



GLADSTONE PLANNING COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
October 06, 2026
5:15 PM

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL AND/OR CORRECTIONS OF:

- [1.](#) Planning Commission Regular Meeting Minutes of August 19, 2026

ADDITIONS TO AGENDA

PUBLIC COMMENT

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

- [2.](#) Election of Officers
- [3.](#) Notice of Interest to Purchase City Owned Property | Portion of 144 4th Ave NE (052-621-001-40)
- [4.](#) Ordinance No. 2026-636 | Sign Ordinance Amendments – Introduction and Public Hearing
- [5.](#) Planning Commission Vacancy | Application Review
- [6.](#) Reappointment of Planning Commissioners | John DeFiore & Jen Harding
- [7.](#) Site Plan Review | Parcel: 052-591-001-00 (201 Rains Dr)
- [8.](#) Site Plan Review | Parcel: 052-621-005-60 (400 3rd Ave N)

INFORMATION SHARING

- [9.](#) 2026 Local Economies Opportunity Report
10. Election Updates for November 3, 2026
- [11.](#) Facade Grant Program Revisions
- [12.](#) Host Site for CEDAM/AmeriCorp Opportunity
13. New Gladstone Businesses
14. Software & Website Updates
- [15.](#) The Great Gladstone Harvest Festival

COMMISSIONER COMMENTS

ADJOURNMENT

The City of Gladstone will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to

individuals with disabilities at the meeting/hearing upon five days notice to the City of Gladstone. Individuals with disabilities requiring auxiliary aids or services should contact the City of Gladstone by writing or calling City Hall at (906) 428-2311.

Posted: 10-02-2026 | Patricia West, Zoning Administrator



GLADSTONE PLANNING COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
August 11, 2026
5:15 PM

Item 1.

MINUTES

CALL TO ORDER

Vice-chairperson, John DeFiore, called the meeting to order at 5:15 PM.

ROLL CALL

PRESENT	ABSENT
John DeFiore	Howard Haulotte (Excused)
Sam Hewitt	
Mike Kennedy	
Jason Leonard	
Nick Nastoff	
Jennifer Harding	

Staff Present: Patricia West & Rob Spreitzer

APPROVAL AND/OR CORRECTIONS OF:

1. Planning Commission Regular Meeting Minutes - July 10, 2026

Motion made by Hewitt, seconded by Harding to approve the Planning Commission Regular Meeting Minutes of July 7, 2026.

ADDITIONS TO AGENDA

None.

PUBLIC COMMENT

None.

PUBLIC HEARINGS

2. Rezoning of 915 Blackwell Ave

West provided an overview of the rezoning request. The property owner was not in attendance.

Commissioner DeFiore opened the public hearing at 5:25 PM. There being no public in attendance, the public hearing was closed at 5:25 PM.

Motion made by Hewitt, seconded by Leonard to recommend approval of the rezoning request for Parcel 052-515-001-00, located at 915 Blackwell Avenue, from B-2 General Business and I-1 Light Industrial to I-1 Light Industrial, based on the findings contained within the staff report and subject to final approval by the Gladstone City Commission.

Voting Yea: DeFiore, Hewitt, Kennedy, Leonard, Nastoff

MOTION CARRIED.

UNFINISHED BUSINESS

None.

NEW BUSINESS

3. Resignation of Planning Commissioner | Howard Haulotte

Motion made by Hewitt, seconded by Kennedy to accept the resignation of Howard Haulotte from the Gladstone Planning Commission, effective August 11, 2026, and direct staff to advertise the resulting vacancy in accordance with the City's standard appointment process.

Voting Yea: DeFiore, Hewitt, Kennedy, Leonard, Nastoff, Harding

MOTION CARRIED.

4. Appointment of Vice-chairperson

Motion made by Leonard, seconded by Nastoff to acknowledge the succession of Vice-Chairperson/Secretary John DeFiore, to the office of Chairperson, pursuant to the Planning Commission Rules of Procedure, and to appoint Sam Hewitt as Vice-Chairperson/Secretary of the Gladstone Planning Commission.

ROLL CALL VOTE:

John DeFiore	Yea
Sam Hewitt	Abstained
Mike Kennedy	Yea
Jason Leonard	Yea
Nick Nastoff	Yea
Jennifer Harding	Yea
Howard Haulotte	Excused

INFORMATION SHARING

West shared updates on the following items.

5. City of Escanaba Master Plan Adoption

The City of Escanaba has adopted their Master Plan and the City of Gladstone received a memo from their consultant with the notification.

6. Efficiency Unite Rebate & Incentive Program

An efficiency united rebate program is available to property owners within the City of Gladstone to recycle appliances in working order.

7. Gladstone's Downtown Day | September 26th

Promotion has begun for the third Downtown Day, which will take place on Delta Avenue on September 26th from 12-4 PM.

8. Sign Ordinance Update

The draft sign ordinance is in a legal review.

9. Training Resource | Short-Term Rental Policy Options

A training opportunity for short-term rental policy options through MSU Extension is available to any Planning Commissioners who may be interested.

10. TV6 Around Town Gladstone

The TV6 Around Town episode aired in July and is available for viewing on our TV6's website.

COMMISSIONER COMMENTS

Commissioner Leonard acknowledged the years of service Howard Haulotte served to the Planning Commission.

Commissioner DeFiore inquired about the length of service, and the commission was interested in recognizing him with a certificate of achievement.

ADJOURNMENT

The meeting adjourned at 6:06 PM ET.

I. AUTHORITY

These By-laws and rules of Procedure are adopted by the City of Gladstone Planning Commission (hereinafter called Planning Commission) pursuant to Public Act 285 of 1931, as amended.

II. MEMBERSHIP

- A. Except as otherwise provided in this document, the Planning Commission shall consist of seven members who shall be appointed by the mayor, subject to the approval by a majority vote of the members elect of the City Commission.
- B. The term of each Planning Commission member shall be three years. All members shall hold office until their successors are appointed. Members may, be removed from office by the City Commission for misfeasance, malfeasance or nonfeasance upon written charges and after a public hearing.
- C. Vacancies occurring in office other than through the expiration of term shall be filled through appointment by the mayor for the un-expired term.
- D. Members of the Planning Commission shall serve without compensation for their services, unless otherwise provided by the City Commission.
- E. Members of the Planning Commission and staff shall be entitled to receive reimbursement for expenses incurred for travel in the performance of activities authorized by the City Commission, including but not limited to, attendance at conferences, workshops, educational and training programs and meetings. Such reimbursement for expenses shall be at the rates provided by the city for travel by City Staff. However, the following types of travel shall not be eligible for reimbursement:
 - 1. Travel to and from Planning Commission meetings.
 - 2. Local Travel for the purpose of viewing sites, which will be the subject of Planning Commission action.
 - 3. Attendance at conferences, workshops, education and training programs and meetings, which are held within a radius of ten (10) miles from Gladstone City Hall.
 - 4. Travel for which there is no funds available in the Planning Commission budget.
 - 5. Travel which the chairperson of the Planning Commission, in his or her sole discretion, determines to be not eligible for reimbursement under these provisions.

III. OFFICERS

A. Selection

1. The officers of the Planning Commission shall consist of Chairperson and Vice-Chairperson/Secretary selected from the general membership of the Planning Commission.
2. The election of all officers shall occur at the Planning Commission's first regular meeting after September 30 each year.
3. Nominations of members for an office shall be by a current member of the Planning Commission during the meeting when elections are held.
4. All nominations shall be seconded by another member of the Planning Commission to be considered a valid nomination.
5. All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
6. To be elected to an office, a nominee must receive a majority of the votes of the full Planning Commission.
7. All terms of office shall be for one year with eligibility for reelection.

B. Resignation of the Officers

1. An officer may resign his/her office by submitting a letter to the Planning Commission Chairperson.
2. The resignation from office will not become effective until acted upon and accepted by the Planning Commission at its next regularly scheduled meeting.

C. Duties of the Officers

1. The Chairperson shall:
 - (a) Preside at all meetings and shall conduct all meetings in accordance with the Open Meetings Act, (Public Act 267 of 1976, as amended), and the rules provided herein.
 - (b) As appropriate, act as liaison between the Planning Commission and the City staff, consultants and all other pertinent agencies or agents of the City of Gladstone.
 - (c) Appoint such committees and subcommittees as the Chairperson deems desirable.
 - (d) In cooperation with the Zoning Administration, prepare the agendas for all meetings.

- (e) Be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings.
- (f) Have the powers and duties set forth in Roberts Rules of Order to the extent that they do not conflict with these Rules of Procedure.
- (g) Have the authority to cancel a scheduled meeting in advance of the meeting date where the Chairperson has determined that quorum will not be available and shall reschedule the meeting as may be required.
- (h) Appoint the recording secretary to record the official record of the meeting.
- (i) The Chairperson shall have the duty to vote in the same manner as members of the planning commission.

2. The Vice-Chairperson/Secretary shall:

- (a) Assume the duties of the Chairperson in the absence of the Chairperson, or when specifically authorized to do so.
- (b) Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the Planning Commission shall select a successor to the office of Vice-Chairperson/Secretary at the earliest practical time.
- (c) Perform such other duties as the Chairperson may assign.
- (d) As Secretary of the Planning Commission shall:
 - (1) Execute documents in the name of the Commission.
 - (2) Review and sign the draft of the minutes.
 - (3) Receive all communications addressed to the Secretary.
 - (4) Delegate to the recording secretary the keeping of attendance records, providing of all required notices, and preparation of a meeting agenda.
 - (5) Perform such other duties as may be ordered by the Chairperson or Planning Commission

- 3. The recording secretary shall take notes for minutes and prepare a first draft of minutes for review and signature by the Secretary, perform the duties delegated to the recording secretary by the Secretary, and perform other duties as may be ordered by the Chairperson or Planning Commission.

IV. MEETINGS

A. Meeting Notices



Board:
Agenda
Date:
Presenter:

Planning Commission

October 6, 2026

Patricia West

Item 2.

Staff Report

Agenda Item Title:

Election of Officers

Background:

The election of all officers shall occur at the Planning Commission's first regular meeting after September 30 each year.

Under Article III of the Planning Commission Rules of Procedure, the officers of the Planning Commission shall consist of Chairperson and Vice-Chairperson/Secretary selected from the general membership of the Planning Commission.

Nominations must be made by a current Planning Commission member and seconded by another member. Elections are conducted by **roll call vote**, with a majority vote of the full Planning Commission required for election. If there is only one nominee, that nominee is considered unanimously elected.

The current Chairperson is Commissioner DeFiore, and the current Vice-Chair/Secretary is Commissioner Hewitt.

Fiscal Effect:

None

Supporting Documentation:

Excerpt from By-Laws

Recommendation:

Motion to appoint **[NOMINEE NAME]** as Chairperson of the Gladstone Planning Commission.

Motion to appoint **[NOMINEE NAME]** as Vice-Chairperson/Secretary of the Gladstone Planning Commission.



Board:
Agenda
Date:
Presenter:

Planning Commission

October 6, 2026

Patricia West

Item 3.

Staff Report

Agenda Item Title:

Notice of Interest to Purchase City Owned Property | Portion of 144 4th Ave NE (052-621-001-40)

Background:

The City has received a Notice of Interest from Nick and Leslie Moulds regarding the potential purchase of a portion of City-owned property located at 144 4th Avenue NE, commonly referred to as the Public Safety property. The area of interest consists of a relatively small portion of the property currently utilized as driveway access connecting 4th Avenue NE to the Moulds' adjacent residential property and garage.

The existing driveway arrangement is the result of discussions and decisions made between previous City administration and the property owners; however, the driveway area was never formally transferred or incorporated into the Moulds' property. The Moulds are now seeking to formalize the longstanding arrangement through the purchase of the applicable portion of City-owned property. To facilitate a potential sale, a survey and land division would be necessary to establish an appropriate parcel configuration and legal description.

In accordance with the City's Sale of City-Owned Property Policy, the Planning Commission is being asked to review the proposed disposition for consistency with the City's Master Plan and future land use objectives and provide a recommendation to the City Commission. At this stage, staff is seeking a recommendation to pursue the necessary land division and related preparatory work, rather than approval of a final sale. Any eventual sale of the property would return to the City Commission for consideration following completion of the necessary survey, land division, legal descriptions, and other applicable requirements.

Fiscal Effect:

~\$2500 - \$6600

Supporting Documentation:

Notice of Interest – Nick & Leslie Moulds
Policy for Sale of City-Owned Land

Recommendation:

Motion to recommend that the City Commission authorize staff to pursue the necessary survey, land division, preparation of legal descriptions, and other related work for the potential sale of a portion of the City-owned Public Safety property located at 144 4th Avenue NE to Nick and Leslie Moulds, finding that the proposed disposition is consistent with the City's Master Plan and future land use objectives.

Gladstone

MICHIGAN

NOTICE OF INTEREST TO PURCHASE CITY OWNED PROPERTY

The City of Gladstone accepts notices of interest from individuals, businesses, organizations, and other parties interested in purchasing City-owned real property.

Submission of this form does not constitute an offer or agreement by the City to sell property. City-owned property is subject to review in accordance with the City's Policy for Sale of City-Owned Land, including consideration of zoning, land use, proposed development, property value, and the public interest. The City reserves the right to reject any or all offers.

INTERESTED PARTY INFORMATION

Applicant/Interested Party Name: Nick & Leslie Moulds

Business or Organization Name: _____

Mailing Address: 609 N 7th St.

City: Gladstone State: MI Zip: 49837

Phone: [REDACTED] Email: [REDACTED]

Are you submitting this notice on behalf of another individual or entity? ☐ Yes ☒ No

If yes, please specify for whom: _____

PROPERTY OF INTEREST

Street Address (If Applicable): _____ Parcel Number: _____

Please describe the property or portion of the property you are interested in purchasing. If you are interested in purchasing only a portion of a City-owned parcel, please describe the approximate area or boundaries.

Driveway that connects 4th Avenue to our garage;
with tree line.

Have you enclosed additional maps, sketches, or other attachments within this notice of interest?

☒ Yes ☐ No

PROPOSED USE OF PROPERTY

What is the intended use of the property?

Personal private access to garage -

Which best describes your proposed use?

- ☒ Residential
- ☐ Commercial
- ☐ Industrial
- ☐ Mixed-Use

- ☐ Expansion of an Adjacent Property
- ☐ Yard/Open Space
- ☐ Development/Reinvestment
- ☐ Other: _____

Please describe any development, construction, rehabilitation, or other improvements you propose for the property.

Intention is to add fencing

What is your anticipated timeline for beginning and completing the proposed improvements?

City policy generally requires agreed-upon building or development to be constructed and utility services utilized within eighteen (18) months of closing.

Within 12 months

PROJECT INFORMATION

Estimated Investment in the Property: \$6-10,000

Will the proposed project create or retain jobs? ☐ Yes ☒ No

Estimated Number of Jobs Created: _____

Estimated Number of Jobs Retained: _____

Please describe how your proposed use or development would improve the property or contribute to the surrounding area.

It would increase my property value as well as reduce the maintenance required by city crews.

Are there any other details about your proposed project that you would like the City to consider?

We have been maintaining to property and surrounding trees and lawn for 18 years as well as snow removal.

PURCHASE INTEREST

If the City makes this property available for sale, what purchase price would you be prepared to offer?

\$ negotiable.

The amount identified is provided for informational purposes and does not constitute a binding offer or establish a sale price. The City may establish a minimum sale price and determine the appropriate method of sale in accordance with City policy.

ADDITIONAL INFORMATION

Are you an owner of a property immediately adjacent to the City-owned property?

☒ Yes ☐ No

Address/Parcel Number of Adjacent Property: 052-272-010-00

Do you anticipate requesting any of the following as part of your project?

☐ Rezoning☒ Land Division or Combination☐ Site Plan Approval☐ Variance☐ Utility Extension/Connection☐ Street or Right-of-Way Changes☐ None☐ Other: _____

ACKNOWLEDGEMENT

By submitting this Notice of Interest, I understand that:

- This submission is an expression of interest only and does not create an agreement, option, or obligation for the City of Gladstone to sell the identified property.
- The City will review requests in accordance with its Policy for Sale of City-Owned Land and other applicable requirements.
- The property may be subject to appraisal, minimum sale price requirements, competitive bidding or another method of sale determined by the City.
- Proposed use or development may require separate zoning, land division, site plan, building, utility, or other approvals.
- The City reserves the right to reject any or all offers or otherwise determine that the property should not be sold.

Leslie Moulds

Printed Name



Signature

9.

