



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, October 13, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- A. Call to Order/Pledge of Allegiance**
- B. Roll Call**
- C. Inquiry into Potential Conflicts of Interest**
- D. Approval of Agenda**
- E. Approval of the Minutes**
 - 1. Minutes of September 8, 2025
- F. Call for Public Comment Not Related to Agenda Items**
- G. Public Hearings**
 - 1. 115 Hurlbut W. Conditional Rezone
- H. New Business**
 - 1. Housing North Presentation of Charlevoix Housing Statistics
 - 2. 115 W. Hurlbut Conditional Rezone
- I. Old Business**
 - 1. 119 W. Hurlbut Ave. Site Plan Approval.
- J. Staff Updates**
 - 1. Zoning Administrator's Report September 2025
- K. Requests For Next Months Agenda or Research Items**
- L. Adjournment by 8:00 p.m. unless extended by a motion**

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

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, September 8, 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, Christine Galbreath, Toni Felter, Kristin Jones, Maureen Radke

Members Absent: None

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Felter, seconded by Member Galbreath to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Planning Commission Minutes of August 11, 2025

Member Radke stated the 5th line, 2nd paragraph of the Zoning Administrator Report needed a correction to read that the applicant has already been given a conditional rezone application to change to a central business district.

Motion by Member Radke, seconded by Member Jones to approve the minutes of August 11, 2025, as amended.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Level B Site Plan Review 2025-1 SPR: Hurlbut Ave

Director Scheel stated 105 Hurlbut LLC is proposing a site condominium infill development on the vacant lot at the NW corner of Hurlbut Avenue and State Street. The proposed plan includes 14 site condominium units, consisting of two seven-unit buildings. This is an opportunity for the Planning Commission to ask questions, make comments and request more information for a final review at the October Planning Commission Meeting.

Director Scheel stated the plan involves a large empty lot which has been vacant for many years. Previously, the lot housed a car wash and the former Road Commission building. The site plan shows seven larger units facing south on the hillside with small decks, and the other seven

units are facing State Street well within the setback limits. The patio is on the setback line. Mr. Scheel stated the parking lot would be located off of Hurlbut St. alongside the existing building of the other parcel. Each building is two stories, below the maximum height limits. Mr. Scheel referenced the renderings of how the buildings would look, finishes list and landscaping plan.

Austen Lobenherz, Representative of 105 Hurlbut LLC, further described the Uptown Village Project, stating it would consist of two 4-bedroom units, five 3-bedroom units, and seven 2-bedroom units. Ryan Snyder, AJ Design Architects, explained the design elements and materials used to make the project fit in with Charlevoix's architectural style. The representatives responded to questions from the Commission Members and distributed additional visual aides and artistic renderings depicting the project. After discussion, the applicants agreed to come back in October with any changes discussed, including additional landscaping, stormwater plan, snow removal plan and a change from carports to garages.

Director Scheel stated he had a couple of minor concerns about landscaping in general and the doorway structure on the roof needs some type of crown feature at the top. Mr. Lobenherz stated that with regard to the landscaping on the eastern side, he hoped to meet with the adjacent property owner before they make a plan for that area. Mr. Lobenherz stated that when you look at the elevation of the building you would have to be to the far right to see any tops of the doorways. Director Scheel stated that he was not referencing the roofline, but rather the trim around the doors near the roofline.

Director Scheel stated the following items were missing from the applicant's proposal:

1. surface water drainage;
2. a plan to show all stormwater remaining on the property;
3. landscaping to include no more than 25% of one species on site;
4. fully shielded lighting;
5. trash receptacle screened with an enclosure and concrete apron;
6. 6" concrete curbs need to be shown on the plan;
7. the building needs to be broken into no wider than 50';
8. the doorways at the roofline.

Discussion followed regarding the bump-out of the wall's design and the different building materials being used to break up the look of the wall.

Chair Muladore questioned if any members of the public wanted to address the plan. Kirk Ikens, 108 W. Hurlbut St, stated the developer was doing a great job trying to incorporate everything and they are able to stay within the existing City rules. Mr. Ikens stated his only concern was that he and his neighbor at 106 W. Hurlbut would be looking at the dumpster at the end of the parking lot or just staring at a parking lot. Michael Hedges, 106 W. Hurlbut St., stated that his main concern was the dumpster.

This project will be scheduled for final review at the October Planning Commission Meeting.

2. Conditional Rezone 115 W. Hurlbut

Director Scheel stated this is a request for a conditional rezone for the parcel at 115 W. Hurlbut from Commercial Mixed Use to Central Business District. Mr. Scheel stated the Commission should not negotiate any changes to a conditional rezone per State law. The parcel has an

existing legal, non-conforming single-story building that the owner would like to add two stories of residential apartments to and convert the first floor to apartments and a family fun center. The applicant had applied to rezone the parcel a few months back and the Planning Commission denied. A conditional rezone is project specific. This is a first review of the application. A public hearing is scheduled for the October 13, 2025 Planning Commission Meeting.

Director Scheel reviewed the attachments included in this staff report and described the existing building and parking lot. Paul Silva, Applicant, and Tom Johnson, Landmark Group, gave a brief presentation regarding their history of projects in the City including the Hotel Earl and The Irene Event Center. Mr. Silva stated he was not trying to change the footprint of the existing building, but he wanted to add two stories to the existing building to create 25 (year-round) apartments; and convert the gymnasium into a family fun center on the first floor.

Member Boehmer questioned whether this proposed plan met the Master Plan and the Zoning Ordinance. Director Scheel stated the Master Plan does address housing in the Commercial Mixed Use Zone, but the project does not meet the Zoning Ordinance standards for Commercial Mixed Use. Mr. Scheel stated that the applicant went before the ZBA last month with seven variance requests and the variances were denied. Mr. Silva spoke regarding the need for workforce housing, particularly for the downtown area, and responded to questions from the Commission Members.

Chair Muladore asked Director Scheel at their next meeting to provide updates from Housing North on the number and types of housing units available and needed. Member Boehmer asked for information on traffic circulation and the amount of potential traffic that would be generated based on the uses proposed on these sites. Discussion followed regarding the need for workforce housing for hospital workers, service industry workers, etc.

This project will be scheduled for a public hearing at the October Planning Commission Meeting.

H. Old Business

1. Neighborhood Design Guidebook

Director Scheel stated the review of the Guidebook would continue next month.

I. Staff Updates

1. Zoning Administrator Report

Mr. Scheel stated that it was very enjoyable reviewing the projects before the Commission this evening under all the new standards that they worked on last year. Mr. Scheel reviewed his report and the results of the August Zoning Board of Appeals Meeting.

J. Requests For Next Months Agenda or Research Items

Director Scheel stated Member Beatty had asked for additional information on the maximum size of buildings, and he was still working on that item.

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

Chair Muladore adjourned the meeting at 8:00 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

Charlevoix Planning Commission

Public Hearings

Title: 115 Hurlbut W. Conditional Rezone

Date: October 13, 2025

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

This is a request to conditionally rezone the parcel at 115 W Hurlbut from Commercial Mixed Use to Central Business District. The parcel has a legal nonconforming single-story building that the owner would like to add two stories of residential apartments to and convert the first floor to apartments and a "fun center." The applicant had applied to rezone the parcel a few months ago which the Planning Commission denied. A conditional rezone is project specific. The PC had a first review of the application last month.

[AGENDA_ITEM_CUSTOM_TEXT_1]

Recommendation:

Listen to public comment

Attachments:

1. Application
2. Charlevoix Project Deck v3 081025
3. example



Date Rec'd: _____ Case #: _____
Fee Rec'd: _____ Receipt #: _____

REZONING APPLICATION

Paul Silva

Applicant

115 Hurlbut Avenue

Address of subject property

1005 N Stephenson Hwy, Royal Oak, MI 48067

Address (City/State/Zip)

115 W Hurlbut, LLC

Property Owner Name (If different than applicant)

123 Lakeshore Rd, Grosse Pointe, MI 48236

Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone

(248) 705 - 5969

Email

paul@spmliving.com

Agent Phone

() - - - -

Email

Current zoning of subject property: CM

Tax ID: 15-052- 361 - 002 - 00

Current use of property: Private Education Academy and Indoor Recreation

Proposed zoning of property: Central Business District (CBD)

Dimensions of parcel: 128' x 215'

Parcel size: 27,447
Square feet

.63
Acres

The following questions are meant to address the standards that will be considered by the Planning Commission in their review of the proposed rezoning.

Will the proposed zoning designation be harmonious and appropriate in appearance with the character of the surrounding area; is it compatible with adjacent land uses and does not essentially alter the character of the area in which it is proposed?

The appearance and character of the building typography in the proposed CBD is similar to that which is permitted in the current CM district. Furthermore, the proposed multi-family residential building design will serve as a transitional building between the adjacent CBD zoned parcel(s) to the north and the single-family neighborhoods to the south and west.

Is the property, or will the property be, adequately served by public services and facilities relevant to the proposed zoning designation? (ex. Streets, police, fire protection, water and sewer, refuse disposal and schools.)

The proposed zoning designation will not require any public services beyond what is already available and/or provided.

Will on-site activities, processes, materials, equipment or operating conditions typically associated with the proposed zoning designation create traffic, noise, smoke, fumes, glare, odors or any other products that would be detrimental to any people, property or the general welfare?

There will be no detrimental impact on the area surrounding the subject parcel resulting from the proposed zoning designation. The impact of the proposed uses will be similar to traditional use(s) on the property.

Will the use be compatible with the natural environment and be designed to encourage conservation of natural resources and energy?

The proposed uses for the parcel are compatible with the surrounding environment. The building will be designed to use sustainable materials as appropriate and energy usage will be minimized

Does the proposed zoning designation meet an apparent need that exists in the City that is not being met by the amount of land currently zoned as such?

The CBD is fully developed with no undeveloped land that could accomodate the uses and building configuration as proposed on the subject parcel.

Is the proposed rezoning consistent with the intent and purpose of the Zoning Ordinance and the most recent updates to the Master Plan (2011)?

The proposed uses are consistant with the intent of the existing zoning district. However, the existing building configuration and site conditions require rezoning to CBD to ensure proposed modifications are compliant with the ordinance.

Do existing conditions on the property (physical, geological, hydrological, etc.) allow for the land to accommodate typical uses associated with the proposed zoning designation?

The parcel has no physical traits that would inhibit uses typical found in the proposed zoning district.

Along with this application, the following information shall be required (from Section 5.191(1) of the Zoning Ordinance) in order for an application to be deemed complete and submitted to the Planning Commission for evaluation:

- A legal description and street address of the subject property.
- A map identifying the subject property in relation to surrounding properties.
- The name, signature and address of the owner of the subject property; a statement of the applicant's interest in the property if not the owner in fee simple title, and proof of consent from the property owner.
- A site analysis at a scale not less than 1"=100' or aerial photography illustrating existing conditions on the site and adjacent properties such as woodlands, wetlands, soil conditions, topography, drainage patterns, existing buildings, adjacent land uses, any

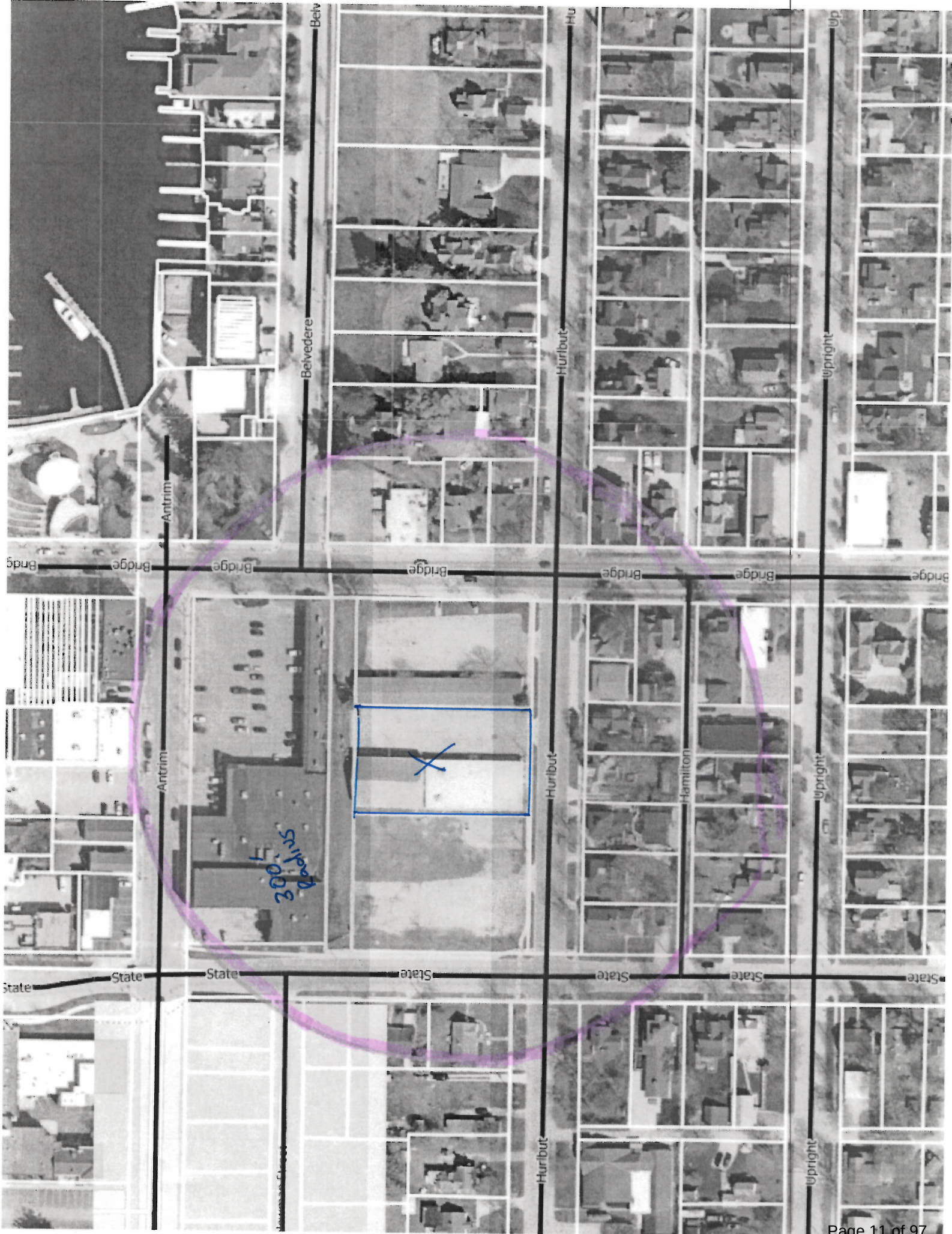
- hundred (200) feet of the subject site.
- A written evaluation to support that the request addresses consistency with the City's master plan, demonstrates all uses in the requested zoning district will be compatible with the surrounding area and other similar factors.
 - The Planning Commission and/or City Council may require a traffic impact analysis for a rezoning that results in potential uses that would be expected to have fifty (50) or more peak hour directional trips or five hundred (500) or more vehicle trips daily.

AFFIDAVIT

I, the undersigned, do hereby make application to the City of Charlevoix for approval of the proposed rezoning application which has been completed 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 selected agent. I agree the statements made in the above application and associated documents are true, and if found not to be true, the approval of the rezoning may be void. I also agree to comply with the conditions and regulations required by the approved rezoning amendment. Further, I agree that if the rezoning application is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that rezoning amendment (or those individual(s) or organization(s) represented by the applicant) will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. For purposes of site inspection, I also agree to notify the City of Charlevoix Zoning Administrator when locations of lot lines are located and staked on the ground. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the City may impose conditions of approval and that the conditions must be met by the specific times as defined in the adopted rezoning amendment. Finally, if necessary, I understand that this is a rezoning application, and if approved, construction of any structures cannot be implemented until applicant has applied for and the City has issued a zoning permit or site plan review.

Property Owner Signature or Authorized Agent: _____

Date: _____



PLANNED UNIT DEVELOPMENT
 SUBDIVISION MAP
 FOR THE
 VILLAGE OF CHARLEVOIX BEING PART OF THE
 NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF
 SECTION 26, TOWN 34 NORTH, RANGE 8 WEST
 CHARLEVOIX COUNTY, MICHIGAN
 PREPARED BY
 FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
 2747 1/2 S.

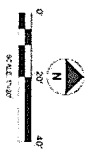
BUILDING FOOTPRINT
 PROPOSED 11,033 SF
 LOT COVER 4.7%
 BUILDING FOOTPRINT
 PROPOSED 11,033 SF
 LOT COVER 4.7%
 2747 1/2 S.

BLK	2	BLK	2	TOTAL
1ST	4	7	11	
2ND	5	2	7	
3RD	5	2	7	
TOTAL	14	11	25	25 UNITS

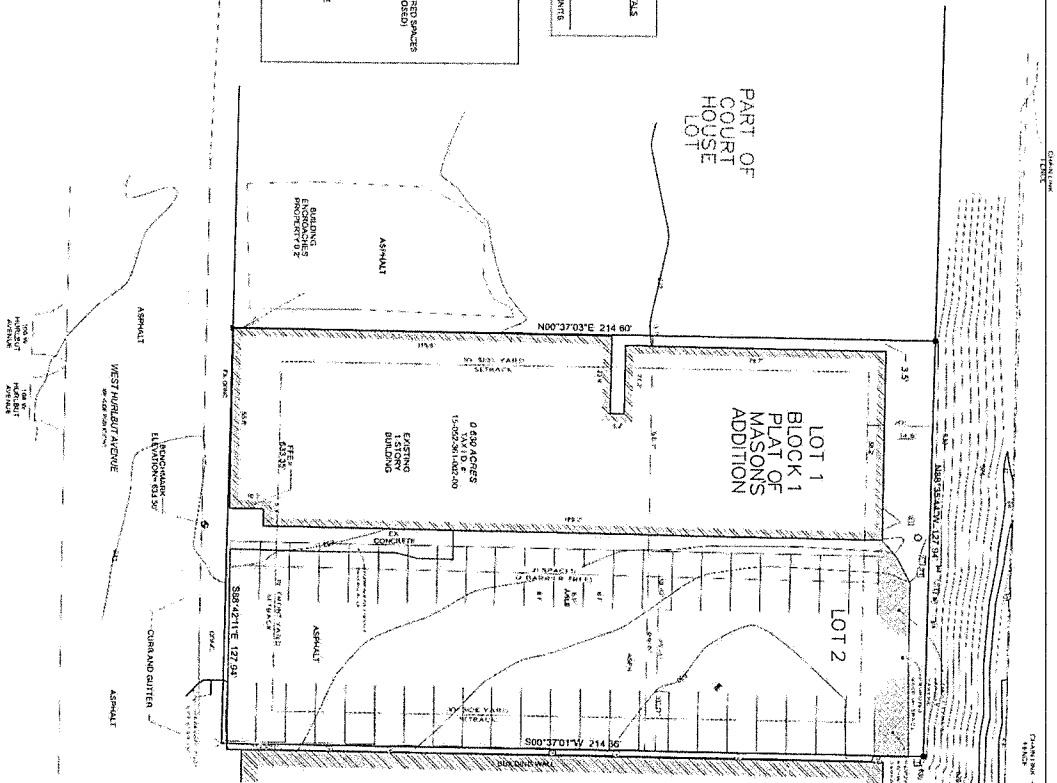
BLK	2	BLK	2	TOTAL
1ST	4	7	11	
2ND	5	2	7	
3RD	5	2	7	
TOTAL	14	11	25	25 UNITS

2747 1/2 S.
 2747 1/2 S.

TOPOGRAPHICAL SURVEY
 LOTS 1 AND 2, BLOCK 1, OF MASON'S ADDITION TO THE
 VILLAGE OF CHARLEVOIX BEING PART OF THE
 NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF
 SECTION 26, TOWN 34 NORTH, RANGE 8 WEST
 CHARLEVOIX COUNTY, MICHIGAN



SITE PLAN

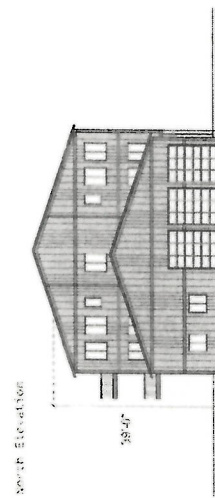
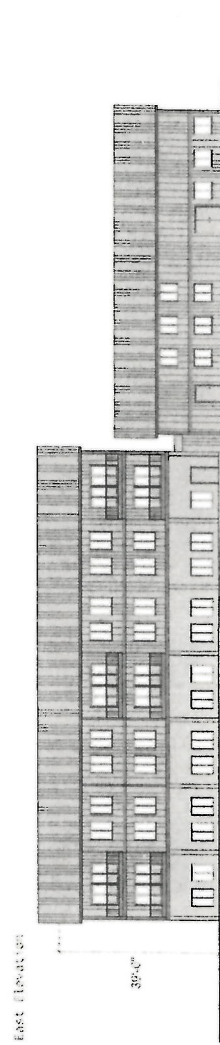
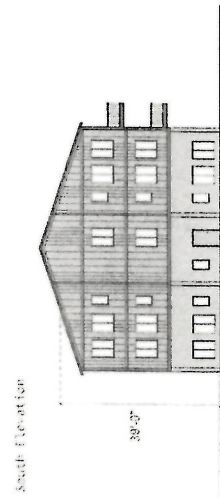


- LEGEND & NOTES:**
1. EXISTING LOT LINES AND BUILDING FOOTPRINTS
 2. PROPOSED LOT LINES AND BUILDING FOOTPRINTS
 3. PROPOSED LOT LINES AND BUILDING FOOTPRINTS
 4. PROPOSED LOT LINES AND BUILDING FOOTPRINTS
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 9. PROPOSED LOT LINES AND BUILDING FOOTPRINTS
 10. PROPOSED LOT LINES AND BUILDING FOOTPRINTS
 11. PROPOSED LOT LINES AND BUILDING FOOTPRINTS
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 17. PROPOSED LOT LINES AND BUILDING FOOTPRINTS
 18. PROPOSED LOT LINES AND BUILDING FOOTPRINTS
 19. PROPOSED LOT LINES AND BUILDING FOOTPRINTS
 20. PROPOSED LOT LINES AND BUILDING FOOTPRINTS

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
 PROFESSIONAL SURVEYORS
 2747 1/2 S.

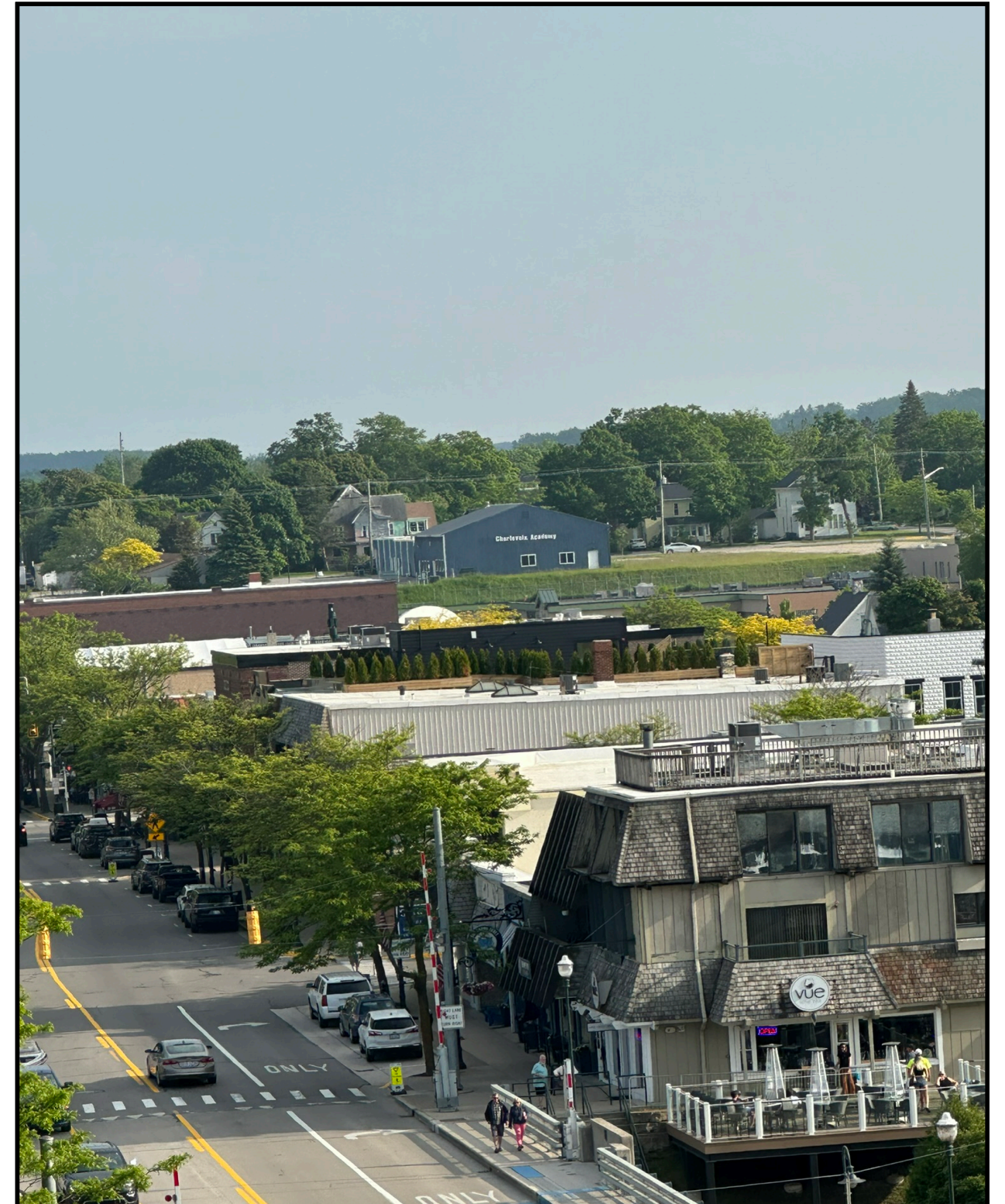
shoreline
 architecture
 2747 1/2 S.

SP-1.0
 2747 1/2 S.



