

# 2021

## MANISTEE COUNTY

### GUIDE TO PERMITTING & ZONING



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## Introduction

Delays and issues with the permitting process can be costly to homeowners, construction companies, and even local governments. Unfamiliarity with permitting and zoning processes can arise for those not familiar with the road map and nuances of the process for different municipalities and agencies. The creation of the Guide to Permitting and Zoning for Manistee County is the result of the collaboration of county and regional stakeholders to assist individuals and businesses with the permitting and zoning process necessary to move development forward.

The primary goals of the guide are to act as a reference and to educate the public from individuals to contractors to developers with the resources to access information for applying for permits or beginning a project within a certain County or municipality. The applicant or contractor should always contact the local Zoning Administrator, plan reviewer, or permitting agent of the location's local agencies prior to starting the project.

This Guide is not intended to be a "Do-It-Yourself" tool or as a definitive guide to municipalities' regulations and processes relating to zoning and permitting. Each project is different and utilizing the flowcharts within this guide does not guarantee that a permit or approval will be issued. Potential applicants and contractors are encouraged to seek the assistance of local professionals who have experience dealing with the requirements of permits and approvals (i.e. Zoning Administrator).

An understanding of the permitting and approval process will improve the efficiency of the process for both the private and public sectors, in return creating a more successful project from the onset. More introductory information on the planning and zoning process is available in the New Designs For Growth A Citizen's Guide to Planning & Zoning, which can be found at [www.nwm.org/citizensguide-planning](http://www.nwm.org/citizensguide-planning).

## How to Use This Guide

This guide outlines contacts and process for permit approvals through local units of government and other entities for development projects in Manistee County. A reader should use the following process.

1. Enabling legislation and Exempt Status of Tribal Properties "in-trust" is outlined on page 4.
2. Review pages 5 & 6 to identify and understand the outlined "Areas of Interest". This information will assist with necessary information that impacts individual units of government's approval processes.
3. View the County map on page 7 to identify the location of the community you wish to gain information, contacts, resources, or process flow for permit approvals. Note the referenced page number for community information from the map.
4. Utilize the building permit and other permit approvals as required outside of zoning on page 8.
5. Zoning Information:
  - \* If the community is under service contract with the Manistee County Planning Department please refer to the County Planning Department contact information on page 9, the process flow chart on page 9 and the individual community contact information and links on page 10.
  - \* If the community provides zoning services through their own staff please refer to page 9 for the process flow chart and pages 11 and 12 for individual community contact information.

## Enabling Legislation

### [Michigan Planning Enabling Act 33 of 2008](#)

An act to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

### [Michigan Zoning Enabling Act 110 of 2006](#)

An act to codify the laws regarding local units of government regulating the development and use of land; to provide for the adoption of zoning ordinances; to provide for the establishment in counties, townships, cities, and villages of zoning districts; to prescribe the powers and duties of certain officials; to provide for the assessment and collection of fees; to authorize the issuance of bonds and notes; to prescribe penalties and provide remedies; and to repeal acts and parts of acts.

## Tribal (In-Trust) Exempt Properties

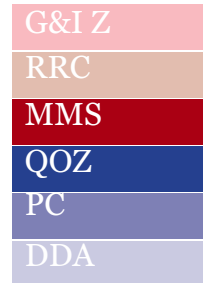
Any properties placed in tribal trust through the Little River Band of Ottawa Indians is exempt from local zoning and building regulations, but are subject to tribal rules and regulations. For more information visit their [Website](#).



## Areas of Interest

There are six (6) areas of interest that describe a communities' readiness for development which include public bodies that oversee a communities development process. These (6) areas of interest are:

- A Growth and Investment Zone
- A Redevelopment Ready Community (RRC)
- A Michigan Main Street community
- A Qualified Opportunity Zone
- Has a local Planning Commission
- Has a Downtown Development Authority or equivalent



The areas of interest are color-coded and organized into a bar chart for easy identification. A community that represents all six areas of interest will have an associated bar chart with all six representing colors. Shown here:



### A Growth & Investment Zone

While many assets are needed for new growth and investment, there are five (5) essential criteria common to communities throughout the nation that support growth and investment potential. These five criteria were used in the selection of areas for additional analysis regarding growth and investment readiness, trends, and capabilities:

- Operational municipal water system
- Operational municipal sewer system
- Operational broadband service area - standard of 25 mbps download / 3 mbps upload
- Adopted master plan that recommends a defined higher density downtown core for development and investment
- Zoning ordinance that codifies higher density development in the downtown core
- Available governmental officials and staff to create effective growth- and investment-oriented policies and efficiently process requests and permits

### A Redevelopment Ready Community

The Redevelopment Ready Communities® (RRC) program is provided through the Michigan Economic Development Corporation for communities across the state. Through the certification process, communities are empowered to build a strong foundation by establishing planning and process policies which retain and attract business investment and talent. Additionally, the program seeks to streamline the development approval process, by integrating transparency, predictability, and efficiency into community development practices. When encountering an RRC community, the following items shall be available:

- A updated Master Plan;
- An updated Zoning Ordinance;
- A comprehensive Guide to Development;
- A Public Participation Plan; and
- Strategic sites identified for development.

## A Michigan Main Street Community

Michigan Main Street (MMS) began in 2003 and is a Main Street America™ Coordinating Program. As a Main Street America™ coordinating program, MMS is affiliated with the National Main Street Center, which helps to lead a powerful, grassroots network committed to creating high-quality places and to building stronger communities through preservation-based economic development. The Main Street program operates under the following four points:

- Economic Vitality
- Design
- Organization
- Promotion

## A Qualified Opportunity Zone

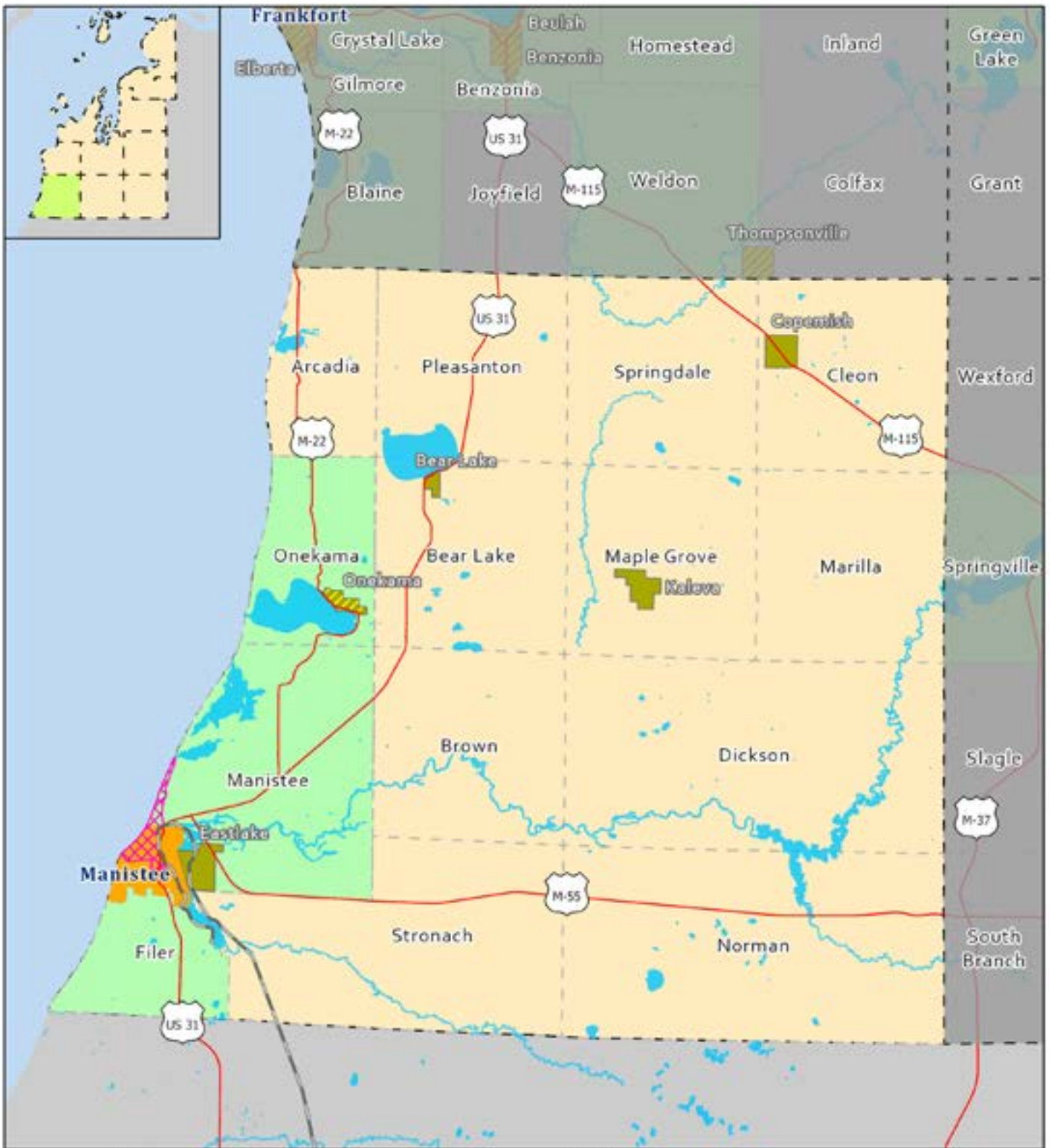
Opportunity Zones were created under the 2017 Tax Cuts and Jobs Act to stimulate economic development and job creation by incentivizing long term investments in low-income neighborhoods. Opportunity Zones are defined by the Economic Development Administration as an economically-distressed Census tract where private investments, under certain conditions, may be eligible for capital gain tax incentives. Communities located in designated Opportunity Zone Census tracts will be identified.

