

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, September 19, 2016 - 7:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. Pledge of Allegiance

2. Roll Call

3. Presentations

4. Inquiry regarding conflicts of interest

5. Consent Agenda

All Items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes - September 19, 2016 Regular Meeting PG 1-6
- B. Accounts Payable Check Registers & Payroll Check Registers PG 7-20

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

- A. Charlevoix Pointe Site Plan Review (Project #2016-09SP) PG 21-65
- B. Electric Department Pick-up Truck Purchase PG 66
- C. Fall Tree Planting Project PG 67-68
- D. City Clerk Job Description Amendment PG 69-71

8. Reports & Communications

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

9. Other Council Business

10. Adjourn

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 September 15, 2016 4:00 p.m.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Tuesday, September 6, 2016 -- 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 Gabe Campbell.

1. Pledge of Allegiance

2. Roll Call

Mayor: Gabe Campbell
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw
Members Absent: None
City Manager: Mark Heydauff
City Clerk: Joyce Gosling

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes -- August 15, 2016 Regular Meeting
- B. City Council Meeting Minutes -- August 23, 2016 Special Meeting
- C. Special Accounts Payable Check Register -- August 23, 2016
- D. Regular Accounts Payable Check Register -- September 7, 2016
- E. ACH Payments -- August 15, 2016 to August 29, 2016
- F. Payroll Check Register -- August 26, 2016
- G. Payroll Transmittal -- August 26, 2016
- H. Tax Disbursement -- September 7, 2016
- I. Approve Resolution Recognizing Michigan Municipal Executives

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-09-01

MICHIGAN LOCAL GOVERNMENT MANAGEMENT ASSOCIATION IS NOW MICHIGAN MUNICIPAL EXECUTIVES

WHEREAS, the Michigan Local Government Management Association (MLGMA) is the state affiliate of the International City/County Management Association (ICMA), and

WHEREAS, the Board of Directors and Membership of the MLGMA have conducted a vast overhaul to create a new branding image under the new name Michigan Municipal Executives, and

WHEREAS, the mission statement of the Michigan Municipal Executives is, "Michigan's Municipal Executives are dedicated to keeping communities running smoothly. By doing all of the things large and small, we are stewards of our cities, working in the background to make sure your home is highly livable, highly desirable, and built on a solid ground for the future. We make Michigan's cities go.", and

WHEREAS, Michigan Municipal Executives seek to support optimistic, humble, adaptable, and driven municipal executives through professional development and other resources, and

WHEREAS, your local government manager or administrator, acting in his/her role as the Chief Administrative Officer of the community, does so in the best interest of the overall community to create the highest quality of life for all of its citizens, and

WHEREAS, the Charlevoix City Council and the City of Charlevoix do hereby support the Michigan Municipal Executives in their efforts to develop the municipal executive career and support municipal executives throughout the state.

NOW THEREFORE BE IT RESOLVED, that the Charlevoix City Council does hereby recognize Michigan Municipal Executives and support the organization for the professional development and extraordinary services provided to professional managers throughout the State of Michigan.

RESOLVED this 6th day of September, 2016 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

- J. Approve Resolution for D & R Sports for Free Parking at Launch Ramp

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-09-XX
WAIVE PARKING FEES FOR THE TRACKER/MERCURY D & R SPORTS CENTER CHAMPIONSHIP

WHEREAS, D & R Sports Center is hosting the championship for their fishing tournament on October 7-9, 2016; and
WHEREAS, the D & R Sports Center is requesting that parking fees be waived for the tournament; and
WHEREAS, the City Code permits the City Council to waive parking fees for special or public events.
NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix, hereby waives parking fees for the Tracker/Mercury D & R Sports Center Championship on October 7-9, 2016.
RESOLVED, this 6th day of September, 2016, A.D.

Resolution adopted by the following yea and nay vote:
Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

- K. Approve Resolution to Adopt Annual Exemption Option in PA 152 for the 2016-17 Medical Benefit Plan Coverage Year

CITY OF CHARLEVOIX
RESOLUTION NO. 2016-09-03
RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152,
THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011; and
WHEREAS, the Act contains three options for complying with the requirements of the Act; and
WHEREAS, the three options are as follows:
1) Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
2) Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3) Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body; and
WHEREAS, the City Council has decided to adopt the annual Exemption option as its choice of compliance under the Act.
NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Charlevoix elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year October 1, 2016 through September 30, 2017.
RESOLVED this 6th day of September, 2016 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

- L. Purchase Tires for Airport Loader in the Amount of \$11,179.84

Motion by Councilmember Gibson, second by Councilmember Cole, to approve the Consent Agenda.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Eaton Avenue Retaining Wall Bid

DPW Superintendent Elliott stated that in the approved 2016/17 budget, \$28,000 was allocated to remove the existing wood retaining wall on Eaton Avenue and replace it with a modular concrete block retaining wall system. The City advertised for this work and on August 25th five sealed bids were opened. The low bidder was Tri County Excavating, Harbor Springs, and they were \$4,000 under the budgeted amount. The second low bidder was Boss Lawn & Landscape, Charlevoix. DPW Superintendent Elliott stated that due to the difference in pricing, the Local Bidder Preference Policy does not come into effect. After checking references for Tri County Excavating, DPW Superintendent Elliott felt that they have the expertise, manpower and equipment to complete this project. The contractor knows that the deadline for the project is December 1, 2016. DPW Superintendent Elliott discussed details regarding the proposed wall system.

Mayor Campbell opened the item to public comment. There was no comment, and the item was closed.

Motion by Councilmember Supernaw, second by Councilmember Hagen, to accept the proposal as presented by Tri County Excavating and enter into an agreement with them for a total price of \$24,000 to complete the work as specified [for the Eaton Avenue Retaining Wall]

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

B. Charlevoix County Community Foundation Grant Request

City Manager Heydlauff stated that this past year 92 children attended summer camp and/or learned to ski as a result of a grant from the Charlevoix County Community Foundation generously supported by the Chicago Club. He recommended that Council approve the \$6,000 grant request as in year's past.

Mayor Campbell opened the item to public comment. There was no comment, and the item was closed.

Motion by Councilmember Hagen, second by Councilmember Kurtz, to authorize City Staff to apply for a grant of \$6,000 from the Charlevoix County Community Foundation to support scholarships for Camp McSaubia and Mt. McSaubia.

Yeas: Hagen, Kurtz, Perron, Gibson, Cole, Supernaw
Nays: None
Absent: None

8. Reports & Communications

A. Public Comments

None.

B. City Manager Comments

City Manager Heydlauff discussed the upcoming work at the Airport and the need to remove the sidewalk connecting Carpenter Street to the Lake to Lake Trail. He presented several suggestions as to rerouting pedestrian/bicycle traffic in the area.

He requested that Council contact him if they were interested in attending the State of the Community lunch on September 13.

City Manager Heydlauff announced that Phase I of the Boyne City-Charlevoix non-motorized trail is now open with work to continue on Phase II next summer.

City Manager Heydlauff expressed his thanks to the staff at Charlevoix Hospital.

C. Mayor & Council Comments

Councilmember Supernaw questioned whether the bridge closing was on schedule for late October. City Manager Heydlauff responded that bridge traffic would not be affected until April 2017.

9. Other Council Business

None.

10. Adjourn

Motion by Councilmember Kurtz, second by Councilmember Perron to adjourn. Motion passed by unanimous voice vote. Council adjourned at 7:11 p.m.

Joyce M. Golding City Clerk Gabe Campbell Mayor

Special Accounts Payable - 08/23/2016

AT&T	2,416.06	FEDERAL AVIATION ADMINISTRATION	6,236.08
AT&T LONG DISTANCE	130.15	GREAT LAKES ENERGY	198.42
AT&T MOBILITY	90.09	METLIFE SMALL BUSINESS CENTER	727.93
CHARLEVOIX STATE BANK	6,807.39	PRIORITY HEALTH	39,508.34
CHARLEVOIX TOWNSHIP	15.23	VERIZON WIRELESS	56.72
CHARTER COMMUNICATIONS	885.37	VISION SERVICE PLAN	489.49
DELTA DENTAL	3,766.21	TOTAL	61,263.48

Regular Accounts Payable - 09/07/2016

ASRAMOWSKI, DWAIN M.	25.00	FISHER SCIENTIFIC	1,129.63
AIRGAS USA LLC	168.21	GELDERBLOM, PAUL	25.00
AIS CONSTRUCTION EQUIPMENT	157.95	GERBER HOMEMADE SWEETS	96.00
ALL-PHASE ELECTRIC SUPPLY CO.	1,070.62	GINCP SALES INC	430.06
AMERICAN LEGION AUXILIARY	140.00	GOLDING, JOYCE	41.00
AMERICAN WASTE INC.	83.16	GOLOVICH, RENEE	14.00
APEX SOFTWARE	235.00	GRAINGER	318.00
ARCADIA BENEFITS GROUP INC	25.00	GRP ENGINEERING INC.	220.23
ARROW UNIFORM-TAYLOR L.L.C.	1,043.63	GRULLER'S FARM SUPPLY INC	138.24
ASPLUNDH TREE EXPERT CO	13,470.00	GUNTZVILLER, RHONDA	309.00
AVFUEL CORPORATION	87,035.77	HACH COMPANY	743.78
BARINGER, ROGER	160.00	HAND, DONALD	220.00
BERG, REBECCA	312.00	HANKINS, SCOTT	41.00
BITELY, KATHERINE A.	6.34	HARBOR HOUSE PUBLISHERS	325.00
BLUE BOOK	24.95	HARRELL'S	2,650.77
BLUE EARTH LABS LLC	1,345.22	HART J. DELBERT W.	14.00
BOB MATHERS FORD	16.50	HARWOOD GOLD	289.00
BORTHS, JOE	18.81	HEID, THOMAS J.	41.00
BOYNE AREA MEDICAL CENTER	100.00	HEP'S HOMEBAKED GRANOLA	66.00
BRADLEY, KELLY R.	14.00	HEYCLAUFF, MARK L	41.00
CCP INDUSTRIES INC	406.33	HIMEBAUGH, MARC	75.00
CENTRAL DRUG STORE	27.47	HOGARTH'S PEST CONTROL INC.	225.00
CHARLEVOIX BOYS SOCCER CLUB	1,535.60	HOLIDAY COMPANIES	5,791.26
CHARLEVOIX GLASS INC.	202.90	HYDRODYNAMICS INC.	7,030.24
CHARLEVOIX PEST CONTROL LLC	80.00	INTERWATER FARMS INC	585.00
CHARLEVOIX SCREEN MASTERS INC	744.75	J & B MEDICAL SUPPLY INC.	309.26
CHARLEVOIX SEWER & DRAIN	135.00	J & J GARAGE DOOR SERVICE INC.	1,435.00
CINTAS CORPORATION	159.67	JACK DOHENY SUPPLIES INC	178.97
CINTAS CORPORATION #729	118.20	KIRKOVIC, THOMAS	41.00
CIRCLE K SERVICE	365.57	KLOOSTER, ALIDA K.	41.00
CLEAR WATER PLUMBING & HEATING	1,773.60	KNAPHEIDE TRUCK EQUIPMENT	1,270.00
COACHING SYSTEMS LLC	109.99	KSS ENTERPRISES	1,481.42
COCA-COLA REFRESHMENTS	157.49	LAKE FOREST BAKING COMPANY	153.00
COMPASS MINERALS AMERICA	6,825.85	LAKESHORE TIRE & AUTO SERVICE	12.50
COOK FAMILY FARMS	217.00	LANDSCAPE FORMS INC.	2,355.00
DCASSESSING SERVICES	4,371.08	LOTTIE'S BAGELS	269.00
DeROSIA, PATTY	41.00	LUNDTHEIGEN, GUNNAR	895.38
DEZURIK	1,737.00	MATTHEWS, ELLEN W	13.22
DHASELEER, CARL	147.00	MAYER, SHELLEY L.	41.00
DITCH WITCH SALES OF MICHIGAN	106.17	McGINN, KELLY	41.00
DOAN, GERARD	41.00	MCMASTER-CARR	44.98
EAST JORDAN FAMILY HEALTH CTR	125.00	MICHANOWICZ, GENEVIEVE	34.53
EATON CORPORATION	1,582.72	MICHIGAN MUNICIPAL LEAGUE	18,813.00
EJ USA INC.	1,042.88	MICHIGAN MUNICIPAL LEAGUE	193.29
ELLIOTT, PATRICK M.	158.40	MICHIGAN MUSHROOM MARKET LLC	37.00
ELLSWORTH FARMER'S EXCHANGE	357.08	MICHIGAN RURAL WATER ASSN	450.00
EMERGENCY MEDICAL PRODUCTS INC	115.52	MICHIGAN WATER ENV ASSOC	130.00
ETNA SUPPLY	4,030.71	MILAN, JANE	28.29
EVANS, HAL	41.00	MITCHELL GRAPHICS INC.	268.00
FARMER WHITE'S	362.00	MYER, ELIZABETH A	256.00
FASTENAL COMPANY	30.63	NORTHERN BROADCAST INC.	1,399.44
FERGUSON & CHAMBERLAIN	489.00	NORTHERN FIRE & SAFETY INC.	377.00
FISCHER, DAVID	2.42	NORTHERN PUMP & WELL	1,360.00

