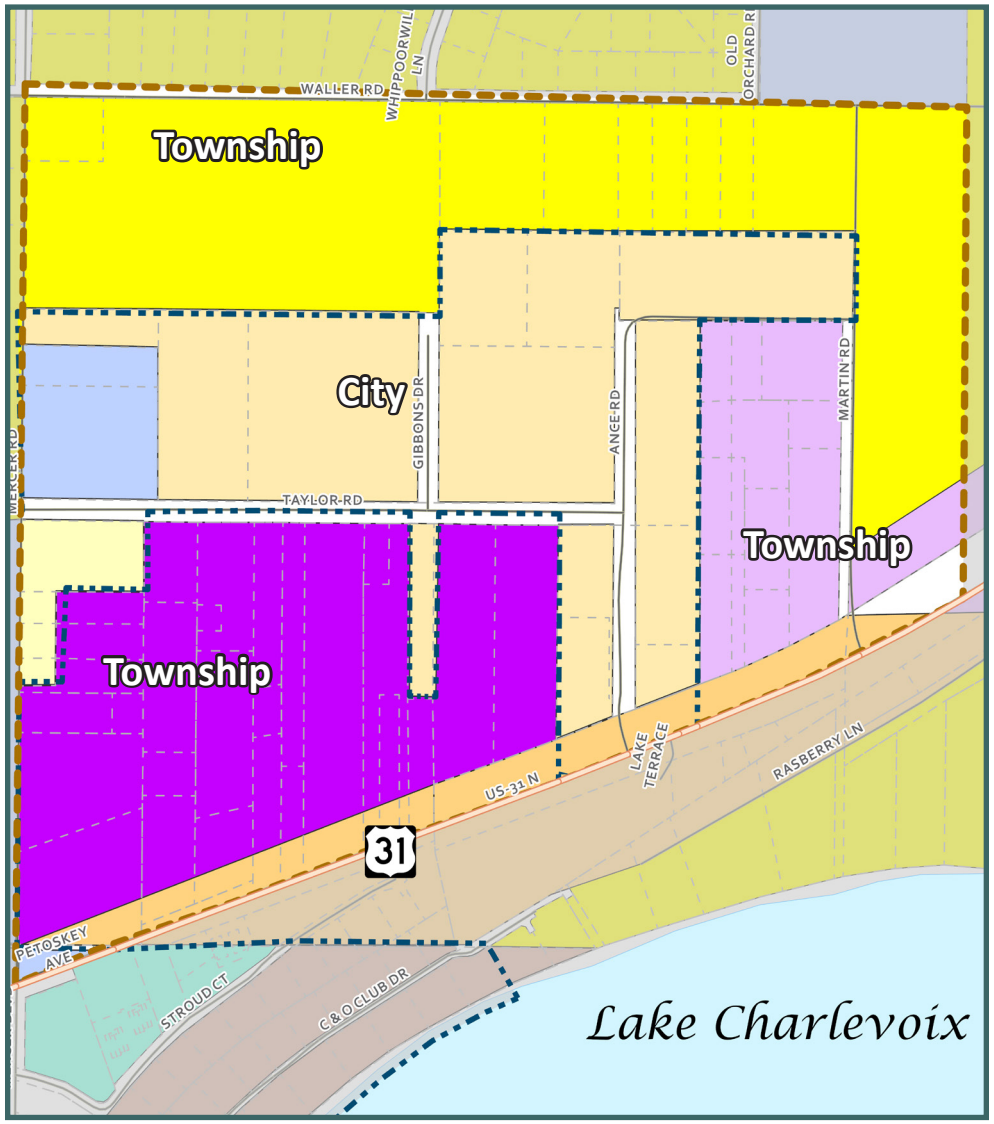
City Future Land Use

- Charlevoix Corridor
- City Center Residential
- Community Mixed Use
- Private Club Residential
- Industrial
- Public Facilities
- Scenic Reserve

Township Future Land Use

- Business Park
- Commercial Business Center
- Mixed Residential Neighborhood
- Public-Quasi Public Service Center
- Single-Family Neighborhood

0 160 320 480 640 800 Feet



Map # 16 North Focus Area Zoning

Township Zoning

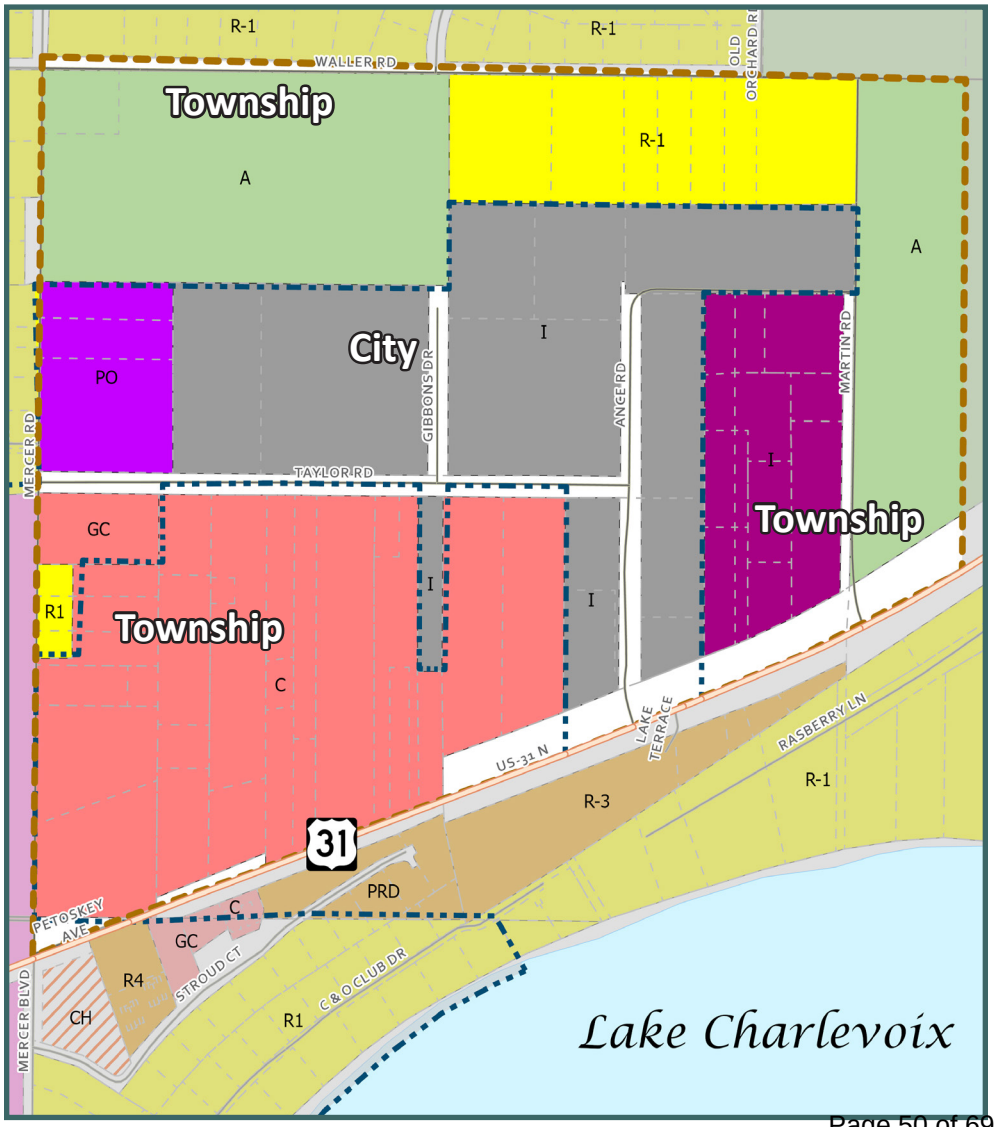
- One-Family Dwelling (R-1)
- Manufactured Home Development (R-3)
- Planned Residential (PRD)
- Commercial (C)
- Industrial (I)
- Agricultural (A)

