



Agenda
City of Charlevoix Planning Commission Regular Meeting
Monday, January 12, 2026 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- A. Call to Order/Pledge of Allegiance**
- B. Roll Call**
- C. Inquiry into Potential Conflicts of Interest**
- D. Approval of Agenda**
- E. Approval of the Minutes**
 - 1. Dcember 8, 2025
- F. Call for Public Comment Not Related to Agenda Items**
- G. New Business**
 - 1. Data Center Ordinance Discussion
- H. Old Business**
 - 1. Review of Existing Zoning Ordinance Parking Standards
 - 2. 2026 Priorities
- I. Staff Updates**
 - 1. Zoning Administrator Report
- J. Requests For Next Months Agenda or Research Items**
- K. Adjournment by 8:00 p.m. unless extended by a motion**

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

Charlevoix Planning Commission

Approval of the Minutes

Title: Dcember 8, 2025

Date: January 12, 2026

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.12.08 PC DRAFT

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, December 8, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Christine Galbreath, Toni Felter, Kristin Jones

Members Absent: Maureen Radke

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Boehmer, seconded by Jones to approve the agenda as presented with the additions.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

Motion by Jones, seconded by Felter to approve the minutes as presented.

Motion carried by unanimous voice vote.

1. Approval of Planning Commission Minutes of November 10, 2025

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 2026 Planning Commission Priorities

Director Scheel presented the 2026 Planning Commission Priorities. The Commission reviewed the items that were accomplished and discussed other items that may be added. Member Beatty requested that the goal of minimizing ambient light pollution to preserve natural night skies be added to the priority list, the Commission concurred. Mr. Scheel stated he would update the list and bring it back to the Commission for final approval at the next meeting.

H. Old Business

1. Residential Design Guidelines

Mr. Scheel presented the areas of focus from the Residential Design Guidelines. The Commission reviewed the Residential Design Guidebook and reviewed Component 9 and appendixes A-C.

Motion by Beatty, seconded by Felter to approve the Residential Design Guidebook to be sent

to the City Attorney for review.

Motion carried by unanimous voice vote.

2. Review of Existing Zoning Ordinance Parking Standards

Mr. Scheel presented the Existing Zoning Ordinance Parking Standards. The Commission discussed the Zoning Quick Sheet Best Practice Parking Flexibility. The Commission reviewed each note listed on the current parking ordinance. Director Scheel stated he bring back the changes discussed at the next meeting.

I. Additions to Agenda

1. Meeting Dates for 2026

Director Scheel presented the meeting dates for 2026.

Motion by Beatty, seconded by Felter to approve the meeting dates for 2026 as presented.

Motion carried by unanimous voice vote.

2. Summaries of ordinance changes approved by the Planning Commission and sent to City Council.

Director Scheel presented information on the summaries of ordinance changes approved by the Planning Commission and sent to City Council.

Members discussed adding language that states landscaping must not include any invasive or restricted species.

Motion by Boehmer, seconded by Galbreath to approve the summary of changes to the landscaping ordinance as amended.

Motion carried by unanimous voice vote.

Director Scheel presented the Mixed Use Ordinance and the changes made by the City Attorney. Mr. Scheel highlighted the major changes in the ordinance, especially the form-based code.

Motion by Felter, seconded by Muladore to approve the Mixed Ordinance with amendments and submit to Council for consideration.

Motion carried by unanimous voice vote.

J. Staff Updates

1. Zoning Administrator's Report

Director Scheel presented his Zoning Administrator's Report. Mr. Scheel provided some updates on current projects.

K. Requests For Next Months Agenda or Research Items

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

Chair Muladore adjourned the meeting at 7:58 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

Charlevoix Planning Commission

New Business

Title: Data Center Ordinance Discussion

Date: January 12, 2026

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

Data centers are in the news on a daily basis. Michigan seems to be ground zero for many of the proposed data centers. Data centers can be very disruptive to the local and regional citizens where they are built. Extreme water use, electricity use and noise are just some of the potential problems that they can bring with them. The City does not directly recognize data centers in its zoning ordinance. Many communities are now fighting these proposed developments without an ordinance to protect them. A simple ordinance that sets standards for developers of data centers would go a long way in protecting the citizens of Charlevoix.

Recommendation:

Review sample language, discuss and make any necessary changes.

Attachments:

1. Data Center criteria
2. Data Center planning
3. Data Centers Model Ordinance_202508060921087989

Establishing Data Center Development Standards

Maximum facility size and site acreage

Power demand thresholds and utility capacity review

Water usage limits and cooling method requirements

Noise, lighting, buffering and setback standards

Site location criteria and zoning compatibility

Phased development and expansion limitations

Emergency response, resiliency, and decommissioning plans

Community benefit and infrastructure impact considerations.

These are the main points that the city should address looking at any future data center in or around the city (using city services).

Let me know how I should proceed.

Data Centers – Land Use

Local government powers as defined by state law

- Comprehensive Plan
- Zoning Ordinance/Regulations

1. What kind of land use is a data center? Where can it be sited?
2. What process applies for review of data center within zoning ordinance?
 - By right (administrative)
 - By special exception (legislative hearing)
 - By rezoning (Planned Unit Development/Planned Area Development) (legislative hearing)

Data Centers – Land Use

Zoning Requirements typically addressed for data centers

- Siting requirements in zoning districts
- Building size, form, configuration, setbacks
- Water/stormwater
- Ancillary/support facilities – backup generators, cooling equipment
- Noise
- Lighting
- Architectural requirements, screening
- Fire/site security
- Energy (?)

Data Centers – Land Use

Recent Planning and Zoning Examples

- Fairfax County, VA (2024) – high intensity office, industrial; venting, cooling, generating fully enclosed/screened; 40k sq feet-commercial, 80k sq feet-industrial (or special exception); setbacks from residential; at least 1 mile from Metro station. <https://www.fairfaxcounty.gov/planning-development/data-centers>
<https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/Assets/Documents/PDF/data-centers-staff-report.pdf>
- Prince William County, VA (2016, 2022, 2023)– data center overlay districts, “digital gateway zone” water, architectural rules, screening, noise regulations (24 hrs). <https://www.pwcva.gov/assets/2023-01/CPA2021-00004%20BoCS%20Res. No. 22-508.pdf>
- Loudoun County, VA (pending 2025 amendments to existing comp plan and zoning) – would make all data centers “special exception” review rather than by right in districts where allowed. Comp plan amendments would not support new data centers in “urban transit center” areas. <https://www.loudoun.gov/5990/Data-Center-Standards-Locations>
- Chandler, AZ (2023) – new data centers only in PAD districts w. hearing, noise studies/mitigation, backup generator testing limits. <https://www.chandleraz.gov/sites/default/files/departments/development-services/PLH22-0053-Council-Memo.pdf>
- Things to watch: Virginia JLARC study (launched Dec. 2023, due this month) https://jlarc.virginia.gov/pdfs/resolutions/2024_Data%20centers_JLARC.pdf



Data Center Model Ordinance

August 2025



Overview

The following document is a model ordinance containing suggested language, including terminology and definitions commonly used in regulations for Data Centers.

This model ordinance serves as a summary document of the various components that the York County Planning Commission (YCPC) believes are necessary for a municipality to consider when evaluating the impacts of these uses on their municipalities. It should be the goal of the municipality to clearly articulate their expectations and requirements to any developers proposing these uses within their municipality, as well as to clearly address the concerns and interests of municipal residents.

Municipalities are encouraged to alter the text of this model ordinance to best suit their municipality, as what works best for one municipality may not provide the same results in another. There are suggested sizes, distances, and thresholds throughout this model ordinance that are recommendations, and should be thoroughly considered by municipal officials to determine if these requirements make sense for their municipality. Additional context has been provided for some topics in sidebars throughout the document.

As noted above, there are also sections of this model ordinance that, while important topics for consideration,

- May not be topics that municipalities currently want to address
- Are topics that municipalities have already addressed elsewhere in their ordinance
- Can be viewed as forward-thinking

Sections of this model ordinance that fall into these categories are presented in **blue text**. Municipalities are encouraged to review the language in these sections to determine if these are topics that make sense to address in their Zoning Ordinance currently.

Municipalities protect and promote the safety, health, and morals of their communities by following and enforcing proper planning procedures, ensuring that development within their borders has been thoroughly considered well in advance of the submittal of plans for development. When considering where to permit and how to regulate more intense uses (such as the ones discussed in this model ordinance), municipalities should conduct assessments to evaluate the social, environmental, and economic impacts that these types of uses could have on their communities, and to determine where in their municipalities these types of uses can safely function. This type of assessment should be conducted by municipalities during the planning stage, when municipalities are considering adding language to their ordinances. Early assessment of the potential social, environmental, and economic impacts of these more intense uses during the planning stage minimizes the potential for conflicts when a developer submits a land development proposal.

