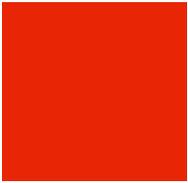


# CITY OF MOUNT CLEMENS



# GUIDE TO DEVELOPMENT



FOR



# PLANNING AND DEVELOPMENT PROJECTS



PREPARED: DECEMBER 1, 2016

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## GUIDE TO THE GUIDE - OVERVIEW

As part of the Michigan Economic Development Council's (MEDC) Redevelopment Ready Communities® program, the City has created a series of documents to aid in the review and approval process for development projects within the city. This Guide to Development provides a general overview of the City of Mount Clemens' development approval processes. Its intent is to help residents/developers/investors understand the review and approval process for any size project from concept through occupancy. The guide is written from an investor's viewpoint, whether a single-family homeowner or a professional developer. Links to relevant information are prevalent throughout. The final section summarizes potential economic incentive programs that may be available depending on the nature of the project.

***This guide is general and does not remove the responsibility of an investor or property owner to speak with staff or retain professional guidance. Each case is unique and may require modification of the general process. The City website is available to provide accessible forms and documents, program descriptions and links to outside sources that the applicant will find helpful.***

## CONTACT INFORMATION

The first step to investing in our community is to speak with key staff. Staff may be reached by visiting City offices, by phone, or email. City offices are located at the following address:

**Mount Clemens City Hall:**  
One Crocker Boulevard  
Mount Clemens MI 48043

**Department of Public Services:**  
95 Eldredge Street  
Mount Clemens MI 48043

**Utilities Department:**  
1750 Clara  
Mount Clemens MI 48043

City Hall office hours are 8:00 a.m. – 4:30 p.m. Monday through Friday. Emergency services can be reached through the Macomb County Sheriff's Department. City information may also be obtained through the City's website ([www.cityofmountclemens.com](http://www.cityofmountclemens.com)). Permits and other forms may be accessed [here](#).

Department	Key Contact	Title	Telephone #	E-Mail Address	Primary Responsibilities
Community Development	Brian Tingley	Director	586-469-6818 x 901	<a href="mailto:btingley@cityofmountclemens.com">btingley@cityofmountclemens.com</a>	Rezoning, economic development
Community Development	Jennifer Neal	Planner	586-469-6818 x 902	<a href="mailto:jneal@cityofmountclemens.com">jneal@cityofmountclemens.com</a>	Site plan review; variances; sign permits
Community Development	Theresa Hipple	Administrative Assistant	586-469-6818 x 903	<a href="mailto:thipple@cityofmountclemens.com">thipple@cityofmountclemens.com</a>	Process permit applications, liaison to city inspectors
Community Development	Matt Berman	Building Official	Office hours are Tuesday, Wednesday or Thursday from 8:00 a.m. to 9:00 a.m. Please make an appointment at City Hall during these times or call 586-469-6818 x231		Building and construction review, certificate of occupancy
City Clerk	Lisa Borgacz	Clerk	(586) 469-6818 x. 309	<a href="mailto:lborgacz@cityofmountclemens.com">lborgacz@cityofmountclemens.com</a>	Business registration and licensing
Public Services	Jeff Wood	Director	(586) 469-6818 x. 511	<a href="mailto:jwood@cityofmountclemens.com">jwood@cityofmountclemens.com</a>	Road projects, City Parks maintenance
Utilities	Vicky Geisler	Administrative Assistant	(586) 469- 6847	<a href="mailto:vgeisler@cityofmountclemens.com">vgeisler@cityofmountclemens.com</a>	Utility questions

## BOARDS AND COMMISSIONS

The Zoning Ordinance specifies the procedures for development applications. However, depending on the nature and location of the project, more than one (1) board or commission may review the project. Some groups are advisory and provide recommendations, while others have final decision-making authority. A commission may have dual roles depending on the process type. A list of local boards and commissions, and their primary role(s) are provided here:

**City Commission:** City Commission with authority over development incentives; ordinance amendments; development policies, etc.

First and third Monday of every month at 7:00 PM at City Hall

**Planning Commission (PC)** Creates and updates the Master Plan and reviews rezoning requests, site plans, subdivisions, special land uses and other development matters.

First Tuesday of every month at 7:00 PM at City Hall

**Board of Zoning Appeals (ZBA)** Interprets and grants variances from provisions of the Zoning Ordinance; conducts hearings and resolves disputes regarding zoning interpretations.

