



CITY OF GROSSE POINTE WOODS
PLANNING COMMISSION AGENDA
Tuesday, September 26, 2023 at 7:00 PM

*Robert E. Novitke Municipal Center - Council Chambers/Municipal Court,
20025 Mack Plaza, Grosse Pointe Woods, MI 48236
(313) 343-2426*

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ACCEPTANCE OF AGENDA**
- 5. RECOGNITION OF COUNCIL REPRESENTATIVE/s**
- 6. RECEIPT OF FINAL APPROVED MINUTES**
 - A. Planning Commission Meeting - August 22, 2023
- 7. SIGN ORDINANCE REVIEW DISCUSSION**
- 8. FRONT YARD STRUCTURES (8-336)**
 - A. Front Yard Structures Memo
- 9. OFF-STREET PARKING REQUIREMENTS (50-5.3)**
 - A. Off-Street Parking Memo
- 10. BUILDING OFFICIAL'S MONTHLY REPORT**
 - A. Building Department Report - September 2023
- 11. COUNCIL REPORT/s**
 - A. September 11 & 18 - Fuller
 - B. Next Month: October 2 & 16 - Gerhart
- 12. INFORMATION ONLY**
 - A. Master Plan Open House Event, October 23 6-8pm at City Hall
- 13. NEW BUSINESS**
 - A. 19700 Mack Avenue {Bank of America} Proposed EV Charger Site Plan Review
- 14. OLD BUSINESS**
- 15. PUBLIC COMMENT**
- 16. ADJOURNMENT**

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440 or Telecommunications Device for the Deaf (TDD) 313 343-9249.

MINUTES OF THE REGULAR **PLANNING COMMISSION** MEETING OF THE CITY OF GROSSE POINTE WOODS HELD ON **AUGUST 22, 2023**, IN THE COUNCIL-COURT ROOM OF THE ROBERT E. NOVITKE MUNICIPAL CENTER, 20025 MACK PLAZA, GROSSE POINTE WOODS, MICHIGAN.

The meeting was called to order at 7:01 p.m. by Chair Gerhart.

Roll Call: Chair Gerhart
Commission Members: Bailey, Fenton, Fuller, Gilezan, McNelis, O'Keefe, Vitale
Absent: Hamborsky
Also Present: City Planner, John Jackson
City Attorney Tomlinson
Recording Secretary Miotto
Council Member Vaughn

The following Commission members were in attendance:

- Catherine Dumke, Senior Citizens' Commission
- Melinda Billingsley, Citizens' Recreation Commission

The Planning Commission, staff, and the public, Pledged Allegiance to the U. S. Flag.

MOTION by Gilezan, seconded by Bailey, to excuse Commission Member Hamborsky from attendance at tonight's meeting.

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, Gilezan, McNelis, O'Keefe, Vitale
NO: None
ABSENT: Hamborsky

MOTION by Fenton, seconded by Vitale, that tonight's agenda be approved as presented.

YES: Bailey, Fenton, Fuller, Gerhart, Gilezan, McNelis, O'Keefe, Vitale
NO: None
ABSENT: Hamborsky

Commission Member Hamborsky arrived at 7:04 pm.

MOTION by Fenton, that the July 25, 2023, Planning Commission meeting minutes be approved with a revision to include the Planning Commission's instruction for the Ahee parking variance to be approved.

Discussion ensued to clarify the July 25, 2023, motion and consensus was reached that the Planning Commission supported the parking plans, but there was no need to amend the minutes as a variance was not included in the original motion, and per City Attorney Tomlinson, it was not needed. Discussion was had on what variances would require the Planning Commission recommendation (such as complex site reviews or project plans versus standard variances, such as fences).

MOTION by Fenton, seconded by Gilezan, that the July 25, 2023, Planning Commission meeting minutes and the July 31, 2023, Special Planning Commission meeting minutes be approved as presented.

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale
NO: None
ABSENT: None

The first item on the agenda was the **Sign Ordinance Review Discussion**. City Attorney Tomlinson recommended approval of the ordinance as is with a future amendment related to murals. Discussion ensued around temporary signs (including real estate signs), their placement, content, quantity, and the duration that they may be displayed. Planner Jackson will research time limits on signs on residential property and will provide additional information to the Commission. A redlined copy of the ordinance, and a clean copy, will be provided to the Commission Members for the next meeting.

MOTION by Hamborsky, seconded by O'Keefe, that the Planning Commission postpone this discussion until the next Planning Commission meeting.

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale
NO: None
ABSENT: None

The next item on the agenda was **Front Yard Structures (8-336)**. City Planner Jackson provided an overview of the provided memo. Discussion was had on the types and heights of structures that are found on properties and an understanding of the problem, brought by a resident complaint, that should be addressed in an ordinance. Additional discussion was had on setbacks, maintenance, and the allowable size of structures. The Planning Commission requested that City Planner Jackson draft an ordinance that includes the allowance of planter boxes in the front yard as an exception, and incorporates some type of setback, and a height restriction.

MOTION by Bailey, seconded by O'Keefe, that the Planning Commission postpone this discussion until the next Planning Commission meeting.

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale
NO: None
ABSENT: None

The next item on the agenda were the **Building Official's Monthly Report for August 2023**.

The next item on the agenda were the **Council Reports for August 7th and August 21st**. Chair Gerhart attended the August 7th Council and Committee-of-the-Whole meetings and provided updates. Commission member Vitale attended the August 21st meeting and provided updates. Council Member Vaughn also provided updates from the August meetings. Commission member Fuller will attend the September 2023 Council meetings.

There were no items under **New Business**.

Under **Old Business**, the **21336 Mack Avenue (Crosspointe Christian Church) Proposed Building Addition** was discussed. City Planner Jackson provided an overview of the issues brought up in the July 25, 2023, Planning Commission meeting. Upon site inspection by City Planner Jackson, the original recommendations 1 and 3 have been removed. The building material is the remaining issue, and that may be resolved today.

Steve Schneemann, of MCD Architects, 33610 Grand River, Farmington, MI spoke on behalf of Crosspointe Christian Church to provide information on the building materials and design of the addition. The proposed high-quality, smooth, painted metal material was acceptable to the commission.

MOTION by Bailey, seconded by Fenton, that the Planning Commission approve the site plan application with the condition that traffic lane markings be added to the existing parking lot to communicate the direction of the traffic flow.

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale
NO: None
ABSENT: None

Under **Public Comment**, the following were heard:

- Kimberly Moin, 1956 Allard Avenue, the complainant on front yard structures, spoke in opposition to neighbor's raised beds and the lack of code enforcement on those and weeds.
- Wilson Moin, 1956 Allard Avenue, spoke in opposition of neighbor's raised beds, rodent problems, and the lack of code enforcement.

MOTION by Gilezan, seconded by O'Keefe, to adjourn at 8:20 p.m.

Motion carried by the following vote:

YES: Bailey, Fenton, Fuller, Gerhart, Gilezan, Hamborsky, McNelis, O'Keefe, Vitale

NO: None

ABSENT: None

Respectfully Submitted,
Gretchen Miotto
Clerk's Confidential Administrative Assistant & Recording Secretary



Memorandum

TO: Grosse Pointe Woods Planning Commission
FROM: Brigitte Smith Wolf, AICP
SUBJECT: Summary of Amendments to the Sign Ordinance
DATE: September 26, 2023

This memorandum is to provide a summary of all the changes made to the Sign Ordinance from the previous couple of months. Overall, Chapter 32 of the Ordinance has been modernized and updated to remove invalid content regulation not permitted by the court of law. Additional revisions include:

1. **Section 32-1 Update Purpose Statement:** Update the purpose statement to include avoiding fraudulent, misleading messaging; promote vehicle and pedestrian safety by reducing sign distractions
2. **Sec. 32-3 Update/Revise Definitions**
 - a) Replace the term Gasoline Price Sign with Fluid Price Sign
 - b) Add definitions of traffic direction sign and utility warning sign
 - c) Update the definition of Mansard Façade to avoid confusion as to what constitutes a mansard
 - d) Remove the regulation (and definition) of political signs as this violates the limitations on municipalities ability to regulate based on content
3. **Sec. 32-4 Permit Requirements Revised**
 - a) Signs exempt from permit includes those less than 6 sq ft in area; Directory Signs; Traffic Direction Signs; Utility Warning Signs; Window Signs;
 - b) Signs no longer listed as exempt because it was based on content (political sign, garage sale, estate sale, real estate signage)
4. **Section 32-9 Logos Counted Toward Cumulative Signage Area Allowed:** Allow logos and count the size as part of the cumulative maximum area allowed for signage
5. **Sec. 32-10(1) Signs Exempt from Quantity Restrictions Updated:** Reduce and revise signs exempt, such as signs of religious institutions, schools, libraries, etc; Continue to exempt informational and safety related signage from quantity restrictions.
6. **Sec. 32-10(2) Prohibited Signs:** Add language prohibited by Federal Communications Commission and public nudity.
7. **Sec. 32-11 Add Specifications to Prevent Ground Signs from Obstructing views:** They cannot block drivers' clear vision triangles
8. **Sec. 32-11** Remove language on wall signs; addressed in Section 32-13
9. **Sec. 32-13 Wall Sign Clarification:** Clarify murals as a form of painted wall sign not currently allowed (Murals to be addressed separately by future Mural Ordinance)
10. **Sec. 32-20 on Real Estate Signs Removed:** Remove language on real estate sign as this regulates signs based on content, which is not permitted by the court of law.
11. **Sec. 32-22 on Political Signs Removed:** Remove language on political signs as this regulates signs based on content, which is not permitted by the court of law.



12. **Sec. 32-24 Portable Signs Approval Process Updated Change:** Approval process for portable signs from Planning Commission to the Building Official
13. **Sec. 32-28 Removed section on temporary garage, yard, estate sale signs**
14. **Sec. 32-29 Design Standards Updated:** Remove design and lettering stipulations dependent on being of the American Colonial Architectural Area
15. **Sec. 32-30 Modify Flag and Flagpole Regulations to Location and Quantity rather than by Content:** Remove flag content restrictions in commercial districts and instead regulate by where flags can be placed and regulate the number of flagpoles based on store frontage and the size of flags.
16. **Sec. 32-31 Awning Modification:** Remove striped awnings/canopies restrictions.
17. **Sec. 32-32 Revise Appeal Process for Denied Permit:** If sign permit denied by the Building Official, Planning Commission may provide recommendation to Council within 45 days and Council must review within 60 days. Sign content may not be considered.
18. **Sec. 32-35 Minor Revision to Blade Sign Purpose Statement**

ADDITIONAL REVISIONS TO CONSIDER: TEMPORARY SIGNS

Regulating temporary signs by time and quantity

The City of Grosse Pointe Woods may regulate / restrict temporary signs based on time set out, size, material, quantity and location; however, signs may not be regulated based on content. The table below offers a comparison of communities nearby to Grosse Pointe Woods on how temporary signs are regulated in commercial and residential districts.

	Grosse Pointe Farms	Grosse Pointe	Grosse Pointe Park	Grosse Pointe Shores	St. Clair Shores
Reference	Sec 11-09; No. 193	Sec 58	Sec 27-101; Ch. 3	No. 270	Sec 19-157
Commercial					
Time	30 days	30 days	Cloth, canvas, pennants, banners (30) days per 6 months. New business allowed 3 months	-	30 days
Quantity	Non-duplicative	3 permits per 12-month period	1 per building per 12 months	-	1 per street frontage
Size	6 sq ft each	10 sq ft each; Valet 15 sq ft	Permitted for > 2 sq ft; less than 5 ft in height. Window temp signs <10 sq ft for 14 days per month	-	32 sq.ft. total for all sign faces
Residential					
Time	Removed by 5 days post election or post sale	None	None; Removed 2 days post election*	None	None
Quantity	Non-duplicative	5 per lot	2 per House for Sales (Personal / Real Estate)*	5 per lot	Non-duplicative
Size	6 sq ft each	20 sq.ft. total	6 sq ft each*	7 sq.ft. each	12 sq. ft. total

*Restricted by Material: No cloth pennants, banners, or advertising devices

Chapter 32 - SIGNS

Sec. 32-1. - Purpose and Objectives.

The purpose of this chapter is to create the legal framework for a comprehensive and balanced system of signage in the city to facilitate communication between people and their environment and to avoid the visual clutter that is potentially harmful to community appearance, traffic and pedestrian safety, property values and business opportunities. To achieve this purpose, this chapter has the following objectives:

- (1) Protect the aesthetic quality of the city.
- (2) Protect the general public from damage and injury caused by the distractions, hazards and obstructions caused by excessive signage.
- (3) Preserve the value of property by ensuring the compatibility of signage with surrounding land uses.
- (4) Keep signs within a reasonable scale with respect to the buildings to which they relate.
- (5) Prevent off-premises signs from conflicting with surrounding land uses.
- (6) Prevent the placement of signs in a manner which will conceal or obscure other signs or adjacent businesses.
- (7) Keep the number of signs and sign messages at the level reasonably necessary to identify a property use.
- (8) Prevent hazards due to collapse, fire, collision, decay or abandonment of signage.
- (9) Provide signage that will harmonize with the building upon which it is placed and the adjoining properties.
- (10) Avoiding fraudulent and misleading messaging.
- (11) Safely directing persons and property to allow for safe ingress and egress and delivery of emergency services.
- (12) Reducing time required to read and understand a sign to reduce the distraction of pedestrians and motorists.

Sec. 32-2. – Scope of chapter.

- (1) It shall be unlawful for any person to erect, construct or alter any sign in the city without complying with the provisions of this chapter.
- (2) Any sign already established on the effective date of the ordinance from which this chapter is derived, and which is rendered nonconforming by the provisions in this chapter, and any sign which is rendered nonconforming as a result of subsequent amendments to this chapter, shall be subject to the regulations concerning nonconforming structures and uses set forth in this chapter.

Sec. 32-3. – Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned sign means any sign which, by reason of neglect, damage, or deterioration, requires repair and the owner thereof fails, neglects or refuses to initiate refurbishment or repair to the sign within ten days after having received written notice so to do from the city or fails to complete such repair or refurbishment within 60 days from the receipt of such notice from the city.

Animated sign means a sign depicting the actual or apparent movement of any portion of a sign, and shall include replicas or statues of persons, animals, and cartoon style characters, whether such statues contain or appear to contain moving parts or not.

Application means the paperwork necessary for the processing of the applicant's request, including all requested information, photographs, drawings, or renderings as detailed on the application form requested by the city and as amended by the city from time to time.

Area means the entire area within a rectangle, circle, triangle, or parallelogram enclosing the extreme limits of writing or pictorial representation, emblem, or any figure of similar character together with any frame or other material or other color forming an integral part of the display or used to differentiate it from the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces or graphics, the area of all faces or graphics shall be included in determining the area of the sign.

Awning means a structure made of cloth, metal or other material affixed to a building in such a manner that the structure may be raised or retracted to a position against the building or retracted so as to be within a container or device for storage.

Back-to-back means any sign containing two or more surfaces containing words, numbers, figures, devices, designs or trademarks visible to the general public and designed to inform or attract the attention of persons, which signs are constructed or installed with the back of each sign facing the back of the second sign so that such messages as contained on the sign face are visible to persons viewing such signs from two or more directions.

Balloon means any device capable of being inflated with air, helium or other gas and mounted, tied or tethered in such a manner as to hold such balloon from being carried away by the wind.

Banner sign means any sign produced on cloth, paper, fabric, or any other combustible material, either with or without a supporting framework.

Billboard means any display sign that contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located.

Blade sign means a sign supported by a mounting attached directly to a building that is perpendicular to a building wall.

Building line means the term as defined in chapter 50.

Building official means the person designated as the director of the division of safety inspection for the city.

Canopy means a structure or frame covered with canvas, cloth or other soft material usually extending from the wall of a building and designed to provide shelter from sunlight and the elements.

Changeable copy sign means any sign designed or constructed so that the lettering or message contained thereon is capable of being changed by rearranging or installing new letters or messages without removing and replacing or resurfacing the face of such sign.

Closed-face sign means a sign having a projected area exposed to wind loads consisting of 70 percent or more of the gross area as determined by the overall dimensions.

Combination sign means any sign that combines the characteristics of two or more signs.

Curbline means the line at the face of the curb nearest the street or roadway. In the absence of a curb, the curbline shall be established by the city engineer.

Dilapidated sign means any sign, which, by reason of damage, exposure to the elements or other causes, has deteriorated so that the intended message is no longer clearly discernible from a public or private street abutting property where the sign is located.

Directory sign means any sign not exceeding eight square feet listing the name and address of the occupant, the address of the premises, and/or locations of various uses within a building or multitenant building that are not for the purpose of bringing same to the attention of vehicular traffic. Directory signs cannot exceed eight square feet.

Display surface means the area made available by the sign structure for the purpose of displaying an advertising message.

Double-faced sign means any sign containing two or more surfaces containing display areas.

Electrical sign means any sign which has characters, letters, figures, designs, faces, logos, backgrounds, or outlines illuminated by incandescent or fluorescent lamps or luminous tubes as part of the sign proper, such light sources being either external or internal.

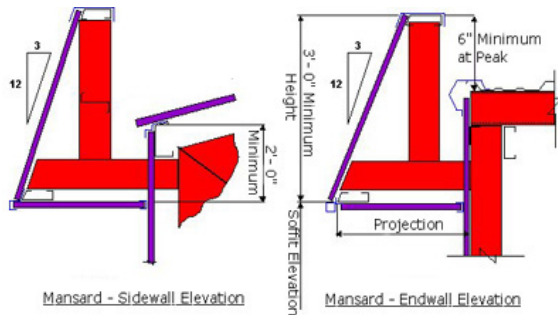
Existing sign means any sign that is displayed on and before the effective date of the ordinance from which this chapter is derived.

Festoon sign means a sign consisting of a wreath or garland of flowers, leaves, paper, or other materials hanging in a loop or curve.

Fluid price sign means any sign that is used to advertise the dispensing of fluid at that location. A fluid price sign shall not exceed 20 square feet for any single location. Where fluid is dispensed from locations within 25 feet of each other, signage shall not exceed 20 square feet collectively for all such dispensing locations on the premises.

Ground sign means a sign supported by one or more poles, columns, uprights or braces or a solid base in or upon the ground, which are not part of a building.

Mansard facade means decorative trim or panel projecting from the top of the wall; the triangular portion at the top of a building as shown in the diagram below.



Example Diagram (left) and Image (right):



Marquee sign means a sign that is attached to a marquee.

Message units means a word, an abbreviation, a number containing up to ten digits, a symbol, a geometric shape or a person's or firm's initials containing up to 11 letters. Punctuation marks are not counted in computing the number of message units.

Michigan Building Code means the Michigan Building Code as published by the state as adopted and amended from time to time.

Moving message board means an electrical sign designed to exhibit a pattern of letters or numbers delivered in such fashion so as to appear to be moving lines or words of type.

Multi-tenant building means a building with multiple tenants or uses, which share a common entrance.

Noncombustible material means any material which will not ignite at or below a temperature of 1,200 degrees Fahrenheit during an exposure of five minutes and which will not continue to burn or glow at such temperature.

Nonconforming sign means any sign existing on and after the effective date of the ordinance from which this chapter is derived, which sign does not comply with one or more of the requirements for signs as contained in this chapter.

Open-face sign means a sign having a projected area exposed to wind loads consisting of less than 70 percent of the gross area of the sign as determined by the overall dimensions.

Parapet and **parapet wall** mean the part of any wall entirely above the roof.

Parapet panel sign means a closed-face sign mounted upon the parapet wall of a building.

Parapet skeleton sign means an open-face sign composed of individual letters, which are mounted upon the parapet wall of a building.

Plastic materials means those materials made wholly or principally from standardized plastics.

Pole sign means any sign placed on a pole (whether round, square or rectangular); which pole is placed into the ground.

Portable sign means any sign or display board, searchlights, lighting panel or similar device mounted upon a trailer or upon its own frame and wheels and not being a ground sign as defined in this chapter. Portable signs include any so-called "sandwich boards" or signs placed on easels.

Projecting encroaching sign means a projecting sign that projects beyond a private property line into and over public property.

Projecting sign means a sign, other than a wall sign, suspended from or supported by a building or structure, or masonry or wooden posts or steel columns, and projecting therefrom.

Pylon sign means any sign placed on a stake or mast-like pole.

Roof sign means a sign erected over or on the roof of any building and wholly or partially dependent upon the roof of the building for support or attached to the roof in any way.

Rotating sign means any sign or advertising device that rotates or gives the appearance or optical effect of rotating.

Sign means any device or representation for visual communication that is used for the purpose of bringing the subject thereof to the attention of others that is located on or attached to any premises, real property or structure on real property, or upon any vehicle.

Sign structure means a supporting structure erected, used or intended for the purpose of identification or attracting attention, with or without a sign thereon, situated upon or attached to the premises, upon which any sign may be fastened, affixed, displayed or applied; provided, however, this definition shall not include a building, fence, wall or earthen berm.

Temporary sign means a sign, banner or other advertising device constructed of cloth, canvas, fabric or other light temporary material, with or without a structural frame, intended for a limited period of display including decorative displays for holidays or public demonstrations.

Traffic direction sign means a sign advising of a route for pedestrian or vehicular travel to reach a destination upon the property where the sign is situated such as a sign advising of entrances, exits and parking locations.

Trailer sign means a sign with a display surface supported on a mobile chassis, other than a motor vehicle.

Utility warning sign means a sign advising of the location of a public or private utility, by way of illustration: gas, sewer, water, telecommunication lines, and other similar lines.

Valance means a loose nonstructural edging located around the bottom of an awning not exceeding 12 inches in height. This provision shall only apply to the valance to which sign copy is applied.

Wall sign means a sign which is attached to, affixed to, placed upon or painted upon any exterior wall or surface of any building, building structure or part thereof, provided that no part of any such sign extends more than eight inches from the face of the exterior wall.

Window area means that portion of a transparent material (glass or other see-through material) on each elevation of a building. The window area includes doors of glass or see-through doors.

Window signage means any sign or message, including lighted signs, plastic, paper, cardboard or cloth signs or signs of similar material placed or installed on any window surface. Advertising messages visible through a window display the objective of which is to communicate with pedestrian or vehicular traffic will be considered a window sign for purposes of this chapter. The term "window signage" includes, but is not limited to, hours of operation, directory signs, community signs and temporary signs.

Yard sale sign, basement sale sign, garage sale sign and rummage sale sign mean posters, signs and notices advertising a sale of personal property by private individuals conducted at residential premises.

Sec. 32-4. - Administration and enforcement.

- (1) **Enforcement authority.** Subject to applicable provisions of law and consistent with the delegation of power found in the Charter and applicable ordinances, the building official or the building official's duly authorized representative is hereby authorized and directed to enforce this chapter.
- (2) **Right of entry.** Upon presentation of proper credentials, the building official or the building official's duly authorized representative may at reasonable times enter any building, structure, or premises in the city to perform any duty imposed upon

such person by this chapter.

- (3) **Interpretation.** Subject to applicable provisions of law and consistent with the delegation of power found in the Charter and applicable ordinances, the building official and the planning commission, to the extent a matter is brought before the

planning commission pursuant to this chapter, is hereby authorized to interpret the provisions of this chapter.

- (4) **Establishment of permit fees.** Fees for permits required by this chapter shall be established by resolution of Council.

- (5) **Permit generally; alteration or relocation of signs.**

(a) **Permit required; issuance.** No person shall erect, construct, alter, relocate or refurbish, or cause or permit to be erected, constructed, altered, relocated or refurbished, any sign in the city without first obtaining a permit from the division of safety inspection. A separate permit shall be required for each sign. Electrical signs shall also require an electrical permit. If an application for a sign permit indicates that the proposed sign conforms in all respects to the provisions of this Code, a permit shall be issued by the building official. The building official must act either to approve or deny an application within 90 days of presentation of a complete application to the building official unless the building official and the applicant agree in writing to extend this time period.

(b) **Enlargement, alteration, or relocation of signs.** No person shall enlarge or relocate a sign except in conformity with the provisions of this chapter relating to new signs. The changing of movable parts of an approved sign that is designed for such changes, or the repainting with approved colors or reposting of display matter, shall not be deemed an alteration, provided that the conditions of the original approval and the requirements of this chapter are not violated.

(c) **Exceptions to permit requirement.** Signs 6 sq ft or less, and with no more than a total of four (4) freestanding and window signs in number on a property, including a contractor's sign while working at the property only, do not require a permit but shall otherwise fully comply with the provisions of this ordinance and other applicable codes of the City, and are further subject to inspection. Additionally, the following signs do not require permits:

1. Directory signs.

2. Traffic direction signs.
3. Utility warning signs.
4. Window signs.

(6) ***Permit and inspection fees.***

- (a) All fees under this chapter, except as otherwise provided in this chapter, shall be set by resolution of council and paid in advance. Copies of the resolution setting the sign permit fees shall be filed in the office of the city clerk.
- (b) The permit fees for all signs shall be in addition to any fees required for electrical inspections when electric lighting is used.
- (c) If work for which a permit is required by this chapter is commenced or continued before such permit is issued, the permit fees established by resolution for any sign erection so commenced or continued shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this chapter in the execution of the work, or from any prescribed penalty.

(7) ***Inspection of work covered by permit.*** No person conducting or performing work covered by a permit required by this chapter shall fail to notify the building official when such work has commenced and been completed. No person shall conceal any portion of such work until it has been inspected and approved by the director or the director's designated representative. If the work is found to be properly performed and safe, a certificate of inspection shall, if requested, be issued. The director or the director's designated representative shall have the authority to order any corrections of work the director or the director's representative may find necessary to comply with this chapter.

(8) ***Suspension or revocation of permit.*** The building official or the building official's designated representative shall give notice, in writing, to the holder of a permit issued under this chapter of the reasons for any proposed suspension or revocation of such permit, which notice shall be served upon such holder at least five days before the time set for the hearing before the planning commission. Upon such a hearing, the licensee or permittee may appear in person or together with counsel and contest such suspension or revocation. For good cause shown at such hearing, the commission may suspend or revoke any such permit.

- (9) **Correction or removal of unsafe or unlawful signs.** When any sign becomes insecure or in danger of falling, or when any sign is unlawfully installed, erected or maintained in violation of any of the provisions of this chapter, the owners thereof or the person maintaining the sign shall, upon written notice of the building official or the building official's designated representative, forthwith in the case of immediate danger and in any case within not more than ten days, make such sign safe and in conformity with this chapter or remove the sign.
- (10) **Maintenance and annual inspection.**
- (a) All signs for which a permit is required under this chapter, together with their supports, braces, guys and anchors, shall be kept in good repair in accordance with this chapter and, when not galvanized or constructed of approved corrosion-resistant, noncombustible materials, shall be painted when necessary to prevent corrosion or on a regular basis or as may be required for safety purposes and to maintain aesthetic values.
- (b) All classes of signs shall be inspected by the building official upon request as to the safety, and if found to be well supported, painted to prevent corrosion, and so secured to the building as to safely support the weight of the sign as well as resist wind pressure in accordance with the general structural requirements for new sign installation, a certificate of inspection shall be issued.
- (11) **Existing signs.** No sign heretofore approved and erected sign shall be altered or relocated either on the same premises or to other premises. Except as provided in subsection 32-12(b)(6), no sign, or any substantial part thereof, which is blown down or destroyed shall be re-erected, reconstructed, rebuilt, or relocated unless the sign is made to comply with all applicable requirements of this chapter.
- (12) **Engineering design and materials.** Signs and sign structures shall be designed and constructed to resist wind forces as specified in the state building code.
- (13) **Approval of design and structural details.** Designs and structural details of all signs shall be submitted to the division of safety inspection before a permit is issued under this chapter. The building official shall determine whether or not any proposed sign installation is compatible with the exterior appearance of the building in accordance with the standards set forth in this chapter.

Sec. 32-5. - Illumination generally.

- (1) **Wiring installation; open spark or flame prohibited.** No sign shall be illuminated

by other than electrical devices. Wiring shall be installed in accordance with the requirements of the National Electrical Code and the rules and regulations of the division of safety inspection. In no case shall any open spark or flame be used for display purposes.

- (2) **Electrical inspection.** No electrically operated or illuminated sign shall be erected before the chief electrical inspector's seal or stamp has been affixed to such sign.
- (3) **Location; prohibited lights.** No person shall place, maintain, or display a blinking, oscillating or rotating light. Lights that may be mistaken for distinguishing lights authorized by law for emergency vehicles and safety devices, because of similarities in color and design, shall not be permitted along roadways.
- (4) **Exception.** No transformer in excess of 30 milliamperes (MA) with 120-volt primary service shall be permitted, except as may specifically be approved by the building official.

Sec. 32-6. - Internally illuminated signs.

All internally illuminated signs shall be constructed so as to produce or emit a subdued lighting effect. Backlighted individual letters are permitted. Interior illuminated signs shall be constructed so that the background face of such sign is opaque or nearly opaque so as to allow the illumination of only letters, numbers, or logos on the display surface so that minimal light passes through the background.

Sec. 32-7. - Illuminated signs.

Awnings and canopies shall not be illuminated. The display surface of signs permitted under the provisions of this chapter facing Mack Avenue and Harper Avenue may be illuminated by externally mounted incandescent lights directed to shine upon the display surface and shielded from shining at other than the display surface. Such incandescent lighting shall not exceed 150 watts for every 20 square feet of display surface illuminated. Applications for illuminated signs shall be referred to the building official for approval. Such application shall be accompanied by a drawing or photograph of the building facade showing the area where the proposed sign is intended to be installed and the wording, lettering, and appearance of the proposed sign on the building, including the dimensions thereof. The drawings or photographs submitted by the applicant must include photographs of the buildings on either side of the applicant's building.

Sec. 32-8. - Window signage.

Window signage, as defined in section 32-3, shall not exceed 20 percent of the

elevation's (frontal view) window area. There shall be no limitation on the number of message units.

Sec. 32-9. - Logos.

Logos, defined as a symbol, picture, or graphic element arranged in a specific way to represent an entity using the property, shall be permitted. The area covered by the logo and additional lettering, if any, shall be considered together when calculating the maximum allowable area for signage.

Sec. 32-10. - Maximum number of message units; prohibited signs.

(1) ***Maximum number of message units.***

- (a) ***Quantity restriction.*** The total of all signs on a property shall not contain in excess of a total of ten message units, except as otherwise provided in this chapter.
- (b) ***Exceptions.*** The following signs shall be exempt from the message unit limitation contained in this section, but shall be subject to the other regulations of this chapter:
 - 1. Fluid dispensing sign.
 - 3. Property use a name sign which identifies the name of the user of the property, if the name exceeds ten message units up to the number of units to complete the full name.
 - 4. Up to 6 square feet of signage may be provided on devices which dispense materials which indicate the materials dispensed from such device; provided such devices are situated within 10 feet of a building. Examples are: vending machines and automated tellers.
 - 5. Safety related and directive signs, such as: designation of restrooms, telephone location, smoking restrictions, exits, traffic control, and parking.
 - 6. Memorial signs on tablets, names of buildings and date of erection, when cut into the masonry surface of a building or when constructed of bronze or other incombustible material affixed to a building.
 - 7. Historical plaques not exceeding two square feet designating a building as a historical structure as permitted and provided by State law.

8. Signs not exceeding 2 square feet per sign face providing information on the use and affiliations with the use. Examples are service club affiliations, such as Chamber of Commerce, and credit card logos.
9. Signs authorized by the U.S. Government, the state, or any of its agencies or political subdivisions, as may be approved by the planning commission.
10. Street addresses and telephone numbers, fax machine numbers, e-mail addresses and/or websites.
11. Sandwich board or sign placed on easel, not to exceed 42" in width, and not greater than 65" in height.
12. Blade Signs.

