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PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
AGENDA

FOR THE REGULAR MEETING OF
MONDAY, MARCH 12, 2018 AT 7:00 P.M.

AT THE
LOWELL CITY HALL
CITY COUNCIL CHAMBERS
SECOND FLOOR
301 EAST MAIN STREET

1. CALL TO ORDER: PLEDGE OF ALLEGIANCE, ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS
 - a. February 12, 2018 – Regular Meeting
4. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA
5. OLD BUSINESS
 - a. Chapter 19 – Off-Street Parking and Loading
6. NEW BUSINESS
 - a. Chapter 20 - Signs
7. STAFF REPORT
8. COMMISSIONERS REMARKS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
PLANNING COMMISSION-CITIZEN ADVISORY COMMITTEE
CITY OF LOWELL, MICHIGAN
FOR THE REGULAR MEETING OF
MONDAY, FEBRUARY 12, 2018 AT 7:00 P.M.**

1. CALL TO ORDER: PLEDGE OF ALLEGIANCE, ROLL CALL.

The Meeting was called to order at 7:00 p.m. by Chair Barker.

Present: Commissioners David Cadwallader, Marty Chambers, Colin Plank, Amanda Schrauben, and Chair Barker.

Absent: None.

Also Present: City Manager Mike Burns, City Clerk Susan Ullery and Williams and Works Planner Andy Moore.

2. APPROVAL OF AGENDA.

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to approve the agenda as written.

YES: 5. NO: 0. ABSENT: 0. MOTION CARRIED.

3. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING.

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to approve the minutes of the January 8, 2018 meeting for the Public Hearing for Ordinance 18-01.

YES: 5 NO: 0. ABSENT: 0. MOTION CARRIED.

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to approve the minutes of the January 8, 2018 meeting for the Public Hearing for Ordinance 18-02.

YES: 5 NO: 0. ABSENT: 0. MOTION CARRIED.

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to approve the minutes of the January 8, 2018 regular meeting as written.

YES: 5 NO: 0. ABSENT: 0. MOTION CARRIED.

4. PUBLIC COMMENTS AND COMMUNICATIONS CONCERNING ITEMS NOT ON THE AGENDA.

Greg Canfield of 306 Elm Street spoke in reference to the need of submitting a site plan when someone is just putting up a wall or partition in the basement of a house.

5. **OLD BUSINESS.**

a. **Zoning Ordinance Text Amendments.**

Andy Moore of Williams and Works stated that at the January Planning Commission meeting, there was a Public Hearing in reference to Short-Term Rentals and Chapter 22, which is Administration and Enforcement.

Moore stated that at the last City Council meeting there was little bit of concern regarding the language in Section 22.02 (c) regarding zoning compliance permits. Some of the discussion was that if someone is doing work inside the building or in the basement, and not affecting anything on the outside, why are building compliance permits required. Moore explained that the City Council tabled this discussion and suggested the issue be brought back to the Planning Commission for further review.

Greg Canfield spoke in reference to the language in Section 22.02 (c) and what the need is for a compliance permit if they are just putting a wall partition in the basement. Canfield commented that this is all about revenue, but why would he need a site plan to put a wall up in a basement when there is nothing affected on the outside of the building.

Moore explained that because Cascade Inspection Services does the City's building inspections, the City needs a paper trail so that we can view what's going on. Zoning enforcement doesn't include just the outside of a building but also how the property is used. There could be instances where the use of the building has changed and it would have an impact on the rest of the neighborhood, such as parking or noise. The City needs to make sure it is still compatible with how the property is zoned. He believed there is value in having a process and making it work.

Chair Barker stated that he sympathizes with the idea that there are closed repairs that necessarily should not need a permit, but also sympathizes with the City position and the Commission position that if you start eliminating some of those, where do you draw the line and who draws the line, but the point of the matter is, who makes the decision as to how many permits you need and things of that nature.

By general consensus, the Commission agreed to have Moore bring recommendations and changes to the City Council for approval.

6. **NEW BUSINESS.**

a. **Chapter 19 - Parking.**

Andy Moore of Williams and Works reviewed Chapter 19 – Parking.

Section 19.03 (B) requires that parking lots be surfaced with either asphalt or concrete or “such surfaces approved by the Planning Commission.” This language is acceptable, though the Commission should consider alternative surface materials such as pervious pavements, asphalt millings, and similar materials and discuss what would be acceptable. Moore stated there are no changes to this section.

Section 19.03 (D) requires that any parking lot adjacent to a residential district (even if it is across the street) be setback at least twenty feet from its property line. This is a difficult provision to enforce in most of the City where there exists a traditional grid pattern of streets and blocks. By applying a 20' setback around the perimeter of these areas, plus the required landscape islands, the potential amount of

parking is significantly reduced. The Commission should consider revising this provision due to the amount of property that is owned, especially when it comes to churches.

Section 19.03 (J) would allow for the amount of required parking to be reduced in instances where parking lots are shared and peak parking demand overlaps.

Section 19.03 (M) permits the Planning Commission or Zoning Enforcement officer to adjust the parking requirements of the Ordinance, if the applicant sufficiently demonstrates that fewer spaces are needed.

Chair Barker advised there is a training session scheduled for March 15, 2018. It will be held at the Eberhard Center in Grand Rapids. This would be beneficial for new members.

7. **STAFF REPORT.**

There was no report.

8. **COMMISSIONERS REMARKS**

Chair Barker thanked Commissioner Cadwallader for filling in for him while he was gone. Chair Barker also mentioned that the Vergennes Township Master Plan has been distributed for comments and it is available on their website. If you have any questions or comments on their process or on the Plan document, please write to the Planning Commission at Vergennes Township or email them within 42-days.

9. **ADJOURNMENT.**

IT WAS MOVED BY CADWALLADER and seconded by CHAMBERS to adjourn at 8:02 p.m.

DATE:

APPROVED:

Bruce Barker, Chair

Susan S. Ullery, City Clerk

CHAPTER 19. - OFF-STREET PARKING AND LOADING

SECTION 19.01. - SCOPE.

In all zoning districts, off-street parking facilities for the storage and parking of self-propelled motor vehicles for the use of occupants, employees and patrons of the buildings hereafter erected, altered or extended after the effective date of this ordinance, shall be provided as herein prescribed. Such space shall be maintained and shall not be encroached upon so long as said main building or structure remains, unless an equivalent number of such spaces are provided elsewhere in conformance with this ordinance.

