

Charter Township of Oscoda

Planning Commission **AGENDA**

January 3, 2023 6PM
Robert J. Parks Public Library
6010 Skeel Ave
Oscoda, MI 48750

-
-
- 1) **Call to Order –**
 - 2) **Pledge of Allegiance**
 - 3) **Welcome Guests**
 - 4) **Member Roll Call**
 - 5) **Approval of Work Session and Planning Commission Minutes –**
 - i. Planning Commission Regular Meeting Minutes December 5, 2022
 - 6) **Agenda – Additions, Corrections, & Approval**
 - 7) **Public Comment – (Non-Scheduled & Scheduled Agenda Items)**
 - 8) **Public Hearing– N/A**
 - 9) **Old Business – N/A**
 - 10) **New Business –**
 - a) Planning Commission Meetings Schedule for 2023
 - b) Planning & Zoning Director Annual Update
 - c) Guide to Development Revisions
 - d) First Read- Ordinance 2011-244 Amendments
 - e) First Read- Add Full Bathroom Definition to 165 Zoning Ordinance
 - 11) **Report of the Zoning Board of Appeals Representative**
 - 12) **Report of the Township Board Representative**
 - 13) **Report of the Planning Commission Sub-Committees**
 - 14) **Report of the Economic Improvement Committee**
 - 15) **Comments of Planning Commission members**
 - 16) **Report of the Zoning Administrator**
 - 17) **Adjournment**

Charter Township of Oscoda

Planning Commission

Meeting Minutes

December 5, 2022 6PM

Robert J. Parks Public Library

6010 Skeel Ave

Oscoda, MI 48750

- 1) **CALL TO ORDER**
Jeff Linderman, Chair, called the meeting to order at 6:00 PM.
- 2) **Pledge of Allegiance**
- 3) **WELCOME GUEST** – Mr. Linderman welcomed guests to the meeting.
- 4) **ROLL CALL**
Present – Mr. Schenk, Mr. Palmer, Mr. Schulz, Mr. Tasior, Ms. Hopcroft, Mr. Davis, Mr. Linderman
Absent – N/A
Quorum – Mr. Linderman determined a quorum present.
- 5) **APPROVAL of Meeting Minutes-**
 - i. **Planning Commission Regular Meeting Minutes November 7, 2022-** Mr. Tasior made a motion to approve the minutes as presented. Supported by Mr. Linderman. Roll call vote. All in favor.
- 6) **AGENDA – Additions, Corrections & Approval –**
 - i. Mr. Davis made a motion to approve the agenda as presented. Supported by Mr. Schulz. Roll call vote. All in favor.
- 7) **PUBLIC COMMENT – N/A**
- 8) **PUBLIC HEARING – N/A**
- 9) **NEW BUSINESS –**
 - i. Site Plan Review- Case #103-2022.
 - a. Ms. Vallette read the case memo for Case #103-2022. The address is 5018 N. US 23, Parcel # 063-034-400-014-00 and is zoned Corridor Business District US 23 Zone.
 - b. The proposed placement of the building is 20 feet from the right-of way, or build to line, where the Ordinance states it should be.
 - c. Mr. Linderman asked the applicant, John Hedstrom, to speak. Mr. Hedstrom stated that the last site plan submitted was rejected and the Dollar Tree didn't want to go for a variance. They asked Mr. Hedstrom to work with the Township regarding what we were looking for, placement etc. so that they did not have to apply for a variance.
 - d. Mr. Palmer stated that there are too many parking spaces. The Ordinance allows a maximum of 3 spaces per 1,000 GSF. They need to eliminate 8 proposed parking spots for 32 total spots allowed. Mr. Palmer also asked for something in writing stating Mr. Hedstrom had permission to apply for site plan review.
 - e. Mr. Hopcroft asked about landscaping and if it met the 10% required, it looked shy of it. Mr. Hedstrom said it is shy of that 10% requirement.
 - f. Mr. Schulz stated that there should be a bike rack there, per the Ordinance and talked about the width of the parking spots.

- g. Mr. Tasior thanked the applicant for bringing this site plan into conformance with the Ordinance. He also recommended a pre-application meeting.
- h. Mr. Davis made a motion to approve the preliminary site plan approval for Case #103-2022 as presented. Supported by Mr. Palmer. Roll call vote. All in favor.

10) OLD BUSINESS- N/A

11) Report of the Zoning Board of Appeals Representative

- i. Mr. Schulz stated there was not a ZBA meeting in November.

12) Report of the Township Board Representative

- i. Mr. Palmer stated that the board approved a new fire truck purchase, one truck will replace two current trucks.
- ii. Mr. Palmer stated the board approved an RFP for slip lining on Mission St.
- iii. Mr. Palmer stated that there will be a public hearing at the next board meeting for the 2023 budget
- iv. Mr. Palmer stated that there was going to be a Township Board special meeting the next day to approve moving money to pay the contractors.
- v. Mr. Palmer stated that the township board approved Nancy Schwickert to be an as needed assessing consultant .

13) Report of the Planning Commission Sub-Committees

- i. Ms. Hopcroft stated that the Master Plan Sub-Committee is still waiting for the Township Hall Study.
- ii. Ms. Hopcroft also stated that a few members were going to the Villages of Oscoda HOA Board meeting in January to discuss the 8000 Block again.
- iii. Mr. Tasior stated that the Ordinance Revision Sub-Committee will be meeting again soon.

14) Report of the Economic Improvement Committee

- i. Mr. Tasior stated that the EIC was working on an RFP for property behind the AT&T Building.
- ii. Mr. Tasior stated that there may be a workshop in January.
- iii. Mr. Tasior stated that Joe Borgstrom will be refreshing the Place Leap.
- iv. Mr. Tasior stated the EIC is working on a Brownfield Redevelopment Community and a facade grant was sent to the Attorney.
- v. Ms. Hopcroft stated that the Arts & Place Making Committee will be doing an end of the year presentation for obtaining a sculpture to put at Piety Hill.

15) Comments of Planning Commission members

- i. Mr. Tasior asked where we were with the Municipal Building Project and suggested looking at the possibility of a Master Plan for the 4 dams.
- ii. Mr. Palmer stated that the OTB did a letter of support to the railroads.
- iii. Ms. Hopcroft made a formal request for a status update on the Township Hall Planning.
- iv. Mr. Schenk talked about some fencing on base.
- v. Mr. Schulz talked about the old fuel depot on base being demoed.
- vi. Mr. Davis talked about his time on the Planning Commission.

16) Report of the Zoning Administrator

- i. Ms. Vallette let all the members know that Mr. Davis was not seeking term renewal at the end of the year. She also informed all the members of the Holiday pot luck at the Township Hall 12/16 at noon.

Declaring no further business, Mr. Linderman adjourned the meeting at 6:59 PM.

Jeff Linderman - Chair

Date

Nichole Vallette – Planning & Zoning Director

CHARTER TOWNSHIP OF OSCODA

Planning Commission 2023 Meeting Schedule/Deadline Dates

Meeting Date ^{(1) (5)}	Application Deadline Date	
	Rezoning/Special Land Use ⁽²⁾	Site Plan & Agenda Requests ⁽³⁾
January 3, 2023 ⁽⁴⁾	December 7, 2022	December 20, 2022
February 6, 2023	January 11, 2023	January 25, 2023
March 6, 2023	February 8, 2023	February 22, 2023
April 3, 2023	March 8, 2023	March 22, 2023
May 1, 2023	April, 5 2023	April 19, 2023
June 5, 2023	May 10, 2023	May 24, 2023
July 3, 2023	June 7, 2023	June 21, 2023
August 7, 2023	July 5, 2023	July 19, 2023
September 5, 2023 ⁽⁴⁾	August 9, 2023	August 24, 2023
October 2, 2023	September 6, 2023	September 6, 2023
November 6, 2023	October 4, 2023	October 18, 2023
December 4, 2023	November 8, 2023	November 22, 2023
January 2, 2024 ⁽⁴⁾	December 6, 2023	December 20, 2023

Notes:

- 1.) The Planning Commission's regularly scheduled meetings are held on the 1st Monday of each month at 6:00 PM in the Robert J Parks Library 6010 Skeel Ave., Oscoda, Michigan.
- 2.) Applications for Rezoning/Special Land Use Permits must be filed with the Zoning Department no later than 26 days prior to the regular scheduled meeting.
- 3.) Site Plan Applications & Agenda Requests must be filed with the Zoning Department no later than 12 days prior to the regular scheduled meeting.
- 4.) Date changed to accommodate the Holiday.
- 5.) Meeting agendas are available to the public 5 days prior to the meeting.

Adopted by the Planning Commission on

Jeff Linderman, Chair Date



2022 ANNUAL REPORT FOR PLANNING AND ZONING

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1.0 Introduction

The Charter Township of Oscoda Planning Commission functions under and has their powers and duties set forth by both The Michigan Planning Enabling Act (PA 33 of 2008) and the Michigan Zoning Enabling Act (PA 110 of 2006). The Michigan Planning Enabling Act (MPEA) provides for the creation, organization, power(s), and duties of Planning Commissions. The Michigan Zoning Enabling Act (MZEA) provides for the adoption of zoning ordinances and the establishment of zoning districts and prescribes powers and duties of certain officials including the Planning Commission.

Section 19 of the MPEA (MCL 125.3819) requires the Charter Township of Oscoda Planning Commission to make an annual written report to the Charter Township Board of Trustees. This report is to provide the Board with a summary and status of planning activities over the past year.

2.0 Membership

Planning Commission Membership

The MPEA states that the membership of the Planning Commission shall be representative of important segments of the community, such as economic, governmental, educational, and social development of local unit government, in accordance with the major interests as they exist in the local unit of government, transportation, industry and commerce. The membership shall also be representative of the entire geography of the local unit of government to the extent practicable (MCL 125.3815).

On June 6, 2022, the Planning Commission election of officers took place. The Planning Commission elected Jeffery Linderman as Chair and elected Robert Tasior as Vice Chair. Greg Schulz was elected as the Zoning Board of Appeal Representative by the Planning Commission. Bill Palmer was reelected by the Board of Trustee to serve as the Board of Trustee Representative to the Planning Commission on November 23, 2020 and will serve through November 19, 2024.

As of December 31, 2022, the Planning Commission's membership are as follows:

Planning Commission Member	Term Expiration
Jeffery Linderman (Chair)	December 31, 2023
Robert Tasior (Vice Chair & EIC Representative)	December 31, 2024
Bernie Schenk	December 31, 2022
Ed Davis	December 31, 2022

Greg Schulz (Planning Commission Representative to the Zoning Board of Appeals and Planning Commission Secretary)	December 31, 2023
Ann Victoria Hopcroft	December 31, 2023
Bill Palmer (Trustee Representative)	November 19, 2024

Zoning Board of Appeals Membership

The Charter Township of Oscoda Zoning Board of Appeals was created to exercise the powers and perform the duties prescribed to it in the Michigan Zoning Enabling Act (Public Act 110, of 2006). The Zoning Board of Appeals is comprised of five (5) members and one (1) alternate (currently vacant as of December 31, 2022) recommended by the Township Supervisor and appointed by the Charter Township of Oscoda Board of Trustees.

On June 21, 2022, the Zoning Board of Appeals election of officers took place. The Zoning Board of Appeals elected James Biggar as Chair, Greg Schulz as Vice Chair and Jeff Rush as Secretary.