City Zoning

- Residential Low Density (R-1)
- Residential Planned High Density (R-4)
- General Commercial (GC)
- Professional Office (PO)
- Commercial Hospitality (CH)
- Industrial (I)
- Public Facilities (PF)

Legend

- Roads
- Water Bodies
- Parcels
- North Focus Area
- City/Township Bounc
- Outside Focus Area



North Focus Area Desired Direction and Actions

The cumulation of the analysis for the North Focus Area arrives at a discussion of the desired direction for shaping land use policy and zoning regulation. This section of the plan will provide some insight from the Michigan Department of Transportation as the controlling entity for the US Highway which spans this focus area. This will be followed with directive for land use policy and zoning regulation.

Michigan Dept. of Transportation Stakeholder Input

- MDOT will permit the following improvements within the US 31 right-of-way (ROW): sidewalks, non-motorized trails, street-scapes, lighting, landscaping and benches.
- Permitting is required for placement of features and assets within the ROW.
- Future road construction will include an overlay or reconstruction of the roadway, road widening is not likely to occur through the Charlevoix Communities.
- Any proposed cross-walks, pedestrian refuge islands or crosswalk signage and lighting will need to have supporting evidence in order for MDOT to approve the feature and placement. Evidence would include numbers of pedestrian use, pedestrian crash data, and existing non-motorized pathways.

North Focus Area Future Land Use (LU) Directive

City of Charlevoix LU Directives

Location

The Charlevoix Children's House is located at 8700 Mercer. This entity operates a non-profit preschool and public kindergarten at this location.

Recommendation # 1 (See Map 17)

It is recommended that this parcel be classified with a Future Land Use (FLU) category of Public Facilities. This would bring this parcel into alignment with the two adjoining parcels to the south which are classified Public Facilities, and are owned by Char-EM ISD.

Location

The parcel at the southwest corner of Mercer and Taylor Roads is occupied by Wilmont Electric with a FLU of Community Mixed Use. The actual use of this property is more aligned with industrial uses.

Recommendation # 2 (See Map 17)

It is recommended that the FLU of this parcel be assigned as Industrial. This classification would be consistent with the eastern adjoining land uses along the south side of Taylor Road in Charlevoix Township.

Charlevoix Township LU Directives

Location

There are portions of three parcels on Mercer Rd., south of Wilmot Electric, in the City that are classified as Community Mixed Use. This FLU classification is appropriate. However, the adjoining parcels associated with those addresses on Mercer that are in the Township jurisdiction have a FLU catagory of Business Park, which does not fully align with the vision of the City's Community Mixed Use designation.

Recommendation # 3 (See Map 17)

It is recommended that the entire area on the Township's FLU Map between Taylor, Ance, Mercer, and US-31 that is classified as Business Park be reclassified to Commercial Business Center (CBC). This will also match the CBC FLU designated area of Ance Business Park located east and south of Ance Road, west of Martin and north of US-31 within the Township. Per the definition of the CBC district in the Township's Master Plan, "a broad range of businesses are allowed, including: commercial, retail, food service, tourist accommodations, commercial services, office, warehouse and wholesale uses, excluding manufacturing. PUD is encouraged for mixed-use developments wherever possible. PUD's may also allow residential and light manufacturing uses. Parking is discouraged in the front yard. Sidewalks shall be provided by developers to allow for non-motorized transportation within or near the right-of-way to offer continuous access from one property to the next."

Charlevoix Township LU Directives cont....

Location

The parcels south of Waller Road are classified as Single-Family Neighborhood. These parcels are situated with sufficient undeveloped, well wooded land that can incorporate unique development, maintaining natural wooded areas providing natural screening from southerly adjoining industrial park uses.

Recommendation # 4 (See Map 17)

It is recommended to re-classify the FLU for all Township parcels south of Waller Rd. from Mercer to Martin Roads, to Mixed Residential Neighborhood, where the intent is "to encourage creative developments that allow for a mixture of land uses, residential housing types, open space preservation, along with limited retail, service and employment uses while ensuring that the relationship between such uses is compatible and supportive. Here, the intent is to establish walkable neighborhoods at densities that encourage diverse types of housing development....". The future land use plan identifies a density of eight (8) or less units per acre, but this should be considered for allowance of even greater density through allowance and consideration of Planned Unit Development project submissions.

City of Charlevoix and Charlevoix Township LU Directives

Location

Along and following Mercer Road from US 31 to and along Waller Road to Martin Rd., and following along US 31 from the eastern boundary of the Krist Food Mart parcel to Martin Rd.

Recommendation # 5 (See Map 17)

Placement of a paved trail or sidewalk along Mercer and Waller Roads, and along US 31 as indicated above and on the map.

Legend

FLU Changes
- City
- Township

Township Future Land Use
- Business Park
- Commercial Business Center
- Mixed Residential Neighborhood
- Public-Quasi Public Service Center
- Single-Family Neighborhood
- Temporary Mining-Future Mixed-Use Village

City Future Land Use
- Charlevoix Corridor
- City Center Residential
- Community Mixed Use
- Private Club Residential
- Industrial
- Public Facilities
- Scenic Reserve

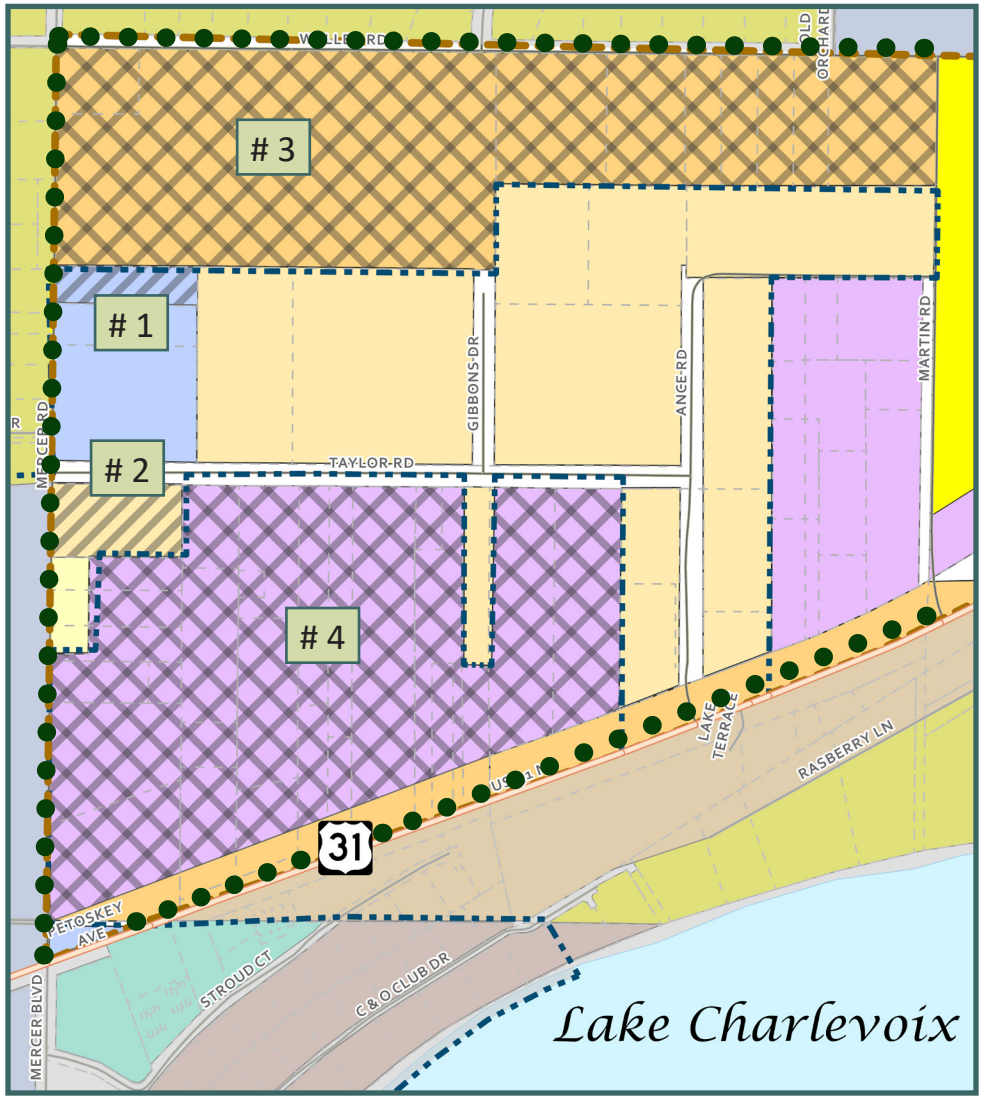
- Highways
- Roads
- Water Bodies
- Parcels
- North Focus Area
- City/Township Boundary
- Outside Focus Area

