



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
SEPTEMBER 4, 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 August 21, 2014
- V. PUBLIC COMMENTS**

Citizens wanting to address the Council can do so at this time. Persons addressing the Council are requested to give their name and address for the record when called on by the President.
- VI. PUBLIC HEARING AND SUBSEQUENT COUNCIL ACTION**
- VII. BUSINESS REPORTS AND RECOMMENDATIONS**
 - A. Site Plan Review – 2014-SP-007 Shepler Development [Action Item]
 - B. Special Event Application 2015-SE-001 Fort Michilimackinac Pageant Committee [Action Item]
 - C. RTP 2012-01-03 Village of Mackinaw City –Trailhead Improvements
Amendment to Grant Agreement [Action Item]
- VIII. ACCOUNTS PAYABLE**
 - A. Accounts Payable for September 04, 2014 [Action Item]
- IX. COMMITTEE/DEPARTMENT REPORTS**
 - A. Department Reports
- X. CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION**
- XI. ADJOURNMENT**





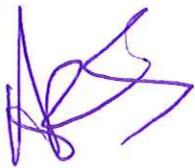
Village of Mackinaw City

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

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

www.mackinawcity.org village@mackinawcity.org

To: Mackinaw City Council
From: Adam R. Smith, Village Manager
Date: August 29, 2014
Re: Manager Report & Recommendations for September 4, 2014 Council Meeting



VII. A. Site Plan Review – 2014-SP-007 Shepler Development [Action Item]

Per Council direction at the August 21, 2014 Council Meeting, action on Site Plan Review 2014-SP-007 Shepler Development was postponed until the September 4, 2014 meeting, giving the developer's architect time to review and respond to the Village professional services review of August 19, 2014. Following the direction of Council, said site plan review has been placed on the September 4, 2014 proposed Council agenda. However, at the time of this report we have not received any further information from the applicant or their professional service representative(s) responding to the Village professional services review dated August 19, 2014.

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

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

I recommend approval of the Planning Commission recommendation subject to compliance with all professional services identified inconsistencies between the site plan and zoning ordinance as identified in the August 19, 2014 c2ae correspondence. All site plan inconsistencies to be addressed and corrected on a final site plan document and payment in full of all professional service fees is made prior to issuance of an approved zoning permit.

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

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



VII. B. Special Event Application 2015-SE-001 Fort Michilimackinac Pageant Committee
[Action Item]

The Fort Michilimackinac Pageant Committee has requested approval and co-sponsorship of the 2015 Fort Michilimackinac Pageant and associated activities (e.g. Cast Dinner, Mackinaw Rendezvous, and Trade Fair). *Please refer to Special Event Application 2015-SE-001 Fort Michilimackinac Pageant Committee.*

VII. C. RTP 2012-01-03 Village of Mackinaw City – Trailhead Improvements
Amendment to Grant Agreement [Action Item]

Department of Natural Resources (DNR), Amendment to Grant Agreement, for Village of Mackinaw City – Trailhead Improvements to extend the grant until September 30, 2015. There are a couple of reimbursable improvements to the facility that need to be completed and the finalization of documentation for the project. I would recommend a motion authorizing the Village Manager to execute the Amendment to Grant Agreement RTP 2012-01-03. *Please refer to DNR correspondence dated August 19, 2014 which was received on August 28, 2014.*

Correspondence

- Approved Special Planning Commission Meeting Minutes August 14, 2014
- Fort Michilimackinac Pageant Committee Appreciation
- Great Up North Marketing Alliance/Cheboygan Communities Foundation Appreciation
- Emmet County Regional Marketing Appreciation
- Little Traverse Bay Bands of Odawa Indians Encroachment Notice
- Public Notice for Fire Advisory Board Meeting September 17, 2014
- Mackinaw Township Response to expired Contracted Fire Services Agreement
- Michigan Municipal League Annual Meeting Notice

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

August 21, 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, Fire Chief Fred Thompson, Jr., and Clerk Lana Jaggi.

Visitors – List Attached.

Pledge of Allegiance

II PRESENTATIONS AND RECOGNITIONS

None

III. APPROVAL OF AGENDA

Motion Mollen seconded Perlick to approve the agenda as presented. Voice vote – motion carried unanimously.

IV. COUNCIL MINUTES

A. Motion Yoder seconded Planisek to approve the regular meeting minutes of August 07, 2014 as presented. Voice vote-motion carried unanimously.

V. PUBLIC COMMENTS Agenda or Non Agenda

Richard Moehl-Village Resident
Ron Wallin-Village Resident

VI. PUBLIC HEARING AND SUBSEQUENT ACTION

None

VII. BUSINESS REPORTS AND RECOMMENDATIONS

A. Fiscal Year 2014 Audit Presentation

Audit and Presentation by Jodie Borowicz, CPA, Rehmann Group.

Motion Planisek seconded Mollen to receive the Fiscal Year 2014 audit as presented and placed on file. Voice vote-motion carried unanimously.

B. Site Plan Review-2014-SP-007 Shelper Development

Motion Planisek seconded Perlick to postpone 2014-SP-007, Shepler Development, until the September 04, 2014 meeting giving the developers architect time to review and respond to the Village professional services review. Voice vote-motion carried unanimously.

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

August 21, 2014

Page 2

C. Special Event Application Amendment-MAHS

Motion Planisek seconded Mollen to approve special event application 2014-SE-011, MAHS Labor Day amendment to change location from Marina lawn to Conkling Park with Bridge Authority determining set up location within park. Voice vote-motion carried unanimously.

D. Special Event Applications (4)

Motion Michalak seconded Glenn to approve special event application 2014-SE-060, Michigan Land Use Institute Labor Day (#4) 2014 as presented. Voice vote-motion carried unanimously.

Motion Mollen seconded Perlick to approve special event application 2014-SE-063, Lakehshore Habitat for Humanity, Event Marketing Inc, Labor Day (#5) 2014 as presented. Voice vote-motion carried unanimously.

Motion Michalak seconded Glenn to approve special event application 2014-SE-062, Mark Rumble, Earthcache-Turbine Pines Disk Course as presented. Voice vote-motion carried unanimously.

Motion Perlick seconded Mollen to approve special event application 2014-SE-064, Salvation Army, Red Kettle Campaign/Bell Ringing as presented. Voice vote-motion carried unanimously.