NORTHERN PUMP SERVICE INC.	379.00	SIGMA ALDRICH RTC	101.50
NORTHERN SAFETY CO INC	207.04	SITE PLANNING DEVELOPMENT INC	1,600.00
NORTHWEST DESIGN GROUP	160.00	SKYDIVE HARBOR SPRINGS	528.00
NORWOOD FARM LLC	51.00	SMOKE ON THE WATER	18.00
OLD DOMINION BRUSH	681.62	SPARTAN DISTRIBUTORS INC	640.19
OLESON'S FOOD STORES	1,575.93	STANLEY STEEMER OF NW MI INC	195.00
OLSON BZDOK & HOWARD	2,139.00	STATE OF MICHIGAN	216.00
ORVIS, FRANCES	3.15	STATE OF MICHIGAN	25.00
OTEC	296.75	STORAGE BATTERY SYSTEMS LLC	4,831.00
PANOFF, ZACH	41.00	SUTPHEN CORPORATION	1,400.00
PARASTAR INC.	1,163.14	SWEM, DONALD L.	41.00
PERFORMANCE ENGINEERS INC	16,241.00	SYN-TECH SYSTEMS INC.	270.00
POND HILL FARM LLC	308.00	SYSTEMS SPECIALISTS INC	350.00
POWER LINE SUPPLY	1,890.44	TEMPERATURE CONTROL INC.	140.00
PREFERRED WASTE 2 LLC	1,005.00	THE BANK OF NEW YORK MELLON N.A.	110,505.19
PREIN & NEWHOF	24,880.88	THELEN TURF IRRIGATION INC	8,091.00
PRESTON FEATHER	316.09	TRUCK & TRAILER SPECIALTIES	63.40
PRO WEB MARKETING LLC	61.25	TWO ACRE FARM LLC	119.00
PROVIDENCE FARM LLC	130.00	UP NORTH PROPERTY SERVICES LLC	8,603.50
QUICK CARE MEDICAL CENTER	80.00	UPPER CASE PRINTING INC.	1,094.24
RICK-BIDDICK, MICHELLE	2,846.39	VILLAGE GRAPHICS INC.	563.00
ROAD WEASEL ENTERPRISES LLC	27.00	WAGNER, JODI	185.00
ROLOFF, ROBERT	41.00	WELLER, LINDA	41.00
ROYAL FARMS INC	44.00	WHITLEY, ANDREW	265.04
RUSTIC BAKER	33.00	WINNELL, CHARLES	2,250.00
SAUL, GINNIE	100.00	WORK & PLAY SHOP	100.47
SECURITY SANITATION INC.	95.00	WURST, RANDALL W.	41.00
SEVENSKI, KENNETH	30.69	WYMAN, MATTHEW A.	41.00
SHINDORF BUILDERS	605.00	ZIETZ, LONNY	11.00
SIEGRIST, DAVID	69.00	TOTAL	383,619.46

ACH Payments -- 08/15/2016 to 08/29/2016

MI PUBLIC POWER AGENCY	67,852.27	VANTAGEPOINT (401 ICMA PLAN)	699.94
MI PUBLIC POWER AGENCY	24,647.95	VANTAGEPOINT (457 ICMA PLAN)	12,814.84
MI PUBLIC POWER AGENCY	268,061.52	VANTAGEPOINT (ROTH IRA)	721.53
IRS (PAYROLL TAX DEPOSIT)	44,557.98	MERS (DEFINED BENEFIT PLAN)	28,938.44
AELERUS FINANCIAL (HCSP)	420.00	MI PUBLIC POWER AGENCY	18,852.76
STATE OF MI (WITHHOLDING TAX)	6,392.35	TOTAL	471,859.58

Payroll Net Pay -- Pay Period Ending 08/20/2016 (Paid 08/26/2016)

WELLER, LINDA JO	1,481.67	TELGENHOF, WILL G.	671.76
HEYDLAUFF, MARK L.	2,119.59	WILLIAMS, BRANDON S.	452.51
GOLDING, JOYCE M.	1,082.62	GREYERBIEHL, KELLY M.	601.00
DEROSIA, PATRICIA E.	894.15	ROLOFF, ROBERT P.	5,754.05
LOY, EVELYN R.	1,029.15	RILEY, DENISE M.	377.91
KLOOSTER, ALIDA K.	1,554.10	WURST, RANDALL W.	1,534.74
GOLOVICH, KAREN J.	960.42	MAYER, SHELLEY L.	1,589.95
SPENCLEY, PATRICIA L.	1,166.97	HILLING, NICHOLAS A.	1,733.06
PANOFF, ZACHARY R.	1,180.04	MEIER II, CHARLES A.	1,987.67
MILLER, FAITH G.	34.41	ZACHARIAS, STEVEN B.	1,642.15
LEESE, MERRI C.	310.49	EATON, BRAD A.	2,108.59
MCGINN, KELLY A.	1,492.91	WILSON, TIMOTHY J.	2,259.30
JONES, JANET M.	486.96	LAVOIE, RICHARD L.	1,671.72
DOAN, GERARD P.	1,558.33	STEVENS, BRANDON C.	2,096.95
SCHLAPPI, JAMES L.	1,348.01	DRAVES, MARTIN J.	1,558.64
UMJUIS, MATTHEW T.	1,232.17	BROWN, STEPHANIE C.	1,020.24
HANKINS, SCOTT A.	1,926.41	SOMERVILLE, DAVID A.	1,226.07
ORBAN, BARBARA K.	1,168.13	ELLIOTT, PATRICK M.	1,961.37
TRAEGER, JASON A.	2.67	SCHWARTZFISHER, JOSEPH L.	1,146.98
FLICKEMA, ANDREW M.	1,696.75	BRADLEY, KELLY R.	1,373.35
MATELSKI, KIMBERLY A.	1,118.59	HART II, DELBERT W.	1,591.67
EVANS JR, HALBERT K.	1,408.90	JONES, ROBERT F.	1,281.58
KLOOSTER, PATRICK H.	745.12	DORAN, JUSTIN J.	1,517.90
BEARINGER, ASHLEY L.	849.54	MANKER JR, DAVID W.	508.66
ENGSTROM, TYLER A.	645.52	MANKER SR, DAVID W.	667.56
GROSBERG, ASHLEY M.	183.59	BECKER, MICHAEL S.	674.52
VANLOO, JORDAN C.	884.16	SHEPARD, ZACHARY N.	479.54
GREENE, GLORIA C.	571.76	MCGHEE, ROBERT R.	1,049.92
DAVIS, LEAH R.	571.76	STANTS, JACOB W.	627.71

BLOOMER, GABRIELLE J.	400.82	FUNKEY, KRAIG R.	92.35
STEWART, SAMUEL D.	557.14	MEGGISON, JERRY B.	282.36
MUMICH, BARRY J.	440.36	RILEY, CASEY W.	400.56
KIBLER, RYLEE A.	452.51	JONES, LARRY M.	1,857.31
HESS, ISABEL L.	324.96	WILLSON, BRENDA R.	920.20
KIRINOVIC, THOMAS F.	312.79	BEAN, PETER J.	1,854.07
STEBE, LAURA A.	8.31	FENNELL, DREW M.	110.13
BTELY, KATHERINE A.	340.10	RILEY, REBECCA J.	123.34
MILAN, JANE E.	589.46	FAUSER, HOPE E.	315.84
KIRINOVIC, CHANDLER E.	226.87	WHITLEY, TYLER J.	92.51
BERNER, RACHEL M.	359.99	OCHS, THOMAS F.	27.70
MACGILLIVRAY, RAYMOND L.	310.65	TRAVERS, MANUEL J.	1,574.65
SABSOCK, SARA E.	315.14	RILEY, DANIEL A.	605.26
CRANDELL, ZACKARY R.	228.26	WOLLETZ, JOSHUA D.	35.24
PARKER-DROST, HERO	292.26	KLINGER, LUCAS D.	609.74
HOLECHECK, JENNACA R.	313.87	KLINGER, BRADLEY W.	369.89
HEID, THOMAS J.	1,272.04	WILLIAMS, SYDNEY K.	241.63
LEESE, ALAN K.	479.84	SWEM, DONALD L.	1,833.28
GRUNCH, RONALD J.	310.49	WHITLEY, ANDREW T.	1,758.25
DAVIS, RONALD L.	272.93	MORRISON, KEVIN P.	1,154.75
FAIRCHILD, GALEN W.	246.52	HODGE, MICHAEL J.	1,252.30
DAKROUB, JOSEPH E.	90.76	JOHNSON, STEVEN P.	1,134.25
MASSON, DONALD J.	589.41	BISHAW, JAMES H.	663.23
KUSINA, DENNIS W.	291.78	PETERS, MEGAN M.	349.87
LABLANCE, MAUREEN J.	243.21	MILAN, BAC P.	232.90
GLOWNEY, TRAVIS T.	221.47	LABELLE, DAVIS B.	47.10
MYER, ELIZABETH A.	1,653.03	GILL, DAVID R.	1,446.08
VANLOO, JOSEPH G.	618.21	TODD, RICHARD D.	266.43
WYMAN, MATTHEW A.	1,061.72	STEVENS, JEFFREY W.	783.67
SCHRADER, LOU ANN	384.49	ROLOFF, AUDREY M.	4,250.21
BOSS, RYDER S.	735.65	MATTER, DAWSON K.	4,556.80
MILLER, WILLIAM S.	1,180.53	SCOTT JR., WINFIELD	198.23
HOUSER, JAMES F.	470.07	TOTAL	115,967.53

Payroll Transmittal - 09/26/2016

4FRONT CREDIT UNION	228.48	CHEMICAL BANK	150.00
AMERICAN FAMILY LIFE	166.74	COMMUNICATION WORKERS OF AMER	509.29
AMERICAN FAMILY LIFE	379.74	MI STATE DISBURSEMENT UNIT	401.83
CHAR EM UNGED WAY	56.00	PRIORITY HEALTH	1,580.77
CHARLEVOIX STATE BANK	1,285.16	TOTAL	5,138.99

Tax Disbursement - 09/07/2016

BANK OF AMERICA	3,761.61	CHARLEVOIX PUBLIC SCHOOLS	20,739.82
CHARLEVOIX COUNTY TREASURER	843,036.98	CITY OF CHARLEVOIX - TAXES DUE	983,950.38
CHARLEVOIX PUBLIC SCHOOLS	1,009,468.86	NATIONSTAR MORTGAGE LLC	1,570.66
CHARLEVOIX PUBLIC SCHOOLS	136,807.15	WELLS FARGO HOME MORTGAGE	3,151.51
CHARLEVOIX PUBLIC SCHOOLS	14,382.56	TOTAL	3,016,991.53

Check Number	Payee	Amount
08/31/2016		
117915	AT&T CWO	500.00
Total 08/31/2016:		500.00
Grand Totals:		500.00

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

08/31/16	Special Accounts Payable Run	\$	500.00
09/09/16	Payroll	\$	87,232.27
09/09/16	Payroll Transmittal Checks	\$	5,362.14
09/07/16	Regular Accounts Payable	\$	183,815.34
Checks Sub-Total:		\$	276,909.75

FIRSTMERIT BANK - ACH/WIRE PAYMENTS

09/02/16	Matston Driscoll Damico	\$	89,814.08
09/06/16	MI Public Power Agency	\$	27,721.61
09/06/16	Payment Service Network	\$	240.90
09/09/16	State of MI (Sales Tax)	\$	28,253.30
09/09/16	IRS (Payroll Tax Deposit)	\$	32,515.37
09/09/16	Alerus Financial (HOSP)	\$	420.00
09/09/16	State of MI (Withholding Tax)	\$	4,702.69
09/09/16	Vantagepoint (401 ICMA Plan)	\$	699.94
09/09/16	Vantagepoint (457 ICMA Plan)	\$	12,493.30
09/09/16	Vantagepoint (Roth IRA)	\$	721.53
09/12/16	MI Public Power Agency	\$	10,889.42
09/13/16	DTE Energy	\$	1,377.20
ACH Sub-Total:		\$	207,849.34

