



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, November 10, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- A. Call to Order/Pledge of Allegiance**
- B. Roll Call**
- C. Inquiry into Potential Conflicts of Interest**
- D. Approval of Agenda**
- E. Approval of the Minutes**
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. Preliminary review of zoning ordinance parking standards
- H. Old Business**
 - 1. Neighborhood Design Guidebook
- I. Staff Updates**
 - 1. Zoning Administrator's Report
- J. Requests For Next Months Agenda or Research Items**
- K. Adjournment by 8:00 p.m. unless extended by a motion**

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

Charlevoix Planning Commission

Approval of the Minutes

Title: Minutes of October 13, 2025

Date: November 10, 2025

Presented By:

Background:

Recommendation:

Attachments:

1. 2025.10.13 PC DRAFT

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

A. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Chair Muladore followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, 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

None.

D. Approval of Agenda

Motion by Member Beatty, seconded by Member Jones to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Minutes of September 8, 2025

Member Radke stated a correction was needed on page 4 to change the name in the first sentence from Member Boehmer to Member Radke.

Motion by Member Radke, seconded by Member Galbreath to approve the minutes of September 8, 2025 as corrected.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. Public Hearings

1. 115 Hurlbut W. Conditional Rezone

Director Scheel stated this was a request to conditionally rezone the parcel at 115 W. Hurlbut from Commercial Mixed Use to Central Business District. The parcel has a legal, non-conforming, single-story building that the owner would like to add two (2) 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 ago, which the Planning Commission denied. A conditional rezone is project specific.

The public hearing opened at 6:05 p.m.

Shirley Gibson, resident of Charlevoix stated the project as proposed does not meet the

standards of the Master Plan, the Zoning Ordinance, and the Architectural Standards that the Planning Commission has been working on for the past two (2) years. Ms. Gibson recommended the Commission not relitigate this issue, but make a motion to deny the project.

Kirk Ikens, 108 W. Hurlbut, expressed his deep concerns regarding the plans for the property including multiple issues which he described in detail. Mr. Ikens encouraged the Commission to determine whether the project aligns with the character of the neighborhood, and he felt that the rezoning request was an attempt to get around the variances that were denied previously.

The public hearing was closed at 6:08 p.m.

H. New Business

1. Housing North Presentation of Charlevoix Housing Statistics

Zach Sompels, Housing Ready Program Coordinator for Housing North, stated that Director Scheel had asked for an update on housing stats for the City of Charlevoix. The main focuses of Housing North were awareness, advocacy, capacity and resources. Mr. Sompels proceeded with an update of housing statistics for Charlevoix County.

Director Scheel stated in 2025 he has issued three (3) permits for new houses and 13 for remodels, and he responded to questions from the Commission Members about any new or remodeled residential homes. Mr. Scheel stated that pre-2000, there were an average of 15 new homes built each year; since 2000, the City has been averaging 3 new homes per year. Mr. Scheel stated that it was difficult to find any home in any condition for less than \$333,000.

Director Scheel stated that the poverty rate in the County was 9% compared to 28.9% poverty rate in the City; the homeowner rate in the County of Charlevoix was 81.8% compared to 50% in the City. The City is not on average with the County as the City has a much lower income, which reflects the senior population and younger service industry renters. Chair Muladore stated that ALICE stands for Access Limited Income Constrained & Employed, so those are households that earn more than the federal poverty level, but less than the basic cost of living for the County.

2. 115 W. Hurlbut Conditional Rezone

Director Scheel stated the agenda material for this item was similar to what was included from the August meeting, but some new drawings were provided. Mr. Scheel stated that as part of the Master Plan this area was designated as a Commercial Mixed Use area, and added that site plan review material was also a part of the agenda packet.

Paul Silva, applicant for the project, thanked the Commission for their feedback from the last meeting. Mr. Silva stated that when he first moved to Charlevoix 23 years ago he heard that young people graduating from school had to leave Charlevoix to find work and couldn't afford to live here. He stated he was proposing apartments that are affordable and that the renters can get to work downtown without a car. He referenced the Irene Project that was completed earlier in the year and half of those renters walk to work every day. He was proposing bringing in year-round housing with 25 apartments and making the units affordable (studios, 1–2 bedrooms — monthly rent between \$900- \$1,500). He referenced another project with 24 apartments that he has in East Jordan.

Mr. Silva asked the Commission to consider this project as one that makes sense for the area. He addressed concerns that were expressed at the last meeting, including the pitch of the roof which has been changed to a flat roof, created more greenspace, added a sidewalk and curb along the building, and recessed the building in from the street. He responded to questions from the Commission Members.

Director Scheel reviewed the staff report in detail. Mr. Scheel stated that if the Commission were to recommend approval of the conditional rezone, there would be a firm conditional rezone agreement prepared by the City Attorney before this matter went before the City Council for final approval. Director Scheel stated the Commission's discussion should focus on Section 153.007, Conditional Zoning of the Zoning Ordinance, Subsection (G)(2).

Member Galbreath felt that the project did not meet items (2) (c), (e) and (f) and she thought that the transition area was an important piece of the Master Plan. Chair Muladore stated that she also considered that they spent almost a year working on the commercial mixed-use standards and this property is the keystone of that buffer zone. Member Boehmer stated that if somehow, the property could be developed and incorporated its own transition to residential it could work, but because of the existing building, it was more complicated.

Discussion followed regarding the difference between a zoning district, an overlay district, and how that might have been applied to get the City to all of these non-Bridge Street buildings being part of the CDD. Director Scheel stated that this project was not about a use that is allowed, but it was about creating those structures. If the conditional rezone was approved, the project would still have to go through a site plan approval process.

Director Scheel began a review of the criteria for a conditional zoning agreement (Section 153.007, (G)(2) (a-f):

(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; increased negative impacts with height, setbacks, lighting, traffic circulation;

(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; the existing zoning classification would not allow the extra height or a third story so it is less compatible;

(f) is clearly in the public interest and not inconsistent with the recommendations of the City's Master Plan; it is not consistent with the recommendations of the City's Master Plan

Motion by Felter, seconded by Jones to deny the Conditional Rezone 2025-01 RZ based on specific findings of fact that the application does not meet the review criteria in Section 153.007.

Yeas: Beatty, Felter, Galbreath, Jones, Muladore, Radke

Nays: Boehmer

Motion carried.

I. Old Business

1. 119 W. Hurlbut Ave. Site Plan Approval

Director Scheel stated the Commission had reviewed a preliminary proposal at the September meeting. The applicant, 105 Hurlbut LLC, (Uptown Village) 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 14 site condominium units, consisting of two-seven-unit buildings. The applicant has submitted revised plans and other requested documents for the Commission to review.

Austen Lobenherz, Applicant, responded to questions from Members regarding project details.

Motion by Galbreath, seconded by Jones to extend the meeting until 8:30 p.m.

Motion carried by unanimous voice vote.

Kirk Ikens, 108 W. Hurlbut, stated he appreciated the fact the developer is trying to meet all the ordinance requirements without requesting variances. He was concerned that he would like to see the green space areas preserved and breaking up the look of a monolithic building.

Shirley Gibson stated she wished the new drawings had been in the agenda packet prior to the meeting and questioned the price point for the condos. Ms. Gibson expressed concerns about the area being congested with traffic and people.

Leah Selph, 403 State Street, stated the buildings would be in her view from her dining and living room windows and her concerns were whether the condominiums could be used as short-term rentals.

Sherm Chamberlain expressed three points: 1) Olesons is in the Central Business District, and they could build the building a lot taller than it currently is and historically, there used to be a hotel there; and 2) architectural elements that could create more dimensions; and 3) recommended Members visit Emmet Street in Petoskey where they built modern apartments in an older established neighborhood.

Director Scheel stated the project does meet all the standards for site plan approval, and he explained in more detail the specifics of the standards. The Commission must find that this proposal meets all the ordinance standards based on findings of fact before considering a motion to approve or deny.

Mr. Scheel reviewed the Findings of Fact and the Commission 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:

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 then found that the site plan proposal complies with the Zoning Ordinance.

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 Commission then went through the following findings of fact that includes the site plan meets all other applicable laws and regulations. The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.

Member Beatty was not in agreement with the appearance of the building and blank walls as seen from the lower elevation. Member Boehmer stated the project was not harmonious to the surrounding neighborhood.

Chair Muladore requested an informal vote on whether the Commission found that the project is harmonious with the character of the existing neighborhood. The vote was 4 to 3 in the positive.

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.

The site is 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. Chair Muladore requested an informal vote on whether the Commission found that the project meets that standard. The vote was 4 to 3 in the positive.

The Planning Commission finds that the proposal adds no hazards to adjacent properties. The plan shows one curb cut and a driveway.

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

The Planning Commission finds that the proposed development is infill, on an existing parcel and will have no negative impact.

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.

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 Zoning Ordinance, unless otherwise provided.

Yes, the proposed plans have been reviewed and meet the current CMU standards and CMU regulations.

Motion by Member Jones, seconded by Member Galbreath to extend the meeting until 9:00 p.m.

Motion carried by unanimous voice vote.

The Commission then went through the remaining site plan approval standards, agreeing with and approving the Director's proposed findings.

Motion by Member Felter, seconded by Member Boehmer to approve case 2025-01 SPR 2019 W. Hurlbut with conditions including the following: a concrete apron in front of the dumpster, providing the Zoning Administrator with a final landscape plan showing all plantings, walkways, and ground covers that meet the zoning ordinance and a utility plan showing any easements.

Motion carried by a 6 to 1 vote.

J. Staff Updates

1. Zoning Administrator's Report September 2025

Director presented the September Zoning Administrator's Report.

K. Requests For Next Months Agenda or Research Items

Residential Design Standards and Maximum Residential Structure discussion will be on the agenda in November.

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

Chair Muladore adjourned the meeting at 8:43 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

Charlevoix Planning Commission

New Business

Title: Preliminary Review of Zoning Ordinance Parking Standards

Date: November 10, 2025

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

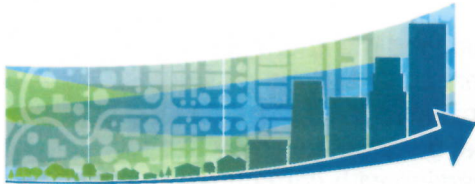
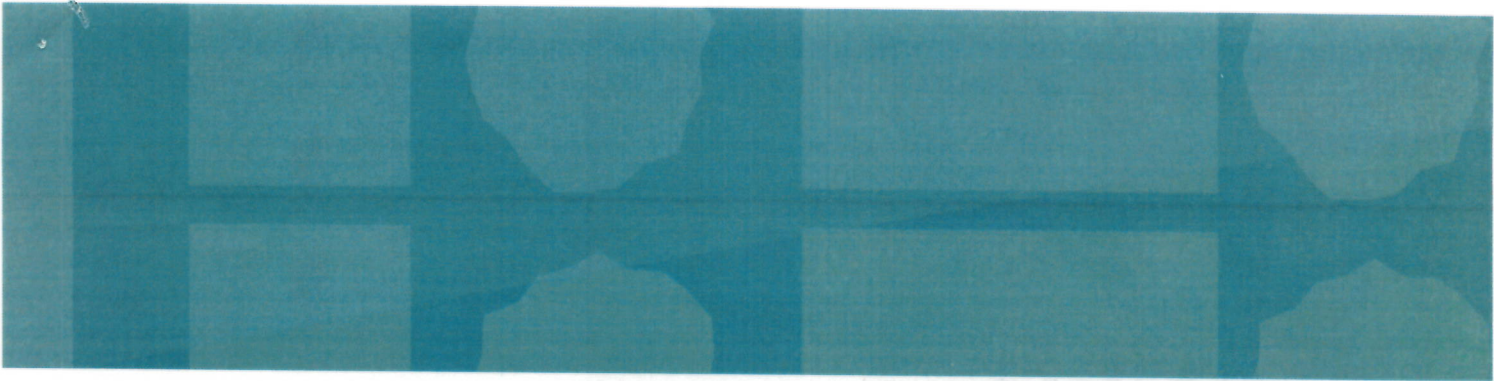
Parking standards play an important role in the ability of the city to provide enough parking spaces on both private and public properties but not deter development at the same time. Expectations have changed over the years about what is "enough" parking and where it should be located. Do we expect to require enough parking year round for our peak three-month season? Do we continue to require similar multiple spaces for small residential units as compared to a large single-family home when trends are showing fewer vehicles per family? Do we ignore that public neighborhood streets remain mainly empty of parking even though many of our streets are designed and built for on-street parking? Each required off-street space creates more hardscape land coverage which adds runoff to the stormwater system, potentially negatively affecting the environment. This agenda item is to start the discussion on parking standards in the city to see if we are using best practices and utilizing the built infrastructure that we have.

Recommendation:

Review, discuss and decide any future discussions if needed.

Attachments:

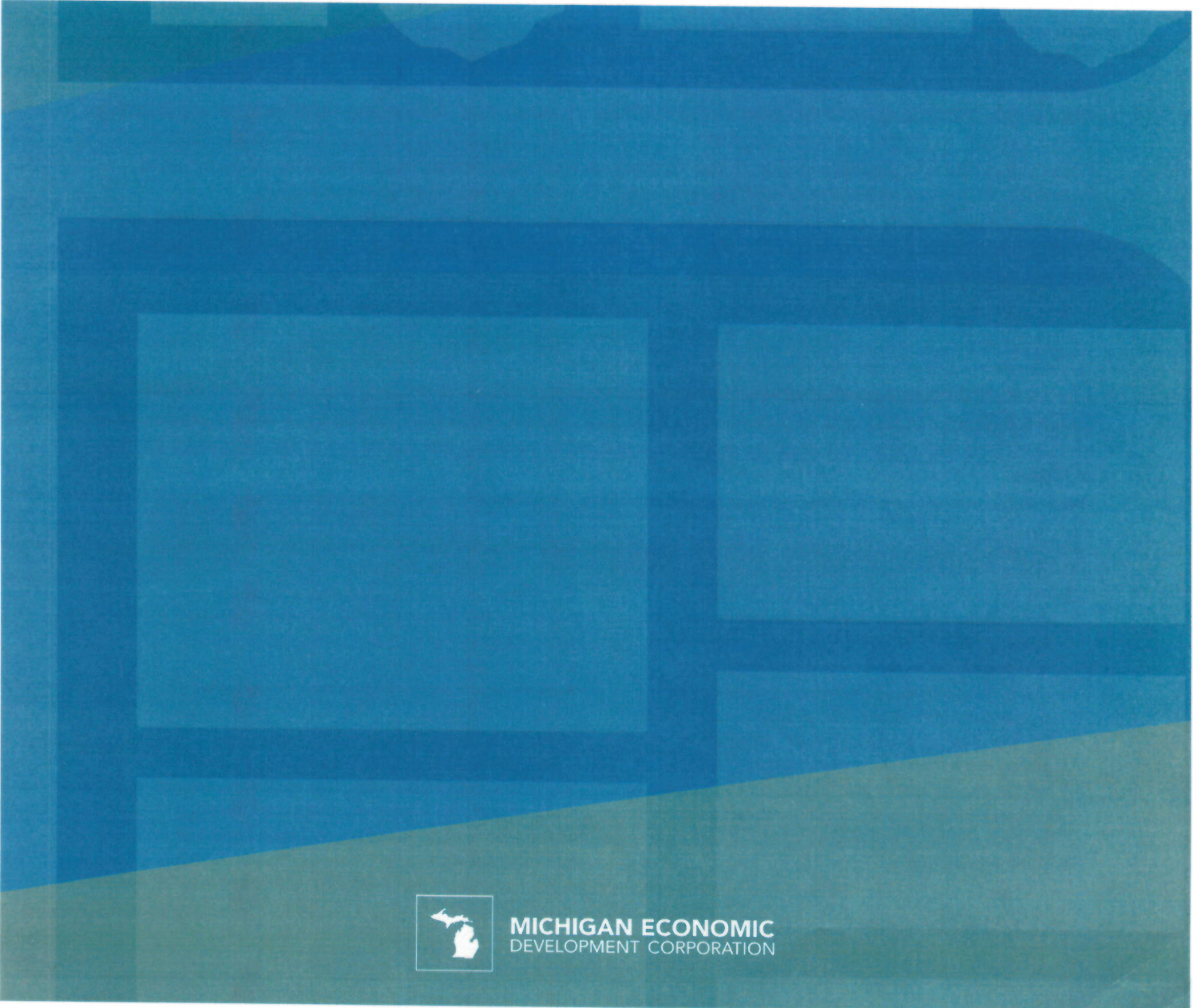
1. parking



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DEVELOPMENT CORPORATION

Zoning Tool

Reductions in Required Parking when On-Street Parking is Available *

Some communities may include ordinance provisions to grant reductions in required parking when on street or public parking are available. This prevents excessive or unnecessary parking from being constructed when adequate parking is already present.

Connections between parking lots *

Zoning ordinances often include a requirement or recommendation directing applicants to create access easements between parking lots. When access is provided between lots, the traffic burden is reduced from the primary road, improving flow and safety.

Shared Parking Agreements *Exists in our ordinance*

Ordinances that permit shared parking reflect the fact that not all uses on a site – or on adjacent sites that share parking lots – have the same peak hour demand. In these instances, calculating required parking will lead to an oversupply of parking that may never be used. Adjusting the required parking to reflect shared parking will provide only the parking needed to serve actual demand and free up space for development or landscaping.

Parking Maximums *Exists in our ordinance*

Zoning ordinances almost always provide a parking schedule with minimum parking requirements, but seldom include a maximum. Without a limitation on required parking, developers can construct parking lots that may exceed the necessary amount of pavement. Excessive parking contributes to sprawl and impervious surfaces are burdensome on local stormwater systems. In addition, when land is developed with more parking than necessary, it reduces the potential for a higher and better use.

Elimination of Parking Minimums *

Some communities have eliminated their minimum parking requirements altogether. Communities can better align the supply of parking spaces with the number of spaces needed by working with developers to design parking lots appropriate for site-context rather than estimating the parking need for different land uses. This helps to reduce surface parking and creates opportunities to conserve land or accommodate more active uses. Communities that eliminate parking minimums should also provide standards for non-motorized transportation options, such as requiring sidewalks and/or bicycle parking; providing alternative transportation options becomes even more essential when parking is not available.

Parking Waivers *Exists in CBD on Bridge Street*

Many communities have parking regulations that include waivers from the required parking; typically, these waivers are only granted in certain zoning districts where on-street or public parking is accessible.

impressive revitalization efforts, culminating in vibrant, walkable neighborhoods, new public spaces, complete streets, and a bustling central business district.

Detroit's zoning ordinance allows for exemption from off-street parking requirements in the B5 Zoning District and the PC overlay district. The B5 Major Business District includes parcels in the city's Central Business District and the New Center Area, as well as some lots in regionally oriented shopping and office areas. The PC Public Center District is an overlay zone which includes areas used for governmental, recreational, and cultural purposes of particular or special civic importance. Because of the availability of public parking, as well as transit, pedestrian, and bicycle accommodations, the city has determined that this exemption will not lead to excess parking demand.

The full text of Detroit's zoning ordinance can be found at this [link](#).

Sec. 50-14-7. - Off-street parking exemptions, reductions, and allowances.

- 1.) Off-street parking. The following exemptions and allowances to the off-street parking requirements shall apply:
- 2.) Uses in the B5 and PC Districts in the Central Business District, or in the New Center Major Commercial Area as defined in Section 50-16-321 of this Code, shall be exempt from the off-street parking requirements of Subdivisions B and C of this division

Subsection (a) (4) also allows exemption from the off-street parking requirement when a use in a structure erected prior to April 9, 1998 is expanded into an adjacent structure and the total floor area is 4,000 square feet or less. This helps to promote the rehabilitation of older vacant structures.

The following is the zoning language that effects this parking exemption:

- 4). When a use located in a structure erected prior to April 9, 1998, expands into an existing adjacent structure erected prior to April 9, 1998, and the total gross floor area of the combined structures does not exceed 4,000 square feet, no additional off-street parking shall be required.

The city also allows credit for on-street parking spaces in the Woodward Avenue and Grand River/Lahser Traditional Main Street Overlay Areas.

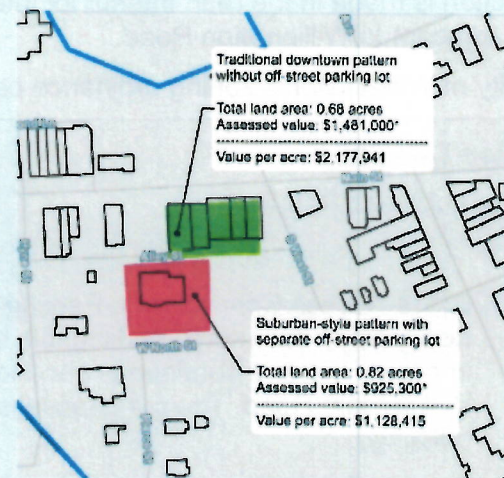
The following is the zoning language that effects this parking provision:

Sec. 50-14-7. - Off-street parking exemptions, reductions, and allowances.

- (c) Credit for on-street parking. Within the Woodward and Grand River/Lahser Traditional Main Street Overlay Areas, any on-street parking space adjacent to a use, each such space consisting of not less than 23 feet of contiguous linear permissible on-street parking that is immediately adjacent to the use, may be counted as one space against applicable off-street parking requirements for such use

The Numbers Behind the Form

A study of 2017 assessed values comparing a suburban development pattern with the traditional downtown form showed that the traditional pattern yields an assessed value per acre that is almost two times the suburban style.



Connections between parking lots

Exists at Captain Corner, minimal need but minimal impact

Name of Community: Fort Gratiot Township, MI

Population: 11,242 (2020 Census)

Description: Fort Gratiot Township is located north of Port Huron in St. Clair County, in Michigan's "Thumb" region. Fort Gratiot Township began expanding beyond its rural roots in the late 1980's and early 1990's with many new commercial and retail developments, including a regional shopping center and many big box retailers. Recent planning efforts in the Township have focused on expanding housing options and improving the Township's public spaces and recreational opportunities.

In order to provide more efficient access and relieve roadway congestion, Fort Gratiot implemented a provision in its zoning ordinance which empowers the planning commission to require developers acquire an access easement to provide for the interconnection of adjacent parking lots.

Fort Gratiot Township's zoning ordinance can be viewed [here](#).

Section 38-619- Off Street Parking

same as above

15. The planning commission may require an access easement to provide for vehicle access to adjacent parking lots to minimize the need for driveways to each facility and thereby decreasing hazards to vehicular traffic.

Name of Community: Williamston, MI

Population: 3,819 (2020 Census)

Description: Williamston is located in Ingham County, east of the City of Lansing. Williamston is predominantly a bedroom community for the surrounding cities, with many large, low-density, single-family subdivisions. Downtown Williamston is known for its antique stores, specialty shops, and its old-style cinema, "The Sun Theater." Recent planning efforts have been focused on revitalizing Downtown and promoting growth while maintaining Williamston's small town character.

Williamston incorporated a provision for cross-access easements into its zoning ordinance; while these connections are required for developments throughout the city, in the Williamston

relief with consideration for the complementary active times of these uses: offices are typically occupied during business hours, whereas residential uses are more likely to be occupied during the evening hours.

Chesterfield Township's zoning ordinance can be viewed [here](#).

Section 5.39

5. The planning commission may permit a reduction of the requirement for parking for all qualifying developments for shared parking or for land banking or parking subject to the following:

a. Shared Parking Shared Parking Computation. The number of shared spaces for two (2) or more distinguishable land uses shall be determined by the following procedure:

- i. Multiply the minimum parking required for each individual use, as set forth in the Township's Off-Street Parking Provisions by the appropriate percentage (e.g. convert 5% to 0.05 and then multiple) indicated in the Shared Parking Calculations table 5.39.B.4.e (below) for each of the six (6) designated time periods.
- ii. Add the resulting sums for each of the six (6) columns.
- iii. The minimum parking requirement shall be the highest sum among the six (6) columns resulting from the above calculations.
- iv. Select the time period with the highest total parking requirement and use that total as the shared parking requirement.

b. Other uses. If one (1) or all of the land uses proposing to make use of shared parking facilities do not conform to the general land use classifications in the Shared Parking

Calculations table, as determined by the approving body, then the applicant shall submit sufficient data to indicate the principal operating hours of the uses. Based upon this information, the approving body shall determine the appropriate shared parking requirement, if any, for such uses.

c. Alternative procedure. An application may be submitted requesting that the approving body authorize a greater reduction in the total number of required parking spaces for two (2) or more uses where an applicant believes that the Shared Parking Calculations table does not adequately account for circumstances unique to the particular property or properties in question. the application shall include, at a minimum, a parking study with a detailed description of the proposed uses, their hours of operation, their anticipated peak parking demand, and anticipated hours that such peak parking demand would occur. Any study submitted shall be prepared with a parking professional with experience in shared parking studies and shall follow the Shared Parking methodology established by the Urban Land Institute's publication, Shared Parking, by Mary Smith. Based upon information demonstrating that the peak parking demand for the uses in question would not coincide, the approving body may authorize a greater parking reduction than is authorized by the Shared Parking Calculations table. The approving body may impose reasonable conditions to mitigate potential negative effects.

city experienced a loss of around 25% of its tax base and has struggled with economic disinvestment since that time. Recent planning efforts have focused on economic recovery and quality of life, with a focus on preservation of the city's existing assets and historic character.

The zoning ordinance in Highland Park has a provision whereby parking may not exceed the scheduled requirement by more than 20% without approval from the zoning administrator. The zoning administrator must evaluate whether the additional parking is necessary based on documented evidence of use and demand provided by the applicant. Other communities may determine that the planning commission should authorize excess parking to eliminate any risk of subjectivity on behalf of the zoning administrator. If the ordinance does not include provisions for impervious surfaces, communities may also want to consider the impact on stormwater when approving parking in excess of what is required.

Highland Park's zoning ordinance can be viewed [here](#).

Section 1223.04

Maximum Parking. To minimize excessive areas of pavement no parking lot shall exceed the required number of parking spaces by more than twenty (20) percent, except as approved by the Zoning Administrator. In granting additional spaces, the Zoning Administrator shall determine that the parking is needed, based on documented evidence of actual use and demand provided by the applicant. All stormwater runoff created as a result of the additional parking area shall be completely retained onsite for any rainfall that is less than or equal to the 25 year, 24 hour rainfall. Stormwater facilities should be reviewed and approved by the city's engineer or designated individual.

Elimination of Parking Minimums ✖

might work well with the small businesses on Bridge St Commercial Mixed Use zoning

Name of Community: Ann Arbor, MI

Population: 123,851 (2020 Census)

Description: The City of Ann Arbor is the County Seat of Washtenaw County and home to the University of Michigan. Downtown Ann Arbor has long been recognized for its broad mix of retail, restaurant, and service establishments, but in recent years, has experienced substantial residential growth through mixed-use zoning, increased densities and density bonuses, and the reevaluation of auto-oriented land uses, such as surface parking.

The City of Ann Arbor recently passed a historic zoning amendment to eliminate parking minimums from its parking schedule. By eliminating unnecessary surface parking, land that would otherwise be used as parking may be developed into improvements that generate higher tax revenue. In addition, the inevitable reduction in surface parking will make the City of Ann Arbor more walkable and pedestrian-friendly.

To see all of the recent changes that Ann Arbor made to their zoning ordinance to eliminate parking minimums, visit this [page](#).

Name of Community: Mt. Pleasant, MI

Population: 21,097 (2020 Census)

Description: Mt. Pleasant, Michigan is the county seat of Isabella County, and is a college town, home to Central Michigan University. A portion of Mt. Pleasant is within the Isabella Indian Reservation, which also includes the Soaring Eagle Casino and Resort. Past planning efforts in Mt. Pleasant have led to the separation of land uses and preferential treatment towards

Name of Community: Highland Park, MI ✖

Population: 8,977 (2020 Census)

Description: Highland Park is an independent enclave uniquely located entirely within the bounds of the City of Detroit city limits. Highland Park played a central role in the early days of the auto-industry but when Chrysler moved its Highland Park plant to Auburn Hills in 1992, the city experienced a loss of around 25% of its tax base and has struggled with economic disinvestment since that time. Recent planning efforts have focused on economic recovery and quality of life, with a focus on preservation of the city's existing assets and historic character.

The City of Highland Park grants the zoning administrator the ability to waive up to 8 parking spaces required by the ordinance. This makes it possible to grant exceptions when required parking is excessive and unnecessary or when parking alternatives may be present. Other communities may include additional standards for review to help guide administrative decision-making, or communities may look to their planning commission for guidance on parking waivers.

Highland Park's zoning ordinance can be viewed [here](#).

Section 1223.05 Reductions in Parking Requirements

Administrative waiver. An Administrative Waiver for part or all of the off-street parking requirements, not to exceed eight (8) spaces, may be granted by the Zoning Administrator where the building comprises ninety (90) percent or more of the lot, or the lot cannot otherwise accommodate the required parking.

Electric Vehicle Charging Stations ✖ ?

Name of Community: Marshall, MI

Population: 6,822 (2020 Census)

Description: The City of Marshall is in Calhoun County along the I-94 Corridor. Marshall is known for its historic neighborhoods, with over 850 buildings making up one of the largest registered historic districts in the United States. The city's most recent master plan included 7 primary objectives, with a focus on historic preservation, design and aesthetics, neighborhood stability, commercial development, talent attraction and workforce development, regional planning, and transportation access.

Marshall's zoning ordinance provides standards for the appearance and management of electric vehicle charging stations but does not require them unless desired by the applicant. When an electric vehicle charging station is the primary use of a lot, Marshall's ordinance requires that the lot must be treated as a gasoline service station; the specific standards for gasoline stations, such as minimum frontage, driveways, screening, and setbacks are intended to reduce the impact of such an auto-oriented use. Design considerations for electrical vehicle charging stations include the location of electrical infrastructure, canopies, site-lighting, accessibility, bollards, and dimensional requirements.

View the City of Marshall's zoning ordinance [here](#).

Section 4.50 Electric Vehicle Infrastructure

1. General.

- A. All charging station installations shall be subject to building and electrical permits.

3. Design Standards for multiple family residential, non-residential development, and public rights-of-way.

- A. Electrical infrastructure serving the charging station shall be located underground
- B. Canopies are permitted; these canopies shall cover only the electric vehicle charging space or spaces. canopies must provide a clearance height of not less than 14 feet.
- C. Where charging station equipment is installed, adequate site lighting shall be provided.
- D. Charging station outlets and connector devices shall be no less than thirty-six inches (36') and no higher than forty-eight inches (48') from the ground or pavement surface where mounted, and shall contain a retraction device and/or a place to hang permanent cords and connectors a sufficient and safe distance above the ground or pavement surface. Equipment mounted on pedestals, lighting posts, bollards, or other devices shall be designated and located as to not impede pedestrian travel or create trip hazards on sidewalks.
- E. Adequate charging station equipment protection, such as concrete filled steel bollards, shall be use. Non-mountable curbing may be used in lieu of bollards, if the charging station is set back a minimum of twenty-four inches (24') from the face of the curb.

4. Signage

- A. Each commercial charging station space shall be posted with signage approved by the City of Marshall indicating the charging station space is only for use by electric vehicles for charging purposes. Days and hours of operations shall be included if time limits or tow away provisions are to be enforced. Private use charging stations are exempt from signage requirements.
- B. Directional signs conforming to the federal Manual of Uniform Traffic Control Devices are permitted in accordance with the sign provisions of this Ordinance, **Section 5.1.**
- C. Information on the charging station, identifying voltage and amperage levels and time of use, fees, or safety information shall be provided on the charging station equipment.

