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
COUNCIL AGENDA
TUESDAY JULY 1, 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 June 19, 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. Special Event Application Amendment – Fort Michilimackinac Pageant Inc. **[Action Item]**
B. Special Event Application Amendment – Mackinaw Area Historical Society **[Action Item]**
C. Special Event Applications (2) **[Action Items]**
D. Site Plan Review – 2014-SP-001 Mackinaw Lakeshore Development **[Action Item]**
E. Site Plan Review – 2014-SP-005 ENJO Properties Inc. **[Action Item]**
F. Headlee Override **[Discussion/Action Item]**
G. Police and Fire Protection Act 33 of 1951 **[Discussion/Action Item]**

VIII. ACCOUNTS PAYABLE
A. Accounts Payable for July 1, 2014 **[Action Item]**

IX. COMMITTEE/DEPARTMENT REPORTS
A. Department Reports
B. Council Committee(s)

X. CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION

XI. ADJOURNMENT

UNAPPROVED

MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M. June 19, 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, Zoning Interim Fred Thompson, Jr., and Clerk Lana Jaggi.

Visitors – List Attached.

Pledge of Allegiance

II PRESENTATIONS AND RECOGNITIONS

III. APPROVAL OF AGENDA

Motion Glenn seconded Palnisek to approve the agenda as presented. Voice vote – motion carried unanimously.

Manager Smith noted Humbard P.U.D. applicant submitted letter of communication regarding reconsideration of vote that council took at regular meeting June 05, 2014 regarding the development.

IV. COUNCIL MINUTES

A. Motion Mollen seconded Glenn to approve the special meeting minutes of June 05, 2014 as presented. Voice vote-motion carried unanimously.

B. Motion Planisek seconded Perlick to approve the regular meeting minutes of June 05, 2014 as presented. Voice vote-motion carried unanimously.

C. Motion Perlick seconded Mollen to approve the closed session meeting minutes of June 05, 2014 as presented. Voice vote-motion carried unanimously.

V. PUBLIC COMMENTS Agenda or Non Agenda

Joanne Leal-Village Resident

Matthew Vermetten-Attorney, Humbard P.U.D,-went on record to state on behalf of his clients he submitted a letter for reconsideration of council vote of June 05, 2014.

Pres. Hingston polled council asking if there was any further interest of adding the reconsideration of vote from the June 05, 2014 Humbard P.U. D to the agenda. No one spoke.

VI. PUBLIC HEARING AND SUBSEQUENT ACTION

VII. BUSINESS REPORTS AND RECOMMENDATIONS

A. Motion Yoder seconded Mollen to reschedule the regular July 03, 2014 council meeting to July 01, 2014. Voice vote-motion carried unanimously.

B. Motion Mollen seconded Michalak to approve the Resolution for Designation of Street Administrator, Mike Karll-DPW Superintendent. Voice vote-motion carried unanimously.
C. Motion Planisek seconded Yoder to approve Resolution commemorating the USCGC Mackinaw Crew Reunion. Roll call: Ayes-Yoder, Mollen, Hingston, Planisek, Perlick, Michalak, Glenn. Motion carried.
D. Motion Planisiel seconded Perlick to approve Village of Mackinaw City Proclamation for Arbor Day as presented. Voice vote-motion carried unanimously.
E. 2014-2015 Budget Amendment, First Quarter March 1-May 31, 2014
Finance Sub Committee report submitted by Trustee Planisek
Motion Planisek seconded Glenn to approve the 2014-2015 Budget Amendments as submitted. Voice vote-motion carried unanimously.
F. Committee of the Whole will meet Monday, June 23, 2014 at 5:00 PM, Agenda-Special Event Fees and Municipal Finance
G. Motion Planisek seconded Perlick to deny the rezoning of the Parcel # 014-020-100-004-00 from MR to B1 for the reasons given by Planning Commission. Voice vote-motion carried unanimously.

VIII. Accounts Payable
Motion Planisek seconded Glenn to pay accounts payable for June 19, 2014 in the amount of $52, 710.70. Voice vote-motion carried unanimously.

IX. Committee/Department Reports
A. Marina Sub Committee Report-Trustee Yoder, submitted/placed on file.

XI. Adjournment at 7:45 PM

Respectfully submitted;

Jeff Hingston; President

Lana Jaggi; Clerk

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: June 27, 2014
Re: Manager Report & Recommendations for July 1, 2014 Council Meeting

VII. A. Special Event Application Amendment – Fort Michilimackinac Pageant Inc. [Action Item]

Special Event 2014-SE-003 Fort Michilimackinac Pageant Inc. (approved 8/15/13) requesting the additional day of August 4, 2014 is added to the Rendezvous in Mackinaw & 18th Century Trade Fair event. *Please refer to attached Special Event Application amendment page.*

VII. B. Special Event Application Amendment - Mackinaw Area Historical Society [Action Item]

Special Event 2014-SE-011 Mackinaw Area Historical Society (approved 11/7/13) requesting a location change from Conkling Park to Marina Lawn for the sale of Bridge Tour Raffle Tickets on July 4, 2014 and September 1, 2014. *Please refer to attached Special Event Application amendment page.*

VII. C. Special Event Applications (2) [Action Items]

1. 2014-SE-055 Michigan Association for Suicide Prevention (Labor Day #2)
2. 2014-SE-057 Lowell Beethem, Mackinaw City Farmers' Market

VII. D. Site Plan Review – 2014-SP-001 Mackinaw Lakeshore Development [Action Item]

Item reserved for action pending Planning Commission recommendation following June 26, 2014 meeting and public hearing. *Please refer to attached background documentation as provided to the Planning Commission and Ordinance No. 138, Section 4-117, as amended.*

I recommend discontinuing the current practice of placing Planning Commission recommendations on the Council Agenda that immediately follows the Planning Commission action. The draft Planning Commission minutes are not available for up to eight (8) days and staff is unable to adequately follow-up on any concerns or contingencies. I also recommend that all complex and/or multifaceted site plans are subject to professional services review 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.

VII. E. Site Plan Review – 2014-SP-005 ENJO Properties Inc. **[Action Item]**
Item reserved for action pending Planning Commission recommendation following June 26, 2014 meeting and public hearing. *Please refer to attached background documentation as provided to the Planning Commission and Ordinance No. 138, Section 4-117, as amended.*

I recommend discontinuing the current practice of placing Planning Commission recommendations on the Council Agenda that immediately follows the Planning Commission action. The draft Planning Commission minutes are not available for up to eight (8) days and staff is unable to adequately follow-up on any concerns or contingencies. I also recommend that all complex and/or multifaceted site plans are subject to professional services review 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.

VII. F. Headlee Override **[Discussion/Action Item]**
Item reserved for continued discussion of Committee of the Whole meeting on June 23, 2014 for potential action. Should Council pursue a Headlee Override local proposal to be presented at the November general election the filing deadline is August 12, 2014. The attached Michigan Municipal League's One Pager Plus provides a summary introduction as well as sample ballot language. Also attached are the estimated millage calculations of additional revenue to compare to the FY15 General Fund budget deficit of $297,000. As you are aware we have lost several millions in taxable value again this year for a total loss of approximately $20.75 million since 2009. This additional loss of taxable value expedites the need for substantial operational changes and/or alternative revenue sources for the Village. *Please refer to attached supporting documentation.*

VII. G. Police and Fire Protection Act 33 of 1951 **[Discussion/Action Item]**
Item reserved for continued discussion of Committee of the Whole meeting on June 23, 2014 for potential action should Council pursue Act 33 of 1951for police and/or fire protection. As you are aware we have lost several millions in taxable value again this year for a total loss of approximately $20.75 million since 2009. This additional loss of taxable value expedites the need for substantial operational changes and/or alternative revenue sources for the Village. *Please refer to Police and Fire Protection Act 33 of 1951.*

To Admin. Staff: 8-9-13
To Council: 8-15-13 - 7-
Decision: ☒ Approved ☐ Denied
Minutes to Applicant: _____
letter 8-19-13

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Agenda 8-15-13

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: FORT MICHILIMACKINAC PAGEANT, INC. TELEPHONE: 231-436-5489

MAILING ADDRESS: P.O. BOX 312, MACKINAW CITY, MICH. 49701

CONTACT NAME: MEGHAN MICHALAK TELEPHONE: 231-436-5489

E-MAIL ADDRESS: MICHALAK.MEGHAN@GMAIL.COM CELL PHONE: 231-420-3221

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: CHUCK KIBBY OR CINDY SNIDER TELEPHONE: 231-352-4943 OR 231-537-

E-MAIL ADDRESS: LAPERLE15@CHARTER.NET OR SNIDERCONST@CENTURYLINK.NET CELL PHONE: 231-383-1258 OR 231-420-

EVENT INFORMATION

NAME OF EVENT: RENDEZVOUS IN MACKINAW & 18TH CENTURY TRADE FAIR

PURPOSE OF EVENT: PRIMARY PURPOSE OF THIS EVENT IS TO EDUCATE THE PUBLIC AND IT IS OUR INTENT TO PRESENT THE NATIVE AMERICANS, AMERICAN, FRENCH AND ENGLISH PEOPLES AS THEY LIVED AND TRADED TOGETHER IN THE YEAR 1760 IN THE MACKINAW REGION.

☒ Non-Profit ☐ For-Profit ☐ Village Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Arts & Crafts Show ☐ Other _____

DATE(S): JULY 31, 2014 FROM 10:00 ☒ A.M. ☐ P.M. TO 10:00 ☐ A.M. ☒ P.M.

AUG. 01 FROM 10:00 ☒ A.M. ☐ P.M. TO 10:00 ☐ A.M. ☒ P.M.

AUG. 02 FROM 10:00 ☒ A.M. ☐ P.M. TO 10:00 ☐ A.M. ☒ P.M.

AUG. 03 FROM 10:00 ☒ A.M. ☐ P.M. TO 4:00 ☐ A.M. ☒ P.M.

~~RAIN DATE(S)~~: Aug 4 FROM _____ ☐ A.M. ☐ P.M. TO 6:00 ☐ A.M. ☒ P.M.

Please Add _____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

EVENT LOCATION: CONKLING HERITAGE PARK -

ESTIMATED NUMBER OF ATTENDEES: 200/250

WILL YOU UTILIZE SHOWERS: ☒ Yes ☐ No

ESTIMATED NUMBER OF VOLUNTEERS: 10 TO 15

ESTIMATE DATE/TIME FOR SET-UP: JULY 30, 2014 10:00 ☒ A.M. ☐ P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: AUGUST 4, 2014 ~~8:00~~ ☒ A.M. ☐ P.M.

Change to 6 PM - Clean up

Ins. Cert. needed - Received 8-14

2014-SE-015

To Admin. Staff: 10-11-13
To Council: 11-7-13
Decision: ☒ Approved ☐ Denied
~~Minutes to~~ Applicant: 11-12-13 letter

Called with Council date on 10/29/13

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Mackinaw Area Historical Society TELEPHONE: _____

MAILING ADDRESS: PO Box 999 Mackinaw City, MI 49701

CONTACT NAME: Susie Safford TELEPHONE: _____

E-MAIL ADDRESS: susiesafford@gmail.com CELL PHONE: 231 373 9793

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Susie Safford TELEPHONE: _____

E-MAIL ADDRESS: susiesafford@gmail.com CELL PHONE: 231 373 9793

EVENT INFORMATION

NAME OF EVENT: Bridge Tour Raffle Ticket sales

PURPOSE OF EVENT: sell raffle tickets to benefit MAHS

■ Non-Profit ☐ For-Profit ☐ Village Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Arts & Crafts Show ☐ Other _____

DATE(S): ~~5-24-14~~ Memorial Day Saturday 5-24-14 FROM 7:00 ■ A.M. ☐ P.M. TO 9:00 ☐ A.M. ■ P.M.

Independence Day FROM 7:00 ■ A.M. ☐ P.M. TO 9:00 ☐ A.M. ■ P.M.

Labor Day FROM 6:00 ■ A.M. ☐ P.M. TO 2:00 ☐ A.M. ■ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

RAIN DATE(S): _____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

EVENT LOCATION: Conkling Park, McGulpin Lighthouse MARINA PARK

ESTIMATED NUMBER OF ATTENDEES: _____

WILL YOU UTILIZE SHOWERS: ☐ Yes ■ No

ESTIMATED NUMBER OF VOLUNTEERS: 2 volunteers at each table on each date

ESTIMATE DATE/TIME FOR SET-UP: same day 6 & 7:00 ■ A.M. ☐ P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: same day 9 & 2:00 ☐ A.M. ■ P.M.

Amended 6-12-14 by Ceal - to Council on ~~July 3~~ July 1, 2

2014-SE-055
Labor Day #2

FAX COVER SHEET

To Admin. Staff: 5-30-14
To Council: July 3 2014
Decision: ☐Approved ☐ Denied
Minutes to Applicant: _____

Date: May 29, 2014

To: Village Clerk's Office
Village of Mackinaw City

Fax #: 231-436-4166

From: Donald Davis
Michigan Association for Suicide Prevention

Phone: 248-320-1941

Pages (including cover): 8

******Remarks:**

Attached please find Special Event Application on Labor Day from the Michigan Association for Suicide Prevention.

