

West Branch Township

1705 S. Fairview Road, West Branch, MI 48661

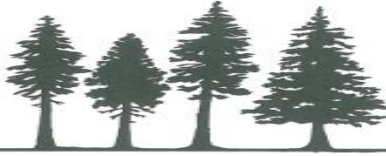
Phone: (989) 345-5450 Fax: (989) 345-8419

www.westbranchtownship.org



Township of West Branch Internal Review Process

Developed November 2nd 2023



First steps for all applications:

1. Get from applicant:

- Application can be found online on Township Website / Zoning administration tab / Find and Print needed Applications.
- Application can be acquired at the West Branch Township Hall from zoning administrator or Township Officials.
- An email if possible
- A site plan if applicable
- Cash or Check based on current year's fee schedule found in Appendix (A)
- Look up parcel number if necessary

Were all of the application materials included?

- A. If no, notify the applicant of the application deficiencies and hold any further action until all the materials are received.
- B. If yes, continue to Step 2.

2. Processing the Application Fee

- a. Office Staff Only: Input the application and fee information into the Townships receipt book once received or prints receipt and attaches to application if paid via credit card.
- b. Input the application and fee information into the Township's BS&A website.

3. Permit document Retention

- a. Scan all documents.
 - i. Hard Copy –
Print out scanned documents and create a hard copy folder version with a manila folder. Write the application number at the top, place documents in, and put the folder into the correct master folder file cabinet.
 - ii. Digital Copy -
Save scanned documents to permits flash drive from scanned folder on township computer.



Zoning Permits (includes zoning for any construction or building relocation that does not require site plan approval).

1. Steps 1-4

5. Approved Permit –Zoning Administrator will review and within Ten (10) calendar days of the receipt of a complete application and will then send it back approved, or denied.

6. Permit Denied – if Zoning Administrator denies the permit, applicant receives reasons in writing and appeal process. If they wish to appeal the denial:

- A. Application for variance or appeal may be taken by the Zoning Administrator or Township Office.
- B. Process the application fee (see Step 2).
- C. File appeal with zoning administrator if it was not originally filed with him/her.
- D. Zoning administrator shall transmit the same, together with all plans, specifications and other papers pertaining to the application or appeal to the Zoning Board of Appeals.
- E. After paperwork has been filed, the ZBA shall fix a reasonable time for the hearing of the appeal. Any interested party is encouraged to attend.
- F. For variance or appeal involving a specific parcel of land, the Zoning Administrator shall mail notice of the hearing, 15 days prior to the hearing, to the applicant and to all residents or owners of real property within 300 feet of the premises in question, including property outside the township limits.
- G. For all hearings, a notice shall be published at least 15 days prior to the hearing. Notice shall include:
 - a. Nature of the request, applicant, plan (if applicable), and location
- H. The board shall decide all applications within a reasonable timeframe. Copy of the board's decision shall be transmitted to the applicant and to the zoning administrator.



Special Use Permits, Site Plan Review, Plats, and Rezoning.

Please complete the following steps for each particular board as needed – ZBA, Planning Commission, Township Board, etc.

Conceptual Review Meeting - received (for site plan and/or Special Use Permits) – schedule a Conceptual Review Meeting if requested. The conceptual review meeting is a chance for the applicant to ask any questions about the project and what is required in the site plan and or special use permit. Actual site plan documents are not required at this meeting, but may be helpful if they are completed.

Completed application and site plan are submitted to the Zoning Administrator at least 21 days prior to the next Planning Commission meeting. If plans are dropped off to the City Office, submit the plans to the Zoning Administrator to review and check for any missing documentation.

1. Steps 1-4

5. Zoning administrator will submit the plans to the West Branch Township Planning Commission.

6. **Schedule meeting with Planning Commission** – the planning commission now has the responsibility to approve, approve with specific changes, or denied. Any conditions or changes stipulated by the Planning Commission shall be recorded in the minutes and a copy of conditions or changes shall be given to the applicant and zoning administrator.

