



**INKSTER CITY COUNCIL**  
Monday, April 6, 2026  
26215 Trowbridge, Inkster, MI 48141  
(313) 563-9770  
[www.cityofinkster.com](http://www.cityofinkster.com)

Mayor- Byron H. Nolen  
Mayor Pro Tern - Steven Chisholm, District IV

**Council Members**  
Felicia Rutledge, District I  
Freddie Bishop III, District II  
Lindsay Scott, District III  
Kim Howard, District V  
DeArtriss Richardson, District VI

Georgina Holliday  
City Clerk

Darin Carrington  
Treasurer

Todd Perkins  
City Attorney

The council may be addressed during the Regular Meeting by filling out the Public Participation Form. Address Council as a whole through the Mayor.

Monday, April 6, 2026  
**Orientation Session - 6:00 PM**  
**Regular City Council Agenda - 7:00 PM**

**1. Call Meeting to Order**

- A. Prayer
- B. Pledge of Allegiance
- C. Roll Call
- D. Closed Session  
Council may enter into Closed Session to discuss contract negotiations, purchase, or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e), and or (f).

**2. Approval of Agenda**

**3. Presentations/Introduction of Guests/Announcements**

- A. MAMA ALLEN'S PLACE—A Community Resource & Learning Hub—Shawanna Gajewski and Jamual L. Martin

**4. Public Hearing**

1st Reading

**5. Consent Agenda**

Approval of Regular City Council Meeting Minutes March 16, 2026

- a. Meeting Minutes March 16, 2026

**6. Boards and Commissions**

**7. Ordinances**

**1st Reading**

- a. Zoning Ordinance Chapter 155

**2nd Reading**

**8. New Business**

- A. Consider approval of the King of Budz 4/20 Store Celebration.
- B. Burger Baylor School
- C. Summer Fest Road Closure
- D. Act 51 of 1951 Michigan Transportation Fund
- E. Traffic Radar Signs from All Traffic Solutions
- F. Michigan Department of Natural Resources, Recreation Passport Grant Application

**Public Participation (limit to 3 minutes)**

**9. City Clerk**

**10. City Treasurer**

**11. Mayor and Council Communication**

**12. Closed Session**

**13. Adjournment**

# MAMA ALLEN'S PLACE

*A Community Resource & Learning Hub*



**Serving Western Wayne County, Michigan**



✓ **Community Resource Assistance**  
Affordable housing help, welfare resources, food drives



✓ **Home-Buying Education**  
First-time homebuyer workshops – in-person & virtual



✓ **Skilled Trades Training**  
Introductory workshops in HVAC, plumbing, carpentry & more

✓ **Financial Literacy**  
• Budgeting • Saving • Debt Management • Investing

📍 **Located in Western Wayne County, MI**

✉ **mamaallensplace@gmail.com**

☎ **734-655-0401**

*Rooted in community. Built for generations.*

March 16, 2026

**Regular City Council Meeting – 7:00 PM**

The regular meeting of the Council of the City of Inkster, Wayne County, was held on March 16, 2026 in compliance with the Open Meetings Act.

Prior to the Regular Council Meeting: City Council members discussed: The Agenda.

**Closed Session**

**Moved by Councilwoman Scott Seconded by Councilman Bishop to go into Closed session @6:20pm pm to discuss pending litigation.**

**Moved by Councilwoman Scott Seconded by Mayor Pro Tem Chisholm to come out of closed session @ 7:02pm**

**ROLL CALL VOTE:**

Councilmember Howard	Excused	Councilmember Scott	Yea
Councilmember Rutledge	Excused	Councilmember Bishop	Yea
Mayor Pro Tem Chisholm	Yea	Councilwoman Richardson	Yea

**Call Meeting to Order**

Mayor Byron Nolen called the meeting to order at 7:06pm

**Prayer**

Prayer was led by Pastor Leon Crawford

**Pledge of Allegiance**

City Council and the public in attendance pledged allegiance to the flag of the United States of America.

**Roll Call**

Mayor Nolen	Present (Inkster, MI.)
Mayor Pro-Tem Chisholm	Present (Inkster, MI.)
Councilwoman Rutledge	Excused (Inkster, MI.)
Councilman Bishop, III	Present (Inkster, MI.)
Councilwoman Scott	Present (Inkster, MI)
Councilwoman Howard	Excused (Inkster, MI)
Councilwoman Richardson	Present (Inkster, MI)

**Approval of Agenda**

**Moved by Councilwoman Scott, Seconded by Councilman Bishop to approve agenda for March 16, 2026 meeting  
Resolution #03-26-33DH-4-0 Motion Carried  
Councilwoman Rutledge-Excused  
Councilwoman Howard-Excused**

**Presentations/Discussion**

Service Builders Foundation, Inc. Scholarship-Alpha Kappa Alpha Sorority, Inc. Eta Iota Omega Chapter of Inkster, Michigan-LaDawana Johnson, Vice Chairman

**Public Hearings**

**None**

**Consent Agenda**

A. Approval of March 16, 2026 Regular Meeting Minutes

**Moved by Mayor Pro Tem Chisholm Seconded Councilman Bishop  
Resolution #03-26-34DH – 4-0 Motion Carried  
Councilwoman Rutledge-Excused  
Councilwoman Howard-Excused**

**Boards and Commission**

N/A

**Previous Business**

**Ordinance(s)**

- A. First Reading(s) none**
- B. Second Reading(s) none**

**New Business**

**A. (Georgina L. Holliday, City Clerk)-Consider approval of the Inkster Vikings All Class Picnic; Dates: 7/24/26-7/26/26 Day-1-6 pm; Day 2-11am-11pm; Day 3-10am-10pm  
Moved by Mayor Pro Tem Chisholm, Seconded by Councilman Bishop  
Resolution #03-26-35DH-4-0 Motion Carried  
Councilwoman Rutledge-Excused  
Councilwoman Howard-Excused**

**B. (Jerome Bivins, DPS Director)- Consider adoption of the included resolution for abandonment of an existing water main in property owned by Wayne County. Moved by Councilwoman Scott and Seconded by councilman Bishop Resolution #03-26-36DH-4-0 Motion Carried Councilwoman Rutledge-Excused Councilwoman Howard-Excused**

**Public Participation**

- ✧ **Sandra K. Watley-Voting-Support; 4<sup>th</sup> Wednesday, education at 6:00pm at the Rec Center.**
- ✧ **Evonne Moore-Inkster Task Force Unity in The Community Easter Egg Hunt Event, 11am-2pm April 4<sup>th</sup> at the Floyd B. Simmons Center 29150 Carlisle, need candy in boxes located at the City Hall and Police Station. Moore St., Denby need traffic control.**
- ✧ **Charles Blackwell-"Good evening: City Clerk Georgina Holliday discriminates against disabled people and is violating the federal American with Disabilities Act. Additionally, Councilman Chisholm should resign office after it has been disclosed in Court that he surveils and screenshots citizens social media accounts so that he can retaliate against them after they engage in protected speech."**

**Deputy Clerk- All is going well in the Clerk's Office**

**City Treasurer**

**No comment**

**Mayor and Council**

- **Councilmember Scott-N/C**
- **Councilmember Bishop-N/C**
- **Councilmember Howard-Excused**
- **Councilmember Rutledge-Excused**
- **Councilmember Richardson-Events, Foreclosures**
- **Mayor Pro-Tem Chisholm-N/C**
- **Mayor Nolen-N/C**

**Adjournment**

There being no further business to come before Council, on a motion duly made.

By Mayor Pro-Tem Chisholm Seconded by Councilwoman Scott and carried, to conclude the Regular City Council meeting of Monday, March 16, 2026 @ 7:23pm



## REQUEST FOR COUNCIL ACTION

**To:** Byron H. Nolen, Mayor

**Date:** March 30, 2026

**From:**

**Date for Council's Consideration:** April 6, 2026

**ACTION REQUESTED:** Consider Zoning Ordinance Chapter 155

**TYPE OF ACTION:**

**FUNDS BUDGETED:**

**ACCOUNT #:**

**APPROVERS:**

Date: April 01, 2026

\_\_\_\_\_  
Byron Nolen, Mayor

**BACKGROUND:**

**SCOPE OF SERVICES:**

**JUSTIFICATION:**

**PROJECT IMPROVEMENTS:**

**PROJECTED TIMELINE:**

**RESOLUTION:**

**Resolved By:** None

**Seconded By:** None

**Yes:** None

**No:** None

**Absent:**

---

## MEMO

**TO:** Honorable Mayor and City Council Members

**FROM:** Derek Dowdell, Community Development Director

**DATE:** March 27, 2026

**RE:** Recommendation for Adoption of Chapter 155 Zoning Ordinance Update

---

### Executive Summary

The purpose of this memo is to formally recommend that the City Council adopt the proposed updates to Chapter **155 Zoning Ordinance**. This comprehensive update is designed to align our local land-use regulations with the city's current Master Plan, promote sustainable economic development, and streamline the administrative process for residents and developers alike.

### Planning Commission Recommendation

At the regularly scheduled meeting held on **March 23, 2026**, the Inkster Planning Commission conducted a final review and public hearing regarding the proposed changes. Following a thorough discussion of the ordinance's impact on community growth and modernization:

- **Action:** The Planning Commission Board voted **unanimously** to recommend the adoption of the Chapter 155 Zoning Ordinance update to the City Council.
- **Rationale:** The Board noted that the updated ordinance addresses previous ambiguities, encourages mixed-use development in key corridors, and modernizes standards for the zoning ordinance.

### Key Benefits of the Update

Adopting the revised Chapter 155 will provide several strategic advantages for the City of Inkster:

1. **Consistency:** Ensures all zoning regulations are legally defensible and consistent with state statutes.
2. **Economic Growth:** Simplifies the "red tape" for new businesses, making Inkster a more attractive destination for investment.
3. **Community Character:** Includes updated design standards that protect the aesthetic value and integrity of our residential neighborhoods.
4. **Modern Standards:** Incorporates contemporary land-use trends, such as missing middle housing.

### Next Steps

The Planning Commission encourages the Council to review the attached final draft of the ordinance after the required two readings.

---



---

**Staff Note:** The unanimous support from the Planning Commission reflects a strong consensus that these changes are vital for the long-term prosperity of our community.

# 2026 Zoning Code Updates – At a Glance

Topic / Article	Old version (2017)	New version (2026) + Why it's changing
<b>Article I – General Provisions</b>	Standard zoning code setup and purpose statements.	<b>Clearer organization and “how the code works” guidance.</b> Why: make the ordinance easier to navigate for residents, businesses, and staff.
<b>Article II – Definitions &amp; Measurement</b>	Basic definitions and measurement rules; more conventional setback-based approach.	<b>Clearer measurement rules and modern zoning terms.</b> Why: reduce confusion and make reviews more consistent (e.g., how height, frontage, and building placement are measured).
<b>Article III – Districts &amp; Zoning Map</b>	District rules mainly in text; map and district regulations are harder to read side-by-side.	<b>District Sheets + updated district framework tied to the map.</b> Why: give everyone a quick “one-page” view of what’s allowed and what’s expected in each district. <i>(Some changes may require map updates.)</i>
<b>Article III – Overlays (New tools)</b>	Fewer overlay tools; limited zoning-based options for targeted community goals.	<b>New overlays (like Anti-Displacement Overlay and PUD Overlay).</b> Why: add focused tools for housing stability, reinvestment, and better project outcomes in key areas. <i>(Overlays typically require mapping.)</i>
<b>Article IV – Use Regulations (What uses are allowed)</b>	Uses are handled through schedules and special use sections; can be spread across the code.	<b>Consolidated Use Table (one central place for permitted vs. special land uses).</b> Why: make it easier to understand what uses are allowed and reduce inconsistent interpretation.
<b>Article V – Site &amp; Building Standards</b>	General development standards exist but are less integrated with district character goals.	<b>More clear, objective design and site standards</b> (frontage, transparency, parking location, landscaping, lighting, etc.). Why: improve predictability, walkability, and neighborhood compatibility.
<b>Article VI – Development Procedures</b>	Traditional review path; processes can feel unclear to applicants and residents.	<b>Clearer process steps and “tiered” review where appropriate.</b> Why: streamline smaller projects and ensure larger/higher-impact projects get public review and clear findings.
<b>Article VII – Administration &amp; Enforcement</b>	Standard enforcement tools and processes.	<b>Clearer administration roles, decisions, and enforcement steps.</b> Why: improve consistency, fairness, and transparency in how the ordinance is applied.
<b>Article VIII – Nonconformities</b>	Nonconforming lots/uses/signs addressed, sometimes across multiple sections.	<b>More organized nonconforming rules</b> (what can remain, what can be changed, and when compliance is required). Why: reduce uncertainty for property owners while keeping community standards.

# ZONING ORDINANCE



ADOPTED:



2025

# CHAPTER 155

THE CITY OF INKSTER, MI

**ADOPTED:**  
Month Day, 2025.

**EFFECTIVE:**  
Month Day, 2025.



# Table of Contents

---

## **ARTICLE I: GENERAL PROVISIONS (P. 4)**

- 155.101 Title/Authority/Enactment (p. 4)
- 155.102 Purpose (p. 4)
- 155.103 Conflicting Regulations (p. 4)
- 155.104 Applicability & Effective Date (p. 5)
- 155.105 Scope (p. 5)
- 155.106 Severability (p. 5)

## **ARTICLE II: DEFINITIONS & RULES OF MEASUREMENT (P. 7) 155.201**

- Purpose (p. 7)
- 155.202 Construction of Language (p. 7)
- 155.203 Rules for Interpretation and Definitions (p. 7)
- 155.204 Definition of Uses (p. 8)
- 155.205 Definitions (A–Z) (p. 12)
- 155.206 Purpose & Applicability Rules of Measurement (p. 36)
- 155.207 Lot & Site Measurements (p. 36)
- 155.208 Building Placement, Setbacks, & Build-To Zones (p. 38)
- 155.209 Building Height & Stories (p. 39)
- 155.210 Encroachment into Yards & Build-To Zones (p. 40)
- 155.211 Grade (p. 41)
- 155.212 Intensity, Frontage, Transparency, & Typology Measurements (p. 42)

## **ARTICLE III: ZONING DISTRICTS & DISTRICT STANDARDS (P. 48)**

- 155.301 Establishment of Districts (p. 48)
- 155.302 Official Zoning Map (p. 49)
- 155.303 Zoning Map (p. 50)
- 155.304 Relationship of Base and Overlay Districts (p. 51)
- 155.305 Anti-Displacement Overlay District (ADO) (p. 52)
- 155.306 Planned Unit Development (PUD) Overlay District (p. 55)
- 155.307 How to Use District Sheets (p. 57)

## Table of Contents

---

### **ARTICLE IV: USE REGULATIONS (CONSOLIDATED USE TABLE) (P. 67)**

- 155.401 Purpose and Applicability (p. 67)
- 155.402 Residential Use Standards (p. 67)
- 155.403 Group Living Standards (p. 70)
- 155.404 Civic & Institutional Use Standards (p.71)
- 155.405 Commercial Use Standards (p. 73)
- 155.406 Mixed Use Standards (p. 74)
- 155.407 Industrial Use Standards (p. 74)
- 155.408 Marijuana Retail and Provisioning Standards (p. 75)
- 155.409 Marijuana Establishments Prohibited (p. 77)
- 155.410 Temporary Use Standards (p. 77)
- 155.411 Accessory Use Standards (p. 78)
- 155.412 Consolidated Use Table and Interpretation (p. 80)
- Use Standards - Consolidated Use Table (CUT) (p. 81)

### **ARTICLE V: SITE & BUILDING STANDARDS (P. 86)**

- 155.501 Purpose & Applicability (p. 86)
- 155.502 Building Design Compliance & Mandates (p. 86)
- 155.503 Frontage Types & Transparency Standards (p. 87)
- 155.504 Parking, Access & Circulation Standards (p. 89)
- 155.505 Building Grades & Surface Drainage (p. 93)
- 155.506 Landscape Standards (p. 93)
- 155.507 Landscape Maintenance (p. 97)
- 155.508 Waste Receptacle Storage, Screening, and Collection Bins (p. 98)
- 155.509 General Height Exceptions & Bulk Measurement (p. 99)
- 155.510 Building Materials, Architectural Articulation & Exterior Finishes (p. 100)
- 155.511 Signage Standards (p. 101)
- 155.512 Fences, Walls & Visibility (p. 107)
- 155.513 Exterior Lighting and Security Cameras (p. 109)
- 155.514 Industrial Performance Standards (M-1 & M-2) (p. 110)
- 155.515 General Property & Site Maintenance (p. 113)
- 155.516 Vacant Commercial Structure Maintenance (p. 115)
- 155.517 Flood Hazard Resilience Standards (p. 115)
- 155.518 Wireless Communications Facilities (p. 116)

# Table of Contents

---

## **ARTICLE VI: DEVELOPMENT PROCEDURES (P. 118)**

- 155.601 Purpose (p. 118)
- 155.602 General Provisions (p. 118)
- 155.603 Exempt Work (No Site Plan Review Required). (p. 120)
- 155.604 604 Site Plan Review. (p. 121)
- 155.605 Application Submittal and Checklists (p. 123)
- 155.606 Review Standards and Findings of Fact (p. 124)
- 155.607 Vested Rights, Expiration, and Extensions. (p. 125)
- 155.608 Article V Modification (p. 126)
- 155.609 Planned Unit Development (PUD) Rezoning and Approval) (p. 126)
- 155.610 Text and Map Amendments (p. 128)
- 155.611 Development Agreements and Community Benefits (p. 129)

## **ARTICLE VII: ADMINISTRATION & ENFORCEMENT (P. 137)**

- 155.701 Roles & Responsibilities (p. 137)
- 155.702 Appeals Process (p. 139)
- 155.703 Enforcement, Violations & Penalties (p. 140)
- 155.704 Certifications, Closeout & Performance Guarantees (p. 142)

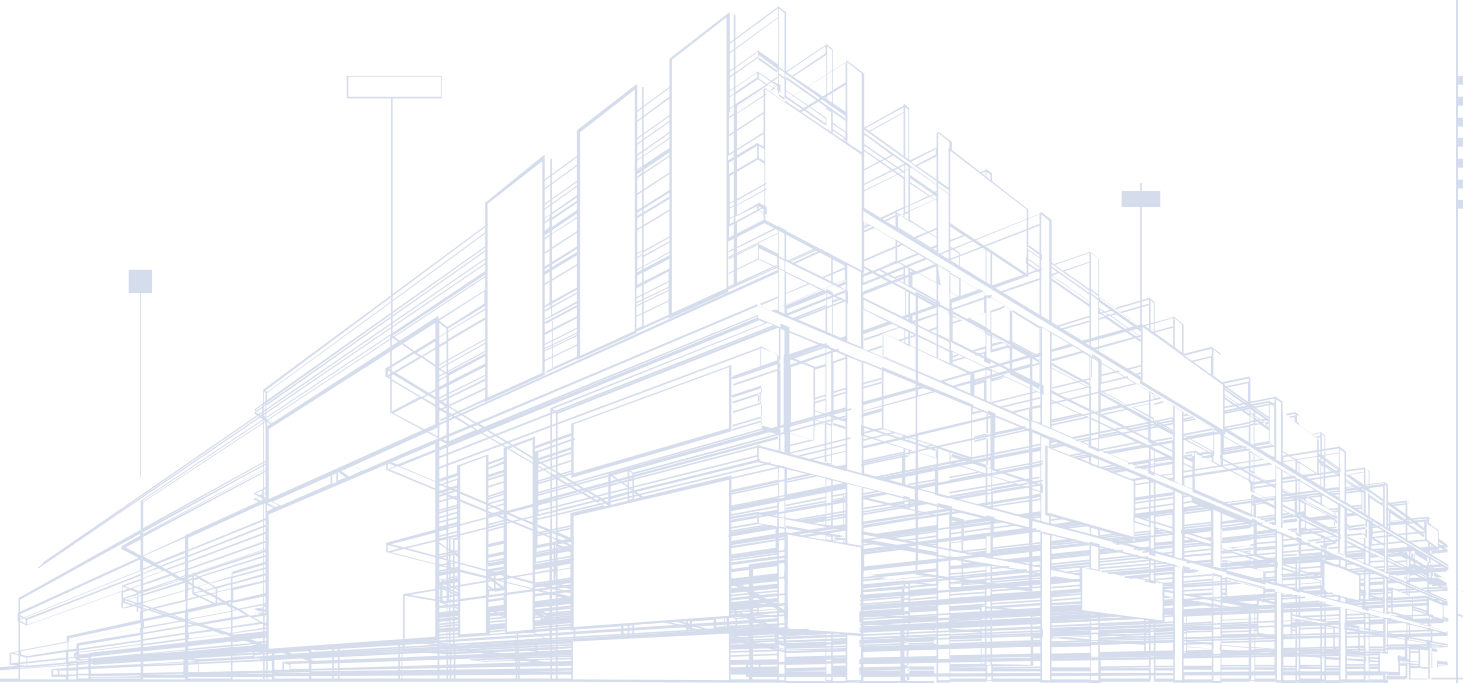
## **ARTICLE VIII: NONCONFORMITIES (P. 144)**

- 155.801 Nonconforming Lots of Record (p. 144)
- 155.802 Nonconforming Structures (p. 145)
- 155.803 Nonconforming Uses (Use Nonconformities) (p. 145)
- 155.804 Nonconforming Site Features (p. 147)

■ The City of Inkster

# ARTICLE I

## General Provisions



# Article I: General Provisions

---

## 155.101 Title/Authority/Enactment

### A. Title.

This Ordinance shall be known and may be cited as the “City of Inkster Zoning Ordinance.”

### B. Authority.

This Ordinance is enacted pursuant to the Michigan Zoning Enabling Act, Public Act 110 of 2006, as amended (MCL 125.3101 et seq.), the City Charter, and other applicable provisions of state and federal law.

### C. Enactment.

It is adopted by the City Council of the City of Inkster, Wayne County, Michigan.

## 155.102 Purpose

The purpose of this ordinance is to promote the public health, safety, and general welfare of the City of Inkster; encourage the orderly development, redevelopment, and preservation of the City’s land, neighborhoods, business districts, and transportation corridors; and to implement the goals, objectives, and policies of the City’s Master Plan, as may be amended. In applying and interpreting this chapter, the City shall seek to:

- A. Protect and enhance the character, connectivity, and economic vitality of neighborhoods, business districts, and transportation networks.
- B. Promote equitable outcomes, prevent involuntary displacement, and expand affordable housing opportunities with safe, reliable, and affordable transportation access.
- C. Support small businesses, community-serving uses, and culturally significant spaces through coordinated land use, infrastructure, and transportation planning.
- D. Conserve natural resources, improve air quality, and enhance environmental sustainability through responsible land use and green infrastructure.
- E. Provide for safe, efficient, and accessible movement of people, goods, and services across all modes of transportation.

## 155.103 Conflicting Regulations

### A. Local Conflicts.

Where this Ordinance conflicts with other local ordinances, the more restrictive provisions shall apply unless otherwise provided by law.

### B. State and Federal Conflicts.

Where this Ordinance conflicts with state or federal law, the state or federal provisions shall control.

# Article I: General Provisions

---

## 155.104 Applicability & Effective Date

### A. Effective Date.

This Ordinance shall take effect on [insert date] following its adoption and publication in accordance with law. Amendments to this Ordinance shall take effect on the date specified in the adopting ordinance.

### B. Transitional Provisions.

Transitional provisions for pending applications, permits, and approvals shall be governed by the standards in effect on the date a complete application was filed, unless otherwise provided in this Ordinance or required by law.

### C. Non-Abrogation.

This Ordinance is not intended to abrogate or annul any law, ordinance, rule, regulation, permit, easement, covenant, or other agreement that is not in conflict with its provisions. Compliance with this Ordinance does not constitute compliance with, or waiver of, any private agreements.

## 155.105 Scope

### A. Scope.

This Ordinance applies to all land, water, structures, and uses within the corporate limits of the City of Inkster. No land, building, or structure shall be used or occupied, and no building or structure shall be erected, constructed, moved, reconstructed, extended, enlarged, or altered, except in conformity with this Ordinance.

### B. Minimum Requirements.

The regulations in this Ordinance are minimum requirements for the promotion of public health, safety, and welfare.

### C. Zoning Map Incorporation.

The Official Zoning Map of the City of Inkster, including all overlays is incorporated by reference and shall be maintained by the City Clerk.

## 155.106 Severability

### A. Severability.

This Ordinance and the various parts, Articles, sections, subsections, and clauses thereof are hereby declared to be severable.

### B. Validity.

If any part, sentence, paragraph, subsection, section, or clause of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not affect the validity of the remaining provisions, which shall continue in full force and effect.

■ The City of Inkster

# ARTICLE II

## Definitions & Rules of Measurement



# Article II: Definitions & Rules of Measurement

---

## 155.201 Purpose

The purpose of this Article is to ensure consistent interpretation and application of this Ordinance. The definitions provided in this Article are intended to clarify the meaning of words, phrases, and terms used throughout this Ordinance.

## 155.202 Construction of Language

Words and terms used in this Ordinance shall have the meanings ascribed to them in this Article. Words and terms that are not defined in this Ordinance shall be interpreted according to their common usage, or as defined in the latest edition of Merriam-Webster's Dictionary, consistent with standard planning, legal, and engineering practice. In the event of conflicting definitions within this Ordinance, the most specific definition shall govern.

## 155.203 Rules for Interpretation and Definitions

### A. General.

The definitions contained in this Article are intended to ensure clarity and consistency in the interpretation and application of this Ordinance. Terms and phrases used in this Ordinance, whether referring to land, Buildings, Structures, or activities, shall be understood according to the definitions provided in this Article, unless the context clearly indicates otherwise.

### B. Undefined Terms.

Where a term or phrase is not expressly defined within this Ordinance, it shall be interpreted according to its customary dictionary meaning, consistent with standard planning, legal, and engineering usage, and in a manner that best implements the intent of this Ordinance and the City's Master Plan.

### C. Interpretation Authority.

The Planning and Community Development Director (PCD) or Zoning Administrator (ZA) shall provide administrative interpretations of this Ordinance when uncertainty arises regarding the meaning or application of any term, phrase, or provision. Any person aggrieved by an administrative interpretation may appeal such interpretation to the Zoning Board of Appeals (ZBA) in accordance with Article VII.

### D. Rules of Construction. Words and phrases used in this Ordinance shall be interpreted as follows:

1. Tense. Words used in the present tense shall include the future tense.
2. Mandatory and Permissive Terms. The word "shall" is mandatory and indicates a requirement. The word "may" is permissive and indicates discretion, to be exercised in a manner consistent with this Ordinance.
3. Number. Words used in the singular shall include the plural, and words used in the plural shall include the singular.
4. Person. The word "Person" shall include an individual, partnership, association, corporation, governmental entity, or other legal entity.
5. Use. The word "Used" shall include "arranged," "designed," "intended," "maintained," and "occupied."
6. Defined Terms. Terms specifically defined in this Article shall control over other meanings, including dictionary definitions, for purposes of interpreting this Ordinance.

## Article II: Definitions & Rules of Measurement

---

### 155.204 Definition of Uses

All principal, accessory, temporary, and Special Land Uses defined in this Article and regulated in Article IV (Use Regulations), together with the district standards in Article III (Districts and District Standards), shall be interpreted broadly to include customary accessory activities unless otherwise limited by this Ordinance.

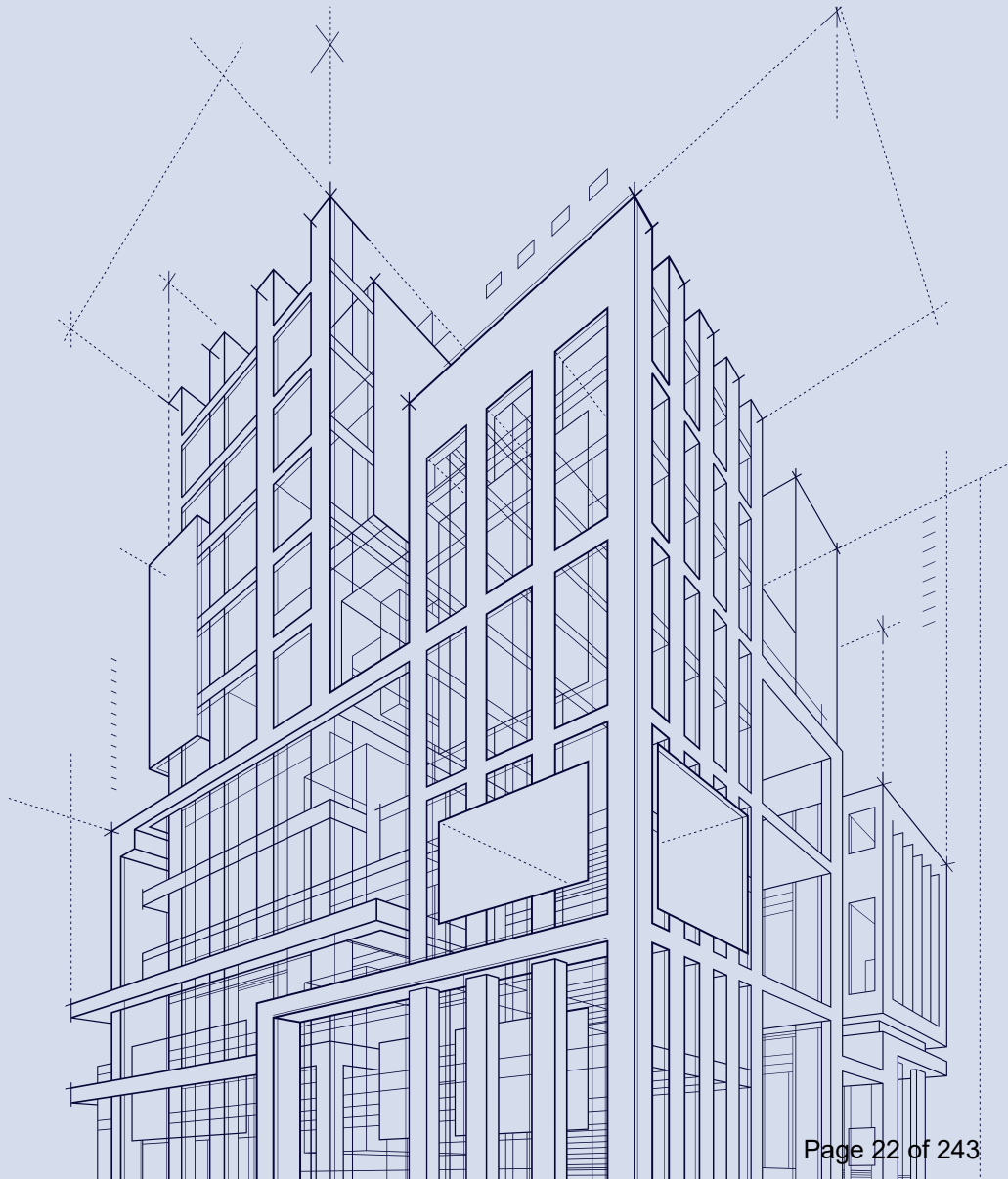
Where ambiguity exists regarding the classification or scope of a use, the Planning and Community Development Director (PCD) or Zoning Administrator (ZA) shall issue an administrative interpretation in accordance with §155.203(C). Any such interpretation shall be subject to appeal to the Zoning Board of Appeals (ZBA) in accordance with Article VII.

---

■ The City of Inkster

# ARTICLE II

Definitions A-Z



## 155.205 Definitions (A-Z)

---

### A

- **Abandonment:** The voluntary relinquishment of property, a use, or structure by the owner or tenant, without transfer of rights to another person.
- **Abut/Abutting:** To share a common boundary line. For purposes of this Ordinance, properties separated only by street, alley, easement, or right of way shall not be considered to abut.
- **Accessory Dwelling Unit (ADU):** A self-contained residential dwelling unit that is secondary and accessory to a principal dwelling unit on the same lot, clearly subordinate in size and intensity, and that provides complete independent living facilities for one (1) household, including permanent provisions for living, sleeping, eating, cooking, and sanitation. An ADU may be:
  - a. Attached (physically attached and sharing at least one wall with the principal dwelling), or
  - b. Detached (in a separate accessory building on the same lot).
- **Accessory Use or Structure:** A building, structure, or use that is customarily incidental and subordinate to the principal use or principal building on the same lot, and that serves a purpose directly related to that principal use.
- **Adjacent:** Nearby or close to but not necessarily abutting. A lot, parcel, or use is considered adjacent if it is located across the street, alley, easement, or right of way from another lot, parcel, or use.
- **Adult Day Care Home:** A private residence, facility, or program providing community-based health, social, and related support services to adults who, because of advanced age, physical disability, or mental impairment, require supervision and assistance for less than twenty-four (24) hours a day. The owner, provider, or facility shall be properly licensed under the applicable State of Michigan Law, including employees who shall maintain applicable accreditations and certifications.
- **Adult Foster Care Facility:** A governmental or non-governmental establishment that provides foster care to adults, licensed by the State of Michigan under Public Act 218 of 1979, as amended, providing supervision, personal care, and protection in addition to room and board, for adults aged 18 or over. It includes facilities and foster care family homes for adults who are aged, emotionally disturbed, developmentally disabled, or physically handicapped who require supervision on an ongoing basis but who do not require continuous nursing care. Adult foster care facilities are subject to State- regulated license categories and occupancy standards, including:
  - a. Adult Foster Care Family Home (capacity of up to 6 persons);
  - b. Adult Foster Care Small Group Home (capacity of 7-12 persons);
  - c. Adult Foster Care Large Group Home (capacity of 13-20 persons; and
  - d. Adult Foster Care Congregate Facility (capacity of more than 20 persons)

## 155.205 Definitions (A-Z)

---

### A

- **Adult-Regulated Use:** An establishment, including but not limited to adult bookstores, adult novelty stores, adult motion picture theaters, adult live entertainment establishments, adult cabarets, and other businesses or commercial enterprises, that have their principal purpose the presentation, display, sale, rental, or other dissemination of material, devices, or services distinguished or characterized by an emphasis on matters depicting, describing, or relating to specified sexual activities or specified anatomical areas, as define by this Ordinance. See also MCL 125.3206; Public Act 218 of 1979; and Public Act 116 of 1973, as amended.
- **Affordable Housing:** Housing priced so that the total monthly housing costs no more than 30% of the household's income, inclusive of utilities, as defined by United States Department of Housing and Urban Development (HUD). The applicable Area Median Income (AMI) threshold shall be established in development approval or incentive programs.
- **Alley:** A public or private right-of-way which affords only secondary means of access to abutting property.
- **Alternative Energy System:** Structures, equipment, devices, or construction techniques used to produce energy from renewable resources, including solar, wind, geothermal, and biomass systems.
- **Alteration:** Any change, addition, or modification to a building or structure, including structural parts, interior layout, or external appearance.
- **Animal Care Facility:** A building or lot where animals are boarded, groomed, bred, trained, or treated for profit or public use, including kennels, veterinary clinics, and shelters.
- **Anti-Displacement:** Policies, regulations, or zoning strategies designed to prevent the involuntary relocation of existing residents or businesses due to redevelopment, rising property values, or gentrification pressures. See Anti-Displacement Overlay, Article III (ADO).
- **Appeal:** A request for a review of an administrative decision, interpretation, or order under this Ordinance, filed with the Zoning Board of Appeals.
- **Applicant:** A person, firm, partnership, corporation, or governmental agency who applies for development approval under this Ordinance.
- **Arena:** A structure or facility, either fully enclosed or open-air, designed for sports, entertainment, or other large public gatherings, typically featuring a central performance or playing area surrounded by seating for spectators.

## 155.205 Definitions (A-Z)

---

### A

- **Area Median Income (AMI):** The median household income for the metropolitan statistical area or county as determined by the U.S. Department of Housing and Urban Development (HUD) or the Michigan State Housing Development Authority, adjusted for household size.
- **Automobile Fueling Station:** A building used primarily for the retail sale and supply of motor fuels, including gasoline, diesel, and alternative fuels. Such use may include the sale of convenience goods as an accessory use, but shall not involve automotive repair, servicing, or body work.
- **Automobile Repair, Major:** The general repair, rebuilding, or reconditioning of engines, motor vehicles, or trailers; including collision service, bodywork, and painting.
- **Automobile Repair, Minor:** Incidental repairs, replacement of parts, and routine service of motor vehicles, excluding bodywork and painting.
- **Automobile Sales:** A lot or buildings used for the display, sale, or rental of new or used motor vehicles, where repair service is incidental to primary use.
- **Awning:** A roof like cover, made of cloth, metal, or other materials, that projects from the wall of a building for the purpose of shielding a doorway, window, or outdoor space from the elements. Awnings may be fixed or movable and are not considered part of the building's structural roof.

### B

- **Banquet Hall:** A building, or a portion of a building, made available for temporary assembly or gathering of people, including receptions, weddings, parties, meetings, fundraisers, displays, or similar events. A banquet hall may include food and beverage service, whether prepared on-site or catered.
- **Bar or Lounge:** An establishment where the primary use is the on-premises sale and consumption of alcoholic beverages, with or without live entertainment or limited food service, and which is **not** accessory to another principal use such as a restaurant.
- **Base Zoning District:** The underlying zoning district designation of a parcel of land, prior to the application of any overlay zoning district or special district regulations.
- **Basement:** The portion of a building having its floor subgrade (below ground level) on all sides. A space shall be considered a basement when the vertical distance from finished grade to floor is greater than the vertical distance from finished grade to ceiling. A basement shall not be counted as a story.
- **Basement, Walkout:** A basement having a doorway and grade-level access to the exterior of the building.

## 155.205 Definitions (A-Z)

---

### B

- **Bedroom:** A room within a dwelling unit, designed or intended to be used for sleeping purposes, and meeting the minimum requirements of applicable building and housing codes.
- **Billboard:** A sign larger than 200 ft.<sup>2</sup> that promotes a business, product, service, event, or activity, whether commercial or non-commercial. They may also display messages unrelated to the premises or be blank, painted, or have no message. Billboards include static, manually changed, digital, or electronic displays.
- **Block:** A tract of land bounded by streets, waterways, railroads, or other physical or legal barriers to continuity of development. The boundaries of a block are defined by the centerlines of the bounding streets, unless otherwise specified.
- **Block Face:** All lots abutting one side of a street between two intersecting streets or other defined block boundaries. Block faces determine frontage, street connectivity, and urban design standards.
- **Boarding House:** A building arranged or used for lodging for compensation, with or without meals, and not occupied as a single-household unit.
- **Buffer Strip:** A strip of land, often required to be landscaped, designed to separate and shield one land from another.
- **Buffer Yard:** A landscaped strip with fencing, walls, or plantings used to separate different land uses and mitigate impacts.
- **Building:** A combination of materials, whether portable or fixed, forming a structure affording a facility or shelter for use or occupancy by persons, animals, or property.
- **Building Face:** The part of a building or structure that faces and is oriented toward a street, public right-of-way, or other designated frontage. The building front typically includes the main entrance, windows, and façade elements visible from the street, and is used to determine front setbacks, build-to lines, and street-facing design standards.
- **Building Height:** The vertical distance measured from the average finished grade at the base of the building to the highest point of the roof. Height shall be measured as follows:
  - a) **Flat Roof:** From grade to the highest point of the roof surface.
  - b) **Mansard Roof:** From grade to the deck line.
  - c) **Gable, Hip, or Gambrel Roof:** From grade to the average height between the eaves and the ridge of the highest roof section.
  - d) **On Sloping Sites:** Where a building is located on sloping terrain, building height shall be measured from the average ground level of the grade at the building wall.

## 155.205 Definitions (A-Z)

---

### B

- **Building Line:** The line established by law, beyond which a building shall not extend, except as specifically provided by law.
- **Building Official:** An individual established by the city to administer and enforce provisions of all building codes as adopted and amended.
- **Building Permit:** Written authorization issued by the Building Department for the construction, repair, alteration, or removal of any structure following applicable codes.
- **Building, Principal:** The main structure or group on a lot used primarily for its main purpose.
- **Build-to-Zone:** The range of allowable distances from the Front Lot Line or other Frontage Line along which the principal vertical plane of the building's primary facade shall be built, to create a generally continuous and uniform building edge along the street.

### C

- **Carport:** A partially enclosed or open structure, attached or detached, designed to provide shelter for one or more vehicles. Carports shall comply with all yard and setback requirements applicable to garages.
- **Cemetery:** Land used or intended to be used for the burial of the dead, including mausoleums, crematoriums, and columbaria.
- **Certificate of Occupancy:** An official statement issued by the Building Department certifying that a building or structure follows applicable codes and is approved for occupancy.
- **Change of Occupancy:** The discontinuance of an existing use of a building or land and the substitution or addition of a use or different type or class, as decided by the Planning Department or Building Official.
- **City Council:** The City of Inkster City Council.
- **Civic Space:** Publicly accessible open space such as a park, plaza, square, or green.
- **Clinic:** A healthcare facility where individuals receive examination and treatment from physicians, dentists, or other licensed health professionals, without overnight stays.
- **Club, Private:** An organization or association of people organized for social, educational, recreational, cultural, or civic purposes, not operated for profit, and limited to members and their guests.

## 155.205 Definitions (A-Z)

---

### C

- **Code:** The City of Inkster Code of Ordinances, as amended, including the Zoning Ordinance and all applicable regulatory codes.
- **Collection Bin.** Any container, receptacle, or similar device located on a lot that is used for soliciting and collecting clothing, household items, or other salvageable personal property. This term does not include recycling carts or bins used for collection of recyclable material, or rubbish or garbage receptacles used for waste disposal.
- **Commercial Vehicle:** Any vehicle used or maintained for the transportation of persons or property for hire, compensation, profit, or in the furtherance of a commercial enterprise.
- **Common Area, General:** The part of a site, development, or condominium project designed and intended for joint ownership, use, and maintenance by all owners, residents, or members, as described in the condominium master deed, association bylaws, or development agreement.
- **Common Area, Limited:** The part of a site, development, or condominium project chosen for exclusive use by a specific owner, resident, or unit, but located outside the required setbacks or other restricted areas, as described in the condominium master deed, association bylaws, or development agreement.
- **Community Garden:** A piece of land, gardened or operated collectively or individually by community members, for cultivation of fruits, vegetables, flowers, or other plants. A community garden may include accessory structures such as tool sheds, fencing, and composting areas, but does not include commercial agricultural operations.
- **Community Land Trust:** A nonprofit organization that acquires and holds title to land for the benefit of a community, providing long-term affordability by leasing land to homeowners, and separating ownership of land from ownership of building to preserve affordability in perpetuity or for defined term.
- **Condominium:** A building or group of buildings in which dwelling units are individually owned, pursuant to the Michigan Condominium Act (Act 59 of 1978, as amended).
- **Conference Center:** A facility designed primarily to host meetings, conventions, seminars, or similar gatherings, with or without food and beverage service, and which may include multiple meeting rooms, ballrooms, or assembly spaces.
- **Convenience Store:** A retail establishment, typically one story, designed to sell a limited range of everyday items, including food, beverages, snacks, household supplies, and other minor goods. This definition excludes supermarkets, department stores, or specialty retail stores. A convenience store does not include fuel pumps or sale of gasoline or diesel fuel, which are regulated as Gas Station or Automobile Fueling Station
- **Community Center:** A building or part of a building operated by a public or nonprofit entity for recreational, educational, or cultural activities, generally open to the public or members of the community.
- **Compensatory Storage.** Excavation or other approved flood storage replacement provided to offset the loss of floodplain storage volume caused by fill or other development within a floodplain, provided in a volume and at elevations sufficient to prevent a net loss of flood storage capacity.

## 155.205 Definitions (A-Z)

---

### C

- **Courtyard:** An open space on the same lot as a building, which is unobstructed from the ground to the sky, and is bounded on at least three (3) sides by walls of the building.
- **Cottage Court:** A small-scale cluster of detached dwelling units arranged around a shared courtyard or green space.
- **Cross-Block Passage:** A pedestrian walkway connecting two parallel streets or civic spaces through a block.
- **Cul-de-Sac:** A street with only one outlet having sufficient space at the closed end to provide vehicular turning facilities.
- **Clearing:** The removal of vegetation, trees, shrubs, or other natural growth from a lot or parcel, including grading or stripping of topsoil, but excluding routine landscaping maintenance.
- **Contractors, General:** A person, firm, or corporation offering or performing construction, repair, or improvement work, including residential, commercial, or public infrastructure projects, such as buildings, streets, highways, and other structures, on behalf of a client. Contractors shall follow all applicable zoning, building, and safety regulations.
- **Crawl Space:** A shallow, unfinished space between the lowest floor framing and the ground surface, typically less than five (5) feet in height, designed to provide access for installation, inspection, and maintenance of building systems such as plumbing, electrical, and mechanical equipment, A crawl space is not considered a basement.
- **Cultural Services:** Programs, facilities, or activities provided by public, nonprofit, or private entities that support, promote, or preserve arts, heritage, education, scientific interests, or cultural expression within the community.

### D

- **Data Center Data Center or High-Intensity Computing Facility:** A facility used primarily for housing computer systems and associated components such as servers, network equipment, and data storage infrastructure, including backup power systems and cooling equipment. This use is characterized by high electrical demand and continuous or near-continuous operation. It does not include typical office server rooms accessory to another principal use.
- **Day Care Center:** A facility, other than a private residence, receiving one (1) or more minor children for care and supervision. This term includes childcare centers, day nurseries, nursery schools, parent cooperative preschools, play groups, or drop-in centers. Does not include a Sunday school or religious program providing short-term care. Facilities shall be licensed by the State of Michigan. See also MCL 125.3206; Public Act 218 of 1979; and Public Act 116 of 1973, as amended.
- **Day Care Home:** A private residence, in which one (1) or more minor children are received for care and supervision, also known as a family childcare home or in-home daycare, is a home-based childcare program where a provider cares for minor children in their own residence. This type of care is distinct from a larger, center-based facility. Facilities shall be licensed by the State of Michigan. See also MCL 125.3206; Public Act 218 of 1979; and Public Act 116 of 1973, as amended.

## 155.205 Definitions (A-Z)

---

### D

- **Deck:** Any patio, terrace, gallery, veranda, piazza, or similar, uncovered projection from an outer wall of a building that is affixed to the ground.
- **Demolition:** The complete or substantial removal or destruction of a building or structure, excluding normal maintenance or repair.
- **Density, Gross:** The total number of dwelling units on a site divided by the total site area, including streets, right-of-way, and other lands not designated for development.
- **Density, Net:** The total number of dwelling units on a site divided by the net buildable area, excluding surface water, wetlands, right-of-way, and other undevelopable lands.
- **Development:** Any construction, reconstruction, erection, expansion, relocation, or alteration of a building or structure; any change in the use of land, building, or structure; or any grading, excavation, or land disturbance activity associated with such changes.
- **Dish Antenna:** A device incorporating a reflective surface, typically in the shape of a shallow dish, cone, or horn, that is used to transmit or receive radio, television, or other communications signals from satellites. Also known as a “satellite dish.”
- **Dormer:** A roofed structure, often containing a window, that projects vertically beyond the plane of a pitched roof.
- **Downtown Development Authority (DDA):** A public body established under the city, as amended, responsible for development and redevelopment plans within a designated downtown district.
- **Drive-In/Drive Through Facility:** A business or portion thereof designed to provide products or services to customers who remain in their motor vehicles, including but not limited to beverage/coffee kiosks, restaurants, banks, pharmacies, or theaters.
- **Driveway:** A private access way providing vehicular movement between a street or alley and a parking area, garage, dwelling, or other structure located on the same lot. Driveways shall comply with applicable design and construction standards established by the City.
- **Dry Cleaning Establishment:** A retail or service establishment where clothing, textiles, and other fabrics are accepted for professional cleaning. This service is distinct from self-service washing and drying machines and may include pressing, finishing, and minor repairs.
- **Dwelling, Detached, Single-Household:** A detached residential building designed for occupancy by one (1) household, entirely separated from any other dwelling unit by open space on all sides.
- **Dwelling, Live Work:** A mixed-use dwelling unit where a portion of the unit is used for commercial or professional activity, secondary to residential use.

## 155.205 Definitions (A-Z)

---

### D

- **Dwelling, Multiple Unit:** A building containing three or more dwelling units sharing common walls or corridors, each designed for occupancy by one household, with separate housekeeping and cooking facilities (e.g., apartments, condominiums).
- **Dwelling, Townhouse/Rowhouse:** A dwelling unit, designed for occupancy by one (1) household, attached to one (1) or more adjacent dwelling units by common vertical walls, with each unit having direct access to the outside at ground level.
- **Dwelling, Two-Household (Duplex):** A building designed exclusively for occupancy by two (2) separate households living independently of each other, with each unit having separate cooking, sanitary, and sleeping facilities.
- **Dwelling Unit:** A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation

### E

- **Easement:** A recorded right, distinct from ownership of land, to use property for specific purposes, including but not limited to driveways, roads, pedestrian access, utility corridors, sewer and water lines, transmission lines, drainage, recreation, or open space.
- **Egress:** A means or exit or way out from a building or structure, providing a safe and unobstructed path for occupants to reach a public way in case of emergency, in accordance with applicable building codes.
- **Electric Vehicle (EV):** Any vehicle that is licensed and registered for highway use and is powered in whole or in part by an electric motor, including battery electric vehicles (BEVs) and plug-in hybrid electric vehicles (PHEVs).
- **Electric Vehicle Charging Station:** A public or private facility or area designated for the recharging of electric vehicles, including Level 1, Level 2, and DC fast charging equipment. Charging stations may be accessory to primary use or principal use.
- **Emergency Shelter:** A facility providing short-term lodging, with or without meals and supportive services, for people experiencing sudden displacement due to disasters, domestic violence, or other crises. An emergency shelter is a distinct use from transitional housing, adult foster care facilities, nursing homes, or correctional facilities.
- **Enclosed:** Surrounded by walls or solid barriers and roofed, whether permanently or temporarily, in a manner that prevents unrestricted entry.
- **Encroachment:** A permitted projection of a building or structure into a required setback.
- **Erected:** Built, constructed, installed, placed, altered, relocated, or otherwise physically established on a site, including excavation, grading, filling, or drainage activities required for such construction.
- **Erosion:** The wearing of land surface by the action of wind, water, ice, gravity, or other natural forces, including processes accelerated by human activities such as grading, clearing, or construction.

## 155.205 Definitions (A-Z)

---

### E

- **Essential Services and Facilities:** The installation, construction, alteration, or maintenance of underground, surface, or overhead utility systems by public utilities or municipal agencies, including but not limited to gas, electricity, steam, fuel, water, telecommunications, stormwater, and sanitary systems, as well as related materials, services, and infrastructure.
- **Excavation:** Any breaking, cutting, grading, or removal of the earth's surface, except for normal household gardening, landscaping, or minor site work that does not alter drainage patterns or structural stability.

### F

- **Facade:** The exterior face or wall of a building visible from a public street or space. The primary facade contains the main entrance and fronts the principal street; secondary facades face side streets or visible parking areas and must maintain similar design quality.
- **Farmers Market:** A recurring market at a fixed location where multiple independent vendors sell farm products, prepared foods, and handmade goods directly to consumers from temporary or portable structures. A Farmers Market is not a Grocery Store or Retail Sale Establishment and does not involve permanent individual tenant spaces.
- **Fence:** A constructed barrier of wood, metal, masonry, or other durable material, independent of a building, used to enclose or screen areas of land.
- **Filling:** The depositing or dumping of any matter onto or into the ground, except common household gardening and ground care.
- **Financial Institution:** A bank, savings and loan, credit union, or similar business regulated by state or federal law that is engaged in custody, lending, exchange, or issuance of money.
- **Firearms Sales Establishment:** A business primarily selling firearms or ammunition, not a general retail store with incidental firearm sales.
- **Food Hall:** A facility containing multiple independent food and beverage vendors operating within a shared indoor or semi-enclosed space, offering common seating areas and shared amenities for patrons. Vendors may include fast food-service counters, specialty kitchens, or bars, with optional retail or event components under coordinated management.
- **Floodplain:** See the National Flood Insurance Program (NFIP), including the City's effective Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS), for specific definitions, as amended.
- **Floor Area, Gross:** The sum of all floors of a building as measured from the interior faces of the exterior walls.
- **Floor Area Ratio (FAR):** The ratio of total gross floor area of all principal and accessory buildings on a lot to the total lot area, expressed as a decimal (e.g., 2.0).

## 155.205 Definitions (A-Z)

---

### F

- **Floor Area, Residential:** The total horizontal areas of all habitable floors within a dwelling, measure from the exterior faces of exterior walls, excluding basements, garages, porches, and unfinished attics.
- **Freeboard:** The height, in feet, of a flood protection measure above the Base Flood Elevation (BFE). Freeboard is an added factor of safety intended to account for uncertainties in flood hazard data and to reduce flood risk.
- **Frontage:** The area between a building facade and the vehicular lanes, inclusive of its built and planted components. Frontage is divided into private frontage and public frontage.
- **Frontage, Primary:** For corner lots, the primary frontage is the frontage facing the street of the property address. The primary frontage private frontage and public frontage. The primary frontage faces the street of the property address.
- **Frontage, Secondary:** The frontage facing the non-addressed street.
- **Frontage Line:** A lot line bordering a public frontage.

### G

- **Garden Center:** A retail facility that sells plants and related products for the domestic garden as its primary business. Plant stock is typically propagated elsewhere, such as by specialist nurseries or wholesalers.
- **Garage, Private:** An accessory building for parking or storage of not more than that number of vehicles may be required in connection with the permitted use of the principal building. In residential areas the storage of not more than one commercial vehicle of a rated capacity not exceeding three-fourths ton is permitted.
- **Government Office:** A building or portion thereof occupied by local, state, or federal government agencies for administrative or public service functions.
- **Grade:** The elevation and slope of the ground surface on a lot, expressed either as the elevation of the ground surface at a specific point or as the degree of rise or descent between two points on a sloping surface.
- **Green Infrastructure (GI):** Natural and engineered practices that mimic natural processes to manage stormwater and improve environmental quality.
- **Gross Leasable Area:** The total floor area designed for tenant occupancy and exclusive use. The area of tenant occupancy is measured from the centerlines of joint partitions to the outside of the tenant walls. All tenant areas, including areas used for storage, shall be included in calculating gross leasable area.
- **Group Housing:** A building or group of buildings designed or arranged to provide separate living units for individuals or families, typically with shared facilities or common areas.
- **Grubbing:** The removal of trees, stumps, roots, brush, and other organic matter from the surface of the ground in preparation for construction or development.

## 155.205 Definitions (A-Z)

---

### H

- **Historic Preservation:** The process of identifying, protecting, maintaining, and enhancing buildings, structures, sites, and districts that reflect significant elements of the City's cultural, social, economic, political, or architectural history.
- **Homeless Shelter:** A facility operated by a public or nonprofit agency that provides temporary, short-term overnight lodging, meals, and supportive services to individuals or families who are homeless. Shelters may include counseling, case management, or referral services, but do not include transitional housing or permanent supportive housing.
- **Hospital:** A building, structure or installation in which mentally ill, sick, or injured persons are given medical or surgical treatment and operating under license by the Health Department and the state, including such related facilities as laboratories, out-patient departments, central service facilities, and staff offices.
- **Hotel:** A building, part of a building or group of buildings containing rooming or dwelling units, with a common entrance and lobby used for transient occupancy, where lodging, and optional services such as meals, housekeeping, or recreational facilities are provided for compensation. A hotel may include a restaurant or cocktail lounge, public banquet halls, ballrooms, or meeting rooms.
- **Household:** One (1) or more persons occupying a single dwelling unit and living together as a single, non-transient housekeeping unit, with shared use of and access to common kitchen and living facilities. A household may consist of:
  - a. An individual living alone;
  - b. Two or more individuals connected by blood, marriage, adoption, guardianship, or legal custody; or
  - c. A group of unrelated individuals living together in a dwelling unit, sharing responsibilities for maintaining the dwelling unit as a permanent residence.
  - d. For purposes of this ordinance, household is equivalent to the term family unless otherwise specified.

### I

- **Impervious Coverage:** The percentage of lot area covered by any surface that prevents or significantly impedes the infiltration of stormwater, including but not limited to roofs, paved driveways and parking areas, patios, decks above grade, and walks.
- **Impervious Surface:** Any surface that prevents or significantly restricts the infiltration of stormwater into the ground, including but not limited to buildings, driveways, parking areas, patios, sidewalks, and compacted gravel.
- **Indoor Storage:** The keeping of goods, materials, equipment, or vehicles **within a fully enclosed building** for more than twenty-four (24) hours. This may be a principal use (such as a self-storage or warehouse facility) or an accessory use to another permitted use, provided all storage remains entirely indoors and is not visible from outside the building.
- **Industrial, Heavy:** The use of land, buildings, or structures for large-scale manufacturing, processing, fabricating, assembling, treating, or compounding raw materials, often with potential impacts such as noise, odor, vibration, or truck traffic. Examples include foundries, chemical plants, and large-scale assembly plants.

## 155.205 Definitions (A-Z)

---

### I

- **Industrial, Light:** The use of land, buildings, or structures for research, technology, assembly, finishing, packaging, or light manufacturing processes that are conducted primarily indoors with minimal adverse impacts on surrounding uses.
- **Infrastructure:** Basic physical systems and facilities that support urban development and public services, including transportation networks, utilities, stormwater systems, and communications.

### J

- **Junk:** Any discarded, dismantled, inoperable, abandoned, or unusable motor vehicle, appliance, machinery, equipment, building material, or scrap metal, glass, paper, rubber, or other waste material, except items stored entirely within a completely enclosed building.
- **Junk Yard:** An outdoor area where junk, waste, used, or secondhand materials are stored, bought, sold, exchanged, dismantled, baled, packed, or otherwise handled, including but not limited to scrap metals, paper, rags, rubber, tires, bottles, or vehicle parts. A junk yard includes automobile wrecking or salvage yards but does not include uses conducted entirely within a fully enclosed building.

### K

- **Kennel, Private:** A non-commercial use where more than three (3) household pets are kept, bred, boarded, or trained on a residential property, not for sale or profit.

### L

- **Land Use:** The purpose for which land, or a building thereon, is designed, arranged, or intended to be occupied or used, or for which it is occupied, maintained, rented, or leased.
- **Landscaping:** The treatment of land with live plant materials such as grass, ground cover, trees, shrubs, and vines, which may be combined with decorative non-living materials such as woodchips, crushed stone, mulch, or boulders. Structural features such as fountains, pools, statues, and benches may also be considered part of landscaping when provided in combination with live plant material. Artificial plant materials do not count toward required landscaping.
- **Laundromat:** A facility providing self-service washing and drying machines for public use. This definition does not include dry-cleaning counters nor dry cleaning plants.
- **Library:** A public or private facility offering books, media, and reference materials for loan, research, study, or community programming.
- **Liquor Store:** A retail establishment in which the primary business is the sale of alcohol beverages, such as beer, wine, spirits, in sealed containers for offsite consumption. Incidental sales of snacks, lottery tickets, tobacco, or similar goods is permitted. A liquor store does not include a bar, lunge, restaurant, brewpub, or micro-brewery where alcohol beverages are primarily consumed on the premises.

## 155.205 Definitions (A-Z)

---

### L

- **Live-Work Unit:** A building or portion thereof that combines a dwelling unit with low-intensity business, office, or studio space, occupied and operated by the same household.
- **Loading Space:** An off-street space on the same lot with a building or group of buildings, for temporary parking of a commercial vehicle while loading or unloading merchandise or materials and having direct and unobstructed access to a public street or alley.
- **Lot:** A parcel of land consisting of one or more lots of record occupied or intended to be occupied by a principal building or use and any accessory buildings or by any other use or activity permitted thereon and including the open spaces and yards required under this chapter, and having its frontage upon a public street or road either dedicated to the public or designated on a recorded subdivision.
- **Lot, Corner:** A lot where the interior angle of two adjacent sides at the intersection of two streets is less than 135 degrees. A lot abutting upon a curved street or streets shall be considered a corner lot for the purposes of this chapter if the arc is of less radius than 150 feet and the tangents to the curve, at the two points where the lot lines meet the curve or the straight street line extended, form an interior angle of less than 135 degrees.
- **Lot Coverage:** The percentage of lot area occupied by buildings and covered structures, including accessory buildings, measured at grade from exterior walls.
- **Lot Depth:** The average horizontal distance between the front and rear lot lines.
- **Lot, Double Frontage (Through Lot):** A lot other than a corner lot that has a frontage on two generally parallel streets. Both street frontages are considered front lot lines, and front yard shall be provided along each.
- **Lot Line:** Any boundary line of a Lot, separating the Lot from another Lot, street, alley, right-of-way, or other public or private property.
- **Lot Line, Front:** The boundary abutting a street or right-of-way, typically the side with the principal entrance.
- **Lot Line, Rear:** The boundary most distant and opposite from the front lot line.
- **Lot Line, Side:** Any boundary line not a front or rear lot line.
- **Lot of Record:** A lot, the dimension and configuration of which are shown on a map recorded in the office of the register of deeds for the county, or a lot or parcel described by metes and bounds, the accuracy of which is attested to by a professional engineer or land surveyor (so registered and licensed in the state) and likewise so recorded and on a file with the county.
- **Lot Width:** The horizontal distance between side lot lines, measured at the required front setback line.

