



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
COUNCIL AGENDA
OCTOBER 16, 2014 - 7:00 P.M.
VILLAGE HALL**

I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE

II. PRESENTATIONS AND RECOGNITIONS

III. APPROVAL OF AGENDA

IV. COUNCIL MINUTES

- A. Approval of the regular minutes for October 2, 2014 and special meeting minutes for October 10, 2014

V. PUBLIC COMMENTS

Citizens wanting to address the Council can do so at this time. Persons addressing the Council are requested to give their name and address for the record when called on by the President.

VI. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION

VII. BUSINESS REPORTS AND RECOMMENDATIONS

- A. Site Plan Review – 2014-SP-007 Shepler Development [Action Item]
B. Mackinaw City Municipal Marina Waterways Exit Strategy Letter [Action Item]
C. Mackinaw City Proposal Letter to Operate Straits State Harbor [Action Item]
D. BS&A Software Timesheets Application [Action Item]

VIII. ACCOUNTS PAYABLE

- A. Accounts Payable for October 16, 2014 [Action Item]

IX. COMMITTEE/DEPARTMENT REPORTS

- A. Committee Report

X. CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION

XI. ADJOURNMENT





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

To: Mackinaw City Council
From: Adam R. Smith, Village Manager
Date: October 10, 2014
Re: Manager Report & Recommendations for October 16, 2014 Council Meeting



VII. A. Site Plan Review – 2014-SP-007 Shepler Development [Action Item]
Per Council direction at the September 4, 2014 Council Meeting, action on Site Plan Review 2014-SP-007 Shepler Development was postponed until applicant submits requirements needed pertinent to request.

Attached are the Planning Commission minutes of July 24, 2014 which were approved on August 14, 2014 that represent an approved motion to recommend approval of site plan 2014-SP-007, parcel #012-08-100-004-04, for seasonal unpaved ferry boat parking as presented with the addition of bollards along the narrow section of the proposed parking lot to protect the bike trail and the planting of trees every 50 feet per ordinance requirement.

Per Village of Mackinaw City Zoning Ordinance 138, Sec. 4-117, as amended, Site Plan Review and Approval, B. Submission Requirements, 2. a. Professional review by approved architect or engineer as required by the Zoning Administrator. The cost of review will be passed along to the applicant. No zoning permit will be issued until this fee is paid.

I recommend approval of the Planning Commission recommendation subject to compliance with all professional services identified inconsistencies between the site plan and zoning ordinance as identified in the August 19, 2014 correspondence. All site plan inconsistencies to be addressed and corrected on a final site plan document and payment in full of all professional service fees is made prior to issuance of an approved zoning permit.

Alternative action would be to deny, approve as presented without or with alternative conditions, or postpone for further information or clarification.

Please refer to attached Planning Commission minutes of July 24, 2014, background documentation as previously provided to the Planning Commission and Ordinance No. 138, Section 4-117, as amended, and c2ae professional service review dated August 19, 2014.

VII. B. Mackinaw City Municipal Marina Waterways Exit Strategy Letter [Action Item]
Item reserved for the approval and release of the draft exit strategy letter. *Please refer to the draft letter, August 15, 2014 correspondence to Waterways Commission, and 2014 Cooperation, Collaboration and Consolidation Plan.*



VII. C. Mackinaw City Proposal Letter to Operate Straits State Harbor [Action Item]

Item reserved for the approval and release of the draft exit strategy letter. *Please refer to the draft letter, August 15, 2014 correspondence to Waterways Commission, and 2014 Cooperation, Collaboration and Consolidation Plan.*

VII. D. BS&A Software Timesheets Application [Action Item]

As we have discussed significantly over the past two years the need to adequately and efficiently identify the municipal costs associated with various activities and endeavors, from special events to mowing and sprinklers to recreation, staff is recommending acquisition and implementation of a timesheets software program. The BS&A Timesheets application is designed to decentralize the data entry of hours worked, while maintaining final oversight and approval. Customizable views allow us to tailor reports to meet our needs. Designed to work with BS&A Payroll (which we began using in 2012), Timesheets allows employee hours to be transferred directly into the payroll process. Costs may be allocated to various Funds or Departments based on usage and we can track in summary or by detailed use of equipment by employee. I recommend a motion to authorize acceptance of the September 26, 2014, BS&A Proposal for Software and Services in the amount of \$3,935. The cost will be shared across all funds and departments within currently budgeted allocations. *Please refer to the attached BS&A Proposal for Software and Services.*

UNAPPROVED
MINUTES SPECIAL COUNCIL MEETING
MACKINAW CITY

1:00 P.M.

October 10, 2014

I. CALL TO ORDER/TAKING OF ROLL

President Jeff Hingston called the meeting to order and with the following Trustees present –Matt Yoder Belinda Mollen, and Paul Michalak. Absent- Trustees Sandy Planisek and Richard Perlick. Also present, Manager Adam Smith, Attorney Ken Lane and Clerk Lana Jaggi.

II. APPROVAL OF AGENDA

Motion Glenn seconded Yoder to approve the agenda as presented.
Voice vote-motion unanimously

III PUBLIC COMMENTS

None

VI. BUSINESS REPORTS AND RECOMMENDATIONS

A. State Disaster Contingency Fund Grant Resolution

Motion Mollen seconded Glenn to approve the State Disaster Contingency Fund Grant Resolution. Voice vote-motion carried.

XI. ADJOURNMENT: 1:04 PM

Respectfully submitted;

Jeff Hingston; President

Lana Jaggi; Clerk

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

October 02, 2014

I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE

President Jeff Hingston called the meeting to order and with the following Trustees present – Robert Glenn, Matt Yoder, Belinda Mollen, Sandy Planisek, Richard Perlick, and Paul Michalak. Also present, Villager Manager Adam Smith Treasurer Patricia Pepler, Clerk Lana Jaggi and Attorney Ken Lane

Department Heads Present:

Patrick Rivera-Water Sewer Superintendent

Dave Paquet- Rec/Marina

Fred Thompson, Jr.-Ambulance Director/Fire Chief/Zoning Administrator

Mike Karll- DPW Superintendent

Patrick Wyman- Chief of Police-Absent, excused

Visitors – List Attached.

Pledge of Allegiance

II PRESENTATIONS AND RECOGNITIONS

III. APPROVAL OF AGENDA

Motion Mollen seconded Planisek to approve the agenda. Voice vote – motion carried unanimously.

IV. COUNCIL MINUTES

A. Motion Perlick seconded Yoder to approve the ZBA meeting minutes of September 18, 2014 as presented. Voice vote-motion carried unanimously.

Motion Glenn seconded Mollen to approved the regular meeting minutes of September 18, 2014 as presented. Voice vote-motion carried unanimously.

V. PUBLIC COMMENTS Agenda or Non Agenda

Ron Wallin-Village Resident. Mr. Wallin submitted letter and was placed on file.

