

Guide to Development

Village of L'Anse, Michigan



Prepared by: Western Upper Peninsula Planning & Development Region (WUPPDR)

Table of Contents

- Introduction to the Guide to Development..... 3
- Section 1: Zoning Permit..... 4
- Section 2: Site Plan Review 5
- Section 3: Special Land Use Permits 7
- Section 4: Zoning Variances 9
- Section 5: Zoning Amendments 11
- Section 6: Other Permits and Approvals Required..... 13
 - Right-of-Way Permissions 13
 - Sign Permits 13
 - Building, Electrical, Water, or Sewer Service Permits..... 13
- Section 7: Fees, Appeals, and Notification Procedures 14
 - Fees..... 14
 - Appeals..... 14
 - Notification Procedures..... 14
 - Community Engagement 14
- Section 8: General Information 15
 - Key Staff and Departments 15
 - Outside Agencies 15
 - Village Boards and Commissions..... 16
 - Planning and Zoning 16
 - Master Plan..... 16
 - Zoning Ordinance/Map 16
- Section 9: Development and Financial Assistance Tools..... 17
 - Business Development and Funding Incentives 17

This guide was prepared by the Western Upper Peninsula Planning & Development Region (WUPPDR) Commission with support from the Village of L'Anse.

Introduction to the Guide to Development

The Village of L'Anse takes a variety of approaches to streamline new development, redevelopment, and renovation of properties in the village. This is accomplished through intentional village planning, ordinances that are easy to understand and comply with, speedy administrative processes, and clear communication with the property owners and developers.

This Guide to Development outlines the external steps that are required to accommodate the village's internal processes. By following this guide, property owners and developers can work as closely as possible in synergy with village staff and decisionmakers to ensure all parties are in coordination to minimize hassles and delays. This guide is to be used as a tool for the planning of activity and structural growth within the village. Contact information, website links, and related documents will be indicated throughout the document for further information.

This guide is not intended as a replacement for village, county, state, or federal laws. In the event of any conflicts between this guide and applicable laws, this guide shall be superseded by those laws. Consultation with staff and/or outside professionals is recommended for most projects. Developers and businesses should contact the appropriate staff with additional questions.

This guide is organized into the following sections:

1. Zoning Permits
2. Site Plan Review
3. Special Land Use Permits
4. Zoning Variances
5. Zoning Amendments
6. Other Permits and Approvals Required
7. Fees, Appeals, and Notification Procedures
8. General Information
9. Development and Financial Assistance Tools



Village of L'Anse
110 N. Main Street
L'Anse, MI 49946

Phone: (906) 524-6116

www.villageoflanse.org

Section 1: Zoning Permit

The first step toward any type of development in the Village starts with reviewing the zoning ordinance, the detailed request procedures for the specific development activity, and Village Information Manual. Review packages, requests, or petitions **must be completed and returned** to the Village Clerk.

For a simple project not requiring a site plan review, and if the proposed project meets all requirements in the zoning ordinance, the Zoning Administrator will approve the Zoning Permit and provide a copy to the applicant. The applicant can then obtain a building permit from the Village.

For a more complex project that requires site plan review, or if the proposed project does not meet all requirements of the zoning ordinance, the Zoning Administrator will notify the applicant of the next steps of the process.

Below is a list of Approval Authorities for the permitting process:

	<i>Approval Authorities</i>			
	Zoning Administrator	Planning Commission	Village Council	Zoning Board of Appeals
Zoning Permit	X			
Site Plan		X		
Special Land Use		X	X	
Zoning Appeal/Variance				X
Zoning Amendment			X	

Section 2: Site Plan Review

Zoning Ordinance: Article 14 – Site Plan Review

Site plan review provides the Village with an opportunity to review the proposed use of a site in relation to all applicable provisions of the Zoning Ordinance and Village planning. A site plan review also provides the Village with an opportunity to review the relationship of the plan to surrounding uses, accessibility, on and off-site pedestrian and vehicular circulation, off-street parking, public utilities, drainage, natural features, screening, and other relevant factors which may have an impact on the public health, safety, and general welfare.

