CITY OF CHARLEVOIX

# Agenda
## City of Charlevoix Shade Tree & Parks Commission Regular Meeting
## Thursday, March 13, 2025 - 10:00 AM
## 2nd Floor Conference Room, 210 State Street, Charlevoix, MI

1. **Call to Order and Roll Call**
2. **Approve Minutes**
   A. August 8, 2024
   B. October 17, 2024
3. **Old Business**
4. **New Business**
   A. Tree Planting in ROW for 1522 Bridge Street Pinebridge Place Townhomes
   B. Tree Maintenance and Planting for 2025
   C. Invasive Plants
5. **Public Comment**
6. **Adjourn**

**Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.**

# Charlevoix Shade Tree & Parks Commission

## Approve Minutes

**Title:** August 8, 2024
**Date:** March 13, 2025

**Presented By:**

**Background:**

**Recommendation:**
Motion to approve the minutes as presented.
**Attachments:**
1. Shade Tree & Parks Commission Draft Meeting Minutes 08/08/2024

**City of Charlevoix**
**Shade Tree & Parks Commission Regular Meeting Minutes**
**Thursday, August 8, 2024 - 10:00 AM**
2nd Floor Conference Room, 210 State Street, Charlevoix, MI

**1. Call to Order and Roll Call**

Chair Hodgson called the meeting to order at 10am.

| | |
|---|---|
| Chair: | Perry Irish Hodgson |
| Members Present: | Megan Cassada, David Levy, Jennifer Muladore |
| Members Absent | David Bertinelli |
| Staff: | Mark L. Heydlauff, City Manager; Pat Elliott, Public Works Superintendant |

**2. Approve Minutes of May 9, 2024**

A. May 9, 2024

The board reviewed the minutes from May 9.
Motion by Muladore, second by Cassada to approve the minutes as presented.
**Motion carried by unanimous voice vote.**

**3. Old Business**

A. Ferry Beach Stormwater/Wetland Area

B. Michigan Beach Park Trimming and Pruning

C. Arbor Day Designation 2024

Chair Hodgson reviewed the Arbor Day Coloring Contest designation and the positive feelings it created.

D. City Council Public Comments

Chair Hodgson also discussed a comment at City Council from a resident who complained that there are too many trees in the City and that it caused too much expense for property owners.

**4. New Business**

A. Scheduled Tree Removals

B. Pine River Lane Trees

C. 2024 Tree Planting

The board reviewed the 2024 plantings including homeowner requests, and continued planting along Belvedere Avenue.
Motion by Levy, second by Muladore to approve the 2024 Tree Planting Location and Specie list

for preparation for bidding.
**Motion carried by unanimous voice vote.**

Mr. Elliott updated the Commission on some study of the prospect of draining stormwater through a wetland area on the north side of Ferry Beach Park. He is working further with Edgewater Resources on this.

The Commission reviewed the trimming and pruning at Michigan Beach Park on Park Avenue and also discussed the positive impact of the goats who are working there now.

Mr. Elliott discussed the need to remove a maple tree on the eastern edge of Veteran's Park; the maple will be removed. He also discussed a plan to prune and trim the locust trees downtown this fall.

At 10:45am, Ms. Cassada and Mr. Levy left the meeting.

5. **Public Comment**
   The floor was opened for public comment. None were heard.
6. **Adjourn**
   Chair Hodgson adjourned the meeting at 10:48am.

# Charlevoix Shade Tree & Parks Commission

## Approve Minutes

**Title:** October 17, 2024
**Date:** March 13, 2025

**Presented By:**

**Background:**

**Recommendation:**
Motion to approve the work session meeting minutes as presented.
**Attachments:**
1. Work Session Meeting Minutes 10/17/2024

**City of Charlevoix**
**Shade Tree & Parks Commission Work Session Meeting Minutes**
**Thursday, October 17, 2024 - 9:00 AM**
Various Locations of Treeing Planting Sites throughout the City

1. **Call to Order and Roll Call**

| | |
|---|---|
| Chair: | Perry Irish Hodgson |
| Members Present: | Megan Cassada, Jennifer Muladore |
| Members Absent | David Bertinelli, David Levy |
| City Staff: | Mark L. Heydlauff, City Manager |

2. **Marking Tree Planting Locations throughout the City**

   A. Tree Planting Staking

   The Commission met and sited trees at various locations in the rights-of-way around the City based on the requests for trees and their observations for new locations.

3. **Public Comment**

4. **Adjourn**

# Charlevoix Shade Tree & Parks Commission

## New Business

**Title:** Tree Planting in ROW for 1522 Bridge Street Pinebridge Place Townhomes
**Date:** March 13, 2025

**Presented By:**

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

The Planning Commission as approved this project but there was some thought that it was also a good place for trees to be planted in the Right of Way.

**Recommendation:**
Review potential tree planting options.

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

# CITY OF CHARLEVOIX

| | |
|---|---|
| Permit No.: | |
| Date Received: | |
| Decision Date: | |

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

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

## Planning Commission Application

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

**Applicant Name:** Northern Homes Community Development Corporation

Street Address: 1048 E Main Street

City: Boyne City State: MI Zip code: 49712

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

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

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

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

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

Street Address: 210 State Street

City: Charlevoix State: MI Zip code: 49720

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

**Signature:** **Date:**

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

**Signature of Owner:** [signature] **Date:** 11/4/2024

**Project Location or Address:** 1522 Bridge Street

**Parcel Number:** 052-234-033-10

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

**Subject Parcel Information:**

Project Location or Address: 1522 Bridge Street

Parcel Number: 052-234-033-10

Zoning District: GC - General Commercial

Current Use of Property: Vacant land

Dimensions of Parcel: Approximately 144' x 200' actual dimensions are on site plan.

Parcel Size: 0.65 acres

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

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**Affidavit**

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

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

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

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

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

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

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

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

**Property Owner or Agent Signature:** _____

**Date:** 11/14/24

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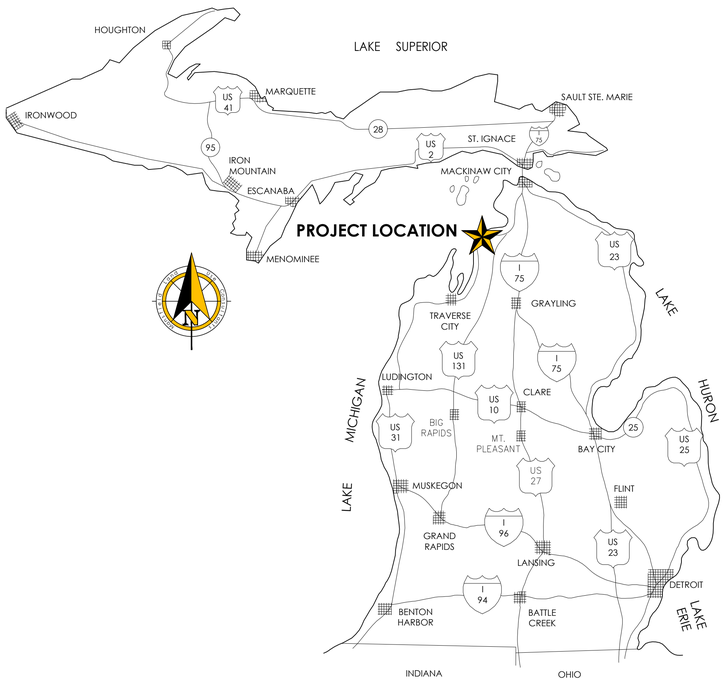
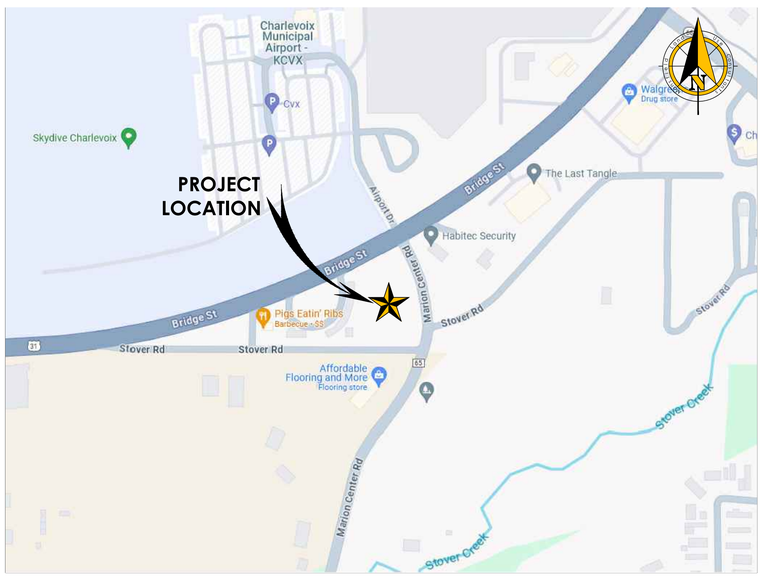
Note: Information contained in this application, as well as supporting documentation, may be subject to review by the public if a Freedom of Information Act Request is filed.