5. Battery Handling and Storage. Electric vehicle batteries shall be properly managed in accordance with local, state and federal law. After an electric vehicle has been involved in an accident, or the battery has sustained damage, and where the electric vehicle is being stored or disposed of, its battery systems must first be properly de-energized according to manufacturer specifications.

Bicycle Parking ✖

Name of Community: Alpena, MI

Population: 10,197 (2020 Census)

Description: Alpena is the County Seat of Alpena, Michigan, in the Northern Lower Peninsula. After Traverse City, Alpena is the second most populous city in Northern Michigan with just over

Name of Community: East Lansing, MI

Population: 48,437 (2020 Census)

Description: The City of East Lansing is in Ingham County along the Grand River Corridor, and is home to Michigan State University, Michigan's largest public university by student enrollment. Downtown East Lansing is home to an eclectic mix of shops, restaurants, art galleries, and professional offices, with more to come- the city has several major redevelopment projects planned for the Downtown to include a variety of different housing types and commercial uses.

The City of East Lansing has minimum bicycle parking requirements for multi-family and commercial uses, ensuring that all new construction is tied to goals of improving options for non-motorized transportation. The ordinance includes standards for bicycle storage, ensuring the location of bike storage is accessible and racks are appropriately anchored in place. Additionally, indoor storage is permitted as an alternative option. Other communities may consider off-setting or waiving certain parking requirements when bicycle parking is provided in excess of what is required.

View East Lansing's zoning ordinance [here](#).

Sec. 50-820. - Bicycle storage requirements.

It shall be the responsibility of both the owner and occupant of any multiple-family or nonresidential premises to provide on-site storage facilities for bicycles according to the following provisions.

1. Number of spaces. The number of bicycle storage spaces shall be determined as follows:
 - a. For Class A multiple-family dwellings, there shall be one storage space for each two bedrooms within a structure.
 - b. For Class B multiple-family dwellings, there shall be one storage space for each two occupants, based on maximum permitted occupancy.
 - c. For non-residential uses, there shall be one storage space for each ten required parking spaces through the first 100 required parking spaces and one storage space for each 15 required parking spaces in excess of 100.
2. Outdoor storage facilities. A portion of the bicycle storage spaces must be located outdoors. Outdoor storage spaces are subject to the following requirements:
 - a. The outdoor storage spaces must be on the premises, except that in the B-3 district, the bicycle racks or similar locking devices may be located within the public right-of-way as approved by the city engineer.
 - b. Outdoor storage spaces must be in a location that is conveniently accessible to visitors or customers.
 - c. Outdoor storage spaces must be in the form of a rack or other locking device that is constructed of durable material and is securely anchored in place. Each storage space in a rack must be at least two feet wide.
3. Indoor storage facilities. A portion of the bicycle storage spaces can be

provided in the form of an amount of cash according to policy established by resolution of the City Council. In establishing such policy, the City Council be take into account the current inventory and future needs of CBD parking, the method by which actual parking shall be provided through such cash payments in lieu of parking, and the amount of cash which shall be contributed in lieu of parking, taking into account the benefit to the private owners and to the public from such parking which would subsequently be provided by the city. In implementing such policy, the City Council shall assure that the future needs for parking in the CBD shall be adequately met by such cash payments in lieu of parking. A determination of the number of spaces normally required shall be based on Section 17.02 "Required Off-Street Parking Spaces"

Name of Community: Highland Park, MI

Population: 8,977 (2020 Census)

Description: Highland Park is an independent enclave uniquely located entirely within the bounds of the City of Detroit city limits. Highland Park played a central role in the early days of the auto-industry but when Chrysler moved its Highland Park plant to Auburn Hills in 1992, the city experienced a loss of around 25% of its tax base and has struggled with economic disinvestment since that time. Recent planning efforts have focused on economic recovery and quality of life, with a focus on preservation of the City's existing assets and historic character.

The zoning ordinance in Highland Park includes a provision whereby uses in the city's CBD- Central Business District or TOD- Transit Oriented Development District can forgo parking requirements by contributing to the city's Parking Facilities Account or to a special assessment fund. The Ordinance goes on to include regulations for establishing a Special Assessment District for parking.

Highland Park's zoning ordinance can be viewed [here](#).

Section 1223.05 Reductions in Parking Requirements

4. Payment in Lieu of Parking. A parking program may be instituted to develop publicly-owned district parking lots or structures as opposed to individually owned and operated parking spaces.

- a. Payment. In lieu of providing the required off-street parking space for any development located in the TOD or CBD District, a payment may be made to the City's Parking Facilities Account or to a special assessment fund.
- b. Special Assessment. The City may, as part of any special assessment levied to defray a portion of the cost of a parking facility, determine that the payment or, alternatively the levy of special assessment, shall constitute provision of a designated number of parking spaces for the building or structure, and any future building or structure, located on the property specially assessed. The determination of the number of parking spaces deemed to be provided, if any, shall be made at the time that the special assessment is levied

Reduction of Required Parking for Complementary Mixed Uses *Exists in ordinance*

Name of Community: Village of Breckenridge MI

Population: 1,428 (2020 Census)

Description: The Village of Breckenridge is located in Gratiot County in Central Michigan.

Section 5.6-B

3. Parking set aside (landbanking) provision (a special conditional use). An applicant, in lieu of providing all of a project's required off-street parking, may request, as a special conditional use, a provision to set aside or landbank up to 20 percent of a project's required off-street parking for projects having 50 or more required parking spaces, provided that the area required for such parking is left as open space. Such open space shall be capable of being developed into the required off-street parking if so deemed necessary by the planning commission and/or the village zoning administrator based on complaints or observed parking problems due to a shortage of available parking spaces at any time during the life of the conditional use permit. Should a set aside area be required to be developed for required off-street parking, the conditional use permit shall become null and void.

The village council shall have the authority to approve a conditional use permit under this subsection upon receipt of a recommendation from the planning commission, subject to all the requirements in Special land uses §6.3. Should a conditional use permit be granted for a parking set aside area, the permit shall be conditioned that should the open space provided under this set aside provision ever be deemed necessary to revert to the required off-street parking spaces by the planning commission and/or the village zoning administrator, the applicant and/or the current property owner shall fulfill the requirement for the number of off-street parking spaces as originally required. The required off-street parking spaces shall be developed and contain the balance of off-street parking spaces required for the project

Name of Community: Hillman, Michigan

Population: 605 (2020 Census)

Description: The Village of Hillman is located primarily in Montmorency County, with a small portion of the Village extending east into neighboring Alpena County. Hillman is a small village surrounded by abundant natural resources, idyllic landscapes, and opportunities for outdoor recreation. In 2021, Hillman adopted a new master plan with policy recommendations to address five main focus areas including community character and quality of life; planning, zoning, and community development; transportation, infrastructure, and public services; natural, cultural, and recreational resources; and housing, with policy recommendations that address development goals as well as goals for improving administrative processes.

Hillman's zoning ordinance includes many options for flexible parking. The Village's land banking standards for parking allow applicants to defer parking on a site plan if adequate room for future parking is available on the site. Furthermore, if there is not adequate room for future parking on-site, applicants may request land-banked spaces off-site if approved by the Planning Commission. Hillman's ordinance does not provide specific directions for when to require the construction of land-banked spaces, other communities may require land-banked spaces to be constructed upon written request of the building official when demand for parking exceeds the available spaces.

To view Hillman's Zoning Ordinance, visit [here](#).

Charlevoix Planning Commission

Old Business

Title: Neighborhood Design Guidebook

Date: November 10, 2025

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

This Guidebook has been prepared to assist the residents of Charlevoix in caring for their residential neighborhoods while those neighborhoods grow and change. As each project that is built affects and shapes the neighborhood, each of us who initiates a project becomes one of the designers of our neighborhoods. A neighborhood with twenty houses may have had twenty designers shaping it as a place. As such, it is important that we work together so that the resulting design, the neighborhood, is coherent and comprehensive. Unlike a large project, however, many of the initial designers of our neighborhoods left us many years ago. Their legacy lives in the houses and streets and subdivisions they left behind. As designers of our neighborhoods, it is important that we respect the intentions of the original designers. We do this by looking at their work, supporting it and adding to it in ways that are harmonious.

Recommendation:

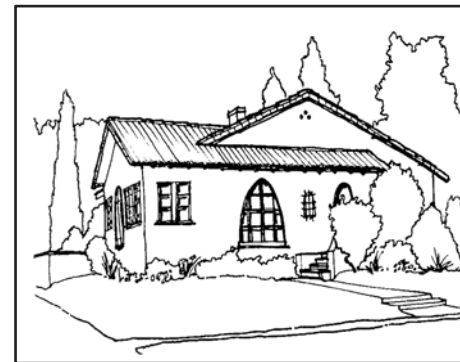
Review, discuss, make changes as needed

Attachments:

1. Residential Design Guidebook 2



Neighborhood Design Guidebook



Original Draft Edition - 2/19/25
Updated Edition -
The Charlevoix Planning Commission
City of Charlevoix



City of Charlevoix

Neighborhood Design Guidebook

Original Draft Edition - 2/19/25
Updated Edition -

The Charlevoix Planning Commission
City of Charlevoix

As part of the ongoing development of an effective Design Review Process for the City of Charlevoix, the Charlevoix Planning Commission has been developing a Neighborhood Design Guidebook.

The Neighborhood Design Guidebook represents nearly a year of concentrated effort on the part of the Planning Commission and the Department Planning and Zoning to develop a document which would be informative, useful to a range of interested parties and comprehensive with regard to the character and charm of Charlevoix neighborhoods.

This Guidebook has been released for distribution to aid Design Review applicants, Design Professionals and Design Review consultants in understanding the process and in seeing their role in the making of Charlevoix neighborhoods.

It is our hope that this Guidebook will be helpful and that current and future applicants will provide feedback regarding its usefulness.

The Guidebook will continue to undergo development and refinement based on feedback received from the community and in reaction to trends in neighborhood development.

Charlevoix Planning Commission
Charlevoix Planning and Zoning Department

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Introduction

This Guidebook has been prepared to assist the residents of Charlevoix in caring for their residential neighborhoods while those neighborhoods grow and change.

This sentiment led to the creation of the Neighborhood Design Review Process in 2025 and has been the driving force behind our efforts to clarify that process and make it more user friendly.

The following document includes supportive information defining the background of the Design Review Process as well as a general philosophy of neighborhoods as important building blocks of our community. It also includes an expansion of the original criteria stated as the basis for Design Review.

Our goal in preparing this document is to clarify the Neighborhood Design Review Process so that it becomes familiar to all residents of Charlevoix. It is intended to make the process positive and user-friendly. It is a tool that we can use to conserve the character and feeling of our residential neighborhoods.

As each project that is built affects and shapes the neighborhood, each of us who initiates a project becomes one of the designers of our neighborhoods. A neighborhood with twenty houses may have twenty designers shaping it as a place. As such, it is important that we work together so that the resulting design, the neighborhood, is coherent and comprehensive.

Unlike a large project, however, many of the initial designers of our neighborhoods left us many years ago. Their legacy lives in the houses and streets and subdivisions they left behind. As designers of our neighborhoods, it is important that we respect the intentions of the original designers. We do this by looking at their work, supporting it and adding to it in ways that are harmonious.

The information assembled in this Guidebook will assist applicants in fulfilling their role as contributors to the neighborhood design.

The Guidebook is structured into three primary components:

- Introduction and Users Guide
- Neighborhood Design Guidelines
- Appendices

It is hoped that each applicant will review the entire Guidebook and take advantage of the information that has been prepared. In some cases, applicants who build projects in the city often may only need to review the actual Guidelines with respect to each successive project.

Additionally, it is hoped that homeowners involved in additions or new construction will find the Guidebook useful in communicating with their Design Professionals and in extended involvement in the realization of their projects.

Refer to Appendix A for a more detailed discussion of Charlevoix history and the need for Neighborhood Design Review.

Refer to Appendix B for a detailed explanation of the Design Review process.

Refer to Appendix C for a bibliography describing useful resources for further inquiry into positive neighborhood design.

What is a Neighborhood

The Design Review Process and the Neighborhood Design Guidebook were created to help conserve the valuable character of the original neighborhoods. It is the intent of this Guidebook and the Design Review process to support the positive characteristics of our existing neighborhoods.

That intention is based on the following premises regarding neighborhood design:

- The neighborhood is a place, with a character and a boundary. It can be seen as a room. It is a setting for the houses, composed of the street width, trees, setbacks, and street configuration. It is also composed of the various characters of the original house which defined it. That composition includes a pattern of driveways, garages, porches, building types and landscaping.
- The house is an object within that room, and, as such, has a role to play in further defining the character of that room. Where the original houses define the neighborhood, newer houses and additions should support that definition.
- Because of the diversity of architectural style within many neighborhoods, a neighborhood's architectural identity is based more on common patterns shared by all houses. These patterns include similarities in mass, scale, complexity of form, relationship to the street and to each other. The essential nature of the neighborhood is most often embodied by the patterns shared between the original houses that formed that neighborhood.
- Neighborhood conservation is dependent not only on appearance but on the various interfaces that occur within our neighborhoods. These may include the links between residential and commercial areas, auto oriented neighborhoods and people oriented neighborhoods, park and school centered neighborhoods and other elements which become the foundations for variety in our community.

- The older houses and formative elements of our neighborhoods offer value to the community like wise elders. They inform us of our past, define our roots and connect us to our culture. They warrant respect and emulation.

The first exercise is to define the neighborhood. Unlike many cities, Charlevoix does not have a series of neighborhoods or districts defined by a map. Yet there are distinctive areas of the city which most residents understand. Those areas are defined by the character of their streets and the styles of house lining those streets. Additional defining elements include proximity to particular geographic and human-made features and often, most importantly, the age of the neighborhood.

Due to this diversity this guidebook does not attempt to define specific neighborhoods or geographic areas in Charlevoix. Instead we have adopted an intention to define a neighborhood at a smaller scale by the immediate characteristics surrounding a given project.

This means that the neighborhood of concern is the one that most closely relates to a particular application. The following pages include tips on how to identify the neighborhood surrounding a given project and how to use that neighborhood to inform the project regarding compatibility and harmony with the existing character.

Neighborhoods

Each application will be reviewed in the context of an existing neighborhood. It is important that each Design Professional has a thorough understanding of the neighborhood in which they are designing.

There may not be a clear boundary defining the neighborhood. It will be necessary to look closely at the common elements that make up the neighborhood, to identify their character and come to an understanding regarding the appropriate boundaries.

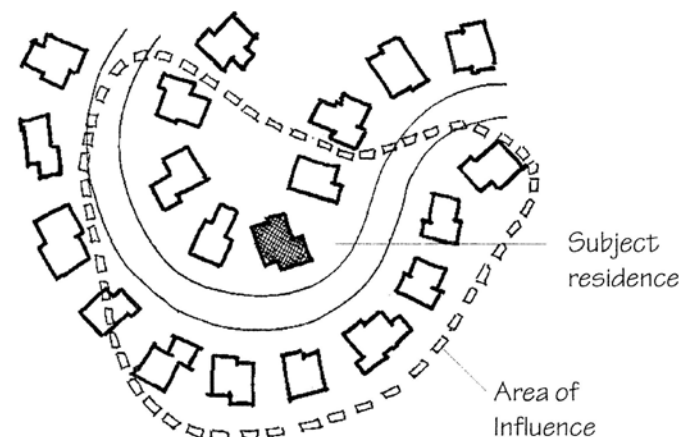
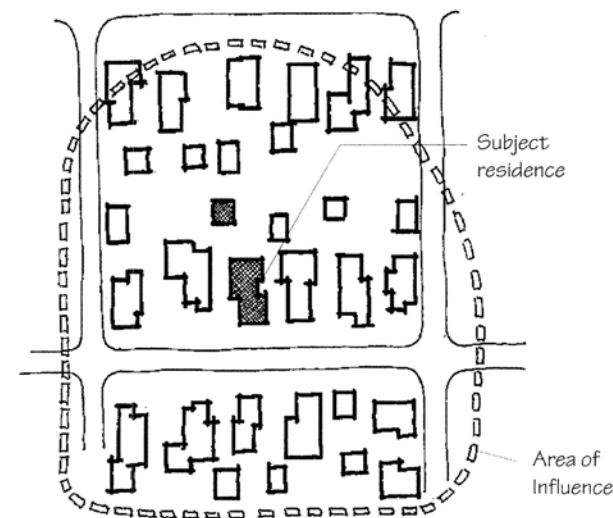
This is a typical exercise in the design of any project in which context is important.

Neighborhoods are highly variable entities. For the purposes of Design Review, the neighborhood will be the basis for many of the following guidelines.

The neighborhood is loosely defined as the block in which the subject property is located. The block may be bounded by the nearest corners in each direction. This, however, is not the only criteria for defining a neighborhood. The houses behind the subject property are also affected by projects.

The neighborhood is also defined by the area of influence around the residence. This may be the extent of the physical boundaries of the neighborhood which are experienced or seen from the subject residence. It may also mean the area visible from the front yard, or the area in which children could be easily monitored. It can extend to the home of a friend, to a park or a school.

The bounds of a neighborhood are defined by the extent to which the subject residence may affect it, both visually and functionally.

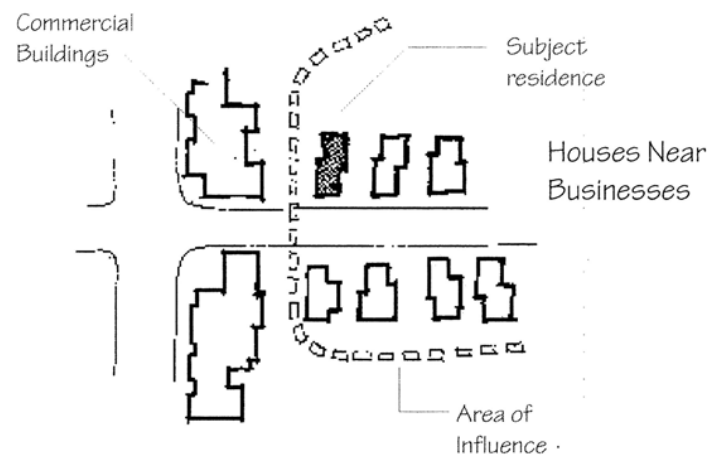
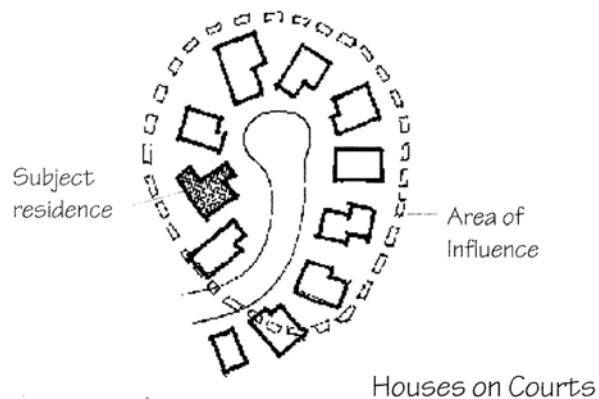
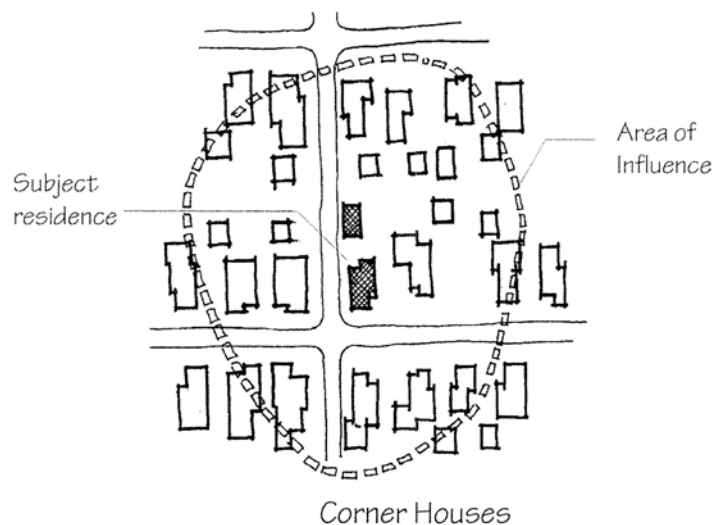


Houses on Curving Streets

Introduction

The neighborhood is often perceived by a particular resident to the extent to which you might walk to borrow a cup of sugar or talk about the progress of the garden. This could be described as the distance you might travel and still know your neighbors.

It may be bounded by the extent of residential space. Neighborhoods near State Street or Carpenter Avenue may change rapidly as they approach the business streets. In these instances, the example components of a neighborhood may all occur on one side of the subject property.



Understanding Neighborhood Patterns

Charlevoix is made up of a number of distinctive neighborhoods as well as a number of neighborhood types. In this Guidebook, we are concerned with neighborhood types and how they affect Design.

It is not the intent of this Guidebook to create or utilize formal neighborhood boundaries as might be found on a map. Similarly, subdivision boundaries and other administrative demarcations may not be the actual limits of the physical neighborhood.

We are more concerned with the characteristics of a particular place. Those characteristics will be part of the larger neighborhood structure. We will refer to those characteristics as patterns.



Tudor Revival



Modified Shingle Style

In defining neighborhoods, the style of houses present may not be the critical factor. In many neighborhoods, there exist a number of styles.

More often it will be the mass and scale of buildings that is similar and binds them together. Houses of many different styles may share common traits relating to mass and scale.

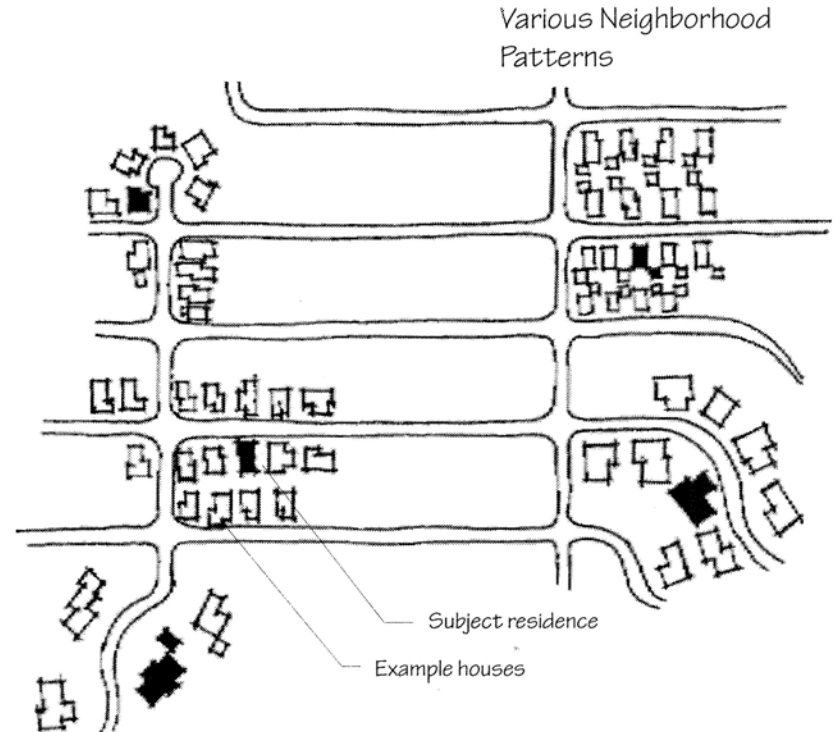
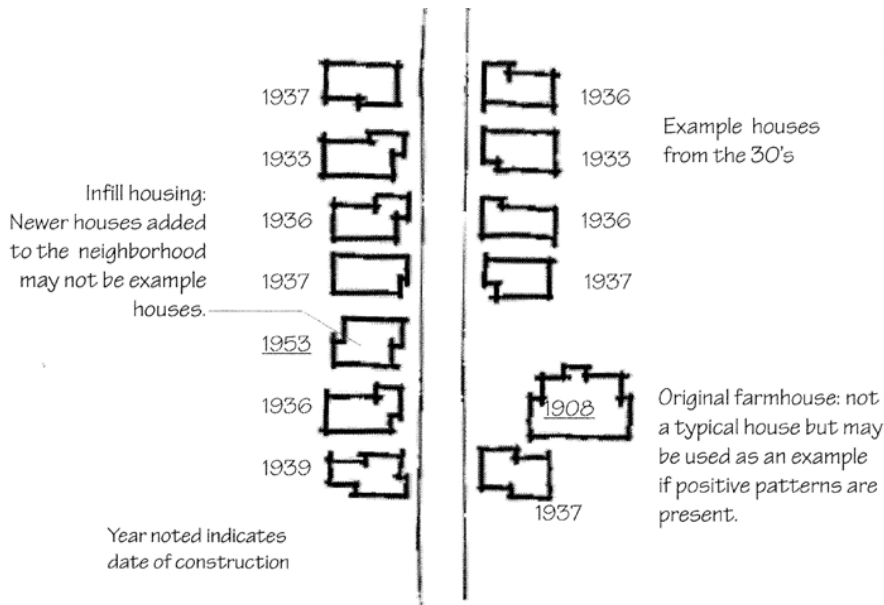
In neighborhoods of many styles, these will be the critical factors in identifying a neighborhood pattern.

Formative Elements

The neighborhood is also defined by its formative elements. This will generally refer to the original houses in the neighborhood. It can also refer to the most common houses in the neighborhood, particularly when they are of similar generation. This item may also include consideration of the original subdivision and other historical elements.

The neighborhood will also be defined by the extent of example houses. The predominant style or character in a neighborhood may be limited to one block or may extend for many blocks. This will become a defining component of the neighborhood.

There will often be houses that may not support the character of the existing neighborhood.



Example Houses

It is the intention of these guidelines to help conserve the unique character of many of Charlevoix's neighborhoods. This need arose out of the perception that character is being diminished in many of the neighborhoods by the addition of new structures and additions that are not compatible with those neighborhoods.

The first step in designing houses compatible with the neighborhood is to understand the neighborhood. This requires visits and close looks at what is already there. It also requires a desire to design a house or addition that compliments the neighborhood rather than ignoring it.

Throughout this Guidebook, we will use the term "Example Houses". This term is intended to refer to the group of houses that represent the positive neighborhood patterns we are attempting to support.

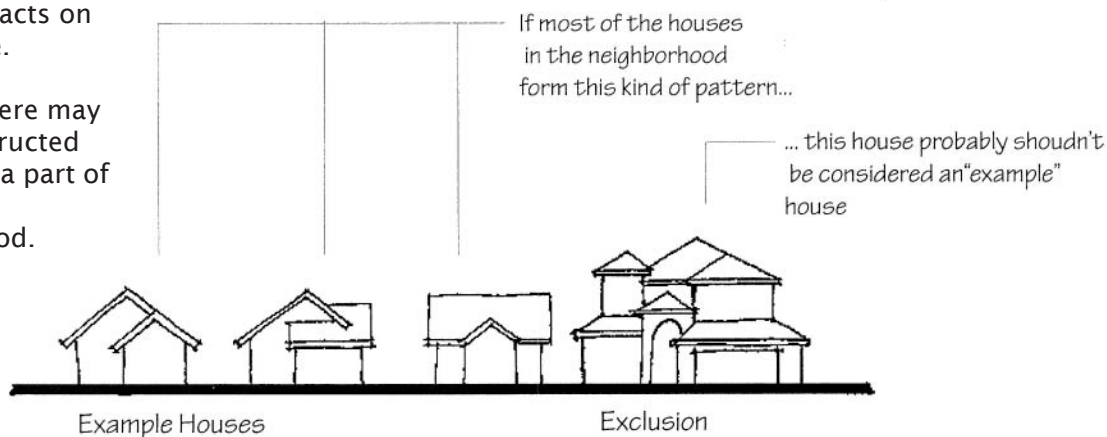
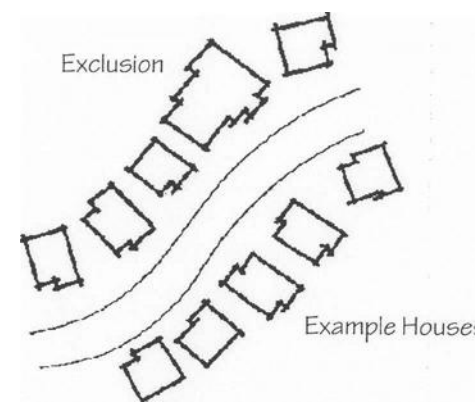
It will be important for the Design Professional as well as the Design Reviewer to identify Example Houses in the neighborhood in order to generate a successful design and perform a meaningful review.

Certain houses will stand out from the neighborhood fabric as clearly inconsistent. They will stand out not just because they are different, but because they are more massive, less respectful of impacts on neighbors or of a markedly inconsistent architectural style.

In a neighborhood of small Bungalows built in the 30's, there may be one or two examples of large houses which were constructed within the last few years. While these houses certainly are a part of the neighborhood fabric, they should be excluded from consideration as the defining character of the neighborhood.

These exclusions may be considered for any of the criteria below. When a handful of houses break away from the formative pattern of the neighborhood in any of the patterns described below, they should not be considered as critical elements of the neighborhood character.

It is important not to consider "mistakes" from the past as important elements of a neighborhood. Many incompatible projects have been built already, that is why Neighborhood Design Review was created: to avoid repeating these mistakes.



Things to look for in identifying and understanding neighborhood patterns:

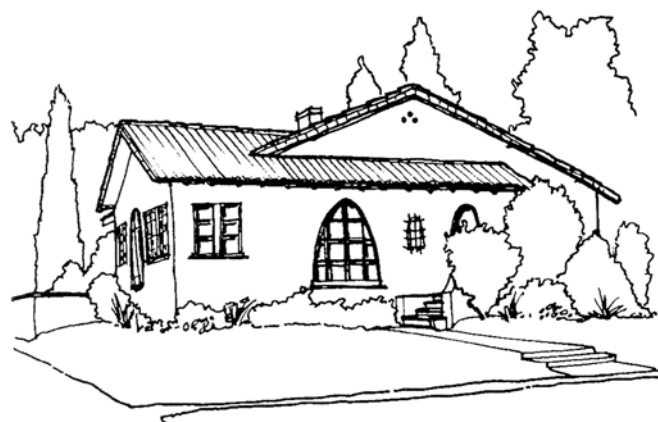
- The shape of the street and the extent of the street visible from the applicant residence.
- The locations and styles of houses that were part of the formative, original fabric of the neighborhood: Example houses.
- The location and style of houses that were obviously not part of the formative fabric of the neighborhood.
- The extent to which newer houses are or are not compatible with the neighborhood character.
- Additions and new construction that are consistent with the neighborhood character and that of the example houses in the neighborhood.
- Additions and new construction that are not consistent with the character of the neighborhood.
- The extent to which the neighborhood looks like it is a cohesive and unified whole while exhibiting diversity and visual interest.
- Street landscaping and street trees.
- The general location of houses on the street and the ways that those houses meet the street: porches, walk, landscaping.
- The general height and mass of the houses in the neighborhood.
- The extent of consistent neighborhood fabric, based on the original period of the houses and example residences which define the neighborhood character.
- Certain special circumstances such as the proximity of business streets, schools, or other notable boundaries.
- Parking and garage patterns.
- General level of interactions between houses in the neighborhood and with adjacent or overlapping neighborhoods.

Identifying Patterns in Existing Houses

When considering additions to existing houses, consistency with the existing architecture will be a critical component of neighborhood compatibility.