(Ord. No. 95-06, § 1, 12-27-95)

SECTION 19.02. - LOCATION OF PARKING.

A. Residential districts and uses.

1. The off-street parking facilities required for single- and two-family dwellings shall be located on the same lot or plot of ground as the building they are intended to serve, but shall not be considered a parking lot under the provisions of this chapter. Such parking shall only be permitted in a driveway apron in the front yard or in an enclosed garage. Parking on any other portion of the front yard is not permitted.
2. Parking areas and driveways shall be hard surfaced and be constructed from the street or alley to the dwelling or accessory building to create a dustless surface, minimize maintenance, and establish an attractive pathway to homes or buildings.
3. The off-street parking facilities for multiple-family dwellings shall be located on the same lot or plot of ground as the dwellings they are intended to serve, and shall consist of a parking lot as defined in this chapter.
4. The off-street parking required for manufactured home parks may be located on each site or in parking lots conveniently located and readily accessible to each site. Each parking space must meet the minimum area requirements of this ordinance.

B. Nonresidential districts and uses.

~~B.1. Except for the C-2 District and the MU District, the off-street parking required for nonresidential districts~~ and uses shall be located on each site or in parking lots within four hundred (400) feet of and readily accessible to each site.

~~C.2. In the C-2 District and the MU District, parking shall be provided on the same lot as the use, unless the property adjoins or has access to a community parking lot or a common parking area maintained by participating property owners. In the C-2 and MU districts, on-street or off-street public parking within 400 feet of the use may be counted toward the minimum parking requirement.~~

SECTION 19.03. - PARKING AREA APPLICATION AND DESIGN.

A. Plan submission and approval.

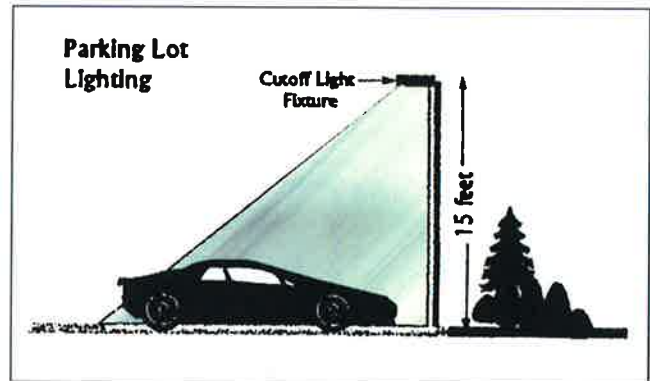
1. The construction of any parking lot shall be in accordance with the requirements of the provisions of this ordinance and such construction shall be completed and approved

by the zoning enforcement officer and building inspector before actual use of the property as a parking lot and before a certificate of occupancy is issued.

2. Plans for the development of any parking lot must be submitted to the zoning enforcement officer, prepared at a scale of not less than one (1) inch equals fifty (50) feet and indicating existing and proposed grades, drainage, pipe sizes, dimensions of typical parking spaces, type of curbing, drive and aisle dimensions, lighting, adjacent main buildings, sidewalks, landscaping, surfacing and base materials to be used, and the layout of the proposed parking lot. The plans are to be prepared in a presentable form by person or persons competent in such work and shall conform to the provisions of this ordinance.

- B. All parking facilities, access driveways and commercial storage areas shall be hard surfaced with a pavement of poured cement or rolled asphalt. The Planning Commission may approve alternative surfaces of similar durability, provided that they form a dustless surface, and are ~~or such surfaces approved by the Planning Commission, shall be~~ graded and drained so as to dispose of surface water which might accumulate within or upon such area. All parking facilities, and shall be completely constructed prior to a certificate of occupancy being issued.

- C. All illumination for all parking lots in nonresidential districts shall be deflected away from adjacent residential areas and shall be installed in such a manner as to allow the reduction of the amount of light on other than normal parking hours each day.



1. The source of illumination in all parking lots abutting a residential district or use shall not be higher than fifteen twenty (1520) feet above the parking lot surface.
2. All light fixtures shall be of a cutoff design, so as to maximize the direction of the light toward the ground, and comply with Section 4.24 of this Ordinance.
- D. When a required nonresidential parking lot is situated on a parcel which adjoins a residential district, either abutting directly or across a street, the respective parking area shall be setback a minimum of twenty-ten feet (2010) feet, excluding any parking or drives, from any lot line unless a greater setback is required by the Planning Commission or any other provision of this ordinance.
- E. ~~Required nonresidential~~ Nonresidential parking lots abutting a residential district or use shall be effectively screened from neighboring residential districts and uses by a decorative fence or wall, or a landscaped equivalent. All parking lots shall contain landscaping in accordance with Section 4.26,E.3.
- F. Adequate ingress and egress to the parking lot, by means of limited and clearly defined drives, shall be provided for all vehicles. Such drives shall be located so as to minimize traffic conflicts with adjoining uses and streets, but in no case shall be located nearer than twenty-five (25) feet to any public street intersection, as measured from the nearest edge of the driveway to the nearest edge of the public street pavement.

- G. Wheel stops shall be provided and so located as to prevent any vehicle from projecting over the lot or setback lines. Such devices shall be securely anchored into the parking lot to ensure that they remain stationary.
- H. Plans for the layout of off-street parking facilities shall be in accordance with the following minimum regulations. The minimum parking space dimensions for a layout not provided for in the regulations shall be nine (9) feet in width, eighteen (18) feet in length, and one hundred and sixty-two (162) square feet in area.

(Ord. No. 95-06, § 1, 12-27-95; Ord. No. 04-1, § 6, 3-15-04)

Parking Pattern	Aisle Width		Parking Space		Total Aisle Width Two Tiers of Spaces Plus Maneuvering Lane	
	2 Way	1 Way	Width1	Length2	1Way	2 Way
Parallel Parking	18 Ft.	12 Ft.	9 Ft.	25 Ft.	30 Ft.	36 Ft.
30-75 degree	24 Ft.	12 Ft.	9 Ft.	21 Ft.	48 Ft.	60 Ft.
76-90 degree	24 Ft.	15 Ft.	9 Ft.	18 Ft.	55 Ft.	64 Ft.

