

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

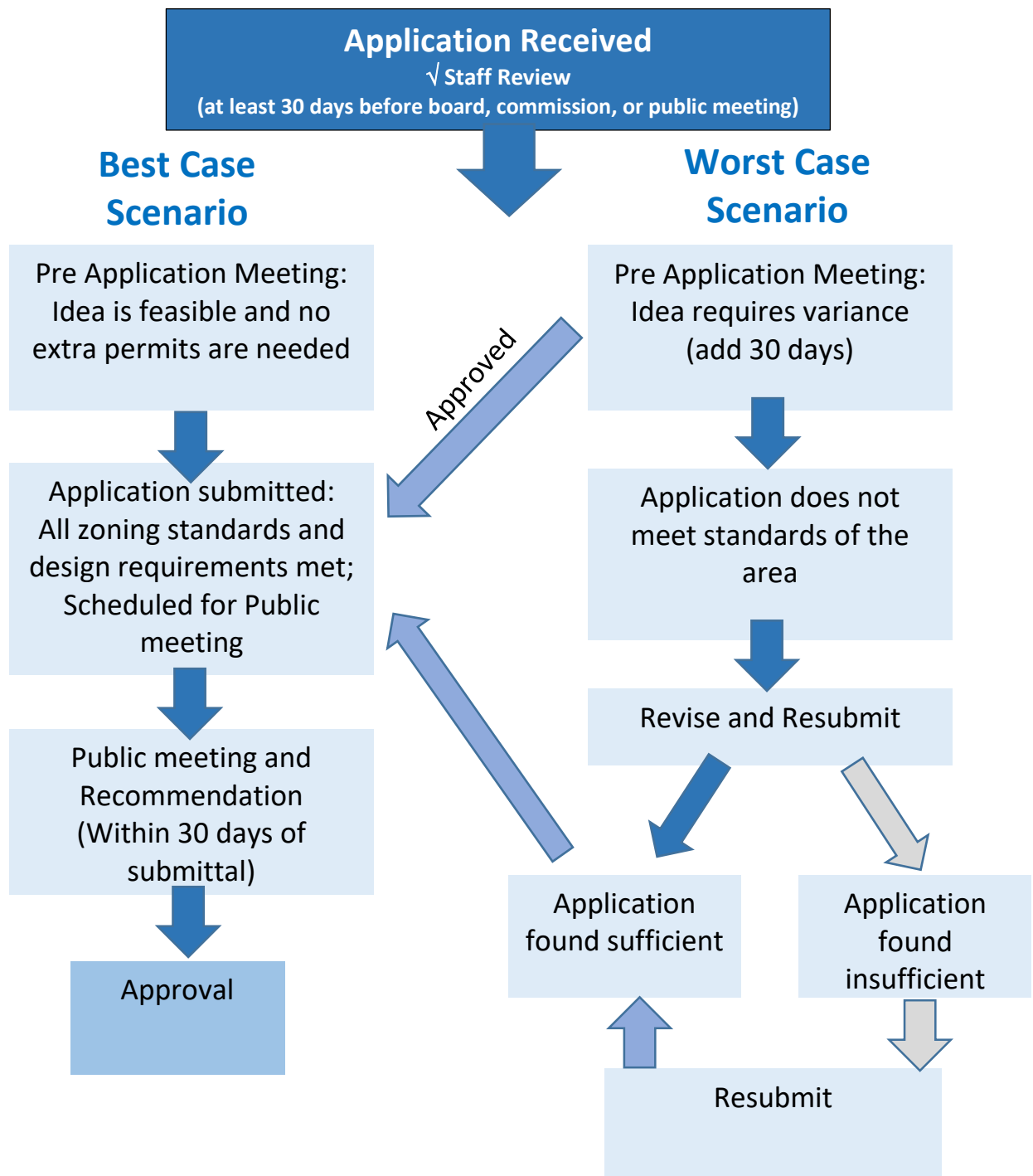
Role	Name	Contact Information
City Manager	Bridget Smith	(989) 652-3430 x 110 bsmith@frankenmuthcity.com
Assessor	Legacy Assessing – Kevin MacDermaid	(989) 652-3430 x 114 assessor@frankenmuthcity.com
Building Codes Authority	Mike Setzer – Building Inspector Merle West – Plumbing/Mechanical Travis Cooper – Electrical Inspector	(989) 652-3430 x 250 (989) 652-3430 x 252 (989) 652-3430 x 251 buildingcode@frankenmuthcity.com
Zoning and Clerk	Phil Kerns	(989) 652-3430 x 111 Pkerns@frankenmuthcity.com
Public Works	Randy Braeutigam	(989) 652-3430 x 200 rbraeutigam@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 application timing and the meeting dates of boards and commissions.

