

**NOTICE OF PUBLIC MEETING
COUNCIL CHAMBERS-VILLAGE HALL**

102 South Huron Avenue
231-436-5351

7:00 P.M.

April 28, 2016

**AGENDA-REGULAR MEETING
MACKINAW CITY PLANNING COMMISSION**

- I. Call to Order/Welcome
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Minutes-February 25, 2016
- V. Public Comment
- VI. New Business
 1. Re-Branding the Recreation Center-Presentation
 2. Starline Site Plan Review 2016-SP-001
 3. Shepler Site Plan Review 2016-SP-002
 4. Shepler request for Street End abandonment-E. Etherington St.
- VII. Old Business
 1. Master Plan
- VIII. Commissioner Comments
- IX. Commissioner Calendar
 1. Special Meeting May 12, 2016
 - A. Starline Special Use Permit 2015-SUP-001, Parking Nicolet St.
 2. Regular Meeting May 26, 2016
- X. Adjournment

All communication, petitions, additions, etc. must be in the office of the Village Secretary by 12 o'clock noon on the Monday preceding the second and fourth Thursday of every month to be on the Agenda

Memorandum

Please note that there has been an addition to the agenda under New Business, item # 4. In the packet you will find a letter from Chris Shepler, request for street end abandonment at E. Etherington, from the East end of North Huron to the water.



Shepler's Mackinac Island Ferry
Mackinaw City & St. Ignace

P.O. Box 250 | Mackinaw City, Michigan 49701
Phone: 231-436-5023 | 800-828-6157 | Fax: 231-436-7521

Mr. David White
Village Manager
201 South Huron
Mackinaw City, MI
49701

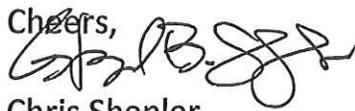
Dear Dave,

Thank you for taking my call today. Glad everything went well during the DDA meeting and my apologies for not being there. Delta decided to cancel my flight from Detroit to Pellston due to the storm that transpired Tuesday evening. Oh the joys of travel.

I am writing to see what the possibilities are for Shepler's Mackinac Island Ferry to purchase or lease the small part of Etherington Street which is located West of North Huron. If these two opportunities are not options, we would like to see if abandoning this roadway is a possibility. Obviously, parking has become an issue for Shepler's and for us to maximize the parking issue on the newly acquired "O'Brien" home property, we feel this would allow us to use this area to its fullest. If one of the above options are granted, we would also like the requirements for berms and setbacks be released as the property now becomes contiguous and not separated. Only the property line that is along the R.O.W. on Etherington. All other berms and setbacks would remain on the O'Brien parcel.

I thank you and the council in advance for your time and effort toward this ask.

Cheers,


Chris Shepler

Memorandum

Mr. Chris West, Manager of the Municipal Marina and the Village Recreation Complex and Ms. Beth Eckerle , Director of Communications and Web Development for Emmet County, will be presenting ideas for the “Re-Branding” of the Recreation Center.

**UNAPPROVED
MINUTES REGULAR PLANNING COMMISSION MEETING
MACKINAW CITY**

7:00 P.M.

February 25, 2016

- I. CALL TO ORDER/WELCOME**
Planning Commission Chair Paul Allers was present and called the meeting to order.
- II ROLL CALL**
Commissioners Present: Ronald Dye, Earl Taylor, Matt Cooley, Mitch Montgomery, and John Lemanski. One vacancy.
Also present-Interim Zoning Director Fred Thompson, Jr. and recording secretary Lana Jaggi
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
Motion Taylor support Dye to approve the minutes of the regular meeting of December 22, 2015 as presented. Voice vote, motion carried unanimously.
- V. PUBLIC COMMENTS: None**
- VI. NEW BUSINESS:**
- A. Resolution for Adoption of Amendment for 2014-2018 Recreation Plan.**
Motion Dye support Colley to recommend approval Resolution for adoption of Amendment for 2014-2018 Village of Mackinaw City Recreation Plan.
- B. Begin Review and Discussion of Master Plan for the Village of Mackinaw City.**
Motion Dye support Taylor to report to Council that the Planning Commission has begun the task of reviewing the Village of Mackinaw City Master Plan and will do so frugally. Voice vote, motion carried unanimously.
- C. Review of the Capital Improvement Plan and Recommendation to Council**
Motion Allers support Montgomery to report to Council the the Planning Commission has begun task of reviewing the Capital Improvement Plan for fiscal year 2016-2017 through 2021-2022. Voice vote, motion carried unanimously.
- VII. OLD BUSINESS: None**
- VIII. COMMISSIONER COMMENTS: None**
- IX. COMMISSIONER CALANDER:**
1. March 24, 2016
- X. ADJOURNMENT: 7:30 PM**

