



# CITY OF GRAND LEDGE

Zoning Administrator

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Established 1893

319 Taylor St.  
Grand Ledge, MI 48837  
sstachowiak@grand-ledge.com

## **NOTICE**

The Grand Ledge Planning Commission will conduct its regular meeting on **Thursday, April 12, 2012 at 7:00 p.m.** The meeting will be held at Grand Ledge City Hall, 200 E. Jefferson St., Grand Ledge, MI.

## **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Agenda
4. Approval of minutes of regular meeting held March 1, 2012
5. Notice of Agenda Item Conflicts
6. Business from the Floor

### **New Business**

7. Site Plan Review – Medical Office Building, Ledges Commerce Park
8. Zoning Ordinance Amendments - Child Care Centers in the CBD District
9. Zoning Ordinance Amendments - Off-Street Loading & Unloading
10. Zoning Ordinance Amendments - Signs

### **Other Business**

11. Review of Violation Report
12. Zoning Administrator's Report
13. Zoning Board of Appeals Representative's Report
14. Council Representative's Report
15. Mayor's Comments
16. Comments from Commissioners
17. Chairman's Report

City of Grand Ledge  
**Planning Commission Meeting**  
Minutes from Meeting Held on  
Thursday, March 1, 2012

Chairman Mike Stevens called the meeting to order at 7:00 p.m.

**Attendance:** Mike Stevens, Bob Doty, Ann Lawrence, Steve Willobee, Steve Baribeau, Todd Gute, Ron Graber and Jamie Malecki. Absent: Bill Kane. Also present: Zoning Administrator, Sue Stachowiak and City Council Representative, Jon Bonofiglio

**Pledge of Allegiance** – Ms. Malecki led those present in the pledge of allegiance.

**Approval of the Agenda** - Mr. Doty made a motion to approve the agenda with the addition of “MDOT Presentation – M-100 Project” under New Business. Mr. Baribeau seconded the motion. Motion carried 8 - 0.

**Approval of the Minutes** – Ms. Malecki made a motion to approve the minutes as written. Mr. Gute seconded the motion. Motion carried 8 - 0.

**Notice of Agenda Items Conflicts** - None

**Business from the Floor** - None

**NEW BUSINESS**

**MDOT Presentation – M-100 Project**

MDOT Representatives Rob Leppala and Greg Losch distributed a written synopsis of the project to the Planning Commission. Mr. Leppala reviewed the project and the time line. He stated that the project involves a reconstruction of the Jefferson Street roadway from Franklin Street to Bridge Street and Bridge Street from Jefferson Street to River Street. He stated that the design has just been completed and an April 6, 2012 bid opening is anticipated with a project start date of May 1<sup>st</sup>. There will be a detour in place between June 8, 2012 and August 31<sup>st</sup>. There are incentives for finishing the work early and penalties for finishing it late. While the project may continue after school begins, there will be no detours.

Mr. Leppala stated that MDOT is partnering with the city on several aspects of the project including water and sanitary sewer improvements, conduits and handholes for future street lighting and alterations to the Willow/M-100 intersection for the non-motorized pathway project. Mr. Leppala stated that 3 lanes will be continued from Jefferson Street through the Willow/M-100 intersection and that no trees along Jefferson Street will be destroyed by this project. He also said that the signals at the Jefferson/Bridge intersection will be in a box rather than a diagonal design.

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Mr. Stevens asked about the crosswalks along Bridge Street.

Mr. Leppala said that the crosswalk at Bridge and Jefferson Street will be defined but the one at River Street will remain as is. He also said that there will be a public information meeting on this project around the 3<sup>rd</sup> week of April, once the bid award has been made.

**Public Hearing – Zoning Ordinance Amendments – Sections 220-4, Definitions & Section 220-79, Keeping of Animals**

Ms. Stachowiak stated that the ordinance would allow up to 3 hens on a residential lot, subject to certain restrictions. She also said that the ordinance would limit the number of cats on residential lots to 3 and provide general guidelines pertaining to the keeping of all animals in residential districts.

Mr. Stevens opened the public hearing at 7:18

**Raven Norris, 601 W. Jefferson Street**, spoke in support of the proposed ordinance amendments and read the 4-H pledge.

**Shannon Norris, 601 W. Jefferson Street**, spoke in support of the proposed ordinance amendments. She said that Grand Ledge is surrounded by farming communities and just a couple of months ago, the Planning Commission voted in favor of a resolution to support greening and sustainability. She said that her family mitigated the concerns of the neighbors and the three hens she currently has on her property are not presenting any safety concerns.

**Jim Marsh, Seymour Street**, stated that there is no reason to try to fix something that is not broken. He said that cats help control the mouse and bird population and as long as people are taking care of their pets, it should not matter how many they have. He also said that it would be impossible to enforce a restriction on the number of cats.

**Dan Fleming, 1116 Middlewoods Way**, said that he was speaking on behalf of his daughter Ashley who is also a member of 4-H. He said that working on farms and caring for animals allows kids to acquire skills and experience. Mr. Fleming said that the city should not only allow chickens but other farm animals as well including horses if there is enough acreage. He also suggested that maybe farm animals could be permitted through the special land use permit process.

**Leon Norris, 419 Taylor Street**, stated that the city should not punish people who take care of their animals.

**Ken Malecki, 233 W. Front Street**, read the definition of livestock and stated that he is opposed to allowing chickens in the city because it opens the door for allowing other types of livestock to be kept as pets.

**Sally Jo Nelton, 728 Maple Street**, stated that she has 4 hens on her property although she is supportive of the ordinance that would allow 3 hens on a residential lot.

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**Jerry Norris, 601 W. Jefferson Street**, stated that he is supportive of the proposed ordinance.

Seeing no one else wishing to speak, Mr. Stevens closed the public hearing at 7:40.

Mr. Doty said that the ordinance addresses the slaughtering of chickens but does not address the sale of eggs.

Ms. Stachowiak suggested adding the following language to Section 220-79(C)(4): "...or sell any an animal product on a residential property." The Commission agreed.

Ms. Malecki stated that it is understood that enforcing the cat ordinance would be very difficult but that it would be nice to have something in place to deal with hoarding issues.

