



**Agenda**  
**City of Charlevoix City Council Regular Meeting**  
**Monday, January 5, 2026 - 6:00 PM**  
**Council Chambers, 210 State Street, Charlevoix, MI**

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- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
  - A. Northside Trail Development Update  
Chris Powell- PE OHM Advisors
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
  - A. City Council Meeting Minutes — December 15, 2025
  - B. Accounts Payable and Payroll Check Registers
  - C. Ladder Truck Repair Invoices:\$103,379.85
  - D. Planning Commission Resignation—Toni Felter
- 6. Public Hearings and Actions Requiring Public Hearings**
  - A. Set Public Hearing: Zoning Ordinance Amendments Section 153.116 Accessory Buildings and Uses  
Jonathan Scheel, Director of Planning & Zoning
  - B. Set Public Hearing: Zoning Ordinance Amendments Section 153.118 and Section 153.160 Residential Raised Decks  
Jonathan Scheel, Director of Planning & Zoning
  - C. Set Public Hearing: Zoning Ordinance Amendment Section 153.171 Landscaping  
Jonathan Scheel, Director of Planning & Zoning
  - D. Set Public Hearing: Zoning Ordinance Amendment Adding Section Mixed Use  
Jonathan Scheel, Director of Planning & Zoning
  - E. Set Public Hearing: Amend Chapter 70 Traffic Code  
Jill McDonnell, Chief of Police
- 7. All Other Actions and Requests**
  - A. Budget Policy for Supporting Special Events  
Mark Heydlauff, City Manager
  - B. Council Appointment  
Phil Parr

3rd Ward Council Member

**8. Reports and Communications**

- A. Public Comment
- B. City Manager's Comments
- C. Mayor and Council Comments

**9. Other Council Business**

**10. Adjourn**

**Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email [clerk@charlevoixmi.gov](mailto: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 City Council

## Presentations

**Title:** Northside Trail Development Update

**Date:** January 5, 2026

**Presented By:** Chris Powell- PE OHM Advisors

### **Background:**

Several years ago, the City undertook an effort to extend the Northern Michigan Wheelway into Charlevoix by linking it from its current terminus at Waller Road and US 31 to extend it down Waller Road to connect to Division Street around the golf course. Since this effort was undertaken, the route of the proposed trail has changed in its relation to the golf course. You'll find a revised schematic and related documents included.

Chris Powell of OHM Advisors has been overseeing the project. He and his firm successfully applied for an MDOT Transportation Alternatives Grant for this project. We have also received some funding from the Top of Michigan Trails Council as this project connects the wheel way toward in their broader goal of linking to the Traverse Area Regional Trail network.

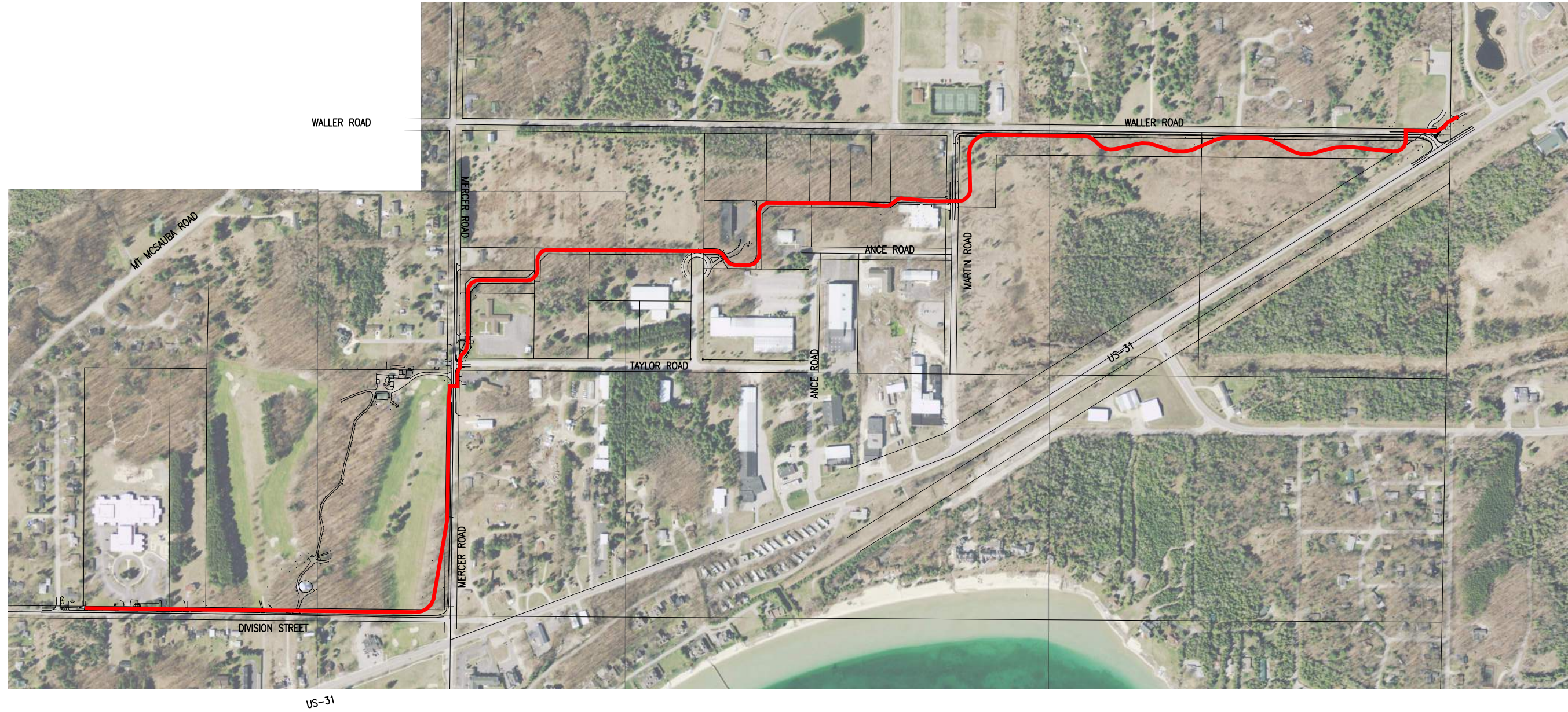
This will obviously have some benefits for added recreation for various users but it will come with long-term costs and responsibilities for maintenance as well as the final obligation for construction costs. We set aside \$250,000 several years ago in a fund for the Northside Trail but this money is intended just as a match for the MDOT grant money for construction.

### **Recommendation:**

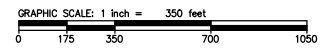
### **Attachments:**

1. Trail Plans
2. Trail Construction Cost Estimate

DRAWING PATH: P:\7800\_7898\782120010\_TCMTC\_LTW\_Is\_ChrConnector\_TrafficDrawings\CivilPlans\_Constr\20010CON\_Overview.dwg Jan 19, 2024 - 5:22pm



# CITY OF CHARLEVOIX PROPOSED TRAIL ALIGNMENT



REVISIONS

DATE	PROJ NUMBER	ENG	PROJ MGR	CADD	COUNTY	MUNICIPALITY
02/1/2020	781-S-0010	LCP	LCP	JSP	CHARLEVOIX	CHARLEVOIX

TOP OF MICHIGAN TRAILS COUNCIL  
 LTW TO DOWNTOWN CHARLEVOIX CONNECTOR TRAIL  
 PROPOSED TRAIL ALIGNMENT

SHEET  
 1  
 OF 1

COPYRIGHT 2020 OHM ALL DRAWINGS AND WRITTEN MATERIALS APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF OHM AND THE SAME MAY NOT BE DUPLICATED, DISTRIBUTED, OR DISCLOSED WITHOUT PRIOR WRITTEN CONSENT OF OHM

**GENERAL NOTES**

1. THE PROPOSED IMPROVEMENTS COVERED BY THESE PLANS HAVE BEEN PREPARED IN ACCORDANCE WITH AASHTO "GUIDE FOR THE DEVELOPMENT OF BICYCLE FACILITIES, 2012, FOURTH EDITION".
2. ALL PORTIONS OF THE TRAIL MUST COMPLY WITH AMERICANS WITH DISABILITIES ACT STANDARDS.
3. UNLESS OTHERWISE INDICATED, ALL MATERIALS AND WORKMANSHIP MUST MEET THE MINIMUM REQUIREMENTS OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION 2020 STANDARD SPECIFICATIONS FOR CONSTRUCTION.
4. THE CONTRACTOR MUST MAINTAIN TRAFFIC DURING CONSTRUCTION, IN ACCORDANCE WITH CONTRACT SPECIAL PROVISIONS AND THE 2011 MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, AS REVISED, AND AS DIRECTED BY THE ENGINEER.
5. TO PROTECT OF UNDERGROUND UTILITIES IN CONFORMANCE WITH PUBLIC ACT 174, 2013, THE CONTRACTOR SHALL DIAL 1-800-482-7171 AT LEAST THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS, PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" ALERT SYSTEM.
6. THE PROPOSED TRAIL CENTER LINE PROFILE IS APPROXIMATE AND IS INCLUDED FOR REFERENCE ONLY. CONTRACTOR IS TO CONSTRUCT THE PATH TO A SMOOTH PROFILE THAT GENERALLY FOLLOWS THE EXISTING GROUND, PER THE TYPICAL SECTIONS.
7. PROPOSED TRAIL ALIGNMENT DATA IS NOT INCLUDED IN THE PLAN DOCUMENTS. ALIGNMENT DATA WILL BE PROVIDED ELECTRONICALLY PRIOR TO CONSTRUCTION AND CONSTRUCTION STAKING WILL BE PROVIDED BY THE ENGINEER.

**MDOT STANDARD PLANS**

1. WHERE THE FOLLOWING ITEMS ARE CALLED FOR ON THE PLANS, THEY ARE TO BE CONSTRUCTED ACCORDING TO THE MDOT STANDARD PLAN OR SPECIAL DETAIL LISTED BELOW UNLESS OTHERWISE INDICATED.

CURB RAMP AND DETECTABLE WARNING DETAILS	R-28-K*
DRIVEWAY OPENINGS & APPROACHES, AND CONCRETE SIDEWALKS	R-29-J*
CONCRETE CURB AND CONCRETE CURB & GUTTER	R-30-G
UTILITY TRENCHES	R-83-C
PRECAST CONCRETE END SECTION FOR PIPE CULVERT	R-86-F
STEEL END SECTION	R-88-E*
SOIL EROSION & SEDIMENTATION CONTROL MEASURES	R-96-E
SEEDING AND TREE PLANTING	R-100-I*

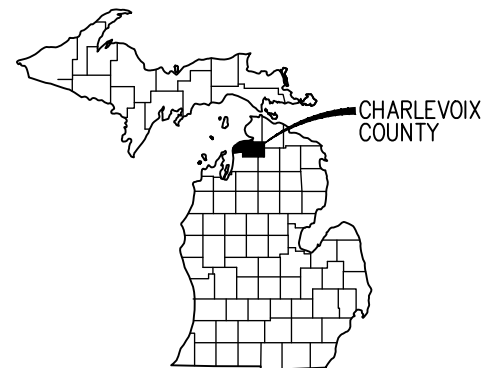
\*DENOTES SPECIAL DETAIL

**MDOT TRAFFIC & SAFETY STANDARD PLANS**

1. WHERE THE FOLLOWING ITEMS ARE CALLED FOR ON THE PLANS, THEY ARE TO BE CONSTRUCTED ACCORDING TO THE STANDARD PLAN GIVEN BELOW OPPOSITE EACH ITEM UNLESS OTHERWISE INDICATED.

GROUND DRIVEN SIGN SUPPORTS FOR TEMP SIGNS	WZD-100-A (SPECIAL DETAIL)
TEMPORARY TRAFFIC CONTROL DEVICES	WZD-125-E (SPECIAL DETAIL)
LONGITUDINAL LINE TYPES & PLACEMENT	PAVE-905-E
INTERSECTION, STOP BAR & CROSSWALK MARKINGS	PAVE-945-D

2. ALL PERMANENT PAVEMENT MARKINGS, SHAPES AND DIMENSIONS SHALL CONFORM WITH MDOT PAVEMENT MARKING TYPICALS PAVE-900 THRU 985 SERIES.



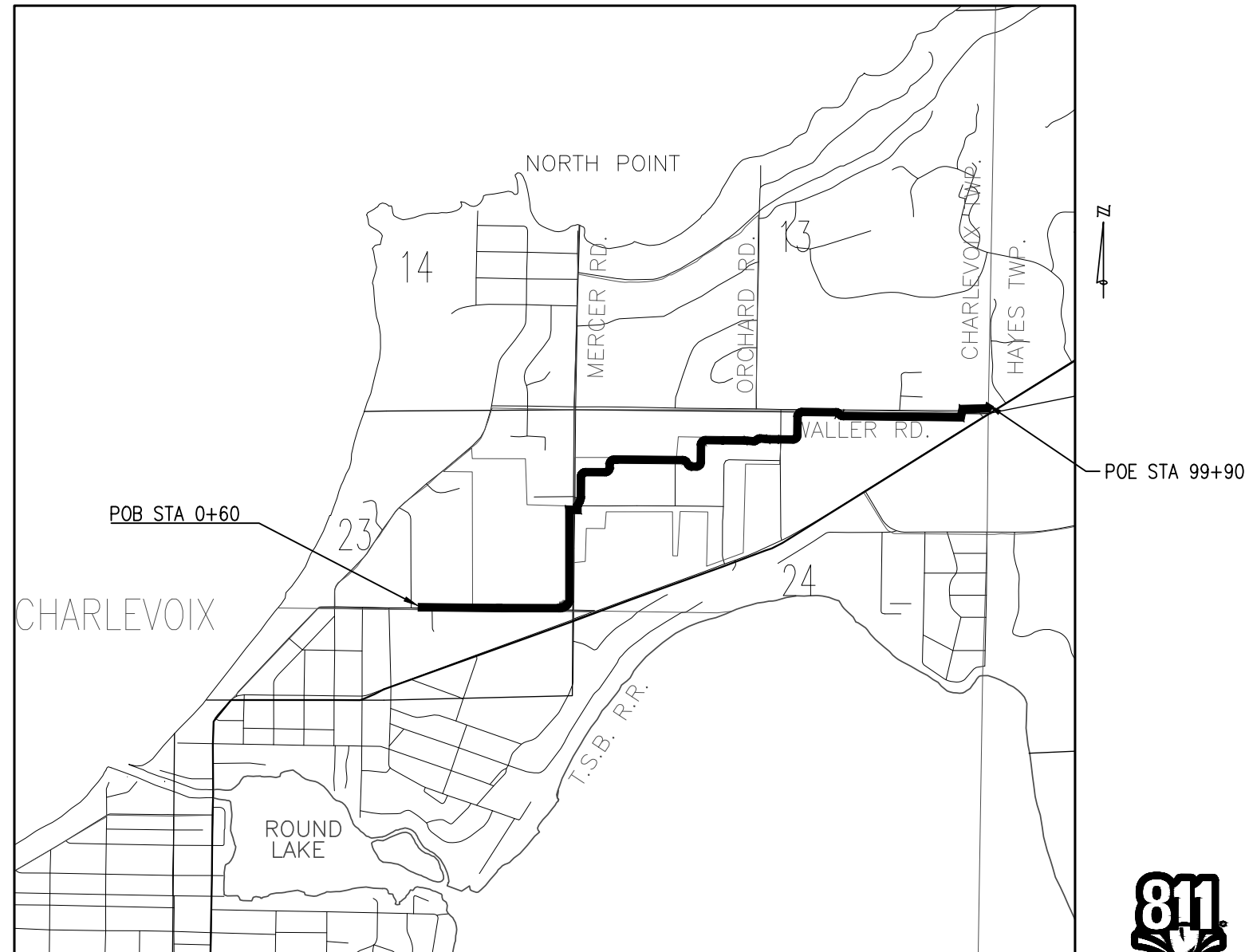
# CITY OF CHARLEVOIX

IN COOPERATION WITH  
MICHIGAN DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

## PLANS OF PROPOSED NON-MOTORIZED TRAIL LITTLE TRAVERSE WHEELWAY EXTENSION

CONTROL SECTION: 15000      JOB NO: 216999


INDEX OF SHEETS	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	LEGEND SHEET
3	GENERAL NOTE SHEET
4	TYPICAL SECTIONS
5-7	MISCELLANEOUS DETAILS
8-22	PLAN & PROFILE SHEETS



**LOCATION MAP**  
N.T.S.



Know what's below.  
Call before you dig.

CONTRACT FOR: 1.90 MILES OF SHARED USE PATH CONSTRUCTION	
CITY OF CHARLEVOIX	
MANAGER	DATE
	
<small>Advancing Communities 300 East Mitchell St., Suite 2 Petoskey, MI 49770 P (231) 344-1150</small>	
PREPARED UNDER THE SUPERVISION OF:	
<u>6201070383</u> Registration No.	
CHRISTOPHER R. POWELL, P.E.	Date
REVISIONS	
PROJECT NO. 7747210010	SHEET NO. 1 OF 22



## GENERAL PROJECT NOTES

THIS PROJECT SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) 2020 STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION EXCEPT AS NOTED HEREIN AND IN THE PROPOSAL BOOK.

LIMITATIONS ON PRIVATE WORK: DURING CONSTRUCTION OPERATIONS, THE CONTRACTOR SHALL NOT PERFORM WORK BY PRIVATE AGREEMENT WITH PROPERTY OWNERS ADJACENT TO THE PROJECT. WORK MAY BE ALLOWED WHEN REQUESTED BY LOCAL MUNICIPALITIES, BUT ONLY WITH THE WRITTEN CONSENT OF THE ENGINEER.

THE CONTRACTOR SHALL CONDUCT THEIR OPERATIONS IN SUCH A MANNER TO COMPLY WITH ALL FEDERAL, STATE, AND LOCAL CODES FOR NOISE LEVELS, VIBRATIONS, OR ANY OTHER RESTRICTIONS WHILE REMOVING PAVEMENT OR FOR ANY OTHER CONSTRUCTION OPERATIONS WITHIN THIS CONTRACT TO BE INCLUDED IN THE RESPECTIVE ITEM OF WORK.

THE CONTRACTOR SHALL NOT ENTER UPON PRIVATE PROPERTY FOR ANY PURPOSE WITHOUT OBTAINING WRITTEN PERMISSION, AND CONTRACTOR SHALL BE RESPONSIBLE FOR PRESERVATION OF ALL PUBLIC PROPERTY, TREES, MONUMENTS, ETC. ALONG AND ADJACENT TO THE STREET AND/OR RIGHT OF WAY, AND SHALL USE EVERY PRECAUTION NECESSARY TO PREVENT DAMAGE OR INJURY THERETO. CONTRACTOR SHALL USE SUITABLE PRECAUTIONS TO PREVENT DAMAGE TO PIPES, CONDUITS, AND OTHER UNDERGROUND STRUCTURES AND SHALL PROTECT CAREFULLY FROM DISTURBANCE OR DAMAGE ALL MONUMENTS AND PROPERTY MARKERS UNTIL THE ENGINEER OR AUTHORIZED AGENT HAS WITNESSED OR OTHERWISE REFERENCED THEIR LOCATION AND SHALL NOT REMOVE THEM UNTIL DIRECTED.

THE CONTRACTOR SHALL BE REQUIRED TO NOTIFY THE LOCAL FIRE AND POLICE DEPARTMENTS 24 HOURS IN ADVANCE OF PROPOSED ROAD CLOSURES.

THE CONTRACTOR AND/OR THEIR SUBCONTRACTOR SHALL NOTIFY "MISS DIG", LOCAL SEWER, FIRE AND POLICE DEPARTMENTS 72 HOURS PRIOR TO THE BEGINNING OF CONSTRUCTION.

PATH CROSS SLOPE SHALL NOT EXCEED 1:48. RUNNING SLOPE SHALL NOT EXCEED 1:20. MATCH ROAD RUNNING SLOPE IF GREATER THAN 1:20.

PROTECT ALL EXISTING TREES, DRIVES, FENCES, AND OTHER APPURTENANCES UNLESS SPECIFICALLY APPROVED FOR REMOVAL. ANY SUCH ITEMS DAMAGED DURING CONSTRUCTION SHALL BE REPAIRED OR REPLACED AND THE COST SHALL BE BORNE BY THE CONTRACTOR.

DISPOSE OF EXCESS MATERIAL IN ACCORDANCE WITH SECTION 205 OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION.

## MAINTAINING TRAFFIC/TRAFFIC CONTROL

THE CONSTRUCTION INFLUENCE AREA (CIA) SHALL CONSIST OF THE WIDTH OF THE PROPOSED RIGHT-OF-WAY FROM THE PROJECT POINT OF BEGINNING TO THE POINT OF ENDING AND A SUFFICIENT DISTANCE BEFORE AND AFTER THE PROJECT TO WARN MOTORISTS OF THE CONSTRUCTION AHEAD.

THE CONTRACTOR SHALL CONDUCT OPERATIONS IN SUCH A MANNER THAT LOCAL TRAFFIC AND EMERGENCY VEHICLES SHALL HAVE ACCESS WITHIN THE PROJECT AT ALL TIMES IN A MANNER APPROVED BY THE ENGINEER. THIS SHALL BE INCLUDED IN THE COST OF THE PROJECT.

AS DIRECTED BY THE ENGINEER, AGGREGATE TO MAINTAIN TRAFFIC ALONG THE PROJECT, DRIVEWAYS, AND STREET APPROACHES WILL BE PAID FOR AS Maintenance Gravel.

## PAVEMENT REMOVAL QUANTITIES

PAVEMENT REMOVAL AS SHOWN ON THE PLANS WILL BE AT THE DISCRETION OF THE ENGINEER. IF IN THEIR JUDGEMENT, AREAS OF PAVEMENT MAY BE LEFT IN PLACE, OR ADDITIONAL AREAS ADDED TO PROVIDE THE PROPER CROSS-SECTION AND BASE, CHANGES WILL BE MADE TO THE QUANTITIES AND PAID AT CONTRACT UNIT PRICE.

## PAVING

CONSTRUCTION JOINTS AT EXISTING SURFACES SHALL BE BUTT JOINTS. FEATHERED JOINTS WILL NOT BE ALLOWED. COST FOR PERFORMING THIS WORK IS INCLUDED IN OTHER HMA PAY ITEMS.

## REPLACING AND ADJUSTING MONUMENT BOXES

ALL GOVERNMENT CORNERS ON THIS PROJECT SHALL BE PRESERVED WHETHER SHOWN OR NOT. IT MAY BE NECESSARY TO PLACE OR ADJUST MONUMENT BOXES AS REQUIRED. WORK FOR ADJUSTING, REPLACING AND/OR PLACING NEW MONUMENTS SHALL BE COMPLETED IN ACCORDANCE WITH MDOT 2020 STANDARD SPECIFICATIONS FOR CONSTRUCTION, INCLUDE ITEM AND WILL BE PAID FOR BY THE ASSOCIATED CONTRACT ITEM.

## PROPOSED SIGN LOCATIONS

PROPOSED SIGN LOCATIONS ARE SHOWN ON THE PLANS AS APPROXIMATE LOCATIONS ONLY. ACTUAL SIGN LOCATIONS WILL BE DETERMINED AND STAKED BY THE ENGINEER PRIOR TO PLACEMENT. CONTRACTOR SHALL NOTIFY ENGINEER PRIOR TO SIGN INSTALLATION OPERATIONS TO ASSURE PROPOSED LOCATIONS HAVE BEEN STAKED.

## SAWCUTTING

PAYMENT FOR SAWCUTTING REQUIRED THROUGHOUT THIS PROJECT SHALL BE INCLUDED IN REMOVAL ITEMS AND WILL NOT BE PAID FOR SEPARATELY.

## CULVERT NOTES

WHEN END SECTIONS ARE SHOWN ON CULVERTS AND SEWER STUBS; STATION, OFFSET, AND INVERTS ARE GIVEN AT END SECTION UP. THE CALL OUT FOR PIPE LENGTH AND PIPE GRADE ON PLAN OR PROFILE INCLUDES THE LENGTH OF THE END SECTION PER MDOT STANDARD PLANS. HOWEVER, ACTUAL PIPE PAY LENGTH SHALL DEDUCT THE "L" LENGTH OF THE END SECTION IN ACCORDANCE WITH MDOT STANDARD PLANS R-88 SERIES FOR STEEL END SECTION OR THE "D" LENGTH OF END SECTION IN ACCORDANCE WITH MDOT STANDARD PLAN R-86 SERIES FOR PRECAST CONCRETE END SECTION FOR PIPE CULVERT.

## UTILITIES

FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 174, 2013, THE CONTRACTOR SHALL DIAL 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" ALERT SYSTEM.

THE FOLLOWING UTILITY COMPANIES HAVE FACILITIES WITHIN THE PROJECT LIMITS:

- DTE ENERGY – NAT. GAS  
MATT LOGAN  
1250 MICHCON LANE  
KALKASKA, MI 49646  
231.258.3785
- CITY OF CHARLEVOIX – ELEC, WATER, & SEWER  
JOHN GRIFFITH – ELECTRIC  
PAT ELLIOTT – WATER & SEWER  
210 STATE STREET  
CHARLEVOIX, MI 49720  
231.547.3273
- CHARTER COMMUNICATIONS – TELECOM  
PATRICK DELISI  
1392 TRADE CENTER DR  
TRAVERSE CITY, MI 49696  
810.247.3899
- AT&T – TELECOM  
LINDA DENNISUK  
54 N MILL ST, 4TH FLOOR  
PONTIAC, MI 48342  
248.456.8256
- CONSUMERS ENERGY – ELECTRIC  
KURT GOLDING  
530 W WILLOW ST  
LANSING, MI 48906  
517-374-2002
- CHARLEVOIX TOWNSHIP – WATER & SANITARY  
AARON NORDMAN  
12491 WALLER RD  
CHARLEVOIX, MI 49720  
231-675-3473
- EVERSTREAM – TELECOM  
BRIAN KUNTER  
3950 SPARKS DR SE  
GRAND RAPIDS, MI 49546  
616-608-8945

THE UTILITY LOCATIONS AS HEREON SHOWN ARE BASED ON FIELD OBSERVATIONS AND A CAREFUL REVIEW OF MUNICIPAL AND UTILITY RECORDS. HOWEVER, IT IS NOT POSSIBLE TO DETERMINE THE PRECISE SIZE, LOCATION, DEPTH, PRESSURE, OR ANY OTHER CHARACTERISTICS OF UNDERGROUND UTILITIES, TANKS OR SEPTIC FIELDS WITHOUT EXCAVATION. THEREFORE, WE CANNOT GUARANTEE THE ACCURACY OF COMPLETENESS OF THE BURIED UTILITY INFORMATION HEREON SHOWN. THE CONTRACTOR SHALL CALL MISS DIG (1-800-482-7171) A MINIMUM OF THREE WORKING DAYS PRIOR TO ANY EXCAVATION. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THESE UTILITY LOCATIONS PRIOR TO CONSTRUCTION AND MAKE EVERY EFFORT TO PROTECT AND/OR RELOCATE THEM AS REQUIRED. THE CONTRACTOR SHALL NOTIFY THE ENGINEER/SURVEYOR AS SOON AS POSSIBLE IN THE EVENT A DISCREPANCY IS FOUND.

THE UTILITIES AND THEIR LOCATIONS ARE SHOWN ON THE PLANS ARE DEEMED ACCURATE BUT NOT GUARANTEED. THE CONTRACTOR SHALL CALL MISS DIG 3 WORKING DAYS BEFORE BEGINNING WORK.

GAS FACILITIES SHALL BE PROTECTED AND SUPPORTED PER THE FACILITIES OWNER STANDARDS.

THE CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGE TO EXISTING UTILITIES.

THE CONTRACTOR SHALL BE AWARE OF AND USE CAUTION WHEN WORKING NEAR UNDERGROUND OR OVERHEAD LINES OF ALL UTILITIES WITHIN THE PROJECT AREA.

## TURF ESTABLISHMENT:

TOPSOIL SHALL BE LOOSE AND BLACK IN COLOR AND MAY BE EITHER FURNISHED FROM AN OFFSITE LOCATION OR SALVAGED FROM THE PROJECT SITE, PROVIDED IT MEETS THE NECESSARY REQUIREMENTS. THE MATERIAL SHALL BE FREE FROM SOD STONES OR ROCKS GREATER THAN 0.25 INCHES, ROOTS, PLANTS, CLAY LUMPS, WEED STALKS, CLOUDS, DEBRIS, OR OTHER CONTAMINANTS AS DETERMINED BY THE ENGINEER. SEE SLOPE RESTORATION, NON-FREEWAY SPECIAL PROVISION FOR ADDITIONAL REQUIREMENTS.

PROVIDE AND APPLY WATER TO TURF ESTABLISHMENT AREAS AT THE REQUIRED RATES AS SPECIFIED IN SECTION 816.03.J OF THE 2020 STANDARD SPECIFICATIONS FOR CONSTRUCTION. WATER REQUIRED FOR ESTABLISHING TURF SHALL BE INCLUDED IN THE COST OF SLOPE RESTORATION, NON-FREEWAY, TYPE \_ (SYD). WATER REQUIRED FOR COMPACTION SHALL BE INCLUDED IN THE COST OF EARTHWORK PAY ITEMS.

TURF ESTABLISHMENT ITEMS SHALL BE PLACED ADJACENT TO SHOULDERS AT A DEPTH BELOW THE EDGE OF PAVEMENT TO ALLOW ROADWAY SURFACE WATER TO UNIFORMLY SHEET FLOW TO DITCHES.

ALL AREAS DISTURBED BY THE CONTRACTOR AND SUBCONTRACTORS BEYOND THE SLOPE STAKE LINE (SSL) (I.E. THE GRADING LIMIT LINE) SHALL BE SODDED OR SEEDED AS SPECIFIED OR DIRECTED BY THE ENGINEER. NO ADDITIONAL PAYMENT OR COMPENSATION WILL BE MADE FOR THIS ACTIVITY.

## SESC GENERAL NOTES

ALL SOIL EROSION AND SEDIMENTATION CONTROL (SESC) ITEMS SHALL BE IN ACCORDANCE WITH MDOT 2020 STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE MDOT SOIL EROSION AND SEDIMENTATION CONTROL MANUAL. IN ADDITION, THE CONTRACTOR SHALL FOLLOW ANY LOCAL SESC RULES AND REGULATIONS, ALONG WITH GTCRC'S NOTICE TO BIDDERS, CONTRACTOR MATERIAL DISPOSAL NOTICE AND FORM FOR ALL MATERIALS THAT ARE DISPOSED OF OFF THE PROJECT SITE.

SEDIMENTATION FROM EROSIONS OF THE WORK SITE SHALL BE CONTAINED ON SITE AND NOT ALLOWED TO COLLECT IN ANY ADJACENT AREAS OR IN WATERWAYS. WATERWAYS INCLUDE BOTH NATURAL AND MAN-MADE OPEN DITCHES, STREAMS, STORM DRAINS, LAKES, PONDS AND WETLANDS. THE CONTRACTOR SHALL CONDUCT WORK IN A MANNER SUCH THAT ALL SOIL, FUELS, OILS, BITUMINOUS MATERIALS, CHEMICALS, SANITARY SEWAGE, AND OTHER HARMFUL MATERIALS, RESULTING FROM THE CONSTRUCTION OF THE PROJECT, ARE CONFINED WITHIN PROJECT LIMITS AND PREVENTED FROM ENTERING WATERCOURSES, RIVERS, LAKES, RESERVOIRS, OR GROUND WATER.

STAGE THE WORK AS SHOWN IN PLANS OR DIRECTED BY THE ENGINEER TO ENSURE PROGRESSIVE STABILIZATION OF DISTURBED EARTH. THE CONTRACTOR SHALL PRESERVE NATURAL VEGETATION AS MUCH AS POSSIBLE AND CONDUCT HIS OPERATIONS IN SUCH A MANNER AS TO MINIMIZE THE AREAS LEFT BARREN DURING CONSTRUCTION. THE CONTRACTOR WILL ONLY BE ALLOWED TO DISTURB ONLY THOSE AREAS ABSOLUTELY REQUIRED FOR THE CONSTRUCTION OF THE PROJECT THAT ARE WITHIN THE GRADING LIMITS. AREAS OUT SIDE THE GRADING LIMITS MUST BE RESTORED AND WILL NOT BE PAID FOR SEPARATELY.

THE CONTRACTOR SHALL INSPECT SESC MEASURES DAILY TO ENSURE THEIR EFFECTIVENESS AND WHEN NECESSARY, IMMEDIATELY REPAIR OR INSTALL ADDITIONAL CONTROLS. THE CONTRACTOR SHALL REMOVE SEDIMENT COLLECTED IN CULVERTS AND SUMPS OF ALL DRAINAGE STRUCTURES CONSTRUCTED WITH THE PROJECT WHEN SUCH SEDIMENT EXCEEDS HALF OF THE SUMP DEPTH OR CULVERT DIAMETER. THE ENGINEER WILL INSPECT CULVERTS, SUMPS, AND ALL SESC ITEMS AFTER STORMS AND DIRECT THE CONTRACTOR TO CLEANOUT CULVERTS, SUMPS, AND ALL SESC ITEMS. CLEARING CULVERTS AND SUMPS FOR SEDIMENTATION CONTROL IS CONSIDERED MAINTENANCE AND WILL NOT BE PAID FOR SEPARATELY.

ALL TEMPORARY SESC DEVICES SHALL BE PERIODICALLY MAINTAINED AND CLEANED OF ALL ACCUMULATED SEDIMENT TO ENSURE THEY REMAIN OPERATIONAL UNTIL ALL DISRUPTED AREAS ARE PERMANENTLY STABILIZED, AT WHICH TIME, THEY SHALL BE REMOVED.

PERMANENT SESC MEASURES FOR ANY DISTURBED AREA SHALL BE COMPLETED WITHIN FIVE DAYS AFTER FINAL GRADING OF THE SECTION OR ANY PORTION THEREOF. THE CONTRACTOR WILL MAINTAIN AND REPAIR PERMANENT RESTORATION ITEMS UNTIL FINAL ROAD ACCEPTANCE.

ALL AREAS TEMPORARILY STABILIZED DURING THE NON-GROWING SEASON SHALL BE PERMANENTLY STABILIZED IMMEDIATELY FOLLOWING THE COMMENCEMENT OF THE NEXT PLANTING SEASON. ALL STRAW OR HAY MULCH SHALL BE REMOVED OR DEEPLY INCORPORATED INTO THE SOIL BEFORE PROVIDING PERMANENT STABILIZATION. DORMANT SEEDING IS ALSO RECOMMENDED FOR EARLY SPRING GROWTH.

IN ADDITION TO SESC MEASURES, CONSTRUCT BARRIERS TO PROTECT CRITICAL EROSION AREAS AND TO PREVENT UNWANTED ACCESS BY VEHICLES, EQUIPMENT, AND PEDESTRIANS. POTENTIAL AREAS THAT MAY NEED BARRIERS ARE HIGHLY ERODIBLE AREAS SUCH AS, TREE CANOPIES, SEDIMENT AND RETENTION PONDS, COFFERDAMS, BARREN LAND, AND SLOPES GRATER THAN 1:3.

IF RUNOFF OCCURS FROM SOIL STOCKPILES, SEDIMENT CONTROL FENCING WILL BE PLACED AT THE BASE OF THE STOCKPILE TO RETAIN SOIL, OR AS DIRECTED BY THE ENGINEER.

MINIMIZE DUST AND THE TRACKING OF LOOSE MATERIALS FROM THE CONSTRUCTION WORK SITE ONTO PUBLIC ROADWAYS AND INTO THE WATERS OF THE STATE. ANY MATERIALS TRACKED ONTO PUBLIC ROADWAYS SHALL BE REMOVED AS SOON AS POSSIBLE AS FOLLOWED AND PAID FOR IN THE PAVEMENT CLEANING SPECIAL PROVISION.

CONSTRUCT CHECK DAMS IN DITCHES IMMEDIATELY AFTER DITCHING, AS SHOWN ON THE PLANS OR AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL MAINTAIN THE CHECK DAMS DURING THE CONSTRUCTION OF THE PROJECT, INCLUDING THE TOTAL REMOVAL AND DISPOSAL OF COLLECTED SEDIMENT UPON COMPLETION OF THE PROJECT. REMOVE CHECK DAM AFTER PERMANENT VEGETATION IS ESTABLISHED.

FOR FINAL PROJECT ACCEPTANCE AND SESC PERMIT CLOSING, THE REMOVAL OF TEMPORARY SESC MEASURES, CONSTRUCTION OF PERMANENT SESC MEASURES, AND 90 PERCENT VEGETATIVE GROWTH ON DISTURBED AREAS ARE REQUIRED. IN ADDITION, PAVEMENT, DITCHES, GUTTERS, CATCH BASINS, AND STORM SEWERS MUST BE FREE OF ACCUMULATED SEDIMENT.

SLOPE RESTORATION, NON-FREEWAY, TYPE \_ IS THE RESPONSIBILITY OF THE CONTRACTOR AS SPECIFIED IN THE SPECIAL PROVISION. ALL AREAS DISTURBED BY THE CONTRACTOR AND SUBCONTRACTORS BEYOND THE SLOPE STAKE LINE (SSL) SHALL BE RESTORED. NO ADDITIONAL PAYMENT OR COMPENSATION WILL BE MADE FOR THIS ACTIVITY.

MEASUREMENT AND PAYMENT:

A. PAYMENT FOR THE SESC ITEMS WILL INCLUDE FURNISHING, PLACING, MAINTAINING AND REMOVING THESE ITEMS AS REQUIRED, IN ACCORDANCE WITH THE DETAILS SHOWN ON THE PLANS OR AS SPECIFIED. MAINTENANCE OR REMOVAL OF THE TEMPORARY SESC ITEMS WILL NOT BE PAID FOR SEPARATELY.

B. REMOVAL AND DISPOSAL OF ACCUMULATED SEDIMENT OR DEBRIS WILL NOT BE PAID FOR SEPARATELY.

## SEQUENCE OF CONSTRUCTION FOR SOIL EROSION AND SEDIMENTATION CONTROL:

- REMOVE TREES AND CLEAR PRIOR TO INSTALLING SOIL EROSION AND SEDIMENTATION CONTROL (SESC) ITEMS.
- INSTALL TEMPORARY SESC ITEMS.
- PRIOR TO GRUBBING, STRIPING TOP SURFACE, OR EARTH EXCAVATION, ALL SOIL EROSION AND SEDIMENT CONTROL ITEMS MUST BE IN PLACES AS SHOWN ON THE PLANS. ACTUAL CONSTRUCTION MAY VARY TO REFLECT MATERIALS USED AND TO CONTROL SITE PROBLEMS, SUBJECT TO THE APPROVAL OF THE ENGINEER.
- EXCAVATE OR GRADE SITE WHILE MAINTAINING SOIL EROSION AND SEDIMENT CONTROL ITEMS. COLLECTED SILT AND SEDIMENT SHALL BE REMOVED PERIODICALLY, AND WITHIN 24 HOURS AFTER RAIN EVENTS, TO MAINTAIN THE EFFECTIVENESS OF THE CONTROL MEASURES.
- INSTALL STORM SEWER AND ASSOCIATED TEMPORARY AND PERMANENT SESC ITEMS.
- CONSTRUCT PAVEMENT.
- CLEAR ALL ACCUMULATED SEDIMENT FROM SEWERS, CATCH BASINS AND PAVEMENT AREAS WITH FREQUENCY. INCLUDED IN EROSION CONTROL PAY ITEMS, AS DIRECTED BY ENGINEER.
- RESTORE ALL DISTURBED AREAS MAXIMUM 5 DAYS AFTER FINAL GRADING WITH MULCH BLANKET, 3" TOPSOIL AND CLASS A SOD OR CLASS A SEEDING AS CALLED FOR IN THE PLANS.
- REMOVE TEMPORARY SOIL EROSION AND SEDIMENT CONTROL ITEMS AFTER PERMANENT VEGETATION IS ESTABLISHED.
- CONTINUE TO MAINTAIN AND REPAIR PERMANENT RESTORATION ITEMS AS NECESSARY OR DIRECTED BY THE ENGINEER. UNTIL FULLY ESTABLISHED. INCLUDED IN PERMANENT RESTORATION PAY ITEMS.

## MISCELLANEOUS QUANTITIES

THE FOLLOWING ITEMS OF WORK SHALL BE DONE AS THEY APPLY THROUGHOUT THE PROJECT. THESE ITEMS ARE NOT DETAILED OR INCLUDED ON THE PLAN AND PROFILE SHEETS.

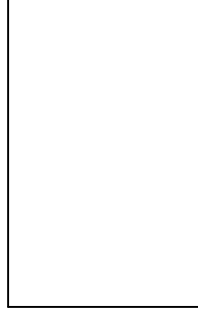
LANDSCAPE PLANTINGS WILL BE INSTALLED THROUGHOUT THE PROJECT AT LOCATIONS DETERMINED BY THE ENGINEER AND OWNER.

### MISCELLANEOUS QUANTITIES

TOTAL	UNIT	DESCRIPTION
1	LSUM	Mobilization, Max
275	Ton	Maintenance Gravel
110	Ton	Hand Patching
10	Ea	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn
10	Ea	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper
1	LSUM	Minor Traf Devices
125	Ea	Plastic Drum, Fluorescent, Furn
125	Ea	Plastic Drum, Fluorescent, Oper
408	Sft	Sign, Type B, Temp, Prismatic, Furn
408	Sft	Sign, Type B, Temp, Prismatic, Oper
1	LSUM	Site Preparation, Max
1	LSUM	Watering and Cultivating, First Season, Min
1	LSUM	Watering and Cultivating, 2nd Season, Min
12	Ea	Acer campestre, shrub form, 5 foot
12	Ea	Acer rubrum 'Bowhall', 1 3/4 inch
12	Ea	Acer rubrum, 2 inch clump, 3 stem
12	Ea	Betula nigra, 1 1/2 inch clump, 3 stem
12	Ea	Celtis occidentalis, 1 1/2 inch
12134	Syd	Slope Restoration, Non-Freeway, Type E

THE FOLLOWING EARTHWORK QUANTITIES ARE PROVIDED FOR INFORMATION ONLY. THESE ITEMS ARE INCLUDED IN THE PAY ITEM FOR SHARED USE PATH, GRADING IN ACCORDANCE WITH SECTION 806 OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION.

TOTAL	UNIT	DESCRIPTION
3403	Cyd	Embankment, CIP
1032	Cyd	Excavation, Earth



REVISIONS	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

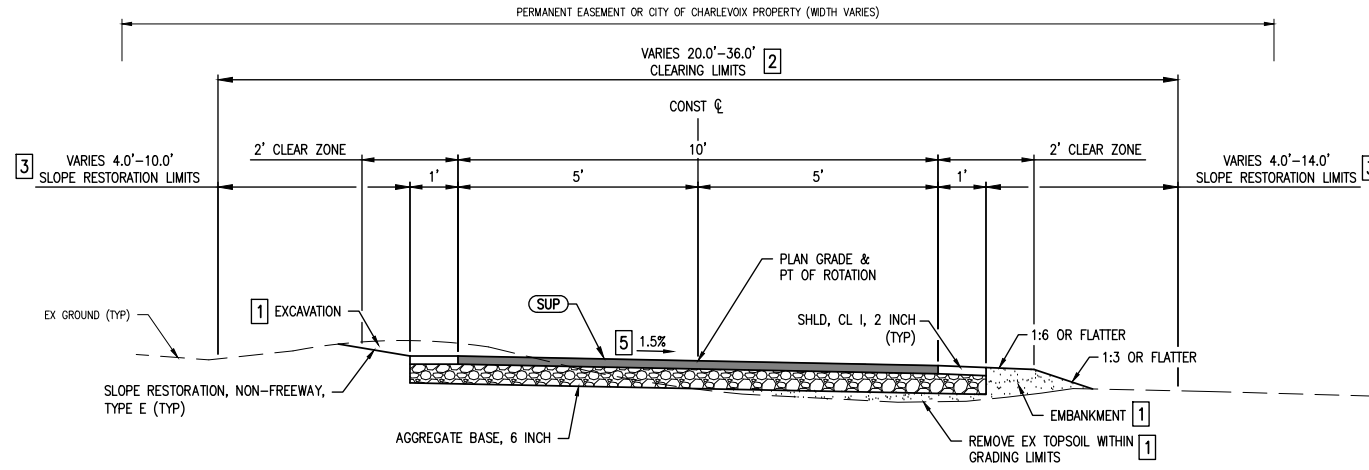
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7/17/2010	77472010	CRP	CRP	MAS	CHARLEVOIX	CITY OF CHARLEVOIX

**CITY OF CHARLEVOIX  
CHARLEVOIX LTW TRAIL EXTENSION  
NOTE SHEET**

**NOTES:**

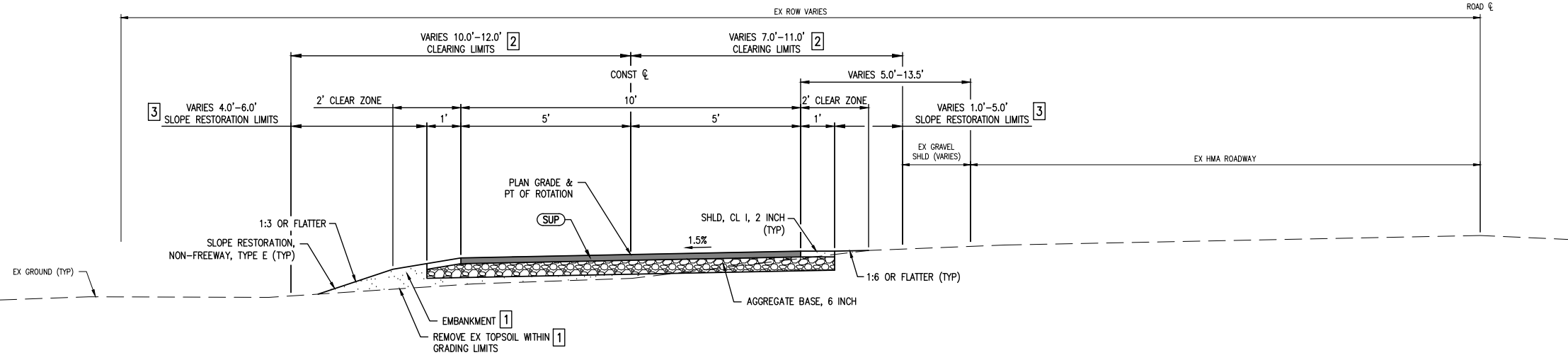
- 1 ALL REQUIRED EXCAVATION, EMBANKMENT, AND TOPSOIL REMOVAL IS INCLUDED IN SHARED USE PATH, GRADING PAY ITEM IN ACCORDANCE WITH SECTION 806 OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- 2 WHERE CLEARING IS REQUIRED, CLEARING LIMITS SHALL BE 10' FROM CENTERLINE OF TRAIL ON EACH SIDE OR TO SLOPE STAKE LINE, WHICHEVER IS GREATER, AND EXTEND TO A MINIMUM OF 10' ABOVE THE PAVED SURFACE WITHIN THE 14' CLEAR ZONE OF THE TRAIL.
- 3 IN AREAS REQUIRING CLEARING, SLOPE RESTORATION, NON-FREEWAY, TYPE E SHALL EXTEND TO THE CLEARING LIMITS. IN AREAS WITHOUT CLEARING, SLOPE RESTORATION, NON-FREEWAY, TYPE E SHALL EXTEND TO THE SLOPE STAKE LINE.
- 4 SEE SHEET 7 FOR STA 31+27 TO STA 33+16.
- 5 SLOPE TRAIL 1.5% TO THE LEFT WITHIN THE FOLLOWING STATION RANGES. TRANSITION CROSS SLOPE OVER 50' MINIMUM.