Respectfully submitted:

Paul Allers; Chairperson

Lana Jaggi, Recording Secretary

2016-SP-001
Starline

**SITE PLAN REVIEW APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701**

Project: STARLINE 725 S NICOLET FACILITY

Property Owned by:

Name: MACKINAW LAKESHORE DEVELOPMENT

Address: 587 N STATE ST

City: ST IGNACE State: MI Zip: 49781

Telephone Home: 906-643-7605 Cell: _____

Fax No.: _____ Email: _____

Plan Prepared by:

Company: THE ARCHITECT FORUM

Contact Person: DAVID MCFARLAND

City: MACKINAW CITY State: MI Zip: 49701

Telephone Home: 231.436.7376 Cell: _____

Fax No.: _____ Email: _____

IS APPLICANT SAME AS PROPERTY OWNER? Yes No

If No, provide name, address, phone of applicant: _____

Site Characteristics:

General site location: SOUTH NICOLET BETWEEN LAKE STREET AND US 23 HWY

Property address: 725 S NICOLET

Current Zoning District: B-1 *012-018-300-010-00*

Proposed Use of Property: RETAIL, BEAUTY PARLOR, OFF SITE PARKING

Site Size (square feet/acres): 3.96 ACRES

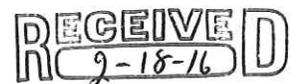
Proposed building square footage: UNCHANGED

Number of dwelling units: 0

Estimated construction cost (include parking and utilities): 10,000

Notes:

- > Village processing fee of \$200 due upon submittal of this application.
- > Applicant required to pay all additional fees necessary for site plan review.



SITE PLAN REVIEW CHECKLIST

Project: STARLINE 725 S NICOLET FACILITY

Listed below is the Site Plan Review Checklist in accordance with Article IV, Sec. 4.6 of the Village of Mackinaw City Zoning Ordinance. Indicate N/A if item does not apply, check each item.

- X 1. Appropriate Scale
- X 2. Date, North Point, Street Names (existing and proposed right of way).
- X 3. Name of person preparing plan.
- X 4. Proposed site location map.
- X 5. Property line dimensions.
- X 6. Zoning setback lines, distance between buildings (nearest point to nearest point)
- X 7. Location of new buildings.
- X 8. All existing structures (labeled for use and zoning) within 100 feet of perimeter property lines.
- X 9. Access drives, internal roads (note public or private, identify right of way) service roads.
- X 10. Parking areas (numbered spaces, dimensioned typical parking space, maneuvering lanes). Handicap parking location and number.
- X 11. Table of parking spaces required, parking spaces provided.
- X 12. Multiple housing units-number of units, composition (efficiency, one bedroom, two, three).
- X 13. Existing easements (utility access) within site limits. If none, state this on the plan.
- NA 14. Loading/unloading, service areas.
- X 15. Sidewalks (internal and public within road right of way).
- X 16. Site grading and drainage plan (on-site elevations, current and proposed, for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades).

SITE PLAN REVIEW CHECKLIST

- X 17. Existing natural features (trees, lakes, ponds, streams, rock out-croppings, severe topography, wetlands, etc.).
- X 18. An engineered and sealed Drainage Plan (one copy) shall accompany all Site Plans. Require 10 Year Storm Calculations.
- X 19. Proposed retention/sedimentation ponds.
- NA 20. Snow storage/snow management plan.
- X 21. Dumpster location, screening indication.
- X 22. Proposed landscaping (required greenbelts, plan materials/size and type, fences, retaining walls, earth berms, etc.).
- X 23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture.
- X 24. Fire hydrants.
- NA 25. Acceleration/deceleration lanes.
- NA 26. Site amenities (play area, pools, beaches, tennis courts, etc.).
- X 27. Types of surfacing (paving, turfing or grated) to be used.
- X 28. Standard MDOT or AASHTO cross sections for pavement, curbing, catch basins, drive entrances, or other standard facilities.
- NA 29. Proposed building elevations (to scale, identifying maximum building height, average curb elevation, finish floor elevation, highest point of building).
- NA 30. General floor plan indicating internal function.
- NA 31. Numbered hotel rooms/residential units on floor plan.
- NA 32. Identify water main on floor plan.

Applicant's Signature: _____ Date: _____

Print Applicant Name: _____

Project Name: STARLINE 725 S NICOLET FACILITY

Mackinaw Lakeshore Development
Starline Parking Lot
725 South Nicolet St
Site Plan Review 2016-SP-001

Requested Action: Applicant is requesting approval of a Site Plan to increase the size of paved parking at 725 S. Nicolet St. Parcel ID # 012-218-300-010-00.

District Evaluation: Proposed development is permitted in the B1 District

Applicable Parking: Proposed Site Plan identifies an area that can accommodate up to 185 spaces.

