


AGENDA
MARQUETTE CITY PLANNING COMMISSION
Tuesday, September 5th, 2017 at 6:00 p.m.
Commission Chambers - City Hall

MEETING CALLED TO ORDER

ROLL CALL

AGENDA

MINUTES: 08/15/2017

- 
1. PUBLIC HEARINGS
A. 06-CUP-09-17: Outdoor Food and Beverage Service at 139 W. Washington St.
2. CITIZENS WISHING TO ADDRESS THE COMMISSION ON AGENDA ITEMS
3. OLD BUSINESS
4. NEW BUSINESS
A. 18-SPR-09-17: Site Plan for property (BG zoning) at 1009 W. Bluff St.
5. CITIZENS WISHING TO ADDRESS THE COMMISSION ON NON-AGENDA ITEMS
6. CORRESPONDENCE, REPORTS, MINUTES OF OTHER BOARDS/COMMITTEES
A. Planning and Zoning division bi-weekly report
7. WORK SESSION ON REPORTS/PLANS/ORDINANCES
A. Land Development Code Project
8. COMMISSION AND STAFF COMMENTS
9. ADJOURNMENT
-

Public Hearings:

The order of presentation for a public hearing shall be as follows:

- | | |
|---------------------------|--------------------------|
| a. City Staff/Consultants | d. Public Testimony |
| b. Applicant | e. Commission Discussion |
| c. Correspondence | |

Public Comment:

A member of the audience speaking during the public comment portion of the agenda shall limit his/her remarks to 3 minutes.

**OFFICIAL PROCEEDINGS OF THE
MARQUETTE CITY PLANNING COMMISSION
August 15th, 2017**

A regular meeting of the Marquette City Planning Commission was duly called and held at 6:00 p.m. on Tuesday, August 15th, 2017 in the Commission Chambers of City Hall.

ROLL CALL

PRESENT: Vice-Chairman P. Schloegel, W. Premeau, M. Larson, J. Carlson, A. Andres, Chairman T. Klipp

ABSENT: J. Cardillo, excused.

AGENDA

It was moved by A. Andres, seconded by W. Premeau, and carried 6-0 to approve the agenda as presented.

MINUTES

The draft minutes of 08/01/17 were accepted as presented.

PUBLIC HEARINGS

A. 02-CSD-08-17 – 401 S. Lakeshore Blvd. – Marquette Place

A. Landers read the memo for the case and she showed the Staff File Report and support materials, and the Condominium site plan.

Barry Polzin, the applicant, stated what the Planning Commission has before them here is a basically a way to subdivide this lot, through this condominium association. He also stated what is under construction right now is the parking structure and parts of unit number one, which were all approved. He stated that this is creating seven condominium units which are basically air volumes on top of that parking structure. He also stated that unit one is the parking structure and for unit one the first chunk of it is being built now, and there are several pieces that can be added to it. He stated the six other units are "air rights", so unit number two is the building they plan to build very soon and that building will be One Marquette Place which will be sixty-four apartments, a café and an office suite. He also stated what they have divided is basically the volume from a set surface plane which they define by elevation, and then it's the volume on top of that, that you could build a building in. He stated that this is not approving any specific buildings; it is just approving these as air right condominium units. He also stated that these blocks of space comply with the Founders-5 form-based zoning code. He stated that unit two, which is One Marquette Place, is being purchased by a separate entity that is buying it from the Landing Development group - who is building the entire site and for the other buildings – and there may be other entities that buy them. He also stated this is not an approval of any specific building, it is just defining these volumes. He stated that they do ask that the Board of Zoning Appeals finds this favorable and approves it with conditions to send onto the City Commission.

W. Premeau asked if the rentals would be owned by the applicant. Mr. Polzin stated that is correct, and that they will not be individual condos. He also stated some of the later phases may be condominiums for sale, but those would be subdivided within themselves.

P. Schloegel asked if the different units may be subdivided with themselves. Mr. Polzin stated in some cases they will be. He also stated they have a pretty good idea of what will be built in these but it is still open, but it will all be complying with Founders-5 zoning.

W. Premeau asked if they would be blocking the view from Front St. and above. Mr. Polzin stated that they have a beautiful view, but the general common area on the plan is going to function like a street and there will be a street space that they are creating where you can see right out to the lake, and it frames a nice view of Ripley's Rock.

T. Klipp opened the public hearing. Nobody wished to speak so T. Klipp closed the public hearing.

It was moved by P. Schloegel, seconded by W. Premeau, and approved 6-0 to suspend the rules for discussion.

P. Schloegel asked if the Community Master Plan recommendations for this area were likely to change. D. Stensaas stated that no proposed amendments to the Downtown Marquette Form-Based Code had been discussed, but that it is a good question because the staff had mentioned to the Planning Commission that they may propose scaling back the extent of the South Marquette Form-Based Code district, and that just before the meeting he and the consultant drove around that area to view and discuss some of the locations where form-based coding seems to be overly-ambitious, and that some projects there have caused staff to question the sensibility of continuing to impose the form-based standards in all of that district.

M. Larson asked staff if the staff recommendations for plan approval would be adequate.

A. Landers stated they are aimed at making everything adequate to comply with codes.

J. Carlson asked if someone could explain what “air rights” means. D. Stensaas stated that Mr. Polzin could probably explain that better than him, but that it really is just referring to the building envelope above ground that conforms to what the Code allows – how high and what they can build.

P. Schloegel asked if there were any kind of grade issues that might cause a surprise concerning the views from uphill. Mr. Polzin stated that the maximum height allowed is 80 feet above grade, and they are working towards that, and he showed the attic story portion of the building that would reach the maximum height. D. Stensaas stated that the Planning Commission had limited the height of buildings in Founders Landing to no higher than the Ore Dock, which is about 80 feet, and that is how the number was selected. He stated that the upper two stories have to be stepped back from the required building line, so there won't be an unbroken wall going straight up five stories anywhere. He also stated that the perception that the condo buildings were built higher than approved was not reality, that the buildings came out to just about exactly where the original site plan showed them in profile with Front Street. Mr. Polzin stated that they put a tape on the first one and it came out ¾ inch low.

W. Premeau stated that the plan elevations show a height of 67 feet to the highest point, but he wasn't sure how the parking was calculated into the height. Mr. Polzin stated that for unit 2 there shows 76 feet elevation from the top of the parking and that is where the highest point will be.

A. Andres asked how many living units would be barrier free. Mr. Polzin stated that in this first building all the units are convertible to fully barrier free and four are designed barrier-free.

T. Klipp stated that the plan appears to be developmental book-keeping, and he is fine with what is being presented, and asked if anyone else had any questions.

P. Schloegel asked how many parking spaces are public versus private. Mr. Polzin stated that 30 spaces are required to be transient, for public use and that would be on the first subsurface level, and that on the lowest subsurface level residents would have designated parking spots. He also stated that the open areas on the surface will be open to the public.

It was moved by J. Carlson, seconded by P. Schloegel, and carried 6-0 that after review of the *Condominium Plan for Marquette Place Condominiums* and the STAFF FILE REVIEW-ANALYSIS for 02-CSD-08-17, the Planning Commission finds *substantial compliance with the City of Marquette Subdivision and Zoning Ordinance and hereby recommends that the City Commission approves the site plan with the following conditions, that an amended Site Plan is submitted to meet staff comments, and only after staff verifies that the revised plan meets staff comments will staff advance the Site Plan to the City Commission for their review, and that all structures or expansion indicated on this site plan that were not reviewed under case # 20-SPR-*

11-16 cannot be constructed until they receive site plan review approval, and this CSD request does not grant approval for proposed construction.

WORK SESSION

A. Land Development Code Update

D. Stensaas stated that Patrick Sloan from McKenna Associates is here to present the draft outline of the new Code.

Patrick Sloan stated that in month one they went through the kick off meeting and laid out everything that would be done over the next 12-months and at last month's meeting they presented the Diagnostic Review that indicated all of the issues that they saw in the Land Development Code project, as well as comments received from staff. He also stated since then they have also received other comments from staff that they have compiled to keep a running list so that as they are amending it they do not forget anything as they go. He stated tonight they will present the outline to let the Planning Commission know what is proposed, the format and how it is similar and different than the current codes. He also stated in the diagnostic review last month they had a short list of how they would format the proposed articles in the new Land Development Code and what is before the Planning Commission now is a long document and most of it is blank pages that will be filled in, but the intent is to put all of the articles in sections, in the format that was proposed.

He stated some of this is consistent with the existing Zoning Ordinance in terms of where it is located and other areas it is not, so for that reason in every section - in the parentheses after the title - it will say new section or where it is current located. He also stated in some cases it includes several sections where there are several areas of the Zoning Ordinance and other codes that address the same thing that they want to try and compile into one section. He stated in that section, if they do not treat it the same they can make those differences within the section itself. He also stated what they propose are fifteen different articles. He stated that some are fairly minor and the most substantive ones are the ones that are in the middle. He also stated that he will walk through each article and talk about the general format and the plan going forward.

Mr. Sloan stated in Article One it is the title, purpose and scope, and most of these will be existing standards and they will put those existing standards in as proposed. He also stated that they are going to track the changes in Microsoft Word and that basically means that anything that is added will be red and underlined, and anything that is proposed to be deleted will be in the margin marked for deletion. He stated when the Planning Commission receives the next version of the document they will see what has been changed. He also stated Article Two is the definitions, and there is currently a definitions article in the Zoning Ordinance, but there are several other sections that address definitions. He stated proposed section 54.202 will have all of the definitions there, with the exception of any definitions that are specific to certain items. He also stated for example, they recommend keeping the Sign definitions in that article because they are going to be closely tied to the Sign regulations. He stated where the definitions can be standardized and have general applicability they will have those in the definitions article. He also stated if there are 500 definitions in the Zoning Ordinance for example, they would each correspond to a number when trying to reference to it.

Mr. Sloan stated the third article without question will be the longest article as this is the article on the zoning districts and the zoning map. He also stated the first few sections are fairly standard, and they are derived from the existing Zoning Ordinance. He stated they started the land use table that you see on page 3-2. He also stated there are the existing districts and existing uses, and any duplication will be ironed out as they go through it. He stated next is Article Six, standards applicable to specific uses. He also stated that there are use standards that are throughout the entire Zoning Ordinance that relate to specific uses and not just in the Zoning Ordinance but also Form Based Codes. He stated that if something can be standardized they want to just write it once and then link to it as appropriate. He also stated if there are any distinctions between districts they can put that within the specific section as appropriate. He stated starting on page 3-6, these are the individual pages that are going to be a repeat of the Land Use Table and the schedule of regulations that will be in Article 4.

He also stated this would be used for someone who owns a certain type of property and they want to know what they can do with it. He stated that they are going to try to keep it to one page. He also stated that it will have the intent statement that is existing in the Zoning Ordinance, permitted uses, special uses, the dimensional regulations from the schedule of regulations in Article 4, and then at the bottom they will try to link to as many sections as they can to have good cross reference. He stated this will be more of a tool than any changes, and the changes will take place in the table and schedule of regulations in Article 4. He also stated that there will be text at the bottom that basically states that if there is a discrepancy between the uses or the schedule of regulations that the Use Table or Article 4 will prevail. He stated that every district will get one of those pages but some of the exceptions will be the Form Based Code districts.

He also stated that the Form Based Codes will be put into the Land Development Code so it is unified. He stated one of the proposed new districts that they are still working through is called the watershed overlay district and it is recommended by the Master Plan and it is something that they are going to be working with. He also stated along with that in Article 8, they have environmental performance standards. He stated within the environmental performance standards they have subsections on riparian buffers, storm water management and steep slopes and as they work through it they may have both a watershed overlay and some of the same standards in the environmental performance article that have city-wide applicability.

D. Stensaas asked if the purpose clause of the Land Development Code would be written in Article One. Mr. Sloan stated there is a short title and the application of it in terms of what it applies to, but there is no purpose section, per se. D. Stensaas stated that there may need to be a purpose section, rather than leaving it vague. He also stated next month they are going to have to start to talk about some of the issues that Mr. Sloan has brought to his attention regarding some of the zoning districts. Mr. Sloan stated that is one of the main reasons that the first chunk that gets put in are the zoning districts, because it will be the hardest part and could take several months.

Mr. Sloan stated next in Article Four will be the schedule of regulations. He also stated currently there is a table in the Zoning Ordinance for that and the format will be much the same with this table. He stated in Article Five there are supplemental zoning district standards. He also stated there is currently a Subdivision Ordinance that includes both subdivision and site condominium regulations, and they are going to recommend splitting those because they are two different state Acts and processes. He stated that there is a section there on land division regulations, and before the meeting it was brought to his attention that there are regulations in the code right now for platted lots, so for platted lots they will cross reference the existing code and leave it at that. He also stated for metes and bounds lots they will include some standards straight out of the Land Division Act.

He stated that Article Six will be a fairly long article and it includes all of the specific uses that are in the Zoning Ordinance that have standards applicable to them. He also stated there are many uses in the ordinance that do not have an associated standard with them, so they recommending just putting it all one article. He stated this will apply to both permitted uses and conditional uses. He also stated some of the sections are new and as they go through the document this article will come in the second wave, sometime in late September or early October. He stated in Article Seven are general provisions and it includes anything with a general application within the Land Development Code. He also stated that it includes existing regulations for fences and walls, swimming pools, and for solar and wind energy the new sections would be there. He stated that there are a few items in the Zoning Ordinance where it does not quite fit in any other article so general provisions is a good place for that. He also stated Article Eight is a new article for environmental performance standards, and one of the first ones are standards applicable to industrial uses in districts. He stated these are types of environmental standards that apply to different types of manufacturing and processing, and that the standards do not apply to the use itself, and those uses are accounted for in article six. He also stated that there are now several sections that address lighting so he recommends having just one section that addresses that. He stated that if any of the lighting standards from the form based code can be moved into this article it would make it easier. He also stated that there are several new sections for storm water management, riparian buffers, wetlands, steep slopes and woodland protection.

Mr. Sloan stated there are also things that have recommendations in the Master Plan for provisions in the Code, but they are not really specific recommendations, so they want to start with a section and go from there. He also stated that as this and the watershed overlay fills out they will get a little bit better idea how the city wants to proceed on that. He stated one of the things that they are emphasizing with the state grant from the DEQ and Michigan Association of Planning is an emphasis on environmental protection and being a coastal community accounting for storm water runoff and riparian buffers. He also stated they felt it was important at this point to put it in a section header knowing that it could change at some point. Mr. Sloan stated next in Article Nine - parking, loading and access management - this is mostly existing sections in the Zoning Ordinance. He also stated that they will have a section at the end on access management, driveways and sidewalks and where there are city standards to reference they will reference them. He stated there was some work done at the last attempt of the Land Development Code with parking modifications and standards, so where they find it useful they may use some of that.

He also stated that Article Ten will be a brand new article and most of it will be new. He stated the only landscape standards that are in the current Zoning Ordinance are in section 80.43 and it is fairly light. He also stated that they want to have a completely new article dedicated to it, starting with an intent statement and the scope of the application. He stated in most cases the landscaping and screening regulations apply to uses that undergo site plan review. He also stated there are new sections on the design standards, the plant material standards, the installation and maintenance and modifications to landscaping requirements. He stated most communities have a section at the end that allows for modifications either by the Planning Commission or the staff, because in all cases it is not always going to work. He also stated in Article Ten on page 10-1, they filled out section 54.1003 and the reason that they did that is to show some of the design recommendations that they will be coming up with.

D. Stensaas stated that the Planning Commission needs to deal with what is exempt with landscaping in residential areas and the need to clarify some other issues about landscaping structures. He also stated that the ordinance right now does not really deal well with this issue and they have had to make some staff interpretations. He stated that natural screening in addition to fencing and walls is something that we definitely want to have incorporated into the code at some level.

Mr. Sloan stated Article Eleven treats signs, and the format will be much the same as the existing Sign Ordinance. He also stated it covers a lot of the outline here that is shown, and a lot of the sections are the same. He stated that they are going to go through and make a lot of the changes recommended by the committee a few years ago. He also stated that they are going to put an emphasis on regulating the signs by zoning district and will be as content neutral as possible, and then depending on what district someone is in they will look at the sign regulations. He stated that they will look at some of the regulations as they apply to downtown and some of the issues that may be coming up in terms of window signs.

He also stated in Article Twelve - nonconformities - much of that will be the same. He stated there are the class A and class B nonconforming structures and uses. He also stated article thirteen, administrative organization, is going to be the easiest article to do because it basically just describes the roles of everybody. He stated there is no standard in terms of procedures or development standards, so this describes who does what. He also stated that Article Thirteen will be seldom used but it will be there in case anyone wants to know who is responsible for what and who has which authority. He stated that Article Fourteen will have the procedures. He also stated that the procedures will be broken down into different sections. He stated for zoning permits, zoning compliance reviews it will be one procedure. He also stated most people will go for that when they want to know how to get a permit for something. He stated site plan review will be next and some of the subsection headers are put in now just to kind of show where everything is coming from. He also stated that they are going to propose to have a table of different activities and what is required for those. He stated that site plan review will be required for certain types of activities and they want to have a nice clean table to look that information up.

P. Schloegel asked if it would make sense to include such things as pricing for site plan review, permits, etc. A. Landers stated no because it changes annually by the City Commission. She also stated that it is on the permit applications. P. Schloegel asked if someone would have the ability to have links from the ordinance to the applications. Mr. Sloan stated that they could do it in Microsoft Word where it will link to

an external document. He also stated this will be in Word and ultimately created as a PDF and then will go to Municode for online use. He stated that if the City uses the PDF version it might be more user friendly than the Municode format. A. Landers stated that she prefers the PDF version of ordinances.

Mr. Sloan stated the next few sections go into existing procedures for special land uses, variances and appeals, and for Zoning Ordinance amendments and public hearings. He also stated for the zoning amendment procedures there are a lot of different changes and most of them are related to re-zoning with conditions. He stated the Michigan Zoning Enabling Act allows a community to approve a rezoning with conditions, but the state act has very few procedures on it in terms of how that procedure goes, so in the absence of any standards it can be kind of a haphazard process. He also stated that if the City of Marquette allows for zoning with conditions it is important to have standards to have a situation that both the City and the applicant know what the expectations are. He stated the last section - Article Fifteen - is for public hearings. He also stated in 2006 when the Zoning Enabling Act was adopted it standardized all public hearing procedure for special land uses, variance and Zoning Ordinance amendments. He stated it is a best practice to also consolidate any municipal public hearing procedures for those uses into one article. He also stated if the state Act is ever changed for public hearings they just have to change the ordinance once to reflect the new state Act. He stated that this section will probably have more cross references than most just because whenever a public hearing is required they will put a link in there and people can go right to that section. He also stated that finally in Article Fifteen are violations, penalties and enforcement, which will contain existing sections, and it will also have a lot of cross references. He stated a lot of these standards are in existing sections throughout the Zoning Ordinance and they will consolidate them and will cross reference them as needed.

