

# 2021

## CHARLEVOIX COUNTY

### GUIDE TO PERMITTING & ZONING



## Table of Contents

Introduction and Enabling Legislation.....	3
Charlevoix County Planning Department Contact Information.....	4
Charlevoix County Department of Building Safety Contact Information.....	4
Other Permit Approvals as Required.....	5
Areas of Interest.....	6
Map of Charlevoix County Cities, Village, and Townships.....	9
Local Growth & Investment Areas	
City of Boyne City.....	10
City of Charlevoix.....	12
City of East Jordan.....	14
Remaining Charlevoix County Municipalities.....	16
Additional Resources.....	20

## Introduction

Delays and issues with the permitting process can be costly to homeowners, construction companies, and even local governments. Unfamiliarity with permitting and zoning processes can arise for those not familiar with the road map and nuances of the process for different municipalities and agencies. The creation of the Guide to Permitting and Zoning for Charlevoix County is the result of the collaboration of county and regional stakeholders to assist individuals and businesses with the permitting and zoning process necessary to move development forward.

The primary goals of the guide are to act as a reference and to educate the public from individuals to contractors to developers with the resources to access information for applying for permits or beginning a project within a certain County or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permitting agent of the location's local agencies prior to starting the project.

This Guide is not intended to be a "Do-It-Yourself" tool or as a definitive guide to municipalities' regulations and processes relating to zoning and permitting. Each project is different and utilizing the flowcharts within this guide does not guarantee that a permit or approval will be issued. Potential applicants and contractors are encouraged to seek the assistance of local professionals who have experience dealing with the requirements of permits and approvals (i.e. Zoning Administrator).

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sectors, in return creating a more successful project from the onset. More introductory information on the planning and zoning process is available in the New Designs For Growth A Citizen's Guide to Planning & Zoning, which can be found at [www.nwm.org/citizensguide-planning](http://www.nwm.org/citizensguide-planning).

## Enabling Legislation

### [Michigan Planning Enabling Act 33 of 2008](#)

An act to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

### [Michigan Zoning Enabling Act 110 of 2006](#)

An act to codify the laws regarding local units of government regulating the development and use of land; to provide for the adoption of zoning ordinances; to provide for the establishment in counties, townships, cities, and villages of zoning districts; to prescribe the powers and duties of certain officials; to provide for the assessment and collection of fees; to authorize the issuance of bonds and notes; to prescribe penalties and provide remedies; and to repeal acts and parts of acts.

## Charlevoix County Planning Department Contact Information

Charlevoix County planning staff provide planning and administrative assistance to the Charlevoix County Planning Commission in carrying out its functions:

- Develop and maintain county plans
- Review proposed new or changes to Township plans and zoning ordinances
- Review proposed new or changes to City plans
- Review EGLE and Corps of Engineers public notices for proposed projects affecting lakes, rivers, streams and wetlands in the county

Serve as an information and referral source:

- Planning and zoning reference information
- Census and demographic data
- Floodplain maps

**All local municipalities in Charlevoix County administer their own planning and zoning regulations. To apply for site plan approval or a zoning permit contact the appropriate Township, Village or City. Charlevoix County also provides a link to the communities' websites available [here](#).**

Any properties placed in tribal trust through the Little Traverse Bay Bands of Odawa Indians is exempt from local zoning and building regulations, but are subject to tribal rules and regulations. For more information visit their [website](#).

*Planning Department and Planning Commission Contact*  
Kiersten Stark, Planning Director  
301 State Street  
Charlevoix, MI 49720  
Phone: (231) 547-7234  
Email: [planning@charlevoixcounty.org](mailto:planning@charlevoixcounty.org)

[Website](#)

## Charlevoix County [Future Land Use Plan](#)

*Department of Building Safety Contact*

Kevin Schlickau, Building Official  
301 State Street, Suite 5  
Charlevoix, MI 49720  
Phone: (231) 547-7236  
Email: [buildingsafety@charlevoixcounty.org](mailto:buildingsafety@charlevoixcounty.org)

[Website](#)





## Other Permit Approvals as Required

Planning and zoning approvals in all townships, cities, and the village may require additional approvals as required. Discuss the necessary outside approvals that may be needed with the local planning and zoning official.

- **Local Fire Department Review**  
Depending on the project use, location, and scale, a review by the local fire department may be required for safety, access, and siting issues. See local jurisdiction contact information.
- **County Soil Erosion Officer - contact the County Department of Building Safety for more information**  
Before contracting for, allowing, or engaging in an earth change in the County, a Landowner or Designated Agent shall obtain an earth change permit in the landowner's name from Charlevoix County if the earth change:
  1. Will disturb one or more acres of land, or
  2. Will be located within 500 feet of the ordinary high water mark of waters of the State,
  - or
  3. Active gravel mining operations that are within 500 feet of a lake or stream or exceed one acre in size.

See Natural Resources and Environment Protection Act 451 of 1994, Part 91 for more information.

