

# 2021

## MISSAUKEE COUNTY GUIDE TO PERMITTING & ZONING



Table of Contents

Introduction and Enabling Legislation.....3

Missaukee County Planning Department Contact Information.....4

Other Permit Approvals as Required.....5

Areas of Interest.....6

Map of Missaukee County.....9

Local Growth & Investment Areas

    City of Lake City.....10

    City of McBain.....12

Remaining Missaukee County Municipalities.....14

Additional Resources.....16

## 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 Missaukee 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).

## 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.

## Missaukee County Planning & Emergency Management Contact Information

Missaukee County planning staff provide planning and administrative assistance to the Missaukee County Planning Commission in carrying out its functions:

- Develop and maintain county plans including the Missaukee County Master Plan
- Review proposed new or changes to Township plans and zoning ordinances
- Review proposed new or changes to City plans
- Review EGLE and Corps of Engineers public notices for proposed projects affecting lakes, rivers, streams and wetlands in the county

Serve as an information and referral source:

- Planning and zoning reference information
- Census and demographic data
- Floodplain maps

All local municipalities in Missaukee County administer their own planning and zoning regulations.

**However, only the City of Lake City and the City of McBain have zoning regulations in place.** To apply for site plan approval or a zoning permit contact the appropriate City official. Missaukee County also provides information about each local community available [here](#).

All building projects within the county must be reviewed and approved by the County Department of Building.

### *Planning Department and Planning Commission Contact*

Linda Hartshorne-Shafer, Director  
105 South Canal Street  
PO Box 800  
Lake City, MI 49651  
Phone: (231) 839-7264 ext. 3  
Email: [planningemd@missaukee.org](mailto:planningemd@missaukee.org)  
[Website](#)

## Missaukee County [Master Plan](#)

### *Department of Building Contact*

Robert DuVall, Building Official  
105 South Canal Street  
PO Box 800  
Lake City, MI 49651  
Phone: (231) 839-7264 ext. 306  
Email: [building2@missaukee.org](mailto:building2@missaukee.org)  
[Website](#)



## Other Permit Approvals as Required

Planning and zoning approvals in each Missaukee County community may require additional approvals as required. Discuss the necessary outside approvals that may be needed with the local planning and zoning official.

- **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.

- **Missaukee Conservation District Soil Erosion Control Permit**  
Before contracting for, allowing, or engaging in an earth change in the County, a Landowner or Designated Agent shall obtain an earth change [permit](#) in the landowner's name if the earth change:

1. Will disturb one or more acres of land, or
2. Earthwork within 500 feet of a lake or stream (includes minor projects),

- **Road Jurisdiction - Either**  
Missaukee County Road Commission Office  
PO Box A  
1199 North Morey Road  
Lake City, MI 49651  
Phone: (231) 839-4361  
Email: [lynn@mccrc-roads.com](mailto:lynn@mccrc-roads.com)  
[Website](#)

OR

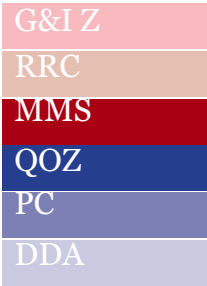
Michigan Department of Transportation  
Traverse City Transportation Service Center  
2084 US 31 South, Suite B  
Traverse City, MI 49685  
Phone: (231) 941-1986  
[Website](#)

- **District Health Department #10 - Missaukee County**  
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 online viewer [here](#).

Areas of Interest

This Guide utilizes (6) areas of interest that describe the communities’ readiness for development and their public bodies overseeing development. They 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:



The City of Lake City and the City of McBain are assigned a color-coded bar chart. For an example of how the bar chart is applied, the City of McBain represents three of the six areas of interest: is a growth and investment zone, has a local Planning Commission, and has a Downtown Development Authority. Therefore, three of the six bars will be shown on the City’s bar chart. McBain has not participated in RRC, is not a Main Street community, and does not have an Opportunity Zone. Therefore, those bars are excluded. A bar chart representing the associated areas of interest is included with each local jurisdiction. The City’s bar chart is represented in the following manner:

City of McBain:



## A Growth & Investment Zone

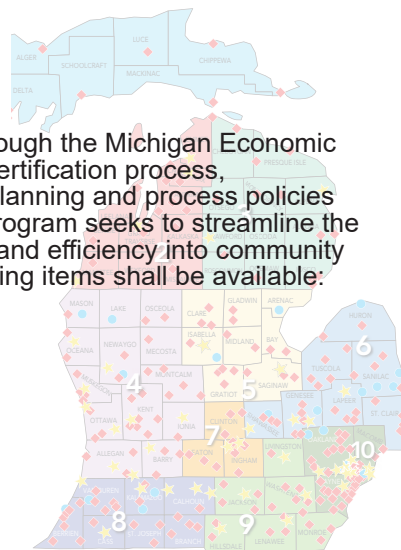
While many assets are needed for new growth and investment, there are five (5) essential criteria common to communities throughout the nation that support growth and investment potential. These five criteria were used in the selection of areas for additional analysis regarding growth and investment readiness,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

- An 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.

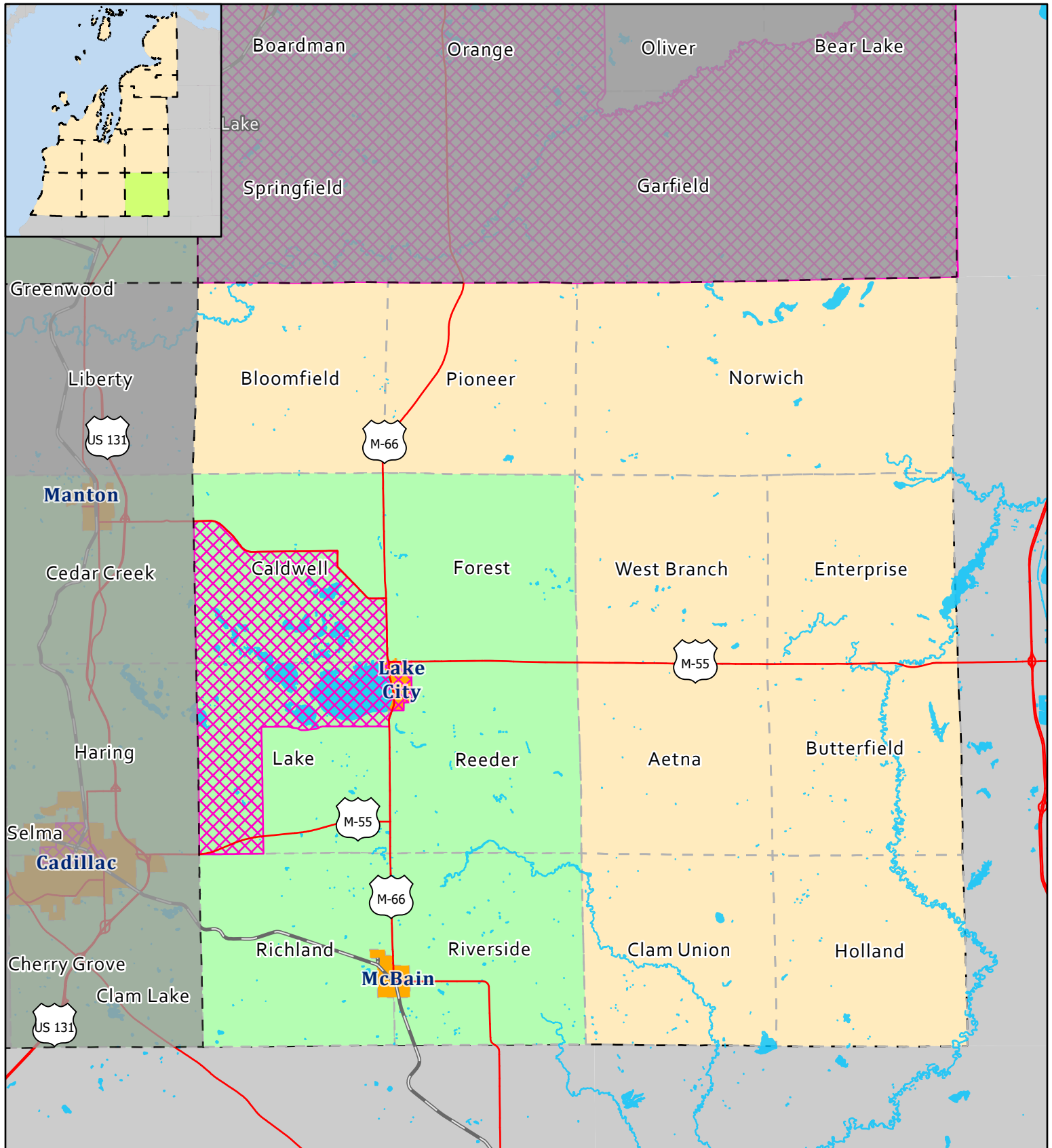
## Local Planning Commission

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.