Parking Space Dimensions

1 Measured perpendicular to the longitudinal space centerline.
2 Measured along the longitudinal space centerline.

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SECTION 19.04. - PARKING RESTRICTIONS.

- A. **Compliance.** Off-street parking existing at the effective date of this ordinance which serves an existing building or use, shall not be reduced in size to less than that required under the terms of this ordinance.
- B. **Fractions.** When units or measurements determining number of required parking spaces result in requirement of a fractional space, the fraction shall be considered one (1) required parking space.
- C. **Unlisted uses.** Requirements for a use not mentioned shall be the same for that use which is most similar to the use not listed, as determined by the zoning enforcement officer.
- D. **Building and use changes.** Additional parking shall be provided and maintained in proper ratio to any increase in floor area or building use capacity or change of use.
- E. It shall be unlawful for any person to park or store any motor vehicle without the express written consent of the owner, holder, occupant, lessee, agent, or trustee of such property. However, in no case shall vehicles be parked in any required off-street parking lot for the sole purpose of displaying such vehicle for sale, except in approved and licensed vehicle sales lots. It shall be unlawful to use any of the off-street parking or loading area established to meet the requirements of this ordinance for any purpose other than the parking of licensed vehicles or the loading or unloading of necessary service vehicles.
- F. After the effective date of this ordinance it shall be unlawful for the owner, holder, occupant, lessee, agent, or trustee of any lot in a residential district to permit or allow the open storage or parking, either day or night, thereon of all vehicles (over one (1) ton rated capacity), semi-trucks and trailers, manufactured homes, construction equipment, and/or any other similar equipment or machinery used for commercial purposes.
- G. No vehicle parking, storage, or display shall be permitted within any street right-of-way, except that on-street parking is permitted in location's specifically designated by public authority for on-street parking. On-street parking spaces shall not be counted toward the required parking for any use, unless authorized elsewhere in this Ordinance.
- H. In hospitals, bassinets shall not be counted as beds.

- I. Where benches, pews, or other similar seating facilities are used as seats, each twenty (20) inches of such seating facilities shall be counted as one (1) seat.
- ~~J. In the case of mixed uses in the same building, the total requirements for off-street parking and loading shall be the sum of the requirements for each individual use computed separately.~~
- ~~K.J. Shared parking. Joint or collective provision of off-street parking for mixed uses in the same building or buildings or uses on two (2) or more properties shall not be less than the sum of the requirements for the participating individual uses computed separately. However, for buildings or uses where the peak parking demand does not overlap, the zoning enforcement officer or Planning Commission may authorize up to 50% reduction in the collective number of off-street parking spaces required by Section 19.07.~~
- K. Where parking requirements are determined by usable floor area, such area may be calculated exactly or may be calculated by subtracting twenty (20) percent from the gross floor area.
- L. Supplemental bike parking. For buildings and uses with twenty (20) or more off-street parking spaces, up to five (5) off-street parking spaces may be replaced with bicycle parking or bicycle racks equal to at least the number of off-street parking spaces being replaced.
- ~~L.M. Adjustment of standards. The Planning Commission may authorize an increase or decrease in off-street parking requirements when it is demonstrated that parking demand is expected to be lower or greater than the requirements of Section 19.07. In making this determination, the Commission must be provided with satisfactory evidence by the applicant justifying the proposed deviation.~~

(Ord. No. 95-06, § 1, 12-27-95; Ord. No. 00-7, § 1, 12-18-00)

SECTION 19.05. - **NONRESIDENTIAL** PARKING DEFERMENT.

The planning commission may allow an applicant to defer construction of the required number of parking spaces for nonresidential-permitted or special land uses if the following conditions are met:

- A. Areas proposed for deferred parking shall be shown on the site plan, and shall be sufficient for construction of the total number of parking spaces required in accordance with the standards of this ordinance.
- B. Alterations to the deferred parking area may be initiated by the owner or required by the zoning enforcement officer, and shall require the approval of an amended site plan, submitted by the applicant and accompanied by evidence documenting the justification for the alteration.

(Ord. No. 95-06, § 1, 12-27-95)

SECTION 19.06. – LANDSCAPING AND DESIGN.

- A. Parking lot landscaping shall be installed in accordance with Section 4.26 of this Ordinance.
- B. Parking spaces and drive aisles shall be designed in accordance with the following dimensional minimum specifications:

SECTION 19.07. - TABLE OF OFF-STREET PARKING REQUIREMENTS.

Use	Parking Space per Unit of Measurement as Follows:	
Residential		
Single and Two-family	2	Dwelling Unit
Multiple-Family		
Manufactured Home Parks		
Community Facilities		
Child Care Center, day nurseries, or nursery schools	1	four (4) persons based on licensed capacity, plus
	6	Off-street queuing spaces
Churches	1	Three (3) seats based on maximum seating capacity in the main place of assembly therein.
Convalescent homes, nursing homes, children's homes	1	Two (2) beds
Elementary and junior high schools	1.5	Classroom, plus
		Amount required for auditorium or assembly hall therein
High Schools, Colleges and trade schools	1.5	Classroom, plus
		Each eight (8) students, based on maximum occupancy load established by local, county, state, fire, health, or building codes, plus
Hospitals	2	Each bed
Libraries	1	500 square feet UFA
Private clubs and lodges	1	Two (2) persons allowed within the maximum occupancy load as established by local, county, state, fire, health, or building codes
Private tennis club, swim club, golf club or other similar uses	1	Two (2) persons allowed within the maximum occupancy load as established by local, county, state, fire, health, or building codes
		Amount required for accessory uses
Senior independent living units	2	Living unit
Senior "interim care" units, homes for the aged, retirement community housing, etc.	1	Bed
Stadium and sports arenas with fixed seating	1	Four (4) seats
Theaters, auditoriums, and assembly halls	1	Four (4) seats based on maximum seating capacity in the main place of assembly therein
Commercial		
Animal hospitals and kennels	1	400 square feet GFA