As Data Center standards continue to evolve, municipalities will be challenged to keep up with them, let alone prepare in advance of any changes. This model ordinance is presented based on technology and knowledge available at this time. As always, municipal staff and officials are encouraged to reach out to YCPC staff if questions arise regarding any of the content found within this model ordinance.

SECTION 100. DEFINITIONS

COMMUNITY NOISE EQUIVALENT LEVEL (CNEI) - The 24-hour A-weighted average sound level from midnight to midnight, obtained after the addition of 5 dB to sound levels occurring in the evening from 7 PM to 10 PM and after the addition of 10 dB to sound levels occurring in the night between 10 PM and 7 AM.

DATA CENTER – A facility used primarily for the storage, management, processing, and transmission of digital data, which houses computer or network equipment, systems, servers, appliances and other associated components related to digital data operations.

The facility may also include air handlers, power generators, water cooling and storage facilities, utility substations, and other associated utility infrastructure to support sustained operations at the Data Center.

DATA CENTER ACCESSORY USE – Ancillary uses or structures secondary and incidental to a Data Center use, including but not limited to: administrative, logistical, fiber optic, storage, and security buildings or structures; sources of electrical power such as generators used to provide temporary power when the main source of power is interrupted; electrical substations; utility lines, domestic and non-contact cooling water and wastewater treatment facilities; water holding facilities; pump stations; water towers; environmental controls (air conditioning or cooling towers; fire suppression, and related equipment), and security features, provided such Data Center Accessory Uses/structures are located on the same tract or assemblage of adjacent parcels developed as a unified development with a Data Center. The use shall not include energy generation systems used or intended to be used to supply power to the Data Center during normal operations.

DATA CENTER ELECTRICAL SUBSTATION – A facility used for the transformation or transmission and/or switching of voltages to distribution voltages which switches circuits and distributes usable/consumable electric power, specifically for Data Center users on the same or adjacent site, or on a site immediately across a road right-of-way.

DATA CENTER PRINCIPAL BUILDING – A building that contains the office and/or data storage functions of a Data Center.

FOOTCANDLE – Enough light to saturate a one-foot square with one lumen of light.

SENSITIVE RECEPTORS – Schools, preschools, day care centers, in-home daycares, health facilities such as hospitals, long term care facilities, retirement and nursing homes, community centers, places of worship, playgrounds, parks (excluding trails), campgrounds, prisons, dormitories, and any residence where such residence is not located on a parcel with an existing industrial, commercial, or unpermitted use as determined by the zoning officer.

SECTION 200. SPECIFIC USE CRITERIA

Data Centers

The following requirements shall apply to all Data Centers. In the event that any of the following regulations are found to be in conflict with regulations found elsewhere in the (MUNICIPALITY) Zoning Ordinance, the most restrictive regulations shall be applied, unless otherwise stated.

A. Building Placement and Orientation

- (1) All principal and accessory structures associated with a Data Center shall be arranged, designed, and constructed to be harmonious and compatible with the site and with the surrounding properties. In general, Data Centers that visually approximate commercial office buildings are encouraged.
- (2) Buildings shall be sited and oriented to:
 - a. Minimize visual impacts of the bulk of the building when examined on a line-of-sight basis from adjacent public streets and Sensitive Receptor areas.
 - b. Provide safe and convenient vehicular access to the site, including sufficient on-site queuing areas at security gates.
 - c. Accommodate adequate parking.
 - d. Minimize impacts to natural resources.
 - e. Incorporate appropriate stormwater management practices.
- (3) Data Center campuses containing more than one building are encouraged to provide a variety in building size, massing, siting, and appearance by transitioning from smaller or lower buildings along street frontages to larger and taller structures on the interior of the site. Consideration of topography shall be given to avoid placement of larger, taller, or more massive buildings in a prominent location on the property or along a public street.
- (4) Connection to public water and public sewer is required.

B. Maximum Height

The maximum building height for Data Centers shall be ___ feet.

C. Setbacks

- (1) All principal buildings, accessory structures, and Data Center Electric Utility Substations must be set back at least (150 – 200) feet from all property lines.
- (2) Parking lots for Data Centers shall be set back at least ___ feet from public road rights-of-way, and ___ feet from all property lines.

Building Height

Municipalities should determine if incorporating language that allows for an increase in building height with increased building setbacks is a viable option for their municipality.

D. Parking Requirements

A minimum of 1 parking space per employee on the largest shift is required, plus an additional 3 visitor spaces.

E. Off Street Loading

A minimum of one loading space is required. Loading spaces/bays are only permitted to be located on one façade of the Data Center Principal Building.

F. Noise/Vibration

- (1) CNEI
 - a. The Community Noise Equivalent Level (CNEI) at the boundary of the property containing a Sensitive Receptor shall not exceed 60 dBA.
 - b. The CNEI at the boundary of any developed property not containing a Sensitive Receptor shall not exceed 70 dBA.
 - c. Sound that is produced for not more than a cumulative period of one (1) minute in any hour may exceed the standards above by up to ten (10) dBA.
 - d. The maximum sound levels listed above do not apply to emergency alerts, emergency work to provide electricity, water, or other public utilities when public health or safety is involved, snow removal, or road repair.
- (2) A noise reduction barrier or device may be required at the discretion of the zoning officer when it is inconclusive that noise level tests do not conform to acceptable noise levels.
- (3) The limitations of Section 200.1.F. herein shall not apply to any Sensitive Receptor that is established adjacent to the Data Center after the date of issuance of a certificate of completion or occupancy for the applicant's operation.

G. Negative Impacts

Any use or activity producing air, dust, smoke, glare, exhaust, heat, or humidity in any form shall be carried on in such a manner that it is not perceptible at or beyond the property line.

H. Safety

The equipment used in any Data Center operation shall be housed in a metered, electrically grounded, and pre-engineered metal-encased structure with a fire rating designed to resist an internal electrical fire for at least 30 minutes. The containment space shall contain baffles that automatically close in the event of fire, independent of a possible electric system failure.

Any Data Center use proposing battery storage or any other device or group of devices capable of storing energy in order to supply electrical energy at a later time, whether the energy is stored for use on-site or off-site, shall demonstrate compliance with National Fire Protection Association (NFPA) Standard 855, Installation of Stationary Energy Storage Systems, or similar standards and must include fire suppression systems designed specifically for battery storage.

I. Power

Prior to approval of the certificate of completion or occupancy, the applicant shall provide written verification from the applicable service provider stating the following:

- (1) Adequate capacity is available on the applicable supply lines and substation to ensure that the capacity available to serve the other needs of the service area is consistent with the normal projected load growth envisioned by the provider,
- (2) Utility supply equipment and related electrical infrastructure are sufficiently sized and can safely accommodate the proposed use,

- (3) Any system designed for cooling and operation of the facility (electricity, water, or other means) will be adequate and will not negatively impact the surrounding region,
- (4) The use will not cause electrical interference or fluctuations in line voltage on and off the operating premises, and
- (5) Prior to approval of the certification of completion or occupancy, the applicant shall provide the municipality with written verification that the electrical work has passed a third-party final inspection.

J. Lighting

(1) Horizontal Surfaces

For the lighting of predominantly horizontal surfaces, such as, but not limited to, parking areas, roadways, vehicular and pedestrian passage areas, loading docks, building entrances, sidewalks, bicycle paths, and site entrances, luminaires shall be aimed down, and shall meet Illuminating Engineering Society of North America (IESNA) full cut-off/fully shielded criteria.

(2) Non-Horizontal Surfaces

For the lighting of predominantly non-horizontal surfaces, such as, but not limited to, facades, landscaping, and signs, luminaires shall be shielded and shall be installed and aimed to not project their output into the windows of neighboring residences, adjacent uses, past the object being illuminated, skyward, or onto a public roadway.

(3) Adjacent Residential Uses

The illumination projected onto a residential use shall at no time exceed 0.1 footcandle, measured line-of-sight and from any point on the receiving residential property.

(4) Adjacent Non-Residential Uses

The illumination projected from any property onto a non-residential use shall at no time exceed 0.5 initial footcandle, measured line-of-sight from any point on the receiving property.

(5) Glare

Vegetation screens shall not be employed to serve as the primary means for controlling glare. Rather, glare control shall be achieved primarily using such means as cutoff luminaires, shields and baffles, and appropriate application of luminaire mounting height, wattage, aiming angle, and luminaire placement.

(6) LED Lights

LED light sources shall have a correlated color temperature that does not exceed 3000K.

(7) Luminaires

Luminaires shall not be mounted more than 20 feet above the finished grade of the surface being illuminated. No pole-mounted lighting on the roof shall be permitted.

(8) Lighting After Hours

Lighting for parking areas and vehicular traffic ways shall be automatically extinguished nightly within ½ hour of the close of the facility. On/off control shall be by an astronomic

**Lighting
Adjacent to Non-
Residential Uses**

Ordinances YCPC reviewed for sample language have shown light trespass maximums from 0.1 to 2.0 footcandles.

programmable controller with battery or capacitor power-outage reset. When after-hours site safety/security lighting is proposed, such lighting shall not exceed 25% of the number of fixtures required or permitted for illumination during regular business hours. Where there is reduced but continued onsite activity throughout the night that requires site-wide even illumination, the use of dimming circuitry to lower illumination levels by at least 50% after 11 PM or after regular business hours, or the use of motion sensor control, shall be permitted.