Mr. Graber stated this original issue was whether to allow chickens in the city and now we are adding cats to the mix. He said that restricting the number of cats is not enforceable and everyone that currently has more than 3 cats would be grandfathered in.

Mr. Baribeau said that we started out trying to resolve the chicken issue and now we have created an issue with cats. He suggested that the Commission concentrate on the chicken issue only at this time.

Mr. Willobee said that there is a process in place to enforce any requirement in the Zoning Ordinance.

The Commission agreed to eliminate the regulations on limiting the number of cats.

**Mr. Baribeau made a motion, seconded by Mr. Willobee to recommend approval of the proposed amendments to the Zoning Ordinance, Sections 220-4, Definitions and 220-79, Keeping of Animals with the addition of "...or sell any an animal product on a residential property." to Section 220-79(C)(4) and the elimination of all language restricting the number of cats, of the Zoning Ordinance. On a roll call vote, the motion carried (5-3). Mr. Doty, Mr. Graber and Ms. Malecki cast the dissenting votes.**

### **Zoning Ordinance Amendments – Article XIX. General Exceptions.**

Ms. Stachowiak stated that the Council suggested that the regulations contained in Section 220-90 should apply to all commercial canopies rather than just gasoline stations. She said that she made this change and the revised ordinance amendment is included in the packet.

**Mr. Gute made a motion, seconded by Ms. Lawrence to recommend approval of the revised amendments to the Zoning Ordinance, Article XIX, General Exceptions. On a roll call vote, the motion carried (8-0).**

## **Zoning Ordinance Amendments – Parking Lot Requirements**

Ms. Stachowiak stated that she changed the ordinance to require that businesses install one rack capable of supporting 2 bicycles in an upright position. Businesses that provide additional bike racks will be given a reduction in the amount of required vehicular parking spaces.

Ms. Stachowiak stated that the ordinance has been changed to require 2 parking spaces for each multiple family residential unit, regardless of the number of bedrooms. The ordinance has also been changed to delete the proposed amendments regulating commercial vehicles in residential neighborhoods. It was decided at the last meeting that the current language regulating commercial vehicles in residential neighborhoods has worked well for the city in the past and therefore, does not need to be changed.

Mr. Doty made a motion, seconded by Mr. Willobee to recommend approval of the ordinance amendments 8-0

## **Zoning Ordinance Amendments – Off-Street Loading & Unloading**

Ms. Stachowiak stated that Section 220-59(D) does not make much sense. The Commission agreed to change this section by eliminating “shall be provided” and “and such space”

Mr. Gute said that businesses that need loading and unloading, such as Meijer, provide it because it is needed, not because it is required. He said that offices only receive infrequent deliveries and should not be required to install loading space. Mr. Gute suggested that loading and unloading be required at the discretion of the Planning Commission.

Ms. Stachowiak stated that she would make the necessary changes and submit a revised document to the Commission for the April meeting.

## **OTHER BUSINESS**

### **Review of Violation Report**

Ms. Stachowiak stated that it was agreed to not enforce the existing chicken violations while an amendment to the ordinance is being considered.

The Commission debated procedures for enforcing ordinance violations.

Ms. Stachowiak said that it is very rare that there is a violation that does not get corrected just by sending a letter or two. At this time, other than the chicken issues, the only unresolved violation is the one at 109 E. Lincoln Street and that is a complicated issue because the property is zoned “CBD” Central Business District.

Ms. Malecki said that the violation report contains an error as there are two different owners listed for violations at 205 West Street.

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Ms. Stachowiak said that there was one violation at 205 W. Main and one at 205 West Street.

Mr. Bonofiglio suggested a spreadsheet that tracks the status of all violations.

### **Zoning Administrator's Report**

Ms. Stachowiak stated that she expects to receive a site plan for a new medical building in Ledges Commerce Park within the next couple of days.

### **Zoning Board of Appeals Representative's Report** - None

### **Council Representative's Report**

Councilman Bonofiglio thanked Planning Commission for their work.

### **Mayor's Comments** - None

### **Comments from Commissioners**

Mr. Doty asked what the next ordinance amendment will be.

Ms. Stachowiak stated that she would like to start looking at the chapter on signs.

Mr. Graber stated that he hopes his comments have been constructive.

Mr. Baribeau said that he appreciated MDOT coming to the meeting to present the M-100 construction project.

Mr. Willobee stated that he is impressed with how the Planning Commissioners interact.

### **Chairman's Report**

### **Adjournment**

Mr. Doty made a motion, seconded by Ms. Malecki to adjourn the meeting at 8:42 p.m. Motion carried 8 - 0.

Submitted By:

Susan Stachowiak  
Zoning Administrator

Ann Lawrence, Secretary  
Planning Commissioner

# **STAFF REPORT**

TO: Planning Commission  
City of Grand Ledge

FROM: Susan Stachowiak  
Zoning Administrator

DATE: April 10, 2012

RE: REVISED Site Plan Review - Medical Office Building  
Units 4 & 4G, Ledges Commerce Park

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This site plan prepared by Bergmann Associates dated March 1, 2012 is for a single story, 34,087 square foot, medical office building to be developed in 2 phases. Phase 1 involves the construction of a 24,247 square foot building and 103 parking spaces. Phase 2 involves a 9,840 square foot building connected on the west end of the phase 1 building and the construction of 54 parking additional spaces. The site is located on the north side of Charlevoix Drive between the existing office building at 1005 Charlevoix and the Ledges Commerce Park stormwater detention basin.

Attached is a copy of the proposed site plan, landscape plan, and the department head and agency reviews.

APPLICANT: Vicar, LLC  
11640 Oneida Road  
Grand Ledge, MI 48837  
(517) 331-3369

ZONING: The subject parcel is zoned B-1, Highway Service. Medical offices are permitted by right in the B-1 zoning district.

