2021

MISSAUKEE COUNTY

GUIDE TO PERMITTING & ZONING

Table of Contents

Introduction and Enabling Legislation....3
Missaukee County Planning Department Contact Information....4
Other Permit Approvals as Required....5
Areas of Interest....6
Map of Missaukee County....9
Local Growth & Investment Areas
City of Lake City....10
City of McBain....12
Remaining Missaukee County Municipalities....14
Additional Resources....16

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 Missaukee 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.

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.

Missaukee County Planning & Emergency Management Contact Information

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

- Develop and maintain county plans including the Missaukee County Master Plan
- 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 Missaukee County administer their own planning and zoning regulations. **However, only the City of Lake City and the City of McBain have zoning regulations in place.** To apply for site plan approval or a zoning permit contact the appropriate City official. Missaukee County also provides information about each local community available here.

All building projects within the county must be reviewed and approved by the County Department of Building.

Planning Department and Planning Commission Contact

Linda Hartshorne-Shafer, Director
105 South Canal Street
PO Box 800
Lake City, MI 49651
Phone: (231) 839-7264 ext. 3
Email: planningemd@missaukee.org
Website

Department of Building Contact

Robert DuVall, Building Official
105 South Canal Street
PO Box 800
Lake City, MI 49651
Phone: (231) 839-7264 ext. 306
Email: building2@missaukee.org
Website

Other Permit Approvals as Required

Planning and zoning approvals in each Missaukee County community 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.

- Missaukee Conservation District Soil Erosion Control Permit
  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 if the earth change:

1. Will disturb one or more acres of land, or
2. Earthwork within 500 feet of a lake or stream (includes minor projects),
3. Is an industrial, commercial, or subdivision project regardless of the size, location, or environmental sensitivity
4. Is located within 25 feet of a regulated wetland

The contact information for an SESC permit in Missaukee County is: Missaukee Conservation District, 6180 W. Sanborn Road, Lake City, MI, Web-page , 231-839-7193.

- Road Jurisdiction - Either
  Missaukee County Road Commission Office
  PO Box A
  1199 North Morey Road
  Lake City, MI 49651
  Phone: (231) 839-4361
  Email: lynn@mcrc-roads.com
  Website

  OR

  Michigan Department of Transportation
  Traverse City Transportation Service Center
  2084 US 31 South, Suite B
  Traverse City, MI 49685
  Phone: (231) 941-1986
  Website

- District Health Department #10 - Missaukee County
  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:

The City of Lake City and the City of McBain are assigned a color-coded bar chart. For an example of how the bar chart is applied, the City of McBain represents three of the six areas of interest: is a growth and investment zone, has a local Planning Commission, and has a Downtown Development Authority. Therefore, three of the six bars will be shown on the City's bar chart. McBain has not participated in RRC, is not a Main Street community, and does not have an Opportunity Zone. Therefore, those bars are 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:

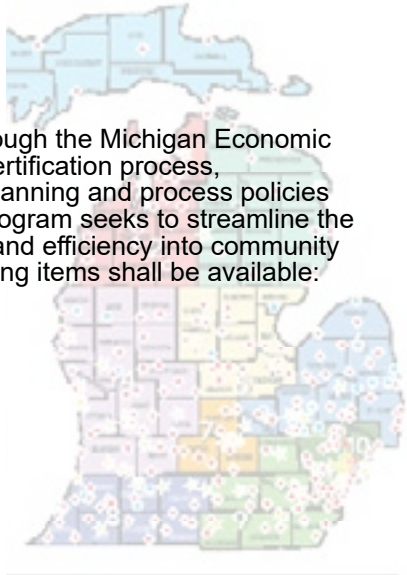
City of McBain:

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

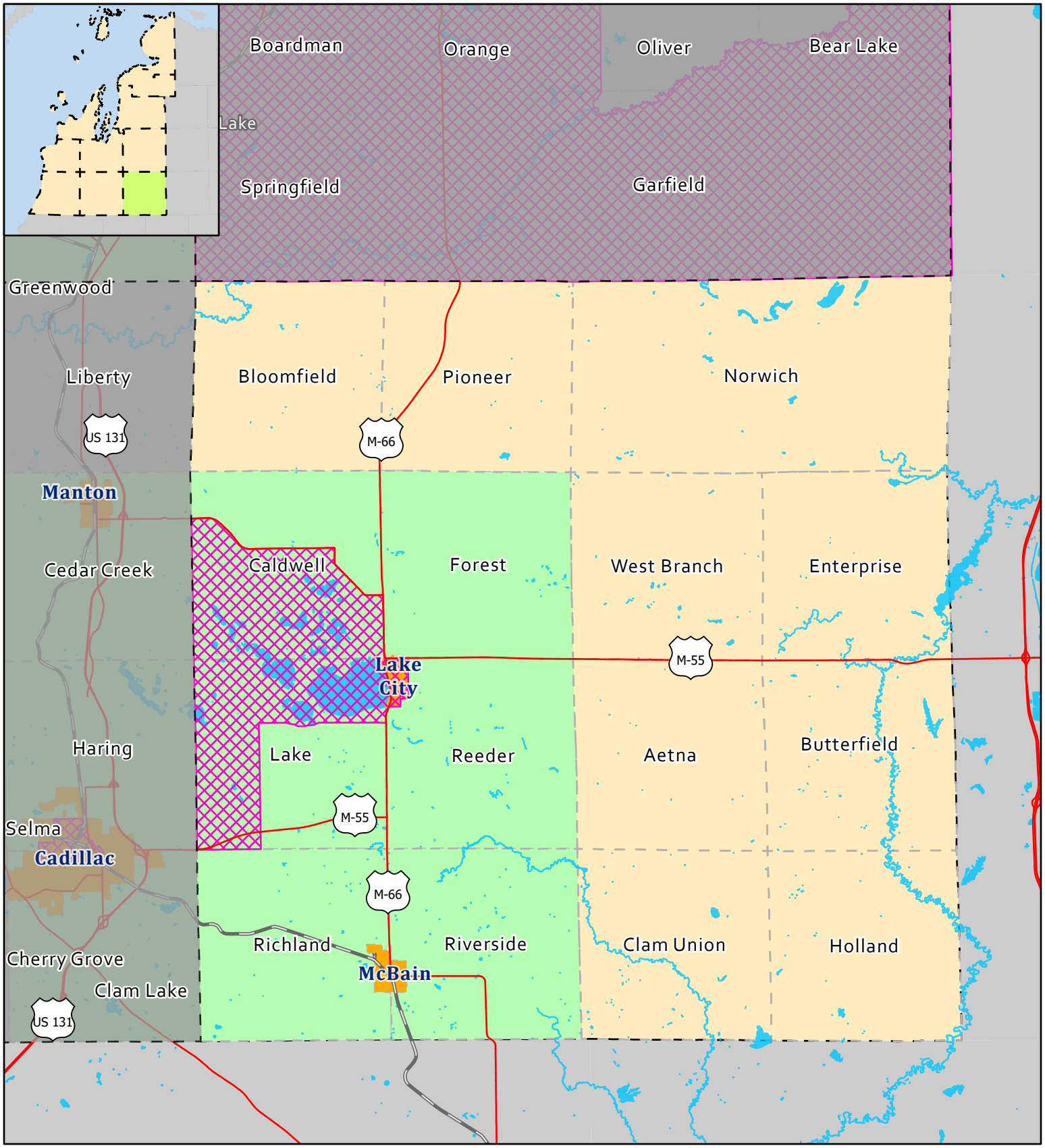
Opportunity Zones were created under the 2017 Tax Cuts and Jobs Act to stimulate economic development and job creation by incentivizing long term investments in low-income neighborhoods. Opportunity Zones are defined by the Economic Development Administration as an economically-distressed Census tract 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.