Joanne Leal- Village Resident

Dorothy Krueger- Village Resident

VI. PUBLIC HEARING AND SUBSEQUENT ACTION

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

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October 02, 2014

VII. BUSINESS REPORTS AND RECOMMENDATIONS

**A. Humbard Dock Development, Lieghio's Hamilton Inn Select, Inc.
Planned Unit Development, 201 South Huron Ave.**

Motion Hingston seconded Mollen to approve the Hubbard Dock Development- Planned Unit Development in accordance with Section 4-117 and Section 23-102 of the Zoning Ordinance, the Village Council has received materials and documents relating to a PUD request from applicant Hamilton Inn Select, Inc. for the establishment of a commercial PUD; the documents received include a recommendation from the Planning Commission; the Village Council finds that the site plan and PUD request complies with the requirements of the Village Zoning Ordinance; the Village Council approves the site plan and commercial PUD request, contingent upon the conveyance of a necessary easement from the applicant, the language for which shall be determined by Village staff, the Village attorney and the applicant; and, in keeping with the mixed use of the PUD sections under the Ordinance, the square footage of the complementary business must be increased, and the proposed trolley use must be removed and replaced with a permissible commercial use. These items must be submitted and approved by staff within thirty (30) days.

Yeas-Yoder, Mollen, Hingston, Planisek, Perlick Nays-Glenn, Michalak
Motion carried.

B. Resolution to Authorize Issuance of MI Transportation Fund Bond, Series 2015

Motion Yoder seconded Glenn to approve the Resolution to authorize issuance of Michigan Transportation Fund Bond, Series 2015.

Yeas-Yoder, Mollen, Hingston, Planisek, Perlick, Michalak, Glenn. Motion carried.

C. Village Manager Ordinance No. 105 Amendment

Motion Michalak seconded Mollen to approve Village Manager Ordinance 105 amendment as presented. Voice vote, motion carried unanimously.

D. Interim Manager Appointment and Employment Agreement

Motion Planisek seconded Perlick to approve interim village manager appointment of David White and the employment agreement as presented. Voice vote, motion carried unanimously.

E. On-Site Legal Services Proposal

Motion Mollen seconded Glenn to approve the on-site legal services proposal for Kenneth Lane of Clark Hill PLC, not to exceed \$3840.00 per month.

Voice vote, motion carried unanimously.

F. Special Event Application 2014-SE-067 Shepler's Inc. Win Some Women Conf.

Motion Mollen seconded Yoder to approve Special Event Application 2014-SE-067 as presented. Voice vote, motion carried unanimously.

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

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October 02, 2014

G. Special Event Application 2015-SE-005 Church of the Straits

Motion Yoder seconded Mollen to approve the special event application 2015-SE-005 as presented. Voice vote, motion carried unanimously.

H. Jaggi Warehouse Site Plan 2014-SP-008

Motion Michalak seconded Mollen to approve Jaggi Warehouse Site Plan, 2014-SP-008, subject to compliance with all professional services identified inconsistencies to be addressed and corrected on a final site plan document and payment in full of all professional services fees are made prior to issuance of an approved zoning permit. Voice vote, motion carried unanimously.

VII. Motion Planisek seconded Glenn to approve the accounts payable for October 02, 2014 in the amount of \$106,578.08 Voice vote-motion carried unanimously.

IX. COMMITTEE/DEPARTMENT REPORTS

Facilities and Street Sub Committee Report submitted and placed on file
Finance and Human Resources Sub Com. Report submitted and placed on file.
Department Head Reports were received and placed of file.

X. CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION

XI. ADJOURNMENT: 8:30 PM

Respectfully Submitted;

Jeff Hingston, President

Lana Jaggi, Clerk



707 North Huron – Suite #2, P.O. Box 548 Mackinaw City, Michigan 49701
Phone 231.436.7376 archforum@sbcglobal.net
fax 508.657.9591

September 26, 2014

Re: Shepler Development – Third Street Seasonal Parking South
Site Plan Review 2014-SP-007
Special Use Permit 2014-SUP-003

Response to c2ae review letter dated August 18, 2014.

- IV.Sec 4-110.C See revised drawing, complies with the ordinance.
- IV.Sec 4-111.B Complies with the Ordinance.
- IV.Sec 4-111.D The Seasonal Parking Lots do not have any required parking and as such no parking is indicated on the parcel for which a number of trees would be determined. The site plan is screened from public view sufficiently to negate the internal trees for a paved lot.
- V.Sec 4-111.E.3 Complies with the Ordinance.
- IV.Sec 4-111.G Complies with the Ordinance.
- IV.Sec 4-113.B See revised drawing, complies with the ordinance.
- IV.Sec 4-114 This site plan accounts for the landscaping trees per this section of the Ordinance. This lot has an orphaned component south of Lake Street which was created by the Village when Lake Street was joined on either side of the former rail road property. The Village had begun construction when the current owner discovered the road did not extend through this parcel. Consequently, there was a and transaction giving the Village ownership of the property known as Lake Street, however this split the parcel, however the plots of land on both the north and south of the street is still one parcel. This therefore allows the site to maintain the tree counts.
- V.Sec 4-117.B.2a No action required by applicant.
- IV.Sec 4-117.C.1 See revised drawing, complies with the ordinance.
- IV.Sec 4-117.D.6 Complies with the Ordinance.
- IV.Sec 4-117.D.7 The Seasonal Parking Lots do not have any required parking and as such no parking is indicated on the site plan. Gravel lots do not support stripping as would be found on a traditional paved lot.
- IV.Sec 4-117.D.9 See revised drawing, complies with the ordinance.
-

September 30, 2014

- IV.Sec 4-117.D.10 See revised drawing, complies with the ordinance.
- IV.Sec 4-117.D.11 See revised drawing, complies with the ordinance.
- IV.Sec 4-117.D.13 Complies with the Ordinance.
- IV.Sec 4-117.D.18 Complies with the Ordinance.
- XI.Sec.18-102.J Complies with the Ordinance.
- XI.Sec.18-103 No action required by applicant
- XI.Sec.18-104 Complies with the Ordinance.
- XXIII.Sec 23-134.B No action required by applicant
- XXIII.Sec 23-134.C The applicant is requesting a consideration with the use of cedar shrubs as a screening on the right of way in lieu of the remaining required berms. This will provide a safe, screened delineation of the lot to the trail, as well as act as a buffer preventing vehicles from leaving the lot via the paved trail. The tree spacing for the berms does not provide the density of trees or shrubs as this proposed site provides.
- XXIII.Sec 23-134.D Complies with the Ordinance.

Sincerely,

David McFarland
The Architect Forum



August 19, 2014

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

Re: Shepler Development-William Shepler
Third Street South Seasonal Parking
Site Plan Review 2014-SP-007
Special Use Permit 2014-SUP-003

Dear Mr. Smith and Village Council:

We have reviewed the following items for the "Third Street South Seasonal Parking" project, submitted by the Architect Forum:"

- Special Use Permit Application & Site Plan Review Application, both dated July 3, 2014
- C1.0 Site Plan (dated June 2, 2014)

A property address is not yet assigned to the project. The site is located west of Third Street, between Lake and Wendell Streets, within the Village limits, and is zoned BC-Business Central 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. Specific attention was given to Sections 4-111 and 23-134 of the Ordinance.

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

<u>Section Reference</u>	<u>Comment</u>
IV.Sec 4-110.C	All one-way commercial/industrial driveways shall be curbed and paved with a driveway width not to exceed twenty feet, nor smaller than twelve feet. Neither driveway is shown to be curbed or paved and the width of the one-way driveway off Lake Street was not dimensioned. Does not comply with the Ordinance.
IV.Sec 4-111.B	Parking lots in all districts having sixteen to one hundred (16 to 100) parking spaces shall allocate 5 percent of the parking area to landscaping. The Applicant submittal indicates that the parking lot area is 43,241 square feet, the minimum 5 percent is 2,162 square feet and the parking lot landscaping area provided is 3,946 square feet. Complies with the Ordinance.