Rev: 3-2018




**MICHIGAN LOCATION MAP**

## VICINITY MAP




## PUBLIC AGENCIES AND UTILITIES

**CHARLEVOIX DEPARTMENT OF PUBLIC WORKS (DPW)**
Superintendent: Par Elliott
Address: 401 W. Carpenter Ave., Charlevoix, MI 49720
Telephone: 231-547-3276

**CHARLEVOIX COUNTY SOIL EROSION AND SEDIMENTATION CONTROL**
Building Safety Ins.: Russ Smith
Address: 13513 Division St., Charlevoix, MI 49720
Telephone: 231-547-7236

**CHARLEVOIX STORM WATER CONTROL ORDINANCE**
Building Safety Ins.: Russ Smith
Address: 13513 Division St., Charlevoix, MI 49720
Telephone: 231-547-7236

**CITY OF CHARLEVOIX ELECTRIC DEPARTMENT**
Director: John Griffith
Address: 401 W. Carpenter St., Charlevoix, MI 49720
Telephone: 231-547-3273

**DTE ENERGY (GAS)**
Manager: Sandra O'Niel
Address: 700 Hammond Rd., Ste. 2, Traverse City, MI 49686
Telephone: 231-932-2829

**MICHIGAN DEPARTMENT OF TRANSPORTATION (M.D.O.T.)**
Engineer: Rick Liptak, P.E.
Address: 2084 US-31 S., Traverse City, MI 49684
Telephone: 231-941-1986

**CHARTER COMMUNICATIONS (T.V.)**
Manager: Rob Nowak
Address: 701 S. Airport Rd., Traverse City, MI 49686
Telephone: 231-941-3766

**POLICE AGENCIES**
EMERGENCIES: 911
Charlevoix County Sheriff: 231-547-4461
City of Charlevoix: 231-547-3258

**FIRE DEPARTMENTS**
EMERGENCIES: 911
Charlevoix Twp.: 231-675-5600

## STANDARD PLAN LEGEND

| DESCRIPTION | EXISTING | PROPOSED |
|---|---|---|
| GROUND CONTOUR | 605 | 613 |
| SPOT ELEVATION | 613.2 | 613.50 |
| CONTOUR FROM USGS TOPOGRAPHIC MAP | | |
| TOP OF CURB ELEVATION / PAVEMENT (OR GUTTER FLOW LINE) ELEVATION | 613.5 / 613.0 | 613.50 / 613.00 |
| DIRECTION OF SURFACE FLOW | | |
| DRAINAGE HIGH POINT | | HP. |
| DRAINAGE LOW POINT | | LP. |
| WATER MAIN | | |
| SANITARY FORCE MAIN | | |
| SANITARY SEWER | | |
| STORM SEWER | | |
| GAS MAIN | GAS | GAS |
| OVERHEAD ELECTRIC | OHE | |
| PROPERTY LINE | | |
| TREE LINE | | |
| PINE LINE | | |
| EDGE OF WETLAND | | |
| EDGE OF WATER | | |
| C/L OR DRAINAGE DITCH OR WATER LINE | | |
| SILT FENCE | | |
| DETENTION BASIN BERM | | |
| MANHOLE (MH) | | |
| CATCH BASIN (CB) | | |
| CLEAN OUT (CO) | | |
| RISER | | |
| GATE VALVE | | |
| FIRE HYDRANT ASSEMBLY | | |
| CURB STOP & BOX | | |
| POLE, POWER OR ELECTRIC | | |
| LIGHT POLE | | |
| SIGN | | |
| BENCH MARK (BM) | BM | |
| U/G UTILITY SIGN | | |
| GUY ANCHOR | | |
| SOIL EROSION CONTROL MEASURE (MICHIGAN UNIFIED KEYING SYSTEM) P=PERMANENT T=TEMPORARY | | 6 |
| IRON FOUND / IRON SET | ● | ○ |
| CONCRETE MONUMENT | ⊙ | |
| GOVERNMENT CORNER | | |
| NAIL FOUND / NAIL SET | ▲ | △ |
| RECORD / MEASURED | (R) | (M) |
| FENCE | | |
| WOOD STAKE | □ | |

## PROJECT DATA:

Owner: City of Charlevoix
Address: 210 State St.
Charlevoix, MI 49720
Developer: Northern Homes Community Dev. Corp.
Address: 1048 East Main St.
Boyne City, MI 49712

## SITE DATA:

Location: 1522 Bridge St.
Charlevoix, MI 49720
Tax ID: 15-052-234-033-10
Zoning District: GC - General Commercial

## SETBACKS:

FRONT = 15'
SIDE = 10'/15'
REAR = 25'

(3 WORKING DAYS) BEFORE YOU DIG CALL MISS DIG 800-482-7171 (TOLL FREE)

## PLAN INDEX


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


STATE OF MICHIGAN
DUSTIN M. CHRISTENSEN
LANDSCAPE ARCHITECT
No. 3901001527
LICENSED LANDSCAPE ARCHITECT

# Pinebridge Place Townhomes

City of Charlevoix, Charlevoix County, Michigan


Mansfield 25 Year Anniversary 1999-2024
Land Use Consultants
830 Cottageview Dr. Suite 201
P.O. Box 4015
Traverse City, MI 49685
Phone: 231-946-9310
www.mauqps.com
info@mauqps.com


| REV# | DATE | DS | DRN | CHK | DESC |
|---|---|---|---|---|---|
| 01 | 08.13.24 | dmc | mmm | dmc | Original design |
| 02 | 09.30.24 | dmc | mmm | dmc | Site Plan Upadates |

PRELIMINARY

P.M.: DMC
DR.: MMM | CKD.: DMC | CREATED: 08.13.2024
JOB NO.: 24168

**C1.0**

Northern Homes
Pinebridge Place Townhomes
**COVER SHEET**
Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlevoix County, Michigan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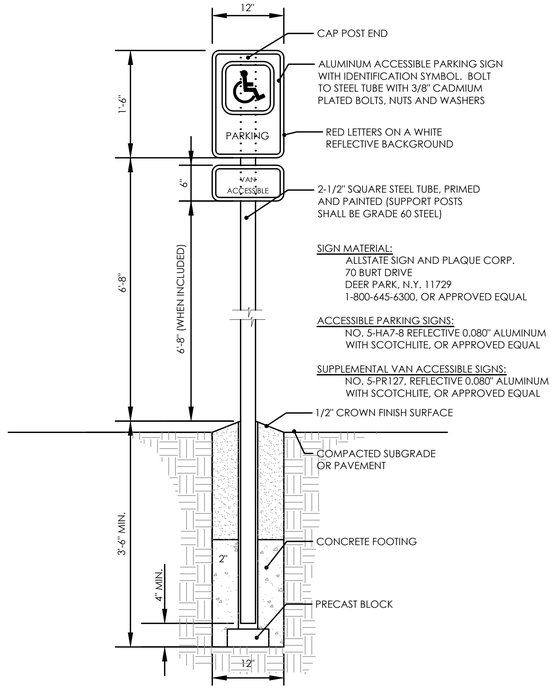
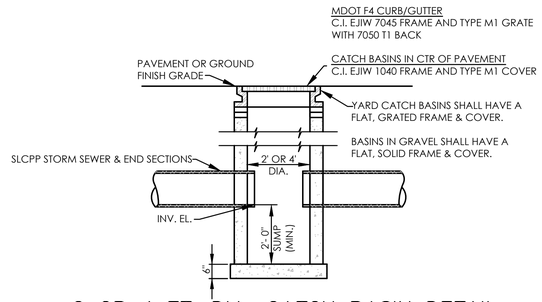


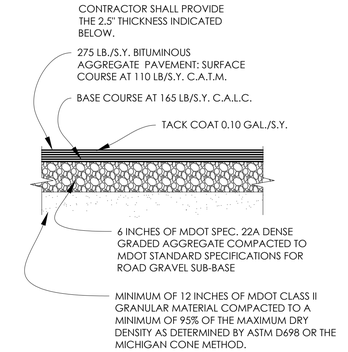

## BARRIER FREE PARKING SIGN DETAIL

NO SCALE



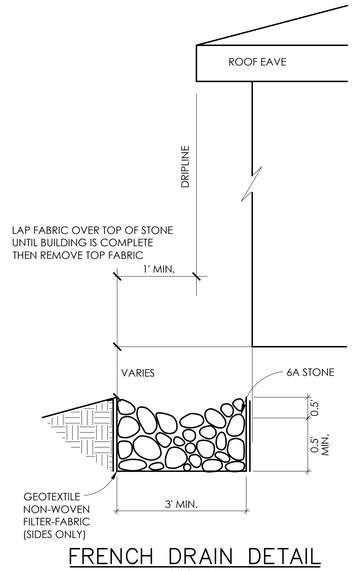

## 2 OR 4 FT. DIA. CATCH BASIN DETAIL

NO SCALE



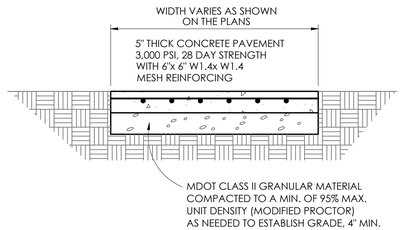

## PARKING / ASPHALT PAVING DETAIL

NO SCALE




## FRENCH DRAIN DETAIL

NO SCALE




NOTE: EXPANSION JOINTS SHALL BE PLACED AT ALL SPRING POINTS, PERMANENT STRUCTURES, AND AT A SPACING OF NOT MORE THAN 20 FEET. THE SIDEWALK SHALL BE DIVIDED INTO UNIT AREAS OF NOT MORE THAN 36 SQUARE FEET BY MEANS OF CUT JOINTS (WPJ). INSOFAR AS POSSIBLE, UNIT AREAS SHALL BE PERPENDICULAR AND NOT LESS THAN 16 SQUARE FEET.

## CONCRETE WALK DETAIL

NO SCALE


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

Mansfield 25 Year Anniversary 1999-2024
Land Use Consultants


| REV# | DATE | DES | DRN | CHK | DESC |
|---|---|---|---|---|---|
| 01 | 08.13.24 | dmc | mmm | dmc | Original design |
| 02 | 09.03.24 | dmc | mmm | dmc | Site Plan Updates |