- **Road Jurisdiction - Either**  
Charlevoix County Road Commission Office  
1251 Boyne Avenue  
Boyne City, MI 49712  
Phone: (231) 582-3110  
Email: [clerk@chxroads.org](mailto:clerk@chxroads.org)  
[Website](#)

OR

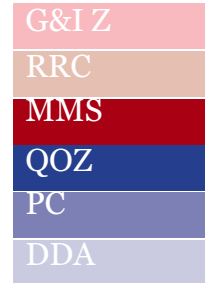
Michigan Department of Transportation  
Gaylord Transportation Service Center  
1088 M-32 East  
Gaylord, MI 49735  
Phone: (989)731-5090  
[Website](#)

- **Health Department of Northwest Michigan**  
Businesses may reach out to the Health Department regarding food safety/licensing, water safety, air quality, other use type inspections, and employee health and wellness. Here is a link to their [website](#).
- **Michigan Dept. of Environment, Great Lakes, & Energy**  
Projects with the potential to impact air and water quality require EGLE-issued permits. Additionally, development near or in state protected wetlands, lakes, or streams may require EGLE-issued permits. View the EGLE [website](#) for more information. List all applicable development situations- critical dunes, high-risk erosion. Designated wetlands online viewer [here](#).

## Areas of Interest

This Guide utilizes (6) areas of interest that describe the communities' readiness for development and their public bodies overseeing development. They are:

- A Growth and Investment Zone
- A Redevelopment Ready Community (RRC)
- A Michigan Main Street community
- A Qualified Opportunity Zone
- Has a local Planning Commission
- Has a Downtown Development Authority or equivalent



The areas of interest are color-coded and organized into a bar chart for easy identification. A community that represents all six areas of interest will have an associated bar chart with all six representing colors. Shown here:



Each of the Charlevoix County local jurisdictions is assigned a color-coded bar chart. For an example of how the bar chart is applied, the City of Charlevoix represents five of the six areas of interest: is a growth and investment zone, has participated in the Redevelopment Ready Communities program, is a Michigan Main Street community, has a local Planning Commission, and has a Downtown Development Authority. Therefore, five of the six bars will be shown on the City's bar chart. Charlevoix does not have an Opportunity Zone therefore that bar is excluded. A bar chart representing the associated areas of interest is included with each local jurisdiction., the City's bar chart is represented in the following manner:

City of Charlevoix



## A Growth & Investment Zone

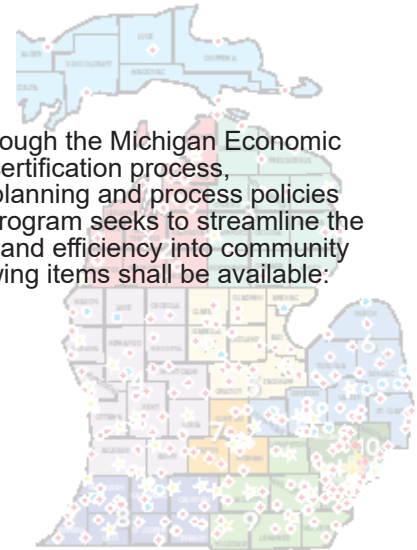
While many assets are needed for new growth and investment, there are five (5) essential criteria common to communities throughout the nation that support growth and investment potential. These five criteria were used in the selection of areas for additional analysis regarding growth and investment readiness, trends, and capabilities:

- Operational municipal water system
- Operational municipal sewer system
- Operational broadband service area - standard of 25 mbps download / 3 mbps upload
- Adopted master plan that recommends a defined higher density downtown core for development and investment
- Zoning ordinance that codifies higher density development in the downtown core
- Available governmental officials and staff to create effective growth- and investment-oriented policies and efficiently process requests and permits

## A Redevelopment Ready Community

The Redevelopment Ready Communities® (RRC) program is provided through the Michigan Economic Development Corporation for communities across the state. Through the certification process, communities are empowered to build a strong foundation by establishing planning and process policies which retain and attract business investment and talent. Additionally, the program seeks to streamline the development approval process, by integrating transparency, predictability, and efficiency into community development practices. When encountering an RRC community, the following items shall be available:

- An updated Master Plan;
- An updated Zoning Ordinance;
- A comprehensive Guide to Development;
- A Public Participation Plan; and
- Strategic sites identified for development.



## A Michigan Main Street Community

Michigan Main Street (MMS) began in 2003 and is a Main Street America™ Coordinating Program. As a Main Street America™ coordinating program, MMS is affiliated with the National Main Street Center, which helps to lead a powerful, grassroots network committed to creating high-quality places and to building stronger communities through preservation-based economic development. The Main Street program operates under the following four points:

- Economic Vitality
- Design
- Organization
- Promotion

## A Qualified Opportunity Zone

Opportunity Zones were created under the 2017 Tax Cuts and Jobs Act to stimulate economic development and job creation by incentivizing long term investments in low-income neighborhoods. Opportunity Zones are defined by the Economic Development Administration as an economically-distressed Census tract where private investments, under certain conditions, may be eligible for capital gain tax incentives. Communities located in designated Opportunity Zone Census tracts will be identified.