- IV.Sec 4-111.D One tree shall be required for every 10 parking spaces over 15 spaces. The Applicant submittal did not indicate the number of proposed parking spaces or show the proposed parking space lines. The submittal did indicate the number of trees required as seven (7). Does not comply with the Ordinance without knowing the number of proposed spaces.
- 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. A curb detail was included on the submittal. Notes indicating the location of the proposed curb were not included. If the curb will be installed around the perimeter of the parking area, it complies with the Ordinance.
- IV.Sec 4-111.G Required landscaping areas within parking lots shall be included as part of 25% landscaping requirements. (The required number of trees for the parking area shall be included as part of the landscaping number of trees/shrubs.) Complies with the Ordinance.
- IV.Sec 4-113.B This section states that Non-Residential Uses abutting Residentially Used Lots shall be screened. Sheet C1.0 shows screening proposed along the east property line. The adjoining properties to the east are all zoned BC and that two of the lots are residences. The language of this section talks of residential lots, not residential districts. As such, it is our interpretation of the Ordinance that some additional screening is required along the southerly portion of the east property line, close to the existing residence. Does not comply with the Ordinance.
- IV.Sec 4-114 Development occurring within the RM, B1, B2, MR, MRS, BC, MC and CR Districts shall require a minimum of 25 percent of the parcel to be landscaped open space, also called greenspace. The Applicant submittal indicates that the total lot size is 182,347 square feet. As such, 45,587 square feet of greenspace is required and 107,371 square feet is provided. 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 = seven trees per Applicant (included as part of the number of Landscaping Trees required)
Berm Trees = 11 trees ($503/50=11$ included as part of the number of Landscaping Trees required) (Note, the applicant indicated 17 trees required/provided)
Evergreen Trees = $1/1000$ sft lot area = 182 trees
Deciduous Trees = $1/2000$ sft lot area = 91 trees
Total = 273 Trees

Trees Provided:

Parking Lot Area Trees = The Applicant Site Plan indicates that 62 trees are provided for parking landscaping.

Berm Trees = The Applicant Site Plan indicates that 17 deciduous trees are provided on the berm.

The Applicant Site Plan states "Wooded portion of parcel to south provides an excess of required trees."

See XXIII.Sec 23-134 discussion below. Does not comply with Ordinance.

- V.Sec 4-117.B.2a A professional review by an approved engineer was required by the Village.
- IV.Sec 4-117.C.1 A legal description of the property under consideration, including the Property Tax Identification number shall accompany all site plans submitted for review. The submittal indicated the legal description is provided under a separate letter. The submittal package did not include the legal description. Does not comply with the Ordinance.
- IV.Sec 4-117.D.6 No lighting is proposed for this seasonal parking lot.
- IV.Sec 4-117.D.7 The location of all existing and proposed drives and parking area with the number of parking and/or loading spaces provided. The parking space lines and the number of proposed parking spaces were not provided. Does not comply with the Ordinance.
- IV.Sec 4-117.D.9 As noted above (IV.Sec 4-113.B) additional screening is required along the southerly portion of the east property line. Does not comply with the Ordinance.
- IV.Sec 4-117.D.10 The right-of-way width for the abutting Lake Street was not included. Does not comply with Ordinance.
- IV.Sec 4-117.D.11 A site construction and improvement timeline was not provided. Does not comply 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. The lot will be gravel, thus pervious. The Applicant did provide drainage arrows and slopes that make it appear that storm water will not leave the site, but no specific topographic elevations were provided. Does not comply with the Ordinance.
- 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.

Temporary and Seasonal Unpaved Boat Line Parking is a Permitted Use subject to a Special Use Permit for the BC zoned district. Complies with the Ordinance.

XI.Sec.18-103

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.18-104

A BC District requires the following yard setbacks:

- Front - 10 feet. (No modification required based on Section 22-102E).
- Sides - 10 feet, total of two sides = 20 feet. (No modification required based on Sec. 22-102G).
- Rear - 10 feet. (No modification required based on Section 22-102F).

The submitted site plan drawing does not identify the front, sides and rear yards. A Table of Existing Variances was included on the site plan. Based on these existing variances, it is our interpretation that the site plan complies with this section of the Ordinance.

XXIII.Sec 23-134.B

It should be noted that a Conditional Use Permit for temporary unpaved seasonal parking can be issued for a period of no more than three years. A renewal may be requested by the property owner for two additional periods for a total of nine years. This section states that the intent is that the area will be developed into a permanent use or the lot will be developed in accordance with the provisions of Section 4-109 upon expiration of the Special Use Permit.

XXIII.Sec 23-134.C

Parking areas shall be landscaped along 50% of all public transportation corridors, including roadways, alleys and trails. This landscaping shall consist of a berm with a minimum height of three feet and maximum height of five feet. Berms shall be landscaped with shrubs or other natural landscape material. The height of shrubbery shall not exceed a height of three feet at maturity. The Ordinance does not provide the required number of shrubs per foot. However, it does indicate that one deciduous tree shall be provided for every 50 feet of lot frontage. The Applicant Site Plan has conflicting information regarding the berm; "The Conditional Use Permit Requirements area indicates a 450 foot berm is provided; and the Landscaping Requirements area indicates that the total lineal footage along the trail easement is 503 feet. 127 trees are provided in lieu of berm. The Site Plan indicates that the trees to be planted at 4 feet height, cedars at 6 feet spacing for a total of 84 cedar trees to act as buffer and screening to the DNR Trail easement." The Applicant should provide additional information for clarification. Does not comply with Ordinance.

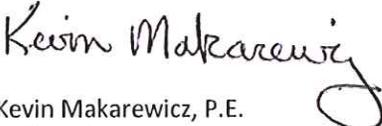
Mr. Adam Smith
August 19, 2014
Page 5 of 5

XXIII.Sec 23-134.D Unpaved parking areas, not including landscaping, shall not exceed one acre.
The Applicant indicated the seasonal parking area as 42,241 sft (0.97 acres).
Complies with the Ordinance.

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

Sincerely,

C2AE


Kevin Makarewicz, P.E.

Civil Engineer

KM/keb

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2014-SP-007

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

Project: THIRD STREET SOUTH 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

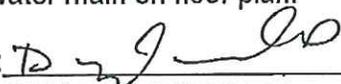
Notes:

- 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

- 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 preparer 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
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.

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



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 COUNCIL
VILLAGE OF MACKINAW CITY
Cheboygan and Emmet Counties, Michigan**

Trustee Janelle Bancroft supported by Trustee Belinda Mollen, moved the adoption of the following Ordinance:

ORDINANCE NO. 138

**AN ORDINANCE TO AMEND SECTION 4-117 OF THE VILLAGE OF
MACKINAW CITY ZONING ORDINANCE TO PROVIDE TIME
LIMITATIONS FOR APPROVED SITE PLANS**

The Village of Mackinaw City ordains:

Sec. 1. Amendment of Compiled Code. Section 4-117 of the Village of Mackinaw City Zoning Ordinance (Zoning Ordinance #138) is amended to read as follows:

Sec. 4-117 Site Plan Review and Approval.