7. Submitting for publishing – appeals hearings

Log into the Township Colum account and input and submit to the Ogemaw County Herald Newspaper with the following message of the notice:

SUBJECT: Notice of Public Hearing
Date: {Date Sent}

Please publish the attached notice of public hearing in the {date you want it Published} edition of the Ogemaw County Herald Newspaper.

Include: Nature of the request, applicant, plan (if applicable), and location.

Neighbors within 300' of the project must be notified via mail within 15 days of the meeting with the nature of the request, applicant, plan, and public hearing meeting information.

8. **Meeting packets** - are prepared by the zoning administrator containing a copy of the application, a copy of the site plan and or special use permit (if required), a copy of any building plans or elevations and a copy of all comments are distributed to the Planning Commission 48 hours prior to



the scheduled meeting. Electronic copies will be used when possible and emailed to the appropriate personnel.

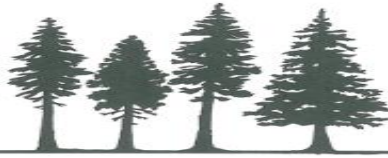
9. Application Finalization

After consideration of the application by the Planning Commission at the public hearing, a decision is made regarding Special Approval based on standards found in Chapter 8 of the West Branch Township Zoning Ordinance. Within 7 business days of Planning Commission decision, a letter outlining the decision is mailed to the applicant and a copy is kept on file by the zoning administrator.

1. Approved as submitted without any conditions.
2. Approved subject to conditions. If a site plan is approved with conditions, the conditions must be listed in and/or attached to the letter.
3. Denied. The Planning Commission, ZBA, or staff has denied the application. Reasons for denial are outlined in the letter along with information about appeal of that decision.

All letters are distributed in the following ways:

- Electronic copy to the Zoning folder and placed in the townships BS&A Program.
- Hard copy gets filed in Parcel drawers in Township Office.
- Electronic or hard copy gets sent via email or mail to the applicant.

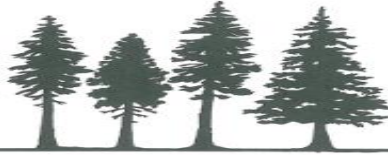


APPENDIX

A. FEE SCHEDULE

REQUIRED APPLICATIONS AND FEE SCHEDULE (Effective April 1st 2023)

DEPARTMENT	TYPE OF ZONING	CLASSIFICATION	FEE	PROJECT DESCRIPTION
ZONING – Zoning Administrator	Standard Zoning Permit	Permitted uses	75.00	New Structures as a permitted use in the zone district where the proposed project is located
Zoning – Zoning Administrator	Standard zoning permit	Accessory Structures Permitted Uses	40.00	New accessory structures as permitted in the zone district where the proposed project is located
Zoning – Zoning Administrator	Standard Zoning Permit	Decks, Patios, and Fences	25.00	New decks, patios, and fences must meet zoning regulations for the zone district where the project is located.
Zoning – Zoning Administrator	Standard Zoning Permit	Demolition	10.00	Full or Partial Demolition of Structures including main and accessory structures.
Zoning – Planning Commission	Site Plan Review – Planning Commission	Public and Municipal Utilities	150.00	Utility company to provide site plans for proposed project in the township including but not limited to phone lines, sewer / water lines, gas lines, and other essential services.
Zoning – Planning Commission	Site Plan Review – Planning Commission	Temporary Use Events	75.00	Events open to the public – Festivals, carnivals, and any other events the zoning administrator deems applicable. (Event associated accessory items and equipment).
Zoning – Zoning Administrator	Standard Zoning Permit – Signs	Signs	50.00	Applies to all signs located in the township under Ordinance 45.
Zoning – ZBA	Variance Requests	Public Hearing before ZBA	350.00	Requests made by a resident after the initial zoning decisions were rejected or proposed project is outside scope of zoning ordinance.
Zoning	Interpretation request by applicant	Applicant Request	300.00	Request made by resident for interpretation of the zoning ordinance.
Zoning – Planning Commission, ZBA	Special Meeting Request	Applicant Request	425.00	Request made by resident for a special meeting of a planning board.
Zoning – Planning Commission	Special Use Considerations	Conditional Uses	400.00	Special Use consideration is for conditional uses in zone districts and for all uses in the I-75 Business Overlay District.
Zoning – Planning Commission	Planned Unit Development	Unit Development	400.00	Planned unit Developments require review by the planning commission and follow regulations of zoning ordinance
Zoning – Planning Commission	Major Site Plan Review	Additional Requirements in Zoning Ordinance	300.00	Requires planning commission review and also all regulations as written in zoning ordinance.
Zoning – Planning Commission	Minor Site Plan Review	Additional Requirements in Zoning Ordinance	75.00	Requires planning commission review and also all regulations as written in zoning ordinance.
Zoning	Rezoning in accordance with master plan	Additional Requirements in Zoning Ordinance	300.00	Review Zoning ordinance on procedures for this subject.
Zoning	Rezoning not in accordance with master plan	Additional Requirements in Zoning Ordinance	500.00	Review Zoning ordinance on procedures for this subject.
Zoning – Planning Commission	Plat / Site Condominium Development Review	Condo Development and Neighborhood plats	600.00	Requires review by the planning commission and will require other steps as written in the zoning ordinance.
Equalization	Land Divisions	Property Splits	50.00	Process begins with county equalization department then goes to zoning.
Twp. Board / Zoning	Marijuana Facilities Applications / Renewals	Initial Applications and renewals of applications	5,000.00	Initial Applications and renewals for all township approved marijuana facilities.
Zoning – Planning Commission	Waiver to Township Parking Requirements	To work outside the zoning parking requirements	400.00	Requires review and approval by the planning commission and written approval or denial will be issued.



