Michigan

Bessemer

Guide to Development

Be Inspired

906-667-0333
411 South Sophie Street
Bessemer, MI 49911

CONTENTS

Which application do you need? 3
What requirements are relevant? 4
Site Plan Review 5
Processes 6
- Major Site Plan Process if Professional Review is not necessary 6
- Major Site Plan Process requiring Professional Review 7
- Minor Site Plan Process 8
- Variance Process 9
- Basic Site Plan Process 10
- Rezoning Request Process 11
- Special Use Process 13

Preapplication Conference 15
Fee Schedule 15
Special Meeting Procedure 15
Building Permit Overview 15
Final approving entity 16
Available Incentives 16
Quick Overview 17
Various Other Contacts 17

WHICH APPLICATION DO YOU NEED?

All applications can be found on our website at http://www.cityofbessemer.org/zoning-ordinance-permits/

1) Check the zoning map to determine which district you plan on working in.
2) Find the use in Section 4.4 of the zoning code. Is this use allowed in your district? If yes, go to the next question, if no jump to question 8, if maybe, call the city manager.
3) Is the permitted use permitted by right? If yes, go to the next question. Permitted with Conditions, question 5. Is a special use, question 6 and temporary building/ structure, question 7.
4) Submit a basic site plan with your permit. Information for this can be found in Section 14.3 B.2 of the zoning ordinance. See Basic Site Plan Process in this document. Go to Question 12
5) Submit a Basic Site Plan Application for conditional land use to the city manager. Information can be found in section 9.3. See Basic Site Plan Process in this document. Go to Question 12
6) Submit a Special Use Application to the City Manager. Information can be found in section 9.4. See Special Use Process in this document. Go to Question 12
7) Submit a Temporary Use Application. Information can be found in section 14.3 C.3.
8) Is this just a very special circumstance? If yes, Move to question 9. Do you think the zoning designation is incorrect? If yes, go to question 10. Do you think this use should be permitted in the entire zoning designation? If yes, go to question 11.
9) Submit a Use Variance Application. Information can be found in Section 14.6 of the zoning ordinance. See Variance Process in this document. Go to Question 12
10) Submit a Zoning Map Change Application. Information can be found in Section 14.8 A through H of the zoning ordinance. See Rezoning Request Process in this document. Go to Question 12
11) Submit a Text Amendment or Conditional Rezoning Application. Information can be found in Section 14.8 A through H of the zoning ordinance. See Rezoning Request Process in this document. Go to Question 12
12) Go Article 6 of the zoning code, does your use meet all the requirements? If yes, wonderful. If no, can you change your plans to make it fit? If no, Submit a Non-Use, Dimensional Zoning Variance Application. Information can be found in Section 14.6 of the zoning ordinance. Go to the next question.
13) See section titled “Site Plan Review” in this document to see if you may qualify for a site plan review

WHAT REQUIREMENTS ARE RELEVANT?

Here is a checklist for additional requirements not listed in Section 6. All additional information can be found in the Zoning Code in the appropriate section.

Completed	N/A	
		Sign Requirements: Section 5.7 G, H, and L.
		US-2 Overlay for development within 200 feet of US-2 or driveway access to US-2: Section 7.1
		General Parking and Loading requirements: Section 5.5.
		Adding a new driveway, changing your driveway, or considerably changing traffic volumes: Section 5.10
		Outdoor lighting: Section 5.11
		Landscaping, buffering, and fence regulations: Section 5.6

SITE PLAN REVIEW

In addition to the above requirements, a development may require a Major or Minor site plan review. All requirements for Site Plans can be found in Section 14.5 E.4. See below for more information.

1) Major Site Plans Requiring Site Plan Review according to specifications in the Ordinance:

(a) All platted Subdivisions and Condominium Projects;

(b) All Special Land Uses;

(c) All Planned Unit Developments;

(d) All Conditional Rezoning requests;

(f) All ponds or lakes greater than five (5) acres;

(g) If ten or more new parking spaces are required

(h) The main structure is more than 5,000 square feet.

(i) If the total area impacted is larger than 2 acres and it's for non-residential uses.

(j) The Zoning Administrator may determine that a project is complex and a Major site plan is required for other reasons.

