



Agenda
City of Charlevoix City Council Regular Meeting
Monday, January 19, 2026 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - January 5, 2026
 - B. Accounts Payable and Payroll Check Registers
 - C. 2026 Poverty Exemption Policy and Guidelines
 - D. Approval of Electrical Contractor for City Hall
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing: Zoning Ordinance Amendments Section 153.116 Accessory Buildings and Uses
Jonathan Scheel, Director of Planning & Zoning
 - B. Public Hearing: Zoning Ordinance Amendments Section 153.118 and Section 153.160
Residential Raised Decks
Jonathan Scheel, Director of Planning & Zoning
 - C. Public Hearing: Zoning Ordinance Amendment Section 153.171 Landscaping
Jonathan Scheel, Director of Planning & Zoning
 - D. Public Hearing: Zoning Ordinance Amendment Adding Section Mixed Use
Jonathan Scheel, Director of Planning & Zoning
 - E. Public Hearing: Amend Chapter 70 Traffic Code
Jill McDonnell, Chief of Police
- 7. All Other Actions and Requests**
 - A. Special Event Approval: Easter Egg Hunt hosted by Charlevoix Chamber of Commerce
Mark Heydlauff, City Manager
 - B. Special Event Request: Knee Deep Performance-Odmark Pavilion
Mark Heydlauff, City Manager
 - C. Northside Trail Project
Mark Heydlauff, City Manager
 - D. Budget Discussion and Review

Mark Heydlauff, City Manager

E. Request to Change City Council Meeting Date/Time for May Election

Sarah Dvoracek, City Clerk

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - January 5, 2026

Date: January 19, 2026

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2026.01.05 CC DRAFT

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

1. Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Mayor: Lyle Gennett

Members Present: Dennis Halverson, Janet Kalbfell, Mark Knapp, Richard Spring

Members Absent: Aaron Hagen, Phil Parr

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Northside Trail Development Update

Chris Powell- PE OHM Advisors

Chris Powell, PE from OHM Advisors, presented information on the Northside Trail Development Project.

Mr. Powell and City Manager Heydlauff answered questions from Council Members.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Motion by Spring, seconded by Kalbfell to approve the consent agenda as presented.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

A. City Council Meeting Minutes — December 15, 2025

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

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

Dates	Description	Amount
12/17/2025	Special Accounts Payable Run	\$72,989.65
12/19//2026	Payroll (longevity net pay)	\$13,916.65
12/19/2026	Payroll (regular payroll net pay)	\$113,332.10
12/19/2025	Payroll Remittance Checks	\$7,256.49

01/02/2026	Payroll (net pay)	\$122,152.95
01/02/2026	Payroll Remittance Checks	\$7,455.11
01/06/2026	Regular Accounts Payable	\$178,490.64
12/10/2025-01/02/2026	ACH/WIRE Payments	\$532,404.52
12/15/2025	Special A/P Tax Disbursement	\$536,135.28
Grand Total		\$1,584,133.39
The detailed accounts payable and payroll check registers can be viewed on the City's website .		

C. Ladder Truck Repair Invoices:\$103,379.85

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

D. Planning Commission Resignation—Toni Felter

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

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: Zoning Ordinance Amendments Section 153.116 Accessory Buildings and Uses

Jonathan Scheel, Director of Planning & Zoning

Jonathan Scheel, Director of Planning and Zoning, presented information on the Zoning Ordinance Amendments Section 153.116 Accessory Buildings and Uses.

Mr. Scheel answered questions from Council Members.

Mayor Gennett opened the item for public comment, one was heard.

Motion by Spring, seconded by Knapp to set a public hearing for Monday, January 19, 2026, at 6 p.m. in the Council Chambers of City Hall for the proposed Ordinance Amendment 863 of 2026.

Yeas: Spring, Knapp, Halverson

Nays: Kalbfell

Absent: Hagen, Parr

Motion carried.

B. Set Public Hearing: Zoning Ordinance Amendments Section 153.118 and Section 153.160 Residential Raised Decks

Jonathan Scheel, Director of Planning & Zoning

Jonathan Scheel, Director of Planning and Zoning, presented information on Zoning Ordinance Amendments Section 153.118 and Section 153.160 Residential Raised Decks.

Mr. Scheel answered questions from Council Members.

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

Motion by Spring, seconded by Kalbfell to set a public hearing for Monday, January 19, 2026, at 6 p.m. in the Council Chambers of City Hall for proposed Ordinance Amendment 864 of 2026.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

- C. Set Public Hearing: Zoning Ordinance Amendment Section 153.171 Landscaping
Jonathan Scheel, Director of Planning & Zoning

Director Scheel presented information on Zoning Ordinance Amendment Section 153.171 Landscaping.

Director Scheel answered questions from Council Members.

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

Motion by Knapp, seconded by Spring to set a public hearing for Monday, January 19, 2026, at 6 p.m. in the Council Chambers of City Hall for the proposed Ordinance Amendment 865 of 2026.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

- D. Set Public Hearing: Zoning Ordinance Amendment Adding Section Mixed Use
Jonathan Scheel, Director of Planning & Zoning

Jonathan Scheel, Director of Planning and Zoning, presented information on the Zoning Ordinance Amendment Adding Section Mixed Use.

Mr. Scheel answered questions from Council Members.

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

Motion by Kalbfell, seconded by Spring to set a public hearing for Monday, January 19, 2026, at 6 p.m. in the Council Chambers of City Hall for proposed Ordinance Amendment 866 of 2026.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

- E. Set Public Hearing: Amend Chapter 70 Traffic Code
Jill McDonnell, Chief of Police

Jill McDonnell, Chief of Police, presented information on the amendment to the Chapter 70 Traffic Code.

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

Motion by Kalbfell, seconded by Spring to set a public hearing on an amendment to Chapter 70 {Ordinance Amendment 867} of the City Code for Monday, January 19, 2026 at 6 p.m. in the Council Chambers of City Hall.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

7. All Other Actions and Requests

A. Budget Policy for Supporting Special Events

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Budget Policy for Supporting Special Events.

Mr. Heydlauff answered questions from Council Members.

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

Motion by Kalbfell, seconded by Spring to approve the {Budget} Policy for Supporting Special Events as presented.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

B. Council Appointment

Phil Parr

3rd Ward Council Member

In Council Member Parr's absence, Council Member Kalbfell presented information on the Council Appointment of Shirley Gibson to the Board of Review.

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

Motion by Kalbfell, seconded by Knapp to appoint Shirley Gibson to the Board of Review for a term to expire on December 31, 2028.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Requested further clarification on Council's direction regarding the trail project. Council requested more information on the maintenance costs of the trail and to research the possibilities of more funding sources and then have the item brought back to them at their next meeting.
- Jeff Goward, the new Electric Department Director, will be starting on January 12.
- The Sidewalk Sales aren't technically a special event and Council concurred to have the DDA incur any costs associated with them.

C. Mayor and Council Comments

9. Other Council Business

Council Member Kalbfell and Mayor Gennett had questions regarding the firework display on New Year's Eve. Discussion was held regarding how the firework display occurred when Council denied the permit several weeks ago.

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

Motion by Halverson, seconded by Knapp to authorize the Charlevoix City Police Chief to conduct a thorough and complete investigation of the New Year's Eve firework situation and report back to Council at the conclusion with the finding of facts.

Yeas: Spring, Kalbfell, Knapp, Halverson

Nays: None

Absent: Hagen, Parr

Motion carried.

City Manager Heydlauff referenced the Charter Section 2.17 Council-Investigations, which allows the Council to request such an investigation.

10. Adjourn

Mayor Gennett adjourned the meeting at 8:05 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: January 19, 2026

Presented By:

Background:

Recommendation:

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

Attachments:

1. Accounts Payable and Payroll Check Registers

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/07/2026 - 01/07/2026

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

Check Date	Check	Vendor Name	Amount
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Bank 1 GENERAL CASH - HUNTINGTON BANK

01/07/2026	146555	HERITAGE FIRE EQUIPMENT	103,379.85
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1 TOTALS:

Total of 1 Checks:	103,379.85
Less 0 Void Checks:	0.00
Total of 1 Disbursements:	<u>103,379.85</u>

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

01/07/26 Special Accounts Payable Run	\$ 103,379.85
01/16/26 Payroll (annual sick leave payout net)	\$ 24,564.20
01/16/26 Payroll (regular payroll net pay)	\$ 117,467.13
01/16/26 Payroll Remittance Checks	\$ 6,944.19
01/20/26 Regular Accounts Payable	\$ 268,988.34
Checks Sub-Total:	\$ 521,343.71

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

12/29/25 MI Public Power Agency	\$ 26,152.27
01/05/26 MI Public Power Agency	\$ 22,381.78
01/05/26 AMG Payment Solutions	\$ 36.15
01/05/26 AMG Payment Solutions	\$ 34.99
01/07/26 DTE Energy	\$ 15,323.72
01/09/26 iSolved Inc.	\$ 75.00
01/09/26 State of MI (Sales Tax)	\$ 28,960.87
01/12/26 MI Public Power Agency	\$ 19,338.08
01/16/26 IRS (Payroll Tax Deposit)	\$ 51,842.96
01/16/26 Alerus Financial (HCSP)	\$ 558.00
01/16/26 Vantagepoint (401 Plan)	\$ 1,276.39
01/16/26 Vantagepoint (457 Plan)	\$ 26,798.11
01/16/26 Vantagepoint (Roth IRA)	\$ 1,685.00
01/16/26 State of MI (Withholding Tax)	\$ 7,710.33

ACH Sub-Total: \$ 202,173.65

Huntington National Bank Total: \$ 723,517.36

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

12/30/25 Special A/P Tax Disbursement	\$ 394,430.41
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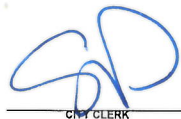
Charlevoix State Bank Total: \$ 394,430.41

Grand Total: \$ 1,117,947.77

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000039

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	01/16/2026	3,605.64	2,696.20
KLOOSTER, ALIDA K.	01/16/2026	1,827.84	1,464.85
MCGINN, KELLY A.	01/16/2026	1,626.16	1,321.37
MCDONNELL, JILL L.	01/16/2026	1,925.14	1,442.32
UMULIS, MATTHEW T.	01/16/2026	1,207.80	972.92
ORBAN, BARBARA K.	01/16/2026	1,610.40	1,269.37
CHRISTIANSEN, BRIAN D.	01/16/2026	1,397.28	1,147.18
WURST, RANDALL W.	01/16/2026	1,054.46	908.95
HILLING, NICHOLAS A.	01/16/2026	990.50	797.92
MEIER III, CHARLES A.	01/16/2026	802.51	726.29
ZACHARIAS, STEVEN B.	01/16/2026	367.57	315.92
NEWMAN, MARK J.	01/16/2026	1,621.92	1,278.44
LOUGHMILLER, JOHN A.	01/16/2026	644.04	574.57
EATON, BRAD A.	01/16/2026	2,508.21	1,881.44
STERRETT, PHILLIP R.	01/16/2026	946.44	801.10
ELLIOTT, PATRICK M.	01/16/2026	3,230.77	2,596.26
MORRISON, KEVIN P.	01/16/2026	1,279.96	1,056.88
HART II, DELBERT W.	01/16/2026	25.72	12.66
KNORR, KENT J.	01/16/2026	2,051.16	1,703.76
SCHOLEY, ROBERT W.	01/16/2026	1,961.54	1,595.80
Totals: 20		30,685.06	24,564.20

Approved By: Date: 1/7/26

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000040

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	01/16/2026	6,009.39	3,931.39
DVORACEK, SARAH J.	01/16/2026	3,283.45	2,333.74
KLOOSTER, ALIDA K.	01/16/2026	3,046.40	2,027.80
BARNEVELD, RICHELLE L.	01/16/2026	2,138.50	1,511.83
SCHULZ, GINNY L.	01/16/2026	2,267.20	1,521.36
JENKINS, JESSICA-RAE A.	01/16/2026	2,280.00	1,813.80
MCGINN, KELLY A.	01/16/2026	3,757.18	2,428.77
SCHEEL, JONATHAN D.	01/16/2026	3,182.40	2,242.73
MCDONNELL, JILL L.	01/16/2026	3,711.10	2,162.64
UMULIS, MATTHEW T.	01/16/2026	3,690.50	2,234.62
ORBAN, BARBARA K.	01/16/2026	3,949.63	2,187.57
RILEY, DENISE M.	01/16/2026	754.80	618.35
MUNK, CHRISTOPHER J.	01/16/2026	3,535.70	2,270.80
CHRISTIANSEN, BRIAN D.	01/16/2026	3,247.93	2,259.84
MARTIN, DONALD L.	01/16/2026	3,319.28	2,254.56
YOUNG, KRISTEN L.	01/16/2026	2,163.19	1,553.32
CONWAY, PATRICK G.	01/16/2026	425.50	314.49
WURST, RANDALL W.	01/16/2026	3,276.00	1,676.49
HILLING, NICHOLAS A.	01/16/2026	3,778.76	2,362.58
MEIER III, CHARLES A.	01/16/2026	2,786.46	1,668.66
ZACHARIAS, STEVEN B.	01/16/2026	4,094.78	2,523.72
NEWMAN, MARK J.	01/16/2026	3,097.01	2,041.05
LOUGHMILLER, JOHN A.	01/16/2026	3,074.78	2,200.34
GRIFFITH, JOHN J.	01/16/2026	5,111.51	2,800.93
EATON, BRAD A.	01/16/2026	4,387.54	2,652.59
WILSON, TIMOTHY J.	01/16/2026	4,439.68	3,177.32
LAVOIE, RICHARD L.	01/16/2026	3,452.16	2,180.67
STERRETT, PHILLIP R.	01/16/2026	3,491.21	1,926.58
STEVENS, BRANDON C.	01/16/2026	4,643.71	2,737.05
WHITLEY, ANDREW T.	01/16/2026	5,291.89	3,265.86
FARRELL, MITCHELL L.	01/16/2026	3,402.00	2,191.60
BACHMANN, ELIZABETH A.	01/16/2026	2,282.40	1,607.96
KENWABIKISE, DAVID L.	01/16/2026	2,080.00	1,425.42
ELLIOTT, PATRICK M.	01/16/2026	5,384.62	3,683.89
MORRISON, KEVIN P.	01/16/2026	3,022.10	1,819.59
FURGESON, JUSTIN L.	01/16/2026	3,657.85	2,560.35
BRADLEY, KELLY R.	01/16/2026	3,133.45	1,821.03
HART II, DELBERT W.	01/16/2026	3,286.43	2,125.95
JONES, ROBERT F.	01/16/2026	2,807.35	1,786.96
THORP, WILLIAM D.	01/16/2026	3,100.37	1,988.07
LEITNER, RYAN S.	01/16/2026	2,734.00	1,749.21
NOWKA, STEPHEN P.	01/16/2026	2,402.45	1,752.83
RILEY, DANIEL A.	01/16/2026	2,756.34	1,926.40
REID, ROB A.	01/16/2026	2,186.64	1,399.38
KNORR, KENT J.	01/16/2026	3,418.59	2,434.93
BOSS JR, DALE E.	01/16/2026	1,922.74	1,600.85
ANZELL, BETH A.	01/16/2026	2,333.21	1,723.49
WASHBURN, MICHAEL J.	01/16/2026	162.00	142.72
BOSS, SHERRY M.	01/16/2026	1,438.50	1,168.34
HAGEN, MADISON L.	01/16/2026	405.00	374.02
MAILLOUX, AIDEN M.	01/16/2026	526.13	463.52
CULBERTSON, CRISTIN E.	01/16/2026	1,281.25	1,068.52
JOHNSTONE, HUNTER S.	01/16/2026	782.00	688.94
BEMIS, ADDISON J.	01/16/2026	368.06	324.26
LOPEZ, VANESSA M.	01/16/2026	624.00	558.90
WILLSON, ALEXANDER J.	01/16/2026	635.50	558.25
WILLSON, WESTYN E.	01/16/2026	434.00	382.36
POTT, RACHEL G.	01/16/2026	126.00	111.00
MATTER, DAWSON K.	01/16/2026	170.00	149.77
PEARSALL, KRISTA M.	01/16/2026	136.00	119.82
WELLS, JANINNA J.	01/16/2026	68.00	59.90
BOSS, BEAU J.	01/16/2026	2,472.10	1,900.91
ARNOLD, REMI C.	01/16/2026	739.50	649.11
LUECKE, ANDREW L.	01/16/2026	135.00	124.67
BEMIS, GARRETTSON G.	01/16/2026	1,138.50	959.89
STEVENS, JEFFREY W.	01/16/2026	340.00	309.18
WILLSON, BRENDA R.	01/16/2026	68.00	59.90
SCHOLEY, ROBERT W.	01/16/2026	3,269.23	2,159.80
MCCRANEY, RUSSELL R.	01/16/2026	2,803.20	2,074.02
POSTMUS, ANTHONY H.	01/16/2026	2,638.60	1,912.91
REECE, DANIEL A.	01/16/2026	2,658.64	1,937.97
WADKINS, LOGAN M.	01/16/2026	903.00	729.09

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/16/2026 - 01/16/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/16/2026	146576	4FRONT CREDIT UNION	1,586.92
01/16/2026	146577	AMERICAN FAMILY LIFE	701.28
01/16/2026	146578	BLUE CROSS BLUE SHIELD OF MIC	1,596.57
01/16/2026	146579	CHARLEVOIX STATE BANK	1,695.00
01/16/2026	146580	COMMUNICATION WORKERS OF AMER	702.90
01/16/2026	146581	MI STATE DISBURSEMENT UNIT	116.55
01/16/2026	146582	THE HARTFORD	438.62
01/16/2026	146583	VELO LAW OFFICE	106.35
1 TOTALS:			
Total of 8 Checks:			6,944.19
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			6,944.19

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/20/2026 - 01/20/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/20/2026	146584	203 MASON STREET LLC	162.94
01/20/2026	146585	ACE HARDWARE	2,390.28
01/20/2026	146586	ACLARA TECHNOLOGIES LLC	83,067.60
01/20/2026	146587	ACME SPORTS INC	2,009.00
01/20/2026	146588	AMAZON CAPITAL SERVICES	522.20
01/20/2026	146589	APPRIVER LLC	2,602.80
01/20/2026	146590	APX INC - 9551	30.80
01/20/2026	146591	ARGENT INSTITUTIONAL TRUST CO	500.00
01/20/2026	146592	ARTHUR HOLM	1,050.00
01/20/2026	146593	AT YOUR SERVICE PLUS INC	280.00
01/20/2026	146594	AT&T MOBILITY	85.16
01/20/2026	146595	AUTO-WARES GROUP	1,475.17
01/20/2026	146596	AVFUEL CORPORATION	520.00
01/20/2026	146597	BALLARD'S PLUMBING AND HEATIN	190.00
01/20/2026	146598	BEAVER RESEARCH COMPANY	26.86
01/20/2026	146599	BEHAN WINDOW CLEANING	620.00
01/20/2026	146600	BLUE CROSS BLUE SHIELD OF MIC	56,515.24
01/20/2026	146601	CDW GOVERNMENT	1,829.58
01/20/2026	146602	CHARLEVOIX COURIER #8004	6.07
01/20/2026	146603	CHARLEVOIX SCREEN MASTERS INC	192.00
01/20/2026	146604	CHARLEVOIX TOWNSHIP TREASURER	38,875.00
01/20/2026	146605	CHARTER COMMUNICATIONS	149.99
01/20/2026	146606	CINTAS	168.11
01/20/2026	146607	CINTAS CORPORATION	87.99
01/20/2026	146608	CIVICPLUS LLC	4,747.77
01/20/2026	146609	CIVICPLUS LLC	4,780.99
01/20/2026	146610	CONWAY PROFESSIONAL SERVICES	1,729.50
01/20/2026	146611	DETROIT PUMP & MFG CO	11,463.00
01/20/2026	146612	DROST LANDSCAPE	805.00
01/20/2026	146613	ELLSWORTH FARMERS EXCHANGE	1,332.55
01/20/2026	146614	FAMILY FARM AND HOME	546.50
01/20/2026	146615	FREEDOM MAILING SERVICES INC	2,552.54
01/20/2026	146616	GANNETT MICHIGAN LOCALIQ	118.04
01/20/2026	146617	GFL ENVIRONMENTAL	951.21
01/20/2026	146618	GREAT LAKES ELEVATOR LLC	4,050.00
01/20/2026	146619	HACH COMPANY	275.85
01/20/2026	146620	HAYDEN PREVO	18.03
01/20/2026	146621	HYDROCORP	2,243.50
01/20/2026	146622	IDI	75.00
01/20/2026	146623	IPS GROUP INC	1,045.67
01/20/2026	146624	JOHN E GREEN COMPANY	286.00
01/20/2026	146625	KALAMAZOO SANITARY SUPPLY LLC	232.83
01/20/2026	146626	KIWANIS CLUB OF CHARLEVOIX	40.00
01/20/2026	146627	KNIGHTS TOOLS LLC	266.10
01/20/2026	146628	KRAFT BUSINESS SYSTEMS INC	9.95
01/20/2026	146629	MATHEW & LINDI KANINE	211.13
01/20/2026	146630	MATTHEW NIEMEIER	240.00
01/20/2026	146631	MCCARDEL CULLIGAN WATER COND	55.50
01/20/2026	146632	MICHIGAN ASSOCIATION OF CHIEF	280.00
01/20/2026	146633	MWEA	230.00
01/20/2026	146634	NMACP	75.00
01/20/2026	146635	NORTHERN HOMES CDC	583.72
01/20/2026	146636	NORTHERN LIGHTS	1,815.00
01/20/2026	146637	NORTHERN MICHIGAN MUTUAL AID	1,200.00
01/20/2026	146638	NORTHWEST ELECTRONICS & REPAI	9.99
01/20/2026	146639	OLSON & HOWARD PC	310.00
01/20/2026	146640	PENINSULA FIBER NETWORK LLC	360.00
01/20/2026	146641	PLEXUS-AYUDA JOINT VENTURE LL	172.40
01/20/2026	146642	POWER LINE SUPPLY	1,286.76
01/20/2026	146643	POWER SYSTEM ENGINEERING INC	6,190.00
01/20/2026	146644	POWERPLAN	3,246.96
01/20/2026	146645	PRO IMAGE DESIGN - PETOSKEY	2,226.30
01/20/2026	146646	QUADIENT INC	180.00
01/20/2026	146647	RANGE TELECOMMUNICATIONS	214.00
01/20/2026	146648	RESOLUTION G2 LLC	4,329.00
01/20/2026	146649	RICHARD NUCIAN	100.00
01/20/2026	146650	ROBINSON'S LANDSCAPING & NURS	485.00
01/20/2026	146651	SCIENTIFIC BRAKE - GAYLORD	172.64
01/20/2026	146652	SHERRY JOHNSTON	10.01
01/20/2026	146653	STATE OF MICHIGAN	5,706.85

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 12/29/2025 - 12/29/2025

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
12/29/2025	398(E)	MICHIGAN PUBLIC POWER AGENCY	26,152.27
1 TOTALS:			
Total of 1 Checks:			26,152.27
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			26,152.27

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/05/2026 - 01/05/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/05/2026	399(E)	MICHIGAN PUBLIC POWER AGENCY	22,381.78
01/05/2026	401(E)	AMG PAYMENT SOLUTIONS	36.15
01/05/2026	402(E)	AMG PAYMENT SOLUTIONS	34.99
1 TOTALS:			
Total of 3 Checks:			22,452.92
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			22,452.92

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/07/2026 - 01/07/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/07/2026	400(E)	DTE ENERGY	15,323.72
1 TOTALS:			
Total of 1 Checks:			15,323.72
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			15,323.72

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/09/2026 - 01/09/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/09/2026	403(E)	ISOLVED INC.	75.00
01/09/2026	404(E)	STATE OF MICHIGAN	28,960.87
1 TOTALS:			
Total of 2 Checks:			29,035.87
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			29,035.87

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/12/2026 - 01/12/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/12/2026	405(E)	MICHIGAN PUBLIC POWER AGENCY	19,338.08
1 TOTALS:			
Total of 1 Checks:			19,338.08
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			19,338.08

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/16/2026 - 01/16/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/16/2026	406(E)	**EFTPS* Payroll Taxes	51,842.96
01/16/2026	407(E)	Alerus Financial	558.00
01/16/2026	408(E)	MissionSquare - 401 Plan 1091	1,276.39
01/16/2026	409(E)	MissionSquare - 457 Plan 3009	26,798.11
01/16/2026	410(E)	MissionSquare - Roth IRA 7061	1,685.00
01/16/2026	411(E)	STATE OF MICHIGAN	7,710.33
1 TOTALS:			
Total of 6 Checks:			89,870.79
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			89,870.79

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 12/30/2025 - 12/30/2025

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

Check Date	Check	Vendor Name	Amount
Bank 2 TAX CASH - CSB			
12/30/2025	4311	CHARLEVOIX COUNTY TREASURER	78,486.57
12/30/2025	4312	CHARLEVOIX COUNTY TREASURER	1.57
12/30/2025	4313	CHARLEVOIX DISTRICT LIBRARY	44,286.32
12/30/2025	4314	CHARLEVOIX PUBLIC SCHOOLS	7,138.10
12/30/2025	4315	CHARLEVOIX-EMMET ISD	153,075.91
12/30/2025	4316	CITY OF CHARLEVOIX - TAXES DU	47,012.56
12/30/2025	4317	LAKE CHARLEVOIX EMS AUTHORITY	52,355.68
12/30/2025	4318	RECREATIONAL AUTHORITY	12,073.70
2 TOTALS:			
Total of 8 Checks:			394,430.41
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			394,430.41

Charlevoix City Council

Consent Agenda

Title: 2026 Poverty Exemption Policy and Guidelines

Date: January 19, 2026

Presented By:

Background:

The General Property Tax Act states that the governing body of the local assessing unit shall determine and make available to the public a policy and guidelines used for the granting of exemptions under this section. The Board of Review is required to follow the policy and guidelines adopted by the City Council in granting and denying a poverty exemption. The Board of Review is not permitted to deviate from the adopted policy and guidelines.

