

CITY OF MARINE CITY

Planning Commission Meeting Agenda

Guy Community Center, 260 South Parker Street

Regular Meeting: Monday, April 11, 2022 6:00 PM

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Commissioners Graham Allan, William Beutell, Benjamin Heath, Keith Jenken, Madelyn McCarthy, Joseph Moran; City Commissioner William Klaassen; City Manager Holly Tatman

4. **COMMUNICATIONS**

A. St. Clair County Metro Planning Commission Master Plan Visioning Meetings

5. **APPROVE AGENDA**

6. **PUBLIC COMMENT** *Anyone in attendance is welcome to address the Planning Commission. Please state name and limit comments to five (5) minutes.*

7. **APPROVE MINUTES**

A. March 14, 2022 Meeting Minutes

8. **UNFINISHED BUSINESS**

A. Vacant Storefronts

B. Master Plan Updates: Zoning Maps

9. **NEW BUSINESS**

A. 6221 King Road – Site Plan Review

10. **ADJOURNMENT**



COUNTY OF ST. CLAIR



Metropolitan Planning Commission

David Struck, Planning Director/Deputy County Administrator

RECEIVED
MAR 22 2022

March 17, 2022

Dear Planning Commission Chairperson:

City of Marine City

As you may know, the St. Clair County Metropolitan Planning Commission (MPC) is in the process of updating the St. Clair County Master Plan, which serves as the framework on which numerous other plans and initiatives are based.

St. Clair County continues to engage the public and businesses within our community for input on important issues to understand what makes us a premier area to live, work, and recreate. Local planning commissions are uniquely positioned to have a good understanding about the issues that impact their respective communities. They are also attuned to the desires of residents and have likely already identified opportunities that could benefit the county as a whole.

As part of our ongoing planning process, the MPC is hosting three master plan visioning meetings that will be open to the public. Our goal is to get input from citizens about the future of St. Clair County. We are asking each community to help share the details of these public visioning meetings with residents. Additionally, we are hoping you will share these meeting details with your full planning commission and other community leaders and encourage them to attend one of the sessions. Meeting details can be found below:

Tuesday, April 26, 6:30 pm – 8:30 pm:

Fort Gratiot Township Municipal Center
3720 Keewahdin Road
Fort Gratiot, MI 48059

Thursday, April 28, 6:30 pm – 8:30 pm:

Clay Township Hall
4710 Pte. Tremble
Clay Township, MI 48001

Wednesday, May 4, 6:30 pm – 8:30 pm:

Goodells County Park Community Center
8345 County Park Drive
Goodells, MI 48027

Thank you for taking the time to help shape the vision for St. Clair County's future.

Sincerely,

David Struck, AICP
Planning Director/Deputy County Administrator

**City of Marine City
Planning Commission Meeting
March 14, 2022**

A regular meeting of the Marine City Planning Commission was held on Monday, February 14, 2022 at 260 South Parker Street, and was called to order by Chairperson Moran at 6:16 pm.

The Pledge of Allegiance was led by Chairperson Moran.

Present: Chairperson Joseph Moran; Commissioners William Beutell, Madelyn McCarthy; Keith Jenken, Graham Allan; City Commissioner William Klaassen; City Manager Holly Tatman; Deputy Clerk Michele Goodrich

Absent: Commissioner Benjamin Heathp

Communications

None.

Approve Agenda

Motion by Commissioner Beutell, seconded by Commissioner Allan, to approve the March 14, 2022 Planning Commission agenda. All Ayes. Motion Carried.

Public Comment

None.

Approve Minutes

Motion by Commissioner McCarthy, seconded by Commissioner Klaassen, to approve the February 14, 2022 meeting minutes. All Ayes. Motion Carried.

Unfinished Business

Vacant Storefronts

Chairperson Moran stated that he did not see a conflict with the existing blight ordinance and the draft vacant storefront language however, the two ordinances needed to be blended together with consistent fees and section numbers.

Commissioner McCarthy questioned potential legal issues with the use of the word “abandoned” and proposed the use of the word “vacant” or “unoccupied” instead. Commissioner Allan responded that there were a few houses that had come before the Dangerous Building Board that fit the definition of abandoned; he suggested the use of the phrase “abandoned or vacant.” Commissioner Beutell stated his opinion that the definition of an “unoccupied” building was unclear and that there needed to be a better definition of the word “abandoned.”

City Manager Tatman informed the Board that there could be a clause worked into the ordinance for a property owner who was actively trying to sell their building to avoid paying fees however, she would prefer that they were still required to register their building as vacant so that the City was kept informed. She did not want to provide property owners with too many opportunities to avoid registration and that the point of the ordinance was to keep the pressure on so that buildings did not sit vacant. She stated that she would work on wording for an “out clause” for buildings that were under contract or were actively trying to be sold.

Commissioner Jenken questioned how the City could instruct property owners to utilize their buildings in a specific way. City Manager Tatman responded that commercial property owners had a responsibility to use the space in accordance with how it was zoned and that buildings in the commercial district were not zoned for storage.

Commissioner McCarthy stated that the City could not just levy a charge against a property owner without performing an action. City Manager Tatman responded that the registered buildings would be actively monitored and inspected for compliance by the Building Department.