As of December 31, 2022, the Zoning Board of Appeal's membership are as follows:

Zoning Board of Appeals Members	Term Expiration
James Biggar (Chair)	December 31, 2022
Jeff Rush (Secretary)	December 31, 2022
Greg Schulz (Vice Chair) (Planning Commission Representative to Zoning Board of Appeals)	June 1, 2023
Cynthia Schwedler	December 31, 2023
Adam Hume	December 31, 2023

All Planning Commission members, Zoning Board of Appeals members, the Planning & Zoning Director, and additional organizational staff members are members of the American Planning Association Michigan Chapter.



American Planning Association
Michigan Chapter

Creating Great Communities for All

3.0 Meetings

At the January 4, 2022 meeting, the Planning Commission set their meetings for the First Monday of every month at 6pm to be held at the Robert J Parks Library.

The Planning Commission held a total of twelve (12) regular meetings in person at the Robert J Parks Library with an additional four (4) special meetings. The Planning Commission Master Plan Sub-Committee held eleven (11) work sessions. The Planning Commission Ordinance Revision Sub-Committee held eight (8) work sessions and the Township Hall Sub-Committee held two (2) work sessions.

4.0 Planning Commission Responsibilities

- Perform Site Plan Reviews as required in the Zoning Ordinance.
- Conduct public hearings on and make decisions on Special Land Use Permit requests as specified in the Zoning Ordinance.
- Conduct public hearings on and make recommendations to the Board of Trustees on Zoning Ordinance Text Amendments in accordance with the MZEA, Charter Township of Oscoda Zoning Ordinance and the Charter Township of Oscoda Master Plan.
- Update and maintain the Charter Township of Oscoda Master Plan in accordance with the MPEA
- Review and make recommendations, as required by the MZEA, on zoning amendments for the Charter Township of Oscoda.
- Review and comment on any proposed Master Plans or Master Plan amendments for any community within or adjacent to the Charter Township of Oscoda as required by the MPEA.
- Review and comment on the Capital Improvement Plan for 2023-2028 as required by MPEA.

5.0 Planning Commission 2022 Activity

The Planning Commission continued to be active this past year as they strived to meet their responsibilities for the year. The Planning Commission and Planning Commission Sub Committee continuously reviews the Zoning Ordinance and in doing so, recommended multiple changes to the ordinance. This was done with careful consideration of the needs of the community. The following is a summary of all activity in 2022:

- 5.1 Master Plan Goals:** The Planning Commission approved the adoption of the Amended and Restated Master Plan of 2021 at their March 1, 2021 meeting. At their January 4th, 2022 Planning Commission meeting, a 2022 Master Plan Action Items and Goals Sub-Committee was created. The purpose of the Sub-Committee is to ensure the Master Plan Goals are being reached by the responsible party. The Sub-Committee held eleven (11) work sessions through 2022.

2021 AMENDED AND RESTATED COMMUNITY MASTER PLAN



- 5.2 Site Plan Reviews:** In 2022, a total of fourteen (14) Site Plans were reviewed by the Planning Commission. Ten (10) of those Site Plans were preliminary Site Plan reviews and one (1) was a final Site Plan Review. Site Plan Uses included Recreation Marihuana Facility, Recreation and Medical Safety Compliance Facilities, Recreation Utility Trailer Sales, Accessory Structure, PUD, Multi-Family, Apartments, Class B Grow Facilities, General Retail Sales, and a final site plan review for Holiday Inn Express Hotel.
- 5.3 Special Land Use:** In 2022 a total of ten (10) Special Land Use Permits were reviewed by the Planning Commission. Special Land Uses include Recreation and Medical Marihuana Safety Compliance Facilities, Recreation Marihuana Facility, Class B Commercial Grow Facilities, PUD, Accessory Structure, Multi-Family, Apartments and Recreation Utility Trailer Sales.
- 5.4 Ordinance Amendments:** In 2022, the Planning Commission Sub-Committee held eight (8) work sessions. The Planning Commission approved six (6) ordinance amendments and two (2) new ordinances. One new ordinance is an Accessory Dwelling Unit (ADU) Ordinance and the other is Micro Housing. The Townships Professional Planner is in the process of rezoning the former Wurtsmith Airforce Base to Form Based Code, to allow for more uses and mixed use.
- 5.5 New Multi-Use Facility Planning Process:** The Planning Commission was tasked by the Township Board at their 2/14/2022 meeting to create a Sub-Committee with the purpose of planning a new township multi-use facility. At

the 3/7/2022 Planning Commission meeting, they decided to create the Sub-Committee utilizing all members of the Planning Commission. Two (2) work sessions have been held to date (12/31/2022) for the planning process.

5.6 Planning Commission Goals for 2023: The Planning Commission, in 2023, will strive to complete many of the action items in the amended and restated Community Master Plan. Some of the goals in the Master Plan include incorporating pedestrian elements and crossings in the US-23 North Corridor, Aligning Zoning to accommodate the housing mix recommendations while encouraging mixed use developments and seeking funding sources to implement other plans. The Planning Commission will continue to work on ordinance revisions and new ordinances as needed.

5.7 Internal Review Process: The Internal Review Process is a RRC prescribed process. By mailing out surveys on a quarterly basis, the survey results help continuously improve the Planning Commissions site plan approval process. Thirteen surveys were mailed out for 2022. In May 2022, the Internal Review Process Team held their yearly meeting where fees were reviewed and adjusted accordingly.

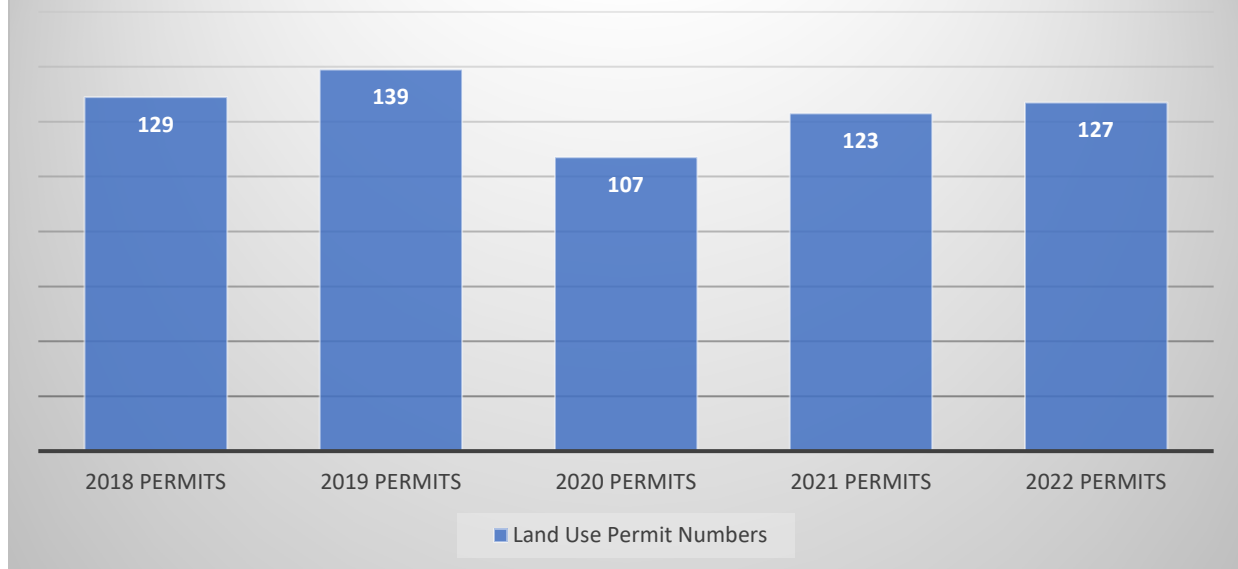
6.0 Zoning Board of Appeals Activity in 2022:

The Zoning Board of Appeals held a total of four (4) Regular Meetings and one (1) special meeting, all in accordance with the Open Meetings Act. One (1) variance request was denied. The MZEA requires that the Zoning Board of Appeals hold a minimum of 2 Regular Meetings per year. (MCL 125.3304).

7.0 Planning & Zoning Director Activity in 2022

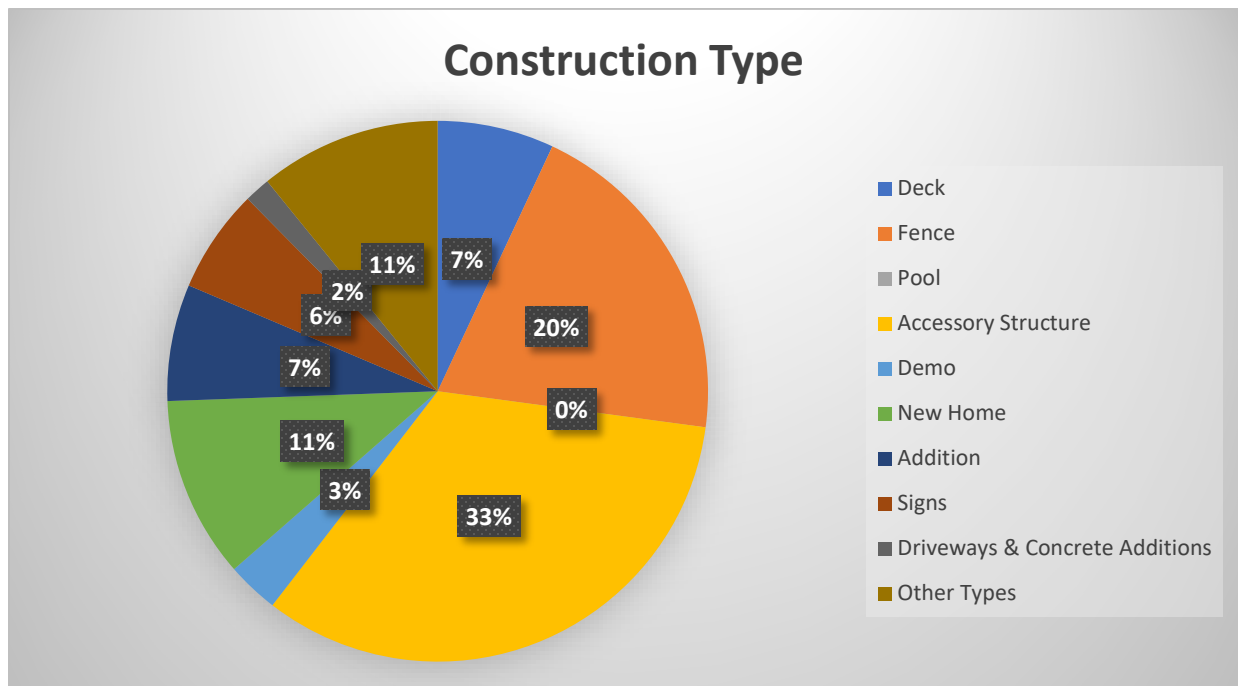
The Planning & Zoning Director approved 127 Land Use permits and 8 Temporary Use Permits in 2022. The total number of Land Use permits issued is up 3.25% from 2021. The chart below breaks down the number of Land Use Permits over the last five years.

5 Year Land Use Permit Analysis



The breakdown below identifies the use type for approved Land Use Permits.

