

**NORTHFIELD TOWNSHIP PLANNING COMMISSION
NOTICE OF REGULAR MEETING
March 20, 2019 at 7:00 p.m.
Second Floor, Public Safety Building
8350 Main Street, Whitmore Lake, MI 48189**

AGENDA

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ADOPTION OF AGENDA**
- 5. CALL TO THE PUBLIC**
- 6. CLARIFICATIONS FROM COMMISSION**
- 7. CORRESPONDENCE**
- 8. PUBLIC HEARINGS**
 - A. Sign Ordinance
 - B. Recreational Medical Marihuana Ordinance
- 9. REPORTS OF COMMITTEES**
 - A. Board of Trustees
 - B. ZBA
 - C. Staff
 - D. Planning Consultant
 - E. Parks and Recreation
 - F. Downtown Planning Group
- 10. UNFINISHED BUSINESS**
 - A. Recommend to Approve, Approve with Conditions or Deny Revised Site Plan: LittleFish, 8425 Main Street, to Operate Graphics and Architectural Design Studio. Parcel Number B-02-08-327-002
 - B. Recommend to Approve, Approve with Conditions or Deny Sign Ordinance
 - C. Recommend to Approve. Approve with Conditions or Deny Recreational Medical Marihuana Ordinance
- 11. NEW BUSINESS**
- 12. APPROVAL OF PRECEDING MINUTES:** March 6, 2019 Regular Meeting
- 13. FINAL CALL TO THE PUBLIC**
- 14. COMMENTS FROM THE COMMISSIONERS**
- 15. ANNOUNCEMENT:** Next Regular Meeting – April 3, 2019
- 16. ADJOURNMENT**

This notice is posted in compliance with PA 267 Of 1976 as amended (open meetings act) MCLA 41.7 2A (2) (3) and the Americans with Disabilities Act. (ADA) Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734) 449-5000 seven days in advance.

Application #

SAC 180009
SZADMIN180006

NORTHFIELD TOWNSHIP

SITE PLAN REVIEW APPLICATION

PROJECT NAME: LFC PROPERTY: LITTLEFISH

PROJECT ADDRESS: 8425 MAIN STREET WHITMORE LAKE, MI

Applicant Information: SAME AS OWNER

Owner Information:

Name:

Name: ERIC MATTHEWS

Address:

Address: 5373 MILITARY AVE BRIGHTON 48116

Phone:

Phone: 734.637.5844

Email:

Email: ANGELMATTHEWS@COMCAST.NET

If the applicant is not the property owner, then a statement from the owner **MUST** be attached authorizing the application.Proof of ownership OR Statement if applicant is not owner is attached. ☐

If applicant is not the owner, describe applicant's interest in the property

PROPERTY DESCRIPTION

Legal Description: ☐ Attached ☐ On Site Plan

Parcel ID(s): B0208327002

Description of Proposed Use: RETAIL PROJECT IS TENANT BUILDOUT FOR LITTLEFISH DESIGN. LITTLEFISH SELLS COMMERCIAL SIGN SYSTEMS.

Total Acreage of Site: .5 ACRES

Total Floor Area: 1600 SQ. FT.

Existing: 1600 SQ. FT.

Proposed: 1600 SQ. FT.

Height of Structure(s) (in stories & feet):

ONE STORY - 12 FEET 7 INCHES

Sanitary Facilities: ☒ Sewer ☐ SepticWater: ☐ Municipal ☒ Private Well

Zoning Classification(s):

☐ RC ☐ AR ☐ LR ☐ SR1 ☐ SR2 ☐ MR ☐ VC ☐ LC ☒ AGC ☐ ES ☐ HC ☐ GI ☐ LI ☐ Other

SITE PLAN REVIEW OPTIONS

Administrative Site Plan Review:

- ☐ Expansion or reduction of an existing, conforming structure less than 2,000 sq. ft. / 5% of floor area
- ☐ Additional parking, loading / unloading spaces and landscape improvements

☒ OTHER: INTERIOR TENANT BUILD OUT

Development Plan Review:

- ☐ Planned Unit Development
- ☐ Planned Residential Development
- ☐ Site Condominium Plan

Site Plan Review:

- ☐ New Construction
- ☐ Building Addition

Amendment to Approved Site Plan or Development Plan:

- ☐ Site Plan
- ☐ Development Plan

Site or Development Plan Review in conjunction with: ☐ Rezoning Request ☐ Special Land Use Request

Application # _____

AUTHORIZED SIGNATURE	
I hereby state that all of the above statements and all of the accompanying information are true and correct.	
Applicant's Signature: _____	Date: <u>July 30 2018</u>
FOR OFFICE USE ONLY	
Application Received Date: _____	Planning Commission Received Date: _____
Planning Commission Action: <input type="checkbox"/> Approved Date: _____ <input type="checkbox"/> Denied Date: _____	
Expiration Date: _____	
Fee Received: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	

RECEIVED

SEP 19 2018

NORTHFIELD TOWNSHIP

MYERS & MYERS, PLLC
ATTORNEYS AT LAW

Kelly A. Myers
Roger L. Myers *
*Also Admitted to Practice in California

915 N. Michigan Avenue
Suite 200
Howell, Michigan 48843

Matthew M. Hagerty
Rebecca J.S. Cassell
Robert F. Marvin
Michael A. Bussert

(517) 540-1700
Fax: (517) 540-1701

March 13, 2019

VIA ELECTRONIC MAIL ONLY

McKenna & Associates
Attention: **Mr. M. Paul Lippens, AICP, NCI**
235 E. Main Street, Suite 105
Northville, MI 48167

RE: 8425 Main Street, Whitmore Lake, MI; Revised Site Plan of Littlefish
Design; Performance Guaranty

Dear Mr. Lippens,

Thank you again for the courtesy of meeting with me, my client, and Gary Streight at the Washtenaw County Road Commission (WCRC) at the Township Public Safety Building last week. As you are aware, Angela Matthews, on behalf of Littlefish Design, has commissioned her engineer, PEA, to submit revised site plan drawings (revised 3-11-19, job no. 2018-260) addressing the on-site parking as a result of the aforementioned meeting. Sets of those drawings are being delivered to the Township and the WCRC. It is my understanding that the Township Planning Commission will again take up for consideration a vote on the site plan as revised at its meeting next week. It is believed that the revisions adequately address both parking circulation on site, and the concerns raised by the WCRC with regard to use of the public right of way, which also were discussed during the conditional approval when this site plan was last before the Planning Commission.

Based on my client's substantial investment in remodeling the building and site and work space needs for her hospital clientele, time is of the essence for a temporary certificate of occupancy. It is hoped therefore that if the Planning Commission takes favorable action with regard to the revised site plan, that the Township can immediately schedule a building inspection and a temporary certificate of occupancy can be issued. In that regard, Ms. Matthews is prepared to submit the appropriate performance guaranty (i.e., performance bond/letter of credit) as may be recommended by the Township engineer to ensure that the site improvements as delineated on the revised site plan are timely completed, inspected, and approved in

accordance with Northfield Township Ordinance requirements and requirements of those other governmental agencies having jurisdiction.

I thank you again for your continued assistance in bringing my client's project to fruition, as it will benefit not only her expanding business portfolio, but the Township at large.

Respectfully,



Matthew M. Hagerty
Direct Dial: (517) 376-4018

MMH/hs

Enclos.

Cc: Client; Mary Bird, Northfield Township



March 15, 2019

Mary Bird
Zoning Coordinator
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189-0576

Subject: Littlefish Design/8425 Main Street; Site Plan Review #2; site plan dated 9/17/18, and revised 3/11/19.

Dear Ms. Bird:

We have reviewed the above referenced site plan approval application submitted by Angela Mathews of Littlefish Design to operate a professional/general office use in the GC (General Commercial) District.

ZONING AND USE

The proposed use is a professional/general office use (graphics and architectural design studio). The application notes that the existing site and structures will remain and will be renovated for the tenant. Professional offices are permitted as principal uses in the GC district per Section 36-390 (2) of the Zoning Ordinance. Littlefish Design provides specializes in design build services for wayfinding in the healthcare and business office environments.

Background. Since the proposal does not add any square footage to the structure, the change of use was initially reviewed under the provisions of Section 36-865 for administrative review and approval by the Zoning Administrator. The Zoning Administrator made recommendations on the proposed parking layout to eliminate spaces placed within Main Street right-of-way, which were not acceptable to the applicant. As a result, the Zoning Administrator forwarded to plan to the Planning Commission for their consideration. At its December 5, 2018 meeting, the Planning Commission granted site plan approval subject to conditions, one of which included Washtenaw County approval of the proposed parking within Main Street. In a letter dated 1/25/19 and a subsequent meeting, the County denied the applicant permission to place spaces within the public right-of-way. As a result of this denial, the plan approved by the Planning Commission was no longer valid, and the applicant was required to re-submit corrected plans for approval. At this time, the applicant has submitted revised plans in compliance with the County's directions for approval.

COMMENTS

I have reviewed the site plan submitted for compliance with ordinance standards listed in Section 36-342 (b) and sounds planning and design principles and have the following comments:

1. **Lot Dimensions.** The minimum lot size and width requirement in the GC district are 1 acre and 80 feet, respectively. With a lot area of 0.594 acres and lot width of approximately 99 feet, the site is nonconforming, and would be considered as a non-conforming lot of record. The parcel technically goes to the centerline of the roadway, however, the right-of-way (ROW) easement extends 25 feet in both directions from the centerline. The right-of-way is controlled by Washtenaw County Road Commission (WCRC). As noted

previously, the County has denied the applicant any use of the right-of-way for parking. All site improvements are shown located on-site.

2. **Setbacks.** The required front, side and rear yard setbacks are 35 feet, 20 feet and 20 feet respectively. The site has a large existing single story building along its frontage, placed at the following setbacks: front – 19.15'; sides 26.13 and 23.38' and rear – 196.5 feet, respectively, making it an existing non-conforming structure. The site also has a barn located towards the rear of the site, which appears to comply with the setbacks. Section 36-901 of the Zoning Ordinance regulates non-conforming structures. The applicant is proposing no expansions to the existing structure; therefore, the non-conformity is not being increased and the use of the structure may continue; however, changes must be made to decrease the degree of non-conformity of the site to the extent feasible.
3. **Pedestrian Circulation.** The site plan indicates a sidewalk on the east side of the office building. The width of the sidewalk is noted at 5 ft.
4. **Vehicular circulation.** The site has two (2) existing access drives placed on the north and south ends of the frontage along Main Street. The plan proposes a one-way circulation path with vehicles entering from the north access drive and exiting from the south access drive. The circular access drive is to be constructed of asphalt with the approaches to be "heavy duty asphalt". The plan notes that no 'permanent pavement markings' will be provided. The plan shows two-way drive on the north and a one-way exit on the south with one-way circulation around the building. In a meeting with the Washtenaw Road Commission, one-way circulation was discussed. In order to prevent vehicles from entering/exiting on the wrong approach, we recommend that pavement striping be provided and one-way circulation movement. We understand the request for a two-way entrance in the north and defer to the Washtenaw County Road Commission and the Township Engineers opinion on the north driveway. The revised plan includes 3 parking spaces parallel to the building façade. The area between the parking spaces and the edge of pavement on Main Street is to be provided with low ground cover, as required by the County. Any work done within the right-of-way would require permitting and approval from Washtenaw County Road Commission.
5. **Parking.** Parking requirement for professional offices is one (1) space per 200 square feet of gross floor area. The site plan notes 9 spaces for the 1,785 s. f. building, which meets requirements for the use. No parking is provided for the existing 2,404 s. f. barn on the rear of the property. The Planning Commission had previously conditioned approval upon provision of one additional space at the rate of 1 space per 2,000 s. f. for warehousing/storage use; however, the required space is not shown. We believe that an additional parallel space could be fit west of space number five. Further, the parking calculations data table has not been updated and still notes "5 spaces in front of building". Conflicting notes must be corrected to ensure a site plan with consistent information.
6. **Loading.** The required loading space is shown dimensioned on the west side of the barn. A truck circulation diagram has been submitted and is acceptable.
7. **Landscaping.** The site has minimal landscaping at the present time. The landscape plan indicates several landscape areas on the site with spaces marked "plantings by owner". Three trees are shown along the west property line abutting US-23, which the applicant proposes will meet the parking lot landscaping requirement of two trees. The plan includes a notation of landscape maintenance. The following items regarding



landscaping must be addressed which were previously listed as conditions of approval by the Planning Commission and have not changed:

- a. The “plantings by owner” must include detailed listing of plant species, number and size at the time of planting. Proposal to plant some seasonal flowers can be noted as such; however, the landscaping should also include shrubs, trees and perennials, we would accept this information to be provided in a letter from the applicant.
 - b. Clarify what is proposed as ground cover along the site’s frontage.
 - c. The plan states that landscaping will be irrigated as necessary “until they are established”. There must be a regular watering schedule to ensure long term viability of the plantings which affects the site’s appearance.
 - d. Clarify the surface material for the hardscape patio area and provide details for type and color of pavers proposed. The applicant previously presented several “inspiration ideas” at the PC meeting, but the actual product to be used must be specified.
8. **Dumpster and Outdoor Storage.** The plan continues to note that “Trash Disposal will be of curbside service.” The Planning Commission had previously conditioned approval, requiring more detail on the waste removal method and screening is required to be added to the site plan per 36-701 (3). A trash bin and recycling bin is shown at the rear of the site in a location the will be adequately screened from public view. A note states that no outdoor storage of materials or equipment will take place on the site.,
9. **Lighting.** The revised site plan still includes no information regarding site lighting. Location and details of all existing and proposed fixtures must be noted. All fixtures must be downward directed and shielded with a concealed light source. Existing fixtures without shielding must be replaced or provide with shielding to bring it into compliance. We will accept this information in a letter from the applicant if the applicant provides a sketch reference of lighting locations and specs for lamps.
10. **Signage.** A note on the plan states that the existing sign will remain. We have no details on the existing sign or if it conforms to district sizing and placement regulations. We that the change of sign copy may be approved later but there will be an additional sign permit application and fees. We recommend that the information (including but not limited to sign location, size, design and illumination) be submitted at this time for approval as part of the site plan, it may be submitted under a separate application.
11. **Architecture.** The applicant has submitted no formal elevations but has submitted a building and site overview packet was submitted showing photos of the existing building and concepts for the renovation. The plan presented before PC showed proposed site improvements, mainly dealing with the interior of the building and renderings of the exterior with parking in front. Updated elevations must be submitted. Since the PC review of the project, the applicant has made some minor changes to the exterior façade of the building, which must also be reflected in the updated elevations. Information regarding any proposed changes to the structures, including but not limited to awning installation, window/door replacement and painting etc., must be noted. We would accept this information in a narrative letter from the applicant that shows materials and sketches when applicable.



RECOMMENDATION AND FINDINGS

Since the Planning Commission's action to grant conditional site plan approval, the applicant has sought approval from WCRC for parking within the r-o-w, which was denied. The revised plan submission at this time did not address all the information pertaining to the other conditions placed on the approval by the Planning Commission.

The applicant is seeking a PC approval and a temporary certificate of occupancy. However, the Township does not even have a full set of plans with the final information on it. Therefore, we recommend the Planning Commission grant approval to the site plan for Littlefish Design to be located at 8425 Main Street, subject to the following conditions:

1. Notation of permanent pavement striping indicating direction of circulation, as noted in Comment 4, above, or approval of proposed configuration by WCRC.
2. Provision of one (1) additional parking space and correcting parking calculations, as noted in Comment 5, above.
3. Submission of an updated landscape plan, or a detailed letter, addressing issues noted in Comment 7, above.
4. Information regarding lighting, or a detailed letter, as noted in Comment 9, above.
5. Submission of proper elevations indicating proposed changes to building facades, or a detailed letter, as noted in Comment 11, above.
6. Compliance with Township Engineer and WCRC requirements.
7. A performance guarantee is provided to the Township for site improvements prior to granting a Temporary Certificate of Occupancy.

The conditions noted above must be addressed on revised and dated set of plans submitted for final review by administration, prior to granting of any Temporary Certificate of Occupancy.

Respectfully submitted,

McKENNA



Paul Lippens, AICP, NCI
Director of Urban Design and Mobility





MCKENNA

October 5, 2018

Mary Bird
Zoning Coordinator
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189-0576

Subject: Littlefish Design/8425 Main Street; Administrative Site Plan Review #1; site plan dated 9/17/18.

Dear Ms. Bird:

We have reviewed the above referenced site plan approval application submitted by Eric Mathews on behalf of Littlefish Design to operate a professional/general office use in the GC (General Commercial) District.

ZONING AND USE

The proposed use is a professional/general office use (graphics and architectural design studio). The application notes that the existing site and structures will remain and will be renovated for the tenant. Professional offices are permitted as principal uses in the GC district per Section 36-390 (2) of the Zoning Ordinance. The site plan notes that the proposed use will also include "retail sales". Clarify what type of sales are intended or proposed i.e., specify materials available for purchase, if it is related to the professional office business, open to general public etc.

Since the proposal does not add any square footage to the structure, *the change of use can be administratively granted by the Zoning Administrator under the provisions of Section 36-865.*

COMMENTS

I have reviewed the site plan submitted for compliance with ordinance standards listed in Section 36-342 (b) and sounds planning and design principles and have the following comments:

1. **Lot Dimensions.** The minimum lot size and width requirement in the GC district are 1 acre and 80 feet, respectively. With a lot area of 0.594 acres and lot width of approximately 99 feet, the site is nonconforming, and would be considered as a non-conforming lot of record. The location of the property line along Main Street must be clarified. The site plan shows the property line extending into several lanes of Main Street right-of-way. If there is an easement it must be so noted.
2. **Setbacks.** The required front, side and rear yard setbacks are 35 feet, 20 feet and 20 feet respectively. The site has a large existing single story building along its frontage, placed at the following setbacks: front – 19.15'; sides 26.13 and 23.38' and rear – 196.5 feet, respectively, making it an existing non-conforming structure. The site also has a barn located towards the rear of the site, which appears to comply with the setbacks. Section 36-901 of the Zoning Ordinance regulates non-conforming structures. The applicant is proposing no expansions to the existing structure; therefore, the non-conformity is not being increased and

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

the use of the structure may continue; however, changes must be made to decrease the degree of non-conformity of the site to the extent feasible.

3. **Pedestrian Circulation.** The site plan indicates a sidewalk on the east side of the office building. The width of the sidewalk must be noted, and it must be designed to a width of 5' to allow for public and barrier free access.
4. **Vehicular circulation.** The site has an expanse of pavement with no green space or defined access drive along its frontage. Access is provided by means of paved area on the north and south sides of the building. We had previously met with the applicant to discuss the improvements that would be required to the site's frontage and access; however, none of those improvements discussed are shown on the site plan proposed. The following items must be addressed:
 - a. The frontage cannot remain as pavement with parking spaces encroaching on the public right-of-way. The required setback for parking is 10 feet. While this is an existing non-conformity, it is an issue that can be corrected. The parking must be removed and a landscape area created between the building frontage and the property line.
 - b. The circulation drives must be clearly delineated.
 - c. All areas of pavement (asphalt or concrete) and gravel need to be clearly differentiated and shown on the plan.
 - d. Circulation route must be shown through pavement signage or striping.
 - e. The handicap accessible space cannot be placed in a manner that would require the right-of-way for maneuvering. The applicant was previously directed to place the barrier free space aligned north-south, with all other parking placed along the sides and rear of the building. This handicap parking space will likely be within the 10 foot required setback; however the overall nonconformity of the site will be reduced.
 - f. Areas of new pavement or grading will require Township Engineer's review and approval.
5. **Parking.** Parking requirement for professional offices is one (1) space per 200 square feet of gross floor area. The following items regarding parking need to be addressed:
 - a. Parking calculations noted on the site plan are incorrect. Square footage of the building cannot be reduced to determine parking needs based on "less incidental areas". Gross means entire building footprint.
 - b. Parking calculations must be noted for the barn based on its use for storage, assembly etc.
 - c. The handicap accessible space must be shown as described in item 4.e, above.
 - d. Dimensions of the parallel parking spaces on the north side of the building must be noted in compliance to Ordinance standards.
6. **Loading.** The required loading space is shown dimensioned on the west side of the barn. A truck circulation diagram has been submitted and is acceptable.
7. **Landscaping.** The site has minimal landscaping at the present time. The landscape plan proposes the installation of a new deciduous tree on the west side of the property and indicates several landscape areas on the site with spaces marked "plantings by owner". A few existing trees are shown along the west property line



abutting US-23. The plan includes a notation of landscape maintenance. The following items regarding landscaping must be addressed:

- a. The landscape area along the site's frontage must be created between the sidewalk along the building frontage and the property line as discussed previously with the applicant and noted in Comment 4.a, above.
 - b. The "plantings by owner" must include detailed listing of plant species, number and size at the time of planting. Proposal to plant some seasonal flowers can be noted as such; however the landscaping must also include shrubs, trees and perennials.
 - c. The plan must provide for a clear separation of landscape area and drive aisles all over the site. Typically concrete curbs are required; however, the applicant had previously discussed some other alternative method of delineating the separation. As proposed, trucks circulating the site are likely to drive over the landscape areas, which is not acceptable.
 - d. The plan states that landscaping will be irrigated as necessary "until they are established". This is not acceptable. There must be a regular watering schedule to ensure long term viability of the plantings which affects the site's appearance.
 - e. Manufacturer's cut sheet detail for proposed table and chairs must be submitted.
 - f. Clarify the surface material for the patio area and provide details for type and color of pavers proposed.
8. **Dumpster.** The site plan includes no dumpster location and trash removal has not been addressed. The site has previous history of dumping and un-authorized outdoor storage. While the note stating that no outdoor storage proposed is acceptable, a dumpster enclosure with gates constructed to the Township's standards must be provided. Typical enclosure details must be noted.
9. **Lighting.** The site plan includes no information regarding site lighting. Location and details of all existing and proposed fixtures must be noted. Light poles along the site's Main Street frontage must be shown on the site plan. All fixtures must be downward directed and shielded with a concealed light source. Existing fixtures without shielding must be replaced or provide with shielding to bring it into compliance.
10. **Signage.** The applicant has provided no information regarding proposed signage for the site. Clarify if any new signage is proposed at this time. If the signage is submitted later there will be an additional sign permit application and fees. We recommend that the information (including but not limited to sign location, size, design and illumination) be submitted at this time for approval as part of the site plan.
11. **Architecture.** The applicant has submitted no elevations. Photographs may be submitted in lieu of elevations if no changes are proposed. The existing building along the site's frontage appears to be in good condition and may require minor upkeep; however the barn appears to need some work done to it. Information regarding any proposed changes to the structures, including but not limited to painting etc., must be noted.
12. **Other.** The following additional items must be addressed:
- a. The site has an existing chain link fence with gates in a state of disrepair all around the property. The site plan notes that the gates are to be removed. In previous discussions the applicant mentioned removing/repairing and/or replacing some portions of the fence; however, the plan does not provide any clarification.
 - b. Clarify location of any exterior mechanical equipment and screening.





RECOMMENDATION AND FINDINGS

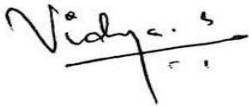
The site plan submitted at this time is deficient in many aspects. Issues and possible solutions previously discussed with the applicant are not reflected in the plans that have been submitted. Issues relating to parking, landscaping, circulation, lighting, architecture etc., are important aspects of a site's overall design and functionality.

The site is not only non-conforming with respect to size, it is also occupied by a non-conforming structure. The Ordinance allows for continued use of non-conforming sites and structures with a goal towards reducing the degree of non-conformity of the site and eventually eliminating the non-conformity. The recommendations included in this letter are feasible within the scope of what is required by the Ordinance.

Therefore, I recommend that the applicant be directed to submit a revised site plan addressing all of the underlined issues noted above prior to being granted any approval.

Respectfully submitted,

McKENNA



Vidya Krishnan
Senior Planner



ARCHITECTS. ENGINEERS. PLANNERS.

November 26, 2018

Northfield Township Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, Michigan 48189

**Regarding: Littlefish Design/8425 Main Street
Site Plan Review #1**

We have reviewed the October 23, 2018 site plan based on the Township's engineering standards for the above referenced project received by the Township on September 19, 2018. Plans were prepared by PEA, Inc. The applicant is requesting Site Plan approval for miscellaneous site improvements. A general summary of the site followed by our review comments and conclusion are noted below.

General/Utilities

The site is located on parcel #02-08-327-002 with address 8425 Main Street. The site is zoned as General Commercial (GC). The applicant is proposing to perform miscellaneous site improvements. General comments are as follows:

1. The existing well is shown however; existing sanitary sewer facilities are not shown. All existing and proposed utilities must be shown so we are assured that the paving will not affect the sewer.

Paving/Grading/Drainage

2. The proposed parking in the front of the building is located in the Main Street ROW. This may not be acceptable to the WCRC.
3. There is a catch basin located just off the property to the north. Based on the proposed spot grades provided, additional drainage will not be directed to this catch basin. This is acceptable.
4. All soil erosion and sedimentation control items should be shown on the grading sheet once the WCWRC reviews the plans.
5. Details should be provided for SESC items (silt fence, mud tracking mats, etc.).

Permits and Other Agency Approvals

Copies of all permits and/or letters of waiver should be provided. The current status of all necessary permits should be included on the cover sheet. We note that this project may require the following permits and/or approvals:

- Northfield Township Fire Department approval for emergency vehicle access and maneuverability.
- Northfield Township Building Department.
- Washtenaw County Water Resources Commissioner's office for storm water and soil erosion and sedimentation control.
- Washtenaw County Road Commission for work in the Main Street ROW.

Conclusion

If the Planning Commission approves the plans, then we recommend that our comments be addressed as a contingency. Please note that additional comments may be generated on future reviews based upon revised material being presented.

Littlefish Site Plan Review #1
November 26, 2018
Page 2 of 2

If you have any questions, please contact us at (734) 522-6711 or ronald.cavallaro@ohm-advisors.com.

Sincerely,

OHM ADVISORS

A handwritten signature in black ink, appearing to read "Ron A. Cavallaro, Jr.", written in a cursive style.

Ronald A. Cavallaro, Jr., PE

cc: Mary Bird, Northfield Township (via e-mail)
Paul Lippens, MCKA, Township Planner (via e-mail)
File

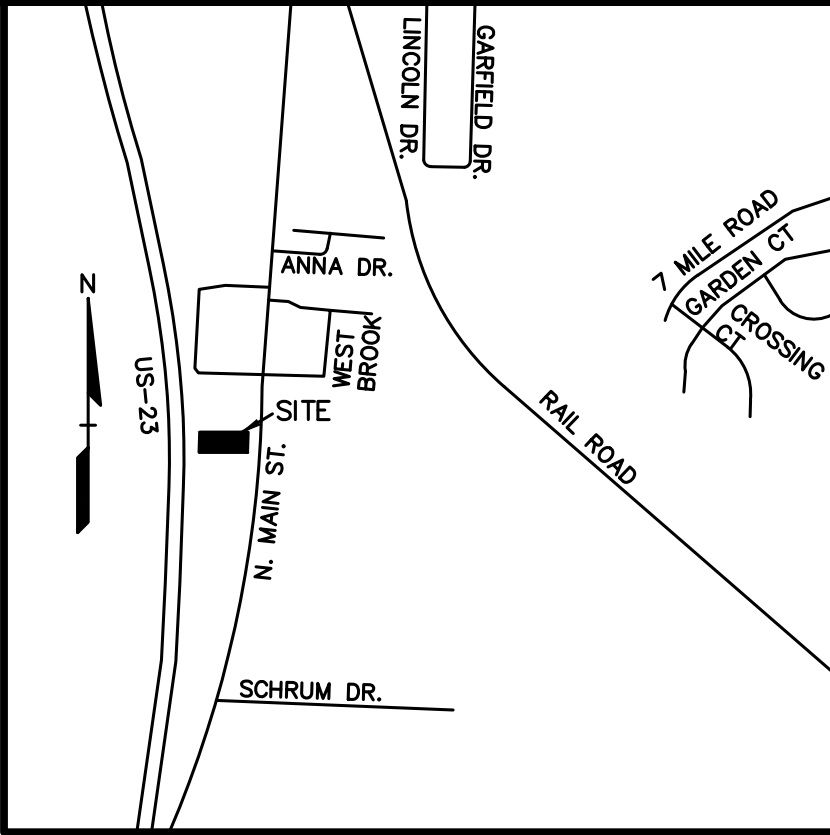
P:\0126_0165\SITE_NorthfieldTwp\2018\0151181070_Littlefish Desgin_8425 Main St\Littlefish Design SPR#1.docx

BENCHMARKS
(ENTER DATUM HERE)

BM #301
SPIKE IN NORTH SIDE OF POWER POLE.
ELEV. - 909.73

FLOODPLAIN NOTE:
BY GRAPHICAL PLOTTING, SITE IS WITHIN ZONE 'X', AREA DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN PER FLOOD INSURANCE RATE MAP NUMBER 26161C0092E DATED APRIL 3, 2012.

SITE PLANS FOR
LITTLEFISH DESIGN
8425 MAIN STREET
NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MI



LOCATION MAP - NOT TO SCALE



CAUTION!!
THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE IS GIVEN FOR THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.

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F: 546.546.8973
www.peainc.com

OWNER/APPLICANT:

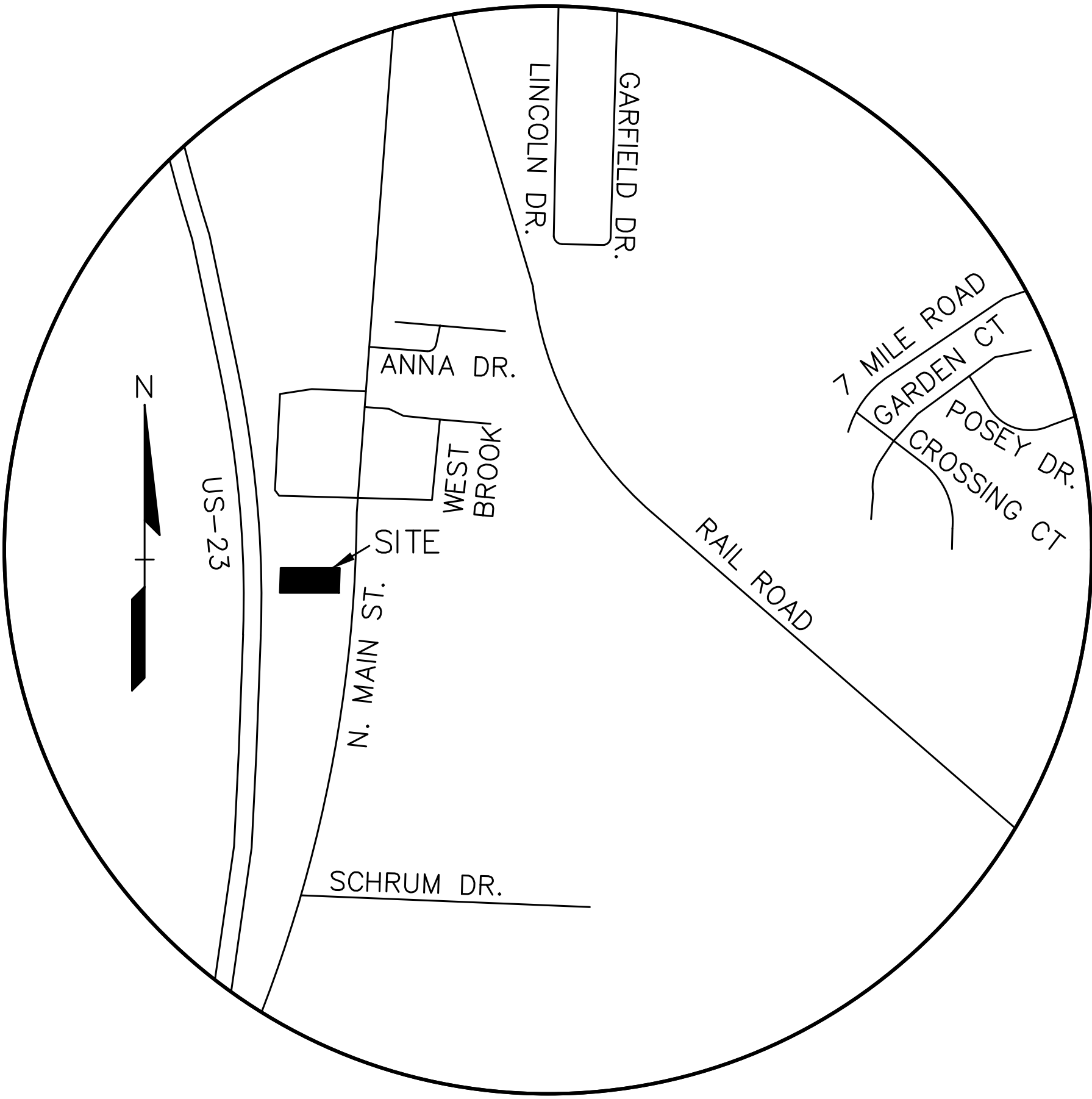
ANGELA MATTHEWS
122 SOUTH MAIN STREET
ANN ARBOR, MI 48104
PHONE: (734) 637-5895
EMAIL: angelamathews@comcast.net

CIVIL ENGINEER:

PEA, INC.
7927 NEMCO WAY, SUITE 115
BRIGHTON, MI, 48116
CONTACT: SCOTT PERUSKI, PE
PHONE: (248) 509-7234
EMAIL: speruski@peainc.com

LANDSCAPE ARCHITECT:

PEA, INC.
7927 NEMCO WAY, SUITE 115
BRIGHTON, MI 48116
CONTACT: JEFF SMITH, R.L.A., LEED AP
PHONE: (517) 546-8583
EMAIL: jsmith@peainc.com



LOCATION MAP
1"=500'

INDEX OF DRAWINGS:

- C-0.0 COVER SHEET
- C-1.0 TOPOGRAPHIC SURVEY
- C-2.0 SITE PLAN
- C-3.0 GRADING PLAN
- C-4.0 TRUCK TURNING PLAN
- C-5.0 NOTES AND DETAILS
- L-1.0 LANDSCAPE PLAN AND DETAILS

PROJECT NARRATIVE AND PROPOSED USE DESCRIPTION:
LITTLEFISH DESIGN SPECIALIZES IN WAYFINDING SYSTEMS. THESE SYSTEMS ARE TAILORED TO HEALTHCARE AND BUSINESS OFFICE ENVIRONMENTS. LITTLEFISH OFFERS DESIGN, COORDINATION AND INSTALLATION SERVICES.