Commissioner Allan expressed his opinion that a 90 day turn around was too short of a timeframe and recommended it be 180 days. He also stated that he would like to incorporate language that referenced buildings must be utilized consistent with the zoning of that parcel. Chairperson Moran responded that that language could be included under Supplementary Conditions.

Chairperson Moran stated that the registration fees needed to be firmed up and that they needed to be consistent with the blight ordinance. It was determined that a \$75.00 registration fee was a good starting point and that a \$75.00 monthly inspection fee would

be consistent with the Building Department's current inspection fee. Commissioner Jenken advised that the City should not make fees too cheap or property owners may choose to just pay the fee rather than pay for a storage unit. Commissioner Allan suggested that if a property owner was non-compliant after one year, that there would be a review by City Commission or possibly a higher fine. City Manager Tatman advised the Board that if the property owner was non-compliant, the City could take the property owner to court for zoning requirements. Chairperson Moran suggested that the ordinance contain language specifying that the intent was for the building to be sold or occupied.

Commissioner McCarthy informed the Board that she had reviewed Detroit's vacant structure ordinance and that they required a building be posted with the contact information of an individual associated with the building.

City Manager Tatman advised the Board that she would have the City Attorney review the language presented on page 5 of the draft ordinance. She also stated that the "Independent Authority" identified on page 6 would be the City, specifically the Building Department. Commissioner Allan recommended the wording be changed to "Designated City Official."

Master Plan Updates: Zoning Maps

The Board discussed what parameters the Planning Commission had for the Zoning Map updates, they discussed if there were substantial changes or spot changes. Commissioner Klaassen stated that the zoning for the Marina area near CVS needed to be reviewed. The Board discussed the zoning along Belle River and what businesses could go there.

The Board discussed zoning at the Tag-A-Long Trailer Park. City Manager Tatman informed the Board that the City could change the zoning of the parcel to residential however, tenants could not be forced to move. She updated the Board to discussions she had with the St. Clair Economic Development Alliance, who advised that low to middle income housing options were a priority in the County and that young families were turning to mobile home parks. She stated that a private investor with substantial financial backing could come in and change the entire appearance of the current mobile home park and that she was going to reach out to potential investors.

Chairperson Moran advised the Board to review the current Zoning Map and provide any edits at the next Planning Commission meeting and that upon discussion, the Planning Commission would decide what services would be required from Wade Trim. The Board tabled moving forward with the Zoning Map updates until the next meeting.

New Business

None.

Adjournment

Motion by City Commissioner Allan, seconded by City Commissioner Beutell, to adjourn at 7:17 pm. All Ayes. Motion Carried.

Respectfully submitted,

Michele E. Goodrich
Deputy Clerk

Shannon Adams
City Clerk

CITY OF MARINE CITY
ST. CLAIR COUNTY, MICHIGAN
ORDINANCE NO. 22-01

AN ORDINANCE OF THE CITY OF MARINE CITY, ST. CLAIR COUNTY, MICHIGAN TO AMEND LAND USE TITLE XV, CHAPTER 158, SECTION 145 ET SEQ. ENTITLED "BLIGHT PREVENTION."

THE CITY OF MARINE CITY ORDAINS:

SECTION 1. AMENDMENT.

Chapter 158.145 et seq. is hereby amended to read as follows:

Section 158.145. Purpose.

It is the purpose of this article to prevent, reduce, or eliminate blight by preventing and eliminating contributing factors and causes of blight in the City. This ordinance addresses vacant or abandoned buildings which the City Commission determines to contribute to blight.

By way of this ordinance, the City encourages proper occupied use of commercial and industrial buildings within their zoning districts. It is recognized that blight lowers property values, leads to deteriorating conditions, undermines the quality of life, affects the public health, safety, and general welfare and also results in human injury and potentially invites criminal activities.

It is also determined that vacant or abandoned structures demand an inordinate amount of city administrative and ordinance enforcement resources. As such, the City Commission finds the prolonged presence of vacant or abandoned structures to be unacceptable to the citizens of Marine City.

Section 158.146. Definitions.

The following words, terms, and phrases, when used in this provision, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(A) Vacant or Abandoned Commercial Structure means and includes:

1. Any single tenant building located in a commercially zoned district which has been unoccupied by a tenant for a period of ninety (90) consecutive days or which satisfies one (1) of the supplementary conditions defined in subsection (G), below; or
2. Any multi-tenant building located in a commercially zoned district which is more than fifty percent (50%) unoccupied for a period of ninety (90) consecutive days or which satisfies one (1) of the supplementary conditions

Commented [Young, Ad1]: Is the City proposing to delete the current blight regulations found in Sections 158.145 through 158.148? These existing regulations cover things like blighted structures, keeping of junk, keeping up with the mowing of grass, etc. Assuming that you do NOT want to delete the current provisions, this will need to be revised. What you could consider is having a new heading within Chapter 158 called "Vacant and Abandoned Structures" and establish new sections starting with Section 158.149.

defined in subsection (G), below.

(B) Vacant or Abandoned Industrial Structure means and includes:

1. Any single tenant building located in an industrially zoned district which has been unoccupied by a tenant for a period of ninety (90) consecutive days or which satisfies one (1) of the supplementary conditions defined in subsection (G), below; or
2. Any multi-tenant building located in an industrially zoned district which is more than fifty percent (50%) unoccupied for a period of ninety (90) consecutive days or which satisfies one (1) of the supplementary conditions defined in subsection (G), below.