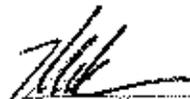
First Merit Bank Total: \$ 484,759.09

CHARLEVOIX STATE BANK - CHECKS ISSUED

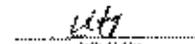
<small>(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)</small>			
09/07/16	Tax Disbursement	\$	3,427,658.07
Charlevoix State Bank Total:		\$	3,427,658.07

Grand Total: \$ 3,911,817.16

APPROVE:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/03/2016	PC	09/09/2016	22062	WELLER, LINDA JO	101		1,481.57
09/03/2016	PC	09/09/2016	22063	HEYDLAUFF, MARK L.	102		2,482.53
09/03/2016	PC	09/09/2016	22064	GOLDING, JOYCE M.	106		1,082.62
09/03/2016	PC	09/09/2016	22065	DEROSIA, PATRICIA E.	107		843.36
09/03/2016	PC	09/09/2016	22066	LOY, EVELYN R.	117		1,029.15
09/03/2016	PC	09/09/2016	22067	KLOOSTER, ALIDA K.	121		1,750.97
09/03/2016	PC	09/09/2016	22068	GOLOVICH, KAREN J.	122		960.42
09/03/2016	PC	09/09/2016	22069	SPENCLEY, PATRICIA L.	136		1,134.00
09/03/2016	PC	09/09/2016	22070	PANOFF, ZACHARY R.	141		1,180.04
09/03/2016	PC	09/09/2016	22071	MILLER, FAITH G.	142		107.52
09/03/2016	PC	09/09/2016	22072	LEESE, MERRI C.	145		409.59
09/03/2016	PC	09/09/2016	22073	MCGINN, KELLY A.	146		1,492.91
09/03/2016	PC	09/09/2016	22074	JONES, JANET M.	148		486.96
09/03/2016	PC	09/09/2016	22075	DOAN, GERARD P.	201		1,558.33
09/03/2016	PC	09/09/2016	22076	SCHLAPPI, JAMES L.	204		1,032.17
09/03/2016	PC	09/09/2016	22077	UMULIS, MATTHEW T.	205		1,161.92
09/03/2016	PC	09/09/2016	22078	HANKINS, SCOTT A.	208		1,522.53
09/03/2016	PC	09/09/2016	22079	ORBAN, BARBARA K.	209		1,129.67
09/03/2016	PC	09/09/2016	22080	TRAEGER, JASON A.	210		1,060.96
09/03/2016	PC	09/09/2016	22081	FLICKEMA, ANDREW M.	211		1,596.38
09/03/2016	PC	09/09/2016	22082	MATELSKI, KIMBERLY A.	212		1,118.59
09/03/2016	PC	09/09/2016	22083	EVANS JR, HALBERT K.	214		1,468.90
09/03/2016	PC	09/09/2016	22084	KLOOSTER, PATRICK H.	216		745.12
09/03/2016	PC	09/09/2016	22085	BEARINGER, ASHLEY L.	222		522.06
09/03/2016	PC	09/09/2016	22086	ENGSTROM, TYLER A.	225		217.98
09/03/2016	PC	09/09/2016	22087	GROSSBERG, ASHLEY M.	226		183.59
09/03/2016	PC	09/09/2016	22088	DAVIS, LEAH R.	245		225.38
09/03/2016	PC	09/09/2016	22089	TELGENHOF, WILL G.	246		326.52
09/03/2016	PC	09/09/2016	22090	CARLSON, JOSHUA A.	249		399.79
09/03/2016	PC	09/09/2016	22091	ZAHNER, ANNA O.	250		497.92
09/03/2016	PC	09/09/2016	22092	FUCHS, TYLER S A.	251		55.50
09/03/2016	PC	09/09/2016	22093	ROLOFF, ROBERT P.	304		1,674.13
09/03/2016	PC	09/09/2016	22094	RILEY, DENISE M.	306		422.29
09/03/2016	PC	09/09/2016	22095	WURST, RANDALL W.	411		1,355.89
09/03/2016	PC	09/09/2016	22096	MAYER, SHELLEY L.	412		1,686.57
09/03/2016	PC	09/09/2016	22097	HILLING, NICHOLAS A.	413		1,291.44
09/03/2016	PC	09/09/2016	22098	MEIER III, CHARLES A.	421		1,215.53
09/03/2016	PC	09/09/2016	22099	ZACHARIAS, STEVEN B.	422		1,842.48
09/03/2016	PC	09/09/2016	22100	EATON, BRAD A.	515		1,750.81
09/03/2016	PC	09/09/2016	22101	WILSON, TIMOTHY J.	516		2,206.95
09/03/2016	PC	09/09/2016	22102	LAVOIE, RICHARD L.	519		1,571.72
09/03/2016	PC	09/09/2016	22103	STEVENS, BRANDON C.	521		1,762.26
09/03/2016	PC	09/09/2016	22104	DRAVES, MARTIN J.	523		1,765.68
09/03/2016	PC	09/09/2016	22105	BROWN, STEPHANIE C.	524		1,030.28
09/03/2016	PC	09/09/2016	22106	SOMERVILLE, DAVID A.	525		1,029.77
09/03/2016	PC	09/09/2016	22107	ELLIOTT, PATRICK M.	600		1,961.37
09/03/2016	PC	09/09/2016	22108	SCHWARTZFISHER, JOS	603		1,004.09
09/03/2016	PC	09/09/2016	22109	BRADLEY, KELLY R.	614		1,445.57
09/03/2016	PC	09/09/2016	22110	HART II, DELBERT W.	616		1,484.44
09/03/2016	PC	09/09/2016	22111	JONES, ROBERT F.	618		1,449.20
09/03/2016	PC	09/09/2016	22112	DORAN, JUSTIN J.	621		1,380.61
09/03/2016	PC	09/09/2016	22113	MANKER JR, DAVID W.	638		487.27
09/03/2016	PC	09/09/2016	22114	MANKER SR, DAVID W.	639		733.16
09/03/2016	PC	09/09/2016	22115	BECKER, MICHAEL S.	641		671.77
09/03/2016	PC	09/09/2016	22116	SHEPARD, ZACHARY N.	656		278.73
09/03/2016	PC	09/09/2016	22117	MCGHEE, ROBERT R.	663		953.42
09/03/2016	PC	09/09/2016	22118	STANTS, JACOB W.	664		88.10

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/03/2016	PC	09/09/2016	22119	BLOOMER, GABRIELLE J.	665		344.11
09/03/2016	PC	09/09/2016	22120	STEWART, SAMUEL D.	668		535.74
09/03/2016	PC	09/09/2016	22121	MUMICH, BARRY J.	671		516.02
09/03/2016	PC	09/09/2016	22122	KIBLER, RYLEE A.	677		514.68
09/03/2016	PC	09/09/2016	22123	KIRINOVIC, THOMAS F.	700		394.55
09/03/2016	PC	09/09/2016	22124	STEBE, LAURA A.	703		8.31
09/03/2016	PC	09/09/2016	22125	BITELY, KATHERINE A.	704		334.91
09/03/2016	PC	09/09/2016	22126	MILAN, JANE E.	711		506.44
09/03/2016	PC	09/09/2016	22127	CRANDELL, ZACKARY R.	753		283.03
09/03/2016	PC	09/09/2016	22128	HEID, THOMAS J.	802		1,272.04
09/03/2016	PC	09/09/2016	22129	LEESE, ALAN K.	835		504.80
09/03/2016	PC	09/09/2016	22130	GRUNCH, RONALD J.	844		283.42
09/03/2016	PC	09/09/2016	22131	DAVIS, RONALD L.	853		224.48
09/03/2016	PC	09/09/2016	22132	FAIRCHILD, GALEN W.	855		289.67
09/03/2016	PC	09/09/2016	22133	DAKROUB, JOSEPH E.	860		266.94
09/03/2016	PC	09/09/2016	22134	MASSON, DONALD J.	861		547.20
09/03/2016	PC	09/09/2016	22135	KUSINA, DENNIS W.	862		243.37
09/03/2016	PC	09/09/2016	22136	LABLANCHE, MAUREEN J.	863		256.48
09/03/2016	PC	09/09/2016	22137	GLOWNEY, TRAVIS T.	885		260.51
09/03/2016	PC	09/09/2016	22138	MYER, ELIZABETH A.	909		1,935.93
09/03/2016	PC	09/09/2016	22139	VANLOO, JOSEPH G.	932		609.31
09/03/2016	PC	09/09/2016	22140	WYMAN, MATTHEW A.	927		1,061.72
09/03/2016	PC	09/09/2016	22141	SCHRADER, LOU ANN	929		716.51
09/03/2016	PC	09/09/2016	22142	BOSS, RYDER S.	932		682.48
09/03/2016	PC	09/09/2016	22143	MILLER, WILLIAM S.	933		1,298.95
09/03/2016	PC	09/09/2016	22144	HOUSER, JAMES F.	934		272.87
09/03/2016	PC	09/09/2016	22145	JONES, LARRY M.	1057		76.14
09/03/2016	PC	09/09/2016	22146	BEAN, PETER J.	1060		526.39
09/03/2016	PC	09/09/2016	22147	TRAVERS, MANUEL J.	1071		69.26
09/03/2016	PC	09/09/2016	117916	CHAVEZ, DEBRA L.	199		440.50
09/03/2016	PC	09/09/2016	117917	KLINGER, BRADLEY W.	244		416.23
09/03/2016	PC	09/09/2016	117918	SWEM, DONALD L.	512		1,833.28
09/03/2016	PC	09/09/2016	117919	WHITLEY, ANDREW T.	522		1,967.43
09/03/2016	PC	09/09/2016	117920	MORRISON, KEVIN P.	601		1,075.98
09/03/2016	PC	09/09/2016	117921	HODGE, MICHAEL J.	606		1,252.30
09/03/2016	PC	09/09/2016	117922	JOHNSON, STEVEN P.	617		1,381.25
09/03/2016	PC	09/09/2016	117923	BISHAW, JAMES H.	633		726.26
09/03/2016	PC	09/09/2016	117924	GILL, DAVID R.	666		1,067.92
09/03/2016	PC	09/09/2016	117925	TODD, RICHARD D.	859		376.56
Grand Totals:			96				87,232.27

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Report Criteria

- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
09/03/2016	09/09/2016	117926	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	228.46
09/03/2016	09/09/2016	117927	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	166.74
09/03/2016	09/09/2016	117927	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	379.74
09/03/2016	09/09/2016	117928	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 9/3/20	56.00
09/03/2016	09/09/2016	117929	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,209.16
09/03/2016	09/09/2016	117930	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
09/03/2016	09/09/2016	117931	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	531.44
09/03/2016	09/09/2016	117932	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
09/03/2016	09/09/2016	117933	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 9	201.00
09/03/2016	09/09/2016	117934	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,960.77
Grand Totals:		10				5,362.14

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Check Number	Payee	Amount
09/20/2016		
117935	ACE HARDWARE	3,281.19
117936	AMERICAN WASTE INC.	2,498.40
117937	ANYBATTERY INC.	200.55
117938	ARROW UNIFORM-TAYLOR L.L.C	1,279.97
117939	ASPLUNDH TREE EXPERT CO	8,980.00
117940	AT YOUR SERVICE PLUS INC	11,230.00
117941	AUTO VALUE	400.68
117942	AVFUEL CORPORATION	46,688.67
117943	BERG, REBECCA	268.00
117944	BLARNEY CASTLE OIL CO	687.53
117945	BOB MATHERS FORD	52.00
117946	BRADFORD'S	39.00
117947	BULBS.COM	149.84
117948	BY THE BAY WINDOW CLEANING SVC	357.00
117949	CARQUEST OF CHARLEVOIX	900.16
117950	CHARLEVOIX AREA CHAMBER OF CO	240.00
117951	CHARLEVOIX AREA HOSPITAL	55.73
117952	CHARLEVOIX DISTRICT LIBRARY	50.00
117953	CHARTER COMMUNICATIONS	1,082.68
117954	CHEMICAL SYSTEMS INC.	2,196.00
117955	CINTAS CORPORATION #729	69.50
117956	CITY OF CHARLEVOIX - UTILITIES	43,882.74
117957	CLEAR WATER PLUMBING & HEATIN	471.91
117958	COOK FAMILY FARMS	122.00
117959	DHASELEER, CARL	180.00
117960	DITCH WITCH SALES OF MICHIGAN	2,104.59
117961	EAST JORDAN FAMILY HEALTH CTR	126.00
117962	ELLSWORTH FARMER'S EXCHANGE	790.00
117963	EMERGENCY MEDICAL PRODUCTS I	264.70
117964	ETNA SUPPLY	1,813.25
117965	EVANS, HAL	12.28
117966	FAMILY FARM & HOME	1,214.40
117967	FARMER WHITE'S	339.00
117968	FASTENAL COMPANY	15.99
117969	FISHER SCIENTIFIC	173.08
117970	FREEDOM MAILING SERVICES INC.	2,211.66
117971	GBS INC.	48.96
117972	GELDERBLOM, PAUL	50.00
117973	GERBER HOMEMADE SWEETS	69.00
117974	GREAT LAKES PIPE & SUPPLY	232.00
117975	GRIFFIN BEVERAGE CO	40.00
117976	GUNTZVILLER, RHONDA	257.00
117977	HACH COMPANY	1,102.65
117978	HARBOR HOUSE PUBLISHERS	2,295.10
117979	HARRELL'S	90.00
117980	HUGH'S EXCAVATING LLC	1,125.00
117981	HYDRO CORP	514.70
117982	IDEXX DISTRIBUTION INC.	1,276.63

