

*City of Frankenmuth
Internal Review Process*

First steps for all applications:

1. Get from applicant:

- Application can be found online on city website / government tab / Forms, Links, and Applications
- Application can be found internally on S:\ADMINISTRATION\Applications - Internal Review
- An email if possible
- A site plan if available
- Check based on current year's fee schedule found in Appendix (A)
- Look up parcel number if necessary

Were all of the application materials included?

- a. If no, notify the applicant of the application deficiencies and hold any further action until all the materials are received.
- b. If yes, continue to Step 2.

2. Processing the Application Fee

Office Staff Only: Please input the application and fee information into the City's BS&A website. Save a receipt of processing the check.

3. Google drive, fill out.

- a. Go into the City of Frankenmuth Applications drive folder and choose the master spreadsheet titled "(year) Planning Applications"
- b. Find the correct tab at the bottom of the sheet based upon application.
- c. Assign a number based on year and prior applications.
- d. On log sheet, enter
 - Applicant
 - Owner
 - Address
 - Date Received
 - Meeting Date
 - Description
- e. Create a folder in the drive saved into the correct application type's folder with the number as the title.

4. Scan document

- a. Scan all documents.
 - a. Digital Copy -
Save scanned documents (S:\SCANS) from computer into Google Drive's folder.
 - b. Hard Copy -
Print out scanned documents and create a hard copy folder version with a manila folder. Write the application number at the top, place documents in, and put the folder into the correct master folder file cabinet.

Zoning Permits (includes zoning for any construction or building relocation that does not require site plan approval)

1. Steps 1-4

5. Approved Permit –Zoning Administrator will review and within 15 calendar days of the receipt of a complete application and will then send it back approved, or denied.

6. Permit Denied – if Zoning Administrator denies the permit, applicant receives reasons in writing and appeal process. If they wish to appeal the denial:

- a. Application for variance or appeal may be taken by the Zoning Administrator or Village Office
- b. Process the application fee (see Step 2)
- c. File appeal with zoning administrator if it was not originally filed with him/her.
- d. Zoning administrator shall transmit the same, together with all plans, specifications and other papers pertaining to the application or appeal to the Zoning Board of Appeals.
- e. After paperwork has been filed, the ZBA shall fix a reasonable time for the hearing of the appeal. Any interested party is encouraged to attend.
- f. For variance or appeal involving a specific parcel of land, the Village Clerk shall mail notice of the hearing, 15 days prior to the hearing, to the applicant and to all residents or owners of real property within 300 feet of the premises in question, including property outside the village limits.
- g. For all hearings, a notice shall be published at least 15 days prior to the hearing. Notice shall include:
Nature of the request, applicant, plan (if applicable), and location.
- h. The board shall decide all applications within a reasonable timeframe. Copy of the board's decision shall be transmitted to the applicant and to the zoning administrator.

Special Use Permits, Site Plan Review, Plats, and Rezoning

Please complete the following steps for each particular board as needed – ZBA, HDC, Planning Commission, City Council, etc.

Pre-application - received (for site plan)– schedule a pre-application meeting if requested. The pre-application meeting is a chance for the applicant to ask any questions about the project and what is required in the site plan. Actual site plan documents are not required at this meeting, but may be helpful if they are completed.

Completed application and site plan are submitted to the Zoning Administrator at least 21 days prior to the next Planning Commission meeting. If plans are dropped off to the City Office, submit the plans to the Zoning Administrator to review and check for any missing documentation.

1. Steps 1-4

- 5. Zoning administrator will submit the plans to the site plan review committee consisting of:**
- Fire Chief
 - City Police Chief

- City DPW Superintendent
- City Engineer

6. Schedule meeting with Planning Commission – the planning commission now has the responsibility to approve, approve with specific changes, or denied. Any conditions or changes stipulated by the Planning Commission shall be recorded in the minutes and a copy of conditions or changes shall be given to the applicant and zoning administrator.

7. Submitting for publishing – appeals hearings

Email Frankenmuth News with the following message and attach a Word copy of the notice:

SUBJECT: Notice of Public Hearing
Date: {Date Sent}

Please publish the attached notice of public hearing in the {date you want it published} edition of the Frankenmuth news.

Include: Nature of the request, applicant, plan (if applicable), and location.

Neighbors within 300' of the project must be notified via mail within 15 days of the meeting with the nature of the request, applicant, plan, public hearing meeting information.

