

City of Frankenmuth Guide to Commercial Development



1: Getting Started



2: Pre-Application



3: Site Plan



4: Building Codes

I. Introduction

The Guide to Development includes a snapshot of the development review process in the City of Frankenmuth. The document explains the review process, policies, steps, and other relevant information for applicants. Links to web pages are provided throughout the document for easy access to the most up-to-date forms, applications, and additional information.

This document is neither intended to include all of the requirements of the City Ordinances or Codes, nor is it a replacement for the Zoning Ordinance or other local ordinances. Applicants should review the specific ordinances and contact responsible staff about their development projects in the early stages or pre-planning phases. The development process can seem difficult at times. This guide serves to aid you in the undertaking. If you follow the proper steps outlined below, areas can be identified that save you time, money, and heartburn. It will also introduce you to our “team” that does not want to remain behind the curtains when you are developing your project. We want to assist you in streamlining the process.

Contacts		
Role	Name	Contact Information
City Manager	Bridget Smith	bsmith@frankenmuthcity.com (989) 652-3430 x 110
Assessor	Legacy Assessing – Kevin MacDermaid	assessor@frankenmuthcity.com (989) 652-3430 x 114
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 General: buildingcode@frankenmuthcity.com
Clerk	Kamryn Hoadley	(989) 652-3430 x 105 Khoodley@frankenmuthcity.com
Planning & Zoning	Emily Kraushar	(989) 652-3430 x 105 Ekraushar@frankenmuthcity.com
Public Works	Kenton Scherzer	(989) 652-3430 x 207 kscherzer@frankenmuthcity.com
Water Resource Recovering Facility	Mark Schluckebier	(989) 652-3445 mschluckebier@frankenmuthcity.com
Water Department	Ken O’Brien	(989) 65232443 kobrien@frankenmuthcity.com
Economic Development/ Downtown Development Authority	Dan Hopp	(989) 652-3430 x 120 Dhopp@frankenmuthcity.com

II. Pre-Application

Initial Development Questions:

Do you know what you want to do? Do you know where you want to do it?

You can have a concept of what you want to do, but perhaps you do not know details such as where land is available or where your concept is able to be built. If you know where you want to do it, this can quicken the pace of the procedure.

Pre-Application Meeting

The prospective developer(s) or representative(s) of an entity wishing to (re)develop a property is encouraged to meet with City Staff. The Pre-Meeting introduces you to those who will walk you through the development process. During this meeting, the developer may outline the proposed development idea and any initial conceptual architectural designs available. This meeting will include the City Manager, Zoning & Planning Officials, the Economic Development/DDA Director, and the DPW Superintendent.

"If you want to be successful, it's just this simple. Know what you are doing. Love what you are doing. And believe in what you are doing."

- Will Rogers

This meeting is confidential and serves as the initial step in the process.

This meeting serves to let you know if your idea is feasible from an overview before moving further along in the process. If your target site requires annexation to the City from Frankenmuth Township, we'll discuss the process here. If your project is less complex (i.e., renting a retail space in a pre-developed building without a change of use), this meeting may be all you need before you submit any permits for moving forward with your plan.

Pre-Application meetings can be scheduled by contacting City Manager Bridget Smith via [email](#) or at (989) 652-3430 x 110 or Zoning Administrator Phillip Kerns via [email](#) or at (989) 652-3430 x 111.

III. The Discovery Meeting

Once you have been assured that your idea is feasible and have a more defined notion of the location and concept, you may need to schedule a second confidential **"Discovery" Meeting** to review more technical requirements. This meeting will cover development topics from location requirements, specific zoning requirements, parking and signage, among other development variables. The staff will provide you with background information on the site, previous plans submitted, the community vision for the site, an overall opinion of the proposed idea, and a description of the approval process and timeline.

You can schedule this meeting by contacting Phil Kerns via [email](#) or by phone, (989) 652-3430 x 111. These zoning verification meetings will help ensure compliance with the City of Frankenmuth Zoning Ordinance.

