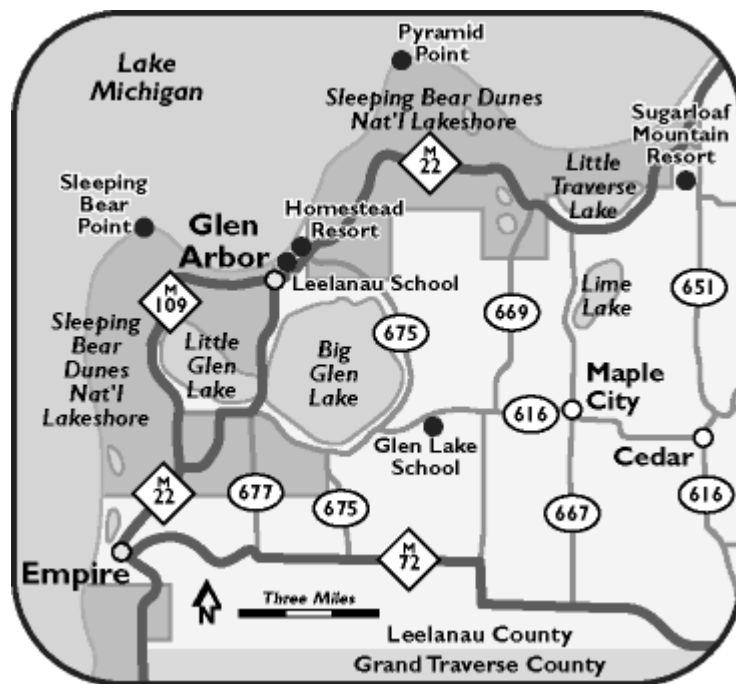


GLEN ARBOR TOWNSHIP

ZONING ORDINANCE

VERSION 5.0

June 14, 2024



**GLEN ARBOR TOWNSHIP
ZONING ORDINANCE VERSION 4.6**

Effective

An Ordinance to establish land use and building occupancy districts in the Township of Glen Arbor, County of Leelanau, in accordance with the provisions of Act 184 of the Public Acts of 1943, as amended; to govern non-conforming land uses and building occupancy; to establish the office of Zoning Administrator and a Board of Appeals, and to define their respective duties and authority for the administration of This Ordinance, to define certain terms used herein, to provide for enforcement and to impose penalties for violation of This Ordinance.

October 21, 1975	Originally Adopted
June 18, 1996	Version 2.1
December 1, 1998	Version 2.2
June 15, 2000	Version 3.0
December 31, 2000	Version 3.1
June 7, 2001	Version 3.2
March 22, 2002	Version 3.3
August 7, 2002	Version 3.31 – administrative correction by P&Z
December 1, 2003	Version 3.4 – revised Article XI, added definitions
January 3, 2005	Version 3.5 – revised Error! Reference source not found. and Error! Reference source not found.
January 3, 2005	Version 3.6 – Error! Reference source not found. and Error! Reference source not found.
January 3, 2005	Version 3.7 – revised Error! Reference source not found. and Error! Reference source not found.
November 15, 2005	Version 3.8 – sections II.2, IV.(1,13,14,15), V.(5,9), and XIV.8
February 21, 2006	Version 4.0 – amendments made to section X. removed in-line amendments and definitions, administrative corrections on section number references, added hyperlinks
November 28, 2006	Version 4.1 – amendments made to 1. Business District, 2. Commercial Resort District, 3. Rename CZO, 4. Define Setback, 5. Recreational Open Space District, 9. Commercial to Business District.
May 22, 2008	Version 4.2 – amendments made to definition of residence and mixed use, Section 5, MI Law compliance changes.
June 26, 2009	Version 4.3 – comma correction, amendments to Rental to Residence Use, Site Plan and Consultant, Multiple Parcel Site Plan, Proof of Legal Non-Conform Lot, Business Parking Requirements.
September 9, 2010	Version 4.4 – amendments made to 1. Commercial Property Project Permit, 2. Definition of Business Use, 3. Site plan changes, 4. Rental Use Correction.
July 21, 2011	Version 4.4a – amendments made to Section IV.12.2
August 29, 2012	Version 4.5 - amendments to definitions, max commercial sign area
April 6, 2013	Version 4.6 – amendments to SECTIONS II.2, IV.11, VI.8, VII.1.8, VIII.6, II.6, XI.1.C
April 29, 2016	Version 4.7 – amendments to definitions, VII.1.1, XIV.7-XIV.9
August 10, 2018	Version 4.8 – amendments to definitions& Section V.5
August 5, 2022	Version 4.9 – amendment to Section VIII.1.A to allow SFDs, rollback to version 4.0
June 14, 2024	Version 5.0 – content neutral ordinance re-organization

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SECTION I.1 TITLE

The title of This Ordinance is "Glen Arbor Township Zoning Ordinance", and it will be referred to herein as "This Ordinance".

SECTION I.2 ENACTING CLAUSE

To promote the health, safety, and general welfare of the inhabitants of the Township of Glen Arbor, County of Leelanau, Michigan, by preventing overcrowding of lands, avoiding undue congestion of population, facilitating transportation, public utilities, and fire safety; to promote the orderly development of the residential, commercial, recreational, agricultural, and other legitimate interests of said inhabitants, the Township Board of the Township of Glen Arbor, County of Leelanau, and State of Michigan, ordains:

SECTION I.3 ENABLING AUTHORITY

This Ordinance is adopted pursuant to, and in furtherance of, the objectives of the Michigan Zoning Enabling Act (MZEA), Michigan Public Act 33 of 2008 (MCL 125.3801 etseq). The continued administration of This Ordinance, amendments to This Ordinance, and all other matters concerning the operation of This Ordinance shall be implemented and accomplished pursuant to the MZEA.

SECTION I.4 WORDS REQUIRING SPECIAL INTERPRETATION

Any words requiring special interpretation and not specifically defined in This Ordinance shall be used as defined in the most recent edition of Black's Law Dictionary. If any words requiring special interpretation are not defined in Black's Law Dictionary, then the most recent edition of Merriam-Webster Dictionary shall be consulted.

SECTION I.5 DELAY IN PROSECUTION

The zoning authority is not prohibited from enforcing any provision of This Ordinance due to its delay or failure to prosecute a violation of This Ordinance on any prior occasion or as to any other property use.

SECTION I.6 REFERENCES TO PLANNING AND ZONING COMMISSION

All references in this Zoning Ordinance to the Glen Arbor Township Planning and Zoning Commission shall be, and are hereby, amended to mean the Glen Arbor Township Planning Commission

SECTION I.7 STATUTORY REFERENCES

If any statute of the State of Michigan, or any section thereof, that is referenced in This Ordinance is amended, that reference shall be deemed to refer to that statute, or section thereof, as amended.

ARTICLE II

LAND USE DISTRICTS

SECTION II.1 DISTRICTS

For the purposes of This Ordinance, the Township of Glen Arbor is divided into six Land Use Districts, as follows:

- A. Residential I, II, III, IV, V and VI (R1-R6)
- B. Resort (Res)
- C. Recreational (Rec)
- D. Business (Bus)
- E. Agricultural (Ag)
- F. Governmental

SECTION II.2 MAPS

The Land Use district into which each parcel of land in the Township is placed is shown on the Glen Arbor Township Zoning Map, and is made a part of This Ordinance. The original of the Zoning Map shall be maintained by the Township Clerk at the Township Hall, and the map or an exact copy shall be available for inspection during Township business hours. The map can be reviewed on the Township website at any time.

SECTION II.3 INTERPRETATION OF DISTRICT BOUNDARIES

Where uncertainty exists with respect to the boundaries of any of the districts indicated on the Zoning Map, the following rules shall apply:

- A. Boundaries indicated as approximately following the streets or highways, the center lines of those streets or highways shall be considered to be the boundaries.
- B. Boundaries indicated as approximately following lot lines shall be construed as following those lot lines.
- C. Boundaries indicated as approximately following Township boundary lines shall be construed as following the Township boundary lines.
- D. Boundaries indicated as approximately parallel to the center lines of streets or highways shall be construed as being parallel and at the distance as indicated on the official Zoning Map. If no distance is specified, the dimension shall be determined by the use of the scale shown on the official Zoning Map.
- E. Boundaries following the shore line of a stream, lake, or other body of water shall be construed to follow the shoreline high water mark. Boundaries indicated as approximately following the center line of streams, rivers, canals, or other bodies of water shall be construed to follow those center lines.
- F. Where the application of these rules leave a reasonable doubt as to the boundaries between two districts, the regulations of the more restrictive district shall govern the entire parcel in question, unless otherwise determined by the Township Zoning Board of Appeals after recommendation from the Township Planning Commission.

ARTICLE III

LAND USE - GENERAL PROVISIONS

SECTION III.1 SCOPE

Except as otherwise provided in This Ordinance, no lot or parcel of land, no existing building, structure, or part thereof and no new building, structure or part thereof shall hereafter be located, erected, constructed, re-constructed, altered or used for purposes other than in conformity with the provisions of This Ordinance. Uses of lots or parcels of land or structures not specifically permitted in This Ordinance are prohibited. Uses of lots or parcels of land or structures not specifically permitted in This Ordinance are prohibited.

SECTION III.2 LAND-USE PERMITS REQUIRED

No person, partnership, corporation, association, officer, department, board or bureau of the Federal, State, or County, or any other legal entity, shall utilize any property for a use not permitted by This Ordinance and shall use such property for a use that is permitted by This Ordinance only after a Land Use Permit for such use has been issued by the Zoning Administrator. Any person, partnership, corporation, association, officer, department, board or bureau of the Federal, State, or County, or any other legal entity planning to erect a conforming building or structure; or to alter any existing conforming or non-conforming structure which requires the use of more land area; or to rebuild a non-conforming building or structure within the same footprint and location; or to relocate or add to a non-conforming building or structure; or to expand a non-conforming use/activity; or to change or establish a new use/activity for any premises in any Land-Use District, shall file an application in writing with the Zoning Administrator for a Land-Use Permit.

SECTION III.3 LAND USE PERMIT EXEMPTIONS

Buildings or structures of less than 100 square feet area do not require the issuance of a land use permit, but must abide by and conform to the restrictions set forth in This Ordinance.

SECTION III.4 SANITATION PERMIT REQUIREMENT

The placement of any sewage disposal system on any lot shall be such as not to endanger the domestic water supply of any neighboring property owners or otherwise by the cause of any contamination or pollution and therefore where a sewage disposal system is to be a part of the construction project, the Zoning Administrator may not issue a land use permit until a permit for the construction of the sewage disposal system and water system has been issued by the Health Department having jurisdiction.

SECTION III.5 LEGAL REQUIREMENT FOR LOTS

Every building or buildings hereafter erected shall be located on a lot or parcel of land the description of, and the deed to which, shall be on record in the office of the Register of Deeds of this County or on lot or parcels of land the description of which shall be contained in a bona fide land contract or lease which is in full force and effect at the time of application of a permit under This Ordinance. In the event this proposed building is to be erected on a parcel of land which is a part of a larger parcel, the area to be devoted to the use and necessary for compliance with the requirements of This Ordinance shall be designated by a legal description which shall be attached to the application for a land use permit.

SECTION III.6 FIRE HAZARD

To reduce fire hazards, no building or structure nor any part thereof, may be erected or maintained closer than ten (10) feet to any neighboring property line, except in the business district.

SECTION III.7 DRIVEWAYS

In order to assure safe passage all driveways shall be kept clear of trees, brush and debris and shall have:

- A. A minimum right-of-way of twelve feet (12') in width.
- B. A minimum height clearance of twelve feet (12').

SECTION III.8 OFF STREET PARKING MINIMUM REQUIREMENTS

The following regulations shall govern off-street parking within all districts:

- A. Designation of off-street parking spaces:
 - 1. Each space shall not be less than 180 square feet nor less than 9 feet wide, exclusive of driveway.
 - 2. Each space shall be accessible and well defined as a designated parking area.
- B. Designated off-street parking areas may be situated wherever it is deemed desirable in relationship to the building and natural landscape.
- C. Designated off-street parking spaces shall be accessible from the street via ingress and egress routes not to exceed 24' wide.

- D. Off-street parking shall be outside of the road right-of-way unless there is a sidewalk, then parking shall be on the property side of the sidewalk.
- E. Designated off-street parking shall be used for customer parking and not be used for signs, display of merchandise, or storage of materials, trailers, or boats.
- F. Lawfully permitted uses in existence as of the effective date of the 2013 amendment which do not have the off-street parking required by said amendment, are not required to meet the off-street parking requirements of said amendment, but such requirements shall apply to any expansion of the use made after the effective date of said amendment.
- G. A non-conforming use may not be expanded, however, unless the total resulting use (both the existing non-conforming portion and the expanded portion) taken together, are in compliance with the off-street parking requirements of This Ordinance.

When a lawfully permitted use "expands" by acquiring the space occupied by another lawfully permitted use and does not expand the space occupied by that former use, such activity is not an expansion for purposes of subsection "F" above.

