

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, November 4, 2013 - 7:00 p.m.
210 State St, City Hall, Second Floor City Council Chambers, Charlevoix, MI

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes – October 21, 2013 Regular Meeting **PG 1-9**
 - B. Accounts Payable Check Register **PG 10-14**
 - C. Payroll Check Register **PG 15-19**
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Charlevoix Pointe Site Plan Review and Site Condominium Review (Project #2013-04SP) **PG 20-59**
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience - Non-agenda Input (written requests take precedent)**

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

Posted October 31, 2013 12:00 Noon

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, October 21, 2013 – 7:00 p. m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p. m. by Mayor Norman L. Carlson, Jr.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Norman L. Carlson, Jr.
City Attorney: Bryan Graham, Assistant City Attorney
City Manager: Rob Straebel
City Clerk: Deputy Clerk Stephanie Brown
Members Present: Council members Gabe Campbell, Shane Cole, Lyle Gennett, Shirley Gibson, and Greg Stevens
Absent: Council member Jeff Porter

III. Inquiry Regarding Possible Conflicts of Interest:

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – October 7, 2013 Regular Meeting Minutes
- B. Accounts Payable Check Register – October 22, 2013
- C. ACH Payments – October 7, 2013 – October 17, 2013
- D. Tax Disbursement – October 22, 2013
- E. Payroll Check Register – October 11, 2013
- F. Payroll Transmittal – October 11, 2013

G. Presentation of Michigan Fitness Promoting Active Communities Award

Mayor Carlson read a short statement describing the award and the efforts needed to achieve the Silver Level award, including the City's "Ride the Path to Health Program", and thanking the following individuals for their efforts: Janine Warner, Jennifer Nash, Robert Straebel, Erika VanDam, Jennifer Kenney, Kris Krumrey, William Brodin, Amanda Wilkins, Patrick Elliott, Keith Carey, and Mike Spencer.

V. Public Hearings

None.

VI. Reports

City Manager Rob Straebel reported that the Lewis Street infrastructure project has been delayed due to weather, and will hopefully be completed next week, depending on weather. Upon questioning, Department of Public Works (DPW) Superintendent Pat Elliott reported that there is some minor milling that will need to be done, but it will not impact the schedule.

VII. Requests, Petitions and Communications and Actions Thereon

A. Consideration to Approve Final Engineering Design and a Financial Services Rate Study for Improvements to the Wastewater Treatment Plant

Mark Prein of Prein and Newhof presented the item and answered questions from Council. To date, the City has approved engineering services for the Wastewater Treatment Plant in phases. This agenda item is to have City Council approve final engineering design and a rate study analysis, for which the City has been awarded up to \$819,000. The City will need to contribute 10% of the grant, \$91,000, for a total project cost of \$910,000. Additionally, the Michigan Department of Environmental Quality (MDEQ) has added the Wastewater Treatment Plant improvements to the list of fundable projects. This is very beneficial, as the rate for this loan will be 2.5%.

Mr. Prein also advised that a rate study has been started by the City's financial advisor. Mr. Prein reported completion of two additional grant requests through the State. Unfortunately, the grants were turned down as not qualifying for the funds, as the State is looking for a minimum of a 20% decrease in energy use through the project. The firm is also pursuing Rural Development funding as another possible funding source.

Mr. Prein stated that the City recently received notice of the fundable range for the State Revolving Fund (SRF) loan. The next step is for a Milestone Schedule to be prepared with the State. Projected critical dates include preliminary plans being required in February 2014, final plans by April 2014, and starting construction in the fall of 2014. Mr. Prein is looking for direction to proceed with the final design, using the S2 grant application funding as the City's primary funding source.

The Mayor called for public comments. There was no comment. The Mayor closed the item to public comment.

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Motion by Councilmember Campbell, second by Councilmember Cole, to approve final engineering and design along with a financial services rate study, per the memo dated October 14, 2013 from Mark Prein of Prein and Newhof.

Yeas: Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: Porter

B. Charlevoix Historical Society Request to Place a Historic Train Caboose at the Depot Property Adjacent to Depot Beach

City Planner Mike Spencer presented the item and answered questions from Council. The Charlevoix Historical Society would like to place a 1916 train caboose on their property at 305 Chicago Avenue in the grassy area on the south side of the Depot building. The 10'x30' caboose would be located on railroad ties and a track, and not be on a foundation. The caboose may be used for presentations of railroad history. The Planning Commission reviewed this item on October 14 and unanimously approved the proposal, noting that it would be a wonderful tourist attraction and is in keeping with the historic theme of the Depot. Due to the location of the caboose, (dense trees, vegetation, and slope of the hill), views from the property above the Depot will not be impacted. Planner Spencer also noted that, since this property is in the City's historic district, the proposal will also need to go to the Historic District Commission for review.

The Mayor called for public comments. There was no comment. The Mayor closed the item to public comment.

Motion by Councilmember Gennett, second by Councilmember Gibson, to recommend that the Historic District Commission approve the [request to place a historic train caboose at the Depot property adjacent to Depot Beach] proposal as presented.

Yeas: Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: Porter

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C. Consideration of a Resolution to Create a City of Charlevoix Review Process and Standards for Public Infrastructure Projects

City Planner Mike Spencer presented the item and answered questions from Council. The Planning Commission has been working on a Resolution/Policy that would clarify what capital improvement projects should be reviewed by the Planning Commission before consideration by City Council. The policy is intended to provide the public, staff, and elected officials clear guidance on new infrastructure projects or new uses to satisfy the requirements of the Michigan Planning Enabling Act, and clarify the appropriate local review process for infrastructure projects in parks or other public lands. This Resolution/Policy was introduced to Council at the October 7, 2013 meeting, and no comments have been received thus far.

The Mayor called for public comments. There was no comment. The Mayor closed the item to public comments.

Action by Resolution.

D. Second Discussion Regarding an Adopt-a-Brick Program for Plaza B in East Park

City Manager Rob Straebel presented the item and answered questions from Council. Council needs to determine whether or not to adopt the program, the cost of bricks, and the designated use of proceeds. Staff has prepared an application and suggested a cost of \$100 per brick. Manager Straebel stated that his office has not received any additional comments regarding the proposed program.

Councilmember Gennett supported the program and stated that he would like to see the money go toward East Park and the Interactive Water Fountain. Councilmember Gennett also suggested that a fund be set up for anyone who wants to donate to the future of the park.

Councilmember Stevens agreed that the funds should go towards maintenance of the park.

Councilmember Gibson noted that at the last meeting there were two residents who indicated their support for leaving the bricks without etching. At the time she had agreed with them; but since then she has spoken with a number of residents who are in favor of the program. Mayor Carlson reported that he had the same reaction from people during Apple Fest, in support of the Adopt-a-Brick Program.

The Mayor called for public comments.

Jodi Bingham questioned the actual dollar amount that will be "profit" and Mayor Carlson responded \$75.00.

The Mayor closed the item to public comments.

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Motion by Councilmember Cole, second by Councilmember Stevens, to implement the Adopt-a-Brick Program as described in the October 21, 2013 Council packet, earmarking program proceeds towards East Park maintenance, including costs associated with the Interactive Water Fountain.

Yeas: Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: Porter

E. Consideration to Approve Road Salt Purchase for 2013/14

Department of Public Works (DPW) Superintendent Pal Elliott reviewed the item and answered questions from Council. This is a budgeted item for the annual purchase of road salt. The item was competitively bid by the State of Michigan through the MI DEAL program.

The Mayor called for public comments. There was no comment and the item was closed to public comment.

Motion by Councilmember Campbell, second by Councilmember Stevens, to accept the unit cost of \$54 per ton and that Council approve a maximum expenditure of \$13,500 for the purchase of bulk road salt from North American Salt Company.

Yeas: Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: Porter

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F. Consideration to Approve Refuse Collection Bid

DPW Superintendent Pat Elliott presented the item and answered questions from Council. On October 10, 2013, the City Clerk's office opened sealed bids for refuse collection services, including supplying dumpsters to the various different departments, pick up and disposal for the compactor located downtown, and the Monday curbside refuse pickup. American Waste, our current provider for these services, meets all bid specifications and was the only bidder. Overall, American Waste has done a good job over the last six years providing these refuse services and has resolved any issues that have come up in a timely fashion. The total cost of services is lower than the current cost by approximately \$3,000. If approved by Council, these bid numbers will be included in the 2014/15 budget.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Stevens, second by Councilmember Gibson, to enter into a three-year agreement with American Waste, according to their bid amounts submitted on October 10, 2013 as outlined on page 44 of the agenda packet.

Yeas: Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: Porter

G. Property and Liability Insurance Renewal

City Manager Rob Straebel presented the item and answered questions from Council. The City of Charlevoix is in the fourth year of coverage for property and liability insurance from Municipal Underwriters of Michigan, a Michigan PAR plan. The quote for the coming year is a 5.6% increase, which is in line with other insurer's increases. This policy covers property and equipment valued at over \$60,000,000 and fleet coverage for vehicles valued over \$4,800,000. The City has increased values by 5% and fleet coverage went up more than \$600,000 with the addition of the newest bucket truck and other new vehicles. The coverage is quoted for \$5 million of liability and property coverage and has deductibles of zero on liability and \$250 on fleet, property, inland marine and computer equipment (EDP). This premium again includes boiler insurance with a \$2,500 deductible, the same coverage as the past year. The current budget for all insurance coverage is \$88,600. Other coverage purchased by the City is for underground storage tank coverage, airport management liability insurance, volunteer fireman coverage, lighthouse liability and a policy for day camp. Our current cost is still significantly lower than our last year with the Michigan Municipal League.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Gennett, second by Councilmember Campbell, to approve the renewal of the Liability and Property Insurance with the Michigan PAR Plan (from Municipal Underwriters of Michigan), beginning November 1, 2013 for \$86,004 for one year.

Yeas: Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: Porter

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H. Consideration to Approve a Resolution Supporting a Solution to the Asian Carp Issue

City Manager Rob Straebel presented the item and answered questions from Council. Freshwater Future is asking the City to pass a resolution in support of a solution to keep Asian Carp out of the Great Lakes. This issue has the potential to drastically change the ecology of the Great Lakes as well as having a detrimental effect on our local economy.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Action by Resolution.

VIII. **Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**

None.

IX. **Resolutions**

A. A Resolution to Create a City of Charlevoix Review Process and Standards for Public Infrastructure Projects

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Motion by Councilmember Campbell, second by Councilmember Gennett, to adopt Resolution 2013-10-02 as follows:

RESOLUTION 2013-10-02
A RESOLUTION TO CREATE A CITY OF CHARLEVOIX REVIEW PROCESS AND STANDARDS
FOR PUBLIC INFRASTRUCTURE PROJECTS

WHEREAS, the City of Charlevoix Planning Commission and City Council find that the public interest is best served when there are clear standards for review and decision making processes on public infrastructure projects and the use of public lands; and

WHEREAS, the Michigan Planning Enabling Act, Article IV, Section 125.3861 states:

125.3861. New Construction of certain projects in area covered by municipal master plan; approval; initiation of work on project; requirements; report and advice.

(1) A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body or other body having jurisdiction over the authorization or financing of the project and has been approved by the planning commission. The planning commission shall submit its reasons for approval or disapproval to the body having jurisdiction. If the planning commission disapproves, the body having jurisdiction may overrule the planning commission by a vote of not less than 2/3 of its entire membership for a township that on the enactment date of this act had a planning commission created under former 1931 PA 285, or for a city or village, or by a vote of not less than a majority of its membership for any other township. If the planning commission fails to act within 35 days after submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission.

WHEREAS, the Planning Enabling Act does not define "structure" which can be subject to interpretation and/or litigation and does not provide municipalities clear guidance; and

WHEREAS, the City of Charlevoix does review and make a recommendation on the Draft Capital Improvement Plan (CIP) on an annual basis prior to adoption by City Council¹ in accordance with MCL 125.3865; however, infrastructure projects and new uses may arise throughout the year that are not included in the budget or CIP; and

WHEREAS, the City of Charlevoix may receive specific requests from individuals, groups, organizations or governmental agencies proposing a new infrastructure project, structure, feature, or use on public lands that was not previously planned for or previously known, and funding sources for these projects or uses may be from individual donations, grants, scholarships, and/or local, state and federal funds; and

WHEREAS, the City Planning Commission does not have a process in place to review infrastructure projects not covered in the budget or CIP or new uses proposed on public lands; and

¹ Typically Planning Commission review of the CIP takes place in February of each year. The City must adopt the CIP before March 1st to ensure the Budget and Capital Improvement Plan are in effect by April 1st. The Planning Commission is also invited to public work sessions held by City Council where the Budget and Capital Improvement Plans are reviewed prior to adoption.

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WHEREAS, the City of Charlevoix feels the public, the Planning Commission who represent the public on land use issues, and elected officials should be fully informed and involved in decisions on capital improvements and uses upon public lands;

NOW, THEREFORE, BE IT RESOLVED that the City of Charlevoix Review Process and Standards for Public Infrastructure Projects, which are attached, are hereby adopted and shall be effective immediately and further, that this policy may be used concurrently with other review processes such as zoning review or the City's Donations Acceptance Policy.

RESOLVED, this 21st day of October, A.D. 2013

Resolution was adopted by the following yeas and nays vote:

Yeas: Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: Porter

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City of Charlevoix Review Process and Standards for Public Infrastructure Projects.

1. Definitions:
 - A. Structure: a permanent building, typically enclosed or containing a roof, used for a wide variety of activities. (Examples include, but are not limited to: City Hall, the water treatment plant, harbor master building, performance pavilion, park pavilions, bathroom facilities, airport hangers, etc.)
 - B. Feature: an element or attribute that serves to enhance or provide a specific use to a property. (Examples include the trout stream, water fountain, public art, sculptures, kiosk, signs, pavers, maps, benches, etc.)
 - C. Amenity: a feature, attraction, use, or structure typically located in public parks to enhance the experience of the user or fulfill a specific need. (An amenity may also be a feature such as the trout stream, interactive water fountain, disc golf, etc.)
2. Exemptions:² The following infrastructure projects and uses on public lands shall be exempt from this review resolution and policy:
 - A. Infrastructure Projects
 - Any capital improvement project that has been budgeted for and included in the Capital Improvement Plan (CIP), which has already been reviewed and approved by the City.
 - Any capital improvement project that must be completed to protect public health, safety and/or welfare. (Examples include, but are not limited to: replacing or adding fire hydrants, water lines, sewer lines, traffic signs, construction fencing, road repair etc.)
 - Replacement, repair, or expansion of utilities such as water, sewer, electric, storm water, phone, cable, fiber optic, etc.
 - Replacement or repair of existing structures, features, and amenities. (Examples of features that can be repaired, replaced, or added, include those that are common in parks or other city properties such as: park benches, trash/recycling bins, signage, flag poles, kiosks, clocks, public art, bike racks, etc.)
 - Repair or replacement of existing roads, curbs, gutter systems, and sidewalks.
 - B. Existing Uses on Existing Publicly Owned Lands
 - Minor changes or improvements to existing uses related to recreation, governmental operations, utilities, and recycling.
3. Review process and standards for capital improvements and new uses:
 - A. Capital Improvements requiring review:
 - (1) Any new structure, feature, or expansion of an existing building.
 - (2) Any new use or recreational activity proposed on public properties.
 - (3) Purchase of any additional properties to be owned by the City. Sale of any City owned lands.
 - (4) Construction of new roads, alleys, and parks.
 - B. Review Process:
 - (1) Any capital improvement or use subject to review under this policy shall be submitted to the Planning Commission for review at a regular or special meeting requested by the Chair.

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² Even if a particular project or use is exempt under this section, City staff may choose to follow this policy if the project is considered to have significant public importance. Staff will continue to update the Planning Commission and City Council on capital improvement projects, uses, etc., even if it is exempt under this section.

- (2) A summary of the project or use shall be included, with all relevant documentation including: site plans, maps, diagrams, pictures, renderings, and/or building plans.
- (3) The Planning Commission shall review the project in accordance with the Michigan Planning Enabling Act, the City of Charlevoix Land Use Master Plan, the Parks and Recreation Master Plan, and zoning ordinance requirements, if applicable.
- (4) The Planning Commission shall take public comments and forward a written recommendation to City Council outlining the reason for the recommendation, and any other information supporting the recommendation. The Planning Commission may recommend that prior to making a decision, City Council hold a public hearing, and/or notify landowners adjacent to or in close proximity to the project or property.
- (5) City Council shall consider the Planning Commission recommendation at a regular or special meeting prior to making its decision. Based on the size, scope, cost and nature of the project or use, City Council shall have the flexibility to hold public meetings or hearings, request additional information or research, notify the general public or landowners adjacent to a project, and seek additional public review prior to the decision.
- (6) After the decision has been made, staff shall notify the Planning Commission of the decision.

B. A Resolution to Create a City of Charlevoix Review Process and Standards for Public Infrastructure Projects
Motion by Councilmember Campbell, second by Councilmember Gennett, to adopt Resolution 2013-10-02 as follows:

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RESOLUTION 2013-10-03
KEEPING ASIAN CARP OUT OF THE GREAT LAKES

- WHEREAS, the Great Lakes and St. Lawrence represent the largest body of surface fresh water in the world and are a vibrant, diverse ecosystem that is critically important to the economic well-being and quality of life of the Canadian and U.S. populations in the region; and
- WHEREAS, over 180 invasive species have entered the Great Lakes and its connecting water ways over the years and caused widespread damage and disruption to the natural balance of the system, as well as significant economic damage; and
- WHEREAS, one of the most serious threats ever presented by invasive species currently comes from Asian Carp, including silver, bighead, and black varieties; and
- WHEREAS, these varieties of carp were introduced to the southern United States for use in fish farms for algae control in the 1970's and escaped into the Mississippi River system; and
- WHEREAS, invasive species have already inflicted hundreds of millions in damage across the Great Lakes and St. Lawrence, and invasive carp pose a serious threat to the \$7 billion sport and commercial fishery that support the economy and help define the culture of the entire region; and
- WHEREAS, the invasive carp have migrated northward through the Mississippi River system as far north as Wisconsin, Minnesota, Illinois, Indiana, and Ohio, reducing significantly or eliminating populations of the more desirable species of fish because of their voracious food consumption and prolific reproduction; and
- WHEREAS, the invasive carp are threatening to enter the Great Lakes at a number of points across the region; and
- WHEREAS, many federal, state, provincial, and local government agencies in the United States and Canada have worked diligently and expended tens of millions of dollars over the past ten years on a variety of projects to keep invasive carp out of the Great Lakes; and
- WHEREAS, including the invasive carp, there are 39 invasive species in the two basins that present a threat to cross over into the other basin in the near future; and
- WHEREAS, once an invasive species establishes itself in an ecosystem, it is exceedingly difficult, if not impossible, to eradicate it, and it often inflicts serious damage on the ecosystem and imposes major costs in efforts to control it; and
- WHEREAS, Asian Carp pose a dangerous risk of injury to recreational users on waters infested with Asian Carp; and
- WHEREAS, Canadian and U.S. citizens across the basin have expressed serious concern about the invasive carp and other invasive species, and are demanding prompt action; and
- WHEREAS, the U.S. Army Corps of Engineers is conducting a multiyear, comprehensive study across the U.S. side of the Great Lakes basin called the "Great Lakes and Mississippi River Interbasin Study" (GLMRIS) that examines 19 separate locations where invasive carp could cross from the Mississippi River Basin to the Great Lakes Basin, and considers a large number of potential ways to stop the further migration.