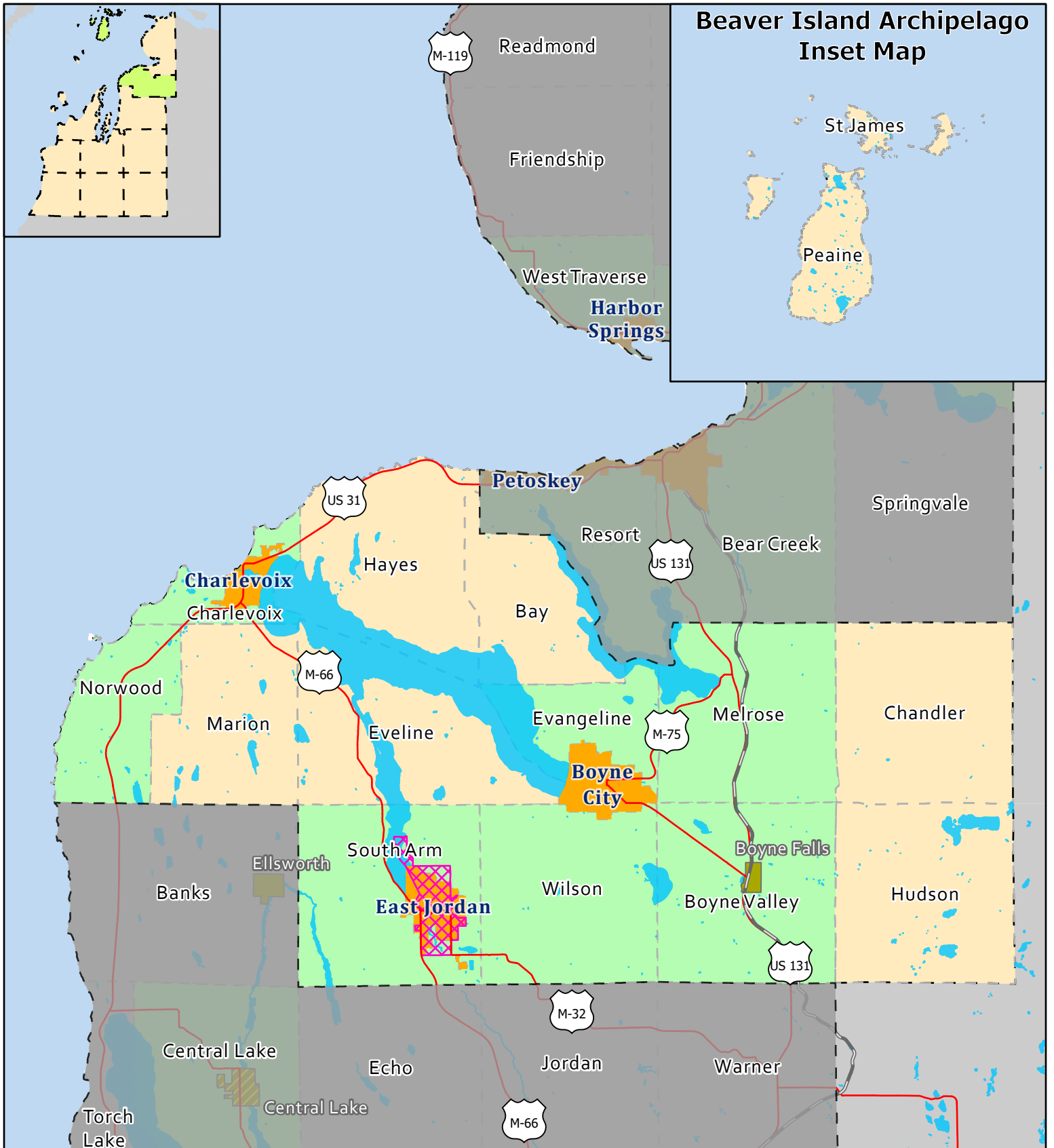
## Local Planning Commission

The group of appointed community residents who make up the Planning Commission serve as the sounding board for planning and development projects within the community. Each local government in Michigan has the authority to create a Planning Commission, but not all have one. Many communities in Michigan rely on County planning services. However, all local municipalities with a local planning department are listed in this guide. While the community may or may not have a dedicated planning staff member, the local Planning Commission will still be called upon to provide input on development projects. Where a community has enacted a local zoning ordinance, the Planning Commission will offer recommendations to the relevant City Council, Village Council, or Township Board. A community who is under county-wide zoning will offer recommendations to the County Planning Commission.

## Local Downtown Development Authority

Part 2 of Act 57 of 2018: Recodified Tax Increment Financing Act describes the authority, purpose, and powers of local Downtown Development Authorities. The State legislation can be found [here](#). The Downtown Development Authority Board is made up of appointed officials charged with creating a development plan for a defined tax increment financing district. The Authority is a stakeholder body and instrumental to the growth and development of the district.

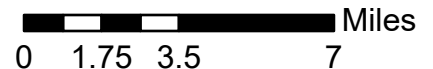




# Charlevoix County & Local Units of Government

## Legend

- Highways
- Railroad
- Hydrology
- Great Lakes
- All Townships
- Qualified Opportunity Zone
- G&I Areas Villages
- G&I Areas Cities
- Surrounding G&I Twps.
- All Villages
- Charlevoix County
- Other NW MI Counties
- Counties Outside Region



Map produced by Networks Northwest  
Community Development 4/29/2021

## City of Boyne City

G&amp;IZ

RRC

MMS

PC

DDA

### [City Website](#)

#### *City Hall Address*

319 North Lake Street  
Boyne City, MI 49712  
Office Phone: (231) 582-6597

#### *City Contact Information*

Michael Cain, City Manager  
Office Phone: (231) 582-0377  
Email: [mcain@boyneccity.com](mailto:mcain@boyneccity.com)

#### *Planning & Zoning*

Scott McPherson, Planning/Zoning Administrator  
Office Phone: (231) 582-0343  
Email: [smcpherson@boyneccity.com](mailto:smcpherson@boyneccity.com)