(C) Vacant or Abandoned Structure means and includes commercial or industrial structure as defined herein.

(D) Accessory Building means a subordinate structure on the same premises as the main structure, the use of which would be naturally and normally incidental to that of the main structure, whether the main structure is a vacant or abandoned structure or not, such as, but not limited to, a garage, barn, or storage shed.

(E) Owner means any person with legal or equitable ownership interest in the property.

(F) Secured means a building which has all points of entry into the structure either:

1. Closed by use of windows and doors which are in proper working order, intact, without holes, broken elements, and are locked; or
2. Secured by exterior grade plywood in compliance with this subchapter.

(G) Unoccupied means without occupants, void of zoning use; vacant or abandoned

(F) Supplementary conditions shall mean and include the following:

1. Is open to casual entry or trespass;
2. Is damaged by fire, flood, weather, or vandalism;
3. Is the site of loitering or vagrancy;
4. Demonstrates a lack of proper Maintenance Code, Fire Prevention Code, Heating Code, Building Code, or State Construction Code;
5. Is under notice for being in violation of a City ordinance;
6. Has been secured or boarded up for at least ninety (90) days;
7. Has taxes in arrears to the City for more than three hundred sixty-five (365) days;
8. Has utilities disconnected or not in use;
9. Is under condemnation notice or legal order to vacate;
10. Is structurally unsound; or;
11. Is a potential hazard or danger to persons.

Sec. 158.147. Registration.

Owners of vacant or abandoned structures shall register such properties with the City and pay a monthly registration fee as set forth in the Fee Schedule. The duty to register an abandoned structure shall not require prior notice to the owner by the City. Registration of a vacant or abandoned structure does not preclude the City from taking appropriate actions to secure the property or to issue orders to repair or abate dangerous, hazardous, or unlawful conditions or from acting to eliminate an imminent hazard to public health and safety.

Sec. 158.147. Registration Information.

- (A) For each vacant or abandoned structure each owner shall register with the City and provide the following information on a vacant or abandoned structure registration form available from the City:
1. The address of the vacant or abandoned structure;
 2. The complete mailing address of all owners;
 3. Telephone number of each owner, including cell phone numbers;
 4. Proof of identification of each owner;
 5. The name, address, and telephone number of any local agent or representative authorized by the owner to handle the affairs of the property;
 6. The reason for vacancy of the property;
 7. The estimated length of time the property is expected to remain vacant; and
 8. Any plans for restoration, reuse, or removal with an accompanying timeline and work schedule.
- (B) An owner shall notify the City and file an amended form within seven (7) days of any change in the registration information required by this section.

Sec. 158.147. Registration and registration fee.

- (A) An owner of a vacant or abandoned structure, whether registered or not, shall pay a vacant or abandoned structure registration fee and a monthly administrative fee for the time during which such structure remains unused for the purposes for which the property is zoned. The vacant or abandoned structure registration fee and monthly administrative fee shall be the same amount as the inspection department administrative fee established in the City's most current Fee Schedule, which may be amended from time to time at the discretion of the City.
- (B) Fees under this section shall be established to support the services rendered by the City in the course of its duties related to vacant or abandoned structures. Failure to register a vacant or abandoned structure or pay the registration fee and monthly administrative fees shall be cause for penalties to be assessed and are a criminal violation of this subchapter.

- (C) The monthly administrative fee shall be paid so that it is received by the City on or before the seventh day of each month, following each month during which the structure was a vacant or abandoned structure for fifteen (15) days or more.
- (D) A late fee, in an amount equal to fifty percent (50%) of the inspection department administrative fee rounded up to the next whole dollar amount shall also be payable by an owner of a vacant or abandoned structure when the monthly administrative fee is not paid by the due date referenced in the Fee Schedule.
- (E) Exceptions for the monthly registration fee may be considered by the building official or City Manager if it can be proven the property is held up in probate and a resolution is forthcoming, under construction with a reopen date established, or for sale with proven attempts to actively sell the property. Initial registration and registration fee is required.

Sec. 158.147. Recovery of fees.

If all or part of the fee required by this subchapter are not paid or are overdue, the City may recover such sums by filing suit against the owner for entry of civil money judgment or any other means available by law. The City shall be entitled to all attorney fees and costs incurred in obtaining a warrant or to obtain a judgment against an owner for any overdue or unpaid fees associated with any vacant or abandoned structures.

Sec. 158.147. Securing structures.

- (A) Unless otherwise specified by the building inspection department, a City order to secure a vacant or abandoned structure shall be complied with by the owner within seventy-two (72) hours. If the securing has not been completed or does not comply with the requirements for securing the structure under this subchapter, the City may secure the structure and bill the owner of record for all costs incurred, including service fee, and administrative costs. The amount so billed shall constitute a personal debt of the owner and may be recovered in the same manner permitted for the recovery of fees under this subchapter.
- (B) All points of entry on a vacant or abandoned structure that are suitable for animal or human entry shall be secured as follows:
 1. Unless otherwise specified by the building inspection department, on all first story and ground accessible points of entry, such shall be secured by the use of exterior grade plywood or its equivalent, of at least one-half-inch thickness, cut to the size of the opening and secured by the use of Phillips-headed two-inch-long screws; and
 2. Unless otherwise specified by the building inspection department, on entry points being secured above the first story or were not accessible from ground

level, such shall be secured by the use of exterior grade plywood or its equivalent of at least one-half-inch thickness, cut to the size of the opening and secured by the use of sixteen (16) penny common nails.