Check Number	Payee	Amount
117983	INDUSTRIAL CHEM LAB & SVCS INC	80.78
117984	J & B MEDICAL SUPPLY INC.	440.84
117985	JONES, BOB	535.00
117986	KSS ENTERPRISES	653.65
117987	LAKESHORE TIRE & AUTO SERVICE	213.90
117988	LAKESIDE TOWING	200.00
117989	LEESE, M. CHRIS	247.00
117990	LONG DAY COFFEE LLC	52.00
117991	LOTTIE'S BAGELS	93.00
117992	MCCARDEL CULLIGAN-PETOSKEY	50.00
117993	MDS OF MICHIGAN INC	714.69
117994	MICHIGAN OFFICeways INC	1,597.35
117995	MORAN, REBECCA	106.60
117996	NEALIS ENGINEERING	4,900.00
117997	NORTH CENTRAL	80.00
117998	NORTH COUNTRY CRITTERS	61.00
117999	NORTHERN BROADCAST INC.	1,049.58
118000	NORTHERN FIRE & SAFETY INC.	141.95
118001	NORWOOD FARM LLC	55.00
118002	OLESON'S FOOD STORES	611.02
118003	OLIVER, STEPHANIE	75.00
118004	POND HILL FARM LLC	153.00
118005	POWER LINE SUPPLY	1,014.06
118006	RANGE TELECOMMUNICATIONS	180.00
118007	REHMANN-ROBSON & CO	3,000.00
118008	ROCKY TOP FARMS	18.00
118009	ROYAL FARMS INC	100.00
118010	RUSTIC BAKER	50.00
118011	SECURITY SANITATION INC	285.00
118012	SHARROW, JACOB	750.00
118013	SIEGRIST, DAVID	57.00
118014	SPARTAN STORES LLC	156.33
118015	SPICER GROUP INC	475.00
118016	STATE OF MICHIGAN	57.00
118017	STATE OF MICHIGAN	3,428.41
118018	STATE OF MICHIGAN	95.00
118019	STATE OF MICHIGAN	130.00
118020	STEVENS, GREG	5.94
118021	STRIKER SUPPLY	160.00
118022	TERMINAL SUPPLY CO	87.72
118023	UP NORTH PROPERTY SERVICES LL	3,755.50
118024	UPBEAT INC.	2,000.00
118025	USA BLUE BOOK	350.15
118026	WASHBURNE, BRENDA	137.00
118027	WELLER, LINDA	30.50
118028	WILLCOME TREE SERVICE	13,825.00
118029	WORK & PLAY SHOP	26.83

Check Number	Payee	Amount
Total 09/20/2016:		183,815.34
Grand Totals:		183,815.34

Check Number	Payee	Amount
09/02/2016		
90216001	MATSON DRISCOLL DAMICO LLP	89,814.08
Total 09/02/2016:		89,814.08
Grand Totals:		89,814.08

Check Number	Payee	Amount
09/06/2016		
90616001	MICHIGAN PUBLIC POWER AGENCY	27,721.61
90616002	PAYMENT SERVICE NETWORK INC.	240.90
Total 09/06/2016:		27,962.51
Grand Totals:		27,962.51

Check Number	Payee	Amount
09/08/2016		
90816001	STATE OF MICHIGAN	26,253.30
Total 09/09/2016:		26,253.30
Grand Totals:		26,253.30

Check Issue Date	Check Number	Payee	Amount
90916001			
09/09/2016	90916001	**EFTPS* Payroll Taxes	8,157.32
09/09/2016	90916001	**EFTPS* Payroll Taxes	8,157.32
09/09/2016	90916001	**EFTPS* Payroll Taxes	1,907.75
09/09/2016	90916001	**EFTPS* Payroll Taxes	1,907.75
09/09/2016	90916001	**EFTPS* Payroll Taxes	12,385.23
Total 90916001:			
	5		32,515.37
90916002			
09/09/2016	90916002	Alerus Financial	420.00
Total 90916002:			
	1		420.00
90916003			
09/09/2016	90916003	STATE OF MICHIGAN	4,702.69
Total 90916003:			
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90916004			
09/09/2016	90916004	Vantagepoint - 401 Plan 109163	699.94
Total 90916004:			
	1		699.94
90916005			
09/09/2016	90916005	Vantagepoint - 457 Plan 300959	4,840.03
09/09/2016	90916005	Vantagepoint - 457 Plan 300959	621.83
09/09/2016	90916005	Vantagepoint - 457 Plan 300959	1,719.55
09/09/2016	90916005	Vantagepoint - 457 Plan 300959	5,311.89
Total 90916005:			
	4		12,493.30
90916006			
09/09/2016	90916006	Vantagepoint - Roth IRA 706117	721.53
Total 90916006:			
	1		721.53
Grand Totals:			
	13		51,552.83

Check Number	Payee	Amount
09/12/2016		
91216001	MICHIGAN PUBLIC POWER AGENCY	10,889.42
Total 09/12/2016:		10,889.42
Grand Totals:		10,889.42

Check Number	Payee	Amount
09/13/2016		
91316001	DTE ENERGY	1,377.20
Total 09/13/2016:		1,377.20
Grand Totals:		1,377.20

Check Number	Payee	Amount
09/20/2016		
2768	CHARLEVOIX COUNTY TREASURER	1,624.77
2769	CHARLEVOIX COUNTY TREASURER	959,558.25
2770	CHARLEVOIX PUBLIC SCHOOLS	1,143,808.93
2771	CHARLEVOIX PUBLIC SCHOOLS	157,308.54
2772	CHARLEVOIX PUBLIC SCHOOLS	16,538.66
2773	CHARLEVOIX PUBLIC SCHOOLS	23,848.60
2774	CITY OF CHARLEVOIX - TAXES DUE	1,121,742.16
2775	STATE OF MICHIGAN	2,628.16
Total 09/20/2016:		3,427,058.07
Grand Totals:		3,427,058.07

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Charlevoix Pointe Site Plan Review: (Project #2016-09SP)
DATE: September 19, 2016
PRESENTED BY: Zach Panoff, Interim City Planner
ATTACHMENTS: Planning Commission Report/Recommendation with all associated documentation and attachments

BACKGROUND INFORMATION:

The Planning Commission held a public hearing on September 12 to receive public comment on the proposed Charlevoix Pointe development. The development is a 7-unit townhome development at 115 Pine River Lane submitted by Midtown Development of Traverse City. This project is essentially identical to what was proposed by the same developer in 2013, but the site plan approval and an extension have expired, so resubmittal was required.

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 9 conditions. The findings and conditions can be found in the attached report along with all supporting documentation. The ordinance requires this project also be approved by Council.

Plans for the development are included 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 in my office at City Hall.

Major discussion points:

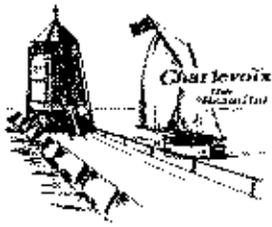
- This development will require an upgrade from a 4 inch to an 8 inch water main extending from Points North to this site under Pine River Lane. While the developer will pay all water main upgrade costs for their portion of the project, the City will pay between \$80,000 and \$87,000 to upgrade the water main we use to serve existing customers in this area. This would be paid from the Water Fund. 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, and a utility easement would ensure access on-site. 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. 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 recommended that 13% is acceptable to provide Fire and EMS support. See condition 7.
- 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 \$30,000 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 the included attachment, also see condition 8, and has been lowered since the project was approved in 2013. This is due to the original number being an absolute worst case scenario for site restoration. Performance Engineers believes \$30,000 would still accomplish the intent of the performance guarantee in most situations. 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 the attached email correspondence dated September 9, 2016. 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:

Motion to approve the Charlevoix Pointe Development as recommended by the Planning Commission in Project 2016-09SP with 9 conditions.



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

PLANNING COMMISSION RECOMMENDATION

AGENDA TITLE: Project 2016-09 SP: Charlevoix Pointe: Site Plan Review
PUBLIC MEETING DATE: Monday, September 12, 2016 7:00 PM

- | | |
|------------------|---|
| EXHIBITS: | <ol style="list-style-type: none">1. Site Plan Review application.2. Plans provided by applicant.3. City Engineer Recommendations.4. Public Comment dated September 9, 2016.5. 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
830 Cottageview Drive, Suite 201
Traverse City, MI 49684

Owners: Charlevoix Pointe, LLC.
Tim Burden, Managing Partner
311 E. Eighth St.
Traverse City, MI 49684

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.

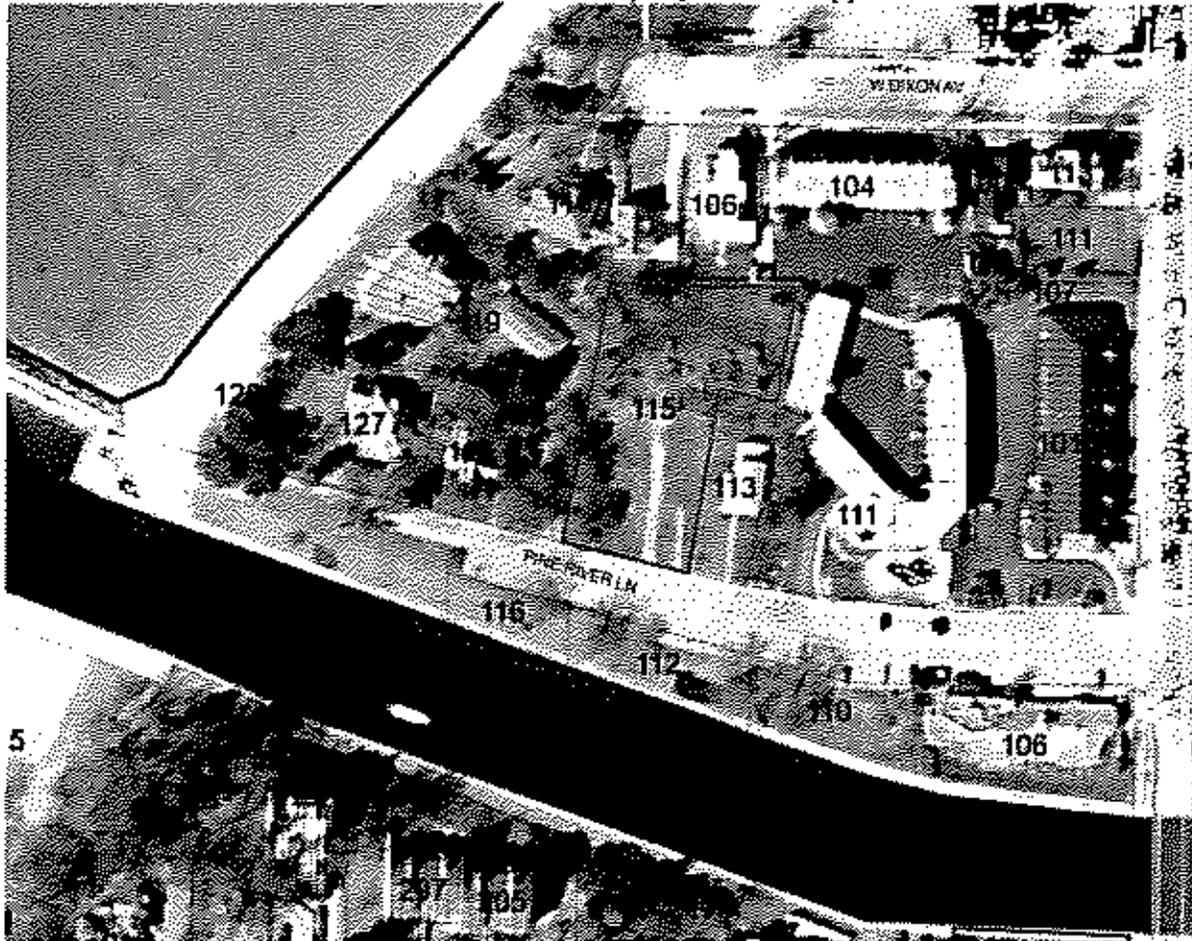
Adjacent Zoning:

- 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 for a condominium 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 is the same as what was proposed and approved in 2013, and would go by the name Charlevoix Pointe. The applicant is re-applying for Site Plan Review because their previous approval expired in November of 2015.