NOT FOR CONSTRUCTION
FOR BID PURPOSES ONLY

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CONCEPT RENDERING: PHASE 1 ENTERTAINMENT LAYOUT VERSION 2.080425

**ENTERTAINMENT CONCEPT: CHARLEVOIX REC ROOM
PREPARED FOR SILVA PROPERTY MANAGEMENT**

:: NO CASH VALUE LLC. 3620 FORT DRIVE WATERFORD, MI 48328 @ncvllc.com :: August 11, 2025 ::

CHARLEVOIX, MI ::

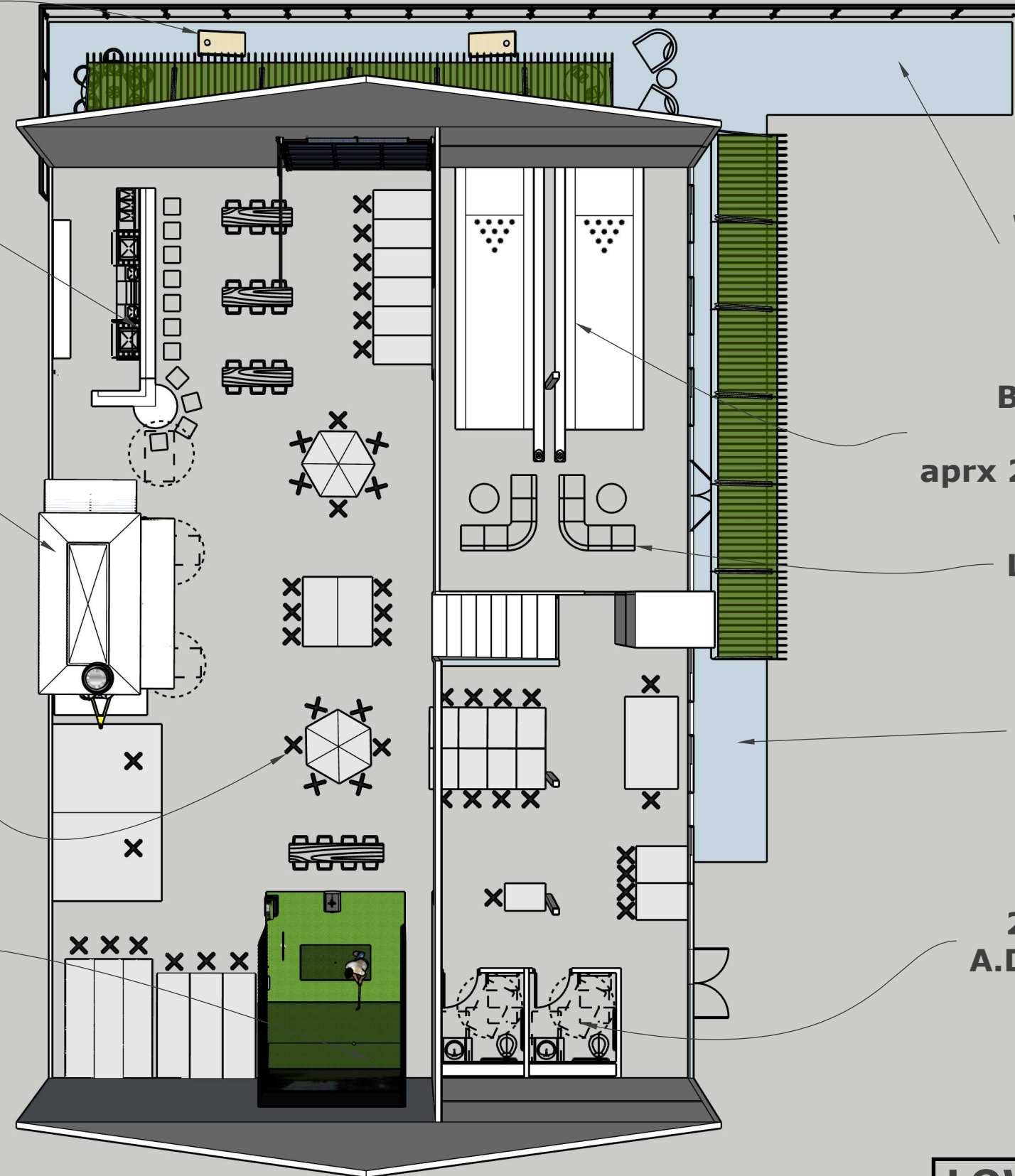
**FRONT PORCH
GAMES & SEATS**

**BOTTLES, BEERS
& SHOTS**

FOOD TRAILER

**APPROX. 35-40 GAMES
48-52 PLAYER POSITIONS
INDICATED BY X**

**SWING SUITE
W/ 8 TOP TABLE**



**WRAP AROUND
PORCH**

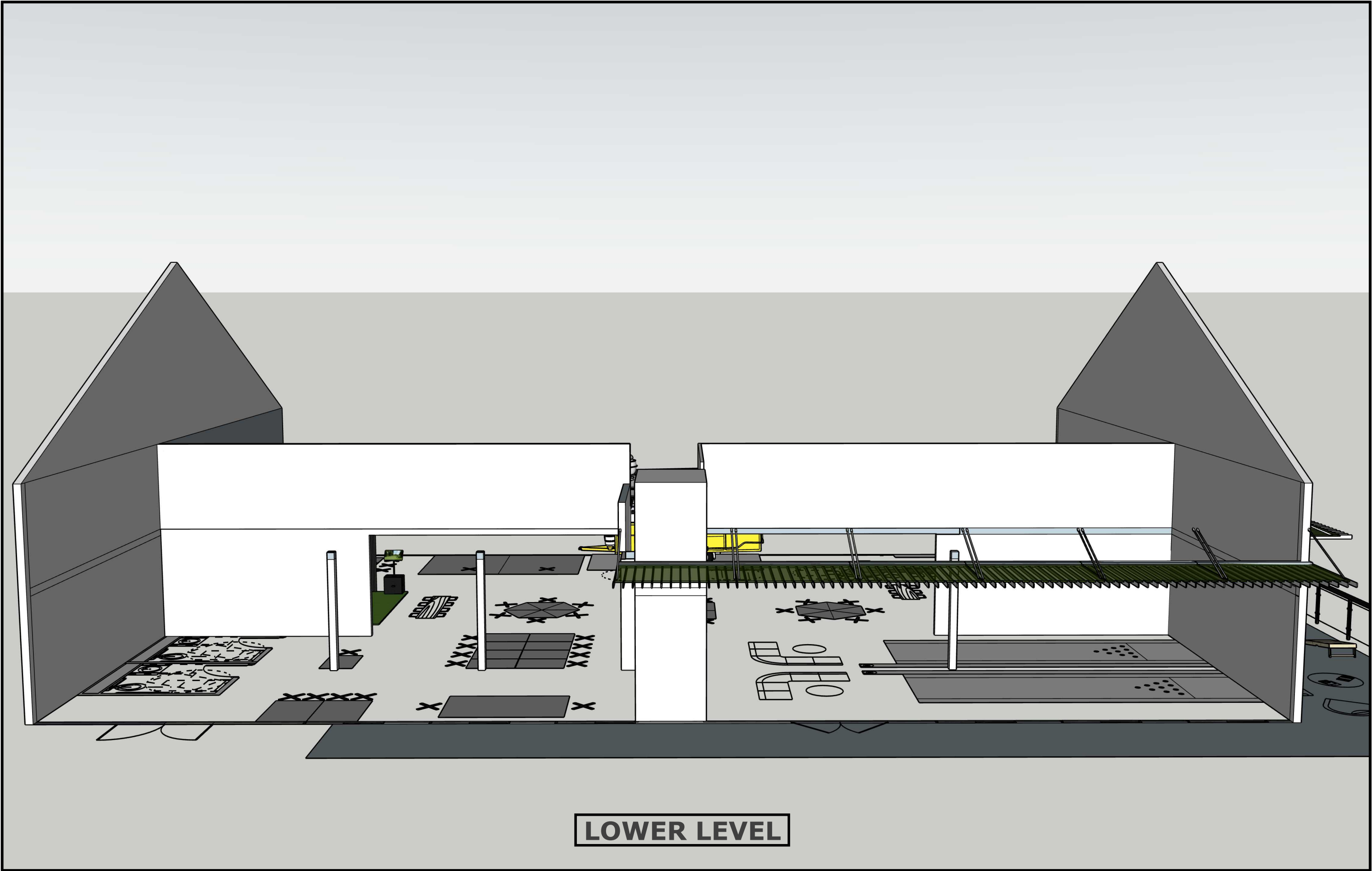
**2 DUCKPIN
BOWLING SUITES
22.5' LANE
aprx 25.5 w/ BALL RETURN**