Recommendation:

Motion to approve the 2026 Poverty Exemption Policy and Guidelines as presented.

Attachments:

1. 2026 Poverty Exemption Policy

2026 POVERTY EXEMPTION POLICY & GUIDELINES

The following **policy and guidelines**, adopted by the City Council, shall be followed by the City of Charlevoix Board of Review when considering **poverty exemptions** according to section 211.7u of the Michigan Compiled Laws (MCL).

Application Guidelines: To be eligible for a Poverty Exemption; The applicant must:

1. File Form 5737 Application for MCL 211.7u Poverty Exemption
2. Own and occupy the property as a principal residence. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons residing in the principal residence. (Disclosure of the income of an owner who is not residing in the principal residence is not required.) Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit*, may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.
3. Produce a valid driver's license or other form of identification, if requested
4. Produce a deed, land contract or other evidence of ownership of the property, if requested.
5. Meet the income guidelines of this policy.
6. Meet the asset level test of this policy.

Income Test

- Total Annual Household Income (see examples on next page) shall not exceed the following amount applicable to the number of persons living in the household:

Persons in Household	Income Level 100% Exemption	Income Level 75% Exemption	Income Level 50% Exemption	Income Level 25% Exemption
1	\$18,780	\$19,171	\$19,563	\$19,954
2	\$25,380	\$25,909	\$26,438	\$26,966
3	\$31,980	\$32,646	\$33,313	\$33,979
4	\$38,580	\$39,384	\$40,188	\$40,991
5	\$45,180	\$46,121	\$47,063	\$48,004
6	\$51,780	\$52,859	\$53,938	\$55,016
7	\$58,380	\$59,596	\$60,813	\$62,029
8	\$64,980	\$66,334	\$67,688	\$69,041
Each Additional	\$6,600	\$6,738	\$6,875	\$7,013

Total Annual Household Income shall be based on Federal Poverty Income Guidelines with the adjusted levels to reflect a 20% increase to qualify for 100% exemption and will be adjusted annually to agree to the federally established amount. Potential income and asset sources include (non-inclusive):

City of Charlevoix

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers' compensation	Retirement accounts
Alimony	Child support
General assistance	IRA/Keogh annuities
Social Security	New or reverse mortgages
Cash	Stocks & bonds
Checking & savings accounts	Investments
Money market accounts	Gifts
Assets in trust accounts	Deferred compensation

Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption include:
 - a. Applicant's principal residence
 - b. One motor vehicle per household adult
 - c. Essential household goods
 - d. Other assets, in addition to those described in letters a, b, and c above, valued at up to \$20,000, subject to the following:
 - Applicant will be deemed ineligible for exemption if cash balances in checking/saving accounts exceed \$5,000

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions.
2. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
3. All information is subject to verification.
4. If the Applicant meets all eligibility requirements described above, the Board of Review shall grant the poverty exemption in whole or in part, as follows:
 - a. A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted to those who meet the asset test and applicable income test.
 - b. A partial exemption equal to a 75%, 50%, or 25% reduction in taxable value for the tax year in which the exemption is granted to those who meet the asset test and the applicable income test.
5. No poverty exemptions will be granted to those who do not meet both the asset test and an income test; and no reductions at percentages other than those described above will be considered.

Charlevoix City Council

Consent Agenda

Title: Approval of Electrical Contractor for City Hall

Date: January 19, 2026

Presented By:

Background:

Several weeks ago, the City issued an RFP to select a qualified contractor for electrical repairs and upgrades at City Hall. This was necessary after Herzog Electric, the City's long-time contractor, closed following the owner's retirement. The goal was to find a contractor who could complete the work safely, efficiently, and cost-effectively.

The City received two proposals:

- **Charlevoix Electric LLC**
- **Wilmot Electric**

City staff evaluated both submissions based on qualifications, experience, responsiveness, and cost. Charlevoix Electric LLC was determined to be the most economical and responsive bidder. The company is fully licensed and insured, with strong references and over 30 years of combined experience. Led by Master Electrician Austin Hachenski, Charlevoix Electric has a strong local presence, with the owner's family residing in Charlevoix for more than a decade.

The intent of this agreement is that we have a negotiated set of rates for services when needed for small repairs and improvement along with emergency services as needed. To this end, we are preparing a plan for the 2026-2027 Fiscal Year to update lighting that is inoperable and obsolete. You may notice in Council Chambers, for example, the pendant lights no longer work. There are several can lights throughout the building that also no longer work. We have found that new lights will be significantly more operationally efficient while also improving lighting in the building. Future proposals for projects like this will still come before Council with the labor terms included herein pre-set.

Recommendation:

Motion to award the contract for electrical repairs and improvements at City Hall to Charlevoix Electric, LLC.

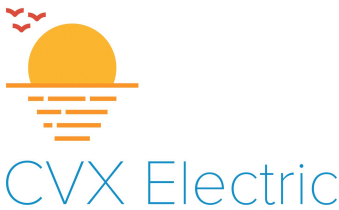
Attachments:

1. Estimate City Of Charlevoix #1
2. Certificate Of Liability Insurance
3. Electrical Contractor License
4. Electrical Master License
5. Wilmot Electric Inc Proposal

ESTIMATE

Charlevoix Electric LLC
323 Meech St
Charlevoix, MI 49720-1016

cvxelectric@gmail.com
+1 (231) 290-1596
http://www.cvxelectric.com



City of Charlevoix:City Of Charleviox

Bill to
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Estimate details

Estimate no.: City Of Charlevoix #1
Estimate date: 12/11/2025

Description	Qty	Rate	Amount
Master Electrician Austin Hour Rate	1	\$95.00	\$95.00
Master Electrician Service Call Minimum Charge	1	\$160.00	\$160.00
Emergency Call/Holidays Hour Rate	1	\$125.00	\$125.00
Material's From All Phase Electrical Supply	1	\$0.00	\$0.00
Total			\$380.00

Note to customer

Electrical Maintenance & Upkeep Services Charges Listed Above.
This is a proposal for the City of Charlevoix for a Time/Materials contract. For any work done on electrical systems at 210 State St. Final cost may differ and will be charged at the cost of \$95 hour time and material.

Accepted date

Accepted by



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/04/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Harbor Brenn Insurance Agencies 1231 N US Highway 31 Petoskey MI 49770	CONTACT NAME: Dorlene Gray PHONE (A/C, No, Ext): (231) 347-8113 FAX (A/C, No): (231) 347-3853 E-MAIL ADDRESS: dorlene@harborbrenn.com
INSURED Charlevoix Electric, LLC Austin Hachenski 323 Meech St Charlevoix MI 49720	INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 2025-2026**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			1000272942	01/21/2025	01/21/2026	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

L.S. Design 300 E. Main Street Harbor Springs MI 49740	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Dorlene A. McKinney</i>
--	---

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Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Licensing Section
P.O. Box 30254
Lansing, MI 48909

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Electrical Contractor License

AUSTIN HACHENSKI

323 Meech St
Charlevoix, MI 49720

License No:
6115384

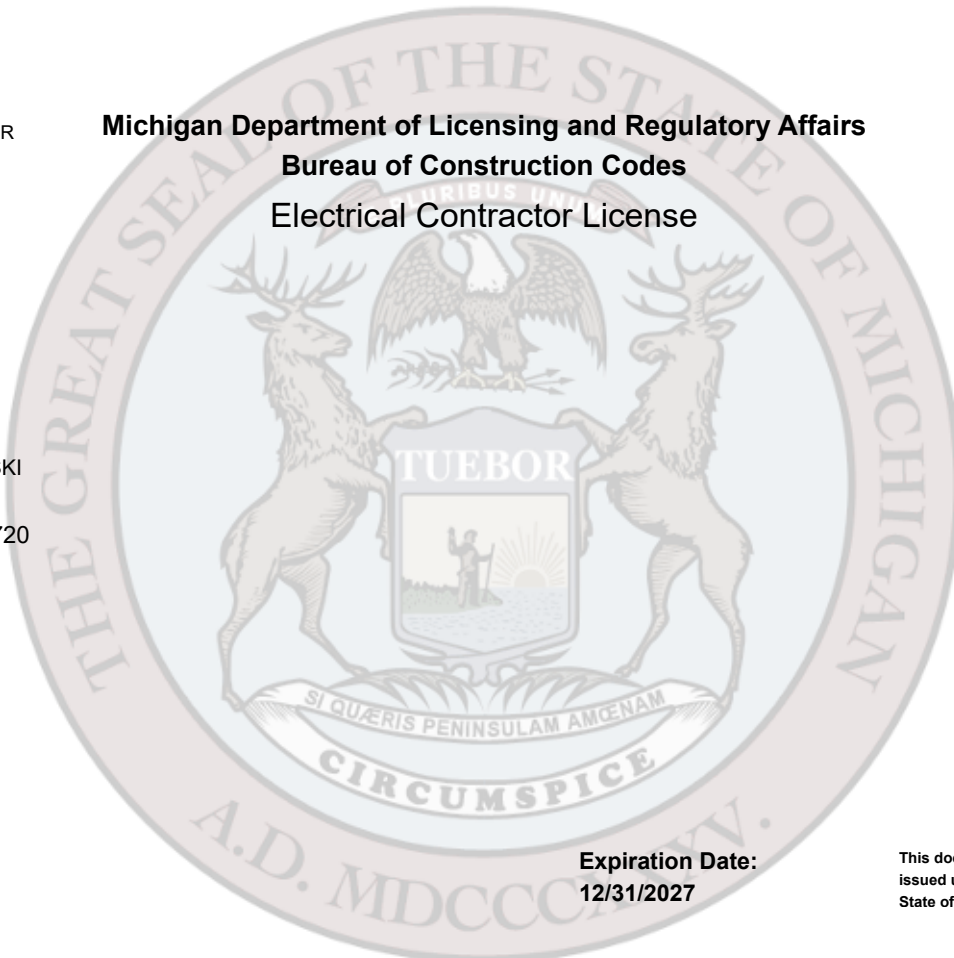
Expiration Date:
12/31/2027

AUSTIN HACHENSKI
323 Meech St
Charlevoix, MI 49720

GRETCHEN WHITMER
Governor

**Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Electrical Contractor License**

AUSTIN HACHENSKI
323 Meech St
Charlevoix, MI 49720



License No.
6115384

Expiration Date:
12/31/2027

This document is duly
issued under the laws of the
State of Michigan

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Licensing Section
P.O. Box 30254
Lansing, MI 48909

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Master Electrician License

AUSTIN HACHENSKI
323 Meech St
Charlevoix, MI 49720

License No:
6220255

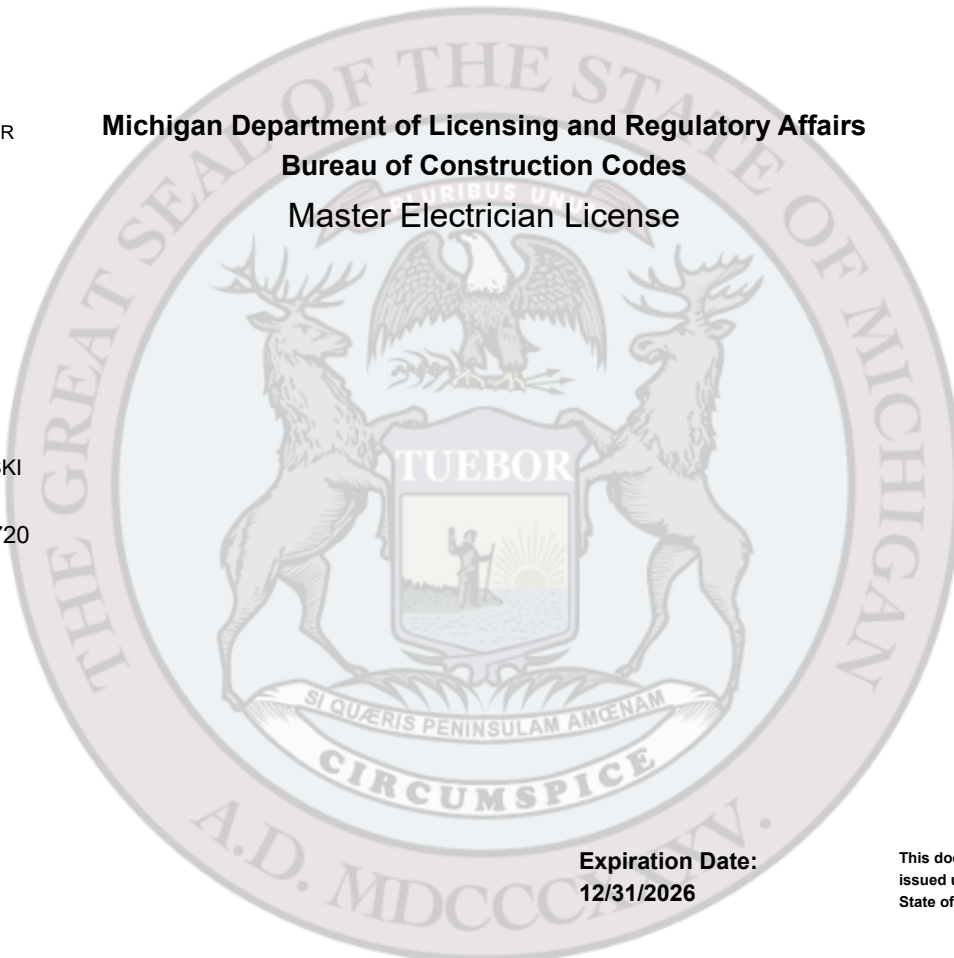
Expiration Date:
12/31/2026

AUSTIN HACHENSKI
323 Meech St
Charlevoix, MI 49720

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Master Electrician License

AUSTIN HACHENSKI
323 Meech St
Charlevoix, MI 49720



License No.
6220255

Expiration Date:
12/31/2026

This document is duly
issued under the laws of the
State of Michigan

WILMOT ELECTRIC, INC.

12800 Taylor Road Charlevoix, MI 49720 231-547-5583 (FAX: 231-547-0358)

12/8/2025

Jill McDonnell, Chief of Police
210 State St
Charlevoix, MI 49720
(231)547-3258
jillm@charlevoixmi.gov

Electrical Maintenance & Upkeep Services:

- City of Charlevoix, City Hall Building

Chief Jill McDonnell,

Wilmot-Electric, Inc., is pleased to submit this proposal for providing electrical services to the City of Charlevoix for the City Hall Building. This proposal includes service rates for pre-scheduled service as well as emergency services. This proposal also includes pricing for annual preventative maintenance and electrical equipment inspections and quarterly preventative walkthrough inspections to keep the City aware of any electrical deficiencies. The scope of the proposal is as follows:

Annual Preventative Maintenance:

During WEI normal business hours \$ 3,850.00

Outside WEI normal business hours \$ 4,490.00

Material and Services:**Notes:**

- Thermal infrared imaging of all electrical distribution gear and equipment rated for 30a and above.
- Analyze and build a report summarizing all our findings from thermal imaging.
- Clean interior of all electrical distribution systems and check integrity of all electrical connections.
- Cleaning and tightening would require power to be turned off for a period of one working day (8hrs).

Quarterly Preventative Maintenance \$ 190.00

Material and Services:**Notes:**

- Walkthrough visual inspection of entire building looking for necessary repairs in lighting, general use receptacles, back-up stand-by generator, HVAC equipment, and other electrical infrastructure.
- Power would not be interrupted for this service.
- This service would include a short email summarizing our findings after each walkthrough.
- This service does not include repairing any discovered issues.

Standard Electrical Service Rates:

<u>Pre-Scheduled Service Rate</u>	<u>\$ 95.00/hr.</u>
Monday-Friday 7:00am – 3:30pm	
<u>Pre-Scheduled Service Rate</u>	<u>\$ 135.00/hr.</u>
Monday -Friday 3:30pm – 7:00am & Saturdays 7:00am – 3:30pm	
<u>Pre-Scheduled Service Rate</u>	<u>\$ 165.00/hr.</u>
Saturdays 3:30pm – 12:00am & Sundays all day	
<u>Pre-Scheduled Service Rate</u>	<u>\$ 285.00/hr.</u>
All Holidays	

24 Hour Emergency Services:

24-Hour emergency services can be made available at the below listed rates. Any services not pre-scheduled with WEI will be deemed emergency services. WEI will guarantee arrival of an electrician and a service vehicle to the City Hall Building within 1-2 hours of initial contact. If emergency work requires more help Wilmot will guarantee up to two additional electricians can be brought in within 3 hours of that decision being made by the first electrician. There is a minimum charge of 2-hours for emergency service calls.

<u>24-Hour On-Call Fee</u>	<u>\$ 150.00/wk</u>
Billed monthly	
<u>Service Vehicle Fee</u>	<u>\$ 150.00/day</u>
Per vehicle per day if called	
<u>Emergency Service Rate</u>	<u>\$ 165.00/hr.</u>
<u>Holiday Emergency Service Rate</u>	<u>\$ 285.00/hr.</u>

TERMS:

Wilmot Electric has a 1-year warranty on all material and labor sold. This offer is good for 30 days and will need to be recalculated if not accepted by its expiration.

We appreciate the opportunity to quote this project for you and sincerely hope we can fulfill your electrical needs.

Thank you,

Wilmot Electric, Inc.

Gordon Selph

Gordon Selph
gselph@wilmotelectric.com
(231)-675-7110 Cell
(231)-547-5583 Office

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

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

Date: January 19, 2026

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

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

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

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

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

Summary of Proposed Changes to 153.116 Accessory Buildings and Structures.

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

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

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

Recommendation:

Council discussion and direction.

If to approve:

Motion to approve Ordinance Amendment 863 of 2026.

Attachments:

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

Summary of Proposed Changes to 153.116 Accessory Buildings and Structures.

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

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

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

§ 153.116 ACCESSORY BUILDINGS AND USES

(A) *Accessory buildings and structures.*

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

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

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

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

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

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

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

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

CITY OF CHARLEVOIX
ORDINANCE NO. 863 of 2026
AN ORDINANCE TO AMEND TITLE XV LAND USAGE, CHAPTER 153 PLANNING AND ZONING, SECTION 153.116 ACCESSORY BUILDINGS AND USES

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.116 A (2) shall be repealed and replaced and shall read as follows:

(A) Accessory buildings and structures.

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

Section 2: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.116 A (4) shall be repealed and replaced and shall read as follows:

(A) Accessory buildings and structures.

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

Section 3: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.116 A (6) shall be repealed and replaces and shall read as follows:

(A) Accessory buildings and structures.

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

- (a) Rear yard: six feet from a rear lot line. Accessory buildings over 16' in height; eight feet from a rear lot line.
- (b) Side yards: an accessory building shall conform to the side year and street side yard setback requirement of the principal building.
- (c) Front yard: an accessory structure shall not be located within any front yard.
- (d) Accessory structures that store vehicles adjacent to public ROW shall not be closer than 20 feet from the edge of an alley, sidewalk, or public ROW.
- (e) Height: an accessory structure shall not exceed 16 feet in height unless it is a detached ADU, which shall not exceed 20 feet in height.

Section 4. Severability.

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

Section 5. Effective Date.

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

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

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

Motion carried.

State of Michigan }
City of Charlevoix } §

_____ Sarah J. Dvoracek	_____ Clerk	_____ Lyle Gennett	_____ Mayor
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Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

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

Date: January 19, 2026

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

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

Recommendation:

Council discussion and direction.

If to approve:

Motion to approve Ordinance Amendment 864 of 2026.

Attachments:

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

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

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

§ 153.118 LODGING, DINING AND ENTERTAINMENT USES.

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

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

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

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

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

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

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

(7) No open flames are allowed.

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

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

PROVISIONS GENERALLY APPLICABLE TO ALL DISTRICTS

153.160 RESIDENTIAL RAISED DECKS

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

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

CITY OF CHARLEVOIX
ORDINANCE NO. 864 of 2026

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

THE CITY OF CHARLEVOIX ORDAINS:

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

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

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

(D) **Roof top decks.**

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

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

153.160 Residential Raised Decks

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

Section 4. Severability.

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

Section 5. Effective Date.

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

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

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

Motion carried.

State of Michigan } §
City of Charlevoix

Sarah J. Dvoracek

Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Zoning Ordinance Amendment Section 153.171 Landscaping

Date: January 19, 2026

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

Summary of Proposed Changes to § 153.171 Landscaping Ordinance

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

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

Key updates include:

1. Expanded Intent and Purpose

The revised ordinance significantly broadens the purpose section, emphasizing:

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

2. Detailed Landscaping Plan Requirements

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

3. Strengthened General Standards

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

fences/walls/property lines.

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

4. Specific Requirements by Area

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

5. Revised Buffer Area Standards

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

6. Minimum Plant Sizes and Preservation Credits

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

7. Parking Lot and Storage Area Landscaping

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

8. Screening and Fencing

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

protection.

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

9. Landscape Plan and Installation Standards

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

Overall Significance

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

Recommendation:

Council discussion and direction.

If to approve:

Motion to approve Ordinance Amendment 865 of 2026.

Attachments:

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

§ 153.171 LANDSCAPING.

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

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

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

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

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

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

(4)

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

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

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

~~(b)~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(C) Buffer areas.

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

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

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

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

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

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

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

<u>Table 153.171(a): Buffer Area Requirements by District</u>			
<u>Subject Zoning District</u>	<u>Adjacent district</u>		
	<u>R1 (Buffer Type)</u>	<u>R2 (Buffer Type)</u>	<u>Residential areas in Charlevoix Township</u>

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

-

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

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

-

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

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

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

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

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

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

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

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

(9) (8) Buffer Area Alternatives

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

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

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

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

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

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

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

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

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

~~—Planting plan specifications—~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~—(9) —~~

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

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

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

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

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

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

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

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

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

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

~~— (14) To ensure that all landscaping is installed, as a condition of approval a letter of credit or some other performance guarantee may be required in accordance with § 153.239 of this chapter.~~

(D) Minimum plant requirements.

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

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

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

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

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

(E) Residential development.

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

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

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

__ Non-residential right-of-way and front setback planting.

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

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

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

~~(2b)~~ Between sidewalk and parking.

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

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

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

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

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

~~(3c)~~ Between sidewalk and building.