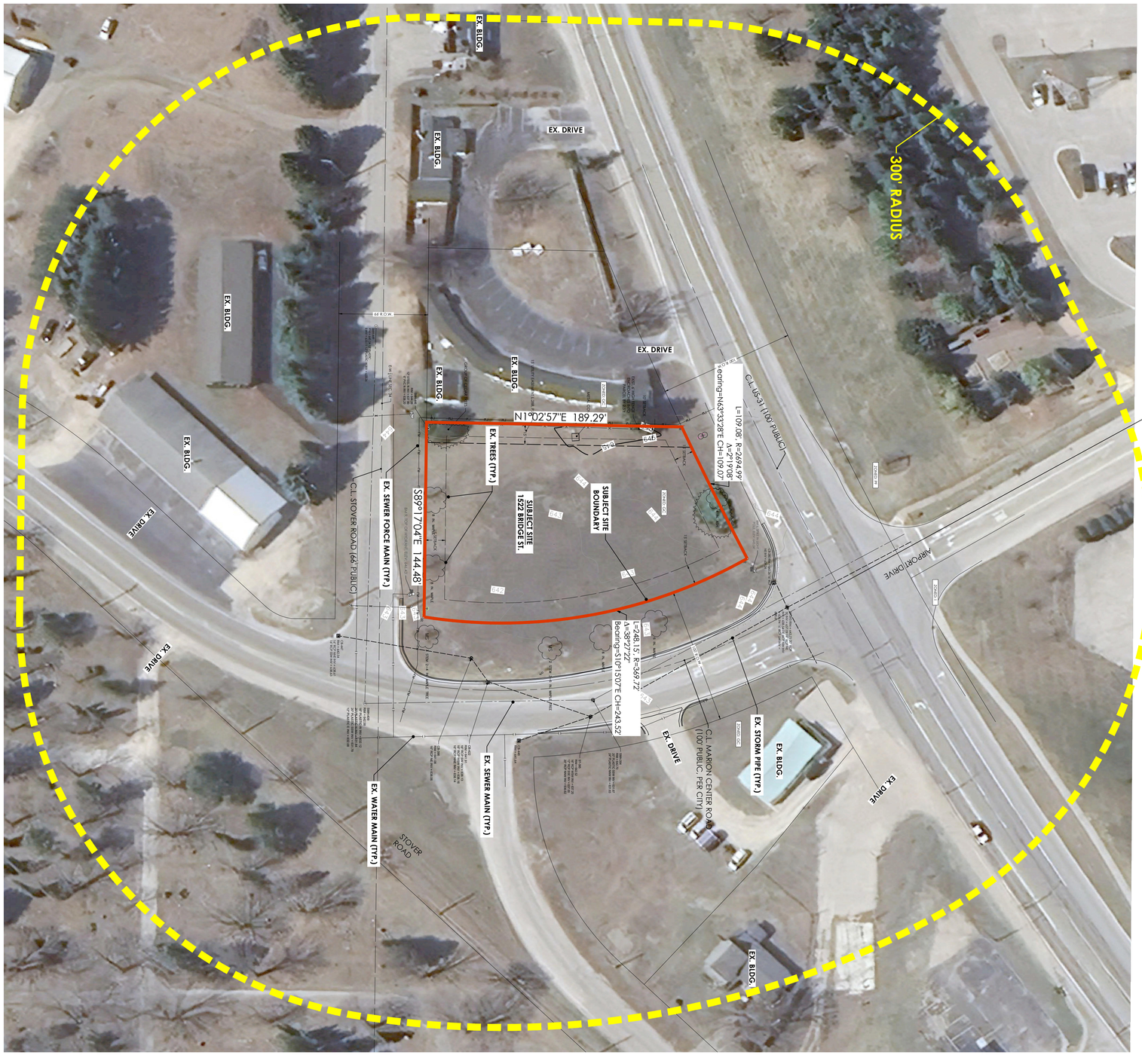
Northern Homes
Pinebridge Place Townhomes
**SITE DETAILS**
Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlivoix County, Michigan

PRELIMINARY

P.M.: DMC
DR.: MMM | CKD.: DMC | CREATED: 08.13.2024
JOB NO.: 24168

**C1.1**

C:\Users\dusty\AppData\Local\Temp\AcPublish_13568\24168 plan02.dwg [C1.1 DWL.STD] Sep 04, 2024 2:39pm Dusty




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

GRAPHIC SCALE: 1 inch = 40 feet

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

| REV# | DATE | DES | DRN | CHK | DESC |
|---|---|---|---|---|---|
| 01 | 08-13-24 | dmc | mmm | dmc | Original design |
| 02 | 09-03-24 | dmc | mmm | dmc | Site Plan Updates |

PRELIMINARY

| APP'D | DATE |
|---|---|
| DMC | 08.13.2024 |

JOB NO. 24168

SHEET NO. C2.0

Mansfield Land Use Consultants
25 Year Anniversary 1999-2024
830 Cottageview Dr.
Suite 201
P.O. Box 4015
Traverse City, MI 49685
Phone: 231-946-9310
www.maaeps.com
info@maaeps.com

ZONED: PF

C.L. US-31 (100' PUBLIC)

100' R.O.W.

ST-393 RIM = 643.71 20" RCP SE INV = 637.09 16" RCP NE INV = 638.54 24" RCP NW INV = 636.94 16" RCP SW INV = 638.61

CB-280 RIM = 643.26 16" RCP NE INV = 639.24

BM 6, SPIKE IN LIGHT POLE, ELEV: 645.24'

L=109.08', R=2694.99'
Δ=2°19'08"
Bearing=N63°33'28"E CH=109.07'

6 IN. ASH

ZONED: GC

C.L. MARION CENTER ROAD
(100' PUBLIC, PER CITY)

100' R.O.W.

15' SETBACK

15' SETBACK

ZONED: GC

10' SETBACK

EXIST. 6' HIGH FENCE ENCROACHES INTO PARCEL BY 2.5±

ZONED: GC

METAL COVER

REMOVE AND FILL EXISTING UTILITY PIT

N1°02'57"E 189.29'

15' UTILITY EASEMENT L.288, P.84

15'

GROUP OF CEDAR TREES

6 IN. MAPLE

L=248.15', R=369.72'
Δ=38°27'22"
Bearing=S10°15'07"E CH=243.52'

6 IN. MAPLE

REMOVE EXISTING STRUCTURES, TREES AND VEGETATION WITHIN HATCHED AREA

MS 2 STEM 3-6 IN. MAPLE TREE

SMH-394
RIM = 642.70
20" PLASTIC SSW INV = 631.67
24" PLASTIC NNW INV = 631.63

ST-395
RIM = 642.52
16" RCP WSW INV = 637.20
12" RCP SSE INV = 637.00
20" RCP NNW INV = 636.62

CB-448
RIM = 641.64

CB-422
RIM = 641.91
16" RCP SW INV = 638.13
16" RCP WSW INV = 638.16
16" RCP NNE INV = 638.14

CB-396
RIM = 641.08
16" RCP NE INV = 638.06

15' SETBACK

8 IN. MAPLE

8 IN. MAPLE

MS 3 STEM 2-4 IN. MAPLE TREE

S89°17'04"E 144.48'

SMH-446
RIM = 644.26
12" STEEL N INV = 637.90
6" PVC N INV = 638.20

BM 9, TOP OF HYDRANT, ELEV: 646.43'

E-W ¼ LINE SEC. 34

66' R.O.W.

SMH-449
RIM = 645.24 12" PLASTIC
E INV = 633.11 12" PLASTIC W INV = 633.26

C.L. STOVER ROAD (66' PUBLIC)

SMH-409
RIM = 642.58
16" PLASTIC W INV = 632.12
20" PLASTIC N INV = 631.84
20" PLASTIC SSW INV = 631.78
12" PLASTIC E INV = 632.08

CB-447
RIM = 642.54
16" RCP NNE INV = 638.61
16" RCP SSW INV = 638.63

REMOVE EXISTING ASPHALT IN AREA OF PROPOSED DRIVE APPROACH TO PROVIDE CLEAN BUTT JOINT

GRAPHIC SCALE: 1 inch = 20 feet
0 10 20 40 60


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

Mansfield 25 Year Anniversary 1999-2024
Land Use Consultants


| Rev# | DATE | DES | DRN | CHK | DESC |
|---|---|---|---|---|---|
| 01 | 08.13.24 | dmc | mmm | dmc | Original design |
| 02 | 09.03.24 | dmc | mmm | dmc | Site Plan Upgrades |

Northern Homes
Pinebridge Place Townhomes
**DEMOLITION PLAN**
Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlivoix County, Michigan

