



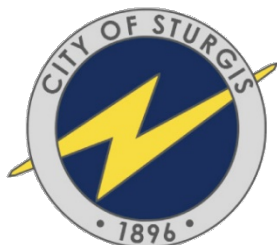
AGENDA
CITY COMMISSION MEETING
WEDNESDAY, FEBRUARY 26, 2025
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM

REGULAR MEETING 6:00 P.M.

1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. ROLL CALL
5. PROCLAMATIONS / PRESENTATIONS
6. VISITORS – (Public comments for items not listed as agenda items)
7. APPROVAL OF AGENDA
8. APPROVAL OF CONSENT AGENDA
 - A. Action of Minutes of Previous Meetings
 - **APPROVE the minutes from the February 12, 2025 regular meeting as presented.**
 - B. Pay Bills
 - **AUTHORIZE the payment of the City bills in the amount of \$1,845,294.54 as presented.**
 - C. Zoning Ordinance Amendments Second Reading
 - **CONSIDER this the second reading of and APPROVE the Zoning Ordinance Amendments effective March 20, 2025 as presented.**
9. UNFINISHED BUSINESS
10. NEW BUSINESS
 - A. E. Jerolene St. Sidewalk Special Assessment Public Hearings – Barry Cox
 - B. N. Fourth St. Vacation Public Hearing – Barry Cox
 - C. Financial Advisor RFP – Holly Keyser
 - D. Bond Notice of Intent Resolution – Holly Keyser
 - E. Public Safety Capital Budget Discussion – Ryan Banaszak
 - F. SYCA Board Appointment – Kenneth Rhodes
 - G. HR Discussion – Andrew Kuk
11. COMMISSIONER / STAFF COMMENTS
12. ADJOURN

Manager's Report

FEBRUARY 26, 2025



CITY OF
Sturgis
MICHIGAN

Submitted by:

A handwritten signature in black ink, appearing to read "Andrew Kuk".

Andrew Kuk
City Manager

8. Consent Agenda

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for February 26, 2025 as presented.

Staff Recommendation:

APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:

APPROVE the minutes from the February 12, 2025 regular meeting as presented.

8B. Pay Bills

Consent Agenda Motion:

AUTHORIZE the payment of the City bills in the amount of \$1,845,294.54 as presented.

8C. Zoning Ordinance Amendments Second Reading

At the February 12th meeting, the Commission considered a first reading of amendments to the Zoning Ordinance. The proposed reformatting includes changes to provide more information on the general regulations in each zoning district within Article IV - Description of Districts. The intent is to help users find basic zoning information for their zoning district without having to search through multiple sections. Hyperlinks are provided to full sections of the ordinance, make navigation much easier and more straightforward. The reformatting also adds a summary table of permitted uses to the beginning of Article IV, adds better graphics throughout the ordinance, and presents an overall cleaner formatting.

The Planning Commission held public hearings on November 19, 2024, and January 21, 2025 to review these amendments and recommended approval

to the City Commission. In addition to the reformatting, some additional changes minor corrections and changes were made since the City Commission's December approval and presented last meeting; a summary of the proposed amendments are included in your packet.

There were a couple minor changes since the first hearing meeting:

- Updated pictures of signs under temporary signs in the Article II Definition and Article X Signs as identified at last meeting.
- In Section 1.1012 for Temporary Signs, the B-OS zoning district was mistakenly added included under two separate sign requirement areas. B-OS was removed from the requirements of the BC, BN, PDD2, and PDD3 conditions and will remain under the B-H1 and B-H2 conditions for temporary signs.

Consent Agenda Motion:

CONSIDER this the second reading of and APPROVE the Zoning Ordinance Amendments effective March 20, 2025 as presented.

Information Included in Packet:

1. Temporary Signs Redlined
2. Section 1.1012 Redlined
3. Resolution

10. New Business

A. E. Jerolene St. Sidewalk Special Assessment Public Hearings

Staff: Barry Cox

At the January 22nd City Commission meeting, the Commission set public hearings for this meeting to consider the approval of the Special Assessment Rolls related to E. Jerolene Street. Sidewalk repairs and new sidewalk construction were completed along E. Jerolene Street during the 2020 construction season. At the time, the City Commission established two assessment Districts; Assessment District #2020-02, which covered the New Sidewalk and Assessment District #2020-03 which covered sidewalk repair. Both were established at the March 11, 2020 City Commission meeting.

Assessment District #2020-02: E. Jerolene New Sidewalk

OPEN PUBLIC HEARING

A letter was sent to each property owner in the assessment district notifying them of the Public Hearing, the original estimate of the work to be completed, and the proposed final cost. A copy of the assessment roll is included in your packet.

Also included in your packet is a summary spreadsheet identifying the estimated amount of work to be done and estimated cost provided to the property owner in 2020 as compared to the final amount of work done and cost. For all properties the final cost was below the estimated cost.

As has been past practice, staff is recommending that costs for the roll be spread over five years. Residents can choose to pay the cost up front, but if they choose to pay over the five-year timeframe, staff is recommending they be charged interest of five percent (5%) charged on the remaining balance on an annual basis.

CLOSE PUBLIC HEARING

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY Special Assessment Roll #2020-02 as presented.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY Special Assessment Roll #2020-02 costs be spread over five (5) years with an interest rate of five percent (5%) charged on the remaining balance on an annual basis.

Staff Recommendation:

APPROVE and APPROVE

Assessment District #2020-03: E. Jerolene Sidewalk Repair

OPEN PUBLIC HEARING

A letter was sent to each property owner in the assessment district notifying them of the Public Hearing, the original estimate of the work to be completed, and the proposed final cost. A copy of the assessment roll is included in your packet.

Also included in your packet is a summary spreadsheet identifying the estimated amount of work to be done and estimated cost provided to the property owner in 2020 as compared to the final amount of work done and cost. For most properties the final cost was below the estimated cost; three properties had higher final costs, but the amount of sidewalk repaired was more than originally estimated.

As has been past practice, staff is recommending that costs for the roll be spread over five years. Residents can choose to pay the cost up front, but if they choose to pay over the five-year timeframe, staff is recommending they be charged interest of five percent (5%) charged on the remaining balance on an annual basis.

CLOSE PUBLIC HEARING

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY Special Assessment Roll #2020-03 as presented.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY Special Assessment Roll #2020-03 costs be spread over five (5) years with an interest rate of five percent (5%) charged on the remaining balance on an annual basis.

Staff Recommendation:

APPROVE and APPROVE

Information Included in Packet:

1. E. Jerolene St. New Walk Assessment Roll
2. E. Jerolene St. New Walk Spreadsheet
3. E. Jerolene St. Walk Repair Roll
4. E. Jerolene St. Walk Repair Spreadsheet

10. New Business

B. N. Fourth St. Vacation Public Hearing

Staff: Barry Cox

OPEN PUBLIC HEARING

At the January 22nd City Commission meeting, the Commission approved a resolution vacating a portion of N. Fourth Street related to a property owner request.

The portion of N. Fourth Street to be vacated is located south of E. Main Street. The property owner at 307 E. Main Street requested the complete vacation of N. Fourth Street in this area in August 2024 after discovering his new fence and long-standing garage encroached into the public street right of way. The right-of-way is a gravel surfaced section of street. After looking into the issue, staff found that the property owner at 401 E. Main Street was opposed to a complete vacation of the right-of-way. As a compromise, the concept of vacating a 10-foot-wide portion of the right of way was devised and discussed with the City attorney. The homeowner was appraised of the proposed solution and was happy with the solution to this issue. An Exhibit showing the vacated portion of N. Fourth Street is included in your packet.

After a utilities review in this area, the only known public utility is a gas anode ground wire running north and south through the public right of way from E. Main to the railroad property. Michigan Gas Utilities has requested the City Commission retain an easement for public utilities within the vacated portion of the street. A provision for retaining a public utilities easement has been made within the vacation resolution.

No action is required of the City Commission to complete the vacation of streets unless objections are raised by the public, but staff and the City Attorney recommend adoption of a second vacation resolution confirming the action. Should any objections be raised by the public to the action, either in writing prior to the meeting or at the public hearing, the Commission would need to have a

2/3rd's majority vote to approve that resolution and move forward with vacating the section of street. No objections have yet been delivered to City Staff.

CLOSE PUBLIC HEARING

Proposed Motion:

Move that the Sturgis City Commission ADOPT/NOT ADOPT the Second Resolution Vacating Street as presented.

Information Included in Packet:

1. 2nd Resolution Vacating Street
2. N. Fourth Vacation Exhibit

10. New Business

C. Financial Advisor RFP

Staff: Holly Keyser

The City of Sturgis issued a Request for Qualifications and Proposals for Municipal Advising Services which is included in the packet. Four responses were received and reviewed by City staff. Currently the City uses Baker-Tilly and has been satisfied with the level of service, however changes in staffing prompted the request for proposal with the City looking to establish a five-year partnership for providing these services. With the anticipated bonding for the St. Joseph Street Project as well as the future need to address the Sturgis Building Authority Bonds related to the hospital transition, it is a good time to review the level of expertise available in municipal financial services.

The proposals received were all highly qualified to perform these services for the City. City staff compared the fees for various levels of bond funding and services; a spreadsheet is included in the packet. In addition, City staff reviewed the professional experience and conducted interviews with two firms, MFCI and PFMFA.

Based upon the comparison of price, experience and interviews, City staff is recommending MFCI for the Municipal Advising Services for the City of Sturgis. Currently this firm provides services to Three Rivers and St. Joseph County. This firm has an excellent team and has familiarity with the hospital bond financing issues in Branch County.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY MFCI as Municipal Advisor for the City of Sturgis and AUTHORIZE the City Controller to sign all necessary documents.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. RFP-Q Municipal Advising Services
2. Financial Services Fee Spreadsheet
3. MFCI City of Sturgis proposal
4. PFMFA Sturgis proposal
5. BAKER-TILLY City of Sturgis proposal
6. BENDZINSKI Sturgis City proposal

10. New Business

D. Bond Notice of Intent Resolution

Staff: Holly Keyser

Included in the packet is the Notice of Intent Resolution to issue Capital Improvement Bonds for the St. Joseph, N. Clay, and N. Park street and water main improvements. The City had applied multiple times through the State of Michigan DWSRF Program to fund this project without success. It was the intent in the budget this year to proceed with the project and seek alternative funding.

This notice is required by Act 34 and once published, starts the 45-day referendum period to allow the bond process to move forward. Included in the resolution is a reimbursement provision that will allow the City to be reimbursed by the bond proceeds for certain costs of the project. Hard cost expenditures paid not more than 60 days prior to February 26 may be so reimbursed as well as soft cost expenditures if paid not more than three years prior to the date of issuance of the bonds. Some of the design costs for the design of St. Joseph were completed prior to February 26, 2022 which would not be reimbursable by bond proceeds.

The St. Joseph Street Reconstruction and Utilities bid was approved at the January 8th meeting for a total cost including contingency of \$2,717,937.00. The N. Clay and N. Park Lead Service Line Replacement project was approved at the January 22nd meeting for a total cost including contingency of \$445,487.00. Based on these amounts and costs for bonding, staff is recommending the Notice of Intent to set the maximum bonding at \$3.2 million dollars to cover both projects. This is not the final required issue amount, but does allow us to bond for up to that amount.

Proposed Motion

Move that the Sturgis City Commission ADOPT the Notice of Intent Resolution for Capital Improvement Bonds as presented.

Staff Recommendation:

ADOPT

Information Included in Packet:

1. Notice of Intent Resolution

10. New Business

E. Public Safety Capital Budget Discussion

Staff: Ryan Banaszak

As part of the 2025/2026 budget, the Department of Public Safety has a capital project line item of \$100,000.00 for a truck exhaust ventilation system. That project is currently out for bid and the initial quotes during the spec process have returned estimates of around \$75,000.00.

Recently the Department of Public Safety has seen an increase of bed bugs throughout the community and as a result required treatment of the Fire Department living quarters at a cost of \$7,000.00.

Staff has been evaluating the implementation of environmental controls that will mitigate any future risk of bed bug infestation within the facility. These strategies include the purchase of heat-treating devices as well as separate washers and dryers. The implementation of these preventative measures and proactive strategies will help to ensure that emergency equipment and reusable medical supplies that may encounter bed bugs are not laundered or stored with personal or other department equipment.

Staff is looking to spend the remaining capital budget for these purchases with a total amount not to exceed the budgeted line-item cost of \$100,000.00 for all projects (including the truck exhaust ventilation system). Individuals purchases of items will not require Commission approval as they will be below the threshold established by the Purchasing Policy.

10. New Business

F. SYCA Board Appointment

Staff: Kenneth Rhodes

The SYCA Board has recommended Karel Gundlach for their remaining vacancy. Board applications were provided to the Commission by the City Clerk/Treasurer via email.

Proposed Motion

Move that the Sturgis City Commission APPOINT _____ to the Sturges-Young Center for the Arts Board.

Staff Recommendation:

APPOINT

10. New Business

G. HR Discussion

Staff: Andrew Kuk

As we look to retirements of key personnel later this year, I want to have a discussion with the Commission regarding overlap of staffing of these positions prior to retirement and potential budget impact now or in future budget years.

At this point, based on tentative dates and projected overlap times, we anticipate minimal impact on the FY 2024-2025 budget. Despite this, I would like to discuss options for length of overlap, staff's position on these issues, and get some feedback and direction from the Commission as we look to the future.

Noteworthy Meetings / Events

- DDA Special Meeting | February 10th
- EDC/BRA Meeting | February 11th
- SIA Meeting | February 11th
- Water Street Dance | February 15th
- Retirement Board Meeting | February 18th
- Planning Commission Meeting | February 18th
- Sturgis Area Community Foundation Business After Hours | February 19th

Upcoming Events

- Date with Dad | Doyle | 6pm-8pm | February 21st
- Cinema Circle – Planet of the Apes | SYCA | 7pm | February 27th
- Wind Symphony | SYCA | 3pm | March 2nd
- First Fridays Karaoke | SYCA | 8pm | March 7th
- Cinema Circle – True Grit | SYCA | 7pm | March 13th
- Pedal Punk Cirque | SYCA | 3:30pm | March 16th
- MML Capital Conference | Lansing | March 19th
- Art Auction & Winter Wine Down | Downtown | 5:30pm-9pm | March 21st

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8A

REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, FEBRUARY 12, 2025
WIESLOCH RAUM – CITY HALL

Mayor Perez called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was said by all present.

The Invocation was given by Comm. Moyer.

Commissioners present: Mullins, Boring, Moyer, Smith, Harrington, Abbs, Miller, Vice-Mayor Bir, Mayor Perez

Commissioners absent: None

Also present: City Attorney, City Manager, City Controller, City Engineer, Facilities Manager, Community Development Director, City Clerk

Moved by Comm. Harrington and seconded by Comm. Smith to approve the agenda as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Comm. Harrington and seconded by Comm. Smith to approve the Consent Agenda of February 12, 2025 as presented.

8A. Action of Minutes of Previous Meetings

APPROVE the minutes from the January 8, 2025 regular meeting as presented.

B. Pay Bills

- AUTHORIZE the payment of the City bills in the amount of \$1,557,233.49 as presented.

C. Match on Main Participation

- APPROVE participation in the Match on Main program for 2025.

D. Board Resignations

- ACCEPT the resignations of Cathi Abbs, Paul Martin, and Liz Whitehead from the Sturges-Young Center of the Arts Board and SEND letters of recognition for their service.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Community Development Director Will Prichard provided details on the reformatting of the Zoning Ordinance. Discussion followed.

Moved by Comm. Abbs and seconded by Comm. Smith to consider this the first reading of amendments to the Zoning Ordinance as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Electric Department Superintendent Chris McArthur provided details on the proposed battery storage project, how it would be utilized, and the associated agreements. Discussion followed.

Moved by Comm. Harrington and seconded by Comm. Smith to approve the ESS Discharge Rights Agreement with Electric City ESS LLC as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Comm. Harrington and seconded by Comm. Smith to approve the Interconnection Agreement with Electric City ESS LLC as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Electric Department Superintendent Chris McArthur provided details on the City's renewable energy plan. Discussion followed.

Moved by Comm. Abbs and seconded by Comm. Smith to approve the PA 235 Renewable Energy Plan as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Electric Department Superintendent Chris McArthur provided details on the bids received related to the Stateline Substation. Discussion followed.

Moved by Comm. Harrington and seconded by Comm. Smith to approve the purchase of the control house and relay panels from Panel Built in the amount of five hundred forty-six thousand eight hundred dollars (\$546,800.00) as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Comm. Harrington and seconded by Comm. Smith to approve the purchase of two 15kV breakers from Verhill Associates in the amount of ninety-two thousand seven hundred three dollars and seventy-eight cents (\$92,703.78).

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Electric Department Superintendent Chris McArthur provided details on the new legislation related to the State of Michigan energy assistance program which would require the City to either opt-in to the State's program or opt-out and create their own program which will collect \$1.25 per meter per month to be used for energy assistance. Discussion followed.

Moved by Comm. Mullins and seconded by Comm. Smith to approve opting in to Michigan energy assistance program (PA 169 of 2024) as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

DPS Director Tom Sikorski provided details on the rehabilitation of the Michigan Ave Pump Station. Discussion followed.

Moved by Comm. Abbs and seconded by Comm. Smith to approve Change Order No. 2 with F&V Construction for pumping system and control panel equipment in the amount of one hundred and sixty-six thousand, seven hundred and thirty dollars (\$166,730.00) as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

DPS Director Tom Sikorski provided details on the bids received for a new zero-turn mower. Discussion followed.

Moved by Comm. Miller and seconded by Comm. Moyer to approve the purchase of an Exmark 144 wide area zero-turn mower from Steensma Lawn and Power Equipment in the amount of sixty-seven thousand, four hundred ninety-four dollars (\$67,494.00), as presented.

Voting yea: Seven

Voting nay: Bir, Smith

MOTION CARRIED

DPS Director Tom Sikorski provided details on the vehicle replacements as part of the Enterprise Fleet Management program. Discussion followed.

Moved by Comm. Harrington and seconded by Comm. Smith to approve the replacement of three vehicles via lease and disposal with Enterprise Fleet Management as presented.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

DPS Director Tom Sikorski provided details on the ALP Update for Kirsch Municipal Airport and the associated agreements. Discussion followed.

Moved by Comm. Abbs and seconded by Comm. Smith to approve the Michigan Department of Transportation Bipartisan Infrastructure Law Agreement Number 2024-0847 with MDOT Aeronautics as presented and authorize Airport Manager Tom Sikorski to sign all necessary documents.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Comm. Abbs and seconded by Comm. Smith to approve Amendment #1 to the contract with Mead and Hunt for the ALP Update at Kirsch Municipal Airport in the amount of three hundred and eleven thousand, two hundred and eighty-five dollars and sixty-six cents (\$311,285.66) as presented and authorize City Manager Andrew Kuk to sign all necessary documents.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Clerk/Treasurer Kenneth Rhodes provided information on applications received for City board vacancies. Discussion followed.

Moved by Comm. Miller and seconded by Comm. Smith to appoint Amy Hackman to the Cemetery Board.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

Moved by Comm. Abbs and seconded by Comm. Smith to appoint Aaron Miller to the EDC/BRA Boards.

Voting yea: Eight

Voting nay: None

Abstain: Miller

MOTION CARRIED

Moved by Comm. Miller and seconded by Comm. Smith to appoint Bennett Ahrens, Elizabeth Denman, and Mary Franks to the SYCA Board.

Voting yea: Nine

Voting nay: None

MOTION CARRIED

The meeting was adjourned at 6:57 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8B

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 2/26/2025 Month: 05

Date	Check#	Vendor	VendorName	Amount
02/14/2025	PR0656M	00061	CITY OF STURGIS PAYROLL	349,484.47
02/26/2025	T17431M	03770	MICHIGAN GAS UTILITIES	169.26
02/25/2025	T17432M	03770	MICHIGAN GAS UTILITIES	917.89
02/26/2025	T17433M	03770	MICHIGAN GAS UTILITIES	387.73
02/26/2025	T17434M	03770	MICHIGAN GAS UTILITIES	1,981.67
02/25/2025	T17435M	03770	MICHIGAN GAS UTILITIES	95.77
02/12/2025	T17436M	00512	CAMOCO FUEL SYSTEM	14,886.66
02/25/2025	T17437M	04389	FRONTIER COMMUNICATIONS A	841.12
02/10/2025	T17438M	04197	MI PUBLIC POWER AGENCY	268,279.66
02/09/2025	T17439M	00181	GORDON FOOD SERVICE	674.00
02/25/2025	T17440M	04197	MI PUBLIC POWER AGENCY	192,722.33
02/17/2025	T17441M	04197	MI PUBLIC POWER AGENCY	344,092.36
01/31/2025	T17442M	04088	BLUE CROSS BLUE SHIELD OF MI	17,624.75
02/07/2025	T17443M	04088	BLUE CROSS BLUE SHIELD OF MI	5,689.03
02/14/2025	T17444M	04088	BLUE CROSS BLUE SHIELD OF MI	13,311.75
02/14/2025	T17445M	00062	CITY OF STURGIS-EMPLOYEE INS	80,363.25
02/14/2025	T17446M	05123	COMERICA BANK-INST TRUST SERV	35,027.81
02/14/2025	T17447M	03229	CITY OF STURGIS-WORKERS COMP	3,275.46
02/14/2025	T17448M	05588	ALERUS FINANCIAL/MERS TRANSFER	3,233.88
02/14/2025	T17449M	00064	INTL CITY MGMT ASSOC RETR CORP	10,351.06
02/14/2025	T17450M	06190	HEALTH EQUITY/HSA PR TRANSFER	2,200.00
02/14/2025	T17451M	00065	DOYLE MEMBERSHIP TRANSFER	2,863.99
02/14/2025	T17452M	00063	CITY OF STURGIS TAX TRANSFER	19,606.76
02/18/2025	T17453M	05875	ALERUS FINANCIAL/MERS-STIPEND	2,700.00
02/21/2025	T17454M	03173	FIFTH THIRD BANK	13,699.25
02/22/2025	T17455M	03858	FARMERS STATE BANK	7,781.90
02/12/2025	T17456M	00449	CENTURY BANK & TRUST	3,402.13
Manual Total				1,395,663.94
02/26/2025	251183	00110	A & K PRINTING & POOLS	4,570.00
02/26/2025	251184	00066	ACTION QUICK PRINT PLUS	186.92
02/26/2025	251185	06156	AGILE TICKETING SOLUTIONS LLC	453.43

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 2/26/2025 Month: 05

02/26/2025	251186	04187	AIRNAV LLC	72.00
02/26/2025	251187	00002	ALL-PHASE ELECTRIC SUPPLY	183.24
02/26/2025	251188	05986	ALPHA BUILDING CENTER-NOTTAWA	88.47
02/26/2025	251189	06119	AMAZON.COM SALES INC	7,699.24
02/26/2025	251190	06318	AMBULANCE BILLING NETWORK LLC	2,794.01
02/26/2025	251191	05224	ANIXTER INC	1,092.27
02/26/2025	251192	00624	AQUA BLAST CARWASH SYSTEMS INC	224.00
02/26/2025	251193	02292	ASPLUNDH TREE EXPERT CO	11,129.15
02/26/2025	251194	05656	AXON ENTERPRISE INC	2,614.80
02/26/2025	251195	06612	BENCHMARK ANALYTICS	3,608.00
02/26/2025	251196	06117	BENITA ANN LEWIS	45.00
02/26/2025	251197	03327	BOUND TREE MEDICAL LLC	296.66
02/26/2025	251198	06452	BRIGHTLY SOFTWARE INC	16,013.62
02/26/2025	251199	06474	BROWN EQUIPMENT COMPANY	3,288.19
02/26/2025	251200	00364	CAROL DUSTIN	320.00
02/26/2025	251201	00296	CHRISTIAN W OWENS	23.27
02/26/2025	251202	06611	CINDY TAYLOR	275.00
02/26/2025	251203	00296	CODY J DICKEY	2,322.09
02/26/2025	251204	06325	COTTIN'S HARDWARE	134.91
02/26/2025	251205	06158	CULLIGAN WATER OF STURGIS	132.00
02/26/2025	251206	06014	EGANIX INC	1,680.00
02/26/2025	251207	00769	EMERGENCY VEHICLE PRODUCTS INC	3,370.20
02/26/2025	251208	06533	ENTERPRISE FM TRUST	7,917.27
02/26/2025	251209	05745	ERICA VARGAS SARCO	80.00
02/26/2025	251210	06343	ERIN MELCHI BAKER	30.00
02/26/2025	251211	05151	FAWN RIVER MECHANICAL LLC	98,730.49
02/26/2025	251212	05490	FERGUSON WATERWORKS #3386	879.89
02/26/2025	251213	00013	FISHBECK	14,868.50
02/26/2025	251214	01403	GEORGE EARL	40.00
02/26/2025	251215	06590	GEORGE EBERT	100.00
02/26/2025	251216	05639	GRAPHICS 3	222.88
02/26/2025	251217	04243	GRP ENGINEERING INC	1,600.00
02/26/2025	251218	06219	HAVILAND PRODUCTS COMPANY	1,921.05

Accounts Payable Bill Proof - CITY OF STURGIS, MI

Date: 2/26/2025 Month: 05

02/26/2025	251219	05586	MARY M HAYLETT	25.00
02/26/2025	251220	05349	HEATHER SWINSICK	1,000.00
02/26/2025	251221	06233	HOLIDAY INN EXPRESS HOWE	1,143.45
02/26/2025	251222	00296	HOLLY A ATCHISON	322.30
02/26/2025	251223	03402	SHARON HUDSON	180.00
02/26/2025	251224	03515	HYDROCORP	4,840.50
02/26/2025	251225	00825	IACP	220.00
02/26/2025	251226	05171	STUART C IRBY CO	1,683.60
02/26/2025	251227	01101	JANENE KOSMAN	80.00
02/26/2025	251228	06314	JODIE M JOHNSON	40.00
02/26/2025	251229	05842	JOHN DEERE FINANCIAL	188.98
02/26/2025	251230	06217	JOHN J FLOWERS	160.00
02/26/2025	251231	06500	JS DESIGN GROUP LLC	800.00
02/26/2025	251232	06482	KENDRICK STATIONERS	795.54
02/26/2025	251233	01615	KENNEDY INDUSTRIES INC.	1,665.50
02/26/2025	251234	00296	KETURAH K AND ARLEN G YODER	100.00
02/26/2025	251235	00296	KEVIN DONEY	14.18
02/26/2025	251236	03757	KIMBALL MIDWEST	878.30
02/26/2025	251237	03284	TERRY KOEHL	180.00
02/26/2025	251238	05977	LAKELAND INTERNET LLC	106.94
02/26/2025	251239	00394	LAWSON-FISHER ASSOCIATES PC	2,385.34
02/26/2025	251240	03684	LEXISNEXIS RISK SOLUTIONS	200.00
02/26/2025	251241	00041	LINDA EDWARDS	72.00
02/26/2025	251242	06250	MARANA GROUP	3,230.40
02/26/2025	251243	03095	MARY DRESSER	90.00
02/26/2025	251244	00635	MCMASTER-CARR SUPPLY COMPANY	76.26
02/26/2025	251245	06155	MERCER SEPTIC AND EXCAVATING	75.00
02/26/2025	251246	03189	MI ASSOC OF AIRPORT EXECUTIVES	250.00
02/26/2025	251247	05765	SELKING INTERNATIONAL	534.79
02/26/2025	251248	00296	MICHAEL D ZINKE	215.00
02/26/2025	251249	03774	STATE OF MICHIGAN	60.00
02/26/2025	251250	00403	MICHIGAN CAT	513.99
02/26/2025	251251	00880	STATE OF MICHIGAN	185.00

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02/26/2025	251252	00880	STATE OF MICHIGAN	180.00
02/26/2025	251253	05121	MICKEY'S LINEN	316.35
02/26/2025	251254	05051	MILSOFT UTILITY SOLUTIONS	625.00
02/26/2025	251255	04825	MML WORKERS COMP FUND	1,030.00
02/26/2025	251256	00245	MOSTROM & ASSOC INC	2,500.00
02/26/2025	251257	06575	MUSIC EXPRESS	3,190.00
02/26/2025	251258	00847	MWEA	360.00
02/26/2025	251259	06497	NEDY'S CLEANERS LLC	70.20
02/26/2025	251260	03935	PARAGON LABORATORIES INC	507.00
02/26/2025	251261	00296	PATRICK J ROUSSEY II	17.16
02/26/2025	251262	00263	PERRY PERSONNEL PLUS INC	135.00
02/26/2025	251263	05042	PLANT GROWTH MANAGEMENT SYSTEM	5,888.00
02/26/2025	251264	00485	POWER LINE SUPPLY	10,880.02
02/26/2025	251265	01110	PRO-TECH SALES	25.00
02/26/2025	251266	04481	PROF SPORTS SPECIFIC TRAINING	270.00
02/26/2025	251267	05468	PVS TECHNOLOGIES INC	2,862.12
02/26/2025	251268	04474	QUADIENT INC	4,434.50
02/26/2025	251269	04909	REHMANN ROBSON LLC	810.00
02/26/2025	251270	00035	RESCO	9,406.30
02/26/2025	251271	06038	REVOLUTION HEALTH, P.C.	70.00
02/26/2025	251272	05682	ROBERT TAYLOR	30.00
02/26/2025	251273	00296	RUBI AND BENIS MONTOYA	15.31
02/26/2025	251274	06483	SONIT SYSTEMS LLC	9,618.75
02/26/2025	251275	00505	STATE OF MICHIGAN	840.00
02/26/2025	251276	00505	STATE OF MICHIGAN	260.00
02/26/2025	251277	00024	STATE OF MICHIGAN - MDOT	20,534.88
02/26/2025	251278	06487	STURGIS ACE HARDWARE	334.48
02/26/2025	251279	00936	STURGIS COMMUNITY POOL	115.00
02/26/2025	251280	00042	STURGIS ELECTRIC MOTOR	115.00
02/26/2025	251281	01809	STURGIS GRIDIRON CLUB	250.00
02/26/2025	251282	00290	STURGIS HOSPITAL	125.00
02/26/2025	251283	06196	STURGIS JOURNAL	24.27
02/26/2025	251284	00507	STURGIS OVERHEAD DOOR & LADDER	2,037.75

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02/26/2025	251285	00552	STURGIS PUBLIC SCHOOLS	5,723.50
02/26/2025	251286	06527	SWARTHOUT EXCAVATING LLC	124,415.26
02/26/2025	251287	04140	SWICK BROADCASTING COMPANY	450.00
02/26/2025	251288	06107	TALIA YEOMAN	245.00
02/26/2025	251289	04149	TAMMY LASKOWSKI	710.00
02/26/2025	251290	00046	TELE-RAD INC	596.34
02/26/2025	251291	06091	THE ARMSTRONG MONITORING CO	1,669.00
02/26/2025	251292	06479	THE LAB TRAINING CENTER LLC	1,010.00
02/26/2025	251293	03565	THREE RIVERS AREA	235.00
02/26/2025	251294	05777	TRACE ANALYTICAL LABORATORIES	373.50
02/26/2025	251295	06426	TRACY LIVELY LLC	40.00
02/26/2025	251296	04773	TRIANGLE DIGITAL PRINTING INC	224.00
02/26/2025	251297	01238	UNITED PARCEL SERVICE	66.94
02/26/2025	251298	03331	UTILITIES INSTRUMENTATION SERV	4,924.82
02/26/2025	251299	00556	VIVIAN VANNEST	180.00
02/26/2025	251300	03511	WASTE MANAGEMENT	2,683.18
02/26/2025	251301	04237	WOLVERINE POWER SYSTEMS	1,400.00
02/26/2025	D02541	00335	ALTEC INDUSTRIES, INC.	1,582.00
02/26/2025	D02542	00340	AMERICAN SAFETY & FIRST AID	217.28
02/26/2025	D02543	02983	CINTAS LOCATION #351	1,772.24
02/26/2025	D02544	05694	CUMMINS INC	1,380.39
02/26/2025	D02545	06505	GALLS LLC	4,521.49
02/26/2025	D02546	06379	JM TEST SYSTEMS LLC	4,769.50
02/26/2025	D02547	00019	KENDALL ELECTRIC INC	131.51
02/26/2025	D02548	06026	MID-CITY SUPPLY CO INC	669.53
02/26/2025	D02549	06069	NAPA AUTO PARTS	289.66
02/26/2025	D02550	01411	NCL OF WISCONSIN INC	154.75
Automatic Total				449,630.60
Grand Total				1,845,294.54

PAYROLL DISBURSEMENT
FOR PAYROLL ENDING 02/09/2025
PR0656M PAYROLL DATE 02/14/2025

GENERAL	\$162,261.29
MAJOR STREET	7,603.96
LOCAL STREET	10,184.29
CEMETERY	4,624.41
AIRPORT	161.26
BUILDING	3,491.36
HOUSING DEPARTMENT	0.00
STURGES-YOUNG CENTER FOR THE ARTS	6,556.13
RECREATION	3,049.71
DOYLE RECREATION CENTER	11,515.81
AMBULANCE	14,123.01
ELECTRIC	90,008.71
SEWER	17,195.00
WATER	16,062.96
MOTOR VEHICLE	2,646.57
Payroll Sub-Total	\$349,484.47

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 8C

Temporary Signs

Yard

Rigid Frame



Wire Frame



Directional



Decorative Display



Temporary Promotional Material



Redlined

Sandwich Board



Feather



Temporary Promotional Banner



Sign Types (Continued)

1.1012 TEMPORARY SIGNS.

- (A) Temporary signs in all districts are permitted subject to the following, including additional district requirements of this section.
- (1) No temporary sign shall be close than five feet to any property line or sidewalk.
 - (2) Corner clearance requirements must be maintained as per § 1.1107.
 - (3) All temporary signs must be maintained in good condition.
 - (4) Temporary signs shall not be placed in parking area.
 - (5) No temporary sign shall create a vision hazard.
- (B) In addition to (A) above, temporary signs in commercial districts. B-H1, B-H2, and B-OS are permitted subject to the following conditions:
- (1) A temporary sign shall only be displayed upon receipt of an issued permit. When issued, the applicant will receive an approval sticker to be placed on each sign. Each sign requires a separate permit.
 - (2) Temporary signs must be accessory to a business on the parcel.
 - (a) Permission must be granted by all tenants and the owner of the parcel to display non accessory sign for up to five business days.
 - (3) Upon expiration of the permit, the sign shall be removed by the permit holder.
 - (4) Temporary sign types allowed as a periodic permit: banner, portable, rigid frame yard sign, feather, wire frame yard sign and flag signs.
 - (a) No temporary banner, portable, wire frame or rigid frame yard sign shall be displayed for more than 30 calendar days for any one permit and no more than two permits shall be issued for any tenant space during any calendar year. Each sign requires a permit.
 - (b) Temporary signs in this section (B) (4) may be displayed for 24 hours per day.
 - (c) No temporary feather or flag sign shall be permitted for more than two consecutive weeks and no more than four permits shall be issued for any tenant space during any calendar year. Each sign requires a permit.
 - (d) Signs under this subsection must be placed at least 50 feet from another temporary sign on the same parcel.
 - (e) No more than two signs under this subsection may be displayed at any one time by the same tenant.
 - (5) Temporary sign types allowed as a permanent permit: Feather, flag, wire frame yard sign and sandwich board signs.
 - (a) Must allow for a minimum 60 inches of unobstructed pedestrian walkway and shall not obstruct access to parking.
 - (b) No more than two signs under this section may be displayed at any one time.

Already Included.



- (c) Signs under this subsection must be placed at least 50 feet from another temporary sign on the same parcel.
- (d) Temporary signs in section (B) (5) may only be displayed during business hours or a maximum of twelve 12 hours per day. They must be removed at the close of business hours or when the 12-hour time limit is reached.
- (6) Maximum height and square feet for these signs are listed in table 1.1012 A1.

TABLE 1.1012 A1

Type of Sign	Maximum Area per sign	Maximum Height of Sign
R-1, R-2, R-3, R-4, R-5, BC	Once every 30 seconds	Static message
Banner Sign	32 sq. ft.	6 ft.
Portable Sign	32 sq. ft.	6 ft.
Flag Sign	6 sq. ft.	See § 1.1012(B)7
Rigid Frame Yard Sign	32 sq. ft.	6 ft.
Wire Frame Yard Sign	6 sq. ft.	3 ft.
Feather Sign	25 sq. ft.	12 ft. to top of sign (including pole)
Sandwich Board Sign	8 sq. ft. per side	4 ft.

- (7) Flag signs may not be placed where the lowest edge of the flag is less than seven feet to the ground level when attached to a building. If placed in a pedestal or into the ground it may not exceed eight feet in height.
- (8) Air-blown devices and inflatable signs are allowed two times per year. A permit is required each time an air blown device will be displayed.
 - (a) These types of signs shall be secured directly to, and not suspended from, the ground. They may not be placed on a roof or suspended from a building.
 - (b) Inflatable signs shall not exceed 30 percent of the total area of the wall of the tenant space or 60 sq. ft., whichever is larger. Inflatable signs shall not exceed 30 ft. in height when fully inflated.
 - (c) Air blown devices and inflatable signs must be set back the maximum height of the sign from the property line but in no instance shall this be less than five feet.
 - (d) They shall not be located in required parking spaces, driveways that provide access to parking spaces, or fire lanes, nor shall the sign or its securing device encroach into the right-of-way.
 - (e) Each permit allows for display up to ten consecutive days.
- (C) In addition to (A) above, temporary signs in M - Manufacturing districts are permitted subject to the following conditions:

- (1) Temporary signs shall be allowed in manufacturing districts and no permit is required as long as the requirements of this section are met.
 - (2) Temporary signs shall not exceed six feet in height.
 - (3) Temporary signs shall not exceed 32 square feet in area. Need to remove.
 - (4) No temporary sign shall be displayed for more than 30 consecutive days.
- (D) In addition to ~~(A) above, temporary signs in the B-C - Central business, B-N - Business neighborhood, B-OS - Business office service, PDD-2, and PDD-3 zoning districts are permitted subject to the following conditions:~~
- (1) A temporary sign shall only be displayed upon receipt of an issued permit for each sign.
 - (2) Temporary sign types allowed as a permanent permit: Feather, flag and sandwich board signs.
 - (a) Two temporary signs may be placed at the same time, but they each must be a different, permitted sign type.
 - (b) Feather and sandwich board signs may be placed on sidewalks or walking areas that are directly in front of tenant space for which it is advertising.
 - (c) They must allow for a minimum of 60 inches of unobstructed pedestrian walkway and shall not obstruct access to parking or create a vision hazard.
 - (d) Feather flags may be displayed using any of the following methods:
 - i. Attached to a pedestal style base not affixed to the ground.
 - ii. Placed in the existing flag holes constructed by the city. These holes may only be utilized when not otherwise used for display of the American flag by the city or other group authorized by the city. If a feather flag is displayed at the time an authorized group wishes to display the American flag, the feather flag must be immediately removed.
 - (e) Flags may be displayed using one of the following methods:
 - i. Attached to the building wall of the tenant space for which it is advertising where the lowest edge of the flag must be seven feet or more and not extend above the first floor tenant space.
 - ii. Placed in the existing flag holes constructed by the city. These holes may only be utilized when not otherwise used for display of the American flag by the city or other group authorized by the city. If a flag sign is displayed at the time an authorized group wishes to display the American flag, the flag sign must be immediately removed.
 - (f) They may only be displayed during business hours and must be removed at the close of business hours.
 - (3) Maximum height and square feet for these signs are listed in table 1.1012 D1.

Table 1.1012 D1

Type of Sign	Maximum Area per Sign	Maximum Height of Sign
--------------	-----------------------	------------------------

Flag Sign	6 sq. ft.	No higher than first floor tenant space
Feather Sign	25 sq. ft.	12 ft. to top of sign
Sandwich Board Sign	8 ft. per side	4 ft.

- (4) Banner signs shall only be allowed for up to 30 days within 90 days of a new business opening. The sign shall not exceed 32 square feet in area and four feet in height. The banner sign must be placed on the building where the new tenant is located.
- (5) Tenant spaces other than on the first floor may be permitted a sandwich board sign in front of first floor tenant space.
- (E) Temporary signs in residential districts are permitted subject to the following conditions:
 - (1) Temporary signs shall be allowed in residential districts and no permit is required.
 - (2) Temporary signs shall not exceed four feet in height or 16 square feet in area.
 - (3) No temporary sign shall be displayed for more than 30 consecutive days.
 - (4) No temporary sign shall be closer than five feet to any property line.
 - (5) No temporary sign shall be placed in the right-of-way.
- (F) *Enforcement.* Upon failure of any person to comply with the provisions of the sign ordinance, the city may effectuate compliance by first notifying the owner of the sign in violation by mail, phone, or in person that they have 24 hours to come into compliance. If the sign is not removed or brought into compliance, a citation may be issued as per appendix B Fine Schedule in the City Code of Ordinances. A citation may be issued for each day the violation remains. Non accessory signs may be removed by the City.

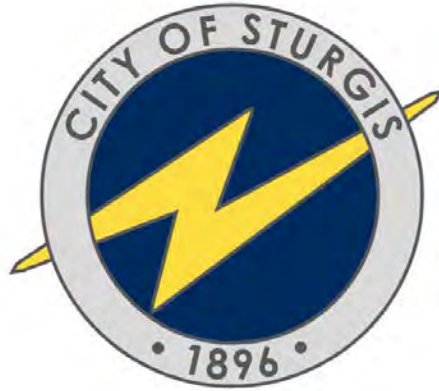
AMENDMENTS TO ZONING ORDINANCE

An ordinance to amend Appendix A of the Zoning Ordinance of the City of Sturgis to provide for the modification of Articles I through XV for the purpose of updates, amendments, and compliance with updated laws and standards within certain districts in the City and an effective date of this Ordinance.

WHEREAS, the City Commission, upon recommendation from the Planning Board, has determined that it is in the best interest of the residents of the City to amend, modify and update the Zoning Ordinance for the City;

NOW, THEREFORE, the City of Sturgis, St. Joseph County, Michigan ordains:

Appendix A of the Zoning Ordinance of the City of Sturgis, Article I through Article XV is hereby modified to provide as follows effective as of March 20, 2025.



City of Sturgis

ZONING ORDINANCE

Adopted: February 26, 2025
Effective Date: March 20, 2025
Amended Through: March 20, 2025

[illegible]

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ARTICLE I. TITLE AND PURPOSE

ARTICLE I: TITLE & PURPOSE

1.0101 SHORT TITLE.

This chapter appendix A shall be known as the Zoning Ordinance of the City of Sturgis, under the powers provided by Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended.

1.0102 PURPOSE.

In interpretation and application, the provisions of this zoning code shall be held to be minimum requirements to provide adequate light, air, access, circulation, open yard spaces, off-street parking areas, and protection to property values from incompatible uses; to limit and restrict the height, size, and location of buildings and uses; to secure safety from fire and other dangers; to lessen congestion in the streets; to limit the density and intensity of use of land; to promote the most appropriate and compatible uses of land in various districts of the city; to provide for enforcement of and variations to these provisions; and to impose penalties for violations thereof.

1.0103 INTENT.

Pursuant to the authority conferred by the public acts of the State of Michigan in such case, made and provided and for the purpose of promoting, and protecting the public health, safety, peace, morals, comfort, convenience, and general welfare of the inhabitants of the city by protecting and conserving the character and social and economic stability of the residential, commercial, industrial and other use areas; by securing the most appropriate use of land, preventing overcrowding the land and undue congestion of population; providing adequate light, air and reasonable access; and facilitating adequate and economical provision of transportation, water, sewers, schools, recreation, and other public requirements, and by other means, all in accordance with a comprehensive plan; now therefore.

1.0104 CONFLICT OF REGULATIONS

Where there are conditions imposed by any provision of this zoning ordinance that are either more or less restrictive than comparable conditions imposed by another ordinance, rule or regulations of the City, the ordinance, rule or regulation which imposes the more restrictive condition, standard, or requirement shall prevail. The Zoning Administrator shall determine which is more restrictive. Appeals from the Zoning Administrator's determination may be made in the manner provided in this Chapter. The provisions of this Chapter shall be the minimum requirements for the promotion of the public health, safety, and welfare.

1.0105 VESTED RIGHT

Nothing in this Chapter should be interpreted or construed to give rise to permanent vested rights in the continuance of any particular use, district, zoning classification, or any permissible activities therein, and they are hereby declared to be subject to subsequent amendment, change, or modification, as may be necessary to the preservation or protection of public health, safety, and welfare.



ARTICLE II. DEFINITIONS

ARTICLE II. DEFINITIONS

1.0201 GENERAL.

When not inconsistent with the context, words in the present tense include the future tense, words used in the singular number include the plural number and words used in the plural number include the singular. The word "shall" is always mandatory and not merely directive. The word "building" includes the word "structure" or vice versa. Terms not herein defined shall have the meaning customarily assigned to them.

1.0202 SPECIFIC TERMS.

For the purpose of this section, the following definitions shall apply unless context clearly indicates or requires a different meaning.

ABANDONMENT. The cessation of activity in, or use of a dwelling, structure, or lot, other than that which would normally occur on a seasonal basis, for a period of 12 months or longer. For purposes of mineral extraction operations, "abandonment" at any particular site shall be determined by the planning commission giving consideration to any specific site plan.

ABUTTING. Having property or district line in common e.g., two lots are abutting if they have property lines in common.

ACCESS OR ACCESSIBLE A way of approaching or entering a property.

ACCESSORY BUILDING. A type of structure that has a roof which is supported by columns or walls, is intended for the shelter or enclosure of persons, animals, goods or property, and is further intended to be used in a manner that is clearly incidental to, customarily found in connection with, subordinate to, and located on the same lot as the principal use to which it is exclusively related. Examples of accessory buildings include but are not limited to: garages, storage sheds, gazebos, playhouses, greenhouses, pump houses, garden sheds, pergolas and dog houses.

ACCESSORY STRUCTURE. Anything constructed or erected, the use of which requires location on the ground or attachment to something having such location, and that is intended to be used in a manner that is clearly incidental to, customarily found in connection with, subordinate to, and located on the same lot as the principal use to which it is exclusively related. Examples of accessory structures include but are not limited to accessory buildings, swimming pools and decks around pools, play structures, HVAC units, generators, television antennas not installed on principal building, residential kennels, solar panels, trampolines, storage unit and tennis courts.

ACCESSORY USE. A use which is clearly incidental to, customarily found in connection with, and located on the same zoning lot, unless otherwise specified, as the principal use to which it is related. When The term "accessory" is used in this text, it has the same meaning as The term "accessory use."

ADDITION. A structure added to the original structure at some time after the completion of the original.

ADJOINING LOT OR LAND. A lot or parcel of land which shares all or part of a common lot line with another lot or parcel of land.

ADULT ENTERTAINMENT FACILITIES.

- A. **Adult bookstore.** An establishment having more than 50 percent of its stock in trade, magazine and other periodicals with an emphasis on matter depicting, describing, or relating to "specified sexual activities" or

"specified anatomical areas" (as defined herein), or an establishment with a segment or section devoted to the sale or display of such material and which excludes minors by virtue of age.

- B. **Adult motion picture theater.** An enclosed building, with a capacity of 50 or more persons, used for presenting material with an emphasis on matters depicting, describing, or relating to "specified sexual activities" or "specified anatomical areas" (as defined herein), for observation by patrons therein. and which excludes minors by virtue of age.
- C. **Adult minimotion picture theater.** An enclosed building with a capacity for less than 50 persons, used for presenting material with an emphasis on matters depicting, describing, or relating to "specified sexual activities" or "specified anatomical areas" (as defined herein), for observation by patrons therein. and which excludes minors by virtue of age.
- D. **Adult cabaret.** An establishment in which alcoholic beverages are not served and which provides dancers or other live entertainers who display or describe "specified sexual activities" or "specified anatomical areas" (as defined herein), for observation by patrons therein. and which excludes minors by virtue of age.

ADULT DAY CARE FACILITY. The following definitions shall apply to types of adult day care facilities:

- A. **Adult day care center.** A facility, other than a private residence, receiving one or more persons, eighteen (18) years of age or older, for care for periods of less than twenty-four (24) hours a day. It includes facilities for adults who are aged, mentally ill, developmentally disabled or physically handicapped who require supervision on an ongoing basis. An adult day-care center does not include alcohol or substance abuse rehabilitation centers, residential centers for persons released from or assigned to a correctional facility, or any other facilities which do not meet the definition of adult day-care center.
- B. **Adult group day care home.** A private residence in which more than six (6) but not more than twelve (12) adults eighteen (18) years of age or older, receive care for periods of less than twenty- four (24) hours a day. It includes facilities for adults who are aged, mentally ill, developmentally disabled, or physically handicapped that require supervision on an ongoing basis. An adult day care home does not include alcohol or substance abuse rehabilitation centers, residential centers for persons released from or assigned to a correctional facility, or any other facilities which do not meet the definition of adult day care center.
- C. **Adult family day care home.** A private residence in which six (6) or less adults eighteen (18) years of age or older, receive care for periods of less than twenty-four (24) hours a day. It includes facilities for adults who are aged, mentally ill, developmentally disabled, or physically handicapped that require supervision on an ongoing basis. An adult day care home does not include alcohol or substance abuse rehabilitation centers, residential centers for persons released from or assigned to a correctional facility, or any other facilities which do not meet the definition of adult day care center.

ADULT FOSTER CARE FACILITY. A state licensed establishment that provides care to adults. Subject to Michigan Public Act 218 of 1979, as amended, Adult Foster Care includes facilities and homes or facilities for adults who are aged, mentally ill, developmentally disabled, or physically disabled who require supervision on an ongoing basis, but who do not require continuous nursing care. An adult foster care facility does not include convalescent or nursing homes, homes for the aged, hospitals, alcohol or substance abuse rehabilitation center, residential centers for persons released from or assigned to a correctional facility, or any other facilities which have been exempted from the definition of adult foster care facility by the Adult Foster Care Facility Licensing Act. The following definitions shall apply to types of adult foster care facilities:

- A. **Adult foster care home, small group.** An adult foster care facility providing residency with the approved capacity to receive at least three (3) but not more than twelve (12) adults to be provided with foster care.
- B. **Adult foster care home, large group.** An adult foster care facility with the approved capacity to receive at least 13 but not more than 20 adults to be provided with foster care.
- C. **Adult foster care home, family.** A private residence with the approved capacity to receive at least 3 but not more than 6 adults to be provided with foster care. The adult foster care family home licensee must be a member of the household and an occupant of the residence.
- D. **Adult foster care congregate facility.** An adult foster care facility with the approved capacity to receive more than twenty (20) adults to be provided with foster care.

- E. **Adult foster care camp or adult camp.** An adult foster care facility with the approved capacity to receive more than 4 adults to be provided foster care. An adult foster care camp is a facility located in a natural or rural environment.

AIRPORT. A place where aircraft land and take off, equipped with hangars, facilities for refueling and repair, and various accommodation for passengers.

AISLE. The area delineated to facilitate the movement of vehicles entering, exiting, or maneuvering within a parking area, ensuring efficient traffic flow and safe navigation for both pedestrians and drivers.

ALLEY. A public way which affords only secondary access to abutting property, and not intended for general traffic circulation.

ALTERATIONS. Any change, addition or modification in construction or type of occupancy, or in the structural members of a building such as walls or partitions, columns, beams or girders, the consummated act of which may be referred to in this zoning ordinance as "altered" or "reconstructed."

AMUSEMENT ARCADE. The term "amusement arcade" means any place, premises, or establishment, or any room or floor space set aside in a commercial establishment, in or at which four or more mechanical amusement devices as defined in this zoning ordinance are located.

ANIMAL HOSPITAL. An indoor commercial establishment where animals are treated by a veterinarian and animals may be provided overnight kenneling.

APARTMENTS. A building containing more than one dwelling unit with one or more rooms with private bath and kitchen facilities comprising of independent self-contained dwelling units.

APARTMENT, EFFICIENCY. A dwelling unit consisting of not more than one room in addition to kitchen, dining and necessary sanitary facilities.

APPEALS. The process, as prescribed in the zoning ordinance, for contesting a zoning interpretation made by the community development department or a decision made by the planning commission.

APPLICANT. A person or entity submitting an application for review and action by the city or any of its departments or commissions.

APPLICATION. Application means the process by which the owner of a parcel of land within the City or their designated agent or their contractor submits a request for any type of development review or approval identified in this chapter. Application includes all written documentation, verbal statements and representations, in whatever form or forum, made by an applicant to the City concerning such a request.

APPROVED PLAN. A plan which has been granted final approval by the appropriate approving authority.

APPROVING AUTHORITY. The agency, board, commission, group, or other legally designated individual or authority which has been charged with review and approval of plans and applications. *Assembly areas.* A meeting place at which the public or membership groups are assembled regularly or occasionally, indoors or outdoors as a principal or accessory use, including but not limited to portions of schools, religious institutions, theaters, auditoriums, funeral homes, stadiums, lecture halls, private clubs and lodge rooms, conference rooms, convention centers, dining halls, and similar places of assembly.

ATTACHED. Any structure or part of a structure immediately adjacent to another structure or part of a structure and fastened securely to same.

ATTACHED GARAGE. An outbuilding customarily used for the storage of vehicles, which outbuilding is attached to a residential dwelling as either an integral part thereof, or, at minimum, connected to the dwelling by a completely enclosed breezeway. An attached garage is considered part of the principal building and shall meet setback requirements of principal building.

ATTENTION-GETTING DEVICE. A device designed or intended to attract; by noise, sudden intermittent or rhythmic movement physical change or lighting change; such as banners, flags, streamers, balloons, propellers, whirligigs, searchlights, and flashing lights.

AUTOMOBILE CARWASH. A building or portion thereof, where motor vehicles are washed as a commercial enterprise, or where facilities are available for the self-service cleaning of motor vehicles.

AUTOMOBILE REPAIR, MAJOR. The general repair, engine rebuilding, rebuilding or reconditioning of motor vehicles; collisions service, such as body, frame or fender straightening, and overall painting of automobiles.

AUTOMOBILE REPAIR, MINOR. Repairs other than major repair, including engine tune-up, muffler shops, shock absorber replacement shops, undercoating shops, and automobile detailing.

AUTOMOBILE SALES AREA. An area used for the display, sales, and rental of new and used motor vehicles, boats, trailers, farm equipment, construction equipment or mobile homes all in operable condition.

AUTOMOBILE SERVICE STATION. A building used for the retail sale of fuel (stored only in underground tanks and to be dispensed from fixed equipment), lubricants, air, water, and other commodities designed for motor vehicles, aircraft and boats. Such an operation includes space and facilities for selling, installing, or adjusting tires, batteries, parts and accessories within a building provided that such repair and installation are of minor repair nature and may include convenience store merchandise primarily sold to patrons purchasing gasoline.

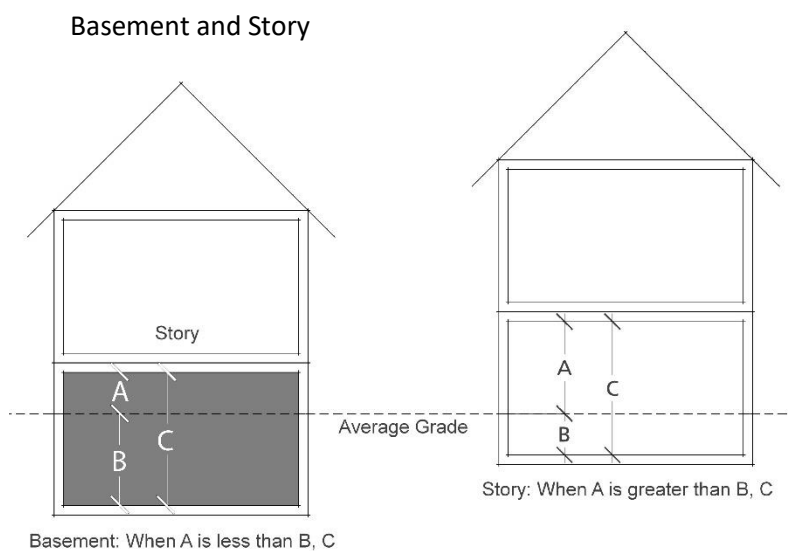
AUTOMOBILE CARWASH. A building or portion thereof, where motor vehicles are washed as a commercial enterprise, or where facilities are available for the self-service cleaning of motor vehicles.

BANKS, CREDIT UNIONS OR SIMILAR USES. Banks, credit unions, or similar uses are companies engaged in the business of dealing with financial and monetary transactions, such as deposits, loans, investments and currency exchange.

BANQUET HALLS. A banquet hall is a room or building for the purpose of hosting a party, banquet, wedding, reception, or other social event.

BASEMENT. That portion of a building which is partly or wholly below grade but so located that the vertical distance from the average grade to the floor is greater than the vertical distance from the average grade to the ceiling. A basement shall not be counted as a story.

BATTERY ENERGY STORAGE SYSTEM, LARGE. A system consisting of one or more battery energy storage units, assembled to store energy supply electrical energy at a future time. This system serves as a principal use or has an aggregate energy capacity greater than 600 kwh.



BED AND BREAKFAST OPERATIONS. The use of a dwelling unit as a single-family dwelling unit, in which *transient* guests are provided a sleeping room and board in return for payment, and which does not provide separate cooking facilities for such guests.

BERM, OBSCURING. An earthen mound designed to obscure views and meet zoning requirements for screening, featuring a landscaped construction with a slope ratio of no steeper than 3 to 1 for maintenance and visual screening purposes. It serves as an engineered natural barrier, incorporating vegetation and built to specific height and location specifications to fulfill zoning obligations while blending into the surrounding environment.

BLOCK. A property surrounded by streets or abutting one side of a street and situated between the two nearest intersecting streets, or bounded by a combination of streets, waterways, parks, unplatted acreage, corporate boundary lines, or other natural or manmade, physical or artificial barrier to continual development.

BOARD OF APPEALS. The zoning board of appeals of the city.

BOARDINGHOUSE HOUSE. A dwelling having one kitchen and used for the purpose of providing meals and lodging for pay or compensation of any kind to more than two persons other than members of the family occupying the dwelling which is not open to transient customers.

BREWERY. A manufacturer of beer which manufactures more than 60,000 barrels of beer a year. Can sell beer to Wholesaler licensees to sell to retailers. May also sell beer to consumers under an On-Premises Tasting Room Permit at the location where it manufactures beer. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.

BREW PUB. A use containing a license issued in conjunction with a Class C, Tavern, B-Hotel, or A-Hotel license that authorizes the licensee to brew up to 18,000 barrels of beer per calendar year for sale for consumption on or off the licensed premises. A brewpub licensee shall hold a food service establishment license under the Food Law (MCL 289.1101 to 289.8111).

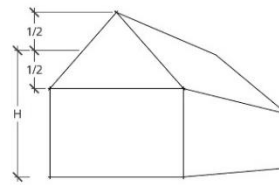
BUFFER. A strip of landscaped land used to visibly separate one land use from another, or to shield or block noise, lights, or other nuisances.

BUILDABLE AREA. The space remaining on a lot or lots of record after the minimum setback and open space requirements have been met.

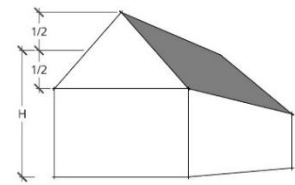
BUILDING. Any structure, either temporary or permanent, having a roof supported by columns or walls, and intended for the housing, sheltering, storing, or enclosure of persons, animals, or property of any kind or carrying on of business activities.

BUILDING HEIGHT.

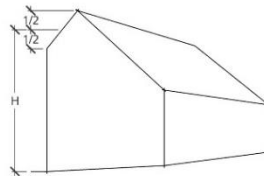
- A. The vertical distance measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and to the average height between eaves and ridge for gable, hip and gambrel roofs.
- B. Any extension of a mansard, gambrel, hip or gable roof below a wall shall require building height measurements to take place at the average height between the top of the building wall and the ridge line and the established grade of the building.



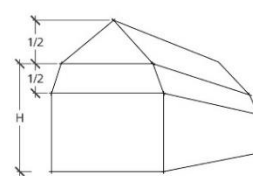
Gable Roof



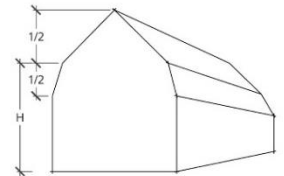
Hip Roof



Saltbox Roof



Mansard Roof



Gambrel Roof

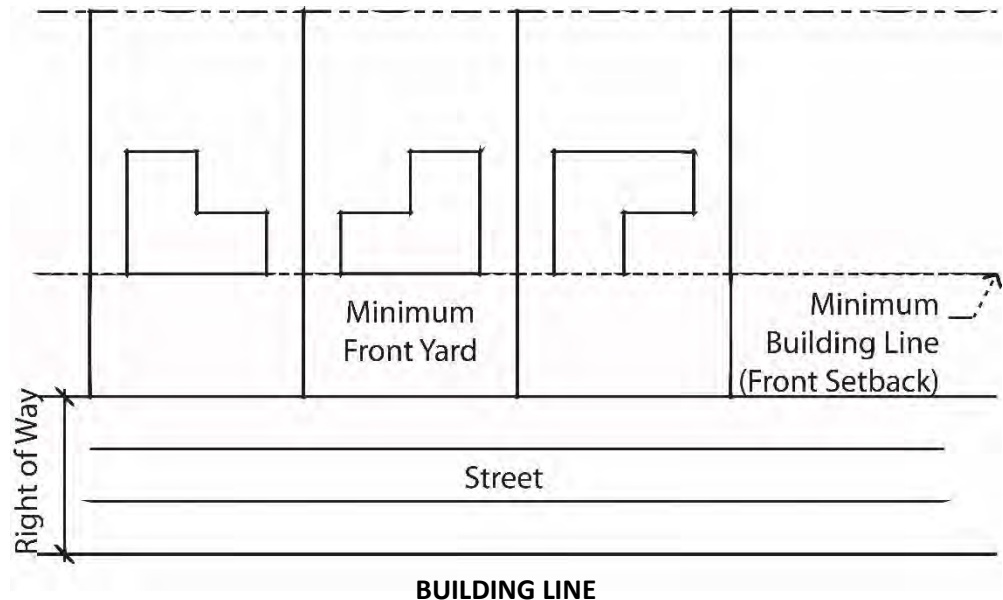
BUILDING HEIGHT

BUILDING LINE. A line formed by the face of the building, and for the purposes of this zoning ordinance, a minimum building line is the same as a front setback line.

COMMUNITY DEVELOPMENT

DEPARTMENT. Building official, zoning administrator, and other city staff appointed by the city manager and responsible for enforcing and administering the zoning ordinance, property maintenance, and Michigan building code.

BUILDING, main or principal. A building in which the principal use is conducted of the lot on which it is situated.



BUILDING PERMIT. A permit signifying compliance with the provisions of this zoning ordinance as to use, activity, bulk and density, and with the requirements of all other development codes and ordinances currently in effect in the City of Sturgis.

CALIPER. The diameter of a tree trunk measured at breast height.

CANOPY. A roof-like cover that is temporary in nature and that projects from the wall of a building for the purpose of shielding a door-way or window from the elements.

CARPORT. A canopy constructed of metal or other materials supported by posts either ornamental or solid and completely open on two (2) or three (3) sides.

CATERING FACILITY. An establishment in which the principal use is the preparation of food and meals on the premises, and where such food and meals are delivered to another location for consumption. Food and meals may be served on site if the catering facility is in combination with a banquet hall or full service eating and drinking establishment.

CERTIFICATE OF OCCUPANCY. A document issued by the proper authority (community development department) allowing the occupancy or use of a building and certifying that the structure or use has been constructed and/or will be used, in compliance with all applicable municipal codes and ordinances and approved plans and specifications.

CHANGE OF USE. Any use which substantially differs from the previous use of a building or land, or which imposes, other special provisions of law governing building construction, equipment, egress or ingress, off-street parking, etc.

CHARACTER. Used in this Ordinance to describe consistency between existing and proposed development, or consistency in materials of construction and architecture.

CHILD CARE ORGANIZATION. A facility for the care of children , as licensed and regulated by the state under Public Act No. 116 of 1973 (MCL 722.111 et seq.) and the associated rules promulgated by the Michigan Department of Consumer and Industry Service. Such organizations shall be further defined as follows:

- A. **Child Care Center.** A facility, other than a private residence, receiving more than six preschool age or school age children for group care for periods of less than 24 hours a day, and where the parents or guardians are not immediately available to the child. It includes a facility which provides care for not less than two consecutive weeks, regardless of the number of hours of care per day. The facility is generally described as a child care center, day care center, day nursery, nursery school, parent cooperative preschool, play group, or drop-in center. Child care center or day care center does not include a Sunday School conducted by a religious institution or a facility operated by a religious organization where children are cared for during short periods of time while persons responsible for such children are attending religious services.
- B. **Foster Family Home.** A private home in which one but not more than four minor children, who are not related to an adult member of the household by blood, marriage, or adoption, are given care and supervision for 24 hours a day, for four or more days a week, for two or more consecutive weeks, unattended by a parent or legal guardian.
- C. **Foster Family Group Home.** A private home in which more than four but less than seven children, who are not related to an adult member of the household by blood, marriage or adoption, are provided care for 24 hours a day, for four or more days a week, for two or more consecutive weeks, unattended by a parent or legal guardian.
- D. **Family Child Care Home.** A private home in which one but less than seven minor children are received for care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage or adoption. It includes a home that gives care to an unrelated child for more than four weeks during a calendar year.
- E. **Group Child Care Home.** A private home in which more than six but not more than 12 children are given care and supervision for periods of less than 24 hours a day unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. it includes a home that gives care to an unrelated child for more than four weeks during a calendar year.

CHURCH OR HOUSE OF WORSHIP. A building or structure, or groups of building or structures, which by design and construction are primarily intended for organized religious services and accessory uses associated therewith.

CLEAR VISION. An area along each street at its intersection with another street, drive or alley where no visual obstruction of sight may exist.

CLINIC, DENTAL OR MEDICAL. A building in which a group of physicians, dentists or physicians and dentists and allied professional assistants are associated for the purpose of carrying out their profession. The clinic may include a medical or dental laboratory.

CLUB, SOCIAL. A club, group or organization created for recreational, artistic, athletic, academic, political, charitable, or other social purpose, and whose activities are not conducted primarily for profit or material gain and do not involve

merchandising, vending, or other commercial activities, except as required incidentally for the membership and purpose of the social club.

COMMERCIAL. A term relating to the use of property in connection with the purchase, sale or trading of goods or service.

COMMERCIAL VEHICLE. Any vehicle serving purposes other than the transportation of persons or registered for the gross vehicle weight of more than 9,000 pounds. This definition includes, but is not limited to, buses and semi-trucks and trailers.

CONDITIONAL USE. A use that would be inconsistent with or detrimental to other uses permitted in the same zoning district unless carefully considered as to the number, area, size, exterior design, location or relation to the adjacent properties and to the neighborhood. May be permitted with proper conditions applied and safeguards taken.

CONDOMINIUM DEFINITIONS. The following definitions are related to condominiums:

- A. **Condominium Act.** Act 59, public acts of 1978, as amended.
- B. **Condominium Documents.** The master deed, recorded pursuant to the condominium act, and any other instrument referred to in the master deed or bylaws which affects the rights and obligations of a co-owner in the condominium.
- C. **Condominium Subdivision (site condominium).** A method of subdivision where land ownership of sites is regulated by the condominium act (MCL 559.101 et seq.), as opposed to the Land Division Act (MCL 560.101 et seq.). Condominium subdivision shall be equivalent to the term "subdivision" as used in this title and the city subdivision regulations ordinance.
- D. **Condominium Subdivision Plan.** The drawings and information prepared in accordance with section 66 of the condominium act (MCL 559.166). Such drawings and information typically include the site, survey and utility plans, floorplans and sections, as appropriate, showing the existing and proposed structures and improvements including the location thereof on the land.
- E. **Condominium Unit.** The portion of a condominium project designed and intended for separate ownership and use, as described in the master deed, regardless of whether it is intended for residential office, industrial, business, recreational, use as a timeshare unit, or any other type of use.
- F. **Consolidating Master Deed.** The final amended master deed for a contractible or expandable condominium project, or a condominium project containing convertible land or convertible space, which final amended master deed fully describes the condominium project as completed.
- G. **Contractible Condominium.** A condominium project from which any portion of the submitted land or building may be withdrawn in accordance with this title [zoning ordinance] and the condominium act (MCL 559.101 et seq.).
- H. **Conversion Condominium.** A condominium project containing condominium units some or all of which were occupied before the filing of a notice of taking reservations under section 71 of the condominium act (MCL 559.171).
- I. **Expandable Condominium.** A condominium project to which additional land may be added in accordance with this title and the condominium act (MCL 559.101 et seq.).
- J. **Master Deed.** The condominium document recording the condominium project to which are attached as exhibits and incorporated by reference the bylaws for the project and the condominium subdivision plan for the project, and all other information required by section 8 of the condominium act (MCL 559.108).
- K. **Notice of Proposed Action.** The notice required by section 71 of the condominium act (MCL 559.171), to be filed with the city and other agencies.
- L. **Site Condominium.** A developmental concept for a condominium development containing residential, commercial, office, industrial or other structure for uses permitted in the zoning district in which located; in which each co-owner owns exclusive rights in a condominium unit as described in the master deed.
- M. **Lot.** The same as homesite and condominium unit in site condominium developments.

CONTIGUOUS. Next to, abutting, or touching and having a common boundary or portion thereof, which is co-terminus.

CONTRACTOR OFFICE. A building or buildings and area where a building, plumbing, electrical, heating and cooling, glazing, painting, paper hanging, roofing, communications, masonry or refrigeration company operates its business and stores equipment and supplies.

CONVALESCENT OR NURSING HOME. A structure with sleeping rooms, where persons are housed or lodged and are furnished with meals, nursing and limited medical care.

COTTAGE COURT. Not fewer than four (4) and not more than twelve (12) detached one-family or two-family structures with separate ground floor entrances arranged around a common court that opens onto a street.

DECK. A horizontal structure of a single elevation or varying elevations, commonly used as a floor attached or adjacent to the main building.

DENSITY. The intensity of development in any given area, measured in this zoning ordinance by the number of dwelling units per acre.



Cottage Court Example

DENSITY, HIGH RESIDENTIAL. Five or more dwelling units per acre.

DENSITY, LOW RESIDENTIAL. Less than three dwelling units per acre.

DENSITY, MEDIUM RESIDENTIAL. Not more than five dwelling units per acre.

DEVELOPMENT. The change to improved or unimproved land, such as the construction of buildings or structures, relocation of existing buildings, utilization of open land for new purposes, alterations to existing buildings, and activities like mining, dredging, filling, grading, paving, excavation, or drilling operations, all subject to zoning regulations governing changes to land use.

DISH-TYPE SATELLITE SIGNAL-RECEIVING ANTENNAS. Dish-type satellite signal-receiving antennas, also referred to as "earth stations" or "ground stations," shall mean one, or a combination of two or more of the following:

- A. A signal-receiving device (antenna, dish antenna or dish-type antenna), the purpose of which is to receive communication or other signals from satellites in earth orbit and other extraterrestrial sources.
- B. A low-noise amplifier (LNA) which is situated at the focal point of the receiving component and the purpose of which is to magnify, store, transfer and/or transmit electronic or light signals.
- C. A coaxial cable the purpose of which is to carry or transmit said signals to a receiver.

DISH shall mean that part of satellite signal receiving antenna characteristically shaped like a saucer or dish.

DISTILLERY. A manufacturer of spirits that contain more than 10% alcohol by volume and produces more than 60,000 gallons of spirits annually.

DISTRICT (ZONING). A portion of Sturgis in which certain building and activities are permitted and in which certain regulations, in accordance with the zoning ordinance, are applicable.

DOG HOUSE. A structure that has a roof and walls intended for the shelter or enclosure of a pet or pets (dogs, cats, rabbits, etc.).

DONATION BOX. Any metal container, receptacle, or similar device that is located on any parcel or lot of record within the City and that is used for soliciting and collecting donations of clothing, household items, or other salvageable personal

property. This term does not include recycle bins for the collection of recyclable material, any rubbish or garbage receptacle or any donation box located within an enclosed building.

DRIVE-IN. Where food, frozen desserts or beverage are sold to the customers in a ready-to-consume state and where the customer consumes food, frozen desserts or beverages in an automobile parked upon the premises or at other facilities provided for customers which are located on the premises outside the building.

DRIVE-THROUGH. An establishment so developed that some portion of its retail or service character is dependent upon providing a driveway approach and staging area specifically designed for motor vehicles so as to serve patrons while in their motor vehicles rather than within a building or structure, for carryout and consumption or use after the vehicle is removed from the premises.

DWELLING UNIT. Dwelling unit means a building, or portion thereof, designed for occupancy by one family for residential purposes and having cooking facilities.

DWELLING, ONE-FAMILY. One-family dwelling means a building designed exclusively for and occupied exclusively by one domestic family.

DWELLING, MULTIPLE FAMILY. Multiple-family dwelling means a building, or a portion thereof, designed exclusively for occupancy by three or more families living independently of each other.

DWELLING, TWO-FAMILY. Two-family dwelling means a building designed exclusively for occupancy by two families living independently of each other.

ELDERLY HOUSING. Elderly housing means an institution which provides room and board to non-transient persons primarily fifty-five(55) years of age and older. Housing for the elderly may include the following:

- A. **Senior Apartment.** Multiple-family dwelling units occupied by persons fifty-five (55) years of age or older.
- B. **Elderly Housing Complex.** A building or group of buildings containing dwellings where the occupancy is restricted to persons fifty-five (55) years of age or older or couples where either the husband or wife is fifty-five (55) years of age or older.
- C. **Congregate Housing.** A type of semi-independent housing facility containing a common kitchen, dining, and living areas, but with separate sleeping rooms. Such facilities typically provide special support services, such as transportation and limited medical care.
- D. **Dependent Housing Facilities.** Facilities such as nursing homes which are designed for older persons who need a wide range of health and support services, including personal nursing care.

EGRESS (exit). An exit from a building or site.

ELECTRONIC MESSAGE DISPLAY SIGN. A sign on which the message changes automatically through the use of changing lights to form a text message or messages wherein the sequence of messages and the rate of change is electronically programmed and can be modified by electronic process. Electronic message display or changeable copy signs do not include graphic display (i.e. static pictures, with or without text) or video display (i.e. moving pictures, with or without text).

EMISSION. A discharge of pollutants into the air.

ENVIRONMENTALLY SENSITIVE AREA. An area with one or more of the following characteristics:

- A. Slopes in excess of 20 percent.
- B. Floodplain.
- C. Soils classified as having a high water table.
- D. Soils classifies as highly erodible, subject to erosion, or highly acidic.
- E. Land incapable of meeting percolation requirements.

- F. Land formerly used for landfill operations or hazardous industrial uses.
- G. Fault areas.
- H. Stream corridors.
- I. Estuaries.
- J. Mature stands of native vegetation.
- K. Aquifer recharge and discharge areas.
- L. Wetlands.

ERECTED. As used in this zoning ordinance, erected signifies the construction, alteration, reconstruction, placement upon, or any physical alteration to a piece of land, including the excavating, moving and filling of earth.

EQUIPMENT SERVICING. General repair, rebuilding, or reconditioning of equipment not including automotive repair.

EROSION. The process by which the ground surface is worn away by action of wind, water, gravity or a combination thereof.

ESSENTIAL SERVICES. The erection, construction, alteration, or maintenance of railroads, public utilities or municipal departments or commissions of underground, surface, or overhead gas, electrical, steam, or water transmission or distribution systems, collection, communication, supply, or disposal systems, including mains, drains, sewers, pipes, conduits, wires, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, towers, poles, and other similar equipment and accessories in connection therewith reasonably necessary for the furnishing of adequate service by the public utilities or municipal departments or commissions or for the public health or safety or general welfare, but not including -buildings other than the buildings as are primarily enclosures or shelters of the mentioned equipment.

EXCAVATION. The removal of rock, sand, soil, or fill material below the average grade of the surrounding land and/or road grade, whichever is highest. This does not include alterations for farming or gardening purposes.

EXCEPTIONS. An exception is a use permitted only after review and approval of an application by the zoning board of appeals, or if specifically stated in the zoning ordinance by the zoning administrator, zoning board of appeals, design review committee, or planning commission.

FAMILY.

- A. **Domestic Family.** A domestic family, that is, one or more persons living together and related by the bonds of consanguinity, marriage or adoption, together with servants of the principal occupants and not more than one additional unrelated person, with all of such individuals being domiciled together as a single, domestic, housekeeping unit in a dwelling unit.
- B. **Functional equivalent family.** The functional equivalent of a domestic family, that is, persons living together in a dwelling unit whose relationship is of a permanent and distinct character and is the functional equivalent of a domestic family, with a demonstrable and recognizable bond which constitutes the functional equivalent bonds which render the domestic family a cohesive unit. All persons of the functional equivalent of the domestic family must be cooking and otherwise housekeeping as a single, nonprofit unit. This definition shall not include any society, club, fraternity, sorority, association, lodge, coterie, organization or group where the common living arrangements and/or the basis for the establishment of the functional equivalency of the domestic family is likely or contemplated to exist for a limited or temporary duration. For the purposes of enforcement, the community development department shall presume that a functional equivalent of a domestic family is limited to six or fewer persons. A property owner may rebut this presumption to allow more than six persons by submitting an application for special land use approval subject to the standards set forth in this zoning ordinance.

FARM. Any area of two acres or more, used for agricultural purposes and uses incidental thereto, but not to include the raising or keeping of livestock or fowl. However, the incidental uses shall be subordinate to normal agricultural uses and shall not include commercial feeding of offal or garbage to animals.

FAST FOOD RESTAURANT. Any establishment whose principal business is the sale of foods, frozen desserts, or beverages to the customer in a ready-to-consume state for consumption either within the restaurant building or for carryout with the consumption off the premises, and whose design or principal method of operation includes one or both of the following:

- A. Food, frozen desserts, or beverages usually served in edible containers or in paper, plastic, or other disposable containers;
- B. More than 45 percent of the available floor space devoted to food preparation, related activities and other floor space not available to the public.

FENCE. A partition or structure erected as a divider, barrier, or enclosure between two or more properties.

FENCE, ORNAMENTAL. A manmade structure that is constructed from wrought iron, vinyl, wood pickets, split rail, stone, brick or other material, designed to be aesthetically appealing, and having a minimum of 50% of the surface area open or transparent. Ornamental fences shall not be chain-link or of wire construction and not be two sided.

FENCE, PRIVACY. An obscuring fence or planting such as a hedge or trees and shrubbery of definite height and location to serve as a screening device.

FINAL APPROVAL. The last official action of the planning commission or board of zoning appeals taken on a development plan which has been given preliminary approval, after all conditions and requirements have been met, the required improvements having been installed or guarantees properly posted for their installation, or approval conditioned upon the posting thereof.

FLOODPLAIN. The relatively flat area or low lands adjoining the channel of watercourse or a body of standing water, which has been or may be covered by floodwater. Determination of a floodplain is:

- A. Contiguous areas paralleling a river stream or other body of water that constitute at their maximum edge the highest flood levels experienced in a period of 100 years.
- B. Principal estuary courses of wetland areas that are part of the river flow system.
- C. Contiguous area paralleling a live stream or other body of water that exhibit unstable soil conditions for development.

FLOOR AREA, USABLE. That area of a nonresidential building used for or intended to be used for the sale of merchandise or services. Such floor area which is used for or intended to be used primarily for the storage or processing of merchandise which may include hallways, breezeways, stairways, merchandising units and shelving secured to walls or floors, and elevator shifts, or for utilities and sanitary facilities, shall be excluded from the computation of usable floor area.

FLOOR AREA. The area of all floors computed by measuring the dimensions of the outside walls, excluding attic and basement floors, porches, patios, breezeways, carports, and garages, or portions of rooms with less than seven feet six inches of space between the floor and ceiling.

FRATERNAL ORGANIZATION. A group of people formally organized for a common interest, usually cultural, religious, or entertainment, with regular meeting, rituals and formal written membership requirements.

FULL SERVICE EATING AND DRINKING ESTABLISHMENT. An establishment whose principal business is the sale of foods, frozen desserts, or beverages to the customer in a ready-to-consume state, and whose design or principal method of operation includes the following:

- A. Customers are normally provided with an individual menu; are served their foods, frozen desserts, or beverages by a restaurant employee at the same table or counter at which the items are consumed; or
- B. Cafeteria-type operation where foods, frozen desserts, or beverages are generally consumed within the restaurant building.

FUNERAL HOMES AND MORTUARY ESTABLISHMENT. A building or part thereof used for human funeral services. Such building may contain space and facilities for (a) embalming and the performance of other services used in the preparation of the dead for burial; (b) the performance of autopsies and other surgical procedures; (c) the storage of caskets, funeral urns, and other related funeral supplies; (d) the storage of funeral vehicles; and (e) facilities for cremation. Where a funeral home is permitted, a funeral chapel shall also be permitted.

GARAGE, PRIVATE. A detached accessory building or portion of a main building used for the storage of four or less passenger vehicles including not more than one truck of a rated capacity of one ton or less, without provision for repair or servicing such vehicles for profit.

GARBAGE. Garbage typically refers to organic waste materials, such as kitchen scraps, food waste, and other perishable items that are discarded from households, commercial establishments, or institutions. It may also include non-organic waste generated from everyday activities, such as paper products, packaging materials, and other disposable items.

GLARE. The effect produced by brightness sufficient to cause annoyance, discomfort, or loss in visual performance and visibility.

GRADE. For purposes of this zoning ordinance, the level of the ground adjacent to the walls. In the case of lots with a sloping terrain, the grade shall be the average elevation of the ground adjacent to the walls.

GREENBELT. A planting of trees and shrubs to serve as a screening device between abutting land uses.

GREENHOUSE, INDUSTRIAL. An establishment where flowers, shrubs, vegetables, trees, and other horticultural and floricultural products are grown in enclosed buildings with the exception of cannabis or marihuana.

GREENHOUSE, RETAIL. A retail business whose principal activity is the selling of plants with or without outside storage, growing, or display. Retail greenhouses shall include a building or structure which exceeds 150 square feet, that is designed for the cultivation or protection or retail sale of flowers, shrubbery, produce, trees, and other horticultural products tender plants for retail sale.

GROUP DWELLINGS (CONGREGATE LIVING). A building or group of buildings, designed and used for residential habitation where joint and/or separate sleeping rooms share common living, kitchen, eating and bathroom facilities, housing persons unrelated by blood or marriage.

GUARANTEE. A cash deposit, certified check, irrevocable bank letter of credit, surety bond or such other instrument acceptable to the city.

HARMONIOUS. The buildings on a property contribute positively to the overall character of the neighborhood without causing visual discord or disruption to the neighborhood or each other.

HAZARDOUS MATERIALS. Any materials that have been declared to be hazardous by any agency of the State of Michigan or of the United States, including but not limited to toxic materials and metal hydroxides.

HOME OCCUPATION. An occupation carried on for gain by an occupant of a dwelling unit as a secondary use which is clearly subservient to the use of the dwelling for residential purposes.

HORTICULTURE. The art of cultivating gardens producing vegetables, fruits, flowers or ornamental plants.

HOTEL. A building or part of a building with a common entrance or entrances in which the dwelling units or rooming units are used primarily for transient occupancy, and in which one or more of the following services are offered: maid service, furnishing of linen, telephone, secretarial or desk services, and bellboy service. A hotel may contain a restaurant or cocktail lounge, public banquet halls, ballrooms or meeting rooms.

INDUSTRIAL, LIGHT. The indoor manufacturing of finished products or parts, including processing, fabrication, assembly and disassembly, treatment, and packaging of such products, and incidental storage, sales and distribution of such products, which produces minimal noise, odors, vibration, hazardous waste materials, or particulate that will not disturb or endanger neighboring properties. Examples of light industrial include the following:

- A. Apparel (including clothing, shoes, dress making, and leather products);
- B. Commercial bakeries;
- C. Communication or computer equipment;
- D. Drugs, medicines, pharmaceutical;
- E. Electronic and computer products (including communication or computer equipment);
- F. Electrical equipment or machinery;
- G. Fasteners and buttons;
- H. Food/baking (including coffee roasting, creameries, ice cream, ice, frozen food, confectionery, and beverage);
- I. Food and beverage processing, canning, and storage;
- J. Household appliances;
- K. Machinery (including farm and industrial machinery);
- L. Medical equipment and supplies;
- M. Mill work and similar woodwork;
- N. Manufactured and modular homes and components;
- O. Office supplies;
- P. Optical goods;
- Q. Photographic equipment;
- R. Recreational vehicles and equipment;
- S. 3-D printing;
- T. Textiles (including dyeing, laundry bags, canvas products, dry goods, hosiery, millinery); and
- U. Tool and die making and repairs

INDUSTRIAL, HEAVY. The manufacturing with significant external effects, or which pose significant risks due to the involvement of explosives, poisons, pesticides, herbicides, or other hazardous materials in the manufacturing or other process. Examples of intensive manufacturing include the manufacture or production of the following goods or products:

- A. Aluminum or other metal recycling and Asphalt mixing plant;
- B. Batteries;
- C. Chemicals (including chlorine, corrosive acid, cosmetics, disinfectants, fertilizer, insecticides, poisons);
- D. Concrete mixing plant;
- E. Explosives;
- F. Industrial gases (such as acetylene);
- G. Lime and gypsum products;
- H. Medicines and pharmaceuticals;
- I. Nonmetallic mineral products (such as concrete and concrete products, glass);
- J. Paint (including lacquer and varnish);
- K. Paper;
- L. Primary metals;
- M. Petroleum products; and
- N. Plastic, rubber, and synthetic resins.

INGRESS. Access or entry.

INSTITUTIONAL OR PUBLIC USES. Houses of worship, public schools, public parks, public playgrounds, hospitals, government buildings, and other similar public or semipublic use.

IMPROVEMENTS. Those features and actions associated with a project which are considered necessary by the municipality to protect natural resources or the health, safety and welfare of the residents of the city and future users or inhabitants of the proposed project or project area, including parking areas, landscaping, roadways, lighting, utilities, sidewalks, screening and drainage. Improvements do not include the entire project which is the subject of zoning approval.

INOPERABLE MOTOR VEHICLE. An automobile, truck, or other motor vehicle which has been damaged to such an extent that it cannot be operated under its own power and will require major repairs before being made usable; or such a vehicle which does not comply with state or city laws or ordinances.

KENNEL. Any building or land used for the sale, boarding, or breeding of dogs, cats, or other household pets for remuneration.

KENNEL, RESIDENTIAL. Any structure or area designed and used specifically for the boarding or exercise of a private individual's own pet or pets (dogs, cats, rabbits, etc.), including but not limited to dog houses, pens, outdoor cages, and dog/pet runs.

LABORATORY. A building or part of a building devoted to the testing and analysis of any product or animal. No manufacturing is conducted on the premises except for experimental or testing purposes. Laboratories do not include any building or use associated with recreational or medical marijuana.

LANDSCAPE OR LANDSCAPING. Living plant material such as, but not limited to, grass, ground covers, shrubs, vines, hedges or trees, and/or nonliving durable material commonly used in landscape development such as, but not limited to, crushed rock, wood chips, cobblestones, brick, tile or decorative blocks, whether used as a vertical element such as a wall or fence, or as a horizontal element such as a bed, walk or path. Landscaping shall not be used for parking.

LAND USE PLAN. A plan showing the existing and proposed location, extent and intensity of development of land to be used for varying types of residential, commercial, industrial, agricultural, recreational, educational, and other public and private purposes or combination of purposes and is a part of the City of Sturgis comprehensive plan (master plan).

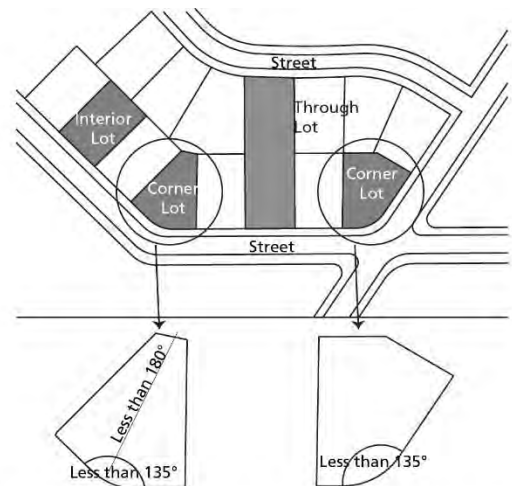
LAUNDRY AND DRY CLEANING. A commercial establishment where clothes can be washed or dried.

LEGISLATIVE BODY. The city commission.

LIVE/WORK UNIT. A single unit consisting of both a residential and commercial component that is occupied by the same resident as their primary residence.

LOADING/UNLOADING SPACE. An off-street space on the same lot with a building, or group of buildings, for the temporary parking of a commercial vehicle while loading and unloading merchandise or materials.

LOT. A parcel of land occupied, or intended to be occupied, by a main building or a group of such buildings and accessory buildings, or utilized for the principal use and uses accessory thereto, together with such yards and open spaces as are required under the provisions of this zoning ordinance. A lot may or may not be specifically designated as such on public records. The term lot means the same as "homesite" and "condominium" in site condominium developments.



INTERIOR, THROUGH, AND CORNER LOTS

LOT AREA. The total horizontal area included within lot lines, exclusive of area in a public or private right of way.

LOT, CORNER. A lot where the interior angle of two adjacent sides at the intersection of two streets is less than 135 degrees. A lot abutting upon a curved street or streets shall be considered a corner lot for the purposes of this title if the arc is of less radius than 150 feet and the tangents to the curve at the two points where the lot lines meet the curve or the straight street line extended, form an interior angle of less than 135 degrees.

LOT COVERAGE. The part or percent of the lot occupied by buildings or structures.

LOT DEPTH. The shortest horizontal distance between the front and rear lot lines measured along the median between the side lot lines, not including a public or private right of way.

LOT, INTERIOR. Any lot other than a corner lot having frontage on one street.

LOT LINES. Any lines bounding a lot, including the following:

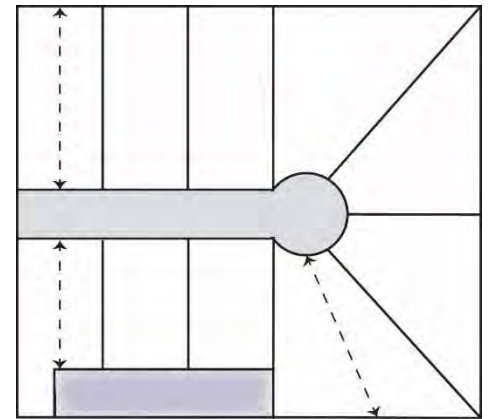
- A. **Front lot line.** In the case of an interior lot, it is that line separating the lot from the street. In the case of through lot or corner lot, it is that line separating the lot from each street.
- B. **Rear lot line.** The lot line opposite the front lot line. In the case of a lot pointed at the rear, the rear lot line shall be an imaginary line parallel to the front lot line, not less than ten feet long lying farthest from the front lot line and wholly within the lot. On curved streets or on cul-de-sac turn arounds, the rear yard shall be opposite the front set back line at ninety (90) degrees from such set back line.
- C. **Side lot line.** Any lot line other than front lot line or rear lot line. A side lot line separating a lot from another lot or lots is an interior side lot line.

LOT, THROUGH. A through lot is any interior lot having frontage on two more or less parallel streets as distinguished from a corner lot. In the case of a row of double frontage lots, all sides of said lots adjacent to streets shall be considered frontage, and front yards shall be provided as required.

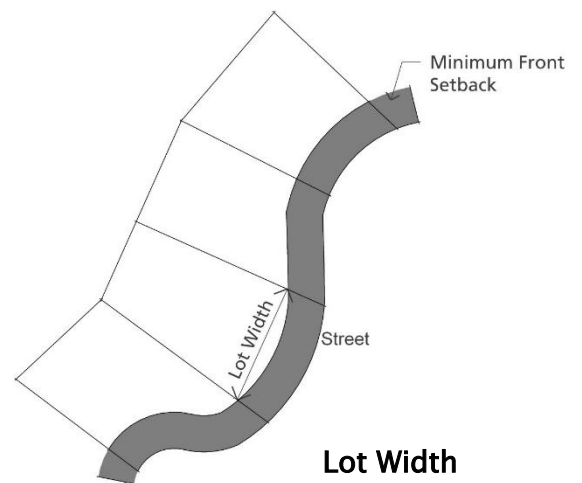
LOT OF RECORD. A parcel of land, the dimensions of which are shown on a document or map on file with the county register of deeds or in common use by municipal or county officials, and which actually exists as shown, or any part of such parcel held in a record ownership separate from that of the remainder thereof.

LOT WIDTH. The horizontal straight line distance between the side lot lines, measured between the two points where the front setback line intersects the side lot lines.

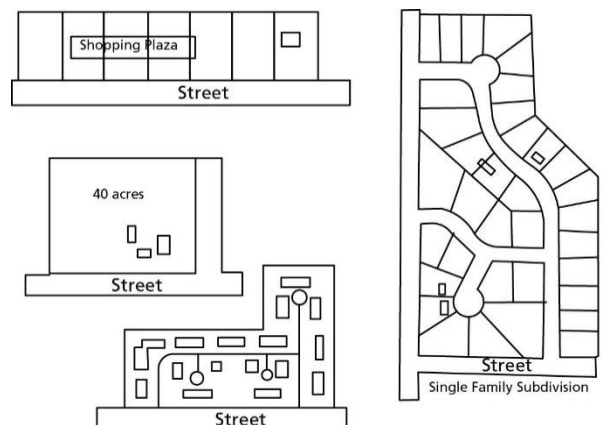
LOT, ZONING. A single tract of land, located within a single block, which at the time of filing for a building permit, is designated by its owner or developer as a tract to be used, developed, or built upon as a unit, under single ownership or control. A zoning lot may not coincide with a lot of record but may include one or more lots of record.



Lot Depth



Lot Width



EXAMPLES OF ZONING LOTS

LUMBER AND BUILDING SUPPLY YARDS. Lumber and building supply yards are businesses that sell building materials and/or lumber in large quantities and includes a significant portion of its product storage outdoors or in warehouse portions of the building and then sells them retail form to customers.

MASTER PLAN (*comprehensive plan*). A comprehensive, long-range plan intended to guide the growth and development of a community or region and one that includes analysis, recommendations, and proposals for the community's population, economy, housing, transportation, community facilities and land use.

MECHANICAL AMUSEMENT DEVICE. Any machine or device which, upon the insertion of a coin, slug, token, plate or disc, operates or may be operated as a game of contest, of skill or amusement when the element of skill in such operation predominates over chance or luck. It includes mechanical, electrical, or electronic video games, mechanical grabbing devices, pinball games, mechanical, electrical, or electronic baseball, football, basketball, hockey or similar sports-type games, mechanical, electrical or electronic card games, shooting games, target games, card games or any other machine, device or apparatus which may be used as a game of skill and wherein the player initiates, employs or directs any force generated by such machine.

MEZZANINE. An intermediate floor in any story occupying not to exceed one-third of the floor area of such story.

MICRO BREWERY. A manufacturer of beer which manufactures 60,000 or fewer barrels of beer a year. Can sell beer to Wholesaler licensees to sell to retailers. May also sell beer to consumers under an On-Premises Tasting Room Permit at the location where it manufactures beer. May also self-distribute beer it manufactures to retailers if it sells fewer than 2,000 barrels of beer a year. No local legislative approval required for licensure, if manufacturing only; On-Premises Tasting Room Permit requires local legislative approval.

MINERAL. Any aggregate or mass of mineral matter, whether or not coherent. The term includes, but is not limited to, limestone and dolomite, sand and gravel, rock and stone, earth, fill, slag, iron ore, zinc ore, vermiculite and clay, anthracite and bituminous coal, coal refuse, peat and crude oil and natural gas.

MINERAL EXTRACTION. The removal of overburden and minerals from the earth; the preparation and processing of minerals, including any activities or processes or part thereof for the extraction or removal of minerals from their original location and/or the preparation, washing, cleaning, crushing, stockpiling, or other processing of minerals at the subject location so as to make them suitable for commercial, industrial or construction use.

MINISTORAGE. Storage or warehousing building or buildings with more than one defined unit for individuals to store personal effects and for businesses to store materials for operation of an industrial or commercial enterprise elsewhere. In no case shall storage spaces in a ministorage facility function as an independent retail, wholesale, business, or service use. Spaces shall not be used for workshops, hobby shops, manufacturing, or similar uses. Human occupancy shall be limited to that required to transport, arrange and maintain stored materials.

MIXED-USE DEVELOPMENT. A development with planned integration of residential and non-residential uses where residential is only permitted above the first floor.

MOBILE HOME. A structure, transportable in one or more sections, which is built on a chassis and designed to be used as a dwelling with or without a permanent foundation, and which includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure. The term "mobile home" does not include a recreational vehicle.

MOBILE HOME PARK. A parcel of land upon which three or more mobile homes are located on a continual nonrecreational basis and which is offered to the public for that purpose, regardless whether a change is made therefore, together with any building, structure, enclosure, street, equipment, or facility used or intended for use incident to the occupancy of a mobile home.

MOBILE HOME SITE. A measured parcel of land within a mobile home park which is delineated by lot lines on a final development plan and which is intended for the placement of a mobile home for the exclusive use of the occupants of such mobile home.

MOBILE HOME SUBDIVISION. A mobile home park except that the mobile home lots are subdivided, surveyed, recorded, and sold in accordance with Michigan Act 288 of 1967, as amended.

MODULAR HOME. A dwelling unit consisting of two or more transportable factory-fabricated units designed to be assembled as a single residential structure on a foundation as required for conventional residences and constructed in conformity with the City's adopted Building Code.

MOTEL. Groups of furnished rooms or separate structures providing sleeping and parking accommodations for transient occupancy.

MOVING AND STORAGE: Establishments that provide moving and storage services and over the road transportation of cargo using motor vehicles, such as trucks and tractor trailers, including the storage and holding of cargo and storage containers.

MUNICIPALITY. The City of Sturgis.

MURAL. A wall painting containing no elements of a sign and which does not advertise or promote the interest of any person, business or product.

NONCONFORMING STRUCTURES. Any building or portion thereof lawfully existing at the time this zoning ordinance became effective and which now does not comply with its regulations.

NONCONFORMING LOT. A lot, the area, dimensions or location of which was lawful prior to the adoption, revisions, or amendment of the zoning code; but which fails, by reason of such adoption, revisions, or amendment, to conform to current requirements of the zoning district.

NONCONFORMING SIGN. Any sign lawfully existing on the effective date of an ordinance, or amendment thereto, which renders the sign nonconforming, because it does not conform to all the standards and regulations of the adopted or amended ordinance.

NONCONFORMING USE. Any property use which was lawful at the time this zoning ordinance became effective and which now does not comply with its regulations.

NONCONFORMING USE OR STRUCTURE, CLASS A. A nonconforming use or structure which has been designated to be allowed to be perpetuated and improved under the provisions of this zoning ordinance.

NONCONFORMING USE OR STRUCTURE, CLASS B. A nonconforming use or structure which has been designated to be allowed to be perpetuated within the restricted provisions of this zoning ordinance.

NUISANCE. An offensive, annoying, unpleasant or obnoxious thing or practice, a cause or source of annoyance, especially a continuing or repeating invasion of any physical characteristics of activity or use across a property line which can be perceived by or affects a human being, or the generation of an excessive or concentrated movement of people or things, such as, but not limited to: noise, dust, smoke, odor, glare, fumes, flashes, vibration, shock waves, heat electronic or atomic radiation, objectionable effluent, noise or congregation of people, particularly at night, passenger traffic, invasion of nonabutting road frontage by traffic, a burned-out structure, a condemned structure.

OCCUPANCY PERMIT. A required permit allowing occupancy of a building or structure after it has been determined that the building meets all of the requirements of applicable ordinances.

OFF-STREET PARKING LOT. Off-street parking lot means a facility providing off-street vehicular parking spaces and drives or aisles for the parking of more than three vehicles.

OFFICE BUILDING. A group of tenant spaces in one building with a minimum 400 square feet per tenant.

OPEN STORAGE. The storage of any materials or objects outside the confines of a building.

OUTDOOR SALES AREA, ACCESSORY. An area where the primary purpose of the area is for the retail sale of merchandise. Such sales and or display area must be accessory and subordinate to a permitted principal use.

OUTDOOR SALES AREA, NON-ACCESSORY. A temporary outdoor event which offers for sale goods and merchandise by a business other than an established indoor business at the site.

OUTDOOR GATHERING AREA. Any defined area used for the purpose of stationing people in an organized fashion during the course of a business or public activity outside of a building. Includes activities such as outdoor dining spaces, areas licensed by Michigan Liquor Control for outdoor service, music dancing areas, festival locations, and other similar uses.

PARKING ACCESS. The area of parking lot that allows motor vehicles ingress and egress from the street to the parking aisle or parking space.

PARKING AISLE. The area behind the parking space used for backing and turning into and out of the parking space.

PARKING BAY. A parking module consisting of one or two rows of parking spaces and the aisle from which motor vehicles enter and leave spaces.

PARKING LOT. An off-street, ground level area, surfaced and improved, for the temporary parking of motor vehicles.

PARKING SPACE. An area of definite length and width; such area shall be exclusive of drives, aisles or entrances giving access thereto and shall be fully accessible for the parking of permitted vehicles.

PERFORMANCE STANDARDS. A set of criteria or limits relating to nuisance elements which a particular use or process may not exceed.

PERMITTED USE. Any use allowed in a zoning district and subject to the restrictions applicable to that zoning district.

PERSONAL SERVICE. Establishments providing services such as barber shops, beauty salons and spas, clothing rental, massage services, shoe repair, tattoo parlors and travel agencies. This use also includes dog grooming establishments but does not include any boarding or animal hospitals.

PET SHOP AND SALES. Pet shop means a place where animals are offered for sale, exchange, or transfer. No person shall operate a pet shop unless he has first received a license from the department of agriculture.

PHOTOVOLTAIC DEVICE. A system of components that generates electric energy from incident sunlight by means of the photovoltaic effect, whether or not the device is able to store the electric energy produced for later use.

PLANNED DEVELOPMENT DISTRICT OR PDD. A development approach that allows for flexible zoning regulations and unified site design across a comprehensive project. PDDs typically feature a mix of building types, land uses, and housing units, with buildings often clustered to create common open spaces. Instead of applying zoning regulations on a lot-by-lot basis, densities are calculated for the entire development, allowing for more innovative and efficient land use. The process involves significant city oversight, particularly during site-plan reviews, ensuring that the development aligns with community goals and standards.

PLANNING COMMISSION. The planning commission of the City of Sturgis.

PRELIMINARY PLAN. A preliminary map indicating the proposed layout of the subdivision, PDD, or site plan, which is submitted to the proper review authority for consideration and preliminary approval.

PRINCIPAL BUILDING. The primary structure on a lot in which the principal use permitted by the zoning district is conducted. This building is distinguished from any accessory buildings or structures, which serve secondary or supportive functions.

PRINCIPAL USE. The primary activity or purpose for which a lot, building, or structure is intended, designed, and legally permitted within the zoning district in which it is located. The principal use governs the primary function of the property and determines compliance with zoning regulations, distinguishing it from any accessory or incidental uses that may occur on the same property.

PRINTING OR PUBLISHING. Establishments such as non-industrial commercial printers, businesses that publish newspapers, books and periodicals (whether or not they do their own printing) and copy shops.

PROFESSIONAL SERVICES. Services offered to the general public by the traditional professions, such as law, medicine, engineering, accounting, consulting, architecture, and similar disciplines.

PUBLIC FACILITIES. Facilities which are owned and operated by a municipality, government agency, or publicly owned utility.

PUBLIC HEARING. A meeting announced and advertised in advance and open to the public, with the public given the opportunity to speak or participate.

PUBLIC UTILITY. Any person, firm, corporation, municipal department, or board, duly authorized to furnish and furnishing under federal, state, or municipal regulations to the public, electricity, gas steam, communication, telegraph, transportation, water, sanitary sewer and storm sewer. Wireless communication devices and facilities are not defined as a public utility.

PUBLIC WAY. A highway, street, avenue, boulevard, road, lane, alley or other areas specifically designated and continuously maintained for public access.

QUALIFIED RESIDENTIAL TREATMENT PROGRAM. Subject to section 1 of 1973 PA 116, MCL 722.111, a qualified residential treatment program means a program within a child caring institution to which all of the following apply:

- A. The program has a trauma-informed treatment model, evidenced by the inclusion of trauma awareness, knowledge, and skills into the program's culture, practices, and policies.
- B. The program has registered or licensed nursing and other licensed clinical staff on-site or available 24 hours a day, 7 days a week, who provide care in the scope of their practice as provided in parts 170, 172, 181, 182, 182A, and 185 of the public health code, 1978 PA 368, MCL 333.17001 to 333.17097, 333.17201 to 333.17242, 333.18101 to 333.18117, 333.18201 to 333.18237, 333.18251 to 333.18267, and 333.18501 to 333.18518.
- C. The program integrates families into treatment, including maintaining sibling connections.
- D. (iv) The program provides aftercare services for at least 6 months post discharge.
- E. The program is accredited by an independent not-for-profit organization as described in 42 USC 672(k)(4)(G).
- F. The program does not include a detention facility, forestry camp, training school, or other facility operated primarily for detaining minor children who are determined to be delinquent.

QUASIPUBLIC AGENCY. A service-owned and operated by a nonprofit, religious, or missionary institution and providing educational, cultural, recreational, or similar types of public programs.

REASONABLE ACCOMMODATION USE. Housing accommodation for handicapped persons in residential districts.

RECREATION FACILITY. A commercial establishment indoor or outdoor, which is designed to provide the user with the opportunity to relax, engage in athletic activities or engage in other leisure pursuits, including but not limited to driving ranges, , swimming pools, water parks, athletic courts (tennis, basketball, racquetball), personal fitness, gyms, exercise and training facilities, motorized cart and motorcycle tracks, and batting cages.

RECREATIONAL EQUIPMENT. Includes travel trailers, pickup campers, ice fishing houses, tent trailers, tents, boats and boat trailers, wave runners, utility trailers and similar equipment and cases or boxes used for transporting recreational equipment, whether occupied by the equipment or not.

RECREATIONAL VEHICLE. A vehicle primarily designed and used as temporary living quarters for recreational, camping or travel purposes, including a vehicle having its own motor power or a vehicle mounted on or drawn by another vehicle.

RESEARCH AND DEVELOPMENT: An establishment for general research, scientific research, development and/or training. Activities include the invention, discovery, study, experimentation, evaluation, identification, verification, design preparation, or production of products, new technologies, techniques, or processes. Research and development functions include the repair, storage, sale, and resale of materials, goods, and products relating to the research and development use. This may include the assembly, integration, and testing of products in a completely enclosed building incidental to the principal use of scientific research, development, and training. Does not include data centers.

RESIDENTIAL, RESIDENTIAL USE, OR RESIDENTIAL DISTRICT. The use of land parcels for human habitation under the terms of this zoning ordinance. The term "residential" shall not be construed or interpreted to mean the storage, sale (wholesale or retail), trade, transfer, fabrication, production, manufacture, or development of goods and services.

RESTRICTIVE COVENANT. A restriction on the use of land usually set forth in a deed or other appropriate document.

RETAIL SALES AND RETAIL SERVICES. An establishment engaged in selling goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods, in which up to ten (10) percent of the gross floor area may be devoted to the manufacturing, assembly, or packaging of goods that are sold on site or distributed off site.

RETAINING WALL. A wall designed to resist the lateral displacement of soil or other material.

RIDING ACADEMY OR STABLE. Any establishment where horses are kept for riding, driving, or stabling for compensation or incidental to the operation of any club, association, ranch, similar establishment or business.

RIGHT-OF-WAY LINE. The boundary of a dedicated street or highway.

RIGHT-OF-WAY. A strip of land acquired by reservation, dedication, forced dedication, prescription, or condemnation, and intended to be occupied or occupied by a road, crosswalk, railroad, electric transmission lines, oil or gas pipeline, waterline, sanitary and storm sewers or other similar uses.

ROAD FRONTAGE. The length of the lot line which borders a public road.

ROAD or STREET, PRIVATE. An irrevocable easement running with the land to one or more owners of adjacent, properties which provides access to those adjacent properties, and which is not dedicated for general public use.

ROAD OR STREET, PUBLIC. Any public right-of-way which provides vehicular access to adjacent properties.

ROOF. The top outside covering of a building.

ROOM. For the purpose of determining lot area requirements and density in a multiple-family district, a room is a living room, dining room or bedroom. A room shall not include the area in kitchen, sanitary facilities, utility provisions, corridors,

hallways and storage. Plans presented showing one-, two- or three-bedroom units and including a den, library, or other extra room shall count such extra room as a bedroom for the purpose of computing density.

RUBBISH. Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

SALE, GARAGE OR YARD SALE. The sale or exchange or offer of sale or exchange of five or more items of household goods, wares, appliances, clothing, jewelry, tools or other personal property of whatever kind or nature, or any combination thereof whether by garage sale, yard sale, auction or otherwise.

SALVAGE YARD. A place where waste or discarded or salvaged materials are bought, sold, exchanged, stored, baled, packaged, disassembled, cleaned, or handled, including house and vehicle wrecking yards, used lumber yards, and places or yards for use of salvaged house and vehicle parts, and structural steel materials and equipment. Salvage yard shall not include uses conducted entirely within a completely-enclosed building; pawnshops and establishments for the sale, purchase, or storage of used cars in operable condition, salvaged machinery, used furniture, and household equipment; and the processing of used, discarded, or salvaged materials as part of manufacturing operations.

SCALE. The relationship between distances on a map and actual ground distances.

SCHOOL, BUSINESS. A business school, same as trade school, is a postsecondary educational institution designed to train students for a specific job in a skilled trade career. Examples include business, beauty, cooking, language or trade school of a non-recreational nature which charges a fee for attendance.

SCHOOL, ELEMENTARY. Any school licensed by the state and which meets the state requirements of elementary education.

SCHOOL, PAROCHIAL. A school supported and controlled by a church or religious organization.

SCHOOL, PRIVATE. Any building or group of buildings the use of which meets the state requirements for primary, secondary, or higher education and which does not secure a major part of its funding from any governmental agency.

SCHOOL, SECONDARY. Any school licensed by the state and which is authorized to award diplomas for secondary education.

SCREENING. A method of visually shielding or obscuring one abutting or nearby structure or use from another by fencing, walls, berm, or densely planted vegetation.

SEASONAL BUSINESS. A retail business or service business that is not normally used as a business for more than eight months during any one calendar year.

SETBACK. The distance required to obtain minimum front, side or rear yard open space provisions of this zoning ordinance. Setbacks from a public street shall be measured from the existing or proposed right-of-way lines, whichever is greater unless otherwise provided in this zoning ordinance. The setback does not apply to projections as per [§ 1.0708](#) in this zoning ordinance.

SHORT TERM PARKING. Customer parking which has regular turnover and up to a 30 minute maximum duration.

SHORT TERM RENTAL. A dwelling or dwelling unit or portion thereof in which overnight accommodations are provided or offered to persons other than the owner for compensation, for a period not to exceed 30 consecutive days.

SIGN DEFINITIONS. The following definitions are related to signs:

- A. The term "sign" means any announcement, declaration, display, billboard, illustration and insignia when designed and placed so as to attract general public attention. Such shall be deemed to be a single sign whenever the proximity, design, content or continuity reasonably suggest a single unit, notwithstanding any physical separation between parts. The term "sign" includes any banner, bulbs or other lighting devices, streamer, pennant, balloon, propeller, flag and any similar device of any type or kind, whether bearing lettering or not.
1. **ACCESSORY SIGN.** A sign which pertains to the principal use of the premises.
 2. **AIR-BLOWN DEVICE.** Any device not otherwise specifically defined in this article that is designed to inform or attract, whether or not such device carries a message, and which all or part of the device is set in motion by mechanically forced air. This definition specifically includes but is not limited to those devices referred to commercially as "air puppets" and "air dancers".
 3. **AWNING OR CANOPY.** A sign mounted on or painted onto, an awning, marquee, or canopy.
 4. **BANNER.** A temporary sign of fabric, plastic, or other sign made of non-rigid material without an enclosing structural framework that must be hung or temporarily affixed to the tenant space.
 5. **BILLBOARD.** A sign other than an off-premises directional sign, which does not pertain to the principal use of the premises.
 6. **DECORATIVE DISPLAY.** A decorative, temporary display designed for the entertainment or cultural enrichment of the public and having no direct or indirect sales or advertising content.
 7. **FEATHER SIGN.** A temporary freestanding sign, typically consisting of a single pole or shaft of plastic, metal or other rigid material, imbedded or otherwise fastened in the ground at the base, with a vertically elongated pennant made of fabric, vinyl or other flexible material in the shape of a feather, tear drop or similar configuration attached along the pole. This type of sign may attract attention by waving and/or fluttering from natural wind currents.
 8. **FLAG SIGN.** A device generally made of flexible material, usually cloth, paper or plastic, which is normally attached to a flagpole or to a building. The term flag does not include feather signs.
 9. **FREESTANDING SIGN.** A sign other than a portable sign which is not attached to a building.
 10. **GROUND SIGN.** A display sign supported by one or more columns, uprights or braces or mounted directly upon the ground surface and having a height not in excess of six feet.
 11. **DEVELOPMENT SIGN.** An entrance sign identifying a development and/or the occupants of a development in which more than one tenant or use occupies a site or sites in the development.
 12. **INFLATABLE SIGN.** A temporary sign consisting of flexible material or fabric that takes on a three dimensional shape when filled with a sufficient volume of air or other gas.
 13. **MARQUEE SIGN.** A display sign attached to or hung from a marquee, canopy or other covered structure projecting from and supported by the building and extending beyond the building wall, building line or street lot line.
 14. **NON-ACCESSORY SIGN.** A sign which does not pertain to the principal use of the premises.
 15. **NON-ACCESSORY TEMPORARY DEVELOPMENT SIGN.** A sign advertising a real estate development consisting of five or more lots or parcels in one ownership.
 16. **OFF-PREMISES DIRECTIONAL SIGN.** A sign which provides direction to a location in the city.
 17. **PYLON SIGN.** A display sign supported by one or more columns, uprights or braces in the ground surface. and having a height of eight feet or more.
 18. **POLITICAL SIGN.** A temporary sign announcing or supporting political candidates, parties, or issues in connection with any national, state or local election, movement or cause.
 19. **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 considered portable only if such sign is manifestly designed to be portable to facilitate its movement from one zoning lot to another. Signs utilized to be moveable, other than from one zoning lot to another, shall be considered freestanding signs under this zoning ordinance.
 20. **PROJECTING SIGN.** A sign, other than a marquee, awning, or canopy sign which is attached directly and perpendicularly to the building wall, not on the same plane as the wall, where any part of which extends beyond the building wall more than 12 inches.
 21. **ROOF SIGN.** A display sign which is erected, constructed and maintained in or above the roof of the building.
 22. **SANDWICH BOARD SIGN.** A temporary freestanding sign, consisting of two sign faces of equal size hinged at the top and placed on the ground.

23. **TEMPORARY PROMOTIONAL MATERIALS.** Any posters, banners, flags, etc. displayed inside business windows, so as to be visible and attract attention of the general public to advertise products, goods or services provided on premises for a specified period of time.
24. **TEMPORARY SIGN.** A display sign, banner or other advertising device constructed of cloth, canvas, fabric, plastic or other light temporary material, with or without a structural frame, or any other sign intended for a limited period of display, but not including decorative displays for holidays or public demonstration.
25. **WALL SIGN.** A display sign which is painted on or attached directly to the building wall.
26. **WINDOW SIGN.** A sign affixed to a window so as to be observable from the opposite side of the window to which such sign is affixed.
27. **VEHICLE SIGN.** A sign attached to a vehicle or placed within or upon such vehicle which advertises products for sale other than the identification of the vehicle owner or operator.
28. **YARD SIGN.** A temporary freestanding sign placed on private property facing a street or parking area.
 - a. **Rigid frame:** A temporary yard sign, consisting of a frame or skeleton made of steel, wood or similar sturdy material placed into the ground, that resists bending or movement and is capable of withstanding wind turbulence while supporting a sign of permitted size.
 - b. **Wire frame:** A temporary yard sign, typically consisting of a fairly pliable "H" shaped metal frame, one end of which is typically inserted into a plastic sign and the other end is inserted into the ground.

Awning or Canopy



Window

Billboard



Pylon

With Electronic Message Display



Without Electronic Message Display



Multitenant



Sign Types

Wall



Ground Sign with Electronic Display



Marquee



Projecting



Sign Types (Continued)

Temporary Signs

Yard

Rigid Frame



Wire Frame



Sandwich Board



Feather



Temporary Promotional Banner



Sign Types (Continued)

- B. Sign area means the gross surface area within a single continuous perimeter enclosing the extreme limits of a sign, and in no case passing through or between any adjacent elements of same. Such perimeter shall not include any structural or framing elements, lying outside the limits of such sign, and not forming an integral part of the display. For computing the area of any wall sign which consists of letters mounted or painted on a wall, the area shall be deemed to be the area of the smallest rectangular figure which can encompass all the letters and descriptive matter.
- C. Erect means to build, construct, attach, hang, place, suspend, affix or paint.
- D. Noncombustible material means any material which will not ignite at or below a temperature of 1,200 degrees Fahrenheit and will not continue to burn or glow at that temperature.
- E. Sign face means the area of display surface used for the sign message.

SINGLE HOUSEKEEPING UNIT. All of the associated rooms in a dwelling unit available to and occupied by all of the occupants with a single set of cooking facilities also available to and utilized by all of the occupants of the dwelling unit.

SITE CONDOMINIUM (CONDOMINIUM SUBDIVISION). A method of subdivision where land ownership of sites is regulated by the condominium act (MCL 559.101 et seq.) as opposed to the Land Division Act (MCL 560.101 et seq.). Condominium subdivision shall be equivalent to the term "subdivision" as used in this zoning ordinance.

SITE. Any plot or parcel of land or combination of contiguous lots or parcels of land.

SITE PLAN. The development plan for one or more lots, on which is shown the existing and proposed conditions of the lot under the terms of [Article XII](#) of this zoning ordinance.

SITE PLAN REVIEW AND APPROVAL. The submission of plans for review and approval, as required by this zoning ordinance, and special use permits.

SKETCH PLAN. A rough map of the proposed subdivision or site plan, of sufficient accuracy to be used for the purpose of discussion and classification.

SLEEPING ROOM. Attached room which is intended, arranged, or designed to be occupied by one or more persons primarily for sleeping purposes and shall have an area of not less than 70 square feet or be less than seven feet in any dimension.

SMALL DISTILLER. A manufacturer of spirit products that contain more than 10% alcohol by volume which manufactures 60,000 or fewer gallons of spirits a year. Can sell spirits it manufactures to the Commission to sell through Authorized Distribution Agents to retailers. May self-distribute spirits it manufactures to retailers if it sells less than 3,000 gallons of spirits a calendar year to retailers. May sell spirits it manufactures to customers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off-Premises Tasting Room license. No local legislative approval required for licensure, if manufacturing only; On-premises Tasting Room Permit requires local legislative approval.

SMALL ENGINE REPAIR. A business that offers sales and/or service for a wide range of small-displacement, low-powered internal combustion engines used to power lawn mowers, generators, concrete mixers and many other machines that require independent power sources.

SMALL WINE MAKER. A manufacturer of wine which manufactures 50,000 or fewer gallons of wine a year. Can sell wine to Wholesaler licensees to sell to retailers. May also sell wine to consumers under an On-Premises Tasting Room Permit at the location where it manufactures it and also through an Off-Premises Tasting Room license or Joint Off Premises Tasting Room license May self-distribute wine it manufactures to retailers. May hold a Farmer's Market Permit that allows the sale and sampling of its wine at a farmer's market. No local legislative approval required for licensure, if manufacturing only; On Premises Tasting Room Permit requires local legislative approval.