Need:
Ins. Cert.
C-5013

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: MICH. ASSN. SUICIDE PREVENTION TELEPHONE: 989-413-1647

MAILING ADDRESS: BOX 96, VERNON MI 48476

CONTACT NAME: DONALD DAVIS CHAIRPERSON TELEPHONE: 248-366-7047

E-MAIL ADDRESS: don.masp@yahoo.com CELL PHONE: 248-320-1941

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: DON DAVIS TELEPHONE: 248-366-7047

E-MAIL ADDRESS: don.masp@yahoo.com CELL PHONE: 248-320-1941

EVENT INFORMATION

NAME OF EVENT: MACKINAW BRIDGE WALK

PURPOSE OF EVENT: SUICIDE PREVENTION EDUCATION

☒ Non-Profit ☐ For-Profit ☐ Village Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Arts & Crafts Show ☐ Other _____

DATE(S): LABOR DAY 2014 FROM 6:00 ☒ A.M. ☐ P.M. TO 1:00 ☐ A.M. ☒ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

RAIN DATE(S): _____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

EVENT LOCATION: MACKINAW CITY

ESTIMATED NUMBER OF ATTENDEES: N/A

WILL YOU UTILIZE SHOWERS: ☐ Yes ☒ No

ESTIMATED NUMBER OF VOLUNTEERS: 5-12

ESTIMATE DATE/ TIME FOR SET-UP: SAME DAY 30 MIN ☒ A.M. ☐ P.M.

ESTIMATE DATE/ TIME FOR CLEAN-UP: SAME DAY 30 MIN ☐ A.M. ☒ P.M.

PARADE PERMIT

Includes runs, walks, and other uses of the Village public right-of-way.

POLICE ESCORT NEEDED: ☐ Yes ☒ No

PARADE ROUTE PROVIDED WITH APPLICATION: ☐ Yes ☒ No

PROPOSED ROUTE: _____

_____

_____

Date and time Parade will start: N/A _____ ☐ A.M. ☐ P.M.

Date and time Parade will end: _____ _____ ☐ A.M. ☐ P.M.

EVENT DETAILS

SITE MAP: All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

- ☐ Lot lines
- ☐ Fire Hydrants
- ☐ Tents
- ☐ Table and chair diagram
- ☐ Bicycle Routes (including route into and out of town)
- ☐ All bicycle events will utilize the Village's Hike and Bike Trail
- ☐ Label roads and closest cross roads
- ☐ Locate and label buildings
- ☐ Portable Restrooms
- ☐ Placement of food vendors
- ☐ Sidewalks
- ☐ Parking lots
- ☐ Ingress and egress points
- ☐ Parade Route
- ☐ All proposed modifications

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☒ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____
(NO LATER THAN 10 P.M.)

FOOD VENDORS/ CONCESSIONS: (Contact Emmet or Cheboygan County Health Department)
☐ Yes ☐ No ☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
- ☐ Provide Copy of Liquor Liability Insurance
  See page 4 for required language naming the Village as an additional insured
- ☐ Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

_____

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION: ☐ Yes ☒ No
Date insurance binder provided: _____
See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE A PART OF EVENT: ☐ Yes ☒ No
- ☐ Provide Copy of Liability Insurance
- ☐ Provide Copy of Fireworks Permit
  See page 4 for required language naming the Village as an additional insured

EVENT SIGNAGE: Village Council approval is required for any temporary signing in the public right-of-way, across a street or on Village property. Which of the following signs are requested for this event:

☐ "YARD" SIGNS - Number requested: ___ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☐ SIGNAGE AT EVENT SITE - Location(s): MASP BANNER DURING EVENT

Description of signs: S

(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

VENDOR PARKING: Have you made arrangement for vendor parking? ☐ Yes ☒ No

If yes, where do you propose your vendors park? _____

EVENT LONG TERM PARKING: Will there be long term parking? ☐ Yes ☒ No

If yes, from date _____ to ending date: _____

Long term parking identified on the site map? ☐ Yes ☒ No

OVERNIGHT CAMPING: Will there be camping over night? ☐ Yes ☒ No

Name of Facility where camping: _____

If yes, from date: _____ to ending date: _____

Camp sites identified on the site map? ☐ Yes ☐ No

TENTS/ CANOPIES/ MISC: The Village of Mackinaw City does have tables and/ or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

☐ BOOTHS – QUANTITY _____

Size _____

☐ AWNINGS – QUANTITY _____

☐ TENTS – QUANTITY _____

☐ CHAIRS – QUANTITY _____

☒ TABLES – QUANTITY 5 or 6' 2 /CHAIRS

Seating diagram for booths, awnings, tables and chairs provided with application: ☐ Yes ☐ No

PORTABLE RESTROOMS/ TOILETS

Have you made arrangements to provide portable restroom facilities at your event? ☐ Yes ☒ No

If yes, total number of portable toilets: _____ Number of ADA accessible portable toilets: _____

If no, explain: _____

Restroom Company Name: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: _____ Time: _____

Equipment pick up: Date: _____ Time: _____

Portable restrooms identified on the site map? ☐ Yes ☐ No

APPLICATION CHECK LIST

A = Applicant V = Village

A	V	
☒	☐	Completed Application
☐	☐	Special Event Fee received on _____, receipt no _____ amount: $_____
☐	☐	Event Map Received (includes detailed event layout for vendors, booths, portable restrooms, fire hydrants, parking, ingress, egress, roads, sidewalks, table and chair diagram, etc.)
☐	☐	Bicycle Route Map (use of the Mackinaw City Bike Trail is required)
☐	☐	Certificate of Insurance (listing the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701 as an additional insured)
☐	☐	Ambulance Standby included with Application paid on _____, receipt no. _____ amount $_____
☐	☐	Fireworks Permit (if applicable)
☐	☐	Michigan Liquor Control Commission Special Event License (if applicable)
☐	☐	Health Department Food Service License (if applicable)

If document is missing, please explain: WE WOULD LIKE TO SET UP TABLES AT THE END OF WALK TO HAND OUT EDUCATIONAL MATERIAL - STATE SUICIDE PREV. POSITIVE MENTAL HEALTH

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverage deemed necessary for the event, naming the Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701, as an additional insured on all applicable policies and submit the certificate to the Village Clerk's Office no later than thirty (30) days prior to the event.

Comply with all Village Ordinances and Policies and applicable State laws, and acknowledges that the special event permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the Village's review of this application. The applicant and sponsoring organization understand that it may be necessary to meet with Village staff during, as well as after the event, for the review of this application and that Village Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Cheboygan or Emmet County Health Department to secure all permits required for this event.

Applicant further agrees to defend, indemnify and hold harmless the Village of Mackinaw City, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury,

including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the Village of Mackinaw City or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

The Village of Mackinaw City expressly reserves the right in its sole discretion to cancel a private event for Village purposes and the Site user agrees, as a term of its use of a site, to release and waive all claims of any kind (including a claim for consequential damages), against the Village, its officers of employees arising out of cancellation of the user's event.

Is this an annual event? ☐ Yes ☐ No
Is this event expected to occur next year? ☐ Yes ☐ No
How many years has this event occurred? _____

[signature] 05/29/14
Applicant Signature Date
Print name of applicant: DONALD J. DAVIS

VILLAGE USE ONLY -- Department representative please initial if approved

[MM] DPW [CV] FACILITY SERVICES
[PW] POLICE [FW] FIRE [FW] AMBULANCE
[DP.] RECREATION

SEE PD NOTES

VILLAGE COUNCIL COUNCIL APPROVAL DATE _____

CONDITIONS, IF ANY: _____

AUTHORIZED BY: _____ DATE _____
VILLAGE MANAGER

Forms/SEA 02 20 12

FOR VILLAGE USE ONLY

DEPARTMENT OF PUBLIC WORKS ☐ APPROVED ☐ DENIED

Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No

☐ LOADER – MODEL _____ TOTAL MEN _____ TOTAL MAN HOURS _____

☐ PICK UP TRUCKS _____ TOTAL MEN _____ TOTAL MAN HOURS _____

☐ OTHER EQUIPMENT _____ TOTAL MEN _____ TOTAL MAN HOURS _____

OTHER SERVICES PROVIDED OR REQUIRED _____

SITE MAP APPROVED: ☐ Yes ☐ No

FACILITIES SERVICES DEPARTMENT ☐ APPROVED ☐ DENIED

Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No

☐ TRASH RECEPTACLES – QUANTITY _____ ☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____ ☐ PARKING SIGNS – QUANTITY _____

☐ FENCING ☐ WATER ☐ ELECTRIC ☐ RESTROOM CLEANING

☐ OTHER _____

SITE MAP APPROVED: ☐ Yes ☐ No

MACKINAW CITY POLICE DEPARTMENT ☐ APPROVED ☐ DENIED

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☒ No

If yes please describe & include times _____

Other (describe): NEED TO STAY OUT OF STREET OFF OF SIDEWALK

PARADE ROUTE RECEIVED AND APPROVED: ☐ Yes ☐ No

POLICE ESCORT NEEDED: ☐ Yes ☐ No LIQUOR APPLICATION RECEIVED AND REVIEWED: ☐ Yes ☐ No

SITE MAP APPROVED: ☐ Yes ☐ No

MACKINAW CITY FIRE DEPARTMENT ☐ APPROVED ☐ DENIED

STREET CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Street closure date/time: ___/___/___ _____ ☐ A.M. ☐ P.M.

Street re-open date/time: ___/___/___ _____ ☐ A.M. ☐ P.M.

SITE MAP APPROVED: ☐ Yes ☐ No

RECREATION DEPARTMENT ☐ APPROVED ☐ DENIED

SHOWERS: ☐ Yes ☐ No

TABLES: ☐ Yes ☐ No Quantity: _____

CHAIRS: ☐ Yes ☐ No Quantity: _____

CAMPING: ☐ Yes ☐ No (identified on map)

LONG TERM PARKING: ☐ Yes ☐ No (identified on map)

PORTABLE RESTROOMS: ☐ Yes ☐ No (identified on map)

SITE MAP APPROVED: ☐ Yes ☐ No

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/19/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
InPro Insurance Group
2095 East Big Beaver
Suite 100
Troy, MI 48083
www.inproagent.com

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS: Rwalker@inproagent.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: U.S. Fire Insurance Company	21113
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:

MICHIGAN ASSOCIATION FOR SUICIDE PREVENTION
DONALD DAVIS
3370 CIRCLE DR
COMMERCE TOWNSHIP, MI 48382

COVERAGES CERTIFICATE NUMBER: USS244601 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			SRPG-101-0414	8/31/2014 12:01 AM	9/5/2014 12:01 AM	GENERAL AGGREGATE	$ 1,000,000
							PRODUCTS - COMP/OP AGG	$ 1,000,000
							PERSONAL & ADV INJURY	$ 1,000,000
							EACH OCCURRENCE	$ 1,000,000
							FIRE DAMAGE (Any one fire)	$ 300,000
							MED EXP (Any one person)	$ 5,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTO NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS / OTH-ER	$
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
							AD&D MAXIMUM MEDICAL DEDUCTIBLE TERMS OF PAYMENT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Covered Vendor Type: Product or Service Display Exhibits. Proof of Insurance.

CERTIFICATE HOLDER

MICHIGAN ASSOCIATION FOR SUICIDE PREVENTION
DONALD DAVIS
3370 CIRCLE DR
COMMERCE TOWNSHIP, MI 48382

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Francis L. Dean

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Called 6-20-14
to make aware of
Council mtg on 7/1/14

TO: Mackinaw City Village Council
FAX: 436-4166

FROM: Lowell Beethem
5167 Riggsville Road
Cheboygan, MI 49721
Phone: 231-627-3337

RE: 2014 Farmers' Market

DATE: June 3, 2014

I am requesting permission to continue the farmers' market in Conkling Heritage Park again this year. The Fridays (1:00 p.m. to 7:00 p.m.) and Sundays (12:00 a.m. to 5:00 p.m.) worked well last year and we would like to continue these days and times.

I will continue as Market Master. We will continue to limit our goods to only farm produce. As before, vendors will not be charged a fee but will be required to raise the majority of their product in Mackinac, Emmet or Cheboygan County.

Thanking you in advance for your consideration.

Lowell Beethem

2014-SE-057

To Admin. Staff: 6-4-14
To Council: 7-1-14
Decision: ☐Approved ☐ Denied
Minutes to Applicant: _____

SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Mackinaw City Farmers' Market TELEPHONE: 231-627-3337

MAILING ADDRESS: None

CONTACT NAME: Lowell Beethem TELEPHONE: 231-627-3337

E-MAIL ADDRESS: LBeethem@MyMEA.org CELL PHONE: 231-290-3337

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Lowell Beethem TELEPHONE: 231-627-3337

E-MAIL ADDRESS: LBeethem@MyMEA.org CELL PHONE: 231-627-3337

EVENT INFORMATION

NAME OF EVENT: Mackinaw City Farmers' Market

PURPOSE OF EVENT: Sell Farm Produce by individual vendors.

☐ Non-Profit ☒ For-Profit ☐ Village Operated/Sponsored ☐ Co-Sponsored

☐ Marathon/Race ☐ Festival/Fair ☐ Arts & Crafts Show ☐ Other _____

DATE(S): Fridays FROM 1:00 ☐ A.M. ☒ P.M. TO 7:00 ☐ A.M. ☒ P.M.

July through Oct. Sundays FROM 12:00 ☐ A.M. ☒ P.M. TO 5:00 ☐ A.M. ☒ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

RAIN DATE(S): _____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

_____ FROM _____ ☐ A.M. ☐ P.M. TO _____ ☐ A.M. ☐ P.M.

EVENT LOCATION: Conkling Heritage Park

ESTIMATED NUMBER OF ATTENDEES: 5?

WILL YOU UTILIZE SHOWERS: ☐ Yes ☒ No

ESTIMATED NUMBER OF VOLUNTEERS: 0

ESTIMATE DATE/TIME FOR SET-UP: Same as above ☐ A.M. ☐ P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: Same as above ☐ A.M. ☐ P.M.

PARADE PERMIT

Includes runs, walks, and other uses of the Village public right-of-way.