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NOW, THEREFORE, BE IT RESOLVED, that the invasive carp in the Mississippi River system pose one of the greatest threats to the integrity and well-being of the Great Lakes and St. Lawrence ecosystem, including the 40 million Canadians and Americans who live there; and

BE IT FURTHER RESOLVED, that preventing the invasive carp from entering the Great Lakes and St. Lawrence ecosystem needs to be approached with the greatest sense of urgency by all those responsible for dealing with this matter; and

BE IT FURTHER RESOLVED, that physical separation is the most effective way to keep invasive carp from entering Lake Michigan through the Chicago Area Waterway System, and such barriers would also prevent the movement of many other invasive species from one basin to the other; and

BE IT FURTHER RESOLVED, that physical separation is feasible and can be done in a way that maintains or enhances water quality, flood control, and transportation in the system; and

BE IT FURTHER RESOLVED, that additional steps must be taken in the interim to keep invasive carp out while the long term solution is put in place.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix strongly urges all parties involved to identify a preferred solution to the invasive carp issue and move forward to implement that solution with the greatest sense of urgency.

RESOLVED, this 21st day of October, A.D. 2013

Resolution was adopted by the following yeas and nays vote:

Yeas: Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: Porter

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X. Ordinances

None.

XI. Miscellaneous Business

Councilmember Gennett asked about the corner of Bridge and Garfield, where it appears that gas lines are sticking up out of the ground. DPW Superintendent Elliott reported that they will be lowering the lines shortly.

Councilmember Stevens reported that, at the same intersection, there is a water puddle and asked if that was fixable. DPW Superintendent Elliott stated that it is fixable, the contractor is aware of the problem, and it will be corrected.

XII. Audience - Non-agenda Input (written requests take precedent)

None.

XIV. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.

There were no objections.

Meeting adjourned at 7:40 p. m.

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Stephanie Brown

Deputy City Clerk

Norman L. Carlson, Jr.

Mayor

Accounts Payable – 10/22/2013			
ACE HARDWARE	2,059.88	BOB MATHERS FORD	86.96
ALL-PHASE ELECTRIC SUPPLY CO.	96.62	BRADFORD'S	56.35
AMERICAN WASTE INC.	2,318.40	BRANDI, RICHARD	95.82
APX INC.	53.02	BROWN, STEPHANIE	390.29
ARROW UNIFORM-TAYLOR L.L.C.	1,080.12	CARQUEST OF CHARLEVOIX	958.66
ASPLUNDH TREE EXPERT CO	7,702.46	CASCADE SUBSCRIPTION SERVICE INC.	159.54
AT&T	4,681.67	CCP INDUSTRIES INC	268.59
AUTO VALUE	662.08	CENTRAL DRUG STORE	20.27
AVFUEL CORPORATION	25,533.67	CHARLEVOIX AREA	1,025.00
BATTERIES PLUS BULBS	77.95	CHARLEVOIX AREA HOSPITAL	22.80

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CHARLEVOIX COUNTY FIRE	451.00	NORTHERN FIRE & SAFETY INC.	33.00
CHARTER COMMUNICATIONS	1,029.78	NORTHERN MICHIGAN JANITORIAL	34.95
CHEMSEARCH	503.02	NORTHERN MICHIGAN REVIEW INC.	556.13
CINTAS CORPORATION	63.66	NORTHERN PUMP SERVICE INC.	8,600.00
DTE ENERGY	63.86	NORTHERN SAFETY CO INC	86.86
EJ USA INC.	545.06	OLD DOMINION BRUSH	1,859.18
ELLSWORTH FARMER'S EXCHANGE	580.65	OLESON'S FOOD STORES	193.61
EMMET BRICK & BLOCK	351.63	OMS COMPLIANCE SERV INC	78.75
ETNA SUPPLY	3,756.58	PEARSON, BETHANY	26.00
FAMILY FARM & HOME	244.87	PERFORMANCE ENGINEERS INC	6,394.94
FERGUSON & CHAMBERLAIN	184.00	POWER LINE SUPPLY	1,624.84
FREIDINGER M.D., REED K.	85.00	PURITY CYLINDER GASES INC	329.64
GRAINGER	134.80	RESIDEX LLC	820.00
GREAT LAKES PLUMBING HEATING & A/C	1,300.00	ROTARY CLUB OF CHARLEVOIX	37.50
HACH COMPANY	575.63	RUEHLE, DAVID	139.36
HAND, HEATHER	46.33	S & S WORLDWIDE	193.30
HANKINS, SCOTT	13.76	SCHULTZ, MARILYN J.	75.00
HOLIDAY COMPANIES	8,745.16	SECURITY SANITATION INC.	475.00
HOLIDAY LIGHTING SERVICES INC.	7,600.00	SEELEY'S PRINTING SERVICE	48.10
HYDRO DESIGNS INC.	515.00	SVCMMASTER RESTORATION BY BARKLEY	510.48
HYDRO DYNAMICS	3,210.25	SHORELINE POWER SERVICES INC.	1,180.11
IDEXX DISTRIBUTION INC.	1,182.55	SPARTAN DISTRIBUTORS INC	199.59
INDEPENDENT DRAFTING SERVICES	1,920.00	STATE OF MICHIGAN	75.00
ISLAND AIRWAYS	6.67	STEVENS, BRANDON	28.00
JONES & JONES GARAGE DOOR SVCS	200.00	SUPERIOR MECHANICAL	2,439.03
KIWANIS CLUB OF CHARLEVOIX	39.00	SWEM, DONALD L.	24.00
KLOOSTER, ALIDA K.	49.16	T & R SERVICE INC	3,973.00
KORTHASE FLINN	186.14	TIMMS, ROBERT	200.00
KSS ENTERPRISES	609.27	U.S. BANK N.A./MBA	289,987.50
LAKESHORE TIRE & AUTO SERVICE	12.50	UP NORTH PROPERTY SERVICES LLC	2,625.00
LANDSCAPE FORMS INC.	14,623.00	USA BLUE BOOK	133.48
LAVOIE, RICHARD	28.00	VOSS LIGHTING	318.00
LUNDHOLM, ROBERT A.	272.07	WALTERS SHARPENING SVC. INC.	72.00
MDC CONTRACTING LLC	119,154.60	WEDDING, MELISSA	48.40
MICHIGAN OFFICEWAYS INC	1,092.02	WHITLEY, ANDREW	28.00
MISS DIG SYSTEM INC	296.66	WILKIN, AMANDA	188.99
NATIONAL FIRE CODES	1,165.50	TOTAL:	541,823.87

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Tax Disbursement -- 10/22/2013			
CHARLEVOIX COUNTY TREASURER	29,594.06	CHARLEVOIX PUBLIC SCHOOLS	2,564.74
CHARLEVOIX PUBLIC SCHOOLS	43,990.16	CITY OF CHARLEVOIX - TAXES DUE	33,299.37
CHARLEVOIX PUBLIC SCHOOLS	5,268.34		
CHARLEVOIX PUBLIC SCHOOLS	249.41	TOTAL:	114,966.08

ACH Payments -- 10/07/2013 -- 10/17/2013			
MI Public Power Agency	14,040.11	MI Public Power Agency	32,421.07
IRS (Payroll Tax Deposit)	33,922.37	State of Michigan (Sales Tax)	23,870.51
Vantagepoint (401 ICMA Plan)	713.78	State of MI (Withholding Tax)	10,255.13
Vantagepoint (457 ICMA Plan)	12,081.11	TOTAL	127,304.08

PAYROLL: NET PAY			
Pay Period Ending 10/05/2013 -- Paid 09/27/2013			
CARLSON JR., NORMAN	1,117.43	PANOFF, ZACHARY R.	819.06
CAMPBELL, GABRIEL M.	397.10	MILLER, FAITH G.	323.46
GIBSON, SHIRLEY J.	443.28	PEARSON, BETHANY S.	1,229.02
PORTER, JEFFREY L.	378.82	DOAN, GERARD P.	1,210.87
STEVENS, GREGORY L	651.07	SHRIFT, PETER R.	1,111.56
COLE, SHANE	489.45	SCHLAPPI, JAMES L.	1,310.74
GENNETT, LYLE E.	863.38	UMJLIS, MATTHEW T.	1,207.93
WELLER, LINDA JO	1,354.58	HANKINS, SCOTT A.	1,559.47
STRAEBEL, ROBERT J.	2,567.79	ORBAN, BARBARA K.	1,388.24
BRANDI, RICHARD M.	1,795.76	TRAEGER, JASON A.	1,342.45
LOY, EVELYN R.	996.52	WARNER, JANINE M.	1,165.68
KLOOSTER, ALIDA K.	1,451.95	EVANS JR, HALBERT K.	1,407.82
BROWN, STEPHANIE C.	1,352.69	KLOOSTER, PATRICK H.	151.96
SPENCER, MICHAEL D.	1,711.07	BINGHAM, LARRY E.	578.22
SPENCLEY, PATRICIA L.	1,016.91	LABELLE, DAVIS B.	59.10
NASH, JENNIFER B.	638.02	KLINGER, LUCAS D.	56.38

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GREYERBIEHL, KEVIN M.	128.80	JONES, ROBERT F.	1,050.79
MCDONOUGH, COLLIN B.	555.90	DORAN, JUSTIN J.	1,581.64
IVAN, PAUL M.	1,689.17	BISHAW, JAMES H.	695.23
SCHWARTZFISHER, JOSEPH L.	1,388.19	TOWSLEY, CALVIN J.	599.76
ROLOFF, ROBERT P.	1,143.09	MANKER JR, DAVID W.	457.63
BRODIN, WILLIAM C.	772.53	MANKER SR, DAVID W.	609.03
RILEY, DENISE M.	397.40	NEUMANN, DANA L.	474.30
TEUNIS, STEVEN L.	1,770.41	BECKER, MICHAEL S.	520.20
WURST, RANDALL W.	1,250.61	COLE, STEVEN D.	526.66
MAYER, SHELLEY L.	1,323.40	MCGHEE, ROBERT R.	1,020.81
HILLING, NICHOLAS A.	1,317.55	WILKIN, AMANDA J.	710.14
MEIER III, CHARLES A.	1,331.59	HEID, THOMAS J.	1,245.15
ZACHARIAS, STEVEN B.	1,084.94	CURTIS, DENNIS E.	860.08
NISWANDER, JOSEPH F.	1,251.38	BOOTHE, STEVEN A.	88.31
BLANCHARD, SCOTT W.	1,617.73	DOAN JR, RALPH W.	230.27
FRYE, EDWARD J.	960.28	GRUNCH, RONALD J.	45.62
JONES, TERRI L.	1,090.50	DURRENBERGER, LARRY J	22.67
SWEM, DONALD L.	1,626.83	DAVIS, RONALD L.	8.94
EATON, BRAD A.	1,849.36	GILL, DAVID R.	570.98
WILSON, TIMOTHY J.	2,079.85	MACLEOD, SAMUEL R.	464.80
LAVOIE, RICHARD L.	1,099.09	STEIN, MARK G.	31.72
STEVENS, BRANDON C.	1,196.62	WOODY, SCOTT R.	1,520.01
WHITLEY, ANDREW T.	1,247.87	VANLOO, JOSEPH G.	611.01
DRAVES, MARTIN J.	1,609.56	LUNDHOLM, ROBERT A.	659.06
ELLIOTT, PATRICK M.	1,583.39	TOUGH, KENDALL J.	56.52
MORRISON, KEVIN P.	1,124.55	HAND, HEATHER K.	834.81
HODGE, MICHAEL J.	1,292.14	CAMERON, DANIELLE Y.	317.58
WELLS JR., DONALD E.	1,463.26	TABER, HOLLY S.	422.22
BRADLEY, KELLY R.	1,381.66	CROFT, JAMES E.	332.87
WILSON, RICHARD J.	1,096.34	STEIN, DONNA E.	18.94
HART II, DELBERT W.	781.68	WYMAN, MATTHEW A.	798.45
JOHNSON, STEVEN P.	998.34	TOTAL:	89,037.99

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PAYROLL: TRANSMITTAL
09/27/2013

AMERICAN FAMILY LIFE	158.34	COMMUNICATION WORKERS OF AMER	566.53
AMERICAN FAMILY LIFE	244.27	MERS	380.00
BAY WINDS FEDERAL CREDIT UNION	50.00	MI STATE DISBURSEMENT UNIT	674.57
BAY WINDS FEDERAL CREDIT UNION	210.00	NORTHWESTERN BANK	210.00
BAY WINDS FEDERAL CREDIT UNION	160.00	NORTHWESTERN BANK	140.00
CHAR EM UNITED WAY	81.54	POLICE OFFICERS LABOR COUNCIL	372.00
CHARLEVOIX STATE BANK	976.06	PRIORITY HEALTH	938.61
CHARLEVOIX STATE BANK	360.00	TOTAL:	5,521.92

Check Number	Payee	Amount
10/24/2013		
107738	CHARLEVOIX STATE BANK	5,905.46
107739	DELTA DENTAL	4,680.39
107740	GREAT LAKES ENERGY	202.37
107741	PRIORITY HEALTH	48,124.66
107742	STANDARD INSURANCE CO	1,409.39
107743	VERIZON WIRELESS	56.72
107744	VISION SERVICE PLAN	516.04
Total 10/24/2013:		60,895.03
Grand Totals:		60,895.03

Summary of Check Registers & ACH Payments

FIRST MERIT BANK - CHECKS ISSUED

10/24/13 Special Accounts Payable Run	\$	60,895.03
10/25/13 Payroll	\$	90,409.51
10/25/13 Payroll Transmittal Checks	\$	8,007.16
11/05/13 Regular Accounts Payable	\$	176,370.65

Checks Sub-Total: \$ 335,682.35

FIRST MERIT BANK - ACH PAYMENTS

10/21/13 MI Public Power Agency	\$	10,006.07
10/25/13 MI Public Power Agency	\$	277,768.34
10/25/13 IRS (Payroll Tax Deposit)	\$	34,398.72
10/25/13 Alerus Financial (HCSP)	\$	380.00
10/25/13 State of MI (Withholding Tax)	\$	9,707.89
10/25/13 Vantagepoint (401 ICMA Plan)	\$	726.06
10/25/13 Vanlagepoint (457 ICMA Plan)	\$	12,497.42
10/25/13 MERS (Defined Benefit Plan)	\$	24,884.65
10/28/13 MI Public Power Agency	\$	12,274.69
ACH Sub-Total:	\$	382,645.84

First Merit Bank Total: \$ 718,328.19

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

11/05/13 Tax Disbursement	\$	87,229.07
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Charlevoix State Bank Total: \$ 87,229.07

Grand Total: \$ 805,557.26

APPROVED:


CITY MANAGER


CITY TREASURER


DEPUTY CITY CLERK

Check Number	Payee	Amount
11/05/2013		
107745	AIRGAS USA LLC	1,882.98
107746	AMERICAN WASTE INC.	53.50
107747	AMERICAN WATER WORKS ASSN	295.00
107748	AMERIGAS - PETOSKEY	441.93
107749	ASPHALT SOLUTIONS OF MICHIGAN	4,500.00
107750	AT&T LONG DISTANCE	493.60
107751	AT&T MOBILITY	74.47
107752	AVFUEL CORPORATION	57,407.23
107753	BANDIT INDUSTRIES INC	651.84
107754	BEHAN WINDOW CLEANING	355.00
107755	BLARNEY CASTLE OIL CO	1,520.00
107756	BRADLEY, HEATHER	35.49
107757	BRANDI, RICHARD	41.00
107758	BULBS.COM	739.60
107759	CARDINAL CARPET CLEANING	550.00
107760	CHAMPION CHARTER	446.00
107761	CHARLEVOIX AGENCY	164.00
107762	CHARLEVOIX AREA	6,700.00
107763	CHARLEVOIX ELKS LODGE #2856	65.00
107764	CHARLEVOIX SCREEN MASTERS INC	100.00
107765	CHARLEVOIX TOWNSHIP	15.45
107766	CINTAS CORPORATION	88.31
107767	COMPLETE MUFFLER	200.80
107768	CROSS III, JOHN H.	6,500.00
107769	DCASSESSING SERVICES	4,291.92
107770	DITCH WITCH SALES OF MICHIGAN	121.21
107771	DOAN, GERARD	41.00
107772	DTE ENERGY	2,778.67
107773	EJ USA INC.	8,018.93
107774	ELHORN ENGINEERING COMPANY	1,220.00
107775	ELLIOTT, PATRICK M.	41.00
107776	ELLSWORTH FARMER'S EXCHANGE	363.50
107777	EMERGENCY MEDICAL PRODUCTS I	150.19
107778	ENMET CORP	251.60
107779	EVANS, HAL	41.00
107780	FASTENAL COMPANY	391.57
107781	FISHER SCIENTIFIC	610.55
107782	FOX CHARLEVOIX FORD	20.42
107783	FREIDINGER M.D., REED K.	85.00
107784	GRAINGER	95.40
107785	GRAPHIC CONTROLS LLC	224.24
107786	GREAT LAKES PIPE & SUPPLY	612.29
107787	HAND, HEATHER	41.00
107788	HANKINS, SCOTT	55.00
107789	HARRELL'S	640.00
107790	HEID, THOMAS J.	41.00
107791	HI-LINE	114.52
107792	HOLBEN PROFESSIONAL EH SVCS	300.00

Check Number	Payee	Amount
107793	HOLIDAY COMPANIES	110.92
107794	IAFC MEMBERSHIP	334.00
107795	INTELLIGENT PRODUCTS INC	814.60
107796	IVAN, PAUL	41.00
107797	J. THOMAS DISTRIBUTORS LLC	141.58
107798	JONES, LARRY	14.00
107799	KEWEENAW EXCURSIONS	56.00
107800	KMart	68.95
107801	KSS ENTERPRISES	239.44
107802	LAKESHORE TIRE & AUTO SERVICE	12.50
107803	LAVOIE, RICHARD	14.00
107804	LEESE, M. CHRIS	155.00
107805	MAYER, SHELLEY L.	53.00
107806	MCMASTER-CARR	437.52
107807	MEADOWBROOK INSURANCE GROU	643.25
107808	MEIER III, CHARLES A.	22.15
107809	MFSIA	285.00
107810	MICHIGAN CAT	301.50
107811	MICHIGAN ELECTRIC	15,000.00
107812	MICHIGAN MUNICIPAL LEAGUE	1,513.00
107813	MID STATES BOLT & SCREW CO	140.00
107814	NASH, JENNIFER	41.00
107815	NATIONAL SAFETY COUNCIL	395.00
107816	NORTH AMERICAN SALT CO	13,321.53
107817	NORTHERN CREDIT BUREAU	166.08
107818	NORTHERN MICHIGAN JANITORIAL	75.80
107819	NORTHWEST DESIGN GROUP	1,935.50
107820	OTEC	881.10
107821	PARASTAR INC.	1,570.54
107822	PEARSON, BETHANY	41.00
107823	PELICAN DEVELOPMENT LLC	16.48
107824	PELLSTON A.R.F.F. INC.	250.00
107825	PERFORMANCE ENGINEERS INC	9,868.50
107826	PHYSIO-CONTROL INC.	398.04
107827	POWER LINE SUPPLY	1,784.26
107828	PREFERRED WASTE 2 LLC	212.50
107829	PREIN & NEWHOF	2,475.00
107830	RECDESK LLC	1,900.00
107831	RELIABLE OFFICE SUPPLIES	39.98
107832	RICHARDS, MICHAEL	240.00
107833	RIETH-RILEY CONST CO INC	1,467.90
107834	ROTARY CLUB OF CHARLEVOIX	75.00
107835	RTI LABORATORIES INC.	111.00
107836	SACRAMENTO STATE OFFICE OF WA	13.00
107837	SCHWARTZFISHER, JOSEPH	14.00
107838	SEELEY'S PRINTING SERVICE	539.00
107839	SELL, JENNIFER	36.39
107840	SITE PLANNING DEVELOPMENT INC	25.00
107841	SPENCER, MICHAEL	41.00