SOCIAL CLUBS. A club, group or organization created for recreational, artistic, athletic, academic, political, charitable, or other social purpose, and whose activities are not conducted primarily for profit or material gain and do not involve merchandising, vending, or other commercial activities, except as required incidentally for the membership and purpose of the social club.

SOLAR ARRAY. Any number of photovoltaic devices connected together to provide a single output of electric energy or other energy, including items such as solar modules, inverters, racking, energy storage devices, substations, and balance of system components.

SOLAR ENERGY SYSTEM, LARGE. A utility-scale solar energy system where the primary use of the land is to generate electric energy or other energy by converting sunlight, whether by photovoltaic devices or other conversion technology, for the sale, delivery or consumption of the generated energy. The system shall have a capacity greater than one megawatt (MW) and be located on one or more parcels with an aggregate area of ten acres or greater.

SPECIAL LAND USE. A use permitted in a given zone when the use is specified in [Article VI](#) of this zoning ordinance and has been reviewed and approved by the planning commission, after application, to assure that all specified conditions are met.

SPECIFIED ANATOMICAL AREAS.

- A. Less than completely and opaquely covered:
 - 1. Human genitals, pubic region and buttock:
 - 2. Female breast below a point immediately above the top of the areola.
- B. Human male genitals in a discernible [discernibly] turgid state, even if completely and opaquely covered.

SPECIFIED SEXUAL ACTIVITIES.

- A. Human genitals in a state of sexual stimulation or arousal.
- B. Acts of human masturbation, sexual intercourse or sodomy.
- C. Fondling or other erotic touching of human genitals, pubic region, buttocks or female breast.

SPOT ZONING. Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses, and not for the purpose or effect of furthering the objectives of the Sturgis master plan.

STABLE, PRIVATE. Any building for shelter of horses or other animals not kept for remuneration, hire, or sale.

STACKING AREAS. Areas designated for the temporary queuing of motor vehicles, such as for a drive-thru restaurant or a bank.

STALL, PARKING. The parking space in which vehicles park.

STORAGE AREA, ACCESSORY. An outdoor space accessory to the permitted use of the property and used for the purpose of storing equipment, vehicles, construction materials, and similar items necessary to the permitted use.

STORAGE AREA, NON-ACCESSORY. An outdoor space that is non-accessory to the permitted use of the property.

STORM WATER SYSTEM. A surface water management system designed, constructed, managed, and maintained to control surface water discharges caused by precipitation events on a developed property. It consists of structures, piping, earth surface modifications to collect, convey, treat, store, infiltrate, or reuse the storm water on a developed property and prevent off site storm water runoff. All new Storm Water Systems shall be built and maintained in compliance with the City of Sturgis Storm Water Design Criteria Manual.

STORY. That part of a building included between the surface of one floor and the surface of the next floor, or if there is no floor above, then the ceiling next above.

STORY, HALF. An uppermost story lying under a sloping roof having an area of at least 200 square feet with a clear height of seven feet six inches.

STREET. A public right-of-way which has been dedicated to the public and accepted for the purpose of providing access to abutting lots or land, including space for curb, gutter, paving, and sidewalks.

STREET CLASSIFICATIONS. The classification of streets based upon their location and their present and expected future traffic volume and relative importance and function as follows and as designated on the current Michigan Department of Transportation National Functional Classification (NFC) map:

- A. **Local street.** A road intended to provide access to collector roads from individual properties.
- B. **Collector street, minor or major.** A road intended to collect traffic from local streets to distribute to secondary and primary arterial streets.
- C. **Minor arterial.** A road intended to collect and distribute traffic in a manner similar to primary arterials, except that these roads service minor traffic generating areas such as community commercial areas, primary and secondary educational buildings, hospitals, major recreational areas, churches, and offices, and/or designed to carry traffic from collector streets to the system of primary arterials.
- D. **Principal arterial.** A road intended to move traffic to and from major attractions such as shopping centers, central business districts, regional shopping malls, colleges and universities, military installations and similar traffic generators within the local unit of government, and/or as a route for traffic between neighboring communities.

STREET FRONTAGE. See *road frontage*.

STRIP MALL AREA. Multiple commercial establishments developed on the same parcel under one site plan.

STRUCTURE. Anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground.

STRUCTURE, TEMPORARY. A structure that has been permitted by the zoning administrator to exist during periods of construction of the principal building, special events, or approved uses.

STRUCTURE CHANGES OR ALTERATIONS. Any change in the supporting members of a building, such as bearing walls, columns, beams, or girders, or any substantial change in the roof.

STUDIO. A building or portion of a building used as a place of work by an artist, photographer or artisan, musician, yoga or martial arts, or used for radio, podcast or television broadcasting.

SUBDIVIDE OR SUBDIVISION. The partitioning or splitting of a parcel or tract of land by the proprietor thereof or by his or her heirs, executors, administrators, legal representatives, successors or assigns for the purpose of sale, or lease of more than one year, or for building development, that results in one or more parcels of land, of less than 40 acres or the equivalent, and that is not exempted from the platting requirements of Public Act No. 288 of 1967 (MCL 560.101 et seq.). The term "subdivide" or "subdivision" does not include a property transfer between two or more adjacent parcels, if the property taken from one parcel is added to an adjacent parcel; and any resulting parcel shall not be considered a building site unless the parcel conforms to the requirements of Public Act No. 288 of 1967 (MCL 560.101 et seq.).

TEMPORARY CERTIFICATE OF OCCUPANCY. A certificate of occupancy which is issued for a fixed time period to allow occupancy, because seasonal conditions make it impossible to complete all needed external improvements. A performance guarantee may be required.

TEMPORARY OUTDOOR GATHERING AREA. Any outdoor gathering area used during a festival or community event.

THEATER. A building used primarily for the presentation of live stage productions, performances, or motion pictures.

TRANSIENT. Occupancy of a sleeping room or dwelling unit for not more than 30 days.

TRANSITION. For the purposes of this zoning ordinance one or more of the following constitute a transition:

- A. A zoning district which may serve as a district of transition, i.e., a buffer zone between various land use districts or land use types;
- B. A residential rear or side yard lot or land parcel arrangement abutting a land use of more intense development character; or
- C. A device such as an earth berm, wall, screening fence, heavy shrub and tree planting or a combination of such devices providing a buffer between land use types.

TRANSPORTATION SERVICES. Train, bus, taxi terminal, dispatching center or any similar uses.

TRUCK. Automotive vehicle for hauling.

TRUCK AND RAILROAD TERMINALS.

- A. A place where transfer between modes of transportation takes place.
- B. A terminating point where goods are transferred from a track to a storage area or to other trucks, or picked up by other forms of transportation.

USE. The lawful purpose for which land or premises, including the structures thereon, is designed, arranged, or intended or for which it is rented, leased, occupied, or maintained.

USE, LAWFUL. The use of any structure or land that conforms with all of the regulations of this zoning ordinance or any amendment hereto and which conforms with all of the codes, ordinances, and other legal requirements that exist at the time of the enactment of this zoning ordinance or any amendment thereto.

VARIANCE. A modification of the required provisions of the physical development or land use standards or the zoning ordinance granted when strict enforcement of the zoning ordinance would cause undue hardship owing to circumstances unique to the individual property on which the variance is granted. The crucial points of the variance are undue hardship and unique circumstances applying to the property. A variance is not justified unless both elements are present in the case.

VEHICLE, MOTOR. A self-propelled device used for transportation of people or goods over land surfaces, and licensed as a motor vehicle.

VEHICLE REPAIR SHOP. A building used for the painting or repair of damaged motor vehicles, boats, mobile housing facilities, or trailers.

VEHICLE SALES AREA. An outdoor area, where no repair work is done, used for the display, sale, or rental of new or used motor vehicles, boats, mobile housing facilities, or trailers in operable condition.

VETERINARY HOSPITAL. A structure designed for the care and treatment of animals.

WALL, OBSCURING. A structure of definite height and location to serve as an obscuring screen in carrying out the requirements of this zoning ordinance.

WAREHOUSE OR WAREHOUSING. A building primarily used for the storage of goods and materials that is less than 200,000 square feet in gross floor area. A parcel containing a building or buildings or portions thereof that contain warehousing in excess of 200,000 square feet in area shall be defined as *warehousing, distribution*.

WAREHOUSING, DISTRIBUTION. A parcel containing a building, buildings, or portions thereof, with warehousing in excess of 200,000 square feet in gross floor area. Distribution warehousing may include large-scale customer fulfillment centers.

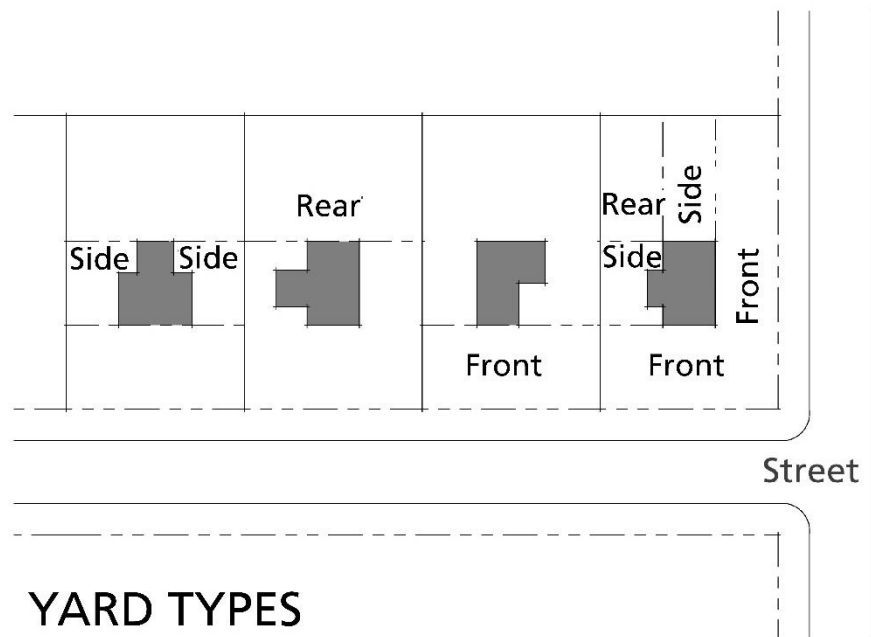
WETLANDS. Lands generally or intermittently covered with water which, by nature of their surface and/or subsurface soil characteristics either contribute to the replenishment of subsurface water supply, or are self-contained water resources, including marshes, swamps and bogs.

WHOLESALE ACTIVITIES. Activities primarily engaged in selling and/or distributing merchandise to retailers; to industrial, commercial, institutional, or professional business users, or to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies. This is not considered a general commercial use.

WHOLESALE TRADE. Establishments or places of business primarily engaged in selling merchandise to retailers, to industrial, commercial, institutional, or professional business users, or to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies.

YARDS. Open spaces on the same lot with a principal building unoccupied and unobstructed from the ground upward except as otherwise provided in this zoning ordinance and as defined in this section.

- A. **Front yard.** An open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest point of the principal building.
- B. **Rear yard.** An open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the rear lot line and the nearest point of the principal building. In the case of a corner lot, the rear yard may be opposite either road frontage.
- C. **Side yard** an open space between a principal building and the side lot line, extending from the front yard to the rear yard, the width of which is the horizontal distance from the nearest point on the side lot line to the nearest point of the principal building. The side yard abutting a street is considered a front yard.



ZERO LOT LINE. The location of a building in such a manner that one or more of the building's sides rest directly on a lot line.

ZONING ENVELOPE. The three-dimensional space within which a structure is permitted to be built on a lot, which is defined by maximum height regulations and yard setbacks.



ARTICLE III. DESIGNATION AND PURPOSE OF ZONING DISTRICTS

ARTICLE III. DESIGNATION AND PURPOSE OF ZONING DISTRICTS

1.0301 ZONING DISTRICTS.

The following zoning districts are hereby established, and the city is divided into the following districts:

- A. R-1 Rural Residential.
- B. R-2 Subdivision Residential.
- C. R-3 Residential.
- D. R-4 Apartment.
- E. R-5 Residential.
- F. B-OS Business Office Service.
- G. B-C Central Business.
- H. B-H1 Business Highway 1.
- I. B-H2 Business Highway 2.
- J. B-N Business Neighborhood.
- K. M Manufacturing.
- L. M-2 Manufacturing 2.
- M. PDD-1 Planned Development District 1.
- N. PDD-2 Planned Development District 2.
- O. PDD-3 Planned Development District 3.

1.0302 ZONING MAP.

- A. [Zoning map](#) incorporated. The [zoning map](#) delineating the zoning districts set out in [§1.0301](#) is hereby declared to be a part of this section. Except where reference is shown on the map to a street line or other line designated by dimensions, the district boundary lines follow lot lines or the centerlines of streets, alleys and railroads as they existed at the time of the adoption of this section.
- B. Lot divided by zone line. Where a district boundary line, as established in this section, or as shown on the [zoning map](#), divides a lot shown or recorded as being in single ownership at the time of enactment of this section, the district regulations and uses shall be observed on the respective side of the district line to which they apply.

1.0303 ZONING TEXT INTERPRETED.

Where uncertainty exists with respect to uses permitted in any district, or any condition set forth in this zoning ordinance, the following rules shall apply:

- A. No use of land shall be permitted in any use district except those uses specifically permitted in a zoning district.
- B. Uses or structures not specifically permitted in a zoning district shall be prohibited in such district.
- C. Unless otherwise provided for in this zoning ordinance, where uses of yard areas are indicated as being permitted, the use of any yard area for any use other than that permitted shall be prohibited.

1.0304 ZONING OF ANNEXED AREAS.

Any area annexed or transferred to the city shall, immediately upon such annexation or transfer, automatically be zoned the same as the adjacent zoning district. Upon recommendation of the zoning official or referral by the city commission as provided in § 1.1406, the planning commission shall recommend appropriate zoning for such area within three months after the matter is recommended by the zoning official or referred by the city commission.

1.0305 ZONING OF VACANT LANDS.

Whenever any street, alley or other public way within the city shall be vacated, such street, alley or other public way or portion thereof shall automatically be classified in the same zone district as the property to which it attaches.

1.0306 DISTRICT REQUIREMENTS.

All buildings and uses in any district shall be subject to all of the applicable provisions of article[s] I through XV of this zoning ordinance.

IV

ARTICLE IV. DESCRIPTION OF DISTRICTS

1.0400 TABLE OF PERMITTED USES

TABLE 1.0400. TABLE OF PERMITTED USES

Key: P – Permitted by Right. S – Permitted by Special Use Approval. Blank – Not permitted.

REGULATED USES	DISTRICT														
	R-1	R-2	R-3	R-4	R-5	B-OS	B-C	B-H1	B-H2	B-N	M	M-2	PDD-1	PDD-2	PDD-3
Residential / Agricultural Uses															
Adult foster care camp	S														
Adult foster care congregate facility										S					
Adult foster care home, family	P	P	P	P	P					P					
Adult foster care home, large group				S	S					S					
Adult foster care home, small group	S	S	S	S	S					S					
Apartment building of two to 12 dwelling units including two-family dwellings				P						S					
Apartments above stores mixed-use development									S						
Apartments above stores							S							P	
Condominiums							S			S				P	
Convalescent homes						P			P						
Conversion of a dwelling for up to four dwelling units				S											
Cottage Court Developments	S	S	S	S						S					
Existing housing	P	P	P	P	P	P	P	P	P	P	P	P			

TABLE 1.0400. TABLE OF PERMITTED USES															
Key: P – Permitted by Right. S – Permitted by Special Use Approval. Blank – Not permitted.															
REGULATED USES	DISTRICT														
	R-1	R-2	R-3	R-4	R-5	B-OS	B-C	B-H1	B-H2	B-N	M	M-2	PDD-1	PDD-2	PDD-3
Family child care homes	P	P	P	P	P								P		
Farm animal or fowl husbandry	S														
Farm employee accessory dwellings	P														
Farming or horticulture	P	S									P				
Foster family group homes	P	P	P	P	P								P		
Foster family homes	P	P	P	P	P								P		
Functional equivalent family	S	S	S	S	S	S							S		
Group child care homes	S	S	S	S	S								P		
Group Dwellings				S											
High density apartments				S											P
Home occupations (for existing housing)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Live / work units													P		
Low-Density Apartments					S										
Mobile Home Parks					S										
Mobile Home Subdivisions					S										
Multifamily residential uses as found in the R-4 district														P	
One-family detached dwelling.	P	P	P	P	P					S					
Qualified residential treatment programs that provides services for 10 or fewer individuals	P	P	P	P	P					P					
Riding Stables	S														
Two attached apartment buildings divided by a fire wall				P											
Two-family dwelling			S	P	S										
Public / Semi-Public Uses															
Essential services	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Institutional or public uses	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

TABLE 1.0400. TABLE OF PERMITTED USES															
Key: P – Permitted by Right. S – Permitted by Special Use Approval. Blank – Not permitted.															
REGULATED USES	DISTRICT														
	R-1	R-2	R-3	R-4	R-5	B-OS	B-C	B-H1	B-H2	B-N	M	M-2	PDD-1	PDD-2	PDD-3
Off-street parking lots						P	S	P	P	S					
Recreational Facilities						P	P	P	P	P	P	P		P	
School, Business						P	P ²	P	P	P	P	P		P	
School, Private						P	P ²	P	P	P					
Commercial & Office Uses															
Accessory retail sales of no greater than 10 percent of building square footage connected with an approved use in the district											P	P			
Adult entertainment facilities											S				
Animal Hospitals	S					P		S	S		P	S			
Automobile carwash								S	S	S	S	S			
Automobile repair shop(s), major								S	S	S	S	S			
Automobile repair shop(s), minor								S	S	S	S	S			
Automobile service stations								S	S	S	S	S			
Banks, credit unions, or similar uses						P	S/P ²	P	P	P				P	P
Banquet halls						S		P	P		S	S			
Bed and Breakfast operations				S		S	S ²		S	S				P	
Billboards								S			S				
Boarding Houses									S						
Brewpubs						S	S	S	S	S					
Catering facilities						P			P		P	P	S		
Catering facility in combination with a full service eating and drinking establishment							P	P		P					
Child care centers or day care centers	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Clinic, dental or medical						P	P ²	P	P	P				P	P
Commercial kennel facilities											P				
Commercial medical marihuana facilities as defined in Article IV of											S				

TABLE 1.0400. TABLE OF PERMITTED USES															
Key: P – Permitted by Right. S – Permitted by Special Use Approval. Blank – Not permitted.															
REGULATED USES	DISTRICT														
	R-1	R-2	R-3	R-4	R-5	B-OS	B-C	B-H1	B-H2	B-N	M	M-2	PDD-1	PDD-2	PDD-3
Chapter 38, section 38-92															
Contractor office						P		P		P	P	P			
Country clubs, golf courses, and similar uses	P	P	P	P	P										
Drive-through operations							S	P	P	S					
Fast food restaurants							P	P	P	P				P	P
Full service eating and drinking establishments							P	P	P	P				P	P
Funeral homes and mortuary establishments						P		P	P	S					
Greenhouse, retail								P	P			P			
Hotels and motels							P	P	P	S				P	P
Indoor vehicle sales area											S	S			
Laboratories											P	P			
Laundry and dry cleaning						P	P	P	P	P	P	P		P	P
Lumber and building supply yards								P	S						
Marihuana establishments as defined in Article IV of Chapter 38, section 38-93(b)											S				
Marihuana retailers as defined in Article IV of Chapter 38, section 38-93(b)								S							
Micro Breweries						S	S	S	S	S					
Ministorage						S			S		S	S			
Moving and storage establishments											P				
Office Buildings				S		P		P	P	P	S	P			
Outdoor sale areas							S	S	S	S				P	S
Outdoor video display boards greater than 100 inches measured diagonally and 400 square feet overall and mounted on an														S	

TABLE 1.0400. TABLE OF PERMITTED USES															
Key: P – Permitted by Right. S – Permitted by Special Use Approval. Blank – Not permitted.															
REGULATED USES	DISTRICT														
	R-1	R-2	R-3	R-4	R-5	B-OS	B-C	B-H1	B-H2	B-N	M	M-2	PDD-1	PDD-2	PDD-3
assembly that when combined with the video display board results in a structure no higher than 40 feet above grade															
Personal services						P	P	P	P	P			P	P	P
Pet shop and sales								S	S						
Printing or publishing						P	P	P	P	P	P	P		P	P
Professional service offices				S		P	S/P ²	P	P	P			P	P	P
Provisioning centers								S			S				
Rooming, boarding, and motel accommodations				S											
Short term rentals							S		S	S					
Sidewalk cafes							S			S				P	S
Small distillers						S	S	S	S	S					
Small engine repair								S	S		S	S			
Small wine makers						S	S	S	S	S					
Social clubs							P		S	P	S	S		P	P
Stores for retail sales and retail services							P	P		P	S	S		P	P
Stores for retail sales and retail services. 20,000 square feet or less									P						
Strip mall areas								P	P						
Studio						P	P	P	P	P				P	P
Theaters							P	P	P	S				P	
Vehicle sales area								S	S	S					
Transportation & Utility Uses															
Airports subject to all state and federal regulations and subject to all city codes and ordinances											P				
Battery Energy Storage System, Large											S	S			
Solar energy systems, Large											S	S			
Transportation services						P	P		S	P	P	P		P	S
Industrial Uses															

TABLE 1.0400. TABLE OF PERMITTED USES															
Key: P – Permitted by Right. S – Permitted by Special Use Approval. Blank – Not permitted.															
REGULATED USES	DISTRICT														
	R-1	R-2	R-3	R-4	R-5	B-OS	B-C	B-H1	B-H2	B-N	M	M-2	PDD-1	PDD-2	PDD-3
Equipment servicing, Indoor											P	P			
Equipment servicing, Outdoor											S	S			
Greenhouses, industrial	P										P	P			
Industrial, heavy											S	S			
Industrial, light											P	P			
Industrial, Light (restricted to properties between Main Street and Hatch Street, and on S. Jefferson Street)						S									
Medical marihuana manufacturing and distribution facilities for primary caregivers and qualifying patients											S				
Mineral extraction operations	S										S				
Research and development											P	P			
Salvage yard and resource recovery facilities.											S	S			
Storage of waste hauling vehicles and operations.											S				
Technology centers											P	P			
Warehousing						S			S		P	P			
Warehousing, Distribution											S	S			
Other															
Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Marquee signs							S	S	S	S					
Mixed-use development							P			P					

TABLE 1.0400. TABLE OF PERMITTED USES															
Key: P – Permitted by Right. S – Permitted by Special Use Approval. Blank – Not permitted.															
REGULATED USES	DISTRICT														
	R-1	R-2	R-3	R-4	R-5	B-OS	B-C	B-H1	B-H2	B-N	M	M-2	PDD-1	PDD-2	PDD-3
Mixed-use development— Greater than three stories							S							P	
Murals							S			S				S	S
Nonresidential parking		S	S	S	S										
Reasonable accommodation use	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Vacant commercial type buildings conditional use permit			S	S											
¹ Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.															
² Shall be located either above or below the first floor unless they are outside of the restricted zone.															

R-1

RURAL RESIDENTIAL DISTRICT



Image courtesy of Google Street View, July 2022

1.0401 R-1 RURAL RESIDENTIAL DISTRICT.

1.0401(A). Intent

The R-1 rural residential district is composed of certain land in outlying areas presently of rural character. The land within this district is used primarily for agricultural purposes. The regulations of this district are designed to stabilize and protect the essential characteristics of the district without unduly restricting its use solely to that of an agricultural nature. To these ends, development is limited to low density uses which are not detrimental to future development.

1.0401(B). Permitted Uses.

See Table [1.0401.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the R-1 district:

- (1) Adult foster care homes, family.
- (2) Country clubs, golf courses, and similar uses.

- (3) Essential services.
- (4) Existing housing.
- (5) Family child care homes.
- (6) Farm employee accessory dwellings.
- (7) Farming or horticulture.
- (8) Foster family group homes.
- (9) Foster family homes.
- (10) Greenhouses, industrial.
- (11) Home occupations as provided for and controlled in [§ 1.1122](#) for existing housing.
- (12) Institutional or public uses.
- (13) One-family detached dwelling.
- (14) Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.
- (15) Qualified residential treatment programs that provides services for 10 or fewer individuals.
- (16) Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0401(C). Special Land Uses.

See Table [1.0401.1](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the R-1 district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Adult foster care camp.
- (2) Adult foster care home, small group.
- (3) Animal hospitals.
- (4) Childcare centers or day care centers.
- (5) Cottage court developments.
- (6) Farm animal or fowl husbandry.
- (7) Functional equivalent family.
- (8) Group child care homes.
- (9) Mineral extraction operations.
- (10) Reasonable accommodation use.
- (11) Riding stables.

TABLE 1.0401.1: R-1 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Adult foster care homes, family	By Right		0.5 / 1 bed ¹
Adult foster care camp.	Special Use	§ 1.0602	1 space per employee, plus 1 space per camp vehicle parked on premises, plus 5 visitor spaces ²

TABLE 1.0401.1: R-1 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Adult foster care home, small group.	Special Use	§ 1.0602	0.5 / 1 bed ¹
Cottage Court Developments	Special Use	§ 1.0602, 1.0603(UU)	1 per dwelling unit up to one bedroom, 1.5 per dwelling unit with 2 bedrooms, and 2 per dwelling unit with three bedrooms or more
Family child care homes	By Right		1 / 3 children ¹
Farm animal or fowl husbandry.	Special Use	§ 1.0602	1 / employee
Farm employee accessory dwellings	By Right		1 / employee
Farming or horticulture	By Right		1 / employee
Foster family group homes	By Right		0.5 / 1 bed ¹
Foster family homes	By Right		0.5 / 1 bed ¹
Functional equivalent family	Special Use	§ 1.0602, 1.0603(K)	2 per dwelling unit.
Greenhouses, industrial	By Right		1 per 400 sq. ft. usable floor area.
Group child care homes.	Special Use	§ 1.0602	1 / 3 children ¹
Home occupations	By Right	§1.0603(A), 1.1122	1 / dwelling in addition to those required for residential use
One-family detached dwellings	By Right		2 per dwelling unit.
Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.	By Right		0.5 / 1 bed
Qualified residential treatment programs that provides services for 10 or fewer individuals.	By Right		0.5 / 1 bed
Riding Stables	Special Use	§ 1.0602	1 space for each employee, plus 1 space for each 4 stalls

TABLE 1.0401.1: R-1 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Public / Semi-Public Uses			
Essential services	By Right		---
Institutional or public uses	By Right		See Article IX for specific uses
Commercial & Office Uses			
Animal hospitals.	Special Use	§ 1.0602, 1.0603(P)	1 per 300 sq. ft. usable floor area. ³
Child care centers or day care centers	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Country clubs, golf courses, and similar uses	By Right		4 for each golf hole and 1 for each employee.
Transportation & Utility Uses			

Industrial Uses			
Mineral extraction operations.	Special Use	§ 1.0602, 1.0603(II)	1 / each employee on the maximum shift.
Other			
Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
Reasonable accommodation use	Special Use	§ 1.0602	---
NOTES:			
<i>Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX</i>			

1.0401(D). Required Conditions.

The following conditions shall be required in all R-1 districts:

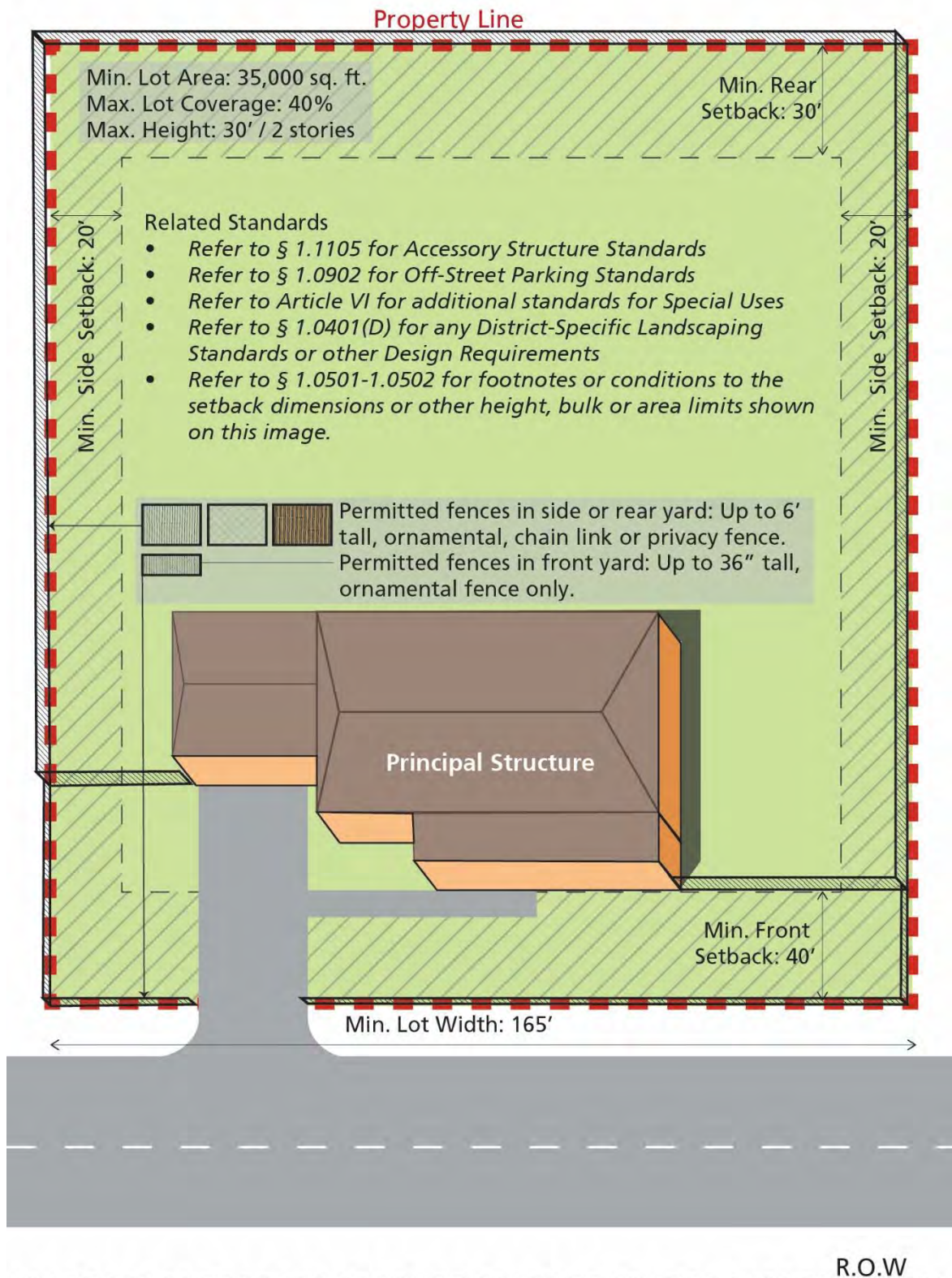
- (1) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.
- (2) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
- (3) Area and bulk requirements. See [Article V](#), schedule of regulations, of this zoning ordinance limiting the height and bulk of buildings, the minimum size of lot by permitted land use, the

maximum density permitted, and providing minimum yard setbacks requirements. See also Table 1.0401.2 below.

TABLE 1.0401.2: R-1 DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	165 feet (a) (e)
Minimum Lot Area	35,000 square feet (a) (f)
Maximum Lot Coverage	40%
Principal Structure	
Front Setback	40 feet (b) (e) (f) (g) (h)
Side Setback	20 feet (b) (c) (d) (e) (f) (g) (h)
Rear Setback	30 feet (b) (e) (f) (g) (h)
Maximum Height	2 stories, 30 feet (e) (f)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

- (a) See also § 1.0502, § 1.0503, and § 1.0504, regarding flexibility allowances.
- (b) See also § 1.0502(b). For all uses permitted other than single-family residential, the setback shall equal the height of the principal building or the setback required in this section, whichever is the greater.
- (c) See also § 1.0502(c). The front yard abutting upon a side street shall not be less than one-half the required front yard setback where corner lots have a common rear yard. In case of a corner lot rear yard abutting a side yard of an adjacent interior lot, the front yard abutting a side street shall not be less than the required front yard of the district.
- (d) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (e) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (f) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
 1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.

- (g) See also § [1.0502\(o\)](#). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (h) See also § [1.0502\(p\)](#) or § [1.0709](#) for yard exceptions.



R-1 Rural Residential District

(Illustration not to scale)

Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

R-2

SUBDIVISION RESIDENTIAL DISTRICT



Image courtesy of Google Street View, July 2022

1.0402 R-2 SUBDIVISION RESIDENTIAL DISTRICT.

1.0402(A). Intent

The R-2 Subdivision residential district is established to create and preserve single-family home neighborhoods free from other uses except those which are both compatible with and convenient to the residents of this district. These districts will be developed as lower-density single-family neighborhoods.

1.0402(B). Permitted Uses.

See Table [1.0402.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the R-2 district:

- (1) Adult foster care homes, family.
- (2) Country clubs, golf courses, and similar uses.
- (3) Essential services.
- (4) Existing housing.
- (5) Family child care homes.

- (6) Foster family group homes.
- (7) Foster family homes.
- (8) Home occupations as provided for and controlled in [§ 1.1122](#) for existing housing.
- (9) Institutional or public uses.
- (10) One-family detached dwelling.
- (11) Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.
- (12) Qualified residential treatment programs that provides services for 10 or fewer individuals.
- (13) Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0402(C). Special Land Uses.

See Table [1.0402.1](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the R-2 district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Adult foster care home, small group.
- (2) Child care centers or day care centers.
- (3) Cottage court developments.
- (4) Farming or horticulture.
- (5) Functional equivalent family.
- (6) Group child care homes.
- (7) Nonresidential parking.
- (8) Reasonable accommodation use.

TABLE 1.0402.1: R-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Adult foster care homes, family	By Right		0.5 / 1 bed ¹
Adult foster care home, small group.	Special Use	§ 1.0602	0.5 / 1 bed ¹
Cottage Court Developments	Special Use	§ 1.0602 , 1.0603(UU)	1 per dwelling unit up to one bedroom, 1.5 per dwelling unit with 2 bedrooms, and 2 per dwelling unit with three bedrooms or more
Family child care homes	By Right		1 / 3 children ¹
Farming or horticulture	Special Use		1 / employee
Foster family group homes	By Right		0.5 / 1 bed ¹
Foster family homes	By Right		0.5 / 1 bed ¹
Functional equivalent family	Special Use	§ 1.0602 , 1.0603(K)	2 per dwelling unit.

TABLE 1.0402.1: R-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Group child care homes.	Special Use	§ 1.0602	1 / 3 children ¹
Home occupations	By Right	§ 1.0603(A) , 1.1122	1 / dwelling in addition to those required for residential use
One-family detached dwellings	By Right		2 per dwelling unit.
Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.	By Right		0.5 / 1 bed
Qualified residential treatment programs that provides services for 10 or fewer individuals.	By Right		0.5 / 1 bed
Public / Semi-Public Uses			
Essential services	By Right		---
Institutional or public uses	By Right		See Article IX for specific uses
Commercial & Office Uses			
Child care centers or day care centers	Special Use	§ 1.0602 , 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Country clubs, golf courses, and similar uses	By Right		4 for each golf hole and 1 for each employee.
Transportation & Utility Uses			

Industrial Uses			
Other			
Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on	By Right		---

TABLE 1.0402.1: R-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
the same zoning lot with the permitted use.			
Nonresidential parking	Special Use	§ 1.0602, 1.0603(DD)	---
Reasonable accommodation use	Special Use	§ 1.0602,	---
NOTES:			
Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX			

1.0402(D). Required Conditions.

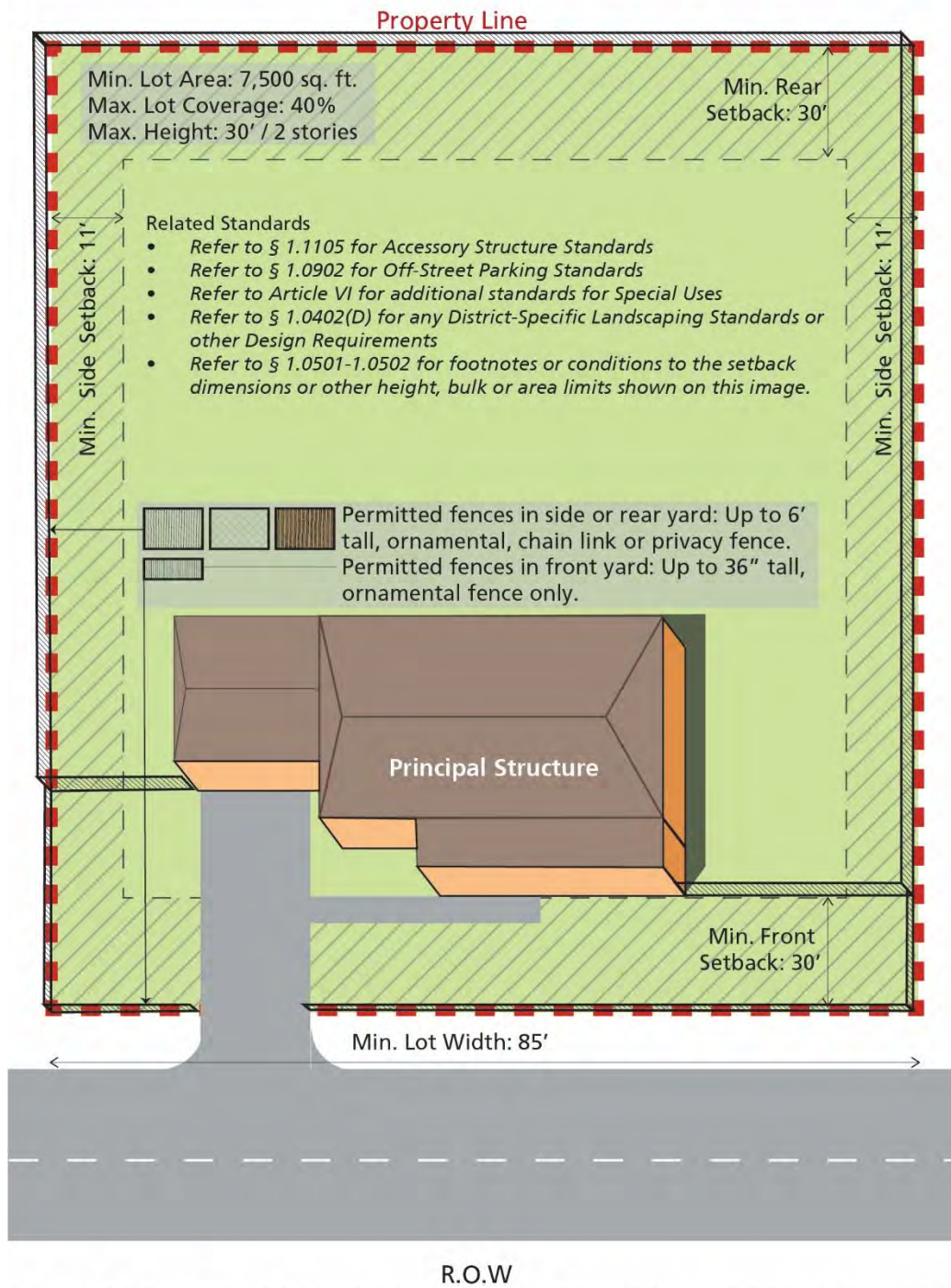
The following conditions shall be required in all R-2 districts:

- (1) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.
- (2) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
- (3) Area and bulk requirements. See [Article V](#), schedule of regulations, of this zoning ordinance limiting the height and bulk of buildings, the minimum size of lot by permitted land use, the maximum density permitted, and providing minimum yard setbacks requirements. See also Table [1.0402.2](#) below.

TABLE 1.0402.2: R-2 DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	85 feet (a) (e) (f)
Minimum Lot Area	11,000 square feet (a) (e) (f)
Maximum Lot Coverage	40%
Principal Structure	
Front Setback	30 feet (b) (e) (f) (g) (h)
Side Setback	11 feet (b) (c) (d) (e) (f) (g) (h)
Rear Setback	30 feet (b) (e) (f) (g) (h)
Maximum Height	2 stories, 30 feet (e) (f)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105 .	

- (a) See also [§ 1.0502](#), [§ 1.0503](#), and [§ 1.0504](#), regarding flexibility allowances.
- (b) See also [§ 1.0502\(b\)](#). For all uses permitted other than single-family residential, the setback shall equal the height of the principal building or the setback required in this section, whichever is the greater.

- (c) See also § 1.0502(c). The front yard abutting upon a side street shall not be less than one-half the required front yard setback where corner lots have a common rear yard. In case of a corner lot rear yard abutting a side yard of an adjacent interior lot, the front yard abutting a side street shall not be less than the required front yard of the district.
- (d) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (e) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (f) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
 - 1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 - 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 - 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (g) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (h) See also § 1.0502(p) or § 1.0709 for yard exceptions.



R-2 Subdivision Residential District

(Illustration not to scale)

Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

R-3 RESIDENTIAL DISTRICT



Image courtesy of Google Street View, July 2023

1.0403 R-3 RESIDENTIAL DISTRICT.

1.0403(A). Intent

The R-3 residential district is composed of low- and medium-density single-family residential areas where medium-density development has occurred and where additional development at these densities is proposed. The regulations for this district are designed to protect and stabilize the essential characteristics of these areas and to promote and encourage a suitable and safe environment for family life.

1.0403(B). Permitted Uses.

See Table 1.0403.1 for a listing of permitted uses categorized by use type. The following uses are permitted in the R-3 district:

- (1) Adult foster care homes, family.
- (2) Country clubs, golf courses, and similar uses.
- (3) Essential services.

- (4) Existing housing.
- (5) Family child care homes.
- (6) Foster family group homes.
- (7) Foster family homes.
- (8) Home occupations as provided for and controlled in [§ 1.1122](#) for existing housing.
- (9) Institutional or public uses.
- (10) One-family detached dwelling.
- (11) Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.
- (12) Qualified residential treatment programs that provides services for 10 or fewer individuals.
- (13) Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0403(C). Special Land Uses.

See Table [1.0403.1](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the R-3 district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Adult foster care home, small group.
- (2) Child care centers or day care centers.
- (3) Cottage court developments.
- (4) Functional equivalent family.
- (5) Group child care homes.
- (6) Nonresidential parking.
- (7) Reasonable accommodation use.
- (8) Two-family dwelling.
- (9) Vacant commercial type buildings conditional use permit.

TABLE 1.0403.1: R-3 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Adult foster care homes, family	By Right		0.5 / 1 bed ¹
Adult foster care home, small group.	Special Use	§ 1.0602	0.5 / 1 bed ¹
Cottage Court Developments	Special Use	§ 1.0602, 1.0603(UU)	1 per dwelling unit up to one bedroom, 1.5 per dwelling unit with 2 bedrooms, and 2 per dwelling unit with three bedrooms or more
Family child care homes	By Right		1 / 3 children ¹
Foster family group homes	By Right		0.5 / 1 bed ¹

TABLE 1.0403.1: R-3 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Foster family homes	By Right		0.5 / 1 bed ¹
Functional equivalent family	Special Use	§ 1.0602, 1.0603(K)	2 per dwelling unit
Group child care homes.	Special Use	§ 1.0602	1 / 3 children ¹
Home occupations	By Right	§ 1.0603(A), 1.1122	1 / dwelling in addition to those required for residential use
One-family detached dwellings	By Right		2 per dwelling unit.
Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.	By Right		0.5 / 1 bed
Qualified residential treatment programs that provides services for 10 or fewer individuals.	By Right		0.5 / 1 bed
Two-family dwelling	Special Use	§ 1.0602, 1.0603(B)	2 per dwelling unit.
Public / Semi-Public Uses			
Essential services	By Right		---
Institutional or public uses	By Right		See Article IX for specific uses
Commercial & Office Uses			
Child care centers or day care centers	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Country clubs, golf courses, and similar uses	By Right		4 for each golf hole and 1 for each employee.
Transportation & Utility Uses			

Industrial Uses			
Other			
Accessory structures and uses customarily incidental to a	By Right		---

TABLE 1.0403.1: R-3 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.			
Nonresidential parking	Special Use	§ 1.0602 , 1.0603(DD)	---
Reasonable accommodation use	Special Use	§ 1.0602	---
Vacant commercial type buildings conditional use permit.	Special Use	§ 1.0602 , 1.0603(PP)	---
NOTES:			
<i>Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX</i>			

1.0403(D). Required Conditions.

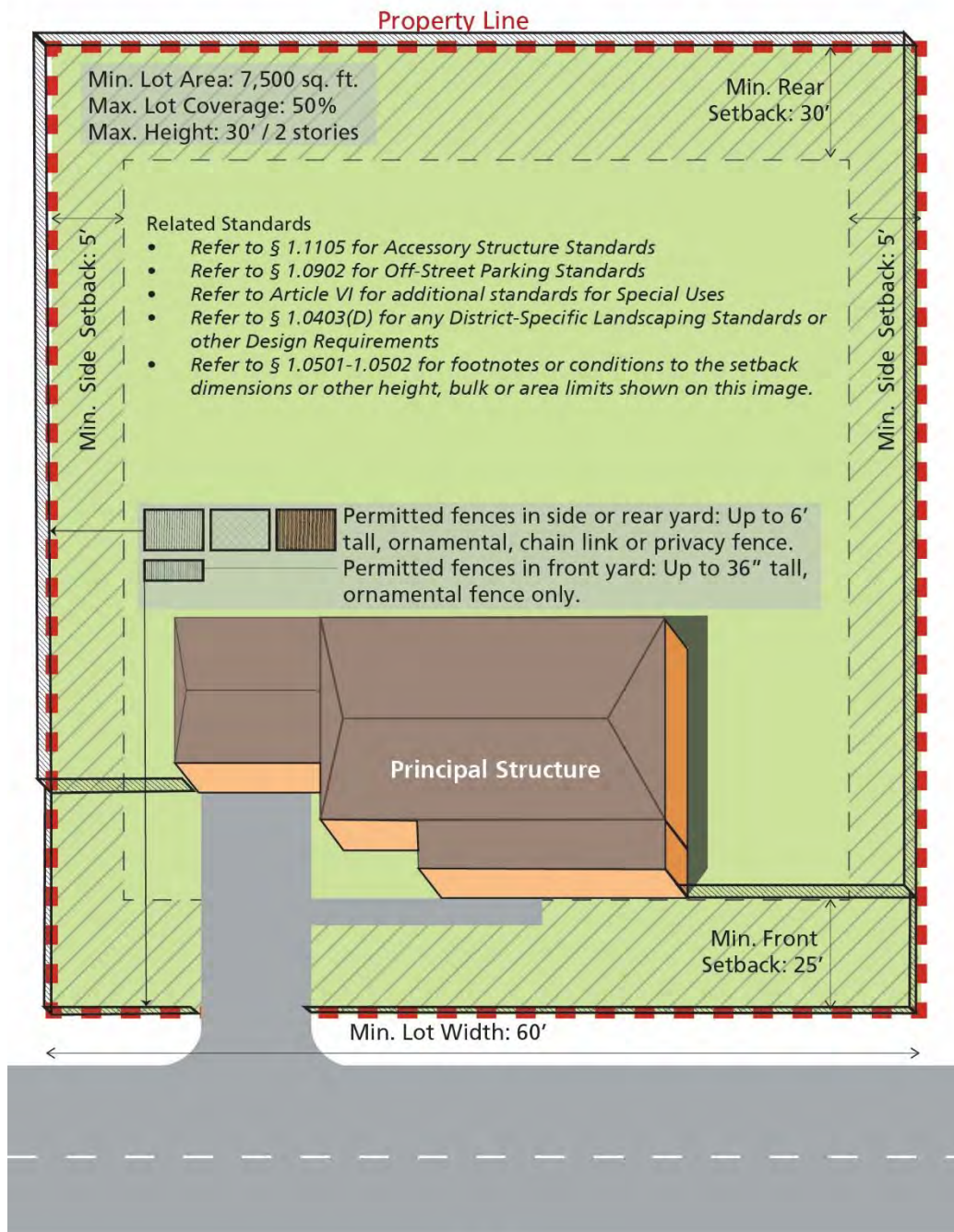
The following conditions shall be required in all R-3 districts:

- (1) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.
- (2) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
- (3) Area and bulk requirements. See [Article V](#), schedule of regulations, of this zoning ordinance limiting the height and bulk of buildings, the minimum size of lot by permitted land use, the maximum density permitted, and providing minimum yard setbacks requirements. See also [Table 1.0403.2](#) below.

TABLE 1.0403.2: R-3 DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	60 feet (d) (e)
Minimum Lot Area	7,500 square feet (d) (e)
Maximum Lot Coverage	40%
Principal Structure	
Front Setback	25 feet (a) (d) (e) (f) (g)
Side Setback	5 feet (a) (b) (c) (d) (e) (f) (g)
Rear Setback	30 feet (a) (d) (e) (f) (g)
Maximum Height	2 stories, 30 feet (d) (e)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105 .	

- (a) See also [§ 1.0502\(b\)](#). For all uses permitted other than single-family residential, the setback shall equal the height of the principal building or the setback required in this section, whichever is the greater.

- (b) See also § 1.0502(c). The front yard abutting upon a side street shall not be less than one-half the required front yard setback where corner lots have a common rear yard. In case of a corner lot rear yard abutting a side yard of an adjacent interior lot, the front yard abutting a side street shall not be less than the required front yard of the district.
- (c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (d) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (e) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
 - 1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 - 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 - 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (f) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (g) See also § 1.0502(p) or § 1.0709 for yard exceptions.



R-3 Residential District

(Illustration not to scale)

Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

R-4 APARTMENT DISTRICT



Image courtesy of Google Street View, June 2023

1.0404 R-4 APARTMENT DISTRICT.

1.0404(A). Intent

The R-4 Apartment district is composed of certain areas within the municipality where multifamily residential development at high densities has occurred and where additional development at these densities is proposed. To these ends development is restricted to residential use and uses which are compatible with this type of development.

1.0404(B). Permitted Uses.

See [Table 1.0404.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the R-4 district:

- (1) Adult foster care homes, family.
- (2) Apartment building of two to 12 dwelling units including two-family dwellings.
- (3) Country clubs, golf courses, and similar uses.
- (4) Essential services.

- (5) Existing Housing.
- (6) Family child care homes.
- (7) Foster family group homes.
- (8) Foster family homes.
- (9) Home occupations as provided and controlled in [§ 1.1122](#) for existing housing.
- (10) Institutional or public uses.
- (11) One-family detached dwelling.
- (12) Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.
- (13) Qualified residential treatment programs that provides services for 10 or fewer individuals.
- (14) Two attached apartment buildings divided by a fire wall.
- (15) Two-family dwelling.
- (16) Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0404(C). Special Land Uses.

See [Table 1.0404.1](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the R-4 district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Adult foster care home, large group.
- (2) Adult foster care home, small group.
- (3) Bed and Breakfast operations.
- (4) Child care centers or day care centers.
- (5) Conversion of a dwelling for up to four dwelling units.
- (6) Cottage court developments.
- (7) Functional equivalent family.
- (8) Group child care homes.
- (9) Group dwellings.
- (10) High density apartments.
- (11) Nonresidential parking.
- (12) Office buildings.
- (13) Professional service offices.
- (14) Reasonable accommodation use.
- (15) Rooming, boarding, and motel accommodations.
- (16) Vacant commercial type buildings conditional use permit.

TABLE 1.0404.1: R-4 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Adult foster care home, family	By Right		0.5 / 1 bed ¹
Adult foster care home, large group	Special Use	§ 1.0602	0.5 / 1 bed ¹
Adult foster care home, small group	Special Use	§ 1.0602	0.5 / 1 bed ¹
Apartment building of two to 12 dwelling units including two-family dwellings.	By Right	§ 1.0602, 1.0603(C)	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
Conversion of a dwelling for up to four dwelling units.	Special Use	§ 1.0602, 1.0603(H)	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
Cottage Court Developments	Special Use	§ 1.0602, 1.0603(UU)	1 per dwelling unit up to one bedroom, 1.5 per dwelling unit with 2 bedrooms, and 2 per dwelling unit with three bedrooms or more
Family child care homes	By Right		1 / 3 children ¹
Foster family group homes	By Right		0.5 / 1 bed ¹
Foster family homes	By Right		0.5 / 1 bed ¹
Functional equivalent family	Special Use	§ 1.0602, 1.0603(K)	2 per dwelling unit
Group child care homes.	Special Use	§ 1.0602	1 / 3 children ¹
Group Dwellings	Special Use	§ 1.0602, 1.0603(GG)	0.5 / 1 bed, one per supervisory employee
Home occupations	By Right	§ 1.0603(A), 1.1122	1 / dwelling in addition to those required for residential use
One-family detached dwellings in compliance with Article V , schedule of regulations, for R-3 districts.	By Right		2 per dwelling unit.
Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the	By Right		0.5 / 1 bed

TABLE 1.0404.1: R-4 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.			
Qualified residential treatment programs that provides services for 10 or fewer individuals.	By Right		0.5 / 1 bed
Two attached apartment buildings divided by a fire wall.	By Right	§ 1.0602, 1.0603(C)	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
Two-family dwelling	Special Use	§ 1.0602, 1.0603(B)	2 per dwelling unit.
Public / Semi-Public Uses			
Essential services	By Right		---
Institutional or public uses	By Right		See Article IX for specific uses
Commercial & Office Uses			
Bed and Breakfast Operations	Special Use	§ 1.0602, 1.0603(J)	1.25 for each rooming unit plus 1 for each employee.
Child care centers or day care centers	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Country clubs, golf courses, and similar uses	By Right		4 for each golf hole and 1 for each employee.
Office Buildings	Special Use	§ 1.0602, 1.0603(Q)	1 per 400 sq. ft. usable floor area.
Professional Offices	Special Use	§ 1.0602, 1.0603(KK)	1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
Rooming, boarding, and motel accommodations.	Special Use	§ 1.0602, 1.0603(I)	1.25 for each rooming unit plus 1 for each employee.

TABLE 1.0404.1: R-4 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Transportation & Utility Uses			

Industrial Uses			
Other			
Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
Nonresidential parking	Special Use	§ 1.0602, 1.0603(DD)	---
Reasonable accommodation use	Special Use	§ 1.0602,	---
Vacant commercial type buildings conditional use permit.	Special Use	§ 1.0602, 1.0603(PP)	---
NOTES:			
Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX			

1.0404(D). Required Conditions.

The following conditions shall be required in all R-4 districts:

- (1) Area and bulk requirements. See [Article V](#), schedule of regulations, limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirements. See also Table 1.0404.2 below.
- (2) Floor area. For purposes of this section, the floor area of all dwellings or dwelling units in a building shall average not less than 600 square feet per dwelling unit, exclusive of the floor area for hallways, stairs, laundries, utilities, or other commercial uses.
- (3) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
- (4) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.

TABLE 1.0404.2: R-4 DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	60 feet (d) (e)
Minimum Lot Area	1,500 square feet (a) (d) (e)
Maximum Lot Coverage	65%
Principal Structure	
Front Setback	25 feet (b) (d) (e) (f) (g)

TABLE 1.0404.2: R-4 DISTRICT DIMENSIONAL STANDARDS	
Side Setback	5 feet (b) (c) (d) (e) (f) (g)
Rear Setback	30 feet (b) (d) (e) (f) (g)
Maximum Height	3 stories, 40 feet (d) (e)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

(a) See also § 1.0502(e). In an R-4 apartment districts, the total number of rooms (not including kitchen, dining and sanitary facilities) shall not be more than the area of the parcel, in square feet, exclusive of public road right-of-way, divided by 1,500. In all instances where wetlands exist on the site, such wetlands shall not be utilized for determining the number of rooms allowed on the site. All units shall have at least one living room and one bedroom, except that not more than ten percent of the units may be of an efficiency apartment type. For the purpose of computing the permitted number of dwelling units per acre, the following room assignments shall control:

- Efficiency = 1 room
- One bedroom = 2 rooms
- Two bedroom = 3 rooms
- Three bedroom = 4 rooms
- Four bedroom = 5 rooms

Plans presented showing one-, two- or three-bedroom units and including a den, library or other extra room shall count such extra room as a bedroom for the purpose of computing density.

(b) See also § 1.0502(b). For all uses permitted other than single-family residential, the setback shall equal the height of the principal building or the setback required in this section, whichever is the greater.

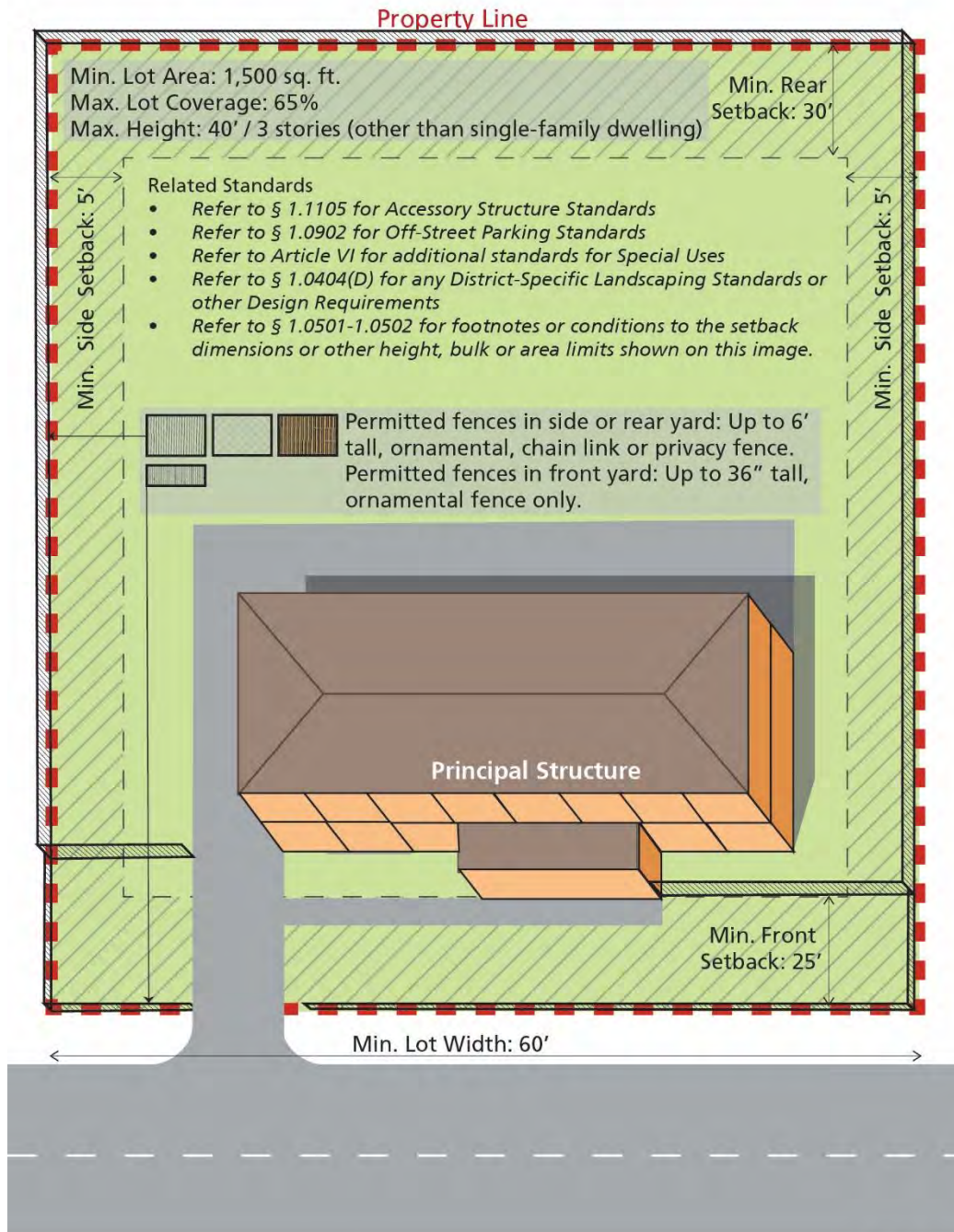
(c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.

(d) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.

(e) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:

1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.

- (f) See also § [1.0502\(o\)](#). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (g) See also § [1.0502\(p\)](#) or § [1.0709](#) for yard exceptions.



R-4 Apartment District

(Illustration not to scale)

Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

R-5

RESIDENTIAL DISTRICT

Image courtesy of Google Street View, July 2022



1.0405 R-5 RESIDENTIAL DISTRICT.

1.0405(A). Intent

The R-5 residential district is established to provide for medium density residential use including mobile home developments as mobile home parks and mobile home subdivisions designed for that purpose and including recreation facilities, churches, schools and necessary public utilities.

1.0405(B). Permitted Uses.

See [Table 1.0405.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the R-5 district:

- (1) Adult foster care homes, family.
- (2) Country clubs, golf courses, and similar uses.
- (3) Essential services.
- (4) Existing housing.
- (5) Family child care homes.
- (6) Foster family group homes.

- (7) Foster family homes.
- (8) Home occupations as provided for and controlled in [§ 1.1122](#) for existing housing.
- (9) Institutional or public uses.
- (10) One-family detached dwelling.
- (11) Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.
- (12) Qualified residential treatment programs that provides services for 10 or fewer individuals.
- (13) Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0405(C). Special Land Uses.

See Table [1.0405.1](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the R-5 district, under the conditions of [Article VI](#):

- (1) Adult foster care home, large group.
- (2) Adult foster care home, small group.
- (3) Child care centers or day care centers.
- (4) Functional equivalent family.
- (5) Group child care homes.
- (6) Low-density apartments.
- (7) Mobile home parks
- (8) Mobile home subdivisions.
- (9) Nonresidential parking.
- (10) Reasonable accommodation use.
- (11) Two-family dwellings.

TABLE 1.0405.1: R-5 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Adult foster care home, family	By Right		0.5 / 1 bed ¹
Adult foster care home, large group	Special Use	§ 1.0602	0.5 / 1 bed ¹
Adult foster care home, small group	Special Use	§ 1.0602	0.5 / 1 bed ¹
Family child care homes	By Right		1 / 3 children ¹
Foster family group homes	By Right		0.5 / 1 bed ¹
Foster family homes	By Right		0.5 / 1 bed ¹
Functional equivalent family	Special Use	§ 1.0602, 1.0603(K)	2 per dwelling unit
Group child care homes.	Special Use	§ 1.0602	1 / 3 children ¹
Home occupations	By Right	§ 1.0603(A), 1.1122	1 / dwelling in addition to those

TABLE 1.0405.1: R-5 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
			required for residential use
Low-Density Apartments	Special Use	§ 1.0602 , 1.0603(C)	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
Mobile Home Parks	Special Use	§ 1.0602 , 1.0603(E)	2 per dwelling unit, 1 for each employee of the mobile home park and 1 for each 3 mobile homes visitor parking.
Mobile Home Subdivisions	Special Use	§ 1.0602 , 1.0603(F)	2 per dwelling unit, 1 for each employee of the mobile home park and 1 for each 3 mobile homes visitor parking.
One-family detached dwellings.	By Right		2 per dwelling unit.
Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.	By Right		0.5 / 1 bed
Qualified residential treatment programs that provides services for 10 or fewer individuals.	By Right		0.5 / 1 bed
Two-family dwelling	Special Use	§ 1.0602 , 1.0603(B)	2 per dwelling unit.
Public / Semi-Public Uses			
Essential services	By Right		---
Institutional or public uses	By Right		See Article IX for specific uses
Commercial & Office Uses			
Child care centers or day care centers	Special Use	§ 1.0602 , 1.0603(M)	1 per employee, plus 1 short term parking space per classroom.

TABLE 1.0405.1: R-5 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
			Drop off area to be included on site plan. ³
Country clubs, golf courses, and similar uses	By Right		4 for each golf hole and 1 for each employee.
Transportation & Utility Uses			

Industrial Uses			
Other			
Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
Nonresidential parking	Special Use	§ 1.0602, 1.0603(DD)	---
Reasonable accommodation use	Special Use	§ 1.0602	---
NOTES:			
Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX			

1.0405(D). Required Conditions.

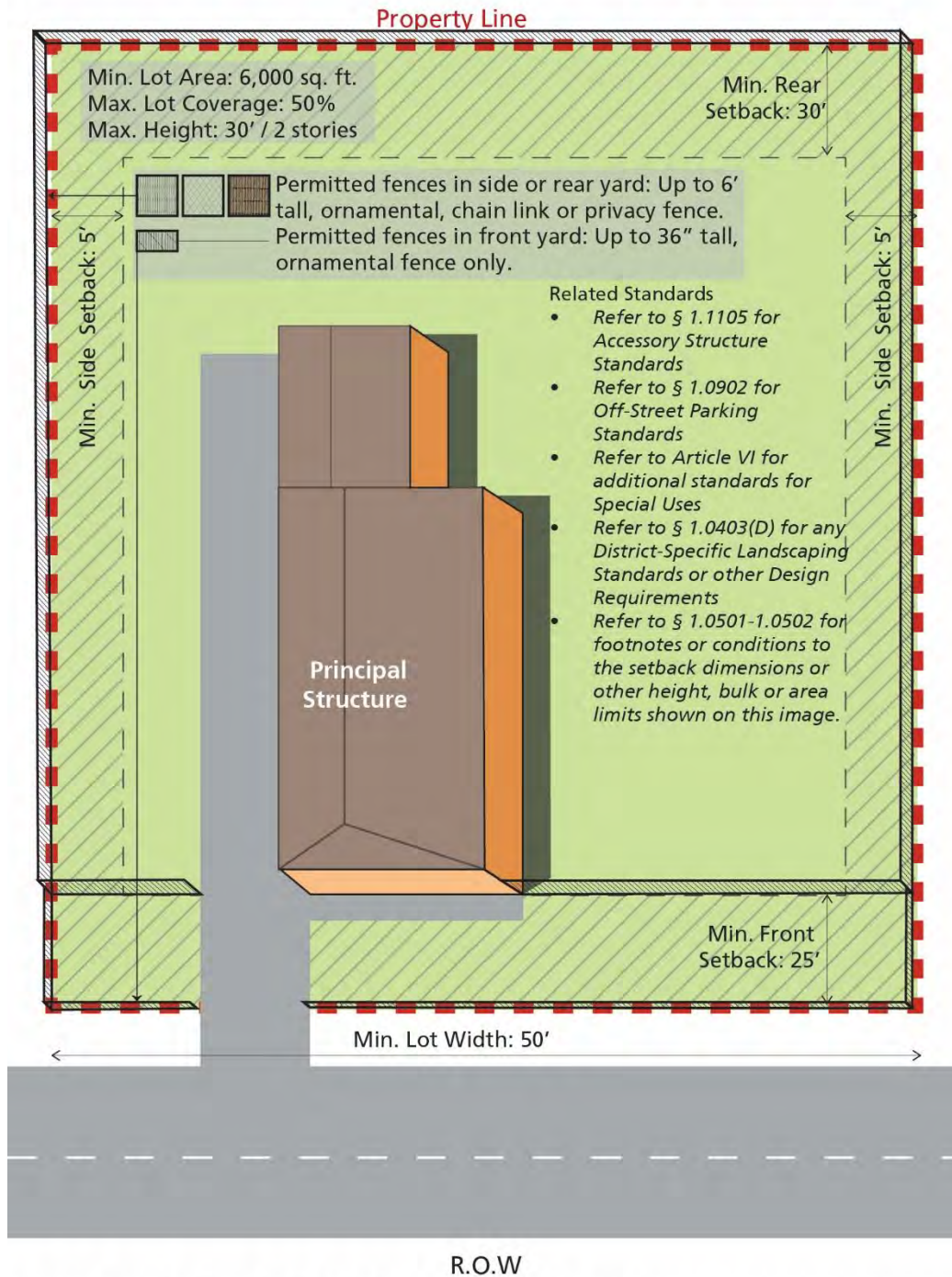
The following conditions shall be required in all R-5 districts:

- (1) Site plan review. Site plan review and approval must be obtained for all new construction other than single family dwellings, in accordance with the provisions of [Article XII](#) of this zoning ordinance.
- (2) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
- (3) Area and bulk requirements. See [Article V](#), schedule of regulations, limiting the height and bulk of buildings, the minimum size of lot by permitted land use, the maximum density permitted, and providing minimum yard setbacks requirements. See also Table [1.0405.2](#) below.

TABLE 1.0405.2: R-5 DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	50 feet (d) (e)
Minimum Lot Area	6,000 square feet (d) (e)
Maximum Lot Coverage	50%
Principal Structure	
Front Setback	25 feet (a) (d) (e) (f) (g)
Side Setback	5 feet (a) (b) (c) (d) (e) (f) (g)

TABLE 1.0405.2: R-5 DISTRICT DIMENSIONAL STANDARDS	
Rear Setback	30 feet (a) (d) (e) (f) (g)
Maximum Height	2 stories, 30 feet (d) (e)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

- (a) See also § 1.0502(b). For all uses permitted other than single-family residential, the setback shall equal the height of the principal building or the setback required in this section, whichever is the greater.
- (b) See also § 1.0502(c). The front yard abutting upon a side street shall not be less than one-half the required front yard setback where corner lots have a common rear yard. In case of a corner lot rear yard abutting a side yard of an adjacent interior lot, the front yard abutting a side street shall not be less than the required front yard of the district.
- (c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (d) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (e) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (f) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (g) See also § 1.0502(p) or § 1.0709 for yard exceptions.



R-5 Residential District Dimensions

(Illustration not to scale)

Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

B-OS

BUSINESS OFFICE SERVICE DISTRICT



Image courtesy of Google Street View, July 2022

1.0406 B-OS BUSINESS OFFICE SERVICE DISTRICT.

1.0406(A). Intent

The B-OS business office service district is established to create and preserve areas for those commercial facilities which are especially useful in close proximity to residential areas as a land use buffer, while minimizing the undesirable impact of the uses on the neighborhoods which they service.

1.0406(B). Permitted Uses.

See [Table 1.0406.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the B-OS district:

- (1) Animal hospitals.
- (2) Banks, credit unions, or/and similar uses.
- (3) Catering facility.
- (4) Clinic, dental or medical.
- (5) Contractor office.

- (6) Convalescent homes.
- (7) Essential services.
- (8) Existing housing.
- (9) Funeral homes and mortuary establishments.
- (10) Home occupations as provided and controlled in [§ 1.1122](#) for existing housing.
- (11) Institutional or public services.
- (12) Laundry and dry cleaning.
- (13) Office building(s).
- (14) Off-street parking lots.
- (15) Personal services.
- (16) Printing or publishing.
- (17) Professional service offices.
- (18) Recreational facilities.
- (19) School, Business.
- (20) School, Private.
- (21) Studio.
- (22) Transportation services.
- (23) Uses similar to the above uses.
- (24) Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0406(C). Special Land Uses.

See [Table 1.0406.1](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the B-OS district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Banquet halls.
- (2) Bed and breakfast operations.
- (3) Brewpubs.
- (4) Child care facilities limited to child care center or day care centers.
- (5) Functional equivalent family.
- (6) Industrial, Light (restricted to properties between Main Street and Hatch Street, and on S. Jefferson Street).
- (7) Micro breweries.
- (8) Ministorage.
- (9) Reasonable accommodation use.
- (10) Small distillers.
- (11) Small wine makers.
- (12) Warehousing.

TABLE 1.0406.1: B-OS DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Convalescent homes	By Right		1 per 4 beds plus 1 per employee.

TABLE 1.0406.1: B-OS DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Existing housing.	By Right		---
Functional equivalent families	Special Use	§ 1.0602, 1.0603(K)	2 per dwelling unit.
Home occupations (for existing housing)	By Right	§ 1.0603(A), 1.1122	---
Public / Semi-Public Uses			
Essential services.	By Right		---
Institutional or public uses.	By Right		See Article IX for specific uses
Off-street parking lots.	Special Use	§ 1.0602	---
Private schools.	By Right		1 for each 0.75 total occupancy load.
Recreational facilities.	By Right		1 per the number of participants of the active recreation space or 1 per 3 of the designed occupant load of the space plus 1 per 5 total occupancy of assembly areas.
Trade schools.	By Right		1 for each 0.75 total occupancy load.
Commercial and Office Uses			
Animal Hospitals	By Right	§ 1.0603(P)	1 per 300 sq. ft. usable floor area. ³
Banks, credit unions, or similar uses, only above the first floor, or below the first floor.	By Right		1 per 250 sq. ft. usable floor area.
Banquet halls	Special Use	§ 1.0602	1 per 5 total occupancy load, plus 1 per employee at peak shift.
Bed and breakfast operations.	Special Use	§ 1.0602, 1.0603(J)	1.25 for each rooming unit plus 1 for each employee.
Brewpubs.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Business schools.	By Right		1 for each 0.75 total occupancy load.
Catering facility.	By Right		1 / employee + 1 per business vehicle + 1 per 200 square feet

TABLE 1.0406.1: B-OS DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Clinic, dental or medical.	By Right		1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
Contractor office	By Right		1 per 400 sq. ft. usable floor area plus 1 for every 1½ employees in the largest working shift.
Funeral homes and mortuary establishments	By Right		1 per 250 sq. ft. usable floor area for office uses, plus 1 per 5 total occupant load of assembly space, plus stacking for 10 vehicle spaces.
Laundry and dry cleaning.	By Right		1 per 3 washing and drying machines.
Micro Breweries	Special Use	§ 1.0602	1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Ministorage	Special Use	§ 1.0602, 1.0603(X)	1 per 75 storage units, parallel parking with a maneuvering lane shall be provided around all buildings.
Office buildings	By Right		1 per 400 sq. ft. usable floor area.
Personal services.	By Right		1 per 400 sq. ft. usable floor area and 1 per personal service booth, chair or room.
Printing or publishing.	By Right		1 per 1,000 sq. ft. gross floor area
Professional service offices.	By Right		1 per 400 sq. ft. usable floor area.
Small distillers.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space

TABLE 1.0406.1: B-OS DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
			per 4 seats in any tasting room or other visitor facility open to the general public. 2
Small wine makers.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. 2
Studio.	By Right		1 / 600 sq. ft.
Transportation & Utility Uses			
Transportation services.	By Right		1 / 200 sq. ft. of waiting room area
Industrial Uses			
Industrial, Light (restricted to properties between Main Street and Hatch Street, and on S. Jefferson Street).	Special Land Use	§ 1.0602	See Article IX for specific uses
Warehousing	Special Land Use	§ 1.0602	5 plus 1 for every 1½ employees in the largest working shift or 1 per 2,000 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
Other			
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
Reasonable accommodation use	Special Use	§ 1.0602	---
Uses similar to the above uses.	By Right		---
NOTES:			
Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX			
District-based screening, landscaping and lighting standards can be found in § 1.0406.D.			

1.0406(D). Required Conditions.

The following conditions shall be required in the B-OS district:

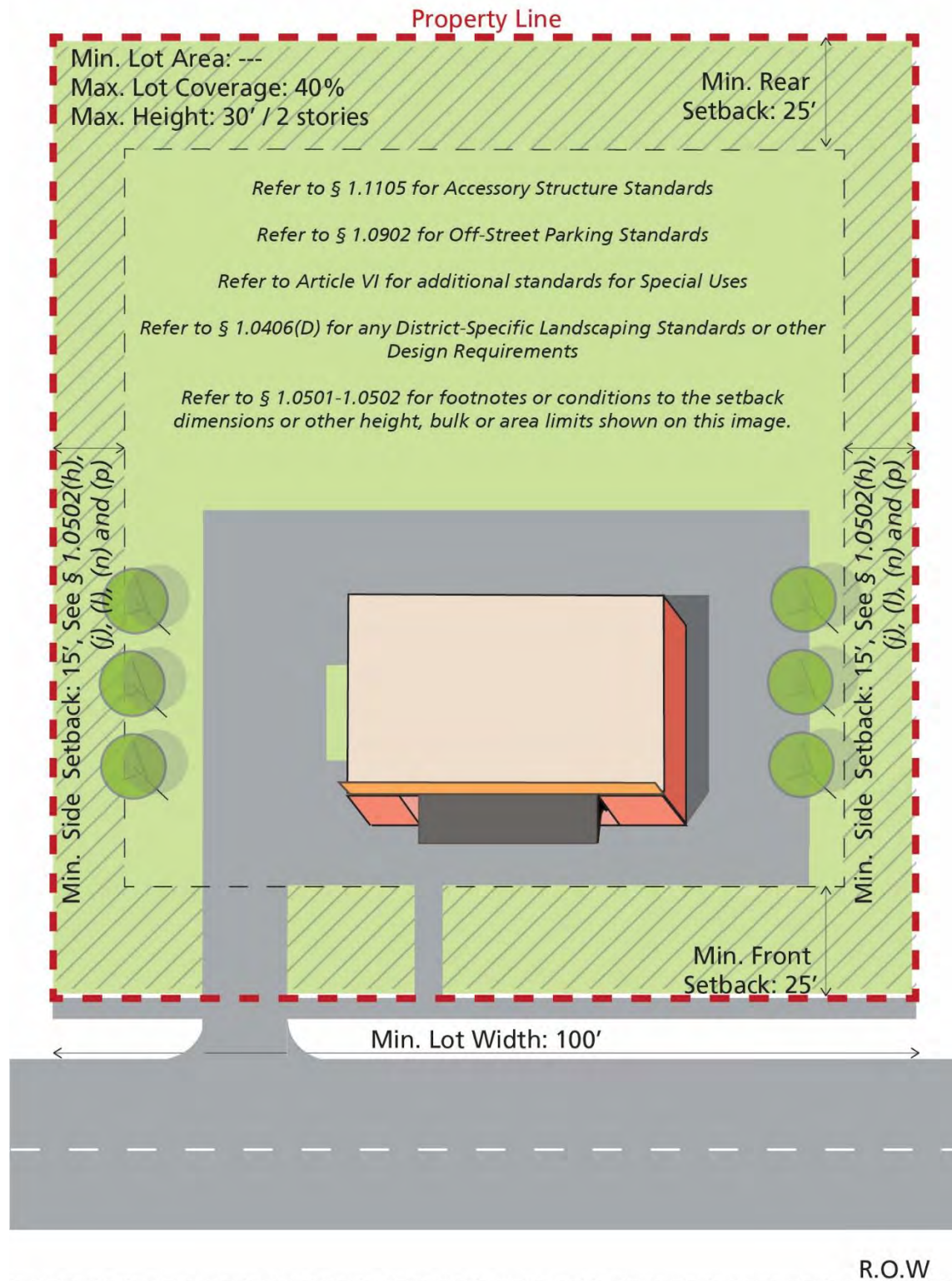
- (1) Site Area and bulk requirements. See [Article V](#), schedule of regulations, of the zoning ordinance limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirements. See also Table [1.0406.2](#) below.
- (2) Drive-through operations. All permitted uses with a drive-through operation must meet the off-street parking and stacking standards for a drive-through as stated under [§ 1.0902](#).
- (3) Exterior lighting. All exterior lighting shall be directed along exterior building walls and away from residential property.
- (4) Performance standards.
 - (a) Fire and explosion hazards. All activities shall be carried on only in buildings conforming to the city building code. The operation shall be carried on in a manner required by the city fire prevention code and with any precautions so as to produce no explosion hazard, as determined by the state department of labor, to a use on an adjacent property. Flammable liquids or explosive chemicals or materials, other than fuels used for heating, shall be stored in a separate building or tank, provided the building or tank is not closer than 80 feet to any building occupied by more than one human or closer than 40 feet to any property line.
 - (b) Smoke, fumes, gasses, dust, odors. There shall be no emission of any smoke, atomic radiation, fumes, gas, dust, odors, or any other atmospheric pollutant which will disseminate beyond the boundaries of the lot occupied by the use in a manner so to create a public nuisance, cause damage or inconvenience to other buildings or properties, or imperil the health of animals or humans.
 - (c) Liquid or solid waste. All methods of sewage and industrial waste treatment and disposal shall meet all city, state, and federal requirements.
 - (d) Vibration. There shall be no vibration which is discernable to the human sense of feeling beyond the immediate site on which the use is conducted.
 - (e) Noise. The emission of measurable noises from the premises shall not exceed 70 decibels as measured at the property lines, between the hours of 7:00 a.m. to 7:00 p.m. The measurable noises shall not exceed 60 decibels as measured at the property lines between 7:00 p.m. and 7:00 a.m. Where normal street traffic noises exceed the established noise levels during such periods, the measurable noise emanating from the premises may equal, but not exceed traffic noises.
 - (f) Glare. There shall be no direct or sky-reflected glare which would be damaging to the human eye at the property line of the lot occupied by the use. This regulation shall not apply to lights for site or street.
 - (g) Appearance. No storage of waste from off-site outside a building, and no loose blowing papers shall be permitted at any time. A chain-link or decorative fence of sufficient density (1¼" x 1¼") to keep discarded debris within the confines of a site shall be provided for uses which are likely to have debris.
- (5) Screening of trash receptacles. All areas of trash storage, including dumpsters, shall be screened on all sides with a durable, opaque material, at a minimum height of one foot above the trash receptacle. The maximum height of the screening shall not exceed eight feet and shall not be located in front of the building or within the side yard setback.

- (6) Screening of residential uses. A solid fence of wood, vinyl, composite or metal screening six feet in height, or a solid planting strip 15 feet in width, two rows, and six feet in height at planting shall be placed when abutting a residential use to restrict view from the residential property.
- (7) Shipping and deliveries. All shipping and deliveries to and from the above shall occur between the hours of 7:00 a.m. and 7:00 p.m.
- (8) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.
- (9) Use parameters. All uses shall be conducted within the confines of a building.
- (10) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
- (11) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

TABLE 1.0406.2: B-OS DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	100 feet (a) (b)
Minimum Lot Area	(a) (b)
Maximum Lot Coverage	40%
Principal Structure	
Front Setback	25 feet (a) (b) (c) (d) (e) (f)
Side Setback	15 feet (a) (b) (c) (d) (e) (g) (h)
Rear Setback	25 feet (a) (b) (c) (d) (e) (i)
Maximum Height	2 stories, 30 feet (a) (b)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105 .	

- (a) See also [§ 1.0502\(k\)](#). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (b) See also [§ 1.0502\(l\)](#). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
 - 1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 - 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 - 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (c) See also [§ 1.0502\(n\)](#). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.

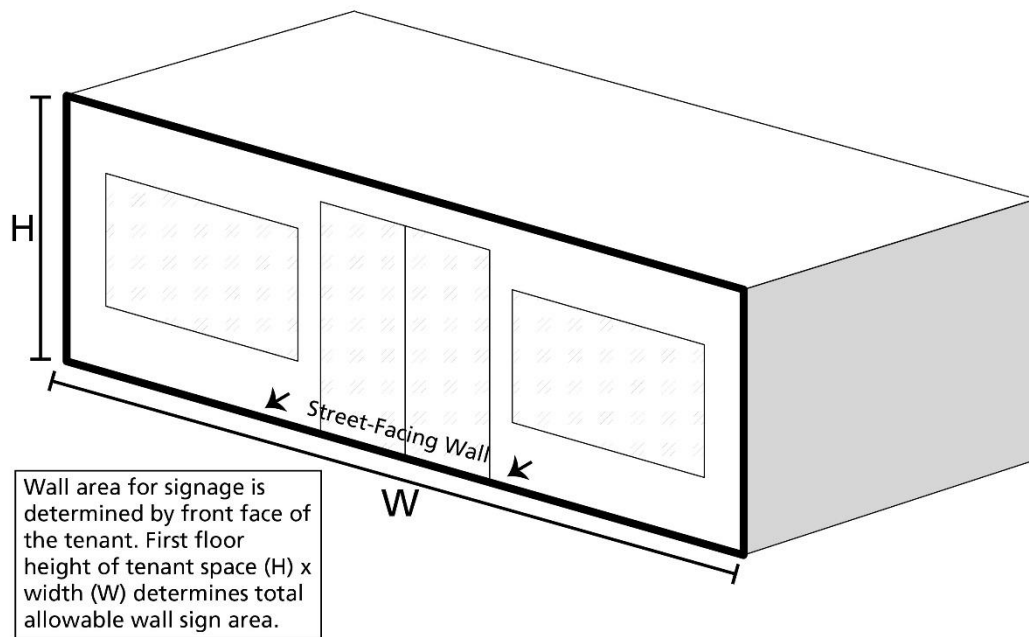
- (d) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (e) See also § 1.0502(p) or § 1.0709 for yard exceptions.
- (f) See also § 1.0502(g). Off-street parking shall be permitted to occupy a portion of the required front yard provided that there is maintained a minimum obstructed landscaped setback of 10 feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line or property line.
- (g) See also § 1.0502(h). No side yards are required along the interior side lot lines of the district, except as otherwise specified in the building code, provided that if walls of structures facing such interior side lot lines contain windows or other openings, side yards of not less than 10 feet shall be provided.
- (h) See also § 1.0502(j). Off-street parking shall be permitted in a required side yard setback.
- (i) See also § 1.0502(i). Loading space shall be provided in the rear yard in the ratio of at least ten square feet per front foot of building and shall be computed separately from the off-street parking requirements, except in the instance of B-OS districts loading may take place in undesignated places in parking lots provided such loading is of a short-term nature. Where an alley exists or is provided at the rear of buildings, the rear building setback and loading requirements may be computed from the center of the alley. All loading and unloading areas shall be screened from public view.



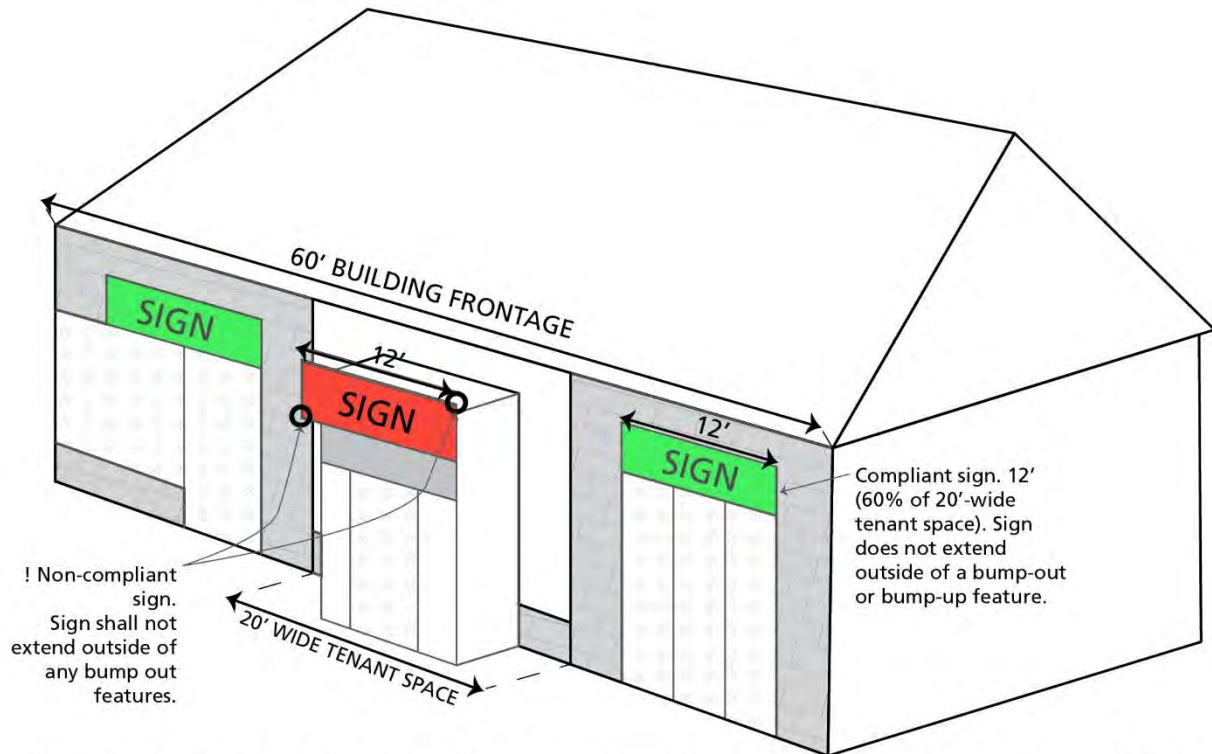
B-OS Business Office Service District *(Illustration not to scale)*

Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

TABLE 1.0406.3: B-OS DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
Wall Sign Size, Location and Number	
Maximum area	30% of front face of building. See Figure below. See also § 1.1003(A)(1).
Number limit	2 maximum See also § 1.003(A)(2).
Ground clearance	Eight (8) feet for overhanging signs . See also § 1.003(A)(3)(a).
Maximum width	Up to 60% of total wall width, not to exceed beyond bump out or bump up features. See second figure below. See also § 1.003(A)(3)(b).
Wall sign extension limits	No sign shall extend further than 24 inches over a street or public property See also § 1.003(A)(3)(c).
Signage Types	
Type	Limits / Conditions
Wall signs	See above.
Ground sign	30-square feet area per sign face, 6 feet in height, corner clearance to be maintained. See also §1.003(A)(4).
Electronic Message Display Signs	See § 1.1001(M)
Temporary signs	See § 1.1012



CALCULATING MAXIMUM SIGNAGE AREA



WALL SIGNS: COMPLIANT AND NON-COMPLIANT EXTENTS OF SIGNAGE

B-C

CENTRAL BUSINESS DISTRICT



Image courtesy of Google Street View, July 2022

1.0407 B-C CENTRAL BUSINESS DISTRICT.

1.0407(A). Intent

The B-C central business district is established to create and preserve a central business district convenient and attractive for a wide range of retail uses and business, government and professional offices, and places of amusement in a setting conducive to and safe for pedestrian traffic.

1.0407(B). Restricted Zone.

Properties on Chicago Road between Jefferson Street on the West and Monroe Street on the East are considered the restricted zone for the purposes of this section. Uses may be limited or amended in this area if specified below.

1.0407(C). Permitted Uses.

See Table [1.0407.1](#) – [1.0407.2](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the B-C district:

- (1) The following uses are permitted in the Restricted Zone provided they are located either above the first floor, or below the first floor. They are permitted without restriction outside of the Restricted Zone.
 - (a) Banks, credit unions, or similar uses.
 - (b) Clinic, dental or medical.
 - (c) Professional service offices.
 - (d) School, Business.
 - (e) School, Private
- (2) Catering facility in combination with a full service eating and drinking establishment.
- (3) Essential services.
- (4) Existing housing.
- (5) Fast food restaurant.
- (6) Full service eating and drinking establishment.
- (7) Home occupations as provided and controlled in [§ 1.1122](#) for existing housing.
- (8) Hotels and motels.
- (9) Institutional or public uses.
- (10) Laundry and dry cleaning.
- (11) Mixed-use development.
- (12) Personal services.
- (13) Printing or publishing.
- (14) Recreational facility.
- (15) Social clubs.
- (16) Stores for retail sales and retail services.
- (17) Studio.
- (18) Theaters.
- (19) Transportation services.
- (20) Uses similar to the above uses.
- (21) Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0407(D). Special Land Uses.

See Table [1.0407.1-1.0407.2](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the B-C district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Apartments above stores.
- (2) Bed and breakfast operations. Allowed in the restricted zone provided it is located either above the first floor, or below the first floor. Allowed outside the restricted zone in accordance with [Article VI](#).
- (3) Brewpubs.
- (4) Child care facilities limited to child care centers or day care centers.
- (5) Condominiums.
- (6) Drive-through operations.
- (7) Marquee signs.
 - (a) Marquee signs are permitted only for use on theaters as defined in [§ 1.0202](#) of this ordinance.

- (b) All marquee signs must be submitted to the design review committee regardless of what zone they are to be installed.
- (c) Proper scale and architectural compatibility will be crucial elements when marquee signs are reviewed by the planning commission.
- (d) Marquee signs are allowed to be internally lighted.
- (8) Micro breweries.
- (9) Mixed-use development—Greater than three stories.
- (10) Murals.
- (11) Off-street parking lots.
- (12) Outdoor sale areas.
- (13) Professional service offices and banks, credit unions or similar uses in the restricted zone.
- (14) Reasonable accommodation use.
- (15) Short term rentals.
- (16) Sidewalks cafes.
- (17) Small distillers.
- (18) Small wine makers.

TABLE 1.0407.1: B-C DISTRICT REGULATED USES INSIDE OF THE RESTRICTED ZONE			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Apartments above stores.	Special Use	§ 1.0602, 1.0603(C), 1.0603(D) 1.0603(G)	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
Condominiums.	Special Use	§ 1.0602	2 per dwelling unit
Existing housing.	By Right		---
Home occupations (for existing housing)	By Right	§ 1.0603(A), 1.1122	---
Public / Semi-Public Uses			
Essential services.	By Right		
Institutional or public uses.	By Right		See Article IX for specific uses
Off-street parking lots.	Special Use	§ 1.0602	---
Private schools, only above the first floor, or below the first floor.	By Right		1 for each 0.75 total occupancy load.
Recreational facility.	By Right		1 per the number of participants of the active recreation space or 1 per 3 of the designed occupant load of the space plus 1 per 5 total occupancy of assembly areas.
Commercial Uses			
Banks, credit unions, or similar uses, only above the first floor, or below the first floor.	By Right		1 per 250 sq. ft. usable floor area.
Bed and breakfast operations, only above the first floor, or below the first floor.	Special Use	§ 1.0602, 1.0603(J)	1.25 for each rooming unit plus 1 for each employee.

TABLE 1.0407.1: B-C DISTRICT REGULATED USES INSIDE OF THE RESTRICTED ZONE			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Brewpubs.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Business schools, only above the first floor, or below the first floor.	By Right		1 for each 0.75 total occupancy load.
Catering facility in combination with a full service eating and drinking establishment.	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Clinic, dental or medical, only above the first floor, or below the first floor.	By Right		1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
Drive-through operations.	Special Use	§ 1.0602	With multiple lanes, stacking for 4 vehicle spaces at each ordering station or machine, in addition to use requirement. With only one lane, stacking for 8 vehicle spaces, in addition to use requirement. A 12-foot-wide escape lane is required for all drive-through establishments.
Fast food restaurant.	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Full service eating and drinking establishment.	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Hotels and motels.	By Right		1.25 for each rooming unit plus 1 for each employee.
Laundry and dry cleaning.	By Right		1 per 3 washing and drying machines.

TABLE 1.0407.1: B-C DISTRICT REGULATED USES INSIDE OF THE RESTRICTED ZONE			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Micro Breweries	Special Use	§ 1.0602	1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Outdoor sale areas.	Special Use	§ 1.0602 , 1.0603(T)	1 per 1,000 sq. ft. of outdoor display area.
Personal services.	By Right		1 per 400 sq. ft. usable floor area and 1 per personal service booth, chair or room.
Printing or publishing.	By Right		1 per 1,000 sq. ft. gross floor area
Professional service offices, only above the first floor, or below the first floor.	By Right		1 per 400 sq. ft. usable floor area.
Professional service offices and banks, credit unions or similar uses on the first floor.	Special Use	§ 1.0602	1 per 400 sq. ft. usable floor area.
Short term rentals.	Special Use	§ 1.0602	1.25 for each unit
Sidewalk cafes.	Special Use	§ 1.0602 , 1.0603(R)	---
Small distillers.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Small wine makers.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Social clubs.	By Right		1 per 5 total occupancy load. ³
Stores for retail sales and retail services.	By Right	§ 1.0603(TT)	1 per 250 sq. ft. usable floor area.
Studio.	By Right		1 / 600 sq. ft.
Theaters.	By Right		1 per 5 total occupancy load.
Transportation & Utility Uses			
Transportation services.	By Right		1 / 200 sq. ft. of waiting room area
Industrial Uses			
Other			
Marquee signs.	Special Use	§1.0602 , 1.0603(LL) , 1.0407(D).7	---
Mixed-use development.	By Right		See Article IX for specific uses
Mixed-use development—Greater than three stories.	Special Use	§ 1.0602 , 1.0603(G)	See Article IX for specific uses
Murals.	Special Use	§ 1.0602 , 1.0603(S)	---

TABLE 1.0407.1: B-C DISTRICT REGULATED USES INSIDE OF THE RESTRICTED ZONE			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Uses similar to the above uses.	By Right		---
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
NOTES:			
<i>Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX</i>			
<i>District-based screening, landscaping and lighting standards can be found in § 1.0407.E.</i>			

TABLE 1.0407.2: B-C DISTRICT REGULATED USES OUTSIDE OF THE RESTRICTED ZONE			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL STANDARDS	PARKING STANDARDS
Public / Semi-Public Uses			
Private schools.	By Right		1 for each 0.75 total occupancy load.
Other public / semi-public uses permitted by right or by special use approval as described in table 1.0407.1, above.			
Commercial Uses			
Banks, credit unions, or similar uses, with no floor restrictions.	By Right		1 per 250 sq. ft. usable floor area.
Bed and breakfast operations, with no floor restrictions.	Special Use	§ 1.0602, 1.0603(J)	1.25 for each rooming unit plus 1 for each employee.
Business schools.	By Right		1 for each 0.75 total occupancy load.
Clinic, dental or medical.	By Right		1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
Professional service offices.	By Right		1 per 400 sq. ft. usable floor area.
Other commercial uses permitted by right or by special use approval as described in table XX, above.			
All Other Uses			
Permitted by right or by special use approval as described in table 1.0407.1 , above.			
NOTES:			
<i>Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX</i>			

TABLE 1.0407.2: B-C DISTRICT REGULATED USES OUTSIDE OF THE RESTRICTED ZONE			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL STANDARDS	PARKING STANDARDS
<i>District-based screening, landscaping and lighting standards can be found in § 1.0407.E.</i>			

1.0407(E). Required Conditions.

The following conditions shall be required in all B-C districts:

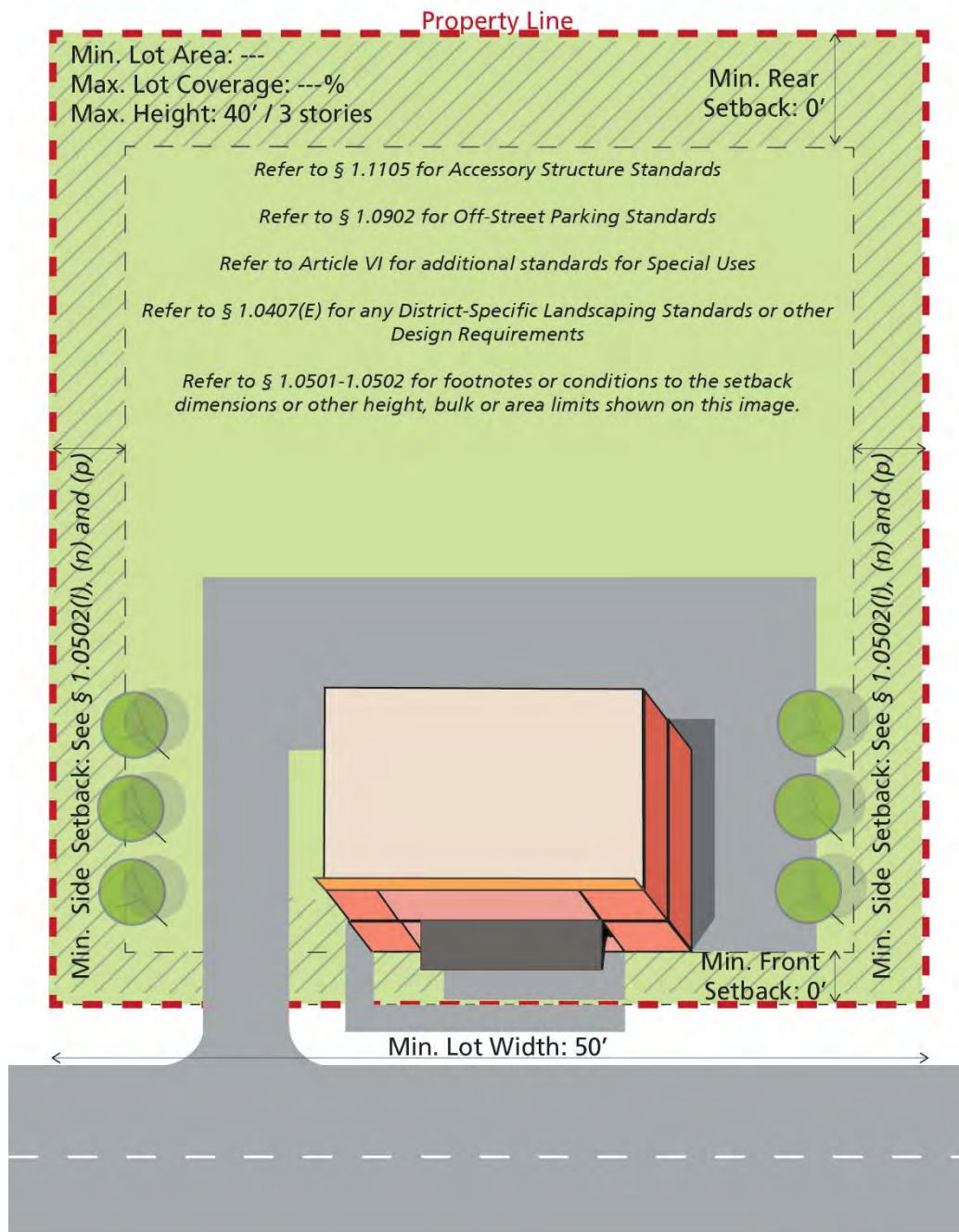
- (1) Area and bulk requirements. See [Article V](#), schedule of regulations, of this zoning ordinance limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirements. See also Table [1.0407.3](#) below.
- (2) Demolition of buildings. Before a demolition permit is issued for a building located in the B-C district, the community development department shall refer the request to the downtown development authority which will review the request, hold a public-hearing, and make recommendations to the property owner for alternate potential uses of the property or to proceed with demolition. If the property owner does not withdraw the request for a demolition permit within 30 days after it is submitted, the community development department shall proceed to analyze the request and issue appropriate permits based upon the building and zoning ordinance requirements.
- (3) Design review. Design review as provided for in [Article XIII](#) of this zoning ordinance.
- (4) Drive-through operations. All permitted uses with a drive-through operation must meet the off-street parking and stacking standards for a drive-through as stated under [§ 1.0902](#).
- (5) Dwellings floor area. For purposes of this section, the floor area of all dwellings or dwelling units in a building shall meet current Michigan Building Code and shall average not less than 450 square feet per dwelling unit, excluding all exterior living space and common areas including hallways, stairways, and shared areas.
- (6) Dwellings. Existing dwellings, transient rooming houses and apartments shall meet the provision of the R-4 apartment district and special land uses within the R-4 apartment district, as set out in [§ 1.0404\(C\)](#).
- (7) Screening dumpsters. All areas of trash storage and disposal including dumpsters must be screened as provided under [§ 1.1106](#).
- (8) Outside display of merchandise. Outdoor display of merchandise is permitted if the following are provided:
 - (a) The merchandise must be on solid surface material such as asphalt, concrete, or an already approved parking area.
 - (b) The merchandise shall not utilize required parking spaces or maneuvering lanes.
 - (c) A minimum of one (1) 9 foot wide by 23 foot long parallel loading space with an adjacent maneuvering aisle with a minimum width of 20 feet, or a minimum of one (1) 9 foot wide by 20 foot long 90-degree loading space with an adjacent maneuvering aisle width of 20 feet must be installed adjacent to the outdoor sales and display area.
 - (d) The merchandise shall not be located in a corner clearance area as per [§ 1.1107](#).
 - (e) The merchandise that is displayed outdoors must be accessory to a principal use in an enclosed building on the same lot.
- (9) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.

- (10) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.
- (11) Exterior lighting.
- Exterior lighting shall be arranged so it is deflected away from adjacent properties and so it does not impede the vision of traffic along adjacent streets. Lighting shall not exceed 0.5 footcandles when measured from ground level at the adjoining property boundary.
 - Flashing or intermittent lights shall not be permitted.
 - Light poles and fixtures shall be no higher than 25 feet in parking lots, and no higher than 16 feet in height along interior sidewalks and walkways. All light poles and fixtures shall have a downcast glow.
 - Light poles and fixtures set in the perimeter of parking areas shall not be placed in a parking space.

TABLE 1.0407.3: B-C DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	50 feet (l) (m)
Minimum Lot Area	(f) (g)
Maximum Density	
Maximum Lot Coverage	
Principal Structure	
Front Setback	0 (a) (c) (d) (e) (f) (g)
Side Setback	0 (c) (d) (e) (f) (g)
Rear Setback	0 (c) (d) (e) (f) (g)
Maximum Height	3 stories, 40 feet (b) (f) (g)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

- See also § 1.0502(g). Off-street parking shall be permitted to occupy a portion of the required front yard provided that there is maintained a minimum obstructed landscaped setback of 10 feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line or property line.
- See also § 1.0502(s). Unless modified by an approved special land use.
- See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- See also § 1.0502(p) or § 1.0709 for yard exceptions.

- (f) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (g) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
 - 1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 - 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 - 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.



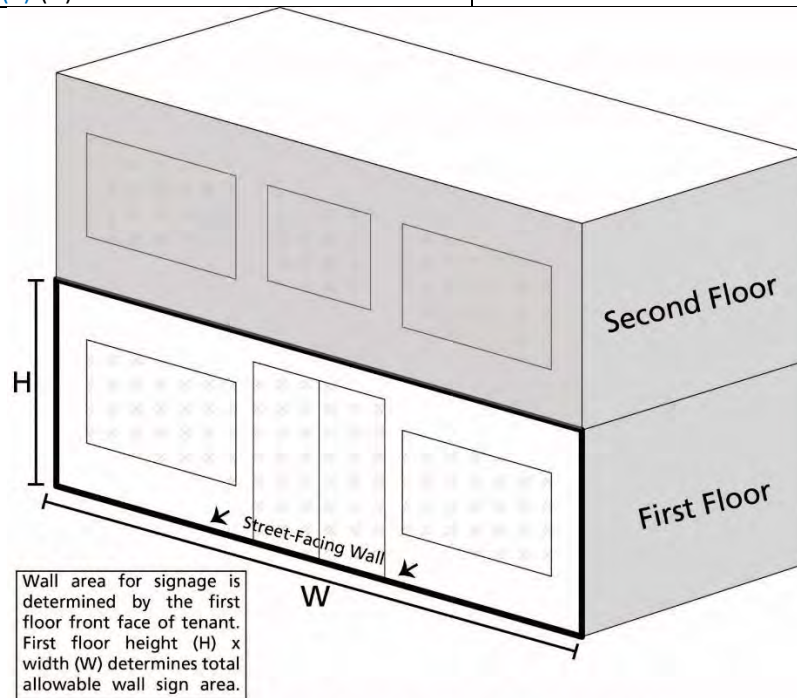
B-C Central Business District

(Illustration not to scale)

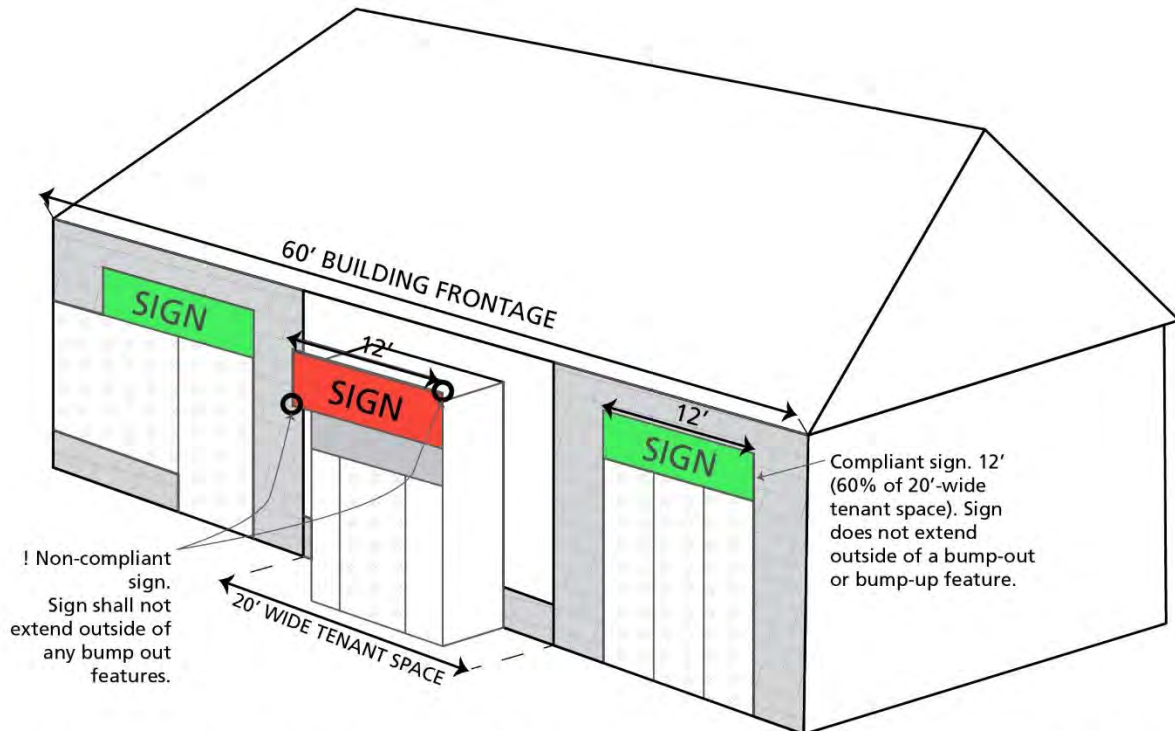
Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

TABLE 1.0407.4: B-C DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
Wall, Window and Projecting Sign Size, Location and Number	
Maximum Area	10% of first floor face area of a tenant (see first figure below). See also § 1.1004(A) .
Additional Rear Wall Sign Area	1 for each tenant with public entrance at the rear of the building, not to exceed 50% of allowable wall signage. See also § 1.1004(A) (2)(a) .
Additional Window Signage	Up to 30% of each window, not to exceed 25 sq. ft. per tenant, with one additional open and hours sign for each first floor tenant. See also § 1.1004(A) (2)(b) .
Additional business open and hours sign	1 for each first floor tenant, subject to window sign regulations of § 1.1004(A) (2)(b) .
Additional signage for second-floor tenants.	1 on first floor, not to exceed 25% of primary entryway, listing all businesses operating on a floor other than the first floor. See also § 1.1004(A) (2)(d) .
First floor tenants without access from front of building	Permitted, not to exceed 10% of the first floor principal store front tenant space. See also § 1.1004(A)(3) .
Number Limit	No more than two signs in total, except as noted above. See also § 1.1004(A)(4) .
Placement on second floor	Not permitted above the bottom window ledge of the second floor window, except where there are no openings or in cases where the sign maintains a distance $\geq 6'$ from 2 nd floor openings or abutting buildings, subject to Design Review and Planning Commission approval. See also § 1.1004(A)(5) .
Ground clearance	Eight (8) feet for overhanging signs. See also § 1.1004(A)(6) .
Maximum width	Up to 60% of total wall width, not to exceed beyond bump out or bump up features. See second figure below. See also § 1.1004(A)(7) .
Signage Types	
Type	Limits / Conditions
Wall and projecting signs	See above
Ground sign	32-square feet area, 6 feet height, 5 foot setback, corner clearance to be maintained. See also § 1.004(B)(2) .
Ground sign: 3 or more businesses or offices	60 square feet per sign face, no one tenant can occupy >50% of the sign area, corner clearance to be maintained. See also § 1.004(B)(3) .
Canopy sign	The area of signage on the canopy shall be included within the overall wall signage total which shall not exceed the maximum permitted for wall signs. No illumination of sign elements other than letters and/or logo. See also § 1.004(B)(4) .
Window sign	Shall be mounted using high-quality materials. Illuminated tube band signs, or neon surrounding an entire window is prohibited. See also § 1.004(B) (5) .
Electronic Message Display Signs	See § 1.1001(M)
Temporary signs	See § 1.1012

TABLE 1.0407.4: B-C DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
Sign Materials and Lighting, Animation, and Design Review Committee Details	
See § 1.1004(C) -(H) of this Ordinance.	



CALCULATING MAXIMUM SIGNAGE AREA



WALL SIGNS: COMPLIANT AND NON-COMPLIANT EXTENTS OF SIGNAGE

B-H1

BUSINESS HIGHWAY 1 DISTRICT



Image courtesy of Google Street View, June 2023

1.0408 B-H1 BUSINESS HIGHWAY 1 DISTRICT.

1.0408(A). Intent

The B-H1 business highway 1 uses are typically automobile-oriented and cater to patrons traveling through a particular location. Example uses include drive-through restaurants and banks, car washes, strip retail centers, gas stations, sit down restaurants, and similar uses.

1.0408(B). Permitted Uses.

See Table [1.0408.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the B-H1 district:

- (1) Banks, credit unions, or similar uses.
- (2) Banquet halls.
- (3) School, business.
- (4) School, private.
- (5) Catering facility in combination with a full service eating and drinking establishment.
- (6) Clinic, dental or medical.

- (7) Contractor office.
- (8) Drive-through operations.
- (9) Essential services.
- (10) Existing housing.
- (11) Fast food restaurant.
- (12) Full service eating and drinking establishment.
- (13) Funeral homes and mortuary establishments.
- (14) Greenhouse, retail.
- (15) Home occupations as provided and controlled in § 1.1122 for existing housing.
- (16) Hotels and motels.
- (17) Institutional or public uses.
- (18) Laundry and dry cleaning.
- (19) Lumber and building supply yards.
- (20) Office buildings.
- (21) Off-street parking lot(s).
- (22) Personal services.
- (23) Printing or publishing.
- (24) Professional service offices.
- (25) Recreational facilities.
- (26) Stores for retail sales and retail services.
- (27) Strip mall areas.
- (28) Studio.
- (29) Theaters.
- (30) Uses similar to the above uses.
- (31) Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0408(C). Special Land Uses.

See Table 1.0408.1 for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the B-H1 district, under the conditions of Article VI of this zoning ordinance:

- (1) Animal Hospital.
- (2) Automobile carwash.
- (3) Automobile repair shop(s), minor.
- (4) Automobile repair shop(s), major.
- (5) Automobile service stations.
- (6) Billboards.
- (7) Brewpubs.
- (8) Child care facilities limited to child care centers or day care centers.
- (9) Marihuana retailers as defined in Article IV of Chapter 38, section 38-93(b).
- (10) Marquee signs.
- (11) Micro breweries.
- (12) Outdoor sales area.
- (13) Pet shop and sales.
- (14) Provisioning centers.
- (15) Reasonable accommodation use.

- (16) Small distillers.
- (17) Small engine repair.
- (18) Small wine makers.
- (19) Vehicle sales area.

TABLE 1.0408.1: B-H1 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Home occupations (for existing housing)	By Right	§ 1.0603(A), 1.1122	---
Public / Semi-Public Uses			
Essential services.	By Right		
Institutional or public uses.	By Right		See Article IX for specific uses
Off-street parking lots.	Special Use	§ 1.0602	---
Private schools.	By Right		1 for each 0.75 total occupancy load.
Recreational facility.	By Right		1 per the number of participants of the active recreation space or 1 per 3 of the designed occupant load of the space plus 1 per 5 total occupancy of assembly areas.
Commercial and Office Uses			
Animal Hospitals	Special Use	§ 1.0602, 1.0603(P)	1 per 300 sq. ft. usable floor area. ³
Automobile carwash.	Special Use	§ 1.0602, 1.0603(W)	2 per employee plus stacking for at least five (5) vehicles per car wash lane.
Automobile repair shop(s), minor.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
Automobile repair shop(s), major.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
Automobile service stations.	Special Use	§ 1.0602, 1.0603(U)	1 parking space for each 50 square feet of floor area in the cashier and office areas in addition to space provided at each fuel pump dispenser. In no instance shall such facility provide fewer than 3 spaces for cashiers and office use.

TABLE 1.0408.1: B-H1 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Banks, credit unions, or similar uses.	By Right		1 per 250 sq. ft. usable floor area.
Banquet halls	Special Use	§ 1.0602	1 per 5 total occupancy load, plus 1 per employee at peak shift.
Billboards.	Special Use	§ 1.0602, 1.0603(FF)	---
Brewpubs.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Business schools.	By Right		1 for each 0.75 total occupancy load.
Catering facility in combination with a full service eating and drinking establishment.	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Clinic, dental or medical.	By Right		1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
Contractor office	By Right		1 per 400 sq. ft. usable floor area plus 1 for every 1½ employees in the largest working shift.
Fast food restaurants	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Full service eating and drinking establishments	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1

TABLE 1.0408.1: B-H1 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
			for every 4 seats of outdoor dining if present.
Funeral homes and mortuary establishments	By Right		1 per 250 sq. ft. usable floor area for office uses, plus 1 per 5 total occupant load of assembly space, plus stacking for 10 vehicle spaces.
Greenhouse, retail	By Right		1 per 400 sq. ft. usable floor area.
Hotels and motels	By Right		1.25 for each rooming unit plus 1 for each employee.
Laundry and dry cleaning.	By Right		1 per 3 washing and drying machines.
Lumber and building supply yards.	By Right		1 per 250 sq. ft. usable floor area plus 1 for every 1½ employees in the largest working shift
Marihuana retailers as defined in Article IV of Chapter 38, section 38-93(b).	Special Use	§ 1.0602, 1.0603(SS)	1 per 250 sq. ft. usable floor area.
Micro Breweries	Special Use	§ 1.0602	1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Office buildings	By Right		1 per 400 sq. ft. usable floor area.
Outdoor sales area.	Special Use	§ 1.0602, 1.0603(T)	1 per 200 sq. ft. indoor usable floor area, plus 1 per 1,000 sq. ft. of outdoor display area.
Personal services.	By Right		1 per 400 sq. ft. usable floor area and 1 per personal service booth, chair or room.
Pet shop and sales.	Special Use	§ 1.0602, 1.0603(Y)	1 per 250 sq. ft. usable floor area.
Printing or publishing.	By Right		1 per 1,000 sq. ft. gross floor area
Professional service offices.	By Right		1 per 400 sq. ft. usable floor area.

TABLE 1.0408.1: B-H1 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Small distillers.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Small engine repair	Special Use	§ 1.0602, 1.0603(Z)	1 for each 50 sq. ft. of floor area in waiting rooms
Small wine makers.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Stores for retail sales and retail services	By Right	§ 1.0603(TT)	1 per 250 sq. ft. usable floor area.
Strip mall areas	By Right		1 per 250 sq. ft. usable floor area.
Studio.	By Right		1 / 600 sq. ft.
Theaters.	By Right		1 per 5 total occupancy load.
Vehicle sales area	Special Use	§ 1.0602, 1.0603(V)	1 per 500 sq. ft. usable floor area, 1 per employee plus one for each automobile for sale
Transportation & Utility Uses			
Industrial Uses			
Provisioning centers	Special land use	§ 1.0602, 1.0603 (NN)	1 per 250 sq. ft. usable floor area.
Other			
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
Marquee signs.	Special Use	§1.0602, 1.0603(LL), 1.0407(D).7	---
Uses similar to the above uses.	By Right		---
NOTES:			
Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX			
District-based screening, landscaping and lighting standards can be found in § 1.0408.D.			

1.0408(D). Required Conditions.