Date

RETURN TO THE CITY MANAGER

Upon completion, please return this Notice of Interest and any supporting documentation to:

Rob Spreitzer, City Manager

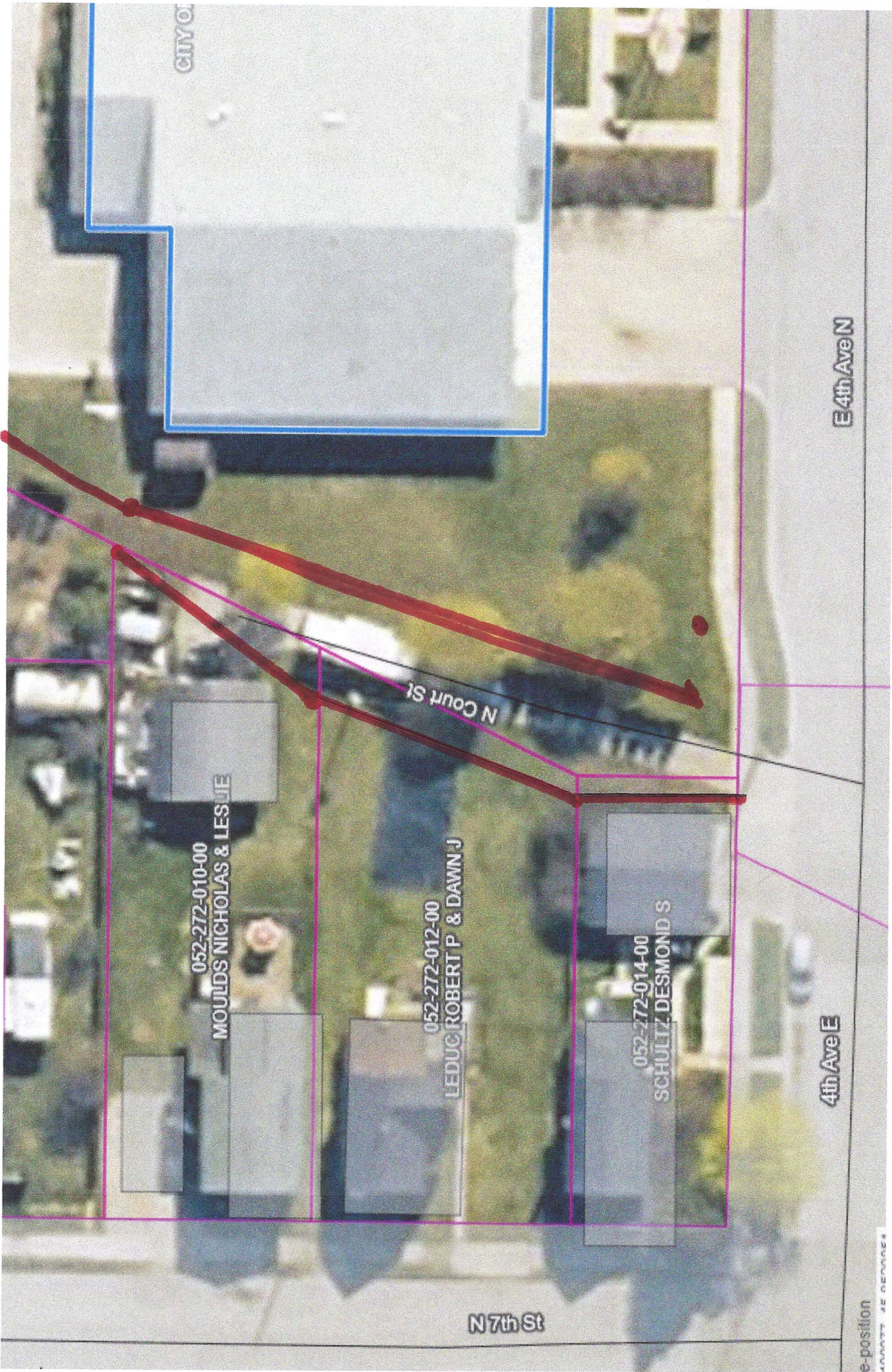
City of Gladstone

1100 Delta Avenue

Gladstone, MI 49837

Email: rspreitzer@gladstonemi.gov

Submission of this form does not constitute approval of a sale or create any obligation on behalf of the City of Gladstone. All requests are subject to review and approval in accordance with the City's Policy for Sale of City-Owned Land.



City of Gladstone
Policy for Sale of City-Owned Land

Purpose:

This procedure details the process for which the sale of City-owned land shall be made available to the public. It is the City's policy to manage its real estate assets so that the municipal and public needs, which rely on real estate assets, may be properly implemented. Only properties not required for any public or municipal use within the foreseeable future **may** be considered for sale.

Objective:

The City of Gladstone wishes to expand its tax base while simultaneously alleviating itself of costs associated with maintenance of vacant lots. The City reserves the right to join and split lots to assist with this process. All property will be sold as is. All sales are subject to City Commission approval.

Real Estate Review:

All unused and marginally used City-owned real estate will be reviewed on a continuing basis to determine public needs. The following process shall apply for all City-owned property:

- Review by appropriate City departments and/or boards
- Review by the Planning Commission for consistency with the Master Plan and future land use plans.
- Review by City Commission
- The City Manager, his/her administration and the Planning Commission then will determine the designation to be applied to the property, i.e., public facility, open space, surplus, sale, or lease
- Obtain an appraisal to establish fair market value on properties designated for sale

Marketing:

Prior to marketing a parcel any changes in zoning, land use classification, lot splits, property line adjustments, right-of-way establishment or changes necessary to allow the City to market the property at its highest and best use shall be accomplished by staff.

Marketing strategies not limited to the following will include:

- Maintain an updated list of properties for sale at City Hall
- For Sale signs posted on property
- Notify real estate firms and adjoining property owners when a parcel is for sale
- Maintain updated list of properties for sale on City website
- Notify EDA Director of property/s for sale

Sale of City-Owned Property:

- Any request to purchase City-owned property must be made in writing to the City Manager and must contain the following: *intended use of the property, description of property to be purchased, what type of development will be constructed on the property within eighteen (18) months of purchase, any other facts such as projected employment figures or improvements in value to the property and any other information requested by the City Manager.*
- The City Manager and/or City Commission will establish a minimum price for property based on: *current appraisal of the property, current economic conditions and benefits to accrue from the sale.* The value of the property shall consider existing stumpage. The City reserves the right to reject any and all bids or offers for property.
- The City Manager shall determine the method of securing requests for property to be sold. Methods for soliciting requests should be selected to best accommodate the characteristics and circumstances involved with the property. Once marketing strategies have occurred methods to secure requests to purchase property may include but not be limited to: *accepting an offer to purchase property, soliciting bids or using a realtor to market the property.*
- City Manager will review requests for purchase of City-owned property and verify that the request contains sufficient information; he/she shall refer the request with a recommendation to the Planning Commission for consideration and action.
- Planning Commission shall review requests to purchase City-owned property, consider zoning and land use issues and make a recommendation to the City Commission on the matter.
- The City Commission shall review the request, the recommendations by the City Manager and Planning Commission before acting upon the request. The City holds the right to place any conditions upon the sale of City-owned property they deem necessary.
- When possible a deed will be prepared within thirty (30) days of the approval. The deed shall contain standards covenants as follows: *The agreed upon building/structure must be constructed and utility services being utilized within eighteen (18) months of closing date and failure to comply with this or other covenants as may be added will result in the property reverting to the city.*
- Purchaser has thirty (30) days to pay for the property and execute the deed, failure to do so will render the authorization null and void.



Board:
Agenda
Date:
Presenter:

Planning Commission

October 6, 2026

Patricia West

Item 4.

Staff Report

Agenda Item Title:

Ordinance No. 2026-636 | Sign Ordinance Amendments – Introduction and Public Hearing

Background:

Staff is presenting draft Ordinance No. 2026-636 for introduction and consideration by the Planning Commission. The proposed ordinance represents a comprehensive update to the City's existing sign regulations within Chapter 30, Article VIII, Division 5 of the Zoning Ordinance.

The proposed amendments are intended to establish clearer, more consistent, and content-neutral standards for signs throughout the City while updating the ordinance to reflect current First Amendment considerations. The draft establishes updated definitions, permitting and exemption requirements, general placement and dimensional standards, regulations for individual sign types, illumination and Electronic Message Center (EMC) standards, district-specific sign allowances, and provisions addressing prohibited, abandoned, and nonconforming signs.

The ordinance also proposes amendments to the City's zoning enforcement provisions. These changes clarify the authority of the Zoning Administrator, Department of Public Safety, and other City officials designated by the City Manager to investigate zoning violations and pursue authorized enforcement actions, including municipal civil infractions.

The draft ordinance is the result of the Planning Commission's review of the City's existing sign regulations and subsequent ordinance development and legal review. At this time, staff recommends that the Planning Commission introduce the proposed ordinance and schedule the required public hearing for its regular meeting on November 10, 2026. Following the public hearing, the Planning Commission may consider any revisions and make a recommendation to the City Commission.

Recommendation:

Motion to introduce draft Ordinance No. 2026-636 and schedule a public hearing for November 10, 2026, to receive public comment on the proposed amendments to Chapter 30, Article VIII of the City of Gladstone Code of Ordinances.

**CITY OF GLADSTONE
CITY COMMISSION
DELTA COUNTY, MICHIGAN**

Commissioner _____, seconded by Commissioner _____ moved the adoption of the following ordinance:

ORDINANCE NO 2026-636

AN ORDINANCE TO AMEND CHAPTER 30-LAND DEVELOPMENT REGULATIONS, ARTICLE VIII-ZONING, DIVISION 5-SIGNS, TO UPDATE SIGN REGULATIONS TO COMPLY WITH RECENT FIRST AMENDMENT JURISPRUDENCE AND TO AMEND CHAPTER 30-LAND DEVELOPMENT REGULATIONS, ARTICLE VIII-ZONING, DIVISION 2-ADMINISTRATION AND ENFORCEMENT TO PERMIT THE ZONING ADMINISTRATOR AND OTHER CITY PERSONNEL TO ENFORCE THE ZONING ORDINANCE.

THE CITY OF GLADSTONE ORDAINS:

(1) That Chapter 30-Land Development Regulations, Article VIII-Zoning, Division 5-Signs, shall be amended as follows:

Sec. 30-601 - Intent and Purpose

(a) Purpose

The purpose of this Chapter is to promote the public health, safety, and welfare through the reasonable and content-neutral regulation of signs within the City. These regulations are intended to maintain and enhance community character, support economic vitality, promote effective communication and wayfinding, reduce visual clutter and traffic hazards, and encourage sign design that is compatible with surrounding land uses and building architecture.

The City further finds that excessive, improperly placed, inadequately maintained, or unsafe signs may create traffic hazards, distract motorists and pedestrians, diminish the effectiveness of necessary public safety signage, negatively affect community appearance, and interfere with the safe and orderly use of property and public rights-of-way.

At the same time, the City recognizes that signs serve as an important means of communication, identification, expression, advertising, and navigation for businesses, institutions, organizations, and the public.

Accordingly, this Chapter is intended to:

1. Promote public health, safety, and welfare through the reasonable regulation of signs;
2. Preserve and enhance the visual character and economic vitality of the City;
3. Support businesses and organizations through effective communication and wayfinding;
4. Reduce visual clutter, traffic hazards, and sign-related nuisances;
5. Encourage high-quality sign design compatible with surrounding land uses and building architecture;
6. Protect property values and community appearance while recognizing constitutional protections for free expression; and
7. Establish clear, objective, and content-neutral standards for the placement, size, illumination, location, maintenance, and operation of signs.

(b) Intent

This Chapter is intended to regulate signs based on objective physical and operational characteristics, including size, height, illumination, location, movement, and structural design, rather than the content or viewpoint of a sign message.

Sec. 30-602 – Definitions

Sign: For purposes of this Chapter, a sign shall be defined as any object, device, display, structure, fixture, painting, placard, banner, graphic, symbol, illumination, or visual representation visible from the exterior of a building or from a public right-of-way and intended to attract attention to, advertise, identify, inform, direct, or communicate regarding a business, product, service, activity, person, institution, organization, event, or location.

The term includes sign faces, sign structures, and all supporting components, but does not include murals or works of art that do not contain commercial advertising, logos, business identification, or promotional content.

(a) **General Terminology**

The following terms describe general concepts, measurement standards, operational characteristics, and regulatory classifications that may apply to multiple types of signs regulated under this Chapter.

Abandoned Sign: A sign associated with a business, organization, activity, service, or use that has ceased operation for more than one-hundred eighty (180) days.

Animated Sign: A sign that uses movement, flashing, scrolling, blinking, rotating, or similar motion effects, whether mechanical or electronic.

Building Frontage: The horizontal length of a building wall facing a public street or customer parking area.

Changeable Copy Sign: A sign designed to permit manual or electronic changes to displayed copy.

Digital Display Sign: A sign that uses electronic screens, LEDs, LCDs, or similar technology to display text, graphics, or images.

Illuminated Sign: A sign lit internally or externally by artificial light.

Nonconforming Sign: A sign that does not comply with current provisions of this Chapter.

Illegal Nonconforming Sign: A sign that was erected, altered, expanded, relocated, or maintained in violation of applicable ordinances, permit requirements, or conditions of approval, and which therefore does not qualify as a legal nonconforming sign.

Legal Nonconforming Sign: A sign that was lawfully erected and maintained in compliance with all applicable ordinances and permit requirements at the time of installation, but which no longer conforms to one or more provisions of this Chapter due solely to the adoption or amendment of this Chapter.

Sign Face: The surface or area of a sign upon, against, or through which a message, image, graphic, symbol, or other display is exhibited, including all lettering, designs, backgrounds, and illuminated or non-illuminated display elements intended to be viewed as a single sign display.

Street Frontage: The linear distance of a lot, parcel, or building site that abuts a public or private street right-of-way, measured along the property line adjacent to the street.

(b) Sign Type Definitions

The following definitions identify and classify specific categories of signs regulated under this Chapter based on their physical form, method of display, placement, function, or intended use. A sign may fall within more than one classification where applicable.

Awning Sign: A sign displayed on or attached to an awning, canopy, or similar architectural projection.

Banner Sign: A temporary sign made of fabric, vinyl, or similar non-rigid material.

Billboard: A large off-premises sign intended primarily for the display of commercial advertising or promotional messages directed toward vehicular traffic.

Canopy Sign: A sign attached to, painted on, incorporated into, or otherwise displayed upon a canopy, including the fascia, edge, soffit, or supporting structure of the canopy.

Directional Sign: A sign intended solely to guide or direct pedestrian or vehicular movement on the same parcel or premises where the sign is located, including signs identifying entrances, exits, parking areas, drive-through lanes, loading areas, traffic circulation patterns, or similar on-site directional information.

Electronic Message Center (EMC): A sign or portion of a sign that electronically

displays changing text, images, graphics, symbols, or other visual information through the use of light-emitting diodes (LEDs), liquid crystal display (LCD) technology, plasma screens, digital pixels, or similar electronic illumination technology.

Freestanding Sign: A sign supported independently from a building by poles, monuments, or other structural supports.

Government Sign: A sign erected by a governmental agency for public safety, traffic control, directional, informational, or public notice purposes.

Highway Sign: A sign, signal, marker, or traffic control device erected, installed, or authorized by a governmental agency within or adjacent to a public street, highway, alley, easement, or right-of-way for the purpose of regulating, warning, guiding, controlling, or informing pedestrian or vehicular traffic.

Marquee Sign: A sign attached to, painted on, incorporated into, or otherwise displayed upon a marquee, including the face, fascia, edge, or underside of the marquee structure.

Monument Sign: A freestanding sign permanently affixed to the ground and supported by a solid base or integrated architectural structure designed so that the sign face and supporting elements appear as a unified and permanent feature. A monument sign shall be constructed so that the sign maintains a low-profile appearance and shall not be primarily supported by exposed poles, pylons, uprights, or open structural framing. A monument sign may also be referred to as a “ground sign” in prior ordinances, regulations, permit records, or common usage.

Off-Premises Sign: A sign that advertises, identifies, promotes, or directs attention to a business, product, service, activity, event, person, or use not located on the same parcel or premises as the sign.

On-Premises Sign: A sign that advertises, identifies, promotes, or directs attention to a business, product, service, activity, event, person, or use located, conducted, sold, or offered on the same parcel or premises where the sign is located.

Placard: A small sign, notice, or display intended primarily to convey informational, warning, instructional, safety, or regulatory messages, typically mounted on a building, door, window, fence, wall, or similar surface.

Pole Sign: A freestanding sign elevated on one or more poles with open space between the sign face and ground.

Portable Sign: A sign designed or intended to be movable and not permanently affixed to the ground, a building, or another structure, including trailer-mounted signs, wheeled signs, movable reader boards, and similar transportable display devices.

Projecting Sign: A sign attached to a building and extending outward perpendicular from the wall surface.

Reader Board: A portion of a sign designed to allow the manual change of letters,

numbers, symbols, or copy using removable characters, panels, slats, or similar non-electronic means.

Roof Sign: A sign erected upon or above the roofline of a building.

Sidewalk Sign: A temporary, portable sign placed outdoors on or immediately adjacent to a sidewalk, pedestrian way, or business entrance area and intended to direct attention to a business, product, service, menu, event, or similar activity located on the same premises. Sidewalk signs commonly include A-frame, sandwich board, or pedestal-style signs designed for pedestrian visibility and capable of being moved without permanent attachment to the ground or structure.

Street Sign: A sign erected, installed, or authorized by a governmental agency for the purpose of identifying, naming, regulating, directing, warning, or controlling traffic, streets, intersections, addresses, public facilities, or public destinations within a public right-of-way or easement.

Temporary Sign: A sign intended for display for a limited period of time and not intended for permanent installation, regardless of mounting method or attachment.

Traffic Control Sign: A sign, device, marking, or signal installed by a governmental agency, utility, or authorized contractor for the purpose of regulating, warning, guiding, or directing pedestrian or vehicular traffic, including signs associated with road construction, maintenance, detours, or public safety activities.

Wall Sign: A sign attached parallel to the exterior wall of a building.

Wayfinding Sign: A sign intended primarily to provide directional guidance or navigational assistance to pedestrians, bicyclists, or motorists by identifying routes, destinations, districts, public facilities, landmarks, parking areas, or points of interest. Wayfinding signs may include directional arrows, maps, distance information, location identifiers, or similar navigational elements and are typically designed as part of a coordinated signage system.

Window Sign: A sign located inside or upon a window surface and visible from outside the building.

(c) Structural & Architectural Features

The following definitions describe structural elements, architectural features, or site characteristics commonly associated with or supporting signs regulated under this Chapter. These features may not themselves constitute signs but may affect sign placement, design, attachment, measurement, or regulation under this Chapter.

Awning: A roof-like cover constructed of fabric, metal, or other non-rigid or rigid material supported by a frame and projecting from the exterior wall of a building, typically designed to provide shelter, weather protection, or architectural enhancement over windows, doors, sidewalks, or outdoor areas.

Canopy: A permanent roof-like structure constructed of rigid materials and supported by a building, columns, poles, or other structural supports, projecting outward from a building or extending over an entrance, sidewalk, drive-through, fueling area, or similar space for shelter, weather protection, or architectural enhancement.

Marquee: A permanent roof-like structure constructed of rigid materials and attached to or supported by a building, projecting outward over an entrance, sidewalk, or similar area, and commonly designed to provide weather protection, architectural emphasis, or space for signage or lighting.

Multi-Tenant Development: A development containing two or more commercial tenants on a single site or integrated group of buildings sharing access, parking, or common facilities.

Mural: A painting, artwork, graphic design, or artistic representation applied directly to or affixed upon a wall, ceiling, or similar surface, which is intended primarily as artistic expression or architectural enhancement and does not constitute a sign.

Wall Area: The area of the exterior building wall to which a sign is attached, measured as the rectangular area bounded by the outermost architectural features of the wall surface.

Sec. 30-603 - Applicability and Permits

(a) *Applicability*

The provisions of this Chapter shall apply to all signs erected, installed, altered, relocated, expanded, structurally modified, illuminated, or maintained within the City, unless specifically exempted under this Chapter. No sign shall be erected, altered, relocated, expanded, or structurally modified except in compliance with the provisions of this Chapter and all other applicable building, electrical, and safety codes.