(2) **Prohibited signs.** The following signs are prohibited, notwithstanding anything to the contrary in this chapter:

- (a) Animated signs.
- (b) Banner signs, except as authorized by the planning commission.
- (c) Roof signs.
- (d) Rotating signs.
- (e) Signs with flashing, blinking, or moving lights, including moving message boards.
- (f) Signs with exposed incandescent lights.
- (g) Pennants, streamers, spinners, or flags of any type used for advertising purposes.
- (h) Balloons, with the exception of 12-inch size balloons, if:
 1. No more than 12 are displayed during business hours for no more than 12 hours for one day only.
 2. The balloons are attached by string/ribbon not exceeding 30 inches in length.

3. The balloons do not obstruct the sidewalk or public right-of-way.
 4. Any one business is limited to displaying balloons to five times per year for special occasions.
 5. Balloon displays must be approved by the building official.
- (i) Any sign that is structurally unsafe or is capable of causing electrical shock as determined by the building official which determination is subject to appeal.
 - (j) Any sign that obstructs a window, door or other opening, used for a fire escape.
 - (k) Any sign which makes use of the word "stop," "look" or "danger" or any other words or phrases that would tend to mislead or confuse vehicle operators.
 - (l) Any sign containing language which would be prohibited from use by the Federal Communications Commission, or which would be found to be obscene, indecent, or profane if broadcast by the Federal Communications Commission. Any display of the human body, which would be considered public nudity if such display involved a person pursuant to the City Ordinance prohibiting public nudity.
 - (m) Any sign unlawfully installed or erected.
 - (n) Any sign which no longer advertises a bona fide business or product.
 - (o) Any sign attached to a standpipe, gutter drain or fire escape, or any sign designed or erected so as to impair access to a roof.
 - (q) Any sign that would project above the parapet line of any roof or the peak of any roof.
 - (p) Any sign that would project into any public right-of-way or other accessway.
 - (q) Any sign which is attached to a tree, fence or utility pole.
 - (r) Festoon signs.
 - (s) Portable or temporary signs, unless specifically permitted by this chapter.

- (t) Painted wall signs.
- (u) Any other sign not specifically permitted by this chapter.
- (v) Painted or pasted sidewalk signs.
- (w) Projecting signs over public property except as permitted by section 32-35.
- (x) Parapet panel signs.
- (y) Marquee signs.

Sec. 32-11. - Miscellaneous provisions.

(1) ***Ground signs.***

- (a) ***Maintaining Site Distance and Avoiding Obstruction.*** No ground sign shall be erected so as to obstruct free access to or egress from any building. A site distance triangle shall be maintained so that signage is not placed obstructing the vision of drivers of vehicles entering or exiting drives or driveways with respect to pedestrian traffic on sidewalks, walkways, and vehicular traffic in roads and streets.
- (b) ***Setback.***
 - 1. ***Location.*** Except as otherwise provided in this section, no ground sign shall be located nearer to a street property line than the established building line. No ground sign shall be located within 15 feet of a side or rear yard property line.
 - 2. ***Exceptions.***
 - a. Pylon-type ground signs which contain an area of 32 square feet or less, in which only noncombustible materials or approved plastics are used, and which do not exceed a height of seven feet above the ground, may be located not less than two feet from a street property line. For the purpose of determining the allowable area of such signs, a double-faced sign shall be considered a single-faced sign. When a masonry or concrete foundation or planter which extends above the ground level is used as part of such pylon-type sign, the area of such foundation or planter shall not be considered a part of the area of the sign. However, the height of such foundation or planter shall be

included in determining the maximum height of the sign.

- b. Pole-type ground signs which are erected so that the bottom thereof is at least ten feet above the ground level, which are constructed of noncombustible materials or approved plastics, and which contain an area of 32 square feet or less, may project to street property lines.
 - (c) **Height and dimensions; number of signs.** Ground signs may be erected to a height of not more than 20 feet above the ground or to the peak of the roof of the property where the sign is installed, whichever is the least, when in compliance with the restrictions of subsection (2) of this section. No ground sign shall exceed 32 square feet of area or the maximum height and width limitation, whichever is the least. Only one ground sign or freestanding sign shall be permitted per street frontage, except at a shopping center with 200 feet or more of street frontage, in which case two ground or freestanding signs are permitted.
 - (d) **Maintenance.** Every ground sign and the immediate surrounding premises shall be maintained by the owner of such sign in a clean, sanitary and inoffensive condition and free and clear of all obnoxious substances, rubbish and weeds.
 - (e) **Variations.** The city council may grant variances in the height, area and setback requirements of this subsection in cases where there are unusual practical difficulties or unnecessary hardships because of topographical or other conditions, provided that such variations will not seriously affect any adjoining property, aesthetic quality or the general welfare, health or safety.
- (2) **Temporary sign generally.**
- (a) **Duration of permit.** Permits for temporary signs may be issued by the building department provided such temporary sign meets the requirements of this chapter. Permits for temporary signs shall authorize the erection of such signs and their maintenance for a period not exceeding 30 days twice per year.
 - (c) **Size.** Temporary signs shall not exceed 32 square feet in area.
 - (d) **Location.** No temporary sign shall be erected so as to prevent free ingress to or egress from any door, window, fire escape or ventilating equipment. No sign shall be attached to any standpipe or fire escape. No temporary sign shall extend over or into any street, alley, or sidewalk a distance greater than

four inches from the wall upon which it is erected. No such sign shall be placed or project over any wall opening.

- (5) **Maximum time period for use of trailer signs.** No permits shall be issued for the installation or use of any trailer signs for a period of longer than 14 days in any calendar year.

Sec. 32-12. - Nonconforming signs.

- (1) Signs erected, constructed or installed prior to the effective date of the ordinance from which this chapter is derived, and which do not conform to the regulations and restrictions contained in this chapter shall be deemed to be nonconforming signs.
- (2) Nonconforming signs shall not:
 - (a) Be changed to another nonconforming sign.
 - (b) Have any changes made in the words or symbols used or the message displayed unless the sign is specifically designed for periodic change of message.
 - (c) Be structurally altered so as to prolong the life of the sign or so as to change the shape, size, type or design of the sign.
 - (d) Have the face changed unless such sign is of a type of construction to permit such a complete change of the face.
 - (e) Be repaired or replaced after being damaged if the repair or replacement would cost more than 50 percent of the cost of an identical new sign except as provided in subsection (c) of this section.
- (3) Any sign or awning having been destroyed or rendered unusable by unintended damage may be replaced by an identical sign or awning but must be approved by the building official.

Sec. 32-13. - Wall signs.

- (1) Where wall signs are placed so as to cover transom windows, the glass in such transoms must be removed and a steel frame in the form of steel studs covered on both sides with metal lath and cement plaster must be provided before the wall

sign is erected. In filing applications for the erection of such signs over transoms, it will be necessary that complete detailed sketches be included showing compliance with all these requirements before a permit can be granted. All wall signs to be placed on mansard facades are to be constructed of individual characters, on a raceway or applied directly to the facade.

- (2) All applications for the erection of a wall sign shall show the location of the sign, details of the building to which the sign is to be attached, the size, color and appearance of the sign and all necessary details for fabrication and erection of such sign and any other requirements as detailed on the application.
- (3) Wall signs upon building fronts containing up to 40 feet of building frontage shall not exceed three feet in height or a maximum of 30 square feet in size.
- (4) Wall signs upon building fronts containing 41 feet to 60 feet of frontage shall not exceed three feet in height or a maximum of 42 square feet in size.
- (5) Wall signs upon building fronts containing 61 feet and over of frontage shall not exceed three feet in height or a maximum of 48 square feet in size.
- (6) Wall signs upon the sides of buildings shall not exceed three feet in height or 12 square feet in size.
- (7) Wall signs upon the rear of buildings shall not exceed three feet in height or nine square feet in size.
- (8) **Material.** Wall signs shall be constructed of noncombustible material, except that approved combustible materials or approved combustible plastics may be used as provided in this Code, and wood may be used for moldings and purely ornamental features.
- (9) **Projection beyond building line.** Wall signs shall not project beyond an established building line or a street property line. Wall signs shall not project into alleys.
- (10) **Prohibited locations.** No wall sign shall be attached to a building in such manner so as to obstruct any door, window, fire escape or ventilating system.
- (11) **Extension over or beyond wall.** Wall signs shall not be erected to extend above the top of a wall or beyond the ends of the wall to which they are attached.
- (12) **Thickness.** No wall sign shall be more than eight inches thick.

- (13) **Attachment to parapet wall.** No wall signs shall be attached to any parapet wall.
- (14) **Painted wall signs.** No wall sign, including murals, may be painted onto any building wall.

Sec. 32-14. - Projecting or overhanging signs.

Permits shall be required for all projecting or overhanging signs and such signs shall be subject to the following restrictions:

- (1) No such sign attached to any building shall be erected so as to overhang public property, except in the case of flat signs attached to a building face, which may project eight inches from the building face.
- (2) The area of such signs shall not exceed a maximum of 32 square feet.
- (3) All such signs, including letters, shall be constructed entirely of metal, porcelain or other durable incombustible material. All projecting signs shall be supported by strong steel brackets attached to walls of buildings with through bolts, expansion bolts or other equally secure method, and shall be braced and held firmly in place with soft iron or steel cables of adequate strength. No swinging signs shall be constructed larger than 16 square feet in area. Cables shall be attached to walls of buildings with expansion bolts or equivalent method. Projecting signs which are permitted to extend over parapet walls may be attached to brackets fastened to roofs by means of through bolts but shall not be attached to any part of a wall above the point of bearing of the roof joists or rafters.
- (4) The thickness of a sign, exclusive of structural attachments, shall not exceed eight inches, but a sign may be made in two portions joined at one point similar to a letter "V," provided the least angle of intersection does not exceed ten feet.
- (5) In cases where a street is widened, causing signs to project over the curb, such signs shall be made to conform to the provisions of this chapter.
- (6) No sign shall be erected so that any part of it, including cables, guys, etc., will be within four feet of any electric light pole, streetlamp, or other public utility pole or standard.
- (7) Nothing in this section prohibits blade signs conforming to section 32-35.

Sec. 32-15. - Cloth and banner signs.

- (1) A permit shall be required for all cloth and banner signs.
- (2) No such sign shall be suspended across or projected into any public street or highway.
- (3) No such sign shall exceed 32 square feet in area, and not more than one such sign shall be placed upon any building for each story in height. When two or more signs are erected on any building, they shall be separated vertically by the height of one story less the width of the sign, or horizontally by a distance of at least nine feet.
- (4) All such signs shall be strongly constructed and securely attached.
- (5) Such signs shall not obstruct any door, window, or fire escape.
- (6) Such signs shall be removed as soon as torn or damaged, and, in any case, 30 days after erection. It shall be deemed a violation of the provisions of this chapter to fail to notify the division of safety inspection of the erection of such signs or to fail to remove them after 30 days.

Sec. 32-16. - Roof signs.

The installation of open roof signs and solid roof signs, as defined in this chapter, shall not be permitted. Any part of a building, such as a wall, pylon or projection, higher than the parapet of the building face or front elevation and serving to carry a sign shall be considered a roof sign and shall not be permitted. This restriction shall be applicable to a gable, hip or mansard type of roof and no sign shall be mounted on the face of such type of roof. All roof signs in existence within the city shall be considered as not conforming to this Code and the reconstruction or replacement of such signs shall not be permitted. For the purpose of this chapter, signs installed on those mansard facades, which are incorporated into the construction of the building front and not into the roof structure of the building, shall not be deemed roof signs, but wall signs. A mansard facade that extends more than four feet above the roof of the building shall not be deemed to be a mansard facade for the purposes of this section.

Sec. 32-17. - Combination of signs.

- (1) A building shall be limited to a maximum of two signs from the following classifications:
 - (a) Wall sign.
 - (b) Ground and pole sign.

- (c) Pylon sign.
- (2) For a combination of smaller signs, see section 32-10(a). No sign or combination of signs shall contain more than ten message units on any one building except as provided in section 32-8 and section 32-10(1)(b).

Sec. 32-18. - Alteration or relocation of signs.

In case any sign is altered in appearance or dimension in any manner or moved to any new location, such sign shall be subject to all restrictions applying to a new sign.

Sec. 32-19. - Blinking and animated signs prohibited.

The use of a blinking or animated sign is prohibited. The term "blinking," as used in this section, shall mean the apparent or actual oscillation, cycling or flashing of any sign or portion thereof, whether such apparent or actual oscillation, cycling or flashing is made, created or occasioned by mechanical, optical or electrical means. The term "animated," as used in this section, shall mean the actual or apparent movement of any portion of a sign and shall include replicas or statues of persons, animals and cartoon style characters, whether such replicas or statues contain or appear to contain moving parts or not.

(Invalid content regulation.)

Sec. 32-21. - Compliance with zoning regulations.

Notwithstanding anything in this chapter to the contrary, the provisions of the zoning chapter shall be strictly complied with.

(Invalid content regulation.)

Sec. 32-24. -Portable Signs.

- (1) No portable sign shall be displayed upon any land within the city without prior approval for such display having been obtained from the Building Official.
- (3) Notwithstanding subsection (1) of this section, an application for a sandwich board or sign placed on an easel may be submitted to the building official for approval prior to its proposed installation. Approval by the building official may only be granted under all of the following conditions:
 - (a) The sign may only be placed on the property occupied by the applicant, and

the location will not interfere with pedestrian traffic or visibility.

- (b) The sign may only be displayed during the hours of business of the applicant.
- (c) The sign must be constructed of either wood or metal or a combination of wood or metal, or other material approved by the building official.
- (d) The size of the sign must not exceed 42 inches in width, 48 inches in height, and its overall height shall not be greater than 65 inches.
- (e) The colors displayed on the sign must be in accordance with this chapter.
- (f) The sign must be structurally sound, stable and adequately maintained.
- (g) The message on the sign must be related to the business affected.
- (h) Only one sandwich board or easel sign per address.

In the event the building official approves the sandwich board or easel sign, no approval of the planning commission is necessary.

Sec. 32-25. - Standards for approval of portable signs.

The planning commission shall not signify its approval for the display of a portable sign unless the following requirements have been met:

- (1) Such proposed display shall be for definite consecutive dates not to exceed seven days.
- (2) The building official or the building official's designated representative shall certify to the division of safety inspection that the proposed location of the portable sign will not cause traffic congestion, impede traffic, block access to off-street parking spaces, conflict with traffic signalization or signage, or otherwise interfere with orderly traffic movement.
- (3) The proposed location of the portable sign shall not be on any public right-of-way.
- (4) The proposed portable sign shall not consist of or utilize flashing lights, beacons or searchlights, banners, balloons, flags, etc.
- (5) The proposed location for the placement of the portable sign shall not be closer

than ten feet to any driveway, road, street, alley, sidewalk or other public property, and the sign shall not be placed upon any property other than where the business or product advertised is located or sold. Nonprofit organizations may advertise fundraising events and similar occasions on other than their own property if written permission of the owner of the proposed location accompanies the application.

- (6) Each application for a permit for a portable sign shall include a description or sketch showing how such sign will be affixed to the ground or some stationary structure which will prevent the sign from rolling, tumbling, blowing or being pushed onto any driveway, street, alley or other public property.
- (7) Not more than one portable sign shall be permitted to be displayed on any premises for more than a seven-day period within a calendar year. For the purposes of this subsection, a shopping center shall be considered one premises.
- (8) No portable sign shall exceed 32 square feet in area.

Sec. 32-26. - Review of application for installation of portable sign.

Application for a portable sign installation shall be submitted to the division of safety inspection. The application shall be reviewed by the division, and if found to be complete and in compliance with the provisions of this chapter, such compliance shall be noted upon the application. The application shall then be referred to the director of public safety, or the director's designated representative, who shall review the application and shall note thereon that the application complies with the traffic safety requirements. Upon completion of such review, the application shall be referred to the planning commission for its consideration.

Sec. 32-27. - Variances for portable signs.

Should any party wish to display a portable sign that fails to meet the requirements of section 32-26, an appeal to the city council may be made in accordance with the provisions of section 32-32.

Sec. 32-29. - Design of Lettering and Sign Faces.

The following rules, regulations and guidelines shall be applicable to all permanent signs installed or erected within the city:

- (1) **Lettering.** A list of approved and prohibited lettering styles will be maintained by the building official as approved by the planning commission resolution. Signs shall be comprised of not more than two styles of lettering. There shall be no more than

three sizes of lettering per sign.

- (2) **Colors.** A maximum of three complimentary, muted colors or shades of colors may be used for a sign. A list of approved colors will be maintained by the building official as approved by the planning commission resolution.

Sec. 32-30. - Flags and flagpoles.

Flagpoles shall not be erected between the sidewalk and curblineline of Mack Avenue nor within 20 feet of any property line if freestanding. Flags of any nature or design in excess of 120 square feet in size shall not be flown within the city. *(Invalid content regulation. It is suggested that the number of flagpoles and/or flags be limited based on property size. This would result in limiting flagpoles for example to one flagpole in all residential areas while still allowing for more flagpoles on larger sites which are subject to our regulations such as private schools and other larger sites.)* No flagpole shall be erected closer to the joining street than 10 feet from the front building setback line, and in no event shall a flagpole or flag be permitted to extend into any public right-of-way. For each parcel or combination of parcels under common ownership, one flagpole shall be permitted if frontage abutting a street is 100 feet or less. If frontage is between 100 and 300 feet, two flagpoles shall be permitted, and for frontage exceeding 300 feet, up to three flagpoles are permitted. No more than two flags whose combined square footage, if 20 square feet or less, shall be permitted on each flagpole. Flagpoles shall be configured so that flags do not touch each other.

Sec. 32-31. - Awnings and canopies.

- (1) Awnings and canopies shall be made with cloth, canvas or vinyl, and may not be covered with metal or hard plastic materials.
- (2) Awnings and canopies shall be of city approved colors. Such colors shall be approved by resolution of the planning commission and samples shall be maintained by the building official and made available to all applicants seeking a permit to install an awning or canopy free of charge.
- (4) No advertising message or logo shall be permitted on the face of any awning or canopy.
- (5) No awning or canopy shall be backlighted with artificial lighting.
- (6) Advertising material may be contained on the valance of an awning or canopy. Such message shall not exceed the message unit limitations for such property. Letters or numbers on the valance shall be limited in height to eight inches.

- (7) All applications for a permit to install a new awning or canopy or to install exact replacement awnings or canopies shall be authorized by the building official, provided that such proposed installation meets the provisions of this chapter.

Sec. 32-32. - Appeal of denial of permit.

If the building official denies a sign permit, or if a variance is requested, upon filing an application in writing, the appeal or variance request will first be reviewed by the planning commission with a determination made within 45 days, which will provide a recommendation to the city council. Any party who has been refused a sign permit after review by the building official or planning commission for a proposed installation or has been notified by the city to remove an existing sign may file a claim of appeal with the city clerk by completing a written application stating "appeal". Such claim of appeal shall be accompanied by an appeal fee as currently established or as hereafter adopted by resolution of the city council from time to time or a fee structure designated by the administration and approved by the city council by resolution, payable to the general fund of the city. The City Council must act upon such appeal within 60 days, and may deny such appeal, grant such an appeal, or grant such appeal with reasonable conditions, upon a finding that such exception would be in the best interest of the City and not against the spirit and intent of this chapter. . Neither the Planning Commission, nor the City Council may consider the content of any sign as a factor in any determination made pursuant to this section.

Sec. 32-33. - Electronic changeable copy signs.

- (1) **Definition.** An "electronic changeable copy sign" is defined as a sign upon which the copy changes automatically on a lamp bank and which sign meets the definition of a ground sign as contained in this chapter. Scoreboards used to keep track of scores during athletic events are exempt from this definition.
- (2) **Standards.** The following rules and regulations shall be applicable to electronic changeable copy signs notwithstanding any other rules or regulations contained in this chapter:
 - (a) Such sign shall not produce blinking or animated messages.
 - (b) The changeable copy or message delivered by the sign shall not be changed more often than once in any eight-hour time period.
 - (c) Such sign shall be permitted to be installed only within a community facilities zoning district of the city, once application is made to the building official and subsequent review and approval by the planning commission.

- (d) Such sign may be of a size of up to 32 square feet and a height of six feet above the ground.
- (e) Such sign may be installed within ten feet inside of the property line; provided, however, that such location proposed for the installation receives prior approval from the division of safety inspection as to traffic hazards and pedestrian hazards.
- (f) All messages shall not exceed four lines of characters.
- (f) Such sign shall be limited to 50 footcandles power output.

Sec. 32-34. – Multitenant buildings.

Generally, multitenant buildings will be exempted from the maximum number of sign restrictions providing a "master"/overall building plan is applied for and approved by the planning commission.

Sec. 32-35. - Blade signs.

- (1) **Purpose.** The purpose of a blade sign is to identify and promote the use for pedestrians and serve as a graphic design enhancement to certain zoning districts. Blade signs are only permitted in the C, C-2, and R-O1 Districts. Blade signs are permitted subject to the following requirements.
- (2) **Procedure.**
 - (a) All blade signs shall be subject to review and approval by the building department and department of public services. Blade signs are not exempt from the permit requirements or other regulations of this chapter.
 - (b) Blade signs complying with this chapter shall not count against the number of signs permitted, area allowed, or message unit requirements.
 - (c) A permit for a blade sign is required before any part of the sign is affixed to a building.
- (3) **Requirements.** Blade signs shall adhere to the following requirements: Only one blade sign is permitted per storefront or business.
 - (a) The total sign area for any blade sign shall not exceed four-and-one-half square feet per side.

- (b) The lowest point of the sign shall be at least nine feet above a public way. The highest point of the sign shall not exceed the highest point of the building. Signs above private property shall be at least eight feet above grade. Signs shall not project from the building more than three feet. Brackets are included as part of the sign when determining these measurements.
- (c) Internal or external illumination is prohibited.
- (d) Any blade sign shall be at least ten feet from another blade sign, and five feet from the entrance of any other adjacent property.
- (e) Blade signs shall be located as close as practical to the storefront entrance.
- (f) Blade signs shall not obstruct vehicular traffic or city operations in any sidewalk, passageway, public way, alleyway or designated loading/unloading area.
- (g) No portion of a blade sign shall project above the top of an eave or parapet.
- (h) All blade signs shall be maintained in good condition.
- (i) Blade signs shall be designed as to be compatible with the architectural facade where they are placed. The design, including materials and color, shall comply with the requirements of this chapter.
- (j) The bracket of the blade sign shall be made of a durable material and attached directly to the building wall and meet building code requirements. Decorative frames and brackets are encouraged. Installation onto mansard roofs is prohibited.
- (k) Blade signs shall be no more than four inches thick. Brackets and decorative mounting features may exceed the thickness requirements as reasonably necessary to create an attractive graphic or design element.
- (l) Blade signs shall be limited to two sign faces.
- (m) Blade signs shall not obstruct the view of traffic control devices or interfere with the vision of pedestrian or vehicle traffic as determined by the city's traffic safety officer.
- (n) Symbols or logos used to identify the business are encouraged.

Chapter 32 - SIGNS

Sec. 32-1. - Purpose and Objectives.

The purpose of this chapter is to create the legal framework for a comprehensive and balanced system of signage in the city to facilitate communication between people and their environment and to avoid the visual clutter that is potentially harmful to community appearance, traffic and pedestrian safety, property values and business opportunities. To achieve this purpose, this chapter has the following objectives:

- (1) Protect the aesthetic quality of the city.
- ~~(2) Promote within a certain geographical area which has early American colonial architectural features sign design and lettering consistent with early American colonial architectural features. the appearance of an early American colonial motif within the commercial business district of the city.~~
- (3) Protect the general public from damage and injury caused by the distractions, hazards and obstructions caused by excessive signage.
- (4) Preserve the value of property by ensuring the compatibility of signage with surrounding land uses.
- (5) Keep signs within a reasonable scale with respect to the buildings to which they relate.
- (6) Prevent off-premises signs from conflicting with ~~business, residential and public land uses surrounding land uses.~~
- (7) Prevent the placement of signs in a manner, which will conceal or obscure other signs or adjacent businesses.
- (8) Keep the number of signs and sign messages at the level reasonably necessary to identify ~~a business and its products a property use.~~
- (9) Prevent hazards due to collapse, fire, collision, decay or abandonment of signage.
- (10) Provide signage that will harmonize with the building upon which it is placed and the adjoining properties.
- (11) Avoiding fraudulent and misleading messaging.

(12) Safely directing persons and property to allow for safe ingress and egress and delivery of emergency services.

(13) Reducing time required to read and understand a sign to reduce the distraction of pedestrians and motorists.

Sec. 32-2. – Scope of chapter.

- (1) It shall be unlawful for any person to erect, construct or alter any sign in the city without complying with the provisions of this chapter.
- (2) Any sign already established on the effective date of the ordinance from which this chapter is derived, and which is rendered nonconforming by the provisions in this chapter, and any sign which is rendered nonconforming as a result of subsequent amendments to this chapter, shall be subject to the regulations concerning nonconforming structures and uses set forth in this chapter.

Sec. 32-3. – Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned sign means any sign which, by reason of neglect, damage or deterioration, requires repair and the owner thereof fails, neglects or refuses to initiate refurbishment or repair to the sign within ten days after having received written notice so to do from the city or fails to complete such repair or refurbishment within 60 days from the receipt of such notice from the city.

Animated sign means a sign depicting the actual or apparent movement of any portion of a sign, and shall include replicas or statues of persons, animals and cartoon style characters, whether such statues contain or appear to contain moving parts or not.

Application means the paperwork necessary for the processing of the applicant's request, including all requested information, photographs, drawings or renderings as detailed on the application form requested by the city and as amended by the city from time to time.

Area means the entire area within a rectangle, circle, triangle or parallelogram enclosing the extreme limits of writing or pictorial representation, emblem or any figure of similar character together with any frame or other material or other color forming an integral part of the display or used to differentiate it from the background against which it is placed, excluding

the necessary supports or uprights on which such sign is placed. Where a sign has two or more faces or graphics, the area of all faces or graphics shall be included in determining the area of the sign.

Awning means a structure made of cloth, metal or other material affixed to a building in such a manner that the structure may be raised or retracted to a position against the building or retracted so as to be within a container or device for storage.

Back-to-back means any sign containing two or more surfaces containing words, numbers, figures, devices, designs or trademarks visible to the general public and designed to inform or attract the attention of persons, which signs are constructed or installed with the back of each sign facing the back of the second sign so that such messages as contained on the sign face are visible to persons viewing such signs from two or more directions.

Balloon means any device capable of being inflated with air, helium or other gas and mounted, tied or tethered in such a manner as to hold such balloon from being carried away by the wind.

Banner sign means any sign produced on cloth, paper, fabric or any other combustible material, either with or without a supporting framework.

Billboard means any display sign that contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located.

Blade sign means a sign supported by a mounting attached directly to a building that is perpendicular to a building wall.

Building line means the term as defined in chapter 50.

Building official means the person designated as the director of the division of safety inspection for the city.

Canopy means a structure or frame covered with canvas, cloth or other soft material usually extending from the wall of a building and designed to provide shelter from sunlight and the elements.

Changeable copy sign means any sign designed or constructed so that the lettering or message contained thereon is capable of being changed by rearranging or installing new letters or messages without removing and replacing or resurfacing the face of such sign.

Closed-face sign means a sign having a projected area exposed to wind loads consisting of 70 percent or more of the gross area as determined by the overall dimensions.

Combination sign means any sign that combines the characteristics of two or more signs.

Curbline means the line at the face of the curb nearest the street or roadway. In the absence of a curb, the curbline shall be established by the city engineer.

Dilapidated sign means any sign, which, by reason of damage, exposure to the elements or other causes, has deteriorated so that the intended message is no longer clearly discernible from a public or private street abutting property where the sign is located.

Directory sign means any sign not exceeding eight square feet listing the name and address of the occupant, the address of the premises, and/or locations of various businesses or activities uses within a building or multitenant building that are not for the purpose of bringing same to the attention of vehicular traffic. Directory signs cannot exceed eight square feet.

Display surface means the area made available by the sign structure for the purpose of displaying an advertising message.

Double-faced sign means any sign containing two or more surfaces containing display areas.

Electrical sign means any sign which has characters, letters, figures, designs, faces, logos, backgrounds or outlines illuminated by incandescent or fluorescent lamps or luminous tubes as part of the sign proper, such light sources being either external or internal.

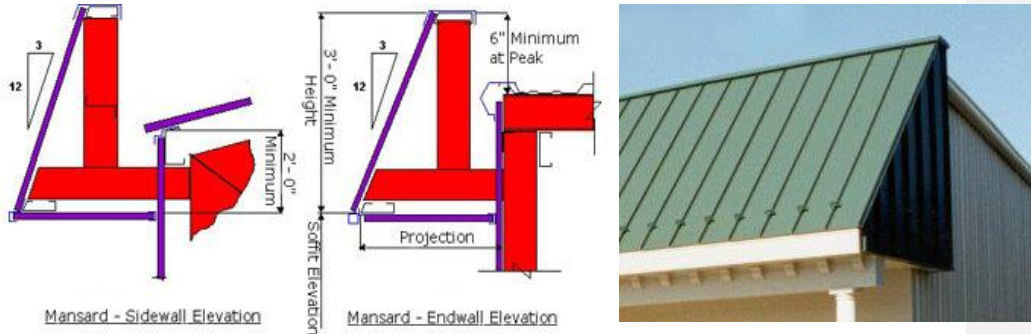
Existing sign means any sign that is displayed on and before the effective date of the ordinance from which this chapter is derived.

Festoon sign means a sign consisting of a wreath or garland of flowers, leaves, paper or other materials hanging in a loop or curve.

Gasoline Fluid price sign means any sign that is used to advertise the price of gasoline or other fuels the dispensing of fluid at that location. If brand identification material is used on or is a part of the sign advertising price, such shall be considered the gasoline price sign. A fluid price sign shall not exceed 20 square feet for any single location. Where fluid is dispensed from locations within 25 feet of each other, signage shall not exceed 20 square feet collectively for all such dispensing locations on the premises. or collection of locations situated within 25 feet of each other where fluid is available for dispensing.

Ground sign means a sign supported by one or more poles, columns, uprights or braces or a solid base in or upon the ground, which are not part of a building.

Mansard facade means decorative trim or panel projecting from the top of the wall; the triangular portion of a building as shown in the diagram below. that portion of a building as described in diagram 62-3A (the triangle portion).
 Example Diagram (left) and Image (right):



Marquee sign means a sign that is attached to a marquee.

Message units means a word, an abbreviation, a number containing up to ten digits, a symbol, a geometric shape or a person's or firm's initials containing up to 11 letters. Punctuation marks are not counted in computing the number of message units.

Michigan Building Code means the Michigan Building Code as published by the state as adopted and amended from time to time.

Moving message board means an electrical sign designed to exhibit a pattern of letters or numbers delivered in such fashion so as to appear to be moving lines or words of type.

Multi-tenant building means a building with multiple tenants or businesses uses, which share a common entrance.

Noncombustible material means any material which will not ignite at or below a temperature of 1,200 degrees Fahrenheit during an exposure of five minutes and which will not continue to burn or glow at such temperature.

Nonconforming sign means any sign existing on and after the effective date of the ordinance from which this chapter is derived, which sign does not comply with one or more of the requirements for signs as contained in this chapter.

Open-face sign means a sign having a projected area exposed to wind loads consisting of less than 70 percent of the gross area of the sign as determined by the overall dimensions.

Parapet and **parapet wall** mean the part of any wall entirely above the roof.

Parapet panel sign means a closed-face sign mounted upon the parapet wall of a building.

Parapet skeleton sign means an open-face sign composed of individual letters, which are mounted upon the parapet wall of a building.

Plastic materials means those materials made wholly or principally from standardized plastics.

Pole sign means any sign placed on a pole (whether round, square or rectangular); which pole is placed into the ground.

~~**Political sign** means a sign announcing the candidacy of a person running for public office or issues to be voted upon at an election.~~

Portable sign means any sign or display board, searchlights, lighting panel or similar device mounted upon a trailer or upon its own frame and wheels and not being a ground sign as defined in this chapter. Portable signs include any so-called "sandwich boards" or signs placed on easels.

Projecting encroaching sign means a projecting sign that projects beyond a private property line into and over public property.