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.

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**

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
Zoning and Clerk	Phil Kerns	(989) 652-3430 x 111 Pkerns@frankenmuthcity.com
Public Works	Randy Braeutigam	(989) 652-3430 x 200 rbraeutigam@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.

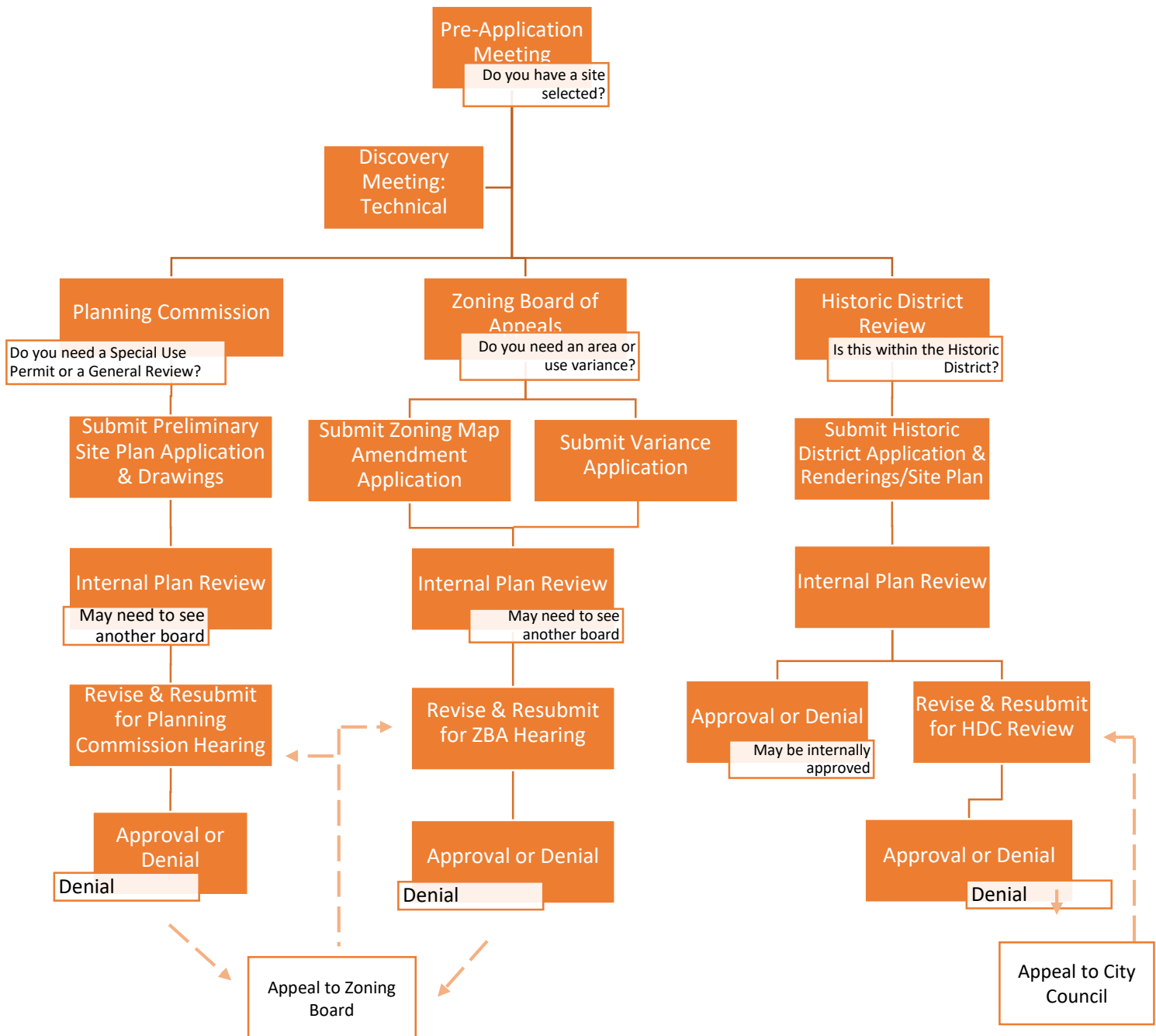
Historic District Commission (HDC). The HDC reviews projects that are within its district. Familiarize yourself with the [Historic District Guidelines](#). Maintenance projects that meet certain requirements may be approved administratively with no need to go in front of the commission. If your site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