A. **Purpose.** A site plan review procedure is hereby established for the Village of Mackinaw City. The purpose of a site plan review is to determine compliance with the provisions set forth herein and to promote the orderly development of the Village, the stability of land values and investments in the general welfare, and to help prevent impairment or depreciation of land values and development by the erection of structures or additions or alterations thereto without proper attention to placement and appearance.

The following provisions in this section shall apply to all uses requiring site plan review by this Ordinance, including multiple family developments, mobile home parks, commercial developments, industrial developments, institutional developments, and all uses requiring a special use permit and variances. Approved plans shall regulate the development on the premises, unless modified in the same manner as the plans were originally approved. Variance requests shall be accompanied by three (3) copies of a clearly dimensioned and scaled drawing detailing the nature of the variance request. Variance requests for non-commercial uses need not comply with Sections 4-117C and 4-117D. Expansion of existing structures less than three hundred (300) sq. ft. and/or parking areas less than ten (10) spaces shall be reviewed as follows:

1. Applicant shall apply for a zoning permit as outlined within Article XXIV, Section 109 of this Ordinance.
2. Plan review shall be conducted by the Zoning Administrator or Community Development Director.
3. Approval or denial shall be based on the provisions as set forth within this Ordinance and all amendments.

Expansion of existing structures less than three hundred (300) sq. feet and parking areas less than ten (10) spaces taking place less than five (5) years apart on the same parcel shall be subject to formal Site Plan approval as based on the provisions set forth herein.

B. **Submission Requirements.** All Site Plans, as required by this Ordinance, shall be submitted to the Village with enough copies for each Planning Commissioner and Village Trustee. The Village Zoning Administrator shall adhere to the following procedures in the review of the Site Plan:

1. For variance requests, the site plan shall be reviewed by both the Planning Commission and Zoning Board of Appeals with the decision made by the Zoning Board of Appeals.
2. All other site plan reviews shall use the following procedures:

a. Professional review by approved architect or engineer as required by the Zoning Administrator. The cost of review will be passed along to the applicant. No zoning permit will be issued until this fee is paid.

b. The Planning Commission shall review the Site Plan at its next regularly scheduled meeting. One (1) copy of the initial draft of the site plan and a property survey by a registered surveyor must be submitted to the Village by the first day of the month in order to be on the Planning Commission's agenda for that regular monthly meeting. If the first day of the month falls on a weekend or holiday, the site plan shall be submitted the next regular business day. The Planning Commission may elect to postpone a decision on a pending Site Plan to the next regularly scheduled meeting if the Site Plan is determined to be incomplete.

c. The Planning Commission shall recommend to Village Council for their final decision, with specified changes and/or conditions, or disapprove the applicant's request, using the standards described in Section 4-117E of this Ordinance.

d. Conditions or changes stipulated by the Planning Commission shall be recorded in the minutes of the meeting and made available to the applicant in writing. The sealed copy of the approved site plan shall contain the approval date and signature of the Zoning Administrator.

e. Of the copies submitted, one (1) shall be retained by the Zoning Administrator's office and one (1) returned to the applicant.

C. The following information shall accompany all Site Plans submitted for review:

1. A legal description of the property under consideration, including the Property Tax Identification number.
2. A map indicating the gross land area of the development, the present zoning classification thereof and the zoning classification and land use of the area surrounding the proposed development, including the location of structures and other improvements.
3. The names and addresses of the architect, planner, designer, or engineer responsible for the preparation of the Site Plan.
4. Drawings or sketches of the exterior and elevations, and/or perspective drawings of the building or structures under consideration.

D. The following information shall be included on the Site Plan:

1. A scale of not less than one inch equaling forty feet (1" = 40'), if the subject property is less than three (3) acres; and, one inch equaling one hundred feet (1" = 100'), if it is three (3) acres or more.
2. Date, north point and scale.
3. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties.
4. The placement of all structures on the subject property and abutting properties.
5. The location of each proposed structure in the development area, the use or uses to be contained therein, the number of stories, gross building areas, distances between structures and lot lines, setback lines, and approximate location of vehicular entrances and loading points.

6. Location and descriptions of all exterior luminaries, including aiming angles. Descriptions should include the glare reduction/control devices and drawings of luminaries and its mounting devices.
7. The location of all existing and proposed drives and parking areas with the number of parking and/or loading spaces provided.
8. All pedestrian walks, malls and open areas.
9. Location and height of all walls, fences and screen planting, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and maintained. (Plant materials shall be chosen and installed in accordance with standards recommended by the County Cooperative Extension Service or American Nursery Association). Landscaping plans are not required in Site Plan reviews of businesses in the B4 district.
10. The location and right-of-way widths of all abutting streets.
11. A site construction and improvement timeline that includes specific development benchmarks from the commencement of construction through completion.
12. Types of surfacing, such as paving, turfing or gravel to be used at the various locations.
13. A ten (10) year storm event study shall be provided for each development based on Michigan Department of Transportation and American Association of State Highway Transportation Officials Standards (MDOT and AASHTO). A grading plan with topographic elevations of the area shall also be provided.
14. Size and location of proposed sewer and water lines and connections.
15. The number of proposed units (or multiple family developments).
16. Significant environmental features such as wetlands, shoreline, streams, wood lots, existing trees and vegetation.
17. Information as may be required by the Planning Commission and Village Council to assist in the consideration of the proposed development.
18. Site Plans must contain the registered seal of a professional architect, planner, landscape architect or engineer responsible for the certification of the Site Plan.

E. In order that building, open space and landscaping will be in harmony with other structures and improvements in the area, and to assure that no undesirable health, safety, noise and traffic conditions will result from the development, the Planning Commission shall determine whether the Site Plan meets the following criteria, unless the Planning Commission determines that one (1) or more of such criteria are inapplicable:

1. The vehicular transportation system shall provide for circulation throughout the site and for efficient ingress and egress to all parts of the site by fire and safety equipment.
2. Pedestrian walkways shall be provided as deemed necessary by the Planning Commission for separating pedestrian and vehicular traffic.
3. Recreation and open space areas shall be provided in all multiple family residential developments.
4. The Site Plan shall indicate compliance with the district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements,

including applicable special use requirements, as set forth in the Village of Mackinaw City Zoning Ordinance, unless otherwise provided.

5. The requirements for fencing, walks, and other protective barriers shall be complied with as provided in the Zoning Ordinance of the Village of Mackinaw City and as deemed appropriate by the Planning Commission.

6. Adequate storage space shall be provided for the use therein.

7. Security measures shall be provided as deemed necessary by the Police Chief for resident protection in all multiple family residential developments.

8. Fire protection measures shall be provided as deemed necessary by the Fire Chief in conformance with all applicable laws of the State of Michigan for the protection of residents and/or occupants of the structures.

F. The Site Plan and the site construction and improvement timeline shall be reviewed by the Planning Commission and other appropriate bodies as heretofore designated with a recommendation for its approval or disapproval and any conditions the Planning Commission or other appropriate bodies feel should be imposed.

G. The Village Council shall have the function and power to approve or disapprove the Site Plan and/or site construction and improvement timeline subject to compliance with such modifications and conditions as may be deemed necessary to carry out the purpose of these regulations and other Ordinances or resolutions of the Village.

H. The Village Council shall have the function and power to request additional professional review from the Village Attorney, Engineering Consultant and/or Planning Consultant, and the permittee shall be responsible for any and all charges incurred therefor.