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 and Police Chief have reviewed the project and feels 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, delineated about halfway down on the east side.*

- (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 also includes 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 the 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 and Police Chief has 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 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. 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- 9)

- *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 \$38,000 to \$46,000** and will be based on the linear feet to extend from the existing 8 inch main to the subject property).
This amount is an estimate, cost will be finalized as the same percentage of the total project cost once bids for the entire project have been received by the City.*
- 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 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:*

- 4. 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.*
- 5. Two additional feet sumps shall be added to each catch basin.*
- 6. 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 condition:*
 7. *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:*
 8. *Prior to issuance of a zoning permit, the applicant or developer shall provide a performance bond in the amount of \$30,000. 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.*
 9. *The applicant or developer shall include any conditions contained within this report, or imposed by City Council, in the condominium association documents 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.

IV. PLANNING COMMISSION DECISION:

Motion by Felter, supported by Roth to approve Project 2016-09SP with conditions, based on specific findings of fact contained herein. Motion passed 7-1.

August 19, 2016

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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- Zoning Exhibit
- Property Information
- Agency Agreement

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 - Landscape Plan
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 - 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:

Charlevoix Pointe, LLC
Timothy K. Burden, Managing Partner
311 E. 8th Street
Traverse City, MI 49684

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
Visitor parking spaces	3 spaces
	30 spaces provided

Loading:

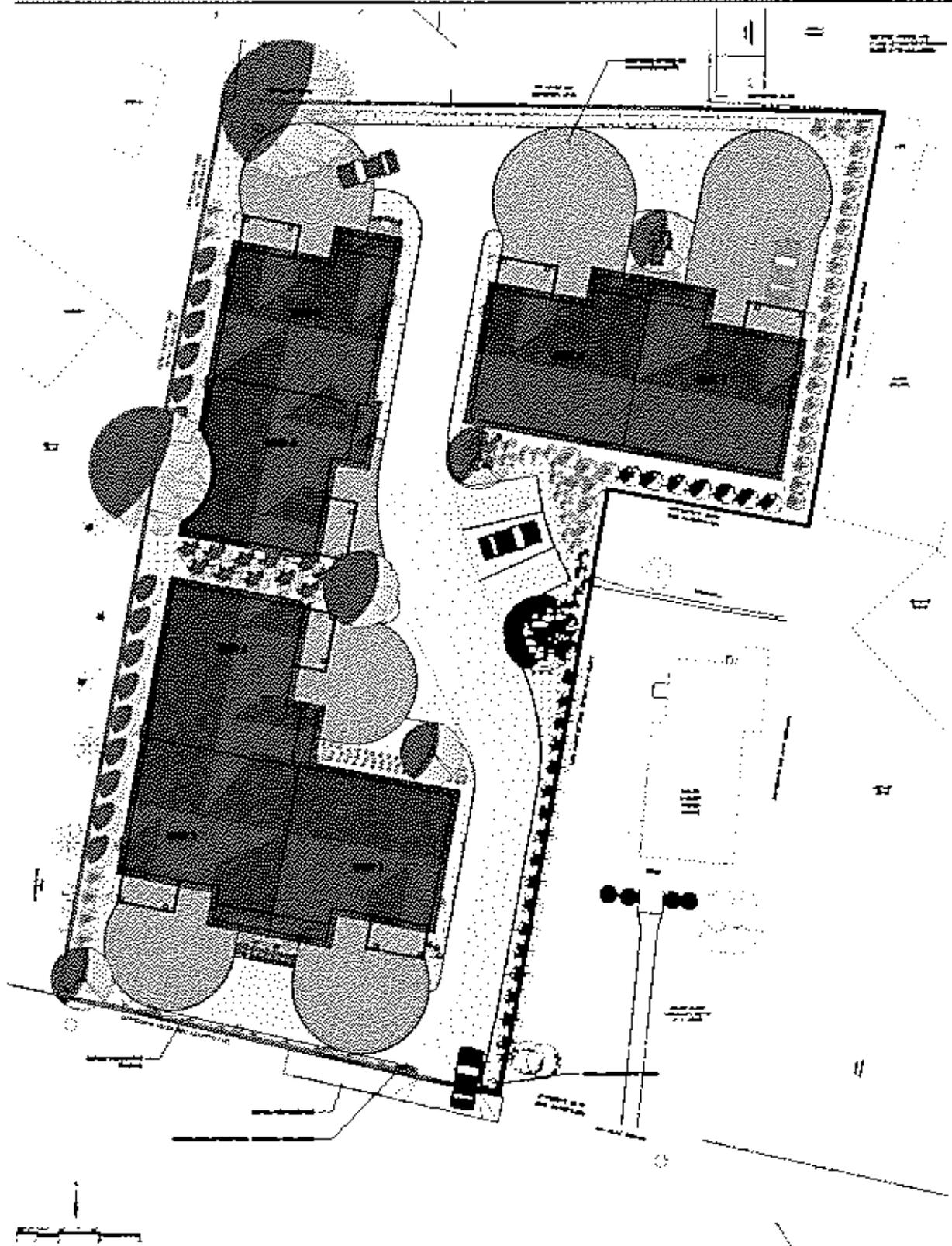
none required

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



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.

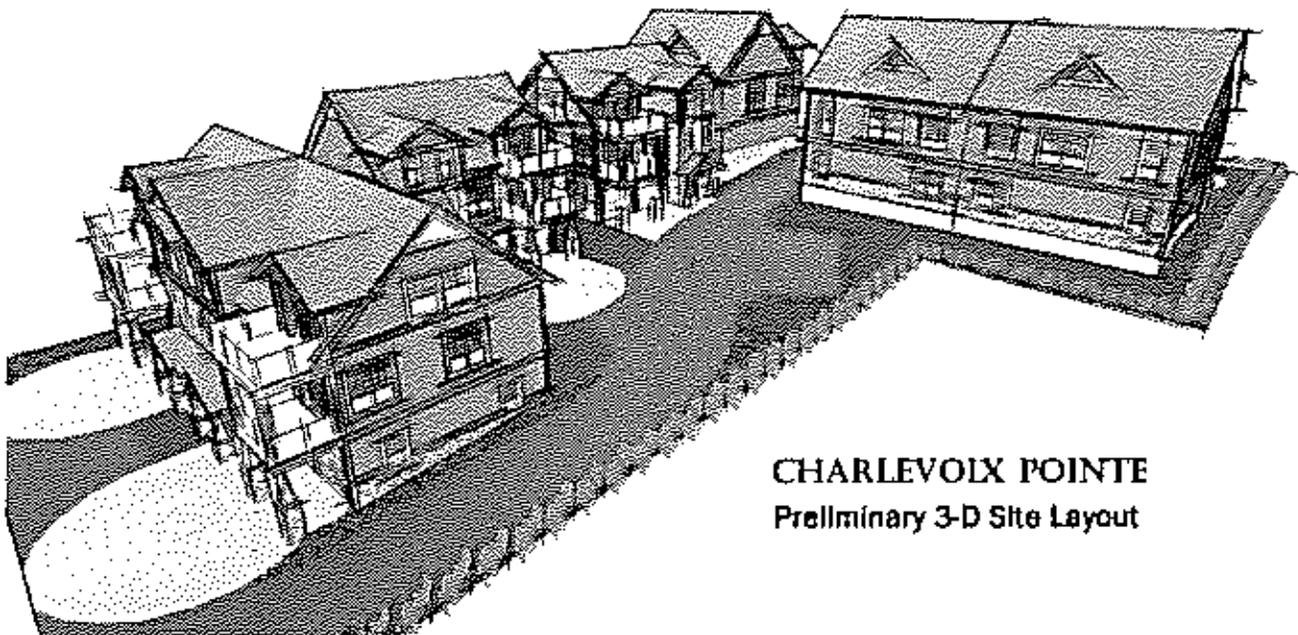
Project Location / Existing Conditions *(see site plan sheet 2 and 3 of 8)*

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 *(see site plan sheet 4 and 5 of 8)*

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.



CHARLEVOIX POINTE
Preliminary 3-D Site Layout

Building Aesthetic *(see architectural plan set)*

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 *(see site plan sheet 7 of 8)*

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

To the east, an evergreen hedge of pyramidal arborvitae will provide some relief from the Weathervane Terrace Inn's blank three storey cement wall which encroaches very close into the property line setback.

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 *(see architectural plan set)*

Each of the three bedroom/ three bathroom residential units occupies a 36-foot by 38-foot foundation footprint and is 2-1/2 stories (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 *(see site plan sheet 6 of 8)*

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 detained 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.

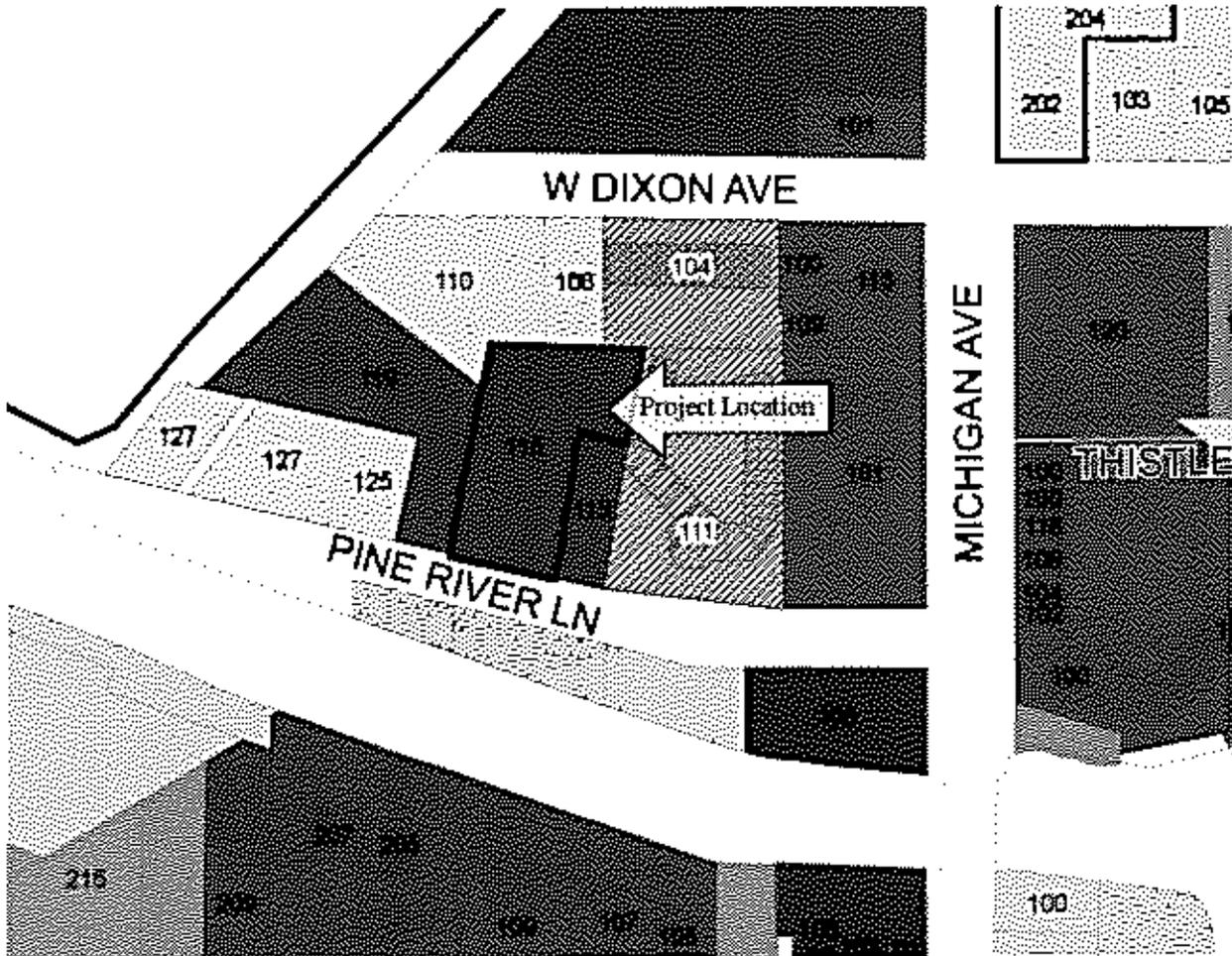
Midtown will strive to meet the objectives of efficient and smart land use by building higher density projects close to public infrastructure and utilizing green building techniques to provide energy efficient, environmentally sensible structures. Now and in the future, the company will utilize progressive 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.