ARTICLE IV LAND USES PERMITTED

Uses Permitted	R1	R2	R3	R4	R5	R6	Res	Rec	Bus	Ag
Single Family Dwelling	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Home Occupation (with restrictions)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Accessory Residential Extension (define)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Accessory Buildings	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Boat Houses ¹	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Yard Sales or Garage Sales ²	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Multiple Family Dwelling					Yes		Yes	Yes	Yes	
Schools, churches, mosques, or other educational or institutions of religious worship					Yes		Yes	Yes	Yes	
Recreational facilities (non-commercial)					Yes		Yes	Yes	Yes	
Inns, lodges, hotels and rooming houses with or without dining facilities consisting of single or multiple unit dwellings intended for rental, with such necessary and customary accessory buildings as automobile and boat storage garages, utility buildings, recreational facilities, docks, boathouses and bathing houses, all designed and used primarily to serve the regular tenants of same.							Yes	Yes	Yes	
Motels consisting of multiple unit dwellings intended for rental with dining facilities only where ten (10) or more units are combined in one (1) motel facility. Customary accessory buildings and recreational facilities may be combined with such motels.							Yes	Yes	Yes	
Rental cottages with or without housekeeping facilities in groups of two (2) or more, each cottage being a single-family dwelling.							Yes	Yes	Yes	
Hospitals and nursing homes / foster care homes.							Yes	Yes	Yes	
Business and professional offices offering personal services not involving the sale of products or service on products.							Yes	Yes	Yes	
Dining Facilities							Limited ³	Limited ⁴	Limited ⁵	
Private clubs, with or without lodging and/or dining facilities, private summer camps, campgrounds and schools, whether non-profit or operated for profit.								Yes	Yes	
Outdoor recreational facilities, such as golf courses, ski slopes and lifts and marinas.								Yes	Yes	
Municipal and Governmental buildings.								Yes	Yes	
Retail Stores									Yes	
Service Businesses such as: 1) Gasoline service stations and garages; 2) Repair shops; 3) Laundries; 4) Warehouses; 5) Utilities; 6) Printing houses; 7) Undertaking establishments; and, 8) Used car lots									Yes	
Restaurants and Taverns									Yes	
Lumber Dealers									Yes	
Light Manufacturing Plants									Yes	
Second Hand Stores ⁶									Yes	
Apartments or living units above or part of a commercial building, i.e. mixed use									Yes	
Equipment and material storage yards									Note ⁷	

¹ Unless otherwise specifically provided in This Ordinance, Boat Houses constructed on lakes or water courses in the Township do not have to comply with setback restrictions from such shoreline of lakes or water courses as would be applicable to other types of structures. Boat Houses in residentially zoned districts shall be limited to a maximum one-story building not to exceed 20 feet in height. Boat Houses may not be rented or used for any commercial activities.

² Occasional yard or garage sales of not more than three (3) days duration, conducted by the owner on the owner's premises and held only occasionally and not as a regular business, shall be permitted. A yard or garage sale conducted by the same person or held on the same premises more than three (3) times in any calendar year shall be considered in violation of the above requirement that sales be held only occasionally and not as a regular business, unless prior approval for such a sale is obtained from the Zoning Board of Appeals in cases where denial of the privilege would create undue hardship on the applicant.

³ Dining Facilities in this District shall be limited to those attached to or in conjunction with inns, lodges, hotels and motels having accommodations for ten (10) or more individuals or family rental unit. Independent restaurants and/or drive-ins are not to be permitted in this District.

⁴ Dining Facilities in this District shall be limited to those in conjunction with or attached to any of the uses permitted in this District. Independent restaurants or drive-ins are not permitted in this District.

⁵ Dining Facilities in this District shall be limited to those in conjunction with or attached to any of the uses permitted in this District. Independent restaurants or drive-ins are not permitted in this District.

⁶ Establishments selling used or second-hand merchandise and "flea markets" must conduct their business inside a building but may display merchandise outside and adjacent to such building provided such outside displays in total occupy no more than one hundred (100) square feet of area and are placed inside the building each night. Automobile dealers, farm machinery dealers and marinas selling new and used boats shall be exempt from this provision.

⁷ Junk yards for the temporary or permanent storage of used cars or other salvaged materials are not to be permitted in this District. Equipment and materials storage yards equivalent to those related to the construction industry shall be entirely enclosed with a solid fence not less than six (6) feet high and not more than eight (8) feet high constructed and maintained in such suitable manner as to meet with the approval of the Zoning Administrator. The fence will be constructed of such material and of such design as to reasonably prevent trespassers from entering the premises by scaling such fence. The fence will be of solid construction or of a material so as to obstruct the view of the premises enclosed. The fence shall be maintained and painted, but shall not be used as a sign or signboard in any way.

Uses Permitted	R1	R2	R3	R4	R5	R6	Res	Rec	Bus	Ag
Yard Storage									Note ⁸	
Open Air Market									Yes ⁹	
Non-Agricultural Open-Air Markets									Yes ¹⁰	
Farms of all types including those of general farming or for specialized farming.										Yes ¹¹
Private forests with such harvesting equipment as saw mills, maple syrup reducing plants and charcoal plants.										Yes
Nurseries and greenhouses.										Yes
Riding Stables.										Yes
Mining, including extracting of sand, gravel or other natural resources.										Yes ¹²
Cemeteries.										Yes
Ice manufacturing plants.										Yes
Contractors and Excavators.										Yes
Roadside stands										Yes ¹³
Any and all institutions, parks, picnic grounds, public lookouts, public campgrounds, forest preserves, wildlife reservations, public recreation areas and other public lands, grounds or areas now under the ownership or control of federal, state, or local Governmental authorities including the Township of Glen Arbor shall so remain and shall not be regulated by This Ordinance, provided; however, that all other such lands, grounds, parks and areas, not owned or controlled by such Governmental authorities, shall be regulated by This Ordinance. To reduce fire hazard and to provide for the public safety, the Zoning Board of Appeals may, at its discretion, establish reasonable yard rules and other requirements for such lands, grounds, parks and areas.	Governmental									

⁸ Wherever a business establishment finds it desirable to store part of its goods, supplies, merchandise or returnable containers outside the confines of the building structure, it shall provide an enclosure by solid fence or its equivalent not less than six (6) feet high around such yard storage area, said fence to be made and maintained in a manner which shall meet with the approval of the Zoning Administrator.

⁹ Open Air Market for sale of fruits, vegetables and other farm products, including trees, shall be permitted along highways on any farm property and shall not be subject to any license fee; but such Open-Air Market when located in this District shall be limited in size to six hundred (600) square feet and be permitted only on application to the Zoning Administrator for a permit for the maintenance and operation of same upon payment of an annual license fee. Such Open-Air Market located in this District shall be subject to all the provisions above relating to all buildings and structures in this District.

¹⁰ A permit may be issued for a one-day open-air market of non-agriculture products, in which space may be rented. The operation of such a market is limited to the Business District and must be held in an orderly manner to protect adjoining property and provide for the safety of the community. No more than two (2) such permits may be issued to a premises within a calendar year. It is not the purpose of This Ordinance to encourage such activities, but rather to provide a business with a reasonable use of their property. Concerts and musical entertainment are not included within this provision. Such Open-Air Markets are subject to all provisions above relating to all buildings and structures in this district.

¹¹ Where any other Zone is contiguous to a farm located in an Agricultural District and forms a part of the farm, all farm uses and activities permitted in the Agricultural District may be carried on such contiguous land, except that any buildings constructed shall conform to the requirements of Residential zoning.

¹² No topsoil shall be removed for purposes of resale from any area zoned Residential nor any open-pit mining for the purposes of extracting sand, gravel or minerals be permitted within two hundred (200) feet of any public road or highway nor within fifty (50) feet of any side or rear lot lines of any adjoining land zoned for Residential use, unless the removal within said restricted areas shall have been first approved by the Board of Appeals. If any open-pit mine or gravel pit has any "attractive nuisance" feature, such as steep banks or deep holes that could be a hazard to the safety of children, it shall be promptly rough graded so as to remove such hazard or hazards. When an open-pit mine or gravel pit has ceased to be worked regularly for a period of one (1) year, it shall be rough graded in such a manner as to restore the land to contours harmonious with those of the surrounding terrain.

¹³ Roadside Stands shall be permitted only for the selling of farm products produced upon the premises and these may be located along the highway right-of-way even where same is zoned Residential.

ARTICLE V NON-CONFORMING USES

SECTION V.1 NON-CONFORMING USE / ACTIVITY

At the discretion of the owner, the lawful use/activity of any parcel of land, building, or structure, lawfully existing at the time of enactment of this Zoning Ordinance or any amendment thereto, and the existence of which has continued since that date, although such use/activity does not conform to the ordinance requirements of the zoning district in which it is located, may be continued subject to the following:

A. ABANDONMENT:

When any building, structure or land, the use of which has been permitted as a non-conforming use or nonconforming structure pursuant to the provisions of this Article, is no longer intended by its owner to continue as a nonconforming use or nonconforming structure, the use of the land or the structure shall be discontinued. The owner's intent to no longer continue the nonconforming use of the land or structure shall be established by a preponderance of the evidence which shall consider the following:

1. Whether utilities have been disconnected.
2. Whether any signs have been removed or have fallen into disrepair.
3. Whether any fixtures within and outside the building have been removed.
4. Whether the property has fallen into disrepair or is considered "blighted."
5. Whether U.S. Mail delivery has been terminated or mail is forwarded to another address.
6. Whether the classification of the property for tax purposes has been changed to reflect another use.
7. Whether any license associated with the use has expired.
8. Whether there are any other similar changes to the nonconforming structure or use.
9. Action to determine if a nonconforming use was intended to be discontinued by the owner may be delayed, if any of the following is ongoing:
10. The ownership and/or possession of the property is pending in Probate Court.
11. The property is the subject of a disputed insurance settlement.
12. The property is the subject of a criminal investigation.

B. COMPLETION OF CONSTRUCTION:

Any building or structure arranged, intended or designed for a nonconforming use/activity, the construction of which has been started as of the effective date of this Zoning Ordinance or any amendment thereof, but not completed, may be completed and put to such nonconforming use/activity, provided it is completed and receives a certificate of occupancy from the Leelanau County building Inspections Department.

C. EXTENSION OF ACTIVITIES:

Any nonconforming use/activity under the terms of this Zoning Ordinance may be enlarged without changing the type of use/activity upon receipt of a permit from the Zoning Administrator. Such enlarged use/activity must conform to all of the current requirements of this Zoning Ordinance relative to such use or activity.

SECTION V.2 NON-CONFORMING LOT

A. CONFORMING ADDITION TO NON-CONFORMING BUILDING OR STRUCTURE:

Any non-conforming building or structure may be enlarged without a variance if the newly constructed portion completely meets all the provisions in This Ordinance for new construction. This means that the addition may NOT increase the non-conformity in ANY way.

B. REBUILDING OR ALTERING A NON-CONFORMING BUILDING OR STRUCTURE:

The rebuilding or altering of a non-conforming building or structure is possible if the rebuilding or altering does not increase the non-conformity in ANY way. For example, a pre-existing non-conforming building that is less than the maximum height allowed in This Ordinance, may be increased in height only if the height addition meets all lot setback requirements of This Ordinance.

C. RELOCATING ANON-CONFORMING STRUCTURE:

The relocation of a non-conforming building or structure on a non-conforming location on the same property is permitted only if the newly located structure reduces any present violation of the ordinance and does not result in a new violation.

D. INVOLUNTARY DESTRUCTION:

Any building or structure, existing as non-conforming under the terms of This Ordinance, which is destroyed by fire or the elements, may be reconstructed or restored to an identical exterior configuration and location, without a variance, providing the reconstruction or restoration is commenced within eighteen (18) months from the date of such destruction and completed with an occupancy permit from the Leelanau County Inspections Department.

SECTION V.3 APPEALS

Any party aggrieved by any order, determination, or decision of any officer, agency, board, commission, zoning board of appeals, or legislative body of Glen Arbor Township under this Article may obtain a review of that order, determination or decision in the Leelanau County Circuit Court as provided for in Section 607 of the MZEA [MCL 125.3607].

ARTICLE VI **PROHIBITED USES**

SECTION VI.1 ANY OBNOXIOUS USES

No building or structure or any part thereof shall be erected, altered or used, or land or premises used, in whole or in part, for any of the following uses in any district under This Ordinance: any process or activity resulting in the emission of odor, fumes, dust, smoke, waste, noise, or vibration which shall make it obnoxious to the public interest, health, or welfare.

SECTION VI.2 SPECIFIC PROVISION FOR USE

No building or structure or any part thereof shall be erected, altered or used, or land or premises used in whole or in part for any use in any district which is not specifically permitted in such district by the terms of This Ordinance.

SECTION VI.3 OUTDOOR STORAGE

No land in any of the foregoing districts shall be used in whole or in part for the storage of unused or discarded equipment or materials, or for the storage of unlicensed cars, boats, salvage, waste and junk outside of properly authorized buildings within said districts, except as follows:

- A. As required for the display of used merchandise normal to the operation of a marina.
- B. As normal to the operation of a used car lot.
- C. As provided for in ARTICLE VIII SECTION VIII.7, Yard Storage of This Ordinance.
- D. As required for the storage of usable farm machinery necessary to the various uses of land permitted in the Agricultural district.

SECTION VI.4 FENCES, WALLS, SCREENS

No fence, wall, or screen, of any kind, shall be allowed on a corner lot or parcel, except as may be permitted by the Zoning Board of Appeals.

ARTICLE VII LAND USE REQUIREMENTS BY DISTRICT

Requirement	Residential I	Residential II	Residential III	Residential IV	Residential V Multiple Family	Residential VI	Resort	Recreational	Business	Agricultural
Minimum Lot Size, unbroken by any public road, street or thoroughfare	15,000 sq ‘ per dwelling unit	30,000 sq ‘ per dwelling unit	45,000 sq ‘ per dwelling unit	60,000 sq ‘ per dwelling unit	15,000 sq ‘ per family dwelling unit	131,000 sq’ per dwelling unit	20,000 sq’ 10.000 sq’ per unit	40,000 sq’		3 acres ¹
Legal Requirement for Lots – Average Lot Width	100’	100’	100’	100’	100’	200’				
Water’s Edge Frontage per Building							50’			
Land Occupancy by Buildings	30%	30%	30%	30%	30%	30%	25%		80% ²	
Maximum Height ³	40’	40’	40’	40’	40’	40’				
Set-Back Restrictions, Right of Way ⁴	40’	40’	40’	40’	40’	40’	40’	40’	10’	
Set-Back Restrictions, Waters Edge	40’	40’	40’	40’	40’	40’	40’	40’ ⁵	10’	
Set-Back Restriction, Rear Lot Line	15’	15’	15’	15’	15’	15’	15’	15’		
Set-Back Restrictions, Corner Lot										
Side Yard Requirements	10’	10’	10’	10’	10’	10’	10’ 15’ if adjoining residential	10’ 15’ if adjoining residential	5’ ⁶	
Spacing of Separate Buildings							20’	20’		
Driveways Minimum Right of Way	12’	12’	12’	12’	12’	12’	12’	12’	12’	12’
Driveways Minimum Height Clearance	12’	12’	12’	12’	12’	12’	12’	12’	12’	12’
Off Street Parking Minimum					2 per dwelling unit		Varies ⁷	Varies ⁸	Varies ⁹	

¹All temporary living quarters for the use of seasonal and itinerant farm employees and migratory workers shall be exempt from the provisions of This Ordinance and use may be made of tents, trailer coaches or other buildings and structures upon the land owned or occupied by the employer, provided, however, that such living quarters be located not less than two hundred (200) feet from the frontage on any right-of-way and provided further, that living quarters, if not of temporary material shall be permitted only during the normal growing and harvest season.

