

# **Grand Ledge Downtown Development Authority**

319 Taylor Street  
Grand Ledge, Michigan 48837  
Agenda for a regular meeting to be held on  
September 12, 2012  
At City Hall, 200 E. Jefferson Street at 6:00 pm  
\*\*\* Denotes item requiring action from Board

## **Agenda**

- I. Call the Meeting to Order
- II. Roll Call (silent by Recording Secretary)
- III. Pledge of Allegiance
- IV. Audience Participation
- V. Approval of Regular Agenda (Changes in Agenda)
- VI. \*\*\* Approval of the minutes of August 8, 2012 regular meeting – enclosed
- VIII. Treasurers Report
  - \*\*\* 1. Payment of Bills – enclosed
  2. Financial Statement FY2012 EOY & FY2013 – enclosed
- IX. Committee Reports
- X. Old Business
  1. Library Parking Lot Drainage to be presented
  - \*\*\* 2. LED Upgrade
  3. Signage – sample sign to review (hopefully)
  4. Review of Grand Ledge Signage Ordinance - enclosed
  - \*\*\* 5. Boat Ramp at Jaycee Park – to be distributed
- XI. New Business
  1. Master Plan for Jaycee Park
- XII. Directors Comments
  1. Landscape improvements at Opera House
- XIII. Adjourn

Attachments:

**GRAND LEDGE DOWNTOWN DEVELOPMENT AUTHORITY**  
319 TAYLOR STREET  
GRAND LEDGE MI 48837  
(517) 622-5256

MINUTES – REGULAR MEETING  
WEDNESDAY, AUGUST 8, 2012  
6:00 P.M.  
COUNCIL CHAMBERS, CITY HALL  
200 E. JEFFERSON ST.

- I & II. ROLL CALL** - Bruce MacDowell called the meeting to order at 6:00 p.m.  
**Present:** Karl Glarner, Bob Brown, Christine Carter, Mayor Kalmin Smith, Terrance Augustine, David Jonas, Chris Fata, Keith Mulder, Rachel Schroeder, and Melanie May.  
**Absent:** Jason Barclay, Ben Cwayna.  
**Also Present:** Economic Development Director Mark Sullivan, Assistant City Administrator Ameer King, and Jim Foster of Ziemnick Foster Engineering.
- III. PLEDGE OF ALLEGIANCE** -
- IV. AUDIENCE PARTICIPATION** -
- V. APPROVAL OF REGULAR AGENDA** - Mr. Sullivan requested to add an item under Committee Reports 2. Arts Council and an item under old business 4. Post Office access. Mr. Jonas requested to add an item under New Business 1. Alternate for Joint Planning Committee. Mr. Brown requested to add an item under New Business 2. Grant information. Mr. Mulder made a motion to approve the agenda as amended. Mr. Brown supported the motion. Motion carries 11 to 0.
- VI. APPROVAL OF MINUTES** - Mr. Mulder made a motion to approve the minutes of the July 11, 2012 meeting as presented. Mr. Brown supported the motion. Motion carries 11 to 0.
- VII. TREASURERS REPORT** -
- 1. Payment of bills** - Mr. Sullivan reviewed the bills to be paid. Last month there was a question on the an MGM bill for \$185. In speaking with Tod Edmonds, this was for additional work that was given to him with the Front Street parking lot. The contractor replaced plants that had died and asked Tod to take over watering them. There also seems to be quite a bit of glass from the entrances that needs regular sweeping. This is a one time expense. Mr. Jonas inquired if we can charge the contractor for the work for the glass entrances. Mr. Sullivan will get detailed invoices to Mr. Foster to take to the contractor. The contractor has resealed the entrances, so hopefully that will not happen again. Mr. Brown indicated that there is a couch and table in the dumpster enclosure in the north parking lot. Mr. Sullivan will look into putting a gate on that enclosure. Mr. Augustine made a motion to pay the bills. Mr. Mulder supported the motion. Motion carries 11 to 0.
- 2. Financial Statement** - Mr. Sullivan reviewed the financial statements one for FY12 and one for FY13.
- VIII. Committee Reports** -
- 1. Facade Committee** - Mr. Sullivan indicated that the Facade Committee met to discuss Dr. Brooks facade request. The original architectural drawing was submitted in July of last year. The Facade committee met then and gave a few recommendations which the architect was in agreement and was going to re work the plans. Apparently he did re-work the plans and dropped them off at the Annex office, which Mr. Sullivan never received. The function of the facade grant is to provide additional money to complete the project possibly better than what the owner would possibly have the money for. At the meeting last week, Mr. Barbour presented two designs on proposed changes. Plan A followed the guidelines from the last meeting closely while Plan B had significant changes to the first floor window. The Facade Committee is recommending Plan A only. Mr. Augustine added that he had spoken with Dr. Brooks and Dr. Brooks

had indicated that he was not going to go forward with the facade grant because he did not want to do complete the project as it was designed in Plan B. Mr. Augustine made a motion to approve the facade grant for Plan A as recommended by the Facade Committee. Mr. Glarner supported the motion. A roll call vote was taken. Motion carries 10 to 1.

Ms. Carter	Yes	Ms. Schroeder	Yes	Mr. Mulder	Yes
Mr. Brown	Yes	Mr. Glarner	Yes	Ms. May	Yes
Mr. Augustine	No	Mr. Fata	Yes	Mr. Jonas	Yes
Mayor Smith	Yes	Mr. MacDowell	Yes		

**2. Arts Council** - Mr. Augustine passed the ad around that was put in the City Pulse. There are two concerts left. The Council met before this meeting and the Council is going to apply for a grant for a Movie in the Park. We also discussed adding additional members.

**IX. Old Business -**

**1. Library Parking Lot Drainage** - Mr. Sullivan reported that we have contracted with Barrons Concrete to complete the work at the Opera House. We are obtaining prices from MGM Services on the landscaping portion of the project. Mr. Foster reviewed the costs with adding capacity to the system. To run new pipe down River Street it would be \$121,000. The pipe from the street to the bank of the River would be \$33,000. Modifications for curbing \$50,000. The total project would be \$218,000. If the water/sewer and road were all completed it would be an additional \$340,000. Mr. MacDowell asked what finance options we have for this project. Mr. Sullivan indicated fund balance only. Mr. Mulder asked what if we took the entire street and turned it into a parking lot with a rain garden in the middle of it? Mayor Smith suggested this whole project be presented to the City's Public Service Committee.

