



MEMORANDUM

To: City of Harbor Springs
Date: November 17, 2025
From: Lynée Wells, AICP
RE: Zoning Ordinance Amendments

Following the October 30, 2025 Memorandum detailing various zoning comments, and the Beckett and Raeder responses, we wanted to include one additional item for City Council consideration.

We appreciate the willingness to modify the ordinance as per the comments shared in the 10.30 memo. Since that time, we had the opportunity to discuss one other item at the November 13th, 2025 Planning Commission meeting that deserves consideration:

1. The project size qualification for Administrative Review
 - a. Section 8.5.5 allows for a group consisting of the Planning Commission chair and member, Zoning Administrator, City Manager, Planner, and City Attorney to review site plans for projects that result in 5,000 sq. or less of new development or construction.
 - b. While we understand the pros and cons of Administrative Review, we are concerned about the project size allowance to be afforded streamlined administrative review versus Planning Commission review.
 - c. A recent review of other similar communities showed that Petoskey is considering allowing Administrative Review for projects 1,500sf or less and Saugatuck allows administrative review for projects 1,000sf or less. We did not find Administrative Review allowances for similar projects in Traverse City or Charlevoix.
 - d. Wading into Administrative Review with smaller thresholds is desired as it demonstrates that we are not trying to sidestep the role of the appointed Planning Commission and that we are committed to transparency and implementing the public process as outlined in our Public Participation Plan.

Action: Amend Section 8.5.5 (B) to read: "Will result in less than one thousand (1,000) square feet ~~five thousand (5,000) square feet~~ of new development or construction."