²Multi-family dwellings are restricted to a minimum square footage of 480 square feet of main floor living area per dwelling unit and a minimum core dimension of 20' per unit and a minimum of not less than 5,000 square feet of building lot area for each dwelling unit.

³ In order to preserve the pastoral character of the area, no building or structure or any part thereof shall be constructed having a height greater than forty (40) feet. This excludes antenna systems that might require a greater height for adequate signal receptions and single-family dwelling chimneys. The following building height restrictions apply only to residential side yard lot lines that touch another side yard lot line in any Residential Zoning District. To maintain compatibility of scale and character in a residential district, to reduce the visual impact of houses between side yard neighbors, and to reduce fire hazard between residential lots, the height of a building or structure at its minimum side yard setback shall be reduced by its specific side yard set-back. No building or structure at its highest point, excluding antennas and chimneys, shall be higher than a line drawn forty -five (45) degrees upward from horizontal plane through a point eighteen (18) feet high at either side yard lot line. On a level lot, side yard to side yard, the maximum building height at the minimum side yard setback of ten (10) feet, (see SECTION IV.7) shall be twenty-eight (28) feet. On a level lot the maximum building height of forty (40) feet shall require a twenty-two (22) foot side yard setback. On sloped lots, side to side, the maximum building height shall be controlled by both the forty-five (45) degree upward sightline as described above and by the maximum building height of forty (40) feet. At the request of the Zoning Administrator, the property owner shall provide lot topographic data to document the building or structure compliance with this requirement. This height restriction applies to all buildings and structures on a residential lot.

⁴ Any set-back restrictions from the right-of-way line of any legally described highway, that may appear elsewhere in This Ordinance, have been written with the assumption that the right-of-way is not wider than 66 feet, therefore any 40 feet set-back restriction may be reduced as follows:

Restriction From:	Setback:
Highway Right of Way 66 feet	40 feet
Highway Right of Way 100 feet	25 feet
Highway Right of Way 150 feet	15 feet
Highway Right of Way 200 feet	10 feet
Non - Highway	40 feet
Water’s Edge	40 feet
Corner Lot	40 feet - residential address, 20 feet - non - residential address

⁵Marinas which may have boating facilities built at the water’s edge or over the water

⁶No building or structure shall be built closer to the side property lines than five (5) feet unless the wall of said building or structure is of such construction as to qualify as a four-hour rated fire wall as defined by the Underwriter’s Laboratory, Inc., same to have a four-hour fire rated parapet at least three (3) feet above the roof level to provide fire protection for adjoining property. Adherence to these fire restrictions will allow building to the property line. In the case of a corner lot, the lot is defined as having two front lot lines and two side lot lines.

⁷ Off street parking:

1. Inns, lodges, hotels, motels, rooming houses, and rental cottages; (1) space per rental unit.

Requirements										
Fences, Walls, Screens – Maximum Height	6'	6'	6'	6'	6'	6'				
Fences, Walls, Screens – Corner Lots	Not Allowed ¹⁰	Not Allowed ¹⁰	Not Allowed ¹⁰	Not Allowed ¹⁰	Not Allowed ¹⁰	Not Allowed ¹⁰	Not Allowed ¹⁰	Not Allowed ¹⁰	Not Allowed ¹⁰	Not Allowed ¹⁰
Site Plan Review					Required				Required	
Site Condominium Plan Review by Planning Commission	Required	Required	Required	Required	Required	Required				

2. Hospitals, nursing homes, foster care homes, business and professional offices; (1) space per (400) square feet

⁸ Minimum required off-street parking:

1. Off-street parking shall be provided in a ratio of 1 space per 400 square feet of floor space, or any portion thereof, with a minimum of two spaces.
2. Marinas - in addition to other required parking, 1 parking space for every 2 boat slips/moorings.

⁹ Minimum required off-street parking:

1. Apartment house - 2 per family unit.
2. Commercial buildings, offices and retail stores- 1 space per 400 square feet of floor space, or any portion thereof, with a minimum of two spaces.
3. Bed and Breakfast, 1 per bedroom; motels and hotels, 1 per unit.
4. Food Service Establishment - 1 per each three seats, including outdoor seating for food or beverage.
5. Mixed use - space for one use shall not be considered a space for any other use.
6. Restaurants and grocery stores will require an additional, designated off-loading zone consisting of 50 x 12 feet area, which is accessible at all times.
7. Commercial use that is not retail or restaurant - 1 per 3 customers served/capacity.
8. Location for off-street parking, other than for residential use, shall be either on the same lot, or within three hundred feet of the building it is intended to serve. Off-site lots shall be deed restricted to accommodate such parking use, so long as the requirement exists under this or subsequent zoning or development ordinances for the use being served. Such parking shall adhere to attached layout plans.
9. Marinas - in addition to other required parking, 1 parking space for every 2 boat slips/moorings.
10. In the case of a use not specifically mentioned the requirements of off-street parking for a use which is mentioned and which is most similar to the use not listed shall apply, as determined by the Zoning Administrator, which determination may be appealed to the Zoning Board of Appeals.

B. Outdoor Seating Parking Requirements

1. By right, outdoor seating for any one food service establishment is limited to 25% of their indoor seating or 12 whichever is larger, regardless of their permanent off street parking.
2. Additional outdoor/seasonal seats may be allowed if the establishment either currently provides parking at the rate of 1 space per 3 seats or can provide additional parking at the rate of one parking place for each four outside seats.
3. All food service establishments who wish to expand outdoor/seasonal seating must provide evidence of up to date Health Department approval for both current permanent seating and planned outdoor/seasonal seating. No seasonal/outdoor seating will be allowed until such current approval has been provided to the Township.

¹⁰ May be permitted by the Zoning Board of Appeals

ARTICLE VIII SPECIAL LAND USE PROVISIONS

SECTION VIII.1 BOAT HOUSES

Unless otherwise specifically provided in This Ordinance, Boat Houses constructed on lakes or water courses in the Township do not have to comply with setback restrictions from such shoreline of lakes or water courses as would be applicable to other types of structures. Boat Houses in residentially zoned districts shall be limited to a maximum one-story building not to exceed 20 feet in height. Boat Houses may not be rented or used for any commercial activities.

SECTION VIII.2 KEYHOLING

- A. **Findings:** The Township finds that the use and enjoyment of the Township's water resources, including the inland lakes, rivers and other watercourses, as well as the lands abutting those water resources is of the highest importance to the quality of living and the economic well-being of all residents in and visitors to the Township. The Township also finds that it is desirable to retain and maintain the physical, cultural and aesthetic characteristics of those water resources in the Township and the lands abutting them. The Township further finds that, as lands abutting those water resources become further developed and subjected to human and mechanical influence, it is necessary to regulate the usage of those water resources and the lands abutting them in order to preserve and protect the health, safety and welfare of the residents of and visitors to the Township.
- B. **Intent:** Based on the aforesaid findings, it is the intent of this section:
1. To provide a mechanism for protecting the lakeshore and shorelines of the township from physical and visual degradation from overuse and inappropriate use.
 2. To prevent the development of nuisance conditions which threaten the land and water resources, which cause the diminution of property values, and which threaten the public health, safety, and welfare of all persons making use of lakes, rivers and other navigable watercourses within the township.
- C. **Applicability and Submittal Requirements:**
1. The provisions of this section apply to all riparian property on Lake Michigan, Big and Little Glen Lakes, Brooks Lake, Fisher Lake, the Crystal River and any other navigable watercourse in the Township and which properties are in districts which permit keyholing. Such districts include the Residential V – Multiple family, Resort, and Business districts.
 2. When two (2) or more families/legal entities/parties share access on navigable water without residing on said frontage, such common usage and/or ownership of the waterfront shall be governed by this Section. The provisions herein shall apply regardless of whether access to the waterfront is gained by easement, common or joint ownership, single fee ownership, lease, license, site condominium unit, stock or membership in a corporation, or any other means. The common use of all such waterfront by more than one family is permitted only following approval of a site plan by the Planning Commission pursuant to [SECTION XIV.8](#) Site Plan Review and Approval Standards. The site plan shall include all the elements of [SECTION XIV.7](#) and the following additional information:
 1. North arrow, scale, and date of original submittal, and last revision.
 2. Elevations of existing water courses and water bodies, including county drains and man-made surface drainage ways, floodplains, wetlands, and shorelines.
 3. Proposed location of docks and other shoreline structures.
 4. Location and dimensions of existing and/or proposed parking areas (including indication of all spaces and method of surfacing).
 5. Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be used.
 6. The location and type of any/all picnic, sports facilities, and/or playground equipment to be installed on the site.
 7. The specific uses permitted on the common waterfront, the locations of same, and all conditions that must be met to entitle one to such uses.
 8. A statement that the site plan (including all terms and conditions) cannot be modified without approval of the Planning Commission.
 9. The bearings, distances, and calculations showing compliance with the standards listed in subsection D. below; Boat launch facilities shall not be permitted.
- D. **Standards:** Common use of a waterfront parcel shall be permitted in the Residential V – Multiple family, Resort, and Business districts but only when conformance with the following standards is demonstrated to the satisfaction of the Planning Commission, or in the event the Planning Commission chooses to refer the decision to the Township Board, by the Township Board:

1. The common waterfront parcel providing access to non-riparian lot owners or to those residing in dwellings on non-riparian lots, shall meet the minimum requirements for a lot in the district in which it is located. A waterfront lot that includes a residence cannot be a common waterfront parcel for the purpose of This Ordinance. All lots and dwelling units served by the common waterfront parcel shall be contiguous to one another and contiguous to the common waterfront parcel.
2. The shoreline shall have a minimum frontage on the water of not less than one hundred (100) feet (measured at the ordinary high water mark) and the lot shall have an area of no less than the minimum lot size required of the district in which the lot is located. For each family in excess to four (4), having waterfront privileges, the minimum frontage required shall be increased by twenty-five (25) feet, and the minimum area required shall be increased by at least thirty-five hundred (3,500) square feet.
3. The site plan shall reflect provisions for one (1) off-street space for parking of vehicles for every dwelling having waterfront usage. Such parking shall be located and screened by existing and/or proposed landscaping from adjoining residential parcels to the satisfaction of the Planning Commission. Depending upon the proximity of the residences having usage on the waterfront, parking requirements may be modified or waived by the Planning Commission.
4. The site plan shall reflect provisions for all watercraft slips, moorings, boat hoists, and any other means of anchorage to be developed on the parcel. No more than four such slips, moorings, boat hoists, and other means of anchorage per one-hundred feet (100') shall be allowed.
5. The site plan shall reflect the location of all docks to be developed on the parcel. Docks shall not exceed one per one-hundred (100') of shore line and shall otherwise comply with all state and federal statutes and regulations pertaining thereto. Docks shall not extend beyond a water depth of four (4) feet or one hundred-fifty feet (150') in length. Docks need not comply with setbacks applicable to other structures.
6. Boat launch facilities shall not be permitted.
7. If the site serves twelve (12) or more residences, sanitary facilities meeting requirements of the District Health Department must be included. Utilizing natural vegetation, all sanitary facilities shall be screened from surrounding land uses. Sanitary facilities shall be subject to all setback requirements.
8. No housing unit, whether temporary, permanent, or for occasional use, shall be located on the parcel unless otherwise permitted in the district in which the lot is located. No camping or other overnight accommodations shall be permitted on the access parcel.
9. The storage or display of items for sale or rent such as, but not limited to, boats, boat hoists, personal watercraft, and trailers is prohibited, unless otherwise permitted in the district in which the lot is located.
10. No slippage or mooring rights shall be sold or leased unless otherwise permitted in the district in which the lot is located.
11. At the discretion of the Planning Commission, or the Township Board if it approves the site plan, whenever the shoreline parcel accommodating common waterfront use abuts a residentially used parcel, a vegetative buffer strip of at least ten (10) feet in width, within the required setbacks, shall be provided along the perimeter(s) of the site adjacent to the residential parcel(s). The vegetative buffer strip shall consist of plant materials, which shall be a natural compact planting of evergreens or shrubbery which maintain their density and screening effect throughout the calendar year, and shall be at least four (4) feet in height at the time of planting and capable of attaining a minimum mature height of at least five (5) feet and shall be maintained in a neat and attractive manner. If buffering consists of earthen berms, the total height of berm or grass or shrubbery shall not be less than five (5) feet at the time of planting.
12. The Planning Commission shall have the authority to approve, disapprove or approve with conditions the site plan based on the following criteria:
 1. The extent of contemplated injury or nuisance (including noise) to owners of riparian, adjacent and nearby parcels.
 2. The effects on the navigable waters and overall shoreline land use which are compounded by the impact of common waterfront uses by approval of subsequent development of similar nature.
 3. The impact upon the public's enjoyment of the waterbody or watercourse.

SECTION VIII.3 FLOOD INSURANCE

Any party or parties requesting a Land-Use Permit on Lake Michigan lakeshore property eligible for National Flood Insurance under the National Flood Insurance Act of 1968, as amended in 42 USC 4001-4127, must comply with all the requirements as defined in said Act, if said party or parties desires to obtain said insurance.