J. Carlson asked how many of these kinds of projects that McKenna Associates will take on in a year. Mr. Sloan stated they will take on probably more than a dozen a year. J. Carlson asked how the City of Marquette is compared to others. Mr. Sloan stated that it has been pretty standard. He also stated most of the ones that they do are reformatting or tweaking different ordinances or working within the structure of an existing ordinance. He stated that every community has different problems so there is always something new that they find. He also stated that Marquette is not in any more disarray than a lot of communities that have adopted an ordinance in the 1970's and have made minor amendments along the way. J. Carlson asked if Marquette is overregulated or average compared to other communities. Mr. Sloan stated he does not get the sense that it is over-regulated. He also stated that one section - landscaping and screening - is pretty under-regulated. He stated the origin of regulation is "to make regular" so it is not that we want to prohibit things, it is that they want to allow certain things but allow them a certain way. He also stated that essentially all of the things that are in there are there because they need to be.

T. Klipp stated that it looks great and a lot more usable than what the City currently has.

COMMENTS

D. Stensaas stated that the former "Engine Works" buildings at 955 Lakeshore Blvd. is scheduled to be demolished later this month, that the owners came to the decision recently and had retained a local contractor for the job, and they may get started as soon as August 22nd.

ADJOURNMENT

It was moved by A. Andres, seconded by P. Schloegel, and carried 6-0 to adjourn the meeting. The meeting was adjourned at 7:20 p.m.

Reviewed by:

David Stensaas, City Planner and Zoning Administrator
Planning Commission Secretary

Prepared by:

D. Stensaas
Imedat/smc

DRAFT



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MEMORANDUM

TO: Planning Commission
FROM: Andrea Landers, Zoning Official
DATE: August 30, 2017
SUBJECT: 06-CUP-09-17 – 139 W. Washington St. (PIN: 0150831)

Staff has reviewed the Conditional Use application and the site plan for outdoor food and beverage service on the property located at 139 W. Washington St.

Please see the attached STAFF FILE REVIEW/ANALYSIS for more specific information regarding the Conditional Use application and site plan.

RECOMMENDED ACTION:

The Planning Commission should review the Conditional Use application and site plan, along with the support information provided in this packet, and determine whether or not the proposed Conditional Use is in compliance with the City of Marquette Zoning Ordinance, more specifically, the Conditional Use Standards in Sections 80.65, Administrative Standards 80.60, and the Site Plan Review Standards in Section 80.62.5.A.

In accordance with State Law, if the proposed Conditional Use meets all of the standards prescribed in the City Zoning Ordinance then it shall be approved. However, the Planning Commission may consider placing conditions on approval if it is deemed necessary to assure compliance with the above standards.

As always, it is highly recommended that any motion approving the Conditional Use and Site Plan include:

After review of the STAFF FILE REVIEW/ANALYSIS for 06-CUP-09-17, the Planning Commission (finds/does not find) that the request (meets/does not meet) the intent and requirements of the Zoning Ordinance and hereby (approves/denies) 06-CUP-09-17 (as presented/with the following conditions).

Staff recommends a condition of approval that an amended plan is submitted to meet staff comments.



STAFF FILE REVIEW/ANALYSIS

Completed by Andrea M. Landers – Zoning Official

Reviewed by David Stensaas – City Planner and Zoning Administrator

Case #: 06-CUP-09-17

Date: August 30, 2017

Project/Application: Conditional Use Permit for outdoor food and beverage service

Location: 139 W. Washington St.

Parcel ID: 0150831

Available Utilities: Natural Gas, Electricity, City Water, City Sewer, and Garbage Collection.

Current Zoning: CBD – Central Business District

Surrounding Zoning: North: CBD – Central Business District
South: CBD – Central Business District
East: CBD – Central Business District
West: CBD – Central Business District

Zoning District Standards (Staff Comments in Bold Text):

80.25 CBD - Central Business District.

1. ***Intent.*** To provide suitable regulations for the business oriented core area of the city which serves both local and regional markets such as offices, retail or wholesale sales or service, light manufacturing, and mixed uses that include residential.
2. ***Principal Uses.*** (See Sec. 80.40.2).
Retail, office, and service functions which are conducted within completely enclosed buildings, and residential units.
 - A. Farmers' and other outdoor markets in accordance with Chapter 6 of the Marquette City Code.
 - B. Temporary outdoor sales and display of merchandise in conjunction with Marquette Downtown Development Authority and Downtown Marquette Association sanctioned events.
 - C. Outdoor entertainment and community events.
 - D. Homestays and Vacation Home Rentals.
3. ***Requirements for Principal Uses.***
 - A. There shall be no outdoor storage.
 - B. Outdoor vehicular sales, and service areas are not permitted.
 - C. Two parking places shall be provided for each residential dwelling unit.
4. ***Parking for Principal Uses.*** It is recognized that the City of Marquette and the Downtown Development Authority have undertaken to provide adequate parking

STAFF FILE REVIEW/ANALYSIS

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for the principal uses located in this zoning district. For that reason, parking requirements for principle uses, except residential units, in this district are eliminated. Conditional uses, except outdoor food and beverage service, must meet parking requirements.

5. **Conditional Uses** (See Sec. 80.65).
 - A. Motel and Hotels.
 - B. Churches.
 - C. Bed and Breakfasts.
 - D. Bed and Breakfast Inns.
 - E. Outdoor food and beverage service.
 - F. Light Manufacturing.
 - G. Homeless Shelters.

As per Sec. 80.24.4.F (shown above) outdoor food and beverage service is an allowable *conditional* use in the BC Zoning District.

Relationship to Zoning Ordinance Conditional Use Permit Standards (Staff Comments in Bold Text):

80.65 Conditional Use Permit (Special Land Use as authorized by PA 100 of 2006, Section 502)

3. *General Guidelines*
 - A. *The Board shall be guided by administrative standards in Section 80.60.*

See comments below.

- B. *The Board shall require sufficient site area to prevent nuisance to neighboring uses and to allow for reasonable anticipated expansion of the use.*

The proposal is for a Conditional use permit for outdoor food and beverage service area. TBD by the Planning Commission.

4. *Required Conditions*
 - D. *CENTRAL BUSINESS DISTRICT (CBD).*

There are no required conditions for outdoor food and beverage service.

Relationship to Zoning Ordinance Administrative Standards (Staff Comments in Bold Text):

80.60 Administrative Standards. For the purpose of administering this ordinance, the Zoning Administrator, the Planning Commission, the Board of Appeals and any other reviewing body or official shall consider each case as an individual case. Consideration shall be given to the location, size, and character of a use to determine if the use will be in harmony with the intent and appropriate and orderly development of the district in which it is situated and will not be detrimental to the

orderly development of adjacent districts. Consideration shall be given to the following:

1. Intent of the Zoning District.

The intent of the CBD Zoning District is to provide suitable regulations for the business oriented core area of the city which serves both local and regional markets such as offices, retail or wholesale sales or service, light manufacturing, and mixed uses that include residential.

2. Current use of adjacent lands and neighborhood.

The neighborhood is comprised of mixed-use structures that have residential units that are both rentals and owner-occupied, retail, offices, service uses, post office/federal court, and municipal or privately owned parking lots.

3. Physical appearance of existing or proposed structures (location, height, bulk of building as well as construction materials).

The existing bar/restaurant structure is listed as being in good condition per the City assessment records.

4. The suitability of the proposed landscaping in providing ground cover, screening and decoration on the site.

Per the site plan, a proposed 30" high 50% open picket fence is proposed along the front of the outdoor food and beverage area.

5. The nature and intensity of operations involved in or conducted in connection with the proposed use.

The proposal would allow for an increase of the intensity of operations for the requested increase of outdoor food and beverage area.

6. The time of use, the physical and economic relationship of one type of use to another.

Per the application, the proposal limits the hours of operation from 11:00 a.m. to 11:00 p.m., 7 days a week.

7. The assembly of persons or employees, which may be hazardous to the neighborhood or incongruous or conflict with normal traffic in the vicinity.

The assembly of persons and traffic should be an increase for the additional area requested.

STAFF FILE REVIEW/ANALYSIS

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8. *Vehicular and pedestrian traffic volumes and patterns, particularly of children, as well as vehicular turning movements in relation to traffic flows, intersections and site distances.*

It is anticipated that vehicular volumes to/from the site will increase during the hours of operation. Washington Street is classified as *Urban Minor Arterial*; therefore, traffic volumes are considered to be high.

9. *The physical characteristics of the site such as: area, drainage, topography, open space, landscaping, and access to minor and/or major streets*

No problems anticipated.

10. *Demands upon public services such as electricity, sewer, water, police, and fire protection, schools and refuse disposal.*

No problems anticipated.

11. *The type and amount of litter, waste, noise, dust, traffic, fumes, glare and vibration which may be generated by such use.*

No problems anticipated.

12. *Area requirements for the proposed use and the potential for the use or its area requirements to expand.*

Any future expansion would require an additional public hearing.

13. *Other factors necessary to maintain property values in the neighborhood and guarantee safety, light, air and privacy to the principal uses in the district.*

No problems anticipated.

14. *Compliance with the Master Plan.*

The Planning Commission should review: Chapter 2 – Recommendations and Implementation; Chapter 4 – Demographics and Housing; and the Future Land Use Map (p. 3-14) of the Community Master Plan to determine compliance.

Relationship to *Site Plan Review Standards* (Staff Comments in Bold Text):

Per Section 80.62.5.A of the Zoning Ordinance:

- (1) *Each site plan shall be designed to ensure that:*

- a. *The uses proposed will not harm the public health, safety, or welfare. All elements of the site plan shall be designed to take into account the site's topography, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and ordinary development or improvement of surrounding property for uses permitted in this ordinance.*

The site is an existing parcel with an existing structure.

- b. *Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points.*

No new parking is proposed.

- c. *The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned street and pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, shopping centers, and other uses which generate a considerable amount of pedestrian traffic.*

N/A.

- d. *The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding property.*

N/A.

- e. *Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water on all paved areas shall be collected so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.*

Existing site.

- f. *All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access as required by the Fire Department and Police Department.*

The Fire Department and Police Department do not have any comments in regard to vehicle access.

- g. *All outside storage areas, including refuse storage stations, shall be screened from the view of the street and/or adjacent residentially zoned properties. All loading and unloading areas shall be reasonably screened for residentially zoned properties.*

It is unknown how they will handle waste.

- h. *Exterior lighting shall be arranged so that it is deflected away from adjacent properties and bodies of water so that it does not impede the vision of traffic along adjacent streets or impair navigation on the waterway. Flashing or intermittent lights shall not be permitted.*

No new lighting proposed.

- i. *For consistency in areas where adjoining properties face the street, the Planning Commission may require that primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.*

N/A.

- j. *No noise, vibration, dust, fumes, or other nuisance shall leave the property in a manner that affects the surrounding area.*

See #11 in *Relationship to Zoning Ordinance Administrative Standards* (p.4, above)

Attachments:

- Conditional Use Permit application
- DPW, Fire, Police, and Engineering staff comments
- Applicant's response to Zoning staff comments
- Area Map
- Block Map
- Photos
- Site Plan

CITY OF MARQUETTE
CONDITIONAL USE PERMIT APPLICATION



CITY STAFF USE

Parcel ID#: 0150831 File #: 06-CUP-09-17 Date: 8-8-17
Receipt #: 30543 Check #: 001315 Received by and date: Am 7-26-17
Hearing Date: 9-5-17 Application Deadline (including all support material): 8-8-17
Number of Site Plans Submitted: 12 Required Narrative Submitted: Y / N N/A

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE CONDITIONAL USE PERMIT REQUEST WILL NOT BE SCHEDULED FOR A HEARING UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE INFORMATION REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS!

FEE SCHEDULE

- | | |
|---|---------|
| <input type="checkbox"/> 1 or 2 Family Residential Units; Group Day Care | \$552 |
| <input type="checkbox"/> Commercial and Multi-family Residential (w/ CDRT review) | \$1,881 |
| <input checked="" type="checkbox"/> Commercial and Multi-family Residential (w/out CDRT review) | \$838 |

If you have any questions please call 228-0425 or e-mail alanders@mqctcy.org. Please refer to www.mqctcy.org to find the following information:

- ☐ Planning Commission page for filing deadline and meeting schedule
- ☐ Excerpts from the City Zoning Ordinance
 - Section 80.65 Conditional Use Permit
 - Section 80.60 Administrative Standards
 - Section 80.62 Site Plans

APPLICANT CONTACT INFORMATION

PROPERTY OWNER

Name: WRV LLC II
Address: 139 West Washington
City, State, Zip: Marquette, MI 49855
Phone #: 906.250.8883
Fax #: 906.226.9603
Email: tomvear@yahoo.com

****APPLICANTS OR REPRESENTATIVES ARE STRONGLY ENCOURAGED TO BE PRESENT AT THE MEETING****

APPLICANT/OWNERS REPRESENTATIVE

Name: The Delft Bistro
Address: 139 West Washington
City, State, Zip: Marquette, MI 49855
Phone #: 906.273.2455
Fax #: 906.226.9603
Email: tomvear@yahoo.com

****APPLICANTS OR REPRESENTATIVES ARE STRONGLY ENCOURAGED TO BE PRESENT AT THE MEETING****

PRE-APPLICATION CONFERENCE

It is strongly encouraged that all applicants and their representatives meet with City of Marquette staff prior to submitting an application for a Conditional Use Permit. A pre-application meeting with staff allows for a preliminary review of the application procedures, project timelines, compliance with the City Master Plan, and other project criteria, and prevents most situations that usually result in a project being postponed.

PROPERTY INFORMATION

Location (Street Address): 139 West Washington Property Identification Number: 0150831

Size of property (frontage / depth / sq. ft. or acres): 25'x100'

Zoning District: CBD

Surrounding Zoning Districts:

North CBD

East CBD

South CBD

West CBD

Current Land Use: Commercial

Surrounding Land Uses:

North Commercial

East Commercial

South Vacant Building

West Commercial

CONDITIONAL USE REQUESTED

Attach a separate sheet if necessary.

Proposed Conditional Use: Outdoor Food and Beverage Service

Description of physical changes that will be made to the property: Physical changes limited to the incorporation of fencing required for the serving of alcohol outdoors by authorities having jurisdiction

Hours of operation: 30" high w 50% open construction picket fence
11AM-11PM, 7 days a week

Proposed signage (if any) (Type/size/location): V-Board 2'x3'

Any other pertinent information: N/A

A site plan must be submitted with the Application (See Section 80.62 of the Zoning Ordinance)

SIGNATURE

I hereby certify the following:

1. I am the legal owner of the property for which this application is being submitted.
2. I desire to apply for the Conditional Use Permit indicated in this application with the attachments and the information contained herein is true and accurate to the best of my knowledge.
3. The requested Conditional Use Permit would not violate any deed restrictions attached the property involved in the request.
4. I have read Section 80.65 of the Zoning Ordinance and understand the necessary conditions that must be completed; and I have read Section 80.60 Administrative Standards and understand the consideration that will be given in making a decision on this petition.
5. I understand that the payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the plan.
6. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full. Once my application is deemed complete, I will be assigned a date for a public hearing before the Planning Commission that may not necessarily be the next scheduled meeting due to notification requirements and Planning Commission Bylaws.
7. I acknowledge that this form is not in itself an approval of the Conditional Use Permit but only an application for a Conditional Use Permit and is valid only with procurement of applicable approvals.
8. I understand if my Conditional Use Permit request is approved that the permit **can be revoked at any time if the required conditions are not being met.**
9. I authorize City Staff and the Planning Commission members to inspect the site.

Property Owner Signature: [Signature]

Date: July 26, 2017

DPW Staff Comment



CITY OF MARQUETTE
DEPARTMENT OF PUBLIC WORKS
1100 WRIGHT STREET
MARQUETTE, MI 49855
(906) 228-0444
www.mqtcty.org

MEMORANDUM

TO: Andrea Landers, Zoning Official
FROM: Scott Cambensy, Superintendent of Public Works *SAL*
DATE: August 9, 2017
SUBJECT: 06-CUP-09-17 – Site plan review for Delft Bistro

After review of the proposed conditional use permit for food service the outside dining area does not appear to encroach/interfere with anything in the right-of-way. However, the location of the V-board sign as drawn appears to interfere with the sidewalk. DPW has no other comments at this time.

Fire Staff Comment



CITY OF MARQUETTE
Fire Department
418 S. Third St.
MARQUETTE, MI 49855
(906) 225-8941
www.mqtcty.org

MEMORANDUM

TO: Delft Bistro, (Outdoor Seating and Food/Beverage Service)
FROM: Cpt. Tom Dunleavy, Fire Inspector
DATE: August 9th, 2017
SUBJECT: Conditional Use Permit 06-CUP-09-17

Fire Inspector has reviewed the plans for the Delft Bistro outdoor food and beverage service area, located at 1139 W. Washington St. No questions at this time. Approved. TD

Police Staff Comment



CITY OF MARQUETTE
POLICE DEPARTMENT
300 W. BARAGA AVENUE
MARQUETTE, MI 49855
(906) 228-0400
www.mqtcty.org

MEMORANDUM

TO: Andrea Landers – Community Development
FROM: Cpt. Mike Laurila, Police Department
DATE: 08/11/2017
SUBJECT: PIN: 0150831, FILE# 06-CUP-09-17

Regarding the above, I have no comments at this time.

Thank you.



City of
Marquette

Engineering Staff Comment

Andrea Landers <alanders@mqtcity.org>

Delft Bistro

Keith Whittington <kwhittington@mqtcity.org>
To: "LANDERS, ANDREA" <alanders@mqtcity.org>

Tue, Aug 15, 2017 at 3:40 PM

No comments.

