

THE CITIZEN'S GUIDE TO THE CITY OF CHARLEVOIX

www.cityofcharlevoix.org
City of Charlevoix • 210 State St • 231-547-3270



The Purpose of the Guide

The City of Charlevoix would like to offer this Citizen's Guide as a quick reference for City contact information, services offered, important community events, and general information about garbage collection/recycling, voting, maintaining your property, parks, recreation, and other topics. Recent surveys indicated a number of citizens are not aware of these services and the intent is to help educate and inform our valued citizenry for the benefit of the community. General comments or concerns over this publication can be forwarded to the Office of Planning and Zoning at 547-3265.

Annual Report to Citizens

Through the fiscal stress of these tough economic times, and despite year-to-year inflation, the City of Charlevoix is actively striving to provide a higher level of service while keeping costs to citizens as low as possible. The City, while remaining budget-conscious, is also dedicated to making continual improvements to our community infrastructure. In the past year, City projects have included:

- The final completion of East Park. Staff is proud to report that East Park was chosen as a winner in the Best Public Spaces category of the American Planning Association's annual Great Places in America award. (See www.planning.org/greatplaces) With the completion of the park's renovations, East Park has truly become a national landmark the entire community can be proud of.
- The creation and completion of the Charlevoix Community Survey with over 300 responses.
- The development of a new City of Charlevoix web site (see www.cityofcharlevoix.org) to better serve residents.
- Reconstruction and infrastructure improvements along parts of Park Avenue.
- Various airport improvements, such as runway/taxiway improvements, up grades to snow removal equipment, and purchase of a sweeper attachment.
- Re-write of the Master Plan, the document that guides future land use with the intent of achieving future orderly development .
- The placement of two DDA way-finding kiosks in the in VanPelt and Hoopskirt alleys. The City placed a larger city-wide kiosk in the NW corner of East Park . These kiosks are intended to help people find points of interest and businesses.
- Completion of Mercer, Dixon and Chicago Avenue road and utility improvements.

2010 Event Schedule

This list provided by the Charlevoix Area Chamber of Commerce. Contact the Chamber at (231) 547-2101, or visit www.charlevoix.org.

January	9	Fiddlers and Pickers Day
February	12-15	Downtown Indoor Sidewalk Sales
April	3	19th Annual Easter Egg Hunt
May	27	Operation Petunia
June	11-13	Charlevoix Trout Tournament
	18-20	Girls Fast-Pitch Softball Tourney
	19	7th Annual Taste of Charlevoix
	26	Run Charlevoix Marathon/ Half-marathon
	26-27	12th Annual Summer Solstice Art Show
July	10-11	42 nd Annual Charlevoix Art & Craft Show
	14	12 th Annual Garden Walk
	17	18 th Annual Street Legends Classic Car Show
	18-24	80 th Annual Venetian Festival
	24-25	Fiber Arts Festival
August	14	52 nd Annual Waterfront Art Fair
	19-21	Charlevoix Sidewalk Sales
	27	Charlevoix Chamber Golf Outing
September	16	Charlevoix Chamber Car Raffle
	18	Oktoberfest
	25	Charlevoix Elks Lodge Show Your Colors Motorcycle Poker Run
October	8-10	32 nd Annual Apple Festival
November	26	Community Christmas Tree Lighting
December	4	Flurry Fest

June 24—Sept. 30: Downtown Farmer's Market, every Thursday 9am—1pm

Duty to maintain property

- *All property owners* have a duty to maintain their property.
- **Cut your lawn at least once every three weeks. The City Code states that both grasses and weeds should not be allowed to grow above twelve inches in height.**
- Do you keep vehicles on your property? If so, there are two things you need to keep in mind:
 - ⇒ Vehicles must have a **valid and current license**.
 - ⇒ Vehicles must be in **operable condition**.If you keep a vehicle that does not meet both of these requirements, it must be removed from your property, or moved indoors.
- Take a quick survey of your property and look for any scrap metals, plastics, tires, broken machinery, junk, or other rubbish that may be lying around. Make plans to move these items **inside a building, or off your property** as soon as possible.
- If you have building materials on your property, you must also display a valid building permit from the Charlevoix County Building Department to show that the materials are actually being used for building or construction, and not simply being stored there.
- Remember that any unsecured building or structure can become a prime spot for wild animals seeking shelter. Make sure to guard buildings on your property by securely shutting windows and doors, and ensuring that animals cannot gain entry through holes in the siding, foundation, or roof.
- Do not throw oils, wastes, or derivatives of either on the ground, and take special care when depositing anything in a gutter — storm drains lead directly to Round Lake or Lake Charlevoix.