The following conditions shall be required in the B-H1 district:

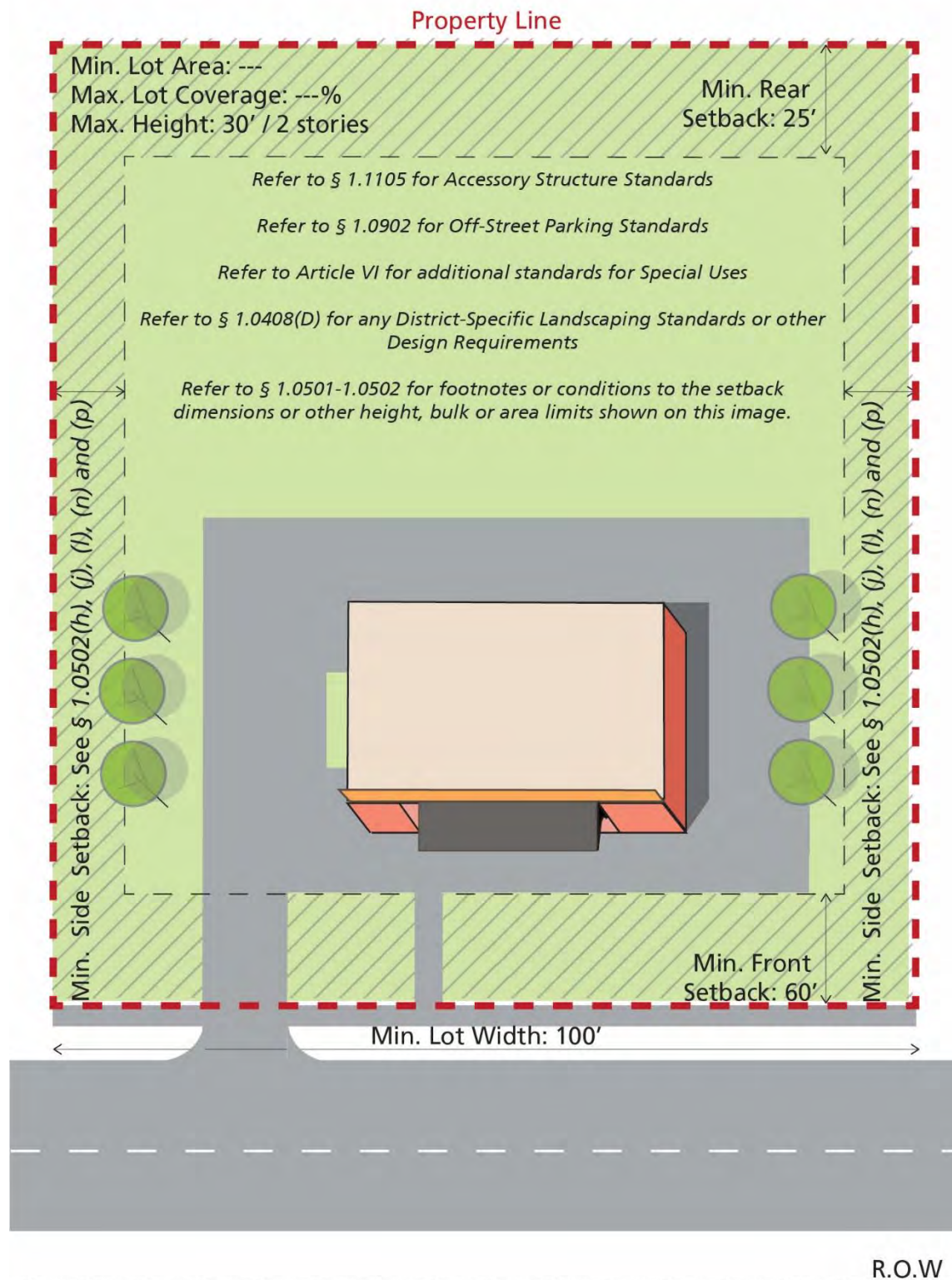
- (1) Use parameters. All permitted uses shall be conducted within the confines of a building or within an enclosure which screens any outdoor storage of materials from the view of adjoining streets or properties, unless permitted as outside display of merchandise. A chain-link or decorative fence of sufficient density (one and one-quarter inches by one and one-quarter inches) to keep discarded debris within the confines of a site for uses which are likely to have debris shall be provided.
- (2) Outside display of merchandise. Outdoor display of merchandise is permitted if the following are provided:
 - (a) The merchandise must be on solid surface material such as asphalt, concrete, or an already approved parking area.
 - (b) The merchandise shall not utilize required parking spaces or maneuvering lanes.
 - (c) A minimum of one (1)- 9 foot wide by 23 foot long parallel loading space with an adjacent maneuvering aisle with a minimum width of 20 feet, or a minimum of one (1)- 9 foot wide by 20 foot long 90-degree loading space with an adjacent maneuvering aisle width of 20 feet must be installed adjacent to the outdoor sales and display area.
 - (d) The merchandise shall not be located in a corner clearance area as per § 1.1107.
 - (e) The merchandise that is displayed outdoors must be accessory to a principal use in an enclosed building on the same lot.
- (3) Drive-through operations. All permitted uses with a drive-through operation must meet the following conditions:
 - (a) Required off-street parking for a drive-through as stated under § 1.0902.
 - (b) Each stacking space shall be measured at not less than 20 feet in length and ten feet in width. In no instance, shall stacking spaces interfere with required parking or maneuvering lanes.
- (4) Dwellings. Existing dwellings, existing transient rooming houses, and existing apartments shall meet the provisions of the R-4 apartment district and special land uses within the R-4 apartment district, as set out in § 1.0404(C).
- (5) Screening of trash receptacles. All areas of trash storage including dumpsters shall be screened on all sides with a durable, opaque material, at a minimum height of one foot above the trash receptacle. The maximum height of the screening shall not exceed eight feet and shall not be located in the required front or side yard setback.
- (6) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of Article XII.
- (7) Compatibility with adjacent properties. The following conditions shall apply to permitted uses in the B-H1 zone when those uses are abutting or across the street from residential uses or residentially zoned property:
 - (a) Screening of residential uses to restrict view shall be provided by a privacy fence six to eight feet in height, or a solid planting strip 15 feet in width and six feet in height at planting. The planning commission may consider modifying this requirement, based upon finding that the specific design of this site and mitigation of potential off-site impacts to the neighboring residentially zoned property does not warrant this screening.
 - (b) All exterior doors on the sides of buildings abutting residential use or residentially zoned property shall be for emergency exit only.
 - (c) Exterior lighting.
 - i. Exterior lighting shall be arranged so it is deflected away from adjacent properties and so it does not impede the vision of traffic along adjacent streets. Lighting shall

- not exceed 0.5 footcandles when measured from ground level at the adjoining property boundary.
- ii. Flashing or intermittent lights shall not be permitted.
 - iii. Light poles and fixtures shall be no higher than 25 feet in parking lots, and no higher than 16 feet in height along interior sidewalks and walkways. All light poles and fixtures shall have a downcast glow.
 - iv. Light poles and fixtures set in the perimeter of parking areas shall not be placed in a parking space.
- (d) All outside storage of vehicles shall be screened from any adjacent residential uses and residentially zoning districts and occur only within lighted areas secured by fencing.
- (e) The use must fit into the size, scale, height, texture, material and landscaping pattern of the existing neighborhood.
- (8) Area and bulk requirements. See [Article V](#), schedule of regulations, of this zoning ordinance limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirement. See also Table [1.0408.2](#) below.
- (9) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in § [1.1123](#).
- (10) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

TABLE 1.0408.2: B-H1 DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	100 feet (a) (b)
Minimum Lot Area	(a) (b)
Maximum Lot Coverage	
Principal Structure	
Front Setback	60 feet (a) (b) (c) (d) (e) (f)
Side Setback	0 feet (a) (b) (c) (d) (e) (g) (h)
Rear Setback	25 feet (a) (b) (c) (d) (e) (i)
Maximum Height	2 stories, 30 feet (a) (b)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105 .	

- (a) See also § [1.0502\(k\)](#). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (b) See also § [1.0502\(l\)](#). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.

3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
 - (d) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
 - (e) See also § 1.0502(p) or § 1.0709 for yard exceptions.
 - (f) See also § 1.0502(g). Off-street parking shall be permitted to occupy a portion of the required front yard provided that there is maintained a minimum obstructed landscaped setback of 10 feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line or property line.
 - (g) See also § 1.0502(h). No side yards are required along the interior side lot lines of the district, except as otherwise specified in the building code, provided that if walls of structures facing such interior side lot lines contain windows or other openings, side yards of not less than 10 feet shall be provided.
 - (h) See also § 1.0502(j). Off-street parking shall be permitted in a required side yard setback.
 - (i) See also § 1.0502(i). Loading space shall be provided in the rear yard in the ratio of at least ten square feet per front foot of building and shall be computed separately from the off-street parking requirements, except in the instance of B-OS districts loading may take place in undesignated places in parking lots provided such loading is of a short-term nature. Where an alley exists or is provided at the rear of buildings, the rear building setback and loading requirements may be computed from the center of the alley. All loading and unloading areas shall be screened from public view.



B-H 1 Business Highway 1 District

(Illustration not to scale)

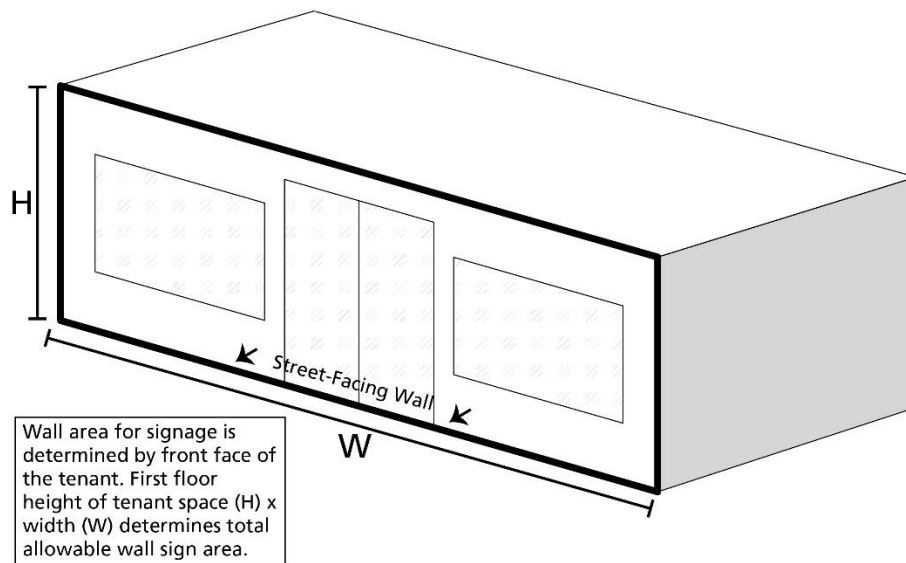
Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

TABLE 1.0408.3: B-H 1 DISTRICT SIGN REQUIREMENTS		
See additional information in Article X		
Wall Sign Size, Location and Number		
Maximum area	Wall signs not to exceed 15% of the area of the total area of the wall to which the signs are attached, not to exceed 100 sq. ft. per road frontage. See figure below. See also § 1.005(A)(2) .	
Exception to maximum area – establishments facing a parking lot and not a road	Where an establishment does not face a road and only faces a parking lot, the allowable sign area shall be determined based on the area of the principal storefront wall area of the tenant space. See also § 1.005(A)(2)(a) .	
Exception to maximum area – establishments greater than 200’ in frontage, setback greater than 300’, greater than 50,000 sq. ft. usable floor area (see also § 1.004(A)(2)(d)).	<u>Building setback (in ft.)</u>	<u>Wall sign area (in sq. ft.)</u>
	300-400	150
	400-500	175
	>500	Not to exceed 10% of total area of wall to which signs are attached.
Number limit	No more than three sign types facing upon any one street or parking area (See also § 1.005(A)(1)).	
Ground clearance	Eight (8) feet for overhanging signs. (See also § 1.005(A)(7)).	
Maximum width	Up to 60% of total wall width, not to exceed beyond bump out or bump up features. See second figure below. See also See also § 1.005(A)(2)(c) .	
Signage Types		
Type	Limits / Conditions	
Wall sign	See above	
Pylon sign	60 square feet max area per sign face, 5 foot minimum setback from property line or sidewalk, 30 feet maximum height, maximum of one (1) pylon sign per one street, minimum ground clearance of 8 feet, corner clearance to be maintained. See also § 1.005(A)(3) .	
Pylon sign – 3 or more businesses	120 square feet per sign face, no one tenant can occupy >50% of the sign area, corner clearance to be maintained. See also § 1.005(A)(3)(d) .	
Ground sign	30-sq.ft. area, maximum 6 foot height, 5 feet minimum setback from property line or sidewalk, corner clearance to be maintained. See also § 1.005(A)(3) .	
Ground sign: 3 or more businesses or offices	60 square feet per sign face, no one tenant can occupy >50% of the sign area, corner clearance to be maintained. See also § 1.005(A)(3)(d) .	
Electronic Message Display Signs	See § 1.1001(M)	
Temporary signs	See § 1.1012	
Signage: General Prohibitions, Illumination Requirements		
Lots with dual frontages may not combine permissible signs for one frontage with another frontage for the purpose of placing a combined area of sign area on one frontage. See also § 1.005(A)(3)(4) .		

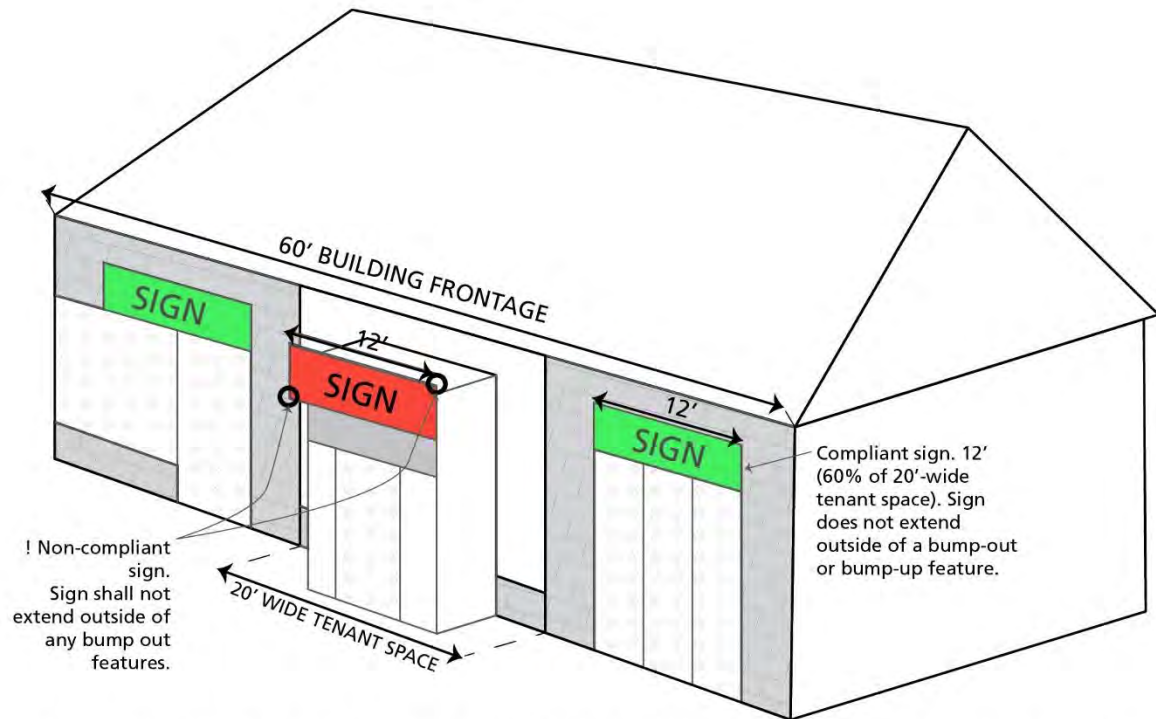
TABLE 1.0408.3: B-H 1 DISTRICT SIGN REQUIREMENTS

See additional information in [Article X](#)

No sign shall be lighted by means of flashing or intermittent illumination. All light sources used for the illumination of signs or buildings or areas surrounding them, or for the illumination of display merchandise or products shall be completely shielded from the view of vehicular traffic. See also § 1.005(A)(5).



CALCULATING MAXIMUM SIGNAGE AREA



WALL SIGNS: COMPLIANT AND NON-COMPLIANT EXTENTS OF SIGNAGE

B-H2

BUSINESS HIGHWAY 2 DISTRICT



Image courtesy of Google Street View, July 2022

1.0409 B-H2 BUSINESS HIGHWAY 2 DISTRICT.

1.0409(A). Intent

The B-H2 business highway 2 uses typically have fewer customers visiting the site and generate fewer trips per day.

1.0409(B). Permitted Uses.

See [Table 1.0409.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the B-H2 district:

- (1) Banks, credit unions, or similar uses.
- (2) Banquet halls.
- (3) Catering facility.
- (4) Clinic, dental or medical.
- (5) Convalescent homes.
- (6) Drive-through operations.

- (7) Essential services.
- (8) Existing housing.
- (9) Fast food restaurant.
- (10) Full service eating and drinking establishment.
- (11) Funeral homes and mortuary establishments.
- (12) Greenhouse, retail.
- (13) Home occupations as provided and controlled in § 1.1122 for existing housing.
- (14) Hotels and motels.
- (15) Institutional or public uses.
- (16) Laundry and dry cleaning.
- (17) Office building(s).
- (18) Off-street parking lot(s).
- (19) Personal services.
- (20) Printing or publishing.
- (21) Professional service offices.
- (22) Recreational facilities.
- (23) School, business.
- (24) School, private.
- (25) Stores for retail sales and retail services. 20,000 square feet or less.
- (26) Strip mall areas.
- (27) Studio.
- (28) Theaters.
- (29) Uses similar to the above uses.
- (30) Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0409(C). Special Land Uses.

See [Table 1.0409.1](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the B-H2 district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Animal hospitals.
- (2) Apartments above stores mixed-use development.
- (3) Automobile carwash.
- (4) Automobile repair shop(s), minor.
- (5) Automobile repair shop(s), major.
- (6) Automobile service stations.
- (7) Bed and breakfast operations.
- (8) Boarding houses.
- (9) Brewpubs.
- (10) Child care facilities limited to child care day center or day care center.
- (11) Lumber and building supply yards.
- (12) Marquee signs.
- (13) Micro breweries.
- (14) Ministorage.
- (15) Outdoor sales area.
- (16) Pet shop and sales.

- (17) Reasonable accommodation use.
- (18) Short term rentals.
- (19) Small distillers.
- (20) Small engine repair.
- (21) Small wine makers.
- (22) Social clubs.
- (23) Transportation services.
- (24) Vehicle sales area.
- (25) Warehousing.

TABLE 1.0409.1: B-H2 BUSINESS HIGHWAY 2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Apartments above stores mixed-use development.	Special Use	§ 1.0602, 1.0603(C), 1.0603(D) 1.0603(G)	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
Convalescent homes	By Right		1 per 4 beds plus 1 per employee.
Existing housing	By Right		---
Home occupations (for existing housing)	By Right	§ 1.0603(A), 1.1122	---
Public / Semi-Public Uses			
Essential services.	By Right		
Institutional or public uses.	By Right		See Article IX for specific uses
Off-street parking lots.	Special Use	§ 1.0602	---
Private schools.	By Right		1 for each 0.75 total occupancy load.
Recreational facility.	By Right		1 per the number of participants of the active recreation space or 1 per 3 of the designed occupant load of the space plus 1 per 5 total occupancy of assembly areas.
Commercial and Office Uses			
Animal Hospitals	Special Use	§ 1.0602, 1.0603(P)	1 per 300 sq. ft. usable floor area. ³
Automobile carwash.	Special Use	§ 1.0602, 1.0603(W)	2 per employee plus stacking for at least five (5) vehicles per car wash lane.
Automobile repair shop(s), minor.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.

TABLE 1.0409.1: B-H2 BUSINESS HIGHWAY 2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Automobile repair shop(s), major.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
Automobile service stations.	Special Use	§ 1.0602, 1.0603(U)	1 parking space for each 50 square feet of floor area in the cashier and office areas in addition to space provided at each fuel pump dispenser. In no instance shall such facility provide fewer than 3 spaces for cashiers and office use.
Banks, credit unions, or similar uses.	By Right		1 per 250 sq. ft. usable floor area.
Banquet halls	Special Use	§ 1.0602	1 per 5 total occupancy load, plus 1 per employee at peak shift.
Bed and breakfast	Special Use	§ 1.0602, 1.0603(J)	1.25 for each rooming unit plus 1 for each employee.
Boarding Houses	Special Use	§ 1.0602, 1.0603(I)	1.25 for each rooming unit plus 1 for each employee.
Brewpubs.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Business schools.	By Right		1 for each 0.75 total occupancy load.
Catering facilities.	By Right		1 / employee + 1 per business vehicle + 1 per 200 square feet
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Clinic, dental or medical.	By Right		1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
Fast food restaurants	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4

TABLE 1.0409.1: B-H2 BUSINESS HIGHWAY 2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
			seats of outdoor dining if present.
Full service eating and drinking establishments	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Funeral homes and mortuary establishments	By Right		1 per 250 sq. ft. usable floor area for office uses, plus 1 per 5 total occupant load of assembly space, plus stacking for 10 vehicle spaces.
Greenhouse, retail	By Right		1 per 400 sq. ft. usable floor area.
Hotels and motels	By Right		1.25 for each rooming unit plus 1 for each employee.
Laundry and dry cleaning.	By Right		1 per 3 washing and drying machines.
Lumber and building supply yards.	By Right		1 per 250 sq. ft. usable floor area plus 1 for every 1½ employees in the largest working shift
Micro Breweries	Special Use	§ 1.0602	1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Ministorage	Special Use	§ 1.0602, 1.0603(X)	1 per 75 storage units, parallel parking with a maneuvering lane shall be provided around all buildings.
Office buildings	By Right		1 per 400 sq. ft. usable floor area.
Outdoor sales area.	Special Use	§ 1.0602, 1.0603(T)	1 per 200 sq. ft. indoor usable floor area, plus 1 per 1,000 sq. ft. of outdoor display area.
Personal services.	By Right		1 per 400 sq. ft. usable floor area and 1 per personal service booth, chair or room.
Pet shop and sales.	Special Use	§ 1.0602, 1.0603(Y)	1 per 250 sq. ft. usable floor area.

TABLE 1.0409.1: B-H2 BUSINESS HIGHWAY 2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Printing or publishing.	By Right		1 per 1,000 sq. ft. gross floor area
Professional service offices.	By Right		1 per 400 sq. ft. usable floor area.
Short term rentals	Special use	§ 1.0602	1.25 for each unit
Small distillers.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Small engine repair	Special Use	§ 1.0602, 1.0603(Z)	1 for each 50 sq. ft. of floor area in waiting rooms.
Small wine makers	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Social clubs	Special Use	§ 1.0602, 1.0603(HH)	1 per 5 total occupancy load. ³
Stores for retail sales and retail services. 20,000 square feet or less.	By Right	§ 1.0603(TT)	1 per 250 sq. ft. usable floor area.
Strip mall areas	By Right		1 per 250 sq. ft. usable floor area.
Studio	By Right		1 / 600 sq. ft.
Theaters	By Right		1 per 5 total occupancy load.
Vehicle sales area	Special Use	§ 1.0602, 1.0603(V)	1 per 500 sq. ft. usable floor area, 1 per employee plus one for each automobile for sale
Transportation & Utility Uses			
Transportation Services	Special Use	§ 1.0602	1 / 200 sq. ft. of waiting room area
Industrial Uses			
Warehousing	Special Land Use	§ 1.0602	5 plus 1 for every 1½ employees in the largest working shift or 1 per 2,000 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.

TABLE 1.0409.1: B-H2 BUSINESS HIGHWAY 2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Other			
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
Marquee signs.	Special Use	§1.0602, 1.0603(LL), 1.0407(D).7	---
Reasonable accommodation use	Special Use	§ 1.0602	---
Uses similar to the above uses.	By Right		---
NOTES:			
<i>Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX</i>			
<i>District-based screening, landscaping and lighting standards can be found in § 1.0409.D.</i>			

1.0409(D). Required Conditions.

The following conditions shall be required in the B-H2 district:

- (1) Use parameters. All permitted uses shall be conducted within the confines of a building or within an enclosure which screens any outdoor storage of materials from the view of adjoining streets or properties. A chain-link or decorative fence of sufficient density (one one-quarter inches by one and one-quarter inches) to keep discarded debris within the confines of a site for uses which are likely to have debris shall be provided.
- (2) Outside display of merchandise. Outdoor display of merchandise is permitted if the following are provided:
 - (a) The merchandise must be on solid surface material such as asphalt, concrete, or an already approved parking area.
 - (b) The merchandise shall not utilize required parking spaces or maneuvering lanes.
 - (c) A minimum of one (1) 9 foot wide by 23 foot long parallel loading space with an adjacent maneuvering aisle with a minimum width of 20 feet, or a minimum of one (1) 9 foot wide by 20 foot long 90-degree loading space with an adjacent maneuvering aisle width of 20 feet must be installed adjacent to the outdoor sales and display area.
 - (d) The merchandise shall not be located in a corner clearance area as per § 1.1107.
 - (e) The merchandise that is displayed outdoors must be accessory to a principal use in an enclosed building on the same lot.
- (3) Dwellings. Existing dwellings, existing transient rooming houses, and existing apartments shall meet the provisions of the R-4 apartment district and special land uses within the R-4 apartment district, as set out in § 1.0404(C).
- (4) Screening of trash receptacles. All areas of trash storage including dumpsters shall be screened on all sides with a durable, opaque material, at a minimum height of one foot above the trash receptacle. The maximum height of the screening shall not exceed eight feet and shall not be located in the required front or side yard setback.

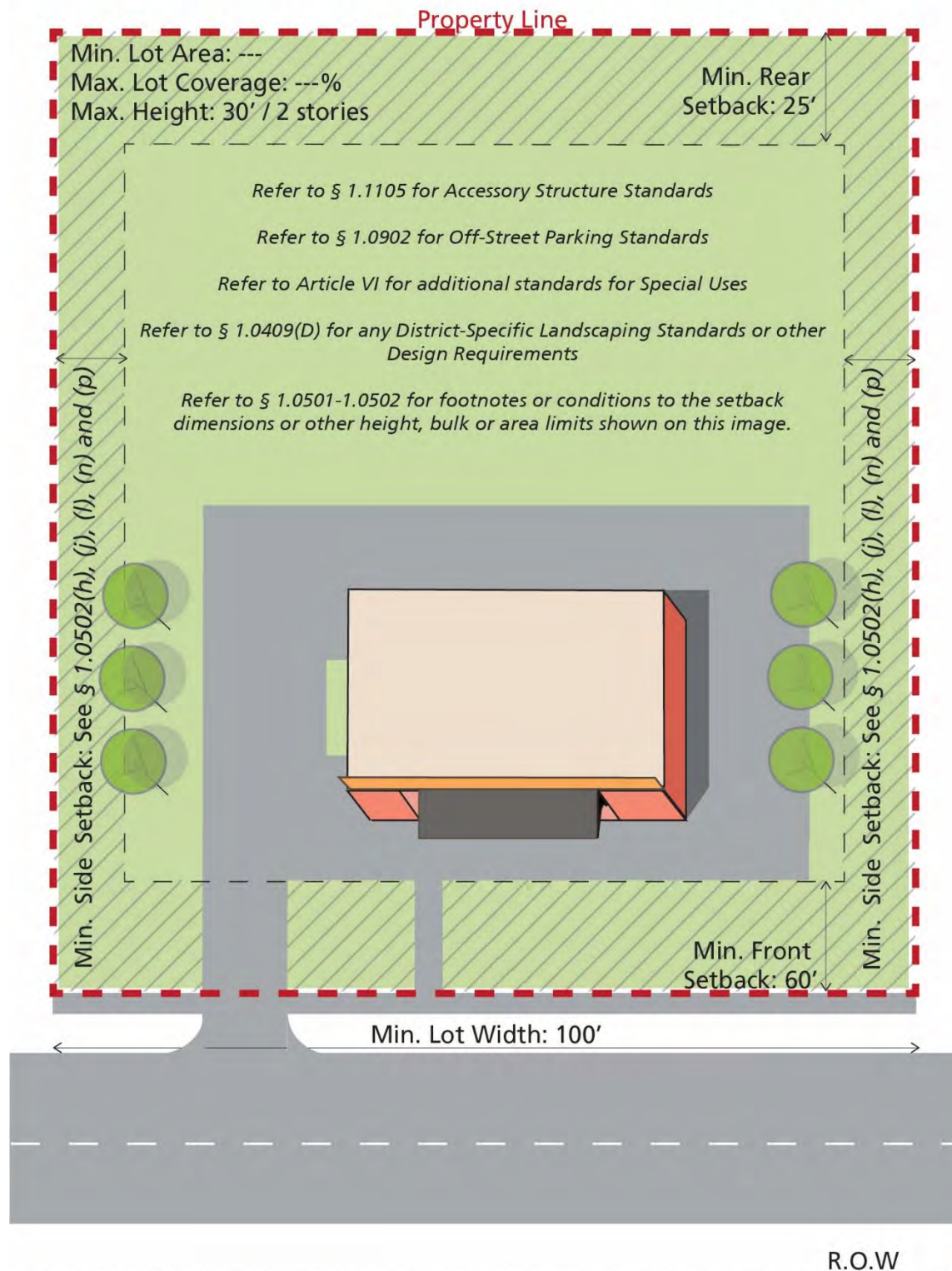
- (5) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.
- (6) Compatibility with adjacent properties. The following conditions shall apply to permitted uses in the B-H2 zone when those uses are adjacent to residential uses or residentially zoned property:
 - (a) Screening of residential uses to restrict view from residential property shall be provided by a privacy fence six to eight feet in height, or a solid planting strip 15 feet in width and six feet in height at planting. The planning commission may consider modifying this requirement, based upon findings of fact that based on the specific design of this site and mitigation of potential off-site impacts to the neighboring residentially zoned property, such screening is not required.
 - (b) All exterior doors on the sides of buildings adjacent to residential use or residentially zoned property shall be for emergency exit only.
 - (c) Exterior lighting.
 - i. Exterior lighting shall be arranged so it is deflected away from adjacent properties and so it does not impede the vision of traffic along adjacent streets. Lighting shall not exceed 0.5 footcandles when measured from ground level at the adjoining property boundary.
 - ii. Flashing or intermittent lights shall not be permitted.
 - iii. Light poles and fixtures shall be no higher than 25 feet in parking lots, and no higher than 16 feet in height along interior sidewalks and walkways. All light poles and fixtures shall have a downcast glow.
 - iv. Light poles and fixtures set in the perimeter of parking areas shall not be placed in a parking space.
 - (d) All outside storage of vehicles shall be screened from any adjacent residential use or residentially zoned property and occur only within lighted areas secured by fencing.
 - (e) The use must fit into the size, scale, height, texture, material and landscaping pattern of the existing neighborhood.
- (7) Area and bulk requirements. See [Article V](#), schedule of regulations, of this zoning ordinance limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirements. See also [Table 1.0409.2](#) below.
- (8) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
- (9) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

TABLE 1.0409.2: B-H2 DISTRICT DIMENSIONAL STANDARDS

Lot Occupation	
Minimum Lot Width	100 feet (a) (b)
Minimum Lot Area	(a) (b)
Maximum Lot Coverage	
Principal Structure	
Front Setback	60 feet (a) (b) (c) (d) (e) (f)
Side Setback	0 feet (a) (b) (c) (d) (e) (g) (h)
Rear Setback	25 feet (a) (b) (c) (d) (e) (i)
Maximum Height	2 stories, 30 feet (a) (b)

TABLE 1.0409.2: B-H2 DISTRICT DIMENSIONAL STANDARDS	
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

- (a) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (b) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
 - 1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 - 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 - 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (d) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (e) See also § 1.0502(p) or § 1.0709 for yard exceptions.
- (f) See also § 1.0502(g). Off-street parking shall be permitted to occupy a portion of the required front yard provided that there is maintained a minimum obstructed landscaped setback of 10 feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line or property line.
- (g) See also § 1.0502(h). No side yards are required along the interior side lot lines of the district, except as otherwise specified in the building code, provided that if walls of structures facing such interior side lot lines contain windows or other openings, side yards of not less than 10 feet shall be provided.
- (h) See also § 1.0502(j). Off-street parking shall be permitted in a required side yard setback.
- (i) See also § 1.0502(i). Loading space shall be provided in the rear yard in the ratio of at least ten square feet per front foot of building and shall be computed separately from the off-street parking requirements, except in the instance of B-OS districts loading may take place in undesignated places in parking lots provided such loading is of a short-term nature. Where an alley exists or is provided at the rear of buildings, the rear building setback and loading requirements may be computed from the center of the alley. All loading and unloading areas shall be screened from public view.

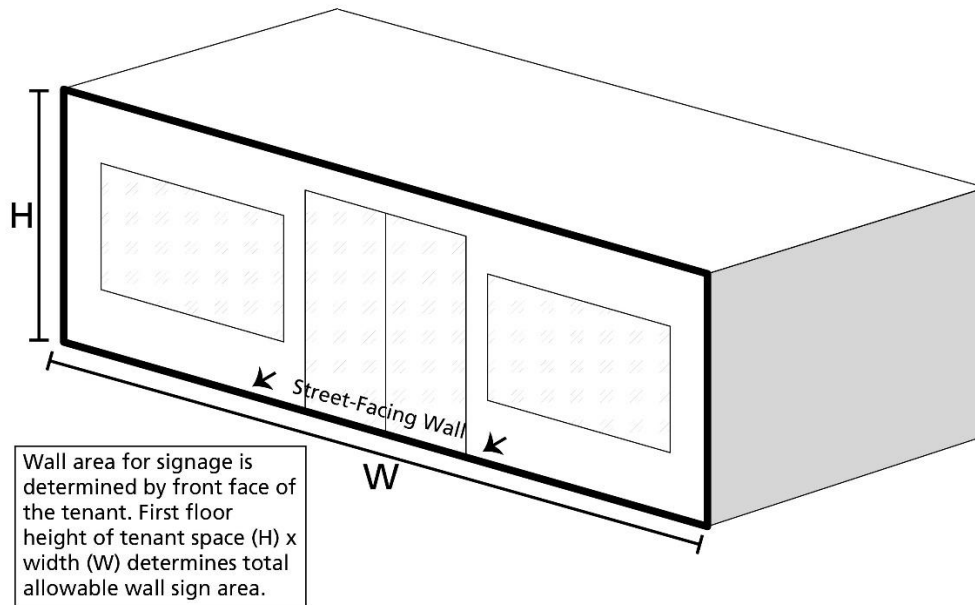


B-H 2 Business Highway 2 District

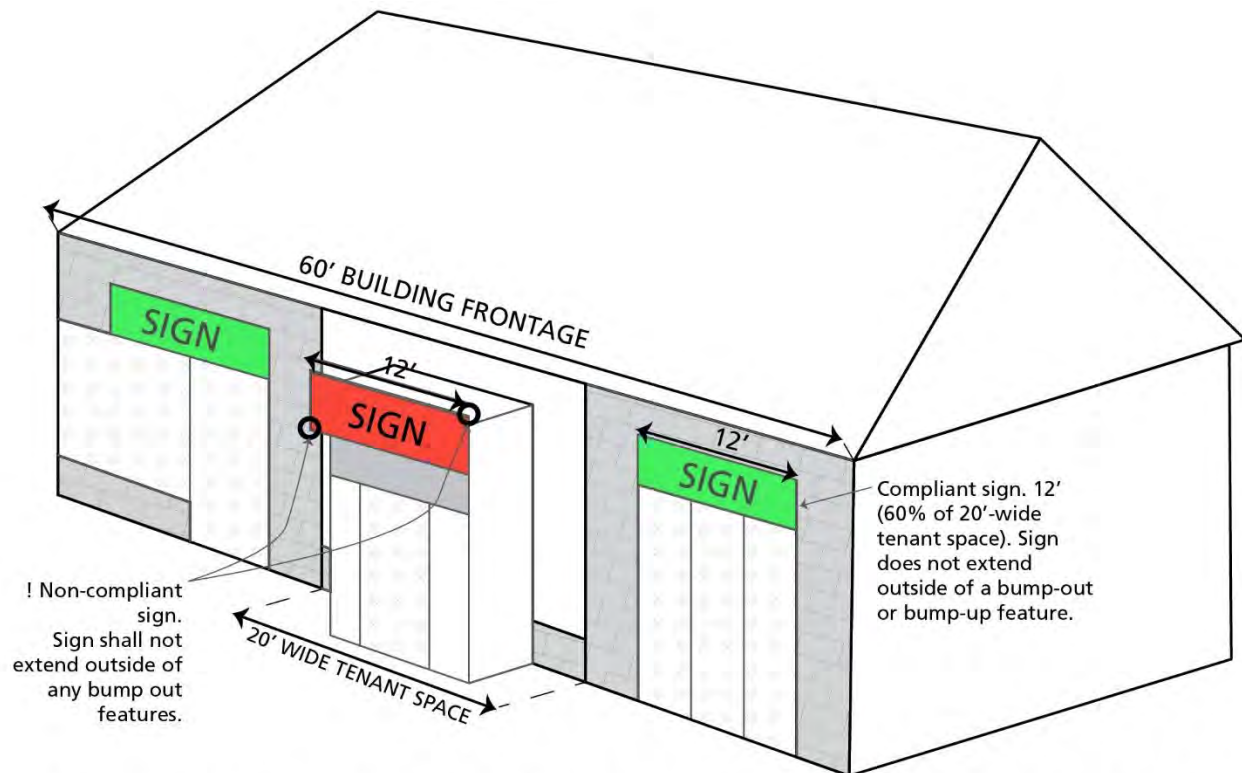
(Illustration not to scale)

Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

TABLE 1.0409.3: B-H2 DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
Wall Sign Size, Location and Number	
Maximum area	Wall signs not to exceed 30% of the area of the front face of the building up to 150 sq. ft. See also § 1.006(A)(2) .
Number limit	No more than three signs facing upon any one street or parking area. See also § 1.006(A)(1) .
Maximum overhang and minimum ground clearance	15 inches maximum overhang, 8 foot minimum ground clearance. See also § 1.006(A)(3)(a) .
Maximum width	Up to 60% of total wall width, not to exceed beyond bump out or bump up features. See first figure below. See also § 1.006(A)(3)(b) .
Signage Types	
Type	Limits / Conditions
Wall sign	See above
Pylon sign	Maximum area computed as for wall signs, above. 60 sq. ft. max area per sign face, 5 foot minimum setback from property line or sidewalk, 30 foot maximum height, maximum of one (1) pylon sign per one street, minimum ground clearance of 8 feet, corner clearance to be maintained. See also § 1.006(A)(4) .
Ground sign	30-sq.ft. area, maximum 6 foot height, 5 foot minimum setback from property line or sidewalk, corner clearance to be maintained. See also § 1.006(A)(5) .
Ground or pylon sign: Shopping center	Pylon or ground sign may be used to identify each business, with the area being governed by § 1.006(A)(2) . Area allowed for each business or office shall be prorated based on the sign area allowed for each business or office unless otherwise agreed to by the shopping center, business or office complex but in no instance shall the total area of all signs exceed the requirements of § 1.006(A)(2) , corner clearance to be maintained. See also § 1.006(A)(6)
Electronic Message Display Signs	See § 1.1001(M)
Temporary signs	See § 1.1012
Signage: Illumination Requirements	
No sign shall be lighted by means of flashing or intermittent illumination. All light sources used for the illumination of signs or buildings or areas surrounding them, or for the illumination of display merchandise or products shall be completely shielded from the view of vehicular traffic. See also § 1.006(A)(7) .	



CALCULATING MAXIMUM SIGNAGE AREA



WALL SIGNS: COMPLIANT AND NON-COMPLIANT EXTENTS OF SIGNAGE

B-N

BUSINESS NEIGHBORHOOD DISTRICT



Image courtesy of Google Street View, July 2022

1.0409.1 B-N BUSINESS NEIGHBORHOOD DISTRICT.

1.0409.1 (A). Intent

The B-N business neighborhood district is higher-density and moderately walkable area composed of a mix of commercial and residential buildings, typically along major corridor roads in the city. While serving automobile traffic, it is less automobile-intensive than the business highway districts. This is due in part to smaller lot sizes on which to accommodate parking based on conversion over time from residential to commercial use. The district is generally adjacent to the central business district and thus represents a transition from the density and walkability of this area.

1.0409.1 (B). Permitted Uses.

See [Table 1.0409.1.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the B-N district:

- (1) Adult foster care homes, family.
- (2) Banks, credit unions, or similar uses.
- (3) Catering facility in combination with a full service eating and drinking establishment.

- (4) Clinic, dental or medical.
- (5) Contractor office.
- (6) Fast food restaurant.
- (7) Full service eating and drinking establishment.
- (8) Essential services.
- (9) Existing housing.
- (10) Home occupations as provided and controlled in § 1.1122 for existing housing.
- (11) Institutional or public uses.
- (12) Laundry and dry cleaning.
- (13) Mixed-use development.
- (14) Office buildings.
- (15) Personal services.
- (16) Printing or publishing.
- (17) Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.
- (18) Professional service offices.
- (19) Qualified residential treatment programs that provides services for 10 or fewer individuals.
- (20) Recreational facility.
- (21) School, Business.
- (22) School, Private.
- (23) Social clubs.
- (24) Stores for retail sales and retail services.
- (25) Studio.
- (26) Transportation services.
- (27) Uses similar to the above uses.
- (28) Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0409.1 (C). Special Land Uses.

See [Table 1.0409.1.1](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses in the B-N district, under the conditions of [Article VI](#) of this zoning district:

- (1) Adult foster care congregate facility.
- (2) Adult foster care home, large group.
- (3) Adult foster care home, small group.
- (4) Apartment building of two to 12 dwelling units including two-family dwellings (duplexes).
- (5) Automobile carwash.
- (6) Automobile repair shops, major.
- (7) Automobile repair shops, minor.
- (8) Automobile service station.
- (9) Bed and breakfast operations.
- (10) Brewpubs.
- (11) Child care facilities limited to child care centers or day care centers.

- (12) Condominiums.
- (13) Cottage Court Developments.
- (14) Drive-through operations.
- (15) Funeral homes and mortuary establishments.
- (16) Hotels and motels.
- (17) Marquee signs.
- (18) Micro breweries.
- (19) Murals.
- (20) Off-street parking lots.
- (21) One-family detached dwelling.
- (22) Outdoor sales areas.
- (23) Reasonable accommodation use.
- (24) Short term rentals.
- (25) Sidewalk cafes.
- (26) Small distillers
- (27) Theaters.
- (28) Vehicle sales area.

TABLE 1.0409.1.1: B-N BUSINESS NEIGHBORHOOD DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Adult foster care congregate facility	Special Use	§ 1.0602	0.5 / 1 bed
Adult foster care homes, family	By Right		0.5 / 1 bed ¹
Adult foster care home, large group	Special Use	§ 1.0602	0.5 / 1 bed ¹
Adult foster care home, small group	Special Use	§ 1.0602	0.5 / 1 bed ¹
Apartment building of two to 12 dwelling units including two-family dwellings.	Special Use	§ 1.0602, 1.0603(C), 1.0603(D)	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
Condominiums.	Special Use	§ 1.0602	2 per dwelling unit
Cottage Court Developments	Special Use	§ 1.0602, 1.0603(UU)	1 per dwelling unit up to one bedroom, 1.5 per dwelling unit with 2 bedrooms, and 2 per dwelling unit with three bedrooms or more
Home occupations (for existing housing)	By Right	§ 1.0603(A), 1.1122	---
Existing housing	By Right		---
One-family detached dwellings	Special Use	§ 1.0602	2 per dwelling unit
Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a	By Right		0.5 / 1 bed

TABLE 1.0409.1.1: B-N BUSINESS NEIGHBORHOOD DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.			
Qualified residential treatment programs that provides services for 10 or fewer individuals.	By Right		0.5 / 1 bed
Public / Semi-Public Uses			
Essential services.	By Right		
Institutional or public uses.	By Right		See Article IX for specific uses
Off-street parking lots.	Special Use	§ 1.0602	---
Private schools.	By Right		1 for each 0.75 total occupancy load.
Recreational facility.	By Right		1 per the number of participants of the active recreation space or 1 per 3 of the designed occupant load of the space plus 1 per 5 total occupancy of assembly areas.
Commercial and Office Uses			
Automobile carwash.	Special Use	§ 1.0602, 1.0603(W)	2 per employee plus stacking for at least five (5) vehicles per car wash lane.
Automobile repair shop(s), minor.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
Automobile repair shop(s), major.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
Automobile service stations.	Special Use	§ 1.0602, 1.0603(U)	1 parking space for each 50 square feet of floor area in the cashier and office areas in addition to space provided at each fuel pump

TABLE 1.0409.1.1: B-N BUSINESS NEIGHBORHOOD DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
			dispenser. In no instance shall such facility provide fewer than 3 spaces for cashiers and office use.
Banks, credit unions, or similar uses.	By Right		1 per 250 sq. ft. usable floor area.
Bed and breakfast	Special Use	§ 1.0602, 1.0603(J)	1.25 for each rooming unit plus 1 for each employee.
Brewpubs.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Business schools.	By Right		1 for each 0.75 total occupancy load.
Catering facility in combination with a full service eating and drinking establishment.	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Clinic, dental or medical.	By Right		1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
Contractor office	By Right		1 per 400 sq. ft. usable floor area plus 1 for every 1½ employees in the largest working shift.
Drive-through operations.	Special Use	§ 1.0602	With multiple lanes, stacking for 4 vehicle spaces at each ordering station or machine, in addition to use requirement. With only one lane, stacking for 8 vehicle spaces, in addition to use requirement. A 12-foot-

TABLE 1.0409.1.1: B-N BUSINESS NEIGHBORHOOD DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
			wide escape lane is required for all drive-through establishments.
Fast food restaurants	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Full service eating and drinking establishments	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Funeral homes and mortuary establishments	Special Use		1 per 250 sq. ft. usable floor area for office uses, plus 1 per 5 total occupant load of assembly space, plus stacking for 10 vehicle spaces.
Hotels and motels	Special Use		1.25 for each rooming unit plus 1 for each employee.
Laundry and dry cleaning.	By Right		1 per 3 washing and drying machines.
Micro Breweries	Special Use	§ 1.0602	1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Office buildings	By Right		1 per 400 sq. ft. usable floor area.
Outdoor sales area.	Special Use	§ 1.0602, 1.0603(T)	1 per 200 sq. ft. indoor usable floor area, plus 1 per 1,000 sq. ft. of outdoor display area.
Personal services.	By Right		1 per 400 sq. ft. usable floor area and 1 per personal service booth, chair or room.
Printing or publishing.	By Right		1 per 1,000 sq. ft. gross floor area
Professional service offices.	By Right		1 per 400 sq. ft. usable floor area.
Short term rentals	Special use	§ 1.0602	1.25 for each unit
Sidewalk cafes.	Special Use	§ 1.0602, 1.0603(R)	---

TABLE 1.0409.1.1: B-N BUSINESS NEIGHBORHOOD DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Small distillers.	Special Use	§ 1.0602	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
Social clubs	Special Use	§ 1.0602, 1.0603(HH)	1 per 5 total occupancy load. ³
Stores for retail sales and retail services.	By Right	§ 1.0603(TT)	1 per 250 sq. ft. usable floor area.
Studio	By Right		1 / 600 sq. ft.
Theaters	Special Use	§ 1.0602	1 per 5 total occupancy load.
Vehicle sales area	Special Use	§ 1.0602, 1.0603(V)	1 per 500 sq. ft. usable floor area, 1 per employee plus one for each automobile for sale
Transportation & Utility Uses			
Transportation Services	Special Use	§ 1.0602	1 / 200 sq. ft. of waiting room area
Industrial Uses			
Other			
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
Marquee signs.	Special Use	§1.0602, 1.0603(LL), 1.0407(D).7	---
Mixed-use development.	By Right		See Article IX for specific uses
Murals	Special Use	§ 1.0602, 1.0603(S)	---
Uses similar to the above uses.	By Right		---
NOTES:			
<i>Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX</i>			
<i>District-based screening, landscaping and lighting standards can be found in § 1.0409.1.D.</i>			

1.0409.1(D). Required Conditions.

The following conditions shall be required in the B-N district:

- (1) Use parameters. All permitted uses shall be conducted within the confines of a building or within an enclosure which screens any outdoor storage of materials from the view of adjoining streets or

properties. A chain-link or decorative fence of sufficient density (one and one-quarter inches by one and one-quarter inches) to keep discarded debris within the confines of a site for uses which are likely to have debris shall be provided.

- (2) Outside display of merchandise. Outdoor display of merchandise is permitted if the following are provided:
 - (a) The merchandise must be on solid surface material such as asphalt, concrete, or an already approved parking area.
 - (b) The merchandise shall not utilize required parking spaces or maneuvering lanes.
 - (c) A minimum of one (1) 9 foot wide by 23 foot long parallel loading space with an adjacent maneuvering aisle with a minimum width of 20 feet, or a minimum of one (1) 9 foot wide by 20 foot long 90-degree loading space with an adjacent maneuvering aisle width of 20 feet must be installed adjacent to the outdoor sales and display area.
 - (d) The merchandise shall not be located in a corner clearance area as per § 1.1107.
 - (e) The merchandise that is displayed outdoors must be accessory to a principal use in an enclosed building on the same lot.
- (3) Drive-through operations. All permitted uses with a drive-through operation must meet the off-street parking and stacking standards for a drive-through as stated under § 1.0902.
- (4) For residential uses, accessory structures shall follow sections 1.1105(A) and (B).
- (5) Apartments and mixed-use developments. Apartments and residential units of mixed-use developments shall meet the provisions sections 1.0502(e) and (f) for density and separation.
 - (a) Floor area. For purposes of this section, the floor area of all dwellings or dwelling units in a building shall meet current Michigan Building Code and shall average not less than 450 square feet per dwelling unit, excluding all exterior living space and common areas including hallways, stairways, and shared areas.
- (6) Screening of trash receptacles. All areas of trash storage, including dumpsters, shall be screened on all sides with a durable, opaque material, at a minimum height of one foot above the trash receptacle. The maximum height of the screening shall not exceed eight feet and shall not be located in front of the building or within the side yard setback.
- (7) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of Article XII of this zoning ordinance.
- (8) Compatibility with adjacent properties. The following conditions shall apply to approved non-residential uses in the B-N district when those uses are adjacent to residential uses or residentially zoned property:
 - (a) Rear and side setbacks from residential property lot lines shall be 45 feet. Where an existing non-residential use is located less than 45 feet from a residential property line, such structure shall be considered a Class A non-conforming structure as described in § 1.0802—1.0804 of this zoning ordinance, and the principal building may be expanded or accessory buildings may be added under the following conditions:
 - i. The proposed expansion or addition receives required site plan approval pursuant to Article XII of this ordinance.
 - ii. The degree of nonconformity is not increased.
 - iii. This Class A designation shall expire when the use changes. At that time, the new use would be required to request Class A non-conforming structure designation from the planning commission.
 - (b) Screening of residential uses to restrict view from residential property shall be provided by a privacy fence six feet in height, or an obscuring planting strip 15 feet in width and six feet in height at planting. Planting strip must not exceed six feet in height. A request

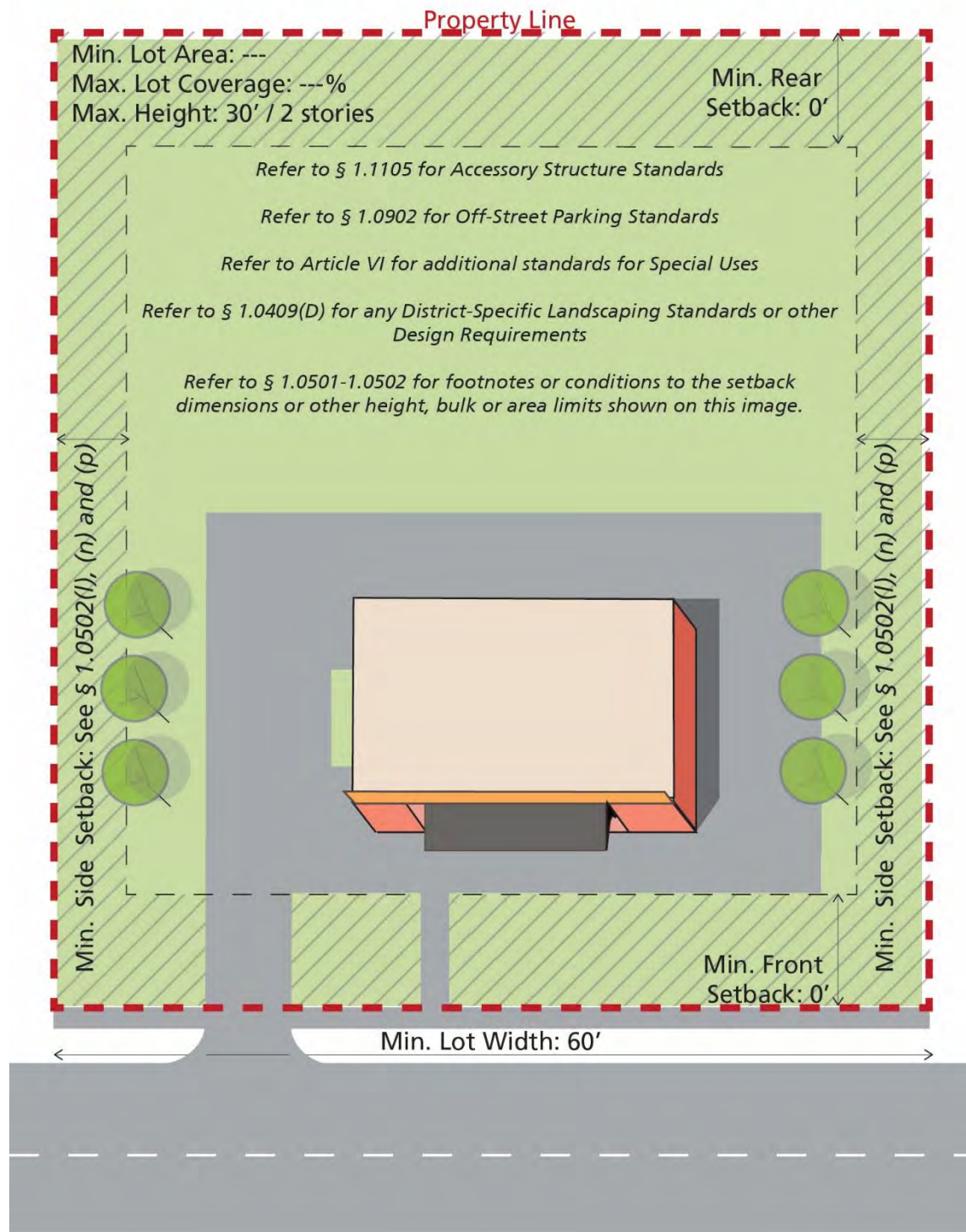
- may be made to the planning commission to waive the screening requirement due to site constraints.
- (c) All exterior doors on the sides of buildings adjacent to residential property shall be for emergency exit only.
 - (d) All shipping and deliveries to and from the establishment shall occur between the hours of 7:00 a.m. and 9:00 p.m.
 - (e) Exterior lighting.
 - i. Exterior lighting shall be arranged so it is deflected away from adjacent properties and so it does not impede the vision of traffic along adjacent streets. Lighting shall not exceed 0.5 footcandles when measured from ground level at the adjoining property boundary.
 - ii. Flashing or intermittent lights shall not be permitted.
 - iii. Light poles and fixtures shall be no higher than 25 feet in parking lots, and no higher than 16 feet in height along interior sidewalks and walkways. All light poles and fixtures shall have a downcast glow.
 - iv. Light poles and fixtures set in the perimeter of parking areas shall not be placed in a parking space.
 - (f) All outside storage of vehicles shall be screened from any adjacent residential property, and such storage shall occur only within areas secured by fencing.
- (9) Area and bulk requirements. See [Article V](#), schedule of regulations, of this zoning ordinance limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirement. See also Table [1.0409.1.2](#) below.
- (10) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
- (11) Design standards. Requirements for approved design.
- (a) To the extent reasonably feasible, the building and site shall be consistent with the character of the area, including lot coverage, type and style of structure, traffic flow and pattern, and density/intensity of the use.
 - (b) Architectural style is not restricted. Evaluation of appearance of a project shall be based on quality of its design and relationship to surroundings.
 - (c) Materials shall:
 - i. Have good architectural character
 - ii. Be of durable quality
 - iii. Be selected for harmony of the building with adjoining buildings.
 - (d) Inappropriate materials and methods, and those which will produce inconsistency with the structure of the building, shall be avoided.
 - (e) Building components, such as windows, doors, eaves, and parapets, shall have good proportions and relationship to one another.
 - (f) Colors shall be harmonious, and not used to draw attention, e.g., serving as a sign.
 - (g) Mechanical equipment or other utility hardware on roof, ground, or buildings shall be screened from public view with materials harmonious with the building, or they shall be located so as not to be visible from any public ways.
 - (h) Exterior lighting, including external and interior lighted signs, shall be part of the architectural concept. Fixtures, standards, and all exposed accessories shall be harmonious with building design.

- (i) Refuse and waste removal areas, service yards, storage yards, and exterior work areas shall be screened from view from public ways, using materials as stated in criteria for equipment screening.
 - (j) If the building official cannot determine whether the project meets the standards, the building official shall refer the project to the design review committee for its determination and recommendation to the planning commission.
- (12) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

TABLE 1.0409.1.2: B-N DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	60 feet (a) (b)
Minimum Lot Area	(a) (b)
Maximum Lot Coverage	
Principal Structure	
Front Setback	0 feet (a) (b) (c) (d) (e) (f) (g) (h)
Side Setback	0 feet (a) (b) (c) (d) (e)
Rear Setback	0 feet (a) (b) (c) (d) (e)
Maximum Height	2 stories, 30 feet (a) (b)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

- (a) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (b) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
 1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (d) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (e) See also § 1.0502(p) or § 1.0709 for yard exceptions.

- (f) See also § 1.0502(g). Off-street parking shall be permitted to occupy a portion of the required front yard provided that there is maintained a minimum obstructed landscaped setback of 10 feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line or property line.
- (g) See also § 1.0502(t). If parking is located in the front yard, curb stops are required at a minimum distance of five feet from any lot line abutting a public sidewalk or city right-of-way where a public sidewalk may be constructed.
- (h) See also § 1.0502(u). In determining the front yard setback of the building, the requirements shall be calculated by averaging the depth of existing developed front yards on lots within 100 feet of the lot and within the same block. The property owner/potential owner may request consideration from the planning commission for front yard setbacks based directly on adjoining property front yard setbacks. The request, review, and fees by the planning commission shall follow the requirements of § 1.0602 of this zoning ordinance.



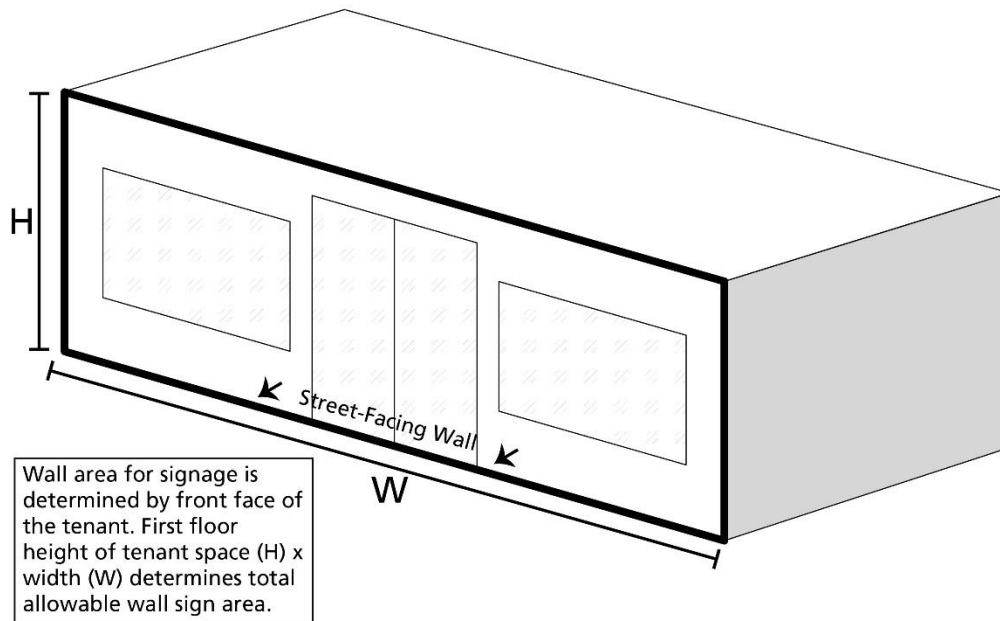
B-N Business Neighborhood District

(Illustration not to scale)

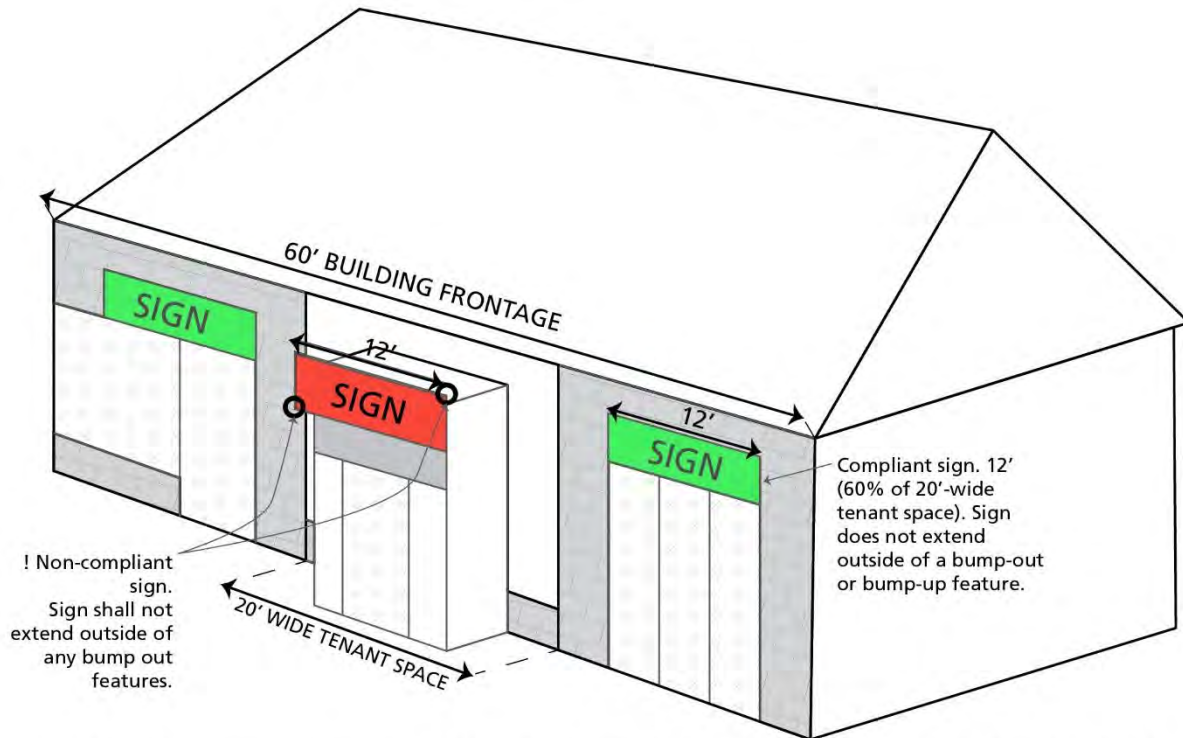
Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent article shall prevail.

TABLE 1.0409.1.3: B-N DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
Wall Sign Size, Location and Number	
Maximum area	Wall signs not to exceed 30% of the area of the principal storefront wall of the tenant space, up to 100 sq. ft. See Figure below. See also § 1.1009(B)(1) .
Number limit	No more than three sign types facing upon any one street or parking area. See also § 1.1009(B)(2) .
Maximum overhang, minimum ground clearance	15 inches maximum overhang, 8 foot minimum ground clearance for overhanging signs. See also § 1.1009(B)(3) .
Maximum width	Up to 60% of total wall width, not to exceed beyond bump out or bump up features. See second figure below. See also § 1.009(C)(1) .
Residential uses that are not part of an apartment building or mixed-use development	Follow § 1.1002 of this zoning ordinance.
Signage Types	
Type	Limits / Conditions
Wall sign	See above
Awning or canopy signs.	Maximum area: 10 sq. ft. See also § 1.009(C)(2) .
Ground sign	32-sq.ft. area, maximum 6 feet height, 5 feet minimum setback from property line or sidewalk, corner clearance to be maintained. No more than one ground sign per public road frontage. See also § 1.009(C)(3) .
Ground sign, multi-tenant.	64 square feet per sign face, no one tenant can occupy >50% of the sign area, corner clearance to be maintained. See also § 1.009(C)(4) .
Existing pylon signs.	Class A nonconforming status is granted as provided in § 1.0802 and 1.0803 . See also § 1.009(D)(1) .
Additional Window Signage (beyond allotment for wall signage, listed in § 1.009(C)(1)).	Up to 10% of each window, not to exceed 25 sq. ft. per tenant, with one additional open and hours sign for each first floor tenant.
Electronic Message Display Signs	See § 1.1001(M) .
Temporary signs	See § 1.1012 .
Internal and External Illumination and Materials for Canopy and Wall Signs	
Lighting source	Lighting must be steady and stationary in source and intensity. Acceptable sources include incandescent, halogen, LED, and metal halide lighting. See also § 1.009(E)(1) .
Permissible components to be illuminated	Only numbers, numerals, and logos. See also § 1.009(E)(2) .
Acceptable forms of internally lighted signs	Backlit (halo) signs; Individually internally-illuminated letters (channel or dimensional lettering); Box-type signs with three-dimensional push-through or inset graphics; Awning or canopy signs where letters and logos are translucent. See also § 1.009(E)(3) .
Material opacity	Internally illuminated box signs shall only be permitted with metal or completely opaque material backgrounds. Letters and logos must be stencil-cut through the surface and filled with three-dimensional

TABLE 1.0409.1.3: B-N DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
	push-through or inset graphics that are of a translucent and not transparent material. Internally lit, channel letter/logo signs may be lit using either exposed neon tubing within the letter/logo channel or another light source behind a translucent, not transparent material. For non-neon signs, letter forms must contain soft, diffused light sources inside each letter or logo. See also § 1.009(E)(4-5).
Maximum channel letter extension from surface	Channel letters with transformers mounted inside the letters: 16 inches. Channel letters with remote transformers: 12 inches. Channel letters mounted on a raceway shall: 16 inches. See also § 1.009(E)(5).
No flashing sign, rotating or moving sign, animated sign, sign with moving lights, or sign creating the illusion of movement shall be permitted. See also § 1.009(E)(6).	
If the building official cannot determine whether the project meets the standards, the building official shall refer the project to the design review committee for its determination and recommendation to the planning commission for approval. See also § 1.009(E)(7).	



CALCULATING MAXIMUM SIGNAGE AREA



WALL SIGNS: COMPLIANT AND NON-COMPLIANT EXTENTS OF SIGNAGE

M MANUFACTURING DISTRICT



Image courtesy of Google Street View, October 2013

1.0410 M MANUFACTURING DISTRICT.

1.0410 (A). Intent

The M manufacturing district establishes and preserves areas for industrial and related uses of a nature so that they do not create serious problems of compatibility with other kinds of land uses. This district is intended to make provisions for certain kinds of business uses which are most appropriately located as neighbors of industrial uses or which are necessary to service the immediate needs of the people in these areas. The general goals of this district includes, among others, the following:

- (1) To provide sufficient space, in appropriate locations, to meet the needs of the municipality's expected future economy for all types of manufacturing and related uses;
- (2) To protect abutting residential districts by separating them from manufacturing activities, and by prohibiting the use of such industrial areas for new residential development;
- (3) To promote manufacturing development which is free from danger of fire, explosions, toxic and noxious matter, radiation and other hazards, and other objectionable influences; and
- (4) To protect the most desirable use of land in accordance with a well-considered plan. To protect the character and established pattern of adjacent development, and in each area to conserve

the value of land and buildings and other structures, and to protect the municipality's tax revenue base.

1.0410(B). Permitted Uses.

See Table [1.0410.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the M district:

- (1) Accessory retail sales of no greater than 10 percent of building square footage connected with an approved use in the district.
- (2) Airports subject to all state and federal regulations and subject to all city codes and ordinances.
- (3) Animal hospital.
- (4) Catering facility.
- (5) Commercial kennels.
- (6) Contractor office.
- (7) Equipment servicing, indoor.
- (8) Essential services.
- (9) Existing housing.
- (10) Farming.
- (11) Greenhouses, Industrial.
- (12) Home occupations as provided and controlled in § [1.1122](#) for existing housing.
- (13) Industrial, Light.
- (14) Institutional and public uses.
- (15) Laboratories.
- (16) Laundry and dry cleaning.
- (17) Moving and storage establishments.
- (18) Printing or publishing.
- (19) Research and development.
- (20) School, business.
- (21) Technology centers.
- (22) Transportation services.
- (23) Warehousing.
- (24) Uses similar to the above uses.
- (25) Accessory structures and used customarily incidental to a permitted uses, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0410(C). Special Land Uses.

See Table [1.0410.1](#) for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the M district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Adult entertainment facilities.
- (2) Automobile carwash.
- (3) Automobile repair, minor and major.
- (4) Automobile service station.
- (5) Banquet hall.
- (6) Battery energy storage system, large

- (7) Billboards.
- (8) Childcare facilities limited to child care centers or day care centers.
- (9) Commercial medical marihuana facilities as defined in Article IV of Chapter 38, section 38-92.
- (10) Equipment servicing, outdoor.
- (11) Indoor vehicle sales area.
- (12) Industrial, heavy.
- (13) Large solar energy systems.
- (14) Marihuana establishments as defined in Article IV of Chapter 38, section 38-93(b).
- (15) Medical marihuana manufacturing and distribution facilities for primary caregivers and qualifying patients.
- (16) Mineral extraction operations.
- (17) Ministorage.
- (18) Office buildings.
- (19) Provisioning centers as defined in Article IV of Chapter 38, section 38-92(b).
- (20) Reasonable accommodation use.
- (21) Salvage yard and resource recovery facilities.
- (22) Small engine repair.
- (23) Social clubs.
- (24) Storage of waste hauling vehicles and operations.
- (25) Stores for retail and retail services.
- (26) Warehousing, distribution.
- (27) Accessory structures and uses customarily incidental to a permitted use, provided such structures and uses are located on the same zoning lot with the permitted use.

TABLE 1.0410.1: M DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Existing housing.	By Right		---
Farming.	By Right		1 / employee
Home occupations (for existing housing).	By Right	§ 1.0603(A), 1.1122	---
Public / Semi-Public Uses			
Essential services.	By Right		---
Institutional or public uses.	By Right		See Article IX for specific uses
Trade or industrial schools.	By Right		1 for each 0.75 total occupancy load
Commercial and Office Uses			
Accessory retail sales of no greater than 10 percent of building square footage connected with an approved use in the district.	By Right		1 per 250 sq. ft. usable floor area.
Adult entertainment facilities.	Special Use	§ 1.0602, 1.0603(CC)	1 per 5 total occupancy load
Animal hospitals.	Special Use	§ 1.0602, 1.0603(P)	1 per 300 sq. ft. usable floor area. ³

TABLE 1.0410.1: M DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Automobile carwash.	Special Use	§ 1.0602, 1.0603(W)	2 per employee plus stacking for at least five (5) vehicles per car wash lane.
Automobile repair shop(s), minor.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
Automobile repair shop(s), major.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
Banquet halls.	Special Use	§ 1.0602	1 per 5 total occupancy load, plus 1 per employee at peak shift.
Catering facilities.	By Right		1 / employee + 1 per business vehicle + 1 per 200 square feet
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Commercial kennel facilities.	By Right		1 per 300 sq. ft. usable floor area.
Commercial medical marijuana facilities as defined in Article IV of Chapter 38, section 38-92.	Special Use	§ 1.0602, 1.0603(MM)	1 per 250 sq. ft. usable floor area.
Contractor office.	By Right		1 per 400 sq. ft. usable floor area plus 1 for every 1½ employees in the largest working shift.
Indoor vehicle sales.	Special Use	§ 1.0602, 1.0603(QQ)	1 per 500 sq. ft. usable floor area, 1 per employee plus one for each automobile for sale
Laboratories.	By Right		5 per 1,000 sq. ft.
Marihuana establishments as defined in Article IV of Chapter 38, section 38-93(b).	Special Use	§ 1.0602, 1.0603(RR)	1 per 250 sq. ft. usable floor area.
Ministorage.	By Right	§ 1.0602, 1.0603(X)	1 per 75 storage units, parallel parking with a maneuvering lane shall be provided around all buildings.

TABLE 1.0410.1: M DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Moving and storage establishments.	By Right		---
Office buildings.	By Right		1 per 400 sq. ft. usable floor area.
Social clubs.	Special Use	§ 1.0602, 1.0603(HH)	1 per 5 total occupancy load. ³
Stores for retail sales and retail services.	Special Use	§ 1.0602, 1.0603(TT)	1 per 250 sq. ft. usable floor area.
Transportation & Utility Uses			
Airports subject to all state and federal regulations and subject to all city codes and ordinances.	By Right		---
Battery Energy Storage System, Large.	Special Use	§ 1.0602, 1.0603(VV)	---
Large solar energy systems.	Special Use	§ 1.0602, 1.0603(OO)	---
Transportation services.	By Right		1 / 200 sq. ft. of waiting room area
Industrial Uses			
Distribution warehousing.	Special Use	§ 1.0602	5 plus 1 for every 1½ employees in the largest working shift or 1 per 2,000 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
Equipment servicing.	By Right		5 plus 1 for every 1½ employees in the largest working shift or 1 per 450 sq. ft. of usable floor area whichever is greater.
Greenhouses, industrial.	By Right		1 per 400 sq. ft. usable floor area.
Industrial, heavy.	Special Use	§ 1.0602	See Article IX for specific uses.
Industrial, light.	By Right		See Article IX for specific uses.
Medical marihuana manufacturing and distribution facilities for primary caregivers and qualifying patients.	Special Use	§ 1.0602, 1.0603(JJ)	5 plus 1 for every 1½ employees in the largest working shift or 1 per 450 sq. ft. of usable floor area whichever is greater.
Mineral extraction operations.	Special Use	§ 1.0602, 1.0603(II)	1 / each employee on the maximum shift.

TABLE 1.0410.1: M DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Provisioning centers as defined in Article IV of Chapter 38, section 38-92(b).	Special Use	§ 1.0602, 1.0603(NN)	1 per 250 sq. ft. usable floor area.
Salvage yard and resource recovery facilities.	Special Use	§ 1.0602, 1.0603(BB)	1 for each 100 square feet of usable floor area of sales room.
Small engine repair.	Special Use	§ 1.0602, 1.0603(Z)	1 for each 50 sq. ft. of floor area in waiting rooms.
Storage of waste hauling vehicles and operations.	Special Use	§ 1.0602, 1.0603(AA)	---
Warehousing.	By Right	§ 1.0602	5 plus 1 for every 1½ employees in the largest working shift or 1 per 2,000 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
Other			
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use	By Right or by Special Use, depending on principal use	§ 1.0602	---
Billboards.	Special Use	§ 1.0602, 1.0603(FF)	---
Uses similar to the above uses	By Right or by Special Use, depending on principal use	§ 1.0602	---
NOTES:			
Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX			
District-based screening, landscaping and lighting standards can be found in § 1.0410.D.			

1.0410(D). Required Conditions.

The following conditions shall be required in the M district:

- (1) Enclosures. All operations shall be conducted wholly within the confines of a building, provided that necessary accessory outdoor processes or the outdoor storage of equipment, and material may utilize required side yard or rear yard space if screened by either a six-foot uniformly painted or preserved fence or wall at least 50 percent solid, kept in good condition, or by planting of evergreen trees or hedges.
- (2) Performance standards.

- (a) Fire and explosion hazards. All activities shall be carried on only in buildings conforming to the city building code, except for outdoor processes or storage permitted under [subsection] (D)(1) [of this section] above. The operation shall be carried on in a manner required by the city fire prevention code and with any precautions so as to produce no explosion hazard, as determined by the state department of labor, to a use on an adjacent property. Flammable liquids or explosive chemicals or materials, other than fuels used for heating, shall be stored in a separate building or tank, provided the building or tank is not closer than 80 feet to any building occupied by more than one human or closer than 40 feet to any property line.
- (b) Smoke, fumes, gases, dust, odors. There shall be no emission of any smoke, atomic radiation, fumes, gas, dust, odors, or any other atmospheric pollutant which will disseminate beyond the boundaries of the lot occupied by the use in a manner so to create a public nuisance, cause damage or inconvenience to other buildings or properties, or imperil the health of animals or humans.
- (c) Liquid or solid waste. No industrial operations shall directly discharge industrial waste of any kind into any river, stream, reservoir, pond, or lake. All methods of sewage and industrial waste treatment and disposal shall be approved by the city and state health departments or department of natural resources.
- (d) Vibration. There shall be no vibration which is discernable to the human sense of feeling beyond the immediate site on which the use is conducted.
- (e) Noise. The emission of measurable noises from the premises shall not exceed 70 decibels as measured at the property lines, between the hours of 7:00 a.m. to 10:00 p.m. The measurable noises shall not exceed 60 decibels as measured at the property lines between 10:00 p.m. and 7:00 a.m. Where normal street traffic noises exceed the established noise levels during such periods, the measurable noise emanating from the premises may equal, but not exceed traffic noises.
- (f) Glare. There shall be no direct or sky-reflected glare which would be damaging to the human eye at the property line of the lot occupied by the use. This regulation shall not apply to lights for site or street.
- (g) Appearance. No storage of waste from off-site outside a building, and no loose blowing papers shall be permitted at any time. All noxious activities shall be screened by an eight-foot solid fence, or by berm with plantings.
- (h) Exterior lighting.
 - 1. Exterior lighting shall be arranged so it is deflected away from adjacent properties and so it does not impede the vision of traffic along adjacent streets. Lighting shall not exceed 0.5 footcandles when measured from ground level at the adjoining property boundary.
 - 2. Flashing or intermittent lights shall not be permitted.
 - 3. Light poles and fixtures shall be no higher than 25 feet in parking lots, and no higher than 16 feet in height along interior sidewalks and walkways. All light poles and fixtures shall have a downcast glow.
 - 4. Light poles and fixtures set in the perimeter of parking areas shall not be placed in a parking space.
- (3) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.
- (4) Outside display of merchandise. Outdoor display of merchandise as accessory to permitted accessory retail sales is permitted if the following are provided:

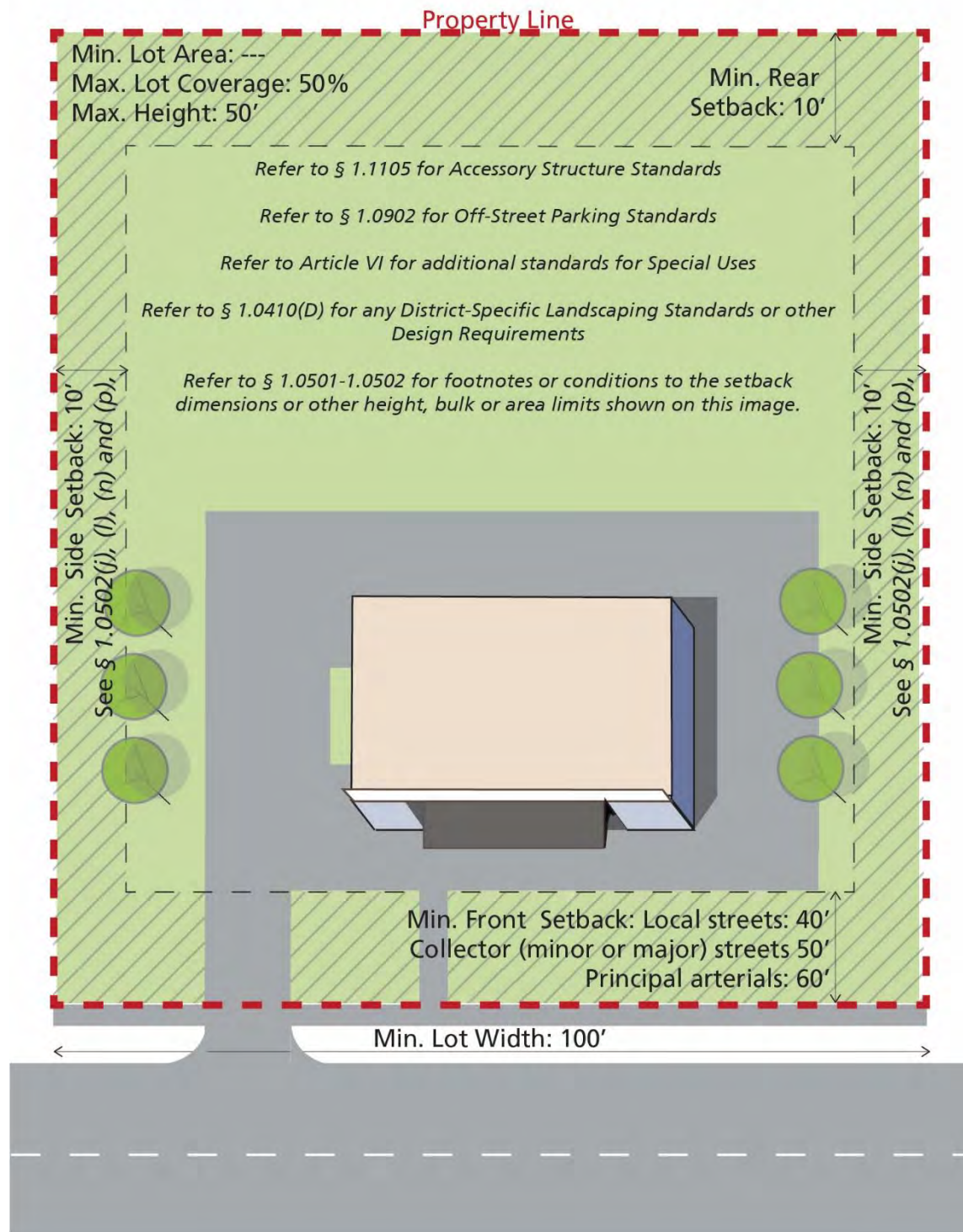
- (a) The merchandise must be on solid surface material such as asphalt, concrete, or an already approved parking area.
 - (b) The merchandise shall not utilize required parking spaces or maneuvering lanes.
 - (c) A minimum of one (1) 9 foot wide by 23 foot long parallel loading space with an adjacent maneuvering aisle with a minimum width of 20 feet, or a minimum of one (1) 9 foot wide by 20 foot long 90-degree loading space with an adjacent maneuvering aisle width of 20 feet must be installed adjacent to the outdoor sales and display area.
 - (d) The merchandise shall not be located in a corner clearance area as per § 1.1107.
 - (e) The merchandise that is displayed outdoors must be accessory to a principal use in an enclosed building on the same lot.
- (5) Area and bulk requirements. See [Article V](#), schedule of regulations, of this zoning ordinance limiting height and bulk of buildings, minimum size of lot by permitted land use, and providing minimum yard setback requirements. See also Table 1.0410.2 below.
 - (6) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in § 1.1123.
 - (7) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

TABLE 1.0410.2: M DISTRICT DIMENSIONAL STANDARDS

Lot Occupation	
Minimum Lot Width	100 feet (a) (b)
Minimum Lot Area	
Maximum Lot Coverage	50%
Principal Structure	
Front Setback	See footnotes (a) (b) (c) (d) (e) (f) (g)
Side Setback	10 feet (a) (b) (c) (d) (e) (h)
Rear Setback	10 feet (a) (b) (c) (d) (e)
Maximum Height	50 feet (a) (b)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

- (a) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (b) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
 1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.

- (c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (d) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (e) See also § 1.0502(p) or § 1.0709 for yard exceptions.
- (f) See also § 1.0502(g). Off-street parking shall be permitted to occupy a portion of the required front yard provided that there is maintained a minimum obstructed landscaped setback of 10 feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line or property line.
- (g) See also § 1.0502(m). Front yard setback shall be 40 feet for local streets, 50 feet for collector (minor or major) streets and minor arterials, and 60 feet for principal arterials as determined by the current Michigan Department of Transportation NFC Map.
- (h) See also § 1.0502(j). Off-street parking shall be permitted in a required side yard setback.



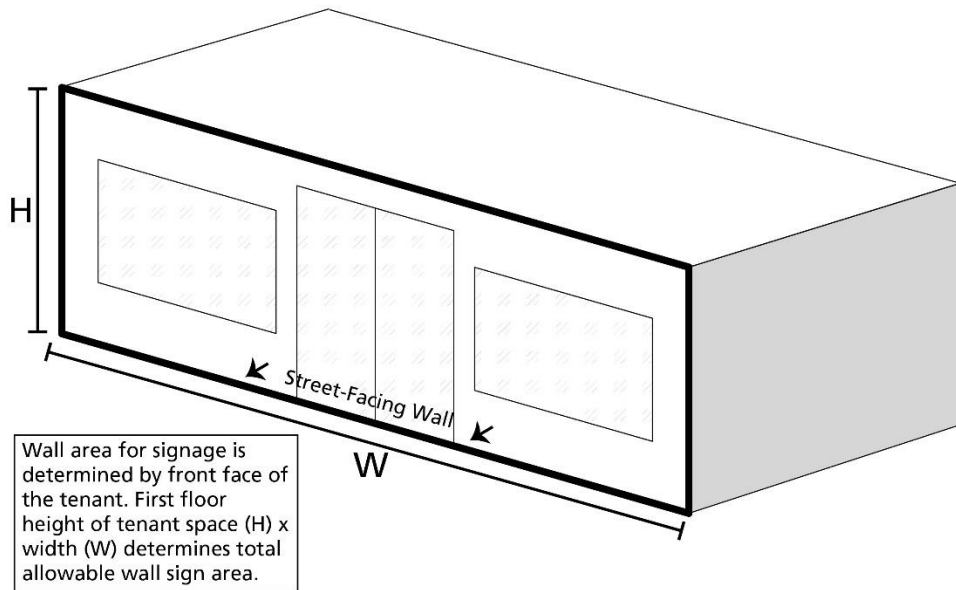
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M Manufacturing District

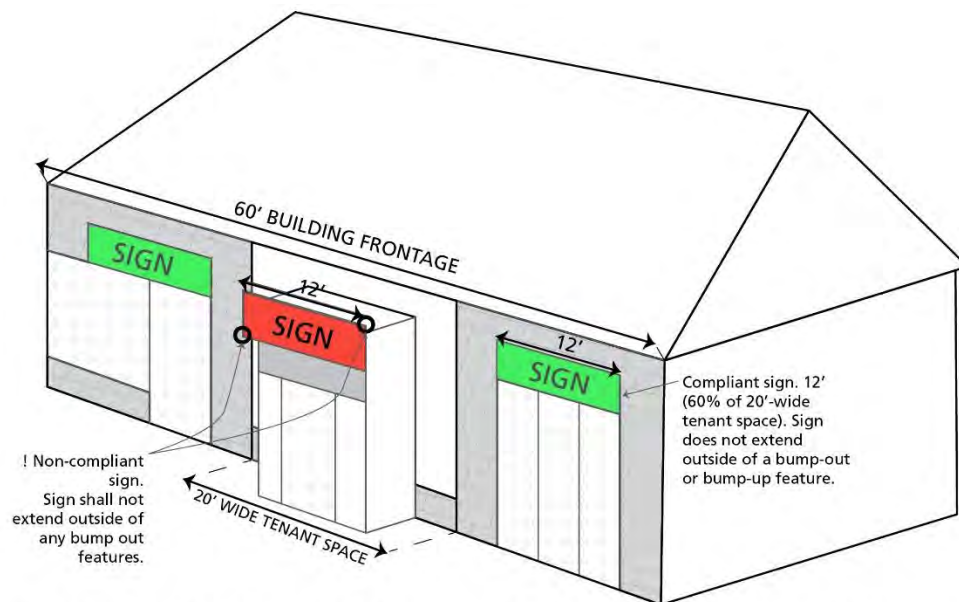
(Illustration not to scale)

Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

TABLE 1.0410.3: M DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
Wall Sign Size, Location and Number	
Maximum area	Wall signs not to exceed 30% of the area of the front face of the building up to 150 sq. ft. See also § 1.006(A)(2) . See first figure below.
Number limit	No more than three signs facing upon any one street or parking area. See also § 1.006(A)(1) .
Maximum overhang and minimum ground clearance	15 inches maximum overhang, 8 foot minimum ground clearance. See also § 1.006(A)(3)(a) .
Maximum width	Up to 60% of total wall width, not to exceed beyond bump out or bump up features. See figure below. See also § 1.006(A)(3)(b) .
Signage Types	
Type	Limits / Conditions
Wall sign	See above
Pylon sign	Maximum area computed as for wall signs, above. 60 sq. ft. max area per sign face, 5 feet minimum setback from property line or sidewalk, 30 feet maximum height, maximum of one (1) pylon sign per one street, minimum ground clearance of 8 feet, corner clearance to be maintained. See also § 1.006(A)(4) .
Ground sign	30-sq.ft. area, maximum 6 foot height, 5 foot minimum setback from property line or sidewalk, corner clearance to be maintained. See also § 1.006(A)(5) .
Ground or pylon sign: Shopping center	Pylon or ground sign may be used to identify each business, with the area being governed by § 1.006(A)(2) . Area allowed for each business or office shall be prorated based on the sign area allowed for each business or office unless otherwise agreed to by the shopping center, business or office complex but in no instance shall the total area of all signs exceed the requirements of § 1.006(A)(2) , corner clearance to be maintained. See also § 1.006(A)(6)
Electronic Message Display Signs	See § 1.1001(M)
Temporary signs	See § 1.1012
Billboards in M Districts	§ 1.0602 , 1.0603 (FF)
Signage: Illumination Requirements	
No sign shall be lighted by means of flashing or intermittent illumination. All light sources used for the illumination of signs or buildings or areas surrounding them, or for the illumination of display merchandise or products shall be completely shielded from the view of vehicular traffic. See also § 1.006(A)(7) .	



CALCULATING MAXIMUM SIGNAGE AREA



WALL SIGNS: COMPLIANT AND NON-COMPLIANT EXTENTS OF SIGNAGE

M-2 MANUFACTURING DISTRICT 2



Image courtesy of Google Street View, June 2023

1.0411 M-2 MANUFACTURING DISTRICT 2.

1.0411 (A). Intent

The M-2 manufacturing district 2 is established to allow for a combination of lighter-in-intensity manufacturing uses and select office and commercial uses. The external physical effects of uses in the district are restricted to the individual parcel, and in no manner affect the surrounding parcels detrimentally.

1.0411(B). Permitted Uses.

See Table [1.0411.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the M-2 district:

- (1) Accessory retail sales of no greater than 10 percent of building square footage connected with an approved use in the district.
- (2) Catering facility.
- (3) Contractor office.
- (4) Equipment servicing, indoor.

- (5) Essential services.
- (6) Existing housing.
- (7) Greenhouses, industrial.
- (8) Greenhouse, retail.
- (9) Home occupations as provided and controlled in § 1.1122 for existing housing.
- (10) Industrial, light.
- (11) Institutional and public uses.
- (12) Laboratories.
- (13) Laundry and dry cleaning.
- (14) Office buildings.
- (15) Printing or publishing.
- (16) Recreational facilities.
- (17) Research and development.
- (18) School, business
- (19) Technology centers.
- (20) Transportation services.
- (21) Warehousing.
- (22) Uses similar to the above uses.
- (23) Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0411(C). Special Land Uses.

See Table 1.0411.1 for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the M-2 district, under the conditions of Article VI of this zoning ordinance:

- (1) Animal hospital.
- (2) Automobile repair, minor.
- (3) Automobile repair, major.
- (4) Automobile service station.
- (5) Banquet hall.
- (6) Battery energy storage system, large.
- (7) Childcare facilities limited to child care centers or day care centers.
- (8) Equipment servicing, outdoor.
- (9) Indoor vehicle sales area.
- (10) Industrial, heavy.
- (11) Large solar energy systems.
- (12) Ministorage.
- (13) Reasonable accommodation use.
- (14) Salvage yard and resource recovery facilities.
- (15) Small engine repair.
- (16) Social clubs.
- (17) Stores for retail and retail services.
- (18) Warehousing, distribution.
- (19) Accessory structures and uses customarily incidental to a permitted use, provided such structures and uses are located on the same zoning lot with the permitted use.

TABLE 1.0411.1: M-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Existing housing.	By Right		---
Home occupations (for existing housing)	By Right	§ 1.0603(A), 1.1122	---
Public / Semi-Public Uses			
Essential services.	By Right		---
Institutional or public uses.	By Right		See Article IX for specific uses
Recreational facilities.	By Right		1 per the number of participants of the active recreation space or 1 per 3 of the designed occupant load of the space plus 1 per 5 total occupancy of assembly areas.
Commercial and Office Uses			
Adult entertainment facilities.	Special Use	§ 1.0602, 1.0603(CC)	1 per 5 total occupancy load
Animal hospitals.	Special Use	§ 1.0602, 1.0603(P)	1 per 300 sq. ft. usable floor area. ³
Automobile carwash.	Special Use	§ 1.0602, 1.0603(W)	2 per employee plus stacking for at least five (5) vehicles per car wash lane.
Automobile repair shop(s), minor.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
Automobile repair shop(s), major.	Special Use	§ 1.0602, 1.0603(U)	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
Banquet halls.	Special Use	§ 1.0602	1 per 5 total occupancy load, plus 1 per employee at peak shift.
Business schools.	By Right		1 for each 0.75 total occupancy load.
Catering facilities.	By Right		1 / employee + 1 per business vehicle + 1 per 200 square feet
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³

TABLE 1.0411.1: M-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Commercial medical marihuana facilities as defined in Article IV of Chapter 38, section 38-92.	Special Use	§ 1.0602, 1.0603(MM)	1 per 250 sq. ft. usable floor area.
Contractor office.	By Right		1 per 400 sq. ft. usable floor area plus 1 for every 1½ employees in the largest working shift.
Indoor vehicle sales.	By Right	§ 1.0603(QQ)	1 per 500 sq. ft. usable floor area, 1 per employee plus one for each automobile for sale
Greenhouses, retail.	By Right		1 per 400 sq. ft. usable floor area.
Laboratories.	By Right		5 per 1,000 sq. ft.
Laundry and dry cleaning.	By Right		1 per 3 washing and drying machines.
Marihuana establishments as defined in Article IV of Chapter 38, section 38-93(b).	Special Use	§ 1.0602, 1.0603(RR)	1 per 250 sq. ft. usable floor area.
Office buildings.	By Right		1 per 400 sq. ft. usable floor area.
Printing or publishing.	By Right		1 per 1,000 sq. ft. gross floor area
Social clubs.	Special Use	§ 1.0602, 1.0603(HH)	1 per 5 total occupancy load. ³
Stores for retail sales and retail services.	Special Use	§ 1.0602, 1.0603(TT)	1 per 250 sq. ft. usable floor area.
Transportation & Utility Uses			
Battery Energy Storage System, Large.	Special Use	§ 1.0602, 1.0603(VV)	---
Large solar energy systems.	Special Use	§ 1.0602, 1.0603(OO)	---
Transportation services.	By Right		1 / 200 sq. ft. of waiting room area
Industrial Uses			
Distribution warehousing.	Special Use	§ 1.0602	5 plus 1 for every 1½ employees in the largest working shift or 1 per 2,000 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
Equipment servicing, indoor.	By Right		5 plus 1 for every 1½ employees in the largest working shift or 1 per 450

TABLE 1.0411.1: M-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
			sq. ft. of usable floor area whichever is greater.
Greenhouses, industrial.	By Right		1 per 400 sq. ft. usable floor area.
Industrial, heavy.	Special Use	§ 1.0602	See Article IX for specific uses
Industrial, light.	By Right		See Article IX for specific uses
Medical marihuana manufacturing and distribution facilities for primary caregivers and qualifying patients.	Special Use	§ 1.0602, 1.0603(JJ)	5 plus 1 for every 1½ employees in the largest working shift or 1 per 450 sq. ft. of usable floor area whichever is greater.
Mineral extraction operations.	Special Use	§ 1.0602, 1.0603(II)	1 / each employee on the maximum shift.
Provisioning centers as defined in Article IV of Chapter 38, section 38-92(b).	Special Use	§ 1.0602, 1.0603(NN)	1 per 250 sq. ft. usable floor area.
Research and development.	By Right		5 plus 1 for every 1½ employees in the largest working shift or 1 per 750 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
Salvage yard and resource recovery facilities.	Special Use	§ 1.0602, 1.0603(BB)	1 for each 100 square feet of usable floor area of sales room
Small engine repair.	Special Use	§ 1.0602, 1.0603(Z)	1 for each 50 sq. ft. of floor area in waiting rooms
Storage of waste hauling vehicles and operations.	Special Use	§ 1.0602, 1.0603(AA)	---
Technology centers.	By Right		---
Warehousing.	By Right	§ 1.0602	5 plus 1 for every 1½ employees in the largest working shift or 1 per 2,000 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.

TABLE 1.0411.1: M-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Other			
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use	By Right or by Special Use, depending on principal use	§ 1.0602	---
Billboards.	Special Use	§ 1.0602, 1.0603(FF)	---
Uses similar to the above uses	By Right or by Special Use, depending on principal use	§ 1.0602	---
NOTES:			
<i>Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX</i>			
<i>District-based screening, landscaping and lighting standards can be found in § 1.0411.D.</i>			

1.0411(D). Required Conditions.

The following conditions shall be required in the M-2 district:

- (1) Enclosures. All operations shall be conducted wholly within the confines of a building, provided that necessary accessory outdoor processes or the outdoor storage of equipment, and material may utilize required side yard or rear yard space if screened by either a six-foot uniformly painted or preserved fence or wall at least 50 percent solid, kept in good condition, or by planting of evergreen trees or hedges.
- (2) Performance standards.
 - (a) Fire and explosion hazards. All activities shall be carried on only in buildings conforming to the city building code. The operation shall be carried on in a manner required by the city fire prevention code and with any precautions to produce no explosion hazard, as determined by the state department of labor, to a use on an adjacent property. Flammable liquids or explosive chemicals or materials, other than fuels used for heating, shall be stored in a separate building or tank, provided the building or tank is not closer than 80 feet to any building occupied by more than one human or closer than 40 feet to any property line.
 - (b) Smoke, fumes, gases, dust, odors. There shall be no emission of any smoke, atomic radiation, fumes, gas, dust, odors, or any other atmospheric pollutant which will disseminate beyond the boundaries of the lot occupied by the use in a manner so to create a public nuisance, cause damage or inconvenience to other buildings or properties, or imperil the health of animals or humans.
 - (c) Liquid or solid waste. All methods of sewage and industrial waste treatment and disposal shall meet all city, state, and federal requirements.
 - (d) Vibration. There shall be no vibration which is discernable to the human sense of feeling beyond the immediate site on which the use is conducted.

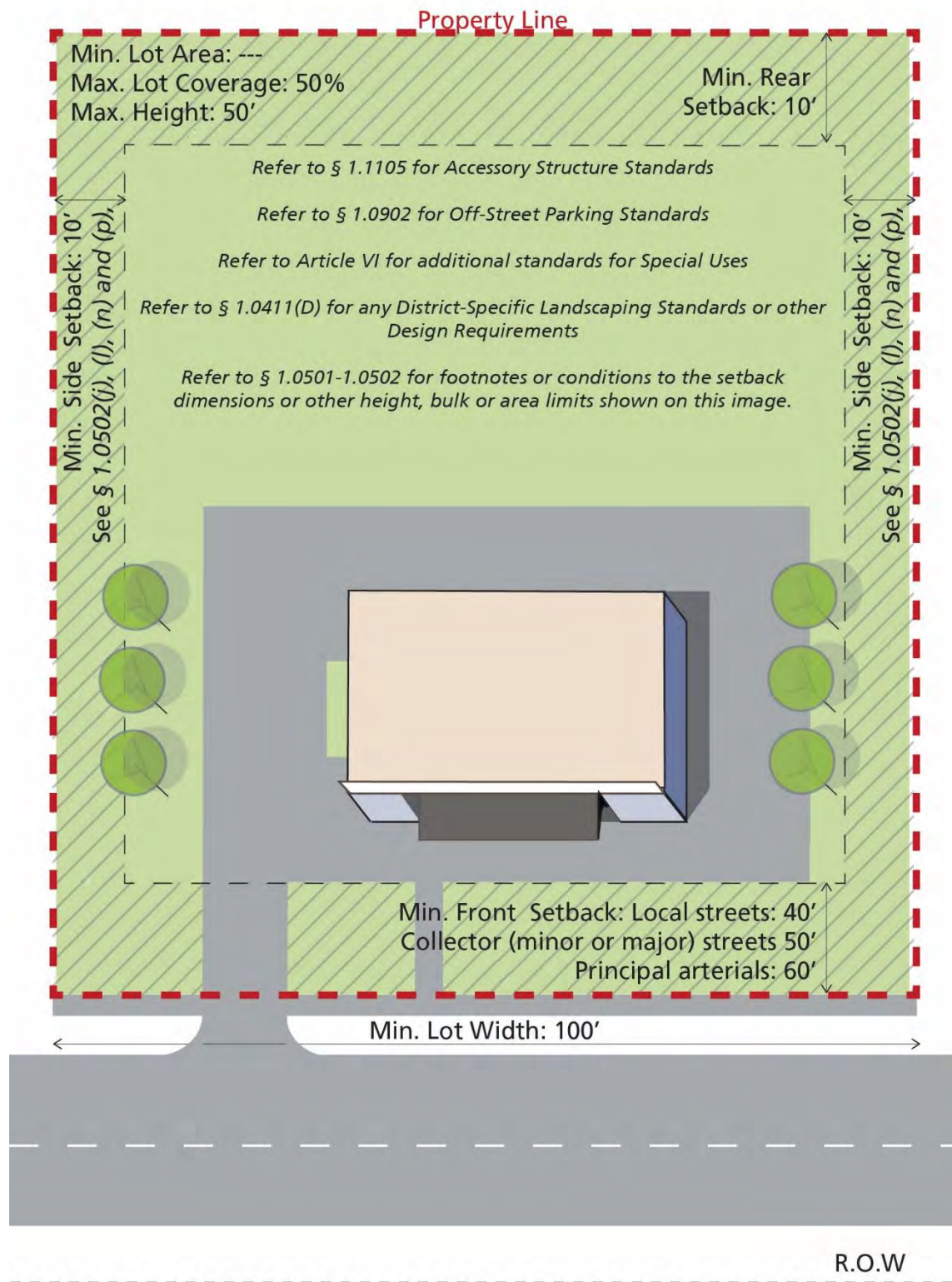
- (e) Noise. The emission of measurable noises from the premises shall not exceed 70 decibels as measured at the property lines, between the hours of 7:00 a.m. to 7:00 p.m. The measurable noises shall not exceed 60 decibels as measured at the property lines between 7:00 p.m. and 7:00 a.m. Where normal street traffic noises exceed the established noise levels during such periods, the measurable noise emanating from the premises may equal, but not exceed traffic noises.
 - (f) Exterior lighting.
 - i. Exterior lighting shall be arranged so it is deflected away from adjacent properties and so it does not impede the vision of traffic along adjacent streets. Lighting shall not exceed 0.5 footcandles when measured from ground level at the adjoining property boundary.
 - ii. Flashing or intermittent lights shall not be permitted.
 - iii. Light poles and fixtures shall be no higher than 25 feet in parking lots, and no higher than 16 feet in height along interior sidewalks and walkways. All light poles and fixtures shall have a downcast glow.
 - iv. Light poles and fixtures set in the perimeter of parking areas shall not be placed in a parking space.
 - (g) Glare. There shall be no direct or sky-reflected glare which would be damaging to the human eye at the property line of the lot occupied by the use. This regulation shall not apply to lights for site or street.
 - (h) Appearance. No storage of waste from off-site outside a building, and no loose blowing papers shall be permitted at any time. A chain-link or decorative fence of sufficient density (1¼" x 1¼") to keep discarded debris within the confines of a site shall be provided for uses which are likely to have debris.
- (3) Screening of trash receptacles. All areas of trash storage, including dumpsters, shall be screened on all sides with a durable, opaque material, at a minimum height of one foot above the trash receptacle. The maximum height of the screening shall not exceed eight feet and shall not be located in front of the building or within the side yard setback.
 - (4) Screening of residential uses. A solid fence of wood, vinyl, composite or metal screening six to eight feet in height, or a solid planting strip 15 feet in width and six feet in height at planting shall be placed when abutting a residential use to restrict view from the residential property.
 - (5) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#).
 - (6) Area and bulk requirements. See [Article V](#), schedule of regulations, limiting height and bulk of buildings, minimum size of lot by permitted land use, and providing minimum yard setback requirements. See also [Table 1.0411.2](#) below.
 - (7) Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
 - (8) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

TABLE 1.0411.2: M-2 DISTRICT DIMENSIONAL STANDARDS

Lot Occupation	
Minimum Lot Width	100 feet (a) (b)
Minimum Lot Area	

TABLE 1.0411.2: M-2 DISTRICT DIMENSIONAL STANDARDS	
Maximum Lot Coverage	50%
Principal Structure	
Front Setback	See footnotes (a) (b) (c) (d) (e) (f) (g)
Side Setback	10 feet (a) (b) (c) (d) (e) (h)
Rear Setback	10 feet (a) (b) (c) (d) (e)
Maximum Height	50 feet (a) (b)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

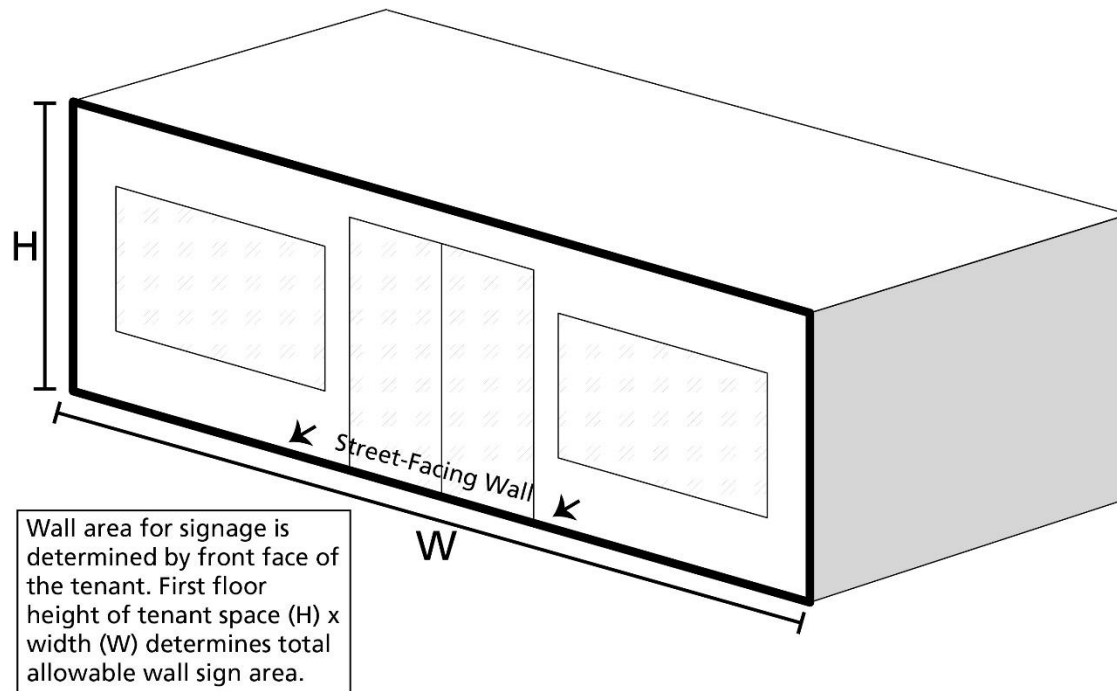
- (a) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (b) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (d) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (e) See also § 1.0502(p) or § 1.0709 for yard exceptions.
- (f) See also § 1.0502(g). Off-street parking shall be permitted to occupy a portion of the required front yard provided that there is maintained a minimum obstructed landscaped setback of 10 feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line or property line.
- (g) See also § 1.0502(m). Front yard setback shall be 40 feet for local streets, 50 feet for collector (minor or major) streets and minor arterials, and 60 feet for principal arterials as determined by the current Michigan Department of Transportation NFC Map.
- (h) See also § 1.0502(j). Off-street parking shall be permitted in a required side yard setback.



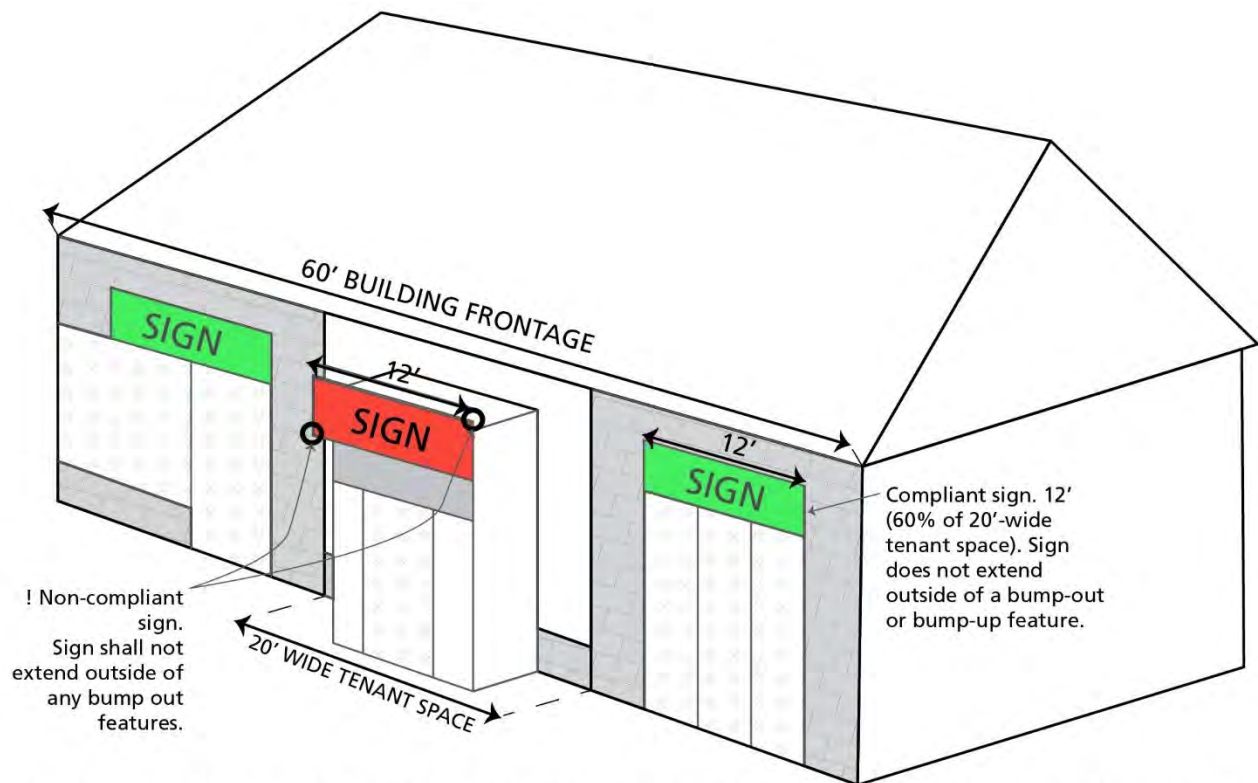
M-2 Manufacturing 2 District *(Illustration not to scale)*

Also reference Articles IV and V of the Zoning Ordinance. If any conflict exists between this graphic and the standards set forth in Article IV and V, the more stringent standard shall prevail.

TABLE 1.0411.3: M-2 DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
Wall Sign Size, Location and Number	
Maximum area	Wall signs not to exceed 30% of the area of the front face of the building up to 150 sq. ft. See also § 1.006(A)(2) . See figure below.
Number limit	No more than three signs facing upon any one street or parking area. See also § 1.006(A)(1) .
Maximum overhang and minimum ground clearance	15 inches maximum overhang, 8 foot minimum ground clearance. See also § 1.006(A)(3)(a) .
Maximum width	Up to 60% of total wall width, not to exceed beyond bump out or bump up features. See figure below. See also § 1.006(A)(3)(b) .
Signage Types	
Type	Limits / Conditions
Wall sign	See above
Pylon sign	Maximum area computed as for wall signs, above. 60 sq. ft. max area per sign face, 5 foot minimum setback from property line or sidewalk, 30 foot maximum height, maximum of one (1) pylon sign per one street, minimum ground clearance of 8 feet, corner clearance to be maintained. See also § 1.006(A)(4) .
Ground sign	30-sq.ft. area, maximum 6 foot height, 5 feet minimum setback from property line or sidewalk, corner clearance to be maintained. See also § 1.006(A)(5) .
Ground or pylon sign: Shopping center	Pylon or ground sign may be used to identify each business, with the area being governed by § 1.006(A)(2) . Area allowed for each business or office shall be prorated based on the sign area allowed for each business or office unless otherwise agreed to by the shopping center, business or office complex but in no instance shall the total area of all signs exceed the requirements of § 1.006(A)(2) , corner clearance to be maintained. See also § 1.006(A)(6)
Electronic Message Display Signs	See § 1.1001(M)
Temporary signs	See § 1.1012
Billboards in M Districts	
Signage: Illumination Requirements	
No sign shall be lighted by means of flashing or intermittent illumination. All light sources used for the illumination of signs or buildings or areas surrounding them, or for the illumination of display merchandise or products shall be completely shielded from the view of vehicular traffic. See also § 1.006(A)(7) .	



CALCULATING MAXIMUM SIGNAGE AREA



WALL SIGNS: COMPLIANT AND NON-COMPLIANT EXTENTS OF SIGNAGE

PDD-1

PLANNED DEVELOPMENT DISTRICT 1



Image courtesy of Google Street View, June 2013

1.0412 PDD-1 PLANNED DEVELOPMENT DISTRICT 1.

1.0412(A). Intent

The PDD-1 planned development district is established to create a district which provides for the appropriate development of units that incorporates both living and working space. Ensures the exterior design is compatible with the exterior design elements of residential buildings in the area.

1.0412(B). Permitted Uses.

See Table [1.0412.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the PDD-1 district:

- (1) Family day care homes.
- (2) Foster family homes.
- (3) Foster family group homes.
- (4) Group day care home.
- (5) Essential services.
- (6) Home occupations as provided and controlled in § [1.1122](#) for existing housing.

- (7) Institutional or public uses.
- (8) Live/Work Units
- (9) Personal Services
- (10) Professional Services
- (11) Accessory structures and uses customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.

1.0412(C). Special Land Uses.

See Table 1.0412.1 for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the PDD-1 district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Catering facility.
- (2) Child care facilities limited to child care centers or day care centers.
- (3) Functional equivalent family.
- (4) Reasonable accommodation use.

TABLE 1.0412.1: PDD-1 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Child care facilities limited to foster family homes, foster family group homes, family day care homes, group day care home.	By Right		---
Functional equivalent family.	Special Use	§ 1.0602, 1.0603(K)	---
Home occupations (for existing housing).	By Right	§ 1.0603(A), 1.1122	---
Live / work units.	By Right		---
Public / Semi-Public Uses			
Essential services.	By Right		
Institutional or public uses.	By Right		See Article IX for specific uses
Commercial Uses			
Catering facilities.	Special Use	§ 1.0602	1 / employee + 1 per business vehicle + 1 per 200 square feet
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Personal services.	By Right		1 per 400 sq. ft. usable floor area and 1 per personal service booth, chair or room.

TABLE 1.0412.1: PDD-1 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Professional service offices	By Right		1 per 400 sq. ft. usable floor area.
Transportation & Utility Uses			
Industrial Uses			
Other			
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
Reasonable accommodation use.	Special Use	§ 1.0602	2 per dwelling unit
NOTES:			
Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX			
District-based screening, landscaping and lighting standards can be found in § 1.0412.D.			

1.0412(D). Required Conditions.

The following conditions shall be required in all PDD-1 districts:

- (1) Area and bulk requirements. See [Article V](#), schedule of regulations, limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirements. See also Table 1.0412.2 below.
- (2) Floor area. For purposes of this section, the floor area of all dwellings or dwelling units in a building shall average not less than 600 square feet per dwelling unit, exclusive of the floor area for hallways, stairs, laundries, utilities, or other commercial uses.
- (3) Dwelling unit review. Dwelling unit review. All dwelling units, accessory structures, driveway, parking areas, and landscaping shall be reviewed by the building official subject to the following conditions as found in [§ 1.1123](#).
- (4) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.
- (5) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

TABLE 1.0412.2: PDD-1 DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	60 (d) (e)
Minimum Lot Area	7,500 square feet (d) (e)
Maximum Lot Coverage	40%

TABLE 1.0412.2: PDD-1 DISTRICT DIMENSIONAL STANDARDS	
Principal Structure	
Front Setback	25 feet (a) (d) (e) (f) (g)
Side Setback	5 feet (a) (b) (c) (d) (e) (f) (g)
Rear Setback	30 feet (a) (d) (e) (f) (g)
Maximum Height	2 stories, 30 feet (d) (e)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

- (a) See also § 1.0502(b). For all uses permitted other than single-family residential, the setback shall equal the height of the principal building or the setback required in this section, whichever is the greater.
- (b) See also § 1.0502(c). The front yard abutting upon a side street shall not be less than one-half the required front yard setback where corner lots have a common rear yard. In case of a corner lot rear yard abutting a side yard of an adjacent interior lot, the front yard abutting a side street shall not be less than the required front yard of the district.
- (c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (d) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (e) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (f) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (g) See also § 1.0502(p) or § 1.0709 for yard exceptions.

PDD-2

PLANNED DEVELOPMENT DISTRICT 2



Image courtesy of Google Street View, June 2023

1.0412.1 PDD-2 PLANNED DEVELOPMENT DISTRICT 2.

1.0412.1(A). Intent

The PDD-2 planned development district is established to create a planned development district convenient and attractive for a wide range of retail uses, business, residential, government and professional offices, and places of amusement in a setting conducive to and safe for pedestrian traffic.

1.0412.1(B). Permitted Uses.

See Table [1.0412.1.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the PDD-2 district:

- (1) Apartments above stores.
- (2) Banks, credit unions, or similar uses.
- (3) Bed and breakfast operations.
- (4) Business schools.
- (5) Clinic, dental or medical.
- (6) Condominiums.
- (7) Essential services.
- (8) Fast food restaurant.
- (9) Full service eating and drinking establishment.
- (10) Home occupations as provided and controlled in § 1.1122 for existing housing.
- (11) Hotels and motels.
- (12) Institutional or public uses.
- (13) Mixed-use development—Greater than three stories.
- (14) Laundry and dry cleaning.
- (15) Multifamily residential uses as found in the R-4 district.
- (16) Outdoor sale areas provided that they do not restrict pedestrian travel paths to less than 60 inches wide.
- (17) Personal services.
- (18) Printing or publishing.
- (19) Private schools.
- (20) Professional service offices.
- (21) Recreational facility.
- (22) Sidewalk cafes provided that they do not restrict pedestrian travel paths to less than 60 inches wide.
- (23) Social clubs.
- (24) Stores for retail sales and retail services.
- (25) Studio.
- (26) Theaters.
- (27) Transportation services.
- (28) Uses similar to the above uses.
- (29) Accessory structures and uses customarily incident to the above permitted uses, provided such buildings and uses are located on the same zoning lot with a permitted use.

1.0412.1(C). Special Land Uses.

See Table 1.0412.1.1 for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the PDD-2 district, under the conditions of Article VI of this zoning ordinance:

- (1) Child care facilities limited to child care centers or day care center.
- (2) Murals.
- (3) Outdoor video display boards greater than 100 inches measured diagonally and 400 square feet overall and mounted on an assembly that when combined with the video display board results in a structure no higher than 40 feet above grade.