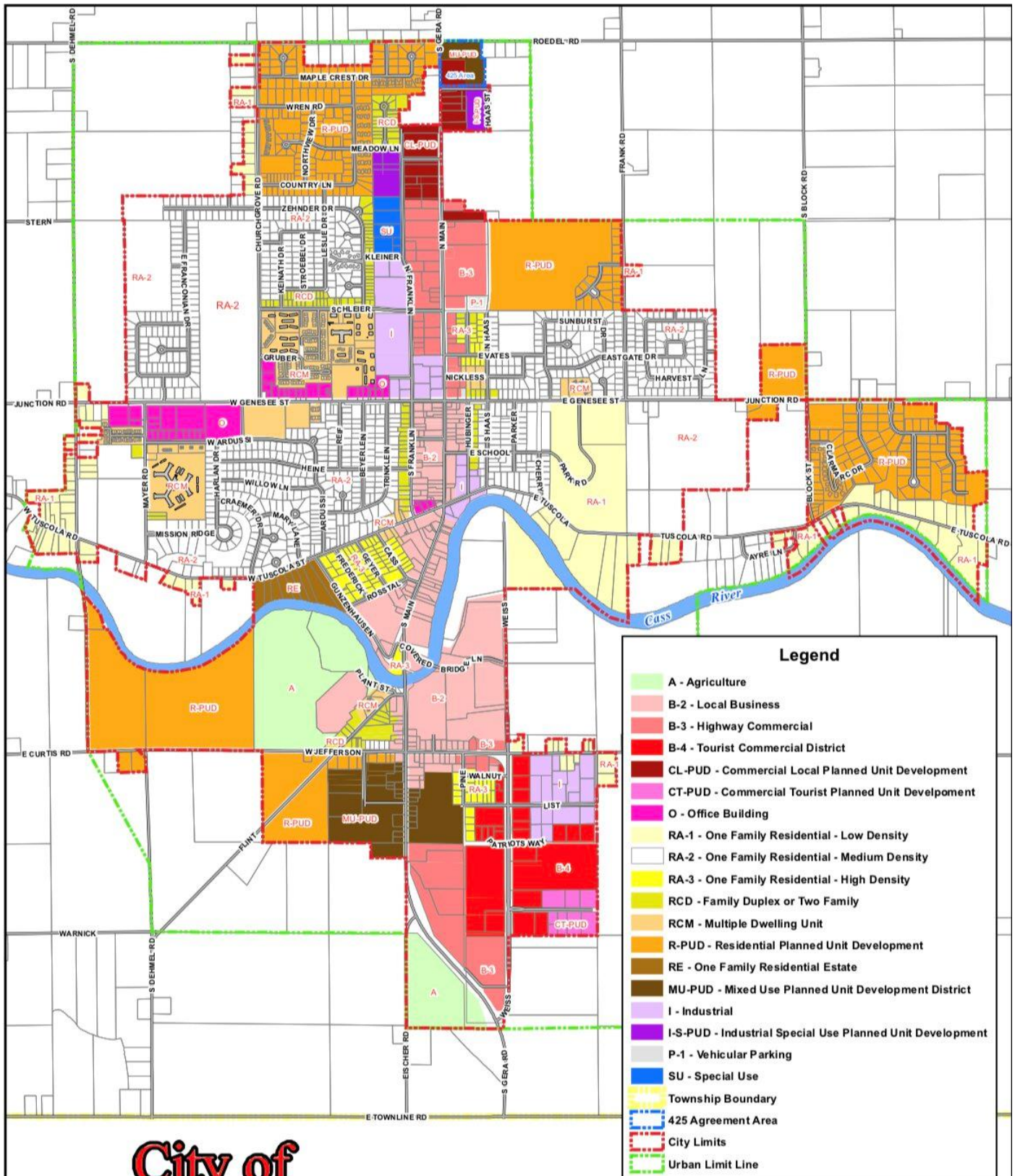
City Council. City Council, when required, reviews high impact projects. If your project has large effects such as shifts in traffic or storm water, it may need to go to the City Council. Appeals to an HDC decision may be made here.

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





City of Frankenmuth Zoning



Created 3/28/2017

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

X	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
Utilities	
	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
X	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
X	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
Traffic Impact Study	
	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.
Retail Development Design Standards	
	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 Section 5.155 [Design Guidelines].
Signs	
	Submit Signage Plans
Landscaping - General	
	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.
X	Show a Floor Plan for each Building/Floor
X	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
Additional Approvals & Permits	
	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. 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:

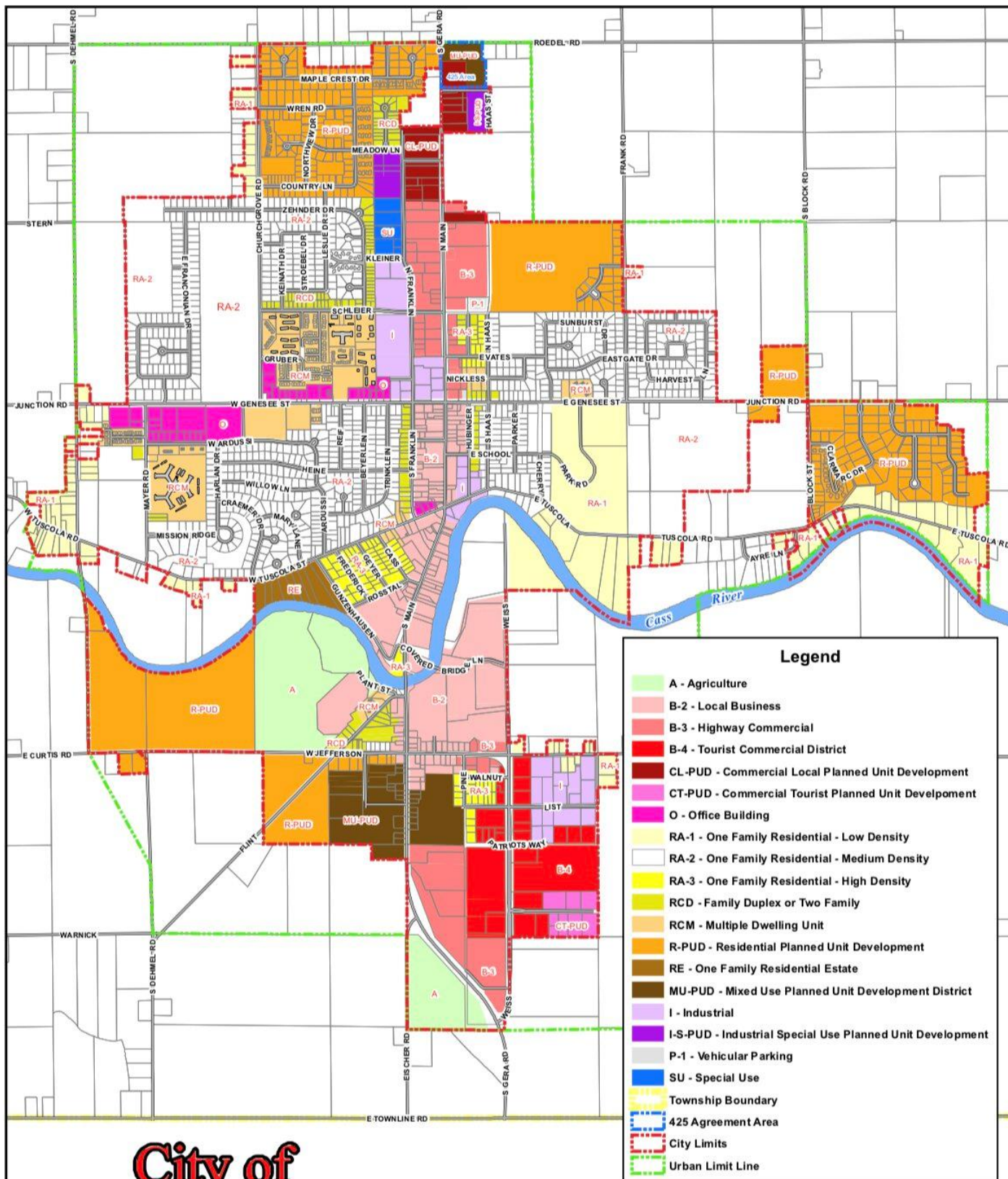
- How does your proposal benefit the community?
- Share how your approach is similar to something that met with success in other areas.
- How many full- or part-time jobs will be created by the project?
- How the project will serve the needs of the community/customers and how the project fits within 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	

V. Zoning Code Quick Links:

Topic	Section
Size and Setbacks	Article 15, Section 5.131, Page 43
Accessory Structures	Article 16, Section 5.144, Page 52
Parking	Article 16, Section 5.146, Page 59
Signage	Article 17, Section 5.161, Page 76
General Provisions	Article 16, Section Page 50

District	Article
Agriculture	Article 4
One Family Residential	Article 5
One Family Residential – High Density	Article 6
Mobile Home Residential	Article 7
Family Duplex or Two Family Multiple Dwelling Unit	Article 8
Office	Article 9
Convenience Commercial	Article 10
Local Business	Article 11
Highway Commercial	Article 12
Tourist Commercial	Article 12A
Industrial	Article 13
Floodplain	Article 14
Residential Planned Unit Development	Article 23
Commercial and Tourist Planned Development District	Article 24
Industrial Planned Unit Development and Industrial Special Planned Unit	Article 25