2) Minor Site Plans Requiring Site Plan Review according to specifications in the Ordinance:

(a) All large residential developments. This does not include individual single-family homes, duplexes, and their accessory buildings associated unless the houses are located within seventy-five (75) feet of the ordinary high water mark or the shoreline of an inland lake, stream or river;

(b) Some use permitted by right with conditions require site plan review

(c) Ponds up to five (5) acres in size, and those located within five-hundred (500) feet of a lake, river, stream, or open City drain;

(d) Any other land use requests referred to the Planning Commission by the Zoning Administrator.

3) Minor Site Plans Not Requiring Site Plan Review:

(a) Any use permitted by right with conditions may be approved by the Zoning Administrator unless the ordinance says otherwise, or unless referred to the Planning Commission by the Zoning Administrator.

PROCESSES

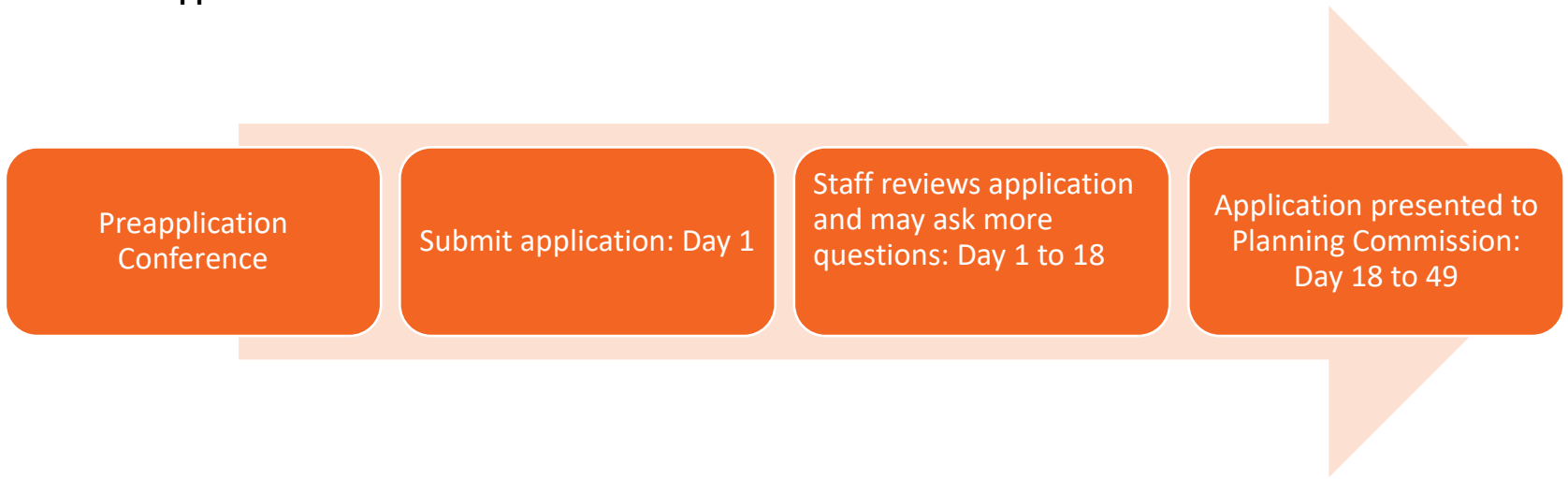
Major Site Plan Process if Professional Review is not necessary

All requirements for Site Plans can be found in Section14.5 E.4

Timeline	City Manager	*Additional Reviewers	Planning Commission
	Pre Application Conference		
Day 1 to 18 if all information received from applicant	Review Application, draft Staff Report	Review application and concerns from City Manager	
	Schedule Public Hearing for Planning Commission		
	Finalize Staff Report		
Day 18 to 49	Present Staff Report to Planning Commission		Approves, approves with conditions, or denies
Day 19 to 53	Mail out Permit		

*Additional Reviewers include: Sheriff dept., DPW Foreman, Fire Chief, Xcel Energy as necessary