LEGAL DESCRIPTION
(Per Washtenaw County Clerk Records, L.5258 P.69)

PARCEL ID B 02-08-327-002

The North 99 feet of the following described property, to-wit:
Beginning at a point 2627 feet South of the Northwest corner of Section 8, Town 1 South, Range 6 East, Michigan, that being an old established line between the North half and the South half of Section 8; thence running East along the said line fence, 32 rods to the center of the concrete road running from Whitmore Lake to Ann Arbor; thence South in the center of said highway, 15 rods; thence West parallel with said line fence 32 rods; thence North 15 rods to the place of beginning. Excepting and Reserving therefrom the North 100 feet of said land, being a part of the Northwest Quarter of the Southwest Quarter of Section 8, Town 1 South, Range 6 East, Township of Northfield, County of Washtenaw and State of Michigan; also excepting and reserving therefrom that land deeded to Charles M. Ziegler as State Highway Commissioner of the State of Michigan, and recorded in Liber 789 Of Records, on Page 354, Washtenaw County Records, INTENDING TO CONVEY HEREBY TITLE TO PROPERTY ALSO DESCRIBED
AS : The South 99 feet of the North 199 feet of the following described property: "beginning at a point 2627 feet South of the Northwest corner of Section 8, Northfield Township, Washtenaw County, Michigan, that being an old established line between the North Half and the South half of Section 8; thence running East along the said line fence line 32 rods to the center of the concrete road running from \Whitmore Lake to Ann Arbor; thence South in the center of said highway, 15 rods; thence West parallel with said line fence 32 rods; thence North 15 rods to the place of beginning, being a part of the Northwest Quarter of the Southwest Quarter of Section 8, Northfield Township, Washtenaw County, Michigan," excepting and reserving therefrom that land deeded to Charles M. Ziegler as State Highway Commissioner of the State of Michigan, and recorded in Liber 789 of Records, on Page 354; Washtenaw County Records.

NOT FOR CONSTRUCTION

XREF: S:\PROJECTS\2018\2018260\DWG\18260-TOPOBASE.DWG
XREF: S:\PROJECTS\2018\2018260\DWG\SITE PLAN\Y-BASE-18260.DWG
XREF: S:\PROJECTS\2018\2018260\DWG\SITE PLAN\TBLK-18260.DWG

LITTLEFISH DESIGN		DES:	SAP	DN	SUR	PEA	P.M	THD
122 SOUTH MAIN STREET SUITE 275 ANN ARBOR, MI 48104								
COVER SHEET								
LITTLEFISH OFFICE BUILDING								
PART OF THE NW 1/4 OF SECTION 8, T. 1S, R. 6E, NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN								

ORIGINAL ISSUE DATE:
SEPTEMBER 17, 2018

PEA JOB NO. 2018-260

SCALE: 1" = 500'

DRAWING NUMBER:

C-0.0

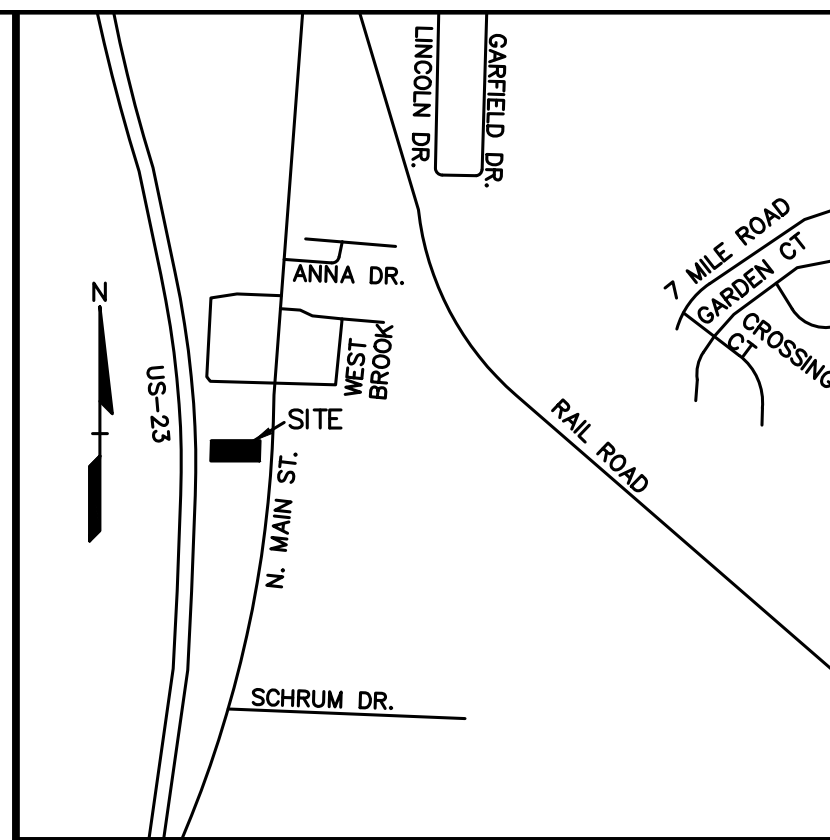
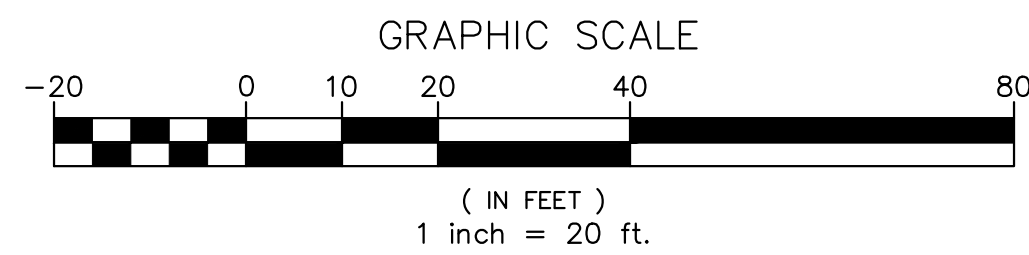
FLOODPLAIN NOTE:
BY GRAPHICAL PLOTTING, SITE IS WITHIN ZONE 'X', AREA
DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE
FLOODPLAIN PER FLOOD INSURANCE RATE MAP NUMBER
26161C0092E DATED APRIL 3, 2012.

PARCEL ID B 02-08-327-002

The North 99 feet of the following described property, to-wit:

Beginning at a point 2627 feet South of the Northwest corner of Section 8, Town 1 South, Range 6 East, Township 8 North, being an old established line between the North half and the South half of Section 8, then running East along said line 32 rods; then South 32 rods to a c/n/c of the concrete road running from Whitmore Lake to Ann Arbor; thence South in the center of said highway, 15 rods; thence West parallel with said line fence 32 rods; thence North 15 rods to the place of beginning; then a part of the Southwest Quarter of Section 8, T.1N, R.6E, S.8N, the East part of the Northwest Quarter of the Southwest Quarter of Section 8, T.1N, S.8N, Range 6 East, Township of Northfield, County of Washtenaw and State of Michigan; excepting and reserving therefrom that part thereof intended to be conveyed to the State of Michigan, and recorded in Liber 789 of Records, on Page 354; Washtenaw County Records. INTENDING TO CONVEY HEREBY TITLE TO PROPERTY ALSO DESCRIBED

AS: The South 99 feet of the North 199 feet of the following described property, beginning at a point 2627 feet South of the Northwest corner of Section 8, Town 1 South, Range 6 East, Township 8 North, being an old established line between the North half and the South half of Section 8; then running East along the said fence line 32 rods to the center of the concrete road running from Whitmore Lake to Ann Arbor; thence South in the center of said highway, 15 rods; thence West parallel with said line fence 32 rods; thence North 15 rods to the place of beginning, being a part of the Southwest Quarter of the Southwest Quarter of Section 8, Northfield Township, Washtenaw County, Michigan, excepting and reserving therefrom that part thereof intended to be conveyed to the State of Michigan, and recorded in Liber 789 of Records, on Page 354; Washtenaw County Records.



LOCATION MAP – NOT TO SCALE

LEGEND

- | | | |
|--|--|---|
| IRON FOUND
NAIL FOUND
NAIL & CAP SET | BRASS PLUG SET
MONUMENT FOUND
MONUMENT SET | SEC. CORNER FOUND
R RECORDED
C MEASURED
M CALCULATED |
| <p><u>PROPOSED</u></p> | | |
| —CH—ELEC—W—C—
—UG—CATY—
—UG—PHONE—
—UG—ELEC—G—
V
M
C
S
R
B
CB
YD
I
M
T
I
V
U
SPOT ELEVATION
CONTOUR LINE
FENCE
GUARD RAIL
STREET LIGHT
SIGN | <p>ELEC., PHONE OR CABLE TV OH. LINE, POLE & GUY WIRE
 UNDERGROUND CABLE TV, CATV PEDESTAL
 TELEPHONE U.S. CABLE, PEDESTAL & MANHOLE
 ELECTRIC U.S. CABLE, MANHOLE, VALVE & HANDHOLE
 GAS MAIN, VALVE & GAS LINE MARKER
 WATER MAIN, H2O, GATE VALVE, TAPPING SLEEVE & VALVE
 SANITARY SEWER, CLEANOUT & MANHOLE
 STORM SEWER, CLEANOUT & MANHOLE
 COMBINED SEWER & MANHOLE
 SQUARE, ROUND & BEEHIVE CATCH BASIN, YARD DRAIN
 SPOT INDICATOR VALVE
 WATER VALVE BOX/HYDRANT VALVE BOX, SERVICE SHUTOFF
 MAILBOX, TRANSFORMER, IRRIGATION CONTROL VALVE
 UNDERSIZED STRUCTURE</p> | <p>805.20</p> |
| CONC.
ASPH.
GRAVEL | <p>CONCRETE

 ASPHALT

 GRAVEL SHOULDER</p> | <p>STD
DUTY

 STD
DUTY</p> |



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LITTLEFISH DESIGN
 122 SOUTH MAIN STREET SUITE 275
 ANN ARBOR, MI 48104

TOPOGRAPHIC SURVEY
LITTLEFISH OFFICE BUILDING
 PART OF THE NW 1/4 OF SECTION 8, T. 1 S., R. 9 E.,
 NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

DES.	DN.	SAP	THD
PROJECTS/2018/2018-260 site plan office building-washwa/DATE: 2018-07-10 (1000-16562).dwg		PEA	P.M.

ORIGINAL ISSUE DATE:
SEPTEMBER 17, 2018

PEA JOB NO. 2018-260

SCALE: 1" = 20'

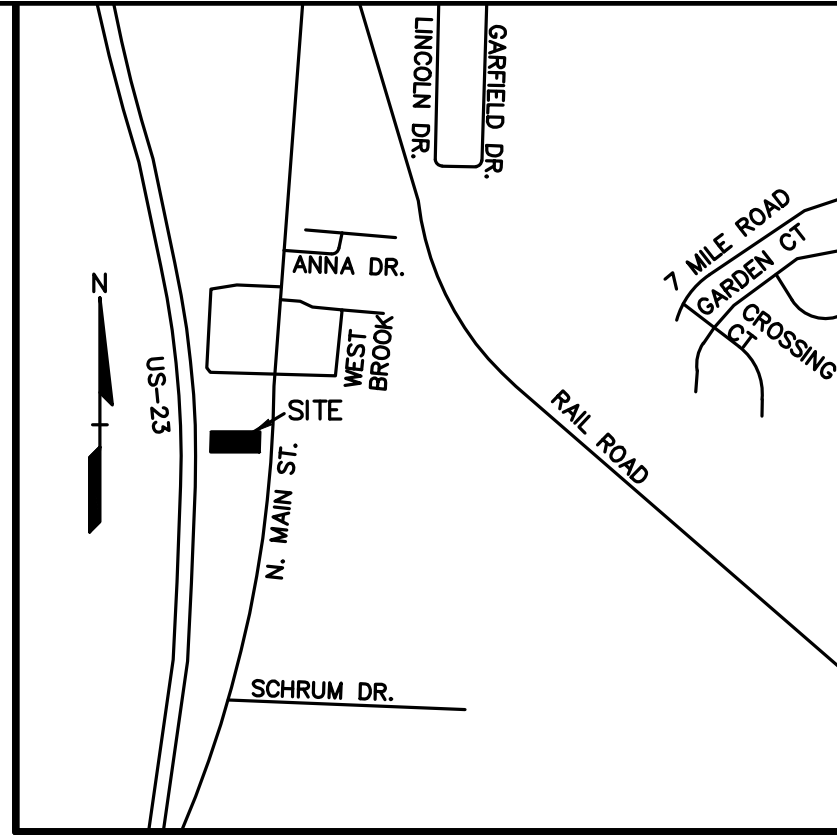
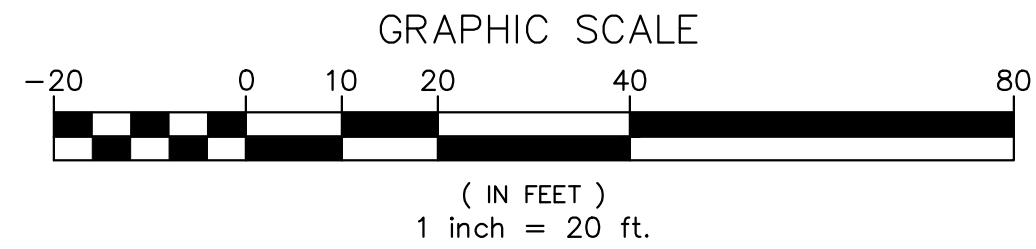
DRAWING NUMBER:

C-1.0

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XREF: S:\PROJECTS\2018\2018260\DWG\SITE PLAN\TBLK-18260.DWG

BENCHMARKS
(ENTER DATUM HERE)
BM #301
SPIKE IN NORTH SIDE OF POWER POLE.
ELEV. = 909.73

FLOODPLAIN NOTE:
BY GRAPHICAL PLOTTING, SITE IS WITHIN ZONE 'X'. AREA DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN PER FLOOD INSURANCE RATE MAP NUMBER 26161C0092E DATED APRIL 3, 2012.

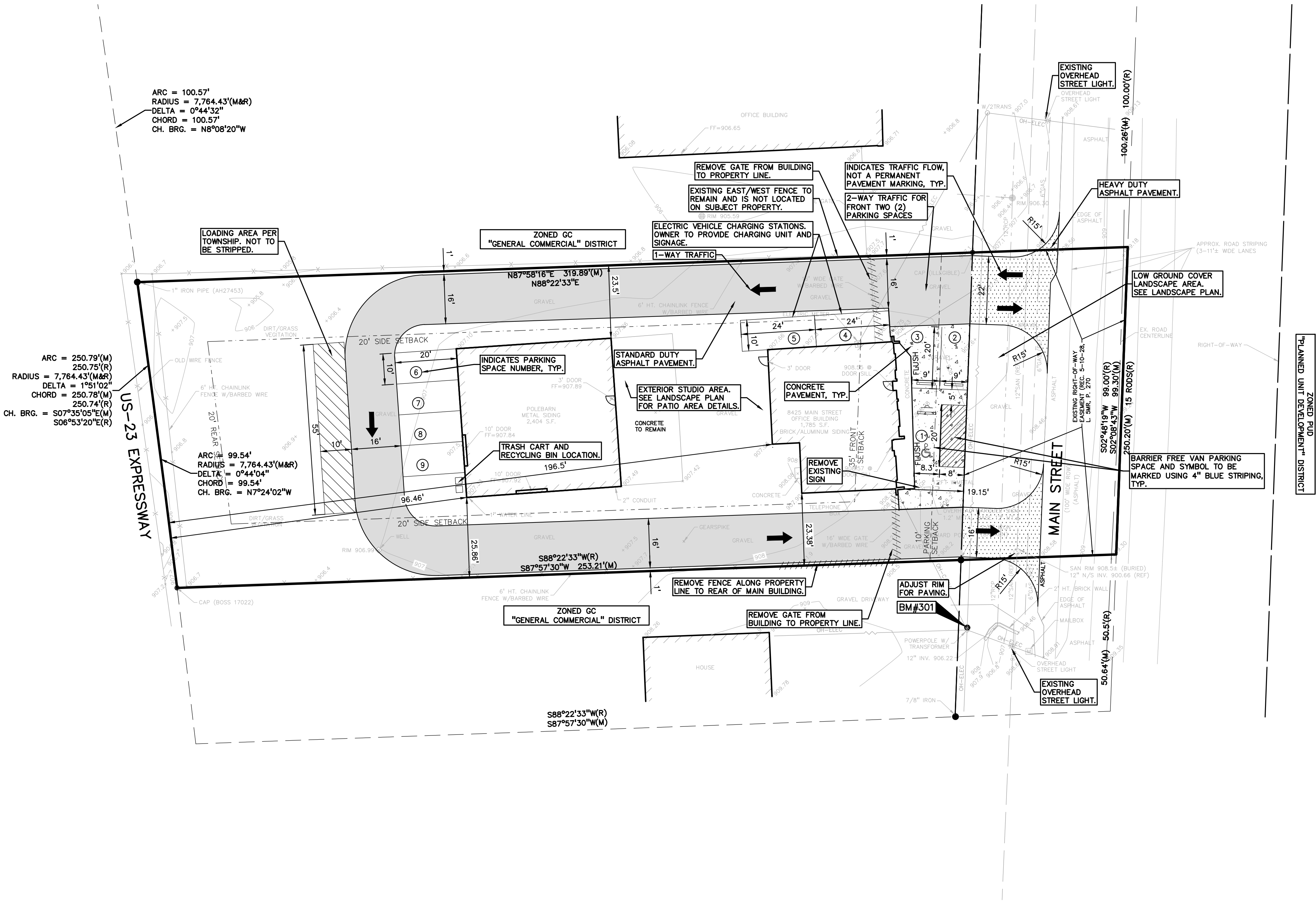


NO.	BY	DATE	REVISIONS
1	SAP	10/23/18	REV. PER OWNER
2	SAP	10/23/18	REV. PER OWNER
3	SAP	3/13/19	PLAN REVISIONS

ARC = 100.57'
RADIUS = 7,764.43'(M&R)
DELTA = 0°44'32"
CHORD = 100.57'
CH. BRG. = N8°08'20"W

ARC = 250.79'(M)
250.75'(R)
RADIUS = 7,764.43'(M&R)
DELTA = 1°51'02"
CHORD = 250.78'(M)
250.74'(R)
CH. BRG. = S07°35'05"E(M)
S06°53'20"E(R)

ARC = 99.54'
RADIUS = 7,764.43'(M&R)
DELTA = 0°44'04"
CHORD = 99.54'
CH. BRG. = N7°24'02"W



LOCATION MAP — NOT TO SCALE

LEGEND

● IRON FOUND
✕ IRON SET
✕ NAIL FOUND
✕ NAIL & CAP SET

● BRASS PLUS SET
● MONUMENT FOUND
● MONUMENT SET

● SEC. CORNER FOUND
R RECORDED
M MEASURED
C CALCULATED

EXISTING
— OH-ELEC—V—O— ELEC. PHONE OR CABLE TV O.H. LINE, POLE & GUY WIRE
— UG-CATV— UG-CATV
— UG-PHONE— UG-PHONE
— UG-ELEC—ELEC— UG-ELEC
— GAS— GAS
— WATER— WATER
— SANITARY— SANITARY
— STORM— STORM
— CONCRETE— CONCRETE
— ASPHALT— ASPHALT
— GRAVEL— GRAVEL

PROPOSED
— ELEC. PHONE OR CABLE TV O.H. LINE, POLE & GUY WIRE
— UG-CATV— UG-CATV
— UG-PHONE— UG-PHONE
— UG-ELEC—ELEC— UG-ELEC
— GAS— GAS
— WATER— WATER
— SANITARY— SANITARY
— STORM— STORM
— CONCRETE— CONCRETE
— ASPHALT— ASPHALT
— GRAVEL— GRAVEL

TRASH DISPOSAL NOTE:
ALL TRASH/WASTE DISPOSAL WILL BE PROVIDED BY CURB SIDE PICKUP. LITTLEFISH DESIGN EMBRACES A ZERO WASTE BUSINESS MODEL AND RECYCLES ALL MATERIALS TO THE EXTENT POSSIBLE.

OUTDOOR STORAGE NOTE:
NO OUTDOOR STORAGE OF MATERIALS OR EQUIPMENT SHALL BE ALLOWED PER TOWNSHIP REGULATIONS.

EXTERIOR MECHANICAL EQUIPMENT NOTE:
NO ADDITIONAL MECHANICAL EQUIPMENT THAT WOULD REQUIRE SCREENING IS LOCATED ON SITE.

SITE DATA TABLE:

SITE AREA:	0.594 ACRES (25,905 SQ.FT.) NET AND GROSS
ZONING:	GC, GENERAL COMMERCIAL
EXISTING USE:	RETAIL (EQUIPMENT SERVICES COMPANY)
PROPOSED USE:	PROFESSIONAL OFFICE WITH RETAIL SALES
BUILDING INFORMATION:	
MAXIMUM ALLOWABLE BUILDING HEIGHT =	45 FEET
EXISTING BUILDING HEIGHT =	14± FEET (AT TOP OF PARAPET, 1 STORY)
EXISTING MAIN BUILDING FOOTPRINT AREA =	1,785 SQ.FT.
EXISTING BARN FOOTPRINT AREA =	2,404 SQ.FT.
EXISTING BUILDING LOT COVERAGE =	16.2% (INC. BOTH STRUCTURES, 25% MAXIMUM ALLOWED)
SETBACK REQUIREMENTS:	
GC ZONING DISTRICT:	
FRONT SETBACK (EAST):	35 FEET REQUIRED 19.15', EXISTING NON-CONFORMING
SIDE SETBACK (NORTH):	20 FEET REQUIRED 26.13' MAIN, 23.50' BARN EXISTING
SIDE SETBACK (SOUTH):	20 FEET REQUIRED 23.38' MAIN, 25.86' BARN EXISTING
REAR SETBACK (WEST):	20 FEET REQUIRED 196.50' MAIN, 96.46' BARN EXISTING
PARKING SETBACK	10 FEET REQUIRED EXISTING NON-CONFORMING
PARKING CALCULATIONS:	
PROFESSIONAL AND BUSINESS OFFICE & RETAIL USES =	1 SPACE PER 200 S.F. G.F.A.
TOTAL RETAIL PARKING REQUIRED =	1,785/200 = 8.9 SPACES
TOTAL EXISTING PARKING =	APPROX. 5 SPACES IN FRONT OF MAIN BUILDING.
TOTAL PROPOSED PARKING SPACES =	9 SPACES
LOADING CALCULATIONS:	
LOADING REQUIRED =	1 SPACE (10'X55' MINIMUM) PER 5,000 SQ.FT. GROSS FLOOR AREA
LOADING PROVIDED =	1 SPACE (10'X55') AT REAR OF SITE
SITE SOILS INFORMATION:	
ACCORDING TO THE USDA NATURAL RESOURCES CONSERVATION SERVICE WEB SOIL SURVEY FOR WASHTENAW COUNTY, THE SITE CONSISTS OF THE FOLLOWING SOIL TYPES:	
BnB —	BOYER LOAMY SAND, 1 TO 6 PERCENT SLOPES
WaA —	WASPEI SANDY LOAM, 0 TO 4 PERCENT SLOPES



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DES.	SAP	DN.	SAP	SUR.	PEA	P.M.	THD
LITTLEFISH DESIGN 122 SOUTH MAIN STREET SUITE 275 ANN ARBOR, MI 48104							
SITE PLAN LITTLEFISH OFFICE BUILDING PART OF THE NW 1/4 OF SECTION 8, T. 1S., R. 6E., NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN							

ORIGINAL ISSUE DATE:
SEPTEMBER 17, 2018

PEA JOB NO. 2018-260

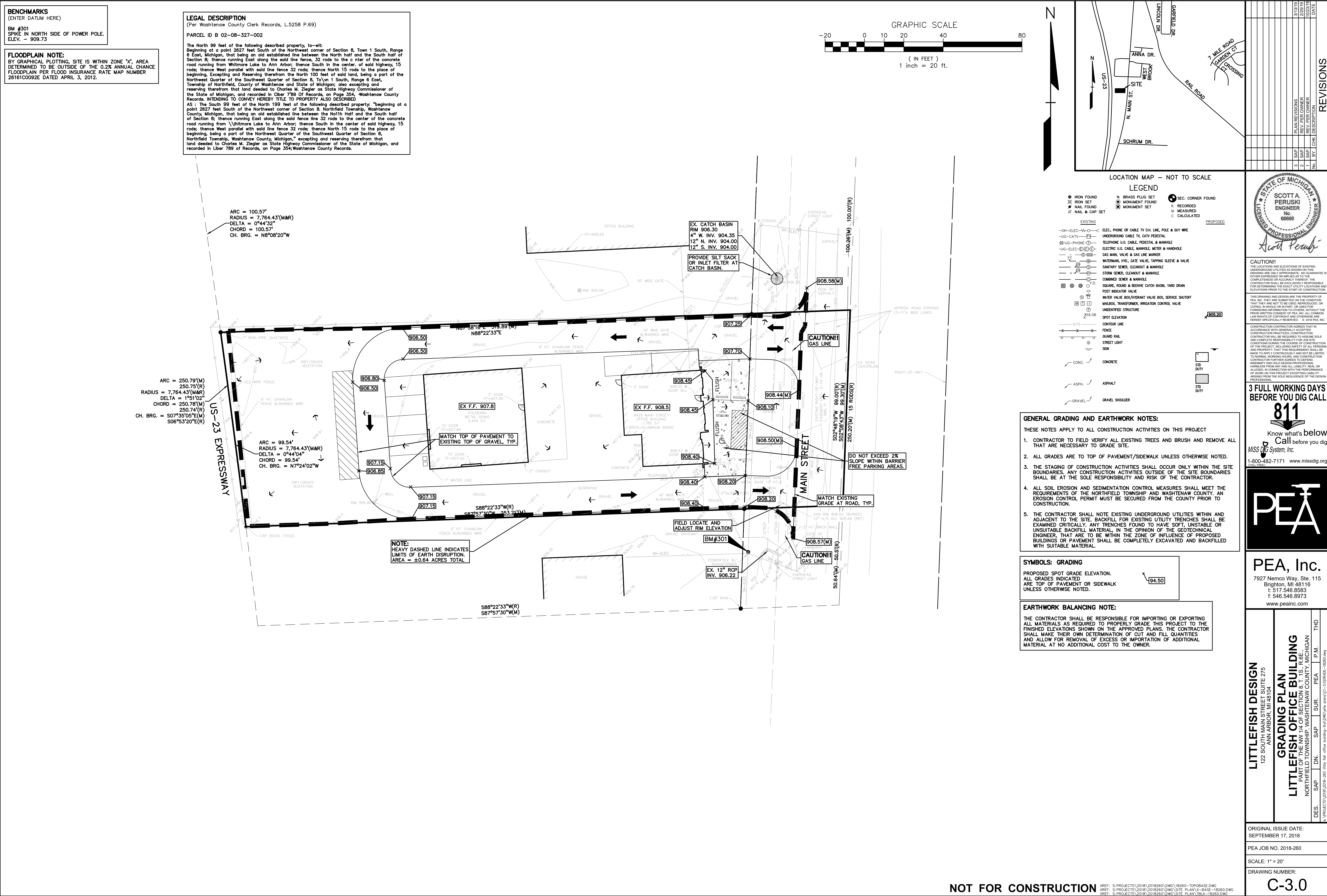
SCALE: 1" = 20'

DRAWING NUMBER:

C-2.0

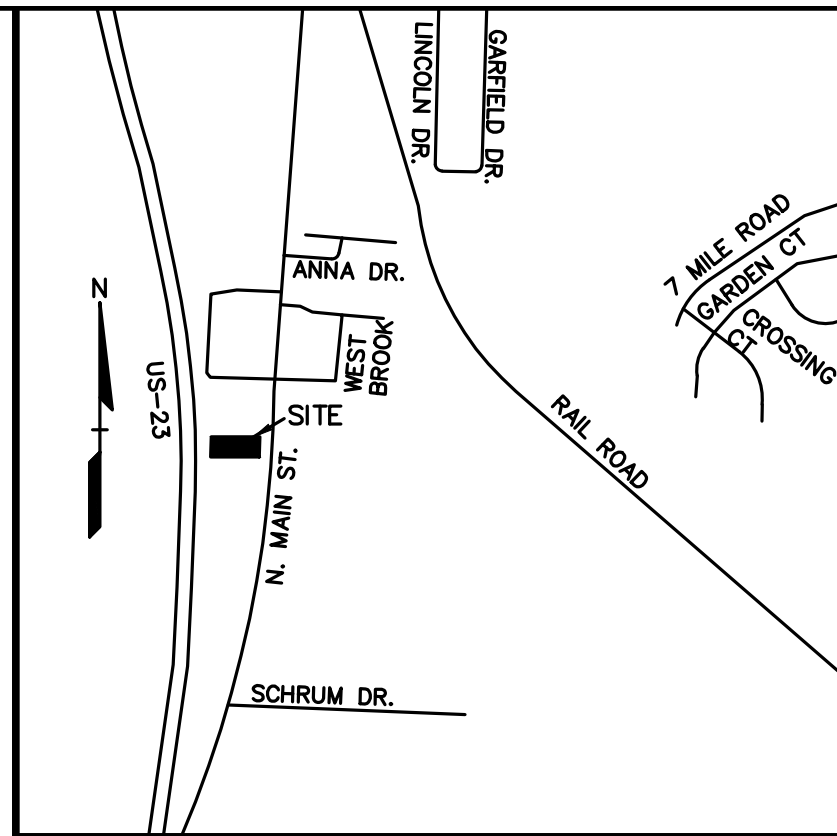
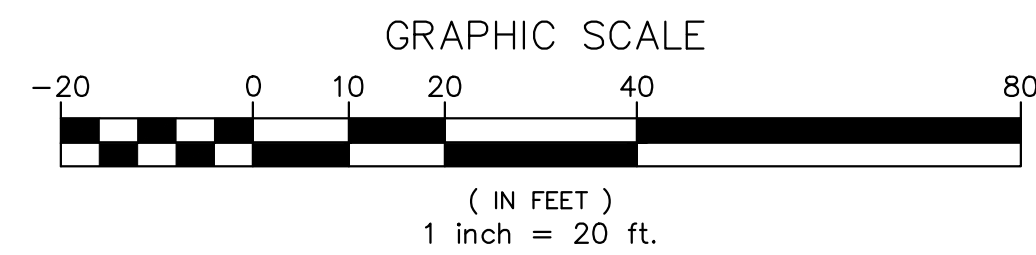
NOT FOR CONSTRUCTION

XREF: S:\PROJECTS\2018\2018260\DWG\18260-TOPBASE.DWG
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XREF: S:\PROJECTS\2018\2018260\DWG\18260-TOPBASE.DWG



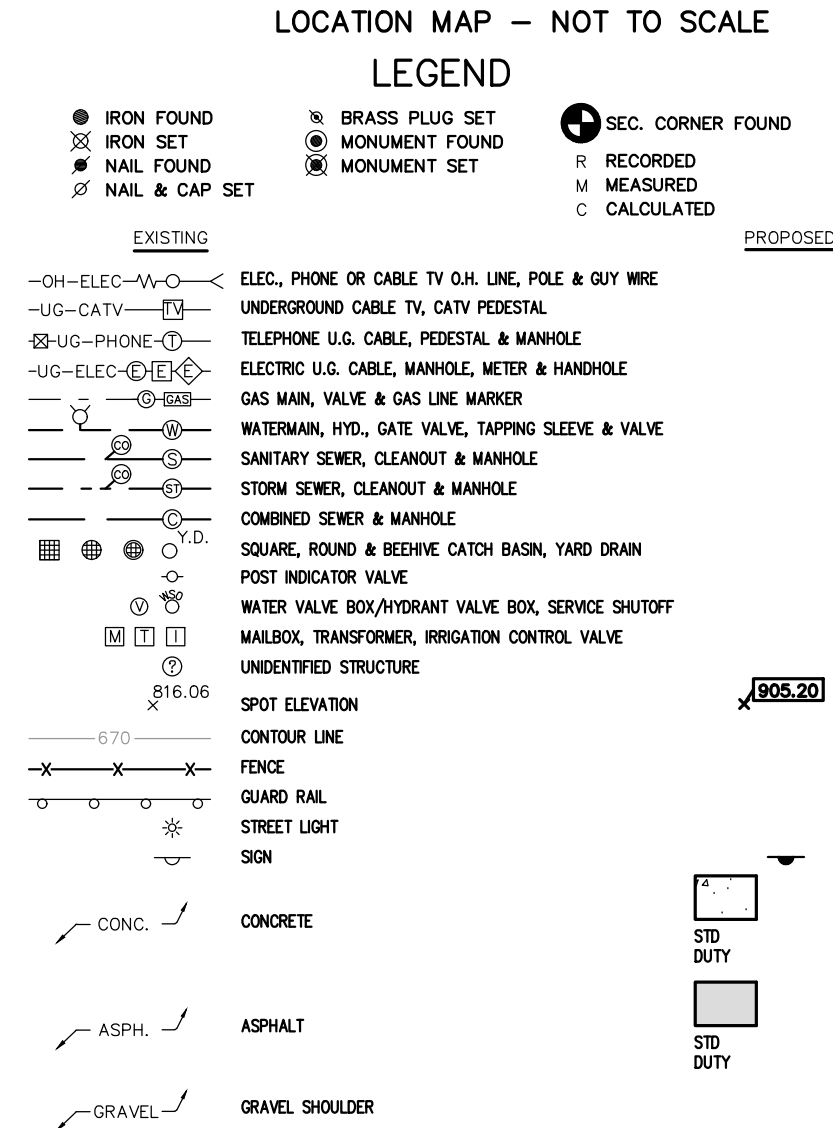
FLOODPLAIN NOTE:
BY GRAPHICAL PLOTTING, SITE IS WITHIN ZONE 'X', AREA
DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE
FLOODPLAIN PER FLOOD INSURANCE RATE MAP NUMBER
26161C0092E DATED APRIL 3, 2012.

The North 99 feet of the following described property, to-wit:
Beginning at a point 627' foot South of the Northwest corner of Section 8, Town 1 South, Range
10 East, Township 1N., County of Waukegan; thence North half mile to the North half and the South half
of Section 8; thence running East along said side line fence, 32 rods to the center of the concrete
road crossing the West boundary of Section 8; thence North half mile to the North half and the South
half of Section 8; thence West parallel with said side line fence 32 rods; thence North 15 rods to the place of
beginning, Excepting and Reserving therefrom the North 100 feet of said land, being a part of
the NW 1/4 of Sec. 8, Twp. 1S., R. 10E., containing about 15 acres more or less lying between the
Township of Northfield, County of Washnawen and State of Michigan; also excepting and
reserving therefrom that land donated by Charles M. Ziegler as State Highway Commissioner of
Michigan to the State of Michigan under Act No. 28 of March 2nd 1921, recorded in Lib. 789 of Records,
INTENDING TO CONVEY HEREBY TITLE TO PROPERTY ALSO DESCRIBED
TO THE STATE OF MICHIGAN FOR PUBLIC HIGHWAYS AND PURPOSES.
The above-described premises are hereby conveyed unto the State of Michigan, beginning
at a point 627' feet South of the Northwest corner of Section 8, Northfield Township, Washnawaun
County, Michigan, that being an old established line between the North Half and the South Half
of Section Eight, Township One North, Range Ten East, Township One North, County of Waukegan;
thence North half mile to the North half and the South half of Section eight, northward across a
road running from Whitlmore Lake to Ann Arbor; thence South 15 Rods in the center of said highway, 15
rods; thence West parallel with said side line fence 32 rods; thence North 15 rods to the place of
beginning, Excepting and Reserving therefrom the North 100 feet of said land, being a part of
Northfield Township, Washnaween County, Michigan, excepting and reserving therefrom that
land donated by Charles M. Ziegler as State Highway Commissioner of the State of Michigan, and
recorded in Liber 789 of Records, at Page 354; Waukegan County Records.



No.	BY	CHK	DESCRIPTION	DATE
3	SAP		P/LN REVISIONS	3/13/19
2	SAP		REV. PER OWNER	2/26/19
1	SAP		REV. PER OWNER	10/23/18

REVISIONS



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(TOLL FREE)



PEA, Inc.