E. Emmet County Solicitation Notice Regarding Recreation Facilities

Motion Planisek seconded Perlick to officially engage in discussions with Emmet County regarding any potential interest in proprietorship of Village of Mackinaw City Recreational Facilities to include but not limited to: Heritage Village, the IndoorIce/Recreation Facility and surface leased beaches. Voice vote-motion carried unanimously.

VIII. Accounts Payable

Motion Planisek seconded Glenn to pay accounts payable for August 21, 2014 in the amount of \$40,181.64. Voice vote-motion carried unanimously.

IX. Committee/Department Reports

A. Marina Sub Committee Report-Trustee Yoder, Chair, report was submitted and placed on file.

XI. Adjournment at 8:10 PM

Respectfully submitted;

Jeff Hingston; President

Lana Jaggi; Clerk



August 19, 2014

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

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

Dear Mr. Smith and Village Council:

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

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

A property address is not yet assigned to the project. The site is located west of Third Street, between Lake and Wendell Streets, within the Village limits, and is zoned BC-Business Central District. This review was for compliance with the current Village of Mackinaw City Zoning Ordinance adopted June 16, 2011 and as amended February 7, 2013. Specific attention was given to Sections 4-111 and 23-134 of the Ordinance.

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

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

- IV.Sec 4-111.D One tree shall be required for every 10 parking spaces over 15 spaces. The Applicant submittal did not indicate the number of proposed parking spaces or show the proposed parking space lines. The submittal did indicate the number of trees required as seven (7). Does not comply with the Ordinance without knowing the number of proposed spaces.
- IV.Sec 4-111.E.3 All landscaped areas that abut a parking lot or any landscaped area which is internal to a parking lot shall be protected with curbing material approved by the Zoning Administrator. A curb detail was included on the submittal. Notes indicating the location of the proposed curb were not included. If the curb will be installed around the perimeter of the parking area, it complies with the Ordinance.
- IV.Sec 4-111.G Required landscaping areas within parking lots shall be included as part of 25% landscaping requirements. (The required number of trees for the parking area shall be included as part of the landscaping number of trees/shrubs.) Complies with the Ordinance.
- IV.Sec 4-113.B This section states that Non-Residential Uses abutting Residentially Used Lots shall be screened. Sheet C1.0 shows screening proposed along the east property line. The adjoining properties to the east are all zoned BC and that two of the lots are residences. The language of this section talks of residential lots, not residential districts. As such, it is our interpretation of the Ordinance that some additional screening is required along the southerly portion of the east property line, close to the existing residence. Does not comply with the Ordinance.
- IV.Sec 4-114 Development occurring within the RM, B1, B2, MR, MRS, BC, MC and CR Districts shall require a minimum of 25 percent of the parcel to be landscaped open space, also called greenspace. The Applicant submittal indicates that the total lot size is 182,347 square feet. As such, 45,587 square feet of greenspace is required and 107,371 square feet is provided. Open space areas shall be landscaped with a minimum of one evergreen tree or shrub for every 1,000 square feet of lot area, plus a minimum of one deciduous tree or shrub for every 2,000 square feet of lot area.

Trees Required:

Parking Lot Area Trees = seven trees per Applicant (included as part of the number of Landscaping Trees required)

Berm Trees = 11 trees ($503/50=11$ included as part of the number of Landscaping Trees required) (Note, the applicant indicated 17 trees required/provided)

Evergreen Trees = $1/1000$ sft lot area = 182 trees

Deciduous Trees = $1/2000$ sft lot area = 91 trees

Total = 273 Trees

Trees Provided:

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

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

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

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

- V.Sec 4-117.B.2a A professional review by an approved engineer was required by the Village.
- IV.Sec 4-117.C.1 A legal description of the property under consideration, including the Property Tax Identification number shall accompany all site plans submitted for review. The submittal indicated the legal description is provided under a separate letter. The submittal package did not include the legal description. Does not comply with the Ordinance.
- IV.Sec 4-117.D.6 No lighting is proposed for this seasonal parking lot.
- IV.Sec 4-117.D.7 The location of all existing and proposed drives and parking area with the number of parking and/or loading spaces provided. The parking space lines and the number of proposed parking spaces were not provided. Does not comply with the Ordinance.
- IV.Sec 4-117.D.9 As noted above (IV.Sec 4-113.B) additional screening is required along the southerly portion of the east property line. Does not comply with the Ordinance.
- IV.Sec 4-117.D.10 The right-of-way width for the abutting Lake Street was not included. Does not comply with Ordinance.
- IV.Sec 4-117.D.11 A site construction and improvement timeline was not provided. Does not comply with Ordinance.
- IV.Sec 4-117.D.13 The Ordinance requires that a 10-year storm event study and Grading Plan with topographic elevations of the area be provided. Neither item was provided. The lot will be gravel, thus pervious. The Applicant did provide drainage arrows and slopes that make it appear that storm water will not leave the site, but no specific topographic elevations were provided. Does not comply with the Ordinance.
- IV.Sec 4-117.D.18 The submittal must contain the registered seal of a professional architect, planner, landscape architect or engineer responsible for the certification of the Site Plan. Verify with Village staff that the submittal included the required seal and thus complies with the Ordinance.

Mr. Adam Smith
August 19, 2014
Page 4 of 5
XI.Sec.18-102.J

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

XI.Sec.18-103

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

XI.Sec.18-104

A BC District requires the following yard setbacks:

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

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

XXIII.Sec 23-134.B

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

XXIII.Sec 23-134.C

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

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

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

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

Sincerely,

C2AE

A handwritten signature in black ink that reads "Kevin Makarewicz". The signature is written in a cursive style with a large, looped initial "K".