Barber shops	2	Chair
Beauty shops	3	Chair
Bed and breakfast	1	Room rented, provided on-site, plus
	2	For operator's dwelling unit
Bowling lanes alley	5	Bowling land lane, plus
		Amount required for accessory uses
Convenience stores	1	200 square feet UFA
Furniture, appliances, and household equipment repair shops, hardware stores, and other similar uses	1	800 square feet of UFA
Laundromats, coin operated dry cleaning establishment	1	Two (2) washing or dry cleaning machines
Miniature of "Par 3" golf courses	3	Hole, plus
		Amount required for accessory uses
Mortuary establishment, funeral homes, undertaking parlors	1	200 square feet of GFA, plus
		Forty (40) spaces
Motels, hotels, tourist homes	3	Two (2) guest bedrooms plus
		Amount required for accessory uses
Open air businesses (not otherwise provided for herein)	1	800 square feet of lot area used for said business
Personal served establishment (not otherwise provided for therein)	1	300 square feet of UFA
Restaurants and other establishment (other than drive-in restaurants) in which is conducted the sale and consumption on the premises of food, beverage, or refreshments	1	Two (2) persons allowed within the maximum occupancy load as established by local, county, state, fire, health, or building code OR
		100 square feet UFA (whichever is greater)
Restaurants (drive-in) or similar drive-in uses for the sale of food, beverages, or refreshments	1	75 100 square feet GFA
Retail stores except as otherwise specified herein	1	Each 200 square feet of GFA
Vehicle repair shops, including body shops, and other similar uses	1	800 square feet GFA, plus
	3	Stall or service area
Vehicle salesrooms, machinery sales and other similar uses	1	200 square feet for accessory uses
Vehicle service stations	3	Service stall
	1	Service vehicle, plus
		Amount required for convenience store, car wash wash, or tother other applicable accessory use

Vehicle wash establishment	5	Unit which represents the establishment's maximum capacity as computed by dividing the length of the mechanical wash/dry area by twenty (20) feet
Wholesale stores	1	200 square feet of GFA
Offices		
Banks (drive-in)	4	Drive-in window, plus requirement for bank
Banks (other than drive-through banks), post offices	1	200-250 square feet of GFA, plus
Business and professional offices	1	300 square feet GFA
Medical clinic and dental clinic	3	Examining room
Industrial		
Industrial or manufacturing establishing, research establishment	1	2,000 square feet GFA, plus amount required for accessory uses, with a minimum of five (5) spaces
Warehouses and storage buildings	1	2,000 square feet GFA, with a minimum of four (4) spaces

(Ord. No. 95-06, § 1, 12-27-95)

SECTION 19.08. - OFF-STREET LOADING REQUIREMENTS.

On the same premises with every building or part thereof, erected and occupied for manufacturing, storage, warehouse, goods display, department store, wholesale, market, hotel, hospital, laundry, dry cleaning, or others similarly involving the receipt or distribution of vehicles, material, or merchandise there shall be provided and maintained on the lot adequate space for standing, loading, and unloading services in order to avoid undue interference with street or parking areas.

- A. Such loading and unloading space, unless completely and adequately provided for within a building, shall be a minimum area of twelve (12) feet by forty (40) feet, with fourteen (14) foot height clearance, and shall be provided according to the following schedule.

<i>Gross Floor Area (Sq. Ft.)</i>	<i>Loading and Unloading Spaces Required</i>
0—2,000	None
2,000—20,000	One (1) Space
20,000—100,000	One (1) space plus one (1) space for each 20,000 square feet in excess of 20,000 square feet
100,000—500,000	Five (5) spaces plus one (1) space for each 40,000 square feet in excess of 100,000 square feet
Over 500,000	Fifteen (15) spaces plus one (1) space for each 80,000 square feet in excess of 500,000 square feet

- B. Off-street loading space areas shall not be construed as, or counted towards, the area required as off-street parking space area.

- C. Unless fully enclosed, a required loading space shall not face, or be visible from the frontage street, and shall not be located in a required front yard, or a side or rear yard adjoining a residential district.
- D. All maneuvering areas for loading spaces shall be located off-street and shall be designed such that no vehicle maneuvering takes place on any public street.

(Ord. No. 95-06, § 1, 12-27-95)

CHAPTER 20. - SIGNS

SECTION 20.01. - INTENT AND PURPOSE.

The purpose of this chapter is to regulate the size, number, location, and manner of construction and display of signs in the City of Lowell. This Article is further intended to protect all zoning districts from visual chaos and clutter, eliminate distractions hazardous to motorists, protect uses from excessive signage, provide ability for the public to identify premises and establishments, encourage the preservation of Lowell's historic and small-town character through sign design, and enhance the aesthetics of the community.

SECTION 20.02. - SCOPE.

- A. Compliance. It shall be unlawful for any person to erect, place, or maintain a sign in the City of Lowell except in accordance with the provisions of this chapter.
- B. Permit Required. Unless otherwise provided by this chapter, all signs shall require permits and payment of fees as determined by the City Council. No permit is required for the maintenance of a sign or for a change of copy on painted, printed, or changeable copy signs. A building permit application shall be submitted along with the supplementary material noted below.
- C. Plan Required. When a site plan is required, pursuant to Chapter 18 of the Zoning Ordinance, proposed signage shall be illustrated on the site plan showing the sign area, sign height, clearance between the ground and the bottom of the sign, sign illumination, sign location and setbacks from property lines, and other applicable information to enable the City to determine compliance with the requirements of this chapter. When a site plan is not required, a scaled drawing clearly depicting this information shall accompany the building permit application. The zoning enforcement officer may require that additional information be illustrated on a plan or drawing to determine compliance with this chapter.
- D. Additional Provisions. In addition to the provisions of this chapter, provisions of Section 11.5-6 of Chapter 11.5 of the Code shall apply to signs located in a historic district. Sponsorship signs are permitted and governed by article IV of Chapter 14 of the Code of Ordinances.

SECTION 20.03. - DEFINITIONS.

The following words shall have the meanings set forth in this section:

- ~~A. A. — Changeable copy sign: A sign that consists, in whole or in part, of a message or image that can be changed periodically, whether manually or by automatic or technical means. ____~~
- ~~B. — Construction sign: A sign which identifies the owners, financiers, contractors, architects, and engineers as well as the name of a project under construction.~~
- ~~C. — Development sign: A ground sign which identifies the name of a residential development and~~

~~which is located at an entrance to the development, for the purpose of assisting the public in determining the location of the development.~~

~~D. Directional sign: A sign which gives directions, instructions, identifying logos without text, or facility information related to the use on the property on which the sign is located, such as parking or exit and entrance signs and which sets forth no other advertisement.~~

~~B. E. Freestanding sign:~~ A sign supported by one (1) or more up-rights, poles or braces placed in or upon the ground and not attached to any building and having a clear space of at least eight (8) feet from the ground to the bottom of the sign.