Sec. 158.147. Right of entry and inspection.

If the owner has failed to secure a property the City may, after obtaining a warrant or appropriate court order from a court of competent jurisdiction, enter to secure the structure or reenter the structure to conduct necessary inspections to ensure compliance with the requirements of this subchapter and to determine if there are any emergency or hazardous conditions.

Sec. 158.147. Reuse and re-occupancy.

(A) Re-Occupancy of Vacant or Abandoned Commercial or Industrial Structure: The owner of a vacant or abandoned commercial or industrial structure shall be required to obtain and pay for special inspections including but not limited to building, electrical, HVAC, and plumbing inspections. The fees set forth in the Fee Schedule shall be in addition to those required by any section of the city ordinances. The owner of a vacant or abandoned commercial or industrial structure shall obtain all necessary permits and pay all related fees in full, for work identified as being necessary during a special inspection. Permits shall be obtained and all fees paid in full for any work previously completed without the requisite permit. Each inspection shall be conducted and approved in accordance with the Marine City Code of Ordinances, state codes, Property Maintenance Code, Fire Prevention Code, and Heating Code.

(B) Certificate of Re-Occupancy for Vacant or Abandoned Commercial or Industrial Structure: A certificate of re-occupancy shall be issued after all of the following conditions are fully satisfied:

1. All fees, including but not limited to late charges and re-inspection fees are paid in full;
2. All inspections and approvals have been obtained from the director of inspection;
3. All outstanding fees, charges, and monies owed by the owner of the abandoned structure to the City of Marine City have been paid in full.

Sec. 158.147. Responsibility for violations.

All nuisance and building related code violations will be cited and noticed to the owner of record and shall become the owner's responsibility. The owner of any abandoned structure shall be obligated to provide written notice to any prospective purchaser of any vacant or abandoned structure of any violations, fees, or obligations imposed by the city regarding that vacant or abandoned structure. Failure of an owner to comply with this section shall constitute a violation of this chapter. If the owner sells or otherwise disposes of

the property to another party, the new owner shall not be entitled to any extension of time to correct or address such violations as existed at the time of sale, transfer, or conveyance of the property.

Sec. 158.147. Penalty.

- (A) A violation of this subchapter is a misdemeanor offense subjecting the violator to the penalties set forth in Section 10.99
- (B) Each day that an owner of a vacant or abandoned structure fails to comply with the requirements of this subchapter shall constitute a separate offense.
- (C) In addition to any other penalty provided for in this section, this subchapter may be enforced by suit for injunction, action for damages, or any equitable relief appropriate to the enforcement of this subchapter.

SECTION 2. SEVERABILITY.

This ordinance and each of the various parts, sections, subsections, sentences, phrases, and clauses hereof are declared to be severable. If any part, section, subsection, sentence, phrase, or clause is determined to be invalid or unenforceable by a court of competent jurisdiction, it is hereby provided that the remainder of the Ordinance shall not be affected thereby and shall remain in full force and effect.

SECTION 3. REPEAL OF ORDINANCES IN CONFLICT HEREWITH.

Any and all Ordinances of the City of Marine City or any parts or provisions thereof, to the extent that they are contrary to or inconsistent with the provisions of the within Ordinance, are hereby expressly repealed.

SECTION 4. RATIFICATION

All other provisions of the Code of Ordinances of the City of Marine City, Michigan except as herein modified or amended are hereby expressly ratified and affirmed.

SECTION 5. PUBLICATION.

This Ordinance shall be published in accordance with the terms, provisions, and requirements of the City Charter of the City of Marine City, Michigan, and in accordance with and to the extent required by the statutes of the State of Michigan.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall take effect on the first day of (MONTH/YEAR), in accordance with the provisions and requirements of the City of Marine City. The City Clerk is hereby directed to publish this Ordinance within fifteen (15) days after the date of adoption as required by section 7.2 of the City Charter of the City of Marine City.

ORDINANCE DECLARED ADOPTED.

Cheryl Vercammen, Mayor
City of Marine City, Michigan

CERTIFICATION

The foregoing is a true and complete copy of an Ordinance adopted by the City Commission of the City of Marine City, County of St. Clair, State of Michigan, at a regular meeting of the City Commission held on the DAY day of MONTH, YEAR, and public notice of said meeting was given pursuant to and in accordance with the requirements of Act No. 267 of the Public Acts of 1976, as amended, being the Open Meetings Act, and the Minutes of said meeting have been or will be made available as required by said Act.

Members Present:

Members Absent:

It was moved by Commissioner NAME and supported by Commissioner NAME to adopt the Ordinance.

Ayes:

Nays:

The Ordinance was declared adopted by the Mayor and has been recorded in the Ordinance Book of the City of Marine City.

NAME, City Clerk
City of Marine City, Michigan

8-A

INTRODUCED:
ADOPTED:
PUBLISHED:
EFFECTIVE:

To: Chairman and Members of the Marine City Planning Commission
From: Tracy Kallek, Building Official
Date: 03/31/2022
Subject: St Clair County Community Health
6221 King parcel # 02-925-0075-000
Zoning is B-2

Re: Build out and Expansion

Site Plan Review:

St Clair County, is asking to add office partitions to create a private setting for patients. The approval for such partitions will fall upon the building plan review process. The reason for PC meeting is to approve a temporary rear gravel parking lot. *In §160.161 Surface of Parking Area-(B) The parking area shall be surfaced within 1 year of occupancy.* SSC intends on purchasing additional adjoining property with future expansion, they are currently in negotiations. At that time a Retention/Detention Pond will be installed, the proposed gravel lot torn out and an addition to the primary structure added.