STA 18+75 TO STA 23+25  
 STA 50+34 TO STA 51+14  
 STA 64+45 TO STA 67+60  
 STA 98+14 TO STA 99+90 (POE)



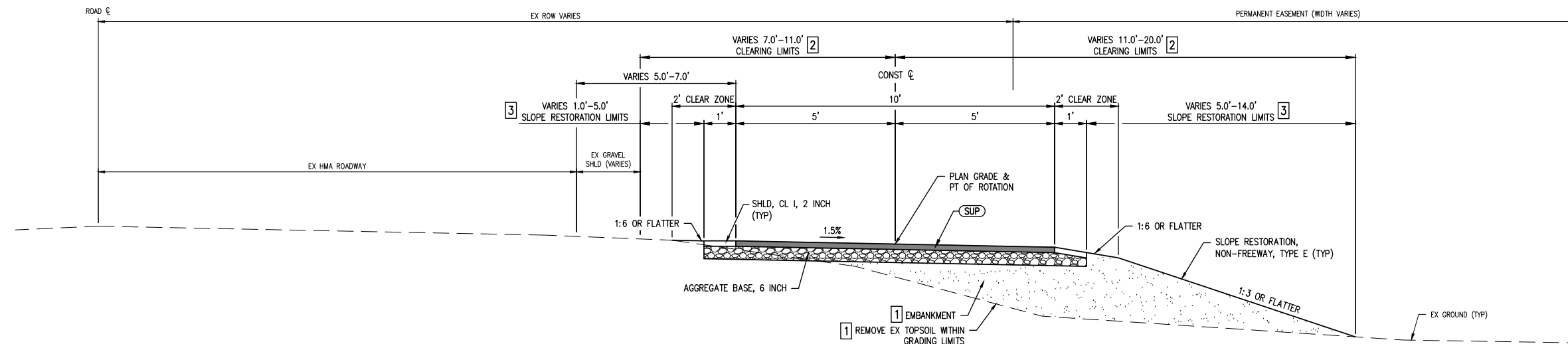
**TYPICAL SECTION**

STA 18+75 TO STA 23+25  
 STA 33+16 TO STA 72+15  
 STA 78+24 TO STA 85+39  
 STA 88+42 TO STA 96+50  
 STA 98+14 TO STA 99+90 (POE)



**TYPICAL SECTION**

4 STA 0+60 (POB) TO STA 18+75  
 STA 23+25 TO STA 33+16  
 STA 96+50 TO STA 98+14



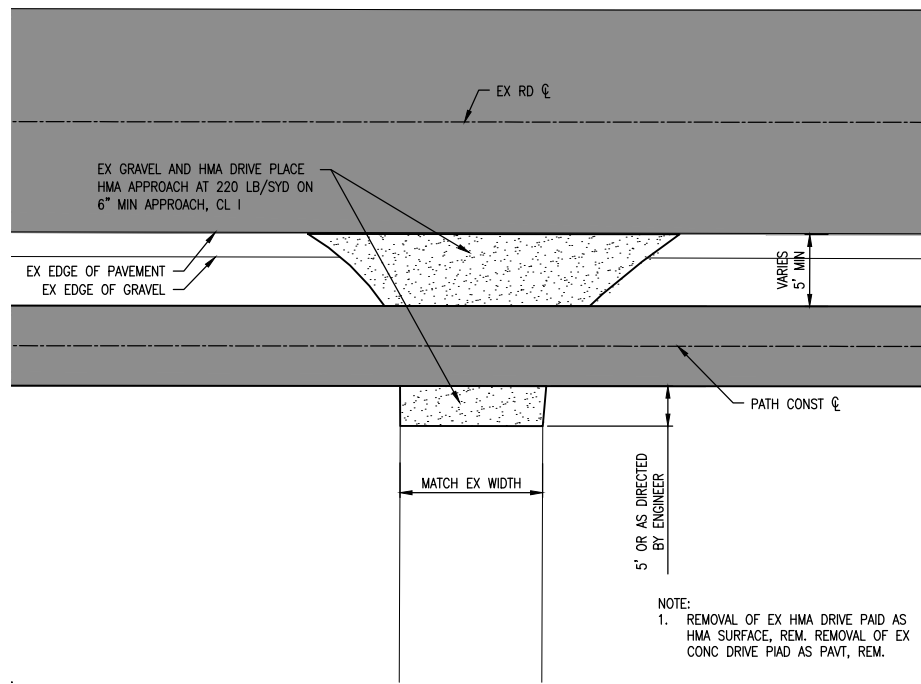
**TYPICAL SECTION**

STA 72+15 TO STA 78+24  
 STA 85+39 TO STA 88+42

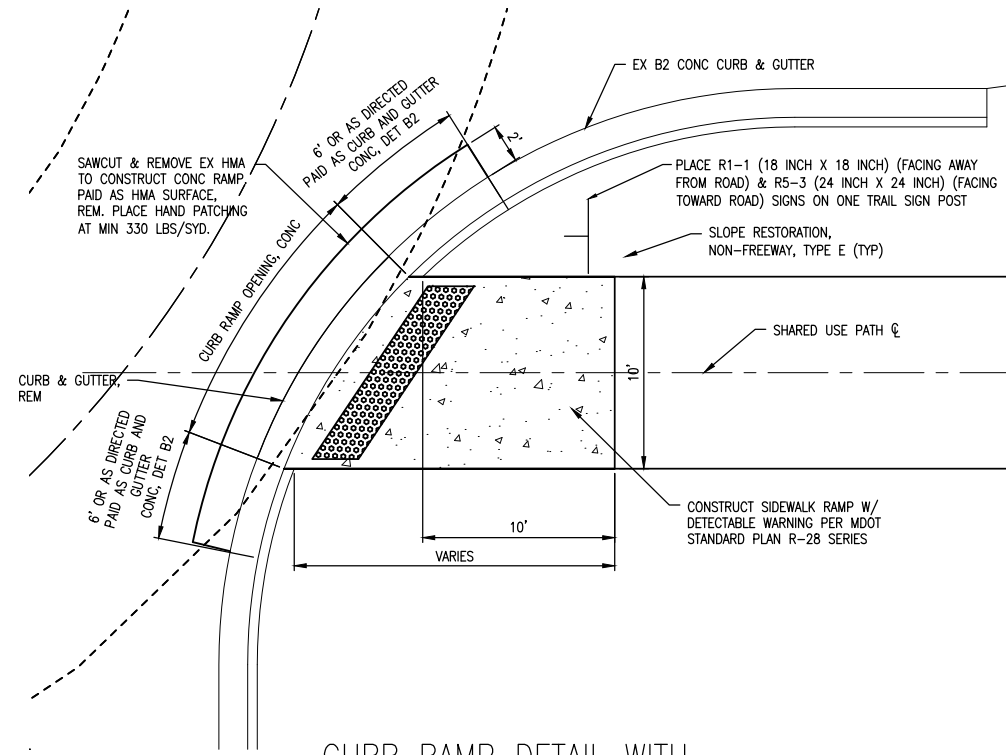
HMA APPLICATION ESTIMATE				
IDNT NO.	ITEM	RATE (#/SYD)	PERF. GRADE	REMARKS
SUP	SHARED USE PATH, HMA	220	58-28	HMA, 4EL; ONE COURSE; AWI = NONE
HA	HMA, APPROACH	220	58-28	HMA, 4EL
HP	HAND PATCHING	330	58-28	HMA, 4EL

DRAWING PATH: P:\7100\_7987472\0010\_Civ\_LTW\_Trail\_Extension\_Design\Drawings\Civil\Typical\17100\_7987472\_0010\_Typ.dwg Nov 21, 2025 - 3:57pm

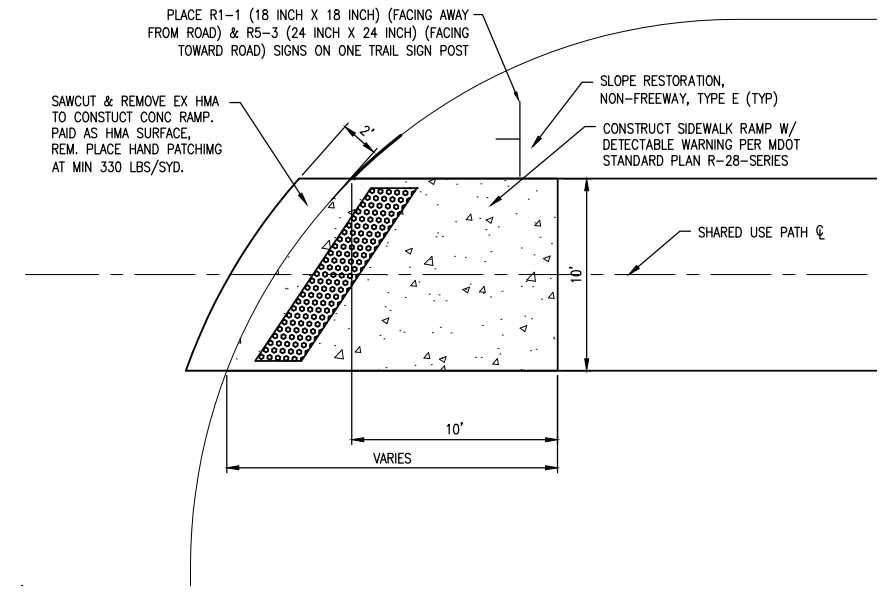
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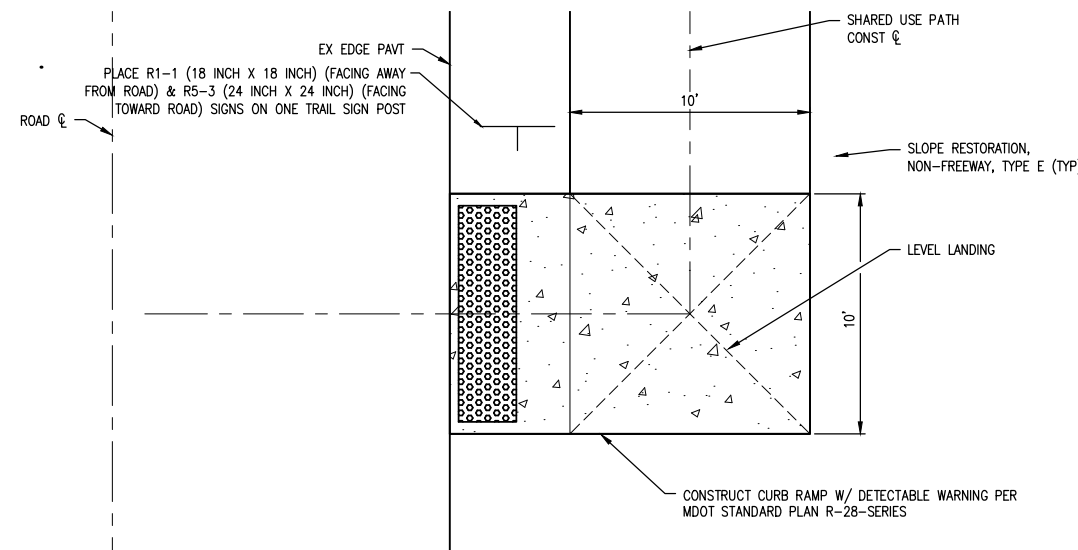
DRIVEWAY APPROACH DETAIL



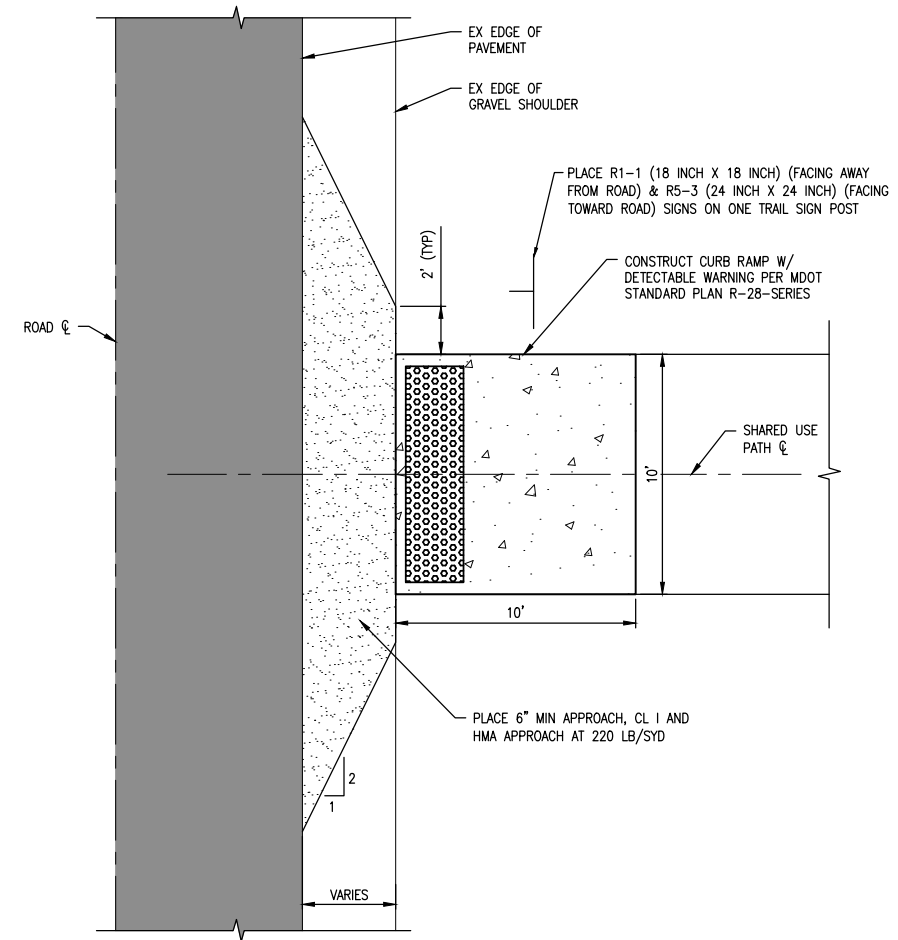
CURB RAMP DETAIL WITH CURB (DETAIL A)



CURB RAMP DETAIL WITHOUT CURB (DETAIL B)



CURB RAMP (DETAIL C)



CURB RAMP (DETAIL D)

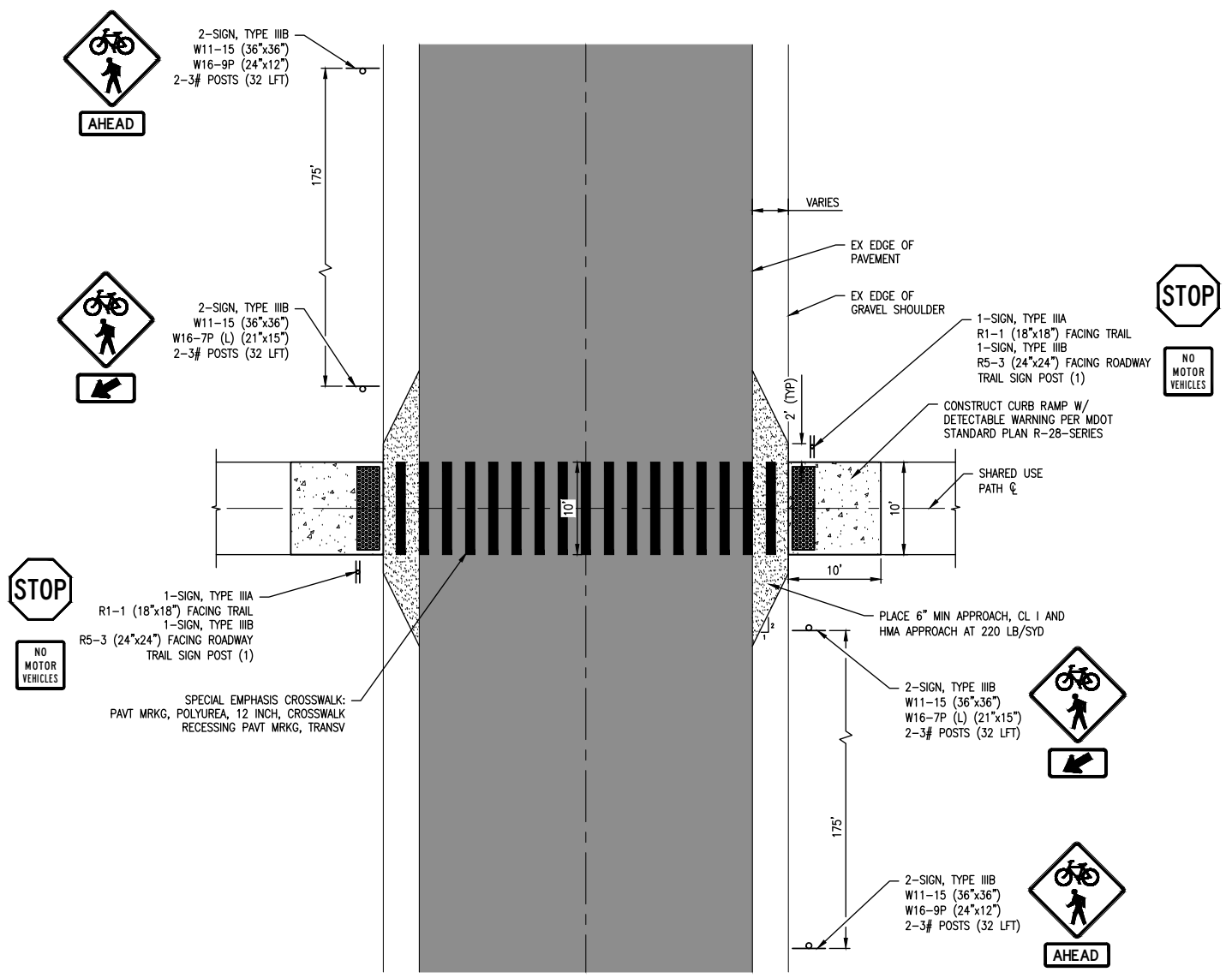
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DATE: 7/17/2025 PROJ NUMBER: 747210010 ENG: CSP PROJ NUMBER: CSP COUNTY: CHARLEVOIX MUNICIPALITY: CITY OF CHARLEVOIX

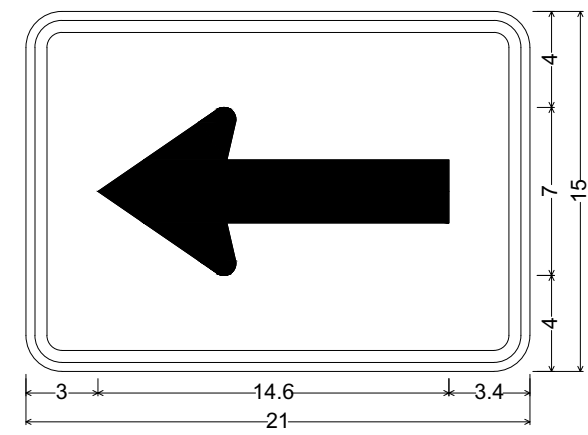
CITY OF CHARLEVOIX  
 CHARLEVOIX LTW TRAIL EXTENSION  
 MISCELLANEOUS DETAILS

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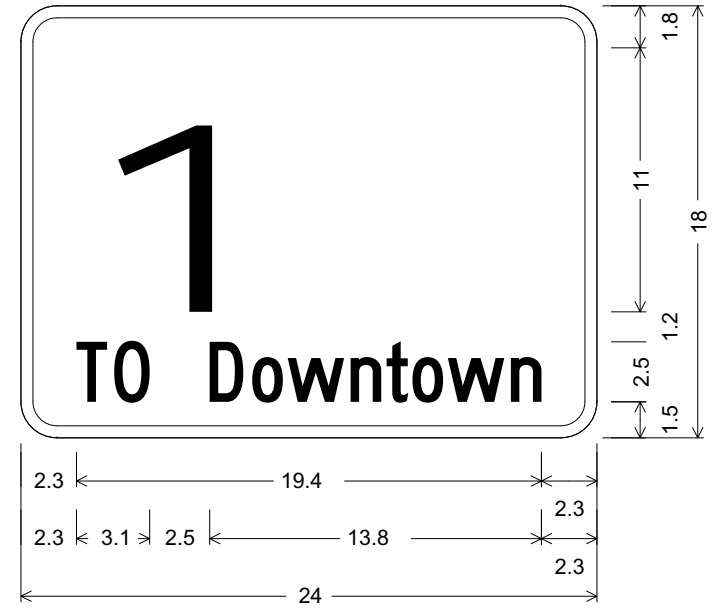
DRAWING PATH: P:\1700\_7987472\1010\_Chr\_LTW\_Trail\_Extension\_Design\Drawings\Civil\Details\1010DET.dwg Nov 21, 2025 - 3:56pm



ROAD CROSSING SIGNAGE DETAIL



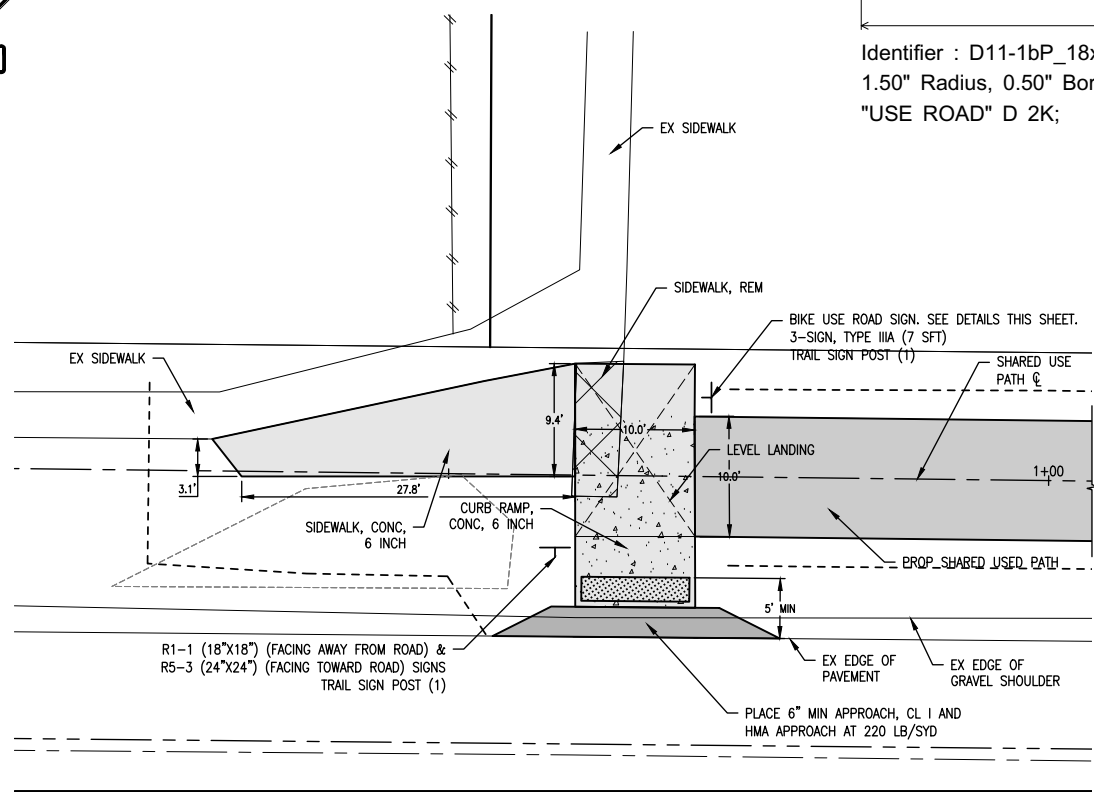
Identifier : M6-1L\_21x15;  
1.5" Radius, 0.5" Border, 0.4" Indent, White on Green;  
Standard Arrow Custom 14.6" X 7.0" 180°;



D11-1c\_24x18;  
1.5" Radius, 0.5" Border, White on Green;  
Symbol RG025;  
"TO Downtown", C 2K;



Identifier : D11-1bP\_18x6;  
1.50" Radius, 0.50" Border, 0.38" Indent, White on Green;  
"USE ROAD" D 2K;



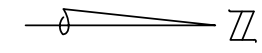
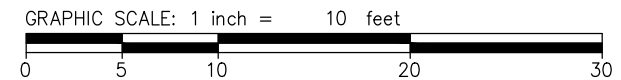
STA 0+60 (POB) DETAIL



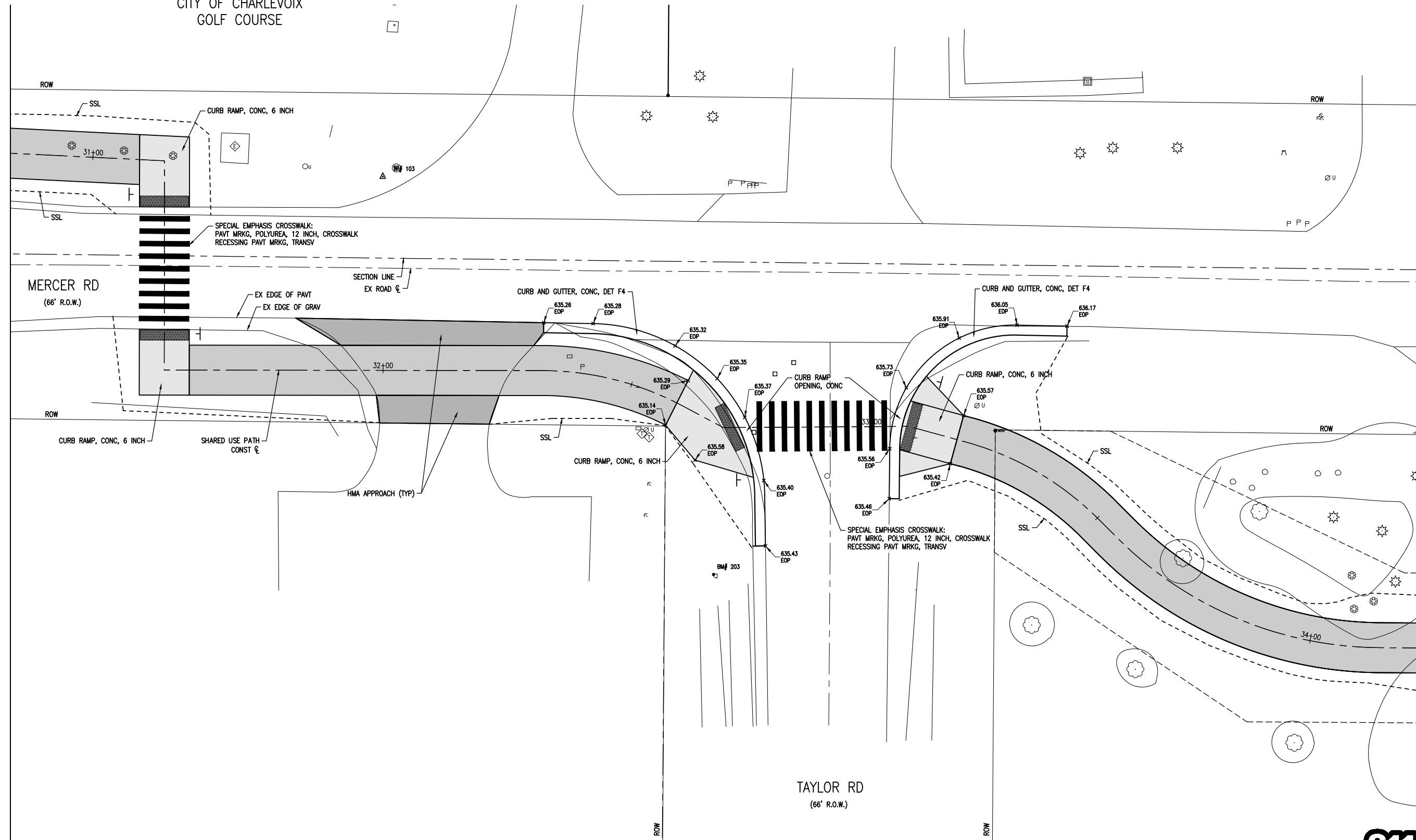
BIKE USE ROAD SIGN DETAIL

DATE	PROJ NUMBER	ENG	PROJ MGR	CADD	COUNTY	MUNICIPALITY	REVISIONS
7/17/2010	77472010	CRP	CRP	MAS	CHARLEVOIX	CITY OF CHARLEVOIX	.....
CITY OF CHARLEVOIX CHARLEVOIX LTW TRAIL EXTENSION MISCELLANEOUS DETAILS							

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CITY OF CHARLEVOIX  
 GOLF COURSE



TAYLOR ROAD CROSSING DETAIL



DATE	PROJ NUMBER	ENG	CRP	PROJ MGR	CRP	CADD	MAS	COUNTY	CHARLEVOIX	MUNICIPALITY	CITY OF CHARLEVOIX	REVISIONS
	74771010											.....

CITY OF CHARLEVOIX  
 CHARLEVOIX LTW TRAIL EXTENSION  
 MISCELLANEOUS DETAILS

DRAWING PATH: P:\7700\_79874721010\_Civ\_LTW\_Trail\_Extension\_Design\Drawings\Civil\Details\1010DET\_02.dwg Nov 21, 2025 - 3:58pm

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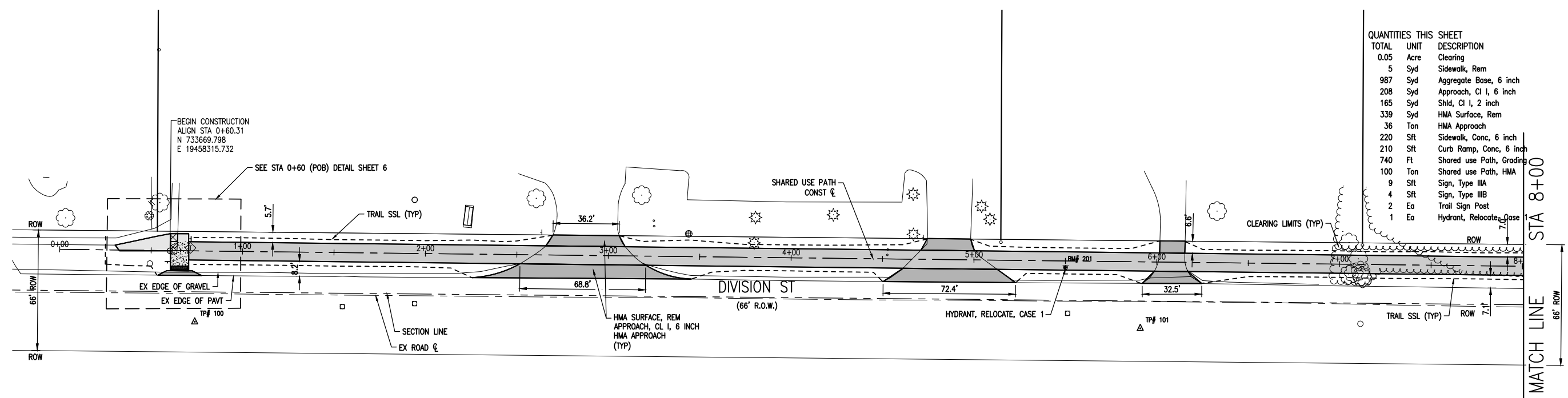
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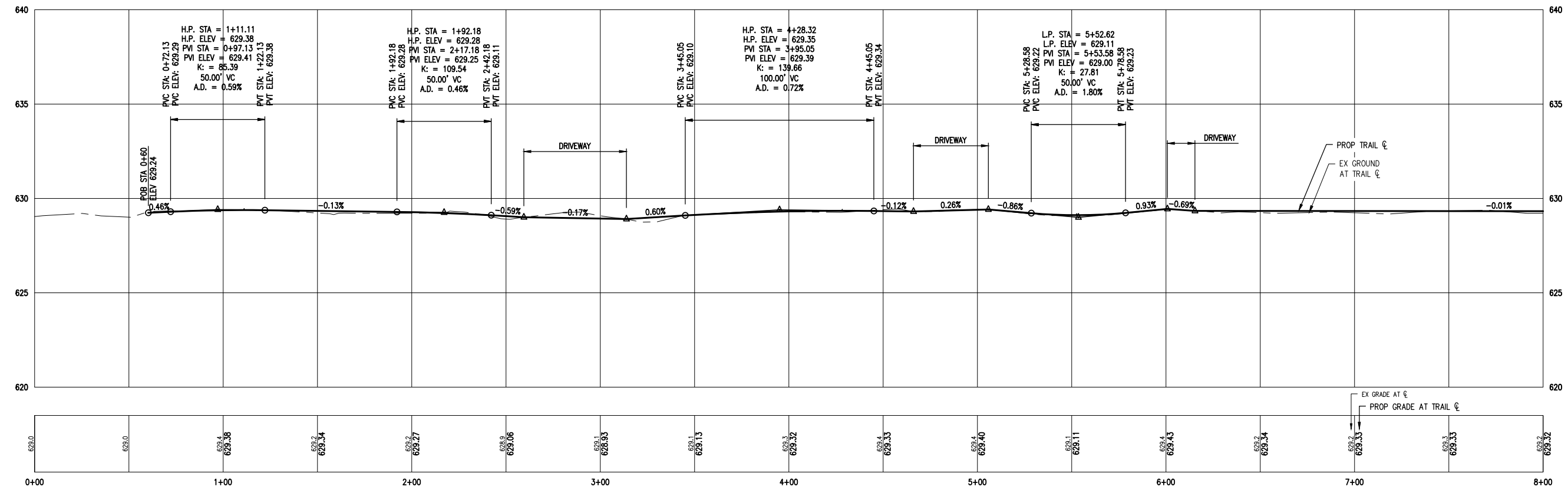
**OHM**  
 ARCHITECTS ENGINEERS PLANNERS  
 300 East Mitchell St., Suite 2  
 Petoskey, MI 49770  
 P (231) 344-1150  
 OHM-ADVISORS.COM

QUANTITIES THIS SHEET

TOTAL	UNIT	DESCRIPTION
0.05	Acre	Clearing
5	Syd	Sidewalk, Rem
987	Syd	Aggregate Base, 6 inch
208	Syd	Approach, Cl I, 6 inch
165	Syd	Slid, Cl I, 2 inch
339	Syd	HMA Surface, Rem
36	Ton	HMA Approach
220	Sft	Sidewalk, Conc, 6 inch
210	Sft	Curb Ramp, Conc, 6 inch
740	Ft	Shared use Path, Grading
100	Ton	Shared use Path, HMA
9	Sft	Sign, Type IIIA
4	Sft	Sign, Type IIIB
2	Ea	Trail Sign Post
1	Ea	Hydrant, Relocate, Case



PLAN



PROFILE

DRAWING PATH: P:\1700\_7798\7472\010\0\_Civ\_LTW\_Trail\_Extension\_Design\Drawings\Civil\Plans\_Correl\21010CON01.dwg Nov 21, 2025 - 3:58pm

REVISIONS: .....

DATE: 7/17/2010  
 PROJ. NUMBER: 774721010  
 ENG: CRP  
 PROJ. MGR: CRP  
 CAD: MAS  
 COUNTY: CHARLEVOIX  
 MUNICIPALITY: CITY OF CHARLEVOIX

**CITY OF CHARLEVOIX**  
**CHARLEVOIX LTW TRAIL EXTENSION**  
**PLAN & PROFILE SHEET**



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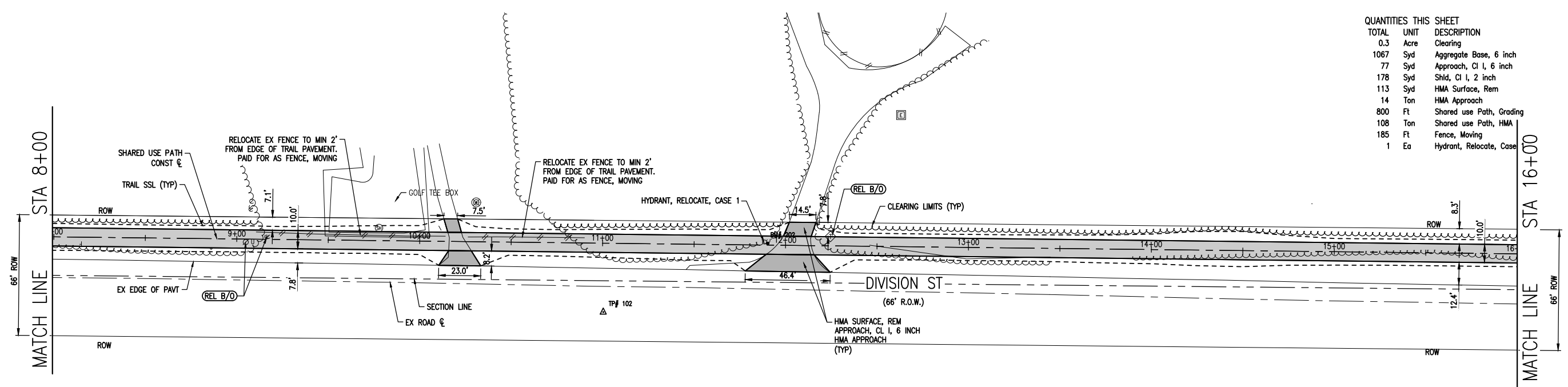
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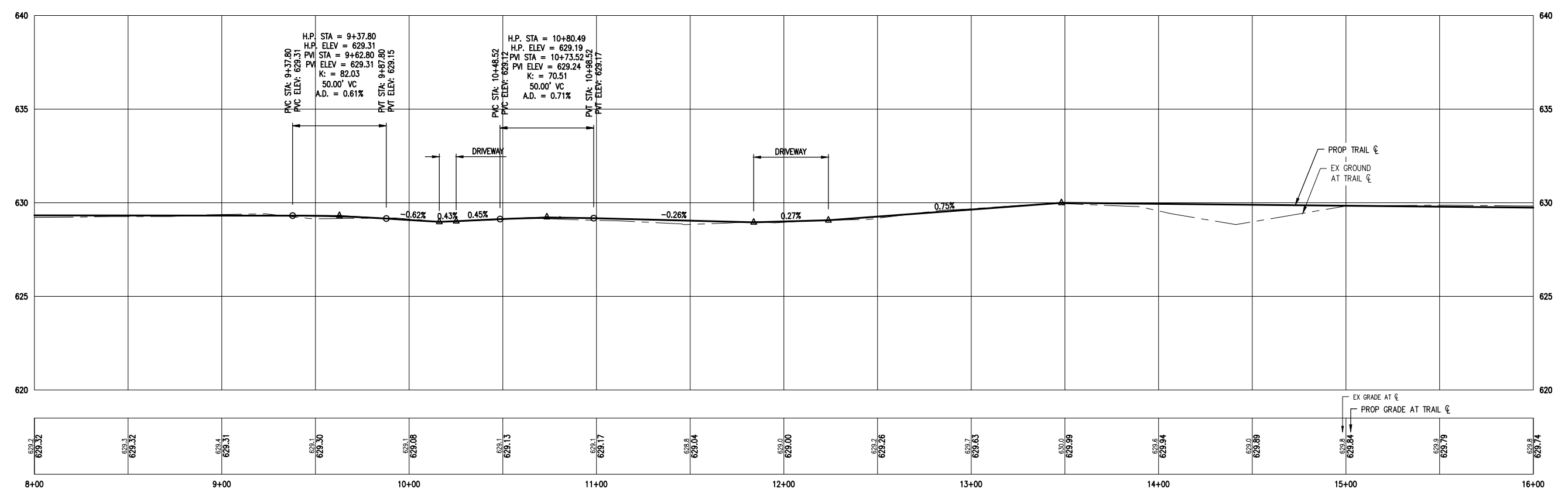
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 Petoskey, MI 49770  
 P (231) 344-1150  
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**QUANTITIES THIS SHEET**

TOTAL	UNIT	DESCRIPTION
0.3	Acre	Clearing
1067	Syd	Aggregate Base, 6 inch
77	Syd	Approach, Cl 1, 6 inch
178	Syd	Shld, Cl 1, 2 inch
113	Syd	HMA Surface, Rem
14	Ton	HMA Approach
800	Ft	Shared use Path, Grading
108	Ton	Shared use Path, HMA
185	Ft	Fence, Moving
1	Ea	Hydrant, Relocate, Case



PLAN



PROFILE

REVISIONS

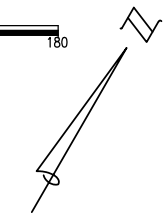
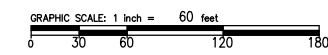
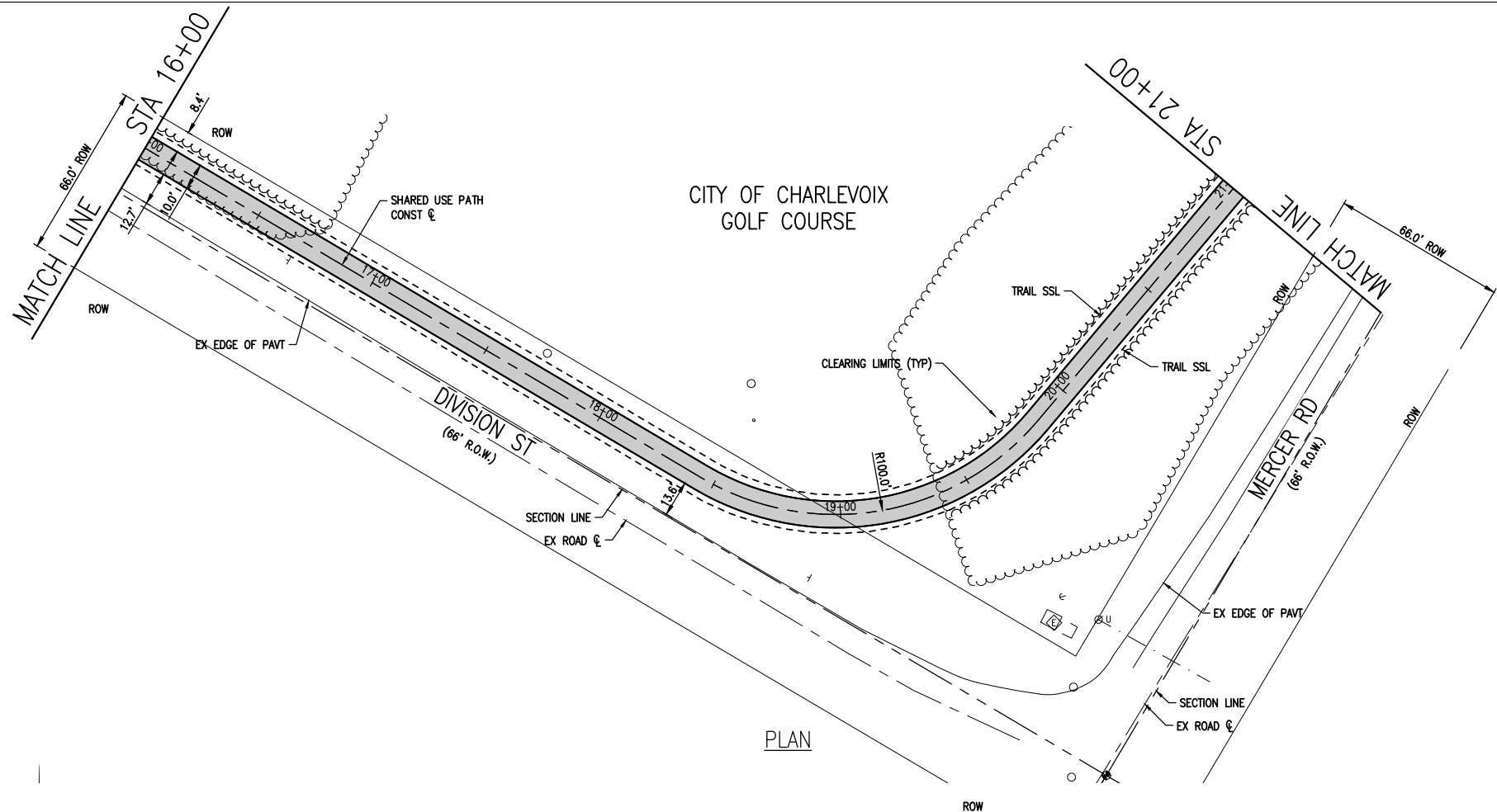
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DATE: 7/17/2010  
 PROJ NUMBER: 77477010  
 ENG: CRP  
 PROJ MGR: CRP  
 CAD: MAS  
 COUNTY: CHARLEVOIX  
 MUNICIPALITY: CITY OF CHARLEVOIX

**CITY OF CHARLEVOIX**  
**CHARLEVOIX LTW TRAIL EXTENSION**  
**PLAN & PROFILE SHEET**



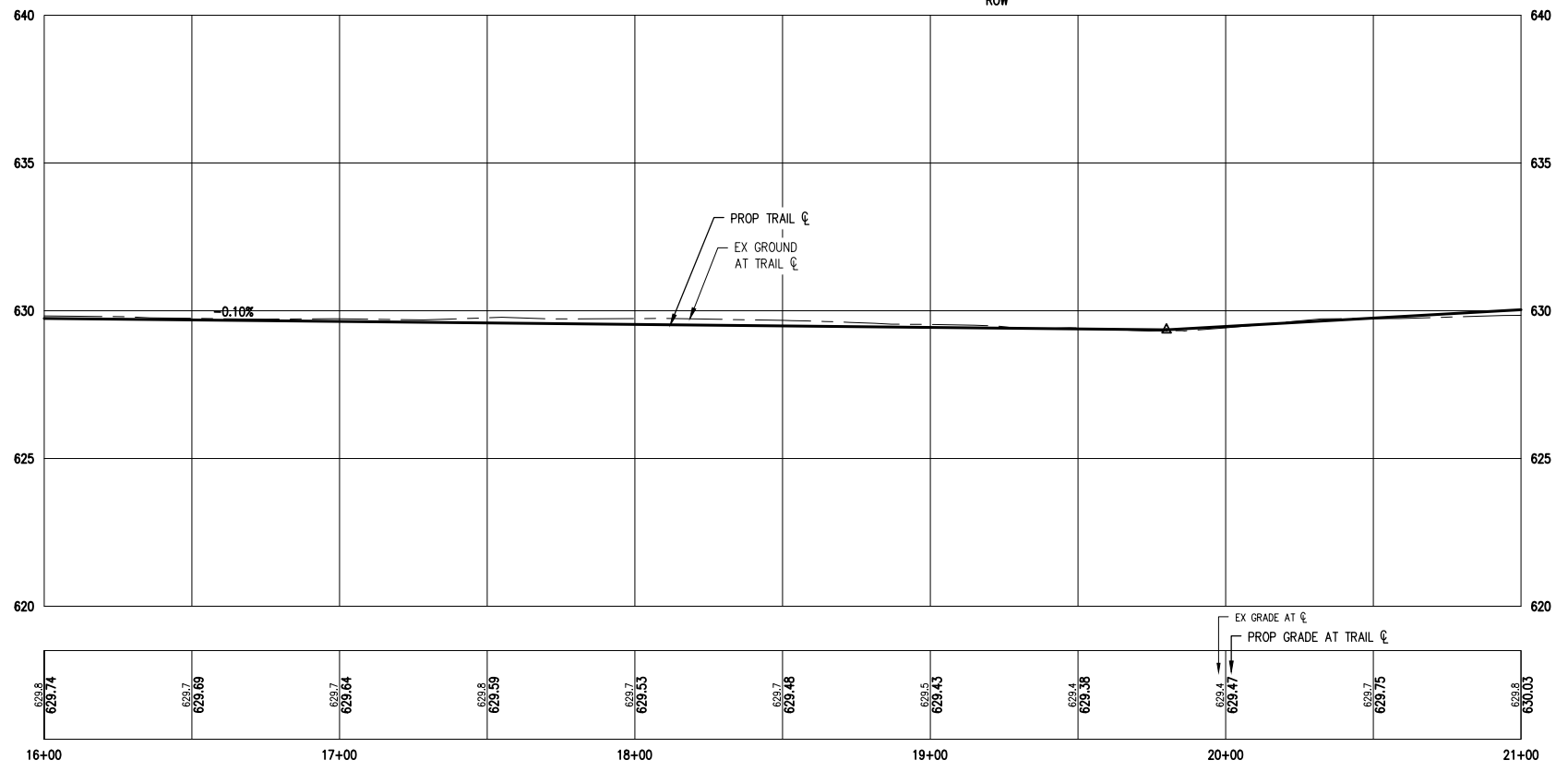
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QUANTITIES THIS SHEET

TOTAL	UNIT	DESCRIPTION
0.3	Acre	Clearing
667	Syd	Aggregate Base, 6 inch
112	Syd	Shld, Cl 1, 2 inch
500	Ft	Shared use Path, Grading
68	Ton	Shared use Path, HMA



REVISIONS

NO.	DATE	DESCRIPTION

PROJECT INFORMATION

DATE	PROJ NUMBER	ENG	PROJ MGR	CRP	CADD	COUNTY	MANICIPALITY
7/17/2010	77477010	CRP	CRP	MAS	MAS	CHARLEVOIX	CITY OF CHARLEVOIX