### [Permits & Applications](#)

#### *Planning Commission Contact Information*

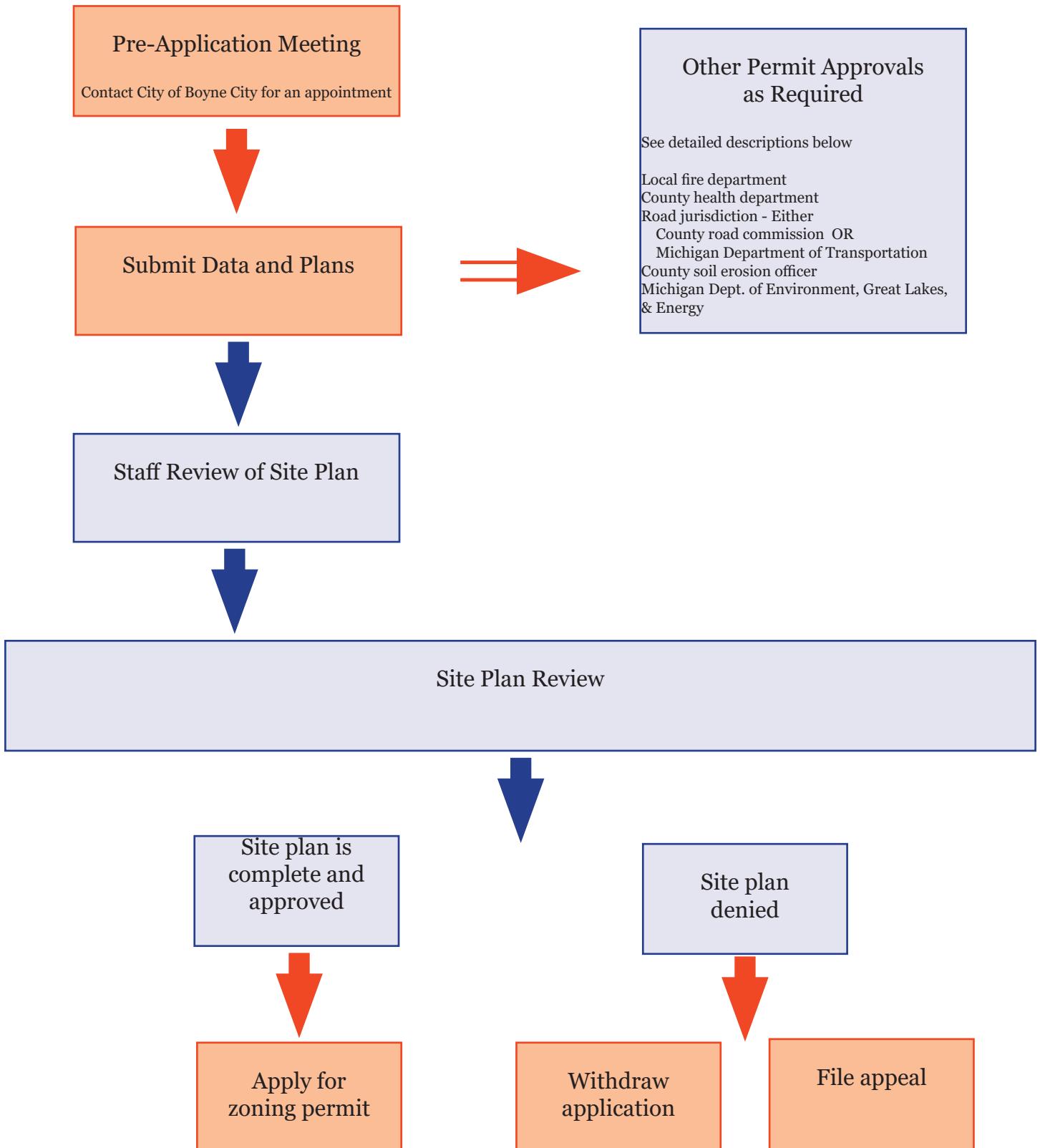
Scott McPherson, Planning/Zoning Administrator  
Email: [smcpherson@boyneccity.com](mailto:smcpherson@boyneccity.com)  
[Website](#)

### [City of Boyne City Master Plan](#) [Zoning Ordinance](#)



## City of Boyne City Site Plan Review Process

Steps marked in orange indicates items the applicant is responsible for while blue indicates government or other agency review steps.





## City of Charlevoix

G&amp;I Z

RRC

MMS

PC

DDA

### [City Website](#)

#### *City Hall Address*

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

#### *City Contact Information*

Mark Heydlauff, City Manager  
Office Phone: (231) 547-3270  
Email: [markh@charlevoixmi.gov](mailto:markh@charlevoixmi.gov)

#### *Planning & Zoning*

Jonathan Scheel, Zoning Administrator  
Office Phone: (231) 547-3265  
Email: [planner@charlevoixmi.gov](mailto:planner@charlevoixmi.gov)