PRELIMINARY

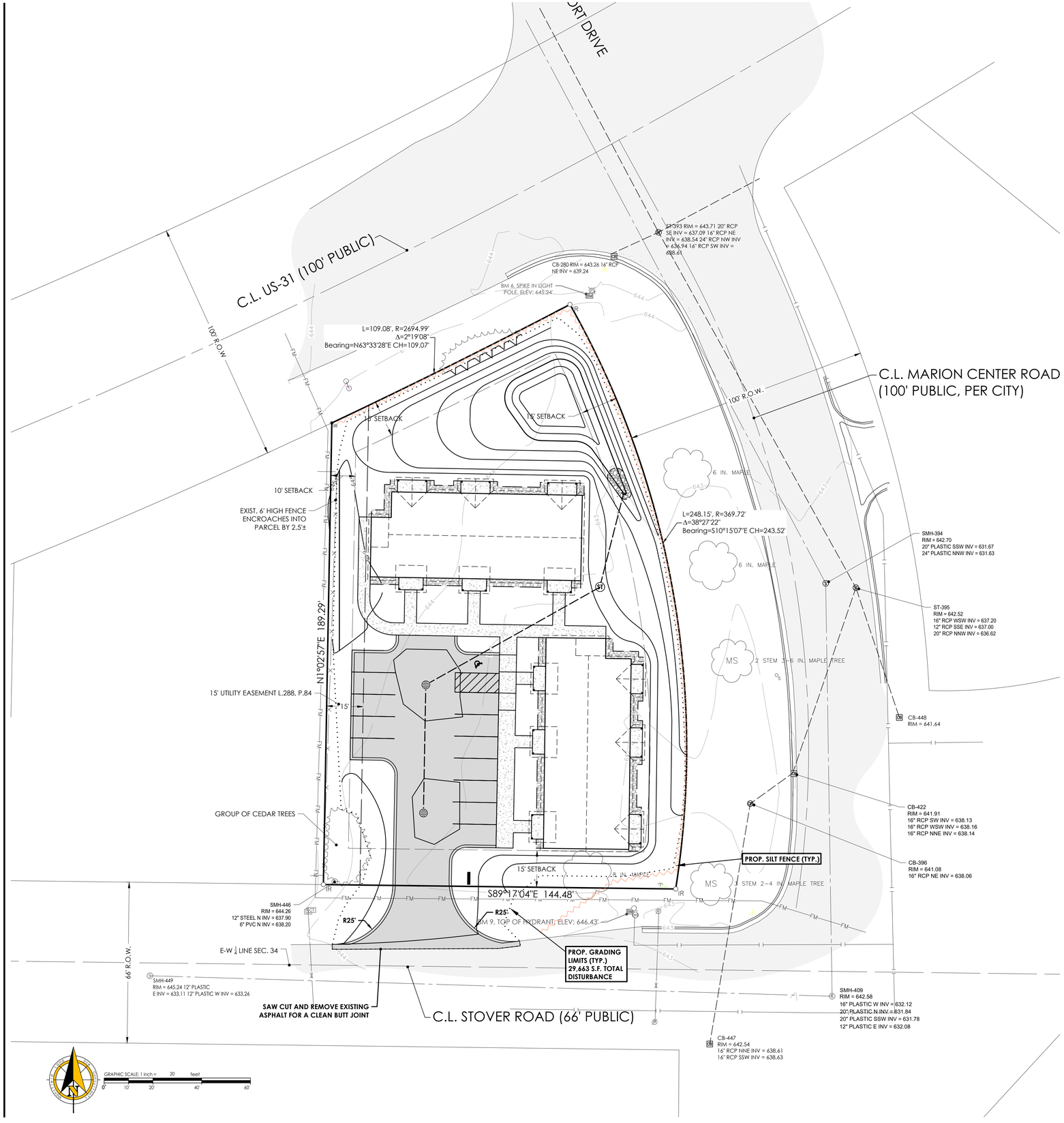
P.M.: DMC

DR.: MMM | CHD.: DMC | CREATED: 08.13.2024

JOB NO.: 24168

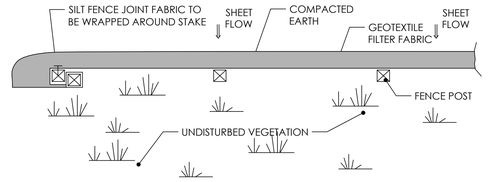
**C2.1**


C:\Users\cbutch\AppData\Local\Temp\AcPublish_13368\24168-plandp02.dwg [C2.1 DEMO] - Sep 04, 2024 2:39pm - Duffy

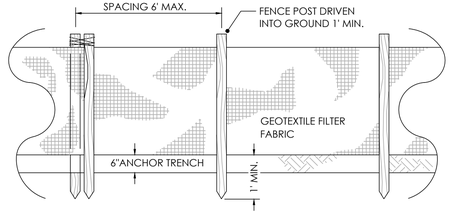



## CONSTRUCTION NOTES:

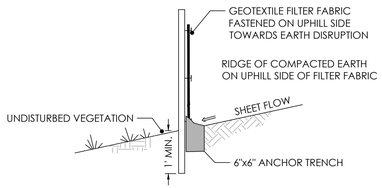
1. SILT FENCE SHALL BE INSTALLED BEFORE THE CONSTRUCTION BEGINS AND SHALL BE MAINTAINED THROUGHOUT THE PROJECT DURATION UNTIL PERMANENT VEGETATION IS ESTABLISHED AND THE SITE IS STABILIZED. THE CONTRACTOR MUST REMOVE THE SILT FENCE UPON COMPLETION.
2. ALL STUMPS AND UNDERGROUND ORGANIC MATERIAL SHALL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




PLAN VIEW




FRONT ELEVATION




SECTION VIEW

SILT FENCE DETAILS
NO SCALE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| REV# | DATE | DES | DRN | CHK | DESC |
|---|---|---|---|---|---|
| 01 | 08.13.24 | dmc | mmm | dmc | Original design |
| 02 | 09.03.24 | dmc | mmm | dmc | Site Plan Updates |

Northern Homes
Pinebridge Place Townhomes
**SOIL EROSION AND SEDIMENTATION CONTROL PLAN**
Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlivoix County, Michigan

PRELIMINARY

P.M.: DMC

DR.: MMM | CHD.: DMC | CREATED: 08.13.2024

JOB NO.: 24168

**C3.0**

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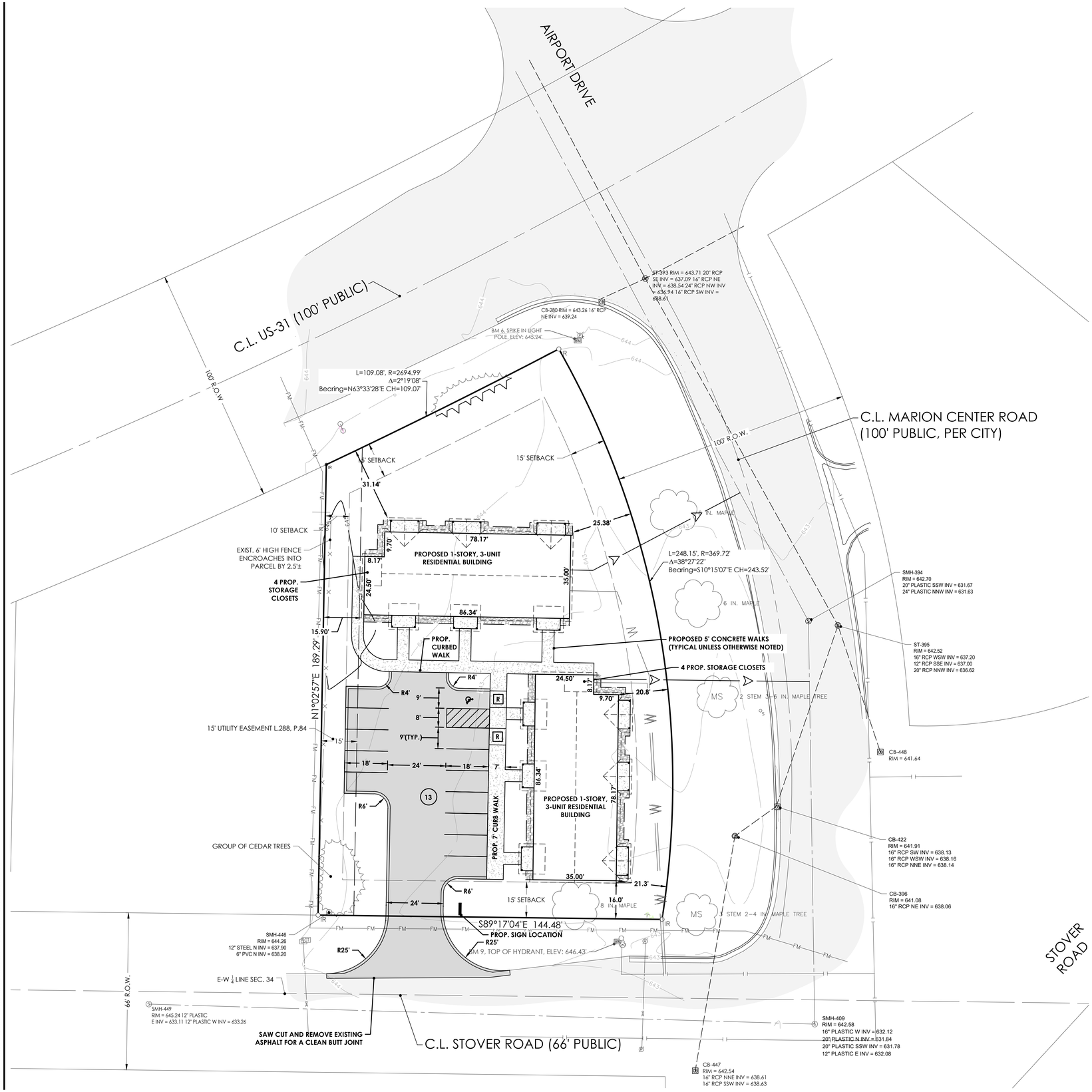


| | |
|---|---|
| PARCEL ID: | 15-052-234-033-10 |
| PARCEL ADDRESS: | 1522 BRIDGE STREET |
| DESCRIPTION: | A PARCEL OF LAND ON PART OF SECTION 34, TOWN 34 NORTH, RANGE 8 WEST, CITY OF CHARLIVOIX, CHARLIVOIX COUNTY, MICHIGAN, BEING DESCRIBED AS: COMMENCING AT THE EAST 1/4 CORNER OF SAID SECTION 34 , THENCE NORTH 89 ° 17 MINUTES 4 SECONDS WEST, 986.17 FEET ALONG THE EAST WEST 1/4 LINE OF SAID SECTION 34 ; THENCE NORTH 1 ° 2 MINUTES 57 SECONDS EAST, 33.00 FEET TO THE NORTH RIGHT OF WAY OF STOVER ROAD AND THE POINT OF BEGINNING; THENCE CONTINUING NORTH 1 ° 2 MINUTES 57 SECONDS EAST, 189.29 FEET TO THE SOUTH RIGHT OF WAY OF STATE HIGHWAY US-31; THENCE ALONG SAID RIGHT OF WAY 109.08 FEET ALONG A NON-TANGENT CURVE TO THE LEFT, SAID CURVE HAVING A RADIUS OF 2694.99 FEET AND A CHORD OF 109.07 FEET BEARING NORTH 63 ° 33 MINUTES 28 SECONDS EAST TO THE WEST RIGHT OF WAY OF MARION CENTER ROAD; THENCE ALONG SAID RIGHT OF WAY 248.15 FEET ALONG A NON-TANGENT CURVE TO THE RIGHT, SAID CURVE HAVING A RADIUS OF 369.72 FEET AND A CHORD OF243.52 FEET BEARING SOUTH 10 ° 15 MINUTES 7 SECONDS EAST TO THE NORTH RIGHT OF WAY OF STOVER ROAD; THENCE NORTH 89° 17 MINUTES 4 SECONDS WEST, 144.48 FEET ALONG SAID RIGHT OF WAY TO THE POINT OF BEGINNING. |
| PARCEL AREA: | 0.68 ACRES GROSS |
| PROPERTY ZONED: | GC-GENERAL COMMERCIAL |
| SETBACK FRONT: | 15' |
| SETBACK SIDE: | 10' |
| SETBACK SIDE STREET: | 15' |
| SETBACK REAR: | 25' |
| MAX. LOT COVERAGE: | N/A |

## PROJECT DESCRIPTION:

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

## NOTES:

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

## LEGEND:

R A.D.A. SIDEWALK RAMP

GRAPHIC SCALE: 1 inch = 20 feet (0, 10', 20', 40', 60')

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


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| 02 | 09-03-24 | dmc | mmm | dmc | Site Plan Updates |

BBC

Northern Homes
Pinebridge Place Townhomes
**SITE AND DIMENSION PLAN**
Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlivoix County, Michigan