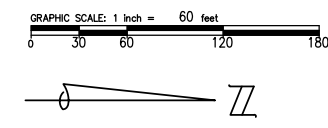
CITY OF CHARLEVOIX  
 CHARLEVOIX LTW TRAIL EXTENSION  
 PLAN & PROFILE SHEET



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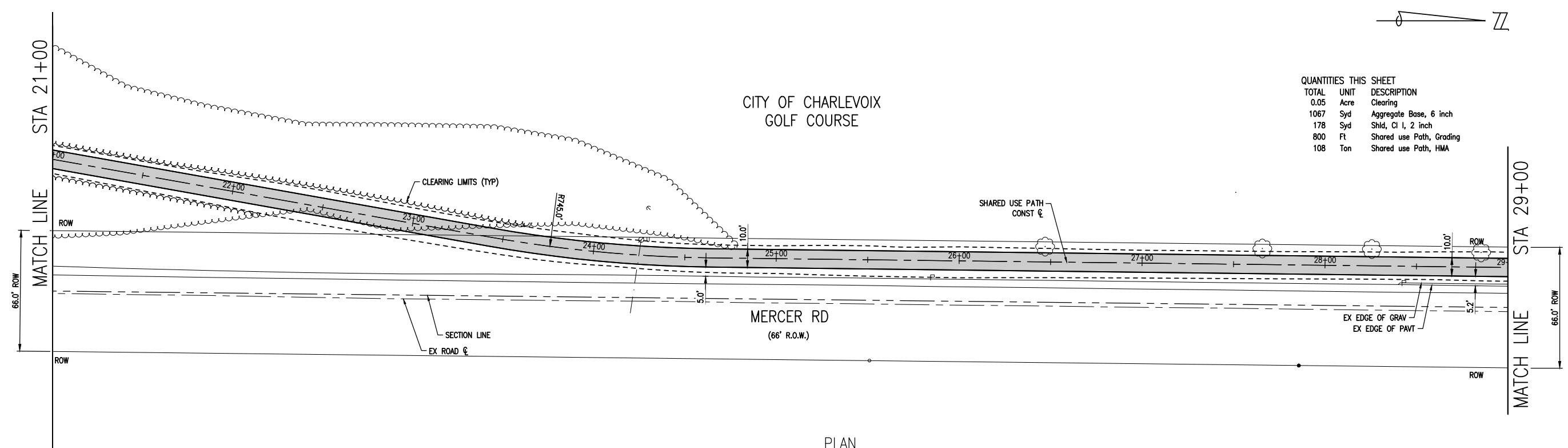


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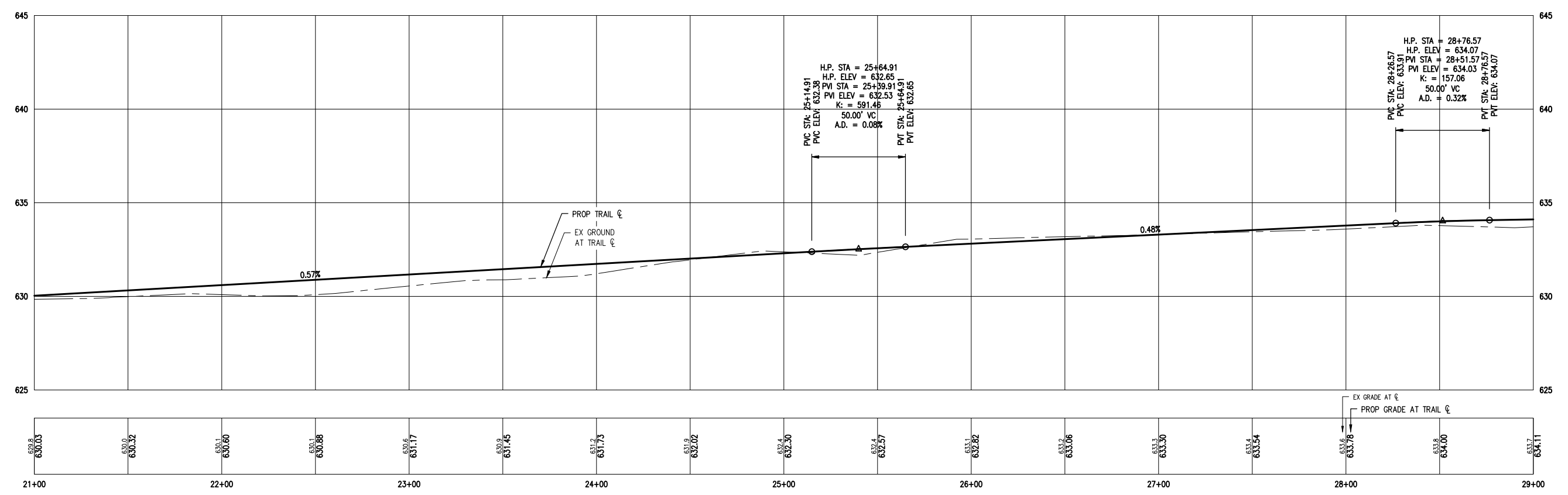
CITY OF CHARLEVOIX  
 GOLF COURSE

QUANTITIES THIS SHEET

TOTAL	UNIT	DESCRIPTION
0.05	Acre	Clearing
1067	Syd	Aggregate Base, 6 inch
178	Syd	Shld, Cl I, 2 inch
800	Ft	Shared use Path, Grading
108	Ton	Shared use Path, HMA



PLAN



PROFILE



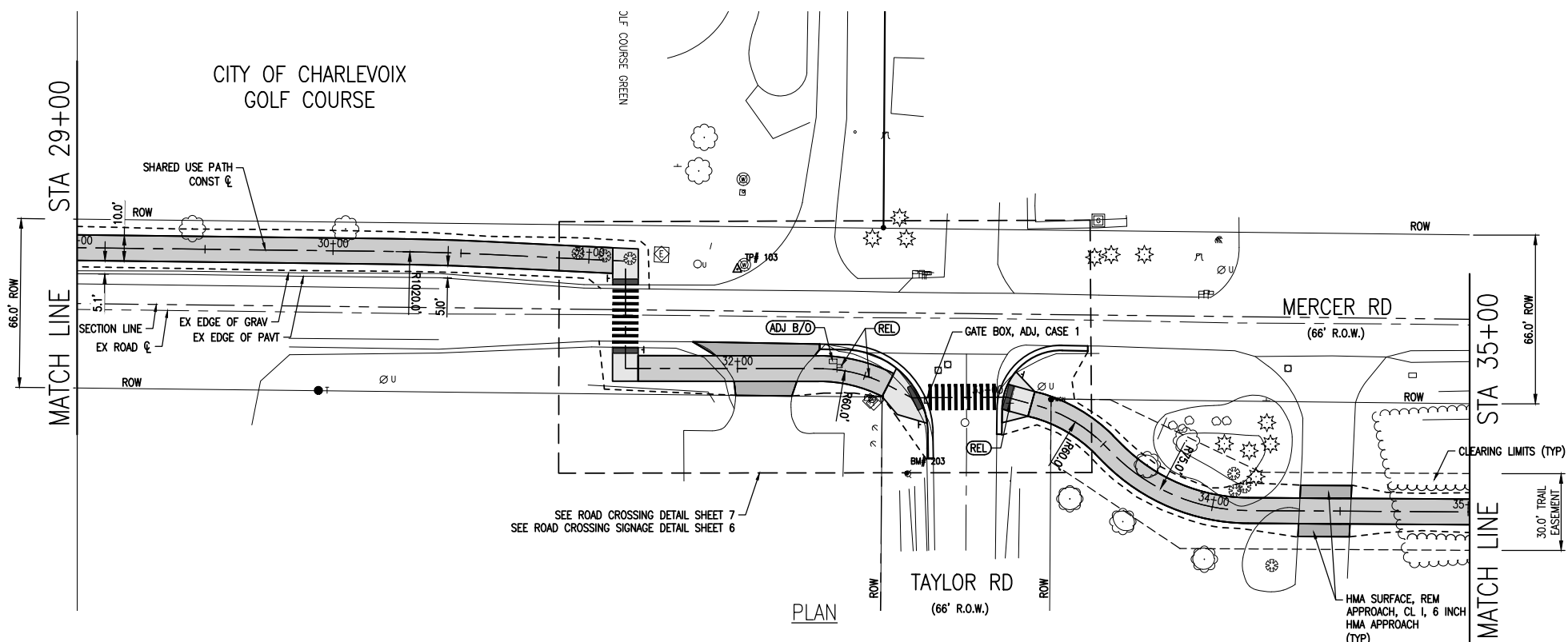
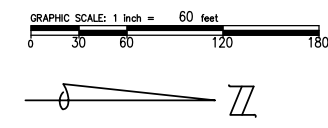
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DATE: 7/17/2010  
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 ENG: CRP  
 COUNTY: CHARLEVOIX  
 CAD: MAS  
 MANIPALITY: CITY OF CHARLEVOIX

CITY OF CHARLEVOIX  
 CHARLEVOIX LTW TRAIL EXTENSION  
 PLAN & PROFILE SHEET

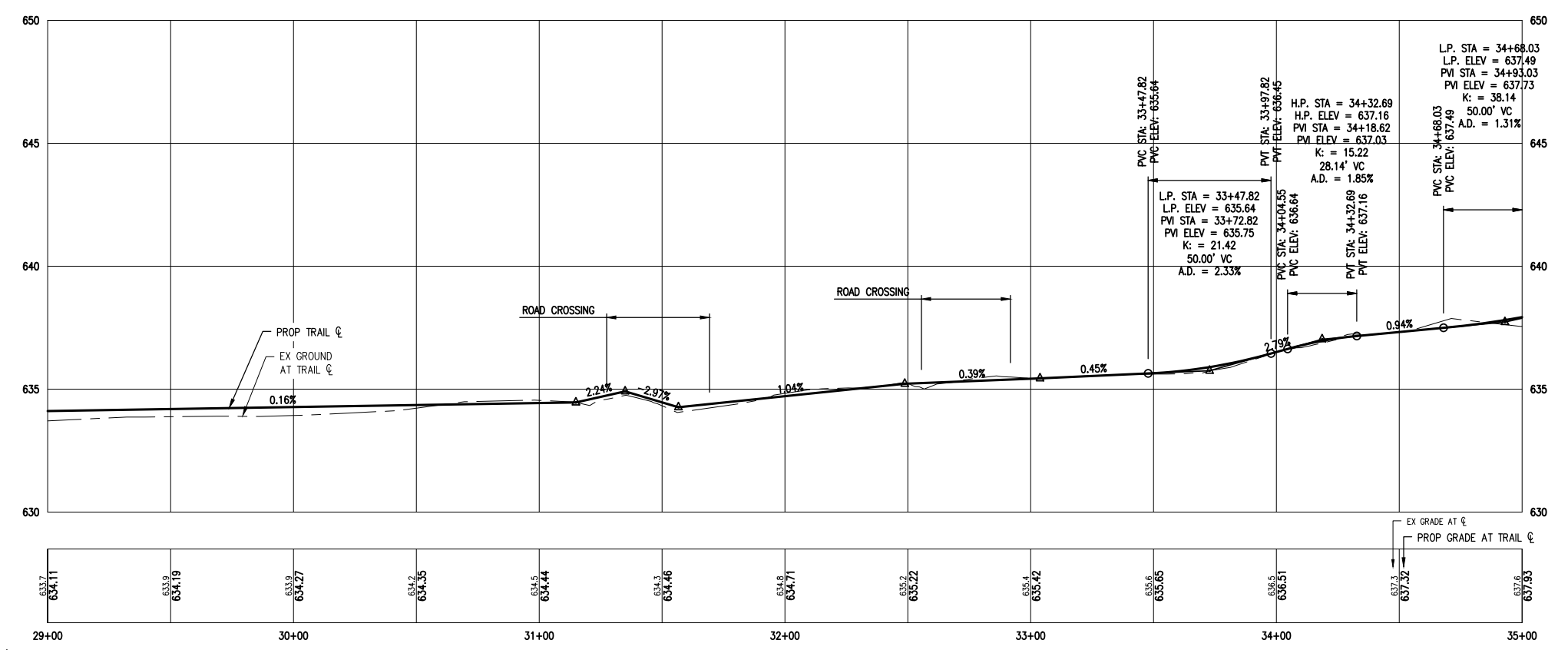
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**QUANTITIES THIS SHEET**

TOTAL	UNIT	DESCRIPTION
0.48	Acre	Clearing
734	Syd	Aggregate Base, 6 inch
93	Syd	Approach, Cl 1, 6 inch
123	Syd	Shld, Cl 1, 2 inch
172	Syd	HMA Surface, Rem
16	Ton	HMA Approach
134	Ft	Curb and Gutter, Conc, Det F4
40	Ft	Detectable Warning Surface
46	Ft	Curb Ramp Opening, Conc
640	Sft	Curb Ramp, Conc, 6 inch
550	Ft	Shared use Path, Grading
74	Ton	Shared use Path, HMA
1	Ea	Post, Mailbox
128	Ft	Post, Steel, 3 pound
9	Sft	Sign, Type IIIA
61	Sft	Sign, Type IIIB
4	Ea	Trail Sign Post
200	Ft	Pavt Mrkg, Polyurea, 12 inch, Crosswalk
200	Sft	Recessing Pavt Mrkg, Transv
1	Ea	Gate Box, Adj, Case 1



PROFILE

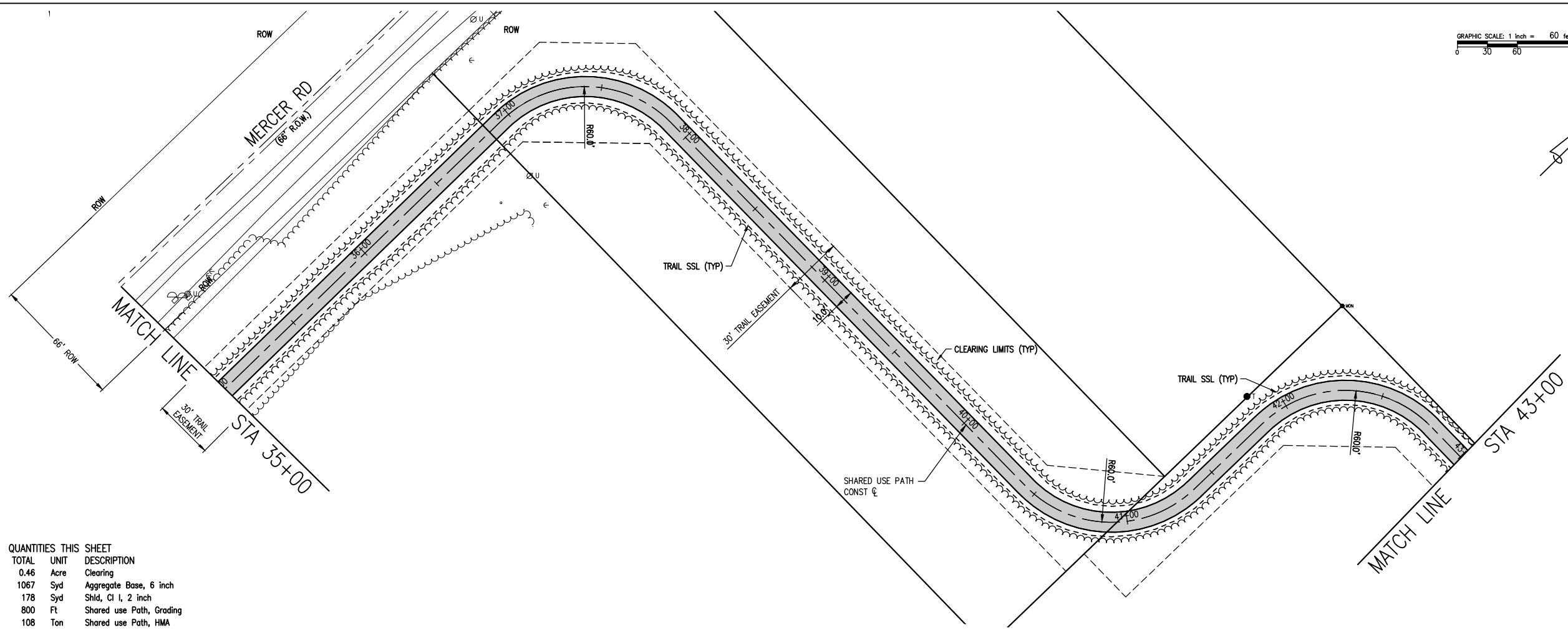
DATE	PROJ NUMBER	ENG	PROJ MGR	CADD	COUNTY	MUNICIPALITY	REVISIONS
7/17/2010	774721010	CRP	CRP	MAS	CHARLEVOIX	CITY OF CHARLEVOIX	.....

**CITY OF CHARLEVOIX**  
**CHARLEVOIX LTW TRAIL EXTENSION**  
**PLAN & PROFILE SHEET**



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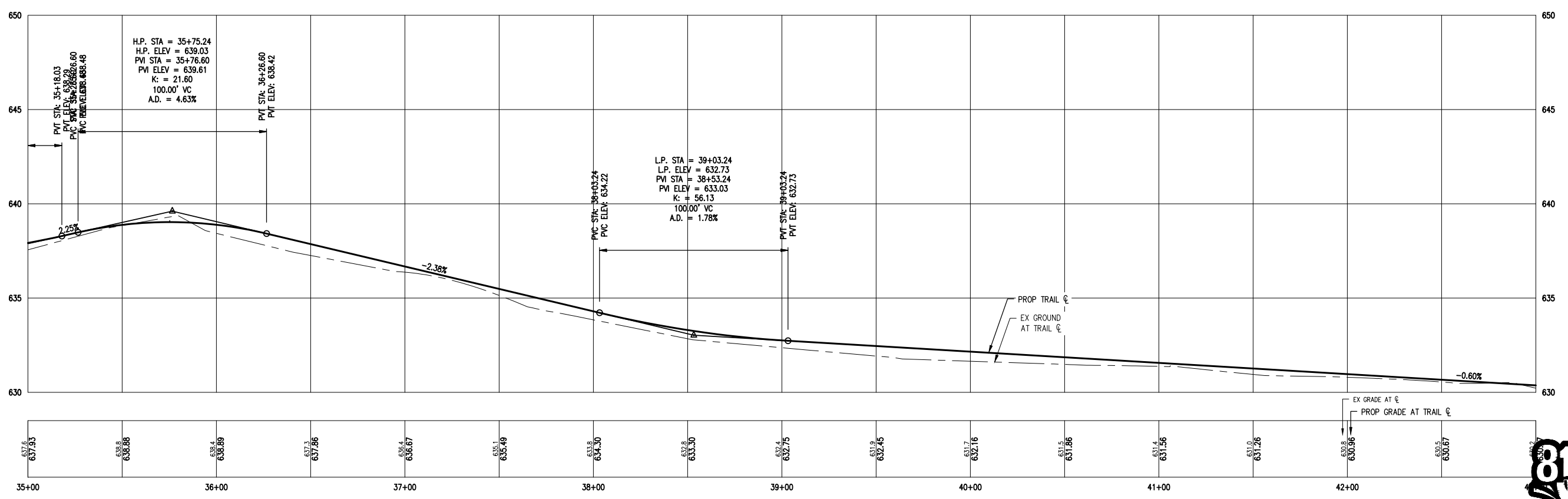
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 0 30 60 120 180



**QUANTITIES THIS SHEET**

TOTAL	UNIT	DESCRIPTION
0.46	Acre	Clearing
1067	Syd	Aggregate Base, 6 inch
178	Syd	Shld, CI I, 2 inch
800	FT	Shared use Path, Grading
108	Ton	Shared use Path, HMA

PLAN



PROFILE

DRAWING PATH: P:\7700\_7799\77472\0010\_Civ\_LTW\_Trail\_Extension\_Design\Drawings\Civil\Plans\_Constr\210010CON01.dwg Nov 21, 2025 - 3:58pm

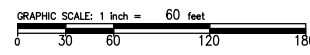
REVISIONS:

NO.	DATE	DESCRIPTION

DATE: 7/27/2024  
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 PROJ NUMBER: CSP  
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 CAD: MAS  
 MUNICIPALITY: CITY OF CHARLEVOIX



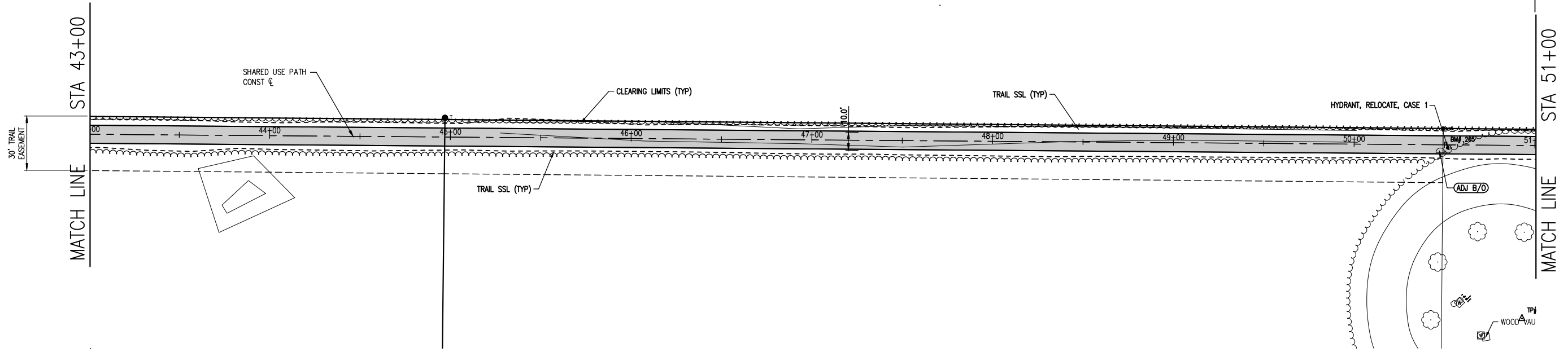
Know what's below.  
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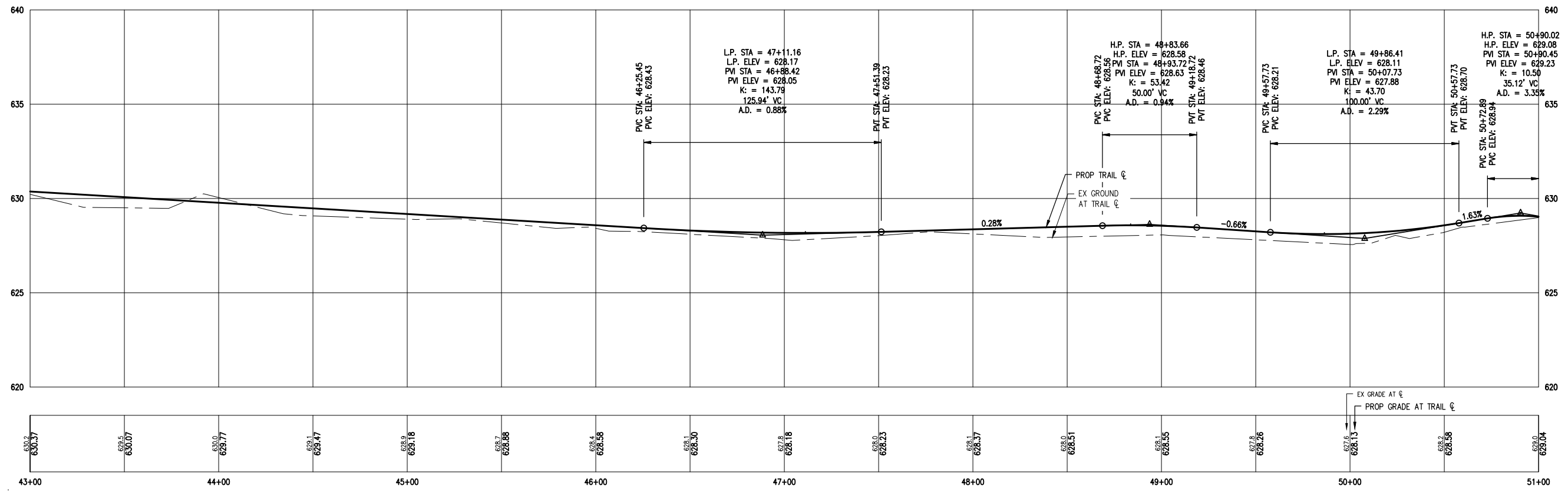
QUANTITIES THIS SHEET

TOTAL	UNIT	DESCRIPTION
0.37	Acre	Clearing
1067	Syd	Aggregate Base, 6 inch
178	Syd	Shld, CI 1, 2 inch
800	Ft	Shared use Path, Grading
108	Ton	Shared use Path, HMA
1	Ea	Hydrant, Relocate, Case 1

ARCHITECTS ENGINEERS PLANNERS  
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PLAN



PROFILE

DRAWING PATH: P:\7700\_7799\7472\01010\_City\_LTW\_Trail\_Extension\_Design\Drawings\Civil\Plans\_Constr\100\CON01.dwg Nov 21, 2025 - 3:57pm

REVISIONS:

NO.	DATE	DESCRIPTION

DATE: 7/17/2025  
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 ENG: CSP  
 PROJUR: CSP  
 COUNTY: CHARLEVOIX  
 CAD: MAS  
 MUNICIPALITY: CITY OF CHARLEVOIX

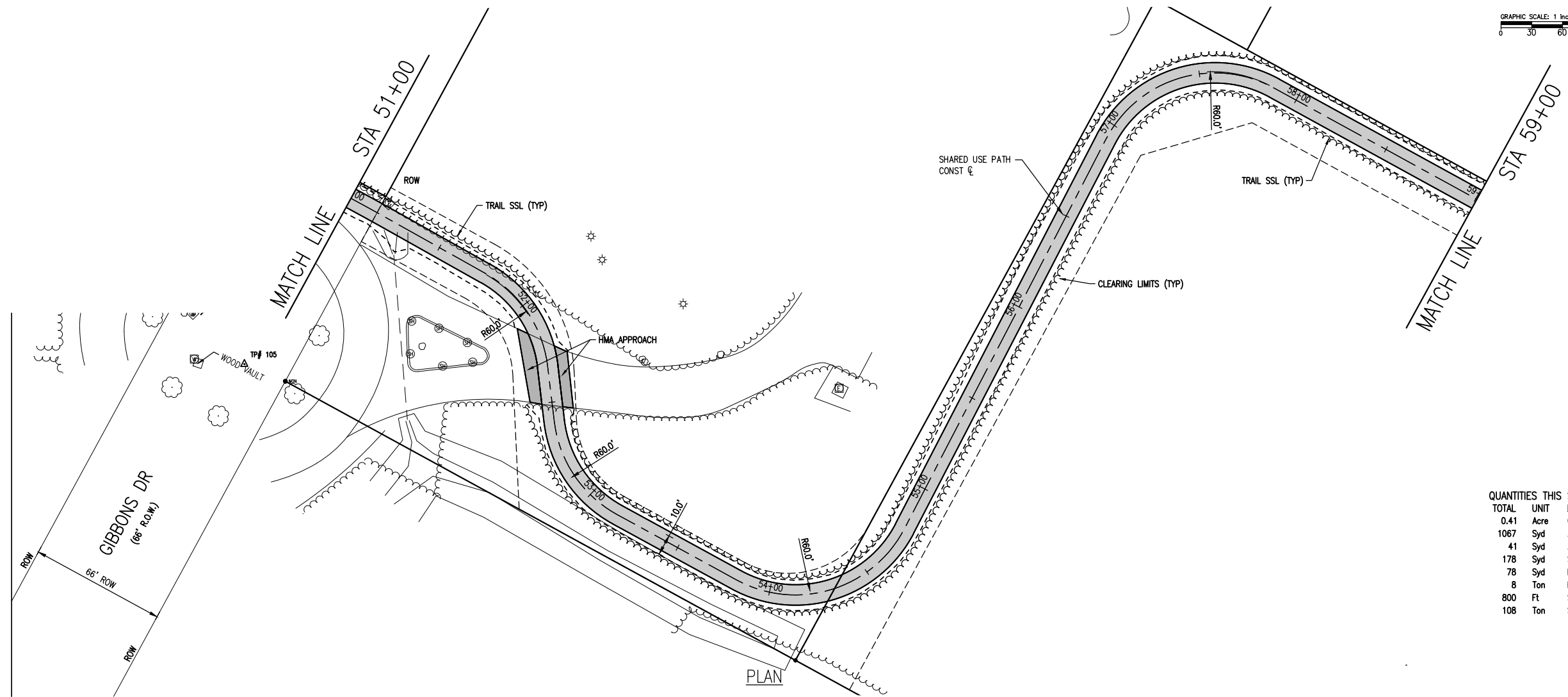
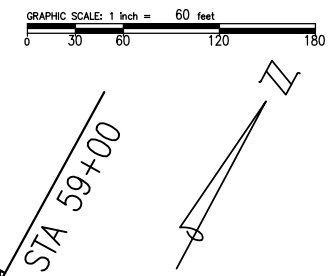
**CITY OF CHARLEVOIX**  
**CHARLEVOIX LTW TRAIL EXTENSION**  
**PLAN & PROFILE SHEET**



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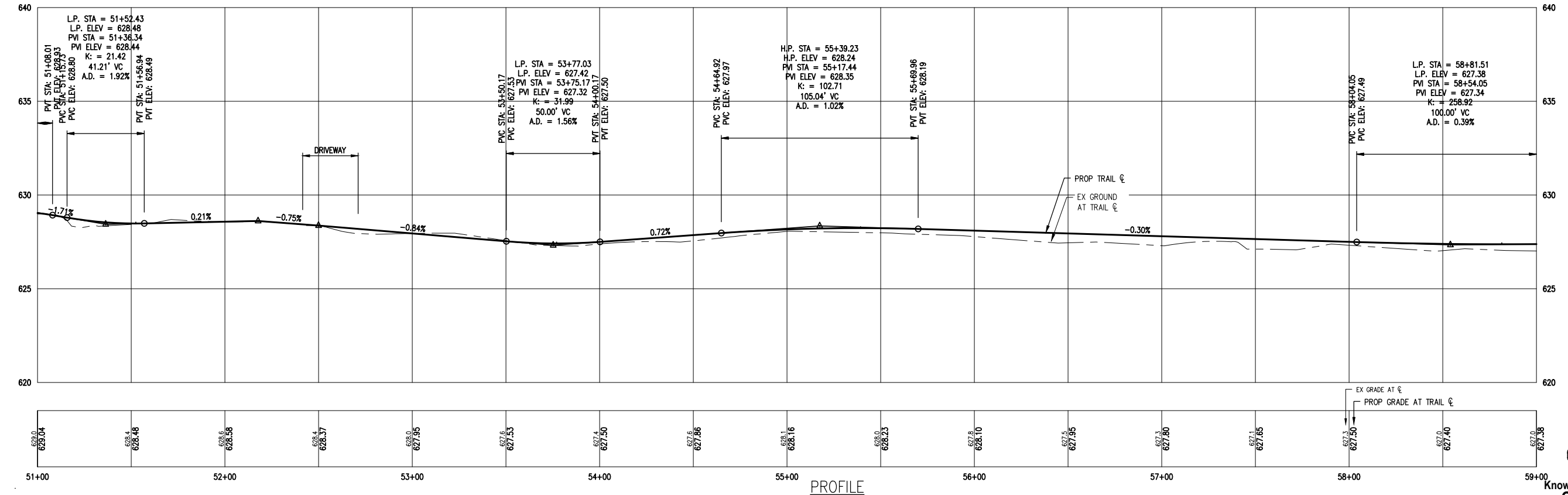
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DRAWING PATH: P:\7700\_7799\7747\1010\_City\_LTW\_Trail\_Extension\_Design\Drawings\Civil\Plans\_Consist\1010CON01.dwg Nov 21, 2025 - 3:57pm



**QUANTITIES THIS SHEET**

TOTAL	UNIT	DESCRIPTION
0.41	Acre	Clearing
1067	Syd	Aggregate Base, 6 inch
41	Syd	Approach, Cl 1, 6 inch
178	Syd	Shld, Cl 1, 2 inch
78	Syd	HMA Surface, Rem
8	Ton	HMA Approach
800	Ft	Shared use Path, Grading
108	Ton	Shared use Path, HMA



REVISIONS:

DATE: 7/17/2020  
PROJ NUMBER: 77471010  
ENG: CSP  
PROJ NUMBER: CSP  
MUNICIPALITY: CITY OF CHARLEVOIX  
COUNTY: CHARLEVOIX  
CAD: MAS  
PROJ NUMBER: CSP

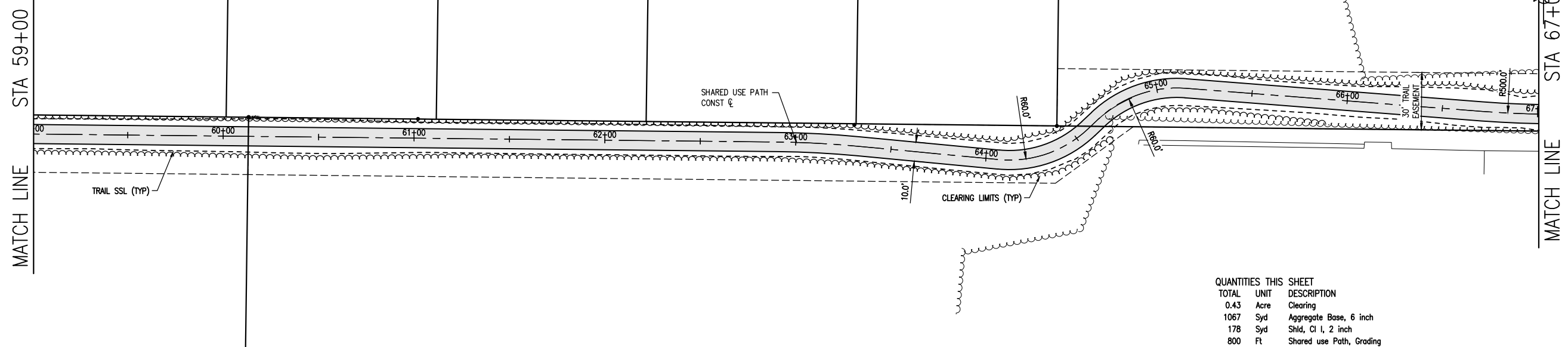
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**PLAN & PROFILE SHEET**



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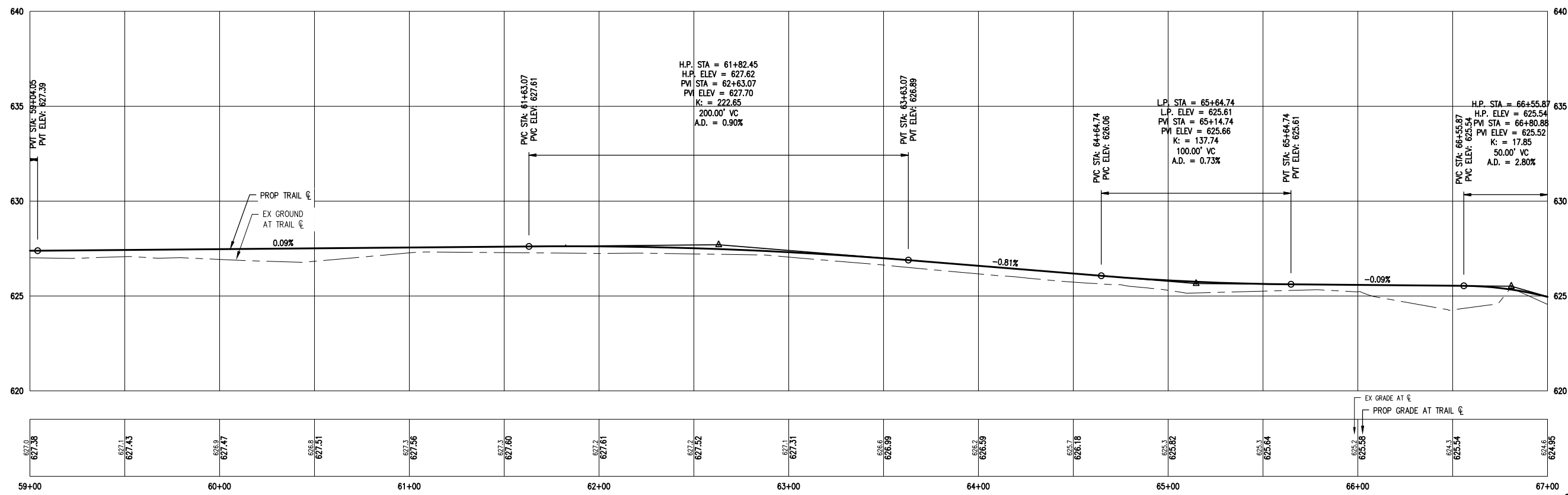
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QUANTITIES THIS SHEET

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1067	Syd	Aggregate Base, 6 inch
178	Syd	Shld, CI I, 2 inch
800	Ft	Shared use Path, Grading
108	Ton	Shared use Path, HMA

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REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

DATE: 7/17/2010  
PROJ NUMBER: 71472010  
ENG: CRP  
PROJ MGR: CRP  
CADD: MAS  
COUNTY: CHARLEVOK  
MUNICIPALITY: CITY OF CHARLEVOK

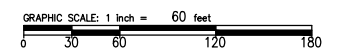
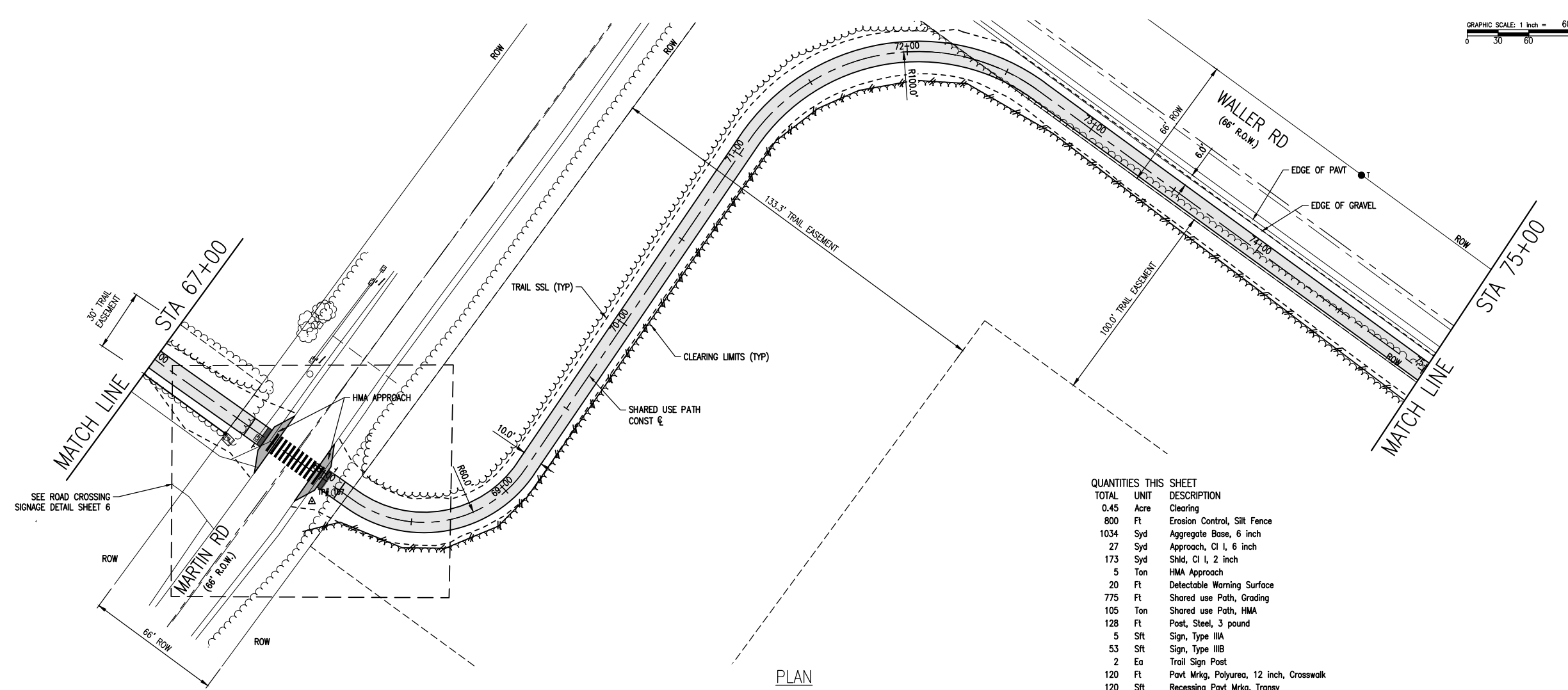
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CHARLEVOK LTW TRAIL EXTENSION  
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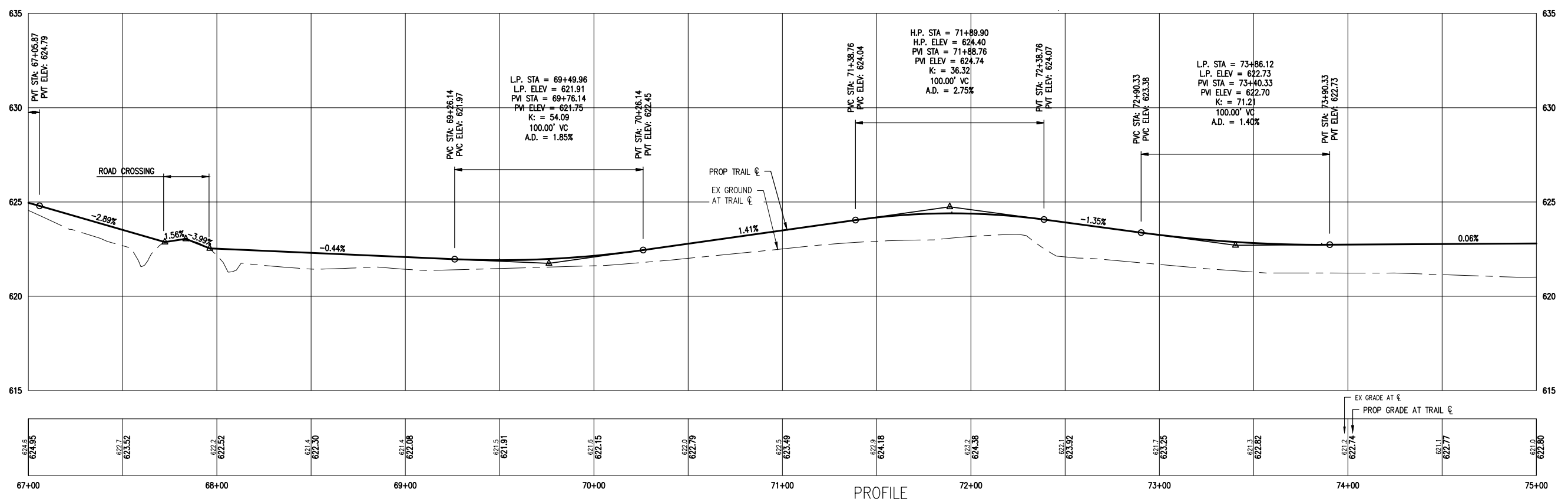
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**QUANTITIES THIS SHEET**

TOTAL	UNIT	DESCRIPTION
0.45	Acre	Clearing
800	Ft	Erosion Control, Silt Fence
1034	Syd	Aggregate Base, 6 inch
27	Syd	Approach, Cl I, 6 inch
173	Syd	Shld, Cl I, 2 inch
5	Ton	HMA Approach
20	Ft	Detectable Warning Surface
775	Ft	Shared use Path, Grading
105	Ton	Shared use Path, HMA
128	Ft	Post, Steel, 3 pound
5	Sft	Sign, Type IIIA
53	Sft	Sign, Type IIIB
2	Ea	Trail Sign Post
120	Ft	Pavt Mrkg, Polyurea, 12 inch, Crosswalk
120	Sft	Recessing Pavt Mrkg, Transv



REVISIONS

NO.	DATE	DESCRIPTION

DATE: 7/17/2010  
 PROJ NUMBER: 71721010  
 ENG: CRP  
 PROJ MGR: CRP  
 CAD: MAS  
 COUNTY: CHARLEVOIX  
 MUNICIPALITY: CITY OF CHARLEVOIX

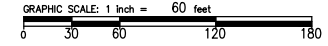
**CITY OF CHARLEVOIX**  
**CHARLEVOIX LTW TRAIL EXTENSION**  
**PLAN & PROFILE SHEET**

**811**  
 Know what's below.  
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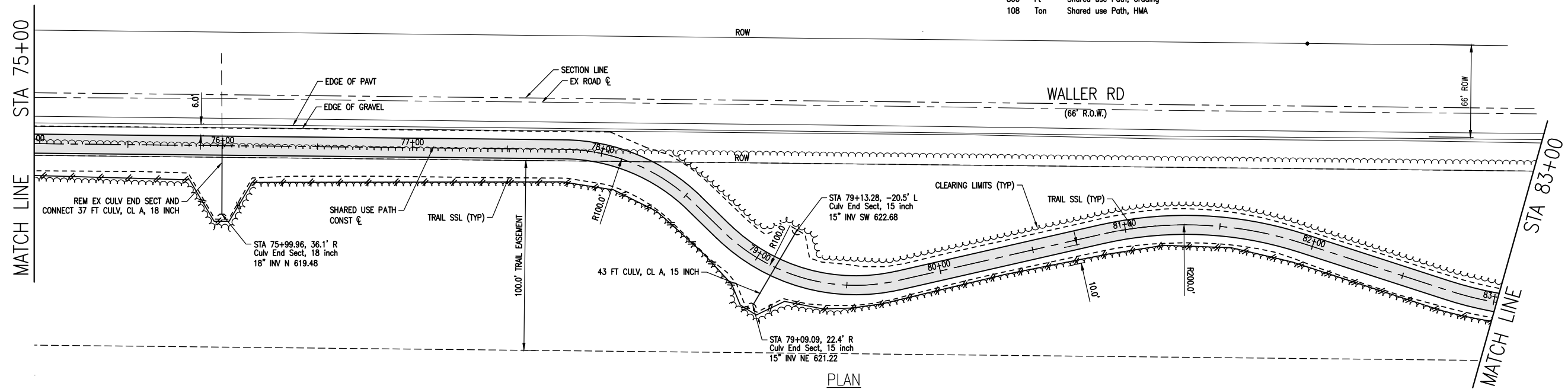
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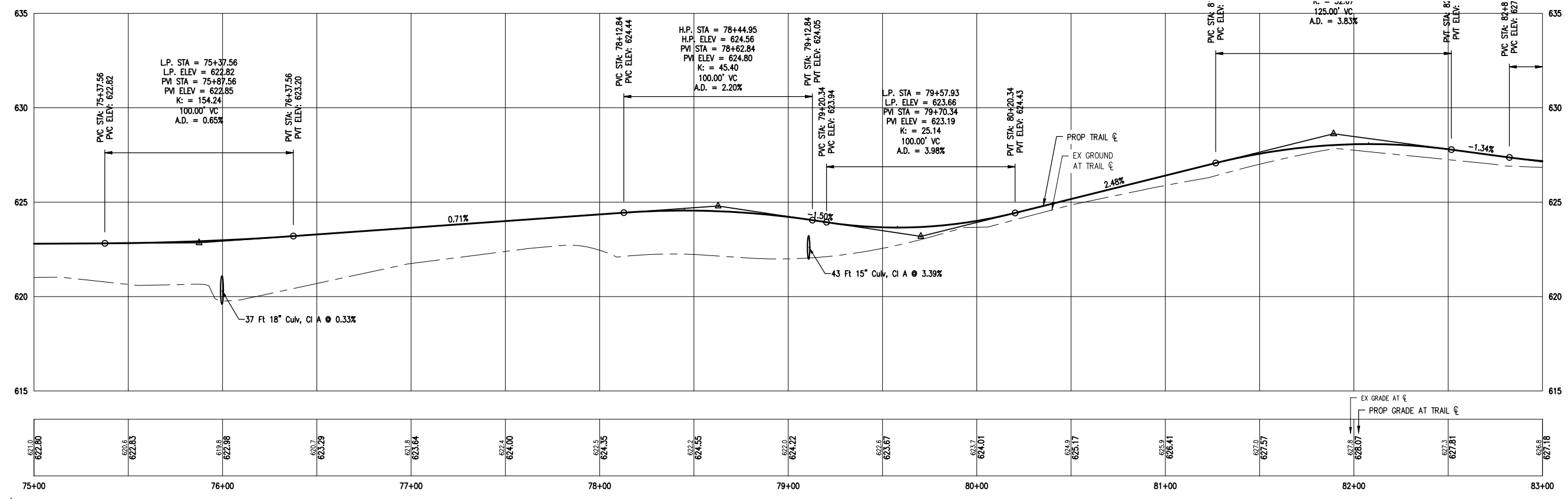
TOTAL	UNIT	DESCRIPTION
0.45	Acre	Clearing
1	Ea	Culv. End, Rem. Less than 24 in
800	Ft	Erosion Control, Silt Fence
1067	Syd	Aggregate Base, 6 inch
178	Syd	Shld, CI I, 2 inch
2	Ea	Culv End Sect, 15 inch
1	Ea	Culv End Sect, 18 inch
43	Ft	Culv, CI A, 15 inch
37	Ft	Culv, CI A, 18 inch
800	Ft	Shared use Path, Grading
108	Ton	Shared use Path, HMA



