



Guide to Development

The City of Negaunee encourages any possible developer to reach out to the Planning and Zoning office prior to reading through this document as the Planning and Zoning Administrator will be able to explain at length the processes for development. This guide is developed as more of a reminder of the processes after the discussions with the Planning and Zoning Administrator. Feel free to reach out via Phone at 906-475-7700 x 12 or email @ dnelson@cityofnegaunee.com

Department Contact Info

Department of Public Works – 906-475-9991

Utility Billing – 906-475-7700 X 17

MQT County Building Codes – 906-225-8180

Zoning ordinance

<https://codelibrary.amlegal.com/codes/negauneemi/latest/overview>

Meeting information

Conceptual project meetings are encouraged and are provided at no cost: Bring your ideas, plans and or drawings/renderings

Contact the Planning and Zoning Office to schedule a conceptual meeting @ 475-7700 x 12

City of Negaunee Planning Commission meeting the 3rd Tuesday of every month at 6pm at the Negaunee Senior Center

Special Meetings are available via request and all materials must be provided 10 days prior to the scheduled special meeting

Application(s) for site plan, special land use, rezoning, variance, zoning text amendment and zoning permit

All Applications can be found @

<https://www.cityofnegaunee.com/zoning-department/pages/zoning-forms>

Fee schedule

PLANNING/ZONING

Zoning Permit/Site Plan Review (location visit)
Charge for Special Meetings
Parkland Dedication Fee
Plan Unit Development Request Admin. Review
Rezoning Requests
Special Land Use Permit
Street & Easement Vacations
Variance Application/Zoning Board of Appeals Requests
Land Division/Lot Splits Application

Rental Registration
Rental Inspection
Fence Permit

Marijuana Establishments Registration

Residential - Commercial.

\$50 \$300
\$300
See Sub. Ord.
\$500
\$500
\$100
\$100
\$250
\$100

\$50
\$25
\$25

\$1,000/every two years

Permit for construction within City ROW

In advance of work
Working without permit

\$50
\$250

PLATTING/SUBDIVISIONS

Engineering fee for preliminary and final approval
Of subdivision plats providing for public and/or
Public Utilities

\$500 + 100%
reimbursement
of City expenses
\$10/lot

Engineering fee for preliminary and final approval
Of subdivision plats not providing for public
And/or public utilities

\$500 + 100%
reimbursement
of City expenses
\$7/lot

Various Payments accepted please contact the City of Negaunee Utility Billing office @ 1-906-475-7700 x 17 to discuss

City of Negaunee: Development Flow Chart



Relevant ordinances to review prior to site plan submission

Land Usage

https://codelibrary.amlegal.com/codes/negauneemi/latest/negaunee_mi/0-0-0-3084

Zoning

https://codelibrary.amlegal.com/codes/negauneemi/latest/negaunee_mi/0-0-0-5973

Zoning Districts

https://codelibrary.amlegal.com/codes/negauneemi/latest/negaunee_mi/0-0-0-6250

Special Land Uses

https://codelibrary.amlegal.com/codes/negauneemi/latest/negaunee_mi/0-0-0-6676

Planned Unit Developments

https://codelibrary.amlegal.com/codes/negauneemi/latest/negaunee_mi/0-0-0-6694

Site Plan Review

https://codelibrary.amlegal.com/codes/negauneemi/latest/negaunee_mi/0-0-0-6853

Signs

https://codelibrary.amlegal.com/codes/negauneemi/latest/negaunee_mi/0-0-0-7025

Parking

https://codelibrary.amlegal.com/codes/negauneemi/latest/negaunee_mi/0-0-0-7178

Site plan review requirements and application

STANDARDS FOR SITE PLAN APPROVAL.

- (a) The proposed use shall conform to the uses permitted in that district.
- (b) All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of buildings. The site development shall not impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- (c) Special attention shall be given to proper site surface drainage so that removal of storm waters will not adversely affect neighboring properties.
- (d) The site plan shall provide reasonable visual and auditory privacy for all dwelling units located therein or on adjoining properties. Fences, walks, barriers and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
- (e) All buildings or groups of buildings shall be arranged to permit emergency vehicle access to each building.
- (f) Every structure or dwelling shall have access to a public street, walkway or other area dedicated to common use. Attention must be given to assure that safe and efficient ingress and egress is provided and the placement of driveways will not be a traffic concern.
- (g) All loading or unloading and outside storage areas at developments other than single- or multi-family homes, including areas for storage of trash, which face or are visible from residential properties, abut a residential zone or public thoroughfares, shall be screened by a vertical fence consisting of adequate structural (fence) or plant materials no less than six feet in height.
- (h) All outdoor lighting, whether for illuminating parking areas, buildings, signs and/or other structures shall be shielded, shaded, designed and/or directed away from all adjacent residential districts and uses; and further shall not glare upon or interfere with persons and vehicles using public streets. Whenever the parking plan is so laid out as to bring automobile headlights toward any residential land, an obscuring wall or fence four feet, six inches in height shall be provided along that side of the parking area. Flashing or intermittent lights shall not be permitted.
- (i) Sufficient area shall be identified for the on-site storage of snow and anticipated drainage that will result from the melting snow.
- (j) Sufficient off-street parking shall be provided for residents, customers and employees and all anticipated uses.