PARCEL SIZE: Approximately 3.5 acres  
Slightly Irregular Shape

**Site Plan Review - Units 4 & 4G, Ledges Commerce Park**

ZONING ON ADJACENT PARCELS

- N R-MD, Single Family Residential
- S B-1, Highway Service
- E B-1, Highway Service
- W B-1, Highway Service

LAND USE ON ADJACENT PARCELS

- N Single Family Residential (Candlewood Estates)
- S Sophia’s Kitchen & Dart Bank
- E Ledges Commerce Park Detention Basin
- W Office Building

SITE DEVELOPMENT STANDARDS

Article XVI of the Zoning Ordinance mandates the applicable site development requirements for the B-1, Highway Service District. The proposed building and site improvements comply with all of the area, height and setback regulations.

LANDSCAPING

A landscape plan is included as part of the site plan. The following planting plan specification requirements of the Zoning Ordinance have or have not been provided on the plan:

- I. Minimum scale of 1"=50' .....yes
- II. Existing and proposed contours not to exceed 2' .....yes
- III. Proposed landscape materials.....yes
- IV. Berm cross section.....n/a
- V. Construction details.....yes
- VI. Planting/Stacking details.....yes
- VII. Tree Survey.....yes

The Zoning Ordinance requires:

1. One tree shall for each 3,000 square feet of paved driveway and parking lot surface.

**15 trees are required, 15 trees are shown on the site plan.**

2. Four shrubs, with a minimum starting size of 24” in height and spread, for each 20 linear feet of landscape buffer area along the Charlevoix Drive road frontage, excluding driveways.

**100 shrubs are required for the entire project. 10 shrubs are shown on the plan.**

## Site Plan Review – Units 4 & 4G, Ledges Commerce Park

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3. One tree with a minimum starting size of 3.5 caliper inches for each 30 linear feet of landscape buffer area along the Charlevoix Drive road frontage, excluding driveways.

**17 trees are required for Phase 1 of the project. 17 trees are shown on the plan.**

The landscape plan demonstrates compliance with all requirements of the Zoning Ordinance.

### STREETS AND ACCESS

The site plan demonstrates compliance with all requirements of Section 220-74, Access Management.

### PARKING

#### Numerical Parking Space Requirements

Based on the proposed requirements of Section 220-57(L) of the Zoning Ordinance, 136 parking spaces are required for the entire site (Phases 1 and 2). 157 parking spaces are shown on the site plan. The applicant has stated that the additional parking spaces are necessary to accommodate 100% occupancy of the building(s).

#### Parking Lot Dimensional Requirements

The proposed parking lot complies with all dimensional requirements contained in Section 220-58 of the Zoning Ordinance.

#### Parking Area Lighting

There is a note on sheet C100 that outlines the requirements for and intent to comply with Section 220-70 of the Zoning Ordinance. A photometric plan has been provided demonstrating compliance with the light intensity requirements. The light poles cannot exceed 25 feet in height.

### WASTE RECEPTACLES

Section 220-76 of the Zoning Ordinance mandates the requirements for waste receptacles. The proposed waste receptacle location and enclosure complies with all of the requirements of this section.

### UTILITIES

Please refer to the review from the City Engineer, Jim Foster dated March 29, 2012 and Public Services Director, Larry LaHaie dated April 2, 2012.

**Site Plan Review – Units 4 & 4G, Ledges Commerce Park**

### LOADING & UNLOADING

Section 220-59 of the Zoning Ordinance outlines the requirements for loading and unloading space and gives the Planning Commission authority to waive or modify said requirements when circumstances exist that would justify doing so. The site plan does not provide for a designated loading/unloading space. However, since the proposal is for a medical office building which is a use that does not involve the receipt or distribution of goods, and only receives infrequent and small deliveries, designated loading space does not appear to be necessary. Therefore, staff recommends that the Planning Commission waive the loading/unloading requirement for this site plan.

### MISCELLANEOUS

- A 5' wide sidewalk as required is shown along the entire Charlevoix Drive road frontage.
- Although not currently required, the applicant should provide a location for at least one bicycle rack that can support two bicycles in an upright position.
- Signs will require separate permits. Since the site has more than 300 feet of street frontage, two, 6 foot high, 60 square foot ground signs are permitted. Ground signs must have a 10 foot setback from the front property line. The site plan shows a location for one ground sign in compliance with the required 10 foot setback. In addition, each use shall be permitted one wall sign 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.

### STAFF RECOMMENDATION

The following motion is offered for the Commission's consideration:

"I move that the City of Grand Ledge Planning Commission approve the site plan prepared by Bergmann Associates, dated March 1, 2012, for a 34,087 square foot, medical office building on Units 4 & 4G of Ledges Commerce Park, subject to compliance with the applicable items contained in this staff report and the following:

1. Compliance with the applicable items contained in the City Engineer's letter dated March 29, 2012 and the Public Service Director's letter dated April 2, 2012; and
2. Compliance with the items contained in the Grand Ledge Area Fire Department's letter dated March 8, 2012.

Respectfully Submitted,

Susan Stachowiak  
Zoning Administrator

April 10, 2012

Ms. Sue Stachowiak  
Zoning Administrator  
City of Grand Ledge  
200 East Jefferson Street  
Grand Ledge, MI 48837

RE: David J. Smith MD Medical Center, Charlevoix Drive

Dear Sue:

Below are responses to comments included in your Staff Report along with those received from Ziemnick Foster Engineering and in the memo from one of the Planning Commissioners. Please note the following:

**LANDSCAPING:**

- A revised Landscape Plan (Sheet L100) is attached which includes the correct number of proposed trees on the site. Please note that an existing utility easement and utility lines also occupy this greenbelt area. While the drawings comply with the Zoning Ordinance with respect to the number of trees and shrubs within the front yard greenbelt, the existing utilities providers that occupy this easement may have concerns with the location of some of these trees.
- Trees in the greenbelt area have also been selected to comply with the *Ledges Commerce Park Architectural Restriction and Guidelines* as noted in the review by Ziemnick Foster.
- Mr. Rick Hoekstra, the General Contractor, has a forestry degree from Michigan State University and has evaluated the trees on site. Unfortunately, the existing 36" maple conflicts with the location of the proposed drop-off area and cannot be saved. Additionally, the condition of the tree is suspect and there is a significant amount of poison ivy in the immediate vicinity of this tree. An effort will be made to save the existing 24" maple by rearranging the parking lot. We are also looking at different parking lot configurations in Phase 2 in an attempt to save as many of the existing mature trees as possible.