The Zoning is B-2, §160.095 Intent - The B-2 General Business District is designed to furnish areas served by the B-1 Central Business District with a variety of automobile services and goods incompatible with the uses in such B-1 Central Business District. The B-2 General Business District is characterized by More diversified business types and is located to serve transient traffic in addition to tourist accommodations and services.

Uses permitted per §160.096 Principal Uses Permitted.

(E) **Governmental office or other governmental use;** public utility offices, exchanges, transformer stations, pump stations, and service yards but not including outdoor storage;

Summary: The zoning Department sees no issues in allowing the proposed use.

Best Regards,



Tracy Kallek, Marine City Building Official

NPS 240-100-370
SCC M.H. AS.101



City of Marine City
Building Department
260 S Parker St.
Marine City, MI 48039
(810) 765-9011
buildingdepartment@cityofmarinecity.org

SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST FOR PLANNING COMMISSION

Cash Receipting Code: Plan Com

Application Fees:	\$200.00	Single & Multi-Family (up to 3 units)
	\$300.00	Commercial, Industrial, Subdivisions, Condos, Multi-Family (4 or more units)
	\$200.00	Special Use Application

ZONED B-2
OK under 160.076 (E)

When this completed application is filed in conjunction with the site plan for the proposed development, it will serve to initiate processing of the plans in accordance with the review procedure as described in the City of Marine City Zoning Ordinance. The engineer, architect, planner and/or designer retained to develop the site plan shall be responsible for securing a copy of the City of Marine City Zoning Ordinances, which are available on the City's website at www.cityofmarinecity.org, and complying with the various requirements therein. Further, these professionals shall make themselves aware of all master plan requirements including, major thoroughfares, land use, recreation, etc. Be sure to complete each applicable section of this application, omission of any required information will delay the review process. **Applicant will reimburse the City of Marine City for all planning Consultant fees and Engineering Consultant fees associated with this application prior to being placed on the agenda.**

Applicant Name(s): NICK MIGHION

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner Name(s): SCCCMH - MIKE KLEMMER

Property Owner Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Proposed Development: EXISTING SITE - ST CLAIR COUNTY COMMUNITY MENTAL HEALTH

Address of Development: 6221 KING RD. MARINE CITY MI

Parcel No.: 74029250075000 Description of Development: New Addition

Copy of Legal Description Attached

Proposed Use: COMMERCIAL OFFICE SPACE FOR COUNCILING/THERAPY

I (We) hereby attest that all of the information provided in this application and attachments submitted, are true and correct to the best of my (our) knowledge and belief.

Applicant's Signature: Nick Mighion Date: 3/21/22

Owner's Signature: Mike Klemmer Date: 3/21/22

Site Plan Preparer Signature: Nick Mighion Date: 3/21/22

If petitioner is not the owner, state the basis for representation (i.e. Attorney, Representative, Option-to-Buy, etc.): _____



City of Marine City
Building Department
303 S. Water St.
Marine City, MI 48039
(810) 765-9011
buildingdepartment@cityofmarinecity.org

SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST FOR PLANNING COMMISSION

Site Plan Review Process for Applicant

- Applicant contacts Marine City Building Department for an appointment to discuss zoning, permitted uses, and special land uses (if applicable), and the review process.
 - If a variance is required, applicant may be directed to complete application for the Zoning Board of Appeals.
 - Planning Commission Approval is required for the following:
 - Division of Parcels of land & splitting lots.
 - For any & all uses in the following zoning districts: RM Multi Family Residential, WM Waterfront Recreation & Marina, MHP Mobile Home Park, B-1 General Business District, B-2 General Business District, I-1 Light Industrial, I-2 Heavy Industrial, P-1 Vehicular Parking.
 - For special uses in single family districts – will require notice be sent to all properties within 300 ft, no less than 15 days prior to meeting
 - Where special or changes of use approval is requires as stated in each individual zoning district list in the ordinance – will require notice be sent to all properties within 300 ft, no less than 15 days prior to meeting.
 - Any addition to an existing principal or accessory building within districts listed above where the proposed addition constitutes an increase of 1000 sq ft or 10% more of the existing building, whichever is less – will require notice be sent to all properties within 300 ft, no less than 15 days prior to meeting.
- Applicant contracts with engineer to prepare site plan based on discussions with the Marine City Building Department.
- Applicant submits **completed application, fee and three (3) sets of signed and sealed site and landscape plans** to the City of Marine City for review by the Marine City Building Department, City Manager and Wade Trim Engineering Firm.
 - Upon review from Wade Trim Engineering Firm, a plan review identifying site plan violations will be forwarded to the applicant indicating the necessary and advisable site plan revisions.
 - Upon review, Wade Trim may require a Zoning variance. The applicant will be directed to complete the application for the Zoning Board of Appeals.
- After the initial review, applicant will revise site plans in accordance with Wade Trim Engineering Firm recommendations and resubmit revised plans to the Planning Commission. **Applicant will need to submit ten (10) copies of signed & sealed revised site and landscape plans at least Twenty One (21) calendar days prior to the next Planning Commission meeting (second Monday of each month).**
 - Each re-visit of plans due to deficiencies or tabling of the original site plan will incur a charge of 75% of the original cost and may incur additional fees assessed by City Planning and/or Engineering Consultants (ie a re-submission of a Commercial Site Plan will be charged an additional \$225.00, minimum)

NOTE: APPLICANT WILL BE RESPONSIBLE FOR REIMBURSING THE CITY OF MARINE CITY FOR ALL PLANNING CONSULTANT FEES AND ENGINEERING CONSULTANT FEES ASSOCIATED WITH THIS APPLICATION PRIOR TO BEING PLACED ON THE AGENDA.