## Local Planning Commission

The group of appointed community residents who make up the Planning Commission serve as the sounding board for planning and development projects within the community. Each local government in Michigan has the authority to create a Planning Commission, but not all have one. Many communities in Michigan rely on County planning services. However, all local municipalities with a local planning department are listed in this guide. While the community may or may not have a dedicated planning staff member, the local Planning Commission will still be called upon to provide input on development projects. Where a community has enacted a local zoning ordinance, the Planning Commission will offer recommendations to the relevant City Council, Village Council, or Township Board. A community who is under county-wide zoning will offer recommendations to the County Planning Commission.

## Local Downtown Development Authority

Part 2 of Act 57 of 2018: Recodified Tax Increment Financing Act describes the authority, purpose, and powers of local Downtown Development Authorities. The State legislation can be found [here](#). The Downtown Development Authority Board is made up of appointed officials charged with creating a development plan for a defined tax increment financing district. The Authority is a stakeholder body and instrumental to the growth and development of the district.



## Manistee County & Local Units of Government

### Legend

- Highways
- Railroad
- Hydrology
- Great Lakes
- All Townships
- Qualified Opportunity Zone
- G&I Areas Villages
- G&I Areas Cities
- Surrounding G&I Twps.
- All Villages
- Manistee County
- Other NW MI Counties
- Counties Outside Region



Map produced by Networks Northwest  
Community Development 4/29/2021

## Building Permitting & Other Approvals Outside of Zoning

### Building Permitting & Inspections

#### City of Manistee Building Inspections

SAFEbuilt, Inc.

Building Inspector: Steve Haugen

PH: 616-260-9759

Primary Office

Hours: Monday thru Friday 8AM – 4PM, closed from 12PM - 1PM

107 S. Capital Ave.

P.O. Box 190

Athens, MI 49011

Email: athensmi@safebuilt.com Phone: (269) 729-9244 Fax: (269) 729-9254

[Informational Document](#)

#### Remainder of County Building Inspections (Except for Springdale & Manistee Townships)

State of Michigan Building Inspection Services

State Building Inspector: Chuck Erickson

PH: 231-360-7386 (best time 8-9am)

[Website](#)

#### Manistee Township Building Inspections

Manistee Township Hall

410 Holden Street

Manistee MI 49660

231-723-6507

Email: info@manistee township.com

[Website](#)

#### Springdale Township Building Inspections

Benzie County Government Center

448 Court Place

Beulah, MI 49617

PH: 231-882-9673

Email: building@benzieco.net

[Website](#)