Check Number	Payee	Amount
107842	STATE OF MICHIGAN	470.48
107843	STEGGALL, TOM	19.38
107844	STEVENS, BRANDON	14.00
107845	STRAEBEL, ROBERT J.	41.00
107846	SWEM, DONALD L.	41.00
107847	T & R SERVICE INC	1,805.46
107848	TEUNIS, STEVEN	41.00
107849	TRAEGER, JASON	14.00
107850	TRAVERS, MANUEL J.	14.00
107851	TRAVERSE REPRODUCTION	121.96
107852	TRI-TURF	911.40
107853	UP NORTH PROPERTY SERVICES LL	2,086.00
107854	UTILITY TRACTOR SERVICES	1,800.00
107855	VILLAGE GRAPHICS INC.	22.00
107856	WELLER, LINDA	41.00
107857	WHITLEY, ANDREW	14.00
107858	WILKIN, AMANDA	41.00
107859	WOODY, SCOTT	41.00
107860	WORK & PLAY SHOP	1,990.00
107861	YEAGER, JILL	80.25
107862	YOUNG GRAHAM	4,517.50
107863	ZIELINSKI, JOSEPH A.	41.00
Total 11/05/2013:		176,370.65
Grand Totals:		176,370.65

Check Number	Payee	Amount
10/21/2013		
102113001	MICHIGAN PUBLIC POWER AGENCY	10,006.07
Total 10/21/2013:		10,006.07
Grand Totals:		10,006.07

Check Number	Payee	Amount
10/25/2013		
102513001	MICHIGAN PUBLIC POWER AGENCY	277,768.34
Total 10/25/2013:		277,768.34
Grand Totals:		277,768.34

Check Number	Payee	Amount
10/28/2013		
102813001	MICHIGAN PUBLIC POWER AGENCY	12,274.69
Total 10/28/2013:		12,274.69
Grand Totals:		12,274.69

Check Number	Payee	Amount
11/05/2013		
2225	CHARLEVOIX COUNTY TREASURER	2,996.48
2226	CHARLEVOIX COUNTY TREASURER	15,218.49
2227	CHARLEVOIX PUBLIC SCHOOLS	11,107.30
2228	CHARLEVOIX PUBLIC SCHOOLS	5,047.08
2229	CHARLEVOIX PUBLIC SCHOOLS	176.20
2230	CHARLEVOIX PUBLIC SCHOOLS	2,302.40
2231	CITY OF CHARLEVOIX - TAXES DUE	31,175.73
2232	LABLANCE, MARO	78.89
2233	STATE OF MICHIGAN	19,126.50
Total 11/05/2013:		87,229.07
Grand Totals:		87,229.07

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/19/2013	PC	10/25/2013	16516	WELLER, LINDA JO	101		1,354.58
10/19/2013	PC	10/25/2013	16517	STRAEBEL, ROBERT J.	102		2,320.75
10/19/2013	PC	10/25/2013	16518	BRANDI, RICHARD M.	110		1,795.76
10/19/2013	PC	10/25/2013	16519	LOY, EVELYN R.	117		996.51
10/19/2013	PC	10/25/2013	16520	KLOOSTER, ALIDA K.	121		1,228.79
10/19/2013	PC	10/25/2013	16521	BROWN, STEPHANIE C.	126		1,310.05
10/19/2013	PC	10/25/2013	16522	SPENCER, MICHAEL D.	132		1,514.20
10/19/2013	PC	10/25/2013	16523	SPENCLEY, PATRICIA L.	136		1,016.91
10/19/2013	PC	10/25/2013	16524	NASH, JENNIFER B.	138		863.55
10/19/2013	PC	10/25/2013	16525	PANOFF, ZACHARY R.	141		819.06
10/19/2013	PC	10/25/2013	16526	MILLER, FAITH G.	142		682.62
10/19/2013	PC	10/25/2013	16527	PEARSON, BETHANY S.	143		1,229.02
10/19/2013	PC	10/25/2013	16528	ZIELINSKI, JOSEPH A.	144		838.36
10/19/2013	PC	10/25/2013	16529	DOAN, GERARD P.	201		1,210.87
10/19/2013	PC	10/25/2013	16530	SHRIFT, PETER R.	203		1,138.43
10/19/2013	PC	10/25/2013	16531	SCHLAPPI, JAMES L.	204		1,267.75
10/19/2013	PC	10/25/2013	16532	UMULIS, MATTHEW T.	205		1,331.36
10/19/2013	PC	10/25/2013	16533	HANKINS, SCOTT A.	208		1,454.84
10/19/2013	PC	10/25/2013	16534	ORBAN, BARBARA K.	209		1,242.87
10/19/2013	PC	10/25/2013	16535	TRAEGER, JASON A.	210		1,373.72
10/19/2013	PC	10/25/2013	16536	WARNER, JANINE M.	213		937.61
10/19/2013	PC	10/25/2013	16537	EVANS JR, HALBERT K.	214		1,152.40
10/19/2013	PC	10/25/2013	16538	LEE, LOREN G.	217		106.09
10/19/2013	PC	10/25/2013	16539	BINGHAM, LARRY E.	224		302.48
10/19/2013	PC	10/25/2013	16540	GREYERBIEHL, KEVIN M.	259		33.93
10/19/2013	PC	10/25/2013	16541	IVAN, PAUL M.	301		1,770.07
10/19/2013	PC	10/25/2013	16542	SCHWARTZFISHER, JOS	303		1,016.01
10/19/2013	PC	10/25/2013	16543	ROLOFF, ROBERT P.	304		2,024.33
10/19/2013	PC	10/25/2013	16544	BRODIN, WILLIAM C.	305		1,524.08
10/19/2013	PC	10/25/2013	16545	RILEY, DENISE M.	306		399.33
10/19/2013	PC	10/25/2013	16546	TEUNIS, STEVEN L.	402		1,770.41
10/19/2013	PC	10/25/2013	16547	WURST, RANDALL W.	411		1,450.37
10/19/2013	PC	10/25/2013	16548	MAYER, SHELLEY L.	412		1,227.54
10/19/2013	PC	10/25/2013	16549	HILLING, NICHOLAS A.	413		1,106.50
10/19/2013	PC	10/25/2013	16550	MEIER III, CHARLES A.	421		1,445.47
10/19/2013	PC	10/25/2013	16551	ZACHARIAS, STEVEN B.	422		1,460.97
10/19/2013	PC	10/25/2013	16552	NISWANDER, JOSEPH F.	504		1,251.38
10/19/2013	PC	10/25/2013	16553	FRYE, EDWARD J.	508		960.28
10/19/2013	PC	10/25/2013	16554	JONES, TERRI L.	511		1,010.26
10/19/2013	PC	10/25/2013	16555	EATON, BRAD A.	515		1,589.01
10/19/2013	PC	10/25/2013	16556	WILSON, TIMOTHY J.	516		1,380.09
10/19/2013	PC	10/25/2013	16557	LAVOIE, RICHARD L.	519		1,362.48
10/19/2013	PC	10/25/2013	16558	STEVENS, BRANDON C.	521		1,246.59
10/19/2013	PC	10/25/2013	16559	DRAVES, MARTIN J.	523		1,721.17
10/19/2013	PC	10/25/2013	16560	ELLIOTT, PATRICK M.	600		1,583.34
10/19/2013	PC	10/25/2013	16561	WELLS JR., DONALD E.	609		1,250.54
10/19/2013	PC	10/25/2013	16562	BRADLEY, KELLY R.	614		1,238.43
10/19/2013	PC	10/25/2013	16563	WILSON, RICHARD J.	615		1,063.37
10/19/2013	PC	10/25/2013	16564	HART II, DELBERT W.	616		785.19
10/19/2013	PC	10/25/2013	16565	JONES, ROBERT F.	618		1,397.66
10/19/2013	PC	10/25/2013	16566	DORAN, JUSTIN J.	621		1,435.31
10/19/2013	PC	10/25/2013	16567	MANKER JR, DAVID W.	638		466.58
10/19/2013	PC	10/25/2013	16568	MANKER SR, DAVID W.	639		668.39
10/19/2013	PC	10/25/2013	16569	BECKER, MICHAEL S.	641		528.98
10/19/2013	PC	10/25/2013	16570	MCGHEE, ROBERT R.	663		1,020.81
10/19/2013	PC	10/25/2013	16571	WILKIN, AMANDA J.	700		690.40
10/19/2013	PC	10/25/2013	16572	HEID, THOMAS J	802		1,245.15

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/19/2013	PC	10/25/2013	16573	WESCOTT, DENNIS M.	828		134.79
10/19/2013	PC	10/25/2013	16574	STEIN, DONNA E.	830		18.94
10/19/2013	PC	10/25/2013	16575	DOAN JR, RALPH W.	833		187.21
10/19/2013	PC	10/25/2013	16576	DURRENBERGER, LARR	846		3.22
10/19/2013	PC	10/25/2013	16577	MACLEOD, SAMUEL R.	857		475.68
10/19/2013	PC	10/25/2013	16578	STEIN, MARK G.	858		15.85
10/19/2013	PC	10/25/2013	16579	WOODY, SCOTT R.	900		1,520.01
10/19/2013	PC	10/25/2013	16580	VANLOO, JOSEPH G.	902		499.49
10/19/2013	PC	10/25/2013	16581	LUNDHOLM, ROBERT A.	911		536.44
10/19/2013	PC	10/25/2013	16582	HAND, HEATHER K.	913		791.21
10/19/2013	PC	10/25/2013	16583	TABER, HOLLY S.	924		559.46
10/19/2013	PC	10/25/2013	16584	CROFT, JAMES E.	926		350.04
10/19/2013	PC	10/25/2013	16585	WYMAN, MATTHEW A.	927		655.53
10/19/2013	PC	10/25/2013	16586	RILEY, TIMOTHY C.	1045		137.01
10/19/2013	PC	10/25/2013	16587	RAMSEY, KYLE J.	1051		66.07
10/19/2013	PC	10/25/2013	16588	RILEY, CASEY W.	1052		69.26
10/19/2013	PC	10/25/2013	16589	THORMAN, MIKAYLA R.	1055		115.87
10/19/2013	PC	10/25/2013	16590	JONES, LARRY M.	1057		470.34
10/19/2013	PC	10/25/2013	16591	OCHS, THOMAS F	1068		55.41
10/19/2013	PC	10/25/2013	16592	TRAVERS, MANUEL J.	1071		474.93
10/19/2013	PC	10/25/2013	16593	RILEY, DANIEL A.	1079		644.98
10/19/2013	PC	10/25/2013	16594	WHITLEY, ADAM	1089		66.07
10/19/2013	PC	10/25/2013	16595	SCHOOF, WILLIAM R.	1094		555.25
10/19/2013	PC	10/25/2013	107702	KLOOSTER, PATRICK H.	216		81.41
10/19/2013	PC	10/25/2013	107703	HUMBLE, NATHAN C.	219		254.84
10/19/2013	PC	10/25/2013	107704	LABELLE, DAVIS B.	234		29.56
10/19/2013	PC	10/25/2013	107705	KLINGER, LUCAS D.	235		42.28
10/19/2013	PC	10/25/2013	107706	MCDONOUGH, COLLIN B.	261		348.56
10/19/2013	PC	10/25/2013	107707	BLANCHARD, SCOTT W.	505		1,900.77
10/19/2013	PC	10/25/2013	107708	SWEM, DONALD L.	512		1,626.83
10/19/2013	PC	10/25/2013	107709	WHITLEY, ANDREW T.	522		1,435.80
10/19/2013	PC	10/25/2013	107710	MORRISON, KEVIN P.	601		1,285.37
10/19/2013	PC	10/25/2013	107711	HODGE, MICHAEL J.	606		1,064.07
10/19/2013	PC	10/25/2013	107712	JOHNSON, STEVEN P.	617		1,366.90
10/19/2013	PC	10/25/2013	107713	BISHAW, JAMES H.	633		615.54
10/19/2013	PC	10/25/2013	107714	TOWSLEY, CALVIN J.	635		535.52
10/19/2013	PC	10/25/2013	107715	NEUMANN, DANA L.	640		481.61
10/19/2013	PC	10/25/2013	107716	COLE, STEVEN D.	657		488.64
10/19/2013	PC	10/25/2013	107717	CURTIS, DENNIS E.	831		811.49
10/19/2013	PC	10/25/2013	107718	BOOTHE, STEVEN A.	832		39.24
10/19/2013	PC	10/25/2013	107719	DAVIS, RONALD L.	853		8.94
10/19/2013	PC	10/25/2013	107720	GILL, DAVID R.	856		862.78
10/19/2013	PC	10/25/2013	107721	STEVENS, JEFFREY W.	1028		347.01
10/19/2013	PC	10/25/2013	107722	ROLOFF, AUDREY M.	1037		718.14
10/19/2013	PC	10/25/2013	107723	MATTER, DAWSON K.	1038		516.05
10/19/2013	PC	10/25/2013	107724	MARSH JR., JAMES D.	1043		109.89
10/19/2013	PC	10/25/2013	107725	SCOTT JR., WINFIELD	1072		39.65
10/19/2013	PC	10/25/2013	107726	KITELEY, FISHER L.	1074		13.21
10/19/2013	PC	10/25/2013	107727	COLLINS, CHAD M.	1076		329.70
10/19/2013	PC	10/25/2013	107728	BERGMANN, DOUGLAS	1087		39.65
Grand Totals:			107				90,409.51

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/19/2013	10/25/2013	107729	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.34
10/19/2013	10/25/2013	107729	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	244.27
10/19/2013	10/25/2013	107730	BAY WINDS FEDERAL C	9023	Garnishment per 90th District Cou	50.00
10/19/2013	10/25/2013	107731	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	250.00
10/19/2013	10/25/2013	107732	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/19/	81.54
10/19/2013	10/25/2013	107733	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,016.16
10/19/2013	10/25/2013	107733	CHARLEVOIX STATE BA	9017	HSA - EMPLOYER CONTRIB - C	3,857.14
10/19/2013	10/25/2013	107734	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	566.53
10/19/2013	10/25/2013	107735	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	674.57
10/19/2013	10/25/2013	107736	NORTHWESTERN BANK	9018	HSA - EMPLOYEE CONTRIB - N	170.00
10/19/2013	10/25/2013	107737	PRIORITY HEALTH	392358	PRIOR HEALTH DEDUCTION P	938.61
Grand Totals:		11				8,007.16

Check Issue Date	Check Number	Payee	Amount
102513002			
10/25/2013	10251300	**EFTPS* Payroll Taxes	8,452.81
10/25/2013	10251300	**EFTPS* Payroll Taxes	8,452.81
10/25/2013	10251300	**EFTPS* Payroll Taxes	1,976.95
10/25/2013	10251300	**EFTPS* Payroll Taxes	1,976.95
10/25/2013	10251300	**EFTPS* Payroll Taxes	13,539.20
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	5		34,398.72
102513003			
10/25/2013	10251300	Alerus Financial	380.00
Total 102513003:			
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102513004			
10/25/2013	10251300	STATE OF MICHIGAN	4,771.31
10/25/2013	10251300	STATE OF MICHIGAN	4,936.58
Total 102513004:			
	2		9,707.89
102513005			
10/25/2013	10251300	Vantagepoint - 401 Plan 109153	728.06
Total 102513005:			
	1		728.06
102513006			
10/25/2013	10251300	Vantagepoint - 457 Plan 300959	4,713.95
10/25/2013	10251300	Vantagepoint - 457 Plan 300959	1,745.04
10/25/2013	10251300	Vantagepoint - 457 Plan 300959	6,038.43
Total 102513006:			
	3		12,497.42
Grand Totals:			
	12		57,712.09

Check Number	Payee	Amount
10/25/2013		
102513007	MERS	24,884.65
Total 10/25/2013:		24,884.65
Grand Totals:		24,884.65

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Charlevoix Pointe Site Plan Review and Site Condominium Reivew: (Project #2013-04SP)

HEAERING DATE: November 4, 2013

PRESENTED BY: Mike Spencer, City Planner

ATTACHMENTS: Planning Commission Report/Recommendation with all associated documentation and attachments.

BACKGROUND INFORMATION:

The purpose of this agenda item is to review the proposed Planning Commission recommendation on Charlevoix Pointe, a 7 unit townhome development at 115 Pine River Lane submitted by Midtown Development of Traverse City. The Planning Commission has unanimously recommended approval with 11 conditions. The Site Condominium review procedures require a public hearing with both the PC and City Council.

Review of this project under the new zoning requires Level B Site Plan Review (Section 5.118) and Site Condominium Review (Section 5.47(3)). The application materials were received on September 24th. The Planning Commission held an introductory meeting where the applicant completed a presentation and public comments were taken on October 14. The Planning Commission held a public hearing on October 28 where public comments were taken and the project was reviewed for compliance with the standards in the zoning ordinance. Ultimately the Planning Commission recommended approval of the development with 11 conditions. The findings and conditions can be found in the attached report along with all supporting documentation. To date, I am not aware of the developer being opposed to any of the conditions of approval.

We have included the plans for this development on 11X17 paper. If you would like to see more detailed plans I can print a larger size for you upon request. The plans are also available on my portion of the City website.

Major discussion points:

- This development will require an upgrade from a 4 inch to an 8 inch water main extending from Points North to this site under Pine River Lane. The costs are expected to range from \$22,000-\$30,000. Staff and the Planning Commission are recommending the developer pay this expense. The City would engineer the water line upgrades, put the project out for bid and the developer would be required to pay their portion prior to

construction starting. This provides the safeguard that if they do not pay their portion, construction would not be initiated and the development would not have access to water. Within the development, the water and sewer system would be designed, engineered, and installed at the developer's expense. We have a requirement that the City Engineer would do inspections throughout this process to ensure all utilities are installed correctly. After completion, the water and sewer mains within the development would be technically owned by the City, not the condo association. This is normal practice for new developments. See conditions 1,2 and 3.