### [Permits & Applications](#)

#### *Planning Commission Contact Information*

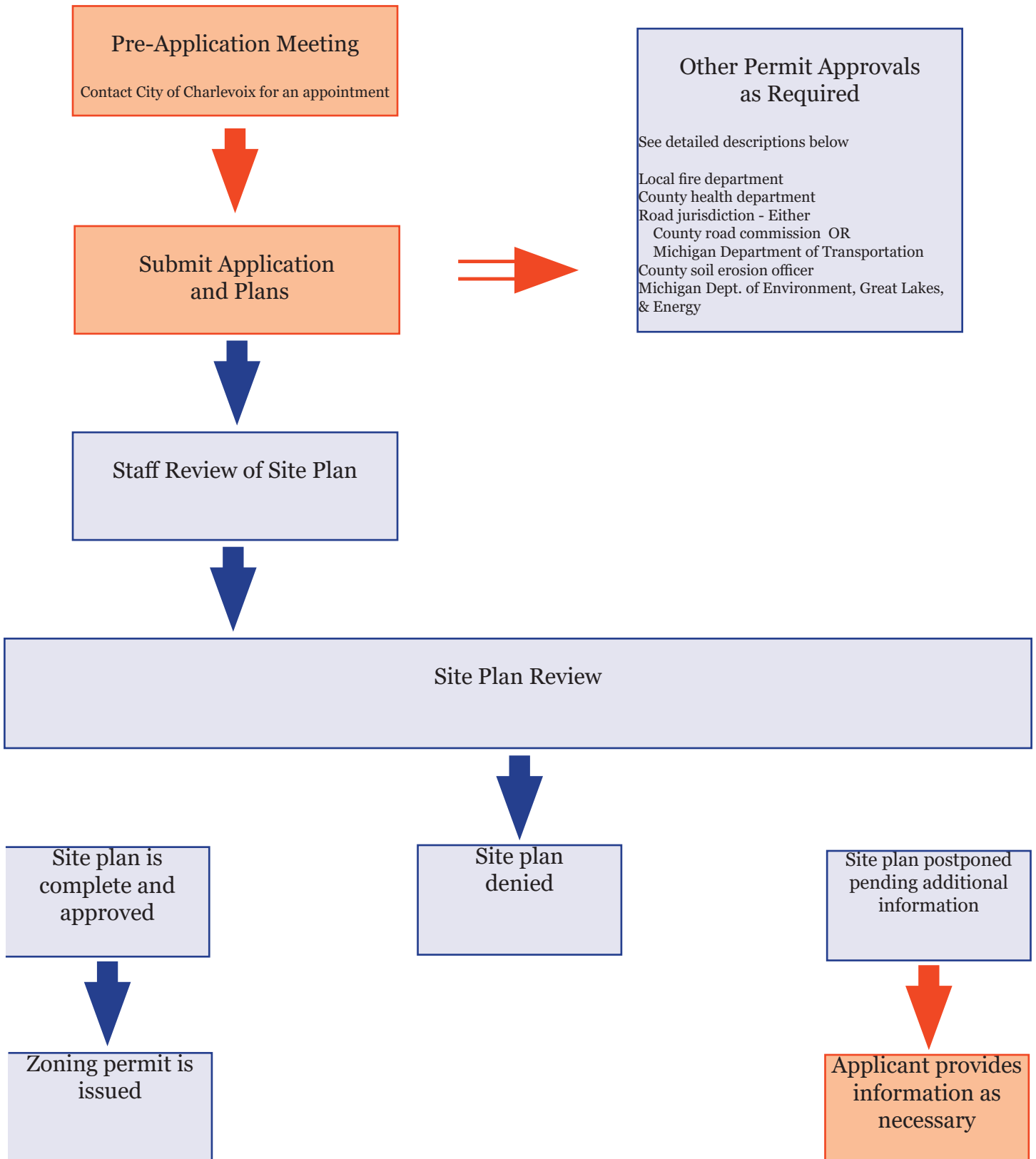
Jonathan Scheel, Zoning Administrator  
Email: [planner@charlevoixmi.gov](mailto:planner@charlevoixmi.gov)

### [Website](#)



## City of Charlevoix Site Plan Review Process

Steps marked in orange indicates items the applicant is responsible for while blue indicates government or other agency review steps.





## City of East Jordan

G&amp;I Z

RRC

QOZ

PC

DDA

### [City Website](#)

#### *City Offices Address*

201 Main Street  
PO Box 499  
East Jordan, MI 49727  
Office Phone: (231) 536-3381

#### *City Contact Information*

Tom Cannon, City Administrator  
Office Phone: (231) 536-3381  
Email: [tcannon@eastjordancity.org](mailto:tcannon@eastjordancity.org)

#### *Planning & Zoning*

Jonathan Scheel, Zoning Administrator  
Office Phone: (231) 536-3381 ext. 3028  
Email: [zoning@eastjordancity.org](mailto:zoning@eastjordancity.org)