Construction Type



The Planning & Zoning Director will continue to work with multiple departments in preparing plans and other planning and management proposals and will also continue to work with other departments on a wide variety of planning and zoning issues and opportunities.



GUIDE TO DEVELOPMENT

REVISED ~~FEBRUARY~~ DECEMBER 2022

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INTRODUCTION

This Guide to Development is meant to streamline the process of development, working through the processes that include the Zoning Board of Appeals, Planning Commission, Administrative Approvals, and Development Review for the Charter Township of Oscoda.

Our goal is to present guidelines for the Zoning Board, Planning Commission Administrative Approvals, & Development Review Committee process for developers, residents, business owners that is easy to follow.

Depending on the nature and complexity of a development there may be several different types of permits and/or review processes that are required. This development guide is designed to explain the different types of permits and reviews, the boards that may be involved, and the processes and timelines that can be expected. We encourage anyone contemplating a project to contact the Charter Township of Oscoda early on to help navigate the process and ensure a positive outcome.

You can also learn more at www.oscodatownshipmi.gov.

We look forward to working with you as you complete your project. Welcome to Oscoda Township.

-The Oscoda Township Staff, Boards, and Commissions



KEY STAFF

Township Hall Phone Number: 989-739-3211.
Regular office hours are Monday - Friday from 8am to 5pm.

Superintendent Tammy Kline

ext. 212

Township Superintendent

superintendent@oscodatownshipmi.gov

Melinda Morgan

ext. 201

Executive Secretary

mmorgan@oscodatownshipmi.gov

Josh Sutton

ext. 220

Township Clerk

clerk@oscodatownshipmi.gov

Jaimie McGuire

ext. 230

Township Treasurer

treasurer@oscodatownshipmi.gov

Bill Hamlin

989-739-9778

Department of Public Works

dpw@oscodatownshipmi.gov

Chief Al MacGregor

ext. 410

Fire Chief

otfd@oscodatownshipmi.gov

Chief Mark David

ext. 300

Chief of Police

otpd@oscodatownshipmi.gov

Nichole Vallette

ext. 250

Planning and Zoning Director

zoning@oscodatownshipmi.gov

Todd Dickerson

419-309-7708

Economic Improvement Director

tdickerson@oscodatownshipmi.gov

Nancy Schwickert Assessing Department

~~ext. 240~~ 989-734-3555

Assessor

~~assessor@oscodatownshipmi.gov~~

info@assessingoffice.com

Doreen Nowakowski Cindy Waterstrat

ext. 260

Water Department/Utilities Billing

water@oscodatownshipmi.gov

Officer Danny Gallahar

ext. 332

Community Resource Officer,

Oscoda Police Department

gallahard@oscodatownshipmi.gov

KEY AGENCIES

All phone numbers are in the 989 area code.

COUNTY OFFICES	PHONE	MISCELLANEOUS	PHONE
Building Inspector & Soil Erosion	362-6511	Oscoda/AuSable Chamber of Commerce	732-7322
County Clerk	362-3497	Convention Visitors Bureau	739-0900
Equalization	984-1111	Oscoda-Wurtsmith Airport Authority	739-1111
Health Department	362-6183	MSU Cooperative Extension (4-H)	362-3449
Planning	362-6511	County Airport	362-5832
Register of Deeds	362-2021	Iosco Herald Newspaper	362-3456
Sheriff's Department	362-6164	DNR station (Roscommon)	275-5151
Treasurer	362-4409	Huron-Manistee National Forest (Oscoda)	739-0728
Humane Society	362-3170	Consumers Energy	800-477-5050
Road Commission	362-4433	DTE	800-477-4747
Transit	362-8108	Housing Commission	984-1000

OSCODA TOWNSHIP BOARDS AND COMMISSIONS

Township Board Meeting	
Meets every 2 nd and 4 th Monday of the month, 7 p.m.	Staff Liaison: Township Superintendent
Planning Commission	
Meets every 1 st Monday of the month, 7:30 p.m.	Staff Liaison: Planning & Zoning Director, (989) 739-3211 ext. 250
Zoning Board of Appeals	
Meets every 3 rd Monday of the month, 6 p.m.	Staff Liaison: Planning & Zoning Director Zoning Board of Appeals, (989) 739-3211 ext. 250
Economic Improvement Committee	
Meets the first Thursday of the month, 4 p.m.	Staff Liaison: Economic Improvement Director (989) 739-3211 ext. 215
Board of Review	
Meets in March, July, and December. See website for more information.	Staff Liaison: 989-734-3555 Township Assessor, (989) 732-3211 ext 240

OSCODA TOWNSHIP MASTER PLAN

The Current Master Plan can be found at [this link](#).

The Master Plan is the primary tool for making decisions that affect the future land use of the community. It is a broad based policy document for the physical, economic and social development as it relates to land use and has a long-range vision providing a coordinated approach to making important decisions.

~~All Oscoda Township documents can be found at: <https://oscodatwpmi.documents-on-demand.com/>~~

NOTIFICATION PROCEDURES

Oscoda Township meets or exceeds the notification requirements of the Michigan Zoning Enabling Act (P.A. 110 of 2008, as amended). The Township publishes notices in the Oscoda Press newspaper (http://www.iosconews.com/oscoda_press/) and mails notices to all persons owning property and occupants of property within 300 feet of the boundary of the property for which approval is requested at least fifteen (15) days before any pertinent hearing. For applications which require a public hearing, the Township will require a zoning notification sign at the subject property up to fifteen (15) days before the hearing. The Planning and Zoning Administrator will notify applicants of signage requirements at submittal.

FEE SCHEDULE

Permit Fee Schedule

The Oscoda Township Permit Fee Schedule is available at [this link](#). For your convenience, many of the Township's zoning permits and application fees can be paid online by clicking [this link](#).

Water Fee Schedule

The Water Fee Schedule is available at [this link](#).


BUSINESS & LIQUOR LICENSING

Business Licenses

Business licenses are required prior to a business operating in Oscoda Township. Existing businesses that are being re-occupied are required to obtain a re-occupancy permit through the Zoning Department. The Zoning Director can be reached at 989-739-3211 Ext. 250. New construction projects are required to obtain a Certificate of Occupancy before opening. Certificates of Occupancy are issued by the Iosco County Building Department and they can be reached at 989-362-6511. Business licenses can be obtained through the Township Clerk. The Clerk can be reached from 8:00am to 5:00pm, Monday through Friday, at Township Hall, by phone at (989) 739 3211 ext. 220, or by email at clerk@oscodatownshipmi.gov.

Liquor Licenses

Businesses must be approved for a Liquor License with both the Michigan Liquor Control Commission (MLCC) and the Township of Oscoda in order to sell or serve alcoholic beverages.

Michigan Liquor Control Commission 517-284-6250  mlccinfo2@michigan.gov

You may also contact the Economic Improvement Director, who can support your efforts. He can be reached at 419-309-7708 (989) 739 3211 ext. 215.

ZONING COMPLIANCE

Prior to beginning the construction, addition, alteration, or re-occupancy of any building or structure, a zoning permit must be obtained from the Planning & Zoning Director. For a zoning permit, an application form may be submitted by the property owner or by a duly authorized agent acting on the owner's behalf. Required information on the application form includes owner contact information, parcel information, including tax identification number and dimensions, proposed use, and contractor contact information. The application form also requires a site plan drawing be submitted with the application that shows parcel lines and dimensions of the lots to be used, location of all existing and proposed structures on the parcel, and any streets bordering the property.

Any structure for which a zoning permit is required shall be compatible in design and appearance with the characteristics of the neighborhood and community. The Planning & Zoning Director shall review the plans for compatibility in design and use with the existing characteristics of the neighborhood and the community. In determining compatibility with community aesthetic standards, the exterior vertical and horizontal dimensions, building shapes and sizes, roof design, exterior siding materials, texture and finishes, foundation appearance, and window and door appearances may be considered. In the event of disapproval thereof by the Planning Commission, the applicant has the right to appeal the decision to the Zoning Board of Appeals.

Exempted from zoning permit requirements are installation of siding, windows, doors, shingles, and replacements of existing or deteriorated materials and ordinary maintenance repairs made on all dwellings and their related outbuildings. This exemption does not eliminate the necessity for compliance with other county, state, or federal permitting requirements.

When developing a new dwelling or connecting to utilities, an approval from the Charter Township of Oscoda Water Department shall accompany the zoning permit. If construction on an unimproved street is proposed, it is the responsibility of the developer to bring the unimproved street up to the Iosco County Road Commission construction standards prior to commencing construction.

For residential uses, refer to the Charter Township of Oscoda Zoning Ordinance 165, Section 6.22.1 Curbcuts and Driveways, for additional detail when installing a driveway. ~~access to a parcel shall consist of either a single two-way or a pair of one-way hard surfaced driveways.~~ For commercial uses, access drives and parking areas must be shown on a development plan and be approved by the Planning Commission. Prior to construction of a driveway, a right of way use permit must be obtained from the Iosco County Road Commission.

What is Zoning?

- Euclidean Zoning is the most common type of Zoning and in a hierarchy which puts Use first, Regulations Second, and Form last. Form Based Zoning hierarchy puts Form first, Regulations second, and Use Last.
- Zoning is the process of dividing municipalities into zones or districts in which certain land uses, forms, and regulations are permitted and certain land uses, forms and regulations are prohibited.

ZONING ORDINANCE & MAPS

The zoning ordinance regulates the use and development of land within Oscoda Township. Standards are in place that apply both township wide and in each specific zoning district. You are encouraged to review the zoning ordinance and consult with staff before initiating any change of use or construction project within the Township.

The complete Charter Township of Oscoda Ordinance 165 is available at:

<http://www.municode.com/resources/gateway.aspx?productId=15758>

Zoning Maps

- The entire township zoning map can be found at [this link](#).
- If you are interested in any of the specific zones they can be found by going the Planning and Zoning page and scrolling to the bottom to find the entire list of the "Oscoda Township Zoning Maps," [click here](#).

Oscoda Township Zoning Maps ▾

55 documents

- If you are are looking specifically for the "The State Street and Neighborhood District", it can be found at [this link](#).
- If you are are looking specifically for the "Corridor Business District", it can be found at [this link](#).

APPROVAL AUTHORITIES TABLE

APPROVAL AUTHORITIES TABLE	Planning & Zoning Administrator Director	Planning Commission	Zoning Board of Appeals	Township Board	Iosco County Building Department
Zoning Permit	X				
Site Plan Review	X Recommendation	X Approval			
Special Land Use		X			
Planned Unit Development		X			
Rezoning Ordinance Amendment		X Recommendation		X Approval	
Zoning Variance			X		
Appeal			X		
Building, Electrical, and other Construction Permits					X

PRE-APPLICATION MEETING

A pre-application meeting with Township staff is encouraged(needs discussion) prior to submitting any Commercial Development application to the Planning Commission. At this meeting, applicants will meet with the Planning and Zoning Director. Staff from Public Works, Water, Fire, Economic Development, Public Safety, and other relevant staff or agencies may provide a preliminary review of a Site Plan, explain zoning requirements, and discuss project timelines. Pre-application meetings often address circumstances that would otherwise result in an application being postponed or

denied, and allow for discussion of larger-scale matters like infrastructure needs, qualifications for tax abatements, the tax implications of different developments, and local incentives that may be available. Depending on the project scope and timing, multiple pre-application meetings may be necessary. Please call (989) 732-3211 ext. 250 or email zoning@oscodatownshipmi.gov to schedule an appointment and to discuss what items will be needed for the pre-application meeting. After meeting with the Planning and Zoning Director, a Development Review Committee meeting can be scheduled, usually within one to two weeks, to discuss an application prior to submission. To the extent permitted by the Freedom of Information Act, these conversations will remain confidential until the applicant is ready to submit formal documents. To download a conceptual review meeting template [click here](#).