Projecting sign means a sign, other than a wall sign, suspended from or supported by a building or structure, or masonry or wooden posts or steel columns, and projecting therefrom.

Pylon sign means any sign placed on a stake or mast-like pole.

Roof sign means a sign erected over or on the roof of any building and wholly or partially dependent upon the roof of the building for support, or attached to the roof in any way.

Rotating sign means any sign or advertising device that rotates or gives the appearance or optical effect of rotating.

Sign means any device or representation for visual communication that is used for the purpose of bringing the subject thereof to the attention of others that is located on or attached to any premises, real property or structure on real property, or upon any vehicle.

Sign structure means a supporting structure erected, used or intended for the purpose of identification or attracting attention, with or without a sign thereon, situated upon or attached to the premises, upon which any sign may be fastened, affixed, displayed or applied; provided, however, this definition shall not include a building, fence, wall or earthen berm.

Temporary sign means a sign, banner or other advertising device constructed of cloth, canvas, fabric or other light temporary material, with or without a structural frame, intended for a limited period of display including decorative displays for holidays or public demonstrations.

~~**Time and temperature sign** means any sign with numbers expressing the time and temperature and designed to reflect changes in such information.~~

~~**Traffic direction sign** means a sign advising of a route for pedestrian or vehicular travel to reach a destination upon the property where the sign is situated such as a sign advising of entrances, exits and parking locations.~~

Trailer sign means a sign with a display surface supported on a mobile chassis, other than a motor vehicle.

~~**Utility warning sign** means a sign advising of the location of a public or private utility, by way of illustration: gas, sewer, water, telecommunication lines, and other similar lines.~~

Valance means a loose nonstructural edging located around the bottom of an awning not exceeding 12 inches in height. This provision shall only apply to valances to which sign copy is applied.

Wall sign means a sign which is attached to, affixed to, placed upon or painted upon any exterior wall or surface of any building, building structure or part thereof, provided that no part of any such sign extends more than eight inches from the face of the exterior wall.

Window area means that portion of a transparent material (glass or other see-through material) on each elevation of a building. Window area includes doors of glass or see-through doors.

Window signage means any sign or message, including lighted signs, plastic, paper, cardboard or cloth signs or signs of similar material placed or installed on any window surface. Advertising messages visible through a window display the objective of which is to communicate with pedestrian or vehicular traffic will be considered a window sign for purposes of this chapter. The term "window signage" includes, but is not limited to, hours of operation, directory signs, community signs and temporary signs.

Yard sale sign, basement sale sign, garage sale sign and rummage sale sign mean

posters, signs and notices advertising a sale of personal property by private individuals conducted at residential premises.

Sec. 32-4. - Administration and enforcement.

- (1) **Enforcement authority.** Subject to applicable provisions of law and consistent with the delegation of power found in the Charter and applicable ordinances, the building official or the building official's duly authorized representative is hereby authorized and directed to enforce this chapter.
- (2) **Right of entry.** Upon presentation of proper credentials, the building official or the building official's duly authorized representative may at reasonable times enter any building, structure or premises in the city to perform any duty imposed upon such person by this chapter
- (3) **Interpretation.** Subject to applicable provisions of law and consistent with the delegation of power found in the Charter and applicable ordinances, the building official and the planning commission, to the extent a matter is brought before the planning commission pursuant to this chapter, is hereby authorized to interpret the provisions of this chapter.
- (4) **Establishment of permit fees.** Fees for permits required by this chapter shall be established by resolution of council.
- (5) **Permit generally; alteration or relocation of signs.**
 - (a) **Permit required; issuance.** No person shall erect, construct, alter, relocate or refurbish, or cause or permit to be erected, constructed, altered, relocated or refurbished, any sign in the city without first obtaining a permit from the division of safety inspection. A separate permit shall be required for each sign. Electrical signs shall also require an electrical permit. If an application for a sign permit indicates that the proposed sign conforms in all respects to the provisions of this Code, a permit shall be issued by the building official. The building official must act either to approve or deny an application within 90 days of presentation of a complete application to the building official, unless the building official and the applicant agree in writing to extend this time period.
 - (b) **Enlargement, alteration or relocation of signs.** No person shall enlarge or relocate a sign except in conformity with the provisions of this chapter relating to new signs. The changing of movable parts of an approved sign

that is designed for such changes, or the repainting with approved colors or reposting of display matter, shall not be deemed an alteration, provided that the conditions of the original approval and the requirements of this chapter are not violated.

~~(c) **Exceptions to permit requirement.** No permit shall be required for the following signs and outdoor display structures. Such exceptions, however, shall not be construed to relieve the owner of the following signs from responsibility for its erection and maintenance in a safe manner:~~

~~(e) (c) **Exceptions to permit requirement.** Signs 6-10-sq ft or less, and with no more than a total of four (4) freestanding and window signs in number on a property, including a contractor's sign while working at the property only, - do not require a permit but shall otherwise fully comply with the provisions of this ordinance and other applicable codes of the City, and are further subject to inspection. -Additionally, the following signs do not require permits: -~~

~~1. Directory signs.~~

~~2. Traffic direction signs.~~

~~3. Utility warning signs.~~

~~4. Window signs.~~

~~1. Temporary signs which advertise either the sale or rental of the premises upon which they are maintained and do not exceed ten square feet of display surface.~~

~~2. Not more than one construction sign, engineer's and architect's sign and other similar signs which may be authorized by the building official in connection with construction operations, not to exceed 32 square feet.~~

~~3. Political signs.~~

~~4. Garage and yard sale signs.~~

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~~5. Real estate signs.~~

~~6. Directory signs except for multitenant buildings, which are included in section 32-34.~~

~~7.5. Window signage.~~

(6) **Permit and inspection fees.**

- (a) All fees under this chapter, except as otherwise provided in this chapter, shall be set by resolution of council and paid in advance. Copies of the resolution setting the sign permit fees shall be filed in the office of the city clerk.
- (b) The permit fees for all signs shall be in addition to any fees required for electrical inspections when electric lighting is used.
- (c) If work for which a permit is required by this chapter is commenced or continued before such permit is issued, the permit fees established by resolution for any sign erection so commenced or continued shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this chapter in the execution of the work, or from any prescribed penalty.

(7) **Inspection of work covered by permit.** No person conducting or performing work covered by a permit required by this chapter shall fail to notify the building official when such work has been commenced and completed. No person shall conceal any portion of such work until it has been inspected and approved by the director or the director's designated representative. If the work is found to be properly performed and safe, a certificate of inspection shall, if requested, be issued. The director or the director's designated representative shall have the authority to order any corrections of work the director or the director's representative may find necessary to comply with this chapter.

(8) **Suspension or revocation of permit.** The building official or the building official's designated representative shall give notice, in writing, to the holder of a permit issued under this chapter of the reasons for any proposed suspension or revocation of such permit, which notice shall be served upon such holder at least five days before the time set for the hearing before the planning commission. Upon such hearing, the licensee or permittee may appear in person or together with counsel and contest such suspension or revocation. For good cause shown at such hearing, the commission may suspend or revoke any such permit.

(9) **Correction or removal of unsafe or unlawful signs.** When any sign becomes

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insecure or in danger of falling, or when any sign is unlawfully installed, erected or maintained in violation of any of the provisions of this chapter, the owners thereof or the person maintaining the sign shall, upon written notice of the building official or the building official's designated representative, forthwith in the case of immediate danger and in any case within not more than ten days, make such sign safe and in conformity with this chapter or remove the sign.

(10) **Maintenance and annual inspection.**

(a) All signs for which a permit is required under this chapter, together with their supports, braces, guys and anchors, shall be kept in good repair in accordance with this chapter and, when not galvanized or constructed of approved corrosion-resistant, noncombustible materials, shall be painted when necessary to prevent corrosion or on a regular basis or as may be required for safety purposes and to maintain aesthetic values.

(b) All classes of signs shall be inspected by the building official ~~once a year upon request~~ as to the safety, and if found to be well supported, painted to prevent corrosion and so secured to the building as to safely support the weight of the sign as well as resist wind pressure in accordance with the general structural requirements for new sign installation, a certificate of inspection shall be issued, ~~upon request~~.

(11) **Existing signs.** No sign heretofore approved and erected sign shall be altered or relocated either on the same premises or to other premises. Except as provided in subsection 32-12(b)(6), no sign, or any substantial part thereof, which is blown down or destroyed shall be re-erected, reconstructed, rebuilt or relocated unless the sign is made to comply with all applicable requirements of this chapter.

(12) **Engineering design and materials.** Signs and sign structures shall be designed and constructed to resist wind forces as specified in the state building code.

(13) **Approval of design and structural details.** Designs and structural details of all signs shall be submitted to the division of safety inspection before a permit is issued under this chapter. The building official shall determine whether or not any proposed sign installation is compatible with the exterior appearance of the building in accordance with the standards set forth in this chapter.

Sec. 32-5. - Illumination generally.

(1) **Wiring installation; open spark or flame prohibited.** No sign shall be illuminated by other than electrical devices. Wiring shall be installed in accordance with the requirements of the National Electrical Code and the rules and regulations of the

division of safety inspection. In no case shall any open spark or flame be used for display purposes.

- (2) **Electrical inspection.** No electrically operated or illuminated sign shall be erected before the chief electrical inspector's seal or stamp has been affixed to such sign.
- (3) **Location; prohibited lights.** No person shall place, maintain or display a blinking, oscillating or rotating light. Lights that may be mistaken for the distinguishing lights authorized by law for emergency vehicles and safety devices, because of similarities in color and design, shall not be permitted along roadways.
- (4) **Exception.** No transformer in excess of 30 milliamperes (MA) with 120 volt primary service shall be permitted, except as may specifically be approved by the building official.

Sec. 32-6. - Internally illuminated signs.

All internally illuminated signs shall be constructed so as to produce or emit a subdued lighting effect. Backlighting individual letters are permitted. Interior illuminated signs shall be constructed so that the background face of such sign is opaque or nearly opaque so as to allow the illumination of only letters, numbers, or logos on the display surface so that minimal light passes through the background.

Sec. 32-7. - Illuminated signs.

Awnings and canopies shall not be illuminated. The display surface of signs permitted under the provisions of this chapter facing Mack Avenue and Harper Avenue may be illuminated by externally mounted incandescent lights directed to shine upon the display surface and shielded from shining at other than the display surface. Such incandescent lighting shall not exceed 150 watts for every 20 square feet of display surface illuminated. Applications for illuminated signs shall be referred to the building official for approval. Such application shall be accompanied by a drawing or photograph of the building facade showing the area where the proposed sign is intended to be installed and the wording, lettering and appearance of the proposed sign on the building, including the dimensions thereof. The drawings or photographs submitted by the applicant must include photographs of the buildings on either side of the applicant's building.

Sec. 32-8. - Window signage.

Window signage, as defined in section 32-3, shall not exceed 20 percent of the elevation's (frontal view) window area. There shall be no limitation on the number of message units.

Sec. 32-9. - ~~Design of business logos~~ Logos.

~~Logos covering no more than one-third of the surface area of a sign face shall be permitted provided that additional lettering or message units other than logos are allowed as long as the maximum allowable area requirements are met. Logos covering an entire sign face are permitted provided the entire sign face does not exceed one-third of the maximum allowable area of the sign face. For purposes of this section, a logo is defined as a symbol, picture or graphic elements arranged in a specific way to represent a business, corporation, trade or profession.~~

Logos, defined as a symbol, picture, or graphic element arranged in a specific way to represent an entity using the property, shall be permitted. provided they cover no more than 1/3 of the surface area of the sign face. The area covered by the logo and additional lettering, if any, shall be considered together when calculating the maximum allowable area for signage.

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Sec. 32-10. - Maximum number of message units; prohibited signs.

(1) **Maximum number of message units.**

- (a) **Quantity restriction.** The total of all signs on a property shall not contain in excess of a total of ten message units, except as otherwise provided in this chapter.
- (b) **Exceptions.** The following signs shall be exempt from the message unit limitation contained in this section, but shall be subject to the other regulations of this chapter:

- 1. ~~Gasoline price signs. A gasoline service station shall be permitted signs on each pump island indicating the prices, the types of gasoline and the type of service. The area of such signs shall not exceed 20 square feet per pump island. Fluid dispensing sign. A use of property which has locations where fluids are dispensed shall be permitted. Signage at each such location where fluid is dispensed up to 20 square feet. Where fluid is dispensed from locations within 25 feet of each other, signage shall not exceed 20 square feet collectively for all such dispensing locations.~~
- 2. ~~Theater marquee~~ Marquee signs.
- 3. ~~Business name sign. If Property use name sign which identifies the name of the user of the property, if the name of the business exceeds ten message units up to the number of units to complete the full name.~~

4. ~~Permanent signs on vending machines, gas pumps or ice containers indicating only the contents of such devices, provided such devices are located within ten feet of a building. The sign area of each device may not exceed six square feet. Up to 6 square feet of signage may be provided on devices which dispense materials which indicate the materials dispensed from such device; provided such devices are situated within 10 feet of a building. Examples are: vending machines and automated tellers.~~
5. ~~Signs not exceeding six square feet which contain noncommercial messages including designation of restrooms, telephone location, restrictions on smoking, or door openings, and private traffic control and parking signs. Safety related and directive signs, such as: designation of restrooms, telephone location, smoking restrictions, exits, traffic control, and parking.~~
6. Memorial signs on tablets, names of buildings and date of erection, when cut into the masonry surface of a building or when constructed of bronze or other incombustible material affixed to a building.
7. ~~Signs of a religious institution, school, museum, community recreation facility or library indicating the name, current displays or activities and having an area not greater than 25 square feet. -~~
7. Historical plaques not exceeding two square feet designating a building as a historical structure as permitted and provided by State law.
8. ~~Business signs not exceeding two square feet per sign face containing information on credit cards or business affiliations. Signs not exceeding 2 square feet per sign face providing information on the use and affiliations with the use. Examples are service club affiliations, such as Chamber of Commerce, and credit card logos.~~
9. ~~Political signs advocating or opposing a candidate for public office or a position on an issue to be determined at an election, provided that such signs are removed within seven days after such election.~~
9. Signs authorized by the U.S. Government, the state, or any of its agencies or political subdivisions, as may be approved by the planning commission.
10. Street addresses and telephone numbers, fax machine numbers, e-mail addresses and/or websites.

11. Sandwich board or sign placed on easel, not to exceed 42" in width, and not greater than 65" in height not to exceed in total on both sides square feet.

11-12. Blade Signs.

(2) **Prohibited signs.** The following signs are prohibited, notwithstanding anything to the contrary in this chapter:

- (a) Animated signs.
- (b) Banner signs, except as authorized by the planning commission.
- (c) Roof signs.
- (d) Rotating signs.
- (e) Signs with flashing, blinking or moving lights, including moving message boards.
- (f) Signs with exposed incandescent lights.
- (g) Pennants, streamers, spinners or flags of any type used for advertising purposes.
- (h) Balloons, with the exception of 12-inch size balloons, if:
 - 1. No more than 12 are displayed during business hours for no more than 12 hours for one day only.
 - 2. The balloons are attached by string/ribbon not exceeding 30 inches in length.
 - 3. The balloons do not obstruct the sidewalk or public right-of-way.
 - 4. Any one business is limited to displaying balloons to five times per year for special occasions.
 - 5. Balloon displays must be approved by the building official.

(i) Strings of lights, excepting holiday decorations.

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~~(j)~~(i) Any sign that is structurally unsafe or is capable of causing electrical shock as determined by the building official which determination is subject to appeal.

~~(k)~~(j) Any sign that obstructs a window, door or other opening, used for a fire escape.

~~(l)~~(k) Any sign which makes use of the word "stop," "look" or "danger" or any other words or phrases that would tend to mislead or confuse vehicle operators.

~~(m)~~(l) Any sign containing ~~obscene, indecent or immoral matter language which would be prohibited from use by the Federal Communications Commission, or which would be found to be obscene, indecent or profane if broadcast by the Federal Communications Commission. Any display of the human body which would be considered public nudity if such display involved a person pursuant to the City ordinance prohibiting public nudity.~~

~~(n)~~(m) Any sign unlawfully installed or erected.

~~(o)~~(n) Any sign which no longer advertises a bona fide business or product.

~~(p)~~(o) Any sign attached to a standpipe, gutter drain or fire escape, or any sign designed or erected so as to impair access to a roof.

~~(q)~~(p) ~~Any sign within 50 feet of a residential zoning district unless such sign is completely screened by a building, solid fence or evergreen planting so as not to be visible from the residential area.~~

(q) Any sign that would project above the parapet line of any roof or the peak of any roof.

~~(r)~~(q) Any sign that would project into any public right-of-way or other accessway.

~~(s)~~(r) Any sign which is attached to a tree, fence or utility pole.

~~(t)~~(s) Festoon signs.

~~(u)~~(t) Portable or temporary signs, unless specifically permitted by this chapter.

~~(v)~~—Painted wall signs.—

(u)

~~(w)~~(v) Any other sign not specifically permitted by this chapter.

~~(x)~~(w) Painted or pasted sidewalk signs.

~~(y)~~(x) Projecting signs over public property except as permitted by section 32-35.

~~(z)~~(y) Parapet panel signs.

~~(aa)~~(z) Marquee signs.

Sec. 32-11. - Miscellaneous provisions.

(1) **Ground signs.**

(a) **Obstruction of access Maintaining Site Distance and Avoiding Obstruction.**

No ground sign shall be erected so as to obstruct free access to or egress from any building. A site distance triangle shall be maintained so that signage is not placed obstructing the vision of drivers of vehicles entering or exiting drives or driveways with respect to pedestrian traffic on sidewalks, walkways, and vehicular traffic in roads and streets.

(b) **Setback.**

1. **Location.** Except as otherwise provided in this section, no ground sign shall be located nearer to a street property line than the established building line. No ground sign shall be located within 15 feet of a side or rear yard property line.

2. **Exceptions.**

a. Pylon-type ground signs which contain an area of 32 square feet or less, in which only noncombustible materials or approved plastics are used, and which do not exceed a height of seven feet above the ground, may be located not less than two feet from a street property line. For the purpose of determining the allowable area of such signs, a double-faced sign shall be considered a single-faced sign. When a

masonry or concrete foundation or planter which extends above the ground level is used as part of such pylon-type sign, the area of such foundation or planter shall not be considered a part of the area of the sign. However, the height of such foundation or planter shall be included in determining the maximum height of the sign.

- b. Pole-type ground signs which are erected so that the bottom thereof is at least ten feet above the ground level, which are constructed of noncombustible materials or approved plastics, and which contain an area of 32 square feet or less, may project to street property lines.
- (c) **Height and dimensions; number of signs.** Ground signs may be erected to a height of not more than 20 feet above the ground or to the peak of the roof of the property where the sign is installed, whichever is the least, when in compliance with the restrictions of subsection (2) of this section. No ground sign shall exceed 32 square feet of area or the maximum height and width limitation, whichever is the least. Only one ground sign or freestanding sign shall be permitted per street frontage, except at a shopping center with 200 feet or more of street frontage, in which case two ground or freestanding signs are permitted.
- (d) **Maintenance.** Every ground sign and the immediate surrounding premises shall be maintained by the owner of such sign in a clean, sanitary and inoffensive condition and free and clear of all obnoxious substances, rubbish and weeds.
- (e) **Variations.** The city council may grant variations in the height, area and setback requirements of this subsection in cases where there are unusual practical difficulties or unnecessary hardships because of topographical or other conditions, provided that such variations will not seriously affect any adjoining property, aesthetic quality or the general welfare, health or safety.

(2) ~~Marquee signs.~~

(3) **Temporary sign generally.**

- (a) **Duration of permit.** Permits for temporary signs may be issued by the building department provided such temporary sign meets the requirements of this chapter. Permits for temporary signs shall authorize the erection of such signs and their maintenance for a period not exceeding 30 days twice per year.

- (c) **Size.** Temporary signs shall not exceed 32 square feet in area.
- (d) **Location.** No temporary sign shall be erected so as to prevent free ingress to or egress from any door, window, fire escape or ventilating equipment. No sign shall be attached to any standpipe or fire escape. No temporary sign shall extend over or into any street, alley or sidewalk a distance greater than four inches from the wall upon which it is erected. No such sign shall be placed or project over any wall opening.

~~(4) **Wall signs.**~~

~~(a) **Material.** Wall signs shall be constructed of noncombustible material, except that approved combustible materials or approved combustible plastics may be used as provided in this Code, and wood may be used for moldings and purely ornamental features.~~

~~(c)(a) **Projection beyond building line.** Wall signs shall not project beyond an established building line or a street property line. Wall signs shall not project into alleys.~~

~~(d)(a) **Prohibited locations.** No wall sign shall be attached to a building in such manner so as to obstruct any door, window, fire escape or ventilating system.~~

~~(e)(a) **Extension over or beyond wall.** Wall signs shall not be erected to extend above the top of a wall or beyond the ends of the wall to which they are attached.~~

~~(f)(a) **Thickness.** No wall sign shall be more than eight inches thick.~~

~~(g)(a) **Attachment to parapet wall.** No wall signs shall be attached to any parapet wall.~~

~~(h)(a) **Painted wall signs.** No wall sign may be painted onto any building wall.~~

- (5) **Maximum time period for use of trailer signs.** No permits shall be issued for the installation or use of any trailer signs for a period of longer than 14 days in any calendar year.

Sec. 32-12. - Nonconforming signs.

- (1) Signs erected, constructed or installed prior to the effective date of the ordinance from which this chapter is derived and which do not conform to the regulations and restrictions contained in this chapter shall be deemed to be nonconforming signs.
- (2) Nonconforming signs shall not:
 - (a) Be changed to another nonconforming sign.
 - (b) Have any changes made in the words or symbols used or the message displayed unless the sign is specifically designed for periodic change of message.
 - (d) Be structurally altered so as to prolong the life of the sign or so as to change the shape, size, type or design of the sign.
 - (e) Have the face changed unless such sign is of a type of construction to permit such a complete change of the face.
 - (f) Be repaired or replaced after being damaged if the repair or replacement would cost more than 50 percent of the cost of an identical new sign except as provided in subsection (c) of this section.
- (3) Any sign or awning having been destroyed or rendered unusable by unintended damage may be replaced by an identical sign or awning, but must be approved by the building official.

Sec. 32-13. - Wall signs.

- (1) Where wall signs are placed so as to cover transom windows, the glass in such transoms must be removed and a steel frame in the form of steel studs covered on both sides with metal lath and cement plaster must be provided before the wall sign is erected. In filing applications for the erection of such signs over transoms, it will be necessary that complete detailed sketches be included showing compliance with all these requirements before a permit can be granted. All wall signs to be placed on mansard facades are to be constructed of individual characters, on a raceway or applied directly to the facade.

- (2) All applications for the erection of a wall sign shall show the location of the sign, details of the building to which the sign is to be attached, the size, color and appearance of the sign and all necessary details for fabrication and erection of such sign and any other requirements as detailed on the application.
- (3) Wall signs upon building fronts containing up to 40 feet of building frontage shall not exceed three feet in height or a maximum of 30 square feet in size.
- (4) Wall signs upon building fronts containing 41 feet to 60 feet of frontage shall not exceed three feet in height or a maximum of 42 square feet in size.
- (5) Wall signs upon building fronts containing 61 feet and over of frontage shall not exceed three feet in height or a maximum of 48 square feet in size.
- (6) Wall signs upon the sides of buildings shall not exceed three feet in height or 12 square feet in size.
- (7) Wall signs upon the rear of buildings shall not exceed three feet in height or nine square feet in size.

~~(4) Wall signs.~~

(8a) **Material.** Wall signs shall be constructed of noncombustible material, except that approved combustible materials or approved combustible plastics may be used as provided in this Code, and wood may be used for moldings and purely ornamental features.

(9) **Projection beyond building line.** Wall signs shall not project beyond an established building line or a street property line. Wall signs shall not project into alleys.

~~**Prohibited locations.** No wall sign shall be attached to a building in such manner so as to obstruct any door, window, fire escape or ventilating system.~~

(8) **Extension over or beyond wall.** Wall signs shall not be erected to extend above the top of a wall or beyond the ends of the wall to which they are attached.

(9) **Thickness.** No wall sign shall be more than eight inches thick.

(10) **Attachment to parapet wall.** No wall signs shall be attached to any parapet wall.

(11) **Painted wall signs.** No wall sign, including murals, may be painted onto any

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building wall.

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Sec. 32-14. - Projecting or overhanging signs.

Permits shall be required for all projecting or overhanging signs and such signs shall be subject to the following restrictions:

- (1) No such sign attached to any building shall be erected so as to overhang public property, except in the case of flat signs attached to a building face, which may project eight inches from the building face.
- (2) The area of such signs shall not exceed a maximum of 32 square feet.
- (3) All such signs, including letters, shall be constructed entirely of metal, porcelain or other durable incombustible material. All projecting signs shall be supported by strong steel brackets attached to walls of buildings with through bolts, expansion bolts or other equally secure method, and shall be braced and held firmly in place with soft iron or steel cables of adequate strength. No swinging signs shall be constructed larger than 16 square feet in area. Cables shall be attached to walls of buildings with expansion bolts or equivalent method. Projecting signs which are permitted to extend over parapet walls may be attached to brackets fastened to roofs by means of through bolts but shall not be attached to any part of a wall above the point of bearing of the roof joists or rafters.
- (4) The thickness of a sign, exclusive of structural attachments, shall not exceed eight inches, but a sign may be made in two portions joined at one point similar to a letter "V," provided the least angle of intersection does not exceed ten feet.
- (5) In cases where a street is widened, causing signs to project over the curb, such signs shall be made to conform to the provisions of this chapter.
- (6) No sign shall be erected so that any part of it, including cables, guys, etc., will be within four feet of any electric light pole, streetlamp, or other public utility pole or standard.
- (7) Nothing in this section prohibits blade signs conforming to section 32-35.

Sec. 32-15. - Cloth and banner signs.

- (1) A permit shall be required for all cloth and banner signs.
- (2) No such sign shall be suspended across or project into any public street or highway.
- (3) No such sign shall exceed ~~two feet in least dimension or~~ 32 square feet in area, and not more than one such sign shall be placed upon any building for each story in height. When two or more signs are erected on any building, they shall be separated vertically by the height of one story less the width of the sign, or horizontally by a distance of at least nine feet.
- (4) All such signs shall be strongly constructed and securely attached.
- (5) Such signs shall not obstruct any door, window or fire escape.
- (6) Such signs shall be removed as soon as torn or damaged, and, in any case, 30 days after erection. It shall be deemed a violation of the provisions of this chapter to fail to notify the division of safety inspection of the erection of such signs or to fail to remove them after 30 days.

Sec. 32-16. - Roof signs.

The installation of open roof signs and solid roof signs, as defined in this chapter, shall not be permitted. Any part of a building, such as a wall, pylon or projection, higher than the parapet of the building face or front elevation and serving to carry a sign shall be considered a roof sign and shall not be permitted. This restriction shall be applicable to a gable, hip or mansard type of roof and no sign shall be mounted on the face of such type of roof. All roof signs in existence within the city shall be considered as not conforming to this Code and the reconstruction or replacement of such signs shall not be permitted. For the purpose of this chapter, signs installed on those mansard facades, which are incorporated into the construction of the building front and not into the roof structure of the building, shall not be deemed roof signs, but wall signs. A mansard facade that extends more than four feet above the roof of the building shall not be deemed to be a mansard facade for the purposes of this section.

Sec. 32-17. - Combination of signs.

- (1) A building shall be limited to a maximum of two signs from the following classifications:
 - (a) Wall sign.
 - (b) Ground and pole sign.

(c) Pylon sign.

- (2) For a combination of smaller signs, see section 32-10(a). No sign or combination of signs shall contain more than ten message units on any one building except as provided in section 32-8 and section 32-10(1)(b)(a)(2).

Sec. 32-18. - Alteration or relocation of signs.

In case any sign is altered in appearance or dimension in any manner or moved to any new location, such sign shall be subject to all restrictions applying to a new sign.

Sec. 32-19. - Blinking and animated signs prohibited.

The use of a blinking or animated sign is prohibited. The term "blinking," as used in this section, shall mean the apparent or actual oscillation, cycling or flashing of any sign or portion thereof, whether such apparent or actual oscillation, cycling or flashing is made, created or occasioned by mechanical, optical or electrical means. The term "animated," as used in this section, shall mean the actual or apparent movement of any portion of a sign and shall include replicas or statues of persons, animals and cartoon style characters, whether such replicas or statues contain or appear to contain moving parts or not.

~~Sec. 32-20. - Temporary real estate signs.~~

~~—The provisions of this chapter relative to construction and the obtaining of a permit shall not apply to so-called temporary real estate signs advertising the sale or lease of the property upon which such signs are situated, provided:~~

~~(1) —Signs of a size not exceeding 24 inches by 30 inches may be placed between the sidewalk and the curb upon the streets, highways and public places in this city advertising the location and the availability for purchase of houses being offered for sale in the city, provided such signs are so placed so as not to create a traffic hazard or a nuisance or inconvenience to the neighborhood, and providing such signs shall not exceed two in number and shall be placed only during the period the premises advertised are open for inspection, but under no circumstances shall such signs be placed prior to 10:00 a.m. and signs shall be removed by 9:00 p.m. No signs shall be placed in accordance with this section without the express written approval for such placement being obtained from the owner or tenant in charge of the private property immediately adjacent to the area wherein such sign is to be located.~~

~~(2) —Any sign so used and placed shall have affixed thereto an identification tag with the name and address of the owner thereof clearly indicated thereon.~~

~~(3) —Upon proper application in writing to the city administrator and upon a good and~~

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sufficient showing of necessity, the city administrator may authorize the placing of additional signs upon such terms and conditions as the city administrator shall deem advisable. (Invalid content regulation.)

Sec. 32-21. - Compliance with zoning regulations.

Notwithstanding anything in this chapter to the contrary, the provisions of the this zoning chapter shall be strictly complied with.

~~Sec. 32-22. Political signs.~~

~~— The provisions of this chapter relative to the construction, installation and obtaining of a permit shall not apply to temporary political signs advertising a political candidate, a forthcoming election or urging any vote on any topic; provided, however, that:~~

- ~~(1) — Such signs shall not exceed a size of 36 inches by 36 inches and shall be so placed or installed so as not to obstruct the vision or view of any bicyclist or driver of any motor vehicle upon the streets and alleyways of the city.~~
- ~~(2) — Not more than one such sign shall be installed or placed upon any property advertising a particular candidate or proposition. However, this section shall not be construed as a prohibition against placing two or more signs upon such property when each sign urges a vote for a different candidate or proposition.~~
- ~~(3) — The owner of the property where such signs have been installed or placed shall cause the signs to be removed within five days after the date of the election or vote upon the proposition to which the signs pertained. (Invalid content regulaton.)~~

~~Sec. 32-23. "Portable sign" defined.~~

~~— For purposes of this chapter, the term "portable sign" means any sign or display board, searchlights, lighting panel or similar device mounted upon a trailer or upon its own frame and wheels and not being a ground sign or pole sign as defined in this chapter. Portable signs include any so-called "sandwich boards" or signs placed on easels.~~

~~Sec. 32-24. --Approval of portable signs required~~**Portable Signs.**

- (1) No portable sign shall be displayed upon any land within the city without prior approval for such display having been obtained from the Building Official, planning commission of the city.

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- (2) Notwithstanding subsection (1) of this section, an application for a sandwich board or sign placed on an easel may be submitted to the building official for approval prior to its proposed installation. Approval by the building official may only be granted under all of the following conditions:
- (a) The sign may only be placed on the property occupied by the applicant, and the location will not interfere with pedestrian traffic or visibility.
 - (b) The sign may only be displayed during the hours of business of the applicant.
 - (c) The sign must be constructed of either wood or metal or a combination of wood or metal, or other material approved by the building official.
 - (d) The size of the sign must not exceed 42 inches in width, 48 inches in height, and its overall height shall not be greater than 65 inches.
 - (e) The colors displayed on the sign must be in accordance with this chapter.
 - (f) The sign must be structurally sound, stable and adequately maintained.
 - (g) The message on the sign must be related to the business affected.
 - (h) Only one sandwich board or easel sign per address.