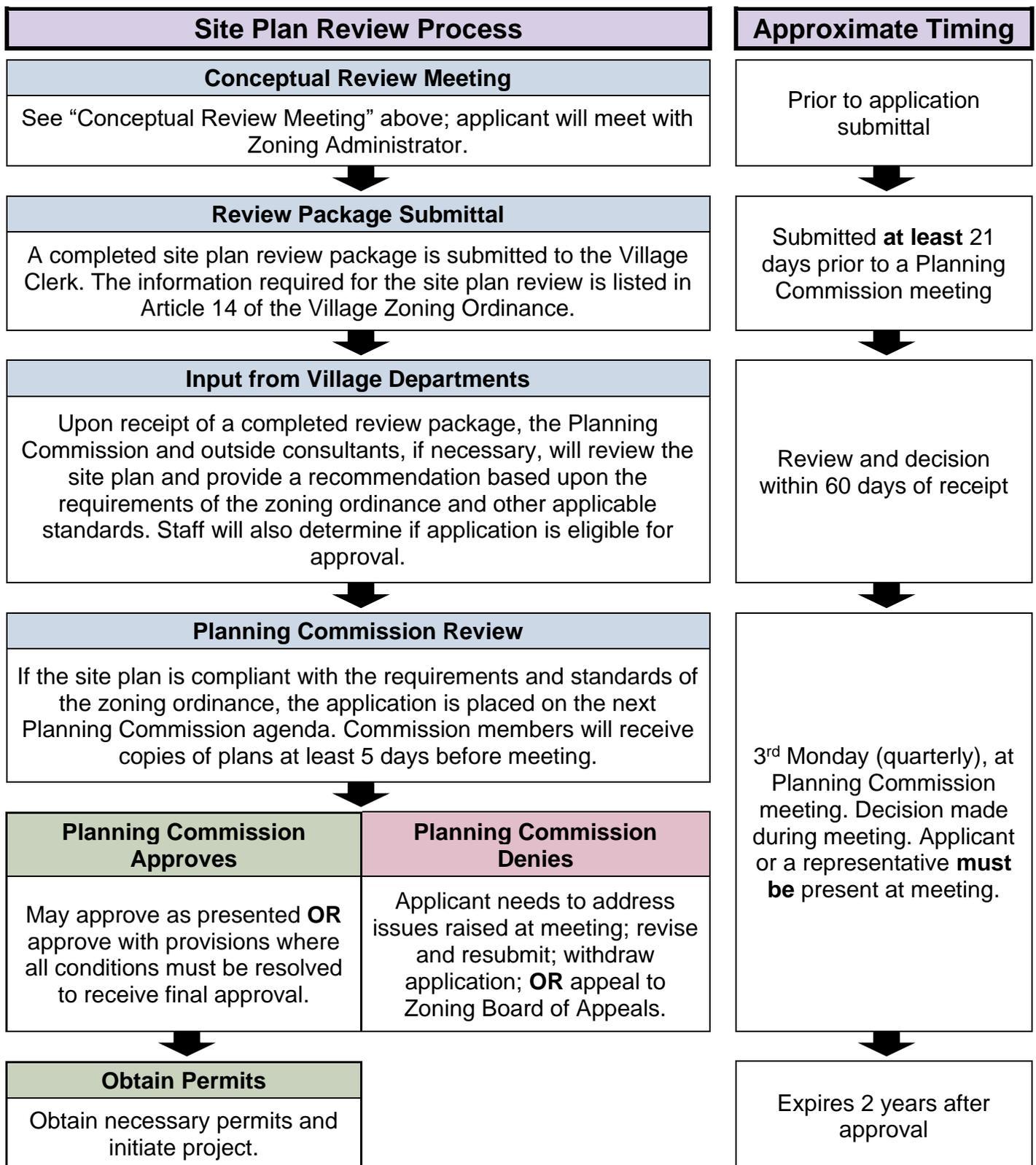
A site plan review is required for any of the following developments and activities:

1. Apartment building containing 3 or more dwelling units.
2. 2 or more multiple-family buildings on a lot, parcel, or tract of land, or on a combination of lots under single ownership.
3. Mobile home park.
4. Subdivision including 4 or more dwelling units.
5. Any new commercial, office, industrial, business, recreational, or institutional structures/uses.
6. All other uses requiring site plan review and approval as required by the Zoning Ordinance.