Map # 17 North Focus Area Land Use Directives

FLU Changes
- City
- Township

Recommendation Locations: # 1

Path/Sidewalk/Trail Extension



North Focus Area Zoning (ZO) Directives

The future land use policy presented for the North Focus Area was developed with supporting established policy found within the respective communities Master Plans. Additional refinement of the policy through this process leads to recommended directives to be undertaken with each communities regulatory zoning. The text amendment directives outlined on these pages closely mirror recommendations made for the West Focus Area, and map amendment directives are unique to this focus area. Example template regulatory zoning language for each community is found within Appendix E.

City of Charlevoix and Charlevoix Township Zoning Text Amendment Directives

City and Township Text Amendment "Duplexes by Right"

The City and the Township should decrease the requirements within the City R1, R2 and the Township's R-1 district to allow for duplexes as a use by right with additional design requirements.

City and Township Text Amendment "Decrease Min. Dwelling Size"

It is recommended that the City and Township both adopt a decrease in minimum dwelling size for the R-2 district to 600 $ft^{2.}$.

City and Township Text Amendment "Decrease Min. Lot Size"

The City and the Township should decrease the minimum lot size requirements within the R1 & R2 district to the density displayed below:

- R-1 District: 3,500 to 5,000 square feet*
- R-2 District: 2,500 to 3,500 square feet*

(**density is based on single unit, additional area should be required of duplexes and multi-family structures.)*

Charlevoix Township Only Zoning Text Amendment Directives

Township Text Amendment "Amend the R-1 District Title"

It is recommended that Charlevoix Township amend the R-1 Zoning district title to "One and Two Family Dwelling". This would align this district title with the recommended provision to allow for duplexes by right.

Township Text Amendment "Amend the R-2 District Title"

It is recommended that Charlevoix Township amend the R-2 Zoning district title to "Mix Residential Neighborhood". This would align this district with the Township Master Plan Future Land Use Policy. This district should include allowance through Special Use of Planned Unit Developments and Planned Residential Developments. This district should also allow for Mixed Use as a Special Use.

Township Text Amendment "PUD and PRD to Special Use"

Planned Unit Development (PUD) and Planned Residential Development (PRD) are currently zoning districts requiring a re-zoning in order to accommodate a development request. It is recommended that they be classified as special uses, which will still require a formal public process for approval, while easing the process giving the planning commission more oversight and flexibility for development proposals.

Township Text Amendment "PUD/PRD Special Use in Commercial"

PUD/PRD placed as a special use in the Township Commercial district.

Township Text Amendment "Buffer & Screening Standards"

Current language allows arbitrary waiving of required buffers, and current buffer standards are limited in scope. A set of landscape buffer layouts should be developed offering design options. Consideration should be given to only allowing waiving of requirements in very limited circumstances. Buffers/Screening should be required in the following situations:

- Between all Multi-family parking areas and adjacent one and two family residential uses.
- Between all Commercial parking areas and residentially zoned property.
- Between all industrial uses and residentially zoned areas.
- Screen of all refuse/waste/delivery areas in multi-family, commercial and industrial uses.

Township Text Amendment "Residential Design Standards"

It is recommended that residential design standards be developed for two family and multi-family dwellings which follow existing residential design. Incorporate covered porches, roof forms, articulation of facade, landscaping and parking/garages placed to side/rear.

Map # 18 North Focus Area Zoning Directives

City of Charlevoix Zoning Map Amendment Directives

City of Charlevoix Map Amendment Recommendation #1 (See Map 18)
Rezone the City of Charlevoix Zoning Map with the following map amendment. Rezone the area of PO at the northeast corner of Mercer and Taylor Roads to PF.

City of Charlevoix Map Amendment Recommendation #2 (See Map 18)
Rezone the City of Charlevoix Zoning Map with the following map amendment. Rezone the GC parcel at the southeast corner of Mercer and Taylor Roads to I.

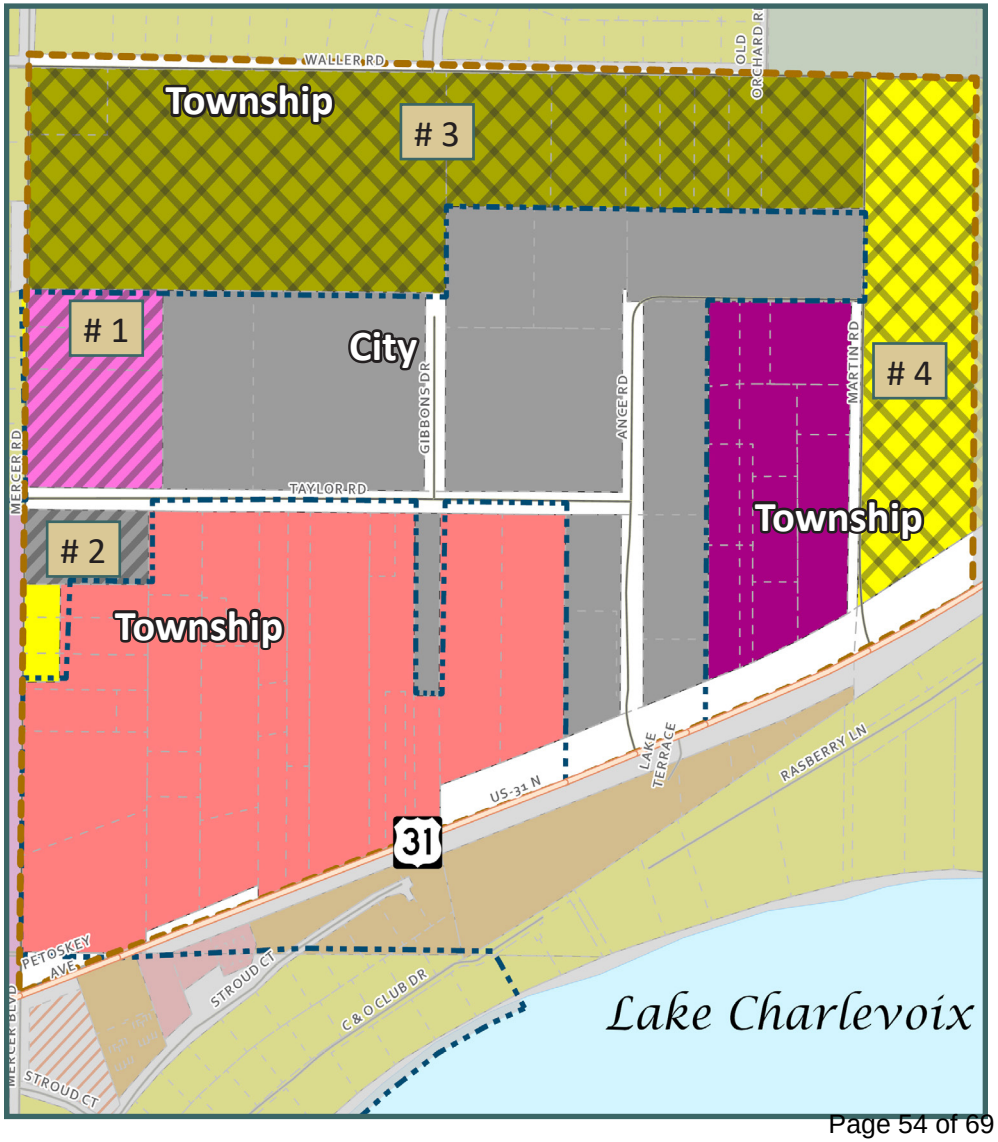
Charlevoix Township Zoning Map Amendment Directives