K. Perimeter Fencing/Security

Fences shall not exceed ___ feet in height above ground and shall be of high-quality design and materials.

L. Power Lines and Data Center Electric Utility Substations

- (1) Data Center Electric Utility Substations must include year-round opaque landscaping or a screen wall a minimum of __ feet in height to minimize visual impact.
- (2) Electric Utility Substations on the same property as the Data Center they serve must be located on the side or rear of a Data Center Principal Building so they are screened from public view and must not be located in a required front yard. On-site substations do not require a buffer or screening between the Data Center Principal Building and the substation.
- (3) Burying power lines serving the property is strongly encouraged. On-site power lines of 34.5 kV and below must be buried.
- (4) The Data Center Electric Utility Substation shall be subject to applicable zoning district setback requirements. Setbacks shall be measured from the edge of the compound containing the substation to the property boundary of the lot it occupies.

M. Emergency Contact Information

Each Data Center operation shall provide 24-hour emergency contact signage visible at the access entrance. Signs shall include the company name (if applicable), the owner/representative's name, the telephone number, and the corresponding local power company's name and telephone number.

N. Sensitive Receptors

- (1) Unless physically impossible, loading docks, truck entries, and truck drive aisles shall be oriented away from abutting Sensitive Receptors.
- (2) To the greatest extent feasible, loading docks, truck entries, and truck drive aisles shall be located away from nearby Sensitive Receptors. Screening as described in Section 200.1.K. shall be provided. When making feasibility decisions, the municipality must consider existing laws and regulations and balance public safety with the site development's potential impacts on nearby Sensitive Receptors.

O. Buffer Yards and Screening

All Data Center operations shall provide buffer yards and screening along all property boundary lines, except for areas of ingress and egress into the site.

- (1) Service Areas - Loading bays, refuse collection areas, and service entrances shall be screened from view from existing or planned public roads, Sensitive Receptors, and residential zoning districts. Screening may include year-round landscaping or a screen wall of an appropriate height to mitigate visual impacts as determined by a line-of-sight study submitted by the applicant.
- (2) Mechanical/Electrical Equipment Screening.
 - a. Ground-Mounted

- i. Ground-mounted equipment adjacent to and serving the Data Center Principal Building shall be completely screened behind an opaque wall or fence. When the equipment is located between buildings, a combination of walls and gates may be used at the openings between buildings.
 - ii. When in or adjacent to an industrial use or zoning district, ground-mounted equipment screening is only required from any existing or planned public road.
 - iii. Ground-mounted equipment is prohibited in any required setback.
- b. Roof Top
- i. All rooftop-mounted equipment shall be screened by a parapet wall, equipment penthouse, or visually solid screen on all four sides that is constructed of materials complementary to those used in the exterior construction of the Data Center Principal Building. This shall be accomplished by setting the penthouse or screened area back from the façade of the building such that the top of the penthouse or screen is below a 45-degree line drawn from the top of the parapet. Roof-top equipment to be screened includes, but is not limited to, the following: cooling, ventilation, and power supply machinery.
 - ii. Roof top equipment that is visible above the parapet wall shall be set back from the exterior or parapet wall a distance no less than the height of said equipment.
 - iii. Roof-top equipment may exceed the applicable maximum district building height when completely screened pursuant to this ordinance.
 - iv. Roof top equipment may occupy up to a maximum of ___% of the roof area when screened per this ordinance and, when combined with the height of the Data Center building, does not exceed the maximum building height requirement.

Buffer Yards and Screening

Municipalities often already have buffer yard and screening requirements in place elsewhere in their zoning ordinance or SALDO.

If your municipality already has buffer yard and screening requirements, consider directing readers to those sections instead of duplicating requirements. If screening above and beyond what already is in place is required, this would be the section in which to address it.

(3) Buffering.

- a. Data Center sites abutting Sensitive Receptors or collector/arterial roads must include an enhanced buffer yard with required plantings located on an earthen berm with a grade no steeper than 2:1. The minimum height of the berm abutting Sensitive Receptors is _____ feet, and abutting collector/arterial roads is _____ feet.
 - i. Where the combined footprint of the principal structure or structures is less than 100,000 square feet:
 - a. A minimum 100-foot buffer yard shall be provided along the entire length of any public street frontage of any property upon which the Data Center is located and along any property line which abuts or is within 500 feet of an existing residential property line or zone, school, daycare center, hospital, place of worship, designated park, or public open space.
 - b. A minimum 50-foot buffer yard shall be provided along any property line adjacent to a non-residential use or zone.

- ii. Where the combined footprint of the principal structure or structures is between 100,000 square feet and 250,000 square feet:
 - a. A minimum 150-foot buffer yard shall be provided along the entire length of any public street frontage of any property upon which the Data Center is located and along any property line which abuts or is within 500 feet of an existing residential property line or zone, school, daycare center, hospital, place of worship, designated park, or public open space.
 - b. A minimum 50-foot buffer yard shall be provided along all other property lines.
- iii. Where the combined footprint of the principal structure or structures exceeds 250,000 square feet:
 - a. A minimum 300-foot buffer yard shall be provided along the entire length of any public street frontage of any property upon which the Data Center is located and along any property line which abuts or is within 500 feet of an existing residential property line or zone, school, daycare center, hospital, place of worship, designated park, or public open space.
 - b. A minimum 50-foot buffer yard shall be provided along all other property lines.
- iv. Utilities should be located outside of buffer yards to the maximum extent feasible to maintain a cohesive buffer yard, protect landscaping, and preserve open space. Utilities should be co-located when feasible to minimize the number of utility crossings through the required buffer yard, particularly when such crossings cannot be avoided.
- v. Use of existing vegetation for landscaping and screening is strongly encouraged and may be substituted for new berms and plantings if approved by the (MUNICIPAL GOVERNING BODY).
- vi. The required number of plant units shall be calculated in accordance with other municipal screening requirements.
- vii. Buffer yards along roadways shall be measured from the street right-of-way line.
- viii. Where a lot line drainage or utility easement is required, the buffer yard shall be measured from the inside edge of the easement.
- ix. Buffer yards shall not include environmental encumbrances such as, but not limited to, wetlands, wetland transition areas, riparian buffers, and flood hazard areas as may be imposed by outside agencies.
- x. The buffer yard shall include a dense landscape buffer consisting of the following:
 - a. One (1) large evergreen tree per 25 linear feet of buffer. The size of large evergreen trees shall be a minimum of eight (8) feet in height at the time of planting. Narrow/upright evergreen species may also be used within buffers at a ratio of 3:1. No more than 25% of the total required large evergreen species can be substituted with narrow/upright species.
 - b. One (1) canopy (shade) tree per 75 linear feet of buffer. The size of canopy (shade) trees shall be a minimum of 2 ½ inch caliper at the time of planting.
 - c. One (1) ornamental/flowering tree per 50 linear feet of buffer. The size of ornamental/flowering trees shall be a minimum of eight (8) feet in height for multi-

stemmed varieties, or 2 ½ inch caliper at the time of planting for single-stemmed varieties.

- d. Five (5) shrubs per 25 linear feet of buffer. Shrubs shall be fully branched and a minimum of three (3) feet in height at the time of planting. Shrubs shall be a combination of evergreen and deciduous species, with a minimum of 50% evergreen.
- xi. The landscape buffer shall be located along the outer edge of the buffer yard.
- xii. Plant material within buffer plantings shall meet the following requirements:
 - a. Be resistant to diesel exhaust.
 - b. Not identified on the most current DCNR invasive species or watch lists.
 - c. Be hardy within USDA hardiness Zones 6 and 7.
 - d. Shall be planted on the top and the exterior of any berm in order to provide effective screening.
 - e. Shall be arranged in groupings to allow for ease of maintenance and to provide a natural appearance.
 - f. Shall provide a diversity in plant species, such that no one species accounts for more than 25% of each plant type.
 - g. The plantings shall be arranged to provide a complete visual screen of the property at least 12 feet in height, measured in addition to the height of any required berm, within three (3) years.
- xiii. The buffer yard may be located within the required building setback lines. No impervious surface is permitted within the buffer yard aside from access drives, sidewalks, and associated improvements.