Conceptual Review Meeting: Prior to submission of a site plan proposal, it is recommended that applicants request a conceptual review meeting with the Zoning Administrator. This pre-submission meeting includes preliminary review of a site plan proposal, or review package, and explanation of zoning requirements, and it addresses circumstances that would otherwise result in a package being postponed or not accepted. To set up a meeting, please call (906)-524-6116 and ask for the Zoning Administrator. Applicants should bring a completed site plan review package and preliminary site plans, which includes the following:

- The **review package** should include applicant and property owner's address, phone number and signature, the project address and parcel number, and a project description describing the goal of the project and how the project be completed ([Section 14.03 – Application Procedure](#)).
- The **preliminary site plan** should include the location of project within the Village and a sketch of the property where the project is located showing ([Section 14.04 – Site Plan Content](#)):
 - Accurate lot dimensions, including lot width, length, and area calculations of the subject property.
 - Parking areas accurately depicting location, size, and number (if applicable).
 - Location and dimensions of all structures, including height and setbacks from other structures and property lines

Time Limit of Approval and Work Completion: Site plan approval is valid for 180 days from the date of approval unless a building permit has been issued. Otherwise, the approval will expire and be invalid 2 years after date of approval if construction has not begun at the site. Any request for an extension shall be made in writing to the Planning Commission. If approval is not extended before expiration of the 2-year period, a new application and new approval is required before a building permit is issued.



Section 3: Special Land Use Permits

Zoning Ordinance: Article 13 – Special Land Uses

A special land use is one that is not permitted by right within a particular zoning district but may be allowable under certain conditions. The Village of L'Anse has 6 distinct zoning districts, all of which allow for various special land uses. Use requiring a permit are listed in each zoning district. To be permitted, a special land use may not adversely affect public health, safety, and/or general welfare. No special land use is permitted without a special land use permit issued in accordance with the zoning ordinance. Application, or request, details are listed under [Section 13.03 – Data, Exhibits, and Information Required in an Application](#) in the Village Zoning Ordinance.

Once a permit request package is received from the Village Clerk, the Planning Commission will hold at least one public hearing to accept public comment. Public notice of the hearing will be published in the local newspaper, no less than 15 days before the date of the meeting. Notices will also be posted on the Village website and at the Village Office. Additionally, notice of hearing will be mailed to neighbors (owners or occupants of nearby buildings) within 300 feet of the location under review. All requests for special land use permits (and associated site plans) are reviewed and approved by the Planning Commission.

If a request is partially or wholly denied by the Planning Commission, the application cannot be resubmitted for a period of one year.

Special Land Use Permitting Process

Approximate Timing

Conceptual Review Meeting
 Applicant meets with Zoning Administrator

Prior to application submittal

Application Submittal
 Submit Special Land Use Permit application to the Village Clerk. The information required for the application is listed under Section 13.03 in the Village Zoning Ordinance. The Clerk will ensure that application is complete and has necessary supporting material. It then is given to the Planning Commission.

Submitted **at least 21** days prior to a Planning Commission meeting

Input and Review by Planning Commission
 The Planning Commission will hold a public hearing, providing notice to those near the property. After the hearing, the commission, and other Village staff consultants if necessary, will review the use permit and provide a recommendation based upon the requirements of the zoning ordinance and other applicable standards.

Planning Commission meeting: Third Monday of each month

Planning Commission Approves
 Follow steps for special land use within applicable zoning district.