In the event the building official approves the sandwich board or easel sign, no approval of the planning commission is necessary.

Sec. 32-25. - Standards for approval of portable signs.

The planning commission shall not signify its approval for the display of a portable sign unless the following requirements have been met:

- (1) Such proposed display shall be for definite consecutive dates not to exceed seven days.
- (2) The building official or the building official's designated representative shall certify to the division of safety inspection that the proposed location of the portable sign will not cause traffic congestion, impede traffic, block access to off-street parking spaces, conflict with traffic signalization or signage, or otherwise interfere with orderly traffic movement.
- (3) The proposed location of the portable sign shall not be on any public right-of-way.

- (4) The proposed portable sign shall not consist of or utilize flashing lights, beacons or searchlights, banners, balloons, flags, etc.
- (5) The proposed location for the placement of the portable sign shall not be closer than ten feet to any driveway, road, street, alley, sidewalk or other public property, and the sign shall not be placed upon any property other than where the business or product advertised is located or sold. Nonprofit organizations may

advertise fundraising events and similar occasions on other than their own property if written permission of the owner of the proposed location accompanies the application.

- (6) Each application for a permit for a portable sign shall include a description or sketch showing how such sign will be affixed to the ground or some stationary structure which will prevent the sign from rolling, tumbling, blowing or being pushed onto any driveway, street, alley or other public property.
- (7) Not more than one portable sign shall be permitted to be displayed on any premises for more than a seven-day period within a calendar year. For the purposes of this subsection, a shopping center shall be considered one premises.
- (8) No portable sign shall exceed 32 square feet in area.

Sec. 32-26. - Review of application for installation of portable sign.

Application for a portable sign installation shall be submitted to the division of safety inspection. The application shall be reviewed by the division, and if found to be complete and in compliance with the provisions of this chapter, such compliance shall be noted upon the application. The application shall then be referred to the director of public safety, or the director's designated representative, who shall review the application and shall note thereon that the application complies with the traffic safety requirements. Upon completion of such review, the application shall be referred to the planning commission for its consideration.

Sec. 32-27. - Variances for portable signs.

Should any party wish to display a portable sign that fails to meet the requirements of section 32-26, an appeal to the city council may be made in accordance with the provisions of section 32-32.

~~**Sec. 32-28. - Temporary garage, yard, basement, estate and rummage sale signs.**~~

- ~~(1) The provisions of this chapter relative to construction and obtaining of a permit~~

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~~shall not apply to temporary garage, yard, basement, estate and rummage sale signs advertising the sale of personal property in a residential zoning district of the city.~~

~~(2) Signs of a size not exceeding 24 inches by 30 inches may be placed only upon private property advertising a garage, yard, basement or rummage sale and only during the time that such sale is in progress. Such signs shall not be displayed between the hours of 7:00 p.m. and 7:00 a.m., local time.~~

~~(3) The installation or placement of temporary signs advertising a garage, yard, basement or rummage sale at locations within the city other than as authorized by subsection (2) of this section shall be a violation of this Code.~~

~~(4)(3) The owner, tenant or person in apparent control of the residential property where such sale is being conducted as advertised by signs posted in violation of the provisions of this section shall be deemed to be prima facie the person responsible for the installation or placement of any temporary sign advertising a garage, yard, basement or rummage sale held at such residential property within the city.~~

Sec. 32-29. - Design of Lettering and Sign Faces in the American Colonial Architectural Area.

~~Within the business area the American Colonial architectural area of the city generally situated (insert description), and whose boundaries may be obtained through a document furnished by the City Clerk, †~~The following rules, regulations and guidelines shall be applicable to all permanent signs installed or erected within the city:

- (1) **Lettering.** A list of approved and prohibited lettering styles will be maintained by the building official as approved by the planning commission resolution. Signs shall be comprised of not more than two styles of lettering. There shall be no more than three sizes of lettering per sign.
- (2) **Colors.** A maximum of three complimentary, muted colors or shades of colors may be used for a sign. A list of approved colors will be maintained by the building official as approved by the planning commission resolution.

Sec. 32-30. - Flags and flagpoles.

Flagpoles shall not be erected between the sidewalk and curblin of Mack Avenue nor within 20 feet of any property line if freestanding. Flags of any nature or design in excess of 120 square feet in size shall not be flown within the city. ~~Flags of other than the United States of America, the state, county and city or Tree City USA shall not be flown within the city other than in residential zoning districts, unless a permit shall first have been obtained from the~~

~~division of safety inspection. Permits may be obtained to fly flags of any nature for a period not to exceed 30 days. Not more than one such permit shall be issued to any business establishment within a 12-month period. (Invalid content regulation. It is suggested that the number of flagpoles and/or flags be limited based on property size. This would result in limiting flagpoles for example to one flagpole in all residential areas while still allowing for more flagpoles on larger sites which are subject to our regulations such as private schools and other larger sites.)~~ No flagpole shall be erected closer to the joining street than 10 feet from the front building setback line, and in no event shall a flagpole or flag be permitted to extend into any public right-of-way. For each parcel or combination of parcels under common ownership, one flagpole shall be permitted if frontage abutting a street is 100 feet or less. If frontage is between 100 and 300 feet, two flagpoles shall be permitted, and for frontage exceeding 300 feet, up to three flagpoles are permitted. No more than two flags whose combined square footage, if 20 square feet or less, shall be permitted on each flagpole. Flagpoles shall be configured so that flags do not touch each other.

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Sec. 32-31. - Awnings and canopies.

- (1) Awnings and canopies shall be made with cloth, canvas or vinyl, and may not be covered with metal or hard plastic materials.
- (2) Awnings and canopies shall be of city approved colors. Such colors shall be approved by resolution of the planning commission and samples shall be maintained by the building official and made available to all applicants seeking a permit to install an awning or canopy free of charge.
- ~~(3) Striped awnings or canopies shall not be permitted or installed.~~
- (4) No advertising message or logo shall be permitted on the face of any awning or canopy.
- (5) No awning or canopy shall be backlighted with artificial lighting.
- (6) Advertising material may be contained on the valance of an awning or canopy. Such message shall not exceed the message unit limitations for such property. Letters or numbers on the valance shall be limited in height to eight inches.
- (7) All applications for a permit to install a new awning or canopy or to install exact replacement awnings or canopies shall be authorized by the building official, provided that such proposed installation meets the provisions of this chapter.

Sec. 32-32. - Appeal of denial of permit.

If the building official denies a sign permit, or if a variance is requested, upon filing an application in writing, the appeal or variance request will first be reviewed by the planning commission with a determination made within 45 days, which will provide a recommendation to the city council. Any party who has been refused a sign permit after review by the building official or planning commission for a proposed installation or has been notified by the city to remove an existing sign may file a claim of appeal with the city clerk by completing a written application stating "appeal". Such claim of appeal shall be accompanied by an appeal fee as currently established or as hereafter adopted by resolution of the city council from time to time or a fee structure designated by the administration and approved by the city council by resolution, payable to the general fund of the city. The ~~City Council~~ must act upon ~~may grant~~ such appeal within 60 days, and may deny such appeal, grant such an appeal, or grant such appeal with reasonable conditions, upon a finding that such exception would be in the best interest of the City and not against the spirit and intent of this chapter. ~~and allow an exception to the provisions of this chapter upon a finding that such an exception would be in the best interests of the city and not against the spirit and intent of this chapter.~~ Neither the Planning Commission, nor the City Council may consider the content of any sign as a factor in any determination made pursuant to this section. ~~If the building official denies a sign permit, or if a variance is requested, the appeal or variance request will first be reviewed by the planning commission, which will provide a recommendation to the city council.~~

Sec. 32-33. - Electronic changeable copy signs.

- (1) **Definition.** An "electronic changeable copy sign" is defined as a sign upon which the copy changes automatically on a lamp bank and which sign meets the definition of a ground sign as contained in this chapter. Scoreboards used to keep track of scores during athletic events are exempt from this definition.
- (2) **Standards.** The following rules and regulations shall be applicable to electronic changeable copy signs notwithstanding any other rules or regulations contained in this chapter:
 - (a) Such sign shall not produce blinking or animated messages.
 - (b) The changeable copy or message delivered by the sign shall not be changed more often than once in any eight-hour time period.
 - (c) Such sign shall be permitted to be installed only within a community facilities zoning district of the city, once application is made to the building official and subsequent review and approval by the planning commission.
 - (d) Such sign may be of a size of up to 32 square feet and a height of six feet above the ground.

- (e) Such sign may be installed within ten feet inside of the property line; provided, however, that such location proposed for the installation receives prior approval from the division of safety inspection as to traffic hazards and pedestrian hazards.
- (f) All messages shall not exceed four lines of characters.
- (g) Such sign shall be limited to 50 footcandles power output.

Sec. 32-34. – Multitenant buildings.

Generally, multitenant buildings will be exempted from the maximum number of sign restrictions providing a "master"/overall building plan is applied for and approved by the planning commission.

Sec. 32-35. - Blade signs.

- (1) **Purpose.** The purpose of a blade sign is to identify and promote the business use for pedestrians and serve as a graphic design enhancement to ~~any commercially zoned district~~ certain zoning districts. Blade signs are only permitted in the C, C-2, and R-O1 Districts. Blade signs are permitted subject to the following requirements.
- (2) **Procedure.**
 - (a) All blade signs shall be subject to review and approval by the building department and department of public services. Blade signs are not exempt from the permit requirements or other regulations of this chapter.
 - (b) Blade signs complying with this chapter shall not count against the number of signs permitted, area allowed, or message unit requirements.
 - (c) A permit for a blade sign is required before any part of the sign is affixed to a building.
- (3) **Requirements.** Blade signs shall adhere to the following requirements:
 - Only one blade sign is permitted per storefront or business.
 - (a) The total sign area for any blade sign shall not exceed four-and-one-half square feet per side.

- (b) The lowest point of the sign shall be at least nine feet above a public way. The highest point of the sign shall not exceed the highest point of the building. Signs above private property shall be at least eight feet above grade. Signs shall not project from the building more than three feet. Brackets are included as part of the sign when determining these measurements.
- (c) Internal or external illumination is prohibited.
- (d) Any blade sign shall be at least ten feet from another blade sign, and five feet from the entrance of any other adjacent property.
- (e) Blade signs shall be located as close as practical to the storefront entrance.
- (f) Blade signs shall not obstruct vehicular traffic or city operations in any sidewalk, passageway, public way, alleyway or designated loading/unloading area.
- (g) No portion of a blade sign shall project above the top of an eave or parapet.
- (h) All blade signs shall be maintained in good condition.
- (i) Blade signs shall be designed as to be compatible with the architectural facade where they are placed. The design, including materials and color, shall comply with the requirements of this chapter.
- (j) The bracket of the blade sign shall be made of a durable material and attached directly to the building wall and meet building code requirements. Decorative frames and brackets are encouraged. Installation onto mansard roofs is prohibited.
- (k) Blade signs shall be no more than four inches thick. Brackets and decorative mounting features may exceed the thickness requirements as reasonably necessary to create an attractive graphic or design element.
- (l) Blade signs shall be limited to two sign faces.
- (m) Blade signs shall not obstruct the view of traffic control devices or interfere with the vision of pedestrian or vehicle traffic as determined by the city's traffic safety officer.
- (n) Symbols or logos used to identify the business are encouraged.



Memorandum

TO: Grosse Pointe Woods Planning Commission
FROM: Brigitte Wolf, AICP
SUBJECT: **Front Yard Structures – Revisions to Ordinance**
DATE: September 26, 2023

Following the conversation at the August 22, 2023 Grosse Pointe Woods Planning Commission meeting, this memorandum has been prepared to propose amendments that would allow for mini-libraries and raised flower/garden bed in the front yards of residential properties. One way to allow these front yard structures, while still preserving the front yard setbacks set for each residential district, would be allowed by exempt them from the setback requirements. In the City of Grosse Pointe Woods there is already a precedent for allowing exemptions for mailboxes to the front yard setback requirements, it is our recommendation to treat mini-“libraries” of certain sizes and raised flower/garden beds the same and allow as exempt structures.

CURRENT FRONT YARD SETBACK EXEMPTION TO MAILBOX

Article XI of the Ordinance: Structures in Front Yards allows for exemptions for what is defined as a structure (**Sec. 8-335**). The following are currently exempt from being considered a ‘structure’ and thus may be located within the front or side yard setbacks, these include:

- fence,
- pole containing a basketball hoop,
- a flagpole,
- a light pole,
- a mailbox
- an air conditioning condensing unit, or
- an unenclosed outside porch.

PROPOSED AMENDMENT TO ARTICLE XI. SECTION 8-335

Below are the proposed amendments, to allow for an exemption for:

- 1. Free Mini-Libraries**
 - a) Less than 5 feet in height
 - b) 4 square feet or less in total area
- 2. Raised Planters (Flower or Garden)**
 - a) 24 inches or 2 feet in height
 - b) At least 1 foot from the sidewalk or public right-of-way



- c) At least 3 feet from the side lot line

ADDITIONAL CONSIDERATIONS

- 1. Restrict Size or Area of the Raised Planters
 - a) For example, Cumulative area of the raised planters to be of 10 square feet or less or 20% of the front yard area, which ever is less
- 2. Regulate the materials used

NEXT STEPS

Amendments

- a) If a recommendation from the Commission has been reached, it would be passed to Council.
- b) A public notice and hearing would be administered, and the final decision for adoption would need a favorable vote of five members of the council, regardless of how many members are present at the time the vote is taken.



Memorandum

TO: Grosse Pointe Woods
FROM: Alicia Warren, Assistant Planner; Brigitte Wolf, AICP
SUBJECT: **Parking Requirements Review**
DATE: August 15, 2023

PARKING REQUIREMENTS IN SURROUNDING MUNICIPALITIES

The surrounding communities of Grosse Pointe Farms, Grosse Pointe, Grosse Pointe Park, Grosse Pointe Shores, and Harper Woods parking requirements:

WHAT REQUIRES PARKING?

	What uses requires parking on site?
Grosse Pointe Woods	The amount of required off-street parking space for new uses or buildings, additions thereto and additions to existing buildings as specified in Table 50-5.3 OFF-STREET PARKING REQUIREMENTS.
Grosse Pointe Farms	All uses shall be required to provide their required parking on land in the type zoning district in which such are a permitted principal use. Buildings and uses already in existence prior to the effective date of the parking requirements hereinafter set forth shall not be affected thereby but, in the instance, where additions or substantial alterations are made to existing structures or uses, the new addition and the existing structure or the altered structure shall be required to meet the requirements hereinafter set forth. Additional parking shall be required in accordance with the minimum requirements hereinafter set forth where a change in occupancy to a new use or expanded existing use occurs
Grosse Pointe	The amount of required off-street parking space for new uses or buildings, additions thereto, and additions to existing buildings as specified in section 90-156 shall be determined in accordance with table of off street parking requirements, and the space so required shall be stated in the application for a building permit, shall be irrevocably reserved for such use and/or shall comply with the initial part of this section, and shall be provided in the city.
Grosse Pointe Park	There shall be provided in all districts, at the time of erection or enlargement of any main building or structure, automobile off-street parking space, with adequate access to all spaces.
Harper Woods	The amount of required off-street parking space for new uses or buildings, additions thereto and additions to existing buildings as specified in this chapter shall be determined in accordance with Section 10-421, Schedule of Off-Street Parking Requirements.



WHAT COUNTS TOWARDS PARKING SUPPLY REQUIREMENTS?

	Parking Supply Requirements
Grosse Pointe Woods	The amount of required off-street parking space for new uses or buildings and additions to existing buildings as specified in section 50-5.3.
Grosse Pointe Farms	The minimum number of off-street parking spaces shall be determined in accordance with the table in Subsection 9 of the city ordinance. In the case of a use not specifically mentioned, the requirements for off-street parking facilities for a use which is mentioned, and to which said use is the most similar, shall apply.
Grosse Pointe	Minimum parking requirements may be satisfied where buildings are located within a special assessment district or other district established by the city council for purposes of providing off-street parking facilities, provided that such parking facilities are completed and accepted by the city council. Additionally, the required parking for a use can be reduced by 10% if there is on-street parking available, and another 10% if they do not restrict the parking to their use - allow unrestricted shared parking.
Grosse Pointe Park	The minimum required off-street parking spaces shall not be replaced by any other use unless and until equal parking facilities are provided elsewhere.
Harper Woods	The off-street parking facilities required for all uses, other than residential, shall be located on the lot or on property within 300 feet of the permitted use requiring such off-street parking within the City.

HOW MUCH PARKING IS REQUIRED?

	ITE: Institute of Transportation Engineers Best Parking Practices (from ITEParkGen)	Grosse Pointe Woods	Grosse Pointe Farms	Grosse Pointe	Grosse Pointe Park	Harper Woods
Parking Re'q						
Retail	Varies. Ex. Neighborhood Appliance Store 1.34 per 1,000 GFA (85 percentile); 1.04 per 1,000 GFA (average)	1 per 200 sq.ft. of gross floor area.	1 per 150 sq.ft. of usable floor area	1 per 150 sq.ft. of usable floor space.	1 per 350 sq. ft. of usable floor area.	1 per 200 sq. ft. of gross floor area.



Restaurants	Varies based on weekday or weekend: demand ranges from 0.34-0.67 vehicles / seat and 8.4-22.7 vehicles per 1,000 GFA	1 per 200 sq.ft. of gross FA, plus 1 per employee during peak employment shift.	1 per 100 sq.ft. of usable FA OR 1 per 2 persons allowed at maximum occupancy, whichever is greater	1 per 250 square feet of floor space.	1 per 50 sq. ft. of usable FA OR 1 per 2 persons allowed within the maximum occupancy	1 per 100 SF of gross square floor area.
Professional Offices	Suburban Weekday Peaks: 3.45 per 1,000 GFA (85 percentile); 2.84 per 1,000 GFA(average); 2.56 per 1,000 GFA (33rd percentile)	1 per 300 SF of gross floor area	1 space per 200 SF of usable floor area or three-fourths (.75) parking spaces for each work station, whichever is greater.	1 per 200 SF of usable floor area.	1 space per 300 SF of usable floor area.	1 per 400 SF of gross area.
Medical Office	4.27 per 1,000 GFA (85th percentile); 3.20 per 1,000 GFA (average); 2.68 per 1,000 GFA (33rd percentile)	1 per 200 SF of gross floor area	1 per 100 SF of usable floor area OR 1 space for each work station, whichever is greater.	1 per 100 SF of usable floor area.	1 per 100 SF of usable floor area in waiting rooms, and 1 per examining room, dental chair or similar use area.	1 per 200 SF of gross floor area.

RIGHT-SIZING PARKING: FLEXIBLE REQUIREMENTS

- 1. Shared Parking.** Owners may enter into a shared parking agreement with a nearby property (within a certain distance). The City facilitates a formal written agreement to avoid future disputes while allowing for more strategic use of parking areas.
- 2. Waiver.** Parking standards may be waived by City Administration and/or the Planning Commission. If an applicant seeks to waive a parking requirement of 10% or less spaces, and there is on-street parking available, then the request can be processed administratively. However, if the applicant seeks to waive 10% or more parking spaces, then the applicant must seek approval from Planning Commission / City Council.

Parking Waiver process: If the proposed deviation from the parking requirements is 10% or more spaces, the review is subject to the same process as a variance. First, a public hearing must be held and residents within 300 feet must be notified. Next, the Planning Commission can vote on a recommendation for the City Council, and then it is subject to approval by City Council.

CITY OF GROSSE POINTE WOODS
BUILDING DEPARTMENT REPORT

TO: PLANNING COMMISSION

FROM: BRUCE ECK, INTERIM BUILDING OFFICIAL

DATE: SEPTEMBER 26, 2023

SUBJECT: BUILDING DEPARTMENT REPORT, SEPTEMBER 2023

This past month, the interior renovation project at Lochmoor Club is wrapping up, it is only pending a final building inspection. Treat Dreams passed their Certificate of Occupancy inspection and is pending an inspection by the Fire Department and issuance of their Business License.

A permit to demolish the clubhouse at Grosse Pointe Equestrian was submitted.

A permit to demolish 20129 Mack for the Ahee expansion project was issued.

The project for the Linear Accelerator at the Van Eslander Cancer Center is almost done, the project is pending four final inspections. Henry Ford Optimeyes is making progress on their project as well.

A permit was issued to Albert D. Thomas Inc for a kitchen and dining room renovation at 633 Sunningdale with a construction value of \$85,000.

An addition permit was issued to Corber Construction for 19817 E Ida Ln with a construction value of \$75,000.

A permit was issued to the homeowner of 915 Cook Rd for an addition above their garage with a construction value of \$100,000.

The wall sign application for Bucharest Grill was issued.

GROSSE POINTE WOODS, MI

Master Plan Open House

We are updating the 2006 Master Plan and want to hear from you!

The Grosse Pointe Woods Planning Commission has identified goals related to housing, Mack Avenue, transportation, community character, and resiliency that will guide our City's planning for the next 10-15 years.

We encourage you to attend this event to see what they are planning and provide your input.

Monday, October 23, 2023
6:00 - 8:00 pm

Community Center
20025 Mack Plaza Drive
Grosse Pointe Woods

Pizza and refreshments provided!



Memorandum

DATE: September 21, 2023
TO: Grosse Pointe Woods Planning Commission
FROM: Jill Bahm, AICP, Partner, Stephanie Osborn, Associate Planner, Rose Kim, Staff Planner, Giffels Webster
SUBJECT: Grosse Pointe Woods Master Plan Update and Open House Overview

Introduction

The Grosse Pointe Woods Planning Commission's efforts towards a new Master Plan are well underway and will soon culminate in a framework and policy lens for land use and development in the City over the next 10-15 years. The plan is currently in the "community engagement" phase, where residents and stakeholders will be asked to share their vision and feedback in order to determine the direction for future development.

So far, the Grosse Pointe Woods Planning Commission's efforts have included:

Leadership Visioning Session - On June 19, 2023, the Planning Commission and the City Council met together to kickoff the Master Plan and work on a visioning exercise. During this meeting, attendees had the opportunity to discuss the City's strengths, weaknesses, opportunities, and threats within the land use and development context. The visioning session revealed that the City has a lot already in place that the planning commissioners and city council members value: the financial stability of the city, effective government/administration, public safety, and "community" facilities, events, programming and activities. Opportunities for improvement were also identified, including enhanced walkability, enhancements to Mack Avenue, improved housing stock and exploration of accessory dwelling units (ADUs), and streetscape improvements, among others. A more detailed analysis of this discussion is included in the Issues to Consider Report (an updated version of this report from the July 31 meeting is attached).

Launch of Master Plan website – A [website](#) has been made to provide share information and progress updates regarding the master plan update process with the community. We will update this site more with the open house materials; in the interim, we've posted the proposed goals and objectives and created an open forum for people to start sharing their thoughts.

Issues to Consider report – Please see attached for an updated "Issues to Consider" report. This report has been discussed by the Planning Commission and is provided again as provided as background for future discussions.

Review of Proposed Goals and Objectives – The Planning Commission held a special meeting on July 31, 2023 to discuss proposed goals and objectives. Goals and objectives were crafted based on the goals and objectives in the previous master plan and on outcomes of the leadership visioning session in June.

The following goals have been created based on the input from Planning Commissioners, City Council members, and city staff, as well as goals from the 2006 plan, national trends, and planning best practices. These were discussed at the July 31 meeting.

- **Housing:** Provide a range of housing choices for all ages, abilities, and incomes.
- **Economic Development:** Elevate Mack Avenue as a thriving, vibrant commercial corridor that meets the daily needs of residents and is a destination for visitors.

- **Transportation:** Enhance the entire transportation network to provide safe, convenient, and accessible transportation choices.
- **Community Character:** Strengthen sense of place, identity, and character throughout the City and its neighborhoods.
- **Resiliency:** Promote resiliency to create a more equitable and inclusive community.

At the July 31 meeting, we reviewed the goals and objectives based on the feedback obtained from the Planning Commission, City Council, and staff. While the previous goals and objectives from 2006 led to successful implementation, rewriting goals and objectives in light of best practices allows for the consolidation of goals and broader goal language. Several of the goals and objectives are no longer relevant, due to work that has been done to complete them, as evidenced in the City's implementation item tracking spreadsheet and/or changing needs and desires of the City. Some 2006 objectives have also been temporarily collected and reserved for discussion as we develop the Implementation chapter of the Master Plan in Phase 2 as they are more appropriate as action strategies that will help the City work towards achieving an updated set of goals and objectives going forward.

An updated draft of goals and objectives which includes notes from discussions at the special meeting is attached. We do not anticipate the Planning Commission to discuss this further at the upcoming meeting unless there are significant concerns about sharing them as-is with the community at the open house. The Planning Commission will have an opportunity to further refine/clarify these goals and objectives following the open house.

Open House

The next component of the community engagement phase includes a community open house with different activities to stimulate discussion and feedback related to the proposed goals and objectives. **The open house will be on October 23, 2023 from 6 to 8pm.** Planning Commissioners should each plan to host a station (outlined below), and be ready to listen to stakeholder feedback and share what they hear with the Commission. [Note: Our team will provide “directions” for each station and be floating to assist as needed.] A summary of each activity is provided below.

Commissioners may use the link that follows to sign up to staff one of the stations.

<https://www.signupgenius.com/go/10C0848A4AC22A1F4CE9-44518135-master>

Station #1: Orientation

As attendees enter the open house, they will first come to a board that provides welcomes attendees and explains the purpose of the master plan and its connection to the zoning ordinance.

Following that, a set of boards will help the Planning Commission understand who attended the open house (and identify key groups who may not have attended). One board will ask attendees to report their age category, household composition, role in the community (resident, business owner, both, other), and the length of time they plan to live in the City. Attendees can mark their responses using dots.

Also at this station will be an open-ended board that asks attendees the best community they have either visited or lived in, and what they liked about it. This will help develop a list of benchmark communities and desirable characteristics to consider throughout the plan.

Station #2: Housing

This will be the first station where attendees see a proposed goal for the city. The draft language related to housing is “Provide a range of housing choices for all ages, abilities, and incomes.” This station will consist of two boards:

1. The first board will provide information on existing demographic conditions and neighborhood-scale housing options such as duplexes, triplexes, quadplexes, cottage courts, and ADUs. Attendees will have an opportunity to vote on the options that seem most appropriate for the city.
2. A second board will focus on housing for older residents and mixed use opportunities. For senior housing, information on attached condos, multi-family or assisted living complexes will be provided. The boards will include explanations of mixed use and different housing types. Attendees will have the opportunity to share where they think mixed use and different living options would be most viable and desirable by dot voting for each housing type along Mack Ave, Cook Road, and Vernier Road.

Station #3: Economic Development

The proposed goal related to economic development is “Continue to work towards making Mack Avenue a vibrant commercial corridor that meets the daily needs of residents and visitors.” This station will have seven boards:

1. The first board will provide background information on economic development and the importance of local business.
2. The second board will introduce the idea of a 15-minute neighborhood and creating nodes/hubs along the Mack Avenue and Morningside corridors to serve the adjacent neighborhoods. A map will be provided that shows the following hub locations. Attendees will then be asked to go to the two boards that are specific to the hubs that are closest to them.
 - a. Mack and Cook
 - b. Mack and Lochmoor
 - c. Mack and Vernier
 - d. Marter between Hollywood and Hawthorne

For each hub board, a list of amenities will be provided. Attendees can vote on the amenities they would like to see at that hub and make suggestions for other amenities.

Station #4: Transportation

The proposed goal related to transportation is “Enhance the entire transportation network to provide safe, convenient, and accessible transportation choices.” This station will consist of three boards:

1. The first board will describe various modes of transportation (vehicles (internal combustion engine (ICE), electric (EV), and autonomous; bike/e-bike; scooter; trolley), and vote for what they would most like to see along Mack Avenue.
2. The second board will ask attendees to identify areas to improve pedestrian and cyclist safety. A map will be provided and attendees will be prompted to note the following:
 - a. Areas that need sidewalk improvements/maintenance
 - b. Areas where sidewalks are too narrow
 - c. Areas where the speed is too high for pedestrians and cyclists
 - d. Desired locations for crosswalks
 - e. Areas that are too dark (need lighting)
3. A third board will focus on determining the type of bike infrastructure that is needed and alleyway opportunities. Attendees will be asked to self-identify the type of cyclist they are (interested, but cautious; interested, but concerned; enthused and confident; and strong and fearless). Attendees will also be able to provide ideas on how to better use the alleys.

Station #5: Community Character

A new proposed goal is related to community character. This goal is currently drafted as “Strengthen sense of place, identity, and character throughout the City and its neighborhoods.” This station will consist of an activity that people can join on their phones (we’ll have a computer available as an alternative) and one board.

The activity will ask attendees to populate a word cloud, answering the question “What do you love about Grosse Pointe Woods?” This word cloud will be projected in real time and show common themes by updating the font size of various words as new entries are added electronically. An example word cloud from another community is below.



The board will provide information on the importance of community character. A few ideas on how to highlight a community, such as gateways, art, banners, etc. will be provided and attendees will be able to indicate the options they prefer as well as provide additional input on anything else they would like to see changed or improved in the community.

Station #6: Resiliency

A new goal for this master plan has been suggested. The draft language is “Promote resiliency to create a more equitable and inclusive community.” This station will have only one board which would provide information on sustainability and resiliency as well as information about possible future stressors. The objectives for this goal will be provided, and attendees will be asked to add any objectives that are missing and should be included to work towards becoming a resilient community. This board will also provide an opportunity for attendees to answer Planning Commissioner’s questions about concerns with home occupations and live-work spaces. With this information, new standards may be put in place to encourage or discourage these uses in specific areas throughout the City. Comment cards will be available if anyone wishes to provide input.

Station #7: Mayor for a Day

This station is an open-ended station that is great for both adults and children. A large sheet of paper will be placed on a table that asks what attendees would like to see if they were mayor of the City for a day and could make any changes they wanted. Attendees will be encouraged to write ideas down and add support for others’ ideas. Children can draw pictures of what they would like to see in the City.

Station #8: Next Steps and Thank You

This station marks the end of the open house. It provides a brief explanation of next steps the Planning Commission will take to complete the master plan update, where information can be found on the project progress, and a last chance at the open house to provide a comment on the future of the city. Attendees will be thanked for attending and encouraged to continue participating in the process.

Next Steps

Following the open house, a report will be prepared containing the findings from the visioning session and open house, and it will also provide any suggested changes to the proposed goals and objectives for the plan based on community input.

Issues to Consider

CITY OF GROSSE POINTE WOODS



September 2023

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Introduction

The Master Plan is intended to guide future decision-making processes related to land use and development in the City, as well as overall community quality of life.

A Master Plan addresses future land uses and community development, and other community features in a coordinated fashion. It portrays a clear statement of community goals and objectives, establishes a vision of the future, and includes plans to achieve the vision. If followed carefully, the Master Plan will have a lasting impact on the built and natural environment. Decisions made when the plan is developed will likely be implemented over short-term, medium-term, and long-term timelines as specified in the Implementation Plan.

The Master Plan is long-range in its view and is intended to guide development in the City over a period of 10 to 20 years, with reviews and any necessary updates occurring every five years to maintain consistency with the Michigan Planning Enabling Act of 2008. The information and concepts presented in the Master Plan are used to guide local decisions on public and private uses of land and the provision of public facilities and services. A sound Master Plan promotes a land use pattern that reflects a community's goals. It establishes long-range general policies in a coordinated and unified manner, which can be continually referred to in decision-making.

Lastly, the Master Plan aims to provide a complete picture of the historic and ongoing land use and development-related issues facing the City.