Kevin Makarewicz, P.E.
Civil Engineer

KM/keb

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2014-SP-007

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

Project: THIRD STREETSOUTH SEASONAL PARKING

Property Owned by:

Name: SHEPLER DEVELOPMENT - WILLIAM SHEPLER

Address: 556 EAST CENTRAL

City: MACKINAW CITY State: MI Zip: 49701

Telephone Home: 231-436-5023 Cell: _____

Fax No.: _____ Email: _____

Plan Prepared by:

Company: THE ARCHITECT FORUM

Contact Person: DAVID MCFARLAND

City: MACKINAW CITY State: MI Zip: 49701

Telephone Home: 231-436-7376 Cell: _____

Fax No.: _____ Email: _____

IS APPLICANT SAME AS PROPERTY OWNER? Yes No

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

Site Characteristics:

General site location: WEST SIDE OF THIRD ST BETWEEN WENDELL AND LAKE

Property address: NOT YET ASSIGNED

Current Zoning District: BC

Proposed Use of Property: SEASONAL FERRY BOAT PARKING

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

Proposed building square footage: N/A

Number of dwelling units: N/A

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

Notes:

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

Rec'd # 7469
CL # 3692

SITE PLAN REVIEW CHECKLIST

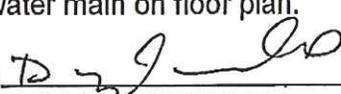
Project: THIRD STREET SOUTH SEASONAL PARKING

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

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

SITE PLAN REVIEW CHECKLIST

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

Applicant's Signature:  For William Shepler Date: 2.3.14

Print Applicant Name: WILLIAM SHEPLER

Project Name: THIRD STREET SEASONAL PARKING

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

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

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

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

SPECIAL USE PERMIT: 2014-SUP-003

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

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

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

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

SITE PLAN REVIEW: 2014-SP-007

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

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

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

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

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

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

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

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

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

2014-SUP-003

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

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

Applicant Name: SHEPLER DEVELOPMENT - WILLIAM SHEPLER

Mailing address: 556 EAST CENTRAL

City MACKINAW CITY State MI Zip 49701

Phone no: 231-436-5023 Cell: _____

Address of Development: NOT YET ASSIGNED

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

Special Use: SEASONAL FERRY BOAT PARKING

Description of Development: _____

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

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

Date: _____

Signature _____

Print Name _____

Rec. # 7409
ck # 3692



Village of Mackinaw City

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

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

www.mackinawcity.org village@mackinawcity.org

VILLAGE OF MACKINAW CITY PLANNING COMMISSION

NOTICE OF PUBLIC HEARING ON SPECIAL USE PERMIT

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

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

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

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

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

Rosada Mann
Planning Commission Chair



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

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

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

ORDINANCE NO. 138

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

The Village of Mackinaw City ordains:

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

Sec. 4-117 Site Plan Review and Approval.

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

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

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

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

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

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

- a. Professional review by approved architect or engineer as required by the Zoning Administrator. The cost of review will be passed along to the applicant. No zoning permit will be issued until this fee is paid.
- b. The Planning Commission shall review the Site Plan at its next regularly scheduled meeting. One (1) copy of the initial draft of the site plan and a property survey by a registered surveyor must be submitted to the Village by the first day of the month in order to be on the Planning Commission's agenda for that regular monthly meeting. If the first day of the month falls on a weekend or holiday, the site plan shall be submitted the next regular business day. The Planning Commission may elect to postpone a decision on a pending Site Plan to the next regularly scheduled meeting if the Site Plan is determined to be incomplete.
- c. The Planning Commission shall recommend to Village Council for their final decision, with specified changes and/or conditions, or disapprove the applicant's request, using the standards described in Section 4-117E of this Ordinance.
- d. Conditions or changes stipulated by the Planning Commission shall be recorded in the minutes of the meeting and made available to the applicant in writing. The sealed copy of the approved site plan shall contain the approval date and signature of the Zoning Administrator.
- e. Of the copies submitted, one (1) shall be retained by the Zoning Administrator's office and one (1) returned to the applicant.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nays: None

Abstain: None

Absent: None

Ordinance declared adopted.



Jeff Hingston, Village President



Lana Jaggi, Clerk

CERTIFICATION

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

February 07, 2013



Lana Jaggi, Clerk

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

Sec. 23-133 ASSISTED LIVING FACILITY

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

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

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

ARTICLE XVIII. BC - BUSINESS CENTRAL DISTRICT

Sec. 18-101 PRINCIPAL PERMITTED USES.

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

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

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

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

Sec. 18-103 SITE PLAN APPROVAL.

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

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

A. Lot Dimensions

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

B. Maximum Building Height

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

C. Yard Setbacks

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

D. Minimum Building Dimensions

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

E. Accessory Buildings, Detached Garages

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

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

1. Call to Order:

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

2. Roll Call:

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

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

A. Public Comment:

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

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

3. Adjournment:

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

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

I. Call to order:

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

II. Roll Call:

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

III. Pledge of Allegiance.

IV. Approval of minutes:

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

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

V. Public Comment:

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

VI. New Business:

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

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

3. Recording Secretary Discussion/Action

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

VII. Old Business: None

VIII. Commissioners Comments:

IX. Commissioners Calendar:

August 28, 2014

X. Adjournment:

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

by Taylor, all were in favor, motion carried.

B. Site Plan Review:

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

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

8. Old Business:

9. Commissioners Comments:

10. Commissioners Calendar:

11. Adjournment:

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

M.J. Cooley, Secretary

Rosada Mann, Chairperson

2015-SE-001

To Admin. Staff: _____
To Council: 9-4-14
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: Fort Michilimackinac Pageant, Inc. TELEPHONE: _____
MAILING ADDRESS: P O Box 312
CONTACT NAME: Meghan Michalak TELEPHONE: 231.420.3221
E-MAIL ADDRESS: michalak.meghan@gmail.com CELL PHONE: 231.420.3221

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Meghan Michalak TELEPHONE: 231.420.3221
E-MAIL ADDRESS: michalak.meghan@gmail.com CELL PHONE: 231.420.3221

EVENT INFORMATION

NAME OF EVENT: Fort Michilimackinac Pageant Re-enactment & Signage for Event

PURPOSE OF EVENT: _____

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored
 Marathon/Race Festival/Fair Arts & Crafts Show Other _____

DATE(S): May 23, 2015 FROM 3:00 pm A.M. P.M. TO _____ A.M. P.M.
May 24, 2015 FROM 2:00 pm A.M. P.M. TO _____ A.M. P.M.
May 25, 2015 FROM 2:00 pm 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: Fort Michilimackinac

ESTIMATED NUMBER OF ATTENDEES: 1000's

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 100

ESTIMATE DATE/TIME FOR SET-UP: May 20, 2015 9:00 am A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: May 28, 2015 9:00 am A.M. P.M.