LANE SEATING

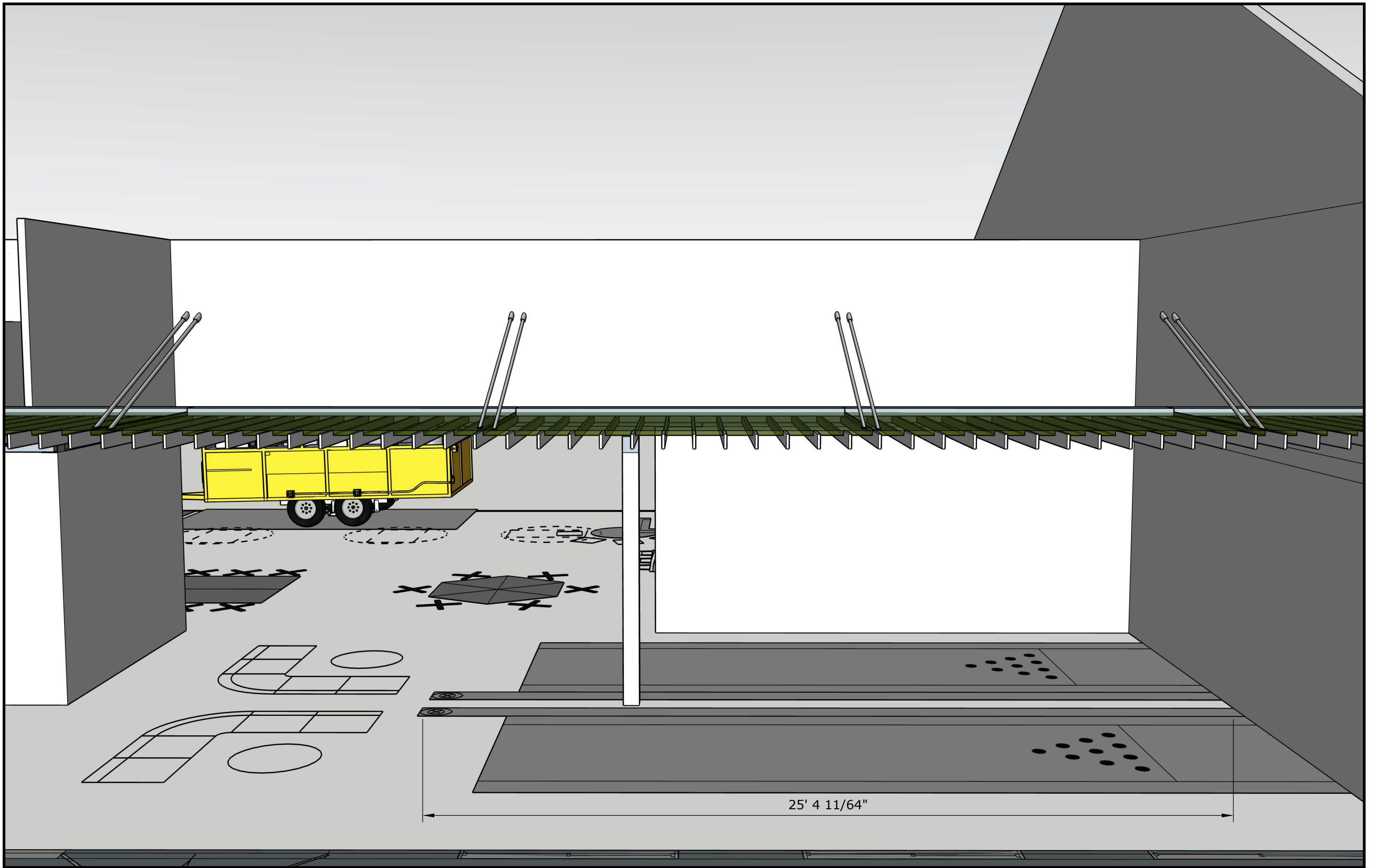
**GRADE LEVEL
WALK WAY**

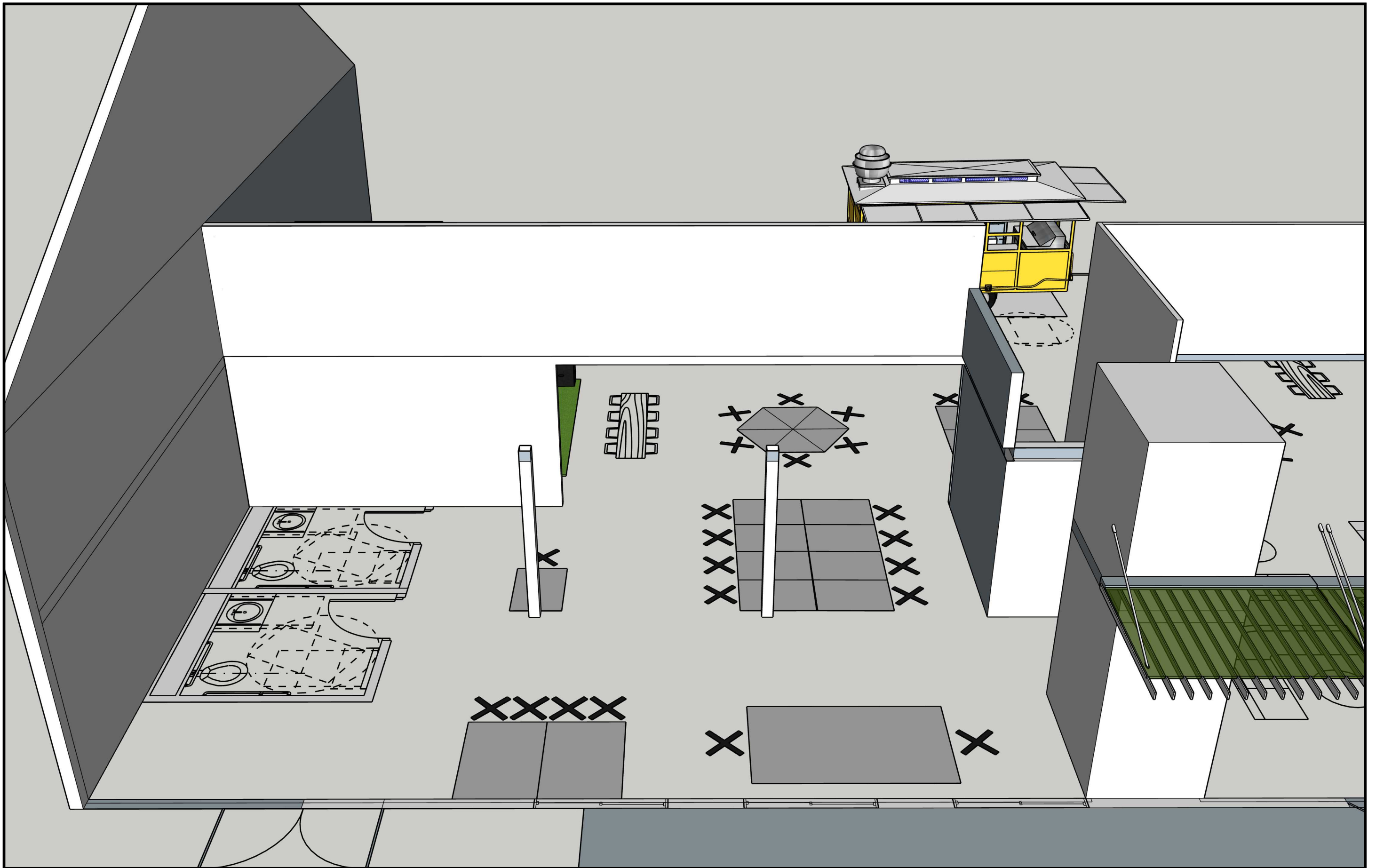
**2 ALL GENDER
A.D.A. RESTROOMS**

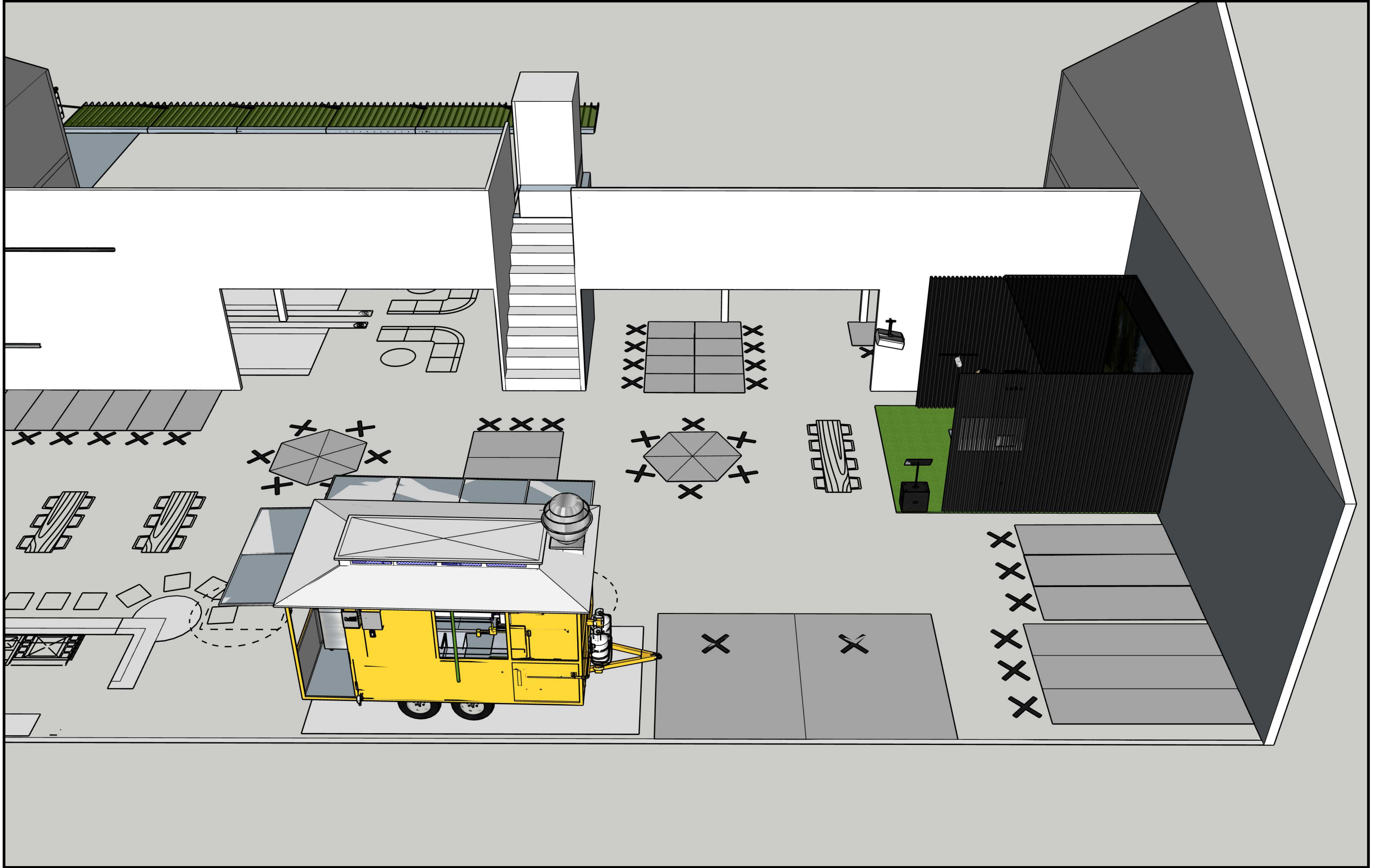
LOWER LEVEL ONLY

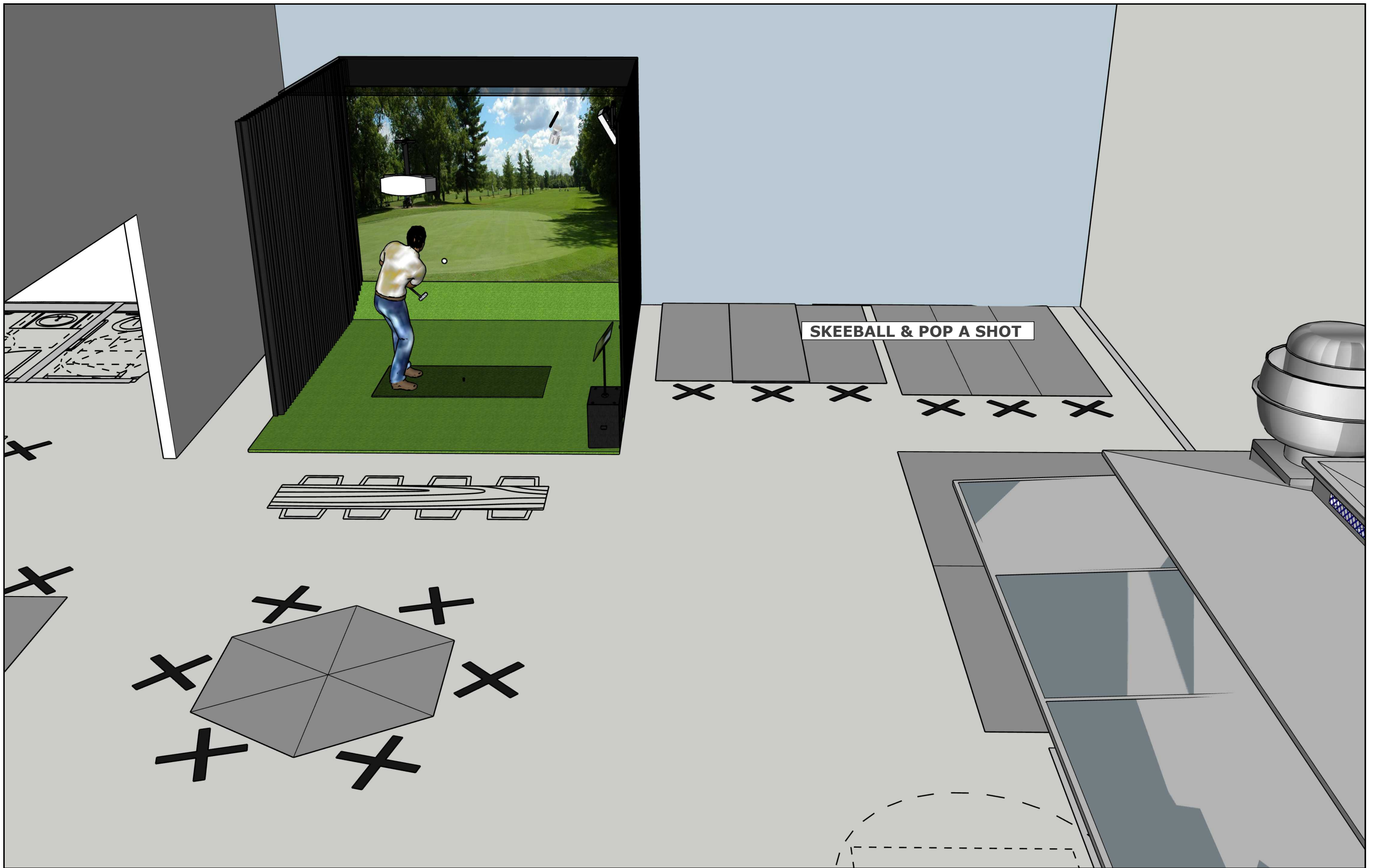


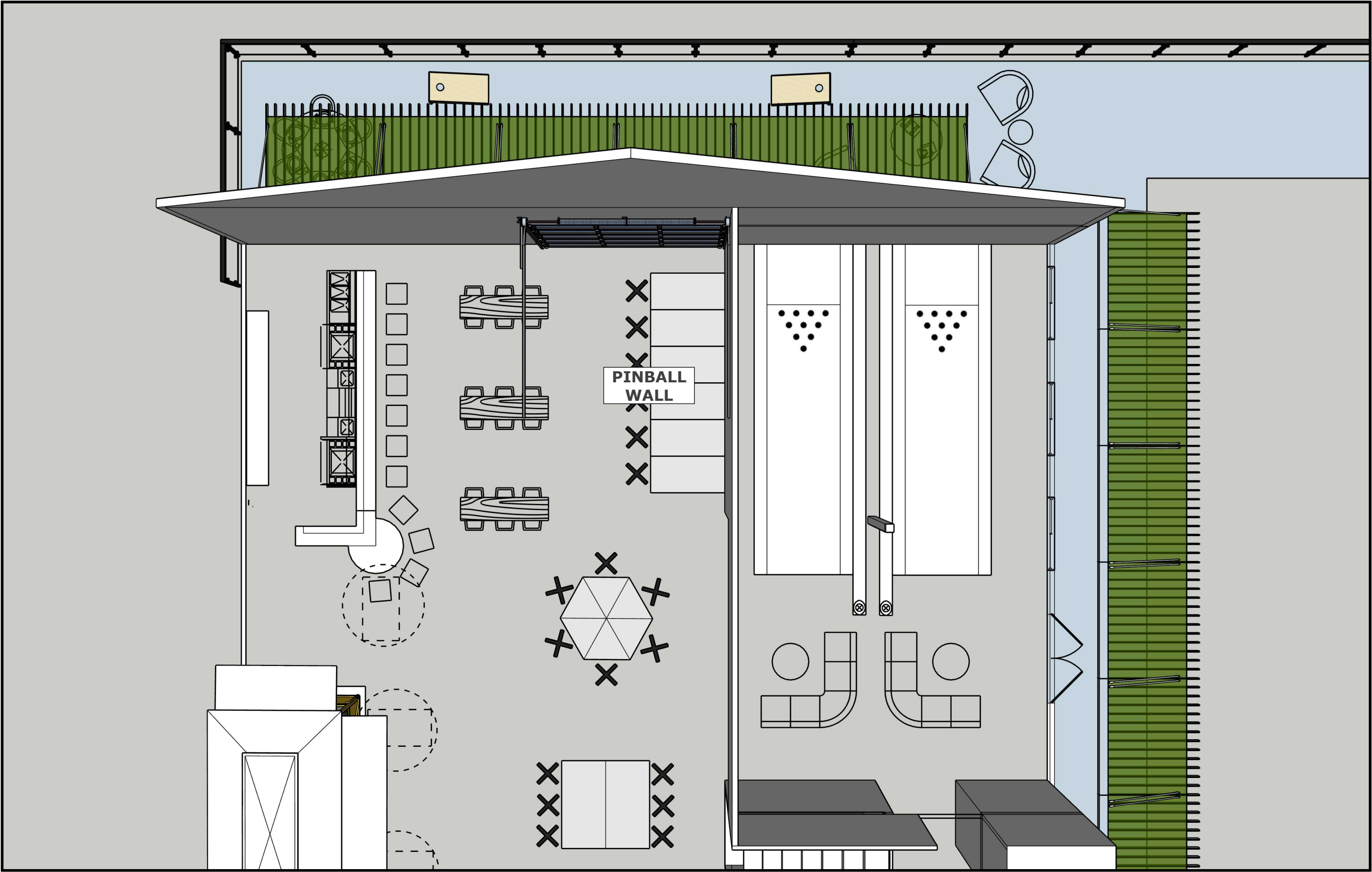
LOWER LEVEL

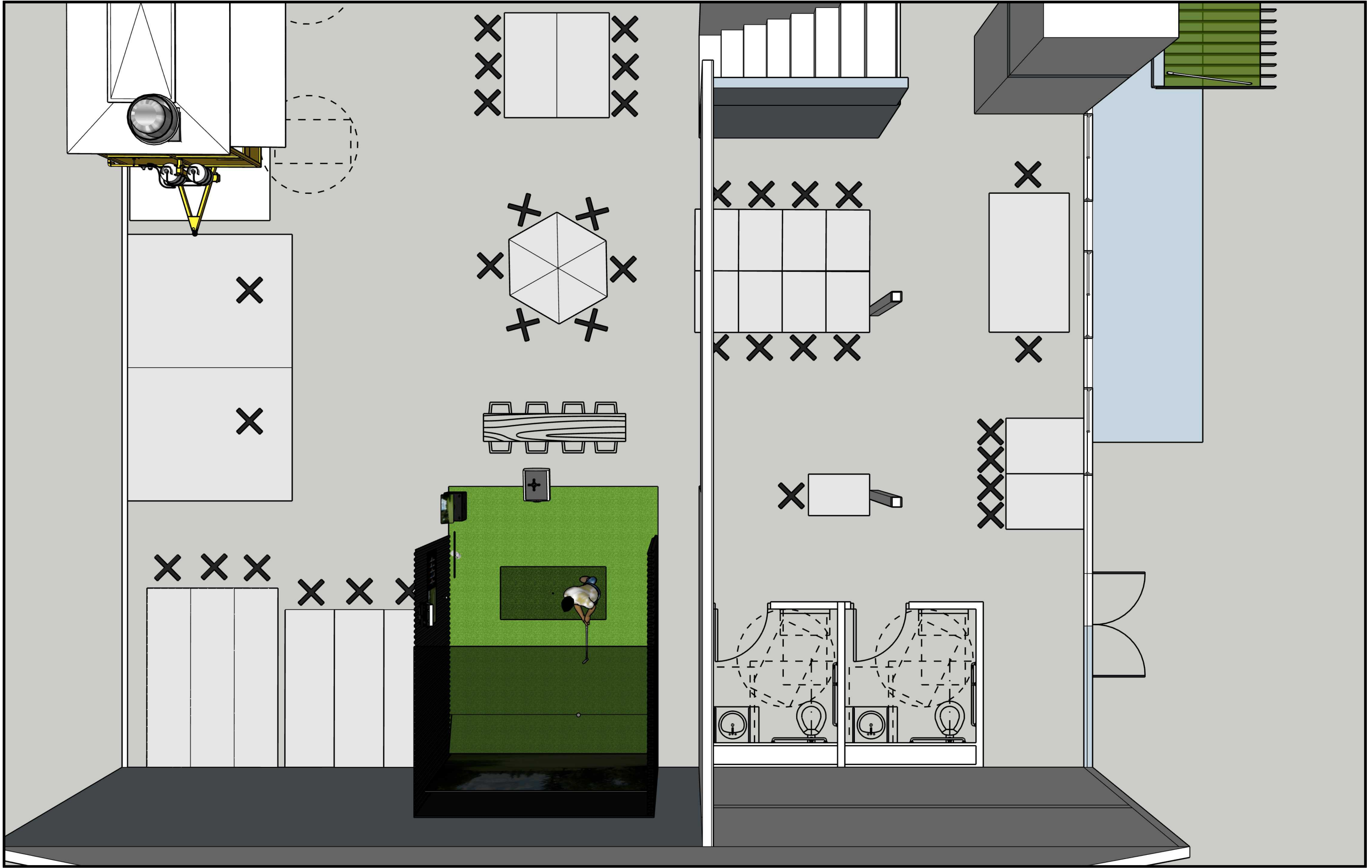




















Charlevoix Planning Commission

New Business

Title: Housing North Presentation of Charlevoix Housing Statistics

Date: October 13, 2025

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

Planning Commission members requested updated housing statistics at their September meeting to help with their decisions relating to proposed housing in the city.

[AGENDA_ITEM_CUSTOM_TEXT_1]

Recommendation:

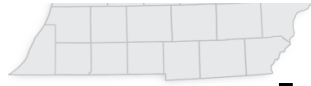
[ALTERNATIVE_ACTIONS]

Attachments:

1. Charlevoix County HNA Presentation
2. Alllice data



Northwest Michigan
Rural Housing Partnership



Housing Needs Assessment Charlevoix County

AWARENESS

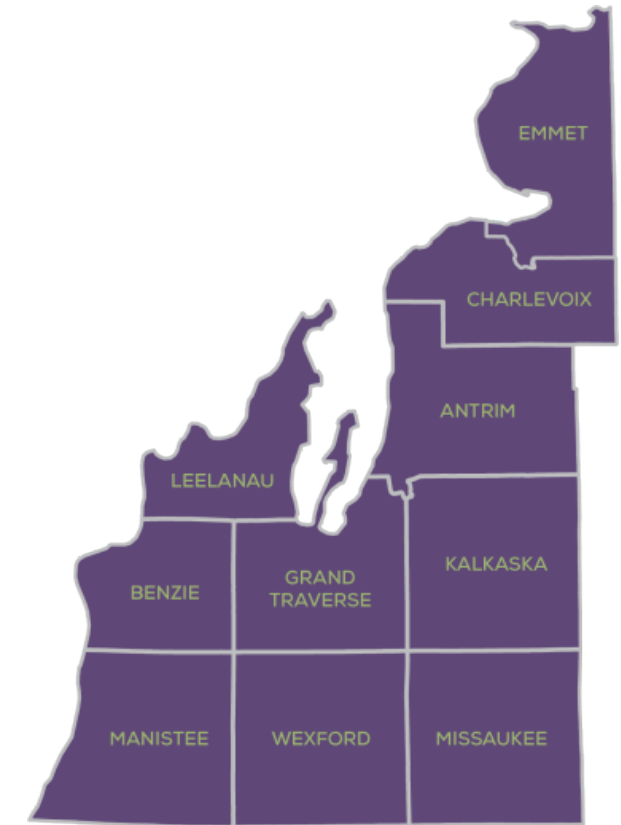
Provide outreach, messaging, & communications tools to communities, developers, & other partners

ADVOCACY

Identify and influence policy that impacts development opportunities in rural Michigan

CAPACITY & RESOURCES

Work with partners to develop new tools & funding options for housing



Overview of Housing Needs Assessment

- **10-County Regional Housing Needs Assessment**
- **Individual County Profiles**
- **Individual Community Profiles of Towns/Villages/Townships – Individually Commissioned**
- Definition of **Study Area(s)**
- **Demographics** (people, households, income & migration patterns)
- **Economics** (jobs, wages, employers, commuting patterns & investments)
- **Housing Supply**
 - **Rental Housing Data** (Apartments, Non-Conventional)
 - **For-Sale Housing Data** (Historical Sales and Available Inventory)
- **Housing Gap Estimates** for rentals & for-sale housing, by income and rent/price
- **Conclusions and Recommendations**

Area Median Household Income (AMI)

Median household income is projected to increase by more than 10% in all counties between 2022 and 2027.

County AMI is currently \$66,857 and will increase to \$76,357 by 2027

	Median Household Income				
	2010 Census	2022 Estimated	% Change 2010-2022	2027 Projected	% Change 2022-2027
Antrim	\$39,604	\$66,587	68.1%	\$74,909	12.5%
Benzie	\$45,871	\$62,022	35.2%	\$70,382	13.5%
Charlevoix	\$46,411	\$66,857	44.1%	\$76,357	14.2%
Emmet	\$47,152	\$67,354	42.8%	\$76,893	14.2%
Grand Traverse	\$45,681	\$69,310	51.7%	\$77,541	11.9%
Kalkaska	\$42,947	\$49,622	15.5%	\$55,052	10.9%
Leelanau	\$53,799	\$71,232	32.4%	\$80,913	13.6%
Manistee	\$38,088	\$59,828	57.1%	\$67,768	13.3%
Missaukee	\$41,099	\$50,381	22.6%	\$56,121	11.4%
Wexford	\$39,388	\$50,190	27.4%	\$55,879	11.3%
Region	\$44,261	\$63,085	42.5%	\$71,177	12.8%
Michigan	\$46,042	\$65,507	42.3%	\$75,988	16.0%

Charlevoix County Housing Gap Broken Down by Income Bracket

Rental Housing Gap Estimates (2022 - 2027)				
Percent of Median Income	≤ 50%	51%-80%	81%-120%	121%+
Household Income Range	≤ \$41,700	\$41,701-\$66,720	\$66,721-\$100,080	\$100,081+
Monthly rent range	≤\$1,042	\$1,043-\$1,668	\$1,669-\$2,502	\$2,503+
Overall Units Needed	334	215	120	61

For-Sale Housing Gap Estimates (2022 - 2027)				
Percent of Median Income	≤ 50%	51%-80%	81%-120%	121%+
Household Income Range	≤\$41,700	\$41,701-\$66,720	\$66,721-\$100,080	\$100,081+
For Sale Price Point	≤\$139,000	\$139,001-\$222,400	\$222,401-\$333,600	\$333,601+
Overall Units Needed	173	282	648	525

Occupancy Permits Through Time

Occupancy permits have not kept up with the demand for housing in Charlevoix County

Residential Occupancy Permits					
Municipality	2022	2023	2024	2025	Totals
Norwood	5	4	4	1	14
Charlevoix Twp	12	5	3	8	28
Hayes	14	14	15	7	50
Bay	11	7	12	8	38
Marian	9	4	8	1	22
Eveline	5	14	16	13	48
Evangeline	4	5	4	2	15
South Arm	11	8	7	3	29
Wilson	6	9	9	4	28
Melrose	20	14	31	6	71
Boyne Valley	8	9	17	7	41
Chandler	1	0	2	1	4
Hudson	5	2	3	2	12
Peaine	2	6	5	2	15
St James	4	5	4	2	15
East Jordan	3	10	3	4	20
City of Charlevoix	15	12	20	16	63
Boyne City	43	37	58	33	171
Totals	178	165	221	120	684

Recommendations



Recommendations – Based on this analysis of the Charlevoix County market, we recommend local officials, stakeholders and housing advocates consider the following to address local housing issues:

- Support efforts to encourage residential development of both rental and for-sale housing product.
- Support efforts that encourage the preservation of the older existing housing stock, particularly the older owner-occupied homes that dominate this market.
- Emphasize and support projects that consider a variety of affordability levels and target segments (e.g., seniors, individuals, young families, professionals, etc.).
- Identify and reach out to advocates, foundations, developers and investors that could be potential residential development partners.
- Reach out to and work with housing organizations and professionals that can bring expertise and increase the community's capacity to address housing issues.
- Consider identifying possible sites for residential development and determine if the sites' appeal could be enhanced with land preparation, pre-development assistance or infrastructure help.

Thank you! Any questions?

Zachary Sompels, Charlevoix County Housing Ready
Program Coordinator

Zach@housingnorth.org

269-365-6014

Yarrow Brown, Executive Director

yarrow@housingnorth.org

Data and resources available at:

www.housingnorth.org

ALICE IN CHARLEVOIX COUNTY

ALICE is an acronym for **A**sset Limited, **I**ncome Constrained, **E**mployed – households that earn more than the Federal Poverty Level, but less than the basic cost of living for the county. While conditions have improved for some households, many continue to struggle, especially as wages fail to keep pace with the rising cost of household essentials (housing, child care, food, transportation, health care, and a basic smartphone plan). Households below the ALICE Threshold – ALICE households plus those in poverty – can't afford the essentials.

2023 Point-in-Time-Data

Population: 26,143 Number of Households: 12,247

Median Household Income: \$76,495 (state average: \$69,183)

Labor Force Participation Rate: 59% (state average: 62%)

ALICE Households: 26% (state average 27%) Households in Poverty: 9% (state average 14%)

City of Charlevoix poverty rate 28.9%

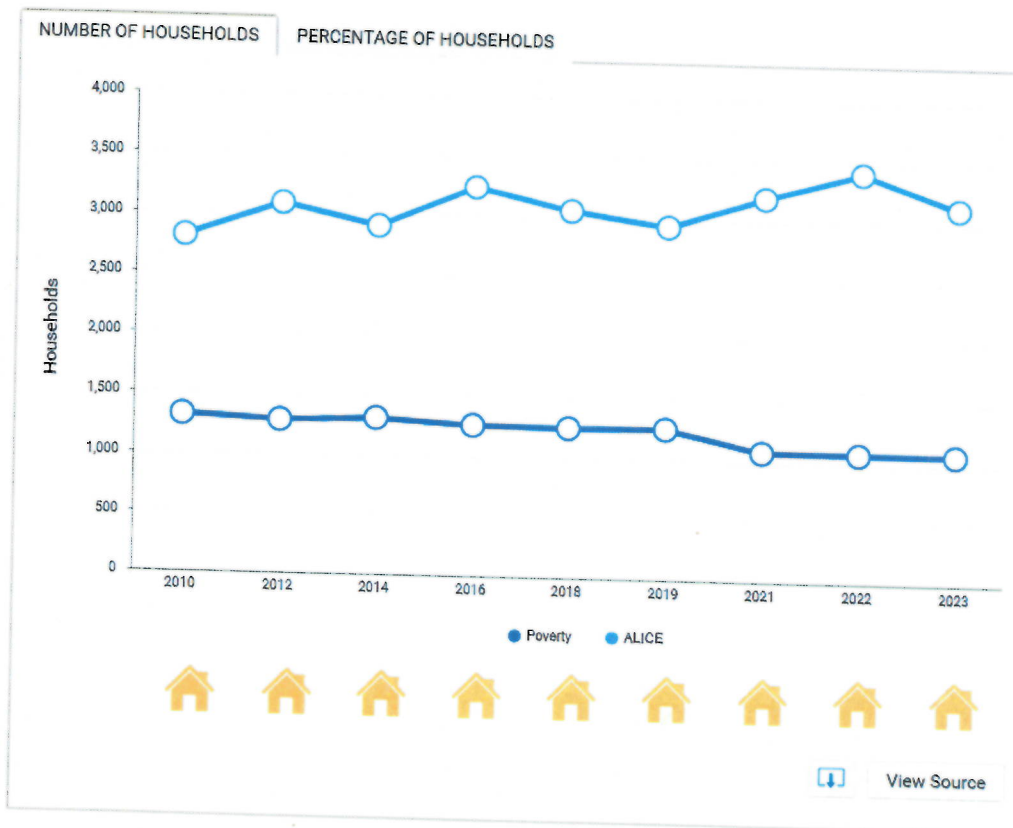
Homeowne rate 50% County 81.8%

Homes built pre-2000 15 per year or 300+ per 20 yrs

Homes built since 2000, 77 total or 3 per year

Financial Hardship Has Changed Over Time In Charlevoix County

As circumstances change, households may find themselves below or above the ALICE Threshold at different times. Use the buttons below to switch between ALICE data over time by number and percentage.



Financial Hardship Varies by Location in Charlevoix County

There is substantial variation in the number of households who live below the ALICE Threshold within the county. Explore the map and table below to learn more. The map is shaded to show the percentage of households that are below the ALICE Threshold (poverty-level and ALICE households combined). The darker the blue, the higher the percentage.

ADDITIONAL GEOGRAPHIES:

Census Places



Charlevoix County, Michigan, 2023

Census Places	Total Households	% Below ALICE Threshold
Advance CDP, Michigan	195	25%
Bay Shore CDP, Michigan	313	38%
Boyne City city, Michigan	1,861	41%
Boyne Falls village, Michigan	164	56%
Charlevoix city, Michigan	1,314	50%
East Jordan city, Michigan	896	50%
Horton Bay CDP, Michigan	188	23%
St. James CDP, Michigan	109	42%
Walloon Lake CDP, Michigan	111	23%

There were also differences in financial hardship by household type and age of householder.

HOUSEHOLD TYPE	AGE OF HOUSEHOLDER
Group	
% Below ALICE Threshold	
Single or Cohabiting (no children)	33%
Married (with children)	13%
Single-Female-Headed (with children)	65%
Single-Male-Headed (with children)	46%

The Cost of Basics Outpaces Wages

The Household Survival Budget reflects the minimum cost to live and work in the current economy and includes housing, child care, food, transportation, health care, technology, and taxes. It does not include savings for emergencies or future goals like college or retirement. In 2023, household costs in every county in Michigan were well above the Federal Poverty Level of \$14,580 for a single adult and \$30,000 for a family of four.

Household Survival Budget, Charlevoix County, Michigan, 2023								
Monthly Costs	Single Adult	One Adult, One Child	One Adult, One In Child Care	Two Adults	Two Adults Two Children	Two Adults, Two In Child Care	Single Adult 65+	Two Adults 65+
Housing	\$667	\$773	\$773	\$773	\$965	\$965	\$667	\$773
Child Care	\$0	\$194	\$519	\$0	\$389	\$1,052	\$0	\$0
Food	\$591	\$1,000	\$897	\$1,084	\$1,818	\$1,604	\$544	\$997
Transportation	\$416	\$539	\$539	\$635	\$964	\$964	\$352	\$507
Health Care	\$180	\$447	\$447	\$447	\$670	\$670	\$492	\$983
Technology	\$86	\$86	\$86	\$116	\$116	\$116	\$86	\$116
Miscellaneous	\$194	\$304	\$326	\$306	\$492	\$537	\$214	\$338
Taxes	\$334	\$321	\$368	\$467	\$493	\$589	\$387	\$712
Monthly Total	\$2,468	\$3,664	\$3,955	\$3,828	\$5,907	\$6,497	\$2,742	\$4,426
ANNUAL TOTAL	\$29,616	\$43,968	\$47,460	\$45,936	\$70,884	\$77,964	\$32,904	\$53,112
Hourly Wage	\$14.81	\$21.98	\$23.73	\$22.97	\$35.44	\$38.98	\$16.45	\$26.56

Charlevoix Planning Commission

New Business

Title: 115 W. Hurlbut Conditional Rezone

Date: October 13, 2025

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

This is a request to conditionally rezone the parcel at 115 W Hurlbut from Commercial Mixed Use to Central Business District. The parcel has a legal nonconforming single-story building that the owner would like to add two stories of residential apartments to and convert the first floor to apartments and a "fun center." The applicant had applied to rezone the parcel a few months ago which the Planning Commission denied. A conditional rezone is project specific. The PC had a first review of the application last month.

[AGENDA_ITEM_CUSTOM_TEXT_1]

Recommendation:

Motion to recommend to Council approval, motion to deny, motion to table

Attachments:

1. Application
2. Rezone report 115 Hurlbut Ave W
3. 115 Hurlbut



Date Rec'd: _____ Case #: _____
Fee Rec'd: _____ Receipt #: _____

REZONING APPLICATION

Paul Silva 115 Hurlbut Avenue
Applicant Address of subject property

1005 N Stephenson Hwy, Royal Oak, MI 48067
Address (City/State/Zip)

115 W Hurlbut, LLC
Property Owner Name (If different than applicant)

123 Lakeshore Rd, Grosse Pointe, MI 48236
Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone Email
(248) 705 - 5969 paul@spmliving.com

Agent Phone Email
() -

Current zoning of subject property: CM Tax ID: 15-052- 361 - 002 - 00

Current use of property: Private Education Academy and Indoor Recreation

Proposed zoning of property: Central Business District (CBD)

Dimensions of parcel: 128' x 215' Parcel size: 27,447 .63
Square feet Acres

The following questions are meant to address the standards that will be considered by the Planning Commission in their review of the proposed rezoning.

Will the proposed zoning designation be harmonious and appropriate in appearance with the character of the surrounding area; is it compatible with adjacent land uses and does not essentially alter the character of the area in which it is proposed?

The appearance and character of the building typography in the proposed CBD is similar to that which is permitted in the current CM district. Furthermore, the proposed multi-family residential building design will serve as a transitional building between the adjacent CBD zoned parcel(s) to the north and the single-family neighborhoods to the south and west.

Is the property, or will the property be, adequately served by public services and facilities relevant to the proposed zoning designation? (ex. Streets, police, fire protection, water and sewer, refuse disposal and schools.)

The proposed zoning designation will not require any public services beyond what is already available and/or provided.

Will on-site activities, processes, materials, equipment or operating conditions typically associated with the proposed zoning designation create traffic, noise, smoke, fumes, glare, odors or any other products that would be detrimental to any people, property or the general welfare?

There will be no detrimental impact on the area surrounding the subject parcel resulting from the proposed zoning designation. The impact of the proposed uses will be similar to traditional use(s) on the property.

Will the use be compatible with the natural environment and be designed to encourage conservation of natural resources and energy?

The proposed uses for the parcel are compatible with the surrounding environment. The building will be designed to use sustainable materials as appropriate and energy usage will be minimized

Does the proposed zoning designation meet an apparent need that exists in the City that is not being met by the amount of land currently zoned as such?

The CBD is fully developed with no undeveloped land that could accomodate the uses and building configuration as proposed on the subject parcel.

Is the proposed rezoning consistent with the intent and purpose of the Zoning Ordinance and the most recent updates to the Master Plan (2011)?

The proposed uses are consistant with the intent of the existing zoning district. However, the existing building configuration and site conditions require rezoning to CBD to ensure proposed modifications are compliant with the ordinance.

Do existing conditions on the property (physical, geological, hydrological, etc.) allow for the land to accommodate typical uses associated with the proposed zoning designation?

The parcel has no physical traits that would inhibit uses typical found in the proposed zoning district.

Along with this application, the following information shall be required (from Section 5.191(1) of the Zoning Ordinance) in order for an application to be deemed complete and submitted to the Planning Commission for evaluation:

- A legal description and street address of the subject property.
- A map identifying the subject property in relation to surrounding properties.
- The name, signature and address of the owner of the subject property; a statement of the applicant's interest in the property if not the owner in fee simple title, and proof of consent from the property owner.
- A site analysis at a scale not less than 1"=100' or aerial photography illustrating existing conditions on the site and adjacent properties such as woodlands, wetlands, soil conditions, topography, drainage patterns, existing buildings, adjacent land uses, any

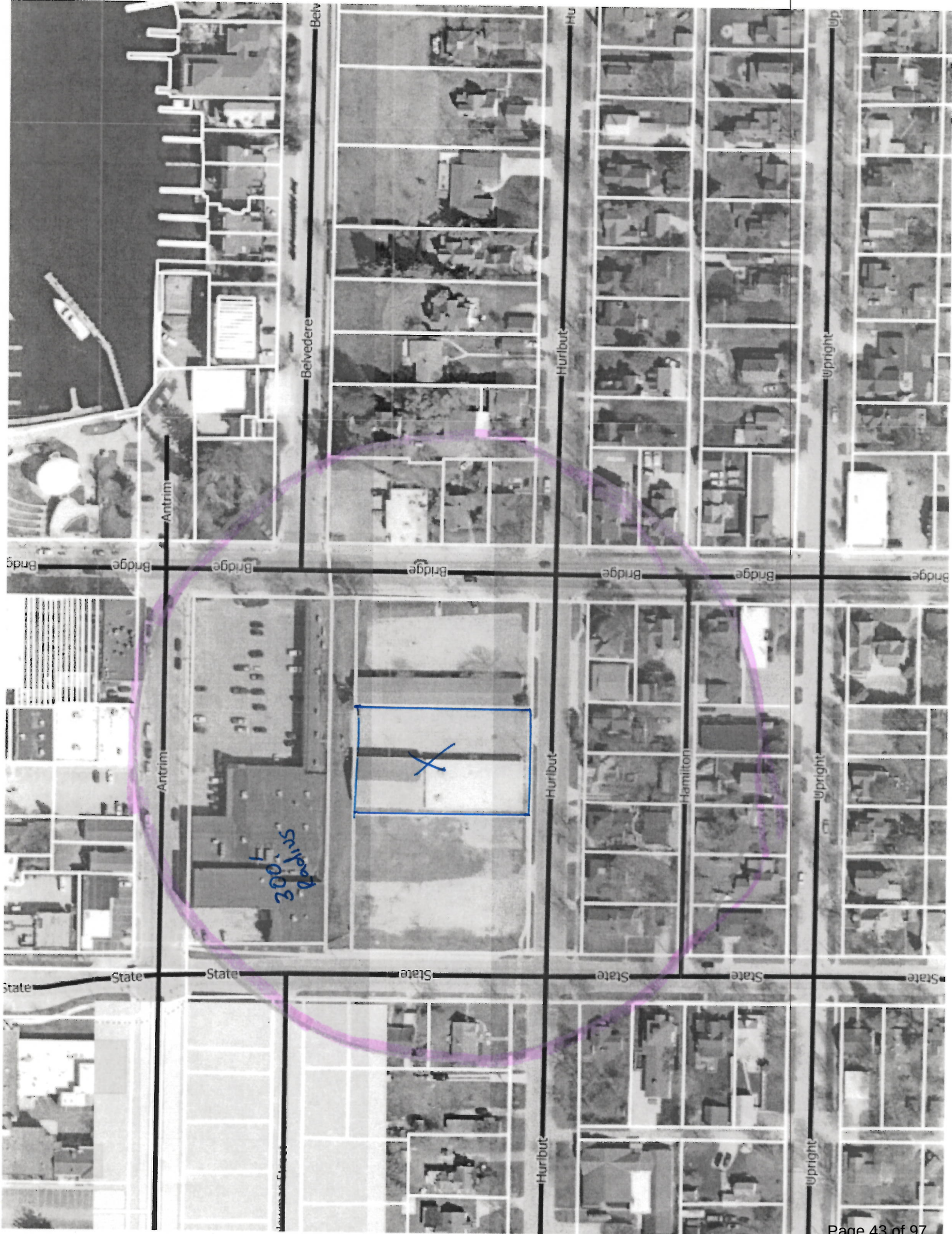
- hundred (200) feet of the subject site.
- A written evaluation to support that the request addresses consistency with the City's master plan, demonstrates all uses in the requested zoning district will be compatible with the surrounding area and other similar factors.
 - The Planning Commission and/or City Council may require a traffic impact analysis for a rezoning that results in potential uses that would be expected to have fifty (50) or more peak hour directional trips or five hundred (500) or more vehicle trips daily.

AFFIDAVIT

I, the undersigned, do hereby make application to the City of Charlevoix for approval of the proposed rezoning application which has been completed 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 selected agent. I agree the statements made in the above application and associated documents are true, and if found not to be true, the approval of the rezoning may be void. I also agree to comply with the conditions and regulations required by the approved rezoning amendment. Further, I agree that if the rezoning application is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that rezoning amendment (or those individual(s) or organization(s) represented by the applicant) will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. For purposes of site inspection, I also agree to notify the City of Charlevoix Zoning Administrator when locations of lot lines are located and staked on the ground. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the City may impose conditions of approval and that the conditions must be met by the specific times as defined in the adopted rezoning amendment. Finally, if necessary, I understand that this is a rezoning application, and if approved, construction of any structures cannot be implemented until applicant has applied for and the City has issued a zoning permit or site plan review.