### Other Permit Approvals as Required

- **Local Fire Department Review**  
Depending on the project use, location, and scale, a review by the local fire department may be required for safety, access, and siting issues. See local jurisdiction contact information.
- **County Soil Erosion Officer**  
Before contracting for, allowing, or engaging in an earth change in Manistee County, a Landowner or Designated Agent shall obtain an earth change permit in the landowner's name from Manistee County Planning Dept. if the earth change:
  1. Will disturb one or more acres of land, or
  2. Will be located within 500 feet of the ordinary high water mark of waters of the State, or
  3. Will result or contribute to soil erosion or the accumulation of sedimentation in adjacent properties or waters of the State.

Contact Manistee County Planning Department with questions, Nancy Baker, Soil Erosion Administrator, 231-723-6041. A Soil Erosion Permit Application is found [here](#).

- **Road Jurisdiction - Either**

Manistee County Road Commission

Office:

8946 Chippewa Highway

Bear Lake, MI 49614

Phone: (231) 889-0000

Fax: (231) 889-0011

Email: jputney@manisteecrc.org

[Website](#)

Or

Michigan Department of Transportation

Traverse City Transportation Service Center

2084 US-31 South, Suite B

Traverse City, MI 49685

Phone: (231) 941-1986

Fax: (231) 941-3397

Email: lakej1@michigan.gov

[Website](#)

- **District #10 Health Department**

Businesses may reach out to the Health Department regarding food safety/licensing, water safety, air quality, other use type inspections, and employee health and wellness. Here is a link to their

[website](#).

- **Michigan Dept. of Environment, Great Lakes, & Energy**

Projects with the potential to impact air and water quality require EGLE-issued permits. Additionally, development near or in state protected wetlands, lakes, or streams may require EGLE-issued permits. View the EGLE [website](#) for more information. List all applicable development situations- critical dunes, high-risk erosion. Designated wetlands on-line viewer [here](#).



## Zoning & Planning Contact Information for Manistee County Communities

Manistee County, through service contracts, administers individual zoning ordinances for the City of Manistee, Townships of Arcadia, Onekama and Bear Lake, and Villages of Bear Lake, Copemish, Eastlake and Onekama.

