

# City of Frankenmuth

## Guide to Commercial Development



### 1: Getting Started



### 2: Pre Application



### 3: Site Plan



### 4: Building Codes

## I. Ready to Apply

At this point, you should have already had a pre-application meeting with City Staff. If you've had this meeting, you will know if you need to go through the formal Site Plan process which can include both vacant sites proposed for development and/or developed sites or buildings in need of modification including parking, signage, and other code-relevant aspects. A site plan shows existing and proposed conditions for a given area, typically a parcel of land or building which is to be modified. Your detailed site plan helps the board and committee members understand how your development complies with zoning standards.

The checklist below will help you create your site plan. Although some of the descriptions are not required for all general plans, they may be required for some. For instance, a traffic study may be required when a proposed development would be expected to generate over seventy-five (75) directional trips during the peak hour of the traffic generator or the peak hour on the adjacent streets, or over seven hundred fifty (750) trips in an average day.

## II. Considerations

When you create your design and site plan, be aware of your parcel location. If the area has a design overlay, you should follow their guidelines. For the [Mixed Use District](#), or the [Historic District](#), use their respective design standards.

## III. Site Plan Review Checklist

Required	Description
X	Submit Plan Review Fee
X	Submit copies of the site plan (at least 14 calendar days prior to the Commission meeting).
X	North Arrow
X	Name/Title of Project
X	Location Map, including Street Name(s)
X	Scale of Drawing
	Zoning of Adjacent Properties
X	Proposed Use(s)
X	Date of Plan
	Legal Description of Affected Property
X	Name, Mailing Address, Telephone, Fax and Email Address of Property Owner(s)
X	Name, Mailing Address, Telephone, Fax and Email Address of Developer
X	Name, Mailing Address, Telephone, Fax and Email Address of Plan Preparer
X	Indicate all Property Lines
X	Indicate all Street Right-of-Ways and Easements
X	Indicate the Location(s) of all Existing and Proposed Buildings, Structures
X	Indicate Total Square Footage of Lot Area

<b>X</b>	Indicate Building Setback Lines as Specified by Ordinance and whether the proposed site design meets ordinance setbacks, yard dimensions, lot coverage and square footage requirements
	Setbacks from Significant Natural Features (i.e. Cass River and drains) see Section 5.158
	Show all Sidewalks, Existing and Propose
	Indicate the Location(s) of all Existing and Proposed Fences, Berms, etc
	Indicate the Location(s) of all Buildings and Structures to be Removed
<b>Utilities</b>	
	Identify all Underground Utilities
	Identify all Above Ground Utilities
	Whether any over-sizing of public utilities is necessary to serve adjacent properties
	Locate all Fire Hydrants on or Adjacent to the Property
<b>X</b>	Show Parking Lot Layout for All Existing and Proposed Spaces, Including Barrier Free Spaces. Also, show Number of Spaces in each Bay or Cluster and the Total for Number of Spaces for the Site
<b>X</b>	Show Loading and Unloading Parking Spaces and Loading Dock Areas
	Show a Lighting Plan for the Parking Lot(s) and Building(s)
	Show provisions made for joint access to parking lot
<b>Traffic Impact Study</b>	
	A traffic impact study shall be required when a proposed development would be expected to generate over seventy-five (75) directional trips during the peak hour of the traffic generator or the peak hour on the adjacent streets, or over seven hundred fifty (750) trips in an average day. This requirement applies to new phases or changes to a development where a traffic study is more than two (2) years old and roadway conditions have changed significantly (volumes increasing more than 2 percent annually) or a change in use or expansion at an existing site. If yes, please complete the Traffic Impact Checklist.
<b>Retail Development Design Standards</b>	
	All Retail Developments shall be designed in order, as near as practicable, to emulate small town centers, such that retail buildings will be located around a central public area, with landscaping, open space and other features encouraging walking rather than auto traffic as described in <a href="#">Section 5.155</a> [Design Guidelines].
<b>Signs</b>	
	Submit Signage Plans
<b>Landscaping - General</b>	
	Not less than seven percent (7%) of the site area shall be landscaped.
	NOTE(s): [1] This 7% calculation does not include landscaping required for parking lots as described in Section 5.148 [Off-Street Parking Area Landscaping Requirements], and it does not include landscaping in any street right-of-way area.).
	[2] The 7% calculation will include live flower boxes which are building mounted, and credit will be given for four (4) times the square footage of the top surface area of the