(b) *Sign Permit Required*

Unless specifically exempted within this Chapter, a sign permit shall be obtained prior to the erection, installation, relocation, structural alteration, or replacement of any sign regulated by this Chapter. The issuance of a sign permit shall not relieve the applicant from compliance with any other applicable federal, state, or local laws, ordinances, or permit requirements.

(c) *Permit Applications*

Applications for sign permits shall be submitted on forms provided by the City and shall include sufficient information to determine compliance with this Chapter, which may include:

1. Scaled drawings, renderings, or sign elevations;
2. Sign dimensions and sign area calculations;
3. Illumination specifications, where applicable;

4. Structural and mounting details;
5. Plot plans showing proposed sign placement;
6. Electrical permit information where required;
7. Additional information reasonably necessary to determine compliance with this Chapter.

(d) Permit Review

The Zoning Administrator or other authorized official shall review sign permit applications for compliance with this Chapter and all applicable building, electrical, and safety regulations. The City may approve, deny, or require modifications necessary to achieve compliance with this Chapter.

(e) Permit Expiration

A sign permit shall expire and become void if the authorized sign has not been installed within eighteen (18) months from the date of issuance, unless an extension is approved by the Zoning Administrator prior to expiration.

(f) Routine Maintenance and Minor Repairs

Routine maintenance, repainting, cleaning, replacement of copy, or minor repairs that do not alter the size, height, location, structural components, illumination method, or overall design of a sign shall not require a sign permit. Such activities shall not create, expand, extend, or intensify any nonconformity.

Sec. 30-604 – Exemptions

The following signs shall be exempt from sign permit requirements but shall remain subject to all other applicable provisions of this Chapter unless expressly exempted below.

1. Government signs, traffic control signs, highway signs, and public safety signs;
2. Utility or essential service signs installed by a governmental agency or public utility for operational, warning, informational, or safety purposes;
3. Address numerals and residential nameplates not exceeding two (2) square feet;
4. Decorative displays, holiday decorations, seasonal ornamentation, children's artwork, and other artistic or customary residential displays not intended primarily for commercial advertising purposes;
5. Flags or insignias of governmental entities, educational institutions, nonprofit organizations, or noncommercial organizations;
6. Historical markers, memorial plaques, grave markers, and commemorative tablets;
7. Interior signs not visible from a public right-of-way;
8. Temporary signs;
9. Public notices or legal notices required by law;

10. Murals not containing commercial advertising, business identification, logos, or off-premises promotional content;
11. The replacement of copy, tenant names, business identification, menu information, or other message content on an existing lawful sign, including a legal nonconforming sign, shall not require a sign permit unless accompanied by structural modifications, changes in sign area, changes in illumination type, or other alterations requiring a permit.

Sec. 30-605 - General Requirements

(a) *Applicability*

The standards of this Section shall apply to all signs regulated under this Chapter unless specifically exempted or modified elsewhere herein.

(b) *Sign Measurement Standards*

1. Sign Area

Sign area shall be measured as the smallest geometric shape enclosing all lettering, graphics, logos, symbols, and background elements comprising the display face of the sign. Structural supports, poles, braces, or framework not intended as part of the sign display shall not be included in the calculation of sign area.

2. Double-Faced Signs

A double-faced sign shall be considered one sign face when:

- a. The two faces are placed back-to-back or are angled less than forty-five (45) degrees from one another; and
- b. The area of each face measures the same size.

3. Sign Height

Sign height shall be measured from the average adjacent finished grade at the base of the sign to the highest point of the sign or supporting structure.

(c) *Placement and Location Standards*

1. No sign shall obstruct visibility for motorists, bicyclists, or pedestrians or interfere with the safe operation of streets, sidewalks, driveways, intersections, or traffic control devices.
2. No sign shall be erected within or project into a public right-of-way unless specifically authorized by the City.
3. Signs shall maintain required clear vision areas at intersections and driveways.
4. No sign shall obstruct doors, windows, fire escapes, required exits, ventilation openings, or other required building safety features.

5. No sign shall be attached to or placed upon utility poles, light poles, trees, fences, or other structures not intended or approved for sign placement, except for signs installed, authorized, or maintained by the City, a governmental agency, public utility, or other public authority for traffic control, public safety, wayfinding, utility operations, community identification, or similar public purposes. In no case shall any sign be affixed, attached, nailed, stapled, tied, fastened, or otherwise mounted to a living tree.
6. No parked vehicle, trailer, or similar device shall be used primarily for the purpose of displaying signage or advertising visible from a public street, except where expressly permitted under this Chapter.
7. Wall signs shall not extend beyond the edges of the wall to which they are attached or extend above the roofline of the building.
8. Except as otherwise provided in this Chapter, permanent freestanding and monument signs shall maintain a minimum setback of five (5) feet from all property lines and shall not encroach into a public right-of-way or required clear vision area.
9. Permanent freestanding and monument signs shall be located entirely upon the lot or parcel to which the sign pertains unless otherwise authorized through a recorded easement, shared signage agreement, or other lawful authorization acceptable to the City.
10. In the B-2 District, the Zoning Administrator may approve a reduced setback for a freestanding or monument sign where existing building placement, lot configuration, site layout, pedestrian-oriented development patterns, utility placement, lawful nonconformities, or other physical site constraints make compliance with the minimum setback impracticable.
11. Any reduced setback approved under subsection (10) shall:
 - a. Maintain adequate visibility for motorists, bicyclists, and pedestrians;
 - b. Not obstruct sidewalks, accessibility routes, driveways, or required clear vision areas;
 - c. Avoid encroachment into public rights-of-way unless separately authorized by the City; and
 - d. Be limited to the minimum reduction reasonably necessary to accommodate the sign.

(d) Sign Supplemental Standards

Unless specifically modified elsewhere in this Chapter, all signs shall comply with the General Requirements, Placement Standards, Illumination Standards, Maintenance Standards, and all applicable building, electrical, fire, accessibility, and safety codes. Permit-exempt signs shall remain subject to all applicable operational, location, and dimensional requirements of this Chapter.

1. Awning Signs

Awning signs shall be permitted subject to the following supplemental standards:

- a. Awning signs shall be attached directly to a lawful awning affixed to a building and shall not extend above, beyond, or outside the dimensions of the awning surface to which the sign is applied.
- b. Awning signs may consist of painted, screened, stitched, printed, applied, or otherwise integrated lettering, logos, symbols, or graphics located upon the valance, face, or side panels of the awning.
- c. Awning signs shall not obstruct doors, windows, required exits, accessibility routes, traffic visibility, or pedestrian circulation.
- d. Awning signs projecting over sidewalks, pedestrian routes, or accessible pathways shall maintain a minimum vertical clearance of eight (8) feet above grade.
- e. Awning signs and the awnings upon which they are located shall maintain a minimum horizontal clearance of two (2) feet from the curb edge of a public street or from the edge of the traveled roadway where no curb exists unless otherwise specifically authorized by the City.
- f. Internally illuminated awning signs, flashing illumination, animated lighting, moving displays, or electronic display components shall be prohibited unless expressly authorized elsewhere in this Chapter.
- g. Awning signs located within residential zoning districts shall be limited to lawful multifamily developments, institutional uses, or approved conditional uses where permitted under this Chapter.

2. Banner Signs

Banner signs shall be permitted subject to the following supplemental standards:

- a. Banner signs shall be temporary in nature and shall not be installed or displayed as permanent signage.
- b. Banner signs may be displayed for a period not exceeding ninety (90) consecutive days. Community, civic, nonprofit, governmental, or seasonal event banners associated with ongoing public activities or community programming may remain displayed for the duration of the approved event or operating season as authorized by the City.
- c. Banner signs shall be securely attached to a building or approved structure and shall not be attached to utility poles, trees, fences, traffic control devices, or other unapproved structures.
- d. Banner signs shall not obstruct doors, windows, fire escapes, required exits, accessibility routes, or traffic visibility.
- e. Banner signs shall be removed promptly upon expiration of the permitted display period or conclusion of the event, promotion, or activity for which the banner was installed.

- f. In no event shall a banner sign remain on display more than fourteen (14) days following expiration of the permitted display period or conclusion of the event, promotion, or activity for which the banner was installed.

3. Billboard Signs

New billboard signs shall be prohibited within all zoning districts of the City.

- a. Lawfully established billboards in existence on the effective date of this Chapter may continue as legal nonconforming signs subject to the requirements of this Chapter governing nonconforming signs.
- b. Existing billboards shall not be enlarged, expanded, structurally altered, relocated, or modified in a manner that increases the degree of nonconformity.
- c. Routine maintenance and replacement of sign copy on a legal nonconforming billboard may be permitted provided such activities do not increase the size, height, illumination, structural components, or overall nonconforming nature of the sign.
- d. Billboards that become abandoned, unsafe, structurally deficient, or discontinued shall be subject to removal in accordance with the provisions of this Chapter.

4. Canopy Signs

Canopy signs shall be permitted subject to the following supplemental standards:

- a. Canopy signs shall be attached to, painted upon, incorporated into, or otherwise displayed upon a lawful canopy structure affixed to or associated with a principal building or permitted use.
- b. Canopy signs may be located upon the fascia, edge, face, soffit, or supporting structure of the canopy but shall not extend above, beyond, or outside the dimensions of the canopy structure to which the sign is attached.
- c. Canopy signs and the canopy structures upon which they are located shall maintain a minimum vertical clearance of eight (8) feet above sidewalks, pedestrian routes, drive-through lanes, fueling areas, or other areas accessible to vehicles or pedestrians.
- d. Canopy signs and associated canopy structures projecting toward a public street shall maintain a minimum horizontal clearance of two (2) feet from the curb edge of a public street or from the edge of the traveled roadway where no curb exists unless otherwise specifically authorized by the City.
- e. Internally illuminated canopy signs shall comply with all applicable illumination standards established under this Chapter.
- f. Flashing illumination, animated lighting, moving displays, video-style displays, or Electronic Message Centers (EMCs) incorporated into canopy signs shall be prohibited unless expressly authorized elsewhere in this Chapter.

- g. Canopy signs associated with lawful nonconforming canopy structures or uses may continue subject to the requirements governing legal nonconforming signs and structures under this Chapter.

5. Electronic Message Centers (EMCs)

Electronic Message Centers (EMCs) shall be permitted only where expressly authorized by the district regulations of this Chapter and shall be subject to the following standards:

- a. An EMC may be incorporated into a monument sign, pole sign, wall sign, or other sign type otherwise permitted within the applicable zoning district.
- b. EMCs shall include automatic brightness adjustment technology capable of continuously adjusting illumination levels in response to ambient lighting conditions.
- c. EMCs shall automatically dim between sunset and sunrise to minimize glare and light trespass.
- d. EMC illumination shall not exceed 0.3 foot-candles above ambient light levels as measured at the nearest property line and at approximately the same elevation as the sign face.
- e. EMCs shall display static messages only.
- f. Message changes or transitions shall occur no more frequently than once every eight (8) seconds.
- g. Message transitions shall occur by instantaneous change, fade, dissolve, or similar non-distracting transition effect.
- h. Flashing, blinking, scrolling, streaming, moving, animated, video-style, or full-motion display effects are prohibited.
- i. EMCs shall not incorporate audio, speakers, sirens, music, voice broadcasts, or other sound-producing features.
- j. EMCs shall be maintained in good working order and shall not display distorted, malfunctioning, excessively bright, partially illuminated, or defective images.
- k. In the event of malfunction, power interruption, or operational failure, the EMC shall automatically default to a blank screen, black screen, or static message until repairs are completed.
- l. The City may require adjustment, modification, repair, or correction of an EMC upon a finding that the sign creates a demonstrated glare, visibility, traffic safety, or public nuisance condition despite otherwise complying with the standards of this Chapter.
- m. All EMCs shall comply with applicable electrical, building, fire, and safety codes.
- n. Additional standards may apply to EMCs located within residential zoning districts, overlay districts, special districts, or pursuant to conditional use approval.
- o. Electronic Message Centers shall be permitted only as part of a sign otherwise authorized under this Chapter.

Electronic Message Centers shall be prohibited within all residential zoning districts except where specifically approved as part of a conditional use permit for a school, place of worship, governmental facility, daycare center, or similar institutional use authorized within the district.

In approving an Electronic Message Center within a residential district, the Planning Commission shall consider compatibility with surrounding residential properties, hours of operation, illumination levels, proximity to dwellings, traffic impacts, and neighborhood character.

6. Monument Signs

Monument signs shall be permitted subject to the following supplemental standards:

- a. Monument signs shall be permanently affixed to the ground and supported by a solid base or integrated architectural structure designed so that the sign and supporting elements appear as a unified feature.
- b. Monument signs shall not be primarily supported by exposed poles, pylons, uprights, or open structural framing.
- c. Monument signs shall maintain a minimum setback of five (5) feet from all property lines unless otherwise permitted under this Chapter.
- d. Monument signs shall be located entirely upon the lot or parcel to which the sign pertains unless otherwise authorized through a recorded easement, shared signage agreement, or other lawful authorization acceptable to the City.
- e. Landscaping may be required around the base of monument signs where reasonably necessary to improve appearance, compatibility, or site integration.
- f. Monument signs associated with residential developments, subdivisions, multifamily developments, institutional uses, or conditional uses within residential districts shall be designed and scaled to remain compatible with surrounding residential character.
- g. Monument signs shall not exceed five (5) feet in height, measured from the average finished grade immediately adjacent to the base of the sign to the highest point of the sign or its supporting structure.

7. Pole Signs

Pole signs shall be permitted only within the B-2, I-1 and I-2 zoning districts and shall be subject to the following supplemental standards:

- a. Pole signs shall consist of a sign face elevated above grade and supported by one or more poles, pylons, uprights, or similar structural supports with open space between the bottom of the sign face and the ground.
- b. Pole signs shall be permanently affixed to the ground and designed to withstand all applicable wind, snow, ice, and structural loading requirements established by applicable building codes.

- c. Pole signs shall maintain a minimum setback of five (5) feet from all property lines.
- d. Pole signs shall not encroach into or project over a public right-of-way unless specifically authorized by the City.
- e. Pole signs shall maintain a minimum vertical clearance of eight (8) feet between the average adjacent finished grade and the bottom edge of the sign face or supporting structure.
- f. Pole signs shall not exceed twenty-five (25) feet in height as measured from the average adjacent finished grade to the highest point of the sign or supporting structure.
- g. Flashing illumination, animated lighting, moving displays, video-style displays, or scrolling message effects shall be prohibited unless expressly authorized elsewhere in this Chapter.
- h. Decorative coverings, architectural wraps, skirting, façade elements, or similar treatments added to a pole sign shall not cause the sign to be reclassified as a monument sign unless the sign fully complies with the definition and supplemental standards applicable to monument signs under this Chapter.

8. Projecting Signs

Projecting signs shall be permitted subject to the following supplemental standards:

- a. Projecting signs shall be securely attached to a building wall and shall not be supported by poles, posts, or ground-mounted structural supports.
- b. No more than one (1) projecting sign shall be permitted per street frontage unless otherwise specifically authorized under this Chapter.
- c. The edge of a projecting sign nearest the building wall shall not extend more than two (2) feet from the wall surface.
- d. The outermost edge of a projecting sign, including any supporting structure or mounting hardware, shall maintain a minimum setback of two (2) feet from the curb edge of the street or from the edge of the traveled roadway where no curb exists.
- e. The bottom edge of a projecting sign, including any supporting structure or mounting hardware, shall maintain a minimum vertical clearance of eight (8) feet above any sidewalk, pedestrian route, or ground surface where no sidewalk exists.
- f. Projecting signs shall not extend above the roofline or parapet of the building to which they are attached.
- g. Projecting signs shall not project into a public right-of-way unless specifically authorized by the City.
- h. Illuminated projecting signs shall comply with all applicable illumination standards established under this Chapter.

- i. In residential zoning districts, projecting signs shall be limited to lawful home occupations, multifamily developments, institutional uses, or approved conditional uses where permitted under this Chapter.

9. Sidewalk Signs

Sidewalk signs shall be permitted subject to the following supplemental standards:

- a. Sidewalk signs shall be limited to nonilluminated A-frame, sandwich board, or similar freestanding pedestrian-oriented signs placed temporarily outside a lawful business or use.
- b. Sidewalk signs shall be permitted only during the operating hours of the business or use to which the sign pertains and shall be removed from the sidewalk, public right-of-way, and outdoor pedestrian areas at the close of business each day.
- c. Sidewalk signs shall not obstruct pedestrian circulation, accessibility routes, building entrances, fire exits, traffic visibility, or required clear vision areas.
- d. A minimum unobstructed pedestrian pathway compliant with applicable accessibility requirements shall be maintained at all times.
- e. Sidewalk signs shall not be attached to utility poles, trees, benches, traffic control devices, or other public infrastructure.
- f. Sidewalk signs shall not contain flashing illumination, animated displays, moving parts, Electronic Message Centers (EMCs), or audio devices.
- g. Sidewalk signs shall be securely designed or weighted to prevent displacement due to wind or weather conditions.
- h. Sidewalk signs shall comply with all applicable accessibility, public safety, and public right-of-way requirements established by the City.

10. Temporary Signs

Temporary signs shall be permitted in all zoning districts subject to the following standards:

- a. Temporary signs shall not be permanently affixed to the ground, a building, or other structure and shall be intended for display for a limited period of time.
- b. Temporary signs shall be exempt from sign permit requirements.
- c. No temporary sign shall exceed sixteen (16) square feet in sign area or eight (8) feet in height.
- d. Temporary signs shall be located entirely upon the property to which the sign pertains and shall not be placed within a public right-of-way, required clear vision area, sidewalk, accessibility route, or public easement unless otherwise authorized by the City.
- e. Temporary signs shall not obstruct traffic visibility, traffic control devices, pedestrian circulation, building entrances, required exits, or accessibility features.

- f. Temporary signs shall not be illuminated, internally lit, electronically displayed, animated, flashing, scrolling, moving, or equipped with audio devices.
- g. Temporary signs shall be securely installed and maintained in a safe condition and shall be adequately anchored or weighted to prevent displacement due to wind or weather conditions.
- h. Temporary signs shall be removed upon completion of the event, activity, promotion, election, construction project, sale, lease, or other purpose for which the sign was displayed.
- i. Temporary signs shall comply with all applicable provisions of this Chapter.
- j. In no event shall a temporary sign remain on display more than fourteen (14) days following expiration of the permitted display period or conclusion of the event, promotion, or activity for which the banner was installed.