City of Marine City
Building Department
303 S. Water St.
Marine City, MI 48039
(810) 765-9011
buildingdepartment@cityofmarinecity.org

SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST FOR PLANNING COMMISSION

Checklist of Required Data to be Included on Site Plan

Site plans shall consist of an overall plan for the entire development. Sheet size shall be at least 24" x 36" with plan view drawn to a minimum scale of 1" = 20' if the subject property is less than three acres, and 1" = 50' if three or more acres. Applicant must submit ten (10) sets of sealed plans at least thirty (30) days prior to the next regular scheduled meeting. If the proposed development requires landscaping, then a landscape architect seal must also be on the plans. Included on the site plan will be all dimensions and the following:

General:

- Proprietors name, address and telephone number
- Date (month, day, year) including revisions
- Title block
- Scale
- North point
- Location map drawn at a scale of 1" = 2000' with North point indicated
- Architect, engineer, surveyor, landscape architect, or planner's seal
- Existing lot lines, building lines, structures, parking areas, etc. on the parcel, and within 100 feet of the site
- Centerline and existing and proposed right-of-way lines
- Zoning classification of petitioner's parcel and all abutting parcels
- Gross acreage figure
- Proximity to major thoroughfare and/or section corners

Physical Features:

- Proposed locations of access drives, street intersections, driveway locations, sidewalks, signs, curbing, and acceleration, deceleration, and passing lanes
- Location of existing and proposed service facilities above and below ground, including:
 - Storage, loading, and disposal areas for chemicals, hazardous substances, salt, and fuels
 - Water main, hydrants, pump houses, standpipes, and building services and sizes
 - Sanitary sewers and pumping stations
 - Storm water control facilities and structures including storm sewers, swales, retention and detention basins, drainage ways, and other facilities, including calculations for sizes
 - Location of all easements
- All buildings with dimensioned floor plans, setback and yard dimensions, and typical elevation views of proposed structures
- Dimensioned parking spaces and calculations, drives, and method of surfacing

Physical Features Continued:

- Exterior lighting locations and illumination patterns
- Location and description of all existing and proposed landscaping, berms, fencing, and walls
- Sidewalks and bike paths
- Trash receptacle pad location and method of screening
- Transformer pad location and method of screening
- Dedicated road or service drive locations
- Entrance details including sign locations and size
- Designation of fire lanes
- Any other pertinent physical features

Natural Features

- Existing topography with a maximum contour interval of two feet indicated. Topography on the site and beyond the site for a distance of 100 feet in all directions shall be indicated.
- A grading plan showing finished contours at a maximum interval of two feet, correlated with existing contours so as to clearly indicate required cutting, filling, and grading.
- Location of existing drainage courses, lakes, ponds, wetlands, river and streams, including their water surface elevation, floodplain elevation, and ordinary high water mark.
- Location of other natural resources features, including woodlands.

Additional requirements for Multiple-Family, and PUD Developments:

- Density calculations by type of unit by bedroom count
- Designation of units by type of unit in each building
- Carport locations and details where proposed
- Specific amount of space and locations
- Type of recreation facilities to be provided in recreation space
- If proposed, details of community building and fencing of swimming pool

Additional requirements for commercial and industrial developments:

- Loading / unloading areas
- Gross and useable floor area
- Number of employees in peak usage

Note: Incomplete applications will delay the review process

Complete Applicable Proposed Use Information:

Churches, stadiums, theaters

Theater, hospitals, convalescent homes, auto washes, furniture and appliance stores, household equipment repair stores, all trades such as plumbers or electricians, all repair activities, auto dealers, golf courses and miniature golf courses.

Seating Capacity _____ Persons

Number of employees _____ Persons

Industrial

Numbers of Employees by Shift

<u>Shift</u>	<u>Employees</u>
_____ to _____	_____
_____ to _____	_____
_____ to _____	_____

Hospitals, convalescent homes Number of Beds _____

Private golf and/or swimming clubs Number of Members _____

Barbers, beauty salons Number of Chairs _____

Lodge halls, pool parlors, roller/skate rinks Health Department Capacity _____

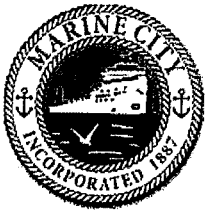
Laundromats Number of Machines _____

Doctor Office Number of Exam Rooms _____

Dentist Office Number of Chairs _____

Hotels, motels, commercial lodging
Number of Employees _____
Number of Rooms _____

Multiple family dwellings
Number of Units _____
Number of Bedrooms _____



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SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST FOR PLANNING COMMISSION

Additional information may be needed for the City of Marine City Engineer's review of your site plan. Please review the following checklist and include any of the mentioned items as they apply to your project.