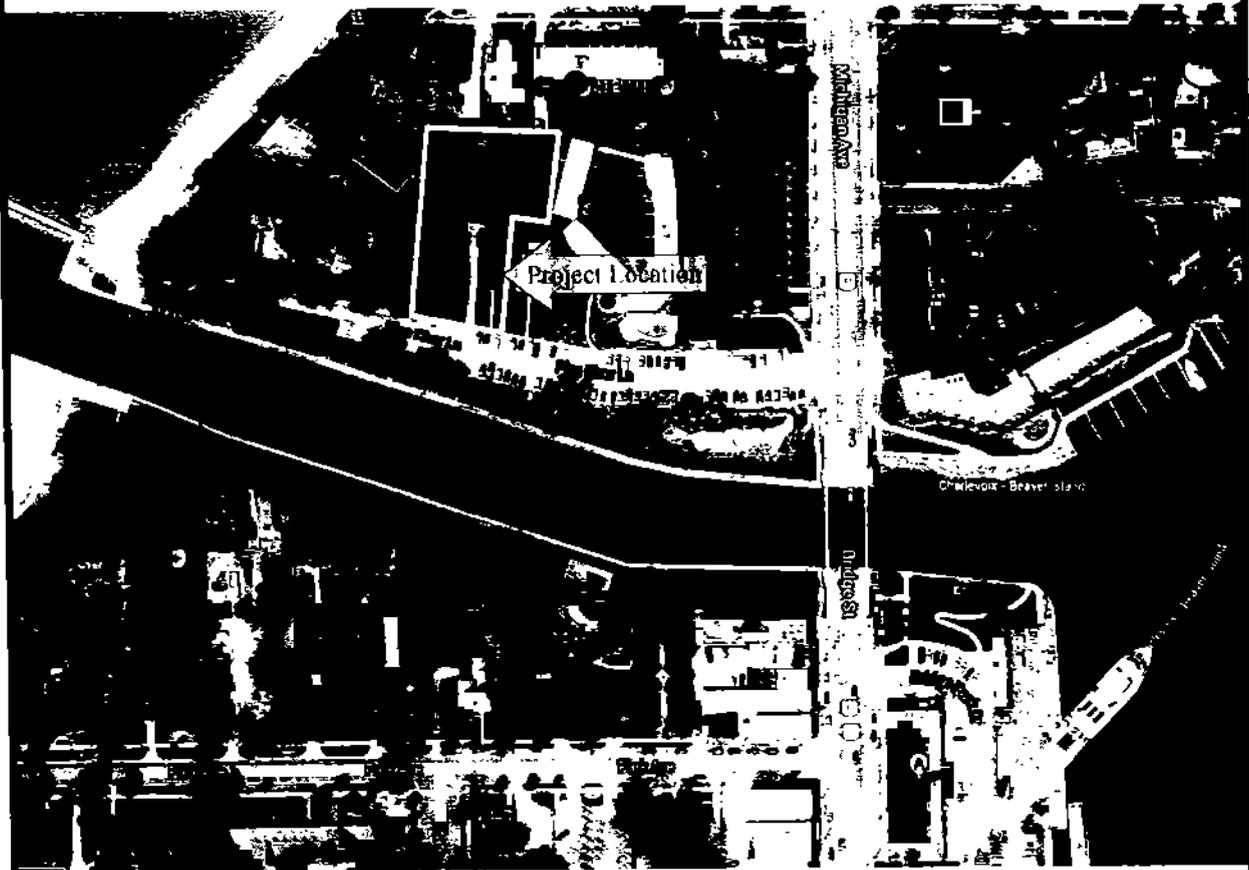
- There is a steep slope bisecting the lot where there is about a 12 foot elevation gain. The application originally planned for a 15% slope on the access drive which is fairly steep. After researching national standards for access drives and review from the Fire Chief, the Planning Commission determined that the slope should not exceed 13%. This access drive will require the use of retaining walls or rocks to secure the slope. The Fire Chief has a written recommendation in Attachment 4 stating that 13% is acceptable to provide Fire and EMS support. See conditions 8 and 9.
- There are numerous abandoned construction sites throughout northern Michigan in Petoskey, Boyne City, and Traverse City which result in public blight problems and decreasing property values. This has resulted in cities taking a closer look at requiring performance bonds for new developments. Both Staff and the Planning Commission are recommending a performance bond of \$50,000 which could be used for site restoration, removal of foundations, hydro seeding, landscaping, etc in the event the project is abandoned or unfinished. The amount was based on figures that Performance Engineers came up with in Attachment 5. See condition 10. The bond would remain in effect until the project is fully completed, including all landscaping.
- An adjoining property owner at 113 Pine River Lane has been concerned throughout this process about privacy, green space, and how this development fits in to the neighborhood. She has outlined her concerns in Attachment 3 and has also submitted a letter dated October 30, 2013. The landscaping plan does include a row of Arbor Vitae (green shrubs) along the shared property line to screen the access and associated traffic drive from view.

RECOMMENDATION

The Planning Commission is recommending approval of Project 2013-04 SP with 11 conditions.

October 14th, 2013

Application for:
Site Plan Review
for
Charlevoix Pointe Condominiums



Submitted to:

City of Charlevoix

210 State Street
Charlevoix, MI 49720
(231) 547-3270



Mansfield
Land Use Consultants

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Notes Sheet
Existing Conditions & Demolition Plan
Site Plan & Dimension Plan
Grading & Storm Plan
Utility Plan
Landscape Plan
Details Sheet
Architectural Plan Set
Floor Plans
Front Elevation
Side and Rear Elevations

Project Team

Developer:

Midtown Development, Inc.
Tim Burden, President
311 E Eighth St
Traverse City, MI 49684
Phone: (231) 218-4983
Email: timkburden@gmail.com

Owners:

In Trust
Randolph Carey
Peter Carey
Julia Anne Bandfield

Planning and Engineering Consultant:

Mansfield Land Use Consultants
Douglas Mansfield, President
830 Cottageview Drive, Suite 201
Traverse City, MI 49684
Phone: (231) 946-9310
Email: dougm@maaeps.com

Architecture Consultant:

Progressive Associates, Inc.
Chip Ironside, Progressive North LLC
425 Michigan Street, Suite #3
Petoskey, MI 49770
Phone: (231) 487-9290
Email: ciron@charter.net

Project Summary

Project Parcel:

Tax ID 15-052-127-002-00

Project Location:

115 Pine River Lane

Tax Description:

Beg N line Pine River Lane 387 ft NW W to bridge N10°E 150 ft
S77°50 ft N10°E 92.88 ft W160 ft S10°W 222ft to N Line Pine
River Ln E110 ft to beg beginingpt of Gov Lot 1 Sec 27 T34N
R8W & of Gov Lot Sec 2 26-34-8

Current Zoning:

R-4 Planned High Density Residential
a Use-by-Right, level B Site Plan Review

Existing Use:

Vacant

Building Set Backs:

Front 25ft
Rear 25ft
Side 10ft

Parcel Size:

0.69 acres

Proposed Use:

7 single-family attached townhouse style dwelling units
3,190 square foot units
3 bed / 3 bath
2 car garage

Structures:

2^{1/2} stories
Gable roof forms
30 feet tall (*finished grade to the height between the eaves and the ridge*)
Wood frame construction
stone veneer and shingle and lapboard style siding

Project Summary continued

Parking:

<i>(2 spaces per unit required) x 7 units</i>	<i>14 spaces required</i>
Each unit has a 2-car garage	14 spaces
Driveway parking spaces	13 spaces
<u>Visitor parking spaces</u>	<u>3 spaces</u>
	30 spaces provided

Loading:

none required

Lighting:

All proposed fixtures are building mounted, full cut-off, dark sky compliant.

Utilities

Municipal water
Municipal sewer
Natural gas
Locally available electricity
On-Site storm water detention

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Introduction

Midtown Development, Inc., successful developer of many high density urban residential projects, proposes to construct seven attached single-family townhome style dwelling units called Charlevoix Pointe located at 115 Pine River Lane. The property is owned in trust by the Carey family.

Project Location / Existing Conditions

The 0.69 acre project site has been vacant for at least one half dozen years. The proposed project is a use-by-right in the R-4 zoning district. Surrounding zoning includes single-family to the north, hospitality/commerce to the east and R-4 to the west. The site has approximately 110 linear feet of frontage on Pine River Lane and a lot depth of about 220 linear feet to the north. The site's grade elevation rises 18-feet from the south end fronting Pine River Lane, up to the north end. Municipal utilities requiring some routine upgrades are available along Pine River Lane. The site does not contain any significant trees or vegetation.

Site Plan Layout

The seven single-family townhome style dwelling units that make up the proposed Charlevoix Pointe development are located in three buildings. The finished floor elevations of the units rise with the slope of the site from the front to the back of the property.

- Units 1 and 2 are located at a 604.5 elevation.
- Unit 3 is 6-feet higher at 610.5 elevation.
- Unit 4 rises another 2.5-feet to a 614.0 elevation.
- And units 5 thru 7, which are located at the back of the project site are 7.5-feet higher at 621.5 elevation.

Building Aesthetic

These changes in building elevations along with the various gable roof lines provide movement and interest in the building forms resulting in a more visually appealing structure.

The aesthetic of the structures is further enhanced with a variety of siding materials and textures. A combination of stone veneer, horizontal lapboard and shingle style siding provide visual interest. While garage entrances are minimized under a large deck and behind elephant foot columns on a stone veneer base. Patterned paving in front of each unit creates a pedestrian scaled feel to the site's hardscape, while extensive landscaping softens all of the edges.

Landscaping

A privacy fence planted with evergreen vines provides screening for the single-family uses to the north.

An evergreen hedge of pyramidal arborvitae will provide some relief from the Weathervane Terrace Inn's blank three storey cement wall to the west. We are asking for a variance to place this hedge planting on the property line due to the hardship of the Weathervane's encroachment into their setback.

Project Narrative

p 231.946.9310
f 231.946.8926

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A hedge of globe arborvitae along the south eastern property boundary is placed on the property line with the neighboring lot owner's permission.

The western property boundary is planted with a decorative hedge of red twigged dogwood, providing year round color interest along the wall of the structures.

A 3-foot high decorative fence softened with evergreen vines maintains the pedestrian scale along Pine River Lane. The site development sign is artfully incorporated into the fence.

All of the plants selected are hardy to the region, and will be irrigated to ensure health and vigor.

Condo Units

Each of the three bedroom/ three bathroom residential units occupies a 36-foot by 38-foot foundation footprint and is 2-1/2 stores (30 feet) tall. The units have a two-car garage and all but one unit has two additional driveway parking spots. The main living area is located on the second floor. The entire top floor (*under roof*) is a master suite. The total square footage of living space for each unit is 3,190 square feet. The condominium Master Deed, Bylaws and related exhibits are provided to the City for review by the City's attorney.

Utilities and Services

Municipal sewer and water is available along Pine River Lane. Sewer and water extensions into the site exceed the 10 minimum separation distance. Through preliminary discussions with the City engineer, it was determined to allow the situation with special provisions for construction.

The site plan has been reviewed and preliminarily approved by the local Fire Department officials.

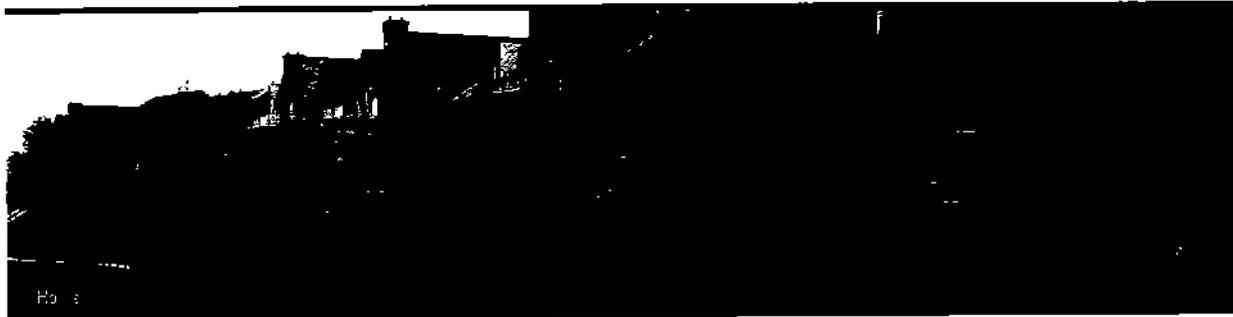
All storm water will be retained on-site with both underground infiltration systems and gravel french drains along the building eaves to catch roof water run-off.

All site lighting will be building mounted and will comply to dark sky principals.

Rollaway trash bins will be stored in garages until trash pickup day.

Midtown Development, Inc.

*Smart Housing Choices for Traverse
City*



Midtown Development is Traverse City's Premier In-Town Residential Developer

OUR EXPERIENCE Midtown Development, Inc. is based in Traverse City and operates as a leading community builder with an extensive portfolio in downtown residential condominiums. Midtown understands the movement to return to urban living and subscribe to the principles of the New Urbanism and Smart Growth. Midtown designs and builds very intentional communities that resonate with the groundswell of people who are focused on sustainability and a desire to live "green". Projects include River's Edge, Midtown Centre, Fairway Hills, Traditions and our latest: Uptown Riverfront Townhomes.

OUR MARKET Midtown understands and speaks to a very specific, but growing market. The return to an urban lifestyle is attractive to the full population spectrum: young professionals through retirees. In keeping with national trends, people want to live in-town to save time and money in the daily commute, but also for all the cultural benefits that Traverse City is famous for. The ability to walk or bike to school, the beach, shopping, dining and entertainment is the benefit and the closer to the heart of downtown, the better.

OUR PHILOSOPHY Midtown strives to meet the objectives of efficient and smart land use by building higher density projects close to public infrastructure and utilizing green building techniques to provide energy efficient, environmentally sensible structures.

Infill development is not only our specialty, it is our passion. We actively seek residential development opportunities within the City's core because of that. We are proud to offer sustainable alternatives to sprawl and find it fulfilling to add to and build upon Traverse City's

success. We are involved in the community and live in the projects we build.

OUR APPROACH In spite of the current, long recession, Midtown has been successful, not only because of the demand for our product, but because of our innovative, but simple business model.

We avoid traditional apartment-style condominium projects, as they are difficult to finance, both for us and the end user. In doing so, we also avoid major factors that drive up cost to build and maintain, time to construct and risk. Our townhomes are functionally independent of other units. There are no shared hallways, elevators multiple egress stairways, parking structures or mechanical equipment. Vertical separation walls are sound-proof and there is no one else living above or below.

Each townhome has its own attached garage, internal stairs and private elevator. This provides the individual owner freedom in design within his "footprint" and flexibility in choosing mechanical systems and features. It also gives great comfort in the ability to control utility and maintenance costs, especially for those who are not year-round residents.

Midtown will strive to meet the objectives of efficient and smart land use by building higher density projects close to public infrastructure and utilizing green building techniques to provide energy efficient, environmentally sensible structures. Now and in the future, the company will utilize progressive community development concepts, innovative business practices, and education outreach in ways that best serve the residents of new neighborhoods and the community as a whole.

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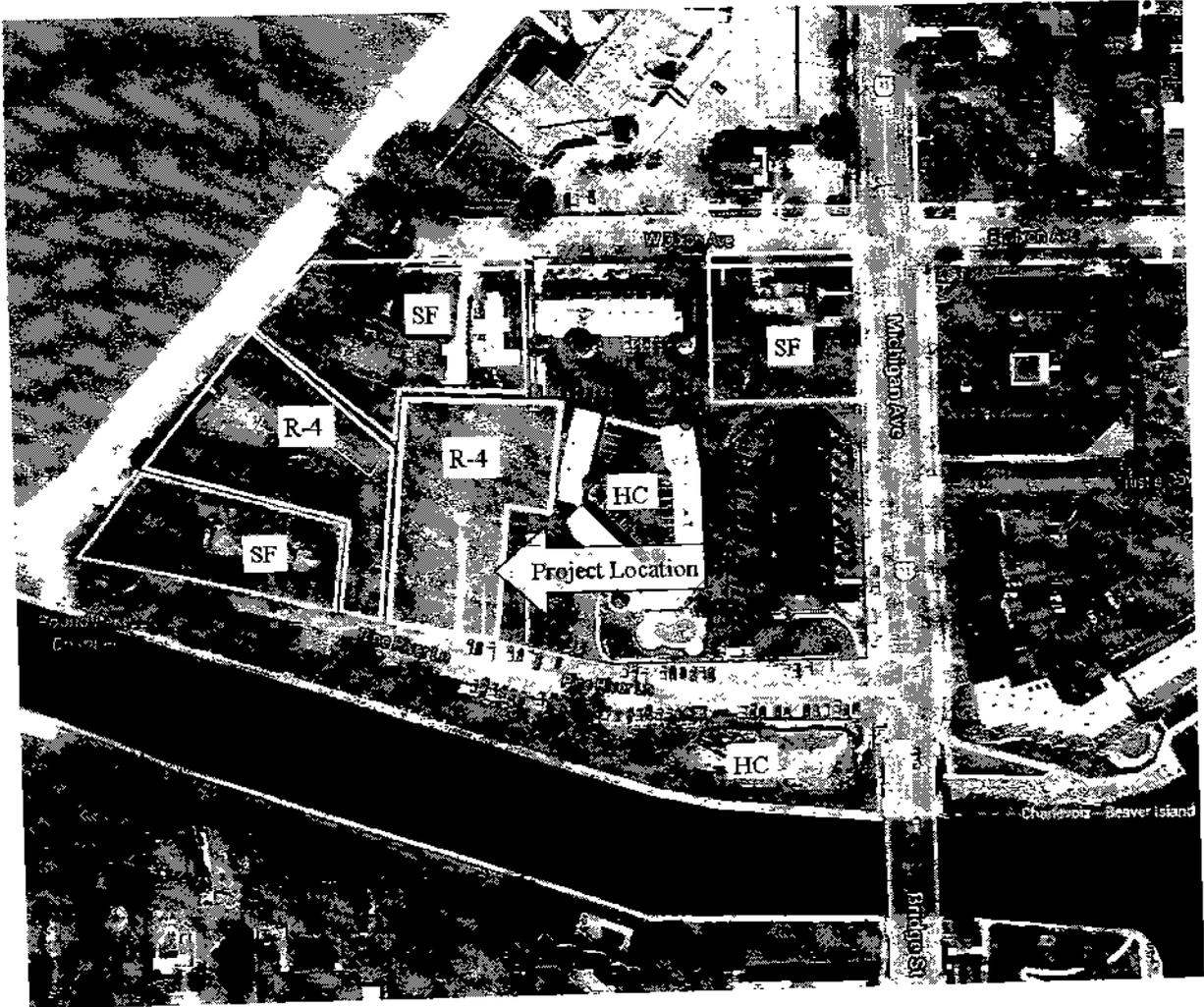
Air Photo

830 Cottageview Drive - Suite 27
P.O. Box 4015 Traverse City, MI 49685

p 231.946.9310
f 231.946.8926

Mansfield

Land Use Consultants



ZONING

- R-4 Planned High Density Residential
- SF Single Family
- HC Hospitality-Commerce

830 Cottageview Drive - Suite 201
P.O. Box 4015 Traverse City, MI 49685

Zoning Exhibit

p 231.946.9310
f 231.946.8926

9/23/13

Details for Item: 052-127-002-00

Charlevoix County Services & Information Center

Parcel Number 052-127-002-00



Close This Window | Find Location on Map

Property Address and Owner Information

Property Address: 115 PINE RIVER LN
CHARLEVOIX, MI 49720

Owner Information: BANDFIELD JULIA TR 1/2 INT CAREY R TRUST & CAREY P 1/4 INT EA
2293 SHOREWOOD HILLS AVE
HENDERSON, NV 89052-8763

Taxpayer Information: See Owner Information

Property Information

Property Class: 401 - RESIDENTIAL
School District: 15050 - CHARLEVOIX
Acreage: 0.56

P.R.E. Percentage: 0%

2013 Assessment: \$98,600
2013 SEV: \$98,600
2013 Taxable Value: \$98,600

2012 Assessment: \$98,800
2012 SEV: \$98,800
2012 Taxable Value: \$98,800

Legal Information

BEG N LINE PINE RIVER LANE 387 FT NW W LI BRIDGE N 10 DEG E 150 FT S 77 DEG E 50 FT N 10 DEG E 92.88 FT W 160 FT S 10 DEG W 222 FT TO N LINE PINE RIVER LN E 110 FT TO BEG BEING PT OF GOV LOT 1 SEC 27 T34N R8W & OF GOV LOT 2 SEC 26-34-8.

Comments

Powered by Community Center™ software from the [Land Information Access Association](#)

Agent of Record Authorization Form

To: Whom It May Concern:

Re: Project located at: 115 Pine River Lane in the City of Charlevoix,
County of Charlevoix, State of Michigan

To whom it may concern:

Please recognize Michael R. Brown of Burdco Incorporated or Douglas Mansfield of Mansfield & Associates, Inc. or Timothy K. Burden of Midtown Development Inc. as an Agent of Record concerning Site Plan Approval, Condominium and Utility Permits for the above referenced Project. The effective date is immediately.

Please furnish their office with any assistance they may require regarding this property. The contact address and phone number is

Burdco Incorporated

Attn: Michael R. Brown, President
1222 Veterans Drive, Suite A
Traverse City, MI 49684-4454

Telephone: 231-941-9074

Facsimile: 231-947-9135

E-mail: mbrown@burdco.com

This Authorization is valid for a period of one (1) year from the date of signature. All communications, questions or correspondence regarding or related to the requested permits or utility connections for this project should be directed to Burdco Incorporated through the above listed contact information.