P. Environmental and Community Impact Analysis

Prior to the commencement of the [conditional use/special exception] hearing, the applicant shall provide an environmental and community impact analysis. The environmental and community impact analysis shall include:

- (1) A narrative description of the nature of the on-site activities and operations, including the market area served by the facility, the hours of operation of the facility, the total number of employees on each shift, the times, frequencies, and types of vehicle trips generated, the types of materials stored and the duration period of storage of materials.
- (2) A site plan of the property indicating the location of proposed improvements, flood plains, wetlands, waters of the Commonwealth and cultural and historic resources on the property and within 500 feet of the boundaries of the property.
- (3) Evidence that the disposal of materials will be accomplished in a manner that complies with state and federal regulations.
- (4) An evaluation of the potential impacts of the proposed use, both positive and negative, upon:
 - a. Emergency services and fire protection,

- b. Water supply,
 - c. Sewage disposal,
 - d. Solid waste disposal,
 - e. School facilities and school district budget, and
 - f. Municipal revenues and expenses.
- (5) Any environmental impacts that are likely to be generated (e.g., odor, noise, smoke, dust, litter, glare, heat islands, vibration, electrical disturbance, wastewater, stormwater, solid waste, etc.) and specific measures employed to mitigate or eliminate any negative impacts. The applicant shall further furnish evidence that the impacts generated by the proposed use fall within acceptable levels, as regulated by applicable laws and ordinances.

Water Supply

Most Data Centers use large amounts of water to assist with equipment cooling and humidity maintenance within their operations. Water consumption can vary based on the size of the project. It is important for municipalities to require proposed Data Center development to clearly articulate water needs, use, availability, recycling and/or release procedures, and local and regional impacts on water resources.

Q. Building Colors

External building materials shall be of colors that are low-reflective, subtle, or earth tone. Fluorescent and metallic colors shall be prohibited as exterior wall colors.

R. Emergency Responders

The applicant shall coordinate with the (MUNICIPALITY) emergency management coordinator to ensure there is adequate radio coverage for emergency responders within the building based upon the existing coverage levels of the (MUNICIPALITY) Public Safety Radio Communications System at the exterior of the building, and shall install enhancement systems as needed to meet compliance.

S. Environmental Impact Assessment

An Environmental Impact Assessment shall be performed. The assessment shall be prepared by a professional engineer, ecologist, environmental planner, or other qualified individual. An assessment shall include a description of the proposed use, including location, relationship to other projects or proposals, with adequate data and detail for the (MUNICIPALITY) to assess the environmental impact. The assessment shall also include a comprehensive description of the existing environment and probable future effects of the proposal. The description shall focus on the elements of the environment most likely to be affected as well as potential regional effects and ecological interrelationships. At a minimum, the assessment shall include an analysis of the items listed below regarding the impact of the proposed use and the mitigation of any such impacts. The assessment shall also include a detailed examination of public resources most likely impacted by the development plan and include the following focus areas:

- (1) Air pollution impacts emissions from vehicle operations, including from truck engines during idle time. The applicant shall identify all stationary and mobile sources of fine particulate matter (PM2.5), volatile organic compounds, and nitrogen oxides at the site. The applicant shall specify best management practices for preventing and reducing the concentration of air-polluting emissions at the site. The owner or operator of the facility shall have anti-idling signs prominently posted in areas where 15 or more trucks may park or congregate.
- (2) The potential for public nuisance to residents resulting from operations and truck traffic, including noise, glare, light, and visual obstacles, exists.
- (3) A stormwater management plan will be required.

- (4) Consistency with the municipal and county comprehensive plan. The applicant shall submit an assessment report of the impact of the proposed use on the goals of the respective plans. Where the proposed use conflicts with the comprehensive plan, the assessment report shall identify mitigation measures that may be undertaken to offset any degradation, diminution, or depletion of public natural resources.
- (5) Additional considerations. The following shall also be addressed:
 - a. Alternative analysis. A description of alternatives to the impacts.
 - b. Adverse impacts. A statement of any adverse impacts that cannot be avoided.
 - c. Impact minimization. Environmental protection measures, procedures, and schedules to minimize damage to critical impact areas during and after construction, including design considerations.
 - d. Mitigation steps. A listing of steps/structural controls proposed to minimize damage to the site before and after construction.
- (6) Critical impact areas. In addition to the above, plans should include any area, condition, or feature that is environmentally sensitive or that, if disturbed during construction, would have an adverse impact on the environment.
 - a. Critical impact areas include, but are not limited to, floodplains, riparian buffers, streams, wetlands, slopes greater than 15%, highly acid or highly erodible soils, hydric soils, hydrologic soil groups, areas of high-water table, and mature stands of native vegetation and aquifer recharge and discharge areas.
 - b. A statement of impact upon critical areas and of adverse impacts that cannot be avoided.
 - c. Environmental protection measures, procedures, and schedules to minimize damage to critical impact areas during and after construction.

T. Green Building Techniques

Data Centers are encouraged to implement low-impact development practices in site design and energy efficiency, such as, but not limited to, the following:

- (1) Site Design.
 - a. Select sites that avoid sensitive lands such as wetlands, floodplains, and steep slopes
 - b. Minimize land disturbance
 - c. Maximize tree preservation
 - d. Minimize impervious surfaces
 - e. Minimize potential nuisance impacts (noise, glare, vibration, etc.) on adjacent properties, public roadways, and the vicinity.
- (2) Energy/Resource Efficiency.
 - a. Orient buildings to take advantage of passive cooling and daylight opportunities
 - b. Utilize alternative energy sources (solar, wind, hydro, etc.) as much as possible
 - c. Provide an energy storage system to monitor and regulate usage of alternative energy for usage during off-peak hours
 - d. Utilize reclaimed water for cooling, if available
 - e. Encourage systems that limit the use of finite natural resources and their disposal
 - f. Encourage fuel storage that limits impacts on the environment from potential spills
 - g. Install water-efficient landscape materials
 - h. Utilize LED exterior/interior lighting

- i. Implement energy management best practices and carbon reduction techniques such as, but not limited to, those promoted through the U.S. Department of Energy's Better Buildings initiative and U.S. Green Building Council's LEED Certification system.

U. LEED Certification

LEED certification is strongly encouraged, as well as the installation of roof-mounted accessory solar energy systems.

V. Woodland Disturbance

Woodland disturbance, including alteration or removal of any hedgerows, shall be minimized. No portions of tree masses, tree lines, hedgerows, or individual freestanding trees measuring six (6) inches or greater in diameter at breast height (DBH) shall be removed unless it is clearly necessary to effectuate the proposed development. In no case shall more than 50% of any existing tree masses, tree lines, hedgerows, or individual freestanding trees with six (6)-inch or greater DBH be removed. For purposes of this subsection, a woodland is defined as a tree mass or plant community in which tree species are dominant or codominant and the branches of the trees form a complete, or nearly complete, aerial canopy. Any area, grove, or stand of mature or largely mature trees (i.e., six (6)-inch or greater DBH) covering an area of .25 of an acre or more, or consisting of more than 50 individual trees six (6) inches or greater DBH, shall be considered a woodland.

W. Threatened and Endangered Species

- (1) PNDI
A Pennsylvania Natural Heritage Program study (PNDI Receipt) dated within two (2) years of the submission of an application for conditional use/special exception or subdivision and land development, whichever is first, as well as any state agency clearance letters required thereby, shall be provided to the municipality.
- (2) Compliance
The applicant shall comply with all measures directed by the clearance letters to avoid, minimize, or mitigate impacts to endangered, threatened, and special concern species and their habitat.

X. Riparian Forest Buffer Area

Data Centers subject to the requirements of this Section must satisfy the stricter of the requirements of this Section, or of 25 Pa. Code 102.14, Riparian Buffer Requirements.

- (1) For purposes of this Section, a riparian buffer is an area of permanent vegetation along a waterway that is left undisturbed to allow for the natural succession of native vegetation. A riparian forest buffer is a type of riparian buffer that consists predominantly of native trees, shrubs, and forbs, providing at least 60% uniform canopy cover.
- (2) Where the project site contains, is along, or is within 150 feet of a perennial or intermittent river, stream, or creek, lake, wetland, floodplain, pond, or reservoir, whether natural or artificial, the use will be subject to the requirements of this Section and shall, in accordance with the requirements of this subsection, do one of the following:
 - a. Protect an existing riparian forest buffer.
 - b. Convert an existing riparian buffer to a riparian forest buffer.
 - c. Establish a new riparian forest buffer.
- (3) Where a riparian forest buffer exists, it shall be left intact to meet the width requirements in subsections (6) and (7). An existing riparian forest buffer need not be altered to establish individual Zones 1 and 2 under subsection (9).