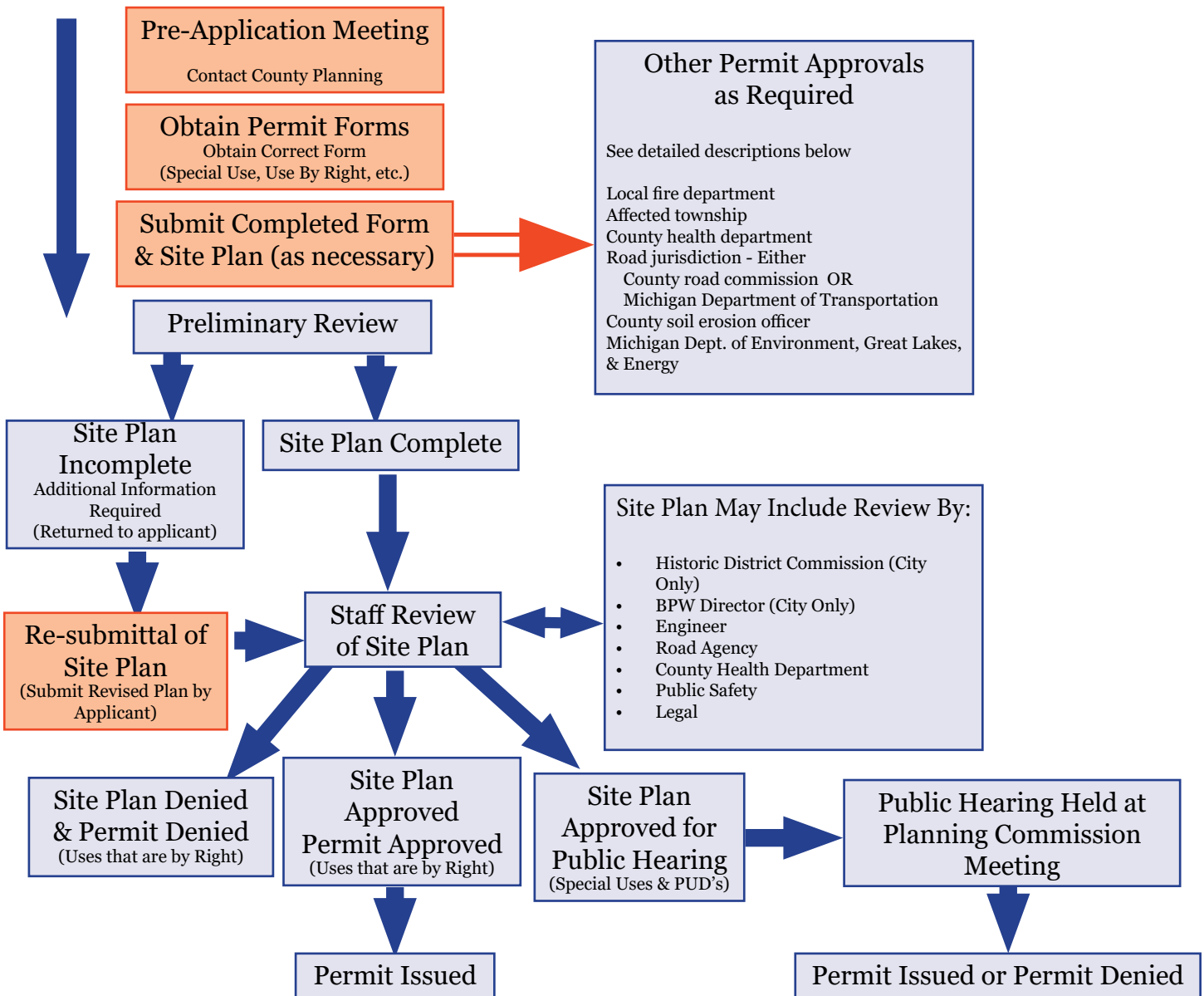
All remaining Villages and Townships administer their own zoning ordinances and include the Village of Kaleva, Townships of Filer, Stronach, Norman, Dickson, Brown, Manistee, Maple Grove, Marilla, Cleon and Pleasanton. The Township of Springdale is not zoned outside of the Betsie River Corridor which falls under the Department of Natural Resources Natural River Zoning Program.

### Manistee County Planning Department Contact Information

Manistee County Planning Department  
 395 Third St.  
 Manistee, MI 49625  
 Phone: (231) 723-6041  
 Email: [planning@manisteecountymi.gov](mailto:planning@manisteecountymi.gov)  
[Website](#)

- Mike Szokola, Planning Director
- Zachary Sompels, Planner I
- Katie Mehl, Planner I
- Nancy Baker, Soil Erosion Admin./Assistant to Planner
- Jessica Sorenson, Clerical Assistant
- Larry Gibson, Code Enforcement Officer

### Permit Application & Site Plan Review/Approval Flow Chart (May vary slightly by community)



**Communities Under Zoning Service Contract with Manistee County Planning Department**

**City of Manistee**

70 Maple St.  
 Manistee, MI 49660  
 PH: 231-723-2558  
 Clerk Email: hpefley@manisteemi.ovg  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

G&I Z  
 RRC  
 QOZ  
 PC  
 DDA

Zoning Administrator: Zachary Sompels  
 Phone: 231-723-6041  
 Email: planning@manisteecountymi.gov

**Bear Lake Village**

12376 Virginia St., P.O. Box 175  
 Bear Lake, MI 49614  
 PH: 231-970-2066  
 Clerk Email: bearlakeclerk@gmail.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

PC

Zoning Administrator: Mike Szokola  
 Phone: 231-723-6041  
 Email: planning@manisteecountymi.gov

**Arcadia Township**

3422 Lake St., P.O. Box 318  
 Arcadia, MI 49613  
 PH: 231-889-4463  
 Clerk Email: clerk@townshipofarcadia.org  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

PC

Zoning Administrator: Katie Mehl  
 Phone: 231-732-6041  
 Email: planning@manisteecountymi.gov