TABLE 1.0412.1.1: PDD-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
Apartments above stores.	By Right	§ 1.0602, 1.0603(C), 1.0603(D) 1.0603(G)	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
Condominiums.	By Right	§ 1.0602	2 per dwelling unit.
Home occupations (for existing housing).	By Right	§ 1.0603(A), 1.1122	---
Multifamily residential uses as found in the R-4 district.	By Right		---
Public / Semi-Public Uses			
Essential services.	By Right		
Institutional or public uses.	By Right		See Article IX for specific uses.
Private schools.	By Right		1 for each 0.75 total occupancy load.
Recreational facility.	By Right		1 per the number of participants of the active recreation space or 1 per 3 of the designed occupant load of the space plus 1 per 5 total occupancy of assembly areas.
Commercial Uses			
Banks, credit unions, or similar uses.	By Right		1 per 250 sq. ft. usable floor area.
Bed and breakfast operations.	By Right	§ 1.0603(J)	1.25 for each rooming unit plus 1 for each employee.
Business schools.	By Right		1 for each 0.75 total occupancy load.
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Clinic, dental or medical.	By Right		1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
Fast food restaurant.	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present

TABLE 1.0412.1.1: PDD-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Full service eating and drinking establishment.	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Hotels and motels.	By Right		1.25 for each rooming unit plus 1 for each employee.
Laundry and dry cleaning.	By Right		1 per 3 washing and drying machines.
Outdoor sale areas provided that they do not restrict pedestrian travel paths to less than 60 inches wide.	By Right	§ 1.0603(T)	1 per 1,000 sq. ft. of outdoor display area.
Outdoor video display boards greater than 100 inches measured diagonally and 400 square feet overall and mounted on an assembly that when combined with the video display board results in a structure no higher than 40 feet above grade.	Special Use	§ 1.0602	
Personal services.	By Right		1 per 400 sq. ft. usable floor area and 1 per personal service booth, chair or room.
Printing or publishing.	By Right		1 per 1,000 sq. ft. gross floor area
Professional service offices.	By Right		1 per 400 sq. ft. usable floor area.
Sidewalk cafes provided that they do not restrict pedestrian travel paths to less than 60 inches wide.	By Right	§ 1.0603(R)	---
Social clubs.	By Right		1 per 5 total occupancy load. ³
Stores for retail sales and retail services.	By Right	§ 1.0603(TT)	1 per 250 sq. ft. usable floor area.
Studio.	By Right		1 / 600 sq. ft.
Theaters.	By Right		1 per 5 total occupancy load.
Transportation & Utility Uses			
Transportation services.	By Right		1 / 200 sq. ft. of waiting room area
Industrial Uses			
Other			
Mixed-use development—Greater than three stories.	By Right	§ 1.0602	See Article IX for specific uses
Murals.	Special Use	§ 1.0602, 1.0603(S)	---

TABLE 1.0412.1.1: PDD-2 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL/DETAILED STANDARDS	PARKING STANDARDS
Uses similar to the above uses.	By Right		---
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
NOTES:			
Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX			
District-based screening, landscaping and lighting standards can be found in § 1.0412.1.D.			

1.0412.1(D). Required Conditions.

The following conditions shall be required in all PDD-2 districts:

- (1) Area and bulk requirements. See [Article V](#), schedule of regulations, limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirements. See also Table [1.0412.1.2](#) below.
- (2) Dwellings. Existing dwellings, transient rooming houses and apartments shall meet the provision of the R-4 apartment district and special land uses within the R-4 apartment district, as set out in § [1.0404\(C\)](#).
- (3) Screening dumpsters. All areas of trash storage and disposal including dumpsters must be screened by a six-foot screen fence, but in no case less than six inches in height over the top of the trash or dumpster.
- (4) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of [Article XII](#) of this zoning ordinance.
- (5) Use parameters. All permitted uses shall be conducted within the confines of a building or within an enclosure which screens any outdoor storage of materials from the view of adjoining residential streets or residential properties. A chain-link or decorative fence of sufficient density (1¼ inch by 1¼ inch) to keep discarded debris within the confines of a site for uses which are likely to have debris shall be provided.
- (6) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

TABLE 1.0412.1.2: PDD-2 DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	50 feet (a) (b)
Minimum Lot Area	(a) (b)
Maximum Lot Coverage	100%
Principal Structure	
Front Setback	0 (a) (b) (c) (d) (e)

TABLE 1.0412.1.2: PDD-2 DISTRICT DIMENSIONAL STANDARDS	
Side Setback	0 (a) (b) (c) (d) (e) (f)
Rear Setback	0 (a) (b) (c) (d) (e) (f)
Maximum Height	70 feet
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

- (a) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (b) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
 - 1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 - 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 - 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (c) See also § 1.0502(n). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (d) See also § 1.0502(o). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (e) See also § 1.0502(p) or § 1.0709 for yard exceptions.
- (f) See also § 1.0502(q). Where the PDD-2 district is adjacent to a residential district the setbacks at the shared property lines shall be as stated in the Schedule for the corresponding residential zoning district. Where the PDD-2 district is adjacent to a property utilized exclusively for residential purposes as of September 1, 2013, the setbacks at the shared property lines shall be as stated for zoning district R-3 residential.

TABLE 1.0412.1.3: PDD-2 DISTRICT SIGN REQUIREMENTS			
See additional information in Article X			
Sign Type, Quantity, Letter Height, and Area			
Sign Type	Maximum Quantity	Maximum Letter Height	Maximum Signage Area
Primary Sign Types (See also § 1.1007).			120 sq. ft.
Type A—Trellis/Marquee	One per Tenant frontage	24 Inches	120 sq. ft.
Type B—Fascia Wall Sign	One per Tenant frontage	24 Inches	120 sq. ft.
Type C—Feature Sign	One per Tenant frontage	24 Inches	120 sq. ft.
Secondary Sign Types (See also § 1.1007).			60 sq. ft.
Type D—Window and Door	One per window	8 inches	10 sq. ft. (only 1 side counted)
Type E—Changeable Signs	One easel per major entry	N/A	12 sf (umbrellas) sq. ft. (easels)
Type F—Projecting Blade Sign	One per Tenant frontage	N/A	10 sq. ft. (only 1 side counted)
Type G—Awning Sign	One per awning	8 inches	10 sq. ft. per awning
Type H—Plaque Sign	One per major entry	N/A	4 sq. ft.
Type I—Video Display Board	N/A	N/A	.75 sq. ft. per linear foot of frontage
Electronic Message Display Signs	See § 1.1001(M)		
Temporary signs	See § 1.1012		
Other Sign Regulations			
Signs shall be designed as an integral part of the storefront design concept and shall complement the existing context of other buildings and signs in the PDD-2 district. (See also § 1.007(A)).			
Primary sign area is limited to 1.5 square feet per linear foot of frontage, up to the maximum size indicated in the chart below. (Frontage is measured parallel to street right-of-way.) (See also § 1.007(B)).			
Secondary sign area is limited to .75 square feet per linear foot of frontage, up to the maximum size indicated below. (See also § 1.007(C)).			
Graphic symbols and corporate logos, when used with primary signs (sign types A, B, and C) shall not exceed eight feet in any one direction or 64 sq. ft. in aggregate area. Such square footage shall be computed as part of the maximum sign area permitted. (See also § 1.007(D)).			
All primary signs must be three-dimensional, with maximum letter return of six inches and a minimum panel thickness of one inch. (See also § 1.007(E)).			
Tenants in corner locations or with frontage on two principal streets may be permitted to use two or more primary signs for identification. If in a corner location, one of the signs must be a feature/marquee type sign. (See also § 1.007(F)).			

PDD-3

PLANNED DEVELOPMENT DISTRICT 3

1.0412.2 PDD-3 PLANNED DEVELOPMENT DISTRICT 3.

1.0412.2(A). Intent

The PDD-3 planned development district is established to create a planned development district that accommodates high density apartments in the central business district, provides for a wide range of compatible uses for non-apartment space, and is compatible with the look, feel, and pedestrian nature of the downtown area.

1.0412.2(B). Permitted Uses.

See Table [1.0412.2.1](#) for a listing of permitted uses categorized by use type. The following uses are permitted in the PDD-3 district:

- (1) Banks credit unions, or similar uses.
- (2) Business schools.
- (3) Clinic, dental or medical.
- (4) Essential services.
- (5) Fast food restaurant.
- (6) Full service eating and drinking establishment.
- (7) High density apartments.
- (8) Home occupations as provided and controlled in § [1.1122](#) for existing housing.
- (9) Hotels and motels.
- (10) Institutional or public uses.
- (11) Laundry and dry cleaning.
- (12) Personal services.
- (13) Printing or publishing.
- (14) Professional service offices.
- (15) Social clubs.
- (16) Stores for retail sales and retail services.
- (17) Studio.
- (18) Uses similar to the above uses.
- (19) Accessory structures and uses customarily incident to the above permitted uses, provided such buildings and uses are located on the same zoning lot with a permitted use.

1.0412.2(C). Special Land Uses.

See Table 1.0412.2.1 for a listing of permitted special land uses categorized by use type and supplemental standards applicable to those uses. The following special land uses are permitted in the PDD-3 district, under the conditions of [Article VI](#) of this zoning ordinance:

- (1) Child care facilities limited to child care centers or day care center.
- (2) Murals.
- (3) Outdoor sale areas.
- (4) Sidewalk cafes.
- (5) Transportation services.

TABLE 1.0412.2.1: PDD-3 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL STANDARDS	PARKING STANDARDS
Residential / Agricultural Uses			
High density apartments.	By Right	§ 1.0603 (D)	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
Home occupations (for existing housing).	By Right	§ 1.0603(A), 1.1122	---
Public / Semi-Public Uses			
Essential services	By Right		
Institutional or public uses.	By Right		See Article IX for specific uses.
Commercial Uses			
Banks, credit unions, or similar uses.	By Right		1 per 250 sq. ft. usable floor area.
Business schools.	By Right		1 for each 0.75 total occupancy load.
Child care facilities limited to child care centers or day care centers.	Special Use	§ 1.0602, 1.0603(M)	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
Clinic, dental or medical.	By Right		1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
Fast food restaurant.	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
Full service eating and drinking establishment.	By Right		1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.

TABLE 1.0412.2.1: PDD-3 DISTRICT REGULATED USES			
REGULATED USES	APPROVAL TYPE	SUPPLEMENTAL STANDARDS	PARKING STANDARDS
Hotels and motels.	By Right		1.25 for each rooming unit plus 1 for each employee.
Laundry and dry cleaning.	By Right		1 per 3 washing and drying machines.
Outdoor sale areas.	Special Use	§ 1.0602, 1.0603(T)	1 per 1,000 sq. ft. of outdoor display area.
Personal services.	By Right		1 per 400 sq. ft. usable floor area and 1 per personal service booth, chair or room.
Printing or publishing.	By Right		1 per 1,000 sq. ft. gross floor area.
Professional service offices.	By Right		1 per 400 sq. ft. usable floor area.
Sidewalk cafes.	Special Use	§ 1.0602, 1.0603(R)	---
Social clubs.	By Right		1 per 5 total occupancy load. ³
Stores for retail sales and retail services.	By Right	§ 1.0603(TT)	1 per 250 sq. ft. usable floor area.
Studio.	By Right		1 / 600 sq. ft.
Transportation & Utility Uses			
Transportation services.	Special Use		1 / 200 sq. ft. of waiting room area.
Industrial Uses			
Other			
Murals.	Special Use	§ 1.0602, 1.0603(S)	---
Uses similar to the above uses.	By Right		---
Accessory structures and used customarily incidental to a permitted use, provided such buildings and uses are located on the same zoning lot with the permitted use.	By Right		---
NOTES:			
<i>Parking standards and Screening, Landscaping and Lighting of Parking Areas located in Article IX</i>			
<i>District-based screening, landscaping and lighting standards can be found in § 1.0412.2.D.</i>			

1.0412.2(D). Required Conditions.

The following conditions shall be required in all PDD-2 districts:

- (1) Design review. Design review as provided for in [Article XIII](#) of this zoning ordinance.
- (2) Demolition of buildings. Before a demolition permit is issued for a building located in the PDD-3 district, the community development department shall refer the request to the downtown development authority which will review the request, hold a public hearing, and make recommendations to the property owner for alternate potential uses of the property or to

proceed with demolition. If the property owner does not withdraw the request for a demolition permit within 30 days after it is submitted, the community development department shall proceed to analyze the request and issue appropriate permits based upon the building and zoning ordinance requirements.

- (3) Screening dumpsters. All areas of trash storage and disposal including dumpsters must be screened as provided under the B-C district provisions of § 1.1106.
- (4) Site plan review. Site plan review and approval must be obtained in accordance with the provisions of Article XII of this zoning ordinance.
- (5) Area and bulk requirements. See Article V of this zoning ordinance, schedule of regulations, limiting the height and bulk of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirements. See also Table 1.0412.2.2.
- (6) Compatibility with adjacent properties. The following conditions shall apply to permitted and special land uses in the PDD-3 district when those uses are adjacent to residential uses or residentially zoned property:
 - (a) Rear and sideline setbacks to buildings from residential property lines shall be 45 feet.
 - (b) Off street parking areas shall be screened on all sides that abut a residential property or residential zoning district by a solid fence that is maintenance free, stained, sealed or painted six feet in height, or a solid planting strip 15 feet in width and six feet in height at planting.
 - (c) All exterior lighting shall be directed along exterior building walls and away from residential property.
- (7) All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

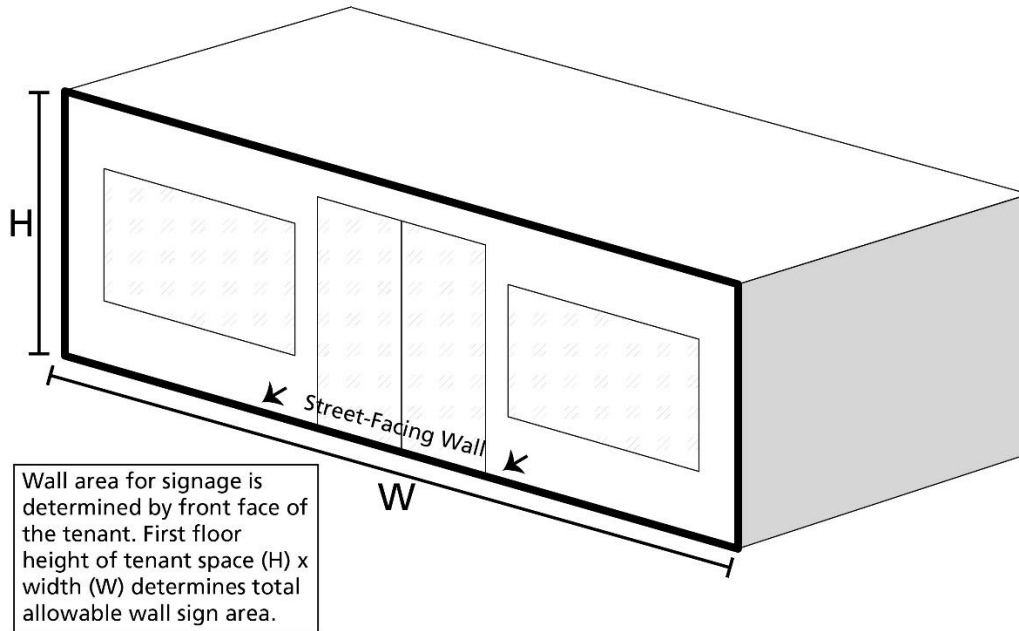
TABLE 1.0412.2.2: PDD-3 DISTRICT DIMENSIONAL STANDARDS	
Lot Occupation	
Minimum Lot Width	50 feet (a) (b)
Minimum Lot Area	(a) (b)
Maximum Lot Coverage	80%
Principal Structure	
Front Setback	0 (a) (b) (c) (d) (e)
Side Setback	0 (a) (b) (c) (d) (e) (f)
Rear Setback	0 (a) (b) (c) (d) (e) (f)
Maximum Height	45 feet / 4 stories (a) (b)
Minimum Dwelling Size	
Accessory Structures	
See § 1.1105.	

- (a) See also § 1.0502(k). Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (b) See also § 1.0502(l). Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:

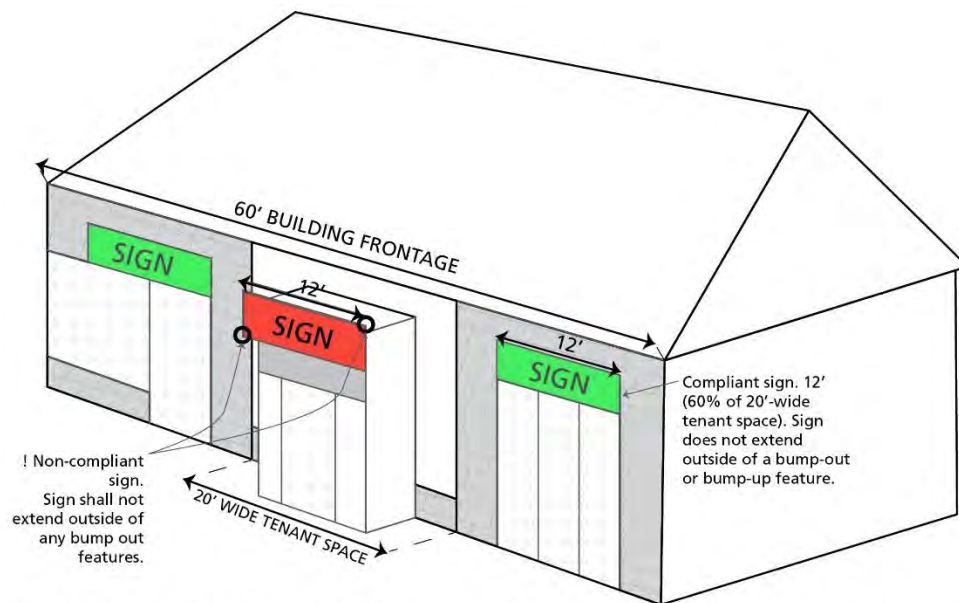
1. Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 2. Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 3. Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (c) See also § [1.0502\(n\)](#). On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (d) See also § [1.0502\(o\)](#). The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (e) See also § [1.0502\(p\)](#) or § [1.0709](#) for yard exceptions.
- (f) See also § [1.0502\(r\)](#). Off-street parking shall be permitted to occupy a portion of the required front, side and rear yards provided that there is maintained a minimum obstructed landscaped setback of five feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line.

TABLE 1.0412.2.3: PDD-3 DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
Wall, Window and Projecting Sign Size, Location and Number	
Maximum Sign Area: Primary Occupant and Secondary Tenant See § 1.1008(A)(1)(a) and 1.1008(A)(2)(a) of this Ordinance for definitions.	Up to 10% of the first floor face area of the occupant or tenant (see figure below). See also § 1.1008(A)(1) .
Additional Rear Wall Sign Area	1 for each tenant with public entrance at the rear of the building, not to exceed 50% of allowable wall signage. See also § 1.1008(A)(4)(a) .
Window Signage	Up to 10% of each window, not to exceed 25 sq. ft. per tenant, with one additional open and hours sign for each first floor tenant. Illuminated tube band signs, and neon surrounding an entire window are prohibited. See also § 1.1008(A)(4)(b) .
Number Limit: Primary Occupant and Secondary Tenant	No more than two signs in total, facing upon any one street or parking area. No sign for a secondary tenant space shall be placed above the first floor. See also § 1.1008(A)(1)(c) , § 1.1008(A)(2)(b-c) .
Ground clearance	Eight (8) feet for overhanging signs. See also § 1.1008(A)(5)
Maximum width	Up to 60% of total wall width, not to exceed beyond bump out or bump up features. See figure below. See also § 1.1008(A)(6) .

TABLE 1.0412.2.3: PDD-3 DISTRICT SIGN REQUIREMENTS	
See additional information in Article X	
Signage Types	
Type	Limits / Conditions
Wall and window signs	See above
Ground sign: Promoting only Primary Occupant	32-sq.ft. maximum area, 6 feet height. See also § 1.1008(A)(3) .
Ground sign: Promoting Primary Occupant and Secondary Tenant	60-sq.ft. maximum area, 6 feet height, 32-sq. ft. maximum area for primary occupant portion of sign. See also § 1.1008(A)(3) .
Awning or Canopy sign	The area of signage on the canopy shall be included within the overall wall signage total which shall not exceed the maximum permitted for wall signs. Letters and/or logo may be translucent and internally illuminated. All other sign components must be non-illuminated and opaque. See also § 1.008(B)(1) .
Grand projecting sign	Only allowed as sign for the primary occupant. 30 feet maximum height, 6 foot maximum projection from the building, 12 feet minimum ground clearance, not to be placed above the third floor. See also § 1.008(B)(2) .
Projecting sign	16-sq. ft. maximum area, 4 foot maximum projection from the building, 12 feet minimum ground clearance, not to be placed above the first floor, not to be placed within 4 feet of any window of a residential unit or hotel room. See also § 1.008(B)(3) .
Electronic Message Display Signs	See § 1.1001(M)
Temporary signs	See § 1.1012
Sign Materials and Lighting, Animation, and Signs on Vacant Buildings	
See § 1.1008 of this Ordinance.	



CALCULATING MAXIMUM SIGNAGE AREA



WALL SIGNS: COMPLIANT AND NON-COMPLIANT EXTENTS OF SIGNAGE

V

ARTICLE V. SCHEDULE OF REGULATIONS

ARTICLE V. SCHEDULE OF REGULATIONS

1.0501 TABLE – SCHEDULE OF REGULATIONS.

This section delineates the height, bulk, density and area limits pertaining to the zoning districts defined in this ordinance.

Zoning District	Minimum Zoning Lot Size Per Unit (k)(l)		Maximum Height of Structure (k)(l)		Minimum Yard Setback (Per Lot In Feet) (k)(l)(n)(o)(p)			Maximum percentage of Lot Area Covered (By All Buildings)
	Area in Square Feet	Width In Feet	In Stories	In Feet	Front	Each Side	Rear	
R-1 Rural Residential	35,000(a)	165(a)	2	30	40(b)	20(n) (c)(b)	30(b)	40
R-2 Subdivision Residential	11,000(a)	85(a)	2	30	30(b)	11(n) (c)(b)	30(b)	40
R-3 Residential	7,500	60	2	30	25(b)	5(n) (c)(b)	30(b)	50
R-4 Apartment	1,500 (e)	60 (e)	3	40	25(b)	5(b)(n)	30(b)	65
R-5 Residential	6,000	50	2	30	25(b)	5(n)(c)(b)	30(b)	50
B-OS Business Office Service	—	100	2	30	25(g)	15 (h)(j)	25(i)	40
B-C Central Business	—	50	3(s)	40(s)	0 (g)	0	0	
B-H Business Highway 1 And Business Highway 2	—	100	2	30	60(g)	0 (h)(j)	25(i)	
B-N Business Neighborhood		60	2	30	0 (t)(u) (g)	0	0	—
M Manufacturing	—	100		50	(g)(m)	10 (j)	10	50
M-2 Manufacturing 2		100		50	(g)(m)	10 (j)	10	50
PDD-1 Planned Development District 1	Refer to R-3							
PDD-2 Planned Development District	—	50	—	70	0	0(q)	0(q)	100

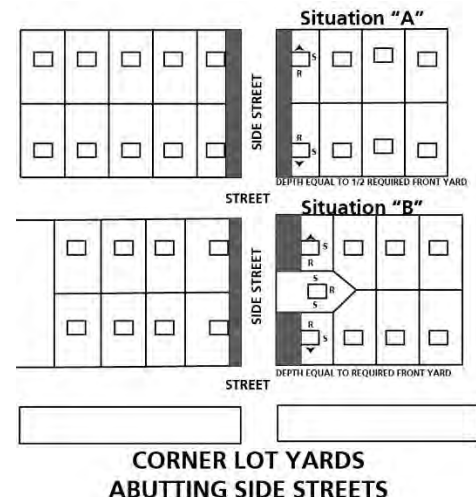
Zoning District	Minimum Zoning Lot Size Per Unit (k)(l)		Maximum Height of Structure (k)(l)		Minimum Yard Setback (Per Lot In Feet) (k)(l)(n)(o)(p)			Maximum percentage of Lot Area Covered (By All Buildings)
	Area in Square Feet	Width In Feet	In Stories	In Feet	Front	Each Side	Rear	
PDD-3 Planned Development District	—	50	4	45	0	0(r)	0(r)	80

Note: All footnotes in parentheses () apply as designated in columns above (see § 1.0502).

1.0502 SCHEDULE OF REGULATIONS.

This section delineates the height, bulk, density and area limits pertaining to the zoning districts defined in this zoning ordinance. The following are notes to § 1.0501, table—schedule of regulations:

- (A) See § 1.0503, average lot size, and § 1.0504, subdivision open space plan, regarding flexibility allowances.
- (B) For all uses permitted other than single-family residential, the setback shall equal the height of the principal building or the setback required in this section, whichever is the greater.
- (C) The front yard abutting upon a side street shall not be less than one-half the required front yard setback where corner lots have a common rear yard. In case of a corner lot rear yard abutting a side yard of an adjacent interior lot, the front yard abutting a side street shall not be less than the required front yard of the district.
- (D) Reserved.
- (E) In an R-4 apartment districts, the total number of rooms (not including kitchen, dining and sanitary facilities) shall not be more than the area of the parcel, in square feet, exclusive of public road right-of-way, divided by 1,500. In all instances where wetlands exist on the site, such wetlands shall not be utilized for determining the number of rooms allowed on the site. All units shall have at least one living room and one bedroom, except that not more than ten percent of the units may be of an efficiency apartment type. For the purpose of computing the permitted number of dwelling units per acre, the following room assignments shall control:
- Efficiency = 1 room
 - One bedroom = 2 rooms
 - Two bedroom = 3 rooms
 - Three bedroom = 4 rooms
 - Four bedroom = 5 rooms

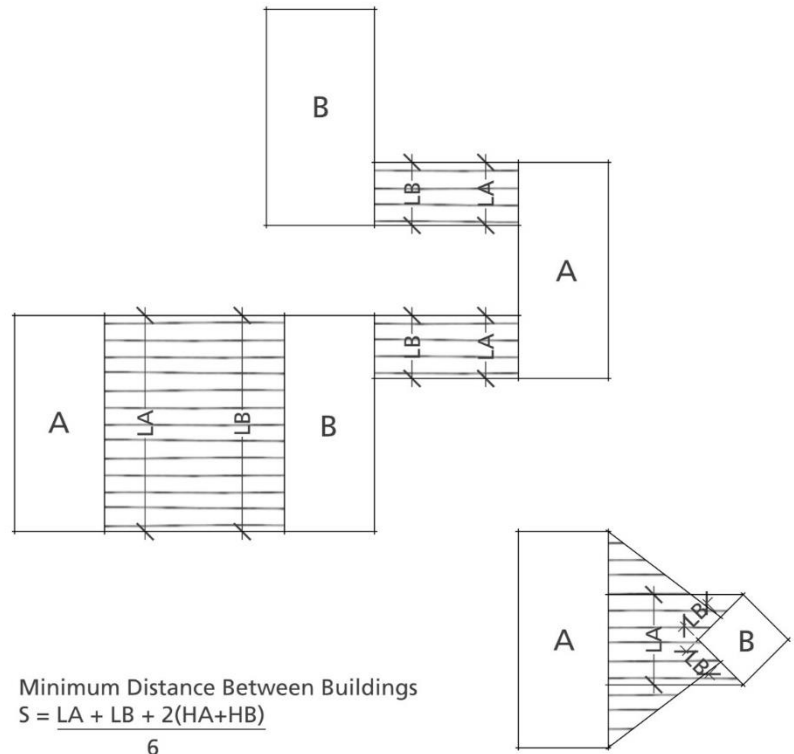


Plans presented showing one-, two- or three-bedroom units and including a den, library or other extra room shall count such extra room as a bedroom for the purpose of computing density.

- (F) In R-4 districts, the minimum distance between any two buildings shall be regulated according to the length and height of such buildings, and in no instance shall this distance be less than 30 feet. Parking may be permitted within a required side or rear yard but shall not cover more than 30 percent of the area of any required side or rear yard or any minimum distance between buildings. Yards abutting major thoroughfares shall have a minimum depth of 50 feet. The formula regulating the required minimum distance between two buildings as follows:

S	=	$\frac{L_A + L_B}{6} (H_A + H_B)$
where:		
S	=	Required minimum horizontal distance between any wall of building A and any wall of building B or the vertical prolongation of either.
L _A	=	Total length of building A. The total length of building A is the length of a wall or walls of building A which, when viewed directly from above, lines drawn perpendicular to building A will intersect any wall of building B.
L _B	=	Total length of building B. The total length of building B is the length of that portion or portions of a wall or walls of building B from which, when viewed directly from above, the lines drawn perpendicular to building B will intersect any wall of building A.
H _A	=	Height of building A. The height of building A at any given level is the height above natural grade level of any portion or portions of a wall or walls along the length of building A. Natural grade level shall be the mean level of the ground immediately adjoining the portions or portions of the wall or walls along the total length of the building.
H _B	=	Height of building B. The height of building B at any given level is the height above natural grade level of any portion or portions of a wall or walls along the length of building B. Natural grade level shall be the mean level of the ground immediately adjoining the portion or portions of the wall or walls along the length of the building.

- (G) Off-street parking shall be permitted to occupy a portion of the required front yard provided that there is maintained a minimum obstructed landscaped setback of 10 feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line or property line.



- (H) No side yards are required along the interior side lot lines of the district, except as otherwise specified in the building code, provided that if walls of structures facing such interior side lot lines contain windows or other openings, side yards of not less than 10 feet shall be provided.
- (I) Loading space shall be provided in the rear yard in the ratio of at least ten square feet per front foot of building and shall be computed separately from the off-street parking requirements, except in the instance of B-OS districts loading may take place in undesignated places in parking lots provided such loading is of a short-term nature. Where an alley exists or is provided at the rear of buildings, the rear building setback and loading requirements may be computed from the center of the alley. All loading and unloading areas shall be screened from public view.
- (J) Off-street parking shall be permitted in a required side yard setback.
- (K) Single-family detached condominiums in condominium subdivisions shall meet all minimum requirements and standards of the district in which such dwellings are to be constructed.
- (L) Minimum yards for site condominiums shall be provided in accord with this section and shall be computed as follows:
- (1) Minimum front yard setbacks shall be equal to the distance between the front yard area line and the condominium dwelling.
 - (2) Minimum rear yard setbacks shall be equal to the distance between the rear yard area line and the condominium dwelling.
 - (3) Minimum side yard setbacks shall be equal to the distance between the side yard area line and the condominium dwelling.
- (M) Front yard setback shall be 40 feet for local streets, 50 feet for collector (minor or major) streets and minor arterials, and 60 feet for principal arterials as determined by the current Michigan Department of Transportation NFC Map.

- (N) On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet, except side street yards shall be a minimum width of 15 feet.
- (O) The front yard shall be the address side of the lot or parcel for setbacks purposes.
- (P) See § . 1.0709 for yard exceptions.
- (Q) Where the PDD-2 district is adjacent to a residential district the setbacks at the shared property lines shall be as stated in the Schedule for the corresponding residential zoning district. Where the PDD-2 district is adjacent to a property utilized exclusively for residential purposes as of September 1, 2013, the setbacks at the shared property lines shall be as stated for zoning district R-3 residential.
- (R) Off-street parking shall be permitted to occupy a portion of the required front, side and rear yards provided that there is maintained a minimum obstructed landscaped setback of five feet between the nearest point of the off-street parking area, exclusive of access driveways, and the nearest right-of-way line.
- (S) Unless modified by an approved special land use.
- (T) If parking is located in the front yard, curb stops are required at a minimum distance of five feet from any lot line abutting a public sidewalk or city right-of-way where a public sidewalk may be constructed.
- (U) In determining the front yard setback of the building, the requirements shall be calculated by averaging the depth of existing developed front yards on lots within 100 feet of the lot and within the same block. The property owner/potential owner may request consideration from the planning commission for front yard setbacks based directly on adjoining property front yard setbacks. The request, review, and fees by the planning commission shall follow the requirements of §1.0602 of this zoning ordinance.

1.0503 AVERAGE LOT SIZE.

The intent of this section is to permit the subdivider or developer to vary his lot sizes and lot widths so as to average the minimum size of lot per unit as required in the Schedule of Regulations, for R-1, R-2 and R-3 residential districts. If this option is selected, the following conditions shall be met:

- (A) In meeting the average minimum lot size, the subdivision or site condominium shall be so designed as not to create lots having an area or width more than ten percent below that area or width required in the schedule of regulations and shall not create an attendant increase in the number of lots. In determining the maximum number of lots permitted, all calculations shall be predicated upon the single-family districts having the following gross densities (including roads):
 - (5) R-1: one dwelling unit per acre;
 - (6) R-2: 3.2 dwelling units per acre;
 - (7) R-3: 4.4 dwelling units per acre.
- (B) All computations showing lot area and the average, resulting through this technique shall be indicated on the print of the preliminary subdivision plat or proposed site condominium plan. The computations shall include the dimensions and area of each lot proposed, the total square foot lot area in all proposed lots, and the resultant average square foot area per lot. The average square foot area per lot shall not be less than the minimum lot size area as required for the district in which the development is located nor shall the average width of lots in the aggregate

be less than the minimum lot width as required in the district in which the development is located.

- (C) The modifications permitted under this § 1.0503, average lot size, shall not be applied in conjunction with the modifications permitted under § 1.0504, subdivision and site condominium open space plan.

1.0504 SUBDIVISION AND SITE CONDOMINIUM OPEN SPACE PLAN.

- (A) *Intent.* The intent of the subdivision open space plan is to promote the following objectives:
- (1) Provide for moderate-density development of residential areas and thereby assist an overall city effort to provide for efficiency of city services, a reduction of transportation needs, and to provide a more desirable living environment by preserving the natural character of open fields, stands of trees, brook, hills and similar natural assets;
 - (2) Encourage property owners to use a more creative approach in the development of residential areas;
 - (3) Encourage a more efficient, aesthetic and desirable use of open area while recognizing a reduction in development costs and allowing the property owner to bypass natural obstacles on the site;
 - (4) Encourage the provision of open space within reasonable distance to all lot development of the subdivision and to further encourage the development of recreational facilities;
- (B) *Modifications.* Modifications to the standards as outlined in the schedule of regulations may be made in the R-2 one-family residential district when the following conditions are met:
- (1) The lot area in all R-2 one-family residential districts which is served by a public sanitary sewer system may be reduced in area up to 20 percent. This reduction may be accomplished in part by reducing lot widths up to 10 feet. Lot area reductions shall be permitted, provided that the dwelling unit density is not greater than if the land area to be subdivided were developed in the minimum square foot lot areas as required under § 1.0501, Schedule of regulations. Dwelling unit densities shall not utilize, storm water detention or retention basins nor more than 25 percent of any wetlands in computing the maximum number of dwelling units allowed.
 - (2) Lot depth shall not be less than 120 feet, except when such lots border on land dedicated for park, recreation and/or open space purposes, and provided that the width of such dedicated land shall not be less than 100 feet measured at the point at which it abuts the rear yard of the adjacent lot, such lot depth may be reduced to 100 feet.
 - (3) Under the provisions of subsection (B)(1) of this section, for each square foot of land gained within a residential subdivision or site condominium through the reduction of lot size below the minimum requirements as outlined in the schedule of regulations, at least equal amounts of land shall be dedicated to the common use of the lot owners in a manner approved by the municipality, or may, if approved by the municipality, be dedicated to the municipality.

- (4) The area to be dedicated for open space purposes shall in no instance be less than three acres and shall be in a location and shape approved by the planning commission.
- (5) Access shall be provided to areas dedicated for open space for those lots not bordering on such open space by means of streets or pedestrian access ways.
- (6) Lands set aside to meet minimum requirement of this section may include, but not exceed, 25 percent of any wetland. In those instances where such lands are utilized to meet minimum requirements, such lands shall be shown to be able to support uses suitable for residents of the development for recreational purposes or other lands on the site shall be developed for the common use of residents.
- (7) This open space plan shall be permitted only if it is mutually agreeable to the legislative body and the subdivider or developer.
- (8) This plan, for reduced lot sizes, shall be started within one year after having received approval of the final plat or final site condominium plan and must be completed in a reasonable time. Failure to start within this period shall void all previous approval.
- (9) Under this open space plan, the developer or subdivider shall dedicate the total park area at the time of filing of the final plat or final site condominium plan on all or any portion of the plat or plan.
- (10) Under this plan, provisions satisfactory to the city commission shall be made to provide for financing any improvements shown on the plan for the open space areas, and common use areas which are to be included within the development and that maintenance of such improvements is assured by means satisfactory to the city commission.
- (11) The standards as set forth in the Schedule of Regulations shall be modified at the option of the land-owner, to allow the number of dwelling units that would be permitted in R-1 one-family residential districts on a total development parcel, to be located on eighty (80) percent of the land area (including street right-of-way) being developed, provided that, the twenty (20) percent of the land area remains in an undeveloped state in perpetuity, by means of a conservation easement, plat dedication, restrictive covenant or other legal means that runs with the land. Such modification shall be subject to the following conditions.
 - (a) Lands set aside to meet minimum requirement of this section may include, but not exceed, twenty-five (25) percent of any wetland. In those instances where such lands are utilized to meet minimum requirements, such lands shall be shown to be able to support uses suitable for residents of the development for recreational purposes or other land on the site shall be developed for the common use of residents.
 - (b) The area to be dedicated for open space purposes shall be in a location and shape approve by the Planning Commission.
 - (c) Access shall be provided to areas dedicated for open space for those lots not bordering on such open space by means of streets or pedestrian access ways.

- (d) Under this open space plan, the developer or subdivider shall dedicate the total park area at the time of filing of the final plat or final site condominium plan on all or any portion of the plat or plan.
- (e) Under this plan, provisions satisfactory to the City Commission shall be made to provide for financing any improvements shown on the plan for the open space areas, and common use areas which are to be included within the development and the maintenance of such improvements is assured by means satisfactory to the City Commission.



OPEN SPACE SUBDIVISION AND CLUSTER HOUSING EXAMPLES



CONVENTIONAL PLATTED SUBDIVISION EXAMPLE

1.0505 ONE-FAMILY CLUSTER OPTION.

(A) Intent.

- (1) The intent of this section is to permit the development of one-family residential patterns which, through design innovation, will provide for an alternative means for development of single-family areas. To accomplish this, modifications to the one-family residential standards, as outlined in this schedule of regulations (§ [1.0502](#)) may be permitted in the R-1, R-2 and R-3 districts.
- (2) In R-1, R-2 and R-3 one-family residential districts, the requirements of the schedule of regulations may be waived and the attaching of one-family dwelling units may be permitted subject to the standards of this section.

OPEN SPACE SUBDIVISION AND CLUSTER EXAMPLES

(B) Conditions and qualifications.

- (1) The planning commission may approve the clustering or attaching of buildings on parcels of land under single ownership and control which, in the option of the planning commission, have characteristics that would make sound physical development under the normal subdivision approach impractical because of parcel size, shape or dimension or because it is located in a transitional use area or the site has natural characteristics which are worth preserving or which make platting difficult. In approving an area for cluster development, the planning commission shall find at least one of the following conditions to exist:
- (a) The parcel contains floodplain or wetland soil conditions that result in a substantial portion of the total area of the parcel being unbuildable. In no instance shall soil condition constitute less than 20 percent of the parcel.

- (b) The parcel contains natural assets that would be preserved through the use of cluster development. Such assets may include natural stands of large trees, land that serves as a natural habitat for wildlife, unique topographic features or other natural assets that should be preserved.
 - (c) The parcel to be developed has frontage on a secondary or primary artery and is generally parallel to the thoroughfare and is of shallow depth as measured from the thoroughfare.
 - (d) The parcel has frontage on a primary artery and is narrow in width, as measured along the thoroughfare, which makes platting difficult, provided that the depth of the parcel is not greater than three times the width. The planning commission may vary this ratio if this would be in the best interests of the city.
 - (e) The parcel is shaped in such a way that the angles formed by its boundaries make a subdivision difficult to achieve and the parcel has frontage on a secondary or primary artery.
 - (f) The parcel has vehicular access to a secondary or primary artery and a substantial portion of the parcel's perimeter is border by land that is located in an R-4, R-5, B-OS or P district.
 - (g) A substantial portion of the parcel's perimeter is bordered by land that is located in a B-OS, B-H or M district and the parcel has vehicular access to a secondary or primary artery.
- (2) In order to qualify a parcel for development under subsections (B)(1)a. or (B)(1)b. of this section, the planning commission shall determine that the parcel has these characteristics and the request shall be supported by written and /or graphic documentation, prepared by a landscape architect, engineer, professional community planner, architect or environmental design professional. Such documentation shall include the following as appropriate: soil test borings, floodplain map, topographic map of maximum two-foot contour level, inventory of natural assets', including plant material.
- (3) This option shall not apply to those parcels of land which have been split for the apparent purpose of coming within the requirements of this cluster options section. The [zoning map](#) effective at the date of adoption of the zoning ordinance shall be utilized to determine property lines where a question arises regarding a parcel split.

(C) *Permitted densities.*

- (1) Dwelling unit densities shall not utilize stormwater detention basins nor more than 25 percent of any wetland in computing the maximum permitted densities. The maximum permitted densities including streets are as follows:

- (a) For those areas qualifying under subsections (B)(1)d.:

R-1 district	1 dwelling unit/acre
R-2 district	3.2 dwelling unit/acre
R-3 district	4.4 dwelling unit/acre

[For those areas qualifying under subsections] (B)(1)a. or b.:

R-1 district	1.5 dwelling unit/acre
R-2 district	3.7 dwelling unit/acre
R-3 district	4.4 dwelling unit/acre

[For those areas qualifying under subsections] (B)(1)c., e. or f.:

R-1 district	2 dwelling unit/acre
R-2 district	4.2 dwelling unit/acre
R-3 district	5.1 dwelling unit/acre

[For those areas qualifying under subsections] (B)(1)g.:

R-1 district	2.5 dwelling unit/acre
R-2 district	4.7 dwelling unit/acre
R-3 district	5.6 dwelling unit/acre

- (b) Water areas within the parcel may be included in the computation of density provided that land adjacent to the water is substantially developed as open space.
- (c) In those instances where a parcel qualifies under subsections (B)(1)a. or (B)(1)b. as well as under one or more of the remaining subsections (B)(1) through (g), the higher densities may be permitted provided that the planning commission finds that such density is reasonable and does not result in the destruction or removal of the natural assets enumerated under subsections (B)(1)a. and b.

(D) *Development standards and requirements.*

- (1) In areas meeting the criteria of subsection (B)(1) of this section, the minimum yard setback and minimum lot sizes per unit as required by § 1.0502, schedule of regulations, may be waived and the attaching of dwelling units may be accomplished subject to the following:

- (a) The attaching of one-family dwelling units, one to another, may be permitted when the homes are attached by means of one of the following:
 - i. Through a common party wall forming interior room space which does not have over 75 percent of its length in common with an abutting dwelling wall, excluding garage;
 - ii. By means of an architectural wall detail that does not form interior room space;
 - iii. Through abutting garage party walls of adjacent structures;
 - iv. No other common party wall relationship is permitted and the number of units attached in this manner shall not exceed four.

- (2) Yard requirements shall be provided as follows:

- (a) Spacing between groups of attached buildings or between each group of four unattached buildings shall be equal to at least 35 feet in an R-1 district, 30 feet in an R-2 district, 24 feet in an R-3 district, measured between the nearest points of adjacent buildings. The minimum distance between any single detached unit and any adjacent building shall be 15 feet.
 - (b) Off-street parking lots (more than two spaces) shall have setbacks of not less than 50 feet from any public street or from any abutting one-family residential district.
 - (c) Building setbacks from streets shall be equal to the front yard setback of the district.
 - (d) Buildings shall not be closer than 25 feet to the pavement edge of interior private drives.
- (3) The area in open space (including recreation areas and water) accomplished through the use of one-family clusters shall represent at least 20 percent of the horizontal area of a one-family cluster development that qualifies under subsections (B)(1)a. through (B)(1)f. of this section and 15 percent in those qualifying under subsections (B)(1)g. [of this section]. The provision of walks, trails and recreation facilities is required within the open space areas.
- (4) In order to provide an orderly transition of density, where the parcel proposed for use as a cluster, development abuts a one-family residential district, the planning commission shall determine that the abutting one-family district is effectively buffered by means of one of the following within the cluster development:
 - (a) Single-family lots subject to the standards of § 1.0502, schedule of regulations.
 - (b) Detached one-family buildings with setbacks as required by the schedule of regulations for the applicable residential district.
 - (c) Open or recreation space not less than 100 feet deep.
 - (d) Significant changes in topography which provide an effective buffer and a building setback of not less than 75 feet.
 - (e) A secondary or primary artery.
 - (f) A similar means of providing a transition.
 - (g) The transition area shall be free of any building, parking spaces or drives unless the planning commission finds that very unusual circumstances require such placement.
- (E) *Procedures.*
 - (1) In making application for approval under this section, the applicant shall file a sworn statement indicating the date of acquisition of the parcel by the present owner and that the provisions of subsection (B)(3) of this section are complied with.
 - (2) Qualification for cluster development.
 - (a) Application to the planning commission for qualification of a parcel for cluster development shall include documentation substantiating one or more of the

characteristics outlined in subsection (B) of this section, conditions for qualification.

- (b) The planning commission may make a preliminary determination as to whether or not a parcel qualifies for the cluster option under one of the provisions of subsection (13)(1) of this section based upon the documentation submitted. Such review is not a requirement but may be requested by the sponsor.
 - (c) A preliminary determination by the planning commission that a parcel qualifies for cluster development does not ensure approval. It does, however, give an initial indication as to whether or not a petitioner should proceed to prepare a site plan.
- (3) Preliminary site plan and cluster approval.
 - (a) A preliminary site plan shall be submitted to the planning commission and city commission for review in two stages:
 - i. An initial review of the plan concept but including the information called for in subsection (E)(3)b. of this section,
 - ii. Review of the plan at a public hearing, including information called for in subsection (E)(3)c. of this section.
 - (b) In submitting a proposed layout under this section, the applicant of the development shall include, along with the site plan, typical building elevations and floorplans, topography drawn at two-foot contour intervals, all computations relative to . acreage and density, a preliminary grading plan, and any other details that will assist in reviewing the proposed plan.
 - (c) Site plans submitted under this option shall be accompanied by information as required in the subdivision regulations of the city provided, however, that:
 - i. Submission of an open space plan and project cost estimates for the initial review of the preliminary site plan shall be submitted at the option of the applicant.
 - ii. The open space plan and cost estimate shall be submitted for review at the public hearing.
 - (d) The planning commission shall give notice of the public hearing in accordance with provisions of [§ 1.0602\(C\)](#) of this zoning ordinance.
 - (e) If the planning commission is satisfied that the proposal meets the letter and spirit of the city zoning ordinance and should be approved, it shall set forth any conditions upon which such approval is based. If the planning commission is not satisfied that the proposal meets the letter and spirit of this title, or finds that approval of the proposal would be detrimental to existing development in the general area and should not be approved, it shall record the reasons therefor in the minutes of the planning commission meeting. Notice of recommendation of approval or disapproval of the proposal together with copies of all layouts and other relevant information shall be forwarded to the city clerk.
 - (f) The city commission shall review the action of the planning commission together with relevant material submitted by the applicant. The city commission

shall take action to approve or disapprove the preliminary plan or may refer such plan back to the planning commission with direction for further review.

(4) *Final site plan.*

- (a) After approval of a preliminary plan and cluster option, final site plan shall be submitted in accordance with the requirements of [Article XII](#).
- (b) If the final site plan is recommended for approval, such plan shall be submitted to the city attorney for the preparation of agreements setting forth the conditions upon which the approval is based. Such agreement shall be finalized and approved by the city commission prior to the issuance of any building permits.
- (c) As a condition for the approval of the final site plan and open space plan, the applicant shall deposit cash, irrevocable letters of credit, or other equivalent forms of security as approved by the city commission, after review by the city attorney, in the amount of the estimated cost of the proposed improvements to the open land guaranteeing the completion of such improvements within a time to be set by the planning commission. Actual development of the open space shall be carried out concurrently with the construction of dwelling units. The city may require landscape improvement for the entire site frontage where such site abuts public streets as an initial site improvement even through such frontage is not part of any early stage of project development.

VI

ARTICLE VI. SPECIAL LAND USES AND STRUCTURES

ARTICLE VI. SPECIAL LAND USES AND STRUCTURES

1.0601 PURPOSE.

The development and execution of this section is based upon the division of the city into districts within which the uses of land and buildings and the bulk and location of buildings and structures in relation to the land are substantially uniform. It is recognized, however, that there are special uses which, because of their unique characteristics, cannot be properly classified in any particular district or districts without consideration, in each case, of the impact of those uses upon neighborhood land. These uses include uses publicly operated or traditionally affected with a public interest and uses entirely private in character, but of such an unusual nature that their operation may give rise to unique problems with respect to their impact upon neighboring property or public facilities.

1.0602 GENERAL PROVISIONS.

- (A) *Initiation of special land use.* Any person having a freehold interest in land, a possessory interest entitled to exclusive possession, or a contractual interest which may become a freehold interest, and which is specifically enforceable, may file an application to use the land for one or more of the special uses provided for in this section in the zoning district in which the land is located.
- (B) *Application of special land use.* An application for special land use shall be filed with the community development department on an application form prescribed by the community development department. The application shall be accompanied by any plans or data prescribed by the community development department and shall include as a minimum the requirements for site plan review as noted in [Article XII](#). The application shall also include a statement in writing by the applicant and adequate evidence showing that the proposed special land use will conform to the standards set forth in this section. The application shall also be accompanied with a fee to cover the expense of public hearing. The fee to be determined by resolution of the city commission shall be based upon the cost of processing the review. The resolution shall be on file with the city clerk for public information.
- (C) *Public hearing.* Upon receipt of an application for a special land use which requires a decision on discretionary grounds, a public hearing shall be held. One notice that a request for special land use approval has been received shall be published in a newspaper of general circulation in the city and shall be sent by mail or personal delivery to the owners of property for which approval is being considered, to all persons to whom real property is assessed within 300 feet of the boundary of the property in question, and to the occupants of all structures within 300 feet. The notice shall be given not less than five and not more than 15 days before the application will be considered. If the name of the occupant is not known, the term "occupant" may be used in making notification. Notification need not be given to more than one occupant of a structure, except that if a structure contains more than one dwelling unit or spatial area owned or leased by different individuals, partnerships, businesses, or organizations, one occupant of each unit or spatial area shall receive notice. In the case of a single structure containing more than four dwelling units or other distinct spatial areas owned or leased by different individuals, partnerships, businesses, or organizations, notice may be given to the manager or owner of the structure who shall be requested to post the notice at the primary entrance to the structure. The notice shall contain the following information:
 - (1) Description of the nature of the special land use request.
 - (2) Indication of the property which is the subject of the special land use request.
 - (3) Statement of when and where the special land use hearing will be considered.

- (4) Indication of when and where written comments will be received concerning the request.
- (D) *Standards.* No special land use shall be recommended by the community development department or approved by the planning commission unless it shall find the following:
 - (1) The establishment, maintenance, or operation of the special land use will not be detrimental to or endanger the public health, safety, or general welfare, or the natural environment.
 - (2) The special land use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor shall it substantially diminish and impair property values within its neighborhood.
 - (3) The establishment of the special land use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
 - (4) Adequate utilities, access roads, drainage, and necessary facilities have been or are being provided.
 - (5) Adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.
 - (6) The special land use shall, in all other respects, conform to the applicable regulations of the district in which it is located and to any additional conditions or procedures as specified in [Article VI](#) of this zoning ordinance.
- (E) *Conditions and guarantees.* Prior to the granting of any special land use, the planning commission shall stipulate the conditions and restrictions upon the establishment, location, construction, maintenance, and operations of the special land use as deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified in this section. In all cases in which special land uses are granted, the planning commission shall require any evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with. Any conditions imposed shall remain unchanged except upon the mutual consent of the planning commission and the landowner. The planning commission shall maintain a record of changes granted in the conditions.
- (F) *Effect of denial of a special land use.* No application for a special land use which has been denied wholly or in part by the planning commission shall be resubmitted for a period of one year from the date of the order of denial, except on the grounds of new evidence or proof of change of conditions found to be valid by the community development department and the planning commission.
- (G) *Revocation.* In any case where a special land use has not been established within one year after the date of granting authorization for the use, the special land use authorization shall automatically be null and void without further action by the planning commission.
- (H) *Review or Revoke special land use.*
 - (1) The zoning administrator can initiate a review of a special land use by the Planning Commission that has been approved, if the conditions of the approval are not being met.
 - (2) A special land use can be revoked by the Planning Commission, under the same procedure as the section used to approve it, if it is found that it no longer meets the standards of this zoning ordinance.

1.0603 SPECIAL LAND USE DESIGNATED.

The following are those uses identified as special land uses and the provisions or conditions that must be met so as to be approved in whole or conditionally.

- (A) **Home occupations.** Home occupations not specifically permitted may be permitted in all residential districts as a special land use under the following procedures and conditions and subject further to all conditions specified in [§1.1122](#).
- (1) The exterior appearance of the structure shall not be altered or the occupations within the residence be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, or the emission of sounds, noises or vibrations.
 - (2) No more than one person other than members of the immediate family occupying the dwelling shall be employed.
 - (3) The occupations shall occupy no more than 25 percent of the floor area of the dwelling, or 50 percent of a detached garage.
 - (4) There shall be no outside storage of any kind related to any home occupation.
 - (5) The use may not increase vehicular traffic flow and parking by more than one additional vehicle at a time, unless off-street parking as set forth in the off-street parking regulations in [Article IX](#) of this zoning ordinance is provided.
 - (6) Mechanical or electric equipment employed by the home occupations shall be comparable to the machinery or equipment customarily found in the home associated with a hobby or avocation.
 - (7) Only one nameplate shall be allowed, in accordance with the sign regulations at 144 square inches. It may display the name of the home occupations, for example, John Doe, Realtor, and must be attached to the principal building.
 - (8) No use shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the district in question under normal circumstances wherein no home occupation exists.
- (B) **Two-family dwelling.** Two-family dwelling may be permitted as a special use under the following provisions and conditions.
- (1) A lot area of not less than 10,000 square feet for each two-family dwelling shall be provided.
 - (2) A lot width of not less than 100 feet for each two-family dwelling shall be provided.
 - (3) Building setbacks and height requirements shall comply with the requirements for single-family dwellings as required for the R-3 district.
 - (4) All driveways and parking shall be solid surface with either three inches asphalt or four inches concrete. Each dwelling unit shall have two dedicated parking spaces and shall further comply with [Article IX](#) of this zoning ordinance as applicable.
 - (5) Buildings shall be of substantially similar appearance as other residential buildings on adjacent properties and in the neighborhood or an adaptive reuse of a non-residential building.
- (C) **Low-density apartments.** Low-density apartments may be permitted as a special land use under the following provisions and conditions.
- (1) The density (lot area per dwelling unit) of the zone shall be complied with.
 - (2) All apartment regulations and requirements of this zoning ordinance shall be complied with.
 - (3) All yard requirements of the zone district shall be increased 50 percent.
 - (4) All dwelling units shall be supplied with public sewer and water.
 - (5) No building shall exceed 120 feet in length, width, or depth and all buildings shall be of substantially similar appearance as other residential uses in the neighborhood.

(D) *High-density apartments.* High-density apartments may be permitted according to the following provisions and conditions.

- (1) The site requirements shall include 15 percent open space of the site to be landscaped.
- (2) All yard provisions of the district shall be complied with.
- (3) No minimum lot area per dwelling unit is required, provided that off-street parking requirements shall be complied with upon the same lot.
- (4) All buildings shall comply with the fire prevention code of the city.

(E) *Mobile home parks.*

- (1) All mobile home park development shall further comply with Public Act No. 96 of 1987 (MCL 125.2301 et seq.). Public Act No. 96 of 1987 (MCL 125.2301 et seq.) shall supersede any requirements of this zoning ordinance where this zoning ordinance may provide more restrictive standards.
- (2) Access to any mobile home park shall be to other than a single-family residential street. The intent being to avoid higher-density traffic movements through existing or planned single-family developments. An emergency means of ingress and egress to a mobile home park, not used for general access, may be permitted to other than a major thoroughfare.
- (3) Mobile home parks shall not be permitted on parcels of less than 20 acres in area.
- (4) Mobile home parks shall provide land for open space use by residents of the park. These areas shall be so located and arranged that they functionally serve the residents to be served and meet or exceed mobile home commission rules, as adopted.
- (5) The outside storage of household effects, other than normal patio furniture, etc., is prohibited. The storage of recreational vehicles, e.g., boats, campers, trailers, motor homes, snowmobiles on mobile home sites and/or required, parking spaced for longer than 48 hours is prohibited.
- (6) The mobile home park developer is encouraged to provide trees and other landscape improvements on the individual mobile home sites and in the open space areas which will create an aesthetically pleasing and functional environment.
- (7) The proposed site plan for the mobile home park shall be submitted to the planning commission for their review and approval prior to any consideration. The suggestion of any changes or modifications shall be based on such reasonable requirements as are applied to the review and approval of all other uses in the city. Any items determined to be undesirable or inadequate shall be made known to the applicant and a copy of such objections shall immediately be forwarded to the state mobile home commission for their consideration in reviewing the proposed mobile home park plans.

(F) *Mobile home subdivisions.*

- (1) The requirements for mobile home subdivisions, in addition to the requirements contained in the Land Division Act (MCL 560.101) are:
 - (a) Minimum lot size: single-wide area, 5,000 square feet; width, 50 feet; doublewide area, 7,200 square feet; width, 60 feet.
 - (b) Maximum building height: 25 feet.
 - (c) Minimum yard setback: front, 25 feet; side, ten feet; rear, 25 feet.
 - (d) Maximum lot coverage by all buildings: 30 percent.

- (e) In a mobile home subdivision, a corner lot which abuts upon a street on the same side of which other residential lots front in the same block, any building shall have a minimum side setback equal to the front setback of the district in which it is located.

(G) *Mixed-use development.*

- (1) No dwelling unit shall occupy any portion of the building at ground level or below ground level. Businesses may occupy any number of total floors.
- (2) Such dwellings shall meet all applicable codes and ordinance of the city, county, or state.
- (3) In the B-C district, if a proposed development meets the residential goals and objectives of the city's master plan, the planning commission shall have discretion in allowing an increase in the maximum height, not to exceed five stories.
- (4) Floorplans and elevations drawn to scale of all floors to be utilized for dwelling purposes shall be submitted to the building and zoning department.
- (5) In those instances where residential uses are proposed to occupy the same floor as a business use the planning commission shall review such mixed use and may approve such mixed use based on findings that compatibility of the business with residential occupancy will occur. Such findings may include but are not limited to:
 - (a) Compatible hours of operation.
 - (b) Noise of operation or occupancy that would be detrimental to the business operation or vice-versa.
 - (c) Excessive foot traffic.
 - (d) Structural control measures implemented by the development, including but not separation distance between uses, sound proofing, odor control, etc.
- (6) Off-street parking shall be provided in accord with [Article IX](#) of this zoning ordinance and shall be provided in designated off-street parking areas within 1,000 feet of the dwelling unit they are to serve.

(H) *Conversion of a dwelling unit for up to four units.* Conversion may be permitted provided the following conditions are maintained:

- (1) The existing floor area of the building shall not be increased by more than 10 percent.
- (2) Outside storage shall be limited by the restrictions set forth in § [1.1115](#).
- (3) Two paved parking spaces for each dwelling unit shall be provided.
- (4) All exposed mechanical and electrical equipment which services the dwelling shall be screened from view and free from casual entry by nonresidents.
- (5) A minimum lot area of 2,000 square feet for each dwelling unit shall be maintained.
- (6) The minimum floor area for each dwelling unit shall be 600 square feet.
- (7) All refuse containers shall be stored in an area located on a paved surface and shall be screened with solid fencing on all unenclosed sides all of which shall approximate the size of the containers.

(I) *Rooming, boarding, and motel accommodations.* Rooming houses, boarding houses, and motels for transient guests may be permitted on any lot in any R-4 Apartment district facing upon a marked state or federal highway, provided that the total lot coverage shall not exceed 75 percent.

(J) *Bed and breakfast operation.* Bed and breakfast operation may be permitted subject to the following provisions and conditions:

- (1) Such dwelling shall meet all applicable codes and ordinances of the city, county, and state.
 - (2) Floorplans drawn to scale of all floors to be utilized for bed and breakfast activities shall be submitted.
 - (3) Dwellings shall be suitable in character for the use proposed and shall not cause a change in character of the neighborhood.
 - (4) The dwelling shall be the permanent residence of the bed and breakfast operator.
 - (5) Each leasable sleeping room shall have a separate operating smoke detector alarm.
 - (6) Lavatory and bathing facilities shall be available to all persons using any leasable sleeping room.
 - (7) There shall not be separate cooking facilities provided for the bed and breakfast occupants.
 - (8) A guest registry indicating name, address, phone number and vehicle license number shall be available to the city for inspection upon request.
 - (9) A unlighted sign not exceeding six square feet in area per sign face may be provided. Such sign may be provided as a ground sign or wall sign.
 - (10) Off-street parking shall be provided based upon the following: one space for each rental room, one space for the owner/operator of the facility, and one space for each employee. It is the city's intent to not encourage yards to be destroyed, landscaping removed, or the integrity of the neighborhood altered in order to provide parking. In those instances where parking requirements cannot be met, the applicant may request special consideration from the planning commission. In such a case the applicant shall submit an analysis of parking required and parking provided within a 300-foot radius of the subject parcel. After analyzing this data, the planning commission may lower the number of required parking spaces based on the fact that sufficient off-street parking exists in the neighborhood.
 - (11) Such bed and breakfast dwelling shall not be located within 300 feet as measured from the nearest property lines, of another such facility.
 - (12) The operations of the dwelling unit shall not be permitted to endanger, offend, or other-wise interfere with the safety or rights of others so as to constitute a public nuisance.
- (K) **Functional equivalent family—Additional persons.** The limit upon the number of persons who may reside as functional equivalent of the domestic family may be increased or enlarged upon a demonstration by the applicant of all of the following:
- (1) There are adequate provisions on the subject property for off-street parking for each adult proposed to reside on the premises, and adequate storage for each person proposed to reside on premises;
 - (2) The extent of increase or enlargement of the limit upon the number of persons shall not, when considered cumulatively with existing and reasonably projected population concentration in the area, place an unreasonable burden upon public services, facilities and/or schools;
 - (3) There shall be a minimum of 125 square feet of usable floor space per person on the premises;
 - (4) If the planning commission grants an application under this provision, the determination shall include the specific maximum number of persons authorized to reside on the property, and any minimum parking or storage requirements to be maintained.
- (L) **Reasonable accommodation use.** This section is intended to authorize the grant of relief from the strict terms of the zoning ordinance in order to provide equal housing opportunities particularly suited to the needs of persons entitled to reasonable accommodation under law and to encourage innovation in land use and variety in design and layout. In the event state or federal law, e.g., The Federal Fair Housing

Amendments Act of 1988, requires the city to make "reasonable accommodation" for a particular proposed user of property, the following shall apply:

- (1) As a condition to approval of a special accommodation use, the applicant must comply with all of the terms of this section, and must demonstrate all of the following:
 - (a) The ultimate residential user or users of the property shall be persons for whom state or federal law mandates the city to make reasonable accommodations in connection with proposed uses of land.
 - (b) Taking into consideration the needs, facts, and circumstances which exist throughout the community, and within the population to be served by the use, including financial and other conditions, making the proposed reasonable accommodation shall be necessary to afford such persons equal opportunity to the proposed use and enjoyment within the community.
 - (c) Approval of the proposed housing shall not require or will likely result in a fundamental alteration in the nature of the land use district and neighborhood in which the property is situated, considering cumulative impact of one or more other uses and activities in, or likely to be in the area, and shall not impose undue financial and administrative burden. The interests of the community shall be balanced against the need for accommodation on a case-by-case basis.
 - (d) No other specific ordinance provision exists and is available to provide the relief sought.
- (2) The application for a special accommodation use shall include the following:
 - (a) A plan drawn to scale showing the proposed use and development.
 - (b) A separate document providing a summary of the basis on which the applicant asserts entitlement to approval of a special accommodation use, covering each of the requirements of paragraphs (L)(1)(a) through (L)(1)(d) above.
 - (c) The information required for site plan review, provided, upon a showing by the applicant that the inclusion of specified information generally required for site plan review would be irrelevant, the city may waive the requirement to include such material in the application.
 - (d) All regulations and standards for buildings, structures and site improvements within the district in which the property is situated shall apply.

(M) *Child care or day care center.*

- (1) A child care or day care center may be permitted as the principal use of a property or may be permitted as an accessory use to an approved use, such as a church, school, office or other place of employment upon review and approval as a special use.
- (2) A valid registration or license as required by the state shall continually be on file with the city.
- (3) The facility shall be brought into compliance with all building codes.
- (4) One parking space per care giver and/or employee plus drop off space off the street right-of-way for delivery and pick-up of children shall be provided.
- (5) The site shall comply with the sign provisions of [Article X](#) of this zoning ordinance.
- (6) The building shall have an appearance which is non-intrusive and consistent in color materials, roofline and architecture with the district in which it is located, as determined by the planning commission.
- (7) The lot shall be at least 800 feet from another child care center or day care center.

- (N) **Farming or horticulture.** Farming or horticulture may be permitted subject to the provisions of this zoning ordinance and the following conditions:
- (1) Field crop farming and horticulture shall be done on parcels of five acres or more.
 - (2) The raising of livestock shall be a minor part of a farming operation.
- (O) **Riding or boarding stables.** Riding or boarding stables may be permitted subject to the provisions of this zoning ordinance and the following conditions.
- (1) A land parcel of not less than ten acres shall be provided.
 - (2) Stables shall be located no nearer than 100 feet to any dwelling on an abutting property.
 - (3) Shelter shall be available for all horses boarded.
 - (4) Animal refuse shall be disposed of at regular intervals and shall be kept in such a manner as to minimize odor and insect nuisance to neighboring properties.
- (P) **Animal hospitals.** Animal hospitals may be permitted subject to the provisions of this zoning ordinance and the following conditions:
- (1) A land parcel of not less than five acres shall be provided.
 - (2) All on site animal treatment and all kennels shall be within enclosed buildings.
 - (3) No outdoor animal runs shall be permitted.
- (Q) **Mortuary and office buildings.** Mortuary establishments and their customary accessory buildings; offices for realty, professional, insurance, or similar occupations customarily carried on in an office; beauty salons; and barber shops are permitted as a special land use on any lot located upon a major street as designated on the master plan of the city if located in an R-4 apartment district within 700 feet of the B-C central business district. However, the use shall not involve the sale or repair of products or equipment upon the premises.
- (R) **Sidewalk cafes.** Sidewalk cafes occupying public sidewalks or a public space may be permitted subject to the following:
- (1) A site drawing showing the detailed plan of the outdoor cafe must be submitted to and approved by the planning commission.
 - (2) Plans for setting up the sidewalk cafe must be approved by the city engineer to provide for the free passage of pedestrians along the sidewalks and by the police department to provide for traffic and pedestrian safety.
 - (3) The sidewalk cafe must be part of a licensed restaurant and meet all the requirement of the department of health.
 - (4) Liability insurance and property damage coverage naming the City of Sturgis as an insured party, in an amount approved by the city, must be provided before an outdoor cafe may be set up on any public space.
 - (5) Approval of the city commission is required for the use of any public area or facility.
- (S) **Murals.** Murals may be permitted as a special land use provided the following conditions are met:
- (1) The mural shall not contain advertising to promote the interest of any person, business, or product.
 - (2) The mural shall provide historic or civic interest.
 - (3) No mechanical animation or intermittent lighting shall be allowed as a part of any mural such as to distract drivers on public streets.

- (4) Provision for the maintenance of any mural shall be required.
- (5) A time period for removal of any mural may be specified should maintenance of such mural not be carried out.

(T) Outdoor sales area, non-accessory. The temporary outdoor sale and display of merchandise may be permitted, subject to the following requirements:

- (1) Any materials displayed outside of an enclosed building shall not extend into or occupy any required parking or maneuvering areas for vehicles.
- (2) Display of materials on sidewalks shall not obstruct the free passage of pedestrians and shall provide not less than six feet of clear sidewalk passage area.
- (3) Lighting of outdoor display areas shall be shielded so as to deflect light away from any residential use or district. Such lighting shall also be deflected away from any adjacent street so as not to interfere with traffic.
- (4) A sketch plan indicating the area where the display will be located, any trash or portable restrooms being provided if not immediately available by the principal use of the property.
- (5) A signed lease agreement allowing this temporary use by the principal use.
- (6) The approval will only be permitted for the time of the request.

(U) Service stations and vehicle repair shops. Service stations and vehicle repair shops may be permitted in accord with the following requirements:

- (1) All aboveground or underground structures other than permitted signs or drives are at least 20 feet from any lot line, and at least 25 feet from any residential zone line.
- (2) The area for outdoor parking servicing or storage of vehicles is paved and conforms to sections [1.0904](#) and [1.0905](#).
- (3) Driveways shall be at least 24 feet from any intersecting street rights-of-way or residential zone lines.
- (4) A paved or enclosed area for the storage of inoperable or damaged vehicles awaiting repair is provided which is screened from any public street or residential zone.
- (5) A six-foot completely obscuring wall shall be provided abutting a residential district.
- (6) Under canopy lighting shall have fixture mounted flush with the surface of the underside of the canopy and shall not be of such intensity as to be distractive to traffic on abutting streets.

Exception. The planning commission may waive requirements for existing sites with pre-existing buildings that do not conform to current requirements of this section. However, all new buildings or significant expansions to existing buildings must fully comply with the applicable zoning regulations and meet the stated requirements.

(V) Vehicle sales area. Vehicle sales areas may be permitted subject the following:

- (1) No vehicle sales area shall be accessory to a service station.
- (2) The plot plan for proposed vehicle sales area shall show the following requirements:
 - (a) The provisions of divisions [subsections] (U)(1) through (U)(5) [of this section] above must be complied with, provided that no vehicles or equipment shall be located closer than ten feet to any side or rear property line nor closer than 25 feet to any front street right-of-way.

- (b) Exception: For an existing parking lot that was constructed prior to this zoning ordinance would permit vehicles or equipment to be located no closer than 5 feet to any front street right of way with the use of vehicles stops where it abuts a sidewalk.
- (c) No major repair work or refinishing shall be done on the lot.
- (d) Display lighting shall be screened from any public street or residential zone.
- (e) A six-foot completely obscuring wall shall be provided abutting a residential district.

(W) *Automobile carwash.* An automobile carwash may be permitted subject to the following:

- (1) All buildings shall have a front yard setback of not less than 50 feet.
- (2) All washing facilities shall be within a completely enclosed building.
- (3) Vacuuming and drying areas may be located outside the building and shall not be closer than 25 feet from any residential district.
- (4) All cars required to wait for access to the facilities shall be provided space off the street right-of-way and parking shall be provided in accordance with [Article IX](#) of this zoning ordinance.
- (5) Ingress and egress points shall be located at least 24 feet from the intersection of any two streets.
- (6) All off-street parking and waiting areas shall be paved.
- (7) All lighting shall be shielded and directed away from adjacent residential districts.
- (8) A six-foot completely obscuring wall shall be provided where abutting a residential district.

(X) *Ministorage.* Ministorage may be permitted provided the conditions below are met:

- (1) No parking shall be allowed within 15 feet of a residence, or residential district.
- (2) The site shall be screened from a residential district or residence.
- (3) No exterior lighting shall shine or illuminate beyond the property line onto adjacent property.
- (4) All refuse containers shall be screened on all sides and located on a concrete pad.
- (5) No outdoor storage of any kind shall occur in the parking or site area.
- (6) No toxic, hazardous, flammable, explosive materials shall be stored or allowed on-site.
- (7) Security entry shall be required, restricting access to operators and users of the facility.
- (8) Chainlink fences may have an additional two feet in height added for security wire.

(Y) *Pet shop and sales.* Pet shops and sales may be permitted subject to the following:

- (1) All pets shall be located and cared for in a totally enclosed building:
- (2) No continuous noise level higher than 45 decibels shall be allowed that is discernable outside the building.

(Z) *Small engine repair.* Small engine repair such as lawn mower repair and servicing may be permitted subject to the following:

- (1) Outdoor storage of parts or materials shall be prohibited unless such storage is within a fenced and obscured area which meets all setback requirements.
- (2) Areas for off-street parking required for customer use shall not be utilized for the storage of equipment awaiting repair.
- (3) All vehicle servicing or repair shall be conducted within a building.

- (4) Suitable containers shall be provided and utilized for the disposal of used parts and such containers shall be screened from public view.
- (5) A six-foot completely obscuring wall shall be provided abutting any residential district.
- (AA) *Storage of waste disposal vehicles and operations.*** Storage of waste disposal vehicles and operations may be permitted subject to the following:
 - (1) No outdoor storage of waste hauling vehicles or equipment is permitted.
 - (2) All vehicles and equipment shall be regularly washed and maintained.
- (BB) *Salvage yards.*** Salvage yards may be permitted as a special land use providing that the following requirements are complied with:
 - (1) Plans and specifications shall be submitted to the planning commission and shall include the following:
 - (a) Specific locations of the facility shown on a vicinity map.
 - (b) Location of public roadways, habitable structures, and places of public use on the site and other properties influenced by the project.
 - (c) Legal description and site boundaries.
 - (d) Means of limiting access including fencing, gates, natural barriers, or other methods.
 - (e) Details of the method of treating or disposing of liquid waste resulting from operation of the facility as it relates to the city's waste water treatment facility.
 - (f) The location of all structures and equipment.
 - (g) A detailed description and statement of appurtenances and procedures intended to handle heavy or bulky items, store refuse beyond the end of the working day, and control dust, odors, and fire as they comply with state and federal regulations.
 - (h) The location of existing proposed utilities available to the site.
 - (i) The method of final reduction, such as compacting, grinding, shredding, compression, or tamping equipment.
 - (j) Daily clean-up procedures.
 - (k) Other details necessary as required by the planning commission.
 - (2) A facility shall be located not less than 500 feet from the nearest residential zone and must be screened by a fence of not less than eight feet in height and not less than 90 percent solid. It must also be screened by fences from streets, roads, or highways open to public vehicle travel.
 - (3) The site must be located on major arterial roads and not on residential- or collector-type roads. Roadways on the property shall be all-weather roads and shall maintain a condition to prevent a dust nuisance.
 - (4) Dust and odor resulting from unloading and operation of the facility shall be reasonably controlled at all times. Operation of the facility shall be carried on in a manner to prevent noise and vibration, or a nuisance to an adjoining property.
 - (5) Highly flammable or explosive materials shall not be accepted unless approved by the fire department.
 - (6) The salvage yard site shall not be less than five acres in size.
 - (7) Open burning shall not be carried on in a salvage area facility.

- (8) The salvage yard area shall be maintained in a sanitary manner at all times so as not to create general unsightliness or health and safety hazards.
- (9) Necessary operations of the salvage yard shall be carried out promptly in a systematic manner so that conditions are unfavorable for harborage and production of insects and rodents.
- (10) Adequate provisions shall be made for routine operational maintenance of the facility and all appurtenances.

(CC) *Adult entertainment facilities.* Adult entertainment facilities may be permitted provided the conditions below are met:

- (1) No adult entertainment facility shall be permitted within 1,000 feet of a church or a public or private school property.
- (2) No adult entertainment facility shall be permitted within 1,000 feet of a residence or a district zoned for residential use.

The distances provided in this section shall be measured by following a straight line, without regard to intervening buildings, from the nearest point of the property line upon which the proposed use is to be located, and the zoning district boundary, property or residence from which the proposed land use is to be separated.

(DD) *Nonresidential parking in a residential district.* Nonresidential parking areas may be permitted providing that the following provisions and conditions are met.

- (1) Nonresidential parking in a residential district shall be limited to lots one of whose side lot lines is immediately adjacent to a B business or M manufacturing zone, with no less than 100 percent common side lot lines to the lot on which the building intended to be served is located. In no case shall the parking for a nonresidential use be located beyond the first such adjacent lot or the first 150 feet of the adjacent lot, whichever is lesser.
- (2) All entrance and exit drives shall be a distance of at least 20 feet from any adjoining property line in a residential district.
- (3) All Parking areas shall be screened on all sides abutting either a residential district, a street, or an existing residence, with an ornamental fence, compact hedge, or wooden screen fence, not less than six feet in height, of the type which will obscure vision at all seasons from adjoining premises and the street. No such parking areas shall be located in any required front yard or side yard setback areas in accordance with those provisions of the residential district in which they are located.
- (4) No commercial repair work, commercial servicing or selling of any kind shall be conducted on the parking areas in residential districts.
- (5) No sign of any kind other than those indicating entrances and exits and the condition of use of the parking area shall be erected upon the parking area parcel or adjoining residential parcels.
- (6) All parking areas shall provide parking spaces a minimum of nine feet by 18 feet with an access drive behind the parking space 24 feet in width.
- (7) No outdoor storage of any kind shall occur in the parking area, including abandoned vehicles, storage of materials or supplies. All parking areas must be free of litter, dust, papers, and other items which could blow onto adjacent properties. Operation of the parking area shall be carried on in a manner to prevent dust, odor, noise, vibration, and other nuisances to adjoining properties.
- (8) No loud noises shall be allowed in the parking area, above 45 decibels after 10:00 p.m. or before 8:00 a.m., or above 70 decibels during the hours of 8:00 a.m. to 10:00 p.m. No continual noise shall be permitted in the parking area.

- (9) Flammable or explosive materials shall not be permitted in the parking area.
- (10) In no instance shall vehicular parking be allowed within 15 feet of adjoining residential districts, residences, or residentially zoned properties.
- (11) All parking areas created under this section shall be constructed in compliance with sections [1.0904](#) and [1.0905](#).
- (12) No exterior lighting shall shine or illuminate beyond the property line of the parking areas, onto adjacent residential property.
- (13) In addition to the above requirements of this section, other requirements may be deemed necessary or desirable by the planning commission for the protection of the adjoining residences in a residential district, in which such parking areas may be located. These requirements shall be presented by resolution of the planning commission after a duly held public hearing.
- (14) Notwithstanding the foregoing, the planning commission has the right to deny a special land use because of the adverse impact which the development would have on adjacent residential areas. The term "adverse impact," as used in the section, includes but is not limited to such possible or potential problems such as:
 - (a) Increased traffic.
 - (b) Interruption of residential continuity.
 - (c) Decreased safety and welfare within the given area.
- (EE) Office buildings.** Office buildings may be permitted subject to the following:
 - (1) Locations for office buildings shall be limited to sites abutting a primary or secondary artery.
 - (2) Lot yard, height and area requirements of the R-4 districts shall apply.
 - (3) Off-street parking for office uses as provided for in [Article IX](#) of this zoning ordinance shall apply.
- (FF) Billboards.** Billboards may be permitted subject to the following:
 - (1) No person shall erect or cause to be erected within the city limits of Sturgis any billboard, or other like structure or any fence to be used for the posting of bills or signs thereon, until the person so doing shall have secured a permit from the City of Sturgis.
 - (2) An application in writing accompanied by plan and specifications of the structure drawn to scale shall be submitted. The applicant shall address all items in this [sub]section (FF).
 - (3) The billboard cannot be so located, constructed as, or contain advertising messages, which divert the attention of drivers from the roadway.
 - (4) Billboards cannot exceed 300 square feet in area per side from edge of billboard construction.
 - (5) Billboards cannot be installed within 300 linear feet of a residence, or 750 linear feet of historic sites, parks, schools, churches, hospitals, cemeteries or government buildings.
 - (6) Billboards shall not be constructed or installed within 1,500 linear feet of another billboard, on either side of a roadway and/or intersecting streets.
 - (7) Billboards shall not be installed on roofs or sides of other structures and buildings.
 - (8) Billboards shall be a minimum distance of 200 linear feet from the road right-of-way and limited in height to 25 feet.
 - (9) Billboards shall not be illuminated if they are within sight/view of a residence.
- (GG) Group dwellings.** Group dwellings may be permitted subject to the following:

- (1) Existing buildings and new buildings constructed to be utilized as group dwellings shall be of a design compatible with existing residential dwellings on adjacent properties and in the immediate neighborhood.
- (2) Off-street parking for all supervisory personnel shall be provided and off-street parking for dwelling occupants shall be provided at not less than 0.5 parking spaces per resident.
- (3) All regulations and standards for buildings, structures and site improvements within the district in which the property is situated shall apply.

(HH) Social clubs. Social clubs may be permitted subject to the following:

- (1) Social clubs shall not be permitted in any planned industrial parks.
- (2) Social clubs shall be located only on primary or secondary arteries.
- (3) Outdoor activity areas shall be screened with planting and/or shall be so located as not to impact on abutting properties.
- (4) The schedule of regulations (§ 1.0502) shall apply for the district in which such social club is located.

(II) Mineral extraction operations. Mineral extraction operations shall be subject to the following requirements in addition to those of the district in which the use is located, as well as all other applicable conditions, standards and regulations regarding site design and development:

- (1) *Special land use approval.* No mineral shall be removed from any land within the city without special land use approval, except for in the following circumstances:
 - (a) When the earth removal is incidental to an operation for which a building permit has been issued by the city;
 - (b) When the earth removal involves any normal landscaping, driveway installation and repairs, or other minor projects;
 - (c) The earth removal involves less than 100 cubic yards;
 - (d) The earth removal will not be in violation of any other section of this ordinance, other city ordinances, the Soil Erosion and Sedimentation Control Act of 1972, or any other applicable state or federal law.
- (2) *Review and approval criteria.* Planning commission review and approval of a special land use request for a mineral extraction operation shall be in accordance with all applicable provisions of this ordinance; and shall also be based on consideration of the following factors:
 - (a) Review and approval criteria:
 - i. Confirmed presence of large volumes of high-quality, mineral resource deposits that will sustain an operation over a specified period of time. If deemed necessary by the planning commission, the presence of such resource deposits shall be confirmed by the appropriate governmental agency having regulatory authority over any respective mineral industry (e.g. the department of natural resources);
 - ii. The most practical use of the land, resources and property;
 - iii. The protection and preservation of the general health, safety and welfare of the city;
 - iv. Adequacy of state and local transportation systems, and private access and haul road(s), to accommodate heavy equipment and truck traffic;
 - v. Compatibility with existing or planned land use patterns in the area;

- vi. Presence of fish and habitat and/or threatened and endangered species;
 - vii. Impacts to air and water quality and the natural environment, including critical areas (i.e. sensitive environmental lands);
 - viii. Proximity to major transportation corridors and market areas;
 - ix. Existence of the operations prior to the adoption of the provisions of this ordinance and the extent and character of such previous operations; and
 - x. The mineral excavation operation will not result in very serious consequences to surrounding properties for the community in general.
- (b) Conditions of approval: In making any decision, the planning commission reserves the right to impose such additional conditions and safeguards as it deems necessary to limit the length of time the special land use is to be effective and may provide for a periodic review of the proposed operations to determine compliance with the conditions and limitations imposed upon the same. The planning commission may renew or extend a special land use approval where all standards and conditions are complied with and may revoke or refuse to renew the same where non-compliance exists, in accordance with this ordinance. No revocation or failure to renew or extend a permit shall release the applicant from the duty of rehabilitation and reclamation of a mined or disturbed area.
- (3) *Site plan approval.* Site plan approval is required with the special land use approval in accordance with [Article XII](#). Mining site/operations shall be conducted in accordance with an approved site plan and conditions of permit approval. In addition to required application items listed in § [1.1204](#), the site plan shall indicate the location of all mining activities, including excavation, processing, stockpiling, batching, product manufacture and sales areas, equipment maintenance and storage areas, truck routes and haul roads, as well as any excluded areas resulting from setbacks and other requirements of local, state and/or federal law. The application must also specify the duration of the mineral extraction operation.
- (4) *Necessary studies.* The planning commission may require an environmental impact statement, engineering data, traffic impact study or other such documentation supporting the need for and/or identifying the consequences of such extraction operations.
- (5) *Use establishment.* All uses shall be established and maintained in accordance with all applicable state statutes. If any of the requirements of this subsection are less restrictive than applicable state statutes, the state requirements shall prevail.
- (6) *Location.* No machinery shall be erected or maintained within 150 feet of any property or street line. No cut or excavation shall be made closer than 50 feet to any street right-of-way line or property line in order to ensure sublater support to surrounding property. The setback area shall not be used in conjunction with mineral extraction, except for access, berms, fencing, landscaping and/or signs. All excavation operations, processing plants and accessory structures shall be set back a minimum 250 feet from the banks of any lake, stream or other watercourse. The planning commission may require greater distances for the location of machinery, storage or parking of equipment, or limits of excavation where the site is located in or within 200 feet of any residential or commercial use or district.
- (7) *Safety.* Safety measures shall be implemented in accordance with state and federal requirements to protect the public from harm during utility construction, improvements, location or relocation.
- (8) *Screening.* As determined by the planning commission, all operations visible from any roadway or developed adjacent land use shall be screened by an evergreen planting established at least six feet in height, obscured decorative fencing at least six feet in height, or landscaped berm of at least six feet in height with decorative landscaping placed along the top of the berm at a level

determined by the zoning administrator. If determined appropriate by the planning commission, a combination of the above screening methods may be used.

- (9) *Fencing.* All areas of the operation shall be secured with fencing adequate to prevent trespass at a minimum height of six feet. Any excavation operation which results in, or produces for a period of at least one month during the year, collections of water or severe slopes, as described below, shall be subject to the following safety requirements:
 - (a) Where an excavation leaves standing water with a depth of greater than one foot for any period of at least one month, and occupying an area of 200 square feet or more, the applicant shall erect a fence completely surrounding the portion of the site where the body of water extends, and shall be placed no closer than 50 feet to the top or bottom of any slope. The fence shall not be less than six feet in height complete with gates, which gates shall be kept locked when operations are not being conducted.
 - (b) Where slopes 3-1 horizontal to vertical or steeper exist for a period of one month or more, access to such slopes shall be barred by a fence at least six feet high and at least 50 feet outside the edge of the excavation, with suitable gates controlling access to the excavation area.
- (10) *Operational buildings.* No building shall be erected or placed on the premises except as may otherwise be permitted in the zoning ordinance or except as temporary shelter for machinery or for a field office, subject to approval by the planning commission. All such buildings must be shown on the approved site plan.
- (11) *Access routes.* The planning commission shall determine routes for truck movement to and from the site in order to minimize the wear on public streets and to prevent hazards and damage to properties in the community. Access roads within the area of operation shall be provided with a dustless surface and the entry road shall be hard surfaced for a distance established by the planning commission to minimize dust, mud, and debris being carried onto the public street. There shall not be more than one entranceway from a public road for each 660 feet of front lot line. Each entranceway shall be located not less than 500 feet from an intersection of two or more public roads.
- (12) *Welfare.* All permitted installations shall be maintained in a neat, orderly condition so as to prevent injury to property, individuals, or to the community in general.
- (13) *Nuisance.* Proper measures, as determined by the zoning administrator shall be taken to minimize the nuisance of noise and flying dust or rock. Such measures may include, when considered necessary, limitations upon the practice of stockpiling excavated material upon the site. Stockpiles of mineral resource extractions shall not exceed 100 feet in height as measured from ground level before excavation, and shall be setback from all parcel boundary lines the greater of 150 feet or twice the height of the stockpile. The setback distance shall be measured from the edge of the stockpile.

Equipment shall be installed, used and maintained so that noise and vibration emitted from the site do not exceed the level reasonably necessary for the operation of the equipment. The emission of measurable noises from the premises shall not exceed 70 decibels as measured at the property lines, between the hours of 7:00 a.m. to 10:00 p.m. The measurable noises shall not exceed 60 decibels as measured at the property lines between 10:00 p.m. and 7:00 a.m. Where normal street traffic noises exceed the established noise levels during such periods, the measurable noise emanating from the premises may equal, but not exceed traffic noises.
- (14) *Environmental protection.* All fuels, chemicals and other hazardous materials to be contained on site shall be noted in the application, including material, quality, use, and method or primary and secondary containment. All containment structures or devices shall be designed and operated to prevent groundwater pollution. The applicant shall provide a written spill response plan, in the

event that a hazardous materials spill occurs on site. The spill response plan shall indicate how any and all contaminated material will be collected and properly disposed. Mineral resource extraction operations shall not:

- (a) Create erosion problems or alter the groundwater table of the area;
- (b) Cause the creation of sand blows, stagnant water pools, or stagnant swampy areas; or
- (c) Cause a permanent adverse affect to the environment, natural topography, or any natural resource, other than the earth materials involved.

(15) *Operation.* All uses shall be conducted according to the following operational timelines:

- (a) Mineral resource extraction operations shall not operate prior to 7:00 a.m. or after 7:00 p.m., Monday through Friday. Saturday operations shall not operate prior to 8:00 a.m. or after 3:00 p.m. Operations shall not operate any time on Sundays or holidays as observed by the city. The planning commission may further limit the days and hours of operation pursuant to [Article VI, § 1.0602](#);
- (b) Inactivity of mineral resource extraction operations for a 12-month consecutive period shall constitute termination of such activities.

(16) *Rehabilitation plan.* A rehabilitation plan toward reclamation of a mining area is also required and shall be submitted in conjunction with the site plan review. Such plan shall include:

- (a) A statement of planned rehabilitation, including methods of accomplishment, phasing and timing. The plan must comply with the following:
 - i. Ensure final contours of the reclaimed property are consistent with the natural contours of adjacent lands. All portions of the site shall be graded so that no gradients in disturbed earth shall be steeper than a slope of 6:1 (horizontal-vertical);
 - ii. Remove all debris, temporary structures and stockpiles;
 - iii. A layer of arable topsoil, of a quality approved by the zoning administrator, shall be spread over the excavated area, except exposed rock surfaces or areas lying below natural water level, to a minimum depth of four inches in accordance with an approved reclamation plan. The area shall be seeded with a suitable native ground cover sufficient to control erosion and maintained until the area is stabilized for a specific reclaimed use and approved by the planning commission;
 - iv. Water accumulating upon the site may be retained after the completion of such operation when, due to the excavation, such water cannot reasonably be drained by gravity flow; provided, that provisions shall be made to avoid stagnation (with the exception of man-made lakes), pollution and improperly controlled releases of such water that may endanger the public. Where excavation operation results in a body of water, the owner or operator shall place appropriate "Keep Out Danger" signs around said premises not more than 150 feet apart;
 - v. Perform final restoration to conform to zoning regulations in effect at the time of implementation; and
 - vi. Identify the possible or potential end use of the rehabilitated area.
- (b) A phasing plan, if the excavation of the site is to be accomplished in phases. This plan shall indicate the area and extent of each phase and the approximate timing of each phase.
- (c) Reclamation timing must comply with the following:

- i. Rehabilitation of mined areas shall be accomplished as soon as practicable following the mining or excavation of an area. Rehabilitation and reclamation shall be commenced immediately upon the termination of the mining or excavation operations in any area consisting of one acre or more. Substantial completion of reclamation and rehabilitation, including grading, debris removal and revegetation, shall be achieved within one year of termination of mining or excavation activity.
 - ii. Upon cessation of mining operations by abandonment or otherwise, the operating company, within a time not to exceed 12 months, shall remove all structures, foundations, buildings, stockpiles and equipment, provided that buildings and structures which have a function under the reclamation plan and which can be lawfully used under the requirements of the zoning district in which they will be located may be retained.
 - iii. Restoration shall be completed within two years from the date of completion or abandonment of the subject site or portion of the site.
- (17) *Explosives.* The use of explosives shall be done in accordance with the "Regulations for Storage and Handling of Explosives," as published by the state police, fire marshal division, and local applicable ordinance requirements.
- (18) *Performance bond.* The planning commission shall require a performance bond or other guarantee as deemed necessary to ensure that the requirements of this ordinance are fulfilled, and may revoke the special land use approval at any time if specified conditions are not met.
- (19) *Liability insurance.* All owners/operators of property involved in mineral resource extraction operations shall be required to carry personal injury and property damage insurance while any unreclaimed or unrehabilitated area exists, in the amount of not less than \$1,000,000 per incident. Such insurance shall cover injury or damage occurring upon the site of the operations as well as upon properties adjoining thereto, as a result of conditions or activities existing upon the site. A copy of the policy shall be submitted annually with the city clerk.
- (20) *Inspections.* A mining permit will be issued upon approval of a special land use and renewed by the owner/operator on an annual basis. To insure compliance with the permit, the zoning administrator shall conduct periodic inspections and shall file a written annual report to the planning commission.
- (21) *Allowance for associated uses.* Approval of mineral extraction activities as a special land use may include allowance for related types of uses, including but not limited to, concrete mixing and asphalt plants, situated and operated in conjunction with such activities, subject to compliance with all the preceding provisions. Such associated activities and uses are subject to separate special land use review and approval.
- (JJ) ***Medical marihuana manufacturing and distribution facilities for primary caregivers and qualifying patients.*** Medical marihuana manufacturing and distribution facilities for primary caregivers and qualifying patients as otherwise contemplated by the City of Sturgis Code of Ordinances may be permitted if the conditions set forth in subsection 38-91(d)(4) and (e)(7) are met.
- (KK) ***Professional offices.*** Professional offices may be permitted in the restricted zone subject to the following provisions and conditions:
 - (1) The location at which the professional office is to be located has been unoccupied for a minimum of six months; and
 - (2) The existence of at least one of the following conditions:
 - (a) At the time of application a minimum of five percent of the front footage of all properties within the restricted zone are unoccupied properties; or

- (b) At the time of application the total front footage of all professional offices within the restricted zone is less than or equal to 35 percent of all front footage properties, including unoccupied properties.

(LL) *Marquee signs.* Marquee signs may be permitted subject to the following requirements:

- (1) Marquee signs are permitted only for use on theaters as defined in § 1.0202 of this ordinance.
- (2) All marquee signs must be submitted to the design review committee regardless of what zone they are to be installed.
- (3) Proper scale and architectural compatibility will be crucial elements when marquee signs are reviewed by the planning commission.
- (4) Marquee signs are allowed to be internally lighted.

(MM) *Commercial medical marihuana facilities.* Commercial marihuana facilities as otherwise contemplated by the City of Sturgis Code of Ordinances may be permitted if the conditions set forth in section 38-92 are met.

(NN) *Provisioning centers.* Provisioning centers as otherwise contemplated by the City of Sturgis Code of Ordinances may be permitted if the conditions set forth in section 38-92 are met.

(OO) *Large solar energy systems.* The following requirements shall apply to all large solar energy systems.

- (1) *Purpose and intent.* The purpose and intent of this section is to establish standards for the siting, installation, operation, repair, decommissioning and removal of large solar energy systems as a special land use.
- (2) *Preliminary site plan.* The following items must be shown on a preliminary site plan drawing for special land use approval:
 - (a) All lot lines and dimensions, including a legal description of each lot or parcel comprising the large solar energy system.
 - (b) Names of owners of each lot or parcel within the City of Sturgis that is proposed to be within the large solar energy system.
 - (c) Vicinity map showing the location of all surrounding land uses.
 - (d) Location and height of all proposed solar array(s), buildings, structures, electrical tie lines and transmission lines, security fencing, and all above-ground structures and utilities associated with a large solar energy system.
 - (e) Horizontal and vertical (elevation) to scale drawings with dimensions that show the location of the proposed solar array(s), buildings, structures, electrical tie lines and transmission lines, security fencing and all above ground structures and utilities on the property.
 - (f) Proposed setbacks from the solar array(s) to all existing and proposed structures within the large solar energy system.
 - (g) A written description of the maintenance program to be used for the solar array and other components of the large solar energy system, including decommissioning and removal. The description shall include maintenance schedules, types of maintenance to be performed, and decommissioning and removal procedures and schedules if the large solar energy system is decommissioned.
 - (h) Additional detail(s) and information as required by the special land use requirements of the zoning ordinance, or as required by the planning commission.

- (3) *Final site plan requirements.* All site plans submitted must be drawn to scale and dimensioned and certified by a registered engineer licensed in the State of Michigan. In addition to all items required in [Article XII](#), Site Plan and [Article XV § 1.1505](#) Groundwater Protection Section, the following must be provided for final site plan approval:
 - (a) Access driveways within and to the large solar energy system, together with a detailed narrative regarding dimensions, composition, and maintenance of each proposed driveway.
 - (b) Planned lightning protection measures.
 - (c) Location of all existing and proposed overhead and underground electrical transmission or distribution lines within the large solar energy system and within 100 feet of all exterior property lines of the large solar energy system.
 - (d) Land elevations for the solar array(s) location and the relationship to the land elevations of all existing and proposed structures within the large solar energy system at a minimum of five foot contours.
 - (e) Screening and/or landscaping details.
 - (f) Planned security measures to prevent unauthorized trespass and access during the construction, operation, removal, maintenance or repair of the large solar energy system.
 - (g) All items submitted for preliminary special land use approval must be submitted in final detail. Any major change may result in a review of the special land use by the planning commission.
- (4) *Compliance with the State Construction Code and the National Electric Safety Code.* Construction of a large solar energy system shall comply with the National Electric Safety Code and the State Construction Code (as shown by approval by the city) as a condition of any special land use permit under this section. In the event of a conflict between the State Construction Code and National Electric Safety Code (NESC), the NESC shall prevail.
- (5) *Certified solar array components.* Components of a solar array shall be approved by the Institute of Electrical and Electronics Engineers ("IEEE"), Solar Rating and Certification Corporation ("SRCC"), Electronic Testing Laboratories ("ETL"), or other similar certification organization if the similar certification organization is approved by the city, which approval shall not be unreasonably withheld.
- (6) *Height.* Maximum height of a solar array, other collection device, components or buildings of the large solar energy system, excluding substation and electrical transmission equipment, shall not exceed 15 feet (as measured from the natural grade at the base of improvements) in height at any time or location on the property. Substation and electrical transmission equipment shall not exceed 100 feet in height or height restrictions if within the airport glide path area.
- (7) *Lot size.* A large solar energy system shall be located on one or more parcels with an aggregate area of ten acres or greater.
- (8) *Setbacks.* A setback of 100 feet shall be required where the large solar energy system is abutting to any residence or district zoned for residential use. Refer to [§ 1.0501](#) for all other front, side and rear yard setback requirements.
- (9) *Lot coverage.* A large solar energy system is exempt from maximum lot coverage limitations.
- (10) *Driveways and parking areas.* All driveways and parking areas within the front yard setback area shall be provided with a minimum four inch asphaltic or concrete surfacing. All other access drives shall be minimum gravel or stone materials.

- (11) *Fencing.* A large solar energy system shall be completely enclosed by perimeter fencing to restrict unauthorized access. The applicant will submit a fencing style type included in the site plan for approval by the city.
- (a) Fencing shall be no greater than six feet tall. An additional two feet of height can be added for security wire.
 - (b) Electric fencing is not permitted.
- (12) *Screening.* The perimeter of large solar energy systems shall be screened and buffered when it is located within 100 feet of a residence or district zoned for residential use. Screening shall occur by installed evergreen or native vegetative plantings whenever existing natural vegetation does not otherwise reasonably obscure the large solar energy system, subject to the following requirements:
- (a) The large solar energy systems shall be exempt from the other landscape requirements of the zoning ordinance.
 - (b) The evergreen or native vegetative buffer shall be composed of native or evergreen trees that at planting shall be a minimum of four feet in height and shrubs two feet in height. The evergreen trees shall be spaced no more than 15 feet apart on center (from the central trunk of one plant to the central trunk of the next plant), native trees shall be placed no more than 30 feet apart on center and shrubs shall be spaced no more than seven feet apart on center. All unhealthy 60 percent dead or greater) and dead material shall be replaced by the applicant within one year, or the next appropriate planting period, whichever occurs first.
 - (c) To the extent practicable, all plant materials shall be installed between March 15 and November 15. If the applicant requests a final certificate of occupancy from the city and the applicant is unable to install required landscaping because of the weather, the city may issue a temporary certificate of occupancy for no longer than six months duration. A temporary certificate of occupancy may only be issued if the applicant submits a financial guarantee (an irrevocable letter of credit, surety, corporate guarantee or cash) for an amount equal to one and one-half times the cost of any approved planting and landscape work. Upon the applicant's completion of required landscaping work, the city shall return the financial guarantee, less any city costs incurred. If the applicant does not complete the required landscape work within six months of the city's issuance of the temporary certificate of occupancy, as approved by the city, the city has the right, upon 72 hours' notice to the applicant, to call the guarantee and arrange completion of the work, the cost of which shall be covered by the financial guarantee.
 - (d) Failure to install or continuously maintain the required vegetative buffer shall constitute a violation of this section. Any violation of a special land use condition may result in the planning commission determining that the special land use has been violated and may result in the revocation of the permit, provided however that applicant shall have 90 days from notification by the planning commission to cure any violation.
- (13) *Signage.* A ground or wall sign that is accessory to the business conducted on the property is permitted. The sign shall not exceed 32 square feet in area and six feet in height. No advertising or non-project related graphics shall be on any part of the solar arrays or other components of the large solar energy system. Directional signage will be permitted as per § 1.1001(J). This exclusion does not apply to entrance gate signage or notifications containing points of contact or any and all other information that may be required by authorities having jurisdiction for electrical operations and the safety and welfare of the public.
- (14) *Noise.* The emission of measurable noises from the premises shall not exceed 70 decibels as measured at the property lines, between the hours of 7:00 a.m. to 10:00 p.m. The measurable

noises shall not exceed 60 decibels as measured at the property lines between 10:00 p.m. and 7:00 a.m. Where normal street traffic noises exceed the established noise levels during such periods, the measurable noise emanating from the premises may equal, but not exceed traffic noises.

- (15) *Lighting.* All lighting for parking lots, driveways, external illumination of buildings, or the illumination of signs shall be directed away from and be shielded from adjacent properties and shall be so arranged as to not adversely affect driver visibility on adjacent public roads.
- (16) *Distribution, transmission and interconnection.* All collection lines and interconnections from the solar array(s) to any electrical substations shall be located and maintained underground inside the large solar energy system, except in areas where technical or physical constraints make it preferable to install equipment above ground. This requirement excludes transmission equipment meant to connect the project substation to the local transmission system.
- (17) *Abandonment and decommissioning.* Following the operational life of the project, the applicant shall perform decommissioning and removal of the large solar energy system and all its components. The applicant shall prepare a decommissioning plan and submit it to the planning commission for review and approval prior to issuance of the special land use permit. Under this plan, all structures, concrete, piping, facilities, and other project related materials above grade and any structures below-grade shall be removed offsite for disposal. Any solar array or combination of photovoltaic devices that is not operated for a continuous period of 12 months shall be considered abandoned and shall be removed under the decommissioning plan. The ground must be restored to its original topography within 365 days of abandonment or decommissioning.
- (18) *General standards.* The planning commission shall not approve any large solar energy system special land use permit unless it finds that all of the general standards for special land use of this section are met.
- (19) *Approval time limit and extension.* Special land use permits and site plan approvals or permits under this section shall be established within one year after the granting authorization for the use. The applicant may request a one year extension to establishing the special land use by applying in writing to the planning commission. The applicant shall appear before the planning commission to explain why such extension should be granted. Once construction of a project as per an approved site plan has been completed, the special land use shall have effect until the use is abandoned or per condition of the special land use permit, whichever is shorter.
- (20) *Conditions and modifications.* Any conditions and modifications approved by the planning commission shall be recorded in the planning commission's minutes. The planning commission may, in addition to other reasonable conditions, require landscaping, walls, fences and other improvements that are reasonable in relation to and consistent with the nature of the applicable or adjacent zoning districts.
- (21) *Inspection.* The city shall have the right at any reasonable time, and upon providing reasonable notice to the applicant (a minimum of 48 hours) to inspect the premises on which any large solar energy system is located. The city may hire one or more consultants to assist with inspections. Inspections must be coordinated with, and escorted by, the applicant's operations staff at the large solar energy facility to ensure compliance with the Occupational Safety and Health Administration (OSHA), NESC and all other applicable safety guidelines.
- (22) *Maintenance and repair.* Each large solar energy system must be kept and maintained in good repair and condition at all times. If the city zoning administrator determines that a large solar energy system fails to meet the requirements of this section and the special land use permit, or that it poses a safety hazard, the zoning administrator, or his or her designee, shall provide notice to the applicant of the safety hazard. Applicant shall keep a maintenance log on the solar array(s), which shall be available for the city's review within 48 hours of such request. Applicant

shall keep all sites within the large solar energy system neat, clean and free of refuse, waste or unsightly, hazardous or unsanitary conditions.

- (23) *Roads.* Any material damages to a public road located within the city, township or county resulting from the construction, maintenance or operation of a large solar energy system shall be repaired at the applicant's expense. In addition, the applicant shall submit to the appropriate city or county agency a description of the routes to be used by construction and delivery vehicles; any road improvements that will be necessary to accommodate construction vehicles, equipment or other deliveries. The applicant shall abide by all city and county requirements regarding the use and/or repair of city and county roads and also specifically agrees to be bound by any city or county special assessment regarding road improvements.

- (24) *Continuing security.* If any large solar energy system is approved for construction under this section, applicant shall post decommissioning security prior to the start of construction in a mutually agreed upon form ("Option 1"). Alternatively, if applicant can demonstrate the presence of a long-term power purchase commitment from a credit-worthy entity, then the decommissioning security shall be posted prior to the date five years prior to the expiration of such power purchase commitment ("Option 2"). Prior to posting decommissioning security, the applicant shall solicit a decommissioning cost estimate from a third party engineering firm or contractor approved by the city. This cost estimate will be the basis for the amount of decommissioning security. The amount shall be reasonably sufficient to restore the property to its previous condition prior to construction and operation of the large solar energy system. Such financial security shall be kept in full force and effect during the required time, and such financial security shall be irrevocable and non-cancelable.

- (a) In the event applicant elects Option 2, applicant agrees to provide the following as additional decommissioning security:

- i. *Mortgage.* Applicant shall provide a mortgage to the city, on terms acceptable to the city, pledging the real estate upon which the large solar energy system is to be located securing applicant's obligations to the city to properly decommission the large solar energy system.
- ii. *First right of refusal.* Applicant shall provide a right of first refusal to the city, on terms acceptable to the city, to purchase, in the event the large solar energy system has been abandoned, the property upon which the large solar energy system has been constructed.

Other requirements. Each large solar energy system shall also comply with all applicable federal, state and county requirements, in addition to other applicable city ordinances. The applicant should contact the Michigan Department of Agriculture and Rural Development (MDARD) to verify the impact of a large solar energy system on a property's enrollment and/or participation in PA 116 (Farmland Preservation).

(PP) Vacant commercial type buildings conditional use permit.

- (1) *Eligible parcels.* A new commercial use may only be permitted if all of the following conditions are met.
- (a) A commercial use must have been permitted in the building based on assessing records.
 - (b) The structure has been vacant for six months or longer.
- (2) *Use conditions.*
- (a) The use must not be reasonably expected to negatively affect, or create any nuisance to, the surrounding neighbors.
 - (b) Hours of operation should not intrude on the neighborhood in which they are located.

(3) *Requirements.*

- (a) The applicant must meet with the zoning administrator to determine whether the parcel and the use qualify for a vacant commercial type buildings conditional use permit.
- (b) Provide a business plan.
- (c) Parking and means of egress shall be indicated on a sketch plan for review by engineering, police, fire and community development departments.

(QQ) *Indoor vehicle sales area.*

- (1) Two vehicles are allowed to be displayed on the outside of the building on an approved parking surface that meets the parking requirements in [Article IX](#)-off street parking.
- (2) To calculate the number of vehicles allowed inside a building, a floor plan must be submitted showing the area inside of the building which will be used for vehicle display. For each vehicle, both of the following minimum area standards must be met:
 - (a) 25' × 30' floor area per vehicle.
 - (b) Minimum of five feet clearance on all sides of the vehicle.
- (3) Required parking.
 - (a) Two parking spaces shall be provided for staff.
 - (b) One parking space shall be provided per two vehicles spaces permitted inside the building.
- (4) Building must meet all applicable building, electrical, mechanical, plumbing, fire prevention code and fire safety requirements.
- (5) Applicant must provide the city with state issued license.

(RR) *Marihuana establishments.* Marihuana establishments as otherwise contemplated by the City of Sturgis Code of Ordinances may be permitted if the conditions set forth in section 38-93 are met.

(SS) *Marihuana retailers.* Marihuana retailers as otherwise contemplated by the City of Sturgis Code of Ordinances may be permitted if the conditions set forth in section 38-93 are met.

(TT) *Stores for retail and retail services.*

- (1) The retail use must be a minimum of 5,000 square feet.
- (2) The retail use must be co-located with another permitted or special land use on the site. This can be a portion of one building on the property or a separate building on the property.
- (3) The retail use shall only occupy a maximum of 30 percent of the total floor area of the building in which the use will be located if the uses are grouped in the same building, or 30 percent of the total floor area of all buildings on the property, if located in a separate building.
- (4) Off-street parking shall be provided in accord with [Article IX](#) of this zoning ordinance and shall be provided in designated off-street parking areas within 300 feet of the portion of the building in which they serve.
- (5) The retail use shall comply with signage requirements for the B-H2 zoning district.

(UU) *Cottage court developments.*



- (1) Purpose. A cottage court development is a cluster of dwelling units available as an alternative to the development of typical detached single-unit dwellings. Cottage courts are intended to address the changing composition of households, and the need for more diverse, and more affordable housing choices.
- (2) Ownership. Cottage court developments may be sited on one commonly owned parcel with individual cottages owned in a condominium, cooperative, or similar arrangement, or cottages may be on individual lots with shared amenities and facilities owned in common.
- (3) Site Plan Review Required. Cottage court developments require approval through the site plan review process in [Article XII](#) Site Plan Review. A storm water management system is required for the court.
- (4) Standards. Cottage court developments are subject to the following standards:
 - (a) Number of Cottages. A cottage court development is composed of at least one cottage cluster, with a cluster containing four (4) to twelve (12) dwelling units.
 - (b) Cottage Design. The cottages in a cottage housing development are subject to the following standards:
 - i. Maximum Height. The height of each cottage shall not exceed the maximum height permitted in the zoning district.
 - ii. Setbacks. The setbacks from adjacent property lines along the perimeter of the cottage court development shall be the same as required by the zoning district. The minimum distance between all structures, including accessory structures, shall be in accordance with building code requirements.
 - iii. Density. The number of cottages permitted on a single lot shall be calculated as per [§ 1.0502 \(e\)](#).
 - iv. Dwellings shall be permanently attached to a perimeter foundation and shall conform to all applicable city codes and ordinances.
 - v. Orientation of Cottages. Cottages shall be clustered around common open space. Each cottage shall have a primary entrance oriented to common open space. A covered porch is recommended to be included with the design. If a covered porch is implemented as part of the cottage, it shall be a minimum of 6 feet deep and 10 feet wide.
- (5) Community Buildings. Cottage court developments may include community buildings that provide space for accessory uses such as community meeting rooms, exercise rooms, day care, or community eating areas. Their design, including the roof lines, shall be similar to and compatible with that of the cottages within the cottage court development.
- (6) Common Open Space. All cottage housing developments must provide 100 square feet of common open space per unit. Parking areas, required setback areas, required open space, and driveways do not qualify as common open space.

- (7) Off-Street Parking. Off-street parking shall comply with [Article IX](#) Off Street Parking and Loading Requirements.
 - (a) Cottage court developments shall provide the required minimum parking spaces through a combination of individual garages/carports or common off-street parking areas.
- (8) Fences.
 - (a) Interior fences. Fences on the interior of the cottage court development shall be an ornamental fence and not exceed three feet in height.
 - (b) Exterior fences. Where a cottage court abuts a neighboring residential district, it shall require a minimum of a six (6) foot high privacy fence or landscaping or a solid planting strip 15 feet in width for the length of the property line meeting corner clearance requirements and six feet in height at planting.
- (9) Existing Structures. On a lot or parcel to be used for a cottage court development, an existing detached single-unit dwelling that may be nonconforming with respect to the requirements of this section may remain, but the extent of its nonconformity may not be increased. Such dwellings shall count towards the number of cottages allowed in the cottage housing development.
- (10) Trash Requirements and Enclosures. All cottage court developments shall provide a dumpster with enclosure for all cottages to utilize. Each dumpster shall be placed inside of a six (6) foot high enclosure with gate.
- (VV) **Large battery energy storage systems (ESS).** The following requirements shall apply to all large battery energy storage systems.
 - (1) Purpose and intent. The purpose and intent of this section is to establish standards for the siting, installation, operation, repair, decommissioning and removal of battery energy storage systems as a special land use.
 - (2) Preliminary site plan. The following items must be shown on a preliminary site plan drawing for special land use approval:
 - (a) All lot lines and dimensions, including a legal description of each lot or parcel comprising the ESS.
 - (b) Names of owners of each lot or parcel within 300 feet of the proposed ESS.
 - (c) Vicinity map showing the location of all surrounding land uses and distances from structures within 300 feet of the property lines.
 - (d) Location and height of all proposed buildings, structures, electrical tie lines and transmission lines, security fencing, and all above and below ground structures and utilities associated with the battery energy storage system.
 - (e) Horizontal and vertical (elevation) to scale drawings with dimensions that show the location of the proposed battery energy storage system, buildings, structures, electrical tie lines and transmission lines, security fencing and all above ground structures and utilities on the property.
 - (f) Proposed setbacks from the battery energy storage system to all existing and proposed structures within the ESS.
 - (g) A written description of the maintenance program to be used for the battery energy storage system and other components of the system, including decommissioning and removal. The description shall include maintenance schedules, types of maintenance to

- be performed, and decommissioning and removal procedures and schedules if the battery storage system is decommissioned.
- (h) Additional detail(s) and information as required by the special land use requirements of the zoning ordinance, or as required by the planning commission.
- (3) Final site plan requirements. All site plans submitted must be drawn to scale and dimensioned and certified by a registered engineer licensed in the State of Michigan. In addition to all items required in [Article XII](#), Site Plan and [Article XV](#), Groundwater Protection Section, the following must be provided for final site plan approval:
- (a) Location of all existing and proposed overhead and underground electrical transmission or distribution lines within the ESS and within 100 feet of all exterior property lines of the ESS.
 - (b) Screening and/or landscaping details.
 - (c) Planned security measures to prevent unauthorized trespass and access during the construction, operation, removal, maintenance or repair of the ESS.
 - (d) All items submitted for preliminary special land use approval must be submitted in final detail. Any major change may result in a review of the special land use by the planning commission.
- (4) Compliance and construction shall comply with the Michigan Building Code, International Fire Code, National Electric Code, National Electric Safety Code, and NFPA 855, Standard for the Installation of Stationary Energy Storage Systems.
- (5) System Certification. Battery energy storage systems and equipment shall be listed by a Nationally Recognized Testing Laboratory to UL 9540 (Standard for battery energy storage systems and Equipment) or approved equivalent, with subcomponents meeting each of the following standards as applicable:
- (a) UL 1973 (Standard for Batteries for Use in Stationary, Vehicle Auxiliary Power and Light Electric Rail Applications).
 - (b) UL 1642 (Standard for Lithium Batteries).
 - (c) UL 1741 or UL 62109 (Inverters and Power Converters).
- (6) Height. Maximum height of a battery storage container, buildings or components, excluding substation and electrical transmission equipment, shall not exceed 15 feet (as measured from the natural grade at the base of improvements) in height at any time or location on the property. Substation and electrical transmission equipment shall not exceed 100 feet in height or height restrictions if within the airport glide path area.
- (7) Lot size. A large battery energy storage system shall be located on no more than one parcel with an aggregate area of two acres or greater.
- (8) Setbacks. A setback of 150 feet shall be required where the large battery storage energy system is abutting or across a right of way or railway to any residence or district zoned for residential use. Refer to [§ 1.0501](#) for all other front, side and rear yard setback requirements.
- (9) Lot coverage. A large battery storage energy system is exempt from maximum lot coverage limitations.
- (10) Driveways and parking areas. All driveways and parking areas within the front yard setback area shall be provided with a minimum of four inch asphaltic or concrete surfacing. All other access drives shall be minimum gravel or stone materials.

- (11) Fencing. A large battery energy storage system shall be completely enclosed by perimeter fencing to restrict unauthorized access. The applicant will submit a fencing style type included in the site plan for approval by the city.
 - (a) Fencing shall be no less than seven (7) feet tall and no greater than eight (8) feet tall. An additional two feet of height can be added for security wire.
 - (b) Electric fencing is not permitted.
- (12) Screening. The perimeter of ESS's shall be screened and buffered when it is located within 100 feet of a residence or district zoned for residential use. Screening shall occur by installed evergreen or native vegetative plantings whenever existing natural vegetation does not otherwise reasonably obscure the ESS, subject to the following requirements unless an alternate method of screening is approved by the planning commission:
 - (a) The evergreen or native vegetative buffer shall be composed of native or evergreen trees that at planting shall be a minimum of four feet in height and shrubs two feet in height. The evergreen trees shall be spaced no more than 15 feet apart on center (from the central trunk of one plant to the central trunk of the next plant), native trees shall be placed no more than 30 feet apart on center and shrubs shall be spaced no more than seven feet apart on center. All unhealthy 60 percent dead or greater) and dead material shall be replaced by the applicant within one year, or the next appropriate planting period, whichever occurs first.
 - (b) To the extent practicable, all plant materials shall be installed between March 15 and November 15. If the applicant requests a final certificate of occupancy from the city and the applicant is unable to install required landscaping because of the weather, the city may issue a temporary certificate of occupancy for no longer than six months duration. A temporary certificate of occupancy may only be issued if the applicant submits a financial guarantee (an irrevocable letter of credit, surety, corporate guarantee or cash) for an amount equal to one and one-half times the cost of any approved planting and landscape work. Upon the applicant's completion of required landscaping work, the city shall return the financial guarantee, less any city costs incurred. If the applicant does not complete the required landscape work within six months of the city's issuance of the temporary certificate of occupancy, as approved by the city, the city has the right, upon 72 hours' notice to the applicant, to call the guarantee and arrange completion of the work, the cost of which shall be covered by the financial guarantee.
- (13) Decommissioning. The applicant shall submit a decommissioning plan, to be implemented upon abandonment and/or in conjunction with removal from the facility. The decommissioning plan shall include:
 - (a) Comprehensive description describing how the large battery energy storage system's components will be removed from the site, identifying who will be responsible for the activities and the timeline for removal. This includes structures, equipment, and transmission lines.
 - (b) Ensure proper disposal of solid and hazardous waste in compliance with local, state, and federal regulations. This addresses the environmental and safety concerns associated with hazardous materials in batteries.
 - (c) Estimate how long the battery energy storage system is expected to remain operational.
 - (d) Provide an estimate for the cost of decommissioning, explaining the basis for the calculations.

