

Ellsworth Guide to Development

Updated November 18, 2020

Table of Contents

INTRODUCTION.....	2
CONTACT AND SCHEDULE INFORMATION	3
BOARDS AND COMMISSIONS	4
THE VILLAGE PLANNING COMMISSION	4
WHAT IS ZONING AND HOW IS IT USED?.....	5
VILLAGE ZONING DISTRICTS.....	5
MAKING A ZONING INQUIRY	9
CONCEPTUAL MEETING PROCEDURES	10
RESIDENTIAL DEVELOPMENT	11
OPENING OR EXPANDING A BUSINESS.....	11
THE ZONING AMENDMENT PROCESS	12
CHANGE OF USE FOR A STRUCTURE	13
NON-CONFORMING USES AND STRUCTURES.....	13
THE SITE PLAN REVIEW PROCESS	14
SPECIAL APPROVAL REVIEW PROCESS.....	15
PLANNED UNIT DEVELOPMENT REVIEW PROCESS.....	16
THE ZONING BOARD OF APPEALS	17
BUILDING PERMIT INFORMATION.....	18
HOW TO FILE A ZONING COMPLAINT	18
SPECIAL MEETING REQUESTS	18
DESIGN GUIDELINES.....	18

INTRODUCTION

This document is intended to serve as a *guide to development* for Village residents, business owners and other decision makers. Although this document provides information on the procedural process for development permits and appeals, the best route before filing application or a petition is to contact Village Staff, at 231-588-7411.

The Village of Ellsworth is governed by a master plan and zoning ordinance that proposes the orderly development of land, installation of capital improvements, and an allocation of land for different uses. The Village is granted these privileges under the Michigan Planning Enabling Act, of 2008, as amended. In general, planning and zoning are closely related and together they regulate the orderly development of land – from residential to industrial uses. Zoning controls the intensity and the type of development allowed in specific districts of the Village.

It is important to reference the Village Master Plan and Zoning Ordinance prior to purchasing, improving, or developing property. In most instances, a permit is required before a change can be made. Complex changes will require a Planning Commission site plan review and approval. In other cases, the Zoning Board of Appeals may have to recommend a variance for approval to the Village Council, which is the ultimate approving authority.

Village Staff acts as the liaison between residents and the Village Planning Commission and Zoning Board of Appeals. Residents and developers will find it helpful to meet with Village Staff prior to undertaking any improvements. This step will help determine whether the Village's zoning ordinance or building code will require any modifications or improvements to a proposed plan.

CONTACT AND SCHEDULE INFORMATION

The first step to investing in our community is to speak with key staff. The staff person may vary from project to project or during the course of the project. The following chart lists key staff, contact information and description.

Department Name	Key Contact	Title	Telephone #	Email address
Administration	Hugh Campbell	Village President	623-693-8193	HECamp@aol.com
Public Works	Tex Drenth	DPW Supervisor	231-645-6110	texdrenth@hotmail.com
Administration	Marlene Drenth	Clerk	231-676-0336	cmdrenth@gmail.com
Administration	Larry Essenberg	Planning Commission Chair	231-676-3461	larryessenberg@gmail.com
Building & Zoning	Andrew Veenstra	Zoning Administrator	231-599-2647	andyveen@outlook.com
Economic Development	Lynn Aldrich Spearing	Village Trustee	231-676-0935	lynnspearing@gmail.com
Downtown Development Authority	Rusty Powers	DDA Chair	231-928-8566	Rusty.powers1@gmail.com

Although staff is willing to assist with a review process, the final decision on a proposal lies with the planning commission. In some cases, especially those anticipating a substantial community impact, more than one board and/or council may be involved in the decision process.

BOARDS AND COMMISSIONS

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

Board	Responsibility	Meeting Date/Time/Location
Village Council	Governing body with authority over development incentives, ordinance amendments, development policies, etc.	Second Monday of each Month 7:00 pm Village Hall
Downtown Development Authority (DDA)	Develops programs and projects aimed at improving the downtown district including new business development, business recruitment and retention, and downtown beautification and public improvements	Fourth Monday of each Month 6:00 pm Village Hall
Planning Commission	Creates and updates the Master Plan and reviews rezoning requests, site plans, subdivisions, special use permits and other land use applications	Second Thursday of the odd Months 7:00 pm Village Hall
Zoning Board of Appeals	Interprets and grants variances from provisions of the Zoning Ordinance, conducts hearings and resolves disputes regarding decisions of the Zoning Official	Annually on the Second Monday of May or as needed Time TBD Village Hall