**PARKING/LAYOUT:**

- The applicant feels that the parking shown on the drawing is necessary to fully accommodate 100% occupancy of the facilities by all patients and staff.
- In the review by Ziemnick Foster, it is noted that the geometry of the curb radii is insufficient to accommodate fire truck movements. These radii have been revised and are shown on the attached Landscape Plan (Sheet L100).



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Ms. Stachowiak

David J. Smith MD Medical Center

April 10, 2012

- In the review by Ziemnick Foster, it is requested that curb and gutter be added to the east side of the site. The design intent was to have this area sheet drain directly into the detention area. It is our feeling that allowing this area to sheet drain is more consistent with "low impact design initiatives" that are of a more environmentally sensitive nature. Additionally, in my conversation with Mr. Foster concerning this comment, it was brought to light that there is some discrepancy over who has jurisdiction of the review of this site with respect to storm water. Earlier last month, I had received a call from Fitzgerald Henne regarding the proposed design and they indicated that they preferred to have this area drain directly into the detention area.

Mr. Foster has agreed to clarify who has jurisdiction in the review of the storm water systems for this site. At the time of writing this letter, I have still not heard from Mr. Foster.

While it is our desire to have water drain directly into the detention basin in the manner shown on the enclosed plans, we are able to comply with the curb and gutter requirements, if that is the final decision of the review.

- Curb will be included on the westerly edge of Phase 1 limits as requested in the review from Ziemnick Foster.

#### **UTILITIES:**

- A photometric plan (Sheet E003) is included for review.
- Storm sewer calculations will be provided once the final design has been determined. Currently, we are waiting for a decision on how to deal with the storm water on the east side of the site before we submit calculations. All calculations will comply with the requirements of the City of Grand Ledge.
- The water main bury depth will be changed to 5.5 deep as requested in the review from Ziemnick Foster.
- The memo from the Planning Commissioner suggests that the scope of work for the storm sewer with respect to the phases should be better defined. With respect to this comment, there are actually notes indicating where storm sewer should be stubbed out for connection to the future phase. For better clarity, the storm sewer to the west of CB#10 and CB#DA-23 will be included in the Phase 2 construction.
- All catch basins shall have a 3' sump as requested in the review from Ziemnick Foster.

#### **ADDITIONAL COMMENTS:**

- A bicycle rack will be shown on the final drawings.



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Ms. Stachowiak  
David J. Smith MD Medical Center  
April 10, 2012

- The reference note will be corrected as requested in the review from Ziemnick Foster.

**FIRE DEPARTMENT:**

- Comments from the Fire Department will be addressed in the building plan review.

We look forward to making our presentation to you and the Grand Ledge Planning Commission on Thursday, Sue. In the meantime, should you have any other immediate questions, concerns, or comments, feel free to contact me.

Sincerely,

BERGMANN ASSOCIATES

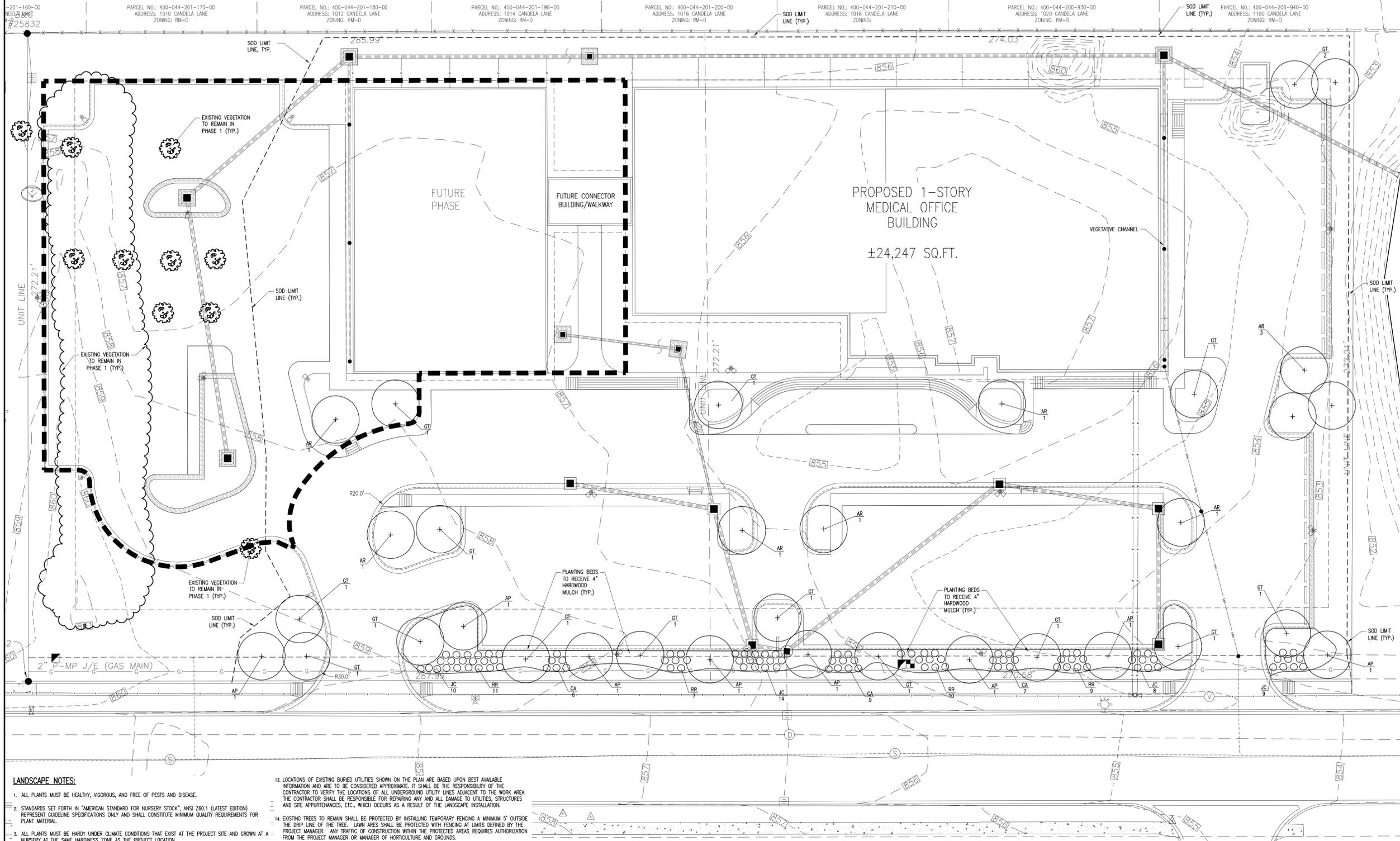


Paul Furtaw, PE  
Project Engineer

Enclosures

cc: Rick Hoekstra, Hoekstra Construction Company (via e-mail)  
Charles Popovich, Bergmann (via e-mail)