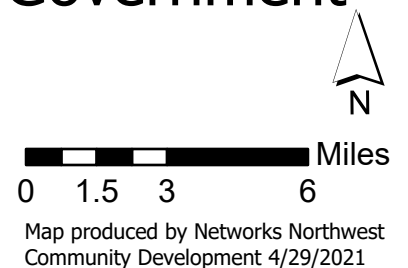




# Missaukee County & Local Units of Government

## Legend

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



## City of Lake City

G&I Z

QOZ

PC

[City Website](#)

*City Hall Address*  
PO Box 1  
115 West John Street  
Lake City, MI 49651  
Office Phone: (231) 839-4561

*City Contact Information*

Judy Houle, Clerk  
Office Phone: (231) 839-4561  
Email: lcclerk016@gmail.com

*Zoning & Planning Commission*

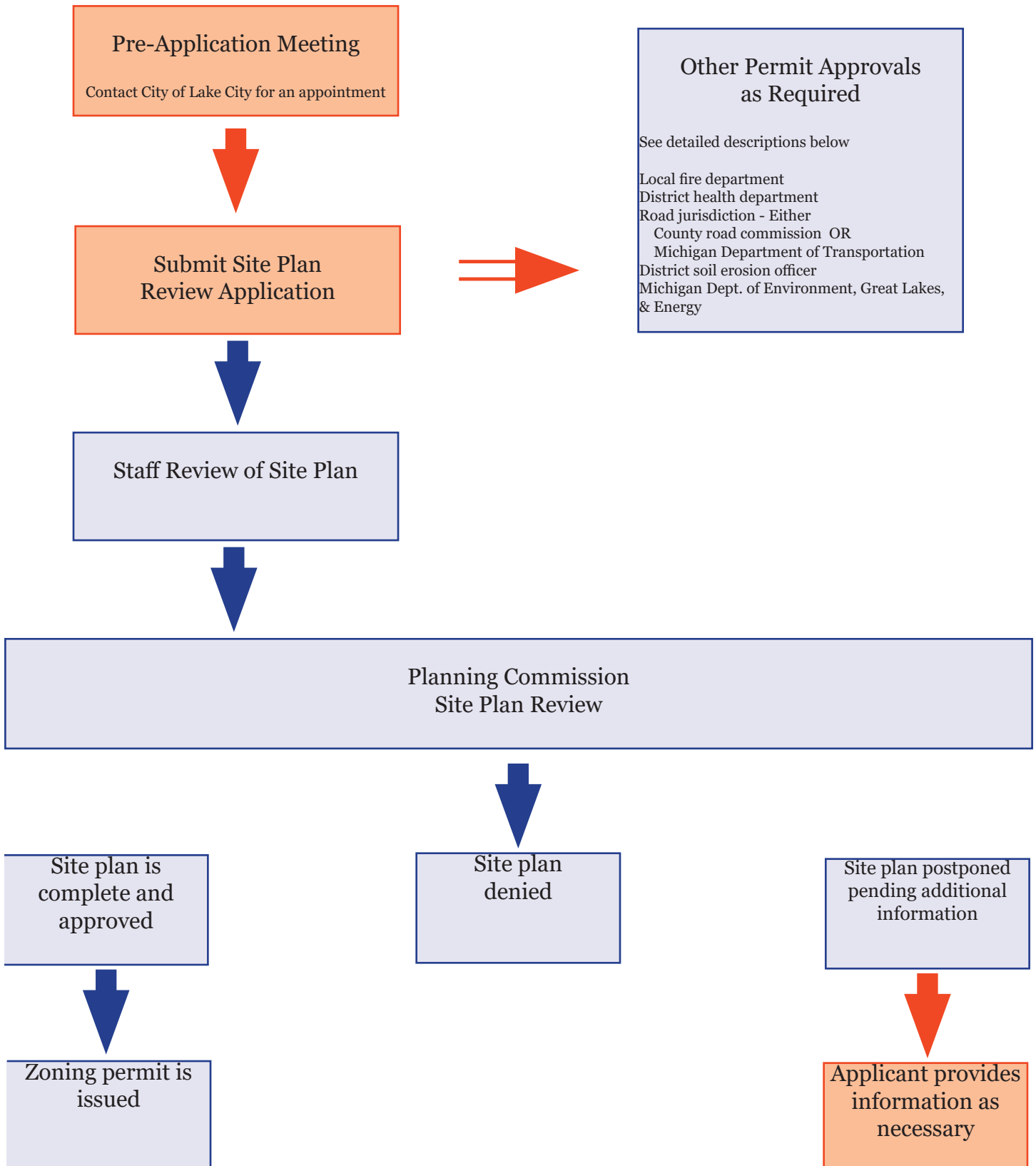
Bruce Sparks, Zoning Administrator  
Office Phone: (231) 884-0653  
Email: lczoneadm@gmail.com