~~C. F. Government sign:~~ A temporary or permanent sign erected by the City of Lowell, Kent County, the State of Michigan, or the federal government, ~~for the purpose of street direction or traffic control; to designate hours of activity or use of parking lots, recreational areas, governmental buildings or other public space; to recognize a historic landmark; or for other public purposes.~~

~~D. G. Ground sign:~~ A sign supported by a foundation or base which is at least half as wide as the sign which it supports when looking at the sign face, with no more than thirty (30) inches clearance from the bottom of the sign to the ground below.

~~E. H. Human sign:~~ A sign which is held by or attached to a human ~~being, for the purpose of advertising any goods, services, functions or specific business locations.~~

~~F. I. Internal site sign: Smaller signs internal to a parcel not oriented toward the public right-of-way. Incidental sign: A sign that, when visible from the street, identifies street address, entrances and exits, safety precautions, identifying logos, without text, and other such incidental information, and which sets forth no other advertisement. It may also refer to a sign which is not intended to be viewed from the street.~~

~~G. J. Marquee:~~ A permanent structure that projects from the exterior wall of a building.

~~H. K. Marquee sign:~~ A sign attached to a marquee, canopy, or awning projecting from and supported by the building.

~~I. L. Mean grade:~~ A reference plane representing that arithmetic mean of the lowest and highest grade elevations in an area within five (5) feet of the foundation line of a sign structure, or in the area between the sign structure foundation line and the lot line, in the case where the sign structure foundation line is less than five (5) feet from the lot line.

~~J. M. Memorial sign:~~ A sign, tablet, or plaque memorializing a person, event, structure or site.

~~K. N. Mural:~~ A graphic displayed on the exterior of a building, generally for the purposes of decoration or artistic expression, including but not limited to painting, fresco, or mosaic, ~~but not including any commercial message or advertising.~~

O. Off-premise sign or Billboard: An outdoor sign advertising services, products, activities, persons, activities or events which are not made, produced, assembled, stored, distributed,

leased, sold, or conducted upon the premises upon which the sign is located.

~~P. Placard: A sign which provides notice of a public nature, such as "No Trespassing" or "No Hunting" signs.~~

~~Q. Political sign: A temporary sign used in connection with a local, state, or federal election, political topic or opinion, or referendum.~~

~~L. R. Portable sign: A sign, usually of a temporary nature, not permanently anchored to the ground or to a building or structure, typically containing manually-changeable copy, and which obtains some or all of its structural stability with respect to wind or other normally applied forces by means of its geometry or character.~~

~~M. R. Projecting sign: A sign which projects from and is supported by the wall of a building.~~

~~S. Real estate sign: A sign located on premises containing land or buildings for sale, rent or lease, or buildings under construction and intended for sale, rent or lease.~~

~~N. T. Roof line: That line which represents the highest portion of any part of the roof structure, excepting gables, chimneys or other incidental architectural features.~~

~~O. U. Roof signs: Any sign erected, constructed and maintained wholly upon or over the roof of any building with its principal support on the roof structure.~~

~~P. V. Sandwich board sign: A movable sign not secured or attached to the ground surface, constructed in such a manner as to form an "A" or tent-like shape.~~

~~Q. W. Sign: Any device or structure, part thereof, or device attached thereto or painted or represented thereon, or any material or thing which displays numerals, letters, words, trademarks, or any other representational use for direction or designation of any person, firm, organization, place, product, service, business, establishment, activity or industry, which is located upon any land or building, in or upon a window, or indoors in such a manner as to attract attention from outside the building.~~

~~R. X. Sign area: The entire area within a regular geometric form, or combination of regular geometric forms, comprising all of the display area of the sign and including all of the elements of the matter displayed.~~

~~S. Y. Street frontage: The distance for which the front boundary line of the lot and the street line are coincident.~~

~~T. Z. Temporary sign: A display, informational sign, banner or other advertising device with or without a structural frame and intended for a limited period of display.~~

~~U. AA. Vehicle sign: A sign shall be considered a vehicle sign when the vehicle or trailer upon which the sign is painted or attached is parked or placed primarily for advertising purposes. Currently licensed commercial vehicles in general daily off-site use are not included as part of this definition.~~

V. BB.—Wall sign: A sign which is attached directly to or painted upon a building wall and which does not extend more than eighteen (18) inches therefrom with the exposed face of the sign in a plane parallel to the building wall.

W. CC.—Window sign: A sign attached to, or in close proximity to, the window surface so as to be clearly and comprehensively visible from the outside.

SECTION 20.04. - SIGNS PROHIBITED.

The following types of signs are prohibited in all zoning districts:

- A. Abandoned signs, or signs in disrepair.
- B. Air-filled or gas-filled balloon signs.
- C. Signs with moving parts, audible signs, and/or flashing signs (except traffic control devices).
- D. Roof signs.
- E. Signs or illumination imitating or resembling official traffic or government signs or signals.
- F. Vehicle signs.
- G. Off-premise signs or billboards.
- H. Other signs not expressly permitted or which do not conform to the provisions of this chapter.

SECTION 20.05. - GENERAL SIGN PROVISIONS.

A. Sign Placement.

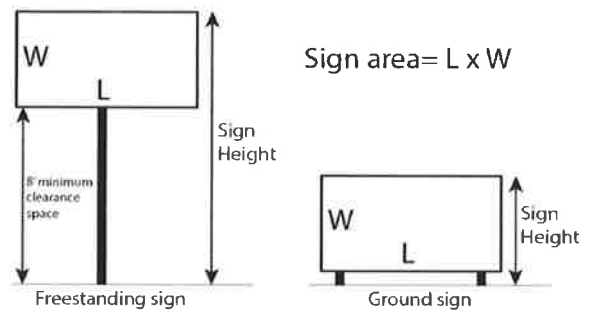
1. Unless otherwise permitted, all signs shall be located on the same parcel for which the sign is intended to serve. The provisions of this Article are not intended to conflict with provisions controlling signs regulated under the authority of MCL 252.301 et seq., the Highway Advertising Act, as amended.
2. No sign shall be located closer than two (2) feet to a public road right-of-way or property line; provided that the zoning enforcement officer or Planning Commission may approve a lesser setback upon finding that the proposed sign will not interfere with motorist or pedestrian visibility and safety. No sign shall overhang a public street right-of-way except as otherwise permitted; and all signs, including wall signs, shall have a minimum ground clearance of eight (8) feet above a sidewalk or walkway.
3. Section 4.06, Clear Vision, shall be complied with; and no sign shall be placed within the clear vision area as defined in that Section 4.06. No exterior sign (whether a permit is required or not) shall be located or erected in such a manner as to interfere with traffic visibility.