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: 15 (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.) *Has not been*

SIGNAGE AT EVENT SITE - Location(s): Please see attached

Description of signs: Banners advertising Fort Michilimackinac Pageant @ Fort Michilimackinac
(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 _____

TENTS – QUANTITY _____

Size _____

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: _____

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: _____

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 or 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? _____ 53 _____

Meghan Michalak
Applicant Signature
Print name of applicant: Meghan Michalak

August 26, 2014
Date

VILLAGE USE ONLY – Department representative please initial if approved		
[] DPW	[] FACILITY SERVICES	
[] POLICE	[] FIRE	[] AMBULANCE
[] RECREATION		
VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____		
CONDITIONS, IF ANY: _____		

AUTHORIZED BY: _____	DATE: _____	
VILLAGE MANAGER		

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

**Memorial Day Weekend
Fort Michilimackinac Pageant Banners:**

MAP LOCATION	LOCATION	BANNER SIZE
A	Lawn near the corner of Huron Avenue and US 23	2' x 8'
B	Near the Village sign at the corner of S Nicolet and Old US 31 Highway	2' x 8'
C	Traffic light at the IGA (either in Indian Pathways Park or near the Village flower bed)	2' x 7'
D	At the East Jamet Street exit ramp	2' x 6'
E	At the West Jamet Street exit ramp	2' x 6'

- All banners read:

Fort Michilimackinac Pageant – Saturday, Sunday & Monday
- Banners will be displayed beginning Wednesday or Thursday, May 20 or 21
- Banners will be removed by Tuesday, May 26
- All banners are strung between snow fence poles inserted into the ground.
- The banner sizes were approved in 2012. The same banners were displayed in the above locations in 2012, 2013 and 2014.

Fort Michilimackinac Pageant Committee

P O Box 312

Mackinaw City, MI 49701

Celebrating our 53rd consecutive year

Mackinaw City Village Council
102 South Huron Avenue
P O Box 580
Mackinaw City, MI 49701

Dear Council Members,

The Fort Michilimackinac Pageant Committee is requesting permission to use the Ice Rink at the Mackinaw City Recreational Complex for our annual Fort Michilimackinac Pageant Cast Dinner. The Fort Michilimackinac Pageant is celebrating its 53rd consecutive year in 2015 and is proud to have an all-volunteer cast numbering over 200. These volunteers include current and past village residents as well as numerous others who travel to Mackinaw City to celebrate the Memorial Day Weekend holiday.

The Pageant's cast dinner was traditionally held on the Monday evening of Memorial Day Weekend, after the conclusion of the weekend long Pageant. While celebrating the 50th consecutive Pageant in 2012, the dinner was moved to Sunday evening to allow those travelers who would normally leave on Monday the opportunity to attend. In 2012, 2013 and 2014, the Fort Michilimackinac Pageant Committee received a positive response holding the dinner on Sunday evening instead of Monday so the decision was made to hold the dinner on Sunday evening again for 2015. In previous years, as this event is conducted with the coordinating sponsorship of the Village, the Village Council was gracious in allowing the associated fee to be waived. We ask the Council to please consider extending this gesture for 2015.

The Fort Michilimackinac Pageant Committee appreciates the cooperation, participation and partnership of the Village of Mackinaw City that has continued through the years. We look forward to continuing our partnership for many years to come.

Sincerely,



Meghan Michalak
President, Fort Michilimackinac Pageant Committee

2015-SE-001

To Admin. Staff: _____

To Council: 9-4-14

Decision: Approved Denied

Minutes to Applicant: _____

FACILITY RENTAL APPLICATION

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

APPLICATION DUE 45 DAYS PRIOR TO THE EVENT

Identify Facility: Recreation Center (Please specify) Upstairs _____ Downstairs _____ Rink _____

Showers Only _____

Pavillion Alexander Henry Park Heritage Village Other _____

Will you need to rent table and chairs? Number of Table(s) x \$10.50 _____ Number of Chair(s) x \$1.50 _____

Name/Type of Event: Fort Michilimackinac Pageant Cast Dinner

Name of Applicant/Contact: Meghan Michalak

Mailing Address: P O Box 312

City Mackinaw City State MI Zip 49701

Phone no.: _____ Cell No.: _____ Email: _____

Applicant's Group Name (if different): Fort Michilimackinac Pageant, Inc.

Mailing address (if different): _____

City _____ State _____ Zip _____

Phone no. (if different): _____ Fax: _____

Event Date(s) and Time(s): Date: May 24, 2015 From 6:00 pm To 10:00 pm

Date: _____ From _____ To _____

Date: _____ From _____ To _____

How many people will be attending event?: 200

Is this a Non-Profit Organization?: Yes No

Will there be any goods sold during the event?: Yes No

If yes, what items will be sold: _____

Will there be a tent installed? Yes No If yes, you must contact the Village prior to tent installation and provide the name, address and telephone number of the tent installation company: _____

Provide name, address, and telephone of Catering Service, if any?: Audie's Restaurant

Provide proof of liability insurance at least two weeks prior to the event (if waived, indicate yes: _____)
(Those waived are The Village of Mackinaw City, its Village Council, Boards and Commissions, Citizens, Employees and Agents, 102 S. Huron Avenue, Mackinaw City, MI 49701)

Will liquor be served? Yes No If yes, approval must be obtained from State Liquor Control prior to the event. You are required to provide the Village with proof of insurance and bond. If there is a caterer involved, a copy of their bond and insurance must be provided.

Applicant acknowledges they are responsible for any and all damage incurred to the Village's facility, and they are responsible for keeping the grounds clean, and any installation of any tents must be coordinated by Village personnel prior to installation.

Signature: Meghan Michalak Print Name: Meghan Michalak DATE: August 26, 2014

2015-SE-001

Trade Fair
2015

To Admin. Staff: 6-18-14
To Council: 8-7-14
Decision: Approved Denied
Minutes to Applicant: _____

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

This application
was withdrawn
8-7-14
DJ

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 Michilimackinaw TELEPHONE: 231-537-4851
Boyscout Committee
MAILING ADDRESS: PO Box 312
CONTACT NAME: Cindy Snider TELEPHONE: 231-537-4851 Home
E-MAIL ADDRESS: Sniderconst@centurylink.net CELL PHONE: 231-420-8297
work 231-487-1278

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Cindy Snider TELEPHONE: _____
E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Mackinaw Rendezvous & Trade Fair
PURPOSE OF EVENT: Living history re-enactment

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored
 Marathon/Race Festival/Fair Arts & Crafts Show Other _____

DATE(S): July 29, 2015 FROM 10 A.M. P.M. TO _____ A.M. P.M.
Aug 3, 2015 FROM 8 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: Conkling Heritage Park