First Tuesday of every month at 9:00 AM at City Hall

**Brownfield Redevelopment Authority (BRA)** Assists development projects that face economic challenges due to environmental constraints – Meets as needed

**Downtown Development Authority (DDA)** Develops programs and projects which are aimed at improving the downtown district including new business development, business recruitment and retention, downtown beautification and public improvements.

First Wednesday of every month at 3:00 PM at City Hall

**Historic District Commission (HDC)** Reviews proposed alterations and additions to the exterior of structures within historic districts.

Fourth Tuesday **quarterly** at 7:00 PM at City Hall

The timeline for reaching a decision for each development application depends on the schedule of the reviewing board and/or commission, public notice requirements, as well as the types of development review(s) required.

## PLANNING AND ZONING

### FEES SCHEDULE

The [Community Development Services Fee Schedule](#) contains the fees for planning and zoning related applications and processes.

### MASTER PLAN

The Master Plan is the primary tool for making decisions that affect the future land use of the community. It is a broad based policy document for the physical, economic and social development as it relates to land use and has a long-range vision providing a coordinated approach to making important decisions.

Prospective developers should review the Master Plan to understand if their proposed project fulfills the goals of the Plan. Subarea plans are integral parts of a Master Plan and should be consulted for compliance. The Master Plan and subarea documents are available for download using the following links:

[2010 MASTER PLAN](#) (including Future Land Use Plan)

[2016 Master Plan Update](#)

### ZONING ORDINANCE/ MAP

The Zoning Ordinance is the most common and often used way of regulating use of land. In general, land use type, building size and location, parking area size and location, screening, landscaping, access, design standards and signage are described. The purpose of the Zoning Ordinance is to carry out the land use vision of the City’s Master Plan.

Each property in the City of Mount Clemens is zoned. Consulting the Zoning Ordinance and Zoning Map should be the first step in development/redevelopment of any property, and may be part of the initial contact with municipal staff. The Zoning Ordinance and Zoning District Map can be found using the following links:

[ZONING ORDINANCE](#)

[ZONING MAP](#)

### DEVELOPMENT REVIEW PROCESSES

The table below demonstrates the role of the various review entities regarding the approval of the various Planning/Zoning Applications outlined in this document.

	Planning Commission Recommendation	Planning Commission Approval	City Commission Approval	Board of Zoning Appeals	Administrative Approval
Rezoning	*		*		
Special Land Use		*			
Site Plan		*			*
Variance				*	

**NOTIFICATION PROCEDURES**

For those development review processes that require public hearings, the following notification requirements are outlined by the Michigan Zoning Enabling Act (P.A. 110 of 2008, as amended). A notice shall be published in a newspaper of general circulation and mailed or hand delivered to all persons owning property and occupants of property within 300 feet of the boundary of the property proposed for which approval is requested at least fifteen (15) days before the hearing. **Public hearings are required for Rezoning and Special Land Uses.**