	[3] Detention basin areas whose primary purpose is for storm water drainage detention cannot be counted as part of the 7% calculation. However, bio-filtration or rain garden areas may qualify if approved by the Planning Commission to be included as part of the 7% calculation.
	As used in this Section the term “parking lot landscaping” shall mean landscaped planting areas completely surrounded by parking lot spaces or maneuvering lanes. For all new off-street parking lots with seventy (70) or more parking spaces, there shall be provided landscaped planting areas.
<b>X</b>	Show a Floor Plan for each Building/Floor
<b>X</b>	Show Building elevation drawings including all four sides of buildings Front, Side and Rear
	Indicate the Location of the Dumpster(s) and Screening Thereof
	Indicate the Location of any Hazardous Waste Storage. Also, will this facility use, store or generate hazardous substances in quantities in excess of the State of MI thresholds for spill reporting as defined in R 324.2002 and R 324.2009 of the MI Administrative Code, unless exempt under R 324.2003. If yes, please complete the Groundwater Protection Checklist.
	Submit Phases of Development and Phase Boundaries
	Submit an Environmental Impact Study
	Submit the Maintenance Agreement for Common Areas
	Submit the Master Deed for Condominium Projects
	Submit Buffer/Berm Plans to Shield/Screen Adjacent Property
	Indicate Clear Vision Areas for Corner Lots
<b>Additional Approvals &amp; Permits</b>	
	Driveway Permit(s) a. City of Frankenmuth b. Saginaw County Road Commission c. MI Department of Transportation
	Fire Department
	Flood Zone Permit - MI Department of Environmental Quality
	Historic District Commission
	Police Department
	Driveway Permit(s) a. City of Frankenmuth b. Saginaw County Department of Public Health
	Soil Erosion Permit - Saginaw County Public Works Commissioner. See Zoning Code Section 5.156
	Driveway Permit(s) a. City of Frankenmuth b. Saginaw County Department of Public Health
	Storm Drainage Permit. See Zoning Code Section 5.157
	Zoning Board of Appeals Variance

## IV. Design Guidelines

The City of Frankenmuth is proud of its Bavarian heritage, traditional small town appeal and strong downtown development pattern. The City also prides itself on assurances to developers and owners that they have a range of options in order to allow them creativity when pursuing the construction of high-quality development within the City. As a result of this hard work to ensure that its development reaches the community's aesthetic goals, the City has developed Design Guidelines.

New buildings, additions and renovations should be designed to preserve or complement the design character of existing development, provide visual harmony between new and old buildings, and create a positive image for the City's various commercial nodes. Your development(s), regardless of whether a full site plan review is required or not, shall be reviewed under these guidelines by the Planning Commission and/or Zoning Administrator for applicability. These [guidelines](#) touch on architectural standards, equipment, services, and streetscape qualities.

## V. Public Hearing

For some requests, public input through a posted "Public Hearing" is required. Public Hearings may be required at the Planning Commission, Zoning Board of Appeals or City Council, depending on the project. The approval of a development project greatly depends on whether the proposal meets local zoning and community planning guidelines. Knowing which board your request will be reviewed by will help you make your case when in front of them. The applicant's explanation during the hearing has the ability to influence development. When considering a development project that will require public hearings, applicants should be prepared to speak on the benefits that the development can offer the community. While a professional engineer can address well the technical aspects of your project, you may be the best messenger to deliver your vision.

### Consider these talking points:

- How does your proposal benefit the community?
- Share how your approach is similar to something that met with success in other areas.
- How many full- or part-time jobs will be created by the project?
- How the project will serve the needs of the community/customers and how the project fits within the community development plan?
- What positive impact will the project have on the local economy?
- Why are you proposing this specific site?
- Proactively communicate with adjacent property owners, elected officials and business groups regarding the project. This could include a friendly letter outlining your intentions or an informal gathering of adjacent property owners.
- Share Nuisance remedies for surrounding households, if applicable. Trouble spots often revolve around traffic, operating hours, noise, setbacks and parking.

Which Board for What Purpose?					
	Makes Recommendations	Approves			
	Planning Commission	Planning Commission	Historic District	Zoning Board of Appeals	Administration (Staff)
Site Plan		X	X		X (Limited)
Special Use Permit		X			
Rezoning	X			X	
Text Change/Ordinance	X	X		X	
Subdivision		X			
Variance			X (Sign)	X	