I. The permittee shall be responsible for maintaining compliance with the requirements of this Section 4-117 and this Ordinance. The Zoning Permit may be revoked in any case where the conditions of such permit have not been or are not being complied with, in which case the Village Council shall give the permittee notice of intention to revoke such permit at least ten (10) days prior to review of the permit by the Village Council. After conclusion of such review the Village Council may revoke such permit if it feels that a violation in fact exists and has not been remedied prior to such hearing.

J. Except where an extension is granted by the Village Council after a recommendation from the Planning Commission due to an unforeseen circumstance which shall not include economic changes or financial hardships, all approved Site Plans not in compliance with the site construction and improvement timeline required by Section 4-117 D 11 above shall be valid no longer than one (1) year from the date that the Site Plan is approved by the Village Council. For those Site Plans approved prior to the adoption of the amendments to this Section 4-117 requiring the submission of a site construction and improvement timeline, such Site Plan approvals shall be valid no longer than one (1) year from the effective date of such amendment unless an extension is granted by the Village Council after a recommendation from the Planning Commission.

K. **Fee.** A fee for initial Site Plan review under this Section 4-117, and for any subsequent site changes and/or approval extension requests, may be imposed by the Village in an amount set from time to time by resolution of the Village Council.

L. **Site Change.** Any structure, use, or field change added subsequent to the initial Site Plan approval must be approved by the Village Council after recommendation from the Village Planning Commission. Incidental and minor variations of the approved Site Plan with the written approval of the Zoning Administrator shall not invalidate prior site plan approval.

M. **Phased Construction.** Where phases or staged construction is contemplated for the development of a project, the Site Plan submitted must show the inter-relationship of the proposed project to the future stages, including the following:

1. Relationship and identification of future structures, roadways, drainage, water, and sewer.
2. Pedestrian and vehicular circulation.
3. Time schedule for completion of the various phases of the proposed construction.
4. Temporary facilities or construction of same as required to facilitate the stated development.

Sec. 2. Effective Date. This ordinance shall take effect immediately upon its publication in a newspaper circulated within the Village.

Yeas: Pres.J. Hingston, Trustees J. Bancroft, M. Yoder, R. Glenn, B. Mollen, R. Perlick, P. Michalak_____

Nays: None

Abstain: None

Absent: None

Ordinance declared adopted.



Jeff Hingston, Village President



Lana Jaggi, Clerk

CERTIFICATION

As the Clerk of the Village of Mackinaw City, Michigan, I certify this is a true and complete copy of an ordinance adopted at a meeting of the Village Council held on February 07, 2013, with notice provided as required by law.

February 07, 2013



Lana Jaggi, Clerk

8. **Minimum Site Area.** The minimum eligible site area shall be twenty (20) acres, but a minimum of five (5) acres of site area is required for each WTG tower proposed within an eligible property.

Sec. 23-133 ASSISTED LIVING FACILITY

- A. The facility shall provide a central dining room, central lounge, community activity areas, and laundry facilities for the benefit of the residents and their guests. The total area of the amenities (not including food preparation and storage areas) shall equal not less than fifty (50) square feet for each dwelling unit. Other services customarily accessory to and incidental to such a use shall be permitted.
- B. Walkways shall be provided from the main building entrances to all parking areas and to any sidewalks along the adjacent public street. Sidewalks may be required along the public street(s) if not already constructed.
- C. When located in a residential district the facility shall:
 1. Have a solid ornamental fence on any side which abuts a lot which is residentially zoned or is a residential use. This fence shall separate the buildings, parking and waste disposal from the surrounding property(ies).
 2. Provide a setback of at least 25 feet around all property boundaries, or the required setback in that residential district for a particular yard, whichever is the greater of the setbacks.(Amended 11/04)

Sec. 23-134 TEMPORARY AND SEASONAL UNPAVED BOAT LINE PARKING

- A. As used in this Section "Seasonal" means beginning mid June through mid September, also Memorial Day weekend, Labor Day weekend and two other miscellaneous weekends in the spring or fall.
- B. A Conditional Use Permit for temporary unpaved seasonal parking will be issued for a period of no more than three (3) years. A renewal may be requested by the property owner for two (2) additional periods for a total of nine (9) years. The intent is that the area will be developed into a permanent use or the lot will be developed in accordance with the provisions of Section 4-109 upon expiration of the Special Use Permit.
- C. Parking areas shall be landscaped along fifty (50%) percent of all public transportation corridors, including roadways, alleys, and trails. Landscaping shall consist of a berm of not less than a height of three (3') feet and not more than a height of five (5') feet as measured from the elevation along the right of way line. Berms shall be landscaped with shrubs and other natural landscape material. The height of shrubbery shall not exceed a height of three (3') feet at maturity. One (1) deciduous tree shall be provided for every fifty (50') feet of lot frontage along the public transportation corridor. Landscaping shall be evenly distributed along the public transportation corridor. A landscape plan shall be provided as part of the site plan. Landscape requirements shall conform to all provisions identified under Section 4-111 Landscape Requirements for parking areas.
- D. Unpaved parking area, not including landscaping, shall not exceed one (1) acre.
(Amended 4/10)

ARTICLE XVIII. BC - BUSINESS CENTRAL DISTRICT

Sec. 18-101 PRINCIPAL PERMITTED USES.

In the BC Business Central District, no uses shall be permitted unless otherwise provided in this Ordinance except the following:

- A. Grocery store, including beer, wine and liquor, fruit, vegetable, meat, dairy products and baked goods.
- B. Confectioneries, delicatessens, restaurants and taverns.
- C. Museums.
- D. Financial Institutions.
- E. Laundromat.
- F. Offices for plumbing, roofing, heating contractors, decorators, upholsterers, and similar establishments.
- G. Funeral parlors and mortuaries.
- H. Shoe repair shop.
- I. Watch, television and radio repair shops.
- J. Barber and beauty shop.
- K. Professional office, except medical or dental clinics.
- L. Retail shops.
- M. Theaters, assembly halls, concert halls and similar places of assembly.
- N. Public utilities.
- O. Single and two-family dwellings.
- P. Mixed uses i.e., commercial and residential uses combined in one (1) building.
- Q. New and used car sales including outdoor displays of vehicles.
- R. Indoor tennis, paddleball, racquet ball courts and health clubs.
- S. Publicly owned buildings.
- T. Arcades and similar indoor entertainment.
- U. Accessory buildings and uses customarily incidental to the above Permitted Principal Uses.
- V. Off-street parking in accordance with the requirements of Section 4-109.

Sec. 18-102 PERMITTED USES SUBJECT TO SPECIAL USE PERMIT.

- A. Hotels, motels and motor court in accordance with Section 23-105.
- B. Medical or dental clinics in accordance with Section 23-114.
- C. Office developments in accordance with Section 23-115.
- D. Hospitals in accordance with Section 23-124.
- E. Bowling alleys, skating rinks and indoor recreation facilities subject to 23-108.
- F. Gasoline filling stations as defined in Section 2-102 and subject to Section 23-125.
- G. Open Air Business Recreational Equipment Sales/Rental, Recreation/Amusement, Vehicle Sales/Rental, Landscape only in accordance with Section 23-109. (Amended 6/16/11)
- H. Marine/boat storage and repair facilities and in accordance with Section 23-126.
- I. Employee/Boarding Housing in accordance with Section 23-130.
- J. Temporary and Seasonal Unpaved Boat Line Parking (Amended 4/10)

Sec. 18-103 SITE PLAN APPROVAL.

