

City of Frankenmuth Guide to Commercial Development



1: Getting Started



2: Pre-Application



3: Site Plan



4: Building Codes

I. Welcome to Frankenmuth!

Are you thinking of locating or expanding a business in Frankenmuth? As the locals say, Willkommen!

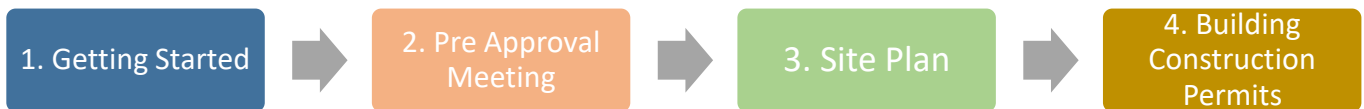
We are pleased you're considering to locate here. Frankenmuth is a place of entrepreneurs, award winning schools, a stable and cooperative government, clean and safe neighborhoods, a strong commercial network and a quality brand. With tourism being our bread and butter, Frankenmuth is also home to leaders in finance, insurance, agri-business, and advanced manufacturing. A gigabyte of fiber network runs through the center of the town. We're easy to access by car, truck or airplane. Frankenmuth is a great location to invest.

No matter where you are in your business planning, we are available to assist you. Need immediate assistance? Contact City Hall to ask for development help at (989) 652 9901. We would love to speak with you.

II. Getting Started

Whether you have a fully developed business concept or just an inkling of an idea, it's important to understand how the development building blocks apply to your project. From understanding what you are allowed to do and where you can do it, to learning all about parking, signage, storm water management and permitting, this toolbox moves you through the development process.

Development Tool Kit Sections:



III. People in the Planning Process

To successfully navigate the planning and development process, it is essential to understand the various roles and functions of the respective officials and staff.

- 1. City Staff** is the team that will help guide you through this process. This consists of the City Manager, Planner, Zoning Administrator, DDA/EDC Director, DPW Director, and more. For contact information, see page 5.
- 2. The City Council** is the City's guiding legislative body whose purpose is to set policy, approve the City's budget, and complete related legislative duties. When necessary the Council evaluates staff analyses, reviews decisions by advisory bodies, and makes final decisions on land use plans and proposals. Not all projects are submitted to City Council for review. The Council hears appeals on Planning Commission rulings, only if required. To contact the City Manager for Council questions, click [here](#).
- 3. The Planning Commission** is an advisory board to the City Council for issues and policies related to all things "planning", including land use regulation and community

development. The Commission makes recommendations and decisions based on findings of fact when applying general policies and zoning ordinances to specific situations such as use permits and tentative maps. This body may also make recommendations to the governing body (Council) on policy matters such as the general plan, zoning ordinances and development agreements. Planning decisions may be appealed to the City Council.

4. **The Zoning Appeals Board** is an optional appointed body that hears and decides matters relating to the application of the zoning ordinance and considers appeals of the zoning administrator's decisions. Decisions by this board may be appealed in Circuit Court. For contact information, click [here](#).
5. **The Building Codes Office** is an appointed agency of trade professionals responsible for the administration and enforcement of building and construction codes and requirements. The City follows the Michigan Building Code. This office provides, protects, inspects, and issues Occupancy Permits. To contact the department, click [here](#).
6. **The Historic District Commission** reviews development proposals to determine consistency with local adopted design guidelines, standards and ordinances within a specific district. The District encompasses the area on Main Street between Genesee and Jefferson and structures within one block on either side. To see a map, click [here](#). To contact for more information, click [here](#).

IV. Do Your Homework

Before the pre-application meeting, there are a number of steps that you can take to best prepare yourself and help the meeting be most efficient.

1. **Reviewing the City's [Master Plan](#)** may be a good first stop for you. This master plan details our development values which guide future decisions for growth and improvements in the community.
2. **Review the City's [zoning map](#)**. For what you want to do, understand where certain projects will be able to go. If you would like to build in a zone that prohibits your idea, be aware that this will add additional steps in your approval process. If you have an idea of where you would like your business to go, review the [zoning code](#) to understand what can be developed where. You may also review Saginaw County's Geographic Information Systems website ([sagagis](#)) to gather specific information about your selected parcel. You can find a partial listing of sites available in Frankenmuth for development [here](#).
3. **Firm Up Your idea**. Do you have an idea of what you want to do? If so, review the city's ordinances to ensure that your idea can be developed within the city and is not a restricted use. It is okay if you do not have a specific timeline or details yet. However,

Quick Clicks

- City [Master Plan](#)
- City [Zoning Map](#)
- City [Zoning Code](#)
- [Saginaw County GIS](#)
- [Frankenmuth Development Sites](#)
- [Development Fees](#)

the more information that you can bring to the table regarding what it is you want to do, the better.