New additions should harmonize with their existing houses and the completed house should look like a cohesive design. Ideally, there should only be subtle evidence that an addition was done.

Many of the houses that have sparked the need for design review include those with additions that do not relate to the existing house, that generate negative impacts for the neighbors, and that create a chaotic visual field for the neighborhood.



Spanish Colonial Revival
Mission Style



Tudor Revival

Design Professionals should consider the architectural style of the existing house as an important element of the design process. It is a given, much like the site constraints, the budget and the owner's design requirements.

When the existing character of a house is respected, good designs result with little effort or compromise.

When the existing architecture is ignored, bad designs result and compatibility is much harder to achieve.

Introduction

The patterns in an existing house, beyond the basic style of the house, will include the general mass and bulk, the complexity of the plan and the details and finishes used to envelope that plan.

Design professionals should not only consider the style, but should look closely at the details. Windows should be measured and cataloged, trims should be inventoried and similar profiles should be used.

Most importantly, the Design Professional should work with the project during construction to ensure that the design intentions are realized by the contractor.

The completion of a design only occurs when a building is built. It is very easy, and common, for critical elements of a design to be lost during construction.

Design Professionals should carefully review window selections, trim profiles and exterior components to ensure that what was specified is being constructed.



Colonial Revival



Suburban Contemporary

Things to look for in identifying and understanding patterns in an existing house:

- The general architectural style.
- The level of complexity of the footprint: are there lots of bays, porches, extensions and appurtenances. Or is the house plan simple and plain.
- The type, slope, configuration of the existing roof system.
- The size, proportion and style of openings such as doors, windows, vents.
- The details of the roof including overhang dimensions, fascia profiles, trims and supporting construction.
- The details of appurtenances such as porches including post sizes and configuration, railing details, roof intersections and decorative components.
- The details and construction of windows and doors, with particular attention to the window casing or stucco molding.

Intentions for the Guidebook

The Neighborhood Design Guidebook is an important tool in the process of making and conserving our residential neighborhoods. It is intended to be a resource for applicants, designers, architects and design reviewers.

This Guidebook is not intended to be an instructional manual on residential design. It is anticipated that each project will include competent designers who are well versed in such matters. This document is intended primarily to address specific neighborhood concerns and to lay the groundwork for positive communication regarding applications.

The Guidebook is not intended to be a "cookbook" for compatible design. Rather it is intended to be the foundation of a comprehensive design process initiated by each applicant for a residential project.

It is clearly understood that good neighborhoods, as well as good houses, don't come out of cookbooks. They grow out of the consideration of a wide range of needs. This Guidebook is intended to express the needs of the neighborhood and the community.

It is our hope that the Guidebook will provide guidance and inspiration for each applicant to embrace the concept of neighborhood compatibility as a positive effort. It is our belief that adherence to the principles embodied in the book will not only make our neighborhoods better, but will also serve to enhance the individual project concerned.

Components of the Guidelines

The Guidebook defines a number of "Components". These Components are important areas of consideration when designing a building for Neighborhood Compatibility. They include considerations ranging from placement of buildings on a lot to the visual impact of window configurations.

Each component includes a description of its considerations, examples and a reference to the Design Review Ordinance Findings that are applicable.

Each component may or may not apply to a particular application. As each project is different, and each neighborhood as well, they will be used in different ways on each project. Which components are important will be a question addressed by each applicant, by the Design Reviewer assigned to the project and to the Planning Commission.

These components coincide with the structure of the Design Review Ordinance. Each General Component includes a number of Specific Components that address specific aspects of neighborhood design. These items are discussed briefly and supported with graphic demonstrations where appropriate.

Each component also includes a short list of Criteria by which a particular application can be measured.

When to Use the Guidebook

The Guidebook should be used throughout the design process. It can be a useful tool for homeowners and designers in understanding the process as well as the desire for neighborhood compatibility.

It is also a useful tool for the Design professional and the Design Reviewer in communicating design concerns.

It should be noted that construction level drawings are not required for Design Review. In fact it is advisable that Design professionals develop only schematic level drawings for the process.

Using the Guidebook

The chart below represents the important steps in designing a house or an addition and in obtaining approval from various City of Charlevoix departments. Each applicant should review the requirements of each department as a normal part of the design process.

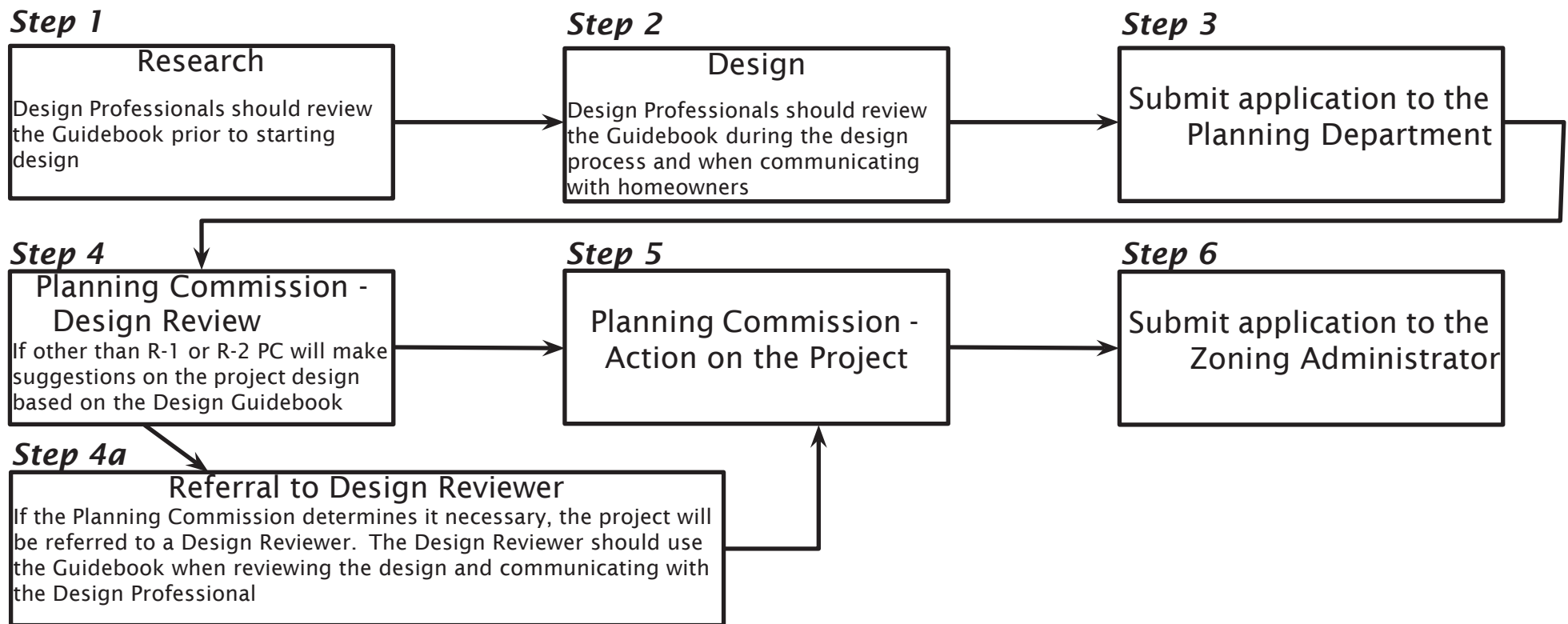
It is recommended that design professionals and homeowners review this Guidebook during the early stages of design. The Guidelines can be helpful in shaping the design and can ultimately reduce the processing time for the application.

Applicants who address Design Review issues after design is complete often find that multiple review meetings are necessary and that redesign may be necessary.

It is also recommended that applicants submit schematic designs during the Design Review process rather than construction level drawings. There may be adjustments to the design that arise out of Design Review and it is usually more efficient to incorporate those adjustments during schematic design rather than after construction level drawings are complete.

As the Design Review process occurs, drawings can be completed simultaneously, thus reducing the overall design/approval period.

For a detailed explanation of the Design Review Process, refer to Appendix B.



How Homeowners Can Use The Guidebook

The Guidebook can be a tremendous resource for homeowners. Ideally, the Guidebook should be reviewed in the early stages of design in conjunction with the work of the Design Professional.

The Guidebook can help solidify ideas that the homeowner may already have about the look and feel of the proposed project.

It can also help make homeowners aware of the impact their plans may have on the neighborhood so that effective design can minimize that impact.

How Design Professionals Can Use The Guidebook

Design Professionals should review the Guidebook immediately after being hired by a client. It should be one of the first steps in the research efforts prior to design, equal in importance to Building Code research and Zoning Ordinance research.

The Design Professional should also use the Guidebook as a tool to inform the client about impacts and issues that may be of concern to the community. In this way the Designer can guide the client toward solutions that will benefit the neighborhood.

How Design Reviewers Can Use The Guidebook

Design Reviewers should use the Guidebook as a basis for commentary on the design for a given applicant. The book can be a useful tool in explaining concerns and informing applicants about alternatives.

It can also be used as a means to recommend solutions which might be necessary to achieve a base level of neighborhood compatibility.

Finally, it can, if necessary, serve as a checklist for areas of concern which might require adjustments.

Neighborhood Design Guidelines

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Introduction to Guidelines, Findings

The following Guidelines represent specific considerations for Neighborhood Compatibility. These Guidelines should be used during the design process, rather than at the end, to enhance a project's ability to fit within, and support the character of, a particular neighborhood.

These Guidelines are not intended to require a particular style. Rather, they are intended to give the homeowner, designer and the City of Charlevoix tools to ensure that the quality and character of the neighborhood is maintained and enhanced.

Consistency with the architectural patterns of an existing neighborhood is an important step in maintaining neighborhood character for future generations. New designs and additions must be compatible with their neighbors in positive ways so that interesting, friendly and viable neighborhoods result.

(Refer to Introduction Part i.3 for methods used in defining the subject neighborhood and identifying example houses).

The example houses in the neighborhood will exhibit a particular pattern regarding location on the lot, space between houses and adjacent structures and the amount and quality of space between adjacent neighbors. Design professionals should look closely at the existing patterns prior to developing a design so that design work will address neighborhood issues while satisfying the needs of the applicant.

Observation will allow the design professional to identify common aspects of example houses in the neighborhood regarding mass, scale, roof height and configuration, location of appurtenances such as porches and bays, and the kinds of outdoor space developed.

These patterns, once identified, should be used to inform proposed designs as to their compatibility with existing neighborhood patterns.

The larger goal is to establish criteria by which we manage change within a neighborhood so that all neighbors feel the results are positive.

The Neighborhood Design Guidelines have been prepared as a tool for use in complying with the City of Charlevoix Design Review Ordinance.

For the Planning Commission to act on an application that has gone through the Design Review process, the Commission must cite findings for or against approval of the project. The Findings are defined in the Ordinance as follows:

Findings:

Compatibility of the architectural style with that of the existing character of the Neighborhood.

Respect for the parking and garage patterns in the existing neighborhood.

Architectural style, consistency, mass and bulk of structures, including accessory structures.

Interface of the proposed structure with the structures on adjacent properties.

Landscaping and its proportion to mass and bulk of the structural components.

For additions: Compatibility with the architectural style and character of the existing structure as remodeled.

The following Components of the Guidelines will include references to the appropriate Findings. Additionally, each component will list particular criteria which will be important for consideration in support of the appropriate Finding.

Building Location

The character of a neighborhood is shaped by the general location of buildings on a site. A particular neighborhood may include large lots with buildings located near the center. Another neighborhood may include narrow lots with buildings set toward the rear.

Building location is important for two reasons:

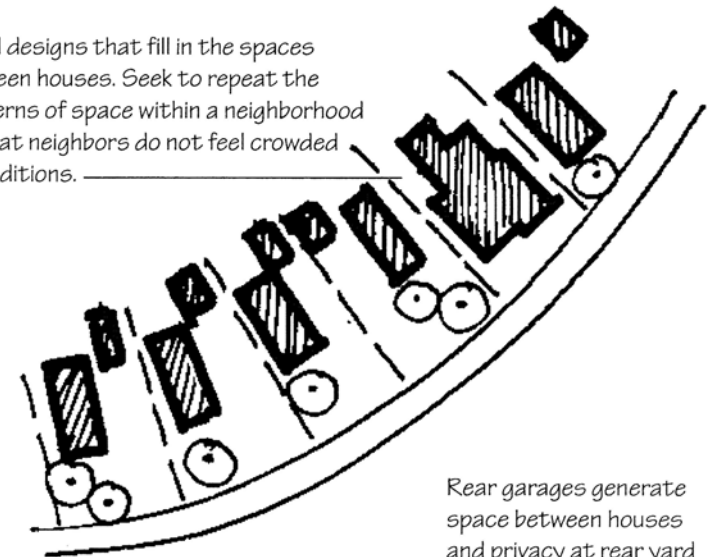
It defines the general feel of the neighborhood, how close buildings are, how much light and views are accessible and how much landscaping may occur to soften and define exterior spaces.

Additionally, the location of buildings and additions determine how close or distant neighbors may be.

One of the defining characteristics of most Charlevoix neighborhoods is the sense of space that occurs between houses. Historically this sense of space and distance was one of the original design criteria for most neighborhoods. Residents were seeking the space and feel of a less urban environment while having access to numerous urban and community amenities.



Avoid designs that fill in the spaces between houses. Seek to repeat the patterns of space within a neighborhood so that neighbors do not feel crowded by additions.



Rear garages generate space between houses and privacy at rear yard

Applicable Findings:

The following Findings in the Design Review Ordinance apply to this Component of the Guidelines:

- Compatibility of the architectural style with that of the existing character of the Neighborhood.
- Interface of the proposed structure with the structures on adjacent properties.

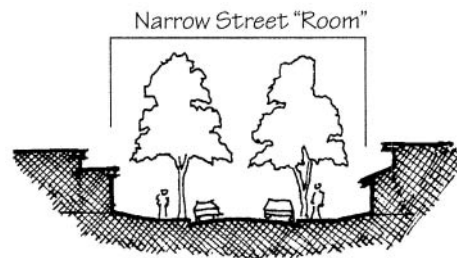
Building Location: Front Yards

The character of the neighborhood is defined in part by the houses and buildings that make up the edges of the public space (the street). The house fronts blend together to form an edge to the street that we perceive as the boundaries of the street. The house fronts define a street the way walls in a house define our living room or the way a fence defines our backyard.

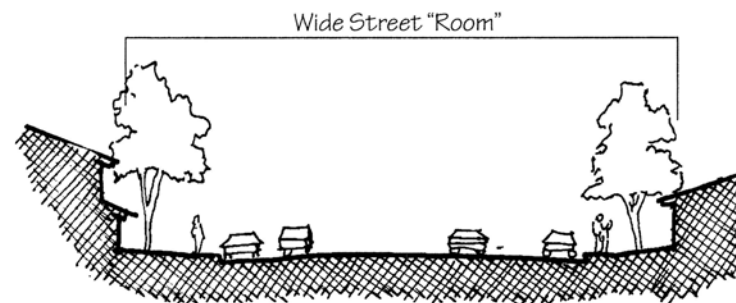
New construction and additions should include front setbacks that are consistent with the neighborhood pattern. Refer to the Charlevoix Zoning Ordinance for average setback requirements.

Beyond complying with average setbacks, proposed designs should also include support of the pedestrian use of the neighborhood by including porches, front windows and usable landscaping consistent with the example houses in the neighborhood.

Where houses are set close to the street, the street feels smaller and more protected. It is easier to get to know neighbors and to generate a sense of place that is shared with the neighborhood.



Where houses are set back further, the street can feel more open, perhaps more public. It is more difficult to generate a sense of place that is shared with all the neighbors.



Beyond the consideration of front setback, new houses and additions should be designed for consistency with the existing "texture" of the neighborhood. Existing houses will have porches and appurtenances, bays, windows, fences, garden walls and other elements which keep the house fronts from looking flat.

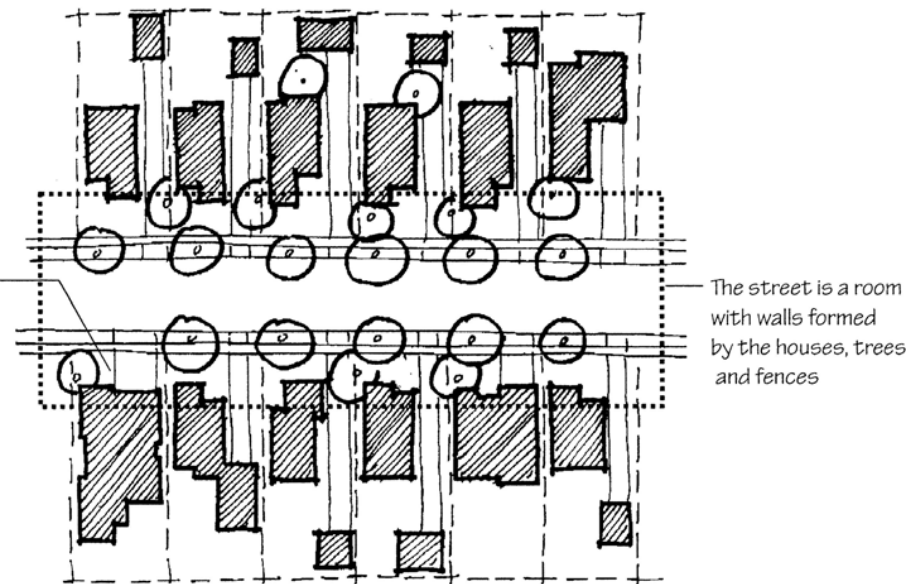
The edges of the street room will vary in depth and components. Designs should include similar features to ensure that the street edge remains as rich and varied as the existing pattern in the neighborhood.

Applicants should avoid flat house fronts with no recesses or other relief. Porches, bays and other variations in the plan should be used to achieve this.

Variations in plan should, however, be substantial. Minor offsets of one foot or so, included to achieve a shadow line on a drawing, may not satisfy the criteria of providing a rich street edge and may result in negative findings.

The existing housefronts, porches, trees, fences and other landscape components form the edges of the neighborhood "room".

New construction and additions should respect the existing edges so that the room of the neighborhood remains consistent.



Design Review Criteria

Compatibility is achieved by respecting the front, side and rear setback patterns established by example residences. Consideration shall include the following neighborhood patterns:

- Designs should reflect the general dimension from front property line exhibited in the neighborhood.
- Designs should include levels and types of articulation of front facade exhibited in the neighborhood, including bays, windows, roofs, parapets.
- Designs should include an arrangement of appurtenances such as porches and balconies that is consistent with the pattern seen in the neighborhood.
- Additions and New Construction should be placed to reflect the general dimension from side and rear property lines seen in the neighborhood. The result should be the preservation of existing side and rear yard spatial qualities.
- Location of appurtenances and their relationship to side and rear property lines should preserve and support the existing pattern seen in the neighborhood as well as the existing architecture.
- Articulation should be maintained to levels that support the pattern of houses in the neighborhood and that is consistent with the architecture of the residence.

Parking and Garages

Parking and Garage patterns are an important component in defining the character of a residence and the character of a street. Charlevoix includes many examples, most of which fall into three categories:

- Rear Garages (detached)
- Rear Garages (attached)
- Front Garages (attached)

The patterns occur in various forms, but there is a general consistency with the age of a neighborhood.

The location of garages is also a defining factor in site accessibility. This affects the neighborhood in two ways:

- It defines the location of drives and curb cuts
- It defines the quality of open space between residences

Each pattern has a substantial effect in defining not only the neighborhood but also the character of the individual residences.

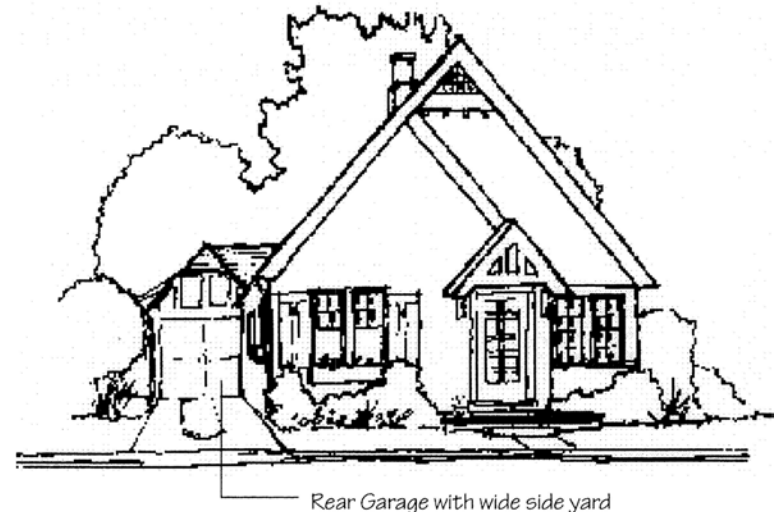
Due to the space requirements for the parking and maneuvering of automobiles, parking patterns generate a substantial affect on neighborhood design.

When garages are added or relocated as part of an addition, the final location and configuration will be an important component supporting Neighborhood Compatibility.

Applicable Findings:

The following Findings in the Design Review Ordinance apply to this Component of the Guidelines:

- Compatibility of the architectural style with that of the existing character of the Neighborhood.
- Respect for the parking and garage patterns in the existing neighborhood.
- Interface of the proposed structure with the structures on adjacent properties.



Garage Patterns

In general, garage additions and relocations should be consistent with the pattern seen in example houses in the neighborhood. This will result in positive relationships between houses and consistent resulting outdoor spaces.

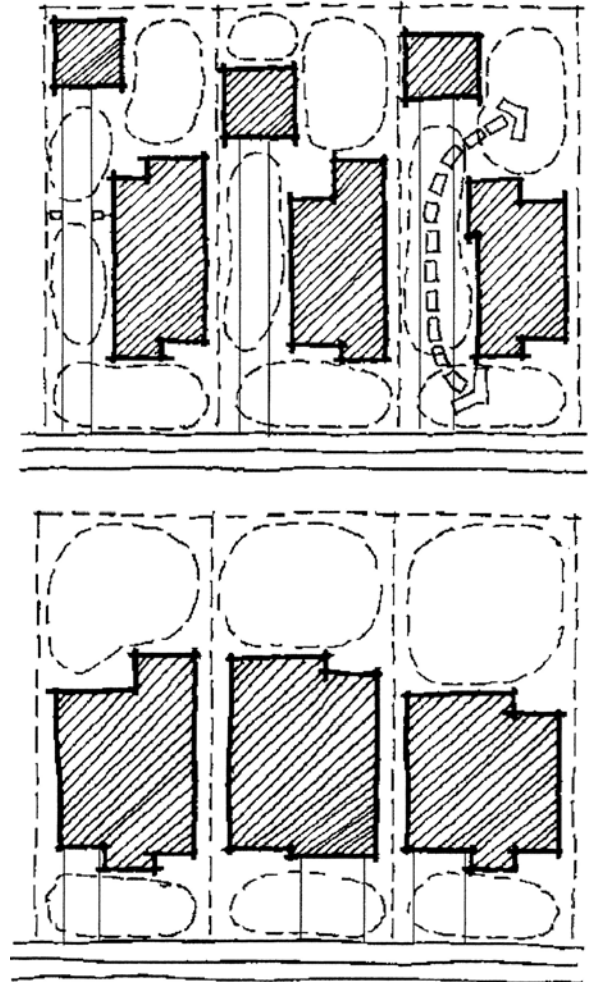
Where garages occur at the rear in example houses, new garages should also occur at the rear. Where garages occur at the front of the house, new garages can support this pattern.

In general, rear garages offer more positive benefits to the neighborhood. They tend to generate a greater separation between buildings, creating a greater sense of space in the neighborhood as well as a sense of greater distance between neighboring houses.

The Charlevoix Zoning ordinance allows more space when calculating Floor Area Ratio (FAR) when detached ADUs are used. Refer to Section 153.152 and 153.117 for FAR and setback regulations.

Refer to Charlevoix Zoning Ordinance Sections 153.116 for Design Review requirements regarding attached garages.

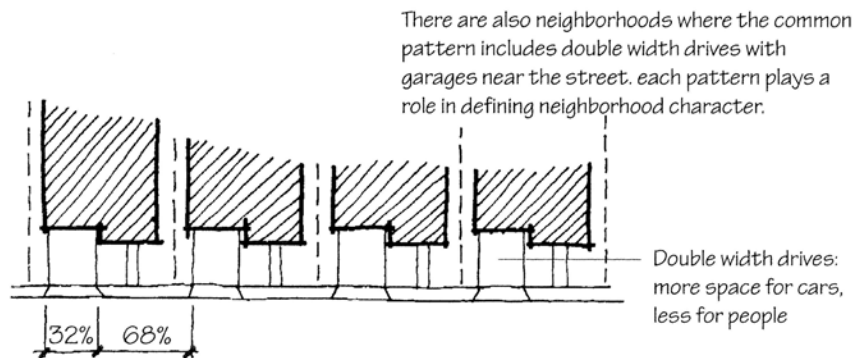
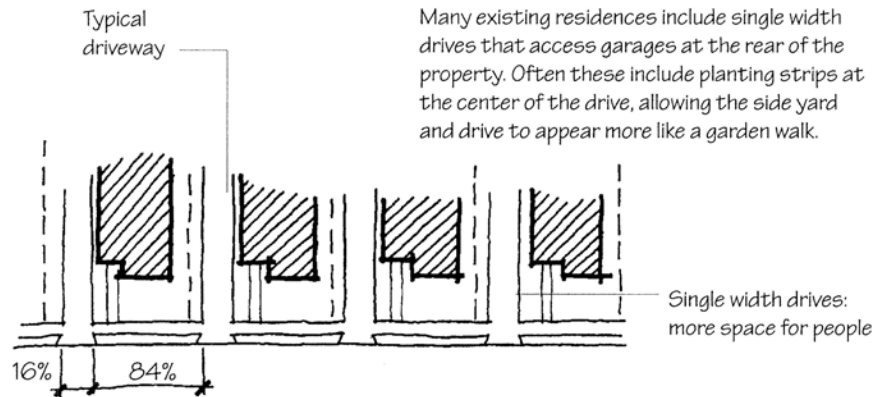
Detached garages generate more complex and often more useful exterior spaces. They can allow the yard spaces to interface with the public street spaces in interesting ways.



Attached garages tend to increase the size of a house and, since street access is required, tend to dominate the choices for location of other parts of the house. This can result in a house that separates front yards and rear yards and generates a more private outdoor space. However, the resulting side yards become small and have little utility. They also generate negative impacts on neighbors and may not conform to other criteria in this guidebook.

Driveway Patterns

Garage location will determine the location and impact of the driveway on the neighborhood. Each neighborhood will have an existing pattern of driveways which support the character of the neighborhood.



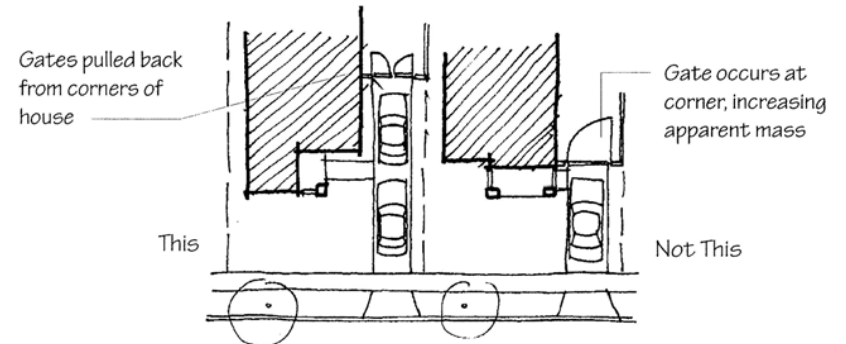
In older neighborhoods with more regular lots, narrower drives leave more opportunity for landscaping, pedestrian amenities and the creation of a more human environment.



Gates

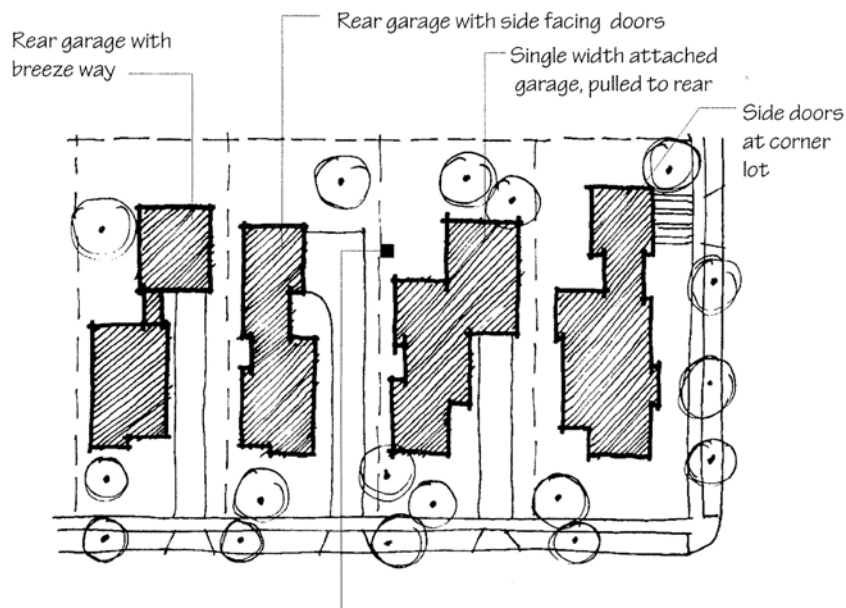
When gates are used, they should be pulled back from the corners of the house to allow at least two cars to park in the drive.

Double gates, rather than a large single gate will reduce the scale of the gate and minimize the impact on the street.



Low Impact Attached Garages

There are examples of attached garages which do not dominate the front of a residence. When the garage is located toward the rear of the house, additional opportunities for side yard and driveway/patio development are created.



Garage Location can also have an impact on the neighboring property by generating noise and light impacts. Refer to Component 4 for additional considerations

Design Review Criteria

Compatibility will be achieved by respecting the existing pattern of garage locations in example houses in the neighborhood. The following considerations should be made:

- Choice of attached versus detached garages should be consistent with the neighborhood pattern.
- Location of garage with respect to street should be consistent with neighborhood pattern.
- Location of garage with respect to neighbors should be consistent with neighborhood pattern.
- Width and style of driveway and curb cut should be consistent with neighborhood pattern.
- Impact of automobiles on the street should be minimized by using rear garage, minimizing driveway width, avoid double width garage doors.
- Location of driveways and curb cuts should consistent with the existing pattern of the neighborhood.
- Width and configuration of driveways should support the pattern of the neighborhood.
- Driveway materials should be consistent with the pattern of the neighborhood and with the architecture and period of the residence.

Zoning Regulations include specific requirements for parking and setbacks. Refer to Section 153-187 for parking regulations. Refer to Section 153.072 and 153.116 for setbacks to attached garages.