For permitted uses and uses subject to a special use permit, a site plan shall be submitted in accordance with Section 4-117.

Sec. 18-104 AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS.

A. Lot Dimensions

1. Minimum Lot width: 50 ft.
2. Minimum Lot Area: 6,500 sq. ft.
3. Maximum Lot Coverage: 50%

B. Maximum Building Height

1. Stories: 4
2. Height: 45 ft.

C. Yard Setbacks

1. Front: 10 ft. (See Sec. 22-102E)
2. Sides: 10 ft. (See Sec. 22-102G)
 - a. Total of 2: 20 ft.
3. Rear: 10 ft. (See Sec. 22-102F)

D. Minimum Building Dimensions

1. 1st Floor Area (single family): 800 sq. ft.
2. 2nd Floor Area (two family): 1,200 sq. ft.
3. Principle Use 1st Floor Area: 500 sq. ft. (Amended 6/03)

E. Accessory Buildings, Detached Garages

1. Maximum height: 30 ft.
2. Side Yard setback: 10 ft. (See Sec. 22-102G)
3. Rear Yard setback: 10 ft. (See Sec. 22-102F)
4. Front Yard setback: 10 ft. (See Sec. 22-102E)
5. Maximum floor area: -
6. Minimum distance from main bldg.: 6 ft.

APPROVED
MACKINAW CITY PLANNING COMMISSION MINUTES
COUNCIL CHAMBERS-VILLAGE HALL
102 S Huron Mackinaw City, MI 49701
PUBLIC HEARING
July 24, 2014

1. Call to Order:

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

2. Roll Call:

Heilman, Clark, Gustafson, Mann, Cooley, and Dye were present. Taylor was absent.

I. Special Use and Site Plan Review for parcel #012-08-100-004-04 for seasonal Ferry Boat parking requested by Shepler Development.

A. Public Comment:

- Ron Wallin spoke against more parking in the village. He feels that it should be on the other side of I-75, or outside of the village limits.
- Bill Shepler commented on the need for additional parking of some 1,200 to 1,500 vehicles per day. He also reminded that purchased this property when

no one else wanted it, cleaned it up, etc. Mr. Shepler then reminded that if they don't have enough parking in Mackinaw City people will be sent to St. Ignace.

3. Adjournment:

The meeting was adjourned at 7:10 p.m.

Approved Mackinaw City Planning Commission
Minutes Council Chambers-Village Hall
102 S. Huron Ave. Mackinaw City, MI 49701
Agenda Regular Meeting
July 24, 2014

I. Call to order:

Chairperson Mann called the meeting to order at 7:11 p.m.

II. Roll Call:

Chairperson Mann, Commissioners Heilman, Clark, Gustafson, Cooley, and Dye were present. Commissioner Taylor was absent.

III. Pledge of Allegiance.

IV. Approval of minutes:

- A motion was made by Heilman, seconded by Gustafson to approve minutes for the Public Hearing held on 6-26-2014, Voice vote- motion carried.

- A motion was made by Dye, seconded by Clark, to approve amended and corrected minutes for the regular meeting held on 6-26-2014. Voice vote- motion carried.

V. Public Comment:

Ron Wallin spoke out against the proposed parking for Shepler Development.

VI. New Business:

1. Special Use Permit for parcel #012-08-100-004-04, case # 2014-sup-003 for seasonal Ferry Boat parking.
 - Chairperson Mann made a motion to recommend approval of Special Use Permit 2014-SUP-003, for temporary and seasonal unpaved boat line parking as provided for in the Village of Mackinaw City's Zoning Ordinance # 138, Section 23-134, as requested by Shepler Development for parcel # 012-08-100-004-04 for a period of three (3) years, seconded by Heilman. A roll call vote was taken, all were in favor, motion passed.
2. Site Plan Review for parcel #012-08-100-004-04, case #2014-sp-007 for seasonal Ferry Boat parking.
 - Vice Chairperson Heilman made a motion to approve site plan #012-08-100-004-04, case #-SP-007 for seasonal unpaved Ferry Boat parking as presented with the addition of Ballards along the narrow section of the proposed parking lot to

protect the Bike Trail from vehicles parking too close and endangering Cyclists, and the planting of indigenous Trees every 50 feet as per the ordinance already in place. Seconded by Gustafson, a roll call vote was taken, all were in favor, motion carried.

3. Recording Secretary Discussion/Action

- Heilman made a motion to hire a Recording Secretary for Planning Commission meetings as it is very difficult for the commissioner assigned to this job to fully participate in the meeting while trying to do the duties of secretary. Seconded by Clark, a roll call vote was taken, all were in favor, motion carried.

VII. Old Business: None

VIII. Commissioners Comments:

IX. Commissioners Calendar:

August 28, 2014

X. Adjournment:

- A motion was made by Heilman and seconded by Clark to adjourn the meeting, a Voice Vote was unanimous. Meeting was adjourned at 8:30p.m.

by Taylor, 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:

9. Commissioners Comments:

10. Commissioners Calendar:

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

October 16, 2014

DNR, Chief Ron Olson
State of Michigan Department of Natural Resources
Constitution Hall, 5N
525 W. Allegan
Lansing, MI 48933

Re: Village of Mackinaw City Municipal Marina

Dear Mr. Olson:

This letter is in follow-up to the meeting that we had in Mackinaw City on September 19, 2014, in which we discussed the possibility of moving the Mackinaw City Municipal Marina out of the State of Michigan Waterways grants and agreements. The Village of Mackinaw City is hereby formalizing that request in writing.

The Mackinaw City Municipal Marina has had an operational deficit budget since the Straits State Harbor opened in 2009. As a result of declining revenues, the marina has depleted its fund balance reserves in covering the ongoing operational cost of annual marina services. To that extent, the Village would like to pursue the potential of leasing the municipal marina facility to a private operator. All public recreational boating would be redirected to the adjacent Straits State Harbor.

We are requesting that you please provide the Village with a response that outlines the necessary steps for an exit strategy from the Waterways program along with any potential financial implications associated with any past grants and/or agreements with the Department. Thank you for your time and consideration. We look forward to hearing from you in the near term.

Sincerely,

Jeff Hingston, Village President
on behalf of the Mackinaw City Council

October 16, 2014

DNR, Chief Ron Olson
State of Michigan Department of Natural Resources
Constitution Hall, 5N
525 W. Allegan
Lansing, MI 48933

Re: Straits State Harbor, Mackinaw City

Dear Mr. Olson:

This letter is in follow-up to the meeting that we had in Mackinaw City on September 19, 2014, in which we discussed the possibility of the Village of Mackinaw City submitting a request to manage the marina operations of the Straits State Harbor in future seasons. The Village of Mackinaw City is hereby formalizing that request in writing.

As outlined in our 2014 Cooperation, Collaboration and Consolidation Plan prepared for the State of Michigan Department of Treasury, the Village of Mackinaw City proposes the establishment of a cooperative agreement with the State of Michigan Department of Natural Resources Straits State Harbor to include the collaboration, consolidation and cooperation in the administration and operations of the two marinas in Mackinaw City. The cooperative would allow the marinas to fully consolidate administration and operations.