**LANDSCAPE NOTES:**

1. ALL PLANTS MUST BE HEALTHY, VIGOROUS, AND FREE OF PESTS AND DISEASE.
2. STANDARDS SET FORTH IN "AMERICAN STANDARD FOR NURSERY STOCK", ANSI Z60.1 (LATEST EDITION) REPRESENT GUIDELINE SPECIFICATIONS ONLY AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIAL.
3. ALL PLANTS MUST BE HARDY UNDER CLIMATE CONDITIONS THAT EXIST AT THE PROJECT SITE AND GROWN AT A NURSERY AT THE SAME HARDINESS ZONE AS THE PROJECT LOCATION.
4. NO SUBSTITUTIONS SHALL BE PERMITTED WITHOUT PRIOR WRITTEN APPROVAL OF THE OWNER OR OWNER'S REPRESENTATIVE.
5. ALL TREES MUST BE STRAIGHT TRUNKED, INJURY FREE AND FULL HEADED AND MEET ALL REQUIREMENTS SPECIFIED.
6. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES SHOWN ON THESE PLANS BEFORE PRICING THE WORK.
7. ANY DISCREPANCY WITH QUANTITIES, LOCATIONS AND / OR FIELD CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
8. MULCH ALL ISLANDS AND PLANTINGS IN LAWN AREAS WITH SHREDDED HARDWOOD MULCH TO A MINIMUM DEPTH OF THREE (3) INCHES UNLESS OTHERWISE DIRECTED.
9. ANY PLANT WHICH DIES, TURNS BROWN, OR DEFLATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY AND SIZE MEETING ALL PLANT LIST SPECIFICATIONS.
10. THE CONTRACTOR IS RESPONSIBLE FOR FULLY MAINTAINING ALL PLANT MATERIALS (INCLUDING, BUT NOT LIMITED TO: WATERING, SPRAYING, MULCHING, FERTILIZING, AND REMOVAL OF STAKES AND GLYS) AND LAWN AREAS UNTIL THE WORK IS ACCEPTED IN TOTAL BY THE OWNER.
11. THE CONTRACTOR SHALL COMPLETELY GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE (1) YEAR, BEGINNING ON THE DATE OF TOTAL ACCEPTANCE. THE CONTRACTOR SHALL PROMPTLY MAKE ALL REPLACEMENTS BEFORE THE END OF THE GUARANTEE PERIOD.
12. ALL AREAS DISTURBED BY UTILITY INSTALLATION AND SITE GRADING ACTIVITY SHALL BE SODDED PER THE LEDGES COMMERCE PARK, INC. ARCHITECTURAL RESTRICTIONS AND GUIDELINES.

13. LOCATIONS OF EXISTING BURIED UTILITIES SHOWN ON THE PLAN ARE BASED UPON BEST AVAILABLE INFORMATION AND ARE TO BE CONSIDERED APPROXIMATE. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE LOCATIONS OF ALL UNDERGROUND UTILITY LINES ADJACENT TO THE WORK AREA. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING ANY AND ALL DAMAGE TO UTILITIES, STRUCTURES AND SITE APPURTENANCES, ETC., WHICH OCCURS AS A RESULT OF THE LANDSCAPE INSTALLATION.
14. EXISTING TREES TO REMAIN SHALL BE PROTECTED BY INSTALLING TEMPORARY FENCING A MINIMUM 5' OUTSIDE THE DRIP LINE OF THE TREE. LAWN AREAS SHALL BE PROTECTED WITH FENCING AT LIMITS DEFINED BY THE PROJECT MANAGER. ANY TRAFFIC OF CONSTRUCTION WITHIN THE PROTECTED AREAS REQUIRES AUTHORIZATION FROM THE PROJECT MANAGER OR MANAGER OF HORTICULTURE AND GROUNDS.
15. ALL LANDSCAPE AREAS TO BE SODDED EXCEPT WHERE OTHER PLANT MATERIAL IS CALLED FOR.
16. ALL PLANTINGS IN MULCH BEDS WITH ALUMINUM EDGE STRIPS TO SEPARATE TURF GRASS AREAS.
17. ANY LANDSCAPE AREAS DISTURBED BY CONSTRUCTION SHALL BE SCARIFIED TO A DEPTH OF TWO (2) INCHES, GRADED SMOOTH TO ALLOW FOR POSITIVE DRAINAGE. FOR ANY LANDSCAPE AREA SO DESIGNATED TO REMAIN WHETHER ON OR OFF SITE, REMOVE WEEDS, ROCKS, CONSTRUCTION ITEMS, ETC., SCARIFY AREA, SODD AND FERTILIZE. ALL R.O.W. CURBS AND GUTTERS ARE TO BE CLEANED OF DEBRIS.
18. FINISHED GRADE IN LANDSCAPE ISLANDS SHALL BE INSTALLED SO THAT THEY ARE ONE (1) INCH LOWER THAN THE TOP OF THE SURROUNDING CURBS.
19. ALL PLANT MATERIALS TO RECEIVE PERMANENT UNDERGROUND AUTOMATIC IRRIGATION SYSTEM DESIGNED BY AN IRRIGATION CONTRACTOR LICENSED BY THE STATE. THE CONTRACTOR SHALL PROVIDE DRAWINGS FOR APPROVAL TO THE OWNER AND THE APPLICABLE REVIEWING AGENCY PRIOR TO CONSTRUCTION.
20. SLOPE STABILIZATION - HYDROSEED WITH COMPATIBLE TURF SEED AND OVERLAY TURF MATS ON ALL SLOPES GREATER THAN 3:1 ON SITE, IF SODD CAN NOT BE STAGED PROPERLY, USE PYRAMID, BY SYNTHETIC INDUSTRIES, OR EQUAL. CONTRACTOR TO REPAIR ALL AREAS OF EROSION TO SATISFACTION TO ESTABLISH PROPER TURF WITHIN ONE YEAR.