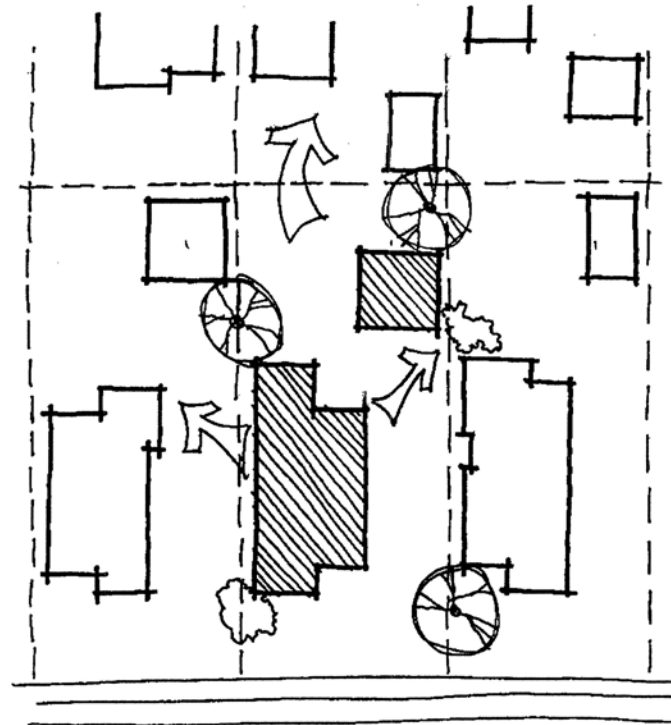
Impacts on Neighbors

Each residence is part of a neighborhood and interfaces with the neighborhood at various scales. Previous Sections have dealt with the compatibility of a particular house with the neighborhood as a whole.

The criteria in this Section are intended to address the interface between that subject residence and its immediate neighbors.

Each house will not only serve the needs of its owners, it will also shape the spaces and character of the houses next to it.

Where Neighborhood Compatibility addressed larger issues related to mass, scale and architectural design, and issues relating to the street such as site orientation and porches, this Section will address issues relating to the neighbors to the sides and rear of a residence.



Each house affects the outdoor spaces of its neighbors.

Applicable Findings:

The following Findings in the Design Review Ordinance apply to this Component of the Guidelines:

- Architectural style, consistency, mass and bulk of structures, including accessory structures.
- Interface of the proposed structure with the structures on adjacent properties.

Privacy

Privacy is not guaranteed in an urban environment. The benefits of living in a compact and friendly city require that many of us live close together. The sense of space available in sprawling suburbs, while great for privacy, is exactly what eliminates many of the qualities that we enjoy in Charlevoix. Privacy is a value that is sought after, but not guaranteed.

In an urban environment, we all live close together. Privacy is not achieved solely by placement of a fence along a property line. Homeowner privacy is achieved by sensitive placement of buildings and landscaping and by the ways building components are orchestrated to support separation at property lines. These elements can also minimize noise, further insulating occupants to promote a sense of privacy.

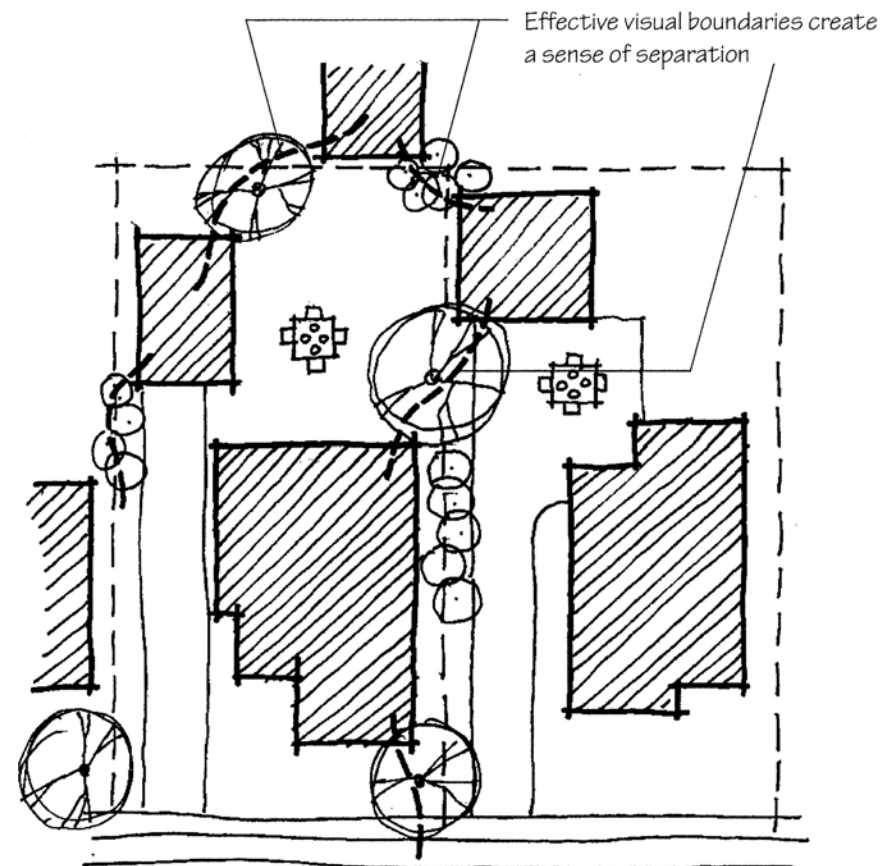
It is also achieved via the behavior of neighbors and the ways that individuals respect the privacy of others. These are not issues which can be addressed in this guidebook.

Applicants should refer to the Zoning Regulations relating to recreational uses in accessory structures which may affect a design.

This guidebook does encourage sensitivity to privacy issues where sensible in the design and planning of residences and additions.

Privacy can be most readily achieved by creating a sense of separation at property lines. Two groups of people can occupy spaces only a few feet apart, but feel separated by large distances when the presence of the other party is not felt. Elements such as screening and creative spatial organization can help enhance a sense of separation at property lines.

Design Professionals should consider the existing situation in neighboring yards and respect it in their designs.

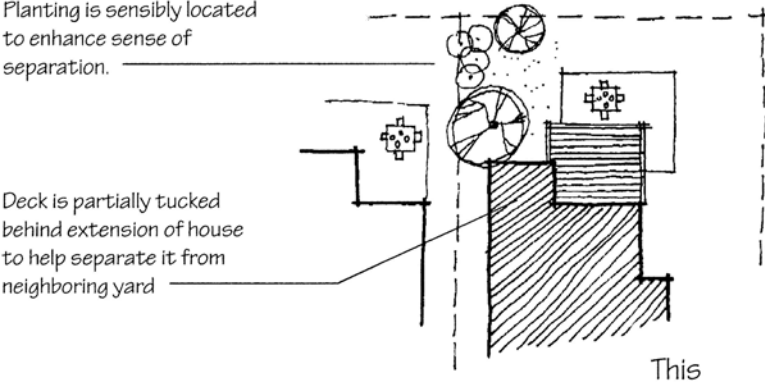
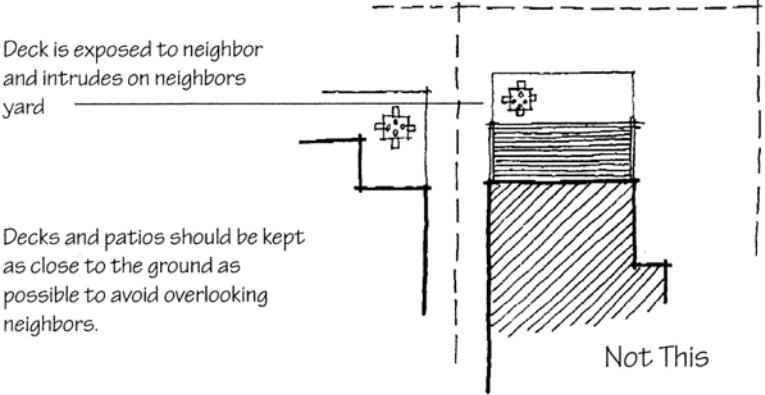
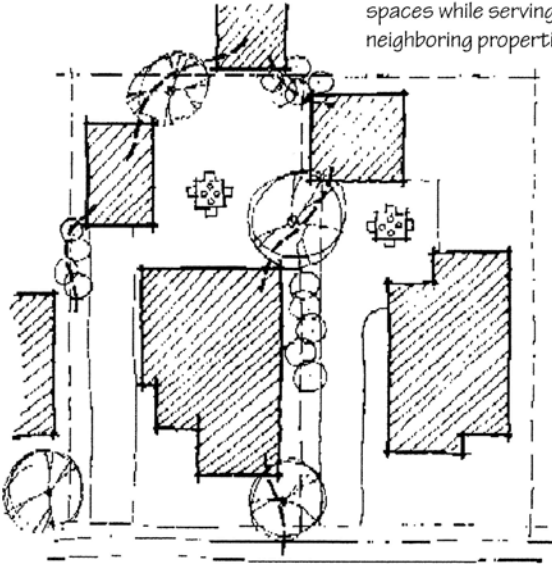


Architectural elements, such as trellises, lattice work, placement of benches and the general organization of outdoor spaces, can be utilized to help screen outdoor spaces from neighboring uses. These elements can also serve to mark boundaries without actually creating physical separation. Boundaries may be real or apparent.

Absolute separation and privacy is rarely necessary to offer an adequate "sense" of separation.

Landscape components such as trees and hedges can be placed in key locations to offer actual screens or to mark boundaries while permitting light and view to pass through.

Accessory structures (rear garages) can be one of the most effective means of creating privacy. They generate interesting and complex rear yard spaces while serving as genuine buffers between neighboring properties.



Some site construction such as trellises, elevated patios, decks and other components may be subject to review by the Planning and Zoning Department. All site construction should be represented in the Design Review application.

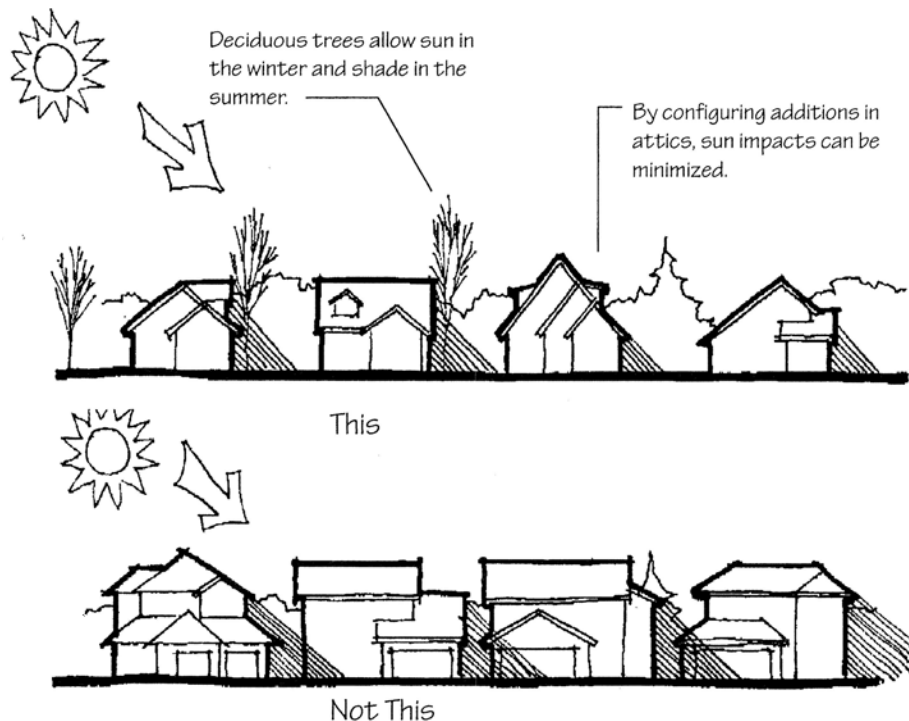
The Charlevoix Zoning Ordinance includes limitations on locations of windows and doors in accessory structures.

Recreational uses in accessory structures may require additional review.

Sunlight

Sunlight and access to sunlight are similar to privacy in that they are not guaranteed, but encouraged by this guidebook. Where possible, each application should take access to sunlight by neighbors into consideration. This element is supported by positive placement of additions with respect to sun orientation, and by effective management of mass and scale.

Location of garages and parking, particularly when a rear garage pattern is chosen, can greatly increase the sharing of sunlight by neighbors.



Sunlight alone should not be used as a reason for non-compliance with other criteria of this Guidebook. The Design Professional is responsible to blend all criteria into a coherent design that supports the neighborhood pattern.

This element should not be utilized to reduce the need for trees and shading. The character of Charlevoix is largely defined by its tree covered neighborhoods. Tree use is encouraged and trees at property lines offer many amenities.

Various species of deciduous trees (and some species of conifers) can provide screening and privacy while allowing sunlight to penetrate. Deciduous trees have the advantage of allowing more sun in the winter and offering more shade in the summer. Applicants are encouraged to research tree placement and selection carefully. There are numerous resources available.

Refer to Component 1 for additional criteria related to site planning and building placement.

Refer to Zoning Regulations section 153.116 for allowable placement and size of accessory structures and section 153.072 for building heights, setbacks requirements.

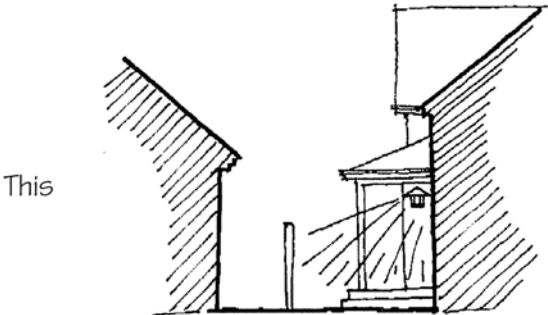
Lighting

Exterior lighting is an important architectural component, particularly in our climate where outdoor spaces can be utilized so much of the year.

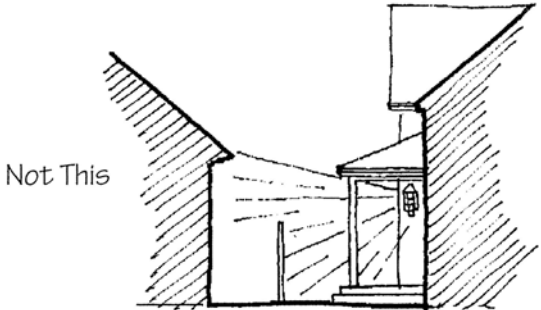
At the same time, part of the character of Charlevoix depends on its peaceful atmosphere and quiet nature. Bright lights, glare and reflection from clouds and fog can diminish that character.

Exterior lighting should be designed with specific tasks in mind. Lighting should be placed to illuminate specific areas for actual use. It should be directed toward the ground to avoid excess ambient light entering the neighborhood. Avoid creating light sources that spill directly or indirectly over property lines.

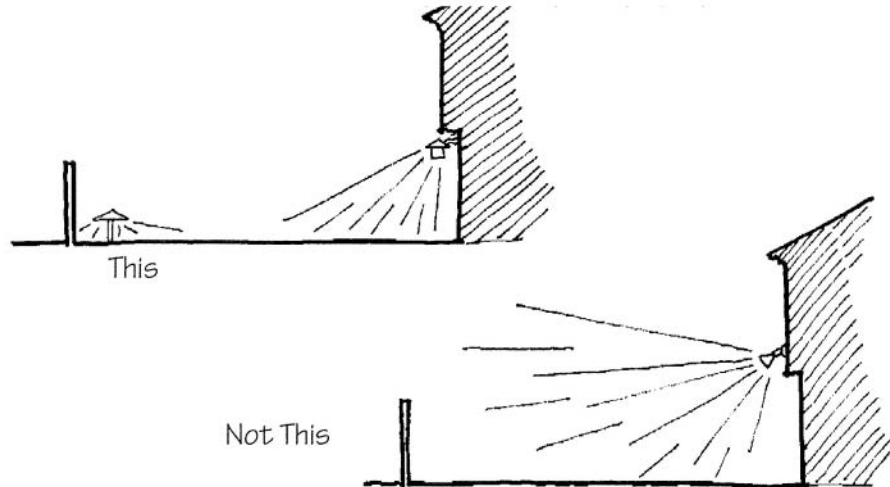
Lighting should not be included simply to decorate the exterior of a house or to highlight various surfaces. While it is tempting to symmetrically place fixture on every surface, particularly to enhance "curb appeal", this can generate excessive ambient light for the neighborhood.



This



Not This



This

Not This

Light fixtures should complement the architecture of the house. Fixtures of a style and period that match the house are desirable. Fixtures with frosted or otherwise translucent glass (as opposed to transparent glass) will generally deliver a softer light more compatible with neighborhood interest. Avoid using fixtures with clear glass and clear bulbs as these tend to create direct glaring light.

Refer to the Charlevoix zoning code Section 153.172 for regulations affecting exterior lighting in residential districts.

Design Review Criteria

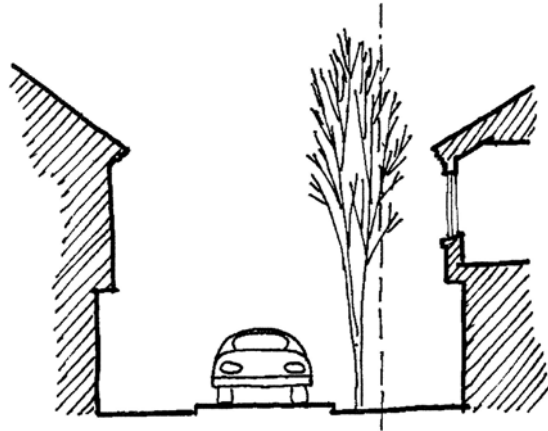
A compatible design will include consideration for the existing character of its neighboring residences and properties. Successful applications will address issues that occur at the interface between adjacent residences.

Compatibility is achieved by minimizing the impact of use and occupation on the neighboring properties by doing the following:

- Respect the neighbors existing conditions and utilization. Design and orient additions to maintain existing qualities.
- Utilize architectural elements and landscape elements to create real or apparent boundaries between adjacent occupied spaces.
- Design sites to offer a sense of separation without necessarily requiring extensive physical separation.
- Maintain existing natural grade where possible at property lines. Avoid using retaining walls to fill site and increase height above adjacent neighbors.
- Include sensitive placement and height of buildings and building components to avoid substantial blockage of existing sunlight patterns.
- Avoid use of extreme glare producing components such as large blank walls or large glass surfaces which may impact neighbors.
- Avoid light fixtures and placements that throw light across property lines.
- Avoid adding fixtures beyond the actual functional needs of exterior uses.
- Use fixtures that complement the architecture of the residence.
- Use fixtures that soften light and direct it toward the ground.
- Avoid bright glittery fixtures.

Location of Additions

Second story additions can generate a substantial impact on neighboring sites. In neighborhoods where few two story residences occur, a second story addition can affect the character of numerous neighboring properties.



Applicable Findings:

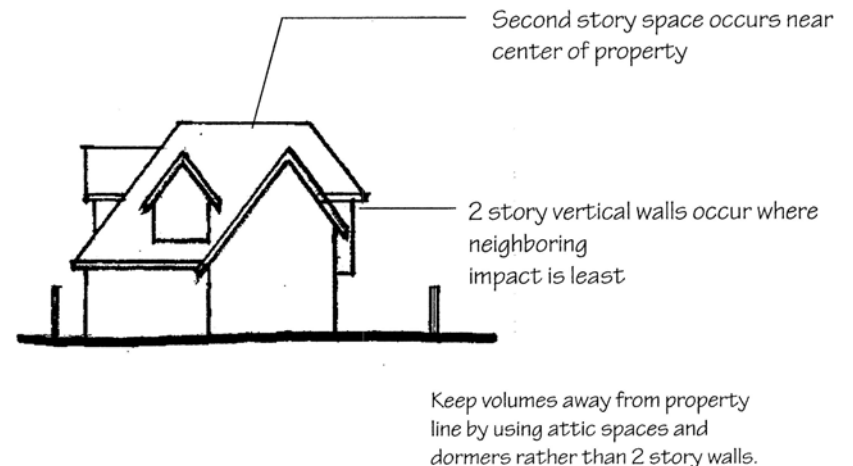
The following Findings in the Design Review Ordinance apply to this Component of the Guidelines:

- Compatibility of the architectural style with that of the existing character of the Neighborhood.
- Architectural style, consistency, mass and bulk of structures, including accessory structures.
- Interface of the proposed structure with the structures on adjacent properties.
- For additions: Compatibility with the architectural style and character of the existing structure as remodeled.

When placing second story space, attempt to place that space toward the center of the property. Where sensible from an interior planning perspective, pull portions of the space away from the property line.

This element is not intended to generate "layer cake" residences. When space is located near the center of the property, portions of that space should include elements that reach the ground. This will avoid the appearance that an addition was simply placed on the roof of an existing house.

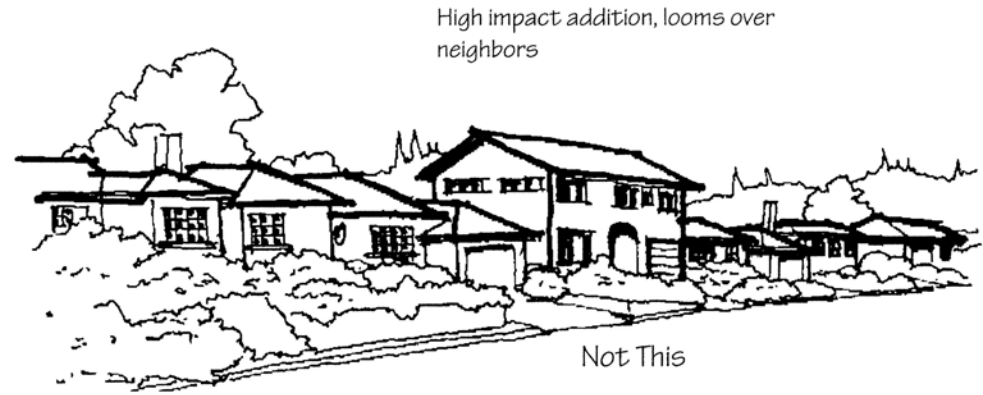
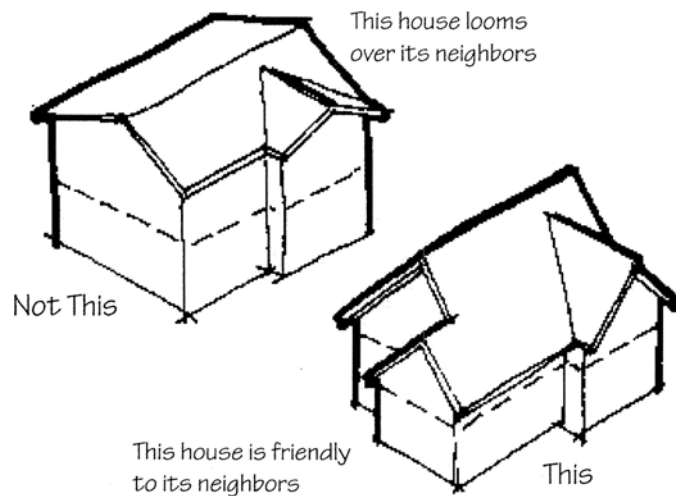
If declining height envelope or overall height requirements interfere with a preferred or superior design consider applying for a special permit to achieve a better result.



Configuration of Additions

Where habitable space, including new construction and additions as well as existing spaces, does occur near a property line, it should be configured to generate minimum impact on neighboring properties. This can be achieved by expressing that space as dormers or bays.

Refer to Component 6: Roofs for additional considerations.



Windows and Balconies

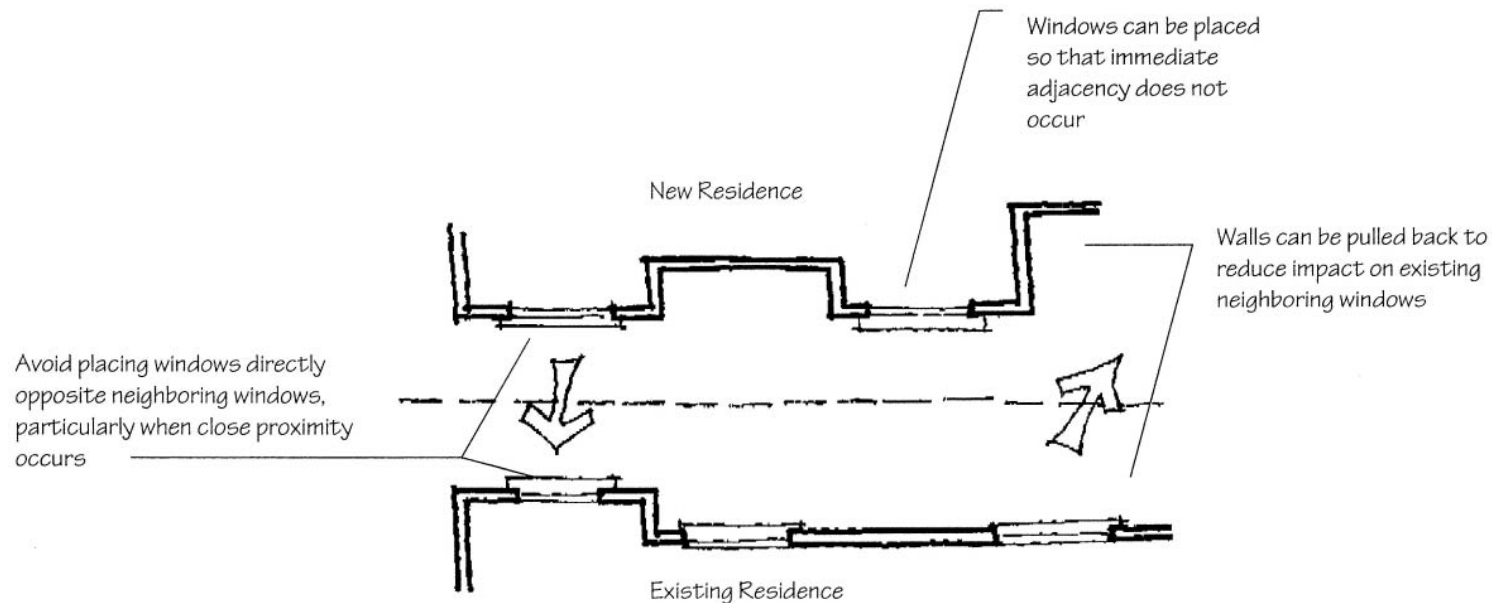
Windows and balconies become places where activity is concentrated and where views to adjacent properties are most available. Again, privacy in an urban environment is not guaranteed. It is the intent of this guideline to address opportunities to enhance privacy when those enhancements are not in conflict with other elements such as architectural character and consistency with the neighborhood.

Where sensible for interior spaces, and without diminishing the visual quality of the exterior of a building, window placement should avoid direct views into opposing windows on adjacent houses at the same level.

Where opposing placement is necessary, landscaping components should be included to mark boundaries and create a partial screen to support privacy.

Applicants should not significantly diminish the function of interior spaces for this criteria. It is important that all houses have adequate light and views as well as a positive visual appearance from the exterior.

Applicants should avoid large blank walls generated by concerns for privacy.

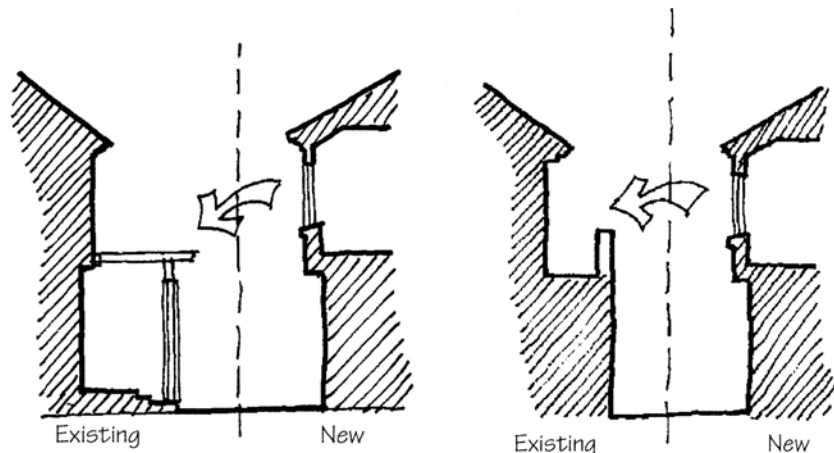


Component 4: Location of Additions

Outdoors spaces, such as balconies and decks, when consistent with the architecture of the residence, should offer consideration to the neighbors. Raised decks and balconies should be pulled away from property lines so that outdoor spaces do not loom over ground level spaces on neighboring properties. Avoid large second floor decks which generate "observation platforms" into adjoining properties.

Where existing outdoor spaces occur at neighboring properties, new windows should avoid overlooking those spaces directly.

Where balconies are new, use solid railing to reduce impact and make balcony less exposed and more usable.



Avoid windows and second story masses that overlook existing neighboring outdoor spaces

Avoid windows and second story masses that overlook existing neighboring second floor balconies

Design Review Criteria:

Compatibility will be achieved by including the following considerations in the design:

- Place second story mass toward the center of the property, while avoiding "layer cake" design within the residence.
- Where second story space occurs near the property line, minimize width and provide relief from long walls and large masses.
- Engage second story additions in such a way that they extend naturally from the first floor.
- Avoid windows immediately opposing openings at adjacent residences.
- Avoid elevated outdoor spaces at or very near to property lines.
- Avoid windows that directly overlook adjacent outdoor spaces.
- Include screening devices (trellis or awning) to increase privacy if no alternative location is feasible.
- Do not generate blank walls just for the sake of privacy. Window patterns should include consideration of the exterior architecture and compatibility with neighborhood character.
- Use reduced plate height at second story walls. Include clipped ceilings to allow typical ceiling height without increasing plate height.

Mass, Bulk and Scale: Introduction

The term **Mass** represents the overall appearance of the building and its apparent size and solidity. Mass includes actual and apparent components. It does not necessarily refer to the actual size of a building, but to the apparent size.

Actual Mass represents the physical size and configuration of a building. The actual mass of a building is controlled in part by the Zoning Ordinance via height limits, setbacks and floor area limits. It is also the responsibility of the design professional to manipulate forms in such a way as to achieve the desired physical shape of the building.

Apparent Mass is a consideration of how large the houses in a neighborhood appear. Buildings in a neighborhood may look big when they are actually quite small. Conversely, buildings may look small when they are really quite large. Some buildings appear to be large and bulky and tend to loom over people on the ground. Others appear lower to the ground and feel more comfortable within the neighborhood.

Mass is also a function of lot size. Large houses look smaller when set against a large yard. The space between the houses in a neighborhood affects the perception of mass as much as the actual size of the building.

Older houses in Charlevoix, even larger ones, tend to appear less massive and less bulky because of the methods of articulation used in their design and the level of detail occurring on the exterior. Materials and details are used appropriately to the architecture.

It is possible to design a large addition that does not appear massive to its neighbors. Observant designers will note methods used in most older Charlevoix homes which make them appear to be smaller, friendlier and more human in scale.

It should be noted that as a building becomes larger each of the components of this guidebook become more important and will be considered more closely.

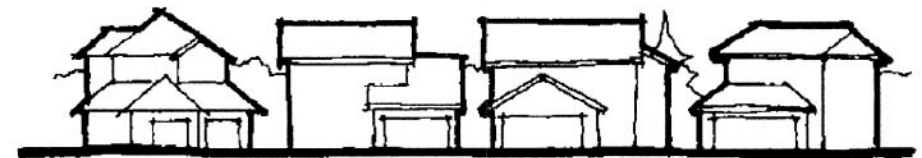
Each neighborhood will include buildings that "manage" their apparent mass in a number of ways. Those methods should form a pattern that is identifiable and that pattern should be respected with new designs.

Example houses which can actually be quite large will include elements which reduce the apparent mass of the building.

When designing additions to existing houses, it is important to consider apparent mass in order to minimize the effects of increased building size. Further, it is important to consider the effects of building mass from all sides. Buildings that appear to be too large not only impact the neighborhood in a general way, but also have direct and severe effects on the immediate neighbors.