Process for applicant



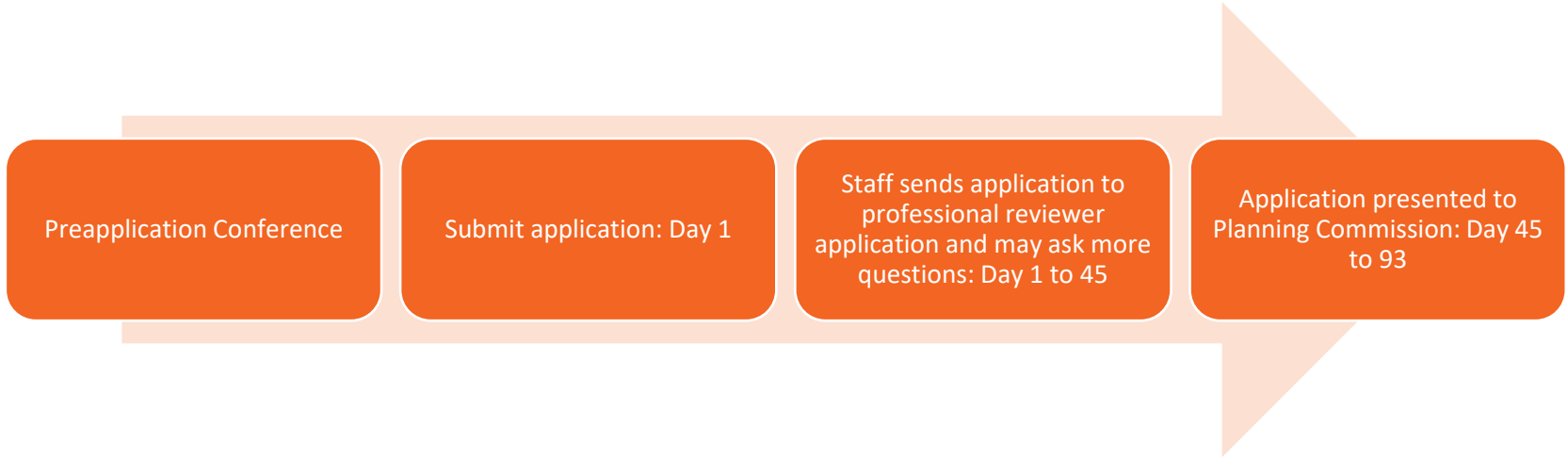
Major Site Plan Process requiring Professional Review
All requirements for Site Plans can be found in Section14.5 E.4 and the city will request an escrow fee for a professional review.

Timeline	City Manager	Additional Reviewers*	Planning Commission
	Pre Application Conference		
Day 1 to 45 if receive all information from applicant	Review Application, send to professional reviewer	Review application and concerns from City Manager	
	Schedule Public Hearing for Planning Commission		
	Finalize Staff Report		
Day 45 to 93	Present Staff Report to Planning Commission		Approves, approves with conditions, or denies
Day 46 to 97	Mail out Permit		

*Additional Reviewers include: Sheriff dept., DPW Foreman, Fire Chief, Xcel Energy as necessary

Note: If a project is deemed highly controversial by the city, the city requires the developer to host a public workshop. The developer is required to handle all noticing. This needs to occur prior to submitting the application