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

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

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

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

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

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

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

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

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

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

~~—(E) Residential development.~~

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

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

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

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

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

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

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

~~—(F) Buffer areas.~~

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

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

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

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

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

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

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

Table 153.171(a): Buffer Area Requirements by District

<i>Subject Zoning District</i>	<i>Adjacent district</i>		
	<i>R1 (Buffer Type)</i>	<i>R2 (Buffer Type)</i>	<i>Residential areas in Charlevoix Township</i>
R4	3	3	NA
GC	1	1	1 NA
CBD	2	2	NA
CH	1	1	NA
MC	1	1	NA
I	1	1	1

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

Table 153.171(b): Buffer Area Landscaping Requirements

<i>Buffer Type</i>	<i>Minimum Width</i>	<i>Minimum Requirements</i>	<i>Intensity</i>
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1	10 feet	2 canopy trees, plus 1 evergreen tree or 1 ornamental tree, plus 12 shrubs, for each 50 linear feet of buffer area	Most Intense  Least Intense
2	10 feet	1 canopy tree, plus 1 evergreen tree or 1 ornamental tree, plus 8 shrubs, for each 50 linear feet of buffer area	
3	10 feet	1 canopy tree or 1 evergreen tree, plus 1 ornamental tree or 12 shrubs, for each 50 linear feet of buffer area	

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

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

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

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

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

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

~~— (9) Buffer Area Alternatives~~

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

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

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

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

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

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

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

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

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

~~(G) Minimum plant requirements:~~

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

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

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

Table 153.171(d): Credit for Existing Landscaping			
Tree Material	Minimum Caliper	Minimum Height	Credits
Canopy tree	4 to 8 inches	x	1
	Greater than 8 inches	x	2

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

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

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

~~—(a) Berms;~~

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

~~—(c) Shrubs.~~

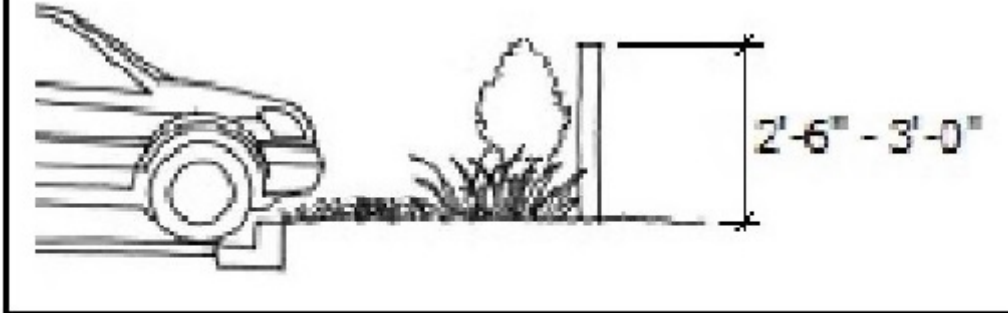
~~—(2) If a buffer to an adjacent zoning district is required, per Table 153.171(a), it shall satisfy the requirements of this division (G).~~

I) *Parking lot landscaping.*

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

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

Figure 5.81(8)-1



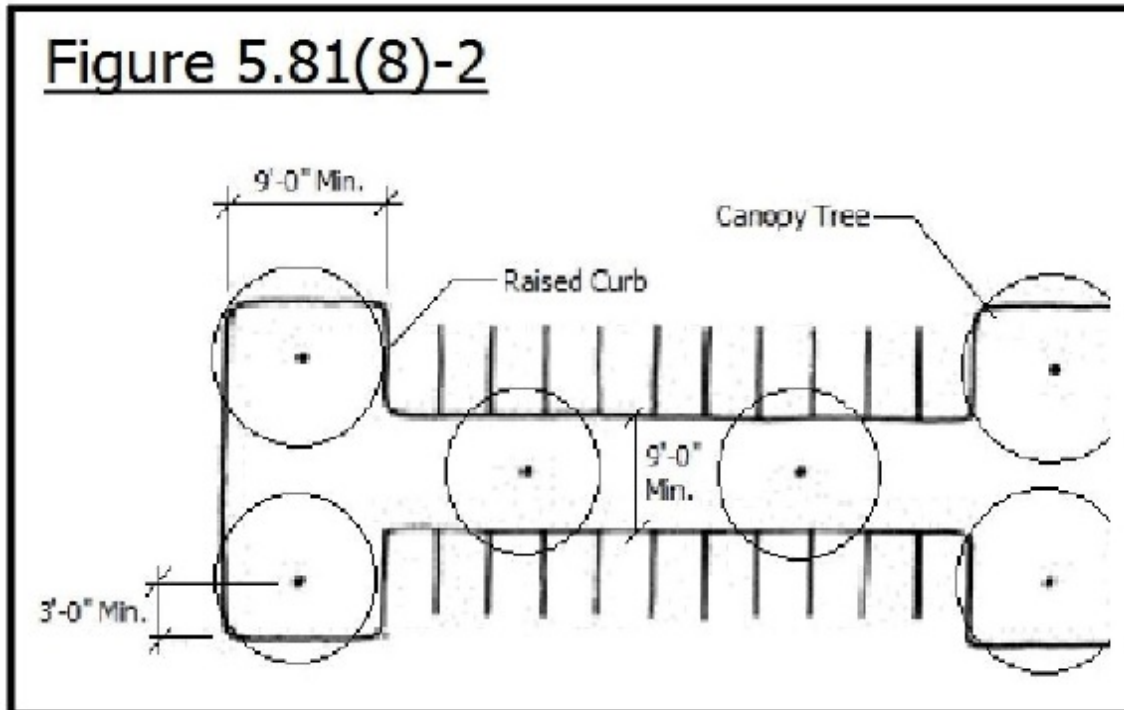
'21

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

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

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

Figure 5.81(8)-2



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

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

(J) *Fencing, screening and walls.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~Planting plan specifications.~~

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

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

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

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

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

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

THE CITY OF CHARLEVOIX ORDAINS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(C) *Buffer areas.*

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

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

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

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

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

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

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

(D) *Minimum plant requirements.*

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

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

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

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

(E) *Residential development.*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) Between sidewalk and parking.

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

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

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

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

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

(c) Between sidewalk and building.

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

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

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

I) *Parking lot landscaping.*

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

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

Figure 5.81(8)-1

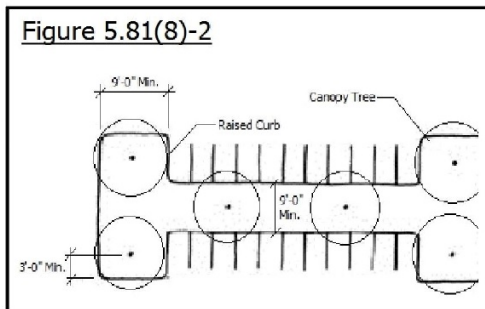


(b) The screen shall consist of landscaping, berms, a screen wall or any combination of these elements.

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

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

Figure 5.81(8)-2



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

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

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

3. Trees shall be planted centered on islands.

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

(J) *Fencing, screening and walls.*

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

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

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

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

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

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

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

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

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

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

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

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

(J) *Landscape site plan requirements.*

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

(2) Planting plan specifications.

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

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

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

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

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

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

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

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

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

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

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

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

(2) requirements.

Section 2. Severability.

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

Section 3. Effective Date.

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

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

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

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

Date: January 19, 2026

Presented By: Jonathan Scheel, Director of Planning & Zoning

Background:

Summary of Mixed Use Zoning Ordinance

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

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

Key Provisions

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

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

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

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

Recommendation:

Council discussion and direction.

If to approve:

Motion to approve Ordinance Amendment 866 of 2026.

Attachments:

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

153.087 AREA, HEIGHT AND PLACEMENT REQUIREMENTS.

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

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

OVERLAY DISTRICTS

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

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

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

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

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

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

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

(Prior Code, § 5.44)

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

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

THE CITY OF CHARLEVOIX ORDAINS:

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

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

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

NOTES TO TABLE:

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

² In the CH District, the minimum side or rear yard adjacent to any residential district shall be 50 feet.

³ In the CH District, lot coverage of buildings shall not exceed 50%; lot coverage of all impervious surfaces shall not exceed 80%.

⁴ Non-residential: none, residential: see Sec.153.072 standards for R-1 & R-2 districts

⁵ Street side setbacks may be reduced to 10 feet for 2 story buildings and 10 feet for 3 story buildings with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 6-foot-wide sidewalk is provided.

⁶ Front may be reduced to 10 feet with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 10-foot-wide sidewalk is provided.

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

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

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

ESTABLISHMENT OF ZONING REGULATIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

Retail Sales.

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

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

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

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

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

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

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

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

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

TABLE 1: LAND USE REGULATIONS FOR MIXED USE ZONES

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

Blank= Not Allowed

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

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

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

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

2. Additional Land Use Regulations

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

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

TABLE 2: CM USE DISTRICTS-PROPERTY DEVELOPMENT STANDARDS

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

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

Notes:

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

7. Exceptions to Maximum Height Limits.

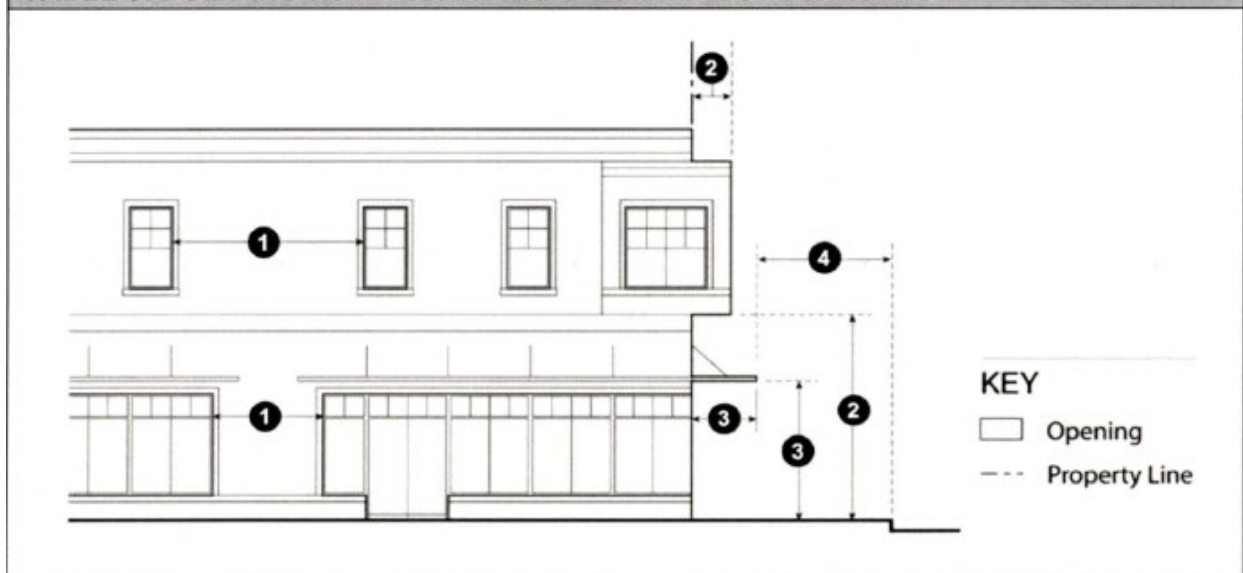
- a. Architectural Features. A parapet wall, cornice, cupolas or mechanical equipment may project up to four feet above the maximum height limit.
- b. Towers. If the project site is greater than 15,000 square feet, a tower or other projecting architectural elements may extend up to 12 feet above the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

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

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

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

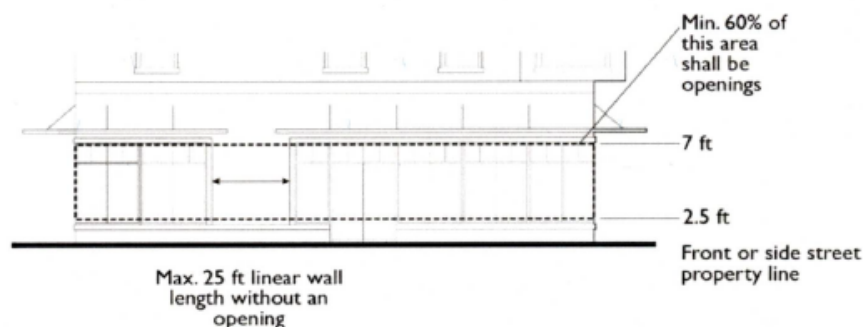
TABLE 3: BUILDING FORM STANDARDS – MIXED-USE DISTRICTS



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

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

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



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

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

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

a complementary level of detailing.

15. Pedestrian Access.

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

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

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

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

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

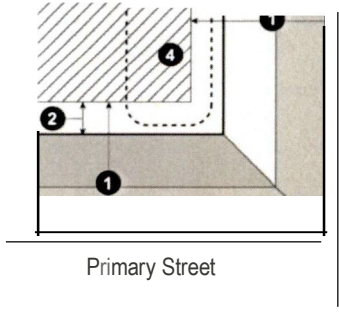
 Property Line Parking Area Lodging Area Primary Street						
<i>District</i>	<i>MU-R</i>	<i>MU-CL</i>			<i>Additional Regulations</i>	<i>#</i>
Setback from Street Property Line (ft)	40 ft; Buildings shall be placed as close to the street as possible, with parking underground, behind a building, or on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

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

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

a.

Minimum Dimensions.

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

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

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

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

c. **Accessibility.**

i. *Private Open Space.* The space shall be accessible to only one living unit by a doorway to a habitable room or hallway.

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

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

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

a. *Between the Property Line and Curb.*

i. *Sidewalks.* Sidewalks that are six to ten feet wide shall be provided if none exist or if the existing sidewalks are in poor condition.

ii. *Street Furniture.* Trash receptacles, benches, bike racks, and other street furniture shall be provided.

iii. *Landscaping.* Street landscaping will meet Section 153.171 of the Zoning Ordinance and 152.05 of the Tree Ordinance of the City.

b. **Interior from Property Line.** Except where occupied by a building or necessary for parking access, the street frontage, for a depth of 10 feet from the property line, shall be utilized for pedestrian circulation or active outdoor uses, including, but not limited to outdoor dining; paved for public uses so that it functions as part of a wider public sidewalk; or improved with landscaping, public art, and/or pedestrian amenities, such as outdoor seating.

2. *Building Orientation and Entrances.*

a. Buildings shall be oriented to face public streets.

b. Building frontages shall be generally parallel to streets, and the primary building entrances shall be located on or within 20 feet of a public sidewalk.

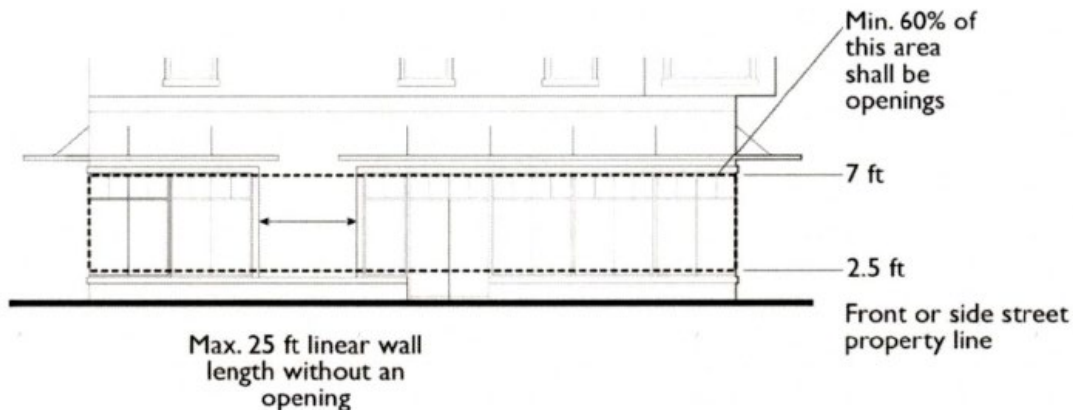
c. At least one entrance shall be provided per 100 linear feet of building frontage unless the building has unique security needs.

d. Entrances located at corners shall generally be oriented at a 45-degree angle to the corner and shall have a distinct architectural treatment to animate the intersection and facilitate pedestrian flow around the corner. Different treatments may include angled or rounded corners, arches, and other architectural elements.

e. Entrances to residential units shall be physically separated from the entrance to the permitted commercial uses and clearly marked with a physical feature incorporated into the building or an appropriately scaled element applied to the facade.

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

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



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

4. Pedestrian Access.

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

Interior Pedestrian Walkway Design.

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

I. Permit Application Review Process.

1. **Process for Review of Permit Applications.** Each Permit Application shall be subject to the review procedure set forth below.
 - a. Preliminary Determination of Commercial Mixed-Use Standards Consistency. Under Step 1 of this Permit Application review process, the Director shall make a preliminary determination regarding whether the Project described in the Permit Application is consistent with the Commercial Mixed-Use Standards by determining whether the Project (i) is permitted under the applicable Zoning Ordinance Land Use Designation, and (ii) considering all its aspects, will further the goals, objectives and policies of the Commercial Mixed-Use Standards and not obstruct their attainment.
 - b. If the Director determines that the Project described in the Permit Application is not consistent with the Commercial Mixed-Use Standards, the Permit Application shall not be further reviewed or processed until the applicant revises the Project to be consistent with the Commercial Mixed-Use Standards and/or files an application for a Zoning Variance. If the Director determines that the Project described in the Permit Application is consistent with the Commercial Mixed-Use Standards, the Permit Application shall continue. The Permit Application shall be reviewed and processed in accordance with the applicable development standards of the Existing Zoning District, including whether the proposed use is permitted by right, conditionally permitted, or not allowed.
 - c. The Permit Application shall then be reviewed and processed in accordance with all of the applicable land use regulations set forth in the City of Charlevoix Zoning Ordinance.
 - d. Appeal of Step 1 Preliminary Determinations. Upon completion of this Step 1, the Director shall issue to the applicant written notice of its Step 1 determinations (the "Preliminary Determinations Notice"). Not later than ten (10) days following the issuance of the Preliminary Determinations Notice, the applicant may file a single appeal to any or all of the Step 1 determinations set forth in the Preliminary Determinations Notice in accordance with the appeal procedures set forth in Section 153.240 of the Zoning Ordinance. Any appeal by the applicant must address all of the Step 1 determinations set forth in the Preliminary Determinations Notice, and failure to address any Step 1 determination in an applicant's appeal will result in the applicant's waiver of its right to appeal such determination. No appeal of a Step 1 determination may be made by an applicant unless and until the Director has issued the Preliminary Determinations Notice.

If no appeal is filed within ten (10) days of the issuance of the Preliminary Determination Notice, the Permit Application will proceed to the Decision-Making Body for review and action on the Permit Application.
 - e. Step 2: Final Review and Action by the Planning Commission; Required Findings to Support Approval of Permit Application. Upon completion of Step 1 above, including the completion of any appeal from a Preliminary Determinations Notice, the Permit Application shall be reviewed and processed in accordance with all of the applicable land use and development standards of the applicable Zoning District as determined in Step 1. and acted upon by the Planning Commission. During the effective period of this Ordinance, no Permit Application may be approved unless and until the Planning Commission makes each and all of the following findings regarding the Project described in the Permit Application, in addition to any other findings required by the applicable provisions of the Zoning Ordinance and this Ordinance:
 - i. The Project will further the goals, objectives and policies of the Commercial Mixed-Use Standards and not obstruct their attainment; and
 - ii. The Project substantially conforms to the Zoning Ordinance requirements of the applicable Zoning District.
2. **Appeal of Action by Decision-Making Body on Permit Application.** Any action on a Permit Application by the Decision-Making Body pursuant to this Ordinance may be appealed in accordance with the procedures set forth in Section 153.240 of the Zoning Ordinance.
3. **Generally Applicable Laws.** Nothing in this Ordinance shall be interpreted as exempting Permit Applications or development proposals from compliance with generally applicable state or local laws or regulations. Nothing in this Ordinance shall be construed to limit the rights of a property owner to apply to the City for a zoning amendment or general plan amendment pursuant to the procedures set forth in the Zoning Ordinance.

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

Architectural Design Standards Commercial Mixed-Use

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

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

1. Site Planning

2. Ground Floor Land Use

3. Architectural Design

4. Lighting

5. Materials and Color

6. Streetscape



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

1. Site Planning

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

Vertical Mixed-use:

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

Horizontal Mixed-use:

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

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1. Mechanical Cover

2. Countertop

3. Rooftop Deck

4. Second Floor

5. First Floor

6. Roof Canopy

7. Canopy Columns

8. Planter

9. Glass Railing

10. Commercial or Residential Picture Window

2. Ground Floor Activities

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

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



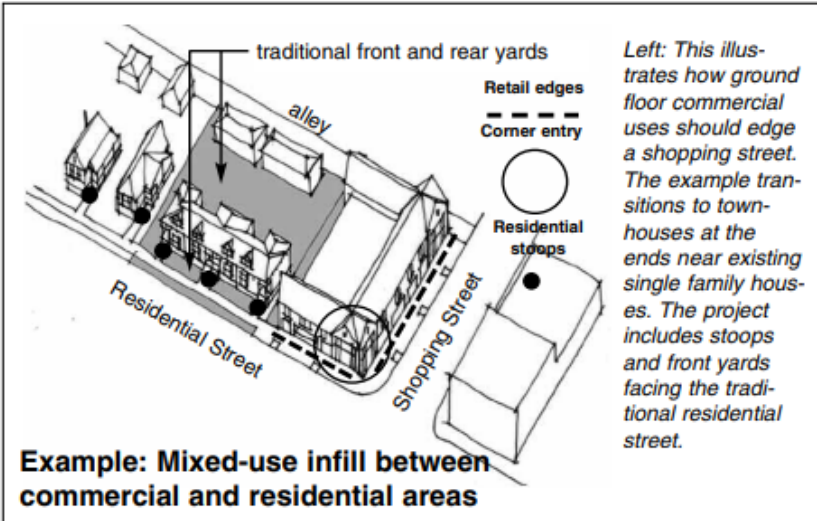
3. Architectural Design

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

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

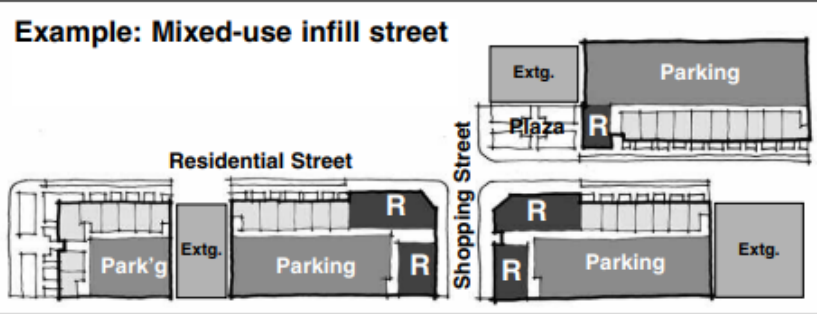


Above: **DESIRABLE**
 (1) This mixed-use project provides streetscaping and outdoor seating areas on a wide sidewalk.
 (2) This storefront includes a signage and graphic concept that supports ground floor retailing.



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

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



4. Lighting

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

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

5. Materials and Color

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

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

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

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

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



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

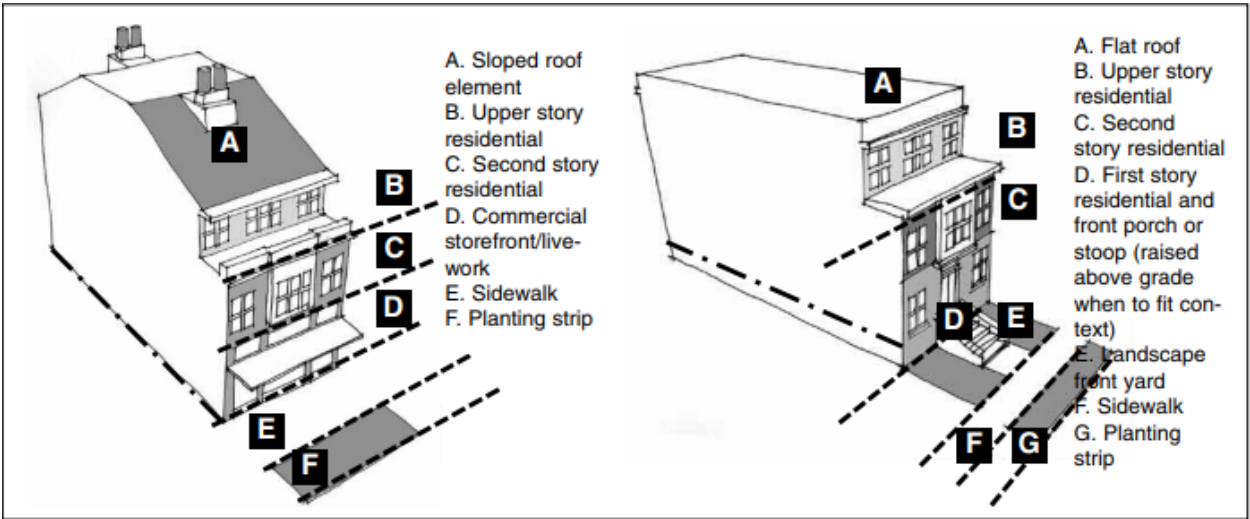
- Transparent storefront level with neighborhood services and housing above;
- Stepping storefront building up into a third story under a pitched roof; and
- Designing attached housing to reflect the patterns and scale of single family housing found on the block.



6. Streetscape

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

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



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

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

Section 6. Severability.

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

Section 7. Effective Date.

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

Ordinance No. 866 was adopted on the 19th day of January 2026 A.D., by the Charlevoix City Council as follows:
Motion by:
Seconded by:
Yeas:

Nays:
Absent:

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Public Hearing: Amend Chapter 70 Traffic Code

Date: January 19, 2026

Presented By: Jill McDonnell, Chief of Police

Background:

Purpose

Chapter 70 of the City Code governs traffic control, traffic engineering, motor vehicle regulations, bicycle and skating devices, parking and parking meter regulations. The proposed amendments (outlined in more detail below) are intended to modernize the ordinance by removing outdated and inconsistent provision and address some emerging trends in transportation. The revised chapter maintains consistency with state law and matches our standard ordinance format.

Background

Chapter 70 currently adopts the Uniform Traffic Code (UTC) and the Michigan Motor Vehicle Code (MMVC) by reference. This approach allows the City to remain consistent with state law without requiring local amendments each time those codes are updated. The adoption language has been updated for clarity and formatting consistency but has not been substantively changed.