Below are the Requirements for any Site Plan that can be approved administratively at the discretion of the Planning and Zoning Administrator

The site plan drawing for applications involving expansion of no more than 5% of the square footage of an existing structure which does not involve a change in the use for said property shall show the following information:

1. The legal description of the site and the property tax identification number.
2. All lot lines and dimensions of the lot.
3. All roads, easements, driveways, and parking areas.
4. All existing and proposed buildings, accessory buildings, and other structures shall be shown and labeled.
5. Proposed use of each building.
6. Distances between buildings and all lot lines.
7. Building dimensions.
8. Natural features affecting development (rock, water, etc.).
9. Well and septic locations.
10. A North arrow.

Rezoning request process and application

The Rezoning of parcels has to follow the State of Michigan laws in regards to Rezoning. Prior to submitting a Rezoning application, please contact the Planning and Zoning Office to confirm the legality of the proposed rezoning. If the parcel is deemed eligible for a rezoning, please fill out the Rezoning Application and include the payment identified in the Fee Schedule. Please note that the rezoning process can take up to 4 Months to complete as they require multiple public hearings and will have to be approved by the Planning Commission and the City Council after said public hearings.

Variance request process and application

The Board of Zoning Appeals may, in specific cases after public notice and hearing, authorize by permit, a variation of the application of the height, area or other dimensional regulations established in the Zoning Code, provided that the variation is in harmony with the general purpose and intent of the regulations, as follows:

- (a) A temporary building for commerce or industry, in a Residence District, which is incidental to the residential development, such permit to be issued for a period not to exceed one year.
- (b) The erection and use of a building, or an addition to an existing building of a public service corporation or for public utility purposes, in any location, to a greater height or larger area than the district requirements established in this Zoning Code, which the Board shall find reasonably necessary for the public convenience.
- (c) A building or use in an Industrial District otherwise excluded from such District, provided that such building or use is distinctly incidental and essential to a use permitted in an Industrial District, and provided, further, that not more than twenty-five percent of the employees of the entire plant are engaged therein.
- (d) If there are practical difficulties in carrying out the strict letter of the zoning ordinance, the Board may grant a variance relating to the construction, structural changes or alteration of buildings or structures as to dimensional requirements or other standards, provided that the spirit of the Zoning Ordinance is observed, public safety secured and substantial justice done.
- (e) In ruling upon any request for a variance, the procedures outlined in §1264.04 for appeals shall be applied.
- (f) In ruling upon any request for a variance, the Zoning Board of Appeals shall apply the standards set forth in §1280 for the evaluation of special uses. No variance shall be granted if any portion of the considerations in §1280 would be violated.

Special land use request process and application

APPROVAL BY PLANNING COMMISSION REQUIRED

Special Land Use Standards

Whenever special land uses are proposed, such uses shall be permitted only after review and approval by the Planning commission as established in Chapter 1220. The Planning Commission shall approve a special land use only upon a finding of compliance with each of the following standards:

- (a) The special land use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area;
- (b) The special land use shall not change the essential character of the surrounding area;
- (c) The special land use shall not interfere with the general enjoyment of adjacent property;
- (d) The special land use shall represent an improvement to the property under consideration and the surrounding area in general;

- (e) The special land use shall not be hazardous to adjacent property or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or property through the excessive production of traffic, noise, smoke, odor, fumes or glare;
- (f) The special land use shall be adequately served by essential public facilities and services, or it shall be demonstrated that the person responsible for the proposed conditional use shall be able to continually provide adequately for the services and facilities deemed essential to the conditional use under consideration; and
- (g) The special land use shall not place demands on public services and facilities in excess of current capacity.

Financial assistance tools

Please contact the Planning and Zoning Office to discuss possible financial assistance for any development as they are fluid and change yearly.

Disclaimer: Any financial assistance that is discussed is not a guarantee for assistance, various agencies have varying degrees of assistance and they are quite involved. The City of Negaunee is not considered a Low-Moderate Income community or in an Opportunity Zone, due to this funding availability is quite limited and the developer must understand that there are no guaranteed funding mechanisms. In so far as funding assistance can be removed by agencies with little to no explanation, the City of Negaunee recommends that any developer tread lightly when trying to secure any public funding.

Commercial Rehabilitation District

This City of Negaunee has recently adopted a Commercial Rehabilitation District information can be found here:

<https://www.cityofnegaunee.com/downtown-development-authority/pages/commercial-rehabilitation-district-resources>

Please contact the Planning and Zoning Office with any questions in regards to this program.

Design guidelines and related processes

The City of Negaunee does not and has no plans in the future to implement strict design guidelines, this allows you as the developer an opportunity to design your structure without the constraints of design, allowing you to determine how your development will be designed and constructed. Its is the City's intention to allow fluidity in design to allow for a more eclectic area, not subject to design constraints that put a damper on creativity or tries to create a false historic identity.

Building permit requirements and applications

Once Zoning is approved, either administratively or by the Planning Commission, building permits are issued via the Marquette County Building Codes department. It is recommended prior to zoning permit application to confirm that the proposed development is within the codes enforced by Marquette County, this ensure that after zoning approval the applicant will not have to come back with various changes to the project due to non-alignment with Michigan Building Codes.

Marquette County Building Codes contact: 1-906-225-8180 or email: buildingcodes@mqtco.org