## 155.205 Definitions (A-Z)

---

### M

- **Main Use:** The principal use to which the premises are devoted and the principal purpose for which the premises exist.
- **Major Thoroughfare:** An arterial street intended to serve as a large volume trafficway for both the immediate area and the region beyond, and may be designated as a major thoroughfare, parkway, or equivalent term to identify streets comprising the basic structure of the street plan. Any street with a width, existing or proposed, of 120 feet or greater shall be considered a major thoroughfare.
- **Manufactured Housing Community:** A residential development designed and zoned for the placement of multiple manufactured units or homes, including necessary infrastructure such as roads, utilities, and common areas.
- **Manufactured Housing Unit:** A factory-built dwelling constructed in accordance with the federal HUD code (post-1976), transportable on permanent chassis, and intended for long-term residential use.
- **Manufacturing:** Premises available for the creation, assemblage, and repair of artifacts, using table-mounted electrical machinery or artisanal equipment, and including their retail sale.
- **Marginal Access Drive:** A service roadway parallel to a major thoroughfare intended to provide access to abutting properties and protection from through traffic.
- **Marijuana:** All parts of the Cannabis plant, its seeds, resin, and any derivative, mixture, or product, including marijuana, concentrates, and infused products, but excluding industrial hemp with lawful THC limits. Related uses include cultivation (growing), processing (manufacturing), testing facilities (laboratories), retail/dispensaries (sales to consumers), consumption lounges (on-site use), and transportation and distribution (commercial transfer).
- **Marijuana Establishment:** “Marijuana establishment” has the same meaning as in the Michigan Regulation and Taxation of Marihuana Act (MRTMA), Initiated Law 1 of 2018, as amended, and includes a marijuana grower, processor, microbusiness, retailer, safety compliance facility, secure transporter, or any other marijuana-related business licensed by the Cannabis Regulatory Agency.
- **Massage Establishment:** An establishment in which a licensed or certified massage therapist provides such services in compliance with this chapter. This does not include establishments providing services performed by a licensed physician, chiropractor, osteopath, nurse, or other medical professional; martial arts or organized athletic activities; hospitals, nursing homes, or medical clinics; or barbershops or beauty parlors offering massages to the scalp, face, neck, or shoulders only.
- **Master Plan:** The Comprehensive Plan, including graphic and written proposals indicating the general location for streets, parks, schools, public buildings, and all physical development of the city, including any part, amendment, or unit thereof.

## 155.205 Definitions (A-Z)

---

### M

- **Mezzanine:** An intermediate or fractional story between the floor and ceiling of a main story, occupying not more than one-third of the floor area of such main story.
- **Mixed Use Building:** A building that contains two or more distinct use categories (such as residential, office, retail, service, or civic) in vertical or horizontal combination within the same structure. For purposes of Article IV, any building meeting this definition is classified as a Mixed-Use Building.
- **Mobile Food Court or Park:** A site or lot designed and approved for two or more mobile food vendors operating in a shared location, which may include common seating areas, restrooms, utilities, and accessory amenities for patrons.
- **Mobile Food Vendor:** A business that prepares and sells food or beverages from a movable vehicle, trailer, or cart that is temporarily parked or operated on public or private property, including food trucks and pushcarts.
- **Mobile Home:** A dwelling constructed prior to the HUD Code (pre-1976), which is built on a chassis and with or without a permanent foundation when connected to required utilities. Excludes travel trailers, modular homes, recreational vehicles, converted buses, and other temporary structure.
- **Mobile Home Park:** A tract of land subdivided into lots for the placement of multiple mobile homes, with streets, utilities, and any common facilities necessary for residential use.
- **Modular Home:** A factory-built dwelling constructed in sections according to local and state building codes, transported to the site, and assembled on a permanent foundation for long-term residential use; distinct from manufactured homes and mobile homes.
- **Monument (Ground) Sign:** A freestanding sign in which the sign face is attached to a solid base or pedestal that is in continuous contact with the ground, and where the distance between the bottom of the sign face and the grade does not exceed 6 feet including base, as specified in 155.509.
- **Motel:** A building, part of a building, or group of buildings containing ten (10) or more dwelling units with twenty-five percent (25%) or more having exterior entrances, primarily used for transient occupancy by the public. It is not a multiple-family dwelling, transient housing facility, or rooming house.
- **Multiplex:** A building with three to four dwelling units, designed to resemble a large house.
- **Mural:** A work of graphic art or painting applied directly to, or mounted on, an exterior building wall surface, intended primarily for aesthetic or placemaking purposes. A Mural is not a Wall Sign unless it meets the definition of Sign by primarily identifying, advertising, or directing attention to a business, product, service, or activity.
- **Museum:** A building or structure, open to the public, used for collection, preservation, exhibition, and interpretation of objects of historical, cultural, scientific, or artistic value. May include accessory uses such as classrooms, auditoriums, gift shops, and cafés, provided they are incidental to the primary museum purpose.

## 155.205 Definitions (A-Z)

---

### N

- **Nameplate Sign:** A small wall-mounted sign identifying the name, address, and/or profession of the occupant of a dwelling or non-residential space, with a maximum sign area as specified in §155.508.
- **Nightclub:** An establishment, excluding an “adult business activity,” where live entertainment is provided (including dances, comedy, theater, or music) and alcoholic beverages are consumed on premises.
- **Nonconforming Building:** A building or portion thereof existing at the effective date of this chapter or amendments, that does not conform to the provisions relative to height, bulk, area, or yards for the district in which it is located.
- **Nonconforming Lot:** A lot lawfully exists at the effective date of this chapter, or amendments thereto, which does not conform to lot size, width, or other district regulations.
- **Nonconforming Use:** A use lawfully occupying a building or land at the effective date of this chapter, or amendments thereto, which does not conform to the use regulations of the district.
- **Nuisance:** Any condition, activity, or use of land, buildings, or premises which is dangerous to human life, detrimental to health, offensive to the senses, or obstructs the reasonable use of property. Includes noise, odor, vibration, pollution, overcrowding, inadequate sanitation, stagnant water, vermin, or accumulations of debris, vehicles, machinery, or other waste that endanger or annoy the public.
- **Nursery, Plant Material:** A space, building, or structure, or combination thereof, for the storage of live trees, shrubs, or plants offered for wholesale or retail sale on the premises, including gardening or landscaping products. Excluding the sale of fruits, vegetables, or Christmas trees.
- **Nursing Home:** Facilities that provide care, including both intermediate care facilities and skilled nursing facilities where any of the persons are incapable of self-preservation.

### O

- **Occupied:** Any building or structure that is used or intended for use for a permitted purpose, or any land that is actively used for its permitted purpose.
- **Office:** A building or portion of a building used for administrative, professional, or clerical services, including government, medical, and business offices.
- **Off-Premises Sign.** A sign that advertises or directs attention to a business, product, service, activity, or event **not located on the same lot or parcel** as the sign.
- **Ordinance:** A law, regulation, or rule adopted by the City Council to govern land use, zoning, building, and other municipal matters.

## 155.205 Definitions (A-Z)

---

### O

- **Outdoor Sales, Temporary:** Temporary display and sales of merchandise sold by the owner or operator of principal use
- **Outdoor Storage:** The keeping of goods, materials, equipment, or vehicles outside a building for more than 24 hours. Includes self-storage, storage yards, lumber yards, or equipment storage.
- **Overlay District:** A zoning district applied over one or more base districts to establish additional standards or requirements that supplement or modify the underlying zoning.

### P

- **Park:** A parcel of land, building, or structure used for recreational purposes, including playgrounds, sports fields, courts, beaches, trails, picnic areas, and leisure activities.
- **Parking:** The temporary placement of operable motor vehicles with valid registration, excluding loading/unloading or long-term storage.
- **Parking Lane:** A vehicular lane designated and used for parking motor vehicles.
- **Parking Space:** An area exclusive of drives, aisles, or entrances, fully accessible for vehicle storage or parking and meeting chapter requirements.
- **Parking Structure:** A building containing one or more stories of vehicular parking above or below grade.
- **Pawnshop:** A shop that lends money in exchange for valuable personal property as security, including resale of repossessed items.
- **Person:** An individual, corporation, partnership, association, or similar entity.
- **Pet Grooming / Boarding Facility:** An establishment for the temporary boarding and care of domestic animals. Facilities may provide related services (e.g., grooming or training), but animals cannot be bred or sold.
- **Planned Unit Development (PUD):** A tract of land developed under single ownership or management as a separate neighborhood or community unit, based on an approved site plan allowing flexibility beyond normal zoning requirements. May include residential, commercial, and industrial uses. (See Article VI, PUD Overlay; Figure II-22: Density bonus example.)

## 155.205 Definitions (A-Z)

---

### P

- **Planning Commission:** The body appointed by the City Council to exercise planning and zoning authority under the Michigan Planning Enabling Act and local ordinances, including but not limited to preparation of the master plan, review of development proposals, special land uses, zoning amendments, and providing recommendations to the City Council.
- **Plaza:** A publicly or privately owned open space or courtyard, designed for pedestrian use, often located adjacent to commercial or mixed-use developments.
- **Porch:** A covered or uncovered entrance or roofed structure projecting from the exterior wall(s) of a principal building.
- **Porch, Enclosed:** A porch or similar structure fully enclosed with walls, windows, or screens, attached to a principal building.
- **Power Plant:** A facility for the generation of electricity or energy for commercial or municipal distribution.
- **Principal Use:** The main use to which the premises are devoted and the main purpose for which the premises exist.
- **Private Club:** An association organized for a common purpose or activity, non-commercial in nature, with membership requirements and governance rules.
- **Projecting (Blade) Sign:** A sign attached to a building wall and projecting more than twelve (12) inches from the wall, typically perpendicular to the façade so that the sign face is visible from both directions along the sidewalk.
- **Public Art:** Artwork of any medium – such as sculptures, installations, murals, or performance – commissioned for public spaces, intended to enhance the cultural or aesthetic environment.
- **Public Safety Facility:** Facilities operated by a governmental or public agency providing essential safety, health, or welfare services to the community, including but not limited to fire stations, police stations, emergency medical facilities, and similar uses.
- **Public Service Establishment:** A business that provides services directly to individual consumers, typically involving personal grooming, wellness, or small-scale household needs, and that does not primarily involve the sale of goods. Examples include barber shops, beauty salons, nail salons, spas, massage establishments, tailoring, shoe repair, and similar establishments. Exclusions: medical or dental offices, animal care facilities, adult regulated uses, and larger institutional health or fitness facilities (see Health and Fitness Facility).
- **Public Utility:** A person, firm, or corporation authorized to furnish services such as gas, electricity, water, sewage, communication, or transportation to the public.

## 155.205 Definitions (A-Z)

---

### R

- **Railroad:** Land, tracks, structures, and facilities used for the movement of freight or passengers by rail.
- **Recreation, Indoor:** Indoor commercial or private recreational uses, including bowling alleys, basketball courts, tennis facilities, and skating rinks; excludes firearms ranges.
- **Recreation, Outdoor:** Outdoor recreational uses, including parks, playgrounds, golf courses, swimming pools, or athletic fields.
- **Recreation Vehicle:** A vehicle designed for temporary human habitation, mounted on a chassis, self-propelled or towable.
- **Religious Institution:** A facility used for religious worship, instruction, or fellowship, including sanctuaries, temples, mosques, synagogues, and related accessory use incidental to the primary religious purpose.
- **Research And Development (R&D):** A facility where scientific, industrial, or technological research and experimentation occurs.
- **Restaurant:** An establishment where food and beverages are prepared and served to customers for consumption on or off premises, including full-service, limited service, and bar components, Restaurants may include indoor dining, carry out, and accessory outdoor seating areas.
  - **Full-Service (Sit-Down) Restaurant:** A restaurant where food and beverages are served to customers at tables by waitstaff, and payment is made after the meal.
  - **Fast Food or Limited-Service Restaurant:** An establishment where customers order and pay before eating, typically offering quick service, disposable containers, and operational seating, Drive-through or walk-up windows may be included.
  - **Bar/ Lounge (as Accessory Use):** A portion of a restaurant primarily devoted to the sale and onsite consumption of alcoholic beverages, which may include entertainment, provided such use is subordinate to the principal food service operation.
- **Retail Center:** A development with multiple retail stores and/or service establishments designed and managed as a unified shopping complex.
- **Retail Sales Establishment:** A business that sells goods or consumer services directly to the public for off-site use or consumption. Typical examples include shops such as clothing, shoes, books, electronics, pharmacies, florists, hardware stores, and small specialty food shops. This use does **not** include auto-oriented uses, bars or nightclubs, drive-through restaurants, adult regulated uses, or large-format wholesale/warehouse clubs.

## 155.205 Definitions (A-Z)

---

### R

- **Retail Store:** A building or portion of a building used to sell goods or merchandise directly to consumers.
- **Retaining Wall:** A structure designed to hold back soil, prevent erosion, or support sloped areas.
- **Riverfront:** Land abutting a river, including associated floodplains, banks, and adjacent public or restricted areas.
- **Right-Of-Way:** A street, alley, or easement permanently established for passage of persons, vehicles, or utilities.
- **Roll-Off Container.** A temporary, open-top or covered waste container designed to be delivered and removed by a specialized hauling vehicle, commonly used for construction debris, clean-outs, demolition, or restoration activities.

### S

- **Screening:** Fences, walls, landscaping, or berms that shield one property from another.
- **Senior Housing, Independent:** A residential development designed and operated to accommodate persons typically 55 years of age or older, who can live independently or with limited assistance. Senior housing may include age restricted apartments, condominiums, or cottages, and may provide common facilities, services, or amenities. This definition excludes nursing homes, assisted living facilities, or other housing that provides continuous medical or skilled nursing care.
- **Setback:** Minimum horizontal distance between a building/structure and front, side, or rear yard lot lines.
- **Shopfront:** A private frontage conventional for retail use with substantial glazing wherein the facade is aligned close to the frontage line with the building entrance at sidewalk grade.
- **Short-Term Rental:** A lawful residential dwelling or portion thereof (**excluding commercial lodging rooms in motels or hotels**) rented for a period of fewer than 14 consecutive days, including platforms such as Airbnb, VRBO, or similar services.
- **Sidewalk:** The paved portion of the public right-of-way between curb and property line, intended for pedestrian use.
- **Sidewalk (A-Frame) Sign:** A portable, two-sided sign, hinged or connected at the top and resting on the ground when open, intended to be placed on a sidewalk or private walkway directly in front of the business it advertises and brought indoors when the business is closed.
- **Sidewalk Vending:** Peddling, vending, selling, displaying, or offering for sale any goods, wares, merchandise, or other thing of value upon a public sidewalk either traveling or from a fixed location in the City.
- **Sign:** A visual display, including words, symbols, logos, or graphics, designed for or used to identify, advertise, or convey information about a business, individual, organization, event, or activity.
- **Sign, Changeable Copy:** A on which text, letters, numbers, or symbols can be manually or electronically changed periodically without altering the permanent structure, such as reader boards, menu boards, or message center.

## 155.205 Definitions (A-Z)

---

### S

- **Sign, Permanent:** A sign intended to remain in place for an indefinite period, affixed to a building, structure or the ground.
- **Sign, Temporary:** A sign displayed for a limited duration to convey a short-term message, such as events, sales, or construction, and removed promptly after the event or purpose ends.
- **Smoke Lounge:** An establishment that is dedicated, in part or in whole, to selling tobacco and providing an area for the recreational smoking of tobacco products, including, but not limited to, cigar lounges, tobacco bars, and hookah lounges.
- **Soil Erosion:** The removal of topsoil or land surface caused by water, wind, or other natural forces.
- **Solar Energy:** Energy harnessed from sunlight using photovoltaic panels, collectors, or related equipment.
- **Special Land Use:** A use permitted in certain zoning districts requiring a special use permit to address potential nuisance impacts.
- **Stoop:** A small entry platform with steps leading to a building entrance.
- **Story:** The portion of building included between the surface of one finished floor and the surface of the finished floor next above, or, if there is no finished floor above, then the space between the finished floor and the ceiling above. See criteria specified in the definition basement.
- **Storage Facility:** A facility used for the storage of goods, materials, or personal property, including indoor buildings, outdoor areas, and individually leased self-storage units.
- **Story, Half:** An uppermost story under a sloping roof where usable floor area at 4 feet height does not exceed 2/3 of the floor below.
- **Street:** A public thoroughfare affording principal access to abutting property.
- **Street-Oriented Entrance:** A primary entrance facing and directly accessible from a public sidewalk.
- **Structural Alterations:** Changes to supporting members, roof, or exterior walls of a building.
- **Structure:** Anything constructed or erected requiring location on or attachment to the ground.
- **Sustainable:** The ability to maintain an ecological balance and conserve natural resources to support the wellbeing of current and future generations.
- **Sustainability Feature:** A site or building element that reduces environmental impact, such as solar panels, green roofs, or EV charging stations.

## 155.205 Definitions (A-Z)

---

### T

- **Tattoo Parlor:** An establishment offering tattoo services.
- **Temporary Use:** A short-term use such as a seasonal market, construction trailer, or community event.
- **Theater:** A building or portion of a building used for live performances or motion picture screenings.
- **Tower:** A structure taller than it is wide, including communication, observation, or support structures.
- **Transit Center, Station, or Depot:** A facility for passenger pick-up, drop-off, or transfer in a public transportation system including bus terminals, parking lots, and support buildings.
- **Temporary or Recreational Structure:** A dwelling or shelter not intended for permanent occupancy, including campers, travel trailers, recreation vehicles, converted buses, tents or similar structures.
- **Tiny House:** A dwelling unit between 150 and 600 square feet, built on a permanent foundation.
- **Townhouse:** A dwelling unit in a row of attached units, each with its own entrance and typically two or three stories.
- **Transparency:** The percentage of a building facade composed of clear windows and doors between two and ten feet above grade.

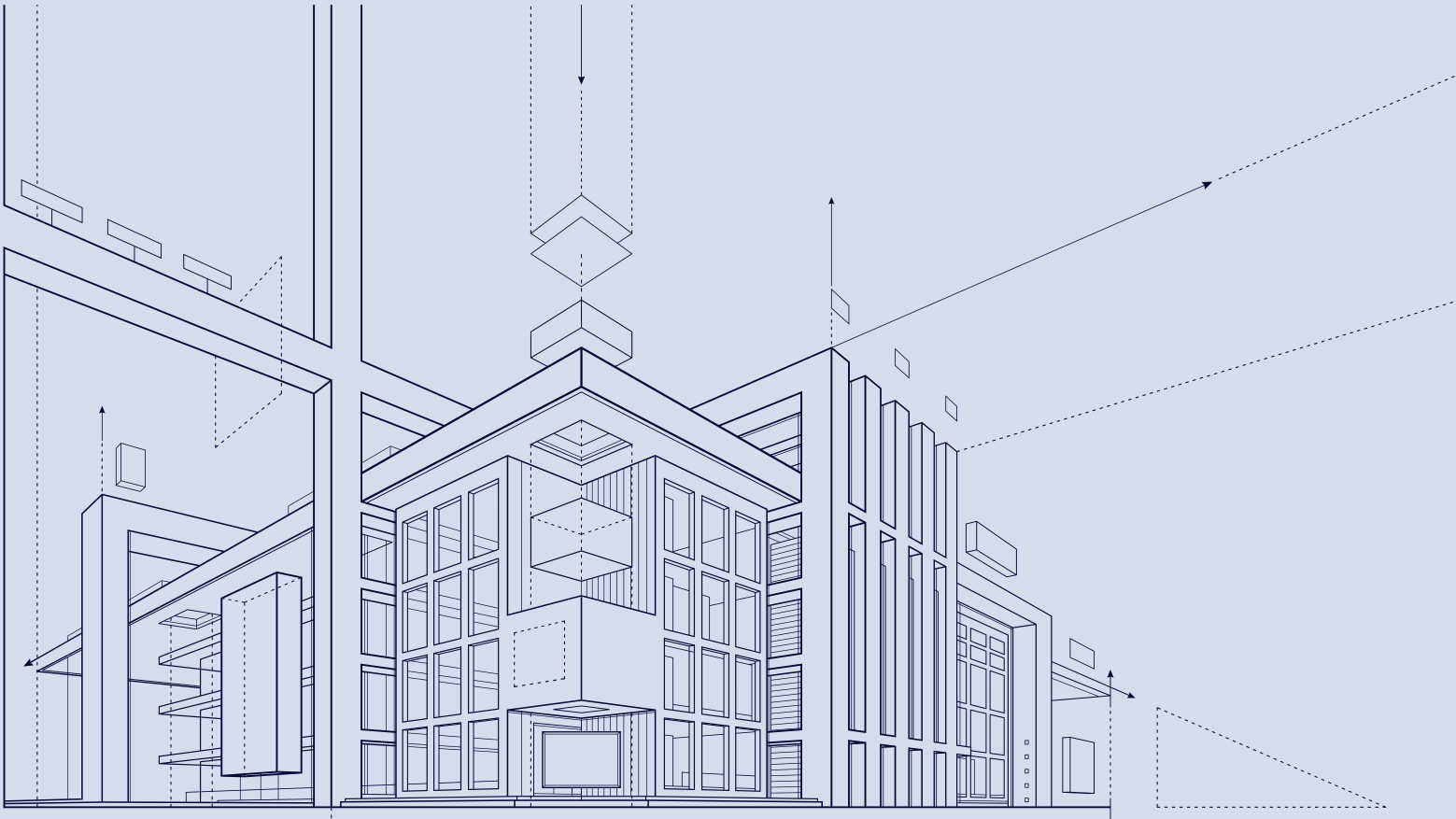
### V-Z

- **Variance:** A modification of zoning provisions granted when strict enforcement would cause undue hardship.
- **Vehicle Wash Establishment:** A building or portion thereof for washing vehicles, including automatic or self-service facilities.
- **Wall Sign:** A sign attached flat against the exterior wall of a building or structure, with the sign face in a plane approximately parallel to the plane of the wall and not projecting more than 12 inches as specified in §155.508.
- **Warehousing & Wholesale** A facility primarily engaged in the storage and wholesale distribution of goods, including associated freight handling and shipping/receiving. This use does not include self-storage, open-air businesses, outdoor storage yards, or outdoor storage as a principal activity.
- **Waste Receptacle Enclosure.** A four-sided, opaque enclosure, including a gate or door where required, designed to screen dumpsters, compactors, and similar waste container systems from view and to contain associated nuisance impacts.
- **Yard:** Open space on the same lot with a main building, unoccupied and unobstructed except as allowed. Includes front, rear, and side yards.
- **Zoning Board of Appeals (ZBA):** The body appointed by the City Council to exercise appeal and variance authority under the Michigan Zoning Enabling Act and this Ordinance.

■ The City of Inkster

# ARTICLE II

## Rules of Measurement



## Article II – Rules of Measurement

---

### 155.206 Purpose & Applicability

**A. Purpose.**

The purpose of this Section is to establish standardized methods for measuring lots, yards, building placement, building height and stories, encroachments, grade, intensity, frontage, and related physical characteristics regulated by this Ordinance.

**B. Applicability.**

Unless otherwise expressly stated, all numerical standards and dimensional references in this Ordinance shall be interpreted and applied in accordance with the rules of measurement in §155.207 through 155.213.

**C. Use of Illustrations.**

Diagrams, figures, cross-sections, and other illustrations included in this Article are provided to clarify how measurements are to be taken and shall be applied consistent with §155.105 (Regulatory Status of Illustrations).

**D. Rounding.**

Where calculations result in a fractional number, the Planning and Community Development Director (PCD) or Zoning Administrator (ZA) may round to the nearest whole number, tenth of a foot, or tenth of a percent, as appropriate to the standard being applied, provided that such rounding does not result in a material relaxation of a minimum or maximum standard.

### 155.207 Lot & Site Measurements

**A. Lot Area.** Lot area shall mean the total horizontal land area within the lot lines of a zoning lot, expressed in square feet or acres, excluding any public rights-of-way.

**B. Lot Coverage.** Lot coverage shall mean the percentage of lot area occupied by principal and accessory buildings and covered structures, measured at grade from exterior walls, and including attached garages and covered entries. Uncovered decks, stoops, and patios shall not be counted as lot coverage unless otherwise specified by this Ordinance.

**C. Lot Depth.** Lot depth shall mean the average horizontal distance between the Front Lot Line and the Rear Lot Line. On irregular lots, depth shall be measured by averaging the distances from the midpoint of the Front Lot Line to the midpoint of the Rear Lot Line at each change in direction, or as otherwise depicted in the applicable “Lot & Site Measurements” figure.

**D. Lot Width.**

1. Lot width shall be measured along the Front Lot Line.
2. Where a minimum Front Setback or Build-To Zone (BTZ) is required, lot width shall be measured at the required Front Setback Line or along the front edge of the BTZ, as shown in the applicable diagrams.
3. For cul-de-sac or curved frontages, lot width shall be measured along a line that is chordal to the curve at the required Front Setback Line or BTZ depth.

# Article II – Rules of Measurement

## E. Lot Types.

For purposes of applying district and form standards, lots are classified as follows:

1. **Interior Lot.** A lot bounded by other lots on both Side Lot Lines and having frontage on only one (1) street.
2. **Corner Lot.** A lot located at the intersection of two (2) streets, having frontage on both, with each frontage considered a Front Lot Line. The primary frontage is along the street of address, as designated in accordance with Article III.
3. **Double-Frontage (Through) Lot.** A lot, other than a corner lot, that has frontage on two (2) generally parallel streets.

## F. Yards.

1. **Front Yard.** A yard extending across the full width of the lot between the Front Lot Line and the closest point of any building or structure on the lot, excluding permitted Encroachments. Corner and Double-Frontage Lots have more than one Front Yard.
2. **Street Side Yard.** On a Corner Lot, a yard extending from the secondary street lot line to the closest point of any building or structure, between the Front and Rear Yards along the street side.
3. **Interior Side Yard.** A yard extending from an interior Side Lot Line to the closest point of any building or structure, between the Front and Rear Yards.
4. **Rear Yard.** A yard extending across the full width of the lot between the Rear Lot Line and the closest point of any building or structure.
5. **Rear Alley Yard.** On lots abutting an alley, the yard between the rear building line and the alley right-of-way or easement, measured from the Rear Lot Line.

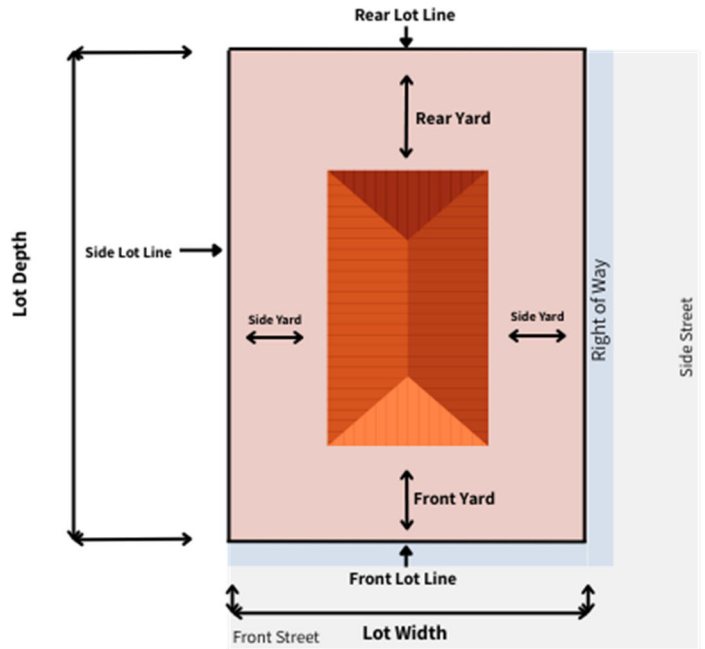


Figure: Lot & Site Measurements

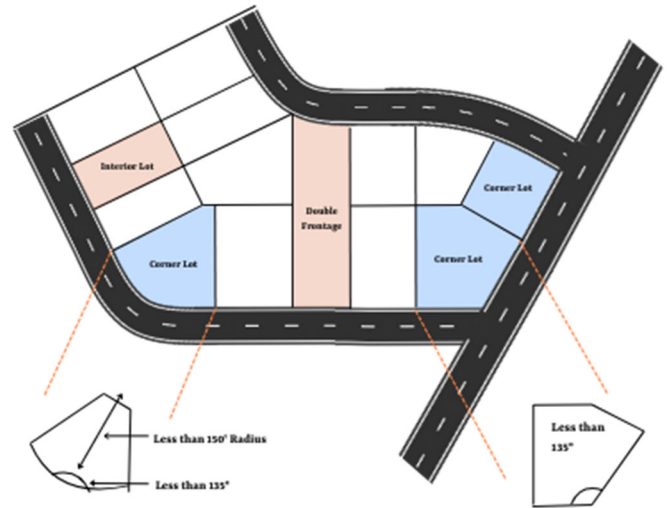


Figure: Lot Types, Corner, Double Frontage, Interior

# Article II – Rules of Measurement

## 155.208 Building Placement, Setbacks, & Build-To Zones

### A. Setback.

1. Setback shall mean the minimum required horizontal distance between a Lot Line and the closest point of any building or structure, measured perpendicular to the Lot Line.
2. Setbacks shall be measured from the applicable Lot Line to the nearest vertical plane of the building facade or any part thereof, excluding permitted Encroachments as provided in §155.211.
3. Where an alley abuts the Rear Lot Line, the Rear Setback may be measured from the centerline of the alley where expressly permitted by the district standards.

### B. Build-To Zone (BTZ).

1. The Build-To Zone (BTZ) is a range of distances from the Front Lot Line within which the front facade of a principal building shall be located, as specified in the applicable district regulations and district sheets.
2. The BTZ is measured horizontally from the Front Lot Line toward the interior of the lot, between the minimum and maximum depths specified for that district (for example, zero to ten (0–10) feet).
3. On Corner Lots, primary and secondary frontages shall be designated in accordance with Article III. Unless otherwise stated, the BTZ requirement applies to the primary frontage.

### C. Relationship Between Setbacks and BTZ.

1. Where both a required Front Setback and a BTZ apply, the BTZ shall govern the placement of the primary building facade along the applicable frontage.
2. The BTZ shall supersede any conflicting minimum Front Yard Setback requirement on designated A-Frontages and other frontages where a BTZ is specified by the district standards.
3. Side and Rear Setbacks remain applicable unless expressly modified by the district standards or an approved Administrative Warrant under Article VII.

### D. Frontage Buildout.

1. Frontage buildout shall mean the percentage of the lot's primary street frontage width that is occupied by the front facade of principal buildings located within the BTZ.
2. Frontage buildout shall be expressed as a percentage. It is determined by dividing the total length of principal building facades located within the BTZ along the primary frontage line by the total width of the lot along that same primary frontage line and then multiplying the result by one hundred (100).
3. Where multiple principal buildings are located on a lot, the combined length of all front facades within the BTZ shall be used in the calculation.

### E. Front Yard Setback Averaging.

Where fifty percent (50%) or more of the lots on the same block face, within the same zoning district, have been previously built upon with a principal building, as determined by the PCD or ZA, the required front setback shall be within plus or minus five (5) feet of a building line established by averaging the front-yard depths of the five (5) adjacent improved lots in each direction, to the extent such lots exist, within the same zoning district, excluding the greatest and least distances; distances shall be measured from the front edge of the house, attached garage, or covered front porch. Application of this standard may result in a front yard setback less than the minimum otherwise required.

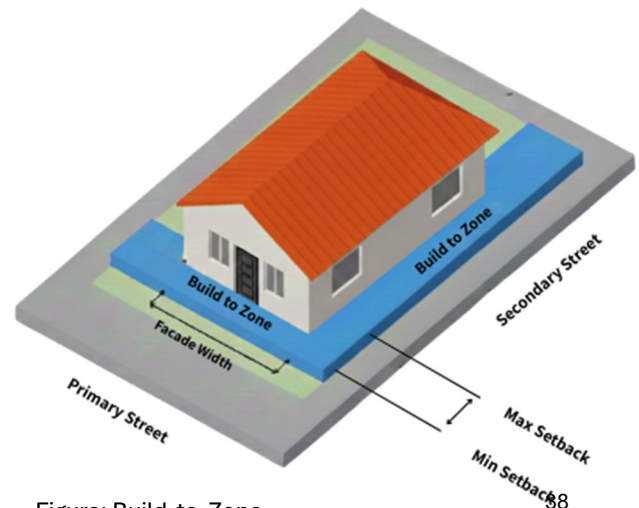


Figure: Build-to-Zone

# Article II – Rules of Measurement

## 155.209 Building Height & Stories

### A. Building Height in Feet.

1. Building height in feet shall be measured as the vertical distance from the average Finished Grade along the front facade of the building to:
  - a. the highest point of the coping of a flat roof;
  - b. the deck line of a mansard roof; or
  - c. the midpoint between the eaves and the ridge of a gable, hip, or gambrel roof.
2. Where a building fronts on more than one (1) street, the ZA shall determine the appropriate front facade for purposes of measuring height, generally favoring the primary frontage.

### B. Average Finished Grade.

Average Finished Grade for purposes of height measurement shall mean the average of the finished ground elevations measured at every major change in building plane along the front facade, or at intervals not exceeding ten (10) feet, whichever is less, as further illustrated in the Article II figures.

### C. Basement, Story Above Grade, and Cellar.

1. A **Basement** is a Story partly below and partly above grade, where less than fifty percent (50%) of its height, measured from floor to ceiling, is below average Finished Grade along the exterior walls.
2. A **Story above grade** is any Story where fifty percent (50%) or more of its height, measured from floor to ceiling, is above average Finished Grade along the exterior walls of that Story.
3. A **Cellar** is wholly or substantially below grade, where fifty percent (50%) or more of its height is below average Finished Grade and which is not considered a Story for purposes of height or density.
4. Basements and Cellars shall not be counted as Stories above grade for purposes of applying maximum Story limits in this Ordinance.

### D. Stories.

1. **Story** means that portion of a building included between the surface of any floor and the surface of the floor next above it, or, if there is no floor above, the space between the floor and the ceiling or roof above.
2. For applying maximum Story limits, a Story exceeding fourteen (14) feet in height from finished floor to finished floor shall be counted as one (1) Story for each fourteen (14) feet of height, or fraction thereof, unless otherwise provided in the district standards.
3. In non-residential or mixed-use buildings, the ground-floor Story height shall be not less than eleven (11) feet and not more than twenty-five (25) feet, measured from finished floor to finished floor, except where otherwise specified in Article III or Article V.
4. Mechanical penthouses, rooftop access enclosures, and similar appurtenances that do not contain habitable space and occupy no more than ten percent (10%) of the roof area shall not be counted as an additional Story but shall be subject to applicable height limits in feet.

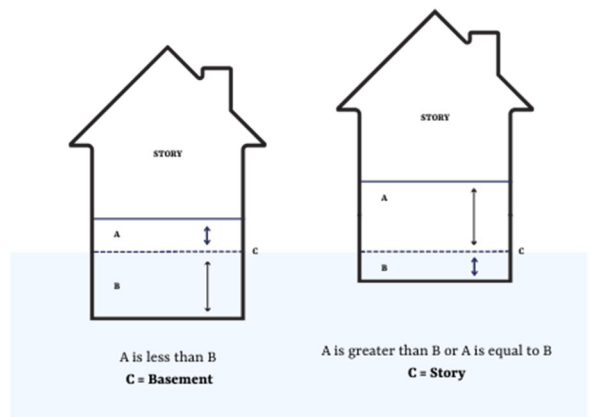


Figure: Basement

# Article II – Rules of Measurement

### E. Exemptions and Modifications.

Chimneys, parapet walls not exceeding four (4) feet in height, rooftop solar energy systems, and similar architectural features may exceed the maximum height in feet otherwise permitted by this Ordinance where expressly allowed by the district standards. Any further modification of height or Story standards shall require approval in accordance with Article VII.

## 155.210 Encroachment into Yards & Build-To Zones

### A. General Rule.

No building or structure shall extend into a required Yard or the BTZ except as expressly permitted by this Section, the district standards in Article III, or the frontage standards in Article V.

### B. Minor Facade Elements.

1. Minor facade elements, such as belt courses, pilasters, trim, cornices, eaves, gutters, and similar architectural features, may encroach up to two (2) feet into a required Yard or BTZ, provided they do not encroach into a public right-of-way and comply with applicable building and fire codes.
2. Minor facade elements shall not be used to increase usable interior floor area.

### C. Major Facade Elements and Frontage Types.

1. Major facade elements associated with permitted frontage types—including bay windows, balconies, stoops, porches, shopfronts, arcades, galleries, forecourts, and similar features—may encroach into required Yards or the BTZ in accordance with the standards of Article V and the applicable district standards.
2. Where a major facade element projects toward a public sidewalk, a minimum clear, unobstructed sidewalk width of five (5) feet shall be maintained, unless a greater width is required by other codes or standards.

3. Awnings and canopies may project over a public sidewalk within the right-of-way where permitted by City Code and encroachment agreements, provided they maintain necessary height clearance and do not interfere with public safety or accessibility.

### D. Prohibited Encroachments.

1. Mechanical equipment, utility boxes, above-ground utility cabinets, and similar service elements shall not encroach into required Yards or BTZs along A-Frontages and other designated frontages and shall be located behind the primary building facade or fully screened in accordance with Article V.
2. No Encroachment shall obstruct required sight triangles at intersections or driveways, interfere with required access for emergency services, or pose a hazard to pedestrian or vehicular traffic.

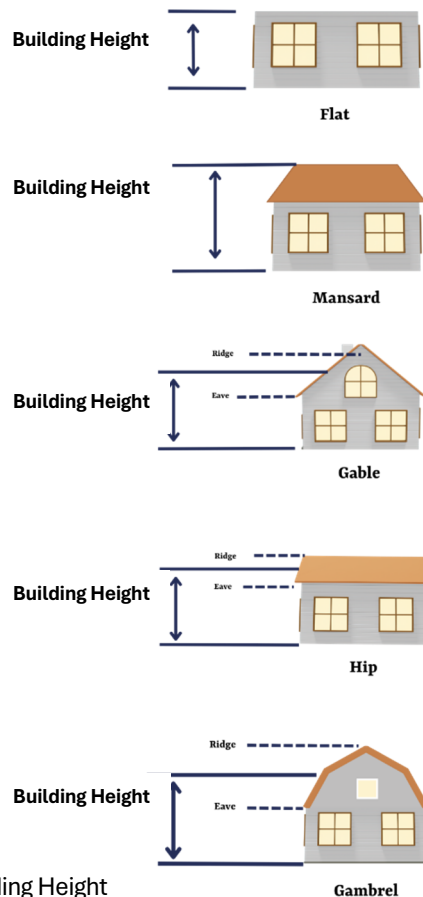


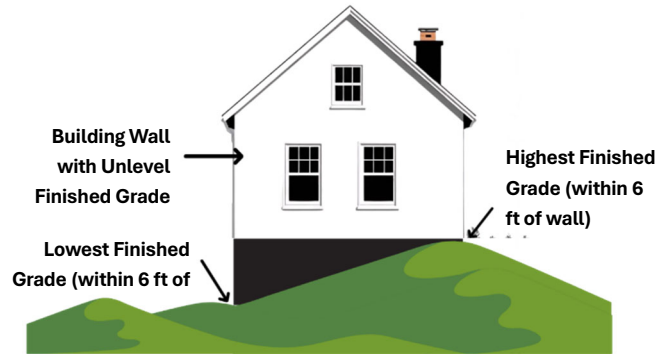
Figure: Building Height

# Article II – Rules of Measurement

## 155.211 Grade

### A. Grade, Average.

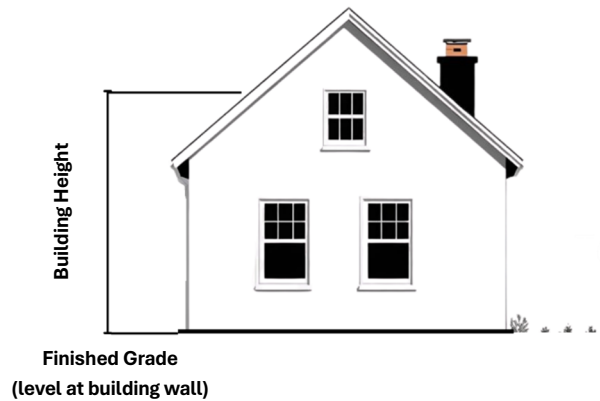
Unless otherwise specified, **average grade** shall mean the average of the highest and lowest finished ground elevations along each exterior wall of the building or structure, measured within six (6) feet of the wall. Average grade is used for purposes of measuring building height, determining whether a Story is above or below grade, and applying other height-related standards in this Ordinance, except where a different method is expressly provided elsewhere in this Ordinance.



**Average Grade at Wall** = (Highest Finished Grade + Lowest Finished Grade) ÷ 2. Employ average grade for any building wall with unlevel or sloping finished grade.

### B. Grade, Finished.

**Finished grade** shall mean the final ground elevation, including paving, adjacent to a building or structure after completion of all site grading and development, as shown on an approved grading plan or as-built survey.



**Finished Grade = Average Grade where level**

On a lot where the finished grade is level along the exterior building wall, building height is measured vertically from the finished grade at the wall to the top of the roof (or other reference point specified in this Ordinance). Because the finished grade is level, it also functions as the average grade for height measurement, consistent with 155.212 (GRADE, AVERAGE) and 155.207 (Rules of Measurement).

### C. Grade, Natural.

**Natural grade** shall mean the elevation of the ground surface in its natural state before any grading, excavation, or filling, as shown on pre-development topographic surveys or other reliable records. Where necessary to prevent circumvention of height limits or retaining wall standards, the ZA may require the use of Natural Grade as the reference point for calculating height.

### D. Use of Grade for Structures Other Than Buildings.

For fences, walls, and similar structures, height shall be measured from the finished grade at the base of the structure on the side from which height is being measured, unless the applicable standards require use of Natural Grade.

## Article II – Rules of Measurement

---

### 155.212 Intensity, Frontage, Transparency, & Typology Measurements

#### A. Floor Area Ratio (FAR).

Floor Area Ratio (FAR) shall mean the ratio of the total Gross Floor Area of all principal and accessory buildings on a lot to the total lot area.

1. For purposes of FAR calculations:

- a. Gross Floor Area includes all floors of a building measured from exterior walls, including interior halls and stairwells; and
- b. Gross Floor Area excludes:
  - (i) below-grade Stories and below-grade parking;
  - (ii) unenclosed porches, stoops, arcades, galleries, and balconies; and
  - (iii) rooftop mechanical penthouses and similar non-habitable structures.

2. Calculation: FAR shall be expressed as a number. It is determined by dividing the total Gross Floor Area of all principal and accessory buildings on the lot, as defined in this Subsection, by the total area of the lot.

#### B. Facade Transparency.

1. Facade transparency shall mean the percentage of a specified portion of a building facade that consists of clear, view-through windows and doors.
2. Transparency shall be measured within the vertical zone specified by the applicable standard (for example, between two (2) feet and ten (10) feet above the sidewalk grade along the primary frontage).
3. Facade transparency shall be expressed as a percentage. It is determined by dividing the total area of qualifying transparent glazing within the required measurement zone by the total area of the facade within that same measurement zone and then multiplying the result by one hundred (100).
4. For purposes of this calculation, **transparent glazing** means clear or lightly tinted glass that permits views of interior spaces or display areas. Spandrel glass, heavily tinted or mirrored glass, solid doors, and panels behind glass shall not be counted as transparent.

#### C. Frontage Buildout (Cross-Reference).

Frontage buildout shall be measured and calculated in accordance with §155.209(D).

#### D. Impervious Coverage.

Impervious coverage shall mean the percentage of lot area covered by surfaces that prevent or significantly impede the infiltration of stormwater into the ground, including but not limited to buildings, covered structures, pavement, concrete, asphalt, compacted gravel, and other hardscape, as further defined and regulated in Article V.

## Article II – Rules of Measurement

---

### E. Frontage Line (Front Lot Line).

1. **Frontage Line** means the Front Lot Line along a public or private street to which the building's principal facade is oriented.
2. On lots with multiple street frontages, the ZA shall designate a primary Frontage Line and one (1) or more secondary Frontage Lines, taking into account building orientation, address, and the predominant pattern on the block.
3. The application of BTZ, frontage types, and facade transparency standards shall be based on the primary and secondary Frontage Lines as specified in the applicable district standards and frontage regulations.

### F. Housing Types.

For purposes of applying the residential use and form standards of this Ordinance, the following housing types are established:

1. **Single-Household Dwelling.** A detached building containing one (1) dwelling unit designed and used as a residence for one (1) household.
2. **Accessory Dwelling Unit (ADU).** A self-contained dwelling unit that is subordinate to and located on the same lot as a principal Single-Household Dwelling and that provides complete independent living facilities for one (1) household, including cooking, sleeping, and sanitation, in accordance with Article III.
3. **Duplex.** A building on a single lot containing two (2) dwelling units, each with a separate entrance, arranged either side-by-side or stacked vertically.
4. **Townhouse or Rowhouse.** A building containing three (3) or more dwelling units attached side-by-side in a row, each on its own lot or on a common lot with individual entries, extending from foundation to roof and with no dwelling units above or below another.
5. **Multi-Unit Building.** A building containing three (3) or more dwelling units where units may be stacked vertically and/or arranged side-by-side, served by common entries, hallways, or corridors.
6. **Tiny House.** A detached dwelling unit with a floor area not exceeding the maximum allowed by this Ordinance for Tiny Houses and meeting all applicable building code standards, typically located on a small lot or within a Tiny House cluster development.

### G. Frontage and Form Types.

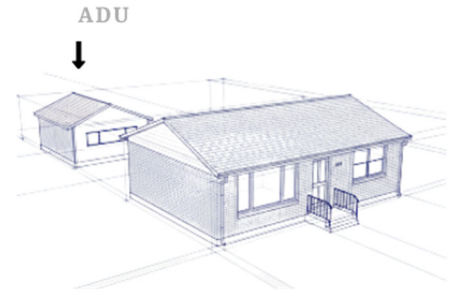
For purposes of applying frontage standards in Article V and the district standards in Article III, the following frontage and form types are established:

1. **Porch.** A roofed, ground-level platform projecting from the front facade of a building, open on at least two (2) sides and providing a semiprivate outdoor space oriented to the street.
2. **Stoop.** A small, elevated entry platform with steps, providing access to a raised building entrance, typically with limited depth and width.
3. **Shopfront.** A ground-floor facade that is predominantly transparent along the street frontage, with large display windows, a primary entrance facing the street, and a weather-protection element such as an awning, canopy, or recessed entry.
4. **Arcade or Gallery.** A covered passage or walkway along the front of a building, open to the street on one (1) side and supported by columns or piers, providing weather-protected pedestrian space.
5. **Forecourt.** A small open court or plaza located between the building facade and the sidewalk, partially enclosed by building wings or low walls, and used for entry, outdoor seating, or landscaping.

**TABLE: HOUSING TYPES (single household dwelling not shown)**

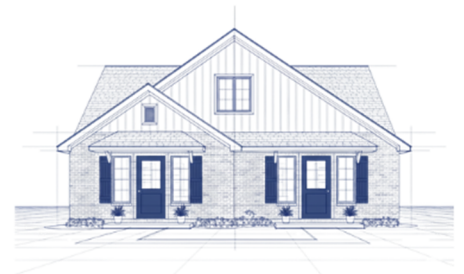
**Accessory Dwelling Unit (ADU)**

<b>Building Location:</b>	Subordinate; rear/side per Article III
<b>Accessory:</b>	Limited to one (1) per lot.
<b>Parking:</b>	If required, per §155.504; none between principal building and street on A-Frontages; alley encouraged.
<b>Structures:</b>	Attached or detached; may be within/accessory to a garage per Article III and §155.411.
<b>Surface:</b>	New hard surface per lot coverage/landscaping and §155.504.



**Duplex**

<b>Building Location:</b>	Principal building; comply w/ Article III & Article V frontage.
<b>Accessory:</b>	Allowed per Article III.
<b>Parking:</b>	Per §155.504; no parking/aisles between building and street on A-Frontages.
<b>Structures:</b>	Garage attached or detached; alley access encouraged.
<b>Surface</b>	New hard surface per lot coverage/landscaping and §155.504.



**Townhouse/Row**

<b>Building Location:</b>	Entrances/frontage per Article III & Article V.
<b>Accessory:</b>	Allowed per Article III.
<b>Parking:</b>	Per §155.504; no parking/aisles between building and street on A-Frontages; rear/alley encouraged.
<b>Structures:</b>	Garage attached or detached; street-facing garages per frontage/garage rules.
<b>Surface</b>	New hard surface per lot coverage/landscaping and §155.504.



**Multi-Household**

<b>Building Location:</b>	Placement/frontage per Article III & Article V.
<b>Accessory:</b>	Shared/service areas allowed; locate/screen per Article V.
<b>Parking:</b>	Per §155.504; no parking/aisles between building and street on A-Frontages.
<b>Structures:</b>	Garage/structure attached or detached where approved; service/loading per Article V.
<b>Surface</b>	New hard surface per lot coverage/landscaping and §155.504.



**Tiny House**

<b>Building Location:</b>	Where permitted; comply w/ Article III setbacks/BTZ and Article V frontage.
<b>Accessory:</b>	Allowed per Article III.
<b>Parking:</b>	Per §155.504; no parking between unit and street on A-Frontages; alley encouraged.
<b>Structures:</b>	Garage attached or detached where permitted.
<b>Surface</b>	New hard surface: per lot coverage/landscaping and §155.504.



**TABLE: FRONTAGE & FORM TYPES**

**Porch**

<b>Building Location</b>	At the primary street-facing entrance; within BTZ/setback where permitted.
<b>Street Interface</b>	Entry faces street; semi-private “front-room” to activate frontage.
<b>Structures</b>	Roofed platform; open on ≥2 sides.
<b>Surface</b>	Landing/steps hard surfaced; yard per landscape/coverage standards.



**Stoop**

<b>Building Location</b>	At primary street-facing entrance; within BTZ/setback where allowed.
<b>Street Interface</b>	Direct entry transition; minimal frontage activation.
<b>Structures</b>	Small raised landing with steps; limited depth/width.
<b>Surface</b>	Landing/steps hard surfaced; yard per landscape/coverage standards.



**Shopfront**

<b>Building Location</b>	Ground-floor street frontage.
<b>Street Interface</b>	High transparency + street-facing entrance; weather protection.
<b>Structures</b>	Display windows; awning/canopy or recessed entry.
<b>Surface</b>	Clear pedestrian zone maintained; entry zone hard surfaced.



**Arcade or Gallery**

<b>Building Location</b>	Along street frontage; aligned to sidewalk/BTZ.
<b>Street Interface</b>	Covered public-facing pedestrian passage.
<b>Structures</b>	Columns/piers support roof; open to street on one side.
<b>Surface</b>	Paved walkway; accessible route maintained.



**Forecourt**

<b>Building Location</b>	Between facade and sidewalk; within BTZ where allowed.
<b>Street Interface</b>	Small plaza for entry/seating/landscape; not vehicle area.
<b>Structures</b>	Defined by building wings/low walls/planters (optional).
<b>Surface</b>	Mostly hard-surface plaza with optional landscaping; accessible route maintained.



## Article II – Rules of Measurement

---

### H. Civic and Sustainability Terms.

The following terms are used in applying civic space, connectivity, and green infrastructure standards in this Ordinance:

1. **Civic Space.** A publicly accessible open space such as a park, plaza, square, green, or similar area designed and improved for civic, recreational, or social use.
  2. **Cross-Block Passage.** A publicly accessible pedestrian way that provides a continuous, at-grade connection between parallel streets or between a street and a Civic Space, generally with a minimum clear width of twelve (12) feet, as further regulated in Article V.
  3. **Green Infrastructure.** Site and landscape features designed to manage stormwater and enhance environmental performance, such as bioswales, rain gardens, permeable pavements, and green roofs, as regulated in Article V.
  4. **EV-Ready Parking.** Parking spaces or facilities designed and constructed with electrical capacity, conduit, and other infrastructure necessary to support installation of electric vehicle charging equipment, in accordance with the standards of Article V.
-

■ The City of Inkster

# ARTICLE III

## Zoning Districts & Maps



# Article III – Zoning Districts and Map

---

## 155.301 Establishment of Districts

### A. Purpose.

The zoning districts established by this Article are intended to implement the City’s Master Plan, Future Land Use Map, and related corridor and neighborhood plans by organizing land into districts with distinct purposes, forms, and use patterns.

### B. Base Zoning Districts.

The City of Inkster is hereby divided into the following **Base Zoning Districts**, which regulate primary uses and site development standards:

#### 1. Residential Districts.

- R-1 – Single-Household Residential District 1.
- R-2 – Two-Household Residential District 2.
- MRD-1 – Mixed Residential District 1.
- MRD-2 – Mixed Residential District 2 (Mixed Development District).

#### 2. Industrial / Manufacturing Districts.

- M-1 – Research, Technology, & Manufacturing.

#### 3. Town Center District.

- TCD – Town Center / Downtown Node.

#### 4. Parks, Civic, and Institutional Districts.

- PR – Parks & Recreation District.
- ERO – Education, Recreation, and Open-Space District.

### C. Overlay Districts.

In addition to the Base Districts, the following **Overlay Districts** are established to address special conditions and community goals:

1. **Anti-Displacement Overlay District (ADO).**
2. **Planned Unit Development (PUD) Overlay District.**

Overlay Districts apply in conjunction with Base District regulations as provided in §§155.303, 155.306, and 155.307.

# Article III – Zoning Districts and Map

---

## 155.302 Official Zoning Map

### A. Adoption and Incorporation.

The location and boundaries of all Base and Overlay Districts are depicted on the **Official Zoning Map of the City of Inkster** (“Official Zoning Map”), which is adopted by reference and declared to be a part of this Ordinance.

### B. Custodian of Map.

The Official Zoning Map shall be maintained by the City Clerk, with copies made available for public inspection during normal business hours. The Planning and Community Development Department may maintain digital or annotated working copies for administrative use.

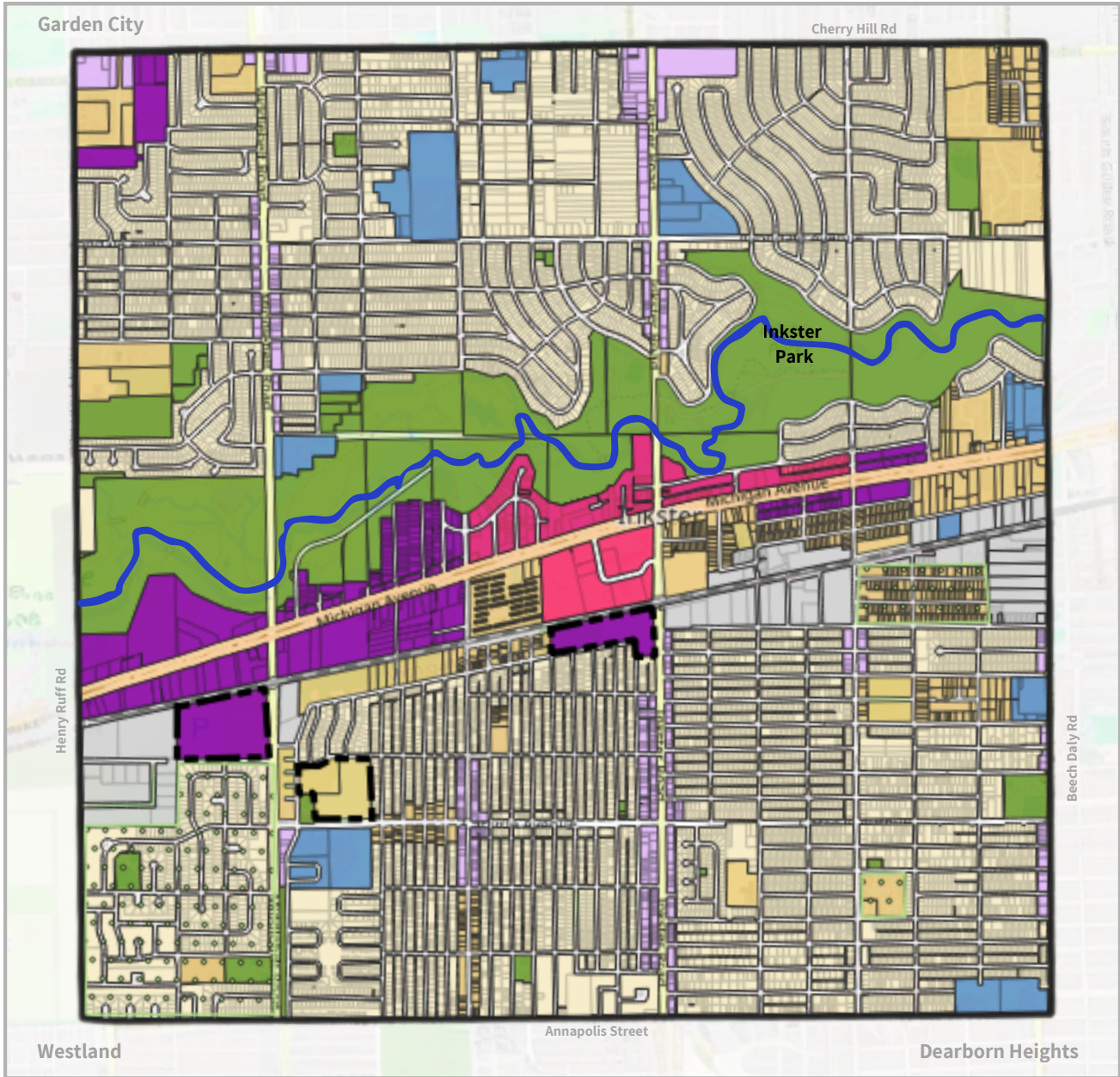
### C. Amendments.

Changes to district boundaries, designations, or overlays shall be made only by ordinance adopted by the City Council in accordance with the rezoning procedures of Article VI. Upon adoption of any amendment, the Official Zoning Map shall be promptly updated to reflect the change, with the date and ordinance number noted on the map or in an accompanying legend.

### D. Interpretation of District Boundaries.

1. The **Planning & Community Development Director (PCD)** or **Zoning Administrator (ZA)** shall be responsible for the initial interpretation of district boundaries shown on the Official Zoning Map.
  2. Where uncertainty exists as to the exact location of a district boundary, the PCD or ZA shall apply the rules of interpretation in Article II and this Article and may consult parcel maps, recorded plats, and survey data to determine the boundary.
  3. Any person aggrieved by an interpretation of a district boundary may appeal the PCD or ZA's determination to the **Zoning Board of Appeals (ZBA)** in accordance with Article VII.
-

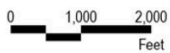
# 155.303 Zoning Map



## ZONING MAP

THE CITY OF INKSTER, MICHIGAN

January 2026, Proposed



### ZONING DISTRICTS

- R1 Neighborhood Residential
- R2 Mixed Residential
- MRD 1 Neighborhood Mixed Use
- MRD 2 Mixed Development
- TCD Town Center District
- M1 Research, Technology, and Manufacturing
- PR Park and Open Space
- ERO Education and Semi Public
- PUD Planned Unit Development Overlay (PUD)
- ADO Anti-Displacement Overlay (ADO)

# Article III – Zoning Districts and Map

---

## 155.304 Relationship of Base and Overlay Districts

### A. Base Districts.

Base Districts establish the primary permitted and conditional uses, intensity standards, and site and building form regulations applicable to each zoning lot, as set forth in this Article, Article IV (Use Regulations), Article V (Site & Building Standards), and Article II (Rules of Measurement).