Process for applicant



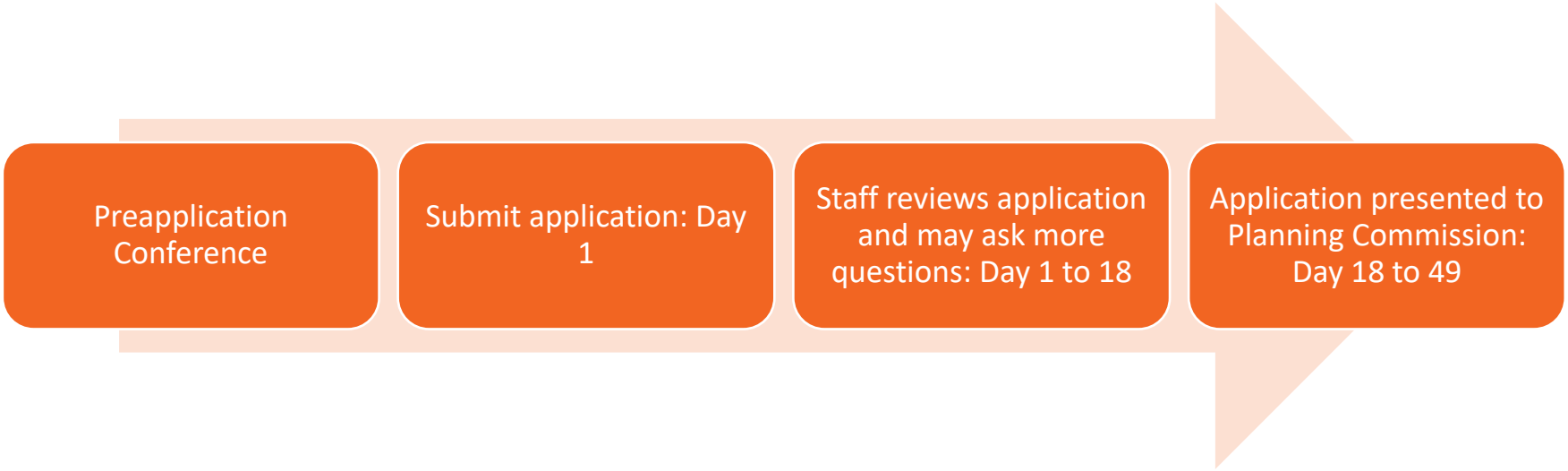
Minor Site Plan Process

All requirements for Site Plans can be found in Section 14.5 E.4

Timeline	City Manager	*Additional Reviewers	Planning Commission
	Pre Application Conference		
Day 1 to 18 if all information received from applicant	Review Application, draft Staff Report	Review application and concerns from City Manager	
	Schedule Public Hearing for Planning Commission		
	Finalize Staff Report		
Day 18 to 49	Present Staff Report to Planning Commission		Approves, approves with conditions, or denies
Day 19 to 53	Mail out Permit		

*Additional Reviewers include: Sheriff dept., DPW Foreman, Fire Chief, Xcel Energy as necessary

Process for applicant

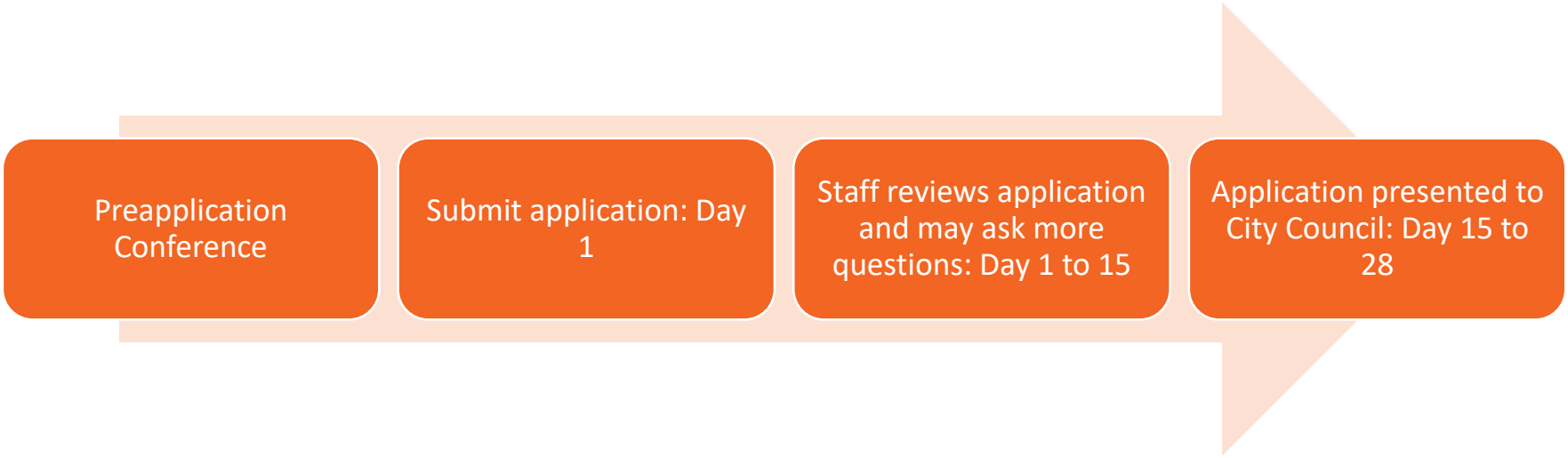


Variance Process

Timeline	City Manager	Additional Reviewers*	City Council
	Pre Application Conference		
Day 1 to 15 if receive all information from applicant	Review Application, draft Staff Report	Review application and concerns from City Manager	
	Schedule Public Hearing for City Council		
	Finalize Staff Report		
Day 15 to 28	Present Staff Report to City Council		Approves, approves with conditions, or denies
Day 16 to 32	Mail out Permit		