11. Wall Signs

Wall signs shall be permitted subject to the following supplemental standards:

- a. Wall signs shall be securely attached flat against the exterior wall of a building and shall not project outward more than twelve (12) inches from the wall surface unless otherwise permitted as a projecting sign under this Chapter.
- b. Wall signs shall not extend above the roofline, parapet, or outer edges of the wall surface to which the sign is attached.
- c. No more than one (1) wall sign shall be permitted per business or tenant frontage.
- d. Businesses or tenants occupying a corner lot or having frontage on more than one street may be permitted one (1) wall sign per street frontage.
- e. Wall signs shall be located entirely upon the building occupied by the business, tenant, institution, or use to which the sign pertains.
- f. Wall signs shall not obstruct windows, required exits, fire escapes, ventilation openings, accessibility features, or other required building safety elements.
- g. Illuminated wall signs shall comply with all applicable illumination standards established under this Chapter.
- h. In residential zoning districts, wall signs shall be limited to lawful home occupations, multifamily developments, institutional uses, public or quasi-public facilities, offices permitted within the district, or approved conditional uses where permitted under this Chapter.
- i. One nonilluminated wall sign not exceeding two (2) square feet in area may be permitted for a lawful home occupation.
- j. Wall signs shall not exceed fifteen percent (15%) of the wall area upon which the sign is attached.
- k. In no case shall:
 - i. Wall signs in residential zoning districts exceed fifty (50) square feet;
 - ii. Wall signs in commercial or office-service zoning districts exceed seventy-five (75) square feet; or

- iii. Wall signs in industrial zoning districts exceed one hundred twenty (120) square feet.

12. Window Signs

Window signs shall be permitted subject to the following supplemental standards:

- a. Window signs may be placed upon or located within a window or glass door and visible from the exterior of the building.
- b. Static window signs shall be exempt from sign permit requirements provided such signs otherwise comply with the provisions of this Chapter.
- c. The total area of all window signs located within one (1) foot of a window surface shall not obscure more than fifty percent (50%) of the total window area to which the signs are applied or displayed.
- d. Window signs shall not obstruct required visibility into or out of entrances where such visibility is required by applicable building, fire, or safety codes.
- e. Flashing, animated, oscillating, moving, streaming, or video-style lighting or display effects within window signs shall be prohibited except where expressly authorized elsewhere in this Chapter.
- f. Window signs shall not be placed in a manner that creates traffic hazards, obstructs traffic visibility, or interferes with pedestrian safety.
- g. Temporary window signs associated with sales, events, promotions, community activities, or seasonal displays shall be permitted provided such signs comply with all applicable provisions of this Chapter.
- h. Window signs located within residential zoning districts shall be limited to lawful home occupations, multifamily developments, institutional uses, public or quasi-public facilities, offices permitted within the district, or approved conditional uses where permitted under this Chapter.

(e) *Illumination Standards*

- a. Illumination shall be shielded, directed, or designed to prevent glare, light trespass, or interference with adjacent properties, streets, sidewalks, residential areas, or traffic visibility.
- b. Flashing, pulsating, strobe, or animated lighting effects are prohibited except for governmental emergency, traffic control, or public safety purposes.
- c. Electrically illuminated signs shall comply with all applicable electrical, building, and safety codes.
- d. Illumination measurements required under this Chapter shall be taken using a calibrated light meter capable of measuring illuminance in foot-candles.

(f) *Maintenance Standards*

All signs, sign structures, supports, electrical components, and related appurtenances

shall be maintained in safe, structurally sound, clean, and legible condition. Signs exhibiting deterioration, peeling paint, corrosion, rust, missing panels, exposed wiring, broken lighting, torn materials, unstable supports, or similar conditions of disrepair shall be repaired or removed. Routine maintenance and repair shall not create, expand, or intensify any nonconformity.

Sec. 30-606 - Signs Permitted by District

The following table identifies the sign types permitted within each zoning district, subject to the requirements, limitations, and standards established elsewhere in this Chapter.

The regulations set forth herein are intended to ensure that signs are compatible with the character, scale, intensity, and development patterns of each zoning district while supporting effective communication, wayfinding, public safety, and economic activity.

Where a sign type is identified as permitted subject to limitations or conditional approval, such sign shall comply with all applicable supplemental standards, dimensional requirements, operational regulations, and review procedures established under this Chapter.

No sign shall be erected, altered, relocated, expanded, illuminated, or maintained except in accordance with the provisions of this Chapter.

Legend

Symbol	Meaning	Permit Process
P	Permitted	Administrative Review
C	Conditional Use or Special Approval Required	Planning Commission Review
E	Exempt from Permit Requirement	No Sign Permit Required
X	Prohibited	Not Permitted

(a) Residential Districts

Sign Type	R - 1	R - 1A	R - 2	R - 3	R - 4
Awning	X	X	X	P	X
Banner	P	P	P	P	P
Billboard	X	X	X	X	X
Canopy	X	X	X	X	X
EMC	C	C	C	C	C
Marquee	X	X	X	X	X
Monument	P	P	P	P	P
Pole Sign	C	C	C	C	C
Portable Sign	X	X	X	X	X

Projecting*	X	X	X	P	P
Roof	X	X	X	X	X
Sidewalk	X	X	X	X	X
Wall	P	P	P	P	P
Window	E	E	E	E	E

*One nonilluminated projecting sign not exceeding two (2) square feet in area and no more than twelve (12) inches from the exterior wall surface may be permitted for a lawful home occupation.

(b) Commercial & Industrial Districts

Sign Type	B - 1	B - 2	O - S	I - 1	I - 2
Awning	P	P	P	P	P
Banner	P	P	P	P	P
Billboard	X	X	X	X	X
Canopy	P	P	X	P	P
EMC	P	P	P	P	P
Marquee	X	X	X	X	X
Monument	P	P	P	P	P
Pole Sign	X	P	X	P	P
Portable Sign	X	X	X	X	X
Projecting	P	P	X	P	P
Roof	X	X	X	X	X
Sidewalk	E	E	X	X	X
Wall	P	P	P	P	P
Window	E	E	E	E	E

(c) Government, Traffic & Wayfinding Signs

Government signs, traffic control devices, street signs, placards, public safety signs, and wayfinding signs installed, required, authorized, or maintained by a governmental agency, public authority, or other entity acting under governmental authorization may be erected and maintained where reasonably necessary to protect public health, safety, welfare, transportation, navigation, or civic identification purposes. Such signs shall not be subject to the dimensional, locational, permitting, or operational requirements of this Chapter except where expressly stated herein.

Nothing in this Chapter shall be interpreted to prohibit, regulate, or interfere with the installation or maintenance of signs required or authorized by federal, state, county, or local law.

Sec. 30-607 - Prohibited Signs

The following signs shall be prohibited in all zoning districts unless otherwise expressly authorized by this Chapter:

1. Billboards - New billboard signs shall be prohibited. Existing lawful billboards may continue as legal nonconforming signs subject to the provisions of this Chapter.
2. Marquee Signs - Marquee signs shall be prohibited.
3. Roof Signs - Signs erected upon, above, or supported by a roof shall be prohibited.
4. Portable Signs - Portable signs, including trailer-mounted signs, wheeled signs, portable reader boards, and similar transportable display devices, shall be prohibited.
5. Inflatable Advertising Devices and Balloon Signs - Inflatable signs, air-activated advertising devices, tethered advertising balloons, and similar attention-attracting devices shall be prohibited. This provision shall not apply to temporary balloons or decorations associated with private residential celebrations or events.
6. Signs Attached to Trees - In no case shall any sign be affixed, attached, nailed, stapled, tied, fastened, or otherwise mounted to a living tree.
7. Unauthorized Signs on Utility or Light Poles - No private sign shall be attached to a utility pole, light pole, traffic signal pole, or similar public infrastructure unless expressly authorized by the City or other governmental authority.
8. Signs Creating Traffic Hazards. - Any sign that obstructs visibility, interferes with traffic control devices, obstructs required clear vision areas, or otherwise creates a hazard to motorists, bicyclists, or pedestrians, shall be prohibited.
9. Signs Resembling Official Signs - Any sign that imitates, obstructs, obscures, or could reasonably be confused with an official traffic control device, public safety sign, warning sign, or governmental sign shall be prohibited.
10. Prohibited Display Characteristics - Except as specifically authorized elsewhere in this Chapter, signs shall not contain:
 - a. Flashing illumination;
 - b. Strobe lighting;
 - c. Animated or moving display elements;
 - d. Streaming or video-style displays; or
 - e. Scrolling message displays.
11. Projected Signs - Signs, images, messages, or graphics projected by light, laser, holographic, or similar technology onto a building, structure, sign face, pavement, sidewalk, landscape feature, vehicle, cloud, or other surface shall be prohibited. This provision shall not apply to temporary displays authorized by the City for public events, seasonal celebrations, civic activities, or governmental purposes.

Sec. 30-608 - Abandoned and Obsolete Signs

(a) Abandoned Signs

A sign shall be considered abandoned when:

1. The sign no longer identifies or advertises an active business, tenant, activity, product, service, institution, or use for a period exceeding one hundred eighty (180) consecutive days;
2. The sign remains blank, unused, or devoid of copy for a period exceeding one hundred eighty (180) consecutive days; or
3. The sign has been discontinued, neglected, or allowed to deteriorate to the extent that it no longer serves its intended purpose.

(b) Obsolete Signs

A sign shall be considered obsolete when it advertises, identifies, or directs attention to a business, tenant, activity, product, service, institution, or use that has ceased operation or no longer exists on the property for a period exceeding one hundred eighty (180) consecutive days.

(c) Vacant Properties and Tenant Spaces

The temporary vacancy of a building, tenant space, or property shall not constitute abandonment provided the sign is maintained in a safe and legible condition and the vacancy does not exceed one hundred eighty (180) consecutive days.

(d) Unsafe Signs

Any sign determined by the City to be structurally unsafe, insecure, electrically hazardous, in danger of collapse, or otherwise hazardous to persons or property shall be repaired or removed immediately upon written notice from the City.

(e) Removal or Correction Required

Abandoned, obsolete, or unsafe signs shall be removed, repaired, or brought into compliance within thirty (30) days following written notice from the City unless a shorter period is required to address an immediate threat to public health, safety, or welfare. If the owner fails to remove, repair, or correct an abandoned, obsolete, or unsafe sign within the time specified by the City, the City may pursue any remedy authorized by law to obtain compliance.

(f) Legal Nonconforming Signs

Nothing in this section shall prohibit the replacement or updating of copy, tenant information, or business identification on a legal nonconforming sign where otherwise permitted by this Chapter. A legal nonconforming sign may continue to display updated copy or tenant information, provided such changes do not increase the degree of

nonconformity or otherwise alter the structure, size, illumination type, or physical characteristics of the sign.

Sec. 30-609 - Nonconforming Signs

(a) Legal Nonconforming Signs

Any sign that was lawfully erected and maintained in compliance with applicable regulations at the time of its installation, but which does not conform to the provisions of this Chapter due to the adoption of this Chapter, subsequent amendments thereto, annexation, rezoning, or other governmental action, shall be considered a legal nonconforming sign. Temporary signs shall not acquire legal nonconforming status.

(b) Continuation of Legal Nonconforming Signs

A legal nonconforming sign may continue to exist and be used, subject to the provisions of this Section and all applicable maintenance and safety requirements of this Chapter.

(c) Maintenance and Repair

Routine maintenance and repair of a legal nonconforming sign shall be permitted, provided such work does not increase the degree of nonconformity. Permitted maintenance and repair activities may include, but are not limited to:

1. Repainting or refinishing;
2. Replacement of sign copy or panels;
3. Replacement of lamps, lighting components, or electrical components with substantially similar components;
4. Repair or replacement of damaged structural members;
5. Cleaning, restoration, or similar upkeep activities necessary to maintain the sign in a safe and serviceable condition.

(d) Prohibited Alterations

A legal nonconforming sign shall not be:

1. Enlarged, expanded, or increased in area, height, or number of sign faces;
2. Relocated to another location on the property or to another property;
3. Altered in a manner that increases the degree of nonconformity;
4. Converted from a nonilluminated sign to an illuminated sign unless otherwise permitted by this Chapter; or
5. Converted to an Electronic Message Center (EMC), digital display, or other electronically changing-copy sign.

(e) Damage or Destruction

A legal nonconforming sign that is damaged or destroyed may be repaired or reconstructed provided the repair or reconstruction does not increase the degree of

nonconformity. If damage or destruction requires replacement of more than fifty percent (50%) of the sign structure, as determined by the Zoning Administrator, the sign shall thereafter comply with all applicable provisions of this Chapter.

(f) Change of Copy

A legal nonconforming sign may continue to display updated copy, tenant information, business identification, or other lawful messages, provided such changes do not increase the degree of nonconformity or otherwise alter the structure, size, illumination type, or physical characteristics of the sign.

(g) Abandoned and Obsolete Signs

Legal nonconforming signs shall remain subject to the provisions of this Chapter governing abandoned, obsolete, unsafe, and deteriorated signs.

Sec. 30-610 - Enforcement & Violations

The Zoning Administrator or designated City official shall administer and enforce the provisions of this Article. Violation of this Article shall constitute a civil infraction. Upon determining that a violation of this Article exists, the Zoning Administrator may issue written notice of the violation, order corrective action, suspend or revoke a sign permit issued or obtained through misrepresentation, order cessation of unlawful sign work, and pursue any remedy authorized by law. This includes, but is not limited to, issuance of a civil infraction citation and obtaining an order requiring compliance. Violations of this Article shall be subject to the enforcement procedures, penalties, remedies, and appeal provisions established elsewhere in this Ordinance.

- (2) *That Chapter 30-Land Development Regulations, Article VIII Zoning, Division 2-Administrator and Enforcement, shall be amended as follows:*

Sec. 30-501.-Zoning administrator.

The office of zoning administrator is established. The zoning administrator shall be appointed by the city manager and shall serve at his pleasure. The zoning administrator shall receive compensation as the city commission may, from time to time, determine. The zoning administrator may have additional duties and responsibilities. The zoning administrator shall administer **and enforce** the provisions of this article and shall have all administrative **and enforcement** powers in connection therewith which are not specifically assigned to some other officer or body. ~~He~~ **The zoning administrator** shall have no power to vary or waive the requirements set forth in this article. The enforcement of the zoning ordinance shall be carried out by the department of public safety, **the zoning administrator, or other city official designated by the city manager.** ~~pursuant to MCL 125.3407.~~

The department of public safety, the zoning administrator, or other city official designated by the city manager may investigate alleged violations of this article and take such enforcement action as authorized by law. Upon determining that a violation of this article exists, any authorized city official may issue a written notice of violation; order

corrective action; issue a stop-work or stop-use order when authorized; suspend or revoke a zoning permit or approval issued or obtained through material misrepresentation or violation of its terms; issue a municipal civil infraction citation; and pursue any other lawful remedy necessary to obtain compliance. A violation of this article constitutes a municipal civil infraction and shall be subject to the penalties, procedures, remedies, and enforcement provisions established by applicable law. Each day that a violation continues after notice has been provided may constitute a separate violation. The rights and remedies provided by this Article are cumulative and shall not prevent the City from pursuing any other remedy available at law or in equity.

(3) Severability

Should any portion of this ordinance be held invalid for any reason, such holding shall not be construed as affecting the validity of any of the remaining portions hereof.

(4) Inconsistent Ordinances

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

(5) Effective date

This ordinance shall be effective ten (10) days following publication.

YEAS: Commissioner(s) _____

NAYS: Commissioner(s) _____

ABSTAIN: Commissioner(s) _____

ABSENT: Commissioner(s) _____

APPROVED: _____

CERTIFICATION

I, Kim Berry, City Clerk of the City of Gladstone, certify that this is a true and correct copy of an ordinance adopted by the City Commission of Gladstone at a regular meeting held on _____, 2026.

Joe Thompson, Mayor

Kim Berry, Clerk

Introduced: _____
Public Hearing Notice Published: _____
City Commission Public Hearing: _____
Adopted: _____
Published: _____
Effective: _____



Board:
Agenda
Date:
Presenter:

Planning Commission

October 6, 2026

Patricia West

Item 5.

Staff Report

Agenda Item Title:

Planning Commission Vacancy | Application Review

Background:

The resignation of Howard Haulotte has left one vacancy on the Planning Commission. A call for applications took place during the month of September, and one application was submitted for review.

Fiscal Effect:

N/A

Supporting Documentation:

Planning Commission Application – Roger Aho

Recommendation:

Motion to recommend appointment of applicant to the mayor, subject to the approval by a majority vote of the members elect of the City Commission, with a term expiration of October 2027.



APPLICATION FORM

GLADSTONE CITY BOARDS AND COMMITTEES

Please use this form to express your interest in serving on a particular board/committee or commission. You may attach additional material if you wish. For information on vacancies and board/committee bylaws, please visit www.gladstonemi.org, call 906-428-2311 or e-mail kberry@gladstonemi.org. Please note that applications are kept on file for six months. The Gladstone City Commission makes appointments to City Boards at their regular meetings as vacancies occur. Completed applications are public documents and are subject to the Michigan Freedom of Information Act.

Eligibility Requirements:

Are you a registered voter in the City of Gladstone? *

Yes ☒	No ☐
Yes ☒	No ☐
Yes ☒	No ☒
Yes ☒	No ☐

Have you been a City resident for at least 12 months?

Are you currently in default to the City of Gladstone?

Are you related to any elected City Commissioner (including by marriage)?

*According to the City Charter, each member appointed by the City Commission shall be a qualified and registered elector of the city on such day and throughout the member's tenure of office.

Name of City Board or Committee: If applying for more than one board/committee, please list order of preference:

- 1) PLANNING Commission
- 2) _____
- 3) _____

Applicant Name as it Appears on License: ROGER ALLAN AHO

Driver's License Number: [REDACTED]

Home Address: 71 Tipperary Road Phone: 906-420-8224

Occupation: RETIRED Business: _____

Business Address: _____ Cell Phone: 906-396-7934

E-Mail Address: ROGERAA@CHARTERM.I.NET

Are you currently serving or have you served on any City board or committee? If so, please list and give approximate dates.

PARKS & REC ~ PAST 2 YRS.

