



Guide to Development

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Table of Contents

Introduction	2
Contact and schedule information	3
BOARDS AND COMMISSIONS	4
THE VILLAGE PLANNING COMMISSION	5
What is zoning and how is it used?	6
VILLAGE ZONING DISTRICTS	7
ZONING DISTRICT QUICK REFERENCE	9
MAKING A ZONING INQUIRY	10
CONCEPTUAL MEETING PROCEDURES	11
RESIDENTIAL DEVELOPMENT	12
OPENING OR EXPANDING A BUSINESS	12
THE REZONING PROCESS	13
CHANGE OF USE FOR A STRUCTURE	14
NON-CONFORMING USES AND STRUCTURES	14
THE SITE PLAN REVIEW PROCESS	15
SITE PLAN REVIEW PROCESS	16
ADMINISTRATIVE SITE PLAN REVIEW	17
THE ZONING BOARD OF APPEALS	18
THE ZONING BOARD OF APPEALS PROCESS CHART	19
BUILDING PERMIT INFORMATION	20
COMMON ZONING ISSUES & FAQ	21
HOW TO FILE A ZONING COMPLAINT	23
SPECIAL MEETING REQUESTS	23
FINANCIAL ASSISTANCE TOOLS	23
DESIGN GUIDELINES	23

INTRODUCTION

This document is intended to serve as a *guide to development* for Village residents, business owners and other decision makers. Although this document provides information on the procedural process for development permits and appeals, it is strongly recommended that interested persons contact the Village Staff at, 989-275-5743, before filing application or a petition.

The Village of Roscommon is governed by a master plan and zoning ordinance that proposes the orderly development of land, installation of capital improvements, and an allocation of land for different uses. The Village is granted these privileges under the State's Municipal Planning Act, Public Act 207, of 1921, as amended. In general, planning and zoning are closely related and regulate development of land – from residential to industrial uses. Zoning controls the intensity and type of development allowed in specific districts of the Village.

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

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

CONTACT AND SCHEDULE INFORMATION

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

Department Name	Key Contact	Title	Telephone #	Email address
Administration	Ron Alden	Village Manager	989-275-5743 ext 13	manager@roscommonvillage.com
Public Works	Lance Cherven	Director	989-275-8222	lance@roscommonvillage.com
Administration	Frances Dawson	Clerk/Treasurer	989-275-5743 ext 12	treasurer@roscommonvillage.com
Administration	Tammy Meaghini	Administrative Assistant	989-275-5743 ext 10	assitant@roscommonvillage.com
Building & Zoning	Jim Letts	Building & Zoning Official	H 989-539-1942 C 810-397-1349	inspector@roscommonvillage.com jlettsh2o@yahoo.com

Although staff assists with the project-review process, the final decision will be made by the planning commission, zoning board of appeals, and/or council, as appropriate.

BOARDS AND COMMISSIONS

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

Board	Responsibility	Meeting Date/Time/Location
Village Council	Governing body with authority over development incentives, ordinance amendments, development policies, etc.	2 nd Monday; 7:00pm, Village Hall
Downtown Development Authority (DDA)	Develops programs and projects which are aimed at improving the downtown district including new business development, business recruitment and retention, downtown beautification and public improvements	3 rd Monday; 8:00am; Village Hall
Planning Commission	Creates and updates the Master Plan and reviews rezoning requests, site plans, subdivisions, special use permits and other land use applications	May 20, 2019 June 17, 2019 August 19, 2019 November 21, 2019
Zoning Board of Appeals	Interprets and grants variances from provisions of the Zoning Ordinance, conducts hearings and resolves disputes regarding decisions of the Zoning Official	Meets as needed

THE VILLAGE PLANNING COMMISSION

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

The Planning Commission typically meets the third Monday of each month at 7:00 pm in the Meeting Room at Village Hall. All applications and associated fees must be filed in advance and coordinated with Village Staff. See the table below for a list of meeting dates.

2019 Planning Commission Meeting Schedule
February 20
May 20
August 19
November 21

WHAT IS ZONING AND HOW IS IT USED?

Zoning regulates the use and development of land. The zoning districts and the associated uses allowed within them are based on the Village's adopted Master Plan and its amendments, if any. The Village is divided into four basic zoning districts as follows: Residential (R), Mixed Development (MD), Commercial (C), and (4) Industrial (I), that are further subdivided per their regulations.