Charlevoix Township Map Amendment Recommendation #3 (See Map 18)
Rezone the Charlevoix Township Zoning Map with the following map amendment. Rezone all parcels currently zoned A and R-1 in the following areas to R-2.

- All A and R-1 parcels located South of Waller Ave, East of Mercer Rd., North of Taylor Rd., and West of Martin Rd.

Charlevoix Township Map Amendment Recommendation #4 (See Map 18)
Rezone the Charlevoix Township Zoning Map with the following map amendment. Rezone all parcels currently zoned A to R-1 in the following area.

- The Agricultural parcel located South of Waller Rd., East of Martin Rd. and North of US 31 in the Focus Area.



A Crossing

The City of Charlevoix and Charlevoix Township have structured very similar approaches for collaboration within their respective community master plans. A coordinated approach along the jurisdictional lines of these local units of government, as outlined within this plan, is feasible due to this willingness to work together for the betterment of the larger community.

This established coordination was the driver for this planning process. This process sought to identify commonalities in vision and provide guidance for alignment of land use direction along the community boundaries. Having outlined the strength of coordination that exists, it is important to note that the communities are at ***A Crossing....***, This crossing is the choice of whether to move toward a structured collaborative approach for planning processes moving forward, or whether the individualized processes will continue to be the focused approach.

Identification of a more formal collaborative process and guidance to move through such process are contained within this chapter, while the chapter also lays the foundation for individual implementation of the plan strategies in the current context of individualized community processes.

A Set Individualized Process

The structure of this planning document concentrates attention on each of the two focus areas. It speaks to the existing conditions of land use, established policy, regulation and identifies a direction for meeting the intent of the established policy for each respective local unit of government.

Recommended at this time is an individualized process for each local unit of government to undertake for revision to their standalone master plan policy; coupled with suggested amendments to their respective regulatory zoning ordinances. The individualization of these processes is meant to expedite these revisions and amendments, and should not be perceived as a step away from coordination between the two communities.

Each community has an established process and appointed planning commissions; who can oversee, guide and approve necessary policy revisions to planning documents, and then outline recommended approval of regulatory zoning text and map amendments to the governing body. This set individualized process allows for these revisions and amendments to occur in a timely fashion when compared to the necessary time needed to develop a formal coordinated process.

Building Upon Collaboration

An established base has been set to initiate conversations of a more cohesive approach to land use policy and regulatory zoning. The following information is meant to provide guidance for the communities, should they desire to move towards a formalized collaborative approach to land use policy and regulation.

Intergovernmental Committee

Informal discussions and conversations have been ongoing between the communities likely since the early years of establishment. This coordination and communication has led to successful support of mutually beneficial government actions and services. Governing boards for both communities with advisement of executive staff should appoint an intergovernmental committee. This intergovernmental committee should explore the feasibility of establishing a joint planning commission between the City and Township.

Joint Planning Commission

The Joint Planning Commission Act (Act 226 of 2003) allows for two or more Michigan municipalities to work together on planning and zoning issues. A joint planning commission (JPC) has the flexibility to provide oversight over the entirety of jurisdictions or just over specific agreed upon areas of the jurisdictions. A JPC is an appointed body that is established under a mutually agreed upon ordinance which outlines jurisdiction and oversight, appointments and processes for the conducting of business.

Joint Planning and Zoning

The true purpose of a JPC is to provide coordinated planning in the form of land use and capital improvement, accompanied by an agreed upon regulatory zoning ordinance which regulates areas of joint land use jurisdiction. These joint efforts create efficiencies that reduce costs to the local units through proper planning of infrastructure expansion to meet desired land use densities and patterns in the planning area. Additionally less community volunteers are needed to serve in appointed roles, and processes undertaken for planning of the jurisdictions are decreased through a joint plans and regulatory ordinances which simplify policy and regulatory standards.

Findings for Implementation

Plan directives for policy and regulation outlined and supported through the research of the focus areas are summarized herein.
(See Appendix E for Zoning Template Language)

Comprehensive Policy Directive

Each focus area has a unique combination of existing land uses, design, layout and composition of buildings across the two jurisdictions. Therefore an established directive for each focus area will be reflected upon as supported through the previous chapters of this plan document. Common themes include increased residential density, mixing of land uses, guidelines for structure design, layout and at times buffering and screening of aspects of site features and uses.

West Focus Area Reflection on Plan Directive

One and Two Family (R-1) Zoning Districts (Township & City): From along the shoreline of Lake Michigan south until reaching the medical campus and immediately west of the campus, this portion of the focus area is largely developed as single family structures, with opportunity for infill development. The plan calls for the allowance of duplexes with design standards, as a use by right within the established R-1 Districts of both communities to allow for increased density of residential structures which meet the existing character of the neighborhoods.

Healthcare and Office (HCO) Zoning District (Township): Support for the medical campus should be maintained. Continued communication with McClaren should proactively seek to support necessary adjustments in policy and regulation in support of the campus.

Mixed Residential Neighborhood (R-2) Zoning District (Township): Immediately east of the medical campus and extending south is an area of established residential single-family housing that initiates with some density in the north which transitions to undeveloped lands and low density to the south. The plan calls for this area to zoned to an R-2 District of Mixed Residential Neighborhood. The district should seek to allow **10** single family units per acre or **8** duplexes per acre. The district should allow for Mixed Use as a special use.

Mineral Resource (MR) Zoning District (Township): The MR District in the southwest of the focus area should be maintained as is with the existing berm providing buffering and screening from the activities of the quarry. Upon the time of reclamation of the quarry, once operation ceases at a future date, a rezoning of the property should occur with the likely ability to site residential development adjacent to and along the water body that will fill the former site.

