



**Agenda**  
**City of Charlevoix Planning Commission Regular Meeting**  
**Monday, April 14, 2025 - 6:00 PM**  
**Council Chambers, 210 State Street, Charlevoix, MI**

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- 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 Planning Commission Meeting Minutes for March 10, 2025
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
  - 1. Presentation by Zachary Sompels, Housing North, Population Dynamics & Housing.
- H. Old Business**
  - 1. 153.171 Landscaping
  - 2. Section 153.145 Fences and Walls
- I. Staff Updates**
  - 1. Zoning Administrator Report March 2025
- J. Requests For Next Months Agenda or Research Items**
- K. Adjournment by 8:00 p.m. unless extended by a motion**

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**City of Charlevoix**  
**Planning Commission Regular Meeting Minutes**  
**Monday, March 10, 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 Chamberlain, seconded by Member Boehmer to approve the agenda as presented.

**Motion carried by unanimous voice vote.**

**E. Approval of the Minutes**

1. Approval of Draft Minutes January 13, 2025

Member Boehmer stated in the minutes the Commission discussed the Accessory Building Height changes. Member Boehmer stated the minutes didn't reflect everything that was discussed before the vote. Member Boehmer referenced page 129 from the packet and stated the Commission's discussion included 20' from the edge of an alleyway and that they had added some new language, but she did not see that in their motion. Director Scheel stated that the motion stated "with changes as discussed" but that it would be good to have those changes included in the minutes.

Motion by Member Felter, seconded by Member Boehmer to approve the minutes of January 13, 2025, with the request for changes to Item H-1., 153.116 Accessory Buildings/Height.

**Motion carried by unanimous voice vote.**

**F. Call for Public Comment Not Related to Agenda Items**

**G. New Business**

1. 153.171 Landscaping

Director Scheel explained the changes he recommended and those potential changes for the Commission to discuss.

The following changes the Commission concurred to are as follows:

- Change the references from Planning Commission to Zoning Administrator as highlighted in (B)(1); (B), (11), (12) & (13);
- (C)(9)(c) 2 - delete "2. A screen wall or fence shall be located at least two feet from the property line."
- Eliminate (C)(9)(c) 4.
- Chair Muladore referenced (B)(4) "All plants shall be hardy per climatic conditions in the City", and asked if there was a list of plants available to include with this language as a reference and Mr. Scheel stated he would do some research.
- Chair Muladore referenced (B)(6) "The overall landscape plan shall not contain more than 25% of any one plant species." Mr. Scheel stated he would look at the language for possible changes for the next meeting.
- (E)(1)(a) to read: "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."
- (E)(1)(b): "Trees shall meet Residential Guidelines except where site conditions warrant otherwise."
- (E)(2): Mr. Scheel stated he did not know where the 4,500 sq. ft. reference came from for a canopy tree. Mr. Scheel stated the average residential lot size was 6,000 sq. ft. and they had a 50% lot coverage of permeable surfaces. Mr. Scheel stated that a 60' x 100' lot would require three trees, and he stated that more density on a multi-family lot would be needed. Mr. Scheel stated he would do further research.
- (E)(3): Director Scheel stated he would go out in the field and look at how this regulation has been applied, i.e. May Street development.
- (F) Non-residential and mixed-use districts and non-residential uses in residential districts. After discussion, staff will look to re-write (F)(a) and add a definition for "evergreen".
- (G) Outdoor storage areas - instead of being repetitive and contradictory, the language will read, "The buffer area shall meet 153.153 Outdoor Storage."
- (H)(2)(b): No changes to the proposed language in subsections 1. and 4. to read as follows:
  - 1. All islands and peninsulas shall be protected by raised curbs; 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.
  - 4. Trees shall be planted at least centered on islands from the edge of the curb or pavement.
- (I) "Fencing, screening and walls." Mr. Scheel stated the special land use screening is going to be very important, and screening specifications were included in Section 153.173, so the language could be removed from this section.
- (K)(2): Changed to read: "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, shall be replaced in accordance with Shade Tree & Park Commission requirements.

Director Scheel stated he would make the changes and bring the language back to the

Commission at the next meeting.

## **H. Old Business**

### **1. Annual Report**

Director Scheel stated he prepared the Annual Report with input from the Commission. Member Chamberlain stated he sent an email regarding the training he attended and Mr. Scheel stated he would add the information to the report. Member Boehmer asked Mr. Scheel to look at the formatting on page 22 of the report.

Motion by Member Boehmer, seconded by Member Chamberlain to send the Annual Report to City Council as amended.

**Motion carried by unanimous voice vote.**

## **I. Staff Updates**

### **1. Zoning Administrator's Report January 2025**

Member Chamberlain stated Charlevoix Township did have to do a site plan review for Walstrom Marine for a substantial addition and also the old American Mobile property is in the process of being sold.

Director Scheel stated he was working on the Redevelopment Ready Community Program requirements. Mr. Scheel reported the licensing, permitting, and enforcement software is online and live.

Mr. Scheel stated the Historic Commission's National Nomination for Downtown Charlevoix was approved. The nomination does not add more regulations to the properties, but it does allow any private landowners be eligible for potential grants.

Director Scheel stated he sent the Networks Northwest Report to Charlevoix Township and requested a joint meeting, but he has not heard back from them.

Discussion followed regarding a request from Zach Sompels of Housing North to present a Housing Report to the Commission. The Commission concurred to ask Mr. Sompels in his presentation not to fall back to general numbers and to be more specific to the City and Township of Charlevoix.

Member Boehmer stated if a Commission Member was not going to be at a meeting, she asked that they notify Mr. Scheel or Chair Muladore.