[Zoning Ordinance](#)



## City of Lake City Site Plan Review Process

Steps marked in **orange** indicates items the applicant is responsible for while **blue** indicates government or other agency review steps.



## City of McBain

G&I Z

PC

DDA

### [City Website](#)

City Hall Address  
PO Box 95  
McBain, MI 49657  
Office Phone: (231) 825-2000

### *City Contact Information*

Marcia Smith, Clerk  
Office Phone: (231) 825-2000  
Email: [mcbaincityclerk@att.net](mailto:mcbaincityclerk@att.net)

### *Planning & Zoning*

Chase Barber, Zoning Administrator  
Office Phone: (231) 667-7488  
Email: [crbbarber@gmail.com](mailto:crbbarber@gmail.com)

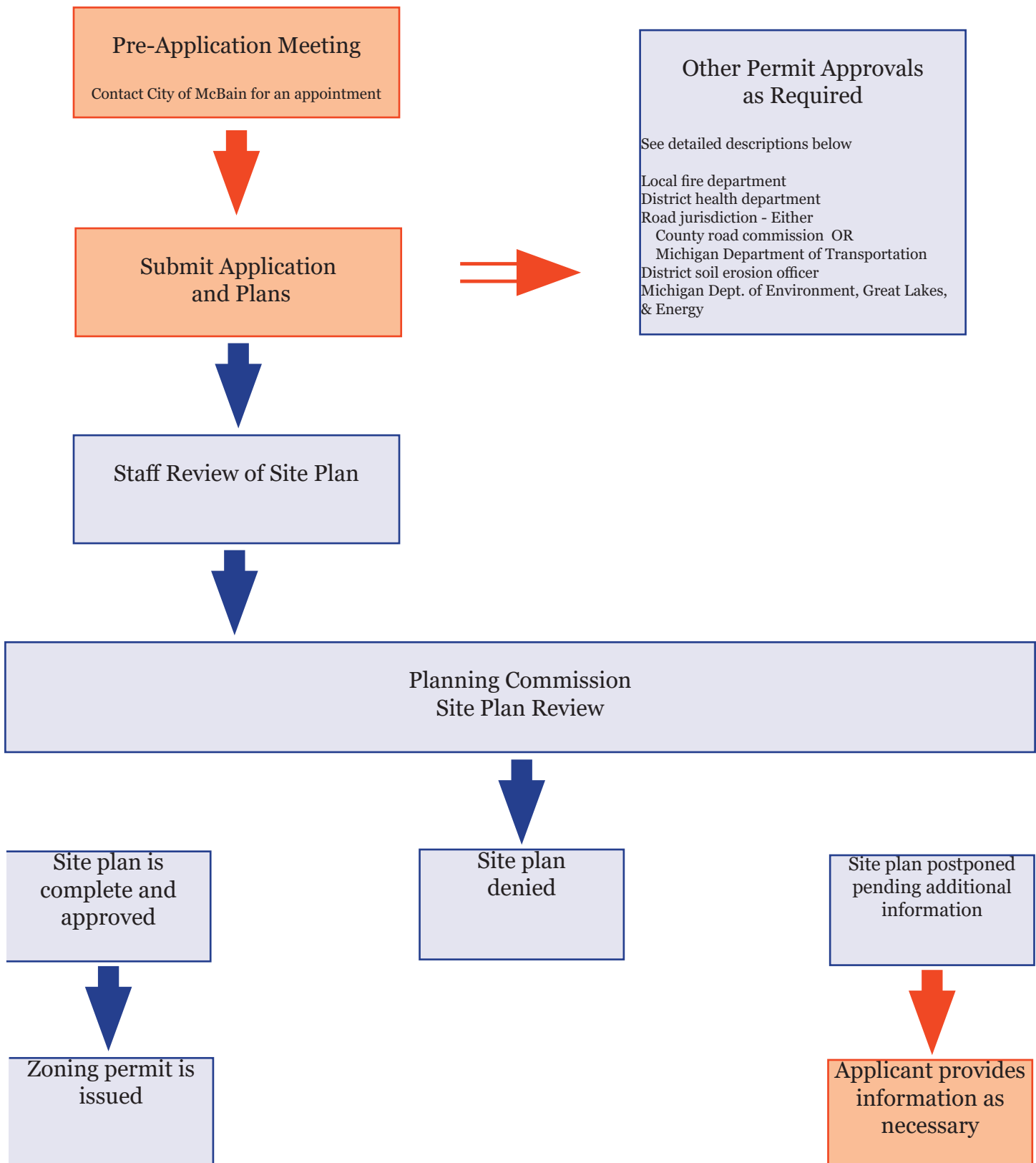
### City of McBain [Master Plan](#) [Zoning Ordinance](#)