B. PUBLIC HEARING NOTICE EXAMPLE:

ZONING BOARD OF APPEALS

Township of West Branch

Public Hearing Notice

August 10, 2020

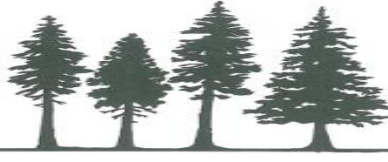
The Township of West Branch Zoning Board of Appeals will meet Thursday, August 27, 2020 at 5 P.M. at Township Hall, 1705 South Fairview, West Branch, Michigan to hear the following appeal(s) from the West Branch Township Zoning Ordinance:

APPLICATION NO. 2020-03 – A public hearing will take place to entertain a request from Jim Howe on behalf of Star of the West for a variance from Section 5.116 and Section 5.131 of the Township Zoning ordinance. Section 5.116 regulates district zoning. The lot currently resides in zone UBX (Urban Mixed Use). The applicant is requesting for approval to rezone a portion of the property from UBX (Urban Mixed Use) to IN (Industrial). The applicant is also requesting approval to deviate from Zone IN's required street side setback standard within the Zoning Ordinance, to permit a setback of 17-20 ft. where at least 25 ft. is required. The reason for this variance is to ensure that the mill seamlessly flows with the adjacent Main St. properties.

Location: 245 S Main St (Just north of Kernel Benny's), West Branch, Michigan 48661

A copy of the file(s) is available for review at the Township Office during normal business hours.

Any persons interested in the above appeal(s) may be present at the scheduled hearing to voice their opinions, or may submit written comments to the Zoning Administrator, West Branch Township Hall, 1705 South Fairview, West Branch, MI 48661, prior to the scheduled hearing.



B. Neighbor Letter:

Making A 300' Buffer Letter:

Buffer:

1. Go to OCMI.US and go to Equalization page
2. Get into GIS (Click the map)
3. Search your necessary address
4. Click Buffer, make sure it is 300 ft, click select and choose your parcel.
5. Search surrounding properties and log parcel numbers and addresses.

Labels:

1. Open up Word
2. Choose label and follow the steps using your saved CSV address file
You will likely need to set you First Name, Last Name, and Address on step 3.
3. Copy and paste the “address” label into each cell on the page.
4. Get labels from the supply closet as needed and use dymo label maker to print address labels.

Letter:

**ZONING BOARD OF APPEALS
NOTICE TO ADJACENT PROPERTY OWNERS
August 10, 2020**

Subject: Zoning Board of Appeals Meeting

The Township of West Branch Zoning Board of Appeals will meet on Thursday, August 27 2020 at 5 P.M. at the West Branch Township Hall, 1705 South Fairview Road, West Branch, Michigan to hear several appeals from the West Branch Township Zoning Ordinance.