What is a zoning permit? When do I need one?

A zoning permit is issued by the Department of Planning and Zoning, and is used to prevent overcrowding, provide for fire safety, and to ensure orderly development. A zoning permit is required for the construction, erection, alteration, placing, or moving of any building or structure on a lot. This includes everything from home additions to the placement of storage sheds. A zoning permit is not required for interior projects, such as the replacing of windows, siding, or roofs (if the height of the roof does not change). Although a zoning permit may not be required for these types of projects, a building permit may be. A zoning permit is different from a building permit, which is issued by the Charlevoix County Building Department. For projects requiring a zoning permit, one must apply for and be granted a zoning permit before they can receive a building permit. If you would like to put up a fence on your property, a fence permit is required, and is issued by the Dept. of Planning and Zoning. If you are unaware of what is required, contact the City Planner at (231) 547-3265 before you start your next construction or home improvement project.

A bit of local law...

- No skateboards, bicycles, rollerblades, scooters, etc. are allowed on downtown sidewalks.
- Dog droppings must be picked up: A dog walker must have in their possession a container or bag to remove droppings, and must show that container to any City Police Officer or authorized personnel if requested.
- No dogs are allowed in East Park during festivals, concerts, or other events.
- Parking fines can be paid at City Hall, or in any of the red drop-boxes located throughout the downtown area.
- No parking is allowed on City streets in the wintertime: between December 1 and March 31, from 2 a.m. to 6 a.m.
- Charlevoix's curfew regulations are in effect seven days a week, year-round. These regulations state that a minor cannot be in any public place, including streets or parks, unless accompanied by a parent, guardian, or adult delegated by the parent or guardian. Curfew times per age group are as follows:
 - ⇒ Under age 12 between 10 p.m. and 6 a.m.
 - ⇒ Under age 15 between 11 p.m. and 6 a.m.
 - ⇒ Under age 17 between midnight and 6 a.m.
- City beaches and their accompanying parks are closed to the public at midnight.
- It is illegal to jump into or swim in the Pine River Channel, whether from the pier, any walkway, or the bridge.
- Snowmobiles may *only* be operated in the City of Charlevoix on routes shown on the designated map of snowmobile routes within the City.
- Animal control is provided by Charlevoix County. They may be contacted at (231) 582-6667.
- The City of Charlevoix Police Dept. does not have an animal shelter or means to provide for stray pets. Stray pets may be driven to the Charlevoix County Animal Shelter in Boyne City.

Trash, recycling, and yard waste pickup

- For single-family residential homes, the City provides a pickup service for **up to 2 cubic yards** worth of household, "Spring cleanup-like" items every Monday. Please, no garbage, yard waste, or hazardous materials. Do not place items out for pickup before Sunday afternoon/evening. For more information, information sheets are available at Charlevoix City Hall, or at www.cityofcharlevoix.org.
- The Charlevoix County Recycling Program has a year-round drop-off location for cardboard, glass, aluminum cans, newspaper, and other similar materials at the Charlevoix County Sheriff's Department on Grant St.
- Two times per year, the County holds a drop-off day for household hazardous waste. Please check the County's recycling website at www.charlevoixcounty.org/recycling.asp for more information, including upcoming dates.
- The City of Charlevoix Street Department picks up yard waste on a routine basis. However, in order to make this service efficient, it is asked that homeowners place grass clippings, leaves, and other decomposable material unbagged, in a **separate pile** from tree branches and other woody material that requires chipping.

Parks and Recreation

Programs and Services

- For information regarding softball, volleyball, and basketball leagues, Mt. McSauba Day Camp, beaches, beach pavilion reservations, and tennis lessons, call the Recreation Department at (231) 547-3253.
- For information on Mt. McSauba, including ski and snowboard lessons for groups and individuals, equipment rental, etc., call (231) 547-3267.
- The Charlevoix City Golf Course offers golf lessons. Call (231) 547-3268 for more information.
- Annual boat launch permits can be purchased at the Ferry Beach Launch and City Hall.
- The Charlevoix Community Pool is open to groups and individuals for classes, lessons, and open swims. For more information, call (231) 547-0982.