Missaukee County & Local Units of Government

Legend

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

N

Miles

0 1.5 3 6

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

City of Lake City

G&I Z

QOZ

PC

City Website

City Hall Address
PO Box 1
115 West John Street
Lake City, MI 49651
Office Phone: (231) 839-4561

City Contact Information

Judy Houle, Clerk
Office Phone: (231) 839-4561
Email: lcclerk016@gmail.com

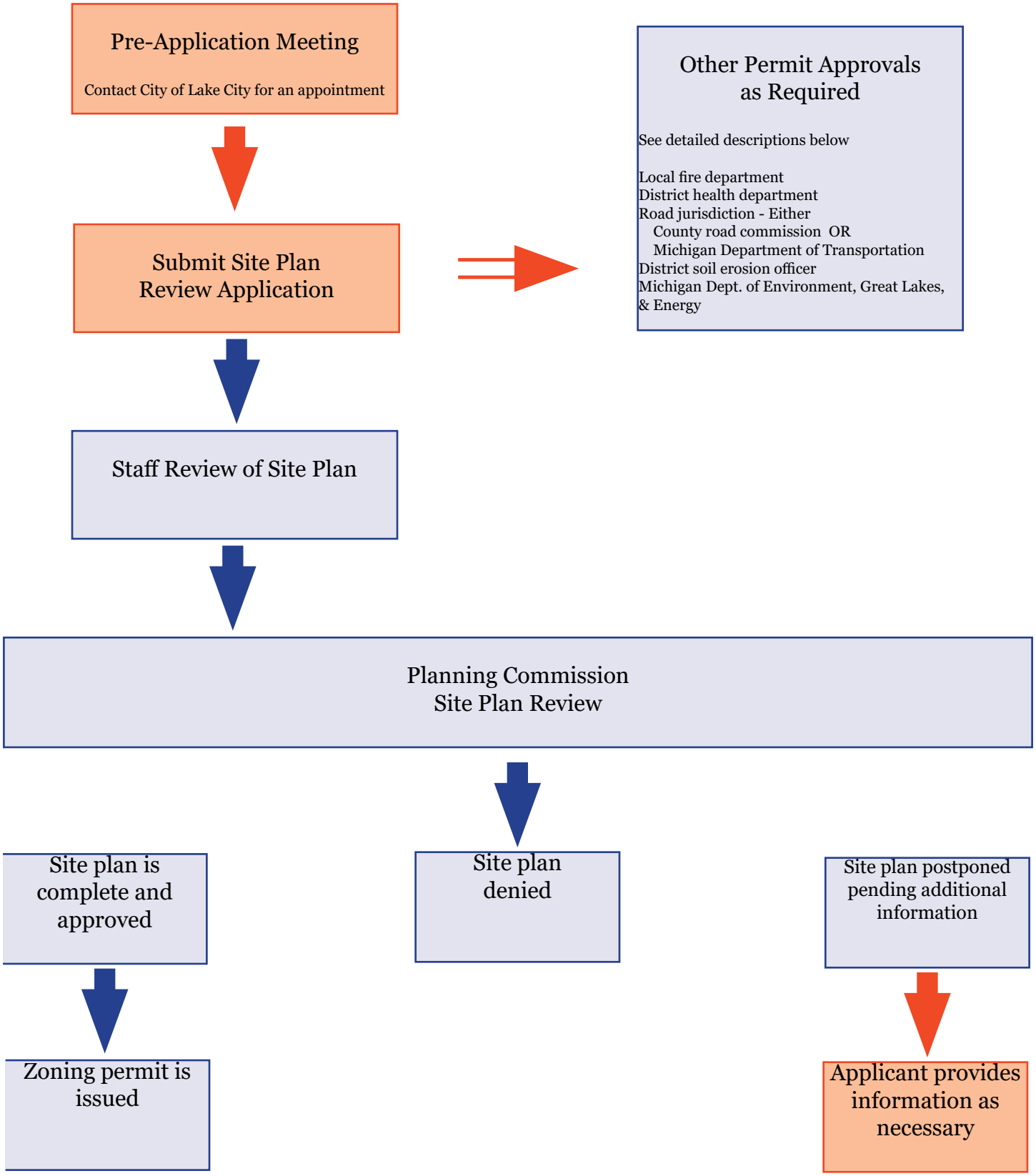
Zoning & Plannning Commission

Bruce Sparks, Zoning Administrator
Office Phone: (231) 884-0653
Email: lczoneadm@gmail.com