### [Planning and Zoning Applications](#)

#### *Planning Commission Contact Information*

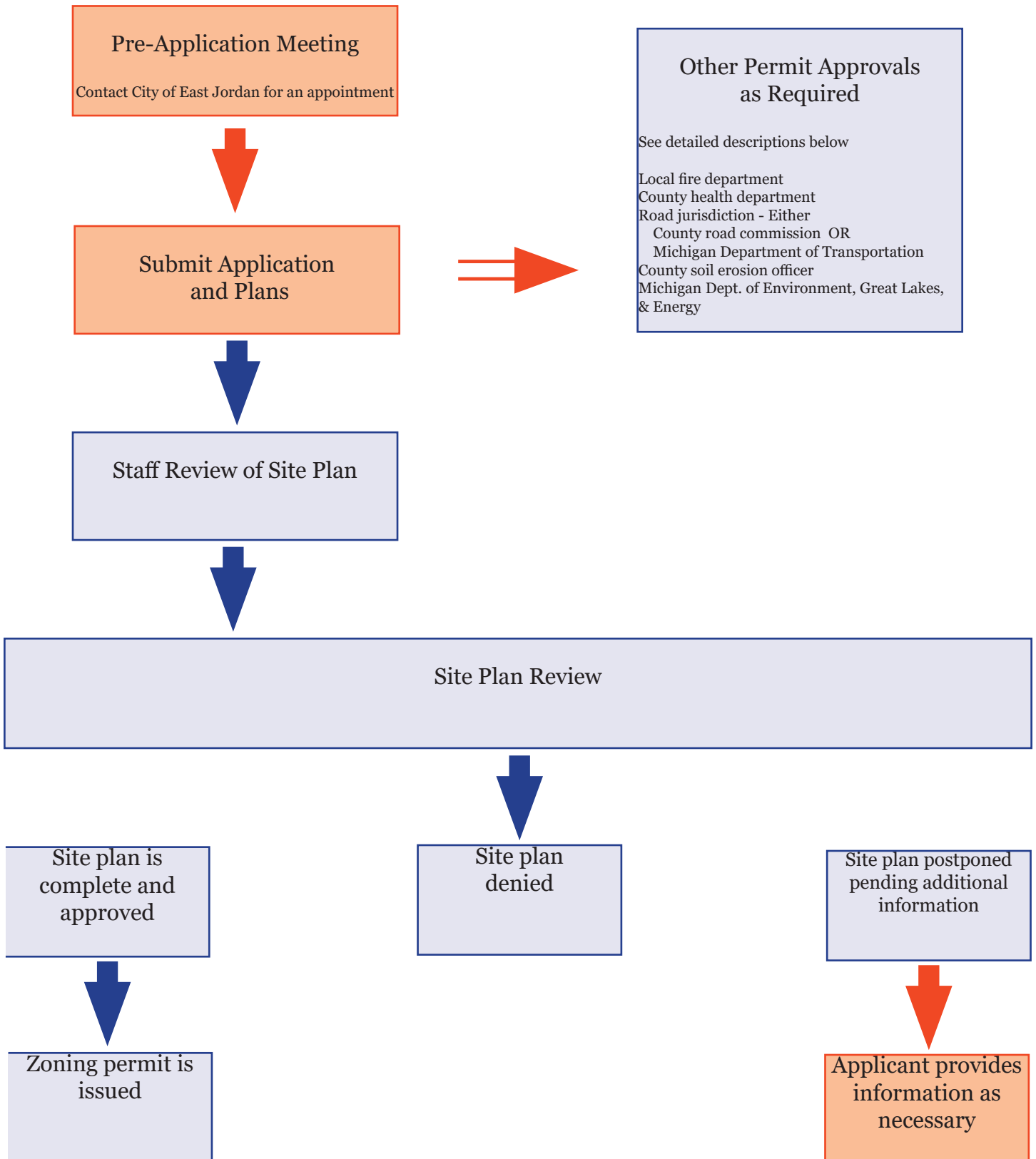
Jonathan Scheel, Zoning Administrator  
Email: [zoning@eastjordancity.org](mailto:zoning@eastjordancity.org)

### City of East Jordan [Master Plan](#) [Zoning Ordinance](#)



## City of East Jordan Site Plan Review Process

Steps marked in **orange** indicates items the applicant is responsible for while **blue** indicates government or other agency review steps.



## Bay Township

PC

Larry Moeschke, Township Supervisor  
05045 Boyne City Road  
Boyne City, MI 49712  
Office Phone: (231) 582-3594  
[Website](#)

Ron VanZee, Zoning Administrator  
06399 Boyne City Road  
Charlevoix, MI 49720  
Phone: (231) 497-4701  
[Master Plan](#)  
[Zoning Ordinance](#)

## Boyne Valley Township

PC

Sue Hobbs, Supervisor, Zoning Administrator  
PO Box 191  
2489 Railroad Street  
Boyne Falls, MI 49713  
Office Phone: (231) 549-3130

[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Zoning Application](#)

## Chandler Township

PC

Dennis Howard, Township Supervisor,  
Zoning Administrator  
01425 Walton Road  
Boyne Falls, MI 49713  
Office Phone: (231) 675-3315  
Email: dhoward5599@yahoo.com

[Website](#)  
[Zoning Ordinance](#)  
[Application for Zoning Action](#)

## Charlevoix Township

PC

Tim Kochanny, Township Supervisor  
12491 Waller Road  
Charlevoix, MI 49720  
Office Phone: (231) 547-4611  
Email: charsupervisor@chartwp.com  
[Website](#)

John Ferguson, Zoning Administrator  
Office Phone: (231) 547-6218  
Cell: (231) 459-8141  
Email: john@fcasurveying.com  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Planning and Zoning Application](#)

## Evangeline Township

PC

James Howell, Township Supervisor  
02746 Wildwood Harbor Road, PO Box 396  
Boyne City, MI 49712  
Office Phone: (231) 838-0036  
Email: supervisor@evangelinetwp.org  
[Website](#)