It is the intent of this guidebook to generate houses that appear less massive within the context of their neighborhoods.

Larger houses appear massive, leaving little space in between. If the same houses occurred on larger lots, they may not seem as large.



Not This

Note that large garage doors also add to the mass of a building.

Smaller houses are less massive and appear less massive, leaving greater space in between. Additions to smaller houses require particular care in maintaining neighborhood character.



This

Mass and the Building Plan

The mass of a residence is often reflected in its footprint. Except for specific traditional homes, most older houses include complex footprints. The complexity reflects the number of appurtenances such as bays, porches or other physical elements which occur on a building. These elements tend to make a building less boxy and reduce the sense of apparent mass.

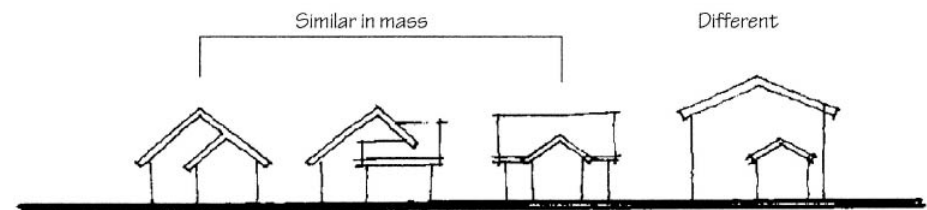
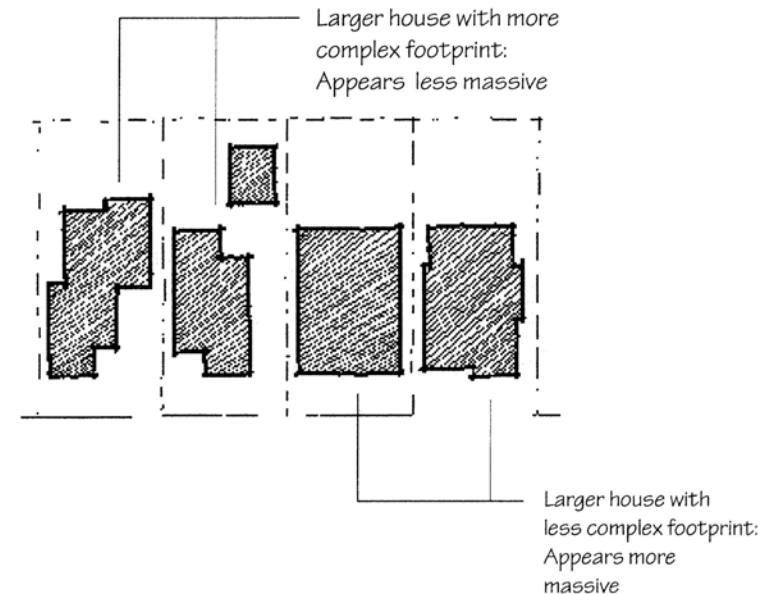
Houses of many different architectural styles may share similar levels of complexity in their footprint. Footprints often have similarities based on the periods in which houses were built. Victorian houses often had octagonal bays, Bungalows typically include substantial porches, Tudors often include rectangular bays and small protruding porches.

When designing additions, it is often tempting to fill in recesses in a building footprint, resulting in simpler rectangular forms. This will typically result in a more massive building that will not support neighborhood compatibility.

Additions should support the level of articulation present in a building footprint rather than reduce that articulation.

Design professionals should observe example houses in the neighborhood and seek to support the pattern of mass and bulk exhibited. In most neighborhoods, this will result in buildings that appear less massive than they might actually be.

This is particularly important when considering additions, as they will typically add more mass to a building.



Scale

Scale refers to the level of articulation of a building and the suggestion of mass by the inclusion or exclusion of various details and components. Scale is closely related to mass and the line between the two subjects is blurred.

The patterns in most Charlevoix neighborhoods serve to achieve a human scale. This supports the health and comfort of the neighborhood by enhancing the sense of ownership and control residents have over their environment. It makes our neighborhoods seem like friendly, human places.

In contrast, it is valuable to observe neighborhoods in other cities (and in some places in our own city) in which cars and large buildings dominate. These are not often the neighborhoods we choose to stroll in or let our children play unobserved.

Human scale is the most common element of the older neighborhoods. Human scale is achieved by designing and building with elements that respond to human dimensions. Older houses often include elements that look like they can be handled or managed by a person.



Human Scale



Human Scale



Car Scale, vertical emphasis designed to impress rather than house.

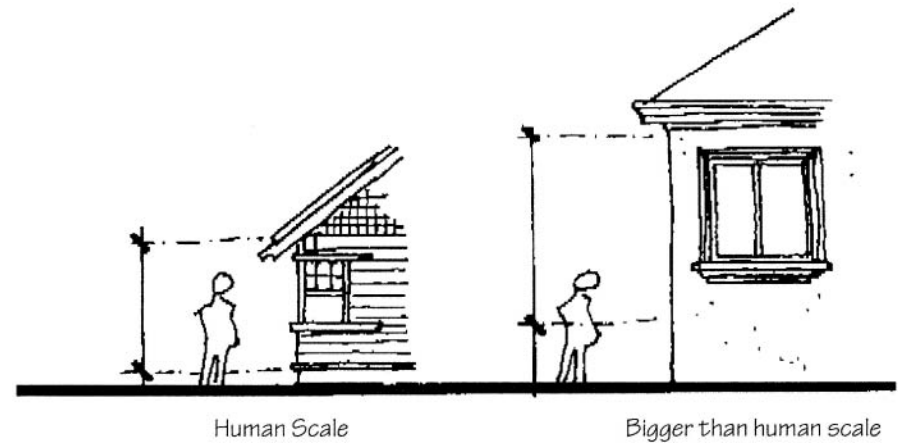
Human scale does not necessarily mean a smaller house. There are numerous examples of larger houses in Charlevoix that maintain excellent human scale.

Human Scale

In new construction, scale is analyzed in comparison to example houses and based on a goal of achieving human scale houses and neighborhoods. In additions, existing scale becomes an important factor. As with Neighborhood Compatibility, the achievement of human scale is desirable.

A human scale building will feel right and will be quite possibly unnoticed. A building that is out of scale will seem large and can make the users feel small, sometimes overpowered.

If an existing residence does not reflect human scale, additions can be designed to alter the scale of a building and give it a more human scale.



Example houses in Charlevoix will often exhibit common elements that define human scale. These will include elements that define mass as described above. They will also include the scale of materials, openings and details that occur within the building. Each of these items is considered in detail below.

A successful design will respect the existing elements in a building that define its scale and continue those elements.



No cues evoking human scale
This house is designed to be tall and overpowering

Managing Mass and Bulk

Managing the mass and bulk of a building is a fundamental design task that must be considered from the earliest part of the design process. It is important that Designers consider these criteria as soon as plans begin to emerge. As plans evolve, room sizes and arrangements will change to accommodate exterior considerations. A competent Design Professional should have no problem accommodating homeowner needs while managing the mass of a building if the two tasks are considered concurrently.

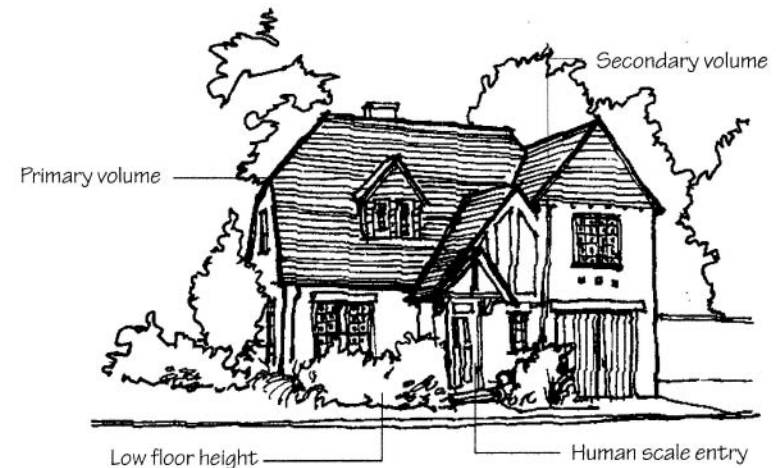
Considering mass and bulk after a plan is complete will likely result in a design that is not consistent with these guidelines. It will generate superficial gestures that make a building look less massive on paper but do nothing to actually minimize the impact of a building.

Managing mass and bulk should not be considered a cosmetic exercise. It should be embodied in the actual design of the building and should occur in conjunction with good interior planning.

Applicable Findings:

The following Findings in the Design Review Ordinance apply to this Component of the Guidelines:

- Compatibility of the architectural style with that of the existing character of the Neighborhood.
- Architectural style, consistency, mass and bulk of structures, including accessory structures.
- Interface of the proposed structure with the structures on adjacent properties.
- For additions: Compatibility with the architectural style and character of the existing structure as remodeled.



There are a number of ways to manage the mass and bulk of residences. Beyond making buildings simply smaller, the volume of a building can be articulated into primary and secondary volumes. By reducing the size of the primary volume and allocating space to secondary volumes, the apparent mass is reduced without necessarily reducing space.

In additions it is often important to include as much of the desired new space as possible within existing forms such as attics.

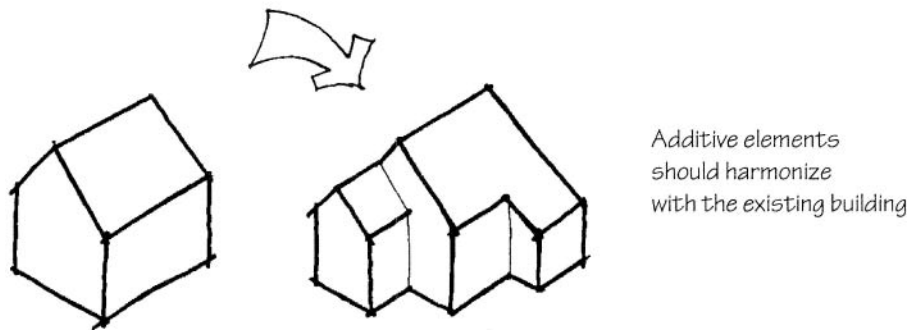
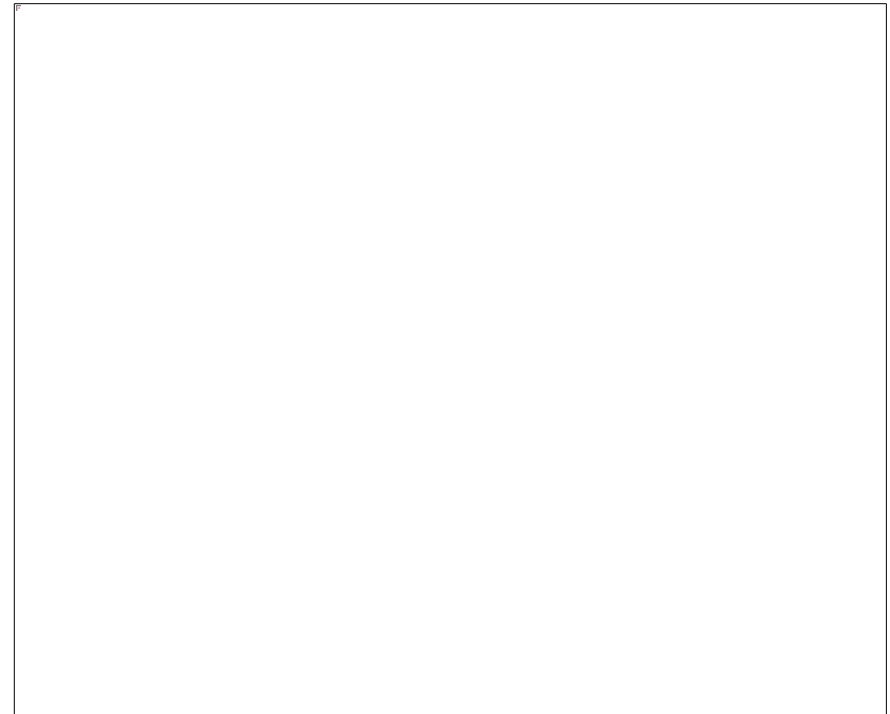


The Basic Massing Concept

The basic massing concept of a new house or an addition should address the mass and bulk of the finished design. This concept should be developed in conjunction with the floor plan, **NOT** after the floor plan is developed.

New buildings and additions should use the following techniques to reduce the actual and apparent mass of the building in order to achieve human scale. The arrangement of spaces and the means by which those spaces are articulated can effectively reduce the actual and apparent mass of the building.

In additions, proposed designs should include masses that are consistent with the existing residence. In a substantial addition where new primary masses are defined, the new and old elements of the residence, such as porches, bays and other appurtenances, should harmonize with that mass to reduce apparent mass and bulk.



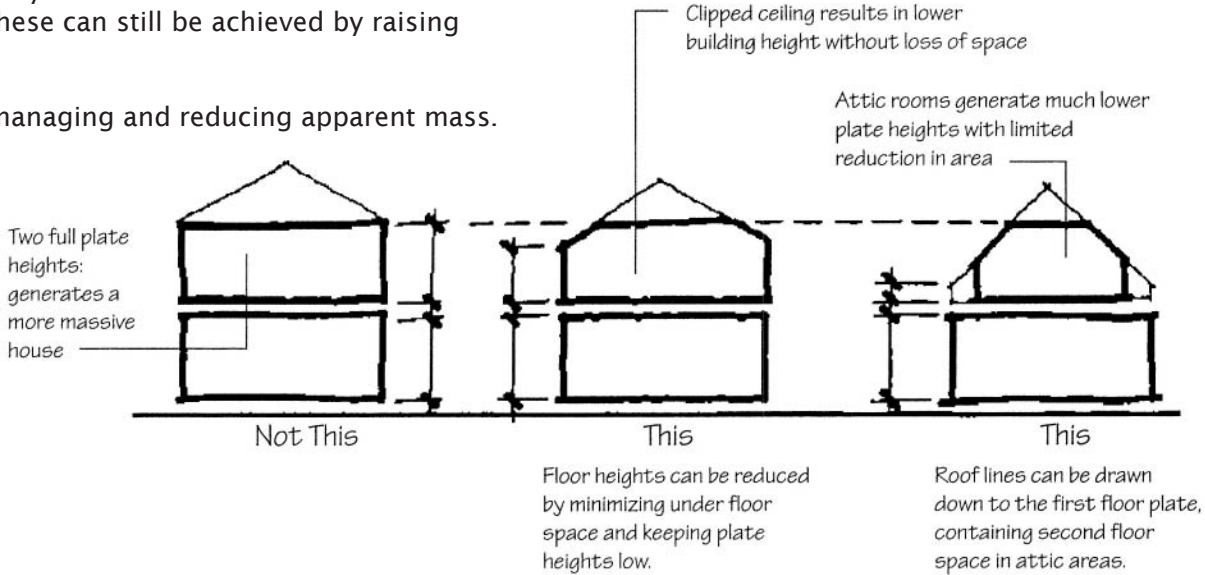
In additions, the new parts should be consistent with the old parts. When rooms or other building components are added, there should be a general sense that the whole building is made of the same materials in the same way. This applies to the mass and scale of portions of the building as well as the whole. It also applies to roofs, appurtenances and opening patterns.

The Basic Construction Method

Mass and bulk can also be reduced by managing some of the construction components of the building. An important technique useful to minimize bulk and mass is the management of plate heights.

A primary element can incorporate a lower plate height at exterior walls to greatly reduce the net height of the perimeter walls. This can greatly reduce mass without a reduction in area. When large interior volumes are desired, these can still be achieved by raising interior ceilings and interior plate heights.

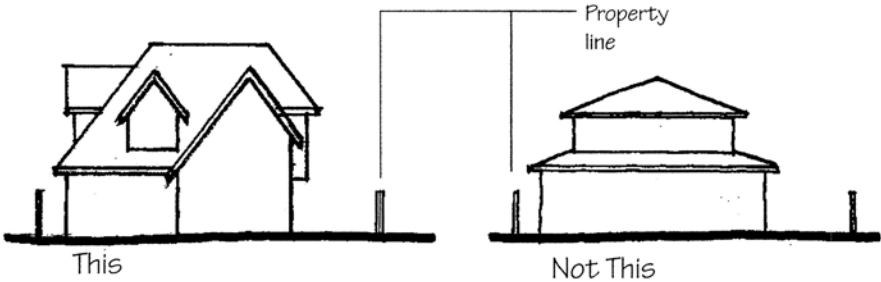
The sketches at right show a number of tools for managing and reducing apparent mass.



Second floor space can be setback to reduce the appearance of mass. This is done effectively by engaging space within a roof form at particular locations.

Alternately, entire portions of the house may be pulled away from a property line to decrease the apparent mass. This works well when appurtenances such as bays and dormers are included to avoid simple two story forms.

Setbacks, as a tool for mass reduction, should be used carefully to avoid the layer cake appearance that many houses achieve.



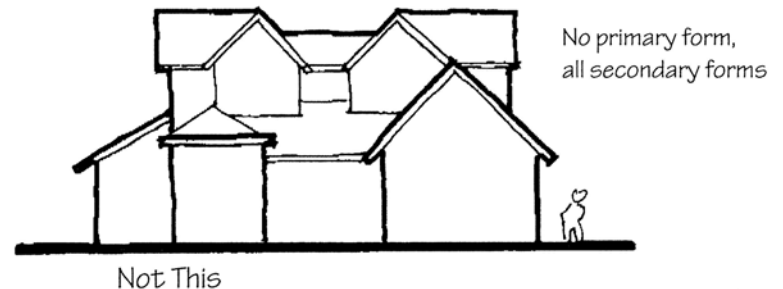
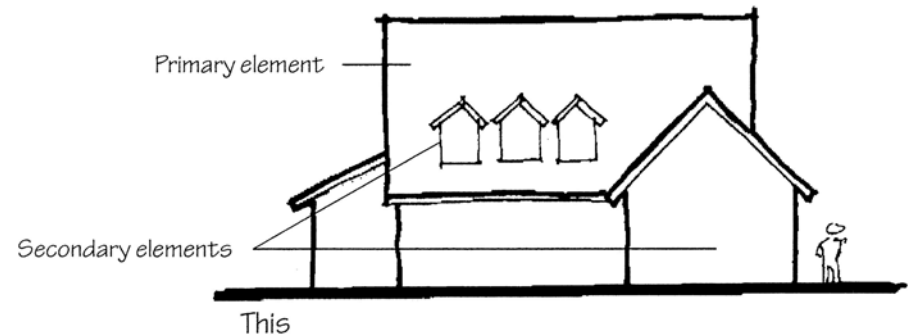
Primary and Secondary Elements

A primary volume should be established or maintained to clearly identify the house and establish hierarchy.

Example houses throughout Charlevoix will typically exhibit primary and secondary elements. Typically a primary volume will be maintained that identifies and anchors the general character of the house. Secondary elements will be incorporated; first, to satisfy functional responsibilities inside the building. Those elements will also serve to mask and fragment overall mass and reflect human dimensions within a larger building.

Larger homes may be broken into smaller parts with a clear hierarchy of parts. This hierarchy may include a two story element with numerous one story wings, bays or other appurtenances such as porches. It may also be based on a primary roof form with secondary roof forms.

Care should be taken to avoid micro-managing mass. A building can become an agglomeration of room size elements in an attempt to reduce mass. The result will be limited identity and little more than a lumpy building, lacking architectural style and grace.



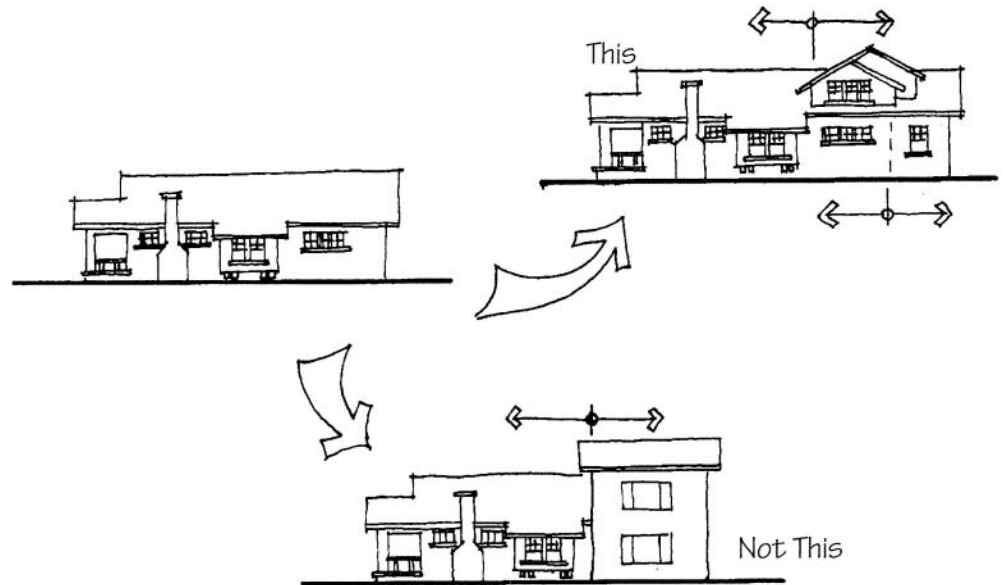
Harmonizing With The Existing Architecture

Second story space should always be designed to incorporate the existing lower floor. It should engage the existing residence in such a manner as to look natural, as though it was always there. This will also serve to avoid the layer cake appearance.

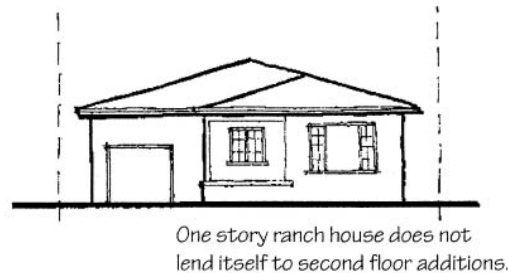
This can be achieved by bringing second floor elements to the ground. The inclusion of selected two story walls and other vertical elements will join the two floors together.

In some additions mass and bulk can be more difficult to manage as the existing architectural pattern may not lend itself well to additions. This requires greater care when designing additions.

In some cases it may be necessary to modify extended portions of the existing residence to create a coherent design.



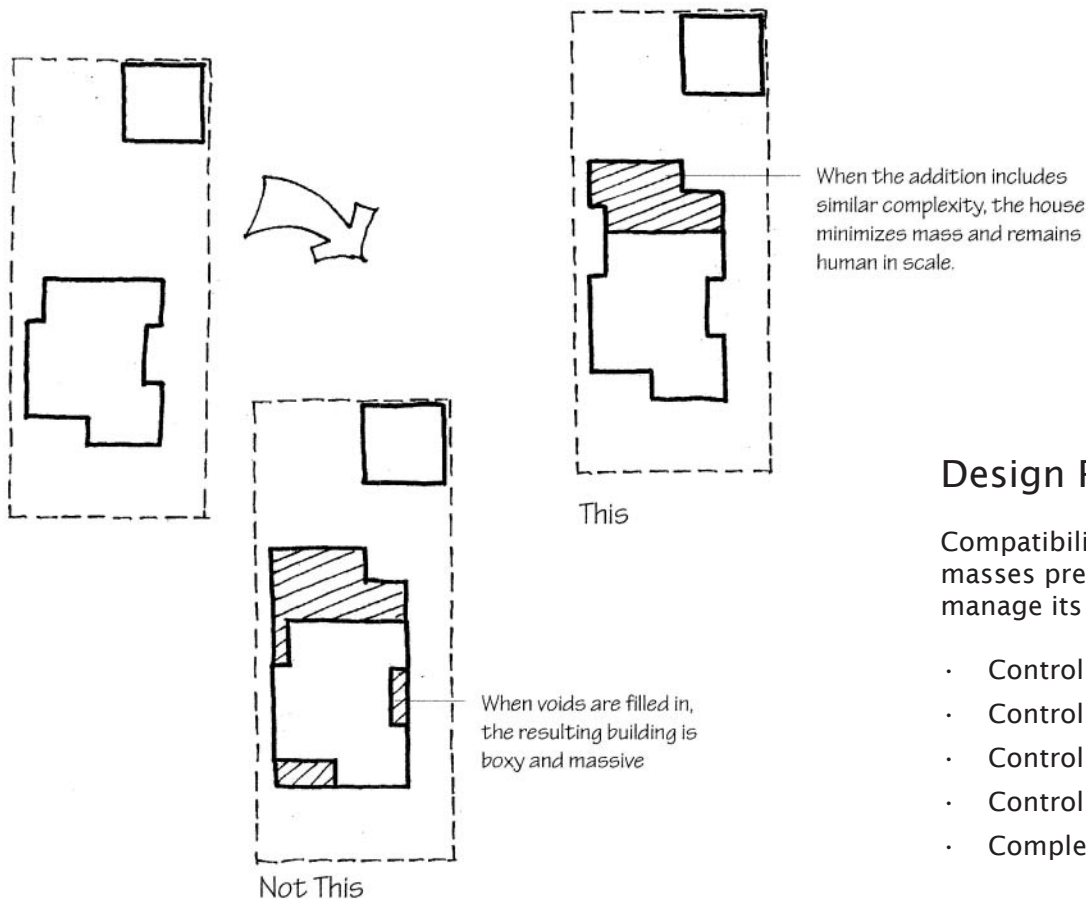
In some cases, a change in the character of the building may be appropriate.



Complexity of Footprint

The mass of a house is affected by the complexity of the footprint. Many older houses in Charlevoix have complex footprints representing bays, porches and room sized extensions of the building. This adds an element of human scale to the buildings and makes them feel less massive.

Additions should include equivalent complexity. Voids in the building exterior should not be "filled in" just to gain space.



Design Review Criteria

Compatibility will be achieved by respecting the pattern of building masses present in example houses in the neighborhood. It will manage its apparent mass via the following methods:

- Control of ground floor heights above grade
- Control of ground floor plate heights
- Control of roof configuration
- Control of second floor plate heights
- Complexity of footprint

Managing Scale

New construction and additions should seek to support the human scale that is present in most of our neighborhoods.

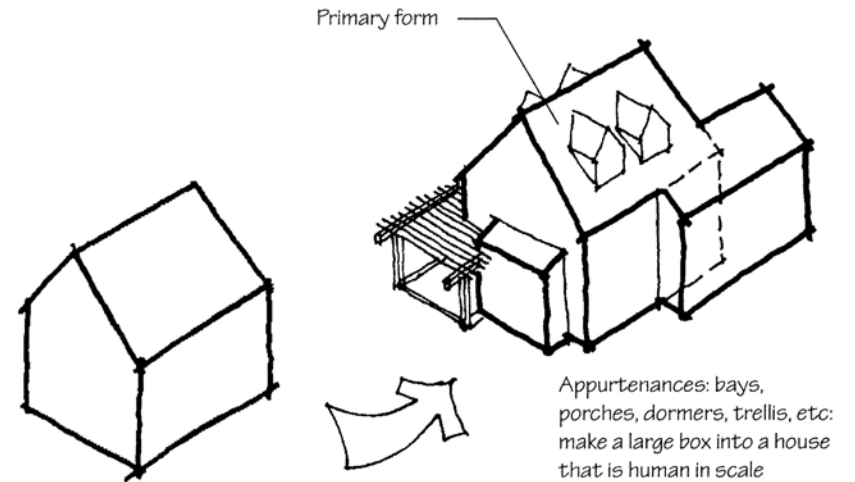
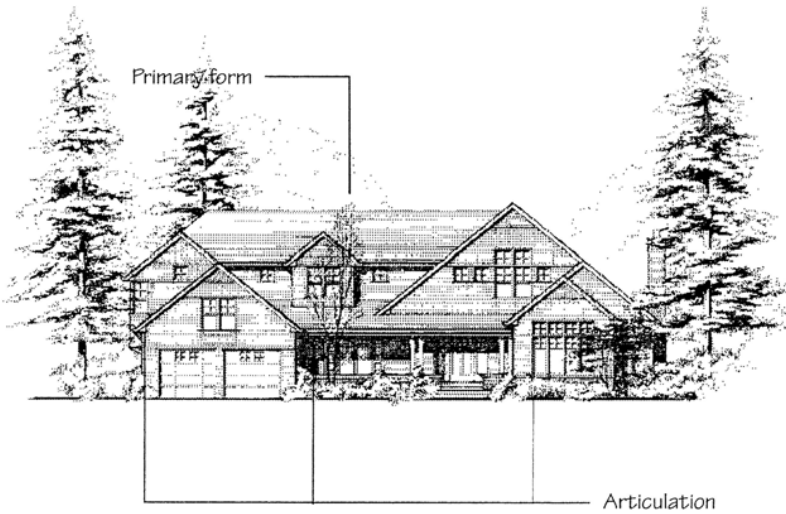
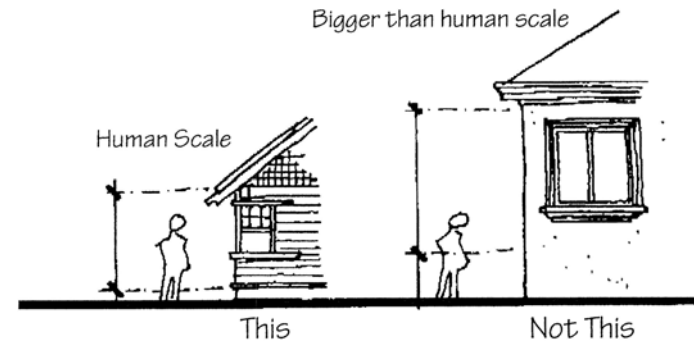
Each application should include elements that people can relate to, that do not feel over large when experienced from the neighborhood.

Proposals should avoid monumental elements designed to impress, rather than function.

Articulation of the Form

Scale is managed by the number and size of appurtenances that are generated by the design. Bays, porches, dormers and balconies can all serve to alter the mass and scale of a building. These are examples of secondary elements and are considered further below.

It should be noted that some of these are also decorative elements. Consideration of the architectural details is an important aspect of their design.



Component 5: Mass, Bulk and Scale

New construction and additions should include a number of elements which define the scale of the residence as human. This will include details, trims, appurtenances and assemblies that are human in size and function for human purposes (rather than automobile purposes).

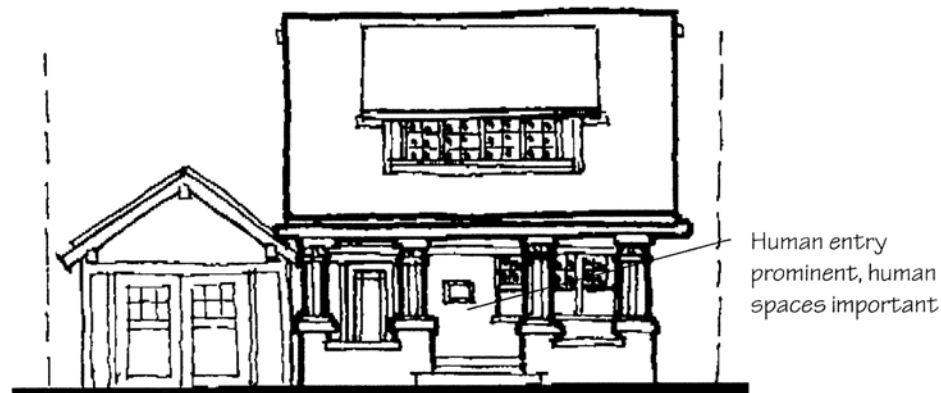


Not This

Auto entry prominent

Consider the location and clarity of entries and places for human uses (porches, doorways, etc.)