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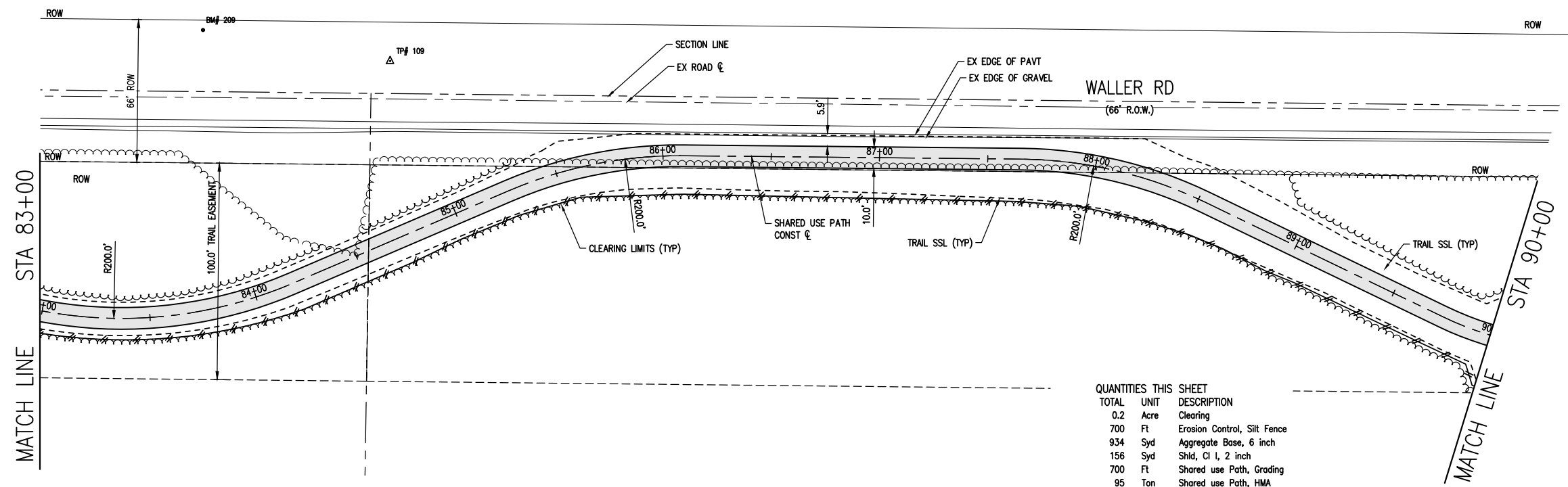


Know what's below.  
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REVISIONS

1	DATE	DESCRIPTION

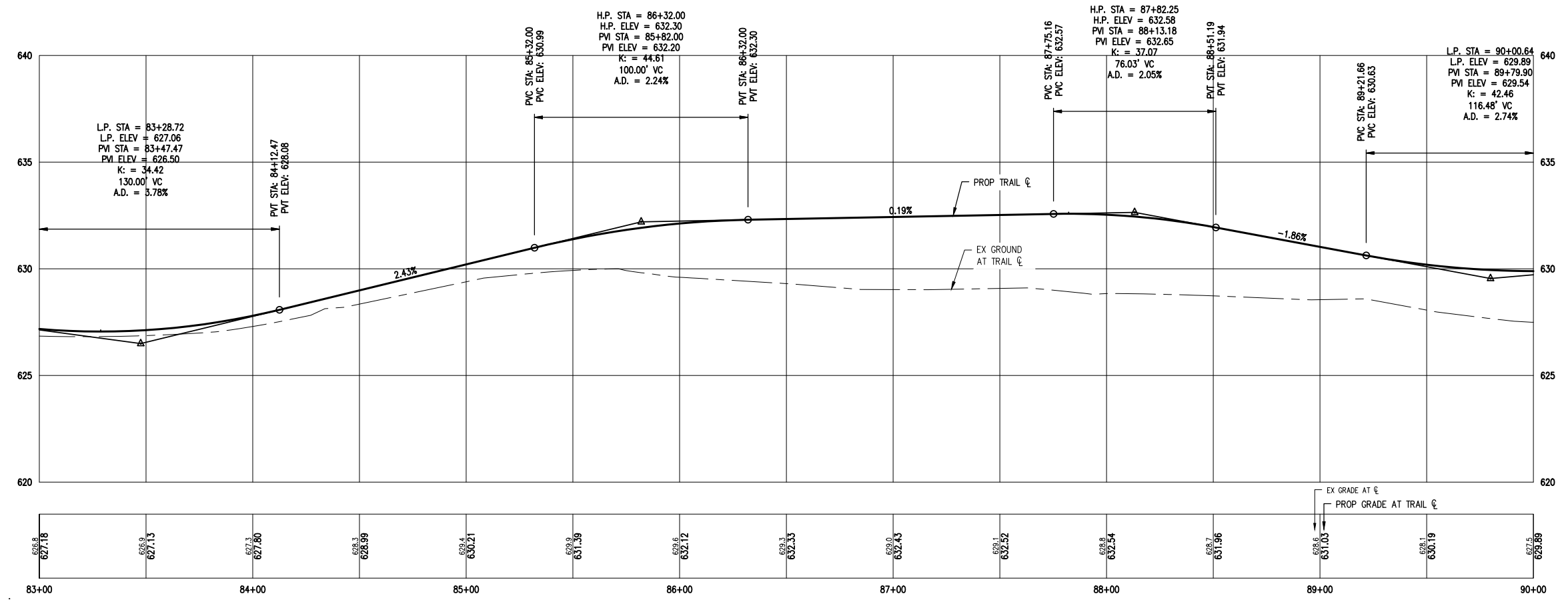
CITY OF CHARLEVOIX  
CHARLEVOIX LTW TRAIL EXTENSION  
PLAN & PROFILE SHEET



QUANTITIES THIS SHEET

TOTAL	UNIT	DESCRIPTION
0.2	Acre	Clearing
700	Ft	Erosion Control, Silt Fence
934	Syd	Aggregate Base, 6 inch
156	Syd	Shld, Cl I, 2 inch
700	Ft	Shared use Path, Grading
95	Ton	Shared use Path, HMA

PLAN



PROFILE

DRAWING PATH: P:\1700\_77987472\1010\_City\_LTW\_Trail\_Extension\_Design\Drawings\Civil\Plans\_Correl\2010CON02.dwg Nov 21, 2015 - 3:56pm

REVISIONS


DATE: 7/17/2010  
 PROJ. NUMBER: 77477010  
 ENG: CRP  
 PROJ. MGR: CRP  
 COUNTY: CHARLEVOK  
 CAD: MAS  
 MANIPALITY: CITY OF CHARLEVOK

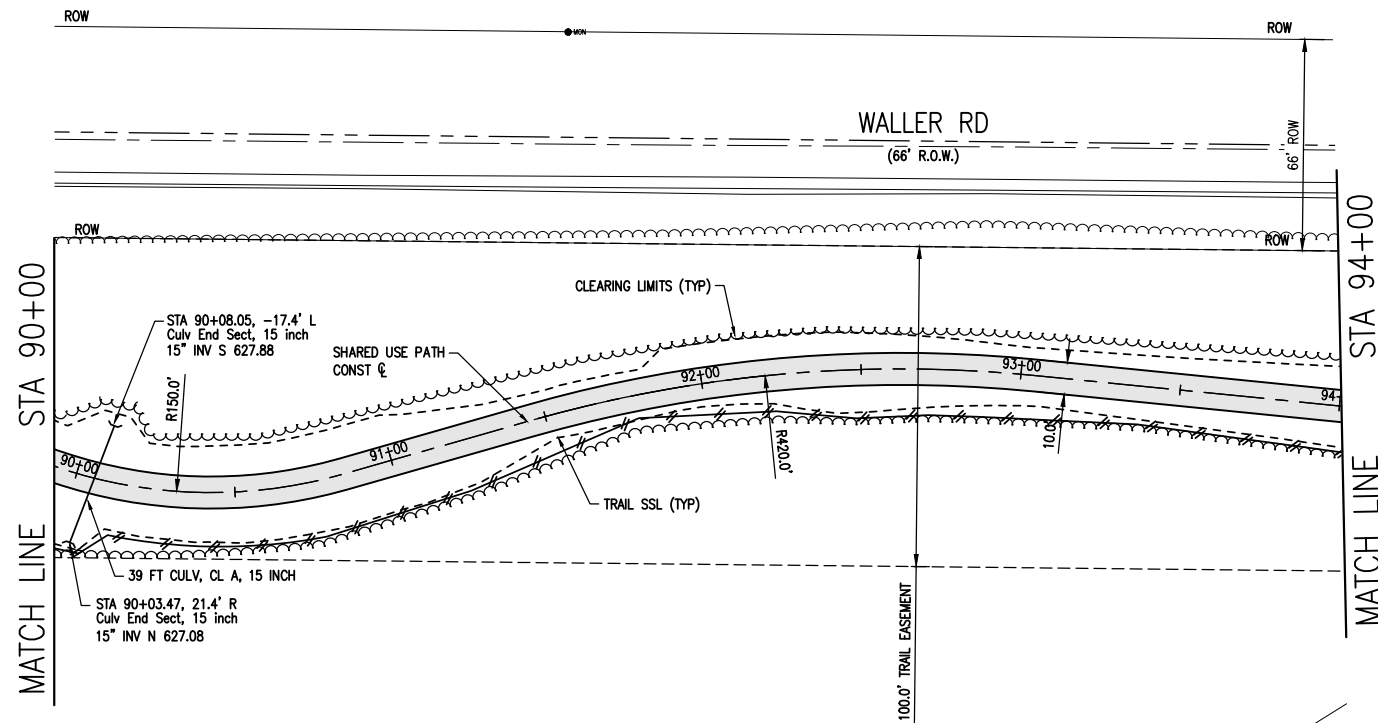


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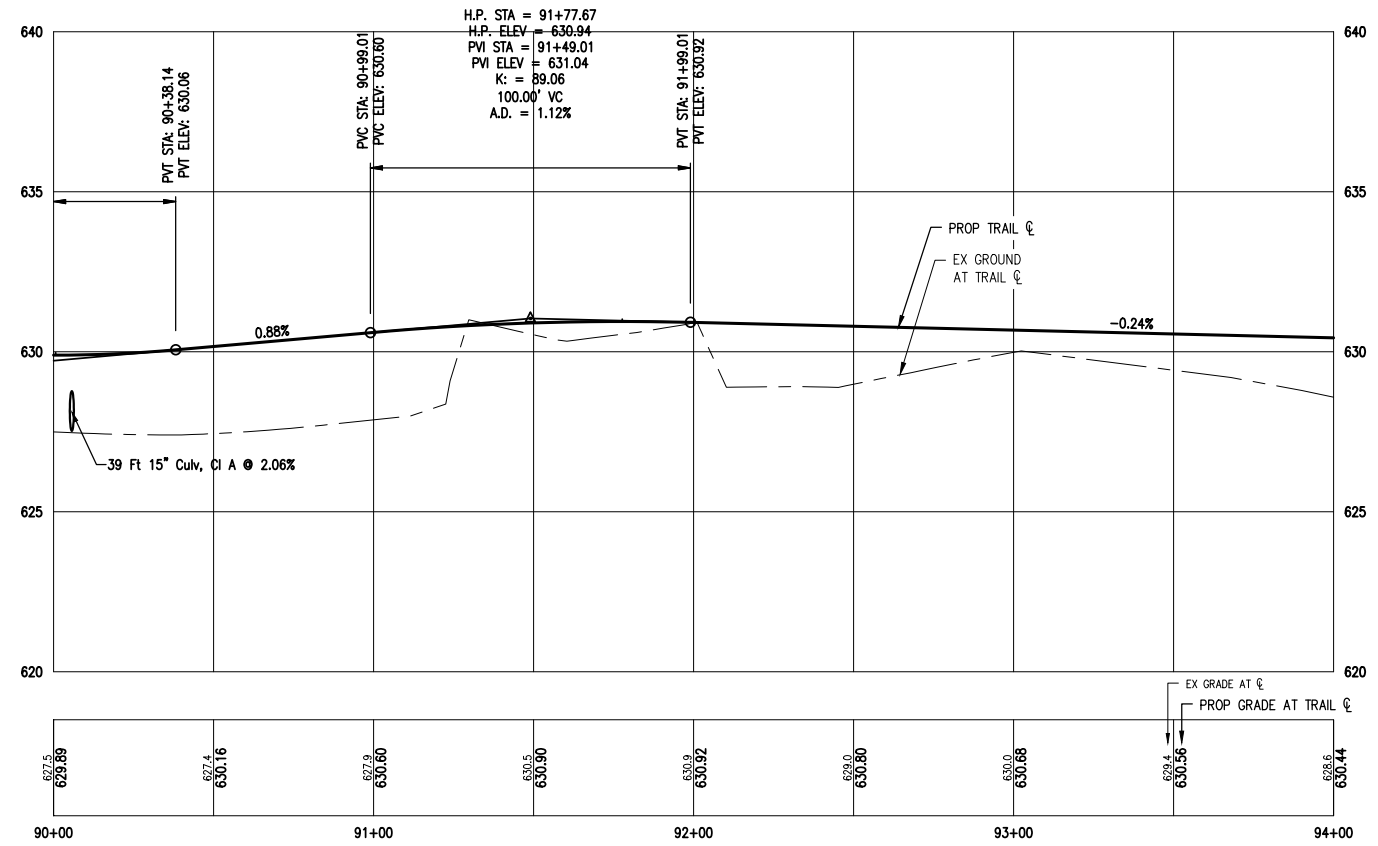
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PROFILE

QUANTITIES THIS SHEET

TOTAL	UNIT	DESCRIPTION
0.19	Acre	Clearing
400	Ft	Erosion Control, Silt Fence
534	Syd	Aggregate Base, 6 inch
89	Syd	Shld, Cl 1, 2 inch
2	Ea	Culv End Sect, 15 inch
39	Ft	Culv, Cl A, 15 inch
400	Ft	Shared use Path, Grading
54	Ton	Shared use Path, HMA

REVISIONS

NO.	DATE	DESCRIPTION

DATE: 7/17/2010  
 PROJ NUMBER: 77472010  
 ENG: CRP  
 PROJ MGR: CRP  
 CAD: MAS  
 COUNTY: CHARLEVOIX  
 MUNICIPALITY: CITY OF CHARLEVOIX

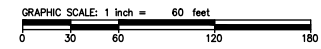
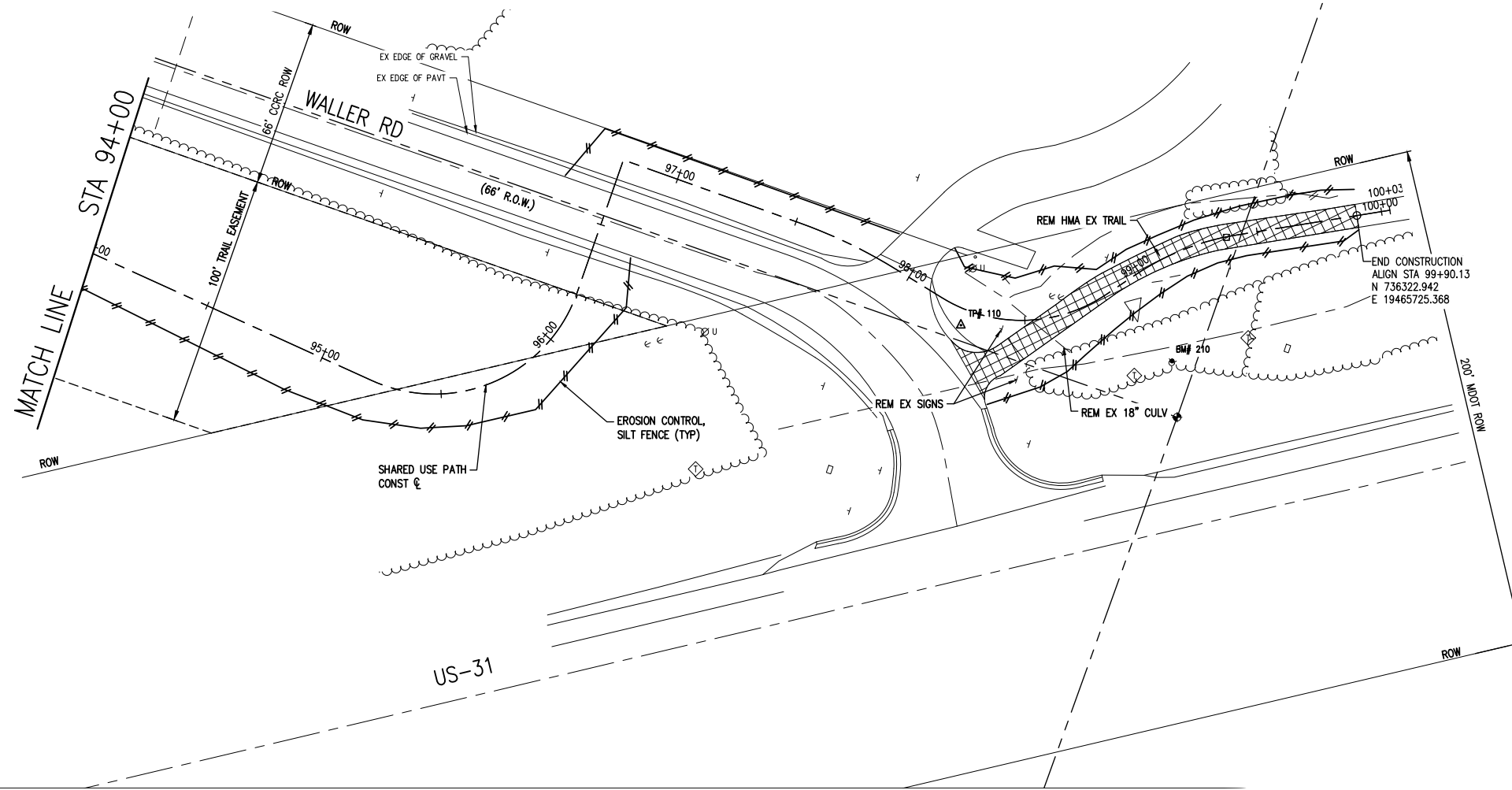
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QUANTITIES THIS SHEET

TOTAL	UNIT	DESCRIPTION
1	Ea	Culv, Rem, Less than 24 inch
955	Ft	Erosion Control, Silt Fence
60	Syd	HMA Surface, Rem
3	Ea	Sign, Type III, Rem

PLAN



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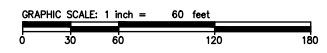
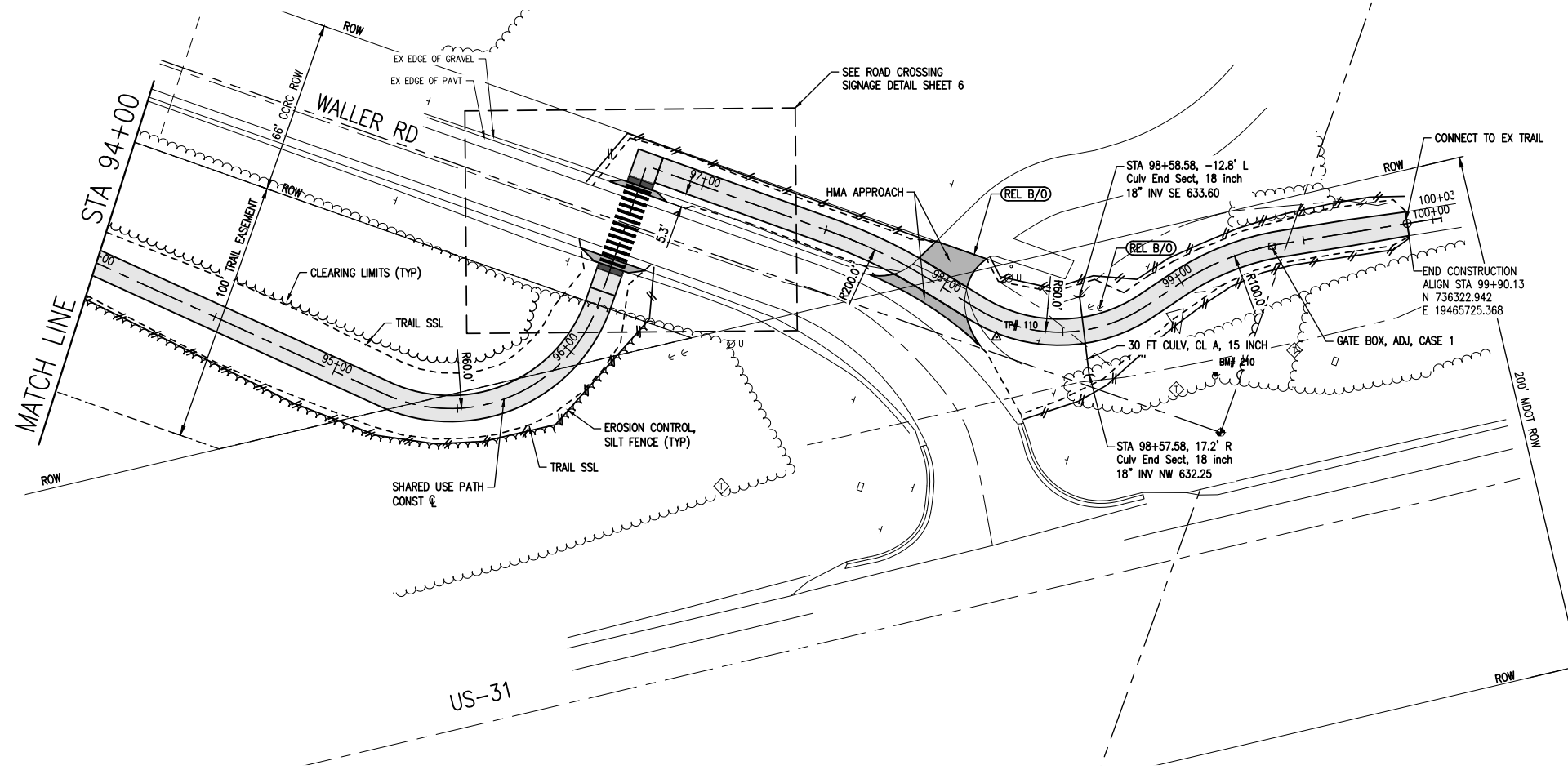
REVISIONS


DATE	PROJ NUMBER	ENG	PROJ MGR	CADD	COUNTY	MUNICIPALITY
	74721010	CRP	CRP	MAS	CHARLEVOIX	CITY OF CHARLEVOIX

CITY OF CHARLEVOIX  
 CHARLEVOIX Lw TRAIL EXTENSION  
 REMOVAL SHEET

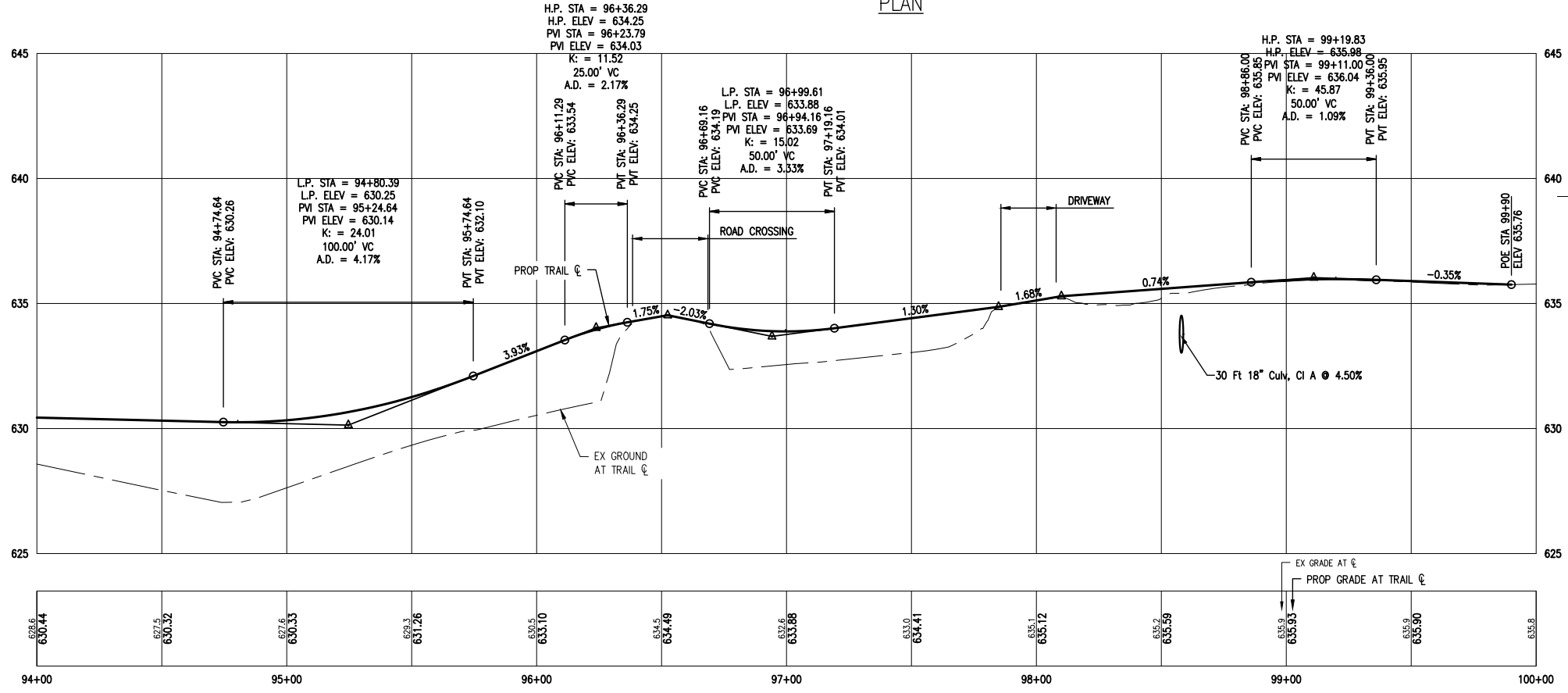
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**QUANTITIES THIS SHEET**

TOTAL	UNIT	DESCRIPTION
0.19	Acre	Clearing
754	Syd	Aggregate Base, 6 inch
62	Syd	Approach, Cl I, 6 inch
126	Syd	Shield, Cl I, 2 inch
2	Ea	Culv End Sect, 18 inch
30	Ft	Culv, Cl A, 18 inch
12	Ton	HMA Approach
20	Ft	Detectable Warning Surface
565	Ft	Shared use Path, Grading
76	Ton	Shared use Path, HMA
128	Ft	Post, Steel, 3 pound
5	Sft	Sign, Type IIIA
62	Sft	Sign, Type IIIB
2	Ea	Trail Sign Post
130	Ft	Pavt Mrkg, Polyurea, 12 inch, Crosswalk
130	Sft	Recessing Pavt Mrkg, Transv
1	Ea	Gate Box, Adj, Case 1

REVISIONS

NO.	DATE	DESCRIPTION

DATE: 7/17/2010  
 PROJ NUMBER: 77471010  
 PROJ MGR: CRP  
 COUNTY: CHARLEVOIX  
 CAD: MAS  
 MUNICIPALITY: CITY OF CHARLEVOIX

**CITY OF CHARLEVOIX**  
**CHARLEVOIX LTW TRAIL EXTENSION**  
**PLAN & PROFILE SHEET**



## Engineer's Opinion of Costs

**Project Number:** 216999  
**Estimate Number:** 1: City of Charlevoix - Little Traverse Wheelway Extension  
**Project Type:** Miscellaneous  
**Location:** Charlevoix, MI  
**Description:** City of Charlevoix - Little Traverse Wheelway Extension

**Project Engineer:** Chris Powell, PE  
**Date Created:** 11/21/2025  
**Date Edited:** 11/21/2025  
**Fed/State #:**  
**Fed Item:**  
**Control Section:**

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1100001	Mobilization, Max \$81,400	1.000	LSUM	\$81,400.00	\$81,400.00
0002	2010001	Clearing	4.330	Acre	\$12,000.00	\$51,960.00
0003	2030001	Culv, Rem, Less than 24 inch	1.000	Ea	\$750.00	\$750.00
0004	2030005	Culv, End, Rem, Less than 24 inch	1.000	Ea	\$500.00	\$500.00
0005	2040055	Sidewalk, Rem	5.000	Syd	\$30.00	\$150.00
0006	2080036	Erosion Control, Silt Fence	3,655.000	Ft	\$2.50	\$9,137.50
0007	3020016	Aggregate Base, 6 inch	13,113.000	Syd	\$12.00	\$157,356.00
0008	3060020	Maintenance Gravel	275.000	Ton	\$30.00	\$8,250.00
0009	3070008	Approach, CI I, 6 inch	508.000	Syd	\$15.00	\$7,620.00
0010	3077011	_ Shld, CI I, 2 inch	2,190.000	Syd	\$8.00	\$17,520.00
0011	4010015	Culv End Sect, 15 inch	4.000	Ea	\$650.00	\$2,600.00
0012	4010018	Culv End Sect, 18 inch	3.000	Ea	\$850.00	\$2,550.00
0013	4010132	Culv, CI A, 15 inch	82.000	Ft	\$75.00	\$6,150.00
0014	4010133	Culv, CI A, 18 inch	67.000	Ft	\$85.00	\$5,695.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0015	5010005	HMA Surface, Rem	762.000	Syd	\$10.00	\$7,620.00
0016	5010025	Hand Patching	110.000	Ton	\$150.00	\$16,500.00
0017	5010061	HMA Approach	91.000	Ton	\$130.00	\$11,830.00
0018	8020038	Curb and Gutter, Conc, Det F4	134.000	Ft	\$35.00	\$4,690.00
0019	8030010	Detectable Warning Surface	80.000	Ft	\$60.00	\$4,800.00
0020	8030030	Curb Ramp Opening, Conc	46.000	Ft	\$35.00	\$1,610.00
0021	8030046	Sidewalk, Conc, 6 inch	220.000	Sft	\$8.00	\$1,760.00
0022	8032002	Curb Ramp, Conc, 6 inch	850.000	Sft	\$12.00	\$10,200.00
0023	8060030	Shared use Path, Grading	9,830.000	Ft	\$17.00	\$167,110.00
0024	8060040	Shared use Path, HMA	1,328.000	Ton	\$125.00	\$166,000.00
0025	8070095	Post, Mailbox	1.000	Ea	\$200.00	\$200.00
0026	8080120	Fence, Moving	185.000	Ft	\$40.00	\$7,400.00
0027	8100371	Post, Steel, 3 pound	384.000	Ft	\$7.00	\$2,688.00
0028	8100403	Sign, Type III, Rem	3.000	Ea	\$20.00	\$60.00
0029	8100404	Sign, Type IIIA	28.000	Sft	\$16.00	\$448.00
0030	8100405	Sign, Type IIIB	180.000	Sft	\$17.00	\$3,060.00
0031	8107050	_ Trail Sign Post	10.000	Ea	\$100.00	\$1,000.00
0032	8110110	Pavt Mrkg, Polyurea, 12 inch, Crosswalk	450.000	Ft	\$6.50	\$2,925.00
0033	8110451	Recessing Pavt Mrkg, Transv	450.000	Sft	\$4.00	\$1,800.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0034	8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	10.000	Ea	\$75.00	\$750.00
0035	8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	10.000	Ea	\$1.00	\$10.00
0036	8120170	Minor Traf Devices	1.000	LSUM	\$20,000.00	\$20,000.00
0037	8120252	Plastic Drum, Fluorescent, Furn	125.000	Ea	\$25.00	\$3,125.00
0038	8120253	Plastic Drum, Fluorescent, Oper	125.000	Ea	\$1.00	\$125.00
0039	8120350	Sign, Type B, Temp, Prismatic, Furn	408.000	Sft	\$3.50	\$1,428.00
0040	8120351	Sign, Type B, Temp, Prismatic, Oper	408.000	Sft	\$1.00	\$408.00
0041	8150001	Site Preparation, Max \$7,800	1.000	LSUM	\$7,800.00	\$7,800.00
0042	8150002	Watering and Cultivating, First Season, Min \$3,800	1.000	LSUM	\$3,800.00	\$3,800.00
0043	8150003	Watering and Cultivating, 2nd Season, Min \$4,700	1.000	LSUM	\$4,700.00	\$4,700.00
0044	8150045	Acer campestre, shrub form, 5 foot	12.000	Ea	\$250.00	\$3,000.00
0045	8150141	Acer rubrum 'Bowhall', 1 3/4 inch	12.000	Ea	\$400.00	\$4,800.00
0046	8150150	Acer rubrum, 2 inch clump, 3 stem	12.000	Ea	\$400.00	\$4,800.00
0047	8150544	Betula nigra, 1 1/2 inch clump, 3 stem	12.000	Ea	\$400.00	\$4,800.00
0048	8150778	Celtis occidentalis, 1 1/2 inch	12.000	Ea	\$400.00	\$4,800.00
0049	8162005	Slope Restoration, Non-Freeway, Type E	12,134.000	Syd	\$4.50	\$54,603.00
0050	8230095	Hydrant, Relocate, Case 1	3.000	Ea	\$4,000.00	\$12,000.00
0051	8230431	Gate Box, Adj, Case 1	2.000	Ea	\$750.00	\$1,500.00

**Estimate Total: \$895,788.50**

# Charlevoix City Council

## Consent Agenda

**Title:** City Council Meeting Minutes — December 15, 2025

**Date:** January 5, 2026

**Presented By:**

**Background:**

**Recommendation:**

Motion to approve the minutes as presented.

**Attachments:**

1. 2025.12.15 WS CC
2. 2025.12.15 CC DRAFT

**City of Charlevoix**  
**City Council Work Session Minutes**  
**Monday, December 15, 2025 - 5:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Roll Call**

Mayor Gennett called the work session to order 5:00 p.m.

Mayor: Lyle Gennett

Members Present: Aaron Hagen, Dennis Halverson, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

**2. Discussion Items**

**A. Park Avenue**

Mr. Tim Toohey presented information on Park Avenue and briefly recapped PORCH's concerns.

Mayor Gennett opened the item for public comment; nine were heard.

Council recommended mediation between PORCH and the Mushroom House Tours; if mediation doesn't work, they would consider alternatives such as an ordinance like the example provided.

Council concurred to direct the City Manager to research the possibility of restricting commercial tour buses in residential areas.

**3. Public Comment**

**4. Adjourn**

Mayor Gennett adjourned the meeting at 5:59 p.m.

---

Sarah J. Dvoracek

City Clerk

---

Lyle Gennett

Mayor

**City of Charlevoix**  
**City Council Regular Meeting Minutes**  
**Monday, December 15, 2025 - 6:00 PM**  
Council Chambers, 210 State Street, Charlevoix, MI

**1. Pledge of Allegiance**

The meeting was called to order at 6:04 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

**2. Roll Call**

Mayor: Lyle Gennett  
Members Present: Aaron Hagen, Dennis Halverson, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring  
Members Absent: None  
City Manager: Mark L. Heydlauff  
City Clerk: Sarah J. Dvoracek

**3. Presentations**

**4. Inquiry Regarding Conflicts of Interest**

Council Member Hagen stated regarding item 7C. Sarah Van Horn, President of Charlevoix Area Chamber, is his sister. Council concurred there is no conflict of interest.

**5. Consent Agenda**

Mayor Gennett opened the item for public comment. None were heard.  
Motion by Parr, seconded by Hagen to approve the consent agenda as presented.

Yeas: Halverson, Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

**Motion carried.**

A. City Council Meeting Minutes — December 1, 2025

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

Motion to approve the accounts payable and payroll check registers as presented.

Dates	Description	Amount
12/05/2025	Payroll Remittance Checks	\$7,465.61
12/05/2025	Payroll (net pay)	\$121,634.68
12/16/2025	Regular Accounts Payable	\$463,103.31
12/01/2025-12/09/2025	ACH/WIRE Payments	\$169,886.10
12/01/2025	Special A/P Tax Disbursement	\$11,912.89
<b>Grand Total</b>		<b>\$774,002.59</b>

The entire accounts payable and payroll check registers can be viewed on the City's [website](#).

C. 25 kVA Pad Mount Transformers for \$25,792

Motion to approve the purchase eight (8) ERMCO 25 kVA pad mount transformers through RESCO, Madison, Wisconsin in the amount of \$25,792.

D. Taser Purchase and Support Contract: \$41,802.53

Motion to approve the purchase of 8 TASERS and a five-year contract with Axon for the Taser 10 with the Pro Package starting in April 2026 for \$41,803.52 and authorize the City Manager to sign any necessary documents.

**6. Public Hearings and Actions Requiring Public Hearings**

**7. All Other Actions and Requests**

A. Community Garden Fence Request

Beth Cowie and Beth Rosenthal  
Charlevoix Area Garden Club

City Manager Heydlauff presented information on the Community Garden Fence Request.

Mayor Gennett opened the item for public comment. None were heard.

Motion by Spring, seconded by Hagen to approve the fence proposal as presented.

Yeas: Halverson, Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

**Motion carried.**

B. Special Event Policy Revisions

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Policy Revisions.

Mayor Gennett opened the item for public comment; nine were heard.

Motion by Spring, seconded by Parr to approve the Special Event Policy Revisions as presented.

Yeas: Halverson, Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

**Motion carried.**

Council concurred to direct City Manager Heydlauff to draft a fee schedule and budget based on supporting the events under \$500 and the largest events, including Waterfront Art Festival, Venetian and Applefest.

C. 2025 Charlevoix Area Chamber of Commerce Report

Sarah Van Horn- Charlevoix Area Chamber of Commerce President

Sarah Van Horn, Charlevoix Area Chamber of Commerce President presented information on the 2025 Charlevoix Area Chamber of Commerce Report.

Council Member Halverson left Council Chambers.

Mayor Gennett opened the item for public comment. None were heard.

Motion by Spring, seconded by Knapp to accept the partnership report and building fund report as presented.

Yeas: Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

**Motion carried.**

Mayor Gennett opened the item for public comment. None were heard.

Motion by Parr, seconded by Spring to approve a two-year renewal agreement with the Charlevoix Area Chamber of Commerce.

Yeas: Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

**Motion carried.**

#### D. Mayoral Appointments

Mayor Lyle Gennett

Mayor Gennett presented information about his recommendations for appointments.

Mayor Gennett opened the item for public comment. None were heard.

Motion by Spring, seconded by Parr to confirm the Mayor's appointment of Perry Hogdson to the Shade Tree & Park Commission for a term to expire December 31, 2028.

Yeas: Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

**Motion carried.**

Council Member Halverson returned to the dais.

Mayor Gennett opened the item for public comment. None were heard.

Motion by Parr, seconded by Kalbfell to confirm the Mayor's appointments of Scott Kelly and Brenda Bryan to the Recreation Advisory Committee for terms to expire December 31, 2028.

Yeas: Halverson, Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

**Motion carried.**

Mayor Gennett opened the item for public comment. None were heard.

Motion by Kalbfell, seconded by Hagen to confirm the Mayor's appointment of Marianne Mast to the Compensation Commission for a term to expire December 31, 2030.

Yeas: Halverson, Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

**Motion carried.**

## 8. Reports and Communications

### A. Public Comment

### B. City Manager's Comments

- City is in the final process of phasing out AT&T copper landlines at the Water Treatment Plant and Waste Water Treatment Plant

- City Treasurer is researching some possible changes to the retirement plans that will help reduce costs
- Recommended that City Hall be open limited hours on Friday, December 26, 2025 from 10 a.m. - 4 p.m.

Motion by Hagen, seconded by Spring to approve City Hall be open for limited hours on Friday, December 26, 2025 from 10 a.m. to 4 p.m.

Yeas: Halverson, Parr, Kalbfell, Knapp, Spring, Hagen

Nays: None

**Motion carried.**

C. Mayor and Council Comments

- Mayor Gennett and Council Members wished everyone a Merry Christmas and Happy New Year!

**9. Other Council Business**

**10. Adjourn**

Mayor Gennett adjourned the meeting at 8:11 p.m.

---

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

# Charlevoix City Council

## Consent Agenda

**Title:** Accounts Payable and Payroll Check Registers

**Date:** January 5, 2026

**Presented By:**

**Background:**

**Recommendation:**

Motion to approve the accounts payable and payroll check registers as presented.

**Attachments:**

1. Accounts Payable and Payroll Check Registers

**CHECK REGISTER FOR CITY OF CHARLEVOIX**  
CHECK DATE 12/17/2025 - 12/17/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
12/17/2025	146467	AT&T	1,609.52
12/17/2025	146468	BLUE CROSS BLUE SHIELD OF MIC	54,190.47
12/17/2025	146469	CHARLEVOIX STATE BANK	4,343.61
12/17/2025	146470	CHARTER COMMUNICATIONS	783.33
12/17/2025	146471	DELTA DENTAL	3,555.06
12/17/2025	146472	GREAT LAKES ENERGY COOPERATIV	250.50
12/17/2025	146473	RANGE TELECOMMUNICATIONS	214.00
12/17/2025	146474	VSP INSURANCE CO. (CT)	543.28
12/17/2025	146475	WEX BANK	7,499.88
1 TOTALS:			
Total of 9 Checks:			72,989.65
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			72,989.65

Summary of Check Registers & ACH Payments  
**HUNTINGTON NATIONAL BANK - CHECKS ISSUED**

12/17/25 Special Accounts Payable Run	\$	72,989.65
12/19/25 Payroll (longevity net pay)	\$	13,916.65
12/19/25 Payroll (regular payroll net pay)	\$	113,332.10
12/19/25 Payroll Remittance Checks	\$	7,256.49
01/02/26 Payroll (net pay)	\$	122,152.95
01/02/26 Payroll Remittance Checks	\$	7,455.11
01/06/26 Regular Accounts Payable	\$	178,490.64
<b>Checks Sub-Total:</b>	\$	<b>515,593.59</b>

**HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS**

12/10/25 iSolved Inc.	\$	75.00
12/15/25 MI Public Power Agency	\$	24,662.35
12/19/25 IRS (Payroll Tax Deposit)	\$	46,377.87
12/19/25 Alerus Financial (HCSP)	\$	558.00
12/19/25 Vantagepoint (401 Plan)	\$	1,276.39
12/19/25 Vantagepoint (457 Plan)	\$	27,398.50
12/19/25 Vantagepoint (Roth IRA)	\$	1,685.00
12/19/25 State of MI (Withholding Tax)	\$	6,922.88
12/19/25 MERS (Defined Benefit Plan)	\$	79,595.60
12/22/25 Enterprise FM Trust (fleet lease)	\$	11,783.07
12/22/25 MI Public Power Agency	\$	23,687.11
12/26/25 MI Public Power Agency	\$	224,732.69
01/02/26 IRS (Payroll Tax Deposit)	\$	46,442.55
01/02/26 Alerus Financial (HCSP)	\$	558.00
01/02/26 Vantagepoint (401 Plan)	\$	1,276.39
01/02/26 Vantagepoint (457 Plan)	\$	26,821.50
01/02/26 Vantagepoint (Roth IRA)	\$	1,685.00
01/02/26 State of MI (Withholding Tax)	\$	6,866.62
<b>ACH Sub-Total:</b>	\$	<b>532,404.52</b>

**Huntington National Bank Total: \$ 1,047,998.11**

**CHARLEVOIX STATE BANK - CHECKS ISSUED**  
**(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)**

12/15/25 Special A/P Tax Disbursement	\$	536,135.28
<b>Charlevoix State Bank Total:</b>	\$	<b>536,135.28</b>
<b>Grand Total:</b>	\$	<b>1,584,133.39</b>

APPROVED:

  
CITY MANAGER

CITY TREASURER

  
CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX  
Payroll: 0000000036

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	12/19/2025	2,600.00	2,175.43
KLOOSTER, ALIDA K.	12/19/2025	1,000.00	828.69
BARNEVELD, RICHELLE L.	12/19/2025	200.00	170.45
MILLER, FAITH G.	12/19/2025	600.00	526.29
MCGINN, KELLY A.	12/19/2025	600.00	526.29
UMULIS, MATTHEW T.	12/19/2025	1,000.00	784.07
ORBAN, BARBARA K.	12/19/2025	800.00	621.91
RILEY, DENISE M.	12/19/2025	800.00	647.51
MUNK, CHRISTOPHER J.	12/19/2025	400.00	340.91
YOUNG, KRISTEN L.	12/19/2025	400.00	352.40
WURST, RANDALL W.	12/19/2025	600.00	505.85
HILLING, NICHOLAS A.	12/19/2025	400.00	326.73
MEIER III, CHARLES A.	12/19/2025	400.00	357.40
ZACHARIAS, STEVEN B.	12/19/2025	300.00	251.20
NEWMAN, MARK J.	12/19/2025	200.00	170.45
EATON, BRAD A.	12/19/2025	500.00	426.14
WILSON, TIMOTHY J.	12/19/2025	400.00	350.39
LAVOIE, RICHARD L.	12/19/2025	300.00	265.16
STEVENS, BRANDON C.	12/19/2025	300.00	265.16
WHITLEY, ANDREW T.	12/19/2025	300.00	255.68
FARRELL, MITCHELL L.	12/19/2025	200.00	170.45
BACHMANN, ELIZABETH A.	12/19/2025	200.00	170.45
KENWABIKISE, DAVID L.	12/19/2025	200.00	170.45
ELLIOTT, PATRICK M.	12/19/2025	800.00	714.28
MORRISON, KEVIN P.	12/19/2025	700.00	577.46
BRADLEY, KELLY R.	12/19/2025	500.00	396.14
HART II, DELBERT W.	12/19/2025	200.00	140.45
JONES, ROBERT F.	12/19/2025	400.00	340.91
THORP, WILLIAM D.	12/19/2025	200.00	178.70
LEITNER, RYAN S.	12/19/2025	200.00	170.45
KNORR, KENT J.	12/19/2025	400.00	369.40
ANZELL, BETH A.	12/19/2025	400.00	369.40
Totals: 32		16,500.00	13,916.65

Approved By: \_\_\_\_\_

*Keyman*

Date: \_\_\_\_\_

*12/10/25*

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000037

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	12/19/2025	6,009.38	4,492.44
DVORACEK, SARAH J.	12/19/2025	3,283.44	2,322.38
KLOOSTER, ALIDA K.	12/19/2025	3,046.40	2,080.37
BARNEVELD, RICHELLE L.	12/19/2025	2,099.50	1,477.91
SCHULZ, GINNY L.	12/19/2025	2,267.20	1,522.78
JENKINS, JESSICA-RAE A.	12/19/2025	2,280.00	1,808.02
MILLER, FAITH G.	12/19/2025	44.78	30.87
MCGINN, KELLY A.	12/19/2025	3,757.18	2,411.70
SCHEEL, JONATHAN D.	12/19/2025	3,182.40	2,231.36
MCDONNELL, JILL L.	12/19/2025	3,711.10	2,152.75
UMULIS, MATTHEW T.	12/19/2025	3,436.59	2,049.08
ORBAN, BARBARA K.	12/19/2025	2,684.00	1,317.40
RILEY, DENISE M.	12/19/2025	741.78	603.20
MUNK, CHRISTOPHER J.	12/19/2025	2,811.61	1,731.23
CHRISTIANSSEN, BRIAN D.	12/19/2025	2,388.80	1,663.28
MARTIN, DONALD L.	12/19/2025	2,579.60	1,675.04
YOUNG, KRISTEN L.	12/19/2025	2,163.18	1,547.86
WURST, RANDALL W.	12/19/2025	4,033.11	2,225.49
HILLING, NICHOLAS A.	12/19/2025	3,169.61	1,959.83
MEIER III, CHARLES A.	12/19/2025	3,150.71	1,933.55
ZACHARIAS, STEVEN B.	12/19/2025	2,751.20	1,644.19
NEWMAN, MARK J.	12/19/2025	2,956.01	1,930.78
LOUGHMILLER, JOHN A.	12/19/2025	2,967.20	2,108.85
GRIFFITH, JOHN J.	12/19/2025	5,111.52	2,790.07
EATON, BRAD A.	12/19/2025	4,621.70	2,818.49
WILSON, TIMOTHY J.	12/19/2025	4,399.20	3,136.70
LAVOIE, RICHARD L.	12/19/2025	4,227.35	2,717.09
STERRETT, PHILLIP R.	12/19/2025	3,687.65	2,035.19
STEVENS, BRANDON C.	12/19/2025	4,589.07	2,682.61
WHITLEY, ANDREW T.	12/19/2025	5,455.69	3,327.56
FARRELL, MITCHELL L.	12/19/2025	3,558.40	2,278.76
BACHMANN, ELIZABETH A.	12/19/2025	2,282.40	1,602.50
KENWABIKISE, DAVID L.	12/19/2025	2,080.00	1,419.98
ELLIOTT, PATRICK M.	12/19/2025	5,384.62	3,651.51
MORRISON, KEVIN P.	12/19/2025	3,798.24	2,375.44
FURGESON, JUSTIN L.	12/19/2025	3,829.43	2,640.85
BRADLEY, KELLY R.	12/19/2025	2,887.20	1,623.11
HART II, DELBERT W.	12/19/2025	3,275.43	2,100.60
JONES, ROBERT F.	12/19/2025	3,187.26	2,018.89
THORP, WILLIAM D.	12/19/2025	3,396.27	2,151.85
LEITNER, RYAN S.	12/19/2025	3,957.75	2,204.40
NOWKA, STEPHEN P.	12/19/2025	3,371.92	2,455.86
RILEY, DANIEL A.	12/19/2025	3,669.96	2,621.82
REID, ROB A.	12/19/2025	2,201.83	1,092.33
KNORR, KENT J.	12/19/2025	3,751.91	2,622.36
BOSS JR, DALE E.	12/19/2025	1,922.74	1,589.80
ANZELL, BETH A.	12/19/2025	2,333.21	1,717.72
BOSS, SHERRY M.	12/19/2025	776.25	656.90
MAILLOUX, AIDEN M.	12/19/2025	1,380.00	1,128.58
CULBERTSON, CRISTIN E.	12/19/2025	973.75	827.69
BEMIS, ADDISON J.	12/19/2025	1,104.00	918.54
BOSS, BEAU J.	12/19/2025	2,472.10	1,883.83
BEMIS, GARRETTSON G.	12/19/2025	897.00	767.73
FLANDERS, FRANCIS B.	12/19/2025	50.00	44.04
SCHOLEY, ROBERT W.	12/19/2025	3,269.23	2,148.91
BRYAN, BRENDA L.	12/19/2025	50.00	46.18
MCCRANEY, RUSSELL R.	12/19/2025	2,803.20	2,063.13
POSTMUS, ANTHONY H.	12/19/2025	2,758.84	1,993.65
REECE, DANIEL A.	12/19/2025	2,899.12	2,109.85
WADKINS, LOGAN M.	12/19/2025	168.00	147.22
Totals: 60		172,097.02	113,332.10