Member Boehmer stated she would like to see the recycling services improve in the City. Director Scheel stated he was just added to the County's Material Handling Committee, which is about recycling, and their first meeting is set for late March.

## **J. Requests For Next Months Agenda or Research Items**

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

The meeting was adjourned by Chair Muladore at 7:35 p.m.

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Sarah J. Dvoracek/fgm      City Clerk

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Jennifer Muladore      Chair

# Charlevoix Planning Commission

## New Business

**Title:** Presentation by Zachary Sompels, Housing North, Population Dynamics & Housing.

**Date:** April 14, 2025

**Presented By:**

**Background:**

The Planning Commission has requested a presentation of local population data relative to our housing efforts.

Population differences and similarities between the city, Charlevoix Twp, and other local areas.

- The differences in the major population groups, I.e., year-rounders and visitors, working and retired and how they're moving in or out of the community (and reasons/challenges).

-Local housing solutions that apply in these various situations. What is working in other similar communities. Next-step strategies to work together with the Twp and others to improve the outlook for the whole community.

**Recommendation:**

**Attachments:**

None

# Charlevoix Planning Commission

## Old Business

**Title:** 153.171 Landscaping

**Date:** April 14, 2025

**Presented By:** Jonathan Scheel, Director of Planning & Zoning

**Background:**

At the march 10,2025 Planning Commission meeting, the PC reviewed a first draft of potential changes to Section 153.171 Landscaping. The PC recommended changes and asked staff to bring back a second version. Staff have included a relined version and a "clean" copy for review.

**Recommendation:**

Review, discuss, recommend changes. Motion to set a Public Hearing for May 12, 2025

**Attachments:**

1. Landscape 153.171 redline
2. Landscape 153.171 with changes 4-1-25

## § 153.171 LANDSCAPING.

(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) *Planting plan specifications.*

- (1) An approved landscape, screening and buffering plan that meets the requirements of this section is required prior to approval of a site plan for activities listed in Section 153.230.
- (2) Planting plan specifications.
  - (a) A planting plan shall be provided to include the following:
    - (b) Minimum scale of one inch equals 50 feet.
    - (c) Existing and proposed contours with contour interval not to exceed two feet.
    - (d) The planting plan shall indicate, to scale, the location, spacing and starting size for all proposed landscape material within the required buffer or landscaped area.
    - (e) The planting plan shall indicate 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. The plan will include all existing or proposed utilities and easements.

(f) Typical straight cross section including slope, height and width of berms and type of ground cover or height and type of construction for all proposed walls, including footings.

(g) Significant construction details to resolve specific site conditions, e.g., green infrastructure, tree wells to preserve existing trees, culverts to maintain natural drainage patterns.

(h) 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.

(i) A tree survey identifying the location and species of existing trees 12 inches or greater in caliper, measured at 12 inches off the ground, and identifying which trees are to be preserved. The Zoning Administrator may require an evaluation of the quality of the trees for purposes of determining which trees should be removed or preserved.

(3) Landscaping plans are subject to Planning Commission review and approval in all districts other than R-1 and R-2. The Zoning Administrator will review any required landscape plans in R-1 and R-2.

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

(1) Landscaping shall be installed before occupancy, unless the 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.~~ The landscaping shown on the approved landscape, screening and buffering plan shall be maintained according to (B) (2) above. Any plants in the approved plan that die shall be replaced within a reasonable time, but in no case shall such time exceed six months. The replacement plants shall meet the purpose of the original specifications of an approved landscape, screening and buffering plan.

(4) All plants shall be hardy per climatic conditions in the city. The use of native vegetation species with deep roots in rain gardens, bioswales, buffer areas, and other forms of naturalized landscaping to accomplish the goal of stormwater retention and filtration is encouraged.

(5) Prohibited species. Species deemed invasive by the State of Michigan or Michigan State University will be rejected during landscape plan review.

(6) 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. Areas of lot coverage that are not paved or occupied by building footprint must be landscaped with living grass lawn, living plant ground covers, perennial/shrub beds, or a combination thereof.~~

(7) The overall landscape plan shall not contain more than 25% of any one plant species. ~~Ground covers other than living plants (e.g. stone chips, rocks, mulch) must be arranged in a deliberate manner and may not exceed more than 25 percent of the site landscape area. All ground covers must be controlled on site and not allowed to freely migrate or spill onto the public sidewalk, public rights-of-way, or into storm drains.~~

(8) Trees and shrubs shall ~~not~~ be placed closer than ~~4 feet~~ a distance of 40% of the spread at maturity 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)

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

(11) The Planning Commission ~~or Zoning Administrator~~ 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 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 or Zoning Administrator may impose conditions on landscaping as part of site plan review.~~

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

(13) 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.

(14) 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.

(D) ~~Non-residential right-of-way and front setback planting.~~

~~(1) Street yard landscaping within the public rights-of-way.~~

(a) Public rights-of-way shall be planted with grass. Trees, shrubs, or other ground covers may be planted within the right-of-way with permission from the City Forester and the City Engineer, or their assigns.

(b) Rights-of-way yards abutting activity corridor street types may incorporate decorative paving and streetscape elements if such elements are existing on adjoining parcels. Plant material shall be located in tree wells, bioswales, and above ground planters, and shall be approved by the Department of Public Service.

(2) Between sidewalk and parking.

(a) There shall be a landscaping setback area of eight feet between the edge of sidewalk and parking lot edge, which shall consist of grass lawn and landscape planting beds.

(b) Landscape planting beds shall be a minimum of 25 percent of the landscape setback area.