POLICE ESCORT NEEDED: ☐ Yes ☐ No

PARADE ROUTE PROVIDED WITH APPLICATION: ☐ Yes ☐ No

PROPOSED ROUTE:_____

_____

_____

Date and time Parade will start:_____ _____ ☐ **A.M.** ☐ **P.M.**

Date and time Parade will end:_____ _____ ☐ **A.M.** ☐ **P.M.**

EVENT DETAILS

we will set our booths along the edge o Th parki lot

SITE MAP: All applicants must provide a drawing of the event area and are due at application. Site map must be legible, be pre approved by Village Staff, and include and/or identify the following, if applicable:

☐ Lot lines
☐ Fire Hydrants
☐ Tents
☐ Table and chair diagram
☐ Bicycle Routes (including route into and out of town)
☐ All bicycle events will utilize the Village's Hike and Bike Trail
☐ Label roads and closest cross roads
☐ Locate and label buildings
☐ Portable Restrooms
☐ Placement of food vendors
☐ Sidewalks
☐ Parking lots
☐ Ingress and egress points
☐ Parade Route
☐ All proposed modifications

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☒ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN:_____ **END:**_____
(NO LATER THAN 10 P.M.)

FOOD VENDORS/CONCESSIONS: (Contact Emmet or Cheboygan County Health Department)
☐ Yes ☒ No ☐ *Provide Copy of Health Department Food Service License*

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
- ☐ *Provide Copy of Liquor Liability Insurance*
  See page 4 for required language naming the Village as an additional insured
- ☐ *Provide Copy of Michigan Liquor Control License*

If yes, describe measures to be taken to prohibit the sale of alcohol to minors:_____

_____

COPY OF LIABILITY INSURANCE PROVIDED WITH APPLICATION: ☐ Yes ☐ No
Date insurance binder provided:_____
See page 4 for required language naming the Village as an additional insured

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
- ☐ *Provide Copy of Liability Insurance*
- ☐ *Provide Copy of Fireworks Permit*

See page 4 for required language naming the Village as an additional insured

EVENT SIGNAGE: Village Council approval is required for any temporary signing in the public right-of-way, across a street or on Village property. Which of the following signs are requested for this event:

☐ **"YARD" SIGNS** - Number requested: ___ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☒ **SIGNAGE AT EVENT SITE** - Location(s): at entrance of parking lot.

Description of signs: 2'x3' Farmer's market fold up sign.
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

VENDOR PARKING: Have you made arrangement for vendor parking? ☒ Yes ☐ No
If yes, where do you propose your vendors park? Parking lot

EVENT LONG TERM PARKING: Will there be long term parking? ☐ Yes ☒ No
If yes, from date _____ to ending date: _____
Long term parking identified on the site map? ☐ Yes ☐ No

OVERNIGHT CAMPING: Will there be camping over night? ☐ Yes ☒ No
Name of Facility where camping: _____
If yes, from date: _____ to ending date: _____
Camp sites identified on the site map? ☐ Yes ☐ No

TENTS/CANOPIES/MISC: The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

☒ **BOOTHS – QUANTITY** 10 max
Size 10'x10'

☐ **TENTS – QUANTITY** _____

☐ **CHAIRS – QUANTITY** _____

☐ **AWNINGS – QUANTITY** _____

☐ **TABLES – QUANTITY** _____

Seating diagram for booths, awnings, tables and chairs provided with application: ☐ Yes ☒ No

PORTABLE RESTROOMS/TOILETS
Have you made arrangements to provide portable restroom facilities at your event? ☐ Yes ☒ No
If yes, total number of portable toilets: _____ Number of ADA accessible portable toilets: _____
If no, explain: Restrooms are available.
Restroom Company Name: _____
Address Street: _____
City: _____ State: _____ Zip: _____
Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____
Equipment set up: Date: _____ Time: _____
Equipment pick up: Date: _____ Time: _____
Portable restrooms identified on the site map? ☐ Yes ☐ No

including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the Village of Mackinaw City or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

The Village of Mackinaw City expressly reserves the right in its sole discretion to cancel a private event for Village purposes and the Site user agrees, as a term of its use of a site, to release and waive all claims of any kind (including a claim for consequential damages), against the Village, its officers of employees arising out of cancellation of the user's event.

Is this an annual event? ☒ Yes ☐ No
Is this event expected to occur next year? ☒ Yes ☐ No
How many years has this event occurred? _____

Lowell Beethem — 6/3/14

Applicant Signature — **Date**

Print name of applicant: Lowell Beethem

VILLAGE USE ONLY – *Department representative please initial if approved*

[MM] **DPW** [GV] **FACILITY SERVICES**
[PW] **POLICE** [FWT] **FIRE** [FWT] **AMBULANCE**
[JP] **RECREATION**

VILLAGE COUNCIL COUNCIL APPROVAL DATE:_____

CONDITIONS, IF ANY:_____

_____

_____

AUTHORIZED BY:_____ **DATE:**_____
VILLAGE MANAGER

Forms/SEA 02 20 12

FOR VILLAGE USE ONLY

DEPARTMENT OF PUBLIC WORKS ☐ APPROVED ☐ DENIED

Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No

☐ **LOADER – MODEL** _____ **TOTAL MEN**_____ **TOTAL MAN HOURS**_____

☐ **PICK UP TRUCKS** _____ **TOTAL MEN**_____ **TOTAL MAN HOURS**_____

☐ **OTHER EQUIPMENT**_____ **TOTAL MEN**_____ **TOTAL MAN HOURS**_____

OTHER SERVICES PROVIDED OR REQUIRED_____

SITE MAP APPROVED: ☐ Yes ☐ No

FACILITIES SERVICES DEPARTMENT ☐ APPROVED ☐ DENIED

Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No

☐ **TRASH RECEPTACLES – QUANTITY**_____ ☐ **BARRICADES – QUANTITY**_____

☐ **TRAFFIC CONES – QUANTITY** _____ ☐ **PARKING SIGNS – QUANTITY**_____

☐ **FENCING** ☐ **WATER** ☐**ELECTRIC** ☐ **RESTROOM CLEANING**

☐ **OTHER**_____

SITE MAP APPROVED: ☐ Yes ☐ No

MACKINAW CITY POLICE DEPARTMENT ☐ APPROVED ☐ DENIED

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times_____

Other (describe):_____

PARADE ROUTE RECEIVED AND APPROVED: ☐ Yes ☐ No

POLICE ESCORT NEEDED: ☐ **Yes** ☐ **No** **LIQUOR APPLICATION RECEIVED AND REVIEWED:** ☐ Yes ☐ No

SITE MAP APPROVED: ☐ Yes ☐ No

MACKINAW CITY FIRE DEPARTMENT ☐ APPROVED ☐ DENIED

STREET CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Street closure date/time:____/____/____ _____ ☐ **A.M.** ☐ **P.M.**

Street re-open date/time:____/____/____ _____ ☐ **A.M.** ☐ **P.M.**

SITE MAP APPROVED: ☐ Yes ☐ No

RECREATION DEPARTMENT ☐ APPROVED ☐ DENIED

SHOWERS: ☐ Yes ☐ No

TABLES: ☐ Yes ☐ No Quantity:_____

CHAIRS: ☐ Yes ☐ No Quantity:_____

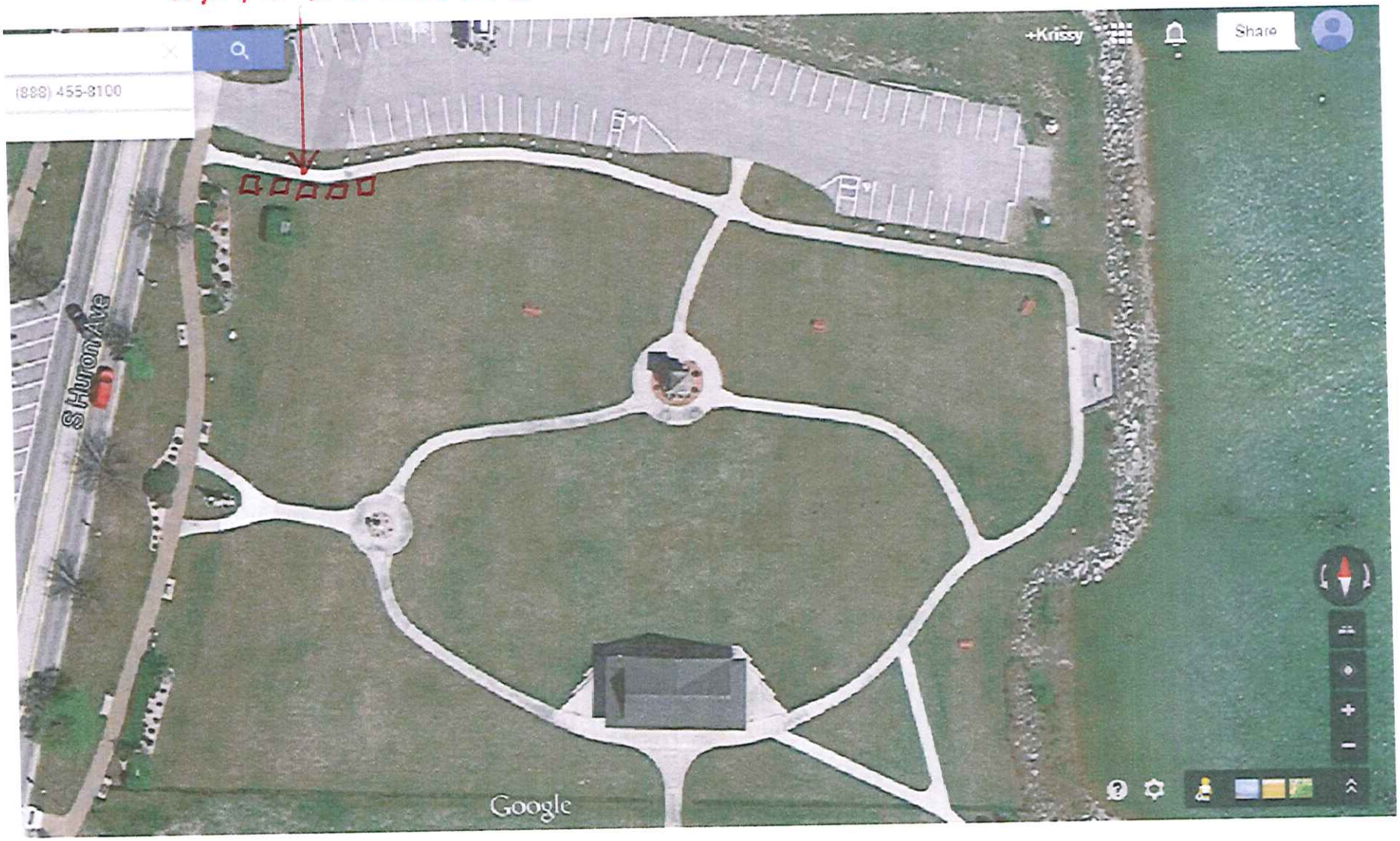
CAMPING: ☐ Yes ☐ No (identified on map)

LONG TERM PARKING: ☐ Yes ☐ No (identified on map)

PORTABLE RESTROOMS: ☐ Yes ☐ No (identified on map)

SITE MAP APPROVED: ☐ Yes ☐ No

up to 5 vendors



Lowell Bethem
H 231-627-3337
C 231-290-3337

Mackinaw City Farmer's Market
Proposed Dates

Friday, July 4, 2014	1:00 p.m. – 7:00 p.m.
Sunday, July 6, 2014	12:00 p.m. – 5:00 p.m.
Friday, July 11, 2014	1:00 p.m. – 7:00 p.m.
Sunday, July 13, 2014	12:00 p.m. – 5:00 p.m.
Friday, July 18, 2014	1:00 p.m. – 7:00 p.m.
Sunday, July 20, 2014	12:00 p.m. – 5:00 p.m.
Friday, July 25, 2014	1:00 p.m. – 7:00 p.m.
Sunday, July 27, 2014	12:00 p.m. – 5:00 p.m.
Friday, August 1, 2014	1:00 p.m. – 7:00 p.m.
Sunday, August 3, 2014	12:00 p.m. – 5:00 p.m.
Friday, August 8, 2014	1:00 p.m. – 7:00 p.m.
Sunday, Aug. 10, 2014	12:00 p.m. – 5:00 p.m.
Friday, Aug. 15, 2014	1:00 p.m. – 7:00 p.m.
Sunday, Aug. 17, 2014	12:00 p.m. – 5:00 p.m.
Friday, Aug. 22, 2014	1:00 p.m. – 7:00 p.m.
Sunday, Aug. 24, 2014	12:00 p.m. – 5:00 p.m.
Friday, Aug. 29, 2014	1:00 p.m. – 7:00 p.m.
Sunday, Aug. 31, 2014	12:00 p.m. – 5:00 p.m.
Friday, Sept. 5, 2014	1:00 p.m. – 7:00 p.m.
Sunday, Sept. 7, 2014	12:00 p.m. – 5:00 p.m.
Friday, Sept. 12, 2014	1:00 p.m. – 7:00 p.m.
Sunday, Sept. 14, 2014	12:00 p.m. – 5:00 p.m.
Friday, Sept. 19, 2014	1:00 p.m. – 7:00 p.m.
Sunday, Sept. 21, 2014	12:00 p.m. – 5:00 p.m.
Friday, Sept. 26, 2014	1:00 p.m. – 7:00 p.m.
Sunday, Sept. 28, 2014	12:00 p.m. – 5:00 p.m.