Beaches (*Depot, Ferry and Michigan beaches have lifeguards 11:30-5:30 every day from June 26 to August 21.*)

- *Depot Beach* — Located near historic railroad depot. Pavilion, picnic area, playground, grills, volleyball, restrooms. Supervised by lifeguards.
- *Ferry Beach*— Located on Ferry Ave. Playgrounds, volleyball, basketball, picnic area, pavilions, horseshoe, concession, restrooms. Supervised by lifeguards.
- *Michigan Beach* — Located near lighthouse and pier. Playground, volleyball, trails, basketball, picnic area, pavilion, restrooms, concessions. Supervised by lifeguards.
- *Mt. McSauba Beach* — Located at the end of Pleasant St. in Charlevoix Twp, behind Mt. McSauba. Nearly 1 mile long with hiking trails. No facilities, not life-guard supervised.

Sports

- *Carpenter Ave. Ball Fields* — Located on west end of Carpenter Ave. Softball, baseball, restrooms and playground.
- *Elm St. Tennis Courts* — Located across from Municipal Golf Course. Fenced-in, four hard-surface courts, practice wall, child play area, covered seating area.
- *Municipal Golf Course* — Off US-31 on north side of the City. Nine-hole par-36, clubhouse with lockers and lounge, putting green, practice range.
- *Mt. McSauba* — Off McSauba Road. Lighted, downhill skiing/snowboarding, terrain park (M,W,Th 5-9; Sat. 11-4; Sun. 11-4; Closed Christmas and New Years Days), equipment rental, lighted, free sledding hill, two kilometers of free, lighted, groomed, cross-country trails, and 80 acres of ungroomed trails, an ice skating rink (M-F 4-8; Sat. 12-8; Sun. 12-6), and snack bar at ski hill.
- *Community Skate Park* — located on Carpenter Ave. Facilities for skateboarding, BMX biking. Safety equipment rental available.

Parks

- *East Park* — Downtown, adjacent to marina. Picnic tables, benches, restrooms, interactive fountain, trout stream, Odmark Concert Pavilion, viewing areas.
- *Robert Bridge Memorial Park* — Downtown, south of the bridge. Picnic tables, benches.
- *Veterans Park* — South of East Park. Seating and viewing.
- *Hoffmann Park* — On Park Avenue, between Bridge and State. Seating, channel views, access to channel walkway.
- *Water Tower Park* — On Park Avenue, between State and Grant streets. Seating areas, views of Lake Michigan, access to channel walkway. (Steep hill without handicap access.)

Parking

Although it may seem like a difficult task to find a parking space in downtown Charlevoix during the summer, spaces are usually available within two or three blocks of Bridge St. (with the exception of a few days during summer festivals). If parking spaces are not available on Bridge St., the lots located throughout downtown (Erber lot, Kusina lot, DeWitt lot, etc) provide many more options. If these lots are full, on-street parking is available on Park Ave., Clinton, Mason, and Antrim streets. Some of these lots and streets are metered and/or time-limited, others are not. With the hopes of alleviating some long-term downtown parking issues, the City recently instituted a parking pass program for downtown residents, employees, and business owners. Ten parking spaces in the Bridge Park lot are currently set aside as permit-only spaces. Permits are \$150 for three months, and are available from the Charlevoix Police Department on a first-come first-serve basis. More information is available from the Police Department at (231) 547-3258.

Memorial/Adopt-a-Tree

The Shade Tree Commission, in conjunction with the City of Charlevoix, sponsors a Memorial/Adopt-a-Tree Program. Individuals, groups, and business are encouraged to participate in the program. The funds raised through this program go into a special fund dedicated to the purchase and planting of trees. These tax-deductible donations, accepted all year, will have an accompanying entry in a Memorial Tree Register, which will include the donor, the person or event celebrated, the date, and location of the tree. Trees are planted on City of Charlevoix property, including spaces on rights-of-way, planting strips along the street, parks, or near City buildings. Trees, the species of which is selected from an approved list, are purchased and planted by the City in the spring and fall. Once planted, it becomes the responsibility of the donor to maintain and care for the tree. Donations of \$150 buy a street tree 2" in diameter. Larger donations may be used to purchase multiple trees, specific species, sites, or offset planting costs (including soil and fertilizer). The City also provides free planting of trees on City rights-of-way (for example, in front of your house) upon request. If an individual requests a tree planting, they must agree to and sign a maintenance agreement, which states that the individual will be billed for the maintenance and/or removal of the tree if they fail to care for it.

Getting involved: Voting

To register to vote, you must be a U.S. citizen, at least 18 years old by Election Day, and a resident of the city or township where you want to vote. You can register to vote by mail, at the City Clerk's office, or at any Secretary of State, but you must register at least 30 days before the election. You do not need to re-register if you have not moved. City elections are held every November with additional elections in February, May, and August, if needed. The City of Charlevoix maintains a permanent absentee voter list, and voters already on this list automatically receive an application 6-8 weeks prior to each election. The application must be returned before a ballot can be issued. Contact the Clerk's office at 547-3250 for additional information on the program or other election-related questions.