### B. Overlay Districts.

1. Overlay Districts are supplemental zoning classifications applied to specific areas in order to: a. Address unique neighborhood or corridor conditions; b. Implement special Master Plan policies, including anti-displacement and master-planned development; or c. Provide additional design, transition, or affordability standards that cannot be addressed solely through Base District regulations.
2. Overlay Districts apply **in addition** to the standards of the underlying Base District.
3. **Conflict Rule.** Where a standard in an Overlay District conflict with the standards of the underlying Base District, the Overlay standard shall control, unless the Overlay expressly states otherwise.
4. Where an Overlay District is silent, all standards of the underlying Base District and any other applicable provisions of this Ordinance shall remain in full force and effect.

### C. Map Representation.

1. All Base and Overlay District boundaries shall be delineated on the Official Zoning Map.
  2. Overlay Districts may be shown using a hyphenated suffix following the Base District designation (for example, “MRD-2-PUD” or “MRD-2-ADO”).
-

# Article III – Zoning Districts and Map

---

## 155.305 Anti-Displacement Overlay District (ADO)

### A. Purpose and Intent.

The **Anti-Displacement Overlay (ADO)** is intended to reduce involuntary displacement of existing residents and preserve attainable housing options in designated areas of the City by:

1. Minimizing the loss of existing Dwelling Units through redevelopment;
2. Encouraging on-site replacement of demolished units and production of new Affordable Housing, as defined in Article II; and
3. Applying additional review criteria to larger residential and mixed-use projects in neighborhoods experiencing market pressure, while still allowing reinvestment and infill consistent with underlying Base Districts.

### B. Applicability.

1. The ADO applies only to properties where the Official Zoning Map identifies the **Anti-Displacement Overlay (ADO)**.
2. ADO standards apply in addition to Base District standards (including R-2, MRD-1, MRD-2, and TCD, as applicable). Where ADO standards conflict with underlying district standards, ADO standards shall control.
3. Where the ADO is silent, the standards of the underlying Base District and any other applicable overlays shall remain in full force and effect.
4. The ADO applies to:
  - a. New development that results in the demolition or removal of one (1) or more existing Dwelling Units; and
  - b. New residential or mixed-use development that creates ten (10) or more new Dwelling Units on a Zoning Lot within the ADO.

### C. No Net Loss of Dwelling Units.

1. **General Rule.** Development subject to this Section shall provide at least as many Dwelling Units upon completion of the project as existed on the Zoning Lot immediately prior to demolition, unless a reduction is approved under Subsection C.
2. **On-Site Replacement.**
  - a. Replacement units shall be provided on the same Zoning Lot as part of the new development, unless an off-site replacement plan is approved under Subsection C.
  - b. Replacement units may be provided in any permitted Housing Type allowed by the underlying district, including but not limited to duplexes, townhouses, and multi-unit buildings, provided all applicable form and development standards are met.
3. **Calculation of Existing Units.** The number of existing units shall be determined based on the most recent certificate of occupancy, rental registration, or other reliable documentation accepted by the PCD or ZA.

# Article III – Zoning Districts and Map

---

## 4. Administrative Flexibility.

The Planning and Community Development Director (PCD) or ZA may approve a reduction of up to twenty percent (20%) in required replacement units where all of the following findings are made on the record:

- a. **Feasibility.** Site, infrastructure, or regulatory constraints make full one-for-one replacement physically or practicably infeasible; and
- b. **Long-Term Affordability.** The project provides a combination of replacement units and long-term Affordable Housing units such that, in the judgment of the approving official, there is no material net loss of attainable housing opportunities on a unit-equivalent basis compared to full replacement; and
- c. **Documentation.** The basis for the reduction, including unit counts and affordability levels, is documented in written **Findings of Fact** and included in the approval record.

## D. Affordable Housing in Larger Projects.

1. **Applicability.** In addition to the No Net Loss requirement in Subsection C, residential or mixed-use developments within the ADO that create twenty (20) or more new Dwelling Units shall include Affordable Housing units in order to access any density, height, or parking flexibility offered by the City through other ordinances, policies, or development agreements.
2. **Affordable Housing Units.** a. Affordable Housing units shall meet the definition of **Affordable Housing** in Article II and any documentation and enforcement requirements established by the City through adopted policies, regulatory agreements, or conditions of approval. b. The minimum number, affordability levels, and duration of affordability may be established by resolution of the City Council, separate housing policy, or project-specific development agreement and may be expressed as a percentage of the total number of Dwelling Units.
3. **Relationship to City Policies.** Where the City has adopted Affordable Housing policies or programs outside this Ordinance, projects within the ADO that elect to participate in such policies may receive any corresponding incentives or benefits only to the extent those policies or agreements expressly provide. Nothing in this Section creates an entitlement to additional density, height, or parking reductions.

## E. Anti-Displacement Impact Review.

1. **Submittal Requirement.** Development applications subject to the ADO shall include an **Anti-Displacement Impact Statement** as part of Site Plan or Special Land Use review, in a form established by the Planning and Community Development Department.
2. **Contents.** The Anti-Displacement Impact Statement shall, at a minimum:
  - a. Identify the number and type of existing Dwelling Units on the site prior to development;
  - b. Describe how the project complies with the No Net Loss standard in Subsection C;
  - c. Identify any proposed Affordable Housing units and explain how they comply with this Section and any applicable City Affordable Housing policies, resolutions, or development agreements; and
  - d. Describe any proposed phasing, relocation assistance, or coordination with community partners intended to reduce displacement impacts.

# Article III – Zoning Districts and Map

---

3. **Review Criteria.** In reviewing applications within the ADO, the approving authority under Article VI shall consider:
  - a. Whether the project meets or exceeds the No Net Loss standard;
  - b. The extent to which the project provides on-site Affordable Housing units or other anti-displacement measures consistent with applicable City policies; and
  - c. Whether the proposed phasing and design reasonably minimize disruption to existing residents, to the extent practicable within the City’s zoning authority.

## F. Relationship to Other Standards.

1. **Underlying Districts and Overlays.** The ADO works in conjunction with the underlying zoning district and any other Overlay Districts shown on the Official Zoning Map. Where an ADO standard conflicts with an underlying district standard, the ADO standard shall control. Where the ADO is silent, the standards of the underlying district and any other applicable overlays shall remain in full force and effect.
  2. **Administrative Warrants and PUD.** Within the ADO, the City may:
    - a. Condition approval of Administrative Warrants under Article VII on compliance with the No Net Loss standard and any applicable anti-displacement policies adopted by the City; and
    - b. Use the PUD process to secure deeper, longer-term, or otherwise enhanced anti-displacement outcomes as part of the overall public-benefit package.
-

# Article III – Zoning Districts and Map

---

## 155.306 Planned Unit Development (PUD) Overlay District

### A. Purpose and Intent.

1. The **Planned Unit Development (PUD) Overlay** is intended to allow coordinated, master-planned development that:
  - a. Integrates a mix of compatible land uses and Housing Types;
  - b. Implements the City’s Master Plan and corridor or neighborhood planning efforts;
  - c. Provides high-quality urban design, walkable blocks, and a cohesive public realm; and
  - d. Delivers identifiable public benefits, including but not limited to Affordable Housing, Civic Spaces, green infrastructure, and context-sensitive transitions to adjacent neighborhoods.
  
2. The PUD Overlay is not intended to circumvent the standards of this Ordinance, but to provide a flexible framework where strict application of Base District standards would hinder superior design, long-term reinvestment, or desired public benefits.

### B. Applicability and Establishment.

1. The PUD Overlay may be applied only through rezoning, approved by the City Council after recommendation from the Planning Commission, in accordance with the procedures of Article VI and §155.610 (Planned Unit Development – Procedures & Criteria).
  
2. Upon approval, the PUD Overlay shall be mapped on the Official Zoning Map for the affected properties, and a corresponding **PUD Regulating Plan** and conditions of approval shall be adopted by reference as part of the rezoning ordinance.
  
3. The PUD Overlay may be applied to properties within any Base District identified in §155.301, provided the proposed PUD:
  - a. Is consistent with the City’s Master Plan or a specific adopted subarea or corridor plan; and
  - b. Meets the minimum site area, use mix, and design standards established in this Section and Article VI.
  
4. Where the PUD Overlay is applied, the standards and conditions approved as part of the PUD shall control over any conflicting Base District standards. Where the PUD is silent, the standards of the underlying Base District and any other applicable Overlays shall remain in full force and effect.

### C. Uses, Form, and Allowable Flexibility.

1. **Permitted Uses.**
  - a. Uses allowed within a PUD shall be limited to those permitted, special, or conditional uses in the underlying Base Districts, as listed in Article IV, or as specifically authorized in the PUD approval.
  - b. No use that is expressly prohibited in all districts by this Ordinance may be allowed within a PUD.

# Article III – Zoning Districts and Map

---

2. Form and Dimensional Standards.
  - a. The PUD approval may modify building placement, BTZs, height, frontage buildout, parking, and other dimensional standards, provided that the PUD Regulating Plan establishes equal or greater overall conformity with the intent of the underlying districts and the form standards in Articles II and V.
  - b. The PUD Regulating Plan shall, at a minimum, identify:
    - i. Street and block layout and connections;
    - ii. Building envelopes and height ranges;
    - iii. Primary frontage lines and applicable frontage types along each street; and
    - iv. Locations and minimum areas of required Civic and open spaces.
3. **Not a Substitute for Variances.** A PUD approval shall not be used to grant relief from standards that could reasonably be addressed through Administrative Warrants or minor adjustments under Article VII, unless the scale or complexity of the project clearly warrants a comprehensive PUD approach and associated public-benefit package.

## D. Public Benefits and Affordable Housing.

1. Each PUD shall demonstrate clearly identifiable public benefits that would not be achievable under conventional zoning, which may include but are not limited to:
  - a. Provision of Affordable Housing units consistent with any applicable City Affordable Housing policies or development agreements, including deeper or longer-term affordability than would otherwise occur;
  - b. Creation or enhancement of publicly accessible Civic Spaces, plazas, greens, or cross-block passages;
  - c. Superior building and site design, including enhanced frontage, transparency, and pedestrian amenities;
  - d. Enhanced environmental performance, such as district-scale green infrastructure, tree canopy, or energy-efficient building design; and
  - e. Improved multimodal connectivity, including new streets, sidewalks, or trail connections.
2. Where a PUD includes Affordable Housing units, such units shall comply with the definition of Affordable Housing in Article II and any documentation and enforcement provisions established through City policies or development agreements.

## E. Regulating Plan and Phasing.

1. **PUD Regulating Plan.** Each PUD application shall include a Regulating Plan that graphically depicts the intended street network, blocks, building envelopes, frontage types, Civic Spaces, and any sub-districts within the PUD. The Regulating Plan, once approved, becomes the controlling framework for subsequent Site Plans and building permits.
2. Phasing. Where a PUD is proposed to be developed in phases, the approval may include:
  - a. A phasing schedule; and
  - b. Conditions ensuring that required infrastructure, Civic Space, and any Affordable Housing or other public benefits are provided in reasonable proportion to each phase.

# Article III – Zoning Districts and Map

---

## 155.307 How to Use District Sheets

**A. Purpose.** District Sheets are adopted by reference as part of this Ordinance and provide a district-by-district summary of intent, key dimensional and form standards, and cross-references to applicable standards in other Articles.

**B. Use Permissions Controlled by Article IV.** Permitted Uses and Conditional/Special Land Uses are established exclusively by the Consolidated Use Table and associated standards in **Article IV**. Any use list on a District Sheet is a non-regulatory, high-level summary only. If a District Sheet use summary differs from Article IV, **Article IV controls**.

**C. Regulatory vs. Advisory Content.** Dimensional and form standards stated on a District Sheet (including BTZs, setbacks, height, lot width/area, lot coverage, and FAR where applicable) are regulatory unless expressly identified as advisory. Illustrations, images, diagrams, and captions depicting typical character are advisory only and do not create entitlement.

**D. Application; Cross-References.** District Sheet metrics shall be measured in accordance with **Article II (Rules of Measurement)**. Where a District Sheet cross-references another Article or Section (including frontage, transparency, parking, landscaping, lighting, performance standards, and procedures), the referenced provisions govern that topic and apply in addition to the District Sheet.

**E. Conflicts.** For dimensional and form standards, if a conflict exists between a District Sheet and another provision of this Ordinance, the **more specific** standard shall control, as determined by the Zoning Administrator. Any interpretation may be appealed pursuant to Article VII.

---

# R1

## District Sheet

### R1 – SINGLE-HOUSEHOLD RESIDENTIAL DISTRICT



#### INTENT

The R-1 District is intended to preserve and strengthen established single-family neighborhoods by providing standards for compatible residential development, protecting neighborhood character, and ensuring appropriate transitions to higher-intensity districts where applicable.

#### PRINCIPAL CHARACTER

Quiet, low-intensity residential neighborhoods with detached homes, consistent setbacks, front-yard landscaping, limited signage, and accessory structures located primarily in rear yards.

#### LAND USE COMPLIANCE

Permitted & Special Land Uses are established in the Consolidated Use Table (Article 4). District sheets provide a high-level summary only.

PERMITTED USES	CONDITIONAL- SPECIAL LAND USES
Accessory Dwelling Units (ADUs)	Adult Foster Care (>6), state licensed
Dwelling, Single-Household	Child Foster Care (>7), state licensed
Adult Foster Care (≤6), state licensed	Dwelling, Duplex (Two-Unit)
Child Foster Care (≤7), state licensed	Dwelling, Townhouse / Rowhouse (maximum six (6) units per building)
Short Term Rentals (STR)	Religious Institutions (up to 200 occupants)

#### DIMENSIONAL STANDARDS

STANDARD	REQUIREMENT
Front Yard (Primary/BTZ)	15-25 ft
Side Setback	5 ft min each side
Rear Setback	20 ft min
Height (max.)	35 ft/2.5 Stories
Lot Width (min.)	50 ft
Lot Area (min.)	5,000 sq ft.
Building Coverage (max.)	40%

#### DIMENSIONAL NOTES

- A. Context-based infill setback (block-face averaging). Where no Build-To Zone (BTZ) or build-to line applies and 50% or more of lots on the same block face (within the same zoning district) are improved with a principal building, the Planning & Community Development Director or Zoning Administrator may apply a front-yard averaging method (excluding the greatest and least measurements) and allow the resulting average ± five (5) feet for a new principal building or an addition that establishes a new front wall plane closer to the street.
- B. One accessory structure per lot (excluding an ADU where allowed), with only one accessory item exceeding 200 sq ft;
- Maximum accessory structure size not to exceed 864 sq ft, except where the rear yard exceeds 20,000 sq ft, in which case a larger maximum (e.g., 1,800 sq ft) may be considered;
- Accessory structures should maintain minimum separations from lot lines and the principal building and avoid placement forward of the rear building line.
- C. Encroachments and measurement. Setback measurement, BTZ measurement (if applicable), and permitted encroachments (porches, steps, eaves, etc.) shall be governed by Article II (Rules of Measurement) and applicable Article V standards.

#### REFERENCES

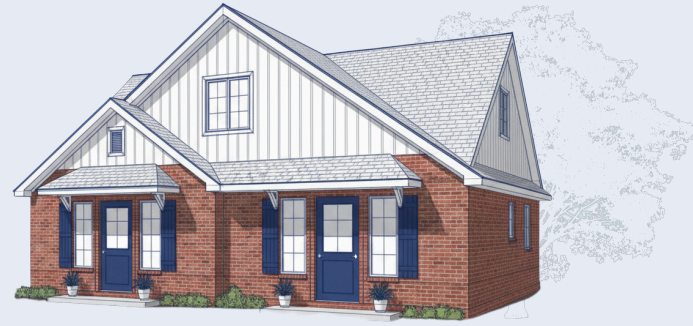
- Article IV — Consolidated Use Table: Permitted & Special Land Uses
- Article V — Site & Building Standards: Design, placement, parking, landscaping/screening, lighting, signs
- Article VII — Administration & Procedures: Zoning permits, site plan review, Special Land Use procedures, interpretations, enforcement
- Article VIII — Nonconformities: Nonconforming lots, structures, and uses
- Conflict Rule: Per §155.501(B), specific standards on this sheet control over general standards in the event of conflict.



R2

# District Sheet

R2 – TWO-HOUSEHOLD RESIDENTIAL DISTRICT



DUPLEX SHOWCASING AN ASYMMETRICAL DESIGN TO MIMIC A SINGLE-FAMILY HOME - ILLUSTRATIVE PURPOSES ONLY

## INTENT

The R-2 District is intended to accommodate low- medium density residential neighborhoods that include detached single-family homes and compatible two-family housing forms, while maintaining a residential scale, protecting neighborhood character, and ensuring appropriate transitions to more intensive districts where applicable.

## PRINCIPAL CHARACTER

Low-intensity residential neighborhoods with a mix of single-family and two-family housing, consistent setbacks, front-yard landscaping, limited signage, and accessory structures located primarily in rear yards..

## LAND USE COMPLIANCE

Permitted & Special Land Uses are established in the Consolidated Use Table (Article 4). District sheets provide a high-level summary only.

PERMITTED USES	CONDITIONAL- SPECIAL LAND USES
Accessory Dwelling Units (ADUs) 1 unit per lot	Adult Foster Care
Dwelling, Detached Single-Household	Child Foster Care
Dwelling, Duplex (Two-Unit)	Dwelling, Multiplex (3–4 units)
Dwelling, Townhouse / Rowhouse (maximum six (6) units per building)	Dwelling, Cottage Courts, Tiny Homes
Short-Term Rentals (STR)	Dwelling, Senior Living or Age Restricted Housing

## DIMENSIONAL STANDARDS

STANDARD	REQUIREMENT
Front Yard (Primary/BTZ)	15-25 ft
Side Setback	5 ft min each side
Rear Setback	20 ft min
Height (max.)	35 ft/2.5 Stories
Lot Width (min.)	40 ft
Lot Area (min.)	5,000 sq ft.
Building Coverage (max.)	40%

## DIMENSIONAL NOTES

- A. Two-family form compatibility. Duplex and other two-family forms should maintain a clearly defined street-facing entrance and be scaled and massed to remain compatible with adjacent residential development, including through porch/stoop frontage, façade articulation, and appropriate window/door rhythm on street-facing façades.
- B. One accessory structure per lot (excluding an ADU where allowed), with only one accessory item exceeding 200 sq ft;
- C. Maximum accessory structure size not to exceed 864 sq ft, except where the rear yard exceeds 20,000 sq ft, in which case a larger maximum (e.g., 1,800 sq ft) may be considered;
- D. Accessory structures should maintain minimum separations from lot lines and the principal building and avoid placement forward of the rear building line.
- E. Encroachments and measurement. Setback measurement, BTZ measurement (if applicable), and permitted encroachments (porches, steps, eaves, etc.) shall be governed by Article II (Rules of Measurement) and applicable Article V standards.

## REFERENCES

- Article IV — Consolidated Use Table: Permitted & Special Land Uses
- Article V — Site & Building Standards: Design, placement, parking, landscaping/screening, lighting, signs
- Article VII — Administration & Procedures: Zoning permits, site plan review, Special Land Use procedures, interpretations, enforcement
- Article VIII — Nonconformities: Nonconforming lots, structures, and uses
- Conflict Rule: Per §155.501(B), specific standards on this sheet control over general standards in the event of conflict.



**MRD1**

# District Sheet

MRD1- MIXED RESIDENTIAL DISTRICT 1



MULTI-HOUSEHOLD APARTMENT BUILDING WITH ACCESS FROM PRIMARY STREET. PARKING LOCATED NEAR THE REAR. ILLUSTRATIVE PURPOSES ONLY

## INTENT

The MRD-1 District is intended to accommodate a range of residential housing types at a neighborhood-compatible scale, including small-to-medium multi-unit forms, while supporting walkability, predictable building placement, and a high-quality streetscape. The district standards are intended to manage transitions between lower-intensity neighborhoods and higher-intensity mixed-use areas through form-based controls, compatible massing, and site design requirements.

## PRINCIPAL CHARACTER

Walkable “missing-middle” residential fabric with a mix of duplexes, townhouses, live/work or small multi-unit buildings, clear street-facing entries, and parking that is subordinate to buildings.

## LAND USE COMPLIANCE

Permitted & Special Land Uses are established in the Consolidated Use Table (Article 4). District sheets provide a high-level summary only.

PERMITTED USES	CONDITIONAL- SPECIAL LAND USES
Dwelling, Duplex (Two-Unit)	Bar/Lounge/Nightclub
Dwelling, Multi-Household (5+ units)	Assembly / Event Venue / Banquet Hall
Dwelling, Multi-Household (5+ units)	Dwelling, Multi-Household > 12 units.
Dwelling, Townhouse / Rowhouse	Hotel / Boutique Hotel
Mixed-Use Building (residential with ground-floor office or retail uses up to 5,000 square feet).	Restaurant, Fast Food or Drive Through
Restaurant, Full-Service / Café (no drive-through).	Senior Living Facilities (Nursing Homes / Assisted Living)

## DIMENSIONAL STANDARDS

STANDARD	REQUIREMENT
Build to Zone (BTZ)	10–20 ft from the front lot line.
Side Setback	5 ft minimum; 10 ft combined side yards (interior lots).
Rear Setback	15 ft min
Height (max.)	45 ft/3 Stories
Maximum FAR (bulk control, if used)	30 ft

## DIMENSIONAL NOTES

- A. Infill Setback Averaging. Where no BTZ/build-to line applies and 50%+ of lots on the same block face (in the same district) are improved, the Planning & Community Development Director or Zoning Administrator may set the front setback at the average of the nearest improved lots (excluding the highest and lowest), ± five (5) feet, for a new principal building or an addition that moves the front wall plane closer to the street.
- B. Street-facing entry requirement. Principal buildings shall provide a clear, operable, street-facing entrance oriented to the primary street frontage in order to reinforce walkability and neighborhood activation.
- C. Accessory building tiers (where applicable). Accessory structures should be located in the rear yard and limited in scale to remain subordinate to the principal building. Where a tier system is used, apply: (1) one primary accessory structure per lot; (2) size limits that scale with rear-yard area; and (3) placement that avoids locations forward of the rear building line.
- D. Parking placement and screening. Off-street parking, loading, waste receptacles, and service areas shall be located to the side or rear of buildings to the maximum extent practicable and screened in accordance with Article V.
- E. Encroachments and measurement. Setback/BTZ measurement and permitted encroachments (porches, stoops, steps, eaves, etc.) shall be governed by Article II (Rules of Measurement) and applicable Article V standards.

## REFERENCES

- Article IV — Consolidated Use Table: Permitted & Special Land Uses
- Article V — Site & Building Standards: Design, frontage types/transparency, parking/loading, landscaping/screening, lighting, signs
- Article VII — Administration & Procedures: Zoning permits, site plan review, Special Land Use procedures, interpretations, enforcement
- Article VIII — Nonconformities: Nonconforming lots, structures, and uses
- Conflict Rule: Per §155.501(B), specific standards on this sheet control over general standards in the event of conflict.



# District Sheet

MRD2 – MIXED RESIDENTIAL DISTRICT 2



MIXED-USE RESIDENTIAL OVER OFFICE, ILLUSTRATIVE PURPOSES ONLY:

## INTENT

The MRD-2 District is intended to accommodate higher-intensity residential and mixed residential forms in a walkable, street-oriented pattern, using predictable building placement and site design standards to support reinvestment, housing choice, and compatible transitions to adjacent districts.

## PRINCIPAL CHARACTER

Mid- high density, walkable residential district with small-to-medium multi-unit buildings and compatible neighborhood-serving uses, emphasizing street-facing entrances, predictable building placement, and parking/service areas located to the side or rear.

## LAND USE COMPLIANCE

Permitted & Special Land Uses are established in the Consolidated Use Table (Article 4). District sheets provide a high-level summary only.

PERMITTED USES	CONDITIONAL- SPECIAL LAND USES
Cafe or Restaurant (no-drive through)	Assembly / Event Venue / Banquet Hall
Dwelling, Live/Work	Bar/Lounge/Nightclub
Dwelling, Multi Unit	Dwelling, Multi-Household (more than twenty-four (24) units per building)
Grocery Store or Farmers Market	Dwelling, Multi-Household (more than twenty-four (24) units per building)
Hotels ≤ 75 rooms	Theater / Entertainment Venue

## DIMENSIONAL STANDARDS

STANDARD	REQUIREMENT
Build to Zone (BTZ) Primary	0-15 ft
Build to Zone (BTZ) Secondary	5-20 Ft
Rear Setback	10 ft min
Side Setback	0-10 ft
Height (max.)	65 ft/5 Stories
Ground-Floor Heights (primary street)	Min 12 ft floor-to-floor
Maximum FAR	1.8

## DIMENSIONAL NOTES

- A. Infill setback averaging (where no BTZ applies). Where no BTZ/build-to line applies and 50%+ of lots on the same block face (in the same district) are improved, the Planning & Community Development Director or Zoning Administrator may set the front setback at the average of the nearest improved lots (excluding the highest and lowest), ± five (5) feet, for a new principal building or an addition that moves the front wall plane closer to the street.
- B. Parking and service placement. Parking, loading, dumpsters, and service areas shall be located to the side or rear to the maximum extent practicable and screened in accordance with Article V.
- C. Street-facing entry orientation. Principal buildings shall provide a clear, operable, street-facing entrance oriented to the primary frontage, consistent with frontage type requirements in Article V.
- D. Encroachments and measurement. Setbacks/BTZ placement, height measurement, and permitted encroachments shall be governed by Article II and applicable Article V standards.

## REFERENCES

- Article V — Site & Building Standards: frontage types/transparency, parking/loading, landscaping/screening, lighting, signage, and performance standards
- Article VII — Administration & Procedures: zoning permits, site plan review, Special Land Use procedures, interpretations, enforcement
- Article VIII — Nonconformities: nonconforming lots, structures, and uses
- Conflict Rule: Per §155.501(B), specific standards on this sheet control over general standards in the event of conflict.



# District Sheet

TCD – TOWN CENTER DISTRICT



THE TOWN CENTER IS A VIBRANT HUB WITH CAFÉS, MOBILE FOOD VENDORS, AND MIXED-USE BUILDINGS. IT PROMOTES COMMUNITY ENGAGEMENT THROUGH WIDE SIDEWALKS, GREENERY, AND PUBLIC ART, FOSTERING AN INVITING ATMOSPHERE.

## INTENT

The TCD District is intended to serve as the City’s primary mixed-use, pedestrian-oriented center by providing standards that promote compact development, active ground floors, coordinated frontage and signage, and a high-quality public realm. The district is designed to accommodate a mix of residential, retail, dining, office, civic, and entertainment uses in a form that supports walkability and reinvestment.

## PRINCIPAL CHARACTER

Compact, walkable mixed-use center with pedestrian-scaled storefronts, frequent street-facing entrances, high ground-floor transparency, coordinated signage, and minimal visual dominance of parking and service areas.

## LAND USE COMPLIANCE

Permitted & Special Land Uses are established in the Consolidated Use Table (Article 4). District sheets provide a high-level summary only.

PERMITTED USES	CONDITIONAL- SPECIAL LAND USES
Cafes & Restaurants (no drive through)	Assembly / Event Venue / Banquet Hall
Dwelling, Live-Work Unit	Bar/Lounge/Nightclub
Dwelling, Multi Unit ≤ 40 units.	Dwelling, Multi Unit >40 units.
Financial Services	Government & Civic Facilities
Grocery or Farmers Market	Hotels > 75 rooms
Mixed-Use Buildings (residential and/or office above ground-floor active commercial)	Restaurant, Fast Food or Drive Through

## DIMENSIONAL STANDARDS

STANDARD	REQUIREMENT
Build to Zone (BTZ) Primary	0-15 ft
Build to Zone (BTZ) Secondary	5-20 Ft
Rear Setback	10 ft min
Side Setback	0-10 ft
Height (max.)	65 ft/5 Stories
Ground-Floor Heights (primary street)	Min 12 ft floor-to-floor
Maximum FAR	1.8

## DIMENSIONAL NOTES

- A. Build-To Zone and street orientation. Where a BTZ/build-to line is specified, the BTZ governs placement of the primary façade along the primary frontage. Buildings shall orient primary entrances to the primary street and provide frontage types and transparency consistent with Article V.
- B. Frontage buildout (street wall continuity). Where frontage buildout is required by district standards (or otherwise applicable), building façades shall occupy a minimum percentage of the primary frontage within the BTZ to reinforce a continuous town center street wall.
- C. Parking and service placement. Surface parking, loading, dumpsters, and service areas shall be located to the side or rear and screened in accordance with Article V, to minimize visibility from the primary street.
- D. Infill alignment (where no BTZ applies). Where no BTZ/build-to line applies and 50%+ of lots on the same block face (in the same district) are improved, the Planning & Community Development Director or Zoning Administrator may set the front setback at the average of the nearest improved lots (excluding the highest and lowest), ± five (5) feet, for a new principal building or an addition that moves the front wall plane closer to the street.
- E. Encroachments and measurement. Setbacks/BTZ placement, height measurement, and permitted encroachments shall be governed by Article II and applicable Article V standards.

## REFERENCES

- Article V — Site & Building Standards: frontage types/transparency, building materials, parking/loading, landscaping/screening, lighting, signage, and performance standards
- Article VII — Administration & Procedures: zoning permits, site plan review, Special Land Use procedures, interpretations, enforcement
- Article VIII — Nonconformities: nonconforming lots, structures, and uses
- Conflict Rule: Per §155.501(B), specific standards on this sheet control over general standards in the event of conflict.



# District Sheet

M1 – RESEARCH, TECHNOLOGY, & MANUFACTURING



CONTRACTOR OFFICE OR OR A SMALL MANUFACTURING UNIT.

## INTENT

The M-1 District is intended to provide appropriately located areas for light industrial, fabrication, warehousing, service, and employment uses that support the local economy while minimizing adverse impacts on adjacent districts through performance standards, site design controls, and required buffering.

## PRINCIPAL CHARACTER

Employment-focused district with light industrial and service uses, functional building forms, truck/service access, and strong screening/buffering to protect adjacent neighborhoods and public streets.

## LAND USE COMPLIANCE

Permitted & Special Land Uses are established in the Consolidated Use Table (Article 4). District sheets provide a high-level summary only.

PERMITTED USES	CONDITIONAL- SPECIAL LAND USES
Business Parks and Corporate / Technology Offices	Data Center Data Center or High-Intensity Computing Facility
Contractor Offices with Indoor Storage	Public Utility or Energy Facilities (e.g., substations, district energy systems)
Light Manufacturing, Assembly, and Fabrication	Self-Storage Facility (Indoor)
Research & Development Facilities	
Warehousing & Distribution	

## DIMENSIONAL STANDARDS

STANDARD	REQUIREMENT
Front Setback	≥ 40 ft
Side Setback	20 ft (50–75 ft if abutting residential per 155.xxx)
Rear Setback	30 ft (50–75 ft if abutting residential per 155.xxx)
Height	≤ 65 ft

## DIMENSIONAL NOTES

- A. Access, loading, and truck circulation. Driveways, loading areas, and truck maneuvering shall be designed to avoid backing onto public streets where practicable and to provide safe ingress/egress consistent with Article V.
- B. Outdoor storage and service areas. Outdoor storage, refuse, loading, and service functions shall be located to the side or rear and screened from public streets and adjoining properties in accordance with Article V (opaque screening and compatible materials where required).
- C. Residential adjacency buffering. Where an M-1 lot abuts a residential district or residential use, required buffering and screening shall be provided per Article V buffer standards; intensified standards may apply to loading, lighting, and outdoor storage at the district edge.
- D. Performance standards apply. Noise, vibration, smoke/particulates, glare, odor, and other impacts shall comply with applicable Article V performance standards.
- E. Encroachments and measurement. Setback and height measurement, and permitted encroachments, shall be governed by Article II and applicable Article V standards.

## REFERENCES

- Article V — Site & Building Standards: access/circulation, parking/loading, landscaping/screening, lighting, signage, and performance standards
- Article VII — Administration & Procedures: zoning permits, site plan review, Special Land Use procedures, interpretations, enforcement
- Article VIII — Nonconformities: nonconforming lots, structures, and uses
- Conflict Rule: Per §155.501(B), specific standards on this sheet control over general standards in the event of conflict.



# District Sheet

PR – PARKS & RECREATION



A PAVILION OR ACCESSORY USE STRUCTURE

## INTENT

The PR District is intended to preserve and provide land for public parks, recreational facilities, civic open space, and related public or quasi-public uses that serve residents and contribute to community health, safety, and welfare. District standards are intended to ensure that development within PR areas is compatible with nearby neighborhoods and supports safe access and long-term stewardship..

## PRINCIPAL CHARACTER

Public and community-serving open spaces and recreation facilities, with pedestrian access, safe circulation, limited building intensity, and compatibility measures where adjacent to residential areas.

## LAND USE COMPLIANCE

Permitted & Special Land Uses are established in the Consolidated Use Table (Article 4). District sheets provide a high-level summary only.

PERMITTED USES	CONDITIONAL- SPECIAL LAND USES
Accessory Structures (pavilions, restrooms, storage, maintenance buildings)	Accessory Concessions or Cafes
Accessory Uses customarily incidental to parks and recreation	Ampitheatres and Outdoor Performance Venues
Greenways, Trails, and Natural Areas	Recreation – Outdoor (sports fields, courts, playgrounds, picnic areas)
Parks and Playgrounds, Public	Recreation – Indoor (gymnasiums, fieldhouses, recreation centers, community centers)
Farmers Market	Large Sports Complexes

## DIMENSIONAL STANDARDS

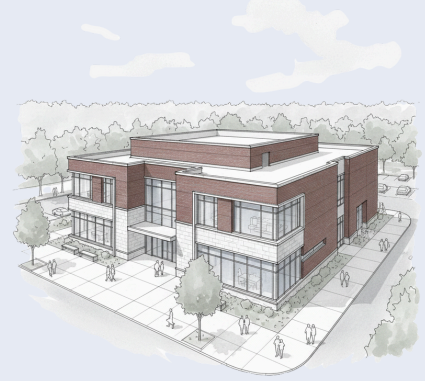
STANDARD	REQUIREMENT
Open Space	≥ 30% of site
Height	45 ft

## DIMENSIONAL NOTES

- A. Site Plan review. New principal buildings, recreation centers, athletic facilities, parking areas, lighting installations, and major improvements shall be subject to Site Plan Review as required by Article VII and applicable Article V standards.
- B. Residential adjacency. Where a PR site abuts a residential district or residential use, buffering and screening shall be provided per Article V. Lighting shall be designed and located to minimize spillover onto adjacent residential property.
- C. Hours and event impacts. Where applicable, hours of operation, amplified sound, event programming, and parking/traffic management may be addressed through conditions of approval to ensure compatibility with surrounding neighborhoods.
- D. Access and safety. Vehicle access points, internal circulation, and pedestrian connections shall be designed to provide safe ingress/egress and accessible routes consistent with applicable codes and Article V standards.
- E. Encroachments and measurement. Setbacks, height measurement, and permitted encroachments shall be governed by Article II and applicable Article V standards.

## REFERENCE STANDARDS

- Article V — Site & Building Standards: access/circulation, parking, lighting, landscaping/buffers, signage, and screening
- Article VII — Administration & Procedures: zoning permits, site plan review, Special Land Use procedures, interpretations, enforcement
- Article VIII — Nonconformities: nonconforming lots, structures, and uses
- Conflict Rule: Per §155.501(B), specific standards on this sheet control over general standards in the event of conflict



COMMUNITY CENTER OR RECREATION FACILITY ENHANCE THE ERO DISTRICT WITH VIBRANT SPACES FOR ACTIVITIES AND GATHERINGS. FOR ILLUSTRATIVE PURPOSES ONLY.

# District Sheet

ERO – EDUCATION, RECREATION & OPEN-SPACE

## INTENT

The ER District is intended to provide appropriately located areas for civic, educational, and institutional uses that serve public needs, including public facilities, educational institutions and agencies, public and private schools, and hospitals, while ensuring that associated site design, access, parking, lighting, and buffering are compatible with surrounding development.

## PRINCIPAL CHARACTER

Community-serving campuses and public facilities with carefully managed access, drop-off/pick-up circulation, and compatibility measures (screening, lighting control, and buffers) where adjacent to residential areas.

## LAND USE COMPLIANCE

Permitted & Special Land Uses are established in the Consolidated Use Table (Article 4). District sheets provide a high-level summary only.

PERMITTED USES	CONDITIONAL- SPECIAL LAND USES
Accessory Uses & Structures customarily incidental to educational, cultural, or recreational campuses	Accessory Concessions or Cafes
Libraries, Museums, and Cultural Centers	Recreation – Outdoor (sports fields, courts, playgrounds, picnic areas)
Government Offices & Public Safety	Recreation – Indoor (gymnasiums, fieldhouses, recreation centers, community centers)
Educational Institution / Agency Office	Student Housing / Dormitories

## DIMENSIONAL STANDARDS

STANDARD	REQUIREMENT
Lot Area	1 acre min.
Lot Width	100 ft min.
Front Setback	30 ft.
Side/Rear Setback	30 ft.
Height	65 ft.

## DIMENSIONAL NOTES

- A. Site Plan review. New principal buildings, expansions, parking lots, drop-off/pick-up circulation areas, outdoor playfields, and lighting installations shall be subject to Site Plan Review as required by Article VII and applicable standards in Article V.
- B. Residential adjacency. Where an ER site abuts a residential district or residential use, required buffering and screening shall be provided in accordance with Article V.
- C. Circulation and safety. A circulation plan addressing service access, emergency access, and where applicable student drop-off/pick-up and bus circulation shall be provided as part of Site Plan Review to ensure safe and efficient vehicle and pedestrian movement.
- D. Lighting control. Security and site lighting shall be permitted where designed and located to minimize spillover and glare onto adjacent properties and public rights-of-way, consistent with Article V.
- E. Encroachments and measurement. Setbacks and height measurement shall be governed by Article II and applicable Article V standards.



## REFERENCES

- Article V – Site & Building Standards: access/circulation, parking, landscaping/buffers, lighting, signage, and screening
- Article VII – Administration & Procedures: zoning permits, site plan review, Special Land Use procedures, interpretations, enforcement
- Article VIII – Nonconformities: nonconforming lots, structures, and uses
- Conflict Rule: Per §155.501(B), specific standards on this sheet control over general standards in the event of conflict.



# Article IV – Use Regulations

---

## 155.401 Purpose and Applicability

**A. Purpose.** The purpose of this Article is to establish use permissions and supplemental use standards that apply across zoning districts. These standards ensure development that is predictable, compatible with surrounding areas, and consistent with the City’s Master Plan and adopted land use policies.

**B. Applicability.**

1. This Article applies to all land uses in all zoning districts, unless superseded by:
  - a. District Sheets in Article III;
  - b. Overlay District standards in Article III; or
  - c. Approved Planned Unit Developments (PUDs) established in accordance with Article III and Article VI.
2. All uses shall also comply with:
  - a. Article II (Rules of Measurement);
  - b. Article V (Site & Building Standards); and
  - c. Article VI and Article VII (procedures, administration, and enforcement).

## 155.402 Residential Use Standards

The residential uses listed in this Section shall comply with the following minimum standards, in addition to all applicable district regulations, Rules of Measurement in Article II, Site and Building Standards in Article V, and any applicable Overlay District provisions.

**A. Accessory Dwelling Units (ADUs)**

1. **Where Permitted.** Accessory Dwelling Units (ADUs) shall be permitted as an accessory use on any lot where:
  - a. A lawful principal dwelling exists; and
  - b. “Accessory Dwelling Unit (ADU)” is listed as a **Permitted (P or P\*)** or **Special Land Use (S)** in the Consolidated Use Table in §155.410. In the R-1 and R-2 Districts, ADUs are permitted accessory uses to a lawful principal dwelling, subject to this Subsection.
2. **Number.** One (1) ADU is permitted per lot with a lawful principal dwelling.
3. **Size and Height.**
  - a. The building footprint of the ADU shall not exceed the footprint of the principal structure or twenty percent (20%) of the lot area, whichever is less.
  - b. The ADU shall not exceed the height of the principal dwelling, measured in accordance with §155.209.
4. **Conveyance.** No separate lot or separate conveyance of the ADU is permitted. The ADU and principal dwelling shall remain in common ownership.
5. **Utilities.** The ADU shall be connected to a City-approved water and sewer system (or other approved systems where municipal service is not available).

**B. Duplexes**

1. **Where Permitted.** Duplexes are allowed only in districts where “Dwelling, Duplex (Two-Unit)” is listed as a Permitted or Special Land Use in the Consolidated Use Table.
2. **Lot Standards.** Duplexes shall be located only on lots meeting the minimum lot width and lot area requirements of the applicable district.

# Article IV – Use Regulations

---

### 3. Location and Form.

- a. Corner lots are preferred locations where feasible to minimize the appearance of density change on mid-block segments.
- b. Facade articulation is required so that the building is visually compatible with the predominant single-household forms on the block, as further regulated in Article V.

### C. Multiplexes

1. **Where Permitted.** Multiplexes are allowed only in districts where “Dwelling, Multiplex” is listed as a Permitted or Special Land Use in the Consolidated Use Table.
2. **Unit Limits by District.** Multiplexes shall be limited to:
  - a. A maximum of six (6) units per building in the R-2 District;
  - b. A maximum of eight (8) units per building in the MRD-1 District; and
  - c. Larger buildings as permitted in the MRD-2 District by the applicable district sheet and where regulated as **Dwelling, Multi-Household**.
3. **Frontage and Entries.** Multiplexes shall comply with frontage, transparency, and entry orientation standards in Article V, including required ground-floor transparency along primary frontages and clearly identifiable street-facing entries.

### D. Townhouses / Rowhouses

1. **Entries.** Each unit in a townhouse or rowhouse building shall have an individual entry facing:
  - a. A public street; or
  - b. A common green or court that is directly connected to the public sidewalk.
2. **Length of Row.** A maximum of eight (8) units per row is permitted unless a longer row is approved as:
  - a. A Special Land Use; or
  - b. Part of an approved PUD, based on findings that the building length is compatible with the intended block structure and frontage standards of the district.
3. **Garages.** Garages shall be:
  - a. Rear-loaded from alleys or internal drives where feasible; or
  - b. Recessed or otherwise designed so that garage doors do not dominate the streetscape, consistent with Article V.

### E. Cottage Courts and Tiny Houses

1. **Applicability.** Cottage Courts and Tiny Houses are permitted in the R-2 District and in any other district where listed in the Consolidated Use Table. Such development shall comply with this Subsection, the underlying district regulations, and Article V (Site & Building Standards).
2. **Minimum Site Area.** The minimum site area for a Cottage Court shall be ten thousand (10,000) square feet.
3. **Common Open Space.** Each Cottage Court shall provide a minimum of four hundred (400) square feet of common open space per dwelling unit. Common open space shall:
  - a. Be centrally located;
  - b. Be directly accessible from the entries of individual dwellings; and
  - c. Not include driveways or parking areas.

# Article IV – Use Regulations

---

## 4. Building Size and Height.

- a. The maximum building footprint for any individual cottage or detached dwelling in a Cottage Court shall be one thousand two hundred (1,200) square feet.
  - b. The maximum building height shall be two (2) stories, measured in accordance with §155.209.
5. **Tiny Houses Within Cottage Courts.** Where individual dwellings within a Cottage Court are regulated as Tiny Houses under this Ordinance:
- a. The maximum dwelling size for those units shall be six hundred (600) square feet of gross floor area (GFA); and
  - b. Any additional Tiny House standards in Article V shall also apply.
6. **Parking Location.** Off-street parking serving Cottage Courts and Tiny Houses shall:
- a. Be located to the side or rear of buildings to the maximum extent practicable;
  - b. Comply with the parking, access, and screening standards in Article V; and
  - c. Not be located between cottages and the primary abutting public street, except where the approving authority finds that no other feasible configuration exists.

## F. Senior Housing or Age Restricted Housing

1. **Common Space.** Senior housing developments shall provide a minimum of fifteen percent (15%) of either:
  - a. Gross floor area; or
  - b. Site area, as determined at Site Plan review, as common indoor and/or outdoor space for residents.
2. **Accessibility.** Senior housing shall comply with applicable ADA and Fair Housing accessibility requirements as administered through building and housing codes.
3. **Parking and Drop-Off.** Parking and drop-off areas shall be designed and screened to minimize impacts on adjacent residential uses, consistent with Article V.

## G. Short-Term Rental Standards.

1. **Applicability.** A Short-Term Rental, as defined in §155.206, shall be permitted only where the underlying Dwelling Unit is a lawful residential use in the applicable zoning district and shall comply with all applicable standards of this Ordinance.
2. **Registration; other City requirements.** A Short-Term Rental shall comply with all applicable licensing, registration, inspection, safety, and occupancy requirements established by the City's rental dwelling and rental unit regulations, including **Chapter 150.234, Rental Dwellings and Rental Units**, as amended.
3. **Owner responsibility.** The owner of the Dwelling Unit used as a Short-Term Rental shall be responsible for ensuring ongoing compliance with this Ordinance and all applicable City Codes, including property maintenance, refuse storage and collection standards, and noise and nuisance regulations.
4. **Signs.** A Short-Term Rental shall not be entitled to additional signage and shall comply with §155.510, Signage Standards.
5. A commercial lodging facility, such as a hotel or motel, shall not be considered a residential dwelling for the purposes of Short-Term Rental licensing.

## H. Keeping of Household Pets.

The keeping of household pets, including dogs, cats, rabbits, birds, hamsters, and similar domesticated animals, shall be permitted on any Lot containing a permitted residential use. No more than three (3) household pets, four (4) months of age or older, shall be permitted at each dwelling unit. The keeping of Exotic Animals shall be prohibited. All animals shall be kept in compliance with Chapter 91 (Animals) of the City Code, as amended.

# Article IV – Use Regulations

---

## 155.403 Group Living Standards

The following standards apply to group living uses, in addition to all applicable district regulations, Article II (Rules of Measurement), Article V (Site & Building Standards), and any Overlay District provisions.

### A. Adult Foster Care Homes

1. State-licensed adult foster care family homes, small group homes, large group homes, and congregate facilities shall comply with all applicable state licensing requirements and siting protections under the Michigan Zoning Enabling Act and related state laws.
2. Nothing in this Section shall be construed to impose spacing or density requirements on state-licensed adult foster care family homes where such requirements would conflict with state or federal law.

### B. Unlicensed Group Living Facilities

1. **Applicability.** This Section clarifies the status of group living arrangements that provide housing, care, or supervision for multiple unrelated persons.
2. **State-Licensed Homes.** Adult Foster Care and Child Foster Care homes that are licensed by the State of Michigan shall be regulated only as provided in this Ordinance and applicable state law and are listed as permitted or Special Land Uses in the Consolidated Use Table.
3. **Unlicensed Group Living Facilities Prohibited.** Group homes, boarding homes, or similar congregate living facilities that are not licensed by the State of Michigan as Adult Foster Care or Child Foster Care homes, or that are not otherwise expressly listed as a permitted or Special Land Use in the Consolidated Use Table, are not permitted in any zoning district and shall be considered prohibited uses under this Ordinance.
4. **Neighborhood Compatibility.** Licensed Group Living Facilities shall be operated and maintained in a manner that is compatible with surrounding residential uses, including compliance with applicable Article V standards for lighting, parking, access, landscaping, and screening, and any conditions of approval imposed through Site Plan or Special Land Use review.

### C. Emergency Shelter / Transitional Housing

1. A written management and operations plan shall be submitted as part of the required Site Plan or Special Land Use review, addressing staffing, security, resident rules, and neighborhood contact procedures.
2. Occupancy shall not exceed limits established by applicable building, housing, and fire codes.
3. On-site staff supervision shall be provided during all hours of operation when residents are present.
4. Outdoor activity areas shall be located and screened to minimize impacts on adjacent residential uses.

### D. Senior Living Facilities (Nursing Homes / Assisted Living)

1. **Minimum Lot Area.** The minimum lot area shall be one (1) acre, unless a larger minimum is required by the district.
2. **Setbacks from Residential.** Buildings and parking areas shall be set back a minimum of thirty (30) feet from any abutting residentially zoned lot, which may be satisfied by a combination of required yard and required landscape buffer.
3. **Internal Circulation.** Safe internal circulation for ambulances, paratransit, service vehicles, and deliveries shall be provided and shall be designed to minimize conflicts with resident and visitor pedestrian routes.
4. **Site Design.** Screening, lighting, and parking shall comply with Article V to limit adverse impacts on adjacent neighborhoods.

# Article IV – Use Regulations

---

## 155.404 Civic & Institutional Use Standards

The following standards apply to civic and institutional uses, in addition to all applicable district regulations and Article V.

### A. Religious Institutions

1. Off-street parking shall be located to the side or rear of the principal building to the maximum extent practicable.
2. Where a religious institution abuts a residential district, a landscape buffer shall be provided in accordance with the applicable buffer type requirements in Article V.
3. Building height shall not exceed the maximum permitted by the district, except where a greater height is approved as a Special Land Use and is found compatible with neighborhood character.

### B. Schools

1. A circulation plan for student drop-off and pick-up, including bus and parent/guardian traffic, shall be provided as part of Site Plan review to ensure safe and efficient movement of vehicles and pedestrians.
2. Outdoor play areas shall be fenced and buffered from adjacent residential uses in accordance with Article V.
3. Access points shall be designed to minimize congestion on surrounding streets and maintain safe pedestrian crossings.

### C. Day Care Centers

1. Outdoor play areas shall provide at least one hundred (100) square feet of fully enclosed play space per child present at any one time.
2. Play areas shall be located in rear or side yards unless the approving authority finds that an alternative location provides equivalent or better safety and compatibility.
3. Fencing, screening, and noise management shall comply with Article V and any additional conditions of approval.

### D. Community Gardens

1. **Where Permitted.**
  - a. Community Gardens are allowed only in zoning districts where they are identified as a Permitted Use (P or P\*) or Special Land Use (S) in the Consolidated Use Table in §155.410.
  - b. Unless the Use Table is amended to the contrary, Community Gardens are intended to be:
    - i. Permitted as **principal or accessory uses** in the R-1 and R-2 Districts; and
    - ii. Permitted as **principal uses** in the PR and ERO Districts.
2. **Fencing.** Fencing shall not exceed six (6) feet in height and shall comply with visibility and design standards in Article V.
3. **Structures.** Storage sheds and similar accessory structures shall not exceed two hundred (200) square feet each and shall be maintained in good repair.
4. **On-Site Sales.** On-site retail sales or farm stands associated with a Community Garden shall require Special Land Use approval unless expressly permitted in the applicable district.

# Article IV – Use Regulations

---

## **E. Private Noncommercial Recreational Areas.**

Private noncommercial recreational areas shall be subject to Site Plan Review where required by this Ordinance and shall comply with the following: (1) **Location and buffering.** Outdoor activity areas, parking, and service functions shall be located and screened to minimize impacts on adjacent residential uses in accordance with Article V. (2) **Lighting.** Any lighting shall be shielded and directed away from adjacent lots and the public right-of-way and shall comply with Article V. (3) **Access and safety.** Facilities shall provide safe pedestrian access and any required barriers, fencing, or safety features in compliance with Article V and applicable codes. Where Site Plan Review is required, no zoning permit or building permit shall be issued until the Site Plan has been approved in accordance with Article VII.

## **F. Community and Institutional Recreation Centers.**

Community and institutional or community recreation centers shall be subject to Site Plan Review where required by this Ordinance and shall comply with the following: (1) **Site layout.** Off-street parking, loading, and drop-off shall be located to the side or rear to the maximum extent practicable and designed consistent with Article V. (2) **Outdoor areas.** Outdoor play fields, courts, and gathering areas shall be sited and buffered to reduce noise and lighting impacts on abutting residential lots in accordance with Article V. (3) **Operations.** Where Special Land Use approval is required, the approving body may impose reasonable conditions related to hours of operation and special events to ensure compatibility with nearby residential areas. Where Site Plan Review is required, no zoning permit or building permit shall be issued until the Site Plan has been approved in accordance with Article VII.

---

# Article IV – Use Regulations

---

## 155.405 Commercial Use Standards

The following standards apply to commercial uses, in addition to district regulations, Article V, and any Overlay District provisions.

### A. Retail Stores

1. Maximum floor area for individual retail establishments shall be as specified on the applicable District Sheet and in the Consolidated Use Table.
2. Retail establishments exceeding the maximum floor area permitted by the Base District shall require Special Land Use approval and a finding that the use is compatible with the intended form and scale of the district.

### B. Restaurants & Bars

1. Drive-through facilities are prohibited in the Town Center (TCD) District and in any other district where expressly prohibited by the district standards.
2. Drive-through facilities are permitted only in districts where allowed in the Consolidated Use Table and District Sheets, and shall:
  - a. Locate drive-through lanes and stacking areas to the side or rear of buildings; and
  - b. Be designed so that queued vehicles do not obstruct required pedestrian routes or public sidewalks.
3. Outdoor dining areas shall maintain a minimum six (6) foot clear pedestrian zone along public sidewalks and shall comply with any applicable City right-of-way permit requirements.

### C. Food Trucks / Mobile Vending

1. Food trucks and mobile vendors operating on private property shall obtain a temporary use permit where required by this Ordinance and shall comply with Article V standards for access, parking, and screening.
2. Hours of operation shall be set in the temporary use or Special Land Use approval and may be conditioned for neighborhood compatibility and compliance with City noise and nuisance regulations.
3. Food trucks and mobile vendors shall provide on-site trash receptacles and maintain the site free of litter and debris.
4. Mobile vendors shall not obstruct public sidewalks, required fire lanes, or access to building entrances, and shall comply with any applicable City licensing or right-of-way regulations.

### D. Personal Services (e.g., salons, laundromats)

1. Drive-through facilities for personal service uses are prohibited unless expressly permitted in the Consolidated Use Table and district standards.
2. In mixed-use or main street districts, personal services are encouraged to be located on the ground floor to support active frontage, unless the district requires shopfront frontage for other uses along designated frontages.

### E. Offices

1. In the Town Center (TCD) and other designated mixed-use districts, offices are encouraged on upper floors to support active ground-floor commercial or civic uses.
2. Ground-floor offices shall be permitted only where shopfront frontage is not required by the District Sheet, or where the frontage design provides an equivalent level of transparency and street activation as required for retail and restaurant uses.

# Article IV – Use Regulations

---

## 155.406 Mixed Use Standards

The following standards apply to mixed-use development patterns, in addition to district regulations and Article V.

### A. Live/Work Units

1. Along designated corridors or A-frontages, Live/Work Units shall provide a shopfront or comparable active frontage type at the ground floor, consistent with Article V.
2. The work or non-residential portion of a Live/Work Unit shall not exceed fifty percent (50%) of the unit's floor area and shall not exceed two thousand (2,000) square feet of gross floor area per unit.
3. Auto-oriented uses, vehicle repair, and other high-impact uses are prohibited within Live/Work Units.
4. Signage, access, and parking for Live/Work Units shall be designed at a pedestrian scale consistent with the surrounding district.

### B. Mixed-Use Buildings

1. Along designated frontages in the TCD and MRD-2 Districts, Mixed-Use Buildings shall provide active non-residential or civic uses on the ground floor, such as retail, restaurant, office, or community-serving uses, as identified on the District Sheet.
2. Ground-floor facades along designated frontages shall provide a minimum of fifty percent (50%) transparency within the ground-floor transparency zone, measured per Article V.
3. Residential uses are permitted above the first floor where allowed by the district, provided they are served by separate, clearly identifiable residential entries.
4. Off-street parking for Mixed-Use Buildings shall be located to the side or rear of buildings and shall not occupy primary street frontages except where specifically permitted by the district standards.

## 155.407 Industrial Use Standards

Industrial uses shall comply with the following standards, in addition to district regulations, Article V, and any applicable Overlay District provisions.

### A. Light Manufacturing

1. All principal manufacturing operations shall be conducted within fully enclosed buildings, except where outdoor components are expressly permitted by Special Land Use approval.
2. Outdoor storage of materials and equipment shall be located to the side or rear of buildings and screened from public streets and adjacent residential areas in accordance with the applicable buffer and screening requirements in Article V.
3. Noise, vibration, odor, and other potential impacts shall comply with performance standards in Article V.

### B. Warehousing and Distribution

1. Loading docks and truck courts shall be located to the side or rear of buildings and, to the maximum extent practicable, oriented away from local residential streets.
2. Adequate on-site truck circulation and queuing areas shall be provided so that trucks do not queue in public rights-of-way.
3. Screening of loading areas from public streets and residential districts shall be provided consistent with Article V.

# Article IV – Use Regulations

---

## C. Auto-Oriented and High-Impact Uses

1. Auto repair, vehicle storage, and other high-impact industrial or commercial uses shall be located in districts that specifically allow such uses in the Consolidated Use Table and shall provide enhanced buffering from adjacent residential districts, including a Type C or equivalent landscape buffer as specified in Article V.
2. Outdoor display and storage areas associated with such uses shall be clearly delineated.
3. Outdoor display and storage areas associated with such uses shall be clearly delineated, screened, and maintained in an orderly condition.

## 155.408 Marijuana Retail and Provisioning Standards

### A. Applicability and Compliance With State Law.

A Marijuana Retailer and/or Medical Marijuana Provisioning Center shall comply at all times and in all circumstances with applicable State of Michigan laws and rules, including the Michigan Medical Marijuana Act, as amended, and any applicable laws and rules administered by the Michigan Cannabis Regulatory Agency (CRA), or its successor agency.

### B. Nonconforming status; protected patient and caregiver conduct.

1. No person or entity that was open or operating any facility purporting to grow, produce, manufacture, test, sell, transfer, or transport medical marijuana or marijuana prior to the adoption of this Code is considered a lawful use or lawful nonconforming use to conduct activity as a Medical Marijuana Provisioning Center, Marijuana Retailer, or Safety Compliance Facility.
2. This Code does not apply to, or regulate, any protected patient or caregiver conduct pursuant to Initiated Law 1 of 2008.

**C. General operating provisions.** The following requirements apply to a Marijuana Retailer and Medical Marijuana Provisioning Center:

1. **Hours of operation.** Permissible hours of operation shall comply with **§124.11**.
2. The facility shall not have a drive-through facility or curbside delivery.
3. No use of marijuana is permitted at the facility. Marijuana products shall not be smoked, ingested, or otherwise used within the facility or onsite.
4. No person, other than employees or consultants, is allowed in the facility after hours.
5. The facility shall be available for inspection, during business hours, by the City code enforcement official and/or police to confirm the facility is operating in accordance with all applicable laws, including state law and City codes.
6. Upon request, the City shall provide a copy of this Code (including any additional Codes that apply to marijuana regulations in the City) to the Michigan Cannabis Regulatory Agency (CRA), or its successor agency.
7. A security plan and floor plan shall be submitted with the application; the facility shall identify chemical storage, space, and other critical aspects of the layout. The security plan and floor plan shall be treated as confidential to the extent permitted by the Michigan Freedom of Information Act (FOIA), as amended.
8. A waste disposal plan shall be included with the application, detailing plans for any chemical, water, and/or plant waste disposal.

# Article IV – Use Regulations

---

## **D. Separation requirements.**

1. A Marijuana Retailer and/or Medical Marijuana Provisioning Center shall not be located within a five hundred (500) foot radius of a school, measured as the shortest distance from front door to front door.
2. A Marijuana Retailer and/or Medical Marijuana Provisioning Center shall not be located within a one thousand (1,000) foot radius of a lawfully existing Medical Marijuana Provisioning Center or Marijuana Retailer, measured as the shortest distance from front door to front door. This separation does not apply

## **E. Prohibited co-location with physician.**

A Marijuana Retailer and/or Medical Marijuana Provisioning Center shall not share office space with a physician.

## **F. Indoor operations; visibility.**

All activities of a Medical Marijuana Provisioning Center and/or Marijuana Retailer, including all transfers of marijuana, shall be conducted within the building and out of public view. A facility shall not have a walk-up window.