SECTION VIII.4 PRIVATE ACCESS ROAD

SECTION VIII.4.1 PROJECTS REGULATED

This Ordinance shall be applicable to all accesses – whether they be easements, ways, private drives, common areas, or otherwise – by which more than four (4) lots or residential units are bounded by common motor vehicle access, or through which common motor vehicle access passes to the nearest public road. Reference to the word “subdivision” refers not only to projects falling within that definition under P.A. No. 288, 1967 but also includes any other group of residential units, including, without limitation, condominiums and other developments that, but for the lot size requirements of subparagraph (d) of P.A. No. 288, 1967, Section 102, would be construed as “subdivisions” within the definition of that Act.

SECTION VIII.4.2 LIMITATIONS

In as much as absolute convenience and safety are unobtainable at any cost and as the Township’s primary legal interests in Private Roads are:

- A. To determine that road frontage requirements for lots meet zoning requirements and for assigning fiscal responsibility for maintenance and other purposes; and
- B. To make as certain as possible that properties can be serviced at least from the road by fire and other emergency equipment.

The standards, which follow, are minimums only and the Township assumes no responsibility for final Private Road designs or their implementation.

SECTION VIII.4.3 PLAN AND PROFILE

- A. Plan and profile drawings of the proposed private access road shall be prepared by the Applicant’s Engineer or Surveyor in detail complete enough to be used as construction plans. The drawings shall show the proposed gradients of such roads and the location of drainage facilities and structures, along with any other pertinent information. The maximum grade permitted shall be 8%, although, dependent on length, and horizontal curves, grades up to 12% may be approved. A 12% grade shall not exceed 300 feet and a 10% grade shall not exceed 500 feet in length.
- B. Sight distance and horizontal and vertical alignment shall be based on a minimum design speed of twenty-five (25) miles per hour and shall be in accordance with the American Association of State Highway and Transportation Officials’ (AASHTO) “Policy of Geometric Design and Highways and Streets,” under the designation of “Recreational Roads”. The maximum grade at the stopping side of an intersection shall be two percent (2%) and turn-a-round areas shall have a maximum grade of 4%. The minimum radius for turn-a-round areas shall be thirty (30) feet. Vertical and horizontal curves shall be used at all changes in grade or direction.

SECTION VIII.4.4 CLEARING AND GRUBBING

All trees, stumps, brush and roots thereof shall be entirely removed from within the grading limits. All graded areas shall have topsoil replaced, be seeded, fertilized and mulched in accordance with Leelanau Conservation District recommendations.

SECTION VIII.4.5 GRADING AND STRUCTURE

- A. The presence of other than granular material in sub-grade soil shall require undercutting and full width placement of a minimum of twelve (12) inches of granular sub-base. All peat and muck shall be removed from the sub-grade.
- B. The level of the finished sub-grade shall be at least two and one-half (2 ½) feet above the water table. Drainage ditches shall be constructed on each side of the roadway in cut sections and in fill sections when required. Ditches shall be of sufficient depth to permit placing of future connecting driveway entrance culvert, unless some form of storm sewer or raised bituminous curbing is approved by the Township. Side slopes shall be no steeper than 1:2 (one-foot vertical to two feet horizontal). Where the depth of fill exceeds ten (10) feet, adequate guardrail protection shall be provided.
- C. Bridges for roadways shall be designed to not less than HS-20 AASHTO loading.
- D. M.D.O.T. type B-2 concrete curb and gutter will be required at an intersection with a county road if the development has a total of 15 or more dwelling units.

SECTION VIII.4.6 DRAINAGE

Unless waived by the township, a drainage plan submitted on a topographic map with no larger than two (2) foot contour intervals shall be submitted, indicating the manner in which surface drainage is to be disposed of. In no case shall runoff from a subdivision be diverted due to construction beyond the limits of that subdivision onto

adjacent property unless appropriate easements are provided. A crown of sufficient slope to insure drainage shall be provided across the width of the traveled-way for either gravel- or bituminous-surfaced roads. The plan shall meet the requirements of the Leelanau Conservation District and the Leelanau County Drain Commissioner's Office.

SECTION VIII.4.7 LENGTH, WIDTH, AND VERTICAL CLEARANCE

The Right-of Way (ROW), (preserved by recorded easements), the Traveled Way, shoulders, utility areas and cleared zones are to be minimally dimensioned as shown below, depending on the number of lots served. Note: There may be more than one classification of private road within a development.

#Lots/Residences To be served	Traveled Way Width (feet)	Shoulder Width (Both sides)	Recorded ROW Easement	Type of Surface REQ'D
1 through 4	12	N/A	20	N/A
5 through 10	18	1	30	Gravel or better
11 through 16	20	2	35	Sealcoat or better
17 through 49	22	3	40	200# /Syd. Bitum.
Access to public Road, or 50 or More lots	22	3	50	200# /Syd. Bitum.

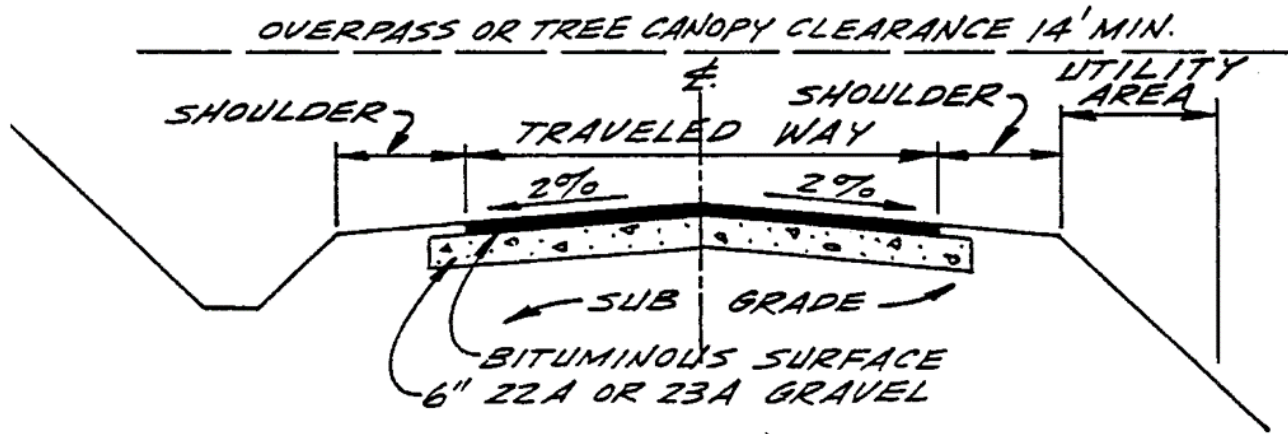


Figure 1 – Private Access Road Dimensions

- Maximum distance of a private access road shall be four thousand (4000) feet as measured from a public road to the end of the furthest turn-a-round. If the distance is greater than 4000 ft. or for subdivision creating a total of fifty (50) or more lots, one or more additional connections to a public road or to an adjacent private road of similar specification are required.
- Overhead clearances under bridges or tree branches shall be maintained at fourteen (14) feet over a twelve (12) foot width in order to allow free passage of large emergency vehicles.
- Minimum traveled way and/or minimum cleared zones may be reduced if required in writing by another governmental agency for environmental reasons.

SECTION VIII.4.8 GRAVEL OR BITUMINOUS BASE COURSES

- Use six (6) inch aggregate finish course of 23A processed road gravel (Michigan DOT Standard).
- Specifications shall be placed and compacted for gravel roads. For bituminous-surfaced roads, a six (6) inch aggregate base course of 22A processed road gravel shall be placed and compacted.
- To prevent erosion roads with grades greater than 7% shall be surfaced with bituminous.
- The sub-base shall be compacted to 95% density prior to placement of base. The aggregate base under bituminous shall be compacted to 98% density.

SECTION VIII.4.9 SHOULDERS

Shoulder material shall be of a type that when compacted will not rut or displace under traffic, and shoulder design and ditch construction shall adequately drain water away from the roadway, while preventing erosion.

SECTION VIII.4.10 SIGNS

At a minimum a stop sign must be placed at the intersecting county roads. The Applicant shall furnish and erect private road name signs at all intersections within the subdivision and entrances thereto. Road name signs must be in conformance with the Leelanau County Address Ordinance.

SECTION VIII.4.11 GUARDRAIL

Guardrail shall be required at fill sections where the embankment is greater than ten (10) feet in height and the fill slope is steeper than 1 on 3. The construction of 1 on 3 slopes is preferred over the use of guardrails and is required where practicable. Where guardrail or posts are used, shoulders shall be constructed two (2) feet wider than the standard engineering recommendations shown in [SECTION VIII.4.7](#) table, above without the guardrail.

SECTION VIII.4.12 SURFACING

If a bituminous surface is used on a private access road, it shall be placed on at least six (6) inches of compacted 22A aggregate (MDOT Standard Specifications). The bituminous aggregate pavement course shall be laid by an MDOT – pre-qualified contractor at a rate of at least two hundred pounds per square yard (200#/SYD) of C.A.L.C. (MDOT Standard Specifications) or other approved mix, and may be applied in one course.

SECTION VIII.4.13 PRIVATE ACCESS ROAD ALIGNMENT

- A. Private Access Roads should intersect with each other or with public roads at ninety (90) degrees or closely thereto and in no case less than seventy (70) degrees.
- B. Where the proposed continuation of an access road at an intersection is not in good alignment with the opposing road, it must not intersect the crossroad closer than one hundred seventy-five (175) feet from such opposite existing road, as measured from the centerline of said roads.
- C. For the end of any private access road, the design must provide a turn-a-round for large vehicles, such as a fire truck.

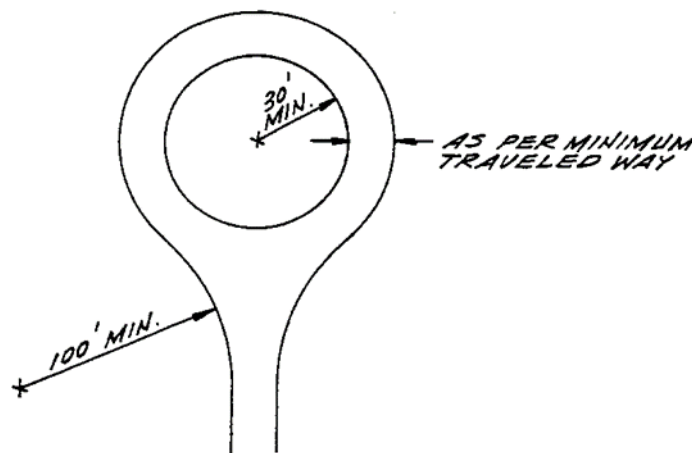


Figure 2 – Typical Turn-around

(Other types of turn-a-rounds may be used if approved by the Township)

SECTION VIII.4.14 ACCESS TO SUBDIVISION ACROSS OTHER PROPERTY

The regulations set forth in This Ordinance are applicable to all private access roads between the subdivision and the public road, regardless of whether the fee or equitable owner of all or part of the private access road is the same person developing the subdivision.

SECTION VIII.4.15 TESTED MATERIALS

All materials incorporated in the work shall meet the specifications called for, or be approved by a registered Engineer (PE).

SECTION VIII.4.16 NOTICE OF PRIVATE ACCESS

Prior to the sale of any units within the project, the developer shall record with the Leelanau County Register of Deeds Office the following notices against all lands served by the access:

- A. "Access to the lots or residential units within the following described property will not be maintained by the Leelanau County Road Commission." [Set forth a legal description of the entire subdivision property perimeter.]
- B. The township is not responsible nor shall the township be obligated in any manner to perform regular inspections of this private road or to provide necessary repairs or maintenance.

- C. A copy of the recorded notice shall be given to the administrator before approval of the final plat (if applicable) or, in any event, before the conveyance of any lot (or unit) within the subdivision.

SECTION VIII.4.17 EXISTING NON-CONFORMING PRIVATE ACCESS ROADS

Roads existing and used as private access roads at the time This Ordinance becomes effective, and which do not meet all the design requirements specified herein, may continue to be used, provided that the safety features necessary for passage of emergency vehicles, such as minimum traveled way width of 12 feet and overhead clearance of 14 feet, are met prior to the issuance of land use permits to those lots or parcels to be served by the private access road. Verification of safety adequacy by the Township Fire Chief, or designee, is required in such cases before land use permits are issued.

SECTION VIII.4.18 PERFORMANCE AND ENFORCEMENT

Violations of the Private Road Access Ordinance are considered as municipal civil infractions and enforcement actions will be taken accordingly.

SECTION VIII.4.19 ADMINISTRATION AND VARIANCES

The Township Board shall designate, on an as needed basis, an Administrator to review all private access road construction plans to determine conformity with This Ordinance. Any applications for approval to This Ordinance shall be submitted to the Administrator, along with the applicable fee or deposit. The applicant shall be reimbursed for any portion of the deposit not used, and conversely, will be billed for the amount of engineering review costs that exceed the deposit. Upon the application of a person affected by this Section, the Glen Arbor Township Board may vary the terms and conditions imposed hereby, provided:

- A. The proposed variance does not result in reduced safety, durability, drainage, erosion control, or the all-weather access aspects of the project; and;
- B. If deemed necessary by the Glen Arbor Township Board, the applicant deposits with the request for variance, sufficient funds estimated to cover the cost to the Township of retaining a civil engineer to review the variance request, submit opinions thereon to the Township Board and draft conditions for approval. The minimum fee shall be as established by the Township Board and the administrator shall determine the amount of deposit, based on the estimated review of cost, if greater than the minimum.

SECTION VIII.5 ESSENTIAL SERVICES

The erection, construction, alteration or maintenance by public utilities or municipal department or commissions, of overhead or underground gas, electrical, steam, or water, distribution or transmission systems, collection, communication, supply or disposal systems, including mains, drains, sewers, pipes, conduits, wires, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, power poles, electrical substation, gas regulator stations and other similar equipment and accessories in connection therewith, reasonably necessary for the furnishing of adequate service by the public utility or municipal department or commission or for the public health or safety or general welfare, shall be permitted as authorized or regulated by law and other ordinances of the Township of Glen Arbor in any use district, it being the intention hereof to except such erection, construction, alteration, and maintenance from the applications of This Ordinance.