Finding of Fact: Please refer to attached C2ae Engineering Report.

Conclusion: Based on the plans submitted and the findings of fact, the proposed Site Plan meets the requirements of the Village's Zoning Ordinance.



123 W. Main St., Suite 200, Gaylord, MI 49735
989.732.8131 office
989.732.2714 fax
www.c2ae.com

March 16, 2016

Village of Mackinaw City
Mr. David White, Village Manager
102 South Huron Ave. P.O. Box 580
Mackinaw City, MI 49701

Re: Mackinaw Lakeshore Development
Site Plan Review 2016-SP-001

Dear Mr. White and Village Council,

We have reviewed the following items for the "Mackinaw Lakeshore Development - Starline Parking Lot along Nicolet Street", submitted by the Architect Forum:"

- Site Plan Review Application, stamped received by the Village February 18, 2016 (email received March 9, 2016)
- C1.0 Proposed Site Plan (dated March 9, 2016)

The site is located at 725 South Nicolet (between Lake Street and US 23 Highway), within the Village limits, and is zoned B1-Business District. This review was for compliance with the current Village of Mackinaw City Zoning Ordinance adopted June 16, 2011 and as amended February 7, 2013.

These review comments for consideration by the Village are as follows:

<u>Section Reference</u>	<u>Comment</u>
IV.Sec.4-109	<p>Off -Street Parking and Loading requirement are as follows:</p> <p>Table 3. No.22 Beauty Parlor or Barber Shop - Three spaces for the first two beauty or barber chairs, and one and one-half spaces for each additional chair. Three chairs proposed, five spaces required.</p> <p>Table 3. No.35 Retail Store-One space for every 300 sft, 7,946 sft of retail proposed, 27 spaces required.</p> <p>Total required = 32 spaces.</p> <p>Total number provided=185 spaces.</p> <p>The number of spaces provided Complies with the Ordinance.</p> <p>Please note, ADA requirements state that for parking lots with 151-200 total spaces, six barrier free spaces are required. Currently five spaces are proposed. We recommend that the lot contain six barrier-free spaces with a minimum of one "van accessible" space.</p>
IV.Sec 4-109.F.2	<p>Off-street parking area shall be surfaced in accordance with Section 4-109L. Proposed surface is pavement, existing surface is pavement. Complies with Ordinance.</p>

- IV.Sec 4-109.L New bituminous pavement shall be a minimum thickness of two inches, or shall be a triple seal coat and shall be placed upon a base of cinders or gravel of a minimum thickness of four inches. Pavement cross section information was not provided with the submittal. The developer should agree to follow the Ordinance before approval by the Village.
- IV.Sec 4-110.B There are three existing driveways off Nicolet Street that service this lot. These drives are curbed and are proposed to remain. Further, there is a one-way drive from the northerly property and a one-way drive from the easterly property that allow vehicles to enter the property. The existing drive from the easterly property crosses the MDNR trail, we recommend that the Village verify that this is acceptable. The Ordinance states that all two-way commercial driveways servicing two or more business shall not exceed a width greater than 50 feet, nor less than 35 feet. The driveways off Nicolet are only approximately 24 feet wide and do not comply with the Ordinance. However, only the existing driveways will be used and no new driveways are proposed. We recommend this be approved by the Village.
- IV.Sec 4-111.C Parking lots in all districts having more than 100 parking spaces shall allocate eight percent of the parking area to landscaping. The Applicant submittal indicates that the lot size is 172,360 square feet (3.96 acres). The submittal indicates 8% of the parking area is 7,580 square feet and the parking lot landscaping area provided is 8,245 square feet. (Section 4-111.G, states the parking lot landscaping area can be included (combined) as part of the 25% landscape requirement.). Complies with Ordinance.
- IV.Sec 4-111.D One tree is required for every 10 parking spaces over 15 spaces. A total of 185 parking spaces are proposed, a total of seventeen trees are required, 20 existing/proposed trees are provided per the submittal. Complies with the Ordinance.
- IV.Sec 4-111.E.3 All landscaped areas that abut a parking lot or any landscaped area which is internal to a parking lot shall be protected with curbing material approved by the Zoning Administrator. Curbing material is not proposed at this time. However, being that most if this parking lot is existing, we recommend this be approved by the Village. Further, adding curbing would impede drainage.
- IV.Sec 4-111.G Required landscaping areas within parking lots shall be included as part of 25% landscaping requirements. (Our interpretation of the Ordinance is that the parking area landscaping can be included with the 25% landscaping green space required, and the number of trees required for the parking area can be included with the trees required for the 25% landscaping area.)
- IV.Sec 4-114 Development occurring within the RM, B1, B2, MR, MRS, MC and CR Districts shall require a minimum of 25% of the parcel to be landscaped open space, also called greenspace. The Applicant submittal indicates that the lot size is 172,360 square feet. As such, a minimum of 43,090 square feet of greenspace is required and 61,303 square feet is provided per the submittal. Open space areas shall be landscaped with a minimum of one evergreen tree or shrub for every 1,000 square feet of lot area, plus a minimum of one deciduous tree or shrub for every 2,000 square feet of lot area.