Fold up Double Sided

32"

24"

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

Jeff Hingston, Village President

Lana Jaggi

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

Lana Jaggi, Clerk

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 AND SITE PLAN REVIEW

PLEASE TAKE NOTICE that an application has been made by **Mackinaw Lakeshore Development** for a **SPECIAL USE PERMIT and SITE PLAN REVIEW.** This Special Use Permit and Site Plan Review are required of the applicant under Section 23-104 of Mackinaw City Zoning Ordinance No. 138 to use 204 and 206 Lake Street, Mackinaw City, MI 49701 as Seasonal Ferry Boat Parking. The case number for this Special Use Permit is 2014-SUP-001 and Site Plan Review is 2014-SP-001. The property identification number is 012-W10-008-013-02.

A Public Hearing regarding the Special Use Permit and Site Plan Review will be held at a regular meeting of the Mackinaw City Planning Commission on Thursday, June 26, 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

2014-SUP-001
$ 100.00
Receipt # 5807

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: MACKINAW LAKESHORE DEVELOPMENT

Mailing address: 587 N STATE ST

City ST IGNACE State MI Zip 49781

Phone no: 800-638-9892 Cell:

Address of Development: 204 & 206 LAKE ST

Property Tax Id No.: 012-W10-008-014-00, 012-018-300-003-01, 012-W10-008-013-00, and 012-W10-008-013-01

012-W10-008-013-02
Parcels combined

Special Use: SEASONAL FERRY BOAT PARKING

Description of Development:

FOR USE AS A SEASONL FERRY BOAT PARKING AS PERMITTED
IN ORDINANCE 138, SECTION 23-134.

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

Date: 12-31-2013

Signature

David McFarlane
Print Name

Forms/Special Use.10

2014-SP001
$200.00
Receipt # 5807

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

Project: STARLINE SEASONAL PARKING LOT-LAKE STREET

Property Owned by:

Name: MACKINAW LAKESHORE DEVELOPMENT

Address: 587 N STATE ST

City: ST IGNACE State: MI Zip: 49781

Telephone Home: 800-638-9892 Cell: _____

Fax No.: _____ Email: _____

Plan Prepared by:

Company: THE ARCHITECT FORUM

Contact Person: DAVID MCFARLAND

City: MACKINAW CITY State: MI Zip: 49701

Telephone Home: 231-436-7376 Cell: _____

Fax No.: _____ Email: _____

IS APPLICANT SAME AS PROPERTY OWNER? ☑ Yes ☐ No

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

Site Characteristics:

General site location: SOUTH SIDE OF LAKE STREET BETWEEN NICOLET AND HURON

Property address: 204 & 206 LAKE ST

Current Zoning District: B-1

Proposed Use of Property: SEASONL FERRY PARKING

Site Size (square feet/acres): 21,512

Proposed building square footage: 0

Number of dwelling units: NONE

Estimated construction cost (include parking and utilities): $1000 - CHANGE OF USE

Notes:

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

SITE PLAN REVIEW CHECKLIST

Project: STARLINE SEASONAL PARKING LOT-LAKE STREET

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.

NA 11. Table of parking spaces required, parking spaces provided.

NA 12. Multiple housing units-number of units, composition (efficiency, one bedroom, two, three).

X 13. Existing easements (utility access) within site limits. If none, state this on the plan.

NA 14. Loading/unloading, service areas.

X 15. Sidewalks (internal and public within road right of way).

NA 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.).

NA 18. An engineered and sealed Drainage Plan (one copy) shall accompany all Site Plans. Require 10 Year Storm Calculations.

NA 19. Proposed retention/sedimentation ponds.

NA 20. Snow storage/snow management plan.

X 21. Dumpster location, screening indication.

NA 22. Proposed landscaping (required greenbelts, plan materials/size and type, fences, retaining walls, earth berms, etc.).

X 23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture.

X 24. Fire hydrants.

NA 25. Acceleration/deceleration lanes.

NA 26. Site amenities (play area, pools, beaches, tennis courts, etc.).

NA 27. Types of surfacing (paving, turfing or grated) to be used.

X 28. Standard MDOT or AASHTO cross sections for pavement, curbing, catch basins, drive entrances, or other standard facilities.

NA 29. Proposed building elevations (to scale, identifying maximum building height, average curb elevation, finish floor elevation, highest point of building).

NA 30. General floor plan indicating internal function.

NA 31. Numbered hotel rooms/residential units on floor plan.

NA 32. Identify water main on floor plan.

Applicant's Signature: _____ Date: 12.31.13

Print Applicant Name: JERRY FETTY / David McFarland

Project Name: STARLINE SEASONAL PARKING LOT-LAKE STREET

Village of Mackinaw City
Mackinaw Lakeshore Development
Seasonal Parking-Lake Street
Analysis
June 20, 2014

Mackinaw Lakeshore Development (Starline Ferry) has submitted a Special Use Permit and Site Plan Review to construct Temporary and Seasonal Unpaved Boat Line Parking on 204 and 206 Lake Street, Mackinaw City, MI 49701.

SPECIAL USE PERMIT: 2014-SUP-001

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 B1 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
- Parking lot does not exceed one acre in size

SITE PLAN REVIEW: 2014-SP-001

Requested Action: Applicant is requesting approval of a site plan for seasonal unpaved boat line parking on Lake Street, parcel ID # 012-W10-008-013-02.

District Evaluation: Proposed development is permitted in the B1 District .

Applicable Parking: The proposed Site Plan identifies an area that can accommodate up to thirty-three cars.

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 Mackinaw Lakeshore Development will complete the following:

- Continue parking area that accommodates thirty-three vehicles.
- Parking area maintains drainage on site and is constructed of pervious materials.
- Fifty percent of the parking area adjacent to public transportation corridors will contain a landscaped berm.

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

ARTICLE XI. B1 - BUSINESS DISTRICT

Sec. 11-101 PRINCIPAL PERMITTED USES.

In the B1 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 & dry cleaning.
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. Accessory buildings and uses customarily incidental to the above Permitted Principal Uses.
S. Off-street parking in accordance with the requirements of Section 4-109.
T. Car Wash.
U. Health Spa.

Sec. 11-102 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 subject to Section 23-125.
G. Employee/Boarding Housing in accordance with Section 23-130.
H. Assisted Living Facility in accordance with Section 23-133. (Amended 9/04)
I. Temporary and Seasonal Unpaved Boat Line Parking. (Amended 4/10)
J. All open air businesses in accordance with Section 23-109. (Amended 6/16/11)

Sec. 11-103 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. 11-104 AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS.

A. **Lot Dimensions**

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

B. **Maximum Building Height**

1. Stories:	4
2. Height:	45 feet (maximum 30 feet for all structures between I-75 and Nicolet Street, which are also north of the I-75 exit #338 to protect viewshed from highway towards the downtown and the water)

(Amended 9/05)

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. 1st 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:	Must be no closer to front property line than an allowable or existing primary structure, whichever is the greater distance.	
5. Maximum floor area:	864 ft.	
6. Minimum distance from main bldg.:	6 ft.	

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)

reception

From: Fred Thompson
Sent: Friday, June 27, 2014 1:18 PM
To: reception
Subject: FW: Starline Seasonal Parking
Attachments: 1327C1_0 SITEPLAM Model (1).pdf

From: David McFarland [mailto:mcfarland_david@sbcglobal.net]
Sent: Friday, June 27, 2014 11:03 AM
To: Fred Thompson
Subject: FW: Starline Seasonal Parking

Fred, the Starline Construction Timeline is 90 days from permit to completion.

David McFarland - Project Director
The Architect Forum
231.436.7376
www.mackinawarchitect.com

From: David McFarland [mailto:mcfarland_david@sbcglobal.net]
Sent: Wednesday, June 25, 2014 3:39 PM
To: 'fthompson@mackinawcity.org'
Subject: Starline Seasonal Parking

Construction Timeline

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 AND SITE PLAN REVIEW

PLEASE TAKE NOTICE that an application has been made by **ENJO Properties Inc.** for a **SPECIAL USE PERMIT and SITE PLAN REVIEW.** This Special Use Permit and Site Plan Review are required of the applicant under Section 23-104 of Mackinaw City Zoning Ordinance No. 138, to add four more cabins and a retail bicycle shop with outdoor display of bicycles and racks (not permanent) to the Econo Lodge located at 708 S. Huron Ave., Mackinaw City, MI 49701. The case number for this Special Use Permit is 2014-SUP-002 and the Site Plan Review is 2014-SP-005. The property identification number is 012-W10-008-002-02.

A Public Hearing regarding the Special Use Permit and Site Plan Review will be held at a regular meeting of the Mackinaw City Planning Commission on Thursday, June 26, 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

2014-SUP-002
Rec# 6782

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: ENJO Properties Inc.

Mailing address: P.O. Box 381

City Mackinaw city State MI Zip 49701

Phone no: 231-436-5005 Cell: 231-420-2734

Address of Development: 708 S. Huron Ave, and

Property Tax Id No.: 012-018-3000-005-00

Special Use: Hotel , Retail bicycle Rental

Description of Development: Adding four more cabins to site of Econo Lodge/ Cabins of mackinaw. Store front retail bicycle parts rental and sccessories Out Door display of bicycles and racks (not permanent) per ordinance .

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

Date: 5/5/2014

Signature

Joseph Liegio
Print Name

Forms/Special Use.10

2014-SP-005

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

Project: Cabins Of mackinaw / Econo Lodge , Mackinaw Island Bike Rentals, Inc.

Property Owned by:

Name: Enjo Properties, Inc

Address: p.o. BOX 831

City: Mackinaw City State: MI Zip: 49701

Telephone Home: 231-436-5005 Cell: 231-420-2734

Fax No.: 231-436-5005 Email: cbrown49701@yahoo.com

Plan Prepared by:

Company: Architect Forum

Contact Person: Richard Clemens

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: Christopher Brown, 307 Steve Dr Mackinaw City, MI 49701

Site Characteristics:

General site location: South Huron Ave, North of Barber street, south of Lake, west rd

Property address: 708 S. Huron ave

Current Zoning District: B-1

Proposed Use of Property: Hotels, Water parks, offices, retail

Site Size (square feet/acres): 192,683 Sq. Ft

Proposed building square footage: Cabins (312 Sq. Ft) Bike Shop 300 sq ft.

Number of dwelling units:

Estimated construction cost (include parking and utilities):

Notes:

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

SITE PLAN REVIEW CHECKLIST

Project:_____

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

X 1. Appropriate Scale

X 2. Date, North Point, Street Names (existing and proposed right of way).

X 3. Name of person preparing plan.

X 4. Proposed site location map.

X 5. Property line dimensions.

X 6. Zoning setback lines, distance between buildings (nearest point to nearest point)

X 7. Location of new buildings.

X 8. All existing structures (labeled for use and zoning) within 100 feet of perimeter property lines.

X 9. Access drives, internal roads (note public or private, identify right of way) service roads.

X 10. Parking areas (numbered spaces, dimensioned typical parking space, maneuvering lanes). Handicap parking location and number.

X 11. Table of parking spaces required, parking spaces provided.

X 12. Multiple housing units-number of units, composition (efficiency, one bedroom, two, three).

X 13. Existing easements (utility access) within site limits. If none, state this on the plan.

X 14. Loading/unloading, service areas.

X 15. Sidewalks (internal and public within road right of way).

X 16. Site grading and drainage plan (on-site elevations, current and proposed, for pavements, drives, roads, parking lots, curbs, sidewalks and finished grades at building facades).

SITE PLAN REVIEW CHECKLIST

X 17. Existing natural features (trees, lakes, ponds, streams, rock out-croppings, severe topography, wetlands, etc.).

X 18. An engineered and sealed Drainage Plan (one copy) shall accompany all Site Plans. Require 10 Year Storm Calculations.

NA 19. Proposed retention/sedimentation ponds.

X 20. Snow storage/snow management plan.

X 21. Dumpster location, screening indication.

X 22. Proposed landscaping (required greenbelts, plan materials/size and type, fences, retaining walls, earth berms, etc.).

X 23. Location of outdoor lights, poles, bollards, building attached, luminary shielding techniques, height of fixture.

X 24. Fire hydrants.

NA 25. Acceleration/deceleration lanes.

NA 26. Site amenities (play area, pools, beaches, tennis courts, etc.).

X 27. Types of surfacing (paving, turfing or grated) to be used.

NA 28. Standard MDOT or AASHTO cross sections for pavement, curbing, catch basins, drive entrances, or other standard facilities.

X 29. Proposed building elevations (to scale, identifying maximum building height, average curb elevation, finish floor elevation, highest point of building).

X 30. General floor plan indicating internal function.

NA 31. Numbered hotel rooms/residential units on floor plan.

X 32. Identify water main on floor plan.

Applicant's Signature: _____ Date: 5-5-2014

Print Applicant Name: Christopher Brown

Project Name: Enjo Properties, INC

Village of Mackinaw City
ENJO Properties Inc.
Addition of Cabins and Bicycle Shop
Analysis
June 20, 2014

ENJO Properties Inc. has submitted a Special Use Permit and a Site Plan Review for the Properties at 708 South Huron Avenue, Mackinaw City, MI 49701. This is to add four more cabins to the site at the Econo Lodge/Cabins of Mackinaw. Also to add a retail Bicycle rental and parts shop. This is a B1 Zoning District.

SPECIAL USE PERMIT: 2014-SUP-002

Requirements: Section 23-105 and Section 23-109 C of Village Zoning Ordinance No. 138 outlines the procedures for the review of a Special Use Permit. Section 23-105 identifies the criteria that a development must address to obtain a Special Use Permit.

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 B1 Zoning District.
- Bicycle Shop is using the existing Building
- Landscaping and parking

SITE PLAN REVIEW: 2014-SP -005

Requested Action: Applicant is requesting to add four more cabins and a retail bicycle shop with outdoor display of bicycles and racks (not permanent) to the Econo Lodge located at 708 South Huron Avenue, parcel ID# 012-W10-008-002-02.

District Evaluation: Proposed development is permitted in the B1 District.