ESTIMATED NUMBER OF ATTENDEES: 150

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE/TIME FOR SET-UP: July 29, 2015 10 A.M. P.M. Wednesday

ESTIMATE DATE/TIME FOR CLEAN-UP: Aug 3, 2015 8 A.M. P.M. Monday

RECEIVED
6-18-14

2015-SE-001

Trade Fair
2015

To Admin. Staff: 6-18-14
To Council: 8-7-14
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: Fort Michilimackinaw Pageant Committee TELEPHONE: 231-537-4851
MAILING ADDRESS: PO Box 312
CONTACT NAME: Cindy Snider TELEPHONE: 231-537-4851 Home
E-MAIL ADDRESS: Sniderconst@centurylink.net CELL PHONE: 231-420-8297
work 231-487-1278

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Cindy Snider TELEPHONE: _____
E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Mackinaw Rendezvous & Trade Fair
PURPOSE OF EVENT: Living history Reenactment

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored
 Marathon/Race Festival/Fair Arts & Crafts Show Other _____

DATE(S): July 29, 2015 FROM 10 XA.M. P.M. TO _____ A.M. P.M.
Aug 3, 2015 FROM 8 XA.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: Corking Heritage Park

ESTIMATED NUMBER OF ATTENDEES: 150

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 10

ESTIMATE DATE/TIME FOR SET-UP: July 29, 2015 10 XA.M. P.M. Wednesday

ESTIMATE DATE/TIME FOR CLEAN-UP: Aug 3, 2015 8 XA.M. P.M. Monday

Called about Council
date on 7-30-14

RECEIVED
6-18-14

PARADE PERMIT

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

POLICE ESCORT NEEDED: Yes No **No Parade**

PARADE ROUTE PROVIDED WITH APPLICATION: Yes No

PROPOSED ROUTE: Need to Shut down Central Ave
for Skirmish and looting-

Date and time Parade will start: 8-2-15 1 A.M. P.M.

Date and time Parade will end: 8-2-15 2 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 30
- 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: _____
through out the day on Conkling Stage (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: _____ *When Available*
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): Banner at the Post
"Rendezvous in Mackinaw - first weekend in August"

Description of signs: _____
(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? at State Dock on at Crossing

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 _____

TENTS - QUANTITY _____

Size _____

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: 2 Number of ADA accessible portable toilets: _____

If no, explain: _____

Restroom Company Name: Rose's Septic

Address Street: _____

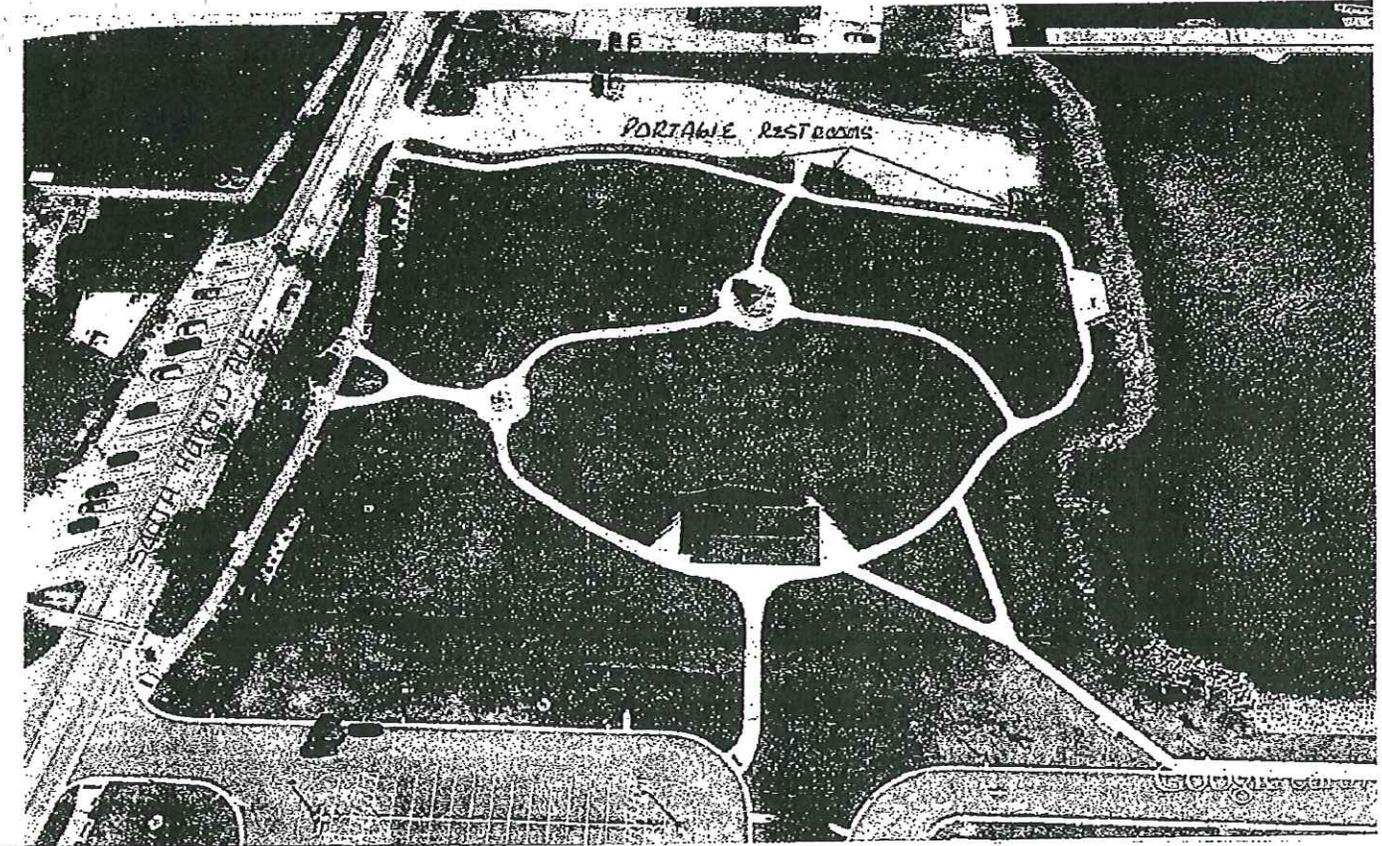
City: Cherboygan State: MI Zip: 49712

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

Equipment set up: Date: July 30 Time: 8

Equipment pick up: Date: Aug 3 Time: 10

Portable restrooms identified on the site map? Yes No



Additional

The 2014 event time line will be the 1760's. We plan a return visit from the 42nd. Royal Highlanders who were here for our 2012 event.