## **G. Security and lighting.**

1. Security cameras shall be installed, maintained, and approved by the City Police Chief. All security cameras shall have at least 120 concurrent hours of digitally recorded documentation. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. An alarm system is required that is operated and monitored by a recognized security company.
2. Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance.

## **H. Inspections.**

The premises shall be open for inspection upon request by the Building Official, the Fire Department, and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and at such other times as anyone is present on the premises. Quarterly inspections may be made by the City Official's designee to confirm the facility is operating in accordance with applicable laws including, but not limited to, State Law and City Ordinances.

## **I. Exterior signage.**

Exterior signage shall comply with §155.511. Any Medical Marijuana Provisioning Center and/or Marijuana Retailer shall not have exterior signage using the word “marihuana” and/or “marijuana” or any other word, phrase, or picture commonly understood to refer to marijuana. Neon signs and non-functional decorative lighting shall be prohibited. Sign(s) shall be posted stating that “No loitering is permitted” on such property.

# Article IV – Use Regulations

---

## 155.409 Marijuana Establishments Prohibited

### A. Prohibited Uses.

Except as expressly permitted under §155.408, Marijuana Establishments and Marijuana-related commercial activities are prohibited in all zoning districts and shall not be approved as a principal use, accessory use, Special Land Use, Planned Unit Development use, or temporary use.

### B. Prohibited Facility Types.

The following Marijuana Establishment types, and any substantially similar use, shall be prohibited in all zoning districts: marijuana grower (including cultivation), marijuana processor (including manufacturing/processing), safety compliance facility (testing), secure transporter (including transportation), and marijuana microbusiness, as those terms may be defined by State law and administered by the Michigan Cannabis Regulatory Agency (CRA), or its successor agency.

### C. Prohibited Warehousing/Wholesale/Distribution.

Any commercial warehouse, wholesale operation, distribution, storage, transfer, or transport facility primarily related to marijuana, including any facility purporting to grow, produce, manufacture, test, sell, transfer, store, distribute, or transport marijuana or medical marijuana for commercial purposes, shall be prohibited in all zoning districts.

### D. No Authorization by Interpretation.

A prohibited Marijuana Establishment type or prohibited marijuana warehousing/wholesale/distribution use shall not be authorized through a “similar use” determination or by interpretation of any listed use category.

## 155.410 Temporary Use Standards

Temporary uses shall comply with the following standards, in addition to any specific permit conditions and other applicable provisions of this Ordinance.

### A. Farmers Markets and Similar Open-Air Markets

1. A temporary use or special event permit shall be required where specified by this Ordinance.
2. Markets shall be limited in frequency and duration as established in the permit, not to exceed two (2) days per week and six (6) months per calendar year, unless otherwise approved.
3. A parking and circulation plan demonstrating safe access for vehicles and pedestrians shall be provided, and parking demand may be met through shared or off-site parking, subject to Article V.

### B. Seasonal Sales (e.g., holiday trees, fireworks)

1. Seasonal sales shall be authorized for a period not to exceed sixty (60) consecutive days per permit.
2. Adequate off-street parking and safe access shall be provided, consistent with Article V.
3. All temporary structures, signage, and merchandise shall be removed within ten (10) days after the end of the permit period.

# Article IV – Use Regulations

---

## C. Festivals and Special Events

1. A special event permit shall be required, in addition to any other approvals required by this Ordinance or other City codes.
2. Hours of operation for festivals and special events shall be specified in the special event permit and may be conditioned by the approving authority to protect public health, safety, and welfare and to ensure compliance with applicable noise and nuisance regulations.
3. Noise levels shall comply with the City's noise regulations.
4. Event organizers shall be responsible for site cleanup and restoration following the event.

## D. Construction Trailers and Temporary Construction Uses

1. Construction trailers and related temporary structures are allowed only on active construction sites with a valid building or site development permit.
2. All such structures shall be removed within thirty (30) days of issuance of a certificate of occupancy or final inspection approval for the project, unless an extension is granted by the Zoning Administrator.

## E. Mobile Vendors / Food Trucks

1. Mobile vendors and food trucks operating as temporary uses shall obtain a temporary use permit where required and shall comply with the standards of §155.405(C) and any applicable City licensing or right-of-way regulations.
2. Hours of operation, locations, and separation from existing brick-and-mortar restaurants may be conditioned as part of the permit to ensure compatibility with surrounding uses and public safety.

## 155.411 Accessory Use Standards

### A. General Standards

1. This Section applies to detached accessory structures customarily incidental to a principal use, including garages, sheds, gazebos, and similar structures.
2. This Section does not apply to Accessory Dwelling Units (ADUs), which are regulated by §155.402(A). Where a detached accessory structure is used as an ADU, the standards of §155.402(A) shall control in the event of conflict.

### B. Location, Size, and Height

1. Accessory structures shall be located in rear yards only, unless otherwise permitted by the district standards or Article V.
2. The maximum size of an accessory structure shall be eight hundred (800) square feet or forty percent (40%) of the footprint of the principal dwelling, whichever is less, unless a different maximum is established by the district or approved as part of a PUD.
3. The maximum height of an accessory structure shall be fifteen (15) feet, measured in accordance with §155.209, unless otherwise permitted for specific accessory uses in this Section.

# Article IV – Use Regulations

---

## **C. Solar Energy Systems**

1. Rooftop solar energy systems that project no more than five (5) feet above the roofline shall be exempt from the building height limits of the district.
2. Ground-mounted solar panels shall comply with a minimum ten (10) foot setback from all property lines and shall be screened from public streets and adjacent residential properties in accordance with Article V.

## **D. Small Wind Energy Systems**

1. The maximum height of a small wind energy system shall be sixty (60) feet in industrial (M) districts and thirty-five (35) feet in all other districts, measured in accordance with §155.209.
2. The minimum setback from all property lines shall be at least equal to the total height of the tower, including the rotor at its highest point.
3. Additional standards for noise, shadow flicker, and safety may be established in Article V or as conditions of approval.

## **E. Electric Vehicle (EV) Charging Stations**

1. EV charging stations shall be permitted as accessory uses in all districts.
  2. EV charging equipment shall be located and installed so as not to obstruct public sidewalks, required accessible routes, fire lanes, or building entrances.
  3. Level 3 (fast-charge) stations shall be permitted only in commercial, mixed-use, and industrial districts, or as otherwise approved through Special Land Use, and shall be designed to minimize noise and light impacts on adjacent residential areas.
-

# Article IV – Use Regulations

---

## 155.412 Consolidated Use Table and Interpretation

### A. Purpose

The Consolidated Use Table in this Section establishes, by zoning district, whether a use is:

1. **A Permitted Principal Use (P);**
2. **A Permitted Principal Use with Supplemental Standards (P\*);** or
3. **A Special Land Use (S)** requiring review and approval in accordance with Article VI.

A blank cell indicates that the use is not permitted in that zoning district, subject to Subsection C (Unlisted Uses).

---

### B. Key to Use Table

- **P** = Permitted Principal Use
- **P\*** = Permitted Principal Use with Supplemental Standards (see applicable Section in §§155.402–155.409)
- **S** = Special Land Use (requires review and approval under Article VI)
- **Blank** = Use not permitted in that district

### C. Interpretation; Unlisted Uses

1. **Unlisted Uses Prohibited.** Any use that is not:
  - a. Listed by name in the Consolidated Use Table;
  - b. Clearly included within a listed use category in Article II (Definitions); or
  - c. Determined to be a “similar use” under Subsection C.2, shall be deemed prohibited.
2. Similar Use Determinations.
  - a. The Zoning Administrator may issue a written administrative interpretation that a proposed use is similar in nature and impact to a listed use and shall be regulated as that listed use.
  - b. In making a similar use determination, the Zoning Administrator shall consider:
    - i. The characteristics of the proposed use, including scale, traffic generation, hours of operation, and potential external impacts;
    - ii. Consistency with the purposes of the applicable zoning district and this Ordinance; and
    - iii. Any relevant professional planning or legal guidance.
  - c. A similar use determination shall not:
    - i. Add a new use category to the Ordinance; nor
    - ii. Authorize a use that is expressly prohibited elsewhere in this Ordinance.
  - c. Any person aggrieved by a similar use determination may appeal such determination to the Zoning Board of Appeals (ZBA) in accordance with Article VII.
3. Use Table and District Sheets.

Where there is a conflict between the Consolidated Use Table and a District Sheet regarding whether a use is permitted or special, the more restrictive classification shall apply unless corrected by ordinance.

P = PERMITTED PRINCIPAL USE | P\* = PERMITTED PRINCIPAL USE W/STANDARDS | S = SPECIAL LAND USE (REQUIRES REVIEW/APPROVAL) BLANK = NOT PERMITTED

USE CATEGORY		Residential		Mixed-Use					
RESIDENTIAL		R1	R2	MRD1	MRD2	TCD	M1	PR	ER
<b>HOUSEHOLD LIVING</b>	Accessory Dwelling Unit (ADU)	P*	P*						
	Dwelling, Detached Single-Household	P	P						
	Dwelling, Duplex (Two-Unit)	S	P						
	Dwelling, Live-Work Unit			P	P	P			
	Dwelling, Manufactured/Mobile Housing								
	Dwelling, Multiplex (Three-Four Unit)		S						
	Dwelling, Multi-Household (5+units)			P	P	P			
	Dwelling, Mixed Use Residential			P	P	P			
	Dwelling, Townhouse / Rowhouse	S	P	P					
	Dwelling, Tiny House		S						
	Dwelling, Senior Living or Age Restricted Housing		S	P					
<b>GROUP LIVING</b>	Adult Foster Care, Small (1-6 persons)	P	P						
	Adult Foster Care, Medium (7-12 persons)	S	S						
	Adult Foster Care, Large (13-20 persons)	S	S						
	Child Foster Care, Small (1-7 children)	P	P						
	Child Foster Care, Medium (8-14 children)	S	S						
	Senior Living Facilities (Nursing Homes / Assisted Living)	S	S						
	Student Housing / Dormitories								S
	Transitional Housing/Shelter								

P = PERMITTED PRINCIPAL USE | P\* = PERMITTED PRINCIPAL USE W/STANDARDS | S = SPECIAL LAND USE (REQUIRES REVIEW/APPROVAL) BLANK = NOT PERMITTED

USE CATEGORY		Residential		Mixed-Use					
		R1	R2	MRD1	MRD2	TCD	M1	PR	ER
<b>COMMERCIAL</b>									
<b>AUTO DEPENDENT SERVICES</b>	Auto Repair Shop, Major						S		
	Auto Repair Shop, Minor						S		
	Automobile Fueling Station			S	S				
	Automobile Sales and/or Rental						S		
	Automobile Wash Facility						S		
	Drive-Through Facility (accessory use)		S	S	S				
<b>ADULT REGULATED USES</b>	Adult Entertainment / Assembly								
	Adult Novelty Store								
	Marijuana Establishment – Retail						S		
<b>FOOD &amp; BEVERAGE</b>	Convenience Store (no fuel pumps)		S	S	S				
	Bar or Lounge		S	S	S	S			
	Farmers Market							P	P
	Food Trucks / Mobile Vendor		P*	P*	P*	P*		P*	P*
	Grocery Store / Supermarket			P	P	P			
	Liquor Store			S					
	Restaurant, Full Service			P	P	P			
	Restaurant, Fast Food or Limited Service		S	S	S				
<b>HEALTH &amp; WELLNESS SERVICES</b>	Health or Fitness Club / Gym			P	P	P			P
	Medical / Dental Clinic			P	P	P			P
	Pharmacy			P	P	P			P
<b>LODGING</b>	Hotel / Boutique Hotel			S	P*	P*			
	Short-Term Rental (STR)	P*	P*	P*	P*	P*			

P = PERMITTED PRINCIPAL USE | P\* = PERMITTED PRINCIPAL USE W/STANDARDS | S = SPECIAL LAND USE (REQUIRES REVIEW/APPROVAL) BLANK = NOT PERMITTED

USE CATEGORY		Residential		Mixed-Use					
COMMERCIAL		R1	R2	MRD1	MRD2	TCD	M1	PR	ER
RETAIL & CONSUMER SERVICES	Assembly / Event Venue / Banquet Hall			P	P	P			P
	Financial Services			P	P	P			P
	Landscape / Nursery / Greenhouse						P		
	Laundry / Dry Cleaner				P				
	Night Club			S	S	S			
	Office			P	P	P			P
	Personal Service Establishment			P	P	P			P
	Pet Grooming/Boarding Facility				S				
	Pharmacy			P	P	P			P
	Retail Sales Establishment			P	P	P			P
	Studios (Art, Dance, Photography)			P	P	P			P
	Theater / Entertainment Venue				P	P			P
	Vetrinary Clinic				S	S			S
PUBLIC-INSTITUTIONAL		R1	R2	MRD1	MRD2	TCD	M1	PR	ER
CIVIC & GOVERNMENT	Government / Municipal Facility						S		S
	Libraries								P
COMMUNITY & CULTURAL	Cemetery								
	Funeral Services				S				
	Museums / Cultural Centers				P	P			P
	Religious Institution		S						
EDUCATION & CHILDCARE	Child Care Center / Pre-k		S	S					
	Day Care Home	S	S						
	K-12 School								P
	Trade / Vocational School						P		P

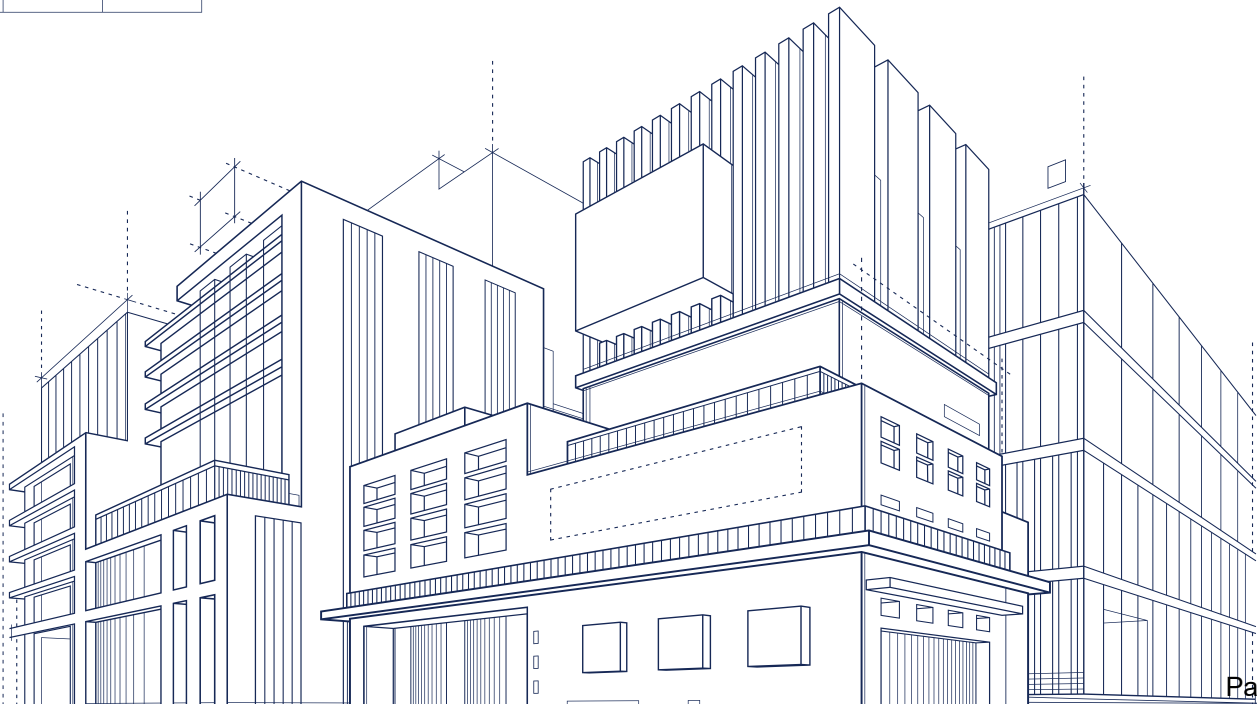
P = PERMITTED PRINCIPAL USE | P\* = PERMITTED PRINCIPAL USE W/STANDARDS | S = SPECIAL LAND USE (REQUIRES REVIEW/APPROVAL) BLANK = NOT PERMITTED

USE CATEGORY		Residential		Mixed-Use			Industrial		
PUBLIC-INSTITUTIONAL		R1	R2	MRD1	MRD2	TCD	M1	PR	ER
PARKS & RECREATION	Accessory Concessions or Cafes							S	P
	Community Gardens							S	P
	Parks & Playgrounds, Public							P	P
	Greenways, Trails, and Natural Areas							P	P
	Recreation – Indoor				S			S	S
	Recreation – Outdoor				S			S	S
INDUSTRIAL		R1	R2	MRD1	MRD2	TCD	M1	PR	ER
TECHNOLOGY & LOGISTICS	Business Parks and Corporate / Technology Offices						P		
	Contractor Offices with Indoor Storage						P		
	Data Center Data Center or High-Intensity Computing Facility						S		
	Light Manufacturing, Assembly, and Fabrication						P		
	Outdoor Storage (Accessory Use)						P		
	Research and Development						P		
	Self-Storage Facility (Indoor)						P		
	Warehouse / Distribution Center						P		
UTILITIES, TRANSPORTATION & INFRASTRUCTURE	Essential Service (Minor – No Building)	P	P	P	P	P	P	P	P
	Essential Service (Major– With Building)	P*	P*	P*	P*	P*	P*	P*	P*
	EV Charging Stations (accessory)	P*	P*	P*	P*	P*	P*	P*	P*
	Wireless Communication Facility								

■ The City of Inkster

# ARTICLE V

## Site & Building Standards



# Article V – Site & Building Standards

---

## 155.501 Purpose & Applicability

### A. Purpose.

This Article establishes dimensional, placement, and site design standards to implement the City’s Master Plan and Zoning Plan, and to ensure development that is predictable, compatible, and consistent with community goals.

### B. Applicability.

1. The standards of this Article apply to all zoning districts unless more specific standards are provided in a District Sheet, Overlay District, or approved Planned Unit Development (PUD).
2. Where a conflict exists between this Article and a more specific standard in a District Sheet, Overlay District, or approved PUD, the more specific standard shall control.

### C. Rules of Measurement.

Height, lot width, Build-To Zones (BTZ), setbacks, façade transparency, and encroachments shall be measured in accordance with **Article II (Rules of Measurement)**. Graphics and administrative guidelines may further illustrate these standards but shall not override the text and numerical standards of this Ordinance.

## 155.502 Building Design Compliance & Mandates

### A. Purpose.

The purpose of this Section is to confirm that building material standards, architectural articulation and massing requirements, and mechanical and utility screening standards of this Article are **mandatory zoning standards**, not advisory guidelines, for commercial, mixed-use, and industrial development.

### B. Applicability.

1. This Section applies to all new principal buildings and building additions in commercial, mixed-use, and industrial zoning districts, as identified in Article III.
2. For existing buildings, this Section applies to exterior façade renovations, façade replacements, and expansions that require **Site Plan Review** under Article VI.

### C. Mandatory Standards.

All development subject to this Article shall comply with:

1. The **Building Materials and Architectural Articulation** standards of §155.507; and
2. The **Mechanical and Utility Screening** standards of §155.506(H) and the rooftop and ground-mounted equipment standards of §155.508(D)–(E).

These provisions are mandatory zoning requirements and shall **not** be interpreted as advisory or optional. Compliance is required as a condition of zoning approval.

### D. Relationship to Other Approvals.

1. Compliance with this Section is in addition to all dimensional, use, and site standards in Articles III and IV and any applicable Overlay District.
2. Where a modification to a building design standard is sought, relief shall only be granted through an administrative warrant (if established by this Ordinance), variance, PUD approval, or other formal mechanism provided in Article VII.

# Article V – Site & Building Standards

---

## E. Review & Findings.

1. Compliance with the standards listed in subsection (C) shall be demonstrated on all required **Site Plan** submissions in accordance with Article VI.
2. As part of approving a Site Plan for commercial, mixed-use, or industrial development, the approving body shall make written **Findings of Fact** that the proposed building design meets all applicable building material, articulation, and mechanical screening standards of this Article, or that an applicable modification or variance has been granted under Article VII.
3. A Site Plan that does not demonstrate compliance with these standards shall not be approved unless a modification, variance, or other formal relief is granted pursuant to Article VII.

## 155.503 Frontage Types & Transparency Standards

### A. Purpose.

To establish objective dimensional and performance standards for frontage conditions that shape the public realm. Where a District Sheet requires a specific frontage type or transparency standard, this Section controls measurement and compliance.

### B. Applicability.

1. This Section applies to all frontages identified on the Official Zoning Map/Regulating Plan and to all buildings on designated A- and B-Frontages as described in Article III.
2. Where a District Sheet designates a specific frontage type, that frontage type shall be provided along the mapped streets in addition to the general siting and dimensional standards of the district.

### C. General Rules of Measurement.

1. **Glazing Zone (Ground Floor):** Measured between two (2) feet and ten (10) feet above the adjacent sidewalk grade.
2. **Transparency Calculation:** Required transparency is calculated as the area of **vision glass** divided by the total wall area of the story within the relevant zone. Doors, spandrel glass, louvers, opaque panels, columns, and required structural elements are excluded from the transparency calculation.
3. **Corner Lots:** On corner frontages, the required transparency shall apply to both street-facing façades for a minimum of twenty (20) feet from the corner.
4. **Recesses:** Display and entry recesses up to eight (8) feet in depth count toward required transparency if the glazing lies within the glazing zone.

### D. Frontage Type Standards.

1. **Porch Frontage.**
  - a. Clear depth: minimum six (6) feet.
  - b. Width: at least fifty percent (50%) of the width of the entry bay, or a minimum of eight (8) feet, whichever is greater.
  - c. Floor height: finished porch floor eighteen (18) to thirty-six (36) inches above sidewalk grade; accessible ramps may satisfy ADA requirements without reducing the minimum clear depth.
  - d. Supports/rails: vertical supports spaced six (6) to ten (10) feet on center; any rail shall be thirty-four (34) to forty-two (42) inches in height.
  - e. Encroachments: porch roofs and eaves may encroach into the BTZ or setback consistent with Article II encroachment rules.

## Article V – Site & Building Standards

---

2. Stoop Frontage.
  - a. **Landing:** minimum clear landing of four (4) feet by four (4) feet.
  - b. **Floor height:** finished landing eighteen (18) to thirty-six (36) inches above sidewalk grade.
  - c. **Stair encroachment:** stairs may encroach up to five (5) feet into the setback or BTZ where permitted by Article II.
  - d. **Door orientation:** at least one primary entrance serving the dwelling shall face the primary street on A-Frontages.
  
3. Shopfront Frontage.
  - a. **Ground-floor clear height:** On A-Frontages in the MRD-2 and TCD Districts, the ground floor shall provide a minimum clear height of twelve (12) feet, measured from finished floor to the lowest projection of permanent structure or mechanical equipment.
  - b. **Window sill height:** sills for primary display windows shall be no more than two and one-half (2.5) feet above the adjacent sidewalk at the main façade.
  - c. **Bulkhead/kickplate:** a bulkhead or kickplate between eighteen (18) and thirty (30) inches in height is permitted below display windows.
  - d. **Recessed entries:** recessed entries are permitted, with a recess depth between two (2) and eight (8) feet and a minimum recess width of six (6) feet.
  - e. **Weather protection:** continuous awnings or canopies are encouraged. Any awning or canopy over the sidewalk shall maintain a minimum underside clearance of eight (8) feet above the sidewalk.
  
4. Arcade/Gallery Frontage.
  - a. Clear width: minimum ten (10) feet from the building face to the curb-side support.
  - b. Clear height: minimum twelve (12) feet.
  - c. Column placement: supports shall be located on private property unless encroachment rights into the right-of-way are granted by the City.
  - d. Lighting: provide average illumination of three (3) to five (5) footcandles beneath the arcade; fixtures shall be full-cutoff or shielded.

### E. Transparency Requirements.

1. **Ground-floor non-residential on A-Frontages** (Shopfront/Arcade streets): required transparency within the glazing zone: sixty (60) to seventy-five (75) percent.
2. **Ground-floor residential:** required transparency within the glazing zone: twenty-five (25) to thirty-five (35) percent; entries and windows are required on the primary street façade.
3. **Upper floors (all frontages):** required transparency per story (measured façade-wide): twenty (20) to thirty-five (35) percent.
4. **Window signs and obstructions:** window signs, interior screens, shelving, or other interior obstructions shall not reduce effective transparency below required minimums. Window signs on any glazed pane shall not cover more than twenty-five percent (25%) of that pane.
5. **Blank wall limit:** uninterrupted blank wall segments on any street-facing façade shall not exceed twenty (20) feet in length.
6. **Glazing type:** required transparency shall be provided with clear or lightly tinted **vision glass** with a visible light transmittance of at least sixty percent (60%). Mirrored glass and opaque films are prohibited within required transparent areas.

# Article V – Site & Building Standards

---

## 155.504 Parking, Access & Circulation Standards

### A. Purpose.

1. To centralize objective, non-dimensional parking placement, access, and circulation standards that implement the intent of District Sheets and support walkable, context-sensitive development.
2. Applicability; accessory parking and loading. The standards of this Section shall apply to:
  - a. the construction of any new structure;
  - b. any cumulative increase in gross floor area in excess of twenty-five percent (25%); and
  - c. any change from one use to another, as determined under this Ordinance. Off-street parking and loading areas required by this Ordinance are accessory to the principal use served and shall be provided and maintained by the property owner for the off-street storage of motor vehicles for occupants, employees, and patrons, in accordance with this Ordinance.

### B. Parking Quantity Maximums (by District).

1. MRD-2 and TCD Districts. The total number of on-site off-street parking spaces shall not exceed one hundred twenty-five percent (125%) of the minimum number of spaces otherwise required by this Ordinance or by an approved shared-parking study.
2. MRD-1 District. The total number of on-site off-street parking spaces shall not exceed one hundred fifty percent (150%) of the minimum number of spaces otherwise required by this Ordinance or by an approved shared-parking study.
3. R-1 and R-2 Districts. No maximum parking cap is imposed by this subsection. All location, driveway, and lot coverage standards of this Article remain applicable.
4. Other districts. In all other zoning districts, the total number of on-site off-street parking spaces shall not exceed one hundred ten percent (110%) of the minimum required by this Ordinance or by an approved shared-parking study, unless a higher cap is expressly authorized in a District Sheet, Overlay District, or approved PUD.
5. Structured parking. Structured parking facilities may exceed the applicable maximum where approved by the Planning Commission, provided that active ground-floor uses wrap the structure along all A-Frontages and the facility meets all frontage and design requirements of this Ordinance.

### C. Parking Area Approval and Design.

1. Parking areas; approval required. All off-street parking lots and drive aisles constructed, expanded, or reconfigured to meet this Ordinance shall be subject to approval by the Zoning Administrator, and where Site Plan Review is required, shall be approved as part of Site Plan approval prior to issuance of a Certificate of Occupancy.
2. Backing onto streets. New off-street parking spaces shall not be designed to require vehicles to back directly into a public street, except on local streets where the Zoning Administrator determines no feasible alternative exists.
3. Passenger drop-off. Where passenger drop-off spaces are provided, they shall be located so that the primary building entrance is not separated from the drop-off area by a vehicular travel lane, unless the Zoning Administrator determines no feasible alternative exists due to site constraints.

# Article V – Site & Building Standards

---

## D. Location & Placement.

1. **A-Frontages (all districts).** On any designated A-Frontage, no parking or drive aisles shall be located between the principal building and the primary street. Off-street parking shall be located to the side or rear of the principal building. Front-yard parking pads are prohibited on A-Frontages in all districts.
2. **Access in MRD-2 and TCD Districts.** a. Vehicle access to on-site parking shall be taken from alleys or secondary streets where such access is reasonably available. b. New curb cuts on A-Frontages shall be minimized and may be approved only where no feasible alternative rear or side-street access exists.
3. **Garages in R-1, R-2, and MRD-1 Districts.** a. Front-loaded garage doors shall be set back at least ten (10) feet behind the front façade plane of the principal building and shall occupy no more than fifty percent (50%) of that façade's width. b. Where alley access is available, garages are encouraged to take access from the alley and may be required as a condition of Site Plan approval to maintain a continuous streetscape and reduce curb cuts.
4. **In the R-1 and R-2 Districts,** driveway and garage access shall be located and designed to preserve residential streetscape character and minimize visual dominance of paved areas, including minimizing curb cuts and primary-street paving; where alley access is available, the Planning & Community Development Director or Zoning Administrator, in coordination with the Building Official, may require alley access where reasonably feasible. On corner lots, access shall be taken from the secondary street or alley where reasonably feasible, and a second curb cut on the primary frontage shall be avoided unless no feasible alternative exists. Front-loaded garages shall comply with §155.504(C)(3) and shall not be altered to increase the width of street-facing garage doors beyond the maximum permitted by that subsection.
5. **Service/loading on A-Frontages.** On all A-Frontages, service/loading areas and drive-through lanes shall be located behind the principal building and are prohibited between the principal building and the street.

## E. Driveways, Curb Cuts & Cross-Access.

1. **Curb cuts per frontage:** one (1) curb cut per frontage is permitted; two (2) may be permitted where the frontage length exceeds three hundred (300) feet.
2. **Combined width:** the combined width of all curb cuts on a block face shall not exceed sixty (60) feet.
3. **Driveway width at sidewalk:** a. Residential: maximum twelve (12) feet for single driveways; maximum eighteen (18) feet for shared driveways. b. Non-residential: maximum twenty-four (24) feet.
4. **Cross-access:** where feasible, recorded cross-access easements shall be provided to abutting non-residential parcels; internal drives shall be aligned to facilitate shared parking and circulation.
5. **Internal walkways:** a continuous internal walkway at least six (6) feet wide shall connect building entries to the public sidewalk and between major parking fields.

## F. Shared & Remote Parking.

1. **Shared parking reduction:** shared parking reductions are allowed in accordance with adopted shared-parking ratios where a recorded shared-use agreement is provided. The shared-parking arrangement shall demonstrate that the total on-site parking supply does not exceed the applicable maximum parking cap in subsection (B).
2. **Remote parking (Nonresidential).** Required off-street parking serving any use other than residential may be provided either on the same Lot as the building it is intended to serve or on a separate Lot located within five hundred (500) feet of such building, measured as a straight line from the nearest point of the building to the nearest point of the off-street parking area. Ownership or other legal control of all Lots intended for use as

# Article V – Site & Building Standards

3. required parking shall be demonstrated by the Applicant. A recorded off-site parking agreement, in a form acceptable to the City, shall be approved prior to issuance of a certificate of occupancy or certificate of re-occupancy for the use served.

## G. Bicycle & Micro-Mobility (Minimum Operational Rules).

1. **Racks:** bicycle racks shall be located within fifty (50) feet of a primary building entrance, visible from that entrance, and shall not obstruct the clear pedestrian path.
2. **Clear path:** a minimum five (5) foot clear pedestrian path shall be maintained along sidewalks where outdoor dining, bicycle racks, or streetscape furnishings are present.

## H. Parking Space and Aisle Dimensions.

1. Minimum dimensions. Off-street parking spaces and aisles shall meet the minimum dimensions in Table 155.504-H, unless an alternative layout is approved by the Zoning Administrator based on a turning-movement analysis prepared by a licensed professional engineer demonstrating equivalent or better maneuverability and safe circulation.

**Table 155.504-H: Minimum Parking Space and Aisle Dimensions**

Parking Angle	Stall Width (ft)	Stall Length (ft)	Aisle Width (ft)
<b>Parallel (0°)</b>	8	22	12
<b>Angle (45°)</b>	9	18	14
<b>Angle (60°)</b>	9	18	18
<b>Perpendicular (90°)</b>	9	18	24

## I. Maintenance of Required Parking Spaces (Residential).

1. **Applicability:** this subsection applies to any attached garage or other enclosed parking space that is used to satisfy the minimum off-street parking requirements for a residential dwelling under this Ordinance.
2. **Preservation of required parking area:** any attached garage or enclosed parking space counted toward the minimum off-street parking requirement shall not be converted in whole or in part to habitable living space unless an equivalent number of conforming off-street parking spaces is first provided elsewhere on the lot in accordance with this Section.
3. **Required physical elements:** the portion of an attached garage or enclosed parking space used to satisfy the minimum off-street parking requirement shall at all times retain:
  - a. A functioning, standard-sized overhead or similar vehicle door suitable for entry and exit of motor vehicles; and
  - b. A continuous, hard-surfaced floor sufficient in size and configuration to park the required number of vehicles.
4. **Violation and restoration:** conversion of any required enclosed parking space to living space in violation of this subsection constitutes a zoning violation. In addition to any penalties in Article VII, the property owner shall restore the required parking space or provide equivalent conforming parking in accordance with this Ordinance.

## Article V – Site & Building Standards

---

3. **Location & design.** a. Equipment may be located within parking lots, parking structures, or garages, but shall not obstruct required drive aisles, sidewalks, or accessible routes. b. On designated A-Frontages, EV charging equipment and associated cabinets or bollards shall be located to the side or rear of buildings to the maximum extent practicable and shall not occupy any portion of the required BTZ. c. Ground-mounted electrical equipment serving EV chargers shall be screened from public streets and adjoining residential uses with landscaping or low walls consistent with the buffer and screening standards of this Article.
4. **Level 3 / DC fast charging near residential.**
  - a. Outdoor Level 3 or DC fast charging equipment shall not be placed within fifty (50) feet of a lot line abutting a residential district, unless otherwise approved as part of Site Plan Review upon a finding that noise, lighting, and late-night activity will not adversely affect nearby dwellings.
  - b. Any associated equipment shall comply with the lighting and noise standards applicable to the principal use of the site.
5. **Accessibility.** Where EV charging spaces are voluntarily provided, at least one (1) EV space is encouraged to be located and designed so that it can serve an accessible parking space in compliance with applicable accessibility provisions.

**J. Accessible Parking (Barrier-Free).** A portion of the total number of required off-street parking spaces in each off-street parking area shall be specifically designated, located, and reserved for use by persons with physical disabilities. The number, type (including van-accessible spaces), location, dimensions, markings, signage, access aisles, and accessible routes shall comply with applicable federal and State of Michigan barrier-free and accessibility requirements. Accessible parking spaces shall be counted toward fulfilling off-street parking requirements under this Ordinance. These standards shall not be varied or waived.

**K. Electric Vehicle (EV) Charging – Optional Accessory Use.**

1. **Purpose.** To clarify that EV charging stations are permitted as an accessory use in all zoning districts and to establish basic placement and design standards to ensure compatibility with surrounding uses. Nothing in this Section shall be construed to require installation of EV charging stations or EV-ready infrastructure.
2. **Permitted accessory use.** a. EV charging stations are permitted as an accessory use in all zoning districts, subject to this Section. b. Parking spaces equipped with EV charging equipment may be counted toward the minimum off-street parking requirements of this Ordinance.

# Article V – Site & Building Standards

---

## 155.505 Building Grades & Surface Drainage

### A. General.

All lots shall be graded so that surface water drains away from exterior building walls and usable entrances without creating standing water, erosion, or nuisance conditions on adjacent properties or within public rights-of-way.

### B. Coordination & Approval.

1. Grading and surface drainage shall conform to applicable City engineering standards and any County or State stormwater requirements.
2. Final building grades and drainage patterns shall be subject to review and approval by the City Engineer or Building Official as part of the applicable permit or Site Plan Review under Article VI.

## 155.506 Landscape Standards

### A. Purpose. Landscape standards are intended to:

1. Provide shade and comfort for pedestrians and improve the visual quality of streets and public spaces;
2. Mitigate visual and environmental impacts of paved areas, buildings, and service functions;
3. Reinforce the intended character of each zoning district through appropriate planting patterns, buffer types, and screening;
4. Integrate landscape design with building placement, frontage types, and parking and access patterns; and
5. Ensure that mechanical and utility equipment is effectively screened from public view.

### B. Applicability.

1. **General.** Unless otherwise stated, this Section applies to all new development and major expansions subject to Site Plan Review within the R-1, R-2, MRD-1, MRD-2, TCD, M-1, and M-2 Districts.
2. **Relationship to other standards.** a. These standards are in addition to any landscape, buffer, or screening requirements contained in District Sheets, Overlay regulations, or approved PUDs. b. Where a District Sheet, Overlay, or PUD imposes more specific or more restrictive requirements, those requirements shall control.
3. **Voluntary landscaping.** Landscaping provided in excess of the minimum standards is encouraged and shall not be used as a basis to reduce required plantings elsewhere on the site, except as allowed under the Landscape Waiver provisions of §155.506(I).

### C. Street Tree Requirements – General.

1. **Minimum quantity:** at least one (1) street tree shall be provided for every forty (40) linear feet of lot frontage, or fraction thereof. Where lot frontage is less than forty (40) feet, at least one (1) street tree is required unless waived under §155.506(I).
2. **Location:**
  - a. Required street trees shall be located within the front yard, tree lawn, or a dedicated planting area adjacent to the sidewalk, subject to City engineering and utility standards.
  - b. Where permitted by the City, required street trees may be located within the public right-of-way, in compliance with right-of-way and utility requirements.
3. **Species and size:**
  - a. Street trees shall be selected from the City’s approved street tree list, where such a list has been adopted, or shall otherwise be hardy, non-invasive species appropriate for urban conditions.

## Article V – Site & Building Standards

---

- b. Each required street tree shall have a minimum caliper of two and one-half (2.5) inches at planting, unless otherwise approved.
4. **Visibility and access:** street trees shall be located to maintain required sight distance at intersections and driveways and to avoid conflicts with driveways, curb cuts, utilities, and streetlights. Minor spacing adjustments to address constraints are permitted, provided the required number of trees is maintained.

### D. Allee Street Trees – MRD-2 & TCD.

1. **Applicability:** applies to street frontages in the MRD-2 and TCD Districts along designated A- and B-Frontages.
2. **Planting pattern:** street trees shall be planted in a regular “allée” pattern, approximately parallel to the curb, in a single row along the sidewalk edge or within a tree lawn.
3. **Spacing:** trees shall be spaced twenty-five (25) to thirty-five (35) feet on center, except where spacing is adjusted to avoid curb cuts, utilities, mature trees, or transit stops.
4. **Tree type:** trees shall be canopy trees capable of forming an overhead shade canopy over the sidewalk and edge of the travel lane at maturity.
5. **Relation to frontage types:** street trees shall be sited to complement required frontage types and shall not obstruct required clear walkways, entrances, or accessible routes.

### E. Tree Pits & Root Zones – MRD-2 & TCD.

1. Where sidewalks extend from the building façade to the back of curb, or where no tree lawn is provided, street trees shall be planted in tree pits, planters, or other engineered planting areas.
2. Such planting areas shall:
  - a. Provide sufficient soil volume and depth to support long-term canopy tree health; and
  - b. Be designed and constructed in accordance with City engineering and forestry standards, including requirements for drainage, root zone protection, and pedestrian safety.
3. Tree pits shall be covered or edged with grates, pavers, or low groundcover plantings to allow pedestrian movement while protecting tree roots and complying with accessibility standards.

### F. Naturalistic Front Yard & Foundation Planting – R-1 & R-2.

1. **General:** front yards shall be landscaped with a naturalistic pattern that reinforces residential character and provides a transition between the public street and the dwelling.
2. **Front yard planting:**
  - a. At least one (1) canopy tree and one (1) ornamental or evergreen tree shall be provided per lot frontage.
  - b. At least fifty percent (50%) of the area between the front façade and the front lot line shall consist of living plant material. c. Plantings may be arranged in clusters, staggered groupings, or other informal patterns
3. **Foundation planting:**
  - a. The portion of the front façade between any front porch or stoop and the front lot line shall include foundation plantings, except where walkways, driveways, or required accessible ramps are located.
  - b. Plantings shall soften the interface between the building and the front yard while maintaining clear access to entrances and windows.

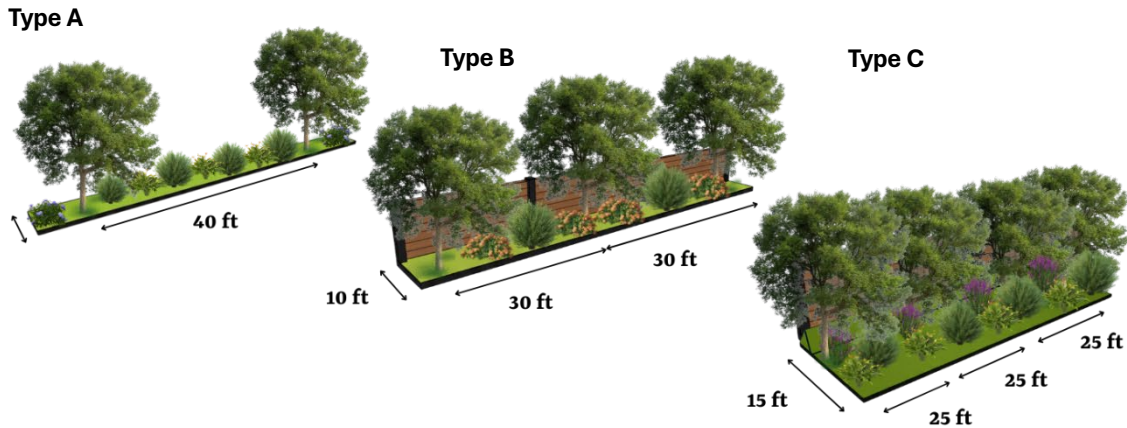
# Article V – Site & Building Standards

4. **Visibility:** front-yard and foundation plantings shall be maintained so as not to obstruct required sight distance or violate visibility-triangle standards.

## G. Landscape Buffers & Transitions (Types A/B/C).

1. **Purpose:** to provide objective transition standards between differing intensities of use, especially between residential and higher-intensity districts.
2. **Buffer Types** Landscape buffers shall be provided using one (1) of the following types, as specified on District Sheets, Overlay Districts, or by adjacency:

Buffer	Total Depth	Planting Structure	Target Opacity (Year-Round)
<b>Type A (light)</b>	6ft	1 canopy tree per 40 ft + continuous shrubs (24–36 in. mature height)	50%
<b>Type B (moderate)</b>	10ft	1 canopy tree per 30 ft + 6-ft solid fence/wall + shrubs	80%
<b>Type C (strong)</b>	15ft	1 canopy tree per 25 ft + berm 3–4 ft or 6–8 ft solid wall + evergreen massing	100%



3. **Default Adjacency Rules.** Where a District Sheet or Overlay District does not specify a buffer type, the following default rules apply along any shared lot line:
  - a. **Type A Buffer (Light).** Type A is required along shared lot lines between: R-1 and R-2 districts; R-1 or R-2 and MRD-1, PR, or ERO districts; and MRD-1 and MRD-2 districts.
  - b. **Type B Buffer (Moderate).** Type B is required along shared lot lines between: MRD-2 or TCD and any R-1, R-2, or MRD-1 district; and M-1 and any MRD-2, TCD, PR, or ERO district where the adjacent use is predominantly residential, school, park, or other sensitive civic use.
  - c. **Type C Buffer (Strong).** Type C is required along shared lot lines between: M-1 and any R-1, R-2, MRD-1, or MRD-2 district; and M-1 and any lot in PR or ERO used for schools, child care centers, or hospitals.
4. **Height Transitions When Required.** Where required by a District Sheet or Overlay District, maximum building height shall be reduced by one (1) story within fifty (50) to seventy-five (75) feet of a residential district lot line, measured horizontally from the shared lot line.

# Article V – Site & Building Standards

---

## H. Mechanical and Utility Screening.

1. **Applicability:** applies to all new commercial, mixed-use, and other non-residential principal buildings and to any building addition or roof alteration that installs or relocates mechanical or utility equipment and requires Site Plan Review.
2. **Rooftop mechanical equipment:**
  - a. All rooftop mechanical and utility equipment shall be fully screened from view at ground level from adjacent public streets and adjacent properties.
  - b. Screening shall be provided by: (1) A parapet wall integral to the building architecture; or (2) An opaque enclosure or screen wall constructed of materials and colors that match or are compatible with the principal façade.
  - c. The top of any parapet or screen shall be at least six (6) inches higher than the tallest piece of rooftop equipment being screened.
3. **Facade-mounted and ground equipment:** such equipment shall be located to the side or rear of the building where feasible and screened by architectural enclosures, walls, or year-round landscaping, consistent with buffer standards.

## I. Landscape Waiver.

1. **Purpose:** to provide limited flexibility where existing conditions, utility constraints, preservation of mature vegetation, or high-quality design alternatives can meet or exceed the intent of this Section.
2. **Authority:** the approving body for the underlying development application (PCD/Zoning Administrator, Planning Commission, or City Council, as applicable) may approve adjustments or waivers under this subsection as part of Site Plan, Special Land Use, or PUD approval.
3. **Eligible adjustments:**
  - a. Modification of location, spacing, or species of required plantings, or arrangement of buffer elements, where strict application is impractical due to structures, easements, utilities, or similar constraints
  - b. Reduction of up to fifteen percent (15%) in the quantity of required plant materials where:
    - i. Existing mature vegetation is preserved and provides comparable or superior screening or shade; or
    - ii. Green-infrastructure features (such as rain gardens or bioswales) provide comparable or superior performance.
4. **Non-eligible adjustments:** a. A waiver shall not eliminate a required buffer between industrial or intensive commercial uses and residential districts. b. A waiver shall not reduce the minimum required buffer depth.
5. **Findings:** waivers or adjustments shall be granted only upon written findings that:
  - a. The overall intent of this Section is maintained;
  - b. Visibility, compatibility, and safety are not compromised;
  - c. The modification will not result in substantial injury to neighboring properties or the public realm; and
  - d. The modification is consistent with applicable district intent statements in Article III.
6. **Documentation:** any approved waiver or adjustment shall be clearly documented on the approved landscape plan and in the written decision for the associated development application.

# Article V – Site & Building Standards

---

## 155.507 Landscape Maintenance

**A. Applicability.** This Section applies to all landscaping, trees, buffer yards, and screening that are:

1. Required by §155.506 or other provisions of this Ordinance; or
2. Shown as required improvements on an approved Site Plan, Special Land Use, or PUD.

**B. General Maintenance.**

Required landscape areas shall be maintained in a healthy, neat, and orderly condition, free from excessive weeds, litter, and debris. Plant materials shall be properly watered, pruned, and cared for to promote healthy growth and survival.

**C. Replacement.**

Plant materials that die, are removed, or are seriously damaged shall be replaced with similar plant material consistent with the approved landscape plan and §155.506. Replacement shall occur no later than the next reasonable planting season, unless an alternative schedule is approved by the Zoning Administrator.

**D. Minor Adjustments.**

The Planning & Community Development Director or Zoning Administrator may approve minor substitutions of species or minor adjustments in plant location where necessary to avoid conflicts with utilities, maintain sight distance, or coordinate with grading and drainage, provided the overall quantity and effectiveness of required screening and shade are maintained.

**E. Enforcement.**

Failure to maintain or replace required landscaping in accordance with this Section constitutes a violation of this Ordinance and may be enforced under Article VII, in addition to any remedies available under other City codes.

---

# Article V – Site & Building Standards

---

## 155.508 Waste Receptacle Storage, Screening, and Collection Bins.

### A. Waste receptacle and removal areas (Nonresidential and Multi-Household).

1. Waste receptacle and removal areas serving nonresidential uses and multi-household residential uses shall be located in a rear yard or rear service area and shall be surfaced with concrete not less than six (6) inches in depth. Such areas shall be enclosed and opaquely screened on four (4) sides by a masonry wall, similar in material and/or color to the main structure, and an opaque gate, to a height at least one (1) foot taller than the receptacle or other container system.
2. Waiver of gate. The Planning Commission may waive the requirement for a gate upon a determination that the open side of the enclosure is not visible from adjoining properties or from any public land or public thoroughfare.
3. Alternate container authorization. The Planning Commission may approve the use of individual garbage cans in lieu of a dumpster or other container system where the nature and volume of waste does not warrant a larger receptacle. If the waste volume increases such that overflow, nuisance conditions, or insufficient capacity occurs, the Planning Commission may require installation or use of a compliant receptacle and enclosure in accordance with this Section.

### B. Temporary dumpsters and roll-off containers for Single-Household uses.

A zoning permit shall be required prior to the placement of any dumpster or roll-off container within the public right-of-way. Temporary dumpsters and roll-off containers serving single-household uses shall be permitted only for property clean-up, repair, construction, or restoration activities and shall be limited to a period of not longer than fourteen (14) consecutive days per placement, with a maximum of twenty-eight (28) total days per calendar year per dwelling unit, unless extended by the Building Official for good cause shown.

### C. Collection bins.

1. **Purpose.** The purpose of this subsection is to regulate collection bins so that they remain clean, safe, and do not create hazards to pedestrians or vehicular traffic.
2. **Permitted locations.** Collection bins shall not be permitted on land used or zoned for residential purposes. Collection bins shall not be located within one thousand (1,000) feet of another collection bin, measured in a straight line from the collection bin to the other collection bin.
3. **Standards.** Collection bins shall be maintained in good condition and appearance, free of structural damage, holes, visible rust, and graffiti; shall be placed on a paved or concrete surface and remain level and stable; shall be locked and equipped with a secure safety chute; shall be emptied with sufficient frequency to prevent overflow and accumulation of materials outside the bin; and shall not be located so as to obstruct a building entrance or exit, a designated fire lane, or a required accessible parking space, or to create a visual obstruction or traffic safety hazard as determined by the Building Official or designee.
4. **Number and size.** No more than one (1) collection bin shall be permitted per lot. The maximum size of a collection bin shall not exceed five (5) feet by five (5) feet by seven (7) feet.
5. **Identification.** Each collection bin shall display the name, mailing address, email address, website, and phone number of the collection bin operator. The total sign area for such identification shall not exceed six (6) square feet per side, and the font size shall not be less than one (1) inch in height.

# Article V – Site & Building Standards

---

## 155.509 General Height Exceptions & Bulk Measurement

### A. Floor Area Ratio (FAR) – Included & Excluded Area.

1. **Included:** all fully enclosed floor area above grade, including mezzanines counted under subsection (A)(3).
2. **Excluded:**
  - a. Basements where at least fifty percent (50%) of wall height is below adjacent finished grade;
  - b. Structured parking, above or below grade; and
  - c. Arcades, porches, stoops, and open balconies.
3. **Mezzanines:** mezzanines are counted as floor area when they exceed thirty-three percent (33%) of the floor plate of the story they serve.

### B. Height Exceptions.

1. **Parapets:** up to four (4) feet above the maximum building height of the district.
2. **Mechanical equipment and screens:** may exceed district height by up to fifteen (15) feet if set back at least ten (10) feet from all roof edges and screened on all sides to a height equal to or greater than the equipment.
3. **Solar and small wind:** a. Solar panels are exempt from district height limits. b. Building-mounted small wind devices may exceed district height by up to ten (10) feet where permitted by Article IV.
4. **Spires, chimneys, flagpoles:** exempt, provided the cross-sectional area above the maximum height does not exceed ten percent (10%) of the roof area and the elements are not occupied.

**C. Ground-Floor Height Reference.** Ground-floor height requirements for specific districts, including the twelve (12) foot minimum clear height for shopfront frontages in MRD-2 and TCD, are established in applicable District Sheets and §155.503.

**D. Rooftop Mechanical Equipment.** Rooftop mechanical and utility equipment may extend above maximum permitted height only to the extent necessary for operation and screening. Such equipment shall comply with §155.506(H) and the height exceptions in this Section.

**E. Mechanical Equipment on Building Facades and at Grade.** Mechanical or utility equipment mounted on exterior walls or located at ground level shall comply with §155.506(H) and applicable buffer and screening requirements.

# Article V – Site & Building Standards

---

## 155.510 Building Materials, Architectural Articulation & Exterior Finishes

### A. Applicability. This Section applies to:

- a. All new commercial, mixed-use, and other non-residential principal buildings in the MRD-1, MRD-2, and TCD Districts;
- b. All new multi-unit residential buildings (three (3) or more dwelling units) in the MRD-1, MRD-2, and TCD Districts; and
- c. Any exterior renovation or building expansion in these districts that is subject to Site Plan Review on façades facing a primary or secondary street frontage.

### B. Primary Materials on Street-Facing Facades.

1. On façades facing designated A-Frontages, at least seventy-five percent (75%) of the visible wall area of each street-facing façade (excluding windows and doors) shall be constructed of one or more of the following primary materials:
  - a. Brick or brick veneer;
  - b. Natural or cast stone;
  - c. Architectural precast concrete panels with integral color and articulation;
  - d. Architectural concrete masonry units (CMU) with integral color and split face, scored, or polished finishes;
  - e. Fiber-cement siding, panels, or trim with factory-applied finish; or
  - f. High-quality metal panels with concealed fasteners and factory-applied finish.
2. On secondary street-facing façades, primary materials shall wrap at least twenty (20) feet around the corner or to a logical termination point.

### C. Accent Materials & Prohibited Primary Materials.

1. Up to twenty-five percent (25%) of each street-facing façade may consist of accent materials such as wood, decorative metal, stucco/EIFS, tile, or similar materials used to highlight entries, bays, or features, provided they are detailed and installed to maintain durability.
2. The following materials are prohibited as primary exterior wall materials on A-Frontages in MRD-1, MRD-2, and TCD:
  - a. Standard (non-architectural) CMU, painted or unpainted;
  - b. Vinyl siding;
  - c. EIFS as a primary cladding material above the first story or on more than twenty-five percent (25%) of any street-facing façade;
  - d. Plywood, OSB, or similar sheathing as finished exterior surfaces;
  - e. Corrugated metal siding or metal siding with exposed fasteners, except as a limited accent; and
  - f. Unfinished tilt-up concrete panels without architectural treatment.

### D. Color and Finish.

1. Large expanses of highly reflective, mirror-like surfaces are prohibited on street-facing façades.
2. High-intensity fluorescent or “day-glow” colors shall not be used as a predominant façade color.
3. Brand or logo colors may be used as accent colors on limited areas consistent with sign standards.

# Article V – Site & Building Standards

---

## **E. Architectural Articulation & Massing Breaks.**

1. Any continuous wall plane on a principal or secondary street-facing façade that exceeds thirty (30) feet in horizontal length shall incorporate at least one of the following within that length:
  - a. Material change: a substantial change in primary exterior material extending vertically for at least one full story and horizontally for at least eight (8) feet;
  - b. Wall-plane offset: a recess or projection of at least one (1) foot extending vertically for at least one full story and horizontally for at least eight (8) feet; or
  - c. Height variation: a clearly defined change in building height, parapet height, or roof form that creates a visible break in the perceived mass.
2. Window and door openings alone shall not be considered a sufficient massing break.
3. Multi-story commercial and mixed-use buildings shall include a distinct horizontal architectural divider separating the ground floor from upper stories on all principal and secondary street-facing façades, located generally at the top of the first story or between twelve (12) and sixteen (16) feet above finished grade.

## **F. Street Screens & Freestanding Walls.**

1. Street screens and required screening walls along A-Frontages in MRD-1, MRD-2, and TCD shall be constructed of materials compatible with the principal building façade, such as brick, stone, or architectural CMU.
2. Chain-link fencing shall not be used as a street screen or primary screening element along A-Frontages and shall comply with §155.512.

## **155.511 Signage Standards**

### **A. Purpose.**

To provide clear, objective sign controls that reinforce street character and maintain required façade transparency by regulating the number, location, size, height, illumination, and design of signs, consistent with the standards of this Section.

### **B. Applicability.**

This Section applies to all zoning districts. Where a District Sheet requires a sign band (e.g., in TCD), this Section governs measurement and placement.

### **C. Sign Permits Required.**

It shall be unlawful for any person to construct, erect, re-erect, move, alter, enlarge, or illuminate any Sign, or to change the face, copy, or method of illumination of any Sign, unless a Sign Permit has first been obtained from the Building Department through the Building Official, except as provided in §155.510(E), Signs Not Requiring a Permit.

### **D. Permit Application; Required Submittals; Completeness.**

The Planning & Community Development Director or Zoning Administrator, in coordination with the Building Official, shall have final discretion to determine the submittals required for a Sign Permit based on the sign type, location, method of attachment, and illumination. The Sign Permit application shall identify minimum submittal requirements. Submission of an application shall include all required plans and ancillary materials and payment of any applicable fees. Applications shall not be processed unless determined to be complete by the Building Official.

# Article V – Site & Building Standards

---

## **E. Signs Not Requiring a Permit.**

A Sign Permit shall not be required for Signs that are expressly exempted by this Ordinance as “Signs Not Requiring a Permit,” as may be listed in this Section or in a separate subsection or fee/permit schedule adopted by the City, provided that all such exempt Signs shall comply with all applicable standards of this Ordinance, including sign area, height, placement, and illumination limits.

## **F. Sign Permit Expiration.**

A Sign Permit shall be null and void if the work for which the permit was issued is not completed within one hundred eighty (180) days of the date of issuance, unless extended in writing by the Building Official for good cause shown.

## **G. General Measurement & Placement.**

1. Building frontage length: measured along the primary street lot line. On corner lots, each street-facing frontage may be used to calculate sign area for signs facing that street.
2. Sign area: the area of the smallest single continuous geometric shape that encloses all letters, logos, and graphics, including any cabinet or background.
3. Transparency protection: window signs may cover no more than twenty-five percent (25%) of any glazed pane and shall not reduce required transparency below district minimums.
4. Illumination: external or internal illumination is permitted, provided it is non-flashing. Bare bulbs and exposed raceways are prohibited. Maximum luminance shall comply with City lighting standards.

## **H. Allowed Sign Types by District (Principal Frontage).**

1. R-1 / R-2 / MRD-1: wall, window, small projecting ( $\leq$  six (6) square feet), and monument/ground signs for multi-unit or civic/institutional uses.
2. MRD-2 / TCD: wall, projecting, window, canopy/awning, and monument signs. Pole/pylon signs are prohibited citywide.
3. M-1 / PR: wall, window, monument, and directional signs; projecting and awning signs only at primary building entrances.

## **I. Wall Signs (Commercial/Mixed-Use Frontages).**

1. Maximum area: a. MRD-2: wall sign area per tenant shall not exceed one (1.0) square foot of sign area per linear foot of building frontage, up to a maximum of one hundred (100) square feet per frontage. b. TCD: wall sign area per tenant shall not exceed one and one-half (1.5) square feet of sign area per linear foot of building frontage, up to a maximum of one hundred fifty (150) square feet per frontage.
2. Location: wall signs shall be located entirely within the façade sign band, where present. The top of any wall sign shall not extend above the building parapet and shall not be more than twenty (20) feet above sidewalk grade.
3. Projection: wall signs shall project no more than twelve (12) inches from the wall face.

## **J. Projecting Signs (Commercial/Mixed-Use).**

1. Maximum one (1) projecting sign per tenant frontage.
2. Maximum area sixteen (16) square feet; up to twenty-four (24) square feet may be permitted on multi-tenant buildings on A-Frontages.
3. Signs may project up to the lesser of six (6) feet or two-thirds (2/3) of the sidewalk width.
4. Bottom of sign: at least eight (8) feet above sidewalk; top: no more than twenty (20) feet above sidewalk.
5. Maximum thickness twelve (12) inches, excluding mounting hardware.

# Article V – Site & Building Standards

---

## **K. Monument/Ground Signs.**

1. Maximum height six (6) feet from average adjacent grade.
2. Maximum area thirty-two (32) square feet per frontage.
3. Minimum setback five (5) feet from public right-of-way; ten (10) feet from any driveway curb return.
4. Signs shall have an opaque base at least eighteen (18) inches in height and internal landscaping totaling at least twenty-four (24) square feet.

## **L. Window, Canopy/Awning & Directional Signs.**

1. Window signs are subject to the twenty-five percent (25%) per-pane cap and are not counted toward wall-sign area.
2. Canopy/awning sign letter height shall not exceed twelve (12) inches on the valance. Canopies/awnings shall be non-glossy woven fabric or metal; internally illuminated vinyl/plastic awnings are prohibited. Minimum clearance: eight (8) feet above sidewalk.
3. Directional/on-site wayfinding signs shall not exceed four (4) square feet or three (3) feet in height, shall be non-advertising, and may be internally illuminated.