**PUBLIC PARTICIPATION**

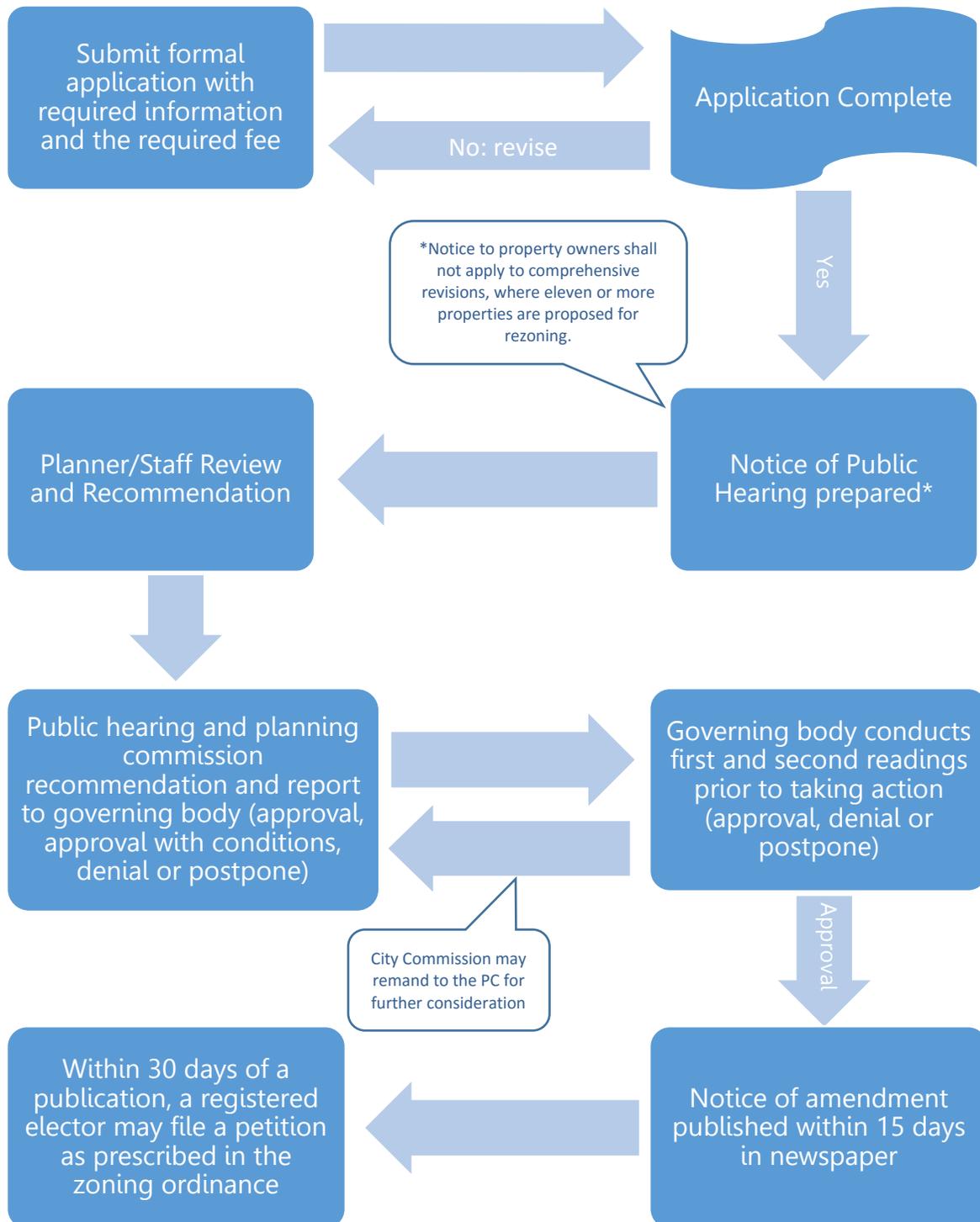
Developers should also explore the City's [Public Participation Plan](#) for further ways to engage the public and community stakeholders on planning and zoning project.

**ZONING AMENDMENTS (REZONING)**

Zoning divides land into categories according to their use and sets regulations for these categories. When a property owner wants to use land in a way that is not permitted by the zoning of the property, the owner must [request to rezone](#) the property to a classification which permits the desired use. A rezoning is a legislative process that will amend the zoning map and/or text of an existing zoning code. The City Commission (with recommendation from the Planning Commission) has the authority to approve or deny rezoning requests.

The City Commission may of its own motion, or shall upon petition signed by the owner(s) of a property proposed for rezoning, prepare an ordinance amending or changing the district boundaries or the district regulations.