PRELIMINARY

| P.M.: | |
|---|---|
| DMC | |

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

JOB NO.: 24168

**C4.0**

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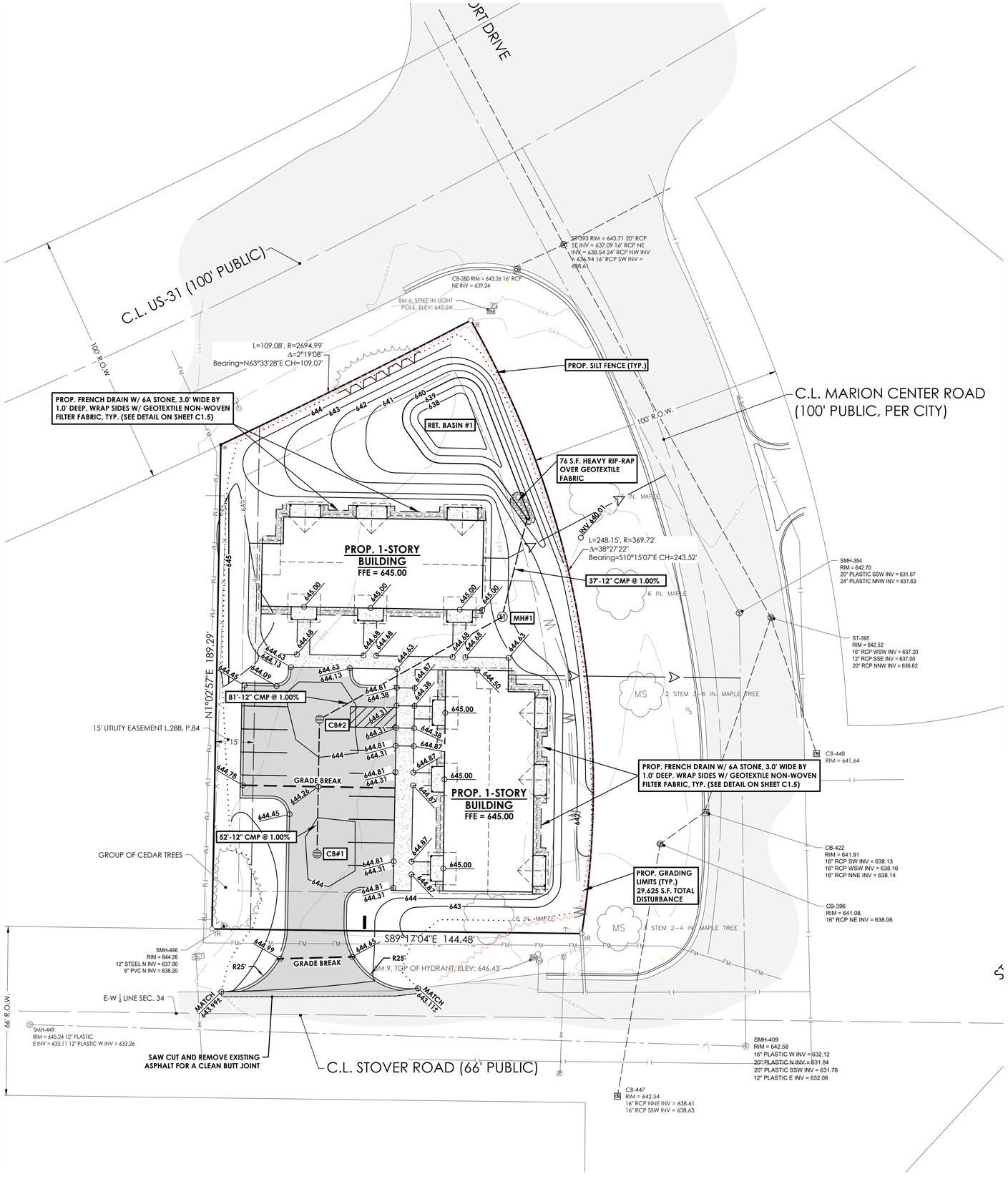


## GENERAL CONSTRUCTION NOTES - GRADING:

1. FINAL GRADING SHALL PROVIDE POSITIVE DRAINAGE ACROSS THE ENTIRE SITE, EXCEPT AT BUILDING ENTRANCES AND CONCRETE APPROACH SLABS, THE GRADE ADJACENT TO THE BUILDING FOOTPRINT SHALL BE 6" BELOW THE FIRST FLOOR ELEVATION. AT BUILDING ENTRANCES AND CONCRETE APPROACH SLABS, THE GRADE SHOULD BE 3/4" BELOW THE FIRST FLOOR ELEVATION.
2. RESTORATION SHALL INCLUDE FURNISHING AND PLACING 4" OF TOPSOIL AND HYDRO-SEEDING TO THE EXTENTS OF THE DISTURBED AREAS ON THE SITE. MULCH BLANKET IS REQUIRED WHERE SLOPES ARE 3:1 OR GREATER.
3. THE FINAL GRADES ADJACENT TO ALL SIDEWALK APRONS SHALL MATCH THE TOP OF CONCRETE WITH NO STEP DOWN.
4. THE CONSTRUCTED PARKING LOT HMA, CONCRETE SIDEWALKS AND SIDEWALK RAMPS SHALL MEET A.D.A. GUIDELINES FOR MAXIMUM SLOPE, LANDINGS, RAILINGS, DETECTABLE WARNING PLATES, ETC.
5. ALL STORM SEWER PIPES 24" DIAMETER OR LESS REQUIRE RESILIENT CONNECTORS AT STRUCTURES.
6. AFTER INSTALLATION OF THE PROPOSED STORM SEWER INLETS, PLACE FILTER FABRIC UNDER EACH COVER TO PREVENT SOIL AND DEBRIS FROM ENTERING THE UNDERGROUND STORM WATER STORAGE SYSTEM. MAINTAIN REGULARLY.
7. CONTRACTOR RESPONSIBLE FOR ENSURING POSITIVE DRAINAGE AWAY FROM ALL STRUCTURES.

## STORM WATER CALCULATIONS:

**BUILDING ROOF STORM WATER CALCULATIONS**

NORTH BUILDING

| | |
|---|---|
| ROOF AREA: | 3,624 S.F. |
| 25-YEAR, 24-HOUR EVENT: | 3.89" |
| STORAGE VOLUME REQUIRED: | ***1,174.78 C.F.*** |
| STONE BED AREA: | 388 S.F. |
| STONE BED DEPTH: | 1 FT. |
| VOID PERCENTAGE: | 40% |
| STONE BED STORAGE VOL.: | 155.20 C.F. |
| INFILTRATION RATE: | 1.98 IN./HR. |
| INFILTRATION AREA: | 388 S.F. |
| INFILTRATION DURATION: | 24 HR. |
| INFILTRATION VOLUME: | 1,536.48 C.F. |

TOTAL STORM WATER CONTROL VOLUME PROVIDED (STORAGE VOL. + INFILTRATION VOL.): ***1,691.68 C.F.***

SOUTH BUILDING

| | |
|---|---|
| ROOF AREA: | 3,624 S.F. |
| 25-YEAR, 24-HOUR EVENT: | 3.89" |
| STORAGE VOLUME REQUIRED: | ***1,174.78 C.F.*** |
| STONE BED AREA: | 388 S.F. |
| STONE BED DEPTH: | 1 FT. |
| VOID PERCENTAGE: | 40% |
| STONE BED STORAGE VOL.: | 155.20 C.F. |
| INFILTRATION RATE: | 1.98 IN./HR. |
| INFILTRATION AREA: | 388 S.F. |
| INFILTRATION DURATION: | 24 HR. |
| INFILTRATION VOLUME: | 1,536.48 C.F. |

TOTAL STORM WATER CONTROL VOLUME PROVIDED (STORAGE VOL. + INFILTRATION VOL.): ***1,691.68 C.F.***

**PROPOSED PAVEMENT STORM WATER CALCULATIONS**

| | |
|---|---|
| IMPERVIOUS SURFACE AREA (PARKING, DRIVES, WALKS, ETC.): | 7,272 S.F. |
| 25-YEAR, 24-HOUR EVENT: | 3.89" |
| STORAGE VOLUME REQUIRED: | ***2,357.34 C.F.*** |
| BASIN #1 AREA (TOP) | 1,087 S.F. |
| BASIN #1 DEPTH: | 2 FT. |
| BASIN #1 STORAGE VOLUME: | 1,377 C.F. |
| INFILTRATION RATE: | 1.98 IN./HR. |
| INFILTRATION AREA (BASIN BOTTOM): | 386.5 S.F. |
| INFILTRATION DURATION: | 24 HR. |
| INFILTRATION VOLUME: | 1,530.54 C.F. |

TOTAL STORM WATER CONTROL VOLUME PROVIDED (STORAGE VOL. + INFILTRATION VOL.): ***2,907.54 C.F.***

NOTE: CITY STORM WATER CONTROL ORDINANCE REQUIRES STORAGE OF DIFFERENCE BETWEEN PREDEVELOPMENT VOLUME AND POST-DEVELOPMENT VOLUME OF A 25-YEAR, 24-HOUR STORM. PROPOSED STORM WATER CONTROL SYSTEM STORES VOLUME OF A 25-YEAR, 24-HOUR STORM WITHOUT DEDUCTING ANY VOLUME FOR PREDEVELOPMENT CONDITIONS.