THE VILLAGE PLANNING COMMISSION

The Planning Commission is comprised of five (5) members. The Commission reviews and approves site plans, requests for special uses, and makes recommendations to the Village Council on street and alley locations and request for zoning change requests. Special Uses are specific types of development that must meet certain standards to be permitted. An example of a Special Use permit is a hospital that may be permitted if the Planning Commission approves and finds the project meets the established criteria as identified in the Zoning Ordinance.

The Planning Commission typically meets on the second Thursday of odd months in the Meeting Room at Village Hall. All applications and associated fees must be filed in advance and coordinated with Village Staff.

WHAT IS ZONING AND HOW IS IT USED?

Zoning regulates the use and development of land. The zoning ordinance districts and the uses they allow are based on the Village’s adopted Master Plan and its amendments. The Village is divided into four basic zoning districts as follows: residential (R), commercial (C), mixed use (M) and industrial (I), that are further subdivided per the regulations.

Each zoning district regulates:

- Permitted uses
- The size (bulk) of the building permitted in relation to the size of the lot
- The required open space for residential uses on the lot, or the maximum amount of building coverage allowed on the lot
- The number of dwelling units permitted on the lot
- The distance between the building and the street
- The distance between the building and the lot line
- The amount of parking required
- Other requirements as applicable for residential, business, or manufacturing activities

Each of the zoning districts is briefly described below. For a complete description and regulations for each district, please refer to the Village’s Zoning Ordinance.

VILLAGE ZONING DISTRICTS

Permitted and Special Land Uses shall be limited to those listed in this table at the end of this section as well as Section 4.3 (Regulated Uses Table) of the Village of Ellsworth Zoning Ordinance. All uses shall be subject to all applicable provisions of Article 5: Site Plan Review, Special Approval Uses, and Site Development. Dimensional standards may have additional applicable provisions and/or conditions as presented in Section 4.4 of the Village of Ellsworth Zoning Ordinance.

ZONING DISTRICT CATEGORIES, INTENTS, & DIMENSIONAL STANDARDS		
R-1: Low Density Residential	Dimensional Standards	
Intent: The land uses in this District are intended to encourage an environment of predominantly low density residential structures located on individual lots along with other residential relate facilities which serve the residents within the District.	Min. Lot Size:	32,000 sq ft
	Min. Lot Width:	100 ft
	Max. Height:	2 stories
	Min. Front Yard Setback:	30 ft
	Min. Side Yard Setback:	20 ft
	Min. Rear Yard Setback:	20 ft
	Min. Dwelling Width:	24 ft
	Max. Lot Coverage:	20%

R-2: General Residential	Dimensional Standards	
<p>Intent: The purpose of the provisions of this District is to reserve areas principally for single-family residential use, and maintain safe and desirable conditions for this and similar uses, and to promote the proper use, enjoyment and conservation of the water, land topographic and vegetation resources of the area of the Village deemed particularly adapted to such uses.</p>	Min. Lot Size:	15,000 sq ft
	Min. Lot Width:	80 ft
	Max. Height:	2 stories
	Min. Front Yard Setback:	25 ft
	Min. Side Yard Setback:	10 ft
	Min. Rear Yard Setback:	15 ft
	Min. Dwelling Width:	24 ft
	Max. Lot Coverage:	30%
R-3: Village Residential	Dimensional Standards	
<p>Intent: The purpose in creating the Village Residential District (R-3) is to provide a limited mixture of residential housing types to provide a wider range of choice by residents seeking housing. Structures shall be located on lots or premises, served by the municipal water system, adequate in size and soil type to allow for an on-site septic system, and set back from the public thoroughfare to facilitate safe exit from and entrance to the premises. The requirements are intended to protect and stabilize the basic qualities of the District, and to provide suitable and safe conditions for family living. The District is established in conformity with the existing areas. Since certain other uses are generally accepted as compatible with residential development, if properly integrated, the inclusion of such uses is provided by "Special Approval".</p>	Min. Lot Size:	12,000 sq ft
	Min. Lot Width:	60 ft
	Max. Height:	3 stories
	Min. Front Yard Setback:	25 ft
	Min. Side Yard Setback:	10 ft
	Min. Rear Yard Setback:	10 ft
	Min. Dwelling Width:	20 ft
	Max. Lot Coverage:	35%
R-4: Mixed Residential	Dimensional Standards	
<p>Intent: The Mixed Residential (R-4) District is designed to provide a location within the Village for dwelling units containing a mixture of densities and housing types. Those structures which offer an alternative to single family detached housing (while still adhering to a low and medium density character of the community) will be permitted in this District. This District shall be located within the Village to facilitate access to commercial activities and community services.</p>	Min. Lot Size:	15,000 sq ft
	Min. Lot Width:	100 ft
	Max. Height:	3 stories
	Min. Front Yard Setback:	25 ft
	Min. Side Yard Setback:	10 ft
	Min. Rear Yard Setback:	15 ft
	Min. Dwelling Width:	14 ft
	Max. Lot Coverage:	35%
C-1: Village Commercial	Dimensional Standards	
<p>Intent: The intent for establishing this District is to provide for the continuation of and enhancement of existing commercial in the</p>	Min. Lot Size:	---
	Min. Lot Width:	---
	Max. Height:	3 stories