**Copemish Village**

16798 First St., P.O. Box 207  
 Copemish, MI 49625  
 PH: 231-378-4652  
 Clerk Email: gibbsela@gmail.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

PC

Zoning Administrator: Mike Szokola  
 Phone: 231-723-6041  
 Email: planning@manisteecountymi.gov

**Bear Lake Township**

7771 Lake St.  
 Bear Lake, MI 49614  
 PH: 231-864-3620  
 Clerk Email: bearlake51-tw@miqvf.org  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

PC

Zoning Administrator: Katie Mehl  
 Phone: 231-723-6041  
 Email: planning@manisteecountymi.gov

**Eastlake Village**

175 Main St.  
 Eastlake, MI 49626  
 PH: 231-723-9558  
 Clerk Email: eastlakevillage49626@gmail.com  
 No Website  
 Master Plan-Not available online  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

PC

Zoning Administrator: Mike Szokola  
 Phone: 231-723-6041  
 Email: planning@manisteecountymi.gov

**Onekama Township**

5435 Main St. P.O. box 458  
 Onekama, MI 49675  
 PH: 231-889-3308  
 Clerk Email: clerk@onekamatwp.org  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

G&I Z  
 PC

Zoning Administrator: Katie Mehl  
 Phone: 231-723-6041  
 Email: planning @manisteecountymi.gov

**Onekama Village**

5283 Main St.  
 Onekama, MI 49675  
 PH: 231-889-3171  
 Clerk Email: clerk@villageofonekama.org  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

G&I Z  
 PC

Zoning Administrator: Mike Szokola  
 Phone: 231-723-6041  
 Email: planning@manisteecountymi.gov

**Communities That Provide Their Own Zoning Administration Staff**

**Brown Township**

8233 Coates Hwy.  
Manistee, MI 49660  
PH: 231-723-4481  
Clerk Email: clerkbrowntownship@yahoo.com  
No Website  
Master Plan-Not available online  
Zoning Ordinance-Not available online  
Forms-Not available online

PC

Zoning Administrator: Paul Adamski  
Phone: 231-723-4481 or 231-510-7887  
Email: No email

**Manistee Township**

410 Holden St.  
Manistee, MI 49660  
PH: 231-723-6507  
Clerk Email: manisteetwp@gmail.com  
[Website](#)  
Master Plan-Not available online  
Zoning Ordinance-Not available online  
[Land Use/Zoning Forms](#)

G&I Z  
QOZ  
PC

Zoning Administrator: Karen Clouse  
Phone: 231-723-6507 ext. 12  
Email: manisteetwp@gmail.com

**Cleon Township**

16505 Imhoff Dr.  
Copemish, MI 49625  
PH: 231-378-2616  
Clerk Email: cleontownship@acegroup.cc  
No Website  
Master Plan-Not available online  
Zoning Ordinance-Not available online  
Forms-Not available online

PC

Zoning Administrator: Barb Stanton  
Phone: 231-357-1423  
Email: cleontownship@acegroup.cc

**Maple Grove Township**

9213 Aura St., P.O. Box 48  
Kaleva, MI 49645  
PH: 231-362-3825  
Clerk Email: mgtclerk@hotmail.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

PC

Zoning Administrator: Denise Cummings  
Phone: 231-330-3422  
Email: dcummings.zoning@gmail.com

**Dickson Township**

14270 Brethren Blvd., P.O. Box 39  
Brethren, MI 49619  
PH: 231-477-5885  
Clerk Email: dickson@kaltelnet.net  
No Website  
Master Plan-Not available online  
Zoning Ordinance-Not available online  
Forms-Not available online

PC

Zoning Administrator: Kathryn Miller  
Phone: 231-477-5885  
Email: dicksonza@hotmail.com

**Kaleva Village**

9219 Aura St., P.O. Box 45  
Kaleva, MI 49645  
PH: 231-362-3366  
Clerk Email: villageofkaleva@yahoo.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

PC

Zoning Administrator: Denise Cummings  
Phone: 231-330-3422  
Email: dcummings.zoning@gmail.com