About the Developer

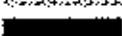
830 Cottageview Drive - Suite 201
P.O. Box 4015 Traverse City, MI 49685

p 231.946.9310
f 231.946.8926





ZONING

-  Single Family Residential
-  Scenic Reserve
-  Residential Planned High Density
-  Central Business
-  Commercial Hospitality
-  Commercial Mixed Use

9/23/13

Details for Item: 052-127-002-00

Parcel Number 052-127-002-00



Property Address and Owner Information

Property Address: 115 PINE RIVER LN
CHARLEVOIX, MI 49720

Owner Information: CHARLEVOIX POINTE, LLC
311 E. 8TH STREET
TRAVERSE CITY, MI 49684

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-B.

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 Douglass 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

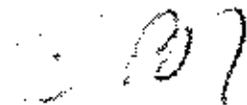
Burdco Incorporated

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,

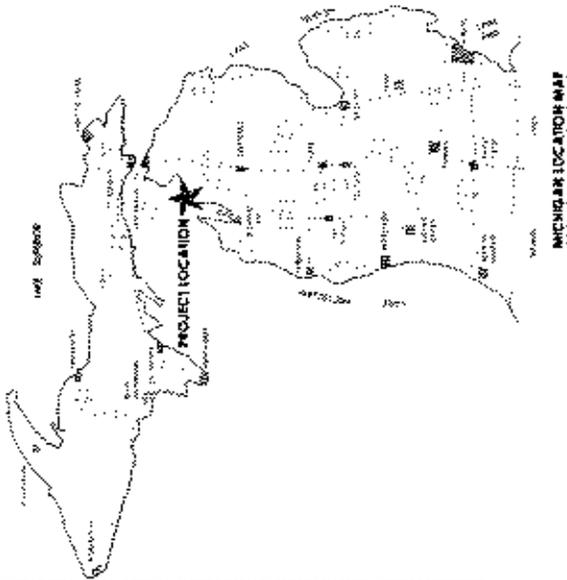


Timothy K. Burden, Managing Partner
Charlevoix Pointe, LLC
311 E. 8th St.
Traverse City, MI 49684

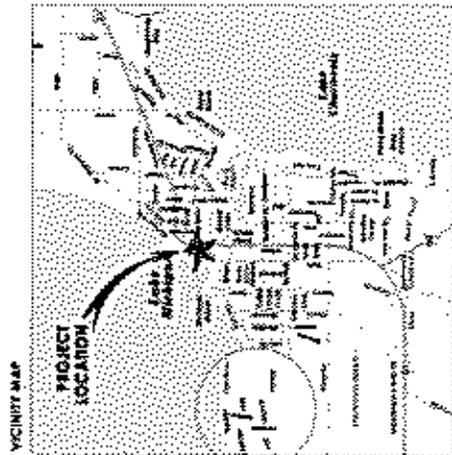
8-5-2016

(Date)

Authorization of Agency



Michigan location map



Vicinity map

PROJECT DATA:

Organization	MANFIELD DEVELOPMENT, INC. 10000 W. 10th St. Livonia, MI 48150
Project Name	Charlevoix Pointe
Address	10000 W. 10th St., Livonia, MI 48150
City	Livonia, Michigan
County	Wayne County
Project Description	10000 W. 10th St., Livonia, MI 48150. This project is a 100-unit, 10-story high-rise apartment building. The project is located in the Westland area of Livonia, Michigan. The project is a 100-unit, 10-story high-rise apartment building. The project is located in the Westland area of Livonia, Michigan. The project is a 100-unit, 10-story high-rise apartment building. The project is located in the Westland area of Livonia, Michigan.
Project Status	Under Construction
Project Completion	2010
Project Contact	Manfield Development, Inc. 10000 W. 10th St. Livonia, MI 48150 Phone: (734) 424-1000 Fax: (734) 424-1001

STANDARD PLAN LEGEND

Symbol	Description
1	Proposed Building Footprint
2	Proposed Parking Spaces
3	Proposed Driveway
4	Proposed Walkway
5	Proposed Landscaping
6	Proposed Fencing
7	Proposed Signage
8	Proposed Utility Lines
9	Proposed Stormwater Management
10	Proposed Accessory Dwelling Unit
11	Proposed Detached Garage
12	Proposed Attached Garage
13	Proposed Deck/Patio
14	Proposed Pool
15	Proposed Spa
16	Proposed Hot Tub
17	Proposed Fire Pit
18	Proposed Firewood Storage
19	Proposed Storage Shed
20	Proposed Tool Shed
21	Proposed Workbench
22	Proposed Workbench with Sink
23	Proposed Workbench with Sink and Stove
24	Proposed Workbench with Sink, Stove, and Dishwasher
25	Proposed Workbench with Sink, Stove, Dishwasher, and Refrigerator
26	Proposed Workbench with Sink, Stove, Dishwasher, Refrigerator, and Freezer
27	Proposed Workbench with Sink, Stove, Dishwasher, Refrigerator, Freezer, and Microwave
28	Proposed Workbench with Sink, Stove, Dishwasher, Refrigerator, Freezer, Microwave, and Oven
29	Proposed Workbench with Sink, Stove, Dishwasher, Refrigerator, Freezer, Microwave, Oven, and Range Hood
30	Proposed Workbench with Sink, Stove, Dishwasher, Refrigerator, Freezer, Microwave, Oven, Range Hood, and Exhaust Fan
31	Proposed Workbench with Sink, Stove, Dishwasher, Refrigerator, Freezer, Microwave, Oven, Range Hood, Exhaust Fan, and Island
32	Proposed Workbench with Sink, Stove, Dishwasher, Refrigerator, Freezer, Microwave, Oven, Range Hood, Exhaust Fan, Island, and Seating
33	Proposed Workbench with Sink, Stove, Dishwasher, Refrigerator, Freezer, Microwave, Oven, Range Hood, Exhaust Fan, Island, Seating, and Bar
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PUBLIC OFFICES AND AGENCIES
 City of Livonia
 Planning Department
 10000 W. 10th St.
 Livonia, MI 48150
 Phone: (734) 424-1000
 Fax: (734) 424-1001

CHARLEVOIX POINTE CONDOMINIUMS
 Manfield Development, Inc.
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 Livonia, MI 48150
 Phone: (734) 424-1000
 Fax: (734) 424-1001

OFF OF CHARLEVOIX POINTE CONDOMINIUMS
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PLAN INDEX

1. Site Plan
2. Floor Plan
3. Section
4. Elevation
5. Detail
6. Schedule
7. Appendix
8. General Notes

CHARLEVOIX POINTE CONDOMINIUMS

City of Charlevoix, Charlevoix County, Michigan

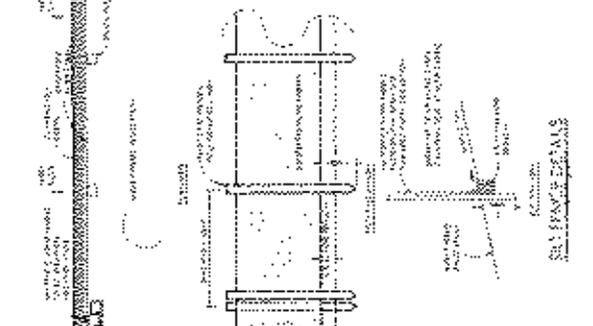
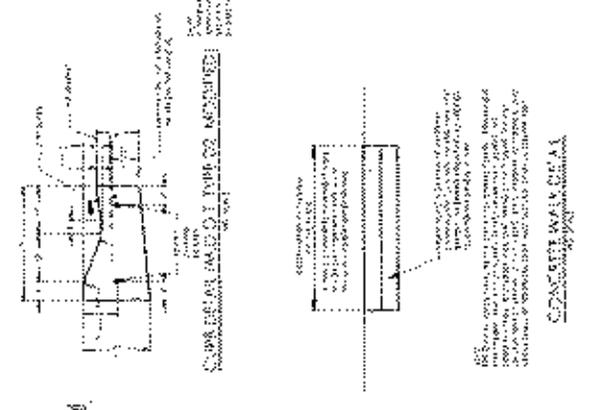
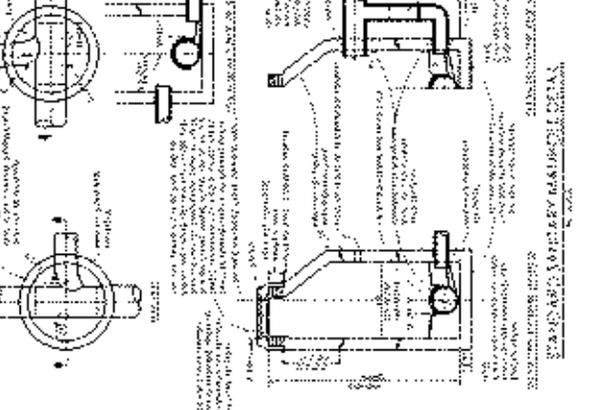
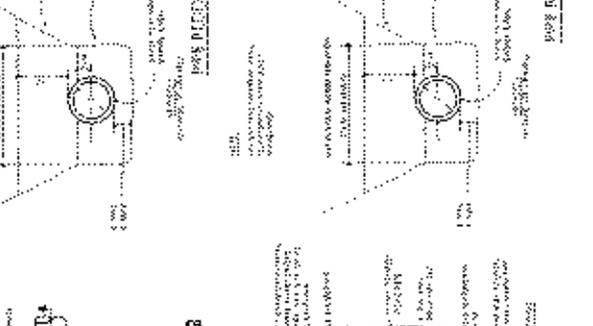
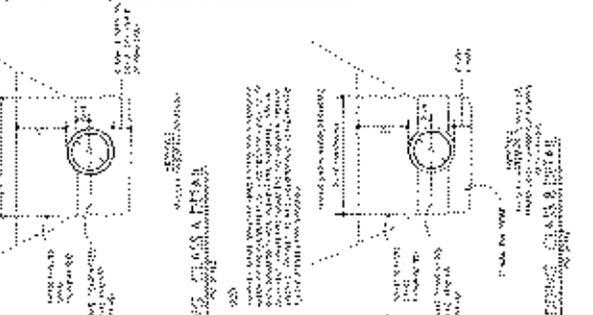
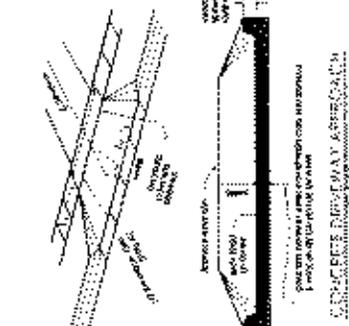
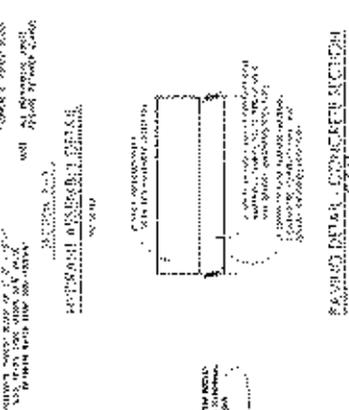
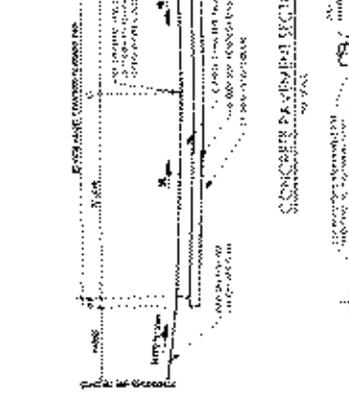
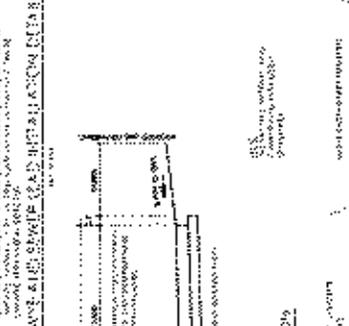
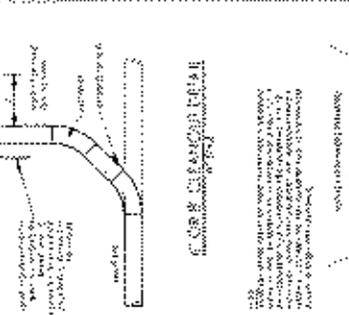
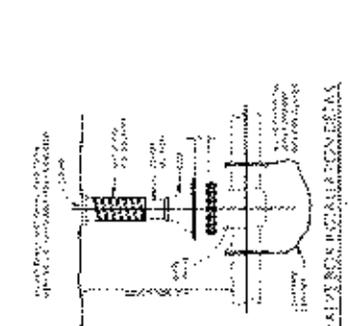
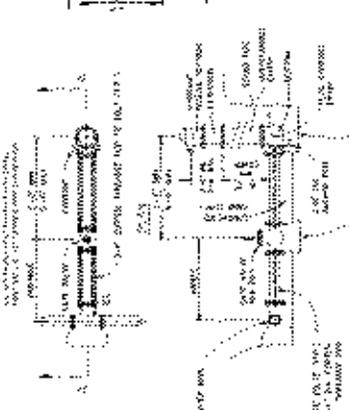
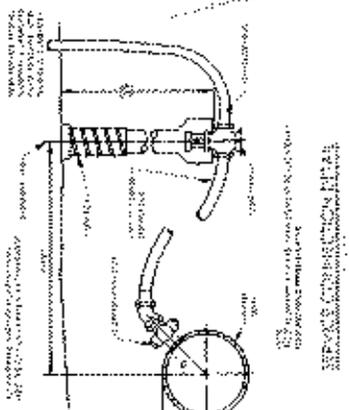
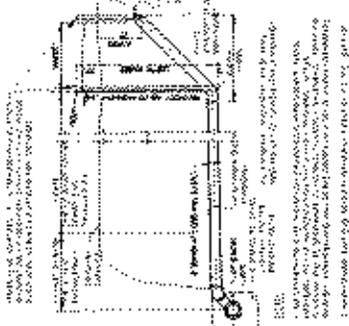
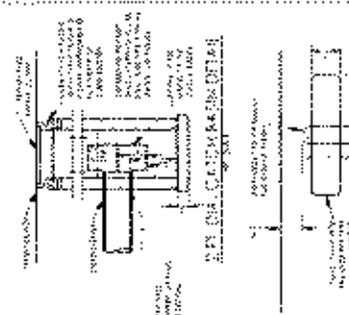
Manfield
 Land Use Consultants