4. A wall sign shall not extend beyond the edge of the wall to which it is affixed; nor shall a wall, marquee, or projecting sign extend above the roof line of a building to which it is attached.
5. No light pole, utility pole, or other supporting member shall be used for the placement of any sign unless specifically designed and approved for such use.

B. Sign Illumination.

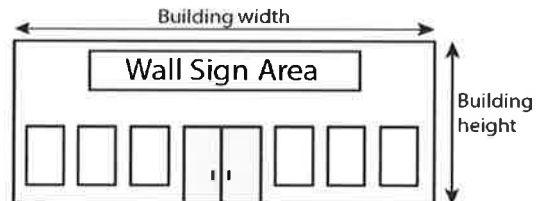
1. Unless otherwise specified by this Ordinance, all signs may be illuminated, except temporary signs and signs for home occupations.
2. Illumination shall not be flashing, blinking, intermittent, oscillating, or an on-and-off type of lighting. No sign may utilize a revolving beacon light.

3. Illumination shall be arranged so that light is deflected away from adjacent properties and that no direct sources of light shall be visible to any motorist or pedestrian located in a public right-of-way or from any adjacent property. Any external lighting of signs shall be downward facing or otherwise directed to illuminate only the sign face.



Wall sign area = Building width x Building height x Percent of wall area

4. No illumination or sign shall be so placed or designed to be confused with, or appear similar to, a highway sign or traffic safety device.



5. All lighting on the underside of a vehicle service station canopy shall be fully recessed. A maximum of twenty-five (25) percent of each canopy facade area may be internally illuminated. No portion of any canopy facade may be externally illuminated.
6. Internally-lit signs, electronic message boards, back-lit changeable copy signs and signs incorporating light emitting diode (LED), liquid crystal, video or other types of internally-lit systems shall be designed, shielded and oriented so as not to interfere with adjacent public rights-of-way or private property and such signs shall not emit light exceeding either ten (10) foot candles measured four (4) feet perpendicular to the sign face or one-half (½) foot candle measured at the property line of the adjoining privately-owned property.

- C. Sign Area and Height.** Where a sign has two (2) or more faces, the area of all faces shall be included in determining the area of the sign, except that where two (2) such faces are placed back to back and are at no point more than two (2) feet apart from one another, the area of the sign shall be taken as the area of one (1) face if the two (2) faces are of equal area, or the

area of the larger face if the two (2) faces are of unequal area. In the case of a circle or sphere, the total area of the circle or sphere is divided by two (2) for purposes of determining the maximum permitted sign area. Framed and structural members not bearing advertising matter shall not be included in computation of surface area; provided, that the base of a ground sign cannot exceed two (2) feet in height and the base and structural members of a freestanding sign cannot exceed fifty percent (50%) of the total area of the sign face.

The height of a sign shall be measured as the vertical distance from the highest point of the sign to the grade of the adjacent street or the mean grade of the ground immediately beneath the sign, whichever is less.

- D. Where a proposed sign appears to meet the definition of more than one (1) sign, the most restrictive requirements and limitations of the defined sign types shall apply, as determined by the zoning enforcement officer.
- E. For buildings with multiple tenants, sign areas for wall signs, projecting signs, and marquee signs shall be determined by taking that portion of the front wall of the building applicable to each tenant and computing sign limits for that portion of the total wall. Where a wall sign, projecting sign, or marquee sign is permitted in a multi-tenant building or site, each individual establishment is permitted one such sign subject to standards applying in the zoning district, in which case wall surface applies to the wall surface of the individual establishment.
- F. All signs shall be maintained in a safe condition with proper bracing, anchorage and foundation and be subject to inspection by the Building Inspector or other designated representative. ~~An abandoned sign which no longer serves the purpose for which it is intended or is abandoned or a sign~~ is not maintained in accordance with applicable regulations of the City of Lowell shall be removed by the owner.

SECTION 20.06. - SIGNS NOT REQUIRING PERMITS.

- A. Signs shall not be erected without the issuance of a building permit, except for the following signs, provided that such signs comply with the provisions of this chapter and other applicable provisions in this Ordinance:
 - 1. Government signs.
 - 2. Signs erected by an essential public services establishments such as those denoting utility lines, railroad lines, hazards, and precautions, including portable flashing signs.
 - 3. ~~Real estate signs advertising premises~~ Temporary signs on property being offered for sale, rent, or lease when not more than thirty-two (32) square feet in area and eight (8) feet in height for a commercial or industrial zoned property, or six (6) square feet in area and four (4) feet in height for other properties. A temporary sign on property for sale, rent, or lease may be displayed on the property listing until thirty (30) days after closing of sale/lease. A real estate sign shall be located on the property that is for sale, rent, or lease; and one One (1) sign per street frontage shall be permitted.