Approved By: *Debra M. ...*

Date: 12/16/25

CHECK REGISTER FOR CITY OF CHARLEVOIX  
CHECK DATE 12/19/2025 - 12/19/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
12/19/2025	146459	4FRONT CREDIT UNION	1,586.92
12/19/2025	146460	AMERICAN FAMILY LIFE	701.28
12/19/2025	146461	BLUE CROSS BLUE SHIELD OF MIC	1,596.57
12/19/2025	146462	CHARLEVOIX STATE BANK	1,695.00
12/19/2025	146463	COMMUNICATION WORKERS OF AMER	702.90
12/19/2025	146464	MI STATE DISBURSEMENT UNIT	116.55
12/19/2025	146465	THE HARTFORD	438.62
12/19/2025	146466	VELO LAW OFFICE	418.65
<b>1 TOTALS:</b>			
Total of 8 Checks:			7,256.49
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			<u>7,256.49</u>

## CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 000000038

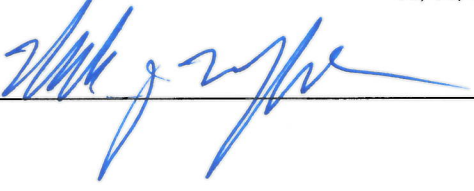
Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	01/02/2026	6,509.39	4,407.00
DVORACEK, SARAH J.	01/02/2026	3,333.44	2,383.26
KLOOSTER, ALIDA K.	01/02/2026	3,758.40	2,585.03
BARNEVELD, RICHELLE L.	01/02/2026	2,109.25	1,490.48
SCHULZ, GINNY L.	01/02/2026	2,267.20	1,521.37
JENKINS, JESSICA-RAE A.	01/02/2026	2,330.00	1,863.47
MCGINN, KELLY A.	01/02/2026	4,469.19	2,916.37
SCHEEL, JONATHAN D.	01/02/2026	3,894.40	2,796.02
MCDONNELL, JILL L.	01/02/2026	4,423.10	2,636.98
UMULIS, MATTHEW T.	01/02/2026	3,539.20	2,107.47
ORBAN, BARBARA K.	01/02/2026	4,085.61	2,261.02
RILEY, DENISE M.	01/02/2026	746.12	611.56
MUNK, CHRISTOPHER J.	01/02/2026	3,851.54	2,460.39
CHRISTIANSEN, BRIAN D.	01/02/2026	3,084.44	2,109.62
MARTIN, DONALD L.	01/02/2026	4,313.09	2,966.55
YOUNG, KRISTEN L.	01/02/2026	2,875.19	2,090.94
CONWAY, PATRICK G.	01/02/2026	240.50	143.64
WURST, RANDALL W.	01/02/2026	3,604.28	1,932.40
HILLING, NICHOLAS A.	01/02/2026	4,558.92	2,884.04
MEIER III, CHARLES A.	01/02/2026	2,787.20	1,668.86
ZACHARIAS, STEVEN B.	01/02/2026	2,736.20	1,651.77
NEWMAN, MARK J.	01/02/2026	2,727.20	1,800.37
LOUGHMILLER, JOHN A.	01/02/2026	3,729.86	2,621.47
GENNETT, LYLE E.	01/02/2026	1,035.00	911.83
GRIFFITH, JOHN J.	01/02/2026	5,161.51	2,850.94
EATON, BRAD A.	01/02/2026	4,499.95	2,737.57
WILSON, TIMOTHY J.	01/02/2026	4,399.20	3,147.59
LAVOIE, RICHARD L.	01/02/2026	4,315.20	2,786.96
STERRETT, PHILLIP R.	01/02/2026	4,179.00	2,387.05
STEVENS, BRANDON C.	01/02/2026	5,317.85	3,179.42
WHITLEY, ANDREW T.	01/02/2026	4,374.09	2,578.39
FARRELL, MITCHELL L.	01/02/2026	3,464.40	2,233.71
BACHMANN, ELIZABETH A.	01/02/2026	2,332.41	1,657.96
KENWABIKISE, DAVID L.	01/02/2026	2,148.25	1,475.25
HAGEN, AARON W.	01/02/2026	867.50	801.13
KALBFELL, JANET P.	01/02/2026	880.00	475.28
ELLIOTT, PATRICK M.	01/02/2026	5,434.61	3,733.72
MORRISON, KEVIN P.	01/02/2026	2,681.43	1,567.60
PARR, PHILIP M.	01/02/2026	730.00	643.12
FURGESON, JUSTIN L.	01/02/2026	4,291.40	2,966.63
BRADLEY, KELLY R.	01/02/2026	3,435.44	2,044.43
HART II, DELBERT W.	01/02/2026	2,743.20	1,746.73
JONES, ROBERT F.	01/02/2026	2,585.72	1,585.81
KNAPP, MARK D.	01/02/2026	680.00	599.08
THORP, WILLIAM D.	01/02/2026	2,414.48	1,512.41
LEITNER, RYAN S.	01/02/2026	2,538.98	1,602.43
NOWKA, STEPHEN P.	01/02/2026	2,805.72	2,058.58
RILEY, DANIEL A.	01/02/2026	3,034.25	2,132.31
SPRING, RICHARD C.	01/02/2026	642.50	566.03
REID, ROB A.	01/02/2026	2,148.68	1,068.79
HALVERSON, DENNIS S.	01/02/2026	261.37	230.27
KNORR, KENT J.	01/02/2026	3,468.59	2,484.61
BOSS JR, DALE E.	01/02/2026	1,922.74	1,600.68
ANZELL, BETH A.	01/02/2026	2,383.21	1,773.14
BOSS, SHERRY M.	01/02/2026	948.75	795.48
MCDERMOTT, DENNIS J.	01/02/2026	74.98	66.05
MAILLOUX, AIDEN M.	01/02/2026	517.50	455.92
CUNNINGHAM, ABIGAIL A.	01/02/2026	85.00	82.32
CULBERTSON, CRISTIN E.	01/02/2026	1,025.00	871.93
JOHNSTONE, HUNTER S.	01/02/2026	255.00	224.65
BEMIS, ADDISON J.	01/02/2026	69.00	60.79
LOPEZ, VANESSA M.	01/02/2026	408.38	369.26
WILLSON, ALEXANDER J.	01/02/2026	387.50	341.38
WILLSON, WESTYN E.	01/02/2026	387.50	341.38
MATTER, DAWSON K.	01/02/2026	170.00	149.76
PEARSALL, KRISTA M.	01/02/2026	85.00	74.89
BOSS, BEAU J.	01/02/2026	2,472.10	1,900.90
ARNOLD, REMI C.	01/02/2026	132.00	121.91
STEVENS, JEFFREY W.	01/02/2026	85.00	78.50
WILLSON, BRENDA R.	01/02/2026	85.00	74.89
SCHOLEY, ROBERT W.	01/02/2026	3,319.23	2,209.80
MCCRANEY, RUSSELL R.	01/02/2026	2,853.20	2,124.01
POSTMUS, ANTHONY H.	01/02/2026	2,297.92	1,644.20

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000038

Name	Check Date	Gross	Net
REECE, DANIEL A.	01/02/2026	2,573.12	1,865.05
GRAY, DAVID A.	01/02/2026	504.00	443.13
WADKINS, LOGAN M.	01/02/2026	1,008.00	807.22
Totals: 76		<u>182,893.58</u>	<u>122,152.95</u>

Approved By:



Date:

12/30/25

CHECK REGISTER FOR CITY OF CHARLEVOIX  
 CHECK DATE 01/02/2026 - 01/02/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
01/02/2026	146476	4FRONT CREDIT UNION	1,586.92
01/02/2026	146477	AMERICAN FAMILY LIFE	701.28
01/02/2026	146478	BLUE CROSS BLUE SHIELD OF MIC	1,596.57
01/02/2026	146479	CHARLEVOIX STATE BANK	1,695.00
01/02/2026	146480	COMMUNICATION WORKERS OF AMER	702.90
01/02/2026	146481	FOPLC	207.00
01/02/2026	146482	MI STATE DISBURSEMENT UNIT	116.55
01/02/2026	146483	THE HARTFORD	438.62
01/02/2026	146484	VELO LAW OFFICE	410.27
1 TOTALS:			
Total of 9 Checks:			7,455.11
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			<u>7,455.11</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX  
CHECK DATE 01/06/2026 - 01/06/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
01/06/2026	146485	24/7 SEWER & DRAIN CLEANING	535.00
01/06/2026	146486	ACLARA TECHNOLOGIES LLC	2,110.00
01/06/2026	146487	AMAZON CAPITAL SERVICES	2,218.84
01/06/2026	146488	AMERICAN LEGAL PUBLISHING COR	550.00
01/06/2026	146489	AMERICAN LEGAL PUBLISHING COR	500.00
01/06/2026	146490	AMERICAN WATER WORKS ASSN	443.00
01/06/2026	146491	AT&T MOBILITY	860.85
01/06/2026	146492	BALLARD'S PLUMBING AND HEATIN	197.86
01/06/2026	146493	BIOTECH AGRONOMICS INC	47,812.50
01/06/2026	146494	CASELLE LLC	1,470.00
01/06/2026	146495	CHARLEVOIX AUTO LLC	1,291.10
01/06/2026	146496	CHARLEVOIX COUNTY TREASURER	1,965.57
01/06/2026	146497	CHARLEVOIX SCREEN MASTERS INC	24.00
01/06/2026	146498	CHARLEVOIX TOWNSHIP TREASURER	93.01
01/06/2026	146499	CINTAS	115.94
01/06/2026	146500	CINTAS CORPORATION	156.24
01/06/2026	146501	CONWAY PROFESSIONAL SERVICES	1,890.00
01/06/2026	146502	DELL MARKETING LP	260.25
01/06/2026	146503	DETROIT PUMP & MFG CO	896.61
01/06/2026	146504	DROST LANDSCAPE	610.40
01/06/2026	146505	ELECTIONSOURCE	1,365.00
01/06/2026	146506	ELLSWORTH FARMERS EXCHANGE	2,139.43
01/06/2026	146507	FISHER SCIENTIFIC	1,124.24
01/06/2026	146508	FREEDOM MAILING SERVICES INC	2,587.25
01/06/2026	146509	GINOP SALES INC	97.90
01/06/2026	146510	GORDON FOOD SERVICE	351.13
01/06/2026	146511	GRAINGER	477.28
01/06/2026	146512	GRP ENGINEERING INC	575.00
01/06/2026	146513	HACH COMPANY	1,449.43
01/06/2026	146514	HARTFORD, THE	3,261.60
01/06/2026	146515	HEIGHTS MACHINERY	500.66
01/06/2026	146516	HUTSON INC	510.33
01/06/2026	146517	INTEGRITY BUSINESS SOLUTIONS	48.38
01/06/2026	146518	INTO THE WOODS	215.00
01/06/2026	146519	JOHN E GREEN COMPANY	3,289.00
01/06/2026	146520	KALAMAZOO SANITARY SUPPLY LLC	644.18
01/06/2026	146521	KASSBOHRER ALL TERRAIN VEHICL	2,915.89
01/06/2026	146522	KENNEDY INDUSTRIES INC	9,495.00
01/06/2026	146523	LENSLOCK INC	2,773.66
01/06/2026	146524	MACQUEEN EQUIPMENT LLC	1,266.77
01/06/2026	146525	MICHIGAN MUNICIPAL LEAGUE	15.21
01/06/2026	146526	MISS DIG 811	1,587.15
01/06/2026	146527	MWEA	1,800.00
01/06/2026	146528	NCL OF WISCONSIN INC	402.19
01/06/2026	146529	NORTH COAST FASTENERS LLC	123.51
01/06/2026	146530	NORTHWEST ELECTRONICS & REPAI	159.91
01/06/2026	146531	NUCO2 LLC	262.81
01/06/2026	146532	OLSON & HOWARD PC	604.83
01/06/2026	146533	PENINSULA FIBER NETWORK LLC	360.00
01/06/2026	146534	PENNY LODGE LLC	25,000.00
01/06/2026	146535	PINNACLE DESIGN	5,182.59
01/06/2026	146536	PLUNKETT COONEY	160.00
01/06/2026	146537	POWER LINE SUPPLY	2,207.80
01/06/2026	146538	POWER SYSTEM ENGINEERING INC	12,685.62
01/06/2026	146539	PRESTON FEATHER	559.22
01/06/2026	146540	PRO IMAGE DESIGN - PETOSKEY	1,325.86
01/06/2026	146541	R B LYONS INC	1,740.00
01/06/2026	146542	RESOLUTION G2 LLC	12,865.00
01/06/2026	146543	SESAC	641.00
01/06/2026	146544	SNAP-ON CREDIT LLC	94.00
01/06/2026	146545	STATE OF MICHIGAN	180.00
01/06/2026	146546	STATE OF MICHIGAN	290.00
01/06/2026	146547	STITCH N LYDS LLC	1,284.00
01/06/2026	146548	TRACE ANALYTICAL LABORATORIES	259.75
01/06/2026	146549	UNIFIRST CORPORATION	586.72
01/06/2026	146550	UP NORTH ASSESSING INC	5,500.00
01/06/2026	146551	USABLUEBOOK	624.87
01/06/2026	146552	WATERWORKS SYSTEMS & EQUIP IN	1,150.00
01/06/2026	146553	ZAREMBA EQUIPMENT INC	1,750.30

1 TOTALS:

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/06/2026 - 01/06/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
Total of 69 Checks:			178,490.64
Less 0 Void Checks:			0.00
Total of 69 Disbursements:			<u>178,490.64</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX  
CHECK DATE 12/10/2025 - 12/10/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
12/10/2025	380(E)	ISOLVED INC.	75.00
1 TOTALS:			
Total of 1 Checks:			75.00
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			75.00

CHECK REGISTER FOR CITY OF CHARLEVOIX  
CHECK DATE 12/15/2025 - 12/15/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
12/15/2025	381(E)	MICHIGAN PUBLIC POWER AGENCY	24,662.35
1 TOTALS:			
Total of 1 Checks:			24,662.35
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			24,662.35

CHECK REGISTER FOR CITY OF CHARLEVOIX  
CHECK DATE 12/19/2025 - 12/19/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
12/19/2025	382(E)	**EFTPS* Payroll Taxes	46,377.87
12/19/2025	383(E)	Alerus Financial	558.00
12/19/2025	384(E)	MissionSquare - 401 Plan 1091	1,276.39
12/19/2025	385(E)	MissionSquare - 457 Plan 3009	27,398.50
12/19/2025	386(E)	MissionSquare - Roth IRA 7061	1,685.00
12/19/2025	387(E)	STATE OF MICHIGAN	6,922.88
12/19/2025	388(E)	MERS	79,595.60
1 TOTALS:			
Total of 7 Checks:			163,814.24
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			163,814.24

CHECK REGISTER FOR CITY OF CHARLEVOIX  
 CHECK DATE 12/22/2025 - 12/22/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
12/22/2025	389(E)	ENTERPRISE FM TRUST	11,783.07
12/22/2025	390(E)	MICHIGAN PUBLIC POWER AGENCY	23,687.11
1 TOTALS:			
Total of 2 Checks:			35,470.18
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			35,470.18

CHECK REGISTER FOR CITY OF CHARLEVOIX  
 CHECK DATE 12/26/2025 - 12/26/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
12/26/2025	391(E)	MICHIGAN PUBLIC POWER AGENCY	224,732.69
1 TOTALS:			
Total of 1 Checks:			224,732.69
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			<u>224,732.69</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX  
 CHECK DATE 01/02/2026 - 01/02/2026

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 1 GENERAL CASH - HUNTINGTON BANK</b>			
01/02/2026	392(E)	**EFTPS* Payroll Taxes	46,442.55
01/02/2026	393(E)	Alerus Financial	558.00
01/02/2026	394(E)	MissionSquare - 401 Plan 1091	1,276.39
01/02/2026	395(E)	MissionSquare - 457 Plan 3009	26,821.50
01/02/2026	396(E)	MissionSquare - Roth IRA 7061	1,685.00
01/02/2026	397(E)	STATE OF MICHIGAN	6,866.62
1 TOTALS:			
Total of 6 Checks:			83,650.06
Less 0 Void checks:			0.00
Total of 6 Disbursements:			83,650.06

CHECK REGISTER FOR CITY OF CHARLEVOIX  
CHECK DATE 12/15/2025 - 12/15/2025

BANK CODE: 2 - TAX CASH - CSB - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
<b>Bank 2 TAX CASH - CSB</b>			
12/15/2025	4301	CHARLEVOIX COUNTY TREASURER	56,079.10
12/15/2025	4302	CHARLEVOIX DISTRICT LIBRARY	39,309.42
12/15/2025	4303	CHARLEVOIX PUBLIC SCHOOLS	45,437.34
12/15/2025	4304	CHARLEVOIX-EMMET ISD	175,875.77
12/15/2025	4305	CITY OF CHARLEVOIX - TAXES DU	48,219.55
12/15/2025	4306	KOMMEIER BENJAMIN &	2,829.44
12/15/2025	4307	LAKE CHARLEVOIX EMS AUTHORITY	20,549.26
12/15/2025	4308	MURRAY MARK E & RUTH E	662.43
12/15/2025	4309	RECREATIONAL AUTHORITY	4,738.01
12/15/2025	4310	CITY OF CHARLEVOIX - DDA	142,434.96
2 TOTALS:			
Total of 10 Checks:			536,135.28
Less 0 Void Checks:			0.00
Total of 10 Disbursements:			<u>536,135.28</u>

# Charlevoix City Council

## Consent Agenda

**Title:** Ladder Truck Repair Invoices:\$103,379.85

**Date:** January 5, 2026

**Presented By:**

**Background:**

Last December, Council authorized an overhaul of our ladder truck by the manufacturer in Ohio. We received the truck back this month after it's departure in June. You'll find in the attached invoices the number of issues that were corrected. Additionally the truck also received updated safety certificates following some repairs. These are necessary to ensure we are able to continue operating the apparatus.

As you know, Charlevoix Township received a \$1 million appropriation from the legislature for a new shared fire apparatus; we are still waiting for these funds to be released by the State Treasurer before we can execute an order for the new vehicle. Build time is expected to take 30 months.

**Recommendation:**

Motion to approve the invoices for Heritage Fire Equipment totaling \$103,379.85.

**Attachments:**

1. 17067
2. 17476

**Heritage Fire Equipment**  
 2162 Cloverleaf Street East  
 Columbus, OH 43232  
 info@heritagefireequipment.com  
 844-730-5100



**Invoice: 17067**  
**Date: 11/7/2025**

**Bill To**  
 City of Charlevoix  
 210 State Street,  
 Charlevoix, MI 49720

**Remit Payment To**  
 Heritage Fire Equipment  
 2162 Cloverleaf Street East  
 Columbus, OH 43232

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
7595	Net 15	11/22/2025	Not provided		Wilfong, Brody	HS-2932

Item	Description	Quantity	Rate	Amount
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**Complaint:** Aerial Service Contract - Inspection of chassis and components - Inspection of the fire pump, valves and accessories - Inspection of the hydraulic system, pressure and operation - Complete inspection of the ladder, components, cable adjustments and lubrication - Check torque setting of aerial base and all main fasteners

**Cause:** Customer request

Labor	<b>Correction:</b> Aerial / Aerial Structure / Aerial Service Contract - Inspection of chassis and components - Inspection of the fire pump, valves and accessories - Inspection of the hydraulic system, pressure and operation - Complete inspection of the ladder, components, cable adjustments and lubrication - Check torque setting of aerial base and all main fasteners: Aerial Service Contract - Inspection of chassis and components - Inspection of the fire pump, valves and accessories - Inspection of the hydraulic system, pressure and operation - Complete inspection of the ladder, components, cable adjustments and lubrication - Check torque setting of aerial base and all main fasteners	1.00000	\$1,860.00	\$1,860.00
			<b>Subtotal</b>	\$1,860.00

**Complaint:** Transportation/Tow to Heritage Fire Shop

**Cause:** Customer request

Labor	Chassis / Chassis / Transportation/Tow to Heritage Fire Shop	0.00000		\$0.00
Parts	Towing Service	1.00000	\$10,000.00	\$10,000.00
			<b>Subtotal</b>	\$10,000.00

**Complaint:** Rear jack switches need to be replaced.

**Cause:** Rusted and seized **Type:** Other

(Inspection)

Labor	<b>Correction:</b> Aerial / Electrical / Remove and replace both switches.	1.00000	\$178.00	\$178.00
Parts	Switch, Sutphen, Jack Down, Left	1.00000	\$33.78	\$33.78
Parts	Switch, Sutphen, Jack Down, Right Cole Herse 8486-BX	1.00000	\$18.86	\$18.86

Item	Description	Quantity	Rate	Amount
			<b>Subtotal</b>	\$230.64
<b>Complaint:</b> Replace both rear mud flaps.				
<b>Cause:</b> Customer request				
(Inspection)				
Labor	<b>Correction:</b> Aerial / General / Remove both rear mud flaps and replace with new ones	0.50000	\$178.00	\$89.00
Parts	Mud Flap, Sutphen, Rubber, Rear	2.00000	\$21.40	\$42.80
			<b>Subtotal</b>	\$131.80

<b>Complaint:</b> Rebuild the fire pump auto lube				
<b>Cause:</b> Customer request				
Labor	<b>Correction:</b> Fire Pump / General / Remove rebuild and reinstall. Fill with gear lub. Found auto lub installed wrong, was 2 holes off, see picture	12.00000	\$178.00	\$2,136.00
Parts	Large Auto Lube Kit, Hale	1.00000	\$238.00	\$238.00
Parts	80W-90, Valvoline, Heavy Duty, SAE, Gear Oil	1.00000	\$31.39	\$31.39
			<b>Subtotal</b>	\$2,405.39

<b>Unit:</b> HS-2932 <b>VIN:</b>	<b>Labor</b>	\$4,263.00
Sutphen SP 90	<b>Parts</b>	\$10,364.83
<b>Chassis:</b> 12,000 Miles	<b>Shop Supplies</b>	\$240.30
	<b>Pre-Charge Subtotal</b>	\$14,868.13
	<b>Exempt</b>	\$0.00
	<b>(0% of \$0.00)</b>	
	<b>Total</b>	\$14,868.13
	<b>Payments &amp; Credits</b>	\$0.00
	<b>Balance Due</b>	\$14,868.13

All outstanding balances beyond 30 day are subject to a 1.5% late penalty. All credit card payments will carry a \$0.15 plus 3.5% service charge. Call 844-730-5100 x114 to pay via credit card. A 30% restocking fee will be added to all returned parts.

All vehicles must be removed within 5 business days following notice of completion of work. Vehicles left on the property past 5 business days are subject to a \$250 per day storage fee.

**Heritage Fire Equipment**  
 2162 Cloverleaf Street East  
 Columbus, OH 43232  
 info@heritagefireequipment.com  
 844-730-5100



**Invoice: 17476**  
**Date: 12/10/2025**

**Bill To**  
 City of Charlevoix  
 210 State Street,  
 Charlevoix, MI 49720

**Remit Payment To**  
 Heritage Fire Equipment  
 2162 Cloverleaf Street East  
 Columbus, OH 43232

Service Order	Terms	Due Date	Authorizer	Customer PO	Service Writer	Unit #
8249	Net 15	12/25/2025	Not provided		Wilfong, Brody	HS-2932

Item	Description	Quantity	Rate	Amount
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**Complaint:** Remove and replace air tanks and associated chassis air components \*\*Note some components may no longer be available due to the age of the apparatus\*\*

**Cause:** Customer request **Type:** Other

Labor	<b>Correction:</b> Chassis / Air Brake / Removed and replaced air tanks and associated chassis air components	150.00000	\$178.00	\$26,700.00
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To get the rear tanks out we had to remove the hose bed and the bottom liner. To remove the liner we had to drill out the rivets. I also had to disconnect the black lines to make a little extra room. Once out I had to remove the cross support for the bed liner. I had to use a little bit of force to get them out so to put the new ones back in i had to cut a 3/8 plate.

Removed and replaced the brake foot valve due to leaking and bad corrosion and contamination.

Parts	Air Tank, Sutphen, 9-1/2 X 25-1/2	2.00000	\$136.70	\$273.40
Parts	Tank, Sutphen, Air Pressure, 7" x 24"	1.00000	\$84.28	\$84.28
Parts	Tank, Sutphen, Air Pressure, 7" x 36"	1.00000	\$124.95	\$124.95
Parts	Check Valve, Sutphen, Airbag Suspension	1.00000	\$61.48	\$61.48
Parts	Valve Pressure protection	1.00000	\$57.58	\$57.58
Parts	Valve, TruckPro, Bendix, PR-4, Pressure Protection Valve	2.00000	\$42.86	\$85.72
Parts	Valve One way Check	3.00000	\$44.87	\$134.61
Parts	Air Tank, Sutphen, 9-1/2 X 25-1/2	1.00000	\$136.70	\$136.70
Parts	E-7 Coreless Brake Valve	1.00000	\$264.10	\$264.10
			<b>Subtotal</b>	\$27,922.82

**Complaint:** Estimate to replace all air brake components \*\*Note some components may no longer be available due to the age of the apparatus\*\*

**Cause:** removed and replaced rear all brake shoes, drums, and hardware. also replaced all rear slack adjusters. adjusted the rear sack adjusters per specs.

Item	Description	Quantity	Rate	Amount
Labor	<b>Correction:</b> Chassis / Air Brake / removed and replaced rear all brake shoes, drums, and hardware. also replaced all rear slack adjusters. adjusted the rear sack adjusters per specs.	40.00000	\$178.00	\$7,120.00
Parts	Brake Drum 66892	4.00000	\$889.24	\$3,556.96
Parts	Brake Shoe Kit	4.00000	\$323.37	\$1,293.48
Parts	SHIPPING	1.00000	\$265.38	\$265.38
			<b>Subtotal</b>	\$12,235.82

**Complaint:** Pump's TPM light stays on all the time.

**Cause:** Worked correctly for the aerial test. Nothing further needs to be done at this time. **Type:** Other

(Inspection)

Labor	<b>Correction:</b> Fire Pump / General / Worked correctly for the aerial test. Nothing further needs to be done at this time.	0.00000		\$0.00
			<b>Subtotal</b>	\$0.00

**Complaint:** Pump and/or Transfer Case makes clunking noise when idling down and found the transfer case to be full of water upon arrival. Recommend replacing the transfer case.

**Cause:** Customer request

(Inspection)

Labor	<b>Correction:</b> Fire Pump / Transfer Case / Removed gearbox and drive lines, removed and replaced all bearings, gears, seals, and gaskets. Reinstalled gearbox. Removed and replaced autolube.	20.00000	\$178.00	\$3,560.00
Parts	Oil Seal, Hale, ZM-296	1.00000	\$59.64	\$59.64
Parts	Seal, Hale, 3.75" OD, 3" ID, 0.375 Width, CRWA1, QHD,	2.00000	\$70.56	\$141.12
Parts	Timken Bearing Cone (goes with 28521)	2.00000	\$83.33	\$166.66
Parts	Timken Bearing Cup (goes with 28584)	2.00000	\$42.19	\$84.38
Parts	409K Bearing, Hale	1.00000	\$230.16	\$230.16
Parts	310K Bearing open	1.00000	\$52.66	\$52.66
Parts	Bearing Roller Open	1.00000	\$104.00	\$104.00
Parts	Bearing, Roller with snap ring, open	2.00000	\$95.53	\$191.06
Parts	Gasket and Ring Kit, Hale, "G" SERIES D.U. GSKT & SEAL KIT (Need one whenever we rebuild a gear box)	1.00000	\$149.52	\$149.52
Parts	40 Tooth Gear, Hale	1.00000	\$1,296.96	\$1,296.96
Parts	VPS, Gearshift Replacement Kit, Hale(10000960)	1.00000	\$442.00	\$442.00
Parts	Front Bearing HSG, Hale	1.00000	\$1,372.56	\$1,372.56
Parts	Fork Kit, Hale	1.00000	\$320.00	\$320.00
Parts	Sliding Gear, Hale	1.00000	\$1,267.03	\$1,267.03
Parts	80W-90, Valvoline, Heavy Duty, SAE, Gear Oil	2.00000	\$31.39	\$62.78
			<b>Subtotal</b>	\$9,500.53

**Complaint:** Replace the one bad U-joint and inspect driveline for any other issues

**Cause:** found 1 bad u-joint @ the input shaft of the gearbox. removed the u-joint and replaced it. the carrier bearing is still in good condition and does not need to be replaced at this time.

(Inspection)

Item	Description	Quantity	Rate	Amount
Labor	<b>Correction:</b> Transmission / Drive Shaft / found 1 bad u-joint @ the input shaft of the gearbox. removed the u-joint and replaced it. the carrier bearing is still in good condition and does not need to be replaced at this time.	1.00000	\$178.00	\$178.00
Parts	1710 Universal Joint, TruckPro, Half Round	1.00000	\$92.27	\$92.27
			<b>Subtotal</b>	\$270.27

**Complaint:** Free up seized drains for the gauges. Replace drains as needed if they can not be freed up and working properly.

**Cause:** i lubed the drains handles and worked them to free them up and this fixed this issue all drains are working as they should  
(Inspection)

Labor	<b>Correction:</b> Fire Pump / General / i lubed the drains handles and worked them to free them up and this fixed this issue all drains are working as they should	2.00000	\$178.00	\$356.00
			<b>Subtotal</b>	\$356.00

**Complaint:** Remove and replace the waterway relief valve.

**Cause:** removed and replaced the waterway relief valve  
(Inspection)

Labor	<b>Correction:</b> Aerial / General / removed and replaced the waterway relief valve	1.00000	\$178.00	\$178.00
Parts	Relief Valve, Sutphen, 225 PSI, 1"  Quote Ref: SQ10028860-1	1.00000	\$608.12	\$608.12
			<b>Subtotal</b>	\$786.12

**Complaint:** Complete vacuum test and rebuild valves as needed. We know the drivers and officers intake valves are leaking, #2 discharge and waterway valves are leaking by, possibly more once those are rebuilt.

**Cause:** removed the crosslay trough, removed both top treadplates, rebuilt both 2.5 inch pony intake hale valves, replaced both 2 inch crosslay valves, rebuilt the hale 3 inch tank to pump valve, and rebuilt the akron 3inch waterway valve. replaced the front crosslay, #3 discharge, waterway, and #2 discharge gauges due to them being cracked and leaking. after these repairs i preformed a vacuum test and pass, but the miv is leaking from the stem causing some vacuum leak.

hale stated most of the parts for this 60WP valve is no longer available and they no longer offer rebuild kits for them, so replacing the entire valve and housing would most likely be required to stop this leak completely. Decided this little leak was not worth holding the truck up from going back and the amount of time and funds it would take to replace this valve assembly.

(Inspection)

Labor	<b>Correction:</b> Fire Pump / Valves / removed the crosslay trough, removed both top treadplates, rebuilt both 2.5 inch pony intake hale valves, replaced both 2 inch crosslay valves, rebuilt the hale 3 inch tank to pump valve, and rebuilt the akron 3inch waterway valve. replaced the front crosslay, #3 discharge, waterway, and #2 discharge gauges due to them being cracked and leaking. after these repairs i preformed a vacuum test and pass, but the miv is leaking from the stem causing some vacuum leak.  hale stated most of the parts for this 60WP valve is no longer available and they no longer offer rebuild kits for them, so replacing the entire valve and housing would most likely be required to stop this leak completely. Decided this little leak was not worth holding the truck up from going back and the amount of time and funds it would take to replace this valve assembly.	45.00000	\$178.00	\$8,010.00
Parts	Repair Kit, Hale, 25 BD	2.00000	\$136.43	\$272.86
Parts	Stem Ball, Hale, Brass for 2" valve	2.00000	\$604.17	\$1,208.34

Item	Description	Quantity	Rate	Amount
Parts	Ball Bearing Kit w/ Plug, Akron Brass, 1/4 DIA.	2.00000	\$19.56	\$39.12
Parts	Repair Kit, Hale, 30BD	1.00000	\$126.00	\$126.00
Parts	Ball and Stem , Hale, 30BPF	1.00000	\$604.00	\$604.00
Parts	Gauge, Sutphen, 2.5"" Class 1,0-400psi, w/ Sutphen logo	4.00000	\$112.26	\$449.04
Parts	Valve Body, Akron Brass, S/A 2.0 L/HDL F/R1 (2 inch)	2.00000	\$323.00	\$646.00
Parts	91470001 (10031057) Field Service Kit, Akron Brass, Stainless Steel Ball, 3, Swing Out, Style 9147, G2 Field Service/Conversion Kit with Stainless Ball	1.00000	\$187.20	\$187.20
			<b>Subtotal</b>	\$11,542.56

**Complaint:** Drivers side monitor stop pins bent and leaks at pivot areas, also missing handle for the lock, all items need corrected.

**Cause:** removed the old lock pins and replaced them with new

(Inspection)

Labor	<b>Correction:</b> Aerial / Bucket/Platform / removed the old lock pins and replaced them with new. Ordered new locking handles and will send them to the department once they arrive.	1.00000	\$178.00	\$178.00
Parts	ASSEMBLY, LOCKING DEVICE, 293-6 MONITOR  Quote Ref: 310293-4	2.00000	\$269.91	\$539.82
			<b>Subtotal</b>	\$717.82

**Complaint:** Bucket sprinkler pivot seized up and the sprinkler head is clogged, both need to be replaced.

**Cause:** removed the old pivot 90 degree swivel and shower head, replaced the 90-degree swivel and shower head due to the swivel being seized and the head being clogged

(Inspection)

Labor	<b>Correction:</b> Aerial / Bucket/Platform / removed the old pivot 90-degree swivel and shower head, replaced the 90-degree swivel and shower head due to the swivel being seized and the head being clogged	2.00000	\$178.00	\$356.00
Parts	1" 90 deg live swivel 1"NPTF	1.00000	\$155.02	\$155.02
Parts	nozzle 1in preset	1.00000	\$378.78	\$378.78
			<b>Subtotal</b>	\$889.80

**Complaint:** Remove and replace both bucket gate valves as they both leak through and the drivers side is broke

**Cause:** removed and replaced both gate valves.

(Inspection)

Labor	<b>Correction:</b> Aerial / Bucket/Platform / removed and replaced both gate valves.	3.00000	\$178.00	\$534.00
Parts	Gate Valve, Akron, 2285, 2.5", Pyrolite, Flanged, For Sutphen Platforms	2.00000	\$1,163.45	\$2,326.90
			<b>Subtotal</b>	\$2,860.90

**Complaint:** Chassis and Engine PM

**Cause:** replaced the oil, fuel, coolant, transmission, and air filter. drained and filled the oil. greased the chassis

(Inspection)

Labor	<b>Correction:</b> Engine / Filters / replaced the oil, fuel, coolant, transmission, and air filter. drained and filled the oil. greased the chassis	3.00000	\$1.00	\$3.00
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Item	Description	Quantity	Rate	Amount
Parts	Filter Napa Transmission wix 51623	1.00000	\$53.23	\$53.23
Parts	Filter	1.00000	\$29.51	\$29.51
Parts	Filter, NAPA, Coolant, Wix	1.00000	\$29.11	\$29.11
Parts	Filter, Fleetguard, Oil, Lube	1.00000	\$52.63	\$52.63
Parts	Oil, Valvoline, Engine, Premium Blue, Cummins Recommended	9.00000	\$23.65	\$212.85
Parts	Baldwin Air Filter, FleetPride napa 6813	1.00000	\$293.90	\$293.90
Parts	FLEET CHARGE, PEAK, SCA PRECHARGED, 50/50 PREDILUTED ANTIFREEZE + COOLANT	2.00000	\$22.79	\$45.58
			<b>Subtotal</b>	\$719.81

**Complaint:** Replace front hub seal caps and install new oil.

**Cause:** Replaced both front hub caps and seals with gaskets and added new oil

(Inspection)

Labor	<b>Correction:</b> Chassis / Chassis / Replaced both front hub caps and seals with gaskets and added new oil	3.00000	\$178.00	\$534.00
Parts	80W-90, Valvoline, Heavy Duty, SAE, Gear Oil	4.00000	\$31.39	\$125.56
Parts	STEMCO OIL SEAL FRONT AXLE,6 HOLE	2.00000	\$20.39	\$40.78
			<b>Subtotal</b>	\$700.34

**Complaint:** Remove and replace the front shocks.

**Cause:** removed and replaced both front shocks

(Inspection)

Labor	<b>Correction:</b> Chassis / Suspension / Remove and replace both the front shocks.	2.00000	\$178.00	\$356.00
Parts	Shock Absorber, Sutphen, Gabriel, Front	2.00000	\$65.49	\$130.98
			<b>Subtotal</b>	\$486.98

**Complaint:** Replace both front tie rod ends due to the boots splitting

**Cause:** removed and replaced both tie rod ends, adjusted the toe to spec

(Inspection)

Labor	<b>Correction:</b> Chassis / Steering / removed and replaced both tie rod ends, adjusted the toe to spec	4.00000	\$178.00	\$712.00
Parts	Tie Rod Right Hand	1.00000	\$77.76	\$77.76
Parts	Tie Rod Left Hand	1.00000	\$69.79	\$69.79
			<b>Subtotal</b>	\$859.55

**Complaint:** Aerial High speed works when in pump mode.

**Cause:** After some research and speaking with Harry on this issue, we found that this truck was built like this as that is how they used to be built. Would take a good bit of rewiring and retraining to make this like the new ones. Truck will be left as is. Nothing done at this time.

(Inspection)

Labor	<b>Correction:</b> Aerial / Electrical / After some research and speaking with Harry on this issue, we found that this truck was built like this as that is how they used to be built. Would take a good bit of rewiring and retraining to make this like the new ones. Truck will be left as is. Nothing done at this time.	0.00000		\$0.00
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Item	Description	Quantity	Rate	Amount
			<b>Subtotal</b>	\$0.00
<b>Complaint:</b> Top off Onan generator oil level.				
<b>Cause:</b> Customer request				
(Inspection)				
Labor	<b>Correction:</b> Aerial / Electrical / Toped off Onan generator oil level.	0.50000	\$178.00	\$89.00
Parts	15W-40 Shell - Oil, Shell, Engine Oil, Rotella, T4	1.00000	\$22.20	\$22.20
			<b>Subtotal</b>	\$111.20
<b>Complaint:</b> Double check bucket leveling and bucket aerial controls for proper operations				
<b>Cause:</b> Operated during aerial test and no issues found.				
(Inspection)				
Labor	<b>Correction:</b> Aerial / Electrical / Operated during aerial test and no issues found.	0.00000		\$0.00
			<b>Subtotal</b>	\$0.00
<b>Complaint:</b> Aerial needs lubricated and cables adjusted				
<b>Cause:</b> Customer request				
(Inspection)				
Labor	<b>Correction:</b> Aerial / General / Lubricated cables, waterway, and ladder rails. Checked cable adjustments, no adjustments needed.	6.00000	\$178.00	\$1,068.00
			<b>Subtotal</b>	\$1,068.00
<b>Complaint:</b> Pump Test, 1500 GPM or Less Pump				
<b>Cause:</b> Customer request				
Labor	<b>Correction:</b> Fire Pump / General / Pump Test, 1500 GPM or Less Pump			
			<b>Parts &amp; Labor</b>	\$290.00
<b>Complaint:</b> 3rd Party Aerial Test				
<b>Cause:</b> Customer request				
(Inspection)				
Labor	Aerial / General / 3rd Party Aerial Test	0.00000		\$0.00
Parts	Command Fire Apparatus Aerial Test	1.00000	\$1,200.00	\$1,200.00
			<b>Subtotal</b>	\$1,200.00
<b>Complaint:</b> Truck transportation/hauling back to department				
<b>Cause:</b> Customer request				
(Inspection)				
Labor	Aerial / General / Truck transportation/hauling back to department	10,000.00000	\$1.00	\$10,000.00
			<b>Subtotal</b>	\$10,000.00

Item	Description	Quantity	Rate	Amount
<b>Unit:</b> HS-2932	<b>VIN:</b>		<b>Labor</b>	\$60,222.00
Sutphen SP 90			<b>Parts</b>	\$22,296.52
<b>Chassis:</b> 12,000 Miles			<b>Shop Supplies</b>	\$5,993.20
			<b>Pre-Charge Subtotal</b>	\$88,511.72
			<b>Exempt (0% of \$0.00)</b>	\$0.00
			<b>Total</b>	\$88,511.72
			<b>Payments &amp; Credits</b>	\$0.00
			<b>Balance Due</b>	\$88,511.72

All outstanding balances beyond 30 day are subject to a 1.5% late penalty. All credit card payments will carry a \$0.15 plus 3.5% service charge. Call 844-730-5100 x114 to pay via credit card. A 30% restocking fee will be added to all returned parts.

All vehicles must be removed within 5 business days following notice of completion of work. Vehicles left on the property past 5 business days are subject to a \$250 per day storage fee.

# Charlevoix City Council

## Consent Agenda

**Title:** Planning Commission Resignation—Toni Felter

**Date:** January 5, 2026

**Presented By:**

**Background:**

Toni Felter submitted her letter of resignation from the Planning Commission effective January 13, 2026. Her term expires April 2026.

**Recommendation:**

Motion to accept Toni Felter's resignation from the Planning Commission effective January 13, 2026.

**Attachments:**

1. Resignation Toni Felter Planning Commission

December 12, 2025

Jonathan Scheel

Being a member of the Planning Commission has an experience that I have enjoyed. Working with you as Charlevoix's Planner has been a pleasure. I have learned a great deal about the how's and why's to maintain and create our vibrant community.

I believe it is now time for me to step down from my position. I would like to make the January meeting my last official meeting as commissioner. I am positive you will be able to find a new member who loves this community as much as I do.

Thank you for all you have done to make me a competent commissioner.

Sincerely,



Toni Felter

Received  
12-15-25  
SD

# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Set Public Hearing: Zoning Ordinance Amendments Section 153.116 Accessory Buildings and Uses

**Date:** January 5, 2026

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

### **Background:**

With past changes to the Accessory Building section of the zoning ordinance incentivizing more housing, we are learning there are additional barriers to building more housing and fit in with our neighborhoods . These proposed changes are in response to that.

These changes include adding 2 feet in maximum height for accessory dwelling units for ADUs to help to construct above garages along with adding a larger setback from neighboring properties so that additional ADU height doesn't negatively affect those neighbors.

Adding additional setback for accessory buildings meant for vehicle storage from sidewalks and alleys, so vehicles do not intrude on those public spaces.

Finally, allowing an accessory structure that is attached to the primary structure by porch or breezeway to have the same height as the principal structure.

### **Summary of Proposed Changes to 153.116 Accessory Buildings and Structures.**

The Planning Commission continues trying to remove hurdles for additional housing in the city. The proposed changes to the Accessory Buildings and Structures section of the zoning ordinance include making it easier to construct ADUs on a city lot without having negative consequences to the neighbors. Changes include allowing an attached ADU to match the height of the primary building. There are many nonconforming structures like this in the city presently.

A second change allows a detached ADU to increase its maximum height by four feet for a maximum height of 20 feet. To minimize any harm to neighbors, the rear setback increases an additional two feet.

The final change requires additional setbacks for garages as there have been issues with accessory structures that are being uses as garages meeting the current setbacks, but when parked in front of the garage, the vehicle hangs over undeveloped or underdeveloped public right of way, causing pedestrians to walk in the street.

### **Recommendation:**

Motion to set a public hearing for Monday, January 19, 2026 at 6pm in the Council Chambers of City Hall for proposed Ordinance Amendment 863 of 2026.

### **Attachments:**

1. Ord 863 of 2026 Accessory Buildings Red Lined
2. 863 of 2026 Amending 153.116 Accessory Building and Stuctures



### Summary of Proposed Changes to 153.116 Accessory Buildings and Structures.

The Planning Commission continues trying to remove hurdles for additional housing in the city. The proposed changes to the Accessory Buildings and Structures section of the zoning ordinance include making it easier to construct ADUs on a city lot without having negative consequences to the neighbors. Changes include allowing an attached ADU to match the height of the primary building. There are many nonconforming structures like this in the city presently.

A second change allows a detached ADU to increase its maximum height by four feet for a maximum height of 20 feet. To minimize any harm to neighbors, the rear setback increases an additional two feet.

The final change requires additional setbacks for garages as there have been issues with accessory structures that are being used as garages meeting the current setbacks, but when parked in front of the garage, the vehicle hangs over undeveloped or underdeveloped public right of way, causing pedestrians to walk in the street.

### § 153.116 ACCESSORY BUILDINGS AND USES

(A) *Accessory buildings and structures.*

(2) Where an accessory building is attached to the principal building, it shall be considered part of the principal building for purposes of determining setback dimensions and building height. The accessory structure cannot be more than two feet closer to the front yard setback than the principal structure. If, however, the attached accessory building is connected to the principal building by a roofed porch, breezeway or similar covered structure, it shall not exceed 16 feet in height, **unless an ADU and** shall not be closer than 20 feet to the rear lot line and shall meet the front **setback, and** side yard setback **and principle building height** requirements of that zone district.

(4) Lots in the R1, **and R2, and R2A** Zones shall be permitted to have a secondary detached accessory building, such as a storage shed. Secondary accessory buildings shall meet all the requirements of this section and not exceed 200 square feet in area.

(6) Detached accessory buildings and structures shall meet the following minimum setbacks.

(a) Rear yard: six feet from a rear lot line. **Accessory buildings over 16' in height: eight feet from a rear lot line**

(b) Side yards: an accessory building shall conform to the side yard and street side yard setback requirement of the principal building.

(c) Front yard: an accessory structure shall not be located within any front yard.

(d) Accessory structures that store vehicles adjacent to **alleys, or sidewalks public ROW** shall not be closer than 20 feet from the edge of **the an alley, or sidewalk surface or public ROW.**

(e) **Height: an accessory structure shall not exceed 16 feet in height unless it is a detached ADU, which shall not exceed 20 feet in height.**



# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Set Public Hearing: Zoning Ordinance Amendments Section 153.118 and Section 153.160  
Residential Raised Decks

**Date:** January 5, 2026

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

### **Background:**

Recently, there has been a movement of greater use of outdoor spaces in city developments, both commercial and residential. More sidewalk cafes, more patios, more decks and more issues. Safety, noise and privacy have become public and private concerns. The proposed minor changes are a proactive approach to minimize future problems.

### **Recommendation:**

Motion to set a public hearing for Monday, January 19, 2026 at 6pm in the Council Chambers of City Hall for proposed Ordinance Amendment 864 of 2026.

### **Attachments:**

1. Ord 864 of 2026 Redlined
2. 864 of 2026 Amending 153.118 and 153.160

### Summary of Changes to 153.118 Lodging, Dining, and Entertainment Uses

Recently, there has been a movement of greater use of outdoor spaces in city developments, both commercial and residential. More sidewalk cafes, more patios, more decks and more issues. Safety, noise and privacy have become public and private concerns. The following minor changes are a proactive approach to minimize future problems.

#### § 153.118 LODGING, DINING AND ENTERTAINMENT USES.

(D) *Roof top decks.* The following provisions are intended to regulate roof top deck use, permanent or temporary, in **all allowed** districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

(1) A zoning and building permit for any roof top deck must be first obtained from the City Zoning Administrator and Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.

(2) Any request for a City of Charlevoix zoning permit that includes a roof top deck must undergo site plan review and receive approval by the Planning Commission prior to issuance of a zoning permit.

(3) Parapet walls and perimeter guardrails shall extend around the perimeter of the roof top deck and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to § 153.170.

(4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.

(5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the city's noise ordinances and restrictions is prohibited.