Industrial (I) Zoning District (City): The two identified parcels in the southwest portion of the focus area with existing industrial use should be rezoned to industrial to correct the non-conforming use of those sites. This will also provide alignment with the zoned industrial properties to the south.

Planned Unit Development (PUD) and Planned Residential Development (PRD) (Township): The plan calls for amendment to the Township's PUD and PRD standards for allowance as a Special Use Permit rather than requiring a rezoning. The allowance of PUD and PRD should then be placed as a special use within the R-2 District. The allowance of this special use should support unique residential layout at increased density with a character that fits the existing neighborhood. Design considerations should include necessary screening and buffering of parking areas and refuse locations along with landscaping and pedestrian amenities.

Design Standards, Buffering , Screening & Landscaping (Township): The Township should develop and amend their zoning to incorporate design standards for residential, commercial and mixed use structures. This should be accompanied with landscaping, screening and buffering standards. Standards should consider aesthetic use of landscaping against structures and throughout parking areas. Screening and buffering should be taken into consideration between multi-family and single/two-family structures, along parking areas, refuse areas and for placement between residential areas and industrial and intensive commercial uses.

Sidewalks and Non-motorized Pathways: The placement of pathways and sidewalks should be incorporated into development proposals and retroactively placed along Lake Ave., Antrim and Sheridan Roads

West Focus Area Build-Out Analysis

The build-out analysis provides an estimate of the number of residential units that would be allowable. Two estimates are provided based upon two separate minimum square footage requirements. The analysis takes into account proposed build-able area by removing 25% of the total of each parcel for site features such as setbacks, buffers, roads/driveways, utilities and parking areas. The remaining area is then divided by the allowable density and the number of units is determined as the base whole number with the removal of all remainders. Map 19 displays vacant and under-utilized parcels. The numbers displayed over the parcel are the high and low density allowable for each residential district, as outlined below. *(See Appendix F for vacant/under-developed parcel data & build-out analysis)*

Zoning District	Higher Density *	Lower Density*
R-1	3,500	5,000
R-2	2,500	3,500

** Refers to minimum square footage required per dwelling unit.*

For the West Focus Area the following units could be achieved based upon the densities:

Higher Density (R-1 & R-2): 501 dwelling units allowable

Lower Density (R-1 & R-2): 355 dwelling units allowable

Legend

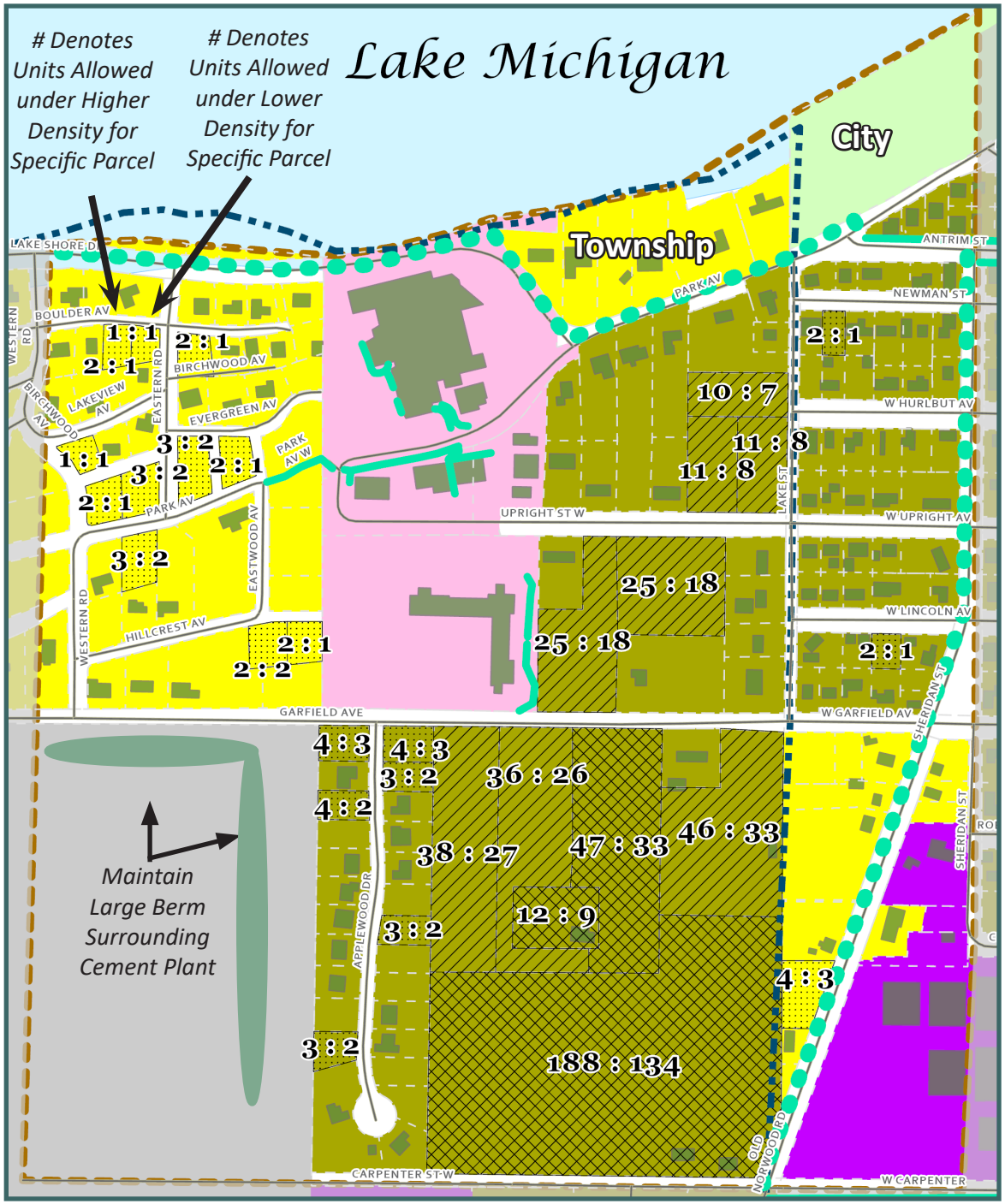
Township Proposed Zoning
- R-1
- R-2
- HCO
- MRD
- I

City Proposed Zoning
- R-1
- R-2
- I
- SR

City/Township Boundary

- Proposed Paths
- Existing Paths
- Roads
- Water Bodies
- Residential Large Parcel (Limited Structures)
- Residential Large Parcel (Vacant)
- Residential Small Parcel (Vacant)
- Building Footprints
- Parcels
- West Focus Area
- Outside Focus Area

Map # 19 West Focus Area Build-Out & Implementation



North Focus Area Reflection on Plan Directive

Mixed Residential Neighborhood (R-2) Zoning District (Township): Along the south side of Waller Road and extending south to the City's Industrial zone is an area of undeveloped land with a couple of adjacent single-family residential structures and an adjacent civic use. This area is called upon to be zoned for higher density residential development, allowing **10** single-family units or **8** duplex units per acre. The existence of areas of natural trees and vegetation should be kept in consideration of the layout of any future development. Sufficient vegetation should be maintained along the southern boundary of the parcel to act as a screened separation between the adjacent industrial uses. Healthy existing trees should also be maintained throughout open areas of any future development in this location to preserve the feel of the site, and where abutting single and two family residential structures.