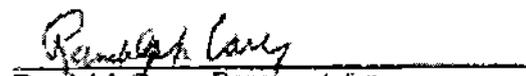
Sincerely,


Julia Anne Bandfield, Owner

9/12/13
(Date)


Peter Carey, Owner

9/12/13
(Date)


Randolph Carey, Representative
Randolph Carey Trust, Owner

9/16/13
(Date)

Authorization of Agency



CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

PLANNING COMMISSION RECCOMENDATION

AGENDA TITLE:	<u>Project 2013-04 SP: Charlevoix Pointe:</u> Site Plan Review and Site Condominium Review
PUBLIC HEARING DATE:	Monday, October 28, 2013 6:00 PM

EXHIBITS:	<ol style="list-style-type: none"> 1. Site Plan Review application. 2. Amended plans provided by applicant. 3. Public Comments. 4. Fire Chief Recommendations. 5. City Engineer Recommendations. 6. City of Charlevoix Zoning Ordinance.
------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

I. GENERAL INFORMATION:

- Applicant/Developer:** Midtown Development Inc.
Tim Burden, President
311 E. Eighth St.
Traverse City, MI 49684
- Agents:** Mansfield Land Use Consultants
Douglas Mansfield, President
Petra Kuehnis, Landscape Architect
Jim Hirshenberger, Engineer
830 Cottageview Drive, Suite 201
Traverse City, MI 49684
- Owners:** In Trust, Julia Anne Bandfield, Randolph Carey, Peter Carey
- Requested Action:** Phased construction of 7 single-family attached townhome style single family dwelling units.
- Zoning:** R4 Residential Planned High Density
- Project Location:** 115 Pine River Lane
- Project Site Size:** 0.69 Acres or approximately 30,231 Square Feet
- Existing Land Use:** Vacant with the exception of a garage
- Adjacent Land Uses:** N Single family home, Charlevoix Country Inn Bed and Breakfast, Weathervane Terrace Inn and Suites.
E Single-family home, the Weathervane Terrace Inn and Suites.

- S City owned land along the Pine River Channel.
- W The Lake House Condominiums.

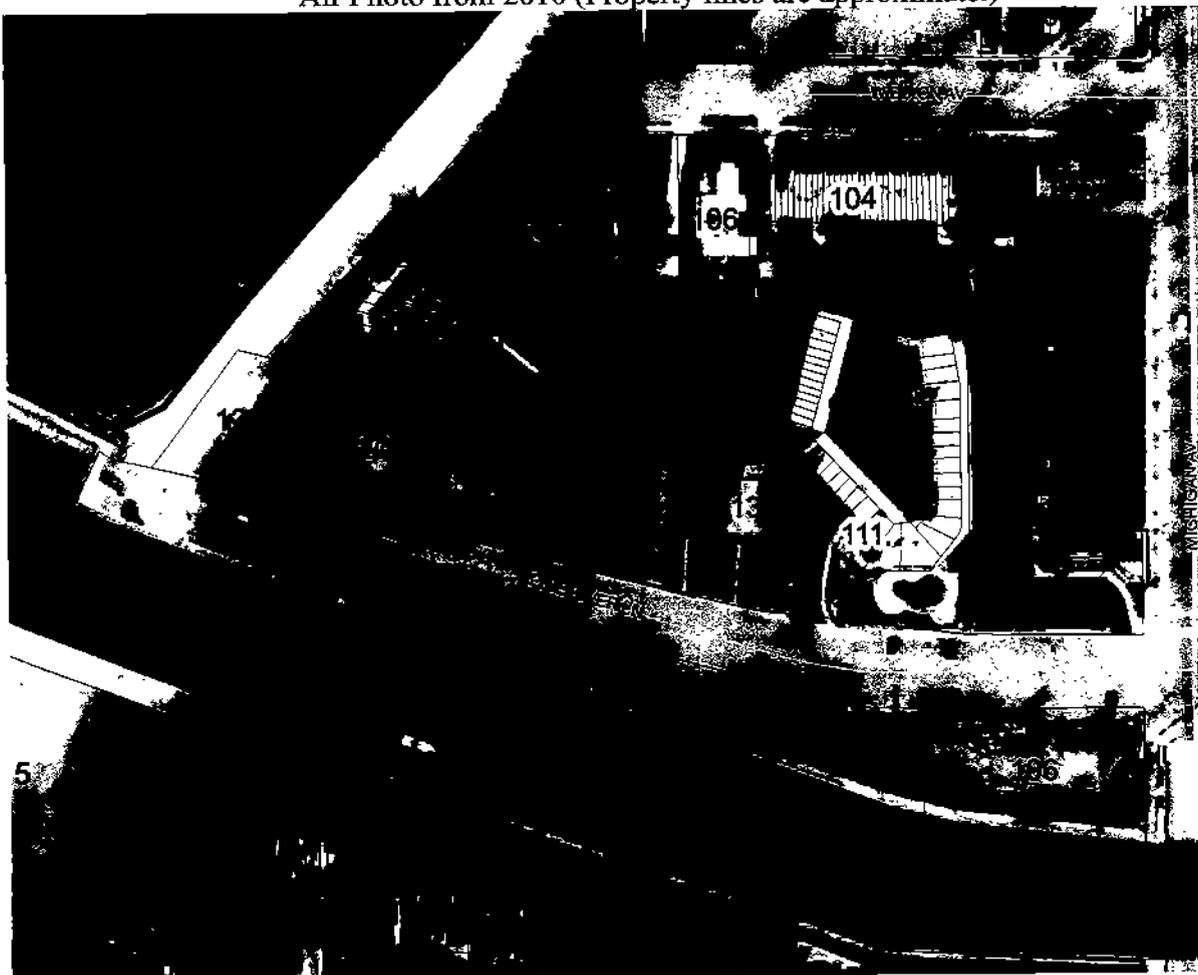
Adjacent Zoning:

- N R1 Single Family Residential (106 and 110 W. Dixon Ave.) and CH Commercial Hospitality (104 W. Dixon Ave. - Weathervane Terrace Inn and Suites)
- E R4 Residential Planned High Density (113 Pine River Lane) and CH Commercial Hospitality (111 Pine River Lane – Weathervane Terrace Inn and Suites)
- S SR Scenic Reserve (Across Pine River Lane)
- W R4 Residential Planned High Density (119 Pine River Lane – Lake House)

PROJECT DESCRIPTION/LOCATION:

The applicant is requesting site plan approval and site condo approval for a development consisting of 7 single-family attached townhome style dwelling units in 3 separate buildings on the site, located at 115 Pine River Lane. The development would go by the name Charlevoix Pointe.

Air Photo from 2010 (Property lines are approximate.)



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

The 2011 Land Use Master Plan shows the subject property to be a target location for infill development (pg. 21) and shows that a high density residential use would be appropriate based on the future land use map.

The Master Plan also delineates Smart Growth as a goal of the community. This concept provides strategies for growing in a way that supports economic development, creates strong neighborhoods and provides residents with a clean, healthy environment. Several of the principles of Smart Growth apply to the Charlevoix Pointe development, including:

1. Create a range of housing opportunities and choices.
2. Create walkable neighborhoods.
3. Strengthen and direct development to existing communities.
4. Take advantage of compact building design.
5. Make development decisions predictable, fair and cost effective.

In addition, several of the community goals, along with their corresponding objectives and action items, align with the proposed Charlevoix Pointe Condominiums.

1. The goal to provide high quality public services, infrastructure, utilities and amenities to Charlevoix that are sustainable and cost effective (pg. 34) is achieved by increasing municipal water, sewer and electric users, one of the identified action items.
2. Encouraging higher density, infill development and/or redevelopment consistent with surrounding land uses and neighborhood character (pg. 35) has two objectives that are realized by the development, encouraging higher density in appropriate locations and promoting infill development.

PROPERTY ZONING HISTORY:

The Zoning Ordinance adopted in 1941 included an R-1 Residence District I designation to this parcel. Under the 1978 Zoning Ordinance the subject parcel was changed to a C-1 Community Service Commercial zoning designation. When the new Zoning Ordinance was adopted on August 5th, 2013 the parcel was rezoned to a R4 Residential Planned High Density zoning designation based on the lot size and other high density residential uses adjacent to the property and in the immediate vicinity.

II. SITE PLAN REVIEW:

The following section is taken directly from the Section 5.120 (pg. 130) of the Zoning Ordinance. The Planning Commission has made findings of fact to determine if the proposal meets each of the following standards. The Planning Commission finds that this proposal meets all of the following standards based on findings of fact. The findings are all bulleted and in *italics*.

5.120. Standards for Site Plan Approval: A site plan shall be approved only upon a finding of compliance with the following standards:

- (1) The site plan must comply with all standards of this Article and all applicable requirements of this ordinance, as well as with all other applicable city, county, state and federal laws and regulations.
 - *The Planning Commission finds that the site plan proposal complies with Section 5.25 (pg. 23) of the Zoning Ordinance, which states that R4 Planned High Density Residential districts allow for site condominiums and townhouses.*
 - *The Planning Commission finds that the site plan proposal complies with Section 5.26 (pg. 23) of the Zoning Ordinance, which states that attached single family dwellings and site condominiums are a use by right in R4 districts.*
 - *The Planning Commission finds that the site plan proposal complies with Section 5.27(1) (pg. 25) of the Zoning Ordinance which requires that the minimum lot width and area for a parcel in the R4 zoning district must be 80 feet and 15,000 square feet, respectively. The measurements of the lot are 110 feet wide and approximately 30,000 square feet.*
 - *The Planning Commission finds that the site plan proposal complies with Section 5.27(5) (pg. 27) of the Zoning Ordinance which establishes the required building setbacks (25 feet in front and rear, 10 feet on sides), distance between buildings (10 feet), minimum floor area (1100 square feet for 2 stories) and maximum building height (30 feet) for single family attached dwellings in an R4 zoning district.*
 - *The Planning Commission finds that Section 5.27(6)(a)(1) (pg. 27) has been met since the developer has indicated the buildings will be constructed in phases with the completion of Units 1, 2 and 3 first, with the remaining units following. The Zoning Administrator will ensure each construction phase meets the requirements of this Article and any conditions of approval.*
 - *The Planning Commission finds that the proposed parking areas do not interfere with any recreation areas and there are no service areas since this is not a commercial or industrial development. (5.27(6)(b)(1) (pg. 28))*
 - *The Planning Commission finds that all areas will be bituminous asphalt, concrete, or pavers. The City Engineer has reviewed the grading and drainage plan and the Planning Commission finds this standard has been met provided that the applicant meets the conditions outlined in the report. (5.27(6)(b)(2) (pg. 28))*
 - *The Planning Commission finds that since no service areas are required this standard does not apply. (5.27(6)(b)(3) (pg. 28))*
 - *The Planning Commission finds that the Fire Chief and Police Chief have reviewed the project and feel that there is safe and efficient ingress and egress from Pine River Lane to the access driveway servicing the development. The access driveway will require removal of three public parking spaces on Pine River Lane to accommodate a sufficient driveway width and ensure ease of access for emergency service vehicles. The Planning Commission finds that the traffic resulting from this development will not significantly affect congestion and flow to Pine River Lane and US 31/Michigan Avenue. This intersection has known, seasonal congestion and ingress/egress challenges resulting from US 31/Michigan Avenue traffic and the bridge going up. The traffic resulting from this development will not significantly affect existing conditions and challenges. (5.27(6)(b)(4) (pg. 28))*
 - *The Planning Commission finds that the proposed development will be serviced by all necessary public water supply and sewer disposal systems, if the necessary engineering*

standards and required upgrades to the water line recommended by the Public Works Department and City Engineer are met. This standard is met provided the applicant meets the conditions of approval outlined in this report. All utilities are proposed to be located underground within the development. (5.27(6)(b)(5) (pg. 28))

- *The Planning Commission finds that the proposed development complies the minimum floor requirements, width, and other standards for residential uses outlined in Section 5.47(1)(a thru i) (pg. 51).*
 - *The Planning Commission finds that since the development is serviced by an access drive, each structure need not front a publicly dedicated street consistent with the access requirements of Section 5.60(3) (pg. 79).*
 - *The Planning Commission finds that the proposed fence to be located along Pine River Lane meets the height and spacing requirements of Section 5.65 (pg. 81).*
 - *The Planning Commission finds that if the recommendations and conditions are met concerning water supply and sewage disposal facilities the requirements of Section 5.77 (pg. 86) will be met.*
 - *The Planning Commission finds that the Landscaping Plan contains the required buffer areas, number of trees, and shrubs located in appropriate locations throughout the site to meet and exceed the minimum requirements outlined in Section 5.81 (pg. 88).*
 - *The Planning Commission finds that the development exceeds the minimum required parking spaces under Section 5.92(8) (pg. 102), which is 2 spaces per single family unit. Each unit will have two additional spaces outside the garage. Section 5.92(7) (pg. 102) does not permit exceeding the minimum number of spaces unless the Planning Commission finds that it is necessary. Due to the known parking and congestion problems along Pine River Lane, staff recommends the Planning Commission allow the additional 2 spaces, which is part of the driveway also; however, the existence of 3 addition parking spaces for visitor parking is unnecessary in my opinion. This is delineated about half way down the drive on the east side. This is unnecessary hard space and will require significant excavation and retaining rocks due to the existing hill. Staff has inserted a recommended condition in this report.*
- (2) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.
- *The Planning Commission finds that the proposed development is harmonious with the character of the surrounding area and landscaping features have been implemented to minimize impact to adjacent single family lots. The development is located in an area that is already largely occupied with multiple family and motel/hotel developments, so the design is generally harmonious and not out of place. The landscaping plan provides for the placement of arbor vitae along the shared property line with 113 Pine River Lane to provide a screen between the single family home and the access drive. The landscaping plan has also been amended to include a screen and buffer along the north property line.*
- (3) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the greatest extent possible.
- *The Planning Commission finds adequate measures have been taken to limit hazards to adjacent properties. The additional traffic that would go along with 7 single family units is not expected to be high in volume. Buffers and landscaping planned around the edge of the property will be sufficient to limit glare and other potentially negative effects from*

vehicles. Dark sky compliant lighting is proposed to limit glare and many of the residents will be walking due to the close proximity of services offered in downtown area.

- (4) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:

(a) TRAFFIC CIRCULATION.

The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on movement on abutting streets and adjacent properties.

- *The Planning Commission finds there would be one vehicular access point from Pine River Lane to Charlevoix Pointe requiring the removal of three parking spaces. This access would be paved, between 15 and 20 feet wide, and allow for two way traffic circulation within the site. On site pedestrian traffic would utilize the same surfaces as vehicular traffic and the sidewalk along Pine River Lane at the front of the site would be maintained or replaced along its entire length if disturbed during construction. The Charlevoix Pointe access point would be located approximately 90 feet from the Weathervane Terrace Inn and Suite's driveway and approximately 100 feet from The Lake House's driveway. The Fire Chief and Police Chief have approved the access points and internal vehicular and pedestrian circulation routes.*

(b) STORM WATER.

Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged.

- *The Planning Commission finds that all storm water is to be detained on-site with underground infiltration systems that utilize multiple dry wells and a bottomless storm chamber system. Building runoff is to be captured by gravel drains beneath the eaves. These systems have been reviewed and the City Engineer has approved the plan with conditions. A silt fence will be utilized along the west, south and east property lines to ensure that no on-site drainage is allowed to leave the site. Provided that the recommendations of the City Engineer have been met, the Planning Commission finds this standard has been met.*

(c) LANDSCAPING.

The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provision or preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.

- *The Planning Commission finds that the existing slope in the middle of the site will be largely preserved, as will the major trees along the property lines. One ash tree at the south west corner of the site will be removed and replaced with several smaller trees. There are no substantial trees that would be in danger of removal on the interior of the property. Vegetative buffers are to be used on the east and west sides of the lot between the single- and multi-family developments, as well as the Weathervane Terrace Inn and Suites. A sign and split rail fence will be placed along the front of the lot providing separation from the sidewalk.*

(d) SCREENING.

Where non-residential uses abut residential uses, appropriate screening shall be provided in accordance with Section 5.81(9) (pg. 94) to shield residential properties from noise, headlights and glare.

- *The Planning Commission finds that the amended landscaping plan identifies appropriate screening adjacent to abutting residential uses consistent with the requirements of Table 5.81(3)(g)(pg. 90) and 5.81(3)(h)(pg. 90).*

(e) LIGHTING.

Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.

- *The Planning Commission finds that all site lighting will be building mounted and comply with dark sky principals. No lighting plans are necessary at this time.*

(f) UTILITY SERVICE.

All utility service shall be underground, unless impractical due to engineering difficulties.

- *The Planning Commission finds that Charlevoix Pointe will utilize city utilities (water, sewer and electric), which will be buried and connect to existing lines or upgraded lines.*

(g) EXTERIOR USES.

Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.

- *The Planning Commission finds that there are no exterior uses delineated on the plans that need to be screened. The development will require one or two electric transformers that will be near the west property line that cannot be screened due to public safety requirements.*

(h) EMERGENCY ACCESS.

All building and structures shall be readily accessible to emergency vehicles.

- *The Planning Commission finds that the site plan has been reviewed and preliminarily approved by the Fire Chief. The Fire Chief feels the structures and buildings have adequate access provided any recommendations or conditions are met by the applicant.*

(i) WATER AND SEWER.

Water and sewer installation shall comply with all city specifications and requirements.

- *The Planning Commission finds that if the applicant follows all recommendations and conditions outlined by the Public Works Superintendent and City Engineer that this standard is met.*

(j) SIGNS.

Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

- *The Planning Commission finds that a sign identifying the development is to be incorporated into the fence at the front of the property. The sign meets the size and height requirements of the Article 11, Signs (pg. 111).*

III. SITE CONDOMINIUM REVIEW:

The following section is taken directly from the Article 7, Section 5.47(3) (pg. 52) of the Zoning Ordinance and Chapter 53, Section 5.306 (pg. 109) of the Parcel Division Ordinance. After reviewing the preliminary site condominium development plan, the Planning Commission has prepared a written statement of recommendations regarding the proposed site condominium development, including suggestions or requirements for changes in the plan.

Section 5.47(3) Site Condominiums

3. The Planning Commission shall review the preliminary site condominium development plan in accordance with the standards and requirements contained in Section 5.306 (pg. 109) of the city Parcel Division Ordinance. All of the requirements for plats, as set forth in that section, shall apply to site condominium developments. In addition the following standards and requirements shall apply:
 - a. In its review of a site condominium development plan, the planning commission may consult with the zoning administrator, city attorney, city engineer, city fire chief or other appropriate persons regarding the adequacy of the proposed common elements and maintenance provisions, use and occupancy restrictions, utility systems and streets, development layout and design, or other aspects of the proposed development.
 - b. Each site condominium unit shall comply with all applicable provisions of this ordinance, including minimum area, minimum width, required front, side and rear yards, and maximum building height.
 - *The Planning Commission finds that the site condominium units comply with applicable building placement and design provisions. Section 5.27(5) (pg. 25) of the Zoning Ordinance establishes the required building setbacks (25 feet in front and rear, 10 feet on sides), distance between buildings (10 feet), minimum floor area (1100 square feet for 2 stories) and maximum building height (30 feet) for single family attached dwellings in an R4 zoning district, all of which are met by the proposal. The Planning Commission finds that all*

other applicable provisions of the ordinance are met based on the findings of fact contained herein.

- c. All streets shall be paved and developed to the minimum design, construction, inspection, approval and maintenance requirements for platted public streets, as required by the City of Charlevoix.
 - *The Planning Commission finds that no public streets will be affected or created by the development. The private access drive is not a public street and meets the design requirements of the City provided that all of the Fire Chief's recommendations and conditions are followed.*
- d. If public water and sanitary sewer facilities are not available, each condominium unit shall be served by a private central system (designed for connection to a public system when and if a public system is made available).
 - *The Planning Commission finds that public water and sanitary sewer facilities are available. There will be a total of 6 residential unit tap in fees for water and sewer that will have to be paid to the City prior to occupancy. (Applicant will get one credit for the single family home that used to be on this parcel.)*
- e. The planning commission may require that portions of the plan, as relevant to the reviewing authority in question, be submitted to the Charlevoix County Drain Commissioner, Michigan Department of Natural Resources, Michigan Department of Public Health and other appropriate city, state and county review and enforcement agencies having direct approval or permitting authority over any aspect of the proposed site condominium development.
 - *The Planning Commission finds that the plans will have to be approved by the County Soil Erosion Control Officer due to the close proximity of the Pine River Channel.*

IV. CONDITIONS OF APPROVAL:

The following section is taken directly from the Section 5.121 (pg. 131) of the Zoning Ordinance. The Planning Commission has imposed conditions of approval on the site plan based on the following criteria.