IV. Questions to Consider

About Zoning Regulations: In the Discovery meeting, you will find out if you need review/approval by other boards or commissions depending on your location and use. For instance, if you are encroaching into your allotted setback, you will need to go to the Zoning Board of Appeals (ZBA). If you are in the Historic District, you will need to submit a Historic District Application.

How do you know this? The best way to understand which commission or board you will need to see is familiarize yourself with [section 51 of the Zoning Code](#). *In what zone is your parcel located?* Once you know this, consider these questions:

1. Is what you want to do allowed in that zone?
2. Can your proposed project be constructed and operated within the required setbacks?
3. Does your proposed use comply with lot and building size restrictions?
4. Is your project a special exception to standard regulations?

Other Requirements. All new development must follow the guidelines of Frankenmuth’s [Storm Water Management Plan](#). If you are building on vacant land, adding an addition to an existing structure or more parking lot area, or any change with new “hardscape” – you will need to provide for storm water management.

Your future use will also want/need to consider other topics such as landscaping, parking, lighting, and signage. The checklist below will help you understand what to know and what to discuss at the Discovery meeting.

Discovery Meeting Checklist	
Business/Development Name	<input type="checkbox"/>
New Development or Property/Building Reuse	<input type="checkbox"/>
Total Square footage	<input type="checkbox"/>
Number of employees	<input type="checkbox"/>
Hours of operation	<input type="checkbox"/>
Outdoor Storage	<input type="checkbox"/>
Chemicals Required	<input type="checkbox"/>
Deliveries	<input type="checkbox"/>
Signage	<input type="checkbox"/>

V. Are You Ready to Move Forward?

Up to now, you’ve done your homework, worked with staff and are ready to get your project off the ground. Assuming you have control of your proposed site, you can work with staff to determine what approvals you need before you can pull building permits for construction or reconstruction. Once you have an idea of which commission to whom you will present, you can fill out the proper applications and pay the necessary [fee](#). Applications are available at the City Offices or on the city’s website under [Planning and Zoning](#).

City Planning Commission. The Planning Commission reviews site plans for all commercial, institutional, office, industrial, utility, and other non-residential uses to preserve the health, safety, and general welfare of the public. Planning Commission also reviews special exceptions. More about these are found in the Zoning Code within Article 3, Section 5.17. The special approvals allowed in each zone are shown under their respective articles.

Zoning Board of Appeals (ZBA). The ZBA grants “use and dimensional” variances – projects that are not within the Zoning Code’s allowed uses that may require size adjustments. Neighborhood considerations are always reviewed in an appeal. Appeals to a decision by the Planning Commission are heard here.