**2. LED Upgrade** - Representatives from Sylvania, Jeff TeRoller and Joe Filipiak were here to review the project status and provide additional information. There would be a 73.8% reduction in energy use, return on investment of 352%, payback would be 3.6 years, the lights are dark sky friendly, and the average lamp lasts 16.3 years. The original quote for the lights was \$595, however they have lowered it to \$540 and with the rebate from Consumers it would be under \$500. Total project cost would be approximately \$60,000 to purchase the lights and \$10,000 for installation. Mr. Sullivan will double check with Craig Electric on pricing for installation. Mr. Mulder asked who is their competition? Evluma, LED tromics are two companies, however, they were not sure if they have the exact same product. Mr. TeRoller offered his assistance with research on this issue. Mr. MacDowell asked if there were financing options available? Consumers energy does have a rebate of \$5,400. There are also financing options available and they will provide this information to Mr. Sullivan. Ms. May asked at the end of the 16 year life, what will it cost to replace the lights? Technology will change by then, and its uncertain what it would cost. Ms. Carter asked if our usage and costs were average. The energy usage was pretty high, but the maintenance costs were below average due to the replacement of half of the bulbs each year. Mr. Filipiak will forward reference materials to the Board.

**3. Signage Update** - Mr. Sullivan indicated that he has tried to get some a couple of companies to complete design work. Dornbos Sign and Safety, whom the City uses for signs, indicated that they will not do the design work. Lenny from Signs by Lenny indicated that he will work on this for us. Mr. MacDowell indicated that at the last Facade Committee meeting, there was a comment on colors of the signs and maybe changing to blue/yellow, however burgundy would be more historical looking.

**4. Post office access** - Mr. Sullivan indicated that the Post Office has approached Mr. LaHaie requesting permission to construct a service entrance between their parking lot and the DDA lot. This would involve removing part of the sidewalk on the west part of their parking lot and add curb and gutters and pave over the sloped area separating the two lots. All of the costs would be covered by the post office. Mr. Foster, our engineer, reviewed the project and feels that it is reasonable. Ms. Carter made a motion to allow the Post Office to complete their project as presented. Mr. Mulder supported motion. Motion passes 11 to 0.

**X. New Business**

**1. Alternate for Joint Planning committee** - Mr. Augustine volunteered to be the alternate for the Planning Committee. Ms. Schroeder volunteered to be on the Facade Committee.

**2. Grant Information** - Mr. Brown indicated that there was a handout for everyone with grant info on Creating Great Places. Feel free to pass it on to anyone who might be interested.

**XI. Directors Comments** - Mr. Sullivan reported a couple of questions have come up about the removal of the pedestrian walk lights. MDOT is going to rebuild the four corners. Traffic lights will be moved to the corners. Craig took them down for us so they will not be in the way. They will start the pole bases first before the intersection work will be done, which will probably be the last week of August.

**Members Comments** - Ms. Brown requested additional financial information on the project costs for the LED lighting project and the Library draining project and what would be have be taken out of fund balance.

Mr. MacDowell indicated that they will have an Open House on August 29<sup>th</sup> from 4-6 pm, for the new apartments. Everyone is welcome.

Mr. Glarner indicated that the reception hall in his building is now hosting an auction once a month. Americana auctions.

Mayor Smith indicated that the Stanley Cup is coming to town on Friday with a parade, etc.

**XII. ADJOURN** - Mr. Augustine made a motion to adjourn at 8:07 p.m. Ms. May supported the motion. Motion carries 11 to 0.

Minutes recorded and transcribed by Ameer King

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Robert Brown, Secretary

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Date Minutes Approved



9/5/2012

Downtown Development Authority  
Balance Sheet

Fiscal Year 2012

Balance Sheet as of 8/1/2012

	<b>Fund 248</b>	<b>Fund 394</b>	<b>Fund 396</b>	<b>Fund 494</b>	<b>Total</b>
<b>Assets</b>					
Cash	177,359	25,864	4,720	526,029	733,971
<b>Total Assets</b>	<b>177,359</b>	<b>25,864</b>	<b>4,720</b>	<b>526,029</b>	<b>733,971</b>
<b>Liabilities</b>					
Accounts Payable	7,197				
Payroll Payable	588				
Undistributed taxes	16,647				
	<u>24,432</u>				
<b>Reserves &amp; Fund Balance</b>					
Fund Balance	51,137	25,957	3,467	721,047	801,608
Change in Fund Balance	101,789	-93	1,253	-195,018	-92,070
	<u>152,926</u>	<u>25,864</u>	<u>4,720</u>	<u>526,029</u>	<u>709,539</u>
<b>Total Liabilities &amp; Balances</b>	<b>177,359</b>	<b>25,864</b>	<b>4,720</b>	<b>526,029</b>	<b>709,539</b>
<b>Total Cash less Funds 394 &amp; 396</b>	<b>703,387</b>				

Downtown Development Authority  
Revenue/Expenditure Report

Fiscal Year 2012

992.001	PAYMENT TO ESCROW	0	1,904,121
995.000	DEBT - INTEREST	50,216	22,851
998.000	DEBT - PAYING AGENT FEES	300	300
	<b>Total expenditures</b>	<b>376,516</b>	<b>2,283,270</b>
	<b>Net effect for fund</b>	<b>-1,154</b>	<b>-93</b>
<b>FUND 396-905-906</b>	<b>PARKING LOT BOND</b>		
664.000	INTEREST	500	298
699-494	TRANSFER FROM DDA CAP PROJECTS FUND	110,138	110,138
451.000	TRANSFER FROM DDA TIF	145,989	145,989
	<b>Total Revenue</b>	<b>256,627</b>	<b>256,425</b>
991.000	DEBT - PRINCIPAL	165,000	165,000
995.000	DEBT - INTEREST	90,865	72,266
998.000	DEBT - PAYING AGENT FEES	250	40
999.394	TRANSFER TO DDA DEBT SVC FUND	0	17,866
	<b>Total expenditures</b>	<b>256,115</b>	<b>255,172</b>
	<b>Net effect for fund</b>	<b>512</b>	<b>1,253</b>
<b>FUND 494</b>	<b>DDA CAPITAL PROJECTS FUND</b>		
DEPT 900-901	REVENUE		
665-001	INTEREST	0	1,100
DEPT. 900-902			
665-001	INTEREST	0	182
	<b>REVENUES</b>	<b>0</b>	<b>1,282</b>
974-006	CONSTRUCTION	2,840	2,840
<b>EXPENDITURES</b>			
DEPT 900-901	EXPENSES		
817-000	PROFESSIONAL SERVICES	0	350
974.006	CONSTRUCTION	0	70,392
974.999	CONSTRUCTION ENGINEERING	0	12,580
999-396	TRANSFER TO DDA PARKING DEBT	110,138	110,138
	<b>Total expenditures</b>	<b>110,138</b>	<b>193,460</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>112,978</b>	<b>196,300</b>
	<b>Net effect for fund</b>	<b>-112,978</b>	<b>-195,018</b>