Each zoning district regulates:

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

The Village of Roscommon has seven (7) distinct zoning districts, which each allow for varying types and intensities of development. Each of the zoning districts is briefly described below. For a complete description and regulations for each district, please refer to the Village's Zoning Ordinance. (www.roscommonvillage.com/ordinances)

VILLAGE ZONING DISTRICTS

1. R-1, Residential District

It is the intent and purpose of this district to provide for single-family residential use while allowing for a variety of housing style, design, and cost to meet the needs of existing and potential residents.

Permitted and Special Land Uses shall be limited to those listed in this table and also Section X.X (Full Table of Permitted and Special Land Uses) and shall be subject to all applicable provisions of Article 5: Site Plans and Plot Plans, Article 6: Special Land Uses, and Article 7: Supplemental Regulations.

Minimum lot size: 6,600 square feet; minimum lot width: 66 feet; maximum lot width: 100 feet; front-yard setback: 25 feet minimum; side-yard setback: 10 feet minimum; rear-yard setback: 30 feet minimum.

2. R-2, Residential District

It is the intent and purpose of this district to provide a variety of housing style, design, and cost to meet the needs of existing and potential residents while promoting the development and preservation of neighborhoods of somewhat higher density than the Residential 1 district, but with equivalent quality.

Permitted and Special Land Uses shall be limited to those listed in Article 4 (the full table of Permitted and Special Land Uses) and shall also be subject to applicable provisions of Article 5: Site Plans and Plot Plans, Article 6: Special Land Uses, and Article 7: Supplemental Regulations, accordingly.

Minimum lot size: 8,000 square feet; minimum lot width: 80 feet; maximum lot width: 100 feet; front-yard setback: 25 feet minimum; side-yard setback: 15 feet minimum; rear-yard setback: 35 feet minimum.

3. R-3, Residential District

It is the intent and purpose of this district to provide for single-family residential use while allowing for a variety of housing style, design, and cost to meet the needs of existing and potential residents.

Permitted and Special Land Uses shall be limited to those listed in this table (see full table of Permitted and Special Land Uses) and shall be subject to all applicable provisions of Article 5: Site Plans and Plot Plans, Article 6: Special Land Uses, and Article 7: Supplemental Regulations.

Minimum lot size: 20,000 square feet; minimum lot width: 100 feet; maximum lot width: 200 feet; front-yard setback: 35 feet minimum; side-yard setback: 20 feet minimum; rear-yard setback: 20 feet minimum.

4. MD, Mixed Development District

The mixed development district is intended for areas within the Village that are characterized by a current mixture of uses, including residential and commercial. The purpose of this district is to permit redevelopment of such areas without making the existing mix of use nonconforming.

5. C-1, Downtown Commercial District

It is the intent and purpose of this district to provide neighborhood shopping areas to meet the day-to-day convenience shopping, service and professional needs of Village residents.

Permitted and Special Land Uses shall be limited to those listed in this table and also Section X.X (Full Table of Permitted and Special Land Uses) and shall be subject to all applicable provisions of Article 5: Site Plans and Plot Plans, Article 6: Special Land Uses, and Article 7: Supplement Regulations.

6. C-2, Highway Commercial District

It is the intent and purpose of this district to provide essential service needs to the highway traveler and to accommodate businesses serving a regional market.

Permitted and Special Land Uses shall be limited to those listed in this table and also Section X.X (Full Table of Permitted and Special Land Uses) and shall be subject to all applicable provisions of Article 5: Site Plans and Plot Plans, Article 6: Special Land Uses, and Article 7: Supplement Regulations.

7. I, Industrial District

This district is intended for Industrial uses.

Permitted and Special Land Uses shall be limited to those listed in this table and also Section X.X (Full Table of Permitted and Special Land Uses) and shall be subject to all applicable provisions of Article 5: Site Plans and Plot Plans, Article 6: Special Land Uses, and Article 7: Supplement Regulations.