(c) Setback areas greater than 20 feet in depth must plant at least one (1) deciduous tree for every 25 feet of frontage or part thereof and a minimum of one shrub shall be planted for each ten linear feet of frontage, or portion thereof.

(d) These landscape requirements are in addition to other screening or buffer requirements as indicated in the applicable zoning district section.

(e) Landscape planting beds shall be a minimum of 50 percent of the front, side, and rear landscaping setback areas for all special land use 'off-street parking surface lots' in addition to trees required .

(3) Between sidewalk and building.

(a) Non-residential setback landscaping between the edge of sidewalk and building face shall consist of lawn, landscape planting beds, and paved pedestrian areas.

(b) Landscape planting beds shall be a minimum of 25 percent of the landscape setback area. This may be reduced to zero percent in areas where the public sidewalk is immediately adjacent to the building face.

(c) Setback areas greater than 20 feet in depth must plant at least one deciduous tree for every 30 feet of frontage or part thereof and a minimum of one shrub shall be planted for each ten linear feet of frontage, or portion thereof.

(d) These landscape requirements are in addition to other screening or buffer requirements as indicated in the applicable zoning district section.

~~(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.~~

(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 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~~ 7,000 square feet of gross lot area.

(3) In addition to the above requirements in division (D) 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) *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, and R2, ~~R2A and R4~~ Districts. ~~A landscaped buffer shall be provided between the subject property and all adjacent residentially zoned or used properties if the subject building(s) of the site plan is within 25 feet of the adjoining property line and if existing landscaping, tree cover, or fencing/screening does not exist~~

(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).~~

<b>Table 153.171(a): Buffer Area Requirements by District</b>			
<b>Subject Zoning District</b>	<b>Adjacent district</b>		
	<b>R1 (Buffer Type)</b>	<b>R2 (Buffer Type)</b>	<b>Residential areas in Charlevoix Township</b>
R4	3	3	NA
GC	1	1	1 NA
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:~~

<b>Table 153.171(b): Buffer Area Landscaping Requirements</b>			
<b>Buffer Type</b>	<b>Minimum Width</b>	<b>Minimum Requirements</b>	<b>Intensity</b>
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
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(7) Landscape buffers will include at least one tree for each 25 linear feet, or fraction of buffer area.

(c) Landscape buffers shall consist of evergreen shrubs, evergreen trees, fencing/screen walls (75 percent or more opaque), or any combination thereof that forms a continuous visual buffer.

(d) At least 40 percent of the overall adjoining property line must be covered by plant materials at the time of planting.

(e) The Planning Commission may allow a consistent 75 percent or more opaque, six-foot tall screen wall or fence for the entire length of the adjoining property line to provide buffering that meets the intent of this section. If a screen wall or fence is used for all of the buffer area, the overall landscape buffer width may be eliminated except for the trees required in this section.

(f) 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%;

(g) Where a screen wall or fence is not otherwise required, the Zoning Administrator may require an opaque screening within the buffer area, to block views and contain materials. Screening shall be provided in the form of a six-foot tall ornamental fence or wall, capable of keeping paper and other debris from blowing off the premises.

(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) 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.

(d) 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 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.~~

5. Landscaping requirements may be reduced by ~~75~~ 50% when a screen wall is constructed in a buffer area.

(G) *Minimum plant requirements.*

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

<b>Table 153.171(c): Minimum Plant Size at Installation</b>			
<b>Plant Material</b>	<b>Minimum Caliper</b>	<b>Minimum Height</b>	<b>Minimum Spread</b>
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).

<b>Table 153.171(d): Credit for Existing Landscaping</b>			
<b>Tree Material</b>	<b>Minimum Caliper</b>	<b>Minimum Height</b>	<b>Credits</b>
Canopy tree	4 to 8 inches	x	1
	Greater than 8 inches	x	2
		6 to 10 feet	1

Ornamental tree		Greater than 10 feet	2
Evergreen tree		6 to 12 feet	1
		Greater than 12 feet	2

(H) *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) Borms;~~

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

~~(c) Shrubs.~~

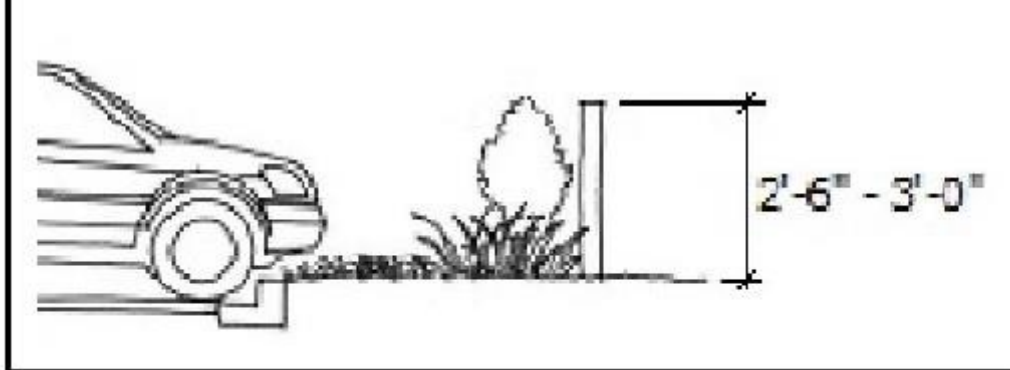
~~(2) If a buffer to an adjacent zoning district is required, per Table 153.171(a), it shall satisfy the requirements of this division (G).~~