*Additional Reviewers include: Sheriff dept., DPW Foreman, Fire Chief, Xcel Energy as necessary

Process for applicant

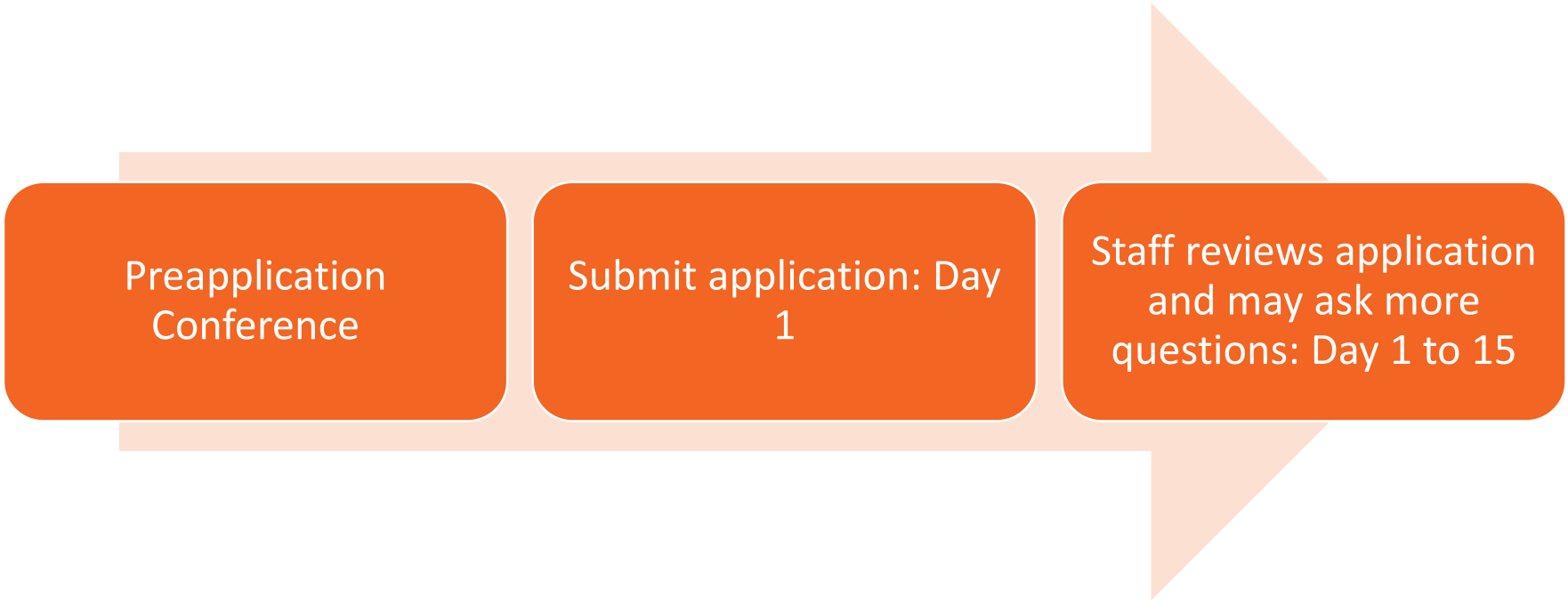


Basic Site Plan Process

Timeline	City Manager	*Additional Reviewers
	Pre Application Conference	
Day 1 to 15 if receive all information from applicant	Review Application	Review application and concerns from City Manager
	Mail out Permit	

*Additional Reviewers include: Sheriff dept., DPW Foreman, Fire Chief, Xcel Energy as necessary