4. **Consider City, County, and State codes.** Please be aware that there are state codes that regulate certain businesses. For instance, some businesses such as a hair salon may need specific licenses or have higher standards such as HVAC regulations. Other businesses, like vehicle sales, have state mandated site requirements. All properties are subject to certain Americans with Disabilities Act (ADA) regulations.
5. **Does your proposed use fit the neighborhood?** Technically, zoning regulations will determine what is allowed or not allowed on any given street in the City. However, if you review the [Master Plan](#) or simply look around the site you've selected, you might see that your use does not fit the neighborhood.

What does this mean? Inherently, all neighborhoods look to ensure the same thing: that the property values will not decrease. However, how the neighbors view what triggers a decrease in property values differs from project to project. Understand what motivates the neighborhood to help shape proposed changes to meet the least amount of resistance possible. For instance, if you are surrounded by houses, consider that you will have to create barriers or screens or redesign the space to fit the surroundings through building materials, window placement or other means.

Is your project maintaining the integrity of the neighborhood?

6. **Special Approval Uses.** Such uses are those that are allowed in a district through a "special approval" process. Generally, such details and standards are outlined in the zoning code. Approvals shall be based upon the determination that the proposed use complies with all applicable requirements of this Chapter, and all of the following standards as deemed applicable to the use by the Planning Commission.
7. **Zoning Obstacles.** When the current zoning of a site will not support your development plans for that parcel of land, you may request a zoning change. While the area may not have uses similar to yours, it does not mean your idea is not feasible. If a proposal does not meet the current zoning requirements, such as size and setback, an applicant can seek rezoning - if consistent with the master plan. The reality is that most projects rarely meet every element of the ordinance, which requires approval of the variance from the zoning board.
8. **Development Fees** can be found [here](#). Be aware that you need to pay the initial application fee and may be required to pay others depending on your development. *We strongly urge you to reach out to City staff to be sure you're on the right track before you begin paying for professional services or paying City fees.*

Committee Summary

City Staff will guide you through the approvals process as needed for your project.

	Recommends	Approves			
	Planning Commission	Planning Commission	Historic District	Zoning Board of Appeals	Administration (Staff)
Meetings	Monthly (4 th Tuesday)		Quarterly or as needed	As needed	On call
Site Plan		X	X		X (Limited)
Special Use Permit		X			
Rezoning	X			X	
Text Change/Ordinance	X	X		X	
Subdivision		X			
Variance			X (Signage)	X	
Appeal				X	

V. Contacts

Role	Name	Contact Information
City Manager	Bridget Smith	(989) 652-3430 x 110 bsmith@frankenmuthcity.com
Assessor	Legacy Assessing – Kevin MacDermaid	(989) 652-3430 x 114 assessor@frankenmuthcity.com
Building Codes Authority	Mike Setzer – Building Inspector Merle West – Plumbing/Mechanical Travis Cooper – Electrical Inspector	(989) 652-3430 x 250 (989) 652-3430 x 252 (989) 652-3430 x 251 buildingcode@frankenmuthcity.com
Planning & Zoning	Emily Kraushar	(989) 652-3430 x105 Ekraushar@frankenmuthcity.com
Clerk	Kamryn Hoadley	(989) 652-9901 Khoodley@frankenmuthcity.com
Public Works	Kenton Scherzer	(989) 652-3430 x 207 kscherzer@frankenmuthcity.com
Water Resource Recovery Facility	Mark Schluckebier	(989) 652-3445 mschluckebier@frankenmuthcity.com
Water Department	Ken O'Brien	(989) 652-3443 kobrien@frankenmuthcity.com
Economic Development/ Downtown Development Authority	Dan Hopp	(989) 652-3430 x 120 Dhopp@frankenmuthcity.com