l) *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

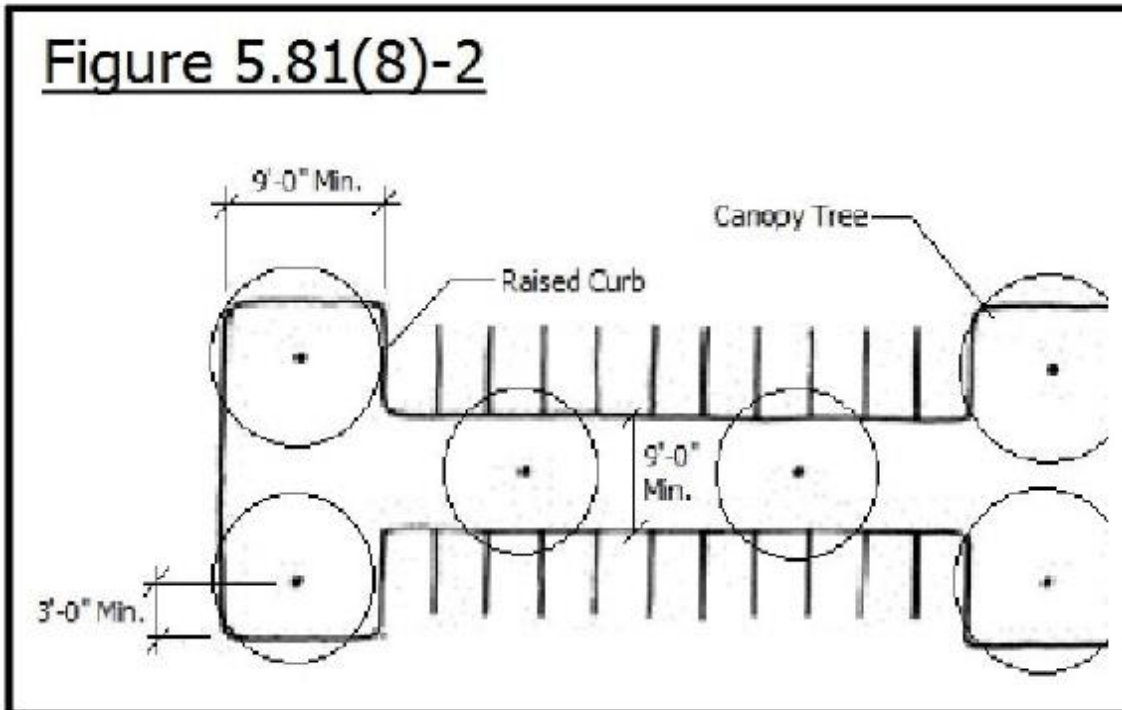
Figure 5.81(8)-1



'21

- (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.

**Figure 5.81(8)-2**



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

- ~~1. All islands and peninsulas shall be protected by raised curbs; dug-down 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. Each tree shall be provided with an open land area of not less than 75 square feet to provide area for infiltration and with a minimum diameter of nine feet at the trunk of the tree for protection. Tree plantings shall also be protected from automobiles with curbing or other suitable device that incorporate curb cuts or other openings, and grading to capture stormwater.~~
- ~~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.

(J) *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. (Yellow areas will move to 153.173 Trash Receptacles)

(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: Section 153.173 of this code. Additionally the screen must meet the following:~~

~~1. Six feet tall;~~

~~2. Enclosed on all sides and does not contain any openings other than a~~ 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.

~~(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.~~

~~(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) *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 **in accordance with Shade Tree and Park Commission requirements.**

**§ 153.171 LANDSCAPING.**

(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) *Planting plan specifications.*

- (1) An approved landscape, screening and buffering plan that meets the requirements of this section is required prior to approval of a site plan for activities listed in Section 153.230.
- (2) Planting plan specifications.
  - (a) A planting plan shall be provided to include the following:
  - (b) Minimum scale of one inch equals 50 feet.
  - (c) Existing and proposed contours with contour interval not to exceed two feet.
  - (d) The planting plan shall indicate, to scale, the location, spacing and starting size for all proposed landscape material within the required buffer or landscaped area.
  - (e) The planting plan shall indicate 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. The plan will include all existing or proposed utilities and easements.

(f) Typical straight cross section including slope, height and width of berms and type of ground cover or height and type of construction for all proposed walls, including footings.

(g) Significant construction details to resolve specific site conditions, e.g., green infrastructure, tree wells to preserve existing trees, culverts to maintain natural drainage patterns.

(h) 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.

(i) A tree survey identifying the location and species of existing trees 12 inches or greater in caliper, measured at 12 inches off the ground, and identifying which trees are to be preserved. The Zoning Administrator may require an evaluation of the quality of the trees for purposes of determining which trees should be removed or preserved.

(3) Landscaping plans are subject to Planning Commission review and approval in all districts other than R-1 and R-2. The Zoning Administrator will review any required landscape plans in R-1 and R-2.

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

(1) Landscaping shall be installed before occupancy, unless the 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. Any plants in the approved plan that die shall be replaced within a reasonable time, but in no case shall such time exceed six months. The replacement plants shall meet the purpose of the original specifications of an approved landscape, screening and buffering plan.

(3) All plants shall be hardy per climatic conditions in the city. The use of native vegetation species with deep roots in rain gardens, bioswales, buffer areas, and other forms of naturalized landscaping to accomplish the goal of stormwater retention and filtration is encouraged.

(4) Species deemed invasive or restricted by the State of Michigan or Michigan State University will be rejected during landscape plan review.

(5) All landscaped areas shall be mulched and those not containing trees, shrubs and grass lawn must be planted with ground cover. Mulch of any type is not considered groundcover, nor is it a substitute for ground cover. Areas of lot coverage that are not paved or occupied by building footprint must be landscaped with living grass lawn, living plant ground covers, perennial/shrub beds, or a combination thereof.