We are requesting that you please provide the Village with a response that outlines the necessary steps for submitting a proposal to begin management of the marina operations of the Straits State Harbor for the 2015 season. Thank you for your time and consideration. We look forward to hearing from you in the near term.

Sincerely,

Jeff Hingston, Village President
on behalf of the Mackinaw City Council

Village of Mackinaw City, Michigan
Cooperation, Collaboration and Consolidation Plan - 2014

Prepared for:
State of Michigan
Department of Treasury
2013 Public Act 59
Economic Vitality Incentive Program (EVIP)



**Village of Mackinaw City, Michigan
Cooperation, Collaboration and Consolidation Plan - 2014
Economic Vitality Incentive Program (EVIP)**

The Village of Mackinaw City's Cooperation, Collaboration and Consolidation Plan – 2014 is available to the public on-line at www.mackinawcity.org and in our municipal office located at 102 South Huron Avenue, Mackinaw City, Michigan.

Proposed Service Cooperation, Collaboration and Consolidations for 2014:

PROPOSED COLLABORATION AND COOPERATIVE FOR THE VILLAGE OF MACKINAW CITY MARINA AND THE STATE OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES STRAITS STATE HARBOR

The Village of Mackinaw City proposes the establishment of a cooperative agreement with the State of Michigan Department of Natural Resources Straits State Harbor to include the collaboration, consolidation and cooperation in the administration and operations of the two marinas in Mackinaw City. The municipal marina and state marina are geographically located within two blocks of each other. Currently each marina has independent administration, operations, and staff. The municipal marina is under financial sustainability distress and has been subject to mooring occupancy rate challenges. It is anticipated, based upon visual mooring occupancy, that the Straits State Harbor is faced with similar sustainability challenges. At the most basic level, the cooperative agreement would coordinate and structure the training and labor of hourly seasonal staff for day to day operations of both facilities; said staff would be employed by both marinas simultaneously. At its most complex level, the cooperative would allow the marinas to fully consolidate administration and operations in which the total costs are shared proportionately between the state and local municipality. The benefit of the cooperative would allow for future sustainable mooring and recreational boating opportunities in Mackinaw City. It is anticipated an administrative and operational cost savings of at least 25% through a cooperative agreement. This cooperative is expected to be considered in the spring of 2014. *An initial concept meeting was held in January 2014 with state staff.*

Update on previous years' (FY 2012 & 2013) cooperation, collaboration and consolidation proposals:

-PROPOSED EMMET COUNTY/VILLAGE OF MACKINAW CITY AMBULANCE AUTHORITY

The Village of Mackinaw City and County of Emmet are committed to providing financially sustainable ambulance services for the public.

Status: ONGOING, *INITIATED SEPTEMBER 2012*, EMMET COUNTY AMBULANCE ADVISORY MEETINGS HELD MONTHLY, MILLAGE PROPOSAL CONSIDERATION NOVEMBER 2014, *BARRIERS INCLUDE MILLAGE APPROVAL*

-PROPOSED FORMATION OF DEPARTMENT OF PUBLIC SAFETY

Status: DISCONTINUED, NOT FINANCIALLY FEASIBLE WITH A VOLUNTEER FIRE DEPARTMENT

-PROPOSED IMPLEMENTATION OF PARALEGAL POSITION

Status: DISCONTINUED, NOT FINANCIALLY FEASIBLE



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

August 15, 2014

Dear Waterways Commission:

The Village of Mackinaw City would respectfully request the Commission's consideration of the following three (3) initiatives in the Straits of Mackinac:

1. The Village of Mackinaw City proposes the establishment of a cooperative agreement with the State of Michigan Department of Natural Resources Straits State Harbor to include the collaboration, consolidation and cooperation in the administration and operations of the two public marinas in Mackinaw City. The municipal marina and state marina are geographically located next to each other (aerial map attached). Currently each marina has independent administration, operations, and staff. The municipal marina is under financial sustainability distress and has been subject to high vacancy mooring challenges. It is anticipated, based upon visual mooring occupancy rates, that the Straits State Harbor is faced with similar sustainability challenges. The benefit of the cooperative would allow for future sustainable mooring and recreational boating opportunities in Mackinaw City.
2. The relocation of The Icebreaker Mackinaw Maritime Museum to the "Mackinaw City Pier" located at the end of the former State Ferry Dock.
3. The establishment of a Port of Call for Great Lakes Cruise Ships at the "triangle" located at the end of the former State Ferry Dock.

Our intent today is simply to make you aware of these potential opportunities in the Straits of Mackinac. We would welcome the opportunity to discuss these initiatives further with your respective administrative staff. Thank you for your time and consideration.

Sincerely,



Adam R. Smith, Manager



COMMITTEE REPORT
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701

COMMITTEE: Marina DATE 10/2/14

AGENDA ITEMS: State and Municipal Marina Collaboration

PRESENT: Yoder, Mollen, Plarisck, Paquet, Smith, White

ABSENT: _____

REPORT: Discussed the need to draft Exit to Strategy Letter to state, and also a proposal expressing the Villages interest in managing the Straits State Harbor.

The exit strategy letter puts the need for villages to be able to participate

COMMITTEE DATA BASE SUMMARY INFORMATION

ITEM	STATUS/RECOMMENDATION
	<u>Staff to Draft Both exit strategy letter & proposal for Straits Harbor for next scheduled Council Meeting on 10/16/14</u>



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

October 2, 2014

Adam R. Smith, Manager
102 South Huron Avenue
P.O. Box 580
Mackinaw City, Michigan 49701

Dear Mr. Smith:

This letter is in response to the meeting that we had at your office on September 19, 2014. One of the items we discussed was the possibility of moving the U.S.C.G. Cutter Mackinaw from its current mooring location to the south side of the Mackinaw City Pier at Straits State Harbor. The Department is open to the idea and willing to have further discussions on the subject.

In our meeting we discussed some of the benefits and challenges of the proposed change in location. We are open to the concept. However, before we could commit and authorize the move we would need to adequately address the challenges the move would create relative to the operation of the Harbor and boat launch.

If the move is going to be pursued further, Unit Manager Dave Stempky would be glad to meet with you and others.

Sincerely,

Richard Hill
Michigan Department of Natural Resources
Parks and Recreation Division
Gaylord District Supervisor

cc: Ron Olson, DNR
Jason Fleming, DNR
Anna Sylvester, DNR
David Stempky, DNR

RECEIVED
10-6-14

Region 3
Prosperity Initiative

Placemaking for Prosperity

Making Great Places Happen

When?

Thursday, October 23,
2014 from 1 - 4 pm

Where?

Brush Creek Mill in
Hillman

Who?

Bring your
Placemaking Teams!
We want to hear about
your great places!

Don't miss
the
cider &
donuts!



Calling all Placemaking Teams!

Join us for an event that is inspired by great places! We are bringing people together to share ideas on how to strengthen Northeast Michigan and create prosperity through Placemaking. Communities across the region are working to create great places where workers and businesses want to be. This event is an opportunity to hear about the how our neighbors are creating great places and to hear from MSHDA on opportunities available for

Placemaking!



1
MSHDA: Jim Tischler
Overview of Placemaking in Michigan

2
Target Market Analysis for Northeast Michigan

3
Regional Vision & Branding

4
Sharing of Placemaking Projects across
Northeast Michigan



We hope to see you there!