### REZONING FLOW CHART

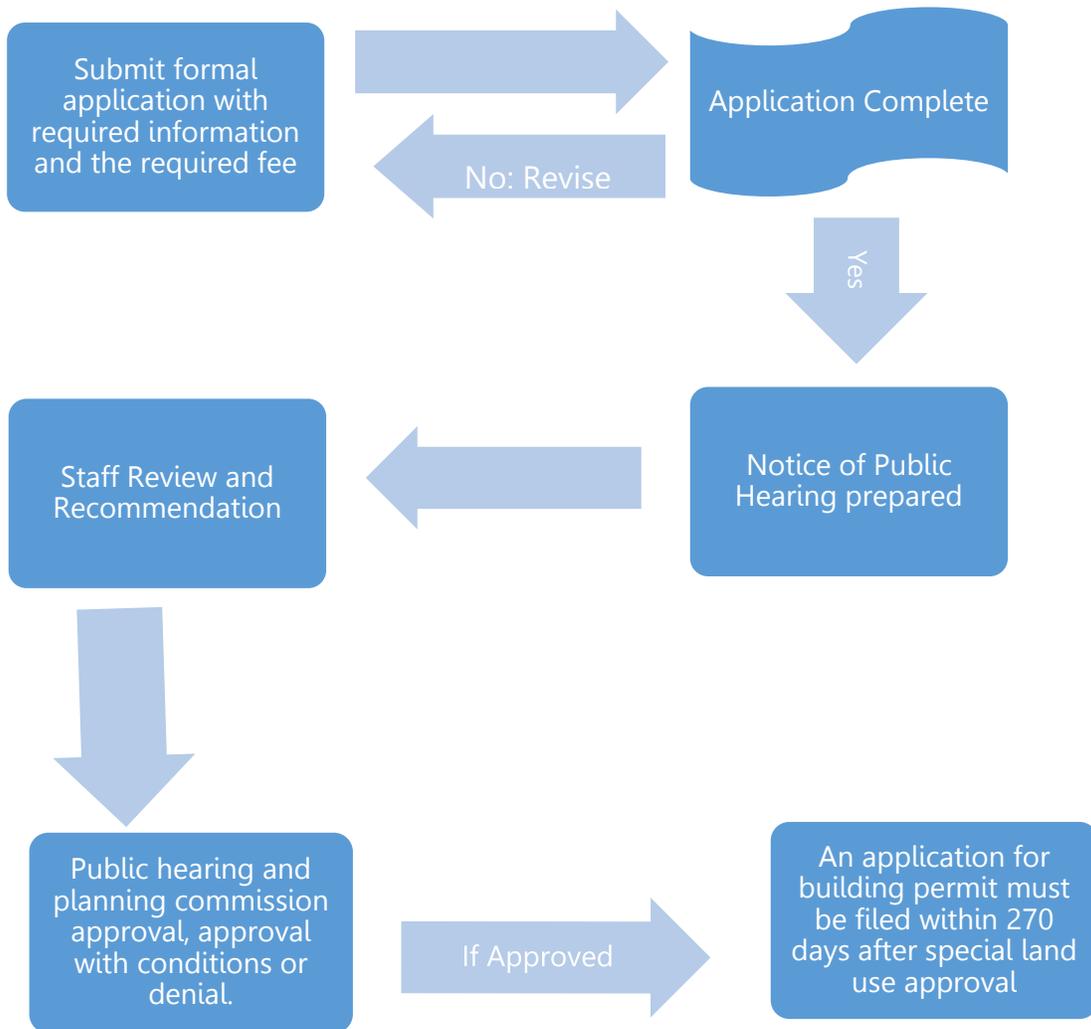


**SPECIAL LAND USE**

In each zoning district, certain specified, mutually compatible uses are permitted by right. In addition to permitted uses, there are certain other uses which are essential or desirable for the welfare of the community. Such uses are appropriate and are not incompatible with the uses permitted by right in a zoning district, but not at every or any location, or without conditions being imposed because of special problems presented by the use or its particular location in relation to neighboring properties. These uses are identified as special land uses.

No special land use shall commence until a Special Land Use [application](#) is approved in accordance with the City of Mount Clemens’ Ordinance [15.0120 - ARTICLE 12: SPECIAL LAND USE APPROVAL](#).

**SPECIAL LAND USE FLOW CHART**



**SITE PLAN REVIEW**

Site Plan Review and approval of all development proposals with specific zoning districts is required to ensure that the City of Mount Clemens develops in an orderly fashion in accordance with the Master Plan. Prior to making submitting a [Site Plan Review Application](#), it is recommended that all potential projects have a [Conceptual Development Review Meeting](#) with municipal staff regarding compliance with [15.030 - ARTICLE 3: SITE PLAN REVIEW AND APPROVAL](#).