GENERAL LAYOUT

		YES	NO	N/A
1	DATE			
2	NORTH ARROW			
3	CORRECT SCALE (Not <1:50 for property < 3 ac or 1:100 for property > 3 ac)			
4	PROPERTY LINES/LOT LINES LOCATED AND DIMENSIONED			
5	LOCATION/HEIGHT OF EX. & PROP. STRUCTURES WITHIN 100'			
6	EX. & PROP. DRIVEWAYS, SIDEWALKS LOCATED & DIMENSIONED			
7	EX. & PROP. CURB OPENINGS & SIGNS LOCATED AND DIMENSIONED			
8	EX. & PROP. EXTERIOR LIGHTING LOCATED			
9	EX. PARKING AREAS SHOWIN W/TYP. PARKING SPACE DIMENSIONED			
10	PROPOSED PARKING AREAS LOCATED AND DIMENSIONED			
11	EX. & PROP. UNLOADING AREAS LOCATED AND DIMENSIONED			
12	EX. & PROP. RECREATION AREAS LOCATED AND DIMENSIONED			
13	RIGHT - OF -WAY WIDTHS OF ABUTTING STREETS & ALLEYS			
14	LOCATION OF PAVEMENTS OF ABUTTING STREETS, ALLEYS			
15	NAME/ADDRESS OF PROFESSIONAL FIRM OR INDIVIDUAL			
16	SEAL OF PROFESSIONAL(S)			
17	NAME/ADDRESS OF PROPERTY OWNER OR PETITIONER			
18	LOCATION OF TRASH RECEPTACLES			
19	LOCATION OF LANDSCAPING			
20	LOCATION, HEIGHT & TYPE OF FENCES OR WALLS			
21	SIZE & LOCATION OF EX/ & PROP UTILITIES INCLUDING PUBLIC UTILITY CONNECTIONS			
22	LOCATION OF ALL FIRE HYDRANTS			
23	NUMBER AND TYPE OF PROPOSED DWELLINGS			
24	RESIDENTIAL AREA: ACREAGE OF SITE, SUBAREAS, & STAGING AREAS			
25	MULTI-FAMILY: TYP ELEVATION VIEWS, DIMENSIONED FLOOR PLAN			
26	SIZE AND LOCATION OF ALL SURFACE DRAINAGE FACILITIES			
27	EX. & PROP. TOPOGRAPHY (2' MIN. CONTOUR INT., TREES, ECT.)			
28	PLAN SIZE 24" X 36"			
29	VICINITY MAP			
30	LEGAL DESCRIPTION			
31	USGS BENCHMARK (2 MIN - USE CITY LIST OF BM)			
32	EX. & PROP UTILITY EASEMENTS LABELLED			
33	ADJACENT TOPOGRAPHY WITHIN 100' OF SITE			
34	FINISH FLOOR ELEVATIONS			
35	SIDEWALKS INDICATED (ALONG EX/PROP. PUBLIC ROWS, ONSITE AS NECESSARY)			
36	100 YEAR FLOODPLAN (MDEQ APPROVAL)			
37	WETLANDS LIMITS, SETBACKS (MDEQ) APPROVAL			



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SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST CONTINUED

PARKING

		YES	NO	N/A
1	PARKING REQUIREMENTS MET			
2	HANDICAP PARKING			
3	HANDICAP RAMPS			
4	PARKING LOT LAYOUT ACCEPTABLE (IE BACKING, CROSS MOVEMENTS CAUSE CONFLICT)			
5	PARKING SPACE DIMENSIONS			
6	LOADING AND UNLOADING			
7	PAVEMENT SECTION (APPROPRIATE FOR ONSITE SOILS & TRAFFIC TYPE)			
8	CURB SECTION			
9	LOCATION OF ADJACENT/OPPOSITE DRIVEWAYS, SOIL BORINGS			

STREETS

		YES	NO	N/A
1	INTERSECTIONS AT RIGHT ANGLES			
2	ACCELERATION AND DECELERATION LANES			
3	MINIMUM RAD - II CURVES			
4	RAD-II ON CUL-DE-SACS			
5	RAD-II AT INTERSECTIONS			
6	FIRETRUCK ACCESSIBLE			
7	PAVEMENT SECTION (APPROPRIATE FOR ONSITE SOILS)			
8	CURB SECTION			
9	PROFILE INC. STORM SEWER PROFILE, ALL OTHER (EX. OR PROPOSED UTILITY CROSSINGS)			
10	IS ROADS DEPT. REVIEW WARRANTED?			
11	SHOULD TRAFFIC IMPACT STATEMENT BE REQUESTED?			