Trees Required:

Parking Lot Area Trees = 17 trees (to be included as part of the number of Landscaping Trees required)

Evergreen Trees or shrubs = 1/1000 sft lot area = 172 trees or shrubs (172.36 trees)

Deciduous Trees or shrubs = 1/2000 sft lot area = 86 trees or shrubs (86.18 trees)

Total = 258 Trees

Trees Provided (as indicated in the Landscaping Requirements section of the drawing):

Evergreen Trees = 1/1000 sft lot area = 172+ trees

Deciduous Trees = 1/2000 sft lot area = 86+ trees

Approximately 74 tree symbols are included on the submittal. However, the submittal indicates that the site is heavily wooded.

We will accept the recommendation on the submittal that the site is heavily wooded, as such, 258+ trees on the site.

Complies with Ordinance.

- IV.Sec 4-115.B The submittal indicated that the existing dumpster will be utilized. The Village should verify that the existing dumpster includes an ornamental screening wall or fence as required by this section of the Ordinance.
- IV.Sec 4-117.B.2a A professional review by an approved engineer was required by the Village.
- IV.Sec 4-117.D.6 No new lighting is proposed, the lot will use existing lighting.
- IV.Sec 4-117.D.10 The right-of-way width of Nicolet Street was not included. Does not comply with Ordinance.
- IV.Sec 4-117.D.11 A general site construction and improvement timeline was provided. Complies with Ordinance.
- IV.Sec 4-117.D.13 The Ordinance requires that a 10-year storm event study and Grading Plan with topographic elevations of the area be provided. Neither item was provided. However, flow direction arrows, general spot elevations and very general runoff calculations were included on the drawing. Most of the lot is existing paved parking area with some new paved parking areas. The submitted drawing includes a note stating "The existing site sheet drains to the rear easterly drainage ditch at a 1% slope. The reworked site will maintain this drainage course, the increase in runoff is minor. We recommend this be approved by the Village.
- IV.Sec 4-117.D.18 The submittal must contain the registered seal of a professional architect, planner, landscape architect or engineer responsible for the certification of the Site Plan. Verify with Village staff that the submittal included the required seal and thus complies with the Ordinance.
- XI.Sec.11-101.J & L A beauty parlor, retail shops and off-street parking (in accordance with the requirements of section 4-109) are principal permitted uses in the B1 zoned district. Complies with Ordinance.
- XI.Sec.11-103 For permitted uses and uses subject to a special use permit, a site plan shall be submitted in accordance with Section 4-117.

XI.Sec.11-104

A B1 District requires the following yard setbacks:

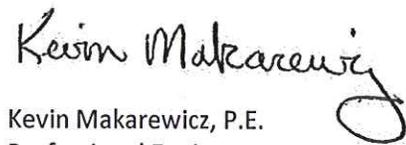
- Front - 10 feet. (No modification required based on Section 22-102E).
- Sides - 10 feet (No modification required based on Sec. 22-102G).
- Rear - 10 feet. (No modification required based on Section 22-102F).

Complies with Ordinance.

Please let us know if you, the Planning Commission or the Village Council have questions or comments.

Sincerely,

C2AE



Kevin Makarewicz, P.E.
Professional Engineer

KM/keb

2016-SP-002
Sheplers

**SITE PLAN REVIEW PROCEDURE
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701**

1. Request estimated water and sewer connection fees from Village Staff.
2. The following items must be submitted to the Village by the 1st day of the month in which you would like to be on the Planning Commission agenda:
 - Five (5) copies of Site Plan (drawn by a registered Architect, Landscape Architect, Engineer or Professional Community Planner) in CAD or compatible format.
 - Application Sheet for Site Plan Review
 - Site Plan Review Checklist
 - Site Plan Review Fee
3. Site Plan to be reviewed by Village Staff.
4. Plan preparer will be notified of any necessary modifications.
5. One copy of revised site plan may be required to be sent to: C2AE, Attn: Larry Fox, at 123 West Main Street, Suite 200, Gaylord, MI 49735. This is at Village Staff's direction and will be at the expense of the applicant.
6. Plan preparer will be notified of additional modifications.
7. Applicant shall provide 9 printed copies (one set sealed) of modified site plan no later than 7 days prior to the next regularly scheduled Planning Commission meeting.
8. Site Plan review by Planning Commission with approval, and/or required plan modifications, or denial recommendation to Village Council.
9. Plan prepared will be notified of Planning Commission's required modifications.
10. Applicant shall provide a computer file in an AutoCAD (.dwg) or compatible format of final plan to the Village Hall by 9:00 a.m. the Monday following the regularly scheduled Planning Commission meeting. If plans are not submitted on time, they will not be heard by the Village Council at their next regularly scheduled meeting.
11. Site Plan Review by Village Council. Applicant will provide 7 printed copies of the modified site plan before noon on the Tuesday before the next Council meeting.
12. Any professional plan review costs, i.e. engineer, attorney, etc. to be paid by applicant.
13. If approved, apply for Zoning Permit.
14. Development EUF fees will be invoiced when the Zoning Permit is pulled.