What's the Development Review Committee?

€ The Development Review Committee is the opportunity for businesses, investors, builders, and applicants looking to invest in the Charter Township of Oscoda to sit down with multiple departments to review their proposed building plans.

Why a Development Review Committee?

€ Time is a valuable thing. The Development Review Committee seeks to help guide you in your venture to build or expand your business in the Charter Township of Oscoda early in the process. The Development Review Committee's goal is to help answer any questions that you may have and make sure you are familiar with the process.

Development Review Committee Process

- € Call the Economic Improvement Director to schedule a Development Review Committee Meeting after meeting with the Planning & Zoning Director Administrator. (See Key Staff for Contact Information)
- € Provide the materials provided in the Development Committee Review Check List.
- € The staff involved may consist of the Township Supervisor Superintendent, Water Department Representative, Economic Improvement Director, Planning & Zoning Director Administrator, and a Township Engineer. The staff will review the proposal and inform you of anything additional that is needed. Additional personnel, departments or agencies pertinent to the proposed application may also be included.

LAND USE PERMITS

What is a Land Use Permit?

€ A Land Use Permit for the Charter Township of Oscoda is to ensure that the proposed use and improvements of a property meets zoning and other requirements. Land Use permits are not permitting construction. Land use permits are approvals for Land Development, Design, and uses for a future building being constructed.

€ A Land Use Permit allows for administrative approval by the Planning & Zoning Director Administrator to administratively approve plans for construction. After approval, the applicant must obtain all building permits.

Why a Land Use Permit?

€ A Land Use Permit allows for review of local and state standards to ensure public safety.

Land Use Permit Process

€ File a completed Land Use Permit Application with the Planning & Zoning Director Administrator. For application [click here](#).

LAND USE APPLICATIONS

This section is designed to provide a comprehensive overview of each type of land use application. This overview does not preempt or supersede any regulations contained within the Oscoda Township Zoning Ordinance. ~~Most land use applications are circulated to other reviewers outside of Planning and Zoning for comment.~~

All Land Use Applications are reviewed by the Water Department for approval.

The table below demonstrates the role of the various review entities regarding the approval of the various Planning/Zoning Applications outlined in this document.

	Makes Recommendation	Approves			
	Planning Commission	Planning Commission	Township Board of Trustees	Zoning Board of Appeals	Administrative (Staff)
Site Plan		X			X*
Special Use Permit		X			
Rezoning / Conditional Rezoning	X		X		
Text Change / Ordinance	X		X		
Zoning Compliance					X
Variance				X	
Appeal				X	

*Projects with less than 5,000 square feet of net building area change and/or 25 parking spaces are eligible for administrative review provided no waivers or use determinations are required and a special use permit is not required. The Township reserves the right to take projects eligible for administrative review to the Planning Commission for review.

SITE PLAN REVIEW

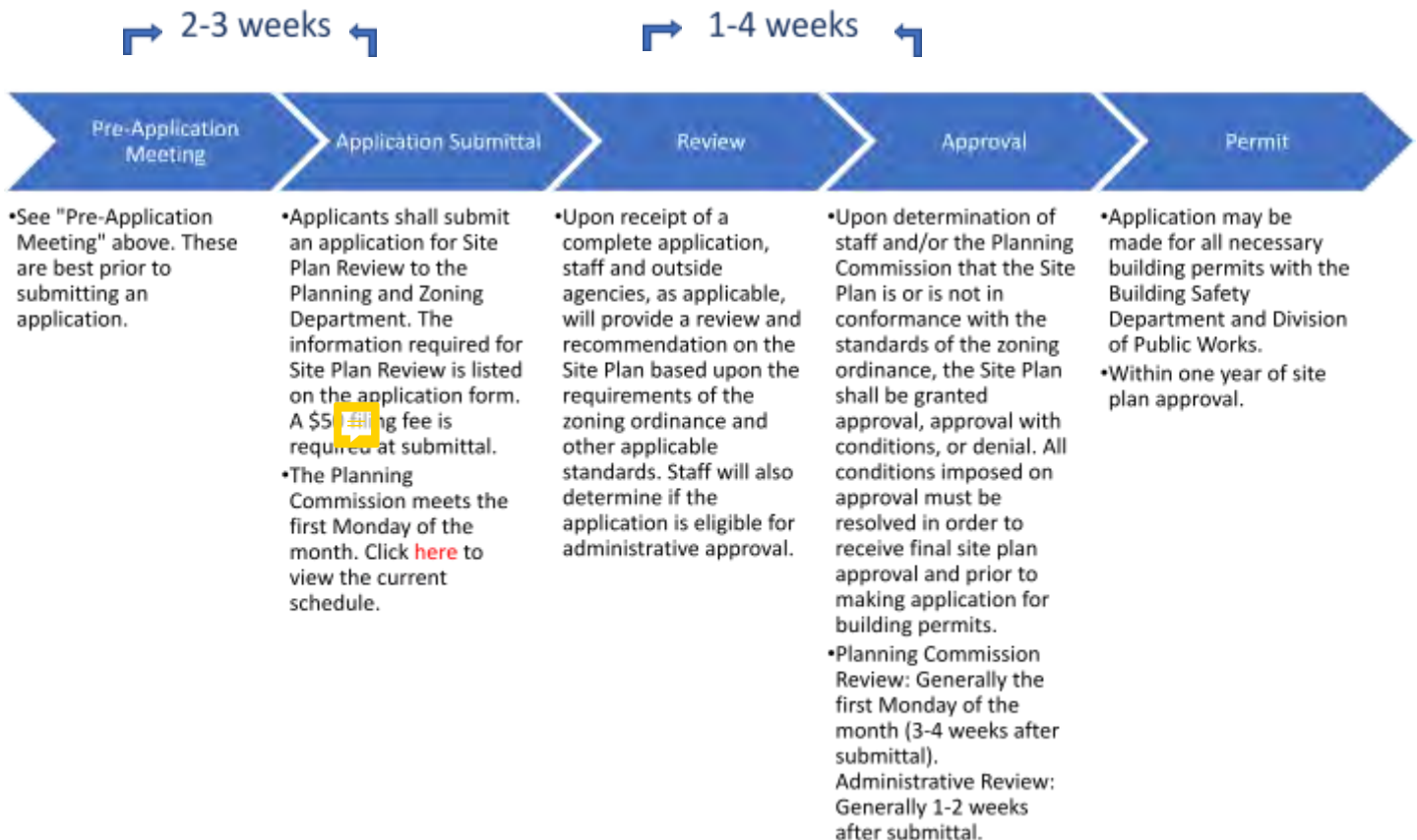
What is a Site Plan? Why a Site Plan?

A Site Plan is a graphic representation of buildings, parking, drives, landscape, and any structures or land improvements. A Site Plan may have additional information to help make determinations of the site. A Site Plan is designed to allow a basis for research, analysis, and synthesis. It further involves the organization of land use, zoning, access, privacy, security, land drainage and many other factors.

Site Plan Review Process

- € File a completed Site Plan Application with the Planning & Zoning Director Administrator & Pay Fee. For Application ([Click Here](#))
 - For Site Plan Requirements Reference [Section 7.3 and Article 10 of Ordinance 165](#) ([Click Here](#))
 - Entire Permit processing takes 5 to 90 days.
 - Must have an approved Development Review Plan
 - € Planning & Zoning Director will review Site Plan
 - Planning & Zoning Director will review Site Plan for completeness.
 - Planning & Zoning Director can Administratively approve completed Land Use Permits for Single-Family and their attached accessory structures. All other completed Site Plans must be engineered drawings and go to the Planning Commission for approval.
 - Regular Scheduled Planning Commission Meetings are held on the first Monday of the month, 6 p.m.. Special Meetings can be scheduled as needed.
 - Planning Commission will review the Site Plan making sure that the criteria is met.
 - Planning Commission shall vote whether to approve, approve with conditions, or deny the Site Plan.

Site Plan Review Timeline



Development Plan Reviews

Prior to the erection of any building or structure in any zoning district for any principal use or special land use, other than single-family residences and accessory buildings, a final site plan approved by the Planning Commission is required.

Development Plan reviews require a final site plan review which is completed by the Planning Commission or a land use permit review that is completed by the Planning & Zoning Director. A land use permit, rather than a site plan, may be submitted for minor modifications to a legally existing and conforming use for alterations to a building or site that do not result in expansion or substantially affect the character or intensity of the use. Refer to Charter Township of Oscoda Zoning Ordinance 165. The complete Charter Township of Oscoda Ordinance is available at: <http://www.municode.com/resources/gateway.aspx?productId=15758>

SPECIAL LAND USE

Within each zoning district it is recognized that there are uses, because of their unique characteristics, which cannot be properly classified in any particular district or districts without consideration in each case of the impact of such uses upon neighboring land. Accordingly, special land uses are permitted with conditions which would address their unique characteristics.

Approval of a Special Land Use permit may be granted by the Planning Commission after a public hearing is held. Any application for special land uses shall be filed simultaneously with an application for development plan review. Refer to the Charter Township of Oscoda Zoning Ordinance 165 Article IX for complete special land use application requirements and review processes. The complete Charter Township of Oscoda Ordinance 165 is available at: <http://www.municode.com/resources/gateway.aspx?productid=15758>

What is a Special Land Use?

- € A Special Land Use is a use that is not a principal or permitted use which may have further impacts on the zone or district.

Why a Special Land Use?

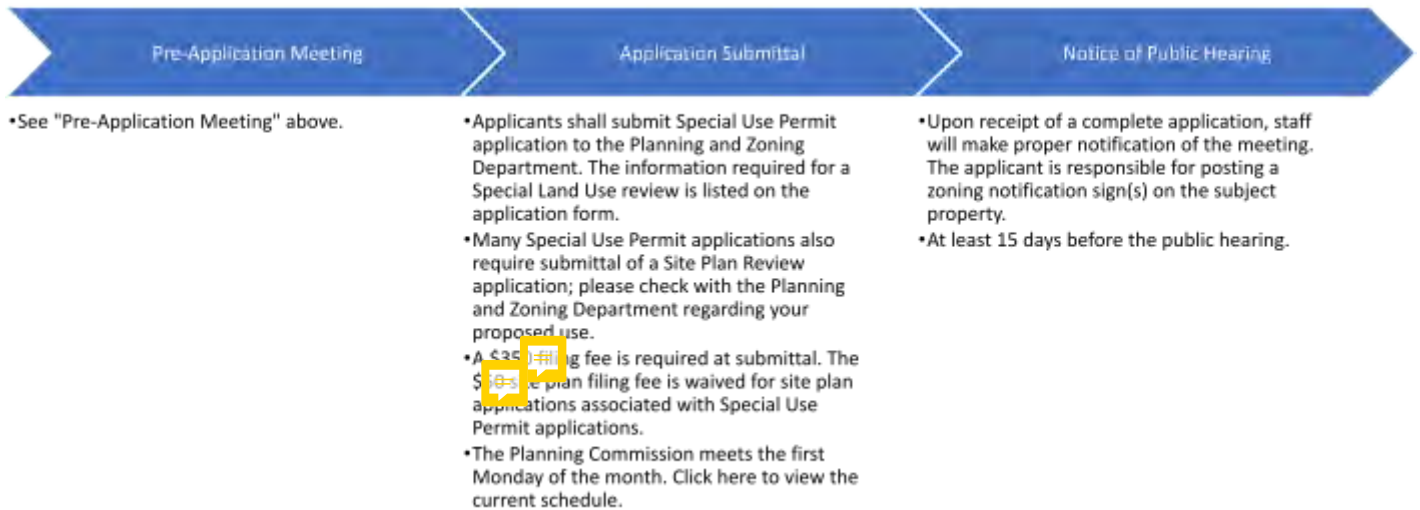
- € A Special Land Use permit allows for flexibility within a zone or district.
- € A Special Land Use is designed to allow a basis for research, analysis, and synthesis.
- € A Special Land Use involves the organization of land use, zoning, access, privacy, security, land drainage and many other factors to effectively see how the Special Land Use may affect the zone or district.