Include elements such as railings, posts and materials that are human in scale. These items should have proportions that are consistent with example houses in the neighborhood.



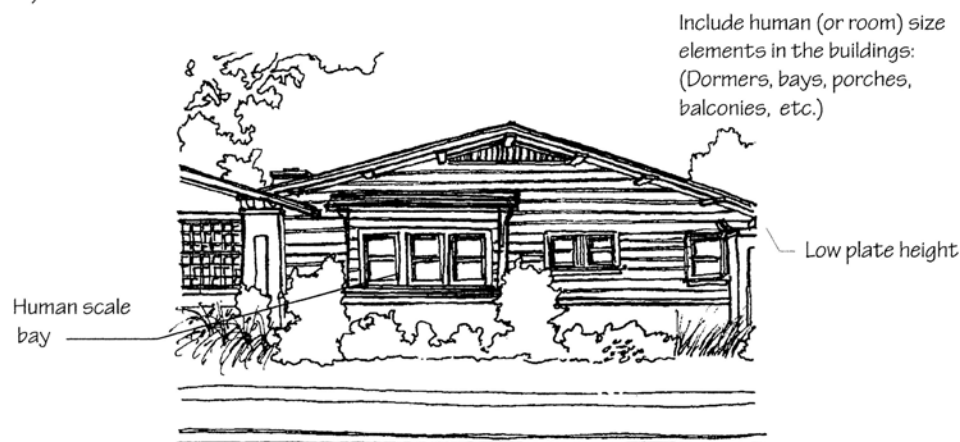
This

Auto entry subdued at rear yard via detached garage

Garage doors are an important consideration in managing scale. Wherever possible, the garage should be de-emphasized.

This can be accomplished best by use of rear garages. When front garages are used, doors should be split to single car width.

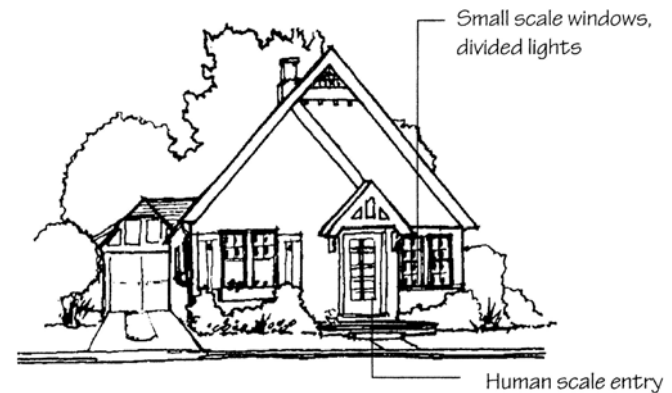
Avoid using off the shelf metal doors that do not relate to the windows and doors used elsewhere on the house.



Openings, and window patterns that are smaller, closer to human dimensions, or made up of smaller elements can also support the sense of human scale.

Most older houses include windows that are divided by mullions and muntins to create a human scale texture to all openings. Windows are rarely large sheets of glass. When they are, there is usually a flanking of smaller scale windows.

New houses with many large, unarticulated windows generate a sense of massiveness and detract from the human scale of the neighborhood.

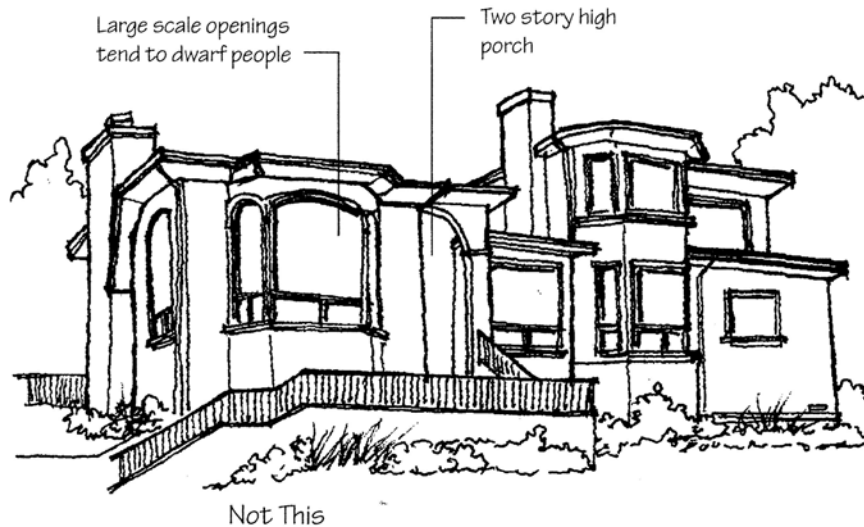


This

Design Review Criteria

A compatible design will respect the scale of the existing neighborhood. It will use methods and include elements which support the scale of example houses in the neighborhood and achieve a human scale:

- The scale of the residence should be consistent with the example residences in the neighborhood.
- The design should include visible entries and components for human use.
- Primary forms should include secondary volumes of human scale.
- Designs should include walls and elements that are one story in height and close to the ground, close to walks and public ways.
- Designs should include appurtenances such as porches or stoops that are clearly for human use and access.
- The residence should include basic design features such as minimum crawl space height and minimum plate height to avoid a house that is taller than human scale.
- Large components such as garage doors should be reduced in scale by articulation or by division to achieve human scale.



Not This

Component 6: Roof Design

Roof Design

Beyond Mass and Scale, Roofs are one of the most notable and formative elements in defining neighborhood character. The design should include visible entries and components for human use.

Houses in a neighborhood will include roof patterns that are distinctive and repeatable. It is important to observe the patterns and create a building that is consistent with that pattern in order to conserve the character of the existing neighborhoods.

Example houses may include flat roofs with parapets, pitched roofs or combinations. Consideration should be given for the basic size and shape of example roofs in the neighborhood.

Additionally, Design Professionals should be sensitive to the pattern of roof details and the ways those details relate to roof form. Particular attention should be paid to the size and configuration of fascia boards, gutters, outriggers, barges, rafter size and treatment and dimensions of overhangs. All of these items serve to define a roof and will be reviewed for compatibility.

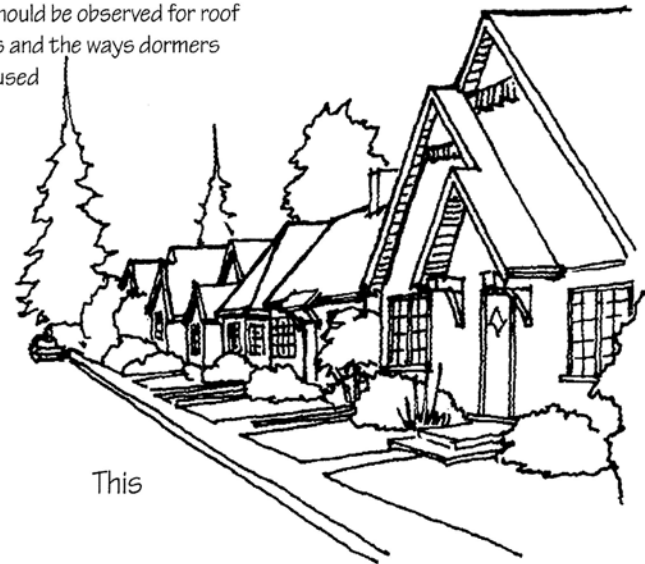
Refer to Charlevoix Zoning Ordinance for related components:
Building Height and Exceptions 153.146

Applicable Findings:

The following Findings in the Design Review Ordinance apply to this Component of the Guidelines:

- Compatibility of the architectural style with that of the existing character of the Neighborhood.
- Architectural style, consistency, mass and bulk of structures, including accessory structures.
- Interface of the proposed structure with the structures on adjacent properties.
- For additions: Compatibility with the architectural style and character of the existing structure as remodeled.

Example houses should be observed for roof type, slope, details and the ways dormers and monitors are used



This



Not This

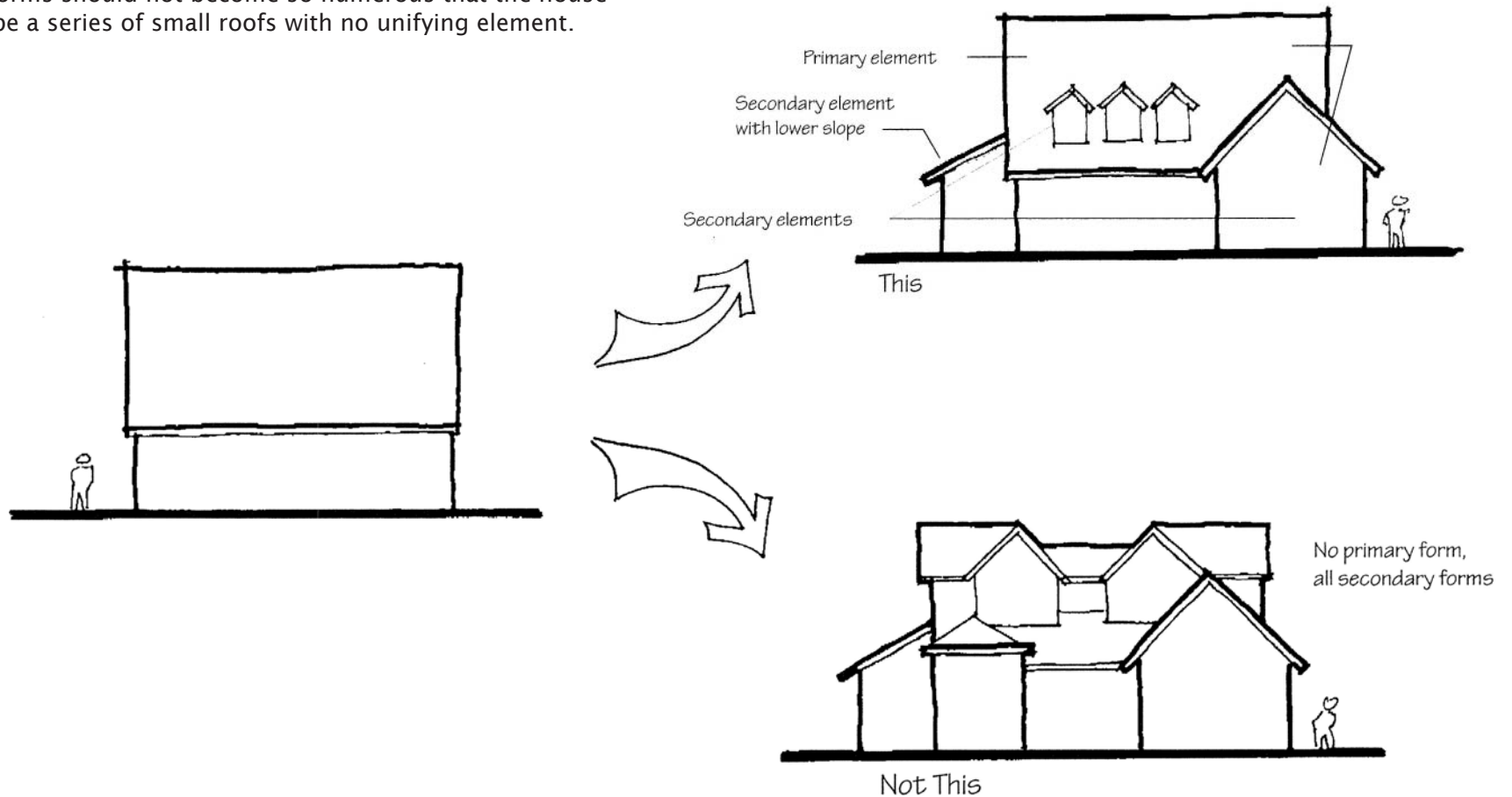
Roof unlike any other in the neighborhood

Articulation

Roofs should be articulated in ways that support the desired Mass and Scale of the building, Typically a Primary Roof Element should be defined which relates closely to the actual size and Mass of the house. Secondary forms can then be articulated which may include or otherwise identify important components of the house.

Secondary forms should not become so numerous that the house appears to be a series of small roofs with no unifying element.

Roof slopes can vary in some circumstances, particularly in situations where an additive element such as a shed or a monitor may include a lower roof slope than the primary form. This variation should be used with restraint and limited to traditional usage.



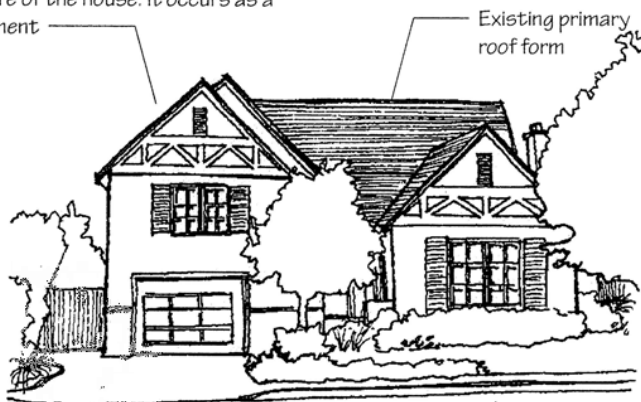
Additive Elements

Additive elements to the roof form should respond carefully to the mass and scale of the building and should not become too large. Elements which are too large compete with the primary forms of the roof and make the roof look more like trim attached to a two story building.

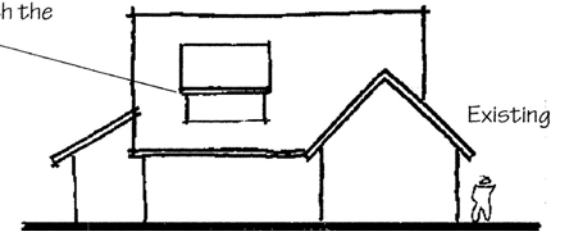
Use of dormers and monitors (shed dormers) to add space to an attic will require design professionals to think "attic" rather than "second story".

Additionally, additive elements that are different in style than the existing residence will not support the continuity of the architecture.

Additive roof form consistent with the architecture of the house. It occurs as a secondary element.

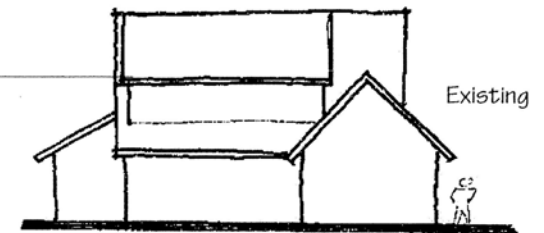


New Monitor, compatible with the existing roof



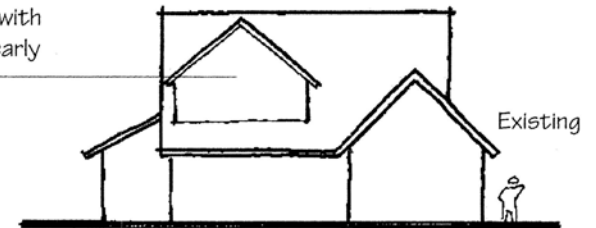
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New Monitor: too large for the existing roof, it looks like a second story



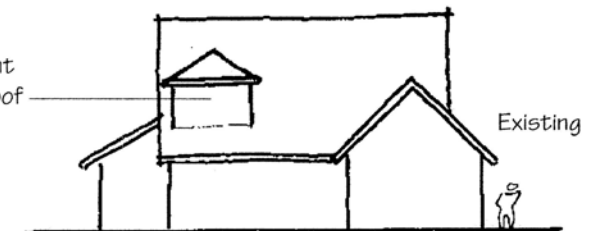
Not This

New Dormer: Consistent with the existing roof, while clearly a secondary element.



This

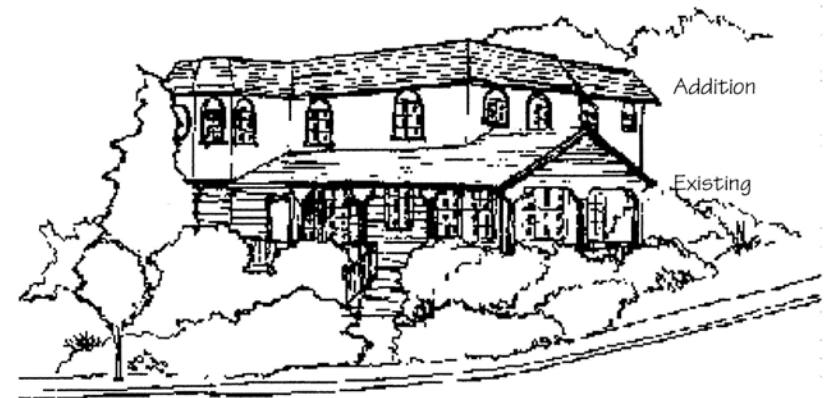
New Dormer: Of a different style than the existing roof



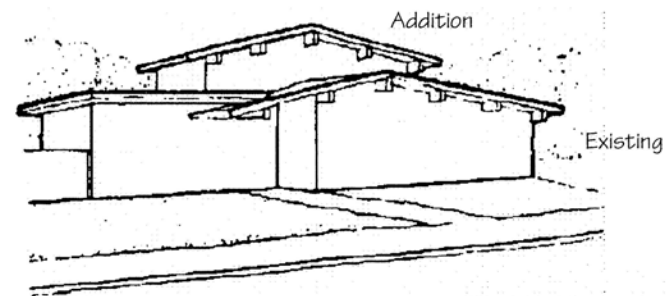
Not This

Consistent Roof Forms

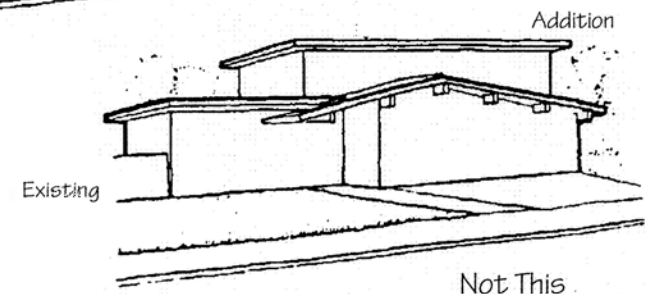
A critical element in unifying a building and relating additions to existing forms is the consistency in roof forms. The roof is one of the most important identifying elements for a house. It is largely responsible for defining the character of a building.



Not This



This



Not This

Additionally, the articulation of the roofs will form a pattern. Some neighborhoods will include simple, sweeping hip roofs, while others will include gabled roofs with numerous dormers or monitors.

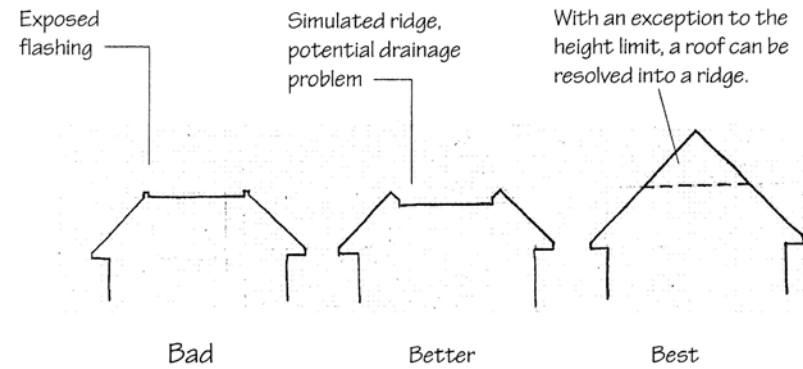
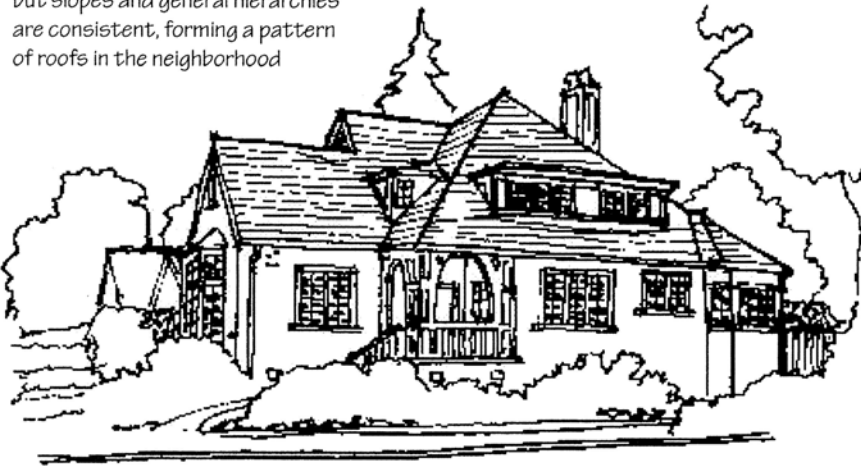
Variable Roof Forms

Randomly varying roof forms are probably not supportive of Neighborhood Compatibility. There are, however, numerous precedents for variable roof slopes and forms. Numerous architectural styles include combinations of sheds and gables, sheds and hips and sloping and flat roofs.

If a proposal includes varying roof forms, they should be justified based on the architectural style and the pattern in the neighborhood.

If varying forms occur simply to make interior spaces work, there may be a need to redesign the interior layout to achieve a compatible roof form.

Hips and gables intermixed, but slopes and general hierarchies are consistent, forming a pattern of roofs in the neighborhood



Sometimes roof forms are varied to accommodate height limitations. Hip roofs are often "clipped" to remain under this limit.

When a flat roof is included at the top of a sloped roof, flashing will be apparent where the transition occurs, making the roof unsightly and the clipping apparent.

Roof forms and materials have a close relationship with the general character and style of a building. When a particular style is existing or adopted, the roof form should be consistent with that style. Tudor Revival buildings will have somewhat different roof slopes and forms than a Spanish Colonial Revival building.

Substantial Additions

When substantial additions are proposed, the overall roof form (as well as the architectural style of the house), may need modification.

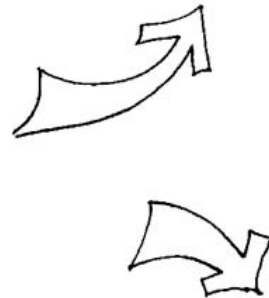
Low sloping roofs on single story ranch houses may not adequately engage a large second floor addition. The result may be a residence that does not meet the criteria for Mass and Scale.

Roof management can be an effective tool for housing a large space in a building of appropriate Mass and Scale.

When a flat roof is included at the top of a sloped roof, flashing will be apparent where the transition occurs, making the roof unsightly and the clipping apparent.



With a substantial addition, the entire roof may need to be redesigned. Often a roof for a one story ranch house does not support the addition of second story architecture.



Integrated Roof

This



Layer Cake

Not This

It is important to avoid the "layer cake" look in second floor additions. Most existing two story houses look more integrated, as though all parts were designed as one.

A well designed cascading roof can take the place of a "layer cake" roof.

In some cases it may be necessary to design smaller spaces to achieve integration of the additional forms.



Numerous roof patterns will occur in a given neighborhood. Where this occurs, scale and mass become driving factors in shaping the design.

As a design progresses, a roof form will emerge as a result of the internal organization of the building. As this occurs, the designer should be sensitive to similar forms in the neighborhoods. Details and configurations should then be harmonized with the example forms seen in the neighborhood.

Design Review Criteria

Compatibility is achieved through consistency in roof form and articulation. Compatible designs will include the following elements:

- Consistent roof slope throughout.
- Limited use of inconsistent roof forms when appropriate to the architecture of the building.
- Consistent roof materials throughout.
- Roofs articulated into Primary and Secondary elements, with primary element(s) relating to the Mass and Scale of the buildings in the neighborhood.
- Roof slopes and materials consistent with the character or style of the building, including scale of materials.
- New roofs consistent with the level of articulation of existing roofs.
- Response of the roof design to the mass and scale of the building: The roof should be consistent, however the roof design may require the floor plan to be adjusted to achieve an overall compatible design.
- Avoidance of "layer cake" appearance to second story elements.

Porches and Entries

Porches and the human entry to a residence are some of the most important features of houses which define a neighborhood. Not only do they represent a substantial physical component, they also define the personality of houses.

They serve the functional needs of entry and egress while also creating an outdoor room in which the realms of public and private cross.

When actively used, they foster a sense of security by serving as the eyes of the neighborhood. They also generate a sense that the houses and the neighborhood are actively intertwined. In many cases they are the places in which we see and communicate with our neighbors most often.

It is very easy to identify the pattern of porches in a neighborhood and to respond to that pattern. Porches will be somewhat consistent with the period of the houses and will range from full outdoor rooms to simple added details denoting an entry.

Applicable Findings:

The following Findings in the Design Review Ordinance apply to this Component of the Guidelines:

- Compatibility of the architectural style with that of the existing character of the Neighborhood.
- Architectural style, consistency, mass and bulk of structures, including accessory structures.
- Interface of the proposed structure with the structures on adjacent properties.
- For additions: Compatibility with the architectural style and character of the existing structure as remodeled.



Porch as room

Ideally a porch will not only mark the entry to a building, it will provide functional space.

This porch is a room, a place for kids to play, a place to visit with neighbors, a place to watch the sun go down.

It expands the space of the house without greatly increasing the mass. It also creates a space where the home and the neighborhood intermingle, supporting the life of the neighborhood and the resulting components of safety and comfort.

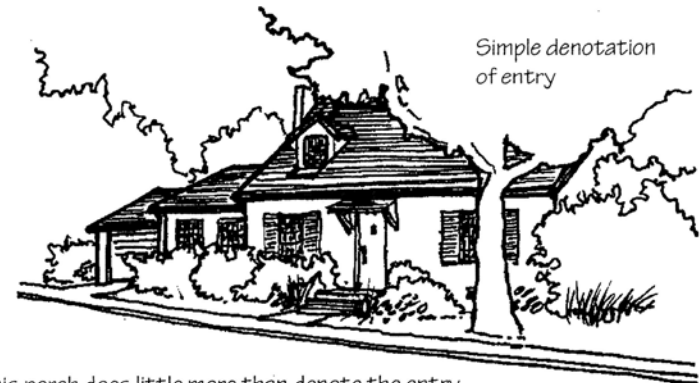
Component 7: Porches and Entries

Each neighborhood will have a pattern of Front Porches which can be observed and repeated. Porches may occur in front or at the sides of residences. They may have formal approaches or informal approaches.

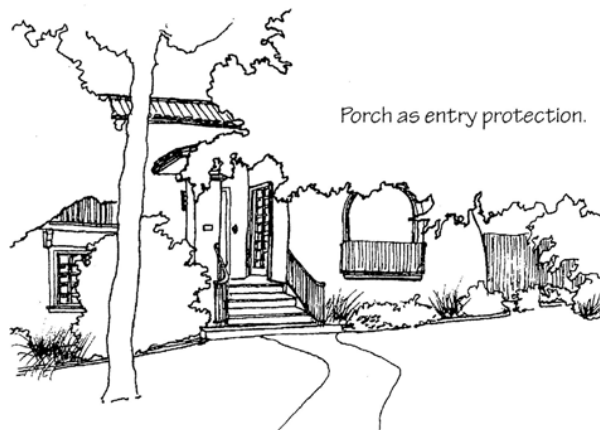
In general, porches should grow out of the architecture of the residence. They should be covered by a secondary roof form (refer to Component 6: Roofs) They may include embellished details and celebratory components.

They should not become the dominant element of a facade. There is a tendency to make the porch the "fancy" part of the facade, to make it taller and more visually important than other elements. This reflects a desire to add impressive elements to a house in support of a desired image on the part of the design professional or the homeowner.

In typical Charlevoix neighborhoods, the porches were almost always included for functional purposes as well as visual. If there was a need to impress the neighbors with external appearances, it was part of the whole design, not just the porch.



This porch does little more than denote the entry. It is, however, consistent with the architecture of the house. It does not compete with the house, it occurs below the line of the primary roof form, yet there is no question that it is a porch.



This porch is fully integrated into the architecture of the residence. It provides shelter and clearly denotes the formal entry to the house. It does not, however, loom over the street as a monument. It is complimented by landscaping which further marks the entry.

Porches in example houses will have a pattern of articulation. They may be additive or subtractive. They may include celebratory elements such as formal columns, or they may be more subtle.

The pattern in the neighborhood should be observed and that pattern should be supported. Attention should be paid to the level of detail. Scale and proportion of components such as columns, railings, eaves, outriggers, brackets and misc. trim.

Where there are a number of patterns, the common elements of mass, scale and articulation should be considered in shaping the porch.

Bungalow porch with railings, columns, outriggers and associated woodwork evoking the full character of the architecture.

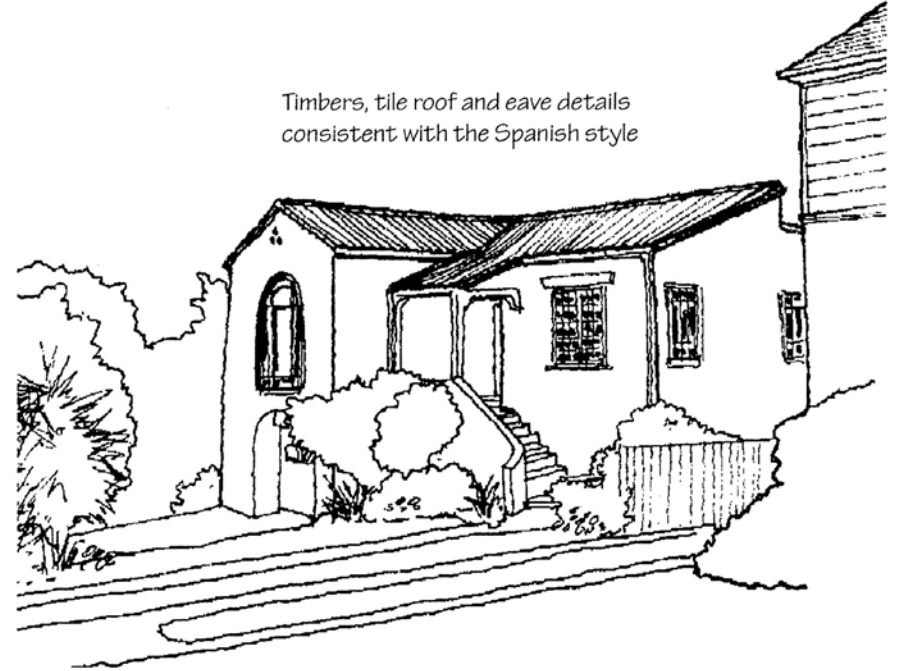
Bungalows are famous for porches. Often Bungalows include porches on numerous sides of the residence serving a number of interior functions and greatly increasing the space of the house.



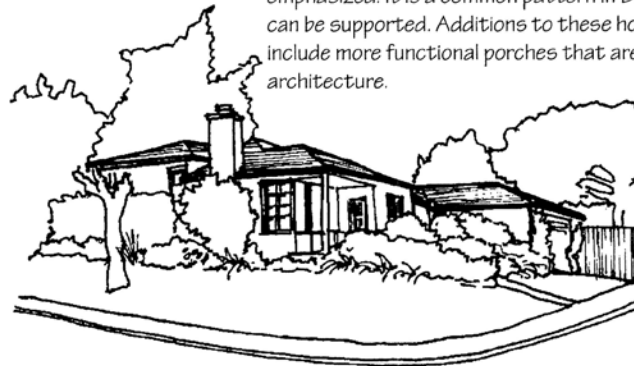
The details included in porch design should be consistent with details found elsewhere on the house. They should be substantial and durable, as porch components are often more exposed to weather than other elements of the house.