7927 Nemco Way, Ste. 115
Brighton, MI 48116
t: 517.546.8583
f: 546.546.8973
www.peainc.com

LITTLEFISH DESIGN
 122 SOUTH MAIN STREET SUITE 275
 ANN ARBOR, MI 48104

TRUCK TURNING PLAN
LITTLEFISH OFFICE BUILDING
 PART OF THE NW 1/4 OF SECTION 8, T. 15S, R. 10E,
 NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

ORIGINAL ISSUE DATE:
SEPTEMBER 17, 2018

PEA JOB NO. 2018-260

SCALE: 1" = 20'

DRAWING NUMBER:

C-4.0

NOT FOR CONSTRUCTION XREF: S:\PROJECTS\2018\2018260\DWG\18260-TOPOBASE.DWG
XREF: S:\PROJECTS\2018\2018260\DWG\SITE PLAN\X-BASE-18260.DWG
XREF: S:\PROJECTS\2018\2018260\DWG\SITE PLAN\TBLK-18260.DWG

XREF: S:PROJECTS\2018\2018260\DWG\18260-TOPOBASE.DWG
XREF: S:PROJECTS\2018\2018260\DWG\SITE PLAN\X-BASE-18260.DWG
XREF: S:PROJECTS\2018\2018260\DWG\SITE PLAN\BLK-18260.DWG

GENERAL NOTES:

1. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF NORTHFIELD TOWNSHIP AND WASHTENAW COUNTY.
2. THE CONTRACTOR MUST CONTACT THE ENGINEER SHOULD THEY ENCOUNTER ANY DESIGN ISSUES DURING CONSTRUCTION. IF THE CONTRACTOR MAKES DESIGN MODIFICATIONS WITHOUT THE WRITTEN DIRECTION OF THE DESIGN ENGINEER, THE CONTRACTOR DOES SO AT HIS OWN RISK.
3. ALL NECESSARY PERMITS, TESTING, BONDS AND INSURANCES ETC., SHALL BE PAID FOR BY THE CONTRACTOR. THE OWNER SHALL PAY FOR ALL TOWNSHIP INSPECTION FEES.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL DURING THE PERIODS OF CONSTRUCTION. THIS SHALL BE CONSIDERED INCIDENTAL TO THE JOB.
5. THE CONTRACTOR SHALL NOTIFY MISS DIG (811) AND REPRESENTATIVES OF OTHER UTILITIES IN THE VICINITY OF THE WORK A MINIMUM OF 72 HOURS PRIOR TO START OF CONSTRUCTION (EXCLUDING WEEKENDS AND HOLIDAYS) FOR LOCATION AND STAKING OF ON-SITE UTILITY LINES. IF NO NOTIFICATION IS GIVEN AND DAMAGE RESULTS, SAID DAMAGE WILL BE REPAIRED AT SOLE EXPENSE OF THE CONTRACTOR. IF EXISTING UTILITY LINES ARE ENCOUNTERED THAT CONFLICT IN LOCATION WITH NEW CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER SO THAT THE CONFLICT MAY BE RESOLVED.
6. CONTRACTOR TO VERIFY THAT THE PLANS AND SPECIFICATIONS ARE THE VERY LATEST PLANS AND SPECIFICATIONS AND FURTHERMORE, VERIFY THAT THESE PLANS AND SPECIFICATIONS HAVE BEEN APPROVED. ALL ITEMS CONSTRUCTED BY THE CONTRACTOR PRIOR TO RECEIVING FINAL APPROVAL, HAVING TO BE ADJUSTED OR RE-DONE, SHALL BE AT THE CONTRACTORS EXPENSE. SHOULD THE CONTRACTOR ENCOUNTER A CONFLICT BETWEEN THESE PLANS AND/OR SPECIFICATIONS, THEY SHALL SEEK CLARIFICATION IN WRITING FROM THE ENGINEER BEFORE COMMENCEMENT OF CONSTRUCTION. FAILURE TO DO SO SHALL BE AT SOLE EXPENSE TO THE CONTRACTOR.
7. ALL PROPERTIES OR FACILITIES IN THE SURROUNDING AREAS, PUBLIC OR PRIVATE, DESTROYED OR OTHERWISE DISTURBED DUE TO CONSTRUCTION, SHALL BE REPLACED AND/OR RESTORED TO THE ORIGINAL CONDITION BY THE CONTRACTOR.
8. MANHOLE, CATCH BASIN, GATE VALVES AND HYDRANT FINISH GRADES MUST BE CLOSELY CHECKED AND APPROVED BY THE ENGINEER BEFORE THE CONTRACTOR'S WORK IS CONSIDERED COMPLETE.
9. CONTRACTOR SHALL REMOVE AND DISPOSE OF OFF-SITE ANY TREES, BRUSH, STUMPS, TRASH OR OTHER UNWANTED DEBRIS AT THE OWNER'S DIRECTION, INCLUDING OLD BUILDING FOUNDATIONS AND FLOORS. BURNING OF TRASH, STUMPS OR OTHER DEBRIS SHALL NOT BE PERMITTED.
10. THE CONTRACTOR SHALL PROVIDE ALL NECESSARY BARRICADING, SIGNAGE, LIGHTS AND TRAFFIC CONTROL DEVICES TO PROTECT THE WORK AND SAFELY MAINTAIN TRAFFIC IN ACCORDANCE WITH LOCAL REQUIREMENTS AND THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (LATEST EDITION). THE DESIGN ENGINEER, OWNER, CITY AND COUNTY SHALL NOT BE HELD LIABLE FOR ANY CLAIMS RESULTING FROM ACCIDENTS OR DAMAGES CAUSED BY THE CONTRACTOR'S FAILURE TO COMPLY WITH TRAFFIC AND PUBLIC SAFETY REGULATIONS DURING THE CONSTRUCTION PERIOD.
11. ALL EXCAVATIONS SHALL BE SLOPED, SHORED OR BRACED IN ACCORDANCE WITH MI-OSHA REQUIREMENTS. THE CONTRACTOR SHALL PROVIDE AN ADEQUATELY CONSTRUCTED AND BRACED SHORING SYSTEM FOR EMPLOYEES WORKING IN AN EXCAVATION THAT MAY EXPOSE EMPLOYEES TO THE DANGER OF MOVING GROUND.

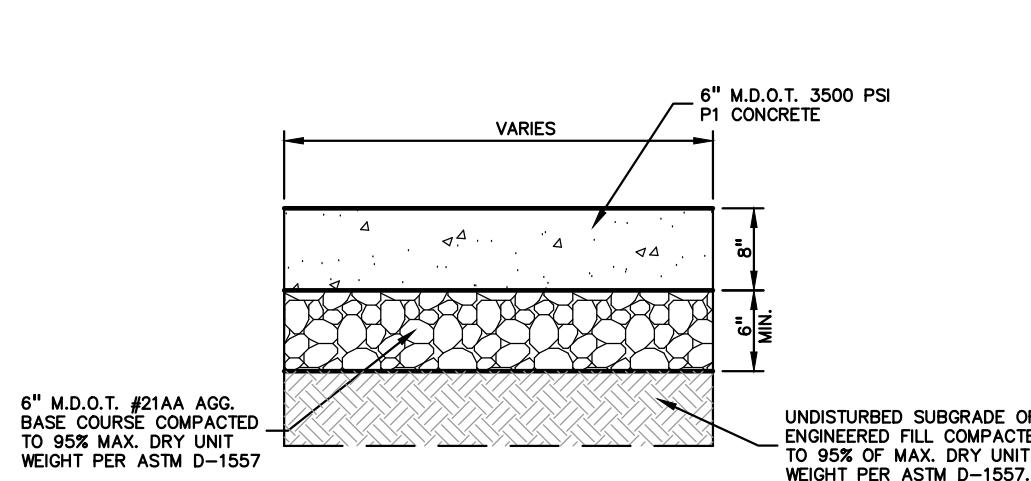
PAVING NOTES:

1. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF NORTHFIELD TOWNSHIP.
2. IN AREAS WHERE NEW PAVEMENTS ARE BEING CONSTRUCTED, THE TOPSOIL AND SOIL CONTAINING ORGANIC MATTER SHALL BE REMOVED PRIOR TO PAVEMENT CONSTRUCTION.
3. ON-SITE FILL CAN BE USED IF THE SPECIFIED COMPACTION REQUIREMENTS CAN BE ACHIEVED. IF ON-SITE SOIL IS USED, IT SHOULD BE CLEAN AND FREE OF FROZEN SOIL, ORGANICS, OR OTHER DELETERIOUS MATERIALS.
4. THE FINAL SUBGRADE/EXISTING AGGREGATE BASE SHOULD BE THOROUGHLY PROFFEROLLED USING A FULLY LOADED TANDEM AXLE TRUCK OR FRONT END LOADER UNDER THE OBSERVATION OF A LICENSED GEOTECHNICAL/PAVEMENT ENGINEER. LOOSE OR YIELDING AREAS THAT CANNOT BE MECHANICALLY STABILIZED SHOULD BE REINFORCED USING GEORIGDS OR REMOVED AND REPLACED WITH ENGINEERED FILL OR AS DICTATED BY FIELD CONDITIONS.
5. SUBGRADE UNDERCUTTING, INCLUDING BACKFILLING SHALL BE PERFORMED TO REPLACE MATERIALS SUSCEPTIBLE TO FROST HEAVING AND UNSTABLE SOIL CONDITIONS. ANY EXCAVATIONS THAT MAY BE REQUIRED BELOW THE TOPSOIL IN FILL SECTIONS OR BELOW SUBGRADE IN CUT SECTIONS, WILL BE CLASSIFIED AS SUBGRADE UNDERCUTTING.
6. SUBGRADE UNDERCUTTING SHALL BE PERFORMED WHERE NECESSARY AND THE EXCAVATED MATERIAL SHALL BECOME THE PROPERTY OF THE CONTRACTOR. ANY SUBGRADE UNDERCUTTING SHALL BE BACKFILLED WITH SAND OR OTHER SIMILAR APPROVED MATERIAL. BACKFILL SHALL BE COMPACTED TO 95% OF THE MAXIMUM UNIT WEIGHT (PER ASTM D-1557) UNLESS OTHERWISE SPECIFIED.
7. BACKFILL UNDER PAVED AREAS SHALL BE AS SPECIFIED ON DETAILS.
8. ANY SUB-GRADE WATERING REQUIRED TO ACHIEVE REQUIRED DENSITY SHALL BE CONSIDERED INCIDENTAL TO THE JOB.
9. FINAL PAVEMENT ELEVATIONS SHOULD BE SO DESIGNED TO PROVIDE POSITIVE SURFACE DRAINAGE. A MINIMUM SURFACE SLOPE OF 1.0 PERCENT IS RECOMMENDED.
10. CONSTRUCTION TRAFFIC SHOULD BE MINIMIZED ON THE NEW PAVEMENT. IF CONSTRUCTION TRAFFIC IS ANTICIPATED ON THE PAVEMENT STRUCTURE, THE INITIAL LIFT THICKNESS COULD BE INCREASED, AND PLACEMENT OF THE FINAL LIFT COULD BE DELAYED UNTIL THE MAJORITY OF THE CONSTRUCTION ACTIVITIES HAVE BEEN COMPLETED. THIS ACTION WILL ALLOW REPAIR OF LOCALIZED FAILURE, IF ANY DOES OCCUR, AS WELL AS REDUCE LOAD DAMAGE ON THE PAVEMENT SYSTEM.

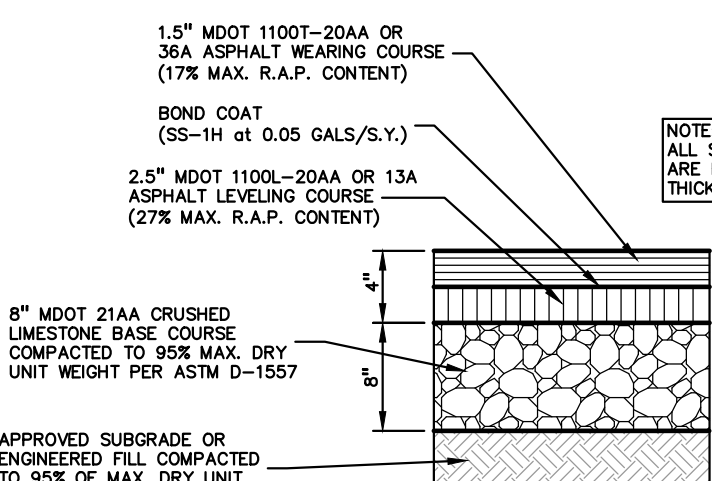
GENERAL BARRIER FREE NOTES:

THE FOLLOWING NOTES PROVIDE AN OUTLINE OF SOME OF THE REQUIREMENTS CONTAINED WITHIN THE "STANDARDS FOR ACCESSIBLE DESIGN - AMERICANS WITH DISABILITIES ACT 2010", AND "ACCESSIBLE AND USEABLE BUILDINGS AND FACILITIES", ICC/ANSI A117.1-2009. THE CONTRACTOR IS RESPONSIBLE FOR ALL OF THE REQUIREMENTS PRESENTED WITHIN THESE DOCUMENTS, WHICH ARE AVAILABLE IN FULL UPON REQUEST.

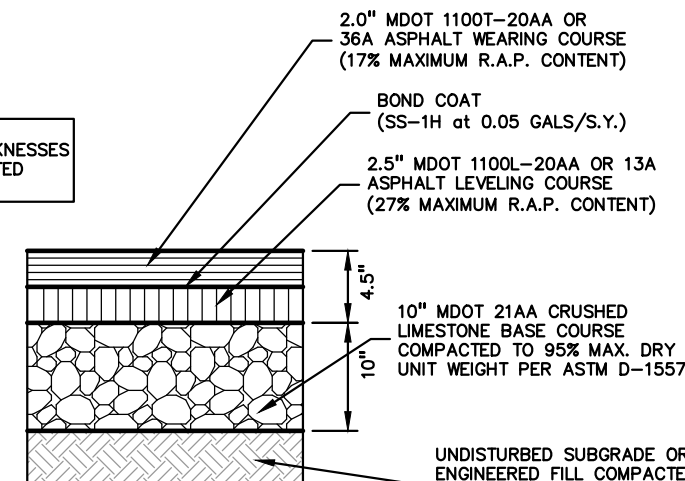
1. AN ACCESSIBLE ROUTE CONSISTS OF WALK SURFACES, CURB RAMPS AND RAMPS. AT LEAST ONE ACCESSIBLE ROUTE SHALL BE PROVIDED WITHIN THE SITE FROM ACCESSIBLE PARKING SPACES, ACCESSIBLE PASSENGER LOADING ZONES, PUBLIC STREETS AND SIDEWALKS, AND PUBLIC TRANSPORTATION STOPS TO THE BUILDING OR FACILITY ENTRANCE THEY SERVE.
2. THE RUNNING SLOPE OF ALL WALKING SURFACES SHALL NOT EXCEED 5% (1:20) AND THE CROSS-SLOPE SHALL NOT EXCEED 2% (1:48).
3. WALKING SURFACES MUST BE LEVEL WITH PERMITTED VERTICAL CHANGES IN LEVEL NOT TO EXCEED 1/4", OR BEVELED CHANGES IN LEVEL NOT TO EXCEED 1/2". REFER TO DETAIL DET-8 THIS SHEET. ANY CHANGE IN LEVEL GREATER THAN 1/2" MUST BE RAMPED.
4. TURNING SPACES ALONG ACCESSIBLE ROUTES MUST BE AT LEAST 5 FEET WIDE IN ALL DIRECTIONS AND NOT EXCEED 2% SLOPE (1:48) IN ANY DIRECTION.
5. ACCESSIBLE ROUTES WILL BE DESIGNED TO BE A MINIMUM OF 5 FEET WIDE. THE MINIMUM CLEAR WIDTH IS 3 FEET.
6. RAMPS ALONG ACCESSIBLE ROUTES WILL HAVE A RUNNING SLOPE GREATER THAN 5% (1:20) AND LESS THAN 8.3% (1:12).
7. THE CROSS-SLOPE OF RAMP RUNS SHALL NOT EXCEED 2% (1:48)
8. THE MINIMUM CLEAR WIDTH OF ANY RAMP IS 36 INCHES.
9. CURB RAMPS ALONG ACCESSIBLE ROUTES SHALL NOT RISE MORE THAN 6 INCHES, NOR BE STEEPER THAN 8.3% (1:12). APPROACHING SLOPES TO THE RAMP CANNOT EXCEED 5% WHICH INCLUDES SIDEWALKS, PAVEMENT, GUTTERS ETC.
10. IF CURB RAMP SIDES ARE FLARED, THE FLARES SHALL NOT BE STEEPER THAN 10% (1:10).
11. LANDINGS ARE REQUIRED AT THE TOP OF ALL CURB RAMPS. THE CLEAR LENGTH OF THE LANDING SHALL BE A MINIMUM OF 36" AND WILL BE AS WIDE AS THE CURB RAMP.
12. CURB RAMPS SHALL BE LOCATED OR PROTECTED TO PREVENT THEIR OBSTRUCTION BY PARKED VEHICLES.
13. HANDRAILS ARE NOT REQUIRED ON CURB RAMPS.
14. WHERE DETECTABLE WARNING IS REQUIRED AT CURB RAMPS, THE DETECTABLE WARNING SHALL BE 24" MINIMUM IN DEPTH AND SHALL EXTEND THE FULL WIDTH OF THE RAMP. THE DETECTABLE WARNING SHALL BE LOCATED SO THE EDGE NEAREST THE CURB IS 6 INCHES MINIMUM AND 8 INCHES MAXIMUM FROM THE CURB LINE.
15. FOR EVERY SIX OR FRACTION OF SIX ACCESSIBLE PARKING SPACES, ONE VAN ACCESSIBLE SPACE SHALL BE PROVIDED.
16. ACCESSIBLE PARKING SPACES SHALL BE LOCATED ON THE SHORTEST ACCESSIBLE ROUTE FROM PARKING TO A BUILDING ENTRANCE. IF THERE IS MORE THAN ONE ACCESSIBLE ENTRANCE, PARKING SHALL BE DISPERSED ALONG THE SHORTEST ACCESSIBLE ROUTE TO THE ACCESSIBLE ENTRANCES.
17. BARRIER FREE CAR PARKING SPACES SHALL BE A MINIMUM OF 8 FEET WIDE WITH AN ACCESS AISLE 5 FEET WIDE MINIMUM. VAN ACCESSIBLE PARKING SPACES SHALL BE AT LEAST 11 FEET WIDE WITH A 5' WIDE ACCESS AISLE. VAN ACCESSIBLE SPACES ARE ALSO ACCEPTABLE WITH AN 8 FOOT WIDTH AND 8 FOOT WIDE ACCESS AISLE. THE ACCESS AISLE IN ALL CASES MUST EXTEND THE FULL LENGTH OF THE PARKING SPACE.
18. SURFACE SLOPES WITHIN THE PARKING SPACES AND AISLES SHALL NOT EXCEED 2% (1:48)
19. ACCESSIBLE AREAS INCLUDING PARKING SPACES, AISLES AND PATHWAYS, REQUIRE A MINIMUM VERTICAL CLEARANCE OF 98 INCHES.
20. ACCESSIBLE PARKING SPACES ARE REQUIRED TO BE IDENTIFIED BY SIGNS. THE SIGNS SHALL INCLUDE THE INTERNATIONAL SYMBOL OF ACCESSIBILITY. VAN PARKING SPACES ARE REQUIRED TO BE DESIGNATED AS "VAN ACCESSIBLE". REFER TO DETAILS ON THIS SHEET.



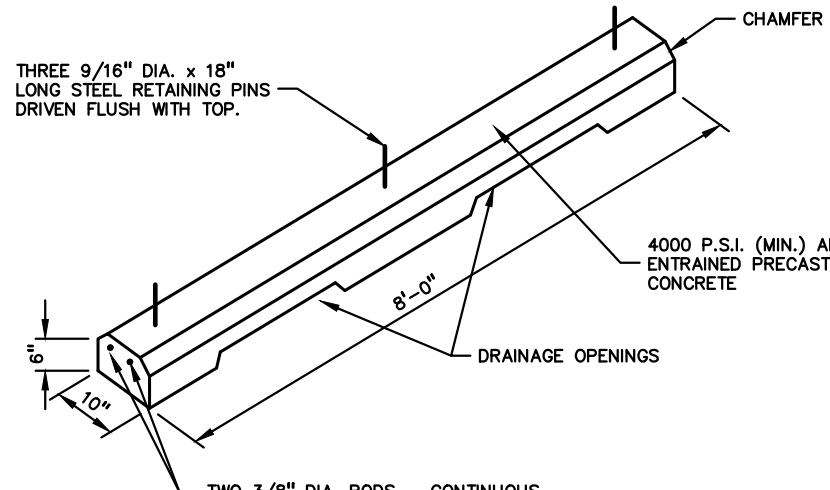
CONCRETE PAVEMENT DETAIL
NOT TO SCALE



STANDARD DUTY ASPHALT DETAIL
(NOT FOR USE IN THE RIGHT-OF-WAY) NOT TO SCALE



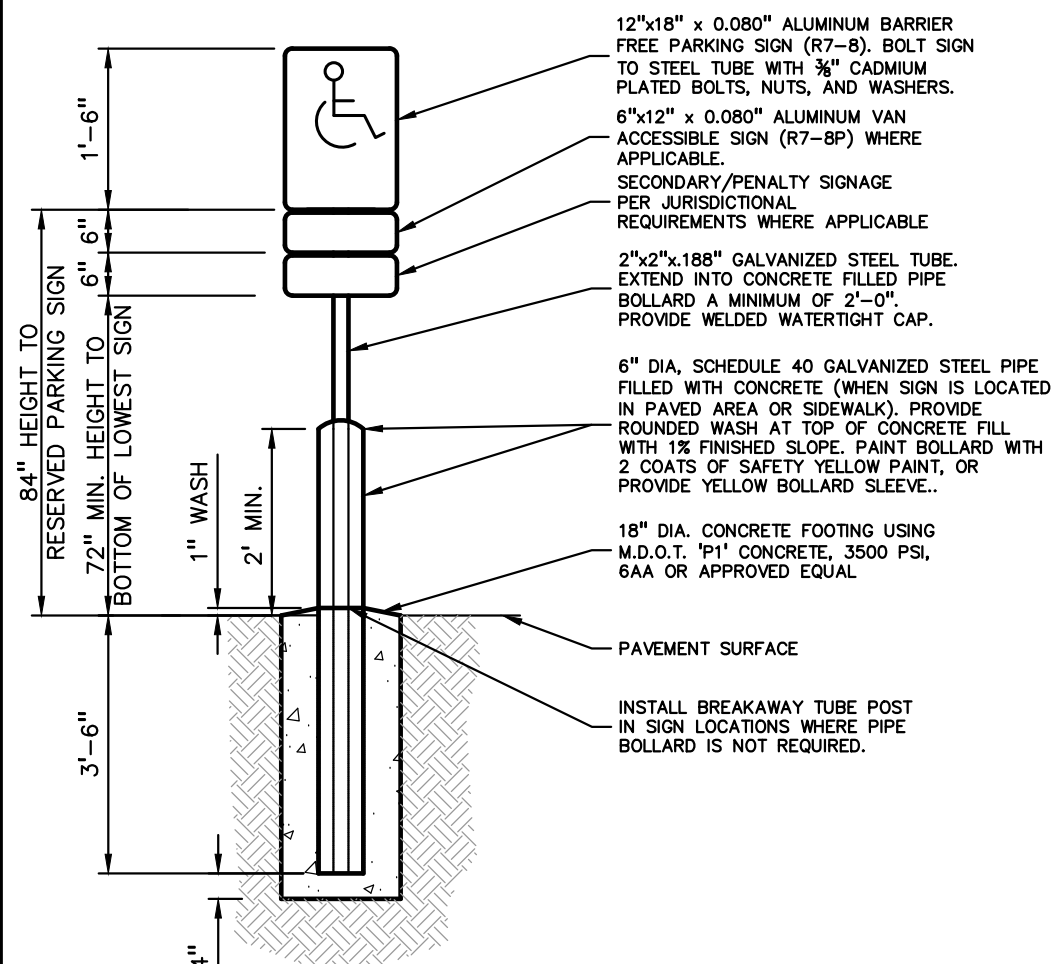
HEAVY DUTY ASPHALT DETAIL
FOR USE IN THE RIGHT-OF-WAY NOT TO SCALE



CONCRETE PARKING BUMPER
NOT TO SCALE

BARRIER FREE SIGN NOTES:

1. ONE SIGN IS REQUIRED AT EACH BARRIER FREE PARKING SPACE.
2. ALL SIGNS SHALL COMPLY WITH THE LATEST STANDARDS OF THE MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD).
3. WHEN TWO BARRIER FREE PARKING SPACES ARE ADJACENT AND FACING EACH OTHER, TWO SIGNS ARE REQUIRED, BUT CAN BE MOUNTED ON THE SAME POST.
4. SIGN POSTS SHALL BE 2" NOM. SQUARE 14-GAUGE GALVANIZED STEEL TUBE WITH 7/16" HOLES AT 1" CENTERS. POSTS SHALL TELESCOPE INSIDE ANCHOR POSTS A MINIMUM OF 12".
5. ANCHOR POSTS SHALL BE 2.25" NOM. SQUARE 12-GAUGE GALVANIZED STEEL POST, A MINIMUM OF 3 FEET LONG.
6. IF THESE NOTES AND DETAILS CONFLICT WITH LOCAL CODES AND ORDINANCES, THE STRICTER REQUIREMENT SHOULD BE USED.
7. ALTERNATE MATERIALS MAY BE USED IF IN COMPLIANCE WITH A.D.A. GUIDELINES AND LOCAL REQUIREMENTS.



BARRIER FREE SIGN AND POST DETAIL
NOT TO SCALE

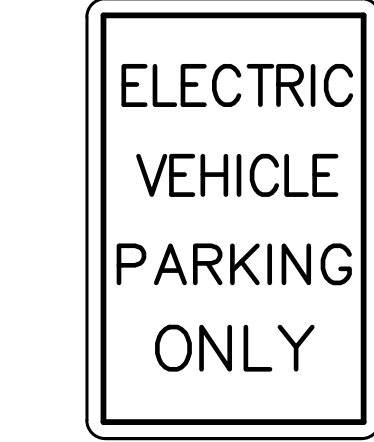
12" x 18" (R7-8)
GREEN BORDER AND
LEGEND
WHITE SYMBOL, BLUE
BACKGROUND,
REFLECTORIZED

NOTE:
MAY ONLY BE USED AT
11' WIDE SPACES LOCATED
ON THE LEFT SIDE OF A
5' WIDE AISLE, OR 8' WIDE
SPACES LOCATED TO THE
LEFT OF 8' WIDE AISLES



VAN ACCESSIBLE
PARKING SIGN DETAIL
NOT TO SCALE

6" x 12" (R7-8P)
GREEN BORDER AND
LEGEND
REFLECTORIZED



12" x 18"
BLACK ON WHITE REFLECTORIZED
7'-0" MOUNTING HEIGHT

ELECTRIC VEHICLE
PARKING SIGN DETAIL
NOT TO SCALE



CAUTION!!
THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITIES AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION.

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CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THAT THIS REQUIREMENT SHALL BE MADE A PARTY CONTRACTOR'S AGREEMENT BE LIMITED TO NORMAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR AGREES TO HOLD DESIGN PROFESSIONAL HARMLESS AND HOLDS DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.

3 FULL WORKING DAYS
BEFORE YOU DIG CALL

811
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DES.	SAP	DN.	SAP	SUR.	PEA	THD
LITTLEFISH DESIGN 122 SOUTH MAIN STREET SUITE 275 ANN ARBOR, MI 48104						
DETAILS AND NOTES LITTLEFISH OFFICE BUILDING PART OF THE NW 1/4 OF SECTION 8 T. 15 N. R. 6 E. NORTHFIELD TOWNSHIP WASHTENAW COUNTY, MICHIGAN						
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ORIGINAL ISSUE DATE:
SEPTEMBER 17, 2018

PEA JOB NO. 2018-260

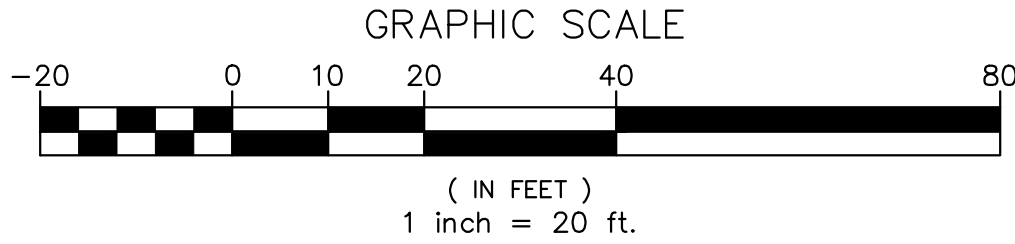
SCALE: 1" = 20'

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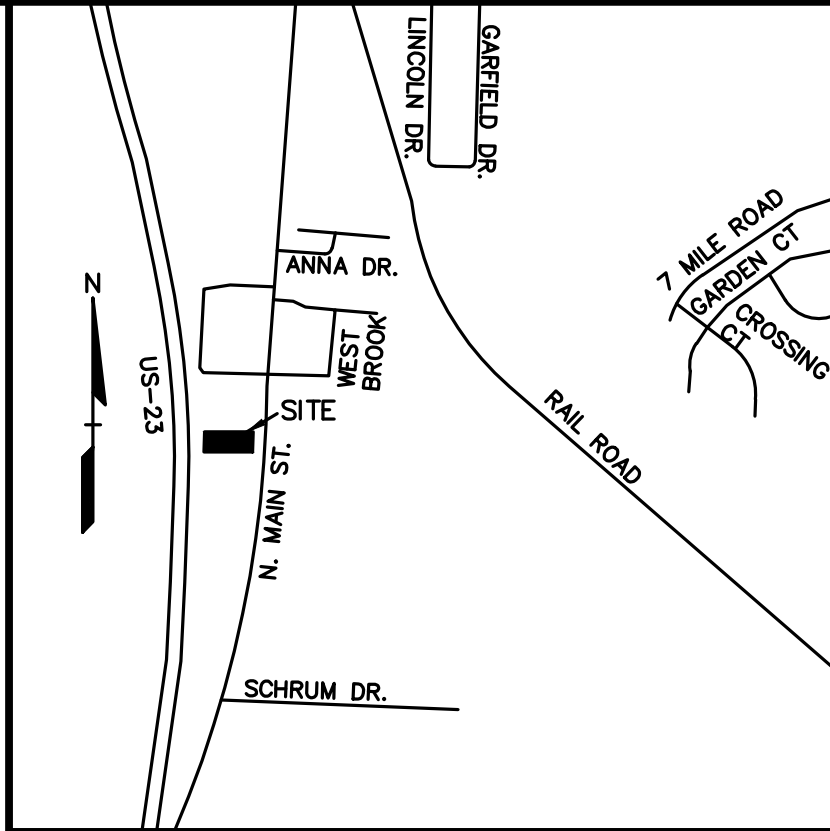
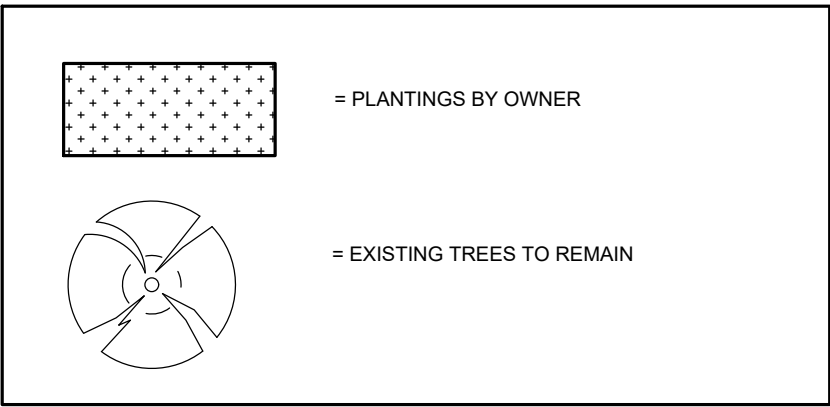
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NOT FOR CONSTRUCTION

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XREF: S:\PROJECTS\2018\2018260\DWG\SITE PLANS\BLK-C-5.0-DETAILS-18260.DWG



KEY:



NO.	BY	DATE	DESCRIPTION
1	SAP	3/13/19	PLAN REVISIONS
2	SAP	2/25/19	REV PER OWNER
3	SAP	10/23/18	REV PER OWNER

REVISIONS



LANDSCAPE CALCULATIONS:

PER CITY OF NORTHFIELD TOWNSHIP ZONING ORDINANCE

PARKING LOT LANDSCAPE:

REQUIRED: 1 TREE / 8 CARS; 9 CARS/8 = 2 TREE REQ'D.

PROVIDED: 3 EXISTING TREES ON SITE.

NOTES: PER NORTHFIELD TOWNSHIP:

PLANT MATERIAL SHALL NOT BE PLANTED WITHIN 3' OF FENCE OR PROPERTY LINE.

NO TREES AND SHRUBS SHALL BE PLANTED IN CONFLICT WITH OVERHEAD UTILITY, FIRE HYDRANTS, CATCH BASINS OR MANHOLES AND UNDERGROUND UTILITIES.

EXISTING PLANT MATERIALS THAT ARE UNSIGHTLY, DEAD, DYING OR UNHEALTHY MUST BE REMOVED AND REPLACED.

ALL LAWN & LANDSCAPE SHALL BE MAINTAINED IN A REASONABLE HEALTHY CONDITION, FREE FROM REFUSE AND DEBRIS. ALL UNHEALTHY AND DEAD MATERIAL SHALL BE REPLACED WITHIN 1 YEAR OF DAMAGE OR DEATH OR NEXT APPROPRIATE PLANTING PERIOD.