8. Meeting packets - are prepared by the zoning administrator containing a copy of the application, a copy of the site plan (if required), a copy of any building plans or elevations and a copy of all comments are distributed to the Planning Commission 5 days prior to the scheduled meeting. Electronic copies will be used when possible and emailed to the appropriate personnel.

9. Application Finalization

After consideration of the application by the Planning Commission at the public hearing, a decision is made regarding Special Approval based on standards found in Chapter 36, Article 11 of the Village of Millington's Code of Ordinances. Within 5 business days of Planning Commission decision, a letter outlining the decision is mailed to the applicant and zoning administrator.

1. Approved as submitted without any conditions.
2. Approved subject to conditions. If a site plan is approved with conditions, the conditions must be listed in and/or attached to the letter.
3. Denied. The Planning Commission, ZBA, or staff has denied the application. Reasons for denial are outlined in the letter along with information about appeal of that decision.

All letters are distributed in the following ways:

- Electronic copy to the Zoning folder.
- Hard copy gets filed in Parcel drawers in Village Office.
- Electronic or hard copy gets sent via email or mail to the applicant

Appendix

A. Fee Schedule

		2020
		Amount
	Zoning & Planning Fees	
25	Bed & Breakfast Permit - New	156.00
26	Bed & Breakfast Permit - Renewal & Hearing	156.00
27	Bed & Breakfast Permit - Renewal	49.00
28	Vacation Home Rental Permit - New	155.00
29	Vacation Home Rental Permit - Renewal & Hearing	156.00
30	Vacation Home Rental Permit - Renewal	49.00
31	Planned Unit Development Request	359.00
32	Outdoor Activities Permit - New	47.00
33	Outdoor Activities Permit - Renewal & Hearing	156.00
34	Outdoor Activities Permit - Renewal	47.00
35	Rezoning Request	492.00
36	Site Plan Review Request - Up to 1K sq ft	91.50
37	Site Plan Review Request - Over 1K Under 25K sq ft	140.00
38	Site Plan Review Request - Over 25K sq ft	194.00
39	Special Use Permit Request	154.00
40	Subdivision - Preliminary Plat	196.00
41	Subdivision - Final Plat	71.50
42	Variance Request	156.00
43	Zoning Permit - Fence, Storage Bldg, etc	47.00

B. Public Hearing Notice Example:

ZONING BOARD OF APPEALS

City of Frankenmuth

Public Hearing Notice

August 10, 2020

The City of Frankenmuth Zoning Board of Appeals will meet Thursday, August 27, 2020 at 5 P.M. at City and Township Government Center, 240 West Genesee Street, Frankenmuth, Michigan to hear the following appeal(s) from the Frankenmuth City Code:

APPEAL NO. 2020-03 – A public hearing will take place to entertain a request from Jim Howe on behalf of Star of the West for a variance from Section 5.116 and Section 5.131 of the City Zoning and Planning Code. Section 5.116 regulates district zoning. The lot currently resides in zone B-2 (Commercial). The applicant is requesting for approval to rezone a portion of the property from B-2 to I (Industrial). The applicant is also requesting approval to deviate from Zone I's required street side setback standard within the Zoning Ordinance, to permit a setback of 17-20 ft where at least 25 ft is required. The reason for this variance is to ensure that the mill seamlessly flows with the adjacent Main St properties.

Location: 245 S Main St (Just north of Kernel Benny's), Frankenmuth, Michigan 48734

A copy of the file(s) is available for review at the City Office during normal business hours.

Any persons interested in the above appeal(s) may be present at the scheduled hearing to voice their opinions, or may submit written comments to the Zoning Administrator, Frankenmuth City & Township Government Center, 240 W. Genesee Street, Frankenmuth, MI 48734-1398, prior to the scheduled hearing.