Planning Commission Doesn't Approve
 Appeal to Zoning Board of Appeals

Expires one year after approval (extension may be granted if requested prior to expiration)

Section 4: Zoning Variances

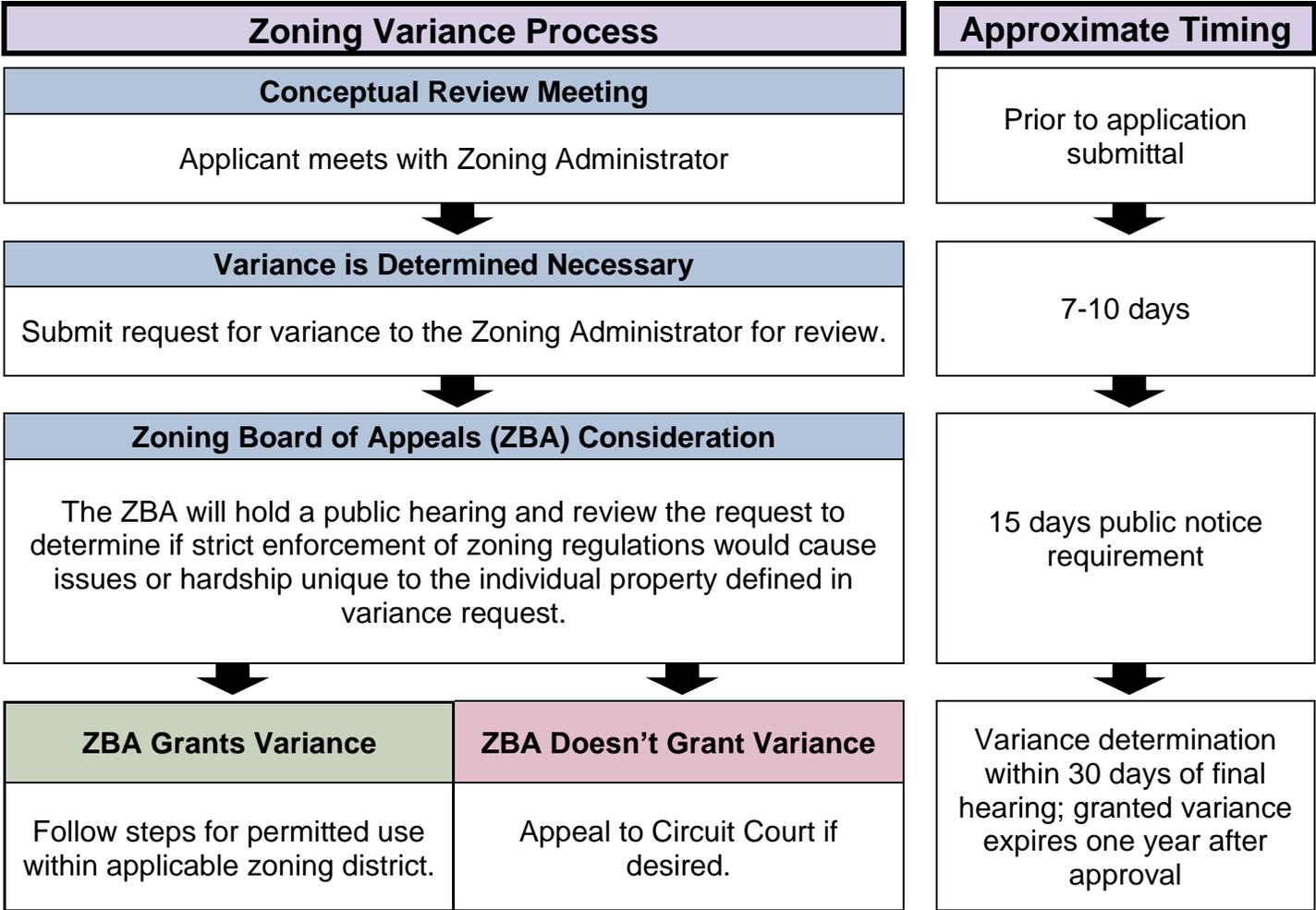
Zoning Ordinance: Section 16.05 – Variances

The Village Council acts as the Zoning Board of Appeals (ZBA) in a narrow quasi-judicial capacity. The ZBA may grant a dimensional variance only if it will not unreasonably diminish use of adjacent properties or impair public health, safety, or welfare. The variance shall not adversely impact the purposes or objectives of the Zoning Ordinance of the Village. Finally, the need for a variance shall result from unique circumstances or physical characteristics of a particular property; the need shall not be self-created and shall not occur only due to economic difficulty.

