



CITY OF ST. JOSEPH  
City Manager's Office  
700 Broad Street  
St. Joseph, MI 49085  
Phone (269)983-1212  
Fax (269) 985-0347  
[www.sjcity.com](http://www.sjcity.com)

## **Request for Action by the City Commission**

### **Process, Instructions and Application\***

Contact City Staff to discuss Request. Typically this will be City Manager's Office, however, depending on the item, you may be asked to work with an appropriate city department based on the request.

Make Application - must be complete - minimum 10 days prior to desired City Commission Meeting - see meeting date and deadline schedule as posted annually



Make presentation before City Commission



City Commission reviews and makes determination on request

\*See attached detailed directions for all steps involved.



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## **Request for Action by the City Commission**

### **Process, Instructions and Application**

1. **Contact City Staff to discuss proposed request.** Staff will review adopted Ordinances and Plans to determine if a more appropriate request can be submitted. In many cases there are established regulations and procedures for processing requests. Examples include: requests associated with zoning or land use start at the Planning Commission; requests handled by the Parks and Recreation Advisory Board. There are established procedures for land division requests and brownfield redevelopment TIF's.
2. **Neighborhood Meeting.** Depending on type of project, staff may suggest the applicant conduct a neighborhood meeting prior to any formal application being made. This meeting will allow the applicant an opportunity to informally explain the project to the neighbors and hear their thoughts.
3. **Submission of Application.** Complete applications must be submitted no less than 10 calendar days prior to the next regularly scheduled City Commission (CC) meeting, however, a longer period may be appropriate and requested for a complex request. The CC typically meets the second and fourth Monday of each month, see meeting schedule at [www.sjcity.com](http://www.sjcity.com).
  - a. It is suggested that you make an appointment with staff to submit the application.
  - b. All required applications and supplemental information must be submitted at one time.
  - c. You are encouraged to file before the deadline, as incomplete applications are not accepted and will delay the processing of your application.
4. **Acceptance of Application.** Staff reviews the application and supplemental information for completeness prior to formally accepting and scheduling the request before the City Commission.
5. **Staff Memorandum and City Commission Packet Creation.** Staff prepares a staff memorandum which includes information regarding the proposed request, and the completed applicant and supplemental information from the applicant.
6. **City Commission Presentation.** The Mayor will open the agenda item for discussion and will invite the applicant to present their proposal to the CC, an overview of the request and what is being asked of the City Commission. The City Commissioners can ask questions of the applicant and staff prior to inviting the audience to speak. Contact staff prior to the meeting if you need any audiovisual

equipment for your presentation. If distributing materials during the meeting, please bring 8 copies for the City Commission and staff.

7. **City Commission Deliberation during Public Meeting.** The CC will begin their deliberation of the request and evaluate it along with the completed application. In some cases the CC will ask for clarification from staff or the applicant. The CC has several options which include:
  - a. Debate the request during the public meeting;
  - b. Ask staff for more information;
  - c. Discuss the item later in the agenda during the public meeting and make a decision;
  - d. Refer the item to a future public meeting to allow time to obtain additional information from the applicant, city staff or the general public;
  - e. Simply receive the item for information (which means no decision to change current rules, regulations or policies are supported at this time);
  - f. Refer the item to another Board or Commission or staff;
  - g. Approve the request; or
  - h. Deny the request.
  
8. **Next Steps.** Depending on the type of request, there are different processes for making changes. In some cases an ordinance must be adopted, which requires the CC to direct staff to prepare an ordinance and then the CC to review and approve the ordinance at two separate meetings and publish a legal notice in the local newspaper (depending on the calendar this could take 6 to 8 weeks).



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**REQUEST FOR ACTION BY THE CITY COMMISSION**  
**APPLICATION**

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. All required materials must be received by the City and determined to be complete no less than 10 calendar days prior to the next City Commission meeting. If additional space is needed, please use additional sheets of paper and include any supplemental information deemed appropriate.

**Applicant Information**

If a group, a list of all members with property addresses of the group making request must be included.

**Name of Applicant/Group:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Have you hired outside technical services/legal counsel? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please provide name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Request/Project Information**

A. Request Name/Title: \_\_\_\_\_

B. Briefly explain the request \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Has this request or a similar request been discussed before the City Commission in the past? If so, what year did the discussion take place and what was the outcome? If possible, provide any written documentation and meeting minutes available as background information.

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D. Have you reviewed other adopted City Ordinances and Plans?

- a. City of St. Joseph Code of Ordinances? Yes: \_\_\_ No: \_\_\_ Not Applicable: \_\_\_
- b. Comprehensive Master Plan? Yes: \_\_\_ No: \_\_\_ Not Applicable: \_\_\_
- c. Downtown Vision Master Plan? Yes: \_\_\_ No: \_\_\_ Not Applicable: \_\_\_
- d. Asset Management Plan (streets/utilities)? Yes: \_\_\_ No: \_\_\_ Not Applicable: \_\_\_
- e. Parks and Recreation Master Plan: Yes: \_\_\_ No: \_\_\_ Not Applicable: \_\_\_
- f. Other: \_\_\_\_\_

Explain how the proposed request complies with the above mentioned adopted Plan. If the request is not supported by any of the adopted Plans, explain all other relevant factors that should be discussed to support the request.

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E. What has changed since the adoption of any City Ordinances or regulations which justify the proposed action?

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F. Explain how and who will benefit from the proposed request (entire community; year-round residents; seasonal residents and visitors; commercial, industrial or office community; or a specific age group or geographic area or private properties)? Describe any age group, geographic area or list private properties and provide comments regarding the impact on the safety and quality of life.

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G. List two positive points that the request would accomplish if approved:

- a. \_\_\_\_\_
- b. \_\_\_\_\_

H. List two negative points that the request would create if approved:

- a. \_\_\_\_\_
- b. \_\_\_\_\_

I. Have you seen a similar project or request successfully take place elsewhere? If so where?

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J. Explain why this request is important to you the applicant(s) and the City of St. Joseph community?

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**REQUEST FOR CITY COMMISSION ACTION APPLICATION  
CERTIFICATION**

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. If representing a group, there is a common agreement that the spokesperson is the Applicant;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application if required by the City Commission;
- C. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten (10) days following the change;

On the \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_, I/We have read the above certification, understand it, and agree to abide by its conditions.

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

\_\_\_\_\_  
Name of Applicant or Authorized Agent