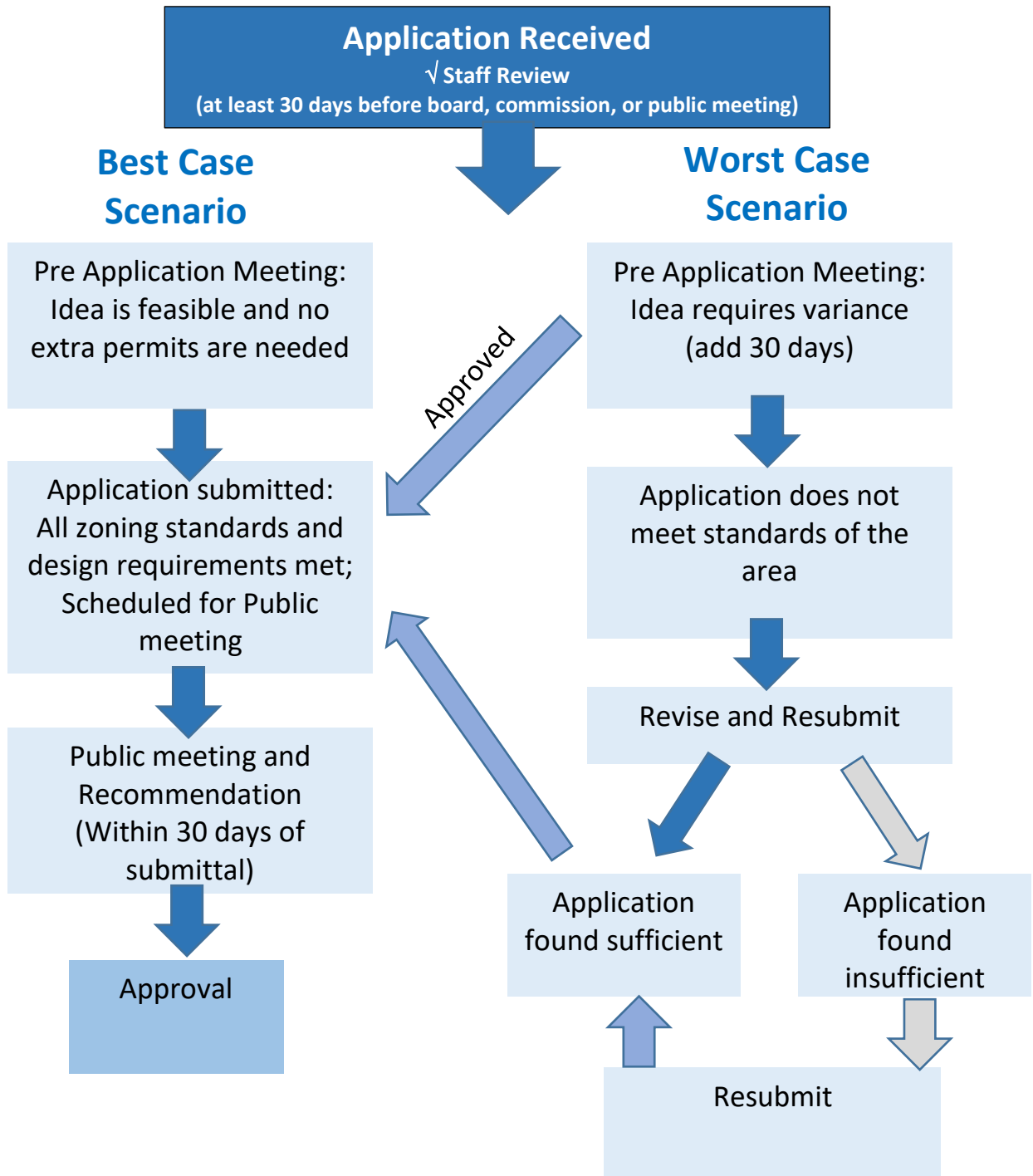
VI. Timeline

The following chart gives an approximate expectation of what one can expect in a normal to best-case scenario. In this example, the process can be expected to take from 30 to 60 days. The timeline can be made quicker by working alongside City Staff to make certain that your application follows Frankenmuth’s requirements. The timeline is also dependent on your

Timeline		
Step 1	Pre Application	Pre Application Meeting: This informal, pre app meeting will introduce your idea to the City Staff.
Step 2	Application	Application: All necessary information is included in the application: site plan, sizes, legal description, and fees.
Step 3	Notification Letters	Notification Letters: Notifications containing a letter, map and agenda are prepared and put in the newspaper as well as sent out to the citizens located within a 300 ft. radius of proposed development/site. Notifications will be sent 15 days prior to the meeting.
Step 4	Report Created	Commission/Board Report: This report outlines the project and its relation to the zoning codes and guidelines. It will be available to the public a week prior to the Commission Meeting.
Step 5	Commission Meeting	Planning Commission Meeting (PC), Zoning Board of Appeals (ZBA), Historic District Committee (HDC): The proper board hears the case at a public meeting and recommends either approval or denial.
Not always applicable		
Step 6	Second Approval	Report Sent to Council: If your plan needs second approval, another round of notification letters will be sent out and the report will be forwarded onwards. The plan can be heard at a normally scheduled or specially scheduled meeting.
Step 7	Second Hearing	Second Committee Meeting: The application is approved or denied at a public hearing.
Post Approval		
Step 8	Building Review	Building Review: Plans are reviewed to ensure that your development is in line with the required building codes. Upon satisfactory completion of the construction project and the payment of all permit fees and plans are in conformance with Construction Code requirements and inspections, an occupancy permit will be issued.

application timing and the meeting dates of boards and commissions.