Property Tax Dates

City of Charlevoix property tax assessments are mailed in late February. Tax bills are sent out two times per year: summer tax bills are mailed on June 30, and due on or by September 1; the winter tax bill is mailed on November 30, and is due on or by February 14. Unpaid taxes are reported delinquent and turned over to the County Treasurer's office on March 1. Call (231) 547-3261 for more information.

Utility Billing

Electronic payment for utilities is now available. Forms are available at www.cityofcharlevoix.org, or stop into City Hall to sign up. For those not able to return their billing directly to City Hall, there are drop boxes located in the Kusina parking lot. If a check or electronic payment is returned for insufficient funds, a \$35 fee will be applied. Sewer discounts are available, and applications are available at City Hall. Applicants must reapply each year. Sprinkler meters can be purchased to reduce bills, and ensure that the property owner pays only water, no sewer, on water that runs through the sprinkler meter. If you are a senior citizen, discounts are available if you meet certain income requirements. Contact utility billing at (231) 547-3259 for more information on all the above.

Who do I talk to about...

Zoning, fence, and sign permits, zoning violations/complaints...	City Planner Mike Spencer, (231) 547-3265
Potholes, street and sidewalk repair, fallen trees, sewer problems	Street Superintendent Pat Elliott, (231) 547-3276
Problems with electric, water...	City Engineer Don Swem, (231) 547-3273
Utility billing, paying utilities electronically...	Evelyn Loy, (231) 547-3259
Recreational facilities, beaches, reserving beach pavilions, Mt. McSauba Day Camp, Mt. McSauba Ski Area, tennis courts, Skate Park, ball fields, rec. leagues...	Rec. Director Ike Boss, (231) 547-3253, OR, for Mt. McSauba ski questions, contact the Ski Lodge at (231) 547-3267 (in season).
Downtown, downtown events, East Park, Odmark Pavilion...	DDA Director Keith Carey, (231) 547-3257
Golf Course information, passes, hours of operation	Clubhouse, (231) 547-3268
Charlevoix Municipal Airport (see back page for airline contact information)...	Airport Manager Matt Bailey, (231) 547-3605
Reservations at the City Marina...	Visit www.midnrreservations.com
General questions/comments...	Linda Weller, (231) 547-3270

A Few Helpful Numbers...

EMERGENCY

911

Schools

District Office
(231) 547-3200
Elementary School
(231) 547-3215
Middle School
(231) 547-3206
High School
(231) 547-3200
Northwest Academy
(231) 547-9000
St. Mary's School
(231) 547-6652

Services

AT&T Telephone Service
(800) 288-2020
Charter Communications (Cable)
(888) 438-2427
DTE Energy
(800) 477-4747
Waste Management
(888) 964-9710
American Waste
(231) 487-9528

Community

Charlevoix Area Hospital
(231) 547-4024
Public Library
(231) 547-2651
Charlevoix Chamber of Commerce
(231) 547-2101
Charlevoix Area Visitors and Convention Bureau
(231) 547-2102
Charlevoix Area Community Pool
(231) 547-0982

Museums / Arts

Harsha House Museum
(231) 547-0373
Circle of Arts
(231) 547-3554

Transportation

Beaver Island Boat Company
(231) 547-2311
Fresh Air Aviation
(231) 237-9482
Island Airways
(231) 547-2141

Who's Who?

City Council

Norman "Boogie" Carlson, Jr., Mayor (231) 547-1938
Lyle Gennett, 1st Ward (231) 547-5598
Dennis Kusina, 1st Ward (231) 547-4844
Bryan Vollmer, 2nd Ward (231) 237-9493
Greg Stevens, 2nd Ward (231) 547-2517
Shane Cole, 3rd Ward (231) 547-4991
Jill Picha, 3rd Ward (231) 547-4169

Planning Commission

John Hess, Chairman (231) 547-4245
Larry Boog, Member (231) 547-0690
Dan Buday, Member (231) 237-0218
Judy Clock, Member (231) 547-9627
June Cross, Member (231) 547-9848
Toni Felter, Member (231) 547-5315
Brownie Flanders, Member (231) 547-4887
DJ Way, Member (231) 437-0104

- City Council meets the 1st and 3rd Monday of each month at 7 p.m. in City Hall.
- The Planning Commission typically meets the 2nd Monday of each month at 7 p.m. in City Hall.