## City of McBain Site Plan Review Process

Steps marked in **orange** indicates items the applicant is responsible for while **blue** indicates government or other agency review steps.



## Aetna Township

Linda Brown, Township Clerk  
2950 East Kelly Road  
Falmouth, MI 49632  
Phone: (231) 826-2611  
Email: linda31800@yahoo.com

## Forest Township

Margie Phillips, Township Clerk  
1181 North Decker Road  
Lake City, MI 49651  
Phone: (231) 839-3159  
Email: margie\_phillips@outlook.com

## Bloomfield Township

Cherrie Park, Township Clerk  
8529 West Arnold Road  
Manton, MI 49663  
Phone: (231) 824-9493  
Email: cherriepark@att.net

## Holland Township

Donna Bode, Township Clerk  
7000 East Finkle Road  
Falmouth, MI 49632  
Phone: (231) 328-4573  
Email: mbode@centurytel.net

## Butterfield Township

Marilyn Myers, Township Clerk  
3920 South 13 Mile Road  
Merritt, MI 49667  
Phone: (231) 328-4467  
Email: picngrin3771@gmail.com

## Lake Township

Korinda Winkelmann, Township Clerk  
8105 West Kelly Road  
Lake City, MI 49651  
Phone: (231) 839-7655  
Email: lakeclerk@centurytel.net

## Caldwell Township

Shelley Sloat, Township Clerk  
9510 West Walker Road  
Manton, MI 49663  
Phone: (231) 839-7105  
Email: shelleysloat@hotmail.com

## Norwich Township

Dawn Jones, Township Clerk  
4551 East Moorestown Road  
Moorestown, MI 49651  
Phone: (231) 229-4650  
Email: norwichclerkdj@gmail.com

## Clam Union Township

Steve Ebels, Township Clerk  
766 East Prosper  
Falmouth, MI 49632  
Phone: (231) 826-3737  
Email: s\_ebels@yahoo.com

## Pioneer Township

Karen Emond, Township Clerk  
2914 West Moorestown Road  
Lake City, MI 49651  
Phone: (231) 229-2747  
Email: karen.emond@yahoo.com

## Enterprise Township

Lynn Pope, Township Clerk  
9022 Burns Road  
Merritt, MI 49667  
Phone: (231) 328-4544  
Email: enterprisetownship@gmail.com

## Reeder Township

Ann Roberts, Township Clerk  
2970 West Kelly Road  
Lake City, MI 49651  
Phone: (231) 920-5105  
Email: annroberts1971.ar@gmail.com

## Richland Township

Brenda Boersma, Township Clerk  
8299 South Lucas Road  
McBain, MI 49657  
Phone: (231) 920-6998  
Email: richland\_clerk@yahoo.com

## West Branch Township

Joyce Travelbee, Township Clerk  
2860 East Walker Road  
Lake City, MI 49651  
Phone: (231) 846-7208  
Email: wbranch57clerk@gmail.com

## Riverside Township

Jill Geeseman, Township Clerk  
2900 West Geers Road  
McBain, MI 49657  
Phone: (231) 825-2029  
Email: riversidetwp@gmail.com

## Additional Resources

Many regional and local agencies offer assistance to developers who are considering a project in Missaukee 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

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](#)



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](#)