Keith

--

City of Marquette
City Engineer/Street Administrator
300 W. Baraga Avenue
Marquette, MI. 49855
[906-228-0440](tel:906-228-0440)
[906-228-0445](tel:906-228-0445) (Fax)
kwhittington@mqtcity.org

Applicant Response to Zoning Staff Comments



CITY OF MARQUETTE
PLANNING AND ZONING
300 W. BARAGA AVENUE
MARQUETTE, MI 49855
(906) 228-0425
www.mqtcty.org

MEMORANDUM

TO: Travis Hongisto and Tom Vear
FROM: Andrea Landers, Zoning Official
DATE: August 18, 2017
SUBJECT: 06-CUP-09-17 – 139 W. Washington St. (PIN: 0150831) The Delft outdoor food and beverage service request

After review of the plan, zoning staff has the following comments:

General Comments:

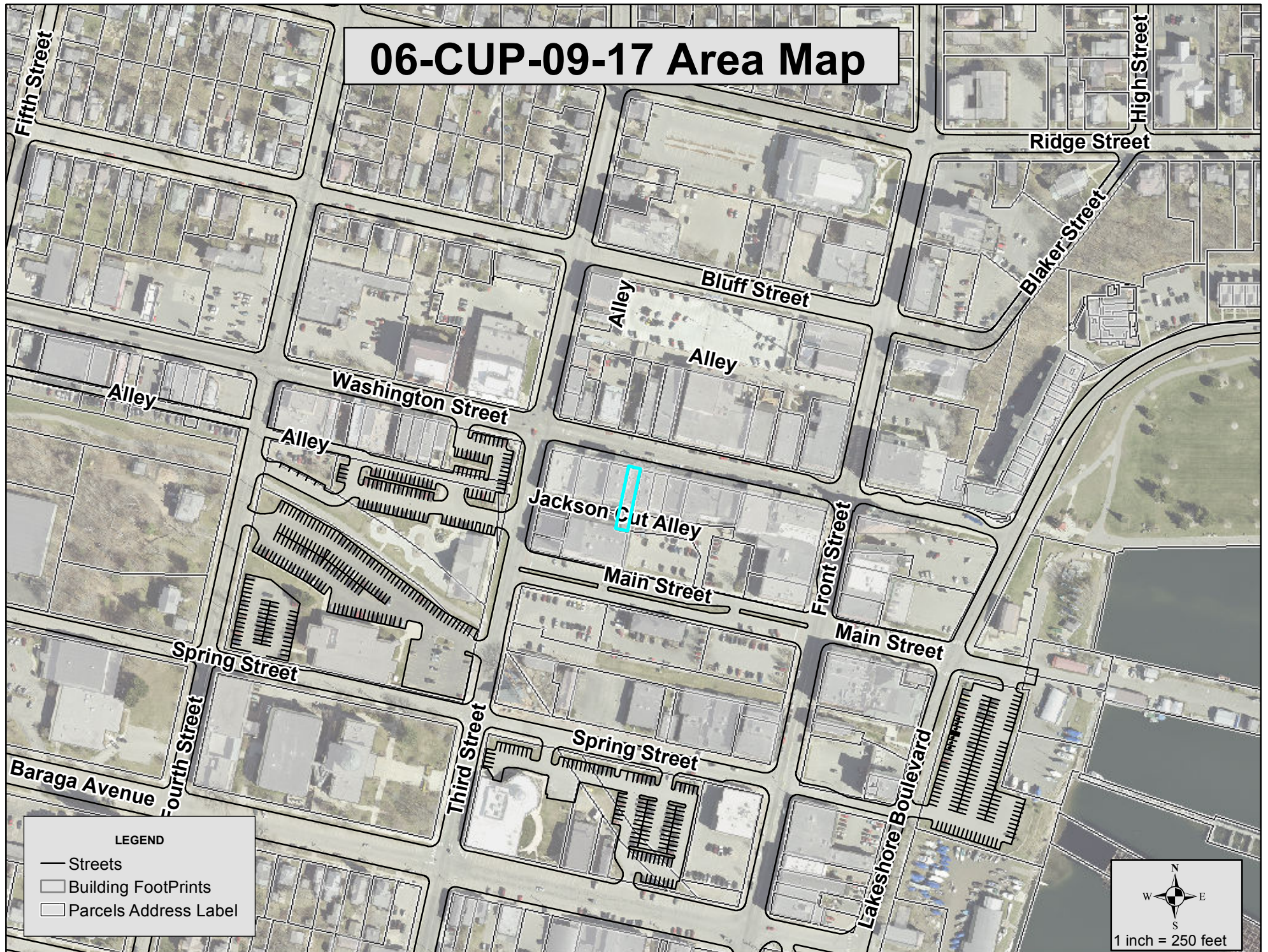
1. Please label or indicate the property line on the enlarged seating plan.
 - a. If the proposed fence is in the right-of-way, please locate it on the private property.
 - This will be shown on final plan. TDH/IDI
2. A Sign permit is required for the “v-board” sidewalk sign shown in the right-of-way.
 - Understood, and will comply. TDH/IDI
3. The proposed “v-board” sign must meet the Sign Ordinance sidewalk sign requirements. Please provide a note on the site plan that it will meet these requirements.
 - Understood, and will comply. TDH/IDI

Note: I will provide you with a digital file of this memo so that you may respond to my comments and I will include your responses in the STAFF FILE REVIEW/ANALYSIS to the Planning Commission.

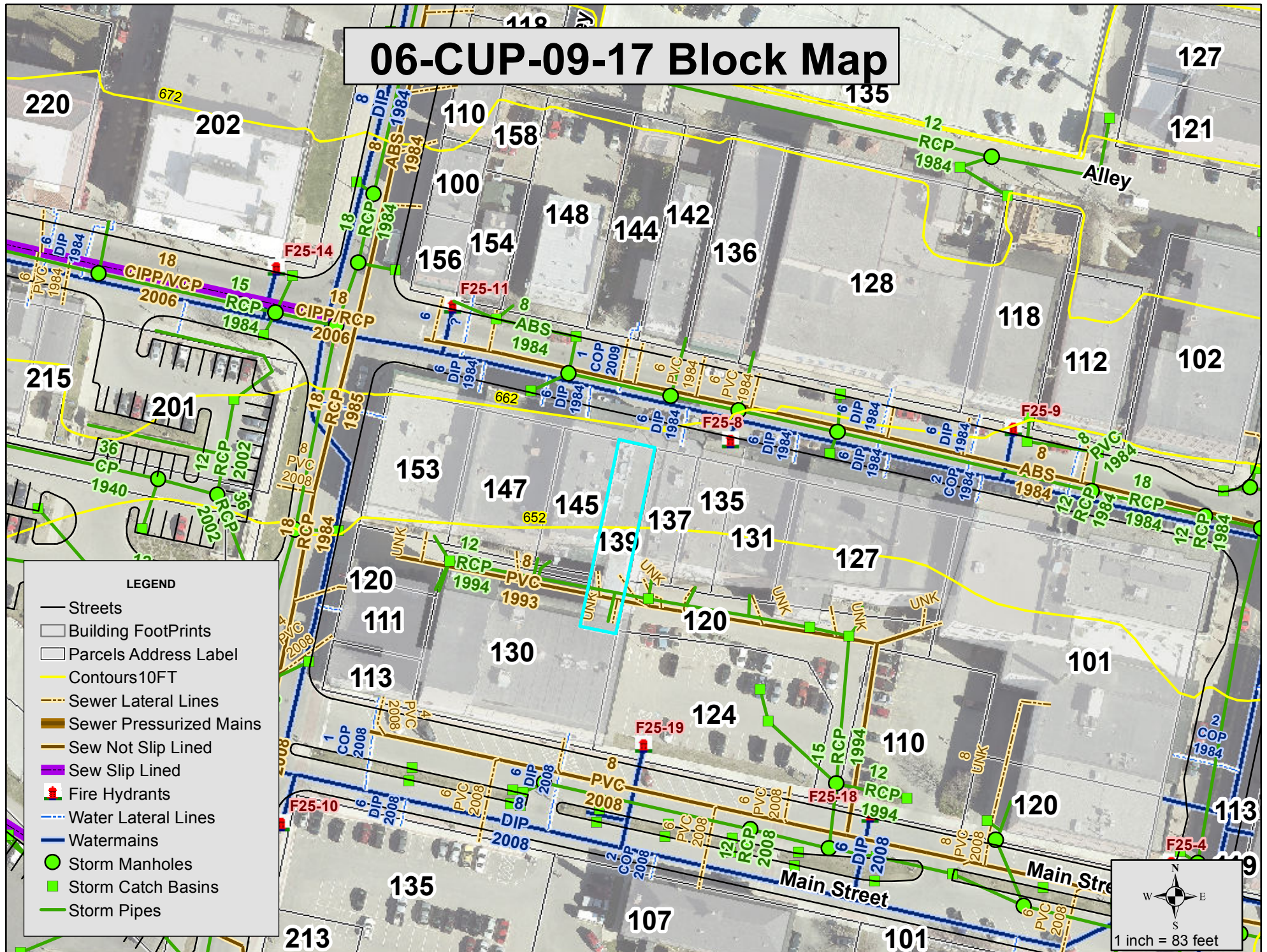
To do so, I must receive your narrative response to these comments no later than **August 28, 2017.**

New sets of plans or plan sheets will NOT be accepted per the City of Marquette Zoning Ordinance.

06-CUP-09-17 Area Map



06-CUP-09-17 Block Map





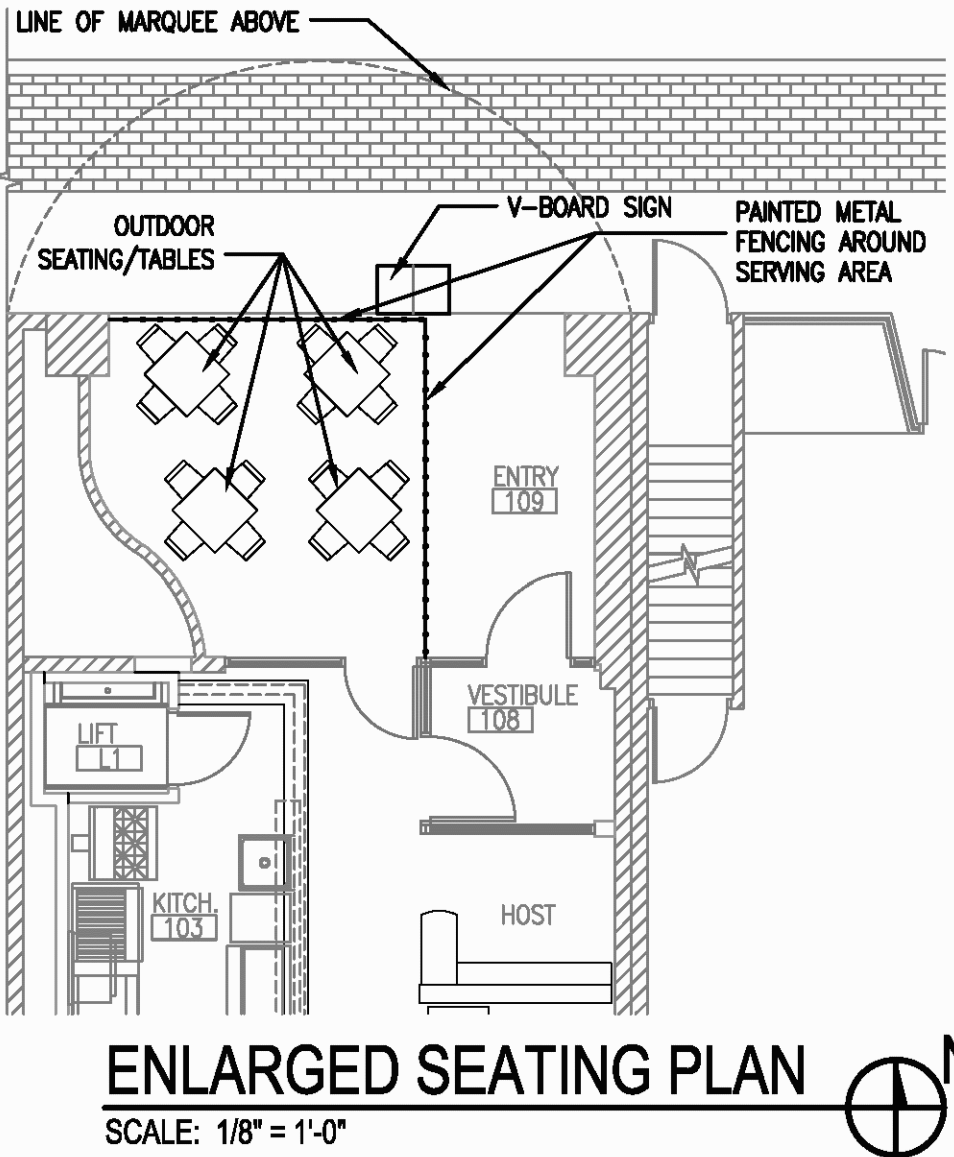
DELFT BISTRO: OUTDOOR SEATING - CONDITIONAL USE PERMIT

Marquette, Michigan

WRV II, LLC
139 WEST WASHINGTON STREET



LOCATION MAP
SCALE: 1 INCH = 30 FEET



REVISIONS	
DATE	ISSUE
07.20.17	CONDITIONAL USE PERMIT APPLICATION

PROJECT DESCRIPTION

INCORPORATION OF OUTDOOR SEATING FOR FOOD AND BEVERAGE SERVICE OUTDOORS OF THE RECENTLY RENOVATED DELFT BISTRO. SITE WORK ASSOCIATED WITH THE CONDITIONAL USE ARE LIMITED TO THE AREA OF THE FENCING SHOWN ON THE ENLARGED PLAN ON THIS SHEET, LOCATED BELOW CANOPY/MARQUEE AREA AT NORTH END.

ZONING INFORMATION

ZONING DISTRICT: CENTRAL BUSINESS DISTRICT (CBD).

CONDITIONAL USE REQUESTED: OUTDOOR FOOD AND BEVERAGE SERVICE.

GENERAL NOTES

- EXCEPT WHERE OTHERWISE INDICATED ON THESE PLANS OR IN THE PROPOSAL AND SUPPLEMENTAL SPECIFICATIONS CONTAINED THEREIN, ALL MATERIAL AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION, THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, AND THE CITY OF MARQUETTE STANDARD SPECIFICATIONS.
- THE PROPOSED IMPROVEMENTS COVERED BY THESE PLANS ARE IN ACCORDANCE WITH THE AASHTO, A POLICY ON GEOMETRIC DESIGN OF ROADS AND STREETS, OR PER THE CITY OF MARQUETTE ENGINEERING DEPARTMENT GENERAL GUIDELINES FOR STREET AND UTILITY DESIGN STANDARDS.
- ANY EXISTING UTILITIES, PAVEMENT, CURBS, SIDEWALKS, STRUCTURES, TREES, ETC., NOT PLANNED FOR DEMOLITION OR REMOVAL THAT ARE DAMAGED OR REMOVED SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL VERIFY ALL DEPTHS AND LOCATIONS OF EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION. ANY DISCREPANCIES WITH THE CONSTRUCTION PLANS FOUND IN THE FIELD SHALL BE BROUGHT IMMEDIATELY TO THE ATTENTION OF THE DEVELOPER'S ENGINEER WHO SHALL BE RESPONSIBLE FOR REVISING THE PLANS AS APPROPRIATE. ALL REVISIONS SHALL BE BROUGHT TO THE ATTENTION OF THE CITY ENGINEER. PLAN REVISIONS MAY NEED ZONING ADMINISTRATOR AND CITY ENGINEER APPROVAL.
- MANHOLE FRAMES, COVERS, VALVES, CLEANOUTS, ETC. SHALL BE RAISED TO FINISHED GRADE PRIOR TO FINAL PAVING CONSTRUCTION PER CITY OF MARQUETTE STANDARD DETAILS.
- ALL AREAS DISTURBED OR EXPOSED DURING CONSTRUCTION SHALL BE REVEGETATED IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS. HOWEVER, THE TYPE OF REVEGETATION MUST EQUAL OR EXCEED THE TYPE OF VEGETATION PRESENT BEFORE CONSTRUCTION.
- PRIOR TO ANY CONSTRUCTION, A PRECONSTRUCTION CONFERENCE BETWEEN THE CITY OF MARQUETTE, THE DEVELOPER, THE CONTRACTOR, UTILITY COMPANIES, ANY AFFECTED PARTIES, AND ANY OTHER ENTITY THE CITY OR DEVELOPER MAY REQUIRE, SHALL CONVEENE.
- THE DEVELOPER OR HIS/HER DESIGNATED AGENT SHALL KEEP ACCURATE RECORDS OF ALL CONSTRUCTION THAT DEVIATES FROM THE PLANS. THE DEVELOPER OR HIS/HER DESIGNATED AGENT SHALL FURNISH THE CITY OF MARQUETTE ACCURATE "AS-BUILT" DRAWINGS FOLLOWING COMPLETION OF ALL CONSTRUCTION. THESE "AS-BUILT" DRAWINGS SHALL MEET WITH THE SATISFACTION OF THE CITY ENGINEERING DEPARTMENT PRIOR TO FINAL ACCEPTANCE. FINAL "AS-BUILT" DRAWINGS SHALL BE DELIVERED TO THE CITY ENGINEERING DEPARTMENT IN PAPER FORM AND ON A CD/DVD IN CAD/DWG FORMAT.
- THE CITY OF MARQUETTE CITY COMMISSION SHALL NOT BE PETITIONED FOR ACCEPTANCE UNTIL ALL NECESSARY EASEMENT AND/OR RIGHT OF WAY OR DEED DOCUMENTS HAVE BEEN SIGNED AND RECORDED, AND ALL MATERIALS, PIPING, STRUCTURES HAVE BEEN INSPECTED AND TESTED TO THE CITY ENGINEERS APPROVAL.
- ALL UTILITY CONSTRUCTION WORK TO BE ACCEPTED BY THE CITY OF MARQUETTE INTO THEIR UTILITY SYSTEM AND ALL WORK DONE IN PUBLIC RIGHTS OF WAY OR EASEMENTS MUST BE DONE IN ACCORDANCE WITH MICHIGAN DEPARTMENT OF TRANSPORTATION AND CITY OF MARQUETTE STANDARDS AND SPECIFICATIONS.
- WHEN CONSTRUCTION IS BEING CARRIED OUT WITHIN EASEMENTS, THE CONTRACTOR SHALL CONFINE HIS WORK TO WITHIN THE PERMANENT AND ANY TEMPORARY EASEMENTS. PRIOR TO FINAL ACCEPTANCE, THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING ALL TRASH AND DEBRIS WITHIN THE PERMANENT AND TEMPORARY EASEMENTS. CLEAN-UP SHALL BE TO THE SATISFACTION OF THE CITY ENGINEER.
- PRIOR TO ANY CONSTRUCTION, THE DEVELOPER OR HIS/HER DESIGNATED AGENT SHALL APPLY FOR AND SECURE ALL PROPER PERMITS FROM THE APPROPRIATE AUTHORITIES, SUCH AS, BUT NOT LIMITED TO, THE CITY OF MARQUETTE, MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY, COUNTY OF MARQUETTE, ETC.
- CONSTRUCTION INSPECTION SHALL BE PERFORMED BY THE CITY OF MARQUETTE FOR INFRASTRUCTURE THAT WILL BE DEDICATED TO THE CITY FOR PUBLIC USE. CONTRACTOR SHALL PROVIDE 72 HOUR NOTICE OF CONSTRUCTION ACTIVITIES.

