

planning review

Date: 01.05.2026

From: John Iacoangeli, FAICP
To: **Honorable Mayor and City Council**
CITY OF HARBOR SPRINGS
160 Zoll Street
Harbor Springs, MI 49750

Project: 2025 Zoning Ordinance Rewrite
Administrative Review Provision - Revision

Remarks:

There appears to be some confusion regarding the use of the Administrative Review Committee (ARC). In order to clarify its intent and use, I have prepared some suggested language for your consideration.

Section 8.5.5 Administrative Review Committee

The Administrative Review Committee may review and make a decision **on an approved** or qualifying site plan review application. The Administrative Review Committee shall consist of the Zoning Administrator, Planning Commission Chair, Planning Commission member, City Attorney, City Manager, and Planning Consultant. It shall perform the duties of the Planning Commission prescribed in this Article when conducting an administrative review. No part of this subsection shall prohibit the Zoning Administrator, Administrative Review Committee, or Applicant from requesting the site plan be submitted to the Planning Commission for review and approval. A review qualifying for administrative review shall meet all the following standards:

- A. The use is permitted by right **and eligible for administrative review as identified in Table 3.2** in the established zoning district; and will result in less than five thousand (5,000) square feet of new development or construction.
- B. Minor site plan modifications determined per Section 8.9.2.**
- C. Shoreline Protection Strip per Section 4.5.**

As noted in my overall review of the proposed Zoning Ordinance, Table 3.2 does not classify any land uses as eligible for administrative review at this time. However, in the future, if the Planning Commission and City Council decide to make a land use eligible for administrative review, the provision is already codified without the need to revise multiple sections of the zoning ordinance. As a result, only subsections B and C are subject to administrative review at this time.