**Charter Township of Filer**

2505 Filer City Rd.  
Manistee, MI 49660  
PH: 231-723-6507  
Clerk Email: filerclerk@twphall.com  
[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

G&I Z  
PC  
DDA

Zoning Administrator: Larry Thompson  
Phone: 231-723-3138 ext. 6  
Email: filertownship@twphall.com

**Marilla Township**

9991 Marilla Rd.  
Copemish, MI 49625  
PH: 231-362-3555  
Clerk Email: marillaclerk@gmail.com  
No Website  
Master Plan-Not available on-line  
Zoning Ordinance-Not available online  
Forms-Not available online

PC

Zoning Administrator: Victor Ellis  
Phone: 231-378-2145  
Email: No Email

## Communities That Provide Their Own Zoning Administration Staff.....Continued

### Norman Township

1273 S. Seaman Rd., P.O. Box 143  
Wellston, MI 49689  
PH: 231-848-4564  
Clerk Email: normantownshipclerk20@gmail.com

[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

Zoning Administrator: Ben Townsend  
Phone: 231-848-4564  
Email: norzoning@kaltelnet.net

PC

### Springdale Township

Township Hall  
14992 Glovers Lake Rd.  
Bear Lake, MI 49614

Mailing Address  
PO Box 117  
Copemish, MI 49625

PH: 231-379-4742  
Clerk Email: springdaletownship@gmail.com

[Website](#)  
Master Plan-No Community Master Plan  
Zoning Ordinance-**No Township Zoning -only DNR Natural River Zoning along and within 500' of the Betsie River.**

DNR Natural Rivers Zoning  
For uses within 500' of Betsie River

[Betsie Natural River Website](#)  
Zoning Administrator: Brian Bury  
DNR Gaylord District Headquarters  
1732 W. M-32  
Gaylord, MI 49735  
Phone: 989-732-3541 ext. 5088  
[Natural River Zoning Regulations](#)  
[Natural River Zoning Permit Application](#)  
[Natural River Variance Application](#)

### Pleasanton Township

8958 Lumley Rd., P.O. Box 145  
Bear Lake, MI 49614  
PH: 231-864-2584  
Clerk Email: chipandamycross@centurytel.com

[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

Zoning Administrator: Josh Mills  
Phone: 231-651-9117  
Email: jmills@cofrankfort.net

PC

### Stronach Township

2471 Main St.  
Manistee, MI 49660  
PH: 231-723-7983  
Clerk Email: townshipclerk@stronachtownship.net

[Website](#)  
[Master Plan](#)  
[Zoning Ordinance](#)  
[Land Use/Zoning Forms](#)

Zoning Administrator: Larry Thompson  
Phone: 231-590-9967  
Email: zoningadmin@stronachtownship.net

PC

## Additional Resources

Many regional and local agencies offer assistance to developers who are considering a project in Charlevoix County. Many of these agencies are partners to local government and can help support a project through the permitting and zoning process. Please contact the individual agency for further information.



### Housing North

#### Charlevoix County Housing Ready Program

Housing North is a regional housing advocacy agency for northwest lower Michigan. Housing North was formed in 2018 by a cross-sector group of regional housing partners (business, philanthropic, government, workforce development, housing agencies) to overcome communication, policy, and financial barriers that prevent housing solutions. Housing North exists as a result of a shortage of housing in Northwest Michigan which hurts both residents and businesses. Housing North seeks to offer assistance to systemic issues such as expensive land and development costs, zoning that doesn't allow needed housing, and public opposition to development or zoning amendments.

[Website](#)



### Michigan State Housing Development Authority

The Michigan State Housing Development Authority (MSHDA), established in 1966, provides financial and technical assistance through public and private partnerships to create and preserve safe and decent affordable housing, engage in community economic development activities, develop vibrant cities, towns and villages, and address homeless issues. MSHDA has a number of housing assistance programs which a developer might be eligible to apply for.

[Website](#)



### Networks Northwest

Formerly Northwest Michigan Council of Governments, Networks Northwest is a regional planning agency which services 10 counties in northwest, lower Michigan: Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford. Networks Northwest's staff of Community Planners provide technical planning expertise related to community engagement, spatial analysis, and master and recreational planning.

[Website](#)