Based on the feedback from both surveys and discussions with the Planning Commission, City Council members, and staff in the early stages of the Master Plan process (outlined in the [Visioning Summary](#) of this report, several key challenges related to land use planning have been identified in the City. They are as follows:

- Lack of housing options (type, size, location, affordability, ability to age in place)
- Lack of business mix and development along Mack Avenue
- Lack of connectivity throughout the City
- Vehicle-centric design/Lack of walkability along Mack Avenue
- Lack of community identity and character
- Barriers to people of all ages and abilities living life to the fullest potential
- Climate change (severe weather and flooding, in particular); lack of sustainability and resiliency

This document is intended to provide the Planning Commission with highlights of the broader subject matters shaped by the challenges for the City to consider in conjunction with the long-range planning laid out in the Master Plan. They are not the only issues, but they are issues that are highly connected to the ongoing livability of the community and should be explored during this Master Plan Update.

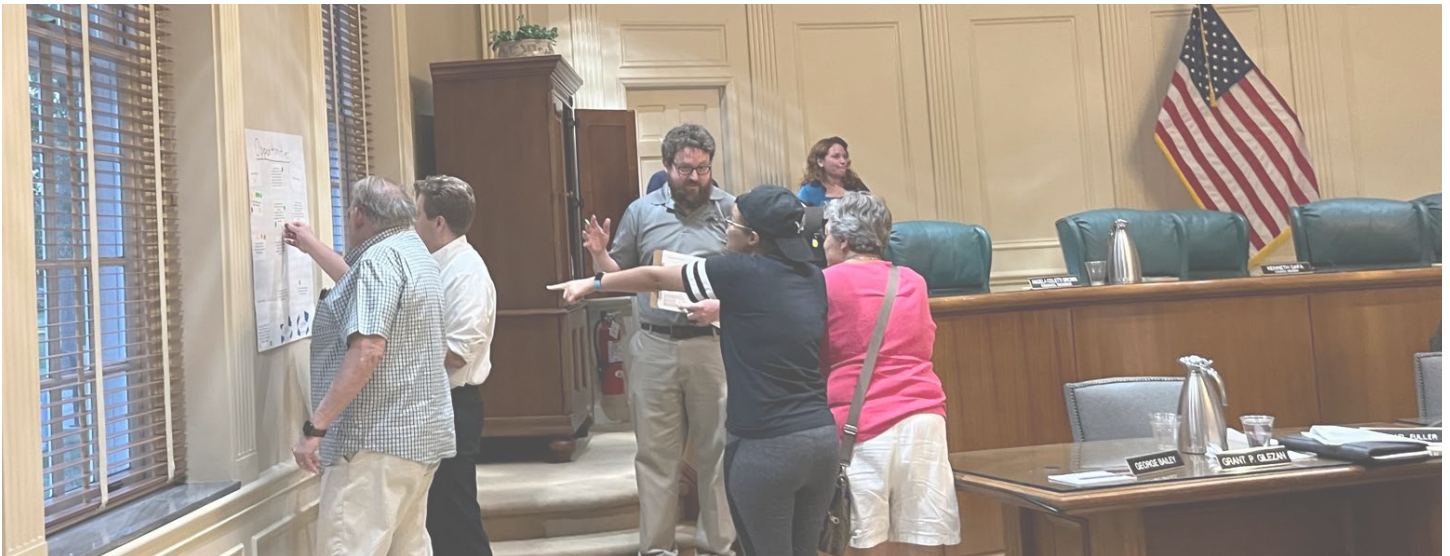
Within each section, the following guides may be included: “Questions to Consider” and “Opportunities for an Update.”

Questions to Consider

- Questions for the Planning Commission to consider during this update process.

Opportunities for an Update

At the end of each section are “Opportunities for an Update,” which offer some suggestions to guide the Planning Commission during this update process.



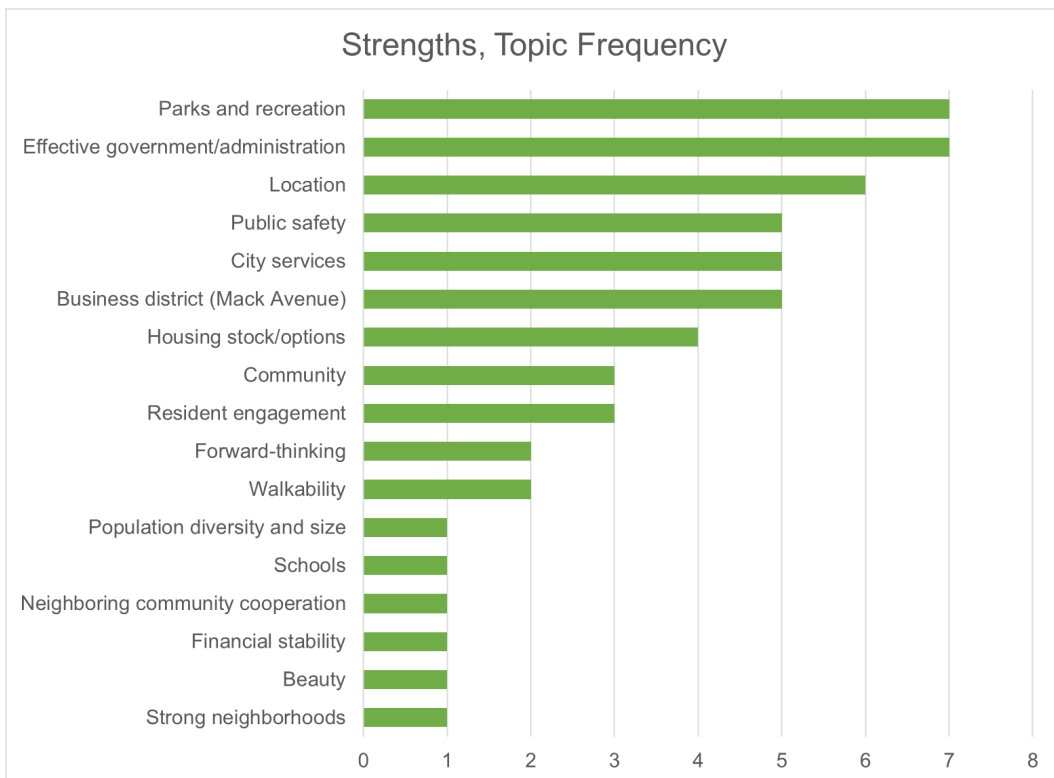
Visioning Summary

Master Plan Joint Visioning Session

On June 19, the City Council and Planning Commission held a joint visioning session, discussed the city's strengths and weaknesses as identified by the participants, and prioritized foreseen opportunities and threats to the community (SWOT analysis). Below are the results of the SWOT analysis and discussion. The charts show the data that was collected through the survey prior to the visioning session which included four staff responses, two City Council member responses, and seven Planning Commissioner responses. Additional discussion during the session is summarized in the paragraphs following the charts.

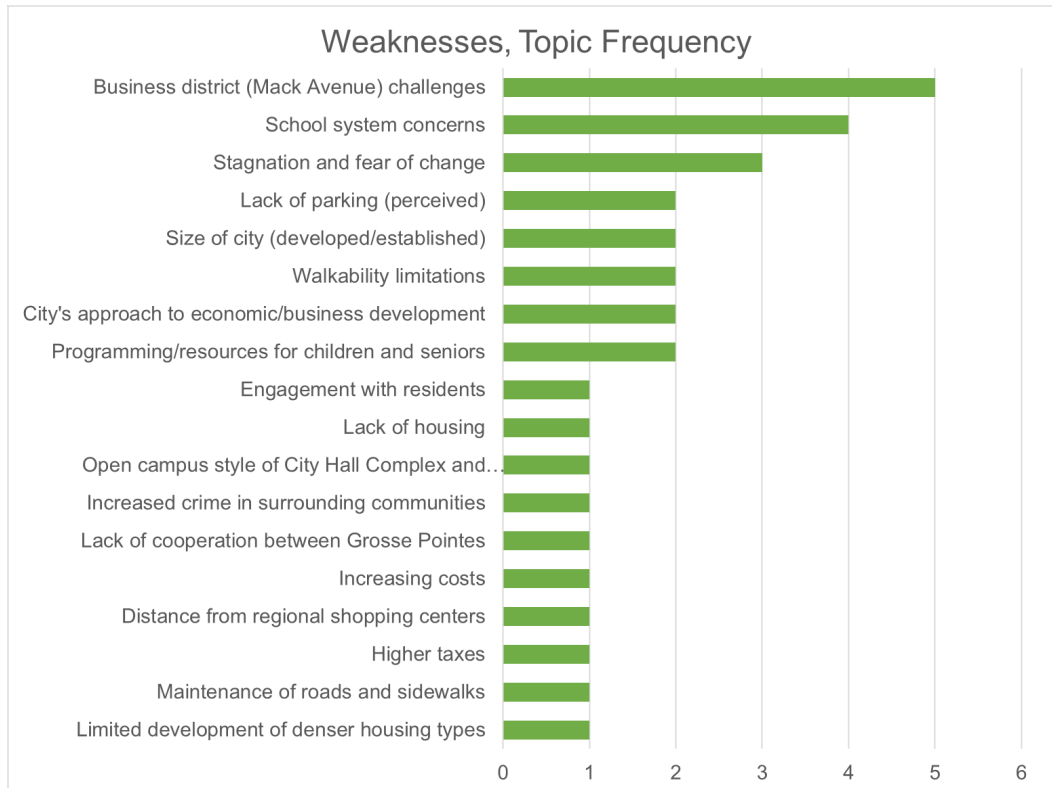
Strengths

Some participants noted that their survey responses focused on things that were within their sphere of influence, so some things such as schools, that are a strength of the community were not included in the response. When reviewing the survey results, three additional strengths surfaced: 1) "community", events, programming, and activities, 2) financial stability of the city, and 3) libraries.



Weaknesses

In addition to the weaknesses noted in the survey responses, additional weaknesses discussed by the group include: limited redevelopment opportunities and opportunities for property tax revenue growth; difficulties/challenges with the development review and permitting process; redundancies that exist between the Grosse Pointes; lack of movie theaters and other entertainment within the city, and a lack of activities and things for teens to do; and real estate values.



Emerging Trends

The survey also asked respondents to identify any emerging trends in the nation, region, or community that could be influential on the master plan process. This list was added to during the visioning session. The complete list is below:

- Higher density, high-end living options
- Interest in aging in place and resulting lack of housing
- Accessory Dwelling Units (ADUs)
- Micromobility options (ebikes, scooters, etc.)
- 15-minute neighborhoods
- Food trucks, pocket parks
- Higher electricity demand/needs
- New electricity infrastructure for EV charging
- Solar energy, small and large scale
- Short term rentals
- Working from home
- Email becoming less utilized
- Smart Cities, artificial intelligence
- Pedestrian safety strategies
- Drugs
- Challenges for empty nesters/downsizing (cost, availability)
- Allowing 3 stories on Mack Ave – impact for new development
- Liggett School development – could there be more developers interested in these types of projects?
- Options for new families, schools
- School properties?
- 15-minute neighborhoods, social districts, walkability, things to do

Opportunities

Survey responses were grouped by category and then given to small mixed groups of planning commissioners and city council members. The groups then prioritized the opportunities as either high, medium, or low. All of the items considered to be high priority opportunities were listed and each participant was able to vote for their top three opportunities. Actions focused on economic development, particularly around Mack Avenue and housing were the top priorities. The results of that activity are shown below, with the items listed from highest to lowest priority, followed by the number of votes for each item included in parentheses.

1. Enhance **walkability** with better crosswalks (10 votes)
2. Encourage **mixed use development** by rethinking ordinances, recruiting/encouraging new economic strategies and development that can create mixed uses (7 votes)
 - » At least four of the five groups noted that this was a high priority item
3. **Enhancements to Mack Avenue** to make Grosse Pointe Woods more of a destination for residents and non-residents, such as façade improvements and business support (4 votes)
4. Enact and enforce ordinances to maintain and improve the **housing stock** in the city, keeping housing values up, increasing the tax base, and maintaining typical income level of residents (4 votes)
 - » This was listed as a high priority by at least two groups, and a medium priority by at least one group. Flags and block parties were noted as additional strategies.
5. Explore **accessory dwelling units** (ADUs) in neighborhoods (3 votes)
6. Explore **streetscape improvements** such as landscaping in medians and adopt a garden (3 votes)
 - » At least one group felt this was only medium priority
7. **Maintain/expand city social programming**, art fairs, music, sidewalk sales, and other active lifestyle elements (2 votes)
8. Explore **grants/funding** (1 vote)
9. Improve **schools** (1 vote)
10. Better understand **changing demographics** and address those specific needs
 - » At least one group felt this was a low priority
11. Long-range planning of **recreational/community amenity development and maintenance** (1 vote)
 - » At least one group felt that this was only medium priority
12. Invest more in **parks** (0 votes)
13. Consider a **business development** role and/or commission to coordinate developers and commercial property owners to attract and retain targeted tenants (0 votes)
14. Once a master plan vision is created, benchmark **“peer” cities** to discern **best practices** toward obtaining the vision (0 votes)
 - » At least one group noted this as high priority.

There were five items suggested from the survey that were not considered high priority by any group. Those considered to be a medium priority by at least one group include reviewing the status of issues identified in the recent 2020 Plan, trying to develop a key business district in the city, and continuing to engage in meetings with other city managers to encourage partnerships and enhance parks and community members. Partnering with neighboring communities and developing an official Facebook presence to collect feedback/input from residents and promote events were considered to be a low priority.

Threats

A similar process to that described for opportunities was undertaken to prioritize threats. The threats mirrored the opportunities, with concerns about housing and economic development along Mack Avenue being in the top three concerns. The results of that exercise are below, in the same fashion.

1. Lack of **housing diversity**/options (11 votes)
2. Challenges faced by **aging populations** (8 votes)
3. Lack of diversity in **business mix** along Mack Ave (7 votes)
 - » At least one group viewed this as a medium threat
4. Complacency/**not embracing change** (7 votes)
5. **Safety, crime, and drugs** (3 votes)
 - » At least one group viewed this as a medium threat
6. Lack of support for **new technologies** (EV chargers, solar panels, etc.) (1 vote)
 - » At least one group viewed this as a high threat
7. Reduced quality of **schools** and resulting impacts (1 vote)
 - » At least two groups viewed this as a medium threat
8. **Property maintenance** (0 votes)
9. Inadequate, aging, or improperly placed **infrastructure** (0 votes)
 - » At least one group viewed this as a low threat
10. Reduced **tax revenue** (0 votes)
11. Increased **costs** (0 votes)
12. Change in **character of Mack Avenue** (0 votes)
13. **Flooding** concerns (0 votes)
 - » At least one group viewed this as a low threat

Post-Visioning Session Planning Commission Homework Survey

In advance of a July 31, 2023 Special Meeting scheduled to review input gathered in Phase 1 of the Master Plan process from the Planning Commission, City Council, and City staff, and prepare for a community Open House to gather input from the City residents and stakeholders, Planning Commission was asked to complete a survey in preparation.

Feedback from the survey responses provided by Planning Commissioners includes:

- Commissioners are generally open to a diverse array of housing types. However, some did not feel that triplexes, multiplexes, live-work options, cottage court homes, ADUs, and/or apartments would be appropriate anywhere in the city.
 - » Some respondents noted that triplexes and multiplexes would be appropriate along Mack Avenue, Venier Road, and in existing low-density neighborhoods.
 - » Live-work options are thought to be most appropriate along Mack Ave.
 - » Apartments and senior living facilities are thought to be most appropriate along Mack Ave and Venier Road.
 - » The Cook Road corridor was suggested as a possibility for non-single family housing types.
- Commissioners noted challenges of the existing transportation network, including being vehicle oriented and not pedestrian or bike friendly, difficulty in reaching community amenities without a vehicle, and the lack of routes and trips SMART buses take throughout the City.
- Commissioners felt that vehicles, bicycles, e-bikes, and walking would be the primary ways residents and visitors would want to access Mack Avenue. Scooters, the SMART bus, and a city-wide trolley were not desirable or deemed infeasible.
- Commissioners did not like the idea of having two ends of Mack Avenue focused on different types of amenities and felt that all amenity types should be available throughout the entire corridor. Additionally, it was suggested that the City take an active role in soliciting developers and businesses.
- Many City programs and services received a weighted score over 4, indicating that Commissioners felt they were either great or excellent. Cultural programs, support for new residents, and resources for seniors were rated to be average/okay. Commissioners were least satisfied with the City's support for developers and efforts in creating a sense of place.
- Most commissioners felt there were enough parks, but amenities such as a dog park, refrigerated ice rink, disc golf course, amphitheater, and additional picnic spaces were suggested.
- The ranking for the most concerning environmental issues was very mixed. Overall, the highest weighted score was for severe weather events, followed by flooding and water quality. Air pollution and extreme heat were ranked in the bottom half of options.
- The ranking for the most concerning social issues was also fairly mixed and close. Quality education ranked highest, followed by cost of living and crime. Food access, social isolation and loneliness, and drugs were ranked in the bottom half of options.

Key Takeaways

Based on the feedback from both surveys and discussions with the Planning Commission, City Council members, and staff, the following key challenges related to land use planning have been identified in the City and will be addressed by the topics established in the remainder of this report. The challenges are as follows:

- Lack of housing options (type, size, location, affordability, ability to age in place)
- Lack of business mix and development along Mack Avenue
- Lack of connectivity throughout the City
- Vehicle-centric design/Lack of walkability along Mack Avenue
- Lack of community identity and character
- Barriers to people of all ages and abilities living life to the fullest potential
- Climate change (severe weather and flooding, in particular); lack of sustainability and resiliency

The challenges will be integrated and discussed in this report through exploration of the following topics:

- Attainable Housing
- Neighborhoods
- Age-Friendly Communities
- Complete Streets/Non-Motorized Transportation
- Economic & Downtown/Main Street Development
- Arts, Culture, & Identity
- Sustainability & Resiliency

Attainable Housing

When communities have a wide spectrum of housing options to support residents, they can accomplish many goals. The availability of “attainable” housing helps accommodate everyone from young adults who are just beginning to live on their own, to families looking to grow, to older residents looking to downsize while staying in the community. It also provides for workforce housing. While there is no universal definition of “attainable housing,” The term was recently defined by the Urban Land Institute as “nonsubsidized, for-sale housing that is affordable to households with incomes between 80 and 120 percent of the area median income (AMI).”

In many communities, young adults and the elderly have limited housing options due to a combination of their lower income levels along with the pricing and availability of housing. This kind of financial challenge can impact people of all ages.

The general rule of thumb based on guidance from the U.S. Department of Housing and Urban Development is to spend a maximum of 30 percent of a household’s income on housing costs, yet many people find themselves spending more on housing, leaving less of their income available for other household expenses. Finding attainable housing can be challenge and it can stress family finances.

Housing costs are on the rise. According to the National Association of Home Builders, the median price of a new-construction home was \$375,000 in March 2020, up from \$325,100 in October 2018. The median price for existing homes was \$280,600, up from \$257,500 in 2018. The cost of new construction is driving the overall cost of housing higher.

The supply of multifamily for-sale housing is decreasing. Multifamily for-sale housing has historically represented about 20 to 25 percent of total multifamily permits. This type of housing is often more attainable because of its lower cost. In the past 8 years, multifamily for-sale housing has represented 6 to 7 percent of total permits, reflecting a significant post-Great Recession decline.

The same ULI report notes that small housing, under 1,400 square feet, has historically represented about 16 percent of new construction, but in the last cycle, it has averaged closer to 7 percent. When combined with the next size category, 1,400 to 1,800 square feet, the overall distribution of “small homes” has declined from just under 40 percent to 22 percent. Homes over 2,400 square feet have increased from 32 percent to 50 percent of new construction since 1999, according to the ULI.

In Grosse Pointe Woods, with a median income of \$115,247 households should spend no more than \$34,574 per year or \$2,881 per month on all housing costs. For homeowners, this includes the mortgage payment, insurance and taxes. For renters, this includes rent and utility costs.

In addition to housing costs, transportation costs can also be a substantial economic burden. For the Southeast Michigan region (SEMCOG), 25 percent of income is spent on housing and 22 percent is spent on transportation. In Wayne County, 22 percent of income is spent on housing and 21 percent is spent on transportation. In Oakland County, where housing costs are higher, on average, than the region, 31 percent is spent on housing, and 23 percent on transportation). According to the Center for Neighborhood Technology, the total housing and transportation costs for the City of Grosse Pointe Woods are 58 percent (36 percent on housing, 22 percent on transportation) of income.

Questions to Consider

- What new housing types could fit the character of the community while also helping address other issues, such as helping people age in place and increasing housing affordability?
- Are Accessory Dwelling Units (ADUs) something that is compatible with Grosse Pointe Woods? If so, what areas would be most feasible and fitting to allow them?
- Do people who work in Grosse Pointe Woods have the financial means to also live in the City, or do limited housing options require the live outside the City and commute to work?

Opportunities for an Update

Housing is a key component of what makes a community a desirable place to live; therefore, it is a key component of the master plan. This update should include a review of possible housing types, such as ADUs, mixed-use buildings, or conversions of single-family homes to multi-unit buildings, and where they may fit best throughout the City.

The Master Plan should include strategies to ensure compatibility between existing housing types and new housing types and consider how transportation options effect housing options and vice versa.

According to the National Multifamily Housing Council, the housing market needs 4.6 million apartments by 2030 to keep up with demand.¹ This 2018 report notes that both Baby Boomers and Millennials, who together comprise 100 million households are creating an increased demand for rental housing.

Along with high demand, supply of for-sale existing homes in Southeast Michigan was at record lows in 2021, and with increased costs, supply chain delays, and skilled trade labor shortages as well as rising inflation and mortgage rates, housing affordability is a major concern.²

Housing Variety

People of various incomes and experiences may choose to make the City home. Current residents who rent could be interested in staying in the community, but the entry-level purchase cost of a single-family home in the Township may be too high, causing potential lifelong residents to relocate elsewhere. Expanding housing opportunities can empower residents to build equity towards home ownership and foster a greater sense of community.

One strategy to pursue a greater variety of housing options can be adding “Missing Middle Housing” to a community. Missing Middle Housing refers to a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for a walkable environment. These housing types provide diverse housing options along a spectrum of affordability, including duplexes, fourplexes, and bungalow courts, to support walkable communities and locally-serving retail. Missing Middle housing can reduce the mismatch between the available housing stock and shifting demand and can improve housing attainability.

Benefits of Missing Middle Housing

- **Meets demand for size and affordability for all ages.**
 - » A practical and needed middle income and workforce housing option.
 - » Sharing land costs among multiple households makes it less expensive to purchase an individual unit than a single-family home of the same size and quality of construction.
 - » As more of our population ages, retires, and lives without children, smaller homes will be in demand.
- **Neighborhood-scaled.** The design and size make Missing Middle very compatible with detached single-family homes. The housing types are medium density but have a lower perceived density.
- **Flexible sizing.** Missing Middle housing can be used as infill, on small plots of land, or work with a location’s existing natural features.
- **Historic character.** Homes that are too big for one family can be converted into multiple residences, preserving existing homes and neighborhood character while also providing more appropriately sized housing for more people.
- **Sense of community.** Family members or friends can live with or near one another while having their own space or residence at every stage of life.
- **Walkability.** Missing Middle near downtowns or mixed use areas increase walkability for residents and economic vitality for business owners and can reduce the need for a car and parking.

Best Locations for Missing Middle Housing

- Distributed throughout an existing single-family residential block
- On the end of a block
- As a commercial corridor transition to mixed-use and residential areas
- As a transition to higher density housing areas

Sources: *Opticos Design*, “[Missing Middle Housing](#)” and *AARP*, “[Discovering and Developing Missing Middle Housing](#)”

¹ Apartment Supply Shortage (2018): https://www.nmhc.org/contentassets/0662d3fe113046bb89019d0dfabfb271/apartment_supply_shortage_2018_08_fact_sheet.pdf

² Residential Construction in Southeast Michigan, 2021 (2022): <https://maps.semcog.org/residentialconstruction/>

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Neighborhoods

Neighborhoods are the fundamental building blocks of a community. More than just the area in which people live, neighborhoods also include shops, restaurants, parks, places of worship and schools. They tend to be the places where we can attend to at least some of our daily needs within close proximity of where we live.

Often, neighborhoods draw together people of similar ethnicities, incomes and life circumstances. Sometimes they have defined boundaries based on streets or natural features. Regardless of their shape or composition, neighborhoods can serve as a needed link between the individual and the overall community.

Neighborhoods are connected by physical elements like streets and sidewalks as well as by loose or formal social connections, like a neighborhood watch program, neighborhood association, time bank or phone chain. Well-connected neighborhoods are better able to share information about the community at large, encourage civic participation in events and activities, and raise awareness of resources that may be available for people when they're needed. In disconnected neighborhoods, people may be less likely to feel they're part of the overall community and may miss out on opportunities to participate in civic life. This presents challenges for local governments as well as schools, businesses and service organizations. Strengthening neighborhood connections helps tie the community together and improve quality of life for all.

Planning at the neighborhood level can provide an opportunity to engage more people because the topics have more immediacy and relevance. It can take advantage of some built-in neighborhood networks, where they exist, that provide another avenue for communication and outreach. While often neighborhood groups get active when faced with a controversial development project (as evidenced by the common term NIMBY – Not in My Back Yard), proactive neighborhood engagement might better prepare a community for new development/redevelopment.



Neighborhood planning looks at issues specific to an area within a larger community. Some of the issues that could prompt long-range planning include:

- **Preservation and Conservation** - conserving the built and natural heritage of an area
- **Sustainability** - developing sustainability policies and initiatives
- **Access and Civic Engagement** - improving access to local democracy, social services, and government institutions
- **Housing and Community Development** - addressing sector-specific issues such as housing or economic development
- **Transportation and Connectivity** - enhancing opportunities for active transportation by changing the physical treatment of neighborhood streets and public spaces¹

The American Planning Association developed a Policy Guide on Neighborhood Collaborative Planning in 1998. It finds that “neighborhoods are the strategic building blocks of overall community development. Neighborhood collaborative planning requires understanding of the economic, social and physical characteristics in order to maintain both the sense of place and the sense of community.”² The APA recommends seven general policies about neighborhood planning:

Comprehensive plans provide the framework for neighborhood planning and should be done within the context of a community-wide plan.

Where there are identifiable neighborhoods, a jurisdiction's comprehensive plan should reflect neighborhood plans and neighborhood plans should support the broader needs of the community and region.

¹ Neighborhood Planning for Resilient and Livable Cities, Part 1 of 3: Why Do Neighborhoods Matter and Where Are We Going Wrong? Jayne Engle, Montreal. Nik Luka, Montreal and Uppsala. 28 September 2014

² American Planning Association Policy Guide on Neighborhood Collaborative Planning, 1998.

Planning decisions should be directed to the most appropriate level. Planning decisions that have limited impact on the community as a whole should be made by, or on the basis of advice given by, those neighborhood groups primarily affected. On the other hand, planning decisions that affect the community as a whole should not be overly influenced by a single neighborhood's needs or interests.

Neighborhoods should be encouraged to seek the best organizational structure that is suited to achieve their goals and objectives such as, but not limited to neighborhood associations, co-ops, development corporations.

Neighborhood-based coalitions that assist in the development of individual neighborhood organizations, articulate neighborhood views on community wide issues, and facilitate coordination in the planning process should be encouraged and supported by local government.

Advocacy planning for neighborhoods should be accepted as a legitimate role for professional planners, both publicly and privately employed.

To be effective in many cases, neighborhood planning needs to go beyond addressing the physical conditions of the area and also examine issues of social equity. To that end, the APA at the national, chapter and division levels should work with social service, housing, economic development, public health, educational, recreational, judicial and other organizations to ensure that the issues social equity, children and families receive attention through the efforts of planners.

The challenge for communities is not letting the hyperlocal focus of neighborhood planning and involvement result in competition between neighborhoods or let the voice of the neighborhoods drown out strategies that are good for the overall community. Keeping a “glocal” perspective means that it is important to plan and act locally in neighborhoods while nurturing the relationships between neighborhoods and the community at large, highlighting neighborhood action strategies that result in resilient and livable communities.

Questions to Consider

- What parts of the community are distinguishable from other areas as a result of unique development patterns, boundaries/borders, or identity? Are priorities within these areas the same as the broader City?
- How can Grosse Pointe Woods encourage community building within and between neighborhoods?

Opportunities for an Update

The Planning Commission may wish to consider how particular neighborhoods in the City have evolved, both in terms of development patterns and boundaries, considering if any neighborhoods have priorities that may deviate from the overall goals of the City.

As demand for new and different housing types become more prevalent, regulations to ensure new development is compatible with existing neighborhood character may be needed. As Grosse Pointe Woods reviews strategies to incorporate additional housing, maintaining the historic and distinguishing characteristics of neighborhoods must also be a planning consideration.

Age-Friendly Communities

Since the early 2000s, it has been widely recognized that, as a whole, populations are aging. In fact, the U.S. Census Bureau's 2017 National Population Projections identified 2030 as a transformative year because, that is the year by which all baby boomers will be older than age 65. This will expand the size of the older population so that 1 in every 5 residents will be retirement age.¹ Further, that means that within about ten years, older people will outnumber children for the first time in U.S. history.

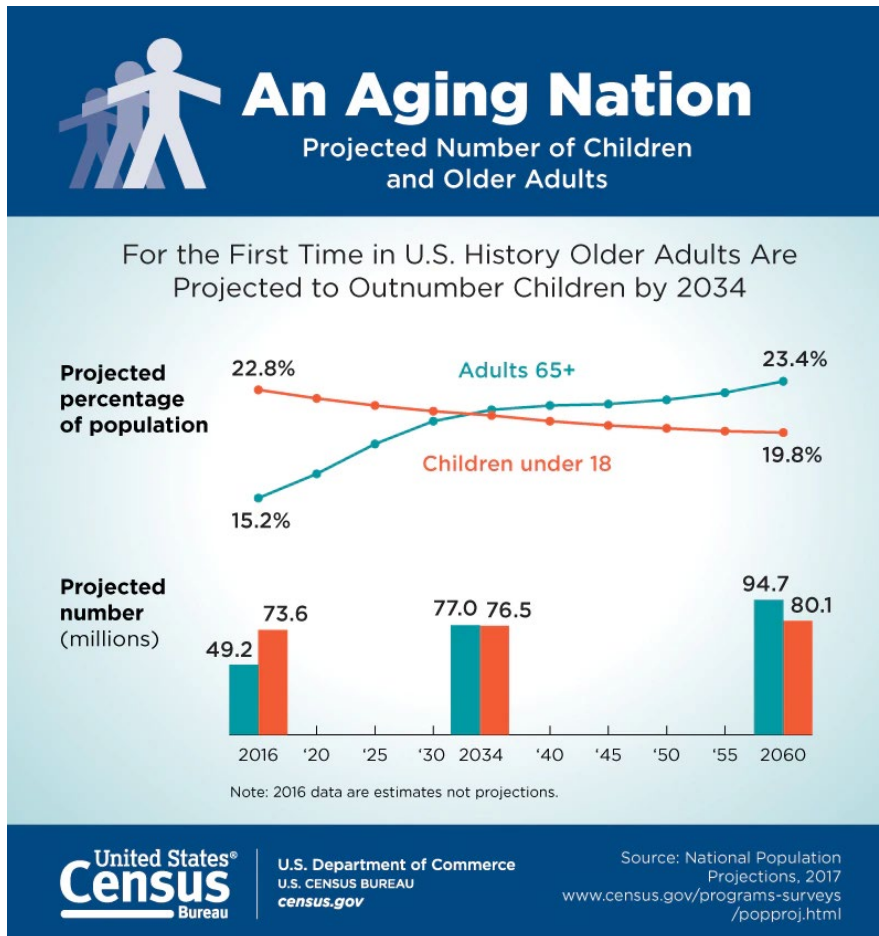
Across the United States, communities have been planning for their aging populations. As people get older, they have different housing, transportation, safety, health and social concerns. Fortunately for communities seeking to make strategic improvements that support older residents, many of those solutions and strategies also make a positive impact on other generations as well. Making that point clear, many communities now plan for “age-friendly communities,” a term that reinforces benefits to all.