5.121. Conditions of Site Plan Approval.

Conditions which are designed to ensure compliance with the intent of this ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval. Conditions imposed shall be based on the following criteria:

- (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
- (2) Ensure that the Use is compatible with adjacent land uses and activities.
- (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.

- (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
- (5) Meet the intent and purpose of the zoning ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
- (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
- (7) Ensure compatibility with other uses of land in the vicinity.

CONDITIONS OF APPROVAL (1- 11)

- *The City Engineer and Public Works Superintendent are recommending that the water line be upgraded to service this development. The Public Works Superintendent is requesting that the developer finance the costs of this upgrade. At this point the applicant is requesting to begin construction prior to the water line infrastructure being installed. In order to accommodate this request and ensure that the proposal meets the required Water Supply and Sewage Disposal Facilities as required under Section 5.77 (pg. 86), City staff are recommending that the developer's portion of the water line costs be in hand prior to construction. Based on the findings contained in this report, the recommendations of the City Engineer and Public Works Superintendent and Criteria 1 for conditions of approval, the Planning Commission recommends the following conditions:*
 1. *Prior to construction of the necessary upgrades to the water line, the applicant or developer shall provide full payment of their portion of the construction costs based on the bid accepted by the City. (Cost is estimated to be \$22,000 to \$30,000 and will be based on the linear feet to extend from the existing 8 inch main to the subject property).*
 2. *The applicant or developer shall design, engineer, obtain DEQ approval and construct the water and sewer system from the Pine River Lane mains to service each unit based on the specifications required by the City. The applicant or developer shall be responsible for all costs and shall pay the associated tap in fees per unit as required by the City Treasurer. The plans shall be reviewed and approved by the City Engineer prior to submission to the DEQ. The City Engineer shall inspect the water and sewer mains/lines prior to being buried or filled.*
 3. *Prior to issuance of a zoning permit, the applicant or developer shall approve utility easement documents drafted by the City Attorney necessary so that the City retains legal access to the utilities within the development in the future for upgrades, maintenance or any other reason necessary to provide utility service. The easement documents shall be recorded with the Site Condominium documents at the County Register of Deeds.*
- *The Planning Commission finds that under Section 5.92(7) (pg. 102) it is reasonable to assume that the residents may have additional guests or family that require more than two parking spaces; however, providing more than 4 spaces per unit is not typical for a residential unit on a typical day. The visitor parking area is necessary for Unit 4 to provide additional spaces and not block the access drive. The visitor parking area is also necessary for residents backing out of the garage. Based on*

these findings, and Criteria 2,3, and 7 the Planning Commission recommends the following condition:

- 4. The visitor parking area shall be reduced to two spaces.*
- *The Planning Commission finds that the City Engineer has reviewed the grading and drainage plan and all calculations provided by the developer's engineer. (See Exhibit 5) The engineer finds that the storm water plan and associated features are adequate but recommends two additional requirements. Based on these findings, to ensure that storm water runoff does not have a negative impact on adjacent properties, and Criteria 2 and 3, the Planning Commission recommends the following conditions:*
 - 5. The developer or condominium association shall implement a maintenance plan to ensure that the sumps are cleaned out twice a year at roughly 6 month intervals. Documentation shall be submitted to the City Zoning Administrator proving the maintenance plan is being followed.*
 - 6. Two additional feet sumps shall be added to each catch basin.*
 - 7. All storm water management features shall be inspected by the City Engineer prior to being filled or covered up.*
- *The Fire Chief has reviewed the proposed development for public safety considerations (Fire protection and EMS Service) including the location of the buildings, access drive width and slope, and hydrant location. (See Exhibit 4) The City Engineer has also reviewed the slope of the access drive. Based on the Fire Chief and City Engineer recommendations to ensure the highest level of public safety, and based on Criteria 1 and 3, the Planning Commission recommends the following conditions:*
 - 8. The fire hydrant shall be relocated to the area adjacent to the visitor parking area with the exact location to be approved by the Fire Chief prior to issuance of a zoning permit.*
 - 9. The access drive shall not exceed a slope of 13% grade and the top of the slope shall incorporate a vertical curve.*
- *The City Attorney, City Manager and Zoning Administrator have all reviewed the proposed plans and agree that a performance bond is necessary to ensure the requirements of the zoning ordinance are met and the site is developed in a manner that protects the public, health safety and welfare of the property owners in the immediate vicinity and the City as a whole. The Planning Commission agrees with this recommendation and finds that a performance guarantee is required. The City Engineer has offered a detailed opinion on costs that can be found in Exhibit 5. Based on these findings and Criteria 3,5, and 7 the Planning Commission recommends the following condition:*
 - 10. Prior to issuance of a zoning permit, the applicant or developer shall provide a performance bond in the amount of \$50,000. The bond shall be in a form acceptable to the City Attorney so that all documents related to the performance bond are enforceable by the City and to ensure that the performance bond will accomplish its purposes, guarantee compliance with all applicable provisions or requirements of this ordinance and guarantee completion of the approved land use as approved with conditions, if any, or, in the discretion of the City, restoration of the site to its original condition. The Performance Guarantee shall remain in effect until the Zoning*

Administrator approves the completion of all 7 units, site restoration and landscaping.

- 11. The applicant or developer shall include any conditions contained within this report, or imposed by City Council, in the condominium association documents to be filed with the Register of Deeds.*

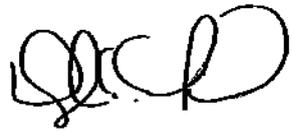
5.122. Performance Guarantee

To assure compliance with this ordinance and any conditions of approval, performance guarantees may be required. The City Council may require that a performance guarantee be furnished to ensure compliance with the requirements and conditions imposed under the City's Zoning Ordinance. The amount of the performance guarantee shall be set forth by the City Council, and shall be an amount acceptable to the City in covering the estimated cost of improvements associated with the project for which zoning approval is sought. This performance guarantee may be in the form of a cash deposit, certified check, irrevocable bank letter of credit, or a surety bond, and shall be deposited with the treasurer of the City. The performance guarantee shall be deposited at the time of issuance of the permit authorizing the activity or project. The City shall not require the deposit of the performance guarantee before the date on which the City is prepared to issue the permit. The City shall rebate any cash deposits in reasonable proportion to the ratio of work completed on the required improvement as work on the required improvements progresses.

V. PLANNING COMMISSION DECISION:

1. Motion by Felter, supported by Waddell to approve Project 2013-04 SP with conditions, based on the findings of fact contained herein. Motion passed 7-0.

site inspection, I also agree to notify the City of Charlevoix Zoning Administrator when locations of lot lines and proposed structures are located and staked on the ground. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the City may impose conditions of approval and that the conditions must be met by the specific times as defined in the Decision and Order. Finally, I understand that this is a site plan application, and if approved, cannot be implemented until applicant has applied for and the City has issued a zoning permit.

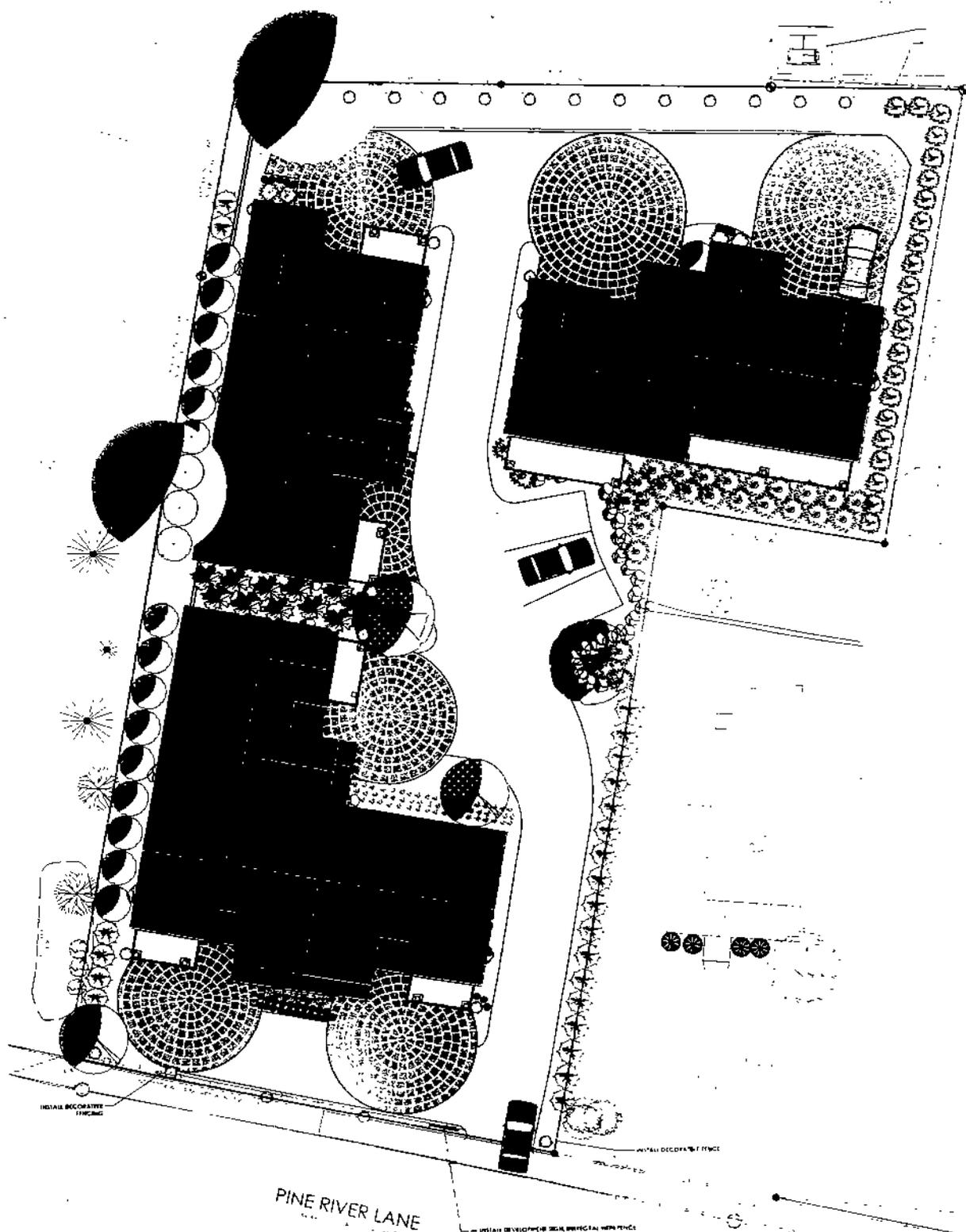
Property Owner Signature or Authorized Agent: 

Date: 9-24-13

SITE PLAN CHECKLIST

	COMPLETED
	<input checked="" type="checkbox"/>
PRE-APPLICATION MEETING	<input checked="" type="checkbox"/>
APPLICATION COMPLETED	<input checked="" type="checkbox"/>
REQUIRED 18 COPIES INCLUDED	<input checked="" type="checkbox"/>
ELECTRONIC COPIES OF ALL REQUIRED DOCUMENTS	<input checked="" type="checkbox"/>
FEE PAID TO CITY	<input checked="" type="checkbox"/>
WRITTEN NARRATIVE/SUMMARY OF PROJECT	<input checked="" type="checkbox"/>
SITE PLAN CONTAINING ALL REQUIRED INFORMATION	<input checked="" type="checkbox"/>
BUILDING ELEVATIONS	<input checked="" type="checkbox"/>
FLOOR PLANS	<input checked="" type="checkbox"/>
ENGINEERING PLANS (IF REQUIRED)	<input checked="" type="checkbox"/>
LANDSCAPING PLAN	<input checked="" type="checkbox"/>
LIGHTING PLAN (IF APPLICABLE)	<input type="checkbox"/>
SITE CONDOMINIUM DOCUMENTATION (IF APPLICABLE)	<input checked="" type="checkbox"/>
PERFORMANCE GUARANTEE (IF APPLICABLE)	<input type="checkbox"/>
PROPERTY BOUNDARY AND BUILDING CORNERS STAKED	<input checked="" type="checkbox"/>
ADDITIONAL DOCUMENTATION REQUIRED/SUBMITTED:	<input type="checkbox"/>
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	<input type="checkbox"/>

Checklist Completed: Applicant Signature  Date: 9-24-13



PINE RIVER LANE

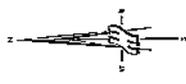
1/2" = 1'-0"
 1/4" = 1'-0"
 1/8" = 1'-0"
 1/16" = 1'-0"

MIDTOWN DEVELOPMENT INC.
 CHARLEVOIX POINTE CONDOMINIUMS
 Site Plan

Mansfield
 or
 Land Use Consultants

MIDTOWN DEVELOPMENT, INC.
 CHARLEVOIX POINT CONDOMINIUMS
 Site Plan & Dimension Plan
 Section 26 & 27, Town 34 North, Range 6 West
 City of Charlevoix, Charlevoix County, Michigan

DATE: 10/24/12
 DRAWN BY: J. B. BROWN
 SHEET NO. 4 OF 6



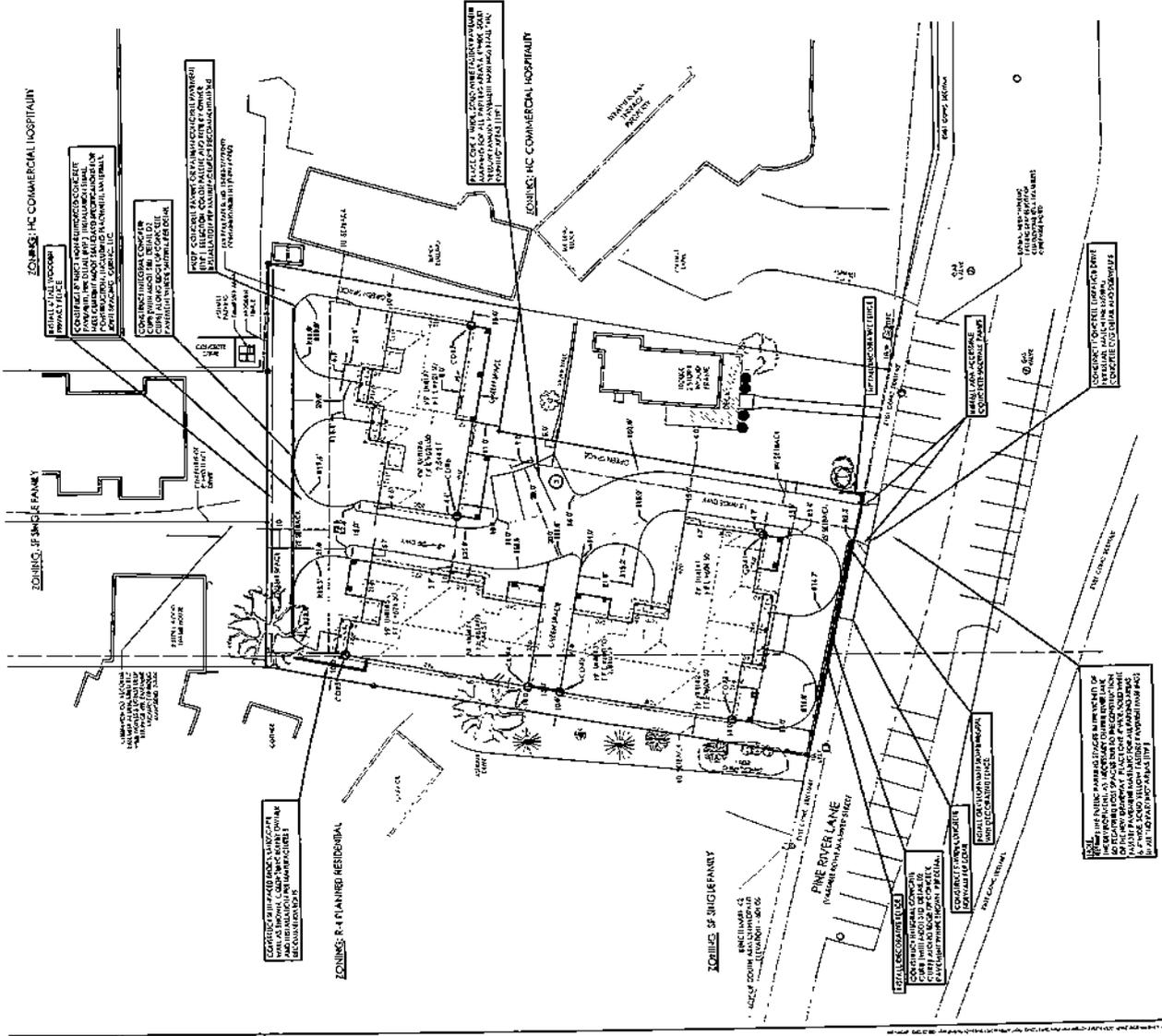
Mansfield
 Land Use Consultants
 1000 West 10th Street
 Charlevoix, MI 49714
 Phone: 231-547-1111
 Fax: 231-547-1112
 www.mansfield.com

- GENERAL CONSTRUCTION NOTES:**
1. THIS SITE PLAN IS FOR INFORMATION ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.
 2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE ZONING ORDINANCE AND THE SUBDIVISION MAP ACT.
 3. THE SUBDIVISION MAP IS THE AUTHORITY FOR THE LOTS AND BLOCKS SHOWN HEREON.
 4. ALL DISTANCES ARE IN FEET AND DECIMALS THEREOF.