Downtown Development Authority  
Revenue/Expenditure Report

Fiscal Year 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2012	end of year 7/11/12
<b>FUND 248</b>			
<b>DDA TIFA SPECIAL REVENUE</b>			
401.000	CURRENT PROPERTY TAXES	938,134	927,426
628.000	MISCELLANEOUS REVENUE		1,565
662.000	RENT - PROPERTIES	9,000	4,811
664.000	INTEREST ON INVESTMENTS	1,000	215
634.000	EQUIPMENT RENTAL	0	0
673-000	SALE OF FIXED ASSETS	53,477	53,477
675-000	DONATIONS	0	5,080
Total DDA Revenue		1,001,611	992,573
<b>Dept. 170-173</b>			
<b>ECONOMIC DEVELOPMENT</b>			
703.000	SALARIES	28,695	28,544
719.000	FRINGE BENEFITS	7,036	7,361
741.000	OPERATING SUPPLIES	500	298
801-004	ADMINISTRATIVE	500	658
802.000	LEGAL FEES	0	962
817.000	PROFESSIONAL SERVICES	1,060	3,190
830.000	RENTAL PROPERTY EXPENSES	11,400	11,476
830-001	PROPERTY OPERATING EXPENSE	130,000	120,646
840.000	INSURANCE	6,250	4,309
960-001	FACADE PROGRAM	20,000	20,000
974-006	CONSTRUCTION	10,000	9,950
991.000	DEBT - PRINCIPAL - River Street Houses	19,695	19,692
995.000	DEBT - INTEREST - River Street Houses	8,130	8,124
997-101	CONTRIBUTIONS TO GENERAL FUND	56,407	56,407
		299,673	291,617
<b>Dept. 905-906</b>			
<b>TRANSFERS</b>			
793.000	TRANSFER TO GLAESA	66,416	66,416
605.000	TRANSFER TO DDA DEBT SVC FUND	374,762	374,762
603.000	TRANSFERS TO DDA PARKING LOT DEBT	145,989	145,989
602.000	TRANSFER TO ISLAND DEBT FUND	12,000	12,000
Total Transfers		599,167	599,167
<b>Total expenditures</b>		<b>898,840</b>	<b>890,783</b>
<b>Grand total net effect</b>		<b>102,771</b>	<b>101,789</b>
<b>FUND 394-905-906 DEBT SERVICE - STREET SCAPE</b>			
664.000	INTEREST	600	549
695.906	BOND PROCEEDS	0	1,890,000
451.000	TRANSFER FROM DDA TIF	374,762	374,762
699.396	TRANSFER FROM DDA PARKING DEBT FUND	0	17,866
Total Revenue		375,362	2,283,177
800.001	BOND ISSUE COSTS	0	29,998
991.000	DEBT - PRINCIPAL	326,000	326,000

9/5/2012

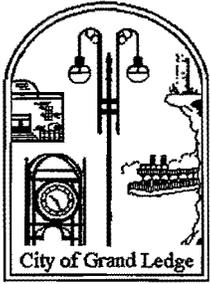
Downtown Development Authority  
 Revenue / expenditure Report  
 September 5, 2012

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Budget FY2012	Budget Aug-12
<b>FUND 248 DDA TIFA SPECIAL REVENUE</b>			
401.000	CURRENT PROPERTY TAXES	926,068	0
628.000	MISCELLANEOUS REVENUE	0	0
665.001	INTEREST ON INVESTMENTS	250	34
665-003	RENT - PROPERTIES	0	525
675-000	DONATIONS	0	710
Total DDA Revenue		<b>926,318</b>	<b>1,269</b>
<b>Dept. 170-173 ECONOMIC DEVELOPMENT</b>			
703.000	SALARIES	28,695	3,826
719.000	FRINGE BENEFITS	7,010	364
741.000	OPERATING SUPPLIES	500	5
797.000	ADMINISTRATIVE	500	0
802.000	LEGAL FEES	300	0
817.000	PROFESSIONAL SERVICES	300	4,200
830.001	PROPERTY OPERATING EXPENSE	130,000	2,949
840.000	INSURANCE	4,125	0
962.000	FACADE PROGRAM	0	0
962.001	RENTAL REHAB	10,500	10,500
974-006	CONSTRUCTION		
896.000	CONTRIBUTIONS TO GENERAL FUND	112,153	0
		<b>294,083</b>	<b>21,845</b>
<b>Dept. 905-906 TRANSFERS</b>			
999.206	TRANSFER TO GLAESA	66,416	0
999.394	TRANSFER TO DDA DEBT SVC FUND	605,650	0
999.397	TRANSFER TO ISLAND DEBT FUND	12,000	0
999.494	TRANSFER TO DDA CAPITAL PROJECTS	50,000	0
Total Transfers		<b>734,066</b>	<b>0</b>
<b>Total expenditures</b>		<b>1,028,149</b>	<b>21,845</b>
<b>Total net effect for Fund 248</b>		<b>-101,831</b>	<b>-20,576</b>
<b>FUND 394-905-906 DEBT SERVICE - STREET SCAPE</b>			
655.001	INTEREST	0	6
699.248	TRANSFER FROM DDA TIF	605,650	0
699-396	TFR FROM DDA PARKING DEBT FUND	4,721	4,721
Total Revenue		<b>610,371</b>	<b>4,727</b>
991.000	DEBT - PRINCIPAL	497,345	0
995.000	DEBT - INTEREST	108,305	0
998.000	DEBT - PAYING AGENT FEES	550	0
Total expenditures		<b>606,200</b>	<b>0</b>
<b>Net effect for fund 394</b>		<b>4,171</b>	<b>4,727</b>
<b>FUND 494 DDA CAPITAL PROJECTS FUND</b>			
<b>DEPT 900-901 REVENUE</b>			
665-001	INTEREST	0	107
<b>DEPT. 900-902</b>			
665-001	INTEREST		
	TRANSFER FROM DDA TIF	50,000	0
Total expenditures		<b>50,000</b>	<b>107</b>
<b>EXPENDITURES</b>			
<b>DEPT 900-901 EXPENSES</b>			
974.006	CONSTRUCTION	50,000	0
974.999	CONSTRUCTION ENGINEERING	0	0
Total expenditures		<b>50,000</b>	<b>0</b>
<b>Net effect for fund</b>		<b>0</b>	<b>107</b>