- (e) Specify how funds will be set aside and guaranteed to cover the decommissioning expenses, ensuring that the removal and restoration will be financially supported when necessary.
 - (f) Describe how the decommissioning cost estimates will be updated over time, accounting for inflation, changes in technology, or other cost-related factors.
 - (g) Detail how the site will be restored post-decommissioning, including protecting adjacent structures, fire detection and suppression systems, and ensuring the site's safety and structural integrity once the system is removed.
 - (h) Provide scenarios for decommissioning in both regular operational shutdowns and in cases where the system has been damaged, such as by fire or other events.
 - (i) Decommissioning Fund.
 - i. The owner or operator of the ESS must establish and maintain a decommissioning fund or bond that is payable to the City of Sturgis. This fund guarantees that the city has the necessary resources to remove the ESS if the owner fails to do so.
 - ii. The type of financial security (e.g., a bond, letter of credit) must be in a form that is approved by the City of Sturgis, ensuring it meets the city's requirements for financial viability and accessibility.
 - iii. The city will determine the amount of the decommissioning fund, likely based on the estimated costs of removal, site restoration, and compliance with safety and environmental regulations.
 - iv. The financial assurance must be maintained throughout the entire lifespan of the BESS, ensuring continuous protection for the city and the site.
 - v. The fund may take the form of a letter of credit from a financial institution licensed in Michigan. This letter of credit provides a guarantee that funds are available for decommissioning.
 - vi. All expenses associated with setting up and maintaining the decommissioning fund or bond, including any fees related to the financial security, will be the responsibility of the applicant (the BESS owner or operator).
- (14) Emergency Operations Plan. An emergency operations plan must be provided to the City of Sturgis with the special land use request. A copy of the approved plan must be provided to the system owner, the local fire department, and the local fire code official. Additionally, a permanent copy must be kept in a location accessible to facility personnel, emergency responders, and fire code officials. Any changes to the emergency operations plan must be submitted to the City for review and approval. The emergency operations plan shall include the following information:
- (a) Procedures for safe shutdown, de-energizing, or isolation of equipment and systems under emergency conditions to reduce the risk of fire, electric shock, and personal injuries, and for safe start-up following cessation of emergency conditions.
 - (b) Procedures for inspection and testing of associated alarms, interlocks, and controls.
 - (c) Procedures to be followed in response to notifications from the ESS, when provided, that could signify potentially dangerous conditions, including shutting down equipment, summoning service and repair personnel, and providing agreed upon notification to fire

- department personnel for potentially hazardous conditions in the event of a system failure.
- (d) Emergency procedures to be followed in case of fire, explosion, release of liquids or vapors, damage to critical moving parts, or other potentially dangerous conditions. Procedures can include sounding the alarm, notifying the fire department, evacuating personnel, de-energizing equipment, and controlling and extinguishing the fire.
 - (e) Response considerations that will address response safety concerns and extinguishment.
 - (f) Procedures for dealing with battery energy storage system equipment damaged in a fire or other emergency event, including maintaining contact information for personnel qualified to safely remove damaged battery energy storage system equipment from the facility.
 - (g) Other procedures as determined necessary by the City of Sturgis to provide for the safety of occupants, neighboring properties, and emergency responders.
 - (h) Procedures and schedules for conducting drills of these procedures and for training local first responders on the contents of the plan and appropriate response procedures.
- (15) Enforcement. Any violation of the special land use may result in the planning commission determining that the special land use has been violated and may result in the revocation of the permit, provided however that applicant shall have 90 days from notification by the planning commission to cure any violation.

VII

ARTICLE VII. GENERAL EXCEPTIONS

ARTICLE VII. GENERAL EXCEPTIONS

AREA, HEIGHT AND USE EXCEPTIONS. The regulations in this title shall be subject to the following interpretations and exceptions.

1.0701 ESSENTIAL SERVICES.

Essential services serving the city and essential transportation services authorized by state and federal law shall be permitted as authorized and regulated by law and other ordinances of the municipality.

1.0702 VOTING PLACE.

The provisions of this zoning ordinance shall not be so construed as to interfere with the temporary use of any property as a voting place in connection with a municipal or other public election.

1.0703 HEIGHT LIMIT.

The height limitations of this zoning ordinance shall not apply to farm buildings, chimneys, church spires, flag poles, public monuments, wireless transmission towers or approved wireless communication towers; provided, however, that the board of appeals may specify a height limit for any such structure when such structure required authorization as a special use and unless otherwise specified in this zoning ordinance.

1.0704 LOT AREA.

Any lot existing and of record on the effective date of the zoning ordinance may be used for any principal use permitted in the district in which such lot is located.

1.0705 LOTS ADJOINING ALLEYS.

In calculating the area of a lot that adjoins an alley for the purpose of applying lot area and setback requirements of this zoning ordinance, one-half the width of such alley abutting the lot shall be considered as part of such lot.

1.0706 YARD REGULATIONS.

When yard regulations cannot reasonably be complied with, or where their application cannot be determined on lots of peculiar shape, topography or due to architectural or site arrangement, such regulations may be modified or determined by the board of appeals.

1.0707 PORCHES AND DECKS.

An open, unenclosed and uncovered porch or paved terrace not exceeding 24 inches in height or the height of the finished floor elevation (FFE), whichever is higher, may project into a required front yard for a distance not exceeding ten feet. Decks not exceeding 24 inches in height above the grade upon which placed or installed at the finished floor elevation (FFE) of the home, whichever is higher, may project into a required side or rear yard not to exceed a depth of 30 percent of the depth of the required side or rear yard.

1.0708 PROJECTIONS INTO YARDS.

Architectural features, including gutters, soffits, eaves, cornices, and roof overlaps, may extend or project into a required side yard not more than two inches for each one foot of width of such side yard; and may extend or project into a required front yard or rear yard not more than three feet.

Bay windows, chimneys, cantilevered floors, and other similar projections of up to ten feet in length, and not occupying more than 30 percent of the length of the wall on which they are located, may project into required side yard not more than two inches for each one foot of width of such side yard (up to a maximum of two feet of projection), and may project into a required front or rear yard not more than three feet.

1.0709 YARD EXCEPTIONS.

(A) *Front yards.*

- (1) Exceptions for existing alignment of building setbacks, in any residential district, the front yard requirements of a lot may be modified so as to equal the average depth of existing developed front yards on lots within 100 feet of the lot and within the same block front. The front depth shall not be less than ten feet.

(B) *Side yards.*

- (1) On lots with a width of less than 60 feet and recorded as less than 60 feet prior to the date of adoption of this section, the minimum width of each of the side yards shall be five feet.

(C) *Rear yards.*

- (1) Rear yards can be reduced in the following cases.
- (2) In all residential districts any platted and recorded lot less than 120 feet deep may have three inches deducted from the required rear yard depth for every foot the lot is less than 120 feet deep. However, no rear yard shall be less than ten feet.

(D) *All yards.*

- (1) When determining yard types for setback purposes any wall of any building can be the front, rear, or side so long as the rear is opposite the front and the sides to each other. The address side of the lot shall be considered the front yard side of the lot unless otherwise determined by the board of appeals.

VIII

ARTICLE VIII. NONCONFORMING USES AND STRUCTURES

ARTICLE VIII. NONCONFORMING USES AND STRUCTURES

1.0801 NONCONFORMING USES, STRUCTURES, AND LOTS ESTABLISHED.

Within the districts established by this zoning ordinance or amendments that later may be adopted, there may exist lots, structures, uses of land and structures, and characteristics of use which were lawful before this zoning ordinance was passed or amended, but which would be prohibited, regulated, or restricted under the terms of this zoning ordinance or future amendments. It is the intent of this zoning ordinance to permit these nonconformities to continue until they are removed, but not to encourage their survival.

It is further recognized that certain nonconforming uses and structures do not significantly depress the value of nearby properties and are not contrary to the public health, safety, and welfare and that such use or structure was lawful at the time of its inception and that no useful purpose would be served by the strict applications or requirements for nonconformities under this zoning ordinance and, therefore, two classes of nonconforming use and structure are designated, being class A and B. Approved Class A nonconforming uses or structures may be permitted to expand or change with zoning board of appeals review and approval

1.0802 NONCONFORMING LOTS.

In any district in which single-family dwellings are permitted, notwithstanding limitations imposed by other provisions of this zoning ordinance, a single-family dwelling and customary accessory buildings may be erected on any single lot of record, regardless if class A or B, at the effective date of adoption or amendment of this zoning ordinance. This provision shall apply even though such lot fails to meet the requirements for area or width or both that are generally applicable in the district, provided that yard dimensions and other requirements not involving area or width or both of the lot shall conform the regulations for the district in which such lot is located.

1.0803 NONCONFORMING USES OF LAND.

Where, at the time of the passage of this zoning ordinance, a lawful use of land exists which would not be permitted by the regulations imposed by this zoning ordinance and where the uses involve individual structures, the use may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (A) No nonconforming use shall be enlarged or increased nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this zoning ordinance, except bringing the land parcel into compliance with federal ADA requirements shall be permitted.
- (B) No nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by the use at the effective date of adoption or amendment of this zoning ordinance.
- (C) If any nonconforming use of land ceases for any reason for a period of more than 12 months, any subsequent uses of the land shall conform with the regulations specified by the zoning ordinance for the district in which the land is located.
- (D) No additional structure not conforming to the requirements of this zoning ordinance shall be erected in connection with the nonconforming use of land.

1.0804 NONCONFORMING STRUCTURES.

Where a lawful structure exists or is lawfully under construction at the effective date of adoption or amendment of this zoning ordinance that could not be built under the terms of this zoning ordinance by reason of restriction on area, height, yards, its location on the lot, or other requirements concerning the structure, the structure may be continued so long as it remains otherwise lawful subject to the following provisions:

- (A) No nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered in a way that does not increase its nonconformity.
- (B) Any nonconforming structure which has been damaged or destroyed by any means to an extent of more than 50 percent of its true cash value as determined by the city assessor at the time of damage or destruction, shall not be reconstructed except in case of unusual hardship for which the zoning board of appeals may grant conditional approval for reconstruction.
- (C) Any nonconforming structure can be brought into federal ADA compliance at any time, and all work to alter the structure to bring it into conformance shall begin with ADA compliance.
- (D) Should the nonconforming structure be moved for any reason for any distance whatsoever, it shall thereafter conform to the regulations for the district in which it is located after it is moved.

1.0805 NONCONFORMING USE OF STRUCTURES OR OF STRUCTURES AND LAND IN COMBINATION.

If a lawful use involving individual structures or a structure and land in combination exists at the effective date of adoption or amendment of this zoning ordinance that would not be allowed in the district under the terms of this zoning ordinance, the lawful use may be continued as long as it remains otherwise lawful, subject to the following provisions:

- (A) No existing structure devoted to a use not permitted by this zoning ordinance in the district in which it is located shall be enlarged, extended, constructed, reconstructed, moved or structurally altered except in changing the use of the structure to a use permitted in the district in which it is located.
- (B) Any nonconforming use may be extended throughout any parts of a building which were arranged or designed for the use at the time of adoption or amendment of this zoning ordinance, but no use shall be extended to occupy any land outside the building.
- (C) Any structure, or structure and land in combination, in or on which a nonconforming use is changed to a permitted use, shall thereafter conform to the regulations for the district, and the nonconforming use may not thereafter be resumed.
- (D) When a nonconforming use of a structure or structure and land in combination is discontinued or abandoned for 12 consecutive months or for 18 months during any three-year period (except when government action impedes access to the premises or if it is a seasonal-type use), the structure, and land in combination, shall not thereafter be used except in conformity with the regulations of the district in which it is located.

- (E) When nonconforming use status applies to a structure and land in combination, removal or destruction of the structure shall eliminate the nonconforming status of the land. Destruction for the purpose of this division is defined as damage to an extent of more than 50 percent of the true cash value as determined by the city assessor at the time of destruction.
- (F) The use of a nonconforming building may be changed to another nonconforming use if the zoning board of appeals finds that the new use would markedly decrease the degree of nonconformance and would enhance the value and desirability of adjacent conforming uses.

1.0806 CLASS A NONCONFORMING USES OR STRUCTURES.

Class A nonconforming uses or structures may be improved, replaced, or expanded following approval by the planning commission for such work. Class A designations are reviewed and approved as either a class A or B by the planning commission following a public hearing.

- (A) Process. The applicant shall submit an application to the planning commission for determination on the designation of class A conforming structure or use. Following a completed application, the planning commission shall hold a hearing in accordance with provisions of § 1.0602(C) of this zoning ordinance prior to approving or denying the request.
- (B) Findings. No class A designation shall be approved by the planning commission unless it shall find the following:
 - (1) The use or structure was lawful at its inception.
 - (2) Continuance of the use or structure does not significantly depress property values of nearby properties.
 - (3) Continuance of the use or structure would not be contrary to the public health, safety, or welfare or the spirit of the zoning ordinance.
 - (4) No useful purpose would be served by strict application of the provisions of this zoning ordinance with which the use or structure does not conform.
 - (5) An improvement to an existing nonconforming use will result.
- (C) Conditions. The decision to grant a class A designation shall be made in writing setting forth the findings and reasons on which it is based. Conditions may be attached, including time limits where deemed necessary to assure the use or structure does not become contrary to the public health, safety or welfare or the spirit and purpose of this zoning ordinance and further to assure that at least the following standards are met:
 - (1) Screening and landscaping may be required in keeping with community standards to provide compatibility with adjacent uses.
 - (2) Effects which may have a negative impact such as lighting, noise or visual impact should be minimized.
 - (3) Where such use is in close proximity to homes, parking should not be permitted to utilize curbside parking to an extent greater than the immediate property frontage of the nonconforming use.

- (4) New signage should meet zoning district requirements. Existing nonconforming signs shall be required to be eliminated or reduced in size and number as the planning commission may, in its judgment, determine.
- (5) The exterior building materials utilized in any alteration to the building shall be harmonious with materials on abutting properties whenever practical.
- (6) Enlargement of a building may be allowed provided such enlargement does not create a more nonconforming yard setback condition which would impact on conforming properties in the immediate vicinity.
- (7) The planning commission may require such other safeguards and improvements as it may deem necessary to protect conforming uses in the surrounding area.
- (D) Permit. No building permit shall be issued until all required conditions, as applicable, are met and confirmed by the building official. No class A nonconforming use or structure shall be used, altered or enlarged in violation of any condition imposed in its designation.
- (E) Revocation. Any class A designation shall be revoked, following the same procedure required for designation, upon a finding that as a result of any change of conditions or circumstances the use or structure no longer qualifies for class A designation.

1.0807 CITY DESIGNATED CLASS A STRUCTURES AND USES.

- (A) Class A nonconforming use status, only, is hereby granted without further action to any two family dwelling located in the R-3 residential district which is properly registered as required pursuant to the City Property Maintenance Code as of the effective date of this ordinance amendment. For the purpose of this section, only the use, and not the structure, is granted Class A status. If a structure does not meet conforming status, it may be granted Class A status on a case by case basis by the planning commission as provided in § 1.0806 of the zoning ordinance.
- (B) Existing pylon signs. Class A nonconforming structure status, only, as provided in § 1.0806 of this zoning ordinance is hereby granted without further action to any pylon signs located in the B-N business neighborhood district effective March 9, 2022.
- (C) Class A nonconforming structure status, only, of this zoning ordinance is hereby granted without further action to any non-residential use as stated in § 1.0409.1(D)(8).. This Class A designation shall expire when the use changes. After this time, the new use would be required to request a Class A designation from the planning commission.

1.0808 CLASS B NONCONFORMING USES OR STRUCTURES.

All nonconforming uses or structures, not approved for a class A designation, shall be class B nonconforming uses or structures. A Class B designation for the nonconforming use and structure shall comply with all the provisions of this zoning ordinance relative to nonconforming uses and structures above.

1.0809 REPAIR OR REPLACEMENT.

- (A) Class B nonconforming uses or structures repair or replacement shall not exceed 25 percent of the true cash value as determined by the city assessor of the nonconforming structure during any consecutive 12-month period the extent of repair or replacement. Class A designated structures may be repaired or replaced more than 25 percent of the true cash value.
- (B) The cubic contents of the structure shall not be increased for class A or class b designated nonconformities.
- (C) Approved class A uses and structures may be strengthened or restored to a safe condition if any building or part thereof declared to be unsafe by an official charged with protecting the public safety, upon order of the official.
- (D) There may be a change of tenancy, ownership or management of any existing nonconforming uses of land or structures or of structures and land in combination. A change of ownership between private parties does not remove the nonconformity nor extend time limits.

1.0810 REMOVAL OF NONCONFORMING STATUS.

- (A) Any nonconforming structure or land may be made conforming by appropriate action or modifications which cause the structure or land to fulfil the requirements of the district in which it is located.
- (B) In case of a nonconforming use which is a use designated as a special land use by this zoning ordinance, the nonconforming status may be removed upon issuance of a special land use permit after the appropriate action has been taken in accordance with the provisions of this section. It shall be the responsibility of the owner or person requesting the special land use permit to initiate the request in accordance with sections [1.0601](#) through [1.0602](#).
- (C) Any nonconformity is lost by changing to conform to the ordinance or through vacancy, lack of operation, removal, or otherwise for twelve (12) or more successive calendar months. Class A structures, that contain a conforming use, may be vacant for longer than twelve (12) calendar months and not lose their status.

If lost, any future use of such premises shall be in conformity, in its entirety, with the provisions of this zoning ordinance. Loss of a nonconformity shall terminate the right to continue the nonconformity. The building official shall consider the following factors to determine the intent of the property owner to abandon the nonconformity:

- (1) Whether utilities, such as water, gas, and electricity to the property have been disconnected.
- (2) Whether signs or other indications of the existence of the nonconformity have been removed.
- (3) Whether equipment or fixtures necessary for the operation of the nonconformity have been removed.
- (4) Other information or actions that evidence an intention on the part of the property owner to abandon the nonconformity.

1.0811 ELIMINATION OF NONCONFORMING STRUCTURES OR LAND

The city may acquire by purchase, condemnation, or otherwise, private property for the removal of nonconforming uses and structures. The city commission may in its discretion provide that the cost and expense of acquiring the private property be paid from general funds, or the cost and expense or any portion thereof may be assessed to a special district. The elimination of any nonconforming uses and structures in a zoned district as herein provided is hereby declared to be for a public purpose and for a public use. The city commission shall have authority to institute and prosecute proceedings for the condemnation of nonconforming uses and structures under the power of eminent domain in accordance with the laws of the state or provisions of the city charter relative to condemnation.

1.0812 NONCONFORMING SIGNS

Nonconforming signs shall be permitted to continue, provided should a business move or vacate a premises all non-conforming signs shall be removed or made to comply with zoning ordinance requirements building (sic). Walls shall be left in good repair and properly maintained within 60 days. Upon failure of any person to comply with the provisions of this section the city may effectuate compliance through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the owner of the real estate upon which the building is located and any such cost shall be a lien upon such real estate.

Existing pylon signs. Class A nonconforming structure status as provided in § 1.0806 of this zoning ordinance is hereby granted without further action to any pylon signs located in the B-N business neighborhood district effective March 9, 2022 and as referenced in § 1.0807.

IX

ARTICLE IX. OFF-STREET PARKING AND LOADING REQUIREMENTS

ARTICLE IX. OFF-STREET PARKING AND LOADING REQUIREMENTS

1.0901 GENERAL PARKING REQUIREMENTS.

- (A) *Use.* Off-street parking, loading, or stacking areas shall only be used for their intended purpose. All other uses, unless specifically permitted, are prohibited.
- (B) *Placement.*
 - (1) *Defined areas.* Off-street parking areas and loading zones in nonresidential areas shall include painted lines, and may also include vehicle stops, to clearly define parking and loading spaces.
 - (2) *Proximity.* All off-street parking areas that are not within the community parking district or in the business neighborhood zoning district shall be on the same lot as the use they serve, or on an abutting lot under the same ownership.
- (C) *Review and approval.*
 - (1) *Permit required.* A permit must be obtained prior to any construction or rehabilitation of an off-street parking area.
 - (2) *Application for parking lot construction.* Any person desiring to establish or change a parking area shall submit site plans showing the locations, design, size, shape, landscaping, surfacing, marking, lighting, drainage, curb cuts, entrances, exits, and any other features of the parking lot. Any curb cuts, entrances, exits, drainage, and design shall have city staff approval and shall be presented for site plan approval by the planning commission.
 - (3) *Parking lot rehabilitation.* Rehabilitation of an existing parking area, including parking striping, shall require an application and sketch plan submittal. The proposed rehabilitation shall be reviewed administratively for compliance with standards in this ordinance.
 - (4) *Completion.* The number of off-street parking spaces, in conjunction with all land or building use, shall be provided prior to the issuance of a certificate of occupancy as prescribed in this article, except as provided in § 1.0904(G)(1)(b) which allows six months after the issuance of a certificate of occupancy, with a possible three-month extension granted by the building official, to complete the surfacing of parking and loading areas.
 - (5) *Performance agreement.* In the event that a certificate of occupancy is issued and the applicant has six months to complete the parking lot, as identified in § 1.0904(G)(1)(b), the building official may require execution of a performance agreement, in the amount of the cost to develop that parking lot, in order to compel compliance with and performance of all off-street parking requirements of this article.
- (D) *Maintenance.* All parking areas shall be maintained and kept free of weeds and debris.

1.0902 REQUIRED PARKING.

(A) Standards.

- (1) *Usable floor area.* Parking measurements based on building square footage shall be calculated by "usable floor area" as defined in § 1.0202 of this zoning ordinance.
- (2) *Fractional spaces.* When units or measurements determining the number of required parking spaces result in requirement of a fractional space, the fractional number shall be rounded down to the nearest whole number if ten or more spaces are required and rounded up if fewer than ten are required.
- (3) *Use determinations.*
 - (a) For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accordance with the use which the zoning administrator considers to be most similar in type.
 - (b) For multiple uses within the same development, the minimum parking requirements for each use shall be determined separately, and the cumulative total number of required parking spaces shall be calculated using [Table B3A: Shared Parking Factors](#).
- (4) *Unit of measure.*
 - (a) *Number of employees.* The number of employees shall be based on the maximum number needed or the largest shift.
 - (b) *Occupant load.* The occupant load as determined by the Michigan Building Code or the International Fire Code.
 - (c) *Floor area.* That area of a nonresidential building used for or intended to be used for the sale of merchandise or services (also called usable floor area). Such floor area which is used for or intended to be used primarily for the storage or processing of merchandise which may include hallways, breezeways, stairways, and elevator shafts, or for utilities and sanitary facilities, shall be excluded from the computation of usable floor area.
- (5) *Barrier-free parking.* Off-street parking areas shall provide barrier-free spaces in compliance with the Michigan Building Code and the Americans with Disabilities Act (ADA), as applicable.
- (6) *Garage parking.* Garage parking will be counted towards parking requirements where an approved surface and driveway connects the garage to the right-of-way.
- (7) *Number of spaces required.* The minimum number of off-street parking spaces shall be determined in accordance with the following table:

RESIDENTIAL AND AGRICULTURAL USES			
(1)		Use	Number of Minimum Parking Spaces Per Unit of Measure
	(a)	Adult foster care camp.	1 space per employee, plus 1 space per camp vehicle parked on premises, plus 5 visitor spaces ²
	(b)	Adult foster care congregate facility	0.5 / 1 bed

	(c)	Adult foster care homes, family	0.5 / 1 bed ¹
	(d)	Adult foster care home, large group	0.5 / 1 bed ¹
	(e)	Adult foster care home, small group.	0.5 / 1 bed ¹
	(f)	Apartment building of two to 12 dwelling units including two-family dwellings.	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
	(g)	Apartment buildings, two divided by a fire wall.	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
	(h)	Boarding houses	1.25 for each rooming unit plus 1 for each employee.
	(i)	Condominiums	2 per dwelling unit
	(j)	Convalescent homes	1 per 4 beds plus 1 per employee.
	(k)	Conversion of a dwelling for up to four dwelling units.	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
	(l)	Cottage Court Developments	1 per dwelling unit up to one bedroom, 1.5 per dwelling unit with 2 bedrooms, and 2 per dwelling unit with three bedrooms or more
	(m)	Dwelling, one-family or two-family	2 per dwelling unit.
	(n)	Dwelling, multifamily	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
	(o)	Dwelling, unit in mixed-use building	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
	(p)	Elderly housing—Dependent	0.75 per dwelling unit.
	(q)	Elderly housing—Independent	1.25 per dwelling unit.
	(r)	Family child care homes	1 / 3 children ¹
	(s)	Farm employee accessory dwellings	1 space per employee
	(t)	Farming or horticulture	1 space per employee
	(u)	Foster family group homes	0.5 / 1 bed
	(v)	Foster family homes	0.5 / 1 bed
	(w)	Functional equivalent family	2 per dwelling unit
	(x)	Group child care homes.	1 / 3 children
	(y)	Group dwellings	0.5 / 1 bed, one per supervisory employee
	(z)	Home occupations	1 / dwelling in addition to those required for residential use

	(aa)	Low-Density Apartments	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
	(bb)	Mobile home park	2 per dwelling unit, 1 for each employee of the mobile home park and 1 for each 3 mobile homes visitor parking.
	(cc)	Mobile Home Subdivisions	2 per dwelling unit, 1 for each employee of the mobile home park and 1 for each 3 mobile homes visitor parking.
	(dd)	Private residences with the capacity to receive at least 1 but not more than 4 adults who all receive benefits from a community mental health services program if the local community mental health services program monitors the services being delivered in the residential setting, excluding adult foster care facilities licensed by a state agency for care and treatment of persons released from or assigned to adult correctional institutions.	0.5 / 1 bed
	(ee)	Qualified residential treatment programs that provides services for 10 or fewer individuals.	0.5 / 1 bed
	(ff)	Reasonable accommodation use	2 per dwelling unit
	(gg)	Riding Stables	
	(hh)	Two-family dwelling	2 per dwelling unit
INSTITUTIONAL USES			
(1)		Use	Number of Minimum Parking Spaces Per Unit of Measure
	(a)	Assembly areas, including private clubs, lodges, religious institutions, theaters, and auditoriums	1 per 5 total occupancy load.
	(b)	Convalescent and/or nursing Homes	1 per 4 beds plus 1 per employee.
	(c)	Education, elementary/junior high	1 per classroom, plus 2 per 5 seats in largest assembly area.
	(d)	Education, secondary, parochial school, business school, college, etc.	1 for each 0.75 total occupancy load.
	(e)	Hospitals	1 per bed.
	(f)	Nursery schools and childcare centers	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan.

	(g)	Private schools	1 for each 0.75 total occupancy load.
	(h)	Recreational facilities	1 per the number of participants of the active recreation space or 1 per 3 of the designed occupant load of the space plus 1 per 5 total occupancy of assembly areas.
	(i)	Trade or industrial schools	1 for each 0.75 total occupancy load.
COMMERCIAL USES			
(1)		Use	Number of Minimum Parking Spaces Per Unit of Measure
	(a)	Adult entertainment facilities	1 per 5 total occupancy load
	(b)	Animal hospitals.	1 per 300 sq. ft. usable floor area. ³
	(c)	Apartments, high density	2 per dwelling unit with 2 or fewer bedrooms, and 2½ for each dwelling unit having 3 or more bedrooms.
	(d)	Automobile carwash	2 per employee plus stacking for at least five (5) vehicles per car wash lane.
	(e)	Automobile major and minor repair	1 for each 100 square feet of usable floor area of sales room or 3 for each auto service stall in the service areas, whichever is greater.
	(f)	Automobile sale or rental establishment	1 per 500 sq. ft. usable floor area, 1 per employee plus one for each automobile for sale or rent
	(g)	Automobile service station	1 parking space for each 50 square feet of floor area in the cashier and office areas in addition to space provided at each fuel pump dispenser. In no instance shall such facility provide fewer than 3 spaces for cashiers and office use.
	(h)	Banks, credit unions, or similar uses	1 per 250 sq. ft. usable floor area.
	(i)	Banquet halls	1 per 5 total occupancy load, plus 1 per employee at peak shift.
	(j)	Bed and Breakfast Operations	1.25 for each rooming unit plus 1 for each employee.
	(k)	Bowling alleys	5 per lane., plus 1 per employee
	(l)	Brewpubs	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
	(m)	Business schools.	1 for each 0.75 total occupancy load.
	(n)	Catering facilities	1 / employee + 1 per business vehicle + 1 per 200 square feet
	(o)	Catering facility in combination with a full service eating and drinking establishment	1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.

	(p)	Child care centers or day care centers	1 per employee, plus 1 short term parking space per classroom. Drop off area to be included on site plan. ³
	(q)	Clinics, dental or medical	1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
	(r)	Commercial kennel facilities	1 per 300 sq. ft. usable floor area.
	(s)	Commercial medical marihuana facilities as defined in Article IV, Chapter 38, section 38-92	1 per 250 sq. ft. usable floor area.
	(t)	Contractor office	1 per 400 sq. ft. usable floor area plus 1 for every 1½ employees in the largest working shift.
	(u)	Country clubs, golf courses, and similar uses	4 for each golf hole and 1 for each employee.
	(v)	Drive-through establishment, eating and drinking	With multiple lanes, stacking for 4 vehicle spaces at each ordering station or machine, in addition to use requirement. With only one lane, stacking for 8 vehicle spaces, in addition to use requirement. A 12-foot-wide escape lane is required for all drive-through establishments.
	(w)	Drive-through establishment, other	Stacking for 4 vehicle spaces at each bay or machine, in addition to use requirement. A 12-foot-wide escape lane is required for all drive-through establishments.
	(x)	Fast food restaurants	1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
	(y)	Full service eating and drinking establishment	1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present.
	(z)	Funeral homes and mortuary establishments	1 per 250 sq. ft. usable floor area for office uses, plus 1 per 5 total occupant load of assembly space, plus stacking for 10 vehicle spaces.
	(aa)	Golf courses	4 for each golf hole and 1 for each employee.
	(bb)	Greenhouse or nursery, retail	1 per 400 sq. ft. usable floor area.
	(cc)	Hotels, motels, bed and breakfast operations or boarding houses.	1.25 for each rooming unit plus 1 for each employee.
	(dd)	Indoor vehicle sales	1 per 500 sq. ft. usable floor area, 1 per employee plus one for each automobile for sale
	(ee)	Kennels	1 per 300 sq. ft. usable floor area.
	(ff)	Laboratories	5 per 1,000 sq. ft.

	(gg)	Laundromats and dry cleaners, self-service	1 per 3 washing and drying machines.
	(hh)	Lumber and building supply yards.	1 per 250 sq. ft. usable floor area plus 1 for every 1½ employees in the largest working shift
	(ii)	Marihuana establishments as defined in Article IV, Chapter 38, section 38-93(b).	1 per 250 sq. ft. usable floor area.
	(jj)	Marihuana retailers as defined in Article IV, Chapter 38, section 38-93(b).	1 per 250 sq. ft. usable floor area.
	(kk)	Micro Breweries	1 for each 2 persons allowed within the maximum occupant load of the interior space, plus 1 for every 4 seats of outdoor dining if present
	(ll)	Miniature golf or par 3 golf course	2 for each hole and 1 for each employee.
	(mm)	Mini-storage facilities	1 per 75 storage units, parallel parking with a maneuvering lane shall be provided around all buildings.
	(nn)	Open air business	1 per 200 sq. ft. indoor usable floor area, plus 1 per 1,000 sq. ft. of outdoor display area.
	(oo)	Outdoor sale areas.	1 per 200 sq. ft. indoor usable floor area, plus 1 per 1,000 sq. ft. of outdoor display area.
	(pp)	Personal service establishment	1 per 400 sq. ft. usable floor area and 1 per personal service booth, chair or room.
	(qq)	Pet shop and sales.	1 per 250 sq. ft. usable floor area.
	(rr)	Printing or publishing.	1 per 1,000 sq. ft. gross floor area
	(ss)	Professional office of doctors, dentists, veterinarians and similar professions	1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
	(tt)	Retail: furniture and appliances	1 per 800 sq. ft. usable floor area.
	(uu)	Retail: All other stores	1 per 250 sq. ft. usable floor area.
	(vv)	Rooming, boarding, and motel accommodations.	1.25 for each rooming unit plus 1 for each employee
	(ww)	Short term rentals	1.25 for each unit
	(xx)	Small distillers.	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
	(yy)	Small wine makers.	1 space per employee on the largest shift, plus 1 space per 4 seats in any tasting room or other visitor facility open to the general public. ²
	(zz)	Social clubs	1 per 5 total occupancy load. ³
	(aaa)	Strip mall areas	1 per 250 sq. ft. usable floor area

	(bbb)	Studio.	1 / 600 sq. ft.
	(ccc)	Theaters	1 per 5 total occupancy load.
	(ddd)	Vehicle sales area	1 per 500 sq. ft. usable floor area, 1 per employee plus one for each automobile for sale
OFFICE USES			
(1)		Use	Number of Minimum Parking Spaces Per Unit of Measure
	(a)	Banks, credit unions, or similar uses	1 per 250 sq. ft. usable floor area.
	(b)	Business and Professional services	1 per 400 sq. ft. usable floor area.
	(c)	Office Buildings	1 per 400 sq. ft. usable floor area.
	(d)	Professional Offices	1 for each 50 sq. ft. of floor area in waiting rooms, and 1 for each examining room, dental chair, office, laboratory, X-ray therapy room or similar use area.
INDUSTRIAL, TRANSPORTATION AND UTILITY USES			
(1)		Use	Number of Minimum Parking Spaces Per Unit of Measure
	(a)	Equipment servicing	5 plus 1 for every 1½ employees in the largest working shift or 1 per 450 sq. ft. of usable floor area whichever is greater.
	(b)	Greenhouses, Industrial	1 per 400 sq. ft. usable floor area.
	(c)	Manufacturing, assembling, processing	5 plus 1 for every 1½ employees in the largest working shift or 1 per 450 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
	(d)	Medical marijuana manufacturing and distribution facilities for primary caregivers and qualifying patients.	5 plus 1 for every 1½ employees in the largest working shift or 1 per 450 sq. ft. of usable floor area whichever is greater.
	(e)	Mineral extraction operations.	1 / each employee on the maximum shift.
	(f)	Provisioning centers	1 per 250 sq. ft. usable floor area.
	(g)	Research and development	5 plus 1 for every 1½ employees in the largest working shift or 1 per 750 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
	(h)	Salvage yard and resource recovery facilities.	1 for each 100 square feet of usable floor area of sales room
	(i)	Small engine repair	1 for each 50 sq. ft. of floor area in waiting rooms
	(j)	Transportation services	1 / 200 sq. ft. of waiting room area

	(k)	Warehousing and distribution	5 plus 1 for every 1½ employees in the largest working shift or 1 per 2,000 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
	(l)	Wholesale activities	5 plus 1 for every 1½ employees in the largest working shift or 1 per 1,000 sq. ft. of usable floor area whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
OTHER USES			
(1)		Use	Number of Minimum Parking Spaces Per Unit of Measure
	(a)	Essential Services	--

(B) *Shared parking.*

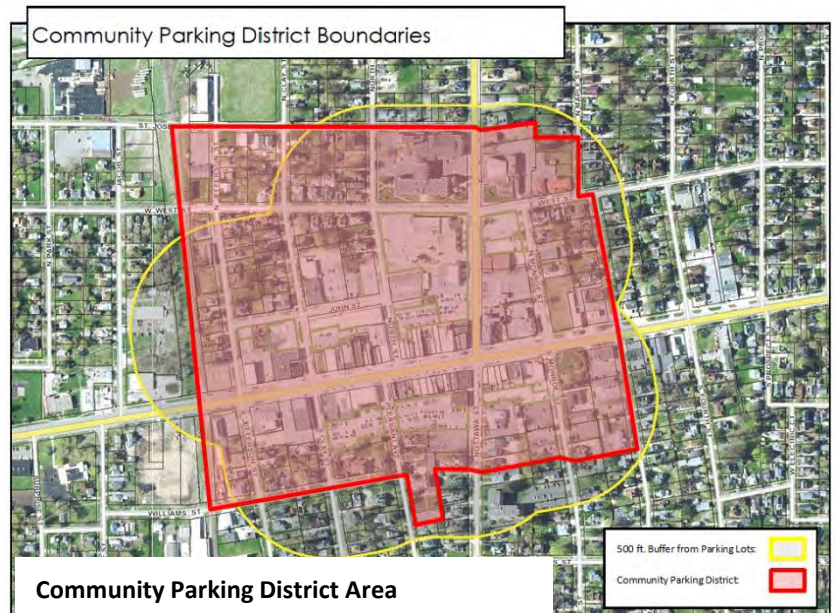
- (1) Two or more buildings or uses may collectively provide the required off-street parking.
- (2) Where there is a mix of land uses that create staggered peak periods of parking demand, the minimum requirements may be reduced according to the provisions in this section.
- (3) To calculate the number of parking spaces required in a shared parking scenario, the sum of the minimum required spaces for all uses must be divided by the shared parking factor specified in Table B3A. The required number of shared parking spaces may be further reduced at the planning commission's discretion.

<i>Example:</i>	<i>Use 1 is residential and requires 12 parking spaces.</i> <i>Use 2 is retail and requires 32 parking spaces.</i> <i>The sum of both requirements is 44 parking spaces.</i> <i>The shared parking factor for residential and retail uses is 1.2.</i> <i>Dividing 44 by 1.2 yields 36.7 required spaces.</i> <i>Fraction is rounded down because it there are 10 or greater spaces required to produce the shared parking requirement: 36</i>
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TABLE B3A: SHARED PARKING FACTORS				
	Residential	Lodging	Office	Retail
Residential	1	1.1	1.4	1.2
Lodging	1.1	1	1.7	1.3
Office	1.4	1.7	1	1.2

Source: Smartcode

- (4) Shared parking facilities shall be among abutting parcels, or if within the B-N district, located within 500 feet of the use. Additionally, shared parking provisions apply for multiple uses within the same development.
 - (5) A copy of a shared parking agreement, recorded with the county register of deeds, between all parties concerned shall be provided to the city. The agreement shall include the owners and occupants of the premises which are served by the parking facility. If an owner or occupant that is part of a shared parking agreement ceases operation, the remaining parties of the shared parking agreement may continue using the shared parking facility. When there is a new occupancy, a change of use shall be the trigger to establish a new shared parking agreement, which shall be provided to the city and approved prior to a building permit be issued.
- (C) *Deferred parking.* For development in any zoning district, the planning commission may defer construction of the required number of parking spaces if, at the outset of development, a parking demand less than that required for the use by this article can be demonstrated. The full parking area shall be reserved, but the unused area may be constructed as additional open space, which shall not be used to satisfy open space area requirements, until such time as it may be needed for parking. A site that contains any deferred parking spaces shall be graded for the full parking area and the deferred parking spaces shall be covered with appropriate groundcover. Adequate stormwater facilities shall also be provided as if the whole parking area were to be developed. If approved, the planning commission shall determine the circumstances under which the deferred parking area will be installed.
- (D) *Stacking spaces.* The following standards shall apply to all required stacking spaces:
- (1) Each stacking space shall be measured at not less than 20 feet in length and ten feet in width.
 - (2) In no instance shall stacking spaces interfere with required parking or maneuvering lanes.
- (E) *Community parking district.* The community parking district encompasses an area in the B-C and B-N districts as indicated in figure community parking district area. Properties within the community parking district, except for single and two family dwellings and multi-family apartment buildings less than 12 units, shall be subject to the following standards:
- (1) *Parking calculations.* All developments in the community parking district shall calculate their required parking as outlined in this section via the following standards or via the tables in § 1.0902(A)(7), whichever is less:



- (a) *Residential use:* One space per dwelling unit
 - (b) *Commercial use:* One space per 400 square feet
 - (2) Changes of use or redevelopments. A lot with an existing building(s) that has a change of use or is otherwise redeveloped shall not require additional off-street motor vehicle parking or loading unless the change of use or redevelopment requires ten or more additional spaces than the previous use.
 - (a) A redevelopment includes existing buildings that are renovated or expanded as well as a building that is completely demolished and replaced with new construction if construction on the replacement building commences within 12 months of demolition.
 - (3) New developments. New developments of vacant lots shall not require off-street motor vehicle parking or loading unless the development requires ten or more parking spaces.
 - (4) Alternative parking plan. If a developer is required to provide new parking spaces under this section, they may provide an alternative parking plan to the planning commission for their consideration. This may include a reduction or elimination of the parking requirement or some alternative for providing parking (i.e. a shared parking agreement). If the plan includes a reduction or elimination of required parking, the planning commission may require a parking study by an approved third-party be completed at the developer's cost to determine current public parking conditions and the impact of the proposal.
 - (5) All properties within the community parking district shall consider adequate passenger loading and curb management, as outlined in § 1.0903(B).
- (F) *Parking in the B-N district.* All properties within B-N zoning district, except those within the community parking district, shall qualify for the following reduced parking requirements:
- (1) On-street parking spaces within 125 feet from lot frontages shall count toward minimum parking requirements. The applicant shall submit aerial and street-level images showing the specific spaces to be counted. The city shall maintain updated documentation on the allocation of on-street parking spaces for properties within the B-N zoning district.
 - (a) Properties may apply for an alternative parking plan, subject to planning commission review and approval. The request, review and fees by the planning commission shall follow the requirements of § 1.0905 of this zoning ordinance.
 - (2) Properties may provide shared parking facilities, subject to the requirements outlined in this article.
 - (3) Any property that uses one of the reduced parking requirement provisions listed in this section shall enter into a recorded agreement with the city, using a form provided by the city, indicating city approval of the reduction of parking requirements. A change of use shall be the trigger to terminate any such agreement.
- (G) *Parking in residential districts and for residential uses.*

- (1) *Location.* For all multifamily residential buildings, institutional uses, and public services in a residential district, the required parking area shall be provided on the same lot with the buildings or on an abutting lot under the same ownership.
- (2) *Driveways.* Parking in residential districts shall not be permitted in any required front yard or in the street side yard of a corner lot except in a driveway or a defined parking area. Driveways and defined parking areas are subject to the following standards:
 - (a) Front yard setback area. The following regulations pertain to the driveways and defined parking areas only in the front yard setback or in the street side yard of a corner lot:
 - i. The maximum width of the driveway or defined parking area shall not exceed the lesser of 35 percent of the lot width or 26 feet.
 - ii. If the lot width exceeds 100 feet, the property owner may request consideration from the planning commission for driveway widths greater than 26 feet and/or for two driveways. For the purpose of this Section, lot width is calculated based on the road frontage of where the driveway is or will be located on the property. The request, review and fees by the planning commission shall follow the requirements of § 1.0602 of this zoning ordinance.
 - iii. The driveway opening where the parking area meets the right-of-way shall be a minimum of ten feet in width and a maximum of 24 feet in width. The driveway opening shall not be greater than two feet more than the right of way opening.

Exception: Improvement of existing driveways, city engineer can approve if minimum width cannot be met based on site constraints.
 - (b) The driveway or defined parking area shall be constructed of a hard surface pavement with a minimum two-and-a-half (2.5) inches of asphalt or four inches of concrete. Bricks or pavers may be approved if they are constructed according to the manufacturer's specifications for driveways but may not be used in the right-of-way or sidewalk area. The right-of-way or sidewalk area must be of a material approved by the city of Sturgis engineering department.

Exception: Existing non-hard surface driveways or parking areas permitted prior to 2011 may be expanded by up to two (2) feet in width without requiring this additional area to be constructed of a hard surface material. This exception may only be utilized once and is subject to compliance with all other applicable requirements of this zoning ordinance.
 - (c) Driveways and parking areas shall be constructed in a way that prevents stormwater from flowing onto adjacent private properties. Draining into the public right-of-way is permitted.
 - (d) Paved wheel tracks for driveways shall not be permitted.
- (3) *Screening.* Within residential areas, all nonresidential parking areas shall be screened according to 1.1106.

- (4) *Type of parking.* Required off-street parking for single-family dwellings may be provided in a stacking configuration in a driveway, garage, or combination thereof.

- (5) *Lawn parking.* Lawn areas shall not be used for off-street parking or regular access to a driveway, building, or accessory structure. Regular access is indicated by tire marks and/or excessive wear on the grass.



- (6) *Repair work.* No commercial repair work, commercial servicing, or selling of any kind shall be conducted on parking areas in residential districts. A resident may repair vehicles which are registered to the address of the resident's dwelling unit on-site; however, in no instance shall a resident repair other vehicles on said property. Such personal repair shall not exceed seven consecutive days in any 30-day period.

- (7) *Sales.* A resident of a dwelling unit may have not more than one motorized vehicle for sale on the site of such dwelling unit at any time. The vehicle for sale must be titled to the resident of the dwelling. In no instance shall vacant residential lots or parcels be utilized for the sale of vehicles, and in no instance shall a vehicle for sale be displayed in a front yard other than on the driveway portion of the yard.

- (8) *Commercial vehicles.* Commercial vehicles shall be prohibited in any residential district or on any residential property. However, this section shall not prevent the temporary location of such vehicle while engaged in a delivery, pick-up or service call to the property.

- (9) *Recreational equipment and vehicles.* Within all residential districts and residential use areas, recreational equipment and no more than one recreational vehicle ("RV") per dwelling unit may be parked on a parcel. Parking of RVs and recreational equipment are subject to the conditions below.

- (a) *Parking in a developed driveway or parking area.* An RV and/or recreational equipment on a trailer may be parked in a developed driveway or defined parking area as long as the required off-street parking requirements are maintained and remain available in addition to the space(s) occupied. The RV and/or recreational equipment shall not encroach on the required front yard setback (see § 1.0501) by more than 15 feet, and can in no case be closer than ten feet to the front lot line or right-of-way.
- (b) *Parking in areas other than a developed driveway or parking area.* An RV and/or recreational equipment may be parked on an occupied property in an area other than a developed driveway or defined parking area if the following provisions are met:

- i. The RV and/or recreational equipment must be owned by the occupant.
 - ii. The RV and/or recreational equipment must be licensed and operable (if applicable).
 - iii. The RV and/or recreational equipment must be maintained and in good repair.
 - iv. The RV and/or recreational equipment must be constructed on a wheel-base or stored on a trailer.
 - v. The area around and under the RV and/or recreational equipment must be kept free of any tall grass or weeds.
 - vi. The RV and/or recreational equipment shall not encroach on the required front yard setback (see §1.0501) by more than 15 feet, and can in no case be closer than ten feet to the front lot line or right-of-way.
 - vii. The RV and/or recreational equipment shall not encroach on a required side yard that is the street side of a corner lot.
- (c) *Temporary parking for RVs and/or recreational equipment.* The occupant is allowed to temporarily park RVs or recreational equipment with the following restrictions:
- i. *Guest RV.* An occupant is allowed to have one guest RV in addition to the requirements of this section. The guest RV must either be parked in a developed driveway or defined parking area or parked according to the provisions of subsections (9)(b)(ii) through (vii). The guest RV may only be parked for a period not to exceed two weeks in any 30-day period and not to exceed six weeks in any calendar year.
 - ii. *Loading and unloading of RVs and recreational equipment.* One RV, trailer, or piece of recreational equipment on a trailer may be parked in a developed driveway or defined parking area irrespective of maintaining off-street parking requirements for a period of two days for purpose of loading and or unloading.

1.0903 REQUIRED LOADING.

- (A) *Freight loading.*
- (1) *Application.* Loading and unloading spaces shall be provided for all commercial and industrial uses, except in cases where adequate space, as determined by the community development department, is or can be provided on adjacent public property.
 - (2) *Location.*
 - (a) The off-street loading zone space shall be located in rear and side yards only. Front yard loading zone spaces are prohibited.
 - (b) Shared loading arrangements amongst establishments are permitted, provided the shared loading information is provided on the site plan.

- (c) Each loading space shall be at least 12 feet in width, 88 feet in length, and have a height clearance of 14 feet above grade. The dimensions of the loading space(s) may be reduced at the planning commission's discretion.
 - (d) No off-street loading zone space shall be located closer than 50 feet to any residentially zoned property, unless wholly within a completely enclosed building or properly screened on all sides facing residential zones as per § 1.1106.
- (3) *Pavement types.* All dedicated loading spaces shall be constructed of a hard surface pavement with a minimum two-and-a-half inches of asphalt or four inches of concrete. The use of gravel, crushed concrete, crushed asphalt, or similar materials shall be prohibited.
 - (4) *Loading space requirements.* The minimum number of loading zone spaces shall be provided as described below. Loading space requirements shall not apply to properties within the community parking district.

SIZE	LOADING SPACE(S)
Less than 10,000 sq. ft. gross floor area	None
10,000—20,000 sq. ft. gross floor area	1
20,001—50,000 sq. ft. gross floor area	2
50,001—100,000 sq. ft. gross floor area	3
100,001 sq. ft. gross floor area or more	5

(B) *Passenger loading and curb management.*

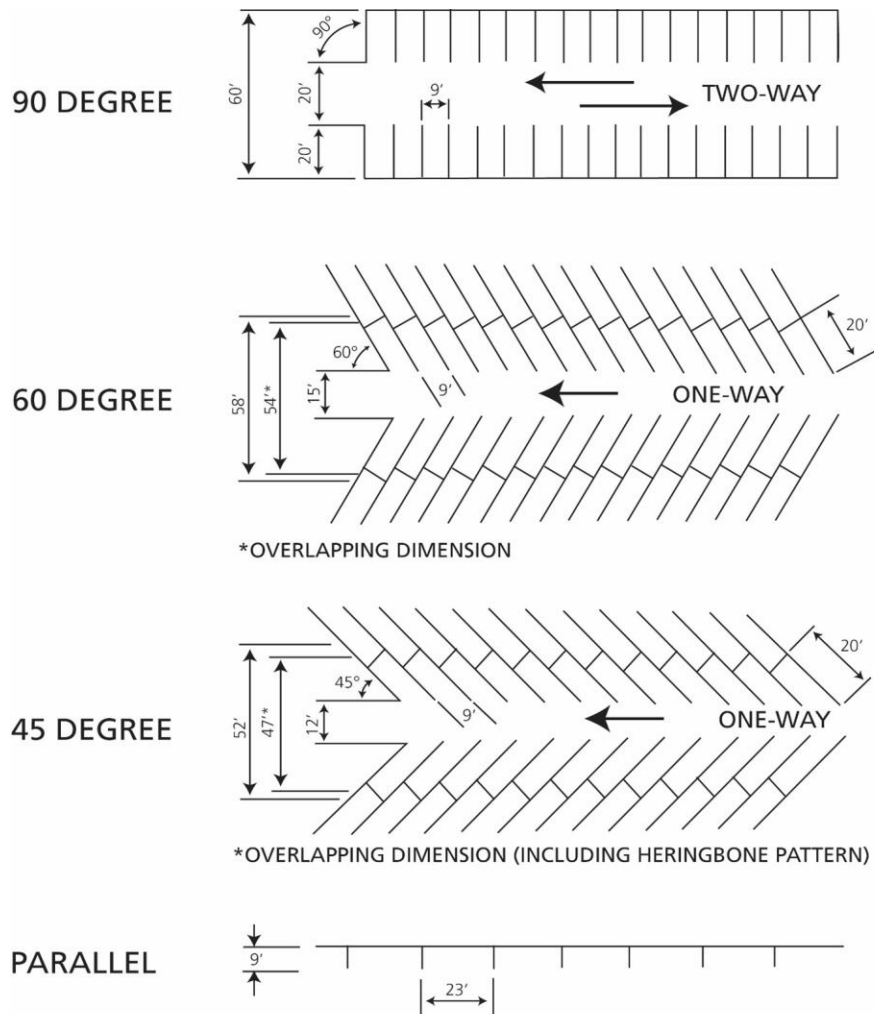
- (1) Properties within the B-C and B-N districts that do not provide immediately adjacent parking shall consider an onsite passenger drop-off and pick-up location for ease of patron access. If it is determined that a passenger loading and curb management space is needed, the zoning administrator may require that the space be permanently provided.

1.0904 PARKING LOT DESIGN.

- (A) *Parking design.* Off-street parking areas shall be designed to the following minimum standards:

Table 1.900B

Parking Pattern (degrees)	Maneuvering Lane Width (feet)	Parking Space Width (feet)	Parking Space Length (feet)	Total Width of One Tier of Spaces (feet)	Total Width of Two Tiers of Spaces (feet)
Parallel parking	12	9	23	NA	NA
30° to 53°	12	9	20	32	52
54° to 74°	15	9	20	36.5	58
75° to 90°	20	9	20	40	60



PARKING DEGREES

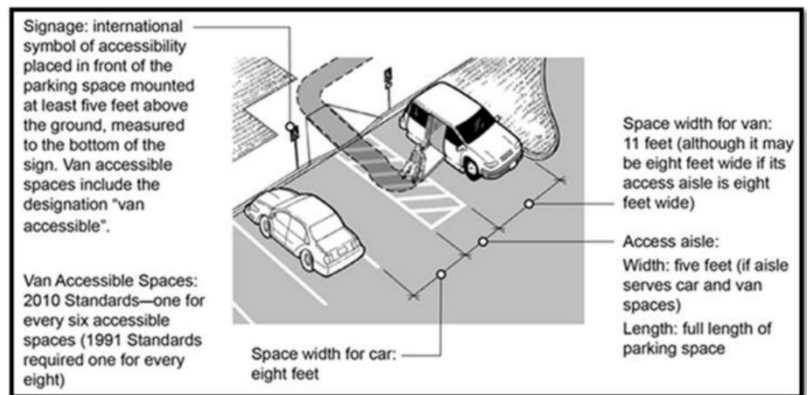
(1) *Barrier-free parking.*

- (a) Off-street parking facilities shall provide barrier-free spaces in accordance with the table below:

Total Number of Parking Spaces Provided in Lot	Minimum Number of Barrier-Free Spaces Required	Minimum Number of Van-Accessible Barrier Free Spaces Required
Up to 25	1	1
26 to 50	2	1
51 to 75	3	1
76 to 100	4	1
101 to 150	5	1
151 to 200	6	1

201 to 300	7	2
301 to 400	8	2
401 to 500	9	2
501 to 1000	2% of total	
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1,000	

- (a) Barrier-free parking spaces shall comply with the following ADA design standards.
- A minimum width of eight feet for automobiles and 11 feet for vans.
 - A minimum five-foot wide access aisle for all types of barrier-free parking spaces. Access aisles shall be marked with painted hatch marks.
 - A van-accessible aisle may be a minimum of eight feet wide if the adjoining access aisle is also eight feet wide.
 - Van-accessible spaces, their associated access aisles, and the vehicular routes serving them shall provide a vertical clearance of a minimum of 98 inches.



Source: <https://adata.org/factsheet/parking>

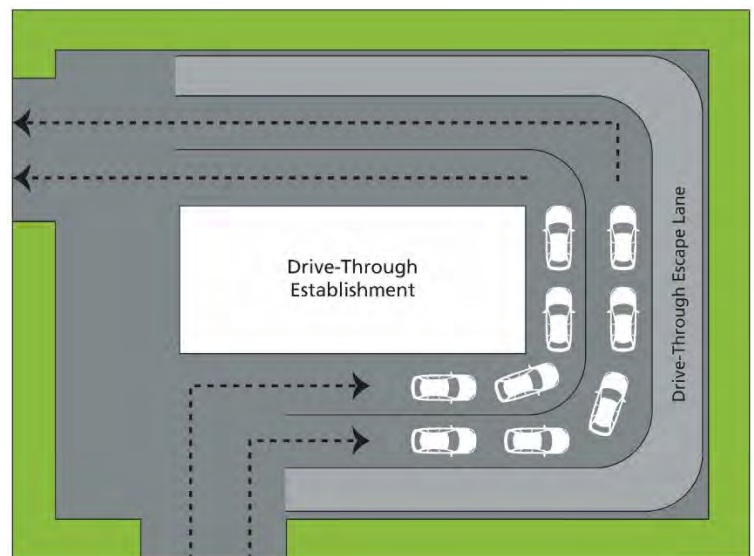
- (B) *Curb and vehicle stops.* All off-street parking areas shall include six inch curbs or vehicle stops to prevent vehicles from overhanging into or over public rights-of-way or on-site sidewalks. If curbs are integrated into the parking area, a seven foot wide sidewalk is required where they abut the curb. If vehicle stops are placed in the parking area, they shall be placed a minimum of three feet from the edge of sidewalks.
- (C) *Circulation.*
- (1) *Interconnectivity and access management.* Any new or rehabilitated off-street parking area in the B-C, B-N, B-H1, or B-H2 district shall include a design for cross-parcel connection to any existing parking area on all adjacent and neighboring properties, and such connection shall be constructed up to the property line. When designing the connection, it is recommended to seek input from the owner of such adjacent property in order to accommodate site limitations or advantages that may not be immediately visible. If no adjacent property and parking facility exists at the time of development,

the new off-street parking facility shall be designed so that future cross-access circulation and access is possible.

Exception: The planning commission may waive this requirement due to specific site and use conditions..

(2) *Drives and aisles.*

- (a) All parking areas shall be provided with circulation aisles meeting the standards of this article for parking design.
- (b) All maneuvering lane widths shall permit one-way traffic movement, except that the 90° pattern may permit two-way movement.
- (c) In no case shall a parking space be permitted which would necessitate the backing of a motor vehicle into a street or over a public walk.
- (d) Parking lots with 300 or more spaces shall include perimeter drives and a central access drive leading to the principal building.
- (e) Adequate ingress and egress to the parking lot by means of clearly limited and defined drives shall be provided for all vehicles. Driveways shall be a minimum of 24 feet wide and permit two-way traffic. For one way traffic, the minimum width shall be 15 feet wide and must be approved by city staff. Upon city staff recommendation, the planning commission may approve a smaller driveway width or require a larger one based on evidence such as trip generation data or physical roadway conditions.
- (f) Each entrance to and exit from any off-street parking lot for commercial and manufacturing use shall be at least 25 feet from any residential property line that is abutting or directly across the street, unless approved by the city engineer.
- (g) Any construction or rearrangement of existing drives which involve the ingress or egress of vehicular traffic to or from a public street shall be approved by city staff in accordance with traffic safety standards and best practices.
- (h) An escape lane is required for all new developments with a drive through. Redevelopments of existing sites with existing buildings will not be required to provide escape lanes if the site does not permit due to site constraints.



- (D) *Pedestrian circulation.* All off-street parking areas, except for those in industrial districts and single-family residential districts, shall consider safe and efficient

pedestrian circulation. This may include paved walkways, marked pavement patterns, and other facilities to define pedestrian movement and alert drivers to possible conflicts.

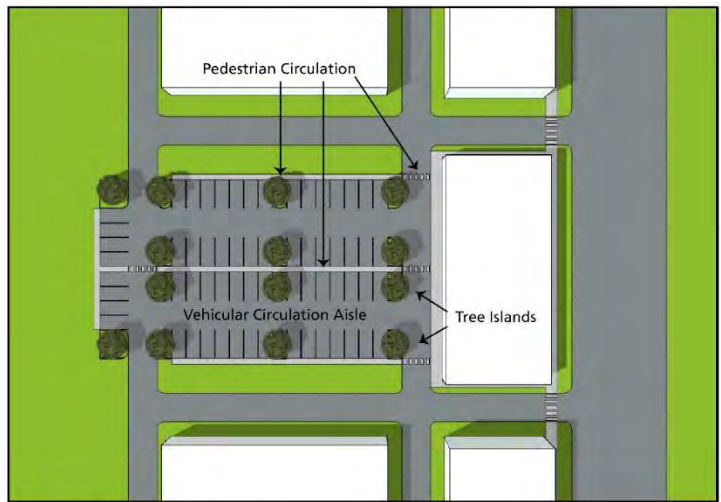
(E) *Screening, landscaping, and lighting.*

(1) *Screening and landscaping.*

- (a) Off-street parking areas shall be effectively screened and landscaped on any side which adjoins or faces a residential district or any residential or institutional use as per § 1.1106.
- (b) All dumpsters and mechanical equipment located in any off-street parking lot shall be screened on all sides with a durable, opaque material, at a minimum height of one foot above the trash receptacle or mechanical equipment. The maximum height shall not exceed eight feet.

(2) *Tree islands.* All new off-street parking areas with 20 or more parking spaces per row shall provide tree islands in the parking lot design satisfying the following standards. Referencing the City's Forestry Ordinance (Chapter 66 of the Sturgis Code of Ordinances) for recommendations on tree species is highly encouraged.

- (a) Single-loaded aisles shall have one tree island containing one canopy tree at both ends of each row. The minimum dimensions for each island shall be nine feet by 18 feet.
- (b) Double-loaded aisles shall have one tree island containing two canopy trees at both ends of each row. The minimum dimensions for each island shall be 12 feet by 36 feet.
- (c) Tree islands shall be surrounded by a concrete curb at a height of six inches and shall be vegetated with turf in addition to the required canopy tree(s). The islands may be used for stormwater management if appropriate curb cuts are placed to allow the flow of stormwater into the island from parking areas. Snow storage on tree islands is prohibited.



Conceptual image of tree islands.

(F) *Exterior lighting.*

- (1) Exterior lighting shall be arranged so it is deflected away from adjacent properties and so it does not impede the vision of traffic along adjacent streets. Lighting shall not exceed 0.5 footcandles when measured from ground level at the adjoining property boundary.
- (2) Flashing or intermittent lights shall not be permitted.

- (3) Light poles and fixtures shall be no higher than 25 feet in parking lots, and no higher than 16 feet in height along interior sidewalks and walkways. All light poles and fixtures shall have a downcast glow.
- (4) Light poles and fixtures set in the perimeter of parking areas shall not be placed in a parking space.
- (G) *Surfacing and stormwater management.*
 - (1) *Materials and surfacing.* The entire parking and loading area for all commercial and industrial districts, including parking spaces and maneuvering lanes, shall be provided with 2 ½" asphalt, 4" concrete, brick, pervious pavers, or other similar hard surfacing in accordance with specifications approved by the zoning administrator and city engineer except as provided for residential areas. In instances where a parking area is non-conforming, the expansion or significant improvement of the use of the land or structure shall require the paving of such parking area to conform with this Section.
 - (a) Screened storage areas shall not be required to be paved with a hard surface but in no instance shall green space be used for parking. Surface to be approved by zoning administrator and city engineer.
 - (b) Parking and loading areas shall be surfaced within six months of the issuance of a permit. One three-month extension may be granted by the building official upon written request, with ample cause for an extension.
 - (c) Paved wheel tracks for driveways shall not be permitted.
 - (2) *Stormwater and drainage.* Off-street parking areas shall be drained to dispose of all surface water accumulated in the parking area in such a way as to preclude drainage of water onto adjacent property or toward buildings. All surface stormwater drainage areas abutting a driveway, parking area, or sidewalk that are greater than three feet in depth and have a side slope steeper than one foot in vertical rise for every three feet in horizontal run shall be enclosed with four foot high fencing. Fencing installed around storm water drainage areas shall be chainlink and must be maintained free of debris, weeds and noxious growth. All stormwater and drainage must adhere to the city's stormwater management guide.

1.0905 VARIANCES AND EXCEPTIONS.

- (A) *Planning commission waiver or consideration.* The planning commission may reduce or waive the number of off-street parking and/or loading spaces required for a specific use, provided it determines that no good purpose would be served by providing the required number of such spaces. Any such reduction or waiver request shall require a public hearing, and the planning commission shall process the request and give notice of said public hearing in accordance with the provisions of § 1.0602(C) of this zoning ordinance. In making such a determination to reduce or waive the requirements for off-street parking and/or loading spaces of this chapter, the planning commission may consider the following:
 - (1) Extent that existing on-street parking and/or loading spaces can effectively accommodate the parking and loading needs of a given use without negatively impacting traffic safety or adjacent uses.
 - (2) Existing and proposed building placement.

- (3) Location and proximity of municipal parking lots and/or public alleys.
- (4) Agreement for parking and/or loading spaces with adjacent or nearby property owners.
- (B) *Zoning board of appeals.* The zoning board of appeals shall have authority to interpret this section and may grant variance from these requirements in specific cases, according to the standards of 1.1405 of this zoning ordinance.



ARTICLE X. SIGNS

ARTICLE X. SIGNS

1.1001 GENERAL REQUIREMENTS.

The following are the general requirements for all signs:

- (A) *Wind pressure and dead load requirements.* Ground, projecting, wall and marquee signs shall be designed and constructed to withstand a wind pressure of not less than 30 pounds per square foot of surface area and shall be constructed to receive dead loads as required elsewhere in the city code.
- (B) *Permit number to be on sign.* Signs shall have placed in a conspicuous place thereon, in letters not less than one-half inch in height the permit number.
- (C) *Illumination.* Internally and externally lighted, reflectorized, glowing, and other forms of illumination shall be permitted on all signs except as regulated elsewhere in this zoning ordinance. All illuminated signs shall meet the following provisions:
 - (1) All illumination shall be concentrated on the area of the sign or landscape feature so as to prevent glare upon the street or adjacent property.
 - (2) No sign shall be illuminated by other than electric means or devices, and wiring shall be installed in accordance with the National Electrical Code.
 - (3) All electrical transformer boxes, raceways, and conduits shall be concealed from view. Any concealment or other visible part of these elements should be painted to match the building area to which they are attached, or otherwise painted to be harmonious with the building.
- (D) *Obstruction to doors, windows and fire escapes.* No sign shall be erected or maintained so as to prevent free ingress and egress from any door, window or fire escape.
- (E) *Signs not to construct a traffic hazard.* No sign shall be erected at the intersection of any streets in such a manner as to obstruct free and clear vision or any location where, by reason of the position, shape, or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, or which makes use of the word, "Stop," "Look," "Danger," or any word, phrase, symbol, or character in such manner as to interfere with, mislead, or confuse traffic. At street intersections, no signs other than municipal traffic control signs shall be located within eight feet of the ground surface in the triangle formed by the property lines paralleling the streets and extending for a distance of 25 feet each way from the intersection of the right-of-way lines at the corner lot.
- (F) *Removal of certain signs.* Any sign now or hereafter existing which no longer advertises a business conducted, or a product, or entertainment, service, or commodity offered or sold on the lot, shall be taken down and removed by the owner, agent or person having the beneficial use of the building or structure upon which said signs shall be found 60 days after written notice from the city.

Awning or Canopy



Window

Billboard

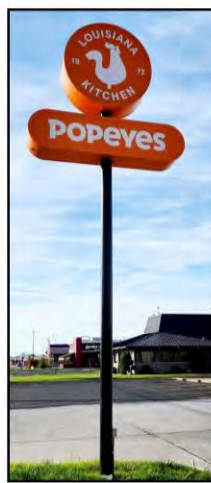


Pylon

With Electronic Message Display



Without Electronic Message Display



Multitenant



Sign Types

Wall



Ground Sign with Electronic Display



Marquee



Projecting



Sign Types (Continued)

Temporary Signs

Yard

Rigid Frame



Wire Frame



Sandwich Board



Feather



Temporary Promotional Banner



Sign Types (Continued)

- (G) **Sign area.** The area of all signs shall be computed as follows:
- (1) The total area of the lettering and display background where the sign background is separated from the principal building.
 - (2) The total area of the lettering and display background where the background is illuminated from within, whether attached to or separate from the principal building.
 - (3) The total area encompassed by an imaginary line which can be drawn around all the lettering or designs where the lettering or signs are affixed to the wall of a building and the wall constitutes the background.
- (I) **Permits.** No sign shall be erected, constructed, repaired, or relocated without a building permit or a temporary permit. This is meant to include those commercial signs of a temporary nature advertising special events. The re-lettering, repainting, or changing of lighting elements of a permitted sign for the same business shall not require a building permit.
- (J) **Directional signs.** Directional signs such as entrance and exit signs not exceeding six square feet in area per sign are permitted in R-4, B-OS, B-C, BH-1, BH-2, M, and M-2 districts exclusive of the maximum sign area requirement for the district in which they are located.
- (K) **Prohibited sign types.** Sign types not specifically permitted in any zoning district shall be interpreted to be prohibited from such district.
- (L) **Tourist oriented directional signs.** Tourist oriented directional signs, as defined in Michigan Public Act 299 of 1996 are permitted if approved by the Michigan Department of Transportation pursuant to the PA 299 of 1996 and by a vote of the Sturgis City Commission.
- (M) **Electronic message display signs.** Electronic message display signs shall be subject to the following requirements:
- (1) Only allowed on permitted, non-residential uses in all zoning districts.
 - (2) Electronic message display signs are subject to the following additional restrictions based on their zoning district:
 - (a) Only one sign incorporating an electronic message display is permitted in residential zones for non-residential uses.
 - (b) Electronic message display signs in the BC district must be recommended by the design review committee, as per [Article XIII](#) of the zoning ordinance, prior to an application for approval being considered by the planning commission.
 - (c) Areas located in the central business district as defined in § [1.1004](#) but not located in the B-C—central business zoning district shall follow the requirements for electronic message display signs of the zoning district in which they are located.
 - (3) Must be part of a ground or pylon sign. The electronic message display shall be a part of the primary ground or pylon sign and shall not exist as a standalone sign.
 - (4) Flashing, rotating, strobing, audio or noise, pyrotechnic simulation or creating a distraction shall be prohibited.
 - (5) Length of time a message must be displayed before changing and message display mode is determined by district as outlined in Table [1.1001A](#).

TABLE 1.1001A

Zoning District(s)	Minimum Length of Time Between Static Message Changes	Type of Message Display Modes Allowed
R-1, R-2, R-3, R-4, R-5, BC	Once every 30 seconds	Static message
BH-2, B-N, BOS, M	Once every three seconds	Static message and traveling text
BH-1	Once every three seconds for static messages and maximum display time for animation shall be ten seconds.	Static message, traveling text, and animation

- (6) Modes: The following modes of operation are described for electronic message signs:
- (a) *Static.* Messages which include no animation or effects simulating animation.
 - (b) *Traveling text.* For electronic message display signs displaying a single line of text, the text message may continuously travel. Message cannot include images, animation, or effects simulating animation.
 - (c) *Animation.* Messages which include motion graphics and video are displayed.
- (7) Transitions: Electronic message display signs shall be operated in one of the permitted modes except for transitions between messages.
- (a) Permitted transition types for static messages include:
 - i. *Instantaneous.* Change between messages without noticeable transition.
 - ii. *Fade.* Messages are changed by means of varying light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases in intensity to the point of legibility.
 - iii. *Traveling.* Signs where the message is changed by the apparent horizontal movement of the letters or graphic elements of the message.
 - iv. *Scrolling.* Signs where the message is changed by the apparent vertical movement of the letters or graphic elements of the message.
 - (b) The transition time between messages and/or message frames is limited to three seconds and these transitions may employ fade, dissolve, and/or other transition effects.
- (8) Electronic message displays must have an automatic sensor that adjusts their brightness and intensity during operational hours. The overall brightness and intensity shall only be enough to make the sign legible and shall not create a nuisance or a traffic hazard. Luminance shall not exceed 0.3 foot-candles above the ambient (i.e., naturally

illuminated environment) light measurement when measured at the recommended distance, based on the electronic message display size.

- (9) If a property has an electronic message display sign that is within 150 feet of a residential dwelling unit, it must be automatically turned off from dusk until dawn if equipped with a photosensor or other similar device. If the sign is not equipped with this option, the sign must be turned off between 7:00 p.m. and 7:00 a.m. a. The distance provided in this section shall be measured by following a straight line, without regard to intervening buildings, from the nearest edge of electronic message display sign to the nearest point of the primary structure of residential dwelling unit.
- (10) All electronic message display signs permitted before the effective date of this section that can be altered to comply with it must be so altered.
- (11) In the event of a malfunction, an electronic message display message sign shall turn to a dark screen. The dark screen shall remain until the malfunction is corrected.
- (N) Flags of the United States, the state, the city, foreign nations having diplomatic relations with the United States, military, and any of their flags adopted or sanctioned by an elected legislative body of competent jurisdiction are not considered signs.
- (O) Signs are not permitted to extend above the roofline of the structure.

1.1002 SIGNS IN THE R DISTRICTS.

- (A) In the R residential districts the following accessory signs only shall be permitted:
 - (1) One nonilluminated wall sign not more than 144 square inches in area attached to the principal building.
 - (2) Signs which are deemed necessary to the public welfare by the governing body.
 - (3) Refer to § 1.1002(B) for permitted non-residential uses in residential districts.
- (B) *Permitted non-residential uses and apartment buildings.* In addition to the signage above, sign(s) may be erected in residential districts for permitted non-residential uses and apartment buildings. Such signs shall meet all the requirements as stated under this zoning ordinance including the following:
 - (1) No establishment is permitted to have more than two signs in total, which may face either a street, a parking area, or one of each. This does not allow for two signs facing the street and two signs facing the parking area.
 - (2) All signs attached to a building shall comply with the following requirements:
 - (a) No sign shall exceed 32 square feet.
 - (b) Where a sign extends more than three inches from the face of the building, the sign shall be no closer than eight feet to the ground.
 - (c) The maximum width of any sign attached parallel to a wall shall not exceed 60 percent of the width of the wall.
 - (1) There shall be no more than one ground sign per public road frontage.
 - (a) No part of the sign shall be closer than five feet to any property line or sidewalk.

- (b) No sign shall exceed 32 square feet in area for a single face and 64 square feet in area if a two-sided sign. If a parcel has multiple road frontage access, then an additional ground sign is allowed up to a maximum of 50 square feet of total signage, counting a single face of each sign. Sign(s) shall not exceed six feet in height.

1.1003 SIGNS IN B-OS BUSINESS, OFFICE, SERVICE DISTRICT.

- (A) In B-OS business, office, service districts, no sign shall be permitted which is not accessory to the business conducted on the property and shall meet all requirements of this zoning ordinance including the following:
 - (1) The total sign area for all signs permitted shall not exceed 30 percent of the area of the front face of the building.
 - (2) No establishment is permitted to have more than two signs in total, which may face either a street, a parking area, or one of each. This does not allow for two signs facing the street and two signs facing the parking area.
 - (3) All signs attached to a building shall comply with the following requirements:
 - (a) No sign shall extend further than 24 inches over a street or public property. Where a sign extends more than three inches from the face of the building, the sign shall not be closer than eight feet to the ground.
 - (b) The maximum width of any sign attached parallel to a wall shall not exceed 60 percent of the total width of the wall. However, if the wall contains a bump-up or bump-out/in feature, a sign may cover the entire width of that individual section, provided that the total sign width does not exceed 60 percent of the overall wall width.
 - (c) No part of the sign shall be closer than five feet to any property line or sidewalk.
 - (4) A ground sign is permitted in addition to the total number permitted in subsection (A)(2) above, computed as part of the maximum total area permitted in subsection (A)(1) of this section above. The ground sign shall not exceed 30 square feet in area per sign face and shall not exceed six feet in height.

1.1004 SIGNS IN B-C CENTRAL BUSINESS DISTRICT.

In the central business district, no sign shall be permitted which is not accessory to the business conducted on the property. Accessory signs may only be erected, painted or placed in accordance with the following requirements.

- (A) Signage size, location and number.
 - (1) The total area for all permitted signs shall not exceed ten percent of the first floor front face area of a tenant.
 - (2) Additional signage allowed. The following signs are allowed and are not counted as part of the total sign area calculation in subsection (A) (1) of this section.

- (a) An additional sign for each first floor tenant space may be placed on the rear of a building, if that tenant space has an entrance at the rear of the building used by the public. This sign cannot exceed 50 percent of the allowable signage.
 - (b) Window signage.
 - i. Window signage shall not exceed 30 percent of each individual window and up to a total of 25 square feet per tenant is allowed.
 - (c) An additional sign relating to business open and hours may be provided for each first floor tenant space of a building. These signs must be window signs subject to the regulations of above subsection (A) (2) (b).
 - (d) An additional sign may be placed on the first floor of the building listing all businesses operating on a floor other than the first floor. The total area of this sign may be 25 percent of the primary exterior entry way leading to the non-first floor tenant space(s) as determined by the zoning administrator. The sign may not exceed five square feet.
- (3) If a first floor tenant space has no access from the front of the building and its principal store front is on the side or rear of the building, the total area for all permitted signs of that tenant space shall not exceed ten percent of the first floor tenant space of the principal store front.
- (a) The location of the principal store front will be determined by the zoning administrator.
- (4) No establishment is permitted to have more than two signs in total, which may face either a street, a parking area, or one of each. This does not allow for two signs facing the street and two signs facing the parking area, not including signs under subsection (A) (2) (b) of this section.
- (5) No sign shall be placed above the first floor or above the bottom window ledge of the second floor window.
- Exception 1.* If the entire wall area where the sign is to be placed has no openings, a sign may be placed anywhere on the wall face.
- Exception 2.* A sign may be placed up to the top of the second-floor windows if the wall area where the sign is to be placed is at least six (6) feet from any opening on the second floor or abutting buildings. All proposed signs under this subsection must be reviewed by the design review committee and receive a recommendation before being considered by the planning commission.
- (6) Where a sign extends more than three inches from the face of the building, the sign shall not be closer than eight feet to the ground.
 - (7) The maximum width of any sign attached parallel to a wall shall not exceed 60 percent of the total width of the wall. However, if the wall contains a bump-up or bump-out/in feature, a sign may cover the entire width of that individual section, provided that the total sign width does not exceed 60 percent of the overall wall width.
- (B) Signage types.
- (1) Wall and projecting signs are permitted, computed as part of the maximum total area in subsection (A) of this section.

- (2) Ground sign. A freestanding ground sign is permitted, computed as part of the maximum total area permitted in subsection (A) of this section. The sign shall not exceed 32 square feet in display area. The freestanding ground sign shall not exceed six feet in height and must be set back five feet from all property lines and sidewalks. Corner clearances must be maintained as per § 1.1107.
- (3) A building with at least three or more distinct business or office uses shall be permitted to have a sign identifying each business or office as a combined ground sign. The area of a ground sign shall not exceed 60 square feet per sign face. The sign area allowed for each business or office shall be prorated by the shopping center, business or office complex; however, no one business shall exceed 50 percent of maximum area allowed.
- (4) Canopy sign. Where a building has a canopy constructed as an integral part of the building, signs may be placed upon the canopy if parallel to the building face.
 - (a) The permitted area of awning and canopy signs shall be determined as part of the total area for signs as provided in subsection (A) of this section.
 - (b) Awning and canopy signs can be internally lighted provided that only the letters and/or logo of the sign are illuminated and are designed with a translucent and not transparent material. Any other part of the awning must be made of an opaque material.
- (5) Window sign. Window signage should be applied to the window or mounted on the interior of the building using high quality materials and application methods such as paint or vinyl film, wood or metal panels with applied lettering, or neon signs conforming to the other provisions of this zoning code. Illuminated tube band signs, or neon surrounding an entire window is prohibited.
- (C) Sign materials and lighting shall be harmonious with the historic character of the buildings in the district and shall utilize materials as may be appropriate such as wood, brass, vintage painting, etc. in conformity with design guidelines established by the downtown development authority, a copy of which is incorporated herein by reference and which is available in the office of the city clerk. The community development department shall be responsible for determining if the sign design is in conformity with those design guidelines, subject to review by the planning commission or its designated design review committee.
- (D) Internal and external illumination on signage in the central business district (B-C) is allowed as regulated in this zoning ordinance.
 - (1) Provided lighting must be steady and stationary in source and intensity. Acceptable sources include incandescent, halogen, neon, LED, and metal halide lighting.
 - (2) For internally lighted signs and awnings, only letters, numerals, and logos may be illuminated.
 - (3) Acceptable forms of internally lighted signs include:
 - (a) Backlit (halo) signs.
 - (b) Individual internally-illuminated letters (channel or dimensional lettering).
 - (c) Box-type signs with three-dimensional push-through or inset graphics.
 - (d) Awning or canopy signs where letters and logos are translucent.

- (4) All proposed internally illuminated signage will be sent to the design review committee for recommendation before an application is considered by the planning commission.
- (E) Internally illuminated box signs shall only be permitted with metal or completely opaque material backgrounds. Letters and logos must be stencil cut through the surface and filled with three-dimensional push-through or inset graphics that are of a translucent and not transparent material.
- (F) Internally lit, channel letter/logo signs may be lit using either exposed neon tubing within the letter/logo channel or another light source behind a translucent, not transparent material. For non-neon signs, letter forms must contain soft, diffused light sources inside each letter or logo. Regulations for distance of the letters from the building will be as follows:
 - (1) Channel letters with transformers mounted inside the letters shall not extend more than 16 inches from the building wall.
 - (2) Channel letters with remote transformers shall not extend more than 12 inches from the building wall.
 - (3) Channel letters mounted on a raceway shall not extend more than 16 inches from the building wall.
- (G) No flashing sign, rotating or moving sign, animated sign or sign with moving lights or creating the illusion of movement shall be permitted. A sign whereon the current time and/or temperature is indicated by intermittent lighting shall not be deemed to be a flashing sign if the lighting changes are limited to the numerals indicating the time and/or temperature and are not more frequent than every 15 seconds.
- (H) The community development department may request a review by the planning commission design review committee where a question may exist as to the application of this section. A design review committee shall be appointed by the planning commission for the purpose of assisting the planning commission to preserve, protect and enhance the aesthetic appeal of the central business district as it relates to signage and to protect property values through the application of good design principles; and promote the general health, safety and welfare of the central business district and the community. The design review committee shall consist of not less than three regular members and shall include one member of the planning commission, one member of the downtown development authority and one member at large. The review committee, as it determines necessary or appropriate, shall utilize the assistance of planning, architectural and other consultants. The review committee shall seek the assistance of relevant experts in an effort to achieve accord in those instances in which the applicant objects to the decision of the review committee.

1.1005 SIGNS IN B-H1 BUSINESS HIGHWAY 1 DISTRICT.

- (A) In the B-H1 business highway district no sign[s] shall be permitted which is [that are] not accessory to the business conducted on the property, except a billboard as a special use subject to the following requirements are met.
 - (1) No establishment shall have a total of more than three sign types facing upon any one street or parking area.

- (2) All signs attached to a building shall comply with the following requirements:
- (a) Where a sign extends more than three inches from the face of the building, the sign shall not be closer than eight feet to the ground.
 - (b) Wall signs are permitted and the combined area per road frontage shall not exceed 15 percent of the total area of the wall to which the signs are attached. In addition, the total area shall not exceed 100 square feet per road frontage.

Exception. Where an establishment does not face a road and only faces a parking lot, the allowable sign area shall be determined based on the area of the principal storefront wall area of the tenant space.
 - (c) The maximum width of any sign attached parallel to a wall shall not exceed 60 percent of the total width of the wall. However, if the wall contains a bump-up or bump-out/in feature, a sign may cover the entire width of that individual section, provided that the total sign width does not exceed 60 percent of the overall wall width.
 - (d) For wall frontage on a public or private street that exceeds 200 lineal feet of frontage and with a setback greater than 300 feet from a public or private street and having a usable floor area of 50,000 square feet or more, the following maximum allowable sign areas may be used in place of § 1.1005(A)(2)(b):

Building Setback (in feet)	Wall Sign Area Permitted (in square feet)
Less than 10,000 sq. ft. gross floor area	None
300—400	150
400—500	175
Greater than 500	Total wall sign area shall not exceed 10 percent of the total wall area of the wall to which the signs are attached

- (3) All pylon or ground signs must meet the following requirements:
- (a) A pylon sign is permitted and shall not exceed 60 square feet in area per sign face. A pylon sign shall be no higher than 30 feet or closer to the ground than eight feet. No part of the sign shall be closer than five feet to a property line or sidewalk. In no case shall there be more than one pylon sign with the same business name or logo facing upon any one street.
 - (b) A ground sign is permitted and shall not exceed 30 square feet in area per sign face and shall not exceed six feet in height. No part of the sign shall be closer than five feet to the property line or sidewalk.
 - (c) There shall only be one ground sign or pylon sign facing upon any one street; however, a second sign shall be allowed for a development having more than one entranceway onto a road right-of-way, and where those entrance ways are at least 250 lineal feet apart. In these cases, signs must be placed no closer than 150 lineal feet apart and the second sign shall be a ground sign.

- (d) A shopping center, business or office complex with at least three or more distinct business or office uses shall be permitted to have a sign identifying each business or office as a combined pylon or ground sign. The area of a pylon sign shall not exceed 120 square feet per sign face and the area of a ground sign shall not exceed 60 square feet per sign face. The sign area allowed for each business or office shall be prorated by the shopping center, business or office complex; however, no one business shall exceed 50 percent of maximum area allowed.
- (4) Lots with dual frontages may not combine permissible signs for one frontage with another frontage for the purpose of placing a combined area of sign area on one frontage.
- (5) No sign shall be lighted by means of flashing or intermittent illumination. All light sources used for the illumination of signs or buildings or areas surrounding them, or for the illumination of display merchandise or products shall be completely shielded from the view of vehicular traffic.

1.1006 SIGNS IN B-H2 BUSINESS HIGHWAY 2 AND M MANUFACTURING DISTRICTS.

- (A) In the B-H2 business highway 2 and M manufacturing districts, no sign[s] shall be permitted which is [that are] not accessory to the business conducted on the property, except a billboard as permitted below:
 - (1) No establishment is permitted to have more than three signs in total, which may face either a street or a parking area.
 - (2) The total sign area for all signs at each tenant space permitted shall not exceed 30 percent of the area of the front face of the building up to a maximum of 150 square feet.
 - (3) All signs attached to a building shall comply with the following requirements:
 - (a) No sign shall extend further than 15 inches over a street or public property or required side yard. Where a sign extends more than three inches from the face of the building, the sign shall not be closer than eight feet to the ground.
 - (b) The maximum width of any sign attached parallel to a wall shall not exceed 60 percent of the total width of the wall. However, if the wall contains a bump-up or bump-out/in feature, a sign may cover the entire width of that individual section, provided that the total sign width does not exceed 60 percent of the overall wall width.
 - (4) A pylon sign is permitted, computed as part of the maximum total area permitted in subsection (A)(2) of this section above. The sign shall not exceed 60 square feet in area. A pylon sign shall be no higher than 30 feet or closer to the ground than eight feet. No part of the sign shall be closer than five feet to a property line.
 - (5) A ground sign is permitted, computed as part of the maximum total area permitted in subsection (A)(2) of this section above. The sign shall not exceed 30 square feet in area per sign face and shall not exceed six feet in height. No part of the sign shall be closer than five feet to the property line.

- (6) A shopping center, business or office complex with a group of business or office use shall be permitted to have a sign identifying each business or office as a pylon or ground sign. The area of such sign shall be governed by the sign area allowed for all signs as required in section (A)(2) above. The sign area allowed for each business or office shall be prorated based on the sign area allowed for each business or office unless otherwise agreed to by the shopping center, business or office complex but in no instance shall the total area of all signs exceed the requirements of section (A)(2).
- (7) No sign shall be lighted by means of flashing or intermittent illumination. All light sources used for the illumination of signs or buildings or areas surrounding them, or for the illumination of display merchandise or products shall be completely shielded from the view of vehicular traffic.
- (8) Billboards may be permitted in M manufacturing districts in accord with provisions of [Article VI](#), special land uses and structures.
- (9) Temporary signs subject to § 1.1012.

1.1007 SIGNS IN THE PDD-2 PLANNED DEVELOPMENT DISTRICT 2.

Sign Type	Maximum Quantity	Maximum Letter Height	Maximum Signage Area
Primary Sign Types			120 sq. ft.
Type A—Trellis/Marquee	One per Tenant frontage	24 Inches	120 sq. ft.
Type B—Fascia Wall Sign	One per Tenant frontage	24 Inches	120 sq. ft.
Type C—Feature Sign	One per Tenant frontage	24 Inches	120 sq. ft.
Secondary Sign Types			60 sq. ft.
Type D—Window and Door	One per window	8 inches	10 sq. ft. (only 1 side counted)
Type E—Changeable Signs	One easel per major entry	N/A	12 sf (umbrellas) sq. ft. (easels)
Type F—Projecting Blade Sign	One per Tenant frontage	N/A	10 sq. ft. (only 1 side counted)
Type G—Awning Sign	One per awning	8 inches	10 sq. ft. per awning
Type H—Plaque Sign	One per major entry	N/A	4 sq. ft.

- (A) Signs shall be designed as an integral part of the storefront design concept and shall complement the existing context of other buildings and signs in the PDD-2 district.
- (B) Primary sign area is limited to 1.5 square feet per linear foot of frontage, up to the maximum size indicated in the chart below. (Frontage is measured parallel to street right-of-way.)
- (C) Secondary sign area is limited to .75 square feet per linear foot of frontage, up to the maximum size indicated below.

- (D) Graphic symbols and corporate logos, when used with primary signs (sign types A, B, and C) shall not exceed eight feet in any one direction or 64 sq. ft. in aggregate area. Such square footage shall be computed as part of the maximum sign area permitted.
- (E) All primary signs must be three-dimensional, with maximum letter return of six inches and a minimum panel thickness of one inch.
- (F) Tenants in corner locations or with frontage on two principal streets may be permitted to use two or more primary signs for identification. If in a corner location, one of the signs must be a feature/marquee type sign.

1.1008 SIGNS IN THE PDD-3 PLANNED DEVELOPMENT DISTRICT 3.

- (A) *Signage size, location and number.* Buildings in PDD-3 are allowed signage for the primary occupant, secondary tenant spaces, and one building ground sign.
 - (1) *Primary occupant signage.* The total area for all permitted signs for the primary occupant shall not exceed ten percent of the first floor principal face area of the building.
 - (a) The primary occupant is defined as the business or entity that occupies more than 50 percent of the floor area of building.
 - (b) The principal face of the building will be determined by the zoning administrator.
 - (c) The primary occupant shall have a total of no more than two signs attached to the building, not including signs under subsection (A)(4) of this section.
 - (2) *Secondary tenant space signage.* The total area for all permitted signs for a secondary tenant shall not exceed ten percent of the first floor front face area of the tenant space.
 - (a) A secondary tenant is defined as any business that occupies less than 50 percent of the floor area of the building and has a tenant space with a public, exterior access.
 - (b) A secondary tenant space shall have a total of no more than two signs facing upon any one street or parking area, not including signs under subsection (A)(4) of this section.
 - (c) No sign for a secondary tenant space shall be placed above the first floor.
 - (3) *Building ground sign.* Each parcel is permitted one freestanding ground sign. The freestanding ground sign shall not exceed six feet in height and must be set back five feet from all property lines and sidewalks. Corner clearances must be maintained as per § 1.1107.
 - (a) If promoting only the primary occupant, the sign shall not exceed 32 square feet in display area per sign face.
 - (b) If promoting the primary occupant and at least one secondary tenant, the total area of the sign shall not exceed 60 square feet per sign face. The sign area allowed for the primary occupant shall not exceed 32 square feet per sign face.

and the sign area for any secondary tenant cannot exceed one half the sign area per sign face of the primary occupant.

- (c) Sign area within the ground sign is not counted as part of the total sign area calculation for the primary occupant or secondary tenant spaces.
- (4) *Additional signage allowed.* The following signs are allowed and are not counted as part of the total sign area calculation in subsection (A)(1) of this section.
 - (a) An additional sign for each first floor tenant space may be placed on the rear of a building, if that tenant space has an entrance at the rear of the building used by the public. This sign cannot exceed 50 percent of the allowable signage.
 - (b) Window signage equal to not more than ten percent of each individual window and up to a total of 25 square feet per tenant is allowed.
 - (c) An additional sign relating to business open and hours may be provided for each first floor tenant space of a building. These signs must be window signs.
- (5) *Location.* Where a sign extends more than three inches from the face of the building, the sign shall not be closer than eight feet to the ground.
- (6) *Maximum width.* The maximum width of any sign attached parallel to a wall shall not exceed 60 percent of the total width of the wall. However, if the wall contains a bump-up or bump-out/in feature, a sign may cover the entire width of that individual section, provided that the total sign width does not exceed 60 percent of the overall wall width.
- (B) *Signage types.*
 - (1) *Awning or canopy sign.* Where a building or tenant space has a canopy constructed as an integral part of the building, signs may be placed upon the canopy if parallel to the building face.
 - (a) Awning and canopy signs can be internally lighted provided that only the letters and/or logo of the sign are illuminated and are designed with a translucent and not transparent material. Any other part of the awning must be made of an opaque material.
 - (2) *Grand projecting sign.* Tall, large, vertically oriented signs which project from the building perpendicular to the façade and which are structurally integrated into the building.
 - (a) Only allowed as a sign for the primary occupant.
 - (b) Grand projecting signs shall be no taller than 30 feet from the bottom-most part of the sign to the tallest part of the sign. Shall project no more than six feet from the façade of the building. Shall be no less than 12 feet from the bottom-most part of the sign to the ground. No portion of the sign shall extend above the roofline.
 - (c) No portion of the sign shall be located within four feet of any window of a residential unit or hotel room.
 - (d) Grand projecting signs shall be illuminated only by steady, shielded light sources directed solely at the sign or at the sign or internal to it. Use of glaring

undiffused lights or bulbs shall be prohibited. Lights shall be shielded so as not to project onto adjoining properties or thoroughfares.

- (e) No portion of a grand projecting sign shall be placed above the third floor of a building.
- (3) *Projecting sign.* Signs which are affixed to the building and oriented perpendicularly to the building façade.
 - (a) No projecting sign shall exceed 16 square feet in size.
 - (b) Projecting signs shall project no more than four feet from the façade of the building.
 - (c) No portion of the sign shall be located within four feet of any window of a residential unit or hotel room.
 - (d) No projecting sign shall be placed above the first floor.
- (4) *Wall sign.* Signs located on and parallel to a building wall.
- (5) *Window sign.* Window signage should be applied to the window or mounted on the interior of the building using high quality materials and application methods such as paint or vinyl film, wood or metal panels with applied lettering, or neon signs conforming to the other provisions of this zoning code. Illuminated tube band signs, or neon surrounding an entire window is prohibited.
- (C) If the building or any tenant space of the building has been vacant for more than one year the vacant space shall immediately have all signs removed and building walls and/or grounds left in good repair. Upon failure of any person to comply with the provisions of this section, the city may effectuate compliance through any available public agency or by contract or arrangement by private persons and the cost thereof shall be charged against the owner of the real estate upon which the building is located and any such cost shall be a lien upon such real estate.
- (D) Sign materials and lighting shall be harmonious with the buildings in the district and in conformity with design guidelines established by the downtown development authority, a copy of which is incorporated herein by reference and which is available in the office of the city clerk. The community development department shall be responsible for determining if the sign design is in conformity with those design guidelines, subject to review by the planning commission or its designated design review committee.
- (E) No flashing sign, rotating or moving sign, animated sign or sign with moving lights or creating the illusion of movement shall be permitted. A sign whereon the current time and/or temperature is indicated by intermittent lighting shall not be deemed to be a flashing sign if the lighting changes are limited to the numerals indicating the time and/or temperature and are not more frequent than every 15 seconds.
- (F) Internal and external illumination on signage in PDD-3 is allowed as regulated for this type of sign in the B-C central business district.
- (G) Temporary signs in PDD-3 are allowed as regulated in the B-C central business district subject to § 1.1012 of this zoning ordinance.

The community development department may request a review by the planning commission design review committee where a question may exist as to the application of this section.

1.1009 SIGNS IN THE B-N BUSINESS NEIGHBORHOOD DISTRICT.

- (A) In the B-N business neighborhood district no sign shall be permitted which is [that are] not accessory to the business conducted on the property. Residential uses that are not part of an apartment building or mixed-use development shall follow § 1.1002 of this zoning ordinance.
- (B) Signage size, location, and number.
 - (1) The combined permitted signage area shall not exceed 30 percent of the principal storefront wall area of the tenant space. In addition, the total area shall not exceed 100 square feet. In the case of corner lots, the zoning administrator shall determine the street that constitutes the site's frontage.
 - (2) No commercial establishment is permitted to have more than three signs in total, which may face a street or parking area.
 - (3) Where a sign extends more than three inches from the face of the building, the sign shall not be closer than eight feet to the ground.
 - (4) There shall be no more than one ground sign per public road frontage.
- (C) Signage types.
 - (1) *Wall signs.* The maximum width of any sign attached parallel to a wall shall not exceed 60 percent of the total width of the wall. However, if the wall contains a bump-up or bump-out/in feature, a sign may cover the entire width of that individual section, provided that the total sign width does not exceed 60 percent of the overall wall width.
 - (2) *Awning or canopy signs.* The maximum area of an awning or canopy sign is ten square feet.
 - (3) *Projecting signs.* The maximum area of a projecting sign is ten square feet.
 - (4) *Ground sign.* A freestanding ground sign is permitted, computed as part of the maximum total area permitted in subsection (C) of this section. The sign shall not exceed 32 square feet in area. The freestanding ground sign shall not exceed six feet in height and must be set back five feet from all property lines and sidewalks. Corner clearances must be maintained as per § 1.1107.
 - (5) *Multi-tenant ground sign.* A building with three or more distinct business or office uses shall be permitted to have a combined ground sign identifying each business or office. The area of such combined ground sign shall not exceed 64 square feet per sign face. The sign area allowed for each business or office shall be prorated by the shopping center, business or office complex; however, no one business shall exceed 50 percent of maximum area allowed.
 - (6) *Window signage.* Window signage equal to not more than ten percent of each individual window, and up to a total of 25 square feet per tenant, is allowed. This area shall not be counted as part of the total sign area calculation in subsection (C). Window signage shall be applied to the window or mounted on the interior of the building using materials such as paint or vinyl film, wood or metal panels with applied lettering, or neon signs conforming to the other provisions of this zoning code. Illuminated tube band signs and neon surrounding an entire window are prohibited.
- (D) Nonconforming signs.

- (1) *Existing pylon signs.* Class A nonconforming structure status as provided in sections [1.0802](#) and [1.0803](#) of this zoning ordinance is hereby granted without further action to any pylon signs located in the B-N business neighborhood district effective March 9, 2022 and as referenced in § [1.0807](#).
- (E) Internal and external illumination. Internal and external illumination on signage is allowed as regulated in this section.
 - (1) Lighting must be steady and stationary in source and intensity. Acceptable sources include incandescent, halogen, LED, and metal halide lighting.
 - (2) For internally lighted signs and awnings, only numbers, numerals, and logos may be illuminated.
 - (3) Acceptable forms of internally lighted signs included:
 - (a) Backlit (halo) signs.
 - (b) Individually internally-illuminated letters (channel or dimensional lettering).
 - (c) Box-type signs with three-dimensional push-through or inset graphics.
 - (d) Awning or canopy signs where letters and logos are translucent.
 - (4) Internally illuminated box signs shall only be permitted with metal or completely opaque material backgrounds. Letters and logos must be stencil-cut through the surface and filled with three-dimensional push-through or inset graphics that are of a translucent and not transparent material.
 - (5) Internally lit, channel letter/logo signs may be lit using either exposed neon tubing within the letter/logo channel or another light source behind a translucent, not transparent material. For non-neon signs, letter forms must contain soft, diffused light sources inside each letter or logo. Regulations for distance of the letters from the building will be as follows:
 - (a) Channel letters with transformers mounted inside the letters shall not extend more than 16 inches from the building wall.
 - (b) Channel letters with remote transformers shall not extend more than 12 inches from the building wall.
 - (c) Channel letters mounted on a raceway shall not extend more than 16 inches from the building wall.
 - (6) No flashing sign, rotating or moving sign, animated sign, sign with moving lights, or sign creating the illusion of movement shall be permitted.
 - (7) If the building official cannot determine whether the project meets the standards, the building official shall refer the project to the design review committee for its determination and recommendation to the planning commission for approval.

1.1010 SIGNS ACCESSORY TO PUBLIC PARKS AND PUBLIC FACILITIES IN ANY DISTRICT.

- (A) Sign(s) may be erected in any district for public parks and public facilities. Such signs shall meet all requirements as stated under this zoning ordinance including the following:

- (1) Such signs may be placed on the property line if all corner clearances are maintained at all driveways, buildings and parking areas.
- (2) All signs are subject to final approval from the planning commission and the following standards should be used for establishing size, setback and placement of signs:
 - (a) Visibility of vehicular and pedestrian traffic off site and at the site, visibility and legibility of signs for drivers and/or pedestrians and the impact upon the visibility of traffic signals or regulatory devices in the public street right-of-way.
 - (b) Negative impact of proposed signs upon adjacent properties and their signage and the impact of lighting and appearance of signs upon residential zoned property.
 - (c) Particular site characteristics such as yard areas, landscaping, topography, location of buildings, site use and number of road frontages.
- (3) Emergency, directional, parking, address, temporary event or activity and promotional signs shall not require a permit if it does not exceed 32 square feet.

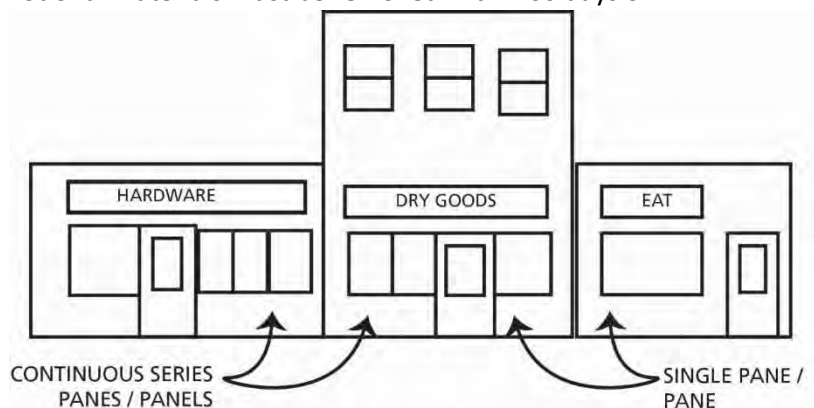
1.1011 TEMPORARY PROMOTIONAL MATERIALS.

In all zoning districts, temporary promotional materials shall be displayed and removed with strict adherence to the following guidelines:

- (A) The following types of signs are permitted as temporary promotional materials:
 - (1) Banners may be displayed on first-floor tenant spaces. If placed in an area where pedestrians may pass underneath, banners must be installed at least eight feet above ground level. Each banner shall not exceed 32 square feet, and only one banner is permitted to be displayed at a time.
 - (2) Window Signs may cover up to 30 percent of total square feet of all display windows, not to exceed 50 percent coverage of any single pane/panel or contiguous series of panes/panels.
 - (3) Sandwich Board may display temporary promotional materials if it is placed where a minimum of 60 inches of unobstructed pedestrian walkway is maintained. Sandwich boards signs shall not exceed eight (8) square feet and four (4) feet in height.

- (B) Time limitations: All temporary promotional materials must be removed within 60 days of installation. Temporary promotional materials may be displayed year round however each special promotion i.e., Christmas holidays, new product line, sale, etc. may only be advertised in this fashion for a maximum of 60 days.

- (C) Installation and removal: Any adhesive applied to glass must be transparent. All materials used



TEMPORARY PROMOTIONAL MATERIAL

for installation tape etc. must be completely removed when promotion posters are removed.

1.1012 TEMPORARY SIGNS.

- (A) Temporary signs in all districts are permitted subject to the following, including additional district requirements of this section.
 - (1) No temporary sign shall be close than five feet to any property line or sidewalk.
 - (2) Corner clearance requirements must be maintained as per § 1.1107.
 - (3) All temporary signs must be maintained in good condition.
 - (4) Temporary signs shall not be placed in parking area.
 - (5) No temporary sign shall create a vision hazard.
- (B) In addition to (A) above, temporary signs in commercial districts. B-H1, B-H2, and B-OS are permitted subject to the following conditions:
 - (1) A temporary sign shall only be displayed upon receipt of an issued permit. When issued, the applicant will receive an approval sticker to be placed on each sign. Each sign requires a separate permit.
 - (2) Temporary signs must be accessory to a business on the parcel.
 - (a) Permission must be granted by all tenants and the owner of the parcel to display non accessory sign for up to five business days.
 - (3) Upon expiration of the permit, the sign shall be removed by the permit holder.
 - (4) Temporary sign types allowed as a periodic permit: banner, portable, rigid frame yard sign, feather, wire frame yard sign and flag signs.
 - (a) No temporary banner, portable, wire frame or rigid frame yard sign shall be displayed for more than 30 calendar days for any one permit and no more than two permits shall be issued for any tenant space during any calendar year. Each sign requires a permit.
 - (b) Temporary signs in this section (B) (4) may be displayed for 24 hours per day.
 - (c) No temporary feather or flag sign shall be permitted for more than two consecutive weeks and no more than four permits shall be issued for any tenant space during any calendar year. Each sign requires a permit.
 - (d) Signs under this subsection must be placed at least 50 feet from another temporary sign on the same parcel.
 - (e) No more than two signs under this subsection may be displayed at any one time by the same tenant.
 - (5) Temporary sign types allowed as a permanent permit: Feather, flag, wire frame yard sign and sandwich board signs.
 - (a) Must allow for a minimum 60 inches of unobstructed pedestrian walkway and shall not obstruct access to parking.
 - (b) No more than two signs under this section may be displayed at any one time.

- (c) Signs under this subsection must be placed at least 50 feet from another temporary sign on the same parcel.
- (d) Temporary signs in section (B) (5) may only be displayed during business hours or a maximum of twelve 12 hours per day. They must be removed at the close of business hours or when the 12-hour time limit is reached.
- (6) Maximum height and square feet for these signs are listed in table 1.1012 A1.

TABLE 1.1012 A1

Type of Sign	Maximum Area per sign	Maximum Height of Sign
R-1, R-2, R-3, R-4, R-5, BC	Once every 30 seconds	Static message
Banner Sign	32 sq. ft.	6 ft.
Portable Sign	32 sq. ft.	6 ft.
Flag Sign	6 sq. ft.	See § 1.1012(B)7
Rigid Frame Yard Sign	32 sq. ft.	6 ft.
Wire Frame Yard Sign	6 sq. ft.	3 ft.
Feather Sign	25 sq. ft.	12 ft. to top of sign (including pole)
Sandwich Board Sign	8 sq. ft. per side	4 ft.

- (7) Flag signs may not be placed where the lowest edge of the flag is less than seven feet to the ground level when attached to a building. If placed in a pedestal or into the ground it may not exceed eight feet in height.
- (8) Air-blown devices and inflatable signs are allowed two times per year. A permit is required each time an air blown device will be displayed.
 - (a) These types of signs shall be secured directly to, and not suspended from, the ground. They may not be placed on a roof or suspended from a building.
 - (b) Inflatable signs shall not exceed 30 percent of the total area of the wall of the tenant space or 60 sq. ft., whichever is larger. Inflatable signs shall not exceed 30 ft. in height when fully inflated.
 - (c) Air blown devices and inflatable signs must be set back the maximum height of the sign from the property line but in no instance shall this be less than five feet.
 - (d) They shall not be located in required parking spaces, driveways that provide access to parking spaces, or fire lanes, nor shall the sign or its securing device encroach into the right-of-way.
 - (e) Each permit allows for display up to ten consecutive days.
- (C) In addition to (A) above, temporary signs in M - Manufacturing districts are permitted subject to the following conditions:

- (1) Temporary signs shall be allowed in manufacturing districts and no permit is required as long as the requirements of this section are met.
 - (2) Temporary signs shall not exceed six feet in height.
 - (3) Temporary signs shall not exceed 32 square feet in area.
 - (4) No temporary sign shall be displayed for more than 30 consecutive days.
- (D) In addition to (A) above, temporary signs in the B-C - Central business, B-N - Business neighborhood, PDD-2, and PDD-3 zoning districts are permitted subject to the following conditions:
- (1) A temporary sign shall only be displayed upon receipt of an issued permit for each sign.
 - (2) Temporary sign types allowed as a permanent permit: Feather, flag and sandwich board signs.
 - (a) Two temporary signs may be placed at the same time, but they each must be a different, permitted sign type.
 - (b) Feather and sandwich board signs may be placed on sidewalks or walking areas that are directly in front of tenant space for which it is advertising.
 - (c) They must allow for a minimum of 60 inches of unobstructed pedestrian walkway and shall not obstruct access to parking or create a vision hazard.
 - (d) Feather flags may be displayed using any of the following methods:
 - i. Attached to a pedestal style base not affixed to the ground.
 - ii. Placed in the existing flag holes constructed by the city. These holes may only be utilized when not otherwise used for display of the American flag by the city or other group authorized by the city. If a feather flag is displayed at the time an authorized group wishes to display the American flag, the feather flag must be immediately removed.
 - (e) Flags may be displayed using one of the following methods:
 - i. Attached to the building wall of the tenant space for which it is advertising where the lowest edge of the flag must be seven feet or more and not extend above the first floor tenant space.
 - ii. Placed in the existing flag holes constructed by the city. These holes may only be utilized when not otherwise used for display of the American flag by the city or other group authorized by the city. If a flag sign is displayed at the time an authorized group wishes to display the American flag, the flag sign must be immediately removed.
 - (f) They may only be displayed during business hours and must be removed at the close of business hours.
 - (3) Maximum height and square feet for these signs are listed in table 1.1012 D1.

Table 1.1012 D1

Type of Sign	Maximum Area per Sign	Maximum Height of Sign
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Flag Sign	6 sq. ft.	No higher than first floor tenant space
Feather Sign	25 sq. ft.	12 ft. to top of sign
Sandwich Board Sign	8 ft. per side	4 ft.

- (4) Banner signs shall only be allowed for up to 30 days within 90 days of a new business opening. The sign shall not exceed 32 square feet in area and four feet in height. The banner sign must be placed on the building where the new tenant is located.
- (5) Tenant spaces other than on the first floor may be permitted a sandwich board sign in front of first floor tenant space.
- (E) Temporary signs in residential districts are permitted subject to the following conditions:
 - (1) Temporary signs shall be allowed in residential districts and no permit is required.
 - (2) Temporary signs shall not exceed four feet in height or 16 square feet in area.
 - (3) No temporary sign shall be displayed for more than 30 consecutive days.
 - (4) No temporary sign shall be closer than five feet to any property line.
 - (5) No temporary sign shall be placed in the right-of-way.
- (F) *Enforcement.* Upon failure of any person to comply with the provisions of the sign ordinance, the city may effectuate compliance by first notifying the owner of the sign in violation by mail, phone, or in person that they have 24 hours to come into compliance. If the sign is not removed or brought into compliance, a citation may be issued as per appendix B Fine Schedule in the City Code of Ordinances. A citation may be issued for each day the violation remains. Non accessory signs may be removed by the City.

XI

ARTICLE XI. GENERAL PROVISIONS

ARTICLE XI. GENERAL PROVISIONS

1.1101 SCOPE.

No building or structure, or part thereof, shall hereafter be erected, constructed or altered and maintained, and no new use or change shall be made or maintained of any building, structure or land, or part thereof, except in conformity with the provisions of this zoning ordinance.

1.1102 CONFLICTING REGULATIONS.

Whenever any provision of this zoning ordinance imposes more stringent requirements, regulations, restrictions or limitations than are imposed or required by the provisions of any other law or ordinance, then the provisions of this zoning ordinance shall govern. Whenever the provisions of any other law or ordinance impose more stringent requirements than are imposed or required by this title, then the provision of such ordinance shall govern.

1.1103 USES NOT OTHERWISE INCLUDED WITHIN A SPECIFIC DISTRICT.

Because the uses or activities referred to in this section possess unique characteristics making it impractical to include them in a specific use district classification, they may be permitted under the conditions specified.

These uses or activities require special consideration since they service an area larger than the city or require sites creating problems of control with reference to abutting use districts. Reference to those uses falling specifically within the intent of this section is as follows:

(A) ***Wireless telecommunication towers and antennas.***

- (1) ***Purpose.*** The purpose of this zoning ordinance is to establish general guidelines for the siting of wireless communications towers and antennas. The goals of this zoning ordinance are to:
 - (a) Protect residential areas and land uses from potential adverse impacts of towers and antennas;
 - (b) Encourage the location of towers in nonresidential areas;
 - (c) Minimize the total number of towers throughout the community;
 - (d) Strongly encourage the joint use of new and existing tower sites as a primary option rather than constructions of additional single-use towers;
 - (e) Encourage users of towers and antennas to locate them, to the extent possible, in areas where the adverse impact on the community is minimal;
 - (f) Encourage users of towers and antennas to configure them in a way that minimizes the adverse visual impact of the towers and antennas through careful design, siting, landscape screening, and innovative camouflaging techniques;

- (g) Enhance the ability of the providers of telecommunications services to provide such services to the community quickly, effectively, and efficiently;
 - (h) Consider the public health and safety of communication towers; and
 - (i) Avoid potential damage to adjacent properties from tower failure through engineering and careful siting of tower structures. In furtherance of these goals, the City of Sturgis shall give due consideration to its master plan, [zoning map](#), existing land uses, and environmentally sensitive areas in approving sites for the location of towers and antennas.
- (2) *Definitions.* As used in this zoning ordinance, the following terms shall have the meanings set forth below:
- (a) The term "alternative tower structure" means manmade trees, clock towers, bell steeples, light poles and similar alternative design mounting structures that camouflage or conceal the presence of antennas or towers.
 - (b) The term "antenna" means any exterior transmitting or receiving device mounted on a tower, building or structure and used in communications that radiate or capture electromagnetic waves, digital signals, analog signals, radio frequencies (excluding radar signals), wireless telecommunications signals or other communication signals.
 - (c) The term "backhaul network" means the lines that connect a provider's towers/cell sites to one or more cellular telephone switching offices, and/or long distance providers, or the public switched telephone network.
 - (d) The term "FAA" means the Federal Aviation Administration.
 - (e) The term "FCC" means the Federal Communications Commission.
 - (f) The term "height" means, when referring to a tower or other structure, the distance measured from the finished grade of the parcel to the highest point on the tower or other structure, including the base pad and any antenna.
 - (g) The term "preexisting towers and preexisting antennas" means any tower or antenna for which a building permit or special use permit has been properly issued prior to the effective date of this zoning ordinance, including permitted towers or antennas that have not yet been constructed so long as such approval is current and not expired.
 - (h) The term "tower" means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas for telephone, radio and similar communication purposes, including self-supporting lattice towers, guyed towers, or monopole towers. The term includes radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, alternative tower

structures, and the like. The term includes the structure and any support thereto.

(3) *Applicability.*

- (a) *New towers and antennas.* All new towers or antennas in the City of Sturgis shall be subject to these regulations, except as provided in [sub]sections (3)(b) through (d) [of this section], inclusive.
- (b) *Amateur radio station operators/receive only antennas.* This zoning ordinance shall not govern any tower, or the installation of any antenna, that is under 70 feet in height and is owned and operated by a federally-licensed amateur radio station operator or is used exclusively for receive only antennas.
- (c) *Preexisting towers or antennas.* Preexisting towers and preexisting antennas shall not be required to meet the requirements of this zoning ordinance, other than the requirements of [sub]sections (4)(f) and (4)(g) [of this section].
- (d) *AM array.* For purposes of implementing this zoning ordinance, an AM array, consisting of one or more tower units and supporting ground system which functions as one AM broadcasting antenna, shall be considered one tower. Measurements for setbacks and separation distances shall be measured from the outer perimeter of the towers included in the AM array. Additional tower units may be added within the perimeter of the AM array by right.

(4) *General requirements.*

- (a) *Principal or accessory use.* Antennas and towers may be considered either principal or accessory uses. A different existing use of an existing structure on the same lot shall not preclude the installation of an antenna or tower on such lot.
- (b) *Lot size.* For purposes of determining whether the installation of a tower or antenna complies with district development regulations, including but not limited to setback requirements, lot-coverage requirements, and other such requirements, the dimensions of the entire lot shall control, even though the antennas or towers may be located on leased parcels within such lot.
- (c) *Inventory of existing sites.* Each applicant for an antenna and/or tower shall provide to the community development department an inventory of its existing towers, antennas, or sites approved for towers or antennas, that are either within the jurisdiction of the City of Sturgis or within one mile of the border thereof, including specific information about the location, height, and design of each tower. The community development department may share such information with other applicants applying for administrative approvals or special use permits under this zoning ordinance or other organizations seeking to locate antennas within the jurisdiction of the City of Sturgis, provided, however that the community development department is not, by

sharing such information, in any way representing or warranting that such sites are available or suitable.

- (d) *Aesthetics.* Towers and antennas shall meet the following requirements:
 - 1. Towers shall either maintain a galvanized steel finish or, subject to any applicable standards of the FAA, be painted a neutral color so as to reduce visual obtrusiveness.
 - 2. At a tower site, the design of the buildings and related structures shall, to the extent possible, use materials, colors, textures, screening, and landscaping that will blend them into the natural setting and surrounding buildings.
 - 3. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of a neutral color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible.
- (e) *Lighting.* Towers shall not be artificially lighted, unless required by the FAA or other applicable authority. If lighting is required, the lighting alternatives and design chosen must cause the least disturbance to the surrounding views.
- (f) *State or federal requirements.* All towers must meet or exceed current standards and regulations of the FAA, the FCC, and any other agency of the state or federal government with the authority to regulate towers and antennas. If such standards and regulations are changed, then the owners of the towers and antennas governed by this zoning ordinance shall bring such towers and antennas into compliance with such revised standards and regulations within six months of the effective date of such standards and regulations, unless a different compliance schedule is mandated by the controlling state or federal agency. Failure to bring towers and antennas into compliance with such revised standards and regulations shall constitute grounds for the removal of the tower or antenna at the owner's expense.
- (g) *Building codes: safety standards.* To ensure the structural integrity of towers, the owner of a tower shall ensure that it is maintained in compliance with standards contained in applicable state or local building codes and the applicable standards for towers that are published by the Electronic Industries Association, as amended from time to time. If, upon inspection, the City of Sturgis concludes that a tower fails to comply with such codes and standards and constitutes a danger to persons or property, then upon notice being provided to the owner of the tower, the owner shall have 30 days to bring such tower into compliance with such standards. Failure to bring such tower into compliance within said 30 days shall constitute grounds for the removal of the tower or antenna at the owner's expense.

- (h) *Measurement.* For purposes of measurements, tower setbacks and separation distances shall be calculated and applied to facilities located in the City of Sturgis irrespective of municipal and county jurisdictional boundaries.
- (i) *Not essential services.* Towers and antennas shall be regulated and permitted pursuant to this zoning ordinance and shall not be regulated or permitted as essential services, public utilities, or private utilities.
- (j) *Franchises.* Owners and/or operators of towers or antennas shall certify that all franchises required by law for the construction and/or operation of a wireless communication system in the City of Sturgis have been obtained and shall file a copy of all required franchises with the community development department.
- (k) *Public notice.* For purposes of this zoning ordinance, any special use request, variance request, or appeal of an administratively approved use or special use shall require public notice to all abutting property owners and all property owners of properties that are located within the corresponding separation distance listed in [sub]section (7)(b)(5)(ii) [of this section], Table 2, in addition to any notice otherwise required by the zoning ordinance.
- (l) *Signs.* No signs shall be allowed on an antenna or tower.
- (m) *Buildings and support equipment.* Buildings and support equipment associated with antennas or towers shall comply with the requirements of [sub]section (A)(8) [of this section].
- (n) *Multiple antenna/tower plan.* The City of Sturgis encourages the users of towers and antennas to submit a single application for approval of multiple towers and/or antenna sites. Applications for approval of multiple sites shall be given priority in the review process.
- (5) *Permitted uses.*
 - (a) *General.* The uses listed in this Section are deemed to be permitted uses and shall not require administrative approval or a special use permit.
 - (b) *Permitted uses.* The following uses are specifically permitted:
 1. Antennas or towers located on property owned, leased, or otherwise controlled by the City of Sturgis provided a license or lease authorizing such antenna or tower has been approved by the City of Sturgis.
- (6) *Administratively approved uses.*
 - (a) *General.* The following provisions shall govern the issuance of administrative approvals for towers and antennas.
 1. The community development department may administratively approve the uses listed in this section.
 2. Each applicant for administrative approval shall apply to the community development department providing the information set

forth in [sub]sections (A)(7)(b)(1) and (A)(7)(b)(3) [of this section] of this zoning ordinance and a nonrefundable fee as established by resolution of the Sturgis City Commission to reimburse the City of Sturgis for the costs of reviewing the application.

3. The community development department shall review the application for administrative approval and determine if the proposed use complies with [sub]sections (A)(4)(7)(b)(4) and (A)(7)(b)(5) [of this section] of this zoning ordinance.
4. The community development department shall respond to each such application within 60 days after receiving it by either approving or denying the application. If the community development department fails to respond to the applicant within said 60 days, then the application shall be deemed to be approved.
5. In connection with any such administrative approval, the community development department may, in order to encourage shared use, administratively waive any zoning district setback requirements in [sub]section (A)(7)(b)(4) [of this section] or separation distances between towers in [sub]section (A)(7)(b)(5) [of this section] by up to 50 percent.
6. In connection with any such administrative approval, the community development department may, in order to encourage the use of monopoles, administratively allow the reconstruction of an existing tower to monopole construction.
7. If an administrative approval is denied, the applicant shall file an application for a special use permit pursuant to [sub]section (A)(7) [of this section] prior to filing any appeal that may be available under the zoning ordinance.