Process for applicant

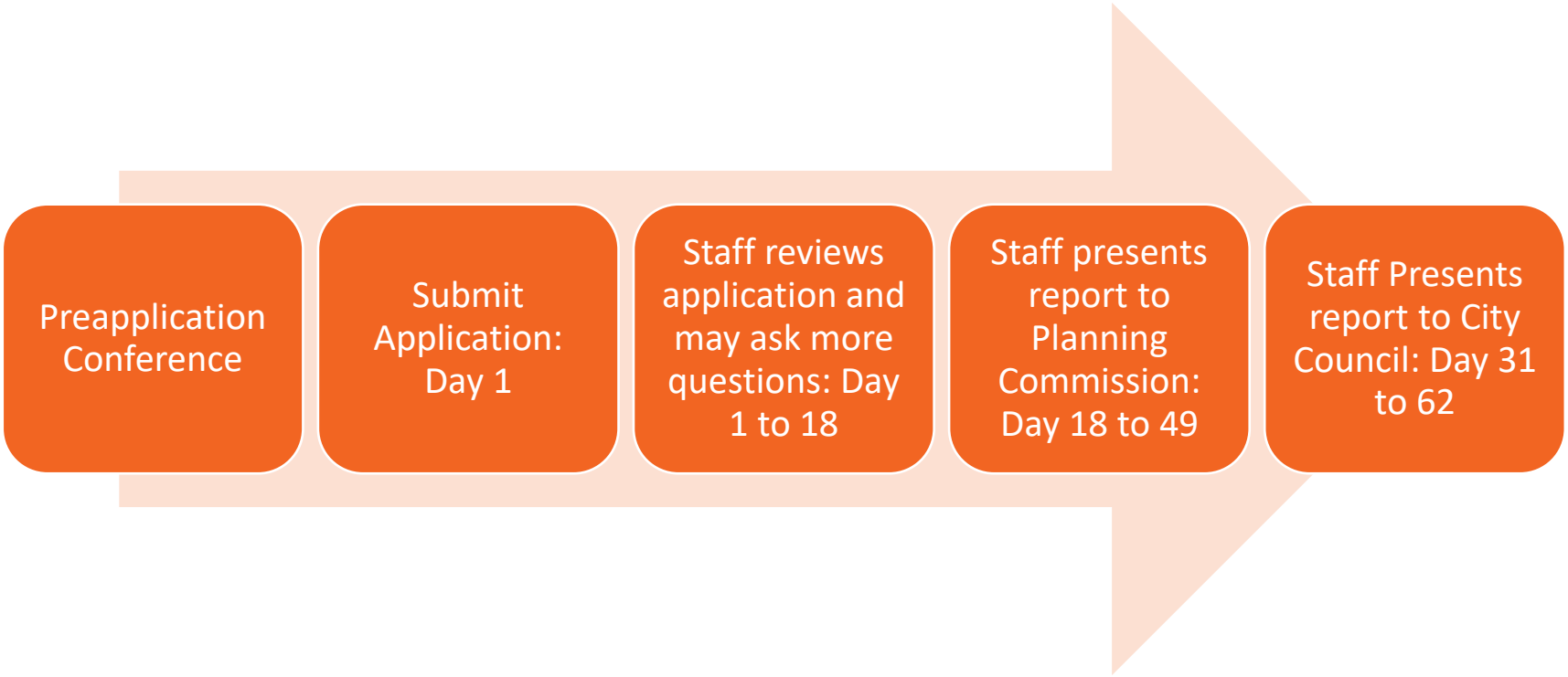


Rezoning Request Process

Timeline	City Manager	*Additional Reviewers	Planning Commission	City Council
	Pre Application Conference			
Day 1 to 18 if receive all information from applicant	Review Application, draft Staff Report	Review application and concerns from City Manager		
	Schedule Public Hearing for Planning Commission			
	Finalize Staff Report			
Day 18 to 49	Host Public Hearing, Present Staff Report to Planning Commission		Gives recommendation to City Council to approves, approves with conditions, or deny	
Day 31 to 62	Update Staff Report			
Day 31 to 62	Present Staff Report to City Council			Approves, approves with conditions, or denies
Day 32 to 66	Mail out Permit			

*Additional Reviewers include: Sheriff dept., DPW Foreman, Fire Chief, Xcel Energy as necessary

Process for applicant



Special Use Process

Timeline	City Manager	*Additional Reviewers	Planning Commission	City Council
	Pre Application Conference			
Day 1 to 18 if receive all information from applicant	Review Application, draft Staff Report	Review application and concerns from City Manager		
	Schedule Public Hearing for Planning Commission			
	Finalize Staff Report			
Day 18 to 49	Present Staff Report to Planning Commission		Gives recommendation to City Council to approves, approves with conditions, or deny	
Day 31 to 62	Update Staff Report			
Day 31 to 62	Present Staff Report to City Council			Approves, approves with conditions, or denies
Day 32 to 66	Mail out Permit			

*Additional Reviewers include: Sheriff dept., DPW Foreman, Fire Chief, Xcel Energy as necessary

Process for applicant

PREAPPLICATION CONFERENCE

All applicants are strongly encouraged to make a pre-application conference for all applications. (Note that some applications require a pre-application conference.) At the meeting, the following will be discussed.