<p>downtown Village area. This District typically accommodates those retail and business activities which cater to the needs of permanent residents and tourists of the area. Development in the Village Commercial District (C-1) is subject to the design standards in Section 5.6 of the Village of Ellsworth Zoning Ordinance.</p>	Min. Front Yard Setback:	---
	Min. Side Yard Setback:	---
	Min. Rear Yard Setback:	---
	Min. Dwelling Width:	---
	Max. Lot Coverage:	---
C-2: General Commercial	Dimensional Standards	
<p>Intent: The intent for establishing this District is to provide for commercial uses along designated portions of Atwood Road, (C-48). This District typically accommodates those business activities which require more space and cater to the needs of permanent residents and tourists of the area.</p>	Min. Lot Size:	12,000 sq ft
	Min. Lot Width:	100 ft
	Max. Height:	2 stories
	Min. Front Yard Setback:	35 ft
	Min. Side Yard Setback:	20 ft
	Min. Rear Yard Setback:	20 ft
	Min. Dwelling Width:	n/a
	Max. Lot Coverage:	---
REC: Recreation	Dimensional Standards	
<p>Intent: The intent of the Recreation (REC) zoning district is to provide an exclusive place for public recreation and open space lands in the Village as a limited and valuable resource. The Recreation zoning district is intended to permit limited but reasonable use of open space and public recreational lands.</p>	Min. Lot Size:	12,000 sq ft
	Min. Lot Width:	100 ft
	Max. Height:	2 stories
	Min. Front Yard Setback:	35 ft
	Min. Side Yard Setback:	20 ft
	Min. Rear Yard Setback:	20 ft
	Min. Dwelling Width:	---
	Max. Lot Coverage:	20%
BCO: Breezeway Commercial Overlay	Dimensional Standards	
<p>Intent: An overlay district is established along County Route C-48 through the Village of Ellsworth, in order to encourage economic development along the designated scenic route known as the Breezeway. The Breezeway Commercial Overlay District will include all properties with frontage on C-48. Developments in the Breezeway Commercial Overlay (BCO) are subject to the design standards of Section 5.7 of the Village of Ellsworth Zoning Ordinance.</p>	Underlying zoning district regulations apply.	

The Regulated Uses table below presents each use and the zoning district(s) where it is allowed. Uses marked with the symbol “P” indicate those allowed by right. Uses requiring a special use permit are indicated with the symbol “S”. An asterisk “*” symbol indicates a use that has additional use-specific standards under Section 5.4 of the Village of Ellsworth Zoning Ordinance. A blank space indicates that a use is not allowed in a specific zoning district.