SETBACKS:
 FRONT: 10 FT. MINIMUM
 REAR: 10 FT. MINIMUM
 SIDE: 5 FT. MINIMUM
 CORNER: 5 FT. MINIMUM
 DRIVEWAY: 5 FT. MINIMUM
 UTILITY: 5 FT. MINIMUM
 SIGNAGE: 5 FT. MINIMUM
 FENCE: 5 FT. MINIMUM
 DRIVEWAY: 5 FT. MINIMUM
 UTILITY: 5 FT. MINIMUM
 SIGNAGE: 5 FT. MINIMUM
 FENCE: 5 FT. MINIMUM

BUILDING COORDINATES

BLK	LOT	CORNERS	AREA
100	100	72154.00 72154.00	100.00
100	101	72154.00 72154.00	100.00
100	102	72154.00 72154.00	100.00
100	103	72154.00 72154.00	100.00
100	104	72154.00 72154.00	100.00
100	105	72154.00 72154.00	100.00
100	106	72154.00 72154.00	100.00
100	107	72154.00 72154.00	100.00
100	108	72154.00 72154.00	100.00
100	109	72154.00 72154.00	100.00
100	110	72154.00 72154.00	100.00



ZONING: HC COMMERCIAL HOSPITALITY

ZONING: R-4 PLANNED RESIDENTIAL

ZONING: S-1 SINGLE-FAMILY

ZONING: HC COMMERCIAL HOSPITALITY

ZONING: S-1 SINGLE-FAMILY

ZONING: HC COMMERCIAL HOSPITALITY

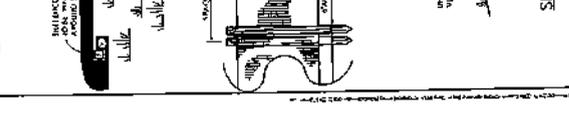
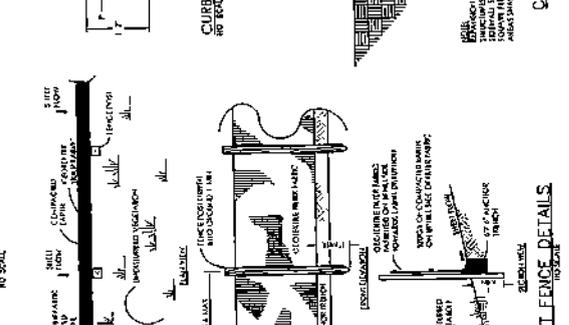
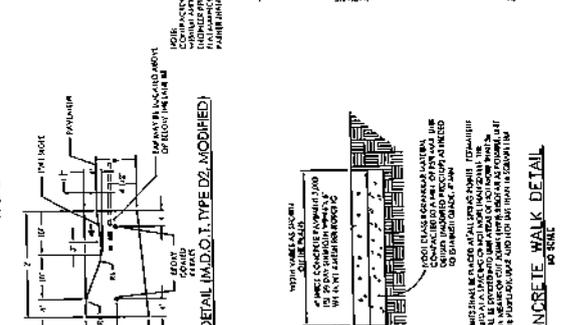
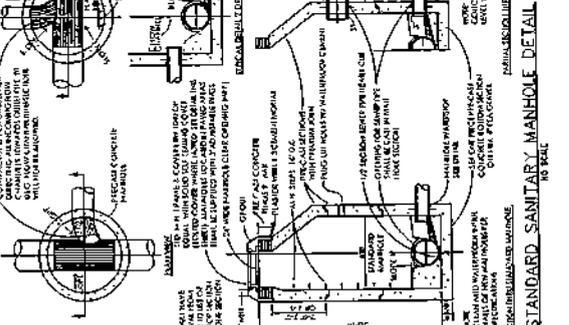
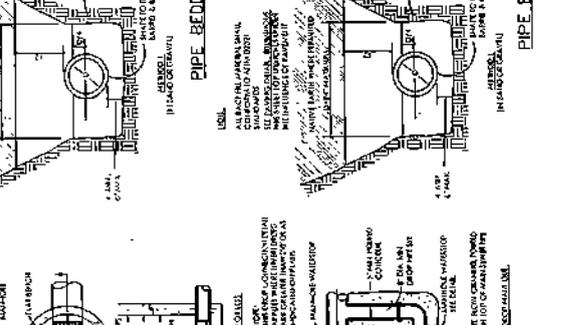
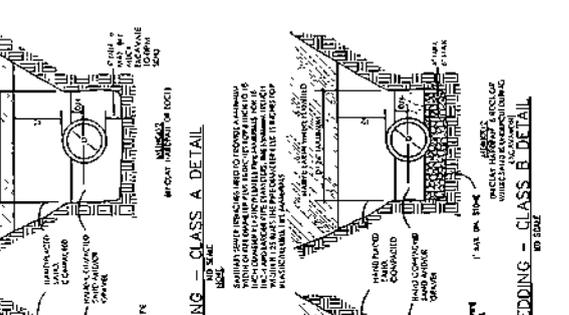
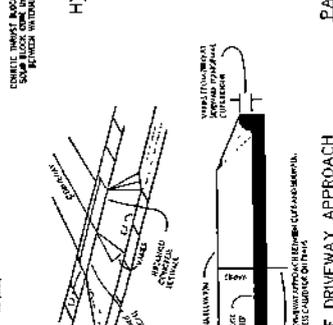
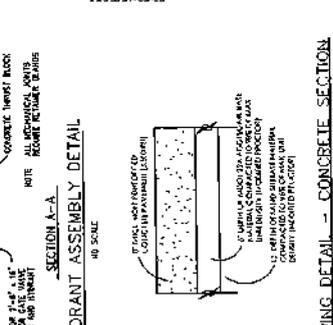
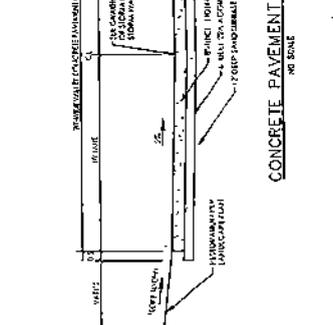
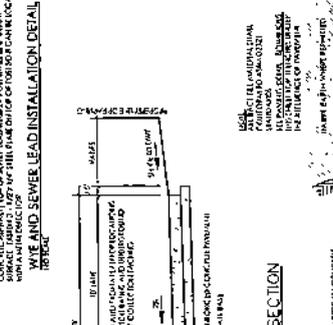
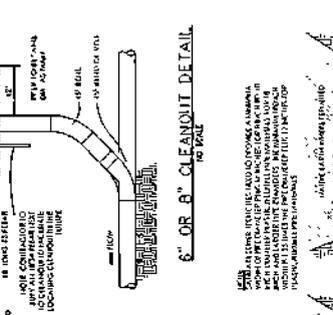
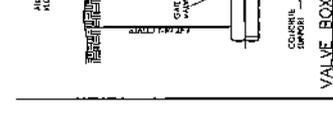
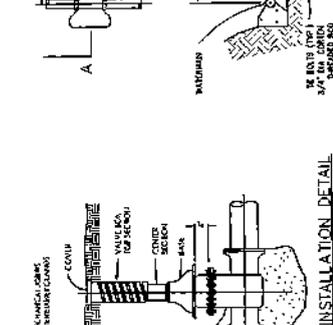
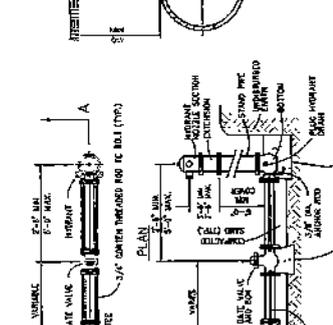
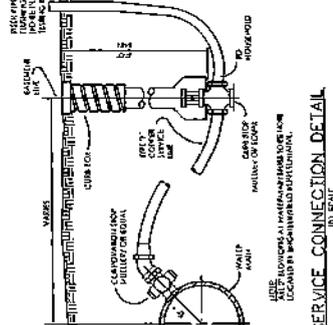
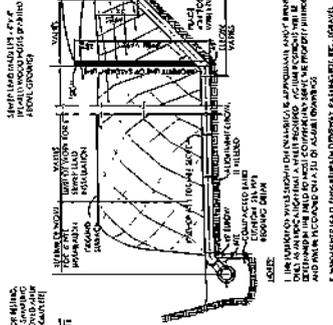
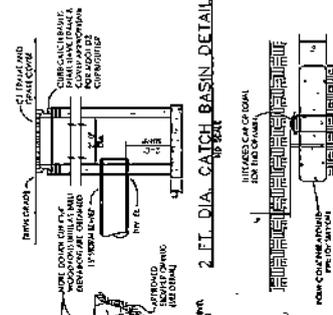
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ZONING: S-1 SINGLE-FAMILY

ZONING: S-1 SINGLE-FAMILY

ZONING: HC COMMERCIAL HOSPITALITY

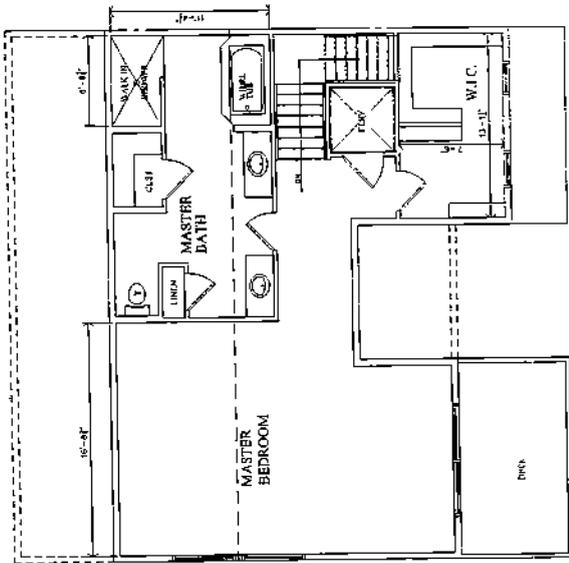
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1	ISSUED FOR PERMIT	10/1/04
2	REVISED PER COMMENTS	10/15/04
3	REVISED PER COMMENTS	10/20/04
4	REVISED PER COMMENTS	10/25/04
5	REVISED PER COMMENTS	11/5/04
6	REVISED PER COMMENTS	11/15/04
7	REVISED PER COMMENTS	11/25/04
8	REVISED PER COMMENTS	12/5/04
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10	REVISED PER COMMENTS	12/25/04



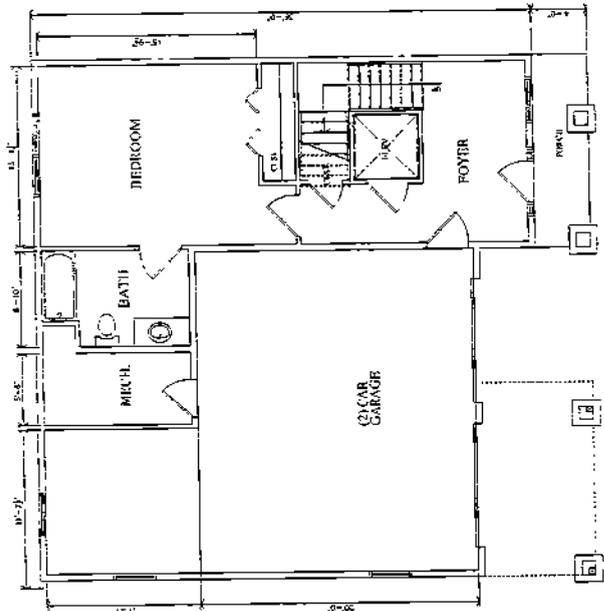
Progressive Associates, Inc.
Architects

1335 Long Lake Road
Beverly Hills, CA 90210
Tel: 310.206.1111
Fax: 310.206.1111
www.progressiveassociates.com

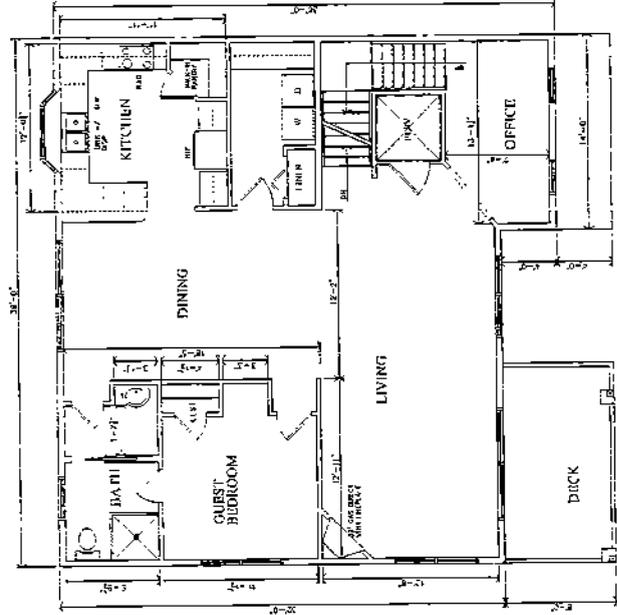
Issued For:	
Review:	08.02.13
Revised / Review:	08.21.13
Revised / Review:	09.03.13
Revised / Review:	09.11.13
Revised / Review:	09.16.13
Site Plan Review:	09.20.13



Third Floor Plan
Scale: 1/4" = 1'-0"



First Floor Plan
Scale: 1/4" = 1'-0"



Second Floor Plan
Scale: 1/4" = 1'-0"

Builder:
Burdick, Inc.

Project:
Proposed
Condominium
Community
Clairmonte, Newport
Beach, CA

Typical Unit
1st, 2nd, & 3rd
Floor Plans

Project Number: 13-
Drawing No.
Checked: PA
Date: 08.02.13
Sheet Number

AI

Progressive
Associates, Inc.
 Architects

301 W. 4th St., Suite 1200
 Des Moines, IA 50319
 515-281-0398 Fax: 515-281-0399
 P: 515-281-0398
 www.progressive-ia.com

PROGRESSIVE NORTH LLC
 2000 1st Avenue, Suite 200
 Des Moines, IA 50319
 515-281-0398
 www.progressive-ia.com

DATE	DESCRIPTION
09.13.13	REVIEW
08.13.13	RECEIVED / REVIEW
08.13.13	RECEIVED / REVIEW
08.16.13	RECEIVED / REVIEW
09.20.13	SITE PLAN REVIEW

Client
 Burdick, Inc

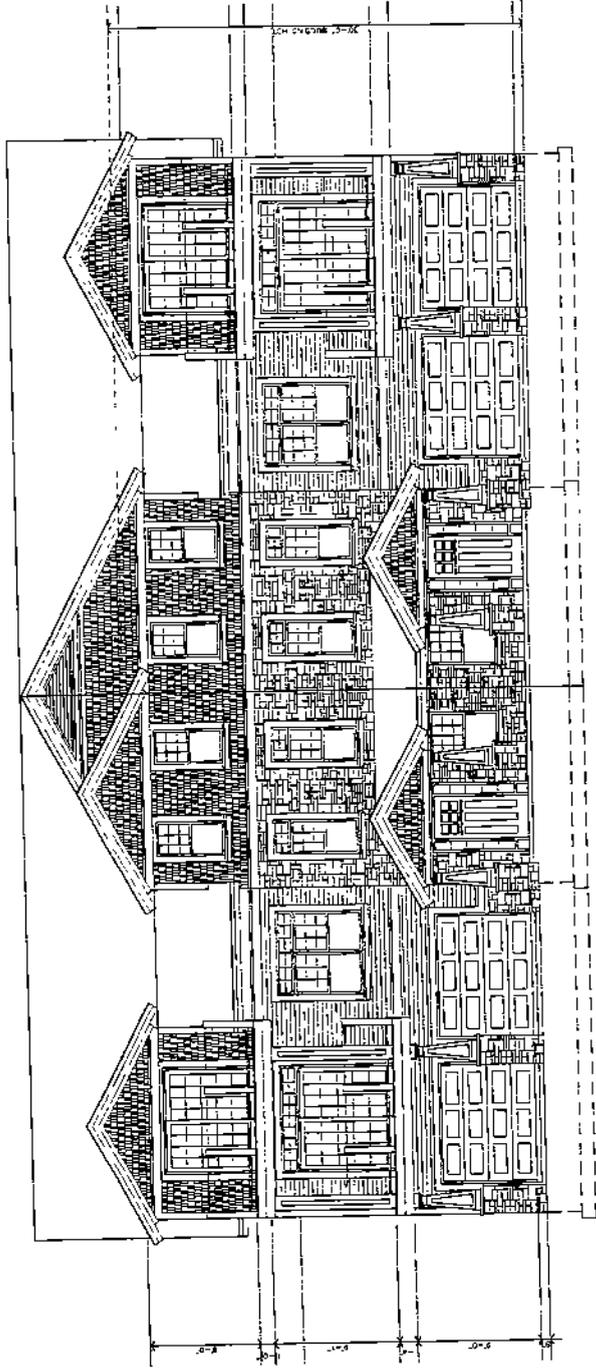
Project
 Proposed
 Condominium
 Community

Architect
 Progressive Associates, Inc.

Sheet Title
 Preliminary
 Front
 Elevation

Project Number	13
Sheet Number	A2
Scale	1/8" = 1'-0"
Date	09.13.13
Drawn By	
Checked By	
Approved By	

Drawn by: [Name]



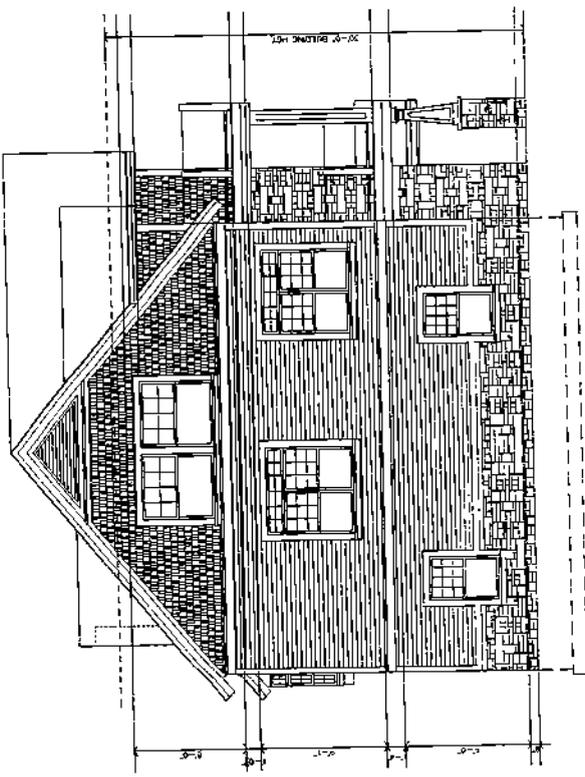
Typical Building Front Elevation
 Scale 1/8" = 1'-0"

Progressive
Associates, Inc.
Architects

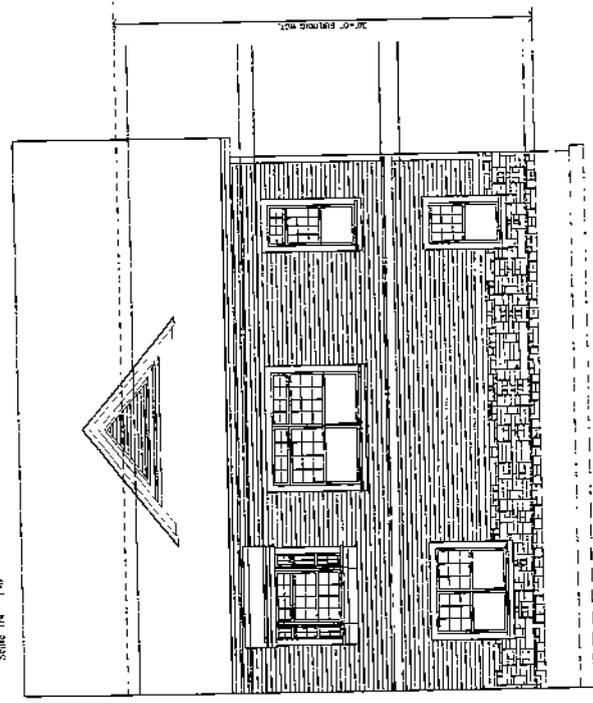
235 W. 1st Street, Suite 200
 Providence, Rhode Island 02903
 Phone: (401) 843-1100
 Fax: (401) 843-1100
 Email: info@progressivearchitects.com
 Website: www.progressivearchitects.com

PROGRESSIVE ASSOCIATES, INC.
 235 W. 1st Street, Suite 200
 Providence, Rhode Island 02903
 Phone: (401) 843-1100
 Fax: (401) 843-1100
 Email: info@progressive.com

Project Name:
 REVIEW
 09.13.13
REVISION / REVIEW
 09.16.13
SITE PLAN REVIEW
 09.20.13



Typical Building Side Elevation
 Scale: 1/4" = 1'-0"