SECTION VIII.5.1 PERSONAL WIRELESS COMMUNICATIONS

The Telecommunications Act of 1996, as amended February 8, 1996 sets forth provisions concerning placement, location and construction of towers and related facilities for personal wireless services.

Future locations in Glen Arbor Township are complicated by the fact that over fifty percent of the township is part of the Sleeping Bear Dunes National Lakeshore, and a major portion of the balance lie under water. Therefore, it is the intent of This Ordinance to regulate the location, size and characteristics of any wireless communication towers (WCT), antenna array and related facilities in a manner which will protect property values, avoid visual pollution and safety hazards, regulate for the location, expansion and use of existing WCT's, as well as regulate the design of any addition to WCT.

To minimize the number of wireless communication towers Glen Arbor Township encourages co-location, and will therefore pursue all reasonable strategies to promote such. If such an existing WCT vendor fails or refuses to accommodate a proposed and otherwise feasible co-location, such WCT shall be deemed to be nonconforming and no future expansion of antenna arrays will be allowed by the original WCF. Co-location feasibility factors shall include available space on existing towers, the tower's structural capacity, radio frequency interference, geographic service area requirements, mechanical or electrical incompatibilities, the comparative costs of co-location and new construction, and any FCC limitations on tower sharing. If refusal by the original WCF to co-locate requires the construction and/or use of a new wireless communication support structure, the original WCF shall be in direct violation and contradiction of the policy, intent and purpose of the Township. The original WCF shall be prohibited from receiving approval for new wireless communication support structures within the Township for a period of five years from the date of the failure or refusal to permit the co-location.

Co-location shall require the same site plan review application and process as a new tower in all areas applicable. Review of applications for co-location shall be expedited by the Township.

SECTION VIII.5.2 WIRELESS COMMUNICATIONS TOWERS AND RELATED FACILITIES

Construction of Wireless Communication Towers and Wireless Communication Equipment Shelters is allowed in Glen Arbor Township subject to the following provisions:

A. Wireless Communication Towers and Wireless Communication Equipment Shelters shall:

1. Not impair scenic views.
2. Not be placed in any road right-of-way or in any easement for road purposes.
3. Be located in the business district.
4. Have a setback of 1000 feet from any shoreline.
5. Ensure that all connecting wires from towers to accessory buildings and all service wires to the WCF are underground.
6. The tower and all accessory buildings will be fenced with no less than an eight (8) foot safety fence with a locked gate.
7. Be designed to be harmonious with the surrounding areas.
8. All towers shall be of monopole construction. Guy wires and/or lattice are prohibited.
9. Have employees located on the site on a temporary basis only.
10. Located so there is room for vehicles doing maintenance to maneuver on the property owned and or leased by the applicant.
11. Not be artificially lighted unless required by the FAA.
12. Be considered abandoned if at any time the use of the WCF is discontinued for 180 days. The Zoning Administrator will send written notice to the WCF owner and the property owner to dismantle the facility.
13. Be removed by the property owner or lessee within three (3) months of abandonment and land restored to original form.
14. Be built to accommodate future co-location.
15. Be built on a minimum lot size of three acres unless the tower and/or antenna are attached to an existing building.
16. Maintain a setback from all lot lines of a distance at least equal to the height of the tower, measured as an average from the surrounding ground surface, plus an additional twenty-five feet.
17. Justify the required tower height based on communication requirements and evaluate alternative designs which require lower towers.
18. Have a maximum height of 199.5 feet from grade level.
19. Have a base that occupies no more than five hundred (500) square feet.
20. Have Wireless Communication Equipment Shelters less than 1000 cubic feet per service provider, the total foot print for all providers not to exceed six hundred square feet.
21. Be prohibited from displaying any advertising or identification of any kind except as required for safety and emergency purposes, including any ancillary building and towers.

B. All new tower plans, structural modification of existing towers or arrays, and any addition to existing antenna array shall require approval by the Glen Arbor Township Planning and Zoning Commission based on an application process which includes a specific site plan review to assure that the following criteria have been met:

1. The signature of the licensed operators.
2. Name(s) and address (es) of the applicant(s).
3. Nature of applicant's interest in the proposed site property.
4. Name (s) and address (es) and professional qualifications of the person (s) responsible for the preparation of the Site Plan.
5. Project description and purpose containing a descriptive explanation of the project, its nature, location and purpose, including six (6) copies and one (1) reproducible transparency of a schematic development plan of the proposed development showing the general site location of the proposed development and the existing physical and natural features such as water courses, rock outcropping, wetlands, wooded areas, etc.
6. Location of the existing utilities and drainage ways.
7. Location and names of public streets, parks, and railroad and utility rights-of-way within or adjacent to the proposed development.

8. General location and dimensions of proposed streets, driveways, sidewalks, pedestrian ways, trails, off-street parking and loading areas.
9. General location and approximate dimensions of proposed structures.
10. Major proposed change of land form such as new lakes, terracing and excavating.
11. Approximate existing and proposed contours and drainage patterns, showing at least five (5) foot contour intervals.
12. Sketches showing the scale, character and relationship of buildings, streets and open space.
13. Approximate location and type of proposed drainage, water and sewage facilities if applicable.
14. Legal description of property.
15. The location, size, number and species, screening and design of all buildings and structures including any planned changes to existing site, grade and vegetation.
16. An application fee as noted in the Township fee schedule.
17. The signature of the owner or duly authorized representative of all ownership interests in the land on which the WCF is proposed.
18. Commit to co-location and share use by:
 1. Copies and receipts of certified mail announcements to all other tower users in the area, stating their siting needs and/or sharing capabilities in an effort to encourage tower sharing.
 2. A letter of intent and commitment to lease space on a facility.
 3. Respond to any requests from future potential users within one week.
 4. Negotiate in good faith to allow for leased or shared use if technically feasible.
 5. State a reasonable charge for future shared use leases.
 6. Show the ability to lease space as well as comparative costs of co-location and new construction.
19. To ensure the natural protection and aesthetics the plan shall include:
 1. Maintenance plan for the proposed facility, ensuring long-term appearance and standards
 2. A general narrative, physical description of the site, including its dominant characteristics, its vegetative character, its present use.
 3. Shielding of two (2) alternating rows of evergreen trees with a minimum height of five (5) feet on ten (10) foot centers along the entire perimeter of the tower and related structures. In no case shall the evergreens be any closer than 10 feet to any structure.
 4. The antenna array shall be placed in a manner so as to minimize/camouflage the equipment thereby blending into the architectural detail and coloring of the surroundings, as well as matching the exterior treatment of the tower. The color should be designed to minimize off-site visibility with such choices as grays, blues and greens.
 5. The service buildings shall be constructed of compatible materials such as wood, brick, or stucco, and shall be designed to match the exterior of structures within three hundred feet (300') of the property on which it is located.
 6. In no case will metal exteriors be allowed for service buildings.
20. The applicant shall present verification, certification, and/or drawings (as applicable) by a registered Michigan Structural Engineer showing:
 1. The antenna mount and structure are approved and in compliance with all applicable codes.
 2. All antennae and metal towers shall be grounded against a direct strike by lightning as per applicable code.
 3. Towers and antennae are designed to withstand a uniform wind loading as per the applicable code.
 4. The WCF shall not interfere with radio and television reception.
 5. The future capacity for co-location of additional arrays and equipment. Factors to include but not limited to; the structural capacity, radio frequency interference, geographic service, any mechanical or electrical incompatibilities, and any FCC limitation on tower sharing.
 6. Approval by the Cherry Capital Airport Commission and the FAA regarding the structure and lighting requirements.
 7. The maximum tower height required for this site with the technical capabilities of the antenna being mounted.
21. Agreement to pay the cost, as determined by the Township Board, to acquire an independent technical and engineering evaluation of the need for any tower and the minimum required height. If the evaluation shows that a shorter tower can provide service, the height requirements shall be modified.

22. Agreement to provide cash, surety bond, or letter of credit in an amount equal to the average of three quotations for the removal of the facility when it has been abandoned or no longer needed.
 23. Satisfactory evidence in writing that the applicant has been denied co-location on all existing WCF's.
 24. A map showing all existing and proposed wireless communication facilities within the Township and any surrounding relevant ones in terms of potential co-location.
 25. A copy of the lease agreement between landowner and WCF if applicable.
 26. A hold harmless clause that protects the Township from any liability associated with the WCF.
- C. The Planning and Zoning Commission shall be required to:
1. Notify by first class mail all property owners within 300 feet of the proposed tower property not less than seven (7) days prior to the public hearing; such notification shall include the proposal, time, date and location where the plans can be reviewed and the date that public hearing will be held.
 2. Ensure that all site plan review conditions have been met prior to approving an application.
 3. Only approve towers and WCFs located in a manner which protects the Township's interests in accordance with the provisions of This Ordinance.
- D. All WCFs must conform with This Ordinance unless existing prior to the date of the adoption of This Ordinance, in which case they may continue in use but may not be expanded in any manner except for the purpose of allowing co-location, and such co-location shall not require an increase in the tower height.

ARTICLE IX SIGNS

SECTION IX.1 PURPOSE AND SECTION ORGANIZATION

Purpose: The purpose of these requirements is to provide a framework within which the identification and informational needs of all land uses can be harmonized with the desires and aesthetic standards of the general public. It is intended through the provisions contained herein to give recognition to the legitimate needs of business, industry and other activities, in attaining their identification and informational objectives. It is the basic tenet of this Section that unrestricted signage does not benefit either private enterprise or the community-at-large.

SECTION IX.2 GENERAL SIGN REQUIREMENTS

The following are general requirements pertaining to all signs in any district, including both exempt signs not requiring a permit.

A. Wall Signs:

1. Wall signs shall be placed flat against the main building or parallel to the building on a canopy and may only face public streets or parking areas which are part of the development.
2. Wall signs shall not project above the roof line or cornice.
3. A marquee, canopy or awning is a type of wall sign.

B. Marquee Signs: No portion of a marquee sign shall be higher than the roofline or cornice.

C. Projecting Signs: Shall comply with the following:

1. Projecting signs shall not extend beyond the minimum required setback line or into and over street right-of-way.
2. Projecting signs shall be attached directly to a building by means of building mounts or hung from a mast arm. These support members may also include decorative appurtenances, but external bracing such as guy wires and metal framework shall be prohibited.
3. Signs must project at a 90o angle to the building surface to which attached.
4. The minimum clearance of a projecting sign over a sidewalk or ground level shall be nine (9) feet.

D. Illumination:

1. Signs may be illuminated unless specifically prohibited within this Section but no flashing or moving illumination shall be permitted.
2. The source of illumination shall not be visible beyond the property line of the parcel on which the sign is located.
3. Neon illuminated (electrical discharge) signs shall be permitted.
4. Signs may be illuminated by a direct, indirect or internal source of light.

E. Free-Standing Signs:

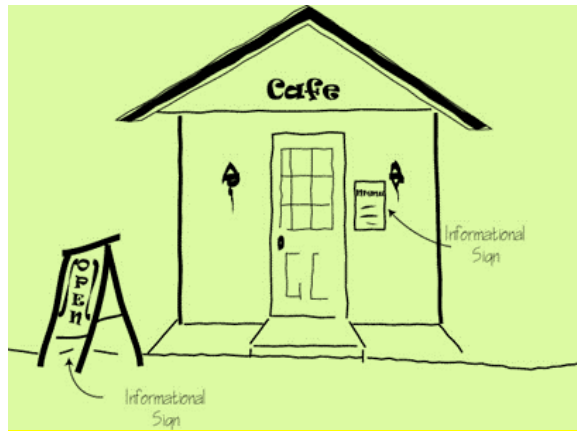
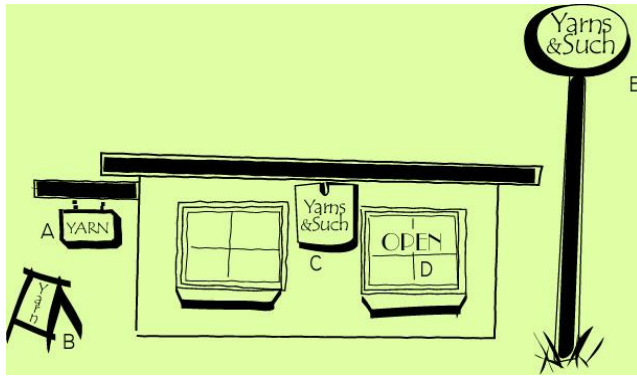
1. No free-standing sign shall block the vision of motorists or pedestrians in such as way as to reduce vehicle or pedestrian safety.
2. Under no circumstances shall a free-standing sign be located within a right-of-way.

F. The total square footage of signage per business will be limited to 15% of the primary exterior facing wall of the building and 7% of any secondary exterior walls. A business's primary wall will be defined by the most publicly viewed facing or as selected by the business owner. The Area calculation will include all signs, notices or other directional and instructional logos or emblems, interior posted window signs, signage not affixed to the building such as sandwich boards, free standing on-site signs, message boards and vending machine signage. Assignment of signs to each facing will be determined by the sign's closest proximity to a given wall (facing).

SECTION IX.3 TABLE OF SIGN REGULATIONS

The following regulations apply to nonexempt signs requiring a permit. Standards by district are in the table below.