Property Owner Signature or Authorized Agent: _____

Date: _____

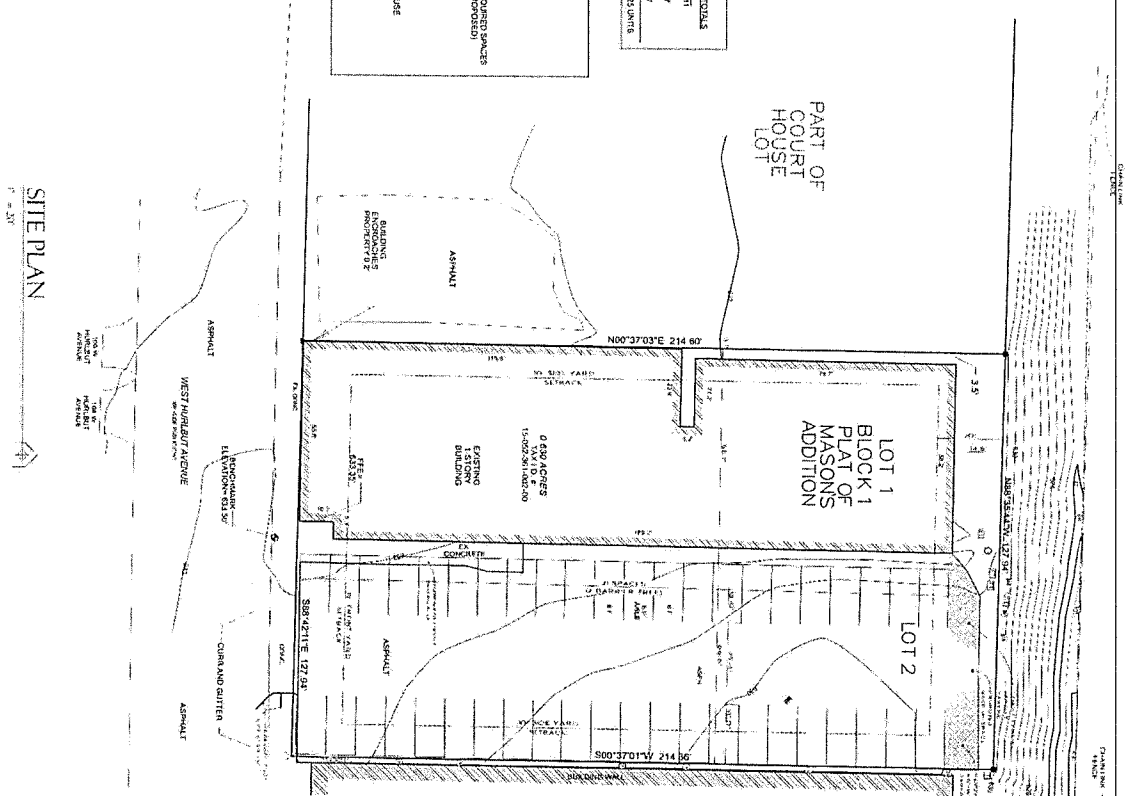


EXPANDED RESIDENTIAL UNIT COUNT, LAK					TOTALS
FLOOR	2ND	1ST	3RD	4TH	
1ST	1	4	7	11	
2ND	5	2	2	7	
3RD	6	2	1	7	
TOTAL	13	6	7	22 UNITS	

PROPOSED RESIDENTIAL PRICING			
TYPE	UNITS	\$/UNIT	TOTAL
2-BED	10	1.5	15
1-BED	3	1	3
STUDIO	7	.5	3.5

REQUIREMENTS

- AVAILABLE ON-SITE PARKING
- 43 SPACES - INCLUDING A BARBER FEE SPACES AS REQUIRED BY CODE
- 27 RESIDENTIAL SPACES
- 16 ON-SITE SPACES AVAILABLE FOR COMMERCIAL USE
- ADJACENT ON-STREET PARKING AS DETERMINED BY CITY
- AVAILABLE PUBLIC LOT SPACES WITHIN 400' AS DETERMINED BY CITY (110.106.8.2)

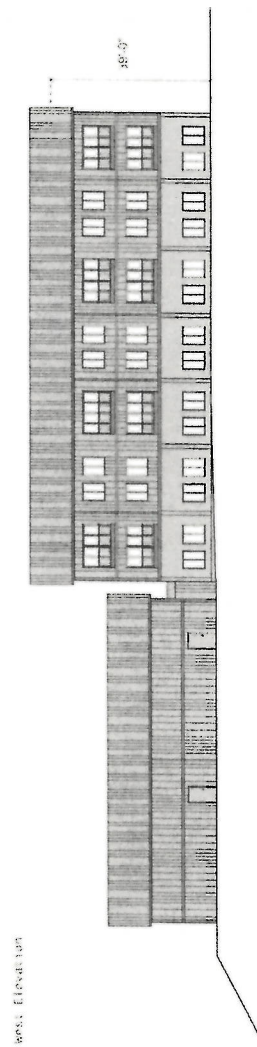
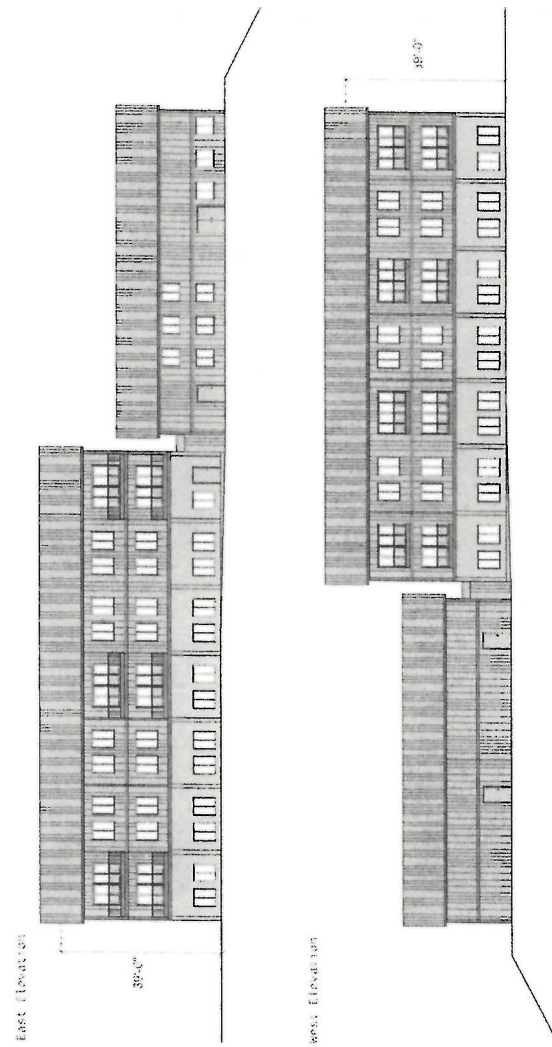


SITE PLAN

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FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS
103 N. UPRIGHT STREET CHAMBERLAIN, MINNESOTA 55870
(763) 441-6002 FAX (763) 547-0021
E-MAIL info@fergusoncham.com

[illegible]



It is not surprising that the American Psychological Association's (APA) 1992 publication of the *Diagnostic and Statistical Manual of Mental Disorders* (4th ed.) was a landmark event in the history of the field. The manual is the most widely used source of information on mental disorders and is the basis for the classification of mental disorders used by the American Psychiatric Association (APA) and the World Health Organization (WHO). The manual is a comprehensive guide to the diagnosis and treatment of mental disorders, and it is the most authoritative source of information on the field.



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Conditional Rezone Application. Project RZ 2024-02 115 Hurlbut Street

HEARING DATE: Monday, September 8, 2025, 6:00 PM

PRESENTED BY: Jonathan Scheel Director Planning and Zoning

ATTACHMENTS:	1. Application from the applicant 2. Project file RZ 2024-02 3. Downtown Charlevoix Futures 4. Master Plan pages 90-94, 104,105, 107
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I: GENERAL INFORMATION:

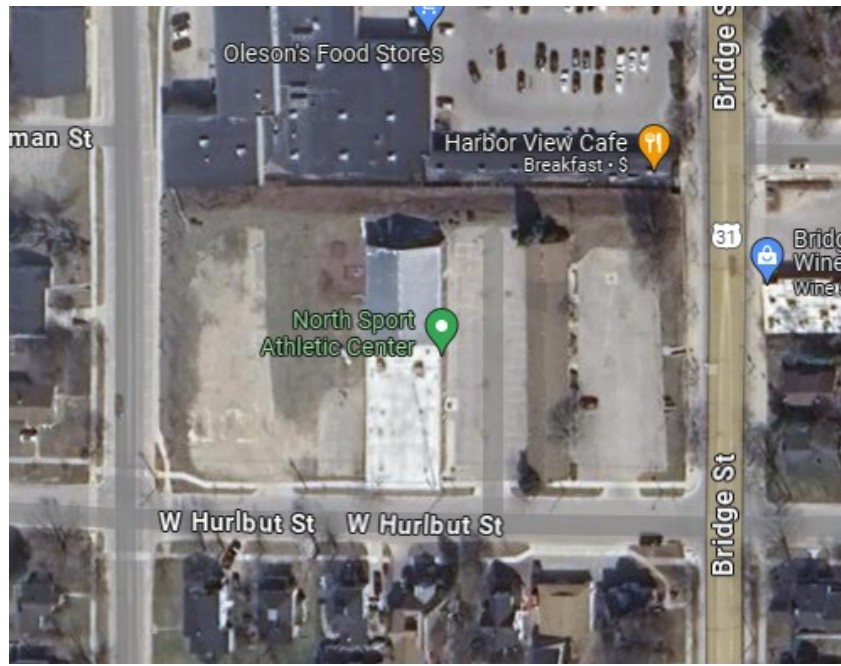
Applicant:	John Paul Silva
Property Owner:	115 W Hurlbut LLC 123 Lake Shore Road Grosse Pointe, MI 48236
Requested Action:	Conditional Rezone from Commercial Mixed Use (CM) to Central Business District (CBD)
Current Zoning:	Commercial Mixed Use
Project Location:	115 Hurlbut Ave. W.
Legal Description:	DDA 1984 - LOTS 1 & 2 BLK 1 MASONS ADDITION.
Project Site Size:	27,846 +- Square feet
Existing Land Use:	Indoor Sports
Adjacent Land Uses:	Retail shopping center to the north. Offices and retail complex to the east. Single multi-family residential units to the south. No development to the west.
Adjacent Zoning:	Central Business District to the north. Commercial Mixed-Use to the east and west. Residential Two (R2) to the south.

II. PROJECT DESCRIPTION/LOCATION:

This is a request for the conditional rezone of a commercial mixed-use lot located at 115 Hurlbut W. Street to Central Business District. The subject property is in the CM zone district. The subject lot is 27,846 +/- square feet. There is an existing building (former school) on the lot. It is non-conforming and sits on the western property line and the front property line (zero lot line).



Charlevoix County Advanced Tax Parcel Map 2016.



Google Maps.



Google Maps.

The purpose of this Staff Report is to evaluate this proposal against the procedures and criteria outlined in Section 153.007 of the City of Charlevoix Zoning Ordinance.

III. TIMING AND AUTHORITY:

The Rezone application was submitted on August 7, 2025. The notice for the public hearing will be advertised in the Charlevoix Courier on September 12, 2025. Notice of the hearing was sent to adjoining landowners and tenants within 300 feet of the property on September 5, 2025.

IV. ZONING ORDINANCE

§ 153.007 CONDITIONAL ZONING.

(A) An applicant requesting a rezoning may voluntarily offer a conditional zoning agreement along with an application for rezoning before, or following, the public hearing for a proposed rezoning. A decision to submit a conditional zoning agreement shall be pursuant to the Zoning Act and this chapter.

(B) The conditional zoning agreement shall be in writing, executed by the applicant and the city and recorded with the county's Register of Deeds.

(C) The conditional zoning agreement may include limitations on the uses permitted on the property in question, specification of lower density or less intensity of development and use; may impose greater restrictions on the location, size, height or other measure for buildings, structures, improvements, setbacks, landscaping, buffers, design, architecture and other features; or may provide for financing and installation of public works necessary to serve the proposed project.

(D) (1) The conditional zoning agreement shall not authorize uses or developments of greater intensity or density, or uses and developments that are not permitted in the proposed zoning district.

(2) The conditional zoning agreement may not permit variations from height, area, setback or similar dimensional requirements that are less restrictive than the proposed zoning district; however, any variance approved by the Zoning Board of Appeals in accordance with §§ 153.035 through 153.042 of this chapter may be allowed as part of a conditional rezoning agreement.

(3) If a special land use or site plan review is required by this chapter for the use proposed or subject to conditions within the rezoning agreement, the use(s) shall comply with the review and approval requirements as applicable prior to establishing or commencing the use(s).

(E) The conditional zoning agreement shall include conditions that bear a reasonable and rational relationship and/or benefit to the property in question. The conditional zoning agreement may include conditions related to the use and development of the property that are necessary to:

(1) Serve the property with improvements including, but not limited to, the extension, widening or realignment of streets; construction or extension of utilities and other infrastructure improvements serving the site; or the construction of recreational facilities serving the site or uses thereon;

(2) Minimize the impact of the development on surrounding properties and the city overall; or

(3) Preserve natural features and open space beyond what is normally required.

(F) In addition to any limitations on use or development of the site, preservation of site features or improvements described above, the conditional zoning agreement shall also include the following:

(1) An acknowledgment that the conditional zoning agreement was proposed voluntarily by the applicant;

(2) A statement that the property shall not be developed or used in any manner that is not consistent with the conditional zoning agreement;

(3) A statement that the approval of the rezoning and the conditional zoning agreement shall be binding upon and inure to the benefit of the property owner and the city, and also their respective heirs, successors, assigns, receivers or transferees. Where the applicant for rezoning is acting on behalf of the landowner through some form of purchase agreement or other mechanism, then the landowner must also consent and sign the agreement;

(4) A statement that, if a rezoning with a conditional zoning agreement becomes void in accordance with this section, that no further development shall take place and no permits shall be issued unless and until a new zoning district classification for the property has been established;

(5) A statement that no part of the conditional zoning agreement shall permit any activity, use or condition that would otherwise violate any requirement or standard that is otherwise applicable in the new zoning district;

(6) A legal description of the land to which the agreement pertains; and

(7) Any other provisions as are agreed upon by the parties.

(G) The conditional zoning agreement shall be reviewed concurrently with the petition for rezoning following the process in § 153.006(C) above and the following.

(1) The conditional zoning agreement may be submitted prior to or following the Planning Commission public hearing. If the agreement is provided following the public hearing it must be reviewed by the Planning Commission prior to the Planning Commission making its recommendation on the rezoning to the City Council.

The conditional zoning agreement shall be reviewed by the City Attorney to determine that the conditional zoning agreement conforms to the requirements of this section and the Zoning Act and shall confirm that the conditional zoning agreement is in a form acceptable for recording with the county's Register of Deeds.

(2) Following the public hearing for a proposed zoning amendment, the Planning Commission shall make a recommendation to the City Council based upon the criteria listed in division (D)(1) above. In addition, the Planning Commission shall consider whether the proposed conditional zoning agreement:

- (a) Is consistent with the intent of this section;
- (b) Bears a reasonable and rational connection or benefit to the property being proposed for rezoning;
- (c) Is necessary to ensure that the property develops in such a way that protects the surrounding neighborhood and minimizes any potential impacts to adjacent properties;
- (d) Is necessary to allow the rezoning to be approved, in that the property could not or would not be rezoned without the proposed conditional zoning agreement;
- (e) Leads to a development that is more compatible with abutting or surrounding uses than would have been likely if the property had been rezoned without a conditional zoning agreement or if the property were left to develop under the existing zoning classification; and
- (f) Is clearly in the public interest and not inconsistent with the recommendations of the city's Master Plan.

(3) If a conditional zoning agreement has been offered by the applicant and recommended for approval by the Planning Commission, the City Council may approve the conditional zoning agreement as a condition to the rezoning if it meets all requirements of division(G)(2) above. The conditional zoning agreement shall be incorporated by attachment or otherwise as an inseparable part of the ordinance adopted by the City Council to accomplish the requested rezoning.

(4) If the rezoning and conditional zoning agreements are approved, the zoning classification of the rezoned property shall consist of the district to which the property has been rezoned and a reference to the conditional zoning agreement. The Official Zoning Map shall specify the new district, plus a parenthetical "CZ" to indicate that the property is subject to a conditional zoning agreement (i.e., "R1 (CZ)"). The City Clerk shall maintain a listing of all properties subject to conditional zoning agreements and shall provide copies of the agreements upon request.

(5) The approved conditional zoning agreement shall be recorded with the county's Register of Deeds.

(6) Any uses proposed as part of a conditional zoning agreement that would otherwise require approval of a special land use or site plan approval shall be subject to the applicable review and approval requirements of §§ 153.230 through 153.239 and 153.243 through 153.257 of this chapter.

(H) (1) The rezoning and conditional zoning agreement shall expire one year after adoption of the rezoning and conditional zoning agreement, unless substantial construction on the approved development of the property pursuant to building and other required permits issued by the city commences within the one-year period and proceeds diligently to completion, unless extended by the City Council for good cause.

(2) In the event that substantial construction on the approved development has not commenced within one year, the conditional zoning agreement shall be void.

(3) Should the conditional zoning agreement become void, all development on the subject property shall cease and no further development shall be permitted. Until action satisfactory to the city is taken to bring the property into compliance with the conditional zoning agreement, the city may withhold or, following notice to the applicant and being given an opportunity to be heard, revoke permits and certificates, in addition to, or in lieu of, any other lawful action to achieve compliance.

(4) Notwithstanding the above, if the property owner applies in writing for an extension of the conditional zoning agreement at least 30 days prior to the expiration date, the City Council may grant an extension of up to one year. Further extensions may be granted by the City Council, although the number of previous extensions granted to a particular conditional zoning agreement shall be considered in relation to the diligent effort of the land owner to satisfy the conditions of the agreement.

(I) If the rezoning and conditional zoning agreement becomes void as previously outlined, then the land shall revert back to its prior zoning classification as set forth in the Zoning Act. The Zoning Administrator or designee shall initiate the rezoning to the prior zoning classification and notify the land owner and/or developer of the reversion of zoning by registered letter.

(J) Provided that, all development and/or use of the property in question is in compliance with the conditional zoning agreement, an authorized use or development may continue indefinitely; provided that, all terms of the conditional zoning agreement continue to be met.

(K) The conditional zoning agreement may be amended by the city with the landowner's consent in the same manner as was prescribed for the original rezoning and conditional rezoning agreement.

(L) Nothing in the conditional zoning agreement, nor any statement or other provision shall prohibit the city from later rezoning all or any portion of the property that is the subject of the conditional zoning agreement to another zoning classification. Any rezoning shall be conducted in compliance with this chapter and the Zoning Act.

(M) The city shall not require an owner to offer conditions as a requirement for rezoning. The lack of an offer of conditions shall not affect the owner's rights under this chapter.

(N) The city is not required or obligated to accept any or all conditions offered by a developer on a rezoning application. In no way is an offer of a conditional zoning agreement the basis for requiring the city to approve a rezoning application.

V. FINDINGS OF FACT

(1) In considering a rezoning application, the Planning Commission and the City Council shall consider the following criteria in making their findings, recommendations and decisions:

(a) Consistency with the goals, policies and future land use map of the Charlevoix Master Plan, including all applicable subarea and corridor studies. If conditions have changed since the Master Plan was adopted, then consistency with recent development trends in the area shall be evaluated;

Page 93-94 of the Master Plan and page 104, the Future Land Use Map shows this area as the start of the Charlevoix Corridor. The Charlevoix Corridor is a transitional zone that permits a mix of commercial, professional and medical offices, residential, and civic, and transitional or temporary spaces that can be used as business incubators. (Downtown Charlevoix Futures page 20-22) The current zoning ordinance describes the CBD as: Central Business District. This zone regulates land within the area traditionally considered to be Downtown Charlevoix. Its purpose is to support the central activity area of the city by accommodating a mix of retail, office, service, entertainment and residential uses in a walkable, pedestrian-friendly environment. Business uses which are inconsistent with this purpose or which detract from the convenience of this district are not permitted. The vast majority of the permitted uses allowed in the current Mixed Use designation of the property align with permitted uses in the requested Central Business District. The proximity to downtown makes this an appropriate area for higher density housing, restaurants and shops similar to the existing Central Business District and currently allowed in the zoning district Mixed Use.

(b) Whether development under current zoning is impractical or less reasonable than the requested or desired zoning district given factors such as development trends;
As described above, both the existing zone district and the requested zone district have most of the same allowed uses.

(c) Capability of the site's physical, geological, hydrological and other environmental features to accommodate the potential uses allowed in the proposed zoning district;

This parcel sits approximately 18 feet higher in elevation than the current downtown. The elevation change may hinder the walkability you would expect for a "downtown" business (Downtown Charlevoix Futures page 20-22).

(d) Compatibility of all the potential uses allowed in the proposed zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, noise, density, nature of use, traffic impacts, aesthetics, infrastructure, impact on the ability to develop adjacent properties under existing zoning and potential influence on property values;

As described in (b), the existing zone district and the proposed district have mainly similar allowed uses. When comparing what is allowed, the proposed zone district allowed uses would have similar impacts to the neighborhood as those allowed presently. The main differences would be the setbacks and heights of structures. Current MU District has 15' front, 20' rear and 10 interior side yard setbacks with a maximum height of 35' for structures. The CBD has zero-lot line setbacks and a maximum structure height of 40 feet. Those differences, mainly the zero-lot line, may impact the residential neighborhood to the south.

(e) Capacity of city infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the health, safety and welfare of the city;

This parcel has all city infrastructure and facilities available nearby. Many have been upgraded in the last few years

(f) The apparent need for the types of uses permitted in the requested zoning district in the city in relation to the amount of land in the city currently zoned to accommodate that need;

Developable parcels for many of the uses allowed in the CBD, near, or downtown are nonexistent. Existing parcels are small and couldn't be built to the scale necessary to make sense to redevelop. The need for additional entertainment, multifamily housing and parking is already here with little land availability to develop those uses.

(g) Other factors as determined by the Planning Commission and the City Council.

(2) Where a rezoning is reasonable given the above criteria, a determination shall be made that the requested zoning district is more appropriate than another or by amending the list of permitted or special land uses within a district.

VI. PLANNING COMMISSION OPTIONS:

The City of Charlevoix Planning Commission has the following options for Rezone RZ 2024-02

1. Deny Conditional Rezone 2025-01 RZ based on specific findings of fact that the application does not meet the review criteria in Section 153.007
2. Recommend Approval to Council for Conditional Rezone 2025-01 RZ based on specific findings of fact that the application does meet the review criteria in Section 153.007 and send to City Council with recommended approval.

W. Hurlbut Site Plan Review

§ 153.087 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

All lots in the non-residential districts shall conform to the requirements of the Table 153.087. The requirements in footnotes are an integral part of this subchapter and shall apply.

Table 153.087: Dimensional Requirements, Non-Residential and Mixed Use Districts

Table 153.087: Dimensional Requirements, Non-Residential and Mixed Use Districts								
Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.) ⁷	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
PO	NA	75	26	15	10	15	25	NA
GC	20,000	100	26	15	10	15	25	NA
CBD	NA	NA	40	0	0	0	0 ¹	NA
CH	43,560	150	30	25	20 ²	20	30 ¹	50/80 ³
MC	10,000	50	35 ⁴	20	0	0	0	NA
SR	NA	NA	§ 153.088.(A)	25	20/50 ⁵	20/50	50	30
I	43,560	150	30	30	20 ⁶	20	25	60
P	NA	100	35	20	10	15	15	NA
CM	9,000	60	35	15	10	15	20	NA

NOTES TO TABLE:

¹ The minimum rear yard in the CBD District when adjacent to the Pine River Channel or Round Lake shall be 50 feet.

CMU REGULATIONS

Property Development Standards *allowed* *proposed or existing*

Maximum density (units/gross acre) 25*	20	14
Maximum Height (in feet)	27	
Maximum number of stories	2	3
Minimum lot area (sq. ft)	6,000	27,560
Minimum lot frontage (feet) at front property line	50	130
Front setback (feet)		(1)
- Arterial or collector	15	N/A
- Local street (<i>Hurlbut Ave.</i>)	15	0
Street side setback (feet)		
- Arterial or collector	15	N/A
- Local street	15	N/A
Garage door setbacks from street (feet)	20	N/A
Side and Rear setback (feet)	10 feet interior side 0 20 feet rear 14'6"	

(1) Front and street side setbacks may be reduced to 10 feet with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 10-foot-wide sidewalk is provided.

W. Hurlbut Site Plan Review

Wide Buildings. Any building over 50 feet wide shall be broken down to read as a series of buildings no wider than 50 feet each or 30 feet in the MU-R Zoning District. Increases in the maximum building width may be approved through design review if recesses, offsets, or other architectural articulation modulate a "box-like" appearance. **Fail, 63 feet wide**

Maximum Building Length and Length of Blank Walls. The maximum building length is 100 feet. See Table 3. This limitation does not apply to buildings with unique design requirements, such as gyms and auditoriums. Increases in the maximum building length may be approved through design review if recesses, offsets, or other architectural articulation modulate a "box-like" appearance. The maximum length of blank walls is 10 feet on the ground floor and 25 feet on upper floors. **Fail, 124 feet long**

Building Orientation and Entrances.

- a) Buildings shall be oriented to face public streets or pedestrian-oriented areas. **Fail**
- b) Building frontages shall be generally parallel to streets, and the primary building entrances shall be located on or within 15 feet of a public sidewalk. **?**

Building Design and Articulation. Buildings shall provide adequate architectural articulation and detail to avoid a bulky and "box-like" appearance. **Fail** Building design shall reflect and complement the architectural style of significant historic buildings within the city. **Fail** This may be accomplished through the incorporation of architectural style, colors, and materials similar to those used for historic buildings in the City. The following standards apply to development projects in the Mixed-Use Districts:

- a) Massing. Building massing shall align with the street grid of adjacent blocks.
- b) Relation to Existing Buildings. Buildings shall be designed to appear integrated with existing buildings in the district. **Fail**
- c) Vertical Relationship. Buildings shall be designed to have a distinctive base (ground floor level), middle (intermediate upper floor levels), and top (either top floor or roof level). Cornices, balconies, roof terraces, and other architectural elements should be used, as appropriate, to terminate rooflines and accentuate setbacks between stories. **?**
- d) Windows.
 - i. Window frames shall be inset at least two inches from the face of the building to enhance shadow-line around opening. **?**
 - ii. Snap-in vinyl mullions between double pane glass is prohibited. If a divided light appearance is desired, mullions must be made of dimensional material projecting in front of the panes on both the inside and outside of the window. **N/A**
 - iii. Exceptions may be granted through the design review process to accommodate alternative window design complementary to the architectural style of the structure.