## STORM STRUCTURE SCHEDULE

| |
|---|
| **STM CB#1 (2'Ø)**<br>**RIM = 643.73±**<br>**12"Ø N = 641.73±** |
| **STM CB#2 (4'Ø)**<br>**RIM = 643.70±**<br>**12"Ø S = 641.20±**<br>**12"Ø NE = 641.20±** |
| **STM MH#1 (4'Ø)**<br>**RIM = 643.85±**<br>**12"Ø SW = 640.38±**<br>**12"Ø NE = 640.38±** |

GRAPHIC SCALE: 1 inch = 20 feet


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| 01 | 08-13-24 | dmc | mmm | dmc | Original design |
| 02 | 09-03-24 | dmc | mmm | dmc | Site Plan Updates |

DRC

Northern Homes
Pinebridge Place Townhomes
**GRADING AND STORM PLAN**
Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlivoix County, Michigan

PRELIMINARY

P.M.: DMC

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

JOB NO.: 24168

**C5.0**



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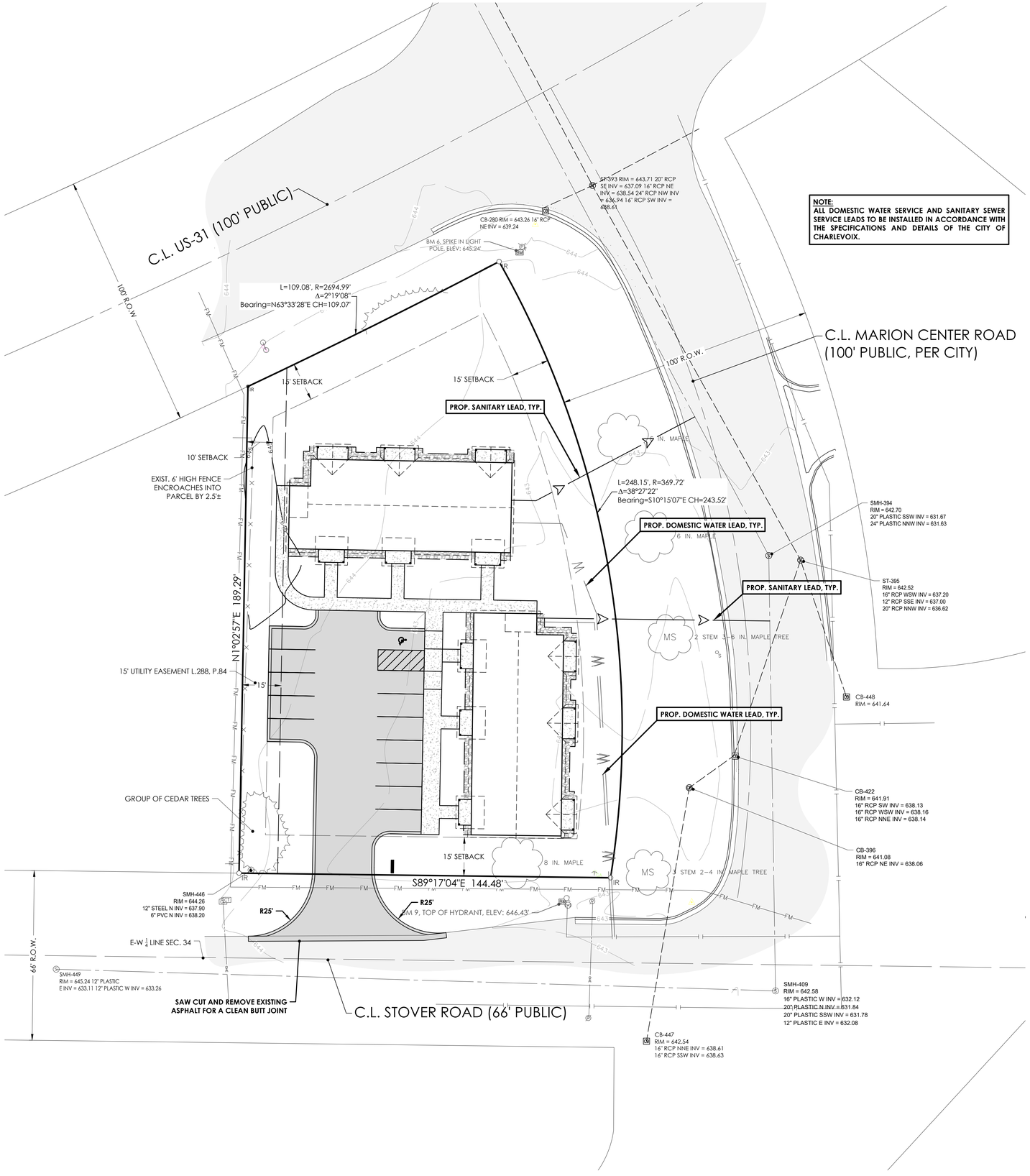


**NOTE:**
**ALL DOMESTIC WATER SERVICE AND SANITARY SEWER SERVICE LEADS TO BE INSTALLED IN ACCORDANCE WITH THE SPECIFICATIONS AND DETAILS OF THE CITY OF CHARLEVOIX.**

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

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

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

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

GRAPHIC SCALE: 1 inch = 20 feet
0 10 20 40 60


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Northern Homes
Pinebridge Place Townhomes
**UTILITY PLAN**
Section 34, Town 34 North, Range 8 West
City of Charlevoix, Charlevoix County, Michigan

PRELIMINARY

P.M.: DMC
DR.: MMM | CKD.: DMC | CREATED: 08.13.2024
JOB NO.: 24168

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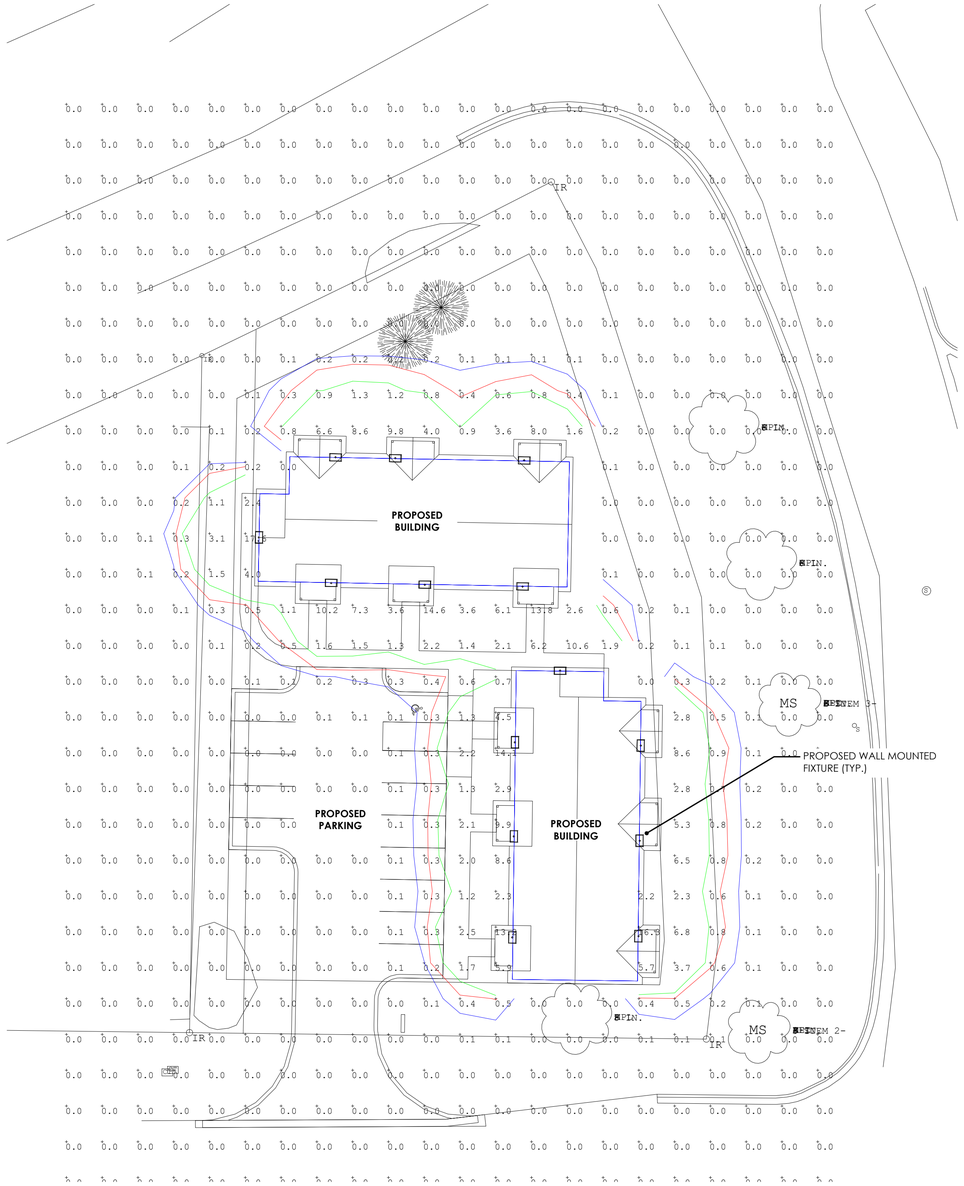


## NOTES:

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

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

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

**Luminaire Schedule**

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

# WST LED
## Architectural Wall Sconce

Buy American

Catalog Number
Notes
Type

Use the tab key or mouse over the page to see all interactive elements

### Specifications

**Luminaire**

**Height:** 8-1/2" (21.59 cm)
**Width:** 17" (43.18 cm)
**Depth:** 10-3/16" (25.9 cm)
**Weight:** 20 lbs (9.1 kg)

### Introduction

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

A+ Capable options indicated by this color background.

### Ordering Information

**EXAMPLE:** WST LED P1 40K VF MVOLT DDBTXD

| WST LED | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Series** | **Performance Package** | | **Color temperature** | | **Distribution** | | **Voltage** | | **Mounting** |
| WST LED | P1 1,500 Lumen package | | 27K 2700 K | | VF Visual comfort forward throw | | MVOLT[1] | 277[1] | **Shipped included** |
| | P2 3,000 Lumen package | | 30K 3000 K | | VW Visual comfort wide | | 120[1] | 347[1] | (blank) Surface mounting bracket |
| | P3 6,000 Lumen package | | 40K 4000 K | | | | 208[1] | 480[1] | PBBW Premium surface-mounted back box[A4] |
| | | | 50K 5000 K | | | | 240[1] | | **Shipped separately** |
| | | | | | | | | | BBW Surface-mounted back box[2] |

| Options | | | Finish (required) |
|---|---|---|---|
| NLTAIR2 PIR | nLIGHT AIR Wireless enabled motion/ambient sensor for 8'-15' mounting heights[3,A7] | E7WC Emergency battery backup, CA Title 20 Noncompliant (cold, 7W)[3,9] | DDBXD Dark bronze |
| NLTAIR2 PIRH | nLIGHT AIR Wireless enabled motion/ambient sensor for 15'-30' mounting heights[3,A7] | E7WHR Remote emergency battery backup, CA Title 20 Noncompliant (remote 7W)[3,10] | DBLXD Black |
| PE | Photoelectric cell, button type[4] | E20WH Emergency battery pack 18W constant power, Certified in CA Title 20 MAEDBS[3,7] | DNAXD Natural aluminum |
| PER | NEMA twist-lock receptacle only (controls ordered separate)[5] | E20WC Emergency battery pack -20°C 18W constant power, Certified in CA Title 20 MAEDBS[3,11] | DWHXD White |
| PERS | Five-wire receptacle only (controls ordered separate)[5] | E23WHR Remote emergency battery backup, CA Title 20 Noncompliant (remote 20W)[3,7,10] | DSSXD Sandstone |
| PER7 | Seven-wire receptacle only (controls ordered separate)[5] | LCE Left side conduit entry[8] | DDBTXD Textured dark bronze |
| PIR | Motion/Ambient Light Sensor, 8-15' mounting height[3,6] | RCE Right side conduit entry[8] | DBLBXD Textured black |
| PIRH1FC3V | Motion/ambient sensor, 8-15' mounting height, ambient sensor enabled at 1fc[3,6] | BAA Buy America(n) Act Compliant | DNATXD Textured natural aluminum |
| PIRHFC3V | Motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 1fc[3,6] | **Shipped separately** | DWHGXD Textured white |
| SF | Single fuse (120, 277, 347V)[3] | RBPW Retrofit back plate[3] | DSSTXD Textured sandstone |
| DF | Double fuse (208, 240, 480V)[3] | VG Vandal guard[8] | |
| DS | Dual switching[8] | WG Wire guard[8] | |
| DMG | 0-10V dimming extend out back of housing for external control (control ordered separate)[3] | | |
| E7WH | Emergency battery backup, Non CEC compliant (7W)[3] | | |