Regulated Uses	Zoning Districts						
	R-1	R-2	R-3	R-4	C-1	C-2	REC
A. AGRICULTURAL USES							
1. Farming or Agricultural Operations	P					P	
B. RESIDENTIAL USES							
1. Dwellings, Single-Family	P	P	P	P		P	
2. Dwellings, Two-Family	P	P	P	P			
3. Dwellings, Multiple-Family			P	P	S	S	
4. Mobile or Manufactured Home Park Developments				S*			
5. Mixed Use (Residential Above First Floor)					P	P	
6. Guesthouse (1), On Owner-Occupied Property	S	S	S	S			
7. Accessory Dwelling Units	P*	P*	P*	P*			
8. Live / Work Units					P	P	
9. Home Occupations	P	P	P	P			
10. Bed and Breakfast Facilities	S	S	S	P			
11. Adult Foster Care Family Home	P	P	P	P		P	
12. Adult Foster Care Small Group Home	P	P	P	P		P	
13. Adult Foster Care Large Group Home			S	S	S		
14. Family Child Care Home	P	P	P	P		P	
15. Foster Family Home	P	P	P	P		P	
16. Foster Family Group Home	P	P	P	P		P	
17. Group Child Care Home	P	P	P	P		P	
18. Adult Daycare Home	P	P	P	P			
19. Convalescent or Nursing Homes	S	S	S	S			
20. Senior Citizen Housing	S	S	P	P			
C. COMMERCIAL USES							
1. Adult Day Care Facilities			S	P			
2. Banks and Financial Services					P	P	
3. Business and Personal Services					P	P	
4. Car Wash Facilities						S*	
5. Child Care Centers					P	P	
6. Drive-Through Services						S*	
7. Funeral Homes					P	P	
8. Gasoline / Service Station					S*	S*	
9. Golf Courses or Country Clubs	S	S	S				
10. Medical Clinics					P	P	
11. Microbrewery, Small Winery, Small Distillery, and Tasting Room					P		
12. Motels and Resorts					P	P	
13. Outdoor Commercial Recreation Facilities						P	
14. Outdoor Sales Facilities					S	S	
15. Professional Offices				P	P	P	
16. Public and Private Campgrounds	S*						
17. Restaurants and Bars, Except Drive-Through Restaurants					P	P	
18. Retail Sales, Within an Enclosed Building					P	P	
19. Sale of Motor Vehicles					S	S	
20. Sexually Oriented Business						S*	

Regulated Uses	Zoning Districts						
	R-1	R-2	R-3	R-4	C-1	C-2	REC
21. Veterinary Hospitals Without Boarding Facilities					P*	P*	
22. Veterinary Hospital or Kennel, On A Minimum of Five (5) Acres						P*	
D. INSTITUTIONAL & PUBLIC USES							
1. Cemeteries, On A Minimum of Twenty (20) Acres	S	S	S				S
2. Churches and Related Religious Buildings	S	S	S	P	P	P	
3. Civic, Social and Fraternal Organization Facilities			S		P	P	
4. Public Buildings and Facilities	S	S	S	P	P	P	S
5. Public Parks, Playgrounds, Or Recreation Facilities	P	P	P	P	P	P	P
E. INDUSTRIAL USES							
1. Auto Body and Paint Shops						S	
2. Enclosed Warehouses						P	
3. Gas and Oil Processing Facilities						S*	
4. Lumber Yards						S	
5. Manufacturing Uses						P	
6. Mini-Storage				S			
7. Mining and Incidental Gravel Processing						S*	
8. Outdoor Sales						S*	
9. Outdoor Storage Facilities						S	
10. Plant Nurseries						P	
11. Public Utility Buildings Without Storage Yards					P	P	
12. Retail and Wholesale Sales						P	
13. Sale and Storage of Fuel						S	
14. Sand and Gravel Excavation				S*			
15. Telecommunication Towers and Facilities and Alternative Tower Structures	S*						

MAKING A ZONING INQUIRY

Prior to purchasing property, beginning construction, or opening a business, it is important to verify and understand the zoning of the property.

Village Staff can help determine what your property is zoned and what zoning requirements you may need to meet. In order to provide accurate information, the following information is required before you call:

- The exact address of property or properties
- The intended use of the property (a dentist office, a retail business, please be specific as possible)
- Will you occupy an existing structure or build new?
- Approximate square footage you will occupy or build
- Will you make any structural changes to the building?

CONCEPTUAL MEETING PROCEDURES

The purpose of the conceptual meeting is to provide the Village of Ellsworth an opportunity to informally review a development proposal prior to a substantial commitment of time and expense on the part of the applicant. To set up a conceptual meeting, please contact the Village at 231-588-7411.

During a conceptual meeting, the applicant will meet with the Village President and the Zoning Administrator and/or Planner to review their proposal. Village consultants and/or the Department of Public Works may not be in attendance for the conceptual meeting, but will review the applicant's proposal and/or may comment as appropriate.