**PLANT LIST**

SYMBOL	KEY	QTY	SCIENTIFIC NAME	COMMON NAME	INSTALLED SIZE	CONDITION
<b>SHADE TREES</b>						
AR	6		<i>Acer rubrum</i> "Karpick"	Karpick Red Maple	3 1/2" cal.	B&B
GT	7		<i>Gleditsia triacanthos inermis</i> "Impcoke"	Imperial Honeylocust	3 1/2" cal.	B&B
AP	7		<i>Acer platanoides</i>	Norway Maple	3 1/2" cal.	B&B
<b>DECIDUOUS / EVERGREEN SHRUBS</b>						
CA	12		<i>Clethra alnifolia</i> "Summersweet"	Summersweet	No. 3 Cont.	Cont.
JC	15		<i>Juniperus chinensis</i> "Pfitzeriana Compacta"	Pfitzer Juniper	No. 3 Cont.	Cont.
RR	19		<i>Rosa rugosa</i>	Rugosa Rose	No. 2 Cont.	Cont.



**BENCH MARKS:**

- Benchmark #1: Northwest Flange Bolt on Hydrant at across from easterly driveway for site opposite Charlevoix Drive.  
Elevation: 856.04
- Benchmark #2: Northwest Flange Bolt on Hydrant at across from westerly driveway for site opposite Charlevoix Drive.  
Elevation: 859.81

**David J. Smith, MD  
Medical Center**

Charlevoix Drive  
City of Grand Ledge  
Eaton County, MI

**Vicar, LLC**  
11640 Oneida Road  
Grand Ledge, MI 48837  
(517) 331-3369

**Bergmann  
associates**  
architects // engineers // planners

1427 West Saginaw Street, Suite 200  
East Lansing, Michigan 48823  
office: 517.272.9835  
fax: 517.272.9836  
www.bergmannpc.com

REVISIONS				
NO.	DATE	DESCRIPTION	REV.	CK'D
1	3/1/12	SUBMITTED FOR REVIEW		

**NOT FOR  
CONSTRUCTION**

**LANDSCAPE PLAN**

Project Manager: **C. POPOVICH**  
Designed by: **P. FURTAW**  
Drawn by: **P. FURTAW**  
Checked by: **E. McCLOSKEY**  
Date Issued: **MARCH 2012**  
Scale: **1"=20'**  
Date: \_\_\_\_\_ File Name: **L100.DWG**  
Project Number: **9133.00** Drawing Number: \_\_\_\_\_

**L100**

**David J. Smith, MD**  
**Medical Center**  
Charlevoix Drive  
City of Grand Ledge  
Eaton County, MI

**Vicar, LLC**  
11640 Oneida Road  
Grand Ledge, MI 48837  
(517) 331-3369

**Bergmann**  
associates  
architects // engineers // planners

1427 West Saginaw Street, Suite 200  
East Lansing, Michigan 48823

office: 517.272.9895  
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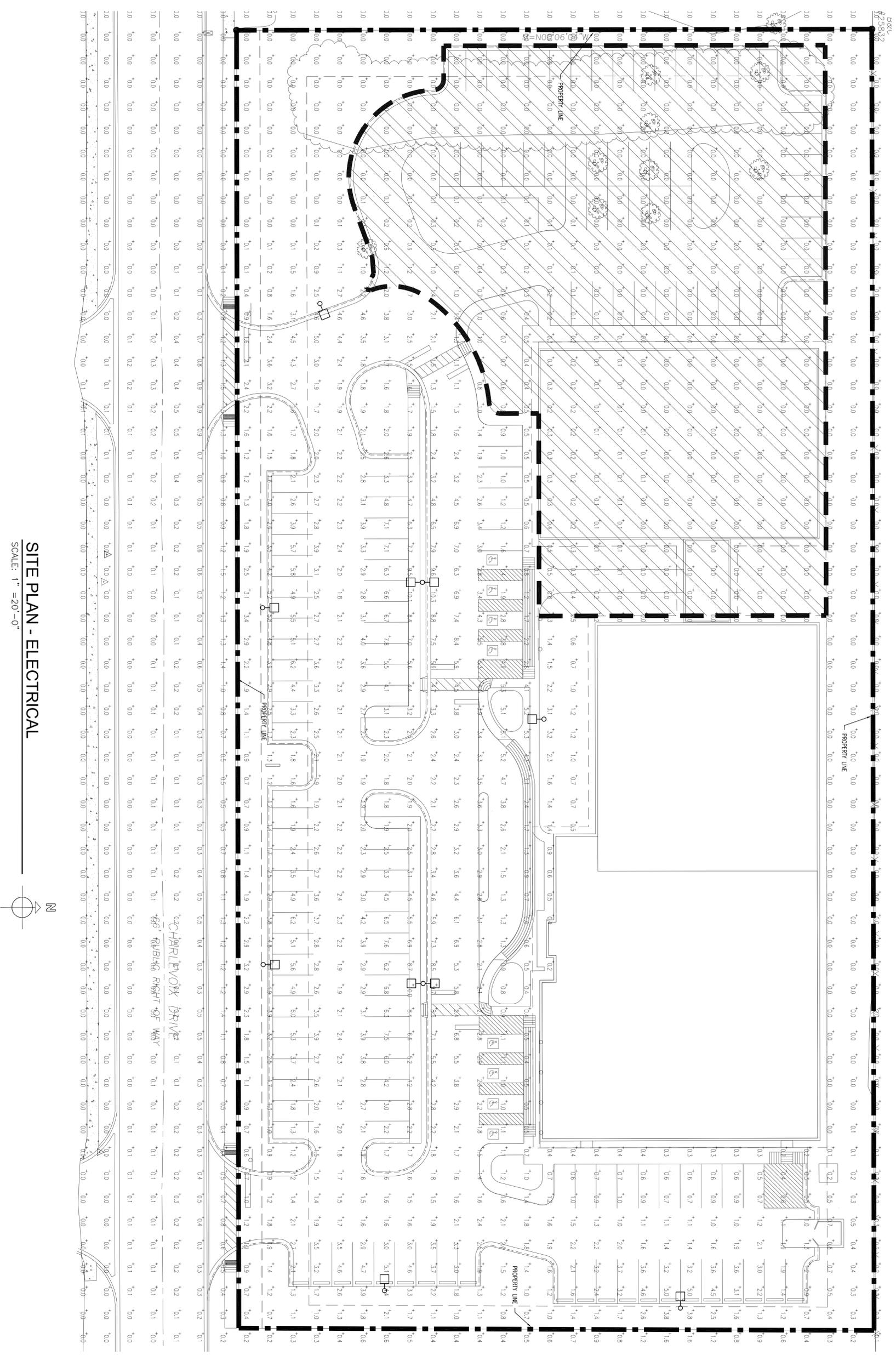
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Lansing, Michigan 48206-0500  
CTR. Lic. No. 12009.00