ZONING DISTRICT QUICK REFERENCE

District/Regulation	R-1	R-2	R-3	MD	C-1	C-2	I
Min. Lot Size (s.f.)	6,600	8,000	20,000	7,500	None	39,000	None
Min Lot Width	66'	80'	100'	125'	None	100'	None
Max Lot Width	100'	100'	200'	125'	None	300'	None
Front-Yard Setback	25'	25'	35'	25'	None	20'	35'
Side-Yard Setback	10'	15'	20'	10'	None	20'	10'
Rear-Yard Setback	30'	35'	20'	25'	10'	20'	20'
Max Height	30'	30'	30'	17'	35'	35'	35'

*Side yard setbacks are applicable if a C-1 property is adjacent to a residential district. See the Village Zoning Official.

MAKING A ZONING INQUIRY

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

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

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

CONCEPTUAL MEETING PROCEDURES

The purpose of the conceptual meeting is to allow the Village of Roscommon the opportunity to informally review a development proposal prior to the substantial commitment of time and expense on the part of the applicant in preparing a site plan. To set up a conceptual meeting, please contact the Village Manager at 989-275-5743 extension 13.

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

If you wish to setup a conceptual meeting with the Village Manager, please follow the following steps:

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

Note to developers:

Where a *re-zoning* or *special-use permit* will be required, the Village will notify affected residents located within 300 feet of a proposed project. The Village encourages project applicants to advise neighbors of their pending development. Village staff can assist in means and methods for contacting those affected accordingly.

RESIDENTIAL DEVELOPMENT

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

Village Staff can help determine your property zoning requirements. The following lists the different residential districts in the Village and provides basic information regarding development requirements. This is intended to be a guide. Prior to purchasing property, converting or improving a home, please contact Village Staff.

Items and Materials Needed for New Home Construction Approval:

- Completed zoning permit and approval for connection to sanitary sewer and water
- A recorded land contract or deed with a legal description of the property
- An acceptable, legible plot plan that shows property dimensions including all setbacks
 - Setbacks from other structures on the property
 - Show all other overhead wires, drain, water edges, etc.
- A soil erosion permit from the Roscommon County if 100 feet from water or 500 feet from the drain

OPENING OR EXPANDING A BUSINESS

Call early and often

If you are considering developing a business, building an apartment or constructing a new home within the Village of Roscommon, call the Village to discuss your proposed project at 989-275-5743. Early coordination will save both time and money.

Information You Should Have When You Call

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

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

THE REZONING PROCESS

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

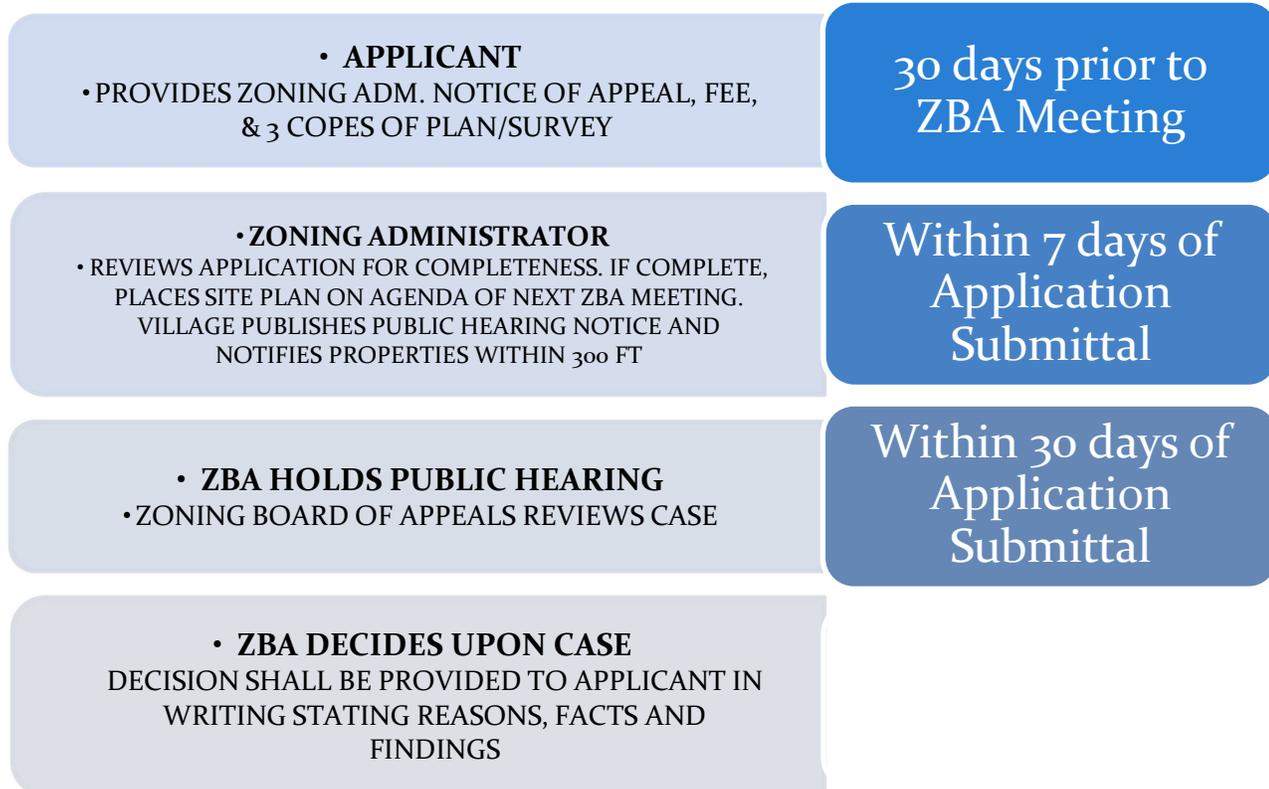
When requesting the rezoning of property, the petitioner is advised that existing zoning boundary districts are applicable. The basis for rezoning property is contained in the Village's Mast Plan and Future Land Use Map, both which have been adopted by the Village Planning Commission and Village Council.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