Exterior Building Materials and Colors.

- a) A unified palette of materials shall be used on all sides of buildings.
- b) Exterior building materials shall be stone, brick, stucco, architectural concrete block, painted wood clap-board, painted metal clapboard or other quality, durable materials approved through the design review process. **?**
- c) A wainscoting of quality materials on the bottom of the ground floor facade is required. **?**
- d) Colors shall be used to help delineate windows and other architectural features to increase architectural interest. **?**

Building Details.

- a) Building facades shall include building projections or recesses, doorway and window trim, and other details that provide architectural articulation and design interest. **Fail**

W. Hurlbut Site Plan Review

- b) All applied surface ornamentation or decorative detailing shall be consistent with the architectural style of the building. **Fail**
- c) All balconies shall have a minimum horizontal dimension of two feet.
- d) Each side of the building that is visible from a public right-of-way shall be designed with a complementary level of detailing. **Fail**

Pedestrian Access.

- a) Internal Connections. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas or pedestrian amenities. **Fail**
- b) To Circulation Network. Regular connections between on- site walkways and the public sidewalk and other pedestrian walkways within the project shall be provided. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage.
- c) To Neighbors. Direct and convenient access shall be provided from commercial and mixed-use projects to adjoining residential and commercial areas to the maximum extent feasible, while still providing safety and security.
- d) Interior Pedestrian Walkway Design.
 - i. Walkways shall have a minimum clear, unobstructed width of six feet, where feasible, but at least four feet, shall be hard- surfaced, and paved with concrete, stone, tile, brick, or comparable material.
 - ii. Where a required walkway crosses driveways, parking areas, or loading areas, it must be clearly identifiable through the use of a raised crosswalk, a different paving material, or similar method. **Fail**
 - iii. Where a required walkway is parallel and adjacent to an auto travel lane, it must be raised or separated from the auto travel lane by a raised curb at least four inches high, bollards, or other physical barrier. **Fail**

Limitations on Location of Parking.

- i. Surface Parking. Above ground surface parking may be located within 40 feet of a street facing property line if the Decision-Making Body makes all of the following findings:
- iv. Buildings are built close to the public sidewalk to the maximum extent feasible;
- v. The parking area is screened along the public right-of-way with a wall, hedge, trellis, and/or landscaping; and **Fail**
- vi. The site is small and constrained such that underground, partially submerged, or surface parking located more than 40 feet from the street frontage is not feasible. N/A

TABLE 5: LANDSCAPING AND OPEN SPACE STANDARDS - MIXED-USE DISTRICTS

<i>District</i>	<i>MR-R</i>	<i>MU-CL</i>		<i>Additional Regulations</i>
Minimum Residential Private Open Space (sq ft per unit)	65	75	Fail	

Minimum Dimensions.

- i. *Private Open Space*. Private open space located on the ground level (e.g., yards, decks, patios) shall have no horizontal dimension, less than 10 feet. Private open space located

W. Hurlbut Site Plan Review

above ground level (e.g., balconies) shall have no horizontal dimension, less than six feet.

- ii. *Common Open Space*. Minimum horizontal dimension of 20 feet. **Fail**

Usability. A surface shall be provided that allows convenient use for outdoor living and/or recreation. Such surface may be any practicable combination of lawn, garden, flagstone, wood planking, concrete, or other serviceable, dust-free surfacing. The maximum slope shall not exceed 10 percent. **Fail**

Accessibility.

- i. *Private Open Space*. The space shall be accessible to only one living unit by a doorway to a habitable room or hallway. **Fail**
- ii. *Common Open Space*. The space shall be accessible to all of the living units on the lot. It shall be served by any stairway or other accessway qualifying as an egress facility from a habitable room. **Fail**

Charlevoix Planning Commission

Old Business

Title: 119 W. Hurlbut Ave. Site Plan Approval.

Date: October 13, 2025

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

105 Hurlbut LLC is proposing a site condominium infill development on the vacant lot at the NW corner of Hurlbut Ave and State Street. The proposed plan includes fourteen site condominium units, consisting of two seven-unit buildings. The PC reviewed a preliminary proposal at its September meeting, asking questions and requesting additional information. The applicant has submitted revised plans and other requested documents for the PC to review and make their decision on.

[AGENDA_ITEM_CUSTOM_TEXT_1]

Recommendation:

Review, discuss and approve, approve with conditions, deny or table.

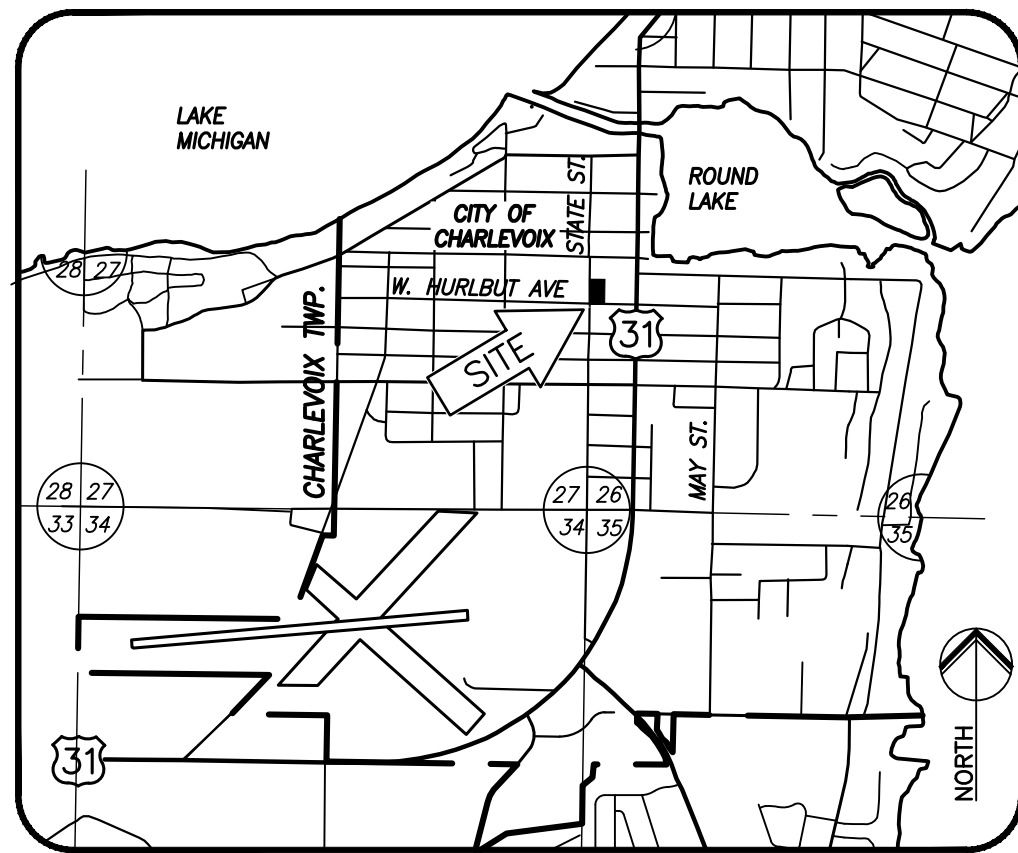
Attachments:

1. 6ac7e521-f131-4422-92c8-3ed1ed8a08f2
2. Planning Commission Proposal
3. THc-A202-081925
4. THc-A201-081925
5. Uptown Finishes List
6. EXTERIOR VIEW_1 - Photo-2
7. EXTERIOR VIEW_4 - Photo
8. EXTERIOR VIEW_5 - Photo-2
9. EXTERIOR VIEW_8 - Photo
10. Hurlbut corner site plan approval
11. Level B Site Plan Review 01-2025
12. EXTERIOR VIEW_9 - Photo-2

C:\USERS\AARON\NORDMAN\PERFORMANCE ENGINEERS\PERFORMANCE ENGINEERS\PROJECTS\6844\DRAWINGS\6844 BASE.DWG - V-100 - PLOTTED 10/6/2025 12:28 PM BY AARON NORDMAN

VICINITY MAP

SCALE: 1"=2000'



LEGEND

DESCRIPTION	PROPOSED	EXISTING
BUILDING		
STORM SEWER	— ST —	— ST —
SANITARY SEWER	— SAN —	— SAN —
WATER	— W —	— W —
NATURAL GAS	— G —	— G —
UNDRGRND ELEC.	— U/E —	— U/E —
OVERHEAD ELEC.	— E —	— E —
UNDRGRND TEL.	— U/T —	— U/T —
MANHOLE		
CATCH BASIN		
FIRE HYDRANT		
CLEANOUT		
WATER VALVE		
DECIDUOUS TREE		
CONIFEROUS TREE		
BUSH		
TREELINE		
ELEVATION		
CONTOUR		
PROPERTY LINE		
FENCE		

ABBREVIATIONS

ASPH	- ASPHALT	PVC	- POLYVINYLCHLORIDE
B/C	- BACK OF CURB	R	- RADIUS
BLDG	- BUILDING	RCP	- REINFORCED CONCRETE
B.M.	- BENCH MARK		- PIPE
CFT	- CUBIC FEET	STL	- SANITARY
CONC	- CONCRETE		- STEEL
FDN	- FOUNDATION	STM	- STORM
FFE	- FINISH FLOOR ELEVATION	T/C	- TOP OF CURB
F.G.	- FINISH GRADE	T/W	- TOP OF WALK
IE	- INVERT ELEVATION	TE	- TOP/PRIM ELEVATION
LFT	- LINEAR FEET	TYP	- TYPICAL

ZONING INFORMATION

PROPERTY DESCRIPTION:

BEG AT INTER OF N LI HURLBUT AVE WITH THE E LI STATE ST TH E AL N LI HURL AVE TO SW COR LOT 1 BLK 1 MASONS ADD TH N AL W LISD LOT 214.5 FT TO NW COR LOT 1 TH W TO PT 214.5 FT N POB TH S AL E LI STATE ST 214.5 FT TO POB BEING PART NW 1/4 OF SW 1/4 SEC. 26-34-8

ZONING DISTRICT

CM (COMMERCIAL MIXED USE)

STANDARD
MAXIMUM BUILDING HEIGHT:
MINIMUM BUILDING WIDTH:
MINIMUM FRONT YARD:
MINIMUM INTERIOR SIDE YARD:
MINIMUM STREET SIDE YARD:
MINIMUM REAR YARD:
MINIMUM LOT WIDTH
MINIMUM LOT AREA
MAXIMUM LOT COVERAGE

REQUIREMENT
35 FEET
20 FEET
15 FEET
10 FEET
15 FEET
20 FEET
60 FEET
9,000 SQ. FT.
NA

PROVIDED
35 FEET
32 FEET
15 FEET
10 FEET
15 FEET
NA
165 FEET
35,457 SQ. FT.
NA

NOTES

- BOUNDARY SURVEY PROVIDED BY FERGUSON & CHAMBERLAIN ASSOC.
- ENCROACHMENTS DEPICTED BASED ON SURVEY DATA.
- SURVEY REFERENCE BASE IS THE STATE PLANE COORDINATE SYSTEM, MICHIGAN CENTRAL, ELEVATION REFERENCE IS NAD 1983.
- UTILITIES MARKED BASES ON VISUAL EVIDENCE. PEI MAKES NO WARRANTY OR OPINION AS TO ACCURACY. ALL EXCAVATION WORK MUST CALL THE 811 "MISS DIG" SYSTEM TO LOCATE UTILITIES, AS REQUIRED BY LAW.
- LOT COVERAGE CALCULATED AS FOLLOWS:
TOTAL IMPERVIOUS = 21,021SF/35457SF = 59.3%

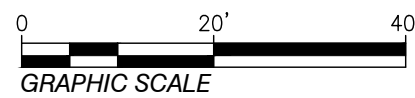
UPTOWN VILLAGE



SHEET INDEX

C100	TOPOGRAPHIC SURVEY PLAN
C101	SITE PLAN
C102	SITE GRADING & LANDSCAPE PLAN

EXISTING SITE
1"=20'



Performance Engineers, Inc.

Civil / Structural Engineering
406 Petoskey Avenue
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Fax: (231) 547-0084
www.performanceeng.com

CONSULTANTS

UPTOWN VILLAGE

CORNER OF STATE & HURLBUT
CHARLEVOIX, MICHIGAN

OWNER
HURLBUT 105, LLC
105 HURLBUT CHARLEVOIX, MI 49720

DESCRIPTION

DATE

MARK

PROJECT NO.: 25-6844

CAD DWG FILE: 6844 BASE.DWG

DRAWN BY: PEI

DESIGNED BY: -

CHECKED BY: AEN

SEAL

SHEET TITLE

TOPOGRAPHIC SURVEY

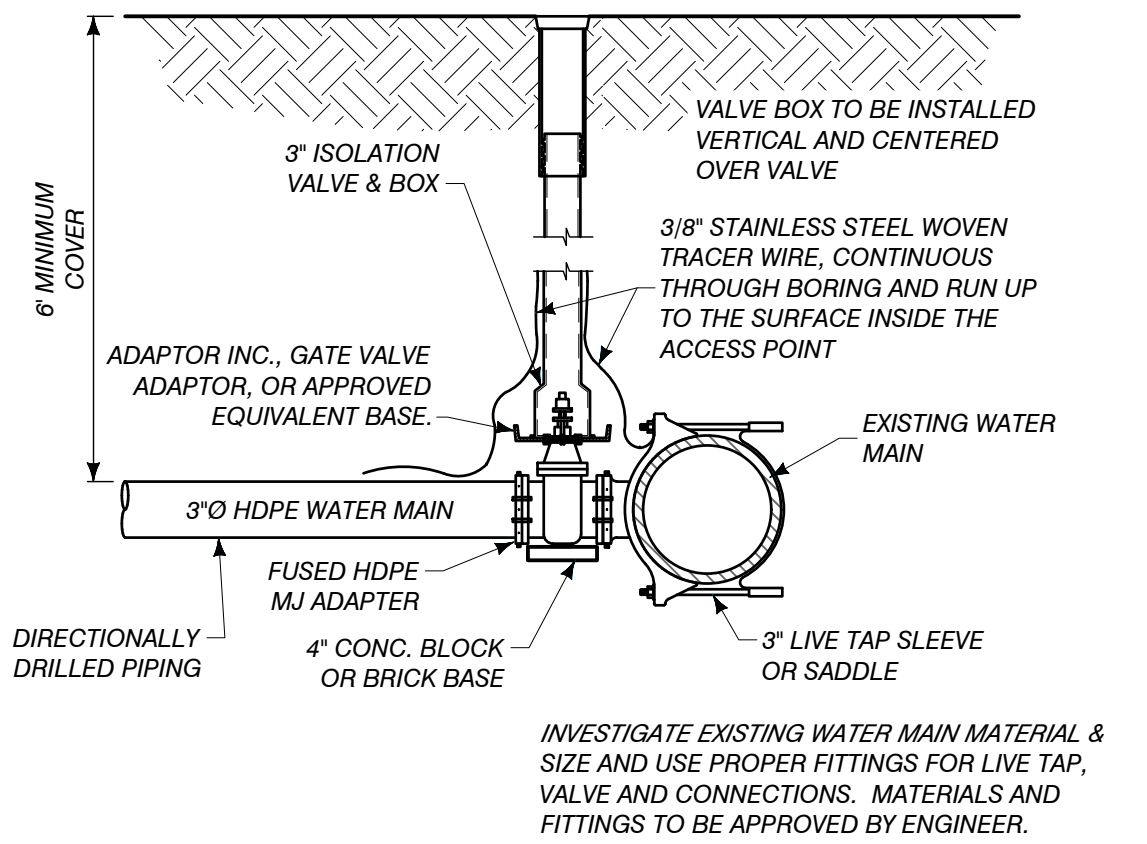
PLAN

C-100

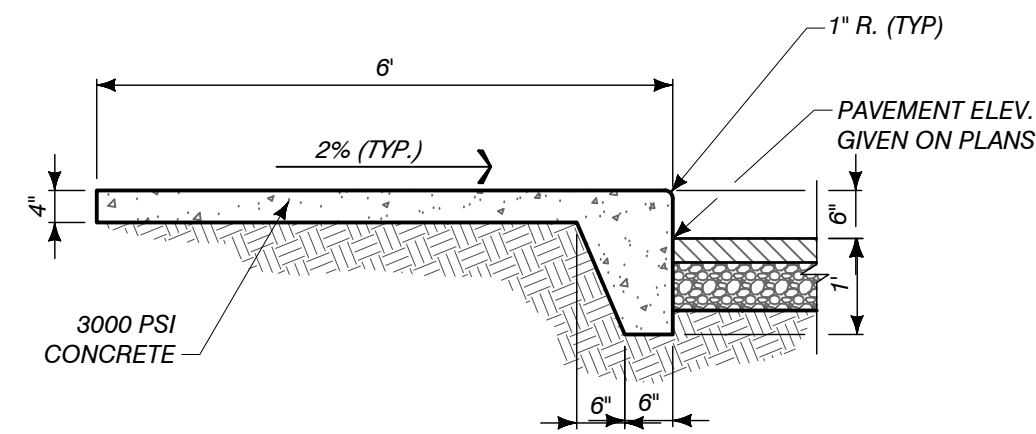
SHEET

1 OF 3

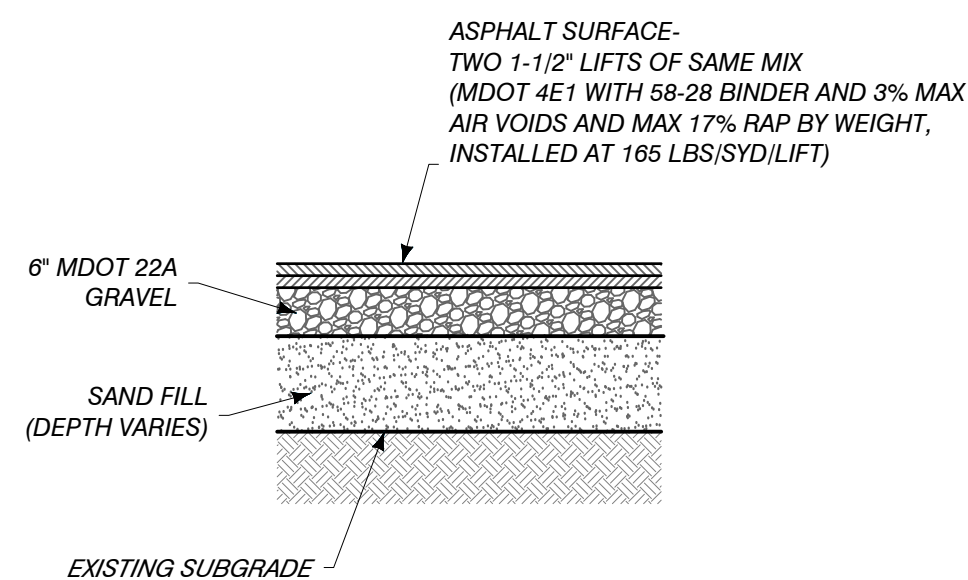
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WATER MAIN LIVE TAP
NO SCALE



INTEGRAL SIDEWALK/CURB DETAIL
1/2"=1'

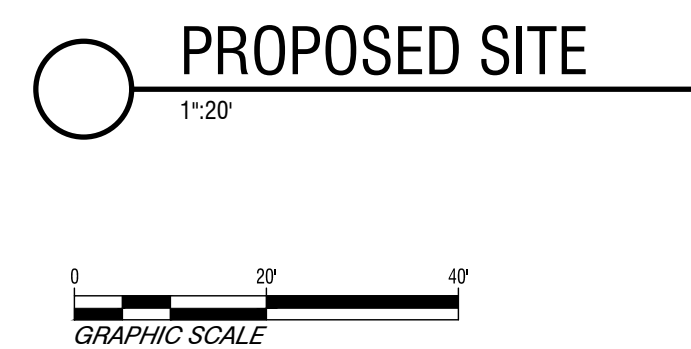
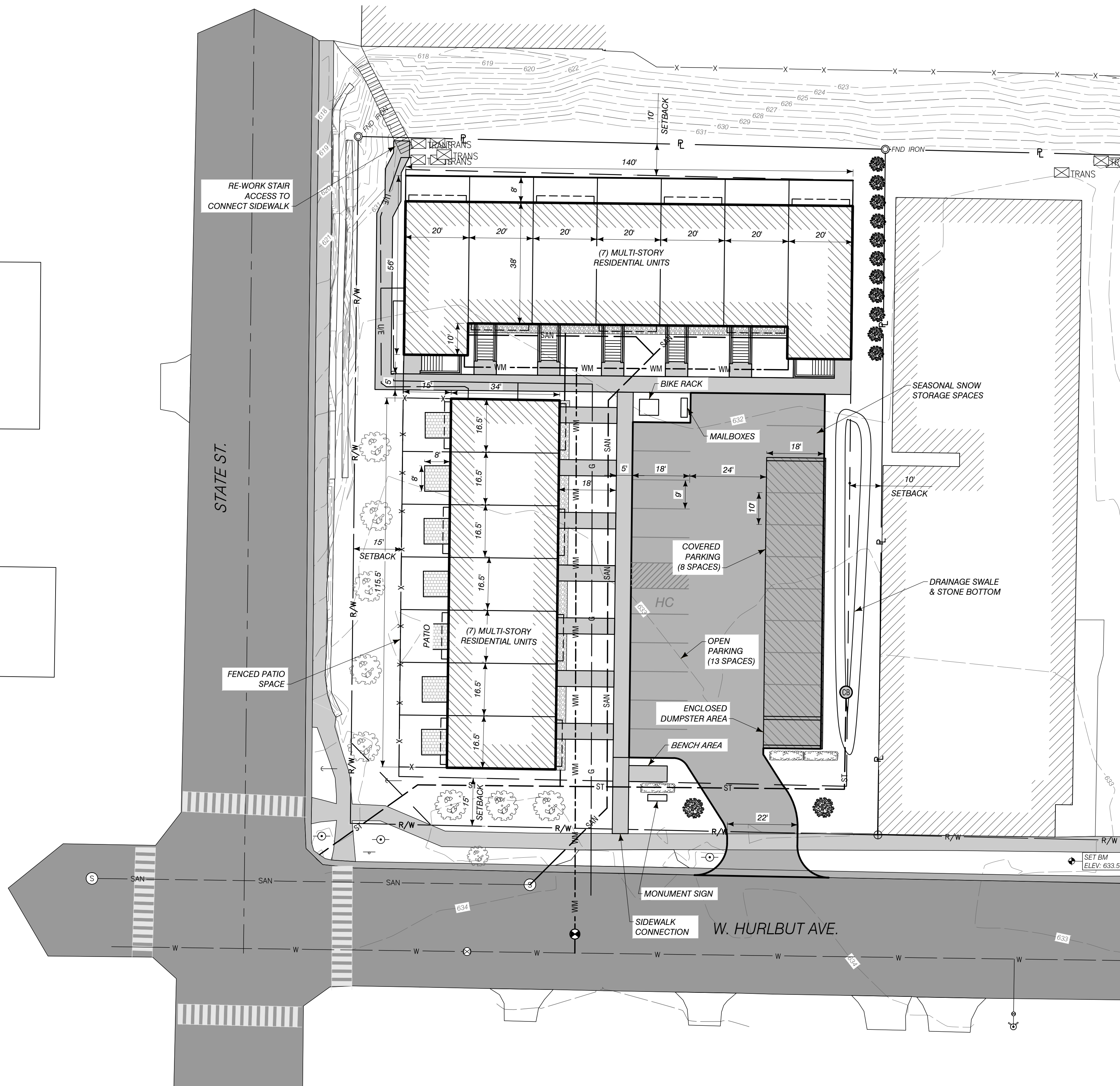


PARKING LOT SECTION
1/2"=1'

NOTES

1. ALL DISTURBED AREA THAT IS NOT TO RECEIVE PAVEMENT OR STRUCTURES SHALL BE RESTORED WITH 3" OF TOPSOIL SEED AND MULCH FOR ESTABLISHMENT OF A LAWN SURFACE.
2. ALL PROPOSED PARKING DELINEATION SHALL BE STRIPED IN BLUE FOR ADA SPACES OR WHITE FOR GENERAL PARKING. ADA PARKING SHALL BE SIGNED IN ACCORDANCE WITH APPLICABLE REGULATIONS.
3. THE PARKING AREA SHALL ONLY BE LIGHTED FROM WALL MOUNTED FIXTURES ATTACHED TO THE BUILDINGS. ALL EXTERIOR LIGHTING SHALL BE DOWNWARD FACING.
4. THE WEST PARKING LOT BOUNDARY SHALL BE CURBED WITH OPENINGS TO ALLOW DRAINAGE EVERY 18 FEET. COVERED PARKING SHALL BEGIN AT TOP OF CURB.
5. THE PROPOSED WATER, SEWER AND ELECTRICAL CONNECTIONS ARE TO BE COORDINATED WITH THE CITY OF CHARLEVOIX.

UPTOWN VILLAGE



Performance Engineers, Inc.