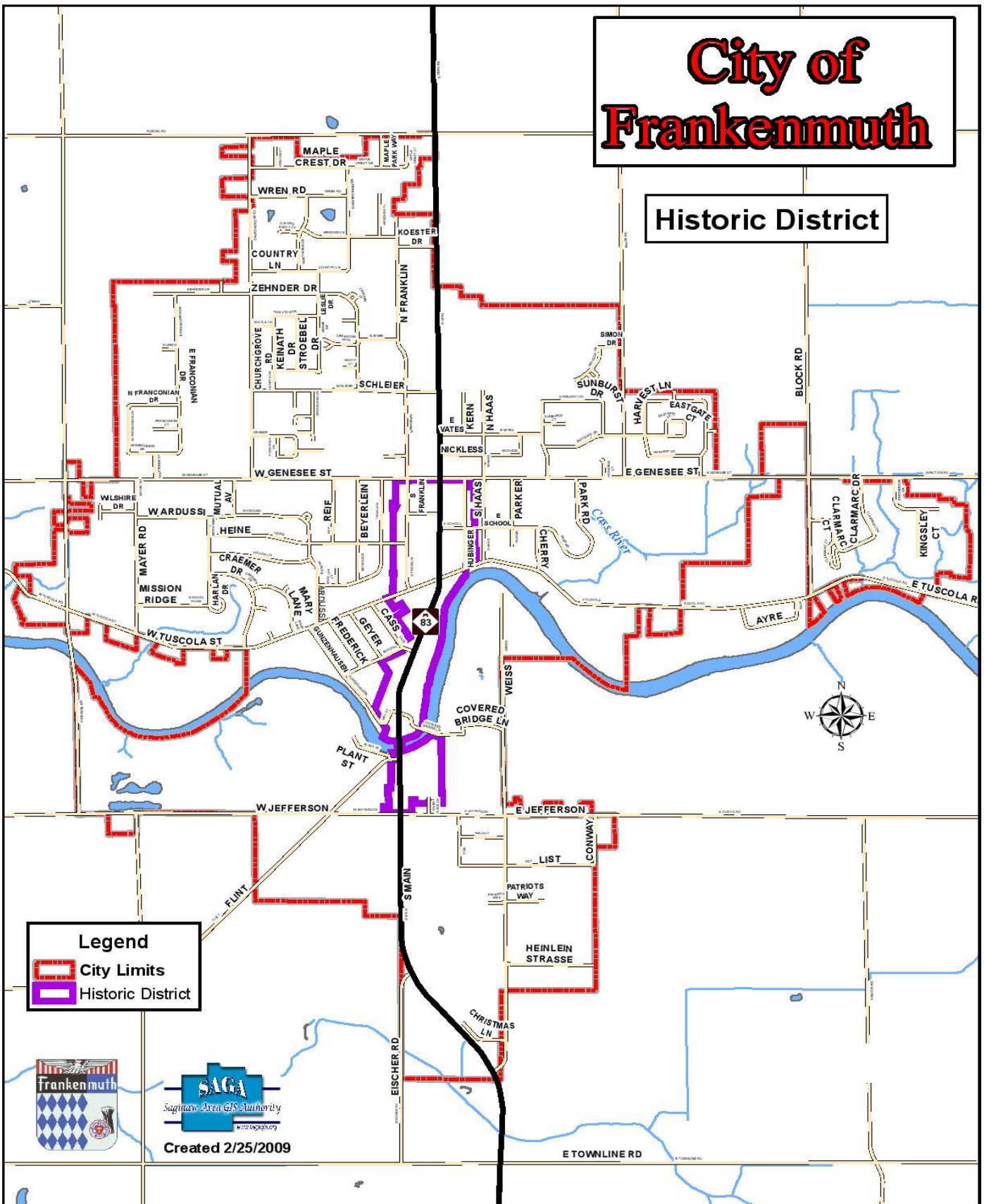
City of Frankenmuth Zoning



Created 3/28/2017

City of Frankenmuth

Historic District



City of Frankenmuth

Guide to Commercial Development



1: Getting Started



2: Pre Application



3: Site Plan



4: Building Codes

I. Applying for a Permit

Now that you have gained approval for your project and its layout, your next step is approving your construction plans through the [building codes](#) department. Building permits allow you to legally begin construction on your project. Having a permit proves that your project construction drawings have been cleared and meet all necessary specifications. It also gives you satisfaction that your structure, as approved for construction, is safe and compliant with existing codes. You may apply for a building permit when the site plans for your proposed project are complete and all necessary planning approvals, if required, are granted.