4. ~~For non-residential projects, a construction~~Temporary signs on construction sites, when not exceeding thirty-two (32) square feet in area and not having a height not greater than eight (8) feet. There shall be only one construction sign~~temporary sign per construction site for a development or project. Construction signs~~Temporary signs on construction sites shall not be erected until a building permit has been issued and the sign shall be removed immediately upon issuance of a certificate of occupancy. For residential projects, a ~~construction sign~~temporary sign on a construction site shall not exceeding twenty-four (24) feet in area and ~~shall having have~~ a height not greater than six (6) feet. ~~A temporary sign on a residential construction site,~~ shall only be erected upon approval of the project and shall be removed within one year of issuance for the first building permit for a dwelling or structure, or upon the erection of a ~~development permanent~~ sign, whichever occurs first.
5. ~~Temporary signs located on a parcel up to ninety (90) days before an election. One temporary sign is permitted per candidate or ballot measure, and such signs shall not exceed 24 square feet. Such signs must be removed ten (10) days following the election.~~
6. Memorial signs not larger than twelve (12) square feet in area which are either 1) cut into the face of a masonry surface; or 2) constructed of bronze or other incombustible material when located flat on the face of a building.
7. Holiday lights, murals, works of art, and decorations with no commercial message.
8. Placards not exceeding two (2) square feet in area.
9. ~~Incidental signs or directional~~Internal signs up to six (6) square feet in area and four (4) feet in height that, by the nature of their design, are not intended to be viewed from the street right-of-way. ~~If intended to be viewed from the street, only those signs which, in the opinion of the zoning enforcement officer, are necessary to indicate entrances, exits, safety precautions, street addresses, including identifying logos without text, and other such incidental language shall be permitted. Incidental signs and directional signs shall not contain a commercial message.~~
10. ~~A temporary~~Temporary special event signs, located on a parcel that contains an active, used to advertise a garage sale or estate sale on residential property, graduation party or similar temporary event, provided that such sign does not ~~to~~ exceed six (6) square feet in area and is not located closer than fifteen (15) feet to any lot line. ~~Such sign shall be removed immediately after the completion of the event. Such sign shall be placed within the property line of the premises on which said sale or event is conducted and shall be removed immediately after the completion of the sale or event.~~No more than one (1) temporary special event sign is permitted per frontage and the display of a temporary special event sign shall be limited to twenty-one (21) consecutive days.
10. ~~Political signs shall be permitted in all zoning districts and there shall be no limit to the number of signs, provided that the cumulative square footage of signage shall not exceed thirty-two (32) square feet per lot in nonresidential districts and twelve (12) square feet per~~

~~lot in residential districts. Political signs shall not be greater than six (6) feet in height in nonresidential zoning districts, or greater than four (4) feet in height in residential zoning districts, and signs shall not be located in a manner which may obstruct vision of vehicular or non-motorized traffic on any street. Political signs erected in connection with an election or referendum shall not be erected more than ninety (90) days prior to the event and must be removed within ten (10) days following the event.~~

11. A home occupation shall be permitted one two (2) square foot wall sign.
12. Window signs, provided that window signs shall not cover more than fifty percent (50%) of the windows on any building wall.
13. Flags or insignia of any nation, state, county, city, community organization, or educational institution, no larger than five (5) feet by eight (8) feet; provided that no more than one (1) such flag shall be permitted on each lot or parcel of land for every twenty (20) linear feet of street frontage. ~~Flags shall not contain a commercial message.~~ The maximum sign height of flagpoles shall be thirty-five (35) feet.
14. Notwithstanding any other conflicting provisions contained in this Chapter 20, sandwich board signs shall be permitted, and only permitted, in C-2 Central Business District zone districts. A sandwich board sign area shall not exceed (i) twelve (12) square feet per side, (ii) a height of four (4) feet and (iii) a width of three (3) feet and shall not be in any way illuminated. A sandwich board sign shall not be permanently moored or anchored to any other object or structure, but shall be designed or weighted to prevent instability or movement by wind or other natural forces. A sandwich board sign may only be placed in front of the facade of the building front of the business or establishment whose information the sign pertains during the hours the business or establishment is open to customers, patrons or the public. Only one (1) sandwich board sign shall be permitted for each business or establishment. All sandwich board signs shall be placed in alignment with city light poles and tree grates and so as not to block neighboring sandwich board signs or unreasonably interfere with pedestrian traffic.
15. One (1) human sign is permitted per lot at any given time, provided that the human sign does not block the sidewalk or unreasonably interfere with pedestrian, bicycle, or vehicular movement or circulation.

SECTION 20.07. - SUPPLEMENTARY SIGNS.

- A. In addition to the signs permitted and regulated in this chapter, the signs listed below shall be permitted in accordance with the following standards.
- B. Temporary Signs. ~~Unless exempted in Section 20.06 above, T~~Temporary signs shall be permitted on a parcel of land zoned C-1, C-2, C-3, PF, I-L and I, as follows:
 1. Only oneOne (1) temporary sign shall be permitted for each separate establishment located on a parcel of land.

2. A temporary sign shall be displayed for not more than sixty (60) days (whether or not consecutive) in a calendar year.
 3. A temporary sign shall not be larger than thirty-five (35) square feet. A temporary sign shall not be illuminated.
 4. A temporary sign shall include any other or subsequent temporary sign of generally similar appearance, nature and purpose, as compared to the temporary sign initially permitted under the terms of this Section. Accordingly, an applicant shall not seek to extend the time limitation on the display of a temporary sign by the attempted display of a different, though similar, temporary sign following the maximum permitted period of display of a permitted temporary sign.
 5. A permit for a temporary sign shall be required. An application for the permit, as well as an application fee as set by City Council, shall be submitted and include the following:
 - a) An accurate sketch, indicating the exact dimensions of the sign, its height, the structure upon which it will be placed, its location in relation to buildings, property lines, driveways and off-street parking areas, and such other information as may be required by the zoning enforcement officer in order to assure that the sign shall comply with the applicable requirements of this Ordinance.
 - b) A statement, signed by the applicant, listing specifically the days, or the span of consecutive days, during which the sign will be displayed, and also the date or dates on which the sign shall be removed and, if applicable, the subsequent date or dates on which the sign shall be re-installed and again removed, during the calendar year.
 - c) A listing and description of the other temporary signs, if any, located on the property at the time of the application.
 6. Portable Signs. In the C-3, I-L, I, and PF Districts, one (1) portable sign may be erected on a lot in lieu of a temporary sign, subject to the provisions in subsection B above, provided that only one (1) is permitted per lot at any given time, and provided that the portable sign shall not exceed thirty-five (35) square feet in area. In addition, notwithstanding the provisions of subsection B above, a portable sign shall not be displayed for more than seven (7) consecutive days and not more than three (3) times in any calendar year.
- C. Changeable Copy Signs. All or a portion of a ground or freestanding sign may be a changeable copy sign in compliance with all of the following requirements; provided, that a changeable copy sign is not permitted in any residential zoning district except when ~~used to advertise a city, county, state or public school facility~~ the changeable copy sign is also a government sign.
1. The area of a changeable copy sign shall be included in the maximum sign area limitation. The area of a changeable copy sign shall not exceed fifty percent (50%) of the maximum permitted sign area.