(b) *List of administratively approved uses.* The following uses may be approved by the community development department after conducting an administrative review:

1. Locating a tower or antenna, including the placement of additional buildings or other supporting equipment used in connection with said tower or antenna, in any industrial zoning district.
2. Locating antennas on existing structures or towers consistent with the terms of subsections (a) and (b) [(A)(6)(b)(2)(a) and (A)(6)(b)(2)(b) of this section] below.
 - a. *Antennas on existing structures.* Any antenna which is not attached to a tower may be approved by the community development department as an accessory use to any commercial, industrial, professional, institutional, or multifamily structure of eight or more dwelling units, provided:
 - i. The antenna does not extend more than 30 feet above the highest point of the structure;

- ii. The antenna complies with all applicable FCC and FAA regulations; and
 - iii. The antenna complies with all applicable building codes.
- (b) *Antennas on existing towers.* An antenna which is attached to an existing tower may be approved by the community development department and, to minimize adverse visual impacts associated with the proliferation and clustering of towers, collocation of antennas by more than one carrier on existing towers shall take precedence over the construction of new towers, provided such collocation is accomplished in a manner consistent with the following:
 - i. A tower which is modified or reconstructed to accommodate the collocation of an additional antenna shall be of the same tower type as the existing tower, unless the community development department allows reconstruction as a monopole.
 - ii. Height.
 - a. An existing tower may be modified or rebuilt to a taller height, not to exceed 30 feet over the tower's existing height, to accommodate the collocation of an additional antenna.
 - b. The height change referred to in subsection [(A)(6)(b)(2)(b))(ii)(a) [of this section] may only occur one time per communication tower.
 - c. The additional height referred to in subsection [(A)(6)(b)(2)(b))(ii)(a) [of this section] shall not require an additional distance separation as set forth in [sub]section (A)(7). The tower's premodification height shall be used to calculate such distance separations.
 - iii. Onsite location.
 - a. A tower which is being rebuilt to accommodate the collocation of an additional antenna may be moved onsite within 50 feet of its existing location.
 - b. After the tower is rebuilt to accommodate collocation, only one tower may remain on the site.
 - c. A relocated onsite tower shall continue to be measured from the original tower location for purposes of calculating separation distances between towers pursuant to [sub]section (A)(7)(b)(5) [of this section]. The relocation of a

tower hereunder shall in no way be deemed to cause a violation of [sub)section (A)(7)(b)(5).

- d. The onsite relocation of a tower which comes within the separation distances to residential units or residentially zoned lands as established in [sub)section (A)(7)(b)(5) [of this section] shall only be permitted when approved by the community development department.
3. New towers in nonresidential zoning districts. Locating any new tower in a nonresidential zoning district other than industrial, provided a licensed professional engineer certifies the tower can structurally accommodate the number of shared users proposed by the applicant; the community development department concludes the tower is in conformity with the goals set forth in [sub)section (A)(1) [of this section] and the requirements of [sub)section (A)(4) [of this section]; the tower meets the setback requirements in [sub)section (A)(7)(b)(4) [of this section] and separation distances in [sub)section (A)(7)(b)(5) [of this section]; and the tower meets the following height and usage criteria.
 - i. For a single user, up to 90 feet in height;
 - ii. For two users, up to 120 feet in height; and
 - iii. For three or more users, up to 150 feet in height.
 4. Locating any alternative tower structure in a zoning district other than industrial that in the judgment of the community development department is in conformity with the goals set forth in section (A)(1) of this zoning ordinance.
 5. Installing a cable microcell network through the use of multiple low-powered transmitters/receivers attached to existing wireline systems, such as conventional cable or telephone wires, or similar technology that does not require the use of towers.
- (7) *Special use permits.*
- (a) *General.* The following provisions shall govern the issuance of special use permits for towers or antennas by the planning commission:
 1. If the tower or antenna is not a permitted use under § 1.1103(A)(5) of this zoning ordinance or permitted to be approved administratively pursuant to § 1.1103(A)(6) of this zoning ordinance, then a special use permit shall be required for the construction of a tower or the placement of an antenna in all zoning districts.
 2. Applications for special use permits under this Section shall be subject to the procedures and requirements of Article VI, section[s] 1.0601 and 1.0602 of the zoning ordinance, except as modified in this section.

3. In granting a special use permit, the planning commission may impose conditions to the extent the planning commission concludes such conditions are necessary to minimize any adverse effect of the proposed tower on adjoining properties.
4. Any information of an engineering nature that the applicant submits, whether civil, mechanical, or electrical, shall be certified by a licensed professional engineer.
5. An applicant for a special use permit shall submit the information described in this section and a nonrefundable fee as established by resolution of the Sturgis City Commission to reimburse the City of Sturgis for the costs of reviewing the application.

(b) *Towers.*

1. *Information required.* In addition to any information required for application for special use permits pursuant to [Article VI](#) of the zoning ordinance, applicants for a special use permit for a tower shall submit the following information:
 - i. A scaled site plan clearly indicating the location, type and height of the proposed tower, on-site land uses and zoning, adjacent land uses and zoning (including when adjacent to other municipalities), master plan classification of the site and all properties within the applicable separation distances set forth in [sub)section (A)(7)(b)(5) [of this section], adjacent roadways, proposed means of access, setbacks from property lines, elevation drawings of the proposed tower and any other structures, topography, parking, and other information deemed by the community development department to be necessary to assess compliance with this zoning ordinance.
 - ii. Legal description of the parent tract and leased parcel (if applicable).
 - iii. The setback distance between the proposed tower and the nearest residential unit, platted residentially zoned properties and unplatted residentially zoned property.
 - iv. The separation distance from other towers described in the inventory of existing sites submitted pursuant to [sub)section (A)(4)(c) [of this section] shall be shown on an updated site plan or map. The applicant shall also identify the type of construction of the existing tower(s) and the owner/operator of the existing tower(s), if known.
 - v. A landscape plan showing specific landscape materials.
 - vi. Method of fencing, and finished color and, if applicable, the method of camouflage and illumination.

- vii. A description of compliance with [sub]sections (A)(4)(c), (d), (e), (f), (g), (j), (l), and (m), (A)(7)(b)(4), (A)(7)(b)(5) [of this section] and all applicable federal, state or local laws.
 - viii. A notarized statement by the applicant as to whether construction of the tower will accommodate collocation of additional antennas for future users.
 - ix. Identification of the entities providing the backhaul network for the tower(s) described in the application and other cellular sites owned or operated by the applicant in the municipality.
 - x. A description of the suitability of the use of existing towers, other structures or alternative technology not requiring the use of towers or structures to provide the services to be provided through the use of the proposed new tower.
 - xi. A description of the feasible location(s) of future towers or antennas within the City of Sturgis based upon existing physical, engineering, technological or geographical limitations in the event the proposed tower is erected.
2. *Factors considered in granting special use permits for towers.* In addition to any standards for consideration of special use permit applications pursuant to [Article VI](#) of the zoning ordinance, the planning commission shall consider the following factors in determining whether to issue a special use permit, although the planning commission may waive or reduce the burden on the applicant of one or more of these criteria if the planning commission concludes that the goals of this zoning ordinance are better served thereby:
- i. Height of the proposed tower;
 - ii. Proximity of the tower to residential structures and residential district boundaries;
 - iii. Nature of uses on adjacent and nearby properties;
 - iv. Surrounding topography;
 - v. Surrounding tree coverage and foliage;
 - vi. Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness;
 - vii. Proposed ingress and egress; and
 - viii. Availability of suitable existing towers, other structures, or alternative technologies not requiring the use of towers or structures, as discussed in [sub]section (A)(7)(b)(3) [of this section] of this zoning ordinance.
3. Availability of suitable existing towers, other structures, or alternative technology. No new tower shall be permitted unless the

applicant demonstrates to the reasonable satisfaction of the planning commission that no existing tower, structure or alternative technology that does not require the use of towers or structures can accommodate the applicant's proposed antenna. An applicant shall submit information requested by the planning commission related to the availability of suitable existing towers, other structures or alternative technology. Evidence submitted to demonstrate that no existing tower, structure or alternative technology can accommodate the applicant's proposed antenna may consist of any of the following:

- i. No existing towers or structures are located within the geographic area which meet applicant's engineering requirements.
 - ii. Existing towers or structures are not of sufficient height to meet applicant's engineering requirements.
 - iii. Existing towers or structures do not have sufficient structural strength to support applicant's proposed antenna and related equipment.
 - iv. The applicant's proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the applicant's proposed antenna.
 - v. The applicant demonstrates that an alternative technology that does not require the use of towers or structures, such as a cable microcell network using multiple low-powered transmitters/receivers attached to a wireline system, is unsuitable. Costs of alternative technology that exceed new tower or antenna development shall not be presumed to render the technology unsuitable.
4. *Setbacks.* The following setback requirements shall apply to all towers for which a special use permit is required; provided, however, that the planning commission may reduce the standard setback requirements if the goals of this zoning ordinance would be better served thereby:
 - i. Towers must be setback a distance equal to at least 75 percent of the height of the tower from any adjoining lot line.
 - ii. Guys and accessory buildings must satisfy the minimum zoning district setback requirements.
5. *Separation.* The following separation requirements shall apply to all towers and antennas for which a special use permit is required; provided, however, that the planning commission may reduce the standard separation requirements if the goals of this zoning ordinance would be better served thereby.

- i. Separation from off-site uses/designated areas.
 - a. Tower separation shall be measured from the base of the tower to the lot line of the off-site uses and/or designated areas as specified in Table 1, except as otherwise provided in Table 1.
 - b. Separation requirements for towers shall comply with the minimum standards established in Table 1.

TABLE 1

Off-site Use/Designated Area	Separation Distance
Single-family or duplex residential units ¹	200 feet or 300% height of tower whichever is greater
Vacant single-family or duplex residentially zoned land which is either platted or has preliminary subdivision plan approval which is not expired	200 feet or 300 height of tower ² whichever is greater
Vacant unplatted residentially zoned lands ³	100 feet or 100% height of tower whichever is greater
Existing multifamily residential units greater than duplex units	100 feet or 100% height of tower whichever is greater
Nonresidentially zoned lands or nonresidential uses	None; only setbacks apply
¹ Includes modular homes and mobile homes used for living purposes.	
² Separation measured from base of tower to closest building setback line.	
³ Includes any unplatted residential use properties without a valid preliminary subdivision plan or valid development plan approval and any multifamily residentially zoned land greater than duplex.	

- i. Separation distances between towers.
 - a. Separation distances between towers shall be applicable for and measured between the proposed tower and preexisting towers. The separation distances shall be measured by drawing or following a straight line between the base of the existing tower and the proposed base, pursuant to a site plan, of the proposed tower. The separation distances (listed in linear feet) shall be as shown in Table 2.

TABLE 2

Existing Towers—Types

	Lattice	Guyed	Monopole 75 Feet in Height or Greater	Monopole Less than 75 Feet in Height
Lattice	5,000	5,000	1,500	750
Guyed	5,000	5,000	1,500	750
Monopole 75 feet in height or greater	1,500	1,500	1,500	750
Monopole less than 75 feet in height	750	750	750	750

6. *Security fencing.* Towers shall be enclosed by security fencing not less than six feet in height and shall also be equipped with an appropriate anticlimbing device; provided however, that the planning commission may waive such requirements, as it deems appropriate.
7. *Landscaping.* The following requirements shall govern the landscaping surrounding towers for which a special use permit is required; provided, however, that the planning commission may waive such requirements if the goals of this zoning ordinance would be better served thereby.
 - i. Tower facilities shall be landscaped with a buffer of plant materials that effectively screens the view of the tower compound from property used for residences. The standard buffer shall consist of a landscape strip at least four feet wide outside the perimeter of the compound.
 - ii. In locations where the visual impact of the tower would be minimal, the landscaping requirement may be reduced or waived.
 - iii. Existing mature tree growth and natural land forms on the site shall be preserved to the maximum extent possible. In some cases, such as towers sited on large, wooded lots, natural growth around the property perimeter may be sufficient buffer.
8. *Buildings or other equipment storage.*
 - a. *Antennas mounted on structures or rooftops.* The equipment cabinet or structure used in association with antennas shall comply with the following:
 1. The cabinet or structure shall not contain more than 175 square feet of gross floor area or be more than 14 feet in height. In addition, for buildings and structures which are less than 65 feet in height, the related unmanned equipment structure, if over 100 square feet of gross floor area or eight feet in height, shall be

- located on the ground and shall not be located on the roof of the structure.
2. If the equipment structure is located on the roof of a building, the area of the equipment structure and other equipment and structures shall not occupy more than 10 percent of the roof area.
 3. Equipment storage buildings or cabinets shall comply with all applicable building codes.
- b. *Antennas mounted on utility poles or light poles.* The equipment cabinet or structure used in association with antennas shall be located in accordance with the following:
1. In residential districts, the equipment cabinet or structure may be located:
 - i. In a front or side yard provided the cabinet or structure is no greater than three feet in height or 16 square feet of gross floor area and the cabinet/structure shall be screened by an evergreen hedge with an ultimate height of at least 42 to 48 inches and a planted height of at least 36 inches.
 - ii. In a rear yard, provided the cabinet or structure is no greater than four feet in height or 25 square feet in gross floor area. The cabinet/structure shall be screened by an evergreen hedge with an ultimate height of eight feet and a planted height of at least 36 inches.
 2. In commercial or industrial districts the equipment cabinet or structure shall be no greater than 14 feet in height or 175 square feet in gross floor area. The structure or cabinet shall be screened by an evergreen hedge with an ultimate height of eight feet and a planted height of at least 36 inches. In all other instances, structures or cabinets shall be screened from view of all residential properties which abut or are directly across the street from the structure or cabinet by a solid fence six feet in height or an evergreen hedge with an ultimate height of eight feet and a planted height of at least 36 inches.
- c. *Antennas located on towers.* The related unmanned equipment structure shall not contain more than 175 square feet of gross floor area or be more than 14 feet in height, and shall be located in accordance with the minimum yard requirement of the zoning district in which located.

- d. *Modification of building size requirements.* The requirements of [sub]sections (A)(7)(b)(8)(a) through (A)(7)(b)(8)(c) [of this section] may be modified by the community development department in the case of administratively approved use or by the planning commission in the case of uses permitted by special use to encourage collocation.
- 9. *Removal of abandoned antennas and towers.* Any antenna or tower that is not operated for a continuous period of 12 months shall be considered abandoned, and the owner of such antenna or tower shall remove the same within 90 days of receipt of notice from the City of Sturgis notifying the owner of such abandonment. Failure to remove an abandoned antenna or tower within said 90 day[s] shall be grounds to remove the tower or antenna at the owner's expense. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower.
- 10. *Nonconforming uses.*
 - a. *Not expansion of nonconforming use.* Towers that are constructed, and antennas that are installed, in accordance with the provisions of this zoning ordinance shall not be deemed to constitute the expansion of a nonconforming use or structure.
 - b. *Preexisting towers.* Preexisting towers shall be allowed to continue their usage as they presently exist. Routine maintenance (including replacement with a new tower of like construction and height) shall be permitted on such Preexisting towers. New construction other than routine maintenance on a preexisting tower shall comply with the requirements of this zoning ordinance.
 - c. *Rebuilding damaged or destroyed nonconforming towers or antennas.* Notwithstanding [sub]section (A)(7)(b)(9) [of this section], bona fide nonconforming towers or antennas that are damaged or destroyed may be rebuilt without having to first obtain administrative approval or a special use permit and without having to meet the separation requirements specified in [sub]section (A)(7)(b)(4) and (A)(7)(b)(5) [of this section]. The type, height, and location of the tower onsite shall be of the same type and intensity as the original facility approval. Building permits to rebuild the facility shall comply with the then applicable building codes and shall be obtained within 180 days from the date the facility is damaged or destroyed. If no permit is obtained or if said permit expires, the tower or antenna shall be deemed abandoned as specified in [sub]section (A)(7)(b)(9) [of this section].

1.1104 AIRPORT GLIDE PATH.

- (1) *Glide path area designated.* The glide path area shall be all land lying within 300 feet of the centerline of any runway shown on the adapted airport master plan, as well as all land within 300 feet of the centerline as extended 2,000 feet beyond the ends of the runway.
- (2) *State regulations to apply.* State requirements concerning the permitted height of buildings, lighting of elevated structures, placement of aboveground essential services, the location of institutional uses involving the congregation of people, and other similar regulations, shall be complied with in the designated glide path area.
- (3) *Public congregation.* No public building, playground, institutional use, or other place of public congregation shall be permitted within the glide path area.
- (4) *Building locations.* No accessory building shall be permitted within 25 feet of centerlines projected as described in [sub)section (1) [of this section]. No principal building shall be permitted within 35 feet therefrom.
- (5) *Properties outside of the designated glide path.* Properties outside of the designated glide path may be subject to additional requirements as determined by the Federal Aviation Administration (FAA) or the Michigan Aeronautics Commission (MAC).

1.1105 ACCESSORY BUILDINGS, STRUCTURES AND USES.

- (A) *Accessory building or accessory structures in any district.*
 - (1) No accessory building or accessory structure may be permitted on a lot which does not contain a principal use or principal building.
 - (2) No accessory building or accessory structure shall be placed in any required front or side yard.
 - (3) Accessory buildings shall be no closer than ten feet to any other building on the same lot unless:
 - (a) A one hour fire separation is provided as per the Michigan Building Code between the accessory building and other buildings.
 - (b) It is one of the following:
 - i. Dog houses.
 - ii. Pergolas.
 - iii. Play houses.
 - iv. Pump houses.
 - v. Accessory buildings similar to the above.
 - (c) It is an accessory building 200 square feet or less; in this case it shall be a minimum of three feet from any other building on the same lot.
 - (d) As specified elsewhere in the zoning ordinance or City Code of Ordinances.
 - (4) Swimming pools shall be no closer than ten feet to any building on the same lot unless:
 - (a) It is one of the following:
 - i. Dog houses.
 - ii. Pergolas.
 - iii. Play houses.

- iv. Pump houses.
 - v. Accessory buildings similar to the above.
- (5) An accessory building or accessory structure 200 square feet or less located in a rear yard shall not be closer than three feet to any lot line unless specified elsewhere in the zoning ordinance or City Code of Ordinances; accessory buildings or accessory structures greater than 200 square feet located in a rear yard shall be no closer than ten feet to any lot line unless specified elsewhere in the zoning ordinance or City Code of Ordinances.
- (6) Residential kennels shall be no closer than six feet to the principal building on the same lot and no closer than six feet to the lot line.
- (7) Donation Bins. Bins designed to solicit donations shall be allowed in any non-residential use as an accessory structure, subject to the following standards:
- (a) Donations bins shall be limited to one (1) per tenant space.
 - (b) No illumination shall be used to draw attention to any donation bin.
 - (c) Donation bins shall not encroach into any required setbacks, public right of ways, or required landscape areas.
 - (d) All donation bins shall be securely attached to the ground to prevent tipping hazard.
 - (e) No items shall be stored outside of the donation bin.
- (8) Sale, Garage or Yard. This type of sale shall include garage sale, yard sale, auctions or similar activities. They shall be permitted as an accessory use to residentially zoned properties and residential uses subject to the following standards:
- (a) Residents are permitted to conduct a maximum of four (4) sales per calendar year.
 - (b) Sales are not permitted to be more than four (4) consecutive days.
 - (c) Sales are permitted between the hours of 8:00am and 6:00pm on the designated sale day.
 - (d) Temporary signs advertising the sale are allowed but must be removed within 24 hours after the sale ends.
 - (e) Signs shall not obstruct public pathways or roadways and shall comply with sign ordinances in the district where the sale is located.
 - (f) Sales must be conducted on the resident's property and not extend onto public sidewalks or streets.
 - (g) The property owner is responsible for maintaining the cleanliness and orderliness of the sale area.
 - (h) No loudspeakers or amplified music are allowed.
- (9) Prohibited Accessory Buildings, Structures and Uses: In residential zoning districts, transient (shipping) containers are not permitted as an accessory structure or building. In residential zoning districts, no mobile home, tank, junk object, salvage materials, trailer, vehicle, or similar item shall be utilized as an accessory building or storage structure; provided, however, the above requirements shall not be applicable to:

- (a) Temporary offices, tool sheds or similar temporary storage structures, used pursuant to permitted construction or approved as part of a special land use.
 - (b) Underground storage tanks accessory to permitted use. Said tanks, including the operation of same, shall meet all State and Federal permitting and monitoring requirements.
 - (c) Underground tanks or piping required as part of a State or Federal remediation project.
 - (d) Storage/shipping containers, subject to the following restrictions:
 - i. Storage / shipping containers shall be allowed as temporary use for a period not to exceed fourteen (14) days, unless approved by the zoning administrator for additional time.
 - ii. Such containers shall only be for the use of the person utilizing the storage/shipping container for moving goods and materials.
 - (e) Portable toilets, subject to the following restrictions:
 - i. Portable toilets may be utilized during construction projects or temporary events at the property.
 - ii. Portable toilets shall be removed within seven (7) days of the construction project's completion or abandonment or after the event.
 - iii. Portable toilets are permitted for municipal parks, events and, activities.
- (10) Temporary structures. Temporary structure(s) for construction, assembly, outdoor gathering area, or retail sales area shall meet the following requirements:
- (a) Shall not be placed in a corner clearance area as determined by § [1.1107](#) (B).
 - (b) Shall be securely anchored to the ground.
 - (c) Shall not be permitted for greater than thirty (30) days after installation, except construction trailers shall be removed within thirty (30) days after the completion or abandonment of the construction.
 - (d) Shall not be placed in a required fire lane, fire apparatus access road or limit fire department access to a structure on the same property or adjacent property.
 - (e) Shall not be used as a dwelling unit.
 - (f) Shall not be permitted if it has an unreasonable detrimental effect or will be a nuisance upon adjacent property, based upon findings of the Zoning Administrator regarding the noise, light, odor, vibration, or other off-site nuisance impacts that are generated by the proposed structure. At the discretion of the Zoning Administrator, structures may be referred to the Planning Commission for an interpretation regarding the nuisance impact of such structures.

- (g) Shall not be permitted if the access to the area constitutes a traffic hazard due to ingress or egress.
 - (h) Shall provide off-street parking based on the use in table in § 1.0902.
 - (i) Structure must meet applicable building, electrical, mechanical, plumbing, fire prevention codes and fire safety requirements.
 - (j) Membrane structures shall be properly labeled with the following:
 - i. Size of the structure.
 - ii. Type of fabric or material indicating flame retardant information.
 - (k) Provide an affidavit from the owner to attest to the following:
 - i. Name and address of the owners of the tent.
 - ii. Date the fabric was last treated with flame retardant solution.
 - iii. Trade name or kind of chemical used in the treatment.
 - iv. Name of testing agency and test standard by which the fabric was tested.
 - v. Name of the person or firm that treated the material.
- (11) Temporary structures less than 400 square feet are exempted from the requirements above and no permit is required, if they meet all conditions listed below:
- (a) Shall be removed within seven (7) days of being installed.
 - (b) Shall not be located in a corner clearance area as determined by § 1.1107.
 - (c) Shall not have unreasonable detrimental effect or be a nuisance upon adjacent property, based upon findings of the Zoning Administrator that the structure does not generate excessive noise, light, odor, vibration, or other off-site nuisance impacts. At the discretion of the Zoning Administrator, structures may be referred to the Zoning Board of Appeals for an interpretation regarding the nuisance impact of such structures.
- (B) *Accessory building or accessory structures in a residential district.* In addition to the requirements of subsection (A) of this section, the following restrictions shall apply to accessory buildings or accessory structures in residential districts.
- (1) Accessory buildings or accessory structures shall not exceed 14 feet in height with the exception of satellite systems, antenna systems, solar panels, wind generators or similar structures. If these structures are installed as a stand-alone structure, they shall not exceed 20 feet in height. If these structures are installed atop a building or structure, they shall not exceed the maximum height as per § 1.0501.—Table – Schedule of Regulations.
 - (2) A private garage or a portion thereof may be rented or leased for not more than two motor vehicles of the noncommercial type, to persons not residing in the dwelling on the lot.

- (3) The total square footage of all accessory buildings shall not exceed the square footage of the ground or first floor area of the principal building including an attached garage with a foundation and roof.
- (4) When an accessory building in any residential district is intended for other uses than the storage of private motor vehicles, the uses proposed for the accessory building must be compatible with the uses permitted within the subject district.
- (5) Accessory buildings exceeding 200 square feet must be provided with exterior finish materials similar to the principal building on the lot. Examples include roofing and siding materials. These items shall be of the same or similar, compatible colors to the principal building. An alternate roofing or siding material may be substituted if the color(s) is compatible with the principal building. They shall be built with architecture and materials that reasonably compliment the architecture and materials of the dwelling.
- (6) Canopy and tarp like structures are not permitted unless used as outdoor furniture, unless such structures are permitted as temporary structures under § 1.1105(A)(10). These items may be used from the months of April through October if maintained in good condition and used in the manner they were designed.
- (7) Dog houses shall not exceed six feet in height and 20 square feet in area.
- (8) There shall be no more than two accessory buildings on any one parcel excluding playhouses, dog houses, chicken coops not exceeding 30 square feet, pergolas or gazebos not exceeding 150 square feet, or buildings of similar uses.
- (9) If a lot area exceeds 125 percent of the minimum lot size required in the district, a property owner may request consideration from the planning commission for additional accessory building square footage greater than what this zoning ordinance allows, subject to the following conditions:
 - (a) The request and review by the planning commission shall follow the requirements of § 1.0602 of this zoning ordinance.
 - (b) The maximum lot coverage for accessory structures shall not exceed ten percent of the total lot area.
 - (c) All other standards pertaining to accessory structures, as outlined in this section, shall apply unless approved by the planning commission.
- (10) Chicken coops shall not exceed eight (8) feet in height and sixty (60) square feet in area. Chicken coops shall be removed if a valid urban chicken permit as per section 10.65 of the City of Sturgis code of ordinances is maintained.
- (11) Storage/shipping containers shall be allowed as temporary use for a period not to exceed fourteen (14) days, unless approved by the zoning administrator for additional time. Such containers shall only be for the use of the person utilizing the storage/shipping container for moving goods and materials. At no time shall any container be placed as a permanent structure within a residential zoning district or residential use. Only one (1) container may be placed at any residentially zoned property or use at any time. The container shall not encroach on the City right of way, be placed in any required off street parking, or encroach on any corner clearance requirement.
- (12) Solar Energy Systems (Photovoltaic)
 - (a) Visibility and Glare: A solar energy system whether installed on the roof or ground shall be mounted or oriented so that concentrated solar glare

will not be directed toward or onto nearby properties or right of ways at any time of the day.

- (b) Support Structures for ground mount. Support structures shall be of as single, non-reflective matte finish.
- (c) Ground mounted solar installations shall only be installed in the rear or side yard.
- (d) The area of a ground mounted solar installation shall count towards the maximum area allowed for accessory buildings/structures with a principal use. To calculate the area, you will square off the area the solar energy system uses.

(C) *Permitted Accessory Uses*

- (1) Repair of vehicles in residential districts.
 - (a) A resident may repair vehicles of the resident on the property of the resident's dwelling unit; however, in no instance shall a resident repair the vehicles of other than a resident of the dwelling unit on said property and such repair shall be conducted in not to exceed seven consecutive days in any 30-day period.
- (2) Accommodations for servants and/or caretakers;
- (3) Outdoor swimming pools, hot tubs and saunas for the use of occupants of a residence, or their guests;
- (4) Domestic or agricultural storage in a barn, shed, toolroom, or similar accessory building or other structure;
- (5) A newsstand primarily for the convenience of the occupants of a building, which is located wholly within such building and has no exterior signs or displays;
- (6) Storage of merchandise normally carried in stock in connection with a business or industrial use, unless such storage is excluded in the applicable district regulations;
- (7) Storage of goods used in or produced by industrial uses or related activities, unless such storage is excluded in the applicable district regulations;
- (8) Accessory off-street parking spaces, open or enclosed, subject to the accessory off-street parking regulations for the district in which the zoning lot is located;
- (9) Offices of an industrial or commercial complex located on the site of the commercial or industrial complex;
- (10) Accessory off-street loading, subject to the off-street loading regulations for the district in which the zoning lot is located;
- (11) Accessory signs, subject to the sign regulations for the district in which the zoning lot is located;
- (12) Common household gardening in a residential district when located only in the rear yard and/or non-required side yard areas. For purposes of this title, common household gardening shall include the growing of fruits and vegetables for consumption, solely by members of the family residing in the dwelling unit located on the same zoning lot;

- (13) Solar panels, wind generators, television reception antenna and air conditioning units.
- (14) Any structure or area designed and used specifically for the boarding or exercise of pet or pets (dogs, cats, rabbits, etc.), including but not limited to houses, pens, kennels, and dog/pet runs shall be considered as accessory structures.
- (15) Other uses clearly incidental to a main use

1.1106 WALLS AND FENCES.

- (A) *Walls.* For those use districts and uses listed in Table [1.1106A](#), there shall be provided and maintained on those sides abutting or adjacent to a residential district an obscuring wall in character with the abutting residential area and as required herein.
 - (1) The planning commission may, in its review of site plans for specific uses, allow or require the provision of an earth berm and/or a greenbelt planting consisting of trees and shrubs to serve as an obscuring wall, where such obscuring walls are required under this zoning ordinance, and where conditions are such that a more effective and harmonious development with abutting or neighboring land uses would result. Review and approval shall be required by the planning commission of types of plant materials and their location in such greenbelt.
 - (2) Required walls shall be located on the lot line except where underground utilities interfere and except in instances where this zoning ordinance requires conformance with front yard setback lines in abutting residential districts. Upon review of the site plan, the planning commission may approve a reduction in height requirements or may approve an alternate location for the wall or may waive the wall requirement if in specific cases it would not serve the purposes of screening the parking area effectively. Required walls may, upon approval of the planning commission, be located on the opposite side of an alley right-of-way from a nonresidential zone that abuts a residential zone when mutually agreeable to affected property owners. The continuity of the required wall or, a given block will be a major consideration of the planning commission in reviewing such request.
 - (3) Walls and screening barriers shall have no openings for vehicular traffic or other purposes, except as otherwise provided in this zoning ordinance and such openings as may be approved by the building official. All walls required under this zoning ordinance shall be durable, weather-resistant, rustproof, and shall be maintained by the property owner or tenant at all times equal in condition to the completed structure at the time of initial installation.
 - (4) Walls may be constructed with opening which do not in any square section (height and width) exceed 20 percent of the surface. Where walls are so pierced, the openings shall be so spaced as to maintain the obscuring character required, and shall not reduce the minimum height requirement. The arrangement of the openings shall be reviewed and approved by the building official.

- (5) The city may require that suitable maintenance guarantee be provided for the continued maintenance of walls required under this title.

TABLE 1.1106A

Use	Requirements*
Off-street parking area	6-foot-high masonry wall
B-N, B-OS, B-H, M districts	6-foot-high masonry wall
B-C district: screening of trash dumpsters and parking areas	6-foot-high masonry wall
B-C and B-N district: parking areas and other allowed fencing uses	36" to 60" ornamental fence. Construction of cast iron, decorative metal, or a material providing a similar aesthetic appearance. Fencing cannot contain elements which provide a hazard to the public, including but not limited to spikes and sharp points.
B-C district: temporary outdoor gathering areas	Any temporarily-installed fencing material at least 50% open to the air, including plastic or wood snow fence.
M districts open storage areas, loading or unloading areas, service areas	6-foot-high to 8-foot-high masonry wall (height shall provide the most complete obscuring possible)

*The planning commission may permit wood, vinyl, composite or metal screening or landscape materials where such material provides a suitable compatibility with abutting uses. In those instances where a residential property exists in one of the above districts, materials other than masonry may be utilized by the residential property owner to screen or enclose such property from abutting nonresidential uses.

- (B) *Permanent Fences or walls in all nonresidential districts.*
- (1) In B-OS districts (business office service), fences up to six feet in height are permitted in rear and side yards. Fences not more than 50 percent solid and not more than four feet in height are permitted in required front yards. Fences in the front yard shall not be chainlink or of wire construction.
 - (2) Fences not more than six feet in height may be placed in any yard in M (manufacturing) or B-H (business highway) districts. All parking areas for commercial or industrial district uses shall be screened on all sides abutting or across a street or alley from a residential district.
 - (3) Chainlink fences in the M (manufacturing) districts may have an additional two feet in height added for security fence.
 - (4) Fences or walls in the B-C central business district are permitted for the following uses, with regulations as specified in Table [1.1106A](#).
 - (a) Screening of trash dumpsters.
 - (b) Screening of parking areas.
 - (c) Outdoor gathering areas.

- (d) Public facilities and public use locations.
- (5) Clear vision must be maintained on all drives, streets and sidewalks. All fences or walls must be located on the property line except as required for loading areas as specified in § 1.0903.
- (6) Fence support structures or devices must be on the permit holder's side of the fence, with the finished side of the fence facing the adjacent property (see Figure 1.1105B).
- (7) Fences shall not contain electric current or charge of electricity.
- (8) Fence post supports shall be placed a minimum of 18" below grade for fences greater than four feet in height.
- (9) No temporary fencing shall be permitted unless being utilized for construction sites, temporary gathering area, or similar uses approved by the zoning administrator.
- (10) Post supports may extend above the maximum height permitted by 6 inches.
- (C) *Permanent Fences or walls in all residential districts.*
 - (1) Fences or retaining walls may be located along the property line.
 - (2) Fences on lots in all residential districts which enclose property and/or are within a side or rear yard shall not exceed six feet in height, measured from the surface of the ground and shall not extend toward the front of the lot nearer than the front of the house or the required minimum front yard, whichever is greater.
 - (3) Fences shall not contain barbed wire, electric current or charge of electricity.
 - (a) Underground pet fences shall be permitted.
 - (4) Ornamental fences within the front yard shall not exceed 36 inches in height, and clear vision must be maintained on corner lots in accord with § 1.1106. Privacy fences are not permitted in the front yard area.
 - (5) Fences which enclose public or institutional parks, playgrounds or public landscaped areas, situated within an area developed with recorded lots, shall not exceed eight feet in height, measured from the ground, and shall not obstruct vision to an extent greater than 25 percent of their total area.

- (6) Fence supports or devices must be on the permit holders side of the fence, with the finished side of the fence facing the adjacent property. (See Figure 1.1105B.)
- (7) Clear vision must be maintained on all drives, streets and sidewalks.
- (8) Fence post supports shall be placed a minimum of 18" below grade for fences greater than four feet in height.
- (9) No temporary fencing shall be permitted unless being utilized for construction sites, temporary gathering area, or similar uses approved by the zoning administrator.
- (10) Post supports may extend above the maximum height permitted by 6 inches.

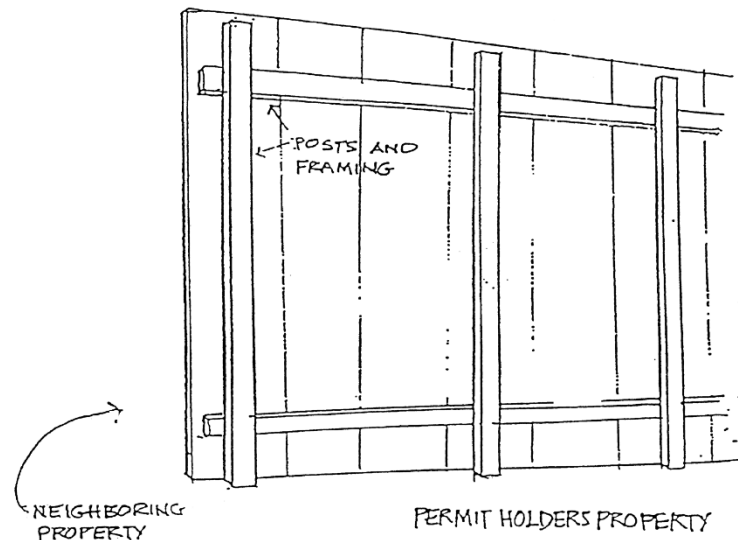
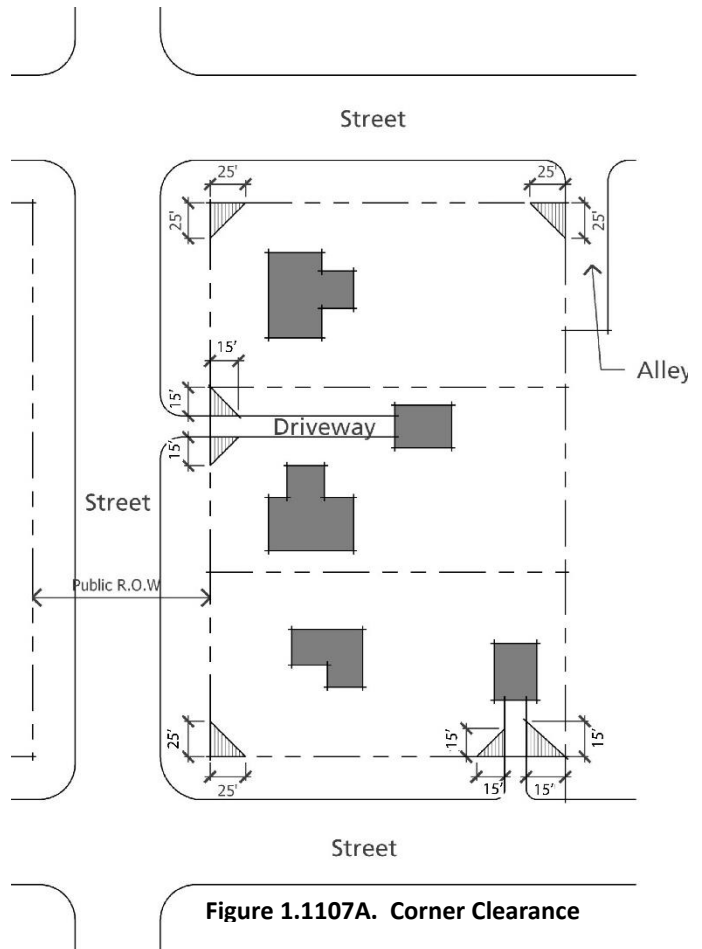


Figure 1.1105B

1.1107 CORNER CLEARANCE.

- (1) No fence, wall, shrubbery, sign or other obstruction to vision above a height of two feet or an ornamental fence if no taller than three feet in height shall be permitted within the triangular area formed at the intersection of any street right-of-way lines by a straight line drawn between said right-of-way lines at a distance along each line of 25 feet from their point of intersection, nor shall such obstruction to vision be permitted at the intersection of any driveway or alley and a street right-of-way line within a triangular area formed at such intersection by a straight line drawn between the driveway or alley line and the street right-of-way line at a distance along each line of 15 feet from their point of intersection. In those instances where such triangular area cannot be constructed on the property in question, a 15-foot setback shall be required between the property line and the driveway or alley (See Figure 1.1107A.)
- (2) Where a lot is bounded by two intersecting streets, the front yard requirements shall be met on one abutting street and one-half the front yard requirement shall be met on the other abutting street. The owner shall have the discretion to decide upon which abutting street the full front yard requirement shall be met. No portion of the lot within 25 feet of the side lot line of any adjoining property

may be utilized for a building or solid fence or wall over three feet in height unless the front yard requirement for the adjoining property is met within the area. Where the rear yard abuts the side yard of an adjoining property, the side yard requirement of the adjoining lot shall be provided between any structure over three feet in height and the rear lot line.



1.1108 AREA OR SPACE REQUIRED.

No lot, yard, court, parking area, or other space shall be divided, altered, or reduced so as to make the area or dimensions less than the minimum required under this section. If existing spaces are already less than the minimum required under this section, the area or dimension shall not be further divided or reduced.

1.1109 YARD REQUIREMENTS ALONG ZONING BOUNDARY LINE.

A lot having a side yard line adjacent to any zoning boundary line of a more restricted district shall have a side yard not less than the minimum width required for the adjoining side yard for the more restricted district.

1.1110 FRONT YARDS ON LOTS RUNNING THROUGH THE BLOCK.

In any district where a lot runs through a block front street to street and where a front yard is required, the front yard shall be provided along each street lot line.

1.1111 RESTRICTIONS FOR LOT WIDTHS ADJACENT TO PLATTED LOTS.

In a block where there exists some platted and unplatted land, and where 50 percent or more of the total frontage on both sides of a street in the same block is platted, the balance of the unplatted land must be divided into lots each having an average width not less than the average of 50 percent of the platted lots, but in no case shall the width of any lot so determined be less than 60 feet. If less than 50 percent of the frontage has been platted into lots, then the balance of the unplatted land shall meet the width requirements for the district in which it is located.

1.1112 INSTITUTIONAL AND PUBLIC USES.

Institutional and public uses may be located in any residential, business or industrial zone, provided the following requirements are complied within and adjacent to residential zones.

- (A) Application and a site plan shall be submitted to the planning commission.
- (B) The required site plan shall show the property lines and dimensions of the tract and the proposed development, including all existing and proposed buildings and uses, as well as the location, dimensions, and capacities of all areas to be used for motor vehicle parking.
- (C) Sufficient additional data shall be provided as needed to enable the planning commission to determine compliance with the requirements of this section, and to determine the best possible physical layout for the proposed use from the standpoint of its relationship to the general health, safety, and welfare of the city and adjoining property values.

- (D) Before approving the plan or plans the planning commission shall require proper 7guarantees that the proposed use shall not constitute a public hazard and is reasonably necessary for the convenience of the community.
- (E) Where an institutional or public use is to be occupied as a residence, nursing home, convalescent home, hospital, or similar use where humans will be living or cared for, the minimum lot size required for a dwelling in a zone shall be provided for each six humans to be accommodated.
- (F) This section shall not conflict with state board of education and fire marshal reviews for all school buildings.

1.1113 SEWAGE AND WATER REQUIREMENTS.

No building permit shall be issued for any building to be occupied by human beings unless provisions have been made to provide public sewer and water to the building. In the absence of public sewer or water the community development department can only issue a building permit when county or state permits for water and sewage disposal meet state and municipal standards.

1.1114 SURFACE RUNOFF.

No premises shall be filled or graded so as to discharge surface runoff to abutting premises in a manner so as to cause ponding or surface accumulation of the runoff on those premises. This would include water runoff from building via eaves or similar apparatus.

1.1115 GARBAGE AND RUBBISH AND SCREENING OF OUTDOOR STORAGE; JUNK MOTOR VEHICLES.

The outdoor storage, collection, keeping, or placing of garbage or rubbish by a property owner or occupant is prohibited in all public rights-of-way, all yards in any residential zone, and in front and side yards in B-H business or M manufacturing zones unless in a covered and approved container for a period not to exceed 24 hours; Provided however, on the day of rubbish pickup only, garbage and rubbish may be stored in secure paper or plastic bags at an appropriate rubbish pickup location. An approved container is one which is leakproof with a close-fitting cover for the storage of garbage or rubbish. Outdoor storage of materials and rubbish is permitted in B-H business or M manufacturing districts, but only in rear yards, and when any such rear yard abuts residentially zoned or developed areas, it shall be screened from the adjacent residential areas by a solid fence or wall at least six feet in height, or by six-foot evergreen planting. Notwithstanding the foregoing, building materials or rubbish in a dumpster may be stored temporarily on a construction site while construction is actually in progress. Other types of materials too large or bulky to be conveniently placed in a container may be temporarily stored in an outdoor location for not more than 24 hours while awaiting pickup by a rubbish collector or hauler.

Motor vehicles which are inoperable or not currently licensed shall be deemed to be rubbish and shall not be stored in any residential zone except within the confines of an enclosed building.

If garbage or rubbish is stored, collected, kept or placed in a public right-of-way or a required front yard setback area for more than 24 hours, the city may, after five business day written notice to remove the garbage or rubbish to the property owner or occupant, remove the garbage or rubbish and bill the property owner or occupant. In all other circumstances, if garbage or rubbish is stored, collected or placed in violation of this section, the city may, ten days after issuance of a citation to the property owner or occupant, cause the garbage or rubbish to be removed and bill the property owner or occupant. If any such billing is not paid within 90 days it shall become a lien on the property, properly recorded at the county.

1.1116 SWIMMING POOLS.

Swimming pools accessory to a principal permitted use are allowed in all districts, provided the pools are constructed, operated, and maintained in accordance with city regulations pertaining thereto. No pool shall be closer than six feet to any side or rear lot line nor located in any required front yard. All swimming pool installations shall comply with NFPA National Electrical Code for operation as well as clearance.

1.1117 BASEMENT DWELLINGS.

The use of a basement or the basement of a partially built or planned building as a residence or dwelling unit is prohibited in all zones. This shall not prohibit a dwelling unit located partially below ground which has access to a hallway providing two remote means of egress to ground level.

1.1118 ABANDONED BUILDINGS AND STRUCTURES.

Any building or structure not in continuous use as defined by permitted, special land use, or nonconforming uses in any district for a period greater than 365 days, shall be considered abandoned and come under the provisions of this zoning ordinance and other city codes for buildings and structures. In order to obtain a certificate of occupancy as a use in the future, once 365 days have passed, the building or structure shall have to meet all the current standards of all applicable City codes specifically [Article VIII](#), nonconforming uses of this zoning ordinance.

1.1119 OPEN SPACE MINIMUM AREA.

All lots to be used for business, industry and public uses requiring parking for employees, shoppers, visitors and users, shall have 15 percent of lot area set aside as open space. This space shall only be occupied by lawn or landscape features not obstructing areas for snow piling.

1.1120 STORAGE OF HOUSEHOLD FURNITURE AND APPLIANCES.

It shall be unlawful for an owner, occupant, or person in control, of any structure or lot to use or permit to remain on any structure or lot, for a period exceeding 24 hours, on any open porch, yard, or exterior area of any structure susceptible to moisture from inclement weather, including rain, snow or hail, or susceptible to infestation by insect, rodent or other pest, any furniture or appliance designed for indoor use, including but not limited to cushions, pillows, mattresses, couches, chairs, washers, dryers, refrigerators or freezers.

For purposes of this section, "open porch" shall mean any part of a structure that is not fully enclosed and shielded from the elements on all sides by roof and walls, and "furniture" does not include furniture designed and intended for outdoor use and exposure to moisture from inclement weather.

This provision shall not apply during a lawful yard sale or garage sale while such furniture or appliances are offered for sale; nor shall it apply while such furniture or appliances are otherwise lawfully held for refuse collection.

1.1121 DEMOLITION OF BUILDINGS.

The purpose of this section is to provide a clean, level, top soiled, seeded, buildable site at the conclusion of the demolition process. Whenever a structure is demolished or removed, the person, firm, or corporation commencing such demolition or removal must do the following:

- (A) Prior to commencing demolition:
 - (1) Submit a completed demolition permit application and pay the appropriate fees for all activities related to the demolition process, including but not limited to hazardous material assessment, hazardous material abatement, and demolition. This can also be submitted by the owner or owner's agent.
 - (2) Arrange for proper abandonment of all utility services. Sign-offs shall be provided with the application for demolition. This may include gas, electric, water, sewer, storm, phone, and cable.
 - (3) Conduct a hazardous material assessment and abate hazardous materials in accordance with local, state, and federal regulations and the hazardous material assessment report.
 - (4) Contact Miss Dig to locate any underground public utilities.
 - (5) Coordinate the closure of any public street or sidewalk with the City of Sturgis Engineering Department by submitting a Right of Way Permit application. Some locations may require approval from the Michigan Department of Transportation.
 - (6) Verify the existing condition of streets, sidewalks, curbs, fences, and other infrastructure and site improvements with the Community Development Department and Engineering Department. Applicant shall provide photographs of all damages that exist prior to mobilizing equipment on-site.
 - (7) Install safety measures to limit access to the demolition site.

- (8) Install soil erosion control measures as required by your soil erosion permit, if applicable.
- (B) During demolition:
- (1) Water down all structures and any ensuing debris during demolition and loading of trucks to mitigate any dust and particle nuisance for adjoining properties.
 - (2) Demolish the entire structure(s) unless the permit was issued for a portion of a building or structure.
 - (3) Remove all footings, foundations, basement walls, basement floors, septic systems and properly abandon any wells.
 - (4) Demolish or remove all garages, sheds, and accessory or temporary structures including, but not limited to, poles, decks, fences, retaining walls, carports, pools, and play structures as nothing can be buried or remain.
 - (5) Remove all landscaping and shrubs unless approved by the zoning administrator.
 - (6) Remove all hard surfaces including, but not limited to, concrete, masonry, asphalt, and hard packed stone or gravel, but excluding public sidewalks.
 - (7) Remove all driveway curbs, gutter openings and approaches as directed by the Engineering Department.
- (C) After demolition:
- (1) Request inspection by the Community Development Department for an open hole inspection when all debris has been removed from the site and prior to any backfilling of open hole.
 - (2) Excavations shall be backfilled with clean fill and compacted to 95% to prevent settling. The Community Development Department reserves the right to require compaction testing by a third party paid by the contractor, if deemed necessary.
 - (3) Install new curb and gutter as directed by the Engineering Department to replace the driveway curb and gutter openings if ordered to be removed as part of the permitting process.
 - (4) Grade the site to blend smoothly with surrounding properties, public sidewalks, driveways, and curbs. Final grade shall be executed in a manner that provides a continuous smooth grade free of voids, pockets, and debris including, but not limited to, rocks, roots, plastic, wood, cement, block, brick, and steel or other construction material. Grade shall be completed to eliminate standing water or draining of water onto neighboring properties.
 - (5) Install a minimum of two (2) inches of topsoil and the appropriate grass seed. All grass seed must be suitable for mowing and comply with City of Sturgis regulations.
 - (6) Properly repair and reseed landscape areas on adjoining properties and the area between the curb and sidewalk damaged during demolition or removal activities with topsoil and appropriate grass seed.
 - (7) Replace all public sidewalks, curbs, driveway approaches, and driveways on the demolition site and adjoining properties damaged during demolition or removal activities in accordance with the right of way permit requirements.
 - (8) Remove all paper, wood, rubbish, and debris from the site before final inspection.

- (9) Request final inspection by the Community Development Department when all work has been completed.

Exception. -The zoning administrator may authorize a deviation from the above standards in the best interest of the City, provided that the deviation complies with the spirit and intent of the ordinance.

1.1122 HOME OCCUPATIONS.

A home occupation is an accessory use by the occupant of the dwelling unit. Home occupation as used in this chapter shall be incidental to the principal use of the dwelling unit as a residential use and subject to the following:

- (A) Home occupations that create the following conditions shall not be permitted:
 - (1) Changes the outside appearance of the dwelling or is visible from the street.
 - (2) Generates traffic, parking, sewerage, or water use in excess of what is normal in the residential neighborhood.
 - (3) Creates noise, vibration, glare, fumes, odors or results in electrical interference, or becomes a nuisance.
 - (4) Results in outside storage or display of anything other than a sign in accordance with § [1.1002](#).
 - (5) Requires the employment of more than one person in the home other than the dwelling occupants.
 - (6) Requires exterior building alterations to accommodate the occupation.
 - (7) Occupies more than 25 percent of the floor area of the dwelling, or 50 percent of a detached garage.
 - (8) Requires parking for customers that cannot be accommodated on the site. Required parking may include not exceeding one parking space at curbside on the street.
 - (9) Requires the delivery of goods or the visit of customers before 6:00 a.m. and after 8:00 p.m.
- (B) The following are permitted home occupations provided they do not violate any of the provisions of the previous paragraph subsections (A)(1-9) of this section:
 - (1) Dressmaking, sewing and tailoring.
 - (2) Painting, sculpturing or writing.
 - (3) Telephone answering.
 - (4) Home crafts, such as model making, rug weaving and lapidary work.
 - (5) Tutoring limited to four students at a time.
 - (6) Computer application including software and not including sale of computers.
 - (7) Salespersons office or home office of a professional person.
 - (8) Laundering and ironing.

- (9) Repair of clocks, instruments or other small appliances which do not create a nuisance due to noise, vibration, glare, fumes, odors or results in electrical interference.
- (10) Barbershops and beauty parlors, limited to one operator.
- (11) Dance studios, limited to four students.
- (12) Day care for six or fewer children
- (C) The following are prohibited as home occupations:
 - (1) Private clubs.
 - (2) Repair shops which may create a nuisance due to noise, vibration, glare, fumes, odors or electrical interference.
 - (3) Restaurants.
 - (4) Boarding, stables, kennels.
 - (5) Short term rental.
 - (6) Motor vehicle repair or paint shops.
 - (7) Retail sales that require visits of customers to the home.
- (D) Any proposed home occupation that is neither specifically permitted of this section nor specifically prohibited by this section shall be considered a special use and be granted or denied upon consideration of those standards contained in section[s] 1.0602 and 1.0603 of this zoning ordinance.

1.1123 DWELLING UNIT REVIEW.

All properties are subject to the following conditions for all new single or two family dwelling units, additions, changing of exterior finish materials, and adding or changing parking areas:

- (A) Dwelling units shall conform to all applicable building, electrical, plumbing, fire, energy, city codes and ordinances, and with applicable state or federal requirements with respect to the construction of the dwelling.
- (B) Dwelling units shall be permanently attached to a perimeter foundation. In instances where the applicant elects to set the dwelling on piers or other acceptable foundations which are not at the perimeter of the dwelling, then a perimeter wall minimum 24 inches below finish grade shall also be constructed. Any such perimeter wall shall be constructed of durable materials and shall also meet all local requirements with respect to materials, construction, and necessary foundations below the frost line. Any such wall shall also provide an appearance which is compatible with the dwelling and other homes in the area. This section applies to garages attached to the dwelling unit.
- (C) Dwelling units shall be provided with home designs similar to the dwelling units on adjacent properties or in the surrounding residential neighborhood.
- (D) Dwelling units shall be provided with exterior finish materials that are harmonious in color and design.
- (E) Dwelling units shall be provided with an exterior building wall configuration which represents an average width to depth or depth to width ratio which does not exceed 3:1, or is in reasonable

conformity with the configuration of dwelling units on adjacent properties or in the surrounding residential neighborhood.

- (F) The dwelling shall contain storage capability in a basement located under the dwelling, in an attic area, in closet areas, or in a separate structure of standard construction similar to or of better quality than the principal dwelling, which storage area shall be equal to ten percent of the square footage of the dwelling or 100 square feet, whichever shall be less.
- (G) All areas not covered by the dwelling unit, accessory structures or buildings, landscaping, or parking areas shall be top dressed with a minimum two (2) inches of topsoil and the appropriate grass seed. All grass seed must be suitable for mowing and comply with City regulations.
- (H) The building official may request a review by the planning commission of any dwelling unit with respect to this section. The building official or planning board shall not seek to discourage architectural variation but seek to promote the reasonable compatibility of the character of dwelling units, thereby protecting the economic welfare and property value of surrounding residential uses and the city at large. In reviewing any such proposed dwelling unit, the building official may require the applicant to furnish such plans, elevations and similar documentation as they deem necessary to permit a complete review and evaluation of the proposal. When comparing the proposed dwelling unit to similar types of dwelling units, consideration shall be given to comparable types of dwellings within 300 feet. If the area within 300 feet does not contain any such homes, then the nearest 25 dwellings shall be considered.

XII

ARTICLE XII. SITE PLAN REVIEW

ARTICLE XII. SITE PLAN REVIEW

1.1201 PURPOSE.

Before a building permit is issued for any use identified as requiring a building permit, a site plan shall be submitted to the Community Development Department for review and approval. Before granting approval, the planning commission shall ascertain that all provisions of this article are complied with and that the proposed location and arrangement of buildings, accesses, parking area, walkways, yards, open areas, and other improvements limit potential health, safety, or protection hazards, and that the arrangement of buildings and structures will provide convenience for the intended occupants or utilization by the public and will be harmonious with development on adjoining properties.

1.1202 SCOPE.

- (A) Except as set forth below, the Community Development Department shall not issue a building permit for construction of any buildings, structures, or uses until a site plan, submitted in accordance with this zoning ordinance, shall have been reviewed and approved by the planning commission.
- (B) The following buildings, structures, or uses shall be exempt from the site plan review and approval by the planning commission procedure but must receive approval from the zoning administrator:
 - (1) Single or two-family dwellings on an individual and separate lot and including accessory structures and uses.
 - (2) Accessory buildings which meet all the following criteria:
 - (a) Require no new or additional means of access from adjoining public roads or highways.
 - (b) Do not require additional parking exceeding 10% of existing parking area.
 - (c) Comply with all zoning ordinance requirements.
 - (3) Projects involving the expansion, remodeling, or enlargement of existing buildings which meet all the following criteria:
 - (a) Require no new or additional means of access from adjoining public roads or highways.
 - (b) Do not require additional parking exceeding 10% of existing parking area.
 - (c) Comply with all zoning ordinance requirements.
 - (4) Additional buildings or structures similar to those previously existing upon an individual site that meet all the following criteria:
 - (a) Require no new or additional means of access from adjoining public roads or highways.
 - (b) Do not require additional parking exceeding 10% of existing parking area.
 - (c) Comply with all zoning ordinance requirements.

- (5) Uses such as on-premises advertising signs except as provided for in [Article XIII](#) of this zoning ordinance.
- (6) Parking area projects which meet all the following criteria:
 - (a) Require no new or additional means of access from adjoining public roads or highways.
 - (b) Do not require additional parking exceeding 10% of existing parking area.
 - (c) Comply with all zoning ordinance requirements.
- (7) Parking lot mill and repave projects where an approved site plan is on file, unless there are grading changes or changes to the configuration of the parking lot.
- (8) Minor site plan amendments.

1.1203 OPTIONAL PRE-APPLICATION MEETING AND SKETCH PLAN REVIEW.

- (A) Preliminary sketches of proposed site and development plans may be submitted for review to the Community Development Department prior to final approval. The purpose of this procedure is to allow discussion between an owner, the zoning administrator and other City staff to better inform the owner of the acceptability of his proposed plans prior to incurring extensive engineering and other costs necessary for final site plan approval. The sketch plan shall include, as a minimum, the following information.
 - (1) The name and address of the applicant or developer.
 - (2) Sketch plans drawn to scale of site and any existing and proposed improvements.
 - (3) Use of property, building information, outside changes, surrounding land uses.
- (B) City staff or the planning commission shall not be bound by a tentative approval if given at this time.

1.1204 APPLICATION PROCEDURE.

Requests for site plan review shall be made by filing the following items with the Community Development Department:

- (A) A review fee as determined by resolution of the City Commission. No application shall be accepted until the fee has been paid.
- (B) A completed application form for site plan review which shall contain, as a minimum, the following information:
 - (1) The name, address and contact information of the applicant.
 - (2) The name, address and contact information of the property owner.
 - (3) A correct legal description of the property.
 - (4) The area of the property stated in acres, or if less than one acre, in square feet.
 - (5) The present zoning classification of the property and abutting parcels.
 - (6) A description of the proposed development.

- (C) Three full paper sets and one digital format set of site development plans with the architect's and/or engineer's seal affixed shall be submitted. Plans shall include the following information:
- (1) The title of the proposed project.
 - (2) The name of the property owner or proprietor.
 - (3) The location of the project, the street name, and the address.
 - (4) Professional seal of the architect or engineer which are licensed in the State of Michigan, and their name, address, phone number, and email address.
 - (5) The date drawn and subsequent revision dates.
 - (6) The plan shall be drawn to an appropriate scale of not smaller in size than one inch equals 20 feet for a development of not more than three acres, and a scale of not smaller in size than one inch equals to 100 feet for a development in excess of three acres.
 - (7) The plan shall show an appropriate descriptive legend, north arrow, and scale.
 - (8) The property shall be identified by lot lines and general location together with dimensions, angles, and size correlated with the legal description of the property.
 - (9) All utilities including water, sewer, electric, gas, phone, fiber, cable, wells and cisterns, hydrants, fire department connections, right of ways and points of access. For water service, include size of service line and meter. For sanitary service include the building sewer size.
 - (10) The topography of the site with at least one-foot contour intervals and all natural features such as wood lots, streams, rivers, lakes, wetlands, unstable soils, and similar features shall be shown.
 - (11) Existing manmade and natural features upon the site and adjoining sites within 100 feet of the site boundary shall be identified and located. Indicate which features will be retained or removed. This shall include signs, parking areas, dumpster location and enclosure, fences, drainage, above/underground storage tanks, fire department connections, wooded areas, drains, 100-year flood plains, floodway, soil contamination, groundwater contamination, etc.
 - (12) The location of all buildings with setbacks as required by the zoning ordinance, distance from lot lines and other buildings, proposed finished floor and grade line elevations, the size of proposed principal and accessory buildings, the relationship of buildings to one another and to any existing structures on the site, number of floors, width, length and the height of all buildings and square footage of floor space therein shall be indicated. Site plans for multiple-family residential development shall also include a density schedule showing the number of dwelling units per net acres, including a dwelling schedule showing the unit type (one bedroom, two bedrooms, etc.) and number of each unit.
 - (13) All proposed and existing streets, driveways, sidewalks, and other pedestrian, non-motorized or vehicular circulation features upon and adjoining to the site shall be shown, together with the location, size, and number of parking areas, service lanes thereto, and service parking and delivery or loading areas. Sidewalks are required which meet ADA access, for inter-site access, as well as public access across the property along

all road frontages. Interconnection of parking lots between business properties shall follow the requirements in [Article IX](#) of the zoning ordinance.

- (14) The location, use, and size of open spaces together with landscaping, screening, fences, walls, and proposed alterations of topography or other natural features shall be indicated.
- (15) The proposed operations on the site shall be described in sufficient detail to indicate the effect, if any, upon adjoining lands and occupants, together with any special features which are proposed to relieve any adverse effects to adjoining land and occupants. The colors, materials, textures of all buildings, walls, roofs, fences, and signage and other items of installation on the site shall be explained in sufficient detail to allow review.
- (16) Elevations of all building, accessory buildings, and accessory structures. This includes mechanical equipment. If in the Central Business District, all items to verify compliance with the Design Review Guidelines shall be shown.
- (17) Any earth-change plans required by state law shall also be submitted with the application.
- (18) Electric service, meter location, and transformer proposed locations shown on the site plan. Pre-application for electric service must be completed prior to submittal.
- (19) On-site lighting with photometrics.
- (20) Surface water drainage for the site. All new storm water system shall be built and maintained in compliance with the City of Sturgis Storm Water Design Criteria Manual. Calculation worksheet must be included with the submittal and be signed and sealed by architect or engineer.
- (21) The locations of signs, either existing or proposed, and an indication of their size, height, and design to verify compliance with the zoning ordinance.
- (22) The location of any outdoor storage including a description of the items to be located outdoors, as well as the location and description of required screening.
- (23) Location of any hazardous materials. If any will be located on the site, provide type of material, quantity, and all required hazards.
- (24) The site plan shall include any other information as may be determined to be necessary by the zoning administrator because of any peculiar features of the proposed development.
- (25) If the proposed development is located in the City's wellhead protection area, which can be located using the [State of Michigan EGLE's Open Data Wellhead Protection Areas \(WHPA\) Map](#), it shall also follow [Article XV](#) (Groundwater Protection) of this zoning ordinance.

1.1205 ACTION ON APPLICATION AND PLANS.

- (A) The Community Development Department shall record the date the application and plans are received and shall transmit copies to affected City departments.

- (B) City administrative approval is required prior to review by the planning commission. Upon receiving administrative approval by City staff, the site plan will be placed on an upcoming Planning Commission meeting. The zoning administrator or their designee will notify the applicant of the date, time, and place of the planning commission meeting for the review to be heard.
- (C) Members of the planning commission shall be provided with copies of the application and plans prior to the meeting.
- (D) Following the planning commission review, the planning commission shall have the authority to approve, disapprove, modify, or alter the proposed plans in accordance with the purpose of the site plan review provisions of this section and the criteria contained herein. In those instances where modification is required, the planning commission may either approve the plans contingent upon the required alterations or modifications, if any, or may require a further review after the modifications have been included in the proposed plans for the applicant.
- (E) The planning commission may stipulate special conditions and restrictions upon the approval of the site plan as deemed necessary for the protection of the public interest.
- (F) A copy of the approved final site plan, including any required modifications or alterations, shall be maintained as part of the City records for future review and enforcement. If any variances from the zoning ordinance have been obtained from the zoning board of appeals, the minutes concerning the variances shall also be filed with the City records as a part of the site plan and delivered to the applicant for his information and direction. The site plan shall become part of the record of approval and subsequent actions relating to the activity authorized shall be consistent with the approved site plan.

1.1206 CRITERIA FOR REVIEW.

In reviewing the application and site plan and approving, disapproving, or modifying the plan, the planning commission shall be governed by the following standards:

- (A) There is a proper relationship between the existing streets and highways within the vicinity and proposed acceleration and/or deceleration lanes, service drives, entrance and exit driveways, and parking areas to ensure the safety and convenience of pedestrian, non-motorized, and vehicular traffic.
- (B) The buildings and structures proposed to be located upon the premises are so situated as to minimize adverse effects upon owners and occupants of adjoining properties.
- (C) As many natural features of the landscape shall be retained as possible where they furnish a barrier screen, or buffer between the project and adjoining properties used for dissimilar uses and where they assist in preserving the general appearance of the neighborhood.
- (D) Any adverse effects of the proposed development and activities emanating therefrom which affect adjoining residents or owners shall be minimized by appropriate screening, fencing, landscaping, setback, and location of buildings, structures, and entryways.
- (E) The layout of buildings and improvements will minimize any harmful or adverse effect which the development might otherwise have upon the surrounding neighborhood.

- (F) The site plan must comply with all provisions of the City code of ordinances and the zoning code. The planning commission may stipulate special conditions and restrictions of the site plan as deemed necessary for the protection of the public interest. However, this would not preclude the applicant from applying for an appropriate variance with the zoning board of appeals.

1.1207 CONFORMITY TO APPROVED SITE PLAN.

- (A) Revocation of site plan approval. Property which is the subject of site plan approval must be developed in strict compliance with the approved site plan, inclusive of any amendments, which has received approval. If construction and development does not conform with the approved plan, the approval of the site plan shall be revoked by the Community Development Department by written notice of the revocation posted upon the premises involved and mailed to the owner at his last known address. Upon revocation of this approval, all construction activities shall cease upon the site until the time the violation has been corrected or the planning commission has, upon proper application of the owner and after review, approved a modification of the site plan.
- (B) Criteria for commencing construction. Approval of the site plan shall be valid for a period of one year. If a building permit has not been obtained and on-site development commenced within one year, the site plan approval shall become void and a new application for site plan approval shall be required and new approval obtained before any construction or earth change is commenced upon the site. An applicant may make application for a six-month extension of the site plan to the Community Development Department. The extension shall be granted if the zoning administrator finds good cause for the extension and that zoning regulations and site conditions of the subject property and adjoining properties have not changed since the site plan approval.

1.1208 AMENDMENT TO SITE PLAN.

- (A) A proposed amendment, modification, or alteration to a previously approved site plan may be submitted to the zoning administrator. The zoning administrator shall determine whether the change is major, warranting review by the planning commission, or minor, allowing administrative approval, as noted below:
- (1) Minor changes. Minor changes may be approved by the zoning administrator after review by affected City departments determining that the proposed revision(s) will not alter the basic design and character of the plan as approved by the planning commission, nor any specified conditions imposed as part of the original approval. The zoning administrator has the discretion to request review by the planning commission for minor changes. Minor changes shall include the following:
- (a) Reduction of the size or height of any building.
 - (b) Movement of buildings and/or signs by no more than ten feet if consistent with required setbacks, open space, and other standards.
 - (c) Landscaping approved in the final development plan that is replaced by similar landscaping to an equal or greater extent.

- (d) Changes in floor plans, of up to five percent of the total floor area, which do not alter the character of the use or increase the amount of parking by more than 10%.
 - (e) Internal rearrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design.
 - (f) Improvements or slight relocation of site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing or pedestrian/bicycle paths, where appropriate.
 - (g) Changes of building materials to another of similar or higher quality, or a slight change in the color of the exterior material.
 - (h) Grade change of up to one foot, reviewed and approved by the City engineer.
 - (i) Modification of entry design, sign placement or reduction in size of signs.
 - (j) Changes to the location of accessory buildings and structures.
 - (k) Changes required or requested by the city, county, or other state or federal regulatory agency to conform to other laws or regulations which do not substantially modify the plan.
- (2) Major changes. A proposed change not determined by the zoning administrator to be minor shall be submitted as an amendment to the site plan and shall be reviewed in the same manner as the original site plan application.

1.1209 PERFORMANCE GUARANTEE.

- (A) In compliance with the Michigan Zoning Enabling Act (MCL 125.3505, as amended), the City shall have the right and authority to ensure compliance with the zoning ordinance and any condition imposed thereunder to require a performance guarantee approved by the Community Development Department to ensure the development of the site in accordance with the approved site plan. The performance guarantee shall continue for the duration of the construction and development of the site.
- (B) The performance guarantee may be in the form of a cash deposit, certified check, irrevocable letter of credit, or surety bond acceptable to the City, in an amount to cover the cost of the improvements associated with the project. It shall be deposited with the City clerk to insure faithful completion of the improvements as set out in the site plan approval. If the City has required a performance guarantee, then it shall be subject to the following terms and conditions:
 - (1) The performance guarantee shall be deposited prior to the issuance of the building permit authorizing the activity or project.
 - (2) Rebates of cash deposits. Where the performance guarantee has been made in the form of a cash deposit, the performance guarantor shall be entitled to a rebate of the cash deposit in reasonable proportion to the ratio of work completed on the required improvements as satisfactory work progresses.

The performance guarantor may request the rebates in three equal installments each time one-third of the entire required work has been satisfactorily completed in accordance with the final approved site plan, including any approved amendments.

- (3) Failure to complete improvements. If the performance guarantor fails to complete the improvements as approved in the final approved site plan within such time period as is required by the conditions or guarantees as outlined above, then the City may proceed to have such work completed and shall reimburse itself for the cost thereof by appropriating the cash deposit, certified check, or surety bond or by drawing upon the irrevocable letter of credit, or shall take the necessary steps to require performance by the bonding company.

1.1210 APPEALS.

Any person or party aggrieved by an administrative determination or decision of the planning commission under this chapter may appeal such decision to the zoning board of appeals in accordance with the provisions of this zoning ordinance. Such appeal shall be filed within ten (10) days of the date of a final decision made by the planning commission or City staff.

XIII

ARTICLE XIII. DESIGN REVIEW - CENTRAL BUSINESS AREA

ARTICLE XIII. DESIGN REVIEW - CENTRAL BUSINESS AREA

1.1301 DESIGN REVIEW.

Design review is required in order to provide for the orderly development and redevelopment of the central business district, the boundaries of which are defined in the adopted Sturgis [Zoning Map](#), and to maintain and enhance property values, to promote the economic and general prosperity of the district and to protect the health, safety and welfare of the community by facilitating development where the physical, visual and spatial characteristics are established and reinforced through appropriate design; to provide for a design review committee of the planning commission to act in the application of this provision; to encourage creativity in the development and redevelopment of property in the central business district; and to ensure the standards and guidelines established by the ordinance are administered so as to encourage the disposition of development proposals without undue delay or cost to property owners in the district.

- (A) *Definitions.* Because many of the words or terms used in design review are not in common usage, or they could be misconstrued as to meaning, the following definitions are to be used in the context of the use of this section. Terms not herein defined shall have the meaning customarily assigned to them, unless otherwise defined in this ordinance.
- (1) *Appearance.* The outward aspect of a building structure or site visible to the public.
 - (2) *Appropriate.* Sympathetic, or fitting, to the context of the site and the whole community.
 - (3) *Appurtenances.* The visible, functional objects accessory to and part of buildings.
 - (4) *Architectural concept.* The basic aesthetic idea of a building, or group of buildings or structures, including the site and landscape development, which produces the architectural character.
 - (5) *Architectural feature.* A prominent or significant part or element of a building, structure, or site.
 - (6) *Architectural style.* The characteristic form and detail, as of buildings of a particular historic period.
 - (7) *Central business district.* The area designated on the adopted Sturgis [Zoning Map](#) as the central business district.
 - (8) *Character.* The combination of traits which, when considered together, distinguish specified land and/or development from other specified land and/or development. In assessing character, the following may be considered, along with any other expressly identified factors:
 - (a) Percentage of a lot covered by structures and other impervious improvements;
 - (b) Type or style of structure;
 - (c) Traffic flow and pattern, and the relationship of traffic to pedestrian and vehicular thoroughfares;
 - (d) Density of land uses and;
 - (e) Intensity of uses.
 - (9) *External design feature.* The general arrangement of any portion of a building, sign, landscaping or structure and including the kind, color, and texture of the materials of such portion and the types of roof, windows, doors, lights, attached or ground signs or other fixtures appurtenant to such portions, as will be open to public view from any street, place or way.
 - (10) *Graphic element.* A letter, illustration, symbol, figure, insignia, or other device employed to express and illustrate a message or part thereof.

(B) *Design review committee.*

- (1) *Creation.* A design review committee shall be appointed by the planning commission for the purpose of assisting the planning commission to preserve, protect and enhance the aesthetic appeal of the central business district; protect property values through the application of good design principles; and promote the general health, safety and welfare of the central business district and the community. The design review committee will also be charged with reviewing all applications and making a recommendation to the planning commission for all internally-illuminated signs in the B-C district per § 1.1004(D)(4) and all special land use marquee signs per § 1.0603(LL). For the purpose of this review (marquee signs) will be judged on their individual design with building scale and architectural compatibility being key elements.
- (2) *Membership.* The design review committee shall consist of not less than three regular members and shall include one member of the planning commission, one member of the downtown development authority and one member at large. The review committee, as it determines necessary or appropriate, shall utilize the assistance of planning, architectural and other consultants. The review committee shall seek the assistance of relevant experts in an effort to achieve accord in those instances in which the applicant objects to the decision of the review committee.
- (3) *Requirement for approved design; nature of review.* In the central business district, no permit required under the ordinances of the city for a sign or for the erection, construction, alteration, or repair of any building or structure which involves an exterior design feature, or any painting of a commercial building other than "touch-up" painting of the same color, shall be issued by the city unless the project meets all requirements of the design guidelines listed in Article XIII. If the building official cannot determine if the project meets the proposed standards, or it is mandated by other sections of this zoning code, the building official shall refer the project to the design review committee for its determination and recommendation to the planning commission.
- (4) The design guidelines established by the downtown development authority for the central business district shall serve as a guide to the design review committee in the review of plans.

(C) *Administration.*

- (1) *Application.* As a separate and distinct part of site plan review, drawings and plans shall be submitted to the city at a scale in sufficient detail to illustrate clearly the design for which approval is sought. Such plans shall show the following:
 - (a) Existing conditions (both public and private) and natural features, all structures and uses, improvements, public street rights-of-way, sidewalks, public and private easements and restrictions for the subject site and immediately abutting property.
 - (b) Site plan in accordance with the requirements of the zoning ordinance containing the information as prescribed by the rules of the planning commission.
 - (c) Architectural drawings of all exterior building elevations, colors of exterior walls, trims and roofs, lighting materials, ornamental, pictorial or decorative material to be used in or about the exterior of the structure. Samples of building materials and colors may be required to be submitted.
 - (d) Such other information as may be required by the design review committee to permit reasonable consideration of the application.

- (D) *Design review committee action.* The design review committee shall recommend to the planning commission approval, conditional approval or disapproval of the application. Such action shall not be in lieu of site plan review by the planning commission.
- (1) *Enforcement.* Upon the granting of an approved design or amendments thereto, and following site plan review by the planning commission, the exterior drawings, sketches, landscape and site plans, renderings and materials upon which an approved design or amendment was granted shall be turned over to the community development department, whose responsibility it shall be to determine, from time-to-time as the project is in progress and finally upon its completion, that there have been no deviations therefrom.
- (a) It shall be the duty of the person, firm or corporation to whom an approved design has been granted to comply therewith, and to obtain such inspections as may be necessary in order to assure compliance. The community development department may notify such person of any deficiencies found to exist. Failure to comply with an approved design will constitute a violation of this ordinance.
- (b) Before any use may be made of improvements constructed under these provisions of design review, a final inspection of the premises must be obtained from the community development department. An occupancy permit will not be issued unless such an inspection has been made and the completed work found to be in compliance with plans approved.
- (E) *Design criteria.*
- (1) *Criteria.* The purpose of these criteria is to establish a checklist of those items which affect the physical aspect of the central business district environment. Pertinent to appearance is the design of the site, building and structures, planting, signs, street hardware, and miscellaneous other objects which are observed by the public. The design guidelines established by the downtown development authority shall serve as the guideline for review by the design review committee.
- These criteria are not intended to restrict imagination, innovation, or variety, but rather to provide a guide for decision making and assist in focusing on design principles which can result in creative solutions that will continue to develop and enhance a satisfactory visual-appearance within the central business district.
- (2) *Relationship of building site.*
- (a) Parking areas where provided shall be treated with decorative elements, building wall extensions, plantings, berms or other innovative means so as to largely screen parking areas from view from public ways.
- (b) The height and scale of each building shall be compatible with its site and adjoining buildings.
- (3) *Relationship of building and site to adjoining area.*
- (a) Adjacent buildings of different architectural styles that are in harmony with the overall downtown development authority design guidelines shall be respected in the design or alterations of a building site.
- (b) Harmony in texture, lines, and masses is required.
- (c) To the extent reasonably feasible, the building and site shall not be inconsistent with the character (as defined in this ordinance) of the area.
- (4) *Building design.*

- (a) Architectural style is not restricted. Evaluation of appearance of a project shall be based on quality of its design and relationship to surroundings.
 - (b) Buildings shall have good scale and be in harmonious conformance with permanent neighboring development.
 - (c) Materials shall have good architectural character and shall be selected for harmony of the building with adjoining buildings.
 - (d) Materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall have the same materials, or those which are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public ways.
 - (e) Inappropriate materials and methods, and those which will produce inconsistency with the structure of the building, shall be avoided.
 - (f) Materials shall be of durable quality.
 - (g) Building components - such as windows, doors, eaves, and parapets - shall have good proportions and relationship to one another.
 - (h) Colors shall be harmonious, and not used to draw attention, e.g., serving as a sign.
 - (i) Mechanical equipment or other utility hardware on roof, ground, or buildings shall be screened from public view with materials harmonious with the building, or they shall be located so as not to be visible from any public ways.
 - (j) Exterior lighting, including external and interior lighted signs, shall be part of the architectural concept. Fixtures, standards, and all exposed accessories shall be harmonious with building design.
 - (k) Refuse and waste removal areas, service yards, storage yards, and exterior work areas shall be screened from view from public ways, using materials as stated in criteria for equipment screening.
 - (l) Inappropriate, incompatible, bizarre, and exotic designs shall be avoided.
 - (m) The provisions of the zoning ordinance in regard to lot, yard, height, and area regulations and standards, which directly affect appearance, shall be part of the criteria of this subsection.
 - (n) To the extent reasonably feasible, the building design shall not be inconsistent with the character (as defined in this ordinance) of the area.
- (F) *Signs.* The provisions of the zoning ordinance in regard to signs shall be part of the criteria of this subsection. In addition to zoning ordinance standards the design guidelines established by the downtown development authority shall serve as a guide for sign design.
- (1) Wall signs shall be part of the architectural concept. Size, color, lettering, location, and arrangement shall be harmonious with the building design, and shall be compatible with signs in conformance with zoning standards on adjoining buildings. Signs shall have good proportions.
 - (2) Identification signs of a prototype design shall conform to the criteria for signs.
 - (3) Materials used in signs shall have good architectural character and be harmonious with building design and surrounding landscape.
 - (4) Every sign shall have good scale in its design and in its visual relationship to buildings and surroundings.
 - (5) Colors shall be used harmoniously. Brilliant colors shall be avoided. Lighting shall be harmonious with the design. If external spot or ground lighting is used, it shall be arranged so that the light source is shielded from view. Internally lighted signs, with the

exception of those utilizing neon, shall use soft lighting sources that do not overwhelm or distract from the atmosphere of the building or surrounding area.

(G) *Miscellaneous structures and street hardware.*

- (1) Miscellaneous structures include any structures, other than buildings, visible to view from any public way or ways. Street hardware includes all objects not commonly referred to as structures and located in streets and public ways and outside of buildings.
- (2) Miscellaneous structures and street hardware located on private property shall be designed to be part of the architectural concept of design and landscape. Materials shall be compatible with buildings, scale shall be good, colors shall be in harmony with buildings and surroundings, and proportions shall be attractive.
- (3) Miscellaneous structures and street hardware located in public ways and other public property shall be harmonious with design of adjacent buildings and other structures and landscape.
- (4) Lighting in connection with miscellaneous structures and street hardware shall meet the criteria applicable to site, landscape, buildings and signs.
- (5) The provisions of the zoning ordinance in regard to area and bulk regulations and standards, and of those portions of the building code which directly affect appearance, shall be part of the criteria of this subsection.

(H) *Building lighting.*

- (1) Building lighting shall be harmonious with adjacent building.
- (2) Building lighting shall not shine onto adjacent buildings or into residential tenant spaces.
- (3) Light sources shall be steady and not blink, flash or move and don't produce a glare.
- (4) Electrical fixtures, conduit or wire should not be exposed. If this is not possible, it shall be painted to match background.
- (5) Exceptions. For downtown lighting projects that are overseen as part of a Downtown Development Authority (DDA) or City of Sturgis project, the above requirements may be amended with approval from the Planning Commission through the Design Review Process.

(I) *Maintenance—planning and design factors.*

- (1) Continued good appearance depends upon the extent and quality of maintenance. The choice of materials and their use, together with the types of finishes and other protective measures, must be conducive to easy maintenance and upkeep.
- (2) Materials and finishes shall be selected for their durability and wear as well as for their beauty. Proper measures and devices shall be incorporated for protection against the elements, neglect, damage and abuse.
- (3) Provision for washing and cleaning of buildings and structures, and control of dirt and refuse, shall be included in the design. Such configurations that lend to catch and accumulate debris, leaves, trash, dirt and rubbish shall be avoided.

XIV

ARTICLE XIV. ADMINISTRATION AND ENFORCEMENT

ARTICLE XIV. ADMINISTRATION AND ENFORCEMENT

1.1401 BUILDING PERMITS.

No sign, parking area, fence, building, or other structure regulated by this zoning ordinance shall be erected, razed, moved, extended, enlarged, altered, or changed in use, and no exterior of any commercial building in the central business district shall be painted until a building permit has been issued by the community development department, except the following:

- (1) Touch-up painting of the same color of any commercial building in the central business district.
 - (2) Accessory structures and fences that are included as part of an urban chicken permit, Chapter 10, section 10.65 of the City of Sturgis code of ordinances.
- (A) *Issuance.* No building permit shall be issued unless the application and plans conform in all respects to this zoning ordinance and to other applicable city regulations and have been approved by any required review board or person. The building permit shall state any special conditions imposed by this section or by any review board or person and shall be signed by the community development department and the owner. A copy of the signed building permit shall be sent to the city assessor.
- (B) *Approval of Sturgis City Commission for movement of buildings.* It shall be unlawful to move an existing building having a floor area of more than 100 square feet or over 14 feet in height onto property within the city without the written approval of the Sturgis City Commission. In determining whether to grant approval, the city commission shall enforce:
- (1) The terms and conditions of this section;
 - (2) All state statutes;
 - (3) All other city ordinances and regulations; and
 - (4) Such additional conditions as the city commission shall impose by written agreement with the owner of the site upon which the building is to be moved.
 - (5) The applicant must obtain all applicable state and local permits within 60 days after such approval by the city commission.

No agreement shall be made, the terms and provisions of which shall have the effect of waiving the provisions of any state statute or any ordinance, resolution or regulation of the city.

The following buildings shall be exempt from the approval provisions of this subsection (B): Any manufactured home that meets all of the following: (i) the manufactured home is intended to be installed at a properly-licensed mobile home park, (ii) the owner of the home or the owner of the mobile home park must provide proof of previous certification by the federal Department of Housing and Urban Development ("HUD"), and (iii) the HUD certification confirms that the manufactured home at one time met the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 US 5401 to 5428 (as referenced in section 125.2307 of the Michigan Compiled Laws).

With respect to any such building, the committee established pursuant to subsection (C) shall, within ten days after receipt by the city of a completed application to move a manufactured home within the city, including pictures and such other documentation as reasonably requested

by the committee, review the building to be moved and determine compliance with subsection (D). If the committee determines that the building does not comply with subsection (D), the city building official shall inform the applicant of the concerns to be resolved. If no response is provided to the applicant within 15 days from the date of receipt of the completed application, the application to move the building shall be deemed approved.

Upon receiving notification from the city building official that the building does not comply with subsection (D), the applicant may, if the applicant does not agree with the determination, request the city commission at its next regularly scheduled meeting to grant permission to move the building.

- (C) *Committee to advise Sturgis City Commission on moving buildings.* A committee of three persons shall be formed by the city manager in order to review all buildings which are to be moved and the site to which the building is to be moved. The committee shall make a recommendation to the Sturgis City Commission concerning the applicability of § 1.1401(D) to the building(s) to be moved. The committee shall consist of the city manager, or his designee, one resident at large from the City of Sturgis and one resident from the neighborhood to which the building is proposed to be moved.
- (D) *Building to be occupied as dwelling after move to conform to other dwellings in the area.* All buildings which are to be moved to a location within the city and which are to be used for residential purposes shall conform, as far as possible to the general type, age and construction of the predominant residential buildings in the area adjacent to the proposed site, provided said adjacent buildings shall comply with, or are more restrictive, than the zoning regulations of the street upon which the building is to be located.

1.1402 OCCUPANCY PERMITS.

Before any existing use of land or use of a building is changed, and before any new sign, parking area, a building, or other new structure or a new part thereof regulated by this zoning ordinance is occupied or used, an occupancy permit shall be issued. The community development department shall ascertain, by inspection, that the intended use, premise, building, structure, or parts thereof comply with the provisions of this section, with any other pertinent city regulations, with any special conditions imposed on the building permit, and to all aspects of the approved site plan. Upon so finding the community development department shall issue an occupancy permit which shall be acknowledged by the signature of the owner thereon. A copy of the occupancy permit shall be sent to the city assessor, police chief and fire chief by the community development department.

1.1403 ENFORCEMENT; VIOLATIONS PROCEDURE.

- (A) *Enforcement.* This section shall be enforced by the community development department. The community development community development department shall not issue any permit which would authorize a violation of any provision of this section or of any other applicable city regulations, except upon the order of the zoning board of appeals or a court.
- (B) *Inspections.* The community development department shall make periodic inspections of the city to ensure that the requirements of the zoning ordinance, building and property maintenance code are being complied with.

- (C) *Violations.* The community development department shall investigate any alleged violation of Appendix A – Zoning. If a violation is found to exist, the community development department may serve notice upon the owner by personal service or regular mail, and order a termination of the violation. In the case of a violation of § 1.1115, if a violation is found still to exist seven days after notification and order, the community development department may prosecute a complaint to terminate the violation before the district court. In the case a violation of any section other than § 1.1115, if a violation is found to still exist 30 days after the notification and order, the building official may prosecute a complaint to terminate the violation before the district court. Pursuant to section 9c of Public Act No. 175 of 1927 (MCL 764.9c), if the community development department has reasonable cause to believe that a person has violated any provision of Appendix A - Zoning, the community development or police department may, in its discretion, issue and serve upon the person an appearance ticket with respect to the violation, in which event the violation shall be processed as provided by law.
- (D) *Records.* The community development department shall keep records of all inspections, investigations, applications, fees, and permits issued, with notations of all special conditions involved. Copies of all plot plans approved by the planning commission or zoning board of appeals shall also be kept unless the permit or authorization has expired. These records shall be available as a public record.

1.1404 CITY PLANNING COMMISSION.

- (A) *Powers and duties.* The city planning commission is hereby designated as the commission as specified in Article II of Public Act No. 33 of 2008 (MCL 125.3811) and shall perform the duties of the planning commission as provided in this act, together with any other powers and duties that are given to the planning commission by the provisions of this section, including authority to act on all matters requiring the approval or recommendation of the planning commission.
- (B) *Authority to approve uses.* Whenever in this section the lawful exercise or existence of a use requires the approval of the planning commission, the planning commission is hereby authorized and directed to investigate the matter requiring the approval, to conduct a public hearing thereon where required, to make a determination, to either grant or refuse the approval, and to do all things reasonably necessary to the making of the investigation and determination, subject to the provisions of this zoning ordinance.
- (C) *Hearing notice.* Prior to conducting a public hearing, as authorized in division subsection (B) of this section above, a public notice stating the time and place of the hearing, shall be posted and served in accordance with the provisions established in § 1.0602(C).
- (D) *Rules of procedure.* The planning commission is hereby authorized to adopt rules of procedure consistent with the state statutes and the provisions of this section.
- (E) *Surveys and plans.* Where the planning commission is empowered to approve certain uses of premises under the provisions of this zoning ordinance, or in cases where the planning commission is required to make an investigation, the applicant shall furnish the surveys, plans, or other information as may be reasonably required by the planning commission for the proper consideration of the matter in accordance with the provisions of this zoning ordinance.
- (F) *Hearings.* In making any recommendations or approval authorized by the provisions of this zoning ordinance, the planning commission shall consider the following:

- (1) Whether there has been a compliance with the provisions of this zoning ordinance.
- (2) Whether there is proper yard space, parking facilities, loading space, percentage of lot coverage, green belts, size of building, lot area, and other conditions required by this zoning ordinance.
- (3) Whether the use involved is in accord with the spirit and purposes of this zoning ordinance.
- (4) Whether the use involved would constitute a public or private nuisance.
- (5) Whether the use involved would disturb or interfere with the natural or planned development of the surrounding neighborhood.
- (6) Whether the use involved would affect the natural system or planned drainage so as to deleteriously affect the surrounding neighborhood.

1.1405 ZONING BOARD OF APPEALS.

- (A) *General grant of power.* The zoning board of appeals shall perform all the duties and have all the powers prescribed by the state statutes, as amended and supplemented from time to time.
- (B) *Procedure.*
 - (1) *General.*
 - (a) The zoning board of appeals shall adopt rules of procedure consistent with the provisions of state statutes and local ordinances, as it may deem necessary to the proper performance of its duties and the proper exercise of its powers.
 - (b) Meetings of the zoning board of appeals shall be held at the call of the chairman and at all other times as the board may determine. The chairman, or in his absence, the acting chairman, may administer oaths and compel the attendance of witnesses.
 - (c) Hearings of the zoning board of appeals shall be public. The board shall keep minutes of its proceedings showing the action of the board and the vote of each member upon each question, or if absent or failing to vote, indicating that fact, and shall keep records of its examination and other official actions, all of which shall be immediately filed in the office of the board and shall be a public record.
 - (d) The zoning board of appeals shall hear and decide appeals from and review orders, requirements, decisions, or determinations made by an administrative official or body charged with enforcement of this section, as brought before the board. The board shall also hear and decide matters referred to them or upon which they are required to pass under an ordinance of the legislative body adopted pursuant to the Zoning Enabling Act. This includes the zoning board of appeals power to hear and decide upon request the interpretation of the provisions of this zoning ordinance. The zoning board of appeals shall have their decision in these matters as the criteria established by this zoning ordinance under [Article XIV, § 1.1405\(D\)](#).

- (e) An appeal to the zoning board of appeals in cases in which it has original jurisdiction under the provisions of this zoning ordinance may be taken by any property owner, including a tenant, or by a government office, department, board, or bureau. An application for an appeal shall be filed with the community development department who shall transmit the application together with all the plans, specifications, and other papers pertaining to the application, to the board.

(2) *Membership and appointment.*

- (a) Pursuant to state law, there is hereby created a zoning board of appeals consisting of at least five members, each to be appointed by the city commission for a term of three years running from the date of appointment, and extending for a further period until a successor shall be appointed. Vacancies shall be filled by appointment for the unexpired term. The zoning board of appeals shall elect its own chairman, vice-chairman, and secretary from among its own membership. Members of the board must be residents of the city; members moving outside the city boundaries may finish their terms but will not be reappointed.
- (b) The city commission may also if it so desires appoint not more than two alternate members for the same term as regular members of the board of appeals. The alternate members may be called on a rotating basis to sit as regular members of the board of appeals in the absence of a regular member. An alternate member may also be called to serve in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate member having been appointed shall serve in the case until a final decision has been made. The alternate member shall have the same voting rights as a regular member of the board of appeals.

- (3) *Voting.* The concurring vote of a majority of the members of the board shall be necessary to reverse an order, requirement, decision, or determination of an administrative official or body; to decide in favor of the applicant a matter upon which the zoning board of appeals is required to pass under the terms of an ordinance; or to affect a variation in an ordinance, except that a concurring vote of two-thirds of the members of the board shall be necessary to grant a variance from uses of land permitted in an ordinance.

(C) *Appeal procedure.*

- (1) *Appeal permitted.* An appeal may be taken by a person aggrieved, or by an officer, department, board, or bureau of the city. An appeal shall be taken within 30 days of the date of the decision appealed from, as prescribed by the rules of the board of appeals, by the filing with the officer or body from whom the appeal is taken and with the board of appeals a notice of appeal specifying the grounds for the appeal. The party from whom the appeal is taken shall immediately transmit to the board all the papers constituting the record upon which the action appealed was taken.
- (2) *Stay of proceedings.* An appeal stays all proceedings in furtherance of the action appealed from unless the officer or body from whom the appeals is taken certifies to the zoning board of appeals, after the notice of appeal is filed, that by reason of facts

stated in the certificate, a stay would in the opinion of the officer or body cause imminent peril to life or property, in which case proceedings shall not be stayed otherwise than by a restraining order. This restraining order may be granted by the zoning board of appeals or circuit court, on application of, or notice to the officer or body from whom the appeal is taken and undue cause shown.

- (3) *Decisions on appeals and applications.* The zoning board of appeals shall render its decision upon any appeal or application submitted to it within 60 days after the hearing thereon, and in any event, within 90 days after the date of filing of the appeal or application. Upon failure to do so, the appeal or application shall thereupon be deemed to be decided adversely to the appellant or applicant in the same manner as though the board had rendered its decision to that effect. All decisions of the zoning board of appeals shall become final five days after the date of entry of an order, unless the board shall find, and so certify on the record, that it is necessary to cause the order to have immediate effect, in order to preserve property or personal rights.

Any matter appealed to the zoning board of appeals under site plan review provisions of this zoning ordinance ([Article XII](#)) for which the board of appeals provides for a variance from the zoning ordinance, the subject site plan shall be referred back to the planning commission for review as an amended site plan.

- (1) *Appeals to circuit court.*

- (a) The decision of the zoning board of appeals shall be final. However, a person having an interest affected by the zoning code may appeal to the circuit court. Upon appeal, the circuit court shall review the record and decision of the board of appeals to ensure that the decision complies with the following:
- i. Complies with the constitution and laws of the state.
 - ii. Is based upon proper procedure.
 - iii. Is supported by competent, material, and substantial evidence on the record.
 - iv. Represents a reasonable exercise of discretion granted by law to the board of appeals.
- (b) As a result of the court's review, the court may affirm, reverse, or modify the decision of the board of appeals.

- (D) *Variance procedures.*

- (1) *Grant of power for variances.* In addition to other duties and powers specified herein, the zoning board of appeals, after public hearing, shall have the power to authorize a land use or structural dimensional variance from the provisions of this section where it is alleged by the applicant that any of the following conditions exists.
- (a) By reason of exceptional narrowness, shallowness, or shape of a specific piece of property on the effective date of this zoning ordinance; or by reason of exceptional topographic conditions or other extraordinary situation or condition of the land, building, or structure; or by reason of the use or development of property immediately adjoining the property in question, the literal

enforcement of the requirements of this zoning ordinance would involve practical difficulties or would cause undue hardship.

- (b) There are practical difficulties or unnecessary hardship in the way of carrying out the strict letter of this zoning ordinance relating to the construction, structural changes in equipment, or alterations of buildings or structures, or the use of the land, buildings, or structures.
 - (c) The condition or situation of the specific property or the specific intended use of the property is not of a general or recurrent nature so as to make the formulation of general regulations in this section practical.
 - (d) This provision shall not be construed to permit the board under the variance to change the use of the land or structure.
- (2) *Variances prohibited.* A variance may be allowed by the zoning board of appeals only in cases where there is reasonable evidence in the official record of the hearing that the following are true.
- (a) No portion of the zoning ordinance or map are amended by the zoning board of appeals action.
 - (b) The alleged practical difficulties or unnecessary hardships are present.
 - (c) The variance will not reverse or modify any refusal of a permit or order, nor validate, legalize or ratify any violation, law or regulation of this zoning ordinance.
 - (d) The variance will not be detrimental to adjacent property and the surrounding neighborhood.
 - (e) The variance will not impair the intent and purpose of this zoning ordinance, or change the use permitted.
 - (f) At least two of the following conditions are found to exist:
 - i. There are exceptional or extraordinary circumstances or conditions applying to the property in question, or to the intended use of the property that do not apply generally to other properties in the same zoning district.
 - ii. The condition or situation of a specific piece of property or the intended use of the property for which the variance is sought, is not of so general or recurrent in nature as to make reasonably practicable the formulation of a general regulation for the conditions or situation.
 - iii. The variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity. The possibility of increased financial return shall not of itself be deemed sufficient to warrant a variance.
- (3) *Land use variance procedures.*
- (a) *Information required.* In addition to the information required for other variance requests, an application for a use variance under this section shall include a plan drawn to scale detailing the specific use and improvements proposed by the

applicant, and a summary of the facts which support each of the following conclusions:

- i. Applicant's property cannot be used for the purposes permitted in the zoning districts;
 - ii. Applicant's plight is due to unique circumstances peculiar to his property and not to general neighborhood conditions;
 - iii. Applicant's suggested use would not alter the essential character of the area;
 - iv. Applicant's problem has not been self-created;
 - v. Unavailability of administrative relief which may afford reasonable use of applicant's property.
- (b) *Prehearing conference.* Prior to the scheduling of a hearing, the applicant shall contact the building official for the purpose of scheduling a prehearing conference. The purpose of the prehearing conference shall be to:
- i. Review the procedure for the hearing and identify all persons who will testify (directly or through affidavit) and the evidence to be offered on behalf of the applicant;
 - ii. Attempt to secure a statement of agreed-upon facts to be used to narrow the matters of dispute and shorten the hearing;
 - iii. Explore a means of providing relief to the applicant by way of nonuse variance from the zoning board of appeals, or other relief which may require action by persons or bodies other than the zoning board of appeals which will afford an adequate remedy for the applicant;
 - iv. The prehearing conference shall be scheduled and conducted on an expeditious basis so as to avoid unreasonable delay to the applicant. Sufficient time shall be taken, however, to achieve the purposes of the prehearing conference stated above.
- (c) *Use variance decision by the board of appeals.*
- i. The zoning board of appeals may deem it appropriate in any given case to provide an opportunity for anyone presenting testimony or evidence to submit proposed findings of fact and conclusions.
 - ii. At the conclusion of the hearing, the zoning board of appeals may make its decision at that meeting, or it may adjourn the hearing to a new date for the purpose of reviewing the testimony and evidence, and reviewing proposed findings and conclusions submitted by hearing participants, in preparation for making its decision.
 - iii. If the zoning board of appeals determines to grant variance relief, it shall be the minimum relief required to allow reasonable use of the property, while maintaining the essential character of the area. Such relief may be in the form of one or more nonuse variances and/or in the form of a use variance. The motion may include conditions that are authorized by law.

- iv. If the zoning board of appeals adopts a motion to grant variance relief, such motion may be made as a tentative grant of relief, subject to review by the planning commission, planning director/ consultant, engineer or other person or official with expertise, with a view of obtaining recommendations on any conditions that may be relevant and authorized by law, and for the further purpose of ensuring that the grant of relief would not violate applicable law. If such a tentative grant of relief is approved, the zoning board of appeals shall request the completion of all reviews by other boards or persons by a specific date, so that relief may be expeditiously finalized.

(E) *Temporary uses and public utility permits.*

- (1) The temporary use of a building or premises in any district for purposes of use that do not conform to the regulations prescribed by this section for the district in which it is located is permitted upon permit granted by the zoning board of appeals, provided that the use is of a true temporary nature and does not involve the erection of substantial buildings. The permit shall be granted in the form of a temporary and revocable permit for not more than a 12-month period, subject to any conditions as will safeguard the public health, safety, convenience, and general welfare.
- (2) The temporary use of a building or premises in undeveloped sections for a purpose that does not conform to the regulations prescribed by this zoning ordinance for the district in which it is to be located is permitted upon permit granted by the zoning board of appeals, provided that the structure or use is of a true temporary nature, is promotive of or incidental to the development of the undeveloped sections, and does not involve the erection of substantial buildings. The permit shall be granted in the form of a temporary and revocable permit for not more than a 12-month period, subject to any conditions as will safeguard the public health, safety, convenience, and general welfare.
- (3) Public utilities. The zoning board of appeals shall have the power to permit the erection and use of a building of a public service corporation or for public utility purposes in any permitted district to a greater height or larger area than the district requirements herein established, and permit the location in any use district of a public utility building, structure, or use if the board of appeals shall find the use, height, area, building, or structure reasonably necessary for the public convenience and service. However, the building, structure, or use must be designed, erected, and landscaped to conform harmoniously with the general architecture of the district.

(F) *Interpretation of map.* Where a street or lot layout actually on the ground, or as recorded, differs from the street and lot lines as shown on the [zoning map](#), the zoning board of appeals, after notice to the owners of the property and the immediate adjoining property and after public hearing, shall interpret the map in a way so as to carry out the intent and purposes of this zoning ordinance for the particular section or district in question.

(G) *Public hearing; notice.* Upon the filing of any appeal or application as hereinafter provided, or upon any application in any other manner or proceeding over which the zoning board of appeals shall have jurisdiction by law or ordinance, the board shall hold a public hearing on the appeal or application. The hearing shall be held at the next meeting of the board to be held not less than 15 days after the date of filing. The zoning board of appeals shall cause notice of the time and place of the hearing to be given to the appellant or applicant, and shall also cause notice of the time, place, and purpose of the hearing to be given to all owners of property within 300 feet of

the property to be affected by the appeal or applications, and to the occupants of all single- and two-family dwellings within 300 feet of the property. This notice shall be given by regular mail, sent to the respective address of the owners and occupants, as listed in the city tax rolls, or the notice may be delivered by handing a copy thereof to the property owners and occupants personally and obtaining their certifying signatures evidencing the delivery. If the name of any occupant is not known, the term "occupant" may be used in addressing any notices sent by regular mail. Where ownership is in more than one person, a partnership, a corporation, an infant, or a trust, service upon any one of the owners or partners, an officer or registered agent of the corporation, the guardian or parent of the infant or trustee of the trust, as the case may be, shall be sufficient. At the hearing, any party may appear in person, or be represented by an attorney, or agent. This hearing procedure shall apply to all public hearings required under this zoning ordinance.

- (H) *Fees.* Upon the filing of any appeal or application to the zoning board of appeals by any person other than an officer, department, board or agency of the city, the appellant or applicant shall pay a fee set by the city commission, to defray the cost of the hearing and recording the matter. In addition, if testimony is to be taken stenographically, the cost of doing so and of transcribing the testimony shall be borne and paid for by the appellant or applicant. The board of appeals may require a deposit to be made for this purpose, as shall be reasonable in the circumstances.
- (I) *Time limit for construction.* If a variance is granted, the issuance of a permit is finally approved, or some other action by the appellant or applicant is authorized, any necessary permits shall be secured and the authorized action, construction, or use begun within three months after the date when the variance is finally granted, the issuance of the permit is finally approved, or the other action to be taken by the appellant or applicant is authorized. The structure, building, or alteration, as the case may be, shall be completed within 12 months of this date. For good cause shown, the zoning board of appeals may, upon application in writing stating the reasons thereof, extend either the three- month or the 12-month period for any further time as the board may, in its sole discretion, deem sufficient, and may require the applicant to post a bond with the city in the cash amount of the proposed construction activity.
 - (1) Should the appellant or applicant fail to obtain any necessary permit within the three-month period, or having obtained the permit, should fail to commence work, to take action, or to exercise a use authorized thereunder within the three-month period, it shall be conclusively presumed that the appellant or applicant has waived, withdrawn, and abandoned his appeal or his application, and all permissions, permits, and variances to him granted by reasons of the appeal or application shall be deemed automatically rescinded by the zoning board of appeals.
 - (2) Should the appellant or applicant commence any required construction or alteration within the three-month period, but should he fail to complete the construction or alteration within the 12-month period, the zoning board of appeals may, upon ten days written notice, rescind or revoke the granted variance, the issuance of the permit, or the right to take any other action as may have been authorized to the appellant or applicant, if the board finds that no good cause appears for this failure.
- (J) *Employees.* The zoning board of appeals may employ any clerical or other assistance as may be necessary, provided it shall not at any time incur any expense beyond the amount of the appropriation made and then available for the purpose.

- (K) *Minutes and records.* The secretary of the zoning board of appeals shall keep minutes of the substance of all testimony and the board's proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact. The secretary shall keep records of the board's examinations and official actions, all of which shall be immediately filed in the office of the board and shall be public record.

1.1406 DISTRICT CHANGES AND SECTION AMENDMENTS.

- (A) In accordance with the provisions of Public Act No. 207 of 1921 (MCL 125.581 et seq.) and Public Act No. 285 of 1931 (MCL 125.31 et seq.), the city commission may from time to time amend, or change by ordinance, the number, shape, or area of districts established on the [zoning map](#) or the regulations set forth in this zoning ordinance. However, no amendment or change shall become effective unless the ordinance proposing the amendment or change shall first be submitted to the planning commission for approval, disapproval, or suggestions, and the planning commission shall have been allowed a reasonable time, not less than 30 days, for consideration and report.
- (B) Any person or persons desiring a change in the zoning ordinance text or map shall make application to the city commission. In case of a zoning ordinance text amendment, a letter shall be submitted which shall contain the requested change and the reason for the change. In case of a desired [zoning map](#) change a petition shall be submitted which shall describe the property involved, the zone change desired, and the reason for the change. With either type of request there shall be an accompanying remittance of a fee to cover costs encountered in conducting a public hearing, as set by the city commission.
- (C) The city commission shall refer all applications, for either a change in the zoning ordinance text or [zoning map](#), to the planning commission. Before submitting its recommendations and report to the city commission, the planning commission shall conduct a public hearing on the proposed amendment or change after publishing a notice of the hearing at least 15 days prior to the date of the hearing, by publication in an official paper or a paper of general circulation in the municipality, and by sending a copy of the notice by United States Mail to each public utility company and railroad company owning or operating any public utility or railroad within the districts or zones affected that registers its name and mailing address with the city clerk for the purposes of receiving the notice. An affidavit of mailing shall be maintained. A hearing shall be granted a person interested at the time and place specified on the notice. In case of a proposed [zoning map](#) change, all property owners within 300 feet of the boundaries of the property proposed to be changed shall be likewise notified by mail. All public notices, including publication in the newspaper and letter, shall state the time and place of hearing, the proposed amendment, and the property to be affected in case of a proposed amendment, and/or map change. The omission of the name of any owner or occupant of property who may, in the opinion of the planning commission, be affected by the amendment or change shall not invalidate any ordinance passed hereunder. It is the intention of this section to provide reasonable notice to the persons substantially interested in the proposed change that an ordinance is pending before the city commission proposing to make a change in the [zoning map](#) or the regulations set forth in this section.

- (D) After receiving the recommendations and report from the planning commission, the city commission may deny the request or enact an amendment to the zoning code, or [zoning map](#). However, upon presentation of a protest petition meeting the requirements of this section, an amendment to the zoning code which is the object of the petition shall be passed only by a two-thirds vote of the city commission. The protest petition shall be presented to the city commission before final legislative action on the amendment, and shall be signed by one of the following groups of people:
- (1) The owners of at least 20 percent of the area of land included in the proposed change.
 - (2) The owners of at least 20 percent of the area of land included within an area extending outward 100 feet from any point on the boundary of the land included in the proposed change.
 - (3) Publicly owned land shall be excluded in calculating the 20 percent land area requirement.
- (E) Following adoption of a zoning ordinance and subsequent amendments by the city commission, one notice of adoption shall be published in a newspaper of general circulation in the city within 15 days after adoption. The notice shall include the following information.
- (1) In the case of a newly adopted zoning ordinance the following statement: "A zoning ordinance regulating the development and use of land has been adopted by the city commission of the City of Sturgis, Michigan."
 - (2) In the case of amendment to an existing ordinance, either a summary of the regulatory effect of the amendment including the geographic area affected, or the text of the amendment.
 - (3) The effective date of the zoning ordinance.
 - (4) The place and time where a copy of the zoning ordinance may be purchased or inspected. The filing and publication requirements in this section relating to the city zoning ordinance supersede charter provisions relating to the filing and publication of city ordinances.

1.1406.5 CREATION OF PLANNED DEVELOPMENT DISTRICT (PDD).

- (A) *Intent.* Planned development districts are promoted as special land uses in the city as a way for the city to encourage high quality development with an emphasis on enhanced architectural and site design, landscaping, pedestrian, motorized and nonmotorized activities.

In creating a "win-win" situation, the developer may expect a cooperative working relationship with the city by receiving relief from typical zoning ordinance standards, such as setbacks and parking requirements. Planned development districts are not intended to be used for circumventing the more specific standards in the zoning ordinance. Rather, these provisions are intended to result in a higher level of development, which may not be feasible with traditional zoning regulations. If this improved level of development is not clearly apparent upon city review, a site shall not qualify for the modifications allowable under this article.

- (1) A planned development district (PDD) may be established as a zoning district when approved by the city commission and planning commission in accordance with the procedures specified herein. It is the intent of this district to:
 - (a) Provide for flexibility in the regulation of land development;
 - (b) To encourage innovation in land use and variety in design, layout, and type of structures;
 - (c) To achieve economy and efficiency in the use of land, natural resources, energy, and the provision of public services and utilities; and
 - (d) To encourage useful open space; and to create better living, working, and shopping environments.
 - (2) In order to accomplish these objectives, this provision permits the relaxation of the conventional requirements found in the zoning districts. The use of land and the construction and use of buildings and other structures as planned development districts shall be in conformance with the procedures, standards, requirements, and conditions for eligibility contained in this article.
- (B) *Eligibility criteria.* Any development which fails to meet the following qualifying conditions, at a minimum, shall not be considered for a PDD:
- (1) The PDD site shall not be less than three acres of fully contiguous property not separated by a public road, railroad, or other such feature or barrier. The planning commission may consider a PDD on lesser acreage if it is clear that the proposed PDD substantially promotes the intent of a PDD as stated above. In addition, the planning board may use the same intent section of the zoning ordinance when considering a PDD with property that may be separated by a public road, railroad, or other such feature or barrier (e.g. if the applicant owned property on the north and south sides of LaFayette Street, the applicant would need to prove why the separation would not restrict their ability to develop a cohesive PDD).
 - (2) All PDDs shall be served by public water and sanitary sewer facilities.
 - (3) The tract(s) of land for which a PDD application is received must be individually owned, jointly owned and jointly filed with all participating properties, or filed with legal option agreements relating to the property(ies) in question.
 - (4) The PDD shall provide for integrated, safe and abundant pedestrian access and movement within the PDD and to adjacent properties.
 - (5) The PDD shall provide for coordinated and innovative architectural styles, building forms and building relationships.
 - (6) The PDD shall provide for enhanced landscaping within the development. Examples include efforts to preserve the natural landscape, tree lined streets, decorative landscaping around structures and focal landscape areas.
 - (7) The proposed development shall not have an adverse impact on future development as proposed in the city's master plan for future land use.
 - (8) Open space requirements:

- (a) The PDD development shall contain usable open space in an amount equal to at least 20 percent of the total PDD site. The planning commission may consider a PDD with a lesser amount of open space if it is clear that the proposed PDD substantially promotes the intent of this article. It is noted that open space is a very important element of a PDD and reductions to the open space provision should be granted only as a result of specific reasons.
 - (b) Useable open space shall not include required yards or buffers, parking areas, drives, rights-of-way, utility or road easements, stormwater detention ponds, and structures.
 - (c) Such open space shall be permanently set aside for the benefit, use, and enjoyment of present and future occupants of the PDD through covenant, deed restriction, open space easement, or similar legal instrument acceptable to the city; or, if agreed to by the city commission, the open space may be conveyed to the city for the use of the general public.
- (C) *Permitted uses.* Any permitted or special land uses otherwise allowed in the underlying district(s) in which the PDD is to be located may be approved within a PDD. A mixed use PDD may be allowed in a residential district allowing for a minimal amount of commercial uses as determined by the planning commission that relate to the project (e.g. 15 percent). At least 30 percent of the residential uses in the PDD would need to be provided prior to developing the commercial portion of a mixed use PDD. In a mixed use PDD, the applicant must demonstrate that the proposed use(s) would enhance the development and be compatible with surrounding and nearby uses.
- (D) *PDD design standards.*
 - (1) *General standards.*
 - (a) Signs, lighting, landscaping, building architecture and materials, and other features of the project, shall be designed to achieve an integrated and controlled development.
 - (2) *Dimensional requirements.* To encourage flexibility and creativity consistent with the intent of the PDD, specific departures may be permitted from the requirements of the zoning ordinance as a part of the approval process. Any regulatory modification shall be approved through a finding that the deviation shall result in a higher quality of development than would be possible using conventional zoning standards.
 - (3) *Parking.*
 - (a) To encourage a true integration of mixed uses and improved efficiency in land use, the overlap in parking requirements may be permitted between uses that have alternating peak-parking demands or where the mixture of uses on a site would result in multi-purpose trips. The planning commission should use caution when considering parking requirements for certain commercial uses due to potential tenant changes that may require more parking than a previous tenant. The district regulations should be used as a guide. All parking requirements shall be written into the final site plan.
 - (b) Parking lot landscaping. Site design and landscaping should diminish the prominence of parking lots as viewed from public streets.

- (4) *Signs.* Residential and commercial entrance signs may deviate from the district requirements and shall be approved as part of the final site plan.
- (5) *Driveway access and circulation.*
 - (a) Large PDD developments shall have limited access to major arterial routes. Access drives shall have limited access onto major and arterial roads. Additional access drives onto a major or arterial road should only be considered if spaced at least 500 feet apart. The planning commission may require the PDD applicant to provide a traffic impact study prior to any approvals, if deemed necessary.
 - (b) Site design considerations should take into account vehicle stacking and queuing depths, traffic flows focused on main access points, peak hour volumes, internal site circulation, delivery routes, refuse pick-up/dumpster locations, etc.
- (E) *Planned development district; approval process.*
 - (1) *PDD zoning district.*
 - (a) A property meeting the eligibility criteria may be rezoned to a PDD district, based on the requirements of this section and appropriate requirements contained elsewhere in this ordinance. Unless initiated by the city, the rezoning shall be concurrent with the approval of a preliminary PDD site plan.
 - (b) A rezoning request to amend the recorded development agreement must be submitted. Rezoning initiated by the city are not required to include an approved sketch plan or development agreement. No development shall occur within the Planned Development District (PDD) until a final site plan and development agreement have been submitted and approved in accordance with the provisions of this article.
 - (c) Once rezoned, the PDD designation shall be noted on the official [zoning map](#).
 - (2) *Pre-application process.* To help facilitate a more streamlined process, PDD candidates are encouraged to take full advantage of pre-application meetings and workshops.
 - (a) *Pre-application staff meetings.* An applicant is encouraged to schedule PDD concept meetings through the zoning administrator. In order to establish a more productive PDD concept meeting, the applicant may want to consider submitting concept plans in advance of the meeting. Regardless, city staff will diligently work to help facilitate an open collaborative process allowing the applicant to best understand city staff desires for the PDD, along with any utility and infrastructure opportunities or concerns. City planning commission or commission members may be requested to assist in the process. These meetings do not infer approvals and no formal action is taken.
 - (b) *Pre-application planning commission workshop.* An optional pre-application workshop with the planning board may be requested by the applicant to discuss a PDD concept, solicit feedback and receive requests for additional materials supporting the proposal. No formal action is taken at a workshop.
 - (3) *PDD preliminary plan application.* The applicant shall prepare and submit to the city a written request for PDD rezoning that shall include a PDD preliminary plan meeting the requirements of § [1.1203](#). The zoning administrator can determine the necessity of all

the requirements in § 1.1203. A suitable number, as determined by the zoning administrator, of the preliminary plan shall be provided. The PDD application and preliminary plan shall be submitted in advance of any planning commission meeting within the time established by the zoning administrator. The extensiveness of the project will determine the amount of time necessary, realizing that the preliminary plan will need to be reviewed by city staff. An applicant that utilized the pre-application process should have a clear indication of city staff thoughts, concerns, etc. by the time the application is submitted. Additional items to be included on the PDD preliminary plan include:

- (a) Phases of development, anticipated start and completion dates of construction and approximate time frame for each phase (if a phased project);
 - (b) Proposed deed restrictions, covenants, or similar legal instruments to be used within the PDD;
 - (c) Location, type, and size of areas to be dedicated for common open space.
- (4) *Planning commission public hearing and recommendation.* The planning board shall review the PDD rezoning request, the PDD preliminary plan, and conduct a public hearing. Following the public hearing, the planning commission shall make a recommendation to the city commission based on the following standards:
- (a) The PDD complies with the intent of this article;
 - (b) The PDD satisfies the eligibility criteria of this article;
 - (c) The PDD complies with the requirements of this article, other applicable requirements of the zoning ordinance and applicable requirements of the subdivision or condominium requirements of the city.
 - (d) The PDD conforms to the criteria for review of site plans, § 1.1206 of this ordinance or § 1.1301(E)(1-4), except as noted above in 1.1406.5(E)(3). I
 - (e) The PDD is designed and constructed in a manner harmonious with the character of adjacent property and the surrounding area.
 - (f) The PDD is adequately served by essential public facilities and services, such as roads, pedestrian or bicycle facilities, police and fire protection, drainage systems, water supply and sewage facilities.
 - (g) The proposed PDD does not have a significant adverse effect on the quality of the natural environment.
- (5) *City commission; preliminary PDD decision.* Following receipt of the planning commission's recommendation and comments from the public hearing, the proposed PDD preliminary plan shall be considered by the city commission. The city commission, following the second reading, shall take one of the following actions on the request:
- (a) *Table.* If the application is determined to be insufficient, does not fully respond to planning commission issues or more information is required, then the request may be tabled. The city commission shall direct the applicant to prepare additional information, revise the PDD plan or direct the city staff to conduct additional analysis.

- (b) *Reconsideration.* If the city commission believes there is new information which might modify the recommendation of the planning commission, the city commission may return the application with the new information to the planning board for reconsideration. The planning commission shall provide a recommendation within 30 days.
 - (c) *Approval.* Upon determination that a PDD preliminary plan is in compliance with the standards and requirements of this ordinance and other applicable ordinances and laws, the city commission shall approve the PDD preliminary PDD plan. The city commission may impose reasonable conditions with the approval of a preliminary PDD. Conditions of any approval are attached to the land and will remain through subsequent owners. Approval conditions will be established into a development agreement drafted by the city and to be signed by the applicant.
 - (d) *Denial.* Upon determination that a PDD preliminary plan does not comply with standards and regulations set forth in this ordinance, or requires extensive revision in order to comply with said standards and regulations, the city commission shall deny the application. Re-submittal of an application which was denied shall be considered a new application.
- (F) *PDD preliminary plan; approval validity.* Approval of the preliminary plan by the city commission shall be effective for a period of two years and the accepted plan may be extended for one year upon expiration of the two-year period provided conditions have not changed that would be cause for denial of the extension. The two-year period for preliminary PDD approval may be extended for one year, if applied for by the petitioner and granted by the city commission.
- (G) *PDD final plan application.*
 - (1) Prior to any development of the PDD, final site plans shall be submitted for review and approval in accordance with [Article XII](#), site plan review. If final site plans meeting the requirements of § 1.1204 for at least the first phase of the project are not submitted and approved during the approval period, the right to develop under the approved PDD preliminary plan shall terminate and a new application must then be filed and processed. In reviewing final site plans, the following shall apply:
 - (a) Site plans shall be in substantial conformance with the PDD preliminary plan.
 - (b) Each site plan shall either individually or in combination with previously approved contiguous project areas, meet the standards of this article and the approved PDD preliminary plan regarding layout, open space and land use.
 - (c) If the plan consists of phases, then the site plan review process is only required for the specific phase(s) being presented for final approval to the planning commission. Each subsequent phase shall be reviewed in the same manner.
- (H) *PDD final plan approval.*
 - (1) The planning commission shall review the final development plan in relation to its conformance with the preliminary development plan and any conditions of the PDD rezoning. If it is determined that the final plan is not in substantial conformance with the preliminary development plan, the review process shall be conducted as a preliminary

development plan review, in accordance with the procedures mentioned for preliminary plan review of this article.