What is an age-friendly community? Simply, it is a community that is livable for people of all ages. That is the short definition of the AARP, a leading advocacy organization for the promotion of age-friendly communities. AARP is the United States affiliate of the World Health Organization's (WHO) Global Network of Age-Friendly Cities and Communities, which began in 2006. Together, these organizations promote the idea that an age-friendly community encourages active aging by optimizing opportunities for health, participation and security in order to enhance quality of life as people age.

¹ “2030 Marks Important Demographic Milestones for U.S. Population,” U.S. Census Bureau, March 13, 2018 (Note: Updated September 6, 2018 and October 8, 2019).

The WHO describes active aging as a lifelong process that includes the following community characteristics:

- Barrier-free buildings and streets that enhance the mobility and independence of people with disabilities, young as well as old
- Secure neighborhoods that allow children and older people to venture outside in confidence, to participate in physically active leisure and in social activities
- Families who experience less stress when older members have the community support and health services they need
- Engaged older people who participate in volunteer or paid work
- A local economy that profits from the patronage of older adult consumers
- Civic groups and others who benefit from the skills, talents, and experiences of older adults



An infographic produced by the U.S. Census Bureau.

Source: U.S. Census Bureau

Questions to Consider

- What challenges to people with disabilities, those who are pregnant, those with small children, or the elderly, have when trying to meet daily needs? How can the built and social environment improve experiences in Grosse Pointe Woods for people of all abilities?
- How does the City’s land use currently support older adults and children are not able, or choose not, to drive?
- Are there residential opportunities for individuals at all stages of life, particularly, young families and seniors?
- Are there cultural, entertainment, and social opportunities for individuals at all stages of life in Grosse Pointe Woods?

Opportunities for an Update

Consider how the goals, objectives, and actions will impact different age groups.

Often changes that are made to support people with disabilities are beneficial to everyone. For example, curb cuts that allow people in wheelchairs to cross the road are also helpful for people pushing strollers and those carrying heavy items. The Master Plan process update should explore ways to remove barriers to accessing places, resources, and programs throughout the City.

Housing to encourage multi-generational households and aging in place, such as granny flats or ADUs, through renovations and maintenance of historic homes may be desirable to explore.

Complete Streets/Non-Motorized Transportation

'Complete Streets' is a term used to describe a transportation network that includes facilities for vehicles, pedestrians, cyclists, and other legal users of all ages and abilities. In 2010, Michigan passed the Complete Streets legislation to encourage and justify the development of Complete Streets in communities. At that time, Michigan's Planning Enabling Act was also amended to require master plans to address Complete Streets. Communities that adopt Complete Streets policies recognize that:

- Complete Streets provide transportation choices, allowing all people to move about their communities safely and easily.
- Complete Streets policies acknowledge the problems with current transportation facilities.
- Implementing Complete Streets strategies will make communities better places to live and work.

An important element of the Master Plan is a plan for the overall system of streets and roads in a community. This system provides for the movement of people and goods to and from places inside and outside the community. Road rights-of-way also provide places for utilities such as water lines, gas lines, sanitary and storm sewers, cable television lines, electrical power and telephone lines to co-locate, lowering the need for easements across private land. Because of these combined roads and utility function, the system of roads in a community can impact economic conditions, environmental quality, energy consumption, land development, and overall quality of life in a community.

Questions to Consider

- What are key places throughout the community that people want or need to get to on a regular basis?
- What areas, other than Mack Avenue, are essential to improve walkability?
- Where is it unsafe to travel on foot or by bicycle?
- How can accessibility to places be improved for everyone?
- Could updating and adding facilities and infrastructure, such as bike lanes and connecting sidewalks, assist in improving connectivity to key places throughout the community? What other changes would be needed to increase access?
- The last master plan had a large focus on vehicular movement and parking availability. Should this still be a priority for the City?

Other than ongoing maintenance to keep local streets and sidewalks in good repair, there may be opportunities to further enhance the City's transportation network to better serve all users. These may include the following:

Site Design

Minor improvements within a site can improve the usability of public non-motorized facilities such as requiring safe pedestrian connections from building entrances to street sidewalks, requiring parking facilities including bike racks and/or storage lockers along with parking for motorized vehicles and considering access management within the parking lot. All bike parking should meet the APBP guidelines (Association of Pedestrian and Bicycle Professionals).

Access Management

Typical driveway standards require alignment or minimum offsets, as well as separation from intersections and other driveways on the same side of the street to improve safety of motorists. Additional access management techniques include limiting the number of access drives on major roads, shared drives, encouraging joint access easements and maximizing corner clearance requirements especially for intersections that require special attention.

Collaboration

Collaboration with multiple stakeholders is another important tool for successful implementation. Indeed, with road facilities connecting with and shared by adjacent communities, it is critical to have shared visions of local transportation goals. Most of the time, the roadway jurisdiction determines the combination of outside agencies that are required to be part of the stakeholder team. Local residents, surrounding municipalities, the RCOC, Southeast Michigan Council of Governments (SEMCOG), Michigan Department of Natural Resources (MDNR), Michigan Department of Transportation (MDOT) and other local non-profit agencies such as Michigan Trails and Greenways, or Rails to Trails conservancy are the potential members of a team.

Opportunities for an Update

The updated Master Plan should include a review of major thoroughfares and how they are used, and explore opportunities to support additional opportunities for connections, possibly for non-motorized forms of transportation. The update may also consider what barriers prevent connections from being made as well as where safety should be improved. An exploration of how improvements in the design of the built environment, education, and communication can encourage and support pedestrians may also be helpful.

Benefits of Complete Streets & Related Strategies

Safety



- Reduce pedestrian accidents by increasing the safety factor.
- Perceptions of the safety of non-motorized travel strongly influence decisions about alternative modes of travel for many.
- Reducing either the width or number of travel lanes (road diet) to make space for shoulder or bike paths will improve safety.



On average, a pedestrian was killed in the US every 88 minutes in traffic crashes in 2017.

Health



- Walking or biking to school may result in reduced child obesity rates.
- Sedentary lifestyles are associated with a host of long-term health problems.
- Sidewalks, bike paths and access to transit increases level of physical activity.



Between 1989 and 2018, child obesity rates have risen dramatically, while the percentage of walking or biking to school has dropped.

Access



- A variety of transportation options allows everyone – particularly people with disabilities and older adults – to get out and stay connected to the community.
- Designing a street to accommodate those with mobility challenges may reduce overall pedestrian risk.



54% of older American living in inhospitable neighborhoods say they would walk and ride more often if things improved.

Environment



- Our dependence on the automobile increases air and water pollution resulting from motor vehicles and the impervious surfaces of roads.
- Studies have shown that 5 to 10 percent of urban automobile trips can reasonably be shifted to non-motorized transport.



Carbon-dioxide emissions can be reduced by 20 pounds per day or more than 4,800 pounds in a year per each commuter by using transit instead of driving.

Economy



- Increase consumer activity by redesigning residential and local business districts with traffic calming measures.
- Implementing Complete Streets has proven to be an effective placemaking strategy for economic development and community revitalization.



Nearly 40 percent of merchants reported increase in sales, and 60 percent more area residents shopping locally due to reduced travel time and convenience associated with Complete Streets strategies.

Economic & Downtown/Main Street Development

Great communities need to put their best foot forward to attract the kind of economic development that maintains or improves their quality of life.

Studies have found that local spending helps the local economy more than spending that comes from outside the community. This is because spending at local businesses has a higher recirculation rate than spending outside of the community does. Money spent at local businesses is then spent on other local goods and services, creating a more significant impact than when money is spent in other communities. One study conducted in 2004 found that for every \$100 spent at a local business, approximately \$68 stayed in the local economy. When the same amount was spent at a big box store, only about \$43 stayed in the local economy (The Andersonville Study of Retail Economics).

Next Steps: Tools for Economic Development

Master Plans create the vision; it is the “next steps” that make them relevant and successful. These next steps could include an up-to-date zoning ordinance, creative incentives, and an efficient and effective site plan review process that moves the community vision forward day-by-day. Specific strategies to enable these tools to be more effective for the community may be explored further during the development of the Implementation Plan of the Master Plan.

Zoning Ordinance. Create a zoning ordinance that is well-organized and easy to understand can help developers know what to expect and what is expected of them. This should help the development review process go more smoothly and quickly, saving developers time and money and encouraging them to consider Grosse Pointe Woods as a good place to do business.

Incentive Tools for Development. Assess where economic development is needed and develop incentive tools that encourage that development. Examples include brownfield redevelopment authorities, downtown development authorities, business improvement districts, etc.

Site Plan Review Process. Create a clear, concise, predictable review process. Similar to having a clear zoning ordinance, this helps developers feel supported and get help on their projects when needed.

Benefits of Local Economic Development

- **The Multiplier Effect.** The multiplier effect refers to the economic phenomenon of initial spending leading to increased consumer spending within a community, resulting in greater income for that community. It is estimated that for every \$1 spent locally, your dollars circulate through the local economy two to four times more than money spent at a non-local company.
- **Local Jobs are Created and Sustained.** The multiplier effect, as well as your initial local spending, creates and keeps jobs in the area. This improves household finances, increases disposable income, and keeps money circulating.
- **Increased Tax Base.** More dollars spent and more people working in the community creates a larger tax base.
- **Greater Provision of High Quality Services and Infrastructure.** With more funds available to local governments, more and higher quality services and infrastructure can be provided. These things such as road improvements and repairs, water and sewer infrastructure, robust and reliable high speed internet, more recreational spaces and programming, and generally better governmental operations can greatly improve quality of life for many residents and decrease individual resident and homeowner costs.
- **Diversifies the Economy, Making it Less Susceptible to Downturns.** Just like in personal investing, diversifying the investments made in a community through the businesses that locate there can reduce the risk that the community will be greatly impacted if there is a change in the course for that business or industry.
- **Supports Community Identity and Pride.** Local commercial corridors can help define and mark a community, both for residents and visitors. Supporting local businesses and the entire business corridor can create a “third place” – semi public, semi-private spaces that are not home or work/school – where people can spend time with friends, get their needs met, and engage in the community.

Key Elements of a Successful Downtown or Main Street

- A pedestrian-friendly atmosphere
- Mixed uses that work together
- Being a recognizable center of community life
- Connectivity to other parts of the community
- Coordinated programs and events

Creating a continuous “streetwall” that engages pedestrians and entices them to continue to other destinations can make or break a downtown. Sidewalks buffered from vehicular traffic, awnings and trees protecting pedestrians from the elements, and storefront windows that showcase the establishment can be a pull for people frequenting the downtown. Bringing residents and ensuring connectivity on a day-to-day basis are vital to thriving downtowns.

Current trends such as a shift to remote work due to the COVID-19 pandemic, rising internet sales has led to a decline in commercial and office demand. Commercial developments which are anchored by residential uses have demonstrated success in maintaining occupancy. Mixed use developments often include greater density housing types with neighborhood-scale commercial goods and services to serve the residents therein and could be an appropriate option along Mack Avenue. Mixed-use developments are particularly amenable to the needs of seniors and children who often do not drive, by providing increased accessibility and opportunities for walkability that are not present in other areas of the City, further away from Mack Avenue. These developments could result in enhanced mobility outcomes and greater independence to meet other trends like an aging population and housing supply shortages.

Questions to Consider

- What new types of businesses would be of interest to residents and visitors?
- How can these businesses be recruited and attracted to Grosse Pointe Woods? What infrastructure or programs, if any, would serve as an incentive to new business owners in the City?

Economic Indicators of Development

Economic development has the potential to change communities in various ways. Here are a few indicators that could arise with a strategic economic development action:

- More direct jobs
- More indirect (spinoff) jobs
- Higher paying jobs
- Higher quality jobs
- Expanded public infrastructure (roads, water, sewer)
- Expanded public services (fire, police, parks, library)
- Expanded “broadband” and technological connectivity
- Higher school enrollments
- Higher property values
- Greater tax revenues
- Greater diversity in people
- Greater restaurant, retail, and entertainment options
- Existing local small business growth (like grocery stores, hardware stores, etc.)
- Focused and planned residential and commercial development

Opportunities for an Update

Having a vibrant business corridor has been noted as one of the main areas for improvement in Grosse Pointe Woods. The master plan should focus on short and long-term strategies to attract and retain new businesses.

Arts, Culture, & Identity

The earliest human experiences include expressions of art and the creation of cultures that define a group of people. There is no one definition of art; expressions of art include the visual, such as painting, drawing, photography or sculpture, as well as the performed, such as music, theater, dance and film. Art includes the spectrum from the written word and storytelling to animation and textiles. It includes industrial design, architecture and graphic design industries. The definition of “culture” is “all that is fabricated, endowed, designed, articulated, conceived or directed by human beings, as opposed to what is given in nature. Culture includes both material elements (buildings, artifacts, etc.) and immaterial ones (ideology, value systems, languages).”¹

According to the American Planning Association (APA), planners in the past have used art and culture as a “community revitalization tool,” but today, there is recognition that arts and cultural opportunities have tremendous potential to contribute to broader social, economic, and environmental aspects of community life.² The APA states that arts and culture provide a medium to:

- Preserve, celebrate, challenge, and invent community identity;
- Engage participation in civic life;
- Inform, educate, and learn from diverse audiences; and
- Communicate across demographic and socioeconomic lines.

¹ United States Department of Art and Culture (2018). Art & Well-Being: Toward a Culture of Health: Arlene Goldbard.

² American Planning Association (2011). The Role of Arts and Culture in Planning Practice (Briefing Papers), p. 4.

Health and Wellbeing

Over the past several years, studies throughout the world have shown the value of arts and culture on individual and community health. In a 2018 report, the United States Department of Art and Culture (USDAC), a non-governmental grassroots action organization, cites several of these studies that include wide-ranging data to support the power of art on health and wellness. The report concludes, “we understand human connection, meaning-making, creativity, and purpose as key contributions to individual and collective well-being and therefore as powerful modes of prevention.”³ The report concludes with the following findings:

The arts can help keep us well, aid our recovery and support longer lives better lived.

The arts can help meet major challenges facing health and social care: aging, long-term conditions, loneliness and mental health.

The arts can help save money in the health service and social care.

³ United States Department of Art and Culture (2018).

Arts & cultural activities – vast and innumerable – support individual health and wellbeing, promote community identity through placemaking and catalyze economic development.

The City of Fort Wayne’s Art Master Plan, Art for All, notes that “public art provides the intersection between our past, present, and future, and also has the power to transform a city because neighborhoods gain social, economic, and cultural value through public art.” The plan identifies the value art brings to a community:

- Economic Value: Enhancing the identity and character of (the community) through public art directly supports cultural tourism and economic development strategies, which can attract and retain residents.
- Social Value: When people see themselves reflected in their civic spaces, they have a sense of attachment that allows them to feel ownership and respect.
- Cultural Value: Public art has the power to create uniqueness through the reflection of the local history and culture, which gives communities a sense of place and identity. Public art provides a visual mechanism for understanding other cultures and perspectives, creating social cohesion and encouraging civic engagement. Through the reinforcement of culture, public art acts as a catalyst for unity and social engagement.

Economic Impact of Arts and Culture

The nonprofit organization Americans for the Art provides research data on the impact of arts and culture in communities. Their 2018 report on the economic impact of the arts (supported by the US Bureau of Economic Analysis) found that nonprofit arts and culture industries generated \$166.3 billion in total economic activity and supported 4.6 million jobs in 2015. The report notes that findings show that the arts are an “industry that supports jobs, generates government revenue and is a cornerstone of tourism.”

The economic impacts are substantial in Michigan. In 2017, the arts and culture industries added 2.8% or \$13.9 billion to the state’s economy and employed 121,330 workers (about 3% of Michigan’s employment). These workers earned wages and benefits totaling over \$7.6 billion.



Placemaking

Placemaking means intentionally creating quality places that people seek out to live, work and play. It is a process of creating and nurturing quality places that have a strong sense of place. As it becomes increasingly easier to live and work anywhere, people will choose quality places that are:

- Safe
- Connected
- Welcoming
- Conducive to authentic experiences
- Accessible; people can easily circulate within and to and from these locations
- Comfortable; they address cleanliness, character, and charm
- Sociable; they have a physical fabric that encourages people to connect with one another
- Able to promote and facilitate civic engagement.⁴

Because authenticity is a critical component of placemaking, arts and culture unique to a community are key ingredients in creating quality places. The Kresge Foundation is a strong advocate for placemaking in communities and focuses on the role that art and culture play. They establish the following guiding premises:⁵

- Creativity, aesthetic expression and the impulse to create meaning are evidence of our humanity and serve as community assets from which to build.
- Participation in arts and culture takes many forms and occurs in a wide range of venues—parks, community centers, churches and public spaces. People attend art events and buy art. But they also make, teach, learn and support arts and culture in myriad ways, from the amateur to professional realms.
- Our societal tendency is to focus on art products, but it is also imperative to recognize and appreciate the creative process. Process can be as important as, or in some cases, more important than art product.
- Artists have many kinds of relationships with communities, often helping people find their voice and expression or lending a different perspective when framing or devising solutions to community issues.
- Arts-and-culture activity is intrinsically important and contributes to a wide range of community dynamics, conditions and issues.
- Arts-and-culture activity in communities relies on supports inside and outside of the cultural sector.

⁴ Steuteville, R. (2014) “Four Types of Placemaking,” Congress for the New Urbanism <https://www.cnu.org/publicsquare/four-types-placemaking>

⁵ The Kresge Foundation (2018). Creative Placemaking and Expansion of Opportunities: Observations and Reflections: Jackson, Maria Rosario, Ph.D.

Community Identity

Community identity is an important element of a place. It helps people feel connected to the spatial and physical elements, as well as the other people there. The most evident factor in creating and maintaining a place's identity is appearance. The physical attributes of places may be the only impression people have of the community. Components of community identity, such as banners, particular sidewalk markings, or gateways can help people identify the boundaries of a specific area and connect that to specific events, experiences, or people. Other strategies for creating community identity include events (particularly if they are on a regular basis), activation of vacant and public spaces, pop-up events, and pop-up businesses. All of these could be useful strategies to employ along Mack Avenue. Collaboration with business owners would be helpful in creating this sense of identity and drawing people into the area to enjoy what the businesses have to offer. Below are some examples of communities that have used some of these strategies to bring people together and enhance a sense of place.



Banners placed on light posts are used in many communities to mark significant areas such as downtowns or special districts. Often these banners change throughout the year with the various seasons. The City features banners on some light posts along Mack Avenue.

Signage, including things like wayfinding signs, can also identify an area and help people orient to other amenities in the community. Wayfinding signs could help people navigate to the City Hall Complex.

Gateways which are more prominent and mark the boundaries of Grosse Pointe Woods could welcome and draw people to the area.

Sidewalk markings and art installations, similar to banners, can help identify the boundaries of a specific area, serve as landmarks for wayfinding, draw people's interest, and provide a sense of cohesion and identify in the area. Typical streetscape elements, such as crosswalks, can be tailored to the community, such as the city of Detroit's Paint the Street program, which allows community groups to paint street murals or crosswalks on residential (local) streets.

What are gateways?

- Gateways announce a point of arrival
- They can be located on public or private property (or combination)
- They can orient people arriving by vehicle or on foot/bicycle

Why are gateways important?

- Reinforce community identity
- Create anticipation for what is ahead
- Provide a sense of place



Art



Buildings



Lighting



Banners



Landscaping



Streets/Pavement



Bridges

Sidewalk amenities make an area colorful, inviting, and active, encouraging people to stay longer along the path by providing things for them to do. Nine Mile Road in Oak Park has a well-maintained sidewalk that is lined with art, fit stations for exercise, children's play equipment, and bench swings. Adding similar amenities, even if they are small or few, could enhance Mack Avenue and encourage people to visit and stay.

Activation of vacant/public spaces can contribute to an engaging street. These spaces can be used for display of art, landscaping, passive and active areas for pedestrians, outdoor dining, and more. This strategy has been very successful within Detroit neighborhoods, with vacant lots hosting farmers markets and art fairs, pop-up events, movies in the park, fitness classes, live music, and more.

Events, especially those that occur on a weekly, annual or other regular basis, give community members something to look forward to. Simple events such as live music, a sidewalk sale by retailers, or an annual festival can draw new faces to a place and give previous visitors a reason to return. City Hall hosts events like Music on the Lawn that draw patrons to the area. Similar activities could also bring people to the area and encourage them to check out local businesses.

Pop-up events such as farmers markets or other local vendor fairs, can help local entrepreneurs test their products in the area without having to commit to a brick-and-mortar building full time. The Pop Up Shop on Livernois Avenue in Detroit hosts pop-up events and businesses. The building can be rented for personal events, or for those looking to sell goods or services for a short amount of time. Event tables, cabinets, chairs, high tops, and a prep kitchen are available to those using the space, making it versatile.

Questions to Consider

- Where do Grosse Pointe Woods residents go to enjoy, experience, and learn about arts and culture? How can cultural assets and organizations like the Grosse Pointe Art Center and The Knotted Needle help to enhance the community experience?
- How does the City incorporate placemaking into its public and private spaces? What assets should be highlighted to help generate community pride and distinguish Grosse Pointe Woods from its neighbors?
- What makes Grosse Pointe Woods Grosse Pointe Woods? How can those things be accentuated or articulated (art, banners, etc.) and incorporated into City communications and programming?
- What spaces are used as community gathering spaces and how can they better foster community?

Wallon Lake has incorporated pop-up shops in a space between permanent structures. These shops provide a seasonal location for shopping, and they can serve as an incubator to local entrepreneurs (see Chesterfield Master Plan, pg. 70). In Grosse Pointe Woods, pop up shops and events could be located in the space between permanent structures, or in one of the existing buildings as shared community space.

Civic Identity

Creating and nurturing civic identity is critical for effective and efficient local governance. Civic identity can instill pride in residents that encourages them to vote in local elections as well as participate as City board/commission members. A solid, recognizable civic identity works with community character to support economic development—both for business attraction and retention. It can also support local institutions who may rely on people from outside the community to understand where they operate.

Ways to develop and promote civic identity

- Strong downtowns/Downtown Development Associations/ Local First campaigns
- Gathering places, civic squares
- Chamber of Commerce
- Public art
- Gateways
- Consistent signage, decoration, and wayfinding
- Community events such as Restaurant Week, Local Business week, holiday events, Art Hop, Womens' Night Out
- Neighborhood organizations
- Community volunteer organizations

Opportunities for an Update

Efforts to strengthen the Mack Avenue corridor should consider the value that arts and culture can have. The City should review existing assets and identify strategies to enhance existing assets, and develop new opportunities for residents and visitors to experience arts and culture.

The Master Plan update process is an opportunity for communities to reimagine what they could be in 10-15 years. This reimagining can include intangible things such as community identity. Putting thought into how the community wants to portray itself and how it will go about doing so, both for its residents and visitors, is an important discussion that touches the other master plan goals and action items.

Sustainability & Resiliency

It is becoming critical to include concepts of resiliency and sustainability into land use plans. Though they are related, resiliency and sustainability are not the same. Sustainability is the well-established concept that focuses on decreasing or eliminating the detrimental future impacts of our current activity. Resiliency recognizes that our built environment will be subject to stresses and is the practice of designing that environment in a way that can endure those stresses. Some threats are ongoing, persistent stresses, while others are sudden shocks or single events that disrupt the day-to-day functioning of the community.

As we plan for the future, many of the challenges we will face are related either directly or indirectly to our place in larger systems, both natural and man made. We often have little direct local control over these systems, but adapting to change and discovering our role in contributing to the health of these systems is nonetheless essential to planning for a community that can survive and thrive even in the face of the most severe challenges.

Michigan is affected by our changing climate in many ways, some of which may seem counterintuitive. For instance, as average annual temperatures rise, the chance of prolonged deep freezes such as those experienced in the 2013-2014 and 2014-2015 winters may increase, as warming elsewhere on the planet destabilizes the jet stream, allowing Arctic air that would normally be trapped further north to descend into the Upper Midwest.

A changing climate has far-reaching implications for Michigan's agricultural and tourism economies, waterfront development, and communities with older stormwater management infrastructure. Within the last decade, the local area has experienced multiple heavy rain events that have led to property damage and decreased mobility and must anticipate that more flooding will occur in the future, damaging property, impairing access to parts of the City, and creating financial distress for local residents and businesses.

Resilient communities are not only preparing for weather and climate-related shocks, but are also preparing for economic and health shocks as well. In 2020, we saw the impacts of a global pandemic on local community health, education, recreation, commerce, technology and social connectivity. These impacts touched everyone's lives in big and small ways and may have lasting impacts in our communities.

Planning for resiliency must consider that some threats are ongoing, persistent stresses, while others are sudden shocks, single events that disrupt the day-to-day functioning of the community.

Effects of Climate Change

Climate change is not merely a future threat; changes in the local climate have already been recorded in places around the world, and Michigan is no exception. For instance, according to data from the National Oceanic and Atmospheric Administration, average temperatures in the Great Lakes region rose 2.3 degrees Fahrenheit from 1951 to 2017, extending the frost free season by 16 days, while total annual precipitation increased 14 percent and the number of heavy precipitation events rose 35 percent. By 2070, average temperatures in southern Michigan are expected to rise an additional 4 degrees, and the annual number of days above 95 degrees will correspondingly rise by between 5 and 10. Communities will experience between 25 and 35 fewer nights below freezing, and average annual ice cover on the lakes will continue to decline.

As the frequency and intensity of severe weather events continues to increase, communities will experience economic disruption. For instance, while the frost-free season has nominally increased, farmers in many of Michigan's agricultural communities have not benefited in recent years due to abnormally late frosts (such as those in mid-May, 2020) or heavy rain events, which have damaged early crops or delayed planting of late crops. Rising temperatures and more very hot days may effect the timing of summer festivals and tourism.

As part of long-range planning, communities should understand, anticipate and plan for the local effects of regional climate trends. These include:

Precipitation. According to the National Oceanic and Atmospheric Association, average annual precipitation in the Great Lakes region is expected to increase over the next several decades. While the change may seem small, projections indicate that the average rise will be driven by an increase in heavy precipitation days, and that there will also be a modest increase in the number of consecutive dry days each year. In other words, rainfall is expected to become more concentrated in heavy storms.

Temperature. Average temperatures in the Great Lakes region have increased and will continue to increase well into the future, even if greenhouse gas emissions are sharply reduced soon; if emissions are not curbed, the increase will be greater. The region will likely see about a 4.5-degree rise in average temperatures over the next several decades, with more than 30 additional days over 90 degrees and more than 10 additional days over 95 degrees. The area is expected to see at least 30 fewer nights below 32 degrees by 2070.

Carbon dioxide is one of the most prevalent and damaging greenhouse gases that contributes to global warming. Trees naturally absorb carbon dioxide and release oxygen, intercepting that carbon dioxide before it enters the atmosphere. Trees can help mitigate against extreme temperatures and reduce energy needs by providing shade that can help reduce the energy needed to cool a building during the summer and can help reduce the heat island effect. Likewise, trees can buffer harsh winds, saving energy on heating buildings in the winter.

Addressing Resiliency & Identifying Vulnerable Populations

Resilient communities anticipate likely shocks, understand trends in stressors, and prepare for potential worst case scenarios. Understanding where a community is physically most vulnerable to specific events, and understanding which members of the community are likely to be most vulnerable in each case is key to effective planning. This section discusses in general terms what the community may expect in the future and what might be done to prepare for it; this plan recommends the development of a community resiliency plan.

Though an entire community will be affected by a major event such as a severe storm, flood, or long power outage, certain segments of the population are more vulnerable to the effects of such events, and in some cases are also more likely to live in locations that are more likely to be severely affected.

Public health emergencies. The Covid-19 pandemic brought with it unprecedented economic disruption, forced short-term changes in social habits, destroyed numerous small businesses, and led to a very large increase in unemployment in a very short time period. Planning for public health emergencies needs to consider the many dimensions of the social fabric that are heavily impacted, including the availability of medical services, government's ability to continue functioning under quarantines or stay-at-home orders, and the locations and numbers of vulnerable populations. Local police, fire, and ambulance services may be particularly taxed in a future public health emergency.

Though the most vulnerable populations will vary based on the specific event, certain population segments warrant special attention even in a general analysis:

- Low-income households
- Elderly
- Disabled
- Children

Low-income households may lack the financial resources to support quick recovery after a disaster or to prepare effectively for likely future events. The elderly and disabled may similarly lack financial resources and mobility, and may be more socially isolated than other groups. Especially in extreme heat events, the elderly and very young children are much more likely to be badly affected, including to the point of hospitalization, than the general population.

Planning Ahead

Sustainability and resiliency planning helps create a more equitable and inclusive community where people want to live, work, and play. Future planning should include: further refining sustainability and resiliency in the context of the City determining areas of focus and goals, gathering baseline data related to focus areas, and setting up systems to monitor, collect, record, and analyze data.

Moving forward, planning efforts should include a public outreach process in two basic parts: education and input. Education includes making community members aware of potential threats and the process of planning for them, with an emphasis on outreach to the most vulnerable members of the community. The input process should offer the opportunity for residents and other stakeholders such as City staff, commercial property owners and business owners to engage in detailed, focused conversations regarding resiliency planning issues.

Questions to Consider

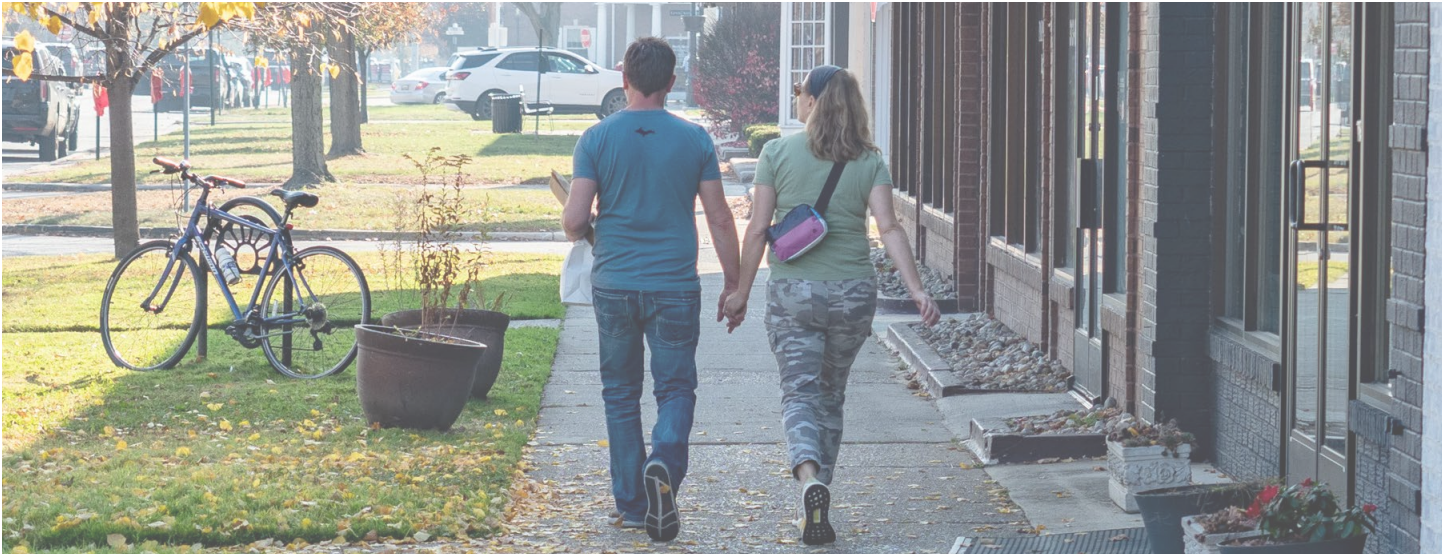
- What potential future threats could impact the City?
- What places, based on structures or people that are there, are likely to be most negatively impacted by a severe weather, man-made disaster, health hazard, or other threat?
- How can Grosse Pointe Woods plan to protect and preserve community health and prosperity for future generations? Consider economic, public health, and environmental threats.
- What systems and resources are currently in place to support residents if a crisis were to occur? How can the resources and amenities currently existing in Grosse Pointe Woods contribute to resiliency in the face of a disaster?