- (4) Riparian buffers that consist predominantly of native woody vegetation that do not satisfy the composition requirements for a riparian forest buffer in subsection (1) or the width requirements in subsections (6) and (7) shall be enhanced or widened, or both, by additional plantings in open spaces around existing native trees and shrubs to provide at least 60% uniform canopy cover for the required width and shall be composed of zones in accordance with subsection (9).
- (5) On sites without native woody vegetation, a riparian forest buffer providing at least 60% uniform canopy cover shall be established to meet the width requirements in subsections (6) and (7) and be composed of zones in accordance with subsection (9).
- (6) The width of the riparian forest buffer shall be a minimum of 100 feet on each side of the water body as measured from the top of the bank. The boundary of the buffer shall follow the natural streambank or shoreline.
- (7) Measured within the 100-foot buffer, the following additional distances shall be added to the minimum width of the riparian forest buffer:
 - a. 10 feet if the average slope is 10-15%,
 - b. 20 feet if the average slope is 16-17%,
 - c. 30 feet if the average slope is 18-20%,
 - d. 50 feet if the average slope is 21-23%,
 - e. 60 feet if the average slope is 24-25%, or
 - f. 70 feet if the average slope exceeds 25%.
- (8) In the case of the presence of a nontidal wetland or vernal pond wholly or partially within the riparian buffer area, an additional 25 feet shall be added to the width of the riparian forest buffer area for that portion of the buffer area along the wetland, floodplain, or pond.
- (9) A new riparian forest buffer or a converted riparian forest buffer shall be composed of zones as follows:
 - a. Zone 1 shall begin at the top of the streambank or normal pool elevation of a lake, pond, or reservoir and occupy a strip of land 50 feet in width, measured horizontally on a line perpendicular from the top of the streambank or normal pool elevation of a lake, pond, or reservoir. Predominant vegetation must be composed of a variety of native riparian tree species identified in Appendix C.1 of the PA Department of Environmental Protection Guidance Document 394-5600-001, entitled Riparian Forest Buffer Guidance.
 - b. Zone 2 shall begin at the landward edge of Zone 1 and occupy an additional strip of land a minimum of 50 feet in width, measured horizontally on a line perpendicular from the top of the streambank or normal pool elevation of a lake, pond, or reservoir. Predominant vegetation must be composed of a variety of native riparian trees and small tree/shrub species identified in Appendix C.1 of the PA Department of Environmental Protection Guidance Document, 394-5600-001, entitled Riparian Forest Buffer Guidance.
- (10) No earth disturbance, land development, or storing or stockpiling of materials shall occur within the riparian forest buffer area.
- (11) In the management of riparian buffers, noxious weeds and invasive species shall be removed or controlled to the greatest extent possible.
- (12) Existing, converted, and newly established riparian buffers, including access easements, must be protected in perpetuity through deed description, conservation easement, permit conditions, or any other mechanisms that ensure the long-term functioning and integrity of the riparian buffer.
- (13) The riparian buffer shall be designated on the final subdivision and/or land development plan.

Y. Solar

- (1) All building roofs shall be solar-ready, which includes designing and constructing buildings in a manner that facilitates and optimizes the installation of a rooftop solar photovoltaic (PV) system at some point after the building has been constructed.
- (2) Any portion of a building's rooftop that is not covered with solar panels or other utilities shall be constructed with light colored roofing material with a solar reflective index of not less than 78. This shall be the minimum solar reflective rating of the roof material for the life of the building.
- (3) On buildings over 400,000 square feet, prior to the issuance of a certificate of occupancy, the (MUNICIPALITY) shall ensure rooftop solar panels are installed and operated in such a manner that they will supply as much power as needed to operate the facility as is feasible.

Charlevoix Planning Commission

Old Business

Title: Review of Existing Zoning Ordinance Parking Standards

Date: January 12, 2026

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

Parking standards play an important role in the ability of the city to provide enough parking spaces on both private and public properties but not deter development at the same time. The Planning Commission continues this month to review the current parking ordinance comparing it to potential changes outlined.

Recommendation:

Review, discuss, make as needed changes

Attachments:

1. current
2. parking
3. Parking changes

OFF-STREET PARKING, LOADING, ACCESS AND CIRCULATION

§ 153.185 DESCRIPTION AND PURPOSE.

(A) The purpose of this subchapter is to prescribe regulations for off-street parking of motor vehicles in residential and non-residential zoning districts, to ensure that adequate parking and access are provided in a safe and convenient manner and to afford reasonable protection for adjacent land uses from light, glare, noise, air pollution and other effects of parking concentrations.

(B) It is the further intent of these regulations to:

- (1) Implement the goals and policies of the city's Master Plan;
- (2) Reduce the impacts associated with parking lots through minimum and maximum parking requirements; and
- (3) Accommodate shared parking to limit the extent of paved and impervious surfaces.

(Prior Code, § 5.90)

§ 153.186 APPLICABILITY.

(A) For all buildings and uses established after the effective date of this chapter, off-street parking shall be provided as required by this section, except in the CBD Central Business District. Parking spaces provided in this manner shall be unreserved and generally available to the public.

(B) If the intensity of the use of any building or site is increased by adding floor area, increasing seating capacity or employees, or by any other means, additional off-street parking shall be provided to the extent required by this subchapter.

(C) For off-street parking facilities that exist on the effective date of this chapter, their capacity shall not be reduced below the requirements of this subchapter, nor shall the capacity of non-conforming parking facilities be further reduced or made more non-conforming.

(D) Required off-street parking shall not be changed to another use unless equal facilities are provided elsewhere, in accordance with the provisions of this subchapter.

(E) Changes in use or new uses of existing buildings or floor area shall require parking in accordance with this subchapter, except in the CBD Central Business District the requirement for additional parking due to a legal commercial use change shall be waived.

(Prior Code, § 5.91) (Ord. 807, passed 9-3-2019)

§ 153.187 PARKING REQUIREMENTS AND LIMITATIONS.

(A) Off-street parking shall only be used for temporary vehicle parking related to the activities on the premise. The storage of merchandise, motor vehicles for sale, recreational vehicles, limousines, trucks and trailers is prohibited, except under the conditions of § 153.153 of this chapter. Use of off-street parking to store or park wrecked or junked cars, or to repair vehicles is prohibited.

(B) When calculations for required parking spaces result in a fraction over one-half, one full parking space shall be required.

(C) For a use not specifically included in Table 153.187, off-street parking requirements shall be in accordance with a use determined by the Zoning Administrator to have comparable parking characteristics. For any use determined as not having a comparable parking requirement, it shall be determined by the Planning Commission based on recent and published parking research, or by accepting the findings of a parking study provided by the applicant in accordance with § 153.188(B)(6) of this chapter.

(D) For benches, pews or similar seating, each 24 inches shall be counted as one seat unless plans filed with the city specify a maximum seating capacity, which shall then be used to determine parking requirements.

(E) Unless otherwise indicated, floor area shall refer to usable floor area (UFA).

(F) Where parking requirements are established by maximum building seating or occupancy, capacity shall be based on the building and/or fire code, whichever is more restrictive.

(G) Minimum parking space requirements shall not be exceeded unless approved by the Planning Commission based on documented evidence that additional spaces are required to accommodate parking demand on a typical day. The

Planning Commission may require any additional spaces to be constructed using alternate paving materials, such as pervious pavers or concrete. A required or requested use of alternative paving materials shall include a maintenance plan and agreement from the property owner deemed satisfactory to the Planning Commission.

(H) The minimum required number of off-street parking spaces shall be determined based on the requirements listed in Table 153.187.

Table 153.187: Parking and Access Requirements by Use	
Use	Number of Parking Spaces
Table 153.187: Parking and Access Requirements by Use	
Use	Number of Parking Spaces
RESIDENTIAL USES	
Bed and breakfast	See § 153.116(D)(7) <i>Can use off street parking in front of parcel</i>
Boarding or rooming house	1 space per 2 beds, plus 1 additional space for owner or employee use
Dwellings above first floor businesses	1 space per dwelling unit <i>why less?</i>
Multiple-family residential dwellings	1.5 spaces per dwelling unit <i>why more?</i>
Senior apartments and senior independent living	0.5 space per unit, and 1 space per employee. Should units revert to general occupancy, the requirements for multiple-family residential dwellings shall apply
Single-family and two-family dwellings	2 spaces per dwelling unit <i>base on sq ft?</i>
INSTITUTIONAL USES	
Auditoriums, assembly halls, meeting rooms, theaters and similar places of assembly	1 space per 4 seats, based on maximum seating capacity in the main place of assembly, as established by the city's Fire and Building Codes
Day care facility, nursery school, child care center, family day care home, group day care home	1 per 700 sq. ft. of UFA, plus 1 per employee. Sufficient area shall be designated for drop-off of children or adults in a safe manner that will not result in traffic disruptions
Elementary and middle schools	1 per teacher, employee and administrator
Convalescent or nursing home	1 per 6 beds or occupants and 1 space per staff member or employee on the largest shift
Hospitals and similar facilities for human care	1 per 5 beds, plus 1 per employee on the largest shift
Churches and customary related uses	1 for every 5 seats in the main place of assembly
High schools; colleges and universities; business, trade, technical, vocational or industrial schools; performing and fine arts schools	1 per teacher, employee and administrator, and 1 for every 10 students
RETAIL USES	
Retail stores, except as otherwise specified	1 per employee on the largest shift, plus 1 for every 500 sq. ft. of UFA
Multi-tenant shopping centers	