9/5/2012

Downtown Development Authority  
 Balance Sheet as of  
 September 5, 2012

Balance Sheet as of September 5, 2012	<b>Fund 248</b>	<b>Fund 394</b>	<b>Fund 396</b>	<b>Fund 494</b>	<b>Total</b>
<b>Assets</b>					
Cash	148,997	30,591	0	526,135	705,724
Total Assets	<u>148,997</u>	<u>30,591</u>	<u>0</u>	<u>526,135</u>	<u>705,724</u>
<b>Liabilities</b>					
Undistributed Taxes	<u>16,647</u>				
	16,647				
<b>Reserves &amp; Fund Balance</b>					
Fund Balance	152,926	25,864	4,721	526,029	709,540
Change in Fund Balance	-20,576	4,727	-4,721	107	-20,463
Total Fund Balance	<u>132,350</u>	<u>30,591</u>	<u>0</u>	<u>526,135</u>	<u>689,076</u>
Total Liabilities & Balances	148,997	30,591	0	526,135	689,076
<b>Total Cash less Funds 394</b>	<b>675,133</b>				



## CITY OF GRAND LEDGE

Established 1893

Economic Development Coordinator

Ph: (517)622-5256  
Fax: (517) 627-6788

319 Taylor St.  
Grand Ledge, MI 48837  
sulliv28@yahoo.com

### Memorandum

To: DDA Board of Directors  
Jon Bayless, City Administrator

From: Mark Sullivan, Economic Development Coordinator

Date: September 5, 2012

Subject: Review of Sign Ordinance

The Planning Commission has informed us that they would like some feedback regarding the changes in the sign ordinance. We looked at it before but did not formally respond. Please look it over so we can discuss it at the meeting.

**§ 220-78. Signs.**

The purpose of this section is to permit and regulate outdoor signs of all types in all zoning districts. The regulation of outdoor signs is intended to enhance the physical appearance of Grand Ledge, to preserve scenic and natural beauty and to create a climate that is attractive to business. It is further intended by the provisions of this chapter to improve traffic safety by avoiding sign distractions and the "canceling out" effect of conflicting overlapping signs.

A. Definitions. For the purpose of this section, the following definitions shall apply:

**ACCESSORY SIGN** A sign which pertains to the principal use of the premises.

**BANNER SIGN** A TEMPORARY SIGN MADE OF A FLEXIBLE MATERIAL SUCH AS CANVAS, CLOTH, PLASTIC OR WATERPROOF PAPER WITH NO SUPPORTING FRAMEWORK.

**BUSINESS CENTER** Any group of two or more commercial establishments having not less than 100 feet of frontage on a major street and which are under one common ownership or management, have a common arrangement for the maintenance of the grounds and are connected by party walls, partitions, covered canopies or other structural members to form one continuous structure; or share a common parking area.

**ELECTRONIC SIGN** ANY SIGN, OR PORTION OF A SIGN, THAT DISPLAYS AN ELECTRONIC IMAGE OR VIDEO, WHICH MAY OR MAY NOT INCLUDE TEXT, WHERE THE RATE OF CHANGE IS ELECTRONICALLY PROGRAMMED AND CAN BE MODIFIED BY ELECTRONIC PROCESSES. THIS DEFINITION INCLUDES TELEVISION SCREENS, PLASMA SCREENS, DIGITAL SCREENS, LED SCREENS, VIDEO BOARDS, HOLOGRAPHIC DISPLAYS, AND OTHER SIMILAR MEDIA.

**EXTERIOR BUILDING ENTRANCE** Includes only those available for use by customers or patrons and does not include service or employee entrances.

**FESTOON SIGN** A sign where incandescent light bulbs, banners or pennants or other such features are hung or strung overhead and are not an integral physical part of the building or structure they are intended to serve.

**FLASHING, ANIMATED OR MOVING SIGN** A sign that intermittently reflects lights from either an artificial source or from the sun or sign which has movement of any illumination such as intermittent, flashing, scintillating or varying intensity or a sign that has any visible portion in motion, either constantly or at intervals, which motion may be caused by either artificial or natural sources.

**GROUND SIGN** A sign not attached to any building and supported by uprights or braces or some object on the ground and is a type of freestanding sign.

**HEIGHT** The "height of a sign" is the distance from the ground to the highest point of the sign, including the sign frame.

**INFLATABLE SIGN** A sign that is either expanded to its full dimension or supported by gases contained within the sign or sign parts at a pressure greater than atmospheric pressure.

**MAXIMUM SIZE OF SIGN** The entire area within a single continuous perimeter enclosing the extreme limits of writing, representation, emblem or any figure of similar character, together with any frame or other material or color forming an integral part of the display, excluding the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back and are at no point more than three feet from one another, the area of the sign shall be taken as the area of one face if the two faces are of equal area, or as the area of the larger face if the two faces are of unequal area.

**NAMEPLATE** An accessory sign stating the name or street number of a person, firm, building or institution of a certain permitted use.

**NATURAL MATERIALS** Includes, but are not limited to, wood, stone and brick. Substances specifically excluded from this definition are plywood, pressed board, drywall, concrete block, poured concrete, wood or metal paneling, sheet metal, or any substances synthetically created in a manufacturing process.

**NONACCESSORY SIGN** A sign which does not pertain to the principal use of the premises.

**NONELECTRONIC, MULTI-MESSAGE SIGN** A SIGN WHICH CHANGES THE MESSAGE OR COPY OF THE SIGN BY ROTATION OF PANELS OR SLATS.

**PAINTED WALL SIGN** A sign painted directly on any exterior building wall or door surface, exclusive of window and door glass areas on any outside wall or roof or on glass of any building.

**POLITICAL SIGN** A sign relating to the election of a person to public office or relating to a political party or relating to a matter to be voted upon at an election called by a public body.