Opportunities for an Update

The Master Plan update process is also an opportunity to think about events that could possibly impact the city negatively, and how to mitigate and prepare for such events.

Since most of the land within Grosse Pointe Woods is developed, specific recommendations for how the City can better prepare for severe weather events through green infrastructure and limitations on impervious cover may be important.

Since the 2006 Master Plan was adopted, a national focus on climate protection and carbon output reduction has leveraged new advancements in energy and transportation systems. As non-renewable energy sources and electric vehicle technologies become more prevalent, consider the effect these technologies may have on the built environment.



Conclusion

This report provided a summary of issues that were identified as being top priority in Grosse Pointe Woods by Planning Commissioners, City Council Members, and City staff. Fortunately, all of these issues can be addressed through thoughtful planning, which requires input from more than just the stakeholders that have already been engaged in the process.

Therefore, as the Planning Commission develops an updated Master Plan for the City, the next step will be to engage the entire community – residents, business owners, property holders – to get feedback on the proposed goals that work to address the issues described here. Input from stakeholders will help ensure that these goals are focused on the right elements and inform the recommendations in the Master Plan are appropriate to enable Grosse Pointe Woods to become the City they want it to be, now and for years to come. The resulting Master Plan will be informed by both the community input and the work of the Planning Commission included in this report.

Draft Goals and Objectives

Redlined and strikethrough content is an edit made to the draft objectives presented at the July 31 meeting based on Planning Commission feedback. Notes from the July 31 meeting are included as they pertain to each objective in the right-most column. Additional discussion points that do not directly relate to an individual objective are noted beneath each table of objectives.

Housing: Provide a range of housing choices for all ages, abilities, and incomes.

#	Objective	2006 Obj. #	Notes and Questions to Consider	Discussion from 7/31 Meeting
1	Encourage the development of new, high-quality senior housing opportunities, such as attached condominiums, multi-family or assisted living complexes, cottage court homes, or accessory dwelling units (ADUs).	1-2	Completed two senior housing projects (Sunrise at Mack Avenue and Vernier Road and The Rivers on Cook Road) Discussed senior living in the R-4 High Density Multiple Dwelling District in 2008 Is more senior housing needed? What style would be most appropriate or desirable for current and future residents?	
2	Encourage a mix of residential housing styles (such as ranch and colonial-style single-family homes as well as single-family home-scaled buildings with multiple units like duplexes, triplexes, fourplexes, cottage court homes, townhomes ranch, colonial, duplexes, triplexes, missing middle, attached single family dwellings, etc.) while maintaining neighborhood integrity and design compatibility.	2-2	This objective has been adapted to focus on the “how” rather than the action in the original version.	Request to avoid jargon and focus on Missing Middle Housing types.

3	Explore options for increasing density while maintaining the character of residential neighborhoods such as accessory dwelling units (ADUS, also known as in-law suites, granny flats, and carriage houses) and two-four unit housing in appropriate locations.	NEW		ADUs and MMH will be explained in the master plan and in the materials provided at the open house. Question about a need to soften language of “accessory dwelling unit” and whether terms like “carriage house” or “granny flats” would be less threatening.
4	Consider ways to support independence for those of all abilities.	NEW		Older residents may like to live in one-story condos here.
5	Maintain water, sewer, and utility infrastructure to meet the needs of residents.	NEW		
6	Create new opportunities to live along or near the city's major thoroughfares of Mack Avenue, Cook Road, and Vernier Road.	NEW		
7	Work with adjacent communities to maintain high quality, aesthetically pleasing housing options.	NEW		New based on Planning Commission discussion on 7/31/23 This is particularly relevant for areas where city lines are drawn in the middle of a block (or sometimes even the middle of a lot)

Additional Discussion

1. The ideal mix of housing types for mature communities was discussed; while there may not be a rule of thumb that would work for every community, part of the plan will include case studies of aspirational communities that are thriving and this could include looking at their housing mix and how it compares to Grosse Pointe Woods.
2. The background studies section in the 2006 plan was relatively short and did not include housing types and affordability information. The background studies section could be updated to include this information in the new plan. [Please view the “Attainable Housing” section of the Issues to Consider report for more information.]
3. Concerns were raised about housing in Grosse Pointe Woods being mostly for single-family, and having that reflected on the Future Land Use (FLU) map could prevent developers from being able to get approval for multi-family and mixed use housing. While the FLU is one consideration in the rezoning process, many residents will lean heavily on it to support their request to maintain the zoning as is and not approve the request. Making the FLU map reflect where the Planning Commission would like to see multifamily homes instead of what is currently there is a key piece of this planning process.

Economic Development: Continue to work towards making Mack Avenue a vibrant commercial corridor that meets the daily needs of residents and visitors.

#	Objective	2006 Obj. #	Updated Notes and Questions to Consider	Discussion from 7/31 Meeting
1	Encourage the strategic development of commercial businesses along Mack Avenue that primarily offer the types of goods and services used by local residents.	1-4	Is there any interest in providing goods and services that would serve those from outside the community?	
2	Maintain the aesthetic appearance of Mack Avenue.	Goal 4	All objectives under Goal 4 are action items	
3	Attract people to visit and spend time in the Mack Avenue corridor.		Based on 2006 objective 4-3	
4	Encourage a mix of commercial and residential uses within the Mack Avenue Corridor.	Goal 5		
5	Promote a safe pedestrian and attractive walking and shopping shopping environment for walking and shopping multimodal users .	6-1		Request to tie this objective to transportation.
6	Improve the appearance of the alleys running parallel to Mack Avenue.	Goal 7		
7	Improve the development review process for businesses, property owners and developers.	NEW	Joint visioning session, survey, input from City Staff, and personal stories from Planning Commissioners	
8	Work with adjacent communities towards a balanced mix of retail, personal service, and entertainment options in the area.	NEW		Based on Planning Commission discussion on 7/31/23. See #2 and #7 below.

Additional Discussion

1. There is interest in making the intersection of Mack Avenue and Vernier Road a walkable hub with mixed uses. However, there was interest in keeping the commercial areas along Mack Avenue to allow Vernier Road to maintain its multi-family housing, which is needed.
2. It was noted that there are many personal care uses along Mack Avenue and that a greater mix of retail and personal care establishments is desired. It was recommended that the City work with property owners to show the value of shops that are complementary to those that are already there and encourage property owners to seek occupants who will provide something other than personal services. Another suggestion was to proactively recruit and match available spaces in the City with shop owners in other communities who are looking to expand to new markets. There is currently a disconnect with residents who are unsatisfied with the lack of diversity in uses, but who also patronize the salons and other personal care businesses frequently, so further understanding of residents and their consumption of goods and services inside and outside of the City may be needed.
3. The Avenue in the Woods Commission and the disbanded Mayor's Mack Avenue Business Study Committee were discussed briefly. The Avenue in the Woods Commission is not focused on recruitment, so an Economic Development or Community Development Director may be a needed role in the City to market Grosse Pointe Woods and incentivize businesses to locate here. The Director would need economic incentives and other tools to entice business owners.
4. Roadblocks to economic development was also discussed. Recently, development processes have been delayed, the City does not have a regular contact, and certain regulations like signage may be considered too restrictive.
5. Strategies to encourage businesses to locate in Grosse Pointe Woods include social districts, support in changing window spaces, creating pop up spaces for entrepreneurs to try the community out for a short period of time, creating flexibility in spaces for commercial uses, and adding wayfinding signage, banners, and lights to make the space more attractive and easier to use. Some of these strategies are permitted in the City currently, however, they have not been adopted, so incentivizing their implementation is needed.
6. Another suggestion, instead of focusing on the full 2.7-mile corridor, would be to focus on "islands," "nodes," or "hubs" of commercial areas along the corridor that would align with the concept of a 15-minute neighborhood. Specifically, hubs with limited commercial uses on Cook Road to serve Liggett and The Rivers would be of interest.
7. The Planning Commission discussed the importance and potential impact of collaborating with the adjacent communities on all topics, but particularly economic development and transportation. An objective has been added under each goal to encourage this collaboration and gain leverage and support. Connection between school board members and the city councils from surrounding communities was facilitated recently at social gathering. Commissioners suggested that it may be more difficult to facilitate collaboration for economic development due to competition, but coordination and reducing redundancies in the transportation system may be more realistic.
8. Generally, there is a greater disconnect with the community where their attendance at public meetings is sparse, but with a robust local journalism, they are engaged in news reporting. More touchpoints with the community are needed.

Transportation: Enhance the entire transportation network to provide safe, convenient, and accessible transportation choices.

#	Objective	2006 Obj. #	Updated Notes and Questions to Consider	Discussion from 7/31 Meeting
1	Encourage the maintenance of and/or improvements to local streets and sidewalks to ensure safe access to the City's residential neighborhoods.	1-5	The 2020 Vision suggests enhanced crosswalks and traffic calming techniques. Have any of these been implemented? If so, what's working, and what needs improvement? If not, are these strategies still of interest?	
2	Provide linkages for various modes of transportation to the City's commercial districts.	1-5		
3	Encourage through traffic to bypass residential neighborhoods.	1-6	The 2020 Vision suggests parking enhancements on Mack Avenue (D4). Have any of these been implemented? If so, what's working, and what needs improvement? If not, are these strategies still of interest? Is an updated traffic study needed?	
4	Improve safety, comfort, and convenience for non-motorized transportation.	Goal 6		
6	Promote sufficient, accessible and attractive parking along or adjacent to Mack Avenue.	8-1, Goal 9	This was a goal in the 2006 plan, but the emphasis of this update will be on how parking fits into the overall transportation network and promoting walkability along Mack Avenue. Consolidated with Objective 8-1 to include both on- and off-street parking.	

7	Prepare for micro-mobility, electric vehicles, autonomous vehicles, and other new transportation technologies.			
8	Collaborate with adjacent communities to explore additional transportation options, such as a trolley, in the area.	NEW		Based on Planning Commission discussion on 7/31/23.

Additional Discussion

1. There is interest in adding bike lanes, particularly along Mack Avenue, and utilizing the alleys better.
2. The Planning Commission is interested in exploring the idea of a trolley again. It was discussed approximately 10 years ago with adjacent communities but ultimately was not pursued. Times have changed, and it may now be of interest to residents in Grosse Pointe Woods and surrounding communities. The K-Line trolley that runs along Kercheval in Grosse Pointe Park and the St. Clair Shores trolley along the Nautical Mile have been successful. Gauging resident interest would be useful. Connecting with the K-Line or a small bus to the Lake Front Park could be options. There is concern that a connection may encourage one-way travel outside of Grosse Pointe Woods—a successful effort would result in two-way (or more) travel between Grosse Pointe Woods and other communities.
3. The City is working with MDOT on a grant to upgrade the intersection of Mack Avenue and Vernier Road. The plan is to prevent left turns at Mack Avenue when going north and to add an island. This island could be a location for gateway signage. This improvement may cause traffic patterns to change, which should be considered in the planning process ahead.
4. Re-exploring bike lanes or supporting biking in alleys could be attractive for young families.

Community Character: Strengthen sense of place, identity, and character throughout the City and its neighborhoods.

#	Objective	2006 Obj. #	Updated Notes and Questions to Consider	Discussion from 7/31 Meeting
1	Strengthen and enhance the single-family character of existing neighborhoods, with quality parks, commercial areas, public services, and schools.	1-1	Does “single family” need to be called out? Discussion question: Is there a need and are there any opportunities for additional parks or recreational facilities, or should the focus be on maintaining and improving what already exists?	
2	Offset negative impacts of commercial activities (e.g., noise, light, traffic, etc.) on residential areas with well-designed buffers and transitions.	1-3	What does a viable neighborhood look like? The 2020 Vision suggests strategies for commercial beautification, façade improvements, and an alley enhancement program. Has any progress been done on these? Are these strategies still of interest? Is mixed-use of interest along Mack Avenue? If so, this should probably be revised to reflect that interest.	
3	Promote neighborhood identity.	1-10		Commissioners were curious how difficult it may be to brand an established community. It was suggested that if borders are hard to distinguish, natural features could be considered. The PC agreed that having structure and empowering residents and businesses with an additional avenue to communicate with the City could be helpful.

				<p>An action item for this objective may be to create a community identity map, as discussed at the PC meeting on 7/31/23.</p> <p>A future action item may be to hire a community engagement/development director</p>
4	Maintain quality parks.	1-13	Survey results showed that the Planning Commission did not feel that more parks were needed. Specific additional amenities were suggested for some parks.	
5	Ensure existing single-family homes are consistent with the surrounding neighborhood.	2-1	What does this consistency look like to you? How does this align with the second objective under the housing goal above?	It was noted at the 7/31/23 PC meeting that this is particularly important where the city border ends mid-block and/or within a lot. More collaboration and communication is needed between Harper Woods and Grosse Pointe Shores.
6	Maintain quality building materials and design throughout the City.	4-2		
7	Identify, preserve, and enhance the culturally significant sites in the City.	NEW		
8	Promote public art throughout the City.	NEW		Suggested to add by PC at 7/31 meeting.

Additional Discussion

1. There was interest in creating a community character map, highlighting various neighborhoods and their characteristics. Some neighborhoods, such as Crestwick, have active groups already.
2. Resiliency hubs based on specific neighborhoods and their associated community groups was suggested. Community organization events facilitated by the city would be an inexpensive way to provide support and could lead to both civic identity and greater sustainability and resiliency.
3. It was noted that a community engagement director would be a helpful position for the City to have to support this vision.

Resiliency: Promote resiliency to create a more equitable and inclusive community.

#	Objective	2006 Obj. #	Updated Notes and Questions to Consider	Discussion from 7/31 Meeting
1	Promote the City as an attractive community for all.	1-11	<p>The Vision 2020 outlines ideas for marketing and branding Mack Avenue (B8), community message board signage (C1), and community events (C2).</p> <p>Discussion questions: What progress has been made on these items? Are they still strategies of interest?</p> <p>City Hall electronic message board design and budget was reviewed by COW in October 2021.</p>	
2	Increase healthy tree canopy throughout the City.	NEW	Based on 2-3, 4-6, and 4-8	
3	Increase resident participation in community events and decisions.	NEW	Based on 2-4	
4	Prepare for severe weather events, flooding, and other environmental threats.	NEW	Based on national trends, best practices, survey responses	
5	Collaborate and coordinate with surrounding communities to enhance services provided to residents.	NEW	Based on survey responses	
6	Ensure the City's Master Plan and Zoning Ordinance continue to reflect the community's vision and needs.	NEW	Based on Goals 10 and 11	
7	Support a variety of work environments, including home-based businesses and co-working spaces.	NEW	An action item associated with this would be to review the zoning ordinance regulations for these spaces	

8	Collaborate with adjacent communities to develop preparedness and resiliency plans.	NEW	Discussed at the 7/31/23 PC meeting	
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Additional Discussion

1. A resiliency concern is the ability to attract new families, particularly those with children, to the City. Family-friendly activities are needed in the City are needed.
2. Home occupations and live work spaces were discussed, particularly regarding how times have changed with COVID and delivery services. Revisiting these requirements would be a good thing to ask the public about at the open house, and possible turn into an action item under objective 7.



MCKENNA

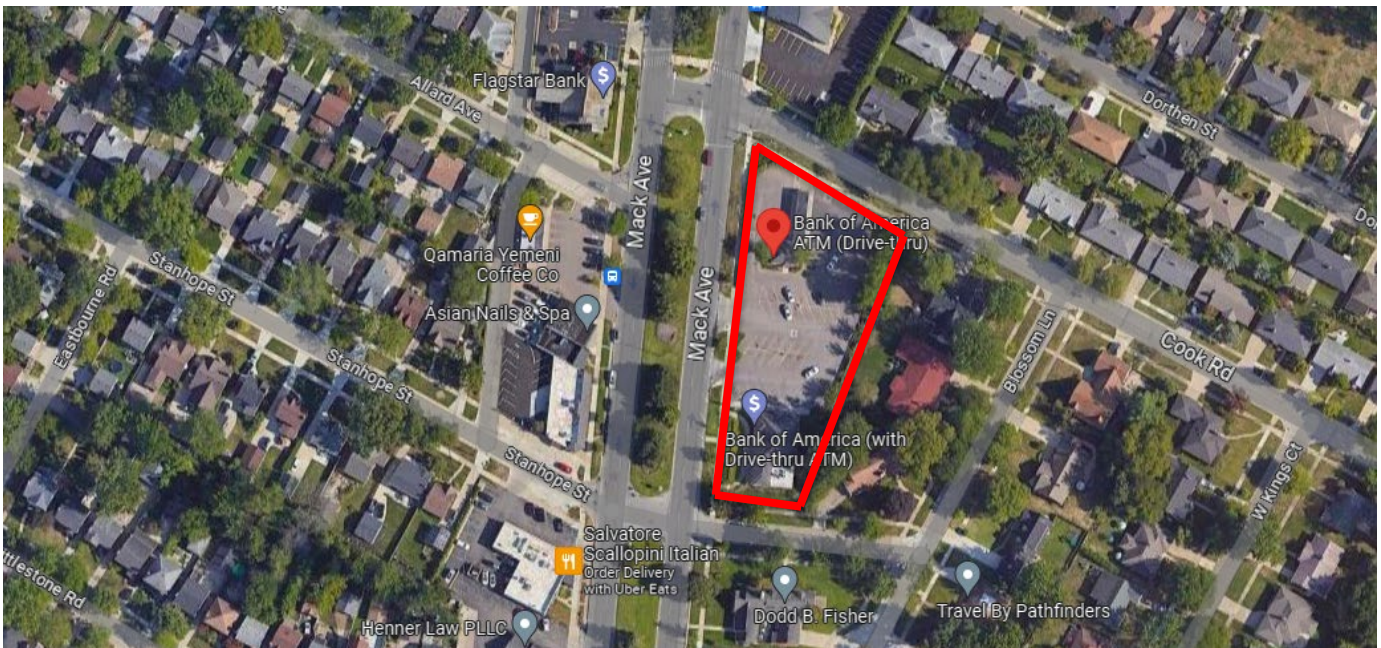
September 26, 2023

Planning Commission
City of Grosse Pointe Woods
20025 Mack Plaza Dr
Grosse Pointe Woods, MI 48236

Subject: 19700 Mack Avenue (Bank of America) Site Plan Review
Parcel ID: 400-12-0900-04300
Site Plan Review #1
Zoning: RO-1 Restricted Office District
Acres 1.16

Dear Commissioners:

We have reviewed information submitted by Bank of America, located at the corner of Mack Avenue and Cook Road, requesting to renovate their parking lot to install six (6) Electric Vehicle (EV) Charging Port. The site is within the City's R0-1 Restricted Office Zoning District. Upon review of the proposed plan compared to the applicable ordinance standards, we offer the following comments for your review. Items that do not comply or require additional information are in **bold and underlined**.



HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
☎ 248.596.0930
MCKA.COM

Communities for real life.



RECOMMENDATION

The Planning Commission must decide if 1) the proposed landscaping and screening around the electrical equipment and transformer is sufficient, as well as 2) they recommend a variance granted by City Council for the off-street parking requirements to be reduced from 42 to 38 off-street parking spaces and 3) City Council should grant a reduction in the number of waiting spaces for the bank drive-thru from 48 to 14 off-street waiting spaces.

Pending Planning Commission's decision about screening and parking considerations, we recommend the Planning Commission approve the site plan application with the conditions of the following revisions to be approved administratively:

1. Add the required traffic lane markings to the parking lot;
2. Provide specific information about the signs' size, fonts, colors, height, and logos;
3. Provide information on the wattage of the new light pole.

Respectfully submitted,

McKENNA

Brigitte Smith Wolf, AICP



Site Plan Review

1. ZONING AND MASTER PLAN DESIGNATIONS

The following chart provides information on existing land use, current zoning, and future land use.

Location	Existing Land Use	Zoning District	Future Land Use Designation
Subject Site	Restricted Office	RO-1	Office
North	General Commercial	C	Office
South	Restricted Office	RO-1	Office
East (across Mack Ave)	General Commercial	C	General Business/Mixed Use
West	Single-Family Residential	R-1B	Single Family Medium Density

The 2006 Master Plan Future Land Use Map designates this site and the immediate surrounding area to the north and south as *Office*, described in the text of the Master Plan as, “professional and administrative uses, banks, medical and personal service establishments... the least intensive commercial district”, and equating to the RO-1 Restricted Office which is the zoning category that currently applies to the site. Drive-thru bank service window and atm are permitted as an accessory use in combination with a bank. Complies.

2. DIMENSIONAL REQUIREMENTS

Standard	Requirement	Existing Conditions	Proposed Addition Conditions	Proposed Compliance
<i>Minimum Front Setback</i>	<i>None</i>	~30'	>80'	Yes
<i>Minimum Side Setback on Corner Lot</i>	<i>No side yard is required on street side of corner lots. No side yards are required along interior lot lines if walls abutting are fireproof and without windows/openings. Otherwise a side yard or outer court of no less than 5 feet per story must be provided.</i>	~20'	>100'	Yes
<i>Minimum Rear Setback (West)</i>	<i>No rear yard is required if walls are fireproof and without windows or openings. With windows and openings, except for emergency uses, a rear yard or outer court of no less than 5 feet for a one story building is required; measured to the lot line</i>	10'-25'	>30'	Yes
<i>Maximum Building Height</i>	<i>2 stories or 28'</i>	<28' (1 Story)	8'2" Chargers; 7'11" Switchboard	Yes
<i>Lot Size</i>	<i>None</i>	-	-	-
<i>Lot Coverage</i>	<i>40%</i>	~15%	<40%	Yes

Findings: The proposed addition of equipment to support the charging of electrical vehicles complies with all dimensional requirements. Complies.



3. DESIGN STANDARDS (Sec. 50-5.18)

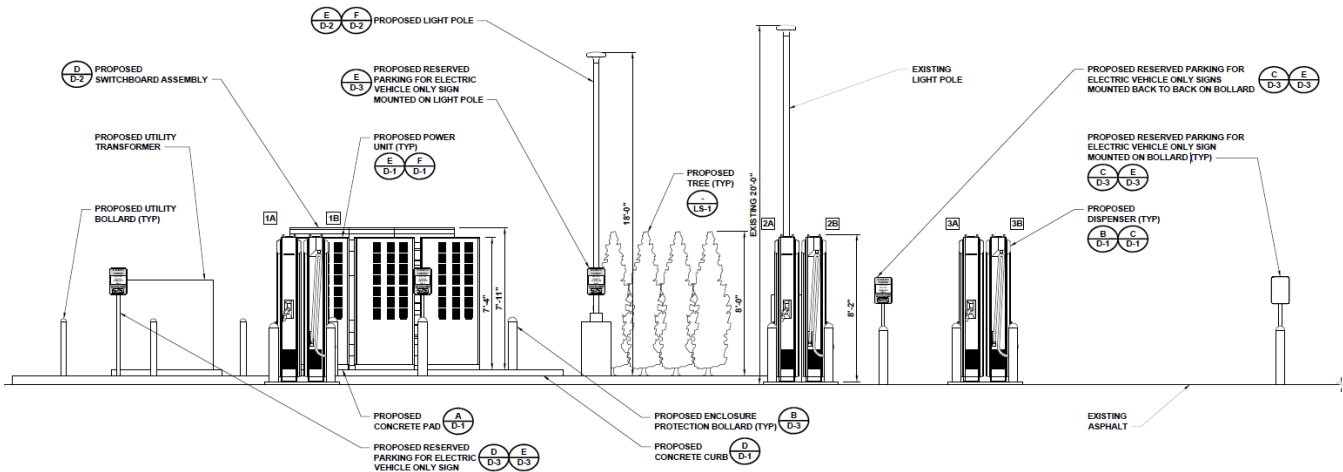
The purpose of these design standards is to promote a coordinated and complimentary use of design elements that result in a theme oriented, harmonious appearance and image for the commercial and high intensity residential areas of the city.

Findings: The colors of the charging unit will be white, black, and gray. Unfortunately, there is not much flexibility in the color of the charging units. The transformer box will be gray and the utility box will be a dark forest green. While the design of this modern equipment would not be classified as colonial, the design and colors do strive to be harmonious with the site. Please refer to the reference image included below. Complies.

4. LANDSCAPING AND SCREENING (Sec. 50-6.1)

Visually unattractive structures (e.g., transformers, generators, utility cabinets, mechanical equipment and similar structures or equipment) shall be screened with either landscaping, fencing or walls. The planning commission may require additional landscaping fences or walls in accordance with the standards and intent of this section and Chapter 50, Article 7 - Administration and Enforcement.

The power unit box is proposed to be screened from Mack Ave. by four (4) arborvitae bushes, they will be placed along the western side of the equipment. The diagram below shows the proposed placement of the equipment and landscape screening to be on one side of the electrical equipment.



The image below has been provided by the applicant as an example, from a recently complete project, of how the equipment and arborvitae landscape screening will look once installed.





Additionally, per Section 50-5.3 Q Off-Street Parking Areas Adjacent to Residential Property: “There shall be ten (10) feet between the side lot line of adjoining residentially zoned property and parking area. Also, an ornamental masonry wall not less than two (2) feet or **more than four (4) feet** is required between the parking and residential property or street. The use of dense shrubbery screen meeting the standards of Section 50-5.19 must be followed.

The screening wall between the parking lot and the residential road (Cook Rd.) complies with the Ordinance; however, the masonry screening wall along the eastern property line exceeds the four (4) feet maximum of the ornamental masonry screening wall between the parking lot and the residential properties. This is a nonconforming screening wall. However, it may remain as is and complies with the intention of this provision of the Ordinance.

Findings: Planning Commission should determine whether the proposed landscaping and screening around the electrical equipment and transformer is sufficient.

5. PARKING AND LOADING (Section 50-5.3)

Bank (offices) requires one off-street parking space for each 200 square feet of gross floor area, plus one for each office or each staff member and employee, whichever is the greater. Where drive-up windows are provided, waiting space equivalent to 12 spaces for each drive-up window shall be provided.

There will be a maximum of 10 employees daily and the total square footage of both buildings is 6,404 square feet. Additionally, there are four (4) drive-up service/atm spaces. Thus, 42 parking spaces and 48 waiting spaces for the drive-up lanes are required. After the EV Chargers are installed, a total of 38 off-street parking spaces will be provided, including the two (2) handicap parking spaces. The equipment (transformer and utility bollard) and the parking space reconfiguration to accommodate the EV chargers, leads the proposed reduction of five (5) off-street parking spaces. **The parcel is deficient by four (4) parking spaces and 34 waiting spaces for the banking drive-up services. A variance from City Council to reduce the required parking spaces is needed.**

Additionally, Section 50-5.3(U) states that parking lots shall be provided with traffic lane markings to indicate entrances and exits, and to provide for the safe and orderly movement of vehicles. **These required traffic lane markings are not found on the applicant’s proposed site plan and must be added, including the markings for one-way traffic.**

One loading space required for loading/unloading; there is sufficient space in the parking lot that is not designated for parking to accommodate an unloading area.

Findings: Planning Commission should consider recommending a variance to reduce the parking requirement by four (4) parking spaces and 34 waiting spaces. The applicant must complete the traffic lane markings to be reviewed administratively.

6. SIGNS

Chapter 32 of the City’s Code of Ordinance concerns signage. Per section 32-29, signs must be comprised of no more than two styles of lettering, and there cannot be more than three sizes of lettering per sign. Moreover, a maximum of three complimentary, muted colors or shades of colors may be used for a sign. Fourth, under section 32-10, logos may not cover more than one-third of the surface area of a sign face.

Findings: There are five (5) proposed signs at the parking spaces reserved for electrical vehicles only. **Specific information about the signs’ size, fonts, colors, height, and logos should be provided for administrative review and approval.** Can comply.

7. LIGHTING

Outside security lighting means any electrically operated light, except incandescent lights without a reflecting surface and not exceeding 150 watts, mounted, or installed on the exterior of any building or on or upon any exterior object located upon a property or parcel of real estate within any residential district of the city.

Findings: An additional light pole of 18 feet will be added in the parking lot by the electric charging spaces. **Specific wattage information of the fixture should be provided to ensure it complies.** Can comply.