**See Accessories and Notes on next page.**


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|---|---|---|---|---|---|
| 01 | 08.13.24 | dmc | mmm | dmc | Original design |
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GRAPHIC SCALE: 1 inch = 20 feet
0' 10' 20' 40' 60'

NOTES:
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2. BOUNDARY AND SITE INFORMATION PERFORMED BY PROGRESSIVE NORTH LLC/DANIEL A. TOSCH R.A. ON 01-24-24, PROJECT NUMBER 24-105.

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

PRELIMINARY

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

1 OF 1

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**Progressive**
Progressive North L.L.C.
/ Daniel A. Tosch RA
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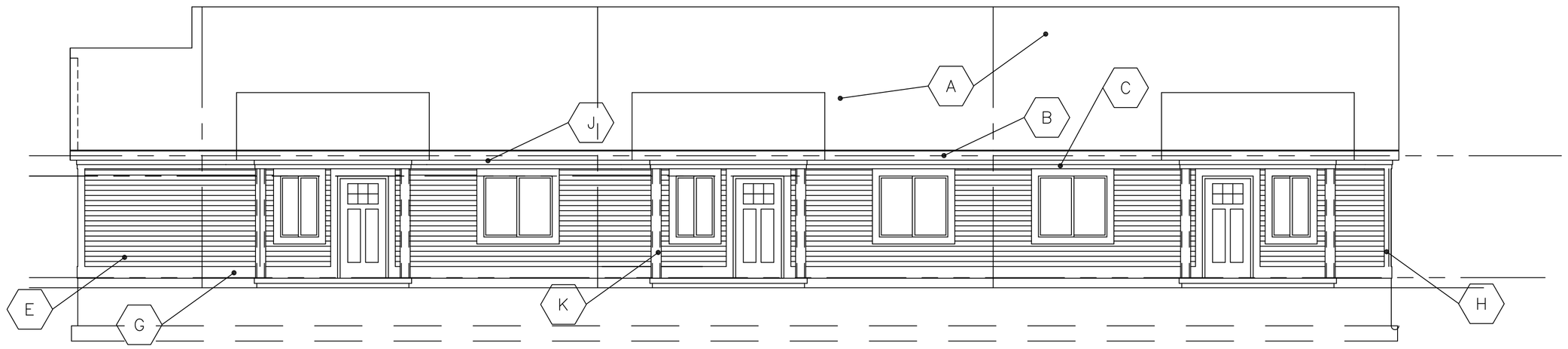
Web: www.progressivenorth.com

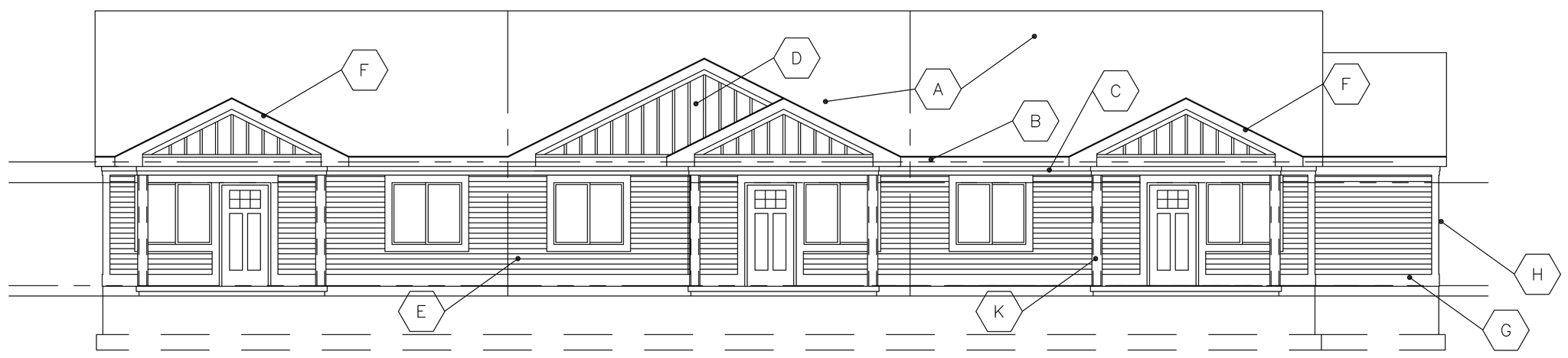





Preliminary Rear / Parking Lot Elevation
SCALE: 3/16" = 1'-0"

Preliminary Left Side Elevation
SCALE: 3/16" = 1'-0"

Preliminary Right Side Elevation
SCALE: 3/16" = 1'-0"




Preliminary Front / Road Elevation
SCALE: 3/16" = 1'-0"

MATERIAL LEGEND

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

Issued For:
REVIEW
03.24,24

REVISED / REVIEW
04.12.24

Developer:
Northern
Homes C.D.C.

Project:
Pinebridge
Place
Townhomes
CHARLEVOIX, MICHIGAN

Sheet Title:
Building
Elevations

Project Number: 24-105
Drawn: CI
Checked: PN
Date: 03.24.24
Sheet Number: A2

**Progressive**
Progressive North L.L.C.

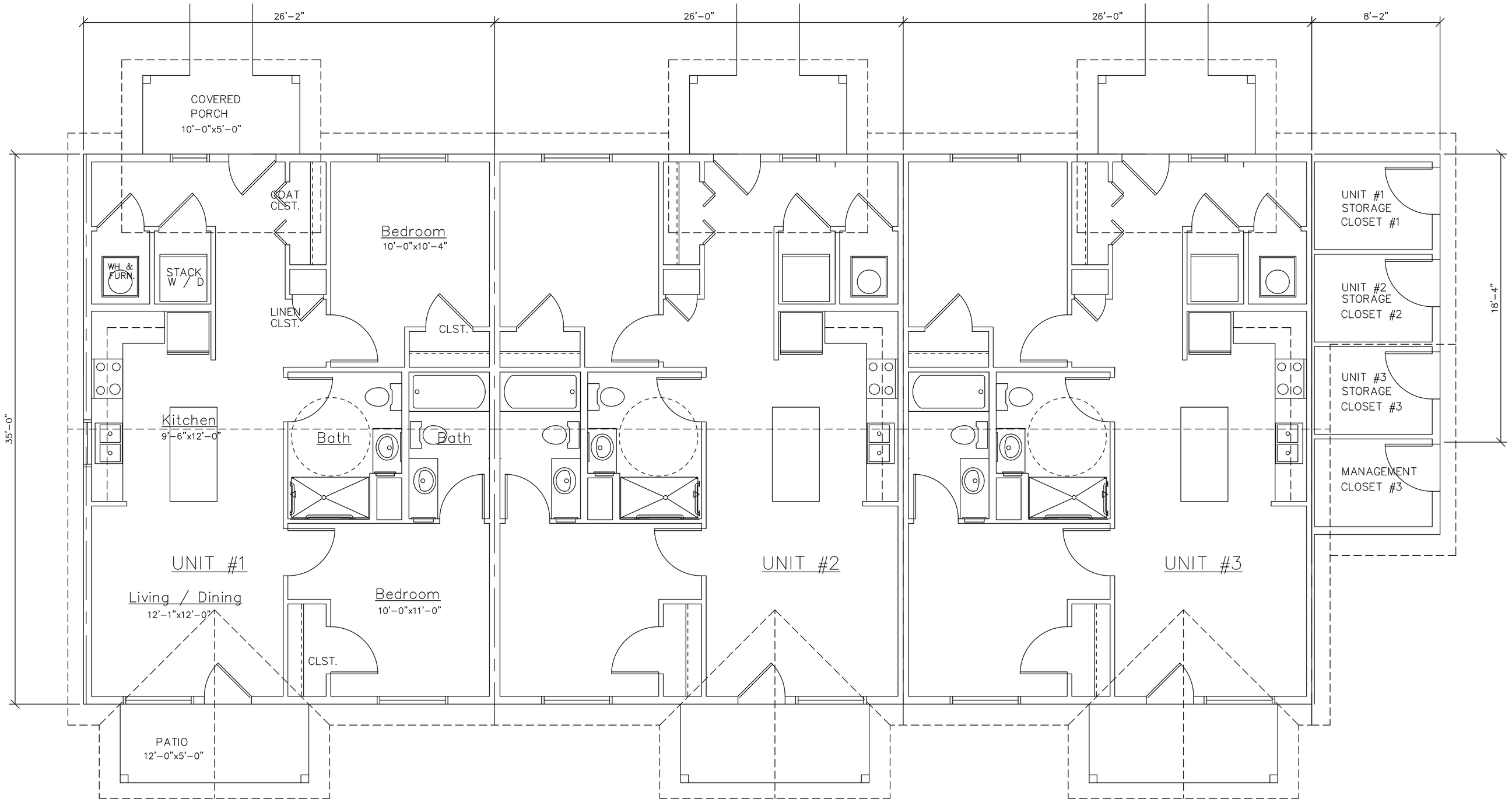
P.O. Box 545
Petoskey, MI. 49770
231 487-9290
Email:ciron@charter.net
Web: www.progressivenorth.com



Issued For:
REVIEW
01.24.24

REVISED / REVIEW
02.22.24

REVISED / REVIEW
04.12.24




TYPICAL (2) BDRM / (2) BATH
UNIT FLOOR PLAN

SCALE: 1/4" = 1'-0"
TYP. UNIT AREA: 910 GROSS SQ.FT.