B. Neighbor Letter: Making A 300' Buffer Letter:

Buffer:

1. Go to Sagagis.org
2. Get into GIS (Click the map)
3. Search your necessary address
4. Click Map Tools in the upper right
5. Click Buffer, make sure it is 300 ft, click select and choose your parcel, and hit run
6. Save CSV

Labels:

1. Open up Word
2. Select Mailings and Mail Merge
3. Choose label and follow the steps using your saved CSV address file
You will likely need to set you First Name, Last Name, and Address on step 4
4. Copy and paste the "address" label into each cell on the page
5. Get labels from the supply closet and put them into the proper tray
6. When printing, make sure that you select the tray of choice

Letter:

ZONING BOARD OF APPEALS NOTICE TO ADJACENT PROPERTY OWNERS August 10, 2020

Subject: Zoning Board of Appeals Meeting

The City of Frankenmuth Zoning Board of Appeals will meet on Thursday, August 27 2020 at 5 P.M. at City and Township Government Center, 240 West Genesee Street, Frankenmuth, Michigan to hear several appeals from the Frankenmuth City Code.

You have been sent this notice because you are a property owner adjacent to the property(ies) under consideration for the below appeal:

APPEAL NO. 2020-04 – A public hearing will take place to entertain a request from Mr. John Chase for a variance from Section 5.144 of the City Zoning and Planning Code. Section 5.144 regulates the size and setbacks of accessory buildings and private garages for dwellings in zone RA-2. The applicant is requesting approval to deviate from the zone's required 5-foot side and rear setback standards to create a two car garage with a 2.6" setback.

Location: 410 Ardussi St, Frankenmuth, Michigan 48734

A copy of the file(s) is available for review at City Hall during regular business hours.

If you are interested in the above appeal(s), you are advised to appear either in person, or by agent, to voice your comments, if any.

Comments may also be submitted in writing to the Zoning Administrator, 240 West Genesee Street, Frankenmuth, MI 48734-1398. Written comments must be received prior to the hearing.

C. Example of Applicant Acknowledge Letter:

August 6, 2020
Jason Hultberg
Frankenmuth Industrial Services
310 List St
Frankenmuth, MI 48734

RE: Variance Request 2020-07

Dear Mr. Hultberg:

This letter is to acknowledge receipt of your variance request. Your request will be presented as follows:

Variance Request:

Zoning Board of Appeals

August 27, 2020 at 5 pm

It is advisable that either you and/or your representative be present at the meeting to answer any questions that may be raised.

If you have any questions regarding this schedule, please do not hesitate to call me at (989) 652-3430 ext. 105.

Sincerely,

Ashley McKnight
CEDAM Fellow

D. Example Applicant Decision Letter:

September 3, 2020

Jason Hultberg
Frankenmuth Industrial Services
310 List St
Frankenmuth, MI 48734

RE: Variance Request 2020-07

Dear Mr. Hultberg:

At their meeting of August 25, 2020 Zoning Board of Appeals approved your variance request case #2020-07. Enclosed please find a copy of the minutes from that meeting.

Variance Request:

Zoning Board of Appeals

August 27, 2020 at 5 pm

If you have any questions, comments, or concerns regarding this decision, please do not hesitate to call me at (989) 652-3430 ext. 105.

Sincerely,

Ashley McKnight
CEDAM Fellow

E. Example Agenda:

August 27, 2020

To: City Planning Commission Members

From: Bridget Smith, City Manager

Re: Zoning Board of Appeals Meeting

The Zoning Board of Appeals will hold a regular meeting Thursday, August 27, 2020, at 5:00 p.m. outdoors at the City & Township Government Center, 240 W. Genesee Street. The following agenda has been scheduled:

1. Call to order by Chairman David Luhring.
2. Approval of the agenda.
5. Recognition of guests and public comments.
6. New Business
 - a. Star of the West
 - b. St. Lorenz parsonage
 - c. Maplecrest Drive
 - d. 410 Ardussi
 - e. 310 List Street
9. Correspondence and Updates