NO.	DATE	DESCRIPTION FOR REVIEW	REV.	CHKD
1	3/1/12	SUBMITTED FOR REVIEW		

**NOT FOR CONSTRUCTION**

**SITE PLAN - ELECTRICAL**



**SITE PLAN - ELECTRICAL**  
SCALE: 1" = 20'-0"



Project Manager: \_\_\_\_\_  
Designed by: \_\_\_\_\_  
Drawn by: **XXX**  
Checked by: **AKI**  
Date Plotted: \_\_\_\_\_  
Scale: **AS NOTED**

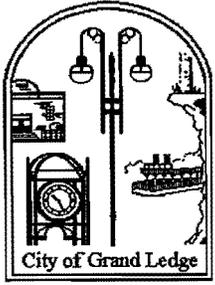
Sheet Number: **E003**  
Drawing Number: **E003 Site Plan - Electrical**

**E003**

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) Access shall be provided in accordance with § 220 77, Access to major, minor or collector thoroughfare.



## 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

March 15, 2012

Susan Stachowiak, Zoning Administrator  
City of Grand Ledge  
200 E. Jefferson Street  
Grand Ledge, MI 48837

Subject: Child Care Centers in the CBD

Dear Susan:

Pursuant to your memo of February 20, 2012, the DDA at their meeting on March 14, 2012, took up the issue for discussion. During the discussion people were generally positive about having child care centers downtown. It was felt that this would be helpful to parents who work downtown and it would help bring increased traffic to the downtown area. There were, however, some concerns regarding the State regulations and controls the City might impose on the facility.

The DDA Board of Directors wishes to convey that they have no conceptual disagreement to having the child care centers in the CBD. Furthermore, they would like to be involved in the dialog regarding amending the Zoning Ordinance and drafting any requirement that would be place on any such facility.

The Board also stated that they were pleased that the Planning Commission approached them on this topic and values their opinions.

Sincerely,

Mark Sullivan, Executive Director  
Grand Ledge Downtown Development Authority

Cc: DDA Board of Directors  
Jon Bayless, City Administrator

§ 220-59. Off-street loading and unloading.

~~On the same premises with every building, structure or part thereof, involving the receipt or distribution of vehicles, materials or merchandise, there shall be provided and maintained on the lot, adequate space for standing, loading, and unloading in order to avoid undue interference with public use of dedicated streets or alleys. Such space shall be provided as follows. WHERE OFF-STREET LOADING AND UNLOADING SPACES ARE PROVIDED, THE FOLLOWING REQUIREMENTS SHALL APPLY:~~

- ~~A.~~ Unless otherwise indicated, all spaces shall be laid out in the ~~HAVE~~ dimensions of at least 10 feet by 50 feet, with a clearance of at least 14 feet in height.
- ~~B.~~ Loading space may be enclosed.
- ~~C.~~ A. Loading dock approaches shall be provided with a pavement having an asphaltic or cement binder so as to provide a permanent durable and dustless surface.
- ~~D.~~ B. Access to a loading space ~~shall be provided~~ directly from a public street or alley ~~and such space~~ shall be so arranged as to provide sufficient off-street maneuvering space as well as adequate ingress to and from a street or alley.
- ~~E.~~ C. ~~Unless otherwise indicated,~~ EXCEPT IN INDUSTRIALLY ZONED DISTRICTS, loading space is permitted in a rear yard only. ~~In exceptional instances,~~ IN ALL NONINDUSTRIALLY ZONED DISTRICTS, loading space may be permitted in a FRONT OR side yard with approval of the Planning Commission, provided that such location is necessitated by the site conditions, the side yard is not a street yard and provided that the area is screened from view from any public street.
- ~~F.~~ D. Loading space shall be distinct from and shall not interfere with parking aisles or spaces.
- ~~G.~~ E. The Planning Commission may waive or modify loading requirements where unusual circumstances exist.
- F. LOADING SPACES SHALL NOT BE INCLUDED IN CALCULATIONS FOR OFF-STREET PARKING SPACE REQUIREMENTS.
- G. LOADING AND UNLOADING SHALL ONLY OCCUR BETWEEN THE HOURS OF 6:30 A.M. AND 10:30 P.M.
- ~~H.~~ Within an OS, CBD or B-1 District, off street loading and unloading shall be provided according to the following provisions:
  - ~~(1) For office buildings of less than 20,000 square feet in gross floor area, at least one loading space with minimum dimensions of nine feet by 20 feet, separate from off-street parking, shall be provided and may be located in any yard.~~

- ~~(2) For office buildings greater than 20,000 square feet loading shall be provided at the ratio of one space for each 40,000 square feet above 20,000 square feet.~~
- ~~(3) For commercial uses, loading shall be provided at the ratio of 10 square feet per front foot of building.~~
- ~~(4) For automobile service stations required loading space may be located in any yard.~~
- ~~(5) Where a public alley exists or is provided at the rear of buildings, the loading requirements may be computed from the center of said alley.~~