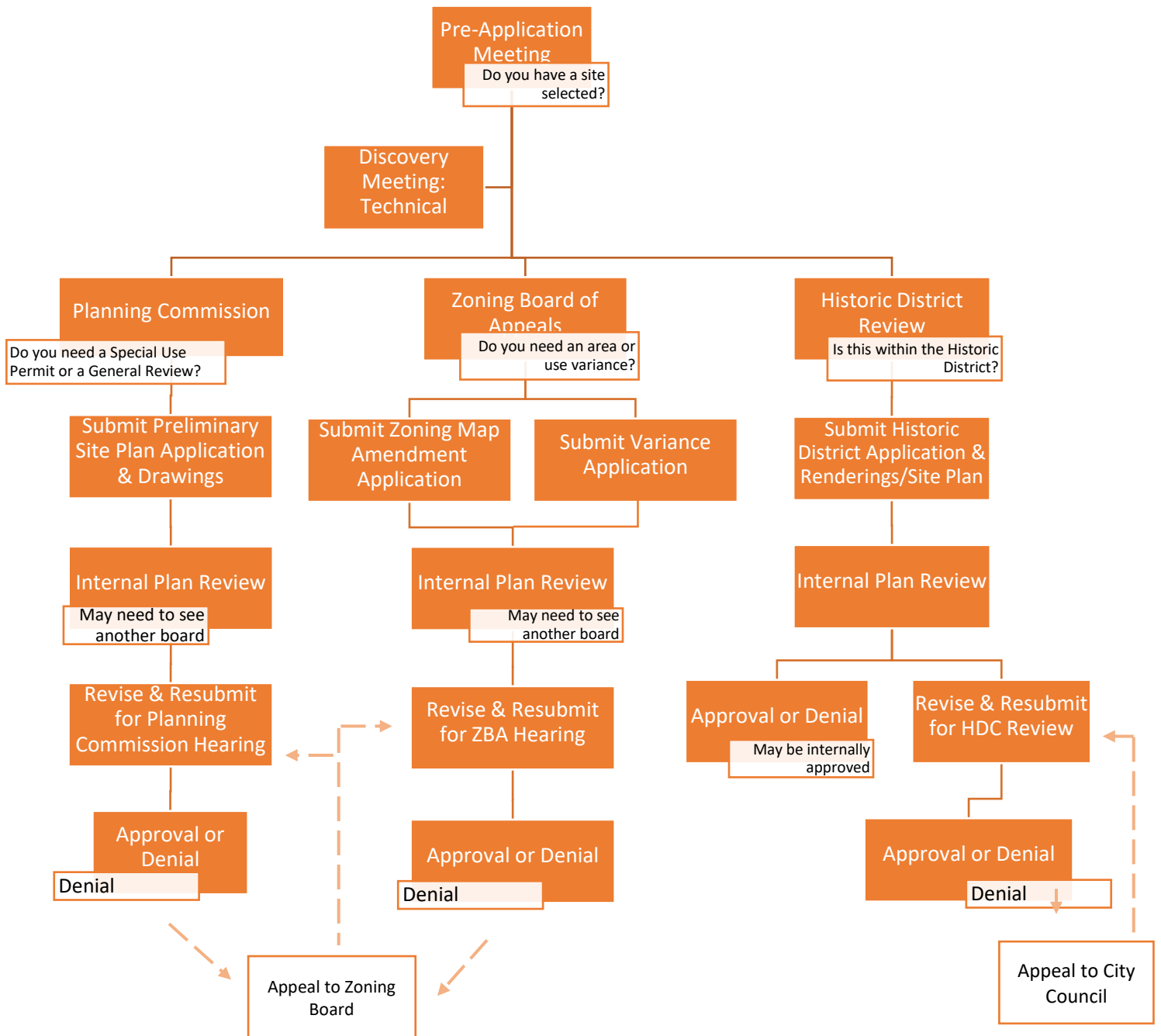
Historic District Commission (HDC). The HDC reviews projects that are within its district. Familiarize yourself with the [Historic District Guidelines](#). Maintenance projects that meet certain requirements may be approved administratively with no need to go in front of the commission. If your site is located in the HDC district, you’ll begin here first.