(6) The overall landscape plan shall not contain more than 25% of any one plant species. Ground covers other than living plants (e.g. stone chips, rocks, mulch) must be arranged in a deliberate manner and may not exceed more than 25 percent of the site landscape area. All ground covers must be controlled on site and not allowed to freely migrate or spill onto the public sidewalk, public rights-of-way, or into storm drains.

(7) Trees and shrubs shall not be placed closer than a distance of 40% of the spread at maturity to a fence, wall or property line.

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

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

(11) The Planning Commission or Zoning Administrator 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 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

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

(13) 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.

(14) 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.

(D) Non-residential right-of-way, front setback and interior planting.

(1) Street landscaping within the public rights-of-way.

(a) Public rights-of-way shall be planted with grass. Trees, shrubs, or other ground covers may be planted within the right-of-way meeting Section 152.05 of the City of Charlevoix Code of Ordinances and subject to approval by the Public Works department.

(b) Rights-of-way yards abutting activity corridor street types may incorporate decorative paving and streetscape elements if such elements are existing on adjoining parcels. Plant material shall be located in tree wells, bioswales, and above ground planters, and shall be approved by the Department of Public Works.

(2) Between sidewalk and parking.

- (a) There shall be a landscaping setback area of eight feet between the edge of sidewalk and parking lot edge, which shall consist of grass lawn and landscape planting beds.
- (b) Landscape planting beds shall be a minimum of 25 percent of the landscape setback area.
- (c) Setback areas greater than 20 feet in depth must plant at least one (1) deciduous tree for every 30 feet of frontage or part thereof and a minimum of one shrub shall be planted for each five linear feet of frontage, or portion thereof.
- (d) These landscape requirements are in addition to other screening or buffer requirements as indicated in the applicable zoning district section.
- (e) Landscape planting beds shall be a minimum of 50 percent of the front, side, and rear landscaping setback areas for all special land use 'off-street parking surface lots' in addition to trees required.

(3) Between sidewalk and building.

- (a) Non-residential setback landscaping between the edge of sidewalk and building face shall consist of lawn, landscape planting beds, and paved pedestrian areas.
- (b) Landscape planting beds shall be a minimum of 25 percent of the landscape setback area. This may be reduced to zero percent in areas where the public sidewalk or public space is immediately adjacent to the building face.
- (c) Setback areas greater than 20 feet in depth must plant at least one deciduous tree for every 30 feet of frontage or part thereof and a minimum of one shrub shall be planted for each five linear feet of frontage, or portion thereof.
- (d) These landscape requirements are in addition to other screening or buffer requirements as indicated in the applicable zoning district section.

(4) Interior lot

- (a) There will be an expectation of landscaping beds at fronts and rear of all primary structures on the parcel.

(E) Residential development.

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

- (a) ~~One~~ ~~one~~ Canopy trees shall be planted between the right-of-way line and the street per Shade Tree and Park Commission rules, Chapter 152.05 Planting Regulations .

- (b) ~~Trees~~ Landscaping shall meet the intent of the Neighborhood Design Guidebook except where site conditions warrant otherwise.

- (2) For a multiple-family development, one canopy or evergreen tree shall be provided for every 7,000 square feet of gross lot area to be planted in the interior of the parcel. (Does not include any required screening, street frontage or lot line requirements.)

(3) In addition to the above requirements in division (E) above for a residential parcel abutting an arterial street, two ~~evergreen trees and one canopy trees~~ shall be provided for every 50 feet of development frontage on the arterial street.

(4) There will be an expectation of landscaping beds at fronts and rear of all primary structures on the parcel.

(5) 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.

(6) 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) *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, and R2 Districts. A landscaped buffer shall be provided between the subject property and all adjacent residentially zoned or used properties if the subject building(s) of the site plan is within 25 feet of the adjoining property line and if existing landscaping, tree cover, or fencing/screening does not exist

(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. 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) Landscape buffers will include at least one tree for each 25 linear feet, or fraction of buffer area.

(a) Landscape buffers shall consist of evergreen shrubs, ~~evergreen~~ conifer trees, fencing/screen walls (75 percent or more opaque), or any combination thereof that forms a continuous visual buffer.

(b) At least 40 percent of the overall adjoining property line must be covered by plant materials at the time of planting.

(c) The Planning Commission may allow a consistent 75 percent or more opaque, six-foot tall screen wall or fence for the entire length of the adjoining property line to provide buffering that meets the intent of this section. If a screen wall or fence is used for all of the buffer area, the overall landscape buffer width may be eliminated except for the trees required in this section.

(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 a screen wall or fence is not otherwise required, the Zoning Administrator may require an opaque screening within the buffer area, to block views and contain materials. Screening shall be provided in the form of a six-foot tall ornamental fence or wall, capable of keeping paper and other debris from blowing off the premises.

(8) 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) 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.
- (d) 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. To maximize the effectiveness of screening, openings shall not exceed 20% of the surface of a wall or fence.
  - 3. Landscaping requirements may be reduced by ~~75~~ 50% when a screen wall is constructed in a buffer area.

(G) *Minimum plant requirements.*

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

<b>Table 153.171(c): Minimum Plant Size at Installation</b>			
<b>Plant Material</b>	<b>Minimum Caliper</b>	<b>Minimum Height</b>	<b>Minimum Spread</b>
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).