Applications for Zoning Ordinance Amendments can be found at

Rezoning Request Notes:

- Fees: \$200.00
- An application must be requirements of Article (#) and Section of the Zoning Ordinance
- Staff will accept requests to rezone up to 15 days prior to a Planning Commission meeting provided agenda space is available, the application s complete, and the public noticing requirements are still able to be met

To appeal a decision by Village Council, an applicant may file suit with the Circuit County within twenty-one (21) days of the approval of the minutes of the meeting at which the decision was made. (See Ordinance 22, Section 13.11 Appeal of Zoning Board of Appeals Decision)



CHANGE OF USE FOR A STRUCTURE

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

Prior to changing the use of the building, it is important to contact the Village at 989-275-5743 to determine if the use is allowed. You will need the following information:

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

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

NON-CONFORMING USES AND STRUCTURES

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

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

Village Staff will:

- Check to see if the use is shown in any records in the Village’s Office which show the use as legal, nonconforming
- Check the Zoning Board of Appeals files to see if a variance had been granted to the property

THE SITE PLAN REVIEW PROCESS

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

Site Plan Formal-Review Procedure - see graphic on next page

The formal-review procedure is for projects that are more complex than the by-right approval process and therefore, requires Planning Commission (PC) review. The following are the formal review procedural steps:

1. Hold a pre-application concept meeting with the VM and the ZBO.
2. Submit a land-use permit application and five (5) site-plan copies to the VAA. (Application is available online. Permit processing takes approximately 3 to 6 weeks.)
3. The VM and ZBO check the site plan for accuracy and refers application to Village departments for review, as applicable.
4. The ZBO conducts a zoning and building code-compliance review. If the application is accepted as conforming, the ZBO forwards acknowledgement to the PC and VM for review. The VM solicits comments from affected Village departments and others, as appropriate (typically, 1-2 weeks).
5. After the VM receives Village departmental comments, he directs the VAA to post notice of a PC public hearing.
6. At the hearing the PC approves or denies the application.
 - If the PC approves the application, the PC forwards its recommendation to the Council for final approval.
 - If the PC denies the application, the applicant can appeal to Council, or go to 7. below.
 - Upon Council approval, the applicant issued a permit. (The applicant is notified by letter and, if requested, by telephone and/or email.)
7. If a site-plan revision is required, the applicant may withdraw or submit a revised plan to the ZBO and the PC (repeat steps 2 and 3).

Site Plan Review Notes:

- The fee is \$250.00
- If the application is tabled by the Planning Commission, the applicant must supply any information requested and restart the process at Step #5.
- The applicant must receive building permits and commence construction within one hundred and eighty (180) days of site plan approval.