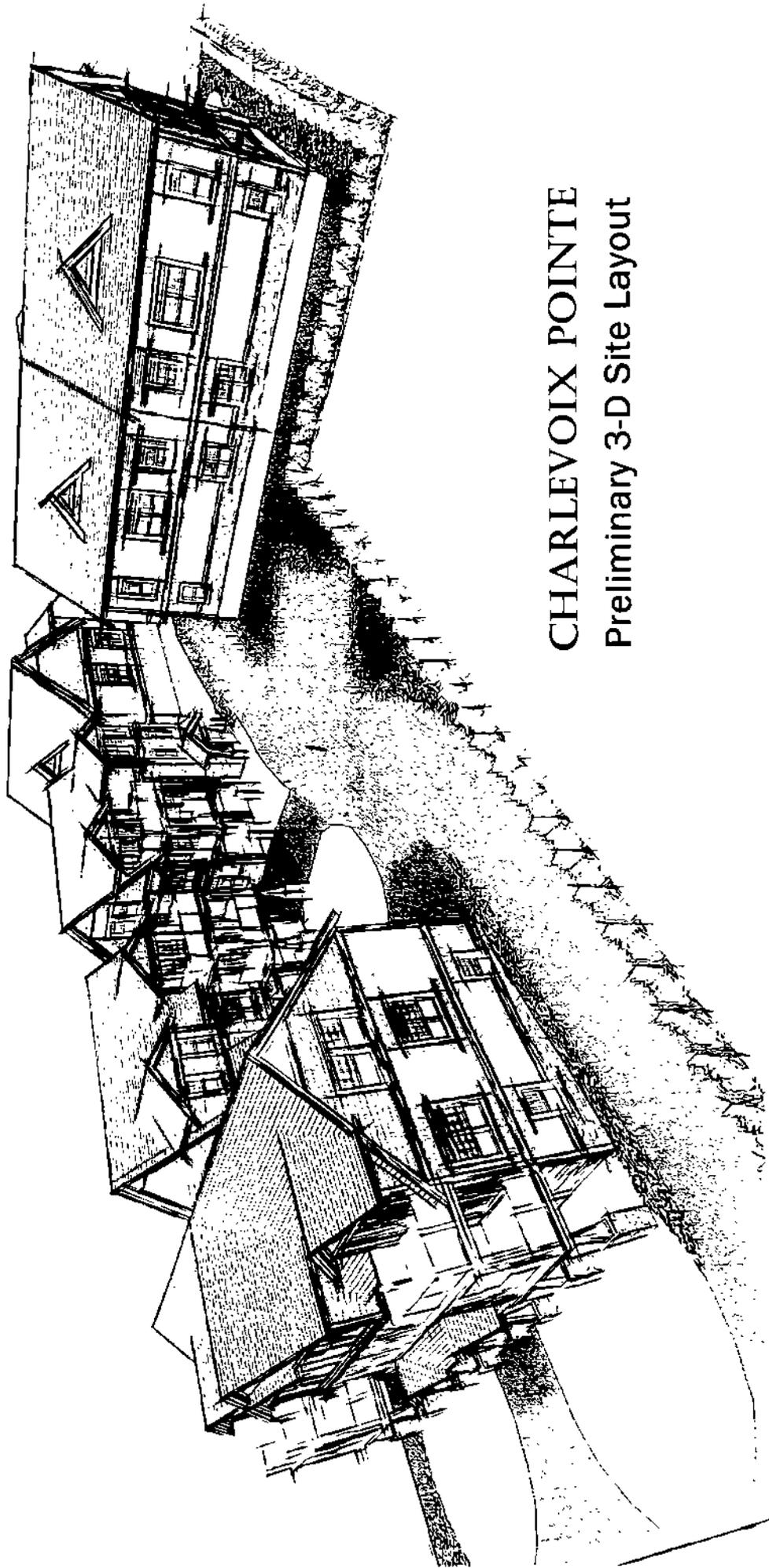
Typical Building Rear Elevation
 Scale: 1/4" = 1'-0"

Owner:
 Burdco, Inc

Project:
 Proposed
 Condominium
 Community
 Lincoln, Michigan

Sheet Title:
 Preliminary
 Site & Ren
 Elevation

Project Number: 13-001
Drawn by: J. J.
Checked by: J. J.
Date: 09.20.13
Sheet Number: **A3**



CHARLEVOIX POINTE
Preliminary 3-D Site Layout

CharleNorth, LLC

4790 Notre Dame Ave • Stevensville, MI 49127 • jbh1952@comcast.net

October 8, 2013

Mr. Mike Spencer
City Planner/Zoning Administrator
City of Charlevoix
201 State Street
Charlevoix, MI 49720

Re: 115 Pine River Lane

Dear Mr. Spencer:

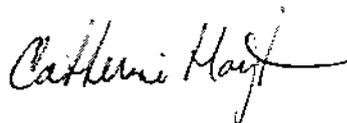
We are in receipt of your letter regarding the proposed development at 115 Pine River Lane. As owners of two units at the Weathervane, we often walk by this property and admire the potential for residential development.

The proposed development looks to be a great use of this property. The proposal makes good use of the land without over-developing the site. Prior concepts of a hotel or high-density housing would have overburdened the site. This new proposal should be a welcome addition to the community and to the tax base.

Rezoning this property to R-4 allows for a far more practical development than may have taken place under C-1. Midtown Development appears to be capitalizing on this decision.

We applaud the efforts of the City to attract and support common sense development in the community!

Sincerely,



Catherine Hoyt, Manager

Michael Spencer

From: Beverly Eby <deaneby@charter.net>
Sent: Wednesday, October 09, 2013 11:42 AM
To: Michael Spencer
Cc: Mike Spencer
Subject: Planning Commission

My husband and I agree to 7 condos being built on Pine River Lane. There are already condos on the street. Also, 7 is much better than the 30 proposed before. Off street parking will save parking spots. We will not be here in November so wanted to be on record. Beverly and Dean Eby

Michael Spencer

From: Kristin Jones <kgjjones@mac.com>
Sent: Friday, October 18, 2013 4:17 PM
To: Michael Spencer
Subject: Comments on Charlevoix Pointe. Complete.

Regarding: Proposed In-Fill Development -- Charlevoix Pointe

Dear Members of the Charlevoix Planning Commission.

I preface my comments with a statement of my appreciation for Mr. Michael Spencer. He has been honest, informative and available. He has taken time to go over the current proposal with me. He has been professional and thoughtful in hearing my concerns.

When he approached me and said that a seven-unit development was in the works, I said easily and frankly, "I can live with that." I presume he conveyed my acceptance to you, and he is correct in so doing.

At the same time, the devil is always in the details.

Density: Seven units sounds much smaller than 19 or 29, (the number of units in prior proposals). At the same time, the Charlevoix Pointe proposal reduces total living space by 3260 square feet (6.8%) from the 19 unit proposal and it is on a smaller piece of land. As I said on October 14, high density is really high in this proposal, just as it was in prior proposals. I question the wisdom of such intense land-use in the gracious spaces of Charlevoix.

Neighborhood Balance/Size: I note the nature, sense and proportions of the Pine River Lane neighborhood. The dead-end street takes residents, fishermen, visitors and neighbors to "lands' end" and Lake Michigan. The proposed development overpowers that green-edged pedestrian approach with a 3-story building. Pedestrians will see four garages and two front doors and a tiny grassy arc separating the two driveway aprons. Essentially no front yard at all. I submit that this is hardly in proportion or spirit with the surrounding neighborhood. This urban, build-to-the-sidewalk look contradicts the heritage and spirit of Pine River Lane's lake approach. It need not be Charlevoix's future. Structures out of character for the neighborhood are at issue already in Charlevoix (e.g. Dixon Avenue) and this proposal offers you the opportunity to stand up for proportional compatibility and stand against over-sized new construction.

Greenspace: In the mid-section of the development there are three parking spaces not near any building. Are these extra spaces which could be devoted to garden space? They occupy the site of Don Campbell's lakestone wall and Mildred Campbell's daffodil garden. That area could become an internal garden adjoining my backyard for the visual benefit of Charlevoix Pointe and 113.

Setback: I am concerned to hear that the developer proposes moving his towering three-story structures even closer to the back edge of my property (on the hill). Wow. Who wouldn't squawk? Why would anyone care? The devil, again, is in the details, and moving even closer to the back of my property – whom does that serve?

Rush to decide: Regarding the speedy commencement of the project, I suggest that the City will have some infrastructure improvements to undertake for this project. Doug Mansfield, engineer for the developer, noted that there is some concern about the adequacy of the water supply line. Is replacement of the infrastructure

within the city's budget and plan? I submit to you that the speedy commencement needs to go hand in glove with the City's utility improvement. If the City will be undertaking such utility improvements I would like to know ahead of time as that may suggest expenses or improvements to others along the street.

Public Safety: I heard the report that the fire chief "can live with" the 15% grade to the top of the hill, and with the fire hydrant placement. I think this deserves extra consideration from the Planning Commission. Just because someone says they can live with something does not mean it is a good idea. I am a case in point. I said I could live with 7 units, but actually

In summary, I can live with good development. The Charlevoix Pointe proposal does not honor the proportion, nature or heritage of the end-of-the-street neighborhood. Questions of density, street-appeal, parking, public safety and public utilities make me feel there is need for further consideration and refinement.

I urge you to request set-back, greenspace and safety improvements. I urge you to look into the utility requirements. Reducing the size or density from the developer to make neighborhood-friendly improvements along Pine River Lane will create a greater asset to the long-term health and wealth of Charlevoix.

Yours truly,

Kristin Jones
113 Pine River Lane
Charlevoix, Michigan 49720

164 Sylvan Drive
Delaware, Ohio 43015

RECEIVED

OCT 30 2013

CITY OF CHARLEVOIX

October 30, 2013

To The Charlevoix City Council:

I own the property at 113 Pine River Lane, next to the proposed Charlevoix Pointe development. I have two main concerns.

Greenspace: Disregarding the 100-year history of private yards and gardens along the west end of Pine River Lane, the proposal brings intense hardscape to two of the street's largest and most lovely lots. You have the authority, and responsibility, to ask the developer to increase the greenspace (lawn or plantings) along Pine River Lane. A minimal six-foot green buffer is not unreasonable.

At the planning Commission meeting I heard that there is no need for greenspace because Pine River Lane is a downtown area. Really? Adjacent to downtown, yes, just as Park, Clinton, Antrim and Mason abut Bridge Street. I walked these comparable almost-downtown streets. The houses and condos along them have greenspaces or gardens. The west end of Pine River Lane is, and has been, residential since earliest times of the city. Even when the Argo Mill and the Fountain City House dominated the east end, the west end of the street was residential. Even when the Bandfield-Carey property was zoned for business, no one came forth to make it so. No residential developer should impose a big-city, build-to-the-sidewalk aesthetic on a gracious, greenspace-rich neighborhood.

One argument for the lack of greenspace is that, 'people are demanding it.' Really? Maybe they are ACCEPTING it, but who has ever moved to a small town so that they can live in a big-city-look space? Build to the sidewalk is a vision from Chicago, Traverse City, New York... But Charlevoix?

One argument for this lack of greenspace is that, 'they're doing it all over the state from Traverse City to Dowagiac to Marquette.' Well does that make it right? If your friend jumps off a cliff would you do it too? Is the west end of Pine River Lane just a throw-away neighborhood, without any history, heritage or neighbors? Please.

I urge you to insist that the developer make arrangements for greenspace along the public sidewalk. It's historic. Green lawns and gardens have long been the norm at the west end of Pine River Lane. High-density zoning still says RESIDENTIAL. It is in the public interest to maintain basic public values and aesthetics even in the face of development and change.

Intense hardscape on a residential street is not the same as a fireplace in the middle of a walkway, but it is similarly contrary to community values. Intense hardscape furthers the disruption of our shoulder-of-the-lake residential neighborhood. Even the Weathervane Terrace has more greenspace (to the west of their driveway, and in the flower bed) on which an eye can rest. I urge you to insist that Charlevoix Pointe include at least a 6-foot wide strip of greenspace (grass, flowers, plantings) along the street-side. This could be accomplished by decreasing the width of the units fronting Pine River Lane, or by moving them farther back on the property.

I also call your attention to elements of public safety concern in the plan. I note for instance, that the developer/engineer has agreed to move the fire hydrant to a more central point, and has agreed to decrease the slope of the upper-level access drive.

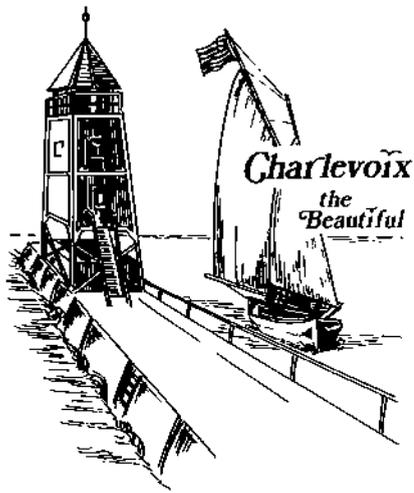
Driveway Slope: The developer's engineer was only able to decrease the angle of ascent to the top of the hill to a slope of 13%. This 30-foot steep run is absolutely at the high end of the American Association of County Highway Officials' standards. For safety's sake, Charlevoix's winter weather would reasonably direct planners away from the most extreme standards. Public safety is compromised when the developer is allowed to grade to the absolute highest acceptable slope. If the structures need to be reduced in size to make room for a longer, less steep approach, so be it. Public safety is the City Council's call and the fire chief needs to feel 100% confident that public safety can be maintained with the turning ratios and the steep angles of incline. As it stands, I do not believe the chief plans to get a firetruck to the top of the hill. I don't know about other emergency vehicles.

As you consider the first in-fill development under the new Code, please stand strong for the City of Charlevoix and our shared values. Safety – decrease the slope of the driveway, and Greenspace – require at least six feet of greenspace between the sidewalk and the development. The trust placed in you on your election put you in positions to honor and uphold community values such as these. Charlevoix Pointe will be built. It will be built better when you set the standards for greenspace and safety access.

Very truly yours,

Kristin G. J. Jones
113 Pine River Lane
Charlevoix, MI 49720

164 Sylvan Drive
Delaware, OH 43015



CITY OF CHARLEVOIX
210 STATE ST. CHARLEVOIX, MICH. 49720

October 30, 2013

Mr. Mike Spencer, Planner/Zoning
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Dear Mike:

I have reviewed the site plan for the proposed Charlevoix Pointe Condominiums, a five housing unit development on Pine River Lane. As you also know, we have also walked the lot with Doug Mansfield of Mansfield Land Use Consultants.

Regarding the driveway to the development, I see the slope of the driveway being a much bigger issue than the width of the asphalt. I noticed on the site plan that Doug took my suggestion, and made the narrowest part of the driveway 15' wide. Since I view this as a limited access/dead end driveway, I believe 15' is an adequate width to allow fire and EMS access to the two units on the North side of the development.

The slope of the driveway is another matter. Performance Engineers was consulted about the allowable grades for this development's proposed driveway. Jim Malewitz was able to provide information to us that there was no "maximum grade" for driveways that he was able to locate. Jim did find that a grade of 17% in mountainous areas at 15 mph is allowed, and in "rolling terrain" a 12% grade is the standard. Considering this is a limited use driveway, Doug Mansfield and I agreed on a 13% grade when we talked on Monday October 28th.

Regarding fire suppression of the development, my first choice is always fully suppressed (sprinkled) buildings. Since we lack the authority to mandate that, having a fire hydrant installed in the development's green space southeast of the three parking places (south of proposed unit 5) would aid in fire suppression (if needed) in the entire development.

If there are any other changes or questions regarding this proposed development, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink that reads "Paul Ivan".

Paul Ivan, Fire Chief



October 11, 2013

Mr. Michael Spencer, City Planner/Zoning Administrator
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Storm Water Review of the Charlevoix Pointe Condominiums Development

Dear Mike:

Performance Engineers was requested to review the revision #2 drainage plan dated October 4, 2013 and titled "Grading and Storm Plan", sheet 5 of 8. Storm calculations were also provided for our review and they were titled as Site Stormwater Calculations by Mansfield Land Use Consultants dated 10/7/2013.

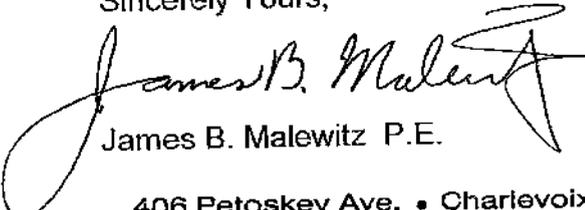
After thorough review of the plans and calculations it is the opinion of Performance Engineers that the storm plan is adequate for the site as presented but the following additions should be made to the system:

- 1) Add two foot deep sumps to each catch basin.
- 2) Implement a maintenance plan to insure that the sumps are cleaned out twice a year at about six month intervals. Reporting is to be provided to the City stating that this maintenance has been completed every year.

These changes when implemented will help extend the life of the underground retention system and reduce the chance of storm overflow to the City's adjacent roads.

If you any questions about our review of this system, please give me a call.

Sincerely Yours,


James B. Malewitz P.E.

406 Petoskey Ave. • Charlevoix, MI 49720 • (231) 547-2121 • Fax: (231) 547-0084

www.performanceeng.com



Performance Engineers Inc.

Civil / Structural Engineering

October 17, 2013

Mr. Michael Spencer, City Planner/Zoning Administrator
City of Charlevoix
210 State Street
Charlevoix, MI 49720

RE: Performance Bond Recommendations For Site Restoration of the Charlevoix
Pointe Condominium Project

Dear Mike:

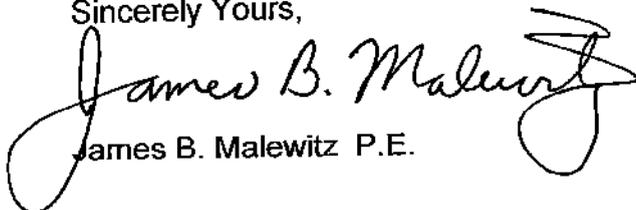
Performance Engineers was requested to estimate how much it would cost to restore the Charlevoix Pointe Condominium Project if it was to be abandoned during construction.

Performance Engineers has provided an estimate for restoration of Phase I of this project which consists of the building and corresponding site closest to Pine River Lane. The plans used for providing this estimate was sheet 4 of 8, titled "Site Plan and Dimension Plan", designed by Mansfield, Revision one dated September 24, 2013.

The construction estimate for restoration of Phase I has been detailed in Attachment one for your review. Based on this estimate, Performance Engineers recommends that a performance bond of \$50,000 be provided for the construction of phase I. It is recommended that a performance bond of \$45,000 be provided for phases II and also \$45,000 for Phase III.

If you have any questions about these recommendations, please give me a call.

Sincerely Yours,


James B. Malewitz P.E.

ATTACHMENT #1

RESTORATION ESTIMATE PER PHASE

PHASE 1 - FOUNDATIONS AND PARTIALLY CONSTRUCTED BUILDING

CONSTRUCTION CREW HOURLY RATE & MATERIAL COSTS

Hourly Rate

\$120.00	Excavator with Operator
\$40.00	Loader and Operator at 1/2 Time Therefore 1/2 of \$80/Hr rate
\$25.00	Laborer at 1/2 Time Therefore 1/2 of \$50/Hr Rate
<u>\$80.00</u>	Truck and Driver
\$265.00	TOTAL
\$6.00	MDOT Class II Fill Delivered per CYD
\$10.00	Topsoil Delivered per CYD
\$1.00	Hydroseed per SYD
\$735.00	30 CYD Dumpster

Note: Concrete Foundation will be crushed to make gravel if MDC does work.

ESTIMATE OF RESTORATION COSTS

\$10,600.00	40 Hours to Remove Foundations and Partially Constructed Building
\$21,200.00	80 Hours to Reconstruct and Restore Site with Sand, Soil and Hydroseed
\$2,240.00	224 CYDS OF 6" Topsoil over 110' x 110' Area
\$5,377.78	2' of sand on average over 110' x 110' Area
\$1,344.44	Hydroseed 110' x 110' Area
<u>\$7,350.00</u>	Estimate 10 Dumpsters of Wood Removal
\$48,112.22	TOTAL

WILL USE A VALUE OF \$50,000 FOR THE BONDING AMOUNT RECOMMENDED

PHASE II AND PHASE III

RESTORATION COSTS ESTIMATED AT \$45,000 FOR EACH PHASE
Amount is reduced due to smaller footprints of buildings

EXHIBIT 6

Date: October 14, 2013

To: Office of Planning and Zoning
Mike Spencer, City Planner
210 State Street
Charlevoix, Mi 49720

Case: 2013-04 SP

To whom it may concern,

Upon reviewing the above Notice of Public Hearing of the Zoning Board of Appeals, I would like to express my support with the above case's requests. Haggard's Plumbing & Heating is not at all opposed to the changes of the property and/or the request to the Zoning Board. If a property owner is fortunate enough to have the ability and the resources in this time of economical struggles to either build and/or improve their existing property, we would like to see their request granted. It would prove positive for the local, county, state and country to do all we can to improve and promote growth in any way possible.

Sincerely,

Haggard's Plumbing & Heating