If you wish to setup a conceptual meeting with the Village President, please have information available to address these aspects:

- Know the location of your project
- Develop a clear vision for the project (what do I want and how will I do it?)
- Create a rough sketch of the property where your project is to be located showing:
 - Accurate lot dimensions, including lot width, length, and area calculations of the subject property.
 - Parking areas accurately depicting location, size, and number (if applicable).
 - The location and dimensions of all structures, including height, setbacks from other structures and property lines.
- Call the Village of Ellsworth to set up a meeting.

RESIDENTIAL DEVELOPMENT

Different areas of the Village allow for different densities of residential development, and each zoning district has difference requirements. Prior to purchasing property for residential development, converting a single-family home into an apartment, or developing apartments above a business, contact Village Staff to determine if your zoning district allows the proposed use.

Items and materials needed for construction of a new single-family, two-family, or accessory dwelling unit:

- Completed zoning permit application and approval for connection to sanitary sewer and water
- A recorded land contract or deed with a legal description of the property
- An acceptable, legible plot plan that includes the following:
 - The location, shape, area, and dimensions of the lot.
 - The location, dimensions, height, and bulk of the existing and/or proposed structures to be erected, or moved on the lot.
 - The intended uses.
 - The proposed number of dwelling units or the primary uses of the proposed facilities.
 - The yard, open space, and parking space dimensions.
- A soil erosion permit from the Antrim County if 100 feet from water or 500 feet from a drain
- Any other information deemed necessary by the zoning administrator to determine and provide for the enforcement of this Ordinance.

All other residential developments shall require a site plan review or special use permit as indicated in the Regulated Uses Table meeting the requirements of an application in Article 5 of the Village of Ellsworth Zoning Ordinance.

OPENING OR EXPANDING A BUSINESS

If you are considering developing a business, building, or converting an apartment, or constructing a new home within the Village of Ellsworth, call the Village to discuss your proposed project at 231-588-7411. Early coordination will save both time and money. Information You Should Have When You Call:

- The address of the property you would like to develop
- The specific use you want to pursue for that property
- If you are building a new structure or using an existing building
- If you are planning to use an existing building, you should know:
 - The previous use of the structure
 - The length of time of the previous use
 - If the structure is vacant, for how long has it been vacant
- Your timeline for development

With this information, Village Staff will be able to advise you of the feasibility of your proposed project and identify the zoning district in which it is located. If the project appears to be feasible, request a conceptual meeting with the Village President and Zoning Administrator.

THE ZONING AMENDMENT PROCESS

A resident or landowner can petition for the Village to amend the text of the Zoning Ordinance or to rezone the use of their property.

When requesting the rezoning of property, the petitioner is advised that the existing zoning boundary districts are applicable. The basis for rezoning property is contained in the Village's Master Plan and Future Land Use Map, both which have been adopted by the Village Planning Commission and Village Council. It is important to discuss the merits of the rezoning request with Village Staff prior to submitting a petition. When completing the application, please be mindful that the request is not particular to a use proposal, but to the entire zoning district.

APPLICANT

At least 14 days before PC meeting

- Submits amendment application form, fee, & required materials to Zoning Administrator

ZONING ADMINISTRATOR

At least 7 days before PC meeting

- Reviews application for completeness
- If complete, places on next PC agenda
- If incomplete, notifies applicant of missing material

PLANNING COMMISSION

At least 21 days before public hearing

- Reviews application
- Sets public hearing date, directs staff to prepare public notices

VILLAGE STAFF

At least 15 days before public hearing

- Publishes public hearing notice in newspaper
- Mails notices to properties within 300 feet (if applicable)

PLANNING COMMISSION

Public Hearing - Recommendation

- Holds public hearing
- Submits recommendation to Village Council along with findings and public hearing comments

VILLAGE COUNCIL

Final Action

- Makes a final determination to approve or deny amendment request

VILLAGE STAFF

Within 15 days of approval

- Publishes notice of adoption in newspaper

CHANGE OF USE FOR A STRUCTURE

Many structures in the Village of Ellsworth are used for different purposes today than they were 50 years ago, such as residences that are now used for offices. The process for transforming the use of a structure is called a Change of Use.