SITE PLAN REVIEW PROCESS

• APPLICANT

- PROVIDES ZONING ADMINISTRATOR APPLICATION, FEE, & 5 COPIES OF SITE PLAN
- SPECIAL PANNING COMMISSION MEETING MAY BE REQUESTED

30 Days Prior to
Planning
Commission
Meeting

• ZONING ADMINISTRATOR

- REVIEWS APPLICATION FOR COMPLETENESS. IF COMPLETE, PLACES SITE PLAN ON AGENDA OF NEXT PLANNING COMMISSION MEETING.

Within 7 Days of
Application
Submittal

• JOINT SITE PLAN REVIEW

- REVIEWS OCCUR WITHIN CITY DEPARTMENTS AND OTHER AGENCIES (PUBLIC SAFETY, FIRE, POLICE, PLANNING, SOIL EROSION, BUILDING, DRAIN COMMISSIONER, TRANSPORTATION)

Within 14 Days of
Application
Submittal

• PLANNING COMMISSION REVIEW

- PLANNING COMMISSION REVIEWS SITE PLAN IF APPLICANT IS DEPENDENT UPON ZBA ACTION, SAID ACTION IS REQUIRED PRIOR TO SITE PLAN APPROVAL

Within 30 Days of
Application
Submittal

• PLANNING COMMISSION DECISION

- PLANNING COMMISSION DECIDES UPON SITE PLAN ZONING PERMIT IS ISSUED UPON APPROVAL OF SITE PLAN. ZONING PERMIT EXPIRES IF NO BUILDING PERMIT IS OBTAINED WITHIN ONE YEAR OF APPROVAL

Within 60 Days of
Site Plan Review

ADMINISTRATIVE SITE PLAN REVIEW

An administrative site plan review is a site-plan review that can be accomplished without action by the Planning Commission. This allows for a much faster site-plan approval process; however, only minor site plans can be accomplished administratively.

Administrative Site-Plan Review is allowed for the following:

- Any use, structure or addition in a non-residential zoning district less than four hundred (400) square feet shall require administrative site-plan review
- Single-family developments where road frontage and access are to be provided by a proposed shared drive, service road, private or public road for two (2) lots or parcels planned or proposed.
- Other circumstances described in Section

Site Plan “By-right” Procedure (Administrative)

The “By-right” procedure is a streamlined process for issuing permits. Applicants are directed through an informal concept review and approval process. Applicants with conceptually viable projects are asked to submit a completed application package, along with supporting documentation, as required. Upon completion of the application package, the applicant schedules a meeting with the Zoning and Building Official (ZBO). If the project complies with current building code and the zoning ordinance, a permit is issued. The following are the by-right procedural steps:

1. The first point of contact is Village Manager’s Office (VMO).
2. The Village Manger (VM) explores the project concept with the applicant:
 - If the concept has merit, the VM advises applicant to submit a completed application to the Village Administrative Assistant (VAA).
 - The VAA reviews the application for completeness and forwards to the ZBO for review.
3. The ZBO conducts a zoning and building code-compliance review. Upon completion of the review, the ZBO schedules a meeting with the applicant.
4. If application conforms to current building codes and the zoning ordinance, a permit is issued.
5. Payment for permit (if any) will be received by VAA.
6. Progress and final inspections will be scheduled with the ZBO as appropriate.

THE ZONING BOARD OF APPEALS

This Board is composed of a total of three (3) members; the Village President and two at large members. They consider requests for variance from the strict application of the Village's Zoning Ordinance. The majority of requests received by the Zoning Board of Appeals on Zoning are for dimensional variances, such as an accessory building (garage) too close to a property line.