RECEIVED
3-16-16

SITE PLAN REVIEW APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

Project: E ETHERINGTON VALET STORAGE AND STAGING

Property Owned by:

Name: SHEPLER DEVELOPMENT

Address: P.O. BOX 250

City: MACKINAW CITY State: MI Zip: 49701

Telephone Home: 231-436-5023 Cell: _____

Fax No.: _____ Email: _____

Plan Prepared by:

Company: THE ARCHITECT FORUM

Contact Person: DAVID MCFARLAND

City: MACKINAW CITY State: MI Zip: 49701

Telephone Home: 231-436-7376 Cell: _____

Fax No.: _____ Email: _____

IS APPLICANT SAME AS PROPERTY OWNER? Yes No

If No, provide name, address, phone of applicant: _____

Site Characteristics:

General site location: NORTH EAST CORNER OF EAST ETHERINGTON AND NORTH HURON

Property address: 503 E ETHERINGTON

Current Zoning District: B2

Proposed Use of Property: RESIDENTIAL AND VALET VEHICLE AND STORAGE AND STAGING

Site Size (square feet/acres): 15,928 SQFT

Proposed building square footage: NONE

Number of dwelling units: 1

Estimated construction cost (include parking and utilities): 5000.00

Notes:

- Village processing fee of \$200 due upon submittal of this application.
- Applicant required to pay all additional fees necessary for site plan review.

SITE PLAN REVIEW CHECKLIST

Project: E ETHERINGTON VALET STORAGE AND STAGING

Listed below is the Site Plan Review Checklist in accordance with Article IV, Sec. 4.6 of the Village of Mackinaw City Zoning Ordinance. Indicate N/A if item does not apply, check each item.

- X 1. Appropriate Scale
- X 2. Date, North Point, Street Names (existing and proposed right of way).
- X 3. Name of person preparing plan.
- X 4. Proposed site location map.
- X 5. Property line dimensions.
- X 6. Zoning setback lines, distance between buildings (nearest point to nearest point)
- NA 7. Location of new buildings.
- X 8. All existing structures (labeled for use and zoning) within 100 feet of perimeter property lines.
- X 9. Access drives, internal roads (note public or private, identify right of way) service roads.
- X 10. Parking areas (numbered spaces, dimensioned typical parking space, maneuvering lanes). Handicap parking location and number.
- X 11. Table of parking spaces required, parking spaces provided.
- NA 12. Multiple housing units-number of units, composition (efficiency, one bedroom, two, three).
- X 13. Existing easements (utility access) within site limits. If none, state this on the plan.
- NA 14. Loading/unloading, service areas.
- X 15. Sidewalks (internal and public within road right of way).
- X 16. Site grading and drainage plan (on-site elevations, current and proposed, for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades).

SITE PLAN REVIEW CHECKLIST

- X 17. Existing natural features (trees, lakes, ponds, streams, rock out-croppings, severe topography, wetlands, etc.).
- X 18. An engineered and sealed Drainage Plan (one copy) shall accompany all Site Plans. Require 10 Year Storm Calculations.
- X 19. Proposed retention/sedimentation ponds.
- NA 20. Snow storage/snow management plan.
- NA 21. Dumpster location, screening indication.
- X 22. Proposed landscaping (required greenbelts, plan materials/size and type, fences, retaining walls, earth berms, etc.).
- X 23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture.
- X 24. Fire hydrants.
- NA 25. Acceleration/deceleration lanes.
- NA 26. Site amenities (play area, pools, beaches, tennis courts, etc.).
- X 27. Types of surfacing (paving, turfing or grated) to be used.
- X 28. Standard MDOT or AASHTO cross sections for pavement, curbing, catch basins, drive entrances, or other standard facilities.
- NA 29. Proposed building elevations (to scale, identifying maximum building height, average curb elevation, finish floor elevation, highest point of building).
- NA 30. General floor plan indicating internal function.
- NA 31. Numbered hotel rooms/residential units on floor plan.
- NA 32. Identify water main on floor plan.