(over)

Education/Credentials: B.S. ENGINEERING MANAGEMENT

LAKE SUPERIOR STATE UNIVERSITY

Professional activities that relate to this board/committee: PAST WORK EXPERIENCE PLANNING, DIRECTING, AND EXECUTING PROJECTS AND CONTINUOUS IMPROVEMENT INITIATIVES.

Community activities that relate to this board/committee: CURRENT MEMBER OF PARKS & RECREATION ADVISORY BOARD.

Why are you interested in serving on this board/committee? I HAVE INTEREST IN HELPING THE CITY PLAN AND SHAPE THE FUTURE DEVELOPMENT OF GLADSTONE

What talents or experience would you bring to the board/committee? MY PAST WORK EXPERIENCE HAS PRIMARILY BEEN QUALITY AND CUSTOMER FOCUSED.

I BELIEVE THE RESIDENTS OF GLADSTONE ARE CUSTOMERS WHO DESERVE A THRIVING COMMUNITY WITH A BALANCE OF RESIDENTIAL AND COMMERCIAL OPPORTUNITIES.
Any other comments or information you wish to provide to the Mayor and City Commissioners?
MY BROTHER IN LAW IS THE CURRENT MAYOR OF GLADSTONE (JOE THOMPSON).

Are you involved in any personal, professional or business pursuit that would affect your ability to make fair and impartial recommendations as a member of a City advisory board or committee? Yes ☐ No ☒

Appointed members are expected to attend all meetings of the board/committee. A member who misses more than 3 consecutive meetings or 1/3 of all meetings will tender their resignation to the board/committee chair. Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings? Yes ☒ No ☐

Signature

Date

I certify that there are no misrepresentations, omissions or falsifications on this application and by signing this application I give consent to the City to conduct a background check to verify the information I have provided.

Please return this form with any attachments to:
kberry@gladstonemi.org; fax to: 906-428-3122; or mail to: City Clerk's
Office, Gladstone City Hall, Gladstone, MI 49837.

Thank you for your interest in serving as a volunteer board or committee member. Your willingness to serve is greatly appreciated.



Board:
Agenda
Date:
Presenter:

Planning Commission

October 6, 2026

Patricia West

Item 6.

Staff Report

Agenda Item Title:

Reappointment of Planning Commissioners | John DeFiore & Jen Harding

Background:

Commissioner DeFiore and Commissioner Harding's term expirations are up in October of 2026. We are seeking reappointment for another three-year term, extending to October 2029.

Fiscal Effect:

N/A

Supporting Documentation:

None

Recommendation:

Motion to recommend reappointment of Commissioner DeFiore and Commissioner Harding to the mayor, subject to the approval by a majority vote of the members elect of the City Commission, with a term expiration of October 2029.

PLANNING COMMISSION SITE PLAN REVIEW

Meeting Date:	Tuesday, October 6, 2026	Parcel Number:	052-591-001-00 & 052-591-001-50
Applicant/Owner:	Steve Ives	Parcel Size:	69, 420 & 28,124 Square Feet
Property Address:	201 Rains Dr Gladstone, MI 49837	Prepared By:	Patricia West Zoning Administrator



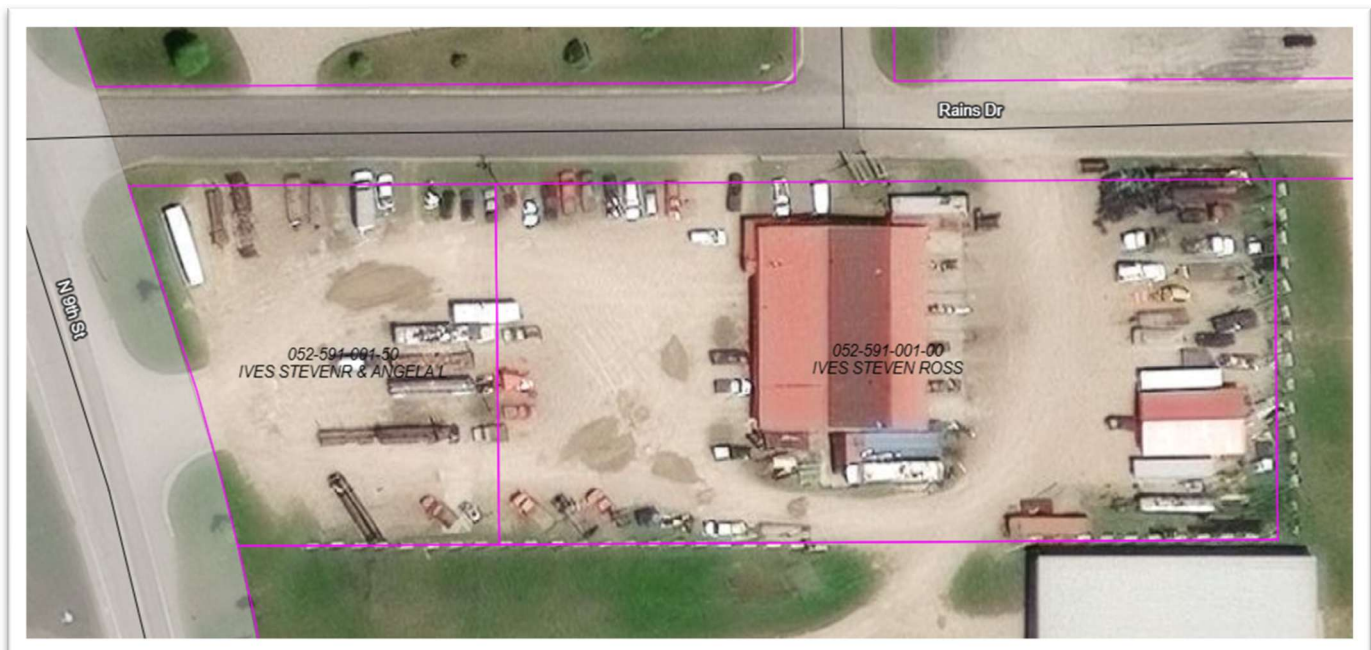
201 Rains Drive | 906-428-4660
Gladstone, MI 49837 | 906-428-3709 (fax)

Legal Description of 052-591-001-00:

. FR MOST ELY COR LOT 1 GLAD IND PARK # 1 MEAS W. ALG S. LINE LOT 1 286.65' TO POB TH N. 178.66' TO N. LINE LOT 1, TH W. ALG N. LINE 390.25', TH S. 178.1' TO S. LINE LOT 1, TH E. ALG S. LINE 390.25' TO POB CONTAINS APPROX. 1.6 ACRES .

Legal Description of 052-591-001-50:

OUT LOT A AND PART OF LOT ONE (1) OF GLADSTONE INDUSTRIAL PARK NUMBER ONE (1) AS RECORDED AT LIBER C OF PLATS, PAGE 35, MORE FULLY DESCRIBED AS: FROM THE MOST EASTERLY CORNER OF SAID LOT ONE (1), MEASURE WEST ALONG THE SOUTH LINE OF SAID LOT ONE (1), 676.9 FEET TO THE POB; THENCE N 178.1 FEET TO S ROW RAINS DR; THENCE W ALONG SAID ROW 185.39 FEET TO EASTERLY ROW NORTH 9TH STREET; THENCE SOUTHWESTERLY ALONG SAID ROW TO A POINT DUE W OF THE POB; THENCE E TO THE POB.



591

PLAT OF GLADSTONE INDUSTRIAL PARK NO. 1

LOCATED IN
GOV'T. LOT 1, SEC. 21 & GOV'T. LOT 7, SEC. 16, T40N-R22W
CITY OF GLADSTONE-DELTA COUNTY-MICHIGAN
SURVEYED & PLATTED BY NORTHERN MICH. ENGINEERS INC.
ESCANABA, MICHIGAN

DESCRIPTION OF LAND PLATTED

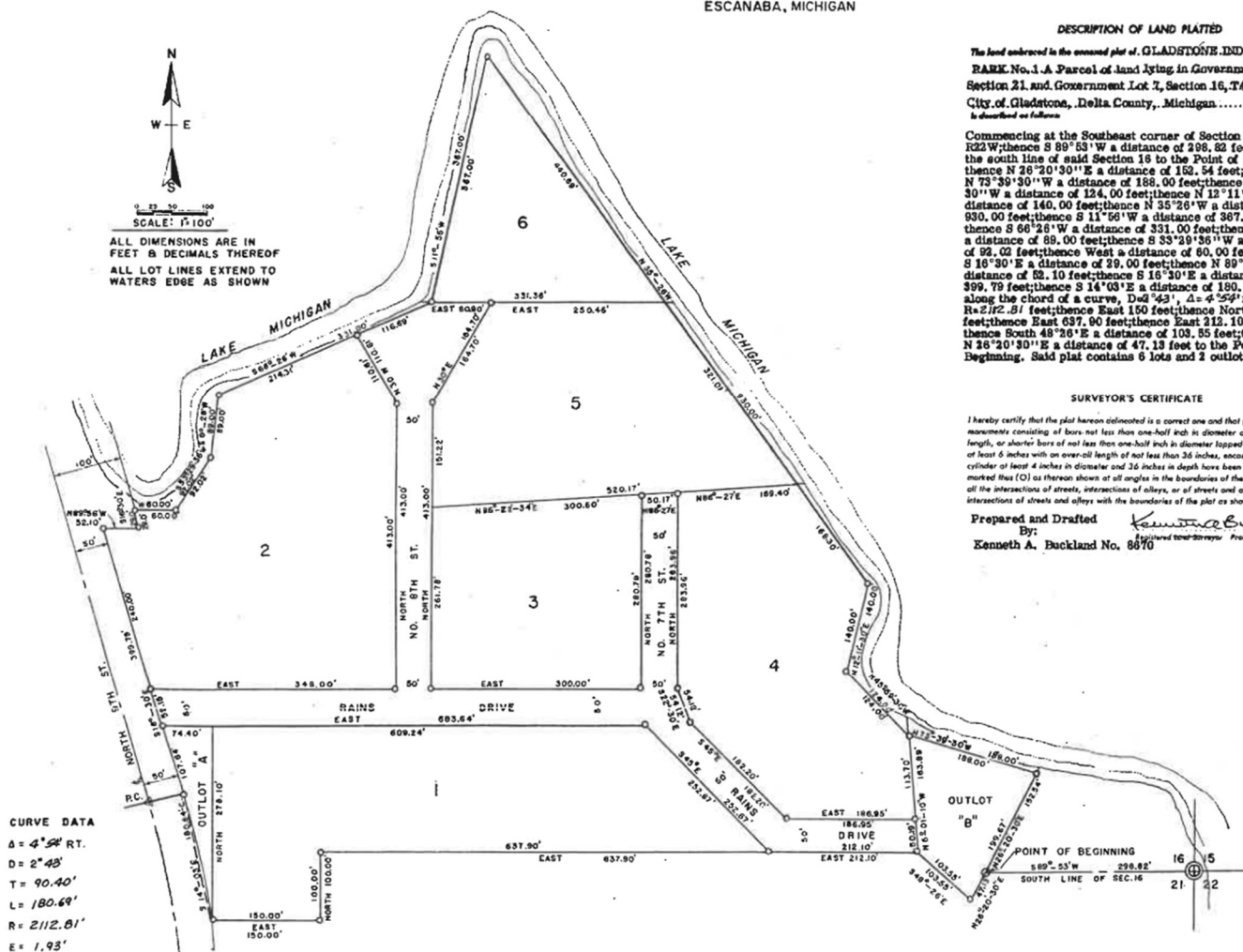
The land embraced in the annexed plat of, GLADSTONE INDUSTRIAL PARK No. 1 A Parcel of land lying in Government Lot 1, Section 21 and Government Lot 7, Section 16, T40N, R22W, City of Gladstone, Delta County, Michigan..... is described as follows:

Commencing at the Southeast corner of Section 16, T40N, R22W; thence S 89° 53' W a distance of 298.82 feet along the south line of said Section 16 to the Point of Beginning; thence N 26° 20' 30" E a distance of 152.54 feet; thence N 73° 35' 30" W a distance of 168.00 feet; thence N 45° 59' 30" W a distance of 124.00 feet; thence N 12° 11' 30" E a distance of 140.00 feet; thence N 35° 26' W a distance of 930.00 feet; thence S 11° 56' W a distance of 387.00 feet; thence S 60° 28' W a distance of 331.00 feet; thence S 5° 28' W a distance of 89.00 feet; thence S 33° 29' 35" W a distance of 92.02 feet; thence West a distance of 80.00 feet; thence S 16° 30' E a distance of 29.00 feet; thence N 89° 56' W a distance of 82.10 feet; thence S 16° 30' E a distance of 399.79 feet; thence S 14° 03' E a distance of 180.04 feet along the chord of a curve, Del' 143', d.c. 4° 55' right and R=212.81 feet; thence East 150 feet; thence North 100.00 feet; thence East 637.90 feet; thence East 212.10 feet; thence South 45° 26' E a distance of 103.35 feet; thence N 26° 20' 30" E a distance of 47.13 feet to the Point of Beginning. Said plat contains 6 lots and 2 outlots.

SURVEYOR'S CERTIFICATE

I hereby certify that the plat herein delineated is a correct one and that permanent metal monuments consisting of bars not less than one-half inch in diameter and 36 inches in length, or shorter bars of not less than one-half inch in diameter topped over each other at least 6 inches with an over-all length of not less than 36 inches, enclosed in a concrete cylinder at least 4 inches in diameter and 26 inches in depth have been placed at points marked (O) as thereon shown at all angles in the boundaries of the land platted, at all the intersections of streets, intersections of alleys, or of streets and alleys, and at the intersections of streets and alleys within the boundaries of the plat as shown on said plat.

Prepared and Drafted By: *Kenneth A. Buckland*
Kenneth A. Buckland No. 8870
Registered Professional Engineer



1. Project Overview

Zoning District: I-1 Industrial District (Code of Ordinances: Sec. 30-550)

(a) Scope and intent. This section applies to the I-1 light industrial district. The I-1 district is designed to primarily accommodate wholesale activities, warehouses and industrial operations whose external physical effects are restricted to the area of the district and in no manner affect in a detrimental way any of the surrounding districts.

(b) Permitted principal uses. Principal permitted uses in the I-1 district shall include any use permitted in the B-2 district; warehousing and wholesale establishments; trucking facilities; the compounding, processing, packaging or treatment of such products as bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food projects, hardware and tool and dye; the manufacture, compounding, assembling or treatment of articles or merchandise from previously prepared materials; automobile sales for new and used cars; sales and rentals of trailers, mobile homes, boats and farm equipment; planning mills; lumberyards; gas stations; dry cleaning plants and laboratories.

(c) Conditional uses. Conditional uses within the I-1 district shall include drive-in theaters, but only where such theaters are designed so that patron entrance and exit drives lead only to streets having a paved surface of at least

44 feet in width for a distance of at least 200 feet on either side of the intersection between the street and driveway and where the theater screen is not visible from any R-1, R-2 or R-3 district.

(d) Prohibited uses. Prohibited uses within the I-1 district shall include junkyards.

Project Request

Ives Truck & Auto Repair is requesting site plan approval for a proposed building addition to its existing commercial facility. They are also seeking to extend their business operations to include automobile sales pending their state approval for operations.

The proposed project is an 80' x 26' addition off the south end of the building to be utilized as a garage to support the applicant's existing business operations.

The Planning Commission is asked to review the proposed site plan for compliance with the applicable requirements of the City of Gladstone Zoning Ordinance for approval of the project.

2. Zoning Compliance & Site Plan Review Standards

Is the intended use appropriate within the zoning district?

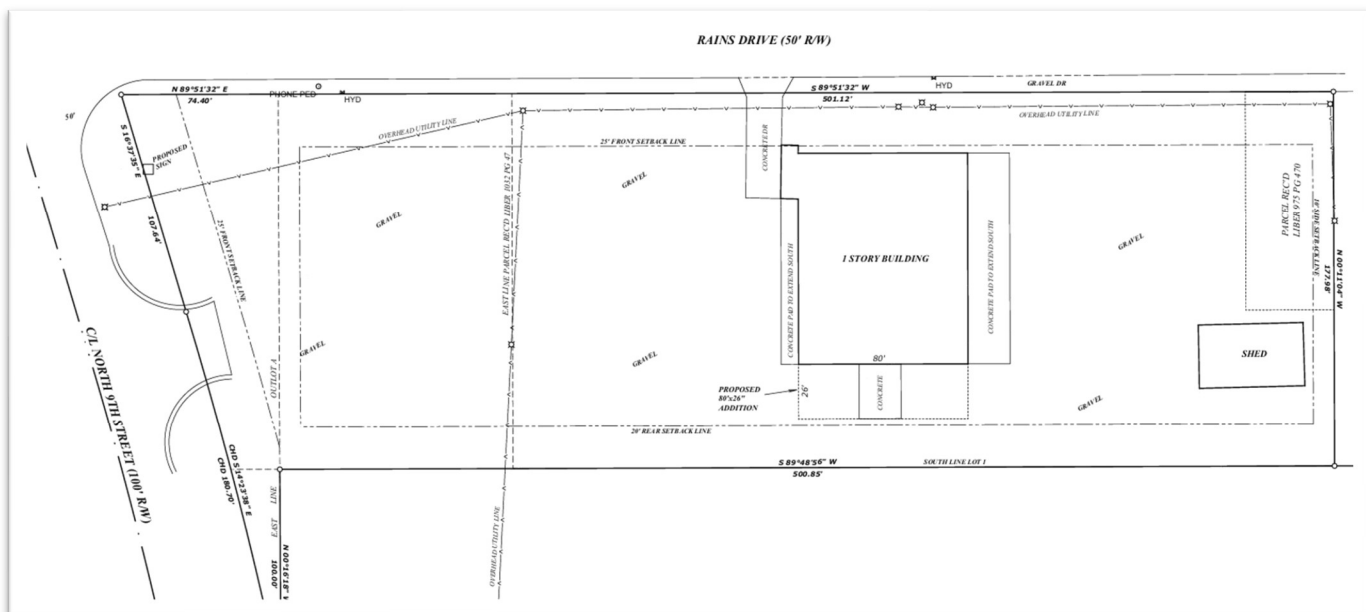
Zoning Administrator Comments:

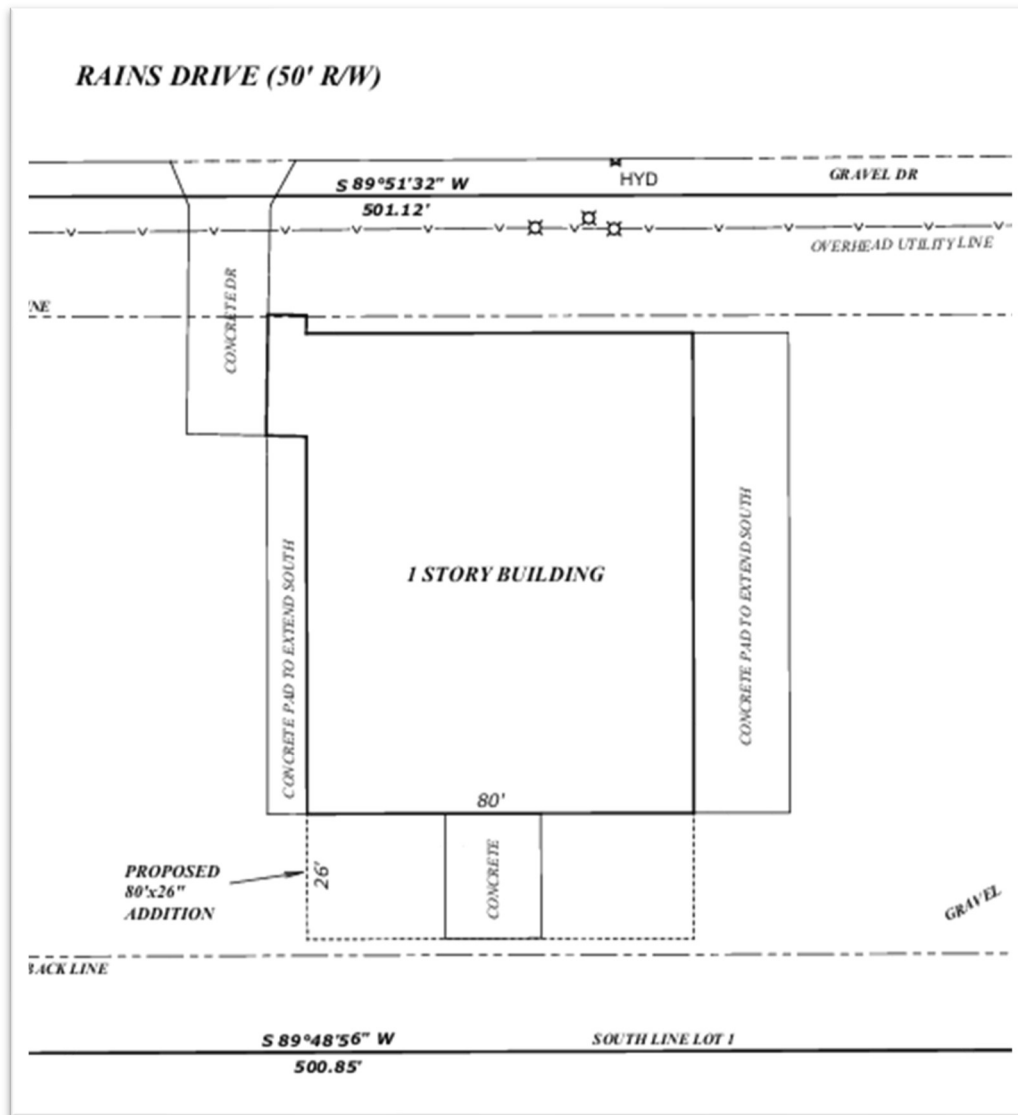
The property is located within the I-1 Light Industrial District. The proposed automotive repair use and automobile sale use is consistent with the purpose and character of the district, which is intended to accommodate industrial and similar commercial operations where external impacts are generally contained within the district. The I-1 District also permits automobile-related uses, including automobile sales and gas stations, as well as uses otherwise permitted within the B-2 District. The proposed use is therefore considered appropriate within the I-1 District.

Are the Dimensional Requirements Met? (Code of Ordinances: Sec. 30-552)

Ground Coverage Allowed:	70%	Ground Coverage Proposed:	13.7%
Minimum Front Setback:	25 ft	Front Setback Proposed:	25 ft
Minimum Side Setback:	10 ft	Side Setback Proposed:	130 ft
Minimum Rear Setback:	20 ft	Rear Setback Proposed:	20+ ft
Maximum Height Allowed:	40 ft	Height Proposed:	18' 2"

Building height is measured as the average between the peak and the eave.





Environmental Constraints

Is the property in a 100-year flood plain? No

Zoning Administrator Comments: The property is not located within the 100-year floodplain. The Public Works Superintendent has reviewed the proposed project and indicated that stormwater runoff associated with the proposed addition is not a concern. No additional environmental constraints have been identified that would impact the proposed site development.

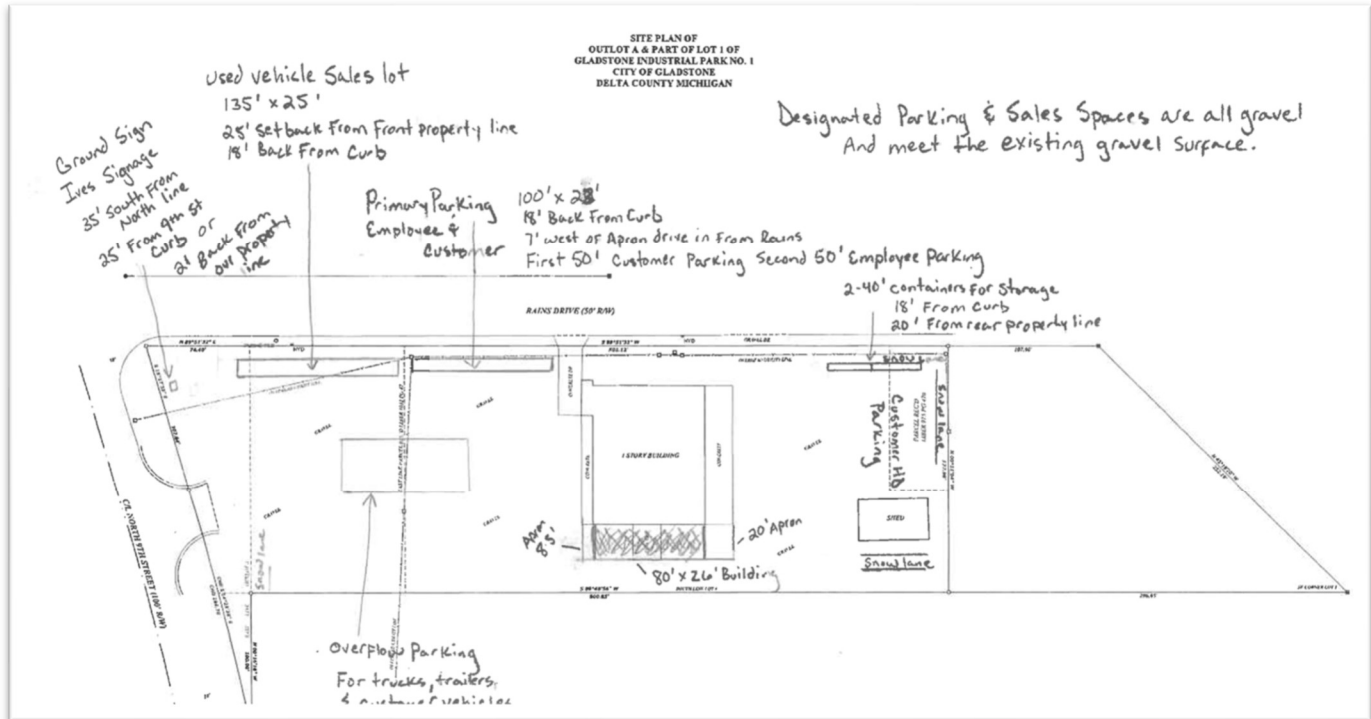
Access, Circulation, Right-of-Way & Parking Considerations

Zoning Administrator Comments:

The site is served by two existing access points from North 9th Street and Rains Drive, with no new access proposed. The site provides adequate area for parking, vehicle storage, circulation, and maneuvering, all of which shall remain on the subject property and outside of the public right-of-way.

Based on a maximum of 10 employees onsite at one time, 8 off-street parking spaces are required. The site provides sufficient area to meet this requirement, and required parking shall remain separate from areas designated for vehicle storage.

Staff acknowledges historical concerns with outdoor vehicle and material storage; however, significant improvements have been made to the condition and organization of the property. The proposed addition will provide additional enclosed space for operations and storage, while the site plan establishes designated areas for customer vehicles and overflow storage. Staff considers these improvements consistent with the intent of the I-1 District to limit the external impacts of industrial operations.



Utilities & Infrastructure

Zoning Administrator Comments:

The subject property is currently served by City-owned utilities and existing public infrastructure. The proposed building addition is not anticipated to require significant extension or modification of existing utility services. Based upon information provided by the applicant, electric service is anticipated to be the only utility extended to the proposed addition.

Any required utility connections, relocations, or service modifications shall be coordinated with the applicable City department prior to construction. Staff does not anticipate the proposed addition will create an adverse impact on existing public utilities or infrastructure.

Property Maintenance Considerations

Staff has historically observed property maintenance concerns associated with the outdoor storage of vehicles, equipment, and materials on the subject property. However, staff recognizes that substantial improvements have been made over the past year to improve the exterior condition and organization of the site.

The proposed building addition provides an opportunity to continue this progress by increasing the amount of enclosed space available for business operations and storage. The submitted site plan also establishes designated areas for customer vehicle storage, parking, and overflow parking/storage, which should assist in maintaining an orderly site and reducing the external visual impacts of the automotive repair operation.

Staff recommends that exterior areas continue to be maintained in an orderly condition and that vehicles, equipment, parts, and materials associated with the business remain contained on the subject property. Continued improvement and maintenance of the site is consistent with the intent of the I-1 Light Industrial District to limit the external impacts of industrial operations.

3. Staff Findings & Recommendations

Staff finds that the proposed automotive repair use, automobile sale, and building addition are generally consistent with the purpose and intent of the I-1 Light Industrial District and, subject to the conditions identified below, meet the applicable standards for site plan approval. The property is an established industrial site with existing access, utilities, and sufficient area to accommodate parking, circulation, vehicle storage, and the proposed building addition.

Staff recognizes that the property has historically experienced concerns related to the outdoor storage and organization of vehicles, equipment, and materials. However, substantial improvements to the exterior condition and organization of the property have been observed over the past year. The proposed addition is expected to provide additional enclosed space for business operations and storage, while the site plan further identifies defined areas for employee/customer parking, customer vehicle storage, and overflow parking/storage. Staff finds that these improvements are consistent with the intent of the I-1 District to minimize the external impacts of industrial operations.

Staff Recommendation:

Staff recommends approval of the site plan as presented, subject to the following conditions:

1. **Property Maintenance and Outdoor Storage.** The property shall be maintained in an orderly condition consistent with the approved site plan. Vehicles, equipment, parts, materials, and other items associated with the business shall be contained entirely on the subject property and shall not encroach into the public right-of-way or designated access and circulation areas. Outdoor customer vehicle storage and overflow parking/storage shall be confined to the areas identified for those purposes on the approved site plan. The accumulation of vehicles, parts, materials, or other items in a manner constituting a junkyard, as prohibited within the I-1 District, shall not be permitted.
2. **Off-Street Parking.** A minimum of eight off-street parking spaces shall be maintained and available for employee/customer parking and shall remain separate from areas designated for vehicle storage.
3. **Signage.** A separate sign permit application shall be submitted to and approved by the Zoning Administrator prior to installation of the proposed sign identified on the site plan. All signage shall comply with the applicable requirements of the Zoning Ordinance.
4. **Automobile Sales.** Prior to conducting automobile sales from the property, the applicant shall obtain all required approvals and licensing from the State of Michigan. Site plan approval by the City does not constitute or replace any required state approval.
5. **Conformance with Approved Site Plan.** Development and use of the property shall substantially conform to the site plan approved by the Planning Commission. Any material changes to the approved site plan shall be subject to review in accordance with the Zoning Ordinance.

Recommended Motion:

Move to approve the site plan as submitted for the proposed addition and associated uses at 201 Rains Drive in the I-1 Industrial District, based on the findings of fact presented in the staff report and subject to the conditions of approval identified therein.

PLANNING COMMISSION SITE PLAN REVIEW

Meeting Date:	Tuesday, October 6, 2026	Parcel Number:	052-621-005-60
Applicant/Owner:	Rob Rebholz Gladstone Plumbing & Heating	Parcel Size:	2.85 Acres (124,146 Square Feet)
Property Address:	3801 Highway M-35 Gladstone, MI 49837	Prepared By:	Patricia West Zoning Administrator



Legal Description:

GC 21 0/2 103-2B SEC 21 T40N R22W COM INTER OF S ROW LN 3RD AVE N & E'LY ROW LN OF SOO LINE RR; TH N 89°49' E 35.32' TO POB; TH S 31°41'W 218.65'; TH S 58°19' E 320' M/L TO W'LY ROW LN HWY US 2-41, M-35; TH NE'LY ALG SAID W'LY ROW LN 445' M/L TO S ROW LN 3RD AVE N; TH S 89°49'W 430.48' TO POB CONTAINING 2.85 AC M/L TGTHR W/ BOTTOMLANDS USE AGREEMENT L1184/P487 3/6/2017

1. Project Overview

Zoning District: I-1 Industrial District (*Code of Ordinances: Sec. 30-550*)

(a) Scope and intent. This section applies to the I-1 light industrial district. The I-1 district is designed to primarily accommodate wholesale activities, warehouses and industrial operations whose external physical effects are restricted to the area of the district and in no manner affect in a detrimental way any of the surrounding districts.

(b) Permitted principal uses. Principal permitted uses in the I-1 district shall include any use permitted in the B-2 district; warehousing and wholesale establishments; trucking facilities; the compounding, processing, packaging or treatment of such products as bakery goods, candy, cosmetics, pharmaceuticals, toiletries, food projects, hardware and tool and dye; the manufacture, compounding, assembling or treatment of articles or merchandise from previously prepared materials; automobile sales for new and used cars; sales and rentals of trailers, mobile homes, boats and farm equipment; planning mills; lumberyards; gas stations; dry cleaning plants and laboratories.

(c) Conditional uses. Conditional uses within the I-1 district shall include drive-in theaters, but only where such theaters are designed so that patron entrance and exit drives lead only to streets having a paved surface of at least 44 feet in width for a distance of at least 200 feet on either side of the intersection between the street and driveway and where the theater screen is not visible from any R-1, R-2 or R-3 district.

(d) Prohibited uses. Prohibited uses within the I-1 district shall include junkyards.

Project Request

Gladstone Plumbing and Heating is requesting site plan approval for a proposed building addition to its existing commercial facility. The proposed addition will be utilized as a garage to support the applicant's existing business operations.

The Planning Commission is asked to review the proposed site plan for compliance with the applicable requirements of the City of Gladstone Zoning Ordinance for approval of the project.

2. Background

Zoning Compliance Application for Business Use: Signed on January 8, 2025

Bottomlands Use Agreement: Recorded May 10, 2017

A bottomland is land beneath a body of water. In the Great Lakes context, it generally refers to the lakebed lying below the legally established shoreline or ordinary high-water mark. In 2004, the State of Michigan entered a Bottomlands Use Agreement authorizing the use and occupancy of approximately 3.40 acres of state-owned

Lake Michigan bottomlands for commercial watercraft dockage, while ownership of the bottomlands remain with the State. The original agreement was recorded on November 10, 2004

In 2017, the State approved an assignment of the existing Bottomlands Use Agreement following the transfer of the associated upland property to a subsequent owner. The assignment, recorded May 10, 2017, continued the terms and conditions of the original agreement. The property's current legal description references this Bottomlands Use Agreement.

Staff reviewed the recorded documents and determined that the approximately 3.40-acre bottomlands area is separate from the approximately 2.85-acre parcel subject to the current site plan review. The proposed building addition does not involve the bottomlands area.

3. Zoning Compliance & Site Plan Review Standards

Is the intended use appropriate within the zoning district?

Zoning Administrator Comments:

The proposed use is appropriate within the I-1 Zoning District. The property is currently utilized by Gladstone Plumbing and Heating as an indoor commercial facility, and the proposed garage addition will support the continued operation of the existing business. Staff has no concerns with the continued use of the site for this purpose.

Are the Dimensional Requirements Met? (Code of Ordinances: Sec. 30-552)

Ground Coverage Allowed:	70%	Ground Coverage Proposed:	5.18%
Minimum Front Setback:	25 ft	Front Setback Proposed:	70 ft
Minimum Side Setback:	10 ft	Side Setback Proposed:	35 ft
Minimum Rear Setback:	20 ft	Rear Setback Proposed:	212 ft
Maximum Height Allowed:	40 ft	Height Proposed:	20 ft (Peak)



Environmental Constraints

Is the property in a 100-year flood plain? No

Zoning Administrator Comments: The property is not located within the 100-year floodplain. The Public Works Superintendent has reviewed the proposed project and indicated that stormwater runoff associated with the proposed addition is not a concern. No additional environmental constraints have been identified that would impact the proposed site development.

Access, Circulation, Right-of-Way & Parking Considerations**Zoning Administrator Comments:**

The site provides adequate existing vehicular access and circulation. While the property is fenced, existing access points within the fence provide sufficient opportunity for vehicles to maneuver around and access the proposed garage addition. The proposed addition is not anticipated to interfere with existing site access, circulation, or the adjacent public right-of-way.

For an industrial use, the Zoning Ordinance requires off-street parking equal to 0.75 times the maximum number of employees on the premises at one time. Based on the applicant's previously identified maximum of four employees, three off-street parking spaces are required. The existing parking area provides sufficient capacity to satisfy this requirement, provided a minimum of three spaces remain available and unobstructed for employee parking.

Utilities & Infrastructure**Zoning Administrator Comments:**

The property is currently served by City utilities, as confirmed with the Utility Clerk on September 28, 2026.

Existing electric service will be extended to serve the proposed garage addition.

Staff have identified no utility or infrastructure concerns associated with the proposed development, but the Water Superintendent encourages the property owner to confirm their private side of the water service line will not interfere with the construction.

4. Staff Findings & Recommendations

The Zoning Administrator found that the proposed development is consistent with the intent and permitted uses of the I-1 Industrial District. The applicant is working with the County Building Inspector to submitted engineered plans that meets applicable building requirements for a commercial structure. Additionally, the applicant appears to be in good standing with the City of Gladstone.