Project:

Pinebridge
Place
Townhomes

CHARLEVOIX, MICHIGAN

Sheet Title:

Unit
Floor
Plan

Project Number: 24-105
Drawn: CI
Checked: PN
Date: 01.24.24
Sheet Number: A1

# REAL ESTATE SALES AGREEMENT

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

Legal Description per Survey-

A parcel of land on part of Section 34, T34N, R8W, City of Charlevoix, Charlevoix County, Michigan, being described as: Commencing at the East 1.4 corner of said Section 34, thence N89°17'04"W, 986.17' along the E-W 1/4 line of said Section 34; thence N01°02'57"E, 33.00' to the North right of way of Stover Road and the POINT OF BEGINNING; thence continuing N01°02'57" E, 189.29' to the South right of way of State Highway US-31; thence along said right of way 109.08' along a non-tangent curve to the left, said curve having a radius of 2694.99' and a chord of 109.07' bearing N63°33'28" E to the West right of way of Marion Center Road; thence along said right of way 248.15' along a non-tangent curve to the right, said curve having a radius of 369. 72' and a chord of 243.52' bearing S10°15'07" E to the North right of way of Stover Road; thence N89°17'04"W, 144.48' along said right of way to the Point of Beginning, containing 0.68 acres.

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

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

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

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

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

(a) Seller is not a "foreign person" as defined in Section 1445(f)(3) of the Internal Revenue Code of 1986 and regulations promulgated thereunder, and, if requested, Seller will furnish to Purchaser, at closing, an appropriate affidavit to this effect.

(b) All of the parties acknowledge that Seller is selling the Property in "AS IS" condition. Seller makes no warranties of any kind with respect to the property.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"*Purchaser*"

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

Date of Offer: July 15, 2024

By: Jane MacKenzie

Its: Executive Director

---

**SELLER'S ACCEPTANCE**

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

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

"***Seller***"
City of Charlevoix

Date of Acceptance: July 15, 2024

Mark Heydlauff, City Manager

::ODMA\MHODMA\Cheboygan;11011;1

CITY OF CHARLEVOIX

# PLANNING COMMISSION AGENDA ITEM

| | |
|---|---|
| **AGENDA TITLE:** | **Level B Site Plan Review 2024-4 SPR: 1522 Bridge Street** |
| **PUBLIC MEETING DATE:** | **November 11, 2024 6:00PM** |
| **EXHIBITS:** | **1. Site Plan Review application.**<br>**2. Site Plan provided by applicant.**<br>**3. Site Plan Review Report by Zoning Administrator**<br>**4. City of Charlevoix Zoning Ordinance.** |

## I. GENERAL INFORMATION:

**Applicant:** Northern Homes Community Development Corporation.

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

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

**Zoning:** General Commercial (GC)

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

**Project Site Size:** 29,621 Square feet

**Existing Land Use:** **U**ndeveloped

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

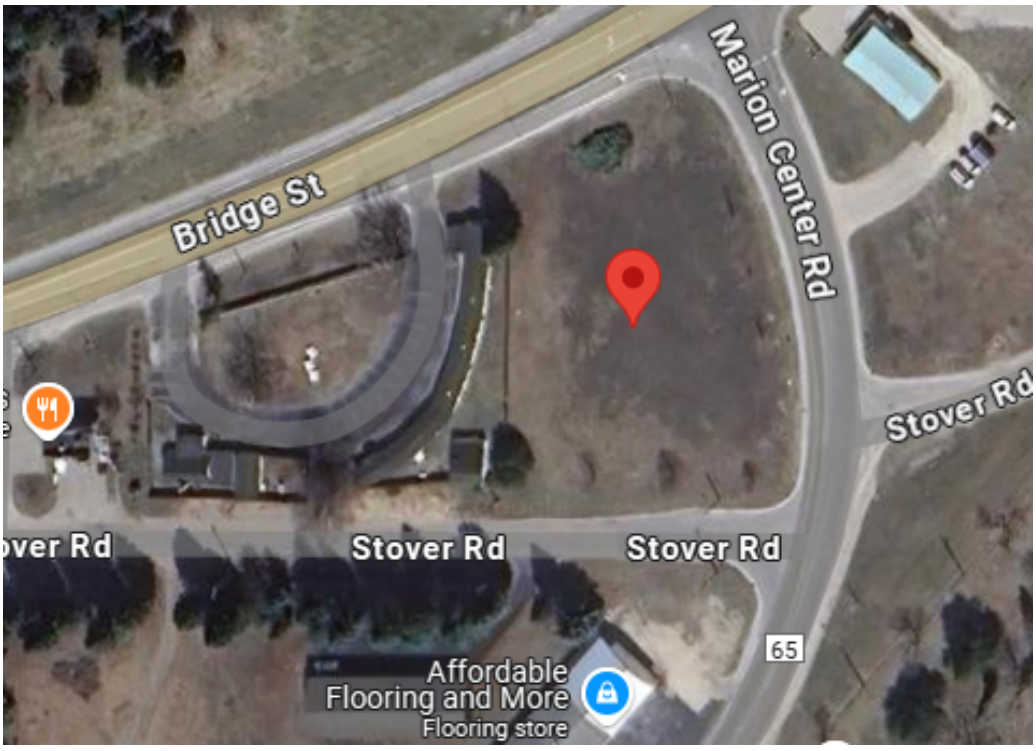
**Adjacent Zoning:** This parcel has streets on three sides. The only direct adjacent parcel is a General Commercial to the west. The other parcels across the streets are Public to the north and east, and Charlevoix Township Commercial Zoning on the south

## II. PROJECT DESCRIPTION/LOCATION:

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

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

Source: Charlevoix County Website Aerial photo 2016




Subject property Google Earth 2022

## III. MASTER PLAN CONSIDERATIONS:

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

**Key Characteristics:** The Community Mixed Use future land use community character area is largely located in the South US 31 Mixed Use Community Character Area. It is a high intensity area that is intended to support commercial, multiple family residential, and mixed use planned developments. A mix of uses and spaces generate day, evening, and night activity. Development shall focus on adapting existing uses, redevelopment of underutilized sites, and providing infill development where appropriate. The Community Mixed Use area's activity levels, building mass, and accessibility will be similar to that of the downtown area. Sidewalks as part of a pedestrian-friendly street network and shared open spaces shall provide access throughout and promote community connections.
**Building and Site Design**: A mix of building types should be allowed in the Community Mixed Use area while mixed use, multi-story buildings are the preferred development type. New and infill development should be harmonious with existing land use patterns while maximizing site potential. S

## IV. SITE PLAN REQUIREMENTS:

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

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

# Submittal Requirements

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

## Table 153.234: Required Site Plan Content

| Required Information | Level "B" |
|---|---|
| **General Information** | |
| Date, north arrow and scale | X |
| Name and firm address of the professional individual responsible for preparing the site plan | X |
| Name and address of the property owner or petitioner | X |

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

## Existing Conditions

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

## Proposed Development

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

## Engineering

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

## Building Details

| | |
|---|---|
| Typical elevation views of all sides of each building | X |
| Gross and usable floor area | X |
| Elevation views of building additions | NA |
| Building height | X |

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

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

## Area, Height and Placement Requirements

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

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

Charlevoix County Building Department will review submitted Drainage Plan

## Traffic Circulation

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

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

(c) Walkways from parking areas to building entrances.

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

*Plan shows walkway from parking to the main entrances.*

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

*Meets standard*

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

*N/A Residential*

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

*N/A Residential*

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

*N/A Residential*

## Stormwater

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

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

## Snow Storage

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

## Landscaping

*Existing trees to remain are shown on the plan*

(H) *Parking lot landscaping.*
(1) A parking lot containing more than ten spaces shall be screened as follows:
(a) Along any right-of-way or residential property line by a continuous two and one-half to three-foot tall screen; and
(b) The screen shall consist of landscaping, berms, a screen wall or any combination of these elements.
(2) To provide shade and to break up the visual appearance of large paved areas, parking lots with more than ten spaces shall be landscaped based on the following requirements.
(a) One canopy tree for every 12 parking spaces shall be provided within a parking lot island or peninsula.

## Screening

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

## Lighting

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

## Utility Service

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

## Exterior uses

*Plan shows no exterior uses. Mechanical equipment is proposed to be located inside the building. Rolling totes will be used and stored within the storage closet with doors to the outside.*

## Emergency Access

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

## Water and Sewer

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

## Signs

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

## 153.171 Landscaping

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

## 153.173 Trash Receptacles

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

## 153.173 Mechanical Equipment

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

## 153.187 Parking Requirements and Limitations

***Table 153.187: Parking and Access Requirements by Use***

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

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

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

## V. SITE PLAN REVIEW:

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

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

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

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

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

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

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

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

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

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

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

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

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

## VI. CONDITIONS OF APPROVAL

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

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

Conditions imposed shall be based on the following criteria:

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

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

**Planning Commission Recommendation to City Council: (choose one)**

A. **Approve** Project 2024-4 SPA **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235

B. **Approve** Project 2024-4 SPA **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.235

C. **Deny** Project 2024-4 SPA based on specific findings of fact that prove the project does not meet the review standards in Section 153.235

D. **Table** the decision on Project 2024-4 SPA. (Usually, this option is only used when additional information is needed to assist the Planning Commission in making the decision.

# Charlevoix Shade Tree & Parks Commission

## New Business

**Title:** Tree Maintenance and Planting for 2025
**Date:** March 13, 2025

**Presented By:**

**Background:**

**Recommendation:**

**Attachments:**
None

# Charlevoix Shade Tree & Parks Commission

## New Business

**Title:** Invasive Plants
**Date:** March 13, 2025

**Presented By:**

**Background:**

**Recommendation:**

**Attachments:**
None