Zoning Ordinance

City of Lake 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 McBain

G&I Z

PC

DDA

City Website

City Hall Address
PO Box 95
McBain, MI 49657
Office Phone: (231) 825-2000

City Contact Information

Marcia Smith, Clerk
Office Phone: (231) 825-2000
Email: mcbaincityclerk@att.net

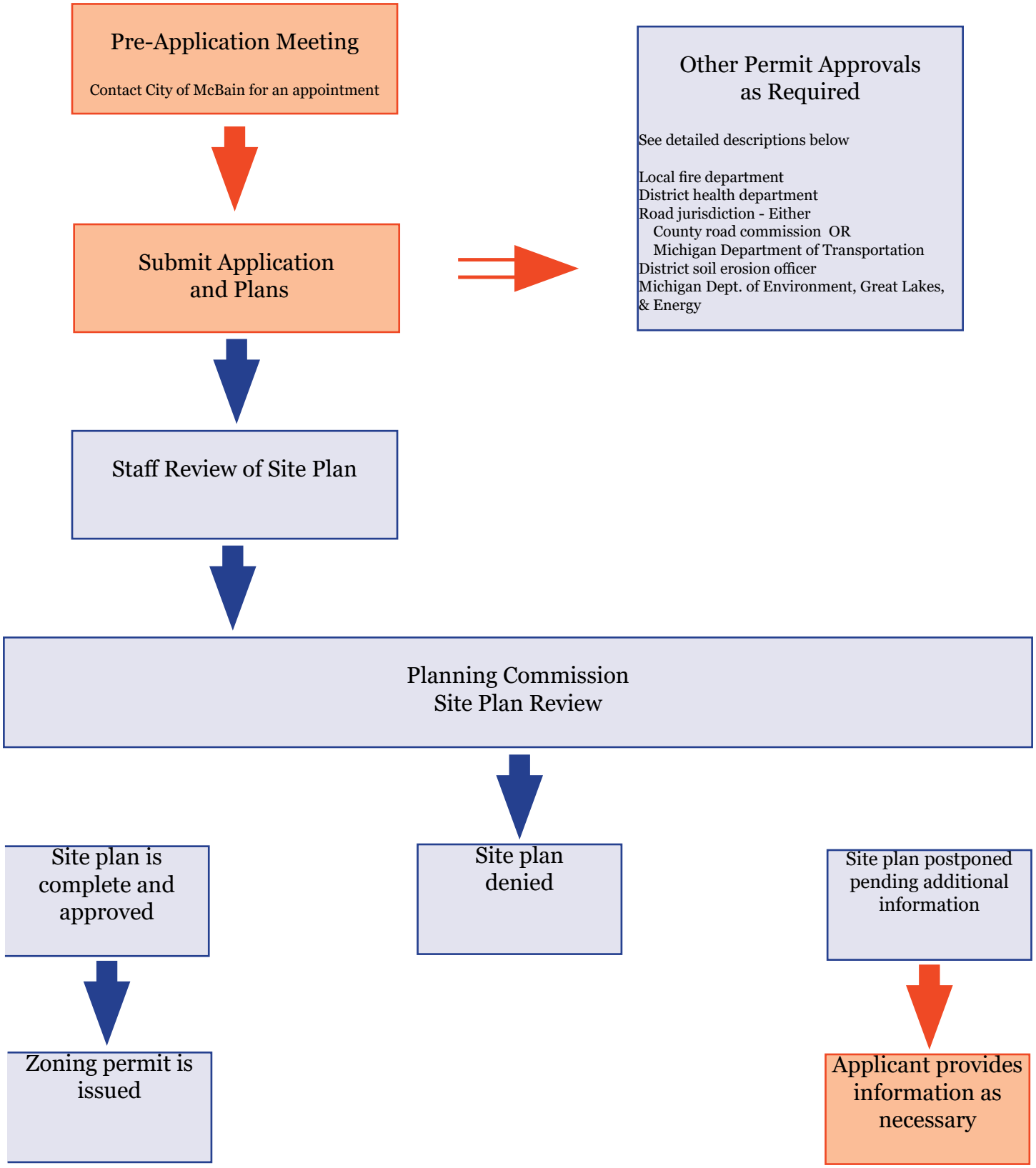
Plannning & Zoning

Chase Barber, Zoning Administrator
Office Phone: (231) 667-7488
Email: crbbarber@gmail.com

City of McBain Master Plan
Zoning Ordinance

City of McBain Site Plan Review Process

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



Aetna Township

Linda Brown, Township Clerk
2950 East Kelly Road
Falmouth, MI 49632
Phone: (231) 826-2611
Email: linda31800@yahoo.com

Bloomfield Township

Cherrie Park, Township Clerk
8529 West Arnold Road
Manton, MI 49663
Phone: (231) 824-9493
Email: cherriepark@att.net

Butterfield Township

Marilyn Myers, Township Clerk
3920 South 13 Mile Road
Merritt, MI 49667
Phone: (231) 328-4467
Email: picngrin3771@gmail.com

Caldwell Township

Shelley Sloat, Township Clerk
9510 West Walker Road
Manton, MI 49663
Phone: (231) 839-7105
Email: shelleysloat@hotmail.com

Clam Union Township

Steve Ebels, Township Clerk
766 East Prosper
Falmouth, MI 49632
Phone: (231) 826-3737
Email: s_ebels@yahoo.com

Enterprise Township

Lynn Pope, Township Clerk
9022 Burns Road
Merritt, MI 49667
Phone: (231) 328-4544
Email: enterprisetownship@gmail.com

Forest Township

Margie Phillips, Township Clerk