## **M. Prohibited Signs. Prohibited signs include, but are not limited to:**

1. Pole/pylon, roof-mounted, flashing/animated, portable, beacon/laser, string pennants, and cabinet box signs with internally illuminated opaque faces are prohibited. Only individual reverse-lit channel letters or cabinets with push-through acrylic graphics are permitted in façade sign bands.
2. Prohibited signs include, but are not limited to, the following:
  - a. Abandoned signs.
  - b. Signs attached to trees, fences, or utility poles.
  - c. Any sign not specifically permitted by, or not in conformance with, this Article.
  - d. Balloons or balloon signs, except when specifically approved for a special event by the City.
  - e. Billboards (including any off-premises sign).
  - f. Electronic message signs.
  - g. Festoon signs and flashing, animated, or moving signs.
  - h. Home-based business signs, other than a nameplate sign.
  - i. Signs containing profane, obscene, indecent, or immoral matter of the type or kind prohibited by State law.
  - j. Signs that obstruct access by preventing free and unobstructed use of a window, door, or other opening that could be used for a fire escape.
  - k. Inflatable signs, except when specifically approved for a special event by the City.
  - l. Pole/pylon signs and roof-mounted signs.
  - m. Signs that obstruct traffic control devices or interfere with traffic safety, including signs that obstruct any approved traffic control device, road sign, or signal from view; interfere with sight distance necessary for traffic safety; confuse traffic; or distract from visibility of existing traffic signs or devices.
  - n. Signs with visible moving, revolving, mechanical, or simulated movement, including movement achieved by electrical, electronic or mechanical means, intermittent electrical pulsations, or by action of normal wind current.

## Article V – Site & Building Standards

---

- o. Structurally unsafe signs.
- p. Vehicle signs where the vehicle is parked for longer than twelve (12) hours in one location, unless such parking location is the least visible from the public right-of-way.
- q. Any sign that obstructs required sight lines or reduces required transparency below minimums is prohibited.

### N. Maximum Number of Signs by Type.

1. General rule; per frontage. Where this subsection provides a maximum “per frontage,” each street frontage of a Corner Lot may be counted separately for signs oriented to that street, unless otherwise stated.
2. Wall signs. Wall signs are limited by sign area and placement standards in §155.511(I). Multiple wall signs may be permitted on a building façade provided the total wall-sign area does not exceed the applicable maximums and the signs are located within any required facade sign band.
3. Projecting signs. Maximum one (1) projecting sign per tenant frontage, as provided in §155.511(J).
4. Monument/ground signs.
  - a. Maximum one (1) monument/ground sign per street frontage, per Lot.
  - b. For Corner Lots, a maximum of two (2) monument/ground signs is permitted, provided no more than one (1) monument/ground sign faces each street.
  - c. Monument/ground signs shall comply with the height, area, and setback standards of §155.511(K).
5. Canopy/awning signs. Maximum one (1) canopy/awning sign per tenant frontage, subject to §155.511(L).
6. Directional/on-site wayfinding signs. Directional/on-site wayfinding signs are permitted as needed for safe internal circulation, provided each sign complies with §155.511(L) and is non-advertising.
7. Billboards and Off-Premises Signs.
  - a. **Prohibited Citywide.** Billboards and all Off-Premises Signs are prohibited in all zoning districts.  
**No New**
  - b. **Permits.** No Sign Permit or development approval shall be issued for the erection, placement, relocation, expansion, reface, conversion, or re-establishment of any Billboard or Off-Premises Sign after the effective date of this Ordinance.
  - c. **Lawful Nonconforming Signs.** Any Billboard or Off-Premises Sign lawfully existing on the effective date of this Ordinance may remain only as a lawful nonconforming sign, subject to Subsection (F) Nonconforming Signs and Article VIII (Nonconformities).
  - d. **No Expansion; No Digital Conversion.** A lawful nonconforming Billboard or Off-Premises Sign shall not be enlarged, increased in height, structurally altered (except ordinary maintenance and safety repairs), relocated, re-faced, or converted to an electronic message sign, digital display, or changeable copy. No additional sign faces shall be added.
  - e. **Removal; Discontinuance; Damage.** If a lawful nonconforming Billboard or Off-Premises Sign is removed or discontinued in accordance with Subsection (F) or is destroyed or damaged such that repair would require replacement of the supporting structure or constitute structural alteration, it shall be removed and shall not be rebuilt or re-established.

# Article V – Site & Building Standards

---

## 8. Murals (TCD Only).

- a. District limitation. Murals are permitted only within the TCD and shall be prohibited in all other zoning districts.
- b. Type One only. Only non-commercial murals are permitted. Murals shall not include commercial references, including business names, logos, slogans, product depictions, pricing, promotions, or calls-to-action.
- c. Location restriction. Murals shall not be placed on a building's primary street-facing facade and shall be limited to side or rear façades that are visible from the public realm.
- d. Content restrictions. Murals shall not include offensive content and shall not include political campaign content.
- e. Maintenance. Murals shall be professionally maintained in good condition; peeling, fading, or vandalized murals shall be repaired or removed within a timeframe specified in the approval, or as directed by the Zoning Administrator for public safety and neighborhood appearance.
- f. Review, fee, and completion. A mural shall require approval prior to installation based on submitted design sketches and materials. A nonrefundable review fee in an amount established by the City's adopted fee schedule, as amended, shall be paid at application. Approved murals shall be completed within six (6) months of approval unless an extension is granted by the approving body.
- g. Appeal. Any denial of a mural application may be appealed to the Zoning Board of Appeals in accordance with Article VII.

## O. Sign Maintenance and Inspection.

1. Maintenance required. All Signs, including Sign Structures, shall be maintained in good condition and in a state of good repair, including secure attachment, structural soundness, intact faces and cabinet components, and surfaces free of excessive rust, corrosion, peeling paint, cracking, warping, torn panels, missing parts, or similar deterioration.
2. Illumination and electrical. Where a Sign is illuminated, all electrical components, wiring, conduits, and fixtures shall be maintained in a safe condition and in compliance with applicable codes, and illumination shall be maintained so as not to create glare, exposed wiring, or hazardous conditions.
3. Unsafe or damaged signs; corrective action. Any Sign or Sign Structure that is structurally unsafe, poses a hazard, is materially damaged, or is otherwise maintained in violation of this Section shall be repaired, secured, or removed by the Owner within the time period specified in a written notice issued by the City.
4. Inspection authority. Signs may be inspected by the City to verify compliance with this Ordinance in accordance with §155.703(E).
5. Relationship to obsolete signs. Nothing in this subsection shall be construed to limit the requirements for removal of obsolete Signs in §155.514.
6. **Temporary banner/cloth signs; bond.** Where a temporary banner or cloth Sign is permitted, the Building Official may require a cash bond in an amount established by the City's adopted fee schedule, as amended, which shall be refunded upon timely removal of the Sign; if not timely removed, the City may apply the bond to removal and enforcement costs.

**TABLE: TYPICAL SHOPFRONT SIGN TYPES**

**Wall Sign (Band Sign)**

<b>Location</b>	Within the façade sign band, where present; below parapet.
<b>Size</b>	Per §155.511(l)(1) (by district/frontage).
<b>Projection</b>	Max twelve (12) inches from wall face.
<b>Illumination</b>	Non-flashing only; no bare bulbs/exposed raceways; comply with City lighting standards.



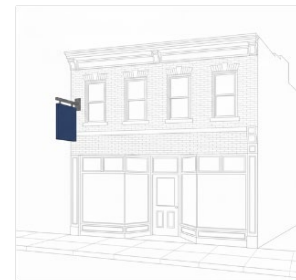
**Awning/Canopy Sign**

<b>Location</b>	On awning/canopy valance; at tenant frontage/primary entry.
<b>Lettering</b>	Max twelve (12) inch letter height on valance.
<b>Clearance</b>	Minimum eight (8) feet above sidewalk.
<b>Materials/Lighting</b>	Non-glossy woven fabric or metal; no internally illuminated vinyl/plastic awnings.



**Projecting / Blade Sign**

<b>Quantity</b>	Max one (1) per tenant frontage.
<b>Size</b>	Max sixteen (16) sq ft (up to twenty-four (24) sq ft on eligible multi-tenant A-Frontages).
<b>Projection</b>	Up to lesser of six (6) feet or two-thirds (2/3) of sidewalk width.
<b>Clearance/Thickness</b>	Bottom ≥ eight (8) feet; top ≤ twenty (20) feet; max twelve (12) inches thick.



**Window Sign**

<b>Location</b>	On glazing of tenant storefront windows.
<b>Coverage</b>	Max twenty-five percent (25%) of any glazed pane.
<b>Transparency</b>	Shall not reduce required façade transparency below district minimums.
<b>Counting</b>	Not counted toward wall sign area.



**Monument / Ground Sign**

<b>Location</b>	On lot frontage; outside the public right-of-way.
<b>Size/Height</b>	Max thirty-two (32) sq ft per frontage; max six (6) feet high.
<b>Setbacks</b>	Min five (5) feet from ROW; ten (10) feet from driveway curb return.
<b>Base/Landscaping</b>	Opaque base ≥ eighteen (18) inches; internal landscaping ≥ twenty-four (24) sq ft.



**Address / Nameplate Sign**

<b>Location</b>	At primary entrance or near the street-facing entry.
<b>Purpose</b>	Address identification and/or occupant name only.
<b>Size</b>	Small format; limited to area needed for legibility (per adopted permit/fee schedule if applicable).
<b>Illumination</b>	Non-flashing; comply with City lighting standards.



# Article V – Site & Building Standards

---

## 155.512 Fences, Walls & Visibility

### A. Purpose.

To ensure durable, compatible enclosure with predictable heights, materials, and sight-distance protection.

### B. Applicability.

This Section applies in all districts. Fences and walls shall be located on private property; nothing herein authorizes encroachment into public rights-of-way.

### C. Height & Location.

1. **Front yard (any district):** maximum height four (4) feet; maximum opacity sixty percent (60%) when measured head-on. Masonry walls are prohibited in front yards except low garden walls thirty (30) inches or less in height.
2. **Side/rear yards (residential districts):** maximum height eight (8) feet.
3. **Non-residential or abutting industrial uses:** maximum height eight (8) feet behind the front building line.
4. **Corner visibility triangle:** within ten (10) feet by ten (10) feet of a driveway or street intersection, maximum height thirty (30) inches for solid elements or forty-two (42) inches for fences at least seventy percent (70%) open.
5. **Setback from sidewalks:** gates or doors shall not swing into public rights-of-way, and any footing shall be at least six (6) inches behind the right-of-way line.

### D. Materials.

1. **Permitted (any district):** brick or stone masonry; architectural CMU; poured concrete with architectural finish; wood or composite boards; ornamental metal with factory finish.
2. **Conditional (rear/service yards not visible from public rights-of-way):** standard CMU fully concealed on the street side by a Type B or C buffer or by a brick/stone veneer.
3. **Prohibited:** stucco/plaster over CMU on public or A-Frontages; razor/ concertina wire; electrified fencing (except where specifically allowed for agricultural or utility uses); corrugated metal; salvaged materials; tarps or plastic mesh; chain-link in front yards; barbed wire except in M-1 and M-2 above eight (8) feet and angled inward.
- 4.
5. **Finish quality:** exposed CMU shall have tooled joints and caps; unfinished plain CMU visible from public rights-of-way is prohibited.

### E. Orientation & Opacity.

1. The finished side of a fence or wall shall face outward toward the public or adjacent parcel.
2. Opacity is measured as the percentage of solid surface over total fence plane area within any ten (10) foot segment.

# Article V – Site & Building Standards

## F. Hedges & Landscaping near Streets and Driveways.

1. In required front yards, hedges, shrubs, ornamental grasses, and similar plantings shall be maintained at a height not exceeding four (4) feet, except for canopy trees with a clear stem of at least seven (7) feet above sidewalk level.
2. Within any required visibility triangle, no hedge, shrub, berm, or other landscape material shall exceed thirty (30) inches in height, and no tree branches shall hang lower than seven (7) feet above the pavement, consistent with visibility standards of this Section.
3. Continuous hedges or rows of shrubs used as property-boundary enclosures are regulated as fences for maximum height and location.

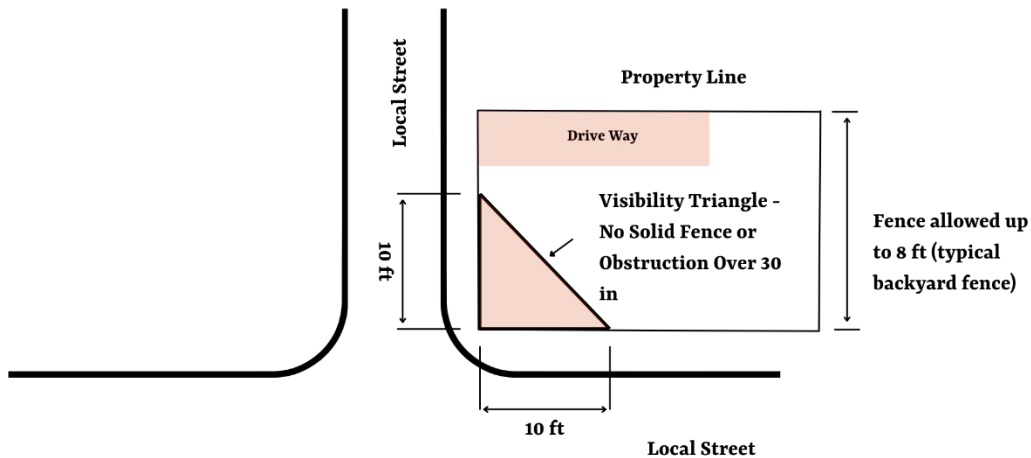


Figure: Visibility Triangle – No Solid Fence or Obstruction Over 30 in

## G. Walls Used as Buffers.

Where a Type B or Type C buffer is required under §155.506(G), any wall provided as part of the buffer shall meet the corresponding buffer specifications. Landscaping shall be placed on the street side of walls where feasible.

## H. Maintenance.

All fences and walls shall be maintained plumb, structurally sound, and free of peeling finishes, breaks, or missing sections. Damaged sections shall be repaired or replaced within thirty (30) days of notice.

# Article V – Site & Building Standards

---

## 155.513 Exterior Lighting and Security Cameras

### A. Purpose.

This Section establishes clear, objective standards for exterior lighting and security cameras to support public safety, limit glare and spillover onto adjacent properties, protect neighborhood character, and ensure that lighting and camera equipment is compatible with building and site design standards of this Article.

### B. Applicability.

All development, redevelopment, and site improvements that include exterior lighting or security camera installation shall comply with this Section. Where a use-specific standard in Article IV imposes additional security or lighting requirements, the more restrictive standard shall apply.

### C. Exterior lighting standards.

1. Shielding and glare control. All exterior luminaires shall be full-cutoff or fully shielded and shall be oriented downward so that the light source is not visible from adjoining properties or public streets, except for decorative pedestrian-scale fixtures that are fully shielded and designed to minimize glare.
2. Spillover limitation. Exterior lighting shall be arranged and maintained to prevent light trespass onto adjacent residentially used or zoned property.
3. Building entrances and pedestrian routes. Lighting shall be provided at building entrances, accessible routes, and pedestrian walkways to support safe circulation without creating glare or excessive brightness.
4. Parking and service areas. Lighting for parking areas, loading areas, and service yards shall be designed to illuminate only the intended area and shall be located and screened, where applicable, consistent with Article V buffering and screening standards.
5. Prohibited lighting. Searchlights, beacon/laser lighting, and other lighting that creates flashing, scanning, or moving beams visible from off-site shall be prohibited, except for temporary public-safety uses by governmental agencies.
6. Relationship to signs. Exterior lighting used to illuminate a Sign shall comply with §155.510 and shall not create flashing effects, glare, or spillover onto public rights-of-way or adjacent properties.

### D. Required Submittals, Photometric Plan.

Where Site Plan Review is required under Article VI, or where exterior lighting is installed or materially altered as part of a development approval, the applicant shall submit a lighting plan that identifies fixture type, fixture height, fixture shielding, mounting location, and illumination pattern. The Planning & Community Development Director or Zoning Administrator, in coordination with the Building Official, may require a photometric plan where needed to verify compliance with this Section.

# Article V – Site & Building Standards

---

## **E. Security cameras.**

1. When permitted. Security cameras are permitted as accessory equipment in all zoning districts.
2. Installation and placement. Cameras shall be mounted and oriented to monitor building entrances, parking areas, loading/service areas, and other on-site areas where security monitoring is needed. Cameras shall not be oriented primarily into the interior of a dwelling unit on an adjacent property.
3. Lighting integration. Where security lighting is provided in association with camera surveillance, such lighting shall comply with subsection (C) and shall be shielded to prevent glare and spillover.
4. Use-specific requirements. Where a use is required by this Ordinance or by a condition of approval to provide a security plan, recorded video retention, or specific camera coverage areas, such requirements shall be included in the development approval and shall be enforceable as a condition of approval.

## **155.514 Industrial Performance Standards (M-1)**

### **A. Purpose.**

To mitigate off-site impacts from industrial and logistics operations through clear, measurable limits.

### **B. Lighting.**

1. All pole- and building-mounted fixtures shall be full-cutoff luminaires.
2. Maximum light spill at any lot line abutting a residential district: 0.2 footcandles measured at grade.
3. Typical average lighting levels in yards and lots should be one (1) to two (2) footcandles, with a maximum average of five (5) footcandles in truck courts.

### **C. Noise (Measured at Residential District Line).**

1. Daytime (7:00 a.m.–10:00 p.m.): maximum sixty-five (65) dBA Leq (1-hour).
2. Nighttime (10:00 p.m.–7:00 a.m.): maximum fifty-five (55) dBA Leq (1-hour).
3. Where noise includes prominent tones or impulsive character, the applicable limit shall be reduced by five (5) dBA.

### **D. Vibration.**

1. Continuous vibration at the residential district line shall not exceed 0.02 inches per second peak particle velocity (PPV) over 1–80 Hz.
2. Impulsive events shall not exceed 0.05 inches per second PPV.

### **E. Airborne Particulates & Odor.**

Industrial uses shall comply with applicable state and federal air-quality regulations and shall not emit dust, fumes, smoke, or odors in quantities that create a nuisance or visible plume at any residential district boundary.

### **F. Loading, Queuing & Buffers.**

1. Loading and truck courts shall be located to the side or rear of buildings and, to the maximum extent practicable, oriented away from residential districts.
2. Where an industrial use abuts a commercial or mixed-use district, at least a Type B buffer shall be provided; where it abuts or is visible from a residential district, at least a Type C buffer shall be provided in accordance with §155.506(G).
3. Truck queuing shall be accommodated on-site consistent with an approved Circulation & Queuing Plan under Article VI. Queuing shall not block internal walkways or public streets.

# Article V – Site & Building Standards

---

## G. Data Centers and High-Intensity Computing Facilities

### 1. **Applicability.**

This subsection applies to any *Data Center or High-Intensity Computing Facility* as defined in Article II (Definitions).

### 2. **Location and Approval.**

- a. Data Centers and High-Intensity Computing Facilities shall be permitted only as a Special Land Use in the M-1 District.
- b. Approval shall follow the procedures for Tier 2 Major Site Plan and Special Land Use review in Article VI, including written Findings of Fact under §155.606.

### 3. **Energy and Water Demand Analysis.** As part of the application, the Applicant shall submit an Energy and Water Demand Analysis, prepared by a qualified professional, that:

- a. Identifies projected electrical demand at buildout and by phase;
- b. Identifies projected water use (including potable and non-potable sources, if any) and sanitary and stormwater discharge volumes; and
- c. Describes proposed measures to reduce peak demand, improve efficiency, and manage heat and cooling loads.

### 4. **Cooling Systems, Noise, and Air Impacts.**

- a. Cooling towers, chillers, fans, and related mechanical equipment shall comply with the noise limits of §155.512(C) at the property line of any Residential District and shall be located and screened in accordance with §155.506(H).
- b. Exhaust air and heat discharge shall be directed and controlled so as not to create hazardous or nuisance conditions on adjacent properties or public rights-of-way.

### 5. **Backup Generation and Emissions.**

- a. Backup generators and associated fuel storage shall comply with all applicable fire, environmental, and air-quality regulations and any Michigan Department of Environment, Great Lakes, and Energy (EGLE) permit requirements.
- b. Routine testing of generators shall be scheduled, to the extent practicable, to avoid nighttime hours and peak noise-sensitivity periods for nearby residential areas.

### 6. **Water Use and Discharge.**

- a. Facilities that use water-based cooling systems shall identify the proposed water source(s) and demonstrate that usage is compatible with available system capacity, as determined by the City Engineer and relevant utilities.
- b. Any industrial process water or non-domestic discharge shall comply with pretreatment, discharge, and monitoring requirements established by the City and any other applicable agency.

## Article V – Site & Building Standards

---

7. Utility Infrastructure and Cost Responsibility.
  - a. Prior to final approval, the Applicant shall provide a letter or equivalent documentation from the electric, water, and sanitary providers identifying:
    - i. Existing system capacity;
    - ii. Improvements, if any, required to serve the proposed facility at its projected demand; and
    - iii. Any required on-site, off-site, or system-level upgrades reasonably attributable to the facility.
  - b. As a condition of Special Land Use and Site Plan approval, the Applicant shall fund or construct, or pay its proportionate share of the cost to fund or construct, all on-site and off-site utility and infrastructure improvements that are:
    - i. Reasonably necessary to provide adequate and reliable electric, water, sanitary sewer, and stormwater service to the facility; and
    - ii. Reasonably attributable to the facility's new or increased demand on those systems, as determined by the City Engineer and, where applicable, the utility provider.
  - c. It is the policy of the City that development-related infrastructure costs reasonably attributable to a Data Center or High-Intensity Computing Facility shall not be shifted to existing residents or businesses through increased rates or general ratepayer subsidies, to the extent permitted by law and utility regulation. The City may condition approval on:
    - i. The Applicant entering into a development agreement under §155.612 (Development Agreements and Community Benefits); and/or
    - ii. The Applicant entering into a separate agreement with the applicable utility providers to cover capacity-related charges or infrastructure improvements associated with the facility's demand.
8. Development Agreements and Community Benefits.

As a condition of Special Land Use approval, the City Council may require a development agreement consistent with §155.612 (Development Agreements and Community Benefits) to address project-specific impacts and secure community benefits reasonably related and proportional to the facility's scale and infrastructure demand. Such an agreement may include, but is not limited to:

  - a. Utility and grid upgrades funded by the developer;
  - b. Local hiring and workforce development commitments;
  - c. Support for neighborhood amenities, public facilities, or digital-equity initiatives; and
  - d. Additional mitigation measures related to noise, lighting, traffic, or environmental impacts.

# Article V – Site & Building Standards

---

## 155.515 General Property & Site Maintenance

### A. Scope.

This Section applies to all properties, buildings, and uses subject to this Ordinance, including residential and nonresidential lots, whether a Site Plan was required.

### B. Lots and Outdoor Areas.

All lots shall be maintained in a clean, orderly, and sanitary condition and shall be kept free from rubbish, junk, trash, litter, inoperable equipment or vehicles, accumulated debris, pest harborage, and other undesirable or unsafe materials. Properties shall be maintained so as not to create conditions of blight, visible deterioration, or substantial impairment of the appearance and character of the surrounding area.

### C. Buildings, Structures, and Fences.

All buildings, structures, and fences shall be kept structurally sound and in good repair, with exterior materials that are durable and reasonably weather- and corrosion-resistant. Exterior surfaces shall be maintained so as not to exhibit widespread peeling paint, broken or boarded windows (except as temporarily secured for safety), failing siding, or similar visible deterioration.

### D. Required Site Improvements.

All required site improvements approved or required under this Ordinance—including, but not limited to, those under §§155.504, 155.506, 155.507, 155.510, and 155.511—shall be maintained as follows:

1. **Parking and Paved Areas.** Parking lots and driveways shall be kept in good condition, characterized by a smooth, durable, and well-maintained surface. No more than twenty percent (20%) of any parking lot area shall exhibit potholes, severe cracking, or surface integrity failures. Parking areas shall maintain visible striping for stalls, accessible spaces, and pedestrian crosswalks where required.
2. **Landscaping and Buffers.** Required landscaping, trees, and buffer plantings shall be kept alive and healthy and shall be replaced with similar plant material during the next reasonable planting season if dead, removed, or seriously damaged, consistent with §155.507.
3. **Screening, Fences, and Walls.** Required fences, walls, and screening devices—including those used to screen mechanical equipment, refuse areas, or outdoor storage—shall be kept structurally sound, opaque to the degree approved, and in good aesthetic condition, and shall not be used for advertising except as expressly permitted under §155.510.
4. **Pedestrian Facilities.** Required sidewalks, internal walkways, and other pedestrian connections shall be maintained in a condition that is reasonably free of tripping hazards, obstructions, and accumulated debris.

### E. Relationship to Other Codes.

Compliance with this Section does not replace or limit any obligations under the City's Property Maintenance Code, blight and nuisance ordinances, building code, or other applicable regulations. Where standards conflict, the more restrictive provision shall control, consistent with §155.103 (Conflicting Regulations).

### F. Enforcement.

Failure to maintain lots, buildings, structures, or required site improvements in accordance with this Section shall constitute a violation of this Ordinance and may be enforced under Article VII (Administration & Enforcement), in addition to any remedies available under other City codes or ordinances and applicable state law.

# Article V – Site & Building Standards

---

## 155.516 Vacant Commercial Structure Maintenance

### A. Purpose.

To maintain the appearance and safety of commercial and mixed-use areas by requiring timely removal of obsolete business identification and associated outdoor storage when a business ceases operation.

### B. Applicability.

This Section applies to all buildings, tenant spaces, and sites in non-residential or mixed-use districts where a business, commercial, office, industrial, or institutional use has ceased operation for any reason.

### C. Removal of Obsolete Signs.

1. Within ninety (90) days after a business ceases operation, the property owner shall remove or cause to be removed all business-related signs, including:
  - a. Wall, projecting, window, and awning/canopy signs;
  - b. Freestanding and monument signs; and
  - c. Any associated sign cabinets, poles, posts, bases, and foundations.
2. Any replacement monument sign shall comply with §155.510(G) (Monument/Ground Signs).

### D. Blank Sign Cabinets.

Where a freestanding or wall-mounted sign structure is proposed to remain for a future tenant, all obsolete copy, logos, and sign faces shall be removed and replaced with a blank, opaque panel in a neutral color within the same ninety (90)-day period, consistent with this Article.

### E. Outdoor Storage & Parking on Vacant Sites.

1. Upon cessation of business operations, there shall be no outdoor storage of merchandise, pallets, containers, equipment, vehicles, or materials associated with the former business, except as necessary for property maintenance or lawful construction activities.
2. No parking or storage of commercial vehicles, trailers, or equipment associated with the former business shall be permitted on the site after the ninety (90)-day period, other than temporary parking associated with real-estate showings, maintenance, or preparation for a new permitted use.

### F. Enforcement.

1. Failure to comply with this Section shall be deemed a violation of this Zoning Ordinance and subject to the procedures and penalties set forth in Article VII (Administration & Enforcement).
2. Each day that a violation continues after notice may be considered a separate offense.

# Article V – Site & Building Standards

---

## 155.517 Flood Hazard Resilience Standards

**A. Purpose and applicability.** This Section establishes minimum flood-hazard resilience standards to support participation in the National Flood Insurance Program (NFIP) and to reduce risk to life, property, and public infrastructure. These standards shall apply to any development, building, structure, fill, grading, excavation, storage, or other land disturbance located in whole or in part within a Special Flood Hazard Area (SFHA), floodway, or floodplain, as identified on the effective Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) for the City.

**B. Relationship to other regulations; conflicts.** Where the provisions of this Section conflict with other provisions of this Ordinance, the more restrictive standard shall control. Compliance with this Section shall be required notwithstanding any other approval, permit, or entitlement.

**C. Permit required; compliance with NFIP and state law.** No person shall commence any development within an SFHA, floodway, or floodplain without first obtaining all required permits and approvals under this Ordinance and any floodplain regulations adopted by the City, and without demonstrating compliance with applicable NFIP requirements, the State Construction Code, and other applicable state and federal regulations.

**D. Freeboard.** For any new construction or Substantial Improvement of a building or structure within an SFHA, the lowest floor (including basement) shall be elevated to not less than one (1) foot above the Base Flood Elevation (BFE), and all attendant utilities and service equipment shall be elevated or otherwise protected to the same elevation standard, unless a more restrictive elevation standard is required by the State Construction Code or other applicable regulation.

**E. Floodway development.** Development within the regulatory floodway shall be prohibited except where the applicant demonstrates, through engineering analysis prepared and sealed by a professional engineer licensed in the State of Michigan, that the proposed development will not result in any increase in flood levels during the base flood, and that all applicable permits and approvals have been obtained.

**F. Compensatory storage; no net loss of flood storage.** Where fill, grading, excavation, or other development is proposed within an SFHA or floodplain area that provides flood storage, the applicant shall provide Compensatory Storage to prevent a net loss of flood storage volume. Compensatory Storage shall be provided on the same lot or in a location and manner approved by the City that functions hydraulically with the affected floodplain area. The compensatory storage volume shall be at least equal to the volume displaced by the development and shall be provided at comparable elevations to the storage displaced, as determined by the City based on acceptable engineering analysis.

**G. Nonconforming status not a defense; floodplain compliance required.** Lawful nonconforming status under Article VIII shall not exempt any building, structure, use, site feature, or lot from compliance with this Section or with applicable floodplain regulations. Any reconstruction, repair, rehabilitation, addition, or improvement within an SFHA, floodway, or floodplain shall comply with current flood hazard requirements, including the Freeboard standard in subsection (D), to the maximum extent required by the NFIP and applicable law.

## Article V – Site & Building Standards

---

**H. Substantial Damage and Substantial Improvement.** Any building or structure within an SFHA that is Substantially Damaged or proposed for Substantial Improvement shall be brought into compliance with this Section and applicable floodplain regulations as a condition of permits and approvals.

**I. Administration.** The Zoning Administrator and Building Official are authorized to require such plans, elevation certificates, engineering analyses, and other documentation as necessary to determine compliance with this Section and with applicable floodplain regulations.

### 155.518 Wireless Communications Facilities

**A. Purpose and Authority.** Wireless communications facilities (WCF) shall be regulated in a manner consistent with the Michigan Zoning Enabling Act, including MCL 125.3514 (Collocation), the Small Wireless Communications Facilities Deployment Act, 2018 PA 365, as amended, and applicable federal law.

**B. State and Federal Control; Adoption By Reference.** Terms not defined in this Ordinance shall have the meanings assigned by applicable State or federal law. Where a requirement of this Ordinance conflicts with State or federal law governing WCF, the State or federal requirement shall control.

**C. Collocation On Existing Support Structures.** Collocation of WCF on an existing tower or existing support structure shall be permitted and processed in accordance with MCL 125.3514. Collocations shall comply with applicable building, electrical, and safety codes and shall not create signage or lighting except as required by law.

**D. Small Wireless Facilities In The Public Right-Of-Way.** Small wireless facilities located in, on, or over the public right-of-way shall be permitted and processed in accordance with 2018 PA 365, as amended, and any City right-of-way permit requirements adopted consistent with that Act.

**E. New Towers And New Support Structures.** Construction of a new wireless tower or new support structure is prohibited unless expressly authorized by the Consolidated Use Table (Article IV) and approved through any required review procedure. Where approved, the facility shall comply with all applicable district standards, Site Plan Review standards, and Article V standards (including landscaping/screening, lighting, access, and height measurement).

**F. Prohibition on new towers/support structures.** New wireless towers and new wireless support structures are prohibited in all zoning districts and shall not be approved as a principal use, accessory use, Special Land Use, Planned Unit Development use, or temporary use, except where required by applicable State or federal law.

**G. Collocation and right-of-way small wireless preserved.** Nothing in this Section shall be construed to prohibit collocation on existing towers or existing support structures subject to MCL 125.3514, or to prohibit small wireless facilities in the public right-of-way regulated under 2018 PA 365, as amended.

**H. Preference.** WCF shall be located on existing towers, existing support structures, or within the public right-of-way where authorized by law, to the maximum extent practicable.

■ The City of Inkster

# ARTICLE VI

## Development Procedures



# Article VI – Development Procedures

---

## 155.601 Purpose

The purpose of this Article is to establish clear, predictable, and legally defensible procedures for the review and approval of development applications under this Ordinance. These procedures are intended to:

- A. Implement the goals and policies of the Inkster Master Plan and Future Land Use Map;
- B. Provide a transparent, step-by-step process from application submittal through final decision and, where applicable, appeal;
- C. Ensure that all development decisions are based on competent, material, and substantial evidence in the record;
- D. Coordinate the roles of the Planning & Community Development Department (PCD), Zoning Administrator (ZA), Planning Commission, City Council, and Board of Zoning Appeals; and
- E. Comply with the Michigan Zoning Enabling Act (MZEA), as amended.

## 155.602 General Provisions

### A. Authority.

1. The Planning & Community Development Department (PCD) and Zoning Administrator (ZA) are authorized to administer this Article, determine application completeness, prepare staff reports, and make administrative decisions as provided herein.
2. The Planning Commission, City Council, and Zoning Board of Appeals (ZBA) shall have the roles and authority assigned to them by this Ordinance, the MZEA, and their adopted bylaws.

### B. Application Completeness.

1. Applications shall be submitted on forms provided by the City and shall include all required fees and materials specified in this Ordinance and the City's adopted application checklists.
2. Within ten (10) business days of receiving an application, the PCD or ZA shall determine whether the application is complete for processing.
3. If the application is incomplete, the PCD or ZA shall notify the applicant in writing of the specific deficiencies. No further processing shall occur until the deficiencies are corrected.
4. Once an application is deemed complete, it shall be scheduled for review in accordance with this Article and any applicable bylaws or rules of procedure.

# Article VI – Development Procedures

---

## **C. Classification of Review.**

Upon determining that an application is complete, the PCD or ZA shall classify the application under the appropriate review procedure in this Article, including but not limited to:

1. Tier 1 Administrative Site Plan Review;
2. Tier 2 Major Site Plan Review;
3. Special Land Use Review (processed as Tier 2 Major Site Plan);
4. Planned Unit Development (PUD) Rezoning and Approval;
5. Article V Modification; and
6. Text and Map Amendments.

## **D. Public Notice.**

1. Public notice for rezonings, Special Land Uses, PUDs, variances, and other matters requiring a public hearing shall comply with the Michigan Zoning Enabling Act and this Ordinance.
2. When mailed notice is required by this Ordinance or state law, the City shall provide notice by first-class mail to:
  - a. The applicant and owner(s) of the subject property; and
  - b. The owner(s) of property and the occupants of structures within three hundred (300) feet of the boundary of the subject property, based on the City's current tax assessment records.
3. When published notice is required by this Ordinance or state law, the City shall publish notice in a newspaper of general circulation in the City at least fifteen (15) calendar days before the date of the public hearing.
4. Where this Ordinance requires mailed and published notice, both forms of notice shall be provided at least fifteen (15) calendar days before the hearing date, unless a different period is required by state law.
5. Failure of an individual property owner or occupant to receive mailed notice shall not invalidate an action taken on the application if the City has complied with the requirements of the MZEA and this Section.
6. The City may require the posting of informational signs on the subject property for Major Site Plans, Special Land Uses, PUDs, rezonings, and other applications where the PCD determines that additional notice would materially assist in informing nearby residents and businesses. Any such sign shall follow a standard format approved by PCD.

# Article VI – Development Procedures

---

## E. Time Computation.

1. Where this Article references “business days,” the term shall mean days on which City Hall is open for public business.
2. Where this Article references “days” without further qualification, the term shall mean calendar days.
3. If a deadline falls on a day when City Hall is closed, the deadline shall be extended to the next business day.

## F. Conflict of Interest and Ex Parte Communication.

1. Members of the Planning Commission, City Council, Board of Zoning Appeals, and any other decision-making body under this Ordinance shall comply with applicable state law and City ethics or conflict-of-interest provisions.
2. Any member who has, or believes they may have, a conflict of interest shall disclose the nature of the potential conflict on the record prior to consideration of the matter. Participation, deliberation, and voting by that member shall then be governed by applicable law, City ethics provisions, and the body’s rules of procedure.
3. Any substantive ex parte communication about a pending development application shall be disclosed on the record at the public meeting or hearing, including the identity of the person(s) involved and the general nature of the communication.

## G. Appeals.

1. Appeals from administrative decisions of the PCD or ZA under this Article shall be taken to the Zoning Board of Appeals (ZBA) in accordance with Article VII of this Ordinance.
2. Final decisions of the City Council under this Article shall be subject only to judicial review as provided by the Michigan Zoning Enabling Act and other applicable law.

## 155.603 Exempt Work (No Site Plan Review Required).

### A. Exempt Activities.

The following activities shall be exempt from the Site Plan Review procedures of this Article, provided they comply with all other applicable provisions of this Ordinance and the City Code:

1. Ordinary interior repairs, maintenance, and alterations that do not increase the floor area, building height, or number of dwelling units;
2. Exterior repairs and maintenance that do not change the location, footprint, or height of any structure;
3. Replacement of materials with similar materials for roofs, windows, doors, siding, and similar features;
4. Changes in occupancy or tenant within an existing building where no increase in intensity or change of use category (as defined by the Consolidated Use Table) occurs and no additional parking, access, or site improvements are required; and
5. Other minor work as determined by the ZA to be comparable in scope and impact to the activities listed above.

# Article VI – Development Procedures

---

## **B. Building and Trade Permits.**

Exemption from Site Plan Review does not exempt any activity from obtaining required building, trade, or other permits required by the City or other agencies.

## **155.604 Site Plan Review.**

### **A. Overview.**

1. Purpose. Site Plan Review is intended to ensure that new development, redevelopment, and significant changes in use comply with this Ordinance, provide for safe and efficient access and circulation, and are compatible with adjacent and nearby development.
2. **Relationship to Permits and Occupancy.** Where Site Plan Review is required under this Article, no zoning approval associated with a building permit, and no building permit, shall be issued until the Site Plan has been approved and is in effect. Prior to issuance of a final certificate of occupancy, required site improvements shall be installed in accordance with the approved plans and conditions of approval; where seasonal conditions prevent completion of required landscaping or similar site improvements at the time of occupancy, the City may accept a performance guarantee in accordance with §155.704(B).
3. Tiers of Review. Site Plan Review is organized into two tiers:
  - a. Tier 1 – Administrative Site Plan Review by the PCD/ZA; and
  - b. Tier 2 – Major Site Plan Review with Planning Commission recommendation and City Council decision.

### **B. Tier 1 – Administrative Site Plan Review.**

1. Authority. The PCD or ZA shall have final approval authority for Tier 1 Administrative Site Plans, subject to the standards of this Article and the right of appeal as provided in Article VII.
2. Eligibility. A project shall be processed as a Tier 1 Administrative Site Plan if all the following are met:
  - a. The project does not require a rezoning, PUD, or Text/Map Amendment;
  - b. The project does not require a variance from the ZBA;
  - c. The project does not involve a Special Land Use;
  - d. The project complies with all applicable numeric standards and form requirements in Articles III, IV, and V, or requires only an Administrative Minor Modification under Section 155.701(A)(3); and
  - e. The project is not of such scale or potential impact that, in the judgment of the PCD, a Tier 2 review is necessary to protect the public health, safety, and welfare.

## Article VI – Development Procedures

---

4. Procedure and Timing.
  - a. Completeness. Within ten (10) business days after submission, the PCD or ZA shall determine completeness in accordance with §155.602(B).
  - b. Administrative Review. Following a complete application, the PCD or ZA shall review the application against the standards of this Ordinance and may circulate the plans to other departments or agencies for comment.
  - c. Decision. Within thirty (30) calendar days of deeming an application complete, the PCD or ZA shall approve, approve with conditions, or deny the Tier 1 Site Plan based on the standards in §155.606. The decision shall be in writing and shall include findings of fact and any conditions of approval.
  - d. Appeals. Any person aggrieved by a Tier 1 Administrative Site Plan decision may appeal to the ZBA in accordance with Article VII.

### C. Tier 2 – Major Site Plan Review.

1. Authority.
  - a. The Planning Commission shall hold a public meeting or hearing, as required, and shall make a recommendation to the City Council on the application.
  - b. The City Council shall make the final decision to approve, approve with conditions, or deny the Tier 2 Major Site Plan.
2. **Triggers for Tier 2 Review.** An application shall be processed as a Tier 2 Major Site Plan if any of the following apply:
  - a. The use is identified as a Special Land Use (“S”) in the Consolidated Use Table;
  - b. The project includes new construction or expansion that exceeds the threshold(s) for Major Site Plan Review established in Article V;
  - c. The project is submitted in conjunction with a rezoning, PUD, or Text/Map Amendment;
  - d. The project has the potential for significant off-site impacts related to traffic, infrastructure, neighborhood character, or the environment, as determined by the PCD; or
  - e. The project is in the TCD – Town Center District and includes new building construction or an expansion that alters the building façade along a Primary Frontage or Secondary Frontage, as identified on the applicable District Sheet.
  - f. The applicant requests Tier 2 review.

# Article VI – Development Procedures

---

3. Procedure and Timing.
  - a. Completeness. Within ten (10) business days of submission, the PCD or ZA shall determine completeness in accordance with §155.602(B).
  - b. Planning Commission Recommendation. Following a complete application and any required public hearing, the Planning Commission shall consider the application, staff report, and public input, and shall recommend approval, approval with conditions, or denial to the City Council. The Planning Commission’s recommendation shall be made within forty-five (45) calendar days of the application being deemed complete, or at the next regular meeting thereafter, unless extended by mutual agreement.
  - c. City Council Decision. Within thirty (30) calendar days after receiving the Planning Commission’s recommendation, the City Council shall approve, approve with conditions, or deny the application, unless extended by mutual agreement. The Council’s decision shall be in writing and shall include findings of fact and any conditions of approval.
  - d. Appeals. The decision of the City Council on a Tier 2 Major Site Plan shall be final, subject only to judicial review as provided in the MZEA and other applicable law.

## **D. Special Land Use Review (Processed as Tier 2).**

1. Uses identified as Special Land Uses (“S”) in the Consolidated Use Table shall follow the procedures for Tier 2 Major Site Plan Review in this Section, including Planning Commission consideration and City Council final decision.
2. In addition to the general standards in §155.606, Special Land Uses shall comply with any use-specific standards in Article IV and any applicable conditions necessary to ensure compatibility with surrounding properties and the public interest.

## **155.605 Application Submittal and Checklists.**

### **A. Application Materials.**

1. All applications subject to this Article shall include the plans, documents, and information required by this Ordinance and the City’s adopted application checklists.
2. Tier 2 Major Site Plan applications shall include, at a minimum, a complete Site Plan, elevations, grading and drainage plans, utility plans, landscape plans, and any required traffic, parking, or impact studies.
3. The ZA may require the same materials for Tier 1 Administrative Site Plans upon a written finding that the information is reasonably necessary to verify numeric or design compliance with Articles III, IV, and V.

# Article VI – Development Procedures

---

## **B. Incomplete Applications.**

Incomplete applications shall not be scheduled for review or hearing. If an application remains incomplete for six (6) months after the date of the initial completeness review, the application may be considered withdrawn.

## **155.606 Review Standards and Findings of Fact**

### **A. Applicability.**

The standards in this Section apply to all decisions on Site Plans, Special Land Uses, Planned Unit Developments, Article V Modifications, and other development approvals under this Article, unless a more specific standard is provided elsewhere in this Ordinance.

### **B. Findings of Fact Required.**

1. In making any recommendation or decision under this Article, the PCD, ZA, Planning Commission, and City Council shall make written findings of fact addressing each applicable standard in this Section.
2. Findings of fact shall be based on competent, material, and substantial evidence in the administrative record, including application materials, staff reports, public comments, and testimony presented at public hearings.

### **C. Standards for Approval.** An application shall not be approved unless the reviewing body finds that:

1. Authorized Use and District Compliance.
  - a. The proposed use is permitted, either by right or as a Special Land Use, in the applicable zoning district as shown in the Consolidated Use Table; and
  - b. The proposed building form and placement comply with the applicable District Sheet(s) and Article III.
2. Compliance with Site and Building Standards. All applicable numeric, form, and design standards in Article V (Site and Building Standards) are met, or a modification has been granted in accordance with §155.609.
3. Access and Circulation. Vehicular, pedestrian, and bicycle access and circulation, including curb cuts, shared access, driveways, and internal circulation, comply with §155.510 and are designed to promote safe and efficient movement within and adjacent to the site.
4. Parking, Loading, and Screening. Required parking, loading, and screening are provided in accordance with §155.520 and related sections, and are designed to minimize adverse impacts on adjacent and nearby properties.

# Article VI – Development Procedures

---

## 155.607 Vested Rights, Expiration, and Extensions.

### A. Vesting of Approval.

1. An approval under this Article shall confer a vested right to proceed in accordance with the approved plans and conditions when:
  - a. All required approvals have become final; and
  - b. A valid building permit has been issued; and
  - c. Substantial construction has commenced in reasonable reliance on the approval and permit.
2. Vesting shall not exempt a development from subsequently adopted state or federal laws, or from amendments to this Ordinance that are expressly made retroactive by law.

### B. Expiration of Approvals.

Unless a more specific time is stated elsewhere in this Ordinance, approvals under this Article shall automatically expire twenty-four (24) months after the date of the final decision if no building permit has been issued for any portion of the approved development.

### C. Administrative Extensions.

1. The PCD or ZA may grant one (1) administrative extension of up to twelve (12) months upon a written finding that:
  - a. The approval remains in substantial compliance with the standards and policies of this Ordinance and the Inkster Master Plan; and
  - b. There have been no material changes in applicable regulations that would have required a different outcome if the application were being considered as new; and
  - c. The applicant has demonstrated good-faith efforts to proceed with the project.
2. Any request for an extension shall be submitted in writing prior to the expiration of the approval.

### D. Effect of Expiration.

Upon expiration, the approval shall be null and void, and any subsequent development on the property shall require a new application that is subject to the regulations then in effect.

# Article VI – Development Procedures

---

## 155.608 Article V Modification.

### A. Purpose.

The Article V Modification process is intended to provide a flexible, but controlled, mechanism to adjust specific site and building standards in Article V where strict application of a standard would result in practical difficulties, and where a modification can be granted without undermining the purposes of this Ordinance.

### B. Authority and Procedure.

1. Modifications that exceed the thresholds for Administrative Minor Modifications under Section 155.701(A)(3), but do not rise to the level of a variance, shall be processed as Article V Modifications.
2. The Planning Commission shall hold a public meeting or hearing, as required, and shall recommend approval, approval with conditions, or denial to the City Council.
3. The City Council shall make the final decision to approve, approve with conditions, or deny the requested modification, based on the standards in this Section and §155.606.

### C. Standards for Approval.

In addition to the standards in 155.606, an Article V Modification shall not be approved unless the City Council finds that:

1. The modification is the minimum necessary to address the practical difficulty;
2. The project, with the modification, will provide an equal or greater level of public-realm quality, pedestrian comfort, and neighborhood compatibility than strict application of the standard; and
3. The modification will not result in a substantial detriment to adjacent properties or the public health, safety, or welfare.

## 155.609 Planned Unit Development (PUD) Rezoning and Approval.

### A. Purpose.

The Planned Unit Development (PUD) process is intended to allow flexible, master-planned development that:

1. Implements the Inkster Master Plan and Future Land Use Map;
2. Provides public benefits, such as affordable housing, enhanced public space, sustainability features, or infrastructure improvements, beyond what could be required under conventional zoning; and
3. Ensures a clear, enforceable Regulating Plan and set of conditions governing future development.

### B. Relationship to Zoning.

1. A PUD shall be processed as a rezoning to a PUD Overlay District, with an adopted Regulating Plan and associated conditions.
2. The PUD Overlay shall modify or supplement the underlying zoning district(s) as specifically approved by City Council.

# Article VI – Development Procedures

---

## C. Procedure.

1. Pre-Application Meeting. A pre-application meeting with PCD is strongly encouraged for all PUD proposals.
2. Application and Completeness. PUD applications shall include all materials required by this Ordinance and any supplemental submittal requirements adopted by the City. Completeness shall be determined in accordance with §155.602(B).
3. Planning Commission Review. Following completeness and required public notice and hearing, the Planning Commission shall consider the application, staff report, and public input, and shall recommend approval, approval with conditions, or denial to the City Council.
4. City Council Decision. Following receipt of the Planning Commission recommendation, the City Council shall approve, approve with conditions, or deny the PUD. The Council's decision shall be in writing and shall include findings of fact and any conditions of approval.

## D. PUD Approval Criteria.

In addition to the standards in §155.606, a PUD shall not be approved unless the City Council finds that:

1. The PUD is consistent with the Inkster Master Plan and Future Land Use Map, or the applicant demonstrates that the PUD will better achieve the Plan's goals than strict conformity with the existing designations;
2. The PUD provides public benefits that would not be available through conventional development, which may include, but are not limited to: affordable housing, anti-displacement measures, enhanced public space, sustainability features, infrastructure improvements, or preservation of historic or environmental resources;
3. The proposed Regulating Plan and development standards are clear, enforceable, and sufficient to guide future development in a manner that is compatible with surrounding areas; and
4. The PUD will not result in a substantial detriment to adjacent properties or the public health, safety, or welfare.

## E. Minor Amendments.

1. The PCD or ZA may approve minor amendments to an approved PUD, provided that the amendment does not:
  - a. Increase the total number of dwelling units or the maximum approved building height;
  - b. Reduce the amount of civic or open space;
  - c. Reduce or eliminate any approved Affordable Housing or Anti-Displacement commitment; or
  - d. Result in new or significantly greater off-site impacts than those originally approved.
2. In approving a minor amendment, the PCD or ZA shall make written findings that the amendment meets the thresholds in this subsection and that overall public-realm quality and public benefits are maintained.
3. All minor amendments shall be documented in the development file and provided to the Planning Commission and City Council for information.
4. Amendments that do not qualify as minor shall be processed as a new PUD or PUD amendment, following the procedures in this Section.

# Article VI – Development Procedures

---

## 155.610 Text and Map Amendments.

### A. Purpose.

Text and Map Amendments are intended to allow for the periodic updating of this Ordinance and Zoning Map to:

1. Implement the Inkster Master Plan;
2. Respond to changing conditions and community needs; and
3. Correct errors or clarify provisions.

### B. Authority and Procedure.

1. Text and Map Amendments may be initiated by the City Council, Planning Commission, or by petition of a property owner or other eligible applicant as defined by the MZEA.
2. Following a complete application and required public notice and hearing, the Planning Commission shall recommend approval, approval with modifications, or denial to the City Council.
3. The City Council shall approve, approve with modifications, or deny the amendment, based on the standards in this Section and §155.606, and consistent with the MZEA.

### C. Standards for Approval.

In addition to the standards in §155.606, a Text or Map Amendment shall not be approved unless the City Council finds that:

1. The amendment is consistent with the Inkster Master Plan, or, if not, that the Plan should be amended accordingly;
2. The amendment is necessary to correct an error, clarify language, or respond to changing conditions, community needs, or legislative changes; and
3. The amendment will not result in a substantial detriment to adjacent properties or the public health, safety, or welfare.

# Article VI – Development Procedures

---

## 155.611 Development Agreements and Community Benefits

### A. Purpose.

The purpose of this Section is to authorize the use of development agreements, consistent with the Michigan Zoning Enabling Act and other applicable law, to:

1. Coordinate the timing, phasing, and implementation of development projects;
2. Ensure that necessary on-site and off-site infrastructure and public-realm improvements are provided in a timely and equitable manner;
3. Secure community benefits reasonably related and proportional to the impacts of development; and
4. Provide clear, enforceable obligations that supplement but do not replace the standards of this Ordinance.

### B. Authority.

1. The City Council is authorized to approve development agreements associated with approvals under this Ordinance, including but not limited to Tier 2 Major Site Plans, Special Land Uses, Planned Unit Developments (PUDs), and Text or Map Amendments, where appropriate.
2. The Planning Commission may recommend, and the Planning & Community Development Director or Zoning Administrator (PCD/ZA) may negotiate, proposed terms of a development agreement for consideration by the City Council, but only the City Council may approve and execute such agreements on behalf of the City.
3. Development agreements shall be consistent with the Michigan Zoning Enabling Act, this Ordinance, and other applicable law, and shall not contract away the City's police power or legislative authority.

### C. Applicability.

1. A development agreement may be required as a condition of approval for:
  - a. Large or phased developments where coordination of infrastructure, access, and public-realm improvements is necessary;
  - b. Projects that impose significant new demand on public utilities or transportation systems, including, but not limited to, Data Centers and High-Intensity Computing Facilities regulated under §155.512(G);
  - c. PUDs, overlay rezonings, or other discretionary approvals that rely on tailored development standards or public benefits; or
  - d. Other projects where the City Council determines that a development agreement is reasonably necessary to address project-specific impacts or secure proportional mitigation and community benefits.
2. Nothing in this Section shall be construed to require a development agreement for every discretionary approval. The decision to require a development agreement shall be based on the scale, complexity, and impacts of the project.

# Article VI – Development Procedures

---

## **D. Content. A development agreement may address, without limitation:**

1. Phasing, timing, and coordination of development;
2. On-site and off-site public infrastructure or utility improvements reasonably related to the project, including electric, water, sanitary sewer, stormwater, transportation, and grid-capacity upgrades;
3. Transportation, traffic management, and multi-modal access improvements;
4. Environmental and sustainability measures, including energy, water, and stormwater management;
5. Public-realm improvements such as streetscape, open space, and trail connections; and
6. Community benefits reasonably related and proportional to the project’s impacts, which may include:
  - a. Local hiring and workforce development commitments;
  - b. Support for neighborhood amenities, public facilities, or digital-equity initiatives;
  - c. Mitigation funds or improvements to address documented noise, light, or environmental impacts; and
  - d. Other measures that advance adopted goals of the City’s Master Plan and strategic plans.

## **E. Cost Responsibility and Protection of Existing Residents.**

1. Development agreements may require an Applicant to fund or construct, or to pay its proportionate share of the cost to fund or construct, public infrastructure, utility, or grid-capacity improvements that are:
  - a. Reasonably necessary to serve the approved development; and
  - b. Reasonably attributable to the development’s new or increased demand on those systems, as determined by the City Engineer and, where applicable, the relevant utility provider.
2. It is the policy of the City that development-related infrastructure costs reasonably attributable to a particular project shall not be shifted to existing residents or businesses through increased rates or general ratepayer subsidies, to the extent permitted by law and utility regulation. Development agreements may include terms to implement this policy, including allocation of capacity-related charges or capital-improvement costs to the Applicant in a manner consistent with applicable utility tariffs and regulations.

## **F. Relationship to Other Approvals.**

1. A development agreement shall supplement, and not replace, the findings, conditions, and standards applicable to the underlying zoning approval.
2. All conditions of approval imposed under this Ordinance shall remain in full force and effect unless specifically modified in a development agreement approved by the City Council in accordance with this Section and applicable law.
3. Where a conflict exists between a duly approved development agreement and a general provision of this Ordinance, the specific terms of the agreement shall control for the subject property, to the extent permitted by law and expressly authorized by the City Council.

# Article VI – Development Procedures

---

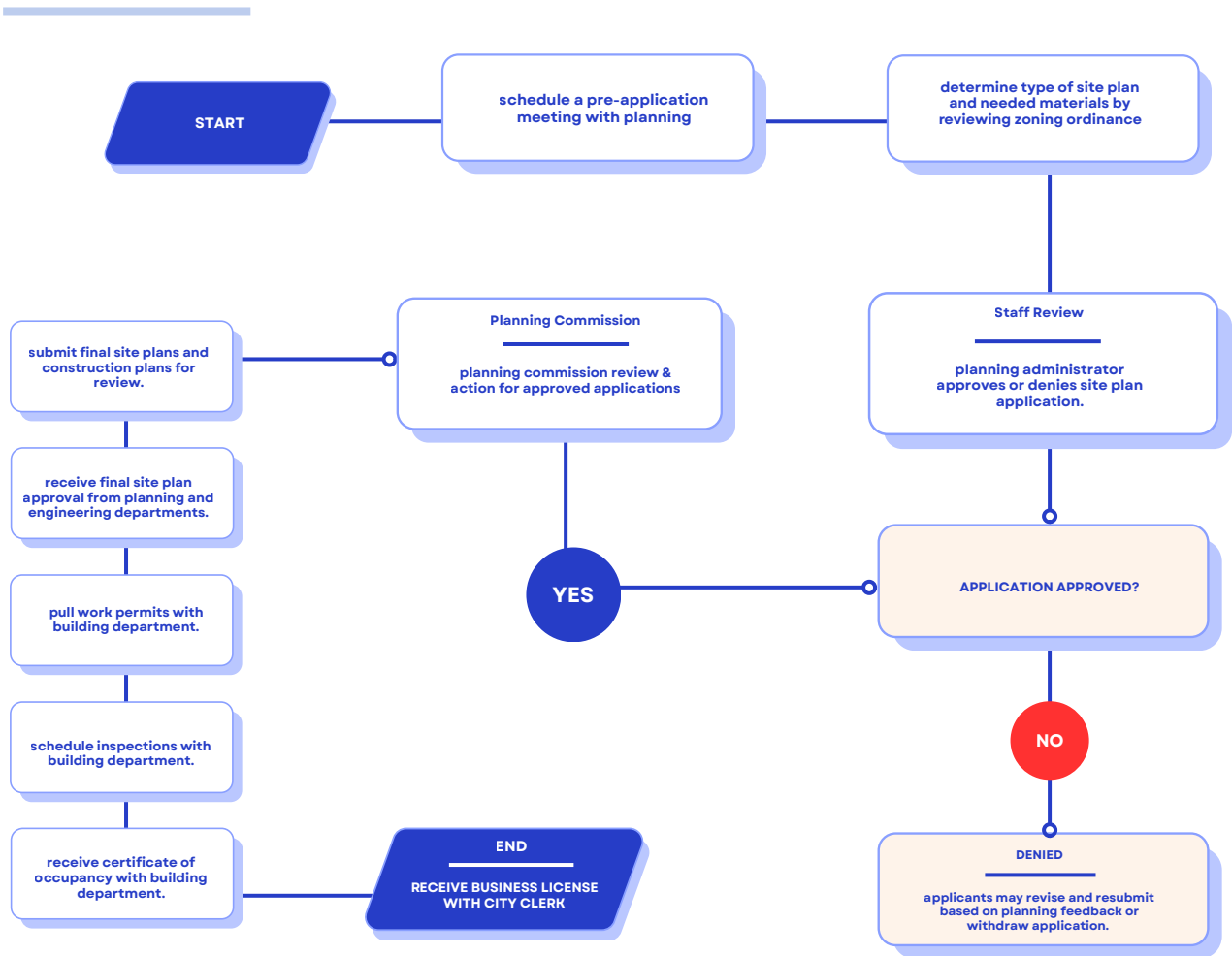
## G. Form, Recording, and Enforcement.

1. Development agreements shall be in a form approved by the City Attorney and shall:
    - a. Identify the property subject to the agreement;
    - b. Identify the parties and their respective obligations;
    - c. Specify the duration of the agreement and any conditions for extension or termination;  
and
    - d. Include enforcement, default, and remedy provisions consistent with this Ordinance and applicable law.
  
  2. A development agreement that imposes obligations running with the land shall be recorded with the Wayne County Register of Deeds, and its terms shall be binding on successors and assigns to the extent provided in the agreement and permitted by law.
  