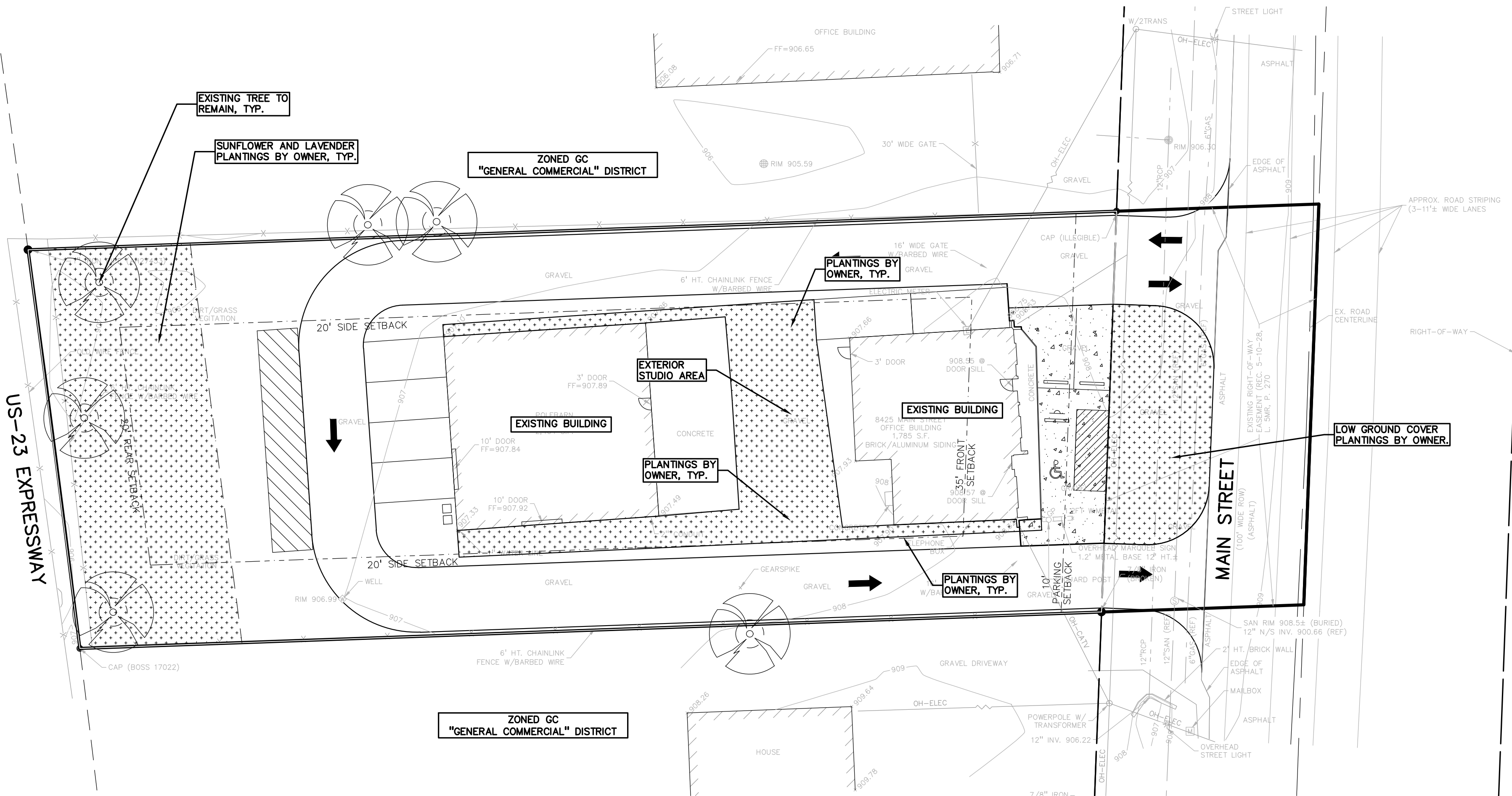
SEASONAL APPROPRIATE PRUNING SHALL BE DONE WHEN NECESSARY FOR SAFETY OF PEDESTRIANS AND MAINTAINING VEHICULAR SIGHT LINES. TREES SHALL BE REPLACED IF DISEASED OR DEAD.

ALL WATERING TO BE DONE BY HAND BY OWNER AS NEEDED.

RECOMMENDED PLANTING DATES ARE MARCH 1 TO MAY 15 FOR ALL MATERIALS AND OCT. 15 TO DEC. 15, WEATHER PERMITTING, FOR DECIDUOUS MATERIALS.

GENERAL PLANTING NOTES:

- LANDSCAPE CONTRACTOR SHALL VISIT SITE, INSPECT EXISTING SITE CONDITIONS AND REVIEW PROPOSED PLANTING AND RELATED WORK. IN CASE OF DISCREPANCY BETWEEN PLAN AND PLANT LIST, PLAN SHALL GOVERN QUANTITIES. CONTACT LANDSCAPE ARCHITECT WITH ANY CONCERNS.
- CONTRACTOR SHALL VERIFY LOCATIONS OF ALL ON SITE UTILITIES PRIOR TO BEGINNING CONSTRUCTION ON HIS/HER PHASE OF WORK. ELECTRIC, GAS, TELEPHONE, CABLE TELEVISION MAY BE LOCATED BY CALLING MISS DIG 1-800-482-7171. ANY DAMAGE OR INTERRUPTION OF SERVICES SHALL BE THE RESPONSIBILITY OF CONTRACTOR. CONTRACTOR SHALL COORDINATE ALL RELATED ACTIVITIES WITH OTHER TRADES ON THE JOB AND SHALL REPORT ANY UNACCEPTABLE JOB CONDITIONS TO OWNER'S REPRESENTATIVE PRIOR TO COMMENCING.
- ALL PLANT MATERIAL TO BE PREMIUM GRADE NURSERY STOCK AND SHALL SATISFY AMERICAN ASSOCIATION OF NURSERYMEN STANDARD FOR NURSERY STOCK. ALL LANDSCAPE MATERIAL SHALL BE NORTHERN GROWN, NO. 1, GRADE.
- CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES SHOWN ON LANDSCAPE PLAN PRIOR TO PRICING THE WORK.
- THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL NOT MEETING SPECIFICATIONS.
- ALL SINGLE STEM SHADE TREES TO HAVE STRAIGHT TRUNKS AND SYMMETRICAL CROWNS.
- ALL SINGLE TRUNK SHADE TREES TO HAVE A CENTRAL LEADER; TREES WITH FORKED OR IRREGULAR TRUNKS WILL NOT BE ACCEPTED.
- ALL MULTI STEM TREES SHALL BE HEAVILY BRANCHED AND HAVE SYMMETRICAL CROWNS. ONE SIDED TREES OR THOSE WITH THIN OR OPEN CROWNS SHALL NOT BE ACCEPTED.
- ALL EVERGREEN TREES SHALL BE HEAVILY BRANCHED AND FULL TO THE GROUND, SYMMETRICAL IN SHAPE AND NOT SHEARED FOR THE LAST FIVE GROWING SEASONS.
- ALL TREES TO HAVE CLAY OR CLAY LOAM BALLS, TREES WITH SAND BALLS WILL BE REJECTED.
- NO MACHINERY IS TO BE USED WITHIN THE DRIP LINE OF EXISTING TREES; HAND GRADE ALL LAWN AREAS WITHIN THE DRIP LINE OF EXISTING TREES.
- ALL TREE LOCATIONS SHALL BE STAKED BY LANDSCAPE CONTRACTOR AND ARE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF THE PLANT MATERIAL.
- IT IS MANDATORY THAT POSITIVE DRAINAGE IS PROVIDED AWAY FROM ALL BUILDINGS.



NOT FOR CONSTRUCTION

XREF: S:\PROJECTS\2018\2018260\DWG\18260-TOP\BASE.DWG
XREF: S:\PROJECTS\2018\2018260\DWG\SITE PLAN\A-V-BASE-18260.DWG
XREF: S:\PROJECTS\2018\2018260\DWG\SITE PLAN\B-K-18260.DWG

LITTLEFISH DESIGN

122 SOUTH MAIN STREET SUITE 275

ANN ARBOR, MI 48104

LANDSCAPE PLAN

LITTLEFISH OFFICE BUILDING

PART OF THE NW 1/4 OF SECTION 8, T. 15S, R. 8E,
NORTHFIELD TOWNSHIP, WASHTENAW COUNTY, MICHIGAN

DES.	SAB	DN.	SRB	SUR.	PEA	THD
						P.M.

ORIGINAL ISSUE DATE:

SEPTEMBER 17, 2018

PEA JOB NO. 2018-260

SCALE: 1" = 20'

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L-1.0

NORTHFIELD TOWNSHIP PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

The Northfield Township Planning Commission will hold a public hearing at the request of Northfield Township, 8350 Main Street, Whitmore Lake, MI 48189 to propose amending Northfield Townships Sign Regulations of the Zoning Ordinance for content neutrality.

Article II – Definitions, Section 36-29 – Remove Sign Definitions, and add the following

Article XXVI – Sign Regulations, Section 36-788 – Purpose, and

Article XXVI – Sign Regulations, Section 36-789 – Definitions, and

Article XXVI – Sign Regulations, Section 36-790 – General sign regulations, and

Article XXVI – Sign Regulations, Section 36-791 – Signs permitted in recreation-conservation and agricultural districts, and

Article XXVI – Sign Regulations, Section 36-792 – Signs permitted in residential districts, and

Article XXVI – Sign Regulations, Section 36-793 – Signs permitted in business districts, and

Article XXVI – Sign Regulations, Section 36-794 – Signs permitted in industrial districts, and

Article XXVI – Sign Regulations, Section 36-795 – Signage in conjunction with an Approved Temporary Use in the WLD, LC, GC, RO, LI, GI, PSC, RTM and Non-residential PUD Districts, and

Article XXVI – Sign Regulations, Section 36-796 – Billboards (outdoor advertising signs), and

Article XXVI – Sign Regulations, Section 36-797 – Electronic message signs, and

Article XXVI – Sign Regulations, Section 36-798 – Exemptions, and

Article XXVI – Sign Regulations, Section 36-799 – Prohibited signs, and

Article XXVI – Sign Regulations, Section 36-800 – Permit and fees, and

Article XXVI – Sign Regulations, Section 36-801 – Computation of surface area, and

Article XXVI – Sign Regulations, Section 36-802 – Removal, and

Article XXVI – Sign Regulations, Section 36-803 – Nonconforming signs, and

Article XXVI – Sign Regulations, Section 36-804 – Responsibilities for signs, and

Article XXVI – Sign Regulations, Section 36-805 - Registry

The public hearing will be held on **Wednesday, March 20, 2019** at 7:00 p.m. on the second floor for the Northfield Township Public Safety Building, 8350 Main Street, Whitmore Lake, MI 48189. The application is on file at the Northfield Township Building/Zoning Department, 8350 Main Street, Whitmore Lake, MI 48189, and may be reviewed Monday through Friday, 8:00 a.m. to 4:30 p.m. Written comments may be submitted to the Building/Zoning Department at the Township Hall (8350 Main St.) before 12:00 p.m. on the day of the meeting.

This notice is in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.7, 2A (2) (3) and the Americans with Disabilities Act (ADA). Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Offices at 743-449-2880 seven days in advance.

Kathy Manley – Northfield Township Clerk

Publish: Sunday, March 3, 2019

Newspaper: Ann Arbor News



December 13, 2018

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: Sign Regulation Revisions

Dear Commissioners:

As directed by Planning Commission, we have reviewed the draft sign ordinance with the Township Attorney and made revisions to make the Ordinance defensible for content neutrality. On the Attorney's recommendation we also made a minor revision to clarify when nonconforming signs must be brought into compliance with the ordinance. These changes are summarized as follows:

A. Content Neutrality

Planning Commission raised two questions regarding whether the proposed changes would be defensible based on the Supreme Court *Reed v. Town of Gilbert* decision: 1) is the distinction between on-premise and off-premise signs consistent with the decision, and 2) is the distinction between commercial and non-commercial signs consistent with the decision? Our advice to Planning Commission was that these questions should be referred to the Attorney because they deal with what legal challenges could be made and could the Township be successful in defending potential.

In consultation with the Attorney, we determined that a simpler solution than determining whether these distinctions are defensible and consistent with the *Reed v. Town of Gilbert* decision; would be to evaluate whether the overall purpose of sign regulation could be achieved by removing these distinctions. Since the distinctions were only being used to regulate yard signs in the residential and agricultural districts, we recommend eliminating the distinction, as follows:

- Yard signs noncommercial: change to "yard signs temporary in nature."
 - Example signs – political lawn signs, garage sales, school teams support, home maintenance adverts (painters, roofers, etc.)
- Yard signs on-premises commercial: change to "yard signs permanent in nature."
 - Home businesses, political banners or messages.
- Yard signs off-premises commercial: change to "yard signs semi-permanent in nature."
 - Realtor signs, seasonal sales signs,

Since temporary signs are already defined, we believe that these changes can be made without modification to the definitions.



B. Nonconforming Signs

Discussion with the Attorney raised another question about sign regulation; when are non-conforming signs required to be brought into compliance with the Ordinance? We recommend that during site plan review the Township should have a clearly stated authority to review all existing signs on a property. We recommend adding the following statement:

- Section 308-804 (b) Nonconforming signs must be brought into compliance with the standards of this ordinance for all projects that require site plan approval.

We look forward to reviewing these revisions with Planning Commission.



August 10, 2017

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

Subject: Proposed Amendments to the Zoning Ordinance – Sign Regulations

Dear Planning Commissioners:

At the June 7, 2017 Planning Commission meeting we discussed several concerns with the sign regulations of the Northfield Township Zoning Ordinance that are stated in our letter of June 1, 2017. In that letter, we also proposed several recommendations for making the sign regulations more clear and defensible.

Enclosed for your review are the proposed amendments to the Sign Regulations article of the Zoning Ordinance. Proposed additions are underlined, proposed deletions are noted as such in the margin, and our editorial comments are also in the margin. Significant changes are summarized as follows:

- **Purpose (Section 36-788).** The purpose statements were written to be more robust and comprehensive. Because the sign regulations essentially regulate speech, municipalities must be careful that such regulations are based on public safety, community aesthetics, and sound planning and zoning principles.
- **Definitions (Section 36-789).** The definitions are moved from the beginning of the Zoning Ordinance into the Sign Regulations article. While it is best to have general zoning ordinance definitions in one article, sign-related definitions are best kept in the sign article so that they are easier to administer and understand. In addition to moving the existing sign-related definitions to this article, several new definitions are added. Most of the new definitions simply describe sign types and include graphics. By having clear definitions of sign types, it will become much easier to adopt and administer regulations of these sign types later in the article.
- **General Sign Regulations (Section 36-790).** Additional provisions are included that require noncombustible material and proper maintenance. Additionally, the sign lighting regulations were relocated to this section.
- **Substitution (Section 36-791).** This is a new section that permits noncommercial copy to be substituted for commercial copy on any lawful sign. Because the courts have prohibited favoring commercial speech over noncommercial speech, this section will ensure that any lawful sign may contain noncommercial copy.
- **Signs Permitted in Recreation-Conservation and Agricultural Districts (Section 36-792).** There are 2 groups within these districts: Single-family lots and all other uses (residential developments, non-residential uses, etc.). There are many comments in the margin that describe why changes were made. The off-premises commercial signs are limited to 30 days per calendar year and would generally apply to “open house” signs, farm stand directional signs, and any other temporary sign with off-premise commercial content. The most difficult regulations in this section are for noncommercial yard signs, especially during election season. Because we cannot regulate noncommercial signs based on an event, the Township may want to consider

allowing additional noncommercial signage for a certain number of days in a calendar year if more signage is desired.

- **Signs Permitted in Residential Districts (Section 36-793).** There are 2 groups within these districts: Single-family lots and all other uses (residential developments, non-residential uses, etc.). There are many comments in the margin that describe why changes were made. These regulations are very similar to those of the RC and AR districts.
- **Signs Permitted in Business Districts (Section 36-794).** This section consolidates all commercial districts into a table, and separates them into 3 groups based on the current Zoning Ordinance regulations. There are many comments in the margin that describe why changes were made. Overall, we tried to simplify the regulations without making them more restrictive. If more sections or tables are needed to make the regulations easier to administer and understand, they can easily be created based on this new format.
- **Signs Permitted in Industrial Districts (Section 36-795).** Similar to the other zoning districts, the table consolidates the existing regulations. There are comments in the margin that describe why changes were made, though there are not many significant changes.
- **Signage in Conjunction with an Approved Temporary Use in the WLD, LC, GC, RO, LI, GI, PSC, RTM, and Non-residential PUD Districts (Section 36-796).** Rather than allowing certain types of temporary signs in these districts at any time, we recommend allowing them in conjunction with a temporary use permit so that the use and time limits can be explicit. The Zoning Ordinance already requires a sign permit for these types of signs, so perhaps the Township could administratively include a temporary use provision to the sign permit to make permitting easier.
- **Billboards (Section 36-797).** Only minor changes were made, which make the section more user-friendly.
- **Electronic Message Signs (Section 36-798).** Only minor changes were made.
- **Exemptions (Section 36-799).** Several types of signs were added to the list of exempt signs, many of which are now defined and/or better described to be more content neutral.
- **Prohibited Signs (Section 36-800).** Several types of signs were added to the list of prohibited signs, many of which are now defined and/or are a reworded version of current prohibited signs.
- **Permit and Fees (Section 36-801).** No changes.
- **Computation of Surface Area (Section 36-802).** Added a graphic to support the text.
- **Removal (Section 36-803).** Instead of the Township removing the sign, the language is changed for the Township to “take action to force the removal of the sign.” Also, additional language was added to clarify the description of an Abandoned Sign or a sign that becomes an off-premises commercial sign due to a business closing.
- **Nonconforming Signs (Section 36-804).** No changes.
- **Responsibilities for Signs (Section 36-805).** Changed “advertiser” to “sign user.”
- **Registry (Section 36-806).** Changed “advertiser” to “sign user.”

We look forward to working with you to review the proposed amendments. Because the overall changes and format proposed are significant, please feel free to take as much time as needed to review the changes and ask questions.

Respectfully submitted,

McKENNA ASSOCIATES

A handwritten signature in black ink, reading "Patrick J. Sloan". The signature is written in a cursive, flowing style.

Patrick J. Sloan, AICP
Senior Principal Planner

A handwritten signature in black ink, reading "Stephen Hannon". The signature is written in a cursive, flowing style.

Stephen Hannon
Assistant Planner

cc: Marlene Chockley, Township Supervisor
Kathleen Manley, Township Clerk

ARTICLE XXVI. - SIGN REGULATIONS^[9]

Footnotes:

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State Law reference— Highway advertising act of 1972, MCL 252.301 et seq.

Sec. 36-788. - Purpose.

The purpose of this article is to provide regulations for signs in a manner that will minimize their negative effects while allowing for creative and effective communication of information. These regulations are intended to balance the public and private interests, with the goal of promoting a safe, well-maintained, vibrant, and attractive community while accommodating the need for signs to inform, direct, identify, advertise, advocate, promote, endorse, and otherwise communicate information. It is a basic tenet of this article that unrestricted signage does not benefit the community. The objectives of this Article are:

- (a) **Public Safety.** To promote free flow of motorized and non-motorized traffic and protect motorists, passengers, and pedestrians from injury and property damage caused by, or which may be fully or partially attributable to, visual clutter that confuses or misleads traffic, obstructs vision and is potentially harmful to property values, businesses, and community appearance, and to protect public safety by prohibiting or removing signs that are structurally unsafe or poorly maintained.
- ~~(b) **Free Speech.** To ensure that the constitutionally guaranteed right of free speech is protected and to allow signs as a means of communication.~~
- (c) **Community Aesthetics.** To preserve the appearance of the township by preventing the placement of oversized signs that are out of scale with surrounding buildings and structures, or the placement of signs with materials or illumination that detracts from the character of the surrounding area. The purpose of this article is to regulate all exterior signs placed for exterior observance so as to protect property values, to protect the character of the various neighborhoods in the townshipTownship, to protect health and safety, and to protect the public welfare.
- (d) **Effective Communication.** To encourage the appropriate design, scale, and placement of signs in a manner that communicates effectively to the intended reader.
- (e) **Economic Development.** To allow for adequate and effective signage for businesses to inform, identify, and communicate effectively.
- (f) **Ease of Administration.** To have standards and administrative review procedures that are simple for property owners, tenants, and sign installers to understand and follow, and are easily enforceable by Township staff.
- (g) **Reduce Blight.** To reduce blight caused by poorly maintained signs and the proliferation of signs beyond what is permitted in this article.

- ~~(b) The principal features are the restriction of advertising to the use of the premises on which the sign is located and the restriction of the total sign area permissible per site. Any sign placed on land or on a building for the purposes of identification or for advertising a use conducted therein or thereon shall be deemed to be accessory and incidental to such land, building, or use. It is intended that the display of signs will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. With respect to signs advertising business uses, it is specifically intended, among other things, to avoid excessive competition and clutter among sign displays in their demand for public attention. It is further intended that all signs within one complex or center be coordinated with the architecture in such a manner that the overall appearance is harmonious in color, form, and proportion.~~
- ~~(c) It is also intended by this article that all temporary signs erected for directional purposes, for public information or to call attention to special events shall be confined to those that are of general public interest and that such signs shall be limited to the giving of information.~~

(Ord. of 7-22-2013, § 62.01; Ord. of 6-4-2014, § 62.01)

Sec. 36-789. - Definitions.

- (a) **Sign Definitions, Sign Types.** The following definitions apply to types of signs based on the characteristics of the sign without respect to the content of the message:

(1) **Animated Sign.** A sign that has any visible moving part either constantly or at intervals; flashing, scintillating, intermittent, or osculating lights; visible mechanical movement of any description; or other apparent visible movement achieved by any means that move, change, flash, osculate or visibly alters in appearance to depict action, create an image of a living creature or person, or create a special effect or scene. An “Animated Sign” does not include an “Electronic Message Sign” as defined in this chapter.

(2) **Awning Sign or Canopy Sign.** A sign that is painted on or attached to an awning or canopy.



Awning Sign

Canopy Sign

(3) **Banner Sign.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached flat either to a wall or temporarily to a permanent sign face.



Banner Sign

- (4) **Billboard.** See **Outdoor Advertising Sign.**
- (5) **Building-Mounted Sign.** Display sign that is painted on, adjacent to or attached to a building wall, door, and window or related architectural feature including building directories, canopy signs, projecting signs or marquee signs, wall signs, and window signs.
- (6) **Changeable Copy Sign.** A permanent sign or portion thereof on which the copy or symbols change, either automatically through electrical or electronic means, or manually through the placement of copy and symbols on a panel mounted in or on a track system.
- (7) **Electronic Message Sign (EMS).** An electrically activated changeable copy sign whose variable message capability can be electronically programmed.
- (8) **Festoon.** A string of ribbons, pennants, spinners, streamers, tinsel, small flags, pinwheels, or lights, typically strung overhead and/or in loops.
- (9) **Flag.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached to a permanent conforming pole or attached flat to a wall.
- (10) **Freestanding Sign.** Any sign that is affixed to the ground surface and supported by one or more uprights, poles, pylons, monuments, or braces placed in the ground and independent of any building or other structure. Signs on water towers or other elevated tanks should be considered as free standing signs.
 - (a) **Freestanding Sign, Ground Sign or Monument Sign.** A freestanding sign supported by structures, columns, braces, or other supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A Ground Sign or Monument Sign must have a solid supporting base equal to or greater than the width of the sign face constructed of a decorative and durable material, and shall have no separations between the sign face and the base.



Monument Sign

- (b) **Freestanding Sign, Pole Sign.** A type of freestanding sign that is elevated above the ground on poles or braces.



Pole Sign

- (11) **Incidental Sign.** A small sign, usually 2 square feet or less, designed and located to be read only by people within the site and generally not visible or legible from the right-of-way or adjacent properties. Examples of incidental signs include, but are not limited to, credit card signs, signs indicating hours of business, no smoking signs, signs used to designate bathrooms, handicapped signs, traffic control signs that conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices, and other signs providing information to be read at close proximity. The Zoning Administrator shall determine whether a sign is an Incidental Sign, based on the visibility of the sign from the lot line and right-of-way and/or the number of signs in close proximity of each other, and the Zoning Administrator may deny a Incidental Sign if it is a sign that is regulated by another standard in this Article.
- (12) **Interior Sign.** A sign placed within a building, but not including a window sign as defined by this Ordinance, that is not visible from any public street, sidewalk, alley, park or public property.
- (13) **Mural.** Any ~~noncommercial~~ image or design that is painted or otherwise attached flat to a wall that is primarily artwork and does not function like a sign. For purposes of this Ordinance, a mural shall not be considered a sign. The Building ~~Inspector~~Official or Zoning Administrator shall as necessary make a determination as to whether a design is a mural or a sign.
- (14) **Outdoor Advertising Sign.** A sign intended to advertise a use located on other premises and which is intended primarily for advertising purposes. Such sign, by virtue of its size and scale, would constitute the principal use of the premises on which the sign is located.
- (15) **People Sign.** A portable sign held by a person and displayed for the purposes of expressing a message.
- (16) **Projecting Sign.** A display sign attached to or hung from a structure projecting from and supported by the building and extending beyond the building wall, building line or street right-of-way line. A "Projecting Sign" is differentiated from a "Wall Sign" based on the distance the sign projects from the surface of the building.



Projecting Sign

- (17) **Roof Sign.** A display sign that is erected, constructed and maintained on or above the roof of the building, or that extends above the roofline.



Roof Sign

- (18) **Street Furniture Sign.** A sign applied to or affixed to the seat or back of a bench, lamp post, garbage can, tree, utility pole, or other public street furniture.
- (19) **Temporary Sign.** A sign, with or without a structural frame, intended for a limited period of display.
- (a) **Temporary Sign, Air-Activated Sign.** A Temporary Sign that is an air inflated object, which may be of various shapes, is made of flexible fabric, rests on the ground or structure and is equipped with a portable blower motor that provides a constant flow of air into the device. Air-activated signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
 - (b) **Temporary Sign, Balloon Sign.** A Temporary Sign that is an air inflated object, which, unlike air-activated signs, retains its shape. A balloon sign is made of flexible fabric, rests on the ground or structure, and may be equipped with a portable blower motor that provides a constant flow of air into the device. Balloon signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
 - (c) **Temporary Sign, Portable Sidewalk, Sandwich Board, or A-Frame Sign.** A sign that is not permanent, not affixed to a building or structure, or permanently attached to the ground. Such sign is usually placed along the sidewalk or road frontage of a business and is capable of being moved within the zoning lot on which it is located or from one zoning lot to another. Often referred to as "sidewalk signs," sandwich board signs include, but are not limited to, so called "A" frame, "T" shaped, or inverted "T" shaped stands.
 - (d) **Temporary Sign, Support Pole Sign.** A Temporary Sign that is attached as an appendage to a sign, sign support, light pole, utility pole, or any part of a pole or support.
 - (e) **Temporary Sign, Yard Sign.** A portable temporary sign or sign board that is freestanding and temporarily anchored or secured to the ground.
- (20) **Vehicle Sign.** Any sign on a vehicle, trailer, truck, and similar vehicle used for transport, where the primary purpose of the vehicle is for transportation as part of the normal course of business.
- (21) **Wall Sign.** Any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and displays only one sign surface. A wall sign shall not project from the surface of the building wall more than 12 inches.



Wall Sign

(22) Window Sign. A sign affixed to a window or so as to be observable from the exterior of the window to which such sign is located or affixed, including signs located inside a building but visible from the outside of the building.



Window Sign

(b) Sign Definitions, General.

- (1) Abandoned Sign.** A sign or supporting structure that is no longer regularly maintained or a sign located on a lot with a vacant building. Whether a sign has been abandoned shall be determined by the intent of the sign owner and shall be governed by the applicable Case Law and Statutory Law on abandoned structures.
- (2) Alteration.** Any change in copy, color, size, or shape, which changes appearance of a sign, or a change in position, location, construction, or supporting structure of a sign, except that a non-structural copy change on a sign is not an alteration.
- (3) Awning.** A fireproof space frame structure with translucent flexible reinforced vinyl or canvas covering designed in awning form, and extending outward from the building wall.
- (4) Building Frontage.** The length of the front (entry) portion of a building occupied by a single tenant, often facing a street fronting to the premises on which the tenants is located.
- (5) Canopy.** A multi-sided overhead structure used as a common building architectural feature.
 - (a) Canopy, Attached.** A multi-sided overhead structure or architectural projection supported by attachment to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points.
 - (b) Canopy, Freestanding.** A multi-sided overhead structure supported by columns, but not enclosed by a wall.

- (6) **Clearance.** The vertical distance between the surface grade beneath the sign and the lowest point of the sign, including framework and embellishments.
- (7) **Damaged Sign.** A sign or supporting structure that is torn, defaced, dented, smashed, broken, vandalized, or destroyed.
- (8) **Decorative Display.** A decorative, ~~temporary~~ display designed for the entertainment or cultural enrichment of the public and intended to serve as a cosmetic adornment rather than to convey a message. A decorative display shall not be considered a sign and shall be temporary in nature.:-
- (9) **Directional Sign.** A sign that controls or directs traffic, pedestrian, or parking movements.
- (10) **Grade, Sign.** The average elevation of an area within a horizontal radius ~~(of the sign base)~~, equal to the height of the sign, ~~extending around sign base.~~
- (11) **Height, Sign.** The vertical distance measured from the ~~average~~ sign grade at the center point of the sign location to the highest point of the sign.
 - (a) **Height, Maximum.** Shall be measured from sign grade to the highest edge of the sign surface or its projecting structure.
 - (b) **Height, Minimum.** Shall be measured from sign grade to the lowest edge of the sign surface or its projecting structure.
- (12) **Illegal Sign.** A sign for which no valid permit was issued by the **Township** at the time such sign was erected, or a sign that is not in compliance with the current zoning chapter and does not meet the definition of a nonconforming sign.
- (13) **Noncombustible Material.** Any material that will not ignite at or below a temperature of 1,200 degrees Fahrenheit and will not continue to burn or glow at that temperature.
- (14) **Nonconforming Sign.** A sign ~~that was lawful at the time of its construction~~ but which is not in compliance with current ordinance provisions for signs.
- (15) **Owner.** A person, firm, partnership, association, company, or corporation and/or its legal heirs, successors, and assigns.
- (16) **Sign.** Any structure or part thereof, or device attached thereto or painted or represented thereon, or any material or thing, illuminated or otherwise, which displays or includes any numeral, letter, word, model, banner, emblem, insignia, device, code mark, or other representation used as, or in the nature of, an announcement, advertisement, direction, or designation of any person, firm, organization, place, commodity, service, business, profession, or industry which is located upon any land ~~or is attached on~~ or attached to any building, in such manner as to attract attention from outside the premises.
- (17) **Sign Area.** The entire area within a circle, triangle, rectangle, oval, or other geometric shape enclosing the extreme limits of writing, representation, emblem or any figure of similar character, together with any frame or other material or element forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed, as long as those supports do not contain signs. An awning shall not be deemed to be a sign frame.
- (18) **Sign Copy.** The words and images constituting the message of a sign.
 - (a) **Sign Copy, Animated Copy.** Any type of sign copy that flashes, moves, revolves, cycles or is otherwise altered or changed by mechanical or electrical means.

(b) Sign Copy, Changeable. Moveable letters or other forms of sign copy, not including animated copy that can be altered by natural, mechanical or electrical means without replacing the sign copy area.

~~(19) Sign, Non-Commercial.~~ Any sign consisting only of non-commercial content.

~~(20) Sign, On-Premise Commercial.~~ A sign that contains a message related to a business or profession conducted or to a commodity, service, or activity sold or offered for sale upon the premises where the sign is located. Examples of on premise commercial signs include, but are by no means limited to, signs advertising a permitted on-site commercial use and signs of a contractor or other commercial entity affiliated with an on-site project under development.

~~(21) Sign, Off-Premise Commercial.~~ A sign that contains a message related to a business or profession conducted or to a commodity, service, or activity sold or offered for sale off the premises of where the sign is located.

~~(2219)~~ Unsafe Sign. A sign that is not properly secured; is in danger of falling or has otherwise been found to be in a condition that is hazardous to the public health, safety or welfare by the Building Inspector Official or Code Enforcement Officer.

Sec. 36-~~789~~790. - General sign regulations.

The following general sign regulations apply to all zoning districts within the township:

- (1) *Traffic control.* No sign shall be erected or replaced at any location where, by reason of position, size, shape, color, or illumination, it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign, signal, or device so as to interfere with, mislead, or confuse traffic.
- (2) *Sign character and setbacks.* All signs shall be designed, constructed, and maintained so as to be appropriate in appearance with the existing or intended character of their vicinity so as not to change the essential character of such area. All ground signs shall maintain a minimum setback of 15-foot setback feet from all road rights-of-way and shall be located no closer than 15 feet from the edge of the principal entrance driveway and all property lines.
- (3) *Permit required.* Unless exempt under the provisions of this article, a permit for any sign, whether freestanding or mounted on or applied to a building, including signs painted on building walls or other structures, or for any change in copy, shall be obtained from the township zoning administrator before such sign may be erected, replaced, or relocated. ~~Strings of pennants or flags attached to or part of a sign, or independently displayed for purposes of advertising, unless permitted elsewhere within these provisions, shall be prohibited.~~
- (4) *Sign height.*
 - a. No freestanding sign shall exceed a height of 15 feet above the sign grade.
 - b. Computation of height. The height of a sign shall be computed as the distance from the base of the sign at the center of the sign normal grade to the top of the highest attached component of the sign. ~~Normal grade shall be construed to be the lower of:~~
 - ~~1. Existing grade prior to construction; or~~
 - ~~2. The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.~~

- c. In cases where the ~~normal-sign~~ grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the ~~normal-sign~~ grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the lot, whichever is lower.

~~(5) Material. All signs must be constructed with noncombustible material.~~

~~(65) Maintenance. All portions of signs and sign structures shall undergo maintenance as needed to keep them in good repair and working order, so as to present a neat and orderly appearance. Non-galvanized or corrosion-prone materials shall be painted as often as necessary to prevent corrosion.~~

~~(76) Illumination. The following regulations shall apply to all signs.~~

- a. ~~The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures.~~
- b. ~~No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing. Illumination for electronic message signs (EMS) shall be regulated pursuant to section 36-797(6). Illumination for LED billboards shall be regulated pursuant to section 36-796(6). Nothing contained in this article shall, however, be construed as preventing the use of lighting as a decorative display.~~
- c. ~~No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property.~~

(Ord. of 7-22-2013, § 62.02; Ord. of 6-4-2014, § 62.02)

~~Sec. 36-790. Signs permitted in all zoning districts.~~

~~Subject to the other conditions of this chapter, the following signs shall be permitted anywhere within the township:~~

- ~~(1) One sign shall be permitted for all building contractors, one for all professional design firms and one for all lending institutions on sites under construction, each sign not to exceed six square feet overall, with not more than a total of three such signs permitted on one site. The above signs may be combined into a single sign not to exceed 32 square feet in area. The sign shall be confined to the site of the construction, construction shed, or construction trailer and shall be removed within 14 days of the issuance of a certificate of occupancy.~~
- ~~(2) One temporary real estate "for sale" sign located on the property and not exceeding six square feet in area shall be permitted for each lot. If the lot or parcel has multiple frontages, one additional sign not exceeding six square feet in area shall be permitted on the property on each street frontage. Under no circumstances shall more than two such signs be permitted on a lot. Such signs shall be removed within seven days following the sale.~~

- ~~(3) Street banners advertising a public entertainment or event, if such banners are approved by the township board and in locations designated by the township board, may be displayed 14 days prior to and seven days after the public entertainment or event.~~
- ~~(4) Name, directional and informational signs and emblems of service clubs, places of worship, civic organizations, and quasi-public uses shall be permitted on private property and set back in accordance with these standards. Each sign shall not be more than three square feet in area. The top of such sign shall not exceed eight feet above grade. In the event that more than one sign is to be placed at one location, all civic organizations and service clubs signs must be consolidated and confined within a single frame, and all signs for places of worship shall be consolidated and confined within a single frame which may be separate from that for civic organizations and service clubs.~~

~~{Ord. of 7-22-2013, § 62.03; Ord. of 6-4-2014, § 62.03}~~

~~Sec. 36-791. -- Substitution.~~

~~Notwithstanding anything stated herein to the contrary, noncommercial copy may be substituted for commercial copy on any lawful sign structure, and any sign permitted by the regulations in this article may contain a noncommercial message.~~

Sec. 36-~~792~~. - Signs permitted in recreation-conservation and agricultural districts.