- (2) If the final development plan is consistent with the approved preliminary development plan, the planning commission shall review the final plan in accordance with the standards for approval stated in [Article XII](#), site plan review.
 - (3) The planning commission shall prepare a record of its findings and shall approve, approve with conditions, or deny the final development plan.
 - (4) Any zoning ordinance regulatory modification (e.g. setbacks) may be approved through a finding by the planning commission that the deviation shall result in a higher quality of development than would be possible using conventional zoning standards. A table shall be provided on the final site plan which specifically details all deviations from the established zoning area, height and setback regulations, off-street parking regulations, general provisions, or subdivision regulations which would otherwise be applicable to the uses and development proposed in the absence of this PDD section.
- (I) *PDD development agreement.*
- (1) Prior to issuance of any building permits or commencement of construction on any portion of the PDD, the applicant shall enter into an agreement with the city in recordable form, setting forth the applicant's obligations with respect to the PDD. The agreement shall describe all improvements to be constructed as part of the PDD and shall incorporate, by reference, the final development plan with all required revisions, other documents which comprise the PDD, and all attached conditions. Approval shall be effective upon recording. At a minimum, the agreement shall provide:
 - (a) A survey of the acreage comprising the proposed development;
 - (b) The manner of ownership of the developed land;
 - (c) The manner of the ownership and of dedication or mechanism to protect any areas designated as common areas or open space;
 - (d) Open space provisions assuring open space areas shown on the plan for use by the public or residents of the development will be or have been irrevocably committed for that purpose. The city may require conveyances or other documents to accomplish this purpose;
 - (e) Satisfactory provisions to provide for the future financing of any improvements shown on the plan for site improvements, open space areas and common areas which are to be included within the development and that maintenance of such improvements is assured by a means satisfactory to the city. The city may require a performance guarantee to accomplish this purpose;
 - (f) Provisions to ensure adequate protection of natural features;
 - (g) A phasing plan shall also be submitted describing the intended schedule for start and completion of each phase and the improvements to be undertaken in each phase;
 - (h) The agreement shall also establish the remedies of the city in the event of default by the applicant in carrying out the PDD, and such remedies shall be binding on all successors in interest to the applicant.

- (2) Any amendment requested to the recorded development agreement shall be submitted for review by the city attorney and approved by the zoning administrator.
- (3) All documents shall be executed and recorded in the county register of deeds.
- (J) *Revisions to an approved PDD plan.* Approval of the final site plan confers upon the zoning administrator the authority to approve certain minor deviations in accordance with the requirements of this article. The zoning administrator shall determine whether the change is major, warranting review by the planning commission, or minor, allowing administrative approval, as noted below:
 - (1) The holder of an approved PDD final development plan shall notify the zoning administrator of any desired change to the approved PDD.
 - (2) Minor changes. Minor changes may be approved by the zoning administrator upon determining that the proposed revision(s) will not alter the basic design and character of the PDD, nor any specified conditions imposed as part of the original approval. Minor changes shall include the following:
 - (a) Reduction of the size or height of any building;
 - (b) Movement of buildings and/or signs by no more than ten feet if consistent with required setbacks, open space and other standards;
 - (c) Landscaping approved in the final development plan that is replaced by similar landscaping to an equal or greater extent;
 - (d) Changes in floor plans, of up to five percent of the total floor area, which do not alter the character of the use or increase the amount of required parking;
 - (e) Internal rearrangement of a parking lot which does not affect the number of parking spaces or alter access locations or design;
 - (f) Improvements or slight relocation of site access or circulation, such as inclusion of deceleration lanes, boulevards, curbing or pedestrian/bicycle paths, where appropriate;
 - (g) Changes of building materials to another of higher quality, or a slight change in the color of the exterior material, as determined by the building official and zoning administrator;
 - (h) Grade change of up to one foot, reviewed by the city engineer;
 - (i) Modification of entry design, sign placement or reduction in size of signs, which is consistent with the approved sketch or final PDD plan;
 - (j) Internal rearrangement of parking lots which does not affect the number of parking spaces or alter access locations or design;
 - (k) Changes to the location of accessory buildings and structures only when the new location will be consistent with the building envelope identified on the approved plan; and
 - (l) Changes required or requested by the city, county, or other state or federal regulatory agency in order to conform to other laws or regulations which do not substantially modify the plan.

- (3) *Major changes.* A proposed change not determined by the zoning administrator to be minor shall be submitted as an amendment to the PDD and shall be processed in the same manner as the original PDD application for the final development plan.
- (K) *Limitations on variances from zoning board of appeals.* Regulatory modifications are not subject to variance approval of the zoning board of appeals. No part of a PDD plan may be appealed to the zoning board of appeals. This provision shall not hamper an individual lot owner from seeking a variance (e.g. a residential detached garage variance related to setbacks) following final approval of the PDD, provided such variance does not involve alterations to open space areas as shown on the approved PDD site plan.
- (L) *PDD preliminary final plan approval validity.* Each approved final PDD or PDD phase must be under construction within 12 months after the date of approval of the PDD final development plan(s), except as noted in this section.
 - (1) The planning commission may grant one extension of up to one additional 12-month period from the expiration date of the PDD or a PDD phase if the applicant applies for such extension prior to the date of the expiration of the PDD or PDD phase and provided that:
 - (a) The applicant presents reasonable evidence that the development has encountered unforeseen difficulties beyond the control of the applicant; and
 - (b) The PDD requirements and standards, including those of the zoning ordinance, that are reasonably related to the development have not changed.
 - (2) Should neither of the above two provisions be fulfilled, or an extension has expired without construction underway, the PDD preliminary plan approval(s) shall be null and void. This does not include any phases that may have received final PDD approval.
 - (3) Should the PDD district become null and void, the subject property remains zoned as a PDD, but the preliminary or final PDD plans previously approved become null and void. In order to utilize the property as a PDD, an applicant would have to resubmit plans for preliminary and final PDD site plan approvals as stated in this chapter, but would not require PDD rezoning action from the commission, unless the proposed PDD project includes different land uses other than previously approved (i.e. commercial verses residential).

1.1407 PUBLIC NUISANCE, PER SE.

Any building or structure which is erected, altered, or converted, or any use of premises or land which is begun or changed subsequent to the time of passage of this section and in violation of any of the provisions thereof, is hereby declared to be a public nuisance per se, and may be abated by order of any court of competent jurisdiction.

1.1408 RIGHTS AND REMEDIES ARE CUMULATIVE.

The rights and remedies provided herein are cumulative and in addition to any other remedies provided by law.

1.1409 PENALTY.

Whoever violates any provision of this section shall, upon a finding of responsibility for a civil infraction, be fined the sum specified in any fine schedules compiled from time to time, by the city and filed with the court or a city agency of competent jurisdiction.

XV

ARTICLE XV. GROUNDWATER PROTECTION

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1.1501 PURPOSE.

The City of Sturgis has determined that:

- (1) Certain groundwater underlying areas, including the City of Sturgis, currently is, or may be in the future, the sole source of the city's drinking water supply.
- (2) Groundwater aquifers are integrally connected with the surface water, lakes, and streams that constitute significant public health, recreational and economic resources of the city and surrounding area.
- (3) Spills and discharges of hazardous substances threaten the quality of the groundwater supplies and other water related resources, posing potential public health and safety hazards and threatening economic losses.

Therefore, the City of Sturgis has enacted a groundwater protection ordinance to:

- (1) Protect existing and potential groundwater supplies, aquifers, and groundwater recharge areas of the city.
- (2) Preserve the natural resources of the city and the surrounding area.

1.1502 DEFINITIONS.

AQUIFER: A geological formation, group of formations, or part of a formation capable of storing and yielding a significant amount of groundwater to wells and springs.

CHEMICAL ABSTRACT SERVICE (CAS) NUMBER: This is a unique number for every chemical established by a Columbus Ohio organization which indexes information published in "Chemical Abstracts" by the American Chemical Society.

HAZARDOUS SUBSTANCE: A chemical or other material that is or may become injurious to the public health, safety, or welfare, or to the environment. The term "hazardous substance" includes, but is not limited to, any of the following which are stored or generated in quantities greater than 100 kilograms (approximately 220 pounds or 25 gallons) per month, and which require site plan review under provisions of this article.

- a. Hazardous Substances as defined in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, Public Law 96.510, 94 State. 2767;
- b. Hazardous Waste as defined in Part 111 of the State of Michigan Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended;
- c. Regulated Substance as defined in Part 213 of the State of Michigan Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended;
- d. Hazardous Substance as defined in Part 201 of the State of Michigan Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended;
- e. Used oil;
- f. Radiological materials.

PROPERLY PLUGGED ABANDONED WELL: A well that has been closed in accordance with regulations and procedures of the Michigan Department of Environmental Quality and the local health department. A properly plugged abandoned well requires a permit to be brought back into service.

SECONDARY CONTAINMENT: A second tank, catchment pit, pipe, or vessel that limits and contains liquid or chemical leaking or leaching from a primary containment area; monitoring and recovery are required.

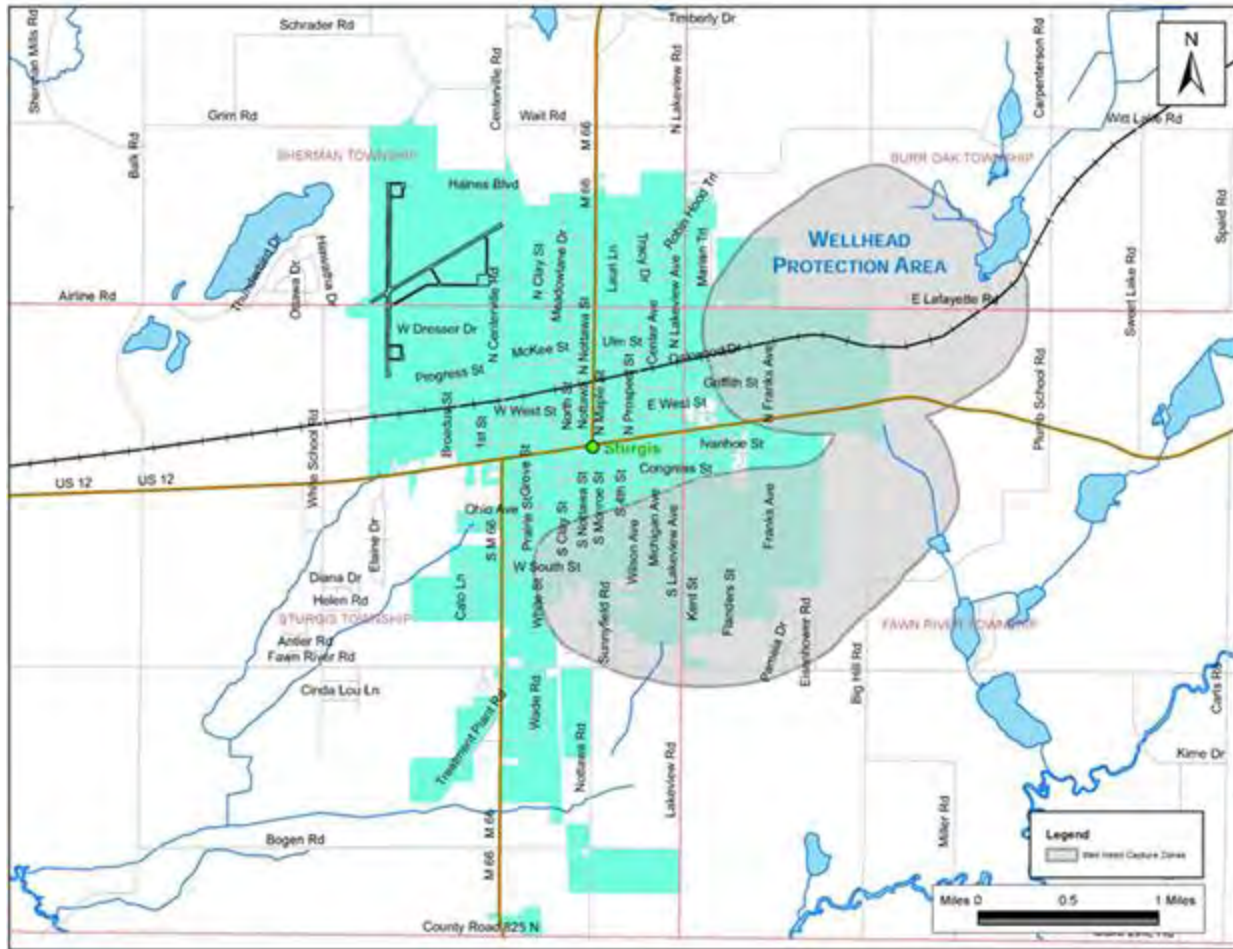
UNDERGROUND STORAGE TANK: A tank or combination of tanks, including underground pipes connected to the tank or tanks, which is, was, or may have been used to contain an accumulation of hazardous substances, as defined in Part 211 of the State of Michigan Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended.

UNPLUGGED ABANDONED WELL: A well which has not been used for one year or more.

WASTE OIL: Any oil that has been refined from crude oil, or used, or as a result of such use contaminated by physical or chemical impurities.

WELL: As defined in the Michigan Water Well Construction and Pump Installation Code, Part 127, Act 368 of the Public Acts of 1978, as amended, and rules; or a permanent or temporary opening in the surface of the earth for the purpose of removing water, or testing water quality, or measuring water characteristics, or measuring liquid recharge, or measuring liquid levels, or oil and gas exploration or production, or waste disposal, or dewatering purposes, or geothermal heat exchange purposes, or a cistern of a depth of four feet or more and with a top width of 12 inches or more.

WELLHEAD PROTECTION AREA: The area which has been approved by the MDEQ in accordance with the State of Michigan Wellhead Protection Program, which represents the surface and subsurface area surrounding a water well or well field, which supplies a public water system, and through which contaminants are reasonably likely to move toward and reach the water well or well field within a ten-year time of travel. This can be can be located using the [State of Michigan EGLE's Open Data Wellhead Protection Areas \(WHPA\) Map](#).



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1.1503 APPLICABILITY.

Uses subject to site plan review: Except as provided in § 1.1507, "exemptions and waivers", this groundwater protection ordinance applies to all building permit requests made under [Article XII](#), Site Plan Review.

1.1504 PROHIBITIONS WITHIN TEN-YEAR TIME-OF-TRAVEL (TOT) WELLHEAD PROTECTION AREA.

1. For any parcel of land that has a portion within a ten-year [wellhead protection area](#), the following are prohibited at any location on the parcel:
 - a. Operations of a scrap and recycling yard.
 - b. Operations of a State of Michigan Type II or Type III solid waste landfill.
 - c. Use of oil, waste oil, or similar liquid petroleum-type products for dust suppression.

- d. Installation of a private water well for the purpose of drinking water or irrigation if, in the determination of the City of Sturgis City Manager, or a person or body designated by the city manager, public water service is reasonably available.
- e. Use of a non-municipal well that meets the State of Michigan's definition of a High Capacity Well as defined in Part 327 The Great Lakes Preservation Act unless it can be shown that the proposed well will not have an adverse impact on current municipal wells.
- f. Excavation, extraction, or mining of sand, gravel, bedrock, or any other type of earth if a permit or site plan review is required.
- g. Unplugged abandoned wells.
- h. Drilling for natural gas or petroleum, whether for exploration or production.
- b. Drilling, direct-push and other earth penetration beyond 20 feet depth shall be sealed to within two feet of surface grade with grout, or with soil material exhibiting lower hydraulic permeability than the native soil.

1.1505 SITE PLAN REVIEW.

1. *Site plan review procedures:* Applicable projects under this article that also require site plan review under [Article XII](#) shall include:
 - a. Existing and proposed land use deed restrictions, if any.
 - b. Location and outline of all existing septic tanks and drain fields.
 - c. The location of any floor drains in proposed structures on the site. The point of discharge for all drains and pipes shall be specified on the site plan.
 - d. Location of existing and proposed public and private drinking water wells, monitoring wells, irrigation wells, test wells, wells used for industrial processes or wells that have no identified use.
 - e. Inventory of hazardous substances to be stored, used or generated on-site, presented in a format acceptable to the code official and Fire Department (include CAS numbers).
 - f. Description and drawings showing size and location for any existing or proposed aboveground and underground storage tanks, piping lines and dispensers.
 - g. Descriptions of type of operations proposed for the project and drawings showing size, location, and description of any proposed interior or exterior areas of structures for storing, using, loading or unloading of hazardous substances.
 - h. Reported delineation of areas on the site which are known or suspected to be contaminated, together with a report on the status of cleanup or closure.
 - i. Completion of the City of Sturgis Environmental Permits Checklist.

1.1506 CRITERIA FOR REVIEW.

1. [Article XII](#) Criteria for Review will include:
 - a. The project and related improvements shall be designed to protect land and water resources from pollution, including pollution of soils, groundwater, rivers, streams, lakes, ponds, and wetlands.

- b. Sites that at any time use, store or generate hazardous substances shall be designed to prevent spills and unpermitted discharges to air, surface of the ground, groundwater, lakes, streams, rivers or wetlands.
- c. Hazardous substances stored on the site before, during or after site construction, shall be stored in a location and manner designed to prevent spills and unpermitted discharges to air, surface of the ground, groundwater, lakes, streams, rivers, or wetlands. Secondary containment facilities shall be provided for aboveground storage of hazardous substances in accordance with state and federal requirements. Aboveground secondary containment facilities shall be designed and constructed so that the potentially polluting material cannot escape from the unit by gravity through sewers, drains, or other means, directly or indirectly into a sewer system, or to the waters of the state (including groundwater).
- d. Unplugged abandoned wells and cisterns shall be plugged in accordance with regulations and procedures of the Michigan Department of Environmental Quality and the county health department.
- e. Completion of the City of Sturgis Environmental Permits Checklist.

1.1507 EXEMPTIONS AND WAIVERS.

- 1. A limited exclusion from this ordinance is hereby authorized as follows:
 - a. The site plan review criteria of § 1.1506 do not apply to hazardous substances packaged for personal or household use or present in the same form and concentration as a product packaged for use by the general public. The total excluded substances containing hazardous substances may not exceed the lesser of 200 gallons or 1,000 pounds at any time.
 - b. The site plan review requirements of § 1.1506 do not apply to products held in containers with a volume of less than 40 gallons and packaged for retail use.

1.1508 INACTIVE OPERATIONS.

- 1. This section applies to any inactive business or other operation ("operation") at which there are hazardous substances. For purposes of this section, "inactive" is defined to include those business/operations that are unoccupied and have no activity for at least 30 days. Those who own or control such an inactive operation shall do the following:
 - a. Within seven days of becoming inactive, take such steps as necessary to secure the site such that natural elements such as water, wind and ice or vandals and all other persons cannot gain access to the hazardous substances.
 - b. Within 30 days of becoming inactive, provide to the code official and the Fire Department a document that identifies the site, the date of inactivity, the hazardous substances that exist on site, and the name, address, and telephone number of both the owner and the person in control of the site.
 - c. Within 60 days of becoming inactive, remove all hazardous substances from the site. This does not include those substances used for heating, cooling, and/or electrical lighting.

1.1509 ENFORCEMENT.

1. Whenever the city determines that a person has violated a provision of this article, the city may order compliance by issuing a written Notice of Violation to the responsible person/facility/property owner.
2. If abatement of a violation and/or restoration of affected property are required, the notice shall set forth a deadline by which such remediation or restoration must be completed. Said notice shall further advise that, should the responsible party fail to remediate or restore within the established deadline, the work may be done by the city, with the expense thereof charged to the property owner and possibly assessed as a lien against the property.

1.1510 ABATEMENT/REMEDIAL ACTIVITIES BY THE CITY.

1. The city is authorized to take or contract with others to take reasonable and necessary abatement or remedial activities whenever the city determines a violation of this ordinance has occurred and that the responsible party cannot or will not correct the violation in a timely manner, or when no known responsible party exists. The responsible party shall reimburse the city for all reasonable expenses thus incurred by the city. A lien may be placed on the property for the reimbursement of all reasonable expenses.
2. If the city desires the responsible party to reimburse it for reasonable abatement activity expenses, the city shall, within 90 days of the completion of said activities, mail to that person a Notice of claim outlining the expenses incurred, including reasonable administrative costs, and the amounts thereof. The person billed shall pay said sum in full within 30 days of receipt of the claim. If the person billed desires to object to all or some of the amount sought by the city, said person may file, within the same 30-day period, a written objection so stating. The city shall, within 30 days of its receipt of the objection, provide an opportunity for the objecting party to present facts or arguments supporting said objection. If the city determines that some or the entire amount originally billed is appropriate, the person shall pay said sum within 30 days of receipt of that determination. If the amount due is not paid, the city may cause the charges to become a special assessment against the property and shall constitute a lien on the property.

1.1511 INJUNCTIVE RELIEF.

If a person has violated or continues to violate the provisions of this ordinance, the city may petition the appropriate court for injunctive relief restraining the person from activities that would create further violations, or compelling the person to perform necessary abatement or remediation.

1.1512 VIOLATIONS DEEMED A PUBLIC NUISANCE.

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the responsible party's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken by the city.

1.1513 PENALTIES AND COSTS.

Any violation of this ordinance shall be considered a misdemeanor, punishable by a fine of not more than \$500.00 or imprisonment of not more than 90 days. Each day a violation exists shall be deemed a separate violation. A citation charging such a misdemeanor may be issued by the code official, or his or her designee.

1.1514 GROUNDWATER PROTECTION BOARD OF APPEALS.

1. In order that the provisions of this article may be reasonably applied and substantial justice done in instances where unnecessary hardship would result from carrying out the strict letter of these sections, the city commission shall appoint a groundwater protection board of appeals. The duty of the groundwater protection board of appeals shall be to consider appeals from the decision of the city manager and to determine, in particular cases, whether any deviation from strict enforcement will violate the intent of this article or jeopardize the public health or safety or environment.
2. The groundwater protection board of appeals shall meet at times as the board may determine. There shall be a fixed place of meeting and all meetings shall be open to the public in accordance with applicable laws. The groundwater protection board of appeals shall adopt its own rules of procedure and keep a record of its proceedings, showing findings of fact, the action of the board, and the vote of each member upon each question considered. The presence of five members of the groundwater protection board of appeals shall be necessary to constitute a quorum.
2. The groundwater protection board of appeals may prescribe the sending of notice to persons as it deems to be interested in any hearing by the board.
3. The groundwater protection board of appeals will be appointed by city commission, may be revised from time to time, and shall include:
 - a. Mayor.
 - b. Chair of the planning commission.
 - c. At large planning commission member.
 - d. City engineer.
 - e. Director of public services.
 - f. At large Citizen of the City of Sturgis.
 - g. At large representative of industry in the City of Sturgis.

1.1515 APPEALS.

1. *Right of appeal.* Any person has the right to appeal the basis for any charges, permits, orders, or other action developed in accordance with this article. Appeals shall be directed to the city manager along with any supporting documentation for amendment of the charges in question. Any additional information that may be required to resolve the appeal, as directed by the city manager, shall be obtained by the user at his expense. Resolution of appeals shall be made within 30 days in accordance with the best available data and the formulations presented in this article. In no event shall appeals be accepted which would require a variance in the methods of charge calculations established and in force by this article.
2. *Informal hearing.*

- a. An informal hearing before the city manager may be requested in writing by any person deeming itself aggrieved by any citation, order, charge, fee, surcharge, penalty, or action within ten days after the date thereof, stating the reasons therefor with supporting documents and data.
 - b. The informal hearing shall be scheduled at the earliest practicable date, but not later than five days after receipt of the request, unless extended by mutual written agreement.
 - c. The hearing shall be conducted on an informal basis at the city hall or such place as designated by the city manager.
3. *Formal hearing.*
 - a. Appeals from orders of the city manager may be made at the groundwater protection board of appeals, within 30 days from the date of any citation, order, charge, fee, surcharge, from the date of any citation, order, charge, fee, surcharge, penalty or other action. The appeal may be taken by any person aggrieved. The appellant shall file a notice of appeal with the city manager and with the groundwater protection board of appeals, specifying the grounds therefor. Prior to a hearing, the City Manager shall transmit to the groundwater protection board of appeals a summary report of all previous action taken. The board of appeals may, at its discretion, call upon the city manager to explain the action. The final disposition of the appeal shall be in the form of a resolution, either reversing, modifying, or affirming, in whole or in part, the appealed decision or determination. In order to find for the appellant, a majority of the groundwater protection board of appeals must concur.
 - b. The groundwater protection board of appeals shall fix a reasonable time for the hearing of the appeal, give due notice thereof the interested parties, and decide the appeal within a reasonable time. Within the limits of its jurisdiction, the groundwater protection board of appeals may reverse or affirm, in whole or in part, or may make such order, requirements, decisions, or determination as, in its opinion, ought to be made in the case under consideration, and to that end shall have all the powers of the official from whom the appeal is taken.
 - c. The decision of the groundwater protection board of appeals shall be final, except that the board or the members thereof may be required, under proper mandamus proceedings, to show cause why certain actions were taken or decisions rendered.
4. *Charges outstanding during appeal process.* All charges for service, penalties, fees, or surcharges outstanding during any appeal process shall be due and payable to the city. Upon resolution of any appeal, the city shall adjust such amounts accordingly.
5. *Administrative action.* If an informal or formal hearing is not demanded within the periods specified in this section, the administrative action shall be deemed final. In the event either or both hearings are demanded, the action shall be suspended until a final determination has been made, except for immediate cease and desist orders or any emergency or judicial action.
6. *Appeals from determinations of groundwater protection board of appeals.* Appeals from the determinations of the groundwater protection board of appeals may be made to the circuit court for the county as provided by law. The appeals shall be governed procedurally by the Administrative Procedures Act of 1969 (MCL 24.201 et seq.). All findings of fact, if supported by the evidence, made by the board shall be conclusive upon the court.

1.1516 REMEDIES NOT EXCLUSIVE.

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state, or local law, and it is within the discretion of the city to seek cumulative remedies.

1.1517 CONFLICTING REGULATIONS.

Whenever any provision of this article imposes more stringent requirements, regulations, restrictions or limitations than are imposed or required by the provisions of any other law or ordinance, then the provisions of this article shall govern. Whenever the provisions of any other law or ordinance impose more stringent requirements than are imposed or required by this title, then the provision of such ordinance shall govern.

1.1518 SEVERABILITY.

If any provision, paragraph, work, section or article of this article is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, and chapters shall not be affected and shall continue in full force and effect.

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10A



CITY OF
Sturgis
MICHIGAN

130 N. Nottawa St.
Sturgis, MI 49091
www.sturgismi.gov
Ph: 269-651-2321
Fax: 269-659-7295

Special Assessment Roll #2020-02 E. Jerolene Street New Sidewalk

TAX ID #	OWNER	ADDRESS	As-Built Sidewalk	
			Front Foot	Amount
75-052-290-088-00	Henry & Kendra Schwartz	804 E. Jerolene	63.25	\$830.79
75-052-290-090-00	Mark & Shirlee Dercole	501 Susan	126.5	\$1,661.58
75-052-290-182-00	Adriana Rivera & Uriel Alcantar	422 N. Lakeview	126.5	\$1,661.58
75-052-290-181-00	Sandra Robinson	425 Susan	126.5	\$1,661.58
75-052-290-154-00	Rex & Linda Hoover	707 E. Jerolene	51.5	\$676.45
75-052-290-153-00	Elissa Andrews	705 E. Jerolene	64.33	\$844.97
75-052-290-152-00	Matt Casner	701 E. Jerolene	116.5	\$1,530.23
75-052-290-121-00	Stephanie Marbaugh	430 Center	126.5	\$1,661.58
75-052-290-094-00	Scott Leonard	520 Jean	166.08	\$2,181.46
75-052-290-091-00	Ajay Tilden	521 N. Prospect	55.0	\$722.42
				\$13,432.64

STATE OF MICHIGAN
County of St. Joseph
City of Sturgis

To the City Commission of the City of Sturgis:

I hereby certify and report that the foregoing is the special assessment roll, and the assessment made by me pursuant to a resolution of the City Commission of said City, adopted on March 11, 2020 for the purpose of paying that part of the cost which the City Commission decided should be paid and borne by special assessment for the installation of new sidewalks; that in making such assessment I have, as near as may be, and according to my best judgement, conformed in all things to the directions contained in the resolution of the City Commission herein before referred to, and the charter of said City relating to such assessments.

Barry J. Cox, P.E., Sturgis City Engineer

Date: February, 26, 2025

E. Jerolene New Walk Assessment Roll #2020-02

<u>First Name</u>	<u>Last Name</u>	<u>Property Address</u>	<u>Original Frontage</u>	<u>As-Built Length</u>	<u>2020 Owner Estimate</u>	<u>Final Owner Cost</u>	<u>Final City Cost</u>	<u>Final Lot Cost</u>
Henry & Kendra	Schwartz	804 E. Jerolene	63.25	63.25	\$1,631.25	\$830.79	\$830.79	\$1,661.58
Mark & Shirlee	Dercole	501 Susan	126.5	126.5	\$3,162.50	\$1,661.58	\$1,661.58	\$3,323.16
Adriana Rivera & Sandra	Uriel Alcantar	422 N. Lakeview	126.5	126.5	\$3,162.50	\$1,661.58	\$1,661.58	\$3,323.16
Rex & Linda	Robinson	425 Susan	126.5	126.5	\$3,277.50	\$1,661.58	\$1,661.58	\$3,323.16
Elissa	Hoover	707 E. Jerolene	51.5	51.5	\$1,287.50	\$676.45	\$676.46	\$1,352.91
Matt	Andrews	705 E. Jerolene	75.0	64.33	\$1,950.00	\$844.97	\$844.98	\$1,689.95
Stephanie	Casner	701 E. Jerolene	126.5	116.5	\$3,162.50	\$1,530.23	\$1,530.23	\$3,060.46
Scott	Marbaugh	430 Center	126.5	126.5	\$3,162.50	\$1,661.58	\$1,661.58	\$3,323.16
Ajay	Leonard	520 Jean Avenue	167.5	166.08	\$4,237.50	\$2,181.46	\$2,181.47	\$4,362.93
	Tilden	521 N. Prospect	55.0	55.0	\$1,375.00	\$722.42	\$722.43	\$1,444.85
						\$13,432.64	\$13,432.68	\$26,865.32
Preliminary Assessment per square foot - 4" thick =				\$10.00				
Preliminary Assessment per square foot - 6" thick =				\$12.00				
Final Assessment Cost per square foot =				\$5.254				



CITY OF
Sturgis
MICHIGAN

130 N. Nottawa St.
Sturgis, MI 49091
www.sturgismi.gov
Ph: 269-651-2321
Fax: 269-659-7295

Special Assessment Roll #2020-03 E. Jerolene Street Sidewalk Repair

TAX ID #	OWNER	ADDRESS	As-Built Sidewalk Repair (front foot)	Amount
75-052-290-045-00	Holmestead Rentals LLC	500 Center Avenue	58.33	\$568.36
75-052-290-067-00	Synergy NonProfit Housing Corp.	501 Center Avenue	20.0	\$194.88
75-052-300-058-00	Gary & Dorothy Bowersox	601 N. Fourth Street	92.0	\$896.45
75-052-300-021-00	Claymore Real Estate	602 N. Fourth Street	45.0	\$438.48
75-052-300-022-00	Brad Fieberkorn	601 George Street	31.0	\$302.06
75-052-600-028-00	Cheryl Krantz	101 E. Jerolene Street	22.5	\$219.24
75-052-600-027-00	Roy & Debra Reaper	102 E. Jerolene Street	45.0	\$438.48
75-052-600-027-00	Roy & Debra Reaper	102 E. Jerolene Street	11.63	\$226.64
75-052-600-029-00	Henry Crawford, Jr.	105 E. Jerolene Street	9.5	\$92.57
75-052-600-045-00	Nathan Aumack	200 E. Jerolene Street	18.5	\$180.26
75-052-600-047-00	Amanda & Daceion Hire	201 E. Jerolene Street	67.5	\$657.72
75-052-600-044-00	Ruben Correa	202 E. Jerolene Street	38.0	\$370.27
75-052-600-046-00	Rosaura Carmona	203 E. Jerolene Street	27.5	\$267.96
75-052-600-064-00	Dale & June Ringler	204 E. Jerolene Street	4.0	\$38.97
75-052-600-065-00	Roberto Alvarez-Munoz	205 E. Jerolene Street	23.5	\$228.98
75-052-600-063-00	Marvin & Stephanie Smith	206 E. Jerolene Street	53.0	\$516.43
75-052-600-066-00	Jerry Ott	207 E. Jerolene Street	12.0	\$96.00
75-052-300-023-00	Sturgis Public Schools	303 E. Jerolene Street	53.5	\$651.63
75-052-300-020-00	Dennis & Katherine Matthes	304 E. Jerolene Street	16.5	\$160.77
75-052-300-061-00	Rebecca Shouse	401 E. Jerolene Street	33.5	\$326.42
75-052-300-060-00	Donald & Barbara Kemp	403 E. Jerolene Street	38.0	\$370.27
75-052-290-019-00	Noah Allen & Bernadette Germain	502 E. Jerolene Street	16.5	\$160.77
75-052-290-023-00	Humberto Carmona	504 E. Jerolene Street	26.0	\$253.34
75-052-290-044-00	Gerardo Ortega	600 E. Jerolene Street	20.0	\$192.00
75-052-290-089-00	Jonathan Russ	500 N. Lakeview Avenue	4.0	\$38.97
75-052-600-010-00	Katie Howk	719 N. Nottawa Street	25.0	\$243.60
75-052-600-009-00	Alyshia Coe & Robert Shafer	801 N. Nottawa Street	36.0	\$350.78
75-052-300-062-00	GT Housing	520 N. Prospect Avenue	33.13	\$322.82
75-052-300-059-00	Elizabeth Sanchez-Garcia	600 N. Prospect Avenue	78.83	\$768.12
75-052-290-021-00	Matthew Gill	601 N. Prospect Avenue	15.5	\$128.00
75-052-290-068-00	Donald & Leona Curtis	500 Susan Avenue	8.0	\$77.95
			Total =	\$9,779.19

STATE OF MICHIGAN
County of St. Joseph
City of Sturgis

To the City Commission of the City of Sturgis:

I hereby certify and report that the foregoing is the special assessment roll, and the assessment made by me pursuant to a resolution of the City Commission of said City, adopted on February 26, 2025 for the purpose of paying that part of the cost which the City Commission decided should be paid and borne by special assessment for the repair of sidewalks; that in making such assessment I have, as near as may be, and according to my best judgement, conformed in all things to the directions contained in the resolution of the City Commission herein before referred to, and the charter of said City relating to such assessments.

Barry J. Cox, P.E., Sturgis City Engineer

Date: February 26, 2025

E. Jerolene Sidewalk Repair Assessment Roll #2020-03

First Name	Last Name	Property Address	Original Walk Repair Frontage	As-Built Length	2020 Owner Estimate	Final Owner Cost	Final City Cost	Final Lot Cost
Holmestead	Rentals LLC	500 Center Avenue	51.5	58.33	\$864.00	\$568.36	\$568.37	\$1,136.73
Synergy NonProfit	Housing Corp.	501 Center Avenue	20	20.0	\$320.00	\$194.88	\$194.88	\$389.76
Gary & Dorothy	Bowersox	601 N. Fourth Street	91.5	92.0	\$1,512.00	\$896.45	\$896.45	\$1,792.90
Claymore	Real Estate	602 N. Fourth Street	45	45.0	\$720.00	\$438.48	\$438.48	\$876.96
Brad	Fiebertorn	601 George Street	27	31.0	\$432.00	\$302.06	\$302.06	\$604.12
Cheryl	Krontz	101 E. Jerolene Street	22.5	22.5	\$360.00	\$219.24	\$219.24	\$438.48
Roy & Debra	Reaper	102 E. Jerolene Street	53	45.0	\$848.00	\$438.48	\$438.48	\$876.96
Roy & Debra	Reaper	102 E. Jerolene Street		11.63		\$226.64	\$0.00	\$226.64
Henry	Crawford, Jr.	105 E. Jerolene Street	10.5	9.5	\$168.00	\$92.57	\$92.57	\$185.14
Nathan	Aumack	200 E. Jerolene Street	28	18.5	\$448.00	\$180.26	\$180.27	\$360.53
Amanda & Daceion	Hire	201 E. Jerolene Street	67.5	67.5	\$1,088.00	\$657.72	\$657.72	\$1,315.44
Ruben	Correa	202 E. Jerolene Street	50	38.0	\$832.00	\$370.27	\$370.27	\$740.54
Rosaura	Carmona	203 E. Jerolene Street	23	27.5	\$396.00	\$267.96	\$267.96	\$535.92
Dale & June	Ringler	204 E. Jerolene Street	4	4.0	\$64.00	\$38.97	\$38.98	\$77.95
Roberto	Alvarez-Munoz	205 E. Jerolene Street	23.5	23.5	\$392.00	\$228.98	\$228.99	\$457.97
Marvin & Stephanie	Smith	206 E. Jerolene Street	58.5	53.0	\$936.00	\$516.43	\$516.43	\$1,032.86
Jerry	Ott	207 E. Jerolene Street	6	12.0	\$96.00	\$96.00	\$96.00	\$192.00
Sturgis	Public Schools	303 E. Jerolene Street	56	53.5	\$1,120.00	\$651.63	\$651.63	\$1,303.26
Dennis & Katherine	Matthes	304 E. Jerolene Street	15	16.5	\$240.00	\$160.77	\$160.78	\$321.55
Rebecca	Shouse	401 E. Jerolene Street	36	33.5	\$576.00	\$326.42	\$326.43	\$652.85
Donald & Barbara	Kemp	403 E. Jerolene Street	38.5	38.0	\$616.00	\$370.27	\$370.27	\$740.54
Noah Allen &	Bernadette Germain	502 E. Jerolene Street	16.5	16.5	\$264.00	\$160.77	\$160.78	\$321.55
Humberto	Carmona	504 E. Jerolene Street	17.5	26.0	\$280.00	\$253.34	\$253.35	\$506.69
Gerardo	Ortega	600 E. Jerolene Street	12	20.0	\$192.00	\$192.00	\$192.00	\$384.00
Jonathan	Russ	500 N. Lakeview Avenue	4	4.0	\$64.00	\$38.97	\$38.98	\$77.95
Katie	Howk	719 N. Nottawa Street	22	25.0	\$352.00	\$243.60	\$243.60	\$487.20
Alyshia Coe &	Robert Shafer	801 N. Nottawa Street	24	36.0	\$424.00	\$350.78	\$350.79	\$701.57
GT Housing		520 N. Prospect Avenue	28.5	33.13	\$456.00	\$322.82	\$322.82	\$645.64
Elizabeth	Sanchez-Garcia	600 N. Prospect Avenue	71	78.83	\$1,168.00	\$768.12	\$768.12	\$1,536.24
Matthew	Gill	601 N. Prospect Avenue	8	15.5	\$128.00	\$128.00	\$128.00	\$256.00
Donald & Leona	Curtis	500 Susan Avenue	8	8.0	\$128.00	\$77.95	\$77.95	\$155.90
					\$15,484.00	\$9,779.19	\$9,552.65	\$19,331.84
Preliminary Assessment Cost per square foot =				\$8.00				
Preliminary Assessment Cost per square foot =				\$10.00				
Final Assessment Cost per square foot =				\$4.872				

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10B

SECOND RESOLUTION VACATING STREET

WHEREAS, the City Commission of the City of Sturgis, County of St. Joseph and State of Michigan, the same being the legislative body of the said City of Sturgis, deems it advisable and in the best interests of the City of Sturgis that a portion of N. Fourth Street between East Main Street and the south line of the plat of Green Lawn now situate and being within the City of Sturgis be vacated, subject to the reservation of an easement for utilities, said portion of street being described as follows, to-wit:

Beginning at the Northeast corner of Lot 36, plat of Green Lawn to the City of Sturgis in Liber 1 of Plats on Page 53, according to the plat of record in the Office of the Register of Deeds for St. Joseph County, Michigan located in the Northeast Quarter of Section 1, Town 8 South, Range 10 West; thence running Northeasterly along the South right of way line of East Main Street extended to a point 10 feet northeasterly of the point of beginning, thence southerly parallel to the east line of Lot 36 to the south line of said plat, thence southwesterly along the south line of said plat to a point where the east line of Lot 36 extended south intersects the south line of said plat, thence northerly along the east line of Lot 36 extended and the east line of Lot 36 to the point of beginning.




WHEREAS, it being advisable to vacate and abandon the said described property, due notice was published in the Sturgis Journal, a newspaper published and circulated in the City of Sturgis, County of St. Joseph, State of Michigan, as required by law, notifying the public and all interested persons that the City Commission would meet and be in session on Wednesday, February 26, 2025, at 6:00 p.m. in the Wiesloch Raum of Sturgis City Hall to hear and consider objections thereto; and

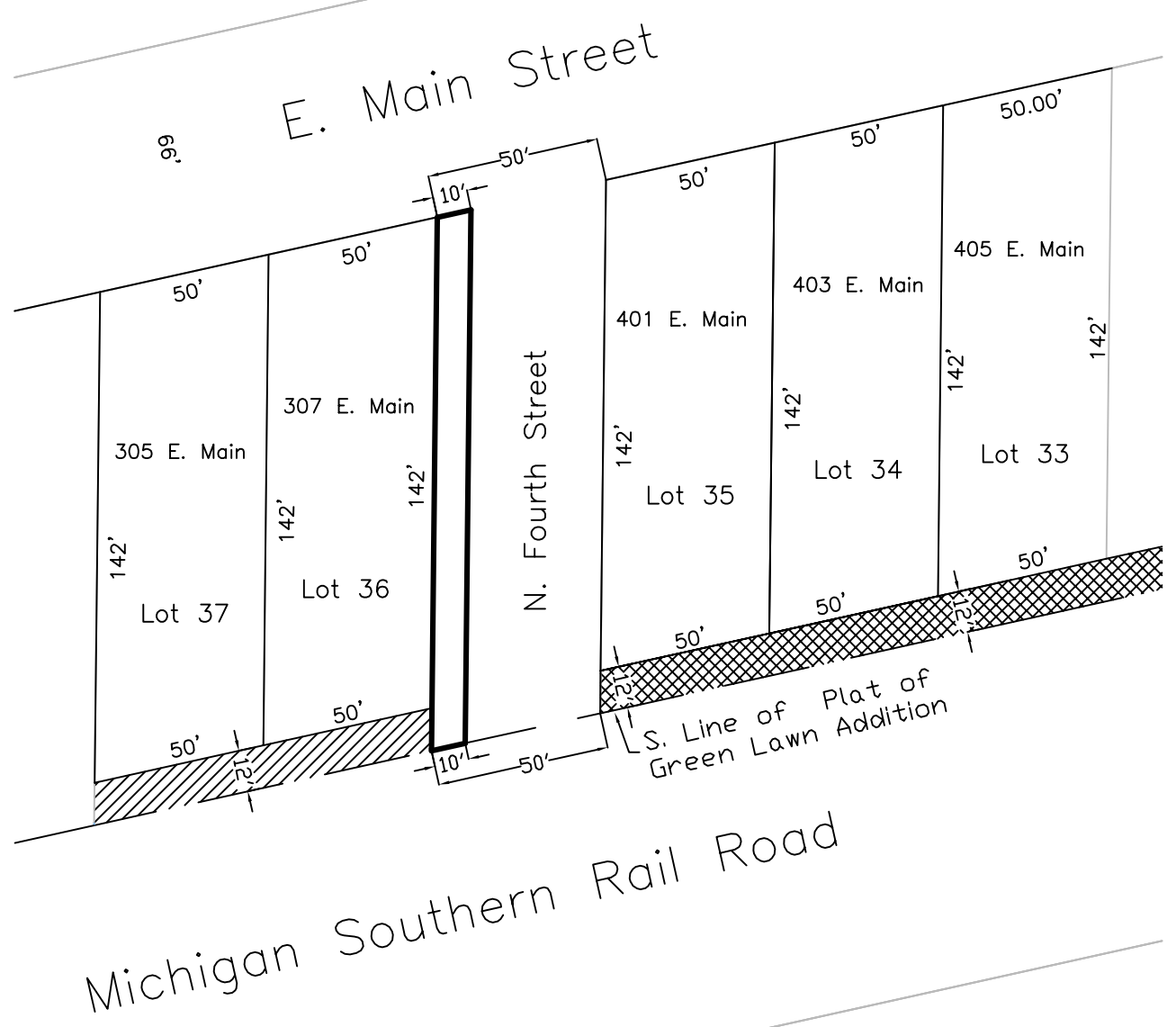
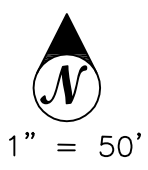
WHEREAS, no one appeared at said meeting to object to the proposed vacation and abandonment and no objections having been filed with the City Clerk:

NOW, THEREFORE, BE IT RESOLVED, subject to the City of Sturgis reserving easements on said property for the purposes of constructing, repairing, substituting, removing enlarging, replacing and maintaining utilities that the above described portion of street be hereby vacated, abolished, abandoned and discontinued; and

BE IT FURTHER RESOLVED, that within thirty (30) days from this date, the City Clerk shall forward a certified copy of this resolution to the Michigan Department of Energy, Labor and Economic Growth, and also a certified copy of this resolution to the Register of Deeds of the County of St. Joseph, State of Michigan, for recording, and that a proper record of this vacation and abandonment be entered into the Book of Plats of the City of Sturgis.

EXHIBIT

AREA TO BE VACATED 
ALLEY VACATED 4/25/1979 
ALLEY VACATED 7/8/1959 



**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10C



Request for Qualifications and Proposals for: Municipal Advising Services

RFQ/P Issue Date: December 17th, 2024

RFQ/P Return Date & Time: January 20th, 2025, 4:00 p.m. local time

GENERAL INFORMATION

Purpose

This request for qualifications and proposals (RFQ/P) is for a qualified Municipal Advisor (MA) to represent and advise the City of Sturgis (City), including component units such as but not limited to the City of Sturgis Downtown Development Authority, Brownfield Redevelopment Authority, Building Authority, Sturgis Housing Development Corporation, Local Development Finance Authority and/or Economic Development Authorities on future debt issuances as well as refunding strategies regarding its current portfolio of bonds including advice on marketing, issuance and delivery of and other related bond financing matters. A summary of the current debt portfolio for the City and related entities is available as Appendix A.

RFQ/P Respondents

Only municipal advisors registered with the Securities and Exchange Commission (SEC) and Municipal Securities Rulemaking Board (MSRB), or firms with SEC and MSRB registered Municipal Advisors, and who maintain an office in Michigan may respond to this RFQ/P. The City is interested in firms that have a proven track record of adherence to the MSRB rules and duties.

Potential Conflict of Interest

Any potential conflicts of interest should be disclosed, including but not limited to Disclosure of the firm's affiliation or relationship with any underwriter and whether any personnel of the Municipal Advisor who would provide advice to the Issuer was associated with an underwriter within the two years preceding the RFQ/P

SCOPE OF SERVICES

Municipal advising services to be performed include, but may not be limited to:

- Assist the Issuer in the structuring and issuance of bonds.
- Help the City determine the best type of financing vehicles based on City goals and current market conditions.
- Provide input or direct assistance to the Issuer in selecting other finance professionals, as needed.
- Plan bond sales.
- Assist in the successful sale of the bonds.
- Aid in the closing of City bond issuances.
- Prepare an RFP for placement agent or underwriting services for the sale or placement of the Bonds, if determined as the best course of action.
- Evaluate RFP responses and provide recommendations to select a qualified placement agent or underwriter, as necessary.

- Attend City of Sturgis Commission and Board meetings as necessary.
- Provide written assessments regarding whether the terms of the sale of Bonds are reasonable under current market conditions.

PROPOSAL CONTENT

The City is pleased to invite qualified MAs to submit a written proposal for the scope of services listed above. The amount of information submitted is not limited to a set number of pages, but we ask that you be concise and mindful of the review team. The RFQ/P should include the following content:

1. Municipal Advisor Experience

The respondent should describe their experience as an MA, especially as it relates to the issuance and delivery of municipal bonds for Cities and related entities similar to the City. The respondent should also include:

- The names, addresses, contact persons, and telephone numbers of at least three clients;
- Provide details on experience advising and representing similar Cities and Authorities
- Provide details on experience advising clients with similar programs and services as the City.

2. Organization, Size, Structure, and Areas of Practice

If the respondent is a firm, identify your firm, year of establishment, and key team members for this project. Please indicate complete listing of names, titles, addresses, emails, and phone numbers, as well as the primary contact person for this project. The experience information requested in Section 1 should identify which key team members were involved with the client or project referenced.

3. Municipal Advisor Qualifications

The respondent should have experience in the following areas:

- Michigan Municipalities, Authorities, and similar tax- exempt organizations.
- Real-estate development agreements and other similar contracts.
- Tax increment financing.
- Bond financing.

4. Compensation:

The City is considering alternate methods of compensation for services depending on the nature and scope of the services provided. These include but are not necessarily limited to hourly rate compensation and flat fee compensation based on bond issuances or other transactions at varying amounts. Please provide your expected type of compensation including, as applicable, hourly rate or rates, flat fee rates, any fees that are proposed on a not-to-exceed basis, any conditions attached to the fee proposal, and which costs are included in the fee proposal and which costs are reimbursed. If fees are structured on amount and/or type of issuance, please provide a clear table, including examples, to illustrate your fee structure. Note that any rates submitted remain subject to negotiation after submission as this is not a bid submittal since the scope of the work remains somewhat undefined.

5. Term:

The City is interested in a minimum term of five (5) years for this arrangement.

SELECTION

After evaluation of the responses, The City will make a selection based on the response which best meets the needs of City, in the sole discretion of the City. Staff will provide a recommendation to the City Commission who will make the final determination on selection.

The City of Sturgis reserves the right to reject or accept any and all proposals received, to modify the scope with one or more of the respondents, and to waive any/ all requirements which the City of Sturgis deems to be in its best interest. The public entities are not liable for any costs incurred by any agent or firm prior to the negotiation, approval, and execution of an agreement. This RFQ/P should not be construed as creating a contractual relationship between the City of Sturgis and any agent or firm submitting a response to this RFQ/P. The City of Sturgis and/or any component unit shall have no obligation or liability to any agent or firm responding to this RFQ/P.

SUBMITTAL PROCESS

General

RFQ/P response documents can be submitted electronically via the Bidnet Direct website (bidnetdirect.com) or in a sealed envelope marked "Sturgis Municipal Advising Services" to the below address on or before January 20th, 2025, at 4:00 p.m. local time. ANY PROPOSALS RECEIVED LATE WILL BE REJECTED AS NON-RESPONSIVE. For more information on electronic submissions, see below.

Mailed or hand-delivered responses should be sent to the following address:

City Manager's Office, City of Sturgis
130 N. Nottawa St.
Sturgis, Michigan 49091

The City reserves the right to make exceptions in cases where a submission is determined late due to mishandling by the City. Such submissions will be considered only during the period after receipt and opening of the RFQ/P and prior approval by the City Commission.

Submission Contents

Please include the following information as part of your submission.

1. A cover letter signed by the entity's authorized office(s)
2. One electronic copy of the RFQ/P response (via Bidnet Direct or on flash drive)
3. One hard copy of the RFQ/P response (if submitting via mail or in-person)

Electronic Submissions

The City of Sturgis has partnered with BidNet as part of the MITN Purchasing Group to post bid opportunities and manage the bidding process. To view bid and proposal details as well as to participate online in the bidding process, you will need to register as a vendor with the BidNet MITN Purchasing Group. You can register at the link below. To register at no charge, simply follow the registration path and select the "Limited Access" option and unselect any optional add-ons.

<https://www.bidnetdirect.com/public/user-registration?purchasingGroupId=8412351>

Facsimile or e-mail responses will not be accepted.

Inquiries and Questions

Inquiries on the RFQ/P process or questions related to the RFQ/P can be directed to Holly Keyser, City Controller for the City of Sturgis. She can be reached at hkeyser@sturgismi.gov.

Please submit all questions via email prior to January 6, 2025.

Appendix A

Schedule of Bonded Indebtedness																
							Current	-----Future Years-----								
FUND SERVICING DEBT YR ISSUED	DESCRIPTION OF DEBT	YEARS TO PAY	ORIGINAL ISSUE	OUTSTANDING AS OF 9/30/2024	PAYMENTS: PRINCIPAL 2024-2025	PAYMENTS: INTEREST 2024-2025	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
Sturgis Building Authority Refunding Bonds -Sturgis Hospital Addition (Limited Tax General Obligation)																
2014	2.00%-4.25%	9	\$9,445,000	\$5,910,000	\$455,000	\$239,263	\$685,162	\$691,462	\$701,025	\$708,713	\$717,263	\$724,538	\$733,294	\$736,500	\$754,000	\$759,900
Water																
2007	DWSRF 2.125%	3	\$1,086,070	\$191,070	\$60,000	\$4,060	\$64,060	\$67,785	\$67,474							
Multiple																
	(Paid from Electric, Water, Sewer, General, Doyle, and Auditorium)															
2010	Cap Imp RZEDB 2.65%	2	\$4,400,000	\$695,000	\$340,000	\$41,700	\$356,638	\$355,631								
Wastewater																
2007	SRF Loan 1.625%	4	\$2,635,587	\$580,587	\$145,000	\$8,256	\$154,435	\$152,078	\$149,722	\$147,953						
2008	SRF Loan 2.25%	5	\$4,742,172	\$1,392,172	\$265,000	\$34,804	\$299,804	\$298,179	\$301,429	\$299,429	\$299,429					
2013A	SRF Loan 2.00%	10	\$2,486,274	\$1,365,919	\$125,000	\$26,068	\$152,318	\$149,818	\$152,318	\$154,718	\$152,018	\$149,318	\$151,618	\$153,818	\$150,918	\$153,937
2013B	SRF Loan 2.00%	10	\$476,674	\$231,674	\$20,000	\$5,542	\$25,792	\$25,292	\$24,792	\$24,292	\$28,792	\$28,167	\$27,542	\$26,917	\$26,292	\$27,341
Total Outstanding Debt				\$10,366,422												

Baker-Tilly

				\$ 1,000,000	\$ 3,500,000	\$ 6,000,000	\$ 10,000,000
Base fee	\$ 7,500.00	Lump Sum		\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
\$0 to \$1M	\$ 4.24	Per Thousand		\$ 4,240	\$ 4,240	\$ 4,240	\$ 4,240
\$1M to \$5M	\$ 1.51	Per Thousand			\$ 3,775	\$ 6,040	\$ 6,040
\$5M to \$30M	\$ 0.96	Per Thousand				\$ 960	\$ 4,800
\$30M to \$50M	\$ 0.83	Per Thousand					
\$50M to \$1B	\$ 0.75	Per Thousand					
Current Municipal Financial Advisor Firm			Total Fee	\$ 11,740	\$ 15,515	\$ 18,740	\$ 22,580

Bendzinski

				\$ 1,000,000	\$ 3,500,000	\$ 6,000,000	\$ 10,000,000
Base fee up to \$500,000	\$ 7,500.00	Lump Sum		\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
From \$500K to \$2M	\$ 5.00	Per Thousand		\$ 2,500	\$ 7,500	\$ 7,500	\$ 7,500
From \$2M to \$3M	\$ 4.00	Per Thousand			\$ 2,000	\$ 4,000	\$ 4,000
From \$3M to \$4M	\$ 3.00	Per Thousand				\$ 3,000	\$ 3,000
From \$4M to \$5M	\$ 2.00	Per Thousand				\$ 2,000	\$ 2,000
From \$5M to \$30M	\$ 1.00	Per Thousand				\$ 1,000	\$ 5,000
Over \$30M	\$ 0.50	Per Thousand					
Previous Municipal Financial Advisor with this Firm			Total Fee	\$ 10,000	\$ 17,000	\$ 25,000	\$ 29,000

MFCI

				\$ 1,000,000	\$ 3,500,000	\$ 6,000,000	\$ 10,000,000
MI Advisory Council Fee	\$ 450	Per Issuance		\$ 450	\$ 450	\$ 450	\$ 450
Less than \$1,000,000	\$ 8,000	0.80% Proceeds over \$750K		\$ 10,000			
\$1M + but <\$3M	\$ 10,000	0.25% Proceeds over \$1M					
\$3M + but <\$10M	\$ 15,000	0.20% Proceeds over \$3M			\$ 16,000	\$ 21,000	
\$10M +	\$ 29,000	0.09% Proceeds over \$10M					\$ 29,000
Recommended Firm			Total Fee	\$ 10,450	\$ 16,450	\$ 21,450	\$ 29,450
Official Statement	\$ 4,500	If required					
Other billable services	\$ 300	Per hour					

PFMFA (GO)

				\$ 1,000,000	\$ 3,500,000	\$ 6,000,000	\$ 10,000,000
Base Fee	\$ 8,000.00	Lump Sum		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Data Fee	\$ 0.05	per Thousand, max \$3.5K		\$ 50	\$ 175	\$ 300	\$ 500
MI Advisory Council Fee	\$ 450.00	Per Issuance		\$ 450	\$ 450	\$ 450	\$ 450
Up to \$5M	\$ 3.50	Per Thousand		\$ 3,500	\$ 12,250	\$ 17,500	\$ 17,500
From \$5M to \$25M	\$ 1.10	Per Thousand				\$ 1,100	\$ 5,500
Over \$25M	\$ 0.90	Per Thousand					
			Total Fee	\$ 12,000	\$ 20,875	\$ 27,350	\$ 31,950
Official Statement	\$0	Included in bond fees					
Other billable services	\$ 275	Per hour					

January 20, 2025

City of Sturgis

**Request for Qualifications and Proposals for:
Municipal Advising Services**

Municipal Advisor Proposal



MFCI, LLC
435 Union St. | Milford, MI 48381
313.782.3011

MFCI is a registered municipal advisor with the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB") under the Dodd-Frank Act of 2010.

January 20, 2025

VIA BIDNET DIRECT

Andrew Kuk
City Manager
130 N. Nottawa St.
Sturgis, MI 49091

Re: Request for Qualifications and Proposals for: Municipal Advising Services

Dear Mr. Kuk:

MFCI, LLC ("MFCI") is pleased to submit this proposal in response to the City of Sturgis's December 17th, 2024, Request for Qualifications and Proposals for municipal advising services.

MFCI is an independent, registered municipal advisor with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board. MFCI's distinguishing feature is our high level of personal service and quantitative approach. We are focused on completing the transaction by providing personalized service to the specific clients' needs with a respectful, collaborative, and data-based approach. MFCI is based in Michigan and owned by Michiganders – not a national conglomerate.

MFCI's professionals are experts on Michigan Department of Treasury rules, regulations, and policies pertaining to debt issuance in the State. The team actively maintains a dialog with numerous State agencies and bond counsel firms to help clients and working groups maintain best practices within a changing legal, tax, and market landscape.

The bond financing process is complex, but it does not need to be stressful for the issuer. MFCI helps our clients make challenging decisions easier by allowing the data to lead the decision-making process. Each bond transaction is personal for our team. Our clients across the State can attest to MFCI's attention to every detail of a transaction and our personal level of service to every engagement.

After your review of the attached, please call with any questions you may have or if there is any additional information you may need. We can be reached at (313) 782-3011.

Sincerely,

MFCI, LLC



Steven Burke, CFA, MFCI
President

CC:

Warren Creamer, MFCI
Stacey Mills, MFCI
Karen J. Attardo, MFCI

Firm Overview

Office Location

MFCI, LLC
435 Union St.
Milford, MI 48381

Contact Information

Phone and Fax | 313.782.3011
Email | info@mfc.com
Website | mfc.com

Primary Project Contact

Steven Burke, CFA
President
435 Union St.
Milford, MI 48381

Contact Information

Phone and Fax | 804.986.1419
Email | steveb@mfc.com

About MFCI

MFCI is an independent Michigan municipal advisory firm founded in 1981 to serve the municipal finance needs of local governments throughout the State. MFCI is a registered Municipal Advisor with the Securities and Exchange Commission (www.sec.gov) and the Municipal Securities Rulemaking Board (www.msrb.org). MFCI conducts its Municipal Advisor business in accordance with all applicable laws and regulations. MFCI's fiduciary duty to its clients is paramount and the firm is committed to acting only in the best interest of its clients.

MFCI Mission

MFCI's mission is to provide Michigan communities and organizations with expertise in financial analysis and creative financing solutions for whatever challenges may arise.

Michigan Municipal Advisor Experience

MFCI only serves Michigan municipalities. The team has worked with counties, cities, townships, villages, drain districts, school districts, district libraries, and authorities and has completed virtually every type of financing available to Michigan borrowers.

MFCI is experienced with the Michigan Department of Treasury rules, regulations, and policies pertaining to debt issuance in the State. The team actively maintains a dialog with numerous State agencies and bond counsel firms to help clients and working groups maintain best practices within a changing legal, tax, and market landscape. MFCI attends financial industry conferences and workshops to stay on the leading edge of the changing legal and regulatory environment.

In the last three years, MFCI has completed more than 180 bond and note transactions with a total par value of \$1.5 billion.

MFCI Strengths

MFCI's complete independence as municipal advisors allows the firm to provide unbiased advice about multiple structures, financing vehicles, and bond sale methods. MFCI uses all data and information available to recommend the best method of sale for each transaction.

*Michigan counties with at least one
MFCI local government client*





The MFCI team is staffed with proven Michigan Public Finance innovators and leaders. Each team member brings a unique finance background to benefit every engagement. This cumulative experience helps MFCI provide advice that is vetted from multiple financial perspectives. The MFCI team strives to communicate quantitatively with clients while also providing additional color commentary to assist in the decision-making process. These additional insights can provide details into 'why' and 'how' the analysis leads to certain advice.

MFCI Advising Team

Steven Burke, CFA

President, MFCI

Co-Primary Municipal Advisor

Contact Information

Email | steveb@mfc.com

Cell | 804.986.1419

Location | Milford, MI

Steven Burke, CFA, is a registered Municipal Advisor with the SEC. Steven has over seventeen years of finance experience and has led MFCI since 2017. Steven has served as the financial advisor on hundreds of financings for dozens of local municipalities across Michigan. Prior to MFCI, Steven spent twelve years as a quantitative analyst and portfolio manager at various financial advisory firms. He possesses extensive experience with financial markets, economic research, and financial modeling.

Steven is a Chartered Financial Analyst from the CFA Institute and attended Virginia Polytechnic Institute and State University in Blacksburg, VA, graduating with a Bachelor of Science in Business - Finance. He is a member of the National Association of Municipal Advisors, CFA Society of Detroit, Michigan Government Finance Officers Association, and the Bond Club of Detroit.

Warren Creamer

Managing Director, MFCI

Co-Primary Municipal Advisor

Contact Information

Email | wc@mfc.com

Cell | 231.357.8793

Location | Traverse City, MI

Warren Creamer is a registered Municipal Advisor with the SEC. He began his career as an intern in the Public Finance Department of First of Michigan Corporation in 1979. Warren graduated from Wayne State University in 1984 and spent the next 17 years in the greater Chicago metropolitan area, focusing on Michigan municipal finance. Warren then joined Robert W. Baird & Co. to lead its local municipal finance efforts in Michigan and remained in that capacity for nearly 28 years.

Warren joined MFCI as Managing Director, bringing an extensive understanding of the Michigan municipal finance arena and a wide range of municipal finance experience to the firm.

Stacey Mills

Managing Director, MFCI

Municipal Advisor – Engagement Coordination

Contact Information

Email | sm@mfc.com

Cell | 231.590.2674

Location | Traverse City, MI

Stacey Mills is a registered Municipal Advisor with the SEC with over twenty years of municipal finance experience. She focuses on transaction management, from the "kick-off meeting" to closing wires, obtaining required



approvals from the State Treasury Department, preparing Official Statements, and supporting issuers with continuing disclosure filings. Stacey ensures that financing remains on schedule and facilitates the credit enhancement process. Before joining MFCI, Stacey spent the majority of her career in public finance at Baird, with two years as operations manager for Baird private wealth management in Traverse City, and fifteen years monitoring investment performance of retirement plans for SEI Capital Resources in Chicago. She graduated from Miami University, Oxford, Ohio.

Karen J. Attardo, Esq.

Director, MFCI

Municipal Advisor – Analysis and Compliance

Contact Information

Email | ka@mfc.com

Cell | 517.230.2038

Location | Milford, MI

Karen J. Attardo is a registered Municipal Advisor with the SEC. Karen joined MFCI in September of 2022 and focuses on analysis, compliance, and operations. Karen is a licensed member of the State Bar of Michigan with 15 years of administrative and operational management experience in the federal government. Karen most recently served as an operational management and program analyst at the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency where she focused on enhancing agencywide operational collaboration and information sharing. Previously, Karen served at the U.S. International Trade Commission as attorney-advisor to the Chief Administrative Officer providing specialized legal and management advice on appropriations law, federal budgeting, human capital management, labor relations, procurement, contracting, and other general program and management matters.

Amanda Coffelt

Associate, MFCI

Administrative Support

Contact Information

Email | ac@mfc.com

Cell | 517.230.2038

Location | Milford, MI

Amanda Coffelt is a registered Municipal Advisor with the SEC. Amanda joined MFCI as an Associate in 2023. Her duties include developing economic and demographic exhibits, debt statements, cash flow models, and continuing disclosure issuer updates on the MSRB's EMMA system. Amanda worked four-and-a-half years at the Municipal Advisory Council of Michigan as a Data Specialist, and she is a graduate of Oakland University.

Scope of Services

Introduction

MFCI routinely provides municipal advice to its clients on all aspects of the debt issuance process as detailed below. MFCI is thoroughly prepared and committed to providing these services to its clients in a thorough and timely fashion.

Financial Analysis and Planning

Developing the financing plan is a key duty of the municipal advisor. The financing plan plays a significant role in determining the final financial outcome on each project. MFCI begins by examining the relevant factors of the proposed borrowing. Every single issue is unique, and there is no "one size fits all" financing method. MFCI conducts a thorough review to identify the key parameters of a proposed financing project. MFCI considers every aspect of the project when formulating a new financing plan for clients.

The preliminary planning process may include the following MFCI services:

- Coordinating a financing working group consisting of representatives from the client, the Municipal Advisor, Bond Counsel, and any other necessary external representatives such as engineers or other professional advisors;
- Developing financing objectives in coordination with the client;
- Analyzing payment sources available or developing cash flow scenarios for debt service to help determine the appropriate borrowing length, debt capacity, future capital project capacity;
- Determining if any Federal or State grants or other low-cost financing options are available for the project;
- Working with Bond Counsel to review the legal structure of the financing options;
- Analyzing current market conditions for marketability, interest rates, and call options;
- Testing various financing structures to assess the costs and benefits quantitatively.

Preparation for the Issuance of Bonds

Once the working group has agreed on an overall financing plan, MFCI serves as the leader of the debt issuance process. MFCI will coordinate and lead the financing team through the following steps, where applicable:

- Assisting with capital planning as needed;
- Developing the financing schedule;
- Preparing bond specifications with bond counsel;
- Assisting the client with the analysis of the method of sale and hiring of the underwriter, if needed;
- Coordinating the completion and submittal of any necessary financing applications, including qualified status and loan program applications;
- Preparing the general and economic data document and debt statements;
- Drafting the Official Statement documents or Requests for Proposal with the working group;
- Preparing for and coordinating the bond rating or credit assessment letter;
- Requesting proposals for bond insurance, as necessary;
- Preparing, coordinating, advertising, and analyzing bids at the sale of bonds;
- Preparing a final post-sale numbers package including debt service schedules, sources and uses of funds, production report, and other customary reports, as necessary.
- Assisting the working group with closing activities and delivery of proceeds for the project, and
- Identifying and performing any follow-up reporting requirements and activities.

Official Statements and Requests for Proposal

Depending on the sale method utilized, MFCI prepares offering documents in coordination with the working group, such as Preliminary/Final Official Statements, Requests for Proposal ("RFP"), and other supporting documentation. MFCI works with bond counsel to ensure that Official Statements comply with SEC Rule 15c(2)-12 and other applicable regulations.

MFCI works with the client and the working group to create documents for inclusion in Official Statements and RFPs that comply with regulations, the expectations of the credit rating agencies, and the market. MFCI retrieves this data first from public sources, including the client's financial statements, the Equalization Department, the State of Michigan, and other reliable sources. Clients are required to produce some data not already publicly available. MFCI requests this data via an Excel data entry document. Clients are required to review the document and confirm its accuracy.

MFCI builds time into the financing schedule to ensure thorough working group review of offering documents. MFCI, in coordination with Bond Counsel, ensures that the Official Statements comply with all applicable laws and regulations.

MFCI has shifted to electronic marketing of bond issues to underwriters. Underwriters utilize electronic platforms like Bloomberg and TM3, helping to reduce the ancillary printing costs of bond issues. MFCI ensures the Official Statements and/or other documents are posted to all applicable platforms.

Application for Ratings and Credit Assessment Letters

The bond rating is the most significant driver of an issuer's cost of funds. MFCI's role as credit advocate is one of the most important functions it serves as municipal advisor. MFCI has a thorough understanding of and experience with the essential credit elements that affect its clients' ability to raise capital and helps clients work with the rating agency and achieve the best possible results. In addition to bond ratings, MFCI assists clients with the process of applying for credit assessment letters as required by certain debt issuance processes, including State Revolving Fund financings.

The rating and credit process does not need to be an overly stressful event for issuers. The client's demographics, financials, and management are historical facts. MFCI helps to communicate a fair, accurate, and efficient package to the rating agencies. MFCI prepares client officials for the rating call and assists in answering questions as needed.

MFCI is a municipal advisor to numerous rated bond issues per year. As part of each rated issue, MFCI interacts closely with the rating agency and analysts. Our experience has helped us to prepare our clients for the nuance of the rating process with each respective rating agency.

Bond Structuring and Sale of Bonds

MFCI performs thorough analysis to determine the best sale method and provide alternative financing options for each transaction and risks, benefits, and other advice to assist the client in making the best decision for each issue. MFCI analyzes current market conditions for marketability, interest rates, and call options and evaluates demand from different types of municipal bond buyers as well as tax laws and rates and potential changes thereto. MFCI tests various financing structures to assess the costs and benefits quantitatively, including demonstrating the costs and benefits to changes in sale methods, maturities, call dates, premium structures, and other variables.

MFCI establishes the sale date and schedules all required sale discussions and deliberations. On the date of the sale, MFCI walks the client through the bids and advises on the sale award.

MFCI assists its clients in analyzing the results of a competitive sale or in negotiating bond pricing with an Underwriter. MFCI is a quantitatively focused firm at its core. Steven A. Burke, CFA, brings over fifteen years of quantitative analysis experience of financial markets to MFCI. MFCI's frequency in the market as a financial advisor provides a consistent view of the interest rate market spreads and demand. Accurate pricing requires accurate data. MFCI continuously communicates with both underwriters and banking institutions to develop a real-time view of market conditions. MFCI then utilizes multiple sources, external and internal, for financial market research and determining interest rates. MFCI produces its own internal pricing estimates and comparable sale data, independent of any underwriter-produced data. This data demonstrates to clients that they receive a fair price based on empirical evidence rather than a qualitative sales pitch.

After the award, MFCI drafts the closing memorandum, assists Bond Counsel with closing data, updates the Official Statement supporting documents, as necessary, and ensures that the client complies with all market and regulatory requirements. MFCI facilitates bond closing with the working group and the purchaser.

Follow-Up Activities, Finance Coordination, and Legislative Liaison

MFCI's duty to its clients does not end with the successful closing of a financing. MFCI works with each client to identify and complete ongoing reporting and other requirements, such as Continuing Disclosure reporting, arbitrage calculations, etc. MFCI provides ongoing financial advice over the life of each debt issuance and monitors market conditions to identify and analyze possible refunding opportunities.

MFCI assists its clients with a full range of financial advice and support, including the solicitation engagement of professionals critical to the debt issuance process, as directed by the client. Additionally, MFCI represents its clients and provides appropriate testimony at public hearings before state and other governmental commissions and boards upon client request. MFCI is also available to participate, upon request, in any conferences with its clients, their leadership, and the staff of any state or governmental agencies or other entities involved in a particular financing.

Additional Services

MFCI is prepared to provide ad hoc financial advisory services for requirements outside of the scope of the contract.

MFCI Client References

	<p>CITY OF KALAMAZOO 241 W South Street Kalamazoo, MI 49007 269-337-8336</p>	<p>Contact: Steve Vicenzi, CPA CFO/Director of Management Services, vicenzis@kalamazoocity.org</p>
	<p>CITY OF MARQUETTE 300 W. Baraga Avenue Marquette, Michigan 49855 (906) 225-8559</p>	<p>Contact: Mary Schlicht Chief Financial Officer, mschlicht@marquettemi.gov</p>
	<p>GRAND TRAVERSE COUNTY 400 Boardman Ave, Traverse City, Michigan 49684 (231) 922-4760</p>	<p>Contact: Dean Bott Finance Director, dbott@gtcountymi.gov</p>
	<p>CITY OF WARREN One City Square, Warren, Michigan 48093 (586) 574-4600</p>	<p>Contact: Rick Fox Controller, rfox@cityofwarren.org</p>
	<p>CITY OF PORTAGE 7900 S Westnedge Ave, Portage, MI 49002 (269) 329-4534</p>	<p>Contact: Lauren Vanderveen Finance Director, vandervl@portagemi.gov</p>

Selected MFCI Clients

MFCI serves a wide range of local governments throughout the State of Michigan. A selected list of ninety recent and active clients is included in the following table.

Charter Township of Cascade	City of Traverse City
Charter Township of Elmwood	City of Walker
Charter Township of Green Oak	City of Warren
Charter Township of Harrison	City of Wayland
Charter Township of Meridian	City of Wyoming
Charter Township of Texas	County of Alpena
City of Allegan	County of Arenac
City of Bessemer	County of Berrien
City of Brighton	County of Branch
City of Bronson	County of Crawford
City of Brown City	County of Grand Traverse
City of Caro	County of Iron
City of Cedar Springs	County of Kent
City of Coleman	County of Lake
City of Croswell	County of Montcalm
City of Dowagiac	County of Oakland Water Resources Comm.
City of East Grand Rapids	County of Otsego
City of East Lansing	County of Ottawa
City of Eaton Rapids	County of Saginaw
City of Fremont	County of St. Joseph
City of Gladstone	County of Tuscola
City of Gladwin	County of Washtenaw
City of Grand Ledge	East Lansing Meridian Water and Sewer Auth.
City of Grand Rapids	Gogebic Iron Wastewater Authority
City of Hastings	Montmorency-Oscoda-Alpena SWMA
City of Kalamazoo	School District of Waterford
City of Lapeer	Secton 32 Sewer Authority
City of Lowell	South Haven Area Water and Sewer Auth.
City of Mackinac Island	Township of Benzonia
City of Marquette	Township of Blair
City of Memphis	Township of Bowne
City of Montrose	Township of Hartland
City of Muskegon	Township of Lowell
City of Northville	Township of Peninsula
City of Owosso	Village of Breckenridge
City of Plainwell	Village of Capac
City of Plymouth	Village of Carsonville
City of Port Huron	Village of Decatur
City of Portage	Village of Elk Rapids
City of Portland	Village of Milford
City of River Rouge	Village of Muir
City of Rockford	Village of Paw Paw
City of Sault Ste. Marie	Village of Peck
City of South Lyon	Village of Shepherd
City of Three Rivers	Village of Sparta

Michigan Project References

Client: City of Grand Rapids

Closing Date: June 11, 2024

Bond Issue:

\$72,770,000 City of Grand Rapids Limited Tax General Obligation Bonds, Series 2024



On June 11, 2024, the City of Grand Rapids sold its Limited Tax General Obligation Bonds, Series 2024. This project was the first of multiple series of bonds tied to the Grand Rapids Amphitheater and Soccer Stadium Project. The project funded both a direct contribution to the Amphitheater Project and the project to move the City Department of Public Works from the future Amphitheater site to a new location.

MFCI provided nearly two years of financial scenario and credit analysis in support of the City's staff leading up to this negotiated bond sale. MFCI actively supported the City and Kent County officials who worked tirelessly to complete the project with a mix of public funds and private donations. MFCI provided detailed credit scenarios to the City and County over a wide range of potential financing plans. MFCI's role as the trusted fiduciary partner was crucial to bridging the gap between the City and the County staff.

After the working group made a final decision on the financing plan, MFCI lead the transaction as municipal advisor to the City. MFCI assisted the City in negotiating a fair and reasonable underwriters fee with the City's preferred underwriting firm based on MFCI's analysis of all Michigan negotiated transactions in the past twelve months, \$55,000,000 to \$100,000,000. The Bonds were successfully priced with support from MFCI's detailed comparable sale analysis from all recent comparable sales in Michigan.

MFCI's team coordinated the following scope of services for each of the transaction:

- Represented and advised the City on debt scenarios - Amphitheater Project and Soccer Stadium Project
 - Reviewed all necessary information to advise the City on debt scenarios relating to the projects.
 - Advised the City on:
 - Funding sources, timing, and conditions associated with project funding, including the implications of pursuing the Soccer Stadium Project simultaneously or near-simultaneously with the Amphitheater Project;
 - Costs associated with debt issuance, including projected interest costs, and how those costs compare across the various potential issuers;
 - Anticipated bond ratings impact;
 - Debt capacity and debt coverage requirements;
 - Potential issuers, including any limitations or risks that may apply based on the issuer selected; and
 - Designation of a fiduciary for project construction.
 - Presented scenarios to a working group of representatives from each of the entities involved in financing the project.
- Provided debt issuance services for the Amphitheater, Soccer Stadium, and other Capital Improvement Projects upon the City's selection of a financing strategy:
 - Prepared Bond specifications with Bond Counsel;
 - Developed the financing schedule;
 - Assisted in drafting and/or reviewing the financial and structural aspects of the Official Statement;
 - Prepared general and economic data documents and debt statements;
 - Prepared for and coordinated the bond rating;

- Assisted the working group in preparing sale documents;
- Prepared, coordinated, advertised, and analyzed the sale of Bonds;
- Prepared a final post-sale numbers package including debt service schedules, sources and uses of funds, production report, and other customary reports;
- Prepared a final post-sale comparable analysis report; and
- Assisted the working group with closing activities.

This issue for the City of Grand Rapids demonstrates MFCI's capabilities to provide detailed, actionable advice and solutions to our clients who face complex and high-profile financing challenges.

Client: City of Kalamazoo

Sale Date: September 10, 2024

Bond Issues:

\$9,490,000 City of Kalamazoo Wastewater System Revenue Bonds, Series 2024

\$24,895,000 City of Kalamazoo Water Supply System Revenue Bonds, Series 2024

\$7,710,000 City of Kalamazoo 2024 Capital Improvement Bonds



On September 10, 2024, the City of Kalamazoo sold three separate bond issues into the public markets. The bond issues were the culmination of months of planning and preparation by the City and MFCI. The MFCI team assisted the City with all aspects of the bond issue and planning process.

The bond issues carried three distinct credits of the City, including the pledge of revenues from the water supply system, the pledge of revenues from the wastewater system, and the full faith and credit of the City of Kalamazoo's general fund. MFCI delivered comprehensive system profiles on the water supply and wastewater systems, plus a detailed general and economic profile of the City. The system profiles contain a detailed cash flow analysis of the City's enterprise systems to assist investors and the City to better understand the impact of the financings. Each bond issue required the preparation of a unique official statement and a unique credit presentation to the rating agency.

The City sold the bonds in three competitive sales, scheduled thirty minutes apart, on the morning of September 10, 2024. A unique underwriter purchased each bond issue. Both revenue bond issues required an additional deposit to the City's debt service reserve, based on the winning bid.

MFCI's team coordinated the following scope of services for each of the three transactions.

- Prepared Bond specifications with Bond Counsel;
- Assisted the City in determining the sale method;
- Developed the financing schedule;
- Drafted the financial and structural aspects of the Official Statement;
- Prepared general, water supply system, wastewater system, and economic data and debt statements;
- Applied for and coordinated the bond rating on each credit;
- Assisted the working group in preparing sale documents;
- Coordinated, marketed, and analyzed sale of each bond sale;
- Prepared post-sale documentation and summaries; and
- Assisted the working group with closing activities.

MFCI demonstrated its capability to execute three complex, simultaneous transactions and deliver successful results for the client through these three issues.

Client: County of Grand Traverse

Sale Date: October 4, 2023

Bond Issue:

\$11,505,000 County of Grand Traverse General Obligation Limited Tax Bonds, Series 2023



The County of Grand Traverse competitively sold \$11,505,000 of bonds to fund the construction of a new County Road Commission Building. As the municipal advisor to the County, MFCI assisted the County in determining the debt capacity for the Road Commission under several scenarios and helped staff communicate with elected officials.

The County has been a long-time client of MFCI, and the MFCI has long believed that the County's credit scoring was high enough for an upgrade from AA to AA+. The County has always received high scoring for the rating elements it controls, but economic conditions in the region historically held down the bond rating. The region of northern Michigan is marked with a dichotomy of high and low income within the same municipalities. For much of Grand Traverse County, the wealth is not captured in traditional surveys as many of the property owners may officially reside in other parts of the State or Country. MFCI formulated a plan to demonstrate that the wealth migration into the County by non-residents is evidenced by the property value metrics vs. income metrics. Without the migration of wealth by non-residents, it would be impossible for property values to be sustained at current income levels.

As many credit analysts have never visited northern Michigan, or Michigan in general, MFCI compared Traverse City to a location known by most analysts, Lake Tahoe in California and Nevada. Describing the area as the "Lake Tahoe of the Midwest," without the mountains, may seem slightly hyperbolic, but it helped the credit analyst to envision the natural beauty of the region and begin to better understand the unique attributes of the County. MFCI has used data during the rating calls from the Airport Authority and FAA to highlight how the Airport is helping to fuel the growth in Northwest Michigan. We sent the following direct email quote to S&P Global in 2021:

Additionally, attached is the article on the passenger growth at Traverse City Airport. Keep in mind this is important as the majority of leisure travelers flying to Traverse City are from out of state/out of the region. This continues to fuel the area's tourism growth beyond just a destination for Michigan/Indiana/Ohio/Chicago.

The County officially received the upgrade in 2023, and the analyst noted that the "Lake Tahoe of the Midwest" comparison was used in committee to help the other analysts visualize the area, while pulling up images of Traverse City on his computer. This illustration demonstrates how MFCI understands the credit rating process and the humans making the credit decisions and can creatively highlight credit positives that would potentially be overlooked.

MFCI's team coordinated the following scope of services for each of the transaction:

- Prepared Bond specifications with Bond Counsel;
- Assisted the County in determining the sale method;
- Developed the financing schedule;
- Assisted in drafting and reviewing the financial and structural aspects of the Official Statement;

- Prepared general and economic data document and debt statements;
- Prepared for and coordinated the bond rating;
- Assisted the working group in preparing sale documents;
- Prepared, coordinated, advertised, and analyzed the sale of the Bonds;
- Prepared post-sale documentation and summaries; and
- Assisted the working group with closing activities.

The MFCI team works with the credit rating agencies numerous times per year and understands the nuances of the process. While credit upgrades are rare, understanding the process, scoring, and qualifying factors is crucial to maintaining any issuer's current rating. We pride ourselves on our work as credit advocates for our clients.

Fee Structure

Financial Advisory Fees:

<u>Proceeds of Bonds</u>	<u>Fee¹</u>
Less than \$1,000,000	\$8,000 plus 0.8% of the total proceeds above \$750,000
\$1,000,000 or more but less than \$3,000,000	\$10,000 plus 0.25% for the amount in excess of \$1,000,000
\$3,000,000 or more but less than \$10,000,000	\$15,000 plus 0.20% for the amount in excess of \$3,000,000
\$10,000,000 or more	\$29,000 plus 0.085% for the amount in excess of \$10,000,000

¹The total issue price of the bond issue to be used for the purpose of fee calculation.

Official Statement (if required):

At the request of the client, MFCI will prepare a preliminary and/or final official statement utilizing information provided by the client and other parties: \$4,500.00.

Note that MFCI, LLC will make no representation, warranty or guarantee regarding the accuracy or completeness of the information in the preliminary and/or final official statement (other than information related to MFCI, LLC or provided by MFCI, LLC for inclusion in such documents), and its assistance in preparing the preliminary and/or final official statement should not be construed as a representation that it has independently verified such information.

The Municipal Advisory Council of Michigan Fee:

The Municipal Advisory Council of Michigan (the “MAC”) assesses MFCI a \$450.00 fee on every bond issue for which we act as municipal advisor in the State of Michigan. Our membership in the MAC is voluntary, but the per bond issue assessment is meant to cover costs for credit reports, and similar information available from the MAC that is used in the offering document and in other states is billed directly by a third-party. The MAC is a single-source municipal database for essential bond and note details for all local government issuers in Michigan. Among 23 distinctive credit reports, the MAC is the primary source for Issuer’s debt statements, overlapping debt and indirect debt, as disclosed in official statements. The MAC tracks, monitors and records all Michigan new issue bond sales, whether competitive, negotiated, or private placements. The MAC is a Michigan non-profit membership service company. It is not a trade association, nor is it chartered or registered in accordance with State of Michigan legal requirements to lobby on matters of legislation, regulation or policy(s) anticipated to have an impact on functions benefiting Members.

Other Expenses:

MFCI, LLC will pay third party invoices for services rendered directly relating to the captioned issue on behalf of our clients up to \$1,500.00 per invoice. MFCI, LLC will bill these expenses to our clients as part of MFCI, LLC’s invoice. Clients will be provided with copies of the invoices when they are made available.

Additional Services:

At the request of the client, MFCI may provide extra services which are not part of the contract. MFCI will invoice these services at an hourly rate of \$300.

Potential Conflicts of Interest and Other Disclosures

Conflicts Due to the Form and Basis of MFCI's Compensation

MFCI's future fee compensation is contingent upon a successful closing of the issue and the par (dollar) amount of the issue. This could potentially cause a conflict of interest for MFCI. For example, fees based on the principal amount of the transaction presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation. Similarly, fees that are only paid on the successful completion of a financing presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. When facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. MFCI manages and mitigates this conflict primarily by adherence to the fiduciary duty that it owes to its clients that requires the Firm to always place the interests of a client above and ahead of MFCI's interests.

Insurance Coverage

MFCI carries insurance in compliance with standard local government professional service contractor requirements. If selected as the winning proposer, MFCI will comply with all certificate naming requirements of the Library.

Most Recent SEC Filings

The SEC Form MA and MI-I provide clients with information about MFCI, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. This can be accessed at:

<https://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001732526&owner=exclude&count=40>

MSRB Rule G-10 Disclosure

MFCI, LLC (Municipal Financial Consultants) is registered with the Municipal Securities Rulemaking Board (MSRB) and the Securities and Exchange Commission (SEC). Clients can access the MSRB or SEC via the internet at:

<http://www.msrb.org>

<http://www.sec.gov>

The MSRB provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. Certain of those protections also apply to potential clients of a municipal advisor. Municipal advisors must comply with MSRB rules when engaging in municipal advisory activities. Read about rule protections when working with a municipal advisory in the [MSRB's brochure for municipal advisory clients](#).

Investigations/Litigation

MFCI has not been the subject of any criminal or regulatory investigation and has no pertinent litigation pending against the firm or any firm members.

Appendix A

MFCI Bond Transactions 2022-2024

2024 Bond Issues	
Par Value	Bond Description
\$3,225,000	County of Ottawa Water Supply System Bonds (Grand Haven Charter Township 2023 Water Transmission System Improvements)
\$1,600,000	Charter Township of Harrison Capital Improvement Bonds, Series 2024A
\$544,647	Township of Bowne 2024 Installment Purchase Contract - Financial Advisor Fee
\$7,410,000	City of Wyoming Sewage Disposal System Revenue Bonds, Series 2024
\$2,615,000	City of Plainwell General Obligation Limited Tax Bonds, Series 2024
\$5,030,000	City of Plymouth 2024 Unlimited Tax General Obligation Bonds
\$3,210,000	Township of Benzonia General Obligation Unlimited Tax Bonds, Series 2024
\$2,000,000	Township of Benzonia Capital Improvement Bonds, Series 2024
\$9,035,000	County of Saginaw Limited Tax General Obligation Bonds, Series 2024
\$1,745,000	City of Owosso Water Supply System Junior Lien Revenue Bonds, Series 2024 DWSRF 7497-01
\$966,000	City of Lowell 2024 USDA Loan - Water
\$2,947,000	City of Lowell 2024 USDA Loan - Sewer
\$1,000,000	Crawford County General Obligation Limited Tax Notes, Series 2024
\$7,000,000	County of Berrien General Obligation Limited Tax Note, Series 2024 (Federally Taxable)
\$700,000	Village of Capac 2024 Bond Anticipation Note (Limited Tax General Obligation)
\$72,770,000	City of Grand Rapids Limited Tax General Obligation Bonds, Series 2024
\$525,000	County of Kent Walker No 4 Drain Drainage District 2024 Drain Bonds (General Obligation Limited Tax)
\$47,915,000	County of Oakland Clinton River Water Resource Recovery Facility Drain Bonds, Series 2024 CWSRF 4994-01
\$4,800,000	County of Oakland Sewage Disposal System Capital Improvement Bonds, Series 2024A
\$18,704,420	County of Oakland City of Pontiac Water System DWSRF 7774-01
\$3,581,250	County of Oakland City of Pontiac Sewage Disposal System Capital Improvement Bonds, Series 2024B CWSRF 5901-01
\$4,265,000	City of Center Line General Obligation Limited Tax Bonds, Series 2024 CWSRF 5973-01
\$1,204,186	County of Arenac Forest Lake Project Capital Improvement Bonds, Series 2024
\$7,826,879	City of Kalamazoo Water Supply System Junior Lien Revenue Bonds, Series 2024 DWSRF 7810-01
\$3,530,000	City of Croswell Water Supply System Junior Lien Revenue Bonds, Series 2024 DWSRF 7588-01
\$5,978,666	South Haven Area Water-Sewer Authority Water System Junior Lien Revenue Bonds, Series 2024 DWSRF 7775-01
\$4,820,004	City of Muskegon Water Supply System Junior Lien Revenue Bonds, Series 2024 DWSRF 7832-01
\$4,275,000	City of Owosso Wastewater Treatment System Junior Lien Revenue Bonds, Series 2024 CWSRF 5919-01
\$2,725,000	Village of Shepherd Sanitary Sewer Sytem Junior Lien Revenue Bonds, Series 2024 CWSRF 5957-01
\$11,140,000	City of Caro Wastewater System Revenue Bonds (Junior Lien), Series 2024 CWSRF 5881-01
\$3,100,000	City of Mackinac Island 2024 Capital Improvement Bonds (Limited Tax General Obligation) (Taxable)
\$1,700,000	City of Brown City Sewage Disposal System Junior Lien Revenue Bonds, Series 2024 CWSRF 5966-01
\$3,055,000	City of Bronson Sanitary Sewer Sytem Junior Lien Revenue Bonds, Series 2024 CWSRF 5892-01
\$17,512,500	City of Sault Ste. Marie Water Supply and Sewage Disposal System Revenue Bonds, Series 2024 CWSRF 5879-01
\$612,000	City of Newaygo Water Supply System Junior Lien Revenue Bonds, Series 2024 DWSRF 7667-01
\$33,264	Village of Breckenridge Water Supply System Revenue Bonds, Series 2024 DWSRF 7835-01
\$2,332,500	Township of Standish Water Supply System Junior Lien Revenue Bonds, Series 2024 DWSRF 7837-01
\$10,147,000	South Haven Area Water-Sewer Authority Water Supply System Junior Lien Revenue Bonds, Series 2024 B & C USDA
\$4,218,500	Village of Capac Water Supply System Junior Lien Revenue Bonds, Series 2024 DWSRF #7856-01
\$20,740,000	City of Grand Rapids Parks and Recreation Improvement Bonds, Series 2024
\$2,910,000	City of Wayland 2024 Capital Improvement Bonds (Limited Tax General Obligation)
\$9,490,000	City of Kalamazoo Wastewater System Revenue Bonds, Series 2024
\$24,895,000	City of Kalamazoo Water Supply System Revenue Bonds, Series 2024
\$7,710,000	City of Kalamazoo 2024 Capital Improvement Bonds
\$440,256	Green Oak Charter Township Special Assessment Bonds, Series 2024 (Taxable)
\$3,040,000	Charter Township of Elmwood 2024 Capital Improvement Bonds (LTGO)
\$32,550,000	City of Warren Capital Improvement Bonds, Series 2024
\$1,103,000	Standish Township Sanitary Sewer System Jr. Lien Revenue Bonds, Series 2024
\$2,355,000	City of Traverse City & Charter Township of Garfield Recreational Authority 2024 Limited Tax General Obligation Bonds
\$7,500,000	City of Port Huron Sewage Disposal System Revenue Bonds, Series 2024
\$38,930,000	City of Wyoming Water Supply System Revenue Bonds, Series 2024
\$1,850,000	Village of Milford 2024 Capital Improvement Bonds
\$1,427,000	City of Cedar Springs General Obligation Limited Tax Bonds, Series 2024
\$6,815,000	Oakland County Huron Rouge Sewage Disposal System Capital Improvement Bonds, Series 2024
\$9,835,000	Meridian Charter Township General Obligation Unlimited Tax Bonds, Series 2024
\$21,970,000	City of Grand Rapids Limited Tax General Obligation Bonds, Series 2024
\$1,554,000	City of Coleman Water System Jr. Lien Revenue Bonds, Series 2024
\$1,465,000	Village of Breckenridge USDA Water Revenue Bonds, Series 2024
\$482,378,072	2024 Bond Issue Total

2023 Bond Issues	
Par Value	Bond Description
\$121,070,000	County of Oakland - Evergreen Farmington Sanitary Drain Drainage District Bonds, Series 2023 CWSRF #5834-01
\$12,900,000	City of Grand Ledge Water and Sewer System Revenue Bonds 2023 DWSRF #7666-01
\$4,215,000	City of Three Rivers Water Supply and Sewage Disposal System Junior Lien Revenue Bonds, Series 2023 CWSRF #5761-02
\$543,999	County of Alpena - Beaver Lake Level Special Assessment District Bond, Series 2023
\$7,525,000	City of South Lyon 2023 UTGO Bonds
\$3,033,750	City of Owosso Water Supply System Junior Lien Revenue Bonds, Series 2023 DWSRF #7491-01
\$5,070,000	City of East Lansing GOLT Downtown Development Refunding Bonds, Series 2023
\$62,105,000	Waterford School District School Building and Site Bonds, Series 2023
\$20,620,000	City of Warren Downtown Development Bonds, Series 2023
\$4,000,000	City of Grand Ledge 2023 Downtown Development Bonds
\$2,500,000	City of Mackinac Island Bond Anticipation Note, Series 2023
\$1,750,000	Gogebic-Iron Wastewater Authority 2023 Revenue Bond Anticipation Note
\$7,445,000	City of Kalamazoo Wastewater System Junior Lien Revenue Bond, Series 2023A CWSRF #5802-01
\$2,287,000	City of Lowell Sanitary Sewer System Junior Lien Revenue Bonds, Series 2023 - USDA
\$1,504,000	City of Lowell Sanitary Water Supply System Junior Lien Revenue Bonds, Series 2023 - USDA
\$1,000,000	County of Crawford General Obligation Limited Tax Notes, Series 2023
\$900,000	County of Arenac Capital Improvement Bonds, Series 2023
\$2,195,000	County of Crawford Unlimited Tax General Obligation Bonds, Series 2023
\$12,510,000	City of Marquette Water Supply and Sewage Disposal System Junior Lien Revenue Bonds, Series 2023
\$1,330,000	City of Bronson 2023 Bond Anticipation Note LTGO
\$3,600,000	City of Portage Capital Improvement Bonds, Series 2023
\$6,000,000	County of Berrien General Obligation Limited Tax Notes, Series 2023
\$474,992	Wolf Lake - Lake County - Lake Level SAD Bonds, Series 2023
\$20,955,000	City of Warren MTF Bonds, Series 2023
\$8,565,000	Green Oak Charter Township Unlimited Tax General Obligation Bonds, Series 2023
\$2,730,000	City of Hastings Limited Tax General Obligation Bonds, Series 2023
\$3,410,000	Clark Township General Obligation Limited Tax Bonds, Series 2023 CWSRF #5810-01
\$1,300,000	City of Wayland 2023 Capital Improvement Bonds
\$5,500,000	County of Saginaw Limited Tax General Obligation Bonds, Series 2023 (Dow Center)
\$12,085,000	Wastewater Treatment System Junior Lien Revenue Bonds, Series 2023 CWSRF Project #: 5796-01
\$19,000,000	City of Owosso Wastewater Treatment System Revenue Bonds, Series 2023 CWSRF #5711-01
\$573,300	City of Brown City MTF Bonds, Series 2023
\$44,795,000	Clinton River Water Resource Recovery Facility Drain Drainage District Bonds, Series 2023 - CWSRF #5835-01
\$5,730,000	Oakland Macomb Interceptor Drain Drainage District Bonds, Series 2020B (2023 Issue)
\$2,035,000	Village of Milford 2023 Capital Improvement Bond
\$14,699,000	City of Traverse City Capital Improvement Notes, Series 2023
\$1,785,000	Village of Shepherd Water System Junior Lien Revenue Bonds, Series 2023
\$7,500,000	City of Grand Rapids Sanitary Sewer System Improvement Junior Lien Revenue Bonds, Series 2023
\$264,803	City of Bessemer Water Supply System Junior Lien Revenue Bond, Series 2023
\$961,430	Village of Carsonville Water System Junior Lien Revenue Bonds, Series 2023 DWSRF #7687-01
\$241,606	City of Coleman Water Supply System Junior Lien Revenue Bonds, Series 2023
\$13,505,000	City of Croswell Sewage Disposal System Junior Lien Revenue Bond, Series 2023 CWSRF Project #: 5817-01
\$2,120,000	City of Eaton Rapids General Obligation Limited Tax Bonds, Series 2023 CWSRF Project #: 5765-01
\$12,045,000	East Lansing Meridian Water and Sewer Authority Water Supply System Junior Lien Revenue Bonds, Series 2023 DWSRF Project #: 7444-01
\$2,700,000	City of Grand Ledge Water Supply and Sewage Disposal System Revenue Bond, Series 2023 DWSRF Project #: 7735-01
\$5,050,000	Water Supply System Junior Lien Revenue Bonds, Series 2023A DWSRF Project # 7673-01
\$24,000,000	City of Mackinac Island Sanitary Sewage Disposal and Water Supply System Junior Lien Revenue Bond, Series 2023, CWSRF Project #: 5824-01
\$355,000	City of Memphis Water and Sewer System Junior Lien Revenue Bonds, Series 2023 DWSRF Project #: 7691-01
\$561,250	City of Montrose Water Supply System Junior Lien Revenue Bonds, Series 2023 DWSRF Project #: 7701-01
\$1,955,000	City of Muskegon Sanitary Sewer System Junior Lien Revenue Bond, Series 2023 CWSRF Project #: 5790-01
\$2,870,532	City of Muskegon Water Supply System Junior Lien Revenue Bond, Series 2023 DWSRF Project #: 7467-01
\$377,500	Section 32 Sewer Authority Sewage Disposal System Bonds, Series 2023 CWSRF Project #: 5795-01
\$5,825,000	South Haven Area Water and Sewer Authority Sewer System Junior Lien Revenue Bonds, Series 2023 CWSRF Project #: 5804-01
\$19,930,000	City of Kalamazoo Wastewater System Revenue Bonds, Series 2023
\$5,775,000	Dowagiac Building Authority Building Authority Bonds, Series 2023
\$11,505,000	Grand Traverse County General Obligation Limited Tax Bonds, Series 2023
\$26,470,000	City of Kalamazoo Water Supply System Revenue Bonds, Series 2023
\$13,510,000	City of Kalamazoo 2023 Capital Improvement Bonds
\$6,065,000	City of Fremont 2023 Capital Improvement Bonds
\$3,470,000	City of Portland General Obligation Limited Tax Bonds, Series 2023
\$594,798,162	2023 Bond Issue Total

2022 Bond Issues	
Par Value	Bond Description
\$10,775,000	County of Washtenaw Capital Improvement Refunding Bonds, Series 2022
\$7,820,000	Waterford School District Refunding Bonds, Series 2022
\$4,885,000	City of Owosso Sewage Disposal System Revenue Bonds, Series 2022 - CWSRF# 5710-01
\$1,057,000	Village of Muir Water Supply System Revenue Bonds, Series 2022A
\$400,000	Village of Muir Water Supply System Revenue Bonds, Series 2022B
\$1,000,000	Village of Muir Water Supply System Revenue Bonds, Series 2022 - DWSRF# 7540-01
\$500,000	City of Plainwell General Obligation Limited Tax Bonds, Series 2022
\$2,750,000	Montcalm County Road Commission Installment Purchase Agreement
\$1,300,000	County of Crawford General Obligation Limited Tax Notes, Series 2022
\$27,560,000	City of Kalamazoo Wastewater System Revenue and Refunding Bonds, Series 2022
\$29,480,000	City of Kalamazoo Water Supply System Revenue Bonds, Series 2022
\$5,180,000	City of East Grand Rapids General Obligation Unlimited Tax Bonds, Series 2022
\$820,648	Oakland County Bald Eagle Lake Drain Drainage District Drain Bonds, Series 2022
\$5,430,000	Oakland County Oakland Township Water Supply System Improvement Bonds, Series 2022
\$5,500,000	Van Buren County General Obligation Limited Tax Note, Series 2022
\$715,540	City of Owosso Water Supply System Revenue Bonds, Series 2022 - DWSRF# 7458-01
\$3,000,000	City of Owosso Water Supply System Revenue Bonds, Series 2022B - DWSRF# 7555-01
\$4,830,000	Grand Traverse County General Obligation Limited Tax Bonds, Series 2022 (Pavilions) (Federally Taxable)
\$30,000,000	Ottawa County Building Authority Building Authority Bonds, Series 2022
\$3,765,000	City of Portage Capital Improvement Bonds, Series 2022
\$4,155,000	City of Mackinac Island Sewage Disposal System Revenue Bonds, Series 2022 CWSRF# - 4762-01
\$9,150,000	Berrien County General Obligation limited Tax Notes, Series 2022
\$5,000,000	Oakland County City of Pontiac Water Supply System Bonds, Series 2022 DWSRF# 7553-01
\$7,100,000	East Lansing-Meridian Water and Sewer Authority Junior Lien Revenue Bonds, Series 2022 DWSRF #7443-01
\$21,305,000	City of Gladstone Wastewater Treatment Plant Revenue Bonds, Series 2022 CWSRF #5727-01
\$450,000	City of Cedar Springs General Obligation Limited Tax Bonds, Series 2022
\$1,142,000	City of Cheboygan DDA Bonds, Series 2022
\$3,000,000	City of River Rouge Capital Improvement Bonds, Series 2022 DWSRF#7601-01
\$888,600	Harrison Charter Township Capital Improvement Bonds, Series 2022
\$3,910,000	Washtenaw County Sylvan Township Water and Wastewater Improvement Refunding Bonds, Series 2022
\$4,506,000	County of Iron Building Authority Refunding Bonds, Series 2022
\$5,000,000	City of Dowagiac Sewage Disposal System Junior Lien Revenue Bonds, Series 2022A
\$5,174,000	City of Dowagiac Sewage Disposal System Junior Lien Revenue Bonds, Series 2022B
\$4,890,000	City of Kalamazoo DWSRF #7517-01
\$6,000,000	City of Marquette 2022 General Obligation Capital Improvement Bonds
\$12,000,000	Meridian Charter Township General Obligation Unlimited Tax Bonds, Series 2022
\$15,040,000	City of Warren Capital Improvement Bonds, Series 2022
\$11,670,000	City of Warren Michigan Transportation Fund Bonds, Series 2022
\$6,000,000	Cascade Charter Township 2022 Capital Improvement Bonds
\$4,567,500	City of Grand Rapids Water System Revenue Bonds, Series 2022 DWSRF# 7557-01
\$13,510,000	City of Kalamazoo 2022 Capital Improvement Bonds
\$1,129,000	City of Allegan Capital Improvement Bonds, Series 2022
\$6,125,000	Blair Township General Obligation Unlimited Tax Bonds, Series 2022
\$3,000,000	City of Allegan LSLR DWSRF #7577-01
\$2,000,000	City of Allegan Sewer CWSRF #5773-01
\$21,515,000	City of Grand Rapids DWSRF #7492-01
\$2,832,900	Village of Paw Paw DWSRF #7580-01
\$3,000,000	Village of Paw Paw DWSRF #7579-01 LSLR
\$4,740,000	Village of Paw Paw CWSRF #7579-01 WWTP
\$2,470,000	City of Traverse City CWSRF #5745-01
\$3,510,500	City of Traverse City DWSRF #7623-01
\$3,535,000	City of Muskegon CWSRF #5767-01
\$1,603,000	City of Muskegon DWSRF #7566-01
\$3,240,000	City of Muskegon DWSRF LSLR #7565-01
\$13,000,000	City of Portland CWSRF #5758-01
\$7,101,750	City of Three Rivers CWSRF #5761-01
\$1,166,000	City of Lapeer DWSRF #7521-01
\$6,570,000	City of Brighton 2022 DDA Bonds (LTGO)
\$3,000,000	Montmorency-Oscoda-Alpena Solid Waste Management Authority Revenue Bonds, Series 2022
\$690,000	County of Crawford General Obligation Unlimited Tax Bonds, Series 2022
\$3,000,000	Green Oak Township General Obligation Unlimited Tax Bonds, Series 2022
\$7,000,000	Charter Township of Texas General Obligation Limited Tax Bonds, Series 2022
\$3,955,000	City of Rockford General Obligation Limited Tax Bonds, Series 2022
\$13,500,000	City of Port Huron General Obligation Limited Tax Bonds, Series 2022
\$952,500	Village of Paw Paw DWSRF #7580-02
\$1,875,000	Village of Paw Paw CWSRF #5779-02 WWTP
\$411,736,938	2022 Bond Issue Total



City of Sturgis, Michigan

Request for Qualifications and Proposals (“RFQ/P”)
for Municipal Advising Services

January 15, 2025

PFM Financial Advisors LLC
555 Briarwood Circle, Suite 333
Ann Arbor, MI 48108
(734) 994.9700

City of Sturgis, Michigan

Request for Qualifications and Proposals for Municipal Advising Services

RFQ/P

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ABOUT PFM

PFM is the marketing name for a group of affiliated companies providing a range of services. All services are provided through separate agreements with each company. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation.

Financial advisory services are provided by PFM Financial Advisors LLC, a registered municipal advisor with the SEC and the Municipal Securities Rulemaking Board (“MSRB”) under the Dodd-Frank Act of 2010. Swap advisory services are provided by PFM Swap Advisors LLC which is registered as a municipal advisor with both the MSRB and SEC under the Dodd-Frank Act of 2010, and as a commodity trading advisor with the Commodity Futures Trading Commission. Additional applicable regulatory information is available upon request.

Consulting services are provided through PFM Group Consulting LLC. Institutional purchasing card services are provided through PFM Financial Services LLC. PFM’s financial modeling platform for strategic forecasting is provided through PFM Solutions LLC.

For more information regarding PFM’s services or entities, please visit www.pfm.com.



January 15, 2025

Ms. Holly Keyser, City Controller
City Manager's Office, City of Sturgis
130 N. Nottawa St.
Sturgis, MI 49091

RE: Response to Request for Qualifications and Proposals for: Municipal Advising Services

pfm

555 Briarwood Circle
Suite 333
Ann Arbor, MI 48108
734.994.9700

pfm.com

Dear Ms. Keyser:

PFM Financial Advisors LLC ("PFM") is pleased to submit this proposal in response to the City of Sturgis's (the "City") Request for Qualifications and Proposals for Municipal Advisor Services (the "RFQ/P"). We understand the requirements of the RFQ/P which includes financial and capital planning, assistance with debt issuance, and related debt, capital and financial analyses, procedures and policies. As detailed in our proposal, PFM is confident in our capacity to not only meet but surpass the City's expectations, as evidenced by our extensive relevant experience and wide-ranging expertise, which we are ready to leverage for the City's benefit.

PFM's financial advisory business is the nation's largest and most active financial advisor to public agencies.¹ As a registered municipal advisor with the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"), we take our fiduciary duty to the City seriously and commit to always act in the best interest of the City. Our expertise lies in assisting municipalities, such as the City, in effectively implementing their financial plans while optimizing costs, including special assessment, road financing, tax increment financing, pension, utility, along with any other legal financing type available to the City.

Moreover, we also have a dedicated Pricing Group with access to the same real-time market information and data of a Wall Street investment banking firm. This provides us and our professionals with the ability to provide our clients advice based on our extensive knowledge of the municipal markets. Our advisors' vast knowledge enables them to keep a pulse on market preferences and requirements nationwide, which is instrumental in developing competitive sale bidding parameters for optimal sale outcomes.

As a national firm with expansive experience throughout the country, as well as an active, skilled Michigan financial advisory practice, we offer the City a unique combination of the depth and breadth of services and experience provided by a national firm, along with

¹ Source: *Ipreo*, in terms of par amount and number of issues as of December 31, 2024.



local presence and experience. We believe that this combination enables us to deliver the highest level of service to the City of Sturgis.

The primary contacts for the City related to this proposal are:

PFM Financial Advisors, LLC
555 Briarwood Circle, Suite 333, Ann Arbor, MI 48108
(734) 994-9700 / direct dial

Nate Watson
Managing Director
P: (734) 794-2522
watsonnn@pfm.com

Sarah Moore
Senior Managing Consultant
P: (734) 794-2527
moores@pfm.com

We can offer support and guidance to help the City achieve its objectives by leveraging our:

- ◆ **Independent Advice** – We have no conflict of interest in representing our municipal clients on a fiduciary basis. As an independent financial advisory firm that does not engage in underwriting or trading, our primary focus is providing independent, un-biased financial advisory services to the public sector. While we are sensitive to investor preferences from a credit, marketing, structuring and pricing perspective, we make our client's needs and requirements our first priority. This sole focus on providing financial advisory advice also benefits the City as it does not reduce the number of eligible bidders/underwriters on the City's debt issuances. Additionally, no member of the team assigned to the City has been associated with an underwriter within the last two years.
- ◆ **Experience Serving Michigan Entities** – Nate Watson will serve as the engagement leader for the team and Sarah Moore as the primary day-to-day contact with project management support and expertise from other members of the Ann Arbor team as necessary. Located in Ann Arbor, the Michigan team available to serve the City have provided financial advisory assistance to Michigan municipal issuers for more than 190 combined years. The clients they serve include cities, counties, townships, villages, special authorities, higher educational institutions and K-12 schools.
- ◆ **Professionals' Depth of Experience** – Since our professionals work with both Michigan clients and city clients nationwide, they have great knowledge of Michigan laws as well as wide-ranging experience with cities and counties, national trends and other concerns impacting the municipal marketplace as a whole.
- ◆ **Market Knowledge and Expertise** – As referenced above, our dedicated Pricing Group provides our advisors, and ultimately the City, with access to real-time market information to optimize the City's bond pricings and sales.



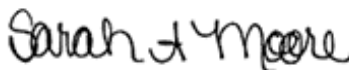
We appreciate the opportunity to submit our proposal to the City and we look forward to meeting with you to discuss our qualifications in greater detail. If you have any questions regarding our responses, please contact us.

Sincerely,

PFM Financial Advisors LLC

A handwritten signature in dark ink, appearing to read "Nathaniel Watson".

Nathaniel Watson
Managing Director
(734) 794-2522
watsonn@pfm.com

A handwritten signature in dark ink, appearing to read "Sarah Moore".

Sarah Moore
Senior Managing Consultant
(734) 794-2527
moores@pfm.com



I. Proposal Response



A. Firm Overview

Firm History

PFM was founded in 1975², PFM started with a simple insight. Governments and public entities need independent advice from professionals who understand institutional financial needs and challenges inside and out. Advice from people who respect the amazing work they do every day for the benefit of others. With this insight, we serve as a fiduciary, guided by our bedrock principles of Ingenuity, Sustainability and Resourcefulness.



PFM and its affiliates are wholly-owned by its 51 Managing Directors who set the firm's strategic direction (as of 12/31/2024). Working hand-in-hand with our clients in helping them to achieve their immediate and long-term objectives, PFM and its affiliates bring a broad and deep range of expertise and experience to bear on our client engagements.³

- **PFM Financial Advisors LLC (PFMFA):** advises on debt management and portfolio optimization, transaction structuring and execution, capital and financial planning, credit analysis, policy development, and investor relations strategies, among other services. PFMFA is a registered municipal advisor with both the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB") under the Dodd-Frank Act of 2010.⁴
- **PFM Group Consulting LLC:** PFM Group Consulting LLC's Management and Budget Consulting practice ("MBC") provides a broad range of services, including multi-year financial planning, consolidating and shared-services analysis, operational and program analysis, revenue maximization, fleet management, workforce analysis, and pension and other post-employment benefits (OPEB) review and strategies.
- **PFM Swap Advisors LLC ("PFMSA"):** PFMSA includes professionals dedicated to advising clients on initiating and managing interest rate swaps, and other derivative products in order to help manage the risk profile of their debt portfolio. PFMSA is registered as a municipal advisor with both the MSRB and SEC under the Dodd-Frank Act of 2010, and as a commodity trading advisor with the Commodity Futures Trading Commission.
- **PFM Solutions LLC:** PFM Solutions LLC provides innovative services and solutions to our clients, such as Synario®, a flexible financial modeling platform designed to produce dynamic, multi-year financial projections to facilitate strategic planning for various industry sectors.

We have designed and developed our services to provide our clients the convenience of a one-stop shop to address their financial challenges and opportunities on both sides of their balance sheets. Consequently, PFM-affiliated companies, as detailed in the chart below, provide additional services to our public sector clients, including management and budget consulting, multi-year financial planning through our Synario modeling platform. The combination of national municipal finance expertise and local presence

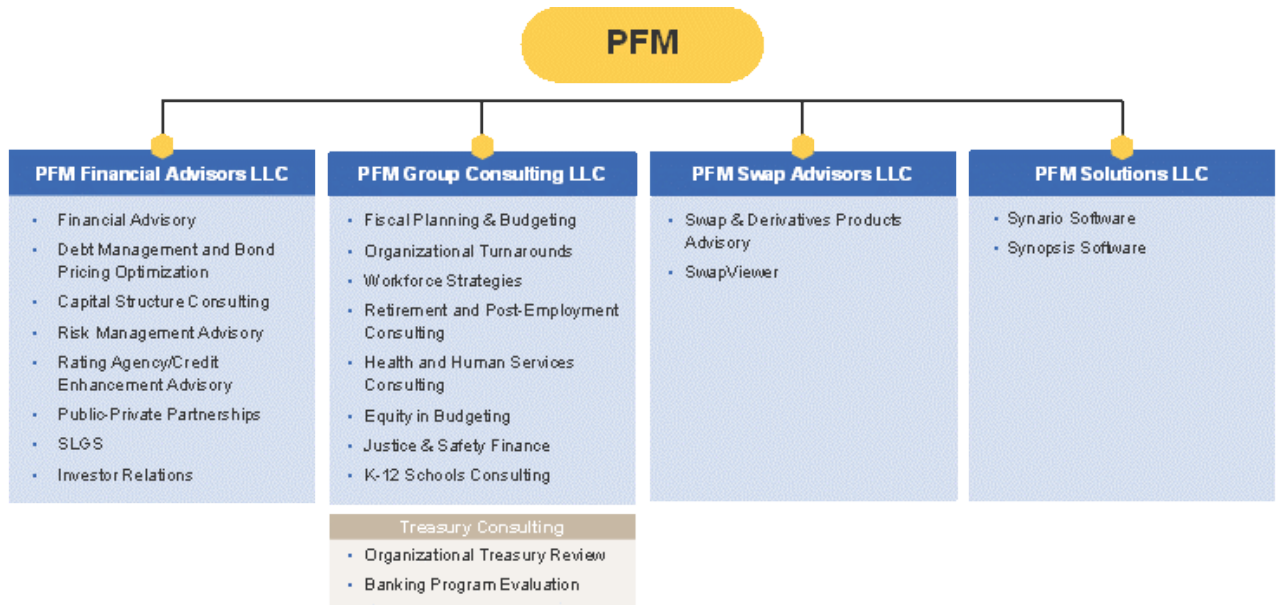
² PFM Financial Advisors LLC commenced operations on June 1, 2016; all transactions prior to such date were effected through former affiliate, Public Financial Management Inc., which was founded in 1975 on the principle of providing sound independent and fiduciary advice to public entities

³ Services provided by PFM's affiliates are offered pursuant to separate agreement and fees.

⁴ PFM Financial Advisors LLC's SEC Number is 867-02030 and MSRB ID is K1162.



provides PFM's Financial Advisory clients with a unique benefit — not only do we understand the regional and state factors that may affect our clients' financial situations, but we can also apply new and emerging municipal finance solutions and best practices from across the country to directly benefit our clients.



PFM is the marketing name for a group of affiliate companies providing a range of services. All services are provided through separate agreements with each company. This material is for general information purposes only and is not to provide specific recommendation. For more information regarding PFM's services or entities, please visit www.pfm.com.

PFM's clients cover every sector of public finance. PFM also provides a range of services that has grown over the course of our history in response to client needs. Our client diversity, expertise and strong internal communication have allowed us to easily transfer our experience with products, services and best practices across sectors. Each of our clients benefits from our experience with other clients.

Our Location and Key Contact

Our corporate office is located in Philadelphia, Pennsylvania:

PFM Financial Advisors LLC
1735 Market Street, 43rd Floor
Philadelphia, PA 19103

www.pfm.com

Our Michigan office is located in Ann Arbor, from which the City's day-to-day contacts are located. However, we will also leverage the expertise of other professionals within PFM to the benefit of the City.

Michigan Office / City's Primary Point of Contact Office

Nate Watson, *Managing Director*
Sarah Moore, *Senior Managing Consultant*
PFM Financial Advisors LLC
555 Briarwood Circle, Suite 333
Ann Arbor, MI 48108
(734) 994-9700
Fax: (734) 994-9710



Our Personnel

Since 1975, not only have PFM's services developed to meet client needs, staffing has also grown, and expertise has evolved to continue delivering high quality services and to remain on the cutting edge of public finance. Our team brings the resources and experience of a major investment bank or consulting firm with the independence and fiduciary responsibility of a Registered Municipal Advisor.

As of December 31, 2024, PFM and its affiliates have more than 340 employees, with 212 financial advisory professionals,⁵ of which 16 employees are located in and serve governmental entities in Michigan, including 11 registered municipal advisors.