There are several permit types that may be required depending on your project. [Building](#), [electrical](#), [mechanical](#), and [plumbing](#) permits are all available on the city website.

To apply you must turn in an application package to the Construction Codes Group (CCG) in the City's Office, consisting of:

- Completed application, [checklist](#), and related forms
- [Contractor Registration](#) (if applicable)
- [The fees](#) (if applicable)
- Copies of required plans
- Supporting documentation (structural, energy, soils analysis)

You can find more information about building codes and permits on the [city's website](#). Please note, you will be required to pay a fee for these permits. You can calculate the fees at the bottom of the proper application. The entire plan review fee must be paid prior to final review of application documents.

After construction is completed and all building code permit requirements are satisfied, the project can be issued a certificate of occupancy, allowing you to open for business.

II. The Review Process: What happens next?

After your application is submitted, the CCG will review your plans. Depending on the nature of the project, the review could involve several departments. The Construction Codes staff will determine compliance with building, plumbing, mechanical, electrical, energy conservation, disabled access compliance and storm water control regulations. The Fire Department will check for compliance with fire safety requirements. The Public Works Department will check for compliance with flood control, waste management, drainage, parking and driveway standards and public improvement requirements. The Planning Division will verify compliance with zoning regulations including authorized uses within zoning districts, required parking, and property development standards such as lot coverage, building height, setback, and density requirements.

III. Obtaining a Permit: How long will it take?

The City reviews applications on a first-come, first-served basis. However, we are committed to processing your plans as quickly and efficiently as possible. **If all of the required elements are submitted with a completed permit application and the appropriate fee, the process will take no more than 65 days.**

If the plans cannot be approved as submitted, we will provide you with a list of necessary corrections from all departments that reviewed your plans. Minor corrections can be made on the original plans submitted. However, if major changes are necessary, or if there are numerous corrections, you will be required to correct the base drawings and resubmit copies of the revised plans. *Submitting thorough and complete plans initially will help avoid numerous revisions.* When revised plans are submitted, they will be distributed to the departments that generated the initial corrections for subsequent review. Plans submitted for recheck will generally require less processing time than required for the initial check. The City's goal is to process rechecks within two weeks for most projects.

IV. Issuing the Permit

After the City determines that the plans satisfy all code requirements, you will be notified of the approval and asked to pay all remaining fees. Upon payment, we will issue a building permit. You can then begin construction. Once the permit is issued, the project must commence within 6 months of that date. Work on the project may not be abandoned for more than 6 months at a time.

Contacts		
Role	Name	Contact Information
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
Zoning and Clerk	Phil Kerns	(989) 652-3430 x 111 Pkerns@frankenmuthcity.com
Public Works	Randy Braeutigam	(989) 652-3430 x 200 rbraeutigam@frankenmuthcity.com
Water Resource Recovering Facility	Mark Schluckebier	(989) 652-3445 mschluckebier@frankenmuthcity.com
Water Department	Ken O'Brien	(989) 652-3443 kobrien@frankenmuthcity.com

City of Frankenmuth

Guide to Commercial Development



1: Getting Started



2: Pre-Application



3: Site Plan



4: Building Codes



5: Annexation

I. Background Information

Is your lot bordering the urban limit line? Do you want to build outside of the city, but utilize city amenities? This calls for ***the annexation process***.

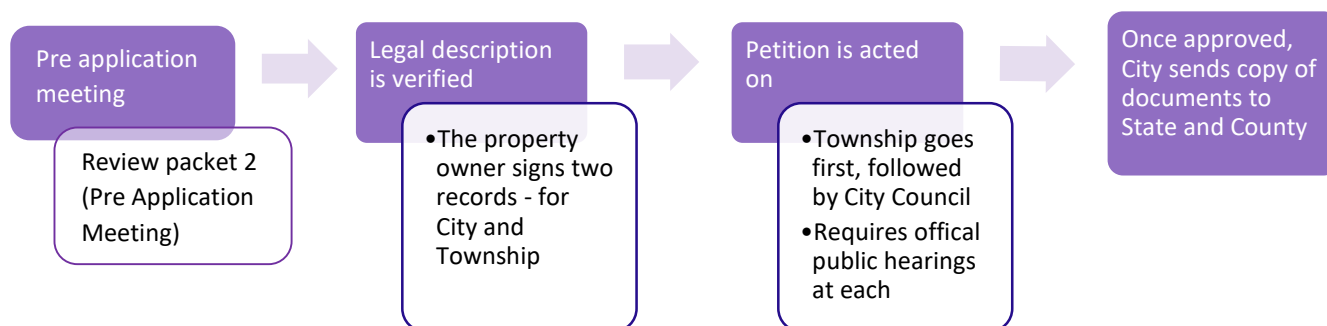
A property must be annexed by the City from the Township in order for the property to receive services such as utility service (water and sanitary sewer) or trash services. The property must be located within the Urban Limit Line, as approved by the City and Township in the 2015 Joint Growth Management Master Plan. There are two annexing options for you to consider.