Signs permitted in ~~recreation-conservation and agricultural districts~~ the AR and RC zoning districts include the following:

	<u>AR and RC Districts (Single-Family Lots)</u>	<u>AR and RC Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)</u>
<u>Permanent Freestanding Signs</u>	<u>Not permitted</u>	<u>Maximum Number: 1 per street frontage</u> <u>Maximum Area: 18 square feet per sign.</u> [PS1]
<u>Yard Signs (Non-Commercial temporary in nature)</u>	<u>Maximum Area (Total): 24 sq. ft. per lot</u> [PS2] <u>Maximum Height: 8 feet</u>	
<u>Yard Signs (On-Premises Commercial permanent in nature)</u>	<u>Maximum Number: 1 per lot</u> <u>frontage, not to exceed 2 per lot</u> <u>Maximum Height: 6 feet</u> <u>Maximum Area: 6 sq. ft. per sign</u> [PS3]	<u>Maximum Number: 1 per lot or development</u> <u>Maximum Height: 8 feet</u> <u>Maximum Area: 32 sq. ft.</u> [PS4]
<u>Yard Signs (Off-Premises Commercial semi-permanent in nature, small)</u>	<u>Maximum Number: 1 per lot</u> <u>Maximum Height: 3 feet</u> <u>Maximum Area: 3 sq. ft.</u> <u>Maximum Time Placement: 30180 days in a calendar year</u> [PS5]	

~~(1) One incidental sign advertising the type of farm products grown on the farmstead premises. Such sign shall not exceed 32 square feet in area.~~

~~(2) One sign for each public street frontage identifying a park, or school building, other authorized use, or a lawful nonconforming use, each sign not to exceed 18 square feet in area.~~

(Ord. of 7-22-2013, § 62.04; Ord. of 6-4-2014, § 62.04)

Sec. 36-~~793~~. ~~—~~ Signs permitted in residential districts.

Signs permitted in ~~residential~~ the LR, MR, MHP, SR1, and SR2 zoning districts include the following:

	<u>LR, MR, MHP, SR1, and SR2 Districts (Single-Family Lots)</u>	<u>LR, MR, MHP, SR1, and SR2 Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)</u>
<u>Permanent Freestanding Signs</u>	<u>Not permitted</u>	<u>Maximum Number: 1 per street frontage</u> <u>Maximum Area: 18 square feet per sign.[PS6]</u>
<u>Permanent Wall Signs</u>	<u>Not permitted</u>	<u>Maximum Area: 32 sq. ft.[PS7]</u>
<u>Yard Signs (Non-Commercial temporary in nature)</u>	<u>Maximum Area (Total): 24 sq. ft. per lot[PS8]</u> <u>Maximum Height: 8 feet</u>	
<u>Yard Signs (On-Premises Commercial permanent in nature)</u>	<u>Maximum Number: 1 per lot</u> <u>frontage, not to exceed 2 per lot</u> <u>Maximum Height: 6 feet</u> <u>Maximum Area: 6 sq. ft. per sign[PS9]</u>	<u>Maximum Number: 1 per lot or development</u> <u>Maximum Height: 8 feet</u> <u>Maximum Area: 32 sq. ft.[PS10]</u>
<u>Yard Signs (Off-Premises Commercial semi-permanent in nature)</u>	<u>Maximum Number: 1 per lot</u> <u>Maximum Height: 3 feet</u> <u>Maximum Area: 3 sq. ft.</u> <u>Maximum Time Placement: 30180 days in a calendar year[PS11]</u>	

- ~~(1) One sign for each public street frontage advertising a recorded subdivision or development, each sign not to exceed 18-square feet in area. Such sign shall be removed within one year after the sale of 90 percent of all lots or units within said subdivision or development.~~
- ~~(2) One sign on each street frontage of a new multiple-family development advertising the new dwelling units for rent, not to exceed 18-square feet in area. Such sign shall be removed within 60 days of the initial rental of 90 percent of the dwelling units within the development or within the first phase, whichever is applicable.~~
- ~~(3) One sign for each public street frontage identifying a multiple-family building, subdivision, or development, not having commercial connotations, each sign not to exceed 18-square feet in area.~~
- ~~(4) One sign advertising "for rent" or "vacancy" may be placed on each frontage of a rental residential development provided that such sign shall not exceed three square feet in area and is incorporated into the identification sign permitted in subsection (3) of this section.~~
- ~~(5) One sign for each public street frontage identifying a school, church, public building, other authorized use or lawful nonconforming use, each sign not to exceed 18-square feet in area.~~

(Ord. of 7-22-2013, § 62.05; Ord. of 6-4-2014, § 62.05)

Sec. 36-794. - Signs permitted in business ~~and industrial~~ districts.

Signs permitted within the LC, GC, RO, WLD-DD, WLD-NV, WLD-W, PSC, and RTM zoning districts include the following:

	<u>LC and GC Districts</u>	<u>WLD-DD, WLD-NV, and WLD-W Districts</u>	<u>RO, PSC, and RTM Districts</u>
<u>Permanent Freestanding Signs</u>	Maximum Number: 1 per street frontage of the lot. Maximum Area: 36 sq. ft. per sign, except that a lot with multiple tenants may have 1 sq. ft. per front foot of building provided the sign does not exceed 200 sq. ft. [PS12]		
<u>Freestanding Canopy Signage</u>	Maximum Area: On a lot with an approved freestanding canopy, 6 sq. ft. of sign area is permitted on each side of the freestanding canopy. [PS13]		
<u>Permanent Wall Signs</u>	Maximum Number: 1 per building, or 1 per tenant in a multi-tenant building Maximum Area: 2 sq. ft. for each foot of length of the front wall to which the sign is affixed. Minimum Separation Distance Between Wall Signs: Where there are 2 or more wall signs, the minimum distance between such signs must be at least 2 feet. [PS14]		
<u>Permanent Projecting Sign</u>	Not permitted in LC and GC.	Maximum Number: 1 per first floor business. Maximum Area: 8 sq. ft., which is included in the total amount of wall signage for the building. Minimum Height (Vertical Clearance): 8 feet from the grade below to the bottom of the sign. Maximum Projection: Up to 4 feet from the face of the building. [PS15]	Not permitted in RO, PSC, and RTM.
<u>Rear and Side Entrance Location Wall Signs</u>	Maximum Number: 1 per rear or side entrance to the building. Maximum Area: 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building. [PS16]		
<u>Yard Signs</u>	Maximum Area (Total): 32 sq. ft. per lot [PS17] Maximum Height: 8 feet		
<u>Portable Sidewalk Signs</u>	Maximum Number: 1 per business, plus up to 1 additional sidewalk sign per business if the business has more than 160 feet of lot frontage. Maximum Area: 7 sq. ft. per side of the sidewalk sign. Maximum Height and Width: 3.5 feet. Location: On the building side of the sidewalk, provided that a pedestrian travel area of at least 5 feet is maintained, that there is no obstruction of ingress or egress to any building cause by the sign, and that the sign shall not interfere with the view, access to, or use of the subject or adjacent property. Duration: The sidewalk sign may only be placed outdoors when the building is open to the public.		Not permitted in RO, PSC, and RTM. [PS18]
<u>Window and Door Signs</u>	Maximum Area (Total): 25% of the window and door area. Any area of window or door signage exceeding 25% of the window and door area shall be counted as wall signage [PS19].		

(Ord. of 7-22-2013, § 62.06; Ord. of 6-4-2014, § 62.06; Ord. No. 17-53, §§ 12, 13, 2-14-2017)

Sec. 36-795. — Signs permitted in industrial districts.

Signs permitted within the LI and GI zoning districts include the following.

	<u>LI and GI Districts</u>
<u>Permanent Freestanding Signs</u>	<u>Maximum Number: 1 per street frontage of the lot.</u> <u>Maximum Area: 80 sq. ft. per sign. [PS20]</u>
<u>Permanent Wall Signs</u>	<u>Maximum Number: 1 per building, or 1 per tenant in a multi-tenant building</u> <u>Maximum Area: 1 sq. ft. for each foot of length of the front wall to which the sign is affixed. [PS21]</u>
<u>Rear and Side Entrance Location Wall Signs</u>	<u>Maximum Number: 1 per rear or side entrance to the building.</u> <u>Maximum Area: 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building. [PS22]</u>
<u>Yard Signs</u>	<u>Maximum Area (Total): 32 sq. ft. per lot [PS23]</u> <u>Maximum Height. 8 feet</u>

Sec. 36-796 –Signage in Conjunction with an Approved Temporary Use in the WLD, LC, GC, RO, LI, GI, PSC, RTM and Non-residential PUD Districts [PS24]

Banners, pennants, searchlights, balloons, or other gas-filled or fan powered figures shall be permitted ~~at the opening of a new business or for a special event or sale~~ in conjunction with an approved temporary use permit in the WLD, LC, GC, RO, LI, GI, PSC, RTM, and nonresidential PUDs for a period not to exceed 14 days in any 30-day period. The days of display must be specified on the temporary use permit and sign permit. Each of these types of signs shall require a separate permit. Six of these types of signs (occasions) shall be permitted in any one calendar year per zoning lot. Such signs shall not obstruct pedestrian or vehicular view and shall not interfere in any way with traffic flow. Banners shall have a maximum area of 32 square feet. Balloons and gas-filled or fan-powered figures shall not exceed the maximum height restrictions for the district in which they are located. The setback standards of section 36-789(2) must be met for these types of signs.

Sec. 36-797. - Billboards (outdoor advertising signs).

Billboards shall be permitted in ~~the~~ LI—Limited Industrial District, RTM—Research/Technology/Manufacturing District, and ~~the~~ GI—General Industrial District, and shall be considered a principal use of the lot. In addition, billboards must meet the following regulations:

- (1) *Spacing.* Billboards shall be spaced so that not more than three (3) billboards structures may be located per linear mile of street or highway regardless of the fact that such billboards may be located on different sides of the subject street or highway. The linear mile measurement shall not be limited to the boundaries of the township where the particular street or highway extends beyond such boundaries.
- (2) *Display areas.* Billboards that face U.S. 23 within an ~~appropriate zoning~~ district shall have a maximum surface display area of six-hundred seventy-two (672) square feet, known as a bulletin billboard. Billboards ~~that face~~ facing all other streets within the township within an appropriate

zoning district shall have a maximum surface display area of two-hundred eighty-eight (288) square feet, known as a poster billboard. The maximum size limitations shall apply to each side of a sign structure. Signs may be placed back to back or in V-type construction. Stacked signs and side by shall not be permitted. If both sides of a V-type sign are visible from any one location it shall not be considered a single sign for the purposes of calculating maximum sign area.

- (3) *Height.* The billboard shall not exceed thirty (30) feet above the average grade of:
 - a. The ground on which the billboard sits; or
 - b. The grade of the abutting roadway, whichever is higher.
- (4) *Placement on roof.* The billboard shall not be on top of, cantilevered, or otherwise suspended above the roof of any building.
- (5) *Setbacks.* No billboard shall be located closer than fifty (50) feet to a non-right-of-way property line and must maintain a minimum of fifteen (15) feet from any right-of-way on the property ~~pursuant to section 36-789(2).~~ No billboard shall project over public property. Billboard signs shall be no closer than twenty-five (25) feet to any other nonresidential structure on or off the same premises upon which the billboard is located. Billboards ~~shall not be located~~ are prohibited from locating within three-hundred (300) feet of a residential zone and/or existing residence. No digital or LED billboard shall be located within one-thousand (1,000) feet of an existing residence.
- (6) *Illumination.* Digital or LED billboards are allowed if the digital or electronic changeable copy portion of the billboard and the billboard meet all the following additional standards:
 - a. ~~The A~~ billboard shall ~~possess~~ have automatic dimming capabilities so that the maximum luminescence level is not more than 0.3 footcandles over ~~the~~ ambient light levels measured at the following distance in relation to billboard size, rounded to the nearest whole square foot:

<u>Billboard Sign Face Area (sq. ft.)</u>	<u>Distance from Sign (ft.)</u>
<u>0 – 300</u>	<u>150</u>
<u>301 – 378</u>	<u>200</u>
<u>379 – 671</u>	<u>250</u>
<u>672</u>	<u>350</u>

- ~~1. A distance of 150 feet for sign faces less than or equal to 300 square feet;~~
- ~~2. A distance of 200 feet for sign faces greater than 300 square feet but less than or equal to 378 square feet;~~
- ~~3. A distance of 250 feet for sign faces greater than 378 square feet but less than 672 square feet; and~~
- ~~4. A distance of 350 feet for sign faces equal to 672 square feet.~~
- b. Any illumination shall be concentrated on the surface of the sign and is so located to avoid glare or reflection onto any portion of the street or highway, the path of on-coming vehicles, or any adjacent properties.

- c. No billboard shall have flashing, strobing, intermittent, moving, rotating, or oscillating lights or images.
- d. No digital or LED billboard shall be ~~located~~ permitted within ~~four-thousand~~ (4,000) feet of another digital or LED billboard or ~~within three-thousand~~ (3,000) feet of a nondigital or non-LED billboard.
- e. The rate of change between two static messages shall be one second or less.
- f. There shall be a minimum of no less than seven (7) seconds between copy changes.
- g. The owner of a digital or LED billboard must reasonably coordinate with relevant public agencies to allow for the display of real-time emergency information such as Amber Alerts or natural disaster directives.
- h. The digital or LED billboard will not distract, endanger, or disorient motorists.

(76) *Construction.* Billboards shall be self-supported, pole-mounted structures constructed in such a fashion that it will withstand all wind and vibration forces that can normally be expected to occur in the vicinity. A billboard must be maintained so as to assure proper alignment of structure, continued structural soundness and continued readability of message.

(Ord. of 7-22-2013, § 62.07; Ord. of 6-4-2014, § 62.07; Ord. No. 17-53, § 14, 2-14-2017)

~~Sec. 36-795. — Signs for automobile service stations.~~

~~Signs for automobile service stations shall be regulated as set forth in section 36-793(a). In addition, the following regulations shall apply:~~

- ~~(1) The permitted wall sign or legend may be attached either to a wall of the building or to the canopy of a fuel pump island.~~
- ~~(2) One permanent sign for the purpose of advertising gasoline prices and similar announcements, when mounted on a freestanding structure or on the structure of another permitted sign, may be installed along each street frontage, provided that clear views of street traffic by motorists or pedestrians are not obstructed in any way. Such signs shall not exceed six square feet in area. All temporary signs for such purposes and all banners, streamers, flags (other than state or national flags) and similar advertising objects shall be prohibited.~~

~~(Ord. of 7-22-2013, § 62.08; Ord. of 6-4-2014, § 62.08)~~

Sec. 36-798. - Electronic message signs.

Electronic message signs (EMS) shall be permitted within all nonresidential zoning districts, as either a free-standing or wall-mounted sign subject to the sign regulations for each zoning district ~~pursuant to section 36-793~~ and subject to the following additional regulations:

- (1) An electronic message sign (EMS) shall only be permitted as part of a static sign and shall be limited to 50-~~percent~~ % of the total sign area of the static sign.
- (2) Frequency of message change shall be no more than once every thirty (30) seconds.
- (3) The rate of change between two static messages shall be one second or less.

- (4) Scrolling words or images are prohibited;
- (5) EMS owners shall permit township, state, and federal governments to post messages in the event of an emergency; and
- (6) The electronic message sign may not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 footcandles above ambient light measurement based upon the size of the sign ~~(rounded to the nearest whole square ~~feet~~foot,)~~ and the distance measured perpendicular to the sign face in accordance with the following table:

<u>Sign Face Area (sq. ft.)</u>	<u>Distance from Sign (ft.)*</u>
<u>0 – 10</u>	<u>32</u>
<u>11 – 15</u>	<u>39</u>
<u>16 – 20</u>	<u>45</u>
<u>21 – 25</u>	<u>50</u>
<u>26 – 30</u>	<u>55</u>
<u>31 – 35</u>	<u>59</u>
<u>36 – 40</u>	<u>63</u>
<u>41 – 45</u>	<u>67</u>
<u>46 – 50</u>	<u>71</u>
<u>51 – 55</u>	<u>74</u>
<u>56 +</u>	<u>77</u>

*Measured in feet, perpendicular to the face of the sign.

Source: Model Code, Illuminating Engineering Society of North America

Maximum Light Levels of Electronic Signs

<u>Area of Sign (sq. ft.)</u>	<u>Measurement of Distance (ft.)*</u>
<u>10</u>	<u>32</u>
<u>15</u>	<u>39</u>
<u>20</u>	<u>45</u>
<u>25</u>	<u>50</u>
<u>30</u>	<u>55</u>
<u>35</u>	<u>59</u>
<u>40</u>	<u>63</u>
<u>45</u>	<u>67</u>
<u>50</u>	<u>71</u>

55	74
60	77

~~*Measured in feet, perpendicular to the face of the sign.~~

~~Source: Model Code, Illuminating Engineering Society of North America~~

- (7) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels.
- (8) In no case shall EMS luminance exceed 0.1 footcandles above ambient light along any adjacent property line that is zoned or used for residential purposes.

(Ord. of 7-22-2013, § 62.09; Ord. of 6-4-2014, § 62.09)

Sec. 36-~~799~~. - Exemptions.

The following types of signs shall not require a permit and are exempted from all the provisions of this article except for construction and safety regulations, the setback provisions of section 36-789(2), and the following standards:

- ~~(1) Signs of a noncommercial nature and in the public interest, erected by, or on the order of, a public officer in the performance of his public duty, such as directional signs, regulatory signs, and informational signs.~~
- ~~(2) Temporary signs announcing any public, charitable, educational, or religious event or function, located entirely within the premises of that institution and set back not less than 15 feet from the property line. Maximum sign area shall be 24 square feet. Such signs shall be allowed no more than 14 days prior to the event or function and must be removed within seven days after the event or function. If building mounted, these signs shall be flat wall signs and shall not project above the roof line. If ground mounted, the top shall be no more than six feet above ground level.~~ (1) Signs of a noncommercial nature and in the public interest, erected by, or on the order of, a public officer an official governmental agency or a public officer in the performance of histheir public duty, as necessary to preserve the health, safety, and welfare of the community. y, such as directional signs, regulatory signs, and informational signs.
- (2) Names of buildings, dates of erection, monument citations, commemorative tablets and the like, when Sign copy carved into stone, concrete, or other similar material or made of other permanent type construction and made an integral part of the structure or architecture of the building.
- (3) Signs recognizing an official national or state historical site or building.
- (4) Signs directingDirectional signs as necessary to direct traffic movement onto a property or within a property, not exceeding eight (8) square feet in area for each sign. Horizontal directional signs on and flush with paved areas are exempt from these standards.

~~(5) Temporary real estate directional signs, not exceeding three square feet in area and four in number, showing a directional arrow and placed back of the property line, shall be permitted on approach routes to an "open house" and shall be displayed only during daylight hours. The tops of such signs shall not exceed three feet in height.~~

~~(6) Political campaign signs announcing candidates seeking public political office and other data pertinent thereto.~~

~~(5) Non-commercial flags.~~

~~(65) Incidental signs, subject to the approval of the Zoning Administrator.~~

~~(67) "No trespassing," "no hunting," and similar signs prohibiting invasion of private property, provided the area of such sign shall not exceed two square feet. The basis for exempting these types of signs is for the public safety benefit provided informing people that trespassing is prohibited.~~

~~(78) Address numbers, being essential for public safety and emergency response, with a numeral height no greater than six (6) inches for each dwelling unit and eighteen (18) inches for any other use, including multiple-family buildings. The Police Chief or Fire Chief may approve a larger numeral height if deemed necessary for public safety and emergency response.~~

~~(89) Interior signs.~~

~~(10) Non-commercial people signs.~~

~~(119) Vehicle signs, provided the vehicle is licensed, registered, and lawfully parked in accordance with this Ordinance.~~

~~(120) Any lawful sign in a public or private right-of-way installed by an authorized public agency.~~

~~(113) Temporary signs authorized elsewhere within this chapter.~~

(Ord. of 7-22-2013, § 62.10; Ord. of 6-4-2014, § 62.10)

Sec. 36-~~800~~. - Prohibited signs.

The following signs are prohibited anywhere within the township:

(1) Signs which imitate an official traffic sign or signal, which contain the words "stop," "go," "slow," "caution," "danger," "warning," or similar words ~~except as provided in section 36-794(4).~~

(2) Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.

~~(3) Signs which contain or consist of pennants, ribbons, streamers, spinners, strings of light bulbs, or other similar devices.~~

(3) Signs which are placed on a street or other public right-of-way, unless otherwise permitted by these regulations.

~~(4) All temporary signs, unless authorized elsewhere within this chapter.~~

~~(5) Abandoned signs.~~

- (6) Festoons, except for decorations commemorating a holiday or approved in conjunction with a temporary land use.
- ~~(8) All temporary signs, unless authorized elsewhere within this chapter.~~
- (7) Signs which are pasted or attached to utility poles, trees, or other signs, except as provided in section 36-797(8)-street furniture signs, unless otherwise permitted within this chapter.
- (8) Signs attached to other signs, unless otherwise permitted within this chapter.
- (9) Signs which move in any manner or have a major moving part or give an illusion of motion unless otherwise permitted by these regulations.
- (7) Signs which swing or otherwise noticeably move as a result of wind pressure because of the manner of suspension or attachment. Animated signs.
- ~~(8) All temporary signs, unless authorized elsewhere within this chapter.~~ (10) Roof signs.
- (11) Illegal signs.
- (12) Damaged signs.
- (13) Unsafe signs.
- (14) Commercial-pPeople signs. The basis for prohibiting commercial-people signs is that the movement and proliferation of commercial-people signs would degrade traffic safety and community aesthetics.
- (15) Any sign containing off-premise commercial content, except as permitted in this article.

(Ord. of 7-22-2013, § 62.11; Ord. of 6-4-2014, § 62.11)

Sec. 36-~~799~~801. - Permit and fees.

- (a) Application for a permit to erect or replace a sign, or to change copy thereon, shall be made by the owner of the property on which the sign is to be located, or his authorized agent; to the township zoning administrator, by submitting the required forms, fees, exhibits, and information. Fees for sign permits shall be determined by resolution of the township board and no part of such fee shall be returnable to the applicant. No fee shall be required of any governmental body or agency.
- (b) The application shall contain the following information:
 - (1) The applicant's name and address in full, and a complete description of relationship to the property owner.
 - (2) The signature of the property owner concurring in submittal of said application.
 - (3) An accurate survey-detailed drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign.
 - (4) A complete description and scale drawings of the sign, including all dimensions and the area in square feet.
- (c) All signs shall be inspected by the township zoning administrator for conformance to this chapter prior to placement on the site. Foundations shall be inspected by the building inspector on the site prior to pouring of the concrete for the sign support structure.

- (d) Any sign involving electrical components shall be wired by a licensed electrician in accordance with the township electrical code and the electrical components used shall bear an Underwriters Laboratories, Inc., seal of inspection.
- (e) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed prior to expiration and no additional fee shall be collected for the renewal.
- (f) Painting, repainting, cleaning, and other normal maintenance and repair of a sign or a sign structure, unless a structural or copy change is made, shall not require a sign permit.
- (g) All signs shall comply with the requirements of the building code of the township.

(Ord. of 7-22-2013, § 62.12; Ord. of 6-4-2014, § 62.12)

~~Sec. 36-800. Illumination.~~

~~(a) — The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures.~~

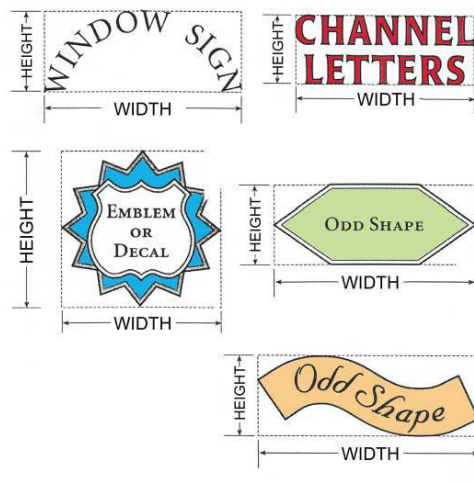
~~(b) — No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing, except that movement showing the date, the time, and the temperature exclusively may be permitted. Illumination for electronic message signs (EMS) shall be regulated pursuant to section 36-796(6). Illumination for LED billboards shall be regulated pursuant to section 36-794(6). Nothing contained in this article shall, however, be construed as preventing the use of lights or decorations related to religious and patriotic festivities.~~

~~(c) — No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property.~~

~~(Ord. of 7-22-2013, § 62.13; Ord. of 6-4-2014, § 62.13)~~

Sec. 36-802. - Computation of surface area.

The surface area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display material shall not be included in computation of surface area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back, parallel to one another, and no more than 24 inches apart, the area of the sign shall be the area of one face.



(Ord. of 7-22-2013, § 62.14; Ord. of 6-4-2014, § 62.14)

Sec. 36-803. - Removal.

- (a) The zoning administrator shall order the removal of any sign erected or maintained in violation of this article. Thirty days' notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance with the article. Upon failure to remove the sign or to comply with this notice, the township shall take action to force the removal of the sign. The township shall also remove ~~the a~~ sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the ~~township~~ Township shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and such charge shall be a lien on the property.
- (b) A sign shall be removed by the owner or lessees of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises, thereby making the sign an Abandoned Sign and/or an off-premises commercial sign. If the owner or lessee fails to remove the sign, the township shall take action to force the removal of the sign ~~it~~ in accordance with subsection (a) of this section. These removal provisions shall not apply where a subsequent owner or lessee ~~conducts the same type of business and~~ agrees to maintain the signs as provided in this article ~~or changes the copy on the signs to advertise the type of business being conducted on the premises,~~ and provided the signs comply with the other provisions of this chapter.

(Ord. of 7-22-2013, § 62.15; Ord. of 6-4-2014, § 62.15)

Sec. 36-804. - Nonconforming signs.

- (a) Copy may be changed on nonconforming signs, provided that the sign area is not increased, and provided that no structural changes are made in the sign. All nonconforming signs are subject to the provisions included in article XXIX of this chapter, pertaining to nonconformities.
- (b) Nonconforming signs must be brought into compliance with the standards of this ordinance for all projects that require site plan approval.

(Ord. of 7-22-2013, § 62.16; Ord. of 6-4-2014, § 62.16)

Sec. 36-80~~5~~5. - Responsibilities for signs.

The following regulations apply to all signs, ~~except those signs permitted in sections 36-790, 36-791, and 36-792(a), (b) and (d):~~

- (1) The ~~advertiser~~sign user is hereby made responsible for copy, structure, lighting, and all other parts of a sign.
- (2) ~~When or where applicable, Signs signs requiring a permit~~ shall be constructed and erected only by individuals or companies licensed in the State of Michigan for such purpose.
- (3) All signs requiring permits shall display, in a conspicuous place, evidence of the permit and containing such data as might be required by the zoning administrator, including the name of the individual or company erecting the sign.
- (4) Each individual or company erecting signs within the township shall annually provide the zoning administrator with a certificate of public liability insurance. A permit for erecting a sign shall not be issued unless such certificate is on file with the zoning administrator.
- (5) All signs and components thereof shall be kept in good repair and in a safe, clean, neat, and attractive appearance.

(Ord. of 7-22-2013, § 62.17; Ord. of 6-4-2014, § 62.17)

Sec. 36-80~~6~~6. - Registry.

The zoning administrator shall maintain an up-to-date registry of each sign erected in the township after the effective date of the ordinance from which this article is derived. The registry shall contain the following information: location of the sign, name and address of the property owner, ~~advertiser~~sign user, and individual or company erecting a sign and height, dimensions, and face area, and date of placement on the site.

(Ord. of 7-22-2013, § 62.18; Ord. of 6-4-2014, § 62.18)

Secs. 36-80~~7~~7—36-831. - Reserved.

ORDINANCE NO.

NORTHFIELD TOWNSHIP, WASHTENAW COUNTY MI

AN ORDINANCE OF THE BOARD OF TRUSTEES OF NORTHFIELD TOWNSHIP, MICHIGAN, TO AMEND THE SIGN REGULATIONS ORDINANCE, ARTICLE XXVI, SECTIONS 36-788 through SECTION 36-805

Whereas The Planning Commission has reviewed the Township's Sign Regulations Ordinance Article XXVI and,

Whereas The Planning Commission believes that the changes will make the sign regulations more clear and defensible for content neutrality and,

Whereas, The Planning Commission finds it necessary to remove sign definitions from Section 36-29 of the Zoning Ordinance into the Sign Regulations, Article XXVI. While it is best to have general zoning ordinance definitions in one article, sign-related definitions are best kept in the sign article so they are easier to administer and understand and,

Whereas, The Planning Commission finds it necessary to add new definitions to describe sign types and included graphics. By having clear definitions of sign types, it will become much easier to adopt and administer regulations of these sign types later in the article and

Whereas, The Planning Commission wishes to amend Article XXVI - Sign Regulations, Sections 36-788 through sections 36-805 to create a more clear sign regulation ordinance.

Now, therefore, be it ordained by the Northfield Township Board of Trustees that the below be amended as follows:

Section 1: Article II. Definitions-Definitions., Section 36-29 remove the following:

Sign means any structure or part thereof, or device attached thereto or painted or represented thereon, or any material or thing, illuminated or otherwise, which displays or includes any numeral, letter, word, model, banner, emblem, insignia, device, code mark, or other representation used as, or in the nature of, an announcement, advertisement, direction, or designation of any person, firm, organization, place, commodity, service, business, profession, or industry which is located upon any land or in any building, in such manner as to attract attention from outside the premises.

Sign, billboard. See Sign, outdoor advertising.

Sign, direction or information, means a sign identifying a street or designating the location of a community or institution of public or quasi-public nature or the opening of an event of public interest, but not including signs pertaining to real estate, and not including any advertising matter.

Sign, electronic message, or (EMS) means an electrically activated changeable sign whose variable message capability can be electronically programmed.

Sign, freestanding, means an identification sign supported by a structure independent of any other structure. Identification signs on water towers or other elevated tanks should be considered as free standing signs.

Sign, ground, means any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. See *Sign, freestanding*.

Sign, identification, means a sign which carries only the name of the firm, the major enterprise, or the principal product or service offered for sale on the premises, or a combination of these things, only to identify location of said premises and not to advertise, and allocated only on the premises on which the firm, major enterprise, or principal product or service is situated.

Sign, outdoor advertising, means a sign, including billboards, on which the written or pictorial information is intended to advertise a use located on other premises, and which is intended primarily for advertising purposes, erected by the outdoor advertising industry in the conduct of the outdoor advertising business.



Typical Portable Sidewalk Sign

Sign, portable sidewalk, means a sign that is not permanent, not affixed to a building or structure, or permanently attached to the ground. See illustration below. These signs are usually, but not always, placed along the sidewalk or road frontage of a business to advertise specials, specific items, or events that are offered on-site. Portable sidewalk signs that advertise off-site specials, specific items, or events are prohibited.

Sign, wall, means any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.

Section 2: Article XXVI Sign Regulations - Purpose, Section 36-788 through Registry, Section 36-805; remove the following:

Sec. 36-788. - Purpose.

- (a) The purpose of this article is to regulate all exterior signs placed for exterior observance so as to protect property values, to protect the character of the various neighborhoods in the township, to protect health and safety, and to protect the public welfare.
- (b) The principal features are the restriction of advertising to the use of the premises on which the sign is located and the restriction of the total sign area permissible per site. Any sign placed on land or on a building for the purposes of identification or for advertising a use conducted therein or thereon shall be deemed to be accessory and incidental to such land, building, or use. It is intended that the display of signs will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. With respect to signs advertising business uses, it is specifically intended, among other things, to avoid excessive competition and clutter among sign displays in their demand for public attention. It is further intended that all signs within one complex or center be coordinated with the architecture in such a manner that the overall appearance is harmonious in color, form, and proportion.
- (c) It is also intended by this article that all temporary signs erected for directional purposes, for public information or to call attention to special events shall be confined to those that are of general public interest and that such signs shall be limited to the giving of information.

(Ord. of 7-22-2013, § 62.01; Ord. of 6-4-2014, § 62.01)

Sec. 36-789. - General sign regulations.

The following general sign regulations apply to all zoning districts within the township:

- (1) **Traffic control.** No sign shall be erected or replaced at any location where, by reason of position, size, shape, color, or illumination, it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign, signal, or device so as to interfere with, mislead, or confuse traffic.
- (2) **Sign character and setbacks.** All signs shall be designed, constructed, and maintained so as to be appropriate in appearance with the existing or intended character of their vicinity so as not to change the essential character of such area. All ground signs shall maintain a minimum 15-foot setback from all road rights-of-way and shall be located no closer than 15 feet from the edge of the principal entrance driveway and all property lines.
- (3) **Permit required.** Unless exempt under the provisions of this article, a permit for any sign, whether freestanding or mounted on or applied to a building, including signs painted on building walls or other structures, or for any change in copy, shall be obtained from the township zoning administrator before such sign may be erected, replaced, or relocated. Strings of pennants or flags attached to or part of a sign, or independently displayed for purposes of advertising, unless permitted elsewhere within these provisions, shall be prohibited.
- (4) **Sign height.**
 - a. No freestanding sign shall exceed a height of 15 feet.
 - b. Computation of height. The height of a sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:

1. Existing grade prior to construction; or
 2. The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.
- c. In cases where the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the lot, whichever is lower.

(Ord. of 7-22-2013, § 62.02; Ord. of 6-4-2014, § 62.02)

Sec. 36-790. - Signs permitted in all zoning districts.

Subject to the other conditions of this chapter, the following signs shall be permitted anywhere within the township:

- (1) One sign shall be permitted for all building contractors, one for all professional design firms and one for all lending institutions on sites under construction, each sign not to exceed six square feet overall, with not more than a total of three such signs permitted on one site. The above signs may be combined into a single sign not to exceed 32 square feet in area. The sign shall be confined to the site of the construction, construction shed, or construction trailer and shall be removed within 14 days of the issuance of a certificate of occupancy.
- (2) One temporary real estate "for sale" sign located on the property and not exceeding six square feet in area shall be permitted for each lot. If the lot or parcel has multiple frontages, one additional sign not exceeding six square feet in area shall be permitted on the property on each street frontage. Under no circumstances shall more than two such signs be permitted on a lot. Such signs shall be removed within seven days following the sale.
- (3) Street banners advertising a public entertainment or event, if such banners are approved by the township board and in locations designated by the township board, may be displayed 14 days prior to and seven days after the public entertainment or event.
- (4) Name, directional and informational signs and emblems of service clubs, places of worship, civic organizations, and quasi-public uses shall be permitted on private property and set back in accordance with these standards. Each sign shall not be more than three square feet in area. The top of such sign shall not exceed eight feet above grade. In the event that more than one sign is to be placed at one location, all civic organizations and service clubs signs must be consolidated and confined within a single frame, and all signs for places of worship shall be consolidated and confined within a single frame which may be separate from that for civic organizations and service clubs.

(Ord. of 7-22-2013, § 62.03; Ord. of 6-4-2014, § 62.03)

Sec. 36-791. - Signs permitted in recreation-conservation and agricultural districts.

Signs permitted in recreation-conservation and agricultural districts include:

- (1) One incidental sign advertising the type of farm products grown on the farmstead premises. Such sign shall not exceed 32 square feet in area.
- (2) One sign for each public street frontage identifying a park, or school building, other authorized use, or a lawful nonconforming use, each sign not to exceed 18 square feet in area.

(Ord. of 7-22-2013, § 62.04; Ord. of 6-4-2014, § 62.04)

Sec. 36-792. - Signs permitted in residential districts.