Staff has identified no project-specific conditions necessary for approval of the proposed site plan. The project shall be constructed substantially in accordance with the site plan reviewed and approved by the Planning Commission and shall remain subject to all applicable City, County, State, and Federal permitting requirements.

Recommended Motion:

Move to approve the site plan as submitted for the proposed addition in the I-1 Industrial District, based on the findings of fact presented in the staff report.

City of Gladstone

Local Economies Opportunity Report



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Introduction

In 2026, the Michigan Municipal League (the League) and Michigan Municipal League Foundation (MML Foundation) partnered with the Lake Superior Community Partnership (LSCP)'s Small Business Support Hub program to bring our Local Economies program to the central Upper Peninsula. We collaborated with LSCP, four central Upper Peninsula communities and their small businesses, and regional economic development stakeholders to better understand their small business environments and connect them with tools and resources to strengthen their local economic ecosystem.

Since 2022, the Local Economies program has explored entrepreneurship and small business support systems in specific Michigan communities. The goal of the initiative is to consider gaps in resources; e.g., space, capital, technical assistance, and networks that could be filled by local government and community stakeholders to support more equitable local small business environments.

In each community, we met with local small business leaders and stakeholders for daylong workshops to explore the resources available to entrepreneurs, as well as the challenges and opportunities unique to each community. Following these workshops, we provide tailored feedback and recommendations through community Opportunity Reports.

Why Gladstone?

The League and MML Foundation were excited at the opportunity to collaborate with the City of Gladstone on this project, as the community is experiencing excitement about the growth of its farmers' market and new small businesses opening along Delta Avenue.

The City of Gladstone serves as a gateway to Delta County, near the regional hub of Escanaba. It boasts a large downtown with a committed network of local entrepreneurs and other stakeholders, an active lakefront with ample opportunities for outdoor recreation, and a base of industrial businesses. Gladstone ISD boasts remarkably robust career and technical education opportunities for local young people.

With public and private investments already contributing to local successes, the next phase of economic development will depend on building stronger connections among these existing assets and fostering new partnerships that multiply their collective impact. Strategic updates to zoning regulations, targeted incentives, and continued investment in placemaking and wayfinding can help position Gladstone as an attractive mixed-use community benefiting residents, businesses, and visitors alike.

What is an Opportunity Report?

This report is a summary of what the League and MML Foundation heard and observed during our Local Economies Stakeholder Workshop in Gladstone on April 22, 2026.

This Opportunity Report is intended to serve as a resource for Gladstone and other local and regional partners who play a role in supporting its local economy. It describes areas for potential improvement, short- and long-term opportunities, resources to consider, and inspiration from other communities doing similar work.

The League and MML Foundation would like to thank the City of Gladstone, as well as participating stakeholders, businesses, and others who helped contribute to this “deep dive.” Below are short and long-term recommendations across four opportunity areas for the City of Gladstone, its small businesses and local support organizations, and other regional stakeholders to strengthen Gladstone's small business ecosystem in the coming years.

In addition to the recommendations presented in this report, the City and its partners may find further inspiration in our [Microbusiness Best Practices Playbooks](#), which offer additional strategies and examples for fostering entrepreneurship and strengthening local economic development efforts.



Opportunity 1: Make Opening Easy—and Celebrate It

Overview

Core to local economic development is improving access to and reducing the risks, costs, and unknowns associated with entrepreneurship.

When setting up shop in Gladstone, business owners should feel like they aren't going at it alone. Wherever possible, the City should remove informational and communication barriers to opening a business through clarifying its business development process. Gladstone should also work with the DDA, the chamber, and other business support networks to take advantage of all available communications channels to promote small businesses and to drive traffic and dollars downtown.

Once businesses are established, the City can also play an important role in ensuring that business owners feel seen, heard, and valued; and that they are enmeshed into their peer network through networking opportunities, both structured and informal.

Recommendations

Short Term (<1 year)

Create a “virtual welcome mat” for entrepreneurs.

Small business owners in Gladstone shared that navigating the business development process is possible largely through the knowledge of the existing business community. To address this information gap, the City should create a “How to Open a Business in Gladstone” guide, clearly outlining development procedures, costs, and anticipated timelines. Integrate visual tools like flow charts and checklists, as well as fillable application forms and updated fee schedules. The guide should be easily available on a dedicated “Opening a Business in Gladstone” webpage, with links to small business support resources such as grants, technical support, and programs from economic development organizations like the SBDC and Accelerate UP.

Celebrate new business openings. Small businesses are essential to Gladstone's economy, community, and culture, and ought to be treated as such. Organize official grand openings or ribbon-cuttings to celebrate new business openings along Delta Avenue and throughout Gladstone. These events should be highly publicized and include local news and social media. Elected officials, DDA members, and representatives from the Chamber of Commerce should be invited to attend. Following these more ceremonial forms of support, small businesses would appreciate regular check-ins from the City. This face time would give businesses a low-stakes opportunity to raise concerns and help the City stay in touch with small business needs.

Establish a dedicated DDA social media presence.

Social media accounts (on Facebook, Instagram, etc.) for the DDA could help quickly and efficiently promote DDA-sponsored events downtown and showcase small businesses. As downtown programming and the farmers' market continue to grow in popularity, the DDA should develop its own distinct personality and voice, the tone of which should be fun and inviting. The DDA should also create an official social media policy to help govern all account activity.

Foster connection and camaraderie among the small business community.

Entrepreneurship can be incredibly isolating, especially when starting out. A key form of support is simply introducing people who ought to know each other. When a new business opens, City officials should make introductions between the business owner, the DDA, and peer businesses. The City can also help organize monthly small business meetups for informal support. These casual get-togethers could serve as opportunities for sharing best practices, experimenting with collaboration, or supporting each other in dealing with frustrations. These meetups could happen at rotating business locations each month, and do not require City officials to be present.



Long Term (1–4 years)

Develop pathways for formal B2B collaboration. In addition to fostering informal business networking, the City should consider partnering with the Economic Development Corporation (EDC), established manufacturers from the North Bluff Industrial Park, and other local businesses to create a structured mentorship and business development program for Gladstone's newest entrepreneurs. This network could connect new business owners with seasoned leaders who can provide guidance on things like business planning, financing, and workforce development. Local industrial firms may also identify opportunities for new products and local supply chain collaborations, strengthening Gladstone's hyperlocal economy.

Identify opportunities to reduce barriers to entry with shared resources. One of the biggest challenges to opening a new business is the price tag. Gladstone can lower this barrier to entry by investing in shared infrastructure and services that reduce the upfront capital needed to start a business. The City could explore Wi-Fi in the Farmer's Market plaza, allowing point-of-sale operations for small businesses that otherwise can only accept cash. Pop-ups within vacant storefronts or multi-unit commercial spaces are especially valuable for trial businesses, artists, and makers who may not yet be ready for a long-term lease. Short-term occupancy programs for micro-retail bays, flexible leasing arrangements, or other partnerships with property owners can turn empty spaces into rotating hubs of activity. This would provide entrepreneurs with low-cost exposure and reduce vacancy in key commercial nodes.



Opportunity 1: Case Study

Ann Arbor SPARK's "Your Guide to Opening a Business in Washtenaw County" Blog Post:

And aid for entrepreneurs navigating business development and permitting processes across the County, illustrating each step with a clear narrative and visual aids.

annarborusa.org/news/your-guide-to-opening-a-business-in-washtenaw-county

"Business After Hours" in Ishpeming:

Casual, monthly networking events hosted by the Lake Superior Community Partnership and the Greater Ishpeming–Negaunee Area Chamber of Commerce. These gatherings are free, open to all, and are hosted at rotating small business venues with featured sweets and treats from local participating businesses. marquette.org/business-after-hours

Opportunity 1: Resources

1. [Sample DDA Social Media Policy from the Romeo Downtown Development Authority:](#)
2. [Michigan Municipal League's Microbusiness Best Practices Comprehensive Playbook and fillable "How to Open a Business Guide"](#)

Opportunity 2: Improve Visitor Access and Experience

Overview

For a city of its size, Gladstone offers many opportunities for things to do, including a growing downtown with locally owned shops and restaurants, a campground and beach area, a bustling farmers' market, and events and activities throughout the year. It should be easy and enjoyable to get to and spend time in the city.

While the City has taken many steps in recent years to increase and improve its marketing, it would still pay dividends to make access to downtown easier and encourage visitors to spend more time in the community.

Recommendations

Short Term (<1 year)

Guide highway traffic into downtown Gladstone.

There are few access streets—and poor signage—for potential visitors coming from the southeast or west on Highway 41. Consider while people who already know their destination will be able to find it with online and mobile maps, adding branded promotional and directional wayfinding for Gladstone and its attractions along the highway and access streets. This would help draw people into town—who might otherwise pass it by.

Provide clear and active parking management.

Parking emerged as a key concern during our discussions with small business owners. Due to lack of enforcement, people park on the street for much longer than the allowed time—despite it being clearly posted. Furthermore, several people remarked that their customers are not aware of available city parking lots along Delta Avenue because they are not marked as public parking lots. The City should install signage on its downtown public parking lots to make clear that they are open to the public. The City should also be more proactive about enforcing parking time limits to ensure that visitors find it easy to access Gladstone's businesses.

Implement wayfinding and streetscape improvements.

Gladstone gets many visitors to its downtown, beach, campgrounds, areas, and farmers' market. However, meeting attendees said visitors don't always stick around and explore. There are several ways the City can make things "stickier." Consider developing a cohesive, branded wayfinding system to help visitors identify attractions and businesses. Additionally, install modest streetscaping and placemaking features throughout downtown and on streets connecting to the beach and campground. The DDA has already done a great job improving the farmers' market site and has plans for the lot at Delta and 7th Street. Adding streetscaping between these locations—and throughout downtown—will create a more cohesive and engaging environment, driving foot traffic and highlighting Gladstone's unique local businesses.

Long Term (1–4 years)

Engage MDOT on M-41/4th Avenue and M-41/Hill Road design to improve non-motorized access.

Neighborhoods to the west of M-41 are home to a large portion of Gladstone's population, but access between these neighborhoods and the downtown and waterfront across M-41 are very car-centric. Even though the Little Bay de Noc non-motorized trail is very close to the M-41/Hill Road access, the route from western neighborhoods to the trail is unsafe and unwelcoming for bikers and pedestrians. The City should work with MDOT on improvements to these intersections that add pedestrian and bike safety and accessibility features (e.g., bike lanes, more visible crosswalks, wider sidewalks under the railroad bridge on 4th Avenue). Improving accessibility to downtown businesses and amenities for all residents would help drive foot traffic and patronage of small businesses.



Coordinate with regional partners to extend the Little Bay de Noc trail to fully connect Gladstone and Escanaba. This beautiful, non-motorized trail along the bay is a fantastic asset for residents and visitors in Gladstone and is a connection on the statewide Iron Belle Trail. Currently, the trail extends just under three miles to Lake Bluff and the Terrace Hotel, funded with state and local resources and a crowdfunding campaign. Locals we met on our site visit all expressed a desire for a trail that extends all the way to Escanaba. Completing the Little Bay de Noc Trail to Escanaba would make it a truly regional recreation and non-motorized transportation resource, benefiting residents and attracting visitors to the region. The City should engage the City of Escanaba, Delta County, MDOT, the Delta County Road Commission, and regional and state economic development and recreation partners to pursue planning and funding for an extension of this trail.

Add to tree canopy during infrastructure projects Item 9.

The main corridors of downtown Gladstone have very little tree coverage. While street trees do require maintenance, they offer relief from direct summer sun and help reduce winter wind, as well as improving appearance—all of which help encourage downtown visitors to circulate between destinations during their visit. As Gladstone performs capital maintenance projects on streets and parking areas downtown, consider finding space to add tree wells and plant (appropriately selected) street trees.

Opportunity 2: Case Study

Cassopolis Improves Broadway Street:

In 2018, the Village of Cassopolis worked with the Michigan State University Sustainable Built Environment Initiative (SBEI) to further develop and improve the downtown Broadway Street corridor. Building on community assets including the Historic Carnegie Library, County Courthouse, and Stone Lake, the Village and SBEI identified many streetscape improvements to revitalize the downtown. These included additional public art, sidewalk upgrades, consistent pedestrian infrastructure, and landscaping. The plan also called for new signage downtown and off highway corridors that distinguish the downtown, reflecting the local character of Cassopolis. In the years following the development of the corridor plan, the Village pursued and received more than \$18 million in grant funding for investments ruralinnovationexchange.com/imaginecassopolis

Opportunity 2: Resources

1. [Michigan Main Streets Solution Center – Signage Guide for Downtowns](#)
2. [Tools for the Planning and Design of Pedestrian Crossing Enhancements](#)
3. [Guidance for Installation of Pedestrian Crosswalks on Michigan State Trunkline Highways](#)
4. [Towns and Trails Toolkit: Community Benefits](#)

Opportunity 3:

Update Regulations and Incentives to Support Investment

Overview

Recently, there has been significant public and private investment into the Delta Avenue business district—but the area still has a number of vacant or underutilized buildings and lots. While most structures appear structurally sound, many need maintenance or cosmetic improvements, and stakeholders brought up blighted and potentially dangerous buildings in nearby neighborhoods as a concern. The City can use a combination of tools to support investment and occupancy of these properties.

The first steps should be to update zoning regulations to better enable desired investment, build the toolkit of financial incentives that can make development feasible, then heighten attention on vacant and blighted properties. Prioritizing action in this order provides the clearest pathway for owners to put their properties into productive use.

The Delta Avenue business district is also very long, and the local market is unlikely to ever support full occupancy of this corridor with business uses. The zoning and incentive strategy should require commercial occupancy only in a focused area—e.g., the blocks between 7th and 11th Streets along Delta Avenue—with the remainder of the district having the flexibility to be used for commercial, residential, or mixed-use. This will open more pathways for property owners to invest in development, and residential options will support business owners with more customers at their doorstep. Regardless of use, sites and buildings should be designed to support a main street environment, featuring small setbacks, parking accessed only from the alley, etc.

Recommendations

Short Term (<1 year)

Implement planned CBD zoning on Delta Avenue.

The current “B-2” zoning assigned to downtown Gladstone is a poor fit for a walkable main street area and may be inhibiting both investment and sense of place along Delta Avenue. The City’s Master Plan calls for the creation of a “Central Business District” for this area that would differ from the automobile- and parking-oriented commercial areas. Implementation of this CBD zoning should be prioritized and need not wait for a full update of the zoning ordinance. Review the User’s Guide to Code Reform—published by the League, MEDC, and other partners—for best practices and a model Main Street zoning ordinance.

Identify a tax abatement toolkit to support investment. Building rehab and new construction are challenging in Gladstone, as construction costs are high relative to commercial rents and residential prices. The City has many options for supporting housing

investment by deferring new tax revenue (e.g., Housing TIF, PILOT, Neighborhood Enterprise Zones), whether on Delta Avenue or in the surrounding neighborhood. The Commercial Rehabilitation Act (PA 210) and Commercial Redevelopment Act (PA 255) are similar tools the City can use to support commercial investment. An understanding of these options—and a willingness to use them—can help Gladstone recruit developers to rehab buildings and fill gaps in the business district.

Offer a lighter-weight version of façade grants.

During our meetings, local business owners expressed that available funding was not enough to allow for major building rehab, and that certain requirements—e.g., building liens—were too burdensome for small projects. To help make visible improvements quickly, focus a portion of the DDA’s grant capacity on relatively small-dollar improvements—e.g., signs, painting, awnings, or lighting—and adjust requirements for the owner. Given the DDA’s fiscal year start of April 1, consider a spring (rather than fall) call for projects to make funds available as early as possible and ensure funded projects can begin immediately.

Long Term (1–4 years)

Implement a vacant/dangerous structure program.

The Center for Community Progress publication *Revitalization in Michigan* outlines various options and statutory authorities that Gladstone can consider to go beyond its existing application of property maintenance code to monitor, evaluate, and manage vacant and blighted properties.

Opportunity 3: Case Study Downtown Farmington Sign & Façade Grants:

Farmington’s DDA—the 2026 winner of the Great American Main Street Award—offers both a façade grant for large projects and a small “sign grant” topping out at \$4,000 per property. The sign grant, which emphasizes “three-dimensional, symbolic, projecting signs,” is a low-cost way for Farmington to improve the appearance of the public realm while also serving a direct need of operating businesses. downtownfarmington.org/resources/doing_business/incentive_programs.php

Opportunity 3: Resources

1. [Enabling Better Places: User’s Guide to Code Reform:](#)
2. [Revitalization in Michigan: A Guide to Transforming VAD Properties Through Code Enforcement:](#)
3. [Michigan Commercial Rehabilitation Act:](#)
4. [Michigan Commercial Redevelopment Act:](#)

Opportunity 4: If You've Got It, Flaunt It—And Build On It

Overview

Gladstone has a number of assets that work well individually but are disconnected from each other. Their impact can be multiplied by establishing conditions that allow them to interact and build off each other. This requires a “yes, and...” approach: Keep doing what's working, while looking for ways to combine partners and resources—or bring in new ones.

These are opportunities for the City to “host the party—don't be the party.” Local government serves the community not just by directly providing infrastructure and services, but also by acting as a convenor and connector to other entities that can bring value to the community. The recommendations in this section look at some potential ways this could be pursued.

Recommendations

Short Term (<1 year)

Strengthen educator–entrepreneur connections.

The Gladstone schools and Delta/Schoolcraft ISD have a variety of career and technical education programs, but stakeholders noted that while students know a lot about occupations, they know far less about running a business. Building ties between the schools and the business community can help students prepare to start or take over a business, while providing existing businesses with a pool of potential employees. Ideally, this would include curriculum-level support from the schools, to ensure support of student educational outcomes; and technical assistance from economic development organizations, to support businesses with financial and time costs.

Promote family and youth-friendly downtown activities—and create more. Business owners singled out the farmers' market as a great support for business and wished for more avenues to draw families downtown. Explore extending the farmers' market further into the fall and partnering with the library to expand after-school programming to keep kids and their families downtown

after school. Any momentum gained from this programming will make the case for new youth- and family-oriented businesses downtown, and a critical mass of family-friendly activities can also be marketed to visitors and tourists as reasons to spend more time in Gladstone.

Show off infrastructure investments and readiness to serve.