CITY OF MARQUETTE

REVIEWED FOR COMPLIANCE:

CITY OF MARQUETTE, MICHIGAN DATE
CITY ENGINEER

REVIEW IS FOR GENERAL COMPLIANCE WITH THE CITY OF MARQUETTE ENGINEERING DEPARTMENT "GENERAL GUIDELINES AND STANDARDS FOR STREET AND UTILITY DESIGN" AND "STANDARD SPECIFICATIONS" FOR COMPLETENESS AND/OR ACCURACY OF THESE DOCUMENTS SHALL REMAIN WITH THE REGISTERED PROFESSIONAL ENGINEER SEALING THESE PLANS. THE CITY DOES NOT ACCEPT LIABILITY FOR FACILITIES DESIGNED BUY OTHERS.

ARCHITECT

STATE OF MICHIGAN
COUNTY OF MARQUETTE

I, TRAVIS D. HONGSTO, DO HEREBY CERTIFY THAT THE UNDERGROUND INFRASTRUCTURE, DRAINAGE IMPROVEMENTS, AND SITE IMPROVEMENTS DESIRED HEREIN HAVE BEEN DESIGNED IN COMPLIANCE WITH THE LOCAL AND STATE SUBDIVISIONS AND BUILDING REGULATION ORDINANCES, COUNTY BUILDING REGULATION, CITY OF MARQUETTE ZONING ORDINANCE, STATE AND FEDERAL REQUIREMENTS, AND STORM WATER DRAINAGE AND MANAGEMENT POLICY ADOPTED BY THE CITY OF MARQUETTE, MICHIGAN.

PROJECT SAFETY NOTES:

- PROJECT SAFETY SHALL BE IN ACCORDANCE WITH THE LAWS OF THE STATE OF MICHIGAN AND THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION'S CURRENT REGULATIONS.

STREET AND DRAINAGE NOTES:

- ALL FIELD TESTING SHALL BE DONE BY AN INDEPENDENT LABORATORY AT THE OWNER'S EXPENSE. ANY RETESTING SHALL BE PAID FOR BY THE CONTRACTOR. A CITY INSPECTOR SHALL BE PRESENT DURING ALL TESTS. TESTING SHALL BE COORDINATED WITH THE CITY'S INSPECTOR AND HE/SHE SHALL BE GIVEN A MINIMUM OF 2 BUSINESS DAYS NOTICE PRIOR TO ANY TESTING.
- BACKFILL BEHIND THE CURB SHALL BE COMPACTED TO OBTAIN A MINIMUM OF 95% MAXIMUM DENSITY TO WITHIN 5" OF THE TOP OF CURB. BACKFILL MATERIAL USED SHALL BE MOOT CLASS II. THE REMAINING BACKFILL BEHIND THE CURB SHALL BE 4" OF CLEAN TOPSOIL FREE FROM ALL CLODS AND SUITABLE FOR SUSTAINING PLANT LIFE.
- DEPTH OF COVER FOR ALL CROSSING UNDER PAVEMENT FOR GAS, ELECTRIC, TELEPHONE, AND CABLE TV, SHALL BE A MINIMUM OF 30".
- STREET RIGHTS-OF-WAY SHALL BE GRADED AT A SLOPE TO PROVIDE POSITIVE DRAINAGE TOWARD THE CURB UNLESS OTHERWISE INDICATED DUE TO SPECIAL CIRCUMSTANCES.

WATER AND WASTEWATER NOTES:

- THE CONTRACTOR SHALL CONTACT THE CITY ENGINEER TO COORDINATE UTILITY MAIN, STRUCTURE, AND UTILITY TIE-INS AND NOTIFY HIM/HER AT LEAST 2 BUSINESS DAYS PRIOR FOR INSPECTION SERVICES.
- ALL WATER AND WASTEWATER TAPS INTO THE CITY OF MARQUETTE PUBLIC SYSTEM SHALL BE DONE BY THE CITY OF MARQUETTE PUBLIC WORKS DEPARTMENT. A MINIMUM OF 72 HOURS NOTICE WILL BE GIVEN TO THE DEPARTMENT FOR WORK REQUIRED FOR TAPPING ACTIVITIES. PERMITS ARE REQUIRED FROM THE CITY OF MARQUETTE ENGINEERING DEPARTMENT FOR WATER, WASTEWATER, AND STORM WATER TAPS INTO THE PUBLIC SYSTEM. ALLOW 3 BUSINESS DAYS TO PROCESS PERMIT APPLICATIONS.
- THE CONTRACTOR MUST OBTAIN A WATER METER FROM THE CITY OF MARQUETTE PUBLIC WORKS DEPARTMENT FOR ALL PUBLIC WATER USED DURING CONSTRUCTION.
- THE CONTRACTOR, AT HIS EXPENSE, SHALL PERFORM QUALITY TESTING FOR ALL WASTEWATER PIPE INSTALLED AND PRESSURE PIPE HYDROSTATIC TESTING OF ALL WATER LINES CONSTRUCTED AND SHALL PROVIDE ALL EQUIPMENT (INCLUDING PUMPS AND GAUGES), SUPPLIES AND LABOR NECESSARY TO PERFORM THE TESTS PER CITY OF MARQUETTE SPECIFICATION REQUIREMENTS. QUALITY AND PRESSURE TESTING SHALL BE MONITORED BY THE INSPECTOR FROM THE CITY OF MARQUETTE ENGINEERING DEPARTMENT.
- THE CONTRACTOR SHALL COORDINATE TESTING WITH THE CITY INSPECTOR AND PROVIDE NO LESS THAN 2 BUSINESS DAYS NOTICE PRIOR TO PERFORMING DISINFECTION, QUALITY TESTING OR PRESSURE TESTING.
- THE CONTRACTOR SHALL NOT OPEN OR CLOSE ANY VALVES ON THE PUBLIC SYSTEM. VALVE OPERATION MUST BE COORDINATED WITH THE CITY OF MARQUETTE PUBLIC WORKS DEPARTMENT.
- FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, THE CONTRACTOR SHALL NOTIFY MISS DIG A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE ADJOINING PROPERTY OWNER TO LOCATE PRIVATE UTILITIES THAT MAY BE PLACED NOT ONLY ON PRIVATE PROPERTY BUT ON PUBLIC PROPERTY.

TRAFFIC CONTROL NOTES

- ANY METHODS, STREET MARKING AND SIGNAGE NECESSARY FOR WARNING MOTORISTS, WARNING PEDESTRIAN OR DIVERTING TRAFFIC DURING CONSTRUCTION SHALL CONFORM TO THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS, LATEST EDITION.
- ALL PAVEMENT MARKINGS, MARKERS, PAINT, TRAFFIC BUTTONS, TRAFFIC CONTROLS AND SIGNS SHALL BE INSTALLED IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION OF HIGHWAYS, STREETS AND BRIDGES AND THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS, LATEST EDITIONS.
- ALL PUBLIC STREETS THAT ARE TO BE CLOSED OR INTERRUPTED DUE TO THE CONSTRUCTION ACTIVITIES WILL REQUIRE COORDINATION WITH THE CITY OF MARQUETTE ENGINEERING DEPARTMENT FOR A PUBLIC SERVICE ANNOUNCEMENT. A MINIMUM OF 72 HOUR NOTICE WILL BE GIVEN TO THE CITY ENGINEERING DEPARTMENT FOR SAID CLOSURES OR INTERRUPTIONS.
- PARKING RESTRICTION MUST BE POSTED 24 HOURS BEFORE WORK STARTS AND WILL BE AT THE EXPENSE OF THE CONTRACTOR/DEVELOPER.
- THE HOURS OF CONSTRUCTION OPERATIONS WILL FOLLOW THE NOISE RESTRICTIONS AS PER THE CITY OF MARQUETTE NUISANCE ORDINANCE AND AS SPECIFIED IN THE CITY OF MARQUETTE STANDARD CONSTRUCTION SPECIFICATIONS.

EROSION AND SEDIMENTATION CONTROL NOTES

- EROSION CONTROL MEASURES, SITE WORK AND RESTORATION WORK SHALL BE IN ACCORDANCE WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GUIDEBOOK OF BEST MANAGEMENT PRACTICES FOR MICHIGAN WATERSHEDS.
- ALL SLOPES SHALL BE SODDED OR SEEDED WITH APPROVED GRASS, GRASS MIXTURES OR GROUND COVER SUITABLE TO THE AREA AND SEASON IN WHICH THEY ARE APPLIED.
- SILT FENCES, ROCK BERMES, SEDIMENTATION BASINS AND SIMILARLY RECOGNIZED TECHNIQUES AND MATERIALS SHALL BE EMPLOYED DURING CONSTRUCTION TO PREVENT POINT SOURCE SEDIMENTATION LOADINGS OF DOWNSTREAM FACILITIES. SUCH INSTALLATION SHALL BE REGULARLY INSPECTED BY THE CONTRACTORS CERTIFIED STORM WATER OPERATOR FOR EFFECTIVENESS. ADDITIONAL MEASURES MAY BE REQUIRED IF, IN THE OPINION OF THE CITY OF MARQUETTE'S HYDROLOGY ENGINEER OR FIELD REPRESENTATIVE, THEY ARE WARRANTED.
- ALL MUD, DIRT, ROCKS, DEBRIS, ETC., SPILLED, TRACKED OR OTHERWISE DEPOSITED ON EXISTING PAVED STREETS, DRIVES AND AREAS USED BY THE PUBLIC SHALL BE CLEANED UP IMMEDIATELY.

INDEX OF DRAWINGS

C1.0 SITE PLAN

Prepared By:



MARQUETTE OFFICE:
1021 W. BARAGA AVENUE
MARQUETTE, MI 49855
PHONE: (906)228-4480 FAX: (906)228-7524

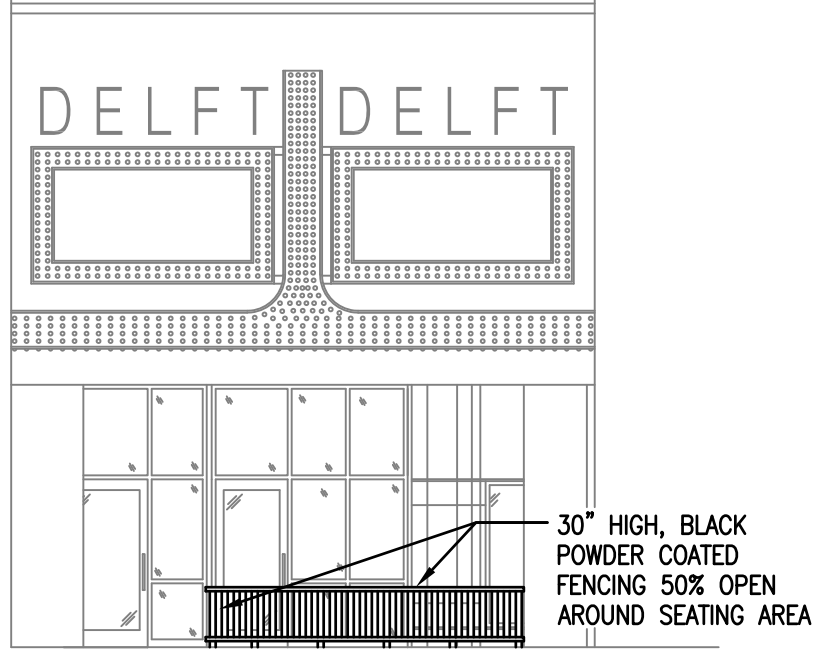
BRIGHTON OFFICE:
8571 W. GRAND RIVER AVE., SUITE 600
BRIGHTON, MI 48816
PHONE: (810)229-2701 FAX: (810)229-6767

IDI Project No: 14-358

C1.0 SITE PLAN

FENCE ELEVATION

SCALE: 1/8" = 1'-0"



DELFT BISTRO
CONDITIONAL USE PERMIT
OUTDOOR SEATING

PROJECT NO. 14-358

A1.0

IDI ARCHITECTURE
ENGINEERING
CONSULTING
integrated designs inc.

ISSUE DATE: 07.21.17

MARQUETTE OFFICE:
1021 W. BARAGA AVENUE
MARQUETTE, MI 49855
PHONE: (906)228-4460 FAX: (906)228-7524
BRIGHTON OFFICE:
8571 W. GRAND RIVER AVE., SUITE 600
BRIGHTON, MI 48116
PHONE: (810)229-2701 FAX: (810)229-6767



CITY OF MARQUETTE
PLANNING AND ZONING
300 W. BARAGA AVENUE
MARQUETTE, MI 49855
(906) 228-0425
www.mqtcty.org

MEMORANDUM

TO: Planning Commission
FROM: Andrea Landers, Zoning Official
DATE: August 30, 2017
SUBJECT: Site plan review for 18-SPR-09-17 – 1009 W. Bluff St. (PIN: 0260790)

Staff has reviewed the site plan for the construction of vestibule and shed additions, parking lots, commercial interior remodeling, and site improvements (18-SPR-09-17) and has provided comments regarding the plan. Please see attached STAFF FILE REVIEW/ANALYSIS packet for more specific information regarding the site plan.

Recommended Action:

The Planning Commission should review the site plan and support information provided in this packet and determine whether or not the site plan for the construction of vestibule and shed additions, parking lots, commercial interior remodeling, and site improvements (18-SPR-09-17) is in compliance with the City of Marquette Zoning Ordinance, more specifically, the Site Plan Review Standards in Section 80.62.5.A.

Staff also recommends that the Planning Commission consider appropriate conditions of approval to ensure that any comments provided by staff, that the Planning Commission concurs with and have not been answered by the developer, are addressed.

As always, it is highly recommended that any motion regarding the amended plan include:

After review of the site plan and the supplemental documentation dated and received 08-08-17, and the STAFF FILE REVIEW/ANALYSIS for 18-SPR-09-17, the Planning Commission (finds/does not find) substantial compliance with the City of Marquette Zoning Ordinance and hereby (approves/denies) the site plan (as presented/with the following conditions).

- Staff recommends the condition of approval that an amended plan is submitted to meet staff comments.



STAFF FILE REVIEW/ANALYSIS

Completed by Andrea M. Landers –Zoning Official

Reviewed by David Stensaas – City Planner and Zoning Administrator

File #: 18-SPR-09-17

Date: August 30, 2017

Project/Application: Site Plan review for the construction of vestibule and shed additions, parking lots, commercial interior remodeling, and site improvements.

Location: 1009 W. Bluff St.

Parcel ID: 0260790

Available Utilities: Natural Gas, Electricity, Future City Water, City Sewer, and Garbage Collection.

Surrounding Zoning: North: RM – Multiple Family Residential
South: BG – General Business
East: RM – Multiple Family Residential
West: BG – General Business

Zoning District and Standards:

BG- General Business

Zoning Ordinance Requirement	Required	Provided
Front Yard	35 Feet	Existing bldg less than 35 Ft, Proposed Structures +35 Ft
Side Yard	15 Feet	15 Feet
Rear Yard	20 Feet	+20 Feet
Lot Size	None	+/- .28 AC
Lot Width	None	170 Feet
Building Height	40 Feet	Existing bldg. +/-18 Feet, Proposed Structures +/- 10 and 12 Feet
Transitional Yard	40 Feet	+40 Feet

Relationship to Site Plan Review Standards (Staff Comments in Bold Text):

Per Section 80.62.5.A of the Zoning Ordinance:

(1) Each site plan shall be designed to ensure that:

- a. *The uses proposed will not harm the public health, safety, or welfare. All elements of the site plan shall be designed to take into account the site's topography, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and ordinary development or improvement of surrounding property for uses permitted in this ordinance.*

The proposed site plan is for the construction of vestibule and shed additions, parking lots, commercial interior remodeling, and site improvements. The proposal is not anticipated to harm the public health, safety, or welfare.

- b. *Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points.*

The existing site has two entrances/exits from W. Bluff Street. The site plan indicates that one existing driveway entrance/exit will remain, the other will be closed, and a proposed entrance/exit from W. Bluff Street will be added. There is a proposed sidewalk along the west side of the east parking lot and a portion along the front of the building that connects to the building entrance.

- c. *The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned street and pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, shopping centers, and other uses which generate a considerable amount of pedestrian traffic.*

There is a proposed sidewalk along the west side of the east parking lot and a portion along the front of the building that connects to the building entrance.

- d. *The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding property.*

Landscaping details and text are provided on sheet C103.

- e. *Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water on all paved areas shall be collected so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.*

Please refer to the Applicant's responses to the Engineering Department staff comments under General Comments #1.

- f. *All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access as required by the Fire Department and Police Department.*

The Police and Fire Departments have reviewed the plans and have no comments in regard to vehicle access.

- g. *All outside storage areas, including refuse storage stations, shall be screened from the view of the street and/or adjacent residentially zoned properties. All loading and unloading areas shall be reasonably screened for residentially zoned properties.*

The proposed refuse storage area is to be located on the northwest side of the property and enclosed on three sides with CMU walls and one side with a steel swing gate with solid wood slats, and all sides to be 6-ft high.

- h. *Exterior lighting shall be arranged so that it is deflected away from adjacent properties and bodies of water so that it does not impede the vision of traffic along adjacent streets or impair navigation on the waterway. Flashing or intermittent lights shall not be permitted.*

The site plan indicates 3 light poles to illuminate the parking lot areas. Please refer to the Applicant's responses to the Zoning Department staff comments under Sheet C501.

- i. *For consistency in areas where adjoining properties face the street, the Planning Commission may require that primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.*

The proposed building's main entrance faces east towards the east parking lot.

- j. *No noise, vibration, dust, fumes, or other nuisance shall leave the property in a manner that affects the surrounding area.*

It is not anticipated that this development will be a nuisance to surrounding properties.

Relationship to Zoning Ordinance Administrative Standards (Staff Comments in Bold Text):

80.60 *Administrative Standards.* For the purpose of administering this ordinance, the Zoning Administrator, the Planning Commission, the Board of Appeals and any other reviewing body or official shall consider each case as an individual case. Consideration shall be given to the location, size, and character of a use to determine if the use will be in harmony with the intent and appropriate and orderly development of the district in which it is situated and will not be detrimental to the orderly development of adjacent districts. Consideration shall be given to the following:

1. *Intent of the Zoning District.*

The intent of the General Business Zoning District is to provide suitable areas for businesses which cater to a regional market. Uses include offices, retail and wholesale businesses, services, light manufacturing, comparison shopping and land intensive establishments, which may be located so as to utilize a common parking area, or may provide their own parking separately.

2. *Current use of adjacent lands and neighborhood.*

The neighborhood is comprised of single family and multiple family structures that are both rentals and owner-occupied, a parking lot, office, and services uses.