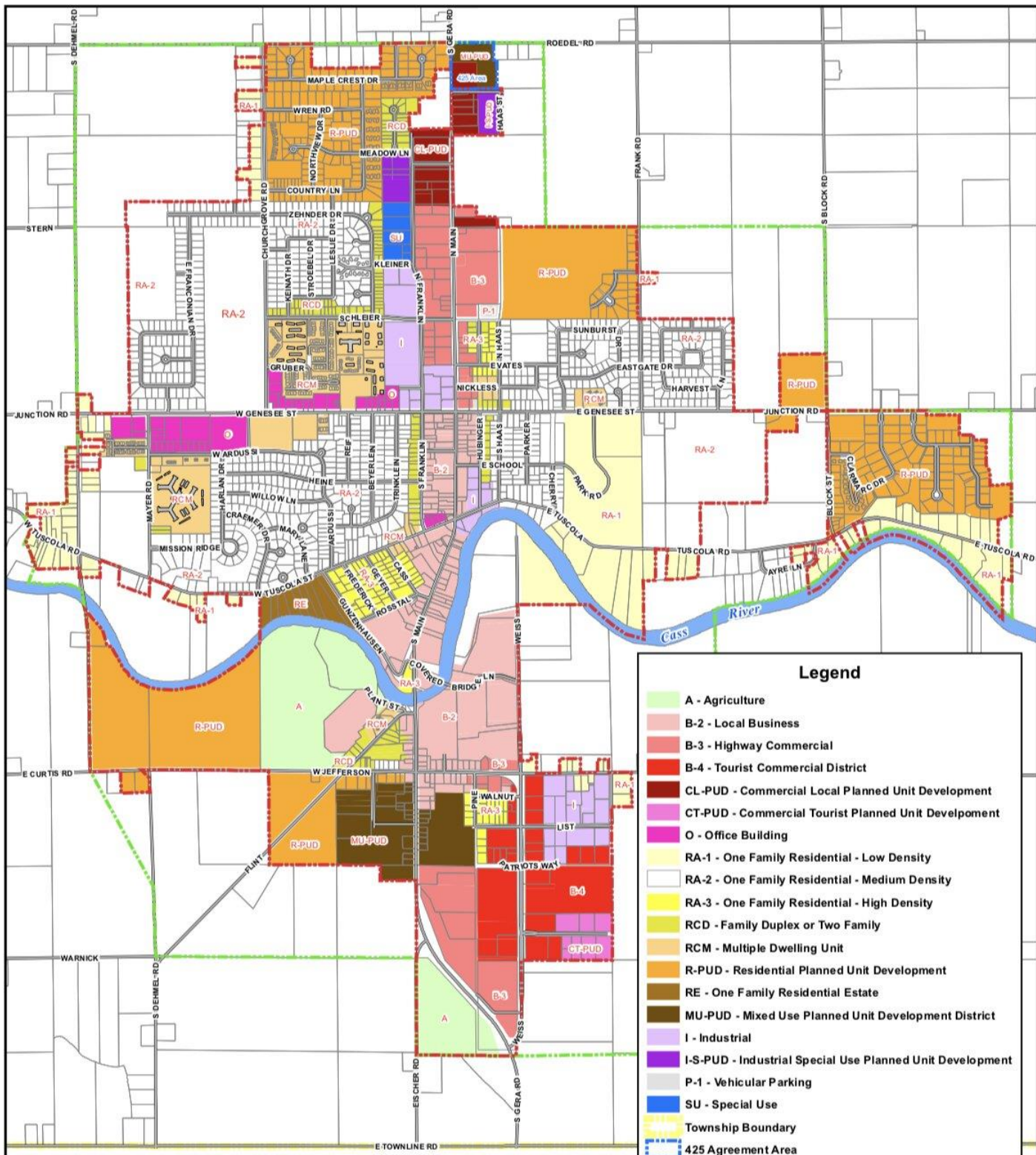
City Council. City Council, when required, reviews high impact projects. If your project has large effects such as shifts in traffic or storm water, it may need to go to the City Council. Appeals to an HDC decision may be made here.

VI. Other Resources

Financial Resources	
Chamber of Commerce	http://frankenmuth.com/
Saginaw Future	https://www.saginawfuture.com/
Small business and Development Center	https://www.sba.gov/
Wickson District Library	https://www.wicksonlibrary.org/
Michigan Economic Development Center	https://www.michiganbusiness.org/
Frankenmuth’s DDA & EDC	http://www.frankenmuthcity.com/departments/dda_edc/index.php
Tax Abatement	Tax abatement policy
Property Information	
SAGAGIS	http://sagagis.org/

VII: Development Flow Chart





Legend

- A - Agriculture
- B-2 - Local Business
- B-3 - Highway Commercial
- B-4 - Tourist Commercial District
- CL-PUD - Commercial Local Planned Unit Development
- CT-PUD - Commercial Tourist Planned Unit Development
- O - Office Building
- RA-1 - One Family Residential - Low Density
- RA-2 - One Family Residential - Medium Density
- RA-3 - One Family Residential - High Density
- RCD - Family Duplex or Two Family
- RCM - Multiple Dwelling Unit
- R-PUD - Residential Planned Unit Development
- RE - One Family Residential Estate
- MU-PUD - Mixed Use Planned Unit Development District
- I - Industrial
- I-S-PUD - Industrial Special Use Planned Unit Development
- P-1 - Vehicular Parking
- SU - Special Use
- Township Boundary
- 425 Agreement Area
- City Limits
- Urban Limit Line

City of Frankenmuth Zoning



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