You have been sent this notice because you are a property owner adjacent to the property(ies) under consideration for the below appeal:

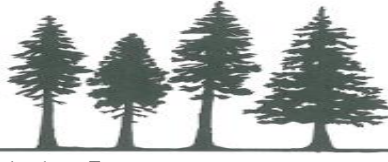
APPEAL NO. 2020-04 – A public hearing will take place to entertain a request from Mr. John Chase for a variance from Section 5.144 of the township zoning ordinance. Section 5.144 regulates the size and setbacks of accessory buildings and private garages for dwellings in zone MR (Medium density residential district). The applicant is requesting approval to deviate from the zone’s required 5-foot side and rear setback standards to create a two car garage with a 2.6” setback.

Location: 410 Ardussi St, West Branch, Michigan 48661

A copy of the file(s) is available for review at Township Hall during regular business hours.

If you are interested in the above appeal(s), you are advised to appear either in person, or by agent, to voice your comments, if any.

Comments may also be submitted in writing to the Zoning Administrator, 1705 South Fairview Road, West Branch, MI 48661. Written comments must be received prior to the hearing.



C. Example of Applicant Acknowledge Letter:

August 6, 2020
Jason Hultberg
Frankenmuth Industrial Services
310 List St
West Branch, MI 48661

RE: Variance Request 2020-07

Dear Mr. Hultberg:

This letter is to acknowledge receipt of your variance request. Your request will be presented as follows:

Variance Request:

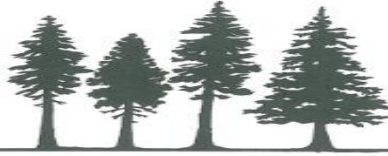
Zoning Board of Appeals August 27, 2020 at 5 pm

It is advisable that either you and/or your representative be present at the meeting to answer any questions that may be raised.

If you have any questions regarding this schedule, please do not hesitate to call me at (989) 345-5450 ext. 3.

Sincerely,

Jeremy R. Hickmott
West Branch Township Zoning Administrator



D. Example Applicant Decision Letter:

September 3, 2020
Jason Hultberg
Frankenmuth Industrial Services
310 List St
West Branch, MI 48661

RE: Variance Request 2020-07

Dear Mr. Hultberg:

At their meeting of August 25, 2020 Zoning Board of Appeals approved your variance request case #2020-07. Enclosed please find a copy of the minutes from that meeting.

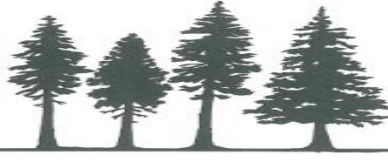
Variance Request:

Zoning Board of Appeals August 27, 2020 at 5 pm

If you have any questions, comments, or concerns regarding this decision, please do not hesitate to call me at (989) 989-345-5450 ext. 3.

Sincerely,

Jeremy R. Hickmott
West Branch Township Zoning Administrator



E. Example Agenda:

August 27, 2020

To: Township Planning Commission Members

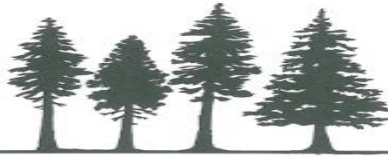
From: Jeremy R. Hickmott, West Branch Twp. Clerk

Re: Zoning Board of Appeals Meeting

The Zoning Board of Appeals will hold a regular meeting Thursday, August 27, 2020, at 5:00 p.m. at the West Branch Township Hall, 1705 South Fairview Road. The following agenda has been scheduled:

1. Call to order by Chairman Scott Bell.
2. Approval of the agenda.
5. Recognition of guests pertaining to subject.
6. New Business
 - a) Star of the West
 - b) St. Lorenz parsonage
 - c) Maplecrest Drive
 - d) 410 Ardussi
 - e) 310 List Street
7. Public comments
8. Correspondence and Updates

cc: Phil Kerns



F. Example Report:

**Township of West Branch
MEMORANDUM**

Date: July 28, 2020

To: Planning Commissioners

From: P. Kerns

Re: Proposed new construction at Conlee Station 1015 S. Main St

Requested Action: **The applicant is seeking Site Plan and Special Use Permit approval to develop an addition to the gas station.**

Applicant: Conlee Station

Builder: Vienna Contracting Corp.