3. *Physical appearance of existing or proposed structures (location, height, bulk of building as well as construction materials).*

The site plan indicates the following construction materials on sheet A201:

- **Proposed Stone veneer, windows, door, metal roof, and metal panels**
- **Existing metal roof and metal panels to remain**

4. *The suitability of the proposed landscaping in providing ground cover, screening and decoration on the site.*

Landscaping details and text are provided on sheet C103.

5. *The nature and intensity of operations involved in or conducted in connection with the proposed use.*

No problems anticipated.

6. *The time of use, the physical and economic relationship of one type of use to another.*

No problems anticipated.

7. *The assembly of persons or employees, which may be hazardous to the neighborhood or incongruous or conflict with normal traffic in the vicinity.*

No problems anticipated.

8. *Vehicular and pedestrian traffic volumes and patterns, particularly of children, as well as vehicular turning movements in relation to traffic flows, intersections and site distances.*

Regarding this proposal, it is anticipated that the traffic volumes will increase. W. Bluff Street is classified as *Urban Local Street* in the Community Master Plan, with traffic volumes considered to be low.

9. *The physical characteristics of the site such as: area, drainage, topography, open space, landscaping, and access to minor and/or major streets*

In regard to drainage, please refer to the Applicant's responses to the Engineering Department staff comments under General Comments #1.

10. *Demands upon public services such as electricity, sewer, water, police, and fire protection, schools and refuse disposal.*

No problems anticipated.

11. *The type and amount of litter, waste, noise, dust, traffic, fumes, glare and vibration which may be generated by such use.*

No problems anticipated.

12. *Area requirements for the proposed use and the potential for the use or its area requirements to expand.*

There is room on the parcel for an expansion.

13. *Other factors necessary to maintain property values in the neighborhood and guarantee safety, light, air and privacy to the principal uses in the district.*

Site Plan review will be required prior to issuance of Zoning Compliance.

14. *Compliance with the Master Plan*

The Planning Commission should review Chapter 2 – *Master Plan Recommendations*; Chapter 3 – *Land Use Recommendations* (particularly the Commercial section that begins on p. 3-9); and the Future Land Use Map on page 3-14 of the Community Master Plan to determine compliance.

Attachments:

- Site Plan Review Application
- DPW, Police, and Fire Staff comments
- Applicant's responses to the Zoning and Engineering staff comments
- Block Map
- Area Map
- Photos
- Site Plan

Return to:
City Hall
Community Development Office
300 W. Baraga Ave
Marquette, MI 49855

CITY OF MARQUETTE SITE PLAN REVIEW APPLICATION



CITY STAFF USE

Parcel ID #: 0260790 File #: 18-SPR-09-17
Receipt/Inv #: Inv 1624 Check #: 1003 Received by and date: AKL 8.8.17
Site Plan (12 copies) Submitted: Y/N Hearing Date: 9-5-17 Notice Date: N/A
Application complete (checklist, etc): Y/N
Does the site plan meet the required items: Y / N

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED, THE SITE PLAN REVIEW REQUEST WILL NOT BE SCHEDULED FOR A HEARING UNTIL IT HAS BEEN VERIFIED THAT ALL OF THE INFORMATION REQUIRED IS PRESENT AT THE TIME OF THE APPLICATION - NO EXCEPTIONS!

Businesses may need to be made accessible to the public and employees per the Americans with Disabilities Act and State Construction Code.

FEE SCHEDULE

Commercial, Industrial, Residential with 3 or more units, and Final PUD Site Plan (includes zoning compliance fee)

- | | |
|--|---------|
| <input type="checkbox"/> Administrative Review (CDRT review) | \$1,791 |
| <input type="checkbox"/> Administrative Review (Non-CDRT review) | \$460 |
| <input checked="" type="checkbox"/> Planning Commission Review | \$2,065 |

Revised Site Plan (Developer Initiated)

- | | |
|---|---------|
| <input type="checkbox"/> Administrative Review | \$1,492 |
| <input type="checkbox"/> Planning Commission Review | \$1,492 |

FEE SCHEDULE FOR SITE CONDOMINIUM/PLATS/SUBDIVISIONS

- | | |
|--|---------|
| <input type="checkbox"/> Site Condominium Review | \$1,754 |
| <input type="checkbox"/> Revised (Developer Initiated) | \$734 |

Plats/Subdivision

- | | |
|--------------------------------------|---------|
| <input type="checkbox"/> Preliminary | \$1,976 |
| <input type="checkbox"/> Final | \$1,755 |
| <input type="checkbox"/> Revised | \$734 |

If you have any questions, please call 228-0425 or e-mail alanders@mqcty.org. Please refer to www.mqcty.org to find the following information:

- ☐ Planning Commission page for filing deadline and meeting schedule
- ☐ Excerpts from the City Zoning Ordinance

- Section 80.60 Administrative Standards
- Section 80.62 Site Plans (this is attached to the application)

- ☐ If you are applying for a Site Condominium/Plat/Subdivision please review Chapter 85, the Marquette City Subdivision Ordinance

Will you be managing stormwater and applying for a stormwater utility fee reduction? ☒ Yes ☐ No
If yes, please refer to the Stormwater Utility Fee Reduction Application on the City website at www.mqcty.org under the Engineering applications.

PRE-APPLICATION CONFERENCE

It is strongly encouraged that all applicants and their representatives meet with City of Marquette staff prior to submitting an application for a Site Plan Review. A pre-application meeting with staff allows for a preliminary review of the application procedures, project timelines, compliance with the City Master Plan, and other project criteria, and prevents most situations that usually results in a project being postponed.

APPLICANT CONTACT INFORMATION

PROPERTY OWNER
Name: <u>RCR Properties</u>
Address: <u>423 W College Ave</u>
City, State, Zip: <u>Marquette, MI 49855</u>
Phone #: _____
Fax #: _____
Email: <u>Robin@NorthernOandP.org</u>

APPLICANT/OWNERS REPRESENTATIVE
Name: <u>L.R. Swadley</u>
Address: <u>501 Horizon Drive</u>
City, State, Zip: <u>Marquette, Michigan 49855</u>
Phone #: <u>906-273-2400</u>
Fax #: _____
Email: _____

ARCHITECT
Name: <u>UP Engineers & Architects, Inc</u>
Address: <u>424 S Pine Street</u>
City, State, Zip: <u>Ishpeming, MI 49849</u>
Phone #: <u>(906) 485-1011</u>
Fax #: <u>(906) 485-1013</u>
Email: <u>randerson@upea.com</u>

ENGINEER
Name: <u>Matthew Treado</u>
Address: <u>424 S. Pine St.</u>
City, State, Zip: <u>Ishpeming, Michigan 49849</u>
Phone #: <u>906-485-1011</u>
Fax #: <u>906-485-1013</u>
Email: <u>mtreado@upea.com</u>

PROPERTY INFORMATION	
Location (Street Address): <u>1009 W. Bluff Street</u>	Property Identification Number: <u>0260790</u>
Size of property (frontage / depth / sq. ft. or acres): <u>0.523 Acres</u>	
Zoning District: <u>BG</u> Surrounding Zoning Districts: North <u>RM</u> East <u>RM</u> South <u>BG</u> West <u>BG</u>	Current Land Use: <u>Commercial</u> Surrounding Land Uses: North <u>residential</u> East <u>residential</u> South <u>business</u> West <u>business</u>

DESCRIPTION OF PROJECT

Please describe use, building style and materials, ultimate ownership, phasing, start and completion proposed timelines for work, etc.:

Renovation of existing office building, Small vestibule addition and new parking lot.

Construction to start: Sept 15, 2017

Construction to end: Dec 30, 2017

SIGNATURE

I hereby certify the following:

1. I desire to apply for a site plan review indicated in this application with the attachments and the information contained herein is true and accurate to the best of my knowledge.
2. The request would not violate any deed restrictions attached the property involved in the request.
3. I have read the attached Site Plan Review section of the Zoning Ordinance and understand the necessary requirements that must be completed.
4. I understand that the payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the plan.
5. I acknowledge that this application is not considered filed and complete until all of the required information has been submitted and all required fees have been paid in full.
6. I acknowledge that no work can commence until the review process has been completed (includes clearing and earthwork).

Applicant Signature: _____

Date: 8/7/2017

1. I am the legal owner of the property for which this application is being submitted.
2. I authorize City Staff and the Planning Commission members to inspect the site.
3. If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf.

Property Owner Signature: _____

Date: 8/7/2017

Project Name: 1009 W Bluff File #: 18-SPR-09-17
Parcel #: 0260790

PLEASE VERIFY THAT YOU HAVE ADDRESSED ALL THE ITEMS ON THIS LIST IN YOUR SITE PLAN. IF THERE IS NOTHING SHOWN ON THE SITE PLAN PLEASE INCLUDE A STATEMENT AS TO WHY IT HAS NOT BEEN SHOWN, OR MARK IT "NOT APPLICABLE". FAILURE TO ADDRESS THESE ITEMS WILL DELAY APPROVAL. SITE PLAN REVIEW WILL NOT BE SCHEDULED UNTIL COMPLETE PLANS ARE SUBMITTED.

ZONING		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
1	Name of Applicant	x		
2	Name of Developer	x		
3	Name of Preparer & Professional Seal (architect, engineer, or surveyor)	X		
4	Date of Preparation/Revisions	x		
5	North arrow and scale	x		
6	Complete and current legal description and size of property in acres	X		
7	Property lines and dimensions	x		
8	Zoning and current land use of applicant's and surrounding property, including property across any public or private street abutting the site	X		
9	Lot lines and structures on the property and within 100 feet of the site's property lines	X		
10	Locations of all significant natural features (waterway, bluff, forest, etc.)	X		
11	Location of access points on both sides of the street within 100 feet of the site; where access is proposed for the site	X		
12	Existing and proposed topography @ 2 foot contour intervals	X		
13	Building footprint(s) (proposed and existing)	x		
14	Building setbacks	x		
15	Building elevations and heights	x		
16	Existing and proposed signage (dimensions, area, heights, clearances and locations)	X		
17	Illumination and construction details	x		
18	Floor areas and ground coverages for residential	x		
19	Indication of street right-of-way	x		
20	Document access easements or agreements existing and proposed	X		
21	Landscape preservation and planting details, common name, number and size at installation	X		
22	Location and dimensions of parking spaces and proposed access drives - distances from adjacent driveways	X		
23	Number of parking spaces required vs. number shown	x		

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
PLANNING				
24	Name of existing & proposed streets; ROW & pavement widths and type	X		
25	Identification of existing and proposed pedestrian or non-motorized paths		X	
26	Character of development as related to the surrounding property and future development of the surrounding area	X		
27	Traffic access management (features, traffic calming, etc.)		X	
28	Identify phases of development; provide starting & completion dates	X		
29	ADA compliance/issues	x		
30	Location of waste storage/screening & outdoor storage areas	X		
31	Location of loading/unloading areas and method of screening	X		
32	Effect of project on public street connectivity	x		
33	Effect on public trail system connectivity		x	
34	Location width and materials of proposed path		x	
35	Connectivity of proposed non-motorized and vehicular circulation to current network		X	
36	Buffering of adjacent to residential areas (fencing , landscaping)	X		
37	Street horizontal and vertical dimensions, including curve radii	X		
38	Details of exterior lighting (night sky friendly), location, height and shielding of existing and proposed fixtures	X		

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
ENGINEERING				
Please refer to the Engineering Department General Guidelines and Standards for Street and Utility Design: http://www.mqtcty.org/Departments/Engineering/Standards/engineering_design_and_construction_standards_manual.pdf				
Will you be managing stormwater and applying for a stormwater utility fee reduction? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please refer to the Stormwater Utility Fee Reduction Application: http://www.mqtcty.org/Forms/eng/stormwater_%20utility_maintenance_agreement.pdf				
39	Include under general statements: "All utility construction work to be accepted by the City of Marquette into their utility system and all work done in public rights-of-way or easement must be done in accordance with Michigan Department of Transportation and City of Marquette standards and specifications"	X		

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
ENGINEERING CONT.				
40	Curb cut, water, sanitary sewer, storm sewer permits, etc. required? (obtain prior to construction activities)	X		
41	Vehicle maneuvering lane size	x		
42	Pavement width/type	x		
43	Vegetated buffer or curbing between street and sidewalk and between sidewalk parking areas	X		
44	Storm sewer in right-of-way shall be reinforced concrete		x	
45	Sumps in catch basins?		x	
46	Plans to be stamped, dated and signed by a professional engineer	X		
47	Is the downstream storm sewer capacity adequate?	x		
48	Verify that storm water runoff volume or velocity is not increased onto adjacent properties	X		
49	Does any earthwork disturb adjacent properties?		x	
50	Wetland concerns/proper permits obtained?		x	
51	Traffic impact minimal to existing conditions (stacking, etc.)?	X		
52	Vehicular and non-motorized circulation	x		
53	Sanitary sewer inlet to outlet angles greater than or equal to 90 degrees?		X	
54	Is there a hydrant at the end of any proposed dead end water main?		X	
55	Size and material type of proposed and existing utilities shown?	X		
56	Street horizontal and vertical dimensions, radii	x		
57	Width and materials for non-motorized paths		x	
58	Dimension of access points including distance from adjacent driveways or intersecting streets	X		
59	Profiles will be shown for all utilities to be accepted by the City of Marquette into their utility system. All grades, pipe sizes, pipe materials, inverts and rim elevations will be shown on the profiles (water mains must have a minimum of 6 feet of cover, sanitary sewer mains must be installed under water mains with 1.5 feet of clearance		X	

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
PUBLIC WORKS				
60	Delineate & dimension all public or private easements		x	
61	Show public utility main locations & sizes within 100 feet of property boundary	X		
62	Extension or re-routing of public utility systems required		x	
63	Capacity and condition concerns of existing utility lines to serve the project	X		
64	Abandonment of existing utility lines associated with the project		X	
65	Location of existing and proposed utility services (with sizes), including storm water to be shown	X		
66	Utility metering requirements of the project	x		
67	Backflow and cross connection requirements applicable to the project including any proposed irrigation systems		X	
68	Sanitary waste pretreatment requirements		x	
69	Adequate snow storage provided on the property, without clear vision or utility obstructions	X		
70	Provisions to collect drainage from snow storage areas collected on property	X		
71	Access to public property (permits required for any work on ROW) (Drive, sidewalk, and trail connections)			
72	Additions or changes to public signing or traffic control required or recommended		X	
73	Additions to existing public sidewalks, or plowed routes, required or recommended	X		
74	Impact of project on public snow removal/storage	x		
75	Effect on plowing or ice control priorities	x		
76	New signing, overhangs, access ramps, grade changes, retaining walls, fences, etc. to be constructed in City ROW or easements	X		
77	Adequate, proper, and accessible on-site waste storage	x		
78	Adequate clearances and clear vision maintained for maintenance and sanitation equipment	X		
79	Removal, trimming, or planting of public trees required		x	
80	Maintenance-friendly design for any portions of the project to become public property	X		
81	Storage of hazardous materials associated with the project near public utilities		X	
82	Blasting near public utilities associated with the project		x	

		APPLICANT		DEPARTMENT
		Location in site plan	N/A attach reason	Approved / Waived
FIRE DEPARTMENT				
83	Buildings meet NFPA standards/NFPA Life Safety Code 101/ BOCA National Property Maintenance Code	X		
84	Proper water supply for fire suppression including fire hydrants and water mains	X		
85	Safe outlets for flushing fire hydrants	x		
86	Easements to test hydrants	x		
87	Water supply meets NFPA standards	x		
88	Fire Apparatus Access	x		
89	Surface Construction	x		
90	Ability to support fire trucks	x		
91	Fire truck angle of approach	x		
92	Outside turning radius	x		
93	Grade of drive or road ok	x		
94	Overhead clearance adequate	x		
95	Driveways and access roads meet NFPA standards	x		

POLICE DEPARTMENT

96	Cross reference with accident data at nearest intersection(s)	X		
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97	Any additional info necessary to establish compliance with City Ordinances, State, or Federal Laws	X		
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**EXCERPT FROM CITY ZONING ORDINANCE
SECTION 80.62 – SITE PLANS**

80.62 Site Plans.

1. Intent: It is the intent of this section to establish procedures and standards for the review and approval of site plan applications and to ensure proper relationships between the development features as they relate to the standards outlined in this section. This section is further intended to ensure that developments are compatible with adjacent uses of land and promote the use of land in a desirable manner that does not impair the surrounding uses by the erection of structures, additions, alterations, or site improvements that may negatively impact surrounding development, while providing for the orderly development of the City of Marquette.
2. Uses subject to site plan review:
 - A. Conditional Uses;
 - B. Planned Unit Developments;
 - C. Any earthwork greater than 20,000 square feet in size;
 - D. New construction, additions, alterations, or site improvements of any nonresidential building or buildings, including nonresidential accessory buildings or structures;
 - E. Conversion of an existing building or part thereof from a residential use to a non-residential use, including site improvements that result from a change in the use of the building or part thereof from residential use to nonresidential use;
 - F. New construction, additions, alterations, or site improvements for multifamily residential units that contain or will contain three (3) or more unit dwellings;
 - G. Any expansion or change in an existing land use if more parking in addition to that already provided is required;
 - H. Site improvements that include landscaping, lighting, parking, and site access.
3. Uses exempt from site plan review: The following uses shall be exempt from site plan review:
 - A. Single family dwellings and their accessory facilities on individual parcels;
 - B. Two family dwellings and their accessory facilities on individual parcels;
 - C. Interior remodeling or interior construction;
 - D. Landscaping that is less than 25 percent of the parcel size or 5,000 square feet, whichever is less.
4. Site plan review procedures:
 - A. No zoning compliance or conditional use permit shall be issued for any uses subject to site plan review except in accordance with a site plan approved by the Planning Commission or Zoning Administrator, except as herein provided.
 - B. Preliminary sketches of proposed site plans may be submitted for review to the Planning Commission prior to submission for final approval. Submission of preliminary sketch plans shall be made no later than six (6) days prior to the meeting at which the review is to take place. The Planning Commission shall advise the applicant as to the general acceptability of the proposed plan, but shall not be bound by any statements or indications of acceptance to the plan. The Zoning Administrator shall determine the number of plans to be submitted. Sketch plans should include at a minimum:
 - (1) Identification of project;
 - a. The applicant's name;
 - b. Name of the development;
 - c. Date of preparation and any revisions;
 - d. North arrow;
 - e. Small scale location sketch of sufficient size and scale.
 - (2) Existing features