	Zoning District						
Sign Type	Residential I, II, III, IV, V and VI		Resort <u>(1)</u>	Recreational Districts <u>(3)</u>	Business <u>(5)(6)</u>	Agricultural	Governmental
Free-standing sign, see note 2	Residential development / multiple family development sign	1 per premises NTE 4 feet in height* NTE 16 s.f. in total sign area	1 per premises NTE 6 feet in height* NTE 24 s.f. in sign area	1 per premises NTE 6 feet in height* NTE 24 s.f. in sign area	1 per premises NTE 8 feet in height* NTE 24 s.f. in sign area	1 per premises NTE 6 feet in height* NTE 16 s.f. in sign area	1 per premises NTE 4 feet in height* NTE 16 s.f. in sign area
	Institutional bulletin board						
	All others	Not permitted unless otherwise permitted in this Section					
	And		Or	Or	Or	And	And
Wall sign, see note 2	Not permitted		1 per business NTE the greater of 10% of adjacent wall area, or 75 s.f.,	1 per premises NTE the greater of 10% of adjacent wall area, or 75 s.f.,	1 per premises NTE the greater of 10% of adjacent wall area, or 75 s.f.,	Not permitted	Not permitted
	And		And	And	And	And	And
Projecting sign	Not permitted		2 per premises each NTE 4 s.f. in area	2 per premises <u>(4)</u> each NTE 4 s.f. in area	1 per business each NTE 4 s.f. in area	Not permitted	2 per premises
	And		And	And	And	And	And
Temporary Sign	See Section 4.12.06		See Section 4.12.06	See Section 4.12.06	See Section 4.12.06	See Section 4.12.06	See Section 4.12.06
	And		And	And	And	And	And
Window sign	Not permitted		NTE 10% of total window area in which sign is placed	Not permitted	NTE 10% of total window area in which sign is placed	Not permitted	NTE 10% of total window area in which sign is placed



SECTION IX.3.1 FOOTNOTES TO THE TABLE OF SIGN REGULATIONS

The following footnotes relate to the table above:

- A. For those uses in the Resort district that are permitted in the Residential districts, sign restrictions of the Residential districts shall apply.
- B. A second wall or free-standing sign, or a combination of one (1) wall and one (1) free-standing sign may be permitted in the Resort, Recreational or Business district by exclusive approval of the Planning Commission. The Planning Commission shall permit a second sign only when all of the following conditions are found to exist:
 1. The parcel in question is a corner lot or otherwise has frontage on more than one road.
 2. One sign is not visible from one of the road frontages.
 3. Clear identification of the use from two road frontages is important to lessen confusion and improve safe circulation.
 4. The second sign is 50% or less of the sign area of the area permitted in the district for the sign type proposed.
- C. For those uses in the Recreational districts that are permitted in the Residential districts or in the Resort district, the sign restrictions of the corresponding district shall apply.
- D. Additional projecting signs may be permitted in the Recreational Open Space district for multiple building facilities (i.e., pro shop, clubhouse, snack bar, etc.) at the discretion of the Planning Commission.
- E. For shopping centers or industrial or office parks in the Business district, a development sign is permitted in addition to the other permitted signs. Such development sign shall not include a changeable message sign area. The sign shall not exceed four (4) feet in height or twenty-four (24) square feet in sign area.
- F. For gasoline service stations, a two-sided sign indicating only price and grade of gasoline as shown on the pumps, either side not to exceed twelve (12) square feet in sign area, may be permanently attached to the support pole of the free-standing sign or light standard or support. Price signs shall be attached with the bottom of sign no lower than 6 feet from ground level. There shall be no signs located in fuel pump islands or canopies except those constituting an integral part of the fuel pump itself or those required by State law or regulation.

SECTION IX.4 EXEMPTIONS

The following exempt signs shall be permitted in all districts subject to the requirements stated herein and without the requirement of a sign permit.

- A. Identification Signs: Including house numbers legible from the street, and nameplates identifying the occupant or address of a parcel of land, not exceeding two (2) square feet in surface display area. For identification signs used with a home occupation, see G below.
 1. Identification signs also include signs at the entrance to a residential area with family names listed on the sign.
 2. Such signs are limited to sign area equal to 0.75 square feet per family name listed on the sign.
 3. Lettering on these signs to be no greater than three (3) inches in height.
 4. Overall sign height shall not exceed eight (8) feet.
- B. Memorial Signs or Tablets: Especially those containing the names of buildings and dates of construction.
- C. Flags: Shall be permitted without a permit providing such flag bears the official design of a nation, state, municipality, institution, or organization. Banners and other such flags designed to advertise a commercial site are not included as an exempt sign under this section.

- D. Traffic, Municipal and Private Traffic Control Signs: Such traffic control signs shall be permitted without need of a permit, provided that such signs conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices.
- E. Real Estate Signs: One (1) temporary, non-illuminated real estate sign per lot, located on subject property, advertising the sale or lease of property or building shall be permitted, subject to the following:
 - 1. Any real estate sign shall not exceed six (6) square feet in surface display area.
 - 2. Such signs shall be removed within seven (7) days after the property has been sold, rented, or leased.
- F. Home occupation Signs: For any home occupation otherwise complying with the requirements of This Ordinance:
 - 1. One (1) non-illuminated name sign announcing a home occupation or professional service is permitted.
 - 2. Such sign shall not exceed four (4) square feet in surface display area.
- G. Informational & Directional Signs: Informational signs shall be permitted subject to the following restrictions:
 - 1. Free-standing informational signs are limited to four (4) square feet in area per side and three (3) feet in height.
 - 2. Wall mounted information signs are limited to four (4) square feet in area.
 - 3. A maximum of two (2) informational signs is permitted on the premises of any single business. No more than one (1) informational sign of the two (2) permitted signs shall be free-standing.
 - 4. A free-standing informational sign shall not be placed in the public walkway such as to hinder the safe circulation of pedestrians or to block the clear vision of the driver of any vehicle.
- H. Construction Signs: A permit is not required for a construction sign. However, such signs shall be limited as follows:
 - 1. Surface display area shall not exceed six (6) square feet.
 - 2. Sign height shall not exceed eight (8) feet.

SECTION IX.5 TEMPORARY SIGNS

- A. Sign Permit Required: A sign permit is required to erect any temporary sign, including temporary signs attached to or suspended from a building, except for those signs specifically exempted under SECTION above. Said permit shall specify the size, and length of duration of the temporary sign. Although a permit is required for signs regulated under this section, the fee may be waived for any nonprofit or community group at the Township Board's discretion.
- B. Portable or Moveable Signs: Portable or Moveable Signs may be allowed only with a permit in accordance with the following provisions:
 - 1. Portable signs are permitted for grand openings, advertising charitable or community-related events and the like. Portable signs are NOT permitted for general business identification or for specific merchandise or service advertising.
 - 2. Such portable signs must be removed within thirty (30) days of issuance of the temporary sign permit and must be removed within three (3) day following the event.
 - 3. A permit for a portable or moveable sign shall be granted on any premises only twice in any calendar year. The Zoning Administrator shall keep a record of placement of permitted portable signs to assure that this requirement is complied with.
 - 4. All illuminated portable signs shall comply with the requirements of [SECTION X.2.A.5](#).
 - 5. All portable signs shall be located no closer than one-half the setback distance for a permanent structure, to the street right-of-way line; and under no circumstances shall be located in any road right-of-way or easement or interfere with safe pedestrian or vehicular circulation.
 - 6. Any portable sign shall not exceed twenty-four (24) square feet total surface display area.
 - 7. Portable signs shall not have streamers, balloons, ribbons or other such materials attached designed to attract attention.
 - 8. A portable sign may be an off-premise sign only if it advertises an event of an institutional, nonprofit or governmental organization. Such portable signs shall not be located within any road right-of-way. The property owner of the premises upon which an off-premises sign is located must give permission for placement of the sign in writing to be attached to the permit.
- C. Other Temporary Signs: Any other temporary signs not included in this Section, including banners, shall be allowed only with a permit and subject to the following:

1. Such temporary signs shall be removed within 30 days of the issuance of a permit and within three (3) days following a special event.
2. Such signs shall be of a design and materials to withstand moisture, wind, etc. and shall be maintained in neat appearance. Signs not in compliance with this requirement may be removed by Township personnel without notice or the property owner ticketed under the provisions of This Ordinance.

SECTION IX.6 PROHIBITED SIGNS

The following signs are prohibited in any district in the Township.

- A. Wind Signs.
- B. Inflatable Signs.
- C. Moving or Revolving Signs. Except those actions associated with time-temperature signs.
- D. Any sign not expressly permitted is prohibited.
- E. Signs Constituting a Traffic Hazard:
 1. No sign shall be erected at the intersection of any street in such a manner as to obstruct free and clear vision.
 2. No sign shall be erected at any location where by reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.
 3. No sign shall be erected which makes use of the words "stop", "look", "danger" or any word, phrase, symbol or character in such manner as to interfere with, mislead or confuse traffic.
- F. Billboards.
- G. Off Premise signs.

SECTION IX.7 NON-CONFORMING SIGNS

- A. Intent: It is the intent of this Section to permit the continuance and use of any sign or outdoor advertising structure not in conformance with this Zoning Ordinance, but which was lawfully existing at the time of adoption of this Zoning Ordinance or any amendment thereto. It is the intent that signs and outdoor advertising structures made nonconforming by This Ordinance or any amendment hereto shall not be enlarged upon, expanded or extended. Further, it is the intent of this Zoning Ordinance that nonconforming signs and outdoor advertising structures shall be gradually eliminated and terminated upon their natural deterioration or accidental destruction. The continuance of all nonconforming signs and outdoor advertising structures within Glen Arbor Township shall be subject to the conditions and requirements set forth herein.
- B. Structural Changes: The faces, supports, or other parts of any non-conforming sign or outdoor advertising structure shall not be structurally changed, altered, substituted, or enlarged unless the resultant changed, altered, substituted, or enlarged sign or outdoor advertising structure conforms to the provision of this Section for the use it is intended except as otherwise provided for.
- C. Repairs, Alterations and Improvements: Nothing shall prohibit the repair, reinforcement, alteration, improvement, or modernizing of a lawful non-conforming sign or outdoor advertising structure, provided such repair does not exceed an aggregate cost of thirty (30) percent of the appraised replacement cost as determined by the Zoning Administrator, unless the subject sign or outdoor advertising structure is changed by such repair, reinforcement, alteration, improvement or modernizing to a conforming structure.
- D. Restoration of Damage: Any lawful non-conforming sign or outdoor advertising structure damaged by fire, explosion, or an act of God, or by other accidental causes, may be restored, rebuilt or repaired, provided that the estimated expense of reconstruction does not exceed fifty (50) percent of the appraised replacement cost as determined by the Zoning Administrator.
- E. Discontinuance or Abandonment: Whenever the activity, business or usage of a premises to which a sign is attached or related has been discontinued for a period of ninety (90) days or longer, such discontinuance shall be considered conclusive evidence of an intention to abandon legally the non-conforming sign attached or related thereto. (A business which closes for the winter is not considered to have discontinued.) At the end of the period of abandonment, the non-conforming sign shall either be removed or altered to conform to the provisions of this Section.
- F. Elimination of Non-Conforming Signs: The Township Board may acquire any non-conforming sign or outdoor advertising structure, with or without acquiring the property on which such sign or structure is located, by condemnation or other means, and may remove such sign or structure.
- G. Nothing in this Section shall prohibit the periodic change of message on any outdoor advertising structure.

SECTION IX.8 SIGN PERMITS AND ADMINISTRATION OF SIGN REGULATIONS

A. Permits:

1. For all signs requiring sign permits under this Section, an application including all information on the approved form shall be submitted to the Zoning Administrator, along with any fees established by the Township Board.
2. Sign permits shall be reviewed in a timely manner and approved, denied, or approved with conditions as specified in this Section.
3. For signs requiring a permit under this Section, no installation of a sign, or alteration of an existing sign, shall commence until a sign permit has been duly issued by the Zoning Administrator.

- B. Inspections: The Zoning Administrator shall, at his discretion or at the applicant's request, inspect proposed sign locations prior to final installation for compliance with ordinance regulations and conditions of sign permit approval.

ARTICLE X LIGHTING

SECTION X.1 APPLICABILITY, PURPOSE AND INTENT

The regulations of this section are applicable to outdoor lighting fixtures in all zones. The purpose of regulating outdoor lighting fixtures includes:

- A. Eliminating glare and light trespass is intended to reduce nuisances to neighboring uses and the Township population as a whole.
- B. Restricting luminance, lamp types and requiring full shielding of lighting is intended to reduce light pollution, allowing residents nighttime enjoyment of the dark sky.

SECTION X.2 LIGHTING REQUIREMENTS FOR ALL USES

All residential, commercial, institutional, industrial and public uses in the Township shall provide site lighting meeting the following restrictions:

A. General Lighting Requirements:

- 1. **Light Trespass:** Lighting must be restricted to within the property line.
- 2. **Shielding** All lighting must be fully shielded as defined in this section. For residential lighting existing prior to adoption of these regulations, non-shielded lighting may be retained only if placed on an infrared sensor or otherwise triggered only by nearby movement.
- 3. **Floodlighting:** Floodlighting is discouraged, and if desired, must be shielded to prevent:
 - 1. Disability glare for drivers or pedestrians.
 - 2. Light trespass beyond the property line.
 - 3. Up lighting.
- 4. **Auto Service/Filling Stations:** Island canopy ceiling fixtures shall be recessed.
- 5. **Outdoor Sign Lighting:** Sign lighting shall be top mounted and lighted from above and shielded downward and shall be designed to eliminate all nuisance glare. Signs may also be internally illuminated.
- 6. Items specifically included in the Ordinance but not limited to:
 - 1. Residential yard lights whether building or pole mounted.
 - 2. Commercial and industrial parking lot lighting and site lighting.
 - 3. Privately owned roadway lighting.
 - 4. Building façade lighting.
- 7. Areas and types of outdoor lighting not covered by the Ordinance:
 - 1. Residential decorative lighting (i.e. porch lights, low level lawn lights, and special seasonal light such as for Christmas decorating.)
 - 2. Public street lighting and sign lighting.
 - 3. Electrical discharge lighting.

B. Up lighting:

- 1. All building lighting for security or aesthetics will be full cut off or a shielded type, not allowing any upward distribution of light.
- 2. All pole-mounted lighting of parking or display areas shall be shielded and in no case shall the light be permitted to extend above the horizontal plane (90 degrees).

C. Lighting Time Restrictions:

Illumination of outdoor advertising off-premises signs between the hours of 11:00 p.m. and sunrise is prohibited.