(6) All commercial food preparation shall take place inside the establishment.

(7) No open flames are allowed.

(8) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to § 153.172. **Unshielded string lights are prohibited.**

(9) Roof top deck space is subject to the requirements of §§ 153.185 et seq., Off-Street Parking, Loading, Access and Circulation.

### **PROVISIONS GENERALLY APPLICABLE TO ALL DISTRICTS**

#### **153.160 RESIDENTIAL RAISED DECKS**

**Decks that are above the ground floor shall be fully screened from neighboring residential properties that are in the R-1 and R-2 Districts. Screening could include mature vegetation, fencing, walls, or a combination of them to allow maximum privacy for adjacent properties. All lighting on raised decks will**

meet Section 153.172 LIGHTING of the City of Charlevoix Zoning Ordinance. No decks will be allowed above the second-floor interior floor elevation of the home.

**CITY OF CHARLEVOIX  
ORDINANCE NO. 864 of 2026**

AN ORDINANCE TO AMEND TITLE XV LAND USAGE, CHAPTER 153 PLANNING AND ZONING, SECTION 153.118 LODGING, DINING,  
AND ENTERTAINMENT USES AND TO ADD TO SECTION TITLED PROVISIONS GENERALLY APPLICABLE TO ALL DISTRICTS

**THE CITY OF CHARLEVOIX ORDAINS:**

**Section 1: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.118 (D) Roof top decks. shall be repealed and replaced and shall read as follows:**

(D.) **Roof top decks.** The following provisions are intended to regulate roof top deck use, permanent or temporary, in allowed districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

**Section 2: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.118 D (8) shall be repealed and replaces and shall read as follows:**

(D) **Roof top decks.**

(8) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to § [153.172](#). Unshielded string lights are prohibited.

**Section 3. Title XV, Land Usage, Chapter 153 Planning and Zoning, Section Titled Provisions Generally Applicable To All Districts is hereby amended to include the following language and shall read as follows:**

**153.160 Residential Raised Decks**

Decks that are above the ground floor shall be fully screened from neighboring residential properties that are in the R-1 and R-2 Districts. Screening could include mature vegetation, fencing, walls, or a combination of them to allow maximum privacy for adjacent properties. All lighting on raised decks will meet Section 153.172 LIGHTING of the City of Charlevoix Zoning Ordinance. No decks will be allowed above the second-floor interior floor elevation of the home.

**Section 4. Severability.**

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

**Section 5. Effective Date.**

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 863 was adopted on the 19<sup>th</sup> day of January 2026 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

**Motion carried.**

State of Michigan            }  
City of Charlevoix        } §

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Sarah J. Dvoracek

Clerk

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Lyle Gennett

Mayor

# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Set Public Hearing: Zoning Ordinance Amendment Section 153.171 Landscaping

**Date:** January 5, 2026

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

### Background:

#### Summary of Proposed Changes to § 153.171 Landscaping Ordinance

This newly written section will help with concerns of community appearance, protect neighborhoods, prevent negative impact of stormwater to city infrastructure and buffer incompatible land uses. Larger homes being built and new commercial development have resulted in more hardscape proposed on existing lots that are potentially having negative affects on neighboring properties and neighborhoods.

The proposed revisions to §153.171 of the zoning code represent a comprehensive overhaul of the City's landscaping standards. The updated ordinance strengthens design requirements, promotes ecological stewardship, and enhances regulatory clarity.

Key updates include:

#### 1. Expanded Intent and Purpose

The revised ordinance significantly broadens the purpose section, emphasizing:

- Protection of community character, property values, and aesthetics.
- Environmental benefits such as erosion control, groundwater recharge, air pollution reduction, and mitigation of the urban heat island effect.
- Improved pedestrian and traffic safety through intentional landscape design.

#### 2. Detailed Landscaping Plan Requirements

- Submission Requirements: - Landscape plans are now mandatory prior to site plan approval under §153.230. - Must include topography, utilities, existing tree surveys (≥12" caliper), and details on proposed planting types, locations, sizes, and anticipated mature spread. - Incorporates construction details for walls, berms, and green infrastructure solutions.
- Review Authority: - Planning Commission reviews plans outside R-1 and R-2 zones. - Zoning Administrator handles plans in R-1 and R-2.

#### 3. Strengthened General Standards

- All landscaping must be installed before occupancy (with performance guarantees if delayed).
- Ongoing maintenance and prompt replacement of dead or diseased plants are mandated.
- Prohibition of invasive species and limitation on monoculture plantings (max 25% of any one species).
- Clear definitions added for acceptable ground cover (mulch alone not sufficient).
- Spacing requirements clarified: trees/shrubs must be ≥40% of mature spread from

fences/walls/property lines.

- Deviation standards added for flexibility under unique site or design conditions.

#### **4. Specific Requirements by Area**

- Rights-of-Way & Setbacks: - Minimum 8-foot setback between sidewalk and parking. - Specific planting ratios for deciduous trees and shrubs based on linear frontage. - Enhanced landscaping between sidewalk and buildings in non-residential areas.
- Residential Areas: - One canopy tree per dwelling unit in subdivisions. - Multi-family projects: one tree per 7,000 sq. ft. of lot area (was 4,500 sq. ft.). - Buffering from arterial streets with options for berms in lieu of some plantings.
- Non-Residential Zones: - Frontage landscaping required for all districts (excluding CBD). - Buffer reductions allowed where berms ( $\geq 3$  feet tall) are constructed. - Buffer Type 2 required when non-residential uses border residential districts.

#### **5. Revised Buffer Area Standards**

- Required where non-residential uses are adjacent to residential zones or PUDs with residential components.
- Three buffer types were established with tiered plant quantity and type requirements based on adjacent zoning intensity.
- Buffers must contain a mix of canopy, evergreen, and ornamental trees, plus shrubs.
- Minimum 10-foot width for buffers, with alternatives such as berms or screening walls allowed.
- Planning Commission may reduce or waive buffer standards based on context (e.g., 200+ ft. separation).

#### **6. Minimum Plant Sizes and Preservation Credits**

- Minimum installation sizes now codified (e.g., canopy trees at 2.5" caliper).
- Credit system allows preserved existing trees to count toward requirements (scaled by size).
- Stronger emphasis on preserving high-quality trees during development.

#### **7. Parking Lot and Storage Area Landscaping**

- Parking lots (>10 spaces) require perimeter screening (2.5–3 feet tall) and internal canopy trees (1 per 12 spaces).
- Landscape islands must be at least 9 feet wide, curbed, and allow for stormwater infiltration.
- Outdoor storage areas must be fully screened with fencing, berms, and/or landscaping.

#### **8. Screening and Fencing**

- Dumpsters and service areas require full enclosure, including gates and bollards for

protection.

- Screening walls must be durable and visually opaque ( $\geq 75\%$ ).
- Design specifications ensure that screening does not interfere with traffic visibility.

## 9. Landscape Plan and Installation Standards

- Landscape plans must be drawn to scale and include detailed site, utility, and irrigation information.
- Narrative text must explain how plans meet ordinance requirements.
- Damage or unauthorized removal of protected vegetation during construction must be remedied per city requirements.

### Overall Significance

These proposed updates aim to modernize the landscaping code with a strong emphasis on sustainability, aesthetics, and functional stormwater management. They reflect contemporary best practices in Michigan municipal planning and are structured to give both predictability and flexibility to applicants and administrators.

### Recommendation:

Motion to set a public hearing for Monday, January 19, 2026 at 6pm in the Council Chambers of City Hall for proposed Ordinance Amendment 865 of 2026.

### Attachments:

1. Landscape 153.171 Redline Final
2. 865 of 2026 153.171 Landscaping

## § 153.171 LANDSCAPING.

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

- (1) Improve the appearance of off-street parking and storage areas and property abutting public rights-of-way;
- (2) Protect and preserve the appearance, character and value of the neighborhoods, which abut non-residential areas, parking lots and other potentially obtrusive uses;
- (3) Reduce soil erosion and depletion;
- (4) Increase soil water retention, thereby helping to prevent flooding, erosion and sedimentation and enhancing ground water recharge;
- (5) Remove air pollutants and reduce, eliminate or control glare, reflection and heat island effects; and
- (6) Assist in directing safe and efficient traffic flow and prevent vehicular and pedestrian circulation conflicts.

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

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

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

~~(1) (3) —~~ Diseased or dead plants shall be replaced within one growing season. The landscaping shown on the approved landscape, screening and buffering plan shall be maintained according to (B) (2) above. Any plants in the approved plan that die shall be replaced within a reasonable time, but in no case shall such time exceed six months. The replacement plants shall meet the purpose of the original specifications of an approved landscape, screening and buffering plan.

(4)

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

(2)(a) —The use of native vegetation species with deep roots in rain gardens, bioswales, buffer areas, and other forms of naturalized landscaping to accomplish the goal of stormwater retention and filtration is encouraged.

~~(3) Prohibited species. Species deemed invasive or restricted by the State of Michigan or Michigan State University will be rejected during landscape plan review.~~

~~(b)~~

~~(4)-(5) All landscaped areas shall be mulched and those not containing trees and shrubs must be planted with ground cover. Mulch of any type is not considered groundcover, nor is it a substitute for ground cover. Areas of lot coverage that are not paved or occupied by building footprint must be landscaped with living grass lawn, living plant ground covers, perennial/shrub beds, or a combination thereof.~~

~~(5)-(6) The overall landscape plan shall not contain more than 25% of any one plant species. Ground covers other than living plants (e.g. stone chips, rocks, mulch) must be arranged in a deliberate manner and may not exceed more than 25 percent of the site landscape area. All ground covers must be controlled on site and not allowed to freely migrate or spill onto the public sidewalk, public rights-of-way, or into storm drains.~~

~~(6) (7) Trees and shrubs shall not be placed closer than 4 feet a distance of 40% of the spread at maturity to a fence, wall or property line.~~

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

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

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

~~(11) Landscaping plans are subject to Planning Commission or Zoning Administrator review and approval.~~

~~(142) The Planning Commission or Zoning Administrator may allow a deviation from the requirements of this section under any of the following circumstances:~~

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

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

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

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

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

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

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

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

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

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

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

(C) Buffer areas.

(1) A buffer area may be required where any use in a business or industrial district is adjacent to residentially zoned land and where multiple-family residential land uses are adjacent to land in the R1, and R2, R2A and ~~R4~~ R4 Districts. A landscaped buffer shall be provided between the subject property and all adjacent residentially zoned or used properties if the subject building(s) of the site plan is within 25 feet of the adjoining property line and if existing landscaping, tree cover, or fencing/screening does not exist

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

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

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

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

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

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


**Table 153.171(a): Buffer Area Requirements by District**

<b><u>Subject Zoning District</u></b>	<b><u>Adjacent district</u></b>		
	<b><u>R1 (Buffer Type)</u></b>	<b><u>R2 (Buffer Type)</u></b>	<b><u>Residential areas in Charlevoix Township</u></b>

<u>R4</u>	<u>3</u>	<u>3</u>	<u>NA</u>
<u>GC</u>	<u>1</u>	<u>1</u>	<u>1 NA</u>
<u>CBD</u>	<u>2</u>	<u>2</u>	<u>NA</u>
<u>CH</u>	<u>1</u>	<u>1</u>	<u>NA</u>
<u>MC</u>	<u>1</u>	<u>1</u>	<u>NA</u>
<u>I</u>	<u>1</u>	<u>1</u>	<u>1</u>

-

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

<u><b>Table 153.171(b): Buffer Area Landscaping Requirements</b></u>			
<u><b>Buffer Type</b></u>	<u><b>Minimum Width</b></u>	<u><b>Minimum Requirements</b></u>	<u><b>Intensity</b></u>
<u>1</u>	<u>10 feet</u>	<u>2 canopy trees, plus 1 evergreen tree or 1 ornamental tree, plus 12 shrubs, for each 50 linear feet of buffer area</u>	
<u>2</u>	<u>10 feet</u>	<u>1 canopy tree, plus 1 evergreen tree or 1 ornamental tree, plus 8 shrubs, for each 50 linear feet of buffer area</u>	
<u>3</u>	<u>10 feet</u>	<u>1 canopy tree or 1 evergreen tree, plus 1 ornamental tree or 12 shrubs, for each 50 linear feet of buffer area</u>	
			<u>Least Intense</u>

-

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

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

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

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

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



~~—Planting plan specifications—~~

~~(7) — An approved landscape, screening and buffering plan that meets the requirements of this section is required prior to approval of a site plan for activities listed in Section 153.230.~~

~~(8) — Planting plan specifications.~~

~~(a) A planting plan shall be provided to include the following:~~

~~(b) Minimum scale of one inch equals 50 feet.~~

~~(c) Existing and proposed contours with contour interval not to exceed two feet.~~

~~(d) The planting plan shall indicate, to scale, the location, spacing and starting size for all proposed landscape material within the required buffer or landscaped area.~~

~~(e) The planting plan shall indicate all existing trees (four inch caliper or greater) located in portions of the site that will be built upon or otherwise altered. Trees shall be labeled “To Be Removed” or “To Be Saved” on the site plan. The plan will include all existing or proposed utilities and easements.~~

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

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

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

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

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

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

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

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

~~(9)(1) ——— Diseased or dead plants shall be replaced within one growing season. The landscaping shown on the approved landscape, screening and buffering plan shall be maintained according to (B) (2) above. Any plants in the approved plan that die shall be replaced within a reasonable time, but in no case shall such time exceed six months. The replacement plants shall meet the purpose of the original specifications of an approved landscape, screening and buffering plan.~~

~~(10)(2) ——— All plants shall be hardy per climatic conditions in the city. The use of native vegetation species with deep roots in rain gardens, bioswales, buffer areas, and other forms of naturalized landscaping to accomplish the goal of stormwater retention and filtration is encouraged.~~

~~(11)(3) ——— Prohibited species. Species deemed invasive by the State of Michigan or Michigan State University will be rejected during landscape plan review.~~

~~(12)(4) ——— All landscaped areas shall be mulched and those not containing trees and shrubs must be planted with ground cover. Mulch of any type is not considered groundcover, nor is it a substitute for ground cover. Areas of lot coverage that are not paved or occupied by building footprint must be landscaped with living grass lawn, living plant ground covers, perennial/shrub beds, or a combination thereof.~~

~~(13)(5) ——— The overall landscape plan shall not contain more than 25% of any one plant species. Ground covers other than living plants (e.g. stone chips, rocks, mulch) must be arranged in a deliberate manner and may not exceed more than 25 percent of the site landscape area. All ground covers must be controlled on site and not allowed to freely migrate or spill onto the public sidewalk, public rights-of-way, or into storm drains.~~

~~(14)(6) ——— Trees and shrubs shall not be placed closer than 4 feet a distance of 40% of the spread at maturity to a fence, wall or property line.~~

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

~~—(9) —~~

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

~~—(11) The Planning Commission or Zoning Administrator may allow a deviation from the requirements of this section under any of the following circumstances:~~

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

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

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

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

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

~~(13) The Planning Commission or Zoning Administrator may impose conditions on landscaping as part of site plan review.~~

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

~~(13) Where landscaping requirements are based on a distance measured along a property line and result in a fractional requirement, the required landscaping for just that area shall be multiplied by the fraction. For example, when a fractional area is equal to 30% of the required distance the number of required plants shall be multiplied by 0.30. A fraction less than 25% may be disregarded.~~

~~(14) To ensure that all landscaping is installed, as a condition of approval a letter of credit or some other performance guarantee may be required in accordance with § 153.230 of this chapter.~~

(D) Minimum plant requirements.

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

<b><u>Table 153.171(e a): Minimum Plant Size at Installation</u></b>			
<b><u>Plant Material</u></b>	<b><u>Minimum Caliper</u></b>	<b><u>Minimum Height</u></b>	<b><u>Minimum Spread</u></b>
<u>Canopy tree</u>	<u>2.5"</u>		
<u>Ornamental tree</u>	<u>1-3/4"</u>		
<u>Evergreen tree</u>		<u>6'</u>	
<u>Shrubs</u>			<u>24"</u>

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

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

		<u>Greater than 10 feet</u>	<u>2</u>
<u>Evergreen tree</u>		<u>6 to 12 feet</u>	<u>1</u>
		<u>Greater than 12 feet</u>	<u>2</u>

(E) Residential development.

- (1) For each dwelling unit in a residential subdivision, land division or site condominium.
- (a) One canopy tree shall be planted between the right-of-way line and the street per Shade Tree and Park Commission rules Chapter 152 Trees.
- (b) Trees shall be ~~evenly spaced~~ meet Residential Guidelines except where site conditions warrant otherwise.
- (2) For a multiple-family development, one canopy or evergreen tree shall be provided for every ~~4,500~~ 7,000 square feet of gross lot area.
- (3) ~~In addition to the above requirements in division (D) above~~ For a residential development abutting an arterial street, ~~two~~ one evergreen trees and one canopy tree shall be planted within 30 feet of the right-of-way for every 50 feet of development frontage on the arterial street.
- (4) Berms may also be used to buffer lots or dwellings from an abutting arterial street. Minimum landscaping requirements shall be reduced by 50% where a berm at least three feet tall is constructed for at least 85% of the length of the street frontage.
- (5) In the R4 Zone, the Planning Commission may require berms, fencing or vegetative screening (or any combination thereof) along property lines for reasons including, but not limited to, protection of public safety, preservation of neighborhood character or the creation of privacy buffers for single-family zones.

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

- (1) For all non-residential uses in any zoning district except the CBD District, for every 100 feet of lot frontage as measured along a public right-of-way, the following front yard landscaping requirements apply.
- (a) ~~Three~~ two canopy trees and ~~one~~ evergreen or two three ornamental trees shall be provided.
- (b) The Planning Commission may allow landscaping anywhere within the front yard, except where a parking area is located along the lot frontage. In such instances landscaping shall be placed between the parking lot and the public right-of-way.
- (2) Berms may be constructed in a front yard to supplement landscaping and enhance buffering of parking lots. Minimum front yard landscaping requirements shall be reduced by 50% where a berm at least three feet tall is constructed between a parking lot located along a street frontage and the public right-of-way. A berm may also be used to meet the screening requirement for parking lots as required in division (H I) below.
- (3) ~~For any permitted non-residential use in a residential district, the Buffer Type 2 requirements, as specified in Table 153.171(b), shall apply to all side and rear property lines.~~

\_\_ Non-residential right-of-way and front setback planting.

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

(a1) Public rights-of-way shall be planted with grass. Trees, shrubs, or other ground covers may be planted within the right-of-way with permission from the City Forester and the City Engineer, or their assigns.

(b2) Rights-of-way yards abutting activity corridor street types may incorporate decorative paving and streetscape elements if such elements are existing on adjoining parcels. Plant material shall be located in tree wells, bioswales, and above ground planters, and shall be approved by the Department of Public Service.

(2b) Between sidewalk and parking.

(a1) There shall be a landscaping setback area of eight feet between the edge of sidewalk and parking lot edge, which shall consist of grass lawn and landscape planting beds.

(b2) Landscape planting beds shall be a minimum of 25 percent of the landscape setback area.

(e3) Setback areas greater than 20 feet in depth must plant at least one (1) deciduous tree for every 25 feet of frontage or part thereof and a minimum of one shrub shall be planted for each ten linear feet of frontage, or portion thereof.

(d4) These landscape requirements are in addition to other screening or buffer requirements as indicated in the applicable zoning district section.

(e5) Landscape planting beds shall be a minimum of 50 percent of the front, side, and rear landscaping setback areas for all special land use 'off-street parking surface lots' in addition to trees required .

(3c) Between sidewalk and building.

(a1) Non-residential setback landscaping between the edge of sidewalk and building face shall consist of lawn, landscape planting beds, and paved pedestrian areas.

(b2) Landscape planting beds shall be a minimum of 25 percent of the landscape setback area. This may be reduced to zero percent in areas where the public sidewalk is immediately adjacent to the building face.

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

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

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

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

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

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

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

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

~~—(E) Residential development.~~

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

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

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

~~—(2) For a multiple-family development, one canopy or evergreen tree shall be provided for every 4,500-7,000 square feet of gross lot area.~~

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

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

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

~~—(F) Buffer areas.~~

~~—(1) A buffer area may be required where any use in a business or industrial district is adjacent to residentially zoned land and where multiple-family residential land uses are adjacent to land in the R1, and R2, R2A and R4 Districts. A landscaped buffer shall be provided between the subject property and all adjacent residentially zoned or used properties if the subject building(s) of the site plan is within 25 feet of the adjoining property line and if existing landscaping, tree cover, or fencing/screening does not exist~~

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

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

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

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


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

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

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

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

<b>Table 153.171(b): Buffer Area Landscaping Requirements</b>			
<b>Buffer Type</b>	<b>Minimum Width</b>	<b>Minimum Requirements</b>	<b>Intensity</b>

1	10 feet	2 canopy trees, plus 1 evergreen tree or 1 ornamental tree, plus 12 shrubs, for each 50 linear feet of buffer area	<p style="text-align: center;">Most Intense</p>  <p style="text-align: center;">Least Intense</p>
2	10 feet	1 canopy tree, plus 1 evergreen tree or 1 ornamental tree, plus 8 shrubs, for each 50 linear feet of buffer area	
3	10 feet	1 canopy tree or 1 evergreen tree, plus 1 ornamental tree or 12 shrubs, for each 50 linear feet of buffer area	

~~(7) Landscape buffers will include at least one tree for each 25 linear feet, or fraction of buffer area.~~

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

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

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

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

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

~~— (9) Buffer Area Alternatives~~

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

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

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

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

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

~~— 2. A screen wall or fence shall be located at least two feet from a property line.~~

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

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

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

~~(G) Minimum plant requirements:~~

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

**Table 153.171(c): Minimum Plant Size at Installation**

<b>Plant Material</b>	<b>Minimum Caliper</b>	<b>Minimum Height</b>	<b>Minimum Spread</b>
Canopy tree	2.5"	x	
Ornamental tree	1-3/4"	x	
Evergreen tree		6'	
Shrubs			24"

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

**Table 153.171(d): Credit for Existing Landscaping**

<b>Tree Material</b>	<b>Minimum Caliper</b>	<b>Minimum Height</b>	<b>Credits</b>
Canopy tree	4 to 8 inches	x	1
	Greater than 8 inches	x	2

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

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

~~(1) A six-foot tall screen wall or fence along with any combination of the following to provide an effective screen, as approved by the Planning Commission:~~

~~(a) Berms;~~

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

~~(c) Shrubs.~~

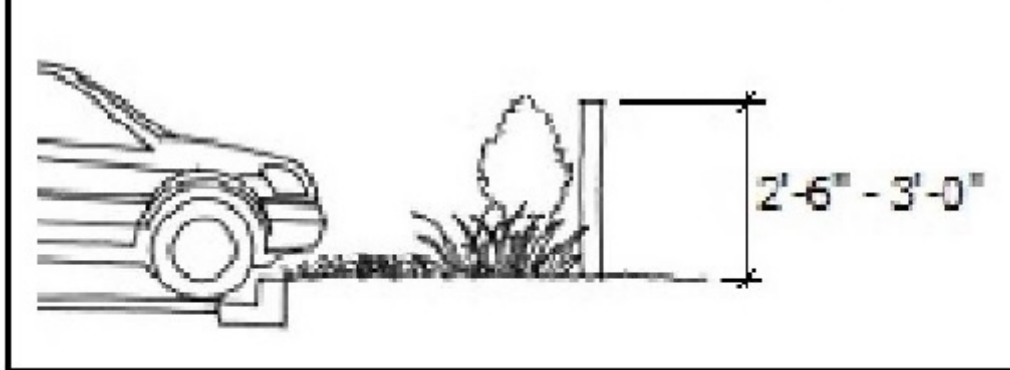
~~(2) If a buffer to an adjacent zoning district is required, per Table 153.171(a), it shall satisfy the requirements of this division (G).~~

l) *Parking lot landscaping.*

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

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

**Figure 5.81(8)-1**



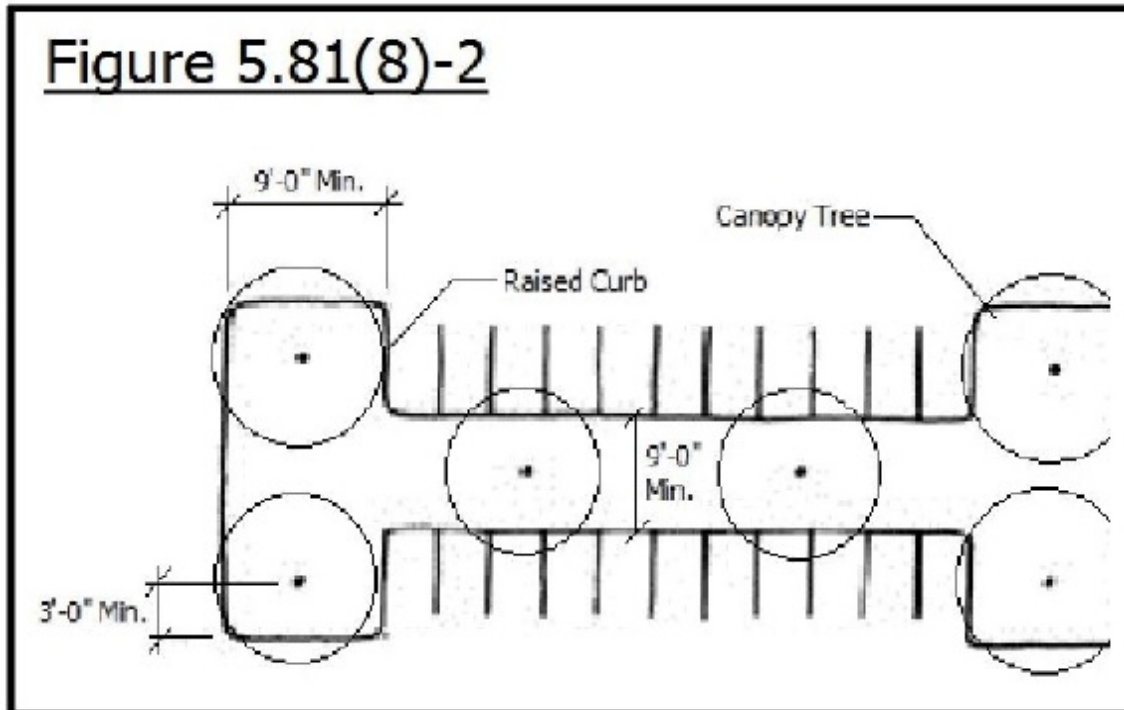
'21

(b) The screen shall consist of landscaping, berms, a screen wall or any combination of these elements.

(2) To provide shade and to break up the visual appearance of large paved areas, parking lots with more than ten spaces shall be landscaped based on the following requirements.

(a) One canopy tree for every 12 parking spaces shall be provided within a parking lot island or peninsula.

Figure 5.81(8)-2



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

1. All islands and peninsulas shall be protected by raised curbs; cut-downs non-raised curbs are permitted to facilitate drainage, except in instances where the grading and drainage plan demonstrates storm water runoff can be managed without the use of raised curbs.
2. ~~An island or peninsula shall be at least nine feet wide. Each tree shall be provided with an open land area of not less than 75-75 square feet to provide area for infiltration and with a minimum diameter of nine feet at the trunk of the tree for protection. Tree plantings shall also be protected from automobiles with curbing or other suitable device that incorporate curb cuts or other openings, and grading to capture stormwater.~~
3. ~~Islands or peninsulas may be combined for greater visual effect.~~
4. ~~Trees shall be planted at least three (centered on islands) feet from the edge of the curb or pavement.~~
5. Landscaping shall not obscure traffic signs, fire hydrants or sight distance within the parking lot and at driveway entrances, in accordance with § [153.142](#) of this chapter.

(J) *Fencing, screening and walls.*

(1) Screening shall be required around all trash dumpsters in all zoning districts, except as may be provided elsewhere in this section. ~~(Yellow areas will move to 153.173 Trash Receptacles)~~

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

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

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

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

1. ~~Six feet tall; A minimum height to completely obscure the sight of the container. Walls must be no greater than eight feet high.~~

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

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

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

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

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

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

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

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

~~(J) Landscape site plan requirements.~~

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

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

- ~~—(4) Existing natural and human-made landscape features and proposed buildings and structures, as required for the overall site plan, shall be clearly indicated~~
- ~~—(5) Contours shall be shown at intervals no greater than two feet.~~
- ~~—(6) Irrigation systems shall be shown.~~
- ~~—(7) All other site development plan review standards, as set forth in §§ 153.230 through 153.243 of this chapter, shall be followed.~~

~~Planting plan specifications.~~

- ~~(15)(7) An approved landscape, screening and buffering plan that meets the requirements of this section is required prior to approval of a site plan for activities listed in Section 153.230.~~
- ~~(16)(8) Planting plan specifications.~~
  - ~~(a) A planting plan shall be provided to include the following:~~
  - ~~(b) Minimum scale of one inch equals 50 feet.~~
  - ~~(c) Existing and proposed contours with contour interval not to exceed two feet.~~
  - ~~(d) The planting plan shall indicate, to scale, the location, spacing and starting size for all proposed landscape material within the required buffer or landscaped area.~~
  - ~~(e) The planting plan shall indicate all existing trees (four-inch caliper or greater) located in portions of the site that will be built upon or otherwise altered. Trees shall be labeled “To Be Removed” or “To Be Saved” on the site plan. The plan will include all existing or proposed utilities and easements.~~
  - ~~(f) Typical straight cross section including slope, height and width of berms and type of ground cover or height and type of construction for all proposed walls, including footings.~~
  - ~~(g) Significant construction details to resolve specific site conditions, e.g., green infrastructure, tree wells to preserve existing trees, culverts to maintain natural drainage patterns.~~
  - ~~(h) Planting plans shall show all landscaped areas and plants listed in a table by common and botanic name and show quantities, size at planting and anticipated mature height and spread. Anticipated mature height and spread shall be shown with circles indicating anticipated plant size at maturity.~~
  - ~~(i) A tree survey identifying the location and species of existing trees 12 inches or greater in caliper, measured at 12 inches off the ground, and identifying which trees are to be preserved. The Zoning Administrator may require an evaluation of the quality of the trees for purposes of determining which trees should be removed or preserved.~~

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

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

(1) *Destruction or removal of healthy trees.* In the event healthy plants that are intended to meet the requirements of this section are cut down, damaged or destroyed during construction, they shall be replaced **in accordance with Shade Tree and Park Commission requirements.**

**CITY OF CHARLEVOIX  
ORDINANCE NO. 864 of 2026**

AN ORDINANCE TO AMEND TITLE XV LAND USAGE, CHAPTER 153 PLANNING AND ZONING, SECTION 153.171 LANDSCAPING

**THE CITY OF CHARLEVOIX ORDAINS:**

**Section 1: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.171 and its entirety shall be repealed, replaced and shall read as follows:**

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

- (1) Improve the appearance of off-street parking and storage areas and property abutting public rights-of-way;
- (2) Protect and preserve the appearance, character and value of the neighborhoods, which abut non-residential areas, parking lots and other potentially obtrusive uses;
- (3) Reduce soil erosion and depletion;
- (4) Increase soil water retention, thereby helping to prevent flooding, erosion and sedimentation and enhancing ground water recharge;
- (5) Remove air pollutants and reduce, eliminate or control glare, reflection and heat island effects; and
- (6) Assist in directing safe and efficient traffic flow and prevent vehicular and pedestrian circulation conflicts.

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

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

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

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

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

(a) The use of native vegetation species with deep roots in rain gardens, bioswales, buffer areas, and other forms of naturalized landscaping to accomplish the goal of stormwater retention and filtration is encouraged.

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

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

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

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

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

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

- (10) Landscaping shall not obstruct sight distance, per § 153.142 of this chapter.
- (11) Landscaping plans are subject to Planning Commission or Zoning Administrator review and approval.
- (12) The Planning Commission or Zoning Administrator may allow a deviation from the requirements of this section under any of the following circumstances:
  - (a) Existing vegetation or topographic features make compliance with requirements unnecessary or difficult to achieve;
  - (b) The application of requirements will result in a significant loss of existing vegetation, or natural or cultural features;
  - (c) Modification of requirements will clearly result in a superior design that could not be otherwise achieved;
  - (d) Where the required landscaping may interfere with view corridors, such as developments along water bodies, the Planning Commission may require planting of specific species in locations where the height or canopy will not compromise view corridors.
- (13) The Planning Commission or Zoning Administrator may impose conditions on landscaping as part of site plan review.
- (14) Where a development is proposed in phases, each phase shall comply with all applicable landscaping requirements.
- (15) Where landscaping requirements are based on a distance measured along a property line and result in a fractional requirement, the required landscaping for just that area shall be multiplied by the fraction. For example, when a fractional area is equal to 30% of the required distance the number of required plants shall be multiplied by 0.30. A fraction less than 25% may be disregarded.
- (16) To ensure that all landscaping is installed, as a condition of approval a letter of credit or some other performance guarantee may be required in accordance with § 153.239 of this chapter.

(C) *Buffer areas.*

- (1) A buffer area may be required where any use in a business or industrial district is adjacent to residentially zoned land and where multiple-family residential land uses are adjacent to land in the R1, R2 and R4 Districts. A landscaped buffer shall be provided between the subject property and all adjacent residentially zoned or used properties if the subject building(s) of the site plan is within 25 feet of the adjoining property line and if existing landscaping, tree cover, or fencing/screening does not exist.
- (2) A buffer area is not required if the qualifying adjacent zoning districts are separated by a public right-of-way.
- (3) A buffer area shall be parallel to and follow the property line tangent to the qualifying zoning district.
- (4) A buffer area shall be required even when the adjacent property is undeveloped.
- (5) Except for access drives or private streets determined by the Planning Commission to be necessary to provide safe access to a property, a building, structure or parking lot shall not encroach within a required buffer area.
- (6) When adjacent to a PUD containing a residential land use, a use in a non-residential or multiple-family residential district shall provide a buffer area along the property line adjacent to the residential use. The Planning Commission, however, may waive or modify the required buffer if the setbacks and perimeter landscaping provided within the PUD meet the intent of division (A) above.
- (7) Landscape buffers will include at least one tree for each 25 linear feet, or fraction of buffer area.
  - (a) Landscape buffers shall consist of evergreen shrubs, evergreen trees, fencing/screen walls (75 percent or more opaque), or any combination thereof that forms a continuous visual buffer.
  - (b) At least 40 percent of the overall adjoining property line must be covered by plant materials at the time of planting.
  - (c) The Planning Commission may allow a consistent 75 percent or more opaque, six-foot tall screen wall or fence for the entire length of the adjoining property line to provide buffering that meets the intent of this section. If a screen wall or fence is used for all of the buffer area, the overall landscape buffer width may be eliminated except for the trees required in this section.
  - (d) Where the distance between a building, parking area or use is more than 200 feet from a side or rear lot line, the Planning Commission may reduce the buffer area requirements along the applicable lot line(s) by 50%;
  - (e) Where a screen wall or fence is not otherwise required, the Zoning Administrator may require an opaque screening within the buffer area, to block views and contain materials. Screening shall be provided in the form of a six-foot tall ornamental fence or wall, capable of keeping paper and other debris from blowing off the premises.
- (8) Buffer Area Alternatives
  - (a) Plants may either be arranged formally, or be informally clustered for a more random, natural effect.

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

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

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

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

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

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

(D) *Minimum plant requirements.*

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

<b>Table 153.171(a): Minimum Plant Size at Installation</b>			
<b>Plant Material</b>	<b>Minimum Caliper</b>	<b>Minimum Height</b>	<b>Minimum Spread</b>
Canopy tree	2.5"		
Ornamental tree	1-3/4"		
Evergreen tree		6'	
Shrubs			24"

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

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

(E) *Residential development.*

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

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

(b) Trees shall meet Residential Guidelines except where site conditions warrant otherwise.

(2) For a multiple-family development, one canopy and ornamental tree shall be provided for every 7,000 square feet of gross lot area.

(3) For a residential development abutting an arterial street, one evergreen tree and one canopy tree for every 50 feet of development frontage on the arterial street.

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

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

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

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

(a) Two canopy trees or three ornamental trees shall be provided.

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

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

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

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

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

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

(b) Between sidewalk and parking.

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

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

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

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

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

(c) Between sidewalk and building.

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

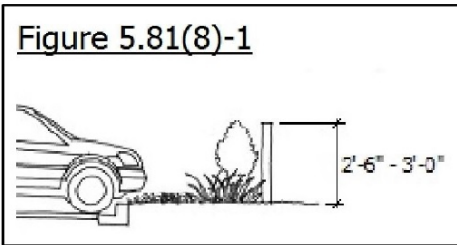
(2) Landscape planting beds shall be a minimum of 25 percent of the landscape setback area. This may be reduced to zero percent in areas where the public sidewalk is immediately adjacent to the building face.

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

I) *Parking lot landscaping.*

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

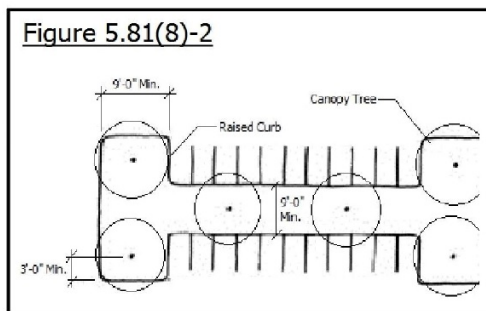
(a) Along any right-of-way or residential property line by a continuous two and one-half to three-foot tall screen; and



(b) The screen shall consist of landscaping, berms, a screen wall or any combination of these elements.

(2) To provide shade and to break up the visual appearance of large, paved areas, parking lots with more than ten spaces shall be landscaped based on the following requirements.

(a) One canopy tree for every 12 parking spaces shall be provided within a parking lot island or peninsula.



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

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

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

3. Trees shall be planted centered on islands.

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

(J) *Fencing, screening and walls.*

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

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

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

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

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

1. A minimum height to completely obscure the sight of the container. Walls must be no greater than eight feet high.

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

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

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

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

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

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

(J) *Landscape site plan requirements.*

(1) An approved landscape, screening and buffering plan that meets the requirements of this section is required prior to approval of a site plan for activities listed in Section 153.230.

(2) Planting plan specifications.

(a) A planting plan shall be provided to include the following:

(b) Minimum scale of one-inch equals 50 feet.

(c) Existing and proposed contours with contour interval not to exceed two feet.

(d) The planting plan shall indicate, to scale, the location, spacing and starting size for all proposed landscape material within the required buffer or landscaped area.

(e) The planting plan shall indicate all existing trees (four-inch caliper or greater) located in portions of the site that will be built upon or otherwise altered. Trees shall be labeled "To Be Removed" or "To Be Saved" on the site plan. The plan will include all existing or proposed utilities and easements.

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

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

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

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

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

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

(1) *Destruction or removal of healthy trees.* In the event healthy plants that are intended to meet the requirements of this section are cut down, damaged or destroyed during construction, they shall be replaced in accordance with Shade Tree and Park Commission

(2) requirements.

## **Section 2. Severability.**

1. No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

**Section 3. Effective Date.**

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 864 was adopted on the 19<sup>th</sup> day of January 2026 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Set Public Hearing: Zoning Ordinance Amendment Adding Section Mixed Use

**Date:** January 5, 2026

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

### Background:

#### Summary of Mixed Use Zoning Ordinance

The City of Charlevoix is bisected by a major state highway in its entire north and south length. With a couple of exceptions, all of our commercial businesses are located in this corridor. Thousands of drivers go down this corridor every day with their first impression of the city being the buildings and businesses in our business districts. In most areas of the corridor, private single-family homes are adjacent to the rear of the businesses. With this proposed ordinance, using form-based code, the Planning Commission is encouraging future development of businesses that fit in well with the historic architecture of the city while also encouraging residential development, minimizing any negative impact to the residential neighborhoods close by. By using form-based code, developers have much more leeway to develop to the site rather than following strict numerical regulations that may not provide for the best development for an individual parcel.

This Mixed Use ordinance outlines the **City of Charlevoix Mixed-Use Regulations**, which are zoning laws intended to implement the Master Plan by establishing rules for mixed-use developments, primarily in the newly created MU-R (Residential Mixed Use) and MU-CL (Commercial Mixed Use Low Intensity) districts.

### Key Provisions

- **Purpose and Applicability:** The regulations aim to ensure proper land use, particularly in new permit applications, by defining specific uses and development standards. They supersede any conflicting existing zoning provisions.
- **Definitions:** The ordinance includes multiple new specific definitions for land uses.
- **Zoning Districts:**
  - **MU-R** prioritizes residential development but allows neighborhood-scale retail and office spaces under 4,000 square feet.
  - **MU-CL** allows for integrated residential and non-residential uses, with a mixture of uses encouraged in single buildings, or single uses if site constraints prevent mixing.
- **Use Regulations:** A table specifies whether uses are permitted, conditionally permitted, or prohibited in each district.
- **Development Standards:** The document sets standards for property development, including:
  - Maximum density (25 units/gross acre in MU-R).
  - Maximum height (27 feet/2 stories in MU-R; 39 feet/3 stories in MU-CL).
  - Minimum lot area and frontage.
  - Setbacks and build-to lines.
  - Minimum ground-floor height for non-residential uses (12 feet) and 10 feet for

- residential uses
    - Maximum building length (100 feet) and blank wall length (10 feet on ground floor).
- **Design and Walkability:** The regulations promote pedestrian-oriented development through requirements for building orientation, primary entrances near sidewalks, building transparency (60% windows on ground floor facing the street), and internal/external pedestrian walkways.
- **Parking and Open Space:** Standards for parking location and the requirement for residential open space (private and common).
- **Permit Review Process:** A two-step process involves preliminary consistency determination by the Director, followed by final review and action by the Planning Commission, which requires specific findings for approval.

**Key differences of the existing ordinance and the proposed ordinance regulations include:**

- **Zoning Districts:**
- The "**Mixed-Use Regulations**" document establishes two new "Overlay Districts": the **MU-R** Residential Mixed Use and the **MU-CL** Commercial Mixed Use Low.
- **Focus:** The "Mixed-Use Regulations" heavily emphasize form-based codes, focusing on building appearance, size, and architectural standards (like transparency, massing, and pedestrian access).
- **Permit Review:** The "Mixed-Use Regulations" document outlines a specific, multi-step permit application review process that includes a preliminary determination of consistency with the new Mixed-Use Standards. The other document mentions general "Specific Requirements" and "Special Land Use" permits but does not detail a unique review process.
- **Specificity of Use Definitions:** The "Mixed-Use Regulations" document provides very detailed definitions for new and existing uses.

**Recommendation:**

Motion to set a public hearing for Monday, January 19, 2026, at 6pm in the Council Chambers of City Hall for proposed Ordinance Amendment 866 of 2026.

**Attachments:**

1. Mixed Used Map
2. CM Chart Red Lined
3. Delete Redlined Office Overlay
4. 866 of 2026 Commerical Mixed Use (1)



**153.087 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.**

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

<b>Table 153.087: Dimensional Requirements, Non-Residential and Mixed Use Districts</b>								
<b>Zoning District</b>	<b>Min. Lot Area (sq. ft.)</b>	<b>Min. Lot Width (ft.)</b>	<b>Max. Building Height (ft.)<sup>7</sup></b>	<b>Minimum Yard Setbacks (ft.)</b>			<b>Lot Coverage (%)</b>	
				<b>Front</b>	<b>Side</b>			<b>Rear</b>
					<b>Interior</b>	<b>Street Side</b>		
<b>Table 153.087: Dimensional Requirements, Non-Residential and Mixed Use Districts</b>								
<b>Zoning District</b>	<b>Min. Lot Area (sq. ft.)</b>	<b>Min. Lot Width (ft.)</b>	<b>Max. Building Height (ft.)<sup>7</sup></b>	<b>Minimum Yard Setbacks (ft.)</b>			<b>Lot Coverage (%)</b>	
				<b>Front</b>	<b>Side</b>			<b>Rear</b>
					<b>Interior</b>	<b>Street Side</b>		
PO	NA	75	26	15	10	15	25	NA
GC	20,000	100	26	15	10	15	25	NA
CBD	NA	NA	40	0	0	0	0 <sup>1</sup>	NA
CH	43,560	150	30	25	20 <sup>2</sup>	20	30 <sup>1</sup>	50/80 <sup>3</sup>
MC	10,000	50	35 <sup>4</sup>	20	0	0	0	NA
SR	NA	NA	§ 153.088 (A)	25	20/50	20/50	50	30
I	43,560	150	30	30	20	20	25	60
P	NA	100	35	20	10	15	15	NA
CM	<del>9,000</del> 6,000	<del>60</del> 50	<del>35</del> MU-R 27, MU-CL 39	15 <sup>6</sup>	<del>10</del> 0 <sup>4</sup>	15 <sup>4&amp;5</sup>	20 <sup>4</sup>	NA
<b>NOTES TO TABLE:</b>								
<sup>1</sup> The minimum rear yard in the CBD District when adjacent to the Pine River Channel or Round Lake shall be 50 feet. <sup>2</sup> In the CH District, the minimum side or rear yard adjacent to any residential district shall be 50 feet. <sup>3</sup> In the CH District, lot coverage of buildings shall not exceed 50%; lot coverage of all impervious surfaces shall not exceed 80%. <sup>4</sup> Non-residential: none, residential: see Sec.153.072 standards for R-1 & R-2 districts <sup>5</sup> Street side setbacks may be reduced to 10 feet for 2 story buildings and 10 feet for 3 story buildings with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 6-foot-wide sidewalk is provided. <sup>6</sup> Front may be reduced to 10 feet with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 10-foot-wide sidewalk is provided.								

***OVERLAY DISTRICTS***

**§ 153.105 OVERLAY DISTRICT. MU-R RESIDENTIAL MIXED USE AND MU-CL COMERCIAL MIXED USE LOW**

**~~§ 153.104 NORTH SIDE PROFESSIONAL OFFICE OVERLAY DISTRICT.~~**

~~—(A) *Purpose.* The purpose of this district is to continue to allow the conversion of homes to offices fronting U.S. 31/Bridge Street while having a minimal impact on the residential character of the neighborhood.~~

~~—(B) *Applicability.* This overlay district shall include the lots zoned R1 Single-Family Residential that lie on the east side of Michigan Avenue between East Dixon Avenue and Petoskey Avenue, as well as all lots zoned R1 Single-Family Residential that lie on Petoskey Avenue between Michigan Avenue and Fairway Drive. The overlay district does not apply to the site occupied by the Charlevoix Community Reformed Church at 100 Oak Street. (See Zoning Map.)~~

~~—(C) *Permitted uses.* The conversion of homes to professional offices shall be permitted as special land uses, in accordance with the procedures of §§ 153.250 through 153.257 of this chapter.~~

~~—(D) *Other regulations.* The use of a gabled roof is required, with a minimum roof pitch of 8:12 for new construction. Conversion of existing structures may utilize the existing roof pitch and roof design at the time of application. Rooflines shall be consistent with the established character of the surrounding neighborhood relative to height, pitch, configuration and materials. Parking shall meet the requirements of §§ 153.185 through 153.190 of this chapter.~~

~~—(E) *Dimensional requirements.* The dimensional requirements of the R1 Zone shall be required.~~

(Prior Code, § 5.44)

**CITY OF CHARLEVOIX  
ORDINANCE NO. 866 of 2026**

AN ORDINANCE TO AMEND TITLE XV LAND USAGE, CHAPTER 153 PLANNING AND ZONING, SECTION 153.087 AREA, HEIGHT, AND PLACEMENT REQUIREMENTS, 153.104 NORTH SIDE PROFESSIONAL OFFICE OVERLAY DISTRICT, 153.105 MIXED-USE DISTRICTS WITH AN OVERLAY DISTRICT AND ADD SECTION TITLED MIXED USE REGULATIONS WITH STANDARDS

**THE CITY OF CHARLEVOIX ORDAINS:**

**Section 1: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.087 Area, Height, and Placement Requirements and its entirety shall be repealed, replaced and shall read as follows:**

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

<i>Table 153.087: Dimensional Requirements, Non-Residential and Mixed Use Districts</i>								
Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.) <sup>7</sup>	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
PO	NA	75	26	15	10	15	25	NA
GC	20,000	100	26	15	10	15	25	NA
CBD	NA	NA	40	0	0	0	0 <sup>1</sup>	NA
CH	43,560	150	30	25	20 <sup>2</sup>	20	30 <sup>1</sup>	50/80 <sup>3</sup>
MC	10,000	50	35 <sup>4</sup>	20	0	0	0	NA
SR	NA	NA	§ 153.088 (A)	25	20/50	20/50	50	30
I	43,560	150	30	30	20	20	25	60
P	NA	100	35	20	10	15	15	NA
CM	6,000	50	MU-R 27, MU-CL 39	15 <sup>6</sup>	0 <sup>4</sup>	15 <sup>4&amp;5</sup>	20 <sup>4</sup>	NA

**NOTES TO TABLE:**

- <sup>1</sup> The minimum rear yard in the CBD District when adjacent to the Pine River Channel or Round Lake shall be 50 feet.
- <sup>2</sup> In the CH District, the minimum side or rear yard adjacent to any residential district shall be 50 feet.
- <sup>3</sup> In the CH District, lot coverage of buildings shall not exceed 50%; lot coverage of all impervious surfaces shall not exceed 80%.
- <sup>4</sup> Non-residential: none, residential: see Sec. 153.072 standards for R-1 & R-2 districts
- <sup>5</sup> Street side setbacks may be reduced to 10 feet for 2 story buildings and 10 feet for 3 story buildings with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 6-foot-wide sidewalk is provided.
- <sup>6</sup> Front may be reduced to 10 feet with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 10-foot-wide sidewalk is provided.