Several sections of the existing ordinance—particularly Section 70.04 (Change in Code)—contains outdated language that is no longer consistent with the MMVC. These provisions are redundant and, in some cases, conflict with current state law. As the City has already adopted the UTC and MMVC by reference, these sections are proposed to be redlined and removed to reduce confusion and improve enforceability.

Traffic Control Orders and Traffic Engineering

The ordinance will continue to address Traffic Control Orders (TCOs), which are official, legally binding directives issued by the governing authority to establish and regulate traffic control devices such as signs, signals, pavement markings, speed limits, stop controls, and lane configurations. For TCOs to be enforceable, they must be formally adopted and properly filed.

TCOs provide legal authority for both permanent and temporary traffic regulations, including those related to construction zones, special events, emergency conditions, incidents, and routine traffic flow management. This framework ensures motorists are subject to clear, consistent, and enforceable traffic controls.

As part of this update, the ordinance provisions related to the Traffic Engineer were reviewed. No substantive changes are proposed to the language governing the role, authority, or responsibilities of the Traffic Engineer. These provisions will remain unchanged and continue to function as currently adopted, ensuring continuity in traffic engineering oversight and implementation.

The Traffic Control Order and Traffic Engineer provisions remain fully consistent with the Uniform Traffic Code and the Michigan Motor Vehicle Code, both of which are adopted by reference within Chapter 70.

The Police Department is currently reviewing existing TCOs, many of which date back to 2009, to ensure that posted signage matches recorded directives and that all controls remain valid and enforceable. The Department is working with Pat Elliott regarding traffic control and regulatory signage. Updated TCOs, including any necessary corrections or clarifications, will be presented to City Council at a future date for review and approval.

Parking and Parking Meters

Parking regulations were previously addressed in multiple sections of the ordinance. The proposed revisions reorganize these regulations into a more cohesive and logical structure.

- Overnight Parking has been renamed Winter Parking, as the restriction applies specifically between December 1 and April 1.

- The Acacia Lot has been added as an approved winter overnight parking location.
- A new provision establishes time limits for municipal parking lots to allow for proper posting and enforcement so abandoned vehicles may be addressed under Michigan's abandoned vehicle laws.
- The Parking Meters section has been updated to reflect current operational standards and enforcement practices.

Bicycles, Skating Devices, and Micro-Mobility Devices

The use of bicycles and personal transportation devices has changed in recent years. This section has been modernized and re-titled to "Bicycles, Skating Devices, and Micro-Mobility Devices" to reflect current technologies and to provide flexibility for future innovations.

The updated ordinance defines bicycles, motorized bicycles, electric bicycles (e-bikes), electric scooters, skating devices, one-wheel devices, and other powered micro-mobility devices.

Motorized bicycles, electric scooters, and powered micro-mobility devices are prohibited in the same areas. Bicycles and skating devices are currently restricted under the existing ordinance, on Bridge Street between the Pine River Channel Drive to Hurlbut Avenue, the Marina Promenade, Hoffmann Park, and other designated pedestrian-focused areas. Existing exceptions remain in place, allowing operation on the travel portion of streets intended for motor vehicles, walking bicycles through restricted areas, and carrying micro-mobility devices where prohibited. Motorized wheelchairs and mobility assistance devices remain permitted in all areas.

Establishes a sidewalk/path speed limit of 10 mph where devices are allowed to operate on sidewalks/paths. Devices may operate on roadways at posted speed limits as permitted under Michigan law.

Additional safety provisions include:

- Children 12 years of age and younger may operate an e-bike or powered micro-mobility device only in accordance with state law and under adult supervision.
- Operators 17 years of age and younger are required to wear a helmet while operating e-bikes or powered micro-mobility devices.
- Parking and storage requirements remain consistent with prior ordinance language and have been expanded to include micro-mobility devices.

Violations Bureau

The language around the Violations Bureau was updated to current laws, terminology and practices.

The primary goals of these updates are to ensure that the ordinance language remains contemporary and consistent with state law, improve clarity for enforcement and public understanding, address emerging transportation trends and community needs, and enhance parking management, safety standards, and traffic control compliance throughout the City.

Recommendation:

Council discussion and direction.

If to approve:

Motion to approve Ordinance Amendment 867 of 2026 as presented.

Attachments:

1. 867 of 2026 Ordinance Amentment Chapter 70 Traffic Code¹

CITY OF CHARLEVOIX
ORDINANCE NO. 867 of 2026
AN ORDINANCE TO AMEND TITLE VII TRAFFIC CODE, CHAPTER 70 GENERAL PROVISIONS AND CHAPTER 71 TRAFFIC AND
PARKING

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Retitle Chapter 70. Chapter 70 General Provisions shall be retitled as Chapter 70 Traffic and Parking.

Section 2: Retitle Chapter 71. Chapter 71 Traffic and Parking shall be retitled as Chapter 71 Municipal Launch and Parking.

Section 3. Chapter 70 General Provisions and its entirety shall be repealed and replaced and shall read as follows:

70.00 Traffic and Parking

Section 70.01 Uniform Traffic Code and Michigan Motor Vehicle Code Adopted.

- A. The Uniform Traffic Code for Cities, Townships, and Villages (the "UTC"), as promulgated by the director of the Michigan Department of State Police, pursuant to the Administrative Procedures Act of 1969, 1969 Public Act 306, MCL 24.201 to 24.328, as amended, and all future amendments to the UTC, are incorporated herein and adopted by reference. The penalties provided by the UTC are hereby adopted by reference.
- B. The Michigan Vehicle Code, 1949 Public Act 300, MCL 257.1 to 257.923 (the "Code"), as amended, and all future amendments to the code, are incorporated herein and adopted by reference. Penalties. The penalties provided by the code are hereby adopted by reference; provided, however, that the City of Charlevoix may not enforce any code provision for which the maximum period of imprisonment is greater than 93 days.

Section 70.02 References in Code.

- A. References in Uniform Traffic Code for Michigan Cities, Townships and Villages to "Governmental Unit" shall mean the City of Charlevoix.

Section 70.03 Copies to be available.

- A. Copies of the Uniform Traffic Code and the Michigan Vehicle Code shall be available electronically in the office of the City Clerk and shall be made available for inspection by request.

Section 70.04 Traffic Engineer.

- A. **Traffic Engineer.** The office of traffic engineer is hereby established. The authority of the traffic engineer shall be vested in the chief of police and the chief of police of the City of Charlevoix shall serve as the traffic engineer. The traffic engineer shall exercise the powers and duties provided in this Chapter in a manner consistent with prevailing traffic engineering and safety practices and in the best interests of this governmental unit.
- B. **Traffic Control Orders.** The authority to regulate traffic contained in this chapter shall be exercised by the Traffic Engineer through the issuance of Traffic Control Orders specifying the rules and regulations adopted or established. Such Traffic Control Orders shall become effective upon filing with the City Clerk and upon the installation of required signage, pavement markings, or traffic control devices providing notice to the public.

Traffic Control Orders may be issued by the Traffic Engineer under their authority and approved by resolution of the City Council when required by this chapter. All Traffic Control Orders, resolutions and amendments shall be maintained by the City Clerk in a separate record known as the Traffic Control Order Book.

- C. **Truck Routes, Load Limits.** The Traffic Engineer is authorized subject to approval by resolution of the City Council to designate truck routes, restrict commercial vehicle access, and impose vehicle weight on designated streets. Such restrictions shall not take effect until notice is provided through official signage.
- D. **Continuation of Existing Regulations.** All traffic and parking regulations lawfully established and in effect on the effective date of this Code—including but not limited to parking meter zones, pay station zones, permit parking areas, loading zones, time-limited parking areas, and weight restrictions—shall remain in effect unless modified or rescinded in accordance with this chapter.

Section 70.05 Parking.

A. Special Parking Permits.

1. The city may provide parking permits for service vehicles, repair and maintenance trucks and other such commercial vehicles to allow parking in any metered space in the city upon payment of such annual fee as the council shall prescribe.
2. Commercial establishments shall pay such annual fee as the council shall prescribe for truck unloading zones established at their request by the city council.
3. A special request to hood or cover a meter or meters shall be allowed upon approval of the chief of police and on advance payment of a fee as the City Council may from time to time set by resolution. Such approval shall be considered for the purpose of construction, refurbishment or maintenance for an adjacent building or property. Special consideration, at no charge, for the purpose of funerals or other requests deemed proper by the chief of police.

B. **Parking Meter and Pay Station Zones.** The Traffic Engineer is authorized, subject to approval by resolution of the City Council of Charlevoix, to determine and designate parking meter zones and pay station zones. The Traffic Engineer may install, operate, maintain, replace, or remove parking meters, multi-space pay stations, electronic payment systems, or other parking management devices or technologies deemed necessary to regulate, control, and monitor the parking of vehicles within such zones.

C. **Angle Parking Zones.** The Traffic Engineer shall determine and establish the location of angle parking zones, subject to approval by resolution of the City Council and shall erect and maintain appropriate signage indicating such zones and the applicable parking regulations.

D. **Permit Parking.** The Traffic Engineer is authorized, subject to approval by resolution of the City Council to establish permit parking zones, permit fees, fines for violations, applicable hours, and seasonal or annual periods of enforcement. Such regulations in a Traffic Control Order shall be documented in Traffic Control Order and maintained as part of the official record.

E. **Meter and Paid Parking Regulations.** The Traffic Engineer is authorized, subject to approval by resolution of the City Council of Charlevoix, to establish parking fees, fines, enforcement hours, and time limitations for parking meter zones and pay station zones. The Traffic Engineer may designate enforcement hours, maximum parking durations, variable pricing, and location-specific restrictions through Traffic Control Orders. All such determinations shall be documented in schedules attached to the applicable Traffic Control Orders.

F. **Parking Meter, Pay Stations, and Payment Systems.** Parking meters, pay stations, or electronic payment systems may be installed adjacent to individual parking spaces, groups of spaces, or designated parking areas. Notice of applicable regulations shall be provided by signage, pavement markings, digital displays, or electronic instructions, including payment methods, time limits, and enforcement hours.

Payment may be made through coins, credit or debit cards, mobile applications, license-plate-based systems, or other authorized payment methods. A vehicle shall be considered lawfully parked only when payment has been properly made and maintained in accordance with posted instructions and applicable Traffic Control Orders.

G. **Parking Violations in Paid or Permit Zones.** It shall be unlawful to park a vehicle in any metered parking zones, pay station, or permit parking zone without complying with the application payment or permit requirements, or to remain parked beyond the maximum time allowed. Failure to initiate or maintain payment, or failure to display or register a valid permit where required, shall constitute a violation of this chapter.

H. **Fraudulent Payment.** It shall be unlawful to use, attempt to use or cause the use of any fraudulent means, device, or method to avoid lawful parking payment.

I. **Overtime Parking.** It shall be unlawful for any person to cause or permit a vehicle remain parked beyond the authorized parking duration in any metered, paid, or permit parking area.

J. **Proof of Parking Violation.** The presence of a vehicle in a regulated parking area without an active payment record, valid permit, or within an expired time period shall constitute prima facie evidence of a parking violation.

K. **Tampering or Damage.** It shall be unlawful to damage, tamper with, obstruct, alter, or impair the operation of any parking meter, pay station, signage, or parking payment system.

L. **Loading and Passenger Activity.** Commercial vehicles actively loading or unloading goods, and passenger vehicles actively loading or unloading passengers, may utilize designate parking spaces without payment for a period not to exceed thirty (30) minutes, unless otherwise restricted by posted signage and Traffic Control Order.

- M. **Enforcement and Violations.** It shall be the duty of the Police officers or authorized enforcement personnel observing a violation to issue a citation.
1. Shall record the vehicle identification, location, time and nature of the violation and may issue a parking violation notice in accordance with the procedures of the City Traffic Violations Bureau.
 2. Each additional enforcement interval beyond issuance of a violation.

Section 70.06 Year-Round Parking.

- A. **Maximum time for parking Municipal parking lots.**
1. The maximum time limit for parking in City lots shall be 24 hours.
 2. A vehicle shall be considered to be continuously parked if it has not been moved a minimum distance of 200 feet during the specified time period.
 3. Vehicles parked in violation of this section may be subject to citation, towing, or impoundment at the owner's expense.
- B. **Exceptions.**
1. This ordinance does not apply to vehicles parked in designated long-term parking areas established by the City of Charlevoix, provided the vehicle is in compliance with applicable permits or fees.
 2. Temporary exemptions may be granted by the City of Charlevoix Police Department for special events, emergencies, or other extenuating circumstances.

Section 70.07 Winter Parking.

- A. Time and manner of permitted parking. Unless otherwise marked, the following standards apply from December 1 to the following April 1 between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, , on-street parking for vehicles (motorized and non-motorized), trailers, equipment, etc., here after referred to as vehicles, shall only be permitted on all public streets within the city only as follows, unless otherwise authorized by the City Manager:
1. **Odd-numbered dates.** On all odd-numbered dates, all vehicles shall be parked on the odd-numbered side of the street. Odd-numbered dates shall mean the first, third, fifth, seventh, ninth, 11th, 13th, 15th, 17th, 19th, 21st, 23rd, 25th, 27th, 29th and 31st days of each month.
 2. **Even-numbered dates.** On all even-numbered dates, all vehicles shall be parked on the even-numbered side of the street. Even-numbered dates shall mean the second, fourth, sixth, eighth, 10th, 12th, 14th, 16th, 18th, 20th, 22nd, 24th, 26th, 28th, and 30th days of each month.
 3. **Odd-numbered side of street.** The "odd-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by odd-numbered addresses. Odd-numbered addresses shall be those that end with a digit that is a 1, 3, 5, 7, or 9.
 4. **Even-numbered side of street.** The "even-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by even-numbered addresses. Even-numbered addresses shall be those that end with a digit that is a 0, 2, 4, 6, or 8.
 5. **Central business district exception.** The provisions in this section shall not apply to public streets within the Central Business District zone. Within the Central Business District zone, no vehicle shall be parked on any public street between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1.
 6. **Overnight parking is not allowed on specific streets at any time.** Overnight parking is not allowed on the following streets between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1: Belvedere Ave./Ferry Ave., Burns St. from Petoskey Ave. (US-31) to Division St., W. Carpenter St., Division St., W. Garfield Ave. from Bridge St. to Grant St., Grant St., W. Hurlbut Ave. between Bridge St. and State St., May St. between E. Carpenter Ave. from Bridge St. to May St. and E. Garfield Ave. Bridge St. to May St., Meech St., Michigan Ave. between Division St. and Petoskey Ave. (US-31), and State St.
 7. **Overnight parking in City lots.** Overnight parking in designated city lots is allowed by permit only. (December 1- April 1)

- a. **Permits issued.** Residents who reside in the Central Business District (north of Antrim Street and east of State Street to the Pine River Channel and Round Lake) may receive permits for their vehicles.
 - b. **Maximum time for parking.** The maximum time limit for parking in City lots shall be 24 hours.
 - c. **Overnight parking lots.** Residents with a parking permit may park overnight in marked areas in the Acacia lot; Dewitt lot; the Central lot; and the Kusina lot.
8. **Violations.** Any person who violates any provision herein shall be responsible for a civil infraction, the fine for which City Council may, from time to time, set by resolution.

Section 70.08 Snowmobiles.

- A. **Adoption Part 821 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (MCL 324.82101 et seq.),** is adopted by reference by the City of Charlevoix, as part of this Chapter, and any amendments thereto shall become part of this Chapter.
- B. **Additional Regulations.** In addition to State law which pertains to snowmobiles, the following provisions shall apply to snowmobiles operating within the City of Charlevoix.
- C. Snowmobiles may only be operated within the City of Charlevoix as shown in the map denominated "Designated Snowmobile Routes within the City of Charlevoix". That map shall depict two types of designated snowmobile routes which are Type A routes and a Type B route and areas where snowmobiles may park. Type A routes consist of the following streets:
 - 1. Division Street from Michigan Avenue to Mercer Boulevard.
 - 2. Sherman Street to Charlo Street to Carpenter Street, along the east perimeter fence of the Charlevoix Airport to US 31.
 - 3. The Garfield/May Street intersection south on May Street to Eaton Avenue to Ferry Avenue to Stover Road.
- D. The Type B route consists of the following areas: Ferry Avenue from the intersection of Eaton Avenue and Ferry Avenue and Belvedere Avenue from its intersection with Ferry Avenue to the downtown snowmobile area. The downtown snowmobile area is located south of the Clinton Street right of way, east of the Bridge Street right of way, north of the Belvedere Avenue right of way and west of Round Lake.
- E. No snowmobile may be operated on U.S. 31 within the City limits of Charlevoix, except when crossing U.S. 31.
- F. When a snowmobile is normally stored at a location in the City which is not on a Designated Snowmobile Route, the snowmobile may be operated only on the most direct route to or from a Designated Snowmobile Route.
- G. No person may operate a snowmobile within the City of Charlevoix at a rate of speed greater than it is reasonable and proper giving due regard for conditions then existing and in no event exceeding the maximum speed permitted under MCL 324.82121.
- H. A snowmobile may be operated on a Type A route only for the purpose of ingress to the City of Charlevoix or egress from the City of Charlevoix. A snowmobile may be operated on the Type B route to access a residence, a business or municipal parking area directly adjacent to the route or at the end of the route, or to return from a residence, business or municipal parking area directly adjacent to the route or at the end of the route.
- I. Snowmobiles shall not be driven on any sidewalks within the City of Charlevoix.
- J. No person under 12 years of age may operate a snowmobile. A person 12 through 15 years of age shall possess a valid snowmobile safety certificate issued pursuant to Part 821 of NREPA while operating a snowmobile. All operators of snowmobiles within the city shall carry valid proof of age on their person while operating a snowmobile within the City of Charlevoix.
- K. No person may operate a snowmobile on private property within the City of Charlevoix without consent of the property owner or his agent.
- L. No person may operate a snowmobile within the city limits with more than two (2) people on a snowmobile, unless the snowmobile is designed by the manufacturer to carry more than one person.
- M. Any person operating a snowmobile on a city street must:

1. Travel as close to right edge of the plowed area of the street as practical.
 2. Obey all traffic signals, signs, and devices.
 3. Yield the right-of-way to all vehicular traffic and pedestrian traffic.
- N. No snowmobile shall be operated across any street except at a street intersection.
- O. No snowmobile shall be operated in the City of Charlevoix unless it is equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise.
- P. No snowmobile shall be operated on the Charlevoix Municipal Golf Course.
- Q. No snowmobile may be operated on any street, including any Designated Snowmobile Route, from 11:00 p.m. to 7:00 a.m.
- R. A snowmobile may be operated on a City street or an area within the City open to the general public for a special event of limited duration conducted according to a prearranged schedule submitted to the City Council and after obtaining a permit from the City Council. The permit may designate which streets and/or areas may be used for snowmobiles, set hours of operation, and impose such other conditions as the Council determines are appropriate.
- S. From December 1 through March 31 of each year, snowmobiles may be parked on snow covered ground in the downtown snowmobile area.
- T. Impoundment of snowmobiles. A snowmobile operated in violation of this chapter or in violation of Part 821 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (MCL 324.82101 et seq.), may be impounded by the City of Charlevoix Police Department when authorized by law.
- A snowmobile that is lawfully impounded shall be released to the owner or a person authorized by the owner upon proof of ownership and payment of all reasonable towing, impound, and storage fees, unless otherwise ordered by a court of competent jurisdiction.
- U. Violation/misdemeanor. Any person who violates any provision of this chapter is responsible for a violation and subject to the penalties as provided under Part 821 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (MCL 324.82101 et seq.).

Section 70.09 Bicycle, Skating, Micromobility Devices Restricted, Violation as a Civil Infraction

A. Definitions.

1. **Bicycle.** A device propelled solely by human power through a system of pedals and gears, having two or more wheels in tandem, and designed to be ridden by one or more persons.
2. **Motorized Bicycle.** As defined by the Michigan Vehicle Code.
3. **Electric Bicycle (E-Bike).** A bicycle equipped with fully operable pedals and an electric motor of not more than 750 watts (1 horsepower). E-bikes are classified according to state law:
 - a. Class I – Provides assistance only when the rider is pedaling and ceases to assist at 20 mph.
 - b. Class II – Can propel the bicycle without pedaling and ceases to assist at 20 mph.
 - c. Class III – Provides assistance only when pedaling and ceases to assist at 28 mph.
4. **Scooter.** A two- or three-wheeled device with a handlebar and deck designed to be stood upon, either:
 - a. Human-powered (foot propulsion), or
 - b. Electric-powered (commonly called an e-scooter)
 1. Note: Scooters do not include mopeds.
5. **Skating Device.** Any human-powered device consisting of a platform or shoe mounted on wheels, including but not limited to skateboards, roller skates, and in-line skates.
6. **One-Wheel Powered Device.** A single-wheeled personal transportation device powered by an electric motor or similar propulsion system, designed for the rider to stand or balance while in motion.

7. **Micromobility Device.** A small personal transportation device for individual use on roadways, bike paths, or sidewalks. Includes bicycles, e-bikes, scooters, skating devices, and one-wheel powered devices.

8. **Sidewalk.** The portion of a public right-of-way designed or ordinarily used for pedestrian travel.

B. Use Restrictions.

1. **Prohibited Areas.** A person shall not operate a bicycle or micromobility device:

- a. On Bridge Street right of way between the Pine River Channel Drive and Hurlbut Avenue except on the travel portion intended for motor vehicles.
- b. On public land or street right-of-way between the Bridge Street right-of-way and Round Lake(including the Marina Promenade), and between Belvedere Avenue and the Pine River Channel, and Hoffmann Park (between Park Avenue and the Pine River Channel walkway).
- c. Exception: Devices may be used on the traveled portion of any street, alley, or public parking lot intended for motor vehicles.
- d. Bicycles may be walked, and micromobility devices may be carried through these areas.

2. **Sidewalk Speed Limit.** No person shall operate a bicycle or micromobility device on any sidewalk at a speed exceeding 10 miles per hour, outside the prohibited areas except where otherwise posted.

3. **Children.** Children aged 12 or under may operate an e-bike or a powered micromobility device in accordance with state law under adult supervision. Children 17 and under must wear a properly fitted helmet at all times while riding.

4. **Traffic Rules.** When operating on a roadway, riders must:

- a. Obey all rules of the road
- b. Use designated crosswalks when crossing streets
- c. Ride no more that two abreast
- d. Ride as close as practicable to the right-hand edge, except when making a left turn or avoiding hazards

5. **Parking and Storage.** No bicycle or micromobility device may be secured to a sign post, streetlight, or tree using a chain, cable, or other device. Devices must not be left unattended on sidewalks in a manner that obstructs pedestrian or vehicle traffic.

- a. Bicycles Micromobility devices may be immediately removed by police authority, and any cost of removal or store item will be at the owner's expense.

6. **Rights and Duties.** Individuals using roller skates, roller blades, coasters, scooters, or similar devices shall have all rights and responsibilities applicable to pedestrians, except as provided in this ordinance. All such devices must be used in a manner that does not threaten public safety or damage public or private property.

7. **No Skating, Micromobility Devices Apparatus** may be secured to a signpost, streetlight post or tree by a chain, cable or other such device, nor shall the owner or operator of said device leave same unattended on a sidewalk in such a manner as to interfere with the free flow of pedestrian or vehicular traffic.

8. **Wheelchair or Mobility Assistance Device.** This ordinance shall not prohibit the use of wheelchairs or similar mobility devices operated manually or by electric motor by individuals with certified disabilities.

9. A person who violates this section is responsible for a civil infraction.

70.10 Violations Bureau

A. **Authority, Establishment, and Supervision.** Pursuant to M.C.L.A. § 600.8395, as amended, and M.C.L.A. § 257.742, as amended a Parking Violations Bureau, for the purpose of handling alleged parking violations within the city is hereby established. The Parking Violations Bureau shall be under the supervision and control of the Chief of Police.

B. **Location.** The Chief of Police shall, subject to the approval of the City Council, establish a convenient location for the Parking Violations Bureau, appoint qualified city employees to administer the Bureau and adopt rules and regulations for the operation thereof.

C. **Definitions.** For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

D. **Parking Violations Bureau.** The Bureau established by this subchapter for the processing of all civil infractions involving the parking or standing of a motor vehicle within the township.

E. **Parking Violations Notice.** A notice, other than a citation, directing a person to appear at the Parking Violations Bureau and to pay the fines and cost, if any, prescribed by the code of the township for the parking or standing of a motor vehicle in violation of the code.

F. **Service of Parking Violation Notice.** In a civil infraction or local ordinance violation involving the parking or standing of a motor vehicle, a copy of the parking violation notice need not be served personally upon the defendant but may be served upon the

registered owner of the motor vehicle by attaching the copy to the vehicle. The parking violation notice may be issued by either a police officer of the City or by any other City employee duly authorized by the City Board to issue a notice.