- a. Property lines and dimensions drawn to scale;
 - b. Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site;
 - c. Location of significant natural features;
 - d. Location of any access points on both sides of the street within one-hundred (100) feet of the site along streets where access to the site is proposed.
- (3) Proposed construction
- a. Building footprints, and setbacks, for all proposed structures;
 - b. Location of parking spaces;
 - c. General landscape concept;
 - d. Exterior lighting locations;
 - e. General site circulation and access including:
 - i. indication of street right of way, and pavement widths;
 - ii. access points;
 - iii. location of pedestrian paths.
- C. Applications for final site plan approval shall be submitted to the Zoning Administrator at least twenty (20) business days prior to the meeting at which the review is to take place.
- D. The site plan review application materials shall include all the following information, unless the Zoning Administrator determines that some of the required information is not reasonably necessary for consideration of the plan.
- (1) Current proof of ownership or evidence of a contractual ability to acquire such land, such as an option or purchase agreement or a written statement from the property owner indicating permission for the filing of the application.
- (2) Twelve copies of plan sheet(s) providing the information listed below. Sheet size of submitted drawings shall be at least 24-inches by 36-inches, with graphics at an engineers scale of one (1) inch equals twenty (20) feet for sites of 20 acres or less; and one (1) inch equals fifty (50) feet for sites over 20 acres. The surrounding area drawing may be in a scale of one (1) inch equals one-hundred (100). Individual site plan requirements may be waived if deemed unnecessary by the Zoning Administrator.
- a. Identification of the project
 - i. The applicant's name;
 - ii. Name of the development;
 - iii. The preparer's name and professional seal of architect, engineer, surveyor or landscape architect indicating license in the State of Michigan;
 - iv. Date of preparation and any revisions;
 - v. North arrow;
 - vi. Complete and current legal description and size of property in acres.
 - b. Existing features
 - i. Property lines and dimensions;
 - ii. Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site;
 - iii. Lot lines and all structures on the property and within one-hundred (100) feet if the site's property lines
 - iv. Locations of all significant natural features;
 - v. Location of any access points on both sides of the street within one-hundred (100) feet of the site along streets where access to the site is proposed;

- vi. Existing topography at a minimum of two (2) foot contour intervals.
- c. Proposed construction
 - i. Building footprints, setbacks, and elevations showing height for all proposed structures with the acreage allotted to each use. Floor area and ground coverage ratios shall be provided for residential structures;
 - ii. Proposed locations of utility services (with sizes), including storm drainage, retention or detention ponds, fire hydrants, and any public or private easements;
 - iii. Proposed topography with a site grading plan with topography at a maximum of two (2) foot contour intervals;
 - iv. Location and method of screening for all waste dumpsters;
 - v. Location and dimensions of parking spaces;
 - vi. A landscaping plan indicating proposed plant locations with common plant name, number, and size at installation. Berms, retaining walls or fences shall be shown with elevations from the surrounding average grade;
 - vii. Details of exterior lighting including locations, height, and method of shielding;
 - viii. The location of all permanent or temporary signs, existing or proposed, including their area, size, height, illumination, and the type of construction;
 - ix. Details of site circulation and access design, including:
 - (a) Indication of street right-of-way and pavement widths and pavement type;
 - (b) Street horizontal and vertical dimensions, including curve radii;
 - (c) Dimensions of access points including distance from adjacent driveways or intersecting streets, including those across a street;
 - (d) Identification of width and material to be used for pedestrian paths;
 - (e) Name and location of abutting public streets, proposed access driveways and parking areas, and existing and proposed pedestrian/bicycle paths;
 - (f) Written verification of access easements or agreements, if applicable.
 - x. If the application is related to property scheduled for phased development, the proposed layout for the total projected development shall be indicated, and the projected scope and time period shall be estimated for each additional phase;
 - xi. Any other information necessary to establish compliance with this and other ordinances;
 - xii. A completed application form, supplied by the Zoning Administrator, and an application fee.
- E. The Planning Commission or the Zoning Administrator, prior to granting approval of a site plan, may request from the applicant any additional graphics or written materials, prepared by a qualified person or person(s), to assist in determining the appropriateness of the site plan. Such material may include, but is not limited to, photographs, estimated impact on public schools and utilities, and traffic impacts.
- F. The Zoning Administrator, engineering department, fire department, and planning staff will review application materials to determine if they are in proper form, all of the required information is present, and the site plan is in compliance with applicable city ordinances and each will submit a report to the Zoning Administrator.

- G. If the site plan is determined to not be in compliance with the ordinances the Zoning Administrator shall deny approval of the site plan.
 - H. The Zoning Administrator may approve or conditionally approve minor site plans which include additions, alterations, and renovations that are less than 20% of the size of the original building footprint or less than 2000 square feet, site improvements that are less than 20% of the site area or less than 2000 square feet (which ever is less), and all buildings less than 2000 square feet. All other site plans must be reviewed by the Planning Commission.
 - I. Except as noted above, the Planning Commission shall approve, approve with conditions, or deny the site plan based on the compliance of the plan with city ordinances and the review standards of this ordinance. If conditional approval is granted, the conditions shall be stated specifically so that the Zoning Administrator or other reviewing departments can determine compliance with the conditions and grant approval following submission of revised plans; said review not to exceed ten (10) days.
 - J. The Planning Commission Chair and the applicant shall sign two (2) copies of the approved site plan, one of which is kept by the Zoning Administrator, the other by the applicant.
 - K. Zoning Compliance shall not be issued until the Planning Commission or the Zoning Administrator has approved the plan.
5. Approval of a site plan, including conditions made as part of the approval, is attached to the property described as part of the application and not to the owner of such property.
- A. Review Standards
- (1) Each site plan shall be designed to ensure that:
 - a. The uses proposed will not harm the public health, safety, or welfare. All elements of the site plan shall be designed to take into account the site's topography, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and ordinary development or improvement of surrounding property for uses permitted in this ordinance.
 - b. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points.
 - c. The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned street and pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, shopping centers, and other uses which generate a considerable amount of pedestrian traffic.
 - d. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding property.
 - e. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Surface water on all paved areas shall be collected so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water.

- f. All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access as required by the Fire Department and Police Department.
 - g. All outside storage areas, including refuse storage stations, shall be screened from the view of the street and/or adjacent residentially zoned properties. All loading and unloading areas shall be reasonably screened for residentially zoned properties.
 - h. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and bodies of water so that it does not impede the vision of traffic along adjacent streets or impair navigation on the waterway. Flashing or intermittent lights shall not be permitted.
 - i. For consistency in areas where adjoining properties face the street, the Planning Commission may require that primary structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.
 - j. No noise, vibration, dust, fumes, or other nuisance shall leave the property in a manner that affects the surrounding area.
- 6. Amendments
 - A. No changes, erasures, modifications, or revisions shall be allowed for any approved site plan without prior approval by the Zoning Administrator, or the Planning Commission.
 - B. The ability to approve any changes shall remain consistent with the ability to approve or deny an original site plan.
- 7. Validity of Approved Site Plans
 - A. Site plan approval shall expire one (1) year from the date of approval except for phased projects that are required to follow a project timeline.
 - B. When work on a project is halted for a minimum of two months, except during winter conditions, the Zoning Administrator or designee shall inform the Planning Commission which may revoke the approval if the conditions warrant.
 - C. The Planning Commission may grant a one time extension to the expiration deadline not to exceed one (1) year provided:
 - (1) The request is submitted at least 45 days prior to the expiration of the site plan approval.
 - a. The approved plan conforms to zoning at the time the extension is granted
 - b. Any and all Federal and State approvals and permits are current.
 - D. Site plans whose approval has expired shall require resubmission as an initial application.
- 8. Compliance Guarantees:
 - A. Prior to construction, the Zoning Administrator shall require that the property boundaries be staked by a licensed surveyor. At any time during construction, the Zoning Administrator may inspect the site to determine compliance with the approved site plan. If the Zoning Administrator determines that the construction is not in accordance with the approved site plan, the Zoning Administrator shall issue a stop work order and take action to ensure compliance with the approved site plan.
- 9. Appeals of Site Plans
 - A. Any person aggrieved by the decision of the Planning Commission or Zoning Administrator with respect to an approval or denial of a site plan shall have the right of an appeal to the Board of Zoning Appeals. The appeal shall be filed in writing within thirty (30) business days of the decision.
 - B. The filing of such an appeal shall act to stay the issuance of any permit.
 - C. No new evidence may be submitted to the Board of Zoning Appeals.



CITY OF MARQUETTE - CHECKLIST

Zoning

- 25. No non-motorized paths are within the proposed site improvements
- 27. No Traffic calming measures within the site improvements
- 33. No effect on trail connectivity
- 34. No proposed path
- 35. No non-motorized trails

Engineering

- 44. Only equalization culvert within ROW, 6" PVC
- 45. No catch basins
- 49. No disturbance of adjacent properties
- 50. No wetland impact
- 53. No new sanitary sewer service, utilizing existing
- 54. No new hydrants
- 57. No non-motorized paths
- 59. No new utilities
- 60. No easements
- 62. No modifications to existing utilities required
- 64. No abandoning of existing utilities required
- 67. No irrigation system
- 68. No sanitary waste pretreatment systems
- 72. No traffic signing or control recommended
- 79. No impact to trees within public ROW
- 81. No storage of hazardous materials near public utilities
- 82. No blasting proposed

DPW Staff Comments



CITY OF MARQUETTE
DEPARTMENT OF PUBLIC WORKS
1100 WRIGHT STREET
MARQUETTE, MI 49855
(906) 228-0444
www.mqtcty.org

MEMORANDUM

TO: Andrea Landers, Zoning Official
FROM: Scott Cambensy, Superintendent of Public Works *SAC*
DATE: August 9, 2017
SUBJECT: 18-SPR-09-17 – Site plan review for 1009 W. Bluff Street

The water/sewer records show Orangeburg on the owner side of the sewer lateral and unknown from 1969 on the owner side of the water lateral. Property owner may wish to investigate the condition of the utilities on the owner side prior to making improvements. DPW has no other comments at this time.

PD Staff Comments



**CITY OF MARQUETTE
POLICE DEPARTMENT
300 W. BARAGA AVENUE
MARQUETTE, MI 49855
(906) 228-0400
www.mqtcty.org**

MEMORANDUM

TO: Andrea Landers – Community Development
FROM: Cpt. Mike Laurila, Police Department
DATE: 08/11/2017
SUBJECT: PIN: 0260790, FILE# 18-SPR-09-17

Regarding the above, I have no comments at this time.

Thank you.

Fire Staff Comments



CITY OF MARQUETTE
Fire Department
418 S. Third St.
MARQUETTE, MI 49855
(906) 225-8941
www.mqtcty.org

MEMORANDUM

TO: RCR Properties
FROM: Cpt. Tom Dunleavy, Fire Inspector
DATE: August 21st, 2017
SUBJECT: 1009 W. Bluff St. Office Relocation Project

Site Plans reviewed and approved by Fire Inspector. TD



Applicant's Response to Zoning and Engineering Staff Comments

424 South Pine Street Ishpeming, MI 49849

906-485-1011 • 877-834-3827 • Fax: 906-485-1013

[R117-17451]

August 23, 2017

Andrea Landers, Zoning Official
City of Marquette, Planning & Zoning
300 W. Baraga Avenue
Marquette, MI 49855

RE: 18-SPR-09-17 – Site Plan review for office building at 1009 W. Bluff St. (PIN: 0260790)

Dear Ms. Landers:

Zoning Department

We have provided responses to the comments below. Are answers are in **blue** to the comments made by the planning on zoning department.

General Comment

1. Missing the North property line dimension, please provide that on all sheets.
Property line dimension added on all sheets
2. Missing the current land use of all abutting properties, please provide that on sheet C101.
Land use added to sheet C101
3. Missing the lot lines within 100 feet of the site's property lines. Please provide this.
Adjacent lot lines added to the plans
4. Missing the fence detail for the fence along the transitional yard/parking lot. Please provide this.
Fence detail added to the plans
5. Per the Zoning Ordinance, "(13) A two-foot border shall be created between a parking lot, and the adjacent buildings and/or property lines. This border shall be landscaped or paved, and may be included in the required snow storage area."
 - a. Please update all site plan sheets to provide for the two-foot border between the east parking lot and the front property line.
2' border added between the parking lot and property line
6. A sign permit and fence permit is required for the proposed signs and fences.
Sign and fence permit to be submit by owner
7. Please call out all new building areas on the plan sheets.
Proposed building additions added to the site plans
8. Per the exterior elevations, there is a new shed attached to the building but there is no footprint provided on the plan sheets. Please provide this on all sheets.
New shed added to the site plan

Offices also in:
Iron Mountain
Houghton
Marinette
Sault Ste Marie

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www.UPEA.com

9. The purpose of the off-street loading zone is that it is not in the right-of-way. Your proposed location has a portion of the loading zone in the right-of-way. Please update all sheets to provide for a location that is out of the right-of-way and on private property.
We would have to move the entire building to get the unloading area within private property. Northern Orthotics only receives UPS deliveries, no semis. This loading area is in the employee parking section of the site.
10. The fence symbol along the east side of the parking lot is showing past the property line, please update all sheets so that it is not being placed in the right-of-way.
Fence location has been updated
11. The fence symbol stops before the end of the parking lot, it is required to be continuous along the parking lot. Please update all sheets to meet this.
Fence location has been updated
12. The proposed sign symbol is shown as partially in the right-of-way, please relocate this outside of the right-of-way on all sheets.
Ground sign has been deleted
13. Per the Sign Ordinance, *"Ground signs placed in any business, office or industrial district may not be located within 100 feet of a residential district, measured along right of way lines."*
 - a. Please relocate the sign on all sheets to meet this requirement of the ordinance.
Ground sign has been deleted

Sheet C102

1. Note #2, states group home, but the application states office. Please update the note to reflect the requested use and provide the required parking calculations for the proposed office use under this note.
Parking calculation and note has been updated

Sheet C104

1. Please move the label for the fence to point to the fence symbol, not the property line.
Revised

Sheet C501

1. Per the Zoning Ordinance, *"(11) All lighting used to illuminate any off-street parking area shall be confined within and directed onto the parking lot only. In no case may the source of light exceed twenty feet in overall height above ground level."*
 - a. Please provided your narrative response on how the proposed light poles will meet this.
"20' light pole height" note added to the detail
 - b. Please provide a note on the light pole detail on height and method of shielding.
"Low cutoff light shield" note added to the light pole detail

Engineering Department

Sheet C101 – Existing Site Plan

- 1) Call out exiting driveway and material.
Label has been added

Sheet C102 – Proposed Site Plan

- 1) Call out proposed driveways and material to be used.
Label has been added
- 2) Remove “Off-Street Parking” from notes for required permits and replace with “Curb Cut/Driveway Permits”.
Revised
- 3) See general comments for storm water related.

General Comments

- 1) City Code 80.62(5)(A)(1)(e) “Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties”. In this case the public right of way is being used for storage for a private entity. Onsite runoff should be contained on the site and not onto adjoining properties. This would include the public right of way. Please provide storage on the parcel for the difference in the increased runoff due to the addition of impervious surfaces.
Plan has been modified to avoid storm water retention in the ROW
- 2) There are some serious issues with the hydrology calculations that will require them to be addressed. Flow length and time of concentration are suspect.
The flow length and time of concentration for the proposed HydroCAD analysis have been revised.

Please inform me if you have any questions or comments regarding the above information.