  3. Failure to comply with a material term of a development agreement shall constitute a violation of this Ordinance and may be enforced under Article VII (Administration & Enforcement), in addition to any contractual remedies available to the City under the agreement and any remedies available under other City codes, ordinances, or applicable state or federal law.
-

# ARTICLE VI – DEVELOPMENT PROCEDURES

## Flowcharts & Checklists

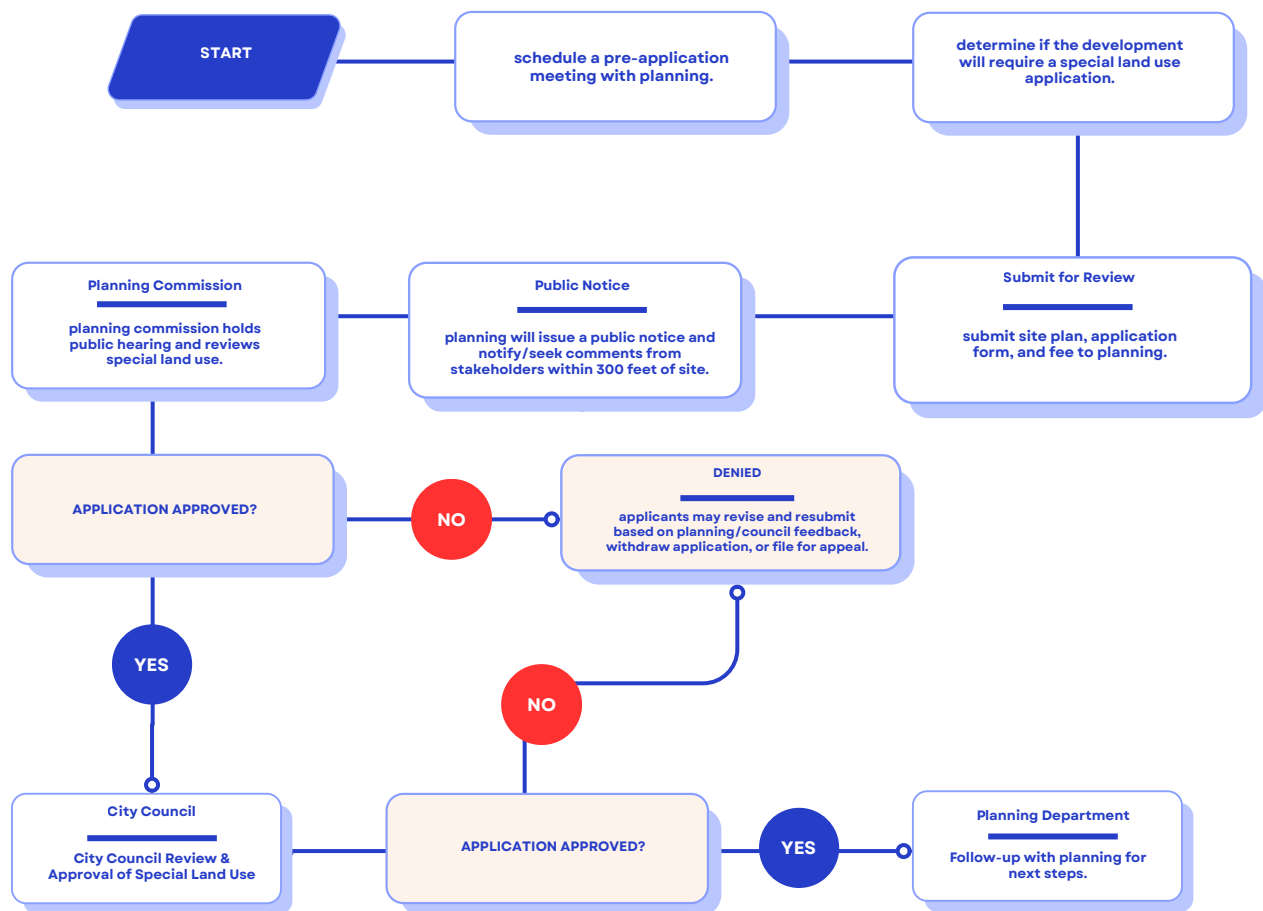
### Site Plan Application & Review Flowchart



# ARTICLE VI – DEVELOPMENT PROCEDURES

## Flowcharts & Checklists

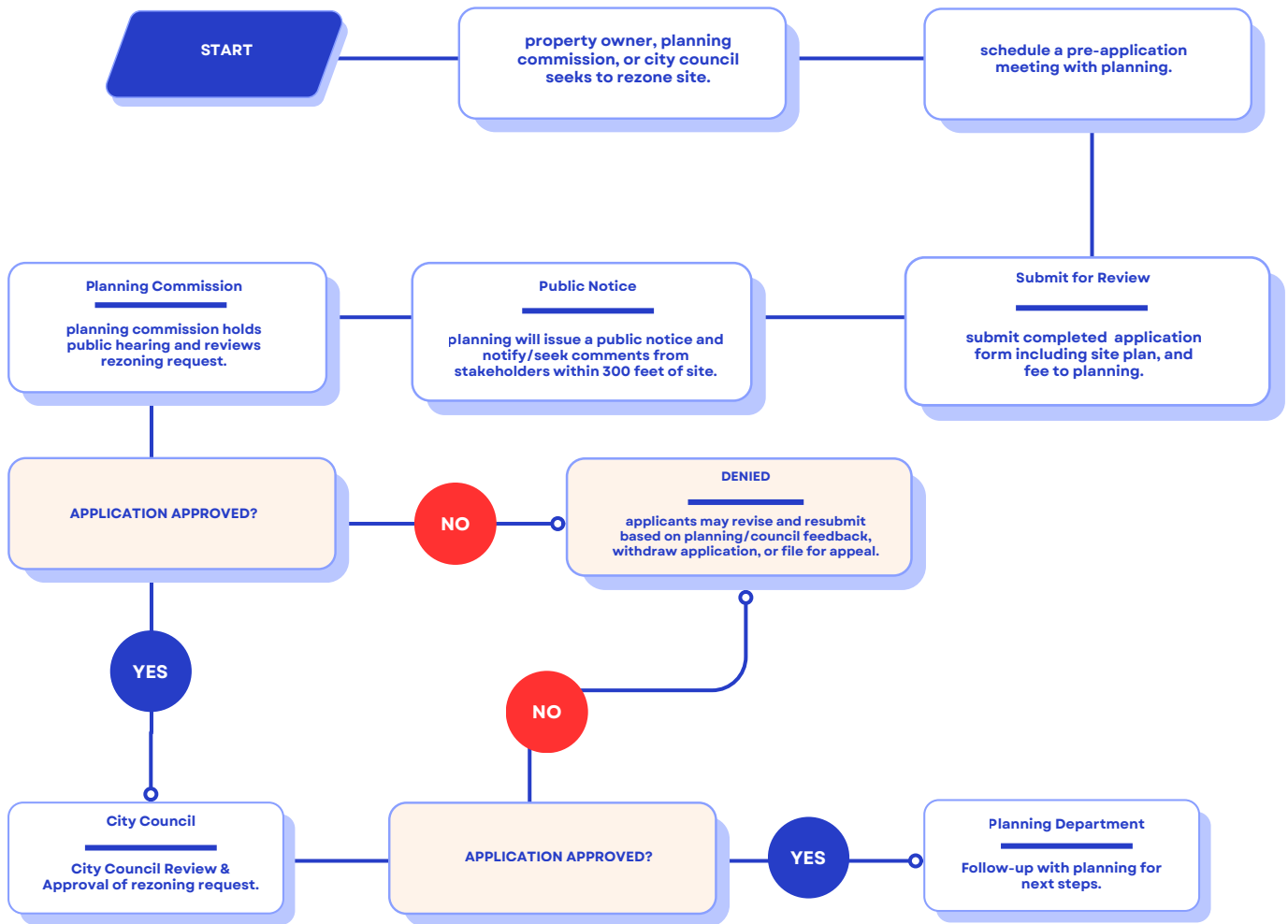
### Special Land Use Application & Review Flowchart



# ARTICLE VI – DEVELOPMENT PROCEDURES

## Flowcharts & Checklists

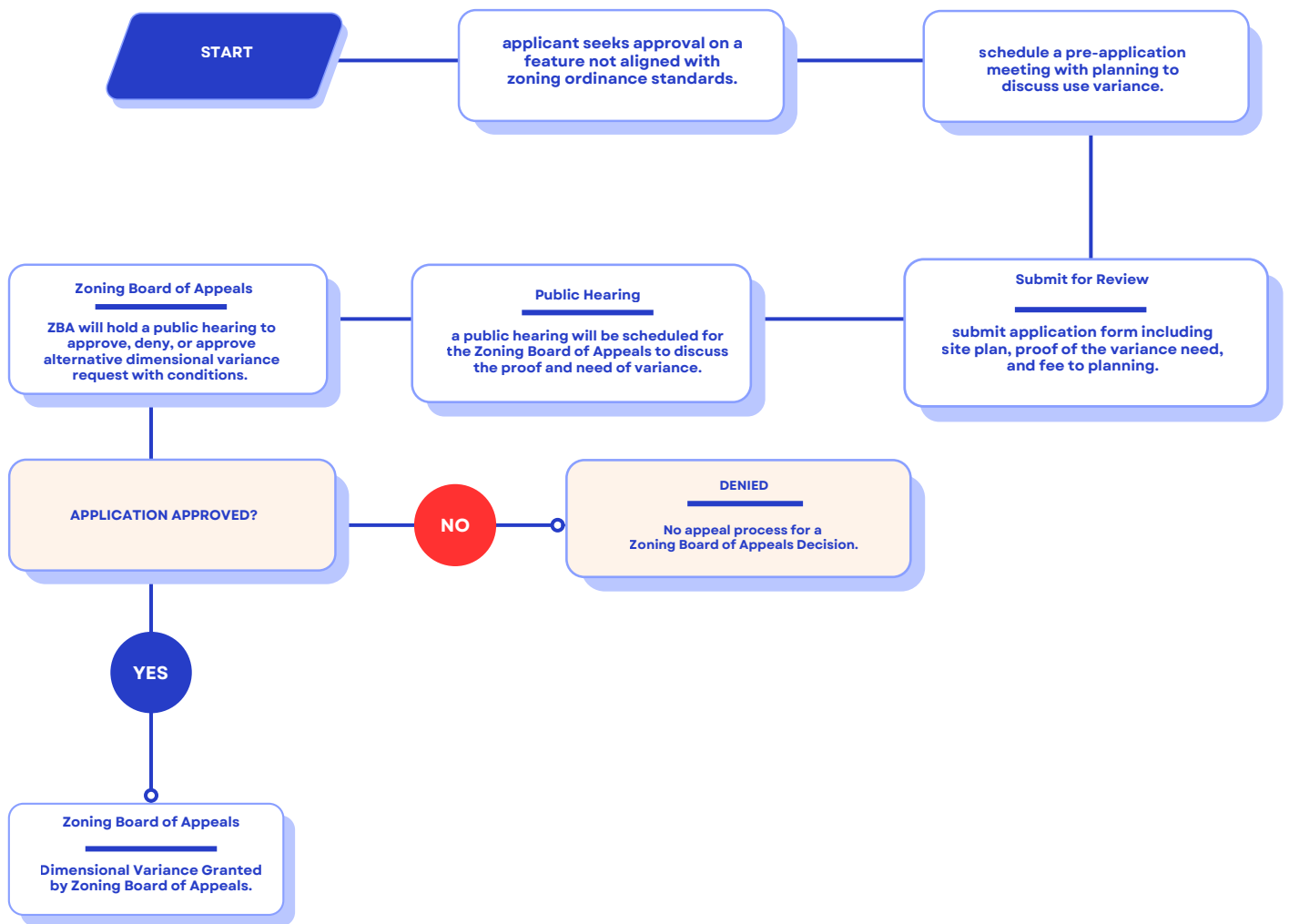
### Rezoning Flowchart



# ARTICLE VI – DEVELOPMENT PROCEDURES

## Flowcharts & Checklists

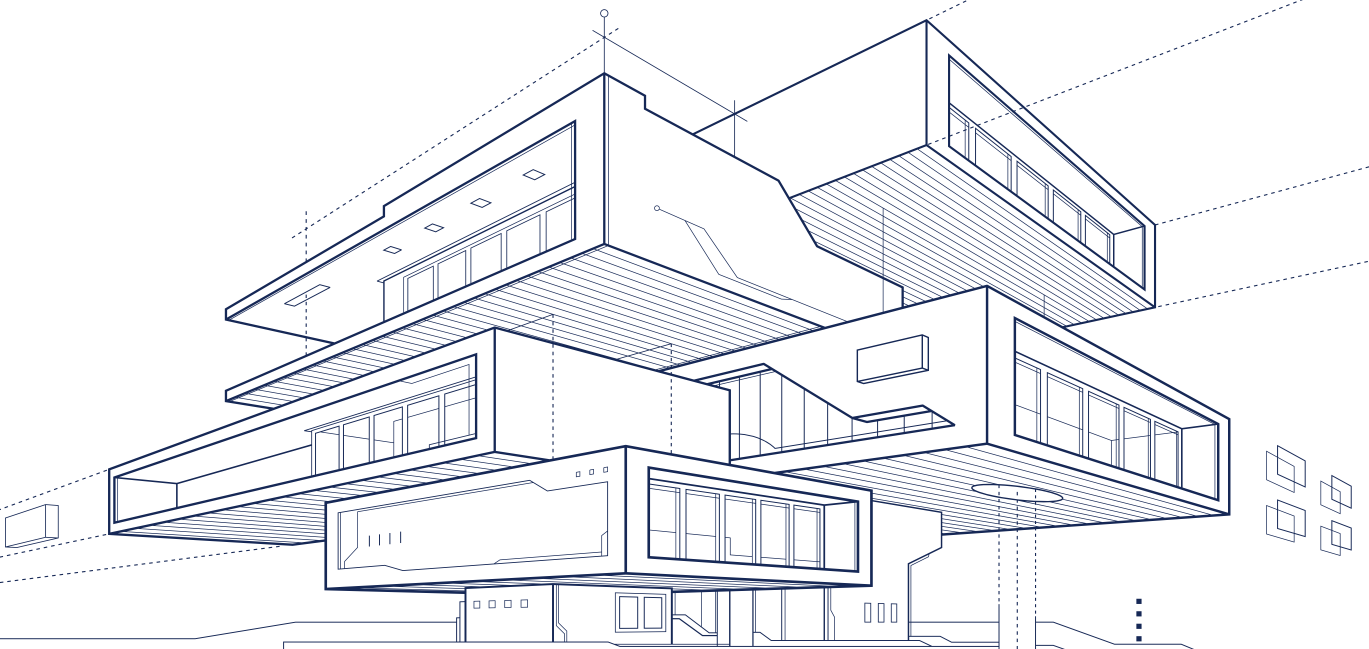
### Variance Request Flowchart



■ The City of Inkster

# ARTICLE VII

## Administration & Enforcement



# Article VII – Administration & Enforcement

---

## 155.701 Roles & Responsibilities

### A. Planning & Community Development Director / Zoning Administrator (PCD/ZA).

1. **Administrative Authority.** The PCD/ZA is the primary administrative official responsible for:

- a. Interpreting and enforcing this Ordinance;
- b. Determining application completeness under Article VI; and
- c. Issuing zoning compliance decisions, including zoning approvals associated with building permits and certificates of occupancy.

2. **Administrative Site Plan Approval.** The PCD/ZA is the final decision-maker for **Administrative (Tier 1) Site Plans** as provided in Article VI.

### 3. Administrative Minor Modifications.

- a. **Authority.** The PCD/ZA may approve **Administrative Minor Modifications** of up to ten percent (10%) from a single numerical form standard in Articles III or V where all of the following are met:
  - i. The deviation is the minimum necessary to address a specific site constraint or design objective;
  - ii. The deviation does not increase the number or width of curb cuts beyond what is allowed in §155.504;
  - iii. The deviation does not introduce new drive aisles, lanes, or parking areas on designated A-Frontages contrary to Article III;
  - iv. The deviation does not reduce the required buffer type or buffer depth under §155.506(G) or reduce any required ground-floor clear height below the minimum specified in Article III; and
  - v. The required frontage type is maintained and the **façade-in-BTZ** percentage remains within ten (10) percentage points of the minimum required.
- b. **Examples.** Eligible Administrative Minor Modifications may include, but are not limited to: (1) A transparency shortfall of up to ten percent (10%); (2) A Build-To Zone (BTZ) shift of up to five (5) feet; or (3) A façade-in-BTZ shortfall of up to ten (10) percentage points, where other frontage and public-realm objectives are still met.
- c. **Record & Findings.** The PCD/ZA shall issue a written decision for each Administrative Minor Modification, identifying: (1) The numerical standard being modified; (2) The percentage and direction of deviation; (3) The applicable code section; and (4) Findings stating how the modification satisfies the criteria of subsection (A)(3)(a).

4. **Enforcement.** The PCD/ZA is authorized to issue notices of violation, civil citations, and stop-work or stop-use orders, and to initiate enforcement actions under this Article and other applicable City codes.

# Article VII – Administration & Enforcement

---

## B. Planning Commission (PC).

1. The Planning Commission is the recommending body for:
  - a. Major (Tier 2) Site Plans;
  - b. Special Land Uses; and
  - c. Article V Modifications, where applicable under Article VI.
  
2. The PC shall:
  - a. Hold public hearings where required by this Ordinance or state law;
  - b. Review the application, plans, and staff reports;
  - c. Apply the applicable **Standards for Approval** in this Ordinance; and
  - d. Forward to the City Council written **Findings of Fact** and a recommendation to approve, approve with conditions, or deny.

## C. City Council.

1. The City Council serves as the City’s legislative body and final decision-making authority. In addition to its general powers provided by Charter and Law, the Council is the final decision-maker for:
  - a. Major (Tier 2) Site Plans;
  - b. Special Land Uses;
  - c. Article V Modifications as provided in Article VI;
  - d. Zoning Map and Text Amendments; and
  - e. Any other matters required by this Ordinance or State Law.
  
2. In exercising its authority, the Council shall consider the administrative record and recommendations from the Planning Commission, but may also consider additional public testimony and evidence presented during its proceedings. If the Council determines the record is insufficient, it may remand the matter back to the Planning Commission for further review. The Council shall adopt written Findings of Fact or a statement of its rationale to support its final decision.

## D. Zoning Board of Appeals (ZBA).

1. **Powers & Duties.** The ZBA shall exercise the powers and duties established by the **Michigan Zoning Enabling Act (MZEA)** and this Ordinance, including:
  - a. Hearing and deciding **appeals** from administrative decisions made in the enforcement or interpretation of this Ordinance;
  - b. Granting **variances** from numerical standards in Articles III and V where relief is not otherwise available through an Administrative Minor Modification or Article V Modification and where the variance standards are met; and
  - c. Performing any other duties expressly assigned by this Ordinance or state law.
  
2. **Legislative Decisions Not Appealable.** The ZBA shall not hear appeals from legislative decisions of the City Council, including text and map amendments, which are subject to judicial review as provided by law and §155.611.

## Article VII – Administration & Enforcement

---

3. **Conditions on Variances.** In granting a variance, the ZBA may impose reasonable conditions and safeguards related to the size, character, location, and use of buildings or land as necessary to ensure that the variance:
  - a. Will not be injurious to adjacent property or the public health, safety, or welfare; and
  - b. Will remain consistent with the intent of this Ordinance and the standards for variances. Any condition made a part of a variance approval shall have the same force and effect as the variance itself. Failure to comply with such conditions shall constitute a violation of this Ordinance.
4. Findings of Fact for Variances & Appeals.
  - a. For each variance or appeal decision, the ZBA shall adopt written **Findings of Fact** that:
    - i. Identify the specific standards and sections of this Ordinance at issue; and
    - ii. Explain how the evidence in the record satisfies (or fails to satisfy) the applicable standards for approval.
  - b. The findings shall be included in the minutes or written decision and shall constitute the basis for any approval, denial, or conditional approval.
5. **Limitations on Authority.** The ZBA has no authority to amend, alter, or change the text of this Ordinance or the Official Zoning Map. Such powers are reserved to the City Council in accordance with the MZEA and §155.611 (Text and Map Amendments).
6. **Violations.** Any use, structure, or improvement that does not conform to the terms of an approved variance, including any attached conditions or safeguards, shall be deemed a violation of this Ordinance and subject to enforcement under §155.703.

### E. Relationship to Other Relief.

1. **Administrative Minor Modifications** under subsection (A)(3) are intended as a limited, staff-level tool for adjusting form standards within a ten percent (10%) range and shall not be used to:
  - a. Authorize a prohibited use; or
  - b. Circumvent required review procedures or public hearings.
2. Larger deviations from Article V standards shall be processed either as:
  - a. Article V Modifications under Article VI; or
  - b. **Variances** under this Article and the MZEA, as applicable.

## 155.702 Appeals Process

### A. Who May Appeal.

Any person aggrieved, or any officer, department, or board of the City affected by a decision of an administrative official or body charged with enforcement or administration of this Ordinance, may file an appeal to the ZBA in accordance with this Section and the MZEA.

### B. Appealable Decisions.

1. Appeals may be taken from any final order, requirement, decision, or determination made by the PCD/ZA or other administrative official or body charged with the enforcement or administration of this Ordinance, consistent with the MZEA.
2. Legislative decisions of the City Council, including text and map amendments, are not appealable to the ZBA and are subject to judicial review as provided by law.

# Article VII – Administration & Enforcement

---

## **C. Time to Appeal.**

An appeal shall be filed within twenty-one (21) calendar days after the date of the written decision being appealed, unless a different time period is expressly required by state law.

## **D. Record and Standard of Review.**

1. Appeals shall be based on the existing administrative record, including the application, plans, staff reports, minutes, findings, exhibits, and written decision.
2. In deciding an appeal, the ZBA shall determine whether the appealed decision:
  - a. Was based on a correct interpretation of this Ordinance; and
  - b. Is supported by competent, material, and substantial evidence on the record.
3. The ZBA may affirm, reverse, or modify the appealed decision, in whole or in part, and shall state its decision and Findings of Fact in writing.

## **E. Timing of Decision.**

The ZBA shall schedule and decide an appeal within a reasonable time, generally within forty-five (45) days of accepting a complete appeal filing or at the next available regular meeting thereafter, subject to applicable public-notice requirements in Article VI and the MZEA.

## **155.703 Enforcement, Violations & Penalties**

**A. Violation Defined.** Each of the following constitutes a violation of this Ordinance and a nuisance per se:

1. Failure to comply with any applicable standard, requirement, or prohibition of this Ordinance;
2. Failure to comply with any approved plan or condition of approval imposed under this Ordinance; or
3. Failure to maintain required buildings, structures, or site improvements in accordance with this Ordinance.

## **B. Civil Enforcement.**

1. Violations of this Ordinance are municipal civil infractions.
2. The PCD/ZA, City Attorney, or other authorized City official may pursue enforcement through one (1) or more of the following:
  - a. Notices of violation and corrective orders;
  - b. Municipal civil infraction citations;
  - c. Stop-work or stop-use orders; and
  - d. Actions for injunctive or other appropriate relief in a court of competent jurisdiction.
3. Each day that a violation continues after notice has been given shall constitute a separate offense, to the extent permitted by law.

## **C. Correction Periods.**

1. For first-time, minor violations that do not involve life-safety issues or significant off-site impacts, the PCD/ZA may provide a reasonable correction period, generally not to exceed ten (10) days, before issuing a citation.
2. For violations involving life-safety, public health, or significant off-site impacts (including, but not limited to, unsafe structures, hazardous site conditions, or substantial lighting, noise, or drainage impacts on neighboring properties), the City may require immediate corrective action or issue a stop-work or stop-use order without a prior correction period.

# Article VII – Administration & Enforcement

---

## D. Revocation or Suspension of Approvals.

1. A Site Plan, Special Land Use, Article V Modification, or similar development approval may be revoked or suspended by the same body that granted the approval, after notice and an opportunity to be heard, where the City finds that:
  - a. The approved use or development has materially departed from the approved plans or conditions; or
  - b. Required improvements, such as landscaping, buffers, or screening, have not been installed or maintained and the violation has not been corrected within a reasonable time after notice.
2. Revocation or suspension shall follow written notice to the property owner and/or Applicant and a public meeting or hearing, as applicable under Article VI.
3. The decision to revoke or suspend an approval shall include written Findings of Fact describing the nature of the violation, the steps (if any) taken to correct it, and the reasons why revocation or suspension is warranted.

## E. Inspections.

1. The City is authorized to conduct inspections, at reasonable times and upon reasonable notice where practicable, to verify compliance with this Ordinance, approved plans, and conditions of approval.
  2. Prior to issuance of a final certificate of occupancy, the City may verify, as applicable, that required Article III and Article V standards have been met, including but not limited to:
    - a. Building placement and BTZ compliance;
    - b. Frontage type and transparency;
    - c. Parking and access;
    - d. Lighting;
    - e. Landscaping and buffer installation; and
    - f. Mechanical screening.
  3. Where an approved plan or applicable engineering or building codes require specific facilities such as EV charging stations or green-infrastructure features, those facilities shall also be verified for installation and basic operability prior to final occupancy.
-

# Article VII – Administration & Enforcement

---

## 155.704 Certifications, Closeout & Performance Guarantees

### A. Final Compliance Documentation.

1. As part of final inspection and close-out for projects subject to Site Plan Review, the PCD/ZA may require submittal of documentation demonstrating compliance with key Article III and Article V standards, such as:
  - a. An updated Code Compliance Matrix and/or Frontage Compliance Sheet;
  - b. As-built drawings or field measurements confirming BTZ, building height, transparency, and parking and access layout; and
  - c. Confirmation that required landscaping, buffers, fences or walls, and mechanical screening have been installed.
2. Where required by an approved plan or separate engineering standards, documentation of stormwater facilities or other infrastructure shall be submitted to the appropriate City department.

### B. Performance Guarantees.

1. Where seasonal conditions prevent completion of required landscaping or similar site improvements at the time of occupancy, the City may accept a performance guarantee in a form acceptable to the City, in an amount not to exceed one hundred twenty-five percent (125%) of the estimated cost of the remaining work.
2. The performance guarantee shall be released upon verified installation of the required improvements in compliance with this Ordinance and the approved plans.

## 155.705 Fees

The City Council may adopt, and from time to time amend, a fee schedule by resolution to recover all or a portion of the reasonable costs associated with the administration, review, inspection, and enforcement of this Ordinance, including but not limited to Site Plan, Special Land Use, variance, appeal, and enforcement activities.

---



# Article VIII – Nonconformities

---

## 155.801 Nonconforming Lots of Record

### A. Single Buildable Lot.

In a district where a single-household dwelling is permitted, a lot of record that does not meet the minimum lot area and/or width of the district may be used for one principal dwelling and customary accessory structures if all of the following are met:

1. The lot has legal frontage on, and access to, a public street or an approved private road.
2. All applicable yard, height, coverage, frontage, transparency, and performance standards are met, or side-yard relief is available under subsection (C).
3. Utilities, access, and drainage can be provided in accordance with applicable City standards.

### B. Adjacent Substandard Lots Under the Same Ownership.

Where two or more contiguous lots of record are under common ownership on the effective date of this Ordinance, and one or more are nonconforming as to area or width, they shall be considered separately for development unless:

1. A recorded restriction, plat note, or prior approval requires that they be combined; or
2. Combination is required as part of an approved land division, plat, or Site Plan.
3. No lot combination shall create or increase a nonconformity with respect to any standard of this Ordinance.

### C. Objective Side-Setback Relief for Narrow Lots.

On a nonconforming lot of record that is narrower than the minimum lot width required in the district:

1. Each required side-yard setback may be reduced in proportion to the lot-width shortfall, but not below three (3) feet on any side, and only to the extent necessary to establish a buildable envelope for a conforming principal dwelling.
2. For purposes of applying this provision, the reduced side-yard may be calculated by multiplying the required side-yard setback by the ratio of the actual lot width to the required lot width, but in no case less than three (3) feet.
3. This relief does not authorize any encroachment into public rights-of-way or easements and does not modify any fire, building, or life-safety code requirements.

### D. Other Dimensional Relief.

No relief is provided by this Section from maximum building height, maximum lot coverage, frontage or transparency requirements, parking placement, Build-To Zone standards, or other Article V standards, except as expressly stated in this Article or as otherwise approved through Administrative Minor Modifications, Article V Modifications, or variances under Articles VI and VII.

# Article VIII – Nonconformities

---

## 155.802 Nonconforming Structures (Dimensional Nonconformities)

### A. Routine Repair and Maintenance.

Ordinary repairs and interior alterations to a lawful nonconforming structure are permitted, provided they do not increase the degree of nonconformity or create any new nonconformity.

### B. Additions and Alterations.

1. No addition or alteration shall reduce any existing yard, height, frontage, transparency, or other dimensional compliance or increase any existing nonconforming encroachment.
2. Additions or alterations that are fully compliant with Articles III and V and that do not increase the degree of any existing nonconformity are permitted.

### C. Voluntary Reduction of Nonconformity.

A lawful nonconforming structure may be altered, relocated on its lot, or partially reconstructed to decrease or eliminate one or more nonconformities (for example, bringing a façade into the Build-To Zone, removing a nonconforming encroachment, or increasing required transparency), provided the resulting structure complies with this Ordinance to the greatest extent practicable.

### D. Damage or Destruction.

1. **Rebuild in Place (No Greater Nonconformity).** If a lawful nonconforming structure is damaged or destroyed by fire, flood, or other casualty, it may be restored to the same footprint, height, and floor area that existed immediately prior to damage, provided that:
  - a. The restoration does not increase the degree of any nonconformity;
  - b. All applicable life-safety and performance standards of Article V and applicable building codes are met; and
  - c. A complete building permit application is submitted within twelve (12) months of the damaging event. The Zoning Administrator may grant one (1) written extension, not to exceed twelve (12) additional months, upon a showing of good cause.
  - d.
2. **Rebuild with Compliance.** Any restoration or expansion that proposes to increase footprint, height, floor area, or the extent of any nonconforming element shall bring the structure into full conformity with the applicable standards of Articles III and V, unless otherwise permitted by variance.

**E. Relocation.** A nonconforming structure shall not be moved on its lot or to another lot unless, after relocation, the structure fully conforms to this Ordinance.

## 155.803 Nonconforming Uses (Use Nonconformities)

### A. Continuation.

A lawful nonconforming use may continue within the building, structure, or land area it lawfully occupied on the effective date it became nonconforming, subject to the limitations of this Section.

### B. No Expansion or Relocation.

A nonconforming use shall not be:

1. Expanded to additional floor area, acreage, structures, or outdoor areas;
2. Extended to other portions of a building or site not previously occupied by the use; or
3. Moved in whole or in part to any other location on the lot or to another lot.

# Article VIII – Nonconformities

---

## C. Change of Use.

1. **To a Conforming Use.** A nonconforming use may be changed to a conforming use at any time. Once changed to a conforming use, it shall not be re-established as a nonconforming use.
2. **To Another Nonconforming Use.** A nonconforming use shall not be changed to a different nonconforming use.

## D. Abandonment or Discontinuation.

1. If a nonconforming use is discontinued, inactive, or ceases operations for twelve (12) consecutive months, the nonconforming status shall be deemed lost and any subsequent use shall conform to this Ordinance.
2. Evidence of discontinuation may include, but is not limited to, utility shutoff, removal of business fixtures or equipment, prolonged vacancy or board-up, cessation of required licenses or permits, or other objective indicators of nonuse.

## E. Damage to Structures Containing Nonconforming Uses.

1. Where a structure containing a lawful nonconforming use is damaged or destroyed, the structure may be restored in accordance with Section 155.804(D)(1), and the nonconforming use may resume only:
  - a. Within the same floor area that it lawfully occupied immediately prior to damage; and
  - b. If recommenced within twelve (12) months of the damaging event, with one (1) possible written extension of up to twelve (12) additional months granted by the PCD/ZA for good cause.
2. Any increase in floor area or change in layout that would expand or intensify the nonconforming use is prohibited. Any expansion beyond the previously occupied area shall comply as a conforming use.

## F. Nonconforming Signs. A *Nonconforming Sign* that was lawfully erected may remain, subject to the following:

1. No nonconforming sign shall be enlarged, expanded, increased in height, relocated, structurally altered, or otherwise modified in any manner that increases the degree of nonconformity, including any change that increases sign area, adds sign faces, increases illumination impacts, or converts the sign to a prohibited sign type.
2. Routine maintenance and repair, including replacement of non-structural components, shall be permitted provided such work does not increase the degree of nonconformity and the sign is maintained in a safe, structurally sound condition.
3. Replacement of sign copy or sign faces (refacing) may be permitted only where the sign's location, type, height, area, and number of faces remain unchanged and the sign is otherwise brought into compliance with current illumination and safety requirements to the maximum extent practicable.
4. If a nonconforming sign is removed, abandoned, destroyed, or damaged such that repair would require replacement of the supporting structure or would constitute structural alteration, any replacement shall comply with this Ordinance and §155.510.
5. A nonconforming sign associated with a use or tenant space that has ceased operations shall be removed or handled in accordance with §155.514 (Vacant Commercial Structure Maintenance), and failure to do so shall constitute a violation of this Ordinance.
6. **Change of business/tenancy.** Upon any change in business name, use, tenancy, or occupancy of the premises or tenant space to which a nonconforming sign relates, the nonconforming sign shall be removed prior to, or concurrently with, the change; a change in ownership without a change in tenancy or occupancy shall not, by itself, require removal.

# Article VIII – Nonconformities

---

## 155.804 Nonconforming Site Features

Nonconforming site features—including, but not limited to, parking placement or quantity, access points, driveways, screening, landscaping, lighting, and signs—that were lawfully established may remain, subject to the following:

1. Such features shall not be altered in a manner that increases the degree of nonconformity.
2. Any site change that requires Site Plan Review under Article VI shall bring the feature(s) being modified into conformity with the applicable standards of Article V, to the extent reasonably practicable, unless a waiver, modification, or variance is approved.
3. Other site features that are not being changed are not required to be brought into conformity solely because Site Plan Review is triggered, unless specifically required by Article V or a condition of approval.
4. **Flood Hazard Compliance.** Notwithstanding any provision of this Article, a lawful nonconforming lot, structure, use, or site feature located within a Special Flood Hazard Area (SFHA), floodway, or floodplain shall not be altered, expanded, repaired, reconstructed, or otherwise continued in a manner that conflicts with §155.517 (Flood Hazard Resilience Standards) or any applicable floodplain regulations adopted by the City; flood hazard requirements shall apply to the fullest extent permitted by law, including to work constituting Substantial Improvement or repair of Substantial Damage.

## 155.805 Determinations & Documentation

### A. PCD/ZA Determination.

The Planning & Community Development Director or Zoning Administrator (PCD/ZA) is authorized to issue written determinations as to whether a use, structure, lot, or site feature is lawful and nonconforming under this Article, based on objective evidence and the standards of this Ordinance.

### B. Record-Keeping.

To establish the area, intensity, and nature of a nonconforming use or structure, the City may require submission of floor plans, Site Plans, photographs, dated permits, licenses, assessor records, or other relevant documentation.

### C. Appeals.

Determinations of nonconforming status by the PCD/ZA may be appealed to the Zoning Board of Appeals (ZBA) in accordance with Section 155.702.

## 155.806 Unlawful Situations (Not Lawful Nonconformities)

A use, structure, lot, or site feature that was established:

1. Without required approvals; or
2. In violation of the law or regulations in effect at the time of establishment, is not a lawful nonconformity and shall be deemed a violation of this Ordinance, subject to enforcement under Article VII.

## 155.807 Conflicts

Where any provision of this Article conflicts with a more restrictive standard elsewhere in this Ordinance, including but not limited to floodplain regulations, overlay districts, or applicable building and life-safety codes, the more restrictive provision shall control, consistent with Section 155.103 (Conflicting Regulations).





## REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: March 31, 2026

From:

Date for Council's Consideration: April 6, 2026

**ACTION REQUESTED:** Consider Consider approval of the King of Budz 4/20 Store Celebration.

**TYPE OF ACTION:**

**FUNDS BUDGETED:**

**ACCOUNT #:**

**APPROVERS:**

Date: April 01, 2026

\_\_\_\_\_  
Byron Nolen, Mayor

**BACKGROUND:**

**SCOPE OF SERVICES:**

**JUSTIFICATION:**

**PROJECT IMPROVEMENTS:**

**PROJECTED TIMELINE:**

**RESOLUTION:**

**Resolved By:** None

**Seconded By:** None

**Yes:** None

**No:** None

**Absent:**

**REQUEST FOR COUNCIL ACTION**

To: Byron H. Nolen, Mayor

Date: March 27, 2026

From: Georgina L. Holliday, City Clerk

Date for Council's Consideration: April 6, 2026

**ACTION REQUESTED: Consider approval of the King of Budz 420 Store Celebration to take place.  
Date: 04/20/26 Time: 9am-9pm Location: 29245 Michigan Avenue**

Current Action   X   Emergency \_\_\_\_\_ Future \_\_\_\_\_

Funds Budgeted: \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Mayor 's Approval \_\_\_\_\_

**BACKGROUND:**

**SCOPE OF SERVICES:**

**JUSTIFICATION:**

Store Celebration of 4/20

**PROJECT IMPROVEMENTS:**

**PROJECTED TIMETABLE:**

**RESOLUTION:**

Resolved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Yes:

No:

Absent:



# City of Inkster, Michigan

## Application Packet For Class 1 and Class 2 Events

Received: 3/25/26

### NOTICE OF INTENT TO APPLY FOR AN EVENT PERMIT

The first page of this packet implies your intent to hold an event, reserve a park, or close a street in the city of Inkster. The due date for the Notice of Intent can be found on the next page under your event class. In order to reserve a date and location, please fill out this first page and mail or email it to:

City Clerk's Office  
26215 Trowbridge Rd. Inkster, MI. 48141  
Office: (313) 563-9770; Fax: (313) 563-7378  
E-Mail: [gholliday@cityofinkster.com](mailto:gholliday@cityofinkster.com)  
[www.cityofinkster.com](http://www.cityofinkster.com)

Event Title: King of Budz 420

Type of Event: Store celebration

Estimated Class Level (please circle): Class 1 Class 2

Event Date (s): April 20, 2026 Event Hours: 9am - 9pm

Park Name and Location (if only interested in a portion of a park, please specify the portion):

King of Budz 29245 Michigan Ave

\*\*\*Additional days for set up: April 19, 2026 \*\*\*Additional days for clean-up: April 21, 2026

\*\*\*Please note, the rental rate allows for set up to begin after 5:00 pm the day prior and clean up to end by 10:00AM following your event. If this does not allow you enough time, please discuss with the Clerk's Office.

Please name the person(s) principally responsible for this event (applicant):

Name: Kourtney Allen E-mail Address: Kourtney@kingofbudz.com

Phone 1: (586) 219-5321 (work/home/cell) Phone 2: \_\_\_\_\_ (work/home/cell) Fax: \_\_\_\_\_

Legal name of applicant's organization: BBUDDZ!, LLC

Form of ownership:

Doing Business As

Corporation

Non-Profit

**City of Inkster  
Event Permit**

Individual

Association

Partnership

Applicant organization is:

Resident or located in the City (proof of residency is required)  Non-resident

Legal address: 29245 Michigan Ave

Mailing address: 29245 Michigan Ave

City: Inkster State: MI Zip: 48141

Phone: (734) 238-3182 Fax: \_\_\_\_\_ E-mail: Kourtney@kingofbudz.com

**The permit shall not be issued until the application (pages 8-13) has been reviewed and approved by the Clerk's Office, DPW, Police Department, Fire Department, City Mayor, and City Council.**

**City of Inkster  
Event Permit**

**CLASSES/CATEGORIES**

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant to the Inkster City Code.

	<b>Pre-event meeting</b>	<b>Security Deposit Req.</b>	<b>City services Requirement</b>	<b>Notice of intent due</b>	<b>Applicable sections</b>
<p>Class 1 event:</p> <ul style="list-style-type: none"> <li>• Any street closure or park reservation that is <b>not</b> open to the public                             <ul style="list-style-type: none"> <li>○ Neighborhood association block parties.</li> <li>○ Family reunion or private organization park reservation.</li> <li>○ Less than 500 people in attendance at any one time.</li> <li>○ No alcoholic beverages sold, served, or consumed.</li> <li>○ Single day event.</li> </ul> </li> </ul>	May be Required	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14
<p>Class 2 event:</p> <ul style="list-style-type: none"> <li>• Any event, street closure or park reservation that is <u>open</u> to the public                             <ul style="list-style-type: none"> <li>○ Less than 1,000 people in attendance at any one time.</li> <li>○ No alcoholic beverages sold, served, or consumed.</li> </ul> </li> </ul>	Determined by City Event Organizer	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14

**Please note your Security Deposit will be returned to you upon completed payment of your invoice. Fees are based on services provided.**

## DEADLINES

### Class 1 Permit Deadlines

30 Days Prior to Event Date: <ul style="list-style-type: none"><li>• Notice of Intent</li><li>• Application Fee</li></ul>	30 Days Prior to Event Date: <ul style="list-style-type: none"><li>• Application</li><li>• Copy of insurance rider (if necessary).</li><li>• Security Deposit</li></ul>
---	---

### Class 2 Permit Deadlines

30 Days Prior to Event Date: <ul style="list-style-type: none"><li>• Notice of Intent</li><li>• Application Fee</li></ul>	30 Days Prior to Event Date: <ul style="list-style-type: none"><li>• Application</li><li>• Copy of insurance rider.</li><li>• Pre-event meeting scheduled (if necessary).</li><li>• Security Deposit</li></ul>
---	--

## INSURANCE REQUIREMENTS

**TIP:** Check with your own insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to cover the event before starting from scratch.

Please submit only the Certificate of Liability Insurance page of the policy with your application if your event class requires it.

### Class 1 Insurance requirements

Insurance will be required for all Class 1 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
  - Setting up of tents/canopies, such as family reunions, weddings, etc.
  - A hired act – magician, animal rides, band, etc.
  - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.

### Class 2 Insurance requirements

Insurance will be required for all Class 2 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured.

**FEES**

The City of Inkster provides a variety of public services for events. Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates below do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

**Fees paid via cash, check, credit card or money order payable to "City of Inkster" should be submitted with the application.** If you wish to pay your application fee via credit card, please complete the Credit Card Authorization Form. **Only MasterCard and Visa can be accepted for payment and a 3% fee is associated with using a credit card.** If the actual costs differ from the amount paid, the City of Inkster or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments. The penalty for late payments is 3.0% of the outstanding balance. The interest charge for late payments is 0.5% of the outstanding balance each month until paid in full.

**These rates are subject to change without notice on July 1.**

**Park key fee**

To ensure that you have access to the park during the hours on the approved application, you can pick up a key for your event at the DPW office anytime Monday through Thursday between 9a – 4p for a \$20 key deposit. The deposit is 100% refundable after the key is returned.

**Application Fee (non-refundable)**

- Payable to "City of Inkster"

	<b><u>Application Fee</u></b>	
<b>Class 1 Resident</b>	\$75	
<b>Class 1 Non-Resident</b>	\$150	
<b>Class 2 Resident</b>	\$100	\$100 -
<b>Class 2 Non-Resident</b>	\$200	

**Security Deposit (refundable minus any costs incurred)**

- Class 1 Event: \$300
- Class 2 Event: \$300
- Paid via check or money order or credit card payable to "City of Inkster"

**Inkster Police Department Service Fees/Auxiliary**

**Labor Rates:** These rates change annually on July 1 and are subject to change at any time

- Uniformed police officer: \$45/hour
- Uniformed sergeant: \$67/hour
- Uniformed lieutenant: \$69/hour
- Volunteer Service Corps: The Police Department’s Volunteer Service Corps (VSC) is designed to supplement or substitute uniformed police personnel when appropriate. However, the Police Department has the sole authority to determine the level of use and deployment, if any, of the VSC for an event. In other words, some events may have VSC service and others events may not – the decision lies solely with the Police Department and its evaluation of event service needs. Although VSC members are volunteers, event permit holders are charged for a Sergeant’s time to organize and schedule VSC members (1 hour for every 4 VSC members).
  - 1-4 VSC members \$67/Per Day
  - 5-8 VSC members \$134/Per Day
  - 9-12 VSC members \$201/Per Day

**Equipment Rates:**

- Mobile command post \$11.44/hour
- Police cruiser \$8.09/hour

**Department of Public Works Service Fees**

Labor Rates:

- Park worker (Straight Time): \$18.48/hour
- Park worker (Overtime): \$27.72/hour
- Crew Chief (straight time) \$20.76/hour
- Crew Chief (overtime) \$31.14/hour

**Fire Department Rates**

- Firefighter (Straight Time):\$ 38.00 /hour  
(Rescue Vehicle)

**Equipment Rates**

- Trailer \$75.00/hour
- Pick Up Truck \$420.00/hour
- Stake Truck \$75.00/hour
- Weed Whip 4.16/hour
- Mower 26.43/hour
- Sweeper \$150.00/hour
- Loader \$150.00/hour

## INVOICE EXAMPLES FROM PREVIOUS YEARS

### Department of Public Works (DPW)

This is a common invoice for trash removal. Four of Republics trash boxes (55 gallons each) are equal to one cubic yard of trash. So the example below shows disposal of 18 boxes of trash.

<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
2.5 hrs.	DPW Crew Chief Employee	\$20.76	\$51.90
2.5 hrs.	DPW Employee	\$18.48	\$46.20
.5 hrs.	Pick-up Truck	\$ 20.00	\$ 10.00
.5 hrs.	Loader	\$150.00	\$75.00
1 hrs.	Stake Truck	\$75.00	\$75.00
.5 hrs.	Trailer	\$50.00	\$25.00
4.5 cubic yards	Trash removal	\$20 per cubic yard (1 Republic Management box = 55 gallon trash bag = 1/4 a cubic yard. i.e. 4 55 gallon trash bags = \$20	\$85.00

**EVENT PERMIT**

**Please note Event Organizer (s) is responsible for notifying vendors and attendees: Of the No Alcohol Policy/Ordinance.**

Event Title: King of Budz 420

Location: 29245 Michigan Ave

Estimated Class Level (please circle):      Class 1      Class 2

Event Date/time (s):  
Date: April 20, 2026      Start: 9:00      AM/PM      End: 9:00      AM/PM

Please name the person (s) principally responsible for this event (applicant):  
Name: BBUDDZ!, LLC      E-mail Address: Kourtney@kingofbudz.com

Mailing address: 29245 Michigan Ave

City: Inkster      State: MI      Zip: 48141

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: (586) 219-5321      Fax: \_\_\_\_\_

Names and addresses of all officers and directors (attach separate sheet if necessary):

President: \_\_\_\_\_ Secretary: \_\_\_\_\_

Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

+++++

Were there any changes to event date/location/time/structure/etc. since the Notice of Intent was submitted?

If yes, please describe and explain:

No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Inkster  
Event Permit**

Section  
requirement  
by class

1, 2

**Please read and check the boxes stating that you are aware of the following.**

1a. Ordinance inclusion on Promotional Materials

*Please check the box to indicate you have read and understood this section.*

The City of Inkster **highly encourages** adding the following information on all promotional materials, fliers, websites, etc. because people violating this ordinance will be asked to leave the premises:

"The City's event ordinance prohibits the allowance of Alcoholic Beverages on premises.

1b. Ordinance inclusion on Signage:

The City does not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk) without express permission (please attach copies of written authorization).

**Please note that the event organizer is responsible for informing vendors and other participants of these ordinances.**

1, 2

2. Attendance:

Please estimate the number of people you expect to attend the event: 800 - 900

1, 2  
DPW

3. Utilities:

Does this event require any utilities? (Electricity in the parks may need to be requested in order to be turned on; not all parks are equipped with electricity).

Yes (see below)  No

Electricity  Water  Other\_\_\_\_\_

Are the necessary utilities available at the location?

Yes  No (see below)

If not, how do you propose supplying the required utilities?

\_\_\_\_\_  
\_\_\_\_\_

**City of Inkster  
Event Permit**

Section  
requirement  
by class

1, 2  
DPW

4. Street closures:

Does your event require street closures:  Yes (see below)  No

**Michigan Ave., is considered a State Trunklines. MDOT must be notified of any closings of these streets. If you are listing a state trunkline, please put a Y in the trunkline column.**

Please list all streets that will be closed, including their intersecting streets on either end.

**EXAMPLE:**

Street to close	From	To	Date	Time	Trunkline?
Penn	9/1/13	9/5/13	8/30/13	Noon-3p	N

Street to close	From	To	Date	Time	Trunkline?

(Please be sure to include enough time for event set up and clean up. Please attach additional sheets as necessary).

Will you require the use of City owned barricades to close the street(s)? Yes  No   
If no, by what means will you close the street? N/A

If yes, please provide the name and address of the person who will take responsibility for the barricades during the course of the event. (Barricades can be picked up at the Inkster Police Department the day before your event. Barricades should be returned to the Inkster Police Department upon completion of your event or a fee will be incurred. If it's the same as the applicant, please write SAME in the name field.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe the means by which you intend to inform residents of the street closing.

\_\_\_\_\_

Will you permit local residential traffic street access during the event? Yes  No

If no, how do you intend to accommodate residents? N/A

\_\_\_\_\_

**\*\*Must have an entrance and exit for Emergency Vehicles.**

**City of Inkster  
Event Permit**

Section  
requirement  
by class

1, 2

5. Food Permit:

Will any food be prepared, distributed, or sold at event?

Yes (see below)     No

If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the **City Clerk's Office/Wayne County. \*\*\*\***

**Please note that the Wayne County Health Department must be contacted and advised of event date (s), times, and event organizer contact information in case they have any questions.**

1, 2

6. Restrooms:

**\*Wheatley Park has Restrooms.**

Does your event require restroom facilities?

Yes (see below)     No

How many portable restrooms are you supplying? Restrooms inside our building

1, 2  
IPD

7. Noise Permit:

Does your event require a noise permit:     Yes (see below)     No

Type of sound at this event:

P.A. system     live band     stereo equipment     other: \_\_\_\_\_

Event coordinators are responsible for monitoring noise levels and ensuring compliance with the stated noise policy for park events.

1. Permissible Noise Levels – Maximum decibel levels shall not exceed 80 dB (A) from the hours of 10 am thru 10 pm. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 pm thru 10 am. These measurements shall be taken from the ROW along the perimeters of the parks. Parties in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down. Event holders are responsible for any cost incurred to the IPD in this respect.
2. No obscene language or racial epithets shall be allowed during stage productions.
3. The IPD reserve the right to cancel any production for any violation of item (1) or (2). No refunds shall be given and additional costs may be deducted from the security deposit.

Please state the days and times that music or P.A. system will be used:

Date:	Time from:	Time to:

**Please attach a scaled layout/set up for the event**

Section

**City of Inkster  
Event Permit  
requirement  
by class**

1, 2  
DPW

8. Temporary Apparatus:  
Will your event include any of the following?  
 Yes (see below)     No

If yes, check all that apply and include placement of each on event site plan:  
(Note that the city can only supply bleachers and picnic tables)

- Tent (s)                       Portable toilet (s)\*\*\*                       Inflatable devices\*\*\*
- Portable lights                       Other \_\_\_\_\_
- Bleacher (s) Number requested from the City \_\_\_\_\_
- Picnic Table (s) Number requested from the City \_\_\_\_\_

**\*\*\*Please see page 4 for insurance requirements if these are utilized.**

1, 2  
DPW

9. Trash:  
How many trash receptacles (with liners) do you intend to provide \_\_\_\_\_

How do you intend to dispose of the trash following your event? In our dumpster on site

\_\_\_\_\_

Republic sells event trash boxes (55 gallons each, 1box is equal to ¼ cubic yard). You can contact them at 877-264-5544

1, 2  
DPW

10. Site Restoration:  
**Site restoration and equipment removal are required by 10:00 am the morning following your event.**

What date do you agree to restore the location to the condition in which you found it?  
April 21, 2026

**City of Inkster  
Event Permit**

Event Title: King of Budz 420

Event Date(s): April 20, 2026

Event Hours: 9:00am - 9:00pm

**ATTESTATION**

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit (s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution.

I hereby agree to comply with all Federal and State Statutes and with all City of Inkster Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Mayor or their designee. I authorize the Fire Chief to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event.

This application represents my intent for the proposed event to the best of my knowledge. I am authorized to sign on behalf of the organization:

Kourtney Allen  
Applicant Name (printed)

*Kourtney Allen*  
Signature

1/21/2026  
Date

**City of Inkster Approvals**

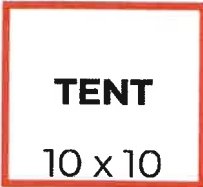
<b><u>Department Approval</u></b>	<b><u>Name (printed)</u></b>	<b><u>Approved?</u></b>	<b><u>Date</u></b>
City Council	Resolution Number		
Public Works	<u>Jerome Bivins</u>	<u><i>Latoria Triplett</i></u>	<u>3/27/2026</u>
Inkster Fire Dept.	Chief Jason Kaye	<u><i>Jason Kaye</i> YES</u>	<u>03/27/2026</u>
Inkster Police	Chief Jenkins	<u><i>J. Jenkins</i></u>	<u>3-30-26</u>
City Mayor			
City Clerk	<u>Georgina Holliday</u>	<u><i>Georgina Holliday</i></u>	<u>3-31-26</u>

**A permit shall not be issued until all information has been submitted, application and security deposit fees paid and approved by all departments.**

MICHIGAN AVE

LOT

LOT



MIDDLEBELT

# City of Inkster

26215 Trowbridge  
Inkster, MI 48141

MAR 25 2026

Miscellaneous Cash Receipts

Received  
From

Scudo LLC  
26215 Trowbridge  
\_\_\_\_\_  
\_\_\_\_\_

DATE 3/25/26

AMOUNT \$ 100.00

EXPLANATION:

371001 - 100.00  
11-215-001-003

### ACCOUNT CLASSIFICATION

FUND \_\_\_\_\_

A/C NO.	AMOUNT
<u>11-215-001-003</u>	<u>100.00</u>
<b>TOTAL \$</b>	<u>100.00</u>

DO NOT WRITE IN THIS BOX

BY J. H. [Signature]



## REQUEST FOR COUNCIL ACTION

**To:** Byron H. Nolen, Mayor

**Date:** April 1, 2026

**From:**

**Date for Council's Consideration:** April 6, 2026

**ACTION REQUESTED:** Consider Burger Baylor School

**TYPE OF ACTION:**

**FUNDS BUDGETED:**

**ACCOUNT #:**

**APPROVERS:**

Date: April 01, 2026

\_\_\_\_\_  
Byron Nolen, Mayor

**BACKGROUND:**

**SCOPE OF SERVICES:**

**JUSTIFICATION:**

**PROJECT IMPROVEMENTS:**

**PROJECTED TIMELINE:**

**RESOLUTION:**

**Resolved By:** None

**Seconded By:** None

**Yes:** None

**No:** None

**Absent:**



A resolution will be submitted to Wayne County as part of the agreement upon adoption by City Council.

**RESOLUTION:**

Authorization is hereby given to the Director of DPS to enter into an agreement with Wayne County Department of Public Services to maintain the stormwater management system in accordance with the drawing attached as Exhibit "A", the terms of the long-term maintenance plan attached as Exhibit "B" and the Wayne County Stormwater Ordinance and Administrative Rules. A resolution from the local municipality to maintain the proposed stormwater management system and its facilities is required.

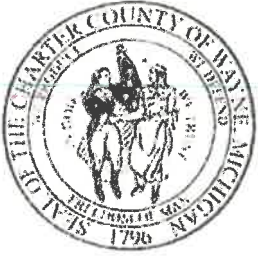
Resolved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Yes:

No:

Absent:



Warren C. Evans  
Wayne County Executive

Mar 17, 2026

Mr. Jerome Bivins  
City of Inkster  
26215 Trowbridge  
Inkster, Michigan 48141-2314

**RE:** Maintenance of Storm Water Management  
Maintenance Permit for Burger-Baylor School – Site improvement

Dear Mr. Bivins

Enclosed are the Storm Water Maintenance Permit **M-51410** and Exhibits A&B.

Please sign and date the enclosed maintenance permit and request Council to pass a Resolution as required by the Wayne County Storm Water Ordinance.

[http://www.waynecounty.com/doi\\_wqm\\_res\\_stormwm\\_standards.htm](http://www.waynecounty.com/doi_wqm_res_stormwm_standards.htm)

Please return complete packet to Wayne County Permit Office. An executed copy of this permit with exhibits will be returned to your attention.

If you have any questions or concerns, you may contact me at 734.858-2756

Sincerely,

Bassma Gawil  
Permit Review Engineer

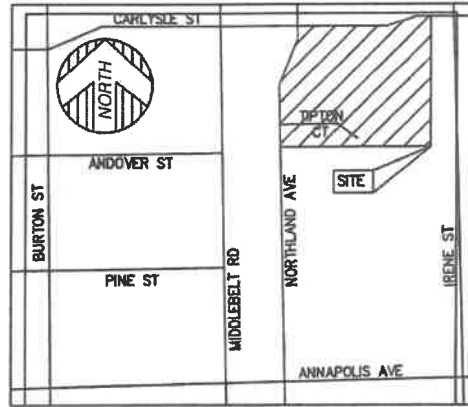
# EXHIBIT "A"

## PHYSICAL LIMITS OF STORM WATER MANAGEMENT SYSTEM

**LEGAL DESCRIPTION**

XXX

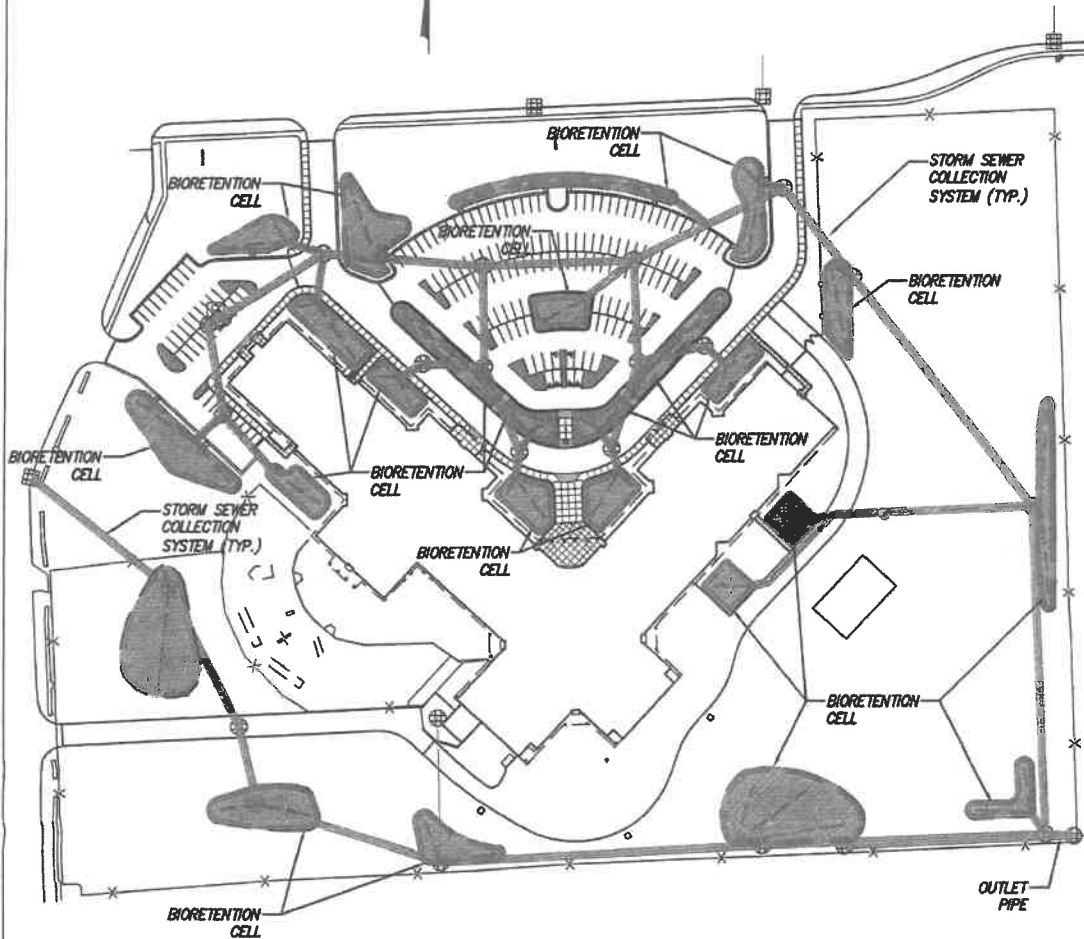
XXXX



**LOCATION MAP**  
NOT TO SCALE

**LEGEND**

WAYNE COUNTY REGIONAL EDUCATIONAL SERVICE AGENCY STORM MAINTENANCE RESPONSIBILITY



**PROJECT:**  
Burger Baylor School  
28865 Carlisle Street  
Inkster, Michigan 48141

**PROPERTY OWNER:**  
Wayne County Regional Educational Service Agency  
33500 Van Born Road  
Wayne, MI 48184  
Contact: Rob McCoy  
Phone: (734) 334-1613

**ENGINEER:**  
Creative Site Solutions, PLC  
3728 Nash Drive  
Troy, MI 48063  
Phone: (248) 259-2023

**DATE:** 2/26/2019

**SHEET:** 1 of 1

**EXHIBIT B**  
**STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE PLAN**

Wayne County DPS Permit No.: M-  
Wayne County DPS Plan Review No.: R18-808

**A. Physical Limits of the Storm Water Management System**

The storm water management system (SWMS) subject to this long-term maintenance plan (Plan) is depicted on Exhibit A to the permit and includes without limitation the storm sewers, catch basins, manholes, inlets, swales, Bioretentions, buffer strips, mechanical forebay, underground detention system, outlet control structure and outlet pipes that convey flow from the underground detention system to an existing site storm sewer outlet and from the bioretentions to the Middlebelt Road storm sewer system. For the purposes of this plan, this storm water management system (SWMS) and all of its components as shown in Exhibit A is referred to as **Burger Baylor School SWMS**.

**B. Time Frame for Long-Term Maintenance Responsibility**

The **Wayne County Regional Educational Service Agency** is responsible for maintaining the **Burger Baylor School SWMS**, including complying with applicable requirements of the local or Wayne County soil erosion and sedimentation control program until Wayne County releases the construction permit. Long-term maintenance responsibility for the **Burger Baylor School SWMS** commences when defined by the maintenance permit issued by the County. Long-term maintenance continues in perpetuity.

**C. Manner of Insuring Maintenance Responsibility**

The **Wayne County Regional Educational Service Agency** has assumed responsibility for long-term maintenance of the **Burger Baylor School SWMS**. The resolution by which the **Wayne County Regional Educational Service Agency** has agreed to perform the maintenance activities required by this plan is attached to the permit as Exhibit C. To ensure that the **Burger Baylor School SWMS** is maintained in perpetuity, the map of the physical limits of the storm water management system (Exhibit A), this plan (Exhibit B), and the resolution attached as Exhibit C will be recorded with the Wayne County Register of Deeds. Upon recording, a copy of the recorded documents will be provided to the Wayne County.

**D. Long-Term Maintenance Plan and Schedule**

Table 1 identifies the maintenance activities to be performed, organized by category (monitoring/inspections, preventative maintenance and remedial actions). While performing maintenance, chemicals should not be applied to the bioretentions, buffer strip, or watercourses. Table 1 also identifies site-specific work needed to ensure that the storm water management system functions properly as designed.

TABLE 1 STORM WATER MANAGEMENT SYSTEM LONG-TERM MAINTENANCE SCHEDULE								
MAINTENANCE ACTIVITIES	SYSTEM COMPONENTS	Storm Collection System (Sewers, Swales, Catch Basins, Manholes)	Bioretentions & Buffer Strips	Mechanical Forebay	Underground Detention System	Outlet Control Structure & Outlet Pipes	Pavement Areas, Others	FREQUENCY
<b>Monitoring/Inspection</b>								
Inspect for Sediment Accumulation*		X		X	X	X		Annually / As Needed
Inspect For Floatables, Dead Vegetation & Debris		X	X					Annually & After Major Events
Inspect For Erosion And Integrity of System		X	X	X	X	X	X	Annually & After Major Events
Inspect All Components During Wet weather & Compare		X	X	X	X	X	X	Annually
Ensure Maintenance Access Remain Open/Clear		X	X	X	X	X	X	Annually
<b>Preventative Maintenance</b>								
Mowing		X	X					As Needed / Per Local Ordinance
Remove Accumulated sediments		X		X	X	X		As needed**
Remove Floatables, Invasive & Dead Vegetation & Debris		X	X					As Needed
Replace Subsurface Components (Soils, Underdrain, Etc.)			X					Every 5 Years, or When Water Ponds More Than 6 Hours
Re-Apply / Replace Mulch Layer			X					Re-Apply Every 6 Months, Replace Every 2 Years
Sweep Paved areas, Remove Oil Spills Immediately							X	As Needed
<b>Remedial Actions</b>								
Repair/Stabilize Areas of Erosion, Reseed Bare Areas		X	X				X	As Needed
Replace Dead Plantings, Replace/ Re-Apply Mulch		X	X					As needed
Structural Repairs		X	X	X	X	X	X	As Needed
Make Adjustments/Repairs to Ensure Proper Functioning		X	X	X	X	X	X	As Needed

**NOTES:** \*Mechanical Forebay & Underground Detention System to be cleaned whenever sediments accumulate to a depth of 6-12 inches, or if sediment resuspension is observed.

<b>PROPERTY INFORMATION:</b> Burger Baylor School 28865 Carlysle Street Inkster, Michigan 48141	<b>PROPERTY OWNER:</b> Wayne County Regional Educational Service Agency 33500 Van Bom Road Wayne, MI 48184 Contact: Rob McCoy Phone: (734) 334 - 1613	<b>ENGINEER:</b> Creative Site Solutions, PLC 3728 Nash Drive Troy, MI 48083 Phone: (248) 259-2023	DATE: 02 / 26 / 2019
			SHEET 1 OF 1

33500 Van Born Road  
Wayne, Michigan 48184-2497  
[www.resa.net](http://www.resa.net)

Rob McCoy  
Senior Executive Director, IT & Operations  
734.334.1613  
734.334.1620 Fax  
[mccoyr@resa.net](mailto:mccoyr@resa.net)

March 26, 2026

Mr. Jerome Bivins  
Director, City of Inkster Department of Public Services  
26900 Princeton Street  
Inkster, MI 48141

Re: Storm Water Management System

Dear Mr. Bivins:

I am writing regarding the storm water management system located at 28865 and 29115 Carlysle Street, City of Inkster, Wayne County, Michigan (the "Property").

Wayne RESA agrees to assume full responsibility for the operation and maintenance of the storm water management system within the confines of the Property and further agrees to indemnify and hold harmless the City of Inkster from any and all claims, damages, or liabilities arising from or related to such maintenance.

The storm water management system is subject to this Long-Term Maintenance Agreement, as well as the Storm Water Management System Maintenance Plan depicted in Wayne County Department of Public Services Permit No. C23-1044, attached hereto, and incorporated herein by reference.

Respectfully,



Rob McCoy  
Senior Executive Director  
IT & Operations






# Wayne RESA Storm Water Mgmt Letter-Inkster

Final Audit Report

2026-03-26

Created:	2026-03-26
By:	Debra Walters (walterd@resa.net)
Status:	Signed
Transaction ID:	CBJCHBCAABA AwFdZgSQoUBI9x_uvAyrucGXE-RKybqZq

## "Wayne RESA Storm Water Mgmt Letter-Inkster" History

-  Document created by Debra Walters (walterd@resa.net)  
2026-03-26 - 1:18:00 PM GMT- IP address: 206.57.137.10
-  Document emailed to Rob McCoy (mccoyn@resa.net) for signature  
2026-03-26 - 1:19:01 PM GMT
-  Email viewed by Rob McCoy (mccoyn@resa.net)  
2026-03-26 - 1:19:21 PM GMT- IP address: 104.47.51.126
-  Document e-signed by Rob McCoy (mccoyn@resa.net)  
Signature Date: 2026-03-26 - 1:19:44 PM GMT - Time Source: server- IP address: 174.211.34.250
-  Agreement completed.  
2026-03-26 - 1:19:44 PM GMT



## REQUEST FOR COUNCIL ACTION

**To:** Byron H. Nolen, Mayor

**Date:** April 1, 2026

**From:**

**Date for Council's Consideration:** April 6, 2026

**ACTION REQUESTED:** Consider Summer Fest Road Closure

**TYPE OF ACTION:**

**FUNDS BUDGETED:**

**ACCOUNT #:**

**APPROVERS:**

Date: April 01, 2026

\_\_\_\_\_  
Byron Nolen, Mayor

**BACKGROUND:**

**SCOPE OF SERVICES:**

**JUSTIFICATION:**

**PROJECT IMPROVEMENTS:**

**PROJECTED TIMELINE:**

**RESOLUTION:**

**Resolved By:** None

**Seconded By:** None

**Yes:** None

**No:** None

**Absent:**

**REQUEST FOR COUNCIL ACTION**

To: Byron Nolen, Mayor

Date: March 24, 2026

From: Jerome Bivins, DPS Director Date for Council's Consideration: April 6, 2026

**ACTION REQUESTED: To amend the March 24, 2026 resolution on behalf of the City of Inkster for road closure on Inkster Road on July 16, 2026- July 19,2026, for Inkster Summer Fest.**

Current Action  Emergency  Future

Funds Budgeted: \_\_\_\_\_ Account # \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Mayor 's Approval \_\_\_\_\_

**BACKGROUND:**

Close Inkster Road on Thursday, July 16, 2026, at midnight - Monday, July 20<sup>th</sup>, 2026, at 7:00am from Avondale Street to Michigan Avenue.

**SCOPE OF SERVICES:**

Close street for Memorial Day Parade

**JUSTIFICATION:**

Michigan Department of Transportation (MDOT) Standard Operating Practice

**PROJECT IMPROVEMENTS:**

Improve and promote the image of Inkster

**COSTS:**

N/A

**PROJECTED TIMETABLE:**

Resolution will be submitted as part of the application upon adoption by the Mayor and Council resolution

**RESOLUTION:**

To adopt a resolution on behalf of the city of Inkster for road closure on July 16, 2026, - July 19, 2026, for the Inkster Summer Fest

Resolved by \_\_\_\_\_

Seconded by \_\_\_\_\_

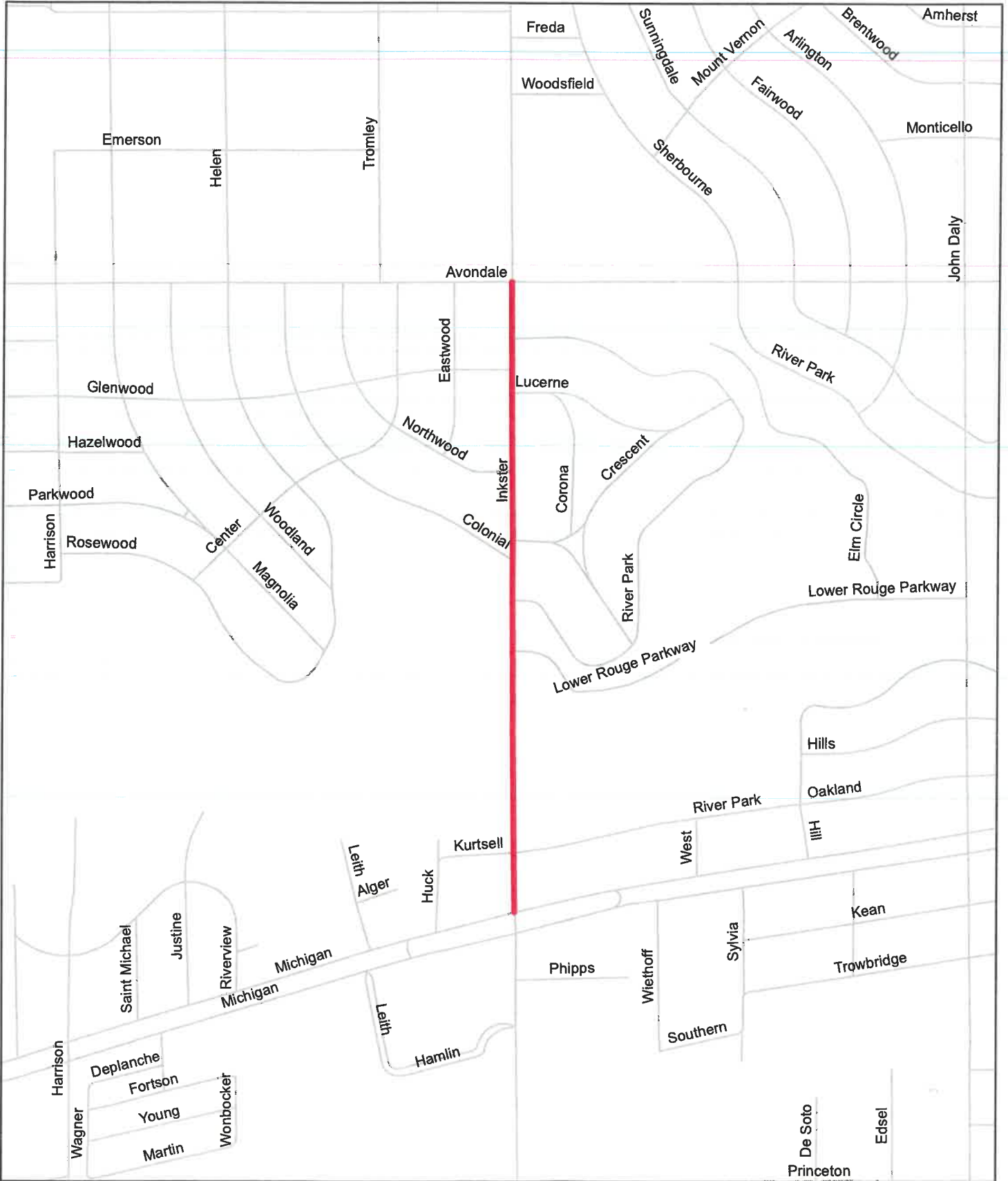
Yes:

No:

Absent:

# City of Inkster Summer Fest

12:00am 7/9/2026 to 7:00am 7/13/2026



Inkster Road Closed Local Access Only



## REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: April 1, 2026

From:

Date for Council's Consideration: April 6, 2026

**ACTION REQUESTED:** Consider Act 51 of 1951 Michigan Transportation Fund

**TYPE OF ACTION:**

**FUNDS BUDGETED:**

**ACCOUNT #:**

**APPROVERS:**

Date: April 01, 2026

\_\_\_\_\_  
Byron Nolen, Mayor

**BACKGROUND:**

**SCOPE OF SERVICES:**

**JUSTIFICATION:**

**PROJECT IMPROVEMENTS:**

**PROJECTED TIMELINE:**

**RESOLUTION:**

**Resolved By:** None

**Seconded By:** None

**Yes:** None

**No:** None

**Absent:**

**REQUEST FOR COUNCIL ACTION**

To: Byron Nolen, Mayor

Date: April 1, 2026

From: Jerome Bivins, DPS Director Date: for Council's Consideration: April 6, 2026

**ACTION REQUESTED:** Consider adopting a resolution to decertify/vacate Franklin Drive north of Michigan Avenue for a total decertification/vacation length of 164 feet in accordance with Act 51.

Current Action  Emergency  Future

Funds Budgeted: Yes  Account # \_\_\_\_\_ No  N/A

Mayor's Approval \_\_\_\_\_

**BACKGROUND:**

In accordance with Act 51 of 1951 that created the Michigan Transportation Fund, any streets which are no longer open to automobile traffic, have been abandoned, privatized, vacated, or no longer under legal jurisdiction of the municipality.

**SCOPE OF SERVICES:**

To decertify/vacate Franklin Drive as it is not acceptable as a legal street for automobile traffic.

**JUSTIFICATION:**

Franklin Drive is not considered a street automobile traffic can continue through.

**PROJECT IMPROVEMENTS:**

There are no improvements associated with the decertification/vacation of Franklin Drive.

**COSTS:**

There are no costs associated with the decertification/vacation of Franklin Drive.

**PROJECTED TIME TABLE:**

Upon adoption of the resolution to decertify/vacate Franklin Drive it will be forward to the Michigan Department of Transportation for recording purposes.

**RESOLUTION:**

Authorization is hereby given to Administration adopting a resolution to decertify/vacate Franklin Drive north of Michigan Avenue for a total decertification/vacation length of 164 feet in accordance with Act 51.

Resolved by \_\_\_\_\_

Seconded by \_\_\_\_\_

Yes:

No:

Absent:



## REQUEST FOR COUNCIL ACTION

**To:** Byron H. Nolen, Mayor

**Date:** April 1, 2026

**From:**

**Date for Council's Consideration:** April 6, 2026

**ACTION REQUESTED:** Consider Traffic Radar Signs from All Traffic Solutions

**TYPE OF ACTION:**

**FUNDS BUDGETED:**

**ACCOUNT #:**

**APPROVERS:**

Date: April 01, 2026

\_\_\_\_\_  
Byron Nolen, Mayor

**BACKGROUND:**

**SCOPE OF SERVICES:**

**JUSTIFICATION:**

**PROJECT IMPROVEMENTS:**

**PROJECTED TIMELINE:**

**RESOLUTION:**

**Resolved By:** None

**Seconded By:** None

**Yes:** None

**No:** None

**Absent:**

## REQUEST FOR COUNCIL ACTION

**To: Byron Nolen, Mayor**

**Date: April 1, 2026**

**From: Jerome Bivins, DPS Director    Date: for Council's Consideration: April 6, 2026**

**ACTION REQUESTED:** Consider approving the Department of Public Services to purchase traffic radar signs from All Traffic Solutions at a cost of \$99,000 for locations approved by the Inkster Police Department.

Current Action  Emergency  Future

Funds Budgeted:    Yes  Account # \_\_\_\_\_ No  N/A

Mayor's Approval \_\_\_\_\_

### **BACKGROUND:**

The City of Inkster Department of Public Services (DPS) staff investigated various methods of promoting safer driving conditions and found traffic radar signs to be economical, with a proven impact on enforcing speed limits and minimal operating and maintenance costs. The cost of a radar sign is approximately \$3,300 each, plus the cost to install it and includes a three-year warranty. Maintenance primarily consists of the replacement of the solar battery as needed. Although studies in the Detroit Metro area have not been conducted, studies in other states indicate that 53% of the vehicles that pass these signs reduce their speed, and T-Bone crashes are reduced by up to 43%. DPS requested the Police Department to identify best locations for these signs. The locations were investigated and found to meet all the manufacturer requirements. DPS contacted several vendors and found All Traffic Solutions to have the lowest price.

### **SCOPE OF SERVICES:**

The purchase and delivery of up to thirty traffic radar signs at a total cost of \$99,000.

### **JUSTIFICATION:**

Traffic radar signs provide an effective method of enforcing speed limits with low operation and maintenance costs.

### **PROJECT IMPROVEMENTS:**

Improve and promote the image of Inkster.

### **COSTS:**

Approximately \$99,000 for the purchase and delivery of up to thirty traffic radar signs paid for from the road fund.

### **PROJECTED TIME TABLE:**

Upon approval by council, the radar signs will be ordered and are expected to be delivered in eight to twelve weeks. Installation of the signs is similar to installing a standard street or traffic sign. Startup of the radar element would begin within days of installation.

**RESOLUTION:**

Authorization is hereby given to Administration approving the Department of Public Services to purchase traffic radar signs from All Traffic Solutions at a cost of \$99,000 for locations approved by the Inkster Police Department.

Resolved by \_\_\_\_\_

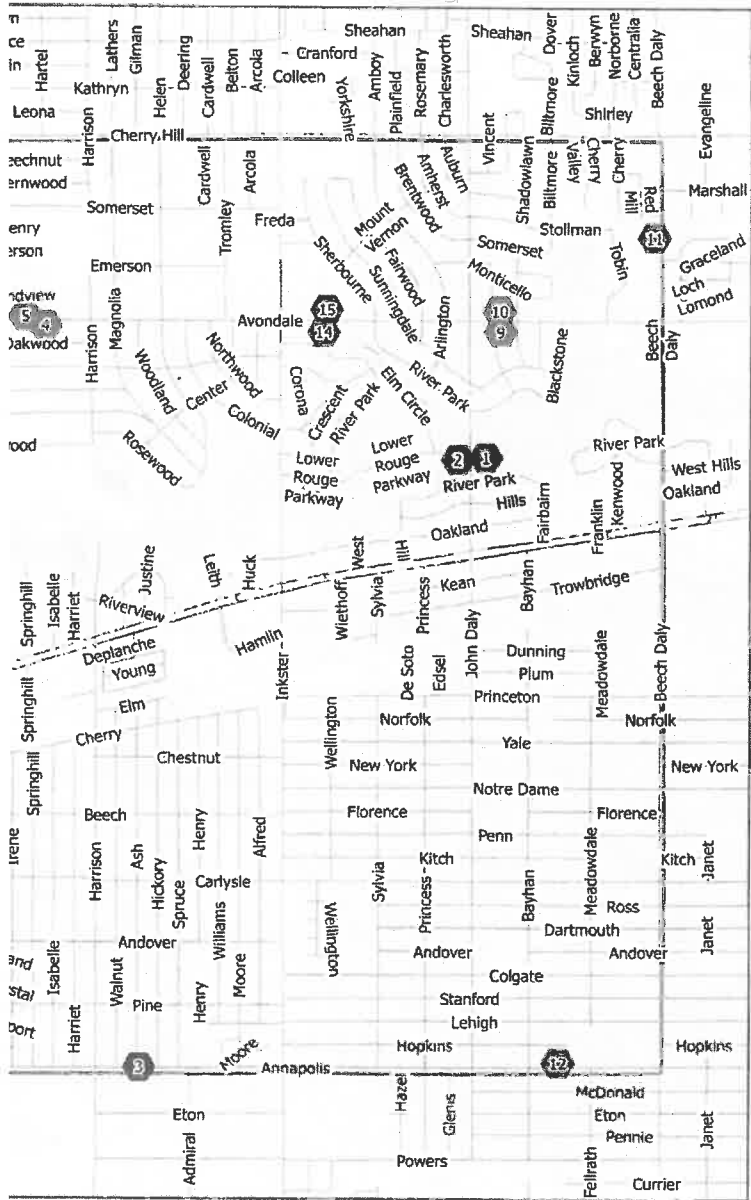
Seconded by \_\_\_\_\_

Yes:

No:

Absent:

# Proposed Locations for Speed Radar Signs



## Legend

- Proposed Sign Locations
  - Roadway
  - City Boundary
- 

Location No.	Approx Address	Direction	Notes
1	1677 John Daly	North Bound	Might need tree trimming
2	1677 John Daly	South Bound	
3	28198 Annapolis	West Bound	
4	28607 Avondale	East Bound	Existing speed limit sign post can be used
5	28635 Avondale	West Bound	Existing speed limit sign needs replacement
6	3636 Henry Ruff	North Bound	
7	28865 Carlisle	East Bound	In front of school
8	28865 Carlisle	West Bound	In front of school
9	26470 Avondale	East Bound	Near existing power pole
10	26470 Avondale	West Bound	
11	361 Beech Daly	South Bound	Place north of existing trees to prevent obstructions
12	26188 Annapolis	West Bound	
13	2394 Henry Ruff	North Bound	Place south of existing trees to prevent obstructions
14	27167 Avondale	East Bound	Place on existing Snow Route sign
15	27125 Avondale	West Bound	

Prepared By: benesch  
11/20/2025



## REQUEST FOR COUNCIL ACTION

**To:** Byron H. Nolen, Mayor

**Date:** April 1, 2026

**From:**

**Date for Council's Consideration:** April 6, 2026

**ACTION REQUESTED:** Consider Michigan Department of Natural Resources, Recreation Passport Grant Application

**TYPE OF ACTION:** Current Action

**FUNDS BUDGETED:**

**ACCOUNT #:**

**APPROVERS:**

Date: April 01, 2026

\_\_\_\_\_  
Byron Nolen, Mayor

**BACKGROUND:**

**SCOPE OF SERVICES:**

**JUSTIFICATION:**

**PROJECT IMPROVEMENTS:**

**PROJECTED TIMELINE:**

**RESOLUTION:**

**Resolved By:** None

**Seconded By:** None

**Yes:** None

**No:** None

**Absent:**

**REQUEST FOR COUNCIL ACTION**

**To:** Byron Nolen, Mayor

**Date:** April 1, 2026

**From:** Sharde Crutchfield, Dir. Special Projects

**Date for Council's Consideration:** April 6, 2026

**ACTION REQUESTED:** Consider authorizing the administration to pursue funding from the Michigan Department of Natural Resources Recreation Passport program for the resurfacing of the tennis and pickleball courts at the Booker Dozier Recreation Center. The request amount is \$150,000, with a total project budget of \$250,000.

Current Action  Emergency  Future

Funds Budgeted: Yes  Account # \_\_\_\_\_ No  N/A

Mayor's Approval \_\_\_\_\_

**BACKGROUND:**

The tennis and pickleball courts at Booker Dozier Recreation Complex have experienced significant surface deterioration due to age, weather exposure, and regular public use. Due to the current condition of the courts, they are not presently in use, creating a gap in available recreational amenities for residents and limiting programming opportunities. To restore this recreational asset, the City is seeking funding through the Michigan Department of Natural Resources (MDNR) Recreation Passport Grant Program for the repavement and resurfacing of the Booker Dozier tennis and pickleball courts. This proposed application is supported by the City's approved 5-Year Parks and Recreation Plan and current Capital Improvement planning efforts, which identify continued investment in recreational amenities and public spaces as a priority.

**SCOPE OF SERVICES:**

This request seeks Council authorization for administration to apply to the MDNR Recreation Passport Grant Program for the repavement and resurfacing of the tennis and pickleball courts at Booker Dozier Recreation Complex. The project scope includes removal and repair of damaged pavement surfaces, court resurfacing, striping, and related site improvements necessary to restore safe and functional play areas.

**JUSTIFICATION:**

The current condition of the courts has rendered them unusable, making these improvements necessary to restore public access to this important recreational amenity. Completion of this project will reactivate a currently closed recreational facility, improve resident access to tennis and pickleball programming, and support community wellness, youth recreation, and placemaking efforts in the surrounding neighborhood.

**PROJECT IMPROVEMENTS:**

The proposed improvements include the full repavement and resurfacing of the existing tennis and pickleball courts at Booker Dozier Recreation Complex. Work will include repair of damaged pavement areas, crack sealing, surface leveling, application of new color coating, and restriping for both tennis and pickleball play.

Any associated site restoration and minor related improvements necessary to return the courts to safe, functional, and accessible use will also be completed as part of the project.

**COSTS:**

The City is requesting \$150,000 through the MDNR Recreation Passport Grant Program toward the repavement and resurfacing of the Booker Dozier tennis and pickleball courts. The City is proposing a \$100,000 financial commitment of County IGA Millage funds as the required local cash match for the grant application. If the City is awarded CDBG funding for the tennis court project, those funds will instead be committed as the local match source, allowing County IGA Millage funds to remain available for other eligible park and recreation improvements. Should the grant be awarded, the City commits to providing the required local match from the identified funding source at the time of project implementation.

This project will not proceed without full grant funding. The current projected budget includes \$150,000 from MDNR and \$100,000 from the Wayne County Parks Millage. The total project cost is not expected to exceed \$250,000.

**PROJECTED TIMETABLE:**

April 2027 – June 2027

**RESOLUTION:**

*RECREATION PASSPORT GRANT PROGRAM RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITH DONATED FUNDS*

WHEREAS, the City of Inkster supports the submission of an application titled, Booker Dozier Tennis Court Rev” to the Recreation Passport Grant Program for reconstruction of the existing, non-functional tennis court into a dual-use tennis and pickleball facility. The project includes demolition of the existing court, installation of a new asphalt playing surface, acrylic sport surfacing system, dual striping for tennis and pickleball, fencing improvements, net systems, and ADA-compliant access improvements.

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan OR Current Annual Capital Improvement Plan; and,

WHEREAS, the City of Inkster is hereby making a financial commitment to the project in the amount of \$100,000 matching funds, in cash from the previously allocated Wayne County Parks Millage.

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

*Michigan Department of Natural Resources, Recreation Passport \$150,000 (Grant Allocation)*  
*Wayne County Parks Millage \$100,000 (Grant Allocation)*

Total \$250,000 (Sum of Donations)

NOW THEREFORE, BE IT RESOLVED that the City of Inkster hereby authorizes submission of a Recreation Passport Grant Program application for \$150,000 and further resolves to make available a local match through financial commitment and donation(s) of \$100,000 (40%) of the total project cost, during the 2026-2027 fiscal year.

AYES:  
NAYS:  
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by of at their regular meeting held on April 6, 2026, in Inkster City Hall Chambers, with a quorum present.

Clerk: \_\_\_\_\_

Dated: \_\_\_\_\_

**Proposal Description:** The City of Inkster proposes full reconstruction of an existing, non-functional tennis court into a dual-use tennis and pickleball facility. The project includes demolition of the existing court, installation of a new asphalt playing surface, acrylic sport surfacing system, dual striping for tennis and pickleball, fencing improvements, net systems, and ADA-compliant access improvements.

The project converts a long-defunct asset into a modern, multi-use recreational facility that reflects current demand and maximizes use within the existing park footprint.

**Need for the Project:** The existing court has not been usable for at least 10 years due to extensive cracking, surface failure, and base deterioration. The condition presents safety hazards and has effectively removed the amenity from public use as it is the only public court within the City of Inkster.

The City's Parks and Recreation Plan identifies reinvestment in aging infrastructure and expansion of flexible, multi-use recreational spaces as a priority. This project directly implements that plan by restoring an existing facility while adapting it to include pickleball, which has seen significant growth locally and nationally.

Currently, Inkster does not offer a functional tennis or pickleball court. Residents must travel beyond the city to access similar amenities, creating a barrier for youth, seniors, and households without reliable transportation. The proposed project addresses this gap and restores equitable access to low-cost recreation.

Given the scale of deterioration, this is not a maintenance issue but a full capital reconstruction need. Local funding is insufficient to complete the project without grant assistance.

**Site Quality:** The project is located within an existing neighborhood park on a previously developed court footprint. The site is level, visible, and accessible from surrounding residential streets, making it appropriate for active recreation.

The scope is limited to the existing disturbed area, avoiding impacts to natural features or expansion into green space. The location supports safe use through visibility and proximity to homes, which provides natural surveillance.

Accessible routes will be incorporated from adjacent walkways or parking areas to the court entrance. The reconstructed facility will meet ADA accessibility requirements, correcting current conditions where access is limited due to surface failure.

**Project Quality :** The project includes full removal of the existing court surface and base, followed by reconstruction to current standards. Work will include but is not limited to excavation and removal of failed asphalt and unsuitable base materials; Installation of a compacted aggregate base to ensure proper drainage and stability; placement of a new asphalt surface designed for sport court applications; application of a multi-coat acrylic color surfacing system for durability and playability; regulation striping for one tennis court with overlay striping to accommodate multiple pickleball courts; installation of new net posts, nets, and hardware for both uses; repair or replacement of perimeter fencing, including gates and hardware; and installation of ADA-compliant access points and transitions;

Additionally, the design prioritizes durability, low maintenance, and multi-user flexibility. The acrylic surface system improves traction, reduces glare, and extends the life of the court. Dual striping allows simultaneous or flexible use, increasing capacity without expanding the footprint. This approach reflects best practices in communities with limited space and high demand. The project minimizes long-term maintenance needs while ensuring a safe, consistent playing surface.

**Applicant History:** The City of Inkster maintains multiple neighborhood parks through its Department of Public Services. Routine maintenance includes mowing, litter removal, and minor repairs. Capital improvements are completed as funding allows. The City has identified this project as a priority within its adopted Parks and Recreation Plan and is taking a targeted approach to address deferred maintenance of high-impact amenities.

The City will manage construction through standard procurement processes and oversight by qualified staff and consultants.

**Maintenance Plan:** The reconstructed court will be maintained under the City's existing parks maintenance program. Ongoing maintenance will include, but is not limited to: Routine inspections during the active season; Removal of debris and cleaning of the playing surface; Monitoring and repair of minor surface wear or cracking; Inspection and adjustment of nets, posts, and fencing; and periodic re-striping and surface recoating as needed over the life cycle.

The acrylic surface system is expected to require resurfacing approximately every 5–7 years, depending on usage and weather conditions. The City will plan for these costs within its capital improvement planning.

All maintenance costs will be covered by the City's general fund. The project does not introduce significant new maintenance burden beyond standard park operations.

**Budget Narrative:** The total estimated project cost is \$250,000. The City is requesting \$150,000 in grant funding, with a \$150,000 local match provided through a previously awarded Wayne County Parks millage intergovernmental agreement to enhance our parks and recreation amenities.

Costs are based on prior bid specifications and current market conditions for similar court reconstruction projects. Major cost components include but are not limited to: demolition and disposal of existing court materials; Subgrade preparation and aggregate base installation; Asphalt paving suitable for sport court use; Acrylic surfacing system (color coating and line striping); Tennis and pickleball net systems and hardware; Fencing repair or replacement, including gates; ADA-accessible pathway and entrance improvements; engineering, design, and construction oversight.

All costs are directly tied to development and construction. No funds will be used for routine maintenance or ineligible activities.

The City understands the reimbursement structure of the grant and is prepared to manage cash flow and documentation requirements. Any cost overruns will be the responsibility of the City.

**Programming and Public Awareness:** Upon completion, the City will reopen the facility with a public event and promote its use through the following areas: City website and social media; Coordination with local schools and youth organizations; Community flyers and postings; Informal open play and introductory pickleball opportunities; the goal is to ensure immediate and consistent use of the facility across age groups.

**Crime Prevention and Safety:** The site benefits from strong visibility and surrounding residential presence. Improvements will maintain open sightlines and eliminate hiding areas. New fencing and defined access points will help manage use and reduce misuse. The site will be included in routine patrols by local police and code enforcement.

Active use of the facility is expected to significantly reduce vandalism compared to its current abandoned condition.

**Additional Information:** The City of Inkster does not maintain any parks with a “residents only” policy. All park facilities are open to the public and intended to serve the broader community without restriction.

Within the last three years, the City has formally closed or decommissioned approximately five park sites. These locations were not traditional parks developed through a

City of Inkster, Tennis Court Repaving  
MDNR, Recreation Passport

comprehensive planning process, but rather parcels that came into City ownership following residential demolitions tied to blight elimination efforts. While these sites were informally classified as parks, they did not include functional amenities, equipment, or ongoing programming, and had not received capital investment beyond basic general fund maintenance.

Over time, these spaces remained underutilized and, in many cases, became liabilities. The surrounding blocks continued to experience disinvestment, and the parcels increasingly attracted illegal dumping, vandalism, and nuisance activity. Maintaining these sites as “parks” without the infrastructure, programming, or neighborhood stability to support them was not a productive or safe use of City resources. As a result, the City made the decision to formally close or remove the park designation from these parcels. This process was handled administratively, with a focus on aligning the City’s park system with realistic maintenance capacity and community need. None of these sites were acquired or developed using state or federal recreation grant funding.

This project represents a different approach. Rather than spreading limited resources across underperforming or informal spaces, the City is making a targeted investment in a centralized, high-impact location at the Booker Dozier Recreation Center. As the City’s only recreation center, this site already functions as a hub for community activity and is better positioned to support sustained use, oversight, and programming.

The proposed tennis and pickleball court will introduce a new recreational amenity in a location where it can be actively used and maintained. It provides residents—particularly in a historically under-resourced community—with access to facilities that are not currently available within the city. This shift reflects a more intentional strategy: focusing on quality, safety, and usability rather than maintaining a larger number of inactive or underutilized spaces.

There are no water bodies associated with this project site. As such, there are no health advisories that would impact the use, design, or operation of the proposed facility.



**2026  
RECREATION PASSPORT GRANT PROGRAM  
APPLICATION GUIDELINES**



**MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations."

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight, or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Michigan Civil Service Commission – Quality of Life Human Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing, MI 48909-7925.

This publication is available in alternative formats upon request.

For information or assistance on this publication,

**Telephone: (517) 284-7268 (517-28-GRANT)**

**On the web at [www.Michigan.gov/DNR-Grants](http://www.Michigan.gov/DNR-Grants)**

**MiGrants Online Application System:**

**[MiGrants information](#)**

# **MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

Scott Bowen, Director

## **GRANTS MANAGEMENT**

Clay Summers, Section Manager

Lindsey Dowlyn, Administrative Assistant

Christie Bayus, Program Manager, LWCF/Recreation Passport Grant Programs

Michael Chuff, Financial Specialist, MNRTF Grant Program

Chip Kosloski, Program Manager, Wildlife Habitat, Fisheries Habitat, Clean Vessel Act Grant Programs

Kelsey Deitz, Program Manager, Invasive Species/Marine Safety Grant Program

Leah Babcock, MiGrants Administrator

Krista Dickerson, Grants Payment Officer

Dawn Miller, Grants Payment Officer

Olivia Sanchez, Grants Payment Officer

## **RECREATION GRANTS UNIT**

Jon Mayes, Manager

Erin Campbell, Compliance and Stewardship Specialist

Merrie Carlock, Grant Coordinator

Charamy Cleary, Grant Coordinator

Samantha Davis, Grant Coordinator

Weston Hillier, Grant Coordinator

Riley Millard, Grant Coordinator

# TABLE OF CONTENTS

Introduction .....	1
Grant Schedule for 2026 .....	2
Chapter 1: Eligibility and Requirements.....	3
What is the Recreation Passport Grant Program? .....	3
Establishing Eligibility .....	3
Public Input.....	3
MiGrants.....	3
Long-Term Grant Obligations .....	3
Compliance with Program Requirements.....	4
Project Eligibility .....	4
Authorized Official.....	5
Minimum and maximum grant amounts .....	5
Allowable Number of Project Sites.....	6
Resubmittal of Previous Year’s Unsuccessful Application.....	6
Number of Allowable Applications from a Single Applicant .....	6
Eligible Costs.....	6
Applicant Match Requirements .....	7
Project Completion .....	7
Requirements for Development Applications .....	7
Contaminated Properties .....	7
Chapter 2: Recreation Passport Grant Application Instructions .....	8
Required Attachments .....	13
Additional Supporting Documentation .....	15
Chapter 3: Submitting Documents in MiGrants.....	17
Submitting an Application .....	17
Administrative Completeness .....	17
Submitting Supplemental Information .....	18
General MiGrants Information.....	18
Chapter 4: Application Scoring Criteria.....	19
Appendix A: Environmental Reports.....	23
Appendix B: Sources of Information on Accessibility and Universal Access .....	24
Appendix C: Guidance on Designing Specific Types of Recreation and Support Facilities for Universal Accessibility .....	26
Appendix D: Sample Resolutions .....	32
Appendix E: Recreation Grants Regional Representatives.....	34
Grant coordinators by region .....	34
Additional grants contacts.....	35
Appendix F: SIGMA VSS Account Instructions.....	36
Register a New Account in SIGMA Vendor Self Service (VSS).....	36
Activate an Existing SIGMA Vendor Self Service (VSS) Account.....	38

## INTRODUCTION

This booklet has been prepared by Grants Management of the Department of Natural Resources (DNR) to guide you in preparing a Recreation Passport Grant Application in MiGrants for the development of land for public outdoor recreation.

**We strongly recommend that you review the entire booklet in conjunction with the online application in MiGrants before you begin to prepare your MiGrants application online.**

The first section of this booklet contains a schedule for the current year.

Grants Management staff is available to assist you with any questions you may have regarding any aspect of the application process. We encourage you to contact your regional representative early in the application process. You may also call Grants Management at 517-284-7268 (517-28-GRANT) and you will be directed to the appropriate representative.

This booklet and all forms needed to complete an application package are available on our website:

[www.Michigan.gov/DNR-Grants](http://www.Michigan.gov/DNR-Grants)

The online application is available via our [MiGrants help page](#).

**The Department of Natural Resources (DNR) will not receive final information on the amount available for grants until early November, when final sales data is compiled at the end of the fiscal year. In 2024, the program had about \$2 million available for grants.**

## **GRANT SCHEDULE FOR 2026**

<b>January 2026</b>	Application Period starts in MiGrants.
<b>February 1, 2026</b>	Recreation plans and plan amendments must be submitted electronically in MiGrants by this date.
<b>April 1, 2026</b>	Application due date. Application period closes in MiGrants.
<b>April 2026</b>	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
<b>May – July 2026</b>	Grants Management staff reviews all applications and conducts site visits.
<b>September 2026</b>	Preliminary scores available to applicants. Supplemental period begins.
<b>September – October 2026</b>	Grants Management staff review supplemental materials and complete final score evaluations.
<b>December 2026</b>	Recreation Passport Grant recommended projects are submitted to the DNR Director for final recommendation.
<b>Early 2027</b>	Project Agreements are issued in MiGrants.

**The minimum grant amount is \$7,500 and the maximum grant amount is \$150,000.**

## CHAPTER 1: ELIGIBILITY AND REQUIREMENTS

In this chapter applicant eligibility for the Recreation Passport Grant Program is described, as well as program requirements and other issues you should consider when deciding whether to submit an application. More details on the information and documentation you should submit as part of your MiGrants application online package can be found in Chapter 2. For more detailed information about completing a development project, review the Development Project Procedures booklet on the Grants Managements website, [www.Michigan.gov/DNR-Grants](http://www.Michigan.gov/DNR-Grants).

### WHAT IS THE RECREATION PASSPORT GRANT PROGRAM?

PA 32 of 2010 created the Local Public Recreation Facilities Fund to be used for the development of public recreation facilities for local units of government. Money for this fund is derived from the sale of the Recreation Passport which replaces the resident Motor Vehicle Permit (MVP) - or window sticker - for state park entrance. The passport is required for entry to state parks, recreation areas and boating access sites. The first \$14,285,400 will be distributed to replace lost revenue from the elimination of the motor vehicle permit and boating access site permits, as well as to pay for administration by the Secretary of State. Ten percent of remaining revenue will be used to fund the Recreation Passport local grant program.

The grant program may only be used for local development projects. The program is focused on renovating and improving existing facilities at parks, but the development of new facilities or parks is eligible.

### ESTABLISHING ELIGIBILITY

In order to be eligible for a Recreation Passport grant, the applicant must be:

- A local unit of government, including cities, villages, townships, and counties, or any combination thereof, in which an authority is legally established to provide public recreation, such as:
  - Regional recreation authorities formed under the Recreational Authorities Act, 2000, PA 321, or trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended. If the authority was formed under different legislation, contact Grants Management.
  - Huron-Clinton Metropolitan Authority.
- School districts are eligible to apply if they meet the requirements given in the “Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans” (IC1924).

### PUBLIC INPUT

The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application. Dedicated public hearings are not required; however, the application must be an agenda item open to discussion by the general public in the normal public meetings of the local unit.

### MIGRANTS

All applicants must complete their application on DNR Grants Management’s online application system, [MiGrants](http://MiGrants). Paper applications will not be accepted and will be considered ineligible. The eligible entity must register as an organization on MiGrants before they can start an application. MiGrants information and tutorials are available on the DNR website.

### LONG-TERM GRANT OBLIGATIONS

Receiving Recreation Passport grant assistance commits the grantee to certain long-term responsibilities. These commitments include:

- The land included in the boundary of this project site must remain open to public outdoor recreation use for the useful life of the facilities being constructed, which is generally a 20-year minimum if no structures are constructed or 40 years if a structure is constructed using Recreation Passport Grant Program funding. A permanent sign identifying the site as RP assisted must be posted in a highly visible location within the park. All new projects must install a 12” x 18” RP plaque from Rotary Multiforms, Inc. More information on program acknowledgement plaques can be found here: [https://www.michigan.gov/dnr/0,4570,7-350-79134\\_81684\\_79209\\_81657-430506--,00.html](https://www.michigan.gov/dnr/0,4570,7-350-79134_81684_79209_81657-430506--,00.html)

- An entrance sign identifying the site as a public outdoor recreation site open to all users must be prominently displayed.
- The recreation site must be open to all users – resident and non-resident. If a fee is charged, the non-resident fee shall be no greater than twice the resident fee.

## COMPLIANCE WITH PROGRAM REQUIREMENTS

Applicants will be evaluated based on their compliance with Recreation Passport, Michigan Natural Resources Trust Fund, Land and Water Conservation Fund, Recreation Bond Fund and Clean Michigan Initiative grant requirements.

A known, unresolved, conversion of land encumbered by any of these grant programs will result in points being deducted. If you have any unresolved conversions, contact the Grants Management Section.

Other potential compliance items that are evaluated include items such as program recognition signs and complying with Department procedures while completed grant-assisted projects. Grant compliance issues that are considered:

- Project Agreements not executed within 60 days of issuance.
- PSB and contractor approval not obtained by the DNR prior to advertising, awarding, or constructing a project, or not provided within 180 days of the project agreement being executed.
- Failure to submit progress reports every 180 days for active grant projects.
- Final reimbursements not submitted within 90 days after the end of the project period.
- Recognition plaques are not in place at grant-assisted sites.
- Conversions or other significant changes in use at grant-assisted sites.
- Post-completion reports not submitted within the past 5 years.

## PROJECT ELIGIBILITY

Eligible projects will have the primary purpose of providing public recreation opportunities or facilities and infrastructure to support public recreation activity. In addition, projects must fulfill the following requirements in order to be eligible:

**5-Year Recreation Plan or Capital Improvement Plan (CIP)** – All applicants must submit either a current, 5-Year Recreation Plan or a Capital Improvement Plan to the DNR to be eligible for applications.

Recreation plans should be locally adopted, submitted to the DNR in MiGrants by February 1<sup>st</sup>, and approved by the Department by the application deadline. For guidance on preparing a recreation plan or to amend your plan, consult the Department booklet *Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans* (IC 1924).

If a CIP is being used, the project must be included in the current approved CIP of the community according to Michigan Planning Enabling Act 33 of 2008. The CIP shall show those public structures and improvements, including parks and recreational facilities, in the general order of their priority, that in the Planning Commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. Please provide meeting minutes of when the CIP was approved by the highest governing body. The CIP must be approved prior to the application deadline and submitted with the grant application.

**Site Control** – The applicant must own, have a perpetual easement, or lease the project site.

- For leased sites: 20-year minimum if no structure; 40 years if structure is involved. Any exception must be approved by DNR.
- Leased sites with a term of less than 20 years beyond the application date are not eligible to receive grant assistance unless the lessor is a government entity and agrees to assume all grant obligations in the event that the lessor takes control of the project site.
- Sites with lease agreements that allow for early termination of the agreement without cause are not eligible.
- Applicants with a project on leased land or facilities must provide the lease agreement in the application for DNR review.

**Accessible Design** – It is required that the proposed project meet the accessibility requirements of the 2010 Americans with Disabilities Act Design Standards; including all proposed recreation facilities, access routes from the proposed facilities to parking and relevant support facilities and for parking for users of the proposed facilities. For proposed facilities such as hiking trails, camping facilities, picnic facilities and beach access routes that are not covered under the 2010 ADA Design Standards, follow the US Access Board Outdoor Developed Areas Accessibility Guidelines. Trails on Federal property must meet the Forest Service Trail Accessibility Guidelines. Designing facilities to Universal Design principals is recommended (see Appendix C for more information).

**Ineligible projects include:**

- Facilities and/or stadiums utilized primarily for the viewing of professional or semi-professional art, athletics, or intercollegiate or interscholastic sports. Facilities that are used for viewing professional or semi-professional art, athletics, or intercollegiate or interscholastic sports, but whose primary purpose is the active recreational use by the general public for at least 75% of normal operation hours, are allowed.
- Routine maintenance projects – these funds cannot be used to supplement the operational budget for maintenance of local parks and recreation departments.
- Routine operational expenses.
- Amphitheaters, band shells, and permanent seating associated with them.
- Art displays, decorative fountains, and facilities for historical interpretation.
- Projects that would create an unfair competitive situation with private enterprises. In situations where privately managed facilities provide identical or similar recreation opportunities, the local government must provide additional written justification of the need for the proposed facility in light of the private sector's presence.
- Sidewalk projects that are primarily in road rights-of-way and do not exhibit qualities associated with recreation trails. In general, traffic control devices in the road right-of-way, such as guardrails, flashing or non-flashing signs or barricades, and electronic crossing signals are not eligible scope items.
- Most improvements to public roadways.
- Invasive species removal, shoreline stabilization, or erosion control which are not associated with development of recreation facilities at the site. If shoreline stabilization is part of the development of a recreational facility, the cost of the stabilization will be matchable as part of a development project only if the project includes actual recreation development of at least equal cost.
- Municipal infrastructure, such as electrical transmission lines, sewer mains, water mains, etcetera, is not eligible for funding with DNR Recreational Grants. However, a service line for these types of utilities can be eligible as a scope item if it provides the utility to a site of public outdoor recreation that has other scope items being developed as part of the same grant project.
- *Mobile recreation units and site amenities that are portable are not eligible for grant assistance.*

**AUTHORIZED OFFICIAL**

The Authorized Official is the applicant's representative who has the authority to obligate the community legally and financially to initiate and submit an application on behalf of the community. Typically, this is someone who is a senior level paid staff person of the local unit of government. A contractor who may gain financially from the project cannot represent the community at either the application or grant completion stage.

**MINIMUM AND MAXIMUM GRANT AMOUNTS**

Minimum Grant Request: \$7,500

Maximum Grant Request: \$150,000

## **ALLOWABLE NUMBER OF PROJECT SITES**

Each application submitted must be for a single park site or contiguous trail. Applications for multiple sites must be submitted as individual applications.

In order to avoid duplication of grant awards and to achieve the best scenario for an applicant to receive funding, should an applicant apply for the same project across multiple DNR grant programs in the same year, DNR grants management staff reserve the right to align the program that is most applicable based upon scoring and available funding. In these situations, applicants will be directed to withdraw from certain programs prior to final grant awards being made.

## **RESUBMITTAL OF PREVIOUS YEAR'S UNSUCCESSFUL APPLICATION**

Applications must be submitted online through MiGrants each year regardless if it is a new application or a resubmittal of a previous year's application. The same material may be uploaded in a new application, but the applicant must hold a new public meeting and provide a new resolution from their governing body.

## **NUMBER OF ALLOWABLE APPLICATIONS FROM A SINGLE APPLICANT**

No more than three Recreation Passport applications may be submitted for funding per year. If submitting more than one application the entity must rank the project in order of highest priority (submitting multiple applications with similar facilities in one park location is not allowed).

## **ELIGIBLE COSTS**

**This is a reimbursement program.** All grants are paid as reimbursement for actual expenses (i.e. the community pays for the work and is then reimbursed at the percentage listed in the grant agreement, of the cost up to the grant amount). Only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits. Overhead, maintenance, administration, and cost overruns are not eligible for assistance.

Estimate your project cost as accurately as possible in your application. The grant award you receive will be based on the information included in the application and cannot be increased. You will be responsible for all cost overruns and any additional costs needed to complete the project.

Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses. The final 10 percent of the grant amount will be withheld pending a final project inspection and audit of the grant file. In cases where a community submits only one request (a "first and final"), the DNR may withhold 20 percent of the grant amount, which will be released following a successful final inspection and audit.

The grant will be paid through reimbursements for expenses.

- Expenses incurred prior to the execution of the project agreement will not be eligible for reimbursement.
- Reimbursement will occur through request, with adequate documentation of expenses including all applicable copies of invoices, checks, payment sheets, change orders, documentation of force account labor and equipment, and documentation of donated labor and/or materials.
  - Donated professional services may be valued at the normal rate charged by the professional.
  - Donated volunteer labor will be valued at minimum wage.
- Ten percent of the grant will be withheld until final completion of the project.
- No further reimbursements will be made for canceled projects or projects that have not been completed within the required timeframe.
- The DNR reserves the right to seek the return to the Local Parks and Recreation Facilities Fund of reimbursements made for projects that have not been completed within the required timeframe or for projects that have been canceled.

## APPLICANT MATCH REQUIREMENTS

The grantee must fund at least 25 percent of the total project cost. The applicant match for development costs must be within the grant project period and can be met by general funds, cash donations, other grants, and force account labor or equipment. Force account labor or equipment includes certain applicant-assumed costs directly related to the construction of the proposed project, such as charges for local government-owned equipment and labor performed by the applicant's employees. The source and amount of all donations must be clearly stated in the grant application and supported by the resolution from the local unit of government or a letter of commitment from the donor.

Match commitments must be secured, and proof must be provided in the application, but no later than October 1st in the year the application is made. Failure to provide match documentation by the October 1<sup>st</sup> deadline may result in the application being declared ineligible. Examples of proof of secured match include:

- **General fund** – Resolution from the local governing body committing to the match dollar amount.
- **Cash donations** – Letters of commitment from donors listing the dollar amount.
- **Other awarded grants** – Letter from granting organization committing to the grant dollar amount, explaining the conditions of award, and information on the scope of work provided by the other grant. Applications for other grants are not considered a secure match source.
- **Donation of goods and services** – Letter from the donor explaining the nature and value of the goods or service. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as a percentage off a price are not accepted for documentation of match.
- **In-kind/Force account** – Resolution from the governing body committing to the match dollar amount.

Secured match ensures there should not be cash flow problems threatening the completion of the project. Changing match after the October 1 deadline is highly discouraged. However, if a change to the amount or source of match is necessary, prior approval of the DNR is required and the applicant must provide documentation as to adequate cash reserves to fund the project.

No dollars spent, materials used, or labor or services utilized prior to the signing of the grant agreement may be used as part of the applicant's match.

## PROJECT COMPLETION

Receiving Recreation Passport grant assistance requires the project to be completed in a timely manner.

- The grantee must begin the project within one year of the date the project agreement is issued and be completed within two years, or the grant will be subject to forfeiture.
- The grantee may request an extension. The request must be made in MiGrants no later than 30 days prior to the expiration of the initial term allowed for project completion. The request must include justification for the delay in completion.

## REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

All projects with total project cost of \$15,000 or greater are required by state law (MCL 339.2011) to have a licensed engineer, architect, or landscape architect prepare all plans, specifications, and bid documents and verify that all construction has been completed according to acceptable standards. Engineering and architectural costs may make up no more than 20 percent of total project cost.

Projects of total cost less than \$15,000 are required to verify that all construction has been completed according to acceptable standards as determined by Michigan Building Code rules, but are not required to hire a licensed engineer, architect, or landscape architect. If other local, state, or federal regulations require use of a licensed engineer, architect, or landscape architect, those regulations supersede this waiver.

## CONTAMINATED PROPERTIES

Contaminated properties are eligible for grant assistance, provided the property can be made safe for the proposed uses and the contamination will not have a substantial, negative impact on the overall public recreation, public safety, and/or resource protection values of the site. Grant funds may not be used for environmental remediation. It must be documented by October 1st that the site is acceptable for the intended use.

## CHAPTER 2: RECREATION PASSPORT GRANT APPLICATION INSTRUCTIONS

The following sections provide the information you need to complete a Recreation Passport grant application in MiGrants. Each form, document, and supporting evidence that makes up an application is listed and explained. Assembling the information needed to submit a complete application package takes time – it is important to start the process as early as possible.

### SECTION A: APPLICANT, SITE, AND PROJECT IDENTIFICATION

When filling out this section, note where information about the applicant (local unit of government) is requested and where information on the site for the proposed project is requested.

**SIGMA VSS and SIGMA Address Code:** If funded, these numbers will be needed to process reimbursement payments. Information on how to create or obtain a SIGMA VSS number and address code can be found here: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService> or in the appendix.

**Proposal Title:** Include the park name and limit the number of characters to 40.

**Proposal Description:** This will be a short description of the project which includes the term “development,” “renovation,” or “improvements,” as appropriate, as well as any other significant features.

Example: Development of \_\_\_\_\_ at \_\_\_\_\_ Park.

### SECTION B: PROJECT FUNDING

In this section, provide information on the match commitment, grant amount requested, and total project cost. Grant amounts are based on the information included in the application and are fixed at the time of the award. They cannot be increased at a later date. Grantees are responsible for all cost overruns, or any additional costs needed to complete the project.

**ROUND THE TOTAL MATCH AND GRANT AMOUNT TO THE NEAREST \$100.**

**Grant Amount Requested:** Indicate the amount of funding you are requesting. Remember the \$7,500 minimum and \$150,000 maximum allowable grant request amounts.

**Total Match:** This value is the sum of lines a) through e) and will be automatically calculated when the page is saved.

**Total Project Cost:** This value will be automatically calculated when the page is saved. Be sure the total project cost is the same as the total shown in Section C.

**Percentage of Match:** The percentage of match commitment will be automatically calculated when the page is saved by dividing the total match by the total project cost. To be eligible, this number must be at least 25% of the total project cost.

#### **Sources of Matching Funds**

Applicants must provide at least **25 percent** of the project cost as local match. Indicate the amount for each source of local match on lines a) through e) of this section. Matching funds can come from the following sources:

- a) **General Funds or Local Restricted Funds:** Local cash from the applicant’s general fund or restricted recreation funds.
- b) **Force Account Labor/Materials:** The applicant’s paid employees who will work directly on the construction of the project or the cost of materials you already own that will be used in the construction of the project. This value cannot include administration or supervision costs but may include engineering and other professional services.
- c) **Federal or Other State Funds:** Other Federal or State grant fund dollar amounts that have been awarded for funding within the RPGP grant project period.
- d) **Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- e) **Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant’s own paid labor. Donated labor will be valued at minimum wage unless the person is professionally skilled in the work being performed on the project (i.e., a plumber

doing work on pipes, a mason doing work on a brick building). When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project (see Eligible Costs section). Value of donated materials must be documented.

## SECTION C: PROJECT DETAILS

All grant-assisted facilities must, at a minimum, comply with the Americans with Disabilities Act (ADA). Be sure to incorporate state and federal accessibility requirements into your facility planning and cost estimates. Access routes must be provided to the proposed scope items, accessible parking and/or park access points and relevant support facilities. Facilities that directly support the scope items should be accessible. The following costs are not eligible for reimbursement in a development project:

- Contingencies
- Studies
- Land acquisition costs
- Environmental assessments or cleanup
- Costs associated **with the estimation of construction costs, such as consultant fees**
- Costs incurred prior to execution of a project agreement provided by the DNR

**Applicant's Current Control of the Site:** Select the appropriate box for the applicant's site control at the project site. A Documentation of Site Control form (PR5750-4) and deed, lease or easement is required to be uploaded in the required attachments section of the application to ensure no previous encumbrances exist on the site which conflict with the MNRTF grant program. Refer to the Requirements for Development Applications for information on each type of site control and the documentation required.

**Project Cost Estimate Table:** You should obtain a reasonable estimate for the facilities you plan to construct with grant funds by consulting with engineering firms, other communities, and equipment manufacturers. Include the project scope item, quantity and estimated cost. Use scope items from the pull-down options where possible. Do not list the same scope item more than once. More specific details or attributes of a scope item can be included in the narrative and attachments. For example, if LED lighting is proposed, select lighting from the pull-down menu and upload a catalogue sheet for an LED fixture in the Required Attachments Section. Specify sizes and quantities where appropriate (number of picnic tables, number of ball fields, etc.) for each scope item. Do not list the aspects of project execution, such as labor, mobilization, demolition, construction equipment, site preparation, or raw materials. Include these costs in the appropriate scope item.

Include in the table the cost to hire a licensed engineer, architect, or landscape architect (the Prime Professional) to prepare all plans, specifications, and bid documents for grant-funded projects. The Prime Professional will also be required to certify all requests for reimbursement, including the final request and final inspection, verifying that all construction was completed according to acceptable standards. Engineering costs for these services, up to 20 percent of the project cost, are eligible for reimbursement. See Project Cost Estimate sample below.

**Expected Life of the Facilities:** Indicate the expected life of the facilities that will be constructed with this grant. If the application is successful, the grant agreement will require that the applicant keep the funded facilities open to the public for the length of their expected life. This encumbrance will last for 20 years if no enclosed structure is involved, and 40 years if an enclosed structure is involved.

**Priority of Multiple Applications:** If you are submitting more than one application, please indicate the priority order, with #1 being the highest priority application. If you are submitting only one application, please leave this line blank.

In the remainder of this page, answer the yes/no questions, providing a comment, where necessary. Please note that these questions refer to your entire park system, not just those parks or facilities that have received grant assistance.

## SECTION D: SITE CONDITIONS

**Property Checklist:** All applicants must complete this section with at least ten years of information about the environmental conditions and past uses of the site proposed development. If you have information older than ten years about potential contamination at the site and you have no information that this condition has changed, you must report it.

**Environmental Conditions:** If your project site has current or past users that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown for one or more questions), you are required to prepare an environmental report as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for its intended use. If an environmental report is necessary, it may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also upload in the application the commitment from this entity. All documents regarding the environmental report can be uploaded on the Required Attachments page under “Environmental Report”. For instructions on preparing an environmental report, please see Appendix A.

**Iron Belle Trail:** The Iron Belle Trail is Michigan’s showcase trail which will extend from Belle Isle in Detroit to Ironwood in the Upper Peninsula. Two routes of the trail will exist; the segment on the west side of the lower peninsula and the north side of the upper peninsula will primarily allow hiking, and the segment on the east side of the lower peninsula and the south side of the upper peninsula will primarily allow biking. If this project includes development of the trail or a trailhead on the core Iron Belle Trail route or a spur of the trail, provide documentation from the DNR’s Parks and Recreation Division indicating that. The interactive Iron Belle Trail map can be viewed here: [Iron Belle Trail](#)

**Permit Issues:** Indicate all possible local, state, and federal permits needed for the proposed development, especially environmental permits, and the efforts you have taken to determine the need or likelihood of obtaining the permit. You should contact regulatory agencies as early as possible and request a written evaluation of the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency prior to applying for a grant.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner

State agencies may include:

- Michigan Department of Environment, Great Lakes, and Energy [www.Michigan.gov/EGLE](http://www.Michigan.gov/EGLE)
- Michigan Department of Natural Resources Natural Rivers Program [https://www.Michigan.gov/DNR/0,4570,7-350-79136\\_79236\\_82211---,00.html](https://www.Michigan.gov/DNR/0,4570,7-350-79136_79236_82211---,00.html)
- Michigan Department of Health and Human Services [www.Michigan.gov/MDHHS](http://www.Michigan.gov/MDHHS)
- Michigan Department of Transportation [www.Michigan.gov/MDOT](http://www.Michigan.gov/MDOT)

**Crime Prevention Measures:** Explain how you plan to address safety considerations and crime prevention and response in the project area. For example, layout maximizes visibility of people, adequate lighting, hours of operation are clearly posted or monitoring of project area at appropriate times.

**Programming and Marketing:** Explain how you will make the public aware of the project. At a minimum, all projects are required to have a ribbon cutting. Describe the methods you will use to publicize and promote your project. Be sure to include marketing methods that will effectively communicate with persons with disabilities. Examples include:

- Ribbon cutting/dedication – this is a requirement of all grant funded projects
- Informational booklets/brochures
- Web site and social media

- Radio/television
- Newspaper/magazines
- Presentations to schools, organizations, club, and other groups
- Special events such as fairs and festivals

**Public Access Opportunities:** This section provides the chance to note the various means by which the public will be able to get to your project.

## APPLICATION NARRATIVE

The application narrative is an important source of information used to evaluate and score your application. The application narrative will provide Grants Management with an overall picture of your proposed project and allow us to judge the rationale of the project. If you are proposing a universally accessible project, be sure to incorporate this information in your narrative when discussing all aspects of your project. Each section of the Narrative Form has a character limit, be thorough, but as brief as possible in your responses.

### **Need for the Project (Maximum of 3,000 Characters)**

Tell us why you are proposing this specific project for funding consideration, including the following information:

Describe how the project meets the service population's recreation needs including unmet needs and needs that are currently met but that the application will not be able to maintain without renovation or major repairs.

- Describe the need for this project in relation to existing, similar facilities and recreation opportunities provided by both the applicant and other recreation providers. Your discussion should demonstrate that existing facilities are inadequate to meet the need. Describe the condition and general amount of use for each scope item.
- Describe the likelihood that the project will be completed without grant assistance. And why or why not the project would be able to be completed without grant assistance.
- Explain how your parks and recreation budget will meet the added expense of developing, operating, and maintaining your proposed project.

### **Site Quality (Maximum of 3,000 Characters)**

Provide a description of your proposed project. Include, as applicable, the type of project (new development, renovation, expansion of existing park), the park name, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, the universally accessible features of the project design, and the future recreation opportunities to be developed on the site. For trailway projects, name the trailway system to which your proposed project will connect and the significant destination points along the trail.

**Renovation:** Points may be earned for projects that renovate an existing facility that is approximately 20 years old for outdoor facilities and 40 years old for buildings (taking into account high-use and environmental factors). Renovation points may be awarded for removal and replacement with a similar scope item or upgrades to a particular existing feature such as a restroom building. Also, if multiple scope items are proposed, at least 50% of the project must be renovation to be considered for points in this category. Describe the age of the existing feature to be removed and replaced or updates to a particular feature that is 20 or 40 years old.

**Sustainable Design Systems or Features:** Describe the extent to which any sustainable design systems or features are being proposed in the application. Application of U.S. Green Building Council (USGBC), Leadership in Energy & Environmental Design (LEED), or Sustainable Site Initiative (SITES) practices qualify. The SITES v2 Rating System Scorecard provides a comprehensive list of planning, site design, construction, operation, maintenance, and education factors to consider. Examples may include:

- Innovative Stormwater management such as permeable pavers, rain gardens and bioswales with native plantings.

- Environmental features such as green roofs, use of Michigan native landscape materials, reduction of light pollution (i.e. Dark Sky certified lighting), etc., which go above and beyond commonly used items or industry standards.
  - Recycled concrete, recycled metals, recycled plastics, and low-flow water features will not be considered.
- Net-zero energy buildings, or use of solar, wind, and geothermal energy to support electricity needed for recreational purposes at the site.

**Park Visibility & Ease of Access:** Describe how the public can get to the site and factors such as:

- Are there appropriate way finding signs?
- Is the site easily identifiable as a public park or trail?
- Is there public transportation in urban/suburban areas?
- Is the project area within a walkable distance (1/4-mile) from housing, business, and commercial areas?
- Is there a safe way to get to the site by non-motorized means?

**Project Quality (Maximum of 3,000 Characters)**

Provide a detailed description of the development you are proposing, with reference to specific scope items.

- Describe the features of the site and all factors that affected your choice for the location of the proposed project. Demonstrate how the location is appropriate considering natural resources at the site, applicant’s existing park and recreation system, availability of similar facilities to applicant population, proximity of the site to users, proximity of the site to other destinations, accessibility to the public and non-motorized transportation, compatibility of surrounding land uses, safety and crime considerations and any other relevant considerations.
- Describe how your design was chosen, and why it is appropriate for the proposed site’s size and natural and physical characteristics. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. For example, explain why you chose a certain fishing pier design at a specific location on the body of water, or a certain trail surface in a particular area of the park.
- Describe how the overall design of the project provides convenient access routes to facilities, minimizes the impact of traffic flow on park users, minimizes environmental impacts on the surrounding environment, and how the recreation and support facilities will impact each other.

Explain how your project design meets or exceeds the requirements of the ADA (ADA requirements can be found in the 2010 Americans with Disabilities Act Standards for Accessibility Design). If you are seeking to receive points for universal accessibility, explain how the facility will exceed ADA to achieve universal accessibility for all appropriate scope items. Supplemental documentation must be provided.

**Applicant History (Maximum of 2,000 Characters)**

The applicant should provide an overview of their maintenance activities in existing parks, including a maintenance budget. If the applicant has issues of non-compliance with previous DNR recreation grants, they should comment on the status of resolution to those issues. This includes procurement practices of past development projects. The applicant should provide any other information they believe will give us a more complete understanding of the proposed project and assist us in evaluating the application.

## ATTACHMENTS

Links may be used to complement the application, but relevant documents or excerpts should be uploaded in the appropriate locations within the application on MiGrants. All uploads should have easily readable font sizes and information presented in a clear, concise format. Acceptable file types are doc, xls, jpeg, GIF, and pdf. The maximum file size per upload is 25 MB. All location maps, site development plans, boundary maps, and other graphic information should be formatted to 8.5 inches by 11 inches or other standard size. They should be clear, legible, detailed, and appropriately labeled. Grants Management staff use these materials to help evaluate your application and to find and evaluate your site.

### Required Attachments for RP Applications (Required to be uploaded in MiGrants):

- Project location map**
- Site development plan**
- Boundary map** delineating the legal boundaries of the park site (no aerial photos)
- Site Photographs** of the site where the facilities will be developed
- Certified Resolution** from the governing body passed within six months of the April 1 deadline. (meeting minutes are not an acceptable document for a resolution)
- Documentation of Site Control Form (PR1956-1) and most recent deed**

### Additional Attachments for RP Applications:

- Letter(s) of Support**
- Documentation of match commitment(s)**, letters of commitment with dollar amounts for match sources
- Universal Design Documentation**
- Preliminary Floor Plans** if the development is to include the construction of new facilities or structures
- Maintenance Plan and Budget**
- Correspondence regarding regulatory permitting issues**
- Current annual capital improvement plan** (If you do not already have an approved 5-Year Recreation Plan on file)– plan must include the proposed project
- Environmental Report** if applicable based on *Property Checklist* in Section D of the application form

## REQUIRED ATTACHMENTS

### PROJECT LOCATION MAP

The project location map should be sufficiently detailed so that a person (such as your regional representative) unfamiliar with the site and your community can find the site using only the map. The map should include the address of the park, street and road names, landmarks, and an indication of compass direction.

### SITE DEVELOPMENT PLAN

The site development plan must show the entire site to be developed and delineate and label the location and type of all proposed uses. Features such as wooded areas, wetlands and water bodies, and all existing uses, including buildings and other development need to be identified. Surrounding land uses should also be noted. If the site is large, also provide an enlargement of the project area and label the proposed and existing uses so that more detail is visible.

If there are currently any non-recreation uses on the project site or such uses are proposed for the future, these uses should be clearly depicted on the site plan and excluded from the project boundary.

The placement of all scope items proposed in the application must be depicted. It should be clear which items already exist, and which are parts of the proposed project. If you choose to include future site improvements, these must be labeled as “future“ (future items are not required to be included).

All proposed facilities must be designed in accordance with state and federal barrier-free accessibility requirements to comply with the Americans with Disabilities Act. The site development plan should indicate that all grant-funded facilities will be accessible to persons with disabilities and include features such as

walkways, ramps, and other items required to provide access. If the project includes a playground, be sure accessible safety surfacing and access routes are included. The site development plan should also indicate that existing facilities (such as parking lots and restrooms) that will support the proposed facilities are or will be made accessible as part of the project. Applications that do not clearly indicate that the proposed project and access are or will be made accessible will be considered ineligible.

**For trailway projects**, describe the destinations the trail will access and/or link and the design standards that you propose to use. The application should include a description of the width of trail, materials, amenities, potential user groups (motorized, non-motorized, pedestrian, equestrian, boat), distance of trail and connections that the trail may have within the community, region and beyond. Supporting documentation, including trail plan excerpts or website links, maps showing existing and proposed regional connections as well as any available promotional material, should be uploaded. Water trail projects must include way finding signage and demonstrate that promotional materials will be provided by the applicant.

## **BOUNDARY MAP**

Boundary maps must clearly define the boundary of the parkland to be developed. Use permanent landmarks such as streets and water bodies, as well as dimensions, to clearly define the area. The boundary map must match the area described in the *Documentation of Site Control Form* (PR1956-1). This map, in conjunction with the site control form and documentation, is used to determine if you have adequate control over the property to be developed. This boundary also represents the area that the grantee and the DNR considers dedicated to public recreation use for the life of the facilities.

Any non-recreation uses must be excluded from the project area boundary. Normally, the entire park that receives Recreation Passport support will be included in the boundary of the grant. However, in some cases it may make more sense to encumber a smaller area of a larger park if the smaller area can be considered a stand-alone recreation site. Factors to consider are whether the smaller area has its own access and parking, and if changes to the remainder of the site could impact the recreation uses of the grant-assisted site.

## **SITE PHOTOGRAPHS**

Photographs can show important natural features, existing development, and surrounding land uses. Pictures should be labeled to indicate what is in the picture, the compass direction and how the picture relates to the site plan, such as the placement of proposed new facilities. Upload space is limited, and it is recommended that a photo sheet is created using Word, Adobe PhotoShop or even PowerPoint. Please do not upload individual photos. File size is limited to 25 MB per upload.

## **CERTIFIED RESOLUTION**

The highest governing body of the local unit of government must pass a resolution (meeting minutes are not an acceptable document for a resolution) supporting the application within six months prior to the application deadline. For example, an application from a county, the resolution must come from the County Board of Commissioners. The resolution needs to:

- List and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application.
- Be sealed or otherwise authenticated.
- If the applicant chooses to increase the grant request or match amount by October 1, the new resolution must be uploaded in the application. Make sure the original resolution passed before the grant deadline remains in the application as well.

See Appendix D for sample resolutions.

## **DOCUMENTATION OF SITE CONTROL FORM (PR1956-1) AND DEED**

Indicate the type of control you currently hold. The applicant must own the appropriate land rights at the time of application and provide a copy of the most recent deed. Leased properties are only eligible under certain circumstances described in the Project Eligibility Section. Upload the most recent deed(s) for the property.

## **ADDITIONAL SUPPORTING DOCUMENTATION**

### **LETTER(S) OF SUPPORT**

Include any letters of support that you receive from the general public, local businesses, homeowner's associations, legislators, and any other entity showing support and public awareness of your project. Letters of support may also be directly addressed to Grants Management staff.

### **DOCUMENTATION OF LOCAL MATCH SOURCES**

You must provide written documentation for some of the match sources you indicated on your application form, as follows:

- If any portion of the match is to be made up of funds from **other grant funding sources**, include a copy of the scope of work and budget provided for in the other grant application.
- If any portion of the match is to be made up of **cash, labor, or materials** include a letter from each donor committing to their donation. Cash donations already received by your community need not be documented but must be included within the local cash match amount.
- If the donor is an **adjacent community** contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.

### **UNIVERSAL DESIGN DOCUMENTATION**

Upload shop drawings, catalogue cut-outs, drawing details, narrative or other documentation to demonstrate how the proposed project is going above and beyond ADA.

If you sought a design review of the proposed scope items from individuals with disability or advocates, upload meeting minutes or letters documenting that input on the proposed project. Documentation should specify how the project will meet ADA or go beyond ADA to Universal Design.

### **PRELIMINARY FLOOR PLANS**

If the proposed project includes construction of any new building or structures the application must include basic floor plans for these structures. If the application is claiming universally accessible design, features must be identified on the preliminary plans. For example, if you propose to develop a universally accessible playground, you should provide us with samples of the play equipment and surfacing and describe how they exceed standards accessibility requirements. They do not have to be measured drawings but should show the relevant structures and approximate dimensions. Catalogue drawings or illustrations are acceptable.

### **MAINTENANCE PLAN AND BUDGET**

Provide documentation to show a sufficient level of dedicated funding, operational staff, multi-year contracts, or formal endowments which relate to on-going upkeep of the proposed improvements.

### **CORRESPONDENCE REGARDING PERMITTING ISSUES**

If you have received any correspondence from a regulatory agency about your proposed project, include a copy in your application package.

### **CURRENT ANNUAL CAPITAL IMPROVEMENT PLAN (CIP)**

The municipality must submit its current adopted Capital Improvement Plan that contains the project. These plans are used by municipalities to plan, in a non-binding fashion, their future construction needs. Please provide meeting minutes of when the CIP was approved or explain how the project was discussed; this helps to demonstrate that the project has been vetted through the normal approval processes of the municipality. If you already have an approved 5-Year Recreation Plan on file with Grants Management and this project is identified in it, then you do not need to submit a CIP.

## **ENVIRONMENTAL REPORT**

If your project site has current or past users that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown” for one or more questions), you are required to prepare an environmental report as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for intended use. If an environmental report is necessary, it may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also include in the application package a written commitment from this entity. For instructions on preparing an environmental report, please see Appendix A.

## **ADDITIONAL INFORMATION SECTION**

There is a 2,000-character limit to describe any additional information not covered in the other sections of the grant application. At a minimum, this section must include the following items.

- List any parks within your system for which you have a “residents only” policy.
- Discuss any parks which you have closed, sold, or transferred in the last 5 years. Describe the reason, process, and outcome. Were any of these parks purchased or developed with recreation grant funds?
- Discuss any health advisories for the water bodies accessed by your project. Describe how these advisories will affect the use of the site and your proposed facilities.

## **CERTIFICATION**

### **SIGNATURE**

The application must be submitted by the Authorized Official of the local unit of government applying for Recreation Passport Grant Program assistance. This person must be authorized to make a commitment of the necessary resources to complete the project.

By submitting the application, the local unit of government is certifying that they:

1. Have read and understand all of the information included in the Recreation Passport Grant Program booklet (IC1956) and the MiGrants on-line application, and
2. Are prepared to commit the necessary resources to complete the project as proposed, including sufficient funding to initiate the project prior to receiving reimbursement of costs incurred, and

Are prepared to dedicate the entire park developed with Recreation Passport assistance, as described in the project agreement, to public outdoor recreation for the expected life of the facilities constructed under the grant.

## CHAPTER 3: SUBMITTING DOCUMENTS IN MiGRANTS

Applications must be submitted in MiGrants. Because the system utilizes e-mail notifications for updates, it is important to monitor your email to ensure deadlines are met. This application guideline booklet provides additional instruction and should be reviewed thoroughly by the applicant.

### SUBMITTING AN APPLICATION

The Authorized Official is the only role which can initiate and submit a grant application. Other staff can be added to the local unit of government's MiGrants account (Agency Staff, Financial Staff, etc.) and then added to the application document. Consultants can also be added to the document by DNR staff. These other roles can make changes to pages which have been initiated by the Authorized Official. The following are steps to submit an application:

1. Authorized Official accesses MiGrants.
2. In the "My Opportunities" box look for the grant you want to apply for and click on it to initiate an application. If you have an application from a past RP cycle that wasn't funded, you can select that application to Copy Forward. If not, leave "Don't Copy Forward" in the drop-down menu. You have now created a new RP application.
3. A landing page will show after the application is initiated and each time the application is accessed. The application number is listed under "Document Name."

**Please note:** after you have completed steps 1-2 above, you have initiated an application and there is a document number exclusive to that application. It will be in a format similar to this – RP25-1234. If you leave this page and want to return to it, login and click on the Searches tab and search for the application number.

**Be aware:** utilizing "My Opportunities" multiple times will create multiple applications. If you *need* to start multiple applications complete all of the steps listed above.

4. Use the left-navigation menu and complete all application pages listed under Forms. The Authorized Official, Agency Staff or Consultant can upload and make changes to application pages in the system. Make sure to save after each upload, after making changes to a page or before navigating away from the page. Changes will not automatically be saved.
5. Once all pages are complete and there are not any page errors, the Authorized Official must change the status to submit the application.
6. On the left-hand navigation menu go to Status Options, then click "Application Submitted". This is the location you will go to throughout the application process to change the status.
7. Make sure the application is submitted before the application deadline, or you will be unable to complete the application process.

### ADMINISTRATIVE COMPLETENESS

After your application is submitted, your Grant Coordinator will complete an administrative completeness review. This is a preliminary review of required documents such as the notification of public meeting and meeting minutes and does not include qualitative evaluation of the submitted materials.

You will be given a period of time to provide missing information. At this time, you will only be allowed to upload the documents identified in the administrative completeness review. You must upload those documents in the Required Attachments Section of the application. You must not delete or alter any portion of the application. New documents must be identified in the file name with the ending, updated and the date.

Failure to provide the required documents may cause the application to be ineligible for consideration.

When the documentation is uploaded and saved, the Authorized Official will submit the changes by changing the status to "Additional Information Submitted".

## **SUBMITTING SUPPLEMENTAL INFORMATION**

After you receive your preliminary grant scores there will be a period of time to upload supplemental material to clarify information or to try to increase your score. You will only be able to modify Section B: Project Funding and Explanation of Match Sources, Section C: Project Details and the Supplemental Information pages. Save the page after making changes or uploading documents before you move on to another section or submit the supplemental information.

- If you are modifying the grant request amount or match amount or source, you must update Section B. The totals for Section B and Section C must be the same. Increasing the application request or match requires a new resolution to be uploaded during the supplemental period.
- If you are modifying the scope items or parcel information you must modify Section C. The totals for Section B and Section C must be the same.
- The Supplemental Narrative Page includes a narrative box and an area to upload documents.
  - Uploads are limited to 25 MB. For another upload box to appear you must save a document. You are limited to 10 upload boxes, so you may have to combine documents.
  - If you are adding scope items, they will not be counted if they are only listed in the narrative. They must be added to Section C.
- After you have completed uploads, the Authorized Official must submit the document by changing the status to “Supplemental Information Submitted”.

## **GENERAL MiGRANTS INFORMATION**

**MiGrants Notifications** – The Authorized Official and anyone else who is added to the application document in MiGrants will get system generated e-mails when there is a status change and may also receive e-mails from the Grant Coordinators. Do not reply to any e-mail notifications from MiGrants. System messages will come from the e-mail address [migrants-noreply@michigan.gov](mailto:migrants-noreply@michigan.gov). If you receive an e-mail, it may direct you to complete additional steps or pages. For additional information on utilizing the MiGrants system please refer to the [MiGrants information page](#) on the DNR Grants webpage.

## CHAPTER 4: APPLICATION SCORING CRITERIA

The scoring criteria used by staff are described in this chapter.

### RECREATION PASSPORT TIE BREAKING CRITERIA

In the event that any project receives the same total project score, they will be prioritized according to the past per capita grant assistance amount.

#### 1. NEED FOR PROJECT

##### Section A

<b>Rationale</b>	<b>Score</b>
i. Applicant demonstrates a scarcity of parks and recreation services. Proposed project is at the applicant's only park or recreational facility.	40
ii. Applicant does not demonstrate a general scarcity of parks and recreation services but demonstrates a scarcity of a specific recreation type which will be provided by the project.	20
iii. Applicant does not demonstrate a general scarcity of parks and recreation services and does not demonstrate a scarcity for the specific recreation service type which will be provided by the project.	0

Section A Rationale Points (i or ii or iii)

---

##### Section B

<b>Financial Need of the Applicant</b>	<b>Score</b>
DNR will score this section based on available statewide data and the geographical location of the proposed project using United Way's ALICE (Asset Limited, Income Constrained, Employed) index.	5-40

##### Section C

<b>Priority</b>	<b>Score</b>
The applicant has submitted only one recreation passport application or, if the applicant submitted multiple recreation passport applications, this application is the highest priority.	25

**Maximum Possible Points A + B + C** **105**

---

#### 2. SITE QUALITY

##### Section A

<b>Park Visibility</b>	<b>Score</b>
i. The site is easily recognizable as a public park and is easy to locate or will have adequate directional or identification signage in place.	10
ii. There is some difficulty in recognizing that the location is a public park, or the location is somewhat difficult to locate.	5
iii. Site is difficult to locate and is difficult to recognize as a public park.	0

**Section B****Ease of Access****Score**

- i. Ability to get to the site in multiple ways besides an automobile, such as: sidewalks, trail, public transportation, and/or watercraft. 10
- ii. Ability to get to the site in an additional way besides an automobile. 5
- iii. Site can only be accessed by an automobile. 0

**Section C****Sustainable Design****Score**

- i. A majority of the proposed project is designed with sustainable systems or features, where applicable. 10
- ii. Some of the proposed project includes sustainable systems or features, where applicable. 5
- iii. None, or an unsubstantial amount, of the proposed project includes sustainable systems or features, where applicable. 0

**Section D****Renovation****Score**

Renovation or removal and replacement of an existing outdoor facility that is at least 20 years old with the same type of facility or renovation of a building or structure that is at least 40 years old. The cost of the renovation must represent a majority of the total project cost. 10

**Maximum Possible Points A + B + C + D 40**

---

**3. QUALITY OF THE OVERALL PARK DESIGN****Section A****Site Plan****Score**

- i. Site plan shows existing features to remain and all proposed scope items, is compatible with its intended purpose and is clear and understandable. 10

**Section B****Quality of Proposal****Score**

- i. Application clearly describes the proposed and existing facilities at the site. Development is feasible and fully compatible with the size, natural and physical characteristics of the site. Expected traffic flow pattern is safe and convenient, access routes are provided to all facilities, facilities are placed to have the least environmental impact, layout maximizes groundwater infiltration. 10
- ii. Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. However, there are concerns about expected traffic flow, access to facilities, environmental impacts. 5
- iii. The application does not clearly describe the proposed, existing, and future facilities at the site or there are strong concerns about the expected traffic flow, access to facilities, environmental impacts. 0

Section B Quality of Proposal Points (i or ii or iii)

---

## Section C

### Universal Access Design

**Score**

- |      |  |    |
|------|--|----|
| i.   | Prior to April 1 of the application year, the applicant obtained a project review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was uploaded prior to April 1                       | 15 |
| ii.  | After April 1, but before October 1 of the application year, the applicant obtained a project review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was uploaded during supplemental | 10 |
| iii. | The entire project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.  | 30 |
| iv.  | A majority of the project is designed using the Principals of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.   | 20 |
| v.   | Some of the project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.   | 10 |
| vi.  | ADA standards and guidelines do not apply to the scope items or a majority of the scope items do not exceed the Principals of Universal Design.  | 0  |

Section C Universal Access Design Points (i or ii +(iii or iv or v or vi))

**Maximum Possible Points A + B + C**

**65**

## 4. APPLICANT HISTORY

### Section A

#### Compliance with Program Procedures

**Score**

Compliance with program procedures: The applicant is complying all requirements at park sites that have been acquired or developed with recreation grant assistance in the past, including plaque requirements. Also, the applicant has complied with Department procedures while completing grant assisted projects in the past 5 years. Points will be awarded if the applicant has never received a grant. Issues that are evaluated and considered: Required DNR reviews of plans, specifications, and bid packages prior to advertising.

- Required DNR reviews of plans, specifications and bid packages prior to advertising
- Required DNR reviews of plans, specifications and bid packages prior to advertising
- Submittal of final reimbursements within 90 days after the end of the project period.
- Documented history of non-responsiveness to open and active existing grants (examples: expired agreements/amendments, annual progress reporting, lack of progress within the 2-year project period)
- Performance of long-term grant obligations including post completion self-certification reports and plaque photos.

**Section B****Maintenance of the Site****Score**

- i. Maintenance plan provided demonstrates a sufficient detail of dedicated funding, operational staff, multi-year contracts, or formal endowments which relate to continual and on-going care of the proposed improvements. 10
- ii. Maintenance plan provided provides insufficient details that demonstrate the continual and on-going care of the proposed improvements. 0

Section B Maintenance of the Site points (i or ii)

---

**Section C****Past Per Capita Grant Assistance****Score**

- i. Applicant has not received a development grant from the recreation grant program in the past 10 years (MNRTF, LWCF, Recreation Passport). 20
- ii. Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years is less than the median value awarded to all communities over the past 10 years. 10
- iii. Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years exceeds the median value awarded to all communities over the past 10 years. 0

Section C Past Per Capita Assistance Points (i or ii or iii)

---

**Section D****Conversions****Score**

Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs). -25

**Maximum Possible Points A + B + C + D**

**40**

---

**TOTAL POSSIBLE POINTS**

**250**

## APPENDIX A: ENVIRONMENTAL REPORTS

### Contents and Headings for an Environmental Report

- A. Title Page:** The title page should include the following: Environmental Report for project name, applicant name, the name and qualifications of the person who prepared the Environmental Report, and the date it was prepared.
- B. Site Conditions:** A summary of current site conditions including any potential for contamination.
- C. Environmental Assessment Results:** A summary of the results of any environmental assessments conducted to date.
- D. Assessment and Cleanup Actions Needed:** Summarize the information available on the assessment activities that may be needed to delineate the contamination. Discuss the cleanup actions that may be needed to make the site safe for recreation use and meet the applicant's due care obligations under the state cleanup law, Part 201 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Also discuss to what degree the cost of assessment and cleanup actions have been determined.
- E. Implementation Responsibilities:** Indicate who will conduct and fund the assessment and cleanup actions that may be needed.
- F. Tentative Schedule:** A tentative schedule for completion of assessment and response actions and a discussion of how these actions will impact development and long-term recreation use of the site. The report should indicate that completion of assessment and response actions will not delay completion of the project during the DNR-approved project period or interfere with the requirement that the entirety of a grant-assisted site be committed to public recreation use in perpetuity.
- G. Confirmation Statement:** A written statement signed by the applicant confirming that you understand the following:
  - i. If grant funding is recommended, the applicant will be required to submit additional, detailed information to the DNR regarding property conditions by October 1st or the grant is subject to cancellation. If this information indicates the property may be contaminated, the applicant must obtain written DNR approval before developing the property.
  - ii. The grant is subject to cancellation if the additional information indicates the site will not or cannot be made safe for its intended use within the grant project period; or the presence of contamination, even with the implementation of due care actions, will have a substantial negative impact on the overall recreation or resource protection values of the site.

## **APPENDIX B: SOURCES OF INFORMATION ON ACCESSIBILITY AND UNIVERSAL ACCESS**

### **U.S. ACCESS BOARD**

The U.S. Access Board is designated by the Americans with Disabilities Act (ADA) as the agency responsible for developing minimum accessibility guidelines to ensure that new construction and alteration of facilities covered by ADA are accessible and useable by people with disabilities. The Access Board has put out the following guidelines that should be used by *Access to Recreation* applicants to determine the criteria they must exceed to achieve universal accessibility:

- 2010 Americans with Disabilities Act Standards for Accessible Design  
<https://www.ADA.gov/2010ADASTandards-index.htm>
- Outdoor Developed Areas Accessibility Guidelines  
<https://www.access-board.gov/guidelines-and-standards/recreation-facilities>

The Access Board also has a website that provides links to a number of organizations whose mission is to provide access for persons with disabilities at:

<http://www.disability.gov>

United States Access Board  
1331 F Street, NW, Suite 1000  
Washington, DC 20004-1111

Voice: (800) 872-2253 TTY: (800) 993-2822 FAX: (202) 272-0081

### **US FOREST SERVICE**

<https://www.fs.fed.us/recreation/programs/accessibility/>

The U.S. Forest Service has developed the Forest Service Trail Accessibility Guidelines. The guidelines incorporate the Outdoor Developed Areas Accessibility Guidelines as well as existing USFS policies which include universal design considerations and agency terminology and processes. These standards must be followed for hiking trails on Federal land and the North Country Trail, a federally designated hiking trail.

### **NATIONAL CENTER ON ACCESSIBILITY**

<http://www.ncaonline.org>

The National Center on Accessibility is a collaborative program of Indiana University and the National Park Service. It provides information on access for people with disabilities in recreation.

National Center on Accessibility  
501 North Morton Street - Suite 109  
Bloomington, IN 47404-3732

Voice: (812) 856-4422 TTY: (812) 856-4421 FAX: (812) 856-4480

### **THE CENTER FOR UNIVERSAL DESIGN**

[www.ncsu.edu/ncsu/design/cud](http://www.ncsu.edu/ncsu/design/cud)

The Center for Universal Design is a national information, technical assistance, and research center that evaluates, develops, and promotes accessible and universal design in housing, commercial, and public facilities, outdoor environments, and products.

The Center for Universal Design  
College of Design  
North Carolina State University  
Campus Box 8613  
Raleigh, NC 27695-8613  
E-mail: [cud@ncsu.edu](mailto:cud@ncsu.edu)

## **GREAT LAKES ADA AND ACCESSIBILITY ASSISTANCE CENTER**

<http://www.adagreatlakes.org>

The Great Lakes ADA and Accessibility Assistance Center provides information, materials, technical assistance, and training on the Americans with Disabilities Act. Topics addressed includes the non-discrimination requirements in employment, the obligations of state and local governments and business to ensure that programs, services, and activities are readily accessible to and useable by people with disabilities.

DBTAC: Great Lakes ADA Center

University of Illinois at Chicago

Institute on Disability & Human Development (MC 728)

1640 West Roosevelt Road, Room 405

Chicago, IL 60608

Technical Assistance/Voice/TTY: 800-949-4232 FAX: 312-413-1856

Email: [gldbtac@uic.edu](mailto:gldbtac@uic.edu)

## **MICHIGAN DISABILITY RESOURCES**

[www.michigan.gov/disabilityresources](http://www.michigan.gov/disabilityresources)

The Michigan Department of Energy, Labor & Economic Growth created this website, which is devoted specifically to the interests, concerns, and needs of Michiganders with disabilities. The website offers information on services and programs for people with disabilities offered by the state of Michigan as well as other sites of interest.

## **MICHIGAN DISABILITY NETWORK**

[www.dnmichigan.org](http://www.dnmichigan.org)

The Michigan Disability Network represents the 15 Centers for Independent Living (CILs). They are a resource for accessibility education, advocacy and removing barriers for people with disabilities. The website includes a directory for the CILs.

## APPENDIX C: GUIDANCE ON DESIGNING SPECIFIC TYPES OF RECREATION AND SUPPORT FACILITIES FOR UNIVERSAL ACCESSIBILITY

Universally designed recreation experiences have characteristics that make them easier to use by everybody, including people with a variety of different abilities and limitations. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community, including those with disabilities, may enjoy the recreation opportunities provided. We encourage you to design your project to be universally accessible. Facilities that utilize universal design accommodate all potential users with disabilities, and their design exceeds the specifications given in the 2010 Americans with Disabilities Act Standards for Accessibility Design (see appendix B). We encourage the design of the project to follow the Principles of Universal Design (see appendix B):

- Equitable use.
- Flexibility of use.
- Simple and intuitive use.
- Perceptible information.
- Tolerance for error.
- Low physical effort.
- Size and space for approach and use.

Beyond the facilities themselves, universal design projects should be designed to allow all users to move freely among all the recreation and support facilities at the site. Existing support facilities, such as restrooms and parking lots, should at least meet accessibility requirements of the ADA. Any support facilities that are part of the proposed project should be designed to be universally accessible. There should be no separate routes, ramps, or entrances for users with disabilities; all should be able to access the park and its facilities in the same manner. Directions and other information usually conveyed to users through signs and brochures should be available in other formats, such as audio interpretation.

Once the project is completed, it will likely be necessary to provide additional outreach to the public to make them aware of the project and to encourage people with disabilities to take part in the programs offered. You may also need to train your staff to interact positively and effectively with people of differing abilities. Finally, maintaining a park for universal access requires an added amount of effort and attention to day-to-day maintenance concerns. For example, some types of safety surface materials used under play equipment need to be replenished or replaced often, trails need to be kept clear of debris, tree branches or shrubs may need to be trimmed more often, and equipment must be kept in good condition.

The following table lists design aspects that should be considered when designing the specified type of recreation or support facility for universal accessibility. This guidance is not exhaustive or mandatory, but it will be used by Grants Management staff when reviewing your application for universal accessibility.

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
<b>Walkways and Trails:</b>	<ul style="list-style-type: none"> <li>- Walkways within a site – at least 6 feet wide with cross-slopes under 2% and running slopes under 5%</li> <li>- Multi-use trail – at least 8 feet wide, with cross-slopes under 2% and running slopes under 5%</li> <li>- Regional trail system – at least 10 feet wide, with 1-foot buffers on either side, with cross-slopes under 2% and running slopes under 5%</li> <li>- unitary surface like concrete, boardwalk or asphalt, crushed aggregate/screenings that have been “stabilized” or natural soils enhanced with soil stabilizers</li> <li>- transition plates between trail and pedestrian bridges, decks, etc.</li> <li>- contrasting color treatment of the surface and textured surface treatments such as brushed concrete at intersections or interpretive stations to cue people who have vision impairments that there is something to pay attention to at that spot</li> </ul>

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
	<ul style="list-style-type: none"> <li>- Larger (greater than 60”X60”) level areas at all turns and intersections</li> <li>- thoughtfully laid out on the site to maximize the experience with minimal difficulty</li> <li>- accessible amenities such as benches, restrooms (port-a-johns), drinking fountains, etc.</li> </ul>
<b>Boardwalk:</b>	<ul style="list-style-type: none"> <li>- wider width so two people can walk side by side or people can pass</li> <li>- edge treatment to prevent roll/step off</li> <li>- in viewing areas all rails with clear viewing area between 32” and 51” for easy viewing</li> <li>- interpretive information in a variety of formats including auditory, large print, and pictures.</li> </ul>
<b>Nature enter:</b>	<ul style="list-style-type: none"> <li>- all interpretive information in a variety of formats including auditory, large print, and pictures.</li> <li>- creative use of technology for auditory descriptions (this gives the info. directly to the individual) closed loop assistive listening devices and closed-circuit captioning of all interpretive presentations</li> <li>- all displays at lowered heights for sitting or standing viewing</li> <li>- all operating mechanisms that are operable with one hand and do not require tight/pinch/grasp/wrist twist to operate.</li> </ul>
<b>Beach:</b>	<ul style="list-style-type: none"> <li>- <b>routes</b> over the beach and into the water, can be portable/temporary matting if it needs to be taken in and out for beach cleaning/dragging or in the off season</li> <li>- wide enough for side by side walking/passing</li> <li>- water access - at beach route end have an accessible area at the water’s edge large enough to park multiple chairs while the owners are in the water with a transfer system at the water’s edge so people can get down to the ground level and into the water.</li> </ul>
<b>Fishing dock/pier and observation/viewing decks:</b>	<ul style="list-style-type: none"> <li>- Fishing areas - all rails lowered to 32” or less all the way around so everyone can fish from anywhere or no rails at all with only an edge treatment to prevent roll off. Viewing areas – clear viewing space between 32” and 51”.</li> <li>- sitting benches (all with backs and arm rests) scattered about so anglers can choose to sit or stand to fish</li> <li>- tackle box stands next to one bench end (not both) leaving one end clear space for sitting side by side with someone in a wheelchair</li> <li>- a variety of fish landing cutaways strategically placed</li> <li>- variety of accessible opportunities—over-water fishing, shore fishing, in-water fishing, etc.</li> <li>- transition plates between access route and deck/pier</li> </ul>

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
<b>Canoe/kayak/boat launch:</b>	<ul style="list-style-type: none"> <li>- wider route to hand wheel boat on a dolly next to the user or for two persons carry down</li> <li>- accessible surface to water's edge and into water at launch</li> <li>- more gentle slopes for easier entry and exit when hand wheeling a boat</li> <li>- some type of "rack" to stabilize boat at a transferable height then some type of mechanism/roller system to move, while seated in the boat, into the water</li> <li>- some means of transfer assistance such as overhead bars</li> <li>- some type of wench system to help pull boat out of water back into the rack to exit/transfer out.</li> <li>- if there is a dock provide a transfer system on the dock, so a person can be seated on the dock to transfer over to a boat in the water that is in some type of a stabilizer rack</li> <li>- adaptive kayaks available for use</li> <li>- shore station with a platform (instead of "V" rack) with a transfer system on the deck of the shore station, located next to a dock so someone could roll/get on the platform and lower it to the right level to transfer into a boat</li> </ul>
<b>Campgrounds:</b>	<ul style="list-style-type: none"> <li>- accessible surface on all sites, including rustic sites</li> <li>- larger spaces to accommodate side lifts on campers and vehicles</li> <li>- accessible tables, grills, and fire rings on all sites</li> <li>- centrally located restrooms on easy routes from each site</li> </ul>
<b>Camping Cabins and Yurts:</b>	<ul style="list-style-type: none"> <li>- larger clear space and maneuvering spaces in between all furnishings, including when all are in use (beds, tables/chairs with people seated at the table, shelves within lowered reach ranges, lowered wall hooks, etc.)</li> <li>- larger clear space thoughtfully located for typical portable items such as coolers, luggage, equipment/food bins/tubs, etc.</li> <li>- ramps not steps</li> <li>- wide perimeter decking</li> <li>- all accessible site amenities, tables, grills, fire rings, restrooms, etc.</li> </ul>
<b>Picnic areas and elements:</b> Pavilions, picnic tables, grills, fire rings, water pumps, etc.	<ul style="list-style-type: none"> <li>- all tables, grills, fire rings, water pumps, etc. accessible</li> <li>- all located on accessible routes</li> <li>- level routes onto pavilions with no changes of level from path to pavilion surface</li> <li>- wider routes and clear space with firm surface around all elements so someone with mobility limits can easily move around the element (table, grill, etc.)</li> <li>- a variety of table styles, some with clear sitting space on the side, some with extended tabletops on the end</li> <li>- some fixed tables to ensure they remain accessible (not moved off into a grassy or sandy area, etc.)</li> <li>- clear space all around each element so people can approach and use the grill, fire ring, etc. from the front, back and either side</li> <li>- grills you can lower/raise the cooking surface with one hand</li> <li>- raised fire building surfaces so you can place wood without leaning too far over from a standing or seated position</li> <li>- single user/unisex accessible shower/toilet rooms</li> </ul>

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
<b>Archery range:</b>	<ul style="list-style-type: none"> <li>- all stations</li> <li>- route to retrieval area for each target</li> <li>- targets also usable with cross bows</li> <li>- arrow back stop to limit retrieval distance</li> <li>- larger maneuvering spaces to accommodate archers with shooting assistants</li> <li>- equipment stands at accessible heights reachable from a standing or seated position at each station</li> </ul>
<b>Playgrounds:</b>	<ul style="list-style-type: none"> <li>- Ramps <b>and</b> transfers</li> <li>- has both ramp and transfer access to <b>all</b> play components</li> <li>- ramps to every “getting on spot” or “sit/stand &amp; do it spot” of every play component</li> <li>- transfer system from the ground up to the main deck located near the exits of slides and climbers furthest from the ramp onto the structure</li> <li>- only unitary safety surface such as poured-in-place or rubber tiles NOT any loose fill materials like shredded rubber, wood chips, engineered wood fiber, or any other non-unitary surface material</li> <li>- on deck transfer platform at the entry point of every slide</li> <li>- on deck transfer platform with one open transfer side and one side with transfer steps to every entry/exit point of every climber, so kids climbing up can get down to the deck to move to another component, as they may have left an assistive device at the ground</li> <li>- a good variety of things to manipulate that make noise or music, have high contrast/bright colors, games that two kids can play (to foster social interaction), Braille and sign language panels to teach awareness, easy to operate with just one hand with a whole fist (does not require tight/pinch/grasp/wrist twist to operate)</li> <li>- different high contrast colors for decks versus transfers so kids with low vision can perceive a change in level</li> <li>- play panels are located at heights so they can be used from a seated position or standing</li> </ul>
<b>Sports fields/courts:</b> Fields: soccer, football, baseball, etc. Courts: tennis, basketball, bocce, horseshoes, pickleball etc. Other: skate parks, disc golf	<ul style="list-style-type: none"> <li>- routes to both sides of <b>all</b> fields and courts, not just end zones</li> <li>- accessible seating spaces both ground level and elevated if risers/bleachers are provided</li> <li>- accessible seating spaces scattered throughout all viewing areas and levels with companion seating on both sides of the space</li> <li>- all lowered service windows at all concession areas</li> <li>- wider gate openings into court areas (tennis, bocce, basketball) and skate parks to accommodate wider sports wheelchairs</li> <li>- routes to both horseshoe pits and along both sides of the route between pits</li> <li>- level routes onto bocce courts with sitting benches at both ends</li> </ul>
<b>Skiing/sledding hill:</b>	<ul style="list-style-type: none"> <li>- accessible route to top (no steps), possibly using a “magic carpet” lift</li> <li>- level surface for sled mounting at hilltop</li> <li>- if staffed, provide ATV transport or have policy that allows personal ATV use</li> <li>- transfer at hill bottom to help transfer down to sled and back up into chair/walker</li> </ul>

TYPE OF RECREATION FACILITY	UNIVERSAL ACCESS DESIGN CONSIDERATIONS
<b>Restrooms:</b>	<ul style="list-style-type: none"> <li>- Unisex/single user toilet rooms/units so opposite sex care givers can assist; also, good for parents of young children of the opposite sex so kids aren't sent alone into the multi-user restroom</li> <li>- thoughtfully located near areas of activity such as play areas, beaches, fishing piers, etc.</li> <li>- accessible door pulls and water faucet handles</li> <li>- <b>all</b> accessible port-a-johns, again big enough for individual use or care giver/parental assistance.</li> </ul>
<b>Parking:</b>	<ul style="list-style-type: none"> <li>- more than minimum number of accessible paved parking spots</li> <li>- the accessible parking spot(s) must be paved, striped, and signed</li> <li>- each connected directly to an accessible route to the park elements and NOT into the traffic flow</li> <li>- thoughtfully located nearest the activity entrance, which might require multiple lots (some near the beach, some near the playground, some near the bathhouse, etc.)</li> </ul>
<b>Interpretive Information Maps:</b>	<ul style="list-style-type: none"> <li>- Interpretive information and maps in a variety of formats including auditory, large print, and pictures,</li> </ul>
<b>Dog Parks:</b>	<ul style="list-style-type: none"> <li>- wider gates to accommodate someone in a larger outdoor wheelchair (or someone pushing a stroller...)</li> <li>- one hand operable latch mechanism located at a height that is easily reachable from a seated position</li> <li>- wider accessible perimeter paths around all dog run areas with curb cuts or level transitions into the run area for pet waste clean up</li> <li>- pet waste clean-up dispensers reachable from a seated or standing position and by kids</li> <li>- accessible design trash containers located away from tables and benches on the route out of the facility</li> <li>- accessible clear space on both ends of all benches</li> <li>- all accessible picnic tables, located on accessible surface with large clear space all around</li> <li>- shaded area with accessible sitting space connected to accessible perimeter route</li> <li>- accessible water source for owners and pets with easy one-handed operating mechanism located at an easy to reach height from a seated or standing position (and reachable by kids too)</li> </ul>

## AMERICANS WITH DISABILITIES ACT (ADA)

Below is a quick reference to the general minimum requirements for accessible spaces, clearances, reaches, viewing, and operation. These are not specific to types of recreation listed above. You must reference the *2010 American with Disabilities Act Standards for Accessible Design* and/or the *1999 Recommendations for Accessibility Guidelines: Outdoor Developed Areas (Final Report)* for the specific type of recreation to find the specific scoping and technical minimum requirements. Websites at which these references can be found are listed in Appendix B.

Clear width = 36" minimum for most accessible routes	Maneuvering space = 60" by 60" minimum and level, at entries and places for change of direction
Surfaces = ¼" maximum change, slopes less than 5%, firm and stable	Transferable height = 17"-19" with transfer supports
Head clearance = 80" high and as wide as the route	Knee clearance = 27" high by 30" wide by 25" deep
Clear space = minimum 30" wide by 48" deep located at the element	Table tops, counters, and rail heights = maximum 34" high
Viewing = clear from 32"-51" height	Reach range = 48" maximum high forward; 15" minimum low on side

\*Operation = operating mechanism that is operable with one hand and does not require tight/pinch/grasp/wrist twist to operate.

**APPENDIX D: SAMPLE RESOLUTIONS**

**RECREATION PASSPORT GRANT PROGRAM**

**SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITH DONATED FUNDS**

WHEREAS, \_\_\_\_\_ supports the submission of an application titled, “ \_\_\_\_\_ ” to the Recreation Passport Grant Program for development of \_\_\_\_\_ (*project description*) at \_\_\_\_\_ (*location or park name*); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan  
OR Current Annual Capital Improvement Plan; and,

WHEREAS, \_\_\_\_\_ is hereby making a financial commitment to the project in the amount of \$ \_\_\_\_\_ matching funds, in cash and/or force account; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

\_\_\_\_\_ (list organization) \$ \_\_\_\_\_ (donated amount)

\_\_\_\_\_ (list organization) \$ \_\_\_\_\_ (donated amount)

Total \$ \_\_\_\_\_ (sum of donations)

NOW THEREFORE, BE IT RESOLVED that \_\_\_\_\_ hereby authorizes submission of a Recreation Passport Grant Program application for \$ \_\_\_\_\_, and further resolves to make available a local match through financial commitment and donation(s) of \$ \_\_\_\_\_ (\_\_\_\_%) of a total \$ \_\_\_\_\_ project cost, during the 20\_\_-20\_\_ fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of \_\_\_\_\_ at their regular meeting held on \_\_\_\_\_ 20\_\_, at \_\_\_\_\_ p.m. in \_\_\_\_\_, with a quorum present.

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

RECREATION PASSPORT GRANT PROGRAM

SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS

WHEREAS, \_\_\_\_\_ supports the submission of an application titled, “\_\_\_\_\_” to the Recreation Passport Grant Program for development of \_\_\_\_\_ (project description) at \_\_\_\_\_ (location or park name); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan OR Current Annual Capital Improvement Plan; and,

WHEREAS, \_\_\_\_\_ is hereby making a financial commitment to the project in the amount of \$\_\_\_\_\_ matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that \_\_\_\_\_ hereby authorizes submission of a Recreation Passport Grant Program Application for \$\_\_\_\_\_, and further resolves to make available its financial obligation amount of \$\_\_\_\_\_ (\_\_\_ %) of a total \$\_\_\_\_\_ project cost, during the 20\_\_ - 20\_\_ fiscal year.

AYES:  
NAYES:  
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of \_\_\_\_\_ at their regular meeting held on \_\_\_\_\_ 20\_\_, at \_\_p.m. in \_\_\_\_\_, with a quorum present.

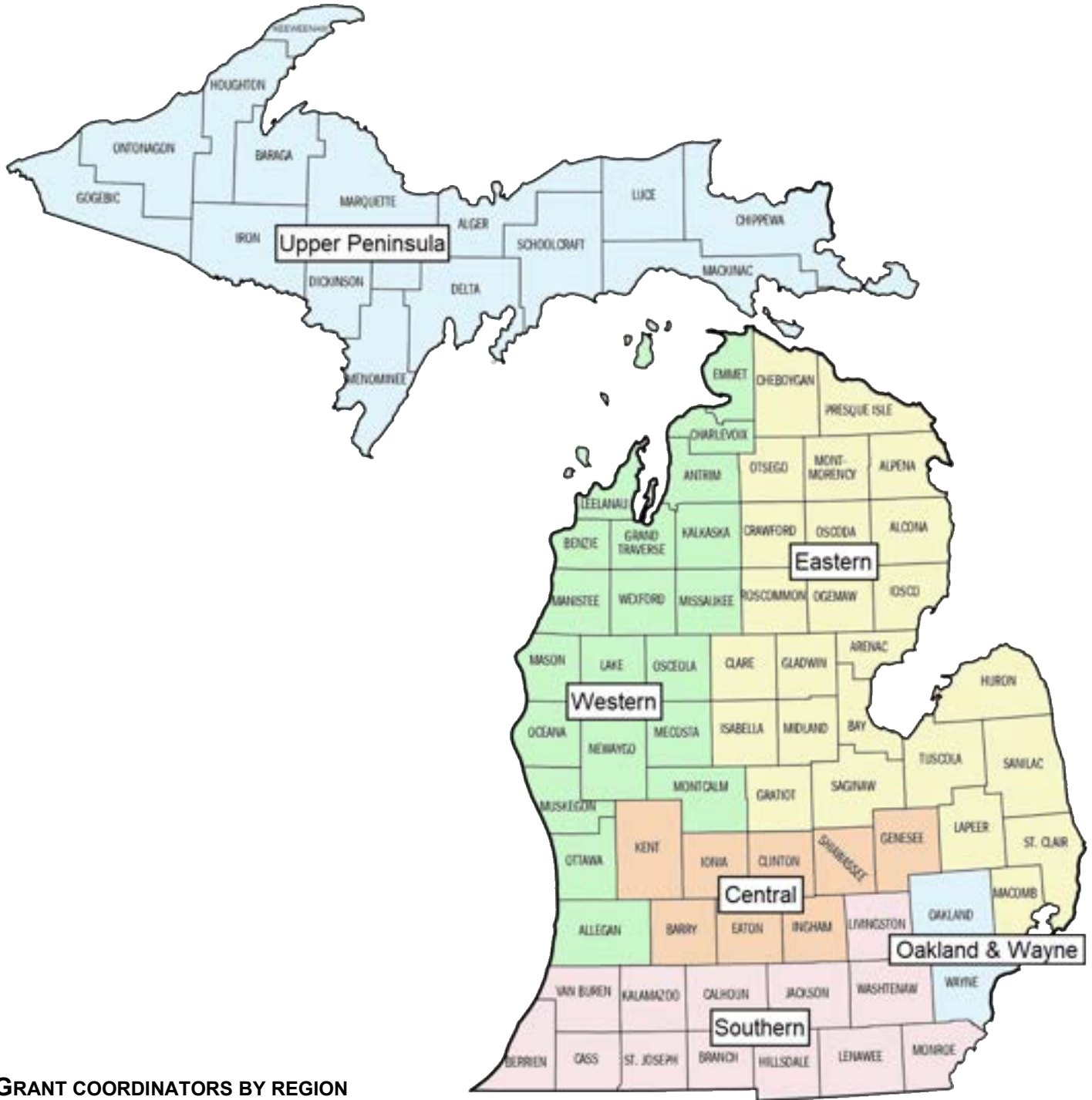
\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_



# APPENDIX E: RECREATION GRANTS REGIONAL REPRESENTATIVES

## Recreation Grant Coordinators - Regional Assignment



### GRANT COORDINATORS BY REGION

Upper Peninsula and Oakland and Wayne counties: Merrie Carlock, 248-410-5892 or [CarlockM@Michigan.gov](mailto:CarlockM@Michigan.gov)

Eastern Region: Samantha Davis, 517-599-4450 or [DavisS46@Michigan.gov](mailto:DavisS46@Michigan.gov)

Western Region: Charamy Cleary, 517-599-4565 or [ClearyC1@Michigan.gov](mailto:ClearyC1@Michigan.gov)

Central Region: Riley Millard, 517-927-4037 or [MillardR2@michigan.gov](mailto:MillardR2@michigan.gov)

Southern Region: Westin Hillier, 517-599-8444 or [Hillierw@michigan.gov](mailto:Hillierw@michigan.gov)

See page 2 for additional grants contacts.

## **ADDITIONAL GRANTS CONTACTS**

Clay Summers, Grants Section Manager:  
517-388-0295 or [summersc4@michigan.gov](mailto:summersc4@michigan.gov)

Jon Mayes, Recreation Grants Unit manager and Michigan Natural Resources Trust Fund program manager:  
517-284-5954 or [MayesJ@Michigan.gov](mailto:MayesJ@Michigan.gov)

Christie Bayus, Land and Water Conservation Fund and Recreation Passport Grant programs manager:  
517-242-8737 or [BayusC@Michigan.gov](mailto:BayusC@Michigan.gov)

Erin Campbell, Compliance and Stewardship Specialist: 269-300-9698 or [CampbellE6@Michigan.gov](mailto:CampbellE6@Michigan.gov)

Kelsey Deitz, Invasive Species Grant and Marine Safety program manager: 517-388-8473 or  
[Deitzk2@michigan.gov](mailto:Deitzk2@michigan.gov)

Chip Kosloski, Wildlife Habitat Grant, Fisheries Habitat Grant and Michigan Boating Pumpout Grant  
programs manager: 517-284-5965 or [KosloskiC3@Michigan.gov](mailto:KosloskiC3@Michigan.gov)

Michael Chuff, Michigan Natural Resources Trust Fund financial specialist:  
517-284-5951 or [ChuffM@Michigan.gov](mailto:ChuffM@Michigan.gov)

Krista Dickerson, Grants Payment Officer:  
517-284-5816 or [DickersonK1@Michigan.gov](mailto:DickersonK1@Michigan.gov)

Dawn Miller, Grants Payment Officer:  
517-284-0967 or [MillerD71@michigan.gov](mailto:MillerD71@michigan.gov)

Olivia Sanchez, Grants Payment Officer:  
517-284-2120 or [sanchezo1@michigan.gov](mailto:sanchezo1@michigan.gov)

Dominic Kline, Student Assistant:  
[KlineD5@michigan.gov](mailto:KlineD5@michigan.gov)

## APPENDIX F: SIGMA VSS ACCOUNT INSTRUCTIONS



### Register a New Account in SIGMA Vendor Self Service (VSS)



#### A. Access SIGMA Vendor Self Service.

1. In an internet browser, **enter the URL: Michigan.gov/SIGMAVSS**
2. **Select Register.**

**Note:** SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker in order to access all parts of the site.

#### B. Search for your account.

1. On the Memorandum of Agreement page, select **Accept Terms.**
2. On the Registration **Tips page, select Next.**
3. **On the Search for an Existing Account/Results Found page, enter Company or Individual search criteria and select Search.**

#### C. Register a new account.

1. If no results are found, select **New Registration.**

#### D. Enter user information.

1. On the My User Information page, enter the required fields.

**Note:** The password must contain a number, an upper- and lower-case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID or the word password.

2. **Select Next.**
3. **Verify the Email Address displayed and select Next.**
4. **Select Close Browser.**

**Note:** Your registration is started but your account is not active yet. VSS sends a verification email to the email entered in the My User Information page. Follow the instructions in the Email to access VSS and complete your registration.

#### E. Log in to VSS.

1. Select the link in your email to access VSS.
2. On the Login page, enter your **User ID** and **Password.**
3. Select **Login.**

#### F. Add new vendor account and password information.

1. Select the appropriate **TIN Type.**
2. Select the appropriate **Classification Type.**
3. If Healthcare Provider, select **Yes.**
4. Select **Next.**
5. In the Vendor Verification Based on field, enter your choice of text.
6. In the Vendor Verification Password field, enter your choice for a password.
7. In the Confirm Verification Password field, enter the same password.

**Note:** Healthcare Providers should enter their National Provider Information (NPI) in the National Provider ID field.

#### G. Add Name and 1099 information.

1. Enter your Legal Name, TIN and legal address information.

H. Add EFT information.

1. Select the bank's ABA Number, select the Account Type, and enter the Account Number.

**Note:** Healthcare Providers should enter Financial Institution Information and select the appropriate Account Number Linkage to Provider Identifier.

2. Select **Next**.

**Note:** VSS validates the address against valid postal code standards and a message is presented at the top of the screen. The system defaults to the Corrected Address as shown by the check mark but you have the option to use the Original Address entered or accept the Corrected Address option.

3. Confirm the correct address is selected and select **Next**.

I. Respond to the Address Information Questionnaire.

1. Select **Yes** or **No** to respond to the three questions.
2. Select **Next**.

J. Add address and contact information.

1. Read the user instructions at the top of the screen.
2. In the Phone field, enter your phone number.
3. In the Contact Information fields, enter the required information.
4. Select **Next**.

K. Add additional business information.

1. In the Attachments section, select **Add** to upload supporting documents.
2. In the Commodities section, select **Add** to add commodities to your account.

**Note:** Adding commodities gives you the ability to receive email notifications regarding State of Michigan Business and Grant Opportunities.

3. Select **Next**.

L. Review and submit the registration.

1. On the Registration Summary page, review the information and select an Update Information link to make any changes.
2. If no changes are needed, select **Submit Registration**.
3. **Review the IRS W-9 Perjury Statement that displays and select OK.**
4. **Review the EFT Perjury Statement that displays and select OK.**

M. Complete the registration.

1. Record your new Vendor Customer ID number.
2. Download your Substitute W-9 form for your records.
3. Select **Print this Page** to print hard copy of your registration form.
4. Close the Browser.

N. Access SIGMA VSS.

1. On the VSS Home Page, enter the User ID and Password.
2. Select **Login**. Your Account Summary page displays.
3. Use the scroll bar and tabs to review your Account Information.



## Activate an Existing SIGMA Vendor Self Service (VSS) Account



### A. Access SIGMA Vendor Self Service.

1. In an internet browser, **enter the URL: Michigan.gov/SIGMAVSS**
2. **Select Register.**

**Note:** SIGMA VSS is best viewed with Internet Explorer 11 and Firefox 3.5 or 3.6. Please disable your pop-up blocker in order to access all parts of the site.

### B. Search for your account.

1. On the Memorandum of Agreement page, select **Accept Terms**.
2. On the **Registration Tips page, select Next**.
3. **On the Search for an Existing Account/Results Found page, enter Company or Individual search criteria and select Search.**

### C. Activate an existing account.

1. Confirm the Legal Name of the existing account displays in the search results.
2. **Select the Click Here to Activate Your Account link.**

**Note:** If no results are found, refer to the instructions for **New Vendor Registration**.

### D. Verify existing account.

1. On the Account Verification page in the Vendor Verification Password field, enter your State of Michigan Contact & Payment Express (C&PE) User ID as your temporary VSS password.

**Note:** This field must be entered in all capital letters.

2. **Select Submit.**

### E. Enter user information.

1. On the My User Information page, enter the required fields.

**Note:** The password must contain a number, an upper and lower case letter and one of the following symbols: @ \$ # %. The password cannot contain the User ID or the word password.

2. **Select Next.**

### F. Submit the activation registration.

1. On the Verify & Submit Registration page, select **Submit Registration**.

**Note:** The five messages shown are informational messages only.

### G. Access SIGMA VSS.

1. On the VSS Home Page, enter the User ID and Password.
2. Select **Login**. Your Account Summary page displays.