In all cases the porch should be consistent with the architecture of the residence. Token elements such as Doric columns and other classical details are only supported by similar architecture.

Timbers, tile roof and eave details consistent with the Spanish style

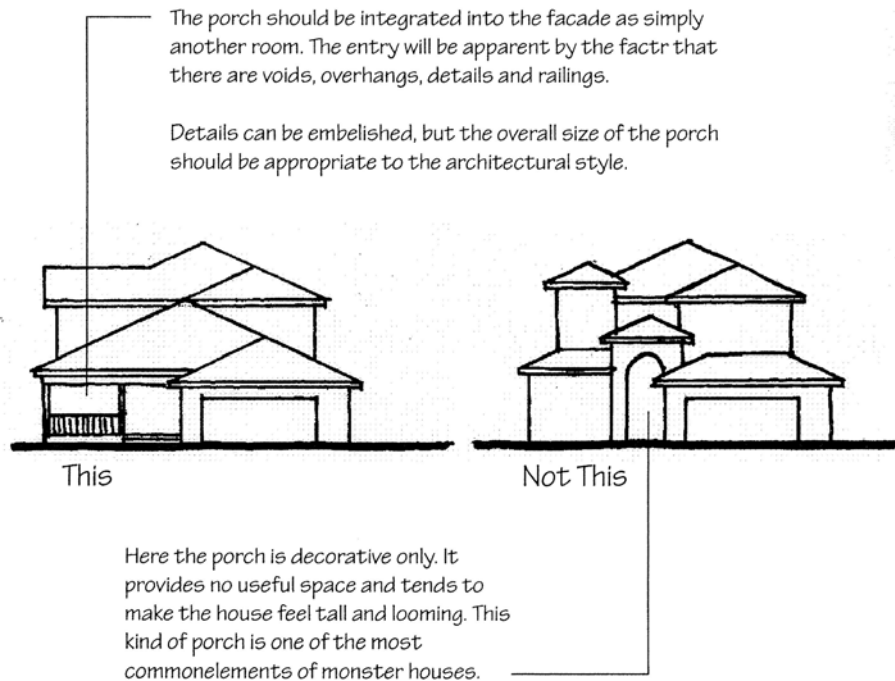


Simple stick and eave details consistent with the post-war ranch house. This porch is from a period where porches were de-emphasized. It is a common pattern in Burlingame neighborhoods and can be supported. Additions to these homes, however, can also include more functional porches that are consistent with the architecture.

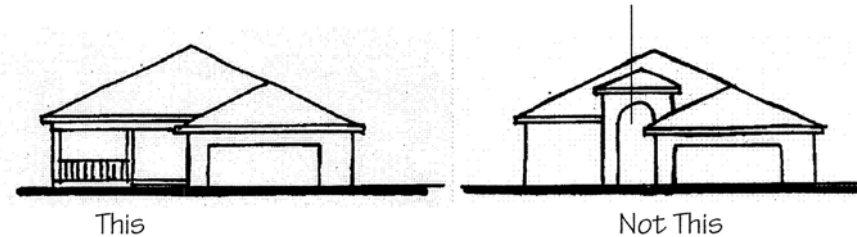


Component 7: Porches and Entries

Avoid the desire to make the porch a tall element. While it is important to denote the entry to a building, most people are highly sensitive to the location of entries to houses. There is no necessity for a billboard to mark the entry.



In single story houses, this kind of porch dominates the facade while offering none of the typical porch amenities to the neighborhood.



Design Review Criteria

Neighborhood Compatibility will be achieved by including the following components or considerations in the design:

- Porches should be consistent with the architecture of the residence.
- Porches should not be the tallest elements of the facade. They will not exist simply as monuments.
- They should provide functional space similar to the pattern in the neighborhood.
- They should support human access and use at a human scale.
- Porches should be encouraged in most neighborhoods as a neighborhood asset, increasing the life of the street and generating more secure neighborhoods.
- Additional elements such as service porches and rear entries should be considered when visible to the neighborhood.

Openings: Windows and Doors

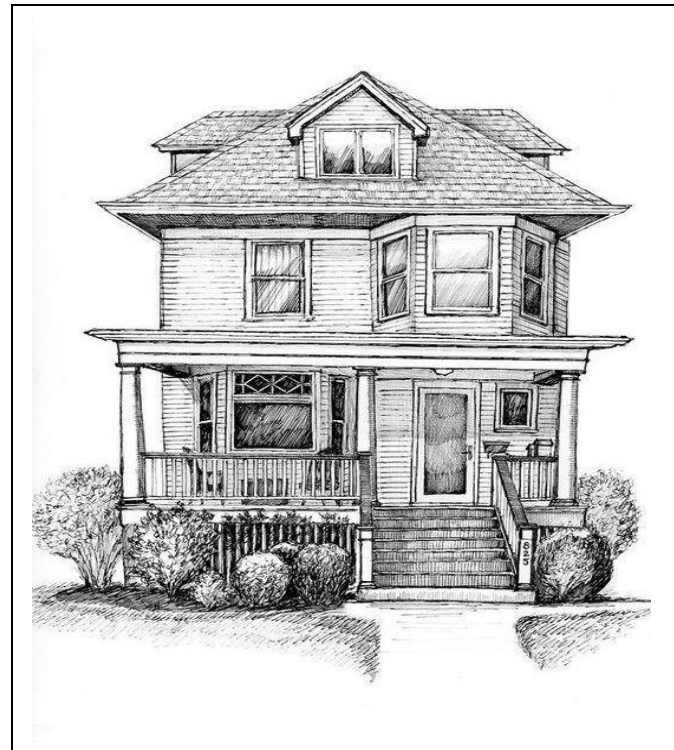
Each neighborhood will generate a pattern of openings in example houses. This pattern will include consideration of window and doorway types (materials, construction, details). They should provide functional space similar to the pattern in the neighborhood.

Typical windows should be observed and noted in the neighborhood. Of interest should be the type of window, the ways in which window units are combined to make larger openings, and the frequency of exceptional windows.

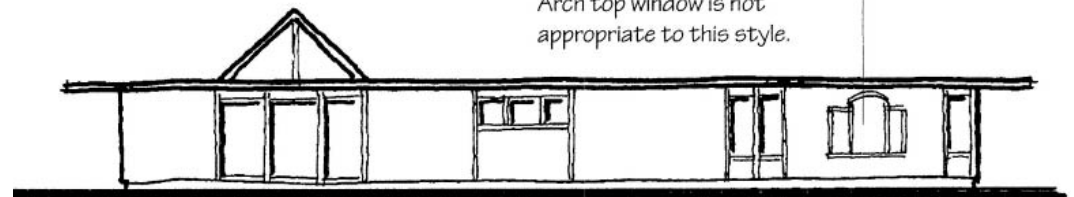
The neighborhood pattern will include consideration of scale and configuration of openings. Some neighborhoods will include examples of large picture windows in Modern configurations, while others will include a predominate pattern of smaller casements with divided lights.

Example houses will often include asymmetrical arrangements of windows. Symmetry is not necessary; sometimes it is undesirable. Balance is achieved by thoughtful placement, response to interior conditions and overall composition of the building exteriors.

Opening patterns should be true to the architecture of the design. If the design is compatible with the neighborhood, the opening pattern should follow.



Incompatible window:
Arch top window is not
appropriate to this style.



Exceptional window occurs
in limited locations and only
when appropriate to the
architectural style of the
house

Window Details

Openings are a critical tool in managing the scale of a building. Large blank openings can make a building look large and blank. Small articulate openings are like so many other aspects of a human scale home: they feel comfortable and appropriate.

Example houses will include a range of window sizes appropriate to the rooms they are serving. The actual windows will relate via similarity in detail, scale and configuration. The actual unit size may be identical throughout the house with variations in opening sizes accomplished by using multiples of smaller units.

Exceptions may occur when supported by the architecture. A single large window in an exceptional location is warranted in many styles. Multiple large windows, however, may be inappropriate in many neighborhoods.

Arched or round top windows should be avoided as they did not occur originally in most architectural styles present in Charlevoix. If the additional height of a round top is desired or appropriate to the space, applicants would consider using transoms or some other means of increasing height consistent with the architecture of the house. It is anticipated that this will occur at exceptional locations only.

Avoid trims that are out of scale with the window. Specifically, avoid foam/stucco trims. The most common installation for windows in stucco walls in Charlevoix is the use of wood stucco mold. This generates an appropriate scale and is traditional in most neighborhoods.

Windows should be considered more than just holes in walls. Windows should be articulate and integrated into the architecture

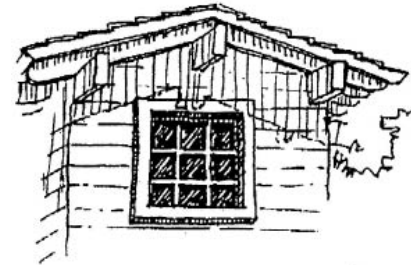


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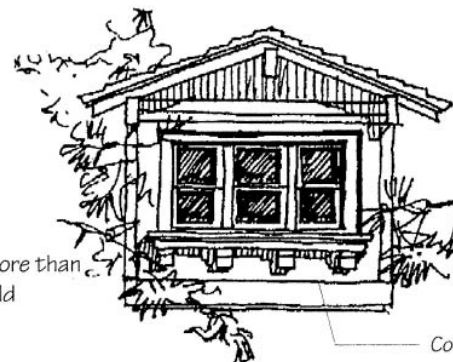
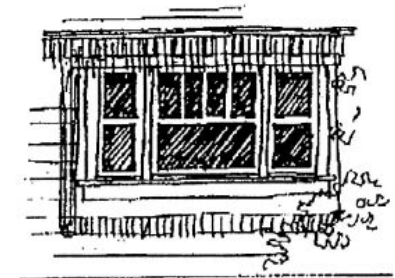


Not This

Avoid token odd geometric shapes. Variety in the facade can be generated by the use of simple rectangular windows in traditional configurations.



Divided lights add human scale



Corbels and substantial trim details where appropriate to the architecture.

Materials

Each neighborhood will include houses that form a pattern of material use, quality and configuration. In some neighborhoods, there may be a number of houses that use materials in a similar manner. In other neighborhoods, materials may be used in a number of different ways.

Materials should be primarily consistent with the architecture of the design. If the architectural design is compatible with the neighborhood, the materials should also follow. Materials should not be selected as stand alone preferences, but should be the result of larger patterns.

Applicants are encouraged to research the type of architecture appropriate to their situation and use materials in a manner consistent with that architecture.

Frivolous material use, changes in materials simply for the sake of change, may result in buildings that are not compatible with the neighborhood or that fail the criteria of Architectural Integrity.

Choice of materials will also closely relate to Mass and Scale of the buildings. These choices in example houses will help define the mass and scale in the existing neighborhood.

Design Review Criteria

A compatible design will support the existing pattern of openings and material use in the neighborhood by remaining generally consistent with that pattern while supporting the architecture of the design.

- Use window and door patterns that are consistent with those found in the neighborhood. Avoid token shapes or designs that are included for interest but are inconsistent with the architecture of the residence.
- Use window and door details that are consistent with the architecture of the residence.
- Use human scale openings and details.
- Avoid large expanse of glass and repeated large openings on a facade. Explore the use of a greater number of smaller openings.
- Use materials consistent with the architecture of the residence.
- Avoid token material changes for interest only. Material changes should respond to changes in function or the need to manage mass and scale by modulating the exterior of a building.
- Use materials that are in scale with the residence. Avoid over large material units on small architectural components.

Landscaping and Site Design

Charlevoix enjoys a climate and a setting that allows us to utilize our outdoor spaces comfortably in the summer. Our yards can be extensions of our homes.

This ability greatly extends our living environment and allows us to enjoy a large amount of space without having large buildings.

The development of that outdoor space does have implications for Neighborhood Compatibility. Since many of us do spend time outdoors, the impacts of neighboring residences and landscaping can become important.

The information contained in this Component of the Guidebook describes the aspects of Landscaping that are important in supporting the existing character of the neighborhood and in establishing compatibility.

Landscaping is a highly personal subject and should be a place where individuality is expressed. All landscaping evolves with time and reflects the changing values of homeowners.

It is not our intention to limit the possibilities for expression through landscaping enjoyed by the homeowner. That expression is one of the important factors in personalizing neighborhoods.

Our intent is to address the impacts of landscape design and construction on the neighborhood and to encourage homeowners and Design professionals to explore the patterns of landscaping evident in our existing neighborhoods.

The important aspects of landscaping include the relationship of the house to the street and the ways in which front yard design support the life of the street.

Additionally, landscape components play an important role in reducing the impacts of projects from neighbor to neighbor.



This

Planting accentuates entry creating an inviting entry path

Landscaping is included for consideration for a number of reasons:

- It can be a critical component in framing and positioning a house in a neighborhood setting.
- It can be a critical component in shaping and defining the outdoor rooms which form the interface between the house and the neighborhood.
- Landscaping and its proportion affect the mass and bulk of the structural components.

Landscaping around a building is one of the key elements in defining the boundaries of the subject property.

Landscaping may define actual boundaries such as property lines and access routes. It can also define spatial and implied boundaries between adjacent outdoor areas and the street

This can be important in establishing a level of comfort for use of outdoor areas when they are exposed to the street or to neighboring rooms.

One of the most important boundaries to a residence is the line between public and private space. That line can occur in a number of positions, from the point at which the driveway leaves the street to the front door of the residence.

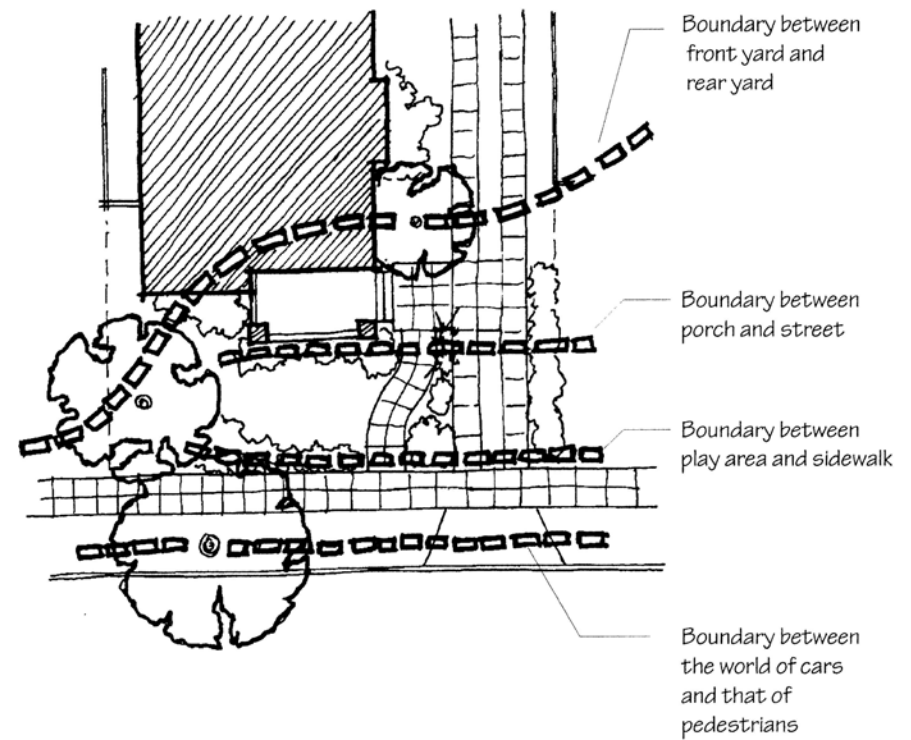
In typical Charlevoix neighborhoods, the front yard becomes a zone in which this boundary lives.

Depending on the time of day and the level of usage, that boundary may shift locations. When a front yard is full of kids and there are people on the front porch, the public boundary can be pushed out to the street or beyond. During these times, the front yard is clearly in possession of the residents.

Landscaping is a means by which that boundary can be reinforced without resorting to the placement of fences.

Landscaping can define several layers of boundaries that separate various elements of the public space in very subtle ways.

It is not necessary to utilize fences or tall hedges to achieve a sense of separation. Passers by respond to very subtle cues. Low hedges, strategically placed shrubs and changes in material can easily do the job.



Front Yards

In defining the boundaries of the residence and its relationship to the neighborhood, various landscape components can be used. These elements can be considered much the way finishes and furnishings are considered at the building interior. They serve the role of function as well as decoration.

Landscaping that is included strictly for decoration, to cover up bare ground, will probably not support neighborhood compatibility. Design Professionals should use landscaping to shape outdoor spaces and enhance the functions of access and outdoor recreation.



Planting accentuates entry creating an inviting entry path

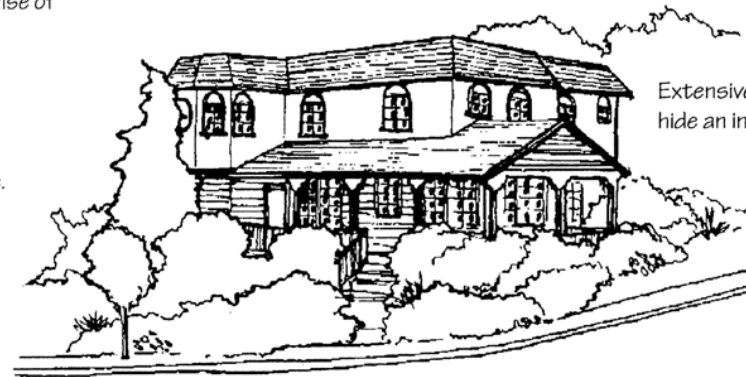
This



Tress placed to give a sense of separation from the neighboring property. They also offer a sense of enclosure to the driveway. This reduces the impact of the garage.

This

Planting defines entries and important windows while joining the house with the landscape



Extensive planting cannot hide an inconsistent design

Not This

Planting occurs as a mass of vegetation to fill up space. It should actually be treated as furniture to enhance an outdoor room and serve useful functions.

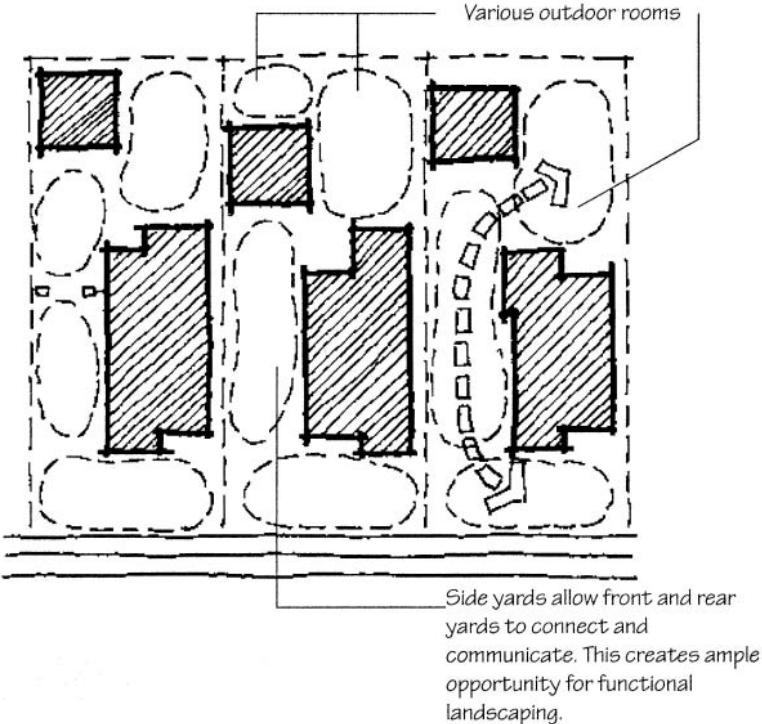
Side Yards

Side yards represent critical areas for landscape design. Not only do they have a visual responsibility to the street, but they are the place where impacts on the neighbors must be managed.

In Charlevoix, because of the wide use of rear yard garages, side yards take on greater importance. Since many side yards include driveways, these become areas of activity that are used extensively.

This is a positive feature of the rear garage because it can add a great deal of useful space to the outdoors. That space often occurs as room size areas that can support a wide range of landscape types and habitats. Cool shady areas can occur right around the corner from hot sunny areas.

Active consideration of these opportunities will generate site designs that are consistent with many of the neighborhoods in Charlevoix.



Side yards as attractive and useful places



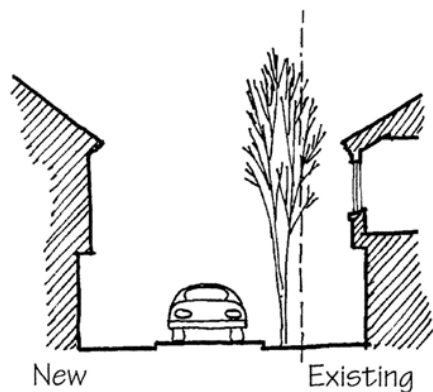
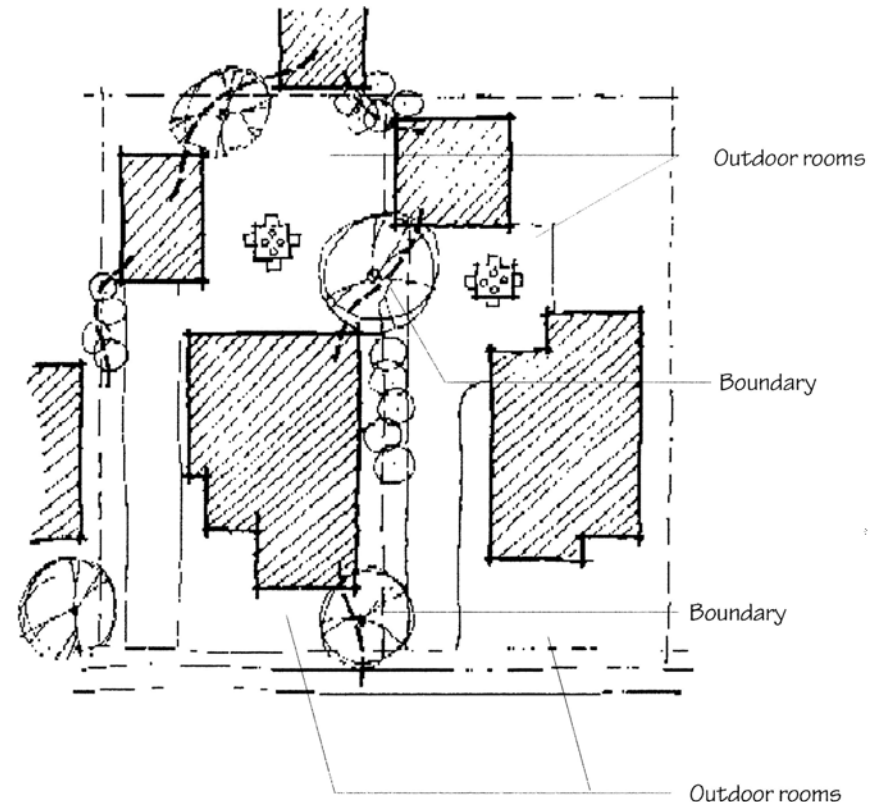
Side and Rear Yards (continued)

When modifying landscaping, consideration should be given to neighboring residences and their outdoor rooms. Neighboring patios may only be a few feet apart. Large plant elements should be placed to help create a sense of separation and privacy.

Equal care should be given to consideration of sunlight and views. Placement should not disrupt existing patterns substantially.

Separation can be desirable at both the rear and front yards as well as at side yards.

At front yards, planting and related elements can define front yard play areas for children and create a critical sidewalk to a well used front porch.



Trees can be placed to simulate distance between houses. Care should be taken not to disrupt critical views.

When houses or additions are held away from property lines there is plenty of room to manage the landscape design for positive results.

Landscape elements are important components in binding a building to its site. As such they can help reduce the apparent mass and bulk of the building by pulling the site upward to engage the building.

Well placed planting will appear to grasp the corners of the residence, pulling it down to earth. It will accentuate particular elements of the house and will extend the form of the house out into the yard.

As considered for Architectural review, landscaping is not intended to hide or mask non-compatible buildings. Trees and shrubs should not be used as the primary means to manage mass, scale or to otherwise make a non-compatible design compatible.

Landscaping should be an additive element when new and a formative element when existing. It should complement a design, but the design should not be dependent on it.

Planting should not be used simply to decorate the edges. A two foot planting strip around the perimeter of a house will not be useful in affecting the mass of a building.

Equally, no amount of landscaping can adequately manage a building which is inherently bulky and out of scale.



Planting reduces the apparent height of the building while joining it to the site

This



Planting does nothing to affect the mass of this building

Not This

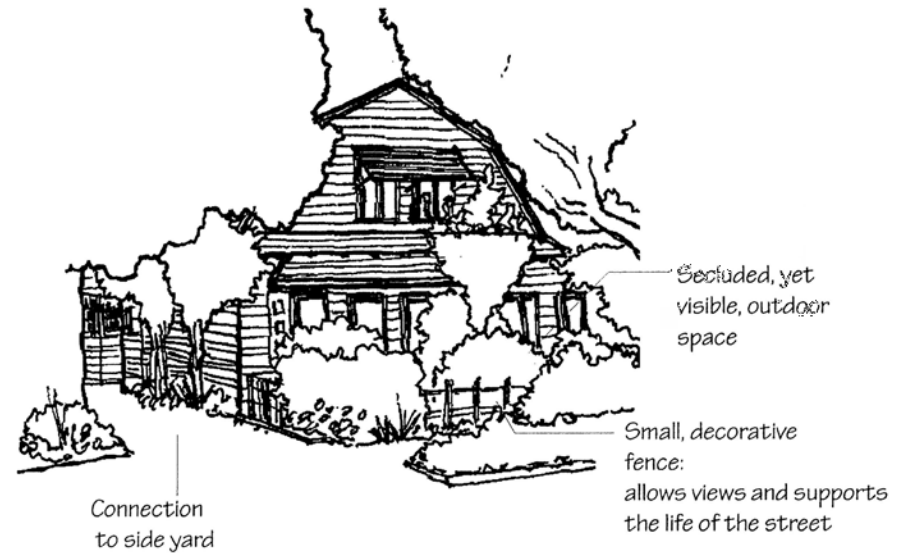
Site Construction

Due to the favorable summers we enjoy in Charlevoix, combined with the human scale of many of our streets, outdoor spaces in front and side yards are active, useful places.

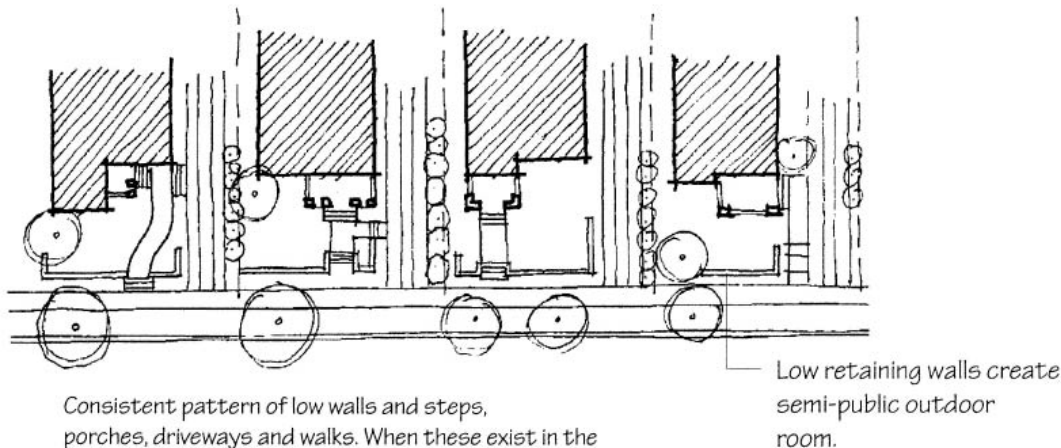
This results in numerous patterns of development at front yard spaces, from lawns used as play areas, to retaining walls, patios, courtyards and gardens. These patterns can be identified as important elements in defining neighborhood character.

On hillside streets, even streets with only slight variations in grades, there will be a number of solutions present for retaining walls, headers and other means of stabilizing grades.

For fence height and location requirements refer to Charlevoix Zoning Regulations Chapter 153.145.



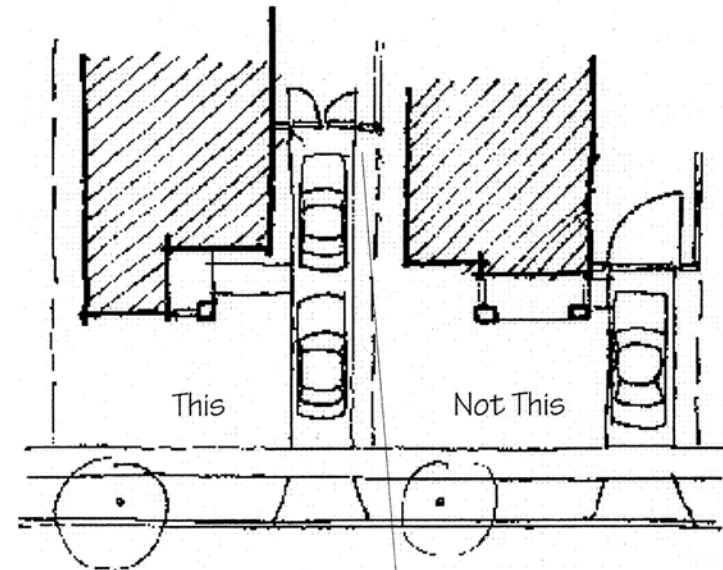
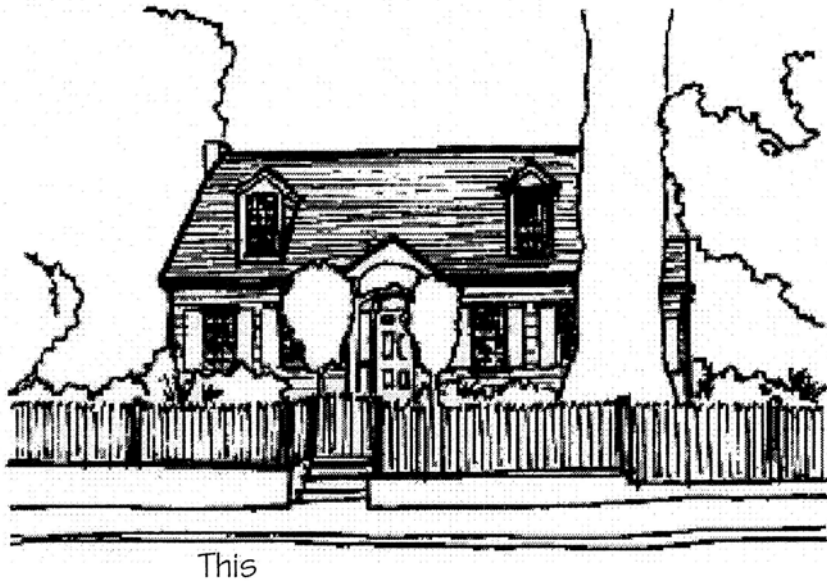
The front yard should include a range of opportunities and components, including usable outdoor space, decorative elements, personalized elements (flower beds and sculptural features), and useful connections to the house, garage and other yard areas.



Consistent pattern of low walls and steps, porches, driveways and walks. When these exist in the neighborhood, the pattern should be preserved. Designs should include similar elements to help separate the yard from the street without hiding it.

Fences

Fences also play an important role in defining the neighborhood. In many neighborhoods, small scale decorative fences are common. In others, particularly hillside neighborhoods, portions of fences are taller, creating more privacy and separation from the street.