Prior to changing the use of the building, it is important to contact the Village at 231-588-7411 to determine if the use is allowed. You will need the following information:

- The address of the property
- The previous use and the proposed use of the property/building
- The length of time of the previous use
- The length of time the building has been vacant
- The number of available parking spaces

In addition, before purchasing a building and/or converting its current use, it is important to contact the Village. Barrier free access may now be required, along with electrical upgrades and other potentially high-cost improvements. These requirements may add a substantial amount of cost to the project. Early coordination with Village Staff can help to identify required improvements prior to the start of the project.

NON-CONFORMING USES AND STRUCTURES

When the Village is informed of a nonconforming use, records are checked to determine when the use was established so a determination can be made as to whether the use was legally established and “Grandfathered in” as a legal, nonconforming use, or if it was illegally established and is in violation of the Zoning Ordinance.

Conversions of single-family homes to two or more-unit dwelling and rooming houses are the most common nonconforming uses experienced in the Village.

Village Staff will:

- Check to see if the existing use is shown in any renditions that indicate the use as legal or nonconforming
- Check the Zoning Board of Appeals files to see if a previous variance had been granted to the property

THE SITE PLAN REVIEW PROCESS

When a resident or landowner proposes new development within the Village, a site plan review is typically required. This gives the Village an opportunity to review a development proposal for compliance with to the Village's Zoning Ordinance and Master Plan. It also provides the Village an opportunity to review the relationship of the proposed development with surrounding uses, the public utilities, the natural features, and other relevant factors that may impact the public health, safety and general welfare of the Village residents.

APPLICANT

Pre-application meeting

- Applicant is required to have at least one pre-application meeting with the Zoning Administrator before submitting a site plan review application
- The purpose to discuss the applicant's general intentions while gather feedback and recommendations

APPLICANT

10 days before Planning Commission meeting

- Applicant to submit application form, fee, site plan drawings in digital and paper format, narrative, and any additional items deemed necessary

ZONING ADMINISTRATOR

Upon receipt of application

- Zoning Administrator reviews the application for completeness
- If complete, application is distributed to departments for review
- If incomplete, applicant is notified of outstanding items

ZONING ADMINISTRATOR OR PLANNER

After application determined to be complete

- Application will be reviewed for compliance with all applicable zoning ordinance standards.
- Application, report, and any department comments will be sent to the Planning Commission for consideration.

PLANNING COMMISSION

At next Planning Commission meeting after receipt of application

- Reviews application and all related materials before making a decision to approve, approve with conditions, or deny.

SPECIAL APPROVAL REVIEW PROCESS

Special approval is required for those uses that by their character or intensity may potentially have a greater impact on neighboring properties and the Village as a whole. Special approval uses are required to submit a site plan application for review as described on the previous page, but will also require a greater degree of review prior to approval. Special approvals augment the site plan review process with a public hearing and additional review standards in the zoning ordinance.

APPLICANT

Pre-application meeting

- Applicant is required to have at least one pre-application meeting with the Zoning Administrator before submitting a site plan review application
- The purpose to discuss the applicant's general intentions while gather feedback and recommendations

APPLICANT

10 days before Planning Commission meeting

- Applicant to submit application form, fee, site plan drawings in digital and paper format, narrative, and any additional items deemed necessary

ZONING ADMINISTRATOR

Upon receipt of application

- Zoning Administrator reviews the application for completeness
- If complete, application is distributed to departments for review
- If incomplete, applicant is notified of outstanding items

ZONING ADMINISTRATOR OR PLANNER

After application determined to be complete

- Application will be reviewed for compliance with all applicable zoning ordinance standards.
- Application, report, and any department comments will be sent to the Planning Commission for consideration.

PLANNING COMMISSION

At least 21 days before next Planning Commission meeting

- Reviews application and all related materials
- Sets public hearing date and directs Village Staff to prepare notices

VILLAGE STAFF

At least 15 days before public hearing

- Publishes public hearing notice in the newspaper
- Mails notices to properties within 300 feet.

PLANNING COMMISSION

Public Hearing - Final Action

- Public hearing held to receive input on the application.
- Establish findings related to the applicable zoning standards.
- Planning Commission to make a decision to approve, approve with conditions, or deny.