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CONSULTANTS

UPTOWN VILLAGE

CORNER OF STATE & HURLBUT
CHARLEVOIX, MICHIGAN

OWNER
HURLBUT 105, LLC
105 HURLBUT CHARLEVOIX, MI 49720

MARK	DATE	DESCRIPTION
0	08-27-25	OWNER REVIEW
1	10-06-25	ZONING SUBMITTAL

PROJECT NO:	25-6844
CAD DWG FILE:	6844 SITE.DWG
DRAWN BY:	PEI
DESIGNED BY:	AEN
CHECKED BY:	AEN

SEAL

SHEET TITLE

SITE PLAN

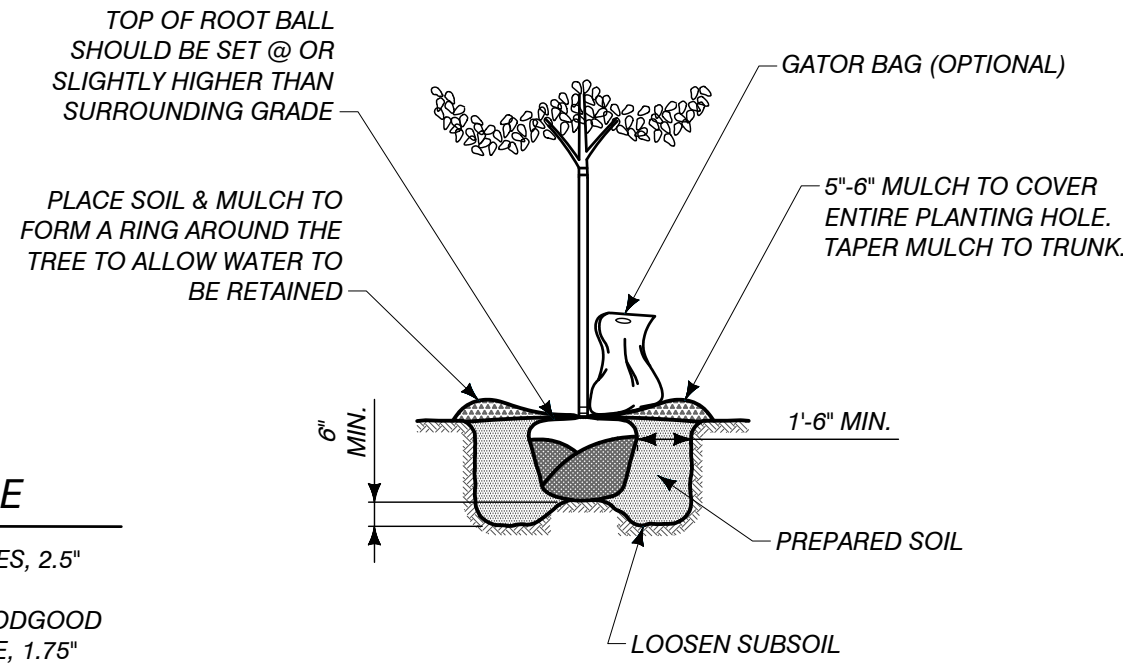
C-101

SHEET 2 OF 3

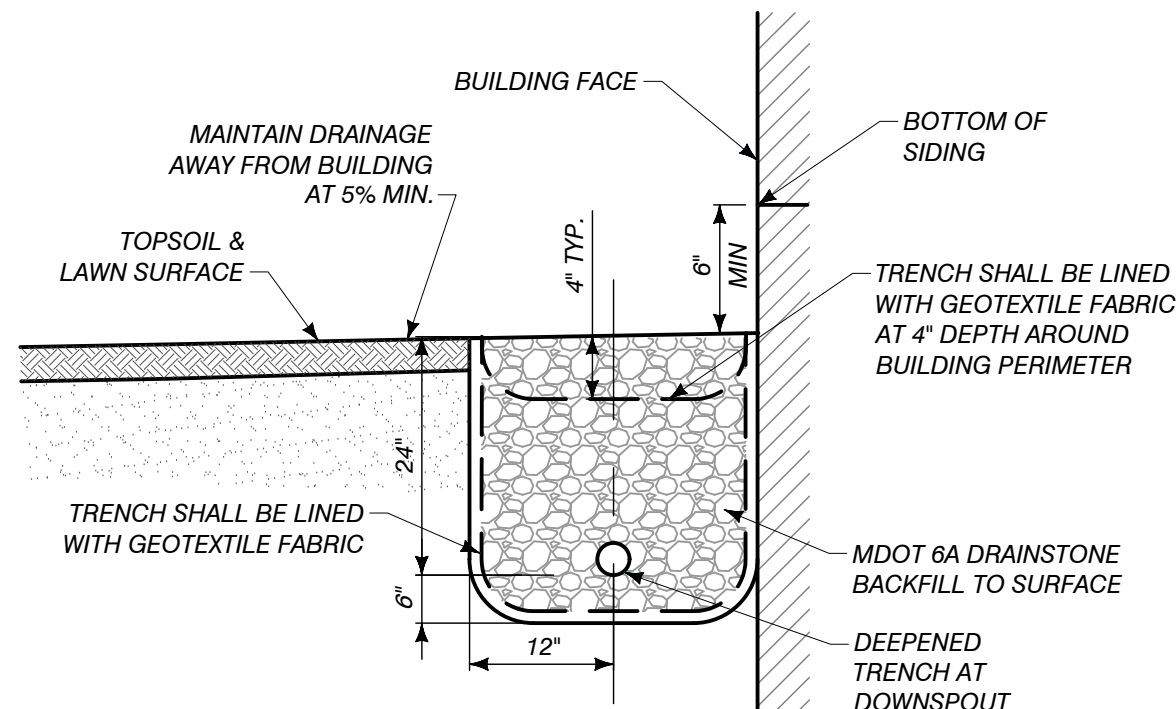
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PLANTING SCHEDULE

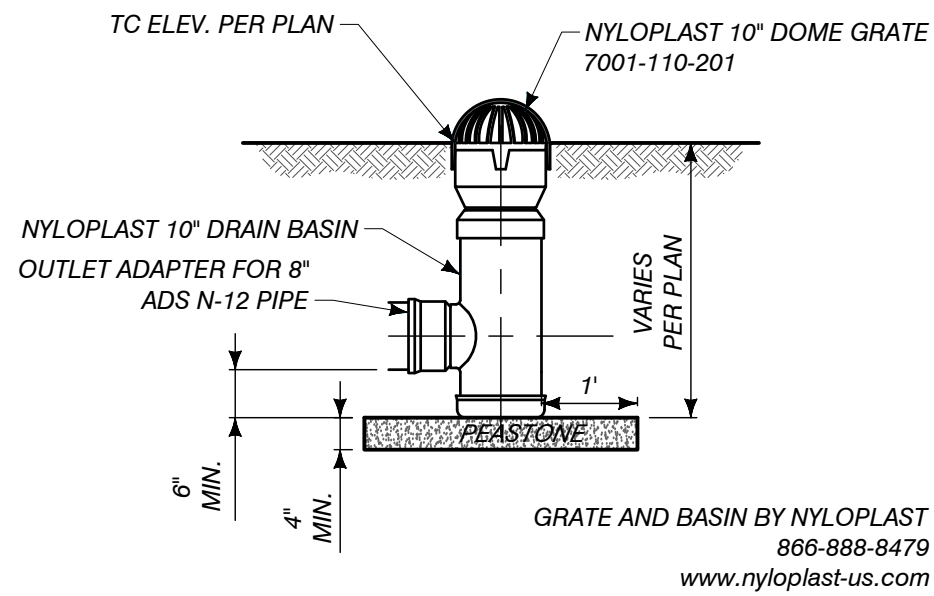
- (3) CANOPY TREES : RED MAPLES, 2.5" CALIPER
(2) ORNAMENTAL TREES : BLOODGOOD JAPANESE COMPACT MAPLE, 1.75" CALIPER
(8) WINTERGREEN BOXWOOD, 2.5"-3" TALL, SPACED APPROX. 2' O.C. FOR 20' SCREENING HEDGEROW
(11) ARBORVITAE SCREEN



TREE PLANTING DETAIL



FRENCH DRAIN

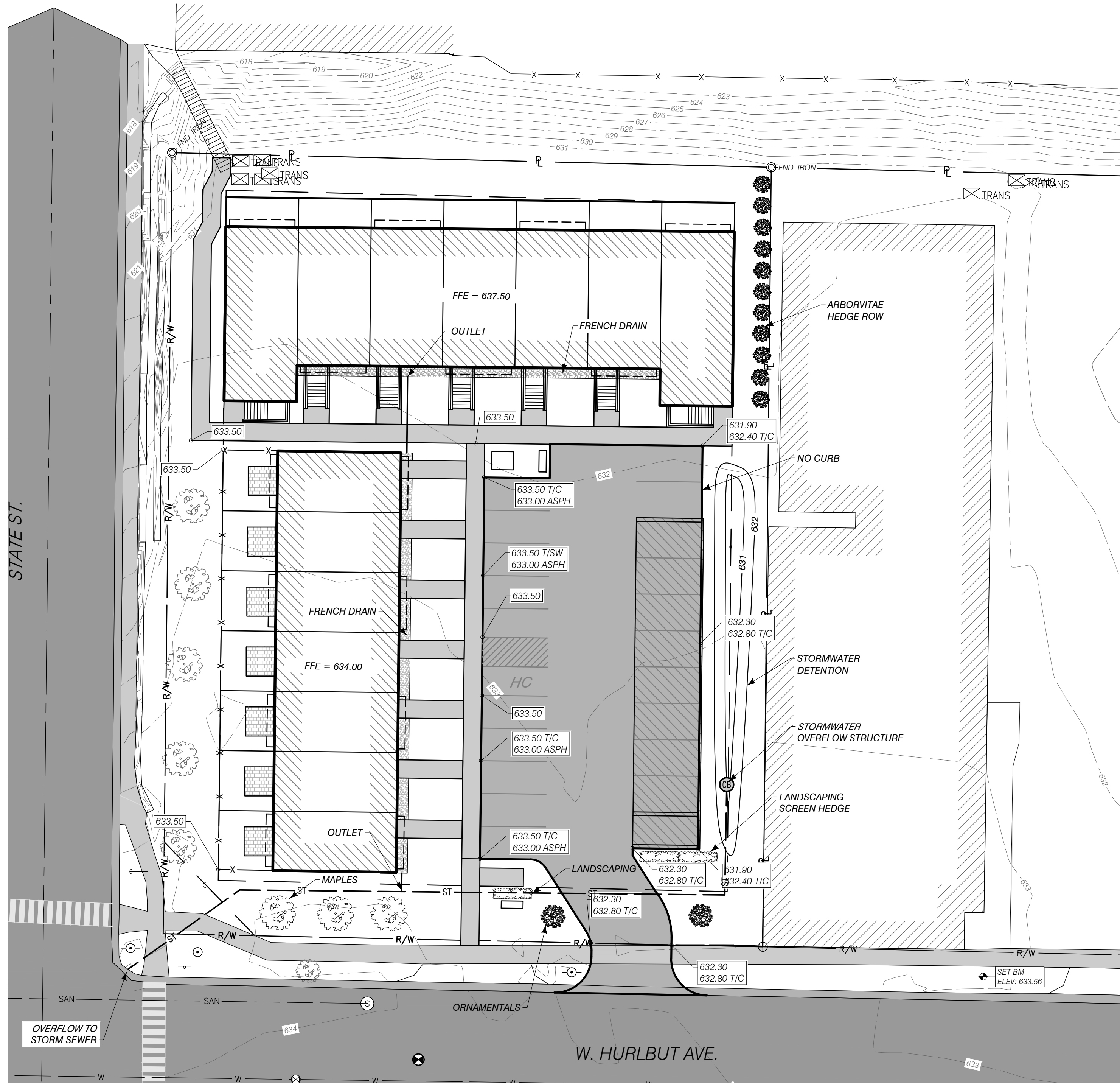


YARD DRAIN

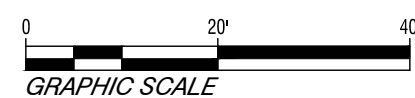
NOTES

1. THE LANDSCAPING REQUIREMENTS PROPOSED ARE BASED ON 35,457 SF GROSS LOT AREA. THIS REQUIRES (8) CANOPY/EVERGREEN TREES.
2. ADDITIONALLY, A 2.5' TO 3' SCREENING HEDGE HAS BEEN PROVIDED FOR THE NEW PARKING AREA FRONTING ALONG HURLBUT STREET.
3. THERE IS A PERIMETER FRENCH DRAIN PROPOSED AT THE PARKING LOT SIDE OF THE BUILDINGS THAT WILL COLLECT RUNOFF FROM ROOF DRAINS AND PROVIDE INFILTRATION AREA WITH A POSITIVE OUTLET TO THE SOUTH THAT WOULD ULTIMATELY DRAIN TO THE PARKING LOT OVERFLOW STORM SYSTEM.
4. THE PARKING LOT WILL DRAIN TO A SWALE ALONG THE WEST SIDE OF THE PROPERTY, WHERE A STONE BOTTOM (SAME DESIGN AS FRENCH DRAIN) WILL INFILTRATE AND OVERFLOW TO THE STREET DRAINAGE SYSTEM.

UPTOWN VILLAGE



GRADING & LANDSCPE



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MARK	DATE	DESCRIPTION
0	08-27-25	OWNER REVIEW
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PROJECT NO:	25-6844
CAD DWG FILE:	6844 SITE.DWG
DRAWN BY:	PEI
DESIGNED BY:	AEN
CHECKED BY:	AEN

SEAL

SHEET TITLE
GRADING & LANDSCAPE

SHEET
3 OF 3

C-102

Uptown Village – Site Plan Proposal

Submitted to: City of Charlevoix Planning Commission

Submitted by: Austen Lobenherz | 105 Hurlbut LLC

Project Address: 105 Hurlbut, Charlevoix, MI

Date: 08/24/2025

1. Executive Summary

Uptown Village is a proposed 14-unit townhome community at 105 Hurlbut in downtown Charlevoix. Designed in a **Traditional-Craftsman style**, the development provides high-quality housing within walking distance of downtown amenities. Uptown Village balances architectural integrity—using natural wood and stone elements commonly found in Northern Michigan—functional layouts, and landscaped green space to complement the city’s fabric while meeting increased demand for attainable year-round and seasonal housing.

The site has been **vacant for many years**, representing an underutilized parcel in a prime downtown location. Uptown Village will transform this empty lot into a vibrant residential community that enhances the streetscape and strengthens neighborhood character. Beyond the aesthetic improvement, the project brings significant **economic opportunity** by supporting local trades and contractors during construction, increasing the City’s property tax base, and creating new walkable housing that directly benefits local businesses, restaurants, and shops.

2. Project Program

- **Total Units:** 14
- **Unit Mix:**
 - (2) 4-Bedroom, 3-Bath | 1,840 sq/ft
 - (5) 3-Bedroom, 2.5-Bath | 1,440 sq/ft
 - (7) 2-Bedroom, 2-Bath | 1,122 sq/ft
- **Site Area:** ~0.82 acres
- **Parking Provided:** 21 total spaces (10 covered, 11 surface) conforming to required minimum and maximum parking limits
- **Access:** Ingress/egress from Hurlbut Avenue
- **Height:** Maximum ~29 ft, under the 35 ft zoning limit

3. Architectural Design

- **Style:** Traditional-Craftsman with warm wood & grey stone accents, soft grey/white siding, and black-trimmed windows.
- **Materials:**
 - LP SmartSide lap & panel siding (light grey & white)
 - Vertical cedar-toned wood at entries & rooftop enclosures
 - Light grey stone veneer at bases
 - Black-trim windows, railings, fascia
- **Roofing:** Combination of architectural charcoal shingles & low-slope TPO for rooftop decks
- **Elevations:** Full elevation drawings included as Exhibits A2.01 & A2.02

4. Landscaping & Site Elements

- **Streetscape:** A mix of lilac trees and maples enclose the property providing shade for the sidewalks and giving a matured neighborhood look to the development. Arborvitae hide the raised foundations and patios from public view.
- **Pedestrian Access:** Permeable paver walkways connecting entries to sidewalks.
- **Green Space:** Shared turf/native grass areas between buildings for community use.
- **Ecological Design:** Pollinator-friendly plantings and low-voltage LED solar lighting for sustainability.
- **Landscape Plan:** Included as Exhibit L-1.

5. Zoning & Ordinance Compliance

- **Zoning District:** Commercial with allowance for residential townhomes.
- **Height:** Below 35' restriction.
- **Setbacks:** All building footprints comply with required setbacks.

- **Parking:** 21 spaces
- **Density:** ~17 units/acre, consistent with urban residential standards.

6. Infrastructure & Utilities

- **Water & Sewer:** Connections available at the street frontage for efficient tie-in to city systems.
- **Stormwater Management:** Handled onsite with engineered grading and storm connections; no impact to wetlands.
- **Gas & Electric:** Service is accessible nearby, with **electric connections already located on site.**
- **Pavement & Access:** Internal drive and garage access will directly tie into Hurlbut Street, providing seamless integration with the existing roadway network.

7. Economic & Community Benefits

- **Housing Creation:** Provides 14 new housing units in a downtown setting, directly expanding the city's housing stock.
- **Walkability & Local Business Support:** Increases walkable housing options near downtown, directly benefitting local businesses, restaurants, and shops through added customer traffic.
- **Job Creation & Economic Impact:** Supports local contractors, trades, and suppliers during construction, generating **millions in additional income** for Charlevoix-area residents.
- **Tax Base Growth:** Expands the City of Charlevoix's property tax base, strengthening municipal revenues.
- **Product Diversity:** Offers a mix of 2-, 3-, and 4-bedroom homes, appealing to year-round residents, seasonal buyers, and investors.
- **Relieving Market Pressure:** By adding condominium housing, Uptown Village helps reduce demand pressure on the limited supply of single-family homes, preserving inventory for local families.

- **Neighborhood Revitalization:** Transforms a long-time vacant parcel into an architecturally attractive development, enhancing the aesthetics and overall beautification of the neighborhood.

8. Development Timeline

- **Fall 2025:** Site plan approval & final engineering
- **Winter 2025/26:** Infrastructure installation
- **Spring 2026:** Vertical construction begins
- **2027:** Project completion & occupancy

9. Conclusion

Uptown Village has been carefully designed to align with Charlevoix's vision for high-quality, sustainable, and context-sensitive housing. With its blend of modern architecture, landscaped open space, and walkable design, it will be a strong addition to the downtown community.

We respectfully request Site Plan Approval.

Contact:

Austen Lobenherz

231-675-4474 | Austentherealtor@gmail.com



Site Overlay



Site Overlay

WEST ELEVATION
N.E. - 3/8" = 1'-0"
E.E. EAST ELEVATION OPPOSITE HAND



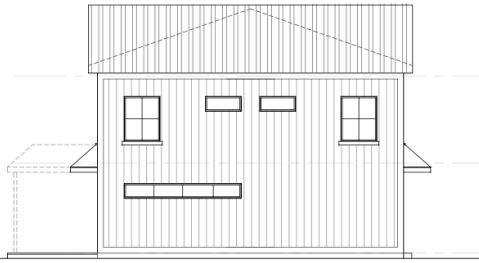
1 SOUTH ELEVATION



2 WEST ELEVATION
N.E. - 3/8" = 1'-0"
E.E. EAST ELEVATION OPPOSITE HAND



Proposed Site Elevations Overlay *scale not exact



3 SOUTH ELEVATION
A201 SCALE: 3/16"=1'-0"
NOTE: NORTH ELEV IS OPPOSITE HAND

Roofing	Horizontal metal roofing in powder-coated black for decks and soffits.	Provides safety while maintaining clean lines and longevity.
Roofing	Low-slope TPO membrane on roofing decks and architectural exterior metal roof slopes on exterior sections.	Durable and weather-resistant for Northern Michigan's climate.
Cladding	Midwest Red-pine doors (unpainted) to complement the overall color palette and modern aesthetic.	
Cladding	Midwest Black contemporary screens and awnings.	Provides cohesive look and adds dimension for porches and decks.

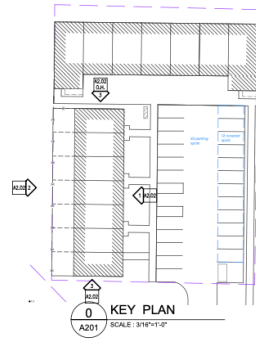
Landscaping & Site Elements

- Walkways & Pavers:** Replace traditional concrete edges with permeable pavers or stone along sidewalks leading to entrances. Sustainable materials like permeable pavers and natural stone are trending because they reduce runoff and support eco-friendly landscaping (<https://www.earthfriendly.com/>).
- Planting:** Incorporate plant life into site. "Tasty Pillar" Japanese tree (aka "Doyle's Keweenaw") has strong tree form and compact size. Like trees offer benefits: saving money, offering shade and can stay compact (4-5' tall) depending on the site (<https://www.earthfriendly.com/>). Planting trees 10-12' apart provides canopy without overcrowding the space (<https://www.earthfriendly.com/>).
- Open Green Space:** Reserve space of soil or low-maintenance native grasses between units to provide a continuous, park-like feel and flexibility for owners. Trends emphasize multi-functional outdoor space for relaxation and wellness (<https://www.earthfriendly.com/>).
- Pollinator-Friendly Plants:** Plant native perennials and ornamental grasses that attract pollinators. Pollinator-friendly gardens and native landscaping are popular for ecological benefits and low maintenance (<https://www.earthfriendly.com/>).
- Lighting:** Use low voltage LED path lighting and consider solar-powered fixtures for the energy of Green (<https://www.earthfriendly.com/>).

00 EXTERIOR FINISH NOTES
A201 SCALE: NTS

2. Exterior Finishes

Element	Proposed Finish	Rationale & Reference
Walls	Continuation of light grey and white LP Stone-like up and vertical color trend.	Blending horizontal lap with vertical joints introduces depth and scale while maintaining a clean palette. Soft greys and off-whites are forecasted to replace the stark white/black Scandinavian look.
Wood Accents	Vertical color trend: natural cedar and weathered pine.	Warm wood tones paired with contemporary siding materials are rising in popularity and add texture and warmth to modern facades. Vertical orientation elongates the facade.
Stairs & Deck	Light grey brick or stone.	Black metal stair treads incorporating stone accents dimension and textures a concrete deck.
Trim & Panels	Midwest Black stone and doors.	Black metal frames for the architecture are coordinated with the exterior and entry system. Black stone/black metal frames are trending.
Windows	Large efficient dual-pane windows with black frames.	Black windows complement modern designs and pair well with soft grey siding.
Entry Doors	Midwest Black stone and doors with white glass inserts.	Midwest Black stone and doors with white glass inserts.



0 KEY PLAN
A201 SCALE: 3/16"=1'-0"

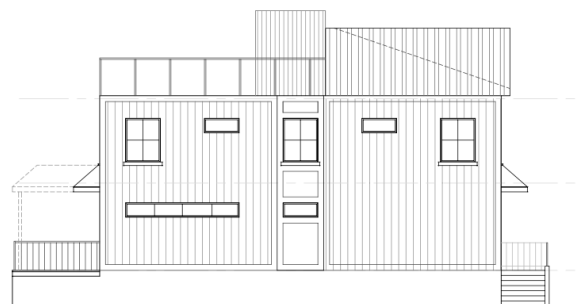


2 WEST ELEVATION
A201 SCALE: 3/16"=1'-0"
REF



1 EAST ELEVATION
A201 SCALE: 3/16"=1'-0"
REF

2 Bedroom Elevations (West Building)



3 WEST ELEVATION
SCALE: 3/16"=1'-0"
NOTE: EAST ELEV IS OPPOSITE HAND

Railings	Horizontal metal railings on porch stairs (black) for decks and walkways.	Provides safety while maintaining clean lines and contemporary.
Roofing	Asph/Flt 15yr warranty on roofing. 1/2" Asph/Flt shingles. Dark charcoal asphalt shingles on gabled sections.	Durable and weather resistant for Northern Michigan's climate.
Garage/Carport/Doors	Modern black painted doors/enclosures for overall color palette and modern aesthetic.	
Lighting	Modern black contemporary recessed and sconce lighting.	Provides ambient light and adds illumination for entryways and decks.

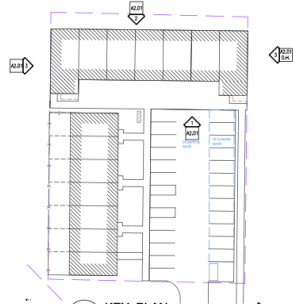
Landscaping & Site Elements

- Walkways & Pavers:** Replace traditional concrete edges with permeable pavers or stone along driveway leading to entry steps. Sustainable materials like permeable pavers and natural stone are trending because they reduce runoff and support eco-friendly landscaping designs.
- Plantings:** Incorporate small blue trees (e.g., 'Toby' Yucca, Japanese Tree Lilac or 'Dwarf' Korean Pine) along the street frontage and along porch areas. Blue trees offer unique foliage, reduce water calls and are very compact (12 ft tall depending on the cultivar) and low maintenance. Planting blue trees in gaps provides screening without overcrowding the space. www.gardenofepicure.com
- Open Canopy Space:** Remove most of roof or low maintenance nature screen between units to provide a connection, look like lot and flexibility for owners. These screens are not needed unless you plan to do a lot of landscaping or want to screen out noise or provide shade.
- Permeable Pavers:** Permeable pavers and natural stone landscaping are popular for ecological benefits and low maintenance. www.gardenofepicure.com
- Lighting:** Use low-voltage LED path lighting and consider solar-powered fixtures for energy efficiency. www.gardenofepicure.com

00 EXTERIOR FINISH NOTES
A201 SCALE: NTS

2. Exterior Finishes

Element	Proposed Finish	Reference & Reference
Siding	1. Combination of white horizontal siding and vertical panel siding. Vertical panel siding on porch and entryway and horizontal panel siding on main level.	Horizontal siding by white vertical panel, horizontal depth and white white maintaining a clean palette. Both panels and all white are recommended to match the white black finish new look.
Wood Joists	1. Natural color wood.	White wood finish panel with a contemporary white natural or stain to highlight and add texture and warmth to exterior facade. Vertical orientation elongates the facade.
Stone & Brick	1. Light grey brick on main level, white brick on porch and base of entry.	Minimal exterior facade incorporating stone or brick elements are considered a modern look.
Windows	1. Black frames with white trim and black finish.	Black frames have the advantages and disadvantages with the window and entry system. Black finish on black window frames are trending.
Entry Doors	1. Black frames with white trim and black finish.	Black windows complement modern design and palette with white and grey siding.