**PORTABLE SIGN** A sign and sign structure which is designed to facilitate the movement of the sign from one zoning lot to another. The sign may or may not have wheels, changeable lettering and/or hitches for towing. A sign shall be portable only if such sign is manifestly designed to facilitate its movement from one zoning lot to another.

**PROJECTING SIGN** A sign attached to a building or other structure and extending in whole or in part more than 12 inches beyond the surface of the portion of the building line or extending over public property.

**REAL ESTATE DEVELOPMENT SIGN** A sign placed on the premises of a subdivision or other real estate development to indicate a proposed start or to inform relative to availability.

**REAL ESTATE SIGN** A sign placed upon a property advertising that particular property for sale, rent or lease.

**SANDWICH BOARD SIGN** A MOVEABLE SIGN OF A-FRAME CONSTRUCTION DESIGNED FOR PLACEMENT ON THE SIDEWALK OR PEDESTRIAN WAY IN FRONT OF THE BUSINESS FOR WHICH THE COMMERCIAL MESSAGE IS INTENDED.

**SIGN** The use of any words, numerals, figures, devices, designs or trademarks by which anything is made known such as to show an individual firm, profession, business, product or message and which are visible to the general public.

**SNIFE SIGN** A sign which is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, stakes, fences or to other objects and the advertising matter appearing thereon is not applicable to the present use of the premises upon which such sign is located.

~~**SWINGING SIGN** A sign installed on an arm, mast, spar or building overhang that is not rigidly attached to such arm, mast, spar or building overhang.~~

**TEMPORARY SIGN** A sign with or without letters and numerals, such as window signs in business and industrial districts, of lightweight cardboard, cloth, plastic or paper materials and intended to be displayed for special events, sales and notices.

**VEHICLE BUSINESS SIGN** A vehicle upon which a sign is painted or attached and is parked or placed upon the owner's premises primarily for advertising purposes.

**WALL SIGN** A sign erected or fastened to the wall of a building with the exposed face of the sign in a plane approximately parallel to the plane of such wall and not extending more than 12 inches beyond the surface of the portion of the building wall on which erected or fastened.

B. Signs not permitted. The following signs shall not be permitted in any use district:

- (1) Festoon sign.
- (2) Flashing, animated or moving sign.
- ~~(3) Projecting sign.~~
- (4 3) Snipe sign.
- (5 4) Vehicle business sign.
- (6 5) Roof-mounted signs.
- (7 6) Portable signs.
- (8 7) Temporary signs unless otherwise provided by this chapter.

- C. General provisions. The following conditions shall apply to all signs erected or located in any use district:
- (1) Except for signs erected by the City of Grand Ledge, Eaton County, state or federal governments, and PERMITTED signs located in the CBD District, no sign shall be located in, project into, or overhang a public right-of-way or dedicated public easement.
  - (2) Except for permitted ~~swinging~~ PROJECTING signs, signs mounted on a building shall not project beyond or overhang the wall by more than 12 inches.
  - (3) Signs shall not project above the cornice, wall facade, parapet or eave of the building to which it is affixed.
  - (4) Signs shall be permitted in any required yard, and for the purposes of determining required height and required front setbacks, signs shall be exempt from the Schedule of Regulations *Editor's Note: See Art. XVI, Schedule of Regulations.* and the standards provided in this section shall apply.
  - (5) No sign shall be erected which simulates or imitates in size, color, lettering, or design any traffic sign or signal or other word, phrase, symbol or character in such a manner as to interfere with, mislead, or confuse traffic.
  - (6) ELECTRONIC MESSAGE BOARDS SHALL BE PERMITTED IN ALL NONRESIDENTIAL ZONING DISTRICTS. SUCH SIGNS SHALL HAVE AUTOMATIC DIMMING CAPABILITIES THAT ADJUST THE BRIGHTNESS TO THE AMBIENT LIGHT AT ALL TIMES OF DAY AND NIGHT. THE COPY OR MESSAGE OF AN ELECTRONIC MESSAGE CENTER MUST BE STATIC FOR A MINIMUM DURATION OF SIX (6) SECONDS. VIDEO ANIMATION AND PHASING, ROLLING, SCROLLING, FLASHING, BLENDING, AND OTHER TRANSITIONS TO MESSAGES ARE PROHIBITED.
  - (7) NONELECTRONIC, MULTI-MESSAGE SIGNS SHALL BE PERMITTED IN ALL NONRESIDENTIAL ZONING DISTRICTS. SUCH SIGNS SHALL BE STATIC FOR A MINIMUM DURATION OF SIX (6) SECONDS.
  - (6 8) Accessory signs shall be permitted in any use district.
  - (7 9) Nonaccessory signs shall be permitted only in the I-2 Heavy Industrial Districts, except as otherwise provided by this chapter.
  - (8 10) Temporary signs are allowed in any district with approval and issuance of a permit by the Zoning Administrator. Such signs shall be allowed for a period not to exceed ~~40~~ 15 days twice in any one calendar year for any single use. For the purposes of this section, a BUSINESS WITHIN A shopping center or other collective grouping of buildings on a single parcel shall have the same rights as an individual use.

D. General exceptions. The following signs shall not require a permit:

- (1) IN RESIDENTIAL DISTRICTS, real estate signs advertising premises for sale, rent or lease, when not more than six square feet in area and not more than 42 inches in height for a single dwelling or building or vacant land. Such signs shall be placed at least ~~15~~ 5 feet from a road right-of-way or property line, AND ARE SUBJECT TO § 220-71, CORNER CLEARANCE.
- (2) Real estate signs in ~~commercial areas~~ NONRESIDENTIAL DISTRICTS providing that such sign shall not exceed ~~15~~ 32 square feet in surface display area per face, nor exceed 10 feet in height, and, if they are freestanding, shall be set back at least ~~25~~ 10 feet from the ~~nearest edge of existing PAVEMENT ROAD~~ RIGHT-OF-WAY OR PROPERTY LINE, AND ARE SUBJECT TO § 220-71, CORNER CLEARANCE.
- (3) Seasonal decorations and community event signs which advertise public entertainment or events of public interest. These signs shall remain in place for not more than 21 days before and seven days after the event and may not exceed ~~10~~ 32 square feet in area.
- (4) A real estate sign for the purpose of direction shall not exceed six square feet in area per sign face. Such signs may be located off premises only from 9:00 a.m. to 9:00 p.m. on the day of the open house and only for three consecutive days and for three days each week. Such sign shall not have a height exceeding 42 inches and are subject to § 220-71, Corner clearance.
  - (a) Permission to locate subject sign shall be obtained from the owner or occupant of property on which the sign is located. Failure to comply with this condition shall be cause for immediate removal of said sign.
- (5) Signs erected by the City of Grand Ledge, Eaton County, state or federal governments, for street direction or traffic control.
- (6) Signs not exceeding one square foot in area and bearing only property numbers, post box numbers, names of occupants or premises, or other identification of premises.
- (7) Accessory on-site directional signs of not more than ~~two~~ FOUR square feet each.
- (8) Political signs not exceeding six square feet in surface display area per sign face and not exceeding 3 1/2 feet in height, provided that such signs are removed within 10 days after the election for which they were erected and provided further that no such sign shall be displayed within the public right-of-way or on other public lands.
- (9) Flags, not more than three per zoning lot and not more than four feet by six feet.