**Section 2. Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.104 North Side Professional Office Overlay District and its entirety shall be repealed.**

**Section 3. Title XV, Land Usage, Chapter 153.105 Overlay District. MU-R Residential Mixed Use and MU-CL Commercial Mixed Use Low. See attached map.**

**Section 4. Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.XXX Mixed Used Regulations shall be added and shall read:**

**ESTABLISHMENT OF ZONING REGULATIONS.**

- A. **Purpose.** The purpose of these Zoning Regulations is to implement the Master Plan.
- B. **Applicability.** The Zoning Regulations set forth in Section 1 of this Ordinance shall apply citywide to all Permit Applications, as defined in this Ordinance. As they apply to the City's review and consideration of Permit Applications, these Zoning Regulations supersede any conflicting provisions of the Existing Zoning Ordinance in effect on the effective date of these Zoning Regulations.
- C. **Land Use Definitions to Implement Zoning Regulations.** The following definitions are for the purpose of implementing the Zoning Regulations established by Section 1 of this Ordinance.

**Artisan/Small-Scale Manufacturing.** The artisan/small-scale manufacturing use type refers to establishments primarily engaged in on-site production of goods by hand manufacturing or artistic endeavor, which involves only the use of hands tools or domestic mechanical equipment not exceeding five horsepower or kilns not exceeding 25 kilowatts, and the incidental direct sale to consumers of only those goods produced on site. Typical uses include ceramic studios, candle making shops, and custom jewelry manufacturers.

**Artist's Studio.** Workspace for an artist or artisan, including individuals practicing one of the fine arts or performing arts, or an applied art or craft. This use may include incidental display and retail sales of items produced on the premises and instructional space for small groups of no more than 18 students per instruction. It does not include joint living and working units (See Live-Work).

- **Studio-Light.** Small-scale art production is generally of a low impact and no more than a maximum floor area of 2,500 square feet. Typical uses include painting, photography, jewelry, glass, textile, and pottery studios.
- **Studio-Heavy.** Art production on a medium or large scale generally using heavy equipment and greater floor area than 2,500 square feet. Typical uses include large-scale metal and woodworking studios.

**Brewpub.** A full-service or limited-service restaurant with a micro-brewery as an accessory use that meets the requirements of Michigan Liquor Control Commission, where no more than 5,000 barrels of beer are produced per year. A brewpub may sell other supplier's beer, including other hand-crafted or micro-brewed beers as well as wine to patrons for consumption on its premises.

**Breweries, Limited.** Small-scale facilities that produce beer and similar beverages onsite.

- **Brewery, Brew-on-Premises.** A do-it-yourself brewery where customers produce craft style beer or wine on the premises of a brewery or micro-brewery. Customers also may purchase the ingredients, rent the equipment, time, and space, and be provided assistance by an on-site brewmaster.
- **Micro-brewery.** An establishment that produces annually less than 5,000 barrels of ales, beers, meads, hard ciders and/or similar beverages onsite. Micro-breweries may also serve beverages onsite and sell beverages for offsite consumption pursuant to the regulations of the Michigan Liquor Control Board and the federal Bureau of Alcohol, Tobacco, and Firearms.

**Catering Service.** A business that prepares food for consumption on the premises of a client or at any other location separate from where the food was prepared.

**Cultural Facility.** Facilities engaged in activities to serve and promote aesthetic and educational interest in the community that are open to the public on a regular basis. This classification includes performing arts centers for theater, music, dance, and events; spaces for display or preservation of objects of interest in the arts or sciences; libraries; museums; and public art galleries. It does not include schools or institutions of higher education providing curricula of a general nature.

**Media Production.** Facilities for production of motion pictures, television, video, sound, computer, and other communications media production.

**Offices for Walk-In Clientele.** Offices providing direct services to patrons or clients without prior appointments. This use classification includes employment agencies, insurance agent offices, real estate offices, travel agencies, utility company offices, and offices for elected officials. It does not include banks or check-cashing facilities, which are separately classified and regulated.

**Printing & Publishing.** A use engaged in printing by letterpress, lithography, gravure, screen, offset, or electrostatic (xerographic) copying; and other activities serving the printing trade such as bookbinding, typesetting, engraving, photo-engraving and electrotyping. This use also applies to the publishing of newspapers, books, and periodicals; manufacturing business forms and binding devices. Quick printing services are included in the Printing and Copying use classification.

**Research and Development.** The research and development use type refers to establishments primarily engaged in the research, development, and controlled production of high-technology electronic, industrial or scientific products or commodities for sale, but excludes uses that may be objectionable by reason of production of offensive odor, dust, noise, bright lights, vibration or the storage of hazardous material or products, or uses that threaten public safety. Typical uses include biotechnology and software development firms.

**Retail Sales.**

- **General Retail Sales, Small-Scale.** The retail sale or rental of merchandise not specifically listed under another use classification. This classification includes retail establishments with 15,000 square feet or less of sales area; including department stores, clothing stores, pet supply stores, small hardware and garden supply/nurseries stores,

and businesses retailing goods including, but not limited to, the following: toys, hobby materials, handcrafted items, jewelry, cameras, photographic supplies and services (including portraiture and retail photo processing), medical supplies and equipment, pharmacies, electronic equipment, sporting goods, kitchen utensils, hardware, appliances, antiques, private art galleries, art supplies and services, glass and windows, paint and wallpaper, carpeting and floor covering, office supplies, bicycles, video rental, and *new automotive parts and accessories* (excluding vehicle service and installation). Retail sales may be combined with other services such as office machines, computers, electronics, and similar small-item repairs.

- **General Retail Sales, Large-Scale.** Retail establishments with over 15,000 square feet of sales area that sell merchandise and bulk goods for individual consumption, including membership warehouse clubs, where sales of grocery items do not occupy more than 25 percent of the floor area.
- **With Drive-Through.** A retail establishment with drive-through facilities.

D. **Overlay Districts Established.** The purpose of this subsection D is to establish the following Overlay Districts consistent with the Master Plan. The locations and boundaries of the Overlay Districts are delineated in Exhibit A attached hereto and incorporated herein.

1. **MU-R Residential Mixed Use.** The Residential Mixed-Use district prioritizes residential development with associated non-residential development, neighborhood-scale retail and office space. In addition to a mix of housing types, other uses like live/work units, artist studios, and businesses that are less than 4,000 square feet are permitted. Residential units are required with densities ranging between 16 and 30 housing units per gross acre.
2. **MU-CL Commercial Mixed Use Low.** The Commercial Mixed Use Low district provides for developments that integrate residential and non-residential uses. It is intended for a mixture of uses in a single building; however, if a mixture of uses is infeasible due to site constraints or development costs, single uses are allowed, including neighborhood and community retail; eating and drinking establishments; small-scale commercial recreation; residential; financial, business, and personal services; educational and social services; and offices. No separate residential density standards shall apply.

E. **Effect of Ordinance on Existing Zoning Districts.** To the extent that the Existing Zoning Ordinance applies a different zoning district designation to any area within the boundaries of an Overlay District established by this Ordinance, the zoning district designation of the Existing Zoning Ordinance shall be superseded and have no force.

F. **Basis for Zoning Map.** The Zoning Districts established in Exhibit A are based on the Master Plan Land Use Designations for Mixed Use for pedestrian-oriented development.

G. **Zoning District Regulations.** The purpose of this subsection G is to establish use and development regulations for the Zoning Districts.

1. **Uses Permitted, Conditionally Permitted, and Prohibited.** Land uses, as classified in the Existing Zoning Ordinance and in this Ordinance, are permitted, conditionally permitted, or prohibited in the Zoning Districts as indicated in Table 1. Permitted uses are indicated by a "P", conditionally permitted uses are indicated by a "C", uses subject to specific standards are indicated by a "S", and prohibited uses are indicated by a blank. Where a subclassification, which is indented, has a different designation from the one given to the more general land use, that designation governs. Conditionally permitted uses are allowed upon the approval of a use permit pursuant to Section 153.234 of the Zoning Ordinance and any additional findings that may be required by this Ordinance.

TABLE 1: LAND USE REGULATIONS FOR MIXED USE ZONES

P = Permitted C = Conditional S = Specific Standards Apply; See Section 153.234

Blank= Not Allowed

Zoning Districts	MU-R	MU-CL	Additional Regulations
<b>A. Commercial Uses</b>			
<b>1. Animal care and sales</b>			
Animal care facilities, excluding exterior pens or runs		C	

Animal retail sales and supplies, excluding exterior pens or runs		C	
Taxidermy shops			
<b>2. Business sales and service</b>			
Locksmith		P	
Office furniture sales and rentals		P	
Office supply and equipment shops (incl. accessory repair)			
Printing and copy shops		P	
Printing and publishing		P	
<b>3. Food and beverage service establishments, stores</b>			
Food service establishments	See subclassifications below		*For restaurants, cocktail lounges and bars, with outdoor seating see Sec 153.118 (C)
With or without accessory serving of beer or wine	CS*	P	Drive-through, see Sec 153.118 (B)
With a bar, live entertainment or dancing		CS	*C if operating 24 hours or before 7AM and/or adjacent to residential
With drive-through use		CS	
Food and beverage stores, specialty	P	P	
Bakeries, retail	P*	P*	
Brewpubs		CS	
Catering service			
Convenience market	C	P	
Grocery stores and supermarkets		P	
Liquor stores		C*	
<b>- Motor vehicle sales and service</b>			
Sales, new or used vehicles (including repair accessory to sales)			
Sales, parts and supplies (and accessory service)			
<b>5. Personal services</b>			
Artist studio, light	P	P	*C if > than 5,000 sf
Artist's studio, heavy		P	
Barber shops, beauty salons, nail salons, personal grooming	P	P	
Check cashing, bail bond services			
Dry cleaning, laundromats, laundries		P*	
Mail services	P	P	
Shoe repair and shoeshine	P	P	
Tailor/seamstress	P	P	
Travel agencies		P	
Weight loss establishments		P	
<b>6. Recreation facilities, commercial</b>			
Health clubs/gyms		P	*C if > than 3,000 sf
Health spas, nails, other	P*	P	
<b>7. Retail uses</b>			

<b>Zoning Districts</b>	<b>MU-R</b>	<b>MU-CL</b>	<b>Additional Regulations</b>
Auction house			*C if > than 5,000 sf  Drive-through, see Sec 153.118 (B)
General Retail Sales	<i>See subclassifications below</i>		
Large scale			
Small scale		P	
With drive through uses		CS	
Second hand and consignment shops		P	
Shopping centers			
<b>8. Visitor accommodations</b>			
Hotels, motels, STRs		P*	*C if > than 10,000 sf
Visitor information centers		P	
<b>B. Industrial Uses</b>			
Artisan/small-scale manufacturing		P	
"Boutique" food processing with retail sales		P	
<b>c. Offices and Related Uses</b>			
<b>1. Financial services</b>			
Banks, savings and loans, and other financial institutions		P*	*C if > than 5,000 sf
Financial services offices		P	
<b>2. Offices and Related Uses</b>			
Clinics		C	
Media production		P	
Medical, dental and health-related offices		P*	*C if > than 5,000 sf
Office (administrative, business, and professional)		P*	*C if > than 5,000 sf
Offices with walk-in clientele	P	P	
<b>D. Public and Quasi-Public Uses</b>			
<b>1. General</b>			
Clubs and lodges, including for youth		P	
Cultural facility		P	
Other public/quasi-public uses of an administrative, educational, religious, communications or public service nature		P	
<b>2. Schools</b>			
Parochial, private	C	C	
Public	P	P	
Vocational, business trades			
<b>3. Transportation facilities</b>			
Parking facilities, commercial or municipal (5+ spaces)		C	
Transit or bus stations			

<b>Zoning Districts</b>	<b>MU-R</b>	<b>MU-CL</b>	<b>Additional Regulations</b>
Single-family attached	P	P	For condominiums, see Sec. 153.117(B)
Multifamily residential	P	P	
Group residential, including SROs	CS	CS	
Live/work developments		C	
<b>Residential care facilities</b>			
Small (0-6 residents)		P	
Large (7 or more residents)		CS	
Day care facility, child or adult (up to 6 children or 6 adults)	P	P	
Day care center (13 or more children or 7 or more adults)		CS	
<b>F. Accessory Structures and Uses</b>			
Accessory structures and uses	P if principal use is permitted; C if principal use requires a use permit. See Chapter 153.116		
Automatic teller machines		P	
<b>G. Other Uses</b>			
Nonresidential condominiums		P	See standards Ch. 153.117 (B)

**2. Additional Land Use Regulations**

- a. Mixed use development. Mixed use development is permitted on a site that (i) is designated for mixed uses by the Master Plan, (ii) all of the proposed uses are permitted in the applicable zoning district, and (iii) no conversion of an existing residential rental unit is proposed with the exception of (b) below.
- b. Residential rental units. Conversion of existing residential rental units to nonresidential units is allowed only with a conditional use permit and is subject to the same standards as new development unless waived by the Planning Commission.
- c. Commercial Development in MU-R District. Commercial only development is not allowed. The area devoted to commercial uses cannot exceed 30 percent of the total building floor area, and all non-residential uses must be located at the ground level.

- 3. Development Standards.** The development standards for the Commercial Mixed-Use Zoning Districts are shown in Table 2.

TABLE 2: CM USE DISTRICTS-PROPERTY DEVELOPMENT STANDARDS

<b>Property Development Standards</b>	<b>MU-R</b>	<b>MU- CL</b>	<b>Additional Standards</b>
Maximum density (units/gross acre)	30*	NA	* >.5 round up
Maximum Height (in feet)	27	39	
Maximum number of stories	2	3	
Minimum lot area (sq. ft)	6,000	6,000	
Minimum lot frontage (feet) at front property line	50	50	
Front setback (feet)			

- Arterial or collector	15	10	(1)
- Local street	15	15	(1)
Street side setback (feet)			
- Arterial or collector	15	15	(2) (3)
- Local street	15	15	(2) (3)
Garage door setbacks from street (feet)	20	20	
Side and Rear setback (feet)	Non-residential: none, residential: see Sec. 153.072 standards for R-1 & R-2 districts		

*Notes:*

- (1) Front may be reduced to 10 feet with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 10-foot-wide sidewalk is provided.
  - (2) Street side setbacks may be reduced to 10 feet for 2 story buildings and 10 feet for 3 story buildings with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 6-foot-wide sidewalk is provided.
  - (3) Commercial and mixed-use development on land that abuts a residential district will be designed and constructed, and will be operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity; will be compatible with adjacent uses of land; and will not change the essential character of the area in which it is proposed;
4. **Build-to Line, MU-CL.** Buildings shall be constructed at the street frontage or required setback line (the "build-to" line) for at least 60 percent of the building frontage. Portions of the area between the building and lot line shall be paved so that it functions as a wider public sidewalk and public areas. This requirement may be modified or waived by the Planning Commission upon finding that:
- a. Substantial landscaping will be located between the build-to line and ground floor residential units to soften visual impact of buildings;
  - b. Entry courtyards, plazas, entries, or outdoor eating and display areas will be located between the build-to line and building, provided that the buildings will be built to the edge of the courtyard, plaza, or outdoor dining area; or
  - c. The building will incorporate an alternative entrance design that will create a welcoming entry feature facing the street.
5. **Required Side and Rear Yards for Residential Uses.** In order to provide light and air for residential units, the following minimum setbacks apply to any building wall containing windows for residential units and facing an interior side or rear yard.
- a. For any wall containing windows, a setback of at least 5 feet shall be provided.
  - b. For any wall containing bedroom windows, a setback of at least 10 feet shall be provided.
  - c. For any wall containing a living room or other primary room windows, a setback of at least 10 feet shall be provided.
  - d. The required setbacks apply to that portion of the building wall containing a window and extending three feet on either side of the window.
6. **Minimum Ground-floor Height.** The minimum ground-floor height shall be 10 feet for residential uses and 12 feet for non-residential uses.

**7. Exceptions to Maximum Height Limits.**

- a. Architectural Features. A parapet wall, cornice, cupolas or mechanical equipment may project up to four feet above the maximum height limit.
- b. Towers. If the project site is greater than 15,000 square feet, a tower or other projecting architectural elements may extend up to 12 feet above the top of a pitched roof, provided that the square footage of the element(s) do not total more than 15 percent of the building footprint. The area above the uppermost permitted floor of the element(s) shall not be a habitable space.
  - i. The composition of the tower element shall be balanced, where the width of the tower has a proportional relationship to the height of the tower.
  - ii. The tower element shall be proportional to the rest of the building.
  - iii. The tower element shall not be stepped back at any point.
  - iv. The maximum horizontal dimension of the tower element shall not exceed 52 feet. Fenestration shall be greater at the base of the tower than at the top.
  - v. The roof shall include architectural detailing, such as a cornice or eave.

**8. Upper Story Limitations.** For the MU-CL zoning district abutting a R1 or R2 residential zoning district, the top story of all three-story buildings shall contain only residential uses and shall be stepped back a minimum of 10 feet from the story below on the abutting side.

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

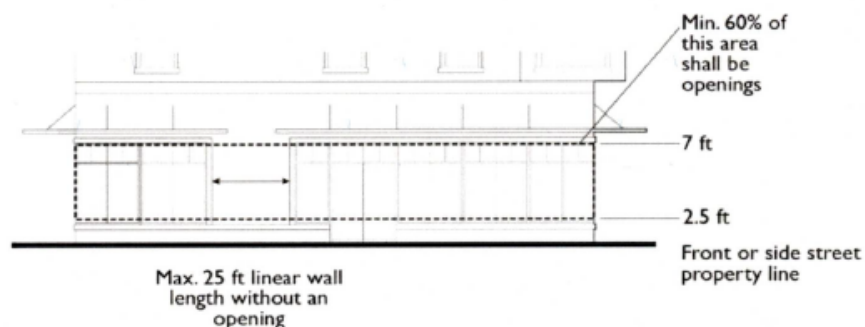
**10. Maximum Building Length and Length of Blank Walls.** The maximum building length is 100 feet. See Table 3. This limitation does not apply to buildings with unique design requirements, such as gyms and auditoriums. Increases in the maximum building length may be approved through design review if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



<i>District</i>	<i>MU-R</i>	<i>MU-CL</i>	<i>Additional Regulations</i>	<i>#</i>
Maximum Building Length (ft.)	100	100		
Maximum Length of Blank Wall (ft.)	10 for ground floor, 25 for upper floors	10 for ground floor, 25 for upper floors		1
Bay Window	Max. 2 feet from primary facade and min. 12 feet above			2
Awnings & Overhangs (ft.)	Max. 4 feet from primary facade and 8 feet above sidewalk grade above public ROW			3
Awning setback from Curb	Min. 4 feet clear			4

11. **Building Projections.** The maximum width of any projection, including bay windows, is 10 feet, and the total of all projections along a building face may not be more than 10 feet wide or 25 percent of the building frontage, whichever is greater.
12. **Building Orientation and Entrances.**
  - a. Buildings shall be oriented to face public streets or pedestrian-oriented areas.
  - b. Building frontages shall be generally parallel to streets, and the primary building entrances shall be located on or within 15 feet of a public sidewalk.
  - c. At least one entrance shall be provided per 100 linear feet of building frontage unless the building has unique security needs.
  - d. Entrances located at corners shall generally be oriented at a 45-degree angle to the corner and shall have a distinct architectural treatment to animate the intersection and facilitate pedestrian flow around the corner. Different treatments may include angled or rounded corners, arches, and other architectural elements.
  - e. Entrances to residential units shall be physically separated from the entrance to the permitted commercial uses and clearly marked with a physical feature incorporated into the building or an appropriately scaled element applied to the facade.
13. **Building Transparency; Required Openings for Non-Residential Uses.** Exterior walls facing and within 15 feet of a front or street side property line shall include windows, glass doors, or other openings for at least 60 percent of the building wall area located between 2.5 and 7 feet above the level of the sidewalk (see Figure 1). No wall may run in a continuous plane for more than 25 feet without a window or other opening.

**FIGURE 1: REQUIRED OPENINGS FOR NON-RESIDENTIAL USES IN MIXED USE DISTRICTS**



- a. Design of Required Openings. Openings fulfilling this requirement shall have transparent glazing and provide views into work areas, display areas, sales areas, lobbies, or similar active spaces, or into window displays that are at least two feet deep.
- b. Exceptions for Parking Garages. Garages are not required to meet the building transparency requirement of this subsection. Instead, they must be screened with buffer landscaping.
- c. Alternatives through Design Review. Alternatives to the building transparency requirement may be approved if the Planning Commission finds that:
  - i. The proposed use has unique operational characteristics with which providing the required windows and openings is incompatible, such as in the case of a cinema or theater; and
  - ii. Street-facing building walls will exhibit architectural relief and detail and will be enhanced with landscaping in such a way as to create visual interest at the pedestrian level.

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

- a. Massing. Building massing shall align with the street grid of adjacent blocks.
- b. Relation to Existing Buildings. Buildings shall be designed to appear integrated with existing buildings in the district.
- c. Vertical Relationship. Buildings shall be designed to have a distinctive base (ground floor level), middle (intermediate upper floor levels), and top (either top floor or roof level). Cornices, balconies, roof terraces, and other architectural elements should be used, as appropriate, to terminate rooflines and accentuate setbacks between stories.
- d. Windows.
  - i. Window frames shall be inset at least two inches from the face of the building to enhance shadow-line around opening.
  - ii. Snap-in vinyl mullions between double pane glass is prohibited. If a divided light appearance is desired, mullions must be made of dimensional material projecting in front of the panes on both the inside and outside of the window.
  - iii. Exceptions may be granted through the design review process to accommodate alternative window design complementary to the architectural style of the structure.
- e. **Exterior Building Materials and Colors.**
  - i. A unified palette of materials shall be used on all sides of buildings.
  - ii. Exterior building materials shall be stone, brick, stucco, architectural concrete block, painted wood clap-board, painted metal clapboard or other quality, durable materials approved through the design review process.
  - iii. A wainscoting of quality materials on the bottom of the ground floor facade may be required.
  - iv. Colors shall be used to help delineate windows and other architectural features to increase architectural interest.
- f. **Building Details.**
  - i. Building facades shall include building projections or recesses, doorway and window trim, and other details that provide architectural articulation and design interest.
  - ii. All applied surface ornamentation or decorative detailing shall be consistent with the architectural style of the building.
  - iii. All balconies shall have a minimum horizontal dimension of two feet.
  - iv. Each side of the building that is visible from a public right-of-way shall be designed with

a complementary level of detailing.

**15. Pedestrian Access.**

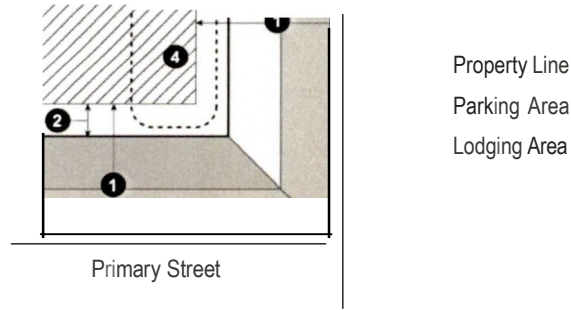
- a. Internal Connections. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas or pedestrian amenities.
- b. To Circulation Network. Regular connections between on-site walkways and the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

**16. Limitations on Location of Parking.** Parking may be located within 40 feet of the street facing property line in accordance with Table 4 and the following standards.

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

**17. Residential Open Space.** Residential open space is required for any mixed-use development with dwelling units (see Table 5); it may be provided as common or private open space. Private areas consist of balconies, decks, patios, or fenced yards directly accessible from the residence. Common areas consist of landscaped areas, walks, patios, swimming pools, barbeque areas, playgrounds, turf, rooftop areas, or other such improvements as are appropriate to enhance the outdoor living environment of the development. Landscaped courtyard entries that are oriented towards the public street which create a welcoming entry feature are also considered common areas. All areas not improved with buildings, parking, vehicular accessways, trash enclosures, and similar items or devoted to perimeter landscaping shall be developed as common areas with the types of attributes described above.

**TABLE 4: PARKING AND LOADING STANDARDS - MIXED-USE DISTRICTS**



<i>District</i>	<i>MU-R</i>	<i>MU-CL</i>		<i>Additional Regulations</i>	#
Setback from Street Property Line (ft)	40 ft; Buildings shall be placed as close to the street as possible, with parking underground, behind a building, or on the interior side or rear of the site.				1
Setback from Buildings and Public Plazas (ft)	5 ft walkway plus 3 ft landscaping; Applicable only to above ground parking.				2
Access Location	Side street or alley wherever possible				
Curb Cuts	Minimized and in area least likely to impede				
Loading/Service Area	Side or rear of lot; must be screened from public ROW				4

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

<i>District</i>	<i>MR-R</i>	<i>MU-CL</i>		<i>Additional Regulations</i>
Minimum Residential Private Open Space (sq ft per unit)	65	75		
Minimum Public Open Space	For residential and mixed-use development: 60 sq ft per unit; For non-residential development: 10% of site			
Minimum Amount of Landscaping (% of site)	10	15		

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

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

- ii. *Common Open Space.* Minimum horizontal dimension of 20 feet.
- b. **Usability.** A surface shall be provided that allows convenient use for outdoor living and/or recreation. Such surface may be any practicable combination of lawn, garden, flagstone, wood planking, concrete, or other serviceable, dust-free surfacing. The maximum slope shall not exceed 10 percent.
- c. **Accessibility.**
  - i. *Private Open Space.* The space shall be accessible to only one living unit by a doorway to a habitable room or hallway.
  - ii. *Common Open Space.* The space shall be accessible to all of the living units on the lot. It shall be served by any stairway or other accessway qualifying as an egress facility from a habitable room.

H. **Mixed Use Residential District.** The Mixed Use Residential (MU-R) district applies to frontages on arterial streets that are designated for a pedestrian orientation in the MU-R Overlay District. This designation is intended to unify and strengthen the Commercial areas where it applies by establishing standards that will create active street fronts with widened sidewalks and improved pedestrian connections.

1. **Street Frontage Improvements.** New development subject to an MU-R Overlay District shall provide street frontage improvements in accordance with the following:

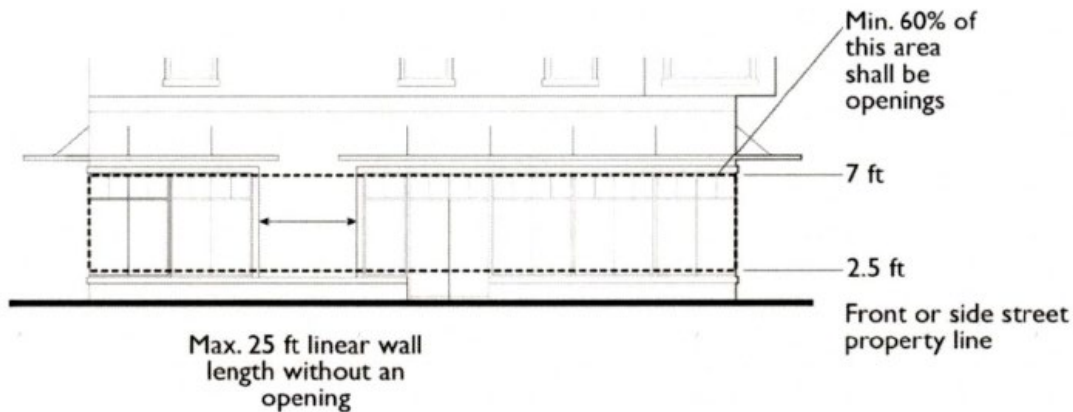
- a. *Between the Property Line and Curb.*
  - i. *Sidewalks.* Sidewalks that are six to ten feet wide shall be provided if none exist or if the existing sidewalks are in poor condition.
  - ii. *Street Furniture.* Trash receptacles, benches, bike racks, and other street furniture shall be provided.
  - iii. *Landscaping.* Street landscaping will meet Section 153.171 of the Zoning Ordinance and 152.05 of the Tree Ordinance of the City.
- b. **Interior from Property Line.** Except where occupied by a building or necessary for parking access, the street frontage, for a depth of 10 feet from the property line, shall be utilized for pedestrian circulation or active outdoor uses, including, but not limited to outdoor dining; paved for public uses so that it functions as part of a wider public sidewalk; or improved with landscaping, public art, and/or pedestrian amenities, such as outdoor seating.

2. *Building Orientation and Entrances.*

- a. Buildings shall be oriented to face public streets.
- b. Building frontages shall be generally parallel to streets, and the primary building entrances shall be located on or within 20 feet of a public sidewalk.
- c. At least one entrance shall be provided per 100 linear feet of building frontage unless the building has unique security needs.
- d. Entrances located at corners shall generally be oriented at a 45-degree angle to the corner and shall have a distinct architectural treatment to animate the intersection and facilitate pedestrian flow around the corner. Different treatments may include angled or rounded corners, arches, and other architectural elements.
- e. Entrances to residential units shall be physically separated from the entrance to the permitted commercial uses and clearly marked with a physical feature incorporated into the building or an appropriately scaled element applied to the facade.

3. **Building Transparency; Required Openings for Non-Residential Uses.** Exterior walls facing and within 20 feet of a front or street side property line shall include windows, glass doors, or other openings for at least 60 percent of the building wall area located between 2.5 and seven feet above the level of the sidewalk. No wall may run in a continuous plane for more than 25 feet without a window or other opening.

FIGURE 2: REQUIRED OPENINGS FOR NON-RESIDENTIAL USES IN A MIXED USE RESIDENTIAL OVERLAY DISTRICT



- a. Design of Required Openings. Openings fulfilling this requirement shall have transparent glazing and provide views into work areas, display areas, sales areas, lobbies, or similar active spaces, or into window displays that are at least three feet deep.
- b. Exceptions for Parking Garages. First floor garages are not required to meet the building transparency requirement of this subsection. Instead, they must be screened with buffer landscaping.
- c. Alternatives through Design Review. Alternatives to the building transparency requirement may be approved through the design review process if the Planning Commission makes all of the following findings:
  - i. The proposed use has unique operational characteristics with which providing the required windows and openings is incompatible, such as in the case of a cinema or theater; and
  - ii. Street-facing building walls will exhibit architectural relief and detail and will be enhanced with landscaping in such a way as to create visual interest at the pedestrian level.

**4. Pedestrian Access.**

- a. Internal Connections. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas or pedestrian amenities.
- b. To Circulation Network. Regular connections between on-site walkways and the public sidewalk and other planned or existing pedestrian routes and trails shall be provided. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage.
- c. To Neighbors. Direct and convenient access shall be provided from commercial and mixed-use projects to adjoining residential and commercial areas to the maximum extent feasible, while still providing safety and security.
- d. To Transit. Safe and convenient pedestrian connections shall be provided from transit stops to building entrances.

*Interior Pedestrian Walkway Design.*

- i. Walkways shall have a minimum clear, unobstructed width of six feet, where feasible, but at least four feet, shall be hard-surfaced, and paved with concrete, stone, tile, brick, or comparable material.
- ii. Where a required walkway crosses driveways, parking areas, or loading areas, it must be clearly identifiable through the use of a raised crosswalk, a different paving material, or similar method.
- iii. Where a required walkway is parallel and adjacent to an auto travel lane, it must be raised or separated from the auto travel lane by a raised curb at least four inches high, bollards, or another physical barrier.

**I. Permit Application Review Process.**

1. **Process for Review of Permit Applications.** Each Permit Application shall be subject to the review procedure set forth below.
  - a. Preliminary Determination of Commercial Mixed-Use Standards Consistency. Under Step 1 of this Permit Application review process, the Director shall make a preliminary determination regarding whether the Project described in the Permit Application is consistent with the Commercial Mixed-Use Standards by determining whether the Project (i) is permitted under the applicable Zoning Ordinance Land Use Designation, and (ii) considering all its aspects, will further the goals, objectives and policies of the Commercial Mixed-Use Standards and not obstruct their attainment.
  - b. If the Director determines that the Project described in the Permit Application is not consistent with the Commercial Mixed-Use Standards, the Permit Application shall not be further reviewed or processed until the applicant revises the Project to be consistent with the Commercial Mixed-Use Standards and/or files an application for a Zoning Variance. If the Director determines that the Project described in the Permit Application is consistent with the Commercial Mixed-Use Standards, the Permit Application shall continue. The Permit Application shall be reviewed and processed in accordance with the applicable development standards of the Existing Zoning District, including whether the proposed use is permitted by right, conditionally permitted, or not allowed.
  - c. The Permit Application shall then be reviewed and processed in accordance with all of the applicable land use regulations set forth in the City of Charlevoix Zoning Ordinance.
  - d. Appeal of Step 1 Preliminary Determinations. Upon completion of this Step 1, the Director shall issue to the applicant written notice of its Step 1 determinations (the "Preliminary Determinations Notice"). Not later than ten (10) days following the issuance of the Preliminary Determinations Notice, the applicant may file a single appeal to any or all of the Step 1 determinations set forth in the Preliminary Determinations Notice in accordance with the appeal procedures set forth in Section 153.240 of the Zoning Ordinance. Any appeal by the applicant must address all of the Step 1 determinations set forth in the Preliminary Determinations Notice, and failure to address any Step 1 determination in an applicant's appeal will result in the applicant's waiver of its right to appeal such determination. No appeal of a Step 1 determination may be made by an applicant unless and until the Director has issued the Preliminary Determinations Notice.  
  
If no appeal is filed within ten (10) days of the issuance of the Preliminary Determination Notice, the Permit Application will proceed to the Decision-Making Body for review and action on the Permit Application.
  - e. Step 2: Final Review and Action by the Planning Commission; Required Findings to Support Approval of Permit Application. Upon completion of Step 1 above, including the completion of any appeal from a Preliminary Determinations Notice, the Permit Application shall be reviewed and processed in accordance with all of the applicable land use and development standards of the applicable Zoning District as determined in Step 1. and acted upon by the Planning Commission. During the effective period of this Ordinance, no Permit Application may be approved unless and until the Planning Commission makes each and all of the following findings regarding the Project described in the Permit Application, in addition to any other findings required by the applicable provisions of the Zoning Ordinance and this Ordinance:
    - i. The Project will further the goals, objectives and policies of the Commercial Mixed-Use Standards and not obstruct their attainment; and
    - ii. The Project substantially conforms to the Zoning Ordinance requirements of the applicable Zoning District.
2. **Appeal of Action by Decision-Making Body on Permit Application.** Any action on a Permit Application by the Decision-Making Body pursuant to this Ordinance may be appealed in accordance with the procedures set forth in Section 153.240 of the Zoning Ordinance.
3. **Generally Applicable Laws.** Nothing in this Ordinance shall be interpreted as exempting Permit Applications or development proposals from compliance with generally applicable state or local laws or regulations. Nothing in this Ordinance shall be construed to limit the rights of a property owner to apply to the City for a zoning amendment or general plan amendment pursuant to the procedures set forth in the Zoning Ordinance.

**Section 5. Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.XXX Architectural Design Standards Commercial Mixed Use shall be added and shall read:**

# Architectural Design Standards Commercial Mixed-Use

Commercial mixed-use should respect adjacent development and provide a pleasing pedestrian street orientation and comfortable living environments.

This subsection for commercial mixed-use includes design goals and guidelines organized into six categories:

1. Site Planning

2. Ground Floor Land Use

3. Architectural Design

4. Lighting

5. Materials and Color

6. Streetscape



**Above: UNDESIRABLE**  
*These apartment buildings have ground level parking and a tall blank wall along the street. The design is out of scale with the adjacent buildings. The architecture is spare and unattractive.*

**1. Site Planning**

Mixed-use residential projects should be designed to create new and enhance existing pedestrian friendly streets that are effective social and economic centers for neighborhoods and the community.

Vertical Mixed-use:

- Mixed-use residential projects in existing storefront districts should be designed to fit into the block reflecting the scale and rhythms found along the street edge. The majority of new structures should be a minimum of two stories. When possible, view corridors to protect established views from a given observer against building development of Lake Charlevoix or other specific point of interest should be left within a development.
- New areas should establish a pattern and design that provides multi-modal transit-oriented businesses and life styles.
- Storefront edges should be set back from the curb to accommodate outdoor eating or other anticipated activities and amenities.
- Mixed-use residential projects should be oriented to take advantage of foot traffic and visibility from the street.
- Storefront edges should be transparent with a short kickplate, a full height storefront, and transom windows.
- Parking lots or structures for residents and ground floor commercial tenants should not separate the project from the street edge. Place parking to the side, rear or within a mixed-use project so as to not interrupt the pedestrian orientation.
- Project surface parking areas should be shaded and visually screened from the sidewalk with landscaping.
- Underground parking structures where possible are encouraged.
- Access drives to parking should be located to minimize their impact on pedestrians.
- Projects should be set back to traditional front yard depth on residential streets.

Horizontal Mixed-use:

- Adjacent commercial and multi-family residential uses should be designed to create and share public spaces and streets.
- Pedestrian connections between commercial and residential developments should be active and friendly.
- Commercial storefront uses should face public spaces and street edges.
- Large blank walls should not face streets or walkways.
- Residential entries and lobbies should face streets and common open spaces.
- Landscape concepts should enhance the linkages between residential and commercial uses.
- Signage, lighting, and landscaping should provide a thematic identity for mixed-use sites.
- Service areas for commercial uses should be located at the edge of the site and screened to reduce impacts on residents.
- Unnecessary tall concrete block sound walls should not separate commercial uses from residential uses.



1. Mechanical Cover
2. Countertop
3. Rooftop Deck
4. Second Floor
5. First Floor
6. Roof Canopy
7. Canopy Columns
8. Planter
9. Glass Railing
10. Commercial or Residential Picture Window

## 2. Ground Floor Activities

Ground floor uses in residential mixed-use projects should generally take advantage of visual and physical pedestrian access and support economic objectives for the neighborhood or district.

- Mixed-use projects in the Downtown and neighborhood commercial areas area need to satisfy economic and social objectives for storefront shopping and commercial services.
- When ground floor commercial uses are not possible, projects should include common amenities for projects, such as health clubs and meeting space.
- For lower foot traffic areas, ground floor uses can include live-work spaces that take advantage of walk-in access for clients.
- Portions of a project's edges facing residential streets should include front stoops, yards, and entry porches.
- Projects shall not have blank walls or parking garages along public streets and sidewalks



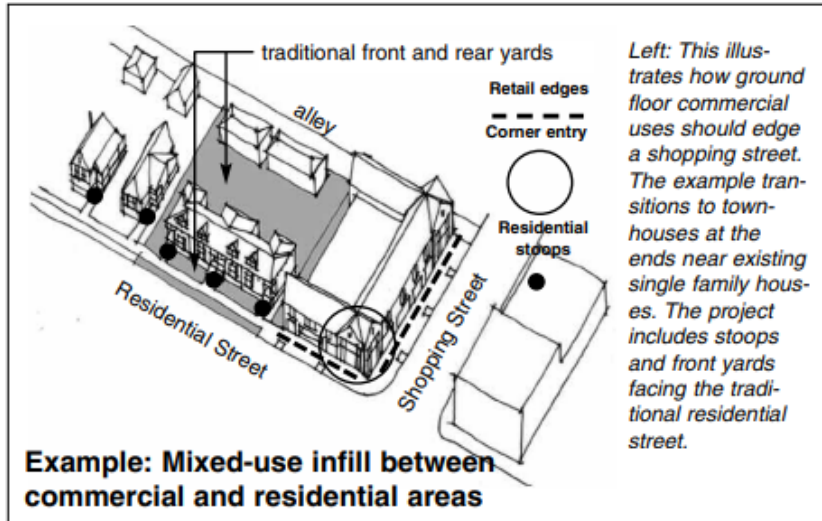
## 3. Architectural Design

The architectural design of mixed-use projects should reflect the historic or traditional context utilizing design elements and forms that fit the neighborhood or district.

- A mixed-use building's form and design should have a deliberate street and street corner orientation.
- Upper levels should have expressive design features, such as balconies and bay windows, that give the building a rhythm and residential scale.
- Roof forms should reflect the project's architectural context. In a commercial context, the roof may be flat or have a strong horizontal cornice element. In a residential neighborhood edge or village context, roof forms should include hip or gable elements.
- The massing concepts of multi-story mixed-use development should transition in scale between commercial streets and smaller single family residential streets.  
*Design concepts may include:*
  - *Stepping down the scale and mass and increasing side or rear yard setbacks of taller mixed-use projects where they adjacent to existing single-family areas;*
  - *Use residential roof forms on residential streets;*
  - *Orienting units towards public streets and commons rather than neighboring backyards;*
  - *Enclosing parking to reduce the impact on adjacent houses; and/or*
  - *Interfacing single and mixed-use development with streets or open spaces in new developments*



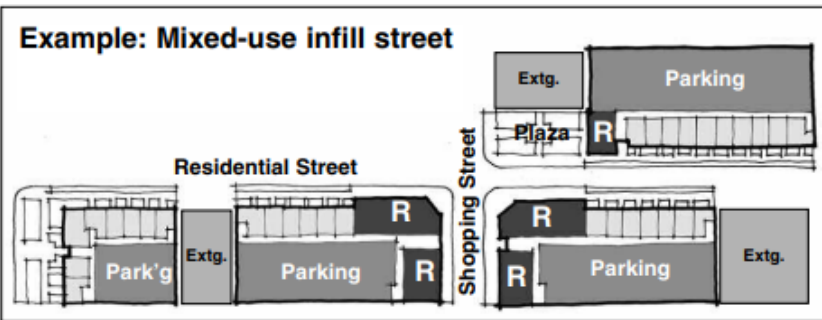
**Above: DESIRABLE**  
 (1) This mixed-use project provides streetscaping and outdoor seating areas on a wide sidewalk.  
 (2) This storefront includes a signage and graphic concept that supports ground floor retailing.



*Left: This illustrates how ground floor commercial uses should edge a shopping street. The example transitions to townhouses at the ends near existing single family houses. The project includes stoops and front yards facing the traditional residential street.*

**Right: DESIRABLE**  
 Mixed-use streets should have transparent storefronts aligned along the sidewalk on shopping streets. Residential porches or "stoops" should be located along residential sides of projects. Parking should be located along rear alleys or under the housing.

*Small parks and plazas should be developed as part of the neighborhood. Plazas along shopping streets should have retail uses around the edges.*



#### 4. Lighting

Lighting should be an integral part of the planning and design of mixed-use projects anticipating the needs of the shopping street, storefront businesses, and residents.

- Lighting on commercial elevations of mixed-use projects should support overall objectives for the street and storefront design.
- Residential front porches should have individual lights that illuminate entries and walkways.
- Lighting in common areas should be shielded from adjacent residential units.
- All lighting should be shielded and meet the intent of Dark Sky Ordinances

#### 5. Materials and Color

Selection of materials and finishes should reflect the materials in the district and support overall image and massing concepts.

- Commercial frontage portions of mixed-use projects should utilize materials and colors that support retailing and image objectives for shopping environments.
- Portions of mixed-use projects with residential frontage should use colors and materials that enhance the project's architectural concepts and are compatible with adjacent residential streets.
- Architecture within each mixed-use project should use a palette of materials that convey an image of quality and durability. Certain materials have an inherently inexpensive, insubstantial, or garish quality. These materials should not be used in new construction or renovation.

*Examples include: Roofs: glazed or painted tiles, highly reflective metal or sheet materials, fake shingles made from metal or plastic materials.*

*Walls: vinyl, metal, plywood, T-111 siding, Masonite or other sheet materials*

- Wood or hardboard siding, if used, should be, lap, shiplap or board-and-batten.
- Shiplap should be installed so there are no visible joints. Board-and-batten should be installed so there are no visible joints in the underlying "board" material.
- Painted surfaces should use colors that reinforce architectural concepts and are compatible with natural materials, such as brick or stone.



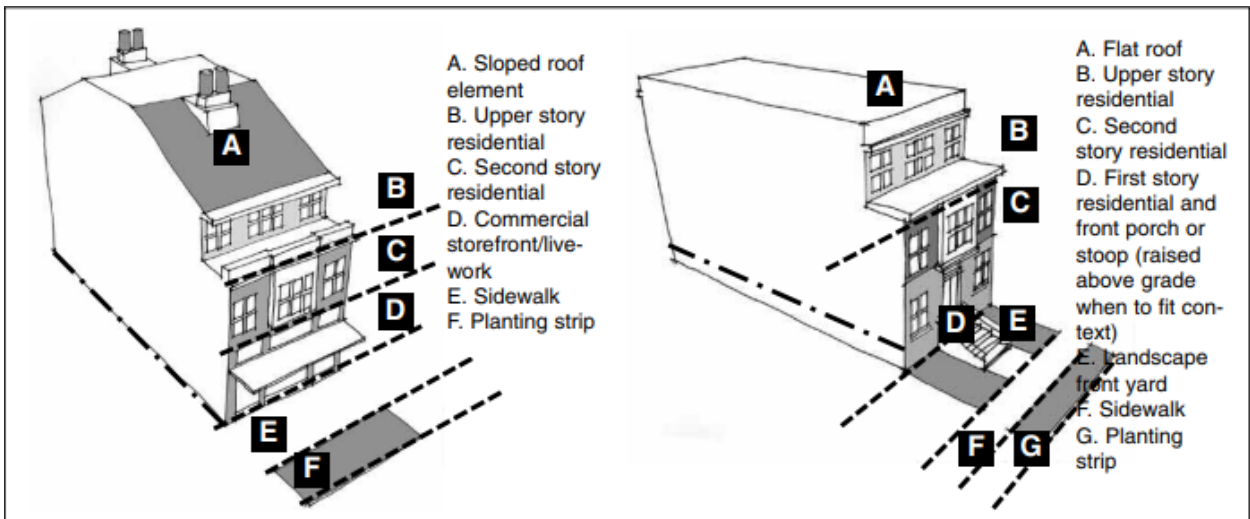
**Above: DESIRABLE**  
 This mixed-use project transitions in scale and design as it “turns the corner” from a storefront shopping street to a residential block. It features:

- Transparent storefront level with neighborhood services and housing above;
- Stepping storefront building up into a third story under a pitched roof; and
- Designing attached housing to reflect the patterns and scale of single family housing found on the block.

## 6. Streetscape

New and infill mixed-use residential projects should provide street trees, lighting and street furniture that support the streetscape concepts for the district.

- Sidewalks adjacent to mixed-use development should be wide enough to accommodate outdoor sitting areas and landscape. This should include an area for planting, for sitting, and for pedestrian travel.
- Street trees are required for sidewalk areas. Trees should be spaced to be coordinated with the bay spacing and storefront design of the project. Coordination of tree types with the Shade Tree Commission is encouraged.
- Street furniture and pedestrian-scale lighting should be included in development planning for mixed-use projects.



**Above: DESIRABLE**  
 This illustrates guidelines for a building bay in a two and three story residential context where commercial or live-work uses are on the ground floor.

**Above: DESIRABLE**  
 This illustrates a typical residential building bay in a context with flat roofs on adjacent buildings. On traditional residential streets with front yards, units should be set back and have stoops or porches facing the street.

### Section 6. Severability.

1. No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

### Section 7. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 866 was adopted on the 19<sup>th</sup> day of January 2026 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:  
Absent:

# Charlevoix City Council

## Public Hearings and Actions Requiring Public Hearings

**Title:** Set Public Hearing: Amend Chapter 70 Traffic Code

**Date:** January 5, 2026

**Presented By:** Jill McDonnell, Chief of Police

### Background:

#### Purpose

Chapter 70 of the City Code governs traffic control, traffic engineering, motor vehicle regulations, bicycle and skating devices, parking and parking meter regulations. The proposed amendments (outlined in more detail below) are intended to modernize the ordinance by removing outdated and inconsistent provision and address some emerging trends in transportation. The revised chapter maintains consistency with state law and matches our standard ordinance format.

#### Background

Chapter 70 currently adopts the Uniform Traffic Code (UTC) and the Michigan Motor Vehicle Code (MMVC) by reference. This approach allows the City to remain consistent with state law without requiring local amendments each time those codes are updated. The adoption language has been updated for clarity and formatting consistency but has not been substantively changed.

Several sections of the existing ordinance—particularly Section 70.04 (Change in Code)—contains outdated language that is no longer consistent with the MMVC. These provisions are redundant and, in some cases, conflict with current state law. As the City has already adopted the UTC and MMVC by reference, these sections are proposed to be redlined and removed to reduce confusion and improve enforceability.