2. A changeable copy sign shall not change its message, image, or other graphic material with such frequency as to be a flashing or oscillating sign, whether in whole or in part. For purposes of this Section, a flashing or oscillating sign shall include not only a sign having a message or image that changes with high rapidity, but shall also include a sign having a message or image that changes with a frequency such as to serve as a means of attracting attention to the sign or the land use, rather than for the purpose of providing identification or information. The message, image or other graphic material of a changeable copy sign shall change no more frequently than six (6) seconds and each change shall occur in one (1) second or less.
3. The message, image or other graphic material of a changeable copy sign shall, when changing, appear only in its entirety or shall appear in successive letters, words or other graphic elements from left to right only. The message, image or other graphic material shall not appear to flash, move from the center of the sign outward, move from the corners of the sign inward or demonstrate any other unusual movement, oscillation or method of appearance.

SECTION 20.08. - PERMITTED SIGNS BY ZONING DISTRICT.

- A. The following sign types shall be permitted in accord with the following regulations, in the SR, R-1, R-2, R-3, MHP and RE Districts:

1. The following sign is permitted ~~identifying at the entrance name~~ of a permitted residential development:

Type	Maximum Number	Maximum Sign Area	Height
Ground	1 per lot or parcel	20 square feet	6 feet

2. The following sign is permitted ~~identifying the name on a parcel containing~~ of a permitted non-residential use:

Type	Maximum Number	Maximum Sign Area	Height
Development	1 per lot or parcel	20 square feet	6 feet

- B. The following sign types shall be permitted in accord with the following regulations, in the C-1 and PF Districts:

Type	Maximum Number	Maximum Sign Area	Height
Ground	1 per lot or parcel	32 square feet	6 feet
Wall OR Marquee	1 per building wall facing a parking lot or public street	15% of the wall surface or 30% of marquee face, as applicable, or 50 square feet, whichever is less	See Section 20.05, A, 4

- C. The following sign types shall be permitted in accord with the following regulations in the C-2 – Central Business District and the MU – Mixed Use District.

Type	Maximum Number	Maximum Sign Area	Height	Location
Projecting	1 per building wall facing a parking lot or public street	20 square feet	See Section 20.05, A, 4	Cannot extend more than 5 feet from building wall
Wall OR Marquee	1 per building wall facing a parking lot or public street	20% of the wall surface or 30% of marquee face, as applicable, or 50 square feet, whichever is less	See Section 20.05, A, 4	

- D. The following sign types shall be permitted in accord with the following regulations, in the C-3 District:

Type	Maximum Number	Maximum Sign Area	Height
Ground OR Freestanding	1 per street frontage; provided that a double-frontage lot is permitted only one freestanding sign	48 square feet, or 32 square feet if the lot has a street frontage of 66 feet or less	6 feet for a ground sign and 20 feet for a freestanding sign
Wall OR Marquee	1 per building wall facing a parking lot or public street	20% of the wall surface or 30% of marquee face, as applicable, or 50 square feet, whichever is less	See Section 20.05, A, 4

1. Each individual establishment in a multi-tenant commercial building or development is not permitted a separate ground or freestanding sign; one (1) collective ground or freestanding sign may be used subject to the standards above, provided that a collective ground or freestanding sign shall be permitted a maximum sign area of 72 square feet.

- E. The following sign types shall be permitted in accord with the following regulations, in the I and I-L Districts:

Type	Maximum Number	Maximum Sign Area	Height
Ground	1 per lot or parcel	32 square feet	6 feet
Wall	1 per building wall facing a public street	5% of the wall surface or 50 square feet, whichever is less	See Section 20.05, A, 4

SECTION 20.09. - CONSTRUCTION AND MAINTENANCE.

- A. All signs shall be constructed and maintained in accordance with the BOCA National Building Code adopted by the City of Lowell.
- B. Signs shall be maintained free of peeling paint or paper, fading, staining, rust, or other conditions which impair legibility.
- C. All signs, sign supports, frames, braces, wiring, guys, and anchors shall not be maintained in such a manner which, in the opinion of the zoning enforcement officer, has the potential to create a hazard for pedestrians and vehicles.
- D. Signs shall not be allowed to become unsightly through disrepair or action of the elements. Internal framing, light fixtures and bulbs, and wiring shall not be permitted to be exposed to the elements.
- E. All signs shall be designed to ensure a dead load and wind pressure in any direction of not less than thirty (30) pounds per square foot of area. All signs shall be securely anchored or otherwise made immobile. Temporary signs, portable signs, or signs made of cloth, fabric, lightweight plastic, or other easily combustible material, or which are produced or originally constructed to flutter in the wind, as determined by the zoning enforcement officer, shall not be placed or left as permanent signs.

SECTION 20.10. - NONCONFORMING SIGNS.

- A. Signs lawfully erected prior to the adoption of this ordinance or applicable amendment thereto which do not meet the standards of this section may be continued, except as hereinafter provided. No nonconforming sign shall:
 - 1. Have any changes made in the words or symbols used or the message displayed on the sign, unless the sign is specifically designed for periodic change of message;
 - 2. Be structurally altered so as to change the shape, size, type or design of the sign; or
 - 3. Be reestablished or continued after the activity, business, or use to which it applied has been discontinued for ninety (90) days or longer.
- B. Signs lawfully erected prior to the adoption of this ordinance or applicable amendment thereto which do not meet the size limitations of this section may be changed to another nonconforming sign, provided that the sign replacing the original nonconforming sign is at least thirty-three (33) percent smaller in area than the original nonconforming sign.
- C. No sign shall be required to be removed which was erected in compliance with this section if such sign becomes nonconforming due to a change occurring after the adoption of this ordinance or applicable amendment thereto in the location of a building, streets, or other signs, and which change is beyond the control of the owner of the premises on which the sign is located.

- | D. If the owner of the premises on which a sign is located changes the use of the building, or changes the location of any property line or sign, so that any sign is rendered nonconforming, such sign must be removed or made to conform to this section.

| **SECTION 20.11. - DISCONTINUANCE OR ABANDONMENT.**

| Whenever the activity, business or use of a primary premises to which a sign is attached or related has been discontinued for a period of ninety (90) days or longer, such discontinuance shall be considered conclusive evidence of an intention to abandon the sign attached or related thereto. At the end of this period of abandonment, the sign shall either be removed or altered to conform with the provisions of this section. All costs of removal shall be at the property owner's expense.

[illegible][illegible]