- G. **Form of the Parking Violation Notice.** The issuance of the parking violation notice shall be deemed an allegation of a parking violation. The parking violation notice shall set forth the nature of the offense and the date, time and location of the offense. In addition, the parking violation notice shall also indicate the length of time in which the person to whom the same was issued must respond before the Parking Violations Bureau. It shall also indicate the address of the Bureau, the hours during which the Bureau is open, the amount of the penalty scheduled for the offense for which the parking violation notice was issued and advise that a civil infraction citation or local ordinance violation will be sought if a person fails to respond within the time limit.
- H. **Settlement of Violations.** No violation not scheduled in § 70.10 of this chapter shall be disposed of by the Parking Violations Bureau. The scheduling of a particular violation herein shall not entitle the violator to disposition of the violation at the Bureau and in any event the person in charge of such Bureau may refuse to dispose of such violation in which case any person having knowledge of the facts may make a sworn complaint before any court of proper jurisdiction as provided by law.
- I. **Procedure for all Contested and/or Unresolved Violations.** If a parking violation notice is attached to a motor vehicle and if an admission of responsibility is not made and the civil fines and cost, if any, for the violation are not paid at the Parking Violations Bureau, a citation may be filed with the court having competent jurisdiction thereof and a copy of the citation may be served by first-class mail upon the registered owner of the vehicle at the owner's last-known address. The citation shall consist of a sworn complaint containing the allegations stated in the parking violation notice and shall fairly inform the defendant how to respond to the citation. Thereafter, the citation for the parking or standing violation shall be processed in the same manner as provided in M.C.L.A. § 257.741.
- J. **Schedule of Fines.** The Traffic Engineer is hereby authorized, subject to the approval of the City Council by resolution, to determine penalties and fines for violation of any of the provisions of this traffic code. The Traffic Engineer shall maintain a traffic control order specifying a schedule of all such fines.

Section 4. Severability.

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

Section 5. Effective Date.

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

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

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

Motion carried.

State of Michigan

City of Charlevoix

} §

Sarah J. Dvoracek

Clerk

Lyle Gennett

Mayor

Charlevoix City Council

All Other Actions and Requests

Title: Special Event Approval: Easter Egg Hunt hosted by Charlevoix Chamber of Commerce

Date: January 19, 2026

Presented By: Mark Heydlauff, City Manager

Background:

The Charlevoix Chamber of Commerce is requesting the use of East Park on Saturday, April 4, 2026 for the annual Easter Egg Hunt. Attached is a letter of request to Council along with a map of areas to be used and the event worksheet listing requests from the City and a hazard mitigation plan.

This has historically been a consent agenda item; with the recently passed Special Event Policy revisions it seems appropriate to place it here to ensure Council was comfortable with this process as we move forward.

Recommendation:

Motion to approve the use of East Park for the Easter Egg Hunt on April 4, 2026.

Attachments:

1. Easter Egg Event Ask
2. Easter Egg Hunt Map (City)
3. Easter Egg Hunt-planning sheet



Dear Mayor and Members of City Council,

On behalf of the Charlevoix Chamber, we are writing to formally request City Council's approval and support for the Annual Easter Egg Hunt to be held in Downtown Charlevoix.

The Annual Easter Egg Hunt is a long-standing, family-friendly community event that brings together local families, visitors, and businesses to celebrate the spring season in a safe and welcoming environment. This event is a partnership with the Downtown Development Authority. The event is tentatively scheduled for Saturday, April 4 at 11am.

To safely and successfully host this event, we are requesting Council's approval for the use of East Park in Downtown Charlevoix.

We are committed to working closely with City staff to ensure the event meets all City requirements and prioritizes public safety. This event is offered at no cost to attendees and aligns with our goals of fostering community engagement and supporting downtown vitality.

Thank you for your consideration of this request. We appreciate Council's continued support of community events and would be happy to provide additional information or attend a meeting to answer any questions.

Sincerely,

Sarah Van Horn, President

Caitlin Cole, Programs and Engagement Manager

Charlevoix Chamber
109 Mason Street
231-547-2101
www.charlevoix.org

Charlevoix Easter Egg Hunt I I am Sharp!



A detailed map of the Charlevoix Easter Egg Hunt area. The map shows a large green field with various paths and landmarks. In the background, there are three tall, yellow, ladder-like structures labeled 'Pole 1', 'Pole 2', and 'Pole 3'. To the left, there is a 'MUSEUM BUILDING'. In the center, there is a 'PERFORMANCE PAULIN'. The map is divided into two main egg zones by blue boxes. The first zone is on the left, labeled 'Egg Zone Ages: 0-5'. The second zone is on the right, labeled 'Egg Zone Ages: 6-10'. The map also shows a 'BRIDGE ST' at the bottom and several trees and bushes scattered throughout the area.

**Egg Zone
Ages: 0-5**

**Egg Zone
Ages: 6-10**



Event Planning Worksheet/Schedule

Name of Event: Easter Egg Hunt

Event Contact Person (Available the day of the event): Caitlin Cole
Phone Number: 231-330-2621

Date(s): Saturday, April 4, 2026

Time(s):
Set Up: 9am-11am
Event: 11am
Clean Up: 12pm

Location(s): East Park

Event is sponsored by Charlevoix State Bank

List of items/support needed

- City restrooms clean and available for public use.
- Egg Hunt Banners hung at the north and south sides of town.
- The Easter Egg Hunt is sponsored by Charlevoix State Bank. They have a banner which they will put up in the park the day of the event.
- Access to performance pavilion in order to play Easter music and make announcements during the event.
- 3 – 4 garbage containers along Bridge Street

All Hazards Mitigation Plan

In case of potential disruptions, staff and volunteers will make announcements to event attendees. Staff and volunteers will assist in any evacuation needs. First responders will be notified of any disruptions.



Recreation	Keys for Odmark Pavilion for use of sound system.
DPW	Please have bathrooms at Odmark Pavilion and Harbormaster building open and clean 4 trash cans in East Park: 1 @ Plaza A, 1 @ Plaza B, 1 @ Clock Plaza, 1 @ Sub Memorial

Charlevoix City Council

All Other Actions and Requests

Title: Special Event Request: Knee Deep Performance-Odmark Pavilion

Date: January 19, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Knee Deep, a band out of Traverse City, has performed at Odmark Pavilion for 3 years now in June.

They are requesting to perform again this year on June 20. Aside from use of the pavilion, this event has not requested or caused the need for City services or support. They for their own sound techs and equipment and simply use the space. If Council wants to reconsider this practice, please direct accordingly.

Recommendation:

Motion to approve Knee Deep use the Odmark Pavilion on June 20, 2026 for a free concert.

Attachments:

1. Knee Deep Odmark Charlevoix City Council request letter 2026

January 7, 2026

To the members of the Charlevoix City Council,

Knee Deep is a local Traverse City classic rock band who regularly performs at family friendly events. We are requesting the opportunity to repeat the same event we have performed here the last three years prior (June 2022, 2023 & 2025) at the Odmark Pavilion this coming year on June 20, 2026. As some of you may recall, this entails providing a seemingly spontaneous and free music performance for the downtown businesses and passersby along the marina and waterfront. An evening of upbeat music and dancing appeared to be a great success the last three times.

Knee Deep is well known for our performances at the Charlevoix Elks Club, National Cherry Festival beer tent (2022-25), Elk Rapids Harbor Days 2024-25 (and requested again for 2026), MINI on the Mac Festival, Michigan Mac & Cheese Festival, Leelanau UnCaged, Michigan Donut & Beer Festival, Red Drive Concert Series, Shorts Brewery in Bellaire (multiple times in 2024&2025), Traverse City's PorchFest, Turtle Creek Casino, locations in Florida, and other local restaurants, pubs, as well as local non-profit events such as the Veteran's Housing USA fundraiser, Camp Lake Ann Veteran's Honor Flight event and the Leland Old Art Building fundraiser, among others.

We are a 5 piece band consisting of 2 local TC business owners, IT specialist, retired artist, and former VP of transportation (and a prior member of Charlevoix's own Northern Symphonic Winds ensemble). Members of our ensemble also partake in TAPS military funeral honor guards, National Anthem performances at local sporting events and other community activities.

We would require no further assistance from the City of Charlevoix to operate this event other than typical use and access to the Pavilion/green room and stage power. Trash would be at a volume consistent with any other weekend day, as we would not be selling food or beverages at the park. Traffic & Parking has repeatedly shown to not be an issue nor should be again this year. It would be convenient if the Pavilion picnic tables were moved off the stage area into the grass and more would not be required. Pedestrian and spectator volume appeared to be consistent at about 250-450 and expectations would remain about the same for this year.

We would be honored to be able to share our talents and music again this year on Saturday, June 20th, 2026 for the downtown Charlevoix area and community.

Respectfully yours,

Mark LaSarge
Member of Knee Deep

Knee Deep

231-866-6046

KneeDeepRocks.com

Facebook.com/KneeDeepRocks

Charlevoix City Council

All Other Actions and Requests

Title: Northside Trail Project

Date: January 19, 2026

Presented By: Mark Heydlauff, City Manager

Background:

At your last meeting, Council heard a presentation from Chris Powell of OHM Advisors detailing the next steps for the Northside Trail connecting Division Street to the Wheelway at Waller Road. In response to Council questions about long-term maintenance costs, he included the attached plan used in a recent similar construction by Traverse Area Regional Trails on their annual maintenance work and anticipated costs. The crux of this information is the expectation of \$5,000–\$6,000 per year in maintenance costs. It is possible some of this work could be performed by volunteers though there is no formal agreement for this.

Going forward, as Mr. Powell explained, MDOT will vet the bid for the project based on the grant that was developed and received several years ago. We have approximately \$325,000 in the Northside Trail Development Fund from previous appropriations from the Infrastructure Millage. The draft budget for the FY 2026-2027 includes an additional \$75,000 appropriation to cover the grant match for this project plus the engineering fees discussed at the last meeting. This also leaves a small contingency if bids come in higher than anticipated; additional appropriation could be made after bids are received if needed.

I would like Council to clearly understand that if you have any concerns on the future of this project, this is your final chance to raise them before the MDOT process continues. As constituted, the project would be released for bidding later this spring by MDOT.

Recommendation:

Council discussion and direction.

Attachments:

1. Trail Maintenance
2. Trail Construction Cost Estimate

Application Details - TA 2024019.01, Grand Traverse County Road Commission, 3-Mile Trail Phase I, Proposed

Maintenance

1. What agency is responsible for operation and maintenance of the completed project and what source of funds will be used?

East Bay Township will be responsible for the operation and maintenance of the completed project. TART Trails will extend its Trail Ambassador program to include the Three Mile Trail. A Trail Maintenance Endowment of \$500,000 will be established to fund annual maintenance costs. This type of maintenance endowment is used successfully by TART Trails and public partners on two other regional trail projects - the Boardman Lake Trail with an \$800,000 maintenance endowment and the Acme Connector Trail with a \$130,000 maintenance endowment.

2. Describe anticipated maintenance needs by task. (Indicate frequency of maintenance and estimated annual cost.)

The following items illustrate the Three Mile Trail extension's (Phase I and II) anticipated maintenance tasks, frequency, and costs. These are based on the TART Trail and Sleeping Bear Heritage Trail's current and historical maintenance costs. These include assumptions for a 25-year life for asphalt shared use path, 30-year life for concrete shared-use path, 50-75-year life for concrete boardwalks, and a 25-year life for pedestrian bridges.

Operational Maintenance: \$3,880 annually

- o Updating surface markings and signage - as needed
- o Debris and trash pickup - weekly
- o Debris and tree limb clearing - as needed
- o Brush/understory trimming - annually
- o Mowing - every four weeks
- o Minor isolated surface repair - as needed
- o Isolated boardwalk board replacement - as needed
- o Bridge inspections - annually

Preventative Maintenance: \$1,652 annually

- o Safety inspection - weekly
- o Sever/cut tree roots - every seven years/as needed
- o Crack sealing - as needed

~~Snow Removal: \$8,500 annually~~

- ~~o Snow blowing/plowing - accumulation of 3+ of snow, 7 days/week~~

Total estimated annual operational, preventative, and snow removal maintenance cost: ~~\$14,032~~

\$5-6k

Engineer's Opinion of Costs

Project Number: 216999 Estimate Number: 1: City of Charlevoix - Little Traverse Wheelway Extension Project Type: Miscellaneous Location: Charlevoix, MI Description: City of Charlevoix - Little Traverse Wheelway Extension	Project Engineer: Chris Powell, PE Date Created: 11/21/2025 Date Edited: 11/21/2025 Fed/State #: Fed Item: Control Section:
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Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1100001	Mobilization, Max \$81,400	1.000	LSUM	\$81,400.00	\$81,400.00
0002	2010001	Clearing	4.330	Acre	\$12,000.00	\$51,960.00
0003	2030001	Culv, Rem, Less than 24 inch	1.000	Ea	\$750.00	\$750.00
0004	2030005	Culv, End, Rem, Less than 24 inch	1.000	Ea	\$500.00	\$500.00
0005	2040055	Sidewalk, Rem	5.000	Syd	\$30.00	\$150.00
0006	2080036	Erosion Control, Silt Fence	3,655.000	Ft	\$2.50	\$9,137.50
0007	3020016	Aggregate Base, 6 inch	13,113.000	Syd	\$12.00	\$157,356.00
0008	3060020	Maintenance Gravel	275.000	Ton	\$30.00	\$8,250.00
0009	3070008	Approach, CI I, 6 inch	508.000	Syd	\$15.00	\$7,620.00
0010	3077011	_ Shld, CI I, 2 inch	2,190.000	Syd	\$8.00	\$17,520.00
0011	4010015	Culv End Sect, 15 inch	4.000	Ea	\$650.00	\$2,600.00
0012	4010018	Culv End Sect, 18 inch	3.000	Ea	\$850.00	\$2,550.00
0013	4010132	Culv, CI A, 15 inch	82.000	Ft	\$75.00	\$6,150.00
0014	4010133	Culv, CI A, 18 inch	67.000	Ft	\$85.00	\$5,695.00

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

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

Estimate Total: \$895,788.50

Charlevoix City Council

All Other Actions and Requests

Title: Budget Discussion and Review

Date: January 19, 2026

Presented By: Mark Heydlauff, City Manager

Background:

I've included the first draft of the budget for FY 2026-2027 which includes recommended adjustments for the current fiscal year that ends on March 31. This is still a preliminary draft and we continue to refine pieces of it. The first three attachments are more or less detailed views of the General Fund. All attachments are still drafts and we are still correcting the cash balance in some funds (General Fund excluded).

I'll spend most of my time here on the General Fund and begin with the current fiscal year. One change that has been made for clarity throughout the budgets is the inclusion of a category known as ICMA wages in the Employee Fringe Benefits line rather than a separate line item. You might be tempted to see a lot of 0s and believe it is a cut; there is simply a corresponding increase in the fringe benefit line that is cost neutral. This categorization is both more accurate and also better reflects what it is (since ICMA RC has changed names) and not a wage.

Tax revenue came in slightly stronger than expected for the current year; coupled with less than expected staffing in the police department and some projects not completed, we have moved from a projected net loss of approximately \$86,000 to a surplus of approximately \$100,000. Included in this is a refund from previous General Fund payments for the land purchased in 2021 at the end of West Carpenter (more discussion of this below).

Land Sale and New Brush/Storage Areas

At the time we purchased the roughly 6 acres back in 2021, the Council had several prospects in mind for future use (including what we have ended up doing). As such, we kept the purchase in the General Fund and executed an internal loan from the Electric Department. From 2021 through this month, the General Fund repaid this loan, which was originally planned for 10 years with interest in accord with our internal loan policy. With the sale of both parcels on the south side during the current year, we need to redevelop this vacant land for the new use. Council already approved the construction of a fenced storage yard and the accompanying grading. I recommend moving the revenue from the land sale and all the accompanying improvements (current year and next) to Building Capital Improvement Fund (as established by Council in 2023). The advantage of this is to segregate significant one-time transactions (land proceeds and land excavating) into one fund so the General Fund doesn't experience the wild swings caused by these transactions. Similarly, since the Building Capital Improvement Fund would "own" this land and this project, we have recommended refunding previous payments made by the General Fund to the Electric Fund back to the General Fund (a one-time transaction in the current year of \$56,000) and also paying off the internal loan to the Electric Fund also utilizing these land sale proceeds. The budgeted debt payment for this land has also been eliminated.

Other Current Year Changes

Earlier in the year, the DDA elected not to hire a new Executive Director and instead to continue on a permanent basis having me serve in this roll with support from other City staff. The City is being compensated from the DDA with about \$17,000 per year which is revenue that was also not projected at the beginning of the year. While new carpet was just installed in a portion of City Hall this week, the full scope of what had been planned and budgeted, was not executed and thus the scope of this work has been reduced to reflect what is actually going to occur before the end of the fiscal year. We realized some savings in the current year by combining the HR Assistant position with our Cash Receipts Clerk position. Part of this was back filled in the current year with temporary assistance for cash receipting; I think this is unlikely to continue as we have worked out better staffing models to more effectively combine these workloads. Interest revenue exceeded expectations.

Expenses for the fire truck repairs approved earlier this month were split between what was budgeted for routine repairs in the General Fund with the remaining \$80,000 being changed to the Fire Truck Replacement Fund. In anticipation of the replacement vehicle, we have budgeted a transfer to the Fire Truck Replacement Fund that would cover anticipated debt service for the vehicle shared with Charlevoix Township. We have retained a potential transfer of \$36,000 to the Marina Fund if needed depending on the cash position of the fund at the end of the year but this will only be made if needed.

Looking ahead to 2026-2027

We have taken a very conservative position on future tax revenue. The budget projects a 1% increase in revenue (without changing the levied rate). This projection is almost certainly too low but knowing exactly where land values and new construction will land risks a projection that is too high.

Across the City, we are budgeting a 3% cost of living increase for staff though we do have a CBA with the CWA that expires later in the year. Election expenses will be higher in 2026 due to the requirement to hold three (two of them substantial) elections (rather than two small elections in 2025). We have included funds for the update of our Parks & Recreation Master Plan which is required every 5 years. We have also included funds to use a tub grinder for the removal of tree and brush waste at our new brush/compost site rather than our past practice of burning the waste. This is a significant expense and Council can determine your preference on this for the future but we have included an expense of roughly \$60,000 to cover this approach.

Taken together, the current projection for the General Fund is to end the next fiscal year with a loss of \$152,000. Depending on specific project decisions and future revenue, this is likely to tighten during the year though I would not expect the swing from this year to repeat next year. I am happy to review more details as you wish or may question.

Other Funds

As a reminder, last year we spun off the Ferry Beach Boat Launch into its own fund and you'll find those expenses tracked separately with net revenue remaining within that fund rather than being folded into the General Fund as it had been previously. Similarly, we created the Parking Services Fund a few years ago to hold the revenue and expenses of paid parking (including enforcement and administration).

The DDA Fund has not yet been reviewed by the DDA Board which is scheduled to meet on January 26. As it stands, I'll be recommending a budget to the DDA that is revenue positive but expenses allocated

toward some updates to assets in East Park, decorative brick pavers around Bridge Park, HVAC work in the Bridge Park Building, and the continued det service for the Marina and East Park.

The Housing Fund has been used to hold grant proceeds (when received) for a MSHDA Housing Grant intended to assist folks with health and safety updates based on income restrictions. The grant has been received but funds will be released based on specific projects.

In the street funds, we are seeing and anticipating a slightly higher than usual expense for winter maintenance due to the earlier onset of winter conditions compared to previous years. This is not wholly unexpected and I expect it can be managed effectively.

The Building Capital Improvement Fund (referenced above) was created back in 1993 in anticipation of constructing a new combined public services facility and then was used as the contingency for the buildings construction a few years ago. This project came in slightly under budget and the contingency was not used; in 2023 Council allocated the fund for future improvements to public building projects. Just in the past few weeks, we discovered a significant issues in the floor drains of the Fire/EMS garage and have budgeted \$80,000 to fix this issue. The fund also is holding charges for some projected future expenses to update parts of City Hall including future carpet replacement and anticipated electrical and lighting improvements.

We continue to make in-house replacements to boards and equipment in the Marina as we are able. When removing depreciation from the net revenue of this fund, we do anticipate a break-even point (not withstanding the cash rules for this fund due to timing).

For the utility funds, we are still finalizing final details but the current drafts are included; we have initial projects for rates and fees which are also still being revised. We expect rate increases under 5% for the three utilities. As always, Utility Financial Solutions is reviewing our anticipated operating and capital expenses, usage, and rate structure to help us set accurate, fiscally-responsible rates.

Generally, we are proposing 5% increases for many of our fee categories and will again bring an update to the fee schedule in the coming days.

Recommendation:

Council discussion and direction.

Please see my manager's report for suggested dates and times if you'd like to schedule a work session(s) for further review.

Attachments:

1. General Fund Summary Budget Report 26-27
2. General Fund Expense Summary Budget Report 26-27
3. General Fund Expense Detail Budget Report 26-27
4. Airport Budget Report 26-27
5. DDA Budget Report 26-27
6. Electric Budget Report 26-27
7. Infrastructure and street Budget Report 26-27
8. Major and Local Budget Report 26-27
9. Marina Budget Report 26-27
10. Motorpool Budget Report 26-27

11. Multi Budgets Budget Report 26-27
12. Sewer Budget Report 26-27
13. Water Budget Report 26-27
14. Electric Budget Report 26-27
15. Debt Budget Report 26-27
16. Fringe Budget Report 26-27

**CITY OF CHARLEVOIX
GENERAL FUND
BUDGET
26-27**

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
Taxes	3,233,499	3,382,650	3,383,901	3,412,350
Licenses & Permits	61,208	46,950	48,950	49,000
Federal Grants	29,748	-	34,980	600
State Grants & Revenue	366,320	355,117	383,745	319,864
Local Grants & Contributions	243,055	25,700	72,630	17,925
Charges for Services	471,183	489,900	482,185	486,200
Fines & Forfeits	5,365	2,300	3,417	2,200
Interest & Rents	285,199	230,836	250,638	252,296
Other	8,361	15,000	13,000	12,000
Fund Transfers	29,500	47,760	73,305	16,560
TOTAL REVENUES	\$ 4,733,437	\$ 4,596,213	\$ 4,746,750	\$ 4,568,995
EXPENSES				
Legislative	60,432	64,045	62,268	59,300
General Government	781,619	874,460	898,262	905,028
Public Safety	1,344,305	1,531,518	1,470,313	1,442,265
Public Works	371,678	459,000	429,105	494,534
Health & Welfare	125	-	-	-
Recreation & Culture	1,877,452	1,680,435	1,696,220	1,692,186
Other	53,837	24,200	54,315	32,400
Fund Transfers	89,076	48,882	36,000	96,000
TOTAL EXPENSES	\$ 4,578,523	\$ 4,682,540	\$ 4,646,482	\$ 4,721,713
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 154,914	\$ (86,327)	\$ 100,269	\$ (152,718)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,167,477	1,322,391	1,322,391	1,422,660
NET CHANGE IN FUND BALANCE	154,914	(86,327)	100,269	(152,718)
FUND BALANCE	\$ 1,322,391	\$ 1,236,064	\$ 1,422,660	\$ 1,269,941
CASH & INVESTMENTS	\$ 1,324,324	\$ 1,237,997	\$ 1,424,593	\$ 1,271,874
FUND BALANCE AS % OF TOTAL EXPENSES	29%	26%	31%	27%

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
BUDGET
26-27

	24-25	25-26	25-26	26-27
	Actual	Budget	Est. Actual	Budget
LEGISLATIVE				
Common Council	60,432	64,045	62,268	59,300
TOTAL LEGISLATIVE	\$ 60,432	\$ 64,045	\$ 62,268	\$ 59,300

GENERAL GOVERNMENT				
Mayor	5,381	9,050	9,050	8,230
City Manager	121,606	132,880	142,847	144,604
Elections	41,608	53,500	54,187	45,375
Assessor	50,166	51,600	48,015	48,319
City Attorney	16,689	30,400	30,400	30,400
City Clerk	51,165	68,153	72,048	77,119
City Treasurer	82,666	81,532	103,302	104,765
City Hall & Grounds	266,269	289,845	278,371	282,990
Cemetery	146,069	157,500	160,042	163,226
TOTAL GENERAL GOVERNMENT	\$ 781,619	\$ 874,460	\$ 898,262	\$ 905,028

PUBLIC SAFETY				
Police Department	1,028,997	1,150,530	1,136,444	1,177,419
Fire Department	219,730	254,100	238,852	172,478
Planning	95,577	126,888	95,017	92,368
TOTAL PUBLIC SAFETY	\$ 1,344,305	\$ 1,531,518	\$ 1,470,313	\$ 1,442,265