Signs permitted in residential districts include:

- (1) One sign for each public street frontage advertising a recorded subdivision or development, each sign not to exceed 18 square feet in area. Such sign shall be removed within one year after the sale of 90 percent of all lots or units within said subdivision or development.
- (2) One sign on each street frontage of a new multiple-family development advertising the new dwelling units for rent, not to exceed 18 square feet in area. Such sign shall be removed within 60 days of the initial rental of 90 percent of the dwelling units within the development or within the first phase, whichever is applicable.
- (3) One sign for each public street frontage identifying a multiple-family building, subdivision, or development, not having commercial connotations, each sign not to exceed 18 square feet in area.
- (4) One sign advertising "for rent" or "vacancy" may be placed on each frontage of a rental residential development provided that such sign shall not exceed three square feet in area and is incorporated into the identification sign permitted in subsection (3) of this section.
- (5) One sign for each public street frontage identifying a school, church, public building, other authorized use or lawful nonconforming use, each sign not to exceed 18 square feet in area.

(Ord. of 7-22-2013, § 62.05; Ord. of 6-4-2014, § 62.05)

Sec. 36-793. - Signs permitted in business and industrial districts.

- (a) A sign, except billboards, which shall be regulated as set forth in section 36-794, in LC, GC, RO, WLD-D, WLD-NV, WLD-W, and RTM districts, is permitted only where it identifies an enterprise occupying the same lot upon which the sign is located and shall conform to the following regulations:
 - (1) An identification sign, limited to one sign per building, may be affixed to a wall of the building. If the building contains more than one enterprise, as in a shopping center, each enterprise located therein may have one such sign. Total sign area for wall signs shall not exceed two square feet for each foot of length of the wall to which it is affixed. Wall signs shall not project more than one foot from the wall face, as measured to the farthest face of the sign except as noted in this section.
 - (2) Where more than one sign is permitted on a wall face, the minimum horizontal distance between such signs shall be two feet.
 - (3) One freestanding identification sign may be erected for an individual lot, or group of lots developed as one lot, when not provided for by subsections (a)(4) and (a)(5) of this section, following, and shall not exceed 36 square feet in area for offices and eighty (80) square feet in area for other uses. If the lot fronts on more than one street, the total permitted sign area may be divided among two or more such signs, provided, however, that the maximum permitted sign area shall not be exceeded.
 - (4) One freestanding identification sign may be erected for a research park or office center, or combined research park/office center. Such sign shall not exceed 36 square feet in area and shall contain only the name of the park or office center. If the lot fronts on two or more collector or arterial streets, one such sign may be permitted for each such frontage.
 - (5) One freestanding identification sign stating the name of a shopping center or commercial development, and four major tenants therein, may be erected for a shopping center or other integrated group of store or commercial buildings. Sign design, color, and font must be coordinated and complementary. The sign area shall not exceed one square foot per front foot of

building, or buildings, for which it is erected; however, such sign shall not exceed 200 square feet in area. If the lot fronts on two or more collector or arterial streets, one such sign may be permitted for each such frontage.

- (6) Identification signs for rear or side entrances shall be permitted, at the rate of one such sign for each entrance, provided that the area of each such sign shall not exceed four square feet. The area shall not be included in the area limitations set forth elsewhere in this section.
 - (7) Wall signs shall not extend above the top edge of walls.
 - (8) One projecting sign may be permitted for each first floor business within the WLD district. The projecting sign may be a maximum of eight square feet in area (each side) and shall be included in the total amount of wall signs permitted for the subject building. Changeable copy shall not be permitted as part of projecting signs. Projecting signs must provide a clear distance of eight feet from the sidewalk or private drive or parking lot to the bottom edge of the sign. Projecting signs may extend over abutting sidewalk, but shall not extend over public or private roadways or parking areas. Signs which extend into the road right-of-way shall require approval by the county road commission. The leading edge of a projecting sign shall not extend more than four feet from the face of the building that it is attached to.
 - (9) Portable sidewalk signs may be permitted in the LC—Local Commercial, the GC—General Commercial Districts, the WLD-D, WLD-NV, and the WLD-W districts, subject to the following:
 - a. The maximum area of a portable sidewalk sign is seven square feet per side with no dimension greater than 3½ feet. One portable sidewalk sign shall be permitted per business. In the instance where a business owns over 160 feet in frontage on a public roadway one additional portable sidewalk sign may be permitted. In no case shall more than two portable sidewalk signs be permitted per business. Portable sidewalk signs shall have a maximum of two sides.
 - b. The sign shall be located on the building side of the sidewalk where applicable, and placed in such a manner that a pedestrian travel area width of five feet is maintained between the sign and any street elements, including the back of curb.
 - c. The sign shall not interfere with the view, access to, or use of the subject and adjacent property. There shall be no obstruction of ingress and egress to any building caused by the sign.
 - d. A sign permit from the township is not required for any portable sidewalk sign displayed.
 - e. Sidewalk signs shall be moved inside of the business after business hours.
 - (10) Window and door signs shall be permitted and shall not be included in total sign area computation set forth in subsection (a)(1) of this section if said signs do not occupy more than 25 percent of the total window area of the floor level on which displayed for any one building. If window signs occupy more than 25 percent of said window area for any one building, they shall be treated as exterior wall signs and shall conform to the standards of this section.
- (b) In LI and GI districts, a sign, except billboards, which shall be regulated as set forth in section 36-794, is permitted only where it identifies a business occupying the lot upon which the sign is located. Such signs shall conform to the following regulations:
- (1) An identification sign, limited to one sign per building, may be affixed to a wall of the building. If the building contains more than one enterprise, each enterprise may have one such sign, similarly affixed. Total sign area shall not exceed one square foot for each foot in length of the wall to which it is affixed. A wall sign shall not project more than one foot from the face of the wall, measured to the farthest face of the sign.
 - (2) One freestanding identification sign may be erected for an industrial park, district, or subdivision, or for an individual lot or group of lots. The area of such sign shall not exceed 80 square feet. If the lot fronts on two or more collector or arterial streets, one sign may be permitted on each such frontage.

- (3) Identification signs for rear or side entrances shall be permitted, at the rate of one for each entrance, provided that the area of each such sign shall not exceed four square feet. The area shall not be included in the area limitations set forth elsewhere in this section.
- (4) Wall signs shall not extend above the top edge of walls.
- (c) Banners, pennants, searchlights, balloons, or other gas-filled or fan powered figures shall be permitted at the opening of a new business or for a special event or sale in the WLD, LC, GC, RO, LI, GI, PSC, RTM, and nonresidential PUDs for a period not to exceed 14 days in any 30-day period. The days of display must be specified on the sign permit. Each of these types of signs shall require a separate permit. Six of these types of signs (occasions) shall be permitted in any one calendar year per zoning lot. Such signs shall not obstruct pedestrian or vehicular view and shall not interfere in any way with traffic flow. Banners shall have a maximum area of 32 square feet. Balloons and gas-filled or fan-powered figures shall not exceed the maximum height restrictions for the district in which they are located. The setback standards of section 36-789(2) must be met for these types of signs.

(Ord. of 7-22-2013, § 62.06; Ord. of 6-4-2014, § 62.06; Ord. No. 17-53, §§ 12, 13, 2-14-2017)

Sec. 36-794. - Billboards (outdoor advertising signs).

Billboards shall be permitted in the LI—Limited Industrial District, RTM—Research/Technology/Manufacturing District, and the GI—General Industrial District, and shall be considered a principal use of the lot. In addition, billboards must meet the following regulations:

- (1) **Spacing.** Billboards shall be spaced so that not more than three billboards structures may be located per linear mile of street or highway regardless of the fact that such billboards may be located on different sides of the subject street or highway. The linear mile measurement shall not be limited to the boundaries of the township where the particular street or highway extends beyond such boundaries.
- (2) **Display areas.** Billboards that face U.S. 23 within and appropriate zoning district shall have a maximum surface display area of 672 square feet, known as a bulletin billboard. Billboards that face all other streets within the township within an appropriate zoning district shall have a maximum surface display area of 288 square feet, known as a poster billboard. The maximum size limitations shall apply to each side of a sign structure. Signs may be placed back to back or in V-type construction. Stacked signs and side by side shall not be permitted. If both sides of a V-type sign are visible from any one location it shall be considered a single sign for the purposes of calculating maximum sign area.
- (3) **Height.** The billboard shall not exceed 30 feet above the average grade of:
 - a. The ground on which the billboard sits; or
 - b. The grade of the abutting roadway, whichever is higher.
- (4) **Placement on roof.** The billboard shall not be on top of, cantilevered, or otherwise suspended above the roof of any building.
- (5) **Setbacks.** No billboard shall be located closer than 50 feet to a non-right-of-way property line and must maintain a minimum of 15 feet from any right-of-way on the property pursuant to section 36-789(2). No billboard shall project over public property. Billboard signs shall be no closer than 25 feet to any other nonresidential structure on or off the same premises upon which the billboard is located. Billboards shall not be located within 300 feet of a residential zone and/or existing residence. No digital or LED billboard shall be located within 1,000 feet of an existing residence.
- (6) **Illumination.** Digital or LED billboards are allowed if the digital or electronic changeable copy portion of the billboard and the billboard meet all the following additional standards:

- a. The billboard shall possess automatic dimming capabilities so that the maximum luminescence level is not more than 0.3 footcandles over the ambient light levels measured at the following distance in relation to billboard size:
 1. A distance of 150 feet for sign faces less than or equal to 300 square feet;
 2. A distance of 200 feet for sign faces greater than 300 square feet but less than or equal to 378 square feet;
 3. A distance of 250 feet for sign faces greater than 378 square feet but less than 672 square feet; and
 4. A distance of 350 feet for sign faces equal to 672 square feet.
 - b. Any illumination shall be concentrated on the surface of the sign and is so located to avoid glare or reflection onto any portion of the street or highway, the path of on-coming vehicles, or any adjacent properties.
 - c. No billboard shall have flashing, strobing, intermittent, moving, rotating, or oscillating lights or images.
 - d. No digital or LED billboard shall be located within 4,000 feet of another digital or LED billboard or within 3,000 feet of a nondigital or non-LED billboard.
 - e. The rate of change between two static messages shall be one second or less.
 - f. There shall be a minimum of no less than seven seconds between copy changes.
 - g. The owner of a digital or LED billboard must reasonably coordinate with relevant public agencies to allow for the display of real-time emergency information such as Amber Alerts or natural disaster directives.
 - h. The digital or LED billboard will not distract, endanger, or disorient motorists.
- (7) **Construction.** Billboards shall be self-supported, pole-mounted structures constructed in such a fashion that it will withstand all wind and vibration forces that can normally be expected to occur in the vicinity. A billboard must be maintained so as to assure proper alignment of structure, continued structural soundness and continued readability of message.

(Ord. of 7-22-2013, § 62.07; Ord. of 6-4-2014, § 62.07; Ord. No. 17-53, § 14, 2-14-2017)

Sec. 36-795. - Signs for automobile service stations.

Signs for automobile service stations shall be regulated as set forth in section 36-793(a). In addition, the following regulations shall apply:

- (1) The permitted wall sign or legend may be attached either to a wall of the building or to the canopy of a fuel pump island.
- (2) One permanent sign for the purpose of advertising gasoline prices and similar announcements, when mounted on a freestanding structure or on the structure of another permitted sign, may be installed along each street frontage, provided that clear views of street traffic by motorists or pedestrians are not obstructed in any way. Such signs shall not exceed six square feet in area. All temporary signs for such purposes and all banners, streamers, flags (other than state or national flags) and similar advertising objects shall be prohibited.

(Ord. of 7-22-2013, § 62.08; Ord. of 6-4-2014, § 62.08)

Sec. 36-796. - Electronic message signs.

Electronic message signs (EMS) shall be permitted within all nonresidential zoning districts, as either a free-standing or wall-mounted sign subject to the sign regulations for each zoning district pursuant to section 36-793 and subject to the following additional regulations:

- (1) An electronic message sign (EMS) shall only be permitted as part of a static sign and shall be limited to 50 percent of the total sign area of the static sign.
- (2) Frequency of message change shall be no more than once every 30 seconds.
- (3) The rate of change between two static messages shall be one second or less.
- (4) Scrolling words or images are prohibited;
- (5) EMS owners shall permit township, state, and federal governments to post messages in the event of an emergency; and
- (6) The electronic message sign may not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 footcandles above ambient light measurement based upon the size of the sign (in square feet) and distance measured perpendicular to the sign face in accordance with the following table:

Maximum Light Levels of Electronic Signs

Maximum Allowed Ambient Light Level	Area of Sign (sq. ft.)	Measurement of Distance (ft.)*
0.3 footcandles	10	32
0.3 footcandles	15	39
0.3 footcandles	20	45
0.3 footcandles	25	50
0.3 footcandles	30	55
0.3 footcandles	35	59
0.3 footcandles	40	63
0.3 footcandles	45	67
0.3 footcandles	50	71
0.3 footcandles	55	74
0.3 footcandles	60	77

*Measured in feet, perpendicular to the face of the sign.

Source: Model Code, Illuminating Engineering Society of North America

- (7) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels.
- (8) In no case shall EMS luminance exceed 0.1 footcandles above ambient light along any adjacent property line that is zoned or used for residential purposes.

(Ord. of 7-22-2013, § 62.09; Ord. of 6-4-2014, § 62.09)

Sec. 36-797. - Exemptions.

The following types of signs are exempted from all the provisions of this article except for construction and safety regulations, the setback provisions of section 36-789(2), and the following standards:

- (1) Signs of a noncommercial nature and in the public interest, erected by, or on the order of, a public officer in the performance of his public duty, such as directional signs, regulatory signs, and informational signs.
- (2) Temporary signs announcing any public, charitable, educational, or religious event or function, located entirely within the premises of that institution and set back not less than 15 feet from the property line. Maximum sign area shall be 24 square feet. Such signs shall be allowed no more than 14 days prior to the event or function and must be removed within seven days after the event or function. If building mounted, these signs shall be flat wall signs and shall not project above the roof line. If ground mounted, the top shall be no more than six feet above ground level.
- (3) Names of buildings, dates of erection, monument citations, commemorative tablets and the like, when carved into stone, concrete, or similar material or made of other permanent type construction and made an integral part of the structure.
- (4) Signs directing traffic movement onto a property or within a property, not exceeding eight square feet in area for each sign. Horizontal directional signs on and flush with paved areas are exempt from these standards.
- (5) Temporary real estate directional signs, not exceeding three square feet in area and four in number, showing a directional arrow and placed back of the property line, shall be permitted on approach routes to an "open house" and shall be displayed only during daylight hours. The tops of such signs shall not exceed three feet in height.
- (6) Political campaign signs announcing candidates seeking public political office and other data pertinent thereto.
- (7) National, state, municipal, and university flags.
- (8) "No trespassing," "no hunting," and similar signs prohibiting invasion of private property, provided the area of such sign shall not exceed two square feet.

(Ord. of 7-22-2013, § 62.10; Ord. of 6-4-2014, § 62.10)

Sec. 36-798. - Prohibited signs.

The following signs are prohibited anywhere within the township:

- (1) Signs which imitate an official traffic sign or signal, which contain the words "stop," "go," "slow," "caution," "danger," "warning," or similar words except as provided in section 36-794(4).

- (2) Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
- (3) Signs which contain or consist of pennants, ribbons, streamers, spinners, strings of light bulbs, or other similar devices.
- (4) Signs which are placed on a street or other public right-of-way, unless otherwise permitted by these regulations.
- (5) Signs which are pasted or attached to utility poles, trees, or other signs, except as provided in section 36-797(8).
- (6) Signs which move in any manner or have a major moving part or give an illusion of motion unless otherwise permitted by these regulations.
- (7) Signs which swing or otherwise noticeably move as a result of wind pressure because of the manner of suspension or attachment.
- (8) All temporary signs, unless authorized elsewhere within this chapter.

(Ord. of 7-22-2013, § 62.11; Ord. of 6-4-2014, § 62.11)

Sec. 36-799. - Permit and fees.

- (a) Application for a permit to erect or replace a sign, or to change copy thereon, shall be made by the owner of the property on which the sign is to be located, or his authorized agent; to the township zoning administrator, by submitting the required forms, fees, exhibits, and information. Fees for sign permits shall be determined by resolution of the township board and no part of such fee shall be returnable to the applicant. No fee shall be required of any governmental body or agency.
- (b) The application shall contain the following information:
 - (1) The applicant's name and address in full, and a complete description of relationship to the property owner.
 - (2) The signature of the property owner concurring in submittal of said application.
 - (3) An accurate survey drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign.
 - (4) A complete description and scale drawings of the sign, including all dimensions and the area in square feet.
- (c) All signs shall be inspected by the township zoning administrator for conformance to this chapter prior to placement on the site. Foundations shall be inspected by the building inspector on the site prior to pouring of the concrete for the sign support structure.
- (d) Any sign involving electrical components shall be wired by a licensed electrician in accordance with the township electrical code and the electrical components used shall bear an Underwriters Laboratories, Inc., seal of inspection.
- (e) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed prior to expiration and no additional fee shall be collected for the renewal.
- (f) Painting, repainting, cleaning, and other normal maintenance and repair of a sign or a sign structure, unless a structural or copy change is made, shall not require a sign permit.
- (g) All signs shall comply with the requirements of the building code of the township.

(Ord. of 7-22-2013, § 62.12; Ord. of 6-4-2014, § 62.12)

Sec. 36-800. - Illumination.

- (a) The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures.
- (b) No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing, except that movement showing the date, the time, and the temperature exclusively may be permitted. Illumination for electronic message signs (EMS) shall be regulated pursuant to section 36-796(6). Illumination for LED billboards shall be regulated pursuant to section 36-794(6). Nothing contained in this article shall, however, be construed as preventing the use of lights or decorations related to religious and patriotic festivities.
- (c) No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property.

(Ord. of 7-22-2013, § 62.13; Ord. of 6-4-2014, § 62.13)

Sec. 36-801. - Computation of surface area.

The surface area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display material shall not be included in computation of surface area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back, parallel to one another, and no more than 24 inches apart, the area of the sign shall be the area of one face.

(Ord. of 7-22-2013, § 62.14; Ord. of 6-4-2014, § 62.14)

Sec. 36-802. - Removal.

- (a) The zoning administrator shall order the removal of any sign erected or maintained in violation of this article. Thirty days' notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance with the article. Upon failure to remove the sign or to comply with this notice, the township shall remove the sign. The township shall also remove the sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the township shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and such charge shall be a lien on the property.
- (b) A sign shall be removed by the owner or lessees of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises. If the owner or lessee fails to remove the sign, the township shall remove it in accordance with subsection (a) of this section. These removal provisions shall not apply where a subsequent owner or lessee conducts the same type of business and agrees to maintain the signs as provided in this article or changes the copy on the signs to advertise the type of business being conducted on the premises, and provided the signs comply with the other provisions of this chapter.

(Ord. of 7-22-2013, § 62.15; Ord. of 6-4-2014, § 62.15)

Sec. 36-803. - Nonconforming signs.

Copy may be changed on nonconforming signs, provided that the sign area is not increased, and provided that no structural changes are made in the sign. All nonconforming signs are subject to the provisions included in article XXIX of this chapter, pertaining to nonconformities.

(Ord. of 7-22-2013, § 62.16; Ord. of 6-4-2014, § 62.16)

Sec. 36-804. - Responsibilities for signs.

The following regulations apply to all signs, except those signs permitted in sections 36-790, 36-791, and 36-792(a), (b) and (d):

- (1) The advertiser is hereby made responsible for copy, structure, lighting, and all other parts of a sign.
- (2) Signs shall be constructed and erected only by individuals or companies licensed in the State of Michigan for such purpose.
- (3) All signs requiring permits shall display, in a conspicuous place, evidence of the permit and containing such data as might be required by the zoning administrator, including the name of the individual or company erecting the sign.
- (4) Each individual or company erecting signs within the township shall annually provide the zoning administrator with a certificate of public liability insurance. A permit for erecting a sign shall not be issued unless such certificate is on file with the zoning administrator.
- (5) All signs and components thereof shall be kept in good repair and in a safe, clean, neat, and attractive appearance.

(Ord. of 7-22-2013, § 62.17; Ord. of 6-4-2014, § 62.17)

Sec. 36-805. - Registry.

The zoning administrator shall maintain an up-to-date registry of each sign erected in the township after the effective date of the ordinance from which this article is derived. The registry shall contain the following information: location of the sign, name and address of the property owner, advertiser, and individual or company erecting a sign and height, dimensions, and face area, and date of placement on the site.

(Ord. of 7-22-2013, § 62.18; Ord. of 6-4-2014, § 62.18)

Section 3: Article XXVI Sign Regulations - Purpose, Section 36-788 through Registry, Section 36-805; add the following:

Sec. 36-788. - Purpose.

The purpose of this article is to provide regulations for signs in a manner that will minimize their negative effects while allowing for creative and effective communication of information. These regulations are intended to balance the public and private interests, with the goal of promoting a safe, well-maintained, vibrant, and attractive community while accommodating the need for signs to inform, direct, identify, advertise, advocate, promote, endorse, and otherwise communicate information. It is a basic tenet of this article that unrestricted signage does not benefit the community. The objectives of this Article are:

- (a) **Public Safety.** To promote free flow of motorized and non-motorized traffic and protect motorists, passengers, and pedestrians from injury and property damage caused by, or which may be fully or partially attributable to, visual clutter that confuses or misleads traffic, obstructs vision and is potentially harmful to property values, businesses, and community appearance, and to protect public safety by prohibiting or removing signs that are structurally unsafe or poorly maintained.
- (b) **Community Aesthetics.** To preserve the appearance of the township by preventing the placement of oversized signs that are out of scale with surrounding buildings and structures, or the placement of signs with materials or illumination that detracts from the character of the surrounding area, so as to protect the character of neighborhoods in the Township, and to protect the public welfare.
- (c) **Effective Communication.** To encourage the appropriate design, scale, and placement of signs in a manner that communicates effectively to the intended reader.
- (d) **Economic Development.** To allow for adequate and effective signage for businesses to inform, identify, and communicate effectively.
- (e) **Ease of Administration.** To have standards and administrative review procedures that are simple for property owners, tenants, and sign installers to understand and follow, and are easily enforceable by Township staff.
- (f) **Reduce Blight.** To reduce blight caused by poorly maintained signs and the proliferation of signs beyond what is permitted in this article.

(Ord. of 7-22-2013, § 62.01; Ord. of 6-4-2014, § 62.01)

Sec. 36-789. - Definitions.

- (a) **Sign Definitions, Sign Types.** The following definitions apply to types of signs based on the characteristics of the sign without respect to the content of the message:
 - (1) **Animated Sign.** A sign that has any visible moving part either constantly or at intervals; flashing, scintillating, intermittent, or osculating lights; visible mechanical movement of any description; or other apparent visible movement achieved by any means that move, change, flash, osculate or visibly alters in appearance to depict action, create an image of a living creature or person, or create a special effect or scene. An “Animated Sign” does not include an “Electronic Message Sign” as defined in this chapter.
 - (2) **Awning Sign or Canopy Sign.** A sign that is painted on or attached to an awning or canopy.



Awning Sign



Canopy Sign

- (3) **Banner Sign.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached flat either to a wall or temporarily to a permanent sign face.



Banner Sign

- (4) **Billboard.** See **Outdoor Advertising Sign.**
- (5) **Building-Mounted Sign.** Display sign that is painted on, adjacent to or attached to a building wall, door, and window or related architectural feature including building directories, canopy signs, projecting signs or marquee signs, wall signs, and window signs.
- (6) **Changeable Copy Sign.** A permanent sign or portion thereof on which the copy or symbols change, either automatically through electrical or electronic means, or manually through the placement of copy and symbols on a panel mounted in or on a track system.
- (7) **Electronic Message Sign (EMS).** An electrically activated changeable copy sign whose variable message capability can be electronically programmed.
- (8) **Festoon.** A string of ribbons, pennants, spinners, streamers, tinsel, small flags, pinwheels, or lights, typically strung overhead and/or in loops.
- (9) **Flag.** A sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached to a permanent conforming pole or attached flat to a wall.
- (10) **Freestanding Sign.** Any sign that is affixed to the ground surface and supported by one or more uprights, poles, pylons, monuments, or braces placed in the ground and independent of any building or other structure. Signs on water towers or other elevated tanks should be considered as free standing signs.

- a. **Freestanding Sign, Ground Sign or Monument Sign.** A freestanding sign supported by structures, columns, braces, or other supports that are placed on, or anchored in, the ground and that are independent from any building or other structure. A Ground Sign or Monument Sign must have a solid supporting base equal to or greater than the width of the sign face constructed of a decorative and durable material, and shall have no separations between the sign face and the base.



Monument Sign

- b. **Freestanding Sign, Pole Sign.** A type of freestanding sign that is elevated above the ground on poles or braces.



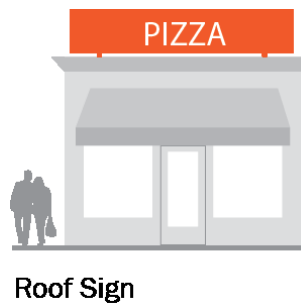
Pole Sign

- (11) **Incidental Sign.** A small sign, usually 2 square feet or less, designed and located to be read only by people within the site and generally not visible or legible from the right-of-way or adjacent properties. Examples of incidental signs include, but are not limited to, credit card signs, signs indicating hours of business, no smoking signs, signs used to designate bathrooms, handicapped signs, traffic control signs that conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices, and other signs providing information to be read at close proximity. The Zoning Administrator shall determine whether a sign is an Incidental Sign, based on the visibility of the sign from the lot line and right-of-way and/or the number of signs in close proximity of each other, and the Zoning Administrator may deny a Incidental Sign if it is a sign that is regulated by another standard in this Article.
- (12) **Interior Sign.** A sign placed within a building, but not including a window sign as defined by this Ordinance, that is not visible from any public street, sidewalk, alley, park or public property.
- (13) **Mural.** Any image or design that is painted or otherwise attached flat to a wall that is primarily artwork and does not function like a sign. For purposes of this Ordinance, a mural shall not be considered a sign. The Building Official or Zoning Administrator shall as necessary make a determination as to whether a design is a mural or a sign.
- (14) **Outdoor Advertising Sign.** A sign intended to advertise a use located on other premises and which is intended primarily for advertising purposes. Such sign, by virtue of its size and scale, would constitute the principal use of the premises on which the sign is located.
- (15) **People Sign.** A portable sign held by a person and displayed for the purposes of expressing a message.
- (16) **Projecting Sign.** A display sign attached to or hung from a structure projecting from and supported by the building and extending beyond the building wall, building line or street right-

of-way line. A “Projecting Sign” is differentiated from a “Wall Sign” based on the distance the sign projects from the surface of the building.



- (17) **Roof Sign.** A display sign that is erected, constructed and maintained on or above the roof of the building, or that extends above the roofline.



- (18) **Street Furniture Sign.** A sign applied to or affixed to the seat or back of a bench, lamp post, garbage can, tree, utility pole, or other public street furniture.
- (19) **Temporary Sign.** A sign, with or without a structural frame, intended for a limited period of display.
- a. **Temporary Sign, Air-Activated Sign.** A Temporary Sign that is an air inflated object, which may be of various shapes, is made of flexible fabric, rests on the ground or structure and is equipped with a portable blower motor that provides a constant flow of air into the device. Air-activated signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
 - b. **Temporary Sign, Balloon Sign.** A Temporary Sign that is an air inflated object, which, unlike air-activated signs, retains its shape. A balloon sign is made of flexible fabric, rests on the ground or structure, and may be equipped with a portable blower motor that provides a constant flow of air into the device. Balloon signs are restrained, attached, or held in place by a cord, rope, cable, or similar method.
 - c. **Temporary Sign, Portable Sidewalk, Sandwich Board, or A-Frame Sign.** A sign that is not permanent, not affixed to a building or structure, or permanently attached to the ground. Such sign is usually placed along the sidewalk or road frontage of a business and is capable of being moved within the zoning lot on which it is located or from one zoning lot to another. Often referred to as “sidewalk signs,” sandwich board signs include, but are not limited to, so called “A” frame, “T” shaped, or inverted “T” shaped stands.

- d. **Temporary Sign, Support Pole Sign.** A Temporary Sign that is attached as an appendage to a sign, sign support, light pole, utility pole, or any part of a pole or support.
 - e. **Temporary Sign, Yard Sign.** A portable temporary sign or sign board that is freestanding and temporarily anchored or secured to the ground.
- (20) **Vehicle Sign.** Any sign on a vehicle, trailer, truck, and similar vehicle used for transport, where the primary purpose of the vehicle is for transportation as part of the normal course of business.
- (21) **Wall Sign.** Any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building and displays only one sign surface. A wall sign shall not project from the surface of the building wall more than 12 inches.



Wall Sign

- (22) **Window Sign.** A sign affixed to a window or so as to be observable from the exterior of the window to which such sign is located or affixed, including signs located inside a building but visible from the outside of the building.



Window Sign

(b) **Sign Definitions, General.**

- (1) **Abandoned Sign.** A sign or supporting structure that is no longer regularly maintained or a sign located on a lot with a vacant building. Whether a sign has been abandoned shall be determined by the intent of the sign owner and shall be governed by the applicable Case Law and Statutory Law on abandoned structures.
- (2) **Alteration.** Any change in copy, color, size, or shape, which changes appearance of a sign, or a change in position, location, construction, or supporting structure of a sign, except that a non-structural copy change on a sign is not an alteration.

- (3) **Awning.** A fireproof space frame structure with translucent flexible reinforced vinyl or canvas covering designed in awning form, and extending outward from the building wall.
- (4) **Building Frontage.** The length of the front (entry) portion of a building occupied by a single tenant, often facing a street fronting to the premises on which the tenant is located.
- (5) **Canopy.** A multi-sided overhead structure used as a common building architectural feature.
 - a. **Canopy, Attached.** A multi-sided overhead structure or architectural projection supported by attachment to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points.
 - b. **Canopy, Freestanding.** A multi-sided overhead structure supported by columns, but not enclosed by a wall.
- (6) **Clearance.** The vertical distance between the surface grade beneath the sign and the lowest point of the sign, including framework and embellishments.
- (7) **Damaged Sign.** A sign or supporting structure that is torn, defaced, dented, smashed, broken, vandalized, or destroyed.
- (8) **Decorative Display.** A decorative display designed for the entertainment or cultural enrichment of the public and intended to serve as a cosmetic adornment rather than to convey a message. A decorative display shall not be considered a sign and shall be temporary in nature.
- (9) **Directional Sign.** A sign that controls or directs traffic, pedestrian, or parking movements.
- (10) **Grade, Sign.** The average elevation of an area within a horizontal radius, equal to the height of the sign, extending around sign base
- (11) **Height, Sign.** The vertical distance measured from the sign grade at the center point of the sign location to the highest point of the sign.
 - a. **Height, Maximum.** Shall be measured from sign grade to the highest edge of the sign surface or its projecting structure.
 - b. **Height, Minimum.** Shall be measured from sign grade to the lowest edge of the sign surface or its projecting structure.
- (12) **Illegal Sign.** A sign for which no valid permit was issued by the Township at the time such sign was erected, or a sign that is not in compliance with the current zoning chapter and does not meet the definition of a nonconforming sign.
- (13) **Noncombustible Material.** Any material that will not ignite at or below a temperature of 1,200 degrees Fahrenheit and will not continue to burn or glow at that temperature.
- (14) **Nonconforming Sign.** A sign that was lawful at the time of its construction but which is not in compliance with current ordinance provisions for signs.
- (15) **Owner.** A person, firm, partnership, association, company, or corporation and/or its legal heirs, successors, and assigns.
- (16) **Sign.** Any structure or part thereof, or device attached thereto or painted or represented thereon, or any material or thing, illuminated or otherwise, which displays or includes any numeral, letter, word, model, banner, emblem, insignia, device, code mark, or other representation used as, or in the nature of, an announcement, advertisement, direction, or designation of any person, firm, organization, place, commodity, service, business, profession,

or industry which is located upon any land attached on or attached to any building, in such manner as to attract attention from outside the premises.

- (17) **Sign Area.** The entire area within a circle, triangle, rectangle, oval, or other geometric shape enclosing the extreme limits of writing, representation, emblem or any figure of similar character, together with any frame or other material or element forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed, as long as those supports do not contain signs. An awning shall not be deemed to be a sign frame.
- (18) **Sign Copy.** The words and images constituting the message of a sign.
 - a. **Sign Copy, Animated Copy.** Any type of sign copy that flashes, moves, revolves, cycles or is otherwise altered or changed by mechanical or electrical means.
 - b. **Sign Copy, Changeable.** Moveable letters or other forms of sign copy, not including animated copy, that can be altered by natural, mechanical or electrical means without replacing the sign copy area.
- (19) **Unsafe Sign.** A sign that is not properly secured; is in danger of falling or has otherwise been found to be in a condition that is hazardous to the public health, safety or welfare by the Building Official or Code Enforcement Officer.

Sec. 36-790. - General sign regulations.

The following general sign regulations apply to all zoning districts within the township:

- (1) *Traffic control.* No sign shall be erected or replaced at any location where, by reason of position, size, shape, color, or illumination, it may interfere with, obstruct the view of, or be confused with, any authorized traffic sign, signal, or device so as to interfere with, mislead, or confuse traffic.
- (2) *Sign character and setbacks.* All signs shall be designed, constructed, and maintained so as to be appropriate in appearance with the existing or intended character of their vicinity so as not to change the essential character of such area. All ground signs shall maintain a minimum setback of 15 feet from all road rights-of-way and shall be located no closer than 15 feet from the edge of the principal entrance driveway and all property lines.
- (3) *Permit required.* Unless exempt under the provisions of this article, a permit for any sign, whether freestanding or mounted on or applied to a building, including signs painted on building walls or other structures, or for any change in copy, shall be obtained from the township zoning administrator before such sign may be erected, replaced, or relocated.
- (4) *Sign height.*
 - a. No freestanding sign shall exceed a height of 15 feet above the sign grade.
 - b. Computation of height. The height of a sign shall be computed as the distance from the base of the sign at the center of the sign grade to the top of the highest attached component of the sign.
 - c. In cases where the sign grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the sign grade at the base of the sign is

equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the lot, whichever is lower.

- (5) *Maintenance.* All portions of signs and sign structures shall undergo maintenance as needed to keep them in good repair and working order.
- (6) *Illumination.* The following regulations shall apply to all signs.
 - a. The light from any illuminated sign or from any light source, including the interior of a building, shall be so shaded, shielded, or directed that the light intensity or brightness shall not adversely affect surrounding or facing premises nor adversely affect safe vision of operators of vehicles moving on public or private roads, highways, or parking areas. Light shall not shine or reflect onto or into residential structures.
 - b. No sign shall have blinding, flashing, or fluttering lights or other illuminating devices which have a changing light intensity, brightness, or color, or which are so constructed and operated as to create an appearance or illusion of writing or printing. Illumination for electronic message signs (EMS) shall be regulated pursuant to section 36-797(6). Illumination for LED billboards shall be regulated pursuant to section 36-796(6). Nothing contained in this article shall, however, be construed as preventing the use of lighting as a decorative display.
 - c. No exposed reflective type bulbs and no strobe lights or incandescent lamps shall be used on the exterior surface of any sign so as to expose the face of the bulb, light, or lamp to any public street or adjacent property.

(Ord. of 7-22-2013, § 62.02; Ord. of 6-4-2014, § 62.02)

Sec. 36-791. - Signs permitted in recreation-conservation and agricultural districts.