Applicable Parking: The proposed Site Plan identifies an area that can accommodate up to two hundred and fifty two spaces.

Site Drainage: The Site Plan identifies drainage will remain on site.

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

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

The Site Plan submitted by ENJO Properties Inc. will complete the following:

- Continue parking area that accommodates two hundred forty nine spaces (only

two hundred thirty spaces are required)

- Parking area maintains drainage on site.

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

ARTICLE XI. B1 - BUSINESS DISTRICT

Sec. 11-101 PRINCIPAL PERMITTED USES.

In the B1 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 & dry cleaning.
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. Accessory buildings and uses customarily incidental to the above Permitted Principal Uses.
S. Off-street parking in accordance with the requirements of Section 4-109.
T. Car Wash.
U. Health Spa.

Sec. 11-102 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 subject to Section 23-125.
G. Employee/Boarding Housing in accordance with Section 23-130.
H. Assisted Living Facility in accordance with Section 23-133. (Amended 9/04)
I. Temporary and Seasonal Unpaved Boat Line Parking. (Amended 4/10)
J. All open air businesses in accordance with Section 23-109. (Amended 6/16/11)

Sec. 11-103 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. 11-104 AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS.

A. **Lot Dimensions**

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

B. **Maximum Building Height**

1. Stories:	4
2. Height:	45 feet (maximum 30 feet for all structures between I-75 and Nicolet Street, which are also north of the I-75 exit #338 to protect viewshed from highway towards the downtown and the water)

(Amended 9/05)

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. 1st 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:	Must be no closer to front property line than an allowable or existing primary structure, whichever is the greater distance.	
5. Maximum floor area:	864 ft.	
6. Minimum distance from main bldg.:	6 ft.	

at a time; author, artist, musician, one (1) accountant, or similar use; but shall not include animal hospital, automotive repair service, barbershop, restaurant, tearoom, tavern, or similar use.

I. A certificate of occupancy which shall specify the home occupation as to use and size is required.

Sec. 23-104 DESIGN STANDARDS AND CONDITIONS FOR CERTAIN USES.

The following site facility and design standards with respect to certain uses, herein specified, shall control:

Sec. 23-105 HOTEL, MOTEL, MOTOR COURT

A. Public access to the principal business shall be located so as not to conflict with access to adjacent uses or not adversely affect traffic flow on adjacent streets. No more than two (2) driveway openings from a major thoroughfare shall be permitted.

B. Each unit of commercial occupancy shall contain a minimum of two hundred fifty (250) square feet of gross floor area.

C. General lighting and screening requirements - where adjacent to a residential district, refer to Section 4-113, which shall apply.

D. The following uses will be considered as a motel amenity for its guests as long as the following criteria utilized by the hotel, motel, motor court are rigidly enforced. No other uses than those specified herein will be considered as an amenity.

1. **Uses.** Tennis Courts, archery court, shuffleboard court, miniature golf, playground equipment, exercise equipment, V.C.R. and in-motel tape use, bicycle, boat, personal watercraft or devices, sailboards, swimming pools, snowmobiles, snow skis, coaster wheeled devices, continental breakfasts and electronic game rooms.
2. **Criteria.**
   a. Amenities must only be available to registered motel guests.
   b. Each registered motel agent must occupy a legitimate room, be signed into the guest register and possess an appropriate room key.
   c. These criteria will only apply from June 1st to October 1st of each year.

Sec. 23-106 DRIVE-IN RESTAURANT.

A. Driveway openings to the site shall be located at least seventy-five (75) feet from any intersection as measured from the intersecting right-of-way lines to the edge of said driveway.

B. Screening as required in Section 4-113 shall control where lot lines abut any residential district.

Sec. 23-107 CHILD CARE CENTERS, NURSERY SCHOOL, DAY NURSERIES.

A. No dormitory facilities permitted on premises.
B. For each child cared for, there shall be provided, equipped and maintained, on the premises a minimum of one hundred fifty (150) square feet of usable outdoor play area with a minimum total area of five thousand (5,000) square feet per facility.
C. The outdoor play area shall be fenced in or screened by a heavily planted greenbelt from any abutting residential uses. See Section 4-113, which shall apply.

Sec. 23-108 BOWLING ALLEY, INDOOR SKATING AND SIMILAR USES.

A. Driveway openings to the site shall be located at least seventy-five (75) feet from any intersection as measured from the intersecting street right-of-way lines to the edge of said driveway.
B. The main and accessory buildings shall be located a minimum of eighty (80) feet from any residential use.

Sec. 23-109 PRIVATE OPEN AIR BUSINESS (PERMANENT AND TEMPORARY).
(Sec. 23-109, A through D, including subparagraphs, amended in its entirety on 06/16/2011)

A. Open Air Business Landscape:

1. Temporary sales of Christmas trees shall be exempted from open air business standards when conducted in November and December.

2. Minimum lot area shall be one (1) acre.

3. Minimum lot width shall be two hundred (200) feet.

4. A landscape plan shall be provided identifying the use of elements such as plantings, berms, fences or walls along the sides and rear of the open air area to control access for safety and security, prevent the blowing of trash or debris if relevant, and to establish an aesthetical perimeter.

5. All open air businesses shall comply with all applicable Health Department regulations regarding sanitation and general health conditions, all applicable State regulations, licenses, construction code and/or industry standards, and provide the Village with a letter indemnifying the Village for any amusement or zip line activity.

6. Unless specifically waived by the Village Council or as designated by this Ordinance, a building of not less than five hundred (500) square feet of gross floor area shall be constructed on the premises for office use in connection with the subject open air business. For rental businesses, this required gross floor area may be located within a structure which already contains office space for business conducted on the property.

7. The Planning Commission may, to insure strict compliance with any regulation contained herein and required as a condition of the issuance of a permit for an open air business use, require the permittee to furnish a Surety Bond executed by a reputable surety company authorized as to do business in the State of Michigan, in the sole discretion of the

Planning Commission, a cash bond in the amount determined by the Commission to be reasonable and necessary to insure compliance hereunder. In fixing the amount of such bond, the Planning Commission shall take into account the size and scope of the proposed open air business use, current prevailing cost of rehabilitating the premises upon default of the operator of the use, estimated expenses to compel the operator to comply by Court Decree, and such other factors and conditions, as might be relevant in determining the sum reasonable in the light of all facts and circumstances surrounding each application.

8. The storage or materials display areas shall meet all the yard setback requirements applicable to any building in the District. All loading activity and parking areas shall be provided on the same premises (off-street). The storage of any soil, fertilizer, or similar loosely packaged materials shall be sufficiently contained to prevent any adverse effect upon adjacent properties or environment.

9. Open Air Business activity shall be limited to the Nicolet Street corridor south of the Central Avenue intersection.

B. <u>Open Air Business Vehicle Sales / Rental</u>:

1. Temporary sales of Christmas trees shall be exempted from open air business standards when conducted in November and December.

2. Minimum lot area shall be one (1) acre.

3. Minimum lot width shall be two hundred (200) feet.

4. A landscape plan shall be provided identifying the use of elements such as plantings, berms, fences or walls along the sides and rear of the open air area to control access for safety and security, prevent the blowing of trash or debris if relevant, and to establish an aesthetical perimeter.

5. All open air businesses shall comply with all applicable Health Department regulations regarding sanitation and general health conditions, all applicable State regulations, licenses, construction code and/or industry standards, and provide the Village with a letter indemnifying the Village for any amusement or zip line activity.

6. Unless specifically waived by the Village Council or as designated by this Ordinance, a building of not less than five hundred (500) square feet of gross floor area shall be constructed on the premises for office use in connection with the subject open air business. For rental businesses, this required gross floor area may be located within a structure which already contains office space for business conducted on the property.

7. The Planning Commission may, to insure strict compliance with any regulation contained herein and required as a condition of the issuance of a permit for an open air business use, require the permittee to furnish a Surety Bond executed by a reputable surety company authorized as to do business in the State of Michigan, in the sole discretion of the Planning Commission, a cash bond in the amount determined by the Commission to be reasonable and necessary to insure compliance hereunder. In fixing the amount of such bond, the Planning Commission shall take into account the size and scope of the proposed open air business use, current prevailing cost of rehabilitating the premises upon default of the operator of the use, estimated expenses to compel the operator to comply by Court Decree, and such other factors and conditions, as might be relevant in determining the sum reasonable in the light of all facts and circumstances surrounding each application.

C. Open Air Business Recreational Equipment Sales / Rental:

1. Temporary sales of Christmas trees shall be exempted from open air business standards when conducted in November and December.

2. All open air businesses shall comply with all applicable Health Department regulations regarding sanitation and general health conditions, all applicable State regulations, licenses, construction code and/or industry standards, and provide the Village with a letter indemnifying the Village for any amusement or zip line activity.

3. Unless specifically waived by the Village Council or as designated by this Ordinance, a building of not less than five hundred (500) square feet of gross floor area shall be constructed on the premises for office use in connection with the subject open air business. For rental businesses, this required gross floor area may be located within a structure which already contains office space for business conducted on the property.

4. Minimum lot area shall be one half (.5) acre.

5. The maximum number of outdoor recreational equipment units displayed for sale or rental shall not exceed fifteen (15) units.

D. Open Air Business Recreation / Amusement:

1. Temporary sales of Christmas trees shall be exempted from open air business standards when conducted in November and December.

2. Minimum lot area shall be one (1) acre.

3. Minimum lot width shall be two hundred (200) feet.

4. A landscape plan shall be provided identifying the use of elements such as plantings, berms, fences or walls along the sides and rear of the open air area to control access for safety and security, prevent the blowing of trash or debris if relevant, and to establish an aesthetical perimeter.

5. All open air businesses shall comply with all applicable Health Department regulations regarding sanitation and general health conditions, all applicable State regulations, licenses, construction code and/or industry standards, and provide the Village with a letter indemnifying the Village for any amusement or zip line activity.

6. Unless specifically waived by the Village Council or as designated by this Ordinance, a building of not less than five hundred (500) square feet of gross floor area shall be constructed on the premises for office use in connection with the subject open air business. For rental businesses, this required gross floor area may be located within a structure which already contains office space for business conducted on the property.

7. The Planning Commission may, to insure strict compliance with any regulation contained herein and required as a condition of the issuance of a permit for an open air business use, require the permittee to furnish a Surety Bond executed by a reputable surety company authorized as to do business in the State of Michigan, in the sole discretion of the Planning Commission, a cash bond in the amount determined by the Commission to be reasonable and necessary to insure compliance hereunder. In fixing the amount of such bond, the Planning Commission shall take into account the size and scope of the proposed open air business use, current prevailing cost of rehabilitating the premises upon default of the operator of the use, estimated expenses to compel the operator to comply by Court Decree, and such other factors and conditions, as might be relevant in determining the sum reasonable in the light of all facts and circumstances surrounding each application.

Headlee Rollback and Headlee Override

ONE PAGER PLUS

Introduction

The term "Headlee Rollback" became part of municipal finance lexicon in 1978 with the passage of the Headlee Amendment to the Constitution of the State of Michigan of 1963. Michigan Constitution, Article 9, Sec 31. In a nutshell, Headlee requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation. As a consequence, the local unit's millage rate is "rolled back" so that the resulting growth in property tax revenue, community-wide, is no more than the rate of inflation. A "Headlee override" is a vote by the electors to return the millage to the amount originally authorized via charter, state statute, or a vote of the people, and is necessary to counteract the effects of the "Headlee Rollback."

Impact of Headlee Amendment

Since the passage of the Headlee Amendment, units of government are required to annually calculate a Headlee rollback factor. The annual factor is then added to Headlee rollback factors determined in prior years resulting in a cumulative Headlee rollback factor sometimes referred to as the "millage reduction fraction." This *total* "millage reduction fraction" is then applied to the millage originally authorized by charter, state statute, or a vote of the people. In summary, the actual mills available to be levied by a unit of local government is the product of the authorized millage rate times the total millage reduction fraction. This is known as the "Headlee maximum allowable millage."

Impact of Proposal A

Prior to Proposal A legislation passed in 1994, local governments were allowed to "roll up" their millage rates when growth on existing property was *less* than inflation. "Roll ups" were a self-correcting mechanism that allowed local governments to naturally recapture taxing authority lost due to Headlee rollbacks in prior years. A local government could only "roll up" its millage rate to the amount originally authorized by charter, state statute, or a vote of the people.

Additions to taxable value (such as newly constructed property) are typically excluded (or exempt) from the Headlee roll back calculation. The 1994 General Property Tax Act changes did not specifically define "uncapped values" (increases resulting primarily from property transfers) as exempt.

Result

Although it might appear that a community with an annual increase in uncapped property values would benefit monetarily, uncapped values are treated as growth on existing property and trigger Headlee rollbacks. For local governments levying at their Headlee maximum authorized millage, rolling back the maximum authorized millage rate reduces the revenue that would have been generated from these increased property values. The increase in the taxable value of property not transferred is capped at the lesser of inflation or 5 percent. Even though the taxable value of a particular piece of property increases at the rate of inflation, the millage rate for the entire community is "rolled back" as a result of the increase in the total taxable value of the community. The net result—a less than inflationary increase in the actual dollars received from property taxes. Consequently, the 1994 change to the General Property Tax Act has prevented local governments from being able to share the benefits of any substantial market growth in existing property values.

Based on *System Failure: Michigan's Broken Municipal Finance Model.* Prepared for the Michigan Municipal League by Frank W. Audia, Partner and Denise A. Buckley, Associate, Plante and Moran, PLLC, March, 2004. OPP updated April 2012.