Applicants who wish to request a zoning variance should first meet with the Zoning Administrator. There is a \$200 non-refundable application fee for variance requests.

The ZBA does not have power to change a zoning district or use classification (“use variance”); the power of zoning classification is reserved to the Village Council when it is acting in a legislative capacity.

A variance that is granted shall become void unless the construction, occupancy, or other actions authorized by such variance have commenced within one year of the granting, unless an extension to this period is requested and granted.

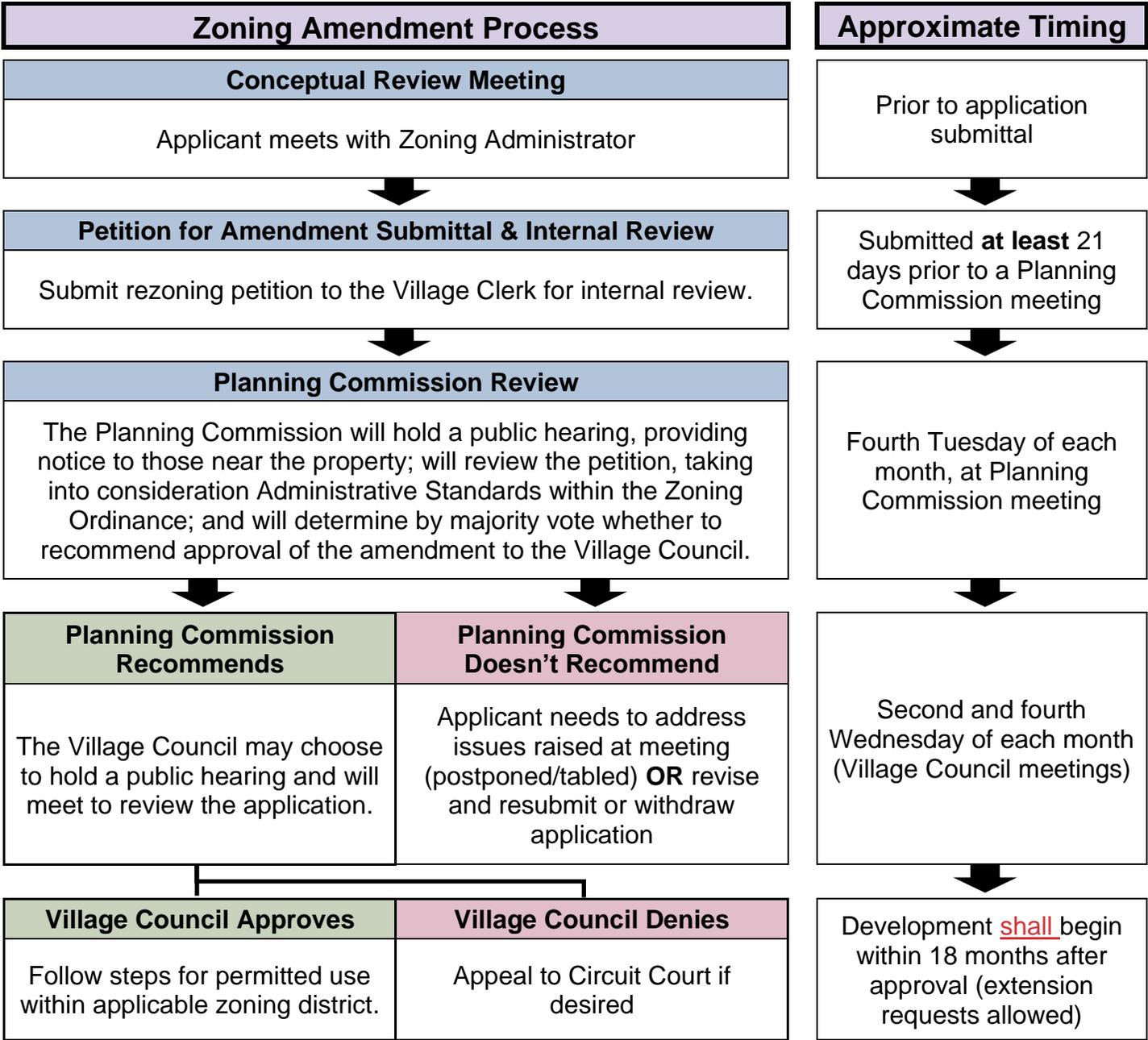


Section 5: Zoning Amendments

Zoning Ordinance: Article 18 – Amendment Procedure

Zoning divides land into categories according to their use and sets regulations for these categories. When a property owner wants to use land in a way that is not permitted by right or as a special land use based on its zoning, the owner may request a zoning amendment on the property to a classification which permits the desired use. An amendment will be considered where it seems logical, benefits residents and property owners, and/or serves the greater good of the community. It is *not* appropriate when the purpose would be to allow a currently unpermitted land use on an isolated parcel or group of parcels in a manner inconsistent with the surrounding area.

Information that should be included on a petition is listed under Section 18.02 – Information Required. Any zoning amendment requires action by both the Planning Commission and Village Council. The Planning Commission shall hold a public hearing, and Village Council may choose to.



Section 6: Other Permits and Approvals Required

Right-of-Way Permissions

Permission from the Village is required to construct, operate, maintain use, and/or remove a structure within a village street right-of-way. Permitted right-of-way use is determined upon review of a zoning permit and/or during a conceptual review meeting for a site plan.

Sign Permits

Zoning Ordinance: Article 15 – Signs

Prior to any sign construction, installation, or alteration, a sign permit must be issued. Alteration does not mean normal sign maintenance. The Zoning Administrator may administratively approve a sign permit.

Building, Electrical, Water, or Sewer Service Permits