cc: Phil Kerns

F. Example Report:

City of Frankenmuth
M E M O R A N D U M

Date: July 28, 2020

To: Planning Commissioners

From: P. Kerns

Re: Proposed new construction at Conlee Station 1015 S. Main St

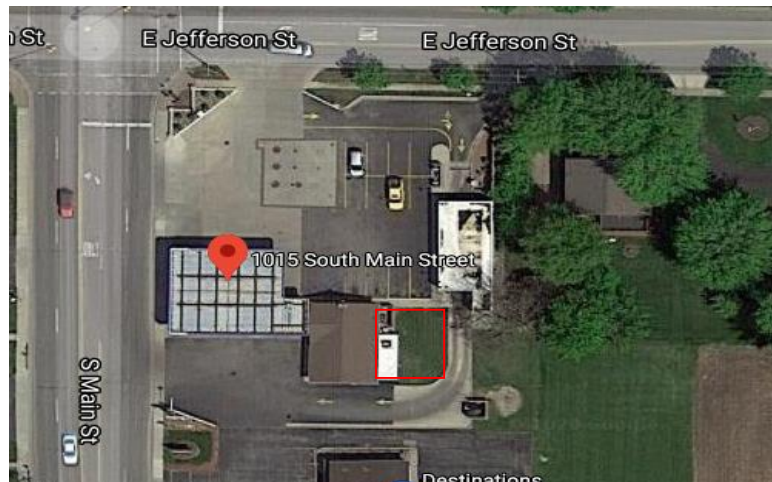
Requested Action: The applicant is seeking site plan approval to develop an addition to the gas station.

Applicant: Conlee Station

Builder: Vienna Contracting Corp.

1. General Information:

- A. *Project Description:*** The applicant is seeking site plan approval to construct an addition to the current gas station. At build out, the attached development will include a walk-in cooler, supply closet, and a new office. Two of the units are proposed to begin construction immediately and are office uses. The proposed addition is intended for immediate construction.
- B. *Project Location and Current Zoning:*** There are two (2) parcels owned by Conlee Station. The addition site lies on the rectangular parcel is located behind the store at corner South of E Jefferson St and East of S Main St. The parcel is currently zoned B2 – Comm.



C. Adjacent Land Use and Zoning:

NORTH: Zoning: B2
Land Use: Commercial – Zehender Realty

SOUTH: Zoning: B2
Land Use: Commercial – Keller Enterprises

EAST: Zoning: B2
Land Use: Commercial – House

WEST: Zoning: B2
Land Use: Commercial - Schaefer & Bierlein Inc

2. Technical Information

- A. *Physical Site Characteristics* The existing store has 70 feet of frontage on Main Street and has approximately 130 feet of frontage on Jefferson. It has 98 feet of depth and totals .451 acres. The addition will add 1,100 sq ft onto the current 1,264 sq ft building making it 2,364 sq ft.
- B. *Public Utilities* The available utilities on the parcel are two (2) storm manholes, one (1) catch basin, and one (1) 8” storm sewer. On the second Conlee parcel to the East is one (1) storm manhole and one (1) 6” sewer lead.
- C. *Interdepartmental Review* Public Works has reviewed the plan. All necessary utilities are available on site.

3. Staff Comments

Setbacks and Buffers

Setbacks provided exceed the requirements in the ordinance as detailed below.

	Required	Provided
Front Yard	5’	70’
Side Yard	20’	20+
Street Side Yard	25’	30+
Rear Yard	20’	30’+
Height	45’	15’

Access and Circulation

This site will not change existing access. The addition will slightly change the circulation of the structure. Vehicle circulation around the building, including the carwash, will not be altered.

Parking

Per Section 5.146, six (6) parking spaces should be available per 1,000 sq ft. Therefore, in the 2,364 sq ft building, there should be 12 spaces. The addition to the building contains a new office. The adequacy of spaces is contingent upon whether or not the office will impact the number of employees. If it does, additional parking spaces and the updated plan including them are required.

Landscaping

A total of seven percent (7%) of the site shall be landscaped per Section 5.153(2) & 5.204(d). This equates to 884 sq ft with the current building size. With the addition, the amount of landscaping necessary increases by 769 sq ft for a total of 1,654 square feet. The proposed plan also takes away 1,100 sq ft of landscaping presently there. Therefore, a detailed landscaping plan to ensure that the additional 769 sq ft is complied with is required to be submitted and approved by the City.

Lighting There is an adequate amount of lighting on site. Any additional lighting would require submission of a photometric plan.

Signs Any additional signage to the site or building would require submission approval of a permit.

Staff recommendations:

Staff has reviewed the proposed site plan and finds that the proposed uses are permitted by right, and the project complies with the general development standards of the City of Frankenmuth. Staff recommends approval of the site plan with the following conditions:

1. Prior to issuance of a building permit, the following is required:
 - A. Submission of a landscape plan meeting or exceeding the City's requirements.
 - B. The proper maintenance of the building's exterior to diminish any unappealing sights (Ex; rust).
 - C. The proper maintenance of the site to diminish any unappealing sights (Ex; metal poles on E Jefferson and any potholes).