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April 17, 2012
Millage Requests and Rollbacks
State of Michigan
Department of Treasury

A) 2012 MILLAGE REDUCTION FRACTION (MRF) FORMULA REQUIRED BY MCL 211.34d

The Headlee millage reduction fraction intends that, ignoring additions and losses, any current operating millage must be reduced if it would produce more tax dollars, adjusted for inflation, than it did last year. While this calculation may result in a millage reduction fraction that is less than 1.0000, it cannot exceed 1.0000.

1) 2012 formula for calculating the "Headlee" MRF:

The following formula in general terms shall be used in 2012 for calculating the MRF:

$$\text{MRF} = \frac{\text{(prior year's taxable value - losses) X inflation rate multiplier}}{\text{current year's taxable value - additions}}$$

The following is the MRF formula stated in terms that are specific to its use in 2012:

$$\text{2012 MRF} = \frac{\text{(20011 taxable value - losses) X 1.027}}{\text{2012 taxable value - additions}}$$

Please note the following regarding use of the above formula:

a) The amount of additions and losses are based on the taxable value of additions and losses as defined by Public Act (PA) 476 of 1996 and as found in MCL 211.34d. (STC Bulletin No. 2 of 2012 -- Millage Requests and Millage Rollbacks April 17, 2012 Page 4).

b) The Michigan Supreme Court ruled in *WPW Acquisition Company v City of Troy* that increases in value due to increases in occupancy are not constitutional additions even though MCL 211.34d continues to define such increases in value as additions. Increases in value due to increases in occupancy are <u>not</u> to be included as additions in the above formula.

c) The Michigan Supreme Court also ruled in *Toll Northville Ltd. and Biltmore Wineman LLC v Township of Northville* that increases in value due to public infrastructure improvements are not constitutional additions. Increases in value due to the addition of public infrastructure are <u>not</u> to be included as additions in the above formula.

d) The taxable value of some additions and losses are at 50 percent of true cash value and some may be less than 50 percent of true cash value. For more information about additions and losses, please see the instructions for Form L-4025 and State Tax Commission Bulletin No. 3 of 1995, including its supplements contained in Bulletin No. 3 of 1997. Please also see paragraph G of State Tax Commission Bulletin No. 15 of 2002. Additionally, please see State Tax Commission Bulletin No. 19 of 2002 concerning the calculation of additions and losses for personal property. Also, additions and losses are defined in MCL 211.34d.

e) The inflation rate multiplier for 2012 "Headlee" calculations is 1.027.

Sample Headlee Override Ballot Language

City of Dearborn Heights

Headlee Override Millage Proposal

Shall a "Headlee Override" be adopted so that the current limitation on the amount of City taxes that may be levied against all taxable property in the City of Dearborn Heights, Wayne County, Michigan be increased

- Up to 8.5 mills from approximately 6.798 mills ($8.50 from approximately $6.798 per $1,000 of taxable value) for general operating expenses,
- Up to 3 mills from approximately 2.3991 mills ($3.00 from approximately $2.3991 per $1,000 of taxable value) for sanitation/rubbish, and
- Up to 2 mills from approximately 1.5993 mills ($2.00 from approximately $1.5993 per $1,000 of taxable value) for police and fire protection?

If approved and levied in its entirety, this millage would raise an estimated maximum amount of $3.57 million for the City in 2002 by allowing the City to levy the maximum mills previously approved by the voters and authorized by the City Charter and State law which have been reduced as required by the Michigan Constitution of 1963.

Huntington Woods

Millage Increase Proposition

Shall the City of Huntington Woods, Oakland County, Michigan, be authorized to levy, in 2004 and thereafter, an additional 6.1829 mills on each dollar ($6.1829 per $1,000) of the taxable value of all property in the city, thereby allowing the levy of Charter-authorized millage for general purposes in excess of the limit to which it was reduced by Section 31 of Article IX of the State Constitution of 1963, all of which tax revenues will be disbursed to the City of Huntington Woods; provided, that the City shall not be authorized to increase the levy of the City's Charter-authorized millage by more than one-half (0.50) mill in 2004, or by more than an additional one-half mill each year.

CITY OF LATHRUP VILLAGE

Headlee Override Millage Proposal

Shall a "Headlee Override" be adopted so that the current limitation on the amount of City taxes that may be levied against all taxable property in the City of Lathrup Village, Oakland County, Michigan, be increased as follows:

- Up to 20 mills from approximately 16.081 mills ($20 from approximately $16.081 per $1,000 of taxable value) for general operating expenses, and
- Up to 3 mills from approximately 1.6034 mills ($3 from approximately $1.6034 per $1,000 of taxable value) for sanitation/rubbish.

If approved and levied in its entirety, this millage would raise an estimated maximum amount of $3,060,142 for the City in 2010 by allowing the City to levy the maximum mills previously approved by the voters and authorized by the City Charter and State law which have been reduced as required by the Michigan Constitution of 1963.

Village of Mackinaw City
Millage Calculations

Taxable Values:

Cheboygan County	$57,852,004
Emmet County	$33,955,334
Total Taxable Value	$91,807,338
One Mill Equals	$91,807

Millage:	Current Levy	Headlee Maximum	Original Maximum	Orignial (Current)	Additional revenue with headlee overide
General	10.6215	10.6215	12.5000	1.8785	$172,460.08
Streets	4.2485	4.2485	5.0000	0.7515	$68,993.21
Cemetery	0.8495	0.8495	1.0000	0.1505	$13,817.00
Library	0.8495	0.8495	1.0000	0.1505	$13,817.00

POLICE AND FIRE PROTECTION
Act 33 of 1951

AN ACT to provide police and fire protection for townships and for certain areas in townships, certain incorporated villages, and certain cities; to authorize contracting for fire and police protection; to authorize the purchase of fire and police equipment, and the maintenance and operation of the equipment; to provide for defraying the cost of the equipment; to authorize the creation of special assessment districts and the levying and collecting of special assessments; to authorize the issuance of special assessment bonds in anticipation of the collection of special assessments and the advancement of the amount necessary to pay such bonds, and to provide for reimbursement for such advances by reassessment if necessary; to authorize the collection of fees for certain emergency services in townships and other municipalities; to authorize the creation of administrative boards and to prescribe their powers and duties; to provide for the appointment of traffic officers and to prescribe their powers and duties; and to repeal acts and parts of acts.

History: 1951, Act 33, Imd. Eff. May 8, 1951;—Am. 1955, Act 221, Eff. Oct. 14, 1955;—Am. 1960, Act 51, Eff. Aug. 17, 1960;—Am. 1966, Act 105, Imd. Eff. June 22, 1966;—Am. 1982, Act 365, Eff. Mar. 30, 1983;—Am. 1989, Act 81, Imd. Eff. June 20, 1989;—Am. 1990, Act 102, Imd. Eff. June 14, 1990;—Am. 2004, Act 463, Imd. Eff. Dec. 28, 2004.

The People of the State of Michigan enact:

41.801 Purchase of police and fire motor vehicles, apparatus, equipment, and housing; appropriation; special assessment; bonds; election; estimate of cost and expenses; special assessment district; hearing; publication or posting of notice; distribution of special assessment levy; transfer or loan of money from general fund; repayment; exercise of powers; assessment after December 31, 1998; "taxable value" defined; finding of invalid assessment; bonds subject to revised municipal finance act.

Sec. 1. (1) The township board of a township, or the township boards of adjoining townships acting jointly, whether or not the townships are located in the same county, may purchase police and fire motor vehicles, apparatus, equipment, and housing and for that purpose may provide by resolution for the appropriation of general or contingent funds. Before January 1, 1999, the appropriation for fire motor vehicles, apparatus, equipment, and housing in a 1-year period shall not exceed 10 mills of the assessed valuation of the area in their respective townships for which fire protection is to be furnished. After December 31, 1998, the appropriation for fire motor vehicles, apparatus, equipment, and housing in a 1-year period shall not exceed 10 mills of the taxable value of the area in their respective townships for which fire protection is to be furnished. Before January 1, 1999, the appropriation for police motor vehicles, apparatus, equipment, and housing in a 1-year period shall not exceed 10 mills of the assessed valuation of the area in their respective townships for which police protection is to be furnished. After December 31, 1998, the appropriation for police motor vehicles, apparatus, equipment, and housing in a 1-year period shall not exceed 10 mills of the taxable value of the area in their respective townships for which police protection is to be furnished.

(2) The township board of a township, or the township boards of adjoining townships acting jointly, whether or not the townships are located in the same county, may provide annually by resolution for the appropriation of general or contingent funds for maintenance and operation of police and fire departments.

(3) The township board, or the township boards of adjoining townships acting jointly, may provide that the sums prescribed in subsection (2) for purchasing and housing equipment, for the operation of the equipment, or both, may be defrayed by special assessment on the lands and premises in the township or townships to be benefited, except, beginning in 2002, lands and premises exempt from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157, and may issue bonds in anticipation of the collection of these special assessments. The question of raising money by special assessment may be submitted to the electors of the township or townships by the township board, or township boards acting jointly, at a general election or special election called for that purpose by the township board or township boards. The question of raising money by special assessment shall be submitted by the township board, or township boards acting jointly, if in the affected township, or in each of the affected townships, the owners of 10% of the land to be made into a special assessment district petition the township board or boards.

(4) If a special assessment district is proposed under subsection (3), the township board, or township boards acting jointly, shall estimate the cost and expenses of the police and fire motor vehicles, apparatus, equipment, and housing and police and fire protection, and fix a day for a hearing on the estimate and on the question of creating a special assessment district and defraying the expenses of the special assessment district by special assessment on the property to be especially benefited, except, beginning in 2002, property exempt

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from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157. The hearing shall be a public meeting held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. In addition, the township board, or township boards acting jointly, shall publish in a newspaper of general circulation in the proposed district a notice stating the time, place, and purpose of the meeting. If there is not a newspaper of general circulation in the proposed district, notices shall be posted in not less than 3 of the most public places in the proposed district. This notice shall be published or posted not less than 5 days before the hearing. On the day appointed for the hearing, the township board, or township boards acting jointly, shall be in session to hear objections that may be offered against the estimate and the creation of the special assessment district. Before January 1, 1999, if the township board, or township boards acting jointly, determine to create a special assessment district, they shall determine the boundaries by resolution, determine the amount of the special assessment levy, and direct the supervisor or supervisors to spread the assessment levy on all of the lands and premises in the district that are to be especially benefited by the police and fire protection, according to benefits received, except, beginning in 2002, lands and premises exempt from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157, to defray the expenses of police and fire protection. After December 31, 1998, if the township board, or township boards acting jointly, determine to create a special assessment district, they shall determine the boundaries by resolution, determine the amount of the special assessment levy, and direct the supervisor or supervisors to spread the assessment levy on the taxable value of all of the lands and premises in the district that are to be especially benefited by the police and fire protection, according to benefits received, except, beginning in 2002, lands and premises exempt from the collection of taxes under the general property tax act, 1893 PA 206, MCL 211.1 to 211.157, to defray the expenses of police and fire protection. The township board, or township boards acting jointly, shall hold a hearing on objections to the distribution of the special assessment levy. This hearing shall be held in the same manner and with the same notice as provided in this section. The township board, or township boards acting jointly, shall annually determine the amount to be assessed in the district for police and fire protection, shall direct the supervisor or supervisors to distribute the special assessment levy, and shall hold a hearing on the estimated costs and expenses of police and fire protection and on the distribution of the levy. The assessment may be made either in a special assessment roll or in a column provided in the regular tax roll. The assessment shall be distributed and shall become due and be collected at the same time as other township taxes are assessed, levied, and collected, and shall be returned in the same manner for nonpayment. If a township has a July property tax levy, not more than 2 mills of the assessment may be collected at the same time and in the same manner as the July levy. If the collections received from the special assessment levied to defray the cost or portion intended to be defrayed for police and fire protection are, at any time, insufficient to meet the obligations or expenses incurred for the maintenance and operation of the police and fire departments, the township board of the township, or township boards acting jointly, may, by resolution, authorize the transfer or loan of sufficient money from the general fund of the township or townships, to the special assessment police and fire department fund. This money shall be repaid to the general fund of the township or townships out of special assessment funds when collected.

(5) The powers granted by this act with respect to police and fire protection may be exercised with respect to police protection alone, fire protection alone, or police and fire protection in combination.

(6) After December 31, 1998, an ad valorem special assessment levied under this act shall be levied on the taxable value of the property assessed.

(7) As used in this section, "taxable value" means that value determined under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

(8) If the levy of an ad valorem special assessment on the property's taxable value is found to be invalid by a court of competent jurisdiction, the levy of the ad valorem special assessment shall be levied on the property's state equalized value.

(9) Bonds issued under this act are subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821.

History: 1951, Act 33, Imd. Eff. May 8, 1951;—Am. 1955, Act 221, Eff. Oct. 14, 1955;—Am. 1970, Act 134, Imd. Eff. July 29, 1970;—Am. 1978, Act 101, Imd. Eff. Apr. 6, 1978;—Am. 1989, Act 81, Imd. Eff. June 20, 1989;—Am. 1998, Act 545, Imd. Eff. Jan. 20, 1999;—Am. 2002, Act 308, Imd. Eff. May 13, 2002;—Am. 2002, Act 501, Imd. Eff. July 15, 2002.

41.802 Annual appropriation.

Sec. 2. After the creation of a special assessment district under section 1, the township board, or township boards of adjoining townships acting jointly, may appropriate annually that sum necessary for the maintenance and operation of the police and fire departments.

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History: 1951, Act 33, Imd. Eff. May 8, 1951;—Am. 1974, Act 130, Imd. Eff. May 29, 1974;—Am. 1989, Act 81, Imd. Eff. June 20, 1989.

41.803 Proceedings relating to making, levying, and collection of special assessments, and to issuing bonds; payment of special assessments and special assessment bonds.