With 60,000 sq. ft. or less of retail	1 per employee on the largest shift, plus 1 for every 350 sq. ft. of retail UFA
With over 60,000 sq. ft. of retail	1 per employee on the largest shift, plus 1 for every 300 sq. ft. of retail UFA
With restaurants	If more than 20% of the shopping center's floor area is occupied by restaurants or entertainment uses, parking requirements for these uses shall be calculated separately. Where the amount of restaurant space is unknown, it shall be calculated at 20%
Agricultural sales, greenhouses and nurseries or roadside stands	1 per employee on the largest shift, plus 1 per 350 sq. ft. of permanent or temporary area devoted primarily to sales
Animal grooming, training, day care and boarding	1 per employee on the largest shift, plus 1 for every 1,000 sq. ft. of UFA
Furniture and appliance, household equipment, show-room of a plumber, decorator, electrician, hardware, wholesale and repair shop or other similar uses	1 per employee on the largest shift, plus 1 for every 1,000 sq. ft. of net UFA, plus 1 additional space per employee
Grocery store/supermarket	1 per employee on the largest shift, plus 1 for every 500 sq. ft. of UFA
Home improvement centers	1 per employee on the largest shift, plus 1 for every 1,000 sq. ft. of UFA
Open air businesses, except as otherwise specified	1 per employee on the largest shift, plus 1 for every 500 sq. ft. of lot area for retail sales, uses and services
Vehicle dealerships, including automobiles, RVs, motorcycles, snowmobiles, ATVs and boats	1 per employee on the largest shift, plus 1 for every 1,000 sq. ft. of floor space of sales room
SERVICE USES	
Banks and other financial institutions	1 per employee on the largest shift, plus 1 per 500 sq. ft. of UFA for the public. Drive-up windows/drive-up ATMs shall be provided with 2 stacking spaces per window or drive-up ATM
Beauty parlor or barber shop	1 per employee on the largest shift, plus 1 parking space per chair/station
Dry cleaners	1 per employee on the largest shift, plus 1 per 500 sq. ft. of UFA
Laundromats	1 per employee on the largest shift, plus 1 per 4 combinations of washer-dryer machines, plus 1 space per employee
Mortuary, funeral home	1 per employee on the largest shift, plus 1 per 3 patron seats at largest capacity
Motel, hotel or other commercial lodging establishment	1 per employee on the largest shift, plus 0.5 space per unit. In addition, spaces required for ancillary uses such as lounges, restaurants or places of assembly shall be provided and determined on the basis of the individual requirements for that use

Motor vehicle service stations (gas stations and truck stops)	1 per employee on the largest shift, plus additional parking required for other uses within an automobile service station, such as the retail floor area, restaurants or vehicle repair stalls
Vehicle repair establishment, major or minor	1 per employee on the largest shift, plus 1 per service stall
Vehicle wash	
Self-service (coin operated)	4 spaces, plus 2 stacking spaces for every washing stall
Full-service	1 per employee on the largest shift, plus 4 spaces and 3 stacking spaces for every washing stall or line
Restaurants, bars and clubs	
Standard sit-down restaurants with liquor license	1 per employee on the largest shift, plus 1 per 300 sq. ft. of UFA
Carry-out restaurant (with limited or no seating for eating on premises)	1 per employee on the largest shift, plus 4 per service or counter station
Open front restaurant/ice cream stand	1 per employee on the largest shift, plus 5 spaces and 1 per 6 seats
Drive-through restaurant	1 for every 2 employees, plus 1 for every 6 seats intended for patrons within the building, plus 4 stacking spaces per food pickup window
Bars, lounges, taverns, nightclubs (majority of sales consist of alcoholic beverages)	1 per employee on the largest shift, plus 1 per 200 sq. ft. of UFA
Private clubs, lodge halls or banquet halls	1 per employee on the largest shift, plus 1 for every 6 persons allowed within the maximum occupancy load as established by the city's Fire and Building Codes
RECREATION	
Athletic clubs, exercise establishments, health studios, sauna baths, martial art schools and other similar uses	1 per employee on the largest shift, plus 1 per 4 persons allowed within the maximum occupancy load as established by city's Fire and Building Codes
Billiard parlors	1 per 3 persons allowed within the maximum occupancy load as established by city's Building and Fire Codes, or 1 per 500 sq. ft. of gross floor area, whichever is greater
Bowling alleys	4 per bowling lane plus additional for accessory uses such as bars
Indoor recreation establishments including gymnasiums, tennis courts and handball, roller or ice-skating rinks, exhibition halls, dance halls and banquet halls	1 space for every 6 persons allowed within the maximum occupancy load as established by the city's Fire and Building Codes
Miniature or "par-3" courses	1 per employee on the largest shift, plus 1 per 2 holes
Commercial marinas	0.25 space for every boat slip based on the permitted slips by the state's Department of

Natural Resources	
OFFICES	
Business offices, post offices or professional offices of lawyers, architects or similar professionals	1 per employee on the largest shift, plus 1 for every 300 sq. ft. of UFA, but no less than 5 parking spaces
Medical offices of doctors, dentists, veterinarians or similar professions	1 per employee on the largest shift, plus 1 for every 300 sq. ft. of UFA
INDUSTRIAL USES	
Industrial establishments, including manufacturing, research and testing laboratories, creameries, bottling works, printing, plumbing or electrical workshops	1 for every 2 employees or 700 sq. ft. of UFA, whichever is greater
Warehouses and storage buildings	1 per employee on the largest shift
Mini warehouses/self-storage	Unobstructed parking area equal to 1 for every 10 door openings, plus parking for other uses on site such as truck rental
Truck terminal	1 per employee on the largest shift, plus 2 truck spaces of 10 x 70 ft. per truck berth or docking space
Air freight forwarders/distribution facilities	1 per employee on the largest shift

(Prior Code, § 5.92) (Ord. 802, passed 4-15-2019; Ord. 807, passed 9-3-2019; Ord. 839, passed 6-19-2023)

§ 153.188 PARKING ALTERNATIVES.

(A) *Shared/common parking.* Shared parking, or an arrangement in which two or more nonresidential uses with different peak parking demands (hours of operation) uses the same off-street parking spaces to meet their off-street parking requirements, may be allowed.

(1) The Zoning Administrator may approve an adjustment to the parking requirements allowing shared parking arrangements for nonresidential uses with different hours of operation.

(2) Applicant must provide that there is no substantial conflict in the principle operating hours of the uses for which the shared parking is proposed.

(3) Shared parking must be within 50 feet walking distance, measured from the entrance of the use to the nearest parking space in the shared lot. *7. means adjacent property only. B1C below is 300'*

(4) An agreement providing for the shared use of the parking, executed by the parties involved, must be filed with the Zoning Administrator, in a form approved by the Zoning Administrator upon consultation with the city attorney.

(B) *Modification of parking requirements.* The Planning Commission may reduce the parking space requirements of this section for any use, based upon one or more of the following.

(1) Shared parking by multiple uses is expected due to the likelihood of numerous multipurpose visits, or if uses have peak parking demands during different times of the day or days of the week; subject to the following.

(a) Sidewalks shall be maintained or established between the uses.

(b) Pedestrian connections, both within and to the site, shall provide safe and convenient access to building entrances.

(c) For separate properties, shared parking lots shall be within 300 feet to one another with vehicular and pedestrian access.

(d) Unless the multiple uses are all under single ownership and within a unified business or shopping center, office park or industrial park, shared parking agreements shall be filed with the City Clerk after approval by the Zoning Administrator.

(2) Convenient municipal off-street parking facilities or on-street spaces are located no further than 600 feet from the subject properties.

what does this mean?

(3) An expectation of walk-in trade is reasonable due to the proximity of residential neighborhoods, downtown or employment areas that are interconnected with sidewalks.

(4) Other forms of travel such as bicycle or transit are available and are reasonable alternatives.

(5) The Planning Commission may require a parking study to document that the above divisions (B)(1)(a) through (B)(1)(d) have been addressed. *Doesn't fit under (B) heading*

(6) Where the applicant has provided a parking study, it shall demonstrate that a standard other than that required by this subchapter would be more appropriate based on the number of employees, expected level of customer traffic, or actual counts at a similar establishment. Parking studies shall be prepared by a qualified expert, such as a professional transportation engineer or professional transportation planner, based upon standards, manuals and research published by professional organizations, such as the Institute of Transportation Engineers, the Transportation Research Board or Urban Land Institute. The Planning Commission may require parking studies of comparable uses in the general area as part of the study.

(C) *Deferred parking.*

(1) Where a reduction in parking spaces is not warranted, but an applicant can demonstrate the parking requirements for a proposed use may be excessive given the particular circumstances of the use and property, the Planning Commission may defer some of the required parking. The site plan shall designate an area to accommodate its future construction, if and when it is needed, meeting the design standards and dimensional requirements of this subchapter. In the interim, the deferred parking area shall be landscaped and maintained and shall not occupy required setbacks, buffers or landscaped areas or be used for any other purpose.

(2) Construction of the deferred parking spaces may be initiated by the owner or required by the city based on conditions affecting on-site parking needs or observations, and shall require administrative approval of an amended site plan.