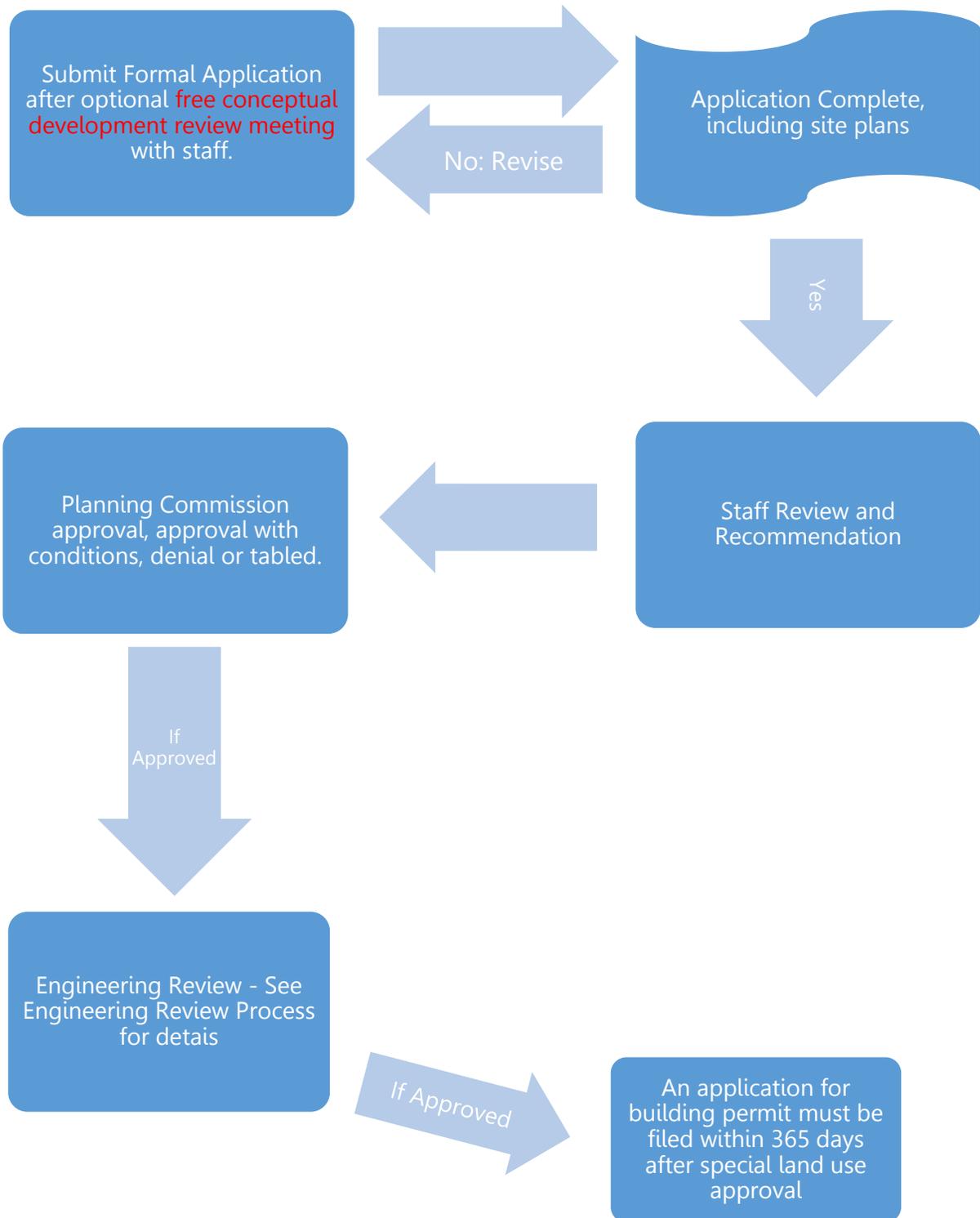
**Engineering Review:** Following a site plan approval, your project may be required to go through the [Engineering Review Process](#). The details of this process can be found [here](#).

**Administrative Site Plan Review:** Less complex site plans and minor modifications to approved site plans may receive administrative approval from designated staff as determined by the Community Development Director. All codes and ordinances shall be met to gain approval. Applicable municipal departments and consultants may provide review and comment when necessary.

**Revised Site Plans:** A request to revise, modify or change an approved site plan that cannot be administratively approved shall be treated as a new application in accordance with the zoning ordinance.

**Time Limit of Approval and Work Completion:** A Final Site Plan approval remains valid for 12 months from the date of approval. The Planning Commission may authorize an extension of the time limit provided for in the Zoning Ordinance.