MI220350 GROSSE POINTE WOODS
INSTALLATION OF ELECTRIC VEHICLE CHARGING EQUIPMENT
BANK OF AMERICA
19700 MACK AVENUE
GROSSE POINTE WOODS, MI 48236

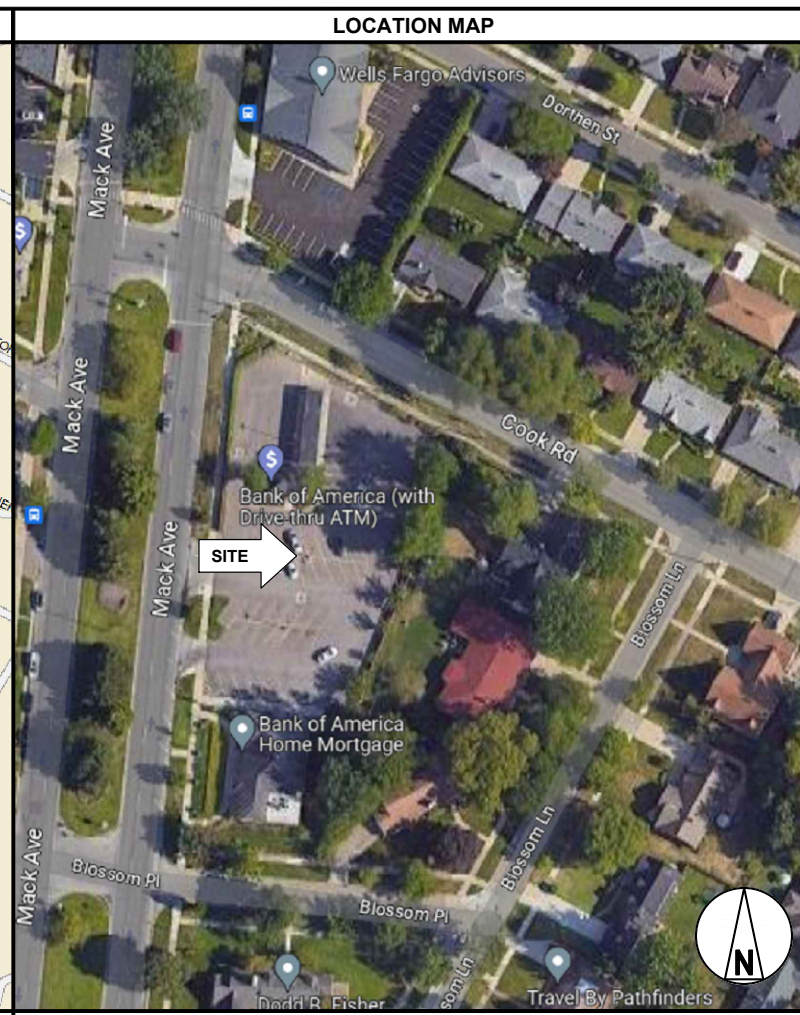
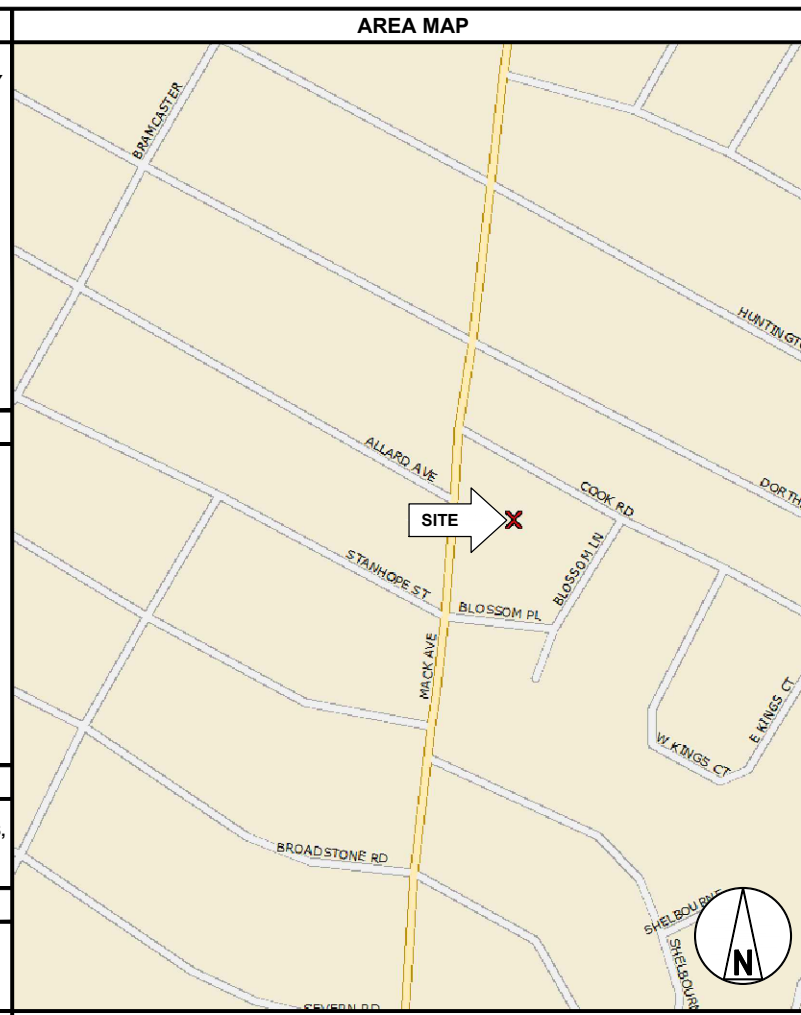


ELECTRIFY AMERICA, LLC.
2003 EDMUND HALLEY DRIVE
SUITE 200
RESTON, VIRGINIA 20191



Black & Veatch Ltd. of Michigan
3550 Green Court
Ann Arbor, MI 48105
(734) 665-1000

SITE INFORMATION	
EV SITE ADDRESS: 19700 MACK AVENUE GROSSE POINTE WOODS, MI 48236	POWER COMPANY: DTE ELECTRIC COMPANY
PROPERTY OWNER: GROSSE POINTE WOODS 19700 MACK AVENUE GROSSE POINTE WOODS, MI 48236	COUNTY: WAYNE
EQUIPMENT SUPPLIER: ELECTRIFY AMERICA, LLC. 2003 EDMUND HALLEY DRIVE SUITE 200 RESTON, VIRGINIA 20191 APN: 40-012-09-004-300	LATITUDE (NAD83): 42° 25' 38.90" N 42.427476°
	LONGITUDE (NAD83): 82° 54' 31.90" W -82.908873°
	CONTACT ENGINEER: RUSSELL POLLOM (913) 458-6274 POLLOMRE@BV.COM



PROJECT DESCRIPTION	
•	INSTALL (1) UTILITY TRANSFORMER
•	INSTALL (1) SWITCHBOARD ASSEMBLY
•	INSTALL (3) 350KW SIGNET POWER UNITS
•	INSTALL (6) 350KW SIGNET GEN IV DISPENSERS
•	INSTALL (1) LIGHT POLE

DRAWING INDEX		
SHEET NO:	SHEET TITLE	REV NO:
T-1	TITLE SHEET & PROJECT DATA	0
GN-1	GENERAL NOTES 1	0
GN-2	GENERAL NOTES 2	0
GN-3	GENERAL NOTES 3	0
C-1	OVERALL SITE PLAN	0
C-2	DEMOLITION SITE PLAN	0
C-3	ENLARGED SITE PLAN	0
C-4	ENLARGED EQUIPMENT LAYOUT	0
C-5	SITE ELEVATION	0
C-6	STRIPING PLAN	0
E-1	UTILITY PLAN	0
E-2	ELECTRICAL PLAN	0
E-3	SINGLE LINE DIAGRAM	0
E-4	ELECTRICAL DETAILS	0
E-5	ELECTRICAL DETAILS	0
G-1	GROUNDING DETAILS	0
D-1	EQUIPMENT DETAILS	0
D-2	EQUIPMENT DETAILS	0
D-3	EQUIPMENT DETAILS	0
LS-1	LANDSCAPING PLAN, DETAILS & PLANT SCHEDULE	0

APPLICABLE CODES
ALL WORK SHALL COMPLY WITH THE FOLLOWING APPLICABLE CODES: 2015 MICHIGAN BUILDING CODE 2017 MICHIGAN ELECTRICAL CODE 2015 MICHIGAN MECHANICAL CODE 2018 MICHIGAN PLUMBING CODE 2015 MICHIGAN ENERGY CONSERVATION CODE IN THE EVENT OF CONFLICT, THE MOST RESTRICTIVE CODE SHALL PREVAIL

ZONING INFORMATION
PERMITTING JURISDICTION: CITY OF GROSSE POINTE WOODS, MI ZONING DISTRICT: RO-1 (RESTRICTED OFFICE)

FLOOD HAZARD AREA NOTE
THIS SITE IS LOCATED IN FLOOD ZONE "X". AREA DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOOD PLAIN.

CONTRACTOR NOTE
CONTRACTOR SHALL COMPLETE INSTALL PER THE SIGNED AND THE SEALED SET OF DRAWINGS. ANY NECESSARY DEVIATIONS FROM THE DRAWINGS MUST BE SUBMITTED THROUGH AN RFI REQUEST PROCESS WITH ENGINEERING FOR AN APPROVAL PRIOR TO CONTRACTOR PROCEEDING WITH A DEVIATION OF THE SIGNED AND SEALED SET OF DRAWINGS.

CALL BEFORE YOU DIG

 UNDERGROUND SERVICE ALERT
 UTILITY NOTIFICATION CENTER OF MICHIGAN
 811 OR 1-800-482-7171
 3 WORKING DAYS UTILITY NOTIFICATION PRIOR TO CONSTRUCTION

DO NOT SCALE DRAWINGS
 CONTRACTOR SHALL VERIFY ALL PLANS, EXISTING DIMENSIONS & CONDITIONS ON THE JOB SITE & SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.
 11"x17" PLOT WILL BE HALF SCALE UNLESS NOTED

FOR REFERENCE ONLY DRAWINGS	
PROPERTY SURVEY	
STAGING PLAN	
ENGINEER OF RECORD	
TURNER, JOSH PE # 6201310514 BLACK & VEATCH LTD. OF MICHIGAN	

PROJECT NO:	411370
DRAWN BY:	GAK
CHECKED BY:	NMB

REV	DATE	DESCRIPTION
0.B	09/15/23	ISSUED FOR CONSTRUCTION
0.A	08/14/23	ISSUED FOR CONSTRUCTION

NOT TO BE USED FOR CONSTRUCTION

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

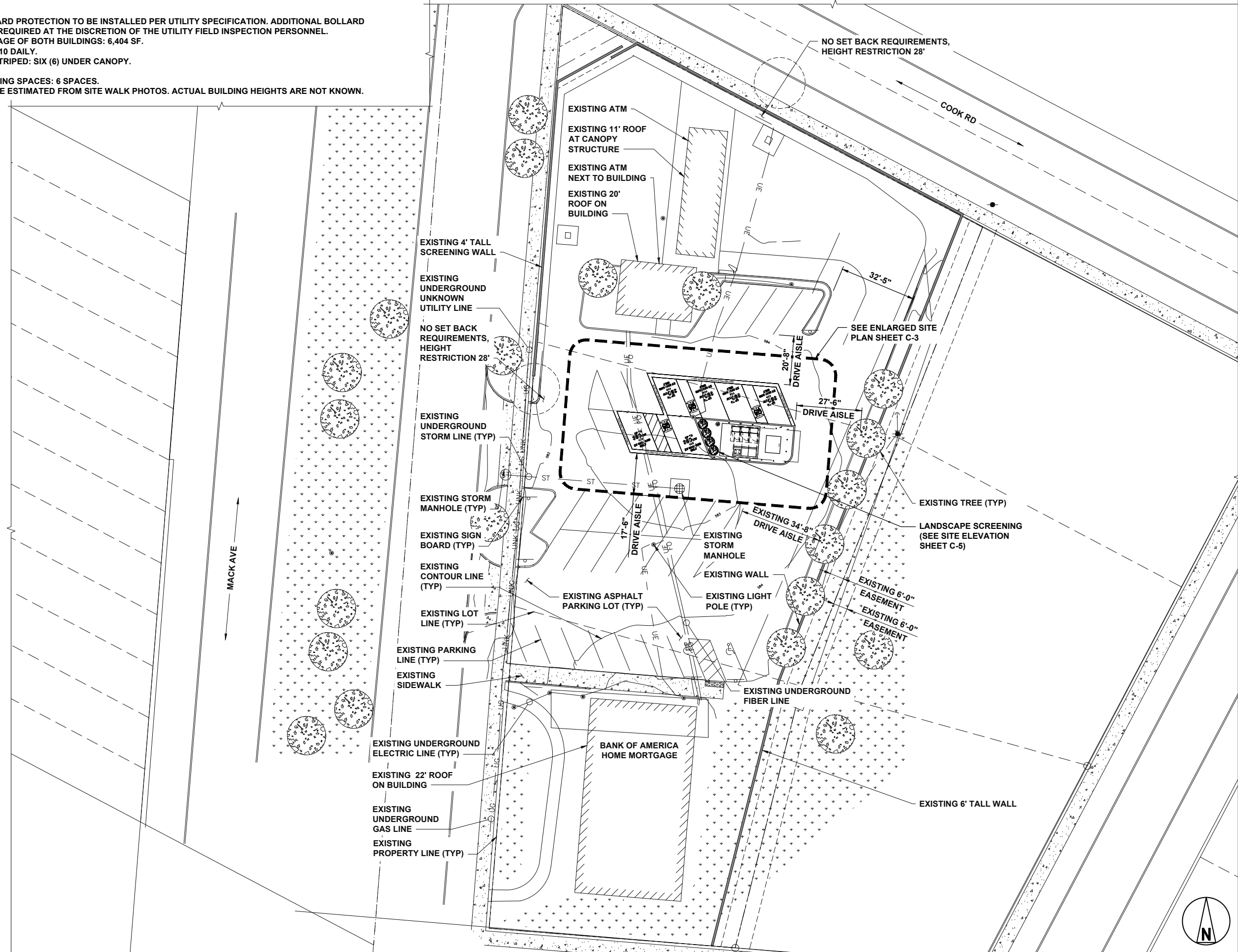
MI220350 GROSSE POINTE WOODS
BANK OF AMERICA
19700 MACK AVENUE
GROSSE POINTE WOODS, MI 48236

SHEET TITLE
TITLE SHEET & PROJECT DATA

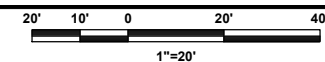
SHEET NUMBER
T-1

NOTES

1. TRANSFORMER BOLLARD PROTECTION TO BE INSTALLED PER UTILITY SPECIFICATION. ADDITIONAL BOLLARD PROTECTION MAY BE REQUIRED AT THE DISCRETION OF THE UTILITY FIELD INSPECTION PERSONNEL.
2. TOTAL SQUARE FOOTAGE OF BOTH BUILDINGS: 6,404 SF.
3. ON-SITE EMPLOYEES: 10 DAILY.
4. PARKING COUNT: 38 STRIPED: SIX (6) UNDER CANOPY.
5. LOT COVERAGE: 14%
6. NUMBER OF ATM WAITING SPACES: 6 SPACES.
7. BUILDING HEIGHTS ARE ESTIMATED FROM SITE WALK PHOTOS. ACTUAL BUILDING HEIGHTS ARE NOT KNOWN.



OVERALL SITE PLAN



ELECTRIFY AMERICA, LLC.
2003 EDMUND HALLEY DRIVE
SUITE 200
RESTON, VIRGINIA 20191



Black & Veatch Ltd. of Michigan
3550 Green Court
Ann Arbor, MI 48105
(734) 665-1000

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M1220350 GROSSE POINTE WOODS
BANK OF AMERICA
19700 MACK AVENUE
GROSSE POINTE WOODS, MI 48236

SHEET TITLE
OVERALL SITE PLAN

SHEET NUMBER
C-1

NOTES

- SOD PLANTED IN THE FALL MUST ESTABLISH ITS ROOTS BEFORE THE FIRST WINTER FROST. DETERMINE WHEN THE FIRST FROST USUALLY OCCURS, AND PLANT THE SOD NO LATER THAN ONE MONTH BEFORE THE FIRST FROST. IF THE CONSTRUCTION IS FINISHED LATER THAN ONE MONTH BEFORE THE FIRST FROST, USE STRAW UNTIL SOD CAN BE INSTALLED.
- THE CONTRACTOR SHALL RETURN SIDEWALKS, LANDSCAPING, PLANTERS, IRRIGATION SYSTEMS, AND ANY OTHER FACILITIES DISTURBED BY THE WORK TO THE SAME OR BETTER CONDITION THAN EXISTED PRIOR TO THE COMMENCEMENT OF THE WORK.

PROJECT AREA STALL COUNT	
EXISTING STALL COUNT	11
PROPOSED STALL COUNT	6
HOST APPROVED STALL COUNT	12

PROPOSED DISPENSER		
DISPENSER NUMBER	350 KW	CABLE TYPE
1A	1*	CCS
1B	1*	CCS
2A	1*	CCS
2B	1*	CCS
3A	1*	CCS
3B	1*	CCS

*SHARED 350KW OUTPUT



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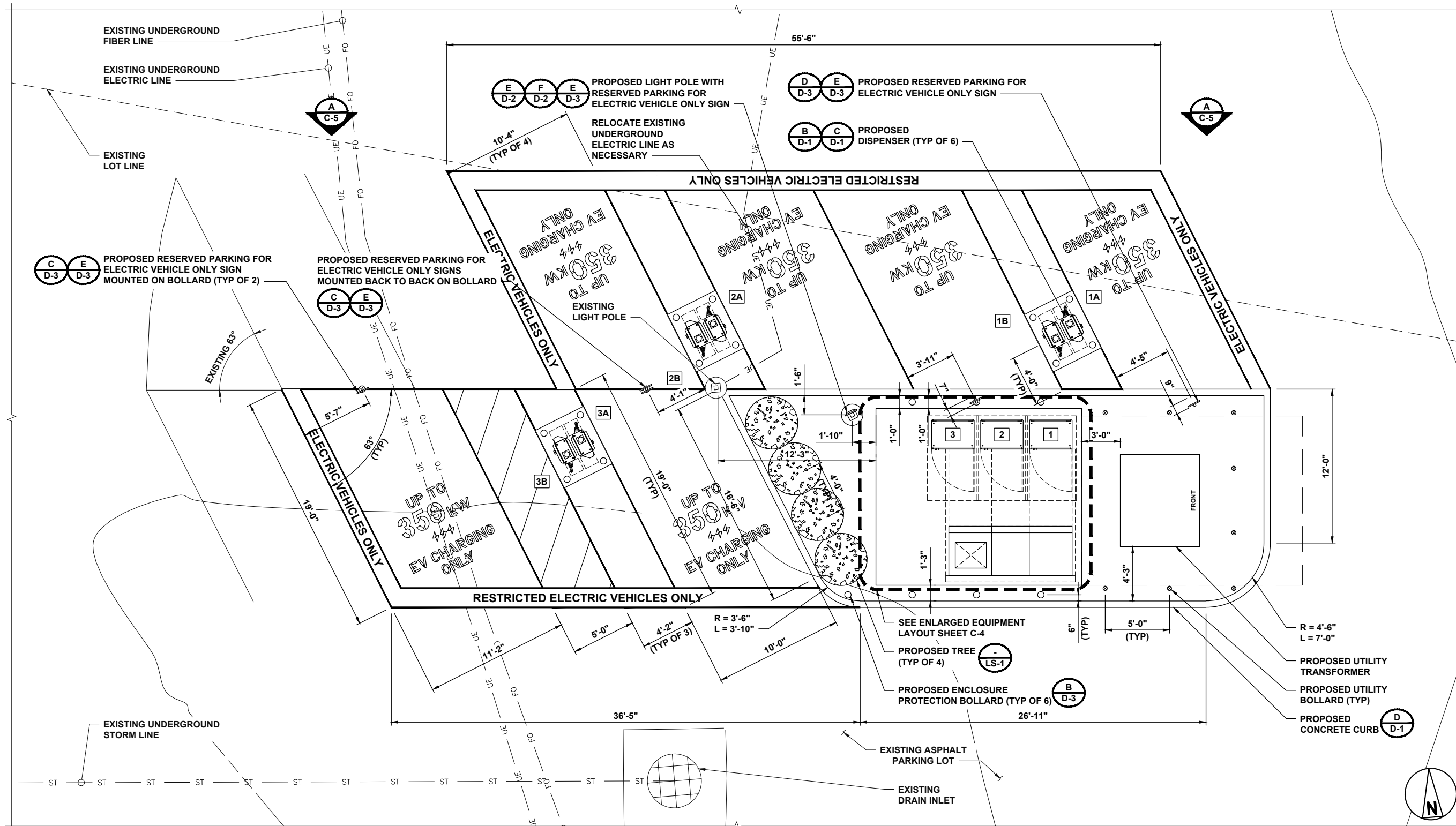
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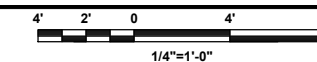
MI220350 GROSSE POINTE WOODS
BANK OF AMERICA
19700 MACK AVENUE
GROSSE POINTE WOODS, MI 48236

SHEET TITLE
ENLARGED SITE PLAN

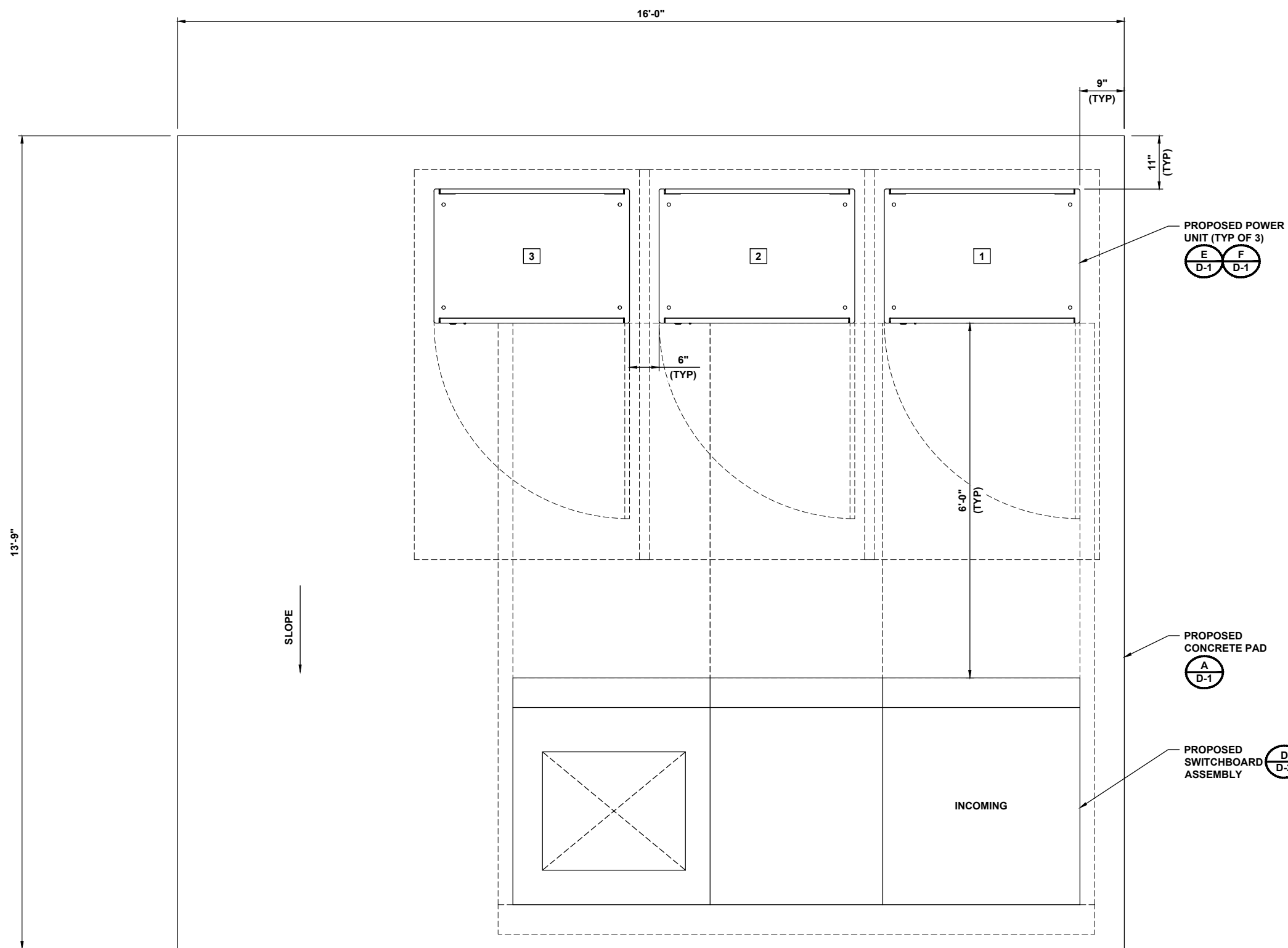
SHEET NUMBER
C-3



ENLARGED SITE PLAN

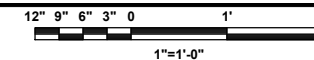


NOTE:
 1. CONTRACTOR TO INSTALL KIDDE KEYSAFE PRO S7 OR SIMILAR ON PROPOSED ENCLOSURE OR SWITCHBOARD. PREFERENCE IS ON THE ENCLOSURE IF ONE IS PROPOSED.



CLEARANCE TABLE			
EQUIPMENT	FRONT	BACK	SIDES
SWITCHGEAR	6'-0"	6"	4"
POWER UNIT	4'-0"	6"	6"

ENLARGED EQUIPMENT LAYOUT



ELECTRIFY AMERICA, LLC.
 2003 EDMUND HALLEY DRIVE
 SUITE 200
 RESTON, VIRGINIA 20191



Black & Veatch Ltd. of Michigan
 3550 Green Court
 Ann Arbor, MI 48105
 (734) 665-1000

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MI220350 GROSSE POINTE WOODS
 BANK OF AMERICA
 19700 MACK AVENUE
 GROSSE POINTE WOODS, MI 48236

SHEET TITLE
**ENLARGED
 EQUIPMENT LAYOUT**

SHEET NUMBER
C-4



ELECTRIFY AMERICA, LLC.
2003 EDMUND HALLEY DRIVE
SUITE 200
RESTON, VIRGINIA 20191



Black & Veatch Ltd. of Michigan
3550 Green Court
Ann Arbor, MI 48105
(734) 665-1000

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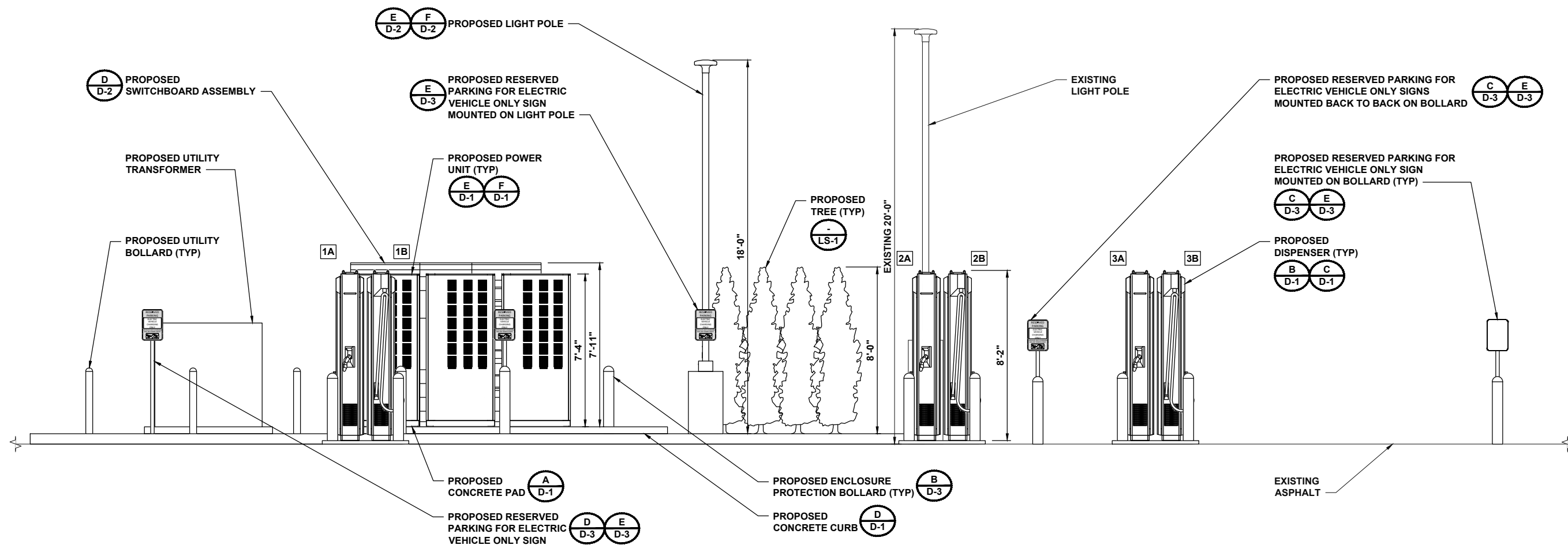
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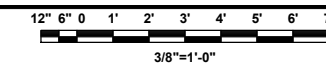
MI220350 GROSSE POINTE WOODS
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19700 MACK AVENUE
GROSSE POINTE WOODS, MI 48236

SHEET TITLE
SITE ELEVATION

SHEET NUMBER
C-5



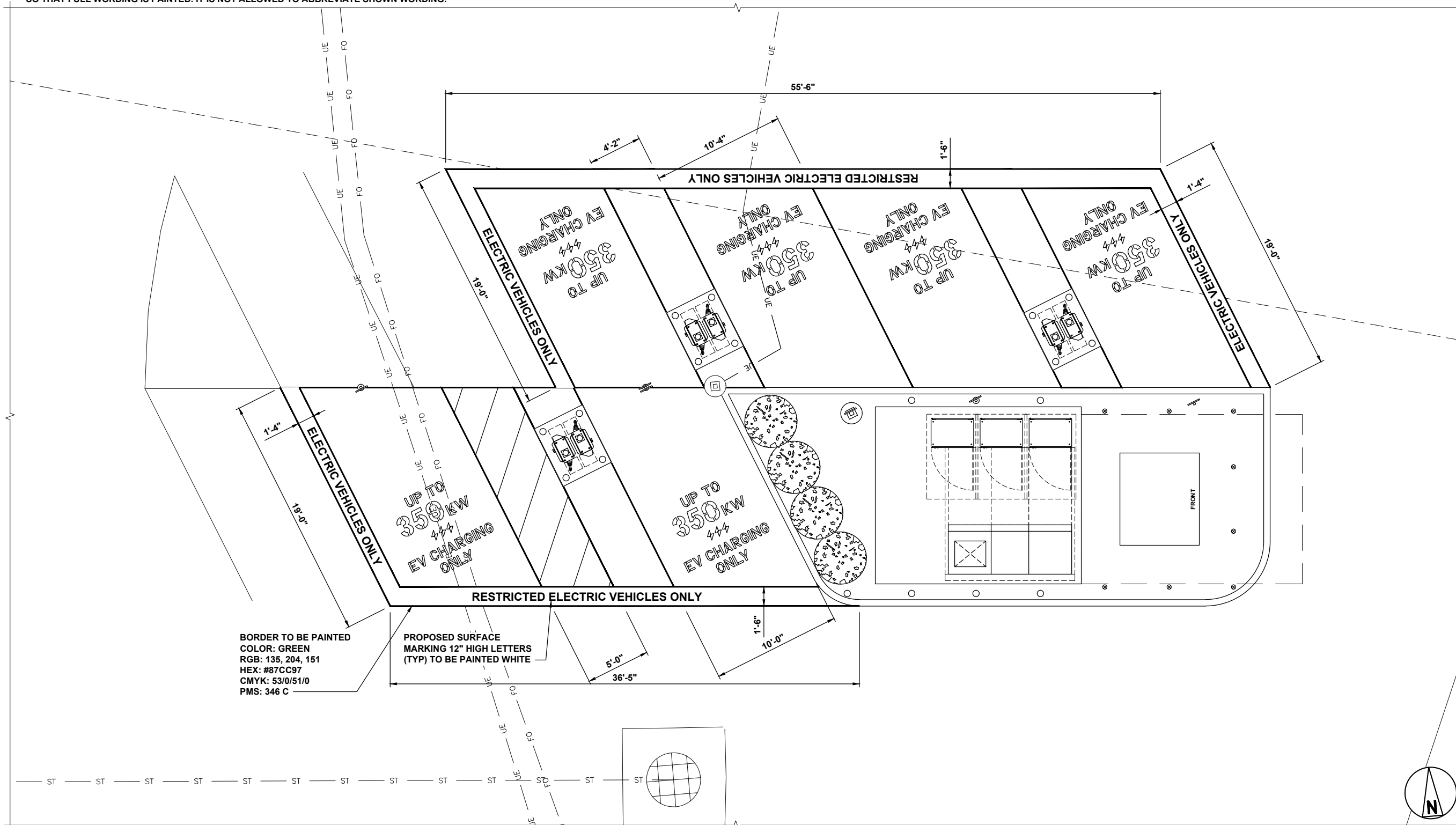
SITE ELEVATION



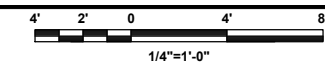
A

NOTES

1. PAINT SHALL BE WATERBORNE OR SOLVENT BORNE, COLORS AS SHOWN OR SPECIFIED HEREIN, PAVEMENT MARKING PAINTS SHALL COMPLY WITH APPLICABLE STATE AND LOCAL LAWS ENACTED TO ENSURE COMPLIANCE WITH FEDERAL CLEAN AIR STANDARDS, PAINT MATERIALS SHALL CONFORM TO THE RESTRICTIONS OF THE LOCAL AIR POLLUTION CONTROL DISTRICT.
2. WATERBORNE PAINT: PAINTS SHALL CONFORM TO FS TT-P-1952.
3. SOLVENT BORNE PAINT: PAINT SHALL CONFORM TO FS A-A-2886 OR AASHTO M248. PAINT SHALL BE NON-BLEEDING, QUICK-DRYING, AND PETROLEUM BASE PAINT SUITABLE FOR TRAFFIC-BEARING SURFACE AND BE MIXED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS BEFORE APPLICATION.
4. CONTRACTOR TO BLOCK OFF STALLS AFTER PAINTING TO ALLOW PAINT TO DRY PROPERLY WITHOUT ANY CONSTRUCTION ACTIVITIES OR PUBLIC ACCESSING THE AREA WHILE THE PAINT IS DRYING.
5. ALL LETTERS, NUMBERS, AND SYMBOLS TO BE PAINTED WHITE. ALL LETTERS AND SYMBOLS TO BE 12" TALL, EVEN IN STALLS. NUMBERS ARE TO BE 24" TALL. LIGHTNING BOLT SYMBOL TO BE 8" WIDE. IF TEXT IN BORDER WILL NOT FIT AT 12" HEIGHT, THEN TEXT SIZE TO BE REDUCED SO THAT FULL WORDING IS PAINTED. IT IS NOT ALLOWED TO ABBREVIATE SHOWN WORDING.



STRIPING PLAN



ELECTRIFY AMERICA, LLC.
 2003 EDMUND HALLEY DRIVE
 SUITE 200
 RESTON, VIRGINIA 20191



Black & Veatch Ltd. of Michigan
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 Ann Arbor, MI 48105
 (734) 665-1000

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 BANK OF AMERICA
 19700 MACK AVENUE
 GROSSE POINTE WOODS, MI 48236**

SHEET TITLE
STRIPING PLAN

SHEET NUMBER
C-6