~~I. All spaces in an I 1 or I 2 District shall be provided in the following ratio of spaces to usable floor area:~~

- ~~(1) For uses with a gross floor area of less than 20,000 square feet, one loading space shall be provided.~~
- ~~(2) For uses with a gross floor area from 20,000 to 100,0001 square feet, one loading space shall be provided plus one space for each additional 50,000 square feet.~~
- ~~(3) For uses with a gross floor area from 100,0001 to 500,000 square feet, three loading spaces shall be provided plus one space for each 50,000 square feet in excess of 100,0001 square feet.~~

~~J. Unless otherwise provided, within any zoning district, loading space shall be provided for uses other than single family or multiple family dwellings as follows:~~

- ~~(1) Funeral homes and mortuaries shall provide one loading space for each 5,000 square feet of gross floor area plus one space for each additional 10,000 square feet.~~
- ~~(2) For hospitals and similar uses of less than 10,000 square feet in gross floor area, at least one loading space with minimum dimensions of nine feet by 20 feet, separate from off-street parking, shall be provided and may be located in any yard.~~
- ~~(3) For hospitals and similar uses with a gross floor area of 10,000 square feet or greater, one loading space shall be provided plus one space for each 50,000 square feet in excess of 10,000 square feet.~~
- ~~(4) For all other uses, one space shall be provided per building or use. The Planning Commission shall determine the appropriate size of such space.~~

**§ 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.

**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.

**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.

**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.

**SNIPE 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 FIFTEEN (15) SECONDS. VIDEO ANIMATION AND PHASING, ROLLING, SCROLLING, FLASHING, BLENDING, AND OTHER TRANSITIONS TO MESSAGES ARE PROHIBITED.
- (6 7) Accessory signs shall be permitted in any use district.
- (7 8) Nonaccessory signs shall be permitted only in the I-1 LIGHT INDUSTRIAL OR I-2 Heavy Industrial Districts, except as otherwise provided by this chapter.
- (8 9) 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 ~~45~~ 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 ~~45~~ 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 30 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 eight 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) SIGNS MOUNTED ON THE INSIDE OF STOREFRONT WINDOWS SHALL NOT COVER MORE THAN 25% OF THE TOTAL WINDOW AREA.

(8) ONE GROUND POLE SIGN PER PROPERTY IS PERMITTED. DIMENSIONS SHALL BE BASED ON THE FOLLOWING TABLE:

Maximum Area (sq. ft.)	Minimum setback (ft.)	Maximum Height (ft.)
25	5	5
26	6	6
27	7	7
28	8	8
29	9	9
30	10	10

(6 9) 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) No sidewalk less than eight feet wide shall be permitted to have a sandwich sign.
- (c) 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) No anchor or tie-down device may be employed with the sign.
- (e) 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) 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) The signs must be associated with and in front of the establishment using the sign.
- (h) 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) 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) Signs must be removed from the sidewalk during extremely inclement weather and when the business is closed.
- (k) 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) 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.

# MEMO

TO: Planning Commission

FROM: Susan Stachowiak  
Zoning Administrator

DATE: April 2, 2012

RE: Ordinance Violations - March, 2012

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Joan Wells 721 Pleasant Street	Violation of Ord. 220-57 Junk Vehicle	Owner has complied
Gary Landon 465 Union Street	Violation of Ord. 220-57 Junk Vehicles	Owner has complied
Susan Bartlett 205 West Street	Violation of Ord. 220-57 Front Yard Parking	Owner has complied
Frank & Allegra Worcester 205 W. Main Street	Violation of Ord. 220-57 & 124-3 Front Yard Parking & Junk	Owner has complied
Robert & Karen Pugh 176 McMillan Street	Violation of Ord. 220-57 Junk Vehicles	Owner has not complied Final notice has been sent
Jebb Tackett 115 E. Lincoln Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner is complying
Jeffrey Kimball 117 Edwards Street	Violation of Ord. 220-57 Junk Vehicles	Owner has complied
Frances Austin 709 Pleasant Street	Violation of Ord. 220-57 Junk Vehicle	Owner has complied
Nikolay Badalyan 312 Lamson Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner has not complied Final notice has been sent
Lori Vaughan 519 E. Scott Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner still has time to comply
Roy & Mary Smith 134 Perry Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Junk was removed by city
Chris Ladd 1125 Jenne Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner is complying

## March, 2012– Violation Report

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Nick Miri 407 S. Clinton Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner is complying
Michael Kwant 514 Jenne Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner still has time to comply
Larry Nelson 600 Jenne Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner is complying
Roy & Mary Smith 634 Pleasant Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner has complied
Ilene Hovey Trust 326 S. Bridge Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner has complied
Tony Osborn 615/617 W. Jefferson Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner has complied
Charles Fritz Jr. 326 W. Main Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner has complied
Paul & Tammie Davison 219 Madison Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Junk was removed by City
Ladd Winne 641 Green Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner has complied
Jack Thompson 415 Morley Street	Violation of Ord. 124-3 Unlawful Accumulation of Junk	Owner has complied
Dr. William Brooks 118 S. Bridge Street	Violation of Ord. 220-78 Illegal Signs	Owner has complied
Thomas & Theada Howard 1029 Jenne Street	Violation of Ord. 220-57 Front Yard Parking	Owner has complied
Kelly & Melissa Whitting 418 Green Street	Violation of Ord. 220-57 Front Yard Parking	Owner has complied
L.A. Customs 530 E. Saginaw Hwy.	Violation of Ord. 220-78 Illegal Signs sent	Owner has not complied Final notice has been
Robert Sinto Corp. 225 Orchard Street	Violation of Ord. 220-68 Dilapidated Fence	Owner still has time to comply

**March, 2012– Violation Report**  
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Ronald Densmore  
906 Old Post Road

Violation of Ord. 220-13  
Illegal Home Occupation

Owner has complied

David Meredith  
109 E. Lincoln Street

Violation of Ord. 220-13  
Illegal Home Occupation

Owner has not complied  
Final notice has been sent