



February 12, 2020

Council Meeting of February 18, 2020  
SUBJECT: Introduction of Ordinance – Site Plan Procedure

The Honorable Mayor  
and  
Members of the City Council

Ladies and Gentlemen:

Pursuant to the January 28, 2020 work session discussion, City Council is requested to consider a proposed amendment to Chapter 48 of the Code of Ordinances, Section 120(b)(1), regarding the procedures of accepting site plan and other applicable materials. Please note, there will be no change in the procedure, the amendments clarify that the Zoning Administrator is to accept the site plans and other materials.

The Planning Commission held a public hearing at their meeting on February 11, 2020 and its passage was unanimously recommended to the Council. If the Council desires, the attached ordinance amendment may be introduced at their February 18, 2020 meeting and adopted at the March 3, 2020 meeting.

Respectfully submitted,

Mark C. Meyers  
City Administrator

MCM/tsw  
Attachment

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

CITY OF NORTON SHORES  
4814 Henry Street  
NORTON SHORES, MICHIGAN 49441

Ordinance No. 809

AN ORDINANCE TO AMEND ARTICLE II OF CHAPTER 48 OF THE CODE OF ORDINANCES  
PERTAINING TO SITE PLAN REVIEW PROCEDURE

THE CITY OF NORTON SHORES ORDAINS:

- Section 1. That Subsection (b)(1) of Section 48-120 captioned "Site plan review procedures" of Article II captioned "Administration and Enforcement" of Chapter 48 captioned "Zoning" of the Code of Ordinances for the City of Norton Shores is hereby amended to add the phrase "...zoning administrator or their designee by the developer..." so that section (b)(1) reads as follow:
- Section 2. Prior to making application for a building permit, a site plan of a proposed development shall be submitted to the zoning administrator or their designee by the developer. Such site plan shall include the entire area proposed for development. The planning commission and/or the zoning administrator or their designee shall have the authority to require adjustments in the site plan as a condition for approval if such adjustments are deemed necessary by the commission and/or zoning administrator or their designee to ensure that the proposed development meets all standards contained herein and shall not excessively disturb the natural shore environment or the general residential character of the area.
- Section 3. Severability: The provisions of this ordinance are declared to be severable in the holding of any court of competent jurisdiction that any section hereof is invalid and shall not impair or invalidate any other section.
- Section 4. Repeal of Conflicting Ordinances: All ordinances in conflict with this ordinance to the extent of such conflict are hereby repealed.
- Section 5. Effective Date: This ordinance will become effective ten (10) days after its adoption.

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Shelly Stibitz, City Clerk

Introduced:  
Adopted:  
Published:  
Effective:



## Internal Memo

February 12, 2020

TO: City Council Members

FROM: Ted Woodcock, Planning and Zoning Administrator TSW

SUBJECT: Zoning ordinance amendment, Section 48-120, Site plan review procedures

Following please find comments regarding the zoning ordinance amendment for Section 48-120, Site plan review procedures.

### INTRODUCTION

Section 48-120 of the Norton Shores Code of Ordinances describes the site plan review procedure. There are multiple subsections that outline the procedures and required application materials for when a site plan is submitted to the City for review. Included in this section are descriptions of what needs to be on a site plan, public notice requirements, application and review requirements, as well as industrial plan approvals.

The Planning Commission held a public hearing on February 11, 2020 and unanimously recommended that the ordinance be amended to better reflect the process City staff follows when receiving a site plan and other applicable materials such as fees, architectural plans, and applications, etc.

### CHANGE & REASONING

I am proposing two (2) amendments to this Ordinance section. Both are under Section 48-120(b)(1). This subsection explains the process for site plan reviews. Currently the verbiage says that the proposed site plan must be submitted to the planning commission instead of the Zoning Administrator. My amendments reflect the true procedure that all site plans and applications for site plan approvals should come to the Zoning Administrator or their designee. The second edit is that the planning commission as well as the Zoning Administrator or their designee should have the authority to require adjustments to the proposed plan to be consistent with City ordinances. **It should be noted that the amendments do not alter the current process of accepting site plans, applications, payments, and other applicable materials. The process is to remain the same, the amended verbiage reflects the current process.**

The reasoning for these changes is the inconsistency with submitting site plans and applications directly to the planning commission instead of the Zoning Administrator. This was brought to my attention by representatives from the Michigan Economic Development Corporation (MEDC). Currently, the City of Norton Shores is going through the Redevelopment Ready Community (RRC) process, which would certify the City as "redevelopment ready". By being "redevelopment ready" the City would then have access to tools and resources from the MEDC for future developments. This designation is crucial as it gives developers an expectation of the City's procedures when proposing a development. In this case, the MEDC said the City is "partially aligned" with the goal of who the intake professional is when accepting new applications and site plans. This change is to get the City aligned with the RRC goals so that the City is one step closer to RRC certification.