Signs permitted in the AR and RC zoning districts include the following:

	AR and RC Districts (Single-Family Lots)	AR and RC Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)
Permanent Freestanding Signs	Not permitted	Maximum Number: 1 per street frontage Maximum Area: 18 square feet per sign.
Yard Signs (temporary in nature)	Maximum Area (Total): 24 sq. ft. per lot Maximum Height: 8 feet	
Yard Signs (permanent in nature)	Maximum Number: 1 per lot frontage, not to exceed 2 per lot Maximum Height: 6 feet Maximum Area: 6 sq. ft. per sign	Maximum Number: 1 per lot or development Maximum Height: 8 feet Maximum Area: 32 sq. ft.

Yard Signs (semi-permanent in nature, small)	Maximum Number: 1 per lot Maximum Height: 3 feet Maximum Area: 3 sq. ft. Maximum Time Placement: 180 days in a calendar year
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(Ord. of 7-22-2013, § 62.04; Ord. of 6-4-2014, § 62.04)

Sec. 36-792. – Signs permitted in residential districts.

Signs permitted in the LR, MR, MHP, SR1, and SR2 zoning districts include the following:

	LR, MR, MHP, SR1, and SR2 Districts (Single-Family Lots)	LR, MR, MHP, SR1, and SR2 Districts (Residential Developments [e.g., subdivisions, site condominiums] and Non-Residential Uses only)
Permanent Freestanding Signs	Not permitted	Maximum Number: 1 per street frontage Maximum Area: 18 square feet per sign.
Permanent Wall Signs	Not permitted	Maximum Area: 32 sq. ft.
Yard Signs (temporary in nature)	Maximum Area (Total): 24 sq. ft. per lot Maximum Height: 8 feet	
Yard Signs (permanent in nature)	Maximum Number: 1 per lot frontage, not to exceed 2 per lot Maximum Height: 6 feet Maximum Area: 6 sq. ft. per sign	Maximum Number: 1 per lot or development Maximum Height: 8 feet Maximum Area: 32 sq. ft.
Yard Signs (semi-permanent in nature)	Maximum Number: 1 per lot Maximum Height: 3 feet Maximum Area: 3 sq. ft. Maximum Time Placement: 180 days in a calendar year	

(Ord. of 7-22-2013, § 62.05; Ord. of 6-4-2014, § 62.05)

Sec. 36-793. - Signs permitted in business districts.

Signs permitted within the LC, GC, RO, WLD-D, WLD-NV, WLD-W, PSC, and RTM zoning districts include the following:

	LC and GC Districts	WLD-D, WLD-NV, and WLD-W Districts	RO, PSC, and RTM Districts
Permanent Freestanding Signs	Maximum Number: 1 per street frontage of the lot. Maximum Area: 36 sq. ft. per sign, except that a lot with multiple tenants may have 1 sq. ft. per front foot of building provided the sign does not exceed 200 sq. ft.		
Freestanding Canopy Signage	Maximum Area: On a lot with an approved freestanding canopy, 6 sq. ft. of sign area is permitted on each side of the freestanding canopy.		
Permanent Wall Signs	Maximum Number: 1 per building, or 1 per tenant in a multi-tenant building Maximum Area: 2 sq. ft. for each foot of length of the front wall to which the sign is affixed. Minimum Separation Distance Between Wall Signs: Where there are 2 or more wall signs, the minimum distance between such signs must be at least 2 feet.		
Permanent Projecting Sign	Not permitted in LC and GC.	Maximum Number: 1 per first floor business. Maximum Area: 8 sq. ft., which is included in the total amount of wall signage for the building. Minimum Height (Vertical Clearance): 8 feet from the grade below to the bottom of the sign. Maximum Projection: Up to 4 feet from the face of the building.	Not permitted in RO, PSC, and RTM.
Rear and Side Entrance Location Wall Signs	Maximum Number: 1 per rear or side entrance to the building. Maximum Area: 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building.		
Yard Signs	Maximum Area (Total): 32 sq. ft. per lot Maximum Height: 8 feet		
Portable Sidewalk Signs	Maximum Number: 1 per business, plus up to 1 additional sidewalk sign per business if the business has more than 160 feet of lot frontage. Maximum Area: 7 sq. ft. per side of the sidewalk sign. Maximum Height and Width: 3.5 feet. Location: On the building side of the sidewalk, provided that a pedestrian travel area of at least 5 feet is maintained, that there is no obstruction of ingress or egress to any building caused by the sign, and that the sign shall not interfere with the view, access to, or use of the subject or adjacent property. Duration: The sidewalk sign may only be placed outdoors when the building is open to the public.		Not permitted in RO, PSC, and RTM
Window and Door Signs	Maximum Area (Total): 25% of the window and door area. Any area of window or door signage exceeding 25% of the window and door area shall be counted as wall signage.		

(Ord. of 7-22-2013, § 62.06; Ord. of 6-4-2014, § 62.06; Ord. No. 17-53, §§ 12, 13, 2-14-2017)

Sec. 36-794. – Signs permitted in industrial districts.

Signs permitted within the LI and GI zoning districts include the following.

	LI and GI Districts
Permanent Freestanding Signs	Maximum Number: 1 per street frontage of the lot. Maximum Area: 80 sq. ft. per sign.
Permanent Wall Signs	Maximum Number: 1 per building, or 1 per tenant in a multi-tenant building. Maximum Area: 1 sq. ft. for each foot of length of the front wall to which the sign is affixed.
Rear and Side Entrance Location Wall Signs	Maximum Number: 1 per rear or side entrance to the building. Maximum Area: 4 sq. ft. per sign, which is excluded from the total amount of wall signage for the building.
Yard Signs	Maximum Area (Total): 32 sq. ft. per lot Maximum Height. 8 feet

Sec. 36-795 –Signage in Conjunction with an Approved Temporary Use in the WLD, LC, GC, RO, LI, GI, PSC, RTM and Non-residential PUD Districts

Banners, pennants, searchlights, balloons, or other gas-filled or fan powered figures shall be permitted in conjunction with an approved temporary use permit in the WLD, LC, GC, RO, LI, GI, PSC, RTM, and nonresidential PUDs for a period not to exceed 14 days in any 30-day period. The days of display must be specified on the temporary use permit and sign permit. Each of these types of signs shall require a separate permit. Six of these types of signs (occasions) shall be permitted in any one calendar year per zoning lot. Such signs shall not obstruct pedestrian or vehicular view and shall not interfere in any way with traffic flow. Banners shall have a maximum area of 32 square feet. Balloons and gas-filled or fan-powered figures shall not exceed the maximum height restrictions for the district in which they are located. The setback standards of section 36-789(2) must be met for these types of signs.

Sec. 36-796. - Billboards (outdoor advertising signs).

Billboards shall be permitted in LI—Limited Industrial District, RTM—Research/Technology/Manufacturing District, and GI—General Industrial District, and shall be considered a principal use of the lot. In addition, billboards must meet the following regulations:

- (1) *Spacing.* Billboards shall be spaced so that not more than three (3) billboards structures may be located per linear mile of street or highway regardless of the fact that such billboards may be

located on different sides of the subject street or highway. The linear mile measurement shall not be limited to the boundaries of the township where the particular street or highway extends beyond such boundaries.

- (2) *Display areas.* Billboards that face U.S. 23 within an appropriate district shall have a maximum surface display area of six-hundred seventy-two (672) square feet, known as a bulletin billboard. Billboards facing all other streets within the township within an appropriate zoning district shall have a maximum surface display area of two-hundred eighty-eight (288) square feet, known as a poster billboard. The maximum size limitations shall apply to each side of a sign structure. Signs may be placed back to back or in V-type construction. Stacked signs and side by side shall not be permitted. If both sides of a V-type sign are visible from any one location it shall not be considered a single sign for the purposes of calculating maximum sign area.
- (3) *Height.* The billboard shall not exceed thirty (30) feet above the average grade of:
 - a. The ground on which the billboard sits; or
 - b. The grade of the abutting roadway, whichever is higher.
- (4) *Placement on roof.* The billboard shall not be on top of, cantilevered, or otherwise suspended above the roof of any building.
- (5) *Setbacks.* No billboard shall be located closer than fifty (50) feet to a non-right-of-way property line and must maintain a minimum of fifteen (15) feet from any right-of-way on the property. No billboard shall project over public property. Billboard signs shall be no closer than twenty-five (25) feet to any other nonresidential structure on or off the same premises upon which the billboard is located. Billboards are prohibited from locating within three-hundred (300) feet of a residential zone and/or existing residence. No digital or LED billboard shall be located within one-thousand (1,000) feet of an existing residence.
- (6) *Illumination.* Digital or LED billboards are allowed if the digital or electronic changeable copy portion of the billboard and the billboard meet all the following additional standards:
 - a. A billboard shall have automatic dimming capabilities so that the maximum luminescence level is not more than 0.3 footcandles over ambient light levels measured at the following distance in relation to billboard size, rounded to the nearest whole square foot:

Billboard Sign Face Area (sq. ft.)	Distance from Sign (ft.)
0 – 300	150
301 – 378	200
379 – 671	250
672	350

- b. Any illumination shall be concentrated on the surface of the sign and is so located to avoid glare or reflection onto any portion of the street or highway, the path of on-coming vehicles, or any adjacent properties.

- c. No billboard shall have flashing, strobing, intermittent, moving, rotating, or oscillating lights or images.
 - d. No digital or LED billboard shall be permitted within four-thousand (4,000) feet of another digital or LED billboard or three-thousand (3,000) feet of a nondigital or non-LED billboard.
 - e. The rate of change between two static messages shall be one second or less.
 - f. There shall be a minimum of no less than seven (7) seconds between copy changes.
 - g. The owner of a digital or LED billboard must reasonably coordinate with relevant public agencies to allow for the display of real-time emergency information such as Amber Alerts or natural disaster directives.
 - h. The digital or LED billboard will not distract, endanger, or disorient motorists.
- (7) *Construction.* Billboards shall be self-supported, pole-mounted structures constructed in such a fashion that it will withstand all wind and vibration forces that can normally be expected to occur in the vicinity. A billboard must be maintained so as to assure proper alignment of structure, continued structural soundness and continued readability of message.

(Ord. of 7-22-2013, § 62.07; Ord. of 6-4-2014, § 62.07; Ord. No. 17-53, § 14, 2-14-2017)

Sec. 36-797. - Electronic message signs.

Electronic message signs (EMS) shall be permitted within all nonresidential zoning districts, as either a free-standing or wall-mounted sign subject to the sign regulations for each zoning district and to the following additional regulations:

- (1) An electronic message sign (EMS) shall only be permitted as part of a static sign and shall be limited to 50% of the total sign area of the static sign.
- (2) Frequency of message change shall be no more than once every thirty (30) seconds.
- (3) The rate of change between two static messages shall be one second or less.
- (4) Scrolling words or images are prohibited;
- (5) EMS owners shall permit township, state, and federal governments to post messages in the event of an emergency; and
- (6) The electronic message sign may not display light of such intensity or brilliance to cause glare, impair the vision of an ordinary driver, or constitute a nuisance. Maximum sign luminance shall not exceed 0.3 footcandles above ambient light measurement based upon the size of the sign rounded to the nearest whole square foot, and the distance measured perpendicular to the sign face in accordance with the following table:

Sign Face Area (sq. ft.)	Distance from Sign (ft.)*
0 – 10	32
11 – 15	39
16 – 20	45
21 – 25	50

26 – 30	55
31 – 35	59
36 – 40	63
41 – 45	67
46 – 50	71
51 – 55	74
56 +	77

*Measured in feet, perpendicular to the face of the sign.

Source: Model Code, Illuminating Engineering Society of North America

- (7) Prior to the issuance of a sign permit, the applicant shall provide written certification from the sign manufacturer that the light intensity has been factory-programmed not to exceed the above listed light levels.
- (8) In no case shall EMS luminance exceed 0.1 footcandles above ambient light along any adjacent property line that is zoned or used for residential purposes.

(Ord. of 7-22-2013, § 62.09; Ord. of 6-4-2014, § 62.09)

Sec. 36-798. - Exemptions.

The following types of signs shall not require a permit and are exempted from all the provisions of this article except for construction and safety regulations, the setback provisions of section 36-789(2), and the following standards:

- (1) Signs erected by an official governmental agency or a public officer in the performance of their public duty, as necessary to preserve the health, safety, and welfare of the community.
- (2) Sign copy carved into stone, concrete, or other similar material or permanent type construction and made an integral part of the structure or architecture of the building.
- (3) Signs recognizing an official national or state historical site or building.
- (4) Directional signs as necessary to direct traffic movement onto a property or within a property, not exceeding eight (8) square feet in area for each sign. Horizontal directional signs on and flush with paved areas are exempt from these standards.
- (5) Incidental signs, subject to the approval of the Zoning Administrator.
- (6) "No trespassing," "no hunting," and similar signs prohibiting invasion of private property, provided the area of such sign shall not exceed two square feet. The basis for exempting these types of signs is for the public safety benefit provided informing people that trespassing is prohibited.
- (7) Address numbers, being essential for public safety and emergency response, with a numeral height no greater than six (6) inches for each dwelling unit and eighteen (18) inches for any other use, including multiple-family buildings. The Police Chief or Fire Chief may approve a larger numeral height if deemed necessary for public safety and emergency response.
- (8) Interior signs.

- (9) Vehicle signs, provided the vehicle is licensed, registered, and lawfully parked in accordance with this Ordinance.
- (10) Any lawful sign in a public or private right-of-way installed by an authorized public agency.
- (11) Temporary signs authorized elsewhere within this chapter.

(Ord. of 7-22-2013, § 62.10; Ord. of 6-4-2014, § 62.10)

Sec. 36-799. - Prohibited signs.

The following signs are prohibited anywhere within the Township:

- (1) Signs which imitate an official traffic sign or signal, which contain the words "stop," "go," "slow," "caution," "danger," "warning," or similar words.
- (2) Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal or which obstruct the view in any direction at a street or road intersection.
- (3) Signs which are placed on a street or other public right-of-way, unless otherwise permitted by these regulations.
- (4) All temporary signs, unless authorized elsewhere within this chapter.
- (5) Abandoned signs.
- (6) Festoons, except for decorations commemorating a holiday or approved in conjunction with a temporary land use.
- (7) Street furniture signs, unless otherwise permitted within this chapter.
- (8) Signs attached to other signs, unless otherwise permitted within this chapter.
- (9) Animated signs.
- (10) Roof signs.
- (11) Illegal signs.
- (12) Damaged signs.
- (13) Unsafe signs.
- (14) People signs. The basis for prohibiting people signs is that the movement and proliferation of people signs would degrade traffic safety and community aesthetics.

(Ord. of 7-22-2013, § 62.11; Ord. of 6-4-2014, § 62.11)

Sec. 36-800. - Permit and fees.

- (a) Application for a permit to erect or replace a sign, or to change copy thereon, shall be made by the owner of the property on which the sign is to be located, or his authorized agent; to the township zoning administrator, by submitting the required forms, fees, exhibits, and information. Fees for sign

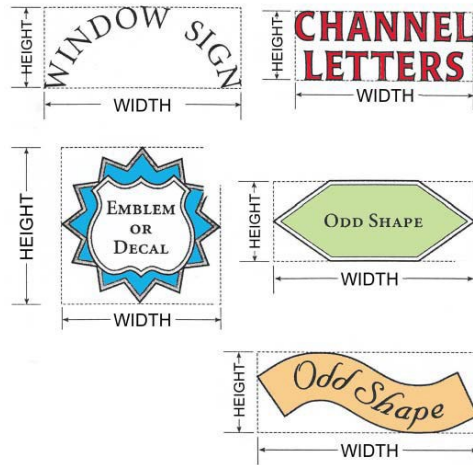
permits shall be determined by resolution of the township board and no part of such fee shall be returnable to the applicant. No fee shall be required of any governmental body or agency.

- (b) The application shall contain the following information:
 - (1) The applicant's name and address in full, and a complete description of relationship to the property owner.
 - (2) The signature of the property owner concurring in submittal of said application.
 - (3) An accurate detailed` drawing of the property showing location of all buildings and structures and their uses, and location of the proposed sign.
 - (4) A complete description and scale drawings of the sign, including all dimensions and the area in square feet.
- (c) All signs shall be inspected by the township zoning administrator for conformance to this chapter prior to placement on the site. Foundations shall be inspected by the building inspector on the site prior to pouring of the concrete for the sign support structure.
- (d) Any sign involving electrical components shall be wired by a licensed electrician in accordance with the township electrical code and the electrical components used shall bear an Underwriters Laboratories, Inc., seal of inspection.
- (e) A sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six months after the date of the permit. A permit may be renewed prior to expiration and no additional fee shall be collected for the renewal.
- (f) Painting, repainting, cleaning, and other normal maintenance and repair of a sign or a sign structure, unless a structural or copy change is made, shall not require a sign permit.
- (g) All signs shall comply with the requirements of the building code of the township.

(Ord. of 7-22-2013, § 62.12; Ord. of 6-4-2014, § 62.12)

Sec. 36-801. - Computation of surface area.

The surface area of a sign shall be computed as including the entire area within a regular geometric form or combination of such forms comprising all of the display area of the sign and including all of the elements of the matter displayed. Frames and structural members not bearing copy or display material shall not be included in computation of surface area. Where a sign has two or more faces, the area of all faces shall be included in determining the area of the sign, except that where two such faces are placed back to back, parallel to one another, and no more than 24 inches apart, the area of the sign shall be the area of one face.



(Ord. of 7-22-2013, § 62.14; Ord. of 6-4-2014, § 62.14)

Sec. 36-802. - Removal.

- (a) The zoning administrator shall order the removal of any sign erected or maintained in violation of this article. Thirty days' notice in writing shall be given to the owner of such sign or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance with the article. Upon failure to remove the sign or to comply with this notice, the township shall take action to force the removal of the sign. The township shall also remove a sign immediately and without notice if it reasonably appears that the condition of the sign is such as to present an immediate threat to the safety of the public. Any cost of removal incurred by the Township shall be assessed to the owner of the property on which such sign is located and may be collected in the manner of ordinary debt or in the manner of taxes and such charge shall be a lien on the property.
- (b) A sign shall be removed by the owner or lessees of the premises upon which the sign is located when the business which it advertises is no longer conducted on the premises, thereby making the sign an Abandoned Sign. If the owner or lessee fails to remove the sign, the township shall take action to force the removal of the sign in accordance with subsection (a) of this section. These removal provisions shall not apply where a subsequent owner or lessee agrees to maintain the signs as provided in this article, and provided the signs comply with the other provisions of this chapter.

(Ord. of 7-22-2013, § 62.15; Ord. of 6-4-2014, § 62.15)

Sec. 36-803. - Nonconforming signs.

- (a) Copy may be changed on nonconforming signs, provided that the sign area is not increased, and provided that no structural changes are made in the sign. All nonconforming signs are subject to the provisions included in article XXIX of this chapter, pertaining to nonconformities.
- (b) Nonconforming signs must be brought into compliance with the standards of this ordinance for all projects that require site plan approval.

(Ord. of 7-22-2013, § 62.16; Ord. of 6-4-2014, § 62.16)

Sec. 36-804. - Responsibilities for signs.

The following regulations apply to all signs:

- (1) The sign user is hereby made responsible for copy, structure, lighting, and all other parts of a sign.
- (2) When or where applicable, signs requiring a permit shall be constructed and erected only by individuals or companies licensed in the State of Michigan for such purpose.
- (3) All signs requiring permits shall display, in a conspicuous place, evidence of the permit and containing such data as might be required by the zoning administrator, including the name of the individual or company erecting the sign.
- (4) Each individual or company erecting signs within the township shall annually provide the zoning administrator with a certificate of public liability insurance. A permit for erecting a sign shall not be issued unless such certificate is on file with the zoning administrator.
- (5) All signs and components thereof shall be kept in good repair and in a safe, clean, neat, and attractive appearance.

(Ord. of 7-22-2013, § 62.17; Ord. of 6-4-2014, § 62.17)

Sec. 36-805. - Registry.

The zoning administrator shall maintain an up-to-date registry of each sign erected in the township after the effective date of the ordinance from which this article is derived. The registry shall contain the following information: location of the sign, name and address of the property owner, sign user, and individual or company erecting a sign and height, dimensions, and face area, and date of placement on the site.

(Ord. of 7-22-2013, § 62.18; Ord. of 6-4-2014, § 62.18)

Secs. 36-806—36-831. - Reserved.

Section 4: Miscellaneous

If any portion of this Ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance.

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency. Provided, however, that such repeal shall be only to the extent of such inconsistency, and in all other respects the ordinances or parts of ordinances are hereby ratified, re-established and confirmed.

Section 5: Effective Date

The provisions of this Zoning Code amendment are hereby ordered to take effect the day following its publication in a newspaper of general circulation within the Township. This Ordinance is hereby declared to have been adopted by the Township Board of Trustees of the Township of Northfield in a meeting duly called and held on this ____ day of ____, 2019.

**TOWNSHIP OF NORTHFIELD,
WASHTENAW COUNTY, MICHIGAN**

Marlene Chockley, Supervisor

ATTEST:

Kathy Manley, Clerk

I, Kathy Manley, Northfield Township Clerk, hereby certify as follows:

- A. The above Ordinance was passed by the Northfield Township Board of Trustees on the _____ day of _____, 2019. The names of the members voting thereon and how each member voted was as follows:

Yeas:

Nays:

Absent

- B. A true copy of the above Ordinance was published in Ann Arbor News, a newspaper circulating within the Township, on the ____th day of ____, 2019, and;

- C. The effective date of the above Ordinance is the ____th day of ____ 2019.

NORTHFIELD TOWNSHIP BOARD

By: _____

Kathy Manley, Clerk

NORTHFIELD TOWNSHIP PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

The Northfield Township Planning Commission will hold a public hearing at the request of Northfield Township, 8350 Main Street, Whitmore Lake, MI 48189 to propose amending Northfield Townships Zoning Ordinance to accommodate Medical and Recreational Marihuana uses in the Township:

Article II – Definitions, Section 36-29 – Definitions, and
Article III – General Provisions, Section 36-64 – Home Occupation, and
Article VI – AR – Agriculture District, Section 36-157 – Conditional Uses, and
Article XII – WLD – Whitmore Lake District, Section 36-340 – Uses Permitted, and
Article XIII – LC – Local Commercial District, Section 36-364 – Conditional Uses, and
Article XIV – GC – General Commercial District, Section 36-391 – Conditional Uses, and
Article XVIII – LI – Limited Industrial District, Section 36-510 – Conditional Uses, and
Article XIX – GI – General Industrial District, Section 36-533 – Conditional Uses, and
Article XXII – RTM – Research/Technology/Manufacturing District, Section 36-638 – Conditional Uses, and
Article XXIV – Supplementary Regulations and Standards, Section 36-729 – Medical Marihuana Caregivers, and
Article XXIV – Supplementary Regulations and Standards, Section 36-738 – Standards for Marihuana Establishments and Facilities

The public hearing will be held on **Wednesday, March 20, 2019** at 7:00 p.m. on the second floor for the Northfield Township Public Safety Building, 8350 Main Street, Whitmore Lake, MI 48189. The application is on file at the Northfield Township Building/Zoning Department, 8350 Main Street, Whitmore Lake, MI 48189, and may be reviewed Monday through Friday, 8:00 a.m. to 4:30 p.m. Written comments may be submitted to the Building/Zoning Department at the Township Hall (8350 Main St.) before 12:00 p.m. on the day of the meeting.

This notice is in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.7, 2A (2) (3) and the Americans with Disabilities Act (ADA). Individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Offices at 743-449-2880 seven days in advance.

Kathy Manley – Northfield Township Clerk

Publish: Sunday, February 24, 2019

Newspaper: Ann Arbor News



March 13, 2019

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: Marihuana Permit Regulations

Dear Commission Members,

Per your request, we have prepared the following permitting regulations to accommodate medical and recreational marihuana uses in the Township. These standards are provided for your consideration and comment. Planning Commission is not required to make a recommendation or provide advisory guidance to the Township Board on amendments to the Township Code of Ordinances that are outside of the Zoning Chapter. Planning Commission may choose to make an advisory recommendation to the Board. We recommend these permitting standards for your review and consideration. If Planning Commission forwards these permitting regulations to the Township Board for consideration, it is our recommendation that Planning Commission also request the Township Attorney review prior to being placed on a Township Board Agenda.

Please refer to the supportive memorandums and packet material, and minutes from Planning Commission meetings on December 19, 2018, January 2, 2019, January 16, 2019, February 6, 2019, and February 20, 2019. Text that is struck through shall be deleted and text that is underlined shall be added.

RECOMMENDED REVISIONS TO CODE OF ORDINANCES

That the Code of Ordinances, Northfield Township, Washtenaw County, Michigan (or Northfield Township Code), is hereby amended by adding a Chapter, to be numbered 23, which such Chapter reads as follows.

Chapter 23 - MARIHUANA FACILITIES

Sec 23-1. - Legislative Intent.

The Township intends to issue permits for and regulate marihuana facilities to the extent they are permitted under the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq. The Township does not intend that permitting and regulation under this chapter be construed as a finding that such facilities comply with any law. By requiring a permit and compliance with the requirements of this chapter, the Township intends to protect the public health, safety and welfare.

Sec 23-2. - Definitions.

- (1) Words and phrases contained in the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq.(State Marihuana Acts). This chapter contains some words and phrases that are defined in the State Marihuana Acts. As used in this chapter, they have the same meaning as provided in the State Marihuana Acts, except that if at any time the definition of a word or phrase set forth in this section conflicts with the definition in the State Marihuana Acts, then the definition the State Marihuana Acts shall apply. These words and phrases are as follows:

- (a) Grower means a licensee that is a commercial entity located in this State that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center.
- (b) Licensee means a person holding a State operating license.
- (c) Marihuana means that term as defined in Section 7106 of the Public Health Code, 1978 PA 368, MCL 333.7106.
- (d) Marihuana facility means a location at which a license holder is licensed to operate under the State Marihuana Acts.
- (e) Marihuana plant means any plant of the species Cannabis sativa L.
- (f) Marihuana-infused product means a topical formulation, tincture, beverage, edible substance, or similar product containing any usable marihuana that is intended for human consumption in a manner other than smoke inhalation. Marihuana-infused product shall not be considered a food for purposes of the Food Law, 2000 PA 92, MCL 289.1101 to 289.8111.
- (g) Microbusiness means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.
- (h) Person means an individual, corporation, limited liability company, partnership, limited partnership, limited liability partnership, limited liability limited partnership, trust, or other legal entity.
- (i) Plant means any living organism that produces its own food through photosynthesis and has observable root formation or is in growth material.
- (j) Processor means a licensee that is a commercial entity located in this state that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana-infused product for sale and transfer in packaged form to a retailer or a provisioning center.
- (k) Provisioning center means a licensee that is a commercial entity located in this State that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan Medical Marihuana Act is not a provisioning center for purposes of this Act.
- (l) Retailer means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.
- (l) Registered primary caregiver means a primary caregiver who has been issued a current registry identification card under the Marihuana Act, MCL333.26421, et seq.
- (l) Rules means rules promulgated under the Administrative Procedures Act of 1969, 1969 PA 306, MCL 24.201 to 24.328, by the Department in consultation with the Board to implement this Act.
- (m) Safety compliance facility means a licensee that is a commercial entity that receives marihuana from a marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the marihuana facility.
- (n) Secure transporter means a licensee that is a commercial entity located in this state that stores marihuana and transports marihuana between marihuana facilities for a fee.
- (o) State operating license or, unless the context requires a different meaning, "license" means a license that is issued under this act that allows the licensee to operate as 1 of the following, specified in the license:
 - (i) A grower.
 - a. Medical Class A – 500 marihuana plants.

- b. Medical Class B – 1,000 marihuana plants.
- c. Medical Class C – 1,500 marihuana plants.
- d. Recreational Class A – 100 marihuana plants.
- e. Recreational Class B – 500 marihuana plants
- f. Recreational Class C – 2,000 marihuana plants

- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) A safety compliance facility.
- (vi) A microbusiness
- (vii) A retailer
- (viii) A registered primary caregiver

(2) Other words and phrases. The words and phrases in this chapter, as used in this chapter, shall have the following meanings:

(a) Applicant means a person who applies for a Township permit.

(b) Authorized person means:

- (i) An owner of a medical marihuana facility;
- (ii) The directors, officers, members, partners, and individuals of a medical marihuana facility that is a corporation, limited liability company, partnership, or sole proprietorship;
- (iii) Any person who is in charge of and on the premises of the medical marihuana facility during business hours.

(c) Marihuana means "marihuana" as defined in the State Marihuana Acts.

(d) Medical marihuana home occupation means an accessory use of a nonresidential nature that is conducted by a registered primary caregiver who resides in the dwelling and (A) is performed within a single-family dwelling or within an accessory building to that single-family dwelling; (B) is for the purpose of assisting 1 or more registered qualifying patients with the medical use of marihuana who do not reside in the dwelling and (C) complies with the MMMA. As used in this subsection, "accessory use" has the same meaning as it does in Chapter 36(Zoning) of the Northfield Township Code.

(e) State Marihuana Acts mean the State of Michigan Medical Marihuana Act, MCL333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq.

(f) Permittee means a person holding a Township permit under this chapter.

(h) Facility means "marihuana facility" as defined in the State Marihuana Acts.

(g) Marihuana facility means "marihuana facility" as defined in the State Marihuana Acts.

(h) Township permit or, unless the context requires a different meaning, permit means a permit that is issued under this chapter that allows the permittee to operate as 1 of the following, specified in the permit:

- (i) A grower.
 - a. Medical Class A – 500 marihuana plants.
 - b. Medical Class B – 1,000 marihuana plants.
 - c. Medical Class C – 1,500 marihuana plants.
 - d. Recreational Class A – 100 marihuana plants.
 - e. Recreational Class B – 500 marihuana plants
 - f. Recreational Class C – 2,000 marihuana plants

- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) A safety compliance facility.
- (vi) A microbusiness

- (vii) A retailer
- (viii) A registered primary caregiver

Sec 23-3. - MARIHUANA FACILITIES AUTHORIZED

Pursuant to the State Marihuana Acts, the Township of Northfield Township authorizes the operation in the Township of the following marihuana facilities, provided they possess a state operating license issued under the State Marihuana Acts and they comply with the additional requirements of this chapter 36, (Zoning), and all other applicable laws and ordinances:

- (i) A grower.
 - a. Medical Class A – 500 marihuana plants.
 - b. Medical Class B – 1,000 marihuana plants.
 - c. Medical Class C – 1,500 marihuana plants.
 - d. Recreational Class A – 100 marihuana plants.
 - e. Recreational Class B – 500 marihuana plants.
 - f. Recreational Class C – 2,000 marihuana plants.
- (ii) A processor.
- (iii) A secure transporter.
- (iv) A provisioning center.
- (v) A safety compliance facility.
- (vi) A microbusiness.
- (vii) A retailer.
- (viii) A registered primary caregiver.

Sec 23-4. - TOWNSHIP PERMIT REQUIRED, NUMBER OF PERMITS AVAILABLE

(1) No person shall operate a facility for which an annual permit as provided for in this chapter has not been issued. The maximum number of permits available for each type of facility is as follows:

- (a) Grower Facilities (20-licenses in any of the following categories):
 - i. Medical Class A – 500 marihuana plants.
 - ii. Medical Class B – 1,000 marihuana plants.
 - iii. Medical Class C – 1,500 marihuana plants.
 - iv. Recreational Class A – 100 marihuana plants.
 - v. Recreational Class B – 500 marihuana plants
 - vi. Recreational Class C – 2,000 marihuana plants.
- (b) Processor Facilities (6 licenses).
- (c) Secure Transporters (6 license).
- (d) Safety Compliance Facilities (6 licenses).
- (e) Retail Facilities (6 licenses).
- (f) Provisioning Center Facilities (6 licenses).
- (g) Microbusiness Facilities (6 licenses).

(2) The permit requirement in this chapter applies to all facilities that exist on the effective date of this chapter or are established after the effective date of this chapter. This includes all persons who engage or have engaged in any of the activities that are included in the definitions in the State Marihuana Acts of the types of entities that may obtain a state operating license, without regard to whether they called or call their businesses "dispensaries," "cultivation facilities," "clubs," "cooperatives," or any other similar label. A person who engaged in any of the activities that are included in the definitions in the State Marihuana Acts of the types of entities that may obtain a state operating license before the effective date of the State

Marihuana Acts or before obtaining a state operating license does not have a vested right to obtain a Township permit.

- (3) The permit requirement in this chapter applies to all facilities whether operated for profit or not for profit.
- (4) The permit requirement in this chapter shall be in addition to any other requirements imposed by any other state or local law, including but not limited to state or local laws applicable to commercial entities performing functions similar to the functions performed by marihuana facilities.
- (5) The issuance of any permit pursuant to this chapter does not create an exception, defense or immunity to any person with regard to any potential criminal or civil liability the person may have under any federal or state law or Township ordinance.
- (6) A permit issued under this chapter shall be valid for 1 year after the date of issuance. To renew an existing permit, the permittee shall submit an application in the same manner as is required to apply for a new permit no sooner than 90 days before the expiration date and no later than 60 days before the expiration date.
- (7) Medical marihuana home occupations do not require permits.

Sec 23-5. - GENERAL PROVISIONS

- (1) A permit issued under this chapter is valid only for the location of the facility and type of facility that is listed on the permit application and is valid only for the operation of the facility at that location by the permit applicant.
- (2) A permit issued under this chapter is valid only if the permit holder also holds a valid current state operating license and a copy of the valid current license and application for license has been provided to the Township Clerk by the license holder and is in compliance with all other requirements in this chapter.
- (3) The revocation, suspension, and placement of restrictions by the state on a state operating license apply equally to a permit issued by the Township.
- (4) The expiration date of the state operating license that corresponds to a permit issued under this chapter constitutes the expiration date of the permit, however, operation of the facility under the expired permit is permitted to the extent that operation under the expired state operating license is permitted under the State Marihuana Acts.
- (5) A permit issued by the Township under this chapter, shall be conspicuously posted in the facility where it is easily open to public view.
- (6) Acceptance of a permit from the Township under this chapter constitutes consent by the permittee, owners, managers and employees to permit the Township Manager or designee to conduct inspections of the facility to ensure compliance with this chapter.

Sec 23-6. - Application requirements for and issuance of Township permit.

- (1) *Application for new annual permit.* An application for a new annual permit for a marihuana facility shall be submitted to the Township Clerk on a form provided by the Township, which shall fulfill all of the requirements indicated on the form, including but not limited to:
 - (a) The name and address of the facility and any other contact information requested on the application form.
 - (b) The name and address of all owners of the real property where the facility is located.
 - (c) Name and address of all business managers of the facility.
 - (d) A statement with respect to each person named on the application whether the person has:
 - (i) Ever been convicted of a felony involving controlled substances as defined under the Michigan Public Health Code, MCL 333.1101 et seq., the federal law, or the law of any other state and, if so, the date of the conviction and the law under which the person was convicted;

- (ii) Ever been convicted of any other type of felony under the law of Michigan, the United States, or another state, and, if so, the date of the conviction and the law under which the person was convicted.
- (e) Proof of applicant's ownership or legal possession of the premises.
- (f) A Township Zoning Compliance Permit.
- (g) A Township Certificate of Occupancy or Temporary Certificate of Occupancy.
- (h) If the application is for a grower's permit, the maximum number of plants that the applicant intends to grow. However, the application form for a grower's permit is the same regardless of whether the grower is applying for a state operating license for a recreational Class A, recreational Class B, or recreational Class C, medical Class A, medical Class B, or medical Class C license and 1 application fee for a grower's license shall apply without regard to the class of state operating license the permit application seeks.
- (i) Payment of a non-refundable application fee of \$5,000.00.
- (2) Renewal or amendment of existing permits.
 - (a) The same procedures that apply to applying for a new permit shall apply to the renewal or amendment of existing permits.
 - (b) An application for renewal of an existing permit shall be submitted no sooner than 90 days before the existing permit expires.
 - (c) An amended application shall be submitted under both of the following circumstances:
 - (i) When there is a change in any information the permit applicant was required to provide in the most recent application on file with the Township; and,
 - (ii) When there is a change in any information the permit applicant was required to provide in the most recent application for a state operating license on file with the state of Michigan.
 - (d) An application to amend an existing permit to change the location of the facility shall be submitted no later than 90 days before the existing permit expires. An application to amend an existing permit to change any other information on the most recent application on file with the Township may be submitted at any time.
 - (e) Applications for renewal or amendment of existing permits shall be reviewed and granted or denied before applications for new permits are considered.