### SITE PLAN REVIEW FLOW CHART



**ZONING VARIANCES AND APPEALS**

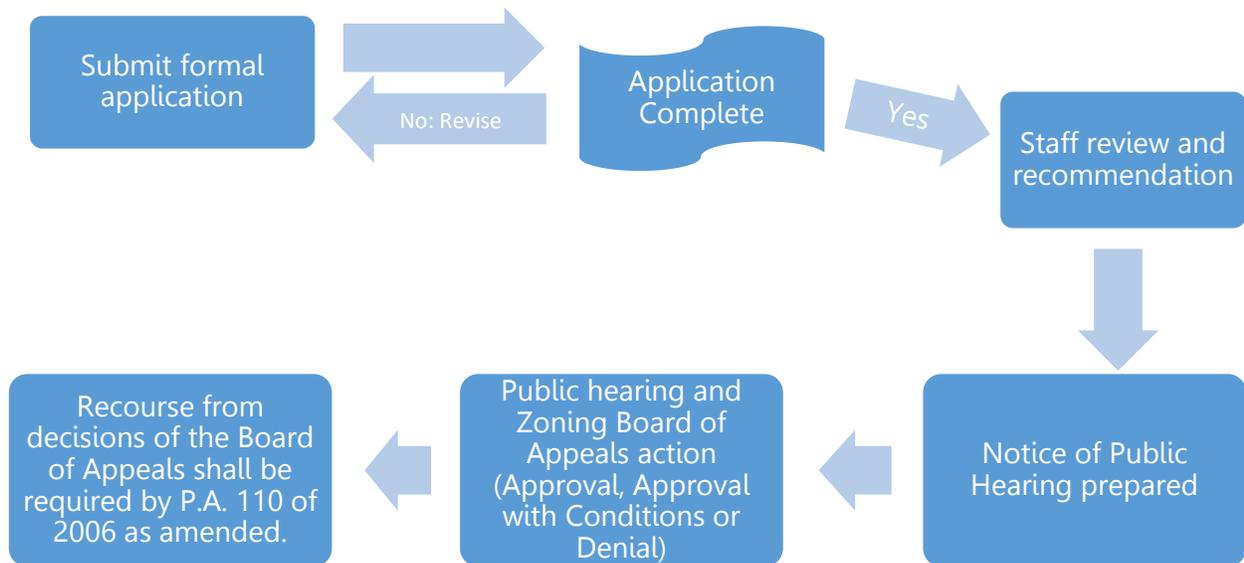
The Zoning Board of Appeals (ZBA) is the legislatively appointed body that can permit variances from the Zoning Ordinance. The most common variances are dimensional such as lot area and width, building height, bulk regulations, setbacks, and off-street parking and loading requirements. The Zoning Board of Appeals can also consider appeals regarding the interpretation of zoning maps and zoning language. An [application](#) must be submitted.

In granting a variance, the board may grant a lesser variance or specify, in writing, conditions regarding the location, character, landscaping, or other treatment that will, in the board’s judgment, be reasonably necessary to the furtherance of the intent of the Zoning Ordinance and the protection of the public interest.

Each variance granted under the provisions of the Zoning Code becomes null and void after **6 months** from the date of granting unless the construction or occupancy authorized by such variance or permit has commenced and is being pursued diligently to completion.

The Community Development Director may grant an extension for a period not to exceed 6 months for an approved variance.

**ZONING VARIANCE FLOW CHART**



## RESIDENTIAL CERTIFICATE OF OCCUPANCY

If you are considering purchasing a home or have just purchased a home and the property has been vacant for longer than 30 days, the City of Mount Clemens requires the owner to obtain a Certificate of Occupancy (“C of O”) **prior** to inhabiting the house. To find out if the property you are purchasing requires a new C of O please contact [Theresa Hipple](#) in the Community Development Department.

The Certificate of Occupancy allows City inspectors to inspect the property and ensure it is safe to live in. A C of O [application](#) must be completed, paid for, and inspections conducted prior to any work being done on the house.

### ABOUT THE PROCESS

- Bring the completed C of O application to our offices
- The cost of the application is \$160.00 (cash or check)
- When the application and payment are received, you will be scheduled for five inspections:
- Building, Mechanical, Electrical, Plumbing, and Code Enforcement
- These inspections are scheduled for 9:00 AM on the next available Tuesday, Wednesday, or Thursday
- The homeowner is responsible for letting the inspectors have access to the property, and it is recommended that the homeowner be present to talk to the inspectors about their findings
- The official findings report will be available at 9:00 AM the Tuesday, Wednesday, or Thursday following your inspection.
- For example, if your C of O inspections take place on Tuesday at 9:00 AM, your results will be available the following day (Wednesday) at 9:00 AM. If your inspections take place on Thursday, your results will be available on the following Tuesday.
- You may request a copy of your inspection report in person at our office or by emailing [Theresa Hipple](#).