1. General Information:

A. Project Description: The applicant is seeking site plan approval to construct an addition to the current gas station. At build out, the attached development will include a walk-in cooler, supply closet, and a new office. Two of the units are proposed to begin construction immediately and are office uses. The proposed addition is intended for immediate construction.

B. Project Location and Current Zoning: There are two (2) parcels owned by Conlee Station. The addition site lies on the rectangular parcel is located behind the store at corner South of E Jefferson St and East of S Main St. The parcel is currently zoned UBX – Comm.

C. Adjacent Land Use and Zoning:

NORTH: Zoning: UBX

Land Use: Commercial – Zehender Realty

SOUTH: Zoning: UBX

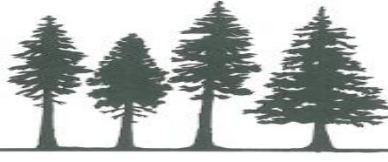
Land Use: Commercial – Keller Enterprises

EAST: Zoning: UBX

Land Use: Commercial – House

WEST: Zoning: UBX

Land Use: Commercial - Schaefer & Bierlein Inc



2. Technical Information

- A. **Physical Site Characteristics** The existing store has 70 feet of frontage on Main Street and has approximately 130 feet of frontage on Jefferson. It has 98 feet of depth and totals .451 acres. The addition will add 1,100 sq ft onto the current 1,264 sq ft building making it 2,364 sq ft.
- B. **Public Utilities** The available utilities on the parcel are two (2) storm manholes, one (1) catch basin, and one (1) 8" storm sewer. On the second Conlee parcel to the East is one (1) storm manhole and one (1) 6" sewer lead.

3. Staff Comments

Setbacks and Buffers

Setbacks provided exceed the requirements in the ordinance as detailed below.

	Require	Provided
Front Yard	5'	70'
Side Yard	20'	20'+
Street Side Yard	25'	30'+
Rear Yard	20'	30'+
Height	45	15'

Access and Circulation

This site will not change existing access. The addition will slightly change the circulation of the structure. Vehicle circulation around the building, including the carwash, will not be altered.

Parking

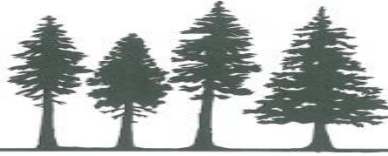
Per Section 5.146, six (6) parking spaces should be available per 1,000 sq ft. Therefore, in the 2,364 sq ft building, there should be 12 spaces. The addition to the building contains a new office. The adequacy of spaces is contingent upon whether or not the office will impact the number of employees. If it does, additional parking spaces and the updated plan including them are required.

Landscaping

A total of seven percent (7%) of the site shall be landscaped per Section 5.153(2) & 5.204(d). This equates to 884 sq ft with the current building size. With the addition, the amount of landscaping necessary increases by 769 sq ft for a total of 1,654 square feet. The proposed plan also takes away 1,100 sq ft of landscaping presently there. Therefore, a detailed landscaping plan to ensure that the additional 769 sq ft is complied with is required to be submitted and approved by the Township.

Lighting there is an adequate amount of lighting on site. Any additional lighting would require submission of a photometric plan.

Signs any additional signage to the site or building would require submission approval of a permit.



Staff recommendations:

Staff has reviewed the proposed site plan and finds that the proposed uses are permitted by right, and the project complies with the general development standards of the Township of West Branch. Staff recommends approval of the site plan with the following conditions:

1. Prior to issuance of a building permit, the following is required:
 - A. Submission of a landscape plan meeting or exceeding the township's requirements.
 - B. The proper maintenance of the building's exterior to diminish any unappealing sights (Ex; rust).
 - C. The proper maintenance of the site to diminish any unappealing sights (Ex; metal poles on E Jefferson and any potholes)