MANFIELD DEVELOPMENT, INC.
 CHARLEVOIX POINTE CONDOMINIUMS
 10000 W. 10th St.
 Livonia, MI 48150
 Phone: (734) 424-1000
 Fax: (734) 424-1001

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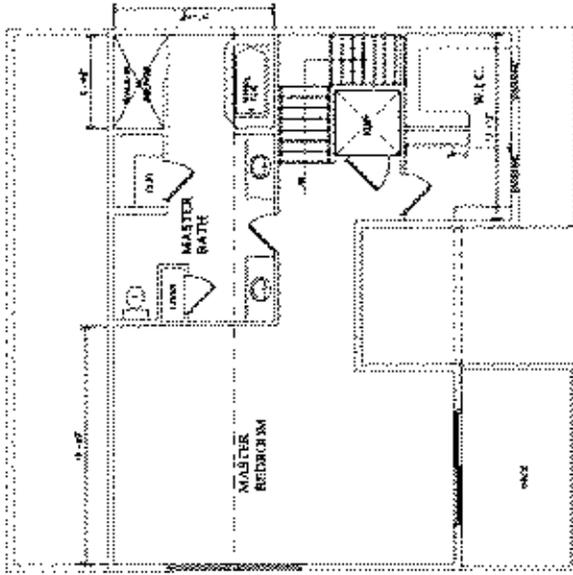
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CHARLEVON POINTE CONDOMINIUMS
 1000 Mansfield Blvd.
 Mansfield, MA 01953
 Phone: 508-338-1111
 Fax: 508-338-1112

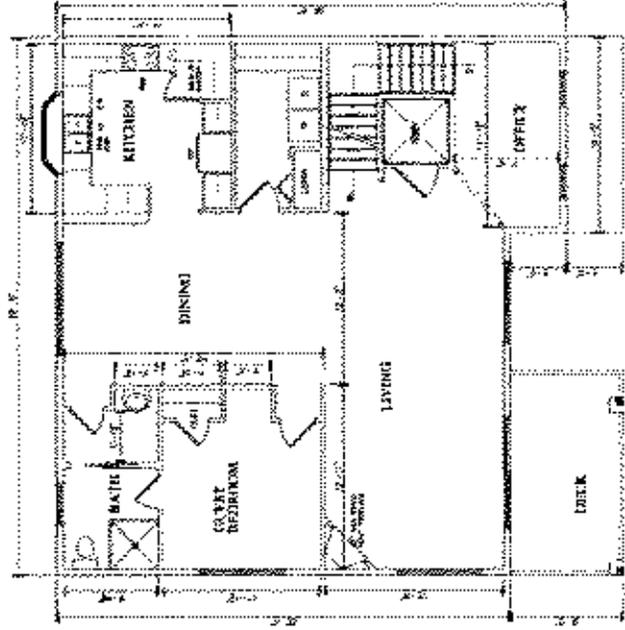


200 West Beaver Creek
 Richmond Hill, Ontario L4B 3N2
 Tel: (416) 882-1111
 Fax: (416) 882-1112
 www.progressivearchitects.com

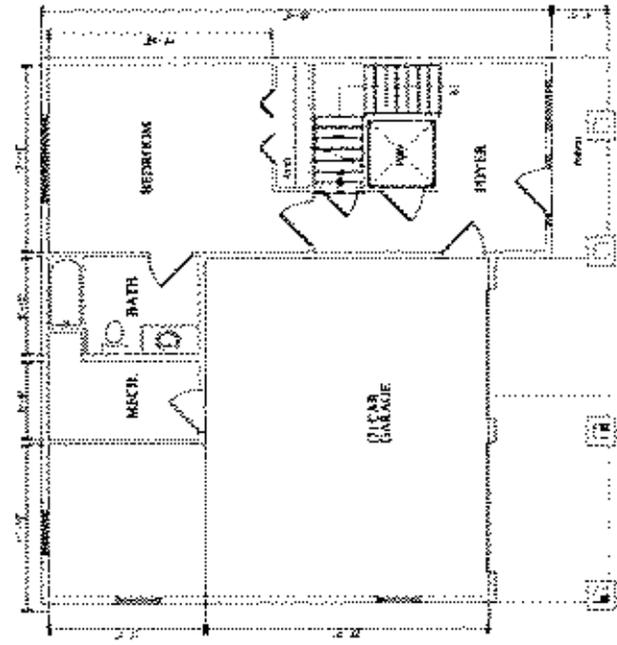
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 100 West Beaver Creek
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 www.progressiveparts.com



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



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



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

Proposed Condominium Community
 16, 2nd & 3rd Floor Plans

Typical Unit
 16, 2nd & 3rd Floor Plans

Notes:

1. See Section A1
2. See Section A1
3. See Section A1
4. See Section A1
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Progressive
Architects, Inc.
 Architects

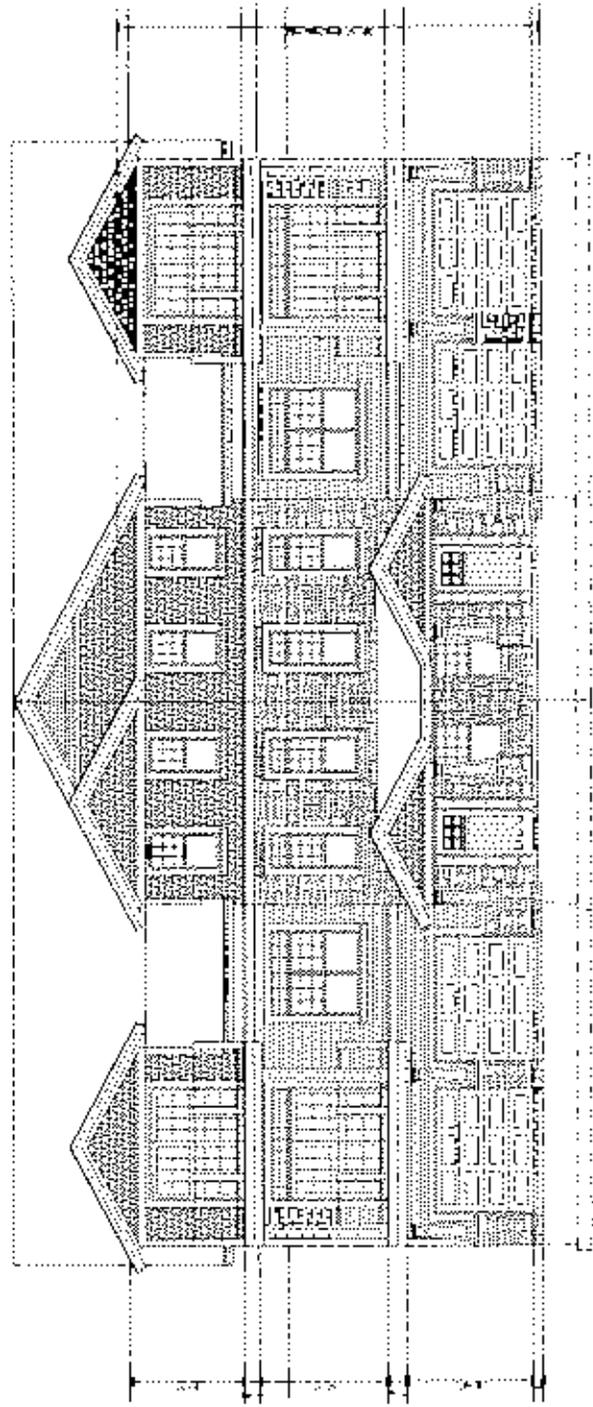
1000 North
 Main Street
 Suite 100
 Chicago, Illinois 60610
 Telephone: (312) 467-1000
 Fax: (312) 467-1001

Project:
 Name:
 Address:
 City:
 State:
 Zip:

Date:
 Scale:

Prepared by:
 Checked by:
 Drawn by:
 Title:

Sheet No.:
 of:
 Date:



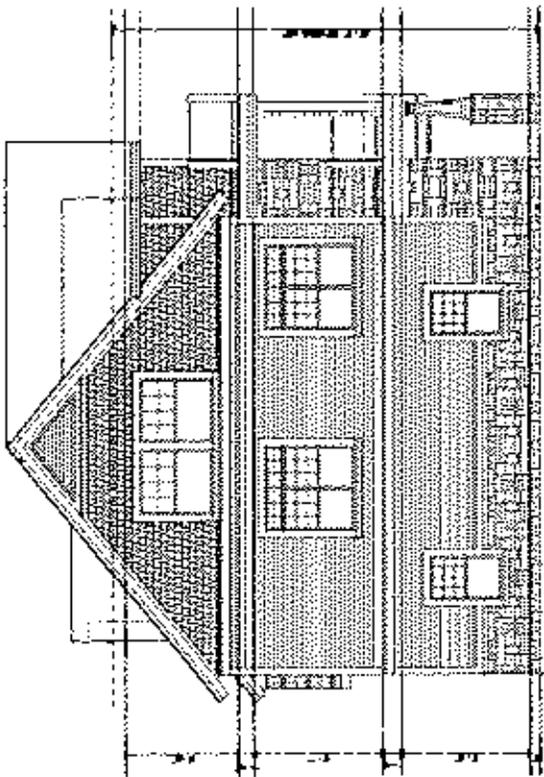
Typical Building Front Elevation

**Progressive
Professional Architects, Inc.**
Architects

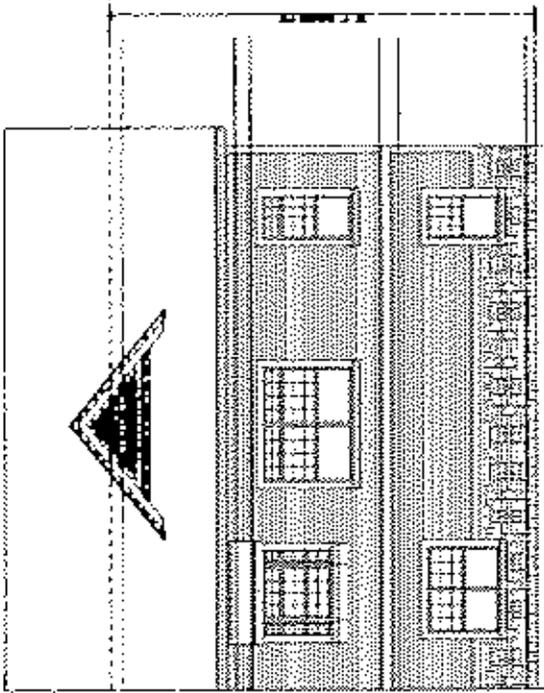
1111 North Main Street
P.O. Box 1000
Riverside, California 92502
Telephone: (951) 514-1111
Fax: (951) 514-1112

Project:
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Sheet No. **A3**



Typical Building Side Elevation



Typical Building Rear Elevation

Planner

From: Jim Malewitz <JMalewitz@performanceeng.com>
Sent: Wednesday, September 07, 2016 9:47 AM
To: Planner
Cc: Chuck Stein
Subject: FW: 2013 Charlevoix Pointe Performance Guarantee and Drainage Review

Zach:

I believe that the restoration costs for the site if it was partially constructed is a bit of a guess, because we do not know how much may be built before it would ever be abandoned.