The City has recently made a number of infrastructure investments from the basics that are invisible when working well (e.g., water and sewer improvements), to new spaces that invite people in. This latter group includes the market plaza, beach and bandshell, the planned “Depot” pocket park, and a potential campground expansion. Together, these investments tell the story of a community that has its house in order and is setting the table to welcome new visitors. The City, DDA, and their partners should celebrate these individual investments—and the overall pattern of responsible maintenance and improvement of public assets—as part of their communications and marketing efforts.

Long Term (1–4 years)

Explore opportunities to host recreation sector industry in the business park.

Gladstone and the Little Bay de Noc area offer a wide variety of outdoor recreation activities, including fishing, paddling, bike trails, snowmobiling, marathons, skiing, and tubing. The vacant parcels in the city's industrial park offer an opportunity to attract recreational equipment manufacturers and position Gladstone as a regional production hub. Despite the popularity of outdoor recreation, Michigan lags behind its neighbors in the outdoor recreation manufacturing sector. The City's EDC and the Delta County EDC can connect with MEDC's Office of Outdoor Recreation to understand opportunities in this sector and create a strategy for growing or attracting these businesses.

Opportunity 4: Case Study Generation E in Monroe:

The Monroe Public Schools offer an entrepreneurship curriculum for K-12 students that includes business planning, soft skills development, and an annual student entrepreneur showcase. The City of Monroe, Monroe County Business Alliance, and individual businesses offer mentorship and support to students in the program and have noted that entrepreneurship interest and skills filter up from students to their parents. genei.org

Opportunity 4: Resources

1. [MEDC Office of Outdoor Recreation:](#)
2. [MML Online Learning: The “Local Economies: Microbusiness Best Practices” module includes community network mapping templates and instructions.](#)

Conclusion and Next Steps

Gladstone has assets to build on, boasting new energy both in City Hall and on Delta Avenue. While there are significant local pain points—a seasonal economy, aging building stock, vacancies, the division of the city by rail and highway corridors—Gladstone has opportunities to tackle improvements.

The City can start by broadcasting a welcoming and supportive environment for new businesses, emphasizing that City Hall is not just a regulator but a champion of investment and entrepreneurship. Cultivating supportive networks of existing businesses, new entrepreneurs, and economic development offices will both offer opportunities for mentorship and technical assistance as well as provide the camaraderie for weathering the challenges of small business ownership.

Improving access into and within Gladstone can drive more visitors to local businesses. This can start with a combination of signage and marketing, followed by filling infrastructure gaps. Vacancy concerns downtown can be addressed with a combination of zoning updates, active use of investment incentives, and enforcement of blight and safety codes.

A summary of the recommendations presented in this report follows, starting with opportunities that can be implemented within a relatively short timeframe, are less labor-intensive, and are relatively inexpensive. These small-scale interventions are shown alongside large-scale interventions that are more oriented toward creating new long-term infrastructure and resource development within Gladstone over the next few years.

Small-Scale and Short-Term Interventions

- Create a “virtual welcome mat” for entrepreneurs.
- Celebrate new business openings.
- Establish a dedicated DDA social media presence.
- Foster connection and camaraderie among the small business community.
- Guide highway traffic into downtown Gladstone.
- Provide clear and active parking management.
- Implement wayfinding and streetscaping improvements to connect destinations.
- Implement planned Central Business District zoning on Delta Avenue.
- Identify a tax abatement toolkit to support investment.
- Offer lighter-weight version of façade grants.
- Strengthen educator–entrepreneur connections.
- Promote family and youth-friendly downtown activities—and create more.
- Show off infrastructure investments and readiness to serve.

Large-Scale and Long-Term Interventions

- Develop pathways for formal B2B collaboration.
- Identify opportunities to reduce barriers to entry with shared resources.
- Engage MDOT on M-41/4th Avenue and M-41/Hill Road design to improve non-motorized access.
- Coordinate with regional partners to extend the Little Bay de Noc trail to fully connect Gladstone and Escanaba.
- Add to tree canopy during infrastructure projects.
- Implement a vacant/dangerous structure program.
- Explore opportunities to host recreation sector industry in the business park.

Acknowledgements

The Michigan Municipal League would like to acknowledge our partners who were integral to this exploration: Lake Superior Community Partnership, Central Upper Peninsula Small Business Support Hub, and the City of Gladstone for their enthusiastic engagement, local knowledge, and deep community connections, as well as McKenna for consulting support to our team.

We'd also like to thank the dedicated Gladstone entrepreneurs, small business owners, and support organizations (both local and regional) who participated in our stakeholder workshops in Gladstone as well as a regional partner convening at the end of MML's site visit week.

We extend our deepest gratitude for your support and partnership in this effort!

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FACADE GRANT PROGRAM

Funding Available Beginning October 1, 2026

Program Purpose

The Gladstone Downtown Development Authority (DDA) Façade Grant Program provides a simple and accessible funding opportunity for businesses and property owners seeking to make smaller, highly visible improvements to properties within the Gladstone DDA District.

The program is intended to reduce barriers for projects that can make an immediate positive impact on the appearance, character, and pedestrian experience of the district.

Eligible Properties and Applicants

Eligible properties must:

- Be located within the Gladstone Downtown Development Authority District; and
- Have a commercial, business, or other use determined eligible by the DDA.

Properties used exclusively for residential purposes are not eligible. Mixed-use properties may be eligible when the proposed improvement primarily benefits the commercial portion of the property or improves the overall exterior appearance of the building.

Applications may be submitted by:

- The property owner; or
- A business tenant occupying an eligible property, with written authorization from the property owner.

The DDA reserves the right to determine property, applicant, and project eligibility consistent with the purpose of the program.

Tenant Applicants and Property Owner Authorization

Business tenants are eligible to apply for grant funding with the written authorization of the property owner. As a condition of funding, both the tenant and property owner must execute a Tri-Party Grant Agreement with the DDA. The agreement shall acknowledge that all grant-funded improvements that are affixed to the property, including but not limited to lighting and awnings, are considered permanent fixtures of the property and may not be removed by the tenant upon termination of the tenancy.

Property-owner authorization does not make the property owner responsible for the tenant's required financial contribution unless otherwise agreed between the parties.

The DDA's approval of a tenant-sponsored project does not modify or supersede the terms of any lease or other agreement between the property owner and tenant. Applicants are responsible for ensuring that proposed improvements are permitted under their lease or other applicable agreements.

Grant Funding

The Façade Grant Program will provide funding according to the following structure:

- **Maximum DDA Grant:** \$5,000
- **DDA Contribution:** Up to 75% of eligible project costs
- **Applicant Contribution:** Minimum 25% of eligible project costs
- **Property Lien:** None

The applicant is responsible for a minimum of 25% of eligible project costs and 100% of project costs exceeding the amount eligible for DDA reimbursement.

Projects exceeding the amount necessary to receive the maximum \$5,000 grant may still be considered; however, the DDA contribution will not exceed \$5,000.

Grant awards are subject to the availability of DDA funds and are not guaranteed.

Eligible Improvements

The program is intended primarily for exterior improvements that are visible from a public street, sidewalk, public parking area, or other publicly accessible area and that contribute to the appearance or pedestrian experience of the DDA District.

Eligible improvements may include:

- New or improved business signage;
- Projecting, blade, or pedestrian-oriented signs;
- Removal of obsolete or deteriorated signage;
- Exterior painting;
- Awning installation, replacement, or repair;
- Decorative exterior lighting;
- Window and door improvements;
- Minor masonry or exterior repairs associated with a visible improvement;
- Architectural details and storefront enhancements;
- Restoration of historic or original architectural elements;
- Siding repair or replacement when part of an exterior visual improvement;
- Permanent planters, window boxes, or similar placemaking elements; and
- Other exterior improvements determined eligible by the DDA.

This list is intended to provide guidance and is not exhaustive. The DDA may consider other improvements that are consistent with the purpose and intent of the program.

Generally Ineligible Improvements

The following improvements are generally not eligible for Façade Grant funding:

- Building additions or expansions;
- New construction;

- Demolition;
- Roofing replacement or repair;
- Parking lot improvements or paving;
- Curb or public sidewalk replacement;
- Utility or infrastructure repairs or upgrades;
- Interior improvements;
- Temporary repairs;
- Routine maintenance that does not result in a meaningful visible improvement; and
- Improvements that do not materially contribute to the exterior appearance, storefront, or pedestrian experience of the property.

The DDA reserves the right to determine whether a proposed expense or improvement is eligible for reimbursement.

Application Requirements

The Façade Grant is intended to have a streamlined application and approval process.

Applicants will be required to provide:

- A completed application and brief project description;
- Current photograph(s) of the property and proposed project area;
- Contractor or vendor estimate(s) or quote(s);
- Rendering, material information, color information, sign design, or similar documentation when applicable;
- Property-owner authorization when the applicant is a tenant; and
- Information regarding required zoning, building, sign, or other permits or approvals, when applicable.

The DDA or Grant Administrator may request additional information when reasonably necessary to determine project eligibility or evaluate an application.

No mortgage, promissory note, or property lien is required under this program.

Application Review and Award Priorities

Applications will be reviewed based on factors including:

- Eligibility of the property, applicant, and proposed improvements;
- Visibility and anticipated impact of the improvement;
- Compatibility with the building and surrounding district;
- Contribution to the pedestrian and streetscape experience;
- Project readiness;
- Compliance with applicable City requirements; and
- Availability of program funds.

Prior receipt of grant funding does not automatically make an applicant or property ineligible for future assistance. The DDA may consider previous awards, the amount of prior assistance, the nature of the proposed project, available funding, and the number of first-time applicants when making subsequent awards.

The DDA retains discretion to approve, partially fund, defer, or deny an application based on available funding and the purposes of the program.

Project Approval and Commencement of Work

Projects must receive written grant approval before work begins or eligible materials are purchased.

Costs incurred and work commenced before written grant approval are not eligible for reimbursement unless specifically authorized in writing by the DDA or Grant Administrator.

Grant approval does not constitute zoning, building, sign, or other regulatory approval. Applicants are responsible for obtaining all permits, licenses, and other approvals required for the proposed work before commencing the portion of the project requiring such approval.

Projects must comply with all applicable City ordinances, codes, and other regulatory requirements.

Contractors and Project Work

Applicants are responsible for selecting and contracting with qualified contractors or vendors.

When required by law or applicable City regulations, work must be completed by a properly licensed contractor. Contractors may be required to provide proof of licensing, insurance, a completed W-9, or other documentation reasonably required by the City before grant funds are released.

Applicants are responsible for ensuring that contractors, subcontractors, suppliers, and vendors are paid in accordance with their respective agreements.

Project Completion

Approved projects must be completed within **twelve (12) months** of the date of grant approval by the City Commission.

An extension may be granted by the DDA for good cause, including contractor delays, material availability, weather, permitting delays, or other circumstances reasonably beyond the applicant's control.

Significant changes to the approved project scope, design, materials, or cost must be submitted for approval before the modified work is undertaken if the applicant intends to seek grant reimbursement for that work.

Grant Payment and Reimbursement

Grant funds will be disbursed following completion of the approved work.

Before final grant payment, the applicant may be required to provide:

- Paid invoices or receipts documenting eligible project costs;
- Proof of the applicant's required financial contribution;
- Photographs showing the completed improvements;
- Documentation demonstrating that required permits or approvals have been obtained and finalized, when applicable; and
- Any other reasonable documentation necessary to verify completion of the approved project.

The DDA or Grant Administrator may inspect the completed project before final payment.

When appropriate due to the nature or cost of a project, the DDA may authorize progress payments or another payment arrangement in advance.

The DDA will reimburse only eligible and approved project costs and will not exceed the amount of the approved grant award.

Sale of Property, Change in Tenancy, or Business Closure

Grants awarded through the Façade Grant Program are not secured by a mortgage or property lien.

The subsequent sale or transfer of a property, expiration or termination of a tenant's lease, closure or relocation of a business, or change in occupancy will not, by itself, require repayment of grant funds, provided the applicant complied with the terms and conditions of the grant award.

Whenever practical, grant funding should support improvements that provide a lasting benefit to the building, storefront, streetscape, or DDA District.

Misuse of Grant Funds and Repayment

The following shall constitute an Event of Default under the Façade Grant Program:

- Failure to complete the approved project within the required 12-month performance period;
- Unauthorized deviation from the plans, scope of work, or improvements approved by the DDA;
- Submission of materially false or misleading information or financial documentation in connection with the grant; or
- Removal or material alteration of improvements or fixtures funded through the grant within two (2) years of project completion.

Upon an Event of Default, the DDA shall provide the applicant and, when applicable, the property owner with a written Notice of Default identifying the basis for the default. The applicant and property owner shall have thirty (30) calendar days from the date of the notice to cure the default, where the default is capable of being cured.

If the Event of Default is not cured within the 30-day period, the applicant and property owner, as applicable under the grant agreement, shall be jointly and severally liable for repayment of all grant funds previously disbursed by the DDA.

The DDA shall also be entitled to recover from the defaulting party all costs of collection, court costs, and reasonable attorneys' fees incurred in enforcing the repayment requirement.

These requirements shall be incorporated into the grant agreement executed as a condition of receiving Façade Grant Program funding.

Program Administration and DDA Discretion

The Gladstone Downtown Development Authority reserves the right to interpret these guidelines, determine eligibility, establish application periods, prioritize applications, adjust grant awards based on available funding, and approve or deny applications consistent with the purposes of the program.

Submission of an application does not guarantee funding.

The DDA may amend, suspend, or discontinue the Small-Scale Façade Improvement Grant Program based on funding availability, program demand, or other DDA priorities.

Position Title: Community Development Project Coordinator	Host Site: City of Gladstone
Position Type: Full time, 1700 hours	Site Supervisor: Patricia West, Community Development Director
Slot Type: Full term (11 months)	Hours: Full-time placement - 40 hours/wk
Dates of Service: Fall 2026-Fall 2027	Stipend: \$40,000

CED Corps:

CEDAM is seeking ten CED Corps members for the 2026-27 program year to be placed within host organizations in Michigan to effect positive change for residents, gain community development and economic development experience, and lead impactful local projects.

CED Corps members will serve full time in their host organizations during their 11 month term starting October 2026. CED Corps members will work directly with their host organization to implement planning and zoning best practices, increase community engagement, and support cross-collaboration at the local level.

As a CED Corps member, the added capacity you'll provide your host organization will allow them to achieve the community development goals they've set. This work supports the goals outlined by host organizations to improve the lives of the residents they serve for the better!

About the Host Organization:

Join the City of Gladstone as a Community Development Project Coordinator and help turn community ideas into visible, meaningful progress. The Coordinator will gain hands-on experience in downtown revitalization, redevelopment, placemaking, housing, and economic development while working with City staff, local businesses, residents, and regional partners to move priority projects from planning to implementation.

CED Corps Member Role and Responsibilities:

- Support implementation of the Downtown Action Plan, including downtown revitalization, the façade grant program, placemaking initiatives, The Depot, business engagement, and grant/crowdfunding opportunities.
- Advance vacant and underutilized property initiatives by researching best practices, coordinating with community partners, and assisting with development of a vacant building registry, inspection program, and potential rehabilitation incentives.
- Assist with North Shore redevelopment planning, including infrastructure coordination, research into brownfield and other tools, opportunities, and preparation for future developer outreach.
- Support planning, zoning, and RRC initiatives through research, project timelines, ordinance amendment coordination, meeting preparation, documentation, and other activities that help move long-term development priorities forward.

- Build community and organizational capacity by engaging residents, businesses, boards, and regional partners; identifying technical assistance opportunities; and developing systems that help projects move from concept through implementation.

Participate in CED Corps member development through shared learning and collaboration activities, including an in-person orientation and final gathering. The CED Corps will also meet for monthly virtual trainings, and are expected to participate in one National Day of Service during their term.

Evaluation and Reporting:

- Members will complete midpoint and final evaluations over the course of their service term.
- Members will also submit bi-weekly timesheets, monthly reports, and quarterly narrative reports.

Preferred Qualifications:

The appropriate candidate will have a desire for service, strong interest and/or background in community economic development, planning, coalition building and/or community organizing, and communications or a combination of such interests. The appropriate candidate must possess strong verbal and written communication skills, excellent attention to detail, the ability to work within a team or as an individual and be familiar with the Microsoft Office suite and Google Applications. CED Corps members are required to work the standard office hours of their host organizations.

The following skills are required of all members:

No specific background or degree is required of CED Corps members! But a minimum of 2 years of experience in these types of situations in conjunction with some post secondary education is essential for success:

- Experience facilitating a meeting with people who have more experience than them
- Complete their work without someone reminding them to do it
- Experience overcoming obstacles in work situations in the past
- Experience managing multiple professional relationships
- Comfortable working outside of the typical 9 am - 5 pm to attend community events
- Ability to use or teach oneself new software in a fast-paced role with little oversight

Minimum Qualifications:

- Be 17 years or older at the start of service (no upper age limit)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident

Compensation:

CED Corps members must have their own means of travel within their community. Members will receive a living allowance of \$40,000 distributed in even increments, bi-weekly. Members will receive student loan forbearance for qualified loans, health care benefits, child care assistance upon eligibility, and continual professional development. Upon successful completion of service, an education award in the



CED Corps Member Position Description



amount of \$7,395 will be issued. Members will serve approximately 40 hours per week (a total of 1,700 hours during the service term). This position requires some statewide travel for CEDAM-required events & training; mileage to and from CEDAM required events will be reimbursed by CEDAM.

AmeriCorps Volunteer Signature

Program Representative Signature

Date

Date

GLADSTONE DDA PRESENTS

Item 15.



A FAMILY-FRIENDLY AUTUMN CELEBRATION

OCTOBER 25, 2026

2:00 - 6:00 PM IN DOWNTOWN GLADSTONE

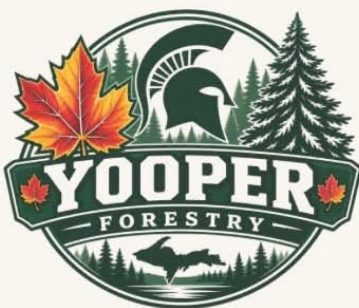
ENJOY THE FESTIVITIES WITH:

LIVE MUSIC | AUTUMN MARKET | PUMPKIN PATCH
PUMPKIN DECORATING | HOT DRINKS | PHOTO OPS
FACE PAINTING | TRICK OR TREAT | FUN ACTIVITIES



SCAN FOR A FULL LIST!

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