One and Two Family (R-1) Zoning Districts (Township & City): East of Martin Road in the focus area the plan calls for rezoning to an R-1 District. This area should allow single-family residential and duplexes with design standards as a use by right within the established R-1 District. The area is currently zoned agriculture and owned by the Conservancy, so it is suggested to perform outreach to the conservancy prior to amendment. It is very likely that the value of this property could support the Conservancy to invest in conservation of greater land area in locations of sensitive and valuable habitat, should the property sell.

Commercial (C) Zoning District (Township): The Commercial Zoning District within the Township should remain as designated, and should allow for a mix of commercial and office uses. This district should utilize buffering and screening when adjacent to residential areas and public roadways, with landscape standards providing vegetation adjacent to structures and in parking areas.

Industrial (I) Zoning District (City & Township): The City is requested to amend the zoning of the parcel located at the SE corner of Mercer and Taylor Roads to Industrial. This will bring the use into conformity and will align with the adjacent Industrial designated district along Taylor Road.

Public Facilities (PF) Zoning District: At the NE corner of Mercer and Taylor Roads is an area of educational public facilities. This area should be rezoned to align with the existing uses of these locations.

Planned Unit Development (PUD) and Planned Residential Development (PRD) (Township): The plan calls for amendment to the Township's PUD and PRD standards for allowance as a Special Use Permit rather than requiring a rezoning. The allowance of PUD and PRD should then placed as a special use within the R-2 District. The allowance of this special use should support unique residential layout at increased density with character that fits the existing neighborhood. Design considerations should include necessary screening and buffering of parking areas and refuse locations along with landscaping and pedestrian amenities. This would allow for creative density in the R-2 District along Waller Road.

Design Standards, Buffering , Screening & Landscaping (Township): The Township should develop and amend to within their zoning structure design standards for residential, commercial and mixed use structures. This should be accompanied with landscaping, screening and buffering standards. Standards should consider aesthetic use of landscaping against structures and throughout parking areas. Screening and buffering should be taken into consideration between multi-family and single/two-family structures, along parking areas, refuse areas and for placement between residential areas and industrial and intensive commercial uses. The natural vegetation located throughout this focus area should be maintained when not in conflict with developed site features.

Sidewalks and Non-motorized Pathways: The placement of pathways and sidewalks should be incorporated into development proposals and retroactively placed along Mercer and Waller Roads and US31.

North Focus Area Build-Out Analysis

The build-out analysis provides an estimate of the number of residential units that would be allowable. Two estimates are provided based upon two separate minimum square footage requirements. The analysis takes into account proposed build-able area by removing 25% of the total of each parcel for site features such as setbacks, buffers, roads/driveways, utilities and parking areas. The remaining area is then divided by the

allowable density and the number of units is determined as the base whole number with the removal of all remainders. Map 20 displays vacant parcels of the North Focus Area. The numbers displayed over the parcel are the high and low density allowable for the R-2 residential district, as outlined below. (Only the residential district density is determined.) *(See Appendix F for vacant/under-developed parcel data & build-out analysis data)*

Zoning District	Higher Density *	Lower Density*
R-2	2,500	3,500

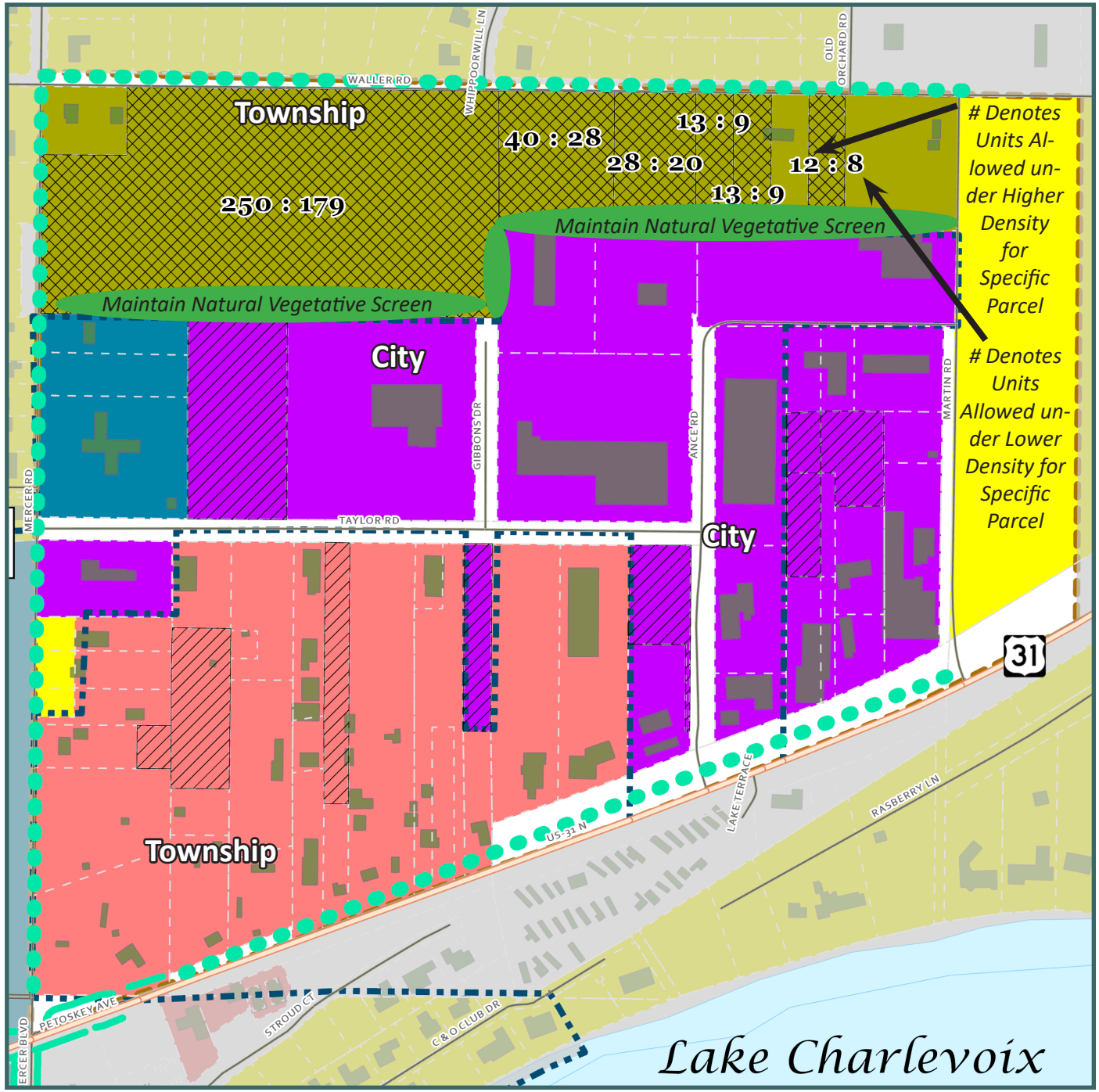
** Refers to minimum square footage required per dwelling unit.*

For the North Focus Area the following units could be achieved based upon the densities:

Higher Density (R-2): 356 dwelling units allowable

Lower Density (R-2): 253 dwelling units allowable

Map # 20 North Focus Area Build-Out & Implementation



Legend

Township Proposed Zoning
- R-1
- R-2
- I
- C

City Proposed Zoning
- R-1
- R-2
- I
- GC
- PF

City/Township Boundary

- Proposed Paths
- Existing Paths
- Highways
- Roads
- Water Bodies
- Commercial/ Industrial Parcel (Vacant)
- Residential Parcels (Vacant)
- Building Footprints
- Parcels
- North Focus Area
- Outside Focus Area

Architectural Design, Layout, Buffering and Screening Examples

Residential Design and Layout Examples

Density and architectural design which maintains neighborhood character is a fundamental principle which was outlined within the community master plans researched for this process. That principle was built upon the outcomes of the community engagement process for those planning documents. It is know that in order to meet permanent resident housing needs, density will play a key role in order to develop structures which are more affordable due to decreased minimum required land area, decreased dwelling structure size, while also supporting more than one dwelling unit within a single structure. All of these factors often decrease costs associated with land and construction materials.