Applicant's Signature: _____ Date: 3/16/2016

Print Applicant Name: CHRIS SHEPLER

Project Name: E ETHERINGTON VALET STORAGE AND STAGING

Shepler Development-O'Brian Paved Lot
503 East Etherington Street
Site Plan Review 2016-SP-002

Requested Action: Applicant is requesting approval of a Site Plan for a paved parking lot at 503 East Etherington St. Parcel ID # 012-V07-002-031-01

District Evaluation: Proposed development is permitted in B2 District.

Applicable Parking: Proposed Site Plan identifies an area that can accommodate up to 20 spaces.

Finding of Fact: Please refer to attached C2ae Engineering Report.

Conclusion: Based on the plans submitted and the findings of fact, the proposed site plan meets the requirements of the Village's Zoning Ordinance.



123 W. Main St., Suite 200, Gaylord, MI 49735
989.732.8131 office
989.732.2714 fax
www.c2ae.com

April 13, 2016

Village of Mackinaw City
Mr. David White, Village Manager
102 South Huron Ave. P.O. Box 580
Mackinaw City, MI 49701

Re: Shepler Development – O’Brian Paved Lot
Site Plan Review 2016-SP-002

Dear Mr. White and Village Council,

We have reviewed the following items for the “Shepler Development – O’Brian Paved Lot”, submitted by the Architect Forum:”

- Site Plan Review Application, stamped received by the Village March 16, 2016 (email received March 31, 2016)
- C1.0 Proposed Site Plan (dated March 16, 2016)

The site is located at 503 East Etherington Street (east end of Etherington @ Lake Huron), within the Village limits, and is zoned B2-Waterfront Business District. This review was for compliance with the current Village of Mackinaw City Zoning Ordinance adopted June 16, 2011 and as amended February 7, 2013.

These review comments for consideration by the Village are as follows:

<u>Section Reference</u>	<u>Comment</u>
IV.Sec 4-108.C	On a corner lot, each lot line, which abuts a street, shall be deemed to be a front lot line, and the required yard along both lot frontages shall be required front yard and therefore must meet the district’s front yard setbacks. See XII.Sec.12-104 comments below. Yard setback lines shown on the drawing do not comply with Ordinance.
IV.Sec 4-109.F.1	Off-street parking area shall be effectively screened on any side which adjoins or faces premises situated in any residential use, zone district or institutional premises, by a screening or evergreen hedge or other material approved by the Planning Commission. Screening provisions in Section 4-115 shall control. The property to the north is Wawatam Park and is Zoned R1. No screening is proposed on the plan. (Please note, the portion of the Park that adjoins the proposed parking lot includes the water tower and sanitary sewer pump station.) Does not comply with Ordinance.
IV.Sec 4-109.F.2	Off-street parking area shall be surfaced in accordance with Section 4-109L. Proposed surface is pavement. Complies with Ordinance.
IV.Sec 4-109.I	The property will have a mixed use of existing residential and proposed off-street parking. The proposed parking will be for valet vehicle storage for the ferry service to the south with employee movement and parking only. A specific number of proposed parking spaces are not required. Complies with Ordinance.

- IV.Sec 4-109.L Pavement cross section information was provided with the submittal (but the pavement mix is not a current standard). Complies with Ordinance.
- We recommend that the MDOT 22A aggregate base be compacted to 98% density (vs. the 95% density noted on the drawing). We also recommend that the pavement mix be revised to "MDOT HMA, 4E1" in 2-lifts according to MDOT Specifications.
- IV.Sec 4-110.A One 22 foot wide, two way drive is shown to serve the proposed parking lot. Rolled asphalt curb is proposed at the driveway. Complies with Ordinance.
- IV.Sec 4-111.B The submittal indicates parking spaces provided 205 but we believe this number should be 20 spaces are provided (proposed). Parking lots with sixteen to one hundred (16-100) parking spaces shall allocate 5% of the parking area to landscaping. The Applicant submittal indicates that the lot size is 15,928 square feet (sft) or 0.36 acres. The submittal indicates 5% of the parking area is 243 sft and the parking lot landscaping area provided is 8,245 sft. There may be a discrepancy with the 8,245 sft number as the submittal also notes the total proposed green space on the site is 7,588 sft. Regardless, it is understood that the project will provide 243 sft or greater of parking lot landscaping area (Section 4-111.G, states the parking lot landscaping area can be included (combined) as part of the 25% landscape requirement.). Complies with Ordinance.
- IV.Sec 4-111.D One tree is required for every 10 parking spaces over 15 spaces. A total of 20 parking spaces are proposed, a total of one tree is required, three existing trees are provided per the submittal. Complies with the Ordinance.
- IV.Sec 4-111.E.3 All landscaped areas that abut a parking lot or any landscaped area which is internal to a parking lot shall be protected with curbing material approved by the Zoning Administrator. The only curb proposed is a rolled asphalt curb at the driveway. Does not comply with Ordinance.
- As a minimum, we recommended requiring the same rolled asphalt curb along the east end of the parking lot (along Lake Huron).
- IV.Sec 4-111.G Required landscaping areas within parking lots shall be included as part of 25% landscaping requirements. (Our interpretation of the Ordinance is that the parking area landscaping can be included with the 25% landscaping green space required, and the number of trees required for the parking area can be included with the trees required for the 25% landscaping area.)
- IV.Sec 4-114 Development occurring within the RM, B1, B2, MR, MRS, MC and CR Districts shall require a minimum of 25% of the parcel to be landscaped open space, also called greenspace. The Applicant submittal indicates that the lot size is 15,928 sft. As such, a minimum of 3,982 sft of greenspace is required and 7,588 sft is provided per the submittal. Open space areas shall be landscaped with a minimum of one evergreen tree or shrub for every 1,000 sft of lot area, plus a minimum of one deciduous tree or shrub for every 2,000 sft of lot area.