Patrick Kilkenny, Planning/Zoning Administrator  
Office Phone: (231) 582-0337  
Email: zoningadmin@evangelinetwp.org

[Master Plan](#)  
[Zoning Ordinance](#)  
[Permits & Applications](#)

## Eveline Township

PC

John Vrondran, Township Supervisor  
08525 Ferry Road  
East Jordan, MI 49727  
Office Phone: (231) 582-1000  
Email: jvrondran@hotmail.com  
[Website](#)

Nelson McDonald, Zoning Administrator  
PO Box 496  
East Jordan, MI 49727  
Cell Phone: (231) 675-6125  
Email: evelinezoning@gmail.com  
[Comprehensive Plan](#)  
[Zoning Ordinance](#)  
[Zoning Application](#)

## Hayes Township

PC

Ron VanZee, Township Supervisor  
9195 Old US 31 Highway North  
Charlevoix, MI 49720  
Office Phone: (231) 547-6961  
Email: [supervisor@hayestownshipmi.gov](mailto:supervisor@hayestownshipmi.gov)  
[Website](#)

Ron VanZee, Township Supervisor, Interim Zoning Administrator  
Email: [zoning@hayestownshipmi.gov](mailto:zoning@hayestownshipmi.gov)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Permits & Applications](#)

## Hudson Township

PC

Terrence Erber, Township Supervisor  
07865 Reynolds Road (*Location only*)  
Elmira, MI 49730  
Office Phone: (231) 549-2646  
Email: [terryerber24@gmail.com](mailto:terryerber24@gmail.com)  
[Website](#)

Frank D. Wasylewski, Zoning Adm. (Interim)  
Phone: (231) 549-3019  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Zoning Application](#)

## Marion Township

PC

John Martin, Township Supervisor  
03735 Marion Center Road  
Charlevoix, MI 49720  
Office Phone: (231) 547-2154

John Ferguson, Zoning Administrator  
Office Phone: (231) 547-6882  
Cell: (231) 459-8141  
Email: [john@fcasurveying.com](mailto:john@fcasurveying.com)

## Melrose Township

PC

DDA

Vern Goodwin, Township Supervisor  
PO Box 189  
04289 M-75 North  
Walloon Lake, MI 49796  
Phone: (231) 535-2310  
Email: [melrose@melrosetwp.org](mailto:melrose@melrosetwp.org)

Randy Frykberg, Planner/Zoning Administrator  
Email: [rfrykberg@melrosetwp.org](mailto:rfrykberg@melrosetwp.org)  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Zoning Application](#)

## Norwood Township

PC

Ben Freds, Township Supervisor  
19759 Lake Street  
Charlevoix, MI 49720  
Phone: (616) 566-4708  
Email: [trusteea@norwoodtp.org](mailto:trusteea@norwoodtp.org)

Steve Overton, Zoning Administrator  
Email: [Zoning@norwoodtp.org](mailto:Zoning@norwoodtp.org)  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Zoning Application](#)

## Peaine Township

PC

Doug Tilly, Township Supervisor  
PO Box 26  
36825 Kings Highway  
Beaver Island, MI 49782  
Office Phone: (231) 448-2389  
Email: [peainetownship@gmail.com](mailto:peainetownship@gmail.com)

Rick Speck, Zoning Administrator  
Email: [rickspeck@tds.net](mailto:rickspeck@tds.net)  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)

## St. James Township

PC

Kathleen McNamara, Township Supervisor  
PO Box 85  
37830 Kings Highway  
Beaver Island, MI 49782  
Office Phone: (231) 448-2014  
Email: mcnamara.stjamestwp.bi@gmail.com

Rick Speck, Zoning Administrator  
Email: speck.stjamestwp.bi@gmail.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)

## South Arm Township

PC

Robert Christensen, Township Supervisor  
PO Box 304  
East Jordan, MI 49727  
2811 M-66 South  
East Jordan, MI 49727  
Office Phone: (231) 536-2900

John Ferguson, Zoning Administrator  
Email: john@fcasurveying.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use Permit](#)

## Wilson Township

PC

Todd Sorenson, Township Supervisor  
PO Box 447  
02530 Fall Park Road  
Boyne City, MI 49712  
Office Phone: (231) 582-7122  
Email: tbsorenson@gmail.com

Scott McPherson, Planner/Zoning Administrator  
Email: scott@boynecity.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Zoning Application](#)