Single-Family Detached (High Density)

The image below displays high density residential single-family structures which are small in structure area and are located on small lots with minimum lot sizes as small as 2,500 square feet. Design requirements outline covered front porches, peaked or gabled roof with landscaped yards. Parking and garages are placed to the rear of the structures with ally access.

Cottages

Smaller single-family structures considered 'cottages' provide avenues to go extremely dense with 600 square foot or less minimums, and design standards which outline porches, peaked roofs and layout that creates a quaint neighborhood appearance.

Duplex

Two-family units constructed with shared walls, and vertically designed for optimal use of space on small lots create living space and high density, while limiting the occupied amount of lot space. Design considerations outline features which create harmony with surrounding single-family structures.

Mini Apartment

Small apartment complexes can be sited on as little as an acre or two if infrastructure is present. Considerations of design can meet neighborhood character and screening of parking and refuse areas is important for adjacent residential uses.

Town Homes

Town homes fit aesthetically well into higher density neighborhoods with existing varied residential structures. Close-knit community feel and sound design, support continuation of neighborhood build-out in locations with sufficient land area to accommodate larger overall structure footprints.

Mixed Use

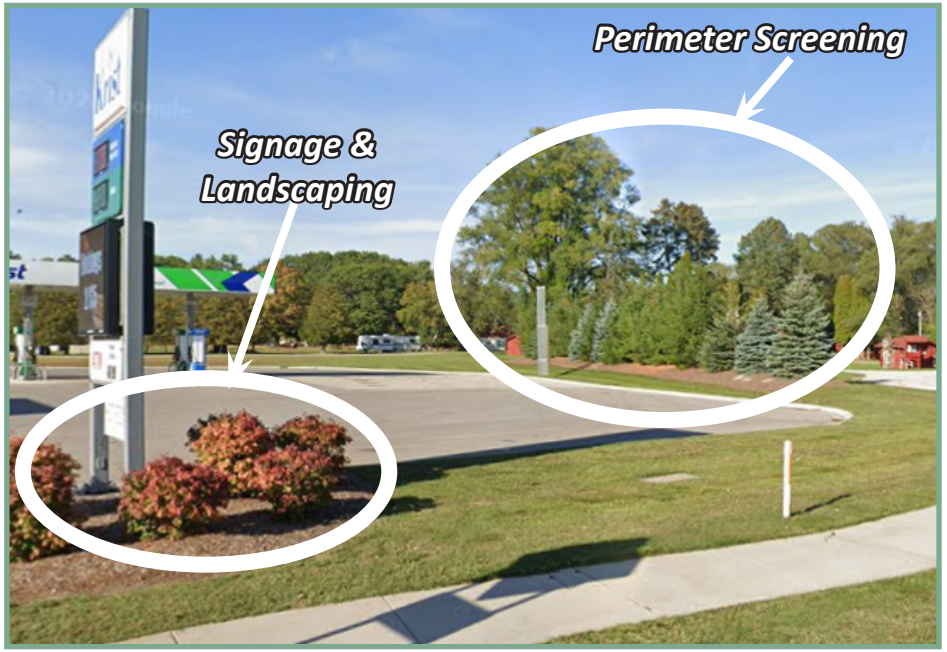
Mixed use, allowable as a special use within the residential R-2 District, can provide retail, service or office amenities close to residents home. Appropriate guidelines for design allow for incorporation into neighborhoods where they most often should be considered as a piece of a larger town home or other multi-family development, or where existing commercial space exists and the character would remain uniform. Protection of neighboring residential with screening and landscaping of parking and refuse locations should be considered necessary.

Buffering , Screening and Landscaping Examples

Percieved and realized negative impacts of density and the built environment can be mitigated through design considerations. The utilization of design elements which incorporate breaks and separation of site features through aesthetically pleasing built elements and use of vegetation, add a visually stimulating appeal to a site's final layout. Functionality of the use of screening and buffering allows for close proximity of uses and assets which support the use without causing disruption to the appeal of a neighborhood. The following examples display policy for supporting recommended regulatory requirements.

Use Screening

A move towards a form over function approach associated with 'Form Based Code' can lead to less separation of uses, proximity of residential spaces to locations of work, services and options for entertainment. In many instances separation of noxious aspects of a use can be mitigated through the use of perimeter screening. The image below displays a use buffer of evergreen trees providing separation from a gas station retail use and neighboring uses. Also note the use of landscaping incorporated into the layout and placement of the business signage.



Parking Area Screening & Landscaping

Parking areas often present noxious use impacts to communities. The presence of automobile noise, exhaust and headlights can impact community members whether within their homes, office or retail locations or when utilizing outdoor spaces. The images below represent methods of vegetative screening/buffering and landscaping which can mitigate the negative impacts of parking areas while creating aesthetically pleasing site design.

Refuse Area Screening & Landscaping

Locations of garbage receptacles and refuse areas are often located to the rear of buildings placing them most often outside of the view of the public ROW on which the structure is sited. This shields the view from a single direction, but still impacts neighboring parcels to the side and rear. The use of quality building materials and landscaping can improve a sites design, protecting neighboring uses which can be impacted by the unsightly location of a dumpster or garbage receptacle.

Structure Landscaping

Placement of landscaping incorporated into the design of structures, whether commercial, industrial or residential, adds to the aesthetic quality of a built environment. Simple requirements stating placement of vegetation against hard built elements and incorporation of trees in open areas leads to quality site design.

The Process to Be Undertaken

Communities Focus Areas Plan

The process to be undertaken follows the structure outlined within the Planning Enabling Act, ACT 33 of 2008 for the adoption of a Master Plan. Each community should review the plan and move through individual adoption processes.

Focus Plan Adoption Process

1. Planning Commission Recommends Plan for Public Review
2. Governing Body Authorizes Release of Plan for Review Period
3. Formal Notice of Availability for a 63 Day Public Review Period
4. Setting of a Public Hearing and Formal Noticing of Hearing
5. Holding of Public Hearing
6. Adoption of Plan by Resolution

Zoning Ordinance Amendments

The amendment process for incorporation of recommended zoning text and map amendments shall follow the prescribed process established within the Zoning Enabling Act, ACT 110 of 2006. Each community should review the recommended amendments and move through individual amendment processes. The processes require:

Zoning Text Amendment Process

1. Planning Commission Recommends Amendments to Governing Board
2. Governing Board Places Notice of Amendments for Public Review
3. Setting of Public Hearing and Formal Notice of Hearing
4. Holding of Public Hearing
5. Adoption of Amendments by Resolution

Zoning Map Amendment Process

1. Planning Commission Recommends Amendments to Governing Board
2. Governing Board Places Notice of Amendments for Public Review
3. Setting of Public Hearing and Formal Notice of Hearing
4. Mailing to Property Owners of Properties to be Rezoned
5. Holding of Public Hearing
6. Adoption of Amendments by Resolution

Development Oversight and Infrastructure Expansion

The adoption of this planning document and subsequent amendments to respective zoning ordinances will structure the necessary policy and regulation to guide the desired development pattern. Infrastructure must be expanded to the proposed focus areas to facilitate development and in particular for the increasing of density. Expansion of infrastructure is recommended to occur under the provisions of Public Act 425 of 1984, Conditional Land Use Transfer.