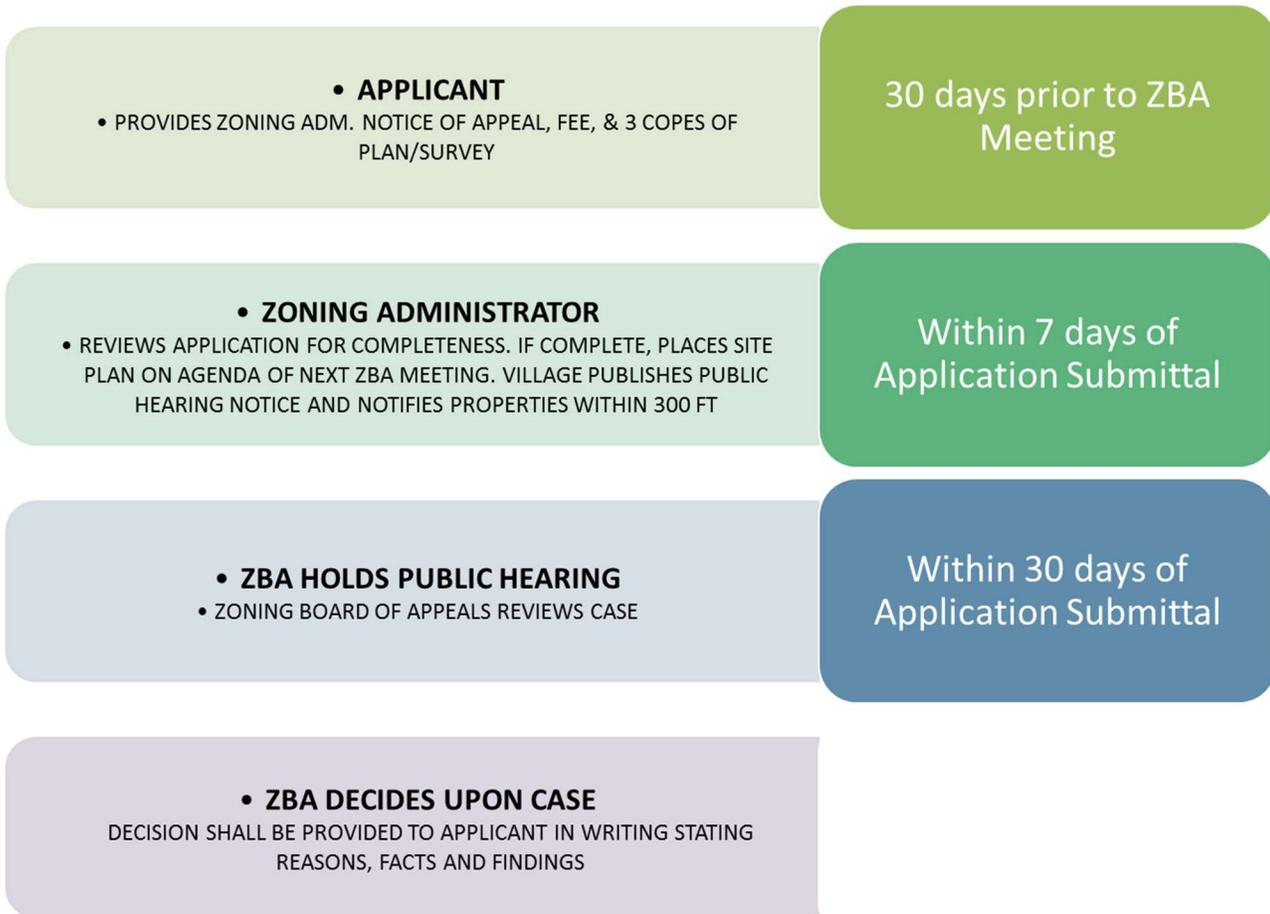
The Zoning Board of Appeals meets on an as needed basis.

Variance Request Notes:

- Fees are \$200
- An application must meet requirements of Article 10 and Section 306 of the Zoning Ordinance
- Per the State of Michigan Zoning Enabling Act, requested variances must demonstrate a practical difficulty, which is defined as:
 - Unique circumstances applying to the property
 - No adverse effect upon adjacent properties
 - Need for the variance was not self-created
 - Request is not of a general or recurrent in nature
- To appeal a decision by the ZBA, an applicant may file suit with the Roscommon County Circuit Court

*timeline noted on the following flow chart is approximate and depends on the response time of the applicant

THE ZONING BOARD OF APPEALS PROCESS CHART



BUILDING PERMIT INFORMATION

For specific requirements of new homes, accessory structures and other developments requiring a building permit, please contact Village Staff. Building permit applications and checklists can be found [here](#).

Any interested party applying for a building permit within the Village should know:

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

COMMON ZONING ISSUES & FAQ

Fences

All fences shall consist of materials commonly used in conventional fence construction, such as wood or metal. If, because of design or construction, one side of the fence has a more finished appearance than the other, the side of the fence with the more finished appearance shall face the exterior of the lot.

Fencing or dense landscaping must be three (3) feet in height or lower when it is located in the front yard or in a side yard that is adjacent to a street

Fencing can be located on the property line

Sheds, carports, garages and “outbuildings”

Garages, sheds, carports, and other buildings, even swimming pools, are considered accessory structures. There are two basic types of accessory buildings – attached or detached. Attached accessory buildings are those which are physically attached to the home. A typical example is an attached garage or an attached carport. Detached accessory structures are sheds, or other such structures which are not physically attached to the dwelling. All accessory structures require a building permit and zoning permit.

- All attached accessory buildings, including carports, shall be treated just like the main building or dwelling
- All detached accessory buildings shall be at least ten (10) feet to any other structure on the lot.
- All accessory buildings shall be at least ten (10) feet from a side or rear lot line
- No accessory building can occupy more than 25% of the rear of any yard; no accessory building or structure can exceed the floor area of the principal building
- Detached accessory structures in residential districts cannot exceed one story or 17 feet. Detached accessory structure in nonresidential districts are permitted to whatever the permitted height is in the district
- No accessory building is permitted in the front yard
- Except for agricultural buildings, no accessory building is permitted prior to the establishment of a principal structure
- On corner lots, accessory buildings placed in the rear yard area must be setback from the property line at least as far as the required front yard setback for the district; there are exceptions to this if an adjacent house is closer or further away than the district setback

Outside Storage of Inoperable Vehicles

Outside storage of inoperable vehicles is prohibited in the Village of Roscommon. Section 419 of the Village’s Zoning Ordinance states that it “shall be unlawful to have, possess, or maintain junk or inoperable or abandoned motor vehicles on any property within the Village”.

Swimming Pools

Swimming pools are considered an accessory building for the purposes of complying with the zoning ordinance. This means that the pool will have to meet all applicable regulations that a garage would – such as side yard and rear yard setbacks and maximum lot coverage. These items below are intended to be used as a guide and checklist prior to seeking a building and/or zoning permit.

- The pool must meet all applicable side yard and rear yard setbacks for the zoning district in which it is located
- Pools are not permitted in the front yard; no pool is permitted in an easement

- Service drop conductors as any other open overhead wiring shall not be installed above swimming pool

All yard areas with pools are to be fenced as follow:

- Fencing must be at least 4 feet and equipped with a self-closing and self-latching gate; latching devices must be at least 3 feet above the ground
- Fencing may be omitted where building walls without doorways about the pool area, provided that the entire perimeter of the pool secured
- No lights shall be erected, operated or maintained in connection with a swimming pool in such a manner as to create a disturbance to surrounding properties
- All pools shall be kept clean and the water used there shall be filtered sterilized by chlorination and in general in conformance with any State, County, or local health standards

When seeking a permit, you should bring the following information:

- A legible plot plan showing the proposed location of the pool, fencing, gates and all other existing structures on the site
- The manner of supervision of the pool

HOW TO FILE A ZONING COMPLAINT

To file a complaint, contact Village Staff at 989-275-5743. The complaint will normally be investigated within 10 days.

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

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

SPECIAL MEETING REQUESTS

To request a Special Meeting, please contact Village Staff at 989-275-5743. The meeting must meet all applicable noticing requirements pursuant to Section 306 of the Zoning Ordinance. The applicant must also pay any applicable fees, as determined by the Zoning Official.

FINANCIAL ASSISTANCE TOOLS

Applicants seeking financial assistance are encouraged to request funds from the Downtown Development Authority (DDA). The DDA is designed to be a catalyst for development in the Village's downtown and uses its budget to do so. The Roscommon County Economic Development Corporation (RCEDC) may also be an asset for those seeking financial assistance. Further information from the DDA is available upon request at, 989-275-5743. Those interested in assistance from the RCEDC can contact them at, 98-366-8660, or go to (<http://opportunityroscommoncounty.org/>) for more information.

DESIGN GUIDELINES

New development within the C-1 district is highly encouraged to maintain a brick façade with a minimum of 70% window transparency. Development within the C-2 district is highly encouraged to maintain a brick façade, to install sidewalks a minimum of twelve (12) feet in width. Further design standards are outlined in Article 5 of the Zoning Ordinance. Any questions related to design standards should be directed towards Village Staff.