Special Land Use Permit Process

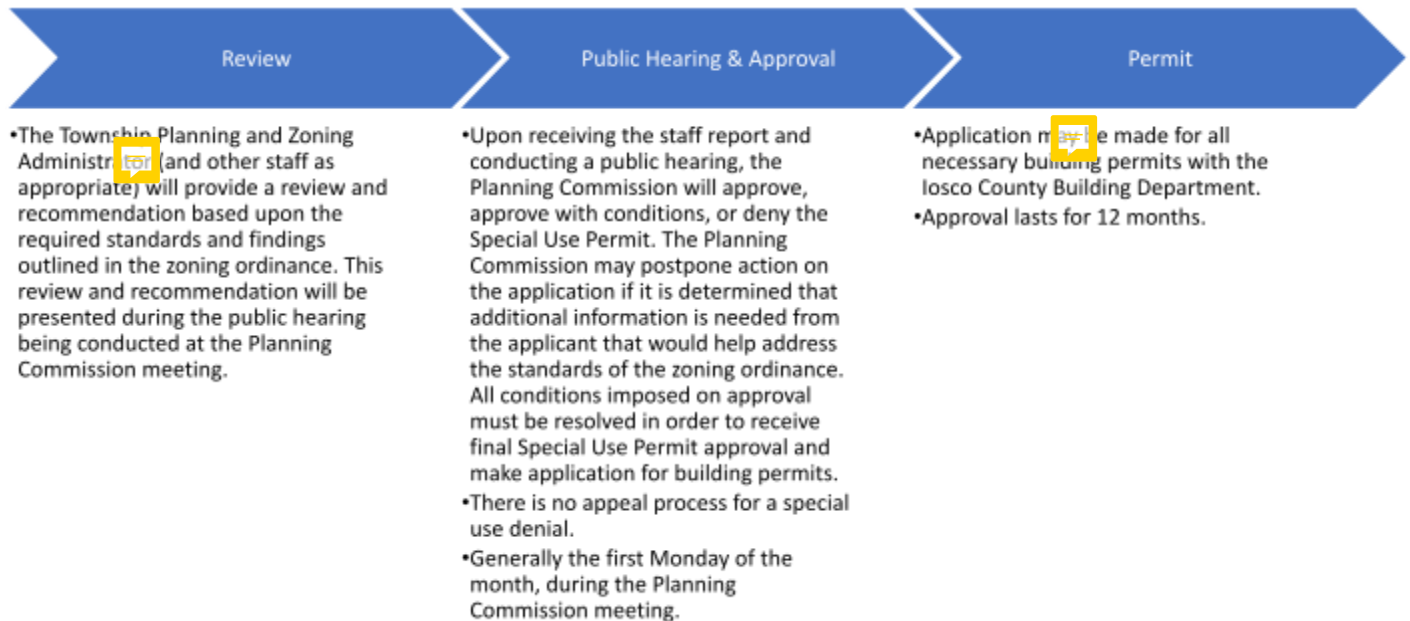
- € File a completed Special Land Use Permit Application with the Planning & Zoning Director & Pay Fee. For Application ([Click Here](#))
 - € For Special Land Use requirements reference Article IX Permit process takes 30-120 days
 - € Planning & Zoning Director will review the Special Land Use Permit
 - € Planning & Zoning Director will review the Special Land Use Permit Application to check for completeness. The Zoning Director must send out a public notice and notices to any land owners within 300ft of the subject property.
 - € Regularly Scheduled Planning Commission Meetings are held on the first Monday of the month, 6 p.m. Special Meetings can be scheduled as needed.
 - Planning Commission will review the Special Land Use Permit making sure that the criteria is met.
 - Planning Commission shall vote whether to approve, approve with conditions, or deny the Special Land Use Permit.

Special Use Permit Timeline

2-6 weeks



2-3 weeks

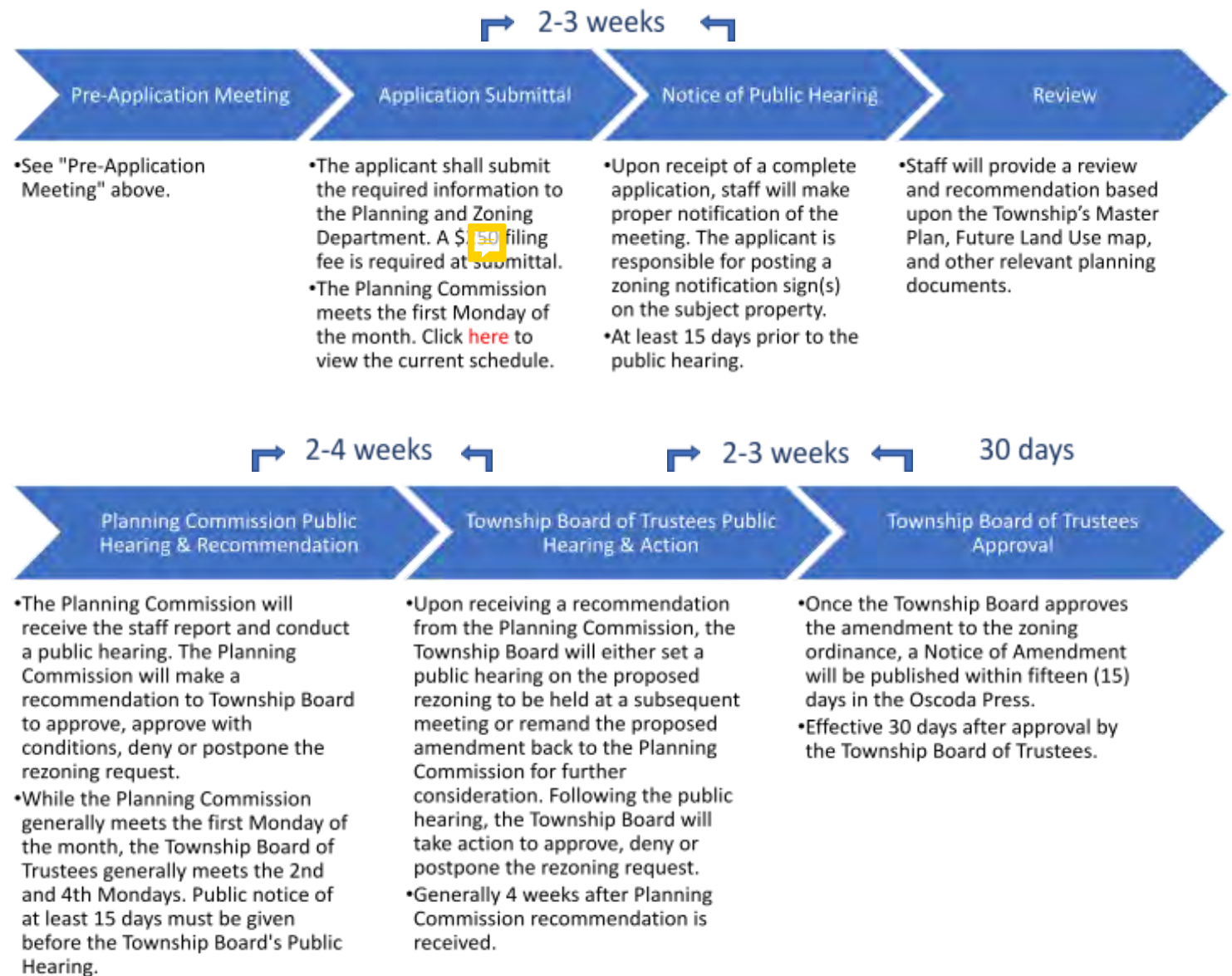


ZONING AMENDMENTS & REZONING

The regulations and provisions stated in the ~~165 Zoning Ordinance~~ Charter Township of Oscoda Zoning Ordinance 165 for boundaries of zoning districts shown on the zoning map may be amended and supplemented by the Planning Commission. Proposals for changes may be initiated by the Zoning Board of Appeals, the Planning Commission, or by a property owner.

After a public hearing is held, the Planning Commission reviews proposals in terms of compatibility with the Charter Township of Oscoda Master Plan and the possible effects of the proposal on the community's physical development. Following review, the Planning Commission will act upon the request by granting approval, disapproval, or chose to table the matter for additional study. Refer to Charter Township of Oscoda Zoning Ordinance 165 for complete Rezoning application requirements and review processes. The complete Charter Township of Oscoda Ordinance 165 is available at:

<http://www.municode.com/resources/gateway.aspx?productId=15758>
Zoning Amendment Timeline



Zoning Variances and Appeals

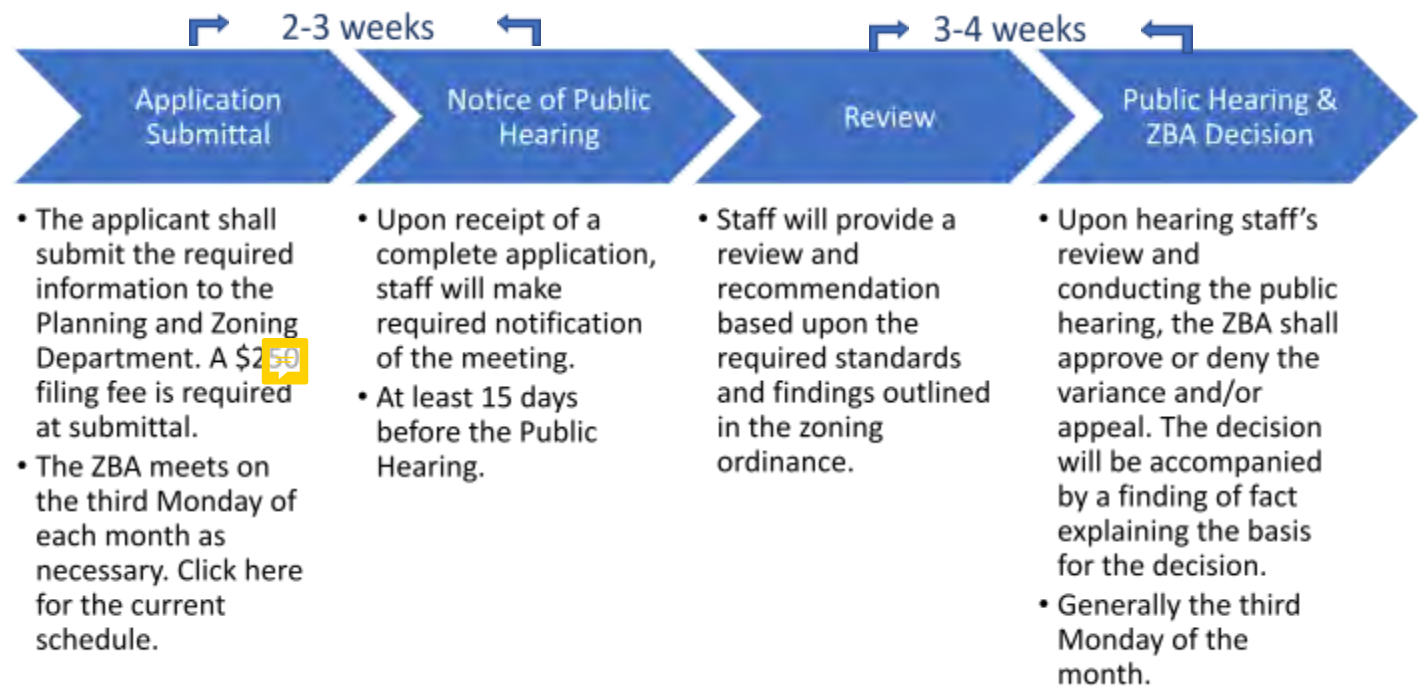
The Zoning Board of Appeals (ZBA) may authorize a variance from the strict application of provisions of the Charter Township of Oscoda Ordinance 165 where all of the following must be met:

1. Strict application of the letter of the regulation would unreasonably prevent the owner from using the property for a permitted use, or would render conformity but be unnecessarily burdensome.
2. A lesser relaxation of the regulation than requested could not be reasonably achieved that would give substantial relief to the property owner and be more consistent with justice to other property owners.
3. The plight of the owner is due to unique circumstances peculiar to the property and not due to general conditions in the neighborhood or the zoning district.
4. The problem is not self-created.
5. Granting the variance will not be of substantial detriment to adjoining property or the general welfare.
6. Granting the variance will not impair the intent or purpose of this Ordinance.

The complete Charter Township of Oscoda Ordinance 165 is available at:

<http://www.municode.com/resources/gateway.aspx?productId=15758>

Zoning Board of Appeals Timeline



Rezoning

- Rezoning occurs when the corresponding use or form does not fit zoning district requirements.
- Rezoning allows for a change in zoning in a zone or district with land use, zoning, access, privacy, security, land drainage, and many other factors being analyzed to ensure a harmonious use or form within the corresponding zone or district.

The Rezoning Process

€ File a completed Rezoning Application with the Planning & Zoning Director Administrator & Pay Fee. For Application ([Click Here](#))

- Rezoning requirements are listed on application.
- For Site Plan Requirements Reference Section 7.3 and Article 10 of Ordinance 165 ([Click Here](#))
- Entire Permit processing takes 30 to 120 days. Planning & Zoning Director Administrator will review Rezoning Application.

€ Planning & Zoning Director Administrator will review Rezoning Application for completeness.

- Planning & Zoning Director Administrator must send out a public notice and notices to any land owners within 300ft of the subject property.

€ Regularly Scheduled ~~Zoning Board of Appeals~~ Planning Commission Meetings are held the ~~third~~ first Monday of the month at 6 PM

- ~~Zoning Board of Appeals~~ Planning Commission will review the Rezoning & Site Plan making sure that the criteria is met.
- ~~Zoning Board of Appeals~~ Planning Commission shall vote whether to approve, approve with conditions, or deny the Rezoning.

PLANNED UNIT DEVELOPMENTS

What is a planned unit development (PUD)?

Planned unit developments are optionally created districts that allow for more flexibility and variety in regulation of land development, foster innovation in land use, ownership, and variety of design, and offer uniqueness in layout. While PUDs are more flexible in their regulations, they also seek to preserve historical, natural, and architectural features that other zoning districts may not prioritize, and seek to protect green space while providing amenities, public services, and utilities. PUDs should be developed in accordance with the goals of the Master Plan and promote a higher standard of quality than can be achieved through traditional zoning districts.

What are the requirements for a planned unit development?

Because planned unit developments are able to permit greater flexibility in design, structure, and capacity than traditional zoning districts, successfully applying the overlay to PUD requires greater commitment and action from the applicant to uphold the community vision. This could entail many things, including preserving natural features, creating open spaces and green way corridors, mixing land uses and housing types, renovating or removing blight, and more. ~~Further, PUDs must be at least a half acre in size to receive PUD approval. The Planning Commission may approve applicants with sites smaller than the minimum, but the applicant must prove the PUD still adheres to the specific requirements of the overlay.~~ To view the full list of features or actions for a PUD application, please view the relevant zoning ordinance.

[Click here to view Article V – Planned Unit Development \(PUD\) Requirements](#)

What are the benefits of a planned unit development?

Because planned unit developments undergo rezoning to become their own district, regulations regarding the use of the sites are more varied than in traditional, established zoning districts. Further, as long as the PUD meets the requirements listed in the zoning ordinance (specifically compatibility with surrounding uses/character and the minimum size requirement), PUD overlays can be created in any districts of the township. PUDs can be formed from multiple parcels and sites, as long as they have a unified owner. There is also the capacity to allow greater unit and residential density within the PUD than in other districts, provided extra requirements and commitments are met during the application process.

How do I apply for a PUD?

Before applying for a planned unit development, applicants must have a pre-application meeting with the Planning and Zoning Director. The purpose of this meeting is to determine if the site(s) qualify for a planned unit development, if the prospective uses and design of the sites can be accomplished under traditional zoning districts, and to review the items that will need to be submitted in the PUD application. Due to the size and resources required for PUDs, applications will require more information to be submitted than site applications in traditional zoning districts. While the pre-application meeting will cover what is required, one can typically expect to submit information such as topographic maps, flood plain maps, property surveys, inventories on existing utilities, proposed uses, interior street locations, conceptual layouts, indication of architectural style, and more. Application packages typically consist of a completed PUD application form, the necessary fees, a parallel plan, a preliminary development plan, and a summary of intent. For a complete list of items one will be required to submit, please view the relevant zoning ordinance below.

[Click here to view Article V Section 5.5 PD Plan Approval and Land Use Permit Issuance 5.11 Development Plan Review and Approval](#)

What is the approval process?

Upon submission of a fully completed PUD application, the Planning Commission will schedule a work session with the applicant to review the development concept and communicate the need for any additional information. When the initial review is completed, the Planning Commission will hold a public hearing regarding the PUD request. Upon

considering the application materials, comments, and evidence presented during the public hearing, the Planning Commission can approve the PUD, deny the PUD, or approve the PUD with conditions.

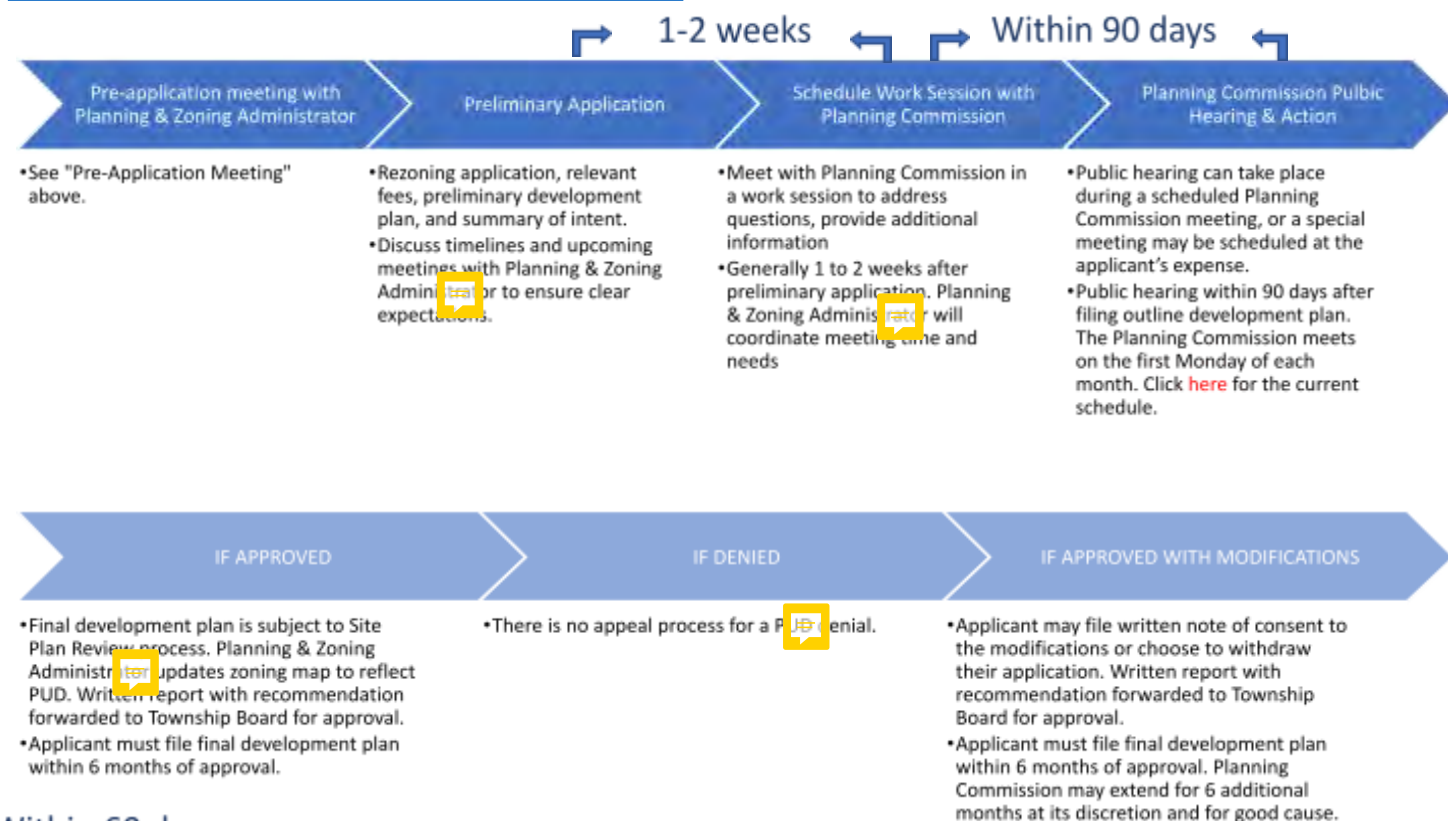
The standards for which the Planning Commission will base its decision upon will include the PUD's adherence to the zoning ordinance and Master Plan, the PUD's compatibility with adjacent land uses, natural environment, and public services, and its natural benefit to usage or planned character that could not otherwise be achieved in a traditional zoning district.

After approval and before construction, the applicant will enter into a development agreement with Oscoda Township that determines obligations regarding the PUD, including a final development plan, an optional phasing plan, and remedies that will occur should the applicant default on the PUD. The Planning Commission will vote, which will ultimately be approved by the Township Board.

What steps occur after approval?

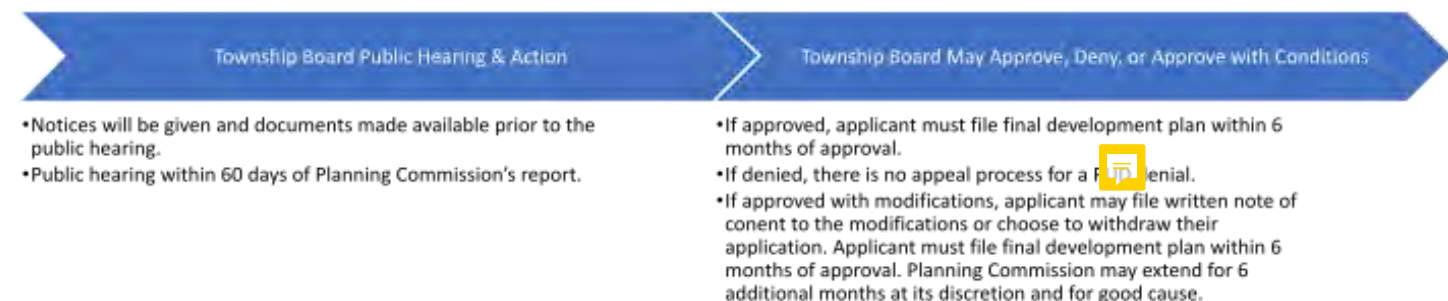
Within six (6) months of the Planning Commission's approval of the PUD rezoning, the applicant shall submit either a final development plan for the PUD as a whole, or for a phase of development. Development of PUDs in phases must have a Planning Commission-approved schedule of completion. Final development plans are subject to the process and review standards of Site Plans. Should a final development plan not be submitted during the 6 month period or within an approved extension, the preliminary development plan and PUD rezoning will be null and void.

[Click here for the Oscoda Township Rezoning Application](#)



Within 60 days

Within 6 months



FINANCIAL INCENTIVES

Community Development Block Grant (CDBG)

The community development block grant is a federal program managed by the U.S. Department of Housing and Urban Development. CDBG funds for Oscoda Township are administered by the Michigan Economic Development Corporation (MEDC) on behalf of the Michigan Strategic Fund. The Township may choose to directly use the funding to address services and infrastructure for low/moderate income individuals in the Township, or sub-contract the funds to organizations that will improve services for those in this demographic. Possible uses of CDBG funds include, but are not limited to:

- Façade grants
- Blight elimination
- Minor home repair programs
- Critical infrastructure maintenance
- Business assistance loans/grants
- Rental rehabilitation
- Small-business working capital loans
- Job creation
- Public facilities

For more information on past, current, or potential CDBG uses by Oscoda Township, please contact the Township Superintendent at (989) 739-3211 ext. 212.

Public Spaces, Community Places

Public Spaces, Community Places is a matching grant program administered by the Michigan Economic Development Corporation (MEDC) with the purpose of creating amenities that foster a sense of ownership among residents. These projects include a wide variety of purposes and usage; projects often include public art, memorials, adaptive reuses, trails, park enhancements, farmer's markets, pop-up retail and events, recreation facilities, and downtown gathering spots. The program requires 50% of the funds to be raised through community crowd funding, which works to display public support while also marketing the project being funded. Local units of government, low-profit limited liability corporations, and non-profit organizations are eligible to apply for funding. If you have an idea that may be eligible for Public Spaces, Community Places funding, please contact the Economic Improvement Director at (419) 309-7708.

Brownfield Tax Increment Financing

Brownfield Tax Increment Financing, through P.A. 381 of 1996, allows developers to receive reimbursement on environmental and non-environmental redevelopment activities. Brownfields are properties and/or sites that are contaminated, blighted, functionally obsolete or hold historic value. Reimbursement for costs associated with redeveloping Brownfields occurs through the collection of incremental state and local taxes as the taxable value of the property increases through the revitalization process. To benefit from the Brownfield TIFs, developers will need to work with their local Brownfield Redevelopment Authority to produce a work plan for state review (Michigan Strategic Fund for non-environmental activities, Michigan Department of Environmental Quality for environmental activities). Oscoda Township's Economic Improvement Committee also serves as the Brownfield Redevelopment Authority.

To learn more about the Brownfield Program, initial evaluations, and work plan development, please contact the Economic Improvement Director, at (419) 309-7708.

Oscoda Township Tax Abatement Programs

Oscoda recently adopted two tax abatement programs, Industrial Tax Abatement and Commercial Tax Abatement, to encourage capital investment and job creation within the township. For more information on how these programs work, please contact the Economic Improvement Director, at (419) 309-7708.

Financial Incentives

There are several programs available through the MEDC and directly with Oscoda Township to assist small businesses, developers, and investors. For more information, please contact the Economic Improvement Director at 410-309-7708. A list of programs include:

Michigan Economic Development Corporation (MEDC)

Build MI Community – This initiative serves real estate entrepreneurs and provides access to real estate development gap financing for incremental redevelopment projects. For program details [click here](#).

Match on Main – A reimbursement grant program that serves as a tool to support new or expanding place-based businesses by providing up to \$25,000 in funding to support an eligible small business. For program details [click here](#).

Michigan Community Revitalization Program – MCRP promotes community revitalization through the provision of grants, loans or other economic assistance for eligible projects located on properties that are either contaminated (facility), blighted, functionally obsolete or historic resources. For program details [click here](#).

Community Development Block Grant – The U.S. Department of Housing and Urban Development allocates CDBG funding to the State of Michigan for further distribution to eligible units of general local government in support of economic or community development projects. For program details [click here](#).

Brownfield Tax Increment Financing Act – Through the BRFA, Brownfield TIF allows applicable taxing jurisdictions to receive property taxes on the property at the current level and capture the incremental increase in tax revenue resulting from a redevelopment project. For program details [click here](#).

Public Spaces Community Places – PSCP is a crowd-granting initiative that provides matching grants for crowdfunded public space projects through Patronicity, an online, crowdfunding platform. For program details [click here](#).

Transformational Brownfield Plans – The recently adopted Public Act 46 of 2017 incorporates TBP into the Brownfield Redevelopment Financing Act. This allows developers the opportunity the opportunity to capture a portion of specific incremental taxes generated from large scale projects for a specified time period. For program details [click here](#).

Charter Township of Oscoda

Commercial Tax Abatement Program – Encourage the development and redevelopment of commercial and mixed-use projects within the commercial areas of the township. The program allows for property tax exemptions for the increase in value over a specified period of time. For program details [click here](#).

Industrial Tax Abatement Program – Encourage development that will increase economic vitality of industrial areas through capital investment, job retention and job creation projects. The program allows for property tax exemptions for the increase in value over a specified period of time. For program details [click here](#).

Brownfield Redevelopment Authority – The BRA is local program that offers property tax exemptions for the increase in value over a specified period of time on projects that qualify under the State's brownfield definition. This program can be utilized for various project types that can include industrial, commercial, mixed-use and multi-family. For program details [click here](#).

RESIDENTIAL CONSTRUCTION

Residential Construction Projects

Most home improvement projects do not require a building permit or Site Plan. However, per Michigan Building Code, a building permit is required if creating additions to the building, or improvements that include:

- Removing or cutting away any wall, partition, or portion thereof
- Removing or cutting any structural beam or bearing support
- Removing or changing of any required means of egress, or rearrangement of parts of a structure affecting the exit requirements
- Changing, adding, or removing standpipe, water supply, sewer, drainage, drain leader, gas soil, waste, vent or similar piping, electric wiring, or mechanical elements

For more information on Building Permits or other Permits for improvements, please view the relevant section of this guide, or contact the Planning and Zoning Director at (989) 739-3211 ext. 250.

[Click here](#) to view the Land Use Permit for Oscoda Township.

Multi-family Dwellings

Standard multi-family repairs do not require a Building Permit or Site Plan application. However, structures containing three (3) or more units are subject to Site Plan Review processes in addition to the Building Permits criteria listed in the Michigan Building Code when making additions or the following renovations:

- Removing or cutting away any wall, partition, or portion thereof
- Removing or cutting of any structural beam or bearing support
- Removing or changing of any required means of egress, or rearrangement of parts of a structure affecting the exit requirements
- Changing, adding, or removing standpipe, water supply, sewer, drainage, drain leader, gas soil, waste, vent or similar piping, electric wiring, or mechanical elements

For more information on Building Permits or other Permits for improvements, please view the relevant section of this guide, or [click here](#) to view current Ordinances in Oscoda Township. Further, you may contact the Planning and Zoning Director at (989) 739-3211 ext. 250.

BUILDING PERMITS

Who approves construction permits such as building, electrical, and plumbing?

Building Code for the Charter Township of Oscoda is administered and enforced by the Iosco County Building Department, (989)-362-6511, www.iosco.net/departments/clerk/. Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.(MRC R105.1). If a zoning permit is required, the zoning permit must be obtained prior to applying for building permit.

What is required to apply?

Certain documents and information will be required to be submitted with the Building Permit application. Information required for all Building Permits includes the address of the job site, a Zoning Permit, a completed (with signature) application by the proper applicant, a set of construction plans, and permits including electrical, plumbing, and mechanical/heating. There may be further information needed, including additional permits and/or certifications, depending on the architecture and materials of the structure, its geographic location, or environmental factors that may be impacted by the construction. Fees accompany each permit.

Where can I learn more about inspections?

Inspections will be required at multiple points throughout the project, for each permit issued. Inspection scheduling is a responsibility of the developer or applicant, and should occur when the work is ready for each respective inspection. Iosco County inspectors will perform the mandatory inspections a reasonable amount of time after the request for inspection has been made. For more information about inspections, including points of contact for each permit, please [click here](#) to visit the Iosco County Building Department's web page.

STATE OF MICHIGAN
COUNTY OF IOSCO
CHARTER TOWNSHIP OF OSCODA
ORDINANCE NUMBER 2011 · 244

An ordinance to confirm the establishment under the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, et seq., of the Oscoda Charter Township Planning Commission; provide for the composition of that planning commission; provide for the powers, duties and limitations of that planning commission; and repeal any ordinance or parts of ordinances or resolutions in conflict with this ordinance.

THE CHARTER TOWNSHIP OF OSCODA ORDAINS:

Article IV, Boards, Commissions and Committees, of Chapter 2, Administration, of the Code of Ordinances of the Charter Township of Oscoda Is hereby amended to add a new Division 2, Planning Commission, to read as follows:

Sec. 2:131, Scope, Purpose and Intent

This ordinance is adopted pursuant to the authority granted the township board under the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, et seq., and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, et seq., to establish a planning commission with the powers, duties and limitations provided by those Acts and subject to the terms and conditions of this ordinance and any future amendments to this ordinance.

The purpose of this ordinance is to provide that the Oscoda Township Board shall hereby confirm the establishment under the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, et seq., of the Oscoda Township Planning Commission formerly established under the Township Planning Act, Public Act 168 of 1959, MCL 125.321, et seq.; to establish the appointments, terms, and membership of the planning commission; to identify the officers and the minimum number of meetings per year of the planning commission; and to prescribe the authority, powers and duties of the planning commission,

Sec. 2-132. Establishment

The township board hereby confirms the establishment under the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, et seq., of the Oscoda Township Planning Commission formerly established. under the Township Planning Act, Public Act 168 of 1959, MCL 125.321, et seq. The Oscoda Township Planning Commission shall ' have 7 members. Members of the Oscoda Township Planning Commission as of the effective date of this Ordinance shall, except for an ex officio member whose remaining term on the planning commission shall be limited to his or her term on the township board, continue to serve for the remainder of their existing terms so long as they

Ordinance 2011 - 244

Planning Commission

continue to meet all of the eligibility requirements for planning commission membership set forth within the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, et seq.

Sec. 2-133. Appointments and Terms

The township supervisor, with the approval of the township board by a majority vote of the members elected and serving, shall appoint all planning commission members, including the ex officio member.

The planning commission members, other than an ex officio member, shall serve for terms of 3 years each. A planning commission member shall hold office until his or her successor is appointed. Vacancies shall be filled for the unexpired term in the same manner as the original appointment.

~~The township supervisor, with the approval of the township board by a majority vote of the members elected and serving, may also appoint to the planning commission not more than (1/2) alternate member(s) for the same term as regular members. An alternate member may be called as needed to serve as a member of the planning commission in the absence of a regular member if the regular member will be unable to attend 1 or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. An alternate member serving on the planning commission as the same voting rights as a regular member.~~

Planning commission members shall be qualified electors of the township, except that one planning commission member may be an individual who is not a qualified elector of the township. The membership of the planning commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of the township, in accordance with the major interests as they exist in the township, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry, and commerce. The membership shall also be representative of the entire geography of the township to the extent practicable.

One member of the township board shall be appointed to the planning commission as an ex officio member. The ex officio member has full voting rights. The ex officio member's term on the planning commission shall expire with his or her term on the township board. No other elected officer or employee of the township is eligible to be a member of the planning commission.

Sec. 2-134. Removal

The township board may remove a member of the planning commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

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Planning Commission

Sec. 2-135. Conflict of Interest

Before casting a vote on a matter on which a planning commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the planning commission. Failure of a member to disclose a potential conflict of interest as required by this ordinance constitutes malfeasance in office. For the purposes of this section, the planning commission shall define conflict of interest in its bylaws.

Sec. 2-136. Compensation

The planning commission members may be compensated for their services as provided by township board resolution. The township board may also authorize travel stipends or expense reimbursement for planning commission members to attend conferences, workshops, educational and training programs and other meetings. The planning commission may adopt bylaws regarding how members must record, report and submit travel and reimbursement requests.

Sec. 2-137. Officers and Committees

The planning commission shall elect a chairperson, vice chairperson and a secretary from its members, and may create and fill other offices as it considers advisable. An ex officio member of the planning commission is not eligible to serve as chairperson. The term of each office shall be 1 year, with opportunity for reelection as specified in the planning commission bylaws.

The planning commission may also appoint advisory committees whose members are not members of the planning commission.

Sec. 2-138. Bylaws, Meetings and Records

The planning commission shall adopt bylaws for the transaction of business. The planning commission shall hold at least 4 regular meetings each year and shall by resolution determine the time and place of the meetings.

Unless otherwise provided in the planning commission's bylaws, a special meeting of the planning commission may be called by the chairperson or by 2 other members, upon written request to the secretary. Unless the bylaws otherwise provide, the secretary shall send written notice of a special meeting to planning commission members at least 48 hours before the meeting.

The business that the planning commission may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act, Public Act 267 of 1976, MCL 15.261, et seq.

The planning commission shall keep a public record of its resolutions, transactions, findings, and determinations. A writing prepared, owned, used, in the possession of, or

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retained by a planning commission in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Sec. 2-139. Annual Report

The planning commission shall make an annual written report to the township board concerning its operations and the status of the planning activities, including recommendations regarding action 1.1 by the township board related to planning and development.

Sec. 2-140. Authority to Make Master Plan

Under the authority and consistent with the requirements of the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, et seq., and other applicable planning statutes, the planning commission shall make a master plan as a guide for development within the township's planning jurisdiction. Final authority to approve a master plan or any amendments thereto shall rest with the planning commission unless the township board passes a resolution asserting the right to approve or reject the master plan.

The existing Township Master Plan, adopted in 2002, shall remain in full effect except as otherwise amended or repealed by the planning commission.

Sec. 2-141. Public Interest and Understanding

To promote public interest in and understanding of the master plan, the planning commission may publish and distribute copies of the master plan or of any report and employ other means of publicity and education.

The planning commission shall consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens concerning the promotion or implementation of the master plan.

Sec. 2-142. Construction of certain projects in area covered by municipal master plan.

A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by the master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the township board or other body having jurisdiction over the authorization or financing of the project and has been approved by the planning commission. The planning commission shall submit its reasons for approval or disapproval to the body having jurisdiction. If the planning commission disapproves, the body having jurisdiction may overrule the planning commission by a vote of not less than a majority of its membership. If the planning commission fails to act within 35 days

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after submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission.

Sec. 2-143. Zoning Powers

The township board hereby confirms the transfer of all powers, duties, and responsibilities provided for zoning boards or zoning commissions by the former Township Zoning Act, Public Act 184 of 1943, MCL 125.271, et seq.; the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, et seq.; or other applicable zoning statutes to the Oscoda Township Planning Commission formerly established under the Township Planning Act, Public Act 168 of 1959, MCL 125.321, et seq.

The existing Township Zoning Ordinance No. 165 as amended shall remain in full force and effect except as otherwise amended or repealed by the township board,

Sec. 2-144. Capital Improvements Program

To further the desirable future development of the Township under the master plan, the Township Board, after the master plan is adopted, shall prepare or cause to be prepared by the Township Supervisor or by a designated nonelected administrative official, a capital improvements program of public structures and improvements, showing those structures and improvements in general order of their priority, for the following 6-year period. The prepared master plan, if prepared by someone other than the Township Board, shall be subject to final approval by the Township Board. The planning commission is hereby exempted from preparing a capital improvements plan.

The planning commission may recommend to the appropriate public officials programs for public structures and improvements and for the financing thereof.

Sec. 2-145. Subdivision and Land Division Recommendations

The planning commission may recommend to the township board provisions of an ordinance or rules governing the subdivision of land. Before recommending such an ordinance or rule, the planning commission shall hold a public hearing on the proposed ordinance or rule. The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the township.

The planning commission shall review and make recommendation on a proposed plat before action thereon by the township board under the Land Division Act, Public Act 288 of 1967, MCL 560.101, et seq. Before making its recommendation, the planning commission shall hold a public hearing on the proposed plat. A plat submitted to the planning commission shall contain the name and address of the proprietor or other person to whom notice of a hearing shall be sent. Not less than 15 days before the date of the hearing, notice of the date, time and place of the hearing shall be sent to that person at that address by mail and shall be published in a newspaper of general circulation in the township. Similar notice shall be mailed to the owners of land immediately adjoining within 300 feet of the proposed platted land.

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Sec. 2-146. Severability

The provisions of this ordinance are hereby declared to be severable, and if any part is declared invalid for any reason by a court of competent Jurisdiction, it shall not affect the remainder of the ordinance, which shall continue in full force and effect.

Sec. 2-147. Repeal

The resolution adopted by the Township Board on April 3, 1978, establishing the Oscoda Township Planning Commission under the Township Planning Act, Public Act 168 of 1959, MCL 125,321, et seq., and the resolution adopted by the Township Board on July 3, 1978, transferring the authority of the Zoning Board to the Planning Commission are hereby repealed.

Sec. 2-148. Effective Date

This ordinance shall take effect on the date of its publication.

At a regular meeting of the Charter Township of Oscoda Board, held on the 23_ day of May__, 2011, adoption of the foregoing Ordinance was moved by

Ms. McGuire

and supported by Mr. Binkowski

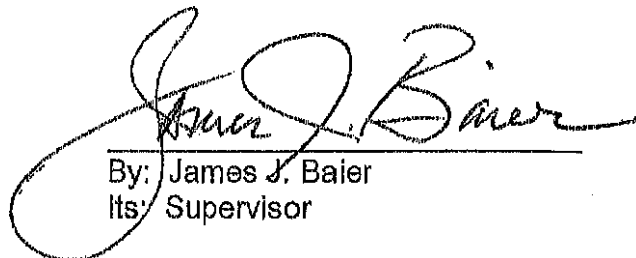
Voting for: Mr. Bal/or, Ms. McGuire, Mr. Hinckley, Mr. Pappas, !Vis, Carrasco,
Mr. Binkowski, Mr. Baier

Voting against: None

. The Supervisor declared the Ordinance was adopted.

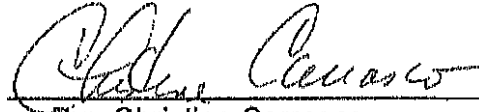
CHARTER TOWNSHIP OF OSCODA

Date: 05/23/11


By: James J. Baier
Its' Supervisor


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Date: 05/23/11


By: Christine Carrasco
Its: Clerk

CERTIFICATION

The foregoing is a true copy of Ordinance Number 2011 - 244, which was enacted by the Charter Township Board at a regular meeting on the 23 day of May, 2011.


By: Christine Carrasco
Its: Clerk

MAR 21 2011

Proof of Publication

STATE OF MICHIGAN } ss

John Morris

County of Iosco

being duly sworn, deposes and says that he is the Co-Editor of the OSCODA PRESS a newspaper published and circulating in the County of Iosco, in said State; that the annexed printed notice has been published in said newspaper at least once each week for 1 week preceding the 4th day of April, 2011 mentioned in said notice, and the first insertion hereof was on the 16th day of March, 2011 and the last insertion was on the 16th day of March, 2011.

Public Hearing Notice Charter Township of Oscoda

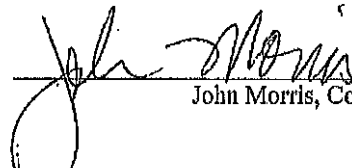
The Planning Commission for the Charter Township of Oscoda will conduct a public hearing to receive comments and questions regarding the following topic:

Ordinance 2011-44: An ordinance to confirm the establishment under the Michigan Planning Enabling Act Public Act 33 of 2008, MCL 125.3801, et seq. of the Oscoda Charter Township Planning Commission; provide for the composition of that planning commission; provide for the powers, duties and limitations of that planning commission and repeal any ordinance or parts of ordinances or resolutions in conflict with this ordinance.


The public hearing on Ordinance 2011-44 will be conducted on **Monday, April 4, 2011, at 7:00 p.m.** in the Township Board Room, 208 S. State Street, Oscoda.

Ordinance 2011-44 is available for public review in the Township Zoning Administrator's Office in the Township Hall, 110 S. State Street, Oscoda.

Written comments concerning Ordinance 2011-44 may be sent to the Zoning Administrator, Charter Township of Oscoda, 110 S. State Street, Oscoda, MI 48750 or by e-mail to zoning@oscodatwp.com.


John Morris, Co-Editor

Subscribed and sworn to before me this 16th day of March A.D., 2011.


Natalie A. Rigg, Notary Public
County, Acting In Iosco County, Michigan

My Commission expires April 30, 2014.

Full Bathroom: a bathroom with a sink, toilet, bathtub and/or shower (or a bathtub and shower combination)