ARTICLE XI CONSERVATION ZONING OPTION

SECTION XI.1 PURPOSE AND INTENT

The purpose of the Clustered Housing Zoning Option is to provide landowners a residential development alternative with an opportunity to achieve dedicated open space and preservation of the Township's rural character.

It is the intent of the Clustered Housing is to allow home sites which are sensitive to the natural environment and are compatible with the existing rural character in Glen Arbor Township. In order to insure compatibility with the existing rural character, homes should be sited in order to blend with the landscape with minimal exposure to roads and highways. They should fit the natural contour of the land and preserve the elements of rural, cultural and historic character.

The Clustered Housing Zoning Option is intended to implement the Glen Arbor Township Master Plan by: Planning residential developments to protect the Township's rural character and appearance;

- Making rural development compatible with the natural environment and preserving natural features and land forms (topography, steep slopes, ridge lines, drainage ways, shorelines, open meadows, wetlands, lakes ponds, dunes, tree lines and woodlands);
- Providing permanent open space for present and future generations of Township residents;
- Protecting scenic views of prominent features; and,
- Limiting curb cut accesses to the public road network to minimize accident potential.

SECTION XI.2 SCOPE

The Clustered Housing Zoning Option is permitted in the Agricultural and Residential Districts. The Clustered Housing Zoning Option is permitted in subdivisions and site condominiums. No more than one unit will be allowed within 150 feet of any lake or river for each 100 feet of water frontage.

SECTION XI.3 DEVELOPMENT & DENSITY REQUIREMENTS FOR CLUSTERED HOUSING

- A. The land owner/applicant shall specify the intended use of the open space lands and the intent to make an irrevocable conveyance and access of said open space.
- B. Where more than one driveway is permitted, they shall either access to different public roads or be spaced not less than 1,000 feet apart as measured between driveway centerlines.
- C. Lots for houses shall make the best use of natural topography along with existing and new vegetation to minimize the visibility of structures from existing roads, and have minimal impact on altering existing open fields or woodlands. Residential structures located within 1000 feet of existing public roads shall not front directly onto these public roads.
- D. Holding tanks and central septic systems may be located in the open space.
- E. The developer is responsible for the installation of central septic systems and all other utilities. All utilities must be installed underground.
- F. In the Agricultural District the 200 foot road frontage per lot requirement will be eliminated to achieve the desired clustered unit density.

SECTION XI.4 MINIMUM PARCEL SIZES

The developer is responsible for the installation of all utilities. All utilities must be installed underground. In all cases, the minimum parcel size must be calculated as a contiguous parcel of land.

Criteria	Applicable Zoning Districts				
	R I	R II	R III	R IV	Ag & R VI
Minimum parcel size under single ownership in square feet.	90,000	180,000	270,000	360,000	786,000
Minimum unit size with central septic system (feet).	40 X 70	40 X 70	40 X 70	50 X 100	50 X 100
On-site drain fields or central septic systems .	applies to all districts				
Underground utilities Electricity, telephone, cable TV, and gas.	applies to all districts				

Maximum number of driveways per 20 acre or less parcel.	2	2	2	2	3
Minimum dedicated open space land.	20 %	40 %	40 %	40 %	80 %
Maximum dedicated open space for developed recreational use.	30%	20%	20%	20%	20%

SECTION XI.5 DETERMINING THE NUMBER OF DWELLING UNITS

The number of allowable dwelling units shall be calculated based on the total acreage of the site or parcel.

Maximum density shall be calculated as follows:

- A. The number of dwelling units allowed for the Clustered Housing Zoning Option shall be calculated by dividing the gross square footage of the parcel by the number of square feet required for one dwelling unit in the underlying district.
- B. When the end density calculation results in a whole number of units plus a fractional portion of a unit, the fractional portion shall be rounded to an additional whole number when its decimal equivalent is equal or greater to .50 or larger. When the fractional portion decimal equivalent is less than .50, it shall be rounded down leaving the whole number unchanged.

SECTION XI.6 BASE ZONING REGULATIONS AND SITE VARIATION

The Clustered Housing Zoning Option is a planned unit development under the Michigan Zoning Enabling Act and, as such, in addition to the requirements of This Ordinance, it is subject to the procedures and requirements of Section 503 [MCL 125.3503] of the MZEA. No decision regarding a Clustered Housing Zoning Option under this Zoning Ordinance may be appealed to the Zoning Board of Appeals. This shall not preclude an individual lot owner from seeking a variance following the approval of a Clustered Housing Zoning Option, provided such variance does not involve alterations to open space or regulatory modifications as provided for in the approved Clustered Housing Zoning Option site plan.

SECTION XI.7 PERMITTED USES FOR RESIDENTIAL COMPONENT OF CLUSTERED HOUSING

The residential component of the Clustered Housing, as distinguished from dedicated open space, shall permit the following principal and accessory uses. Dedicated open space uses shall be permitted in accordance with SECTION XIII.8. In the RI, RII, RIII, RIV, RVI, and Agricultural uses in the residential component shall be as permitted by the underlying zoning district. A minimum barrier setback of twenty (20) feet shall be provided between residential units in RI, RII, RIII and RIV. A minimum barrier setback of fifty (50) feet shall be provided between the Agricultural District and RVI components.

SECTION XI.8 OPEN SPACE REQUIREMENTS

- A. **MINIMUM OPEN SPACE DEDICATION REQUIRED.** The required amount of dedicated open space shall be as specified in SECTION XIII.4. Said land shall be used for parks, recreation, conservation, wildlife management uses or preserved in an undeveloped state.
- B. **AREAS NOT CONSIDERED AS DEDICATED OPEN SPACE.** The following areas shall not be included in the dedicated open space:
 1. The area of any public road right-of-way either existing or proposed to be dedicated to the public.
 2. Land that is devoted to residential lots.
 3. Land area that is retained by an individual(s) and is not available for use in common with other owners or the residents except that agricultural lands which are the subject of an irrevocable conveyance shall be allowed to be counted as dedicated open space.
- C. **LOCATION.** Dedicated open space may be centrally located or located to preserve significant natural features and/or agricultural activities. Open space dedicated to public use shall have access to a public road or have access via an easement.
- D. **CONNECTIONS.** Dedicated open space may either be a single contiguous area or separate area connected by paths or walkways. Connections to adjacent open space, public land or already existing or planned pedestrian/bike paths may be required.
- E. **ALLOWABLE STRUCTURES.** Any structure(s) or building(s) accessory to a recreation or conservation use may be erected within the dedicated open space, subject to the approved Clustered Housing site plan. The accessory structure(s) or building(s) shall not exceed, in the aggregate area, one percent (1%) of the maximum dedicated open space allowed for developed recreational use as stated in SECTION XI.4.

- F. **WATER SYSTEMS & DRAIN FIELDS.** Water Systems and drain fields for waste treatment systems serving the residential units may be located in the open space if provided for in site plan.
- G. **IRREVOCABLE CONVEYANCE.** Dedicated open space may be set aside by the owner/applicant by irrevocable conveyance as shall be agreed upon between the Township and the applicant. Irrevocable conveyance shall include recorded deed restrictions, protective covenants and conservation easements per the State of Michigan Conservation and Historic Preservation Act, Public Act 197 of 1980, as amended (MCL 399.251). The irrevocable conveyance shall insure that dedicated open space uses shall be permanently protected as agreed upon between the applicant and the Township. Such conveyance shall:
 - 1. Describe and illustrate the proposed uses of the dedicated open space.
 - 2. Provide the Township with discretion on how to control and manage:
 - 1. The dumping or storing of any material, equipment or refuse;
 - 2. Activities that may increase the risk of soil erosion or damage to vegetation.
 - 3. Provide for maintenance and standards for scheduled maintenance by those parties having an ownership or use interest in the dedicated open space.
 - 4. Provide for the assumption of maintenance by the Township if the dedicated open space land is inadequately maintained or is determined by the Township to be a public nuisance. The conveyance shall also provide for recovering the maintenance costs from the parties having an ownership or use interest in the dedicated open space, should the Township need to assume maintenance responsibilities.
- H. **OWNERSHIP.** Dedicated open space shall be owned, administered and maintained by one of the following or similar entities at the discretion of the original landowner, except that Glen Arbor Township ownership is also discretionary with the Township.
 - 1. Conveyance to:
 - 1. A homeowners association.
 - 2. A condominium association.
 - 3. A private conservation organization.
 - 4. Glen Arbor Township.
 - 2. Transfer of easements to Glen Arbor Township or to a private conservation organization.
- I. **PERMITTED USES OF DEDICATED OPEN SPACE.** The use of the dedicated open space shall be as agreed upon between the applicant and the Glen Arbor Township Planning and Zoning Commission and as shown on the approved site plan and described in the irrevocable conveyance. In agreeing to a dedicated open space use, careful consideration shall be given to the need for compatibility between the residential community and the Township in the uses; except that no more than 20% of the dedicated open space shall be used for developed recreational uses such as, but not limited to: golf related activities, baseball and /or soccer fields, tennis courts and/or basketball courts, pools, etc.
- J. **CHANGE IN USE OF DEDICATED OPEN SPACE.** Dedicated open space shall be used as shown in the approved site plan. Any change in the use of the dedicated open space must be reviewed and approved by the Glen Arbor Township Zoning and Planning Commission and the Glen Arbor Township Board.
- K. **ENFORCEMENT OF DEDICATED OPEN SPACE REQUIREMENTS.** Whichever conveyance and ownership structure is employed, the Township Board or Zoning Administrator shall be responsible for enforcement of the terms of the dedicated open space agreement.

SECTION XI.9 CLUSTERED HOUSING APPLICATION AND APPROVAL PROCEDURES

- A. **PRE-APPLICATION CONFERENCE.** Prior to submission of a formal application for Clustered Housing, the applicant shall request a pre-application conference with the Zoning Administrator. The purpose of the meeting will be to inform the Zoning Administrator of the applicant's intent and to determine whether the minimum eligibility requirements for Clustered Housing are satisfied. In order to demonstrate intent, the applicant shall provide the following information:
 - 1. A map of the proposed Clustered Housing site showing the property boundaries with dimensions, adjacent roads, topography, non-buildable areas, site size and existing zoning.
 - 2. A sketch plan showing a general layout of how the applicant intends to use the property (lot locations, roads, etc.). This plan must demonstrate at least the minimum eligibility requirements, the intended use of the dedicated open space, and the method of dedication.
 - 3. A written statement indicating that the applicant intends to meet the minimum eligibility and density requirements, and such other information as will illustrate the applicant's intent. If the Zoning Administrator determines that the sketch plan satisfies the minimum eligibility requirements, the applicant may submit a formal Clustered Housing/Site Plan application.

- B. CLUSTERED HOUSING APPLICATION AND APPROVAL. The Clustered Housing shall be processed in accordance with SECTION XIV.7, Site Plan Review. Approval is subject to meeting the requirements as set forth in the Glen Arbor Township Parcel Division Ordinance. Approval shall be by a majority vote of the members of the Glen Arbor Township Planning and Zoning Commission.
- C. PHASING. If the site plan is approved, the landowner may, from time to time, and at the landowner's discretion, split off lots in accordance the Land Division Act, Public Act 288 of 1967, as amended, provided such splits are consistent with the approved site plan.

SECTION XI.10 PUBLIC HEARINGS FOR CLUSTERED HOUSING ZONING OPTION

Before approving, denying or approving with conditions an application for a Clustered Housing Zoning Option, the Planning Commission shall hold a public hearing. Notification of the public hearing shall be given in the manner provided for in Section 103 of the MZEA [MCL 125.3103] or, if applicable, Section 306 [MCL 125.3306] and/or Section 202 [MCL 125.3202] of the MZEA.

ARTICLE XII ADMINISTRATION

SECTION XII.1 ZONING ADMINISTRATION

A Zoning Administrator shall be appointed by and on terms as shall be determined by the Glen Arbor Township Board. He/she shall perform such duties as the Township Board may prescribe in This Ordinance and/or in a position description issued by the Township Board.

SECTION XII.2 DUTIES

The duties of the Zoning Administrator shall include:

- A. Receive applications for Land-Use Permits and issue or deny the same;
- B. Inspect buildings, structures for Land-Use Permits and issue or deny the same;
- C. Inspect buildings, structures or sites; to determine compliance with the Land-Use Permits issued and compliance with This Ordinance,
- D. The Zoning Administrator is responsible for the enforcement of This Ordinance.
- E. Upon denial of a building permit for any reason, it will be the duty of the Zoning Administrator to inform the Zoning & Planning Commission, in writing, of such denial.
- F. The Zoning Administrator shall keep records of all applications received and action taken.
- G. In the event that a permit or approval has a time expiration or other timed condition, the Zoning Administrator shall enforce the timing provisions of such permit or approval. This duty requires that the records kept by the Zoning Administrator be organized such that time restrictions can be uniformly enforced.
- H. The Zoning Administrator shall report actions taken on applications, give input or recommendation on issues before the Planning and Zoning Commission, and other boards and committees upon request.