Sec. 3. All proceedings relating to the making, levying and collection of special assessments authorized by section 1 and the issuing of bonds, except as otherwise provided in this act, shall conform as near as practicable to proceedings provided for townships in Act No. 188 of the Public Acts of 1954, being sections 41.721 to 41.738 of the Michigan Compiled Laws, except that special assessments may be paid in a number of equal annual installments not exceeding 15, as the board may determine.

(2) The township board if authorized by a majority vote of the electors voting may, at the time of issuance, pledge the full faith and credit of the township for the payment of such special assessment bonds.

History: 1951, Act 33, Imd. Eff. May 8, 1951;—Am. 1955, Act 221, Eff. Oct. 14, 1955;—Am. 1963, Act 51, Imd. Eff. Apr. 29, 1963;—Am. 1989, Act 81, Imd. Eff. June 20, 1989.

Compiler's note: The first subsection of this section, beginning "All proceedings relating...", evidently should be designated subsection "(1)", as follows: "(1) All proceedings ...".

41.804 Fire protection; referendum, special election, laws governing.

Sec. 4. Any special election called under the provisions of this act shall be held under the laws of this state governing biennial township elections so far as the same may be applicable. In case a majority of qualified electors voting at such election shall vote in favor of such proposition, then the same shall be deemed and declared carried. The vote upon such proposition at any election shall be by ballot.

History: 1951, Act 33, Imd. Eff. May 8, 1951.

41.805 Fire protection ordinances and standard fire prevention codes; adoption, publication.

Sec. 5. The township board of any township, where appropriations have been made as herein provided, shall have power to enact such ordinances and establish and enforce such resolutions as they shall deem necessary to guard against the occurrence of fires and to protect the property and persons of the citizens against damage and accident resulting therefrom. Any township adopting ordinances under the provisions of this section shall have the power to adopt any standard fire prevention code which has been promulgated by the state or by any department, board or agency thereof, or by any national organization or association which is organized and conducted for the purpose of developing such codes with specific date of publication by reference thereto in an adopting ordinance and without publishing such code in full. The code shall be clearly identified in the ordinance and the purpose of the code shall be published with the adopting ordinance and printed copies shall be kept in the office of the township clerk, available for inspection by and distribution to the public at all times. The publication shall contain a notice to the effect that a complete copy of the code is available for public use and inspection at the office of the township clerk.

History: 1951, Act 33, Imd. Eff. May 8, 1951;—Am. 1961, Act 148, Eff. Sept. 8, 1961.

41.806 Police and fire departments; contracts for service or for maintenance and operation of equipment; delegation of powers; agreements to furnish protection to city, village, or other township.

Sec. 6. (1) The township board of a township, or the township boards of adjoining townships acting jointly, if appropriations have been made as provided in this act, may do any of the following:

(a) Establish and maintain police and fire departments.

(b) Organize and maintain police and fire vehicles.

(c) Employ and appoint a police chief and fire chief and other police and fire officers, including detectives, required for the proper and efficient operation and maintenance of the police and fire departments and proper law enforcement.

(d) Make and establish rules and regulations for the government of the police and fire departments, employees, officers, and detectives.

(e) Care and manage the motor vehicles, apparatus, equipment, property, and buildings pertaining to the police and fire departments.

(f) Prescribe the powers and duties of the employees, officers, and detectives.

(2) The township board of a township, or the township boards of adjoining townships, acting jointly, may contract with the township board or legislative body of a township, city, or village that maintains a police or fire department for the service of the department or for the care, maintenance, and operation of police or fire motor vehicles, apparatus, and equipment by the police or fire department of the township, city, or village, and may contract with the legislative body of a village that does not maintain a police department or does not

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maintain a fire department to furnish police or fire protection to the village.

(3) If a township board, or the township boards of adjoining townships acting jointly, have organized and are maintaining a police or fire department, the board, or boards acting jointly, may also contract with townships, villages, or cities that also maintain a police or fire department or with any other person, organization, or group to provide police or fire apparatus, equipment, or personnel or police or fire protection.

(4) Any of the powers provided in this section, at the discretion of the township board, may be delegated to a police or fire or police and fire administrative board established under section 11 or 12.

(5) A township board may enter into 1 or more agreements or contracts to furnish police or fire protection to a city, village, or other township.

History: 1951, Act 33, Imd. Eff. May 8, 1951;—Am. 1956, Act 9, Imd. Eff. Mar. 9, 1956;—Am. 1961, Act 66, Eff. Sept. 8, 1961;—Am. 1966, Act 110, Imd. Eff. June 22, 1966;—Am. 1989, Act 81, Imd. Eff. June 20, 1989;—Am. 2004, Act 416, Imd. Eff. Nov. 29, 2004

.

41.806a Emergency police or fire service; emergency ambulance and inhalator service; ordinance authorizing collection of fees.

Sec. 6a. The legislative body of a municipality providing emergency police or fire service or the legislative bodies of municipalities acting jointly to provide such a service pursuant to this act may authorize by ordinance the collection of fees for the service. The township board of a township or the county board of commissioners of a county providing emergency ambulance and inhalator service alone or jointly with another municipality and the legislative body of such a municipality may authorize by ordinance the collection of fees for the service.

History: Add. 1990, Act 102, Imd. Eff. June 14, 1990.

41.807 Repeals.

Sec. 7. Act No. 28 of the Public Acts of 1923, as amended, being sections 41.301 to 41.305, inclusive, of the Compiled Laws of 1948; Act No. 181 of the Public Acts of 1937, as amended, being sections 41.311 to 41.316a, inclusive, of the Compiled Laws of 1948; and Act No. 151 of the Public Acts of 1931, being sections 41.321 to 41.323, inclusive, of the Compiled Laws of 1948, are hereby repealed.

History: 1951, Act 33, Imd. Eff. May 8, 1951.

41.808 Rights or obligations safeguarded.

Sec. 8. The provisions of this act shall not be construed to impair or affect any special assessment district, or any rights accruing or any obligations thereof, created under the provisions of any act repealed by this act, but the same may be asserted and all the provisions of said repealed acts shall apply as may be necessary to safeguard any such rights or obligations existing thereunder.

History: 1951, Act 33, Imd. Eff. May 8, 1951.

41.809 Joint meetings of township boards.

Sec. 9. For the purposes of this act, any joint meeting of township boards may be held in any one of the involved townships.

History: 1951, Act 33, Imd. Eff. May 8, 1951.

41.810 Fire protection for townships, villages, and qualified cities; "qualified city" defined.

Sec. 10. (1) This act applies to townships and adjoining townships and incorporated villages and qualified cities. If reference is made in this act to townships, that reference shall apply to townships and incorporated villages and qualified cities. If reference is made in this act to township boards, that reference shall apply to township boards and the legislative bodies of incorporated villages and qualified cities. A township, incorporated village, or qualified city shall not use this act to lessen the number of paid full-time firefighters in that township, incorporated village, or qualified city.

(2) As used in this act, "qualified city" means either of the following:

(a) A city with a population of less than 15,000.

(b) A city with a population of 15,000 or more and less than 70,000 located in a county with a population of more than 200,000 and less than 235,000, if the question of raising money by special assessment and the amount of the special assessment to be levied annually under this act is approved by a majority of the electors in the special assessment district. The amount of the special assessment to be levied annually under this act that was approved under this subdivision shall not be increased unless that increase is first approved by a majority of the electors in the special assessment district.

History: Add. 1960, Act 51, Eff. Aug. 17, 1960;—Am. 1966, Act 105, Imd. Eff. June 22, 1966;—Am. 2004, Act 463, Imd. Eff. Dec. 28, 2004.

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41.811 Joint administrative board; creation; appointment, qualifications, and terms of members; compensation and expenses; vacancy; additional member; election of chairperson and vice-chairperson; meetings; rules of procedure; record of proceedings; quorum; removal of members; annual budget; powers and duties; board not new employer; conducting business at public meeting; availability of writings to public; "governing body" defined.

Sec. 11. (1) The governing bodies of 2 or more contiguous townships, villages, or qualified cities may, acting jointly, create a joint police administrative board, fire administrative board, or police and fire administrative board. A joint administrative board shall consist of 2 members from each participating township, village, or qualified city. The members of a joint administrative board shall be appointed by their respective governing bodies for terms of 6 years. Of the first members appointed, 1 member from each participating township, village, or qualified city shall be appointed for a term of 4 years. A member of a joint administrative board shall not be an employee of a police or fire department of a participating township, village, or qualified city. A member of a joint administrative board may be compensated for each meeting, not to exceed 52 per year, at a rate established by the participating governing bodies for each meeting the member attends and shall be reimbursed for actual and necessary expenses incurred in the performance of board duties. A vacancy on a joint administrative board shall be filled by the original appointing governing body for the remainder of the unexpired term.

(2) At its first meeting, a joint administrative board shall, by resolution approved by a majority of its members, select an additional member who shall be a resident of a participating township, village, or qualified city. The members shall annually elect a chairperson and a vice-chairperson from the board membership. A joint administrative board shall hold 4 regular quarterly meetings a year and special meetings as necessary at times as it determines. A joint administrative board shall adopt its own rules of procedure and shall keep a record of its proceedings. A majority of the members constitute a quorum for the transaction of business and the affirmative vote of a majority of all the members is necessary for the adoption of a motion or resolution. The members of a joint administrative board shall be residents of the townships, villages, or qualified cities from which they were appointed. The members of a joint administrative board may be removed by the appointing governing body.

(3) A joint administrative board created under this section shall prepare an annual police department budget or fire department budget, or both, for the police department, fire department, or police and fire departments of each participating township, village, or qualified city. The proposed budgets shall be submitted to and reviewed by the respective governing bodies and may be amended, adopted, or rejected by them. A joint administrative board shall have other powers and duties as considered necessary by the participating governing bodies. A joint administrative board, if authorized to employ and appoint a police chief, fire chief, or other police or fire officers, including detectives, shall only employ and appoint such officers on behalf of an individual township, qualified city, or village and does not constitute a new employer.

(4) The business that a joint administrative board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(5) A writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(6) As used in this section, "governing body" means the body in which the legislative powers of a township, village, or qualified city are vested.

History: Add. 1982, Act 365, Eff. Mar. 30, 1983;—Am. 1985, Act 170, Imd. Eff. Dec. 2, 1985;—Am. 1988, Act 247, Imd. Eff. July 11, 1988;—Am. 1989, Act 81, Imd. Eff. June 20, 1989;—Am. 2004, Act 464, Imd. Eff. Dec. 28, 2004;—Am. 2006, Act 608, Imd. Eff. Jan. 3, 2007.

41.812 Administrative board; appointment, qualifications, and terms of members; vacancy; expenses; continuation of prior administrative board; annual budget; powers and functions; section supplemental.

Sec. 12. (1) The township board may create a police administrative board, a fire administrative board, or a police and fire administrative board. The board shall consist of 5 members, who shall be appointed by the township board for terms of 6 years each. Of the members first appointed, 2 shall be appointed for terms expiring on June 30 of the even numbered year following the creation of the board, 2 shall be appointed for terms expiring on June 30 of the second year following the expiration of the terms of the first 2 members, and

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1 member shall be appointed for a term expiring June 30 of the fourth year following the expiration of the terms of the first 2 members. If a vacancy occurs, the township board shall appoint a person to fill the unexpired term.

(2) A member of the board shall not be a member of the police or fire department of the township.

(3) The members of the board may be compensated a per diem as determined by the township board and are entitled to actual and necessary expenses approved by the township board incurred in the performance of official duties.

(4) A police administrative board, a fire administrative board, or a police and fire administrative board created under former 1951 PA 57 shall be continued under this act.

(5) An administrative board created under this section shall prepare an annual police department budget or fire department budget, or both, to be submitted to the township board. The budget shall be reviewed by the township board and may be amended or altered in any manner. Upon adoption by the township board, the budget shall be the budget of the administrative board for the ensuing fiscal year of the township.

(6) The administrative board created under this section shall have the powers and perform the functions that the township board delegates to the administrative board.

(7) This section is supplemental to the other laws of this state.

History: Add. 1989, Act 81, Imd. Eff. June 20, 1989;—Am. 2003, Act 291, Imd. Eff. Jan. 8, 2004.

41.813 Traffic officers; employment; compensation; joint meeting to appoint traffic officer.

Sec. 13. By a majority vote of the township board at a regular or a special meeting called for that purpose, a township board may provide for the employment of 1 or more traffic officers in the township. The compensation of the officer or officers shall be paid from the general fund of the township. By a majority vote of all the township boards, 2 or more townships may appoint a traffic officer at a joint meeting of these township boards held for that purpose, and the proportion of the compensation of the traffic officer or officers to be paid by each of the townships shall be determined at this joint meeting.

History: Add. 1989, Act 81, Imd. Eff. June 20, 1989.