Contradicts 186(A)&(E)
 (D) *Downtown parking.* The minimum number of off-street parking spaces required by this section shall be waived for all buildings fronting Bridge Street between the Pine River Channel and Antrim Street.

(E) *Proposed developments.* The Planning Commission may require parking in the side or rear of a building where possible, if a proposed development fronts a public street. In these instances the Planning Commission may waive or reduce landscaping or screening requirements in § 153.171 of this chapter.

(Prior Code, § 5.93) (Ord. 794, passed 9-17-2018; Ord. 807, passed 9-3-2019)

§ 153.189 OFF-STREET PARKING FACILITY DESIGN.

(A) *Off-street parking location and setbacks.*

(1) *Side and rear yard limitation.* Off-street parking lots shall meet the side setback requirements as specified in the zoning district and shall not be closer than 15 feet from the rear property line. *change with Alley?*

(2) *Front yard limitation.* In the CBD, GC, PO and CM Districts and single multi-family buildings in the R1 or R2 Districts, the required front yard setback shall not be used for off-street parking, loading, or unloading and shall remain open, unoccupied and unobstructed, except for landscaping or vehicle access drives.

(3) *Proximity.* Required off-street parking facilities for all uses, other than residential dwellings, shall be located on the same lot as the use, or within 300 feet of the building(s) or use they are intended to serve. Distance shall be measured from the nearest point of the building to the nearest point of the off-street parking lot. *contradicts 153.08(A)&(B)*

(a) Required off-street parking facilities for residential dwellings shall be located on the same property as the premises they are intended to serve and shall consist of a driveway, a parking apron and/or a garage. Parking for single multifamily structures shall be located at the rear or on the side of the building. *contradicts 153.08(A)&(E)*

(b) In the CBD District, parking facilities shall be located within 600 feet of the building or use to be served. Distance shall be measured from the nearest point of the building to the nearest point of the off-street parking lot. *contradicts 186(A)&(E)*

(c) Parking access shall be from the alley or front side where available, otherwise access may be from the front lot line.

(B) *Parking construction and development.* The construction of a parking lot shall require an approved site plan, in accordance with §§ 153.230 through 153.243 of this chapter. Construction shall be completed and approved by the Zoning Administrator.

(C) *Pavement.* Unless alternative materials are specifically permitted as provided in this division (C), all parking lots and vehicle and equipment storage areas shall be hard-surfaced using asphalt, concrete or concrete or brick pavers and shall be appropriately graded and drained. The Planning Commission may approve permeable paving for all or part of a parking lot. For storage areas, a substitute for hard surface paving may be allowed if the Planning/Commission finds adjoining properties will not be adversely affected.

other choices? pavers possible

(D) *Curbs.* A parking lot shall be surrounded by a six-inch concrete curb, except for driveway openings, sidewalk cut-outs and approved drainage systems, to protect landscaped or pedestrian areas, buildings or adjacent property from potential vehicle encroachment. The Planning Commission may approve an alternative to a fully curbed parking facility as long as the intent of this division (D) is achieved. To avoid conflicts with swinging car doors and overhanging bumpers, in such circumstances all plants shall be set back at least two feet from the edge of pavement.

(E) *Dimensions.* Table 153.189 specifies applicable parking space and aisle dimension requirements.

(1) Angled parking between the specified ranges shall be to the nearest degree.

(2) The length of a parking stall may be reduced by up to two feet if the parked vehicle can overhang an unobstructed landscaped area or sidewalk by not less than two feet. In such instances a sidewalk shall be at least seven feet wide.

(3) At least seven feet shall be maintained between a parking lot and building.

(4) All parking lots shall be striped and maintained showing individual parking bays in accordance with the following dimensions:

Table 153.189: Dimensional Requirements (Feet)

Parking Pattern (Degree)	Parking Space		Maneuvering Lane Width	Total 1 Row of Parking and Maneuvering Lane	Total Bay (2 Rows of Parking and Maneuvering Lane)
	Width	Length			
0 degree (parallel)	8	23	12	20	28
30 to 53	9	20	12	32	52
54 to 74	9	20	15	36.5	58
75 to 90	9	18	24	42	60

(F) *Stacking spaces.* Waiting/stacking spaces for a drive-through use (such as a bank, restaurant, car wash, pharmacy, dry cleaner or oil change establishment) shall be at least 24 feet long and ten feet wide and shall not block off-street parking spaces. Where the waiting/stacking lane is a single lane accommodating five or more vehicles, an escape lane shall be provided for vehicles wishing to by-pass the drive-up window.

(G) *Ingress and egress.* Clearly defined and limited driveways shall provide adequate vehicular access to a parking lot. Interior access and circulation aisles for all parking spaces shall be provided. A public street shall not be used as a maneuvering space for a vehicle to get into or out of an off-street parking space. Access drives serving a parking lot in a non-residential zoning district shall not cross a residential district, except when access is provided by means of an alley that forms a boundary between a residential and non-residential district.

(H) *Landscaping.* Off-street parking areas shall be landscaped in accordance with the requirements of § 153.171(H) of this chapter.

(I) *Fire lanes.* All fire lanes shall be designated on a site and posted with signs prior to occupancy.

(J) *Barrier free parking.* Signed and marked barrier free parking spaces shall be provided at convenient locations in a parking lot in accordance with the state barrier free parking requirements. Barrier free spaces shall be located as close as possible to building entrances.

(K) *Maintenance.* All parking lots and structures shall be maintained free of trash and debris and all surfaces, curbs, light fixtures and signs shall be maintained in good condition.

(L). Lighting (Reference lighting ordinance)

(Prior Code, § 5.94) (Ord. 807, passed 9-3-2019; Ord. 848, passed 4-1-2024) Penalty, see § 153.999

§ 153.190 OFF-STREET LOADING REQUIREMENTS.

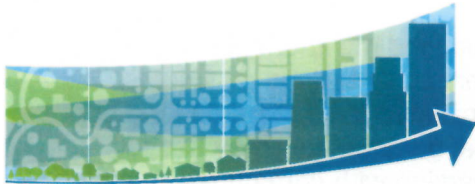
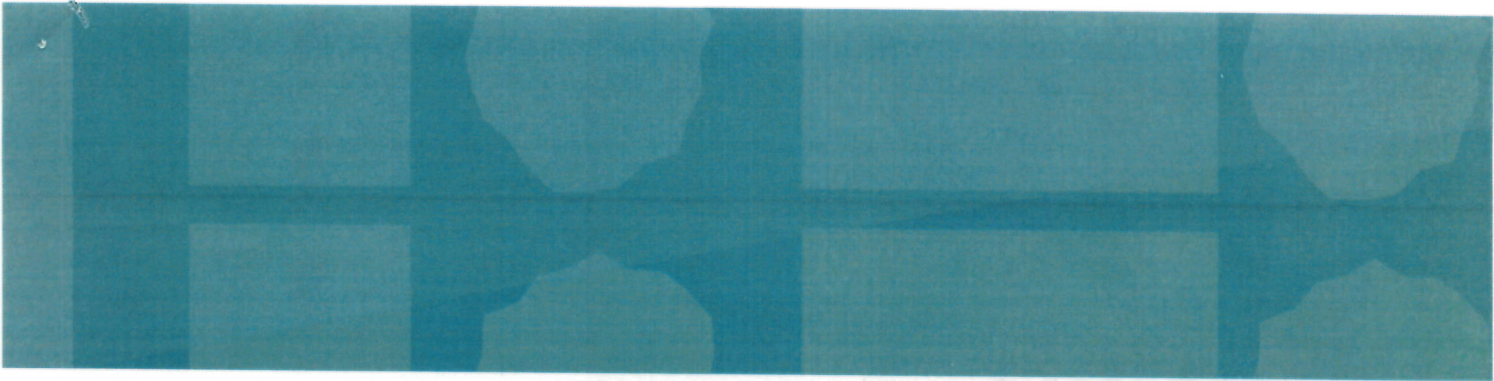
(A) *Uses requiring loading area.* To avoid interference with the use of public streets, alleys and parking spaces, adequate space for standing, loading and unloading shall be provided and maintained on the same lot as the premises.

(B) *Loading area requirements.* A loading and unloading space shall be paved, and unless otherwise provided, shall be ten feet by 40 feet, with a 15-foot height clearance, according to Table 153.190:

Table 153.190: Minimum Off-Street Loading Requirements	
Building Net GFA	Minimum Truck Loading Spaces
0 - 1,400 sq. ft.	None
1,401 - 20,000 sq. ft.	1 space
20,001 - 100,000 sq. ft.	1 space, plus 1 space for each 40,000 sq. ft. in excess of 20,000 sq. ft.
100,001 - 500,000 sq. ft.	5 spaces, plus 1 space for each 40,000 sq. ft. in excess of 100,000 sq. ft.

(C) *Orientation of overhead doors.* Overhead doors for a truck loading area shall not face a public right-of-way and shall be screened so they are not visible from a public street or an adjacent residential district.