Conditional Land Use Transfer (ACT 425 of 1984)

The purpose of PA 425 is to structure a process for local governments to coordinate through collaboration for the sharing of tax revenue from new developments through mutual support of economic development projects. 425 agreements allow for the transfer of land from one jurisdiction to a neighboring jurisdiction conditionally for a period of time up to 50 years in length. The agreement specifies the controlling local unit which has jurisdiction over the property during the life of the agreement and what occurs to that property once the agreement ends. In most instances the project area reverts back to the local unit which transferred the property for the time-frame of the agreement.

425 agreements are arrangements which can support infrastructure expansion efforts from municipalities who control water, sewer or other utilities, to neighboring local units which have development potential and a need for these services. The agreements must define the specific economic development project and area, specifically detailing what is desired in terms of land use and density.

MEDC PA 425 Resource Document

Conditional Land Use Transfer Process

1. Continue Coordinated Conversations Throughout Process
2. Utilize This Planning Document as the Project Area Guide
3. Consult Respective Municipal Attorneys on 425 Process
4. Hold Joint Governing Body Meeting to Discuss Process
5. Follow Respective Municipal Attorney Recommendation for Drafting of Agreements and Execution of Agreements

Closing

This process underscores the importance of collaboration and coordination. Community leadership is well aware of the need to meet the challenges presented to their communities in the face of very limited permanent housing, decreasing permanent families, and existing land use guidance which stops short of cross-jurisdictional anlysis and stretegies. Supportive policy and information for shaping regulatory measures is the tool that is presented. There is understanding of the diffuctlies that may arise as the communities move through processes to implement these ideas. Continued communication and transparency with the public, and the need to focus on community building through aesthetically pleasing design must be conveyed.

At times density has an incorrect conotation percieved by those unfamiiar with the ability to pair good design with density. It is in these exchanges that opportunity presents itself to convey the message of quality design creates quality community, and community is built and maintained through it's permanent residents. As the number of permanent residents remains stagnent in the face of a growing seasonal poplation, it is the very life of the community that is at stake. Leadership must create the avenues that will support and provide opportunity to balance and shift the scales in favor of maintaining our communities permanent population.

Focus Area Parcels

West Focus Area		
Property Class	**Parcels**	**Area**
Residential Improved	135	69.14 ac
Commercial Improved	6	44.19 ac
Industrial Improved	1	23.27 ac
Unimproved (vacant)	47	28.31 ac*
Exempt Unimproved (vacant)	3	1.74ac**
	* (share of parcel, total parcel size is 1,042 ac)	
	*(Conservancy & Road Commission)	
North Focus Area		
Property Class	**Parcels**	**Area**
Residential Improved	12	12.29 ac
Commercial Improved	30	47.62 ac
Industrial Improved	6	25.94 ac
Unimproved (vacant)	21	42.36 ac
Exempt Unimproved (vacant)	2	13.66 ac

North Focus Area Unimproved Parcel Data	Parcel Number	Acres
Equal or Greater than 4.5 acres		
	004-024-011-10	19.18
TOTAL		**19.18**
Greater than 1 acre, less than 4.5 acres		
	004-024-013-50	1.08
	004-024-010-35	1.01
	004-024-010-50	3.10
	004-024-023-10	1.26
	052-130-001-00	3.97
	004-024-021-30	1.85
	052-124-012-20	1.02
	052-124-008-20	1.27
	004-024-010-30	1.01
	004-024-010-45	2.20
	004-024-022-25	1.08
TOTAL		**18.85**
Equal or Less than 1 acre		
	004-024-010-15	0.96
	052-124-012-40	0.27
	052-124-012-50	0.23
	052-124-012-30	0.29
	052-124-001-45	0.50
	004-023-010-95	0.69
	004-024-017-55	0.29
	052-124-010-20	0.40
	052-124-010-10	0.69
TOTAL		**4.33**
ALL TOTAL UNIMPROVED		**42.36**

West Focus Area Unimproved Parcel Data	Parcel Number	Acres
Equal or Greater than 4.5 acres	N/A	N/A
Greater than 1 acre, less than 4.5 acres	004-027-002-35	1.96
	004-150-065-10	1.64
	004-027-006-10	3.58
	004-027-002-40	1.97
	004-150-040-10	1.29
	004-027-007-30	2.98
	004-027-007-20	2.80
TOTAL		**16.22**
Equal or Less than 1 acre		
	004-150-021-00	0.22
	052-270-041-00	0.19
	004-150-047-00	0.38
	004-150-048-00	0.28
	004-150-027-00	0.22
	004-027-016-40	0.20
	052-227-010-00	0.22
	004-110-018-00	0.28
	004-150-076-00	0.27
	004-150-054-00	0.35
	004-150-061-00	0.35
	004-150-002-50	0.10
	004-150-045-00	0.28
	004-027-019-40	0.89
	004-150-077-00	0.31
	052-227-012-20	0.21
	004-150-021-50	0.19
	004-110-007-00	0.28
	004-150-904-00	0.11
	004-150-033-00	0.19
	004-150-046-00	0.33
	004-110-001-00	0.34
	004-150-006-00	0.17
	004-150-903-00	0.02
	004-110-002-00	0.28
	004-150-022-00	0.27
	004-027-016-25	0.76
	052-270-221-00	0.19
	052-270-229-20	0.14
	004-150-042-00	0.54
	004-110-026-00	0.28
	004-110-028-00	0.33
	004-150-902-30	0.06
	052-227-001-25	0.50
	052-227-006-00	0.52

Focus Area Parcels

West Focus Area Unimproved Parcel Data	Parcel Number	Acres
Equal or Less than 1 acre….cont.		
	052-227-007-00	0.07
	004-150-902-40	0.07
	004-150-902-20	0.05
	004-027-019-20	0.82
	004-027-019-30	0.88
TOTAL		**12.09**
ALL TOTAL UNIMPROVED		**28.31**

CITY OF CHARLEVOIX

To: The City of Charlevoix Planning Commission
From: Jonathan Scheel, Zoning Administrator
Subject: Zoning Administrator's Report re: thru January 31, 2025

Permits Issued in 2025

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

By month

January.....9
February .....
March .....
April.....
May.....
June.....
July.....
August.....
September .....
October.....
November.....
December .....

By type

	Month	Year
Banner permits	4	4
Fence permits		
Sidewalk café/use		
Sign	2	2
Zoning	2	2
Use	1	1
Parcel Division		
Single-family		
ADU		
Multi-family		

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

	M	Y
Central Business District (CBD)		
Commercial Mixed (CM)		
General Commercial (GC)		
Industrial		
Marine Commercial (MC)		
Residential Private Club (PC)		
Public Facilities		
R-1	1	1
R-2	1	1
Other (LD, Café, Use)		

Level A Site Plan Administrative Review

None

Variances to Zoning Board of Appeals

None

Other activities

Historic Commission Certificate of Appropriateness 304 Park Ave.

Historic Commission National Register Nomination for downtown Charlevoix SHPO approval passed

Short Term Rental License renewals completed 80 business licenses, 4 personal licenses

Historic Commission Annual Report complete

Planning Commission Annual Report complete

Licensing, Permitting and Enforcement Software is now online and usable by citizens

Redevelopment Ready Community renewal for 2025