II. Types of Annexation

There are two types of annexation options for you to consider. They are differentiated by their size and detail.

A. Single Parcel Annexation:

A Non PUD would indicate a single parcel (i.e. a house) without a development plan. This procedure may take a minimum of 60 days. The steps for this process are as follows:

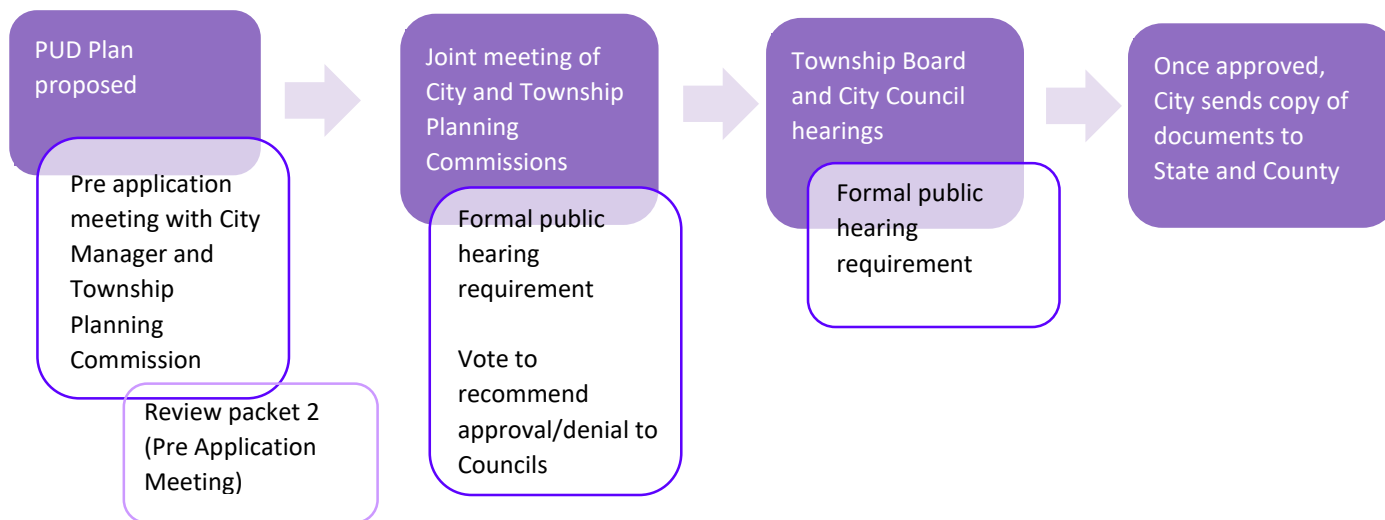


B. Planned Unit Development (PUD) Annexation:

There are different types of PUD's. The first, a Residential Planned Unit Development District (R – PUD), works to encourage more imaginative and livable housing environments within this residential district, through a planned reduction, or averaging, of individual requirements for the residential district. The other two types are Tourist and Commercial Planned Unit Development Districts (CL – PUD and T-PUD). The purpose of these districts is to permit flexibility in the regulation of land development; encourage innovation in land use and variety in design, layout, and type of structures constructed; achieve economy and efficiency in the use of land, natural resources, energy, and the provision of public services and utilities; encourage provision of useful open space; provide employment and shopping opportunities particularly suited to the needs of the residents and tourists in the City; and encourage the use, reuse and improvement of existing sites and buildings when the uniform regulations contained in other zoning districts do not provide adequate protections and safeguards for the site or surrounding area. Both types of PUD follow the SAME annexation procedure.

For a site located within the Township, the City and Township work jointly to annex the Township property within the designated area (or “urban limit line”) into the City under certain conditions. The

property under consideration for development must be a minimum of six acres in size and located within the urban limit line. To proceed, the owner/developer requests a joint meeting of the Township and City Planning Commissions to present a conceptual plan for annexation. The process moves to a formal public hearing before the joint commission and then on to approval before the Township Board and City Council. With complete information, this process is possible to achieve in a 3-month period.