1181 North Decker Road
Lake City, MI 49651
Phone: (231) 839-3159
Email: margie_phillips@outlook.com

Holland Township

Donna Bode, Township Clerk
7000 East Finkle Road
Falmouth, MI 49632
Phone: (231) 328-4573
Email: mbode@centurytel.net

Lake Township

Korinda Winkelmann, Township Clerk
8105 West Kelly Road
Lake City, MI 49651
Phone: (231) 839-7655
Email: lakeclerk@centurytel.net

Norwich Township

Dawn Jones, Township Clerk
4551 East Moorestown Road
Moorestown, MI 49651
Phone: (231) 229-4650
Email: norwichclerkdj@gmail.com

Pioneer Township

Karen Emond, Township Clerk
2914 West Moorestowns Road
Lake City, MI 49651
Phone: (231) 229-2747
Email: karen.emond@yahoo.com

Reeder Township

Ann Roberts, Township Clerk
2970 West Kelly Road
Lake City, MI 49651
Phone: (231) 920-5105
Email: annroberts1971.ar@gmail.com

Richland Township

Brenda Boersma, Township Clerk
8299 South Lucas Road
McBain, MI 49657
Phone: (231) 920-6998
Email: richland_clerk@yahoo.com

West Branch Township

Joyce Travelbee, Township Clerk
2860 East Walker Road
Lake City, MI 49651
Phone: (231) 846-7208
Email: wbranch57clerk@gmail.com

Riverside Township

Jill Geeseman, Township Clerk
2900 West Geers Road
McBain, MI 49657
Phone: (231) 825-2029
Email: riversidetwp@gmail.com

Additional Resources

Many regional and local agencies offer assistance to developers who are considering a project in Missaukee 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

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