The estimate used is probably a bit conservative because it considers a large build out before abandonment, yet on the other hand, after review it does not include cost of concrete foundation removal.

After review of the figures again, I believe that if the City wanted to reduce the bonding to a \$30,000 number it would probably cover most scenarios of abandonment.

I believe the October 17, 2013 letter and estimate to still be valid, but believe that there could be some flexibility on the City's part to allow for a lower bonding amount to protect their interests.

As far as the October 11, 2013 letter addressing the Storm review of the site, this was reviewed and is still deemed as being appropriate.

I hope this helps. I am hesitant to rewrite the October 17, 2013 letter, because I believe it serves the purpose that was requested at the time and is still appropriate now for a worst case scenario.

Give care,

Jim Malewitz

From: Planner [<mailto:planner@cityofcharlevoix.org>]
Sent: Tuesday, September 06, 2016 2:25 PM
To: Jim Malewitz <JMalewitz@performanceeng.com>
Subject: 2013 Charlevoix Pointe Performance Guarantee and Drainage Review

Jim,

The items you supplied in 2013 are attached. Have you given Pat an estimate for the sewer extension yet?

Thanks,

Zach Panoff
Interim Planning and Zoning Administrator

City of Charlevoix
210 State Street
Charlevoix, MI 49720



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.

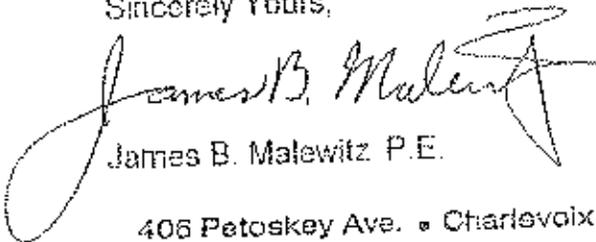
After thorough review of the plans and calculations it is the opinion of Performance Engineers that the storm plan is adequate for the site as presented but the following additions should be made to the system:

- 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:

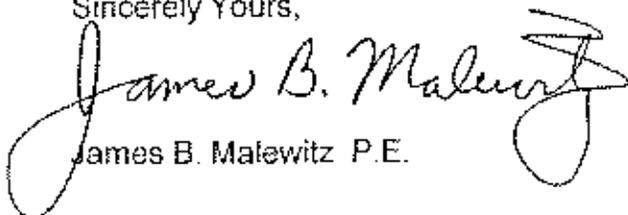
Performance Engineers was requested to estimate how much it would cost to restore the Charlevoix Pointe Condominium Project if it was to be abandoned during construction.

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. Malwitz 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

Planner

From: Kristin Jones <kqjjones@me.com>
Sent: Friday, September 09, 2016 10:08 AM
To: Planner
Subject: Planning Commission Considerations -- 115-117 Pine River Lane

Mr. Zach Panoff
Charlevoix Planning

I would appreciate your forwarding the following communication to City Manager Heydlauff, city council members and to members of the Charlevoix Planning Commission.

Thank you in advance for considering my expression of concern for the proposed.

Kristin Jones

September 9, 2016

Members of the Charlevoix Planning Commission

Gentle People:

I come to speak of the proposal to develop 115-117 Pine River Lane. My comments, like the proposal, re-enter the consideration process in a vein similar to the last time around.

The Planning Commission is charged with considering **public safety**. Safety vehicles have said they think they can ascend/descend but this task is in the ice-free season of autumn. Questions of safe access and egress for emergency vehicles and all others continue to puzzle me. Are you comfortable with the fire-suppression systems and emergency access routes? Lacking access from Dixon Avenue, there is only one access/egress route and it is as difficult as the Wenhovane Terrace's access on Pine River Lane. Neighbors care.

Does the city have a sufficient bond from the developer so that the site can be stabilized and/or secured if the project is not completed? This is an advance consideration for potential safety hazards or attractive nuisances. I urge the planning commission to protect the public should the project rest unfinished. After all, it has been approved once, sat for years and was never even commenced!

Does the developer continue to promise upgrades to the water and sewer lines ALL THE WAY TO THE END OF THE STREET? This promise was a convincing aspect benefiting the neighborhood and the City. In re-tooling the proposal, is this element still part of the plan?

Interposing over-sized structures in an other-sized neighborhood is not fair. A "McCombs" may meet all the city's requirements, but dwarf the neighbors and diminish the character of the neighborhood. The charm of a gentle walk to the pier **IS** the essence of this street. A three-story structure does not balance with the neighborhood of smaller homes. *I request, as I did in the past, that the City require a larger set-back. Even 5 more feet of green space or "street-lawn" is a compromise toward balancing the disparate scale of the structures.*

I know that the plan is a re-run. It was approved years ago. It was not built. If the City chooses to again approve this project, I urge you to protect the interests of the wider community with a fire and emergency plan and with sufficient bond to cover securing or stabilizing the project if it is not completed.

I also urge the City Planning Commission to seek effective balance between the interests of long-standing stake-holders such as myself, with the desires and plans of "NEW" "IMPROVED" and "PROGRESS".

Sincerely yours,

Kristin Jones

113 Pine River Lane

Charlevoix, MI 49720

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Electric Department Pick-up Truck Purchase

DATE: September 19, 2016

PRESENTED BY: Don Swern, Electric Superintendent

ATTACHMENTS: None

BACKGROUND INFORMATION:

The Electric Department is in need of a new pickup truck to replace an old outdated one. The truck will be used to haul trailers and equipment, so it needs to be a minimum of a ¾ ton. The truck will also need to get around in all kinds of conditions, so it needs to be a 4 wheel drive.

Our recommended vehicle is available through the MiDEAL program. The MiDEAL program means the State of Michigan has already held competitive bids for this type of truck, and this has resulted in a successful low bidder with contract prices that any member of MiDEAL can now take advantage of. We have asked the MiDEAL bidder to provide us with a quote for the new truck under the MiDEAL pricing.

The price quoted for the truck delivered with all accessories is \$ 25,697.58. The truck was budgeted to be purchased this year for \$25,000. We anticipate delivery in roughly three to four months.

As a courtesy, we asked Fox Charlevoix if they could provide an equal or better price based on these specifications and they declined.

RECOMMENDATION:

Motion to authorize the purchase of a ¾ ton Chevrolet pick-up truck from Berger Chevrolet of Grand Rapids for a cost not to exceed \$25,697.58.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Fall Tree Planting Project

DATE: September 19, 2016

PRESENTED BY: Patrick Elliott, DPW Superintendent

ATTACHMENTS: Bid Tabulation

BACKGROUND INFORMATION:

In the 2016/17 Budget, \$44,000.00 was allocated for the planting of trees within City-owned rights-of-way.

We advertised for this work in late August and on September 6th we opened one sealed bid from Louis A. Hoffman Nursery. His bid was \$33,915.00 for the entire project. The total number of trees that we plan to install is just over 100 and we are still receiving requests for more.

Louis A. Hoffman has completed this work for the City in the past and has done a fine job and they supply quality plant material. The money for this project is budgeted through the major and local street funds.

Beyond the 100 trees planted as part of our annual planting, more than 50 trees are being planted as part of our infrastructure project.

RECOMMENDATION: Motion to accept the bid from Louis A. Hoffman Nursery in an amount not to exceed \$33,915 as presented.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: City Clerk Job Description Amendment

DATE: September 19, 2016

PRESENTED BY: Mark Heydlauff, City Manager

ATTACHMENT(S): City Clerk (Part-Time) Job Description

BACKGROUND INFORMATION:

During a routine review of documents, HR Assistant Patty DeRosia noted the City Clerk job description still included references to it being an elected position. This amendment removes those references.

RECOMMENDATION:

Motion to approve the City Clerk (Part-Time) Job Description as presented.

CITY OF CHARLEVOIX

Title: City Clerk
Department: Clerk

FLSA: Exempt
STATUS: Part-time, non-union

Reports to: City Manager
Date: August 5, 2014

Position Summary

To perform all of the duties of a city clerk as provided by Federal and Michigan Statutes and the City Charter and Code Book. Administers all national, state, and local elections. Maintains all official City records and ordinances. Responsible for all meeting minutes of City Council, Zoning Board of Appeals, Planning Commission, and Downtown Development Authority. Supervises election officials and the Deputy Clerk.

Scope and Environment

The incumbent has considerable contact with the City Council, Treasurer Staff, department heads, contractor and vendor representatives, voting officials, and the general public. Duties require tact and discretion to research and resolve issues. The city clerk duties are task-oriented, dependent on a particular situation, and are generally of a clerical/administrative nature. Many of those tasks have mandated deadlines. Considerable attention to detail and careful time management are also required to meet deadlines and to respond to issues in a timely manner. The incumbent operates a computer and standard office equipment. Work is performed in a cubicle/office environment. Essential functions may require walking, standing, or sitting for prolonged periods of time and lifting a standard-sized box of records or election equipment. Concentration may be interrupted by phone calls and walk-ins at counter.

Essential Functions

- Serves as the City's election official liaison to the County, conducts all aspects of the City's general and special elections including legal notices, absentee ballots, and voting equipment information. Ensures compliance with federal, state, and local laws related to municipal elections. Works closely with the County election officials.
- Attend City Council meetings, takes minutes, and causes them to be published, indexed, and recorded in a permanent journal. Serves as clerk to the Board of Review and the Compensation Commission.
- Publish and post all notices of all City Council hearings and meetings, except those related to zoning matters.
- Serves as clerk to the Planning Commission, Zoning Board of Appeals, and Downtown Development Authority.
- Administer oath of office for City Council and Commissioners and maintains custody of official City seal.
- Responds to citizen inquiries regarding election processes and Freedom of Information Act requests.
- Responsible for oversight and/or issuance of licenses (e.g. airport, business, liquor), bid openings, and cemetery records.
- Responsible for City's official records maintenance, ensuring documents are recorded and filed properly; coordinates records retention and storage schedules;
 - Oversees archiving all paper records into a digital format.
 - Oversees annual inspection of official records room; discarding records according to state statutes.
- Remains current on legal changes, principles, practices, and developments in the field.
- Develop and administer the budget for the City Clerk's Office.
- Serves as signatory on all City contracts, agreements, ordinances, resolutions, checks and related documents; maintain and codify all ordinances in the Municipal Code
- Other duties as assigned within the scope of the work.

Minimum Qualification Requirements

- City of Charlevoix registered voter.
- City of Charlevoix resident.

Skills, Ability, and Knowledge

- Extensive knowledge of State and Municipal laws, rules and regulations as they pertain to the City Clerk functions and the administration of City government.
- General knowledge of office management procedures, records management and retention, filing systems, correspondence, etc.
- Proficiency in Microsoft Office Suite, particularly WORD and EXCEL; ability to learn and become proficient in the Qualified Voter File (QVF), Electronic Poll Book (EPB) programs and records management software.
- Skill in maintaining and updating records and documents.
- Skill in interpersonal relations and written and oral communications sufficient to soothe irate citizens, work with vendors, employees, and communicate with council and board members.
- Ability to attend meetings and accommodate deadlines scheduled at night or at times other than regular business hours.
- Ability to work effectively under stress and changes in work priorities.

Certifications Desirable

- Ability to meet the standards required for bonding.
- Ability to meet the standards required to become a notary.

City Council Approval: Pending