PLANNED UNIT DEVELOPMENT REVIEW PROCESS

Planned Unit Developments (PUD) allow design and use flexibility on a given site while at the same time protecting present and future residents and public facilities from the adverse effects of unplanned or unregulated development. This approach allows the applicant to utilize innovative designs and methods to control the effects of development rather than having rigid numerical zoning standards dictate design parameters. The Planning Commission will review the PUD comprehensively to determine if the impact of the proposed development is consistent with the intent and purpose of the zoning ordinance and master plan, while ensuring any negative impacts on surrounding properties or the Village are mitigated. As such, PUD's require a higher degree of discretionary review and public input, as illustrated in the process below.

APPLICANT

Pre-application meeting

- Applicant is required to have at least one pre-application meeting with the Zoning Administrator before submitting a PUD application
- The purpose to discuss the applicant's general intentions while gather feedback and recommendations

APPLICANT

21 days prior to Planning Commission meeting

- Applicant submits an application and preliminary plan in paper and digital format

PLANNING
COMMISSION

Upon receipt of an application

- Reviews application and all related materials
- Sets public hearing dates and directs staff to prepare notices

VILLAGE STAFF

15 days prior to public hearing

- Publishes public hearing notice in newspaper
- Mailed to properties within 300 feet

PLANNING
COMMISSION

Public Hearing - Final Action

- Public hearing held to receive input on the application.
Establish findings related to the applicable zoning standards.
Planning Commission to make a decision on the preliminary plan to approve, approve with conditions, or deny.

APPLICANT

Within 12 months of approval

- Final site plan due within 12 months, or application approval becomes null and void

ZONING
ADMINISTRATOR

Upon receipt of final plans

- Shall review and approve final plans for compliance with preliminary approval.

THE ZONING BOARD OF APPEALS

The Village Council serves as the Zoning Board of Appeals (ZBA). The ZBA makes decisions on the interpretation of the zoning ordinance, administrations of the zoning ordinance, appeals to decisions, approvals, and/or requirements made by the Village in reviewing applications under the zoning ordinance, and for non-use dimensional variances. The ZBA does not grant use variances. Applications before the ZBA require a public hearing. Decisions made by the ZBA may be appealed to the circuit court. The ZBA meets annually the second Monday of May, or as needed throughout the year.

APPLICANT

At any point

- Submits an application form, fee, and any other required materials for a hearing before the ZBA
- Requests may include zoning ordinance interpretation or administration, appeal decisions or conditions, non-use dimensional variances

VILLAGE STAFF

Within 15 days of public hearing

- Publishes public hearing notice in the newspaper
- Mails notice to properties within 300 feet, if applicable

ZBA

At scheduled meeting

- Reviews application request
- Holds public hearing to receive public input
- Makes a decision on the request

BUILDING PERMIT INFORMATION

For specific requirements regarding new home construction, accessory structures and other developments requiring a building permit, please contact Antrim County. Building permit applications and checklists can be found here: <http://www.antrimcounty.org/buildingpermit.asp>. Any interested party applying for a building permit within the County should know:

- The size of the property (where the desired development is to be constructed)
- The type of structure to be built
- The proposed use of the structure (personal storage, storage for commercial purposes, agricultural storage, etc.)
- The distance of the proposed structure from other existing structures (house, existing pole barns, etc.) and from all lot lines
- Square footage of existing structures (house, pole barns and any other existing structures)
- Size of structure to be built (height, width, length), foundation type (if applicable), roof type, siding type, elevation profile (if waterfront)

HOW TO FILE A ZONING COMPLAINT

To file a zoning complaint, contact Village Staff at 231-588-7411. The complaint will normally be investigated within 10 days.

When calling to file a complaint, please have the following information ready:

- The address of the subject property
- Details of the complaint, being as specific as possible

SPECIAL MEETING REQUESTS

A special meeting shall be called by the clerk upon the written request of the Village President or any three members of the council on at least 24 hours' written notice to each member of the council serviced personally or left at the trustee's usual place of residence.

To request a Special Meeting, please contact Village Staff. The applicant must also pay any applicable fees, as determined by the Zoning Official.

DESIGN GUIDELINES

New development within the C-1: Village Commercial District and the BCO: Breezeway Commercial Overlay District will be required to meet the design guidelines in Section 5.6 of the Village of Ellsworth Zoning Ordinance related building placement, customer entrances, minimum ground floor ceiling height, and minimum ground floor transparency.