

NOTICE OF PUBLIC MEETING
COUNCIL CHAMBERS-VILLAGE HALL
102 South Huron Avenue
231-436-5351

7:00 P.M.

July 24, 2014

PLANNING COMMISSION
PUBLIC HEARING

1. **Request for a Special Use Permit, 2014-SUP-003, for Seasonal Ferry Boat Parking on parcel #012-08-100-004-04, located on Lake Street, east of Nicolet St. and west of Third St.**

AGENDA-REGULAR MEETING
MACKINAW CITY PLANNING COMMISSION

- I. Call to Order/Welcome
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Minutes
- V. Public Comment
- VI. New Business
 1. Special Use Permit for parcel #012-08-100-004-04, case # 2014-SUP-003, for Seasonal Ferry Boat Parking.
 2. Site Plan Review for parcel #012-08-100-004-04, case #2014-SP-007, for Seasonal Ferry Boat Parking.
 3. Recording Secretary Discussion/Action
- VII. Old Business
- VIII. Commissioner Comments
- IX. Commissioner Calendar
August 28, 2014
- 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

**UNAPPROVED
MACKINAW CITY PLANNING COMMISSION MINUTES
COUNCIL CHAMBERS-VILLAGE HALL
102 S Huron Mackinaw City, MI 49701
PUBLIC HEARING
JUNE 26, 2014**

1. Call to Order:

Chairperson Mann called the meeting to order at 7:00 p.m.

2. Roll Call:

All Commissioners were present.

**I. Special Use and Site Plan Review for Mackinaw Lakeshore
Development Parcel #012-W10-008-013-02 for seasonal Ferry
Boat parking.**

A. Public Comment:

Jerry Fetty, (CEO Starline Mackinaw Island Ferry), commented on the need for additional parking. There was no one present who spoke out against this request.

**II. Special Use and Site Plan Review for ENJO Properties parcel
#012-W10-008-002-02 for the addition of 4 Cabins, and a retail
Bicycle shop.**

B. Public Comment:

There was no public comment.

3. Adjournment:

The meeting was adjourned at 7:03 p.m.

Unapproved Mackinaw City Planning Commission
Minutes Council Chambers-Village Hall
102 S. Huron Ave. Mackinaw City, MI 49701
Agenda Regular Meeting
June 26, 2014

1. Call to order:

Commissioner Mann called the meeting to order at 7:10 p.m.

2. Roll Call:

All commissioners were present.

3. Pledge of Allegiance.

4. Approval of minutes:

A motion was made by Heilman, seconded by Clark to approve amended minutes for the Public Hearing held on 6-12-2014.

A motion was made by Heilman, seconded by Gustafson to approve amended minutes for special meeting held on 6-12-2014.

5. Change Agenda:

A motion was made by Heilman to change the wording on this meetings agenda from Special Meeting to Regular Meeting. All commissioners were in favor, motion passed.

6. Public Comment: NONE

7. New Business:

I. Special Use and Site Plan Review for Mackinaw Lakeshore Development parcel #012-W10-008-013-02 for seasonal Ferry Boat parking.

A motion was made by Heilman to recommend approval of site plan as submitted for parcel number 012-W10-008-013-02 with a 90 day window for landscaping obligations upon approval of Village Council, seconded by Taylor, a roll call vote was taken, all were in favor, motion carried.

II. Special Use Permit and Site Plan Review for ENJO Properties Inc. for parcel #012-W10-008-002-02 at 708 S. Huron Ave, Mackinaw City, MI 49701 for the addition of 4 cabins and a retail bicycle shop with outdoor display of bicycles and racks (not permanent).

A. Special Use Request:

A motion was made by Taylor to approve the special use permit on parcel #012-W10-008-002-02, seconded by Dye, all were in favor, motion carried.

B. Site Plan Review:

A motion was made by Mann to send site plan #012-W10-008-002-02 to engineering consultants for further review over designated parking spaces that are in the right of way of garbage dumpsters. A roll call vote was taken, 2 votes yes, 5 votes no, the motion did not carry.

A motion was made by Dye seconded by Gustafson to approve an amended site plan for parcel #012-W10-008-002-02 to accurately show the parking spaces in question as a designated dumpster area before it goes to Council. A roll call vote was taken, 2 votes no, 5 votes yes. Motion carried.

8. Old Business: NONE

9. Commissioners Comments.

**10. Commissioners Calendar:
July 24, 2014**

11. Adjournment:

Motion was made by Cooley to adjourn this meeting seconded by Gustafson. Meeting was adjourned at 8:21.

M.J. Cooley, Secretary

Rosada Mann, Chairperson

2014-SUP-003

**SPECIAL USE PERMIT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701**

This application is necessary for your intended use in the zoning district your property is located in. This does not mean that your use is not permitted. Rather, it means that the general use you propose is acceptable, but that the nature of such development is one that the Village should take certain precautions within its review process.

Applicant Name: SHEPLER DEVELOPMENT - WILLIAM SHEPLER

Mailing address: 556 EAST CENTRAL

City MACKINAW CITY State MI Zip 49701

Phone no: 231-436-5023 Cell: _____

Address of Development: NOT YET ASSIGNED

Property Tax Id No.: 012-08-100-004-04

Special Use: SEASONAL FERRY BOAT PARKING

Description of Development: _____

UNDEVELOPED AREA TO BE DEVELOPED FOR USE FOR SEASONAL
FERRY BOAT PARKING AS PERMITTED IN ORDINANCE 138, SEC. 23-134.