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ARRESTS MADE BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH JUNE 30

CRIME TYPE	2009	2010	2011	2012	2013	Thru 6/25
CRIMES AGAINST PERSON	5	4	5	6	2	11
PROPERTY CRIMES	1	12	10	7	7	10
MORALS/DECENCY CRIMES	11	7	11	3	7	9
PUBLIC ORDER CRIMES	38	54	38	45	58	24
TOTAL	**55**	**77**	**64**	**61**	**74**	**54**

Citations Issued Year To Date 2014: **68**
Citations Issued Year To Date 2013: **84**
Citations Issued Year To Date 2012: **110**

COMPLAINTS RECEIVED BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH JUNE 30

		2009	2010	2011	2012	2013	Thru 6/25
Traffic Crash:	Public Roadway	20	13	22	13	13	22
	Private Property	15	14	7	20	15	17
Personal Injury Crash:		1	0	1	1	1	1
TOTAL		**36**	**27**	**30**	**34**	**29**	**40**
Breaking and Entering:	Business	3	1	0	0	0	0
	Residence	0	0	2	0	1	1
	Other	0	1	1	0	0	0
TOTAL		**3**	**2**	**3**	**0**	**1**	**1**
Larceny:	From Bldg./Veh./Pub. Place	16	23	15	16	11	6
	Fail to Pay for Services	7	4	0	2	6	5
	Bad Check/Fraud	2	2	0	1	2	0
TOTAL		**25**	**29**	**15**	**19**	**19**	**11**
Malicious Destruction of Property:		4	3	5	6	1	6
Domestic/Civil:		17	21	22	37	20	14
Assault:		9	9	9	15	3	5
Stolen Vehicle:		2	0	0	0	0	1
Reports Taken to Date:		406	412	422	523	428	425

MACKINAW CITY EMERGENCY MEDICAL SERVICE
MACKINAW CITY FIRE DEPARTMENT
Activity Report

EMS

Runs	2011	2013	2013	Thru 6/25	2015	2016
January	29	21	17	38		
February	18	26	26	23		
March	28	18	22	30		
April	28	33	26	26		
May	31	36	40	36		
June	28	51	43	39		
July	66	50	67			
August	66	69	59			
September	42	37	47			
October	25	23	39			
November	24	23	25			
December	25	19	25			
TOTAL RUNS FOR YEAR	**410**	**406**	**436**	**192**	**0**	**0**

MCFD

Runs	2011	2012	2013	Thru 6/25	2015	2016
January	7	5	3	9		
February	4	3	4	5		
March	3	5	3	2		
April	3	4	2	5		
May	7	7	6	8		
June	3	8	14	5		
July	9	10	8			
August	12	10	11			
September	9	9	7			
October	11	3	9			
November	7	6	5			
December	4	2	2			
TOTAL RUNS FOR YEAR	**79**	**72**	**74**	**34**	**0**	**0**

Training						
January	2	1	2	2		
February	3	2	2	2		
March	2	2	2	4		
April	1	2	2	2		
May	2	2	2	2		
June	2	2	2	2		
July	2	3	2			
August	2	3	2			
September	1	1	2			
October	3	2	4			
November	2	2	2			
December	1	0	1			
TOTAL TRAININGS FOR YEAR	**23**	**22**	**25**	**14**	**0**	**0**

Village of Mackinaw City
Monthly Report – Water & Wastewater For June 2014

Routine Maintenance and Usage: Date Submitted 06-27-14

- Number of gallons pumped by water department during the month to date: Approximately 11.820MG
- Number of gallons pumped to the wastewater treatment plant during the month to date: Approximately 11.551MG
- Number of water shutoffs during the month: ?
- Number of water turn-ons during the month: 15
- Number of new water service connections during the month: 0
- Number of new sewer service connections during the month: 0
- Continue to maintain plant operation to efficiently treat wastewater
- Submit wastewater report to the state of Michigan DEQ & EPA
- Continue to conduct operation to meet the village's national pollution discharge permit
- Continue lab operations that efficiently and accurately measure wastewater operation parameters
- Conduct daily monitoring of the village's eight wastewater lift stations to maintain efficiency and reliable pumping operations
- Continue to operate our water system to meet state and federal drinking water standards
- Perform daily monitoring of the village's four municipal water wells
- Coordinate and perform water analysis for quality and to maintain safety of drinking water
- Conduct routine maintenance to our water system
- Continue performing monthly checks and required testing of necessary safety equipment
- Exercise emergency backup equipment to ensure reliability

New and Continued Projects:

- At the beginning of the month, AT&T and Cherry Capital Connection removed their communication equipment from the water towe including antennas and coaxial cables. AT&T erected a temporary tower to provide service to their customers.
- Peerless Midwest installed a temporary control system with a standby backup generator for the water system, which is necessary to take the water tower out of service during the repainting of the interior and exterior of the water tower. This project was completed through coordination with the DEQ. A test of the temporary equipment was conducted before the water tower was taken offline.
- A water bypass procedure was prepared for the duration of the water tower project.
- Utility Services began the tower painting project on June 12. A progress report was given to the water department. To date, the interior wet has been sandblasted and inspected, and is now ready for the process of priming and painting. The project has experienced some delays due to inclement weather as well as problems with the midge insect population.
- The cross connection program is currently in progress. The water department has received a steady flow of completed forms from businesses documenting required test results of backflow equipment.
- The water department continued to work on the safety program.
- The water department continues to work on water service turn-ons for the current season. Most requests at this point are from seas residential customers.
- The emergency response plan has been updated and will be distributed to the necessary personnel.
- As requested by the village zoning administrator, address numbers have been installed on all water and sewer structures.
- Using volunteers from a Michigan-based Lutheran group of teenagers, the water department had approximately 40 youths each da over a two day period. Volunteers, with coordination from the water department, painted a large number of the hydrants througho the village.

Notable Events Affecting Water & Wastewater Department:

.he water and sewer department responded to four emergency callouts during the month of June, including two power outages. The department experienced two sewer backups, which were resolved by the DPW. The DPW completed repair of a leaking water service

DPW Progress for June 2014

The DPW has been working on many things over the month of June. The work completed is as follows but not limited to.

Roads

- Routine sweeping of streets. I am in the process of evaluating the current street sweeping schedule and working with Steve (sweeper operator) on coming up with a set schedule to sweep all local streets once a month.
- Road patching was completed to repair the areas that were removed in order to repair water main breaks from this past winter.
- Road striping has been completed by APM on all of the areas designated in this year's bid.
- Mowing of roadside grass has been completed as time and weather permits.
- Roadside sprinklers have been getting systematically turned on and repaired as necessary.
- Gravel roads have been graded and dust control has been applied. Lignin was used in the application. Lignin is a natural byproduct of the paper industry. **(see attached for information)**

Cemetery

- There were several burials this month, two full burials and also some cremains burials.
- Routine maintenance has been done by Dwight and also his helper, Justin.

Parks

- The vault restrooms at 1st and 2nd beach have been cleaned, pumped down, and opened for the season. Some maintenance and repair to the outside of the buildings in needed and being evaluated.
- The traveling art "Wind Song" has been placed to the north of the Conkling Park parking lot.
- The sign at Conkling Park has been refreshed with some paint and cleaning for this year's summer season.
- The connecting path from the Trailhead to the Arnold Park downtown has been staked and will be graded with stone in the near future.
- An additional information kiosk has been installed at the Trailhead.
- The grading work at the former McLott property is completed and hydro seeding has been applied. Some moving of bollards is still needed to identify the new park boundary but will be completed after the grass is established.
- The canvas roof has been installed at the first location on the State Dock.
- Routine trash pickup and grass cutting has been completed. Both are being evaluated for ways to improve efficiency.
- Landscaping and flower planting has been done and is also being evaluated for long term sustainabilit Many perennials have been planted to cut back on future labor and cost of planting annual flowers.
- Some of the event trash barrels were painted by the youth workers that were in the Village this mont

Lignin Sulfonate -*Know* the Facts !

Much is known about the use of Lignosulfonates (also called lignin sulfonate and sulfite lignins) and its application on unimproved road surfaces as a soil stabilization and dust control agent. It has never been responsibly suggested that the use of lignin would have any negative impacts on our environment and/or human health. This document will discuss lignin from a factual, practical and scientific basis. Lignin contains no constituents that are considered hazardous by any Government agency. Further, its health rating is 0, which simply means exposure offers little or no risk to either plants or humans. Further, the constant referral by the opponents to its use as a soil stabilization and dust control agent on the roads of Storm Mountain as an "oil slick" or as creating something like an "oil slick" is scientifically impossible. Lignin simply contains no oil based contaminants. Like magnesium chloride it is soluble in water. Further, lignin is biodegradable.

What is Lignin Sulfonate

Commercial lignin is produced as a co-product of the paper industry. It is separated from trees by a chemical pulping process. Lignins are products of sulfite pulping. Kraft lignins (also called sulfate lignins) are obtained from the kraft pulping process. Other delignification technologies use an organic solvent or a high pressure steam treatment to remove lignins from plants. Because lignins are very complex natural polymers with many random couplings, the exact chemical structure is not known. Physical and chemical properties differ depending on the extraction technology. For example, while lignins are **hydrophilic** (will dissolve in water), kraft lignins are **hydrophobia** (will not dissolve in water). The usefulness of commercial lignin products comes from their dispersing, binding, complexing and emulsifying properties. Industry first began to use lignins in the 1880s when lignin sulfonates were used in leather tanning and dye baths. Since then, they have even found applications in food products, serving as emulsifiers in animal feed and as raw material in the production of vanillin (widely used as an ingredient in food flavors, in pharmaceuticals and as a fragrance in perfumes and odor-masking products). Lignin uses have expanded into literally hundreds of applications - impacting on many facets of our daily lives.

For the purposes of this document we are concerned with lignin's use as a very effective and economical adhesive, acting as a binding agent or "glue" in pellets or compressed materials. Lignosulfonates are used on unpaved roads to reduce environmental concerns from airborne dust particles and to stabilize the road surface. These binding properties also make the product a useful component of the making of charcoal briquettes, ceramics, linoleum paste, and plywood and particle boards to name a few.

Lignins have a long history of use on roads as a method for dust control and surface stabilization. Lignin road products are derived from the lignin that naturally binds cellulose fibers together to give trees and plants firmness. These products are a safe and economical alternative to petroleum and salt-based products that are also sometimes applied to road surfaces.

The original method of applying Lignins to road surfaces for dust control was very simple: dilute raw Lignin solutions were sprayed in light applications onto dirt roads. Over time, road surfaces began to show an improved stabilization, increasing the appeal of using Lignins. Lignin is well suited for a variety of uses such as parking lots, driveways, and road shoulders, where .pavement is too costly and dust conditions become intolerable. The properties of raw lignin are enhanced when used, in combination with other stabilizers such as magnesium chloride. This is because lignins have a natural adhesive property when moist. When applied to dirt roads, the Lignin solution coats individual road particles with a thin adhesive-like film that binds the particles together, while the magnesium chloride attracts the water molecules which also helps to bind the individual road particles together. The lignin further acts as a dispersant, allowing the particles to pack closer together for a stronger surface. Consequently, water uptake by the road bed surface is greatly reduced and the binder is less likely to be washed away by rain.

Benefits of Lignins for Road Applications

Creates a Denser, Firmer Road Cap - Lignin treatment eliminates the sliding hazards of loose dirt and gravel by binding them into a hard, skid-resistant surface.

Safe for the Environment - Lignins are non-toxic when properly applied, making them safe for foliage and surface water surrounding roadways. Lignins are not corrosive and can be applied without special equipment or clothing.

Improves Safety - By controlling dust clouds, visibility on dirt roads is significantly increased, adding to driving comfort and safety.

Reduces Road Repairs - Hardened road surfaces are less likely to suffer the ribbed "washboard" effect common with untreated gravel or dirt roads. As a result, frequent grading can be reduced or eliminated.

Commercial Lignin products meet the specifications of the U.S. Forest Service Administration, General Service Administration and local and regional government standards. Lignin use on roads has been endorsed by various agencies for decades.

In the development of this document, studies conducted by the following agencies were consulted:
1. The Lignin Institute, a non-profit trade association of manufacturers and suppliers of lignin products.

Facilities
June 2014 Report

The Facilities Department has been keeping busy in various ways. Jobs include, but are not limited to, these tasks.

Regular Maintenance:

1. Daily cleaning of restrooms and facilities.
    a. City hall
    b. Trail Head Restrooms
    c. Wawatam Restrooms
    d. Conkling Park Restrooms
    e. Ducharme St. Restrooms
2. Trash removal in the downtown area.
3. Facilities sidewalk maintenance (trash/paper removal).

Maintenance Projects:

1. Streets:
    a. General cleaning and trash removal
    b. Trash barrel replacement
    c. Irrigation repairs
    d. Cut/trim village grass areas
    e. Bush trimming

2. Parks:
    a. General cleaning and trash removal
    b. Grass cutting

3. Ice Rink Complex:
    a. Cleaning (rain days)
    b. Equipment repairs

In the up-coming month, Facilities Crew duties will include regular daily duties as well as Grass Maintenance, Tree light maintenance, Special Event setup/ takedown and other projects as assigned.

CDD

July 1, 2014

For the month of June there were two Planning Commission Meetings held on June 12 and June 26. Both of these meetings also included a Public Hearing before the Special and Regular Meeting.

I have reviewed and approved four (4) MOSD applications. At this time I am in the process of reviewing one (1) Sign Permit for a face change, one (1) Site Plan, and three (3) lot splits.

Fred Thompson Jr.
Interim CDD

MARINA MONTHLY REPORT

The reservation system has revised their dockage fees, instead of charging by the slip size they have the following groupings by boat size:

Rates

0 – 29 feet	$37.00
30 – 35 feet	$46.00
36 – 38 feet	$52.00
39 – 45 feet	$67.00
46 – 55 feet	$81.00
56 – 70 feet	$104.00

Any boat over 70 feet is $1.48 per foot

The internet was upgraded last Friday, before it worked good until Friday when a lot of people made it crash. I am still exploring options for television that the boaters would pay. A boater's bike was stolen the first night he put it in the bike rack.

RECREATION MONTHLY REPORT

Tee ball just finished after 3 weeks, and Little League is done also. The Men's Slow Pitch League has 6 teams they are in their 4th week of play. There is no Co-ed slow pitch softball t 3 teams decided not to play this year, which only left 3 teams. I may try to have pickup Co-ed every other Thursday night and charge each player $5.00. The youth group painted two press boxes and touched up several dugouts we will have to finish painting the 2 story press box.

Dave Paquet Harbormaster/Recreation Director