- (10) Legal notices, identification, or informational signs erected or required by governmental bodies.
- (11) Signs or markers obtained from a state or federal agency identifying the premises as having been designated a state historical site or listed in the National Register of Historic Places.
- (12) Signs advertising garage sales, yard sales, etc.: refer to Chapter 113, Garage Sales.

E. Administration and enforcement.

- (1) It shall be unlawful for any person to erect, reerect, alter or relocate any sign unless a permit shall have been first obtained from the Zoning Administrator, except as otherwise provided in this chapter.
- (2) Application for sign permits shall be made to the Zoning Administrator upon forms supplied by the City.
- (3) The Zoning Administrator will review the sign for conformance to zoning standards and will transmit one copy of the application to the Building Inspector for review. The Building Inspector shall review the sign to assure conformance with City Building Codes *Editor's Note: See Ch. 66, Building Construction.* and general structural soundness. The Zoning Administrator shall not approve a sign permit without receiving a favorable review from the Building Inspector.
- (4) The Zoning Administrator has the authority to approve or deny all sign applications in all zoning districts.
- ~~(5) Application for sign permits for property located within the CBD Zoning District shall be reviewed by the Downtown Development Authority (DDA) who will make recommendations to the Zoning Administrator prior to approval.~~
- (6) Applicants have the right to appeal any decision of the ~~City administration or DDA~~ ZONING ADMINISTRATOR to the Zoning Board of Appeals in conformance with Article XXII, Zoning Board of Appeals.
- (7) A fee schedule shall be set by the City Council which shall be collected with each application for a sign permit.
- (8) In all instances, the Zoning Administrator may require review by the Planning Commission.

F. Compliance certificate required.

- (1) All signs shall be inspected at original installation FOR COMPLIANCE WITH THE APPLICABLE PROVISIONS OF THE BUILDING CODE, THIS ORDINANCE, AND THE APPROVED SIGN PERMIT APPLICATION; ~~if~~

~~found to comply with this chapter, the sign shall be issued a certificate of compliance.~~

- ~~(2) The Building Inspector shall cause existing signs to be inspected biannually, and more frequently if deemed necessary, to determine continuation of compliance with the provisions of this chapter.~~
- (3) Should any sign be found unsafe, insecure, improperly constructed or not in accordance with the requirements of this chapter, the erector and/or owner shall be required to make the sign safe, secure and otherwise in compliance with the requirements of this chapter with 30 days' notice. All signs for which a permit is required and all supports therefore shall be kept in compliance with the plans and specifications filed and approved for issuance of the sign permit and shall be kept and maintained in a safe condition.
- (4) Existing signs determined to be unsafe and an immediate hazard to health or safety shall be removed or repaired at the owners expense within 48 hours of notification.

G. R-LD, R-MD, R-HD, R-PC, MH and AG Districts:

- (1) One nonilluminated nameplate sign announcing a home occupation or professional service not to exceed three square feet in area mounted flat against the wall of the principal building.

**[Amended 3-27-2000 by Ord. No. 454]**

- (2) One ground sign identifying a subdivision or multiple housing development, nursing home, convalescent center or adult foster care congregate facility. Such signs shall not exceed 32 square feet and shall be placed no closer to any future road right-of-way than 10 feet. No sign shall exceed a height of ~~six~~ EIGHT feet.

**[Amended 3-27-2000 by Ord. No. 454]**

- (3) One temporary sign for a new residential development, advertising the sale or lease of lots, buildings or units within said development. Such sign shall not exceed 32 square feet in area nor ~~six~~ EIGHT feet in height and shall be placed no closer to any future road right-of-way than ~~20~~ 10 feet. Such signs shall be allowed on a temporary basis for a period not to exceed two years. However, the Planning Commission shall have authority to grant authorizations to continue such a sign for a reasonable period thereafter, upon a showing that a substantial number of lots, buildings or units remain vacant.
- (4) Nonresidential uses permitted in the district such as hospitals, churches and schools shall be allowed one sign, not exceeding 32 square feet in area nor ~~six~~ EIGHT feet in height and which shall be placed no closer to any future right-of-way line than ~~20~~ 10 feet. In addition, such uses shall be allowed one

nonilluminated sign not to exceed 50 square feet and mounted flat against the wall of the principal building.

- (5) All signs shall be constructed of natural materials as defined by this chapter or cast metals.

H. OS, Office Service District:

- (1) One nameplate sign for each exterior building entrance shall be permitted. Such sign shall not exceed six square feet in area.
- (2) One ground sign for each zoning lot. Such sign shall have a maximum area of 20-40 square feet, a maximum height six feet and a minimum setback of 20 10 feet from the future road right-of-way. Additional signs may be permitted when the following conditions exist:
  - (a) Two signs may be permitted on a corner lot that has at least 100 feet of frontage on each of two thoroughfares, provided that only one sign is oriented toward each thoroughfare.
  - (b) Two such signs may be permitted where the zoning lot, not a corner lot, has frontage on two major thoroughfares and has vehicular access via both such thoroughfares, provided that only one sign is oriented toward each thoroughfare.
- (3) All signs shall be constructed of natural materials as defined by this chapter or cast metals.