PUBLIC WORKS				
Highways & Streets				
Leaf Pickup	263,316	281,300	249,100	321,406
Spring Cleanup	59,138	101,900	101,900	104,585
Brush Pickup	49,223	75,800	78,105	68,543
TOTAL PUBLIC WORKS	\$ 371,678	\$ 459,000	\$ 429,105	\$ 494,534

HEALTH & WELFARE				
Ambulance	125	-	-	-
TOTAL HEALTH & WELFARE	\$ 125	\$ -	\$ -	\$ -

RECREATION & CULTURE				
Parks Maintenance	987,670	773,090	786,779	771,964
Recreation Administration	239,044	246,163	255,285	272,434
City Beaches	9,696	8,150	6,500	6,500
Ball Fields	20,237	24,700	19,040	21,042
Day Camp	95,355	105,720	101,339	109,250
Ice Rink	9,118	4,100	4,100	4,100
Mt. McSauba Ski Hill	180,505	191,992	206,295	205,563

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
Recreational Sports	3,520	-	142	-
Skate Park	6,015	8,400	3,843	4,000
Golf Course	279,310	306,195	300,972	285,408
Boat Launch	37,747	-	-	-
Community Promotion	9,236	11,925	11,925	11,925
TOTAL RECREATION & CULTURE	\$ 1,877,452	\$ 1,680,435	\$ 1,696,220	\$ 1,692,186

MISCELLANEOUS				
OTHER	53,837	24,200	54,315	32,400
FUND TRANSFERS	89,076	48,882	36,000	96,000
TOTAL MISCELLANEOUS	\$ 142,913	\$ 73,082	\$ 90,315	\$ 128,400

TOTAL EXPENSES	\$ 4,578,523	\$ 4,682,540	\$ 4,646,482	\$ 4,721,713
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CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
COMMON COUNCIL				
FEES & PER DIEM	17,295	19,770	19,320	20,070
EMPLOYEE FRINGE BENEFITS	2,594	3,870	3,798	3,930
OFFICE SUPPLIES	4,449	2,700	2,700	2,000
PROFESSIONAL SERVICES	9,734	16,000	16,000	14,000
MEMBERSHIPS & DUES	2,330	2,400	2,450	2,500
CONFERENCE & TRAVEL	9,659	6,200	6,200	4,500
PRINTING & PUBLISHING	5,588	4,500	4,500	5,000
MISCELLANEOUS	7,274	7,300	7,300	7,300
LOAN INTEREST	1,509	1,305	-	-
TOTAL COMMON COUNCIL	\$ 60,432	\$ 64,045	\$ 62,268	\$ 59,300
MAYOR				
FEES & PER DIEM	3,903	4,840	4,840	4,990
EMPLOYEE FRINGE BENEFITS	645	810	810	840
OFFICE SUPPLIES	-	200	200	200
MISC. (MEMBERSHIPS & DUES)	-	100	100	100
CONFERENCE & TRAVEL	233	2,500	2,500	1,500
CAR ALLOWANCE	600	600	600	600
TOTAL MAYOR	\$ 5,381	\$ 9,050	\$ 9,050	\$ 8,230
CITY MANAGER				
SALARIES & WAGES	37,690	39,100	47,044	51,254
WAGES (ICMA)	3,765	7,200	-	-
SALARIES & WAGES - TEMPORARY	5,886	7,116	1,450	-
EMPLOYEE FRINGE BENEFITS	37,241	40,200	51,200	53,100
OFFICE SUPPLIES	9,524	7,900	7,900	7,900
BOOKS, MAGAZINES & PERIODICALS	339	700	700	500
CONTRACTUAL SERVICES	4,161	10,000	12,643	10,000
MEMBERSHIPS & DUES	915	1,700	1,700	1,500
TELEPHONE	2,783	2,964	4,200	4,700
CONFERENCE & TRAVEL	13,003	9,500	9,500	9,500
CAR ALLOWANCE	5,400	5,400	5,400	5,400
MISCELLANEOUS	(10)	300	310	-
OFFICE EQUIPMENT	911	800	800	750
TOTAL CITY MANAGER	\$ 121,606	\$ 132,880	\$ 142,847	\$ 144,604

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
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ELECTIONS

SALARIES & WAGES	9,368	13,400	13,440	13,775
WAGES (ICMA)	588	1,400	-	-
SALARIES & WAGES - TEMPORARY	7,127	12,150	3,000	6,000
EMPLOYEE FRINGE BENEFITS	8,862	12,700	12,747	13,600
OFFICE SUPPLIES	13,509	4,850	18,000	5,000
PRINTING & PUBLISHING	-	4,000	4,000	4,000
EQUIPMENT MAINTENANCE	2,154	5,000	3,000	3,000

TOTAL ELECTIONS	\$ 41,608	\$ 53,500	\$ 54,187	\$ 45,375
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ASSESSOR

FEES & PER DIEM	1,050	1,500	1,500	1,500
EMPLOYEE FRINGE BENEFITS	165	200	200	200
OFFICE SUPPLIES	69	200	200	200
CONTRACTUAL SERVICES	39,600	39,600	39,600	39,900
CONFERENCE & TRAVEL	4,126	4,200	4,200	4,200
PRINTING & PUBLISHING	-	1,800	1,980	1,984
EQUIPMENT MAINTENANCE	4,265	4,100	335	335
OFFICE EQUIPMENT	891	-	-	-

TOTAL ASSESSOR	\$ 50,166	\$ 51,600	\$ 48,015	\$ 48,319
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CITY ATTORNEY

LEGAL FEES	16,689	30,000	30,000	30,000
MISC. (DUES & PERIODICALS)	-	400	400	400

TOTAL CITY ATTORNEY	\$ 16,689	\$ 30,400	\$ 30,400	\$ 30,400
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CITY CLERK

SALARIES & WAGES	18,594	21,600	21,571	22,191
WAGES (ICMA)	1,168	2,300	-	-
SALARIES & WAGES - TEMPORARY	1,394	4,153	1,164	1,199
EMPLOYEE FRINGE BENEFITS	15,683	17,500	19,913	20,500
OFFICE SUPPLIES	6,270	7,500	7,500	11,029
CONTRACTUAL SERVICES	2,607	2,500	8,500	8,500
MISC. (MEMBERSHIPS & DUES)	840	1,000	1,000	1,000
INSURANCE & BONDS	100	100	100	100
TELEPHONE	1,382	1,400	2,200	2,300

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
CONFERENCE & TRAVEL	3,008	5,300	5,300	6,300
EQUIPMENT MAINTENANCE	-	800	800	-
OFFICE EQUIPMENT	119	4,000	4,000	4,000
TOTAL CITY CLERK	\$ 51,165	\$ 68,153	\$ 72,048	\$ 77,119

CITY TREASURER

SALARIES & WAGES	29,818	26,300	31,850	32,709
WAGES (ICMA)	1,844	2,550	-	-
SALARIES & WAGES - TEMPORARY	-	-	910	1,000
EMPLOYEE FRINGE BENEFITS	24,834	20,400	29,292	29,906
OFFICE SUPPLIES	6,724	5,850	6,000	5,700
PROFESSIONAL SERVICES	3,876	7,300	16,700	16,700
MISC. (MEMBERSHIPS & DUES)	457	1,000	1,000	1,000
INSURANCE & BONDS	257	300	100	100
TELEPHONE	1,982	2,082	2,500	2,600
CONFERENCE & TRAVEL	1,480	3,450	3,450	3,450
PRINTING & PUBLISHING	4,724	4,700	4,700	4,700
EQUIPMENT MAINTENANCE	6,671	6,700	6,700	6,800
MISCELLANEOUS (BANK FEES)	-	600	100	100
OFFICE EQUIPMENT	-	300	-	-
TOTAL CITY TREASURER	\$ 82,666	\$ 81,532	\$ 103,302	\$ 104,765

CITY HALL & GROUNDS

SALARIES & WAGES	34,149	35,200	35,251	36,308
WAGES (ICMA)	2,190	3,700	-	-
SALARIES & WAGES - TEMPORARY	16,243	18,215	18,219	18,766
EMPLOYEE FRINGE BENEFITS	30,825	30,200	34,971	35,986
REPAIRS & MAINTENANCE SUPPLIES	8,831	21,500	22,000	21,500
PROFESSIONAL SERVICES	1,900	3,900	3,900	3,900
CONTRACTUAL SERVICES	37,823	28,430	28,430	28,430
TELEPHONE	1,413	1,100	3,000	3,500
UTILITIES	102,881	100,000	103,000	110,000
BUILDING MAINTENANCE	25,711	45,600	27,600	22,600
MISCELLANEOUS	4,304	2,000	2,000	2,000
TOTAL CITY HALL & GROUNDS	\$ 266,269	\$ 289,845	\$ 278,371	\$ 282,990

CEMETERY

SALARIES & WAGES	17,620	18,400	19,210	19,808
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CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
WAGES (ICMA)	1,153	1,900	-	-
SALARIES & WAGES - TEMPORARY	72,061	73,000	73,803	76,018
EMPLOYEE FRINGE BENEFITS	25,347	25,300	28,529	29,300
OPERATING SUPPLIES	7,658	8,700	8,700	8,700
TELEPHONE	1,085	1,300	1,500	1,600
UTILITIES	14,905	19,200	16,000	17,500
EQUIPMENT RENTAL	2,315	4,300	4,300	4,300
MISCELLANEOUS	674	400	3,000	1,000
MACHINERY & EQUIPMENT	3,250	5,000	5,000	5,000

TOTAL CEMETERY	\$	146,069	\$	157,500	\$	160,042	\$	163,226
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POLICE DEPARTMENT

SALARIES & WAGES	446,197	460,600	428,298	476,933
WAGES (ICMA)	30,149	57,300	-	-
SALARIES & WAGES - TEMPORARY	4,000	12,300	12,300	12,300
EMPLOYEE FRINGE BENEFITS	373,293	361,100	393,740	438,200
SOFTWARE LICENSING/SUBSCRIPTIONS	-	19,410	37,160	15,160
OFFICE SUPPLIES	5,005	6,500	6,430	5,000
OPERATING SUPPLIES	8,434	3,000	5,450	3,350
UNIFORMS PURCHASED	8,392	8,000	8,000	8,000
UNIFORMS, LAUNDRY & CLEANING	155	500	200	400
CONTRACTUAL SERVICES	15,440	15,200	35,200	35,200
INSURANCE & BONDS	9,164	9,300	11,221	12,000
TELEPHONE	2,146	3,900	4,900	5,300
CONFERENCE & TRAVEL	11,250	6,000	8,500	8,500
302 TRAINING	2,060	2,000	1,260	1,260
CPE TRAINING	1,115	9,250	8,250	8,250
EQUIPMENT RENTAL	91,896	96,300	96,375	98,226
MISCELLANEOUS	6,869	14,500	13,890	14,640
MISC. (DRUG FORFEITURE)	65	250	100	100
EQUIPMENT	13,367	65,120	65,170	34,600

TOTAL POLICE DEPARTMENT	\$	1,028,997	\$	1,150,530	\$	1,136,444	\$	1,177,419
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FIRE DEPARTMENT

CONTRACTUAL SERVICES	150,725	168,900	154,103	161,332
INSURANCE & BONDS	6,270	6,300	5,849	6,146

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
EQUIPMENT MAINTENANCE	3,796	20,000	20,000	5,000
EQUIPMENT RENTAL	58,940	58,900	58,900	-

TOTAL FIRE DEPARTMENT	\$ 219,730	\$ 254,100	\$ 238,852	\$ 172,478
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PLANNING

SALARIES & WAGES	26,741	29,800	29,788	30,681
WAGES (ICMA)	2,946	3,000	-	-
SALARIES & WAGES - TEMPORARY	5,671	11,000	7,165	7,369
EMPLOYEE FRINGE BENEFITS	24,088	24,900	30,564	31,543
OFFICE SUPPLIES	2,706	2,600	7,917	2,600
PROFESSIONAL SERVICES	7,580	6,638	9,608	9,800
CONTRACTUAL SERVICES	19,951	41,600	2,100	2,300
MEMBERSHIPS & DUES	725	725	775	775
TELEPHONE	631	525	1,000	1,200
CONFERENCE & TRAVEL	3,114	3,500	3,500	3,500
PRINTING & PUBLISHING	1,138	1,800	1,800	1,800
MISCELLANEOUS	110	300	300	300
OFFICE EQUIPMENT	177	500	500	500

TOTAL PLANNING	\$ 95,577	\$ 126,888	\$ 95,017	\$ 92,368
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HIGHWAYS & STREETS

TOTAL HIGHWAYS & STREETS	\$ -	\$ -	\$ -	\$ -
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LEAF PICKUP

SALARIES & WAGES	51,852	50,000	36,652	46,646
WAGES (ICMA)	3,154	4,900	-	-
SALARIES & WAGES - TEMPORARY	30,959	26,000	44,960	40,960
EMPLOYEE FRINGE BENEFITS	47,314	38,000	40,088	47,400
OPERATING SUPPLIES	2,993	2,900	2,900	2,900
CONTRACTUAL SERVICES	2,800	39,500	4,500	69,500
EQUIPMENT RENTAL	124,243	120,000	120,000	114,000

TOTAL LEAF PICKUP	\$ 263,316	\$ 281,300	\$ 249,100	\$ 321,406
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SPRING CLEANUP

CONTRACTUAL SERVICES	59,138	101,900	101,900	104,585
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CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
TOTAL SPRING CLEANUP	\$ 59,138	\$ 101,900	\$ 101,900	\$ 104,585

BRUSH PICKUP

SALARIES & WAGES	699	14,900	7,719	8,000
WAGES (ICMA)	94	1,600	-	-
SALARIES & WAGES - TEMPORARY	17,082	16,500	23,960	20,408
EMPLOYEE FRINGE BENEFITS	3,121	13,800	10,426	10,135
EQUIPMENT RENTAL	28,226	29,000	36,000	30,000
TOTAL BRUSH PICKUP	\$ 49,223	\$ 75,800	\$ 78,105	\$ 68,543

AMBULANCE

BAD DEBT EXPENSE	125	-	-	-
TOTAL AMBULANCE	\$ 125	\$ -	\$ -	\$ -

PARKS MAINTENANCE

SALARIES & WAGES	137,004	135,800	138,460	142,345
WAGES (ICMA)	11,201	14,300	-	-
SALARIES & WAGES - TEMPORARY	131,772	135,000	129,280	132,859
EMPLOYEE FRINGE BENEFITS	129,578	126,000	142,576	146,400
OPERATING SUPPLIES	78,490	75,000	79,500	80,970
REPAIRS & MAINTENANCE SUPPLIES	315	-	300	-
IWF MAINTENANCE	-	1,400	-	-
PROFESSIONAL SERVICES	1,484	-	2,020	-
CONTRACTUAL SERVICES	382,986	148,800	155,243	128,990
CONTRACTUAL SERVICE-BIKE SHARI	-	1,500	1,500	1,500
CONTRACTUAL SERVICES-DOG PAR	393	500	500	500
UTILITIES	64,982	75,390	78,000	79,000
BUILDING MAINTENANCE	349	1,500	1,500	1,500
EQUIPMENT RENTAL	46,893	55,400	55,400	55,400
MACHINERY & EQUIPMENT	2,222	2,500	2,500	2,500
TOTAL PARKS MAINTENANCE	\$ 987,670	\$ 773,090	\$ 786,779	\$ 771,964

RECREATION ADMINISTRATION

SALARIES & WAGES	92,927	100,600	98,533	101,434
WAGES (ICMA)	5,720	10,563	-	-
SALARIES & WAGES - TEMPORARY	1,182	-	800	800
EMPLOYEE FRINGE BENEFITS	77,729	78,500	90,352	92,900

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
OFFICE SUPPLIES	2,870	2,500	5,500	2,500
OPERATING SUPPLIES	5,163	2,500	5,500	5,500
OPERATING SUPPLIES-FARMERS MK	2,689	3,500	3,500	3,500
PROFESSIONAL SERVICES-FARM MK	23,869	26,000	23,000	24,000
CONTRACTUAL SERVICES	15,710	11,000	12,300	24,900
TELEPHONE	1,786	2,000	2,200	2,300
CONFERENCE & TRAVEL	3,487	3,000	3,000	4,000
MISCELLANEOUS	5,913	4,900	10,500	10,500
MISCELLANEOUS - FARMERS MARKE	-	100	100	100
REFUNDS & REBATES	-	1,000	-	-
TAL RECREATION ADMINISTRATI	\$ 239,044	\$ 246,163	\$ 255,285	\$ 272,434

CITY BEACHES

SALARIES & WAGES	-	400	-	-
EMPLOYEE FRINGE BENEFITS	-	300	-	-
OPERATING SUPPLIES	2,361	5,000	5,000	5,000
CONTRACTUAL SERVICES	7,184	1,500	1,500	1,500
TELEPHONE	150	800	-	-
EQUIPMENT RENTAL	-	150	-	-
TOTAL CITY BEACHES	\$ 9,696	\$ 8,150	\$ 6,500	\$ 6,500

BALL FIELDS

SALARIES & WAGES - TEMPORARY	2,804	6,300	3,600	3,700
EMPLOYEE FRINGE BENEFITS	421	900	540	600
OPERATING SUPPLIES	2,401	2,500	1,500	2,000
CONTRACTUAL SERVICES	-	500	-	-
UTILITIES	5,053	6,000	5,700	5,900
BUILDING MAINTENANCE	424	500	-	1,000
EQUIPMENT MAINTENANCE	2,200	-	-	-
EQUIPMENT RENTAL	6,934	8,000	7,700	7,842
TOTAL BALL FIELDS	\$ 20,237	\$ 24,700	\$ 19,040	\$ 21,042

DAY CAMP

SALARIES & WAGES	56	800	643	663
WAGES (ICMA)	6	100	-	-
SALARIES & WAGES - TEMPORARY	70,659	72,120	73,327	75,567
EMPLOYEE FRINGE BENEFITS	10,736	11,400	11,569	11,870

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
OPERATING SUPPLIES	8,618	9,300	7,000	9,300
CONTRACTUAL SERVICES	2,916	5,900	2,900	5,900
TELEPHONE	395	500	600	650
UTILITIES	1,895	5,300	5,300	5,300
EQUIPMENT RENTAL	75	300	-	-
TOTAL DAY CAMP	\$ 95,355	\$ 105,720	\$ 101,339	\$ 109,250

ICE RINK

OPERATING SUPPLIES	705	1,500	1,500	1,500
CONTRACTUAL SERVICES	7,903	2,000	2,000	2,000
UTILITIES	510	600	600	600
TOTAL ICE RINK	\$ 9,118	\$ 4,100	\$ 4,100	\$ 4,100

MT. McSAUBA SKI HILL

SALARIES & WAGES	389	2,790	1,544	1,590
WAGES (ICMA)	11	300	-	-
SALARIES & WAGES - TEMPORARY	102,076	98,432	104,592	109,114
EMPLOYEE FRINGE BENEFITS	15,643	16,900	17,055	17,767
MCSAUBA MERCHANDISE FOR SALE	2,700	2,000	3,000	3,000
OPERATING SUPPLIES	9,510	11,000	11,000	11,000
CONTRACTUAL SERVICES	13,710	17,600	12,200	17,600
INSURANCE & BONDS	1,749	1,400	1,734	1,800
TELEPHONE	197	200	400	450
UTILITIES	23,364	28,770	28,770	29,500
BUILDING MAINTENANCE	19	1,000	9,200	1,000
EQUIPMENT MAINTENANCE	3,559	3,500	9,200	5,000
EQUIPMENT RENTAL	7,577	8,100	7,600	7,742

TOTAL MT. McSAUBA SKI HILL	\$ 180,505	\$ 191,992	\$ 206,295	\$ 205,563
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RECREATIONAL SPORTS

ATHLETIC EQUIPMENT	3,380	-	142	-
CONTRACTUAL SERVICES	140	-	-	-
TOTAL RECREATIONAL SPORTS	\$ 3,520	\$ -	\$ 142	\$ -

SKATE PARK

SALARIES & WAGES - TEMPORARY	3,782	6,200	1,950	2,000
EMPLOYEE FRINGE BENEFITS	560	900	293	300

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
OPERATING SUPPLIES	336	200	500	500
UTILITIES	1,007	1,100	1,100	1,200
MISCELLANEOUS	330	-	-	-
TOTAL SKATE PARK	\$ 6,015	\$ 8,400	\$ 3,843	\$ 4,000

GOLF COURSE

SALARIES & WAGES	-	-	29	-
SALARIES & WAGES - TEMPORARY	140,900	141,912	133,096	139,717
EMPLOYEE FRINGE BENEFITS	21,174	21,300	19,964	21,000
OFFICE SUPPLIES	62	2,800	1,300	2,966
GOLF MERCHANDISE FOR SALE	9,794	9,300	9,300	9,300
OPERATING SUPPLIES	9,060	5,000	5,000	5,000
GASOLINE, OIL, ETC.	4,004	4,000	4,000	4,500
CONTRACTUAL SERVICES	23,360	27,683	57,683	27,683
TELEPHONE	945	1,200	1,200	1,200
CONFERENCE & TRAVEL	20	1,800	500	500
UTILITIES	11,919	11,500	12,500	13,000
BUILDING MAINTENANCE	2,344	14,000	2,000	2,000
EQUIPMENT MAINTENANCE	5,897	6,500	6,500	6,500
COURSE MAINTENANCE	38,547	42,000	35,000	37,000
IRRIGATION MAINTENANCE	80	2,200	2,200	2,200
EQUIPMENT RENTAL	7,291	7,500	7,700	7,842
MISCELLANEOUS	3,913	4,500	2,000	2,000
MACHINERY & EQUIPMENT	-	3,000	1,000	3,000
TOTAL GOLF COURSE	\$ 279,310	\$ 306,195	\$ 300,972	\$ 285,408

BOAT LAUNCH

SALARIES & WAGES - TEMPORARY	20,070	-	-	-
EMPLOYEE FRINGE BENEFITS	3,010	-	-	-
OPERATING SUPPLIES	1,169	-	-	-
CONTRACTUAL SERVICES	12,130	-	-	-
UTILITIES	1,367	-	-	-
TOTAL BOAT LAUNCH	\$ 37,747	\$ -	\$ -	\$ -

COMMUNITY PROMOTION

COMMUNITY PROMOTION	9,236	11,925	11,925	11,925
TOTAL COMMUNITY PROMOTION	\$ 9,236	\$ 11,925	\$ 11,925	\$ 11,925

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27**

24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
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MISCELLANEOUS

CONTRACTUAL-INTERNET/FIBER	1,710	-	-	-
INSURANCE & BONDS	15,980	17,000	24,675	25,500
INSURANCE CLAIMS-CITY SHARE	-	200	200	200
BAD DEBT EXPENSE	-	1,000	-	-
MISCELLANEOUS	35,000	5,000	28,240	5,500
REFUNDS & REBATES	1,147	1,000	1,200	1,200
TRANSFER TO OTHER FUND	89,076	48,882	36,000	96,000