All building, electrical, water, or sewer permits are issued by and available at the Village Office. All applications are online in the Village Information Manual and listed below with page number specified. Required applications vary depending on development type. See table below for which applications are needed. A zoning compliance certificate is required before a building permit can be applied for. A permit application must be filed with the Village before any construction begins.

Application	Purpose	New Construction	Structure Exists
Application for Utility Service (p. 19)	Establish utility account with Village	X	X
Request for Water, Sewer, or Electric Service (p. 44)	Establish new service at location	X	
Application for Water, Sewer, or Electrical Service (p. 45)	Request utility service connections	X	
Quote for Water, Sewer, or Electrical Service (p. 46)	Request a quote for utility connections	X	

Section 7: Fees, Appeals, and Notification Procedures

Fees

Building Permit Fees

There are fees associated with required permits in the development process. Requests for water, sewer, or electric service and building permits all have specified fees. All associated fees can be found in the Village Information Manual.

Appeals

Applicants choosing to appeal a determination of the Zoning Administrator or Planning Commission must first appeal to the Village Council or Zoning Board of Appeals. Determinations of the Village Council or Zoning Board of Appeals may be appealed directly to Baraga County Circuit Court.

Notification Procedures

The Village of L'Anse meets or exceeds the notification requirements of the Michigan Zoning Enabling Act (Michigan P.A. 110 of 2008, as amended).

The Village of L'Anse publishes notices in the L'Anse Sentinel and mails notices to all owners and occupants of property located within 300 feet of the subject parcel(s). Notices are also posted on the Village website (www.villageoflanse.org). Notices are sent at least fifteen (15) days prior to hearing.

Community Engagement

The Village of L'Anse strives to include, consult, and inform residents when appropriate for community initiatives and large projects. Developers are encouraged to do the same. More information regarding community engagement is available in the village's [Public Participation Plan](#).

Section 8: General Information

This section contains information that property owners and developers need for any type of development review: staff contact information, meeting schedules, pre-application procedures, and planning and zoning information. While this document provides detailed information on the process for development procedures, the best route for questions is to contact Village staff at (906) 524-6116 directly for any questions prior to filling a petition or application.