When fences and gates cross driveways they should be pulled back from the corner of the house to maintain a varied edge to the "room" of the street. This should also be done to maintain adequate parking space in the driveway.

Fences near the street should be consistent with positive patterns in the neighborhood and should not be intended to hide the residence from the street.

Instead they should be included to extend the semi-private outdoor space closer to the street without diminishing the sense of connection between the house and the neighborhood.

New Construction

New construction generates substantial impact on both the site and the neighborhood. This impact includes the addition of a new form to the neighborhood as well as the damage or alteration to existing landscape components.

For this reason consideration of landscape design in new construction is critical.

Since new construction generally impacts an entire site, it is anticipated that most site surfaces will also be reconstructed. When this is the case, all surfaces, materials and configurations should be seen as part of the same design.

When planning site construction, careful attention should be paid to access patterns in the neighborhood. The current pattern of sidewalks, driveways and supporting elements (berms, retaining walls, curbs, etc) should be considered as components of the neighborhood pattern.

Beyond basic planning issues, site landscaping materials should be compatible with the architecture of the residence as well as that of the neighborhood.

This is not to say that all materials should match. A highly effective way of landscaping a site is to let materials change and intermingle as one moves around the site. Landscaping is also a place where "found" objects and materials can be used in creative ways to add interest.

Many older residences have a variety of materials and details present. Their charm is often derived from this.

Additions

In additions there will be varying degrees of alteration occurring to landscape components. In some cases there may be no alterations. In others, there may be full site reconstruction.

When existing landscaping will remain, new landscaping should complement the old and extend useful patterns.

New landscaping should use similar species and placement to the existing.

When a new pattern will be established, other elements of this section should be utilized to inform the design. particularly those for new construction. A comprehensive landscape plan should be developed.

Existing landscaping is often mature and supportive of the existing residence and neighborhood patterns. Where these elements are positive, they should be maintained.

Design Review Criteria

Compatible design will include landscaping that supports the following:

- Landscaping and Site Construction will be a positive architectural element rather than an obligatory covering of bare ground.
- Landscaping should help to reduce the apparent mass of the building by joining it to the ground and engaging important architectural elements.
- It will support the site access patterns included in the design by marking access routes and denoting the zone where public space becomes semi-public.
- Landscaping should support human scale by defining entries, paths and places for human use. Landscape components, particularly large shrubs, should be consistent with the scale of the architecture and should not be intended as a means of hiding a massive building.
- Landscaping should be used to reduce the impact of cars and driveways.
- It should provide visual separation between neighboring outdoor rooms.
- It should mark boundaries in a subtle way so that hard construction and fences may be minimized.
- It should support a sense of privacy between neighboring structures without forming barricades.
- It should be used to screen specific impacts such as light from windows or neighboring entries and windows where privacy might be a concern.
- It should accentuate and support the Architecture of the residence
- The location of retaining walls, fences and other boundary elements should be consistent with the patterns in the neighborhood. Additionally, these components should support the character of the street as a friendly, human place.

- It will shape outdoor spaces to encourage use and function, easing pressures for larger buildings and supporting the life of the street.
- It will serve to denote boundaries at rear yards so that a sense of privacy and separation can occur without resorting to hard construction, taller fences and high impact design elements.

New Construction

Where substantial landscape reconstruction or addition occurs, the following considerations should be emphasized:

- Develop a comprehensive landscape plan that addresses site access, impact on neighbors and long term impacts of mature landscaping.
- Avoid token landscaping which simply covers up the bare ground. Develop outdoor spaces to offer actual benefits to the residents and to the neighborhood.
- Avoid landscaping and site construction that is monolithic and institutional.

Additions

In many additions, minimal landscape alteration may occur. When landscape changes are necessary the following criteria should be included:

- Include landscape components that are consistent with the existing components and appear as an extension of the existing character.
- Protect existing landscaping from damage during construction.
- Include site construction components that are supportive of the existing/proposed character of the house.

Appendices

Appendix A	Background, History and Purpose	Page 70
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Background

Overview

Charlevoix is a unique place. Located in an important geographic region in the country, it retains a small-town character based on a compact, identifiable community. It is geographically bounded by Lake Michigan on one side and Lake Charlevoix on the other. As such, it maintains a strong physical identity. Unlike many cities, Charlevoix has a clear set of boundaries. It is easy to develop a picture of where it starts and stops. This gives us a strong sense of identity as residents.

Charlevoix has two business districts linked by an important transportation route. These areas are not just shopping districts, they are centers of our identity. They are our Main Street, our community living rooms, they are the places we eat and shop and meet and celebrate.

Mostly, however, Charlevoix is where we live. Our city is our neighborhoods; the places we raise our children; the places where we sleep, eat, garden, paint; the places we call home. Charlevoix has always been that kind of place, from the first residents to the present.

History

Originally the area that would become Charlevoix was home to the Odawa and Ojibwe Indians. For them this was a rich and peaceful environment of plenty.

The first American families to settle in the area arrived in the 1850's and were fishermen. In 1866, the first plat in Charlevoix was recorded as the Plat of the Village of Charlevoix. In 1894 the Lindsay Park residential subdivision was platted north of Pine Lake (now Round Lake). In 1876, Charlevoix was declared a port of entry and became one of the busiest ports on the Great Lakes. Lumber mills proliferated as the forests along Lake Charlevoix could finally be harvested. The same year, the railroad arrived 17 miles to the north in Petoskey. This allowed unlimited trade and travel to Charlevoix. Families were enriched by fortunes made in timber development and other trade. The rail also brought tourist traffic during the summer. It was not long before the city became known as a resort destination. Charlevoix became known as one of the nation's finest summer communities. The attractive surroundings and proximity to Chicago and Detroit encouraged development and wealthy investors obtained tracts of land to develop for both year-round housing and as vacation homes.

The residents voted to incorporate into the Village of Charlevoix in 1879. By 1915, numerous other residential subdivisions had been recorded, creating numerous small neighborhoods surrounding downtown Charlevoix.

Additional subdivisions were recorded and annexed between 1915 and 1970, further expanding Charlevoix's residential neighborhoods. Many of Charlevoix's subdivisions, streets and neighborhoods, such as Upright, Hurlbut, Mason, bear the name of families and individuals who owned property or developed land into the current residential neighborhoods.

By 1910, Charlevoix had a population of 2,420 and by the mid 1970's a population of 3,500 supporting local commercial districts downtown and along Bridge Street. Charlevoix's full-time resident numbers have been steadily diminishing since the peak in 1970 as the rate second homeowners has surpassed full time residents and continues to grow.

Most of Charlevoix's housing stock was built between the turn of the century and the 1970's. Today's Charlevoix is virtually built out and new residential construction occurs as a result of demolition of an older house, an addition to an existing residence, or the rare subdivision of a larger parcel. More than half of the 2,100 residential structures in the City of Charlevoix are single family residences. These residences comprise numerous neighborhoods each with their own identity based on the era in which the subdivision was created, and many encompass parks, schools, commercial districts, landmark buildings and major thoroughfares.

Neighborhoods

Much of the history of Charlevoix describes the development of its neighborhoods. Charlevoix, like many towns, grew by subdivision. Large properties were divided into smaller lots and individual houses were built in the ensuing years. Unlike modern subdivisions, many houses were not built as "developments" but were filled in over time by numerous builders and developers. This is a typical pre-war development pattern.

Charlevoix's housing stock was primarily developed between the 1890's and 1960's. In the case of most of Charlevoix's subdivisions the houses were generally built out over a two-decade period after the subdivision was recorded. Each neighborhood reflects the building styles that were common during that construction period. Because of the time it took to complete the initial construction of each neighborhood, a mixture of different styles often resulted within one block. Many of the builders also fused components of different periods into the same house. Houses built between 1890 and 1915 generally reflect the styles characterized as 'classic box' and neoclassic row house; between 1905 to the 1920's eastern shingle cottages and brown shingles were popular; between 1915 and the 1930's bungalows, craftsmen were common, as well as the provincial style incorporating Tudor, Gothic and Mediterranean details, and from the 1940's to the 1960's wartime tracts, ranch-style were popular. The 1970's and 80's brought waterfront condominiums and larger apartments.

The result is a series of tremendously individualized places, with unique houses and differing characters. Unlike modern suburbs, each street is distinct from the next. Houses from a range of styles populate these streets with the kind of diversity we expect in a healthy community. At the same time there is a unity to these streets, often due to the particular generation of housing and development that occurred there.

Neighborhoods are more than a collection of houses or shops. Neighborhoods are places which we identify and understand. Each of us has a sense of place regarding our neighborhoods. These neighborhoods are not bound by lines on a map, but by each of our own personal definitions of place. We know when we enter our neighborhood and we know when we leave it. We each have a sense of its boundaries: where it begins and ends, how far our kids can wander before they our out of the neighborhood, how far we can walk and still know our neighbors.

Our individual neighborhoods connect with other neighborhoods. They connect via streets and sidewalks, but also by the ways in which our lives connect them. We take our kids to school or day-care in another neighborhood, we have an office across town, we shop in the Corridor. Each of these activities takes us through various neighborhoods, so that we become connected to the whole of Charlevoix.

In this fashion we are citizens of the City and residents of our neighborhoods. The neighborhood is our first level of geographic identity beyond the home, our first level of participation in the larger society. It is the place we have our Fourth of July barbecue, it is the street we canvas to support a school bond, its where we share our opinions of how the world is working.

In a rapidly changing world, our neighborhood is also the place where the world can move slower, Where we can count on things staying the same a little longer. We depend on a consistent experience in our neighborhoods so that they can be the place we come to rest at the end of the day.

We put tremendous effort into our homes. We paint them, landscape them, maintain them. This is done partly as good economic practice, since they are substantial investments. But we also place a responsibility on our houses. We expect our houses to be beautiful and to represent us to our neighbors and our community. Our houses become part of our identity in the neighborhood.

While our individual homes may be the expression of our personal goals and desires, the neighborhood becomes a collection of those expressions. We all know the reactions we have as we walk through various neighborhoods. We identify them, catalog them, remember them based on the initial visual experience we have. We like this neighborhood, but we don't really like that one. We base our reaction on the location, the noise of the freeway, the size of the trees and the character of the houses. We characterize our own neighborhood in the same way. We see it as a place.

As places, our neighborhoods become our identity in the community. We are concerned when one of our neighbors lets the paint peel or the weeds grow. We have an interest in how we, as a neighborhood, look and act. Just as when the weeds grow, we are concerned when a neighbor builds a large addition that looms over our yard or changes the character of our street. We worry that the neighborhood we love may be changing in ways that will diminish what we have.

The Problem

Charlevoix is a very desirable place to live for all of the reasons described above. But our greatest assets are also the basis of one of our potential problems. Because of that desirability, and the resulting property values, there is tremendous pressure placed on our neighborhoods to change. Some of that pressure comes from our own desire to have larger houses and more amenities. Some of that pressure comes from the tremendous economic opportunities in developing excessively large homes.

This has resulted in a tremendous amount of remodeling and reconstruction, a situation we all experience regularly. Existing homeowners have raised concerns that many of the new additions and recently constructed homes do not reflect the style and character which were the essence of their existing neighborhoods. Many of the new houses and additions are often considered disruptive because they do not blend with the scale, design, placement on the lot, landscaping and exterior materials employed in the existing older homes.

In conjunction, the diversity of style in the neighborhoods has made it difficult for individuals to clearly identify and define what is right or wrong about much of the construction that is occurring. Because it often took a two decades or more to build out the lots in a neighborhood, and the designers of many houses borrowed styles and incorporated design features from other periods, there are no standard design styles or characteristics which are intrinsic to each subdivision.

There are consistent elements shared by houses in a neighborhood, even by houses of distinctly different styles. These components include: setbacks from property lines, orientation to street (entry design, porches courtyards gardens), house size and shape (one story, two stories, split levels, plate height, roof pitch, use of balconies); external materials of houses (stucco, brick, shingle, sidings); garage patterns (attached, detached); and landscaping. These elements combine to give neighborhoods a distinct identity and character.

This complexity has made it difficult to simply draft a set of rules which would help conserve our neighborhoods. For this reason, the City of Charlevoix developed Architectural Design Guidelines in 2023/24 for Accessory Structures and Mixed Use Development and now initiated the Design Review Process for primary structures.

The need for design review of single-family homes in Charlevoix is driven by the existing variety among the city's single family residential neighborhoods. While built in different decades and under different circumstances, each neighborhood has its own scale and form, with its own unique location and orientation to the rest of the community. The future infill development of this valuable diversity which is the core of the community is to be conserved.

Purpose

To preserve the original and unique patterns of distinct neighborhoods through consistency of character in individual homes to allow protection for each homeowner's investment when future projects are initiated.

The Design Review Process and the Neighborhood Design Guidebook were created to help conserve the valuable character of our original neighborhoods. As neighborhoods change, there are a number of entities involved in making that change occur. There are homeowners, developers, designers and architects. There are contractors and city agencies and even lenders, all of whom affect what change actually occurs.

It is the goal of the Design Review process, and this Guidebook, to affect that change in a manner that is positive for our neighborhoods and our community.

We achieve that end by forming a collaborative process which allows the Applicant and the City to work together to achieve common goals. Those goals, supporting a vision of neighborhood conservation, form the basis of the Guidebook and include the following general premises.

- The neighborhood is a place, with a character and a boundary. It can be seen as a room. It is a setting for the houses, composed of the street width, trees, setbacks, and street configuration. It is also composed of the various characters of the original house which defined it. The Guidebook includes four General Components; including a pattern of driveways, garages, porches, building types and landscaping.
- The house is an object within that room, and, as such, has a role to play in further defining the character of that room. Where the original houses define the neighborhood, newer houses and additions should support that definition.
- Because of the diversity of architectural style within many neighborhoods, a neighborhood's architectural identity is based more on common patterns shared by all houses. These patterns include similarities in mass, scale, complexity of form, relationship to the street and to each other. The essential nature of the neighborhood is most often embodied by the

patterns shared between the original houses that formed that neighborhood.

- Neighborhood Conservation is dependent not only on appearance but on the various interfaces that occur within our neighborhoods. These may include the links between residential and commercial areas, auto oriented neighborhoods and people oriented neighborhoods, park and school centered neighborhoods and other elements which become the foundations for variety in our community.
- The city's residential areas are built out, the challenge of the future is managing residential infill development while preserving the diversity of the neighborhood, conserving the characteristics and even protecting the essence of Charlevoix.
- The Design Review process has been created to serve existing homeowners in their efforts to conserve the fabric of their community and neighborhood and to serve as a tool to assist designers in understanding their important role in this conservation effort.
- The Design Review process is a collaborative effort between the applicant and the City. It is recognized that a concise set of standards will not produce the diversity and responsiveness necessary to conserve our neighborhoods. This process is intended to supplement and enhance the Charlevoix Zoning Ordinance.

As each project that is built affects and shapes the neighborhood, each of us who initiates a project becomes one of the designers of our neighborhoods. A neighborhood with twenty houses may have twenty designers shaping it as a place. As such, it is important that we work together so that the resulting design, the neighborhood, is coherent and comprehensive.

Unlike a large project, however, many of the initial designers of our neighborhoods left us many years ago. Their legacy lives in the houses and streets and subdivisions they left behind. As designers of our neighborhoods, it is important that we respect the intentions of the original designers. We do this by looking at their work, supporting it and adding to it in ways that are harmonious.

About the Guidebook

The Neighborhood Design Guidebook is an important tool of the process described above. It is intended to be a resource for Applicants, Designers, Architects and Design Reviewers.

As a guidebook, it defines a number of "Components". Components are important areas of consideration when designing a building for Neighborhood Compatibility. Components may or may not apply to a particular application. These Components will be used in different ways on each project.

It is clearly understood that good neighborhoods, as well as good houses, don't come out of cookbooks. They grow out of the consideration of a wide range of needs. This guidebook is intended to express the needs of the neighborhood and the community.

The Guidebook includes four General Components:

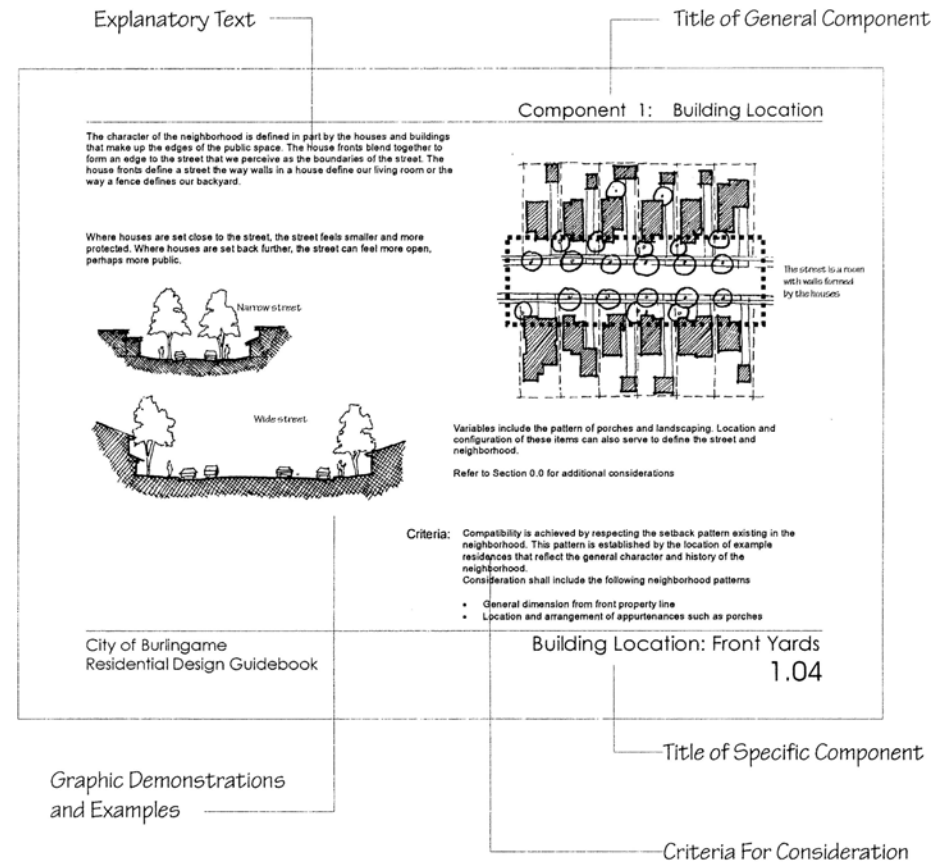
- **Neighborhood Compatibility**
- **Architectural Integrity**
- **Interface**
- **Landscaping and Site Design**

These components coincide with the structure of the Design Review Ordinance. Each General Component includes a number of Specific Components that address specific aspects of neighborhood design. These items are discussed briefly and supported with graphic demonstrations where appropriate.

Each component also includes a short list of Criteria by which a particular application can be measured.

This Guidebook is **not** intended to be an instructional manual on residential design. It is anticipated that each project will include competent designers who are well versed on such matters. This document is intended primarily to address specific neighborhood concerns and to lay the groundwork for positive communication regarding applications.

We hope it is helpful and beneficial to the community.



Typical Guidebook Page

Method

The Design Review Process was developed in response to the needs outlined in Appendix A. It is intended to be a positive exercise, one that engages the homeowners and their design professionals in the identification of the unique qualities of the neighborhood in which they are building. It seeks to assist in designing a home or addition that will both contribute to the neighborhood's character, respect the existing patterns that have been established, and serve the homeowners' personal needs.

The Design Review process is intended to be an integral part of the overall design process, not an "after-the -fact" review of a completed set of construction level drawings. As such, the Design Review process can be initiated early in the design phase of a project so that significant time is not added to the overall design process.

This Process will include several key steps and participants.

Steps

Which Projects Are Reviewed

Projects requiring Design Review include the following:

- Some First Story Additions
- Second Story Additions
- New Single Story Houses
- New Two Story Houses

To ensure consistent evaluation and enforcement of the design review guidelines, the Planning Commission and City Council have established a design review process to evaluate applications for such projects. The following steps are intended to be an overview of the typical process. Contact the Planning and Zoning Department for a detailed list of steps, application requirements and procedures.

Design

The first step in any project is the design of that project. It is anticipated that projects will be designed by persons capable of understanding functional needs and responding adequately to the desires of the homeowner.

This Guidebook is an important tool for the Design period of any project. Use of the Guidebook will become an effective way of achieving common ground early on and embodying the spirit of this Guidebook in the resulting design.

Application

Once the design has been completed, applications are submitted to the Planning Department. There are specific requirements for information to be included in the submittal. Please contact the Planning and Zoning Department staff for these submittal requirements.

An important element is the submittal of photographs showing neighboring residences. This should include photos of each house that makes up the neighborhood in which the application is proposed. Planning Staff will assist in determining which houses to include in the photograph submittal.

Upon submittal each project is plan-checked by staff to ensure consistency with zoning regulations. These plan check comments are provided to the applicant to make sure the project meets current regulations. This will include comments from other City Departments, such as Fire, Electric and Public Works.

Neighborhood Design Review

Once the application is determined to be complete, containing all of the required information, the project is scheduled for a Design Review Study meeting with the Planning Commission. The meeting is scheduled as a public hearing on the Commission's regular calendar so that neighbors may also comment on the design.

The Planning Commission will review the project for consistency with the Design Guidelines and the Neighborhood Design Guidebook. The Commission will provide comments to the applicant regarding any changes required to the design before it is brought back to the Commission for action.

If only minor changes are required in the design, the Planning Commission may recommend that the project be scheduled on the Commission's consent calendar for approval when the requested changes to the plans are made. If the project needs more revisions, the Commission may request that the item be scheduled on a regular action calendar so that the changes can be discussed at that meeting.

In some cases, the Commission will determine that the assistance of a Design Reviewer is required before the application is ready to be scheduled for action. The Commission will provide suggestions for revision and will direct the applicant and property owner to meet with the Design Reviewer.

The Design Reviewer reviews Commission's comments and the Design Guidelines, offers suggestions and discusses alternatives with the applicant and property owner on how these comments can be addressed in design revisions. This can be a positive exercise for applicants as it often improves the overall project.

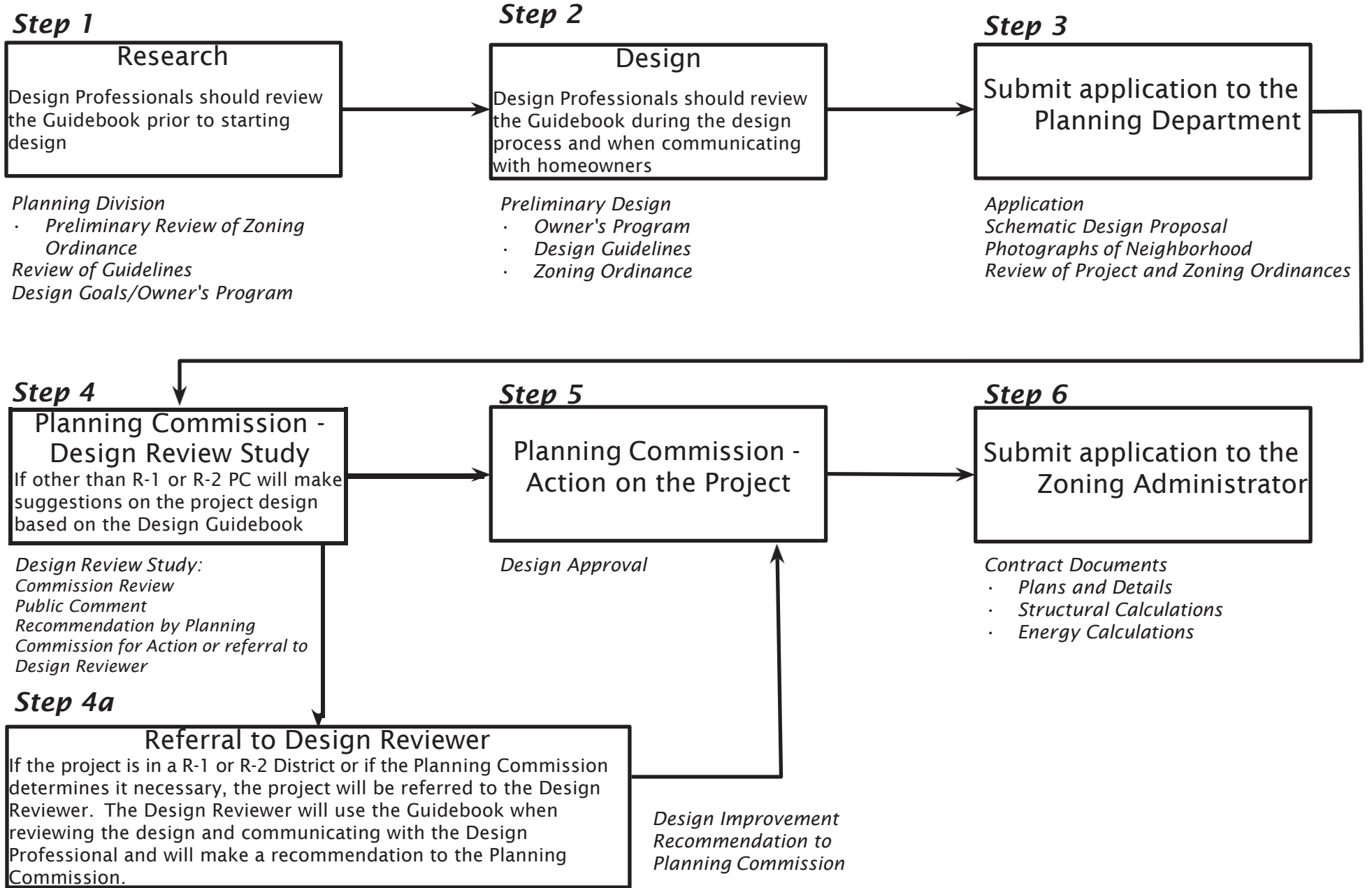
In these cases, it is not the responsibility of the Design Reviewer to design the project; they are required to evaluate the proposal for its fit into the neighborhood and if necessary, to provide some education and direction to the property owner and their designer or architect.

Once the Design Reviewer has reviewed the project, provided a written analysis and the necessary changes are made, the project is scheduled on the Planning Commission's regular action calendar.

It is the goal of the Neighborhood Design Guidelines to help the prospective developer or homeowner identify the components which will create the best fit in their particular neighborhood. By using these guidelines before developing the design proposal, the applicant can have a better understanding of the components of their neighborhood and the criteria by which their project will be evaluated and can incorporate them into their design early on. This can save the applicant a great deal of time in the review process with the Planning Commission and, if required, the Design Reviewer. It can also eliminate the need for extensive revisions which can be costly and frustrating.

Additions to existing residences are evaluated for consistency of the new construction with the architecture of the existing structure. The type, size and placement of windows, the roof pitches and materials, exterior and window finishes, the size and mass of the structure should all combine to retain the same architectural style as the existing residence. If an extensive remodel is proposed that will change the existing architectural or massing character of the house, the resulting project must balance as a uniform, cohesive project. Generally, the less apparent the transition between new and old, the better. It is also important to consider the impact of the new addition on the light, privacy and orientation of the existing neighbors' houses.

Construction of new houses and major second story additions must include a broader evaluation of the existing character of the whole block. A new house designed to incorporate the scale, mass, setback, external materials, entry style, garage location and landscape of adjacent houses will be better received than a house which introduces a style or character not represented within that block. The requirement to submit photographs of the existing houses along both sides of the block where the house or addition is proposed helps the projects owner, their architect/designer and the design review consultant to study and evaluate the existing style of houses and the important architectural features in structures and of the characteristics along that street. The new project should incorporate the dominant neighborhood characteristics and blend with the existing houses.



Recommended References

This Guidebook is not intended to be an instructional manual on residential design. It is anticipated that each project will include competent designers who are well versed in such matters. This document is intended primarily to address specific neighborhood concerns and to lay the groundwork for positive communication regarding applications.

In support of that goal, we have included a brief list of recommended resources for use by Homeowners and Design Professionals. There are a range of resources here that address larger neighborhood planning concepts as well as individual building design.

This list is provided in the spirit of cooperation and neighborhood participation. Our hope is to generate a deeper understanding of the importance of neighborhood conservation and low impact neighborhood design.

Styles and Components

The Visual Dictionary of American Domestic Architecture

Rachel Carley

Henry Holt & Company 1994

A thorough reference for identifying the parts, assemblies and terminology of a wide range of architectural styles.

A Field Guide to American Houses

Virginia and Lee McAlister

Alfred A. Knopf 1984

A guide to residential architectural styles.

A Field Guide to American Architecture

Carol Rifkind

Penguin 1980

Identifying American Architecture

John J. -G. Blumenson

W. W. Norton & Company 1981

A useful and compact guide to architectural styles and components.

Building Construction Illustrated

Francis D. K. Ching

With Cassandra Adams

Van Nostrand Reinhold 1991

An excellent guide for homeowners in understanding many of the components of construction or remodeling that you may be considering.

Residential Precedents

Houses By Mail

Katherine Cole Stevenson & H. Ward Jandl
The Preservation Press 1986

Craftsman Bungalows

59 Homes from The Craftsman
Edited by Gustav Stickley
Dover Publications 1988

The Shingle Style and The Stick Style

Vincent Scully, Jr.
Yale University Press 1955

Americas Favorite Homes

Robert Schweitzer & Michael W. R. Davis
Wayne University press 1990

Contemporary

Lesley Jackson
Phaidon 1994

Out On The Porch

Introduction by Reynolds Price
Algonquin Books of Chapel Hill 1992
A collection of writings on the value and character of the front porch.

The Place of Houses

Charles Moore, Gerald Allen, Donlyn Lyndon
Holt, Rinehart and Winston 1974

Planning and Neighborhood Development

From Frontier to Suburb

Alan Hynding
Star Publishing 1982
A good snapshot of Peninsula history

Streets And The Shaping of Towns And Cities

Michael Southworth & Eran Ben-Joseph
McGraw Hill 1997
The effect of street planning and standards on the character of neighborhoods.

The New Urbanism

Peter Katz
McGraw Hill 1994

Seaside

Making a Town in America

Edited by David Mohoney and Keller Easterling
Princeton Architectural Press 1991

America Restored

Carol M. Highsmith and Ted Landphair
The Preservation Press 1994

A Pattern Language

Christopher Alexander, Sara Ishikawa,
and Murray Silverstein
Oxford University Press 1977



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

Permits Issued in 2025

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

<u>By month</u>	<u>By type</u>	<u>Month</u>	<u>Year</u>
January9	Banner permits	1	57
February0	Fence permits	0	9
March13	Sidewalk café/use	1	16
April.....12	Sign	1	8
May.....19	Zoning	7	30
June.....24	Use		1
July.....11	<u>Parcel Division</u>	1	2
August.....15	Single-family	7	7
September6	ADU	0	1
October.....12	Multi-family	0	6
November			
December			

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

	M	Y
Central Business District (CBD)	0	6
Commercial Mixed (CM)	0	3
General Commercial (GC)	1	5
Industrial	0	1
Marine Commercial (MC)	0	1
Residential Private Club (PC)	1	0
Public Facilities	0	1
R-1	1	11
R-2	4	23
Other (LD, Café, Use)	0	15

Level A Site Plan Administrative Review

None

Variations to Zoning Board of Appeals

None

Other activities

Two variance requests were considered by the ZBA in October.

- A side yard variance to build a shared garage at 403 and 405 Antrim Street. *The request was conditionally approved to allow garage(s) to be built along the property line with a shared wall*