I. CBD, Central Business District:

- (1) One nameplate sign for each exterior building entrance shall be permitted. Such sign shall not exceed three square feet in area.
- (2) ~~One wall sign per building. Such sign shall not exceed 30 square feet in area.~~  
EACH GROUND FLOOR BUSINESS ESTABLISHMENT SHALL BE PERMITTED ONE 32 SQUARE FOOT WALL SIGN ON EACH BUILDING FACADE WITH ROAD FRONTAGE.
- (3) WHERE A BUSINESS ESTABLISHMENT OCCUPIES NO PART OF THE BUILDING FRONTAGE, 1 EIGHT SQUARE FOOT WALL SIGN SHALL BE PERMITTED.
- (3 4) One double-faced ~~swinging~~ PROJECTING sign per building entrance shall be permitted. Such sign shall not exceed ~~12~~ 16 square feet in area per face. The innermost edge of the overhanging sign shall not be more than one foot away from the wall of the building and the outermost edge of said sign shall not project more than four feet SIX INCHES away from the wall of the building. The bottom

edge of an overhanging sign shall be 8 feet above the ground or sidewalk, or 15 feet if overhanging an alley.

- (4 5) All signs shall be constructed of natural materials as defined by this chapter or cast metals.
- (5 6) EACH BUSINESS IN THE CENTRAL BUSINESS DISTRICT IS PERMITTED TO HAVE ONE TEMPORARY BANNER SIGN, UP TO 32 SQUARE FEET IN AREA, MOUNTED FLAT AGAINST THE WALL OF THE BUILDING, FOR UP TO 30 DAYS IN A CALENDAR YEAR. ~~No temporary sign made of paper, cardboard, canvas or similar material will be permitted on the exterior walls. Such signs are permitted to be mounted on the insides of glass storefront windows; however, such signs shall not cover more than 25% of the total window area.~~
- (7) ONE GROUND SIGN FOR EACH ZONING LOT. SUCH SIGN SHALL HAVE A MAXIMUM AREA OF 25 SQUARE FEET, A MAXIMUM HEIGHT OF 5 FEET AND A MINIMUM SETBACK OF 5 FEET FROM THE ROAD RIGHT-OF-WAY LINE.
- (6 8) One sandwich sign per store front subject to the following restrictions:

**[Amended 4-27-1998 by Ord. No. 442-98.1]**

- (a) ~~To ensure that the provisions of this section have been met, a "sandwich sign" permit shall be obtained by any proprietor desirous of placing such a sign within the CBD District. A "sandwich sign" permit application shall be filed with the City Zoning Administrator, and an application fee, in an amount to be determined from time to time by resolution of the City Council, shall be paid. A schematic sketch of the proposed sign, including the proposed dimensions, colors, and materials of the sign shall be included with the application.~~
- (b a) No sidewalk less than eight feet wide shall be permitted to have a sandwich sign.
- (e b) The sign shall not create a pedestrian obstruction. The sign shall be located adjacent to the curb, within the "brick paver" section of the sidewalk where present. If "brick pavers" are not present, the sign shall be located within four feet of the curb, as measured on a parallel line to the curb. On corner lots, no sign shall be placed within the crosswalk area. No sign shall be placed in a manner that would impair site distance for the safe operation of a vehicle.
- (d c) No anchor or tie-down device may be employed with the sign.
- (e d) The sign shall be placed directly on the sidewalk, and may not be placed on a bench, chair, platform or other device to raise the height of the sign.

- (f e) During the winter months, the sign area must be cleared of snow to allow the sign to be placed directly on the sidewalk and not on mounds of snow.
- (g f) The signs must be associated with and in front of the establishment using the sign.
- (h g) Total sign face area not to exceed six square feet per side, with an overall width not to exceed two feet and with overall height not to exceed four feet except for a personal business sign or symbol of the business attached to the insert at the top of the sandwich sign. This insert may not exceed 16 inches high or the width of the sandwich sign.
- (i h) The sign frame shall be painted or stained, The frame color must be compatible to the street furniture or lighting fixtures and otherwise blend in with the public space. Contrasting frame color schemes designed to draw attention to themselves and not the message are prohibited. Lively colors and creative expression are encouraged in the changeable copy message area of the sign.
- (j i) Signs must be removed from the sidewalk during extremely inclement weather and when the business is closed.
- (k j) The City and/or the Michigan Department of Transportation shall not be held responsible for damage or loss of a sign for any reason, including damage by snow plowing or other maintenance activities.
- (l k) The City Zoning Administrator shall remove any sandwich sign displayed on a public right-of-way in violation of this section, shall impound the sign, and within 24 hours of the removal, shall notify in writing, by first-class mail, the owner of the sign, if ownership is readily determinable, of the location at which the sign is being stored and of the owner's right to retrieve the sign upon payment of an impound fee as set by resolution of the City Council. Signs not retrieved within a period of 30 days after the mailing of such notice may be destroyed by the City.
- (m) ~~Prior to the issuance of a sandwich sign permit, the applying business must provide the City with a certificate of liability insurance. The minimum general liability limits will be \$500,000 combined single limit (bodily injury, property damage) per occurrence. The insurance policy shall remain in force and effect during the life of the sign. The owner of the sign shall notify the Zoning Administrator of any change in the policy including the amount, carrier or of coverage conditions. In addition, the applying business shall, by written agreement with the City, indemnify and hold harmless the City and its agents and employees from and against any suit, action, claim, cause of action, damages, losses, liability and expenses (including court costs and attorneys' fees) incident to the sandwich board sign and name the City as an additional insured on the liability insurance. Failure to maintain the policy in full force and effect~~

~~shall be due cause for the Zoning Administrator to remove the sign as provided for in Subsection I(6)(1) of this section.~~

- ~~(7) Automobile service stations shall be permitted one on-premises ground sign, directly or indirectly illuminated, not exceeding five feet in height and 25 square feet in surface display area. Such signs may be placed at the road right-of-way line.~~

**[Added 10-12-1998 by Ord. No. 442-98.3]**

- (8) Automobile service stations shall be permitted one additional accessory sign per gasoline pump, affixed to each pump and not more than two square feet in area.

**[Added 10-12-1998 by Ord. No. 442-98.3]**

J. B-1 Highway Service Districts:

- (1) Ground signs.
- (a) One on-premises ground sign, directly or indirectly illuminated, shall be permitted for each zoning lot. Additional signs may be permitted when the following conditions exist:
- [1] Two signs may be permitted on a corner lot that has at least 200 feet of frontage on each of two thoroughfares, provided that only one sign is oriented toward each thoroughfare.
- [2] Two such signs may be permitted where the zoning lot, not a corner lot, has frontage on two major thoroughfares and has vehicular access via both such thoroughfares, provided that only one sign is oriented toward each thoroughfare.
- [3] For each lot having a frontage of 300 or more, one additional sign shall be permitted provided that such signs are at least 200 feet apart.
- (b) Ground signs shall not be more than six feet in height and shall be set back 10 feet from the future right-of-way line. Such signs may be multifaced but shall not exceed 60 square feet in surface display area per face.
- (2) A "business center" shall be permitted one on-premises ground sign, which may be directly or indirectly illuminated. Such sign shall not exceed 25 feet in height and shall be placed no closer to any future road right-of-way than 10 feet. A maximum area of 100 square feet per sign face shall be permitted.