<b>Table 153.171(d): Credit for Existing Landscaping</b>			
<b>Tree Material</b>	<b>Minimum Caliper</b>	<b>Minimum Height</b>	<b>Credits</b>
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

(H) *Outdoor storage areas.*

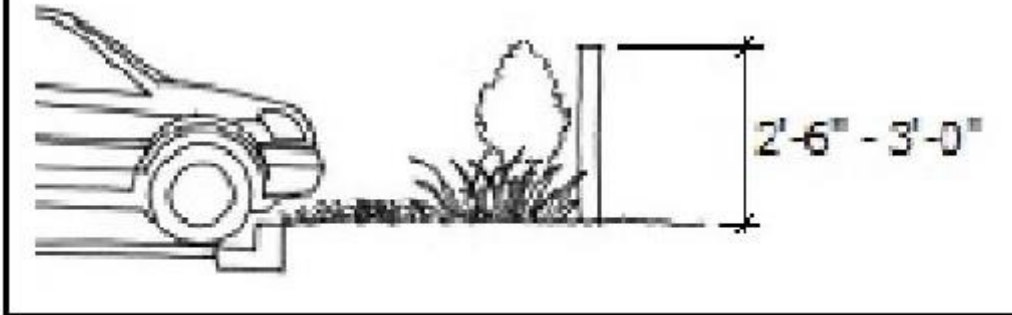
(1) Where permitted, outdoor storage areas shall be completely screened by buildings, structures or a continuous buffer at least five feet wide. The buffer area shall **meet 153.153 Outdoor Storage**

(I) *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

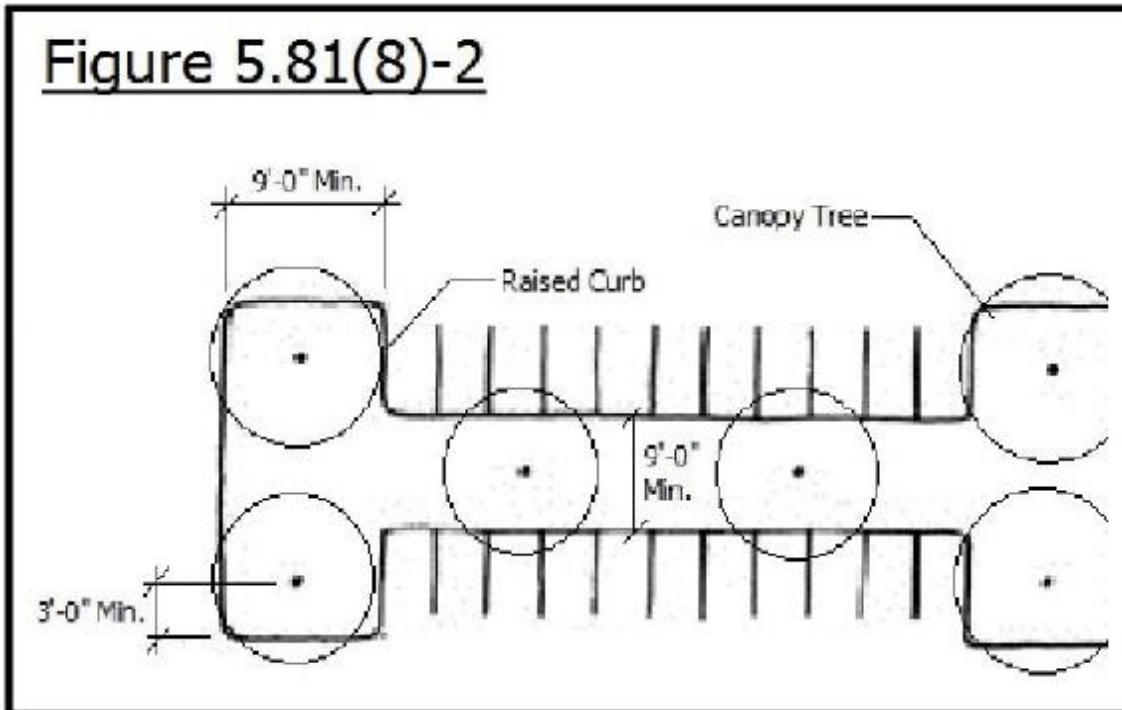
Figure 5.81(8)-1



'21

- (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.

**Figure 5.81(8)-2**



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

1. Each tree shall be provided with an open land area of not less than 75 square feet to provide area for infiltration and with a minimum diameter of nine feet at the trunk of the tree for protection. Tree plantings shall also be protected from automobiles with curbing or other suitable device that incorporate curb cuts or other openings and grading to capture stormwater.
2. Trees shall be planted centered on islands.

3. 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

(J) *Fencing, screening and walls.*

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

(2) 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.

(3) (a) Unless otherwise permitted in accordance with this section, a screen shall consist of a solid, sight-obscuring fence or wall that meets **Section 153.173 of this code. Additionally, the screen must meet the following:**

(b) A screen around staging or loading/unloading areas may provide an opening that does not contain an access gate.

(c) 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.

(4)

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

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

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

(1) *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 **in accordance with Shade Tree and Park Commission requirements.**

# Charlevoix Planning Commission

## Old Business

**Title:** Section 153.145 Fences and Walls

**Date:** April 14, 2025

**Presented By:** Jonathan Scheel, Director of Planning & Zoning

**Background:**

At the November 2024 and January 2025 planning commission meetings, the members discussed changes to the fencing ordinance section to regulate deer management fencing. After public comment and deliberation, the PC members directed the administrator to draft a letter of the planning commission's conclusions to be sent to the City Council. Attached is that draft to review.