0 KEY PLAN
A201 SCALE: 3/16"=1'-0"

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Construction Manager

Consultant

Seal

Uptown Village
The Charlevoix Townhomes
Charlevoix, MI
105 Hurbut

SITE PLAN APPROVAL: 08/21/2025
Description: Date

Sheet Title
**North Units
Exterior
Elevations**
Scale: Project Number
2025.066
Sheet Number:
A2.01



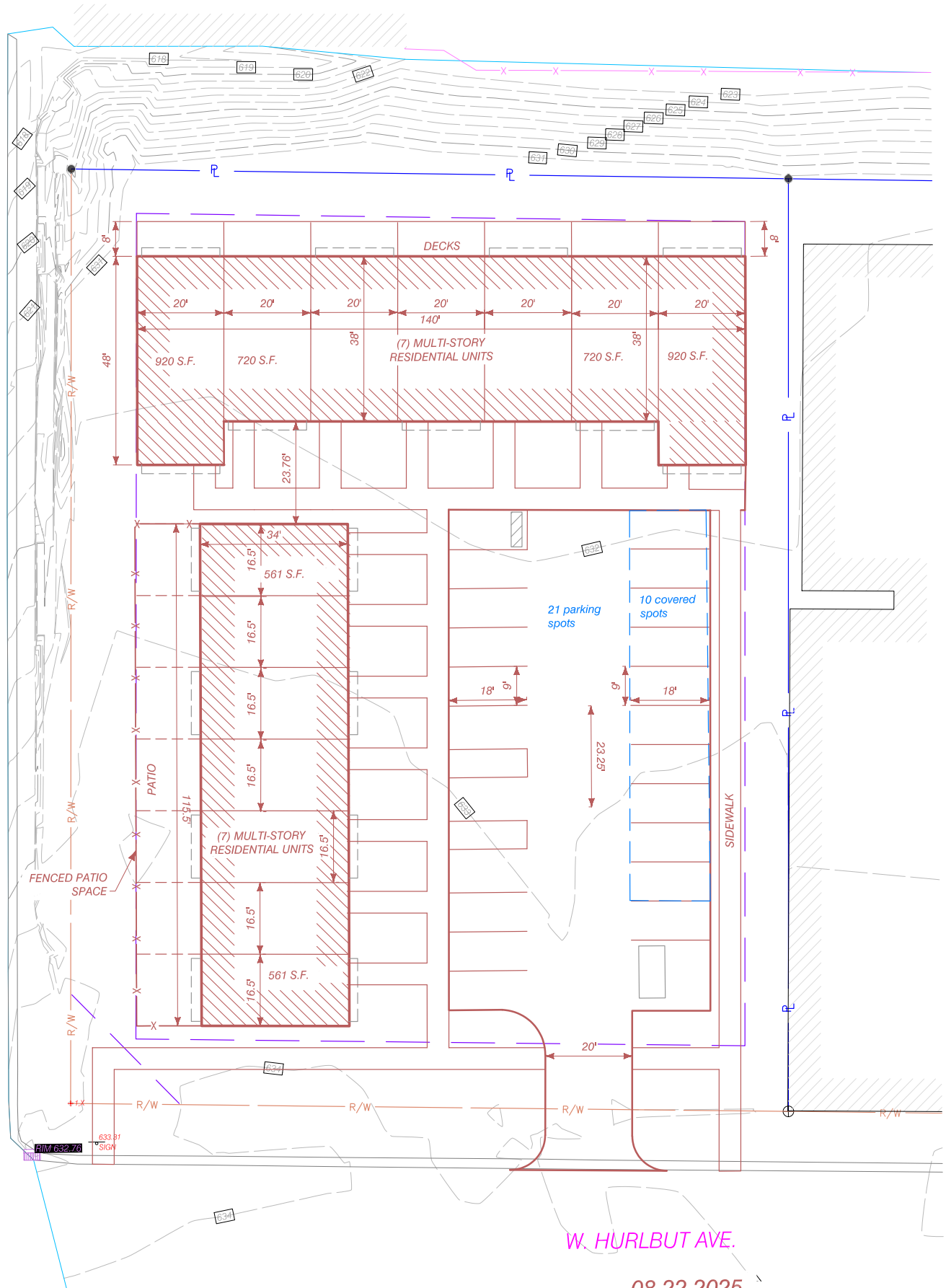
2 NORTH ELEVATION
A201 SCALE: 3/16"=1'-0"
REF:



1 SOUTH ELEVATION
A201 SCALE: 3/16"=1'-0"
REF:

4 & 3 Bedroom Elevations (North Building)

STATE ST.



08.22.2025



Syringa vulgaris,
Common Purple Lilac



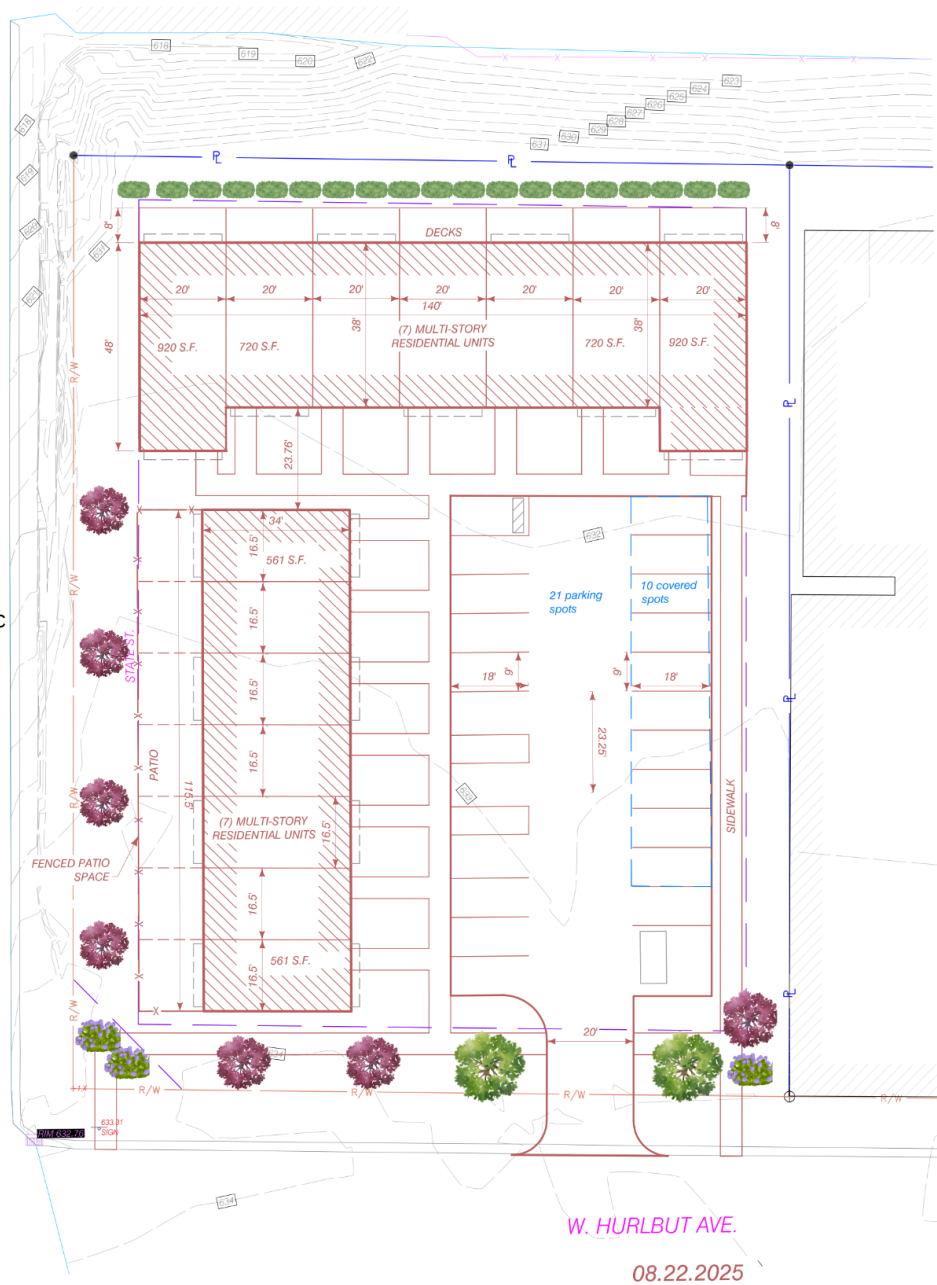
Acer palmatum
'Crimson Prince' Dark
Red Japanese Maple



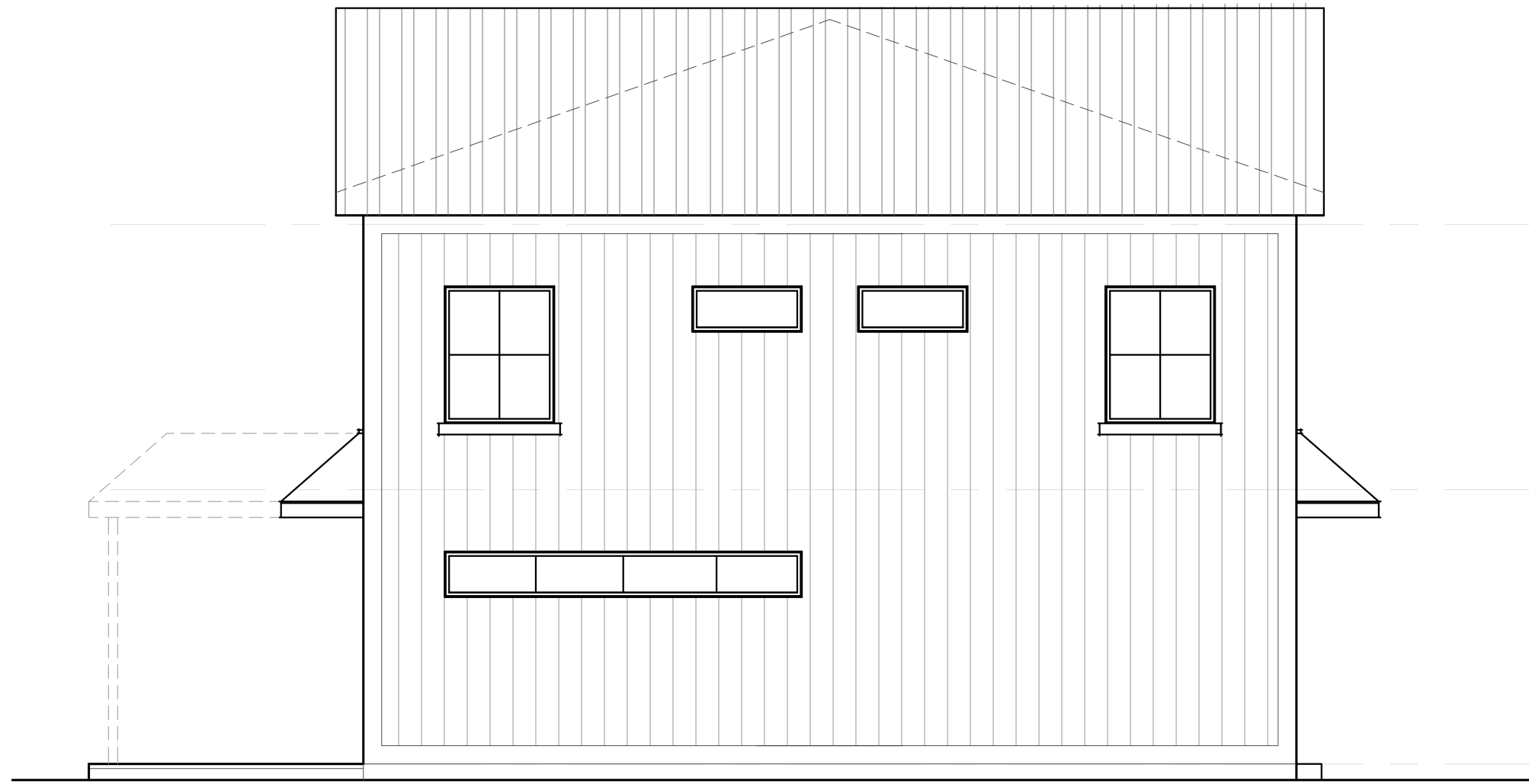
Acer saccharinum
"silver maple"



Emerald Green
Arborvitae



Landscaping Plan



3 SOUTH ELEVATION
A201 SCALE : 3/16"=1'-0"
NOTE: NORTH ELEV IS OPPOSITE HAND

Railings	Horizontal metal railings in powder-coated black for decks and rooftop areas.	Provides safety while maintaining clean lines and transparency.
Roofing	Low-slope TPO membrane on rooftop decks and architectural charcoal asphalt shingles on pitched sections.	Durable and weather-resistant for Northern Michigan's climate.
Garage/ Carport Doors	Modern flush-panel doors in black.	Complements the overall color palette and modern aesthetic.
Lighting	Matte black contemporary sconces and downlights.	Provides cohesive look and safe illumination for entryways and decks.

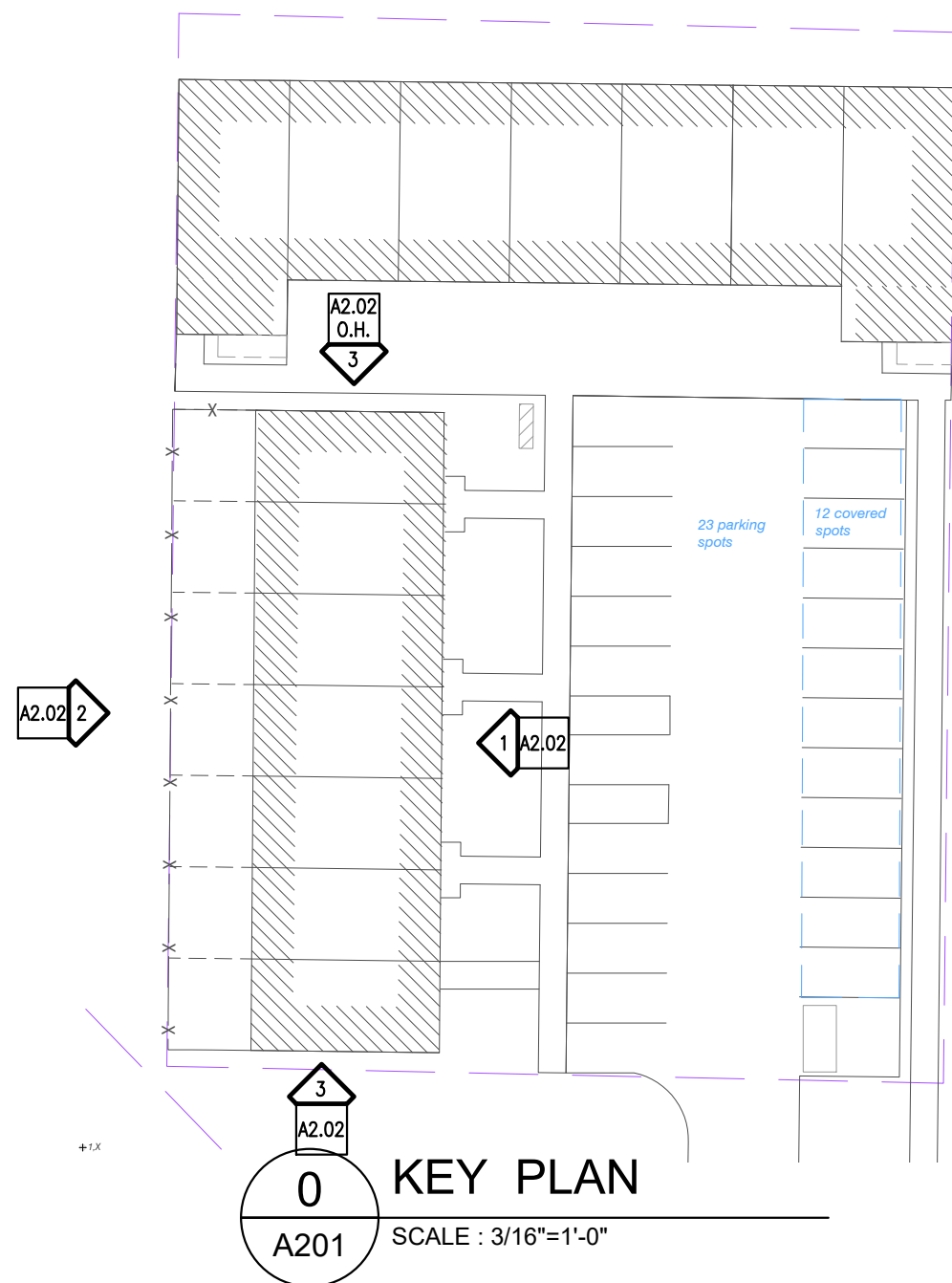
Landscaping & Site Elements

- Walkways & Pavers:** Replace traditional concrete edges with permeable pavers or stone along sidewalks leading to entryways. Sustainable materials like permeable pavers and natural stone are trending because they reduce runoff and support eco-friendly landscapes~~elitecon.ca~~.
- Planting:** Incorporate small lilac trees (e.g., 'Ivory Pillar' Japanese tree lilac or 'Dwarf Korean' lilac) along the street frontage and courtyard areas. Lilac trees offer fragrant spring blooms, tolerate various soils and can stay compact (4 – 25 ft tall) depending on the cultivar~~backyardboss.net~~. Placing them 10–15 ft apart provides screening without overwhelming the space~~backyardboss.net~~.
- Open Green Space:** Reserve areas of turf or low-maintenance native grasses between units to provide a communal, park-like feel and flexibility for owners. Trends emphasize multifunctional outdoor spaces for relaxation and wellness~~elitecon.ca~~.
- Pollinator-Friendly Plants:** Plant native perennials and ornamental grasses that attract pollinators. Pollinator-friendly gardens and native landscaping are popular for ecological benefits and low maintenance~~elitecon.ca~~.
- Lighting:** Use low-voltage LED path lighting and consider solar-powered fixtures for energy efficiency~~elitecon.ca~~.

00 EXTERIOR FINISH NOTES
A201 SCALE :NTS

2. Exterior Finishes

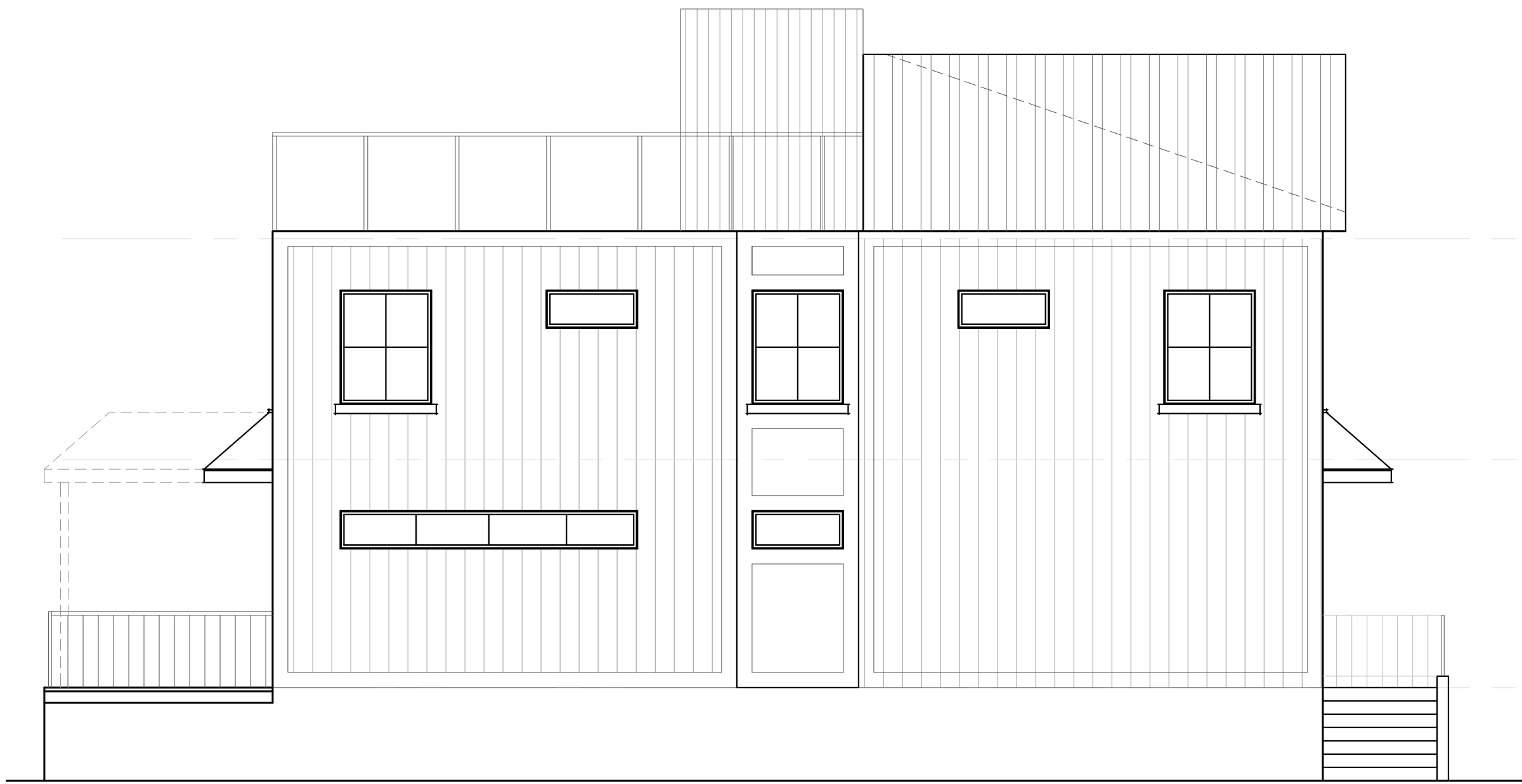
Element	Proposed Finish	Rationale & Reference
Siding	Combination of light grey and white LP SmartSide lap and vertical panel siding.	Blending horizontal lap with vertical panels introduces depth and scale while maintaining a clean palette. Soft greys and off-whites are forecasted to replace the stark white/black farmhouse look.
Wood Accents	Vertical cedar-toned paneling used sparingly around entries and rooftop stair enclosures.	Warm wood tones paired with complementary siding materials are rising in popularity and add texture and warmth to modern façades. Vertical orientation elongates the façade.
Stone & Brick Accents	Light grey brick or stone veneer at entry elements and base of units.	Mixed-material facades incorporating stone create dimension and maintain a timeless feel.
Trim & Fascia	Smooth black trim and fascia.	Black details frame the architecture and coordinate with the window and railing systems. Sleek black-on-black window frames are trending.
Windows	Energy-efficient dual-pane windows with black frames.	Black windows complement modern designs and pair well with soft grey siding.
Entry Doors	9-foot modern black fiberglass or steel doors with vertical glass inserts.	Tall doors enhance scale and provide natural light.



2 WEST ELEVATION
A201 SCALE : 3/16"=1'-0"
REF:



1 EAST ELEVATION
A201 SCALE : 3/16"=1'-0"
REF:



Railings	Horizontal metal railings in powder-coated black for decks and rooftop areas.	Provides safety while maintaining clean lines and transparency.
Roofing	Low-slope TPO membrane on rooftop decks and architectural charcoal asphalt shingles on pitched sections.	Durable and weather-resistant for Northern Michigan's climate.
Garage/ Carport Doors	Modern flush-panel doors in black.	Complements the overall color palette and modern aesthetic.
Lighting	Matte black contemporary sconces and downlights.	Provides cohesive look and safe illumination for entryways and decks.

Landscaping & Site Elements

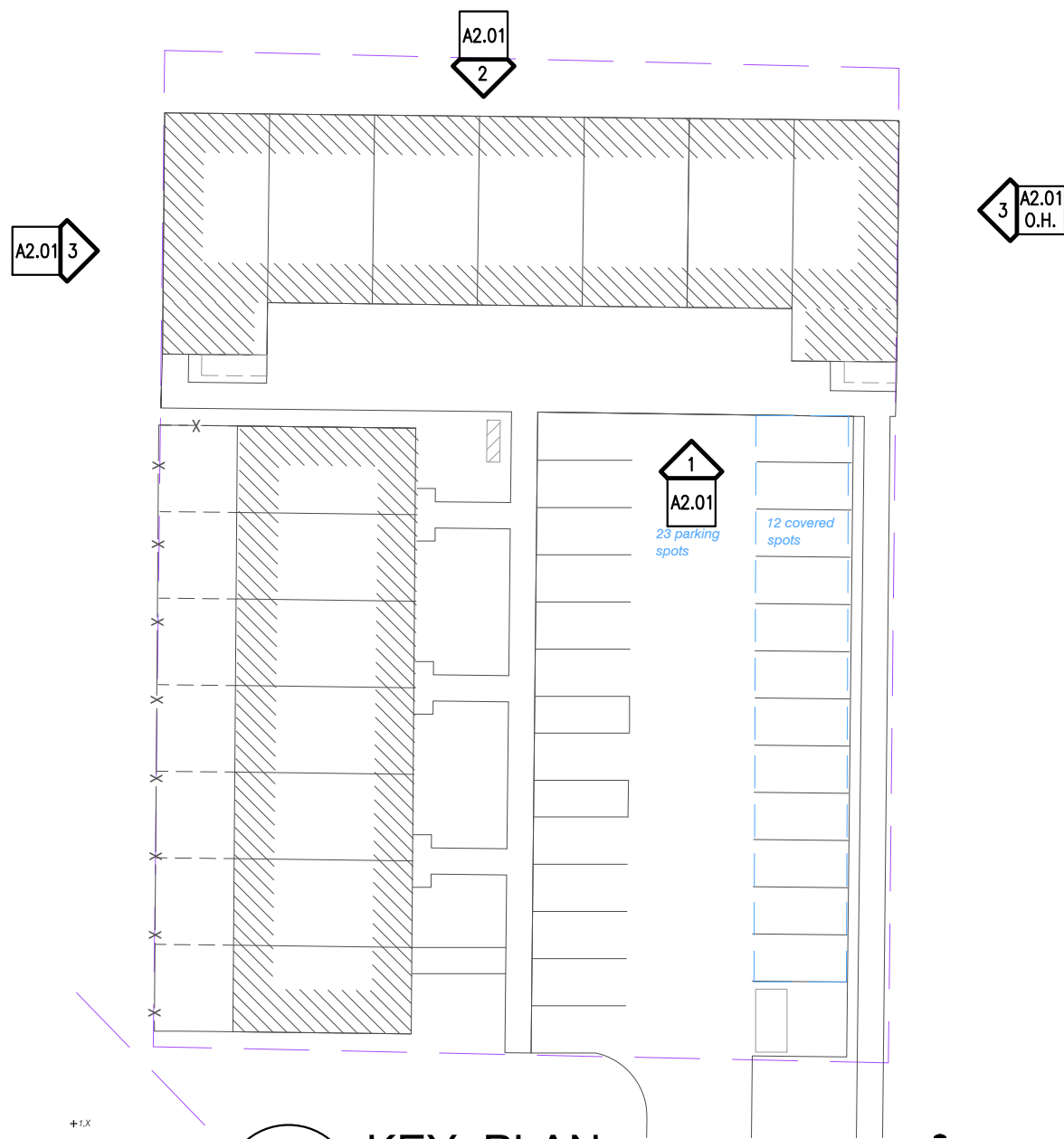
- Walkways & Pavers:** Replace traditional concrete edges with permeable pavers or stone along sidewalks leading to entryways. Sustainable materials like permeable pavers and natural stone are trending because they reduce runoff and support eco-friendly landscaping[elitecon.ca](#).
- Planting:** Incorporate small lilac trees (e.g., 'Ivory Pillar' Japanese tree lilac or 'Dwarf Korean' lilac) along the street frontage and courtyard areas. Lilac trees offer fragrant spring blooms, tolerate various soils and can stay compact (4 – 25 ft tall) depending on the cultivar[backyardboss.net](#). Placing them 10–15 ft apart provides screening without overwhelming the space[backyardboss.net](#).
- Open Green Space:** Reserve areas of turf or low-maintenance native grasses between units to provide a communal, park-like feel and flexibility for owners. Trends emphasize multifunctional outdoor spaces for relaxation and wellness[elitecon.ca](#).
- Pollinator-Friendly Plants:** Plant native perennials and ornamental grasses that attract pollinators. Pollinator-friendly gardens and native landscaping are popular for ecological benefits and low maintenance[elitecon.ca](#).
- Lighting:** Use low-voltage LED path lighting and consider solar-powered fixtures for energy efficiency[elitecon.ca](#).