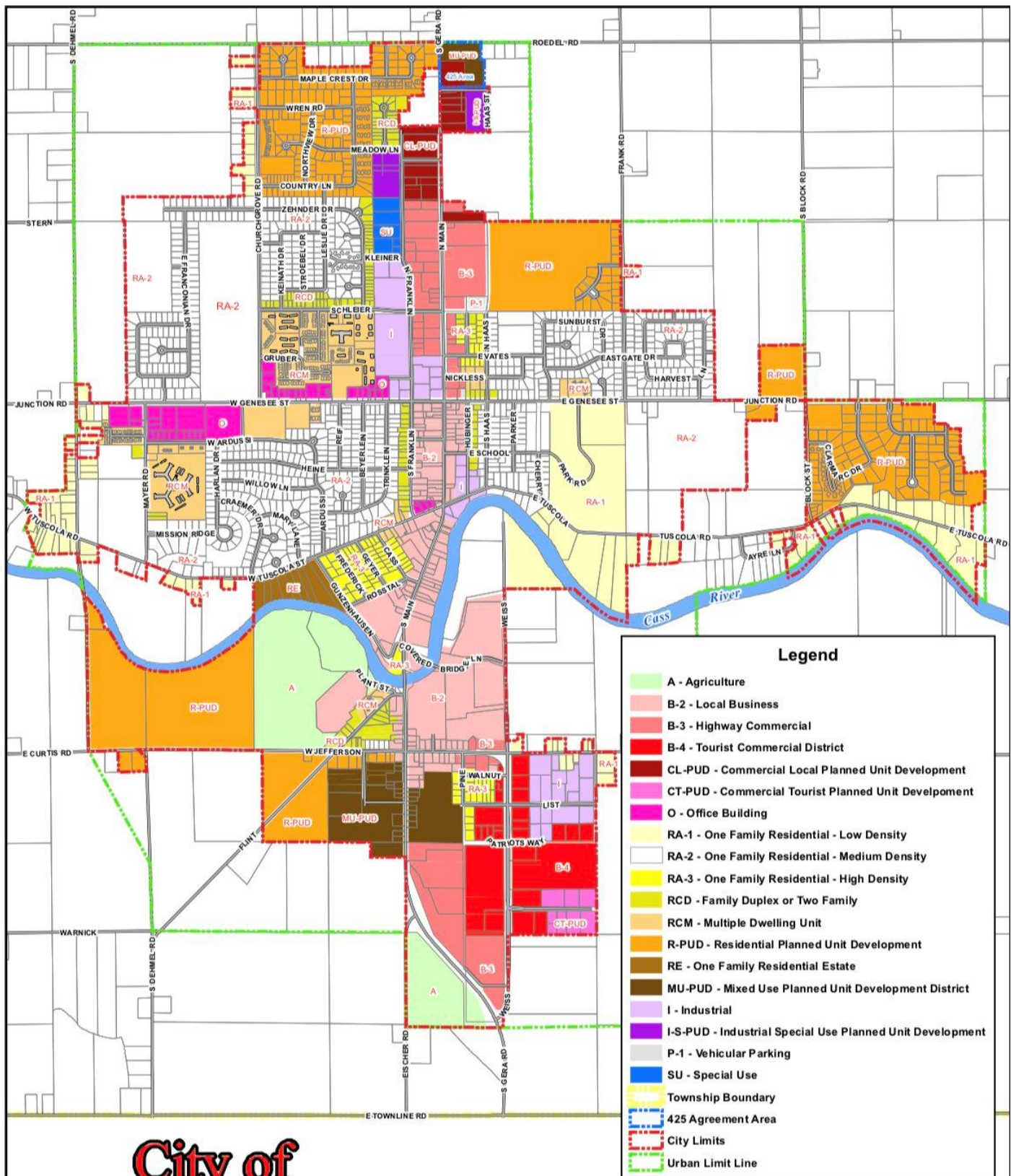
## VI. [Zoning Code](#) Quick Links:

Topic	Section
Size and Setbacks	<a href="#">Article 15, Section 5.131, Page 43</a>
Accessory Structures	<a href="#">Article 16, Section 5.144, Page 52</a>
Parking	<a href="#">Article 16, Section 5.146, Page 59</a>
Signage	<a href="#">Article 17, Section 5.161, Page 76</a>
General Provisions	<a href="#">Article 16, Section Page 50</a>

District	Article
<a href="#">Agriculture</a>	Article 4
<a href="#">One Family Residential</a>	Article 5
<a href="#">One Family Residential – High Density</a>	Article 6
<a href="#">Mobile Home Residential</a>	Article 7
<a href="#">Family Duplex or Two Family</a>	Article 8
<a href="#">Multiple Dwelling Unit</a>	Article 8
<a href="#">Office</a>	Article 9
<a href="#">Convenience Commercial</a>	Article 10
<a href="#">Local Business</a>	Article 11
<a href="#">Highway Commercial</a>	Article 12
<a href="#">Tourist Commercial</a>	Article 12A
<a href="#">Industrial</a>	Article 13
<a href="#">Floodplain</a>	Article 14

<a href="#"><u>Residential Planned Unit Development</u></a>	Article 23
<a href="#"><u>Commercial and Tourist Planned Development District</u></a>	Article 24
<a href="#"><u>Industrial Planned Unit Development and Industrial Special Planned Unit</u></a>	Article 25





# City of Frankenmuth Zoning



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# City of Frankenmuth

## Historic District