Also we are requesting to be able to close down a portion of Central Avenue the same as we did this year, On Saturday from 1:00 to 1:30 pm. for the purpose of a skirmish in the street and the looting of merchant stores. The change this year worked well and as a safety factor should continue. Assistance from the Police Department on traffic control during this time would be appreciated also.

Respectfully,

Chuck Kibby

Cindy Snider

Co-chairman - Rendezvous in Mackinaw & 18th. Century Trade Fair

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 Permlt (If applicable)
- Michigan Liquor Control Commisssion Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: _____

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 Commisssions, 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 knowldgc.

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 or 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? 20 years

Cindy Snider
Applicant Signature
Print name of applicant: Cindy Snider

6-18-14
Date

VILLAGE USE ONLY – Department representative please initial if approved

[MS] DPW [CS] FACILITY SERVICES
 [PS] POLICE [FS] FIRE [AS] AMBULANCE
 [SP] RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____

CONDITIONS, IF ANY: _____

AUTHORIZED BY: _____ DATE: _____
 VILLAGE MANAGER

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



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

August 19, 2014

Mr. Adam R. Smith, Village Manager
Village of Mackinaw City
102 South Huron Avenue
Mackinaw City, Michigan 49701

Dear Mr. Smith:

SUBJECT: RTP 2012-01-03 – Village of Mackinaw City-Trailhead Improvements
Recreation Trails Program – Amendment to Grant Agreement

Enclosed is the Department of Natural Resources (DNR), Amendment to Grant Agreement, for the program referenced above.

Please have both copies of the Amendment to Grant Agreement signed by the primary contact person for your organization, and return both original copies to this office by September 2, 2014. We will sign the originals and return one fully executed document for your files.

If you have questions, please contact Bruce Currier at the Department of Natural Resources, Parks and Recreation Division, P.O. Box 30257, Lansing, Michigan 48909, via e-mail at currierB1@michigan.gov or call 517-284-6092.

Sincerely,

Jacklin Blodgett, Chief
Program Services Section
517-284-6085

Enclosures

cc: Mr. James Radabaugh, DNR
Mr. Mark Mandenberg, DNR



AMENDMENT TO GRANT AGREEMENT

This information is required by authority of Act 451 of 1994, as amended to qualify for reimbursement. N3200870

SUBJECT OF AMENDMENT

Grantee: Mackinaw City	Trailhead Improvements	Grant Number: RTP12-01-03
---------------------------	------------------------	------------------------------

This amendment to the Grant Agreement, entered above, is hereby made between that participating Grantee and the Department of Natural Resources, through the State Trails Coordinator as Administrator of the National Recreation Trails Program.

The State Trails Coordinator and the Grantee in mutual consideration of the promises made herein and in the agreement of which this is an amendment do promise as follows:

That the above mentioned agreement is amended by adding the following terms or conditions:

Extend grant until September 30, 2015.

Grantee Representative	DNR State Trails Coordinator
By: _____	By: _____ James Radabaugh
_____	_____
Date	Date

In all other respects the Agreement of which this is an amendment, and the plans and specifications relevant thereto, shall remain in full force and effect. In witness whereof, the parties hereto have executed this amendment as of the date entered above.

Please return both signed amendments to: **MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PARKS and RECREATION DIVISION
PO BOX 30257
LANSING MI 48909**

**ARRESTS MADE BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH AUGUST 31**

CRIME TYPE	2009	2010	2011	2012	2013	Thru 8/26
CRIMES AGAINST PERSON	7	7	12	6	3	11
PROPERTY CRIMES	14	14	13	9	9	14
MORALS/DECENCY CRIMES	20	25	20	6	9	15
PUBLIC ORDER CRIMES	72	85	61	71	99	53
TOTAL	113	131	106	92	120	93

Citations Issued Year To Date Thru 8/26/2014: **144**

Citations Issued Year To Date 2013: **140**

Citations Issued Year To Date 2012: **153**

**COMPLAINTS RECEIVED BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH AUGUST 31**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Thru 8/26</u>
Traffic Crash:						
Public Roadway	43	33	38	31	35	39
Private Property	34	32	26	45	33	37
Personal Injury Crash:	1	0	5	2	3	2
TOTAL	78	65	69	78	71	78
Breaking and Entering:						
Business	4	3	0	0	1	1
Residence	0	0	2	0	1	2
Other	0	1	1	0	0	0
TOTAL	4	4	3	0	2	3
Larceny:						
From Bldg./Veh./Pub. Place	43	36	34	36	19	21
Fail to Pay for Services	13	5	1	4	13	5
Bad Check/Fraud	2	3	0	1	3	0
TOTAL	58	44	35	41	35	26
Malicious Destruction of Property:	10	5	8	10	5	13
Domestic/Civil:	32	36	42	68	50	40
Assault:	12	12	21	23	5	6
Stolen Vehicle:	2	0	0	0	0	3
Reports Taken to Date:	733	730	730	924	786	858

CRIMES AGAINST PERSON

Homicide
Kidnapping/Abduction
Sexual Assault (CSC)
Robbery
Assault

PROPERTY CRIMES

Arson
Extortion
Burglary/Breaking & Entering (B&E)
Larceny
Motor Vehicle Theft (UDAA)
Fraud
Embezzlement
Damage to Property (MDOP)
Retail Fraud (Shoplifting)

MORALS/DECENCY CRIMES

Drug/Narcotics (VCSA)
Sex Offenses (Not Assault)
Obscenity
Family Offenses
Gambling
Commercialized Sexual Offenses
Liquor Law Violations
Obstructing Police
Escape/Flight

PUBLIC ORDER CRIMES

Obstructing Justice
Bribery
Weapons Offenses
Public Peace
Motor Vehicle Violations
Health & Safety Violations
Civil Rights
Invasion of Privacy
Smuggling
Election Laws
Antitrust
Tax/Revenue
Conservation

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

Routine Maintenance and Usage: Date Submitted 08-28-14

- Number of gallons pumped by water department during the month to date: Approximately 19.104MG
- Number of gallons pumped to the wastewater treatment plant during the month to date: Approximately 15.546MG
- Number of water shutoffs during the month: 0
- Number of water turn-ons during the month: 0
- Number of new water service connections during the month: 0
- Number of new sewer service connections during the month: 1
- 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:

- The water department, with assistance from Peerless Midwest, has completed the process of putting the water tower and SCADA system back into service. This included water testing and flushing of the water tower, flushing of hydrants and back flushing of wells. Some of the flushing was conducted during late night hours. Notices were issued to inform the public of possible discoloration of the water, which could last for a few weeks.
- Utility Service is nearing the end of the water tower project. To date, the interior wet, interior dry and the outside of the tower have been painted and inspected. The upgrades have been added, such as a Pax mixer for the wet interior, safety climbing equipment and the installation of a new roof vent.
- Charter Communications has installed new phone service for some of our lift stations.
- Water monitoring and testing was conducted during the month which was required by the DEQ.
- The water & sewer department took part in several meetings, including with C2AE, tower project updates, and bi-weekly department head meetings.

Notable Events Affecting Water & Wastewater Department:

The water and sewer department responded to four emergency callouts during the month of August.

DPW Progress for August 2014

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

Roads

- Routine sweeping of streets.
- Mowing of roadside grass has been completed as time and weather permits.
- Tree Trimming has continued to be done in different locations of the Village
- Cold Patching has taken place of pot holes on an as needed basis.
- Tree Removal and replacement of Ash trees on South Huron is going to be started shortly after the season begins to wind down.
- An order of salt has been delivered in preparation for winter.

Cemetery

- Routine maintenance continues to be done.

Parks

- 1st beach is still getting graded and maintained on a weekly basis weather permitting but will be coming to an end for the year in the near future.
- Preparations for special events have been done.
- Routine trash pickup and grass cutting has been completed.
- Maintenance of landscaping has been getting completed on an as needed basis.
- I am still working on a list of memorial options for interested community members. I am still trying to identify the best products for the best value.

Equipment

- Routine maintenance is done on vehicles and equipment.
- Vehicles involved in winter maintenance and snow removal will be focused on and prepared for the upcoming winter months

Water/Sewer

- Miss Dig locating has been done as locate tickets come in for work being done in the area.

CDD

September 4, 2014

For the month of August there were two Planning Commission Meetings held, a Special Meeting on August 11, 2014 and a Regular Meeting held on August 28, 2014.

Presently the office of the CDD is working on one Site Plan Review, one Appeals Application and two Land Division Applications. For August two Zoning Permits were issued and eleven MOSD applications were approved. The Merchandise Outdoor Sales and Display permits are for sales during the Labor Day weekend.

Fred Thompson Jr.
Interim CDD

**MACKINAW CITY EMERGENCY MEDICAL SERVICE
MACKINAW CITY FIRE DEPARTMENT
Activity Report**

EMS		<u>2011</u>	<u>2013</u>	<u>2013</u>	<u>Thru 8/26</u>	<u>2015</u>	<u>2016</u>
	Runs						
	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	47		
	July	66	50	67	64		
	August	66	69	59	52		
	September	42	37	47			
	October	25	23	39			
	November	24	23	25			
	December	25	19	25			
	TOTAL RUNS FOR YEAR	410	406	436	316	0	0
MCFD		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>Thru 8/26</u>	<u>2015</u>	<u>2016</u>
	Runs						
	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	7		
	July	9	10	8	5		
	August	12	10	11	3		
	September	9	9	7			
	October	11	3	9			
	November	7	6	5			
	December	4	2	2			
	TOTAL RUNS FOR YEAR	79	72	74	44	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	2		
	August	2	3	2	2		
	September	1	1	2			
	October	3	2	4			
	November	2	2	2			
	December	1	0	1			
	TOTAL TRAININGS FOR YEAR	23	22	25	18	0	0

MARINA MONTHLY REPORT

August 28, 2014

The marina was busy the month of August . Seven “Loopers” stayed seven to ten days because of the weather. A looper is a boater that is traveling down to Chicago, then down the Illinois River to the Mississippi River to the Gulf, and back up the East Coast to the St. Lawrence Seaway and back into the Great Lakes. This trip takes a least one year. We have had a number of inquiries about seasonal slips for next year. Two of our employees have returned to college an another will be starting high school.

RECREATION MONTHLY REPORT

Students from Taylor University paid to take showers at the Recreation Center, they do this every year. Fifteen Hundred DALMAC bike riders will be using the pavilion and the street by the high school to line up and ride across the bridge, August 31st. The Governor’s Council on Physical Fitness will be using the restrooms at the Recreation Center for the people who run across the bridge.

David Paquet, Harbormaster

**MINUTES SPECIAL PLANNING COMMISSION MEETING
MACKINAW CITY**

7:00 P.M.

August 14, 2014

I. CALL TO ORDER/WELCOME

Commission Chairperson Rosada Mann was present and called the meeting to order.

II ROLL CALL

Commissioners Present: Earl Taylor, Matt Cooley, Mary Clark, Robert Heilman

Commissioners Absent: Ronald Dye, Greg Gustafson

Also present-Interim Zoning Director Fred Thompson, Jr. and Recording Secretary Lana Jaggi

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF MINUTES

Motion Heilman seconded Taylor to approve the minutes of the Public Hearing and Regular Meeting of July 24, 2014 as corrected. Voice Vote, Motion Carried.

V. PUBLIC COMMENTS-None

VI. NEW BUSINESS-None

VII. OLD BUSINESS-None

VIII. COMMISSIONER COMMENTS-None

IX. COMMISSIONER CALENDAR

August 28, 2014.

X. ADJOURNMENT: 7:12 PM

Respectfully submitted;

Rosada Mann; Chairperson

Matt Cooley; Secretary



THANK YOU SO MUCH FOR YOUR HELP
AND SUPPORT IN MAKING THE
RENDEZVOUS IN MACKINAW TRADE FAIR A
GREAT SUCCESS. IF IT WAS NOT FOR ALL
THE HELP AND SUPPORT WE GET, WE
WOULD NOT BE ABLE TO HAVE THIS GREAT
EVENT. WE ARE LOOKING FORWARD TO
MAKE THIS EVENT BIGGER AND BETTER
NEXT YEAR.