TOTAL MISCELLANEOUS	\$	142,913	\$	73,082	\$	90,315	\$	128,400
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TOTAL EXPENSES	\$	4,578,523	\$	4,682,540	\$	4,646,482	\$	4,721,713
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CITY OF CHARLEVOIX
AIRPORT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	0.00	0.00	269.24	269.24
FEDERAL CAPITAL GRANTS	69,160.34	0.00	0.00	0.00
STATE GRANTS	32,000.00	32,000.00	89,333.00	0.00
AIRPORT-TAXABLE MDSE.	1,243.95	900.00	1,700.00	1,000.00
VENDING MACHINE PROCEEDS	976.65	1,300.00	288.60	0.00
CONTRACT FUEL SALES-REIMBURSED	933,423.80	937,000.00	937,000.00	937,000.00
FUEL SALES - TAXABLE	406,319.41	415,000.00	415,000.00	415,000.00
INTO WING FEE	250,126.25	264,000.00	264,000.00	264,000.00
AFTER HOURS FUEL FEE	44,500.00	45,000.00	68,750.00	70,000.00
FUEL FEES - FLOWAGE FEES	63,318.49	61,500.00	61,500.00	61,500.00
FUEL SALES - NON TAXABLE	515.00	600.00	600.00	600.00
THRU-PUT FEES	2,097.81	16.00	20,696.00	18,000.00
TIE DOWN / LANDING FEES	131,110.00	132,000.00	132,000.00	132,000.00
GROUND SERVICE EQUIPMENT	15,770.00	15,500.00	16,465.00	16,500.00
LAVATORY SERVICE FEE	4,800.00	4,800.00	5,400.00	5,400.00
DISCOUNTS - AIRPORT SALES TAX	117.79	300.00	300.00	300.00
PARKING FEES	61,476.32	62,500.00	62,500.00	62,500.00
GROUND HANDLING FEE	58,370.00	58,054.00	63,170.00	64,000.00
FRESH AIR PARKING FEE	0.00	7,907.00	7,907.00	7,500.00
INTEREST EARNINGS	7,265.67	7,100.00	6,500.00	6,000.00
RENTS & ROYALTIES - AIRPORT	16,036.72	16,036.72	16,036.72	16,032.72
RENTS & ROYALTIES-HANGER RENTS	37,865.36	37,300.00	37,300.00	37,300.00
RENTS & ROYALTIES - LAND LEASE	19,121.98	37,539.00	37,539.00	25,000.00
MISCELLANEOUS	924.09	881.76	2,510.00	1,000.00
REFUND & REBATES	15,077.47	14,888.46	14,888.46	10,000.00
TOTAL REVENUES	\$ 2,171,617	\$ 2,152,123	\$ 2,261,653	\$ 2,150,902
EXPENSES				
SALARIES & WAGES	213,976.39	258,854.00	273,671.00	323,493.00
WAGES (ICMA)	12,676.86	28,300.00	0.00	0.00
SALARIES & WAGES - TEMPORARY	58,662.57	63,372.00	69,922.00	35,790.00
EMPLOYEE FRINGE BENEFITS	268,921.69	172,600.00	261,709.00	302,200.00
OFFICE SUPPLIES	3,654.42	4,700.00	10,305.00	4,988.00
CLEANING SUPPLY - TERMINAL	1,130.29	2,600.00	2,600.00	2,600.00
ICE/COFFEE SUPPLY	971.26	1,400.00	1,400.00	1,400.00
VENDING MACHINE SUPPLY	1,483.95	1,500.00	28.39	0.00
UNIFORMS & PERSONAL PROTECTION	3,930.88	6,000.00	6,000.00	6,000.00
AVIATION FUEL	1,126,095.78	1,200,000.00	1,200,000.00	1,200,000.00
DIESEL FUEL	12,180.96	12,000.00	12,000.00	12,000.00
FUEL - HOLIDAY GAS STATION	1,665.64	2,200.00	2,200.00	2,200.00
FUEL TRUCK LEASE	7,020.00	7,000.00	7,000.00	7,000.00
FUELMaster PUMP REPAIRS	4,701.93	13,500.00	13,500.00	13,500.00
FUEL TRUCK REPAIRS	32,641.67	23,000.00	23,000.00	23,000.00
QTPD - FUEL FARM REPAIRS	3,011.80	11,500.00	11,500.00	15,000.00
REPAIRS & MAINTENANCE SUPPLIES	8,198.50	7,000.00	9,000.00	15,000.00
PROFESSIONAL SERVICES	1,354.00	2,700.00	2,700.00	2,700.00
TRASH REMOVAL	1,293.64	1,600.00	1,600.00	1,600.00
CONTRACTUAL SERVICES	15,215.46	8,600.00	10,839.47	12,480.00
CONTRACTUAL SERVICES	280.07	0.00	0.00	0.00
MEMBERSHIP & DUES	0.00	500.00	500.00	1,000.00
LEGAL FEES	0.00	1,000.00	4,355.00	1,000.00
INSURANCE, BONDS & PERMITS	18,248.00	19,000.00	17,669.00	17,669.00
INSURANCE CLAIMS - CITY SHARE	8,201.80	500.00	500.00	500.00
TELEPHONE	2,456.98	2,300.00	2,700.00	2,800.00
CONFERENCE & TRAVEL	1,410.95	2,000.00	2,000.00	2,000.00
PRINTING & PUBLISHING	125.06	1,000.00	1,000.00	1,200.00
UTILITIES	31,437.25	33,100.00	33,100.00	33,100.00
TERMINAL BLDG REPAIR & MAINT	15,875.38	10,000.00	11,180.00	20,000.00
SRE BLDG REPAIR & MAINT	9,052.82	10,000.00	10,000.00	15,000.00
EQUIP MAINTENANCE & REPAIRS	204.48	50,000.00	50,000.00	50,000.00
FUEL TRUCK MAINTENANCE	1,533.01	2,000.00	2,000.00	10,000.00
SNOW EQUIPMENT MAINTENANCE	8,200.98	7,000.00	8,200.00	10,000.00
LAWN EQUIPMENT MAINTENANCE	2,284.34	3,500.00	6,100.00	8,000.00
HANGAR REPAIRS	639.98	3,300.00	3,300.00	3,300.00
EQUIPMENT RENTAL	140.00	500.00	500.00	500.00
CREDIT CARD PROCESSING FEES	18,909.72	33,100.00	20,000.00	22,000.00
MISCELLANEOUS	3,886.04	4,000.00	4,000.00	5,000.00
DEPRECIATION EXPENSE	495,047.55	515,000.00	515,000.00	515,000.00
MACHINERY & EQUIPMENT	3,001.26	67,200.00	156,533.00	25,000.00
TRANSFER TO OTHER FUNDS	55,315.00	30,000.00	30,000.00	30,000.00
CONTRACTUAL SERVICES	0.00	23,300.00	23,300.00	18,142.00
TOTAL EXPENSES	\$ 2,455,038	\$ 2,646,726	\$ 2,820,912	\$ 2,772,162
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (283,421)	\$ (494,603)	\$ (559,259)	\$ (621,260)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,580,772	8,297,351	8,297,351	7,738,092
NET CHANGE IN NET POSITION	(283,421)	(494,603)	(559,259)	(621,260)
NET POSITION	\$ 8,297,351	\$ 7,802,748	\$ 7,738,092	\$ 7,116,832
CASH & INVESTMENTS	\$ 659,799	\$ 165,196	\$ 100,540	\$ (520,720)

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
CURRENT PROPERTY TAX LEVY	44,883	48,800	50,069	50,069
CURRENT PROPERTY TAX LEVY T/F	574,639	585,395	577,931	577,931
DELINQUENT TAXES - DDA	3,117	0	0	0
IFT/CFT TAXES	204	800	210	210
INTEREST & PENALTIES - DELINQ	218	0	75	75
STATE GRANTS	25,000	0	80	0
STATE REVENUE - OTHER	16,387	16,100	15,677	16,100
DDA - TAXABLE ITEMS	420	0	1,048	1,000
INTEREST EARNINGS	3,634	1,000	3,300	3,100
INTEREST EARNINGS - LEASES	8,547	6,417	6,417	4,070
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
PROPERTY RENT - BIBCO	35,175	37,414	37,414	41,169
PROPERTY RENT - ROUND LAKE GR	1,325	0	0	0
PROPERTY RENT - LC BREWERS	421	0	0	0
PROPERTY RENT - BRIDGE PARK	19,836	23,879	24,113	24,660
CONTRIBUTIONS - CONCERTS	2,600	2,500	3,500	3,500
CONTRIBUTIONS - PRIVATE SOURCE	331	0	0	0
MISCELLANEOUS	68	0	110	0
TOTAL REVENUES	\$ 737,805	\$ 723,305	\$ 720,943	\$ 722,884
EXPENSES				
SALARIES & WAGES	22,268	0	0	0
WAGES (ICMA)	2,248	0	0	0
EMPLOYEE FRINGE BENEFITS	17,591	0	0	0
OPERATING SUPPLIES	14,645	9,900	9,900	10,000
IWF MAINTENANCE	14,359	34,000	21,000	34,000
MARKETING & PROMOTIONAL SVCS	32,720	18,800	17,800	17,800
PROMOTION COMMITTEE EXPENSES	15,036	14,230	20,344	20,710
CONTRACTUAL SERVICES	57,762	81,060	85,809	121,347
DESIGN COMMITTEE	12,405	10,700	29,773	33,200
LEGAL FEES	1,809	500	500	500
INSURANCE & BONDS	3,356	3,400	4,333	4,600
TELEPHONE	786	1,500	1,500	1,500
CONFERENCE & TRAVEL	1,540	1,500	0	0
LIBRARY CONTRIBUTION	110,000	75,000	75,000	0
MAINTENANCE - BRIDGE PARK	33,039	48,500	48,500	63,500
MISCELLANEOUS	59,064	3,000	3,000	3,000
MISCELLANEOUS - MAIN STREET	516	0	0	0
REFUNDS & REBATES	4,651	6,000	5,000	5,000
TRANSFER TO OTHER FUNDS	0	0	5,340	5,500
TRANSFER TO MARINA FUND-BOND	339,000	336,900	336,900	339,100
TOTAL EXPENSES	\$ 742,798	\$ 644,990	\$ 664,699	\$ 659,757
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (4,993)	\$ 78,315	\$ 56,244	\$ 63,126
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	294,233	289,240	289,240	345,485
NET CHANGE IN FUND BALANCE	(4,993)	78,315	56,244	63,126
FUND BALANCE	\$ 289,240	\$ 367,556	\$ 345,485	\$ 408,611
CASH & INVESTMENTS	\$ 368,695	\$ 447,010	\$ 424,939	\$ 488,066

* Note: Cash includes \$50,000 investment

CITY OF CHARLEVOIX

Electric Fund

BUDGET

26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	0	0	26,698	0
ELECTRIC SERVICES	50,715	50,730	147,630	50,250
POWER SALES	7,224,574	7,896,920	7,186,693	7,330,877
POWER COST ADJ REVENUES	1,910,657	1,607,392	1,607,392	1,639,540
FINES & FORFEITS	44,572	36,500	41,756	42,791
LIEAF SURCHARGE	0	0	40,600	69,600
INTEREST & RENTS	135,110	50,300	81,927	71,310
OTHER	53,712	42,500	52,784	52,000
TRANSFER FROM OTHER FUNDS	0	14,186	80,492	0
TOTAL REVENUES	\$ 9,419,340	\$ 9,698,528	\$ 9,265,972	\$ 9,256,368
EXPENSES				
TRANSMISSION / DISTRIBUTION	2,093,377	2,822,517	2,388,034	2,447,632
ACCOUNTING & ADMIN	906,791	952,491	1,067,948	1,103,742
PURCHASED POWER	4,108,586	4,296,000	4,896,000	4,898,250
CAPITAL IMPROVEMENTS	464,007	1,670,887	1,104,089	1,602,500
DEPRECIATION	441,070	447,400	447,400	450,000
FUND TRANSFERS	358,776	438,717	438,917	263,917
DEBT SERVICE	0	0	0	0
TOTAL EXPENSES	\$ 8,372,606	\$ 10,628,012	\$ 10,342,388	\$ 10,766,041
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,046,734	\$ (929,484)	\$ (1,076,416)	\$ (1,509,673)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,107,172.00	9,153,906	9,153,906	8,077,490
NET CHANGE IN NET POSITION	1,046,734	(929,484)	(1,076,416)	(1,509,673)
NET POSITION	\$ 9,153,906	\$ 8,224,422	\$ 8,077,490	\$ 6,567,817
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	5,788,583	4,859,099	4,712,167	3,202,494
CASH & INVESTMENTS	\$ 5,948,583	\$ 5,019,099	\$ 4,872,167	\$ 3,362,494

CITY OF CHARLEVOIX
PI6 INFRASTRUCTURE IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
CURRENT PROPERTY TAX LEVY	352510	372768	384236	388400
TAXES-DELQ-INFRASTR IMPROV	7988	3000	3000	3000
PAYMENT IN LIEU OF TAXES	1208	1300	1300	1300
IFT/CFT TAXES	932	1400	1400	1400
INTEREST & PENALTIES - DELINQ	935	1200	1200	1200
INTEREST EARNINGS	1228	500	1300	1400
MISCELLANEOUS	20000	0	0	0
CONTRIBUTIONS FROM OTHER FUNDS	111375	0	0	525000
TOTAL REVENUES	\$ 496,176	\$ 380,168	\$ 392,436	\$ 921,700
EXPENSES				
PROFESSIONAL SERVICES	12,150	10,000	10,000	10,000
CONTRACTUAL SERVICES	51,773	0	0	605,000
REFUNDS & REBATES	131	0	0	0
TRANSFER TO DEBT SERVICE	122,800	123,000	123,000	122,800
TRANSFER TO PI 15- TRAIL DEVEL	0	0	0	75,000
TOTAL EXPENSES	\$ 186,853	\$ 133,000	\$ 133,000	\$ 812,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 309,322	\$ 247,168	\$ 259,436	\$ 108,900
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,143,021	1,452,344	1,452,344	1,711,780
NET CHANGE IN FUND BALANCE	309,322	247,168	259,436	108,900
FUND BALANCE	\$ 1,452,344	\$ 1,699,512	\$ 1,711,780	\$ 1,820,680
CASH & INVESTMENTS	\$ 102,362	\$ 349,530	\$ 361,798	\$ 470,698

CITY OF CHARLEVOIX
PI7 STREET IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
PROPERTY TAXES-COUNTY STREET	283,398	300,764	315,778	319,200
TAXES-DELQ-COUNTY ROAD MILLAGE	17,006	9,000	9,000	9,000
PAYMENT IN LIEU OF TAXES	977	3,000	1,000	1,000
IFT/CFT TAXES	0	300	950	300
INTEREST & PENALTIES - DELINQ	0	0	0	0
INTEREST EARNINGS	111	200	350	400
TOTAL REVENUES	\$ 301,492	\$ 313,264	\$ 327,078	\$ 329,900
EXPENSES				
CONTRACTUAL SERVICES	0	0	0	0
REFUNDS & REBATES	106	0	0	0
TRANSFER TO DEBT SERVICE	200000	200000	200000	200000
TRANSFER TO INFRASTRUCTURE	23625	0	0	0
TOTAL EXPENSES	\$ 223,731	\$ 200,000	\$ 200,000	\$ 200,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 77,762	\$ 113,264	\$ 127,078	\$ 129,900
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	23,262	101,023	101,023	228,101
NET CHANGE IN FUND BALANCE	77,762	113,264	127,078	129,900
FUND BALANCE	\$ 101,023	\$ 214,287	\$ 228,101	\$ 358,001
CASH & INVESTMENTS	\$ 53,265	\$ 166,529	\$ 180,343	\$ 310,243

CITY OF CHARLEVOIX
Major Street Fund
BUDGET
26-27

	24-25	25-26	25-26	26-27
	Actual	Budget	Est. Actual	Budget
REVENUES				
GAS & WEIGHT TAX	359,738	397,020	363,324	372,123
STATE REVENUE-OTHER	-	-	-	-
INTEREST EARNINGS	2,376	1,200	2,500	2,000
REIMBURSEMENT - ST. TRKLINE	163,071	83,003	71,708	73,445
TOTAL REVENUES	\$ 525,185	\$ 481,223	\$ 437,532	\$ 447,568

EXPENSES				
CONSTRUCTION	19,063	22,500	20,000	20,000
SWEEPING & FLUSHING	15,822	21,100	23,760	24,961
TREE MAINTENANCE	42,493	47,300	45,873	46,949
ROUTINE MAINTENANCE	17,834	30,146	31,572	21,976
DRAINAGE	1,677	11,700	5,301	5,377
PAVEMENT MARKING	29,288	31,000	30,000	31,000
TRAFFIC CONTROL	11,185	23,900	14,973	16,693
WINTER MAINTENANCE	150,652	169,400	169,526	172,407
ADMINISTRATION	15,237	16,599	17,824	18,358
SURFACE MAINTENANCE-TRK	3,637	13,200	6,097	6,281
SWEEPING & FLUSHING-TRK	3,219	14,000	6,940	7,034
TREES & SHRUBS-TRK	2,531	2,700	1,670	1,699
DRAINAGE-TRK	61,479	3,300	985	1,027
TRAFFIC SIGN/SIGNAL-TRK	3,017	5,300	4,433	4,561
PAVEMENT MARKING-TRK	-	1,000	-	-
WINTER MAINTENANCE-TRK	68,238	57,500	56,252	57,016
GUARD RAILS-TRK	-	-	-	-
ROADWAY INSPECTION-TRK	1,514	1,483	1,542	1,658
FUND TRANSFERS				
TOTAL EXPENSES	\$ 446,884	\$ 472,128	\$ 436,748	\$ 436,997

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 78,300	\$ 9,095	\$ 784	\$ 10,571
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	419,217	497,518	497,518	498,302
NET CHANGE IN FUND BALANCE	78,300	9,095	784	10,571
FUND BALANCE	\$ 497,518	\$ 506,613	\$ 498,302	\$ 508,873

CASH & INVESTMENTS	\$ 431,194	\$ 440,289	\$ 431,979	\$ 442,550
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CITY OF CHARLEVOIX

Local Street Fund

BUDGET

26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
GAS & WEIGHT TAX	153,398	187,443	154,700	158,450
STATE GRANTS - OTHER	-	5,000	-	-
INTEREST EARNINGS	980	600	450	400
MISCELLANEOUS				
CONTRIBUTIONS FROM OTHER FUNDS	31,700	32,900	33,385	34,356
TOTAL REVENUES	\$ 186,078	\$ 225,943	\$ 188,535	\$ 193,206
EXPENSES				
ROUTINE MAINTENANCE	13,803	20,878	19,455	19,814
SWEEPING & FLUSHING	10,440	14,500	20,776	17,512
TREES & SHRUBS	25,831	35,900	36,399	36,614
DRAINAGE	2,197	4,200	2,013	2,085
TRAFFIC CONTROL	4,735	7,800	4,731	4,826
WINTER MAINTENANCE	164,888	83,200	115,053	116,982
ADMINISTRATION	12,606	13,800	14,795	15,297
FUND TRANSFERS	-	-	-	-
TOTAL EXPENSES	\$ 234,501	\$ 180,278	\$ 213,222	\$ 213,130
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (48,423)	\$ 45,665	\$ (24,687)	\$ (19,924)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	102,540	54,117	54,117	29,430
NET CHANGE IN FUND BALANCE	(48,423)	45,665	(24,687)	(19,924)
FUND BALANCE	\$ 54,117	\$ 99,782	\$ 29,430	\$ 9,506
CASH & INVESTMENTS	\$ 34,166	\$ 79,831	\$ 9,479	\$ (10,445)

**CITY OF CHARLEVOIX
MARINA FUND
BUDGET
26-27**

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
SALE OF MERCHANDISE - TAXABLE	52	0	2,100	3,000
LAUNDRY REVENUE	1,099	100	1,700	1,800
INTERST EARNINGS	10,214	3,000	5,613	5,000
RENTS & ROYALTIES - SEASONAL	174,311	175,440	187,000	200,000
RENTS & ROYALTIES-STATE RESERV	456,009	489,216	432,000	475,000
RENTS & ROYALTIES - TRANSIENT	5,574	6,000	6,000	6,000
RENTS & ROYALTIES - SUNSHINE	6,500	6,500	6,000	6,000
RENTS & ROYALTIES- WHITE CAP	4,960	4,960	4,960	4,960
RENTS/ROYAL. HARBOR PRINCESS	0	0	2,835	2,940
CONTRIB&DONAT- PRIVATE SOURCE	2,398	0	0	0
MISCELLANEOUS	3,395	500	500	500
REFUND & REBATES	11	0	7,760	0
CONTRIBUTIONS FROM OTHER FUNDS	339,000	336,900	336,900	339,100
ADVANCE FROM OTHER FUNDS	0	36,000	36,000	36,000
TOTAL REVENUES	1,003,523	1,058,616	1,029,368	1,080,300

EXPENSES				
SALARY & WAGES	40,908.19	46,123.00	46,222.52	47,555.53
WAGES (ICMA)	2,887.87	5,600.00	0.00	0.00
SALARIES & WAGES - TEMPORARY	110,373.06	112,211.00	123,911.00	117,379.00
EMPLOYEE FRINGE BENEFITS	53,236.22	52,800.00	61,386.00	61,654.00
OFFICE SUPPLIES	1,855.85	1,800.00	1,300.00	1,800.00
OPERATING SUPPLIES	8,297.00	10,800.00	8,150.00	11,900.00
PROFESSIONAL SERVICES	1,495.73	3,025.00	2,025.00	3,025.00
CONTRACTUAL SERVICES	14,676.42	29,000.00	23,000.00	26,500.00
STATE CRS COMMISSION FEES	14,824.40	21,000.00	15,000.00	21,000.00
STATE CRS RESERVATION FEES	13,024.00	17,270.00	13,000.00	17,270.00
LEGAL FEES	0.00	500.00	500.00	500.00
INSURANCE & BONDS	4,477.00	4,700.00	5,017.00	5,100.00
TELEPHONE	990.95	1,000.00	1,300.00	1,500.00
CONFERENCE & TRAVEL	120.00	1,800.00	150.00	1,800.00
UTILITIES	74,371.96	78,960.00	78,960.00	80,000.00
BUILDING & DOCK MAINTENANCE	9,969.41	18,300.00	11,000.00	18,300.00
EQUIPMENT RENTAL	0.00	700.00	700.00	700.00
CREDIT CARD PROCESSING FEES	8,887.68	9,000.00	9,000.00	9,000.00
MISCELLANEOUS	4,817.30	4,600.00	5,800.00	5,800.00
REFUNDS & REBATES	0.00	500.00	0.00	0.00
DEPRECIATION EXPENSE	658,425.31	658,000.00	659,000.00	660,000.00
MACHINERY & EQUIPMENT	0.00	300.00	0.00	0.00
INTEREST EXPENSE	930.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND-PRINCIP	1,172.00	0.00	0.00	0.00
PAYING AGENT FEES	229.16	500.00	300.00	300.00
BOND PRINCIPAL	0.00	435,000.00	435,000.00	455,000.00
BOND INTEREST	19,888.00	26,900.00	26,900.00	9,000.00
TOTAL EXPENSES	\$ 1,045,858	\$ 1,540,389	\$ 1,527,622	\$ 1,555,084

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (42,335)	\$ (481,773)	\$ (498,254)	\$ (474,784)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,827,954	1,785,619	1,785,619	1,287,365
NET CHANGE IN NET POSITION	(42,335)	(481,773)	(498,254)	(474,784)
NET POSITION	\$ 1,785,619	\$ 1,303,846	\$ 1,287,365	\$ 812,582

CHARTER RESERVE	75,000	75,000	75,000	75,000
CASH AT PAYING AGENT	26,200	100,000	100,000	100,000
UNRESTRICTED	544,777	647,204	807,950	993,167
CASH & INVESTMENTS	\$ 645,977	\$ 822,204	\$ 982,950	\$ 1,168,167

CITY OF CHARLEVOIX
MOTORPOOL
BUDGET
26-27

	24-25	25-26	25-26	26-27
	Actual	Budget	Est. Actual	Budget
REVENUES				
FEDERAL GRANTS	0	0	43129	0
INTEREST EARNINGS	17827	5000	10000	9000
EQUIP RENTAL - GENERAL FUND	375636	370000	393975	325352
EQUIP RENTAL - MAJOR STREET	135523	145000	137350	140200
EQUIP RENTAL - LOCAL STREET	98391	45900	53800	50300
EQUIP RENTAL - ELECTRIC FUND	349672	351000	354000	361030
EQUIP RENTAL - SEWAGE FUND	117489	118000	123300	125444
EQUIP RENTAL - WATER FUND	77231	90000	104500	104830
EQUIP RENTAL - PARKING SERVICE	41	500	500	600
EQUIP RENTAL - AIRPORT	0	500	500	500
EQUIP RENTAL - MARINA	0	700	700	700
MISCELLANEOUS	2238	500	24833	2000
REFUNDS & REBATES	0	100	0	0
SALE OF FIXED ASSETS	21076	500	0	0
CONTRIBUTIONS FROM OTHER FUNDS	0	233795	175000	0
TOTAL REVENUES	\$ 1,195,124	\$ 1,361,495	\$ 1,421,587	\$ 1,119,956

EXPENSES				
SALARIES & WAGES	160602	154843	156892	161476
WAGES (ICMA)	7817	16300	0	0
EMPLOYEE FRINGE BENEFITS	132975	120744	140956	145070
OFFICE SUPPLIES	2575	2500	4218	1000
OPERATING SUPPLIES	5291	2000	3500	3500
GASOLINE, OIL, ETC.	96113	95000	95000	96000
REPAIRS & MAINTENANCE SUPPLIES	107953	100000	113000	118650
PROFESSIONAL SERVICES	3594	9800	9800	4800
CONTRACTUAL SERVICES	7385	35000	35000	35000
LEGAL FEES	1821	1000	1000	1000
INSURANCE & BONDS	36778	36800	30229	33060
TELEPHONE	1880	3630	3630	3630
CONFERENCE & TRAVEL	0	4000	4000	4000
UTILITIES	14379	14000	15100	15900
BUILDING MAINTENANCE	161	1000	1000	1000
DEPRECIATION EXPENSE	372721	325000	375000	380000
AMORTIZATION EXPENSE	0	19000	19000	19000
MACHINERY & EQUIPMENT	-14500	632000	613000	604000
FLEET LEASE	-22142	81000	124500	136000
TRANSFER TO OTHER FUNDS	171529	143583	144963	84963
TOTAL EXPENSES	\$ 1,086,931	\$ 1,797,200	\$ 1,889,788	\$ 1,848,049

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 108,193	\$ (435,705)	\$ (468,200)	\$ (728,093)
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,872,210	1,980,403	1,980,403	1,512,203
NET CHANGE IN FUND BALANCE	108,193	(435,705)	(468,200)	(728,093)
FUND BALANCE	\$ 1,980,403	\$ 1,544,698	\$ 1,512,203	\$ 784,110