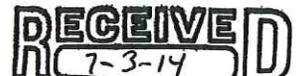
A notice of this application will be published. A public hearing will be held pursuant to the Zoning Ordinance.

Date: _____

Signature _____

Print Name _____

*Rec. # 7409
ck # 3692*



2014-SP-007

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

Project: THIRD STREETSOUTH SEASONAL PARKING

Property Owned by:

Name: SHEPLER DEVELOPMENT - WILLIAM SHEPLER

Address: 556 EAST CENTRAL

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: WEST SIDE OF THIRD ST BETWEEN WENDELL AND LAKE

Property address: NOT YET ASSIGNED

Current Zoning District: BC

Proposed Use of Property: SEASONAL FERRY BOAT PARKING

Site Size (square feet/acres): 182,347 SQFT

Proposed building square footage: N/A

Number of dwelling units: N/A

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.

Rec'd # 7469
CL # 3692

SITE PLAN REVIEW CHECKLIST

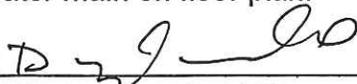
Project: THIRD STREET SOUTH SEASONAL PARKING

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.
- NA 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.).
- NA 23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture.
- NA 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.
- NA 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:  for William Shepler Date: 2.3.14
Print Applicant Name: WILLIAM SHEPLER

Project Name: THIRD STREET SEASONAL PARKING

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:
 - One copy 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.

Village of Mackinaw City

102 South Huron Avenue, P.O. Box 580, Mackinaw City, Michigan 49701

Telephone: (231) 436-5351 Fax: (231) 436-4166

www.mackinawcity.org village@mackinawcity.org

VILLAGE OF MACKINAW CITY PLANNING COMMISSION

NOTICE OF PUBLIC HEARING ON SPECIAL USE PERMIT

PLEASE TAKE NOTICE that an application has been made by Shepler Development, INC. for a **SPECIAL USE PERMIT**. This Special Use Permit is required of the applicant under Section 23-134 of Mackinaw City Zoning Ordinance No. 138 to develop a currently undeveloped area to be used for seasonal Ferry Boat Parking. The property has not been assigned an address yet, it is located on Lake Street, east of Nicolet St. and north of Third St., Mackinaw City, MI 49701. The case number for this Special Use Permit is 2014-SUP-003. The property identification number for this property is 012-08-100-004-04.

A Public Hearing regarding the Special Use Permit will be held at a regular meeting of the Mackinaw City Planning Commission on Thursday, July 24, 2014, at 7:00 p.m. within the Village Council Chambers located at 102 S. Huron Ave., Mackinaw City, MI 49701.

Written comments will be received at the Village Hall or by mail at the Village of Mackinaw City, PO Box 580, Mackinaw City, MI 49701, or by phone at (231) 436-5351.

Additional information regarding this application can be viewed at the Village Hall at the above address.

Please be prepared to present your case in detail and with all evidence at this hearing.

Rosada Mann
Planning Commission Chair



*"Crossroads of the Great Lakes."
Equal Employment Opportunity and Service Provider*

Village of Mackinaw City
Shepler Development
Seasonal Parking-Lake Street
Analysis
July 24, 2014

Shepler Development has submitted a Special Use Permit and Site Plan Review to construct Temporary and Seasonal Unpaved Boat Line Parking on Lake Street, East of Nicolet St. and West of Third St., Mackinaw City, MI 49701.

SPECIAL USE PERMIT: 2014-SUP-003

Requirements: Section 23-134 and Section 4-111 of Village Zoning Ordinance No. 138 outlines the procedures for the review of a Special Use Permit. Section 23-134 identifies the criteria that a development must address to obtain a Special Use Permit for the construction of temporary and seasonal unpaved boat line parking.

Requested Action: The applicant has requested the approval of a Special Use Permit based on the requirements listed in Ordinance 138.

Findings of Fact: Staff offers the following findings for consideration:

- Property is located in the BC Zoning District
- Plan identifies fifty percent of all transportation corridors as landscaped with a Berm and landscaping as required by Section 23-134 part C, please see Site Plan tree requirement
- Parking lot does not exceed one acre in size

SITE PLAN REVIEW: 2014-SP-007

Requested Action: Applicant is requesting approval of a site plan for seasonal unpaved boat line parking on Lake Street, parcel ID # 012-08-100-004-04

District Evaluation: Proposed development is permitted in the BC District .

Applicable Parking: The proposed Site Plan identifies an area that can accommodate parking of vehicles.

Site Drainage: The Site Plan identifies drainage will remain on site and the lot and landscaping consists of pervious material.

Green Space: The Plan conforms to the Village's green space requirements.

Findings of Fact: Staff offers the following findings for consideration:

The Site Plan submitted by Shepler Development is an existing parking lot with additional parking area.

- The property has a variance as seen on the Site Plan.
- The landscape plan is acceptable as shown on the Site Plan.
- Drainage is as noted on Site Plan.

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