THANK YOU
CHUCK KIBBY AND GINDY SNIDER
FORT MICHILMACKINAW PAGEANT
COMMITTEE

August 26, 2014

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

Cheboygan, MI 49721

Dear Mr. Smith,

On behalf of the Cheboygan Communities Foundation thank you for your investment in the *Great Up North* Marketing initiative for Cheboygan County. Your generous contribution of \$1,000.00 will be specifically designated and restricted for use by the *Great Up North* Marketing Alliance, Inc. to support its campaign to promote Cheboygan County.

As you know, the State of Michigan is experiencing tremendous success with the award winning *Pure Michigan* advertising program. The State is realizing a significant return on expenditures made to promote tourism and travel throughout the State of Michigan. Your contribution will help educate travelers to the State on the wonderful amenities, services, attractions and natural beauty our County has to offer.

Ongoing support of county residents is essential to the growth of local business and employment. The *Great Up North* Marketing Alliance is proud to be partnering with the Cheboygan Communities Foundation in this endeavor because its commitment to reinvesting contributions to improve economic opportunities in Cheboygan County are in concert with those of the Alliance.

Thank you for your confidence in the work of the Cheboygan Communities Foundation and the *Great Up North* Marketing Alliance and for joining with others to help grow the economic viability of Cheboygan County.

Sincerely,



Susan A. Eno

Board Members:

Richard Sanford
Chairman & CEO
Mullett Lake

James Darnell
President
Mullett Lake

Susan Eno
Vice President
Aloha Township

Chris Sangster
Treasurer
Munro Township

Kevin Tucker
Secretary
Indian River

James Conboy
Cheboygan

Tom O'Hare
Topinabee

Phil Welch
Indian River

Chris Wright
Topinabee

Administration &
Fiduciary
Citizens National Bank

Auditor
Annette Eustice, CPA, CGFM
Rehmann

Legal Counsel
David Barton
Bodman PLC



Emmet County, Michigan

8/26/14

Dear Members of the Mackinac Village Council -

With sincere gratitude, thank you so very much for the most generous contribution to our Emmet County Marketing efforts. We chosen to put the funds toward our very popular "Essence of Emmet" historical magazines printing costs for Part II. Please know how much your contribution is appreciated by me, and all of our Esteem of Emmet partners! We could not do it without support from our friends here the Village of Mackinac. My best,
Beth Anne Eckel

Little Traverse Bay Bands of Odawa Indians

Tribal Council

7500 Odawa Circle
Harbor Springs, Michigan 49740
231-242-1406 • Fax 231-242-1416

August 21st, 2014

Jeff Hingston, Village President
Mackinaw City Village Council
102 South Huron Avenue
Post Office Box 580
Mackinaw City, MI 49701

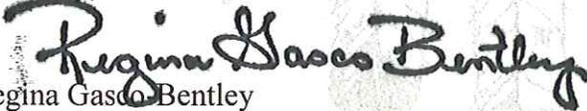
RE: Pond Street Parcel encroachment: permission and liability

Dear Village President Hingston or whom it may concern:

The United States holds title in trust for the Little Traverse Bay Bands of Odawa Indians (Tribe) to approximately 60 acres on Pond Street in Mackinaw City, parcel #s 42-03-13-200-004, 42-03-13-200-007, and 42-03-13-200-002. The Tribe recently retained Benchmark Engineering to conduct a survey of these trust parcels in preparation for delegating responsibility to its Natural Resources Department to manage the property for purposes of wetlands preservation.

The northwest portion of the Tribe's trust property abuts Village of Mackinaw owned parcel #42-03-13-200-001. The northwest corner of the attached survey shows and notes that "City of Mackinaw Driveway Crosses thru boundary lines" and "Softball Field Fencing Extends over the line by up to 29.0 feet." This letter serves as formal notification to the Village from the Tribe of these encroachments on the Tribe's federal trust lands. The Tribe grants the Village revokable permission for continued use of the driveway and softball field on the Tribe's trust land as shown on the February 15, 2013 survey. The Tribe, including its elected and appointed officials, employees and agents, assumes absolutely no liability or responsibility, and does not waive its immunity, in connection with any acts or omissions that may occur on the portions of the Village's driveway and softball field that are located on the Tribe's trust land.

Sincerely,



Regina Gasco Bentley
Legislative Leader

NOTICE OF PUBLIC MEETING

VILLAGE OF MACKINAW CITY

**102 S. Huron Avenue
Post Office Box 580
Mackinaw City, MI 49701
(231) 436-5351**

08/22/2014

Wednesday September 17, 2014 @ 1:00 PM

Fire Advisory Board

Trustee R. Glen, Fire Chief F. Thompson Jr., Manager A. Smith

R. Dye, L. Vassilakos, D. McFarland

Agenda

1. Contracted Fire Service Agreements with Townships

MEETING TO BE HELD AT FIRE STATION 2, 605 Pond Street

Lana Jaggi

Clerk



P.O. Box 95 • 10595 Wallick Rd. • Mackinaw City, Michigan 49701
(231) 436-7453
www.mackinawtownship.com

August 22, 2014

Jeff Hingston, President
Village of Mackinaw City
102 South Huron Street
Mackinaw City, MI 49701

Dear Jeff:

Thank you for notifying the Township of the expired Interlocal Fire Department agreement and the willingness of the Village to discuss a new agreement. Please send notifications of meetings to myself at my e-mail address, dlfamor@gmail.com, and to Lou Vassilakos at lgvassilakos@gmail.com, as he is our appointed representative to the above mentioned board.

Sincerely,

A handwritten signature in cursive script that reads "Donna Falor".

Donna Falor, Supervisor
Mackinaw Township

Cc: Adam Smith, Jack Keck, Lou Vassilakos



michigan municipal league

Better Communities. Better Michigan.

August 6, 2014

Michigan Municipal League Annual Meeting Notice

RECEIVED
8-12-14

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Marquette, October 15-17, 2014. The League's "Annual Meeting" is scheduled for 11:15 am on Thursday, October 16 in the Lakes Ballroom at the Northern Michigan University. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).

2. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Susan Vasher at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by September 16, 2014.

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than September 24, 2014.

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the League to receive resolutions is **September 16, 2014**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

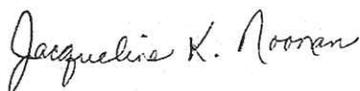
Further, "Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, October 15 in the Lakes Ballroom at Northern Michigan University for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Jacqueline Noonan
President
Mayor of Utica



Daniel P. Gilmartin
Executive Director & CEO