- (3) Each use shall be permitted one wall sign on each building facade with road frontage. Such signs shall be limited to an area equal to not more than 10% of the area of the wall of the establishment upon which the sign is placed.
- (4) Automobile service stations shall be permitted to provide one additional accessory sign per gasoline pump, affixed to each pump and not more than two square feet in area.

K. I-1 and I-2 Industrial Districts.

- (1) Ground signs.
  - (a) One on-premises ground sign, directly or indirectly illuminated, shall be permitted for each zoning lot. Additional signs may be permitted when the following conditions exist:
    - [1] Two signs may be permitted on a corner lot that has at least 200 feet of frontage on each of two thoroughfares, provided that only one sign is oriented toward each thoroughfare.
    - [2] Two such signs may be permitted where the zoning lot, not a corner lot, has frontage on two major thoroughfares and has vehicular access via both such thoroughfares, provided that only one sign is oriented toward each thoroughfare.
  - (b) Ground signs shall not be more than 10 feet in height and shall be set back ~~20~~ 10 feet from the future right-of-way line. Such signs may be multifaced but shall not exceed 64 square feet in surface display area per face.

**[Amended 7-27-1998 by Ord. No. 442-98.2]**

- (2) In an industrial park, one on-premises ground sign, which may be directly or indirectly illuminated, may be permitted. Such sign shall not exceed 10 feet in height and may be placed no closer than 20 feet to any road right of way. A maximum area of 100 square feet per sign face shall be permitted.
- (3) Each use shall be permitted one wall sign on each building facade with road frontage. Such signs shall be limited to an area equal to not more than five percent of the area of the wall of the establishment upon which the sign is placed.
- (4) Non-accessory, off-premise signs are permitted in the I-2 District. A maximum height of such signs is 10 feet and maximum area is 100 square feet. The height and area of nonaccessory signs may be increased in direct proportion to the setback provided, such that as the setback increases, the sign area may be increased. The sign area may be increased at a ratio of two square feet per one foot of setback added beyond the minimum setback 25 feet from any future road right-of-way. The maximum sign area permitted shall be 300 square feet. The sign

height may be increased by one foot for every five feet of setback added beyond the minimum setback but in no instance shall exceed 20 feet.

L. Nonconforming signs. Any existing sign on the effective date of this amendment to this Zoning Chapter, or any amendment hereafter made, which does not at that time comply with all the provisions hereof, including any amendment:

- (1) Shall not be changed to another type of sign which is not in compliance with this chapter.
- ~~(2) Shall not have any changes made in the words or symbols used or the message displayed on the sign unless the sign is designed for periodic change of message.~~
- (3 2) Shall not be structurally altered so as to prolong the life of the sign or to change the shape, size, type or design of the sign.
- ~~(4) Shall not have its face or faces changed unless the sign is brought into conformity with the requirements of this chapter.~~
- (5 3) Shall not be reestablished after the activity, business or usage to which it relates has been discontinued for a period of ~~90~~ 180 days or longer.
- (6 4) Shall not be reestablished after damage or destruction of the estimated expense of reconstruction exceeds 50% of the appraised replacement cost as determined by the Building Inspector.

**§ 220-76. Waste receptacles.**

A space for the location of waste receptacles shall be provided for each business, office, multiple-family or industrial use. A space for waste receptacles shall be provided whether or not their use is intended and shall be located on-site, unless the property owner has legal access to a waste receptacle that is located in the same block, in reasonably close proximity to the subject property. Waste receptacles and enclosures may be permitted as an accessory use to any use except one AND TWO family residential. ~~Notwithstanding the provisions of Article XX of this chapter, which are hereby declared inapplicable to waste receptacles,~~ All waste receptacles, including those that existed prior to the effective date of this chapter, shall comply with the provisions of § 220-64, Accessory buildings, structures and uses, and the following conditions shall apply:

- A. Waste receptacles must be clearly accessible to servicing vehicles.
- B. A concrete pad, at least two feet greater than the dimension of the waste receptacle on all sides, shall be provided.
- C. Waste receptacles shall be screened on all sides. Such screening shall be constructed of an earth mound, brick or decorative concrete block material with a minimum height of six feet or one foot above the height of the enclosed dumpster, whichever is greater. Access gates must provide screening and may be of wood construction.
- D. ALL WASTE RECEPTACLE ENCLOSURES SHALL HAVE A PEDESTRIAN ENTRANCE THAT IS SEPARATE FROM THE VEHICLE ACCESS GATES.
- ~~D~~E. Waste receptacles and their screening enclosures shall be located as far from single-family residential districts as practical.
- F. WASTE RECEPTACLES AND THEIR SCREENING ENCLOSURES SHALL BE LOCATED IN SUCH A MANNER AS TO MINIMIZE IMPACTS ON ADJACENT PROPERTIES BY NOT OBSTRUCTING OR IMPEDING VIEWS FROM WINDOWS, DOORWAYS, OR OUTDOOR GATHERING AREAS.
- ~~E~~G. The location of waste receptacles shall be indicated on the site plans and the location and screening shall be subject to approval of the Zoning Administrator, or of the Planning Commission when the Planning Commission reviews the site plan.
- ~~F~~H. Detail drawings or a note shall be provided on the plan to assure that the above requirements are met.

Amend Section 220-36. Uses permitted subject to special conditions to include the following:

F. State-licensed child care facilities, when the following conditions are met:

- (1) The outdoor play space shall have a total minimum area of not less than 1,200 square feet for up to six children.
- (2) There shall be provided and maintained an additional area of 100 square feet of outdoor play space for each child licensed in the facility in excess of six.
- (3) All play areas shall be enclosed by a fence, at least five feet in height.
- (4) Play areas shall be screened from view of any street or adjacent residential property with a fence, wall, landscaping or some combination thereof.
- (5) At least one off-street pick up and drop off space shall be provided for children entering or leaving the facility between the hours of 6:00 a.m. and 8:00 p.m. Such space shall have unobstructed access to the door of the building.