Key Staff and Departments

Village Manager's Office

Robert LaFave, Village Manager	manager@lansemi.org	(906) 524-6116
Amy Leaf, Village Clerk	aleaf@lansemi.org	

Taxes/Assessing

Tracey Barrett, Treasurer		(906) 395-0266
---------------------------	--	----------------

Public Works

DPW Garage		(906) 524-7393
------------	--	----------------

Village Water Plant

Water Plant		(906) 524-5880
-------------	--	----------------

Electrical Inspector

Wayne Karvonen		(906) 201-4489
----------------	--	----------------

Building Inspector

Don Mleko		(906) 353-6666
-----------	--	----------------

Outside Agencies

Additional agencies may hold jurisdiction on some development issues within the village depending on the project. The following list includes commonly involved outside agencies:

Baraga County Road Commission

www.baragacounty.org/government/departments/baraga-county-road-commission/	(906) 524-7270
--	----------------

SEMCO

www.semcoenergygas.com	(800) 624-2019
--	----------------

MISSDIG

www.missdig.org	811
--	-----

Village Boards and Commissions

[Click here for more information about the Village's boards and commissions.](#)

Most development applications are considered by the Planning Commission. Other boards and commissions may become involved with your application if appeals, variances, rezoning, or text amendments are involved. Village staff can direct you to the appropriate boards for your specific case. All boards and commissions meet at Village Council Chambers in downtown L'Anse.

Village Council

Meets 2nd and 4th Monday monthly, 6:00pm

Planning Commission

Meets 3rd Monday quarterly (March, June, September, December), 3:00pm

Zoning Board of Appeals

Meets as needed

Downtown Development Authority

Meets 2nd Tuesday monthly, 5:30pm

Planning and Zoning

It is important that all Village zoning ordinances and plans are referenced before purchasing, developing, or altering property. It is also important to verify the zoning of the property. Planning is closely related to the Zoning Ordinance, which regulates the use and development of land within the village. Zoning controls the intensity and type of development allowed in specific areas of the village.

Master Plan

[Village of L'Anse Master Plan](#)

The Master Plan serves as the foundation for what the people of a community envision for their collective future. It establishes a framework for zoning and other public policies affect the community.

Zoning Ordinance/Map

[Zoning Ordinance](#); [Zoning Map](#)

The Zoning Ordinance establishes standards that apply both village-wide and in particular zoning districts. **The Zoning Ordinance is the most critical factor in determining whether to undertake a development based on its location and characteristics.** You should review the ordinance and consult with village staff before initiating any change of use or construction project within the village. Village staff can help determine what your property is zoned and what zoning requirements you may need to meet. Make sure to ask if a particular zoning district allows for the proposed use.

Section 9: Development and Financial Assistance Tools

An overview of development and financial assistance tools used by the Village of L'Anse is provided within this section. The intent of this section is to provide information to a potential investor to assist in making an initial decision to proceed with an investment. This list is intended to provide an example of some of the available tools and is not a complete list.

Business Development and Funding Incentives

[Baraga County Economic Development Corporation \(BCEDC\)](#): BCEDC works directly with current and prospective businesses in the L'Anse area and Baraga County with planning, securing financing, and accessing other resources such as the Small Business Development Center (SBDC). BCEDC also works with communities to fulfill various business development program requirements.

[Western Upper Peninsula Planning and Development Region \(WUPPDR\)](#): WUPPDR helps to facilitate access to community development funding sources such as the United States Economic Development Administration (EDA) and various state agencies. WUPPDR also serves as a central point of contact for data and resources throughout the Western Upper Peninsula.

[Michigan Economic Development Corporation \(MEDC\)](#): MEDC offers many funding incentives geared toward gap financing for community and business development infrastructure and acquisition projects. In most cases business development funding is contingent on job creation. The Village Manager, BCEDC, and WUPPDR can all assist businesses in determining whether MEDC may be able to meet their needs, and if so, can connect businesses with the appropriate agency staff.