SECTION XII.3 LAND-USE PERMITS

- A. **General:** No person, partnership, corporation, association, officer, department, board or bureau of the Federal, State, or County, or any other legal entity, shall utilize any property for a use not permitted by This Ordinance and shall use such property for a use that is permitted by This Ordinance only after a Land Use Permit for such use has been issued by the Zoning Administrator. Any person, partnership, corporation, association, officer, department, board or bureau of the Federal, State, or County, or any other legal entity planning to erect a conforming building or structure; or to alter any existing conforming or non-conforming structure which requires the use of more land area; or to rebuild a non-conforming building or structure within the same footprint and location; or to relocate or add to a non-conforming building or structure; or to expand a non-conforming use/activity; or to change or establish a new use/activity for any premises in any Land-Use District, shall file an application in writing with the Zoning Administrator for a Land-Use Permit.
 1. Application for Land-Use permits in the business, recreational and resort districts shall be accompanied with a Site Plan of the proposed use. Said Site Plan shall establish in the opinion of the Planning and Zoning Commission that the proposed use will not adversely affect, damage or destroy through alteration or development the natural features and/or archeological or historical significance of said land or said Plan will not be approved by the Zoning Administrator. Requirements for the contents of said Site Plan are contained in [SECTION XII.7](#) here in after.
 2. The Zoning Administrator shall issue a "Land-Use Permit" if such planned building, structure, or use / activity is in compliance with the provisions of This Ordinance.
- B. **Business Uses:** A Land Use Permit shall be issued for a business use in any zoning district, only after compliance with the provisions of the applicable zoning district, the provisions of subsection A, above, and all of the following:
 1. The Township has received final written approvals from all agencies required to approve said use at the proposed location. Issuance of a Land Use Permit shall be conditioned on presentation of such documentation to the Township's Zoning Administrator. If in the event the Zoning Administrator does not receive such approvals, then the proposed business use shall not commence.
 2. All projected business uses that appear to involve a "Change of Use" shall also be submitted to the Planning Commission to ensure compliance with existing Ordinances in effect at the time. "Change of Use" shall be defined as any change in operation of the enterprise/facility that involves the need for approvals from other agencies, or effects the parking requirements of the property as defined in Township Zoning Ordinances.
 3. The Zoning Administrator shall develop a check list that identifies the various approvals that must be provided to the Township in writing for each project submitted and a copy of said list shall be given to the applicable applicant.

4. Review of project progress and receipt of required approvals shall be conducted by the Zoning Administrator who shall report monthly on such activity to the Planning Commission and Township Board.
5. Failure of an applicant to comply with the requirement to solicit, receive and provide copies of necessary final approvals to the Township Zoning a Administrator shall result in the withholding of final authorization to "open for business" by the Township. Failure to comply with this procedure shall result in the Zoning Administrator "red flagging" the property involved, thereby precluding the business from opening in the Township. Daily fines shall be charged in the event that the effected business owner fails to comply with this "red flag" stop work order precluding operation of the business.
6. The applicant shall provide the Zoning Administrator with copies of the following approvals at a minimum:
 1. Unrestricted Occupancy Permit from the Inspections Office.
 2. Documentation of a completed and approved permit for a sewage disposal system, and well from the Health Department or other applicable agency.
 3. Approval from the Department of Agriculture for effected properties.
 4. And other permits as may be required due to the nature of the business involved.
7. The Zoning Administrator shall maintain a file of all referenced documents at the Township Offices for review upon request by all involved parties.
8. Prior to granting of Land-Use Permit, the Site Plan must be reviewed by the Planning and Zoning Commission..

SECTION XII.4 DISTRIBUTION OF LAND-USE PERMITS

Each Land-Use Permit shall be in triplicate and the copies shall be in distributed as follows: one to the applicant which he is to retain until construction is completed; one to the Township Supervisor; and one to be retained by the Zoning Administrator as a part of the permanent records of the Township.

SECTION XII.5 DENIAL OF PERMITS

The Zoning Administrator shall promptly inform the applicant of the denial of a "Land-Use Permit" if, in his opinion, such planned building or structure or use / activity does not comply with the provisions of This Ordinance.

SECTION XII.6 FEES

The Fee schedule has been removed from This Ordinance effective July 1, 1996. Fees are hereafter determined by Town Board action.

SECTION XII.7 REQUIREMENTS FOR SITE PLAN

It is the purpose of this article to specify standards, data requirements, and the review process which shall be followed in the preparation of site plans and plot plans as required by This Ordinance.

- A. **Planning Commission Approval for Site Plans:** Site plan approval is required by the Planning Commission (PC), prior to the issuance of a Land Use Permit, for the following land uses, including modifications to the location of perimeter walls or outdoor use areas of such existing uses:
 1. All new uses by right within the Business zoning district.
 2. All uses by right, excluding single family dwellings, where one or more of the following conditions exist:
 1. The building site exceeds slopes of thirty-three (33) percent.
 2. The proposed development is required to meet the provisions of one or more of the following:
 3. Michigan Wetlands Protection Act, P.A. 203 of 1979, as amended.
 4. Shoreline Protection and Management Act, P.A. 245 of 1970, as amended.
 5. Michigan Sand Dunes Protection and Management Act, P.A. 222 of 1976, as amended.
 3. All special land uses, as specified in each zoning district, including planned unit developments, whether a new development or a change of use, except as otherwise specified by This Ordinance.
- B. **Zoning Administrator Approval for Plot Plans:** Plot Plan approval is required by the Zoning Administrator, prior to the issuance of a Land Use Permit, for all other uses not listed above, including any change of permitted use meeting the minor change criteria.
- C. Plot Plan and Site Plan Data Required:

<i>Required Data Description</i>	<u><i>Plot Plan</i></u> ZA Approval	<u><i>Site Plan</i></u> PC Approval	<i>Comments</i>
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Contact Information for Applicant and Owner (if different)	X	X	
General Information <u>Vicinity sketch</u> showing site relationship to surrounding streets and land uses within 300'	X	X	
PROJECT DESCRIPTION	X	X**	<i>Basic project description can NOT be waived</i>
Description of proposed uses of structures and land	X	X	
Number of dwelling units, sleeping rooms, occupants, employees (by shift), other users	X	X	
Number of square feet, total usable floor area	X	X	
Location, quantity and type of recreation and open space		X	
Outdoor gatherings – description and anticipated participant levels	X	X	
Property Information			
Location, shape, area, dimensions	X		Readable scale drawing
Property survey (including dimensions) and legal description, prepared and sealed by a professional surveyor		X**	<i>Only the survey can be waived or modified</i>
Yard, open space, parking lot and space dimensions, number of parking spaces, and loading areas	X	X	
ROADS, DRIVEWAYS AND EASEMENTS			
Driveways, parking and vehicle stacking areas when required	X	X	
Drainage – county drains and site drainage	X	X	
Easements and deed restrictions for existing public or private rights-of-way	X	X**	<i>Can NOT be waived</i>
Proposed streets and alleys	X	X	
Proposed traffic control measures		X	
UTILITIES			
Location of any well, septic system, drain field, and/or temporary sanitary facilities	X	X	
Storm drainage and storm water management plan, including drains, dry wells, catch basins, retention/detention areas, point of discharge for drain		X	
Location of all utilities		X	
Lighting – location, area of illumination, fixture type and shielding		X	

Required Data Description (cont'd)	<u>Plot Plan</u> ZA Approval	<u>Site</u> <u>Plan</u> PC Approval	Comments
NATURAL RESOURCES AND FEATURES			
Natural features – such as: woodlands, floodplains, lakes, streams, steep slopes (33 percent), high risk erosion areas, critical dunes, sensitive areas, wetlands	X	X	
Creeks, streams, lakes, ponds and wetland areas within 1,500 feet of property	X	X	
Location of any required agricultural buffers	X	X	

MISCELLANEOUS			
Landscaping plan – location of plants to be preserved, proposed plantings, screening, fences and lighting		X	
Storage location, specifications and containment systems for chemicals, salts, or flammable materials, or hazardous materials		X	
Structure Information (existing and proposed)			
Location, dimensions, height, bulk	X	X	
Proposed structure use	X	X	
Location and size of any waterfront structures and docks	X	X	
Existing man-made features – indicate which are to be retained, removed or altered.		X	
Accessory structures including fences and sheds— size, location and use	X	X	
Trash receptacles – size, location and screening		X	
Signs – type, size and location	X	X	
ADDITIONAL INFORMATION			
Fire and safety preplan coordinated with Fire Chief	X	X	<i>Can NOT be waived</i>
List of all other federal, state, and local permits and current status of required approvals		X**	<i>Can NOT be waived</i>
Expected project completion schedule		X**	<i>Can NOT be waived</i>
Other information deemed necessary by PC to determine compliance with This Ordinance		X**	<i>Can NOT be waived</i>

** Sections (or portions thereof) which shall NOT be modified or waived

A. Waiver Notes:

1. Planning Commission approval of a request for waiver and/or modification of data required from the applicant in no way releases the applicant from the requirements contained in This Ordinance.
2. For each request for modification or waiver of data requirements, the applicant shall provide to the Planning Commission, in writing, its rationale using findings requirements listed above.
3. Prior to submission of an application to the Zoning Administrator, the applicant shall provide a written preliminary project description to the Planning Commission seven (7) days in advance of a scheduled meeting which includes applicant's rationale for requested data modifications or waivers. The applicant shall attend the meeting at which the request is to be considered. The Planning Commission may make a site visit.
4. The Planning Commission will provide the applicant and the Zoning Administrator a list of the approved data requirements which have been waived or modified prior to submission of the application.
5. The Planning Commission is under no obligation to waive or modify any data requirement.

B. Data Waivers:

1. The Planning Commission may waive, in whole or in part, or modify any of the above site plan requirements.
2. The Zoning Administrator may waive, in whole or in part, or modify any of the above plot plan requirements.
3. Planning Commission approval of a request for waiver and/or modification of data required from the applicant in no way releases the applicant from the requirements contained in This Ordinance.
4. Prior to submission of an application to the Zoning Administrator, the applicant shall provide a written preliminary project description to the Planning Commission seven (7) days in advance of a scheduled meeting which includes applicant's rationale for requested data modifications or

waivers. The applicant shall attend the meeting at which the request is to be considered. The Planning Commission may make a site visit.

5. The Planning Commission is under no obligation to waive or modify any data requirement.
6. Waivers Findings Requirements:
 1. The requirement is not applicable to the proposed development.
 2. The data will serve no useful purpose and/or no good public purpose will be achieved by requiring strict conformance with the listed requirement.
 3. Circumstances have not significantly changed on the property since the last time detailed information on the site was submitted.
 4. Another reasonable circumstance or condition exists.

SECTION XII.8 SITE PLAN REVIEW PROCEDURES

- A. **Submittal and Distribution of Site Plans:** The applicant shall consult with the Zoning Administrator prior to submitting an application to review the process and determine if any additional agencies will need to review the proposed site plan. Prior to submitting an application to the Zoning Administrator, the applicant shall submit a copy of the proposed site plan and relevant supplemental information to the each of the following entities for comment:
 1. Fire Department,
 2. County Road Commission,
 3. District Health Department,
 4. County Drain Commissioner,
 5. County Construction Code office, and
 6. Other agencies as may be relevant, including the Department of Natural Resources and the Natural Resources Conservation Service.
- B. Three (3) copies of the application, site plan, and agency comments shall be submitted to the Zoning Administrator. The Zoning Administrator (or designated agent(s) and/or consultants) shall review the application and site plans for completeness and if such application or plans are not complete according to SECTION XII.9, a written notice shall be provided identifying the inadequacies of the plans and any additional information required. Once the application submittal materials are determined to be complete, an additional five hard copies and one electronic copy of all application materials shall be submitted to the Zoning Administrator.
- C. **Review:** The Planning Commission shall review the application and plans and determine their conformity with the applicable provisions of This Ordinance and the provisions of SECTION XII.9.
- D. **Action:** After conducting a review, the Planning Commission shall reject, approve, or conditionally approve the site plan, as it pertains to requirements and standards contained in the Zoning Ordinance. Any conditions required by the Planning Commission shall be stated in writing and shown on the site plan, together with the reasons, and delivered to the applicant. Decisions by the Planning Commission shall be made within sixty (60) days of the receipt of the completed application unless, in the opinion of the Planning Commission, an extension of time is necessary to adequately collect and review information pertinent to a decision. A site plan shall be approved if it contains the information required by, and is in compliance with This Ordinance, other Township planning documents, and state and federal statutes.
- E. **Approved Site Plans:** Three (3) copies of the approved site plan, with any conditions contained within, shall be maintained as part of the Township records for future review and enforcement. Each copy shall be signed and dated with the date of approval by the Zoning Administrator and the applicant for identification of the approved plans. One (1) copy shall be returned to the applicant. If any variances from the Zoning Ordinance have been obtained from the Zoning Board of Appeals, the minutes concerning the variances, duly signed, shall also be filed with the Township records as a part of the site plan and delivered to the applicant for information and direction.

SECTION XII.9 SITE PLAN REVIEW AND APPROVAL STANDARDS

Each site plan shall conform to the applicable provisions of This Ordinance and the standards listed below:

- A. All elements of the site plan shall be organized in relation to topography, the size and type of lot, and the type and size of buildings. The site shall be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in This Ordinance.
- B. The landscape shall be preserved in its natural state, insofar as practical, by minimizing tree, other vegetative material, and soil removal, and by topographic modifications which result in maximum harmony with adjacent areas. Landscape elements shall minimize negative impacts. Landscaping, buffering, and screening shall conform with the requirements of [SECTION XII.7C](#) Landscaping and Screening.

- C. Special attention shall be given to proper site drainage so that removal of storm waters will not increase off-site sedimentation or otherwise adversely affect neighboring properties.
- D. The site plan shall provide reasonable, visual, and sound privacy for the proposed development, as well as the adjacent properties. Fences, walks, barriers, and landscaping shall be used, as appropriate, for the protection and enhancement of property and for the privacy of its occupants.
- E. A fire and safety preplan review shall be required and coordinated by the applicant with the Glen Arbor Township Fire and Rescue chief or his/her designee.
- F. All buildings or groups of buildings shall be so arranged as to permit emergency vehicle access.
- G. Every structure or dwelling unit shall have access to a public street, private road, walkway, or other area dedicated to common use.
- H. Walkways shall be provided, separate from the road system, where feasible.
- I. Exterior lighting shall be designed and arranged so that it is deflected away from adjacent streets and adjoining properties, and shall be directed downward so as not to unnecessarily illuminate the night sky. Flashing or intermittent lights shall not be permitted.
- J. The proposed arrangement of vehicular and pedestrian routes shall respect the pattern of existing or planned streets and non-motorized pathways in the area. Streets and drives which are part of an existing or planned street pattern which serves adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way.
- K. All streets shall be developed in accordance with County Road Commission specifications if public, and in accordance with Private Roads, if private.
- L. All parking areas shall be so designed to facilitate efficient and safe vehicular and pedestrian circulation, minimize congestion at access and egