

**Village of Dexter
Planning Commission
Monday, June 2, 2014 at 7:30 pm
7720 Ann Arbor Street
Dexter Senior Center**

AGENDA

- I. **Roll Call** Matt Kowalski, Chair Thomas Phillips Molly Robinson, Vice-Chair
 James Smith Marni Schmid Mary Kimmel
 Scott Stewart Joe Semifero-Ex Officio
- II. **Action on minutes from** – May 5, 2014 - Regular Meeting minutes; *There are no minutes from the April 7, 2014 work session due to a lack of quorum*
- III. **Approval of agenda**
- IV. **Public Hearings** - None
- V. **Pre-Arranged Citizen Participation** – None
Limit to those who pre-arrange participation before 5:00 pm Monday the week preceding the meeting (10-minute limit).
- VI. **Reports of Officers**
A. Chairman Report – Matt Kowalski
B. Planning Commissioners and Council Ex officio Reports
C. Community Development Office Reports – M. Aniol
- VII. **Citizens Wishing to Address the Commission**
This area is intended for those in the audience not listed on the agenda that wish to speak. (5-minute time limit for individuals and 10-minutes for groups)
- VIII. **Old Business**
A. None
- VIII. **New Business** –
A. **Ordinance Revisions** – Discussion and possible action regarding revisions/amendments to the Zoning Ordinance, including Article 7, Signs, Article 3, Exterior Lighting and Article 6, Landscaping.
- X. **Proposed business for next agenda**
A. TBD
- XI. **Citizens wishing to address the Commission**
This area is intended for those in the audience not listed on the agenda that wish to speak. (5-minute time limit for individuals and 10-minutes for groups)
- XII. **Adjournment**
- XIII. **Communications** – Webster Township: Notice of intent to update the Master Plan.

DEXTER VILLAGE PLANNING COMMISSION
Monday, May 5, 2014
Regular Meeting

The meeting was called to order at 7:31 p.m. by Vice-Chair Robinson at the Dexter Senior Center, 7720 Ann Arbor Street.

Present: Smith, Stewart, Phillips, Schmid, Wilcox, Robinson, Semifero

Absent: Kowalski, Kimmel

Approval of Minutes

-Moved Smith, support Schmid to approve the Regular Meeting minutes for March 3, 2014.
Voice vote: Unanimous Motion Carried

Approval of Agenda

-Moved Phillips support Smith to approve the Agenda as presented.
Voice vote: Unanimous Motion Carried

Public Hearings

A. RZ 2014-01, Anderson Rezoning

This public hearing is to consider a rezoning request submitted by Carrie Anderson for 7394 Dexter Ann Arbor Road, Tax ID: HD-08-05-300-051 and 7390 Dexter-Ann Arbor, Tax ID-HD-08-05-300-021 from R-3 Multiple Family Residential District to PB Professional Business District.

1. Opening of the hearing at 7:31 pm
2. Presentation by Michelle Aniol, Community Development Manager and Applicant Carrie Anderson, 7394 Dexter-Ann Arbor Rd.
3. Opening of the hearing to the floor: Richard Huddleston of 7390 Dexter-Ann Arbor Road, Dexter briefly states that he supports the re-zoning
4. Consideration of the matter by the Commission: rezoning request submitted by Carrie Anderson for 7394 Dexter- Ann Arbor Road, Tax ID: HD-08-05-300-051 and 7390 Dexter-Ann Arbor, Tax ID-HD-08-05-300-021 from R-3 Multiple Family Residential District to PB Professional Business District
5. The hearing was closed at 7:47 pm

B. CIP 2014-2019

This public hearing is to consider adoption of the 2014-2019 Capital Improvement Plan and recommend adoption by Village Council.

1. Opening of the hearing at 7:48 pm
2. Presentation by Michelle Aniol, Community Development Manager
3. Opening of the hearing to the floor-none
4. Consideration of the matter by the Commission: 2014-2019 Capital Improvement Plan and recommend adoption by Village Council.
5. The hearing was closed at 7:51 pm

Pre-Arranged Citizen Participation-none

Reports of Officers-

- A. Chairman Report Kowalski-no report
- B. Planning Commissioners Reports: Commissioner Wilcox mentions that he is resigning from the Planning Commission.
Ex-Officio Semifero briefly states that Council is working on the budget. He and Trustee Carson have been working on the road improvement plan. Cityhood application has been submitted to the State of Michigan.
- C. Community Development Office Report: Michelle Aniol, Community Development Manager report in packet. Brief mention of the Business Summit with Ann Arbor Spark on April 23, 2014 also working with DTE, Comcast and AT&T to access high speed internet and power quality. Redevelopment Ready Communities on June 23 before the Village Council meeting. Mention of decommissioning the DTE substation. Farmers Market opened May 3, 2014.

Citizens Wishing to Address the Commission-none

Old Business-none

New Business

A. RZ 2014-01, Anderson Rezoning Request

-Moved Schmid, support Smith to recommend approval of the requested rezoning from R-3, Multiple-Family Residential to PB, Professional Business, based upon the following findings:

1. The PB, Professional Business zoning district is compatible with the Village of Dexter Master Plan and Future Land Use map.
2. The PB, Professional Business zoning district is compatible with the surrounding uses and current zoning of land.
3. The proposed rezoning will not compromise the "health, safety, and welfare" of Village residents.

Discussion by Planning Commission of Anderson Rezoning Request

Comments were:

No problem with request

Good use of site, happy to move forward on this

Trying to understand why are both properties being rezoned

Ayes: Phillips, Smith, Schmid, Robinson, Stewart, Wilcox

Nays: Semifero

Motion Carried

C. CIP 2014-2019

-Moved Wilcox, support Schmid to recommend adoption of the Capital Improvement Plan for 2014-2019 to the Village Council.

Discussion by Planning Commission:

What is timing on the document for approval to Council

We are running behind about a month

Do we have many changes from a year ago, shifting the plan

Projects have changed

How does Village Council feel about this document being reviewed

Village Council looks at it as a planning tool

Executive summary-tells you costs for projects

Approval of \$5000 for shelter built at 1st Street Park

Need survey for placement of shelter

Ayes: Semifero, Stewart, Phillips, Robinson, Smith, Schimd, Wilcox

Nays: none

Motion Carried

Proposed Business for Next Agenda

A. Ordinance Revisions-Article 7-Signs-Draft

B. Future Discussion-Article 3-Exterior Lighting; Article 6-Landscaping

Citizens Wishing To Address the Commission-none

Adjournment

-Move Smith support Phillips to adjourn at 8:32 p.m.

Respectfully submitted,

Brenda Tuscano
Recording Secretary

Filing Approved _____,14



VILLAGE OF DEXTER – COMMUNITY DEVELOPMENT OFFICE

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Memorandum

To: Planning Commission
Donna Dettling, Village Manager

From: Michelle Aniol, Community Development Manager

Re: Report

Date: June 2, 2014

Victoria Condominium Update

Office staff received several complaints from residents in Victoria Condominium regarding grass not being mowed, drainage issues, grading and lack of follow-up by the builder. I am in the process of scheduling a meeting with the builder and Village administration to address and resolve these and other outstanding issues.

DDA UPDATE

- FY 2014-15: The DDA adopted their budget for FY 2014-15 and recommended approval to Village Council, at its meeting on May 15th. The Board decided not to include pay-down of bond debt in the budget because they hadn't had an opportunity to review the DDA Forecast. Village Finance Director/Treasurer, Marie Sherry and DDA Treasurer, Tom Covert are working on the Forecast, and are expected to present it at the DDA's meeting on June 19th.
- Dancer's Edge Lease: The Board extended the lease with Dancer's Edge until May 31st. Pete Potsos (co-owner of Dancer's Edge) attended the DDA meeting. He told the Board the studio construction was nearly complete and a formal ribbon cutting was planned for Memorial Day. He coined a phrase, "performing arts district" when talking about the improvements that have been done by Mr. Willis, the Encore Theater, and Dancer's Edge.
- Capital Maintenance: The DDA has authorized Scott Maurer (DPW) to prepare a scope of work for brick paver repair along Main and Broad Streets, and to put the project out for bid, with a review and analysis of the bids to be presented to the DDA at its June meeting.
- 3045 Broad Street: A meeting has been scheduled with OHM and Jim Houk for Tuesday, May 20, 2014 to review their draft reports regarding infrastructure funding requirements and additional site planning study. Jim Houk will present his findings at the DDA meeting in June.

VILLAGE COUNCIL UPDATE

- On May 12, 2014, the Village Council accepted the Planning Commission's recommendation to approve a request to rezone 7394 Dexter-Ann Arbor Road, HD-08-05-300-051, and 7390 Dexter-Ann Arbor Road-HD-08-05-300-021 from R-3 Multiple Family Residential District to PB Professional Business District.

According to the Michigan Zoning Enabling Act (PA 110 of 2006), as amended, following the adoption of a zoning amendment by the legislative body, a notice of ordinance adoption must be filed in the newspaper within 15 days after adoption. Due to a miscalculation, the publication deadline was missed. Therefore, Village Council re-approved the request at its May 27, 2014 meeting.

- Council adopted a resolution accepting the Capital Improvements Plan (CIP) for FY 2014-19 at its May 12, 2014 meeting.

ZBA UPDATE

- ZBA Case #2014-02: On May 19, 2014, the ZBA reviewed a waiver request submitted by Jonathon Coffey, 7690 Grand Street. The waiver was requested from the following section of the Village of Dexter Zoning Ordinance:

Section 20.01 Schedule of Regulations for Principal Buildings-Residential; the minimum front yard setback for a principal structure in the R-1B One Family Residential District is 15 feet. The applicant proposes a reduced setback of 5.6 feet due to practical difficulties associated with the property.

PROPOSAL - The applicant proposes a reduced setback of 5.6 feet due to practical difficulties associated with the property.

The public hearing was opened at 7:01 PM, at which time the applicant's request and staff's review were presented. During the briefing, staff explained that Mr. Coffey received this same variance from the ZBA in 2008.

The applicant, Jonathon Coffey greeted the Board and asked for approval of his request.

There were no public comments, and the public hearing was closed at 7:12 pm.

The Board and the applicant began discussing the variance request.

Chairman Bombery inquired about the location of a future sidewalk in the event a variance was granted.

Board member Wilcox stated he saw clear reasons to approve based on a finding of substantial justice, and felt that others should be encouraged to upgrade homes in the Village.

DECISION

Based on the information provided by the applicant at the May 19, 2014 Zoning Board of Appeals meeting the board determines that the request to waive the requirements of Section 20.01, Schedule of Regulations for the front yard setback, submitted by Jonathan Coffey for 7690 Grand Street, HD-08-06-425-001 to permit the applicant to construct an attached structure that encroaches 9 ½ feet into the front yard setback be **GRANTED**, for the property located at 7690 Grand Street because the proposed variance **MEETS** the conditions required for the granting of a variance, per the 3 reasons stated in the Community Development Manager's report dated, May 19, 2014.

Ayes: Stacey, Gray, Bombery, Wilcox, Rush
Nays: None
Absent: Hansen, Carson

Motion Carried 5-0

- ZBA Case #2014-03: On May 19, 2014, the ZBA reviewed a waiver request submitted by Matt Fromboluti, on behalf of St. Joseph Mercy Health System, 7061 Dexter-Ann Arbor Road. The waiver was requested from the following section of the Village of Dexter Zoning Ordinance:

Section 7.04 Building Signs. Signs for multiple tenant shopping centers or multi-tenant buildings shall not exceed one (1) square foot of sign area per one (1) lineal foot of building frontage per tenant, with the maximum sign area not to exceed 42 square feet.

PROPOSAL - The applicant proposes a 112 square foot sign due to practical difficulties associated with the property; specifically the tenant space within the subject building is located more than 300 feet from Dexter Ann Arbor Road and a 42 square foot sign would not be sufficiently visible.

The public hearing was opened at 7: 18 PM, at which time the applicant's request and staff's review were presented.

On behalf of the applicant, Tom Covert, 3550 Edison addressed the Board, citing distance from the road, angle of building related to the road and road speed are practical difficulties to be considered in this case.

The applicant and Board engaged in discussion regarding the following:

- Compressing height and length of the sign to sign band;
- Logic for determining requested size;
- Visibility for folks traveling west from Ann Arbor compared to those traveling east;
- Entrance to shopping center in relation to new tenant space; and
- Lack of signage on other dormers in the shopping center.

Chairman Bombery called for public comment:

- Phil Mekas, 7203 Ulrich introduced himself as new ZBA member and stated he was surprised by the request for 3 times the maximum signage. He stated he prefers the space to be occupied and recognizes the location will be more of a destination. He closed by saying he prefers the requested sign area be reduced.
- Tom Covert stated he did not believe the size of the sign that was being requested would be out of character, citing the signs at Busch's, La Fontaine, Country Market and the nearby banks, as examples.

Chairman Bombery closed the public hearing at 7:45 pm.

Board members discussed the following concerns during the post-public hearing period:

- Visibility from the road
- Setting a precedent for larger signs at the shopping center
- Struggles to apply sign standards uniformly
- Previous variances for sign size hasn't hurt Village

DECISION

Based on the information provided by the applicant at the May 19, 2014 Zoning Board of Appeals meeting, the board determines that the request to waive the requirements of Section 7.04 Building Signs, submitted by Matthew Fromboluti, on behalf of new tenant, St. Joseph Mercy Health Center, for 7061 Dexter-Ann Arbor Road, HD-08-08-200-021 to permit the applicant to install a building sign with a maximum area of 105 square feet be **GRANTED**, for the tenant space at the property located at 7061 Dexter-Ann Arbor Road because the proposed variance **MEETS** the conditions required for the granting of a variance.

The determination was made with consideration of following per Section 24.05 of the Village of Dexter Zoning Ordinance, practical difficulties and public safety and welfare.

Additional Board discussion revolved around the question of why the shopping center didn't have a ground sign.

Staff pointed out that, for consistency with the report, the motion stipulated a smaller sign area than requested by the applicant.

Wilcox amended his motion to allow a 112 square foot sign, which Stacey supported.

Ayes: Rush, Wilcox, Gray, Stacey

Nays: Bombery
Absent: Hansen, Carson

Motion Carried 4-1

TREE BOARD

- Field Trips:

- The Tree Board is scheduled to conduct an on-site work session at Community Park - Wednesday, May 21st at 4:00 pm. The purpose of this field trip is to evaluate existing trees in the Park and determine if the Board wants to plant left over trees in the Park, or elsewhere in the Village.
- The Tree Board plans to conduct a field trip to Horseshoe Park in the future to determine species type and quantity of trees to be planted in the Park next year. The Board would like to work jointly with the Park and Recreation Committee on placement of the trees.

- Spring Tree Planting 2014: Between Thursday, April 24, 2014 and Wednesday, May 6, 2014 Ann Arbor Landscaping planted new trees in the public right-of-way throughout the Village. The new trees were installed to replace dead, diseased or dying trees previously removed by the Village, as part of the Resident Cost-Sharing Tree Planting Program, or as part of the Village's annual tree planting program to celebrate Arbor Day.

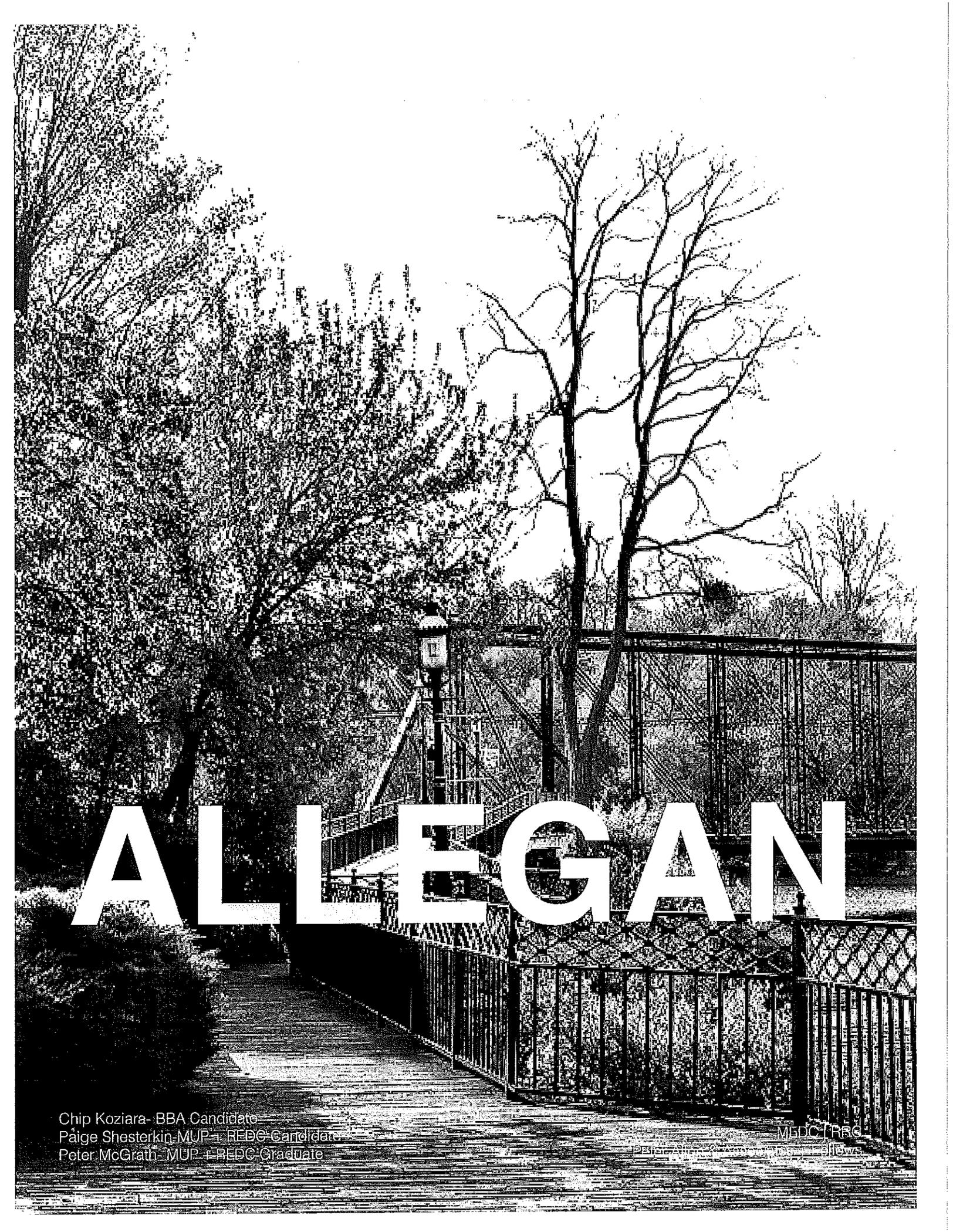
Affected residents were notified of their new tree(s) and asked to help maintain them. The tree(s) were fitted with a gator watering bag, and residents were given directions for use and filling tips. In addition to caring and watering for the tree(s) residents were informed that their tree(s) have a one-year warranty, and it is their responsibility to contact the village within one year, if their tree(s) do not survive.

- Spring Planting 2015: The Tree Board has decided to plant at least 2 trees each year in Mill Creek Park, beginning in spring 2015.

REDEVELOPMENT READY UPDATE

The RRC program has been working with a group of multidisciplinary students from the University of Michigan under the guidance of professor and real estate developer Peter Allen. The study provides an opportunity to take a priority redevelopment site in your downtown and have a fairly detailed feasibility analysis completed, as well as assist in accomplishing some of the criteria in Best Practice five (RRSites).

Accompanying this report you will find a study that was done for the City of Allegan, as an example. MEDC recently contacted me about this study and I submitted the properties at 3045 Broad Street, and 8090-8080 Grand Street. Stay tuned.



ALLEGAN

Chip Koziara- BBA Candidate
Paige Shesterkin- MUP + REBC Candidate
Peter McGrath- MUP + REBC Graduate

MEDICARE
PETER ALLEGAN'S 2008 CAMPAIGN

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EXECUTIVE SUMMARY

Downtown Allegan is concentrated with beautiful historic buildings and small walkable blocks that invite active pedestrian traffic and encourage retail activity. Inspired by Michigan State University's Riverfront Place Plan, the MEDC Fellows analyzed the buildings with river frontage to create a complementary proposal that would encourage and support economic growth and positive placemaking in downtown Allegan.

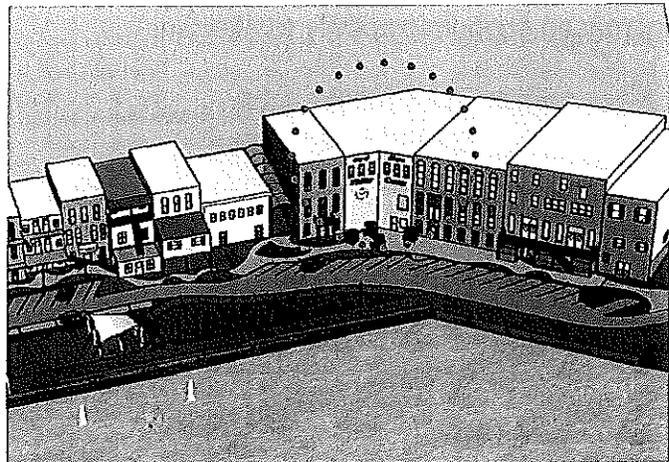
The MEDC Fellows focused the analysis on the city owned 155 Brady St. property. 155 Brady St.'s location invites strong foot-traffic and pedestrian visibility on the sidewalk. The second floor presents the opportunity for unique views for historic rehab residential units. At the center of the riverfront block, 155 Brady St. can anchor retail development in two directions. The building's unique has the opportunity to excite two sidewalks—the street level and the riverfront level. With all of these attributes in mind, this building is the key for downtown Allegan, and proposals for locating City Hall in 155 Brady St. should be reconsidered.

Relationships are key to this analysis. Second floor residential units on 155 Brady St. depend on the neighboring properties to support a shared hallway and elevator. The neighboring property owners along Brady St. and Hubbard St. can benefit from this economy of scale concept by increasing resident amenities and property values. Additionally, the Fellows engaged prominent West Michigan developer Guy Bazzani, who had previous discussions with the City on the development concept of 155 Brady St.

Downtown Allegan's built environment can accommodate food oriented retail and serve as a catalyst for community activity and excitement beyond planned events and programs. The Fellows suggest the City to engage with Perrigo Company, which employs thousands of individuals within 1.5 miles of downtown Allegan. The Fellows suggest developing a nature walk or pathway that connects the Perrigo campus to downtown Allegan current and proposed amenities. This added amenity will benefit the community and strengthen Downtown's economic development.



155 Brady St. - Suggested retail programming



MSU Place Plan riverfront concept. The MEDC Fellows proposal depends on the implementation of the design proposals and programming initiatives of the MSU plan. The circled building is the riverside frontage to 155 Brady St.

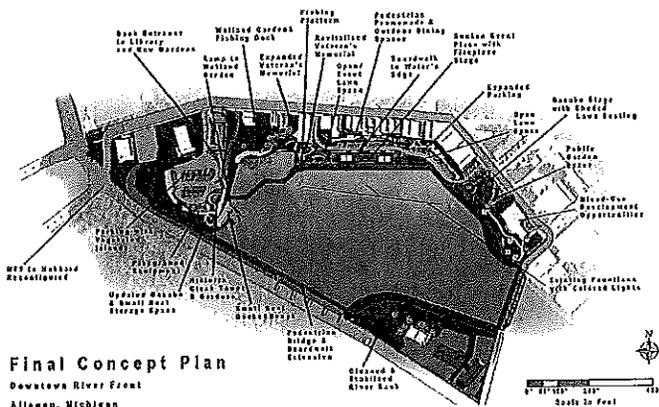
LOCATION ANALYSIS

Downtown Allegan demonstrates impressive walkability and character. Downtown Allegan has an architecturally appealing zero-lot line built environment; this gives the city a great opportunity to excite the sidewalk and street with the right mix of retail uses. The two story architectural scale gives a positive sense of place and permanence, and provides a downtown feel without overwhelming the pedestrian. While other cities are trying to recreate their historic buildings that have been torn down, Allegan's historic buildings are still intact, and many are occupied by small local businesses. Downtown Allegan's high concentration of historical character will be the key building block for the city's revitalization moving forward.

However, Allegan's strengths go beyond the character buildings. These character buildings are all located alongside a scenic bend of the Kalamazoo River. For certain buildings, this offers the potential for riverfront outdoor dining on the ground level, and riverfront views from upper floors. Allegan offers great cultural assets with the Griswald Auditorium and the Regent Theatre. Furthermore, Allegan plays a regional role as the county seat; this positions its downtown as a destination for surrounding cities nearby. Finally, Allegan has large employers nearby—a hospital and Perrigo Company, a generic drug manufacturer. This brings the opportunity for increased economic activity to Allegan.

According to the U.S. Census, there are over 5,300 people that commute to the Allegan city limits every day, while over 600 more live and work within the city. Also, the city has an anchor company nearby that pays high salaries—this can be leveraged for downtown development. Finally, the city is a half-hour or forty five minute drive from other nearby surrounding cities, such as Kalamazoo, Grand Rapids, Holland, and Saugatuck. This creates the market for residential couples that work in two different cities and are looking to split their commute in half. This also creates the potential for destination tourism, both from permanent residents and summer vacationers along Michigan's west coast. With the redevelopment of 155 Brady St., Allegan is poised to finally capture this potential, and come alive as a downtown.

The team recognized the currently unoccupied, former National City building at 155 Brady St. as an important building for Downtown Allegan's future. Due to its location and attributes, the Team sees the building as a trophy property—ripe for redevelopment, and a catalyst for future development in downtown Allegan. The building's location on a prominent intersection offers stronger foot-traffic and pedestrian visibility on the sidewalk, and a unique view from the upper floors. 155 Brady St.'s location at the center of the riverfront block means the building can anchor retail development in two directions. Moreover, the building's unique location means that it can excite two sidewalks—the street level and the riverfront level. Moreover, locating City Hall in 155 Brady St. should be reconsidered to allow for greater economic impact.



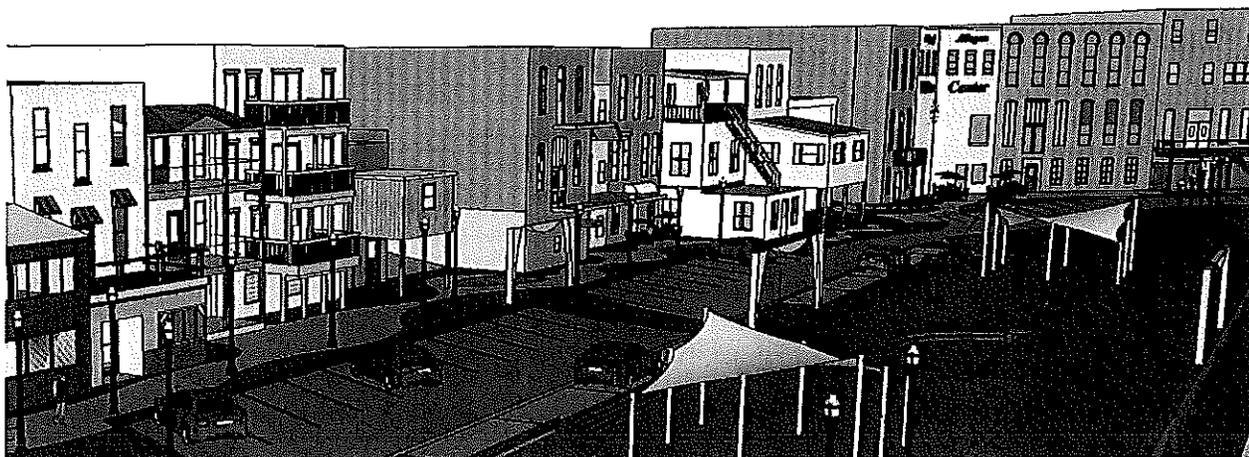
SOURCE: MSU Place Plan overview. The river walk surrounding the water has potential to connect to the large corporation, Perrigo company.

DOWNTOWN ALLEGAN GOALS

Before developing a specific plan for the building, the team established the following big picture goals.

- Augment the new riverfront development proposal created by Michigan State University—this plan promises to activate and enhance the riverfront. Downtown’s economic success is contingent on the City of Allegan embracing this plan.
- Become the “third place” for Allegan residents—a place to relax, meet with friends, grab a coffee or a drink, or a place to take a laptop.
- Excite sidewalks, on street and river level—excited sidewalks mean people are outside eating, and are walking to and from different destinations. Excited sidewalks are a good draw for business, as they keep regulars coming back, and they make a business more inviting for new customers.
- Get local stakeholders involved—we want the 155 Brady St. development to serve all of Allegan, not just its owner. All of Allegan needs to be involved—citizens, government, and employers—to ensure a successful development
- Become community and regional draw—155 Brady St. should be a “home base” for Allegan residents, but it also should be a regional draw. With destination dining and the excellent views, 155 Brady St. can draw visitors from far beyond the Allegan city limits.
- Activate downtown Allegan at different times of the day through a variety of uses—155 Brady St. will be exciting the sidewalk at breakfast, lunch, and dinner. Additionally, the development should excite the sidewalk after dinner, and into the night.

Downtown Allegan buildings that have dual frontage along Brady St. & Hubbard St. as well as along the river.



SOURCE: MSU Place Plan

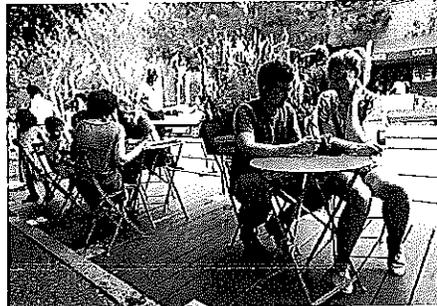
CASE STUDIES

The following case studies demonstrate the ideal activity that ground level retail generates for an urban setting. The 155 Brady St. location has the opportunity to activate excitement on multiple levels with frontage along the river and Brady St. and Hubbard St. and at different hours of the day.

ELEMENTS FOR PLACEMAKING

SEATING

- A variety of seating—both formal and informal—give people the opportunity to spend time activating a space.
- Informal seating interacts with pedestrians beyond the retail patrons. Formal seating creates a destination.



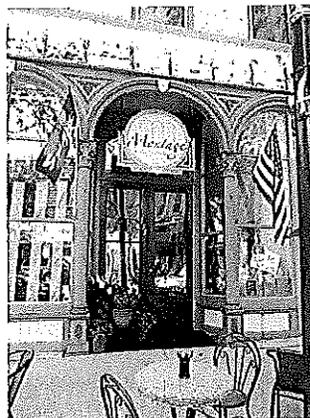
SOURCE: Philadelphia Parklet



SOURCE: Cafe Sante- Boyne City, Michigan

CONTEXT TO THE STREET

- Large, open windows invite street level activity and provide depth to the downtown visual experience.
- Diverse retail and pedestrian activity make an active sidewalk schedule.



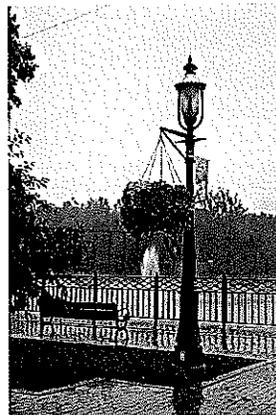
SOURCE: Montage- Allegan, MI



SOURCE: Trillium Haven, Grand Rapids

ENTERTAINMENT + SCENERY

- 155 Brady St. has the opportunity to activate two sides of key downtown anchors—the Brady St.-Hubbard St.-Locust St. intersection and the river front.
- Entertainment with formal programmed activities draws people to a destination and encourages them to stay.



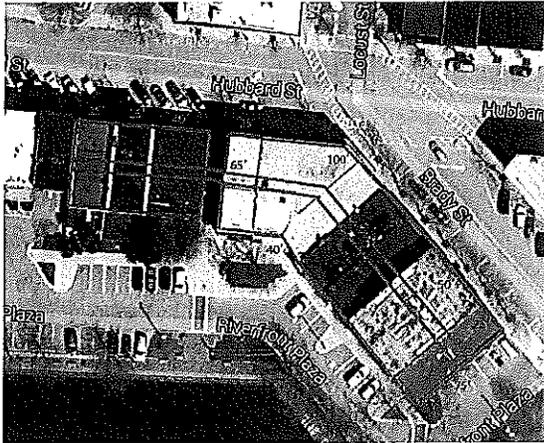
SOURCE: Allegan, MI



SOURCE: Bearle Street Grill- Memphis, TN

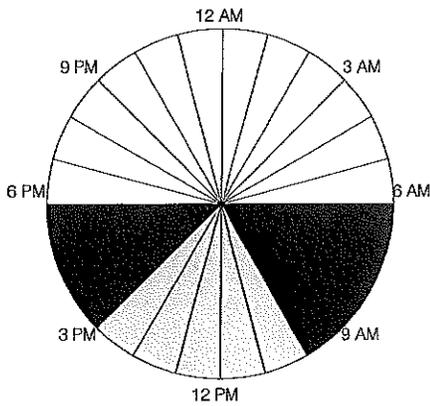
155 BRADY ST.

The scope of this development expanded greatly after consulting west Michigan developer Guy Bazzani. In addition to food oriented retail on the street level and river level of the National City bank building at 155 Brady St., this proposal includes redeveloping the upper levels of six additional buildings that are adjacent to the original bank site owned by the city. In total, there is 9,680 SF of retail redevelopment in the bank building, which could accommodate as many as five 1,500 SF retail spaces, and 24,990 SF of residential space on the upper floors of all seven buildings.



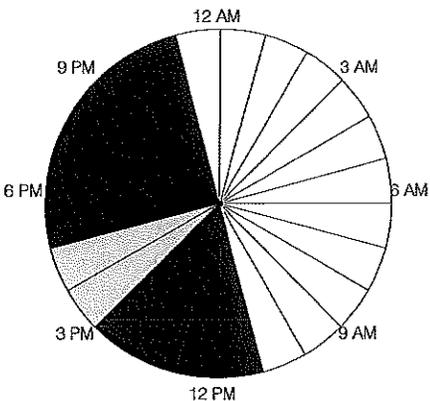
SCHEDULE OF ACTIVITY CLOCKS:

Demonstrate potential density of activity based on the type of retail occupying ground level spaces.



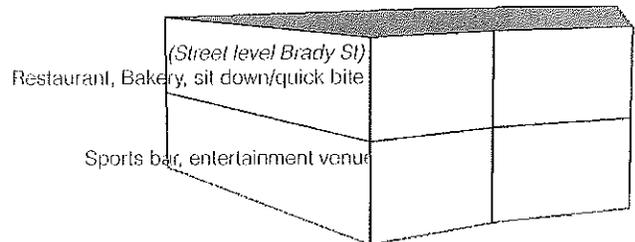
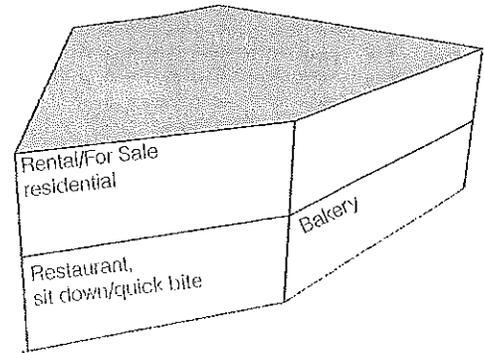
Dark Navy- Resident commuters, work crowd, grocery shoppers

Light Blue-Leisurely shoppers, visitors



Dark Navy- Peak hours, lunch and dinner crowd

155 Brady St. Front + Back Retail Programming



PROGRAMMING-Brady St. + Hubbard St.

MSU Placemaking Considerations
"Walkway, Outdoor Eating, Shops Along The Buildings At The River Level"



SOURCE: Marie Catrib's Grand Rapids, MI



SOURCE: Austin, TX

River side view

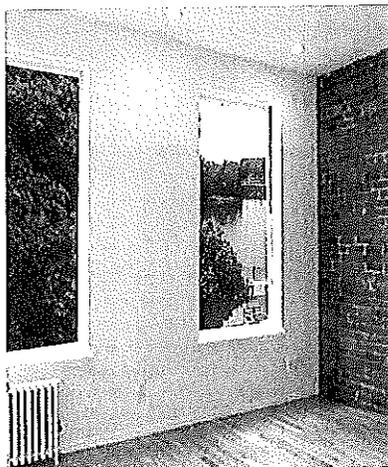


SOURCE: Jack Astor's - New York



SOURCE: Pandellino- A Coruña

Residential



River views



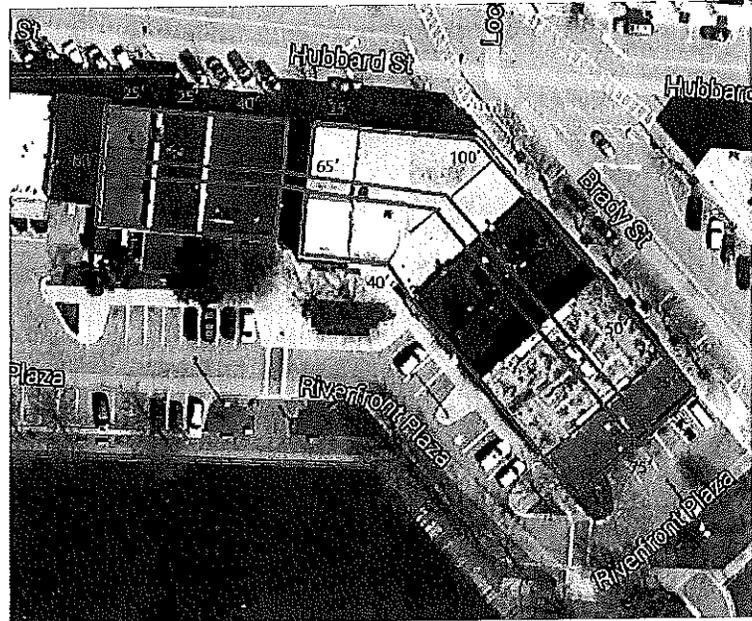
Locust St. views

PROPOSAL

The advantage of renovating the residential units on the upper floors is that newly renovated apartments overlooking the Kalamazoo River could attract substantially higher rents than the current rents in Allegan. The upper levels of the seven building development would be organized as a condominium association and redeveloped as a group to achieve greater economies of scale at an estimated cost of \$3.4 million. The development would contain approximately ten 2 bedroom units and four 1 bedroom units at 1,100 and 700 SF, respectively. These units could be built to condominium specifications, used for lease, and eventually sold as condominiums. A central elevator in the bank building provides accessibility to the upper floor residential units. The owners of the adjacent buildings attended the presentation and were eager to explore this proposal in greater depth. The Fellows have been in contact with Robert Hillard, Allegan's City Manager, as well as Guy Bazzani, who agreed in principle to be the developer of the site. Moving forward, the Fellows intend to get the parties to form a condominium association before development begins. It is possible to complete the residential renovations in 24 months.

Average SF of Units	
Residential 1br SF	700
Residential 2br SF	1100
Retail SF	1500
% 1br	20%
% 2br	80%
Building Efficiency	80%

Possible Number of Units	
Retail (max)	5
1br (if all units 1br)	21
2br (if all units 2br)	13
1br (if 20% of res units)	4
2br (if 80% of res units)	10



SF Of Development Proposal		
Ground Level	4840	155 Brady St Only
Street Level	4840	155 Brady St Only
Second Level	18840	All buildings w/ second levels
Third Level	3750	139 Brady St Only
Total	32270	

Construction Cost Estimate for Proposal			
Use	SF	Cost @ \$150/SF	
Ground Level	4840		\$726,000
Street Level	4840		\$726,000
Second Level	18840		\$2,826,000
Third Level	3750		\$562,500
Total	32270		\$4,840,500

HOW TO MAKE THIS WORK

Downtown Allegan has intangible assets that will drive its redevelopment. Most notably, Perrigo Company employs over 3,500 people in Allegan who hardly interact with downtown at all despite Perrigo's campus being located less than 1.5 miles away. If just 1,500 employees spent \$10 on lunch in downtown Allegan each week and \$10 on breakfast or dinner once every two weeks, over \$1 million dollars would be pumped into downtown Allegan. This is not an unrealistic expectation, as these employees are already leaving campus for lunch. There are not enough quality food options in downtown Allegan with seating to accommodate Perrigo employees.

WHERE SHOULD CITY HALL GO

We convinced the city's stakeholders to put food oriented retail on the street level and river level of the bank building instead of a new City Hall. Allegan conducted a study of several sites that would be suitable for the new location of their City Hall which goes into much greater depth than the sites suggested. This document should be referenced for acceptable sites.

HOW TO GET COMMERCIAL TENANTS

Allegan should target commercial tenants by predetermining specific uses for the retail spaces and marketing these availabilities heavily. In the Programming section of the report we suggested several food oriented retail businesses. Allegan should advertise these uses around west Michigan. Local retailers and entrepreneurs are ideal because they understand the market and have much more vested in the success of their venture. Some demographics that Allegan should approach for these retail spaces are recent college graduates, empty-nesters, and local residents who are looking for a career change. More specifically, graduates from the Culinary Institute of Michigan in Muskegon would make excellent candidates for food oriented retail.

FROM IDEA TO VIABLE BUSINESS

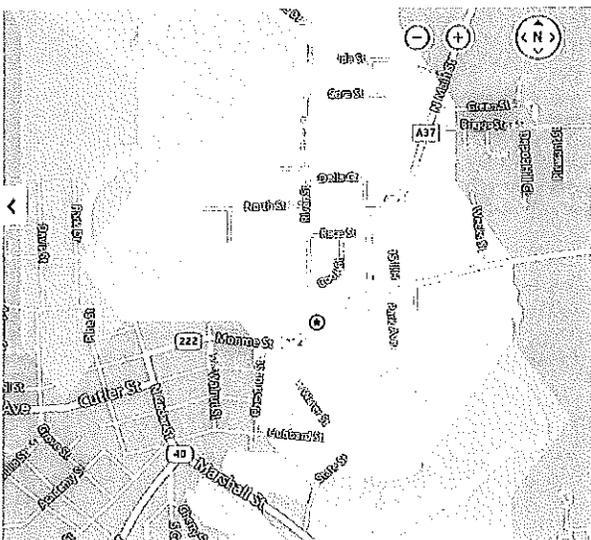
Despite all of the present opportunities described, the reality is that Allegan does not have a bustling retail-oriented downtown. The missing ingredient in attracting retail is quality commercial space in character buildings. Allegan has vacancies in newer buildings downtown that lack a "wow" factor and they have vacancies in older buildings that possess great character but need substantial work before being fit for use. In fact, the recent commercial developments in Allegan have occurred in historic buildings on Brady St. and Hubbard St. and have required substantial renovation. Allegan can support the revitalization of its downtown by connecting the successful property and business owners to prospective entrepreneurs. The current property owners and business operators will attract more quality tenants by providing assistance and guidance in the rehabilitation of these older buildings for said tenants. Further, if these existing successful individuals in Allegan make the tax incentives and financing strategies more transparent, future investors and tenants will have these major obstacles eliminated, increasing their chances of engaging in Allegan.

FURTHER KEYS TO SUCCESS

First and foremost, the riverfront plan developed by Michigan State University is integral to Allegan's revitalization. The city should engage with its citizens and stress the importance of this plan between now and the election in November. Everything suggested in this plan is contingent on the riverfront becoming a thriving, exciting place. The City should create large signs with the renderings of the proposed riverfront, and that they place them in Mahan Park and in other areas around the riverfront in order to raise awareness for the initiative. Next, Allegan and Perrigo should work together to create a walkway between the Perrigo campus and downtown Allegan. This would be about a mile long and would run next to the Kalamazoo River for most of the distance between the two locations. Employees could bike or walk downtown for their lunch break, greatly reducing the barriers between the two locations. Lastly, Allegan should work with cellular providers to enhance their wireless coverage in Allegan. Verizon is the only provider that services the latest cellular coverage in Allegan. This is a major issue that visitors to Allegan will notice as they try in vain to Tweet, Instagram and Facebook about their experiences downtown. Successful downtowns are connected and Allegan needs to enhance their wireless coverage.



This map demonstrates the driving path from Perrigo's campus to downtown Allegan. The interior park and natural landscape would make an enjoyable walkway that connects Perrigo to Downtown.



The dark orange area shows AT&T's most advanced wireless coverage called LTE which enables smartphones to connect to the internet at very fast speeds. The lightest shade of orange, which encompasses much of downtown Allegan, depicts AT&T's oldest operating network coverage called EDGE. It is time consuming to browse email over EDGE, let alone social services like Facebook, Instagram or Twitter.

APPENDIX A - Letter of Engagement

APPENDIX B - Real Estate Development Resources

APPENDIX C - Business Startup Tools

Guide to Starting and Operating a Small Business

<http://misbtdc.org/wp-content/uploads/2010/08/Guide-to-Starting-and-Operating-a-Small-Business-20131.pdf>

Compared Financial options

<http://misbtdc.org/wp-content/uploads/2010/08/Finacing-Options-Compared.pdf>

Checklist for Financing

<http://misbtdc.org/small-business-team/small-business-financing/checklist-for-financing/>

Sample Business plan

<http://misbtdc.org/wp-content/uploads/2010/08/Chuck-Wagon-Barbecue.pdf>

APPENDIX D - Resumes

Peter C. McGrath

632 W. Forest Apt. #2, Detroit, MI, 48201 | pcmcg@umich.edu | (313) 920-8186

EDUCATION	UNIVERSITY OF MICHIGAN <i>Masters of Urban Planning, Graduate Certificate in Real Estate Development, May 2013</i> • Coursework: Real Estate Finance, Real Estate Essentials, Public Finance, Planning Law, Methods and Practices of Economic Development, Chicago Urban Design Studio, History of American Planning • Partnered with Action Sports Detroit and Detroit Sports Commission: researched and composed sections of Detroit's bid to host ESPN's Summer X Games • Case Competitions: 2013 ULI Hines Competition, Department of Energy Better Buildings Competition • Awarded: Vandongen Scholarship, UM-ULI Jeff Blau Scholarship, and BA 517 People's Choice Award • Appointed: Graduate Student Research Assistant and Graduate Student Instructor • Elected: Rackham Student Government Representative and Volunteer Corps Committee Chair	ANN ARBOR, MI
	WAYNE STATE UNIVERSITY <i>Masters of Arts: American History, 2012</i> • Masters Essay: Eminent Domain: Taking and Remaking Detroit • Awarded: 2010 Kelley Research Grant and 2011 Graduate Professional Scholarship	DETROIT, MI
	JOHN CARROLL UNIVERSITY <i>Bachelor of Arts: Major—History, Minor—Business, 2007</i>	UNIVERSITY HEIGHTS, OH
SKILLS	Financial modeling, public and real estate finance; Econometric, demographic, and market analysis; Computer Programs: Microsoft Office Suite—Excel, Word, PowerPoint, and Access, Adobe In Design and Illustrator, Google Earth and Sketch-Up, STATA and R; Communication: experienced writer and editor, confident public speaker.	
EXPERIENCE	GRAHAM SUSTAINABILITY INSTITUTE <i>Graduate Intern with Focus: HOPE, Detroit, MI, Summer 2012</i> • Developed a thorough inventory of the community's commercial properties using data from CoStar, Sanborn Fire Maps, tax and title records, interviews, and windshield surveys • Performed a feasibility study regarding a rails-to-trails project in Northwest Detroit—analyzing costs, entitlements, community engagement, and design possibilities • Developed a corridor improvement plan with the Linwood Business Owners Association • Facilitated visioning sessions and analyzed development strategies for the Paul Robeson Academy site • Implemented a HUD financed façade improvement program in partnership with Focus: HOPE, the City of Detroit, local contractors, and neighborhood business owners	ANN ARBOR, MI
	UNIVERSITY OF MICHIGAN—URBAN PLANNING DEPARTMENT <i>Graduate Student Research Assistant, September 2011 to May 2012</i> • Assisted Professor June Manning Thomas, Ph.D., with research for her forthcoming book, <i>Mapping Detroit</i> • Researched historic and current political, demographic, and economic trends in Southeastern Michigan, synthesized this data to examine the impact of local governance on housing values and quality of life issues • Worked closely with contributing authors to ensure editorial continuity and factual accuracy	ANN ARBOR, MI
	ROMAN CATHOLIC ARCHDIOCESE OF DETROIT <i>Administrative Support Staff: Chancellor's Office, HR Office, Properties Office, June 2009 to August 2011</i> • Research assistant to the Chancellor and Vicar General, investigated best practices procedures for Archdiocesan operations and topics related to the organization's real estate holdings • Coordinated hundreds of marriage dispensations cases—an assignment that required a high-level of organization, an eye for detail, and excellent interpersonal skills • Initiated, designed, and completed the computerization of HR records from a paper-based system to a Microsoft Access database—saving hundreds of man-hours during a organizational restructuring • Point person for the Archdiocese's film location agreements: liaison between major film production companies, the Archdiocese, contractors, and government organizations	DETROIT, MI
	DETROIT HISTORICAL SOCIETY <i>Volunteer Research and Archives Assistant, January 2008 to February 2009</i> • Tracked down the histories of various Detroit area companies, buildings, and people • Designed tours for student groups and composed complimentary informational materials	DETROIT, MI
ADDITIONAL	Member: Ross School of Business Real Estate Club, Urban Land Institute, and Detroit Irish-American Club; Community Outreach: organized hundreds of volunteer hours on behalf of the Rackham Graduate School, member and fundraiser for the Crohn's and Colitis Foundation.	

PAIGE SHESTERKIN

38257 Donald • Livonia, MI 48154
pshest@umich.edu; paigeshest@gmail.com • 734.612.4292

EDUCATION

University of Michigan, Ann Arbor, MI

September 2012

- Masters of Urban Planning and Graduate Certificate in Real Estate Development Candidate
- Concentration of Study: Physical Planning and Design
- Projected graduation: Spring 2014
- Urban Planning Student Association Executive Board Member
- Jeff Blau Scholarship Winner, University of Michigan/Urban Land Institute Real Estate Forum (UM/ULI) (2012)
- Member of First Place Team for UM/ULI Real Estate Forum Student Case Competition (2012)
- Participant in Urban Land Institute/Gerald D. Hines Student Urban Design Competition (2013)

Aquinas College, Grand Rapids, MI

August 2008-2012

- Bachelor of Science, majors in Sustainable Business and Spanish
- International perspectives of sustainability fieldwork experience, Costa Rica (May 2012)
- Nominee for Aquinas College Most Outstanding Woman Student (2012)
- Study abroad experience, University of Salamanca International Courses, Salamanca, Spain (Fall 2010)

EXPERIENCE

MEDC Consultant; *Peter Allen & Associates*, Ann Arbor, MI

May 2012-Present

- Conducting real estate feasibility studies in coordination with the MEDC Redevelopment Ready Communities® Program for various Michigan communities
- Working with a multi-disciplinary team of University of Michigan students to provide an analysis and proposal for potential real estate development opportunities in specific Michigan cities
- Contribute to concept and development vision; coordinate final document and presentation deliverables

Business Analyst; *Rockford-Construction*, Grand Rapids, MI

January 2012-May 2012

- Researched and analyzed trade patterns of West Michigan to support the creation of an advanced energy center and intermodal logistics hub
- Created and introduced sustainability plan for the proposed advanced energy center and intermodal logistics hub

Energy Analyst; *Bazzani Associates Inc.*, Grand Rapids, MI

January 2012-May 2012

- Conducted energy audit for real estate developer's portfolio of LEED certified buildings
- Completed USGBC Building Performance Partnership energy report

Director of Sustainability; *Student Senate*, Aquinas College, Grand Rapids, MI

August 2011-May 2012

- Directed and maintained standing sustainability committee of nine student senators
- Supported committee members in the review of recommendations to incorporate long-term sustainability on campus
- Organized and sponsored campus events to promote sustainability education and awareness

Intern; *AKT Peerless Environmental and Energy Services*, Detroit, MI

2009/2010/2011

- Worked directly with the Detroit/Wayne County Port Authority
- Evaluated sustainable projects for potential recipients of US EPA Brownfield Assessment funds
- Researched grant opportunities, transportation logistics and market opportunities for sustainable technologies and economic development

ADDITIONAL

- Skilled proficiency in Microsoft Suite, Adobe Create Suite, Geographical Information Systems
- Competent in AutoCAD, SketchUp, STATA, RStudio, LaTeX
- Youth mentor at Community Action Network-Hikone, Ann Arbor, MI

FRANK JOSEPH KOZIARA III

1181 Autumn Ln • Petoskey, MI 49770
fkoziara@umich.edu • (231) 838-6334

EDUCATION	UNIVERSITY OF MICHIGAN Stephen M. Ross School of Business Bachelor of Business Administration, April 2014 <ul style="list-style-type: none">• Emphases in Entrepreneurial Studies and Management & Organizations• BBA Preferred Admit to Ross (26% Admission Rate) College of Literature, Science, and the Arts <ul style="list-style-type: none">• Honors Program (2010-11)	Ann Arbor, MI
EXPERIENCE 2013-Present Summer	PETER ALLEN & ASSOCIATES, INC. MEDC FELLOWS PROGRAM MEDC Fellows Secretary & Treasurer <ul style="list-style-type: none">• Conducted real estate development feasibility studies in coordination with the MEDC Redevelopment Ready Communities program in specific cities throughout Michigan• Assembled feasibility study deliverables with an interdisciplinary team of University of Michigan students with backgrounds in Urban Planning, Architecture, Economics and Business	Ann Arbor, MI
Summer 2012	CLOTHES HORSE Product Management Intern <ul style="list-style-type: none">• Created fit comparison visualizations from database garment data that were sent to e-commerce retailers to show how their apparel fit relative to their competitors• Queried Microsoft SQL Server databases to generate product performance reports in Excel• Analyzed the performance of web product features via A/B testing and made data-driven product improvement recommendations• Implemented a web scraping solution for identifying potential customers, utilizing the XML and XPATH languages	New York, NY
2011-2012	MUSIC MATTERS, STUDENT ORGANIZATION PUBLICITY & ADVERTISEMENT Chairman and Founding Member <ul style="list-style-type: none">• Managed over 40 individuals, creating several subcommittees responsible for the different aspects of the committee, displaying the ability to delegate and to maximize the productivity of a group• Planned and implemented social media strategy, created the club banner, flyers, and leaflets for recruiting events, and designed merchandise for club members, highlighting skills in multi-tasking and handling diverse responsibilities	Ann Arbor, MI
2011-Present	MICHIGAN INTERACTIVE INVESTMENTS, LTD. Member <ul style="list-style-type: none">• One of approximately 60 members responsible for managing the \$16,000 diversified portfolio of the undergraduate investment club• Pitched a stock to the entire club after extensive research and preparation, demonstrating the ability to synthesize quantitative and qualitative data into an fundamentally sound argument, in addition to the communication and presentation skills acquired during the process• Active participant in market discussions that impact investment decisions	Ann Arbor, MI
ADDITIONAL	<ul style="list-style-type: none">• Central Student Government representative for the Stephen M. Ross School of Business• Program in Entrepreneurship Certificate candidate• Involved in politics, worked on successful state representative campaign in 2010• Blues and jazz music aficionado. Favorite artists include Miles Davis, Wes Montgomery, B.B. King, and Stevie Ray Vaughan	

**Village of Dexter
3rd Quarter Update 2013-14
January 1, 2014 – March 31, 2014**

****Updates in Italics***

Redevelopment Ready Communities

- Village accepted into MEDC Redevelopment Ready Communities Program in March, 2014.
- *Next steps include scheduling a kick off presentation at a village council meeting to briefly go over the process, expectations and best practices. MEDC anticipates they will start scheduling these presentations for mid-June. A chart that gives an overview of next steps is attached to this update.*

Downtown Development Authority

3045 BROAD STREET

- Bird-Houk/OHM completed an analysis of physical structures, site capacity, market conditions and estimated redevelopment costs, an initial economic feasibility analysis of redevelopment potential, and design guidelines to help Village/DDA determine the "highest and best" use and the redevelopment potential of the property.
- DDA authorized Bird-Houk/OHM to conduct additional study including infrastructure funding needs, revising conceptual site plan to include the adjacent Dunlavy/Blossom property, and facilitating a public input process before pulling the trigger on an RFP to engage a developer.

Dexter Crossing – Blackhawk Development/Signature Home Traditions/Deputy Homes

VICTORIA CONDOMINIUMS

Preliminary Zoning Compliance	0
Final Zoning Compliance	1
Units Not Sold (Total Units)	44 (44)
Single Family Homes Final Zoning Compliance	0

CONDOS

- *Village Council approved the modified Area Plan for Victoria Condominiums at Dexter Crossing, submitted by Deputy Homes, in March, 2014. The number of units was reduced to 44.*
- *Planning Commission will consider the combined preliminary and final site plan at its May 5, 2014 meeting.*

SINGLE FAMILY

- *5 units (lots) remaining.*

COMMERCIAL

- *7093 Dexter-Ann Arbor Rd (the end unit) - Chelsea Community Clinic received Preliminary Zoning Compliance approval for 8,668 sq. ft.*

Dexter Crossing (Phases 6-8) - Peters Building Company

Preliminary Zoning Compliance	0
Final Zoning Compliance	1
Vacant Lots (Total Lots Phases 6-8 = 76)	33

**West Ridge of Dexter –
Peters Building Company, Norfolk Development, B & H Properties, Iconolast Homes, Brian Robards, Trowbridge Homes**

Preliminary Zoning Compliance; Iconolast, Norfolk, Peters and others	10
Final Zoning Compliance	10
Units Remaining (sales house)	1
Vacant Lots	17

- HCMA Trail to Hudson Mills completion fall 2013.

Dexter Town Center (Dexter Pharmacy and Wellness Center)

- Project closed out 5/9/13. Tap fees paid off December 2013.

Plan Reviews/Approved

- Victoria Condominium- Deputy Homes submitted application for combined preliminary and final site plan review.
- 7093 Dexter-Ann Arbor Road, Chelsea Community Clinic – Preliminary Zoning Compliance Application approved March 11, 2014.
- Keller Williams – 7050 Dexter-Ann Arbor Road – Application for Interior Remodel approved March 10, 2014.
- Northern United Brewing Company – 2319 Bishop Cr – Application for Interior Remodel approved February 19, 2014.
- 8070 Main Street (formerly Verizon) – Application for Interior Remodel approved February 28, 2014.
- Bailiwicks Outdoors – 7940 Ann Arbor Street – Application for Change in Tenant or Use approved February 19, 2014.
- Beer Grotto – 8059 Main Street – Application for Interior Remodel approved February 10, 2014.

Village of Dexter 3rd Quarter Activity Jan. 3 - Mar 31	13-14 YTD				10-11 YTD Total	09-10 YTD Total	08-09 YTD Total	07-08 YTD Total	06-07 YTD Total	05-06 YTD Total	04-05 YTD Total	03-04 YTD Total
	1st Qtr. July-Sept	2nd Qtr. Oct-Dec	3rd Qtr. Jan-March	4th Qtr. April-June								
Prelim. Zoning Compli. Permits	27	18	14		49	65	32	32	98	67	211	161
(New Construction)*	20	6	9		35	8	2	2	11	12	107	75
Condominium Units	0	0	0		0	39	0	2	0	1	21	2
(Commercial/Office)	0	0	2		2	8	5	5	30	8	3	
(Additions/Remodels/Built outs))	2	1	0		3	20	13	10	21	5	5	3
(Accessory structure)	1	1	2		4	1	2	1	4	1	5	3
(Decks)	4	10	1		15	9	8	10	24	38	65	65
Final Zoning Compli. Permits	13	16	11		40	36	29	44	58	188	157	122
(New Construction)	5	11	10		26	8	2	10	9	38	85	78
(Additions/Remodels/Built Outs)	1	0	0		1	7	9	10	4	19	6	1
(Decks)	0	0	0		0	3	7	0	13	25	121	58
(Accessory structure)	0	1	0		1	0	0	2	0	2	1	0
(Commercial/Office)	1	3	0		4	6	18	6	19			
(Condominium Units)	6	1	1		8	15	0	3	0	8	7	0
INTERIOR REMODEL (Prelim./Final)	10	12	6		28							
FENCE PERMITS	0	1	0		1							
PERMITS/OTHER	71	54	18									
Temporary Uses/Structures	1	0	1		2	4	7	0	6	7	11	7
Land Division / Combination	1	0	0		1	0	2	3	4	2	0	2
Ordinance Amendments	0	0	0		0	9	9	4	15	11	9	11
Rezoning or Conditional Rezoning	0	0	0		0	0	1	2	0	1	0	1
Special Use Permits	0	2	0		2	0	1	1	0	8	6	1
Preliminary Site Plan Approvals	0	0	0		0	0	0	0	1	4	3	0
Final Site Plan Approvals	0	0	0		0	1	0	2	4	3	0	2
Combined Site Plan Approvals	1	0	0		1	2	1	3	1	2	0	1
PUD Area Plan	0	0	1		1	0	0	0	0	1	0	0
PUD Amendment	0	0	1		1							
Sign Permits	2	9	2		13	11	9	10	12	21	13	11
Temporary Signs/Sandwich/Use	10	12	11		33	37	32	13	21	37	21	14
Outdoor Seating Permits	0	0	0		0	4	10	6	2	5	6	
(ZBA Cases) Non-Residential	1	0	1		2	4	2	1	1	2	3	5
(ZBA Cases) Residential	0	0	0		0	1	0	2	2	4	3	2
Variances Granted	0	0	0		0	5	2	2	2	5	7	5
Demolition Permits	1	1	0		2	1	6	2	2	6	5	2
Right-of-way permits	22	7	0		29	5	7	1	2	0	4	3
Park Use	2	0	0		2	13	8	15	14	6	7	4
Home Occupation Permits	0	0	0		0	0	0	0	2	3	2	1
Freedom of Information Requests	0	0	0		0	0	0	1	1	1	1	8
Hawkers & Peddlers Permits	2	0	1		3	9	7	6	12	9	10	7
Requests for service/Correspondence	0	10	0		10	2	11	0	9	28	15	33
Resident/Merchant/Business Communic.	28	13	0		41	25	24	36	92	6	24	48
Enforcement	9	35	17		61	0	0	0	116	200	0	
Initial Notice	7	32	17		56	95	166	287	156	108	181	123
Second Notice	2	3	0		5	2	15	17	9	11	8	10

- * General Code Amendment : None
- * Zoning Ordinance Amendment Pending: None
- * Zoning Ordinance Amendments: None
- * Site Plans : None
- * Sign Permits: None
- * Rezoning: None
- * Special Use Permits: None
- * Communication - None
- * Resolutions/Support : Arbor Day
- * Enforcement : 12 Snow removal, 1 Outdoor storage, junk and rubbish; 2 Dogs; 1 Temporary Sign; 1 Non-conforming use and dog waste
- * ZBA : Dextech (2014-01)
- * PUD Amendment/Modification requests: Victoria Condominiums at Dexter Crossing (unreported 2nd Qtr activity)

Revenue - Through September 30, 2013	Zoning Compliance Permits: Site Plan Review Fees:	\$3,080 \$3,875	101,000,000.477,000 101,000,000.608,000
Through December 31, 2013	Zoning Compliance Permits: Site Plan Review Fees:	\$5,290 \$3,525	101,000,000.477,000 101,000,000.608,000
Through March 31, 2014	Zoning Compliance Permits: Site Plan Review Fees:	\$865 50	101,000,000.477,000 101,000,000.608,000
Through June 30, 2014	Zoning Compliance Permits: Site Plan Review Fees:		



VILLAGE OF DEXTER – COMMUNITY DEVELOPMENT OFFICE

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Memorandum

To: Planning Commission
Donna Dettling, Village Manager

From: Michelle Aniol, Community Development Manager

Re: Zoning Ordinance Amendments/Revisions

Date: June 2, 2014

Enclose with this memo you will find the following information to assist in our zoning amendment/revision discussion:

- Marked-up and clean copies of final draft of revisions to Sign Definitions, dated 12-15-13;
- Minutes from the 9-3-2013 Planning Commission meeting;
- Goals and objection for review of Sign Regulations, dated 8/8/13;
- Community Development Managers Memo, dated 8/5/13, with notations;
- Community Development Managers Memo, dated 8/1/13;
- Sign Sub-Committee meeting minutes, dated 7-1-13;
- Minutes from the 7-2-13 Planning Commission meeting;
- Community Development Managers Memo, dated 7-22-13;
- Community Development Managers Memo, dated 6-22-13;
- Community Development Managers Memo, dated 3-26-13; and
- Community Development Managers Memo, dated 2-28-13

Potential revisions to Article 2 – Definitions

Sign: Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public. House numbers, addresses, and name plates not exceeding two (2) square feet shall not be considered signs. The display of any word, numeral, figure, device, design, or trademark to make known an individual, firm, profession, business, product, or message and which is visible to the general public. The following types of signs are organized by category in the following table:
(Adopted 6-28-04, Effective 9-1-04)

<u>Table 2-1. Summary of Sign Types and Definitions</u>		
<u>(A) Building Signs</u>	<u>(B) Electronic Message Signs</u>	<u>(C) Freestanding Signs</u>
<u>Awning Sign</u>	<u>Animated Sign</u>	<u>Business Center Sign</u>
<u>Canopy Sign</u>	<u>Changeable Copy Sign</u>	<u>Menu Board Sign</u>
<u>Roof Sign</u>	<u>Electronic Message Sign</u>	<u>Monolith Sign</u>
<u>Roof Sign, Integral</u>	<u>Flashing Sign</u>	<u>Monument Sign</u>
<u>Projecting Sign</u>	<u>Time/Temperature Display</u>	<u>Pole Sign</u>
<u>Wall Sign</u>		<u>Pylon Sign</u>
<u>Mural</u>		<u>Subdivision Entranceway Sign</u>
<u>Window Signs</u>		
<u>(D) Off-Premises Signs</u>	<u>(E) Election/Free Expression Signs</u>	<u>(F) Temporary Signs</u>
<u>Billboard Sign</u>	<u>Election Sign</u>	<u>Balloon Sign</u>
<u>Off-Premises Sign</u>	<u>Free Expression Sign</u>	<u>Banner</u>
		<u>Casual Sales Sign</u>
		<u>Commercial Activity Sign</u>
		<u>Construction</u>
		<u>Pennant</u>
		<u>Portable Sign</u>
		<u>Real Estate Development Sign</u>
		<u>Real Estate Sign</u>
		<u>Sidewalk/Sandwich Sign</u>
<u>(G) Other Definitions Related to Signs (as provided in this Section)</u>		

For the purpose of this Ordinance, sign shall also include the following terms:

Abandoned Sign: A sign which no longer directs or exhorts any person, or advertises a bona fide business, lessor, owner, product or activity conducted or product available on the premises where such sign is displayed.

Animated Sign: Any sign that uses movement or change of lighting to depict action or

~~create a special effect or scene.~~

~~**Banner:** Any sign of lightweight fabric or similar material that is attached to a pole or a building at one (1) or more edges. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banners.~~

~~**Billboard:** An off premises sign with an area in excess of two hundred (200) square feet.~~

~~**Beacon:** Any light with one (1) or more beams directed into the atmosphere or directed at one (1) or more points not on the same zoning lot as the light source; also, any light with one (1) or more beams that rotate or move.~~

~~**Building Marker:** Any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into masonry surface or made of other permanent material.~~

A. **Building Signs:** Any sign attached to any part of a building, as in contrasted to a ground freestanding sign. Building signs shall include, but not be limited to, the following types of signs: as defined in this section: Canopy, Projecting, Wall, permanent window, and channel letter signs.

1. **Awning Sign:** A building mounted sign that provides additional functionality as shelter. (See the definition of the term *Canopy Sign*.)
2. **Canopy Sign:** Any sign that is a part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance window, or outdoor service area.
3. **Roof Sign:** Any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.
4. **Roof Sign, Integral:** Any sign erected or constructed as an integral or essentially integral part of a normal roof structure of any design, such that no part of the sign extends vertically above the highest portion of the roof and such that no part of the sign is separated from the rest of the roof by a space of more than six (6) inches.
5. **Projecting Sign:** Any sign affixed perpendicular to a building or wall in such a manner that its leading edge extends more than six (6) inches beyond the surface of such building or wall, with the exception of channel letter signs.
6. **Wall Sign:** Any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.
 - a. **Mural:** Any graphic design, such as, but not limited, to a mosaic, picture,

scene, or diagram painted (with the property owner and Zoning Official's approval) on an exterior wall of a building, which does not contain any brand name, product, logo, trademark, trade name, identifiable commercial representation, or any other commercial message or advertising, whether by spelling, abbreviating, depiction, or otherwise.

7. **Window Sign:** Any sign, pictures, symbol, or combination thereof, designed to communicate information about a community activity, business, commodity, event, sale, or service in any zoning district that is placed inside a window or upon the window panes, or is etched in the glass and is visible from the exterior of the window or door. Political signs, or other non-commercial advertising, shall not be deemed to be window signs for the purpose of this ordinance and shall not be subject to the provisions regulating window signs in this ordinance.

B. Electronic Message Signs:

1. **Animated Sign:** Any sign that uses movement or change of lighting to depict action or create a special effect or scene. A sign depicting action, motion, light or color changes through Light Emitting Diodes (LED) or other electrical or mechanical means.

2. **Changeable Copy Sign:** A sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than one (1) time per day shall be considered an animated sign and not a changeable copy sign for purposes of this Ordinance. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "time and temperature" portion of a sign and not a changeable copy sign for purposes of this Ordinance. Any sign, or portion thereof, with characters, letters or illustrations that can be changed or rearranged without altering the structural integrity of the sign.

3. **Electronic Message Sign:** A sign with the capability of a variable message that utilizes computer-generated messages or some other electronic or mechanical means of changing copy. This signs include displays using incandescent lamps, LEDs, LCDs or a flipper matrix.

4. **Flashing Sign (see also animated sign):** Any sign, which, by method or manner of animation or illumination, flashes on or off, winks or blinks with varying light intensity, shows motion or creates the illusion of motion, or revolves in a manner to create the illusion of being on or off at intervals.

5. **Time/Temperature Display:** A variable message sign which displays current time and temperature in a stationary or alternative manner. Some also display simple messages.

C. **Freestanding Signs:** A sign supported directly by the ground or with support provided by uprights, braces, pylons or poles anchored to a permanent foundation or decorative base that is independent from any building or other structure, including billboards,

incidental signs and monolith, subdivision entranceway and business signs. Freestanding signs shall include, but not be limited to, the following:

1. **Business Center Sign:** A sign which identifies a group of two (2) or more stores, offices, research facilities, or manufacturing facilities which collectively have a name different than the name of the individual establishments and which have common parking facilities, or which is a platted business subdivision.
2. **Menu Board:** A variable message sign that allows a retailer to list products and prices. For example, the bill of fare for a fast food restaurant.
3. **Monolith Sign:** A three-dimensional, self-supporting, base-mounted, freestanding sign, consisting of two (2) or more sides extending up from the base, and upon which a message is painted or posted. A monolith sign may also consist of a based-mounted cylindrical structure upon which a message is painted or posted.
4. **Monument Sign:** A ground sign with low overall height (see Freestanding Sign).
5. **Pole Sign:** A freestanding sign with visible support structure (but shall exclude billboards).
6. **Pylon Sign:** A freestanding sign with visible support striker or with the support structure enclosed.
7. **Subdivision Entranceway Sign:** a permanent sign located at the entrance to a residential, office/service, commercial or industrial subdivision, or site condominium.

D. Off-Premises Signs:

1. **Billboard:** Any surface which contains a message unrelated to premises wherein it is displayed or posted (an off-premises sign) and is regulated in accordance with regulations governed by the Highway Advertising Act, Public Act No. 106 of 1972 (MCL 252.301 et. seq.). (See also Off-Premises Sign.) Also known as Outdoor Advertising.
2. **Off-Premises Sign:** any sign that is not related to the use of the property, a product sold, or the sale or lease of the property on which it is displayed, and that does not identify the place of business as purveyor of the merchandise, services, etc., advertised upon the sign. A sign that disseminates information that does not directly related to the use of the property on which the sign is located. Also known as Outdoor Advertising.

E. Election and Free Expression Signs:

1. **Election Sign:** A temporary sign relating to:
 - a. The election of a person to public office;

b. A political party; or

c. A matter to be voted upon at an election called by a public body.

2. **Free Expression Sign:** a temporary or permanent sign relating to a public issue, ideology or opinion.

F. **Temporary Sign:** A sign that is intended to be displayed for a limited period of time, which is used only temporarily and advertises a private or public seasonal or special event, function or sale. Temporary signs are not permanently mounted. Temporary signs shall include, but not be limited to the following:

1. **Balloon Sign:** Any air-filled object used as a temporary sign to direct attention to any business or profession, or a commodity or service sold, offered or manufactured, or any festival or entertainment.

2. **Banner:** Any sign of lightweight fabric or similar material that is attached to a pole or a building at one (1) or more edges. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banners.

3. **Casual Sales Sign:** A temporary sign used for special sales, not scheduled with any regularity, and includes home garage sales, attic sales, flea market sales and other occasional casual sales whether or not commercially oriented. The sign must be located on the same lot as the special sale.

4. **Commercial Activity Signs:** A temporary sign which includes signs advertising the opening of a new business, sales, change in hours of operation, or the conduct of commercial activities during other than regular business hours. Temporary banners are included in this definition.

5. **Construction Sign:** A temporary sign placed at the entranceway to a commercial, industrial or residential development that has not been completed.

6. **Pennant Sign:** Any sign or display consisting of long, narrow, usually triangular flags of lightweight plastic, fabric, or other materials, whether or that may or may not containing a message of any kind, suspended from a rope, wire, or string, usually in series, and designed to move in the wind.

7. **Portable Sign:** Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A or T frames; menu and sandwich board signs; balloons used as signs; and signs attached to or painted on vehicles or trailers parked and visible from the public right of way, unless said vehicle is licensed operable and used in the normal day-to-day operations of the business. A temporary sign, which is not permanently affixed to a building face or a pole, pylon or other support that is permanently anchored in the ground. A portable sign is capable of being moved from one (1) location to another. Portable signs include, but are not limited to:

- a. Signs designed to be transported by means of wheels;
 - b. Signs converted to A- or T-frames;
 - c. Sidewalk/Sandwich board signs;
 - d. Balloons used as signs; and
 - e. Signs attached to, or painted on vehicles parked and visible from the public right-of-way, unless such vehicle is used in the normal day-to-day operations of the business.
8. **Real Estate Development Sign:** A sign informing when a subdivision or other real estate development will commence construction or will be available for occupancy or use on the premises upon which such sign is located.
9. **Real Estate Sign:** A temporary sign placed for the purpose of advertising to the public ~~that the property said sign is located upon is for the sale, rent or lease of such property.~~ Real estate signs are considered temporary signs.
10. **Sidewalk/Sandwich Sign:** A moveable sign not secured or attached to the ground or surface upon which it is located, but supported by its own frame and most often forming the cross-sectional shape of an "A".

G. Other Sign Definitions: The following definitions shall also apply to signs:

1. **Beacon:** Any light with one (1) or more beams directed into the atmosphere or directed at one (1) or more points not on the same zoning lot as the light source; also, any light with one (1) or more beams that rotate or move.
2. **Border:** a narrow strip, often ornamental, along the outer edge of a sign.
3. **Building Marker:** Any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into masonry surface or made of other permanent material.
4. **Change of Copy:** The replacement of sign text, numbers or graphics with different text, number or graphics without changing the size, height or structural framework of the sign.
5. **Channel Letter Sign:** Any sign installed as a cabinet or as individual letters, with self-contained illumination. Some channel letters may be mounted on a raceway (wire way) while others may be mounted flat against the building wall. Channel letter signs shall not exceed more than twelve (12) inches from the building wall.
6. **Commercial Message:** Any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or

other commercial activity.

7. **Conforming Sign:** A sign that is legally installed in accordance with Federal, State and local laws and ordinances.
8. **Cylindrical Sign:** See Monolith Sign.
9. **Flag:** ~~Any fabric or banner containing distinctive colors, patterns, or symbols, used as a symbol of a government, political subdivision, or other entity.~~ A rectangular or triangular piece of fabric of a distinctive design that is used as a symbol or as a signaling device.
10. **Incidental Sign:** A sign, generally informational, that has a purpose secondary to the use of a zone lot on which it is located, such as "no parking," "entrance," "loading only," "telephone," "handicap," "no hunting," "no trespassing" and other similar directives. No commercial message shall be considered incidental.
11. **Identification Sign:** A sign which displays the name and/or address of a person or firm.
12. **Illuminated Sign:** Any sign illuminated in any manner by an artificial light source.
13. **Integral Sign:** ~~Integral signs are names of buildings, dates of erection, monument citations, commemorative tablets and the like, when~~ A sign carved into stone, concrete or similar materials, or made of bronze, ~~or~~ aluminum or ~~made of other permanent type construction and made an integral part of the structure.~~
14. **Interval/Time Interval:** A definite length of time marked off by two (2) events or different images, or the frequency of message change for an electronic message sign.
15. **Limited Period:** For purposes of this Ordinance, a time limitation for temporary signs.
16. **Mobile Sign:** A portable sign mounted on a trailer.
17. **Neon Sign:** A sign consisting of glass tubing, filled with neon gas, which glows when electric current is sent through it.
18. **Non-conforming Sign:** ~~Any sign that does not conform to the requirements of this Ordinance.~~ A sign which is prohibited under the terms of this Ordinance, but was in use and lawful at the date of enactment of the Ordinance from which this Ordinance is derived.
19. **Obsolete Sign:** A sign that advertises a product, event or service that is no longer available or that advertises a business that has closed or identifies an event/activity that has ceased.
20. **On-site Premises Sign (on-premises sign):** A sign which advertises or identifies

only goods, services, facilities, events or attractions on the premises where located.

21. Sign Face: The portion of a sign plus any borders intended for the display of information on the sign.

22. Street Furniture: A sign structure, which, by its design, invites, entices, encourages or makes itself convenient or available to use by the general public for something more than mere visual attraction to its message. Such signs include, but are not limited to signage on benches and on table umbrellas used for outdoor, café-style dining.

~~**Business Center Sign:** A sign which identifies a group of two (2) or more stores, offices, research facilities, or manufacturing facilities which collectively have a name different than the name of the individual establishments and which have common parking facilities, or which is a platted business subdivision.~~

~~**Canopy Sign:** Any sign that is a part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance window, or outdoor service area.~~

~~**Casual Sales Sign:** A temporary sign used for special sales, not scheduled with any regularity, and includes home garage sales, attic sales, flea market sales and other occasional casual sales whether or not commercially oriented. The sign must be located on the same lot as the special sale.~~

~~**Changeable Copy Sign:** A sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than one (1) time per day shall be considered an animated sign and not a changeable copy sign for purposes of this Ordinance. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "time and temperature" portion of a sign and not a changeable copy sign for purposes of this Ordinance.~~

~~**Channel Letter Sign:** Any sign installed as a cabinet or as individual letters, with self-contained illumination. Some channel letters may be mounted on a raceway (wire way) while others may be mounted flat against the building wall. Channel letter signs shall not exceed more than twelve (12) inches from the building wall.~~

~~**Commercial Activity Signs:** A temporary sign which includes signs advertising the opening of a new business, sales, change in hours of operation, or the conduct of commercial activities during other than regular business hours. Temporary banners are included in this definition.~~

~~**Commercial Message:** Any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.~~

~~**Flag:** Any fabric or banner containing distinctive colors, patterns, or symbols, used as a symbol of a government, political subdivision, or other entity.~~

~~**Ground Sign:** Any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure.~~

~~**Incidental Sign:** A sign, generally informational, that has a purpose secondary to the use of a zone lot on which it is located, such as "no parking," "entrance," "loading only," "telephone," "handicap," "no hunting," "no trespassing" and other similar directives. No commercial message shall be considered incidental.~~

~~**Incidental Business Sign:** Signs associated with the drive-thru portion of a business, such as a menu board sign.~~

~~**Institutional Sign:** Temporary signs announcing any annual or semiannual public, charitable, educational or religious event or function.~~

~~**Integral Sign:** Integral signs are names of buildings, dates of erection, monument citations, commemorative tablets and the like, when carved into stone, concrete or similar material or made of other permanent type construction and made an integral part of the structure.~~

~~**Non-conforming Sign:** Any sign that does not conform to the requirements of this Ordinance.~~

~~**Off-site Sign (off-premises sign):** A sign other than an on-site sign.~~

~~**On-site Sign (on-premises sign):** A sign which advertises or identifies only goods, services, facilities, events or attractions on the premises where located.~~

~~**Outdoor Advertising Sign:** A sign, including billboards, on which the written or pictorial information is intended to advertise a use, product, service, goods, event or facility located on other premises, and which is intended primarily for advertising purposes.~~

~~**Pennant:** Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.~~

~~**Political Sign:** A sign relating to the election of a person to public office or relating to a political party or relating to an issue or matter to be voted upon at an election called by a public body. Political signs are considered temporary signs.~~

~~**Portable Sign:** Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A or T frames; menu and sandwich board signs; balloons used as signs; and signs attached to or painted on~~

~~vehicles or trailers parked and visible from the public right-of-way, unless said vehicle is licensed operable and used in the normal day-to-day operations of the business.~~

~~**Projecting Sign:** Any sign affixed perpendicular to a building or wall in such a manner that its leading edge extends more than six (6) inches beyond the surface of such building or wall, with the exception of channel letter signs.~~

~~**Real Estate Sign:** A sign advertising that the property said sign is located upon is for sale, rent or lease. Real estate signs are considered temporary signs.~~

~~**Residential Development Sign:** A sign at the entrance of a residential development for the purposes of identifying a subdivision, site condominium, multiple family development, or mobile home park.~~

~~**Roof Sign:** Any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.~~

~~**Roof Sign, Integral:** Any sign erected or constructed as an integral or essentially integral part of a normal roof structure of any design, such that no part of the sign extends vertically above the highest portion of the roof and such that no part of the sign is separated from the rest of the roof by a space of more than six (6) inches.~~

~~**Suspended Sign:** A sign that is suspended from the underside of a horizontal plane surface and is supported by such surface.~~

~~**Temporary Sign:** A sign that is intended to be displayed for a limited period of time.~~

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

~~**Window Sign:** Any sign, pictures, symbol, or combination thereof, designed to communicate information about a community activity, business, commodity, event, sale, or service that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window. Political signs, or other non-commercial advertising, shall not be deemed to be window signs for the purpose of this ordinance and shall not be subject to the provisions regulating window signs in this ordinance.~~

Potential revisions to Article 2 – Definitions

Sign: The display of any word, numeral, figure, device, design, or trademark to make known an individual, firm, profession, business, product, or message and which is visible to the general public. The following types of signs are organized by category in the following table:

Table 2-1. Summary of Sign Types and Definitions		
(A) Building Signs	(B) Electronic Message Signs	(C) Freestanding Signs
Awning Sign	Animated Sign	Business Center Sign
Canopy Sign	Changeable Copy Sign	Menu Board Sign
Roof Sign	Electronic Message Sign	Monolith Sign
Roof Sign, Integral	Flashing Sign	Monument Sign
Projecting Sign	Time/Temperature Display	Pole Sign
Wall Sign		Pylon Sign
Mural		Subdivision Entranceway Sign
Window Signs		
(D) Off-Premises Signs	(E) Election/Free Expression Signs	(F) Temporary Signs
Billboard Sign	Election Sign	Balloon Sign
Off-Premises Sign	Free Expression Sign	Banner
		Casual Sales Sign
		Commercial Activity Sign
		Construction
		Pennant
		Portable Sign
		Real Estate Development Sign
		Real Estate Sign
		Sidewalk/Sandwich Sign
(G) Other Definitions Related to Signs (as provided in this Section)		

A. **Building Signs:** Any sign attached to any part of a building, in contrast to a freestanding sign. Building signs shall include, but not be limited to, the following types of signs:

1. **Awning Sign:** A building mounted sign that provides additional functionality as shelter. (See the definition of the term *Canopy Sign*.)
2. **Canopy Sign:** Any sign that is a part of or attached to an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance window, or outdoor service area.

3. **Roof Sign:** Any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.
4. **Roof Sign, Integral:** Any sign erected or constructed as an integral or essentially integral part of a normal roof structure of any design, such that no part of the sign extends vertically above the highest portion of the roof and such that no part of the sign is separated from the rest of the roof by a space of more than six (6) inches.
5. **Projecting Sign:** Any sign affixed perpendicular to a building or wall in such a manner that its leading edge extends more than six (6) inches beyond the surface of such building or wall, with the exception of channel letter signs.
6. **Wall Sign:** Any sign attached parallel to a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.
 - a. **Mural:** Any graphic design, such as, but not limited, to a mosaic, picture, scene, or diagram painted (with the property owner and Zoning Official's approval) on an exterior wall of a building, which does not contain any brand name, product, logo, trademark, trade name, identifiable commercial representation, or any other commercial message or advertising, whether by spelling, abbreviating, depiction, or otherwise.
7. **Window Sign:** Any sign in any zoning district that is placed inside a window or upon the window panes, or is etched in the glass and is visible from the exterior of the window or door.

B. Electronic Message Signs:

1. **Animated Sign:** A sign depicting action, motion, light or color changes through Light Emitting Diodes (LED) or other electrical or mechanical means.
2. **Changeable Copy Sign:** Any sign, or portion thereof, with characters, letters or illustrations that can be changed or rearranged without altering the structural integrity of the sign.
3. **Electronic Message Sign:** A sign with the capability of a variable message that utilizes computer-generated messages or some other electronic or mechanical means of changing copy. This signs include displays using incandescent lamps, LEDs, LCDs or a flipper matrix.
4. **Flashing Sign (see also animated sign):** Any sign, which, by method or manner of animation or illumination, flashes on or off, winks or blinks with varying light intensity, shows motion or creates the illusion of motion, or revolves in a manner to create the illusion of being on or off at intervals.

E. Election and Free Expression Signs:

1. **Election Sign:** A temporary sign relating to:
 - a. The election of a person to public office;
 - b. A political party; or
 - c. A matter to be voted upon at an election called by a public body.
2. **Free Expression Sign:** a temporary or permanent sign relating to a public issue, ideology or opinion.

F. Temporary Sign: A sign which is used only temporarily and advertises a private or public seasonal or special event, function or sale. Temporary signs are not permanently mounted. Temporary signs shall include, but not be limited to the following:

1. **Balloon Sign:** Any air-filled object used as a temporary sign to direct attention to any business or profession, or a commodity or service sold, offered or manufactured, or any festival or entertainment.
2. **Banner:** Any sign of lightweight fabric or similar material that is attached to a pole or a building at one (1) or more edges. National flags, state or municipal flags, or the official flag of any institution or business shall not be considered banners.
3. **Casual Sales Sign:** A temporary sign used for special sales, not scheduled with any regularity, and includes home garage sales, attic sales, flea market sales and other occasional casual sales whether or not commercially oriented. The sign must be located on the same lot as the special sale.
4. **Commercial Activity Signs:** A temporary sign which includes signs advertising the opening of a new business, sales, change in hours of operation, or the conduct of commercial activities during other than regular business hours. Temporary banners are included in this definition.
5. **Construction Sign:** A temporary sign placed that the entranceway to a commercial, industrial or residential development that has not been completed.
6. **Pennant Sign:** A sign or display consisting of long, narrow, usually triangular flags of lightweight plastic, fabric, or other materials that may or may not contain a message, suspended from a rope, wire, or string, usually in series, and designed to move in the wind.
7. **Portable Sign:** A temporary sign, which is not permanently affixed to a building face or a pole, pylon or other support that is permanently anchored in the ground. A portable sign is capable of being moved from one (1) location to another. Portable signs include, but are not limited to:

- a. Signs designed to be transported by means of wheels;
 - b. Signs converted to A- or T-frames;
 - c. Sidewalk/Sandwich board signs;
 - d. Balloons used as signs; and
 - e. Signs attached to, or painted on vehicles parked and visible from the public right-of-way, unless such vehicle is used in the normal day-to-day operations of the business.
8. **Real Estate Development Sign:** A sign informing when a subdivision or other real estate development will commence construction or will be available for occupancy or use on the premises upon which such sign is located.
9. **Real Estate Sign:** A temporary sign placed for the purpose of advertising to the public the sale or lease of such property.
10. **Sidewalk/Sandwich Sign:** A moveable sign not secured or attached to the ground or surface upon which it is located, but supported by its own frame and most often forming the cross-sectional shape of an "A".

G. **Other Sign Definitions:** The following definitions shall also apply to signs:

1. **Beacon:** Any light with one (1) or more beams directed into the atmosphere or directed at one (1) or more points not on the same zoning lot as the light source; also, any light with one (1) or more beams that rotate or move.
2. **Border:** a narrow strip, often ornamental, along the outer edge of a sign.
3. **Building Marker:** Any sign indicating the name of a building and date and incidental information about its construction, which sign is cut into masonry surface or made of other permanent material.
4. **Change of Copy:** The replacement of sign text, numbers or graphics with different text, number or graphics without changing the size, height or structural framework of the sign.
5. **Channel Letter Sign:** Any sign installed as a cabinet or as individual letters, with self-contained illumination. Some channel letters may be mounted on a raceway (wire way) while others may be mounted flat against the building wall. Channel letter signs shall not exceed more than twelve (12) inches from the building wall.
6. **Commercial Message:** Any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.

7. **Conforming Sign:** A sign that is legally installed in accordance with Federal, State and local laws and ordinances.
8. **Cylindrical Sign:** See Monolith Sign.
9. **Flag:** A rectangular or triangular piece of fabric of a distinctive design that is used as a symbol or as a signaling device.
10. **Incidental Sign:** A sign, generally informational, that has a purpose secondary to the use of a zone lot on which it is located, such as "no parking," "entrance," "loading only," "telephone," "handicap," "no hunting," "no trespassing" and other similar directives. No commercial message shall be considered incidental.
11. **Identification Sign:** A sign which displays the name and/or address of a person or firm.
12. **Illuminated Sign:** Any sign illuminated in any manner by an artificial light source.
13. **Integral Sign:** A sign carved into stone, concrete or similar materials, or made of bronze, aluminum or other permanent type construction and made an integral part of the structure.
14. **Interval/Time Interval:** A definite length of time marked off by two (2) events or different images, or the frequency of message change for an electronic message sign.
15. **Limited Period:** For purposes of this Ordinance, a time limitation for temporary signs.
16. **Mobile Sign:** A portable sign mounted on a trailer.
17. **Neon Sign:** A sign consisting of glass tubing, filled with neon gas, which glows when electric current is sent through it.
18. **Non-conforming Sign:** A sign which is prohibited under the terms of this Ordinance, but was in use and lawful at the date of enactment of the Ordinance from which this Ordinance is derived.
19. **Obsolete Sign:** A sign that advertises a product, event or service that is no longer available or that advertises a business that has closed or identifies an event/activity that has ceased.
20. **On-Premises Sign:** A sign which advertises or identifies only goods, services, facilities, events or attractions on the premises where located.
21. **Sign Face:** The portion of a sign plus any borders intended for the display of information on the sign.
22. **Street Furniture:** A sign structure, which, by its design, invites, entices, encourages

or makes itself convenient or available to use by the general public for something more than mere visual attraction to its message. Such signs include, but are not limited to signage on benches and on table umbrellas used for outdoor, café-style dining.

DEXTER VILLAGE PLANNING COMMISSION

Tuesday, September 3, 2013

Regular Meeting

The meeting was called to order at 7:31 p.m. by Secretary Robinson at the Dexter Senior Center, 7720 Ann Arbor Street.

Present: Stewart, Phillips, Schmid, Robinson, Kimmel, Semifero
Absent: Kowalski, Bell, Wilcox

Approval of Minutes

-Moved Schmid, support Phillips to approve the Regular Meeting minutes for August 5, 2013.
Voice vote: Unanimous Motion Carried

Approval of Agenda

-Moved Schmid support Kimmel to approve the agenda as presented.
Voice vote: Unanimous Motion Carried

Public Hearings-none

Pre-Arranged Citizen Participation

Matt Kaminski from Huron River Watershed Council conducted a presentation on: Making Climate Resilient Communities.

Topics discussed were: Climate Change & Resiliency, Focus on Local Resources, Why does the Watershed Council Care About Trees, Climate Resiliency Communities Report, Climate Change Implications, Observed Temperature and Precipitation Trends, Effects on Natural Infrastructure, Fish and Wildlife, Implications for Tree Species, The Challenge for Land Managers, Impacts on the Huron River Watershed and Beyond and Additional Benefits of Resiliency Management.

Commission Comments:

What is the focus overall

Trees rather than storm water

We have the creek and the river

Good to know there is more information out there that is more relevant to us

Mike mentioned Rick Lawson as a resource

Presentation is available online: Huron River Watershed Council Toolkit Webpage, Reports, Articles, Presentation, Trees, Green Infrastructure, Altered Storm Patterns and Impact on Sewer System and Storm Water and Runoff.

Reports of Officers-

A. Chairman Report Kowalski-none

B. Planning Commissioners Reports

1. Commissioner Schmid briefly talked about the Arts, Culture and Heritage Committee met last week and approved the troll at bridge and the bike way-finder approved near car wash, images maybe available in a few months.
2. Commissioner Robinson gave update of Dapco redevelopment meeting, discussion about trends in the real estate market. Plan will be to list property and market it. Discussed PUD, possible restaurant and changes to zoning ordinance may occur regarding site. May move DTE substation to Dan Hoey property closer to Industrial Park. Challenges with site being a Brownfield, may have to cap some areas.
3. Ex-Officio Semifero-Village Council approved Dextech. Discussion on staffing needs and plans for the future. Brief discussion on Ann Arbor and Central Street projects.

C. Community Development Office Report-Allison Bishop

1. ZBA Notice of Decision-8080 Grand Street-Administrative Review-possible withdrawal
2. Segment D1 Site Plan-submitted to MDOT for review-likely decision by end of month.
3. Victoria Condominiums Update-6 Units closed, moving forward on possible new plan.
4. LaFontaine Update-site is mostly complete
5. Office Coverage-Laura Kreps-Carlisle Wortman is covering for now

Citizens Wishing to Address the Commission-none

Old Business

- A. Discussion of: Subcommittee Report-put on hold
2013 Ordinance Revisions
Article 7-Signs-DRAFT Goals
Future Discussion-Article 3-Exterior Lighting; Article 6-Landscaping
- B. Discussion of: Zoning Ordinance Landscaping Standard Article VI, Section 6.14 Tree Replacement
Standard: Donna and Carlisle Wortman should follow-up with proposed ordinance amendment
language and recommendation to set public hearing or ZBA variance application for change at
November meeting, coordinate with Tree Board/Sandy Hansen.

New Business-none

Proposed Business for Next Agenda

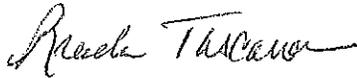
- A. Ann Arbor and Central Street Construction Plans-TBD
- B. Beer Grotto
- C. Ordinance Revisions-TBD-Article 6-Landscape Tree Replacement

Citizens Wishing To Address the Commission-none

Adjournment

-Move Schmid support Phillips to adjourn at 9:00 p.m.

Respectfully submitted,



Brenda Tuscano
Recording Secretary

Filing Approved October 7, 2013

DRAFT (8/8/13)

GOALS AND OBJECTIVES FOR REVIEW OF SIGN REGULATIONS

(Article 7 and Article 15B)

- Type of signs – character of community not articulated well in ordinance. Need to add more graphic and/or photos of preferred signage. Preferred materials/character such as routed aluminum.
- Adding Sign Master Plans or provisions for the Planning Commission to approve signage during site plan review. Will reduce the need for variance requests due to developers making signage an after thought.
- Ground Signs – Size allowances and height per district. Building sizes or number of buildings a sign is intended to serve. ZBA requests show that we are not permitting large enough ground and multi-tenant signs for large “center”, multi-tenant buildings or multi-building campuses. Maximum allowable is 42 square feet, not proportional to large or multi-tenant buildings.
- Building Signs – Size allowances and height per district. Building sizes or multi-tenant buildings, who and where signage is permitted (consider sign band). ZBA requests show that we are not permitting large enough signs for large buildings. Signage size allowances are tied to building frontage and max out at 42 square feet. Proportions are not suitable for a multi-tenant or larger building. Need to consider sign band/maximum height (less needed downtown, more needed on higher speed and vehicle centered roads).
- Combining the Sign Regulations in the ARC District, Article 15(B) and Article 7. Having 2 sets of standards for sign regulations does not promote consistency. If the regulations in Article 15(B) are preferred they should be migrated into Article 7 for one consistent sign ordinance.
- Clarifying Temporary Signage, including, but not limited to: window signs, banners, garage sales, sandwich board signs, street banners, institutional signage.



Memorandum

To: Planning Commission
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: 2013 Ordinance Revisions – Sign Regulations
Date: August 5, 2013

The Ordinance Subcommittee established at the May 6, 2013 Planning Commission meeting was tasked with reviewing Article 3, General Provisions, specifically Exterior Lighting, Article 6, Landscaping Standards and Article 7, Sign Regulations for potential revisions. Potential revisions were discussed as part of the CIP review, observations and Planning Commission comments/concerns.

The Subcommittee met for the first time on July 1, 2013 prior to the Planning Commission meeting and discussed Sign Regulations, Article 7. Given the complexity of the Sign Regulations and the history, staff recommended that the subcommittee start with review of Article 7 only.

The subcommittee was tasked with creating a list of goals and objectives for potential revisions to Article 7, Sign Regulations and possibly Article 15(B), Ann Arbor Road Corridor (section on Signs). Prior to moving forward with proposed revisions the list of goals and objectives would be shared with the Planning Commission and Village Council for "buy in". Upon presentation of the goals and objectives if there is not consensus on the goals and objectives or need, the subcommittee will not proceed further with evaluation of the sign regulations. If there is consensus on the goals and objectives or need, the subcommittee will proceed with providing recommended revisions for consideration by the Planning Commission and then the Village Council.

DRAFT GOALS AND OBJECTIVES FOR REVIEW OF SIGN REGULATIONS (Article 7 and Article 15B)

- Type of signs – character of community not articulated well in ordinance. Need to add more graphic and/or photos of preferred signage. Routed aluminum
Sign lighting – add guidance on preferred internal or external illuminated for both building and ground signs. Routed aluminum signs preferred for ground signage.
Adding Sign Master Plans or provisions for the Planning Commission to approve signage during site plan review. will reduce need for variances due to afterthought
Ground Signs – Size allowances and height per district and building sizes or number of buildings a sign is intended to serve. ZBA requests show that we are not permitting large enough signs for large "center" and multi-tenant buildings or multi-building campuses, maximum allowable 42 square feet, not proportional to large buildings or multi-tenant.
Building Signs – Size allowances and height per district and building sizes or multi-tenant buildings. ZBA requests show that we are not permitting large enough signs for large

* visit limit proportion add examples better guidance for signers, architects
* signs back to PC for site plan review

* proportion

1/ or prepare better guidance by example to do less policing.

buildings, size allowances are tied to building frontage and max out at 42, which is not suitable for a multi-tenant buildings or large buildings.

Types of Building Signs – Expansion of available types and sizes/regulations.

Combining the Sign Regulations in the ARC District, Article 15(B) and Article 7. Having 2 locations for sign regulations does not promote consistent standards. If the regulations in Article 15(B) are preferred they should be migrated into Article 7 for one consistent sign ordinance.

- Clarifying Temporary Signage, including, but not limited to: window signs, banners, garage sales, sandwich board signs, street banners, institutional signage.

- Adding graphics and photos to represent preferred signage.

** add to list - prepare photo file of preferred alternatives*

The goals listed above are DRAFT only and will be discussed by the Subcommittee prior to the August 5 meeting. If the Subcommittee supports the goals (or as modified) a recommendation from the Subcommittee will be presented for the Planning Commission's consideration. The Planning Commission will then be asked to discuss the goals and make a formal recommendation to the Village Council for consideration. If the Planning Commission or Subcommittee is not prepared to make a recommendation the item should be postponed for discussion at the September meeting.

Following the Planning Commission and Village Council's "buy in" on the goals the Subcommittee will begin a more formal revisions process and request the participation from the Dexter Chamber and DDA. Following the Subcommittee's revision process the proposed amendments would be required to go through formal ordinance amendment proceedings, including newspaper posting and a public hearing.

Please feel free to contact me with further questions.

Thank you.

*sign bands/max. height
downtown less
outside more*



Memorandum

To: Planning Commission
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: Zoning Ordinance Amendment
Article 7 -- Sign Regulations
Date: August 1, 2012

On July 2, 2012 the Planning Commission discussed and recommended that the Village Council approve funding in an amount not to exceed \$10,000 to work with Carlisle Wortman on development of revised sign regulations (proposal included). On July 9, 2012 the Village Council discussed the proposal and recommendation and did not authorize funding for the proposal. The Village Council felt as though a combination of staff, Planning Commissioners, Village Council persons, and other interested individuals or groups could collaborate to come up with recommended revisions in lieu of spending additional funding. Several Council members commented that they believe that the Village's ordinance is drafted with all the necessary information and requirements, but that some minor amendments may be necessary.

Staff intends to develop a plan for moving forward. The plan will then be reviewed by the Planning Commission and subcommittee volunteers will be requested.

No Action is requested at this time. The item is on the agenda as discussion only. Please provide feedback on staff's plan.

Please feel free to contact me prior to the meeting if you have any questions.

Thank you.

DEXTER VILLAGE
SIGN ORDINANCE SUBCOMMITTEE
MEETING NOTES

July 1, 2013
6:30-7:30 pm
Dexter Senior Center

The subcommittee meeting was called to order at 6:30 p.m.

Present: Phillips, Schmid, Fisher, Hansen, Carson and Bishop

1. Introductions

2. Review of Article 7, Signs Regulations

Staff gave a brief overview of what was included in the meeting packet information, including the revisions that were being proposed and reviewed by the Planning Commission in 2012. Article 7, Sign Regulations was on the agenda starting in March 2012 and remained on the agenda until September 2012. The Planning Commission postponed action on further discussion pending staff's return from leave.

3. Article 7, Sign Regulations – A draft of the proposed ordinance revisions was included in the packet. The following

Commission comments (June):

Changes are good but don't address all concerns; An ordinance of this complexity is a big deal, we should not expect variances; Regulating garage sale signs without a permit you cannot enforce; If we get a lot of variances, something could be wrong with the ordinance; Many things are clarified; new content-building sign proportions are probably not adequate; This makes planning process simpler; You don't want flashing or neon signs; We don't want to over-regulate; Every community deals with signs and sign enforcement; Maybe we need a sign consultant opinion; Problems come from limiting businesses to 42 square feet; Busch's sign will not be visible when the trees out on Dexter-Ann Arbor grow larger; The sign ordinance is too much; it is supposed to protect the Village from worst case scenario; We don't like pole signs or 2nd story signs; Ground sign restrictions to much, limited based on size, distance from building and road; We can talk more about signs at July meeting; We like the Busch's sign, but we need some controls in place; Birmingham has a good sign ordinance; Village Council likes clear standards; We're trying to legislate design and the ordinance is a guideline not a prescription; We will be expecting a request from Dexter Crossing for a ground sign

Commission comments (July):

We need help with this, maybe a focus group; Tried to get a business owner involved before
A consultant would help pull it all together; We need to be careful not to become a lobbying group
City of Birmingham has a good sign ordinance; Need examples of sign issues, it needs to be more organized
If we are going to do this we need to go to business owner and talk to them about the sign ordinance.
Show them the ordinance and ask for their input; Planning Commission not able to spend time necessary to get the ordinance to desired outcome; Ability to afford to hire someone; We need to figure out where to get the money, we need to go to Village Council and be specific; In the business community people feel powerless
Several business owners don't care but others do; We've been doing this for years, and we need a professional to help with the process; A six member committee is not enough people as detailed in the Carlisle Wortman proposal; The majority of council will say they don't see anything wrong with it they will tell Allison to do enforcement; Don't put a time limit on it, don't rush it, but do it within this fiscal year

4. Review of ZBA Cases – included in the packet was agendas from the last several years of ZBA Sign Cases. The following is list:

- Case 2005-08 – Dexter Plaza – Signs in the ARC District - Size and location of ground signage
- Case 2005-09 – Busch's – Signs in the ARC District - Size of Building Signage
- Case 2007-04 – Dairy Queen – Size of Building Signage
- Case 2010-01 – Fink Law – Location of Ground Signage
- Case 2011-01 – Total Smiles Dental – Second Floor Signage
- Case 2012-01 – LaFontaine Chevrolet – Signs in the ARC District – Size of Building and Ground Signs
- Case 2012-03 – Dexter Town Center – Ground Sign Size and Number of Ground Signs
- Case 2013-01 – Dexter Pharmacy – Size of Building Signs, Projecting Signs
- Case 2013-02 – Dexter Wellness Center – Use and length of Temporary Signage

5. Discussion of Goals

Aesthetic – Who? What? Does it matter?

Detailed architectural design guidance is helpful to applicants, helps avoid monotony in signs,
Photo journal signs – will help with evaluation of likes/dislikes; size and aesthetics – Homework for
committee is to take photos of signage likes and dislikes to discuss with the group. Once we have defined
what we like we need to stick with it.

Procedural Problems – Does staff have issues? The ordinance is not intended to be an easy read. Staff is
available for assistance in explaining, consultants guide their clients.

Reformatting – Is there value in time spent reformatting the ordinance? Birmingham's ordinance was
circulated.

Temporary Signage use is unclear and difficult to enforce.

Combining Article 15(B) ARC and Article 7 Sign regulations for consistency

Value to ordinance to regulate – need to consider larger ground signs in districts outside downtown, multi-
tenant buildings, multi-building campuses (association with access management).

Planning Commission latitude – Incorporate latitude in the ordinance to permit the Planning Commission to
approve signage outside the ordinance allowance "if" done during site plan review. This approach will make
developers/applicants think about signage ahead of time.

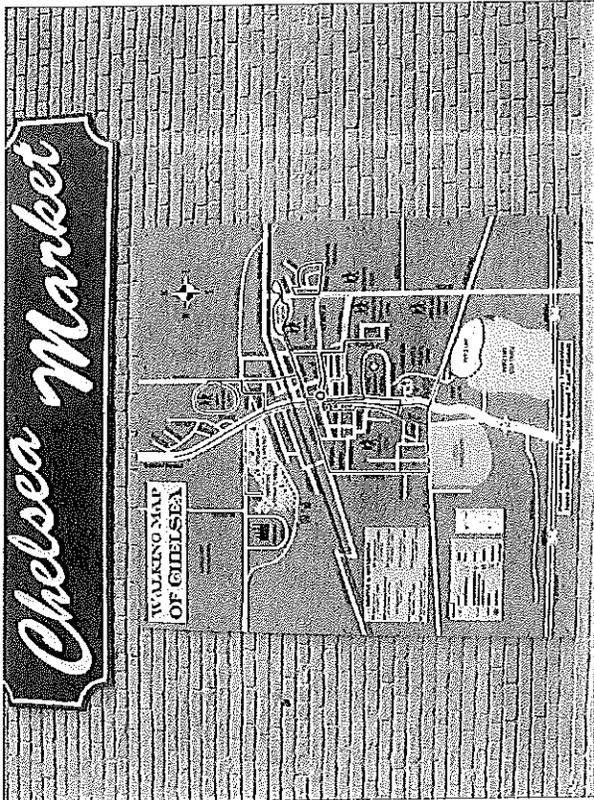
Committee proposes to work on content, then format.

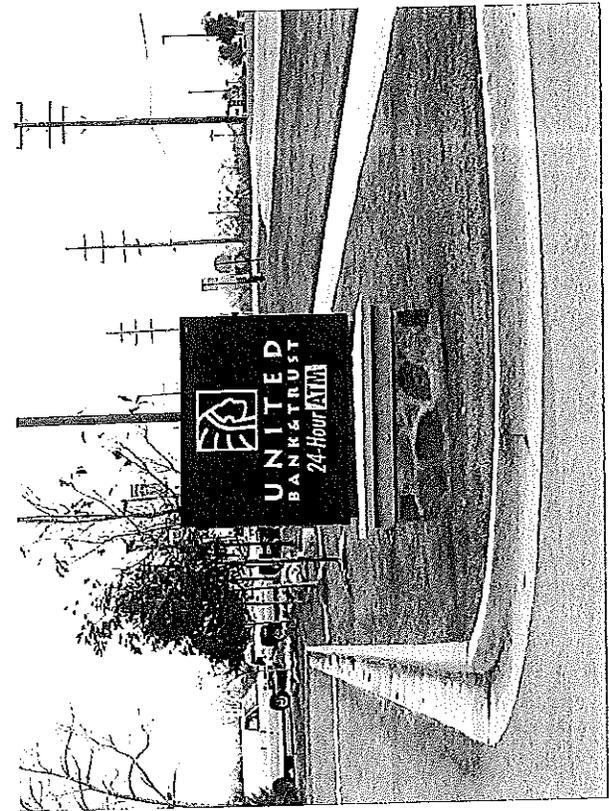
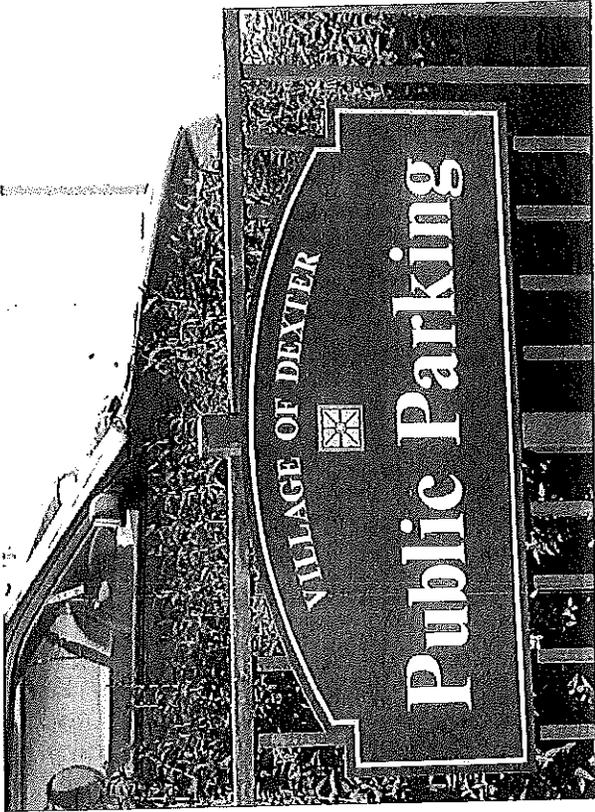
6. Discussion of Michigan Sign Guidebook – A copy of the guidebook was provided to each committee member
to aid in the review and discussion.
7. Next Steps – Photo journal for discussion at August 5 6:00 or 6:30 meeting; begin list of goals for review and
presentation to Planning Commission and Council.

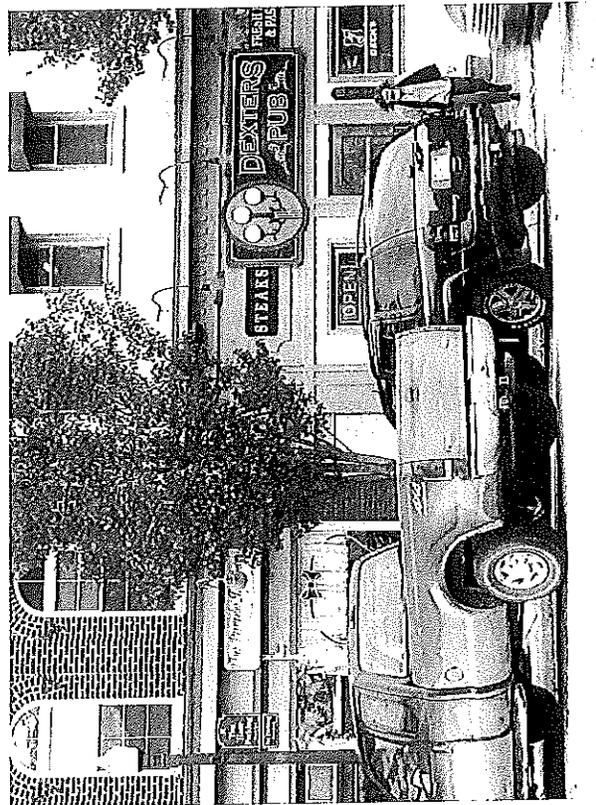
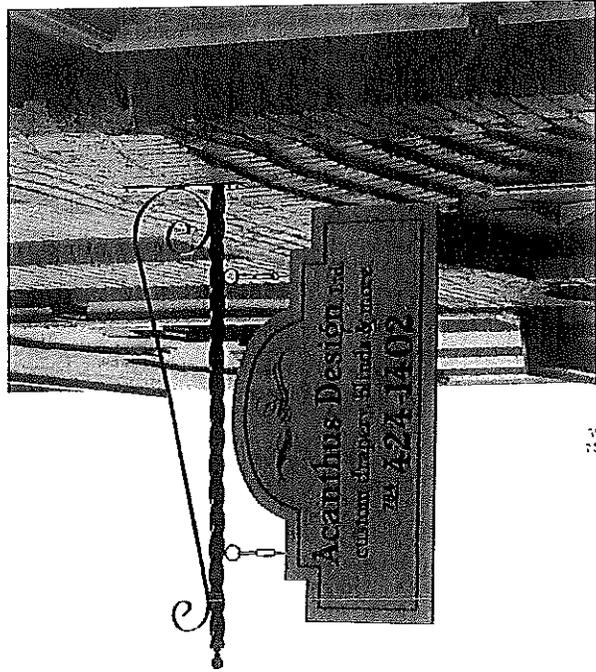
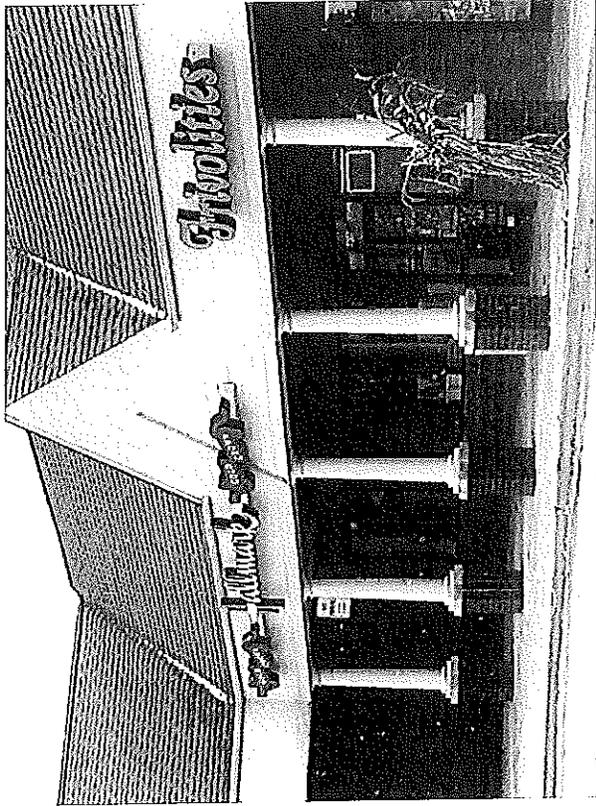
Adjourned at 7:30 pm.

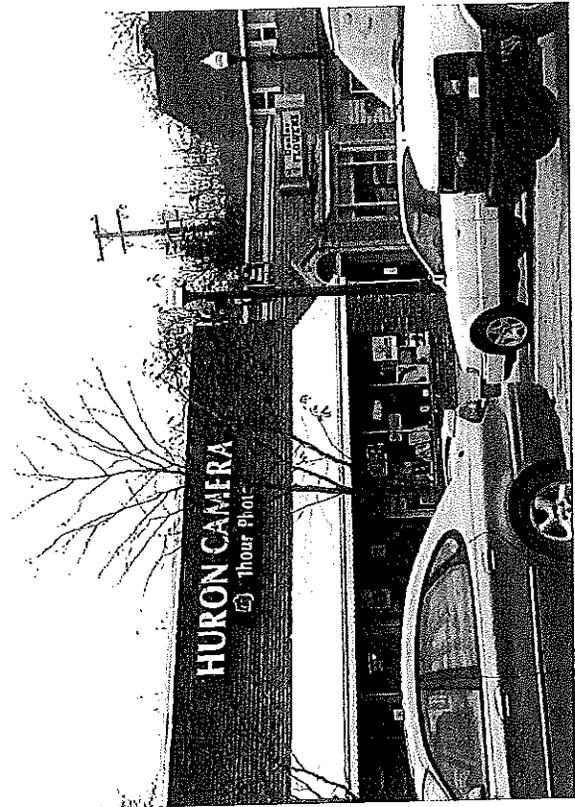
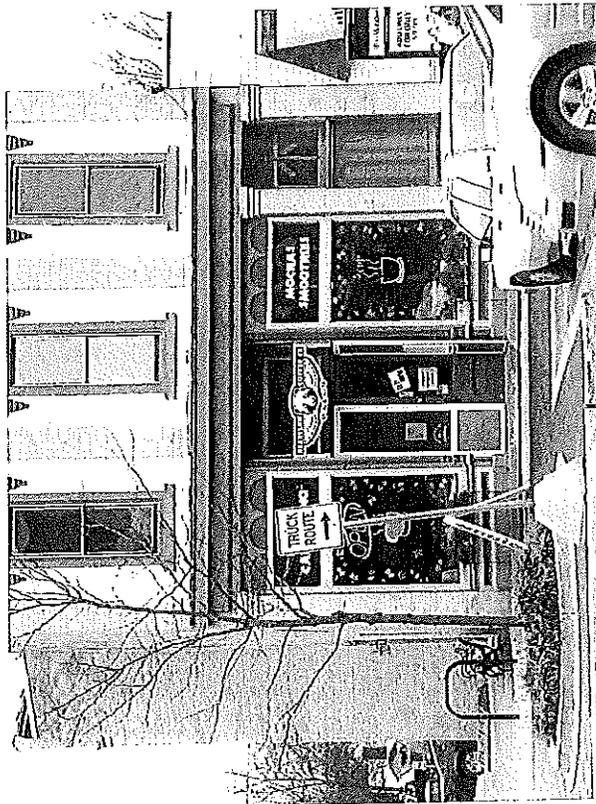
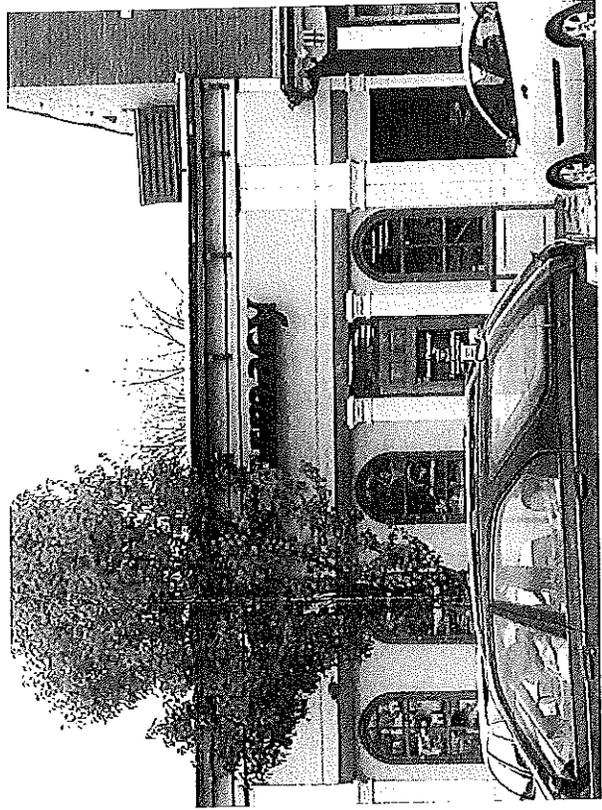
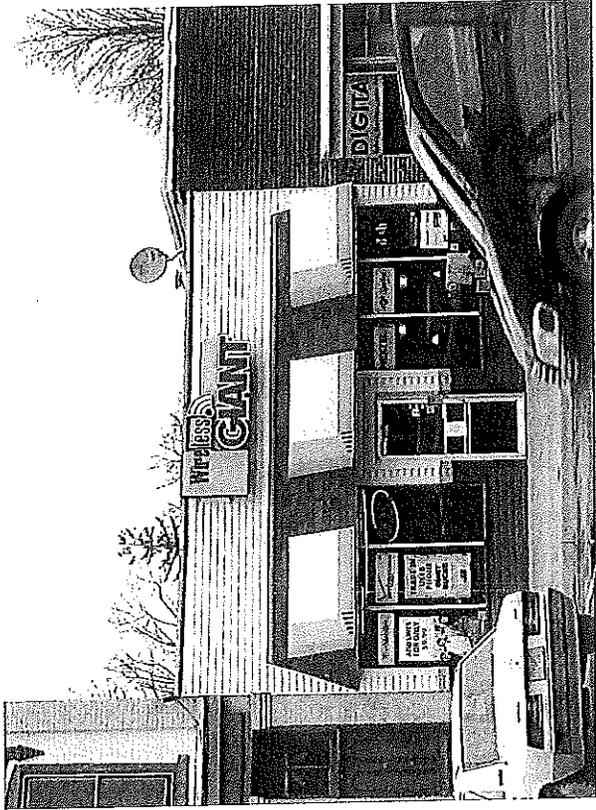
Respectfully submitted,

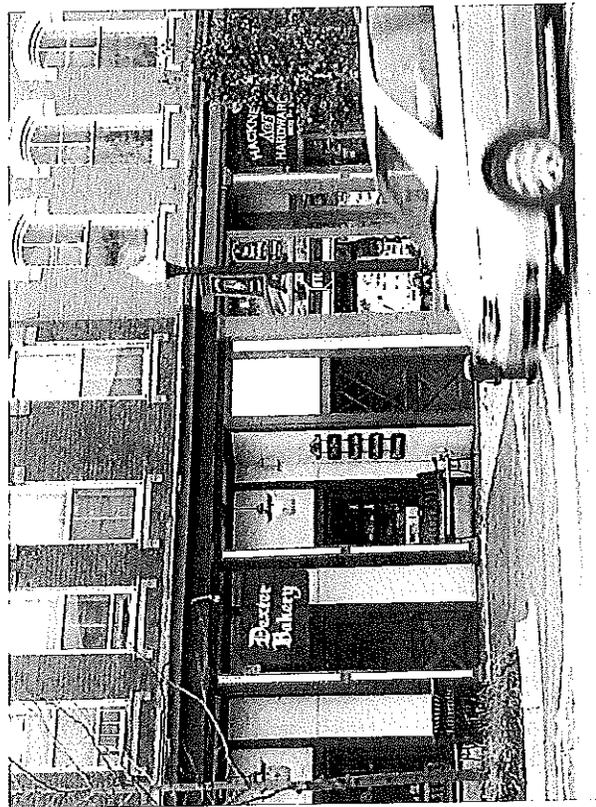
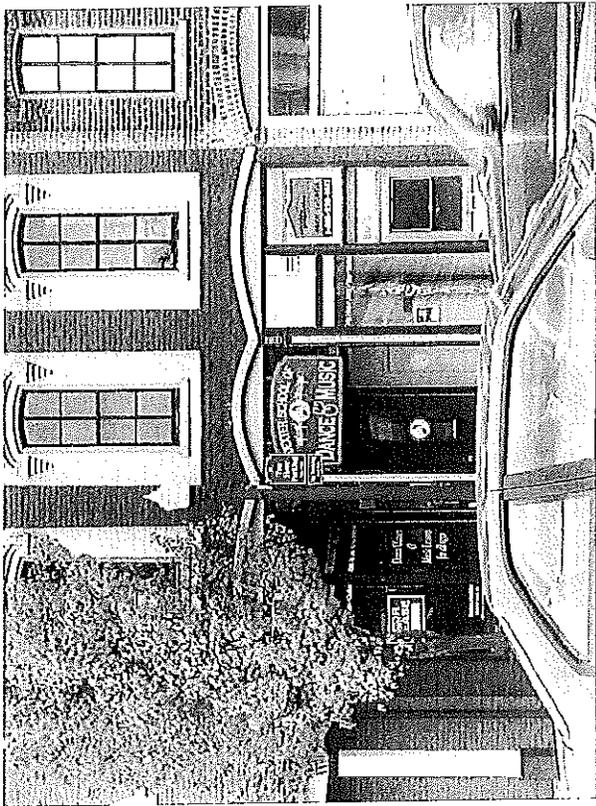
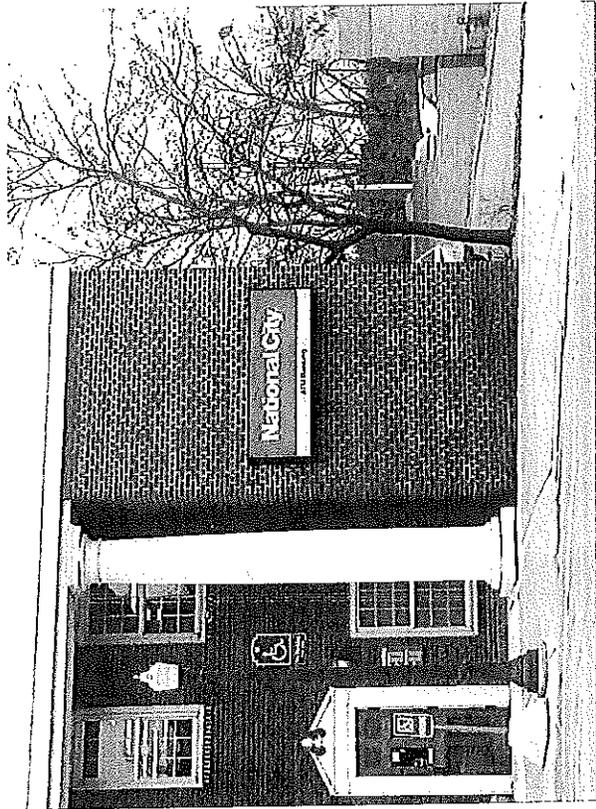
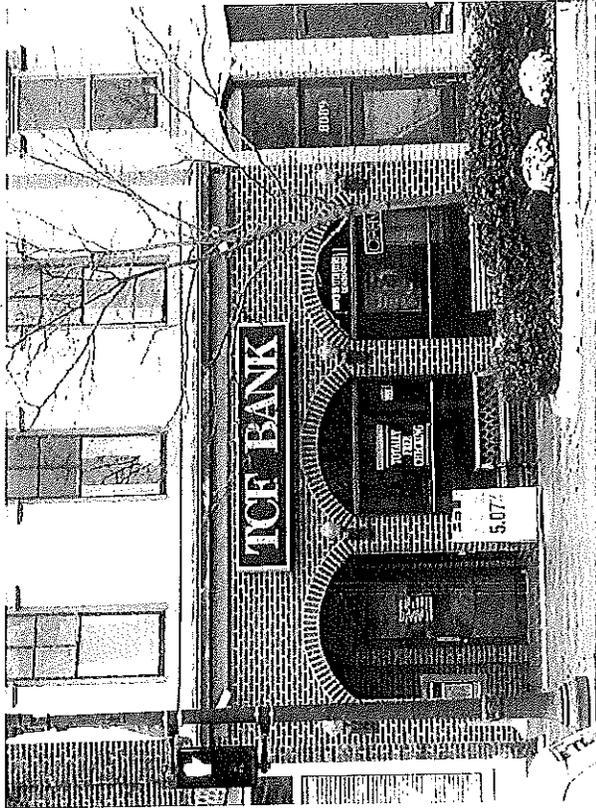
Allison Bishop, AICP
Community Development Manager

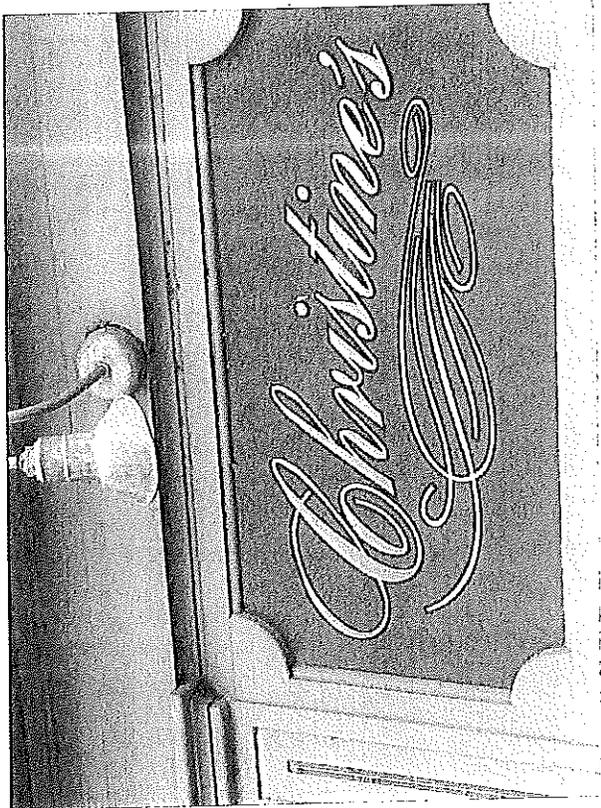
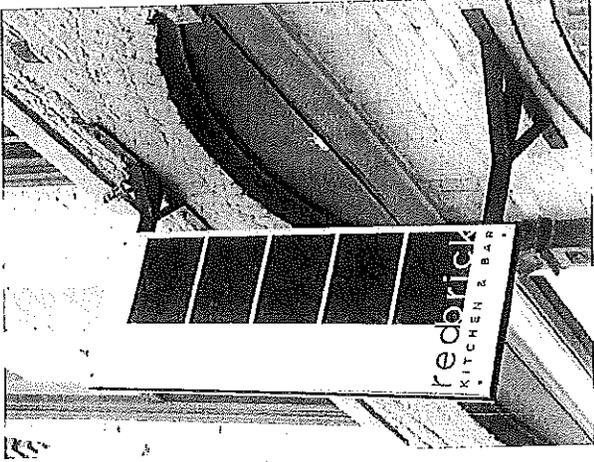


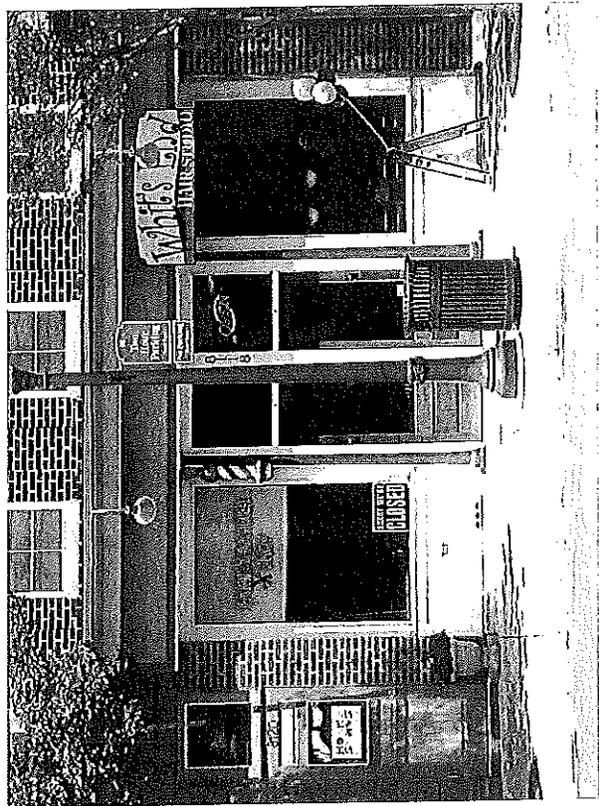
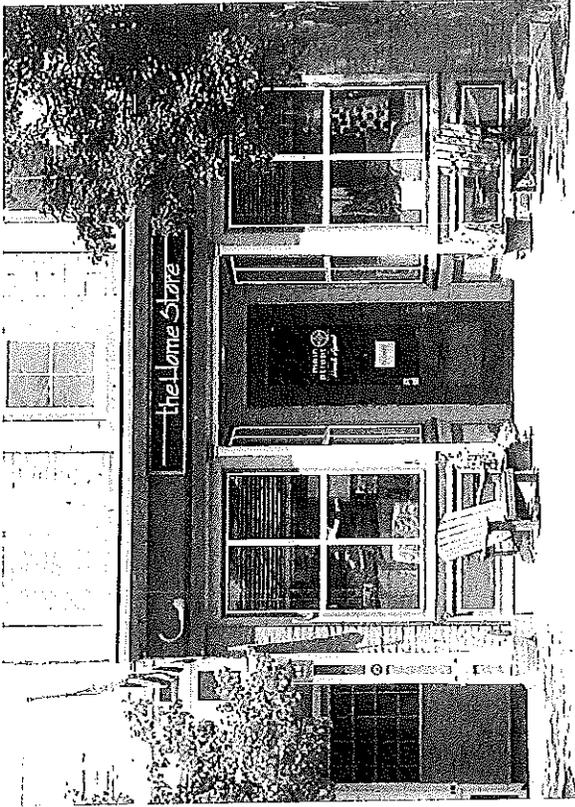


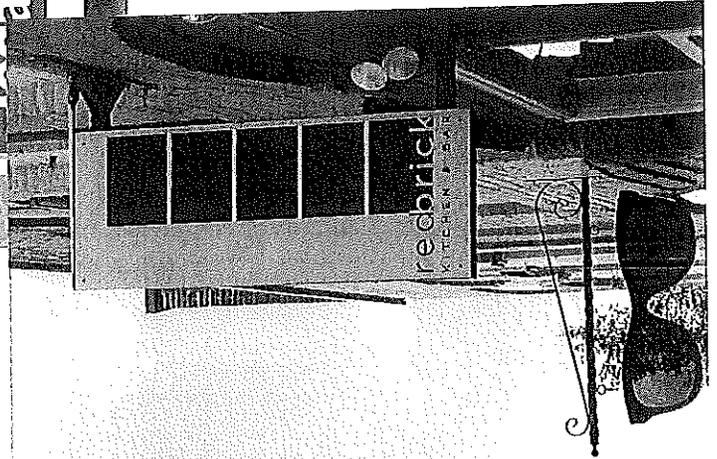
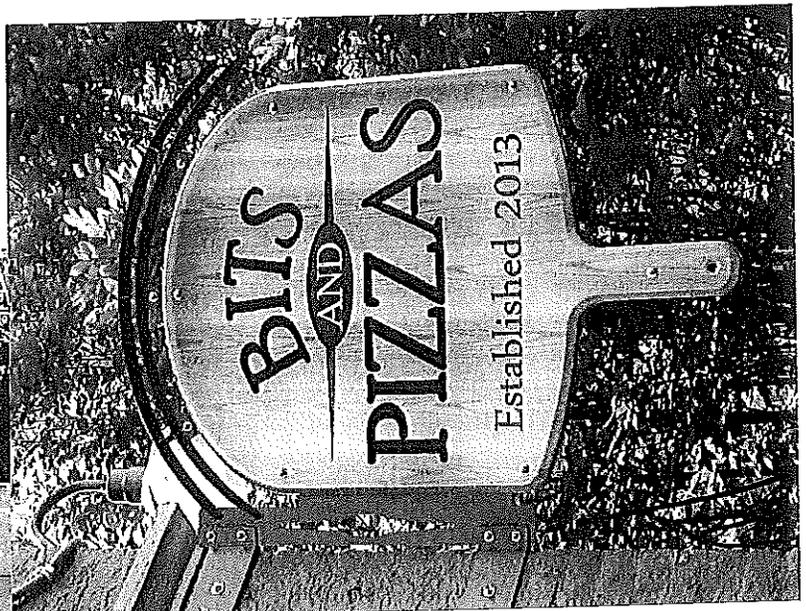
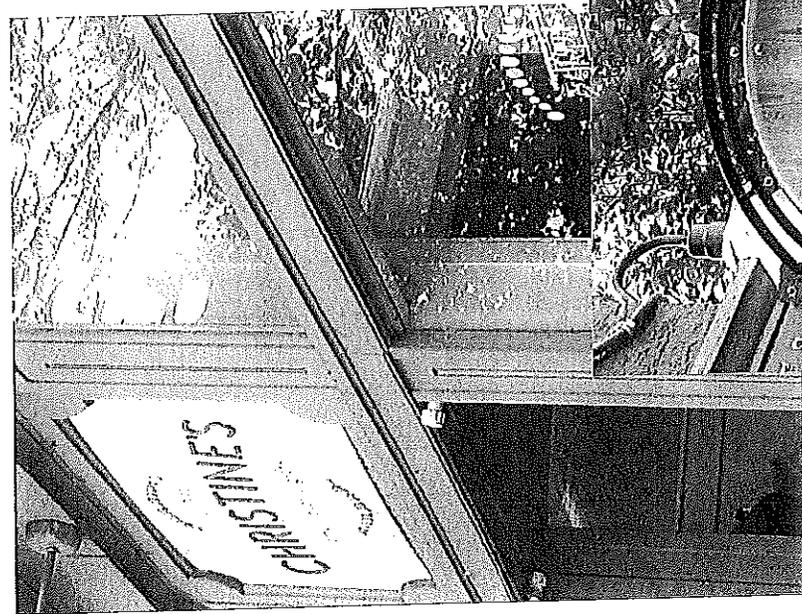


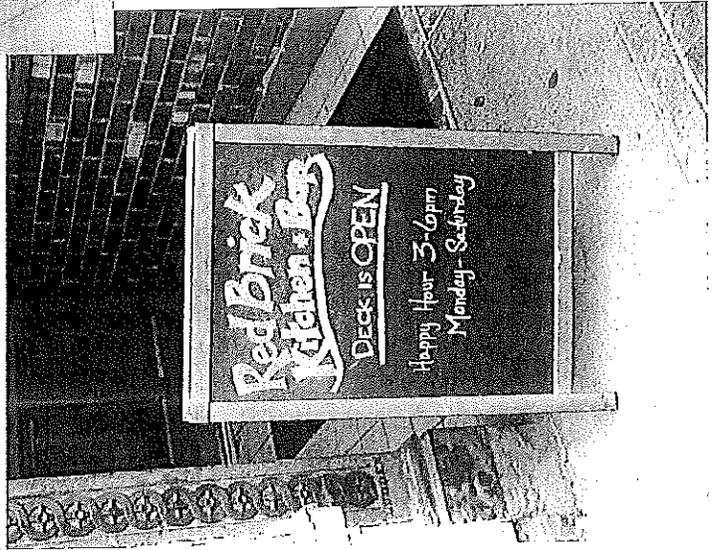
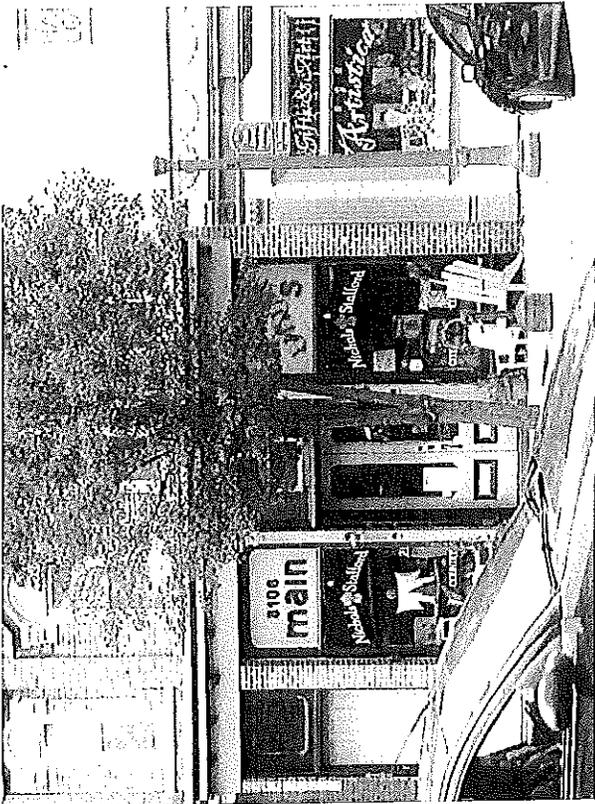
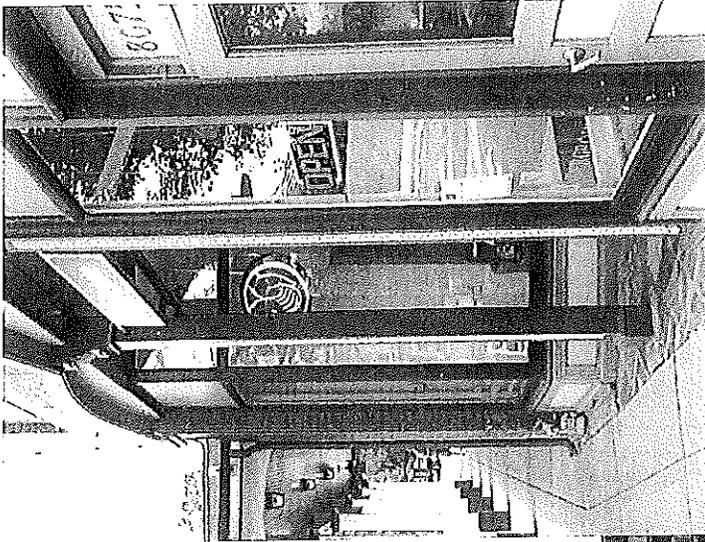


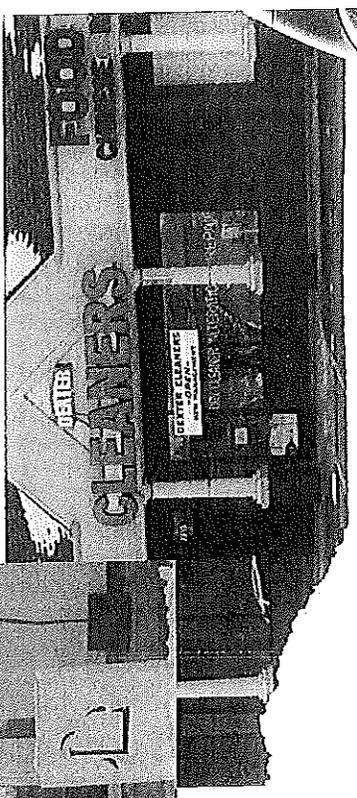
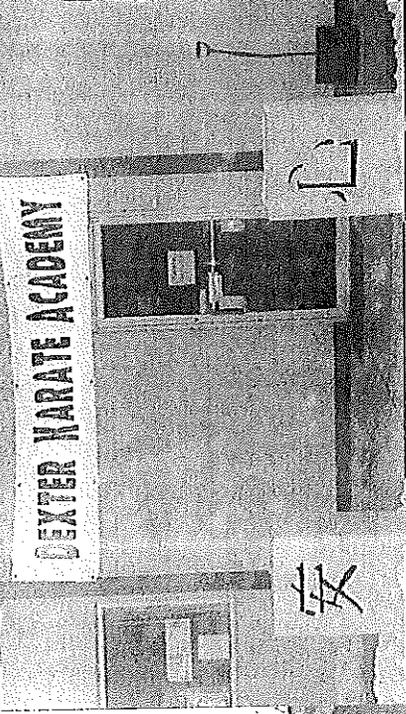
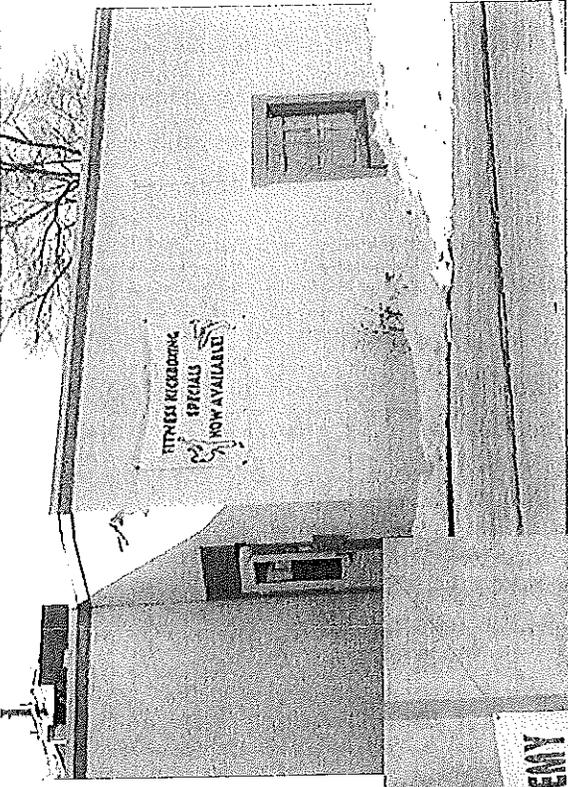












DEXTER VILLAGE PLANNING COMMISSION

Monday, July 2, 2012

Regular Meeting

The meeting was called to order at 7:30 p.m. by Chair Kowalski at the Dexter Senior Center, 7720 Ann Arbor Street.

Present: Kowalski, Bell, Stewart, Phillips, Schmid, Wilcox, Wade, Kimmel, Carson

Absent:

Approval of Minutes

-Moved Wade, support Phillips to approve the Regular Meeting minutes for June 4, 2012.
Voice vote: Unanimous Motion Carried

Approval of Agenda

-Moved Schmid, support Kimmel to approve the agenda as presented.
Voice vote: Unanimous Motion Carried

Public Hearings

- A. Special Land Use Request for Northern United Brewing Company, 2319 Bishop Circle East Tasting/Sampling Room per Planning Commission determination of compatibility per Section 3.07 of the Zoning Ordinance.
1. Opening of the hearing at 7:34 pm
 2. Presentation by Allison Bishop, AICP, Community Development Manager
 3. Opening of the hearing to the floor: none
 4. Consideration of the matter by the Commission: Special Land Use Request for Northern United Brewing Company
 5. The hearing was closed at 7:54 pm

-Moved Wade, support Phillips based on the information provided by the applicant at the July 2, 2012 Planning Commission meeting and pursuant to Section 8.03, Special Land Use review standards, the Planning Commission moves to **Postpone** the Special Land Use request submitted by Northern United Brewing Company, for a tasting/sampling room until August 6, 2012, to allow the applicant more time to address the following:

1. Applicant needs to attend the next Planning Commission meeting to address questions by the Commission regarding the tasting/sampling room.

Commission comments:

Over all brief positive comments about the building and grounds
Concerns on sampling of beer and time a person can stay and drink
What is the difference between a tasting room and a tavern
What's the definition of a tavern

Commissioners agree that the applicant should be present to answer questions.

Ayes: Kowalski, Bell, Stewart, Phillips, Schmid, Wilcox, Wade, Kimmel, Carson

Nays: none

Motion Carried

- B. Ordinance Amendment-Article 5, Parking and Loading

1. Opening of the hearing at 7:56 pm
2. Presentation by Allison Bishop, AICP, Community Development Manager
3. Opening of the hearing to the floor: none
4. Consideration of the matter by the Commission: Article 5, Parking and Loading
5. The hearing was closed at 7:58 pm

-Moved Bell, support Phillips per Section 23.06 Criteria for Amendment to the Zoning Ordinance Text and the Public Hearing held by the Planning Commission on July 2, 2012, the Planning Commission recommends that the Village Council amend Article 5, Parking and Loading in order to clarify conflicts in implementation of specific standards and regulations of the Zoning Ordinance and to promote the implementation of the goals and objectives of the Village Master Plan.

Ayes: Carson, Kimmel, Wade, Wilcox, Schmid, Phillips, Stewart, Bell, Kowalski

Nays: none

Motion Carried

Pre-Arranged Citizen Participation-none

Reports of Officers-

- A. Chairman Report Kowalski-Welcome to Scott Stewart, new Planning Commissioner.
- B. Planning Commissioners Reports-none
 1. Council Ex-Officio Reports:
Ex Officio - CAPT/DART
Access Plan included in packet, plan prepared by EMU interns and WATS. At some point will ask Village Council to adopt plan as a planning document. Staff to compile comments to provide to Commissioner Carson with comments by 8/20/12. Put on the agenda in August as a discussion item.
Commissioner Wilcox briefly commented on Notice of Decision by Zoning Board of Appeals for LaFontaine and provided explanation of rationale and reasoning behind decision. Encouraged Planning Commission to consider permitting more signage for larger scale buildings when reviewing the sign ordinance.
- C. Community Development Office Report-report is in packet containing items below:
 1. Park development update, there will be a ribbon cutting at Dexter Daze August 11th after parade and an informal opening.
 2. Village Council adopted the Master Plan on June 25, 2012.
 3. 8099 Main Street has been purchased for a new pizza restaurant.
 4. Wellness Center is moving forward.

Citizens Wishing to Address the Commission-none

Old Business

- A. Discussion of: Article 7, Signs Regulations-Amendments to the Village Sign Ordinance
-Moved Bell, support Kimmel to recommend that the Village Council approve the proposal from Carlisle Wortman to assist with amendments to Article 7, Signs Regulations in accordance with the proposal in the packet in an amount not to exceed \$10,000.
Commission comments:
We need help with this, maybe a focus group.
Tried to get a business owner involved before
A consultant would help pull it all together
We need to be careful not to become a lobbying group
City of Birmingham has a good sign ordinance
Need examples of sign issues, It needs to be more organized
If we are going to do this we need to go to business owner and talk to them about the sign ordinance.
Show them the ordinance and ask for their input.
Planning Commission not able to spend time necessary to get the ordinance to desired outcome
Ability to afford to hire someone
We need to figure out where to get the money, we need to go to Village Council and be specific
In the business community people feel powerless
Several business owners don't care but others do
We've been doing this for years, and we need a professional to help with the process
A six member committee is not enough people as detailed in the Carlisle Wortman proposal
The majority of council will say they don't see anything wrong with it they will tell Allison to do enforcement
Don't put a time limit on it, don't rush it, but do it within this fiscal year
Ayes: Phillips, Schmid, Wilcox, Kowalski, Bell, Stewart, Wade, Kimmel, Carson
Nays: none
Motion Carried

New Business

- A. Consideration of: Annual Bylaw Review- No Action; no changes proposed
- A. Consideration of: Election of Planning Commission Officers (Chair, Vice Chair, Secretary)
-Moved Carson, support Kimmel to nominate current slate for Chair Kowalski and Vice Chair Bell;
For Secretary, nominate Commissioner Wade to replace Commissioner Clugston
Ayes: Wade, Kimmel, Carson, Kowalski, Bell, Stewart, Phillips, Schmid, Wilcox
Nays: none
Motion Carried

Proposed Business for Next Agenda

- A. Park Development Updates
- B. Article 7, Sign Regulations-Update on consultant
- C. Downtown Historic Character Guidebook (TBD)
- D. Access Plan CAPT/DART
- E. Northern United Brewing-Special Land Use Request

Citizens Wishing To Address the Commission-none

Adjournment

-Move Kimmel support Wade to adjourn at 8:45 p.m.

Respectfully submitted,

Brenda Tuscano
Recording Secretary

Filing Approved _____, 12



Memorandum

To: Planning Commission
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: Zoning Ordinance Amendment
Article 7 – Sign Regulations
Date: June 22, 2012

For several months the Planning Commission has been reviewing Article 7, Sign Regulations.

At the June 4, 2012 Planning Commission meeting there was discussion that the Planning Commission is still not satisfied with the sign provisions and may want to consider a complete reconstruction of the ordinance to reduce the complexity of the ordinance.

At the last meeting there also appeared to be additional amendment considerations to review regarding sign size allowances for building and ground signs and additional amendments that have not been discussed as part of the discussions over the last few months.

Given the number of times over the last few years that we have attempted to improve the ordinance to meet the needs of staff, the Commission, Council, residents and merchants, and the continued dissatisfaction with the ordinance, staff requested a scope of services to assist with the ordinance. Doug Lewan from Carlisle Wortman, the Village's Planning Consultant, has provided a scope of services to provide the Village with guidance and assistance to recreate Article 7, Sign Regulations. The scope is attached.

Staff would like the Planning Commission's feedback on the scope of services or additional feedback on alternatives for moving forward.

If the Planning Commission would like to continue to move forward with the amendments that we have been working on, please provide additional feedback on the additional revisions requested.

Attached is also the City of Birmingham's Sign Ordinance for reference and for a perspective of other communities sign ordinances.

Please feel free to contact me prior to the meeting if you have any questions.

Thank you.



Memorandum

To: Planning Commission
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: 2013 Ordinance Revisions
Date: March 26, 2013

At the last Planning Commission meeting there was discussion about potential ordinance revisions that the Planning Commission would like to review in FY13-14. The Planning Commission advised staff to initiate a list of the potential goals and objectives for any revision recommendations. The Planning Commission advised that following creation of a list staff would provide the information to the Village Council for feedback on if and when to proceed.

The following ordinances suggested for review include:

Article 3 – Exterior Lighting
Article 6 – Landscaping Standards
Article 7 – Sign Regulations

Staff will not be present at the April 1 meeting, however please review the list and provide any additional feedback for staff. Please plan to postpone any action until the May meeting at which time the Planning Commission and staff can further refine the goals and objectives and determine how to move forward.

The following is a preliminary list to get the discussion started:

Article 3 – General Provisions – Section 3.19 Exterior Lighting

- Add references to the Engineering Standards for streetscape lighting standards
- Height of lighting – lower height means more light poles

Article 6 – Landscaping Standards

- Consider working with the Tree Board on species selections

Article 7 – Sign Regulations

- Type of signs – character of community not articulated well in ordinance
- Sign lighting – preferred internal or external illuminated for both building and ground signs
- Ground Signs – Size allowances and height per district and building sizes or number of buildings a sign is intended to serve. ZBA requests show that we are not permitting large.

enough signs for large “center” and multi-tenant buildings, maximum allowable 42 square feet, not proportional to large buildings.

- Building Signs -- Size allowances and height per district and building sizes or multi-tenant buildings. ZBA requests show that we are not permitting large enough signs for large buildings, size allowances are tied to building frontage and max out at 42, which is not suitable for a multi-tenant building.

Please feel free to contact me with further questions.

Thank you.



VILLAGE OF DEXTER – COMMUNITY DEVELOPMENT OFFICE

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Memorandum

To: Planning Commission
Donna Dettling, Village Manager
From: Allison Bishop, AICP, Community Development Manager
Re: 2013 Ordinance Revisions
Date: February 28, 2013

At the last Planning Commission meeting there was discussion about potential ordinance revisions that the Planning Commission would like to review in FY13-14.

Article 3 – Exterior Lighting
Article 6 – Landscaping Standards
Article 7 – Sign Regulations

Staff would like the Planning Commission to discuss how they would vision moving forward with reviewing and amending the ordinances. Options may include:

1. Brainstorm goals and objectives as a Commission
2. Establish a timeline and priority for review
3. Create a subcommittee to review each ordinance
4. Request funding in FY 13-14 to employ a consultant to facilitate an ordinance revision process.
5. Other

Please provide staff with guidance and/or a recommendation on how to proceed.

Please feel free to contact me prior to the meeting if you have any questions.

Thank you.



WEBSTER TOWNSHIP

Date: May 14, 2014

To: Contiguous Municipal Legislative Body, County Planning, Public Utilities, and Railroad Company

From: Webster Township Planning Commission

RE: NOTICE OF INTENT TO UPDATE THE MASTER PLAN

In accordance with the Michigan Planning and Enabling Act (PA 33 of 2008), Webster Township is starting the process of the review and update of the Master Plan which is required every five years. We expect this process to take about one year to complete. We request your cooperation and participation in the process and comments on the Master Plan.

At the time the Master Plan update is ready for your review, we will provide a second notice and directions on where to send comments and time limits for doing so.

We thank you for your consideration in this matter. If you have any questions or comments on the Webster Township Master Plan update process please contact the Township offices by mail at:

Planning Commission
Webster Township
5665 Webster Church Road
Dexter, MI 48130

Or via email at: rmitzel@twp.webster.mi.us

Regards,

Rob Mitzel, Planning Commission Chair
Webster Township