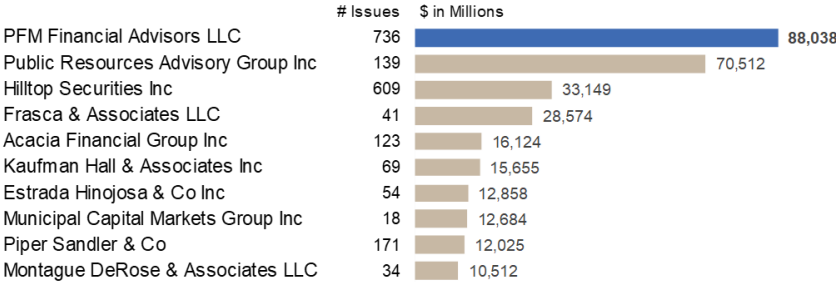
Our Experience

PFM's financial advisory business is the leading financial advisory firm in the nation, with a breadth of services and resources unmatched by any other firm in the municipal market.⁶ PFM has built a solid presence in the municipal marketplace and offers this experience to support our clients. According to Ipreo, since 1998, PFM has been the top-ranked financial advisor nationwide in terms of volume. In 2024, PFM's

2024 Overall Municipal New Issues

Municipal Financial Advisor Ranking - Full Credit to Each Financial Advisor

Source: Ipreo



financial advisory business was the #1 ranked financial advisor for the 30th consecutive year, advising on 736 bond transactions with a total par amount of over \$88 billion.⁷ PFM routinely provides the same debt issuance and management services as outlined in the scope of services.

⁵ Totals are as of December 31, 2024 and include PFM Financial Advisors LLC affiliate employee totals.

⁶ Source: Ipreo, in terms of number of issues and par amount, as of December 31, 2024.

⁷ Ipreo, in terms of par amount as of December 31, 2024.



Michigan Experience

PFM is the #1 financial advisory firm in Michigan in terms of par amount and number of transactions for 2024 (source: Ipreo, as of December 31, 2024). Together, our Michigan financial advisory staff represents over 190 years of experience with Michigan issuers, having served as financial advisor on numerous Michigan municipalities, of which a selection of Michigan cities can be found below:⁸

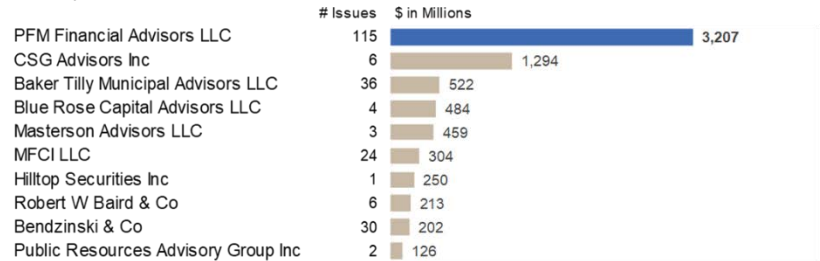
- City of Ann Arbor
- City of Auburn Hills
- City of Battle Creek
- City of Belleville
- City of Clawson
- City of Dearborn
- City of Farmington
- City of Farmington Hills

- City of Holland
- City of Livonia
- City of Midland
- City of Monroe
- City of Oak Park
- City of Southfield
- City of Wixom
- City of Ypsilanti

2024 MI Municipal New Issues

Municipal Financial Advisor Ranking - Full Credit to Each Financial Advisor

Source: Ipreo



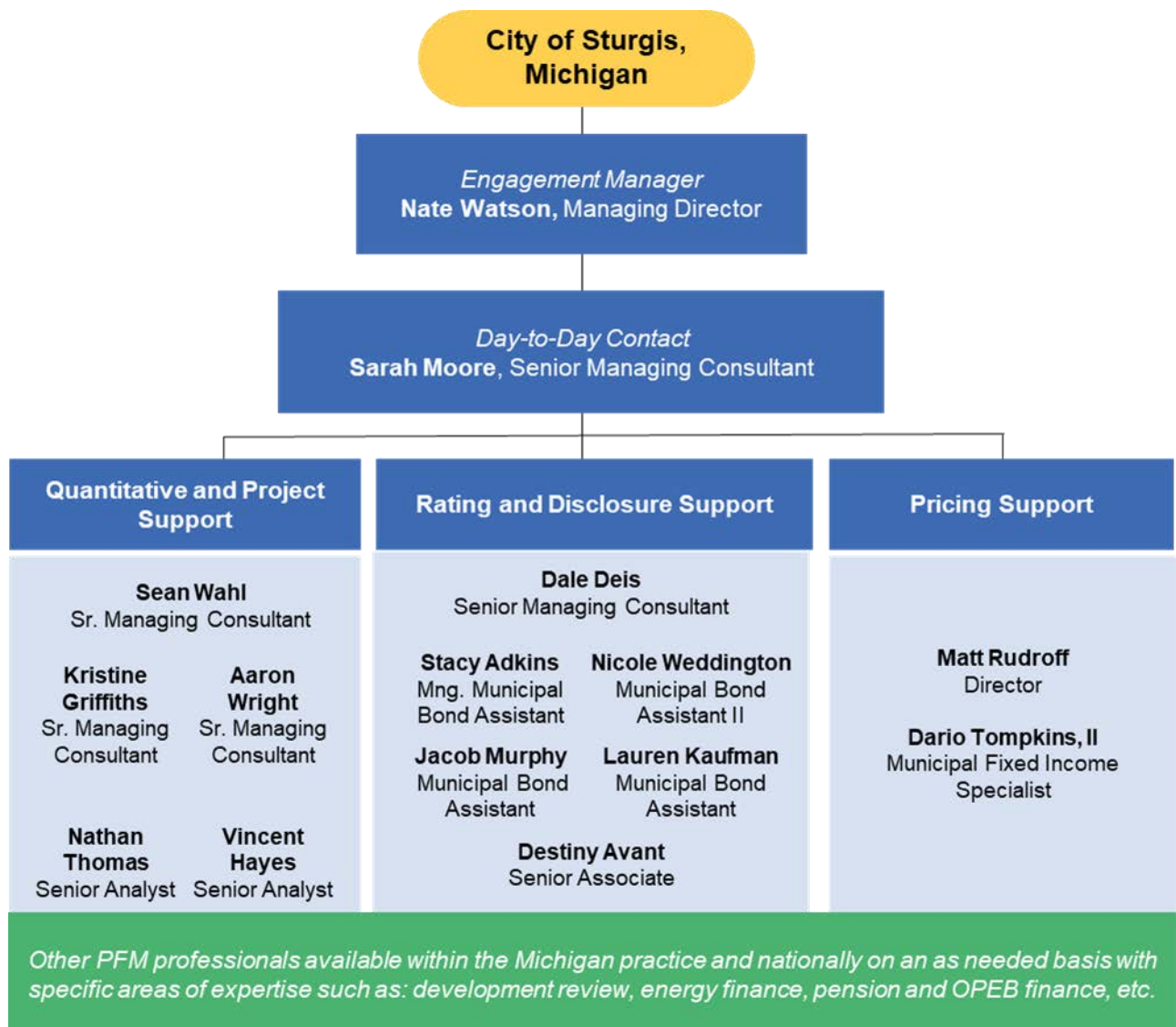
⁸ Partial client list as of January 10, 2025, is for informational purposes only and does not constitute an endorsement or testimonial of PFM's financial advisory services.



B. Advising Team

We have assembled a project team whose members have the knowledge, expertise and background that we feel will best meet the needs of the City. However, we are open to the City's preferences on team members and are willing to commit additional team members both from within the Michigan advisory team as well as throughout our firm with specific expertise as needed based on the City's financing needs.

The proposed core team to be assigned to the City will include **Nate Watson**, as Engagement Manager, **Sarah Moore**, as the Day-to-day contact, and members of the Ann Arbor financial advisory practice, leveraging expertise from throughout the firm on an as-needed basis. PFM's dedicated Pricing Group will join the team to provide real-time market information and assist in the negotiated debt financings. We include an organizational chart and summaries of select team members' biographies, including each member's years of experience, below and on the following pages. We provide full resumes for those team members in Appendix A. **No members of the team assigned to the City have been associated with an underwriter within the last two years.**





The team will be supported by other professionals within our firm as needed for this engagement. Additional services beyond traditional financial advisory work, such as Management and Budget Consulting, are provided through our affiliate, PFM Group Consulting LLC, pursuant to separate agreements.

Complete resumes of the core team which we propose for the City is included in Appendix A herein.

C. Scope of Services

General Scope of Work

PFM is prepared to meet all of the financial goals outlined under "SCOPE OF SERVICES" in the Request for Qualifications and Proposals for Municipal Advising Services. In addition to developing a recommended finance plan for any new money, refinancing or restructuring issue, PFM will manage the debt issuance process to the extent the City requires. Our financial advisory business provides **independent and objective advice** regarding financing alternatives. As a non-underwriting financial advisory firm, PFM is distinct from this perspective. Our independence enables us to provide unbiased advice to reach the outcomes that will align with the City's objectives.

Debt Management Program

We believe that our most value-added client partnerships are those where we are providing on-going advice outside of transactions and are regularly engaging in conversations about market developments. Our client's financial status evolve and change with the ongoing demands of government operations, changing capital needs and market dynamics. We begin a client relationship by providing an assessment of the client's debt profile and credit profile, referring to the rating agencies' criteria and scorecards. We include benchmarking analysis as a measure to identify unique qualities of a credit in order to position the client the most favorably now and in the future.

The debt profile and credit assessment provide the framework for ongoing conversations and the basis for an ongoing "Debt Management" program.

Debt Management Program	
Action	Objective(s)
1. Develop Financing and Debt Objectives	<ul style="list-style-type: none"> Review consistency with formal written debt policies and procedures Set parameters for measuring and making specific financing decisions Demonstrate sophisticated financial management
2. Prepare a Debt Profile	<ul style="list-style-type: none"> Comprehensive review of all outstanding indebtedness provided by client Identify potential cost savings and other beneficial debt strategies
3. Prepare a Credit Assessment & Benchmarking Comparison	<ul style="list-style-type: none"> Review the historical financial, demographic and economic information and prepare a credit assessment Compare the results and trends of the credit assessment to median data and related credits to determine unique attributes
4. Review Legal Structure	<ul style="list-style-type: none"> Provide comprehensive review of bonding authority and bond covenants



Debt Management Program	
	<ul style="list-style-type: none"> Identify opportunities for financing flexibility within credit constraints
5. Analyze Future Debt Capacity	<ul style="list-style-type: none"> Determine ability to raise future debt capital Identify rating concerns and/or opportunities
6. Review Capital Budget	<ul style="list-style-type: none"> Help ensure a complete understanding of all anticipated capital needs in this changing plan Match sources of capital funding to infrastructure needs
7. Identify Financing Alternatives	<ul style="list-style-type: none"> Inform City of pros and cons of different financing techniques Outline potential financing strategies relevant to specific project
8. Develop Final Plan of Finance	<ul style="list-style-type: none"> Recommend optimal financing plan and solution Assist the City in formulating the financial plan to meet the debt service requirements including, among other things, the pledge of revenues, taxes, special assessments, gas and weight taxes, and other available resources.

We believe that adoption of formal Debt Management, General Fund Reserve, and Investment policies would benefit the City. We assist clients with the formulation of and could provide the City with assistance in designing customized policies. In the event the City has such policies in place, we could assist in the review of existing policies.

Bond Sale Services

We believe the development of the most cost-effective financing plan available is a key strength of our business. Throughout the course of the financing process, we compile a set of the City's unique attributes that we believe will prove valuable in our negotiation with other market players for the best available terms for the City. As the plan of finance is refined, we will begin to lead the financing team through the bond sale process, as outlined in the table below:

Bond Sale, Closing and Post-Closing Services	
Action	Objective(s)
1. Assist City with Selection of Working Group Members	<ul style="list-style-type: none"> Select team that can most effectively bring the issue to market
2. Develop and Monitor Schedule	<ul style="list-style-type: none"> Serve as a plan for timely completion of financing
3. Analyze Debt Structure Alternatives	<ul style="list-style-type: none"> Design a debt structure that helps maximize market interest and future financing flexibility while consistent with debt policy Analyze various security alternatives for the transaction and discuss options with the City Evaluate compliance with applicable Michigan state law, including, among others, P.A. 34 (Revised Municipal Finance Act)



Bond Sale, Closing and Post-Closing Services	
Action	Objective(s)
4. Review Existing Debt Structure	<ul style="list-style-type: none"> Identify strengths/weaknesses so that future debt issues can be structured to maximize ability to finance future capital needs
5. Recommend Negotiated, Competitive or Direct Placement Sale	<ul style="list-style-type: none"> Tailor debt issue to the most efficient way to issue debt and maximize investor interest/minimize interest and issuance cost
6. Credit Strategy and Enhancements	<ul style="list-style-type: none"> Assist the City in determining the optimal credit structure for the financing, including determining the number of credit ratings and optimal credit ratings, as applicable Initiate communication with rating agency(ies) and coordinate a strategic approach to the rating review process Assist with the preparation of rating presentations, rating meetings or tours, as applicable Solicit proposals from enhancement providers and evaluate and make recommendation on cost-effectiveness of credit enhancements
7. Develop Terms of Financing	<ul style="list-style-type: none"> Help ensure credit quality and present terms that are attractive to investors in order to create broad-based interest in the debt Maximize future flexibility
8. Review Financing Documents	<ul style="list-style-type: none"> Monitor that all contractual and business terms are reviewed from the City's perspective Coordinate Official Statement preparation and review
9. Develop Marketing Plan	<ul style="list-style-type: none"> Assist in reviewing investor "road show", if applicable, and/or enhanced bond-issue advertising Assist City seeking to maximize underwriter and investor interest in securities
10. Assist with Sale/Pricing of Bonds and Evaluate Transaction	<ul style="list-style-type: none"> Prepare summary of bids received or pricing analysis Provide written documentation of acceptability of bond sale / interest rates Prepare final payment and final cashflow schedules
11. Post-Sale and Closing Activities	<ul style="list-style-type: none"> Assist with preparation of closing information, including closing statements, schedules and information Assist in ensuring a smooth closing
12. Ongoing Services	<ul style="list-style-type: none"> Provide assistance with annual disclosure filing, under separate agreement Assist with filing of material event notices Monitor existing debt for refunding opportunities



Bond Sale, Closing and Post-Closing Services	
Action	Objective(s)
	<ul style="list-style-type: none"> Assist with setting debt levies, filling out Treasury forms, and assistance with annual ongoing rating surveillance

As part of the financing process, our financial advisory professionals will participate in working group meetings, as well as attend commission meetings at the City's request. PFM's financial advisory professionals work to alleviate much of the financing process burden that clients face. We will prepare cash flows and debt service schedules for bond issues, assist in preparation of Official Statements and assist in preparation of documentation required by the Michigan Department of Treasury, as well as monitor outstanding debt for potential refunding opportunities. Our proposed team has experience with a broad range of financing types, including, but not limited to, tax increment financing, general obligation and revenue bonds.

PFM takes a holistic approach to our client's financings needs. Consideration is given to the City's goals, current debt profile, future flexibility and any number of other variables. A transparent process and open communication with the client are essential to deciding the best type of financing.

Rating Approach

Our proactive approach to the rating process begins with a review of the rating rationale provided by each rating agency. Provided below is a summary of the City's most recent rating rationale provided by S&P.

Agency	S&P
Report Date	June 6, 2014
Long-Term GO Ratings	A+
Outlook	Stable
Strengths	<ul style="list-style-type: none"> Very strong debt and contingent liabilities profile Very strong liquidity Very strong budgetary flexibility
Challenges	<ul style="list-style-type: none"> Very weak economy with no access to a broad and diverse Metropolitan Statistical Area (MSA) Below state average income levels Weak market value per capita levels
Factors that May Improve the Rating	<ul style="list-style-type: none"> Improvement in local income levels Increase in diversity of local economy
Factors that May Lower the Rating	<ul style="list-style-type: none"> Budgetary performance weakens materially Budget flexibility worsens <input type="checkbox"/>

Once we understand the rating agencies' rationale for the current rating, we use our rating scorecard to complete the quantitative portion of the rating process. Each rating agency provides guidance as to how they calculate the quantitative component of their credit rating scorecard. Based on their guidelines, PFM

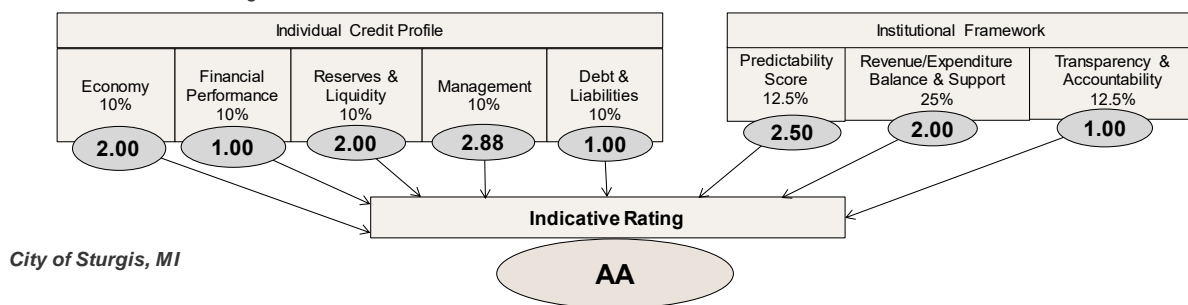


financial advisory team is able to determine the quantitative score and indicated rating as a starting point. Each rating agency then takes the quantitative component and makes qualitative adjustments, or "notching," based on a variety of factors. Although the rating agencies review similar characteristics, such as finances, debt, tax base, etc., each agency places different emphasis on the various components, as observed by each agency's view on the City's tax base.

S&P Global

S&P considers five different categories under an issuer's individual credit profile: Economy, Management, Reserves and Liquidity, Financial Performance and Debt and Liabilities. The economy component considers the health of the asset base by evaluating the market value per capita. The economy component is then provided a weighting of 10%. The management score evaluates the ability of the administration to react quickly if needed. This component carries a 10% weighting. The next component is the reserves and liquidity score which assesses total governmental cash as a percentage of total governmental funds debt service and carries a weight of 10%. The financial performance component is net result for the total governmental funds and again, carries a weighting of 10%. Finally, the debt and liabilities score accounts for a 10% weighting and is measured as net direct debt as a percent of total governmental funds revenue. The institutional framework recognizes the legal and practical environment in which the City operates and is given a cumulative weighting of 50% across its three categories. S&P considers three different categories under an issuer's institutional framework: Predictability score (12.5% weighting), Revenue/Expenditure Balance and Support (25% weighting) and Transparency and Accountability (12.5% weighting). The Predictability score measures the ability of a government to forecast its revenues and expenditures. The Revenue/Expenditure Balance and Support category measures the ability of a government to finance the services it provides and the degree of ongoing and exceptional support from a higher-level government. The Transparency and Accountability category measures the comparability of a government's relevant financial information. Using PFM's S&P Rating Calculator, the City has an indicative rating of "AA" based solely on the quantitative analysis, which is above the City's current rating of "A+".

S&P's Local Government Rating Calculator



Our professional staff is trained to conduct in-depth credit analyses comparable to that of the rating agencies, so that both credit strengths and weaknesses can be identified by the City prior to presenting materials to rating analysts. We have effectively utilized this experience to improve the credit ratings assigned to several states and communities across the nation.



Sturgis City Debt Profile

PFM maintains a debt profile for current clients which we routinely review for opportunities related to each client's specific debt, capital improvement goals and refunding opportunities.

A summary of the City's outstanding GO-pledged debt is shown below.

Bond Series	Par Outstanding*	Issuance Date	Maturity Range	Coupon Range	First Call Date	Security
Limited Tax General Obligation Pledged Bonds:						
Limited Tax General Obligation Capital Improvement Bonds, Series 2010 (RZEDB - TXBL)	\$355,000	12/8/2010	Nov. 1, 2025	2.650%*	11/1/2020	LTGO - Rev
Sanitary Sewer System Improvement Revenue Bonds, Series 2013A	1,365,919	9/17/2013	Apr. 1, 2025 - 2034	2.000%	9/18/2013	LTGO - Rev
Building Authority Refunding Bonds, Series 2014	5,910,000	7/10/2014	Oct 1, 2025 - 2034	3.500 - 4.250%	10/1/2024	LTGO - Rev
Total General Obligation Pledged Debt	\$7,630,919					
Revenue Bonds:						
DWSRF Loan #7206-01, Series 2007 (Water)	\$191,070	6/28/2007	Oct 1, 2025 - 2027	2.125%	Non-Callable	Rev - Water
CWSRF Loan #5269-01, Series 2007 (Wastewater)	580,587	9/20/2007	Apr. 1, 2025 - 2028	1.625%	Non-Callable	Rev - Wastewater
CWSRF Loan #7315-01, Series 2008 (Wastewater)	1,240,919	9/22/2008	Oct 1, 2025 - 2029	2.500%	Non-Callable	Rev - Wastewater
CWSRF Loan #5541-02, Series 2013B (Wastewater)	231,674	12/12/2013	Apr. 1, 2025 - 2034	2.500%	Non-Callable	Rev - Wastewater
Total Operating - Revenue Backed Debt	\$2,244,250					
Total All Debt	\$9,875,169					

*Reflects net coupon after federal subsidy for the Limited Tax General Obligation Capital Improvement Bonds, Series 2010

One way that PFM differs from other advisors and the investment banks is in our refunding analysis. The analysis on the next couple of pages outlines our unique approach, which is a thorough step-by-step process that considers the inherent value of the call options on the bonds. Our analysis is quantitatively rigorous and provides our clients with the detailed financial information they need and to make informed decisions related to refundings.

PFM performed comprehensive maturity-by-maturity refunding analysis of the City's outstanding long-term debt using the firm's proprietary model to identify potential candidate maturities offering savings at current market rates. Shown on the following page is a table of maturity-by-maturity savings analysis of a selection of the outstanding debt of the City, using market rates as of January 14, 2024.

PFM will assist the City in analyzing all of the financing options available and the cost benefit analysis of the same.

Based on our recent review and analysis of the City's debt, the 2014 Building Authority Bonds are not currently showing savings.



Series-by-Series Savings Analysis

CITY OF STURGIS BUILDING AUTHORITY Refunding Opportunities Series Savings Analysis Summary								
Refunded Series Information		Taxable Advance		Tax-Exempt Current Refunding				
Series Name	Outstanding Par	PV Savings	PV Savings % of Refunded Par	PV Savings % of Refunded Par	PV Savings +0.25% Par +0.25%	PV Savings % of Refunded Par +0.25%	PV Savings -0.25% Par -0.25%	PV Savings % of Refunded Par -0.25%
BUILDING AUTHORITY REFUNDING BONDS, SERIES 2014	\$5,910,000	-	-	\$10,902 0.18%	(\$62,201) (1.05%)		\$85,296 1.44%	
*Estimated Transactional Costs of \$25.00 per bond								
**Estimated Interest Rates as of January 14, 2025								

Maturity-by-Maturity Savings Analysis

CITY OF STURGIS BUILDING AUTHORITY Refunding Opportunities Maturity by Maturity Savings Analysis Summary												
Refunded Bond Information						Taxable Advance Refunding				Tax-Exempt Current Refunding		
Series Name	Maturity Date	Outstanding Par	Net Coupon	Call Date	Call Price	Refunding Type	Delivery	PV Savings	PV Savings % of Refunded Par	Negative Arbitrage	Arbitrage % of PV Savings	PV Savings % of Refunded Par
BUILDING AUTHORITY REFUNDING BOND:	10/1/2025	455,000	4.00%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 (\$9,203) (2.02%)
BUILDING AUTHORITY REFUNDING BOND:	10/1/2026	480,000	4.00%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 (\$5,832) (1.22%)
BUILDING AUTHORITY REFUNDING BOND:	10/1/2027	510,000	4.25%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 \$459 0.09%
BUILDING AUTHORITY REFUNDING BOND:	10/1/2028	540,000	4.25%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 \$4,515 0.84%
BUILDING AUTHORITY REFUNDING BOND:	10/1/2029	570,000	3.50%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 (\$10,514) (1.84%)
BUILDING AUTHORITY REFUNDING BOND:	10/1/2030	600,000	4.25%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 \$10,037 1.67%
BUILDING AUTHORITY REFUNDING BOND:	10/1/2031	635,000	4.25%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 \$12,770 2.01%
BUILDING AUTHORITY REFUNDING BOND:	10/1/2032	665,000	4.00%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 \$3,816 0.57%
BUILDING AUTHORITY REFUNDING BOND:	10/1/2033	710,000	4.00%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 \$3,588 0.51%
BUILDING AUTHORITY REFUNDING BOND:	10/1/2034	745,000	4.00%	10/1/2024	100.000	Current	-	-	-	-	-	2/11/2025 \$1,266 0.17%

Management and Budget Consulting

PFM's consulting practice has helped public sector leaders of state and local governments to improve operational and fiscal performance nationally. Organized under PFM Group Consulting LLC (PFMGC), an affiliate of PFM Financial Advisors LLC, the team delivers actionable analysis on budgeting and operational issues. Through this work, we help solve some of our clients' toughest problems.

With a team of over 60 professionals (as of 12/31/2024) dedicated to public sector consulting, PFMGC brings more than three decades of experience addressing a broad range of issues, with services including:

- Long-range financial plans
- Operating and capital budget development support
- Organizational efficiency studies
- Economic and fiscal impact studies for economic and community development
- Tax policy, incentives analysis, and revenue reviews
- Labor-management analysis and expert testimony
- Recruitment and retention strategy
- Public safety staffing and evaluations
- Benchmarking and performance metrics
- Treasury consulting
- Financial policy development

As part of a national review, the Ash Center for Democratic Governance and Innovation at Harvard University's Kennedy School of Government launched the Operational Excellence in Government Project to identify and celebrate successes across state and local government. As part of that project, the Kennedy



School project team reviewed nearly 300 public efficiency studies and reports and selected 30 that it deemed to be 'best in class.' Three PFM reports were included, more than any other firm or organization.

In Michigan, PFMGC has worked with clients ranging from the City of Ann Arbor to evaluate the impact of a proposed commercial and residential development, to Oakland County on utility structures and funding, to the City of Auburn Hills to optimize banking relationships. Across the nation, we work to help our clients keep advancing along the continuum toward sustained financial and programmatic excellence.



II. References



REFERENCES

City of Ann Arbor

Contact Name: Marti Praschan, Chief Financial Officer
Address: 301 E. Huron Street
Ann Arbor, MI 48104
Phone Number: 734.794.6511
Email: mpraschan@a2gov.org
PFM Project Manager(s): Nate Watson, Managing Director
Description of Services: General financial advisory services including: capital improvement, water and sewer, and building authority, dissemination agent services (annual disclosure)

City of Battle Creek

Contact Name: Aaron B. Kuhn, Revenue Services Director
Address: 10 North Division Street
Battle Creek, MI 49014
Phone Number: 269.966.3336 ext. 1416
Email: abkuhn@battlecreekmi.gov
PFM Project Manager: Kari Blanchett, Managing Director & Sarah Moore, SMC
Description of Services: General financial advisory services including: tax increment financing, utility revenue bonds, state revolving fund transactions and capital improvement financings

The Sturgis Public School District

Contact Name: Raymond Sterling, Director of Finance
Address: 107 W. West Street
Sturgis, MI 49091-2364
Phone Number: 269.659.1503
Email: rsterling@sturgisps.org
PFM Project Manager: Nate Watson, Managing Director
Description of Services: General financial advisory services including: general obligation bonds, refunding bonds, energy conservation improvement bonds, and annual cash flow projections, dissemination agent services (annual disclosure)



III. Cost/Fee Proposal



Financial Advisory Services – Transaction Fees

It is industry practice for financial advisory fees to be charged based on the bond size. Below are the transactional fee schedules we propose for a City issuance.

Example: \$10 million bond issue (par plus premium)	General Obligation (GO) Bonds	Sample GO Fee (\$10 million)	Revenue (REV) Bonds	Sample REV Fee (\$10 million)
Base Fee:	\$8,000	\$8,000.00	\$15,000	\$15,000.00
Plus fee per \$1,000 of bonds up to \$5,000,000	\$3.50	\$17,500.00	\$3.50	\$17,500.00
Plus fee per \$1,000 of bonds over \$5,000,000 up to \$25,000,000	\$1.10	\$5,500.00	\$1.10	\$5,500.00
Plus fee per \$1,000 of bonds over \$25,000,000	\$0.90	\$0.00	\$0.90	\$0.00
Data Fee		\$500.00		\$500.00
Total Example Calculated Fee		\$31,500.00		\$38,500.00

**Data Fee is equal to \$0.05 per \$1,000 of bonds; up to a maximum of \$3,500 per publicly issued transaction*

In the event PFMFA assists the City with a State Revolving Fund (SRF) transaction, our financial advisory fee would be reduced by 20%, which is true for both fee schedules listed in the table above.

Additionally, the Municipal Advisory Council of Michigan assesses a \$450 per debt issuance fee, which would be added to our expenses.

The City would be responsible for standard cost of issuance such as bond counsel fees, official statement publication fees, rating fees, paying agent, legal publication, Michigan treasury filing fees, etc.

Expenses

PFMFA's fee will be based on the actual financing amount (including original issue premium if applicable) of bonds sold and delivered. In addition to the fee schedule above a data fee may be charged on a publicly issued bond transaction, which will be capped at no more than \$3,500 per publicly issued transaction.

Any travel and out-of-pocket expenses for attendance at meetings at the request of the City as well as any other issuance related cost incurred by PFMFA on behalf of the City will be billed in addition to the above fee, including the Municipal Advisory Council of Michigan assessment fee of \$450 per bond issue.

Dissemination Agent Services

Additionally, PFMFA does offer clients assistance with their annual filings and any material event filings that may be required under SEC Rule 15c2-12 for outstanding bond issues with a continuing disclosure agreement. This service may be provided to the City under a separate contract. The fee is based on the complexity of the annual filings. We anticipate the fee to assist the City with the preparation of its annual disclosure obligations to be approximately \$2,500 annually.



Other Services – Non-Transaction Fees

The cost of services will vary depending on the scope of the services requested. PFMFA would propose a mutually agreeable flat fee or hourly fee structure based on the scope of the requested services. Some of our clients prefer to pay us an annual ongoing retainer fee which covers a given number of hours of non-transaction based advisory services. If the City would prefer to utilize this format, an **annual retainer** in the amount of **\$5,500** would provide the City with up to **25 hours** of advisory services per year which would not otherwise be covered under a transaction fee. PFMFA will notify the City when the maximum time allotted has been reached. Should the City require additional time, and with the City's direction to continue, PFMFA would bill at an hourly rate of **\$275 per hour**. We would also request reimbursement for any travel expenses incurred at the request of the City.

Further, should the City wish to engage PFM Group Consulting LLC (PFMGC) or PFM Swap Advisors LLC (PFMSA) related to work outside the scope of the financial advisory services discussed throughout this proposal, we would expect that a separate engagement agreement be established between the City and PFMGC and PFMSA.

If PFM Financial Advisors LLC is awarded the engagement, we respectfully request the inclusion of certain provisions in the resulting contract that are regulatory requirements driven by our status as a municipal advisor registered with the Securities and Exchange Commission ("SEC") and with the Municipal Securities Rulemaking Board ("MSRB") (e.g., municipal advisor description; the scope of MA services, form and basis of compensation, termination or withdrawal of the client relationship, conflicts of interest disclosure, and our disclosure of any legal and disciplinary events).



IV. Why Choose PFM?

FM's financial advisory team is the nation's leading financial advisory because we provide our clients with superior service. Our experienced professional staff, resources and expertise enables us to provide the highest level of service among independent municipal financial advisors.

☒ Unmatched Michigan Expertise

Together, our Michigan financial advisory staff represents over 190 years of experience with Michigan issuers, includes 11 registered municipal advisors serving as financial advisor on numerous Michigan municipalities, including cities such as Ann Arbor, Battle Creek, Holland, Midland, Southfield, Farmington Hills and Livonia to name a few. Three of our senior financial advisors have over 30 years' experience serving Michigan municipalities. We believe this experience is unmatched by any other advisory firm within the State.

☒ Relevant Experience

We have both local and national experience. As the nation's #1 municipal financial advisor, in terms of par amount, Ipreo reported that we advised on 736 national issues totaling over \$88 billion in 2024. Similarly, we advised on 115 issues totaling over \$3.2 billion for Michigan issuers in 2024. Our experience, both national and local, gives us the best ability to bring new ideas, structuring techniques and market knowledge to best serve the City, while having working knowledge of Michigan financing statutes, processes and professionals.

☒ Personnel

Our professional staff includes individuals with a wide diversity of backgrounds. Many of the senior professionals at the firm have worked in government and public policy positions. Others include lawyers, engineers and economists, along with former bankers. This diversity of professional experience is a quality of the firm that we value greatly and is one of the keys to our ability to bring new and creative solutions to our clients.

☒ Depth of Resources & Market Expertise

As noted in our proposal, PFM's financial advisory team has significant resources. These include analytic resources, market resources, including our own in-house Pricing Group, credit rating resources, and staff with relevant specialty finance experience. Through these various resources, we will take nearly every aspect of the City's financing into consideration – from the optimal financing structure to the assistance in obtaining fair market interest rates.

☒ National Presence, Local Understanding

With an office in Ann Arbor, we offer the benefit of local proximity coupled with the depth of experience and resources found in a national firm. Our local presence, knowledge of local issues and understanding of State of Michigan laws, along with our national presence allows us to best serve Michigan issuers.



V. Appendices



A. Resumes



Nathaniel Watson

Managing Director

PFM Financial Advisors LLC

Nate joined PFM's Michigan practice in 2007 based out of the firm's Ann Arbor office. He provides transaction management and oversight support for PFM's Michigan clients and also provides financial advisory support to a broad range of public entities in Ohio. He assists clients through all stages of the capital planning process from initial analysis for capital projects to the execution of a competitive, negotiated or privately placed bond issue. Nate's experience includes general obligation bonds, revenue bonds, special assessment and tax increment financing, refunding bonds, cash flow borrowing and installment purchase financing. He has successfully completed municipal bond and note transactions using both taxable and tax-exempt structures for many types of municipalities.

Nate's client base represents a broad range of public entities in Michigan including Kalamazoo Public Schools, County of Jackson, Kent County Treasurer, Mt. Clemens Library, Jackson ISD, Charter Township of Lansing, and the City of Inkster. Some of the clients he serves in Ohio include the Ohio Turnpike and Infrastructure Commission, Hamilton County, City of Toledo, and Toledo Public Schools.

Nate currently serves on the Board of the Michigan Government Finance Officers Associations and is a member of the organization's Professional Development and Legislative Committees. Nate also currently serves as the President of the Bond Club of Detroit Board.

Nate holds a Bachelor of Business Administration degree in Finance and Accounting from Grand Valley State University and is a licensed Municipal Advisor Representative (Series 50).



Contact

555 Briarwood Circle
Suite 333
Ann Arbor, MI 48108

watsonn@pfm.com
734.794.2522 office

Specialties

K-12 Schools

Education

B.B.A. in Finance and
Accounting
Grand Valley State University

Professional Designations or Licenses

Municipal Advisor
Representative (Series 50)

Started with PFM: 2007

Started in the Field: 2007



Sarah Moore

Senior Managing Consultant
PFM Financial Advisors LLC

Sarah joined PFM's Ann Arbor financial advisory practice in 2007 as an Associate and is currently a senior management consultant in our Ann Arbor office. Sarah provides quantitative structuring and transaction support for a variety of municipal issuers. Her particular expertise in rating and credit analysis as well as the preparation of marketing documents and offering materials.

Prior to joining PFM, Sarah gained experience in general accounting and finance in various roles serving the private sector. Sarah is a Registered Municipal Advisory Representative (Series 50).



Contact

555 Briarwood Circle
Suite 333
Ann Arbor, MI 48108

moores@pfm.com
734.794.2527 office

Specialties

Financial Modeling, Financial
Advisory

K-12 Schools, State & Local
Governments

Education

B.B.A. in Accounting
Siena Heights University

Professional Designations or Licenses

Series 50

Started with PFM: 2007

Started in the Field: 2007



Matt Rudroff, CFA, CPA

Director

PFM Financial Advisors LLC

Matt Rudroff joined PFM in 2016. He works in the Charlotte office as part of PFM's Pricing Group, which provides support to PFM's clients nationwide regarding pricing of competitive, negotiated and privately placed deals. In addition to pricing support, PFM's Pricing Group continually monitors and analyzes the municipal market to offer PFM's clients reliable and accurate market information.

Prior to PFM, Matt served as a vice president within the Municipal Products Group of Wells Fargo Securities for 4 years. He worked within business management supporting both public finance and the municipal trading, sales and syndicate. Prior this Matt worked within public accounting at PricewaterhouseCoopers focusing on investment banking and alternative assets, Morgan Stanley Global Wealth Management within the audit division, and a small broker dealer focusing on financial risk management, valuation, and pricing.



Contact

Calhoun Building
11605 North Community House
Road
Suite 500
Charlotte, NC 28277

rudroffm@pfm.com
704.319.7937 office

Education

B.S. in Business
Administration
University of Missouri at
Columbia

M.Acc.
University of Missouri at
Columbia

Professional Designations or Licenses

Chartered Financial Analyst
(CFA)

Certified Public Accountant
(CPA)

Municipal Advisor
Representative (Series 50)

Started with PFM: 2016

Started in the Field: 2005



Dario Tompkins II

Senior Managing Consultant
PFM Financial Advisors LLC

Dario Tompkins II joined PFM in 2017. He works in the Charlotte office as part of PFM's Pricing Group, which provides support to PFM's clients nationwide regarding pricing of competitive and negotiated deals. In addition to pricing support, PFM's Pricing Group continually monitors and analyzes the municipal market to offer PFM's clients reliable and accurate market information.

Prior to joining the Pricing Group, Dario was based out of the Minneapolis office, where he provided technical and quantitative support to various clients in PFM's Midwest region. In his previous position, he sized, priced, and structured tax-exempt and taxable new money and refunding general obligation, lease-appropriation, and limited obligation bond issues; created financial models for clients; assessed municipal issuer's outstanding debt and refunding opportunities; and drafted official statements, presentations, and disclosure documents.

In addition to his role, Dario is active in various special interest groups within PFM.



Contact

Calhoun Building
11605 North Community House
Road
Suite 500
Charlotte, NC 28277

tompkinsd@pfm.com
612.371.3744 office

Specialties

Financial Advisory

Education

B.A. in Spanish and
Psychology
Northwestern University

M.S. in Management
Wake Forest University School
of Business

Professional Designations or Licenses

Municipal Advisor
Representative (Series 50)

Started with PFM: 2017

Started in the Field: 2017



B. Insurance Statement



Insurance Statement

PFM Financial Advisors LLC (“PFM”) has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains Professional (E&O)/Cyber Liability coverage which total \$5 million single loss/ \$5 million aggregate.

Our Professional/Cyber Liability policies are a “claims made” policy and our General Liability policy claims would be made by occurrence.

Deductibles/SIR:

Automobile \$100 comprehensive & \$1,000 collision

General Liability \$0

Professional (E&O)/ Cyber Liability \$250,000

Crime \$50,000

Insurance Company & AM Best Rating

Professional Liability (E&O).....	AIG Specialty Insurance Company; (A; Stable)
.....	Great American Fidelity Insurance Co; (A+; Stable)
Crime.....	Berkley Regional Insurance Company; (A+; Stable)
Cyber Liability.....	AIG Specialty Insurance Company (A; Stable)
General Liability.....	The Continental Insurance Company; (A Stable)
Automobile Liability.....	The Continental Insurance Company; (A Stable)
Excess /Umbrella Liability.....	The Continental Insurance Company; (A Stable)
Workers Compensation.....	The Continental Insurance Company; (A Stable)
& Employers Liability	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/7/2024

12/7/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 1185 Avenue of the Americas, Suite 2010 New York NY 10036 646-572-7300	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: FAX (A/C, No):																					
INSURED PFM Financial Advisors LLC 1735 Market St Fl 42 Philadelphia PA 19103	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>The Continental Insurance Company</td><td>35289</td></tr><tr><td>INSURER B:</td><td>AIG Specialty Insurance Company</td><td>26883</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	The Continental Insurance Company	35289	INSURER B:	AIG Specialty Insurance Company	26883	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			7063595755	12/7/2023	12/7/2024	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$1,000,000 MED EXP (Any one person) \$ \$15,000 PERSONAL & ADV INJURY \$ \$1,000,000 GENERAL AGGREGATE \$ \$2,000,000 PRODUCTS - COMP/OP AGG \$ \$20,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7063597408	12/7/2023	12/7/2024	COMBINED SINGLE LIMIT (Ea accident) \$ \$1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			7063597652	12/7/2023	12/7/2024	EACH OCCURRENCE \$ \$20,000,000 AGGREGATE \$ \$20,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	7063614840	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$ \$1,000,000 E.L. DISEASE - POLICY LIMIT \$ \$1,000,000
B	Cyber/Tech E&O			01-825-55-75	12/7/2023	12/7/2024	\$5M Per Claim \$5,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

EVIDENCE OF COVERAGE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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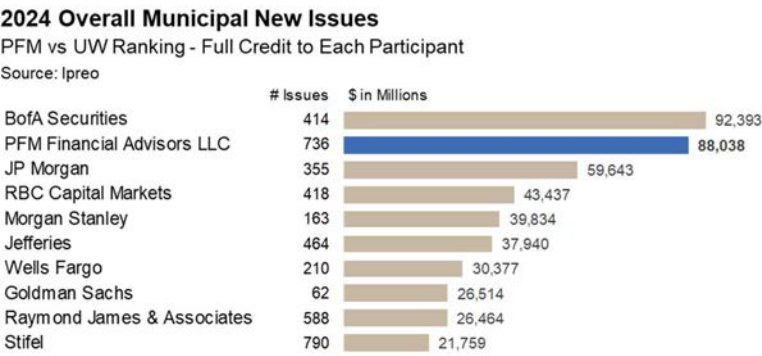
C. Pricing Support



Pricing Group

PFM has a dedicated, in-house bond Pricing Group to support the negotiated pricings of the City’s bonds, as well as to provide current market insight for competitive sales. The Pricing Group provides centralized access to market information and trends and leverages our knowledge firm-wide for our clients’ benefit.

We are as frequent a municipal market participant when compared to even the largest investment banking firms, albeit exclusively as a fiduciary to our issuer clients, with access to all of the necessary market information, as shown in the graph comparing the number of financings PFM assisted with in 2024 as compared to the top-ranked underwriting firms.⁹



Moreover, being an independent firm, our approach to the negotiated sale process is more analytical and transparent. We provide our clients with professionals dedicated solely to bond pricing negotiations and analytics, who exploit all available market data and tools for our clients’ benefit. Utilizing these resources, we will provide highly quantitative, current and relevant market information to the City.

PFM’s Pricing Group utilizes multiple real-time and general-market data sources, which feed into proprietary models to optimally price clients’ bond issues. In pricing fixed-rate debt issues, the Pricing Group compares historical transactions to various indices on a maturity-by-maturity basis, establishing relative credit spreads. Such data sources feed into numerous models, which help establish pricing targets and allow the firm to proactively negotiate prices during bond sales.

We will enter a negotiated pricing of the City’s bonds with an independent view of how each maturity should price. Our view is well respected by the underwriting community and often serves as the basis of pre-pricing adjustments to the scale. The group’s option-adjusted yield-pricing model draws from multiple sources to eliminate “noise” created by varying coupons, call structures and payment dates when setting pricing targets. Several other proprietary models help to evaluate alternative securities, couponing decisions and call structures. Finally, PFM maintains an exhaustive database of underwriter takedowns observed across hundreds of debt issues over a wide variety of categories.

Secondary market trade data is used to provide further market support and confirmation of pricing targets ahead of price negotiations and to monitor post-sale market activity and distribution. The Pricing Group utilizes several proprietary models to analyze this data. The group also uses live MSRB trade data to provide up-to-the-minute market feedback on comparable transactions during price negotiations.

Furthermore, throughout the negotiated pricing, PFM’s financial advisory team will evaluate the efforts of the underwriting team. To ensure that the bonds are selling in the manner represented, we often call other firms in the syndicate to check the sales progress information. Our contact with other underwriting firms, tied to our own market analysis, gives us sufficient information to objectively evaluate the underwriter’s performance and, therefore, to increase the probability that the City will obtain the lowest true interest cost possible on its debt. We may also make recommendations regarding the "bond allocation" among

⁹Source: Ipreo, in terms or par amount and number of transactions as of December 31, 2024



underwriters, to help ensure that those who are selling the bonds at the best rates are receiving a sufficient supply of bonds. Our only immediate or long-term direct or indirect loyalty is to the municipal clients that have employed us to provide professional financial advice. PFM's financial advisory business works with our client before and throughout the pricing, assisting in evaluating the efforts of the underwriting team. Finally, via eMAXX reports and Bloomberg data, the group tracks the investors holding client debt. Armed with this knowledge, the City can increase future participation by targeting marketing efforts toward appropriate parties.

Market Technical & Analytic Information

Our financial advisory business effectively leverages a comprehensive collection of technological resources, including data and analysis from Bloomberg, Municipal Market Advisors, LSEG Data & Analytics (formerly Refinitiv and Thomson Reuters), Ipreo, Moody's Municipal Financial Ratio Analysis, eMAXX, MSRB, the Consensus, SIFMA, MarketAxess, Tradeweb and others. These resources inform our deployment of industry standard technologies, such as DBC Finance and feed industry-leading proprietary models, developed in-house and enhanced with third-party linear optimization software. Specialized teams of quantitative experts across the firm focus on the successful integration of technological resources, enabling us to provide the most accurate structuring and pricing analysis in the industry.



January 20, 2025

City of Sturgis, Michigan

The question isn't where will you start, it's how far will you go. Go beyond and explore our municipal advising solutions.

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3. MUNICIPAL ADVISOR QUALIFICATIONS	11
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The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific This information should not be construed as a recommendation or an offer of services. The commentaries provided are opinions of Baker Tilly Municipal Advisors, LLC and are for informational purposes only. While the information is deemed reliable, Baker Tilly Municipal Advisors, LLC cannot guarantee its accuracy, completeness, or suitability for any purpose and makes no warranties with regard to the results to be obtained from its use, or whether any expressed course of events will actually occur. Past performance does not guarantee future results.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LLP, a tax and advisory firm. Baker Tilly Advisory Group, LP, trading as Baker Tilly, is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. © 2024 Baker Tilly Advisory Group, LP

January 20, 2025

City Manager's Office
City of Sturgis
130 North Nottawa Street
Sturgis, MI 49091

Baker Tilly Municipal Advisors, LLC
2852 Eyde Parkway
Suite 150
East Lansing, MI 48823

bakertilly.com

Dear City Manager's Office:

The City of Sturgis (the City) is seeking a qualified municipal advisor to represent and advise the City, including component units such as but not limited to the City of Sturgis Downtown Development Authority, Brownfield Redevelopment Authority, Building Authority, Sturgis Housing Development Corporation, Local Development Finance Authority and/or Economic Development Authorities on future debt issuances as well as refunding strategies regarding its current portfolio of bonds including advice on marketing, issuance and delivery of and other related bond financing matters

For a City entrusted with public funds to complete capital projects, we know there's not just one finish line. Transformational success means looking beyond your first goal and imagining the next one. And the one after that. Luckily, we don't just crunch numbers. As your municipal advisor, we chart a course for innovation, efficiency and success. In addition to our understanding of how the City of Sturgis works and where it's headed, your Baker Tilly Municipal Advisors (BTMA) team will support you through every step of the journey — during bond issuance and beyond.

So, let's get to it. Our proposal includes the details of what we bring to the City. Here are the highlights:

FOCUS ON MICHIGAN LOCAL GOVERNMENTS


We know Michigan municipal organizations. BTMA focuses on local governments. Since 2012, we have assisted in issuing 858 bonds for local governments and school districts across the state. Along the journey, we've gained deep experience and insight, which we use to inform our approach to your organization. Through our insights, proactive approach and best practices, we help you achieve the results that move you forward.

COMPREHENSIVE SERVICES FOR YOUR CAPITAL PROJECTS

The journey begins with exploration. The City has made a commitment to funding and completing several projects. As your municipal advisor, BTMA doesn't just help issue bonds. We will walk alongside you to ensure your vision is achieved, diving deep into the intricacies of your objectives and mapping out the terrain of challenges and opportunities that lie ahead. We offer a broader team of specialists who can provide the City with comprehensive services, including advising on grants and other incentives, tax increment districts, housing and economic development, tax analyses, construction accounting and monitoring, as well as arbitrage and investments.

The ideas shared in our proposal show how important the City will continue to be to us as a client. It's not about ticking boxes. It's about navigating complex landscapes and blazing new trails. We appreciate another opportunity to expand our relationship.

Sincerely,



Jesse Nelson, CPA, Principal
+1 (517) 336 3951 | jesse.nelson@bakertilly.com

1. Municipal advisor experience

Local and national talent brings a world of expertise to your engagements. The City will have the experience, reach and specialized technical capabilities of a national firm — with the responsive service and peace of mind that comes from working with a local firm.

The respondent should describe their experience as an MA, especially as it relates to the issuance and delivery of municipal bonds for Cities and related entities similar to the City. The respondent should also include:

- The names, addresses, contact persons, and telephone numbers of at least three clients;
- Provide details on experience advising and representing similar Cities and Authorities
- Provide details on experience advising clients with similar programs and services as the City.

Documenting our registration as a municipal advisor

BTMA is one of the nation's most active municipal advisory firms and is registered with the U.S. Securities & Exchange Commission (867-00880) and Municipal Securities Rulemaking Board (K1027).

Sharing our general experience as municipal advisors

Our state and local government practice serves nearly 4,000 state and local government entities nationwide.

We understand the issues governments face, providing hundreds of thousands of client service hours annually to this industry. In addition to this table of national rankings for the year just ended on December 31, 2023, **BTMA is ranked #1 for the number of issues completed in the Midwest.** Our extensive experience gives us the specialized knowledge and insight to find effective solutions.

Municipal advisor bond issuance experience in Michigan

Since 2012, BTMA has advised on 858 bond issues in Michigan totaling more than \$6.8 billion (par amount) for local governments in Michigan. A detailed summary of this experience is included in **Appendix A**. We can provide references upon request.

2023 MUNICIPAL ADVISOR RANKING BY NUMBER OF ISSUES

Rank	Municipal advisor	No. of issues	Par amount (mil)
1	PFM Financial Advisors LLC	671	\$61,761
2	Hilltop Securities	412	\$20,975
3	Robert W Baird & Co Inc	265	\$3,350
4	Baker Tilly Municipal Advisors	259	\$5,428
5	Ehlers & Associates	236	\$2,236
6	Specialized Public Finance Inc	166	\$4,507
7	Stephen H McDonald & Associates Inc	151	\$477
8	Masterson Advisors LLC	148	\$2,558
9	Piper Sandler & Co	145	\$6,358
10	Public Resources Advisory Group	136	\$34,721

Source: Refinitiv

1. MUNICIPAL ADVISOR EXPERIENCE

Advising local governments in Tax Increment Financing (TIF) and housing and economic development (HED)

TIF experience

Baker Tilly has significant experience in TIF advisory services. Since 2019, we have helped set up and modify TIF districts, meet reporting requirements, and issue bonds for nearly 900 projects.

Housing and economic development experience

Baker Tilly has advised on nearly 375 HED projects since 2019, offering services like strategic planning, housing studies, and financial analysis.

2. Organization, size, structure and areas of practice

The most effective solutions are born from a deep industry understanding. Our decades-long record of serving the public sector is how we'll assist the City in achieving its goals.

If the respondent is a firm, identify your firm, year of establishment, and key team members for this project. Please indicate complete listing of names, titles, addresses, emails, and phone numbers, as well as the primary contact person for this project. The experience information requested in Section 1 should identify which key team members were involved with the client or project referenced.

Providing a brief description of our firm

Baker Tilly Municipal Advisors, LLC, is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP, a tax and advisory firm.

When you choose BTMA, you're not just choosing a leading advisory firm. You're choosing a skilled navigator for the road ahead.

BTMA and Baker Tilly offer a broad array of services that help government leaders resolve the financial issues they face as they work to improve the quality of life in their communities. The cornerstone of our services is financial analyses that assist our clients with resource allocation, bond ratings, financial planning, internal management, reporting and the many other influences that require comprehensive analysis. As experienced advisors, our specialized team works closely with clients to develop solutions driven by data and rooted in best practices — helping you succeed today and anticipate tomorrow.

We pay special attention to the intersection of strategy and execution to deliver:

- **Innovative and pragmatic approaches** for assessing changes, adapting quickly, implementing best practices and competing in any environment
- **Strategies** to identify and mitigate potential risks
- **Solutions** for your toughest challenges

More than anything, the City will receive an exceptional experience for your governance team and — ultimately — your citizens.

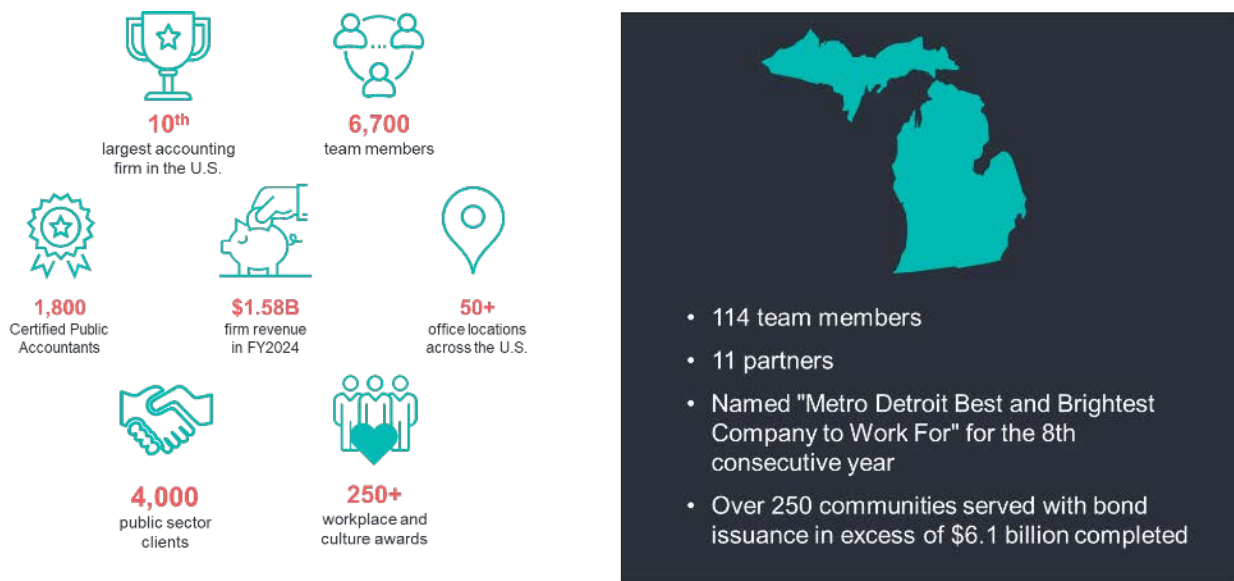
Offering our resources: BTMA at a glance

Exploring financial solutions for public sector success

At BTMA, we embark on a journey of financial discovery alongside our public sector clients. Our mission? To chart a course toward fiscal excellence, unlocking new possibilities for governmental leaders.

Our seasoned team of 80 registered municipal advisors spans the nation, operating from offices strategically positioned across the United States. These financial trailblazers are equipped with the compass of expertise, guiding our clients through the intricate landscapes of resource allocation, bond ratings, financial planning, internal management and comprehensive analysis.

2. ORGANIZATION, SIZE, STRUCTURE AND AREAS OF PRACTICE



Delivering specialized expertise to our public sector clients

State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other industries. Recognizing this complexity and eager to serve as a true valued advisor to the public sector, Baker Tilly formalized its dedicated public sector specialization more than 50 years ago. **Today, more than 350 Baker Tilly professionals — including nearly 30 principals** — focus directly on serving governments and provide hundreds of thousands of client service hours annually to organizations like the City.

Nationwide, our public sector practice serves nearly 4,000 state and local governmental entities, including municipalities, counties, school districts, utilities, transit organizations, airports and special authorities. Several of these client groups are now served by dedicated specialists in distinct sub-practices.



COMMITMENT TO THE PUBLIC SECTOR

Baker Tilly has been in business for more than 90 years, and public sector entities were some of our first clients.

2. ORGANIZATION, SIZE, STRUCTURE AND AREAS OF PRACTICE

Leading the City's bond issuance services and uncovering opportunities along the way

We assemble the right team with the right experience for the City to serve you project after project, year after year.

Meet the bond issuance team we've assembled to achieve everything you envision. Selected intentionally for your goals and backed by our specialized resources, these individuals are collaborative and multidisciplinary. Their passion for the public sector industry will make them an unstoppable force on your behalf. **Complete resumes are included on the following pages.**

The first step to commitment is showing up. That is why your team will be there for you, leading the City's engagement by Principal Jesse Nelson from our East Lansing and Southfield offices. This will minimize travel costs, maximize efficiency and fulfill a deeply held tenet of serving our clients: working closely with you in every sense of the word.

PRINCIPAL

Jesse Nelson, CPA

Jesse Nelson is a principal with Baker Tilly Municipal Advisors, LLC.



Baker Tilly Municipal Advisors, LLC

2852 Eyde Parkway
Suite 150
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United States

T: +1 (517) 336 3951
jesse.nelson@bakertilly.com

bakertilly.com

Education

Bachelor of Science in accounting
Butler University
(Indianapolis, Indiana)

Registered Municipal Advisor with
the Securities and Exchange
Commission

Jesse serves as an independent municipal advisor to Michigan school districts, cities, counties, townships, villages and authorities. He provides clients with options and recommendations that allow them to accomplish their capital improvement and financial goals.

Specific experience

- Creation of financial plan including long-term multiple bond series planning, bus/technology funding alternatives and bond millage rate calculations
- Develops efficient financial strategies for school districts participating in the School Loan Revolving Fund
- Completion of required financial plan for Michigan School Bond Qualification and Loan Program application
- Prepares Frequently Asked Questions ("FAQs"), presentations and bond millage calculators to help community members easily understand the financial plan
- Provides bond sale alternatives, bond pricing strategies and current market data in order to identify the best bond sale method for each school district
- Preparation of bond offering and closing documents, including official statement, Michigan Department of Treasury filings and bond closing letters
- Assistance with energy conservation bond issues, bond structure and method of sale alternatives
- Provides estimates regarding fiscal year general fund cash flow receipts and disbursements in order to identify potential low week ending cash balances and assist with state aid note borrowing
- Annual existing bond support including millage rate calculations for the L-4029 form, continuing disclosure, and School Loan Revolving Fund borrowing/repayment forms
- Guest speaker at regional superintendent and school business official meetings completing presentations on various capital funding topics
- Has testified as expert witness in the area of K-12 school bond finance before the Michigan legislature
- Design of long-term capital improvement financing plans including government buildings, libraries, roads and utility improvements
- Preparation and sale of various forms of bond financings including general obligation, water/sewer revenue, special assessment districts, etc.

PRINCIPAL

Jesse Nelson, CPA

Page 2

Specific experience, (cont.)

- Completion of water/sewer rate studies and rate structure recommendations
- Annual existing bond support including millage rate calculations for the L-4029 form and continuing disclosure reporting

Industry involvement

- American Association of Certified Public Accountants
- Michigan Government Finance Officers Association
- Bond Club of Detroit
- Michigan Association of School Business Officials

MANAGER

Karlee Stoddard

Karlee Stoddard is a manager with Baker Tilly's Municipal Advisors, LLC.



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Education

Master of Business Administration
in management
DeVos Graduate School of
Management

Bachelor of Business
Administration in accounting
Northwood University

Registered Municipal Advisor with
the Securities and Exchange
Commission

Karlee has more than seven years of experience providing guidance and expertise to Michigan's local governments and school districts. She has worked with a variety of clients around the state helping develop financial plans for their water and sewer systems, and helped create plans to fund capital improvement projects.

Specific experience

- Develops water and sewer rate analyses for Michigan clients, which are utilized for better budgeting and planning of the system's financials
 - Historical financial analysis
 - In-depth expense analysis
 - Review of outstanding debt
 - Capital improvement plan implementation
 - Propose cash flow analysis options that best suit the client's current and future needs of the system
- Analyzes client's financing needs, presents the most viable options, and recommends a process to move forward with to fund a project
 - Request for proposal
 - Competitive sale
 - Negotiated sale
 - Private placement

Industry involvement

- Michigan Women in Finance

MANAGER



Sean Walsh

Sean Walsh is a manager with Baker Tilly's public sector municipal advisory practice.



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United States

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Education

Master's degree in finance
Michigan State University

Bachelor of Business
Administration in economics
and finance
Grand Valley State University
(Allendale, MI)

Registered Municipal Advisor with
the Securities and Exchange
Commission

Sean aids clients with funding alternatives and obtaining financing for projects through the issuance of tax-exempt and taxable debt.

Specific experience

- Assists with long-term capital improvement financing plan development for government buildings, libraries, roads and utility improvements
- Prepares and sells bond financings (general obligation, utility revenue, special assessment districts, etc.)
- Completes of water/sewer rate studies and rate structure recommendations
- Support annual bond millage rate calculations for the L-4029 form and continuing disclosure reporting

Industry involvement

- Bond Club of Detroit
- Michigan Association of School Business Officials
- Detroit Economic Club Young Leader Member

2. ORGANIZATION, SIZE, STRUCTURE AND AREAS OF PRACTICE

Providing our full Michigan municipal advisory team

Following is our full Michigan municipal advisory team that will act as resources for the City.

Baker Tilly Michigan municipal advisory team



Jesse Nelson
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Sam Barna
SENIOR MANAGER
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Karlee Stoddard
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Sean Walsh
MANAGER
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Michaela Hooper
SENIOR CONSULTANT
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Maria Gisting
MANAGER, BUSINESS DEVELOPMENT
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Konner Linn
SENIOR CONSULTANT
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E: konner.linn@bakertilly.com



Peyton Stiles
CONSULTANT
P: +1 (517) 489 3801
E: peyton.stiles@bakertilly.com

Engaging a long-term team through a diverse and vibrant culture

Your BTMA team will move you forward by staying in one place

BTMA team members set us apart by delivering exceptional talent, thinking and service to our clients. We've worked hard to find the best, and we work hard to keep them thriving with us.

Our culture plays an important role, intentionally built to provide diversity, growth, work-life balance and much more. We take care of our people so they can take care of you. The result? **The same engagement team members will serve you long-term, building an ever-deeper knowledge of your organization and culture and saving the time and cost of onboarding a new team.**



*Diversity
and
inclusion*



*Work-life
balance*



*Continuous learning
opportunities*



*Career
advancement*



*Employee
recognition*

INVESTING IN WHAT TRULY MATTERS

Our intentional investment in our team members has fostered an engaging culture where our employees stay with us and serve our clients for the long term.

3. Municipal advisor qualifications

Going beyond is what we do. Our comprehensive services are designed to help the City explore all available funding options and ensure those funds are effectively used and accounted for.

The respondent should have experience in the following areas:

- *Michigan Municipalities, Authorities, and similar tax- exempt organizations.*
- *Real-estate development agreements and other similar contracts.*
- *Tax increment financing.*
- *Bond financing.*

Describing our specialized municipal advisory expertise

In 2019, Baker Tilly combined with two major U.S. public sector municipal advisory firms, Springsted, Inc. and H.J. Umbaugh & Associates, to form BTMA. This merger created one of the largest municipal advisory practices in the nation. BTMA has been serving clients as an independent municipal advisory firm for over 60 years, emphasizing their fiduciary responsibility and advocacy for clients without competing interests. We provide tailored financial consulting and planning services for governmental that considers high-level strategy with a close eye on the crucial details. Our services have led to completed projects and improved management for various state-level issuers, municipalities, utilities, authorities, school districts, and other governmental units nationwide.

BTMA brings decades of extensive expertise in employing creative financial solutions for issuers like the City of Sturgis. The City will benefit from our industry specialization in several specific ways:

- **Specialized training and continuing education:** Our team has the skills and up-to-date knowledge to perform effectively.
- **Local knowledge:** Our advisors have extensive experience within Michigan's borders and strong relationships with other finance professionals in the State, ensuring seamless integration.
- **Industry involvement:** We lead key industry organizations such as GFOA and ICMA, staying ahead of trends and best practices.
- **Year-round consultation:** We are available for routine calls and technical questions, offering recommendations and new ideas to address operational issues and create value.

Municipal advisory qualifications

As the City contemplates issuing new debt to fund capital projects, BTMA can do more than just assist in issuing bonds. We do that, of course, but much more.

BTMA has provided financial consulting and planning for governmental units, not-for-profit corporations and special districts for several decades. Our services have resulted in completed projects and improved management and operations for school districts, state-level issuers, municipalities, utilities, authorities and other governmental units nationwide.

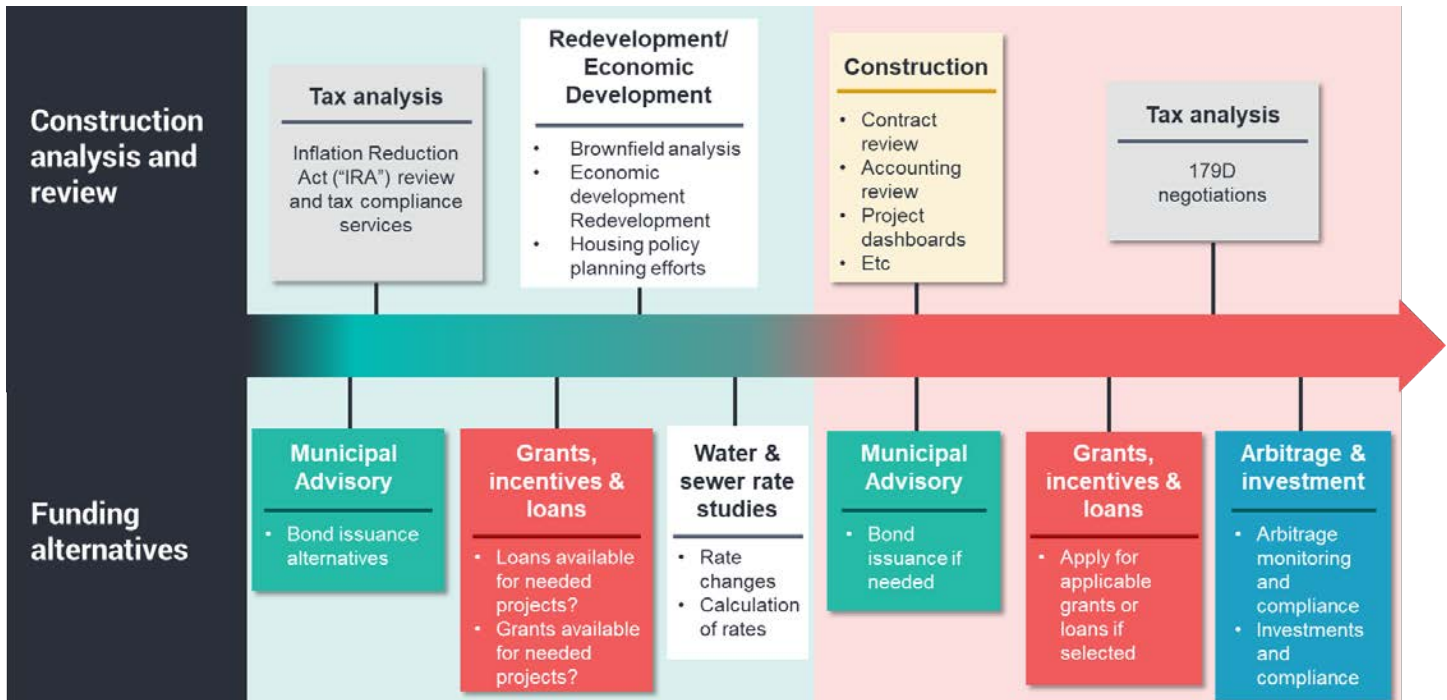
BTMA's team of professionals brings practical, realistic, and creative solutions to the challenges faced by public entities. For more than 90 years, we have provided high-quality, independent financial and management advisory services to public and not-for-profit organizations.

3. MUNICIPAL ADVISOR QUALIFICATIONS

This industry specialization approach allows us to provide specialized training and continuing education to our staff, assuring you of a team with the necessary knowledge and skills you desire and with the specialization of your industry to identify key indicators critical to your organization.

Providing the BTMA project process

How do we bring all of these services together? It's not the same for every client. We don't offer cookie-cutter approaches. We tailor our services to each project. Below we illustrate just one way we could apply a full-service approach to the City's projects.



Ensuring economic resilience and sustainability

The City of Sturgis' project team leads communities in their economic positioning strategy with a focus on resiliency and sustainability for a new economic era. Our strategic process uses an asset-based approach to develop an understanding of your economic and community strengths. We look for gaps in the local economy and corresponding strategies to allow community, corporate, not-for-profit and public sector leaders to identify and advance catalytic projects and initiatives. These projects will grow existing economic assets and forge new paths to diversify the economy. Our approach sets the stage to develop new businesses, add jobs and foster emerging economic clusters that are vibrant and sustainable.

Helping you navigate the complexities of economic development

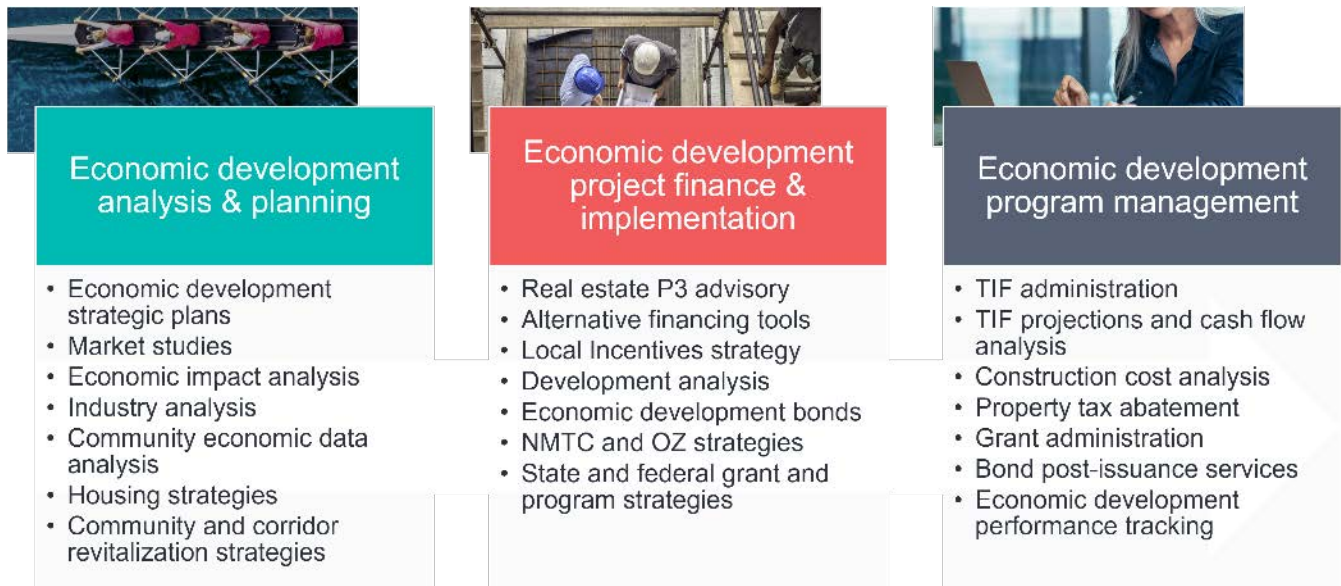
Baker Tilly's economic development advisory practice is focused on helping public sector entities like the City of Sturgis achieve their growth goals and build stronger, sustainable and equitable communities. We holistically consider all aspects of an economic development issue as it fits into your community's past, present and future and incorporate these insights into forward-looking, strategic recommendations.

3. MUNICIPAL ADVISOR QUALIFICATIONS

The City will have access to our team's broad range of skills and experience in urban planning, economic analysis, community and economic development strategies, public-private partnerships (P3s), redevelopment agreements, community engagement and financial budgeting. Our project approach for the City will be tailored to your specific issues and goals. As we develop growth strategies around your community's assets and opportunities, focus areas may include:

- Your local and regional economic development ecosystem
- Target industries and local/regional fit
- Labor and workforce considerations
- Urban planning and public administration challenges

The following comprehensive suite of economic development services will be available to the City of Sturgis, layering multiple strategies for maximum effectiveness.



COMPREHENSIVE ECONOMIC DEVELOPMENT SERVICES FROM OUR SPECIALIZED PRACTICE

Sturgis will benefit from the expansive skills, resources and public sector specialization of Baker Tilly's economic development advisory practice. Our integrated services span the entire development process continuum.

The strength of our multi-disciplinary economic development practice for the City is further backed by the broad resources of a leading advisory, tax and assurance firm with specialized expertise across relevant industries/sectors. To support our clients, we regularly bring in specialists in real estate, housing, tax credits, funding opportunities, municipal advisory and strategic planning.

For example, our firm advises many local governments and economic development agencies on the American Rescue Plan Act, Infrastructure Investment and Jobs Act, state-level funding sources and more. We will help you take advantage of available programs at all levels of government, as well as unprecedented federal funding opportunities.

Our work with the City will combine a results-oriented methodology with significant experience working with local governments to provide data-driven recommendations. This includes analyzing demographics, industry/sector clusters and development trends. Baker Tilly goes beyond traditional data analysis to develop a resilience- and equity-focused model that will help guide your strategic planning process.

3. MUNICIPAL ADVISOR QUALIFICATIONS

The City of Sturgis, including component units such as but not limited to the City of Sturgis Downtown Development Authority, Brownfield Redevelopment Authority, Building Authority, Sturgis Housing Development Corporation, Local Development Finance Authority and/or Economic Development Authorities has a vision for your community's future. Baker Tilly will provide a strategic pathway to make this vision a reality.

Focusing on a successful implementation

Our ultimate goal is to provide the City of Sturgis with a strategic plan and vision for your organization that positions your community for economic growth and advances your targeted areas of focus: housing and economic development. Baker Tilly's public sector advisory team draws on a broad range of skills and experience ranging from strategic planning and municipal advisory to economic development and urban planning. While we engage in thorough planning efforts, we ultimately focus on enabling you to implement plans that serve the needs of your community. We will develop specific recommendations, metrics, timelines and milestones to ensure the successful implementation of your objectives.

Tax increment finance (TIF) management experience

Baker Tilly assists with the annual administration of over 400 TIF areas for our clients. This experience gives us a great deal of technical knowledge and proficiency in TIF, including:

- Establishment of TIF areas and impact analyses
- TIF projections, financial feasibility and incentive analyses
- TIF bond placement and credit enhancement
- Post-issuance monitoring of TIF-secured debt
- Compliance with annual reporting requirements

Our professionals present financial data in a clear and concise manner that is understandable to the public. This is particularly important in the current environment in which other taxing units and taxpayers are actively participating and questioning property tax issues and the impacts of tax increment financing.

Communities must be aware of the impact their financial actions have, not only on their constituents but also on other units of government that share the same tax base and vice versa. The analysis and presentation of this information can be a key element to successful financial planning.

Because of our daily work with clients around the country, we keep abreast of the evolving economic development and redevelopment finance landscape. This allows us to share common experiences and leading practices among our clients. Baker Tilly possesses the proficiency and knowledge to evaluate existing and future tax increment revenue streams, accounting for the unique characteristics of your community and your individual tax increment allocation areas. The expertise we have gained through this work will allow us to assist the City directly.

3. MUNICIPAL ADVISOR QUALIFICATIONS

Baker Tilly's Tax Increment Finance (TIF) services

Baker Tilly can provide the City of Sturgis with strategy, analysis and ideas to implement your economic development goals. We offer communities a comprehensive understanding of TIF and a full spectrum of TIF services.

TIF SERVICES WE PROVIDE INCLUDE:	
Development of Sturgis' TIF program	Baker Tilly can provide the City with guidance in the creation of your TIF program, including illustrative future cash flows, expiration schedules and projected increment generation.
TIF policy and strategy guidance	Our team can work with the City to create your TIF policy, including the project review process, underwriting standards, financing terms and broader planning and policy context to look at the efficiency, competitiveness and effectiveness of your program in meeting your economic development goals.
Project review and gap analysis	Baker Tilly can assist the City in evaluating individual requests for TIF assistance from the development community. This includes financial modeling to analyze a project's need for assistance, as well as TIF projections to analyze increment generation.
TIF bonding	We can assist the City with the placement of TIF bonds and provide all required post-issuance administration. As your advisor, we can help you understand how TIF-related debt issuance can be best integrated into the City's overall financing needs.
Guidance on leveraging other tools	TIF should be considered one tool in your economic development toolkit to be layered with other financial programs, including tax credits, other special purpose districts, and state and federal grants. Baker Tilly can provide analysis and guidance on augmenting TIF with other financial programs to maximize value for the City.
TIF administration	Baker Tilly assists with the annual administration of over 400 TIFs. We can assist the City with meeting state reporting requirements and other ongoing TIF administration requirements.

4. Compensation

When we say value, we mean achieving your objectives and imagining new ones. We mean sharing industry insights, gaining efficiencies and directing our best resources to the City.

The City is considering alternate methods of compensation for services depending on the nature and scope of the services provided. These include but are not necessarily limited to hourly rate compensation and flat fee compensation based on bond issuances or other transactions at varying amounts. Please provide your expected type of compensation including, as applicable, hourly rate or rates, flat fee rates, any fees that are proposed on a not-to-exceed basis, any conditions attached to the fee proposal, and which costs are included in the fee proposal and which costs are reimbursed. If fees are structured on amount and/or type of issuance, please provide a clear table, including examples, to illustrate your fee structure. Note that any rates submitted remain subject to negotiation after submission as this is not a bid submittal since the scope of the work remains somewhat undefined.

Providing our billing structure

For the City's bond issues, we will base our fee on the following billing structure.

BILLING SCHEDULE			\$29,500 EXAMPLE	
Base fee per thousand		Fee schedule	Bonds and premium par amount	Calculated fees
From	To	Per thousand		
Base fee		\$7,500.00		\$7,500.00
-	\$ 1,000,000	4.24	\$ 1,000,000	\$ 4,240.00
\$ 1,001,000	5,000,000	1.51	4,000,000	6,050.00
5,001,000	30,000,000	0.96	24,500,000	23,520.00
30,001,000	50,000,000	0.83		
50,001,000	1,000,000,000	0.75		
			\$29,500,000	\$41,300.00

Negotiating mutually acceptable terms and conditions

If selected, we will provide the City of Sturgis with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Appendix A: List of Michigan bond issuers

APPENDIX A:
LIST OF MICHIGAN BOND ISSUERS

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Addison Village	2	\$1,870,000
Albion City	2	\$3,363,000
Allen Park Public Schools	7	\$134,060,000
Allendale Public Schools	7	\$164,965,000
Alma City	7	\$13,757,100
Alpine Township	1	\$810,000
Anchor Bay School District	6	\$238,260,000
Ashley Village	1	\$500,000
Auburn City	2	\$852,000
AuSable Charter Township	2	\$5,035,000
Avondale School District	6	\$75,765,000
Baldwin Village	5	\$4,086,000
Bancroft Village	1	\$1,180,000
Bangor Public Schools	2	\$12,160,000
Bay County	3	\$41,960,000
Beal City Public Schools	6	\$13,811,000
Bear Lake Village	1	\$1,463,000
Beaver Creek-Grayling Townships Utilities Authority	3	\$4,434,000
Beaverton City	4	\$3,526,000
Bellaire Village	3	\$4,418,000
Benton Charter Township	6	\$44,420,000
Benzonia Village	1	\$1,085,000
Beulah Village	2	\$4,893,000
Big Creek-Mentor Utility Authority	1	\$1,610,000
Big Rapids Charter Township	1	\$551,000
Big Rapids Public Schools	1	\$1,335,000
Boyer City	1	\$12,000,000

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Brighton Area Schools	8	\$227,515,000
Britton Village	1	\$888,000
Brooklyn Village	2	\$1,880,000
Buchanan City	2	\$14,115,000
Bullock Creek School District	8	\$31,805,000
Butman Township	1	\$1,262,000
Caledonia Charter Township	2	\$7,626,000
Carrollton Public Schools	4	\$13,050,000
Caspian City	1	\$683,000
Cass City Public Schools	4	\$10,295,000
Cassopolis Village	2	\$1,468,000
Cedar Springs Public Schools	4	\$70,940,000
Central Montcalm Public School	4	\$23,085,000
Centreville Public Schools	3	\$12,875,000
Centreville Village	1	\$1,029,000
Charlevoix City	1	\$1,600,000
Cheboygan City	2	\$2,056,000
Chesaning Union Schools	10	\$32,755,000
Clare City	2	\$480,000
Clare County	1	\$1,500,000
Clarkston Village City	1	\$1,647,000
Cleon Township	1	\$650,000
Clinton County RESA	1	\$1,280,000
Clinton Village	1	\$1,500,000
Clio City	1	\$1,325,000
Coloma Township	2	\$3,186,000
Colon Village	1	\$524,000
Columbia Charter Township	1	\$1,180,000

APPENDIX A:
LIST OF MICHIGAN BOND ISSUERS

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Comins Township	1	\$757,000
Commerce Charter Township	8	\$96,306,000
Comstock Park Public Schools	3	\$21,745,000
Comstock Public Schools	5	\$78,270,000
Comstock Township	1	\$1,563,000
Constantine Village	5	\$23,032,000
Coopersville Area Public Schools	7	\$156,410,000
Coopersville City	2	\$7,014,000
Coopersville-Polkton Building Authority	1	\$2,550,000
Croswell City	1	\$1,393,000
Crystal Falls City	1	\$2,579,000
Crystal Falls Township	1	\$2,990,000
Decatur Village	2	\$4,875,000
Delhi Charter Township	10	\$37,336,000
Delton Kellogg Schools	4	\$29,310,000
Denmark Township	2	\$1,155,000
Dexter City	9	\$28,215,000
Dexter Community Schools	5	\$137,485,000
Dorr-Leighton Wastewater Authority	1	\$3,395,000
Durand City	14	\$24,788,000
East Jordan City	1	\$1,572,000
East Lansing-Meridian W&S Authority	1	\$950,000
Eaton Rapids Public Schools	5	\$46,005,000
Edwardsburg Village	1	\$2,500,000
Elberta Village	2	\$3,391,000
Elk Rapids Village	2	\$5,500,000
Escanaba City	2	\$18,935,000
Evart City	1	\$294,000

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Fairhaven Township	2	\$1,390,000
Farwell Village	1	\$794,000
Fennville City	3	\$4,654,000
Fenton Charter Township	13	\$26,588,000
Fife Lake Area Utility Authority	1	\$3,655,000
Forester Township	1	\$7,400,000
Forsyth Township	1	\$375,000
Fowler Public School District	5	\$24,525,000
Frankenlust Township	2	\$1,685,000
Frankfort City	4	\$7,273,000
Franklin Village	3	\$14,445,000
Franklin-Quincy Township Water Authority	1	\$456,000
Gerrish Township	1	\$900,000
Gladwin County	11	\$25,500,000
Goodrich Village	1	\$275,000
Grand Blanc Community Schools	7	\$204,730,000
Grand Haven City	2	\$11,320,000
Grand Ledge Public Schools	2	\$47,930,000
Grant Township	1	\$1,800,000
Grass Lake Village	1	\$668,000
Grattan Township	1	\$1,805,000
Green Lake Township	1	\$3,135,000
Greenville Public Schools	6	\$66,675,000
GRSD Sewer Authority	4	\$18,412,000
Hackley Public Library	1	\$2,980,000
Hamilton Community Schools	5	\$49,250,000
Hampton Charter Township	2	\$9,895,000
Handy Township	2	\$2,382,000

APPENDIX A:
LIST OF MICHIGAN BOND ISSUERS

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Haring Township	3	\$3,628,000
Harrison City	5	\$6,852,000
Hart City	3	\$10,677,500
Hartford City	3	\$4,722,500
Hastings City	1	\$9,375,000
Hesperia Village	1	\$2,000,000
Highland Charter Township	2	\$7,866,000
Hillsdale County	21	\$45,826,000
Holt Public Schools	4	\$98,585,000
Homer Community School District	3	\$10,525,000
Hope Township (Midland County)	2	\$7,900,000
Houghton Lake Sewer Authority	1	\$6,800,000
Hudson City	2	\$5,800,000
Imlay City	3	\$5,095,000
Ingham Intermediate School District	1	\$13,690,000
Inverness Township	1	\$2,330,000
Ionia Intermediate School District	1	\$1,895,000
Iosco Township	1	\$3,605,000
Isabella County	2	\$47,500,000
Isabella County Road Commission	1	\$6,000,000
Ithaca City	2	\$5,316,542
Jonesville City	4	\$7,800,000
Kalamazoo Regional Service Agency	1	\$8,235,000
Kaleva Village	3	\$1,937,000
Kenowa Hills Public Schools	4	\$103,025,000
Kimball Township	1	\$341,000
Kingsford City	4	\$14,186,234
Kochville Township	3	\$2,432,000

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Lake Charter Township	1	\$4,625,000
Lake Fenton Community Schools	4	\$24,935,000
Lake Mitchell Sewer Authority	1	\$9,388,000
Lake Odessa Village	2	\$1,676,000
Lake Shore Public Schools	6	\$103,445,000
Laketon Township	1	\$4,120,000
Lakeview Public Schools	2	\$46,895,000
Lakewood Wastewater Authority	7	\$19,472,000
L'Anse Village	2	\$1,890,000
Lawton Village	1	\$870,000
Leslie City	2	\$3,470,000
Linden City	3	\$4,760,000
Linden Community Schools	5	\$63,160,000
Long Lake Township	1	\$3,355,000
Lowell Area Schools	1	\$32,495,000
Ludington Area School District	3	\$95,800,000
Lyon Charter Township	4	\$25,005,000
Madison Heights City	3	\$25,450,000
Manchester Community Schools	5	\$37,910,000
Manistique City	1	\$1,500,000
Marathon Township	1	\$415,000
Marcellus Village	3	\$5,442,000
Marion Village	2	\$6,320,000
Marshall Public Schools	3	\$34,660,000
Mason City	2	\$34,725,000
Mason Public Schools	4	\$73,690,000
Mattawan Village	6	\$9,093,000
McBain City	3	\$3,248,000

APPENDIX A:
LIST OF MICHIGAN BOND ISSUERS

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Mendon Community Schools	8	\$32,865,000
Mendon Village	3	\$5,077,000
Merrill Community School District	3	\$13,385,000
Mesick Village	2	\$2,924,000
Michigamme Township	1	\$945,000
Michigan Center School District	2	\$12,550,000
Milford Charter Township	3	\$4,730,000
Montabella Community Schools	2	\$20,720,000
Montcalm Township	1	\$439,000
Montrose Charter Township	2	\$7,592,000
Montrose City	1	\$830,000
Morley Stanwood Community Schools	3	\$15,190,000
Munising City	3	\$14,504,000
Muskegon County	2	\$22,735,000
Muskegon Heights City	2	\$9,505,000
Muskegon Township	1	\$8,895,000
Napoleon Community Schools	1	\$9,150,000
Napoleon Township	2	\$2,375,000
Negaunee City	4	\$8,389,000
Negaunee Township	1	\$2,540,000
New Buffalo City	1	\$4,000,000
New Buffalo Library Building Authority	1	\$5,000,000
New Buffalo Township	4	\$5,685,000
New Lothrop Village	1	\$698,000
Newberry Village	1	\$512,500
North Branch Township	1	\$650,000
North Houghton County W&S Authority	1	\$4,010,000
Northport Village	1	\$800,000

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Northview Public Schools	6	\$115,995,000
Nottawa Township	1	\$1,473,000
Ogemaw County	2	\$10,925,000
Ogemaw Township	1	\$680,000
Onaway City	1	\$2,100,000
Onsted Community Schools	3	\$12,715,000
Onsted Village	3	\$6,471,500
Ontonagon Village	1	\$7,065,000
Oscoda Charter Township	4	\$10,640,000
Otsego Public Schools	8	\$93,815,000
Ovid City	1	\$1,860,000
Owosso-Caledonia Utility Authority	1	\$3,035,000
Oxford Community Schools	7	\$155,140,000
Parchment City	1	\$2,571,000
Paw Paw District Library	1	\$2,260,000
Paw Paw Public Schools	11	\$139,550,000
Paw Paw Township	1	\$5,840,000
Pewamo-Westphalia Community Schools	9	\$38,440,000
Pierson Township	1	\$889,000
Pigeon Village	3	\$3,804,000
Pinckney Village	2	\$3,354,000
Pittsfield Charter Township	3	\$38,630,000
Plainfield Charter Township	4	\$22,160,000
Plainwell Community Schools	8	\$108,251,000
Port Huron Charter Township	2	\$6,085,000
Portage Public Schools	5	\$256,635,000
Portage Township (Mackinac County)	1	\$3,400,000
Port-Hope-Gore-Rubicon Utilities Authority	1	\$780,000

APPENDIX A:
LIST OF MICHIGAN BOND ISSUERS

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Portland Public Schools	4	\$29,280,000
Potterville Public Schools	5	\$17,060,000
Quincy Village	5	\$3,348,000
Ravenna Village	1	\$2,009,000
Reading City	2	\$1,500,000
Reading Community Schools	2	\$6,390,000
Redford Union School District No. 1	2	\$56,080,000
Reed City	1	\$5,887,080
Republic Township	1	\$297,000
Rochester City	5	\$32,820,000
Rochester Community Schools	1	\$26,980,000
Roosevelt Park City	2	\$7,210,000
Roscommon Village	3	\$3,932,000
Ross Township	1	\$1,095,000
Royalton Township	2	\$4,785,000
Saline City	3	\$79,715,000
Sandusky City	9	\$8,796,056
Sanilac County	2	\$10,600,000
Sauble-Elk-Eden Joint Building Authority	1	\$2,630,000
Saugatuck City	1	\$2,793,000
Saugatuck Public Schools	2	\$21,715,000
Saugatuck Township	1	\$478,000
Saugatuck-Douglas District Library	1	\$4,350,000
School District of the City of Bay City	6	\$99,000,000
School District of the City of Hazel Park	3	\$47,350,000
School District of the City of Holland	3	\$94,820,000
School District of the City of Oak Park	3	\$38,135,000
Schoolcraft Village	1	\$525,000

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Scottville City	1	\$2,094,000
Shelby Village	2	\$3,533,240
Shepherd Public Schools	2	\$29,595,000
Sheridan Village	2	\$1,775,000
Shiawassee County	3	\$39,830,000
South Lake Schools	5	\$53,770,000
South Range Village	1	\$516,000
Southern Clinton County Authority	1	\$21,600,000
Southfield Public Schools	1	\$13,660,000
Spring Lake Public Schools	6	\$133,470,000
Springville Township	1	\$400,000
St. Clair County Drain Commission	1	\$1,900,000
St. Johns City	1	\$3,000,000
St. Johns Public Schools	5	\$98,495,000
St. Louis City	3	\$7,345,000
Standish City	1	\$2,380,720
Standish Township	3	\$2,861,000
Stephenson City	2	\$611,000
Sturgis City	2	\$13,245,000
Superior Charter Township	1	\$3,230,000
Swartz Creek City	3	\$12,380,000
Sylvan Lake City	1	\$4,310,000
Tawas Area Schools	1	\$9,720,000
Tekonsha Township	1	\$900,000
Thompsonville Village	2	\$900,000
Thornapple Kellogg School	1	\$5,385,000
Three Oaks Village	1	\$2,750,000
Three Rivers Community Schools	3	\$48,865,000

APPENDIX A:
LIST OF MICHIGAN BOND ISSUERS

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
Torch Lake Sewage Authority	1	\$2,055,000
Union City Community Schools	3	\$5,525,000
Union City Village	2	\$2,065,000
Van Buren Charter Township	2	\$7,500,000
Van Buren Charter Township DDA	1	\$1,970,000
Van Buren Public Schools	4	\$89,670,000
Vassar City	4	\$13,631,000
Vermontville Village	3	\$4,857,000
Vicksburg Community Schools	9	\$62,070,000
Vicksburg Village	4	\$12,301,000
Wakefield City	1	\$336,000
Waterford Township	3	\$15,395,000
Waverly Community Schools	8	\$157,220,000
Wayne-Westland Community Schools	3	\$146,885,000
Webberville Community Schools	1	\$6,100,000
Webberville Village	1	\$228,000

MICHIGAN BOND ISSUERS SINCE 2012		
Issuer	Number of issues	Total Par
West Branch City	1	\$6,230,000
West Iron County Sewer Authority	1	\$4,092,500
West Ottawa Public Schools	2	\$78,480,000
Westphalia Village	2	\$1,454,000
Westwood Community School District	1	\$6,305,000
Wexford County	3	\$16,060,000
White Cloud/Sherman Utilities Authority	1	\$4,950,000
White Pigeon Village	1	\$900,000
Whiteford Agricultural School District	3	\$14,575,000
Williams Charter Township	1	\$713,000
Williamston City	2	\$1,943,000
Wisner Township	1	\$3,250,000
Wolverine Lake Village	4	\$2,759,000
Woodhaven-Brownstown School District	2	\$77,240,000
Yale City	2	\$1,131,000
Grand Total	858	\$6,810,589,472



Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS
A MICHIGAN FIRM, WORKING FOR MICHIGAN.



City of Sturgis

Municipal Advisory Services Proposal

January 10, 2025

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Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS
A MICHIGAN FIRM, WORKING FOR MICHIGAN.

January 10, 2025

City of Sturgis
130 N. Nottawa
Sturgis, MI 49091

Dear City of Sturgis:

On behalf of Bendzinski & Co., I am pleased to submit this proposal to the City of Sturgis (the "City" or "Client") to assist with municipal advisory services.

As part of my ongoing commitment to better serve clients in the state of Michigan, I recently joined Bendzinski & Co. This merger of Registered Municipal Advisors has allowed my team to combine with Bobby Bendzinski and Stephen Hayduk to create a joint company with over 67 years of combined municipal advisory experience. Collectively, we have served over 650 Michigan communities. We strive to bring the benefits of each practice together to mold a firm that each client can rely on to meet their financial goals.

With Bendzinski & Co., you will receive:

- Two dedicated Registered Municipal Advisor (Andy and Stephen) that have advised on bond issues for over 500 Michigan local governments
- A consistent staff consultant (Brittany) that knows the industry and understands the city's needs
- A personal approach that centers on in-person meetings with administration and council
- A timely analysis that meets the stated deadlines
- A responsive team that answers calls and emails within one business day
- A local team that is from Michigan, lives in Michigan and only works for Michigan communities

I appreciate the opportunity to provide our proposal and qualifications. I look forward to the possibility of working with the city again!

Sincerely,

Andy Campbell, CPA
Registered Municipal Advisor
Bendzinski & Co.
Direct: 517-580-0277
Email: acampbell@bendzinski.com

Firm Overview

1.1 Description

Bendzinski & Co. was created in 1976 to provide independent financial advice to municipalities. Our Registered Municipal Advisor professionals, Bobby Bendzinski, Stephen Hayduk and Andy Campbell have over 67 years of combined experience as municipal advisors and have collectively served over 650 Michigan communities.

Bendzinski & Co. is a Registered Municipal Advisor in accordance with the rules and regulations set forth by the Municipal Securities Rulemaking Board (“Board” or “MSRB”) and the Securities and Exchange Commission (“SEC”). The MSRB rules are designed to promote fair, efficient, and transparent transactions; to prevent fraudulent, manipulative and other unfair practices; and to minimize dealer and advisor conflicts of interest.

Bendzinski & Co. promises to abide by the current and any future rules and regulations set forth by the MSRB and the SEC including but not limited to:

- Provide an explicit fiduciary responsibility solely to the issuer;
- Dealing fairly with all persons;
- Will not engage in any deceptive, dishonest or unfair practices;
- Provide a duty of loyalty and care to the Issuer; and
- Make recommendations that are solely in the best interest of the issuer.

You may verify a municipal advisor’s registration on the MSRB’s website at:

<https://www.msrb.org/Registered-Firms-and-Qualified-Municipal-Advisor-Professionals>

Although these promises and rules are set forth for the issuance of bonds, we carry these duties over to all engagements with clients to ensure the highest standards for ourselves and clients.

1.2 Involvement

Bendzinski & Co.’s Registered Municipal Advisors are members of many industry organizations, as well as subject matter experts that regularly speak on various topics at conferences. Some of the organizations we are involved in are:

- American Water Works Association (AWWA) - Michigan Section
- Government Finance Officers Association (GFOA)
- Michigan Government Finance Officers Association (MGFOA)
- Michigan Municipal Executives (MME)
- Michigan Municipal League (MML)
- Michigan Township Association (MTA)
- Michigan Water Environment Association (MWEA)
- National Association of Municipal Advisors (NAMA)
- Bond Club of Detroit



Scope

Bendzinski & Co. will provide all the necessary and additional services needed to complete the tasks of a Registered Municipal Advisor. The process will focus on proven, as well as innovative solutions to provide the best financial terms to the City. Example scope items we include in all bond issues are below:

- Act on behalf of the City of Sturgis (the "Issuer") with a fiduciary duty, which shall include dealing fairly with all persons in accordance with the rules and regulations set forth by the Municipal Securities Rulemaking Board ("Board" or "MSRB") and the Securities and Exchange Commission ("SEC");
- If necessary, prepare with officials, the forms required by the Municipal Finance Division of the Michigan Department of Treasury;
- Prepare complete financial information in cooperation with officials and engineers in order to arrive at the amount of the issue to be sold;
- Development of cash flow analysis and revenue sources to meet the principal and interest obligations on the proposed bonds;
- Prepare a time schedule, illustrating the steps necessary to issue the bonds for the project;
- With input from the Issuer, determine whether a private placement, competitive or a negotiated sale is the most beneficial to the issuance of the bonds depending on the selected bond issue type and current market conditions, and then develop a plan of finance;
- Prepare bond specifications for bond counsel including interest rate limitations, redemption provisions, bidding, and good faith details;
- Assist with the selection of registrar/transfer/paying agent, if necessary;
- Assist the Issuer with the selection of an underwriter or placement agent, if necessary;
- Prepare Preliminary and Official Statements, or any other form of disclosure that may be required based on information provided by Issuer, in accordance with the provisions of S.E.C. Rule 15c2-12;
- If the Bonds are to be rated, advising and assisting with the selection of rating agencies. Preparation of materials to be provided to ratings agencies and in developing strategies with officials for meetings with ratings agencies;
- A representative of Bendzinski & Co. shall review the bids for compliance with the terms set forth by the Issuer;
- After the bids are received, Bendzinski & Co. will calculate and verify the True Interest Cost on the bids submitted.
- Prepare an easy to read comparison of all the bids received;

Scope (continued)

- Prepare final closing memo, pricing numbers including the final debt service schedule, pricing summary, and sources and uses of funds based on lowest bid;
- Meeting attendance, both virtually and in-person; and
- Usual and customary Registered Municipal Advisor services as may be requested by the Issuer.

Experience, Team and References

4.1 Similar Client and Bond Issue Experience

Bendzinski & Co.'s Registered Municipal Advisors have industry leading knowledge in the state of Michigan. We currently serve all types of communities and authorities, large and small. Our Registered Municipal Advisors have been the **main point of contact for over 400 closed bond issues in the past five years**. These bond issues have helped many communities in your area including:

- Village of Vicksburg*
- City of Buchanan*
- Village of Quincy*
- Village of Constantine*
- Village of Union City*
- Hillsdale County
- City of Jonesville*
- City of Hudson*

It is also important to note that Andy has worked with the City of Sturgis for many years on bond issues and project discussions. He worked on the 2013 and 2014 bonds for the city. He has also been involved in the preliminary discussions for the hospital refunding bonds and is familiar with the situation.

Bendzinski & Co. has extensive experience with Downtown Development Authority bond issues, including the following in the past few years (with the Municipal Advisor Representative for managing the deal):

- City of Jonesville* – Andy
- City of Wyandotte – Stephen
- Village of Lake Orion – Stephen
- Fruitport Township – Stephen

Experience, Team and References (continued)

Bendzinski & Co. has extensive experience with Brownfield Redevelopment Authority bond issues, including the following in the past few years (with the Municipal Advisor Representative for managing the deal):

- Charter Township of Redford – Stephen
- City of Bay City – Stephen
- Charter Township of Northville – Stephen
- City of Grand Blanc – Stephen

Bendzinski & Co. has extensive experience with Building Authority bond issues, including the following in the past few years (with the Municipal Advisor Representative for managing the deal):

- City of Mason – Andy
- City of Buchanan* – Andy
- Village of Cassopolis – Stephen

Bendzinski & Co. has extensive experience with Building Authority bond issues, including the following in the past few years (with the Municipal Advisor Representative for managing the deal):

- City of Marshall – Stephen

* These bond issues were completed by Andy while he was at a different firm.

A list of all recently completed bond issues performed by Bobby, Stephen and Andy (Andy's experience is while he was at a different firm until he joined Bendzinski & Co. in July 2024) are included in Appendix I.

4.2 Consultant Team

We understand that the City wants to work with the best industry experts for this project. For this project, the Bendzinski & Co. team will include the following people:

- Andy Campbell, CPA – Registered Municipal Advisor (Lead)
- Stephen Hayduk, CPA – Registered Municipal Advisor
- Aricca Thelen – Consultant

The team will be led by Andy Campbell. He has personally served over 250 local governments throughout Michigan in his 12 years in the business. It is also important to note that Andy, Stephen and Aricca will be the City's contacts from the inception of the projects to the delivery of the final product, and any council presentations desired.

Andy, Stephen and Aricca's resumes are included in Appendix II.

Experience, Team and References (continued)

4.3 References

We are always happy to provide relevant references that we believe can vouch for the integrity, knowledge, work product and overall experience provided by the team. Below are five references that you may find helpful:

- Jim Mallery, Village Manager – Village of Vicksburg
 - Phone: 269-649-1919
 - Email Address: jmallery@vicksburgmi.org
- Tim Lynch, Interim City Manager – City of Buchanan
 - Phone: 269-695-3844
 - Email Address: tlynch@cityofbuchanan.com
- Jeff Gray, City Manager – City of Jonesville
 - Phone: 517-849-2104
 - Email Address: jgray@jonesville.org
- Brittany Butler, Village Manager – Village of Quincy
 - Phone: 517-639-2530
 - Email Address: bbutler@quincy-mi.org
- Mark Honeysett, Village Manager – Village of Constantine
 - Phone: 269-435-2085
 - Email Address: mhoneysett@comcast.net

Compensation for Services

Bendzinski & Co. does not track bond engagements by billable hours as we believe that each engagement is unique and requires personalized service. It is important for both us and the client to be thorough and complete, without the worry of additional meetings or additional time creating additional fees. With this in mind, we are proposing the following fee structure:

Billing Schedule				
Base Fee up to \$500,000				\$7,500.00
From	500,000	To	2,000,000	Per Thousand 5.00
From	2,001,000	To	3,000,000	Per Thousand 4.00
From	3,001,000	To	4,000,000	Per Thousand 3.00
From	4,001,000	To	5,000,000	Per Thousand 2.00
From	5,001,000	To	30,000,000	Per Thousand 1.00
Over	30,001,000	To		Per Thousand 0.50
Totals				

Example Calculation	
Bonds and Premium Par Amount	Calculated Invoice
500,000	\$7,500.00
1,500,000	7,500.00
	-
	-
	-
	-
	-
2,000,000	\$15,000.00

The fees are payable upon closing of the bonds. We have never charged an additional fee for additional time or meetings. These fees can be considered not-to-exceed and final.

While we don't typically charge engagements on an hourly basis. With some consulting engagements where minimal time and no bond issue is expected, we charge an hourly fee of \$250/hour.

Appendix I: Recently Completed Bond Issues

The following table shows bond issues our Registered Municipal Advisors have personally managed and advised on in the past three years. Some of these were completed by Andy while he was at a different firm.

Client	Bond Sale Process	Par Amount
Addison Village	Bank Request for Proposals	250,000
Addison Village	State Revolving Fund	1,620,000
Albion City	Bank Request for Proposals	573,000
Antrim County	Competitive	3,875,000
Baldwin Village	Bank Request for Proposals	1,250,000
Baldwin Village	Bank Request for Proposals	300,000
Bath Charter Township	Private Placement	2,140,000
Bay City	Competitive	14,500,000
Bay County	Competitive Sale	6,035,000
Bay, Saginaw and Tuscola Counties	Private Placement	595,000
Belding City	Private Placement	1,980,000
Belding City	Government Placement	27,490,000
Bentley & DePue Drain Drainage District	Competitive	3,295,000
Benton Charter Township	State Revolving Fund	12,740,000
Bloomfield Charter Township	Competitive	3,055,000
Branch Township	Private Placement	995,000
Buchanan City	Competitive Sale	4,930,000
Burton City	Government Placement	3,030,000
Burton City	Government Placement	2,655,000
Calhoun County	Negotiated	12,355,000
Calhoun County	Negotiated	16,620,000
Capac Village	Government Placement	1,335,000
Cass County	Negotiated	6,650,000
Cass County	Negotiated	1,110,000
Cheboygan City	Government Placement	6,096,000
Chesterfield Charter Township	Competitive	3,805,000
Chesterfield Charter Township	Competitive	14,150,000
Cleon Township	USDA Rural Development	650,000
Clinton Area Transit System	Private Placement	3,100,000
Clinton County	Competitive	18,000,000
Clinton Village	Bank Request for Proposals	1,500,000
Columbia Charter Township	Competitive Sale	1,180,000
Columbiaville Village	Government Placement	2,545,750
Commerce Charter Township	State Revolving Fund	5,500,000
Comstock Township	Bank Request for Proposals	1,563,000
Constantine Village	USDA Rural Development	9,900,000
Constantine Village	USDA Rural Development	6,605,000
Constantine Village	USDA Rural Development	3,495,000
Crooked and Eagle Lakes Lake Level Special Assessment District	Competitive	1,975,000
Crooked Brook Intercounty Drain Drainage District	Private Placement	1,249,000
Cummings Drain Drainage District	Private Placement	1,250,000
Decatur Village	USDA Rural Development	2,032,000
Decatur Village	USDA Rural Development	2,843,000
Delhi Charter Township	State Revolving Fund	6,618,000
Delta Charter Township	Government Placement	82,725,000
Delta Charter Township	Competitive	13,745,000
Dexter City	Competitive Sale	7,845,000
Dillon Drain Drainage District	Competitive	2,340,000

Durand City	Bank Request for Proposals	1,226,000
Durand City	State Revolving Fund	2,500,000
East China Charter Township	Government Placement	3,080,000
Eastpointe City	Government Placement	5,970,000
Eastwood Drain Drainage District	Competitive	910,000
Eaton and Ingham Counties	Private Placement	3,700,000
Eaton and Ingham Counties	Private Placement	300,000
Eaton County	Competitive	3,540,000
Ecorse City	Government Placement	3,000,000
Edwardsburg Village	Bank Request for Proposals	2,500,000
Elberta Village	USDA Rural Development	1,406,000
Elberta Village	State Revolving Fund	1,985,000
Escanaba City	State Revolving Fund	4,935,000
Farwell Village	USDA Rural Development	794,000
Fenton Charter Township	Bank Request for Proposals	216,000
Fenton Charter Township	Bank Request for Proposals	666,000
Ferndale City	Negotiated	9,580,000
Ferndale City	Negotiated	11,415,000
Flat Rock City	Competitive	6,000,000
Forsyth Township	State Revolving Fund	375,000
Glenn No. 2 Drain Drainage District	Private Placement	834,000
Grand Blanc Charter Township	Private Placement	4,115,000
Grand Blanc City	Competitive	2,400,000
Gratiot and Montcalm Counties	Private Placement	539,000
Grosse Ile Township	Competitive	13,950,000
Grosse Ile Township	Private Placement	455,711
Grosse Pointe City	Competitive	3,570,000
Grosse Pointe Shores Village	Competitive	8,055,000
GRSD Sewer Authority	Competitive Sale	2,747,000
Handy Township	Bank Request for Proposals	2,132,000
Hanley Drain Drainage District	Private Placement	288,000
Harrison City	USDA Rural Development	1,504,000
Harrison City	USDA Rural Development	1,229,000
Hart City	State Revolving Fund	6,175,000
Hart City	State Revolving Fund	1,432,500
Hart City	State Revolving Fund	3,070,000
Hartford City	State Revolving Fund	372,500
Hartford City	State Revolving Fund	3,950,000
Hesperia Village	Bank Request for Proposals	2,000,000
Hillsdale County	Bank Request for Proposals	2,700,000
Hillsdale County	Bank Request for Proposals	2,800,000
Hillsdale County	Bank Request for Proposals	2,900,000
Howe Brandymore Drain Drainage District	Competitive	3,460,000
Howell City	Government Placement	1,769,500
Howell City	Government Placement	160,000
Howell City	Competitive	2,400,000
Huron and Sanilac Counties	Private Placement	700,000
Imlay City	Competitive Sale	1,000,000
Independence Charter Township	Government Placement	4,000,000
Iosco Township	Bank Request for Proposals	3,605,000
Isabella County	USDA Rural Development	41,500,000
Ives Drain Drainage District	Private Placement	2,096,000
Jonesville City	Competitive Sale	1,000,000
Kalamazoo County	Competitive	55,235,000
Kaleva Village	USDA Rural Development	1,117,000
Kaleva Village	State Revolving Fund	420,000
Kingsford City	State Revolving Fund	3,215,940
Kingsford City	USDA Rural Development	1,284,000
Laingsburg City	Private Placement	1,000,000
Lake Mitchell Sewer Authority	USDA Rural Development	9,388,000

Lake Orion Village	Negotiated	3,500,000
Lake Orion Village	Negotiated	1,500,000
Lincoln Park City	Government Placement	2,681,750
Lincoln Park City	Competitive	6,845,000
Linden City	Competitive Sale	2,965,000
Linden City	Competitive Sale	1,045,000
Little Eagle Creek Drain Drainage District	Private Placement	208,000
Lyon Charter Township	Competitive Sale	2,705,000
Madison Heights City	Competitive Sale	6,390,000
Marcellus Village	State Revolving Fund	3,250,000
Marion Village	Bank Request for Proposals	590,000
Marion Village	State Revolving Fund	5,730,000
Marshall City	Private Placement	2,200,000
Marshall City Local Development Finance Authority	Negotiated	6,445,000
Marysville City	Government Placement	4,855,000
Mason City	State Revolving Fund	30,985,000
Mattawan Village	Bank Request for Proposals	526,000
Melvindale City	Government Placement	3,370,500
Melvindale City	Government Placement	3,000,000
Melvindale City	Government Placement	142,500
Mendon Village	USDA Rural Development	2,692,000
Mendon Village	USDA Rural Development	1,751,000
Mount Pleasant City	Negotiated	8,500,000
Mt. Haley No. 15 Drain Drainage District	Private Placement	1,655,000
Mt. Pleasant City	Government Placement	18,000,000
Muskegon Heights City	State Revolving Fund	7,685,000
Negaunee City	Competitive Sale	5,810,000
Negaunee City	Bank Request for Proposals	233,000
New Baltimore City	Government Placement	3,860,000
Newberry Village	State Revolving Fund	512,500
North County Line Intercounty Line Drain Drainage District	Private Placement	1,005,000
Ogemaw County	Competitive Sale	4,535,000
Onsted Village	State Revolving Fund	2,837,500
Ontonagon Village	State Revolving Fund	7,065,000
Orchard Lake Village City	Competitive	4,345,000
Orchard Park Intercounty Drain Drainage District	Competitive	1,880,000
Ovid City	State Revolving Fund	1,860,000
Parchment City	USDA Rural Development	2,571,000
Parker Swamp Drain Drainage District	Competitive	1,330,000
Pointe Aux Barques Township	Government Placement	1,830,000
Quincy Village	Bank Request for Proposals	257,000
Quincy Village	Bank Request for Proposals	207,000
Quincy Village	State Revolving Fund	425,000
Quincy Village	State Revolving Fund	1,505,000
Quincy Village	Bank Request for Proposals	954,000
Rainbow Lake Drain Drainage District	Private Placement	363,000
Reading City	Bank Request for Proposals	950,000
Romeo Village	Competitive	4,345,000
Ross Township	Bank Request for Proposals	1,095,000
Royal Oak Charter Township	Government Placement	3,400,000
Royal Oak Charter Township	Government Placement	800,000
Saginaw and Shiawassee Counties	Private Placement	400,000
Saginaw County	Competitive	3,600,000
Saline City	Competitive Sale	6,500,000
Saline City	State Revolving Fund	65,000,000
Sandusky City	Bank Request for Proposals	1,000,000
Sandusky City	State Revolving Fund	56,056
Sandusky City	Bank Request for Proposals	634,000
Saugatuck Township	Bank Request for Proposals	478,000
Savage Drain Drainage District	Competitive	2,420,000

Severens Drain Drainage District	Private Placement	323,000
Shelby Village	USDA Rural Development	2,337,000
Shelby Village	State Revolving Fund	1,196,240
Shiawassee County	Negotiated Sale	36,880,000
Shinabarger Drain Drainage District	Private Placement	709,000
Smith Drain Drainage District	Private Placement	328,000
Southern Clinton County Sewer Authority	State Revolving Fund	21,600,000
St. Clair City	Government Placement	8,975,730
St. Clair County	Negotiated	6,890,000
St. Clair River Sewer & Water Authority	Government Placement	6,500,000
St. Johns City	Competitive Sale	3,000,000
Swartz Creek City	Competitive Sale	6,400,000
Swartz Creek City	USDA Rural Development	4,030,000
Thompsonville Village	USDA Rural Development	656,000
Thompsonville Village	USDA Rural Development	244,000
Thornapple Township	Private Placement	995,000
Trenton City	Private Placement	1,135,000
Troy City	Negotiated	4,620,000
Trumbull Drain Drainage District	Competitive	1,195,000
Vassar City	State Revolving Fund	8,910,000
Vicksburg Village	USDA Rural Development	1,075,000
Watson and Watson Chris J. Drive Branch Drain Drainage District	Private Placement	882,000
Watson No. 2 Drain Drainage District	Private Placement	700,000
West Branch City	State Revolving Fund	6,230,000
West Iron County Sewer Authority	State Revolving Fund	4,092,500
Westphalia Village	State Revolving Fund	180,000
Westphalia Village	State Revolving Fund	1,274,000
White Lake Charter Township	Government Placement	2,654,500
White Pigeon Village	Bank Request for Proposals	900,000
Woodview Estates Drain Drainage District	Private Placement	612,000
	Total	<u>993,560,677</u>

Appendix II: Resumes



Andy Campbell, CPA
Registered Municipal Advisor
acampbell@bendzinski.com
517-580-0277

Andy Campbell, CPA has provided assistance to local governments, utilities and libraries since 2013. His experience includes bond issuance, installment purchase agreements, government grant/loan programs, asset management planning, rate studies and tax increment finance. He is a graduate of the Central Michigan University, where he received his Bachelor's Degree in Business Administration, with a Major in Finance and Accounting.

Specific Experience

- Assists local governments, counties, libraries and authorities to obtain financing for projects through issuance of tax-exempt and taxable bonds
- Develops cash flow estimates, asset management financial plans and user rate charges

Industry Involvement

- Michigan Government Finance Officers Association (MGFOA)
- MGFOA Professional Development Committee
- Michigan Water Environment Association
- American Water Works Association
- Michigan Municipal Executives
- Michigan Township Association
- American Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants
- Bond Club of Detroit President



Stephen N. Hayduk, CPA
Registered Municipal Advisor
shayduk@bendzinski.com
313-572-1220

Stephen N. Hayduk, CPA, is an experienced Municipal Finance Advisor with over eight years of experience in public accounting, financial transaction advisory services, and municipal finance with strong interpersonal, analytical, and problem solving skills with experience across several industries; including Benefits Administration, Automotive, Manufacturing, Agriculture, and Financial Services.

He is a graduate of Michigan State University - Eli Broad College of Business and has a Master of Science in Finance from the University of Michigan - College of Business. He has passed the MSRB's Municipal Advisory Representative Qualification Examination (Series 50).

Industry Involvement:

- Michigan Government Finance Offers Association (MGFOA)
- Michigan Municipal Executives (MME)
- Michigan Township Association (MTA)
- Bond Club of Detroit
- American Institute of Certified Public Accountants



Aricca Thelen

Consultant

athelen@bendzinski.com

517-295-1051

Aricca Thelen has been actively assisting municipalities since 2022. Her experience includes bond issuances, comprehensive water and sewer rate studies, and presenting at meetings. She is a graduate of Michigan State University where she received her bachelor's degree in Natural Science, with a major in Probability and Statistics and a minor in Mathematics.

Industry Involvement:

- Michigan Government Finance Offers Association (MGFOA)
- Michigan Municipal Executives (MME)
- Michigan Township Association (MTA)
- Bond Club of Detroit

**City of Sturgis
City Commission
Regular Meeting**

Agenda Item 10D

**NOTICE OF INTENT RESOLUTION
CAPITAL IMPROVEMENT BONDS**

CITY OF STURGIS
County of St. Joseph, State of Michigan

Minutes of a regular meeting of the City Commission of the City of Sturgis, County of St. Joseph, State of Michigan, held on February 26, 2025, at 6:00 p.m., prevailing Eastern Time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, the City of Sturgis, County of St. Joseph, State of Michigan (the “City”) intends to issue general obligation limited tax bonds (the “Bonds”) pursuant to Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), in one or more series, in an aggregate principal amount of not to exceed Three Million, Two Hundred Thousand Dollars (\$3,200,000), for the purpose of paying the costs of improving, replacing and reconstructing water main, streets, and sidewalks in the City, including St. Joseph Street, N. Clay Street and N. Park Street, together with necessary rights-of-way and related infrastructure improvements and all appurtenances and attachments thereto (the “Project”); and

WHEREAS, a notice of intent to issue the Bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the City intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the City for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk is authorized and directed to publish a notice of intent to issue bonds in a newspaper of general circulation in the City.

2. The notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.

3. The City Commission does hereby determine that the foregoing form of Notice of Intent to Issue Bonds, and the manner of publication directed, is the method best calculated to give notice to the City’s electors and taxpayers residing in the boundaries of the City of the City’s intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is

directed.

4. The City may incur expenditures for the Project prior to receipt of proceeds of the Bonds and may advance moneys for that purpose from funds available to the City, to be reimbursed from proceeds of the Bonds when available. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) The City reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Project which were paid or will be paid from funds of the City subsequent to sixty (60) days prior to today.
- (b) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$3,200,000.
- (c) A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the Bonds to reimburse the City for a capital expenditure made pursuant to this resolution.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Commissioners _____

NAYS: Commissioners _____

RESOLUTION DECLARED ADOPTED.

Kenneth Rhodes, City Clerk/Treasurer

I hereby certify that the attached is a true and complete copy of a resolution adopted by the City Commission of the City of Sturgis, County of St. Joseph, State of Michigan, at a regular meeting held on February 26, 2025, and that public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Kenneth Rhodes, City Clerk/Treasurer

EXHIBIT A

NOTICE TO TAXPAYERS AND ELECTORS OF THE CITY OF STURGIS OF INTENT TO ISSUE BONDS AND THE RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE that the City of Sturgis, County of St. Joseph, State of Michigan (the "City"), intends to issue and sell its general obligation capital improvement bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in one or more series, in an aggregate principal amount of not to exceed Three Million, Two Hundred Thousand Dollars (\$3,200,000), for the purpose of paying the costs of improving, replacing and reconstructing water main, streets, and sidewalks in the City, including St. Joseph Street, N. Clay Street and N. Park Street, together with necessary rights-of-way and related infrastructure improvements and all appurtenances and attachments thereto.

SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL OF AND INTEREST ON SAID BONDS shall be payable from the general funds of the City lawfully available for such purposes including property taxes levied within applicable constitutional, statutory and charter tax rate limitations.

BOND DETAILS

SAID BONDS will be payable in not more than twenty (20) annual installments, with interest rates to be determined at a public or negotiated sale but in no event to exceed the maximum permitted by law on the unpaid balance from time to time remaining outstanding on said bonds.

RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 517, Act 34, Public Acts of Michigan, 2001, as amended.

Kenneth Rhodes
City Clerk/Treasurer
City of Sturgis

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