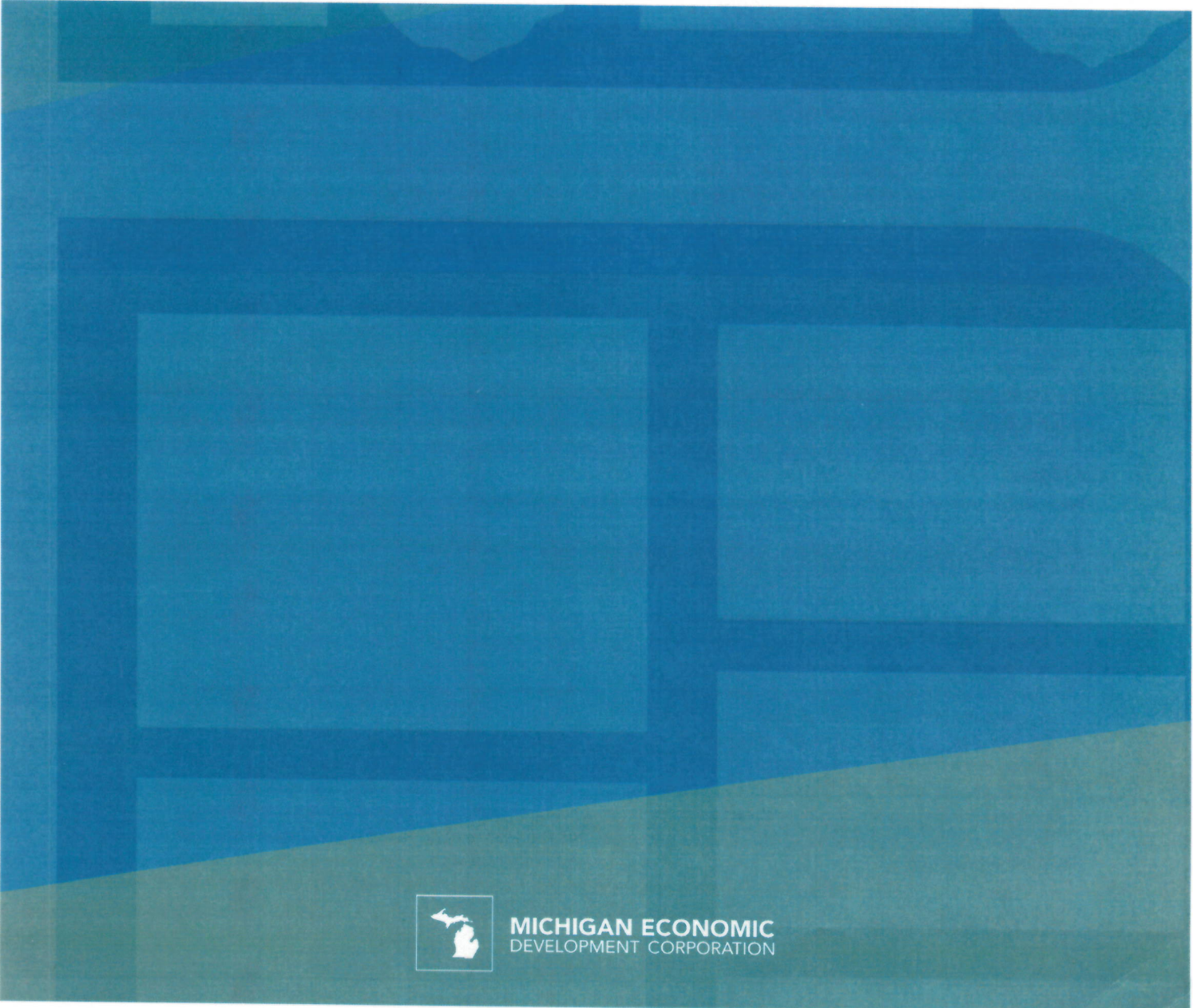
(Prior Code, § 5.95) Penalty, see § 153.999



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ZONING QUICK SHEET

BEST PRACTICE 2.5: Parking Flexibility



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Zoning Tool

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

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

Connections between parking lots *

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

Shared Parking Agreements *Exists in our ordinance*

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

Parking Maximums *Exists in our ordinance*

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

Elimination of Parking Minimums *

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

Parking Waivers *Exists in CBD on Bridge Street*

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

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

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

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

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

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

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

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

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

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

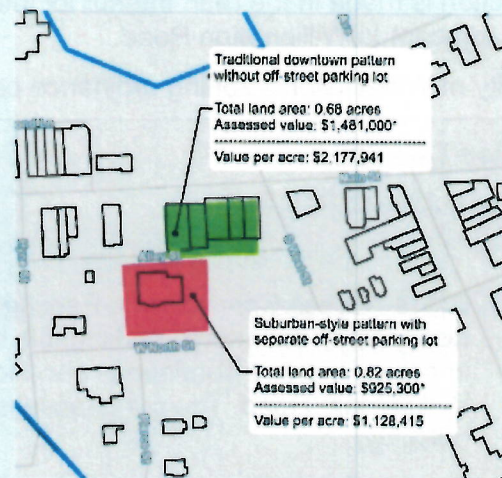
The following is the zoning language that effects this parking provision:

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

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

The Numbers Behind the Form

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



Connections between parking lots

Exists at Captain Corner, minimal need but minimal impact

Name of Community: Fort Gratiot Township, MI

Population: 11,242 (2020 Census)

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

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

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

Section 38-619- Off Street Parking

same as above

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

Name of Community: Williamston, MI

Population: 3,819 (2020 Census)

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

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

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

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

Section 5.39

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

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

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

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

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

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

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

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

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

Section 1223.04

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

Elimination of Parking Minimums ✖

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

Name of Community: Ann Arbor, MI

Population: 123,851 (2020 Census)

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

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

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

Name of Community: Mt. Pleasant, MI

Population: 21,097 (2020 Census)

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

Name of Community: Highland Park, MI ✖

Population: 8,977 (2020 Census)

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

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

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

Section 1223.05 Reductions in Parking Requirements

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

Electric Vehicle Charging Stations ✖ ?

Name of Community: Marshall, MI

Population: 6,822 (2020 Census)

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

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

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

Section 4.50 Electric Vehicle Infrastructure

1. General.

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

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

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

4. Signage

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

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

Bicycle Parking ✖

Name of Community: Alpena, MI

Population: 10,197 (2020 Census)

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

Name of Community: East Lansing, MI

Population: 48,437 (2020 Census)

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

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

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

Sec. 50-820. - Bicycle storage requirements.

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

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

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

Name of Community: Highland Park, MI

Population: 8,977 (2020 Census)

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

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

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

Section 1223.05 Reductions in Parking Requirements

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

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

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

Name of Community: Village of Breckenridge MI

Population: 1,428 (2020 Census)

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

Section 5.6-B

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

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

Name of Community: Hillman, Michigan

Population: 605 (2020 Census)

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

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

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

OFF-STREET PARKING, LOADING, ACCESS AND CIRCULATION

Proposed changes

153.187

RESIDENTIAL USES

Multiple-family residential dwellings ~~1.5~~ 1

ADU 1

153.188 PARKING ALTERNATIVES

A (3) ~~50~~ 300

B (2) ~~or on-street spaces~~

~~D *Downtown parking.* The minimum number of off-street parking spaces required by this section shall be waived for all buildings fronting Bridge Street between the Pine River Channel and Antrim Street.~~

153-189 OFF-STREET PARKING FACILITY DESIGN

A (3) ~~(b)~~ In the CBD District, parking facilities shall be located within 600 feet of the building or use to be served. Distance shall be measured from the nearest point of the building to the nearest point of the off-street parking lot.

C ~~paving surfaces~~

E (2) ~~less~~ more

L *Lighting* All lighting must meet **153.172 LIGHTING**.

I Off-street parking exemptions, reductions, and allowances.

Credit for on-street parking. Within the Mixed Use Overlay Areas, any on-street parking space adjacent to a use, each such space consisting of not less than 23 feet of contiguous linear permissible on-street parking that is immediately adjacent to the use, may be counted as one space against applicable off-street parking requirements for such use

Charlevoix Planning Commission

Old Business

Title: 2026 Priorities

Date: January 12, 2026

Presented By:

Background:

Recommendation:

Attachments:

1. 2025 Priorities

The following tasks have been identified and prioritized for 2025 as follows:

- a. Data Centers
- b. Preliminary 5-year Master Plan discussion
 - Sidewalks
 - Ambient light for city owned lights
 - Downtown signage and wayfaring signs
 - Work with school district regarding future use of properties.
- c. Design guidelines downtown/commercial buildings.
 - Review downtown building height ordinance language.
 - Incentives for a higher density housing downtown.
- d. Consider residential uses (work/live) in industrial zoning district.
- e. Review opportunities to expand Missing Middle Housing building options.

Continue to use the Housing Subcommittee as needed.

