



SITE DEVELOPMENT REVIEW PROCESS

City of Lake City's Policy Outline

Abstract

This policy was developed to ensure efficiency and effectiveness, and further we want to ensure that internal and external stakeholders have a clear process to follow in the Application, Site Development and Review Processes.

Contact

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Program Steps / Standard Operating Procedure (SOP)

Introduction:

In short, our goal is to serve as an appropriate steward or partner within the provisions delineated in the city charter and related ordinances. Within the incorporated ordinances, the city has developed processes to ensure an appropriate policy is in place, and further the goal of this policy is to ensure all stakeholders communicate when site plans are required. The overarching goal is to ensure there is predictability and consistency in the development review process for all parties. As a first step, we encourage applicants to schedule a pre-application meeting, it is an:

- ✓ opportunity for all stakeholders to make an initial assessment, and initiate communications regarding the city's zoning and related planning phases.
- ✓ opportunity for city staff, the zoning administrator, and the applicant to discuss the proposed project and exchange contact information.

I developed this policy to ensure we have a cogent process that stakeholders can work from, especially in the context of employee turnover via election, appointment, or general loss through attrition, and further communication with external partners.

- ✓ This SOP will be reviewed and updated annually.
- ✓ To ensure continuity, these process steps were taken directly from the city's Zoning Ordinance.

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- ✓ We will provide all related documents upon request, please ask if you believe something is missing.
- ✓ This is an outline of the Internal Review Process steps for the pre-application, actual application submission, and subsequent phases from submittal through successful completion of the project.

Internal Point of Contact

- a. The initial point of contact is the City Administrator, the Mayor, or his/her designee.
- b. The Joint Review Team will be assembled, and members will be identified and assigned.
- c. To ensure continuity and further program success the City Administrator will be available to serve as the 'Project Manager' throughout the process, if necessary.

Joint Development/ Review Team

- a. Applicant.
- b. Mayor/City Administrator.
- c. Assigned planning staff or personnel.
- d. Zoning Administrator.
- e. Appointed Board/Committee.

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Process Phases

- a. Applicant will review the city's Zoning Ordinance
- b. Pre-Application Conference will be scheduled.
 - I. To save all parties time and costs, this is a voluntary opportunity for stakeholders to have an initial conversation prior to the initiation of a project/application.
 - II. Again, this is a voluntary meeting though the city strongly encourages the applicant to take this opportunity to briefly discuss the proposed project and key elements of the project.
 - III. We will respond and/or research any of your concerns in a timely manner.

Application, and related process steps...

- a. Following receipt of the application, we will review the documents to ensure requisite information is included.
- b. If needed, we will request additional information to supplement the application materials.
- c. Once all the required documents are received, the City Administrator will confirm receipt of the completed application packet, and s/he will schedule (internal/external) meeting dates to review and discuss further, including the Permits and Approval Standards.

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Annual Policy Review of the Zoning Permit Fee's and the General Policy

- a. On an annual basis, the City of Lake City will review Zoning-related permit fees to ensure our rates are congruent with professional or good governance standards, or more specifically as City Council intended.
- b. As an initial step, I added the Mayor, City Clerk, and City Administrator to an Outlook calendar reminder, so we can get this on the agenda for subsequent meetings.
- c. The City Clerk and/or the City Administrator will add an item to the city's usual monthly workshop or the city council meeting for discussion and/or revisions annually.
- d. Current Zoning Permit Fee Schedule; as of May 2023, is as follows:

CLC Zoning Permit Fee's	Cost (USD)
Land Use Permit	\$40.00
Special Land Use or Variance	\$140.00
Public Hearing; escalated	\$100.00