**Recommendation:**

Approve, approve with changes for Chairman to sign

**Attachments:**

1. letter to council

## MEMO

To: City Council

From: Planning Commission

Subject: Deer Fencing

Honorable Mayor and City Council,

At the City of Charlevoix Council meeting of October 7, 2024, Council directed the Planning Commission to review Section 153. 145 Fences and Walls of the City of Charlevoix Zoning Ordinance in regard to deer management. At the planning commission meeting of November 11, 2024, and January 13, 2025, the planning commission discussed the issue at length. Several residents attended the November meeting speaking both in favor and against changing the fencing standards to allow for deer management. After lengthy discussion the planning commission decided against changing Section 153 145 of the zoning ordinance. The discussion points and reasoning for the decision included;

- *Need.* The Planning Commission recognizes the need for a multiple prong approach to the deer management program in the city. They attempted to see all sides of the issue. They listened to all citizens who spoke for and against any changes to the zoning ordinance. They weighed the known pros and cons of the issue. They attempted to see any unintended consequences and weighed all issues accordingly.
- *Aesthetics.* Citizens in attendance that spoke against changes number one point was the negative looks of front yard fences that were currently being used for deer management. The planning commission looked at and discussed available “deer” fencing. There was a proposal to require similar/same fencing if the fence standards were to change. Writing those exact standards to meet available future products and enforcing those standards were a potential problem. Also, the standards seemed fairly subjective.
- *Height of the fencing.* Current information on what height of fencing that actual “works” in keeping deer in or out of an area varied greatly. Most commercial fencing or state mandated fencing was nine or ten feet. Even small gauge fencing feels like a wall right on the sidewalk edge when it is 6, 8, or 10 feet tall. It was the opinion of the planning commission that changes to the ordinance that may not even be a solution was problematic.

- *Other animals' protection.* There were anecdotal stories from both PC members and the public of small animals and birds getting caught in the existing deer fencing. Members then weighed solving one problem and causing another.
- *Pilot program.* It was proposed that the city allow a structured pilot program for two years. Standards would include the maximum height, types of materials and dates allowed for the deer fence. Discussion included that many of the property owners who already have a non-conforming fence have not been following the rules that the Zoning Administrator gave them to allow the deer fence throughout the time the city has been working on the deer management issue. Also, if the zoning ordinance was changed allowing deer fencing, anyone who installed a fence during that time would be allowed to continue as state law does not allow removal of any use built legally under the zoning ordinance. City Council would be able to approve a pilot program by resolution without the concern of a legal non-conforming fence future issue.

Summation:

The Planning Commission recognizes its responsibility in reviewing city land use policy and making recommendations to the City Council for policy changes. After much deliberation, the Planning Commission believed that changing the zoning ordinance regarding deer fencing potentially could benefit a select number of citizens, it would not benefit the city at large

Jennifer Muladore, Chairman  
City of Charlevoix Planning Commission



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

**Permits Issued in 2025**

Following are two types of breakdowns for all permits issued by the zoning office in 2025:

<u>By month</u>	<u>By type</u>	<u>Month</u>	<u>Year</u>
January .....9	Banner permits	4	8
February .....0	Fence permits		
March .....11	Sidewalk café/use		
April.....	Sign	3	5
May.....	Zoning	4	6
June.....	Use		1
July.....	<u>Parcel Division</u>		
August.....	Single-family	4	
September .....	ADU	1	
October.....	Multi-family		
November .....			
December .....			

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

	M	Y
Central Business District (CBD)	1	1
Commercial Mixed (CM)		
General Commercial (GC)	1	1
Industrial		1
Marine Commercial (MC)		1
Residential Private Club (PC)		
Public Facilities		
R-1	2	3
R-2	4	5
Other (LD, Café, Use)		

Other activities
County Material Management Committee

**Level A Site Plan Administrative Review**

None

**Variations to Zoning Board of Appeals**

None

# Charlevoix— Population Dynamics & Housing



Zachary Sompels, AICP

- Trends & Growth Patterns
- Housing Supply vs Demand
- Economic Impacts of Housing Imbalances
- Potential Solutions & Planning Strategies

# Population Overview

## Marion Township

## City of Charlevoix

## Charlevoix Township

- ~1,654 residents
- Median Age: 54.9
- AMI \$92,500
- Avg Family Size: 3.14

- ~2,300 residents
- Median Age: 47.2
- AMI \$52,344
- Avg Family Size: 2.61

- ~1,791 residents
- Median Age: 58.6
- AMI \$80,000
- Avg Family Size: 2.98

# Population Trends and Growth Patterns



## Seasonal vs Year-Round Residents

- ✓ Our population fluctuates significantly between peak tourist seasons and off-seasons. This influx of seasonal residents places pressure on housing availability and affordability for full-time residents



## Aging Demographics

- ✓ Like many Northern Michigan Communities, Charlevoix has an aging population. Retirees are moving in, but younger families are not settling here at the same rate. This imbalance affects the labor market and long-term housing demand.



## Remote Work & In-Migration

- ✓ Since 2020, more people have relocated to small towns like Charlevoix due to remote work flexibility. This trend has increased housing demand, driving up home prices and rental costs.

# Housing Supply vs Demand



## Limited Workforce Housing

- ✓ Many local workers in industries like hospitality, healthcare, and public services struggle to find affordable housing. The lack of workforce housing forces employees to commute long distances, impacting local businesses and economic growth.



## Short-Term Rentals & Housing Scarcity

- ✓ The rise of Airbnb and vacation rentals has reduced the number of long-term rental properties available. While STRs boost tourism revenue, they also contribute to housing shortages for permanent residents.



## New Development Challenges

- ✓ Zoning restrictions, high construction costs, and limited available land create barriers to new housing development, particularly for affordable and multi-family units.