Trees Required:

Parking Lot Area Trees = 1 tree (to be included as part of the number of Landscaping Trees required)

Evergreen Trees or shrubs = 1/1000 sft lot area = 16 trees or shrubs

Deciduous Trees or shrubs = 1/2000 sft lot area = 8 trees or shrubs

Total = 24 Trees

Trees Provided: 3 existing

Does not comply with Ordinance.

- IV.Sec 4-117.B.2a A professional review by an approved Engineer was required by the Village.
- IV.Sec 4-117.D.6 No new lighting is proposed. Existing site lighting will be retained.
- IV.Sec 4-117.D.10 The right-of-way widths of abutting streets were included. Complies with Ordinance.
- IV.Sec 4-117.D.11 A very general site construction and improvement timeline was provided. Complies with Ordinance.
- IV.Sec 4-117.D.13 The Ordinance requires that a 10-year storm event study and Grading Plan with topographic elevations of the area be provided. Flow direction arrows, general spot elevations and very general runoff calculations were included on the drawing. The proposed parking lot will be constructed within existing green space. A detention basin is proposed in the front yard green space. The Applicant shall keep the proposed detention basin on the property and not encroach into the road right-of-way. Complies with Ordinance.
- IV.Sec 4-117.D.16 Significant environmental features are required to be included on the submittal. Lake Huron is along the east side of the proposed parking lot but only minimal information along the shoreline was provided with the submittal. The Applicant should provide additional information on the submittal to verify that the parking lot storm water will not discharge directly toward Lake Huron and the project is not filling below the Ordinary High Water Mark of Lake Huron. (See IV.Sec 4-111.E.3 comments above.) Further, silt fence should be placed along the east end of the property until grass growth is established and the Contractor shall obtain a Soil Erosion Sedimentation Control permit. Lastly, the Applicant should verify that a Joint Permit is not required from the Michigan Department of Environmental Quality.
- IV.Sec 4-117.D.18 The submittal must contain the registered seal of a professional architect, planner, landscape architect or engineer responsible for the certification of the Site Plan. Verify with Village staff that the submittal included the required seal and thus complies with the Ordinance.
- XII.Sec.12-101.I & K Off-street parking lots and off-street parking and loading (in accordance with the requirements of section 4-109) are principal permitted uses in the B2 zoned district. Complies with Ordinance.
- XII.Sec.12-103 For permitted uses and uses subject to a special use permit, a site plan shall be submitted in accordance with Section 4-117.

XII.Sec.12-104.C

A B2 District requires the following yard setbacks:

- Front - 20 feet. (Modification required based on Section 22-102E as property abuts a residentially zoned property).
- Sides - 20 feet (Modification required based on Sec. 22-102G as property abuts a residentially zoned property and a public street).
- Rear - 10 feet. (No modification required based on Section 22-102K as property is north of Barbara Street).

Yard setback lines shown on the drawing do not comply with Ordinance. However, parking is allowed within the yard setbacks.

Please let us know if you, the Planning Commission or the Village Council have questions or comments.

Sincerely,

C2AE



Kevin Makarewicz, P.E.
Professional Engineer

KM/keb



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April 14, 2016

Village of Mackinaw City
Mr. Fred Thompson, Zoning Administrator
102 South Huron Ave.
P.O. Box 580
Mackinaw City, MI 49701

Re: Site Plan Review Response to c2ae Review of Shepler O'Brian Lot

We have reviewed the following items for the "Shepler Development-O'Brian Paved Lot Site Plan Review dated April 13, 2016", submitted by c2ae.