A final Certificate of Occupancy will be issued by the Building Official after all issues listed on the inspection report have been resolved, this includes pulling and finalizing all necessary permits for building, mechanical, plumbing, and electrical work. A temporary Certificate of Occupancy may be issued if remaining work left to be completed requires seasonal conditions (example, concrete work for sidewalks). Temporary C of Os are granted at the discretion of the Building Official.

## RESIDENTIAL PERMITS

To pull a permit a homeowner or a contractor may complete the form from our [website](#) or fill one out at our office. Each permit has various fees depending on the type or work being completed. The person pulling the permit is responsible for marking the correct type, paying the associated fees, and making sure the appropriate inspections are completed. **All payments made to the Community Development Department must be in the form of cash or check.** A property owner may obtain permits in the owner's name; however, the person's name on the application must perform the work. If a contractor performs the work, the contractor must obtain the permit, have the appropriate license, and be registered with the City. **For rental properties, a registered contractor must be the one pulling all permits.**

Building permit applications, including those for mechanical, electrical, plumbing and zoning, may be found [here](#) or at our office. A list of common items that required permits include:

- Building Additions and Renovations
- Swimming Pools
- Roofs
- Windows
- Duct Work
- Furnaces
- Circuits
- New Light Fixtures
- New Electrical Service
- Lavatory
- Sinks
- Water distribution
- Driveways
- Driveway approach
- Fences
- Sheds
- Sidewalks
- Work in the Right-Of-Way

The minimum fee for a permit is typically \$60.00, but many more common projects have established fees. Please contact [Theresa Hipple](#) if you have a question about permit fees.

## VACANT REGISTRATION

Should you vacate your property, and it is vacant for longer than 30 days or is not actively being marketed for sale, the City requires property owners to register the property as vacant. Vacant registration forms are found [here](#).

## RENTAL REGISTRATION

Should you choose to rent your property, it must be registered with the City and inspected. Rental information can be found [here](#). The fee to register is \$60.00 per unit. Registration is an annual fee until it is determined to be owner-occupied or vacant. Additional fees may be applied if rental registration fee is not paid on time.

Inspections are conducted in two year cycles. Upon notification that an inspection is needed, the property **owner** is responsible for calling the Community Development Department to schedule an inspection and meet the rental inspector at the property for the walk through. A Certificate of Compliance will be issued following approval by the rental inspector. Contact [Theresa Hipple](#) for questions about rental license applications, renewal, fees, and inspections. For problems with a specific rental property or questions about an inspection you may contact the City Rental Inspector, [Mike Ferron](#).

## BUSINESS REGISTRATIONS

All businesses, including home-based occupations, are required to display an annual business registration issued by the Clerk. Registration applications and fees can be found on the City of Mount Clemens' [website](#) or by contacting the City Clerk, Lisa Borgacz, at [lborgacz@cityofmountclemens.com](mailto:lborgacz@cityofmountclemens.com)

## SIGNAGE

Businesses who wish to install signage may apply for a sign permit through the Community Development Department. The application can be found [here](#). The City has different signage regulations based on your zoning. The ordinances regulating signs in the City are found [here](#). If you have any questions related to signs, please contact [Jennifer Neal](#).

## DEVELOPMENT INCENTIVES

The City of Mount Clemens encourages businesses and entrepreneurs to research development incentive tools that are available through the State of Michigan such as the Obsolete Property Rehabilitation Act and Commercial Rehabilitation Act. A full list of potential incentive programs can be found through the [Michigan Economic Development Corporation](#) (MEDC).

The City, through its Downtown Development Authority (DDA), also offers a Façade Improvement Grant Program. This program offers grants to businesses and/or property owners located within the DDA District to renovate and rehabilitate building facades and signage. More information about this program can be found on the DDA [website](#).

The DDA meets monthly, on the first Wednesday of the month, at 3:00 p.m. at City Hall. All are welcome to attend their meetings.

**CONTACT:** Michelle Weiss, DDA Marketing and Events Coordinator, [weissii@msn.com](mailto:weissii@msn.com)

**WEBSITE LINK:** Mount Clemens Downtown Development Authority [website](#)