00 EXTERIOR FINISH NOTES

A201 SCALE: NTS

2. Exterior Finishes

Element	Proposed Finish	Rationale & Reference
Siding	Combination of light grey and white LP SmartSide lap and vertical panel siding.	Blending horizontal lap with vertical panels introduces depth and scale while maintaining a clean palette. Soft greys and off-whites are forecasted to replace the stark white/black farmhouse look.
Wood Accents	Vertical cedar-toned paneling used sparingly around entries and rooftop stair enclosures.	Warm wood tones paired with complementary siding materials are rising in popularity and add texture and warmth to modern façades. Vertical orientation elongates the façade.
Stone & Brick Accents	Light grey brick or stone veneer at entry elements and base of units.	Mixed-material facades incorporating stone create dimension and maintain a timeless feel.
Trim & Fascia	Smooth black trim and fascia.	Black details frame the architecture and coordinate with the window and railing systems. Sleek black-on-black window frames are trending.
Windows	Energy-efficient dual-pane windows with black frames.	Black windows complement modern designs and pair well with soft grey siding.
Entry Doors	9-foot modern black fiberglass or steel doors with vertical glass inserts.	Tall doors enhance scale and provide natural light.



3 WEST ELEVATION
SCALE : 3/16"=1'-0"
NOTE: EAST ELEV IS OPPOSITE HAND



2 NORTH ELEVATION
SCALE : 3/16"=1'-0"
REF:



1 SOUTH ELEVATION
SCALE : 3/16"=1'-0"
REF:

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The Charlevoix Townhomes

Charlevoix, MI

105 Hurbut

Project

SITE PLAN APPROVAL
Description
Date

Sheet Title
North Units
Exterior
Elevations

Scale
Project Number
2025.066

Sheet Number

A2.01

Uptown Village Design & Finishes Report

1. Vision & Context

Uptown Village is envisioned as a Scandinavian-modern community with clean lines, warm textures and generous indoor–outdoor connections. The project is located in Charlevoix, Michigan, where buyers value energy efficiency and low maintenance in a four-season climate. For 2025 and beyond, market research indicates a shift toward natural materials and warm wood tones, with pre-finished products offering low-maintenance. Wide-plank flooring and luxury vinyl planks (LVPs) continue to trend because they deliver the look of natural wood while being more practical for busy lifestyleshousebeautiful.com. Quartz remains a customer-favorite surface for kitchens because it is durable, low-maintenance and offered in a wide range of colors and subtle patterns. Exterior palettes are moving away from stark contrasts toward softer off-whites, greys and warmer wood accents, while black-framed windows and sleek profiles give façades a modern edgeroyalbuildingproducts.com.

2. Exterior Finishes

Element	Proposed Finish	Rationale & Reference
Siding	Combination of light grey and white LP SmartSide lap and vertical panel siding.	Blending horizontal lap with vertical panels introduces depth and scale while maintaining a clean palette. Soft greys and off-whites are forecasted to replace the stark white/black farmhouse look.
Wood Accents	Vertical cedar-toned paneling used sparingly around entries and rooftop stair enclosures.	Warm wood tones paired with complementary siding materials are rising in popularity and add texture and warmth to modern façades. Vertical orientation elongates the façade.
Stone & Brick Accents	Light grey brick or stone veneer at entry elements and base of units.	Mixed-material facades incorporating stone create dimension and maintain a timeless feel.
Trim & Fascia	Smooth black trim and fascia.	Black details frame the architecture and coordinate with the window and railing systems. Sleek black-on-black window frames are trending.
Windows	Energy-efficient dual-pane windows with black frames.	Black windows complement modern designs and pair well with soft grey siding.
Entry Doors	9-foot modern black fiberglass or steel doors with vertical glass inserts.	Tall doors enhance scale and provide natural light.

Railings	Horizontal metal railings in powder-coated black for decks and rooftop areas.	Provides safety while maintaining clean lines and transparency.
Roofing	Low-slope TPO membrane on rooftop decks and architectural charcoal asphalt shingles on pitched sections.	Durable and weather-resistant for Northern Michigan's climate.
Garage/ Carport Doors	Modern flush-panel doors in black.	Complements the overall color palette and modern aesthetic.
Lighting	Matte black contemporary sconces and downlights.	Provides cohesive look and safe illumination for entryways and decks.

Landscaping & Site Elements

- **Walkways & Pavers:** Replace traditional concrete edges with permeable pavers or stone along sidewalks leading to entryways. Sustainable materials like permeable pavers and natural stone are trending because they reduce runoff and support eco-friendly landscapes [elitecon.ca](https://www.elitecon.ca).
- **Planting:** Incorporate small lilac trees (e.g., 'Ivory Pillar' Japanese tree lilac or 'Dwarf Korean' lilac) along the street frontage and courtyard areas. Lilac trees offer fragrant spring blooms, tolerate various soils and can stay compact (4 – 25 ft tall) depending on the cultivar [backyardboss.net](https://www.backyardboss.net). Placing them 10–15 ft apart provides screening without overwhelming the space [backyardboss.net](https://www.backyardboss.net).
- **Open Green Space:** Reserve areas of turf or low-maintenance native grasses between units to provide a communal, park-like feel and flexibility for owners. Trends emphasize multifunctional outdoor spaces for relaxation and wellness [elitecon.ca](https://www.elitecon.ca).
- **Pollinator-Friendly Plants:** Plant native perennials and ornamental grasses that attract pollinators. Pollinator-friendly gardens and native landscaping are popular for ecological benefits and low maintenance [elitecon.ca](https://www.elitecon.ca).
- **Lighting:** Use low-voltage LED path lighting and consider solar-powered fixtures for energy efficiency [elitecon.ca](https://www.elitecon.ca).

3. Interior Finishes

Element	Proposed Finish	Rationale & Reference
Flooring	Wide-plank LVP or Timbercore flooring throughout.	Wide planks and hard-working luxury vinyl plank mimic natural wood while offering durability and ease of maintenance housebeautiful.com . Avoiding carpet aligns with cleaner, more modern aesthetics.
Ceilings & Walls	10 ft ceilings with smooth drywall painted in warm whites or soft neutrals.	High ceilings enhance volume and light; neutral walls create a backdrop for natural textures.
Kitchen Cabinets	Flat-panel cabinets in a two-tone palette (white upper cabinets and light wood-tone lowers).	Two-tone cabinetry adds warmth and visual interest while staying modern. Warm wood tones remain popular.
Countertops	Mid-grade quartz or solid-surface materials with subtle veining.	Quartz is durable, low-maintenance and available in versatile colors; 2025 picks highlight soft creams, gold veining and subtle green accents.
Backsplash	Full-height quartz slab or matte ceramic subway tile in a neutral tone.	Adds a sleek, continuous look that is easy to clean.
Kitchen Island	Generous central island with waterfall edge and integrated seating for barstools.	Encourages casual dining and entertaining.
Appliances	Stainless steel suite (French-door refrigerator, gas range, dishwasher, microwave drawer).	Modern and durable.
Plumbing Fixtures	Matte black or brushed brass fixtures.	Provides modern contrast; black fixtures continue to be popular.
Lighting Fixtures	Minimalist linear pendants over the island and modern flush or semi-flush ceiling fixtures elsewhere.	Dimmable LED lighting enhances mood and energy efficiency.
Interior Doors & Hardware	9-foot solid-core flat-panel doors with matte black levers.	Tall doors match ceiling height and maintain the modern aesthetic.
Staircases	Open staircases with metal or glass railing systems.	Maximizes natural light and provides a modern, airy feel.

Bathrooms	Floating vanities with integrated sinks; large-format porcelain tile in showers and around tubs; skirted dual-flush toilets.	Creates a spa-like, easy-to-clean space.
Laundry	Closet or alcove with stackable washer/dryer and overhead storage.	Saves space while offering functional storage.
Rooftop Deck	Partially covered rooftop deck accessible via enclosed stair; includes composite or thermally modified wood decking and optional outdoor kitchen (built-in grill, sink and mini fridge).	Reflects 2025 trends for multifunctional outdoor living spaces and wellness; outdoor kitchens are increasingly popular elitecon.ca .

4. Product Strategy & Unit Mix

- **North-Side Townhomes:** Offer four standard 3-bedroom units and two to three larger corner units with 3–4 bedrooms. Each unit includes an 8'x16' deck, a second-floor Juliet balcony facing south, and a rooftop deck covering ~50 % of the roof area with enclosed stair access and optional outdoor kitchen. Raised entryways provide privacy and elevated views. Use open staircases inside for a modern feel.
- **State Street Units:** Design seven to eight compact 2-bed/2-bath units with a main-floor master suite and a second primary suite upstairs (occupying ~60 % of the footprint and not lofted to below). Living spaces on the west side feature two-story vaulted ceilings. Provide small Juliet balconies off the upstairs primary bedrooms, fenced front patios, and detached carports. Use open staircases with modern railings to maximize light.
- **Market Segmentation:** Offer three product tiers—larger 3–4-bedroom townhomes for primary residents who desire space and views, mid-size units for second-home buyers seeking lock-and-leave convenience, and compact units for entry-level buyers or investors. This diversity improves absorption rates by addressing varied buyer preferences across Northern Michigan's vacation and lifestyle market.

5. Sustainability & Additional Suggestions

- **Materials Selection:** Whenever possible, specify low-VOC paints, FSC-certified wood and recycled content. Sustainable flooring and siding options appeal to buyers who value

eco-friendly materials. Pre-finished wood-tone siding eliminates the need for regular painting and reduces maintenance.

- **Energy Efficiency:** Incorporate high-efficiency HVAC systems with smart thermostats, LED lighting, Energy Star® appliances and low-E windows to minimize operating costs and appeal to eco-conscious buyers. Consider solar panels on rooftops where feasible.
- **Water Efficiency:** Use low-flow plumbing fixtures and drought-tolerant native plants to reduce water consumption. Consider rain barrels or cisterns for irrigation.
- **Future-Proof Technology:** Provide conduit or rough-ins for EV charging in garages or carports, and incorporate home automation features such as keyless entry and integrated security.

By aligning with current design trends—warm mixed materials, black window frames and sustainable finishes—and focusing on versatile layouts, Uptown Village can deliver the modern, high-quality homes sought by today’s buyers while remaining sensitive to Northern Michigan’s climate and lifestyle.









W. Hurlbut Site Plan Review

§ 153.087 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

All lots in the non-residential districts shall conform to the requirements of the Table 153.087. The requirements in footnotes are an integral part of this subchapter and shall apply.

Table 153.087: Dimensional Requirements, Non-Residential and Mixed Use Districts

Table 153.087: Dimensional Requirements, Non-Residential and Mixed Use Districts								
Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.) ⁷	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
PO	NA	75	26	15	10	15	25	NA
GC	20,000	100	26	15	10	15	25	NA
CBD	NA	NA	40	0	0	0	0 ¹	NA
CH	43,560	150	30	25	20 ²	20	30 ¹	50/80 ³
MC	10,000	50	35 ⁴	20	0	0	0	NA
SR	NA	NA	§ 153.088 (A)	25	20/50 ⁵	20/50	50	30
I	43,560	150	30	30	20 ⁶	20	25	60
P	NA	100	35	20	10	15	15	NA
CM	9,000	60	35	15	10	15	20	NA

NOTES TO TABLE:

¹ The minimum rear yard in the CBD District when adjacent to the Pine River Channel or Round Lake shall be 50 feet.

CMU REGULATIONS

Property Development Standards *allowed* *proposed or existing*

Maximum density (units/gross acre) 25*	20	14
Maximum Height (in feet)	27	
Maximum number of stories	2	2
Minimum lot area (sq. ft)	6,000	33,600
Minimum lot frontage (feet) at front property line	50	165
Front setback (feet)		(1)
- Arterial or collector	15	N/A
- Local street (<i>Hurlbut Ave.</i>)	15	15
Street side setback (feet)		
- Arterial or collector (<i>State Street</i>)	15	
- Local street	15	N/A
Garage door setbacks from street (feet)	20	N/A
Side and Rear setback (feet)	10 feet interior side	

(1) Front and street side setbacks may be reduced to 10 feet with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 10-foot-wide sidewalk is provided.

W. Hurlbut Site Plan Review

Wide Buildings. Any building over 50 feet wide shall be broken down to read as a series of buildings no wider than 50 feet each or 30 feet in the MU-R Zoning District. Increases in the maximum building width may be approved through design review if recesses, offsets, or other architectural articulation modulate a "box-like" appearance.

Maximum Building Length and Length of Blank Walls. The maximum building length is 100 feet. See Table 3. This limitation does not apply to buildings with unique design requirements, such as gyms and auditoriums. Increases in the maximum building length may be approved through design review if recesses, offsets, or other architectural articulation modulate a "box-like" appearance. The maximum length of blank walls is 10 feet on the ground floor and 25 feet on upper floors.

Building Orientation and Entrances.

- a) Buildings shall be oriented to face public streets or pedestrian-oriented areas.
- b) Building frontages shall be generally parallel to streets, and the primary building entrances shall be located on or within 15 feet of a public sidewalk.

Building Design and Articulation. Buildings shall provide adequate architectural articulation and detail to avoid a bulky and "box-like" appearance. Building design shall reflect and complement the architectural style of significant historic buildings within the city. This may be accomplished through the incorporation of architectural style, colors, and materials similar to those used for historic buildings in the City. The following standards apply to development projects in the Mixed-Use Districts:

- a) Massing. Building massing shall align with the street grid of adjacent blocks.
- b) Relation to Existing Buildings. Buildings shall be designed to appear integrated with existing buildings in the district.
- c) Vertical Relationship. Buildings shall be designed to have a distinctive base (ground floor level), middle (intermediate upper floor levels), and top (either top floor or roof level). Cornices, balconies, roof terraces, and other architectural elements should be used, as appropriate, to terminate rooflines and accentuate setbacks between stories.
- d) Windows.
 - i. Window frames shall be inset at least two inches from the face of the building to enhance shadow-line around opening.
 - ii. Snap-in vinyl mullions between double pane glass is prohibited. If a divided light appearance is desired, mullions must be made of dimensional material projecting in front of the panes on both the inside and outside of the window.
 - iii. Exceptions may be granted through the design review process to accommodate alternative window design complementary to the architectural style of the structure.

Exterior Building Materials and Colors.

- a) A unified palette of materials shall be used on all sides of buildings.
- b) Exterior building materials shall be stone, brick, stucco, architectural concrete block, painted wood clap-board, painted metal clapboard or other quality, durable materials approved through the design review process.
- c) A wainscoting of quality materials on the bottom of the ground floor facade is required.
- d) Colors shall be used to help delineate windows and other architectural features to increase architectural interest.

Building Details.

- a) Building facades shall include building projections or recesses, doorway and window trim, and other details that provide architectural articulation and design interest.

W. Hurlbut Site Plan Review

- b) All applied surface ornamentation or decorative detailing shall be consistent with the architectural style of the building.
- c) All balconies shall have a minimum horizontal dimension of two feet.
- d) Each side of the building that is visible from a public right-of-way shall be designed with a complementary level of detailing.

Pedestrian Access.

- a) Internal Connections. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas or pedestrian amenities.
- b) To Circulation Network. Regular connections between on- site walkways and the public sidewalk and other pedestrian walkways within the project shall be provided. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage.
- c) To Neighbors. Direct and convenient access shall be provided from commercial and mixed-use projects to adjoining residential and commercial areas to the maximum extent feasible, while still providing safety and security.
- d) Interior Pedestrian Walkway Design.
 - i. Walkways shall have a minimum clear, unobstructed width of six feet, where feasible, but at least four feet, shall be hard- surfaced, and paved with concrete, stone, tile, brick, or comparable material.
 - ii. Where a required walkway crosses driveways, parking areas, or loading areas, it must be clearly identifiable through the use of a raised crosswalk, a different paving material, or similar method.
 - iii. Where a required walkway is parallel and adjacent to an auto travel lane, it must be raised or separated from the auto travel lane by a raised curb at least four inches high, bollards, or other physical barrier.

Limitations on Location of Parking.

- i. Surface Parking. Above ground surface parking may be located within 40 feet of a street facing property line if the Decision-Making Body makes all of the following findings:
 - iv. Buildings are built close to the public sidewalk to the maximum extent feasible;
 - v. The parking area is screened along the public right-of-way with a wall, hedge, trellis, and/or landscaping; and
 - vi. The site is small and constrained such that underground, partially submerged, or surface parking located more than 40 feet from the street frontage is not feasible.

TABLE 5: LANDSCAPING AND OPEN SPACE STANDARDS - MIXED-USE DISTRICTS

<i>District</i>	<i>MR-R</i>	<i>MU-CL</i>		<i>Additional Regulations</i>
Minimum Residential Private Open Space (sq ft per unit)	65	75		

Minimum Dimensions.

- i. *Private Open Space*. Private open space located on the ground level (e.g., yards, decks, patios) shall have no horizontal dimension, less than 10 feet. Private open space located

W. Hurlbut Site Plan Review

above ground level (e.g., balconies) shall have no horizontal dimension, less than six feet.

- ii. *Common Open Space.* Minimum horizontal dimension of 20 feet.

Usability. A surface shall be provided that allows convenient use for outdoor living and/or recreation. Such surface may be any practicable combination of lawn, garden, flagstone, wood planking, concrete, or other serviceable, dust-free surfacing. The maximum slope shall not exceed 10 percent.

Accessibility.

- i. *Private Open Space.* The space shall be accessible to only one living unit by a doorway to a habitable room or hallway.
- ii. *Common Open Space.* The space shall be accessible to all of the living units on the lot. It shall be served by any stairway or other accessway qualifying as an egress facility from a habitable room.



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE: Level B Site Plan Review 2025-1 SPR: Hurlbut Ave

PUBLIC MEETING DATE: September 8, 2025 6:00PM

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

Applicant: Austen Lobenhertz and 105 Hurlbut LLC.

Property Owner: 105 Hurlbut LLC
4841 Mountain Point Lane
Charlotte, NC 28216

Requested Action: Level B Site Plan Approval for 14 site condominiums

Zoning: Commercial Mixed Use (CM)

Project Location: 100 blk of Hurlbut Ave Tax ID 052-361-002-00

Project Site Size: 36,390+- Square feet

Existing Land Use: Undeveloped

Adjacent Land Uses: Across the street south and west, single family residential. North, retail shopping strip mall. East an indoor recreational facility

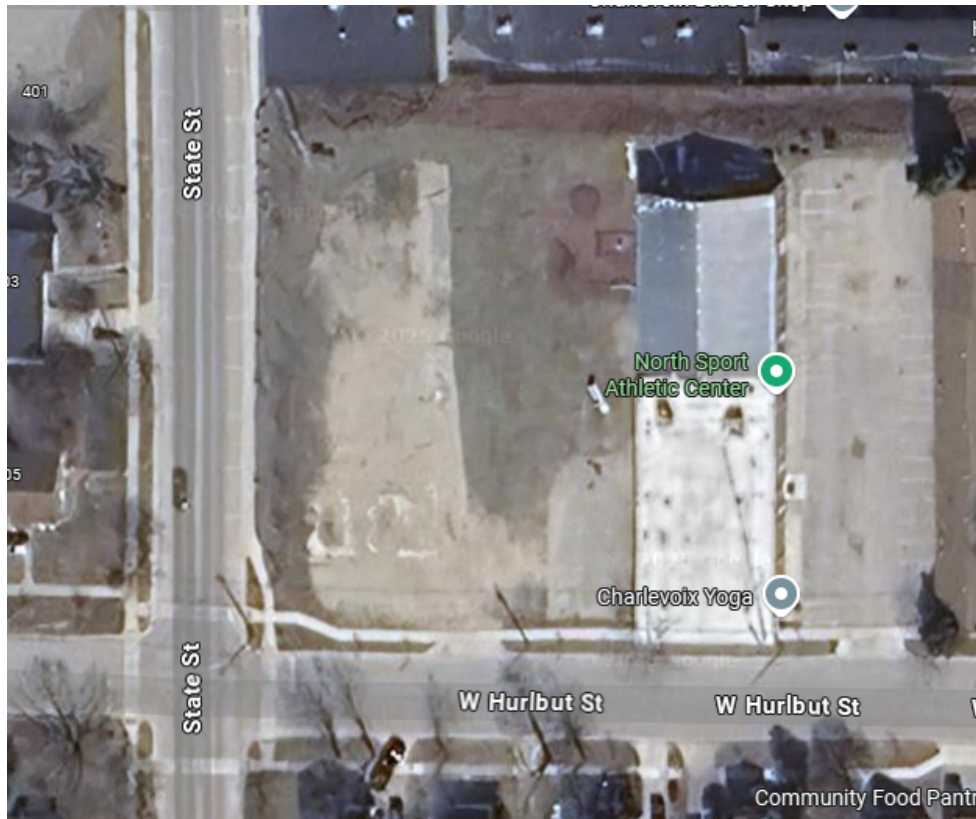
Adjacent Zoning: West and south R-2 Low Density Family residential. North, Central Business District. East, Commercial Mixed Use.

II. PROJECT DESCRIPTION/LOCATION:

105 Hurlbut LLC is proposing a site condominium infill development on the vacant lot at the NW corner of Hurlbut Ave and State Street. The proposed plan includes fourteen site condominium units, consisting of two seven-unit buildings.



Source: Charlevoix County Website Aerial photo 2016



Subject property Google Earth 2022

III. MASTER PLAN CONSIDERATIONS: *Please note that Site Plan Review is not based on consistency with the City Master Plan, this section is included only for general reference.

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.

IV. SITE PLAN REQUIREMENTS:

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

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

Submittal Requirements

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

Table 153.234: Required Site Plan Content

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

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

Name and address of the property owner or petitioner	X
Location sketch	X
Legal description of the subject property	X
Size of subject property in acres or square feet	X
Boundary survey	X
Preparer's professional seal	
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	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X
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	NA
Size and location of existing utilities	NA
Location of all existing surface water drainage facilities	NA

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)	X
Layout and typical dimensions of proposed parcels and lots	NA
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	Future document
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
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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	Waived
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	35 feet	Proposed buildings are at 29.1 and 24.5 feet
Minimum Yard setbacks	front 15 feet	Proposed building is at 15 feet
Minimum Yard setbacks	side 10 feet	Proposed building is at 10 feet
Minimum Yard setbacks	rear 20 feet	Proposed building is at 22 feet, deck is at 14 feet

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

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 Commercial Mixed Use. 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 commercial, single family, duplexes and multifamily housing. This proposal is designed to the similar maximum height, setbacks and lot coverage as the large existing homes that exist to the south.

- 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.

- 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 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 existing parcel has no vegetation but will be landscaped to meet current ordinance standards. Storm water will be held on site as much as possible to meet the city storm water ordinance.

- F. 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:

(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, the proposed plans have been reviewed and meet the current CMU standards and CMU regulations with the exceptions highlighted throughout this report.

Traffic Circulation

(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 walkways 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.

Meets standard

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

Meets standard

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.

Parking areas will have a minimum 6 inch raised curb separating walkway from parking areas.

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 needs to show 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 not shown

Landscaping

Required plantings: 153.171 E (2) 8 canopy trees, 5 canopy trees interior, plan shows more than 25% of one species.

Screening

No screening is required. Adjacent uses are similar in nature or commercial.

Lighting

All exterior lighting will be fully shaded and meet current lighting ordinance standards.

Utility Service

Electric Department has reviewed the plans and has the ability to provide all power needed.

Exterior uses

Plan shows no exterior uses. Mechanical equipment is proposed to be located inside the building. Refuse dumpster is shown on the plan and will be screened with an enclosure and vegetation.

Emergency Access

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

Water and Sewer

Public Works has reviewed the plans and have no concerns.

Signs

No signs have been proposed.

153.171 Landscaping

153.173 Trash Receptacles

Dumpster is shown and is screened with an enclosure and vegetation. A concrete apron should be installed in front of dumpster for the truck.

153.173 Mechanical Equipment

All mechanical equipment will be installed inside/under the decks/buildings and be screened from public view

153.187 Parking Requirements and Limitations

Table 153.187: Parking and Access Requirements by Use

*A total of 21 parking spaces. 1.5 spaces per dwelling unit as required for multi-family dwellings. Meets standard 6 " concrete curbs needed to be shown on plan
Plan shows "covered parking".*

Other Considerations

Building Design and Articulation. Any building over 50 feet wide shall be broken down to read as a series of buildings no wider than 50 feet each or 30 feet in the MU-R Zoning District.

Building Details. Building facades shall include building projections or recesses, doorway and window trim, and other details that provide architectural articulation and design interest. **Doorways at roof?**

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.

Condition upon;

1. Meet all standards of the city's stormwater ordinance with no stormwater leaving the site.

2. Review of condominium documents (Master Deed) by Zoning Administrator and City Attorney if needed to include:

- A utility plan showing all water and sewer lines and easements granted to the appropriate jurisdiction for installation, repair and maintenance of all utilities;
- *Incorporation of approved provisions in master deed.* All provisions of a final site condominium development plan which are approved by the Planning Commission, as provided by this section, shall be incorporated by reference in the master deed for the site condominium project.

3. Other(s)?

Planning Commission Decision: (choose one)

- A. **Approve** Project 2025-1 SPA **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.237
- B. **Approve** Project 2025-1 SPA **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 153.237
- C. **Deny** Project 2025-1 SPA based on specific findings of fact that prove the project does not meet the review standards in Section 153.237
- D. **Table** the decision on Project 2025-1 SPA. (Usually, this option is only used when additional information is needed to assist the Planning Commission in making the decision.





To: The City of Charlevoix Planning Commission
 From: Jonathan Scheel, Zoning Administrator
 Subject: Zoning Administrator's Report re: thru September 30, 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>		
January9		<u>Month</u>	<u>Year</u>
February0	Banner permits	3	54
March13	Fence permits	1	8
April.....12	Sidewalk café/use	0	16
May.....19	Sign	0	8
June.....24	Zoning	1	29
July.....11	Use		1
August.....15	<u>Parcel Division</u>	0	2
September6	Single-family	0	7
October.....	ADU	0	1
November	Multi-family	0	6
December			

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

	M	Y
Central Business District (CBD)		6
Commercial Mixed (CM)		3
General Commercial (GC)		5
Industrial		1
Marine Commercial (MC)		1
Residential Private Club (PC)		
Public Facilities		1
R-1	1	10
R-2	2	21
Other (LD, Café, Use)	1	14

Other activities

One variance request will be considered by the ZBA in October.

- A side yard variance to build a shared garage at 403 and 405 Antrim Street. *The request was tabled asking for more information*

Level A Site Plan Administrative Review

219 W. Hurlbut

Variances to Zoning Board of Appeals