#### Traffic Control Orders and Traffic Engineering

The ordinance will continue to address Traffic Control Orders (TCOs), which are official, legally binding directives issued by the governing authority to establish and regulate traffic control devices such as signs, signals, pavement markings, speed limits, stop controls, and lane configurations. For TCOs to be enforceable, they must be formally adopted and properly filed.

TCOs provide legal authority for both permanent and temporary traffic regulations, including those related to construction zones, special events, emergency conditions, incidents, and routine traffic flow management. This framework ensures motorists are subject to clear, consistent, and enforceable traffic controls.

As part of this update, the ordinance provisions related to the Traffic Engineer were reviewed. No substantive changes are proposed to the language governing the role, authority, or responsibilities of the Traffic Engineer. These provisions will remain unchanged and continue to function as currently adopted, ensuring continuity in traffic engineering oversight and implementation.

The Traffic Control Order and Traffic Engineer provisions remain fully consistent with the Uniform Traffic Code and the Michigan Motor Vehicle Code, both of which are adopted by reference within Chapter 70.

The Police Department is currently reviewing existing TCOs, many of which date back to 2009, to ensure that posted signage matches recorded directives and that all controls remain valid and enforceable. The Department is working with Pat Elliott regarding traffic control and regulatory signage. Updated TCOs, including any necessary corrections or clarifications, will be presented to City Council at a future date for review and approval.

#### Parking and Parking Meters

Parking regulations were previously addressed in multiple sections of the ordinance. The proposed revisions reorganize these regulations into a more cohesive and logical structure.

- Overnight Parking has been renamed Winter Parking, as the restriction applies specifically between December 1 and

April 1.

- The Acacia Lot has been added as an approved winter overnight parking location.
- A new provision establishes time limits for municipal parking lots to allow for proper posting and enforcement so abandoned vehicles may be addressed under Michigan's abandoned vehicle laws.
- The Parking Meters section has been updated to reflect current operational standards and enforcement practices.

### **Bicycles, Skating Devices, and Micro-Mobility Devices**

The use of bicycles and personal transportation devices has changed in recent years. This section has been modernized and re-titled to "Bicycles, Skating Devices, and Micro-Mobility Devices" to reflect current technologies and to provide flexibility for future innovations.

The updated ordinance defines bicycles, motorized bicycles, electric bicycles (e-bikes), electric scooters, skating devices, one-wheel devices, and other powered micro-mobility devices.

Motorized bicycles, electric scooters, and powered micro-mobility devices are prohibited in the same areas. Bicycles and skating devices are currently restricted under the existing ordinance, on Bridge Street between the Pine River Channel Drive to Hurlbut Avenue, the Marina Promenade, Hoffmann Park, and other designated pedestrian-focused areas. Existing exceptions remain in place, allowing operation on the travel portion of streets intended for motor vehicles, walking bicycles through restricted areas, and carrying micro-mobility devices where prohibited. Motorized wheelchairs and mobility assistance devices remain permitted in all areas.

Establishes a sidewalk/path speed limit of 10 mph where devices are allowed to operate on sidewalks/paths. Devices may operate on roadways at posted speed limits as permitted under Michigan law.

Additional safety provisions include:

- Children 12 years of age and younger may operate an e-bike or powered micro-mobility device only in accordance with state law and under adult supervision.
- Operators 17 years of age and younger are required to wear a helmet while operating e-bikes or powered micro-mobility devices.
- Parking and storage requirements remain consistent with prior ordinance language and have been expanded to include micro-mobility devices.

#### **Violations Bureau**

The language around the Violations Bureau was updated to current laws, terminology and practices.

The primary goals of these updates are to ensure that the ordinance language remains contemporary and consistent with state law, improve clarity for enforcement and public understanding, address emerging transportation trends and community needs, and enhance parking management, safety standards, and traffic control compliance throughout the City.

#### **Recommendation:**

Motion to set a public hearing on an amendment to Chapter 70 of the City Code for Monday, January 19, 2026 at 6pm in the Council Chambers of City Hall, 210 State Street, Charlevoix, Michigan.

#### **Attachments:**

1. 867 of 2026 Ordinance Amentment Chapter 70 Traffic Code1

**CITY OF CHARLEVOIX  
ORDINANCE NO. 867 of 2026**

AN ORDINANCE TO AMEND TITLE VII TRAFFIC CODE, CHAPTER 70 GENERAL PROVISIONS AND CHAPTER 71 TRAFFIC AND PARKING

**THE CITY OF CHARLEVOIX ORDAINS:**

**Section 1:** Retitle Chapter 70. Chapter 70 General Provisions shall be retitled as Chapter 70 Traffic and Parking.

**Section 2:** Retitle Chapter 71. Chapter 71 Traffic and Parking shall be retitled as Chapter 71 Municipal Launch and Parking.

**Section 3.** Chapter 70 General Provisions and its entirety shall be repealed and replaced and shall read as follows:

**70.00 Traffic and Parking**

**Section 70.01 Uniform Traffic Code and Michigan Motor Vehicle Code Adopted.**

- A. The Uniform Traffic Code for Cities, Townships, and Villages (the "UTC"), as promulgated by the director of the Michigan Department of State Police, pursuant to the Administrative Procedures Act of 1969, 1969 Public Act 306, MCL 24.201 to 24.328, as amended, and all future amendments to the UTC, are incorporated herein and adopted by reference. The penalties provided by the UTC are hereby adopted by reference.
- B. The Michigan Vehicle Code, 1949 Public Act 300, MCL 257.1 to 257.923 (the "Code"), as amended, and all future amendments to the code, are incorporated herein and adopted by reference. Penalties. The penalties provided by the code are hereby adopted by reference; provided, however, that the City of Charlevoix may not enforce any code provision for which the maximum period of imprisonment is greater than 93 days.

**Section 70.02 References in Code.**

- A. References in Uniform Traffic Code for Michigan Cities, Townships and Villages to "Governmental Unit" shall mean the City of Charlevoix.

**Section 70.03 Copies to be available.**

- A. Copies of the Uniform Traffic Code and the Michigan Vehicle Code shall be available electronically in the office of the City Clerk and shall be made available for inspection by request.

**Section 70.04 Traffic Engineer.**

- A. **Traffic Engineer.** The office of traffic engineer is hereby established. The authority of the traffic engineer shall be vested in the chief of police and the chief of police of the City of Charlevoix shall serve as the traffic engineer. The traffic engineer shall exercise the powers and duties provided in this Chapter in a manner consistent with prevailing traffic engineering and safety practices and in the best interests of this governmental unit.
- B. **Traffic Control Orders.** The authority to regulate traffic contained in this chapter shall be exercised by the Traffic Engineer through the issuance of Traffic Control Orders specifying the rules and regulations adopted or established. Such Traffic Control Orders shall become effective upon filing with the City Clerk and upon the installation of required signage, pavement markings, or traffic control devices providing notice to the public.

Traffic Control Orders may be issued by the Traffic Engineer under their authority and approved by resolution of the City Council when required by this chapter. All Traffic Control Orders, resolutions and amendments shall be maintained by the City Clerk in a separate record known as the Traffic Control Order Book.

- C. **Truck Routes, Load Limits.** The Traffic Engineer is authorized subject to approval by resolution of the City Council to designate truck routes, restrict commercial vehicle access, and impose vehicle weight on designated streets. Such restrictions shall not take effect until notice is provided through official signage.
- D. **Continuation of Existing Regulations.** All traffic and parking regulations lawfully established and in effect on the effective date of this Code—including but not limited to parking meter zones, pay station zones, permit parking areas, loading zones, time-limited parking areas, and weight restrictions—shall remain in effect unless modified or rescinded in accordance with this chapter.

## Section 70.05 Parking.

### A. Special Parking Permits.

1. The city may provide parking permits for service vehicles, repair and maintenance trucks and other such commercial vehicles to allow parking in any metered space in the city upon payment of such annual fee as the council shall prescribe.
2. Commercial establishments shall pay such annual fee as the council shall prescribe for truck unloading zones established at their request by the city council.
3. A special request to hood or cover a meter or meters shall be allowed upon approval of the chief of police and on advance payment of a fee as the City Council may from time to time set by resolution. Such approval shall be considered for the purpose of construction, refurbishment or maintenance for an adjacent building or property. Special consideration, at no charge, for the purpose of funerals or other requests deemed proper by the chief of police.

B. **Parking Meter and Pay Station Zones.** The Traffic Engineer is authorized, subject to approval by resolution of the City Council of Charlevoix, to determine and designate parking meter zones and pay station zones. The Traffic Engineer may install, operate, maintain, replace, or remove parking meters, multi-space pay stations, electronic payment systems, or other parking management devices or technologies deemed necessary to regulate, control, and monitor the parking of vehicles within such zones.

C. **Angle Parking Zones.** The Traffic Engineer shall determine and establish the location of angle parking zones, subject to approval by resolution of the City Council and shall erect and maintain appropriate signage indicting such zones and the applicable parking regulations.

D. **Permit Parking.** The Traffic Engineer is authorized, subject to approval by resolution of the City Council to establish permit parking zones, permit fees, fines for violations, applicable hours, and seasonal or annual periods of enforcement. Such regulations in a Traffic Control Order shall be documented in Traffic Control Order and maintained as part of the official record.

E. **Meter and Paid Parking Regulations.** The Traffic Engineer is authorized, subject to approval by resolution of the City Council of Charlevoix, to establish parking fees, fines, enforcement hours, and time limitations for parking meter zones and pay station zones. The Traffic Engineer may designate enforcement hours, maximum parking durations, variable pricing, and location-specific restrictions through Traffic Control Orders. All such determinations shall be documented in schedules attached to the applicable Traffic Control Orders.

F. **Parking Meter, Pay Stations, and Payment Systems.** Parking meters, pay stations, or electronic payment systems may be installed adjacent to individual parking spaces, groups of spaces, or designated parking areas. Notice of applicable regulations shall be provided by signage, pavement markings, digital displays, or electronic instructions, including payment methods, time limits, and enforcement hours.

Payment may be made through coins, credit or debit cards, mobile applications, license-plate-based systems, or other authorized payment methods. A vehicle shall be considered lawfully parked only when payment has been properly made and maintained in accordance with posted instructions and applicable Traffic Control Orders.

G. **Parking Violations in Paid or Permit Zones.** It shall be unlawful to park a vehicle in any metered parking zones, pay station, or permit parking zone without complying with the application payment or permit requirements, or to remain parked beyond the maximum time allowed. Failure to initiate or maintain payment, or failure to display or register a valid permit where required, shall constitute a violation of this chapter.

H. **Fraudulent Payment.** It shall be unlawful to use, attempt to use or cause the use of any fraudulent means, device, or method to avoid lawful parking payment.

I. **Overtime Parking.** It shall be unlawful for any person to cause or permit a vehicle remain parked beyond the authorized parking duration in any metered, paid, or permit parking area.

J. **Proof of Parking Violation.** The presence of a vehicle in a regulated parking area without an active payment record, valid permit, or within an expired time period shall constitute prima facie evidence of a parking violation.

K. **Tampering or Damage.** It shall be unlawful to damage, tamper with, obstruct, alter, or impair the operation of any parking meter, pay station, signage, or parking payment system.

L. **Loading and Passenger Activity.** Commercial vehicles actively loading or unloading goods, and passenger vehicles actively loading or unloading passengers, may utilize designate parking spaces without payment for a period not to exceed thirty (30) minutes, unless otherwise restricted by posted signage and Traffic Control Order.

- M. **Enforcement and Violations.** It shall be the duty of the Police officers or authorized enforcement personnel observing a violation to issue a citation.
1. Shall record the vehicle identification, location, time and nature of the violation and may issue a parking violation notice in accordance with the procedures of the City Traffic Violations Bureau.
  2. Each additional enforcement interval beyond issuance of a violation.

#### **Section 70.06 Year-Round Parking.**

- A. **Maximum time for parking Municipal parking lots.**
1. The maximum time limit for parking in City lots shall be 24 hours.
  2. A vehicle shall be considered to be continuously parked if it has not been moved a minimum distance of 200 feet during the specified time period.
  3. Vehicles parked in violation of this section may be subject to citation, towing, or impoundment at the owner's expense.
- B. **Exceptions.**
1. This ordinance does not apply to vehicles parked in designated long-term parking areas established by the City of Charlevoix, provided the vehicle is in compliance with applicable permits or fees.
  2. Temporary exemptions may be granted by the City of Charlevoix Police Department for special events, emergencies, or other extenuating circumstances.

#### **Section 70.07 Winter Parking.**

- A. Time and manner of permitted parking. Unless otherwise marked, the following standards apply from December 1 to the following April 1 between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, , on-street parking for vehicles (motorized and non-motorized), trailers, equipment, etc., here after referred to as vehicles, shall only be permitted on all public streets within the city only as follows, unless otherwise authorized by the City Manager:
1. **Odd-numbered dates.** On all odd-numbered dates, all vehicles shall be parked on the odd-numbered side of the street. Odd-numbered dates shall mean the first, third, fifth, seventh, ninth, 11th, 13th, 15th, 17th, 19th, 21st, 23rd, 25th, 27th, 29th and 31st days of each month.
  2. **Even-numbered dates.** On all even-numbered dates, all vehicles shall be parked on the even-numbered side of the street. Even-numbered dates shall mean the second, fourth, sixth, eighth, 10th, 12th, 14th, 16th, 18th, 20th, 22nd, 24th, 26th, 28th, and 30th days of each month.
  3. **Odd-numbered side of street.** The "odd-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by odd-numbered addresses. Odd-numbered addresses shall be those that end with a digit that is a 1, 3, 5, 7, or 9.
  4. **Even-numbered side of street.** The "even-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by even-numbered addresses. Even-numbered addresses shall be those that end with a digit that is a 0, 2, 4, 6, or 8.
  5. **Central business district exception.** The provisions in this section shall not apply to public streets within the Central Business District zone. Within the Central Business District zone, no vehicle shall be parked on any public street between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1.
  6. **Overnight parking is not allowed on specific streets at any time.** Overnight parking is not allowed on the following streets between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1: Belvedere Ave./Ferry Ave., Burns St. from Petoskey Ave. (US-31) to Division St., W. Carpenter St., Division St., W. Garfield Ave. from Bridge St. to Grant St., Grant St., W. Huribut Ave. between Bridge St. and State St., May St. between E. Carpenter Ave. from Bridge St. to May St. and E. Garfield Ave. Bridge St. to May St., Meech St., Michigan Ave. between Division St. and Petoskey Ave. (US-31), and State St.
  7. **Overnight parking in City lots.** Overnight parking in designated city lots is allowed by permit only. (December 1- April 1)

- a. **Permits issued.** Residents who reside in the Central Business District (north of Antrim Street and east of State Street to the Pine River Channel and Round Lake) may receive permits for their vehicles.
  - b. **Maximum time for parking.** The maximum time limit for parking in City lots shall be 24 hours.
  - c. **Overnight parking lots.** Residents with a parking permit may park overnight in marked areas in the Acacia lot; Dewitt lot; the Central lot; and the Kusina lot.
8. **Violations.** Any person who violates any provision herein shall be responsible for a civil infraction, the fine for which City Council may, from time to time, set by resolution.

**Section 70.08 Snowmobiles.**

- A. **Adoption Part 821 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (MCL 324.82101 et seq.),** is adopted by reference by the City of Charlevoix, as part of this Chapter, and any amendments thereto shall become part of this Chapter.
- B. **Additional Regulations.** In addition to State law which pertains to snowmobiles, the following provisions shall apply to snowmobiles operating within the City of Charlevoix.
- C. Snowmobiles may only be operated within the City of Charlevoix as shown in the map denominated "Designated Snowmobile Routes within the City of Charlevoix". That map shall depict two types of designated snowmobile routes which are Type A routes and a Type B route and areas where snowmobiles may park. Type A routes consist of the following streets:
  - 1. Division Street from Michigan Avenue to Mercer Boulevard.
  - 2. Sherman Street to Charlo Street to Carpenter Street, along the east perimeter fence of the Charlevoix Airport to US 31.
  - 3. The Garfield/May Street intersection south on May Street to Eaton Avenue to Ferry Avenue to Stover Road.
- D. The Type B route consists of the following areas: Ferry Avenue from the intersection of Eaton Avenue and Ferry Avenue and Belvedere Avenue from its intersection with Ferry Avenue to the downtown snowmobile area. The downtown snowmobile area is located south of the Clinton Street right of way, east of the Bridge Street right of way, north of the Belvedere Avenue right of way and west of Round Lake.
- E. No snowmobile may be operated on U.S. 31 within the City limits of Charlevoix, except when crossing U.S. 31.
- F. When a snowmobile is normally stored at a location in the City which is not on a Designated Snowmobile Route, the snowmobile may be operated only on the most direct route to or from a Designated Snowmobile Route.
- G. No person may operate a snowmobile within the City of Charlevoix at a rate of speed greater than it is reasonable and proper giving due regard for conditions then existing and in no event exceeding the maximum speed permitted under MCL 324.82121.
- H. A snowmobile may be operated on a Type A route only for the purpose of ingress to the City of Charlevoix or egress from the City of Charlevoix. A snowmobile may be operated on the Type B route to access a residence, a business or municipal parking area directly adjacent to the route or at the end of the route, or to return from a residence, business or municipal parking area directly adjacent to the route or at the end of the route.
- I. Snowmobiles shall not be driven on any sidewalks within the City of Charlevoix.
- J. No person under 12 years of age may operate a snowmobile. A person 12 through 15 years of age shall possess a valid snowmobile safety certificate issued pursuant to Part 821 of NREPA while operating a snowmobile. All operators of snowmobiles within the city shall carry valid proof of age on their person while operating a snowmobile within the City of Charlevoix.
- K. No person may operate a snowmobile on private property within the City of Charlevoix without consent of the property owner or his agent.
- L. No person may operate a snowmobile within the city limits with more than two (2) people on a snowmobile, unless the snowmobile is designed by the manufacturer to carry more than one person.
- M. Any person operating a snowmobile on a city street must:

1. Travel as close to right edge of the plowed area of the street as practical.
  2. Obey all traffic signals, signs, and devices.
  3. Yield the right-of-way to all vehicular traffic and pedestrian traffic.
- N. No snowmobile shall be operated across any street except at a street intersection.
- O. No snowmobile shall be operated in the City of Charlevoix unless it is equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise.
- P. No snowmobile shall be operated on the Charlevoix Municipal Golf Course.
- Q. No snowmobile may be operated on any street, including any Designated Snowmobile Route, from 11:00 p.m. to 7:00 a.m.
- R. A snowmobile may be operated on a City street or an area within the City open to the general public for a special event of limited duration conducted according to a prearranged schedule submitted to the City Council and after obtaining a permit from the City Council. The permit may designate which streets and/or areas may be used for snowmobiles, set hours of operation, and impose such other conditions as the Council determines are appropriate.
- S. From December 1 through March 31 of each year, snowmobiles may be parked on snow covered ground in the downtown snowmobile area.
- T. Impoundment of snowmobiles. A snowmobile operated in violation of this chapter or in violation of Part 821 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (MCL 324.82101 et seq.), may be impounded by the City of Charlevoix Police Department when authorized by law.

A snowmobile that is lawfully impounded shall be released to the owner or a person authorized by the owner upon proof of ownership and payment of all reasonable towing, impound, and storage fees, unless otherwise ordered by a court of competent jurisdiction.

- U. Violation/misdemeanor. Any person who violates any provision of this chapter is responsible for a violation and subject to the penalties as provided under Part 821 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (MCL 324.82101 et seq.).

## Section 70.09 Bicycle, Skating, Micromobility Devices Restricted, Violation as a Civil Infraction

### A. Definitions.

1. **Bicycle.** A device propelled solely by human power through a system of pedals and gears, having two or more wheels in tandem, and designed to be ridden by one or more persons.
2. **Motorized Bicycle.** As defined by the Michigan Vehicle Code.
3. **Electric Bicycle (E-Bike).** A bicycle equipped with fully operable pedals and an electric motor of not more than 750 watts (1 horsepower). E-bikes are classified according to state law:
  - a. Class I – Provides assistance only when the rider is pedaling and ceases to assist at 20 mph.
  - b. Class II – Can propel the bicycle without pedaling and ceases to assist at 20 mph.
  - c. Class III – Provides assistance only when pedaling and ceases to assist at 28 mph.
4. **Scooter.** A two- or three-wheeled device with a handlebar and deck designed to be stood upon, either:
  - a. Human-powered (foot propulsion), or
  - b. Electric-powered (commonly called an e-scooter)
    1. Note: Scooters do not include mopeds.
5. **Skating Device.** Any human-powered device consisting of a platform or shoe mounted on wheels, including but not limited to skateboards, roller skates, and in-line skates.
6. **One-Wheel Powered Device.** A single-wheeled personal transportation device powered by an electric motor or similar propulsion system, designed for the rider to stand or balance while in motion.

7. **Micromobility Device.** A small personal transportation device for individual use on roadways, bike paths, or sidewalks. Includes bicycles, e-bikes, scooters, skating devices, and one-wheel powered devices.

8. **Sidewalk.** The portion of a public right-of-way designed or ordinarily used for pedestrian travel.

**B. Use Restrictions.**

1. **Prohibited Areas.** A person shall not operate a bicycle or micromobility device:

- a. On Bridge Street right of way between the Pine River Channel Drive and Hurlbut Avenue except on the travel portion intended for motor vehicles.
- b. On public land or street right-of-way between the Bridge Street right-of-way and Round Lake( including the Marina Promenade), and between Belvedere Avenue and the Pine River Channel, and Hoffmann Park (between Park Avenue and the Pine River Channel walkway).
- c. Exception: Devices may be used on the traveled portion of any street, alley, or public parking lot intended for motor vehicles.
- d. Bicycles may be walked, and micromobility devices may be carried through these areas.

2. **Sidewalk Speed Limit.** No person shall operate a bicycle or micromobility device on any sidewalk at a speed exceeding 10 miles per hour, outside the prohibited areas except where otherwise posted.

3. **Children.** Children aged 12 or under may operate an e-bike or a powered micromobility device in accordance with state law under adult supervision. Children 17 and under must wear a properly fitted helmet at all times while riding.

4. **Traffic Rules.** When operating on a roadway, riders must:

- a. Obey all rules of the road
- b. Use designated crosswalks when crossing streets
- c. Ride no more that two abreast
- d. Ride as close as practicable to the right-hand edge, except when making a left turn or avoiding hazards

5. **Parking and Storage.** No bicycle or micromobility device may be secured to a sign post, streetlight, or tree using a chain, cable, or other device. Devices must not be left unattended on sidewalks in a manner that obstructs pedestrian or vehicle traffic.

- a. Bicycles Micromobility devices may be immediately removed by police authority, and any cost of removal or store item will be at the owner's expense.

6. **Rights and Duties.** Individuals using roller skates, roller blades, coasters, scooters, or similar devices shall have all rights and responsibilities applicable to pedestrians, except as provided in this ordinance. All such devices must be used in a manner that does not threaten public safety or damage public or private property.

7. **No Skating, Micromobility Devices Apparatus** may be secured to a signpost, streetlight post or tree by a chain, cable or other such device, nor shall the owner or operator of said device leave same unattended on a sidewalk in such a manner as to interfere with the free flow of pedestrian or vehicular traffic.

8. **Wheelchair or Mobility Assistance Device.** This ordinance shall not prohibit the use of wheelchairs or similar mobility devices operated manually or by electric motor by individuals with certified disabilities.

9. A person who violates this section is responsible for a civil infraction.

**70.10 Violations Bureau**

A. **Authority, Establishment, and Supervision.** Pursuant to M.C.L.A. § 600.8395, as amended, and M.C.L.A. § 257.742, as amended a Parking Violations Bureau, for the purpose of handling alleged parking violations within the city is hereby established. The Parking Violations Bureau shall be under the supervision and control of the Chief of Police.

B. **Location.** The Chief of Police shall, subject to the approval of the City Council, establish a convenient location for the Parking Violations Bureau, appoint qualified city employees to administer the Bureau and adopt rules and regulations for the operation thereof.

C. **Definitions.** For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

D. **Parking Violations Bureau.** The Bureau established by this subchapter for the processing of all civil infractions involving the parking or standing of a motor vehicle within the township.

E. **Parking Violations Notice.** A notice, other than a citation, directing a person to appear at the Parking Violations Bureau and to pay the fines and cost, if any, prescribed by the code of the township for the parking or standing of a motor vehicle in violation of the code.

F. **Service of Parking Violation Notice.** In a civil infraction or local ordinance violation involving the parking or standing of a motor vehicle, a copy of the parking violation notice need not be served personally upon the defendant but may be served upon the

registered owner of the motor vehicle by attaching the copy to the vehicle. The parking violation notice may be issued by either a police officer of the City or by any other City employee duly authorized by the City Board to issue a notice.

- G. **Form of the Parking Violation Notice.** The issuance of the parking violation notice shall be deemed an allegation of a parking violation. The parking violation notice shall set forth the nature of the offense and the date, time and location of the offense. In addition, the parking violation notice shall also indicate the length of time in which the person to whom the same was issued must respond before the Parking Violations Bureau. It shall also indicate the address of the Bureau, the hours during which the Bureau is open, the amount of the penalty scheduled for the offense for which the parking violation notice was issued and advise that a civil infraction citation or local ordinance violation will be sought if a person fails to respond within the time limit.
- H. **Settlement of Violations.** No violation not scheduled in § 70.10 of this chapter shall be disposed of by the Parking Violations Bureau. The scheduling of a particular violation herein shall not entitle the violator to disposition of the violation at the Bureau and in any event the person in charge of such Bureau may refuse to dispose of such violation in which case any person having knowledge of the facts may make a sworn complaint before any court of proper jurisdiction as provided by law.
- I. **Procedure for all Contested and/or Unresolved Violations.** If a parking violation notice is attached to a motor vehicle and if an admission of responsibility is not made and the civil fines and cost, if any, for the violation are not paid at the Parking Violations Bureau, a citation may be filed with the court having competent jurisdiction thereof and a copy of the citation may be served by first-class mail upon the registered owner of the vehicle at the owner's last-known address. The citation shall consist of a sworn complaint containing the allegations stated in the parking violation notice and shall fairly inform the defendant how to respond to the citation. Thereafter, the citation for the parking or standing violation shall be processed in the same manner as provided in M.C.L.A. § 257.741.
- J. **Schedule of Fines.** The Traffic Engineer is hereby authorized, subject to the approval of the City Council by resolution, to determine penalties and fines for violation of any of the provisions of this traffic code. The Traffic Engineer shall maintain a traffic control order specifying a schedule of all such fines.

**Section 4. Severability.**

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

**Section 5. Effective Date.**

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 863 was adopted on the 19<sup>th</sup> day of January 2026 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

**Motion carried.**

State of Michigan  
 City of Charlevoix } §

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Sarah J. Dvoracek Clerk Lyle Gennett Mayor

# Charlevoix City Council

## All Other Actions and Requests

**Title:** Budget Policy for Supporting Special Events

**Date:** January 5, 2026

**Presented By:** Mark Heydlauff, City Manager

### **Background:**

At your last meeting, you adopted the revised Special Event Policy (final copy is included for your reference) and you spent a considerable amount of time discussing how to address costs for three significant special events noted as historic and especially important to the community: Venetian Festival; Waterfront Art Fair; and Apple Festival. You directed to set a ceiling on costs for these events of up to \$100,000 and asked me to finalize a policy for this. Attached, you'll find my attempt that this which is intended to give a degree of certainty to the organizers of these events and also correlate the timeline for decision-making with our Council budget process.

In 2025, costs for these three events totaled \$116,437.63. Of this amount, \$101,933.25 is related to Venetian Festival, \$12,695.72 is related to Apple Fest, and \$1,808.66 is related to Waterfront Art Fair. These amounts include vendors paid by the City for ancillary aspects of the event including rented traffic control devices (namely the barricades in the street), porta potties, extra refuse dumpsters, and added cleaning costs for downtown public restrooms. Nearly all of these expenses--just under \$45,000--are tied exclusively to Venetian Festival. The calculations for these and all events include regular wages for full-time City staff while performing tasks tied to the events and the cost of overtime and seasonal staff.

Overall in 2025, costs to the City for in-kind and vendor expenses tied to special events totaled \$139,153.62. Under the policy changes you made at your last meeting, \$2,704.14 for small community events would continue in a similar fashion for 2026. Just over \$20,000 in costs would be required from event holders who are not among the smallest events or the three carved out by this draft policy. Looking ahead for 2026, I would suggest that the budgetary impact of the small community events will be roughly the same going forward. The cost for the large events have the potential of decreasing based on the changes announced by Venetian to scale back Wednesday evening though I cannot yet give a clear estimate. Beyond changes from the organizers, we are exploring an alternative barricade method that might be effective but less costly than what was used this year.

The 2025 event cost tracking sheet is included. You'll find the main tab shows costs per event broken down by expense category. There are two tabs at the bottom showing Accounts Payable costs to external vendors paid by the City. As a reminder, Equipment Rental is a term reflecting the cost of equipment the City owns and how we charge fractional amounts for replacement and maintenance of the equipment; it is not equipment actually rented from an external source.

### **Recommendation:**

Council discussion and direction.

### **Attachments:**

1. Support for Special Events Policy
2. Special Event Policy-2025 Final

3. 2025 Festival Costs Final



## City Council Budget Policy on In-kind Support for Special Events

The City of Charlevoix Special Events Policy requires the organizers of special events held in the City to pay for the cost of City services rendered in support of their event in advance when the total cost exceeds \$500.

Special events are held for various reasons with various purposes and intended audiences. The City Council recognizes that some events are intended for a broader intent and purpose and hold special historical and cultural significance in the community. To this end, the City Council may support in-kind expenses for the Venetian Festival, the Waterfront Art Fair, and the Apple Festival. By virtue of their long-standing history in the City and the value they bring to the enjoyment of residents and visitors, the City Council finds value in supporting in aggregate up to \$100,000 per year of support from City services across these three events. No event is entitled, by virtue of inclusion, to full support for in-kind event costs and Council may approve less than \$100,000 of costs regardless of the requests from these events. In-kind support shall include costs for personnel, public services, traffic control, utilities, marina usage, and other items provided by the City beyond its regular obligation of public service to residents.

To obtain this support, event organizers should bring their proposed event to City Council by February 1 annually so that Council, with the insight of staff, can understand the expectations of the City and plan accordingly for the nature of support. Based on history of the event and the specific activities and plans of the event, Council and staff can estimate costs for the coming season and effectively plan for successful events and support from the City.

In recognition of the City's support for their event, organizers must automatically recognize the City among their top tier of supporters for the event without obligation for an additional cash contribution. Such recognition shall extend to all reasonable advertising and recognition activities on behalf of the people of the City with a logo and message provided by the City. When practical and reasonable, City residents shall be given advantaged pricing for booths, vendor charges, or admissions as recognition of the role of tax-payer support in the event.

This policy and the amounts herein are subject to annual review under the budgetary authority of the City. This policy does not include separate agreements with events to which the Council may enter on cash support for the public value of an event; such requests should also be made to Council by February 1 annually.



## City of Charlevoix Special Event Policy

### Purpose

**Charlevoix parks, open spaces, alleys, walkways, streets, and recreation areas exist, primarily, for the benefit and enjoyment of the residents who live in this City. These resources were built by the taxpayers of this City, the generosity of donors, and resources of the State of Michigan to bring positive outdoor experiences to connect with the recreational assets, commerce, and natural beauty of our community. Special events should be limited in number, organized in form, and compatible with the community. Special events, when planned on public property, should supplement the enjoyment of our community rather than supplant the free enjoyment of public space. This policy is intended to regulate time, manner, and place of events but not the content of an event.**

### Recognition of Events of Historic and Cultural Significance to Charlevoix

As Charlevoix has grown and evolved over the years, there are special events that have come to be synonymous with Charlevoix and serve as local markers of the seasons; these events also serve as regional and national draws for visitors.

#### Charlevoix Venetian Festival

The Venetian Festival's eight day run in late July is Charlevoix's oldest and most well-known special event. It exists for the purpose of drawing families and friends together and celebrating summer life in Charlevoix and the surrounding area. Having begun in 1930, this event has a lasting impact on the character of summer life in Charlevoix. The festival is assumed to always occur the third full week of July and this event shall have scheduling precedent.

#### Charlevoix Waterfront Art Fair

Begun in 1958, this one-day festival is consistently ranked among America's best art shows. The Waterfront Art Fair is sponsored by the Charlevoix Council for the Arts who uses the proceeds derived from the annual show to support the arts in our community. Waterfront Art Fair is held the second full weekend of August and it shall have scheduling priority over all other events and activities.

#### Charlevoix's Apple Fest

Founded in 1978 as a collaboration with area apple vendors and downtown merchants, the Apple Festival is operated by the Charlevoix Area Chamber of Commerce and is viewed by many as the "end of the season" in Charlevoix. Combining crafters, apple vendors, and local food booths, the festival is the prime fall attraction in downtown Charlevoix utilizing East Park, Bridge Park and other portions of the downtown. Apple Festival is held the second full weekend of October and shall have scheduling precedent above all others in downtown.

## Definition of events

### Community Events

Community events are unique in that they include any event sponsored and fully managed by the City of Charlevoix or one of its entities. Community events may also include events sponsored by Charlevoix Public Schools or other community entities for which the event exists as a broad gathering for members of the community for which fundraising or commerce is not the intent and for which entry is open to all persons regardless of affiliation. Community events shall expressly include the Charlevoix Farmers Market(s) operated by the City; summer concert or entertainment series operated by the Charlevoix DDA; Charlevoix High School homecoming festivities; and holiday-themed events (including the Easter Egg Hunt and the Holiday Tree Lighting). Costs to the City for these events shall not exceed \$500 per event (excepting the cost for performers, technicians, and costs specifically budgeted for the creation of these events)

### Event Spaces and Restrictions

All public spaces, parks, and areas of the City are unique and carry with them certain characteristics making them more or less fitting for a variety of activities. Small private events like weddings, memorials, graduation parties, receptions or other similar events may be permitted by staff in addition to those rules outlined below. Small private events like these should have minimal impact on a public space and allow for the free enjoyment of the public space by non-participants congruently with the small, private event.

City Council and City staff may place limitations on the size, scope, and manner of an event as indicated. Permission to hold an event is limited to the space and agreed standards for the event between the City and the event organizer.

### East Park

East Park is the crown jewel of Charlevoix's public spaces. Its unique design connects the marina, downtown, and merchants together. It is anchored by the Odmark Performance Pavilion to the south and the marina office and trout pond at the north end. The undulating landscape of the park creates unique opportunities and challenges for using the space for different activities. All event requests for East Park will require City Council approval. No events will be held the weekend closest to Independence Day.

### Bridge Park

Bridge Park consists of the open space roof above 103-111 Bridge Park Drive and the park area along the Pine River Channel between the ferry dock and US 31. It is suitable for small events and some smaller major events. Due to the park being situated on a roof, there are restrictions on the weight of vehicles and tent usage. All event requests for Bridge Park will require City Council approval. No events will be held the weekend closest to Independence Day.

### Ferry Beach Park

Ferry Beach Park is a large community park with ample shoreline on Lake Charlevoix including amenities like the beach, swimming pier, and pavilions. There is ample parking and shaded areas for recreation. Small events and community events shall be permitted by staff on a space available basis; Venetian Festival shall have scheduling priority based on long-term dates.

### Michigan Beach

Michigan Beach is Charlevoix's premiere public beach on Lake Michigan. It is suitable for small private events and as part of running/walking activities. It is defined as the parking lot east of the DNR State to the west inclusive of the playground, pavilion, beach, and parking areas to the Water Treatment Plant but below the bluff.

### Depot Beach Park

Depot Beach is centered around the historic train depot and features a pavilion and beach on Lake Charlevoix. Council may permit one major event there each year.. Small events may be permitted by staff on a space-available basis.

### Lake Michigan Beach Park

This natural park located along Park Avenue features walking areas and some parking. Aside from the parking areas, which may support other events, events centered in the park are only permitted on a case by case basis (excluding pedestrian races which may utilize the area).

### Water Tower Park and Hoffman Park

These are small neighborhood parks along Park Avenue and the Pine River Channel. Neither is suitable for major events and small events may be permitted by staff on a space available basis.

### Veterans Park

This is a small park downtown adjacent to East Park. Aside from Community events, there are no events permitted in this park aside from remembrances and patriotic memorials.

### Other Public Spaces

Sometimes events or activities may be held in parking lots, alleys or similar spaces. Residents may also wish to have a block party to gather neighbors together. Straight-forward requests may be approved by staff or forwarded to City Council for review as staff may deem appropriate.

### Mt. McSauba Recreation Area

The Mt. McSauba Recreation Area is primarily intended for the operation of winter sports activities including skiing, snowboarding, ice skating and snowshoeing along with summer day camp and disc golf. Some community events are held here but primarily the area is intended for the free enjoyment of the public. Major and small events will be considered on a case-by-case basis to the extent they are compatible with routine operations; such events shall require approval from City Council unless no City services are needed and the event does not demonstrably impact open public enjoyment

### Event Approval Requirements

Event organizers must obtain City Council approval at least **90 days in advance** of the event. Event organizers should plan sufficient time for proposals to be approved on this timeline. Proposals must include:

- Event date(s), time(s), expected attendance
- Requested City services
- Maps and schematics with enough details to meaningfully convey use and assistance requests

Organizers must also provide:

- An **All Hazards Mitigation Plan** that addresses potential disruptions such as severe weather, medical emergencies, utility failures, and security incidents. This should include:
  - Evacuation and shelter procedures
  - Emergency communication methods
  - Coordination with first responders
  - Contingency plans for power, sanitation, and traffic
- Detailed plans for **City review and approval** covering:
  - Set-up and clean-up
  - Space closures
  - Security
  - Restrooms
  - Parking (for vendors and attendees)
  - Communication of event impacts to relevant neighborhoods (when required)

### Fees and Expenses

With the exception of community events whose costs to the City are anticipated to be \$500 or less, all event holders shall pay the City the estimated cost of City services for a forthcoming event based on the staff estimate and approved by Council. Such costs shall include: traffic control devices and personnel; public services; and any other specialized costs pertaining directly to the event. The City shall determine the level of personnel and other services necessary for the good operation of an event. The payment of all fees in advance of an event is required for the event to be held. Event holders, with the consent of Council, may charge entry fees or tickets for events as they may stipulate in an event application.

Additionally, Council shall assess fees for things like blocked parking spaces, liquor license applications, or other unique requirements which may add burden to the City beyond the ordinary delivery of public services. Fees for downtown parking spaces will be consistent with those assessed for the blocking of spaces in the fee schedule. Other fees will be addressed as needed.

### Solid Waste and Recycling

Events tend to create waste. Event holders are responsible for developing a solid waste and recycling plan for each event and delineating responsibility for the collection and disposal of waste. This plan should outline how the event organizers will manage solid waste, what steps will be used to encourage the use of recyclable material, and how waste will be collected and removed from the site. It is the goal of the City of Charlevoix to continually reduce the stream of unrecycled waste in the community; event organizers should work with vendors to use materials that can be recycled.

### Senior Citizens and Inclusion for those with Disabilities

The City of Charlevoix desires to be a community accessible and welcoming of persons of all ages and abilities. To this end, organizers of special events shall provide a statement of their efforts to include senior citizens in the special event and discuss steps taken to ensure those with disabilities can freely enjoy the event.

## Specific Rules and Procedures

The City Manager is authorized by City Council to develop or have developed other specific rules and regulations to apply to all events consistent with this policy. These additional rules and regulations may include but not be limited to: permits; procedures; insurance requirements; live music and noise rules; parking; and other such topics leading to orderly events.

When the scope of an event or activity requests permission for use of City property but requires substantial assistance or space outside of the City, the City will solicit feedback from other governmental entities to appropriately coordinate the full-scope of the event or the limitations which may be necessary. Approval by the City—even after such consultation—does not constitute an endorsement or support of non-City activities or absolve an event organizer of the need to seek approvals elsewhere as required.

## Pedestrian races/running groups

The City shall create two designated routes suitable for road races and fun runs; these routes shall be designed so that it minimizes conflict with higher traveled roads and eliminates the need for special traffic control. Organizers wishing to hold this kind of event shall utilize these routes at their own risk. No routes shall cross US 31 or M66 except with the direct permission of City Council and MDOT.

## Reporting and Assessment

Event organizers shall annually report their reasonable estimated return on the City's investment into their event by tracking such data points as: visitor counts; specific local economic impact; funds donated or spent in the City; and other such information as may be relevant. Additionally, event organizers should indicate the steps taken to reduce non-recycled waste, the efforts made to include persons with disabilities, and efforts to minimize traffic and parking congestion.

City staff are directed to track costs associated with all major special events and report the excess or deficiency of fees compared with the City's cost to support such events.

City Council shall review and modify this policy as needed each year in November based on the reporting, assessment, and feedback received.

## Breach and Revocation

An event organizer who fails to adhere to the rules set forth for their event or who fails to fully reimburse the City for expenses as stipulated by this policy may face revocation of their right to organize an event under this policy. Announcing an event without prior written authorization may also be grounds for revocation.

## Cancellation and Modification

The City shall always reserve the right to cancel and/or modify any approved event if event organizers fail to follow any of the above requirements and/or for health and safety reasons weather or other conditions may change. The City shall always take steps to preserve the health, safety, and security of the community above any consideration for a planned event or activity.

**SUMMARY OF 2025 FESTIVALS**

<b>FESTIVAL</b>	<b>Date(s) of Event</b>	<b>Employee Wages</b>	<b>Fringe Benefits</b>	<b>Equipment Rental</b>	<b>Vendors Paid</b>	<b>Total</b>
Bridge Drop		\$ 115.42	\$ 90.02	\$ 39.18	\$ -	\$ 244.62
Groundhog Shadowfest		\$ -	\$ -	\$ -	\$ -	\$ -
Dogman Challenge		\$ 113.92	\$ 88.86	\$ 28.49	\$ -	\$ 231.27
4 Ukraine 5k		\$ -	\$ -	\$ -	\$ -	\$ -
Easter Egg Hunt		\$ 169.01	\$ 131.83	\$ 28.49	\$ -	\$ 329.33
Breast Cancer Walk/Run		\$ 141.09	\$ 110.05	\$ 28.49	\$ -	\$ 279.63
Memorial Day Parade		\$ 141.09	\$ 110.05	\$ 28.49	\$ -	\$ 279.63
High School Graduation		\$ 143.78	\$ 112.15	\$ 28.49	\$ -	\$ 284.42
Trout Tournament		\$ 169.01	\$ 131.83	\$ 28.49	\$ -	\$ 329.33
Charlevoix Marathon		\$ 2,943.27	\$ 2,295.79	\$ 324.12	\$ -	\$ 5,563.18
Summer Art Show		\$ 1,588.07	\$ 1,238.69	\$ 204.81	\$ -	\$ 3,031.57
Boyne Thunder		\$ 2,631.93	\$ 1,947.68	\$ 422.07	\$ -	\$ 5,001.68
Annual Arts & Craft Show		\$ 1,037.92	\$ 809.58	\$ -	\$ -	\$ 1,847.50
Venetian		\$ 29,458.71	\$ 22,977.87	\$ 4,551.24	\$ 44,945.43	\$ 101,933.25
Dragon Boat Race		\$ -	\$ -	\$ -	\$ -	\$ -
Waterfront Art Fair		\$ 900.05	\$ 702.02	\$ 206.59	\$ -	\$ 1,808.66
Sidewalk Sales		\$ 1,735.97	\$ 1,354.09	\$ 1,477.87	\$ -	\$ 4,567.93
Homecoming Parade		\$ 212.17	\$ 165.50	\$ -	\$ -	\$ 377.67
Apple Festival		\$ 5,339.16	\$ 4,164.56	\$ 2,055.00	\$ 1,137.00	\$ 12,695.72
Holiday Parade		\$ 171.63	\$ 133.87	\$ 42.74	\$ -	\$ 348.24
<b>GRAND TOTALS:</b>		<b>\$ 47,012.20</b>	<b>\$ 36,564.44</b>	<b>\$ 9,494.55</b>	<b>\$ 46,082.43</b>	<b>\$ 139,153.62</b>

## ACCOUNTS PAYABLE - VENETIAN

Date	Inv. #	Vendor	Description	Amount Pd
07/10/25	151470	At Your Service Plus	1/2 port-a-pottie invoice	\$ 7,950.00
07/21/25	0069976135	GFL	DUMPSTER E CLINTON	\$ 125.00
07/31/25	0070148051	GLF	DUMPSTERS MISC	\$ 1,540.00
07/31/25	0070148052	GFL	DUMPSTERS MISC	\$ 1,243.00
07/31/25	0070148050	GFL	DUMPSTERS MISC	\$ 1,798.00
07/21/25	154221	GIVE EM A BREAK	TRAFFIC CONTROL	\$ 6,375.00
07/21/25	8589	CONWAY PROFESSIONAL SVC	BATHROOM CLEANING	\$ 1,615.00
07/25/25	1685430-1	KSS	SUPPLIES	\$ 106.44
07/09/25	1688629	KSS	BATHROOM SUPPLIES	\$ 4,893.06
07/21/25	1691511	KSS	BATHROOM SUPPLIES	\$ 1,564.24
07/11/25	1681845-1	KSS	BATHROOM SUPPLIES	\$ 292.64
07/09/25	1688629-1	KSS	BATHROOM SUPPLIES	\$ 838.54
07/28/25	8602	CONWAY PROFESSIONAL SVC	BATHROOM CLEANING	\$ 8,654.51
07/10/25	151469	At Your Service Plus	1/2 port-a-pottie invoice	\$ 7,950.00
<b>Page Total:</b>				<b>\$ 44,945.43</b>

## ACCOUNTS PAYABLE - APPLE FESTIVAL

Date	Inv. #	Vendor	Description	Amount Pd
11/12/25	0070726056	GFL	DELIVERY TEMP DUMPSTER APPLEFEST X2	\$ 250.00
10/20/25	0070745700	GFL	TEMP DUMP/REMOVAL x2 APPLEFEST	\$ 887.00
<b>Page Total:</b>				<b>\$ 1,137.00</b>

# Charlevoix City Council

## All Other Actions and Requests

**Title:** Council Appointment

**Date:** January 5, 2026

**Presented By:** Phil Parr  
3rd Ward Council Member

**Background:**

Council Member Parr requested consideration of Shirley Gibson for appointment to the Board of Review.

**Recommendation:**

Motion to appoint XXX to the Board of Review for a term to expire on December 31, 2028.

**Attachments:**

1. Gibson Shirley-Board of Review

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**Online Form Submittal: Volunteer Boards and Committees Application**

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**From** noreply@civicplus.com <noreply@civicplus.com>

**Date** Mon 12/22/2025 10:53 AM

**To** Sarah Dvoracek <clerk@charlevoixmi.gov>

## Volunteer Boards and Committees Application

*Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.*

Committees and Boards to Apply For	Board of Review
Name	Shirley Gibson
Email Address	sjgibson1@live.com
Address	209 East Upright St., Charlevoix, Mi 49720
Home Phone	2315475463
Cell Phone	<i>Field not completed.</i>
Are you a registered voter in the City?	Yes
How long have you lived in the City?	since 1947
Educational Background	Associate Degree Ferris State University
Professional Qualifications and / or Work Experience	N/A
Community Activities and / or Other Experience	N/A
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Planning Commission, City Council, ZBA

Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	Recruited
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Shirley J. Gibson
Date	12/22/2025

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

# Charlevoix City Council

## Reports and Communications

**Title:** City Manager's Comments

**Date:** January 5, 2026

**Presented By:**

**Background:**

**A. Winter Storm Reponse**

I want to thank staff across our departments for their work during our blizzard from Sunday evening through today. During the early morning and daytime hours on Monday, we had several trees and limbs in various areas of the City come down. Staff from both the electric and DPW took care of removing them and ensuring safe travel on our streets. The police department assisted several motorists who became stuck or disoriented in the whiteout conditions. We did have one localized power outage and staff were also able to resolve it quickly. In advance of this storm, our water and wastewater staff ensured generators were operational and ready in case they were needed.

**B. Budget Adoption and Review**

I'd suggest Council consider dates for a Work Session or two in the next few weeks. Traditionally, we seek to wrap up the budget with the second regular meeting in February (this year February 16). This timing allows the budget to go into effect 30 days after publication and before the start of the new fiscal year on April 1.

Here are some times to consider:

- 4pm on January 19 (regular meeting date)
- 4pm on February 2 (regular meeting date)
- Afternoon or evening of some other date(s) in between

I anticipate we'll have a draft budget for your review in the next week or so. From this, we can narrow down Council priorities and modify it accordingly.

**Recommendation:**

**Attachments:**

None

# Charlevoix City Council

## Reports and Communications

**Title:** Mayor and Council Comments

**Date:** January 5, 2026

**Presented By:**

**Background:**

**Recommendation:**

**Attachments:**

None