Sec 23-7. - ISSUANCE OF PERMIT AND AUTHORIZATION TO OPERATE FACILITY UNDER PERMIT.

- (1) If the permit applicant has successfully demonstrated compliance with all requirements for issuance of a permit the Township Manager shall issue a new permit to the permit applicant if a permit is available or grant renewal of an existing permit.
- (2) The issuance of a permit under this chapter authorizes operation of the facility only after the following additional requirements are met:
 - (a) The applicant has provided the Township Clerk with copies of the applicant's application for a State operating license and the issued license, and a non-refundable fee of \$5,000.00
 - (b) The applicant has installed the following security measures on the premises:
 - (i) Security cameras to monitor all areas of the premises where persons may gain or attempt to gain access to marihuana or cash. Recordings from security cameras shall be maintained for a minimum of 72 hours and shall be made available to the Township Police Department personnel upon request.
 - (ii) A monitored alarm system.
 - (iii) A storage room for overnight storage of any marihuana product and cash on the premises. The storage room shall have only 1 door for entry and no other potential means of entry, lawful or

- unlawful, such as a window or crawl space, the door shall be equipped with a secure locking mechanism. Plant materials in grow facilities shall also be secured, as required by State Acts.
- (c) The applicant has provided the Township Clerk with a certificate signed by a qualified agent of an insurance company evidencing the existence of valid and effective policies of the following types of insurance, as well as a copy of an endorsement placed on each policy requiring 10 days' notice by mail to the Township before the insurer may cancel the policy for any reason:
- (i) Workers' compensation insurance in accordance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000.00 each accident for any employee.
 - (ii) Public liability and personal injury insurance with minimum limits of \$500,000.00 for each occurrence as respect to bodily injury liability or property damage liability, or both combined. Documentation must explicitly state the following:
 - (a) the policy number;
 - (b) name of insurance company;
 - (c) name and address of the agent or authorized representative;
 - (d) name and address of the insured;
 - (e) location of coverage;
 - (f) policy expiration dates; and
 - (g) specific coverage amounts. An original certificate of insurance may be provided as an initial indication of the required insurance. Applicant shall be required to continue without interruption during the term of the permit the above named insurance coverages. If any of the above coverages expire by their terms during the term of a permit, the applicant shall deliver proof of renewal and/or new policies to the Township Clerk at least 10 days prior to the expiration date.
- (d) Insurance companies, named insureds and policy forms shall be provided to the Township Clerk as defined in Sec. 23-7 (2)(c). The Township Clerk may request approval of documentation by the Township Attorney. Insurance policies shall not contain endorsements or policy conditions which reduce coverage required under the terms of the permit.

Sec 23-8. - Conduct of business at a facility.

- (1) A facility shall be conducted in compliance with the State Marihuana Acts, the rules promulgated pursuant to the State Marihuana Acts, and all other laws, rules, and regulations of the state of Michigan and the Township of Northfield Township.
- (2) All marihuana in any form kept at the location of the marihuana facility shall be kept within an enclosed, secured building and shall not be visible from any location outside of the building.
- (3) Marihuana facilities shall be closed for business, and no sale or other distribution of marihuana in any form shall occur upon the premises or be delivered to or from the premises, between the hours of 9:00 p.m. and 7:00 a.m.
- (4) An authorized person shall consent to the entry into a marihuana facility by the Building Official and/or designees and the Zoning Administrator and/or designees for the purpose of inspection to determine compliance with this chapter pursuant to a notice posted in a conspicuous place on the premises 2 or more days before the date of the inspection or sent by registered mail to the address of the premises 4 or more calendar days before the date of the inspection.
- (5) All security measures required in this chapter shall be maintained in good working order. The premises shall be monitored and secured 24 hours per day.
- (6) All marihuana in any form on the premises of a marihuana facility shall be marihuana cultivated, manufactured, and packaged in the State of Michigan.

Sec 23-9. - Prohibited acts.

It shall be unlawful for any person to:

- (1) Violate any provision of this chapter or any condition of any permit granted pursuant to this chapter.
- (2) Produce, distribute or possess more marihuana than allowed by any applicable state or local law.
- (3) Produce, distribute or possess marihuana in violation of this chapter or any other applicable state or local law.
- (4) Make any changes or allow any changes to be made in the operation of the marihuana facility as represented in the permit application, without first notifying the Township by amending its application.

Sec 23-10. - Permit revocation.

A permit issued under this chapter may be suspended or revoked for any of the following violations:

- (1) Any person required to be named on the permit application is convicted of or found responsible for violating any provision of this chapter;
- (2) A permit application contains any misrepresentation or omission of any material fact, or false or misleading information, or the applicant has provided the Township with any other false or misleading information related to the facility;
- (3) Any person required to be named on the permit application is convicted of a crime which, if it had occurred prior to submittal of the application, could have been cause for denial of the permit application;
- (4) Marihuana is dispensed on the business premises in violation of this chapter or any other applicable state or local law, rule or regulation;
- (5) The facility is operated or is operating in violation of the specifications of the permit application, any conditions of approval by the Township or any other applicable state or local law, rule or regulation.
- (6) The Township, the county, or any other governmental entity with jurisdiction, has closed the facility temporarily or permanently or has issued any sanction for failure to comply with health and safety provisions of this chapter or other applicable state or local laws related to public health and safety.
- (7) The facility is determined by the Township to have become a public nuisance.
- (8) The facility's state operating license has been suspended or revoked.

Sec 23-11. - Revocation not exclusive penalty.

Nothing in this chapter shall be deemed to prohibit the Township Manager or designee from imposing other penalties authorized by the Northfield Township Code or other ordinance of the Township, including filing a public nuisance action or any other legal action in a court of competent jurisdiction.



February 26, 2019

Planning Commission
Northfield Township
8350 Main Street
Whitmore Lake, MI 48189

MEMORANDUM: Marihuana Zoning Regulations

Dear Commission Members,

Per your request, we have prepared the following Zoning Ordinance revisions to accommodate medical and recreational marihuana uses in the Township. These standards are provided for your consideration and comment. If Planning Commission finds these standards to reflect the preferences of recent discussions, a Public Hearing must be scheduled prior to making a recommendation and forwarding the standards to the Township Board for consideration and adoption.

Please refer to the supportive memorandums and packet material from Planning Commission meetings on December 19, 2018, January 2, 2019, and January 16, 2019. This memorandum has been updated per Planning Commission comments provided on February 6, 2019. Text that is struck through shall be deleted and text that is underlined shall be added.

A: RECOMMENDED REVISIONS TO ZONING ORDINANCE:

ARTICLE II. - DEFINITIONS **SEC. 36-29. - DEFINITIONS.**

Marihuana Establishments and Facilities: The term Marihuana Facilities, shall encompass all use classes specifically defined and authorized by the State of Michigan Medical Marihuana Act, MCL 333.26421, et seq; the Marihuana facilities Licensing Act, MCL 333.27101 et seq; and the Marihuana Tracking Act, MCL 333.27901 et seq; and Michigan Regulation and Taxation of Marihuana Act, MCL 333.27951 et seq, and all other applicable rules promulgated by the state of Michigan as may be amended. Marihuana establishments and facilities include the following use classes:

- (1) **Marihuana grower** means a person licensed to cultivate marihuana and sell or otherwise transfer marihuana to marihuana establishments. Growers shall be subdivided into six classes based on State licensing standards.
 - a. Medical Class A – 500 marihuana plants.
 - b. Medical Class B – 1,000 marihuana plants.
 - c. Medical Class C – 1,500 marihuana plants.
 - d. Recreational Class A – 100 marihuana plants.
 - e. Recreational Class B – 500 marihuana plants
 - f. Recreational Class C – 2,000 marihuana plants
- (2) **Marihuana microbusiness** means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21

years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.

- (3) **Marihuana processor** means a person licensed to obtain marihuana from marihuana establishments; process and package marihuana; and sell or otherwise transfer marihuana to marihuana establishments.
- (4) **Marihuana retailer** means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.
- (5) **Marihuana secure transporter** means a person licensed to obtain marihuana from marihuana establishments in order to transport marihuana to marihuana establishments.
- (6) **Marihuana safety compliance facility** means a person licensed to test marihuana, including certification for potency and the presence of contaminants.
- (7) **Provisioning center** means a licensee that is a commercial entity located in this state that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the Michigan medical marihuana act is not a provisioning center for purposes of this act.
- (8) **Registered primary caregiver** means a primary caregiver who has been issued a current registry identification card under the Michigan medical marihuana act

ARTICLE III. - GENERAL PROVISIONS

SEC. 36-64. - HOME OCCUPATION.

- (2) ~~Medical marihuana cultivation, use and distribution~~ **Licensed Caregivers**. In addition to the general standards as specified in subsection (a) of this section, medical marihuana, cultivation, use and distribution shall meet the following specific standards:
 - a. Conformance with section 36-729.
 - b. In recognition of the confidential nature of this use, a ~~medical marihuana cultivation, use and distribution~~ **licensed caregiver** shall ~~make~~ submit a ~~z~~Zoning eCompliance aApplication pursuant to section 36-729(c) ~~shall be required, rather than a standard to obtain a~~ Zoning eCompliance eCertificate.

ARTICLE VI. - AR—AGRICULTURE DISTRICT

SEC. 36-157. - CONDITIONAL USES.

- (24) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
 - a. Growers, all licenses.
 - b. Microbusinesses, subject to the additional standards of Section 36-730.



ARTICLE XII. - WLD—WHITMORE LAKE DISTRICT
SEC. 36-340. - USES PERMITTED.

Permitted Uses

Uses which are permitted by right (P); uses subject to conditional use approval (C); not permitted uses (NP); or uses permitted on upper floors only (UP)

	WLD-D	WLD-W	WLD-NV
<u>Retail Marihuana and Provisioning Centers, subject to the standards of Section 36-761</u>	<u>C</u>	<u>C</u>	<u>C</u>

ARTICLE XIII. - LC—LOCAL COMMERCIAL DISTRICT
SEC. 36-364. - CONDITIONAL USES.

- 12) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
- a. Retail Marihuana and Provisioning Centers

ARTICLE XIV. - GC—GENERAL COMMERCIAL DISTRICT
SEC. 36-391. - CONDITIONAL USES.

- 21) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
- a. Retail Marihuana and Provisioning Centers
 - b. Secure Transporters
 - c. Safety Compliance Facilities

ARTICLE XVIII. - LI—LIMITED INDUSTRIAL DISTRICT
SEC. 36-510. - CONDITIONAL USES.

- 11) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
- a. Growers, all licenses permitted.
 - b. Processors
 - c. Secure Transporters
 - d. Safety Compliance Facilities
 - e. Microbusinesses

ARTICLE XIX. - GI—GENERAL INDUSTRIAL DISTRICT
SEC. 36-533. - CONDITIONAL USES.

- 11) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including:
- a. Growers, all licenses permitted.
 - b. Processors
 - c. Secure Transporters
 - d. Safety Compliance Facilities
 - e. Microbusinesses



**ARTICLE XXII. - RTM—RESEARCH/TECHNOLOGY/MANUFACTURING DISTRICT
SEC. 36-638. - CONDITIONAL USES.**

- 2) Marihuana Establishments and Facilities, subject to the standards of Section 36-761, including::
- Processors
 - Safety Compliance Facilities

ARTICLE XXIV. - SUPPLEMENTARY REGULATIONS AND STANDARDS

**SEC. 36-729. - MEDICAL MARIHUANA CULTIVATION, USE AND DISTRIBUTION
CAREGIVERS.**

(a) Intent.

- (1) It is the intent of these regulations to allow medical marihuana ~~cultivation, use and distribution~~ caregivers, ~~as defined by the Michigan Marihuana Act,~~ as a home occupation pursuant to section 36-64, and further to protect the health, safety, and welfare of law enforcement officers and other persons in the community. These regulations are designed to allow the creation and maintenance of a private and confidential patient-caregiver relationship to facilitate the statutory authorization for the limited cultivation, distribution, and use of marihuana for medical purposes; and to regulate around this fundamental intent in a manner that does not conflict with the Act so as to address issues that would otherwise expose the community and its residents to significant adverse conditions and the uninspected installation of unlawful structural, electrical, plumbing and electrical facilities mechanical equipment that create dangerous health, safety, and fire conditions.
- (2) These regulations allow for activity based on the Act. Nothing in these regulations shall be construed to undermine or provide immunity from federal law as it may be enforced by the federal or state government relative to the cultivation, distribution, or use of marihuana. ~~Thus, the authorization of activity, and the approval of this use, shall not have the effect of superseding or nullifying federal law applicable to the cultivation, use, and possession of marihuana, and all applicants are on notice that they may be subject to prosecution and civil penalty, including forfeiture of property.~~

- (b) **Definitions.** The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Act means Initiated Law 1 of 2008 (MCL 333.26421 et seq.), and Michigan Administrative Rules, R 333.101 et seq.

Department means the ~~s~~State ~~d~~Department of ~~e~~Community ~~h~~Health.

Distribution means the physical transfer of any amount of marihuana in any form by one person to any other persons, whether or not any consideration is paid or received.

Distributor means any person, including, but not limited to, a caregiver, patient or any other person, who engages in any one or more acts of distribution.

Facility or premises means one premises having a separate or independent postal address.

Marihuana means the substance or material defined in section 7106 of the public health code, Public Act No. 368 of 1976 (MCL 333.7106).



Primary caregiver or **caregiver** means a person as defined under MCL 333.26423(g) of the Act, and who has been issued and possesses a registry identification card under the Act.

Principal residence means the place where a person resides more than one-half of the calendar year.

Qualifying patient or **patient** means a person as defined under MCL 333.26423(h) of the Act.

Registry identification card means the document defined under MCL 333.26423(i) of the Act.


(c) **Application requirements.**

- (1) In addition to the requirements for home occupation pursuant to section 36-64 - Home Occupation, a medical marihuana ~~cultivation, use, and distribution~~ caregiver shall submit a zoning compliance certification application must be submitted. The requirement of these regulations is to permit a location, and not to regulate persons. An application as supplied by the township shall describe each of the following and shall:
 - a. Not require the name, home address, or date of birth of a ~~patient or caregiver~~.
 - b. Include the address and legal description of the precise premises, ~~other than a patient's principal residence~~, at which there shall be possession, cultivation, distribution or other assistance in the use of marihuana. The fact that a caregiver or other person providing assistance to patients also has an ID card as a patient shall not relieve the obligation to provide this information.
 - c. Specify the address of the place where all unused portions of marihuana plants cultivated in connection with the use of marihuana or caregiver activity at the premises shall be disposed.
 - d. Describe the enclosed, locked facility in which any and all cultivation of marihuana is proposed to occur, or where marihuana is stored, with such description including: location in building; precise measurements, in feet, of the floor dimensions and height; the security device for the facility.
 - e. Describe all locations in the premises where a caregiver or other person authorized under the Act shall render assistance to a qualifying patient.
 - f. Specify the number of patients to be assisted, including the number of patients for whom marihuana is proposed to be cultivated, and the number of patients to be otherwise assisted on the premises, and the maximum number of plants to be grown or cultivated at any one time. If the location at which patients will be assisted is different from the licensed premises, the application shall provide the address of all such other locations (other than the address of a patient being assisted). The maximum number of patients and plants is specified in subsection (c)(2)b of this section.
 - g. For safety and other code inspection purposes, it shall describe and provide detailed specifications of all lights, equipment, and all other electrical, plumbing, and other means proposed to be used to facilitate the cultivation of marihuana plants as such specifications relate to the need for the installation of facilities. As noted in subsection (c)(2)d of this section, all new construction including structural, electrical, ~~and plumbing, and mechanical~~ shall meet current state construction codes and shall be inspected for compliance require necessary permits and inspections.

The standards of approval as noted below will be used to review each application. An inspection will be made at each location noted in the application to verify the standards.

(2) **Requirements and standards for approval.**



- 
- a. Locations used for the cultivation and/or use of marihuana by caregivers and any other person permitted under the Act are pursuant to section 36-64 – Home Occupation. As a home occupation this use shall not be permitted under the following circumstances:
1. Within ~~4,000~~ 500 feet from sites where children are regularly present, and specifically a daycare facility, a church, synagogue, mosque, or other religious temple, and from a recreational park and a public community center, a public or private preschool, elementary school, middle school, high school, community college, and all other schools that have different name references but serve students of the same age.
 2. Within ~~4,000~~ 500 feet of an adult use, as defined in this chapter, if applicable (attach appendix if not stated or incorporated).
 3. Within ~~4,000~~ 500 feet from the site at which any other caregiver or any other person cultivates marihuana, or assists in the use of marihuana, not including a patient's principal residence which is not used to cultivate marihuana or assist in the use of medical marihuana for persons other than the patient at such residence.

Measurements for purposes of this subsection a. shall be made from property boundary to property boundary.

- b. The location of the facility at which a caregiver or any other person permitted under the Act cultivates marihuana, or assists a patient in the use of marihuana, shall not be the same facility at which any other caregiver or person cultivates marihuana or assists a patient in the use of marihuana. Accordingly, at a patient's principal residence used by such patient to cultivate marihuana for his personal use as permitted under the Act, there shall be not more than 12 marihuana plants being cultivated at any one time; only at a licensed facility may there be more than 12 marihuana plants being cultivated at any one time; and, at a facility at which a caregiver or any other person permitted under the Act cultivates marihuana for use by patients, there shall not be more than 12 marihuana plants being cultivated at any one time per patient, and in no event more than 60 marihuana plants being cultivated at any one time (which assumes cultivation for five patients), plus an additional 12 plants if the caregiver is also a patient that has not designated a caregiver to assist in providing medical marihuana.
- c. In order to insulate children and other vulnerable individuals from such actions, all medical marihuana cultivation, and all assistance of a patient in the use of medical marihuana by a caregiver, shall occur within the confines of a building licensed under this section, and such activities shall occur only in locations not visible to the public. This subsection shall not prohibit a caregiver from assisting a patient at the patient's principal residence or at a hospital.
- d. All lights, plumbing, equipment, and all other means proposed to be used to facilitate the growth or cultivation of marihuana plants shall be in accordance with all applicable state construction codes.
- e. Considering that the distribution of marihuana is generally unlawful, and that the Act authorizes caregivers, and does not authorize any activity such as a dispensary (authorized by statutes in other states), and reading the Act as a whole, the activities of caregivers are interpreted as being limited to private and confidential endeavors. Moreover, the location and identity of a caregiver is known to patients. Accordingly:
1. Signage shall be in accordance with the township home occupation standards found in section 36-64(1)i.



2. Unless conducted as part of a related licensed professional medical or pharmaceutical practice, caregiver activity shall not be advertised as a clinic, hospital, dispensary, or other name customary ascribed to a multi-patient professional practice.

- (3) **Use of land in accordance with approved application.** If approved, all use of property shall be in accordance with an approved application, including all information and specifications submitted by the applicant in reliance on which the application shall be deemed to have been approved.

(d) **Restriction on distribution.**

- (1) The restrictions in this section are based on the following findings:

- a. It is reasonable to expect and require that all undertakings of caregivers and other persons in assisting a patient are intended to occur on a confidential and private one-to-one basis.
- b. The Act does not reflect the intent for distributions of marihuana by more than one caregiver or other person to one patient, or by one or more caregivers or other persons to more than one patient at any given time and place.
- c. The confidentiality provisions of the Act reflect the intent for all caregivers and patients to remain anonymous in terms of their name and address, thus further reflecting the private and confidential nature of the activities contemplated between a caregiver and the patient he is assisting.

(2) **Restrictions.**

- a. A caregiver and any other person authorized under the Act to assist patients, if any, shall distribute medical marihuana only on a confidential, one-to-one basis with no other caregiver being present at the same facility at the same time, and no other patient or other person being present at the same facility at the same time; provided that a patient's immediate family members or guardian may be present within the patient's private residence, and one family member or guardian may be present in any facility other than the patient's private residence. For purposes of this subsection, the term "same time" shall mean and include concurrently as well as within a time interval of one hour.
- b. Considering the health issues presented, no food shall be sold from the facility used for the distribution of medical marihuana.

- (e) **Inspection of patient cultivation.** Upon the request of a patient who is cultivating medical marihuana, the ~~medical marihuana officer~~ Public Safety Director of the community shall confidentially coordinate ~~electrical and plumbing~~ any inspectors ~~(and other inspectors within whose expertise an inspection is needed)~~ with regard to the siting of such cultivation for the purpose of determining whether ~~all lights structural, electrical, plumbing, equipment, and all other or mechanical~~ means used to facilitate the cultivation of marihuana plants is in accordance with applicable code. In carrying out the provisions of this subsection, community officials shall not require the name and address of the patient. Rather, the intent of this subsection is to focus on the premises, and to ensure ~~fire, electrical, plumbing, and other~~ safety for the benefit of the resident of the premises and others who may be affected by one or more code violations.

~~(f) **Penalty for violation.**~~

- ~~(1) Civil infraction, with penalty of \$1,000.00 (or the maximum permitted by law if less than \$1,000.00 for each violation).~~
- ~~(2) In the event of two or more violations, increased civil penalty (if permitted by law), and grounds for revocation, following hearing.~~




ARTICLE XXIV. - SUPPLEMENTARY REGULATIONS AND STANDARDS
SEC. 36-761. - STANDARDS FOR MARIHUANA ESTABLISHMENTS AND FACILITIES

1. These standards shall apply to all marihuana establishments and facilities, unless otherwise noted, and excepting caregivers, which are regulated by Sec. 36-729. - Medical marihuana caregivers and Sec. 36-64. - Home Occupation.
2. Marihuana related activities shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, Marihuana facilities Licensing Act, the Marihuana Tracking Act, the Michigan Regulation and Taxation of Marihuana Act and all State of Michigan regulations for the transfer of marihuana, and the General Rules of the Michigan Department of Community Health, as they may be amended from time to time.
3. All marihuana establishments and facilities shall submit a Zoning Compliance Application, shall obtain structural, electrical, plumbing, and mechanical permits and inspections to meet current state construction codes, and shall obtain a Certificate of Occupancy prior to any operation or occupancy of said establishment or facility.
4. Site plan approval and conditional use approval shall be required for all marihuana establishments and facilities.
5. The applicant location shall meet all applicable written and duly promulgated standards of the Township and, prior to opening, shall demonstrate to the Township that it meets the rules and regulations promulgated by the Medical/Recreational Marihuana Licensing Board and obtain a Certificate of Occupancy.
6. The establishment or facility location shall conform to all standards of the zoning district in which it is located.
7. Establishments and facilities are not permitted within a 500-foot radius of any primary, intermediate or secondary school, measured by the shortest possible line from the property edges.
8. The minimum distance from other marihuana facilities and establishments is 500 feet. This standard shall not apply in the WLD-NV, WLD-DD, and WLD-LF districts. Colocation of use classes on one site is permitted when consistent with State standards and permitted in the zoning district.
9. In the AR district, the minimum lot size for Medical Class B, Recreational Class B, Medical Class C, and Recreational Class C growers shall be 10 acres. In the AR district the minimum lot size for Medical Class A, and Recreational Class A growers shall be 5 acres.
10. Hours of operation permitted for retail, provisioning centers, and microbusinesses: Monday – Saturday: 9:00 a.m. – 9:00 p.m.; Sunday: 10:00 a.m. – 6:00 p.m.
11. All activity related to the marihuana establishment or facility shall be done indoors.
12. All establishments and facilities must ensure that any water emanating from the establishment or facility meets or exceeds all applicable state and local environmental standards.
 - a. No required water supply and sanitary sewerage facilities shall be erected, altered, or moved upon a lot or premises and used in whole or in part for a marihuana facility unless it shall be provided with a safe, sanitary and potable water supply and with a safe and effective means of collection, treatment, and disposal of human excreta and domestic, commercial, and industrial waste. All such installations and facilities shall conform to the minimum requirements Washtenaw County, and any applicable statutes, ordinances, or regulations.
13. Security cameras shall be installed and maintained. All security cameras shall have at least 120 concurrent hours of digitally recorded documentation. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. An alarm system is required that is operated and monitored by a recognized security company. A security plan shall be provided and approved by the Public Safety Director.



14. Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance.
15. Marihuana establishments and facilities are not permitted to operate in a manner that results in adverse impacts on adjacent property; including excessive odor, traffic, noise, or loitering. The Township may place reasonable conditions on facilities to ensure operation consistent with community norms. Failure to comply with Township regulations or conditions of approval shall be cause to revoke a local license. Odor for growers and processors shall be regulated as follows:
- a. The building shall be equipped with an activated carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter.
 - b. The filtration system shall consist of one or more fans and activated carbon filters. At a minimum, the fan(s) shall be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
 - c. The filtration system shall be maintained in working order and shall be in use. The filters shall be changed a minimum of once every 365 days.
 - d. Negative air pressure shall be maintained inside the building.
 - e. Doors and windows shall remain closed, except for the minimum length of time needed to allow people to ingress or egress the building.
 - f. An alternative odor control system is permitted if the special use permit applicant submits and the township accepts a report by a mechanical engineer licensed by the state of Michigan demonstrating the alternative system will control odor as well or better than the activated carbon filtration system otherwise required. The Township may hire an outside expert, at the cost of the applicant, to review the alternative system design and advise as to its comparability and whether in the opinion of the expert it should be accepted.
 - g. Secure transporters and safety compliance facilities shall also be required to submit plans for odor control for approval if in the opinion the planning commission such plans are required for the protection of the township and its residents.
16. If the marihuana establishment or facility ceases operation for a length of time of ninety days or greater, the conditional use shall expire.
17. Marihuana drive-through retail establishments and provisioning centers shall be prohibited.
18. All marihuana shall be contained within a structure that meets all applicable building code requirements in an enclosed, locked area. A floor plan shall be provided with the site plan application.
19. Application for a local Marihuana Facilities License shall be made to the Township Clerk upon application forms provided by the Clerk for Marihuana Facilities License and signed by the applicant verifying the truth and accuracy of all information and representations in the application. Applications including information and documentation provided pursuant to an application shall be subject to the confidentiality rules of the State of Michigan. In addition to information and submittals, the application shall include payment of application fee in an amount set by the Township Board. Applications shall be filed according to licensing regulations, procedures, and fees established by the Township Board, and may be amended.
20. A State license is required for all Marihuana Establishments and Facilities.
21. Prior to issuance of a certificate of occupancy for an authorized Marihuana Establishment or Facility shall comply with the following regulations and shall only be operated as long as it remains in compliance with all such ordinances.



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- a. Compliance with State and Township licensing requirements and proof of issuance of a State operating license and compliance with all rules promulgated there under is filed with the Township.
 - b. Compliance with all Township Zoning regulations with written approval of Zoning Compliance issued by the Township Zoning Administrator.
 - c. Compliance with all Township construction and building ordinances and applicable police power ordinances.
22. Inspections may be made by the Township Official's designee to confirm the Marihuana Establishment or Facility is operating in accordance with applicable laws including, but not limited to, State Law and Township Ordinances.
23. The premises shall be open for inspection upon request by the Zoning Administrator, Code Enforcement Officer, Building Official, Fire Department and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and as such other times as anyone is present on the premises.
24. The penalties and fees collected by the Township for Marihuana Establishments and Facilities shall be the maximum permissible by the State of Michigan unless otherwise established by the Township Board.



NORTHFIELD TOWNSHIP PLANNING COMMISSION Minutes of Regular Meeting March 6, 2019

1. CALL TO ORDER

The meeting was called to order by Chair Roman at 7:05 P.M. at 8350 Main Street.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND DETERMINATION OF QUORUM

Roll call:

Janet Chick	Present
Brad Cousino	Present
Eamonn Dwyer	Absent with notice
Sam Iaquinto	Present
Cecilia Infante	Absent with notice
Larry Roman	Present
John Zarzecki	Absent

Also present:

Building/Planning/Zoning Coordinator Mary Bird
Planning Consultant Paul Lippens, McKenna Associates
Members of the Community

4. ADOPTION OF AGENDA

- **Motion:** Roman moved, Iaquinto supported, that the agenda be adopted as presented.
Motion carried 4—0 on a voice vote.

5. FIRST CALL TO THE PUBLIC

David Gordon, 5558 Hellner Road, made comments about the proposed Master Plan revision, including that it addressed developed far more frequently than preservation, and he urged the public to make comments on the Township website during the public comment period.

6. CLARIFICATIONS FROM THE COMMISSION

Chick recalled that at their last meeting Commissioners noted references to land preservation should be added in some locations.

7. CORRESPONDENCE

None.

8. PUBLIC HEARINGS

None.

9. REPORTS

9A. Board of Trustees

Chick reported that on February 26th the Board reappointed Iaquinto to the Planning Commission, considered a contract with the Huron River Watershed Council, approved a contract with People's Express, approved the sale of 75 Barker Road, approved the 63 day comment period for the Master Plan, approved the zoning requests for 9615 Main and 9230 Main, and approved amendments to the sign ordinance.

9B. ZBA

Cousino reported that on February 19th the ZBA held an organizational meeting.

9C. Staff Report

Nothing to report.

9D. Planning Consultant

Lippens noted a public hearing for the sign ordinance has been scheduled for March 20th.

9E. Parks and Recreation

Iaquinto reported that an Ann Arbor Parks and Recreation member provided information at their last meeting about available grants. He said their next meeting will be March 21st.

9F. Downtown Planning Group

No report.

10. UNFINISHED BUSINESS

10A. Board of Trustees—Term Renewal to 2021 for Sam Iaquinto.

Roman congratulated Iaquinto on his reappointment to the Planning Commission.

10B. Further Discussion of Marihuana Permit Regulations.

Lippens noted a public hearing will be held on March 20th for the zoning ordinance marihuana regulations. Regarding licensing of facilities, he recalled the Commission had decided to change to an administrative permit using the City of Ann Arbor's process as a model and he referred to the draft.

Commissioners made comments and Lippens answered questions, including:

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- The proposed number of permits available is a good compromise based on Commission discussions.
- These licensing and permitting regulations would be adopted as part of the general ordinance, not the zoning ordinance. Only the zoning ordinance language will be the subject of the March 20th public hearing.

11. NEW BUSINESS

11A. Election of Planning Commission Officers.

- **Motion:** Iaquinto moved, Roman supported, to retain all 2018 ZBA officers in their respective positions for 2019, as follows:

Chair.....Roman
Vice-Chair.....Chick
Secretary.....Zarzecki
ZBA Representative.....Cousino
Parks & Recreation RepIaquinto
Downtown Planning RepInfante

Motion carried 4—0 on a voice vote.

11B. Discussion and Recommendation to Board of Trustees Regarding 75 Barker Road.

Roman said this discussion would be held from a Planning perspective. He referred to the Downtown Strategic Action Plan (DSAP) and provided the following dates:

- 9/25/17 DSAP adopted unanimously by the Downtown Development Authority (DDA)
- 10/24/17 Township Board voted to have the Planning Commission make a recommendation to the Board
- 11/15/17 Planning Commission recommended the plan to the Board as a policy document and to incorporate it into the Master Plan
- 11/28/17 Township Board accepted it as a policy document and incorporated it into the Master Plan

Roman said the Township Board's decision on February 26th does not align with the DSAP proposal for the Township to retain at least part of the site to provide public parking and to be involved in the redevelopment of the as a catalyst for growth in the downtown area.

Iaquinto also expressed support for the DSAP plan. Chick said the Township has lost a lot of money by retaining ownership of the building, and the Board's decision was to put the property up for sale for six months, and to raze it after that if it is not sold.

Cousino said selling the property would put it back on the tax rolls, although parking is needed; however, it is unclear how realistic redevelopment of the site is.

Barbara Griffith, DDA Chair, said the Driftwood Marina site will never be redeveloped as a restaurant if parking is not available at 75 Barker Road, and it is brownfield site. She said a stake survey needs to be performed to see where the property line is between this site and Polly Market.

Jack Secrist, DDA member, agreed that the future of the downtown starts with providing public parking which is a requirement for other development.

Lippens said he understands the Board's desire to take action and agreed that the future of the site is unclear, but the sale could be contingent on parking access and he would be happy to work with the Township Manager to look at options.

Roman noted the DDA spent over \$20,000 to get public input and develop the DSAP plan, but the Board did not seem to take it into consideration before making their decision.

- **Motion:** Roman moved, Iaquinto supported, that the Planning Commission recommends to the Board of Trustees to rescind or reconsider their position on 75 Barker Road until consulting with the Township planner and obtaining an appraisal that adheres to the goals of the Downtown Strategic Action Plan.

Iaquinto said as a downtown business owner 75 Barker Road has been viewed for many years as a key property by other businesses, and eliminating the public parking will send a signal of continuing decline of the area, whereas redeveloping it as a nice parking lot would signal commitment to revitalization. Cousino agreed it would be good to retain Township ownership.

Motion carried 4—0 on a roll call vote.

Roman asked Lippens to review and provide a status update on the overall direction of the Township related to the DSAP. Lippens said he could do that after attending a DDA meeting, reviewing their activities for the past year, and consulting with the Township Manager.

12. MINUTES

- **Motion:** Roman moved, Iaquinto supported, that the minutes of the February 20, 2019, regular meeting be approved as presented, and to dispense with the reading.
Motion carried 4—0 on a voice vote.

13. SECOND CALL TO THE PUBLIC

Tim, Seville, 7705 Whitmore Lake Road, spoke in opposition to the sale of 75 Barker Road based on serious parking concerns for the downtown area. David Gordon spoke in favor of keeping the building for its historic value, noted there is a space for parking on the North Village site, questioned the considerable regulations proposed for marijuana facilities compared to a liquor store, and asked Commissioners to respond to his emails. Wayne Davison, 8015 Coyle Road, asked a question about marihuana facility regulations.

14. COMMENTS FROM THE COMMISSIONERS

Commissioners' comments included that they are in favor of marijuana regulations being similar to those for liquor stores, and that there are many issues to be

considered regarding the disposition of 75 Barker Road.

15. ANNOUNCEMENT OF NEXT MEETING

March 20, 2019, at 7:00 P.M. at the Public Safety Building was announced as the next regular Commission meeting time and location.

16. ADJOURNMENT

- **Motion:** Roman moved, Iaquinto supported, that the meeting be adjourned.
Motion carried 4—0 on a voice vote.

The meeting was adjourned at 8:11 P.M.

Prepared by Lisa Lemble.

Corrections to the originally issued minutes are indicated as follows:

Wording removed is ~~stricken through~~;

Wording added is underlined.

Adopted on _____, 2019.

Larry Roman, Chair

John Zarzecki, Secretary

Official minutes of all meetings are available on the Township's website at
<http://www.twp-northfield.org/government/>