CASH & INVESTMENTS	\$ 1,479,266	\$ 1,043,562	\$ 1,011,066	\$ 282,973
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CITY OF CHARLEVOIX

Parking Fund

BUDGET

26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
PARKING FEES	147,762	147,000	153,000	160,500
FINES AND FORFEITS	17,279	16,000	30,000	25,000
INTEREST EARNINGS	479	200	500	600
MISCELLANEOUS	122	500	500	500

TOTAL REVENUES	\$ 165,642	\$ 163,700	\$ 184,000	\$ 186,600
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EXPENSES				
SALARIES & WAGES	12,770	21,813	15,909	16,437
WAGES (ICMA)	809	2,500	-	-
SALARIES & WAGES - TEMPORARY	15,060	20,766	21,090	21,723
EMPLOYEE FRINGE BENEFITS	12,895	20,200	17,742	18,200
SOFTWARE LICENSING/SUBSCRIPTIONS	737	12,000	20,000	20,000
MATERIAL & SUPPLY	2,555	7,500	3,000	7,500
TELEPHONE	334	660	760	860
EQUIPMENT RENTAL	41	500	500	600
CREDIT CARD PROCESSING FEES	10,172	21,000	11,800	12,000
REFUNDS & REBATES	192	200	300	300
MACHINERY & EQUIPMENT	30,471	16,500	16,500	16,500
LOAN PRINCIPAL	25,837	-	-	-
LOAN INTEREST	648	-	-	-
TRANSFER TO OTHER FUNDS	35,631	32,900	33,385	34,356
TOTAL EXPENSES	\$ 148,151	\$ 156,539	\$ 140,986	\$ 148,476

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 17,491	\$ 7,161	\$ 43,014	\$ 38,124
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	36,061	53,552	53,552	96,566
NET CHANGE IN FUND BALANCE	17,491	7,161	43,014	38,124
FUND BALANCE	\$ 53,552	\$ 60,713	\$ 96,566	\$ 134,690

CASH & INVESTMENTS	\$ 51,526	\$ 58,687	\$ 94,540	\$ 132,664
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CITY OF CHARLEVOIX
TRAIL DEVELOPMENT IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
STATE GRANTS	0	657771	0	657771
INTEREST EARNINGS	2689	1600	1600	1500
CONTRIBUTIONS FROM OTHER FUNDS	0	0	0	75000
TOTAL REVENUES	2689	659371	1600	734271
EXPENSES				
PROFESSIONAL SERVICES	1816	50557	7441	38754
CONTRACTUAL SERVICES	0	907771	0	907771
TOTAL EXPENSES	\$ 1,816	\$ 958,328	\$ 7,441	\$ 946,525
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 873	\$ (298,957)	\$ (5,841)	\$ (212,254)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	349,883	350,756	350,756	344,915
NET CHANGE IN FUND BALANCE	873	(298,957)	(5,841)	(212,254)
FUND BALANCE	\$ 350,756	\$ 51,799	\$ 344,915	\$ 132,661
CASH & INVESTMENTS	\$ 332,533	\$ 33,576	\$ 326,692	\$ 114,438

CITY OF CHARLEVOIX
Housing Initiatives Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
GRANTS - OTHER	-	354,000	-	177,000
INTEREST EARNINGS	251	200	200	200
CONTRIBUTIONS FROM OTHER FUNDS	6,000	6,000	6,000	6,000
TOTAL REVENUES	\$ 6,251	\$ 360,200	\$ 6,200	\$ 183,200
EXPENSES				
PROFESSIONAL SERVICES	379	-	-	-
CONTRACTUAL SERVICES	-	300,000	-	150,000
TOTAL EXPENSES	\$ 379	\$ 300,000	\$ -	\$ 150,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 5,872	\$ 60,200	\$ 6,200	\$ 33,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	27,326	33,198	33,198	39,398
NET CHANGE IN FUND BALANCE	5,872	60,200	6,200	33,200
FUND BALANCE	\$ 33,198	\$ 93,398	\$ 39,398	\$ 72,598
CASH & INVESTMENTS	\$ 28,768	\$ 88,968	\$ 34,968	\$ 68,168

CITY OF CHARLEVOIX
Boat Luanch Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	0	0	100	100
RENTS/ROYAL. FERRY BOAT LAUNCH	0	45200	48000	48000
TOTAL REVENUES	0	45200	48100	48100

EXPENSES				
SALARIES & WAGES	0	950	0	0
WAGES (ICMA)	0	128	0	0
SALARIES & WAGES - TEMPORARY	0	20500	20230	21000
EMPLOYEE FRINGE BENEFITS	0	3825	3035	3150
OPERATING SUPPLIES	0	3475	2000	3000
CONTRACTUAL SERVICES	0	14650	11650	13650
UTILITIES	0	1600	2100	2600
TOTAL EXPENSES	\$ -	\$ 45,128	\$ 39,015	\$ 43,400

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ 72	\$ 9,086	\$ 4,700
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	9,086
NET CHANGE IN FUND BALANCE	-	72	9,086	4,700
FUND BALANCE	\$ -	\$ 72	\$ 9,086	\$ 13,786

CASH & INVESTMENTS	\$ -	\$ 72	\$ 9,086	\$ 13,786
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CITY OF CHARLEVOIX
FIRE REPLACEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	2737	1600	1600	2000
CONTRIBUTIONS FROM OTHER FUNDS	59000	59000	90000	90000
TOTAL REVENUES	61737	60600	91600	92000
EXPENSES				
CAPITAL OUTLAY-PUBLIC SAFETY	0	500000	500000	0
MACHINERY & EQUIPMENT-FIRE	0	0	83380	0
TOTAL EXPENSES	0	500000	583380	0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 61,737	\$ (439,400)	\$ (491,780)	\$ 92,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	278,732	340,470	340,470	(151,310)
NET CHANGE IN FUND BALANCE	61,737	(439,400)	(491,780)	92,000
FUND BALANCE	\$ 340,470	\$ (98,930)	\$ (151,310)	\$ (59,310)
CASH & INVESTMENTS	\$ 336,110	\$ (103,290)	\$ (155,670)	\$ (63,670)

CITY OF CHARLEVOIX
PI12 MT MCSAUBA RECREATION IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	171	200	200	200
RENTS & ROYALTIES-TOWER LEASE	9056	8000	9318	9588
TOTAL REVENUES	9227	8200	9518	9788
EXPENSES				
MACHINERY & EQUIPMENT	30000	0	0	0
TOTAL EXPENSES	30000	0	0	0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	-20773	8200	9518	9788
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	46,206	25,433	25,433	34,951
NET CHANGE IN FUND BALANCE	(20,773)	8,200	9,518	9,788
FUND BALANCE	\$ 25,433	\$ 33,633	\$ 34,951	\$ 44,739
CASH & INVESTMENTS	\$ 52,089	\$ 60,289	\$ 61,608	\$ 71,396

CITY OF CHARLEVOIX
PI 17 BUILDING CAPITAL IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
STATE GRANTS	0.00	0.00	82000.00	0.00
INTEREST EARNINGS	26244.99	0.00	18462.72	17700.00
SALE OF FIXED ASSETS	0.00	0.00	470531.00	0.00
TOTAL REVENUES	26244.99	0.00	570993.72	17700.00
EXPENSES				
PROFESSIONAL SERVICES	150567.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	0.00	529843.00	98000.00
LEGAL FEES	1328.00	0.00	0.00	0.00
TRANSFER TO OTHER FUNDS	0.00	0.00	137237.07	0.00
TOTAL EXPENSES	151895.00	0.00	667080.07	98000.00
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	-125650.01	0.00	-96086.35	-80300.00
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,016,254	890,604	890,604	794,518
NET CHANGE IN FUND BALANCE	(125,650)	-	(96,086)	(80,300)
FUND BALANCE	\$ 890,604	\$ 890,604	\$ 794,518	\$ 714,218
CASH & INVESTMENTS	\$ 984,528	\$ 984,528	\$ 888,442	\$ 808,142

CITY OF CHARLEVOIX
PI9 BUSINESS PARK FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	303	200	200	200
CONTRIBUTIONS FROM OTHER FUNDS	7500	7500	7500	7500
TOTAL REVENUES	7803	7700	7700	7700
EXPENSES				
CONTRACTUAL SERVICES	0	1500	1500	1500
MISCELLANEOUS	3500	3500	3500	3500
TOTAL EXPENSES	\$ 3,500	\$ 5,000	\$ 5,000	\$ 5,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 4,303	\$ 2,700	\$ 2,700	\$ 2,700
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	32,403	36,706	36,706	39,406
NET CHANGE IN FUND BALANCE	4,303	2,700	2,700	2,700
FUND BALANCE	\$ 36,706	\$ 39,406	\$ 39,406	\$ 42,106
CASH & INVESTMENTS	\$ 31,104	\$ 33,804	\$ 33,804	\$ 36,504

CITY OF CHARLEVOIX
Perpetual Care Trust Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
PERPETUAL CARE	6,442	4,000	6,190	6,000
INTEREST EARNINGS	16,763	2,000	12,322	11,900
TOTAL REVENUES	\$ 23,205	\$ 6,000	\$ 18,512	\$ 17,900
EXPENSES				
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 23,205	\$ 6,000	\$ 18,512	\$ 17,900
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	433,358	456,563	456,563	475,075
NET CHANGE IN FUND BALANCE	23,205	6,000	18,512	17,900
FUND BALANCE	\$ 456,563	\$ 462,563	\$ 475,075	\$ 492,975
CASH & INVESTMENTS	\$ 443,321	\$ 449,321	\$ 461,833	\$ 479,733

CITY OF CHARLEVOIX
Sewer Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	0.00	0.00	55,779.87	0.00
SEWER SERVICES - MISCELLANEOUS	(897)	500	1,800	1,800
SEWER SALES	2,824,503	2,873,200	2,873,200	2,873,200
DISCOUNTS FORFEITED	10,121	8,500	8,700	8,700
INTEREST EARNINGS - OPERATIONS	58,213	28,000	29,763	24,500
OTHER & PASS THRU'S	0	0	55,780	0
CAPITAL IMPROVEMENT FUNDS				
- SEWER SERVICE TAP INS	42,000	15,000	59,000	15,000
- INTEREST	722	200	1,200	1,200
NORTHSIDE SEWER				
- NORTHSIDE SEWER FEES	0	4,000	20,000	2,000
- INTEREST	1,206	500	2,285	1,700
TOTAL REVENUES	\$ 2,935,868	\$ 2,929,900	\$ 3,107,508	\$ 2,928,100
EXPENSES				
WASTEWATER TREATMENT PLANT	0	798,434	912,536	966,112
SEWER LINES	0	219,924	284,004	293,247
ACCOUNTING & ADMIN	337,609	374,211	393,978	395,275
LIFT STATIONS	96,661	144,970	117,573	123,452
CAPITAL IMPROVEMENTS	0	789,000	750,000	785,000
DEPRECIATION	605,385	595,000	606,000	608,000
DEBT SERVICE	155,114	603,900	603,864	607,364
FUND TRANSFERS	213,505	89,393	89,463	89,463
CAPITAL IMPROVEMENTS - SEWER TAP INS	0	0	0	0
CAPITAL IMPROVEMENTS - NORTHSIDE SEWER	0	0	0	0
TOTAL EXPENSES	\$ 1,408,274	\$ 3,614,832	\$ 3,757,418	\$ 3,867,913
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,527,594	\$ (684,932)	\$ (649,910)	\$ (939,813)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	12,019,671	13,547,265	13,547,265	12,897,355
NET CHANGE IN NET POSITION	1,527,594	(684,932)	(649,910)	(939,813)
NET POSITION	\$ 13,547,265	\$ 12,862,333	\$ 12,897,355	\$ 11,957,542
CHARTER RESERVE	75,000	75,000	75,000	75,000
BOND DEBT SERVICE REQUIREMENTS	750,000	750,000	750,000	750,000
CASH PI #2 RESERVE FOR CAPITAL	223,184	238,384	283,384	299,584
CASH PI #5 NORTHSIDE SEWER RESERVE	347,036	351,536	369,321	373,021
UNRESTRICTED	5,720,970	5,611,338	5,504,643	5,152,930
CASH & INVESTMENTS	\$ 7,116,190	\$ 7,026,258	\$ 6,982,348	\$ 6,650,535

CITY OF CHARLEVOIX

Water Fund

BUDGET

26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	0	0	30581	0
WATER SERVICES - TAP INS	22885	10000	25000	25000
WATER SERV-READ-O-MAT & METER	0	3500	4000	4000
WATER SERVICES - MISCELLANEOUS	-455	6000	6000	6000
WATER SALES - METERED	2017484	2147600	2147600	2212028
DISCOUNTS FORFEITED	7042	6200	8575	8575
INTEREST EARNINGS	29496	10000	15027	14900
MISCELLANEOUS	13997	18200	18200	18200
TOTAL REVENUES	\$ 2,090,450	\$ 2,201,500	\$ 2,254,983	\$ 2,288,703
EXPENSES				
TRANSMISSION & DISTRIBUTION	640,398	666,170	560,789	571,068
ACCOUNTING & ADMIN	243,856	272,001	279,911	285,096
WATER TREATMENT PLANT	471,042	584,535	631,730	683,543
CAPITAL IMPROVEMENTS	310	1,771,260	948,000	1,090,000
DEPRECIATION	359,601	365,000	365,000	365,000
FUND TRANSFERS	166,390	77,265	83,265	602,265
DEBT SERVICE	0	0	0	0
TOTAL EXPENSES	\$ 1,881,597	\$ 3,736,231	\$ 2,868,695	\$ 3,596,972
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 208,852	\$ (1,534,731)	\$ (613,712)	\$ (1,308,269)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	6,681,578.00	6,890,430	6,890,430	6,276,719
NET CHANGE IN NET POSITION	208,852	(1,534,731)	(613,712)	(1,308,269)
NET POSITION	\$ 6,890,430	\$ 5,355,699	\$ 6,276,719	\$ 4,968,450
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	2,660,656	1,490,925	1,242,213	298,944
CASH & INVESTMENTS	\$ 2,735,656	\$ 1,565,925	\$ 1,317,213	\$ 373,944

CITY OF CHARLEVOIX

Electric Fund

BUDGET

26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	0	0	26,698	0
ELECTRIC SERVICES	50,715	50,730	147,630	50,250
POWER SALES	7,224,574	7,896,920	7,186,693	7,330,877
POWER COST ADJ REVENUES	1,910,657	1,607,392	1,607,392	1,639,540
FINES & FORFEITS	44,572	36,500	41,756	42,791
LIEAF SURCHARGE	0	0	40,600	69,600
INTEREST & RENTS	135,110	50,300	81,927	71,310
OTHER	53,712	42,500	52,784	52,000
TRANSFER FROM OTHER FUNDS	0	14,186	80,492	0
TOTAL REVENUES	\$ 9,419,340	\$ 9,698,528	\$ 9,265,972	\$ 9,256,368
EXPENSES				
TRANSMISSION / DISTRIBUTION	2,093,377	2,822,517	2,388,034	2,447,632
ACCOUNTING & ADMIN	906,791	952,491	1,067,948	1,103,742
PURCHASED POWER	4,108,586	4,296,000	4,896,000	4,898,250
CAPITAL IMPROVEMENTS	464,007	1,670,887	1,104,089	1,602,500
DEPRECIATION	441,070	447,400	447,400	450,000
FUND TRANSFERS	358,776	438,717	438,917	263,917
DEBT SERVICE	0	0	0	0
TOTAL EXPENSES	\$ 8,372,606	\$ 10,628,012	\$ 10,342,388	\$ 10,766,041
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,046,734	\$ (929,484)	\$ (1,076,416)	\$ (1,509,673)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,107,172.00	9,153,906	9,153,906	8,077,490
NET CHANGE IN NET POSITION	1,046,734	(929,484)	(1,076,416)	(1,509,673)
NET POSITION	\$ 9,153,906	\$ 8,224,422	\$ 8,077,490	\$ 6,567,817
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	5,788,583	4,859,099	4,712,167	3,202,494
CASH & INVESTMENTS	\$ 5,948,583	\$ 5,019,099	\$ 4,872,167	\$ 3,362,494

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - INFRASTRUCTURE
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	1837	0	400	350
CONTRIBUTIONS FROM OTHER FUNDS	122800	123000	123000	122800
CONTRIBUTIONS FROM OTHER FUNDS	200000	200000	200000	200000
TOTAL REVENUES	324637	323000	323400	323150
EXPENSES				
PAYING AGENT FEES	229	300	300	300
BOND PRINCIPAL	245000	255000	255000	265000
BOND INTEREST	77800	68000	68000	57800
TOTAL EXPENSES	\$ 323,029	\$ 323,300	\$ 323,300	\$ 323,100
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,608	\$ (300)	\$ 100	\$ 50
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	68,668	70,276	70,276	70,376
NET CHANGE IN FUND BALANCE	1,608	(300)	100	50
FUND BALANCE	\$ 70,276	\$ 69,976	\$ 70,376	\$ 70,426
CASH & INVESTMENTS	\$ 29,640	\$ 29,340	\$ 29,740	\$ 29,790

CITY OF CHARLEVOIX
NEW SERVICE FACILITY DEBT
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	2,736.41	4,000.00	800.00	800.00
CONTRIBUTIONS FROM ELECTRIC	242750	242750	242750	242750
CONTRIBUTIONS FROM SEWER	84963	84963	84963	84963
CONTRIBUTIONS FROM WATER	72825	72825	72825	72825
CONTRIBUTIONS FROM MOTOR POOL	84963	84963	84963	84963
TOTAL REVENUES	488236	489500	486300	486300

EXPENSES				
PAYING AGENT FEES	500	500	500	500
BOND PRINCIPAL	240000	250000	250000	260000
BOND INTEREST	244100	234500	234500	224500
TOTAL EXPENSES	484600	485000	485000	485000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 3,636	\$ 4,500	\$ 1,300	\$ 1,300
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	138,048	141,684	141,684	142,984
NET CHANGE IN FUND BALANCE	3,636	4,500	1,300	1,300
FUND BALANCE	\$ 141,684	\$ 146,184	\$ 142,984	\$ 144,284

CASH & INVESTMENTS	\$ 16,371	\$ 20,871	\$ 17,671	\$ 18,971
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CITY OF CHARLEVOIX
Employee Fringe Benefit Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	-21038	0	29224	0
EFB - GENERAL FUND	807171	770000	839458	864641
EFB - MAJOR STREET	59391	30000	61766	63619
EFB - LOCAL STREET	38903	32000	40459	41673
EFB - ELECTRIC FUND	802814	825000	834926	859974
EFB - SEWER FUND	326585	350000	339648	349837
EFB - WATER FUND	331226	310000	344475	354809
EFB - EMPLOYEE FRINGE BENEFITS	459179	500000	477546	491872
EFB - MOTOR VEHICLE FUND	125270	125000	130280	134189
EFB - PARKING	12220	15000	12709	13089
EFB - DDA	17369	0	0	0
EFB - AIRPORT	178404	170000	185540	191106
EFB - MARINA	50001	52000	52001	53561
EFB-BOAT LAUNCH	0	3825	4865	5011
INTEREST EARNINGS	4679	5000	5859	5500
TRANSFER FROM OTHER FUNDS	384443	0	0	0
TOTAL REVENUES	3576617	3187825	3358756	3428881

EXPENSES				
WAGES (ICMA)	29749	61000	0	0
HOLIDAY PAY	122618	132000	144522	148858
HOLIDAY PAY PART TIME	2741	3500	1648	1698
SICK PAY ALLOWANCE	151406	127000	130000	134000
SICK LEAVE - PMLA OF 2018	2617	5000	5914	5000
VACATION PAY	268524	260000	263270	271167
PERSONAL LEAVE DAY	43889	42000	39000	40200
PARENTAL LEAVE	0	5000	5000	5000
JURY DUTY - FUNERAL LEAVE	8532	10000	10000	10000
LONGEVITY PAY	15300	16000	16500	17500
COMP TIME USED	14745	10000	15000	15000
UNEMPLOYMENT COMPENSATION INS	618	5000	5000	5000
WORKMEN'S COMPENSATION INSUR	73437	67000	50000	50000
EMPLOYER'S SOCIAL SECURITY	403394	385000	417000	430000
HEALTH INSURANCE	606609	640000	668358	702000
HEALTHCARE - OPT OUT	65780	56000	56000	56000
EMPLOYER CONTRIBUTION - HSA	115862	116000	117500	120000
STD & LTD INSURANCE	29379	32000	27500	28000
EMPLOYEE'S LIFE INSURANCE	3181	4000	4000	4000
RETIREMENT FUND CONTRIBUTION	836223	741000	866222	883547
EMPLOYEE FRINGE BENEFITS	494536	467800	468376	482428
PROFESSIONAL SERVICES	2295	2600	2600	2600
CONFERENCE & TRAVEL	664	1500	1500	1500
MISCELLANEOUS	5602	5500	5623	5650
TRANSFER TO OTHER FUNDS	57868	0	0	0
TOTAL EXPENSES	\$ 3,355,567	\$ 3,194,900	\$ 3,320,533	\$ 3,419,147

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 221,049	\$ (7,075)	\$ 38,223	\$ 9,734
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	0	221,049	221,049	259,272
NET CHANGE IN FUND BALANCE	221,049	(7,075)	38,223	9,734
FUND BALANCE	\$ 221,049	\$ 213,974	\$ 259,272	\$ 269,006
CASH & INVESTMENTS	\$ 125,670	\$ 118,595	\$ 163,893	\$ 173,626

Charlevoix City Council

All Other Actions and Requests

Title: Request to Change City Council Meeting Date/Time for May Election

Date: January 19, 2026

Presented By: Sarah Dvoracek, City Clerk

Background:

Earlier this week, we were informed by the County Clerk that Char Em Immediate School District has requested a Special Election on May 5, 2026 for a school proposal. In light of this, I respectfully request the Council's consideration to move the regular meeting scheduled for Monday, May 4, to either:

- **Friday, May 1, at 12:00 PM, or**
- **Monday, May 4, at 12:00 PM.**

We have made similar adjustments for previous elections, and an earlier meeting time has consistently ensured smoother election operations.

Thank you for your consideration.

Recommendation:

Discussion and direction.

Attachments:

None

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: January 19, 2026

Presented By:

Background:

A. Welcome to Jeff Goward

Jeff Goward began work this week; he is our new Electric Department Director and will be replacing John Griffith. John is still with us as the two of them work together for a smooth transition. Jeff has extensive experience with electric metering having come to us from Power System Engineering. PSE has been our consultant guiding the meter transition process over the past couple of years. Jeff has been spending time with John and our linestaff to understand more about our system and glean knowledge ahead of John's final departure from Charlevoix. I'll have him come to Council in the next few weeks for a formal introduction.

B. Special Event Policy Implementation

This week, we communicated background and details on the newly approved Special Event Policy. Specifically, the Waterfront Art Fair is eager to discuss improvements to traffic and parking for their event. The Breast Cancer 5k reviewed their route with us and we are giving some feedback on how to make the route safer and to have their volunteers stationed at various points to ensure runner safety. This will continue to be a learning process for both event holders and staff to fully implement this but I believe we are well underway. Liz Bachmann at our Public Services Facility has been the prime point person for many of the conversations and continues to draft the event planning sheets.

C. US 31 Traffic Survey

Chief McDonnell and I met virtually this morning with MDOT staff in Gaylord who are reviewing the results of the recent survey they initiated on potential improvements to the traffic issues on US 31 in our downtown. They were pleased to have received over 400 responses and a significant amount of feedback from the public. Much of this aligned with the expectations they had for feedback though much of it is also contradictory (pedestrian perspective vs. driver, visitor vs. local, etc). Generally, survey respondents felt traffic issues are becoming worse over the years, jaywalking remains a problem, and many respondents noted festivals, events, and road closures as frustrations within the corridor. MDOT is continuing to refine plans for potential solutions and expects to hold some public event later in February or March to discuss the potential next steps.

D. Budget Review

While included on your discussion during the meeting Monday, if Council would like to hold an additional one or more Budget Worksessions, here are some potential dates and times:

- January 27, 28, 29- afternoon or evening
- February 2- ahead of your regular meeting
- February 3, 4, 5- afternoon or evening

As always, I'm happy to spend as much time individually with you to explore the overall presentation or specifics as you wish. This is our first full year using BS&A for budget preparation and management; we are still on the learning curve but I think it is smoother than last year.

We would seek Council approval on February 2 to set the public hearing on February 16 for final adoption of the budget. The draft used on February 2 is still subject to change based on final discussion until approved on February 16.

Recommendation:

Attachments:

1. Planning Commission Meeting Minutes 12/08/2025

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~~ Boehmer 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-Jones 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 Beatty 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 City Council

Reports and Communications

Title: Mayor and Council Comments

Date: January 19, 2026

Presented By:

Background:

Recommendation:

Attachments:

None