- Necessary permits
- If a site plan review is necessary
- Additional things to consider with the development

The applicant is asked to bring the following

- A rough site plan

The City Manager will do his/her best to help the applicant through the process, however, they may not have all the answers at the meeting. Likewise, additional information may occur to him/her after the meeting that may need to be addressed by the applicant. The pre-application conference is merely the start of the discussion of the project.

Please set up an appointment at least three business days prior to the meeting to give the City Manager time to do research.

FEE SCHEDULE

The Fee Schedule can be found on the city's website at http://www.cityofbessemer.org/zoning-ordinance-permits/

SPECIAL MEETING PROCEDURE

If an applicant requests a special meeting, they are responsible for all incurred costs. They need to give at least 18 days notice to the City Manager to ensure it is properly noticed, 25 days if a public hearing is required. The City Manager and the applicant will have to work together to pick a date that works best for both parties.

BUILDING PERMIT OVERVIEW

Building Permits are required for all remodeling, roofing, siding, demolition, fences, relocation, and new construction. The application is reviewed past the City of Bessemer's Zoning Code and the Michigan Building Code by the City's Building Inspector.

Building permits for minor work are typically reviewed and acted upon within 3 work days. Larger projects may take up to 30 days. All new construction projects will need to be inspected a minimum of three times.

Butch Saari is the City's building inspector. He can be contacted at 906-364-1277. His office hours are by appointment only.

The application can be found on the city's website at
http://www.cityofbessemer.org/government/building-inspector/

FINAL APPROVING ENTITY

Below is a chart discussing which entity gets final approval of the permit

Application	City Council	Planning Commission	Zoning Administrator
Major Site Plan		X	
Minor Site Plan		X	
Variance Process	X		
Basic Site Plan			X
Rezoning Request	X		
Special Use	X		

AVAILABLE INCENTIVES

The City of Bessemer is committed to helping businesses get off the ground. Below are some programs available.

- Façade Improvement Grants: The Downtown Development Authority can provide up to $3,500 towards façade improvements on a 1:1 cash match basis. Contact the City Manager at (906) 663-4311 ext. 4 for more information.
- Brownfields Tax Increment Financing: The State of Michigan loosely defines Brownfields as blighted, antiquated, or environmentally contaminated lots. The City of Bessemer and the County can look at setting up a Tax Increment Financing to cover some costs of improvements. Contact Gogebic County Clerk's office at (906) 663-4518 for more information.
- State Programs: Visit https://www.miplace.org/programs/ for more information on state programs.

QUICK OVERVIEW

Contact information: City Office, (906) 663-4311 ext. 1 or by mail at 411 S Sophie, Bessemer, MI 49911

Planning Commission meetings: 1st Tuesday of every even month at 6:00

Downtown Development Authority meetings: 2nd Wednesday of every odd month at 6:00

City Council/ Zoning Board of Appeals meetings: 2nd and 4th Monday of every month at 6:00

VARIOUS OTHER CONTACTS

Governments and non-profits

- Gogebic County: 906-667-0411 or https://www.gogebiccountymi.gov/
- Ironwood Area Chamber of Commerce: 906-932-1122 or https://ironwoodchamber.org/
- Western Upper Peninsula Planning and Development Region: 906-482-7205 or https://www.wuppdr.org/
- Access Management call Michigan Department of Transportation at 906-875-6644
- Gogebic County Soil Erosion and Sediment Control call 906-663-4512

Energy Providers

- Xcel Energy for gas and electric: 1-800-481-4700 or https://my.xcelenergy.com/s/

Internet Providers

- Highline Fast: https://highlinefast.com/
- Star Link: https://www.starlink.com/
- Gogebic Range: 906-842-3394 or https://gogebicrange.net/
- Spectrum: 855-757-7328 or https://www.spectrum.com/
- AT&T: 866-861-6075 or https://www.att.com/

Garbage Services

- Republic Services: 715-477-0077 or https://www.republicservices.com/
- Gogebic Range Solid Waste Management: 906-932-0600