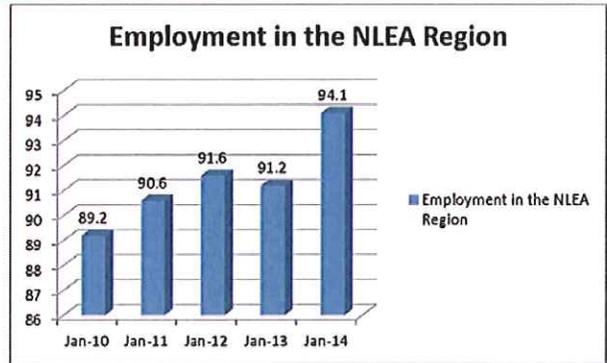
Have you noticed the employment figures lately? Northern Michigan Employment is making a comeback. As of August 2014 our region has a 94.1% employment rate, the best it's been in almost 10 years. The State of Michigan has a 93.3% employment rate, manufacturing making up 13.8%. Check out the NLEA's website (www.northernlakes.net) for more information and to see success stories on recent company expansions and other exciting things happening in our area.

Also note the new format for the info below. Notice the amount of private investment. Quite impressive and a good indication of things beginning to move again.

Michigan has a bright future and is certainly on the up-swing. Take a look at the cool video the MEDC has produced that highlights what a great place Michigan is. A great tool for talent attraction. (See below "cool stuff").

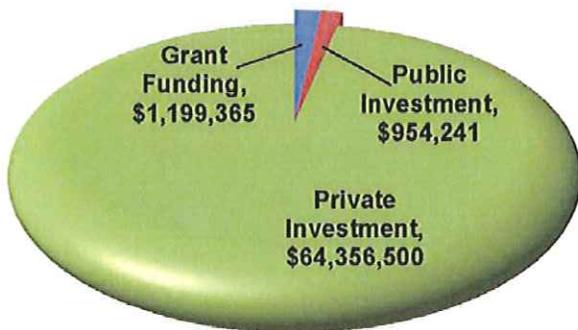
Have a terrific week and by the way... Go Tigers!

Andy Hayes, President



Projects In Progress (year to date)

31 Community & Business Assistance Projects



196 Anticipated Jobs Created
66 Anticipated Jobs Retained

Potential Projects (in various stages of due diligence)

37 Community & Business Assistance Projects
 \$4,853,755 Anticipated Grant Funding
 \$198,544,564 Antcp. Private & Public Invst.
 540/1,097 Antcp. Jobs Created/Retained
 15 Anticipated New Businesses

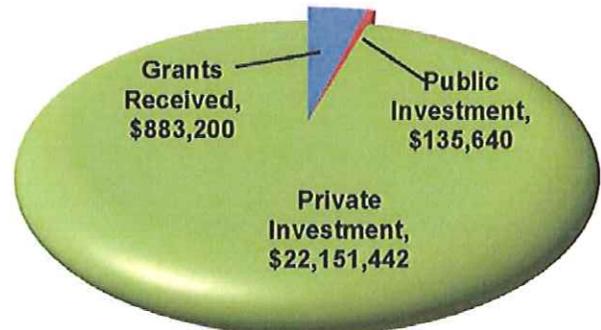
Recent Retention Visits (thru September 2014)

- 9/4 Kilwins Quality Confections, Petoskey
- 9/4 Moeller Aerospace, Harbor Springs
- 9/4 Woodpecker Industries, Harbor Springs
- 9/25 Fahl Forest Products, Mancelona
- 9/25 Northern Michigan Hardwoods, Petoskey
- 9/25 Kirtland Products, Boyne City
- 9/25 King Orchards, Central Lake

Total YTD: 61 visits

Regional Impacts (year to date)

18 Community & Business Projects Completed



110 Jobs Created
412 Jobs Retained
4 New Businesses

Up-coming Events:

- 10/07 Natural Resources Enterprises Workshop, Gaylord
- 10/08-9 Connecting Entrepreneurial Communities, E. Tawas
- 10/08 Michigan Matchmaking Supplier Summit, Lansing
- 10/13 Global Trade Days, Traverse City
- 10/22 Medical Supplier Matchmaking Summit, Novi
- 10/23 How to Really Start Your Own Business, East Jordan
- 10/24 How to Become a Government Contractor, Gaylord
- 10/29 DDA 101 Workshop, Charlevoix
- 10/30 Northern Michigan Leadership Summit, Boyne City

For details visit: www.northernlakes.net

Cool Stuff: Michigan in all its glory.

MEDC presents Michigan and all it has to offer.

<https://medc.app.box.com/s/cb0zh1k3ej7rke4kiou2>

All of this is made possible through various partners working in collaboration, visit www.northernlakes.net/partnerships-139/ for a complete list.

Contact us at 231-582-6482 • info@northernlakes.net • www.northernlakes.net

Proposal for Software and Services, Presented to...

Village of Mackinaw City, Emmet County MI

September 26, 2014

Quoted by: Steve Rennell



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Contents

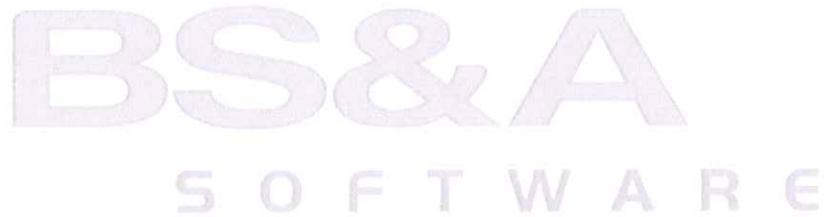
Please return all pages, retaining a copy for your records.

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9

Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing



Cost Summary

Application and Annual Service Fee prices based on an approximate parcel count of 859. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

Applications, New Purchase

Timesheets .NET **\$1,495**

Data Conversions

No data conversion to be performed for:

Timesheets

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$640

Implementation and Training

- \$100/hour for in-house and remote training
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Remote Software Setup	Days: 1	\$600	
Timesheets .NET Remote Training	Days: 1	\$600	
Timesheets .NET Training at BS&A Offices	Days: 1	\$600	
	Total: 3	Subtotal	\$1,800

BS&A
SOFTWARE

Cost Totals

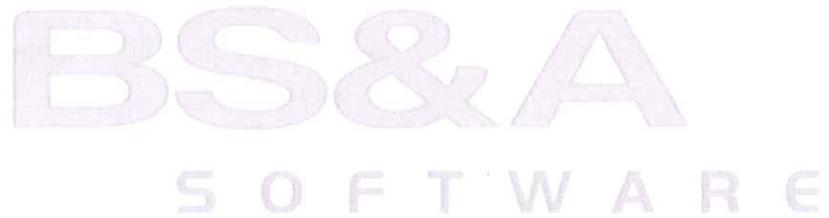
Not including Annual Service Fees

Applications	\$1,495
Project Management and Implementation Planning	\$640
Implementation and Training	\$1,800

Total Proposed	\$3,935
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Travel Expenses	<i>Not applicable</i>
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Grand Total (with Travel Expenses)	\$3,935
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Annual Service Fees, New Purchases

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Timesheets .NET	\$300
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Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˘ custom payment import/lock box import
- ˘ custom OCR scan-line
- ˘ custom journal export to an outside accounting system
- ˘ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.



Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization or training beyond the estimated number of days
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: srennell@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