GRADING

		YES	NO	N/A
1	MINIMUM 1% GRADES, MAXIMUM 5% GRADES ON PAVEMENT			
2	MAXIMUM 8% SLOPE IN NONPAVED AREAS			
3	RETENTION WALL DESIGN AND DETAILS			
4	OFFSITE GRADING (EASEMENT OBTAINED)			
5	REQUIRED LANDSCAPE BERMS			
6	REASONABLE INTERSECTION GRADES			
7	ONSITE SOILS INFORMATION			



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SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST CONTINUED

DRAINAGE

		YES	NO	N/A
1	DRAINAGE DISTRICTS AND DESIGN CALCULATIONS PROVIDED			
2	HYDRAULIC GRADE LINES SHOWN IN PROFILE ON PLANS			
3	ONSITE RETENTION OR DETENTION			
4	ADEQUATE OUTLET - [DETAIL]			
5	ADEQUATE FREEBOARD			
6	RETENTION POND FENCED			
7	STORM SEWER DESIGN (DIA., SLOPES, PIPE MATERIALS)			
8	2.0 FPS MINIMUM VELOCITY			
9	10.0 FPS MAXIMUM VELOCITY			
10	SOIL EROSION CONTROL			
11	STORM SEWER SIZED & EXTENDED FOR ADJOINING PROPERTIES (CHECK MASTER PLAN)			
12	SUMP PUMP CONNECTIONS SHOWN (NO BLIND TAPS)			
13	ROOF DRAINS, OUTLET			
14	DRAINAGE TO RIGHT-OF-WAY RESTRICTED			
15	IS HYDROLOGY REVIEW WARRANTED?			
16	EASEMENTS WHERE REQUIRED (12" MINIMUM)			
17	CONSTRUCTION DETAILS (MANHOLES, C.B.'S, PIPE MATERIALS)			

WATER SUPPLY

		YES	NO	N/A
1	EXISTING BORINGS, PROBES, WELLS			
2	PROPOSED WELLS			
3	ADEQUATE ISOLATION			
4	WATER MAIN SIZE ADEQUATE			
5	WATER MAIN LOOPED (IF SERVING MORE THAN 30 UNITS)			
6	ADEQUATE FIRE HYDRANT COVERAGE			
7	FIRE HYDRANT OR FIRE HYDRANT & GATE VALVE PROVIDED AT DEAD ENDS IF WATER MAIN TO BE EXTENDED			
8	F.G. PROVIDED FOR FIRE HYDRANT AND GATEWELL RIMS			
9	PROPER JOINT RESTRAINT PROVIDED			
10	WATER MAIN SIZED & EXTENDED TO SERVE ADJOINING PROPERTY			
11	VALVE LOCATIONS (1250' MAX. SPACING, NOT MORE THAN 30 DISCONNECTED WHEN CLOSING SECTIONS, NOT MORE THAN 4 VALVES TO CLOSE OFF SECTION)			
12	ADEQUATE SEPARATION FROM SEWERS			
13	ARE INDIVIDUAL SERVICES SHOWN ON PLANS			
14	IS HYDRAULICS DEPARTMENT REVIEW WARRANTED			
15	EASEMENTS WHERE REQUIRED (12" MINIMUM)			
16	CONSTRUCTION DETAILS (VALVES, TRENCH, HYDRANT, AND MATERIALS SPECIFICATIONS FOR VALVES, TRENCH, HYDRANT)			



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SITE PLAN REVIEW APPLICATION AND SUBMITTAL CHECKLIST CONTINUED

SANITARY SEWER

		YES	NO	N/A
1	EXISTING INVERTS			
2	FIRST FLOORS SERVICED			
3	BASEMENT FLOORS SERVICED (IF INDICATED)			
4	SERVICE LEADS SHOWN IN PLAN & PROFILE & SIZED APPROPRIATELY			
5	MINIMUM SLOPES ACCEPTABLE (2FPS REQUIRED)			
6	MANHOLE SPACING (400' MAX)			
7	CLEANOUTS ON LEADS			
8	IS CAPACITY AVAILABLE IN EXISTING COLLECTION SYSTEM/P.S.			
9	SEWER ACCESSIBLE			
10	ADEQUATE SEPTIC TANK WHERE NECESSARY			
11	ADEQUATE DRAINFIELD AREA (AND RESERVE AREA			
12	ADJACENT PROPERTIES SEPTIC TANK/DRAINFIELD			
13	EASEMENTS WHERE REQUIRED (20' MINIMUM IF IN REAR OR SIDE YARD)			
14	CONSTRUCTION DETAILS (M.H., TRENCH, PIPE MATERIALS, CONNECTIONS TO M.H., CASTINGS)			
15	PROFILE INCLUDING ALL EX. & PROPOSED UTILITY CROSSINGS (NO CONFLICTS WITH ANY OTHER UTILITIES ESPECIALLY SEWER LEADS)			
16	SEWER SIZED AND EXTENDED TO SERVE ADJOINING PROPERTY			
17	DETAILS FOR SEWER TESTING PROVIDED			
18	BASIS OF DESIGN & SERVICE DISTRICT SERVICE MAP ON PLAN (MDEW PERMIT APPLICATION REQUIRED)			

MISCELLANEOUS SITE DETAILS

		YES	NO	N/A
1	TRASH CONTAINERS AND ENCLOSURES			
2	LIGHTING			
3	UNDERGROUND WIRING			
4	SIGNS			
5	SIDEWALKS			
6	MISS DIG NOTES			

REQUIRED APPROVALS

		YES	NO	N/A
1	COUNTY DRAIN COMMISSION (SOIL EROSION CONTROL)			
2	COUNTY ROAD COMMISSION			
3	MDOT			
4	HEALTH DEPARTMENT			
5	MDEQ - SANITARY SEWER			
6	MDEQ - WATER			
7	MDEQ - WETLANDS			
8	MDEQ - LAND & WATER MANAGEMENT			