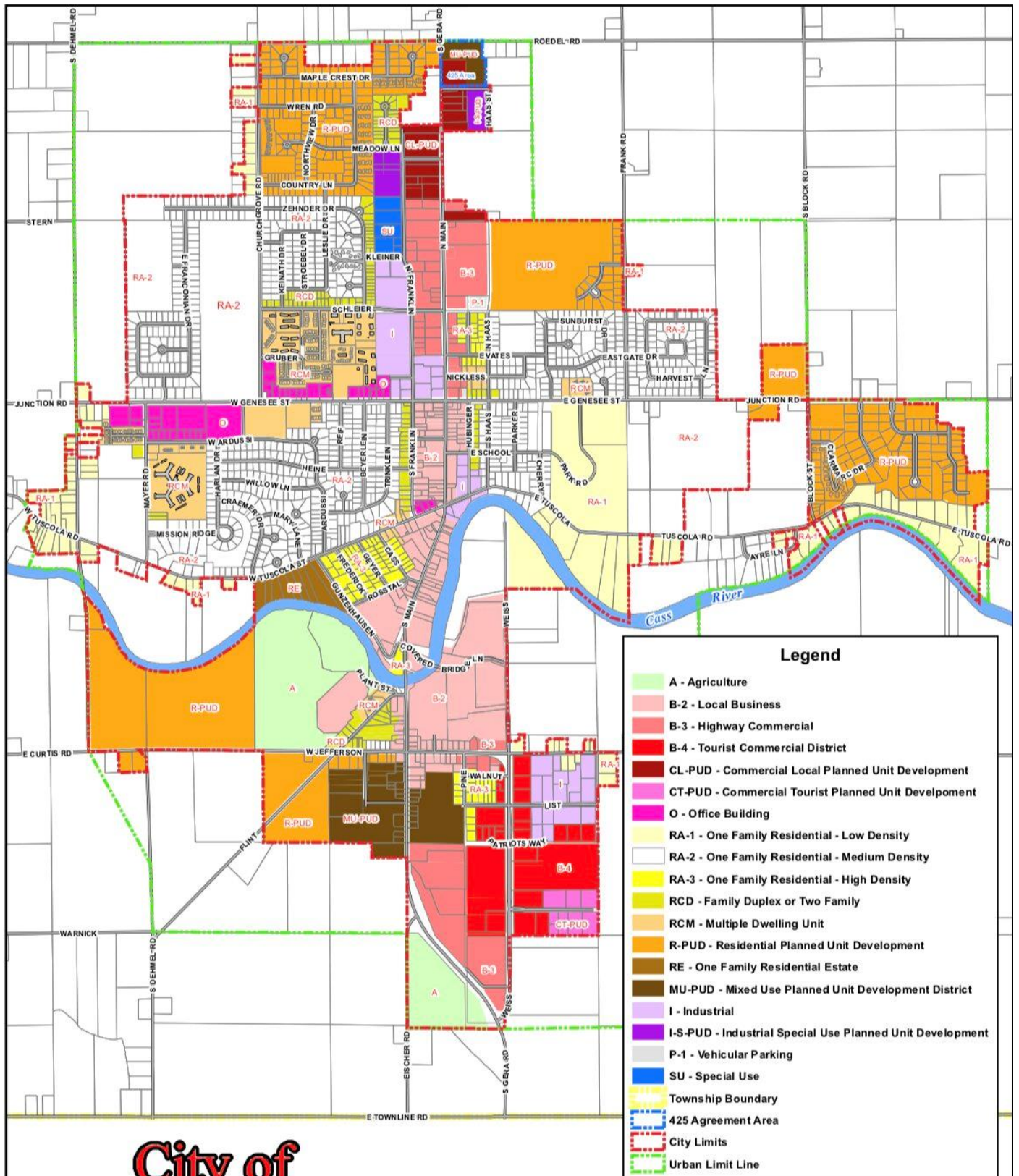


Zoning within the urban limit line areas is the same by agreement through the Master Plan. Any area designated by [the Frankenmuth Joint Growth Management Plan \(Master Plan\)](#) as a Planned Unit Development Area which is annexed to the City of Frankenmuth shall immediately upon such annexation be automatically classified as having the zoning district designation which it had under the Frankenmuth Township Zoning Ordinance being one of the following: R-PUD, CL-PUD, CT-PUD, I-PUD, or I-S-PUD with the following exception:

(a) R-PUD designated properties located on the south side of E. Tuscola Street (Road), beginning with the property at 905 E. Tuscola Street and extending east to the urban limit line, shall immediately upon annexation be automatically classified as specified below:

- (1) Properties in said area located within a platted subdivision shall be classified as RA-2.
- (2) Properties in said area not located within a platted subdivision shall be classified as RE.

On the next page, the areas shown as “white” and bounded by a dotted green line are areas within the Township which are allowed to be annexed per the City Township Master Plan by following the approval process.



City of Frankenmuth Zoning



Created 3/28/2017