VII. Process Summary



VIII. Zoning Guidelines

District	Type	Uses Permitted	Special Approval
A	Agriculture	Single family dwellings, farms and similar agricultural land use, and non-commercial recreation, parks, and open space. <i>Article 4 (5.21)</i>	Home occupations, churches, and private swimming pools. <i>Article 4 (5.22)</i>
RE, RA-1, AND RA-2	One Family Residential	Single family dwellings, libraries, parks, and recreation, accessory buildings, automobile parking spaces, private pools, foster care, and family day care <i>Article 5 (5.31)</i>	Day care, temporary uses, private non-commercial recreation, parks, golf course, churches, schools, municipal offices, and home occupations <i>Article 5 (5.32)</i>
RA-3	One Family Residential – High Density	Single family dwellings, libraries, parks, and recreation, accessory buildings, automobile parking spaces, and private pools <i>Article 6 (5.41)</i>	Day care, temporary uses, private non-commercial recreation, parks, golf course, churches, schools, municipal offices, and home occupations <i>Article 6 (5.42)</i>
MHR	Mobile Home Residential	Mobile home parks, libraries, parks, and recreation, accessory buildings, and automobile parking spaces <i>Article 7 (5.51)</i>	
RCD	Family Duplex or Two Family	RCM-Multiple dwellings, duplexes, accessory buildings, automobile spaces, and adult day care <i>Article 8 (5.61)</i>	Rental offices as accessories, group day care home, private swimming pool, and home occupations <i>Article 8 (5.62)</i>
RCM	Multiple Dwelling Unit	RCM-Multiple dwellings, duplexes, accessory buildings, automobile spaces, adult day care home, RCM unit, and adult foster care <i>Article 8 (5.65)</i>	Rental offices as accessories, nursery schools, general hospitals, elderly housing, convalescent homes, funeral homes, accessory buildings, private swimming pools, home occupations, and clubs <i>Article 8 (5.66)</i>
O	Office	Office buildings, medical offices, public buildings, and funeral homes <i>Article 9 (5.72)</i>	Veterinary clinics/boarding facilities, nursery schools, sexually oriented businesses (not in HDC) <i>Article 9 (5.73)</i>
B-1	Convenience Commercial	Barber shop, beauty salon, laundromat <i>Article 10 (5.82)</i>	Drug store, and dwelling unit/apartment <i>Article 10 (5.83)</i>
B-2	Local Business	Retail business, personal service establishment, hotels, clubs, restaurants, taverns, and professional offices <i>Article 11 (5.92)</i>	Drive in/fast food restaurants, animal hospitals/boarding facilities, outdoor sales, gas stations, nursery schools, multiple dwelling units, and sexually oriented businesses

			<i>Article 11 (5.93)</i>
B-3	Highway Commercial	Motels, restaurants, night clubs/taverns, drive in/fast food services, automobile laundry, bowling alley, gift shop, commercial recreation and open space uses, new car sales, and building centers <i>Article 12 (5.102)</i>	<i>Outdoor second-hand automobile sales, commercial outdoor recreation, trampoline facilities, gas stations, animal hospitals/boarding facilities, nursery schools, sexually oriented businesses,</i> <i>Article 12 (5.103)</i>
B-4	Tourist Commercial	Retail sale of goods and services, night clubs/taverns, gift shops, commercial recreation, drive in/fast food services, motor vehicle sales, medical clinics/hospitals, and professional offices <i>Article 12A (5.109)</i>	Indoor warehouse, churches, gas stations vehicle repair services, automobile laundries, second-hand outdoor auto sales, garages, and nursery schools <i>Article 12A (5.110)</i>
I	Industrial	Warehousing and wholesale establishments, trucking facilities, food processing plants, ceramic processing plants, toy factories, electronic manufacturing centers, laboratories, gas warehouse, veterinary clinics, lumber and material storage yards <i>Article 13 (5.117)</i>	Automobile assembly plants, salvage/junk yards, and recreational vehicle encampments <i>Article 13 (5.118)</i>
FP	Floodplain	Open motor vehicle storage uses, open-type public and private recreation, and storage yards for equipment materials <i>Article 14 (5.121)</i>	Structural uses <i>Article 13 (5.122)</i>
RPUD	Residential Planned Unit Development	Single family and two-family dwellings, townhouses/row houses/garden apartments, recreation and open space, and churches <i>Article 23 (5.240.3)</i>	
CL-PUD and CT-PUD	Commercial and Tourist Planned Development District	CL-PUD: Commercial goods and service providers for the everyday needs of residents CT-PUD: Commercial goods and service providers for the needs of visitors <i>Article 24 (5.241.3)</i>	
I-PUD and I-S-PUD	Industrial Planned Unit Development and Industrial Special Planned Unit	I-PUD: Warehousing and light fabrication I-S-PUD: Research and office park <i>Article 25 (5.242.3)</i>	

*** Some lists may be more extensive and the uses may have more requirements. Please see the listed articles for more details regarding these regulations**