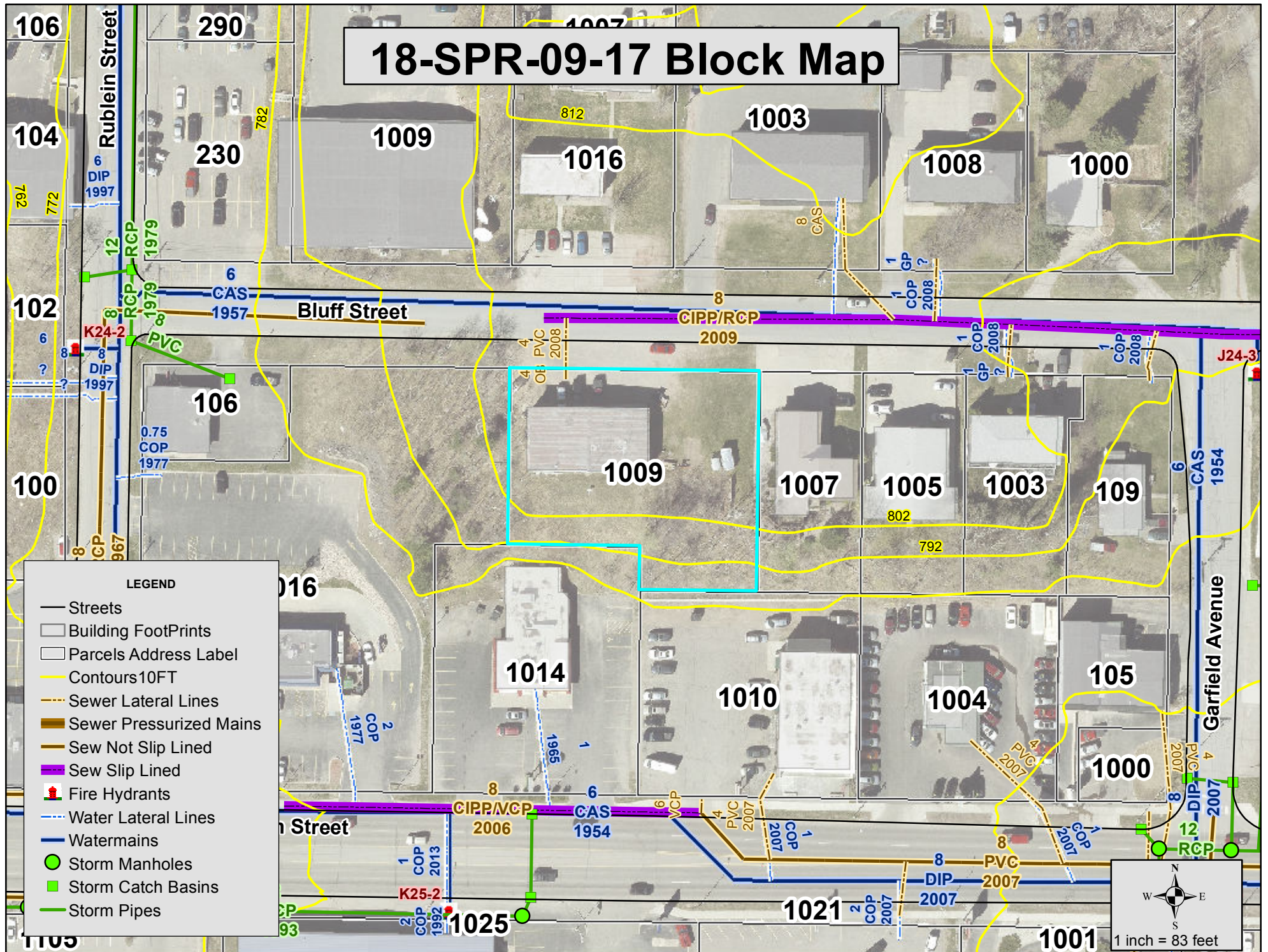
Sincerely,



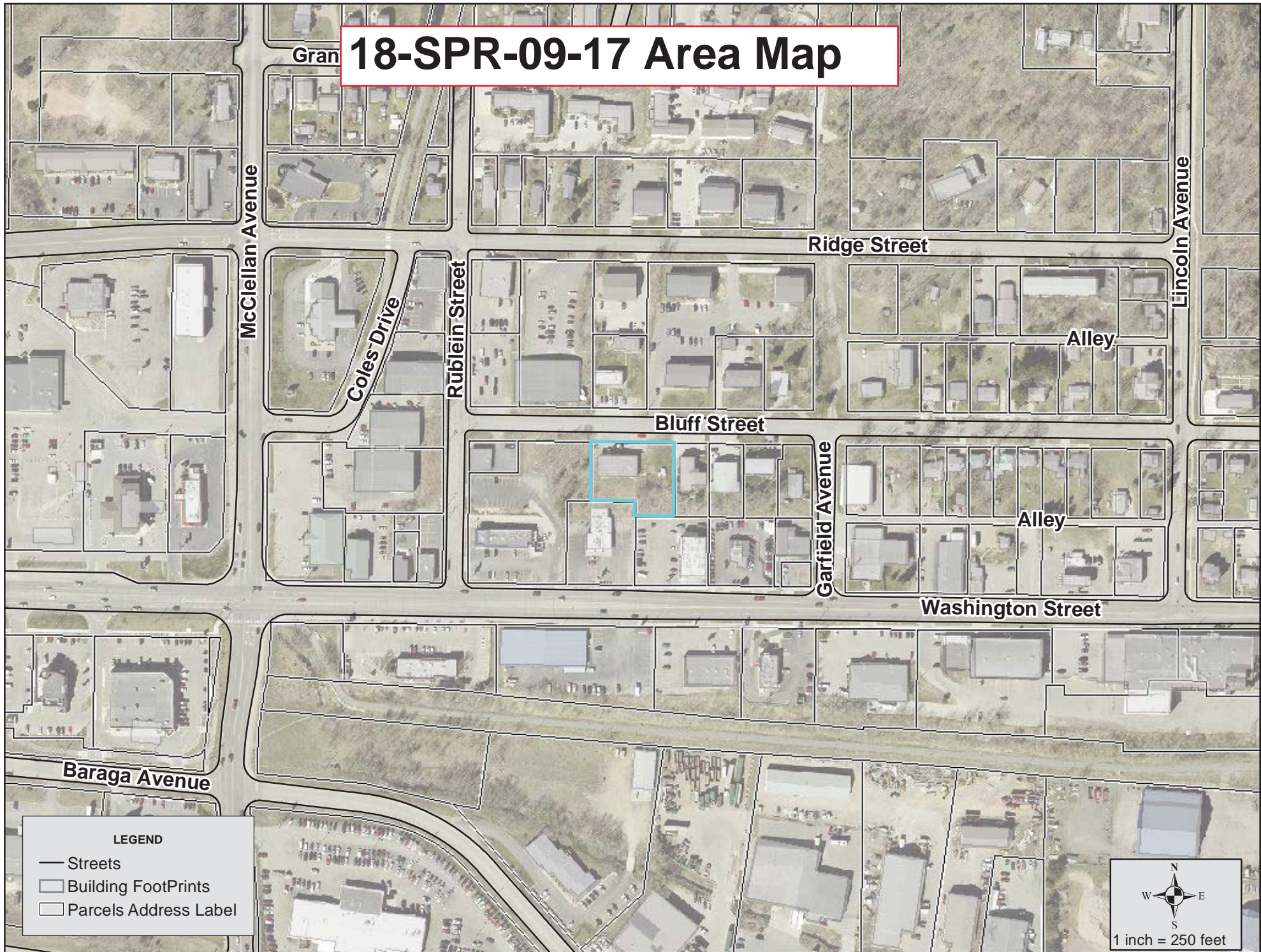
Matthew Treado, P.E.
Project Engineer

cc: Lynn Swadley

18-SPR-09-17 Block Map



18-SPR-09-17 Area Map

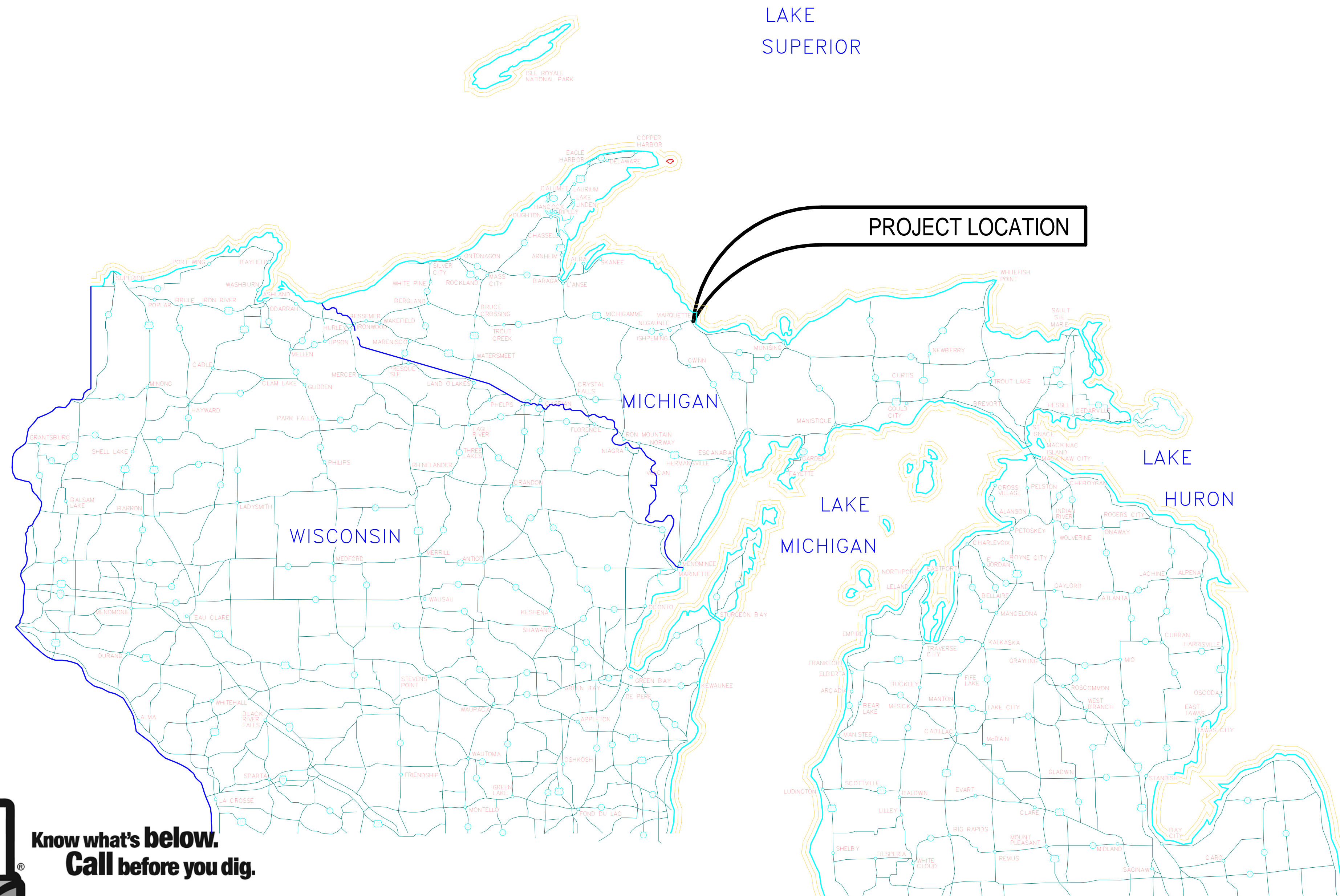








1009 W. BLUFF STREET MARQUETTE, MI 49855



**Know what's below.
Call before you dig.**

BUILDING CODE REVIEW
ZONING: BG - GENERAL BUSINESS
2015 MICHIGAN BUILDING CODE & MICHIGAN BARRIER FREE 2015 MICHIGAN MECHANICAL CODE 2015 MICHIGAN PLUMBING CODE 2015 MICHIGAN ENERGY CODE 2015 NATIONAL ELECTRIC CODE
USE GROUP: B, BUSINESS (PRIMARY) F-1, FACTORY (ANCILLARY)
CONSTRUCTION TYPE: III-B, UNPROTECTED NON-COMBUSTIBLE EXTERIOR WALLS: STEEL FRAME w/ METAL WALL PANELS ROOF CONSTRUCTION: STEEL FRAME w/ METAL ROOF PANELS FLOOR CONSTRUCTION: CONCRETE CORRIDOR RATING: N/A FIRE PROTECTION: NOT REQUIRED BUILDING AREA: <div style="display: flex; justify-content: space-between;"> LOWER LEVEL: 3,200 s.f. UPPER LEVEL: 1,600 s.f. </div> <div style="display: flex; justify-content: space-between;"> TOTAL: 4,800 s.f. </div>
ALLOWABLE AREA: 2-STORIES ADJUSTED FOR OPEN FRONTS: TOTAL ALLOWABLE AREA: 12,000 s.f.
OCCUPANT LOAD BY FIRE AREA: 37 OCCUPANTS EGRESS PROVIDED: 2 DOORS x 33" + 2 DOORS x 66" = 99" DISTANCE TO EXIT FROM MOST REMOTE LOCATION: 75' - 0"

SHEET INDEX	
NUMBER	SHEET NAME
00 General	
G001	COVER SHEET
01 Civil	
C101	EXISTING SITE PLAN
C102	PROPOSED SITE PLAN
C103	PROPOSED SECC AND LANDSCAPING PLAN
C104	PROPOSED GRADING PLAN
C501	DETAILS
03 Architectural	
A101	PROPOSED FLOOR PLAN
A102	SECOND FLOOR PLAN
A201	EXTERIOR ELEVATIONS

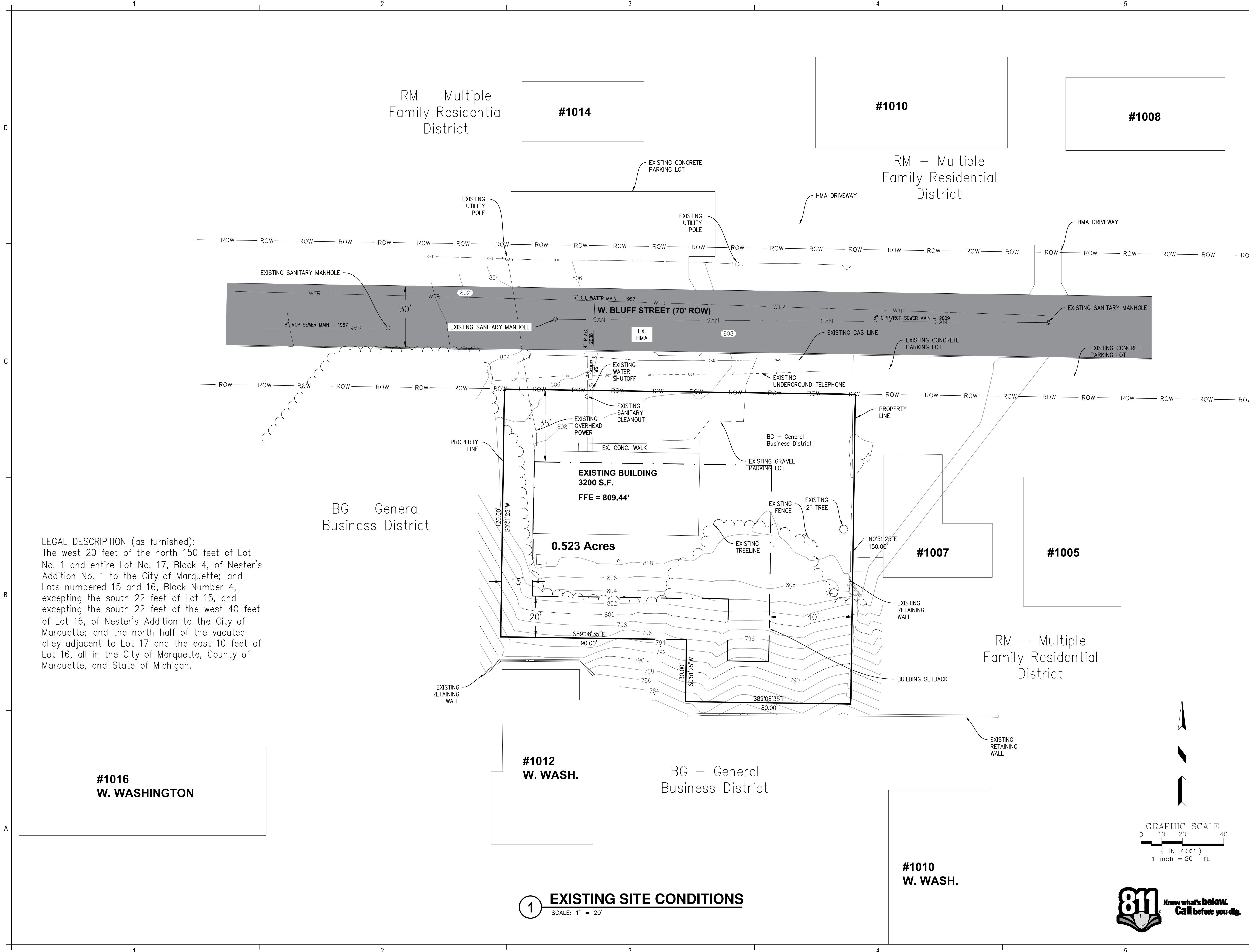


CITY OF MQT REVIEW	08/08/2017
ISSUED FOR:	DATE:

PROJECT NO:	R117-17452
DESIGNED BY:	RMA
DRAWN BY:	RMA
CHECKED:	KRC
APPROVED:	MLT

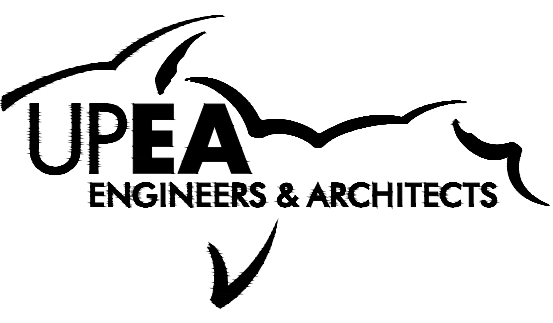
COVER SHEET

G001



LEGAL DESCRIPTION (as furnished):
The west 20 feet of the north 150 feet of Lot No. 1 and entire Lot No. 17, Block 4, of Nester's Addition No. 1 to the City of Marquette; and Lots numbered 15 and 16, Block Number 4, excepting the south 22 feet of Lot 15, and excepting the south 22 feet of the west 40 feet of Lot 16, of Nester's Addition to the City of Marquette; and the north half of the vacated alley adjacent to Lot 17 and the east 10 feet of Lot 16, all in the City of Marquette, County of Marquette, and State of Michigan.

1 EXISTING SITE CONDITIONS
SCALE: 1" = 20'



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IRON MOUNTAIN, MI 49801
(906) 779-0937

424 SOUTH PINE STREET
ISHPEMING, MI 49849
(906) 485-1011

1701 DUNLAP AVE., SUITE B
MARINETTE, WI 54143
(715) 732-4188

707 ASHMUN STREET
SAULT STE. MARIE, MI 49783
(906) 635-0511

PROJECT TITLE:
**OFFICE
RELOCATION**

OWNER:
RCR PROPERTIES

PROJECT LOCATION:
**1009 WEST
BLUFF STREET
MARQUETTE, MI**

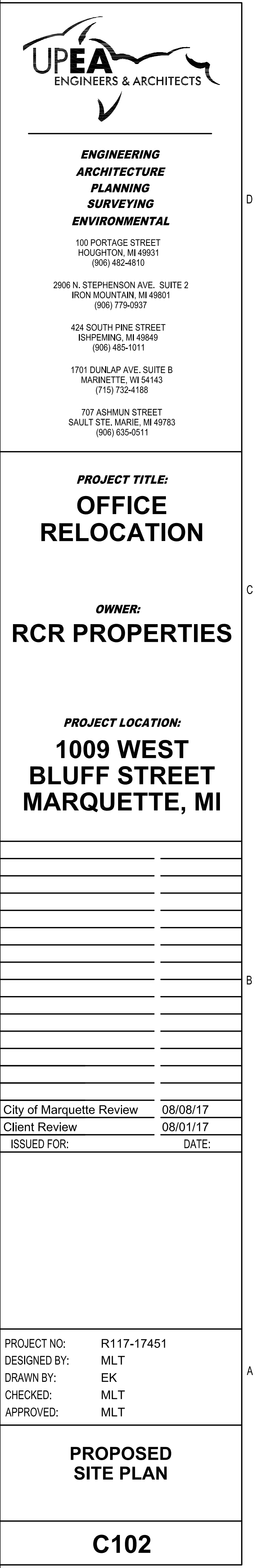
City of Marquette Review	08/08/17
Client Review	08/01/17
ISSUED FOR:	DATE:

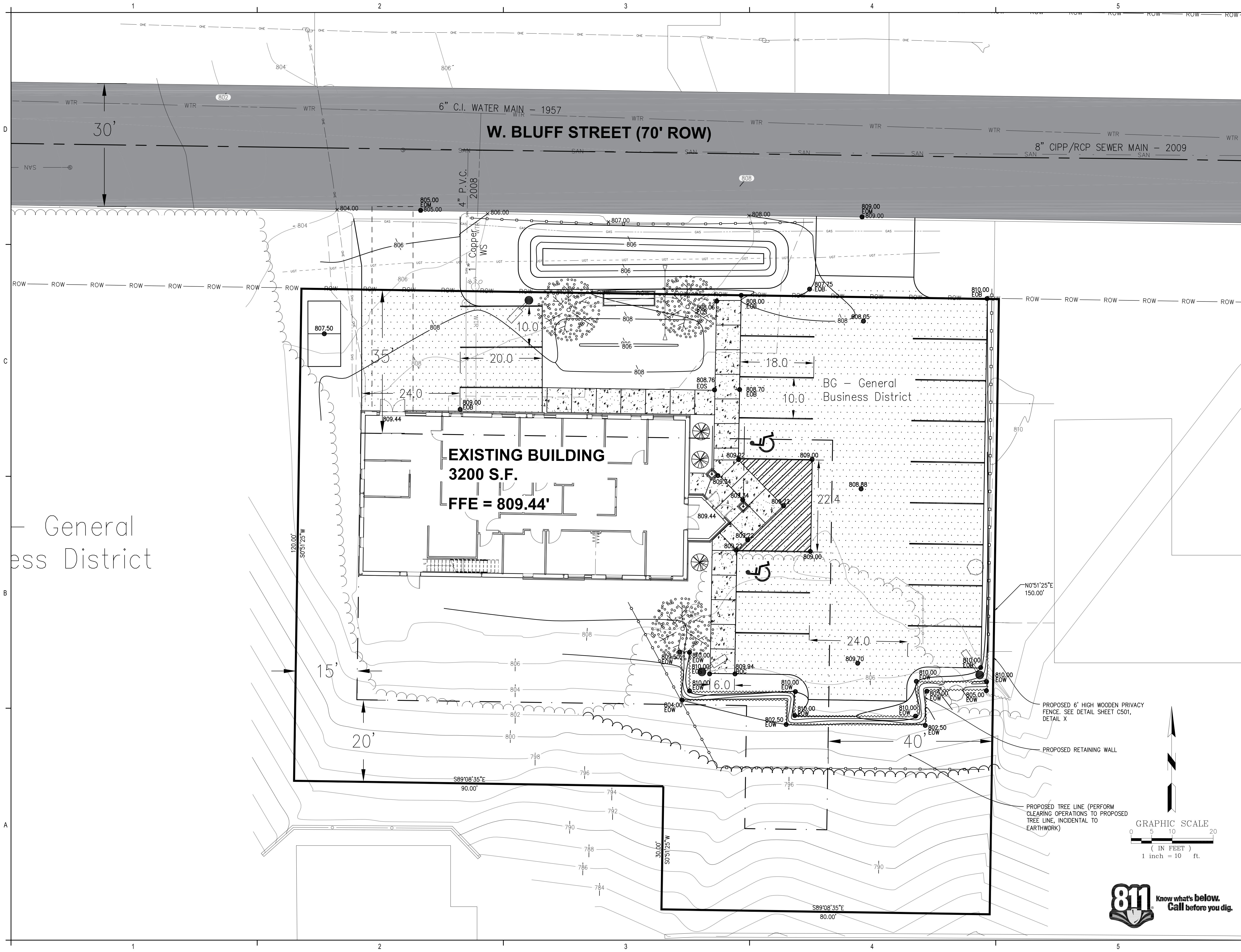
PROJECT NO: R117 - 17451
DESIGNED BY: MLT
DRAWN BY: EAK
CHECKED: MLT
APPROVED: MLT

**EXISTING
SITE PLAN**

C101

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PROJECT TITLE:
**OFFICE
RELOCATION**

OWNER:
RCR PROPERTIES

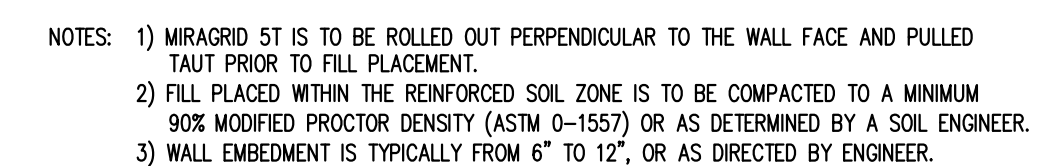
PROJECT LOCATION:
**1009 WEST
BLUFF STREET
MARQUETTE, MI**

City of Marquette Review	08/08/17
Client Review	08/01/17
Client Review	07/21/17
Client Review	06/30/17
ISSUED FOR:	DATE:

PROJECT NO: R117-17451
DESIGNED BY: MLT
DRAWN BY: EK
CHECKED: MLT
APPROVED: MLT

**PROPOSED
GRADING PLAN**

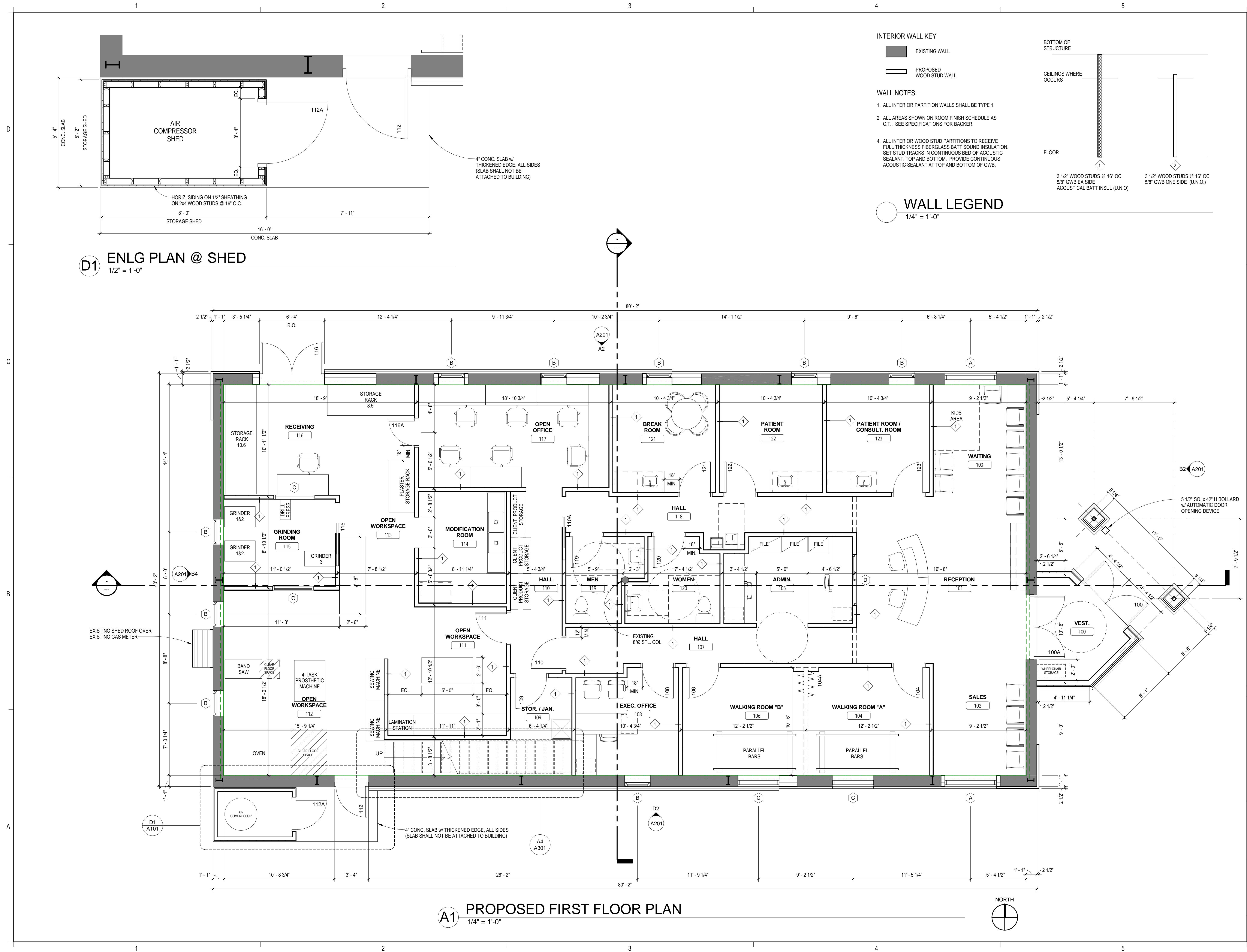
C104



PROJECT NO:	R117 - 17451
DESIGNED BY:	MLT
DRAWN BY:	EAK
CHECKED:	MLT
APPROVED:	MLT

C501







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(906) 635-0511

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(715) 732-4188

PROJECT TITLE:
OFFICE RELOCATION

OWNER:
RCR PROPERTIES

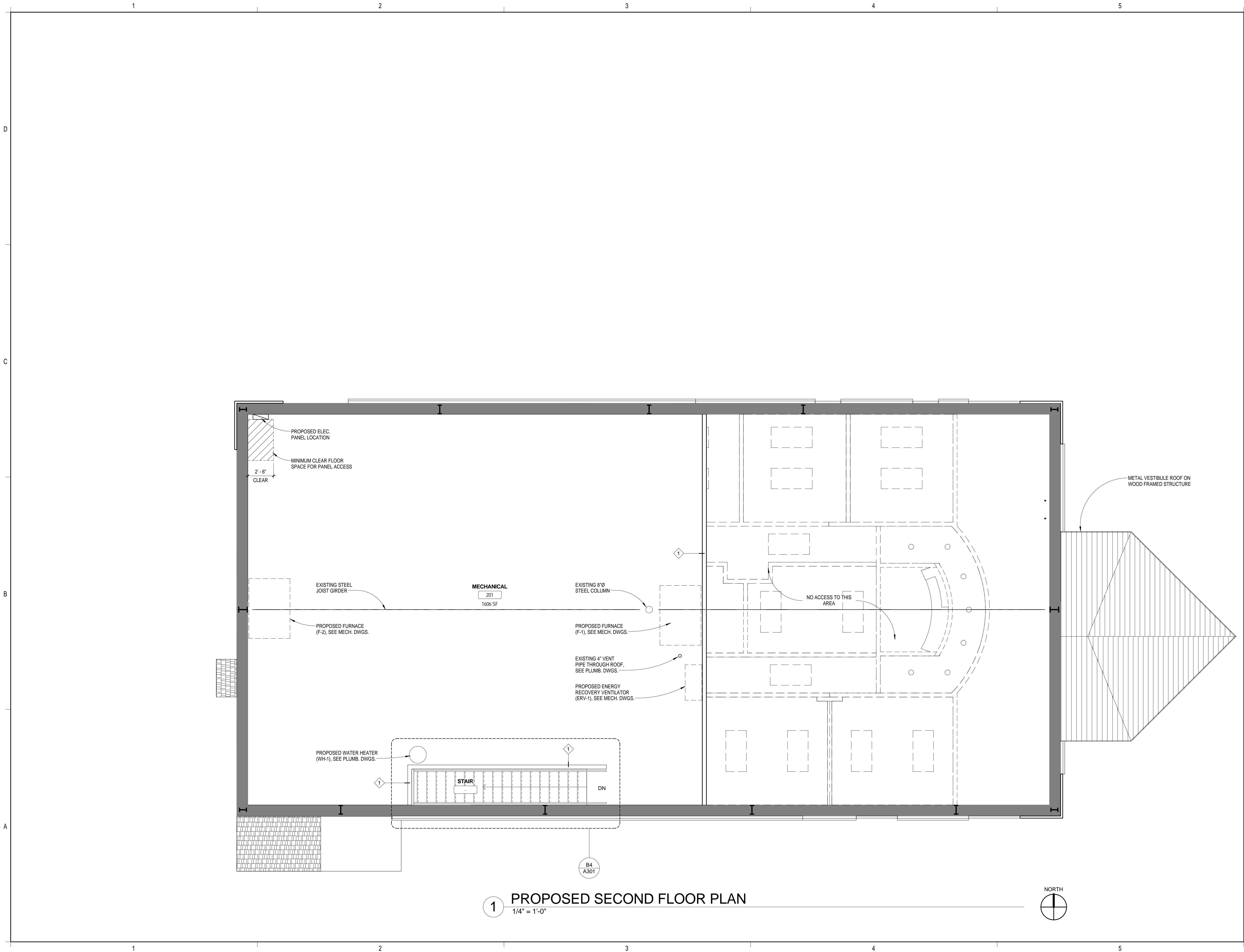
PROJECT LOCATION:
**1009 W. BLUFF STREET
MARQUETTE, MI 49855**

CITY OF MQT REVIEW	08/08/2017
CLIENT REVIEW	07/20/2017
CLIENT REVIEW	07/13/2017
CLIENT REVIEW	07/06/2017
CLIENT REVIEW	06/26/2017
ISSUED FOR:	DATE:

PROJECT NO:	R117-17452
DESIGNED BY:	RMA
DRAWN BY:	RMA
CHECKED:	KRC
APPROVED:	MLT

PROPOSED FLOOR PLAN

A101





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SAULT STE. MARIE, MI 49783
(906) 635-0511

1701 DUNLAP AVE. SUITE B
MARINETTE, WI 54143
(715) 732-4188

PROJECT TITLE:

OFFICE RELOCATION

OWNER:

RCR PROPERTIES

PROJECT LOCATION:

**1009 W. BLUFF STREET
MARQUETTE, MI 49855**

CITY OF MQT REVIEW	08/08/2017
ISSUED FOR:	DATE:

PROJECT NO: R117-17452

DESIGNED BY: RMA

DRAWN BY: RMA

CHECKED: KRC

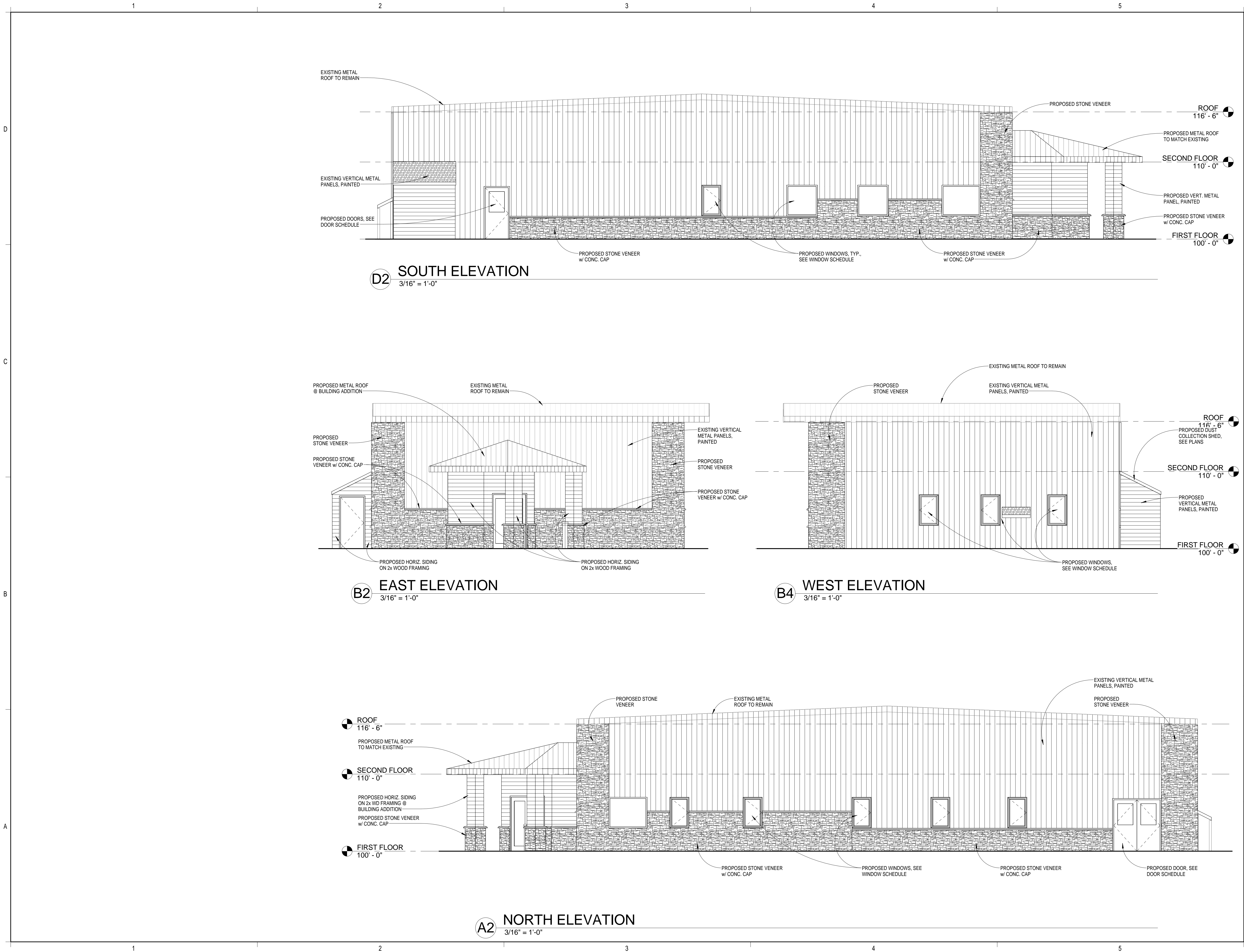
APPROVED: MLT

SECOND FLOOR PLAN

A102

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8/8/2017 12:17 PM
P:\0117-17452 RCR Properties Marquette Northern Offices - Architectural\Drawings\Architectural\117-17452 Northern Office P16.rvt





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PROJECT TITLE:
OFFICE RELOCATION

OWNER:
RCR PROPERTIES

PROJECT LOCATION:
**1009 W. BLUFF STREET
MARQUETTE, MI 49855**

CITY OF MQT REVIEW	08/08/2017
ISSUED FOR:	DATE:
PROJECT NO: R117-17452	
DESIGNED BY: RMA	
DRAWN BY: RMA	
CHECKED: KRC	
APPROVED: MLT	

EXTERIOR ELEVATIONS

A201

Planning/Zoning Weekly Report

August 14, 2017 to August 25, 2017

CORRESPONDENCE

Planning and Zoning

Permits processed (starting 10/01/16 for totals):

PERMIT TYPE	APPROVED	DENIED	PENDING	TOTAL APPLICATIONS
Zoning Compliance	5		8	175
Sign	3		1	42
Fence	7			71
Home Office/Home Occupation				0
Curb Cut & Driveway *				39
Site Plan Review (Admin. or PC**)			10	28
Conditional Use Permit **			1	8
Rezoning **			1	1
Variance ***			2	20
Appeals to BZA ***				0
Class A Nonconforming ***				0
* City Engineering issued permits as reviewed by the Zoning Official				
** Reviewed by the Planning Commission (site plan review authority is based on size of site)				
*** Approval Determined by the Board of Zoning Appeals (BZA)				

Rental Registrations: 5 long-term and 45 short-term rental applications were reviewed. Since the beginning of the FY16-17, 178 applications have been reviewed.

Code Enforcement

Complaints received:	8	Void of Notice of Violations:	0
Cases Closed:	29	Rewrite to Civil Infraction Citation:	3
Number of letters sent:	42	Spot Report:	2
Notice of Violations:	4		

Planning Commission and Board of Zoning Appeals

The Planning Commission (PC) held a regular meeting on August 15, 2017, and reviewed case 02-CSD-08-17 – 401 S. Lakeshore Blvd.-Marquette Place Condominium Subdivision Plan, and held a work session on the Land Development Code Project document outline.



**CITY OF MARQUETTE
PLANNING AND ZONING
300 W. BARAGA AVENUE
MARQUETTE, MI 49855
(906) 228-0425
www.mqtcty.org**

MEMORANDUM

TO: Planning Commission
FROM: Dave Stensaas, City Planner and Zoning Administrator
DATE: August 30, 2017
SUBJECT: Work Session – Land Development Code Project

Staff will update the Planning Commission on project the schedule and materials.