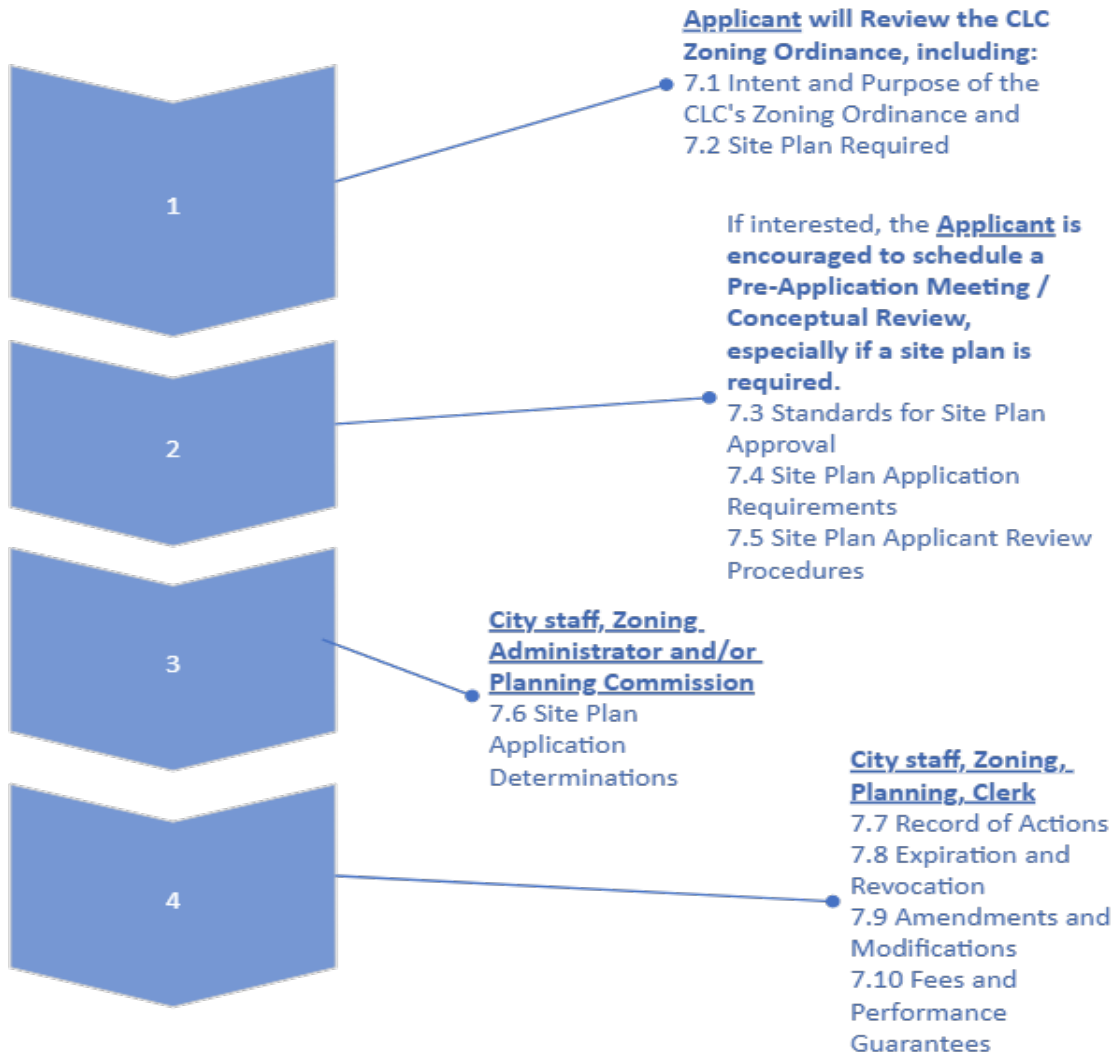
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Closing

In closing, the ensuing flowchart was developed to supplement the city's zoning ordinance and give staff and external stakeholders a visual reference, a written policy, and hopefully a clear path forward. If you have any questions or concerns, please contact the City Administrator for additional information, support, or general navigation through our process phases.

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