## Village of Boyne Falls

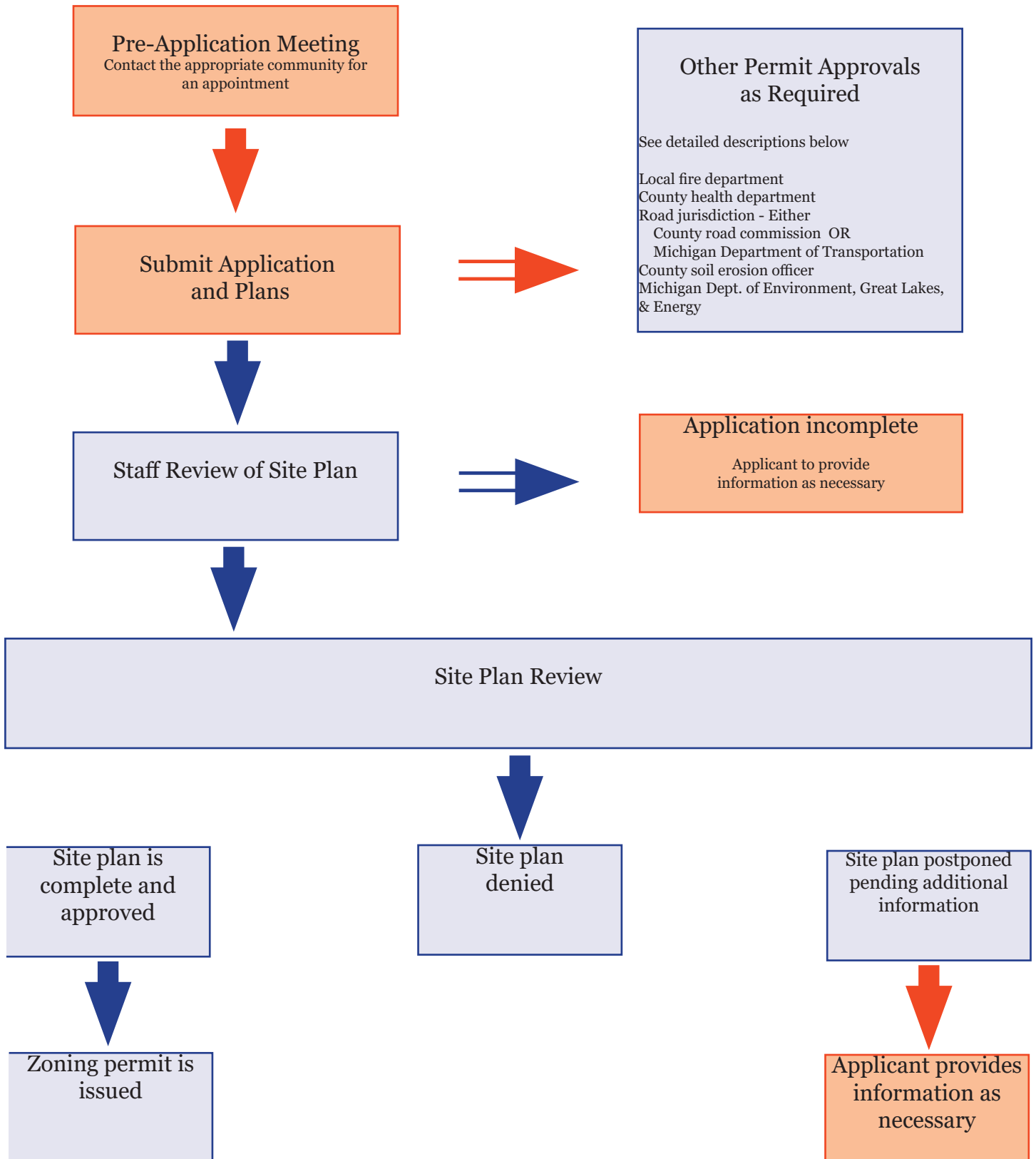
*No Zoning*

PO Box 213  
Boyne Falls, MI 49713  
Office Phone: (231) 549-2443



## Zoning Permit & Site Plan Review Process

Steps marked in orange indicates items the applicant is responsible for while blue indicates government or other agency review steps. Steps may vary by community.



## Additional Resources

Many regional and local agencies offer assistance to developers who are considering a project in Charlevoix County. Many of these agencies are partners to local government and can help support a project through the permitting and zoning process. Please contact the individual agency for further information.



### Housing North

#### Charlevoix County Housing Ready Program

Housing North is a regional housing advocacy agency for northwest lower Michigan. Housing North was formed in 2018 by a cross-sector group of regional housing partners (business, philanthropic, government, workforce development, housing agencies) to overcome communication, policy, and financial barriers that prevent housing solutions. Housing North exists as a result of a shortage of housing in Northwest Michigan which hurts both residents and businesses. Housing North seeks to offer assistance to systemic issues such as expensive land and development costs, zoning that doesn't allow needed housing, and public opposition to development or zoning amendments.

[Website](#)



### Michigan State Housing Development Authority

The Michigan State Housing Development Authority (MSHDA), established in 1966, provides financial and technical assistance through public and private partnerships to create and preserve safe and decent affordable housing, engage in community economic development activities, develop vibrant cities, towns and villages, and address homeless issues. MSHDA has a number of housing assistance programs which a developer might be eligible to apply for.

[Website](#)



### Networks Northwest

Formerly Northwest Michigan Council of Governments, Networks Northwest is a regional planning agency which services 10 counties in northwest, lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford. Networks Northwest's staff of Community Planners provide technical planning expertise related to community engagement, spatial analysis, and master and recreational planning.

[Website](#)



## Northern Lakes Economic Alliance

NLEA's mission is to "To enhance the economy in our three-county service area by acting as a resource to help communities and entrepreneurs retain and create quality jobs in Antrim, Charlevoix, & Cheboygan Counties". This is achieved through their work in business retention and growth, community development, business attraction and growth, and grant administration and program support.

[Website](#)



## Tip of the Mitt Watershed Council

Tip of the Mitt Watershed Council is dedicated to protecting our lakes, streams, wetlands, and groundwater through respected advocacy, innovative education, technically sound water quality monitoring, thorough research, and restoration actions. If you need assistance improving the environmental integrity of your site while maintaining economical and aesthetic value contact the Watershed Council.

[Website](#)