# Economic Impacts of Housing Imbalances



## Rising Home Prices & Property Taxes

- ✓ Increased demand has led to high home prices, making it difficult for first-time homebuyers to enter the market. Higher property values also raise taxes, impacting long-term residents on fixed incomes.



## Workforce Retention & Local Business Stability

- ✓ If workers cannot afford to live in Charlevoix, businesses face staffing shortages. This affects everything from restaurants to healthcare services, reducing overall community vitality.



## School Enrollment Decline

- ✓ As housing costs rise and young families move elsewhere, school enrollments decline. Fewer students lead to funding challenges for local schools, impacting educational quality and community attractiveness.

# Potential Solutions and Planning Strategies

- Expanding Housing Diversity
  - Encouraging mixed-use developments, duplexes, and ADU's can create more affordable housing options



# Potential Solutions and Planning Strategies

- Incentivizing Workforce Housing
  - Offering tax incentives, zoning adjustments, or public-private partnerships can help developers build more affordable housing for year-round residents



# Potential Solutions and Planning Strategies

- Balancing Short-Term Rentals
  - Implementing STR regulations, such as permit caps or rental limits in residential areas, can help protect the local housing stock.



# Potential Solutions and Planning Strategies

- Investing in Infrastructure & Transit
  - Expanding public transportation and infrastructure can make it easier for workers to live slightly outside the City without long, costly commutes



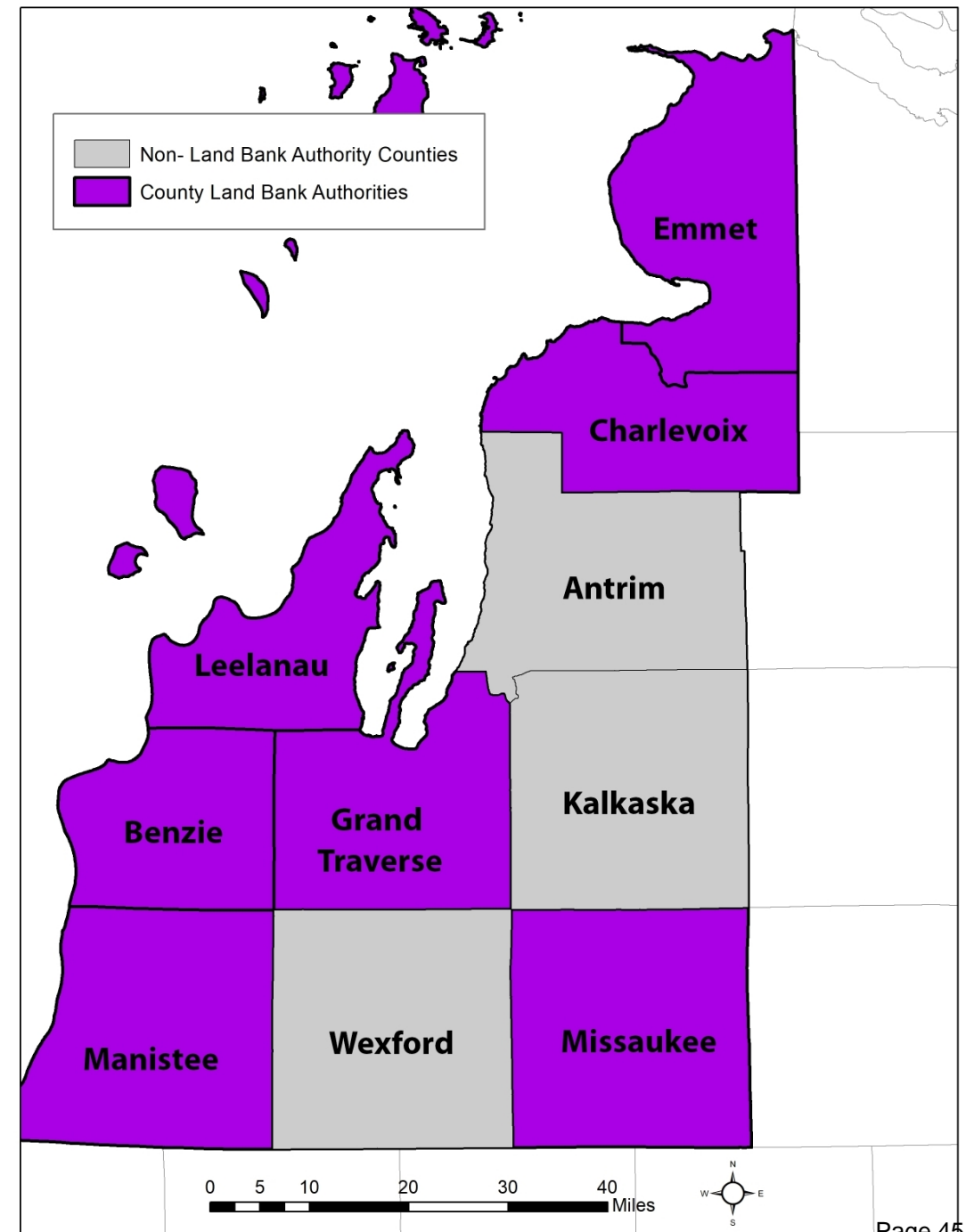
# Potential Solutions and Planning Strategies

- Public-Private Collaborations
  - Working with local businesses, nonprofits, and developers to create workforce housing initiatives can alleviate pressure on the market



## Conclusion

Charlevoix's housing challenges are complex, but by proactively addressing population trends and economic realities, we can create a balanced, thriving community. I encourage the Planning Commission to consider long-term solutions that support both growth and affordability.



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