Site Plan Review Procedure and Application dated March 16, 2016,

- IV. Sec 4-108C See response to XII Sec 12-104 below.
- IV. Sec 4-109 F.1 This section states Section 4-115 shall control the screening requirements, however this section only refers to outdoor trash containers or dumpsters and thus does not control this section as a paved lot. Further, per Section 4-1114 Landscape Requirements specifically states "No deciduous or evergreen trees or shrubs shall be placed in the required setback or clear area / view shed of the B-2 or MC District. Landscaping in the clear area/ view shed of the B2 and MC District shall consist of ground cover only." Therefore the type of screening mentioned in this section is not allowed.
- IV. Sec 4-109 L The paving detail has been changed to comply with the recommended changes.
- IV Sec 4-111 E.3 Roll curbing has been added to the east end of the lot to provide better control of storm water movement to the retention basin on the south lot landscape area.
- IV Sec 4-114 Per this Section it specifically states "No deciduous or evergreen trees or shrubs shall be placed in the required setback or clear area / view shed of the B-2 or MC District. Landscaping in the clear area/ view shed of the B2 and MC District shall consist of ground cover only." While the open space requirements have been met, no additional trees are required since they would be placed in the setbacks. The addition of 21 trees in the landscaped non-set back area located along the North Huron R.O.W. is not attainable.
- IV Sec 4-117 D.16 Sec 1-117 15. States "Significant environmental features such as wetlands, shoreline, streams, wood lots, existing trees and vegetation." The site plan has been noted as such and complies.

Regarding discharged storm water into Lake Huron, there is no permit required by the State of Michigan for storm water discharge for the overall site use, just as there is no permit required by the Village of Mackinaw City for the discharge of Village storm water into the Great Lakes.

The NPDES Industrial Storm water permit would only be required if an operator was dispensing fuel, washing down boats, performing repairs, storing boats or the like and is not a state permit.

Further, there is no requirement by Cheboygan County for a SESC permit since the project is located within the Village Limits and the County has no jurisdiction in the matter.

The subject parcel has been reviewed and confirmed not to be one of the following: "Wetlands, Floodplains, Marinas, Dams, Inland Lakes and Streams, Great Lakes Bottom Lands, Critical Dunes, and High Risk Erosion Areas." as defined in the MDEQ/USACE Joint Permit Application, therefore no permit is applicable.

All work to be performed shall be above the IGLD 582.5 elevation. The installation of silt fence will be performed as noted in the review.

XII Sec 12-104 C

The required yard setbacks as stipulated in this section are met by the following:

Section 4-108 C states that both corner lot lines abutting a public right of way shall be considered a front yard lot line. Further, the owner shall elect which of the two remaining yards will be the side yard and the rear yard and shall note such on the application. The application shows the northern most lot line has been elected to be the rear yard, and the easterly most lot line has been elected to be the side yard. Since the since the only yard that abuts a residentially zoned or use lot, Section 22-102E and 22-102G do not apply.

Front Yard – 10'. Section 22-102E does not apply since the front yard is abutting a public right of way and not a residentially zoned parcel or use.

Side Yard – 10'. Section 22-102G does not apply since the side yard is abutting Lake Huron, a public way and federal waterway and not a residentially zoned or used parcel.

Respectfully submitted,

David McFarland

David McFarland – Project Director
The Architect Forum

Fred Thompson

From: Makarewicz, Kevin [Kevin.makarewicz@C2AE.COM]
Sent: Friday, April 15, 2016 3:29 PM
To: Fred Thompson
Subject: RE: Shepler Lot Review Letter

Importance: High

Fred-
I will address a few of the Architect Forum comments individually:

IV.Sec.4-109.F.1-My error, it should read 4-113 controls screening (not 4-115). More specifically IV.Sec.4-113.B does apply, "Except as otherwise provided in this Zoning Ordinance, all premises used for business, commercial or industrial purposes shall be screened from abutting residential uses."

IV.Sec.4-114- My error. I agree with Architect Forum only ground cover is allowed for this lot. The Planning Commission has the ability to add ground cover requirements if they choose.

IV.Sec.4-117.D.13- As noted, the Applicant shall keep the proposed detention basin on the property and not encroach into the road right-of-way.

IV.Sec.4-117.D.16- I contacted the Cheboygan County Soil Erosion Officer, Mr. Hank Jankoviak, 2:53pm, April 15, 2016. He indicated that "yes" Cheboygan County "has" SECS" jurisdiction within the Village of Mackinaw City.

XII.Sec.12-104.C- Comments are based on my interpretation of the Ordinance that if the "Overall Property" abuts a residential zoned property, then 'Sec.22-102 Footnotes to Schedule of Regulations' would apply. Typically, a front yard should abut a street right-of-way. I do not agree with the Architect Forum rationale, but will let it be.

The "bold" comments above are important.

Kevin

Kevin Makarewicz, P.E.
Professional Engineer

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