

Zoning Board of Appeals

# **ORIENTATION PACKET**

CITY OF  
**MOUNT CLEMENS** *Michigan*



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# INTRODUCTION

## **Congratulations on your appointment to the City of Mount Clemens Zoning Board of Appeals!**

Your demonstrated commitment to the city and its development is an asset to the ZBA and the greater Mount Clemens community. The guidance and service you'll provide as a board member will be vital for bringing about positive changes that will enhance the economic and social vitality of the city through thoughtful land use planning and development.

This packet provides a brief overview of the purpose of the ZBA and key documents you'll need to familiarize yourself with to get started. The packet also outlines goals and objectives specific to Mount Clemens, describes the responsibilities of the ZBA, and provides guidance for your role as a board member.

While we've included the basics, this guide is not exhaustive - nor could it be. However, by outlining key ZBA functions, this packet aims to give you a solid foundation upon which you can add your unique experiences and insights to help shape a city that is welcoming, accessible, and filled with opportunities for residents, businesses, and visitors alike.



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Orientation Packet**

# PURPOSE



The Zoning Board of Appeals is a required body under the Michigan Zoning Enabling Act (Act 110 of 2006, as amended).

Board members are tasked with interpreting any and all provisions of the Zoning Code in a manner carrying out the interests and general purposes of the Code. All decisions are final and should be firmly based in the long-term interests of the community.

In addition to interpreting the Zoning Code and Map, the ZBA also entertains appeals from decisions or determinations made by city staff and requests for zoning variances in lot use and building requirements, such as building height, setbacks, and parking availability.

***As a member of the Zoning Board of Appeals, you will be tasked with interpreting any and all provisions of the Zoning Code. Decisions should be based in our community's long-term interests.***

# OUR ZBA

## Structure

The ZBA consists of 7 full members and 2 alternates who may serve in place of members who are absent or who abstain from deliberation due to a conflict of interest. One full member must be a member of the Planning Commission. The remaining members are selected and appointed by the Mayor, subject to confirmation from City Commission. No elected officer, employee, or contractor of the City may serve as a member of the ZBA. All members are appointed for 3-year terms.

Appointees represent important social segments and professional experiences within the Mount Clemens community (e.g., economic, governmental, educational, etc.) and people with interests related to the City's development and planning goals (e.g., natural resources, public health, transportation, etc.). To the extent possible, membership also reflects the entire geography of the City to include voices and perspectives from every neighborhood.

## Meetings

Regular meetings of the Planning Commission take place on the first Tuesday of every month at 9:00 AM in the Commission Chambers at City Hall (2nd Floor, 1 Crocker Blvd) unless otherwise noted. As a member, you'll be expected to attend to attend each meeting. Excessive absences may be cause for removal from the ZBA.

What can you expect in a ZBA meeting? Regular meetings typically ask the ZBA to consider three types of cases: 1) interpreting the Zoning Code and/or map; 2) hearing appeals from administrative decisions on issues like site plan reviews; and 3) granting use and non-use variances from the strict tenets of the Zoning Code. The ZBA's powers are narrow, yet firm. Decisions made by the ZBA are final and cannot be appealed except in a court of law.

Some months may have less official business to conduct than others. The Chairperson has the authority to cancel a regular meeting if there is nothing on the agenda. Rather than canceling regular meetings due to sparse agendas, we encourage ZBA members to use these quieter meetings to host training sessions on zoning and development topics of interest. Be sure to check out the Training Guide for examples and resources!

# PRIMARY DOCUMENTS

There are several city and state laws, procedures, and documents that inform how the city handles land use planning and development issues. While they are all important and interrelated, some will be more relevant to your role as a member of the ZBA than others. This section identifies the primary documents you should familiarize yourself with as you begin your tenure and offers a quick summary of their contents and purpose. All documents listed here are included in the appendix.



## No. 01 – **Zoning Ordinance**

A code of regulations for how property in specific, defined geographic areas in the City can be used. The Ordinance contains legally binding rules for building/lot characteristics like height, area, density, and parking access.



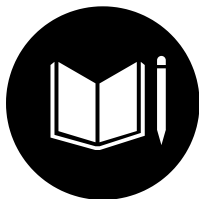
## No. 02 – **Zoning Map**

Identifies the different zoning districts and their respective boundaries throughout the City of Mount Clemens. Districts have distinct permitted uses and standards for development (*e.g.*, residential, industrial, commercial).



## No. 03 – **Guide to Development**

Provides a general overview of the City's development processes. An externally-facing document, the Guide is intended to help residents and developers better understand the review and approval processes.



## No. 04 – **Master Plan**

A long-term planning document that sets goals and establishes a vision for the City's development and guides future land use decisions. The Master Plan is a visionary document that provides a framework for future policy changes.

# CONTACT INFORMATION

Your fellow ZBA members are invaluable resources. Below is a list of current members and their contact information:

- **Michael Bernier** (Chairperson) - (586) 295-8451
- **Richard Shoemaker** (Planning Commission Liaison) - (586) 469-4769
- **Paul Kropp** - (586) 933-3975
- **Chad Shoemaker** - (586) 855-8156
- **Michael Simmons** - (586) 612-6474
- **Susie Wells** - (586) 469-1981
- **David Rivard** (Alternate) - (586) 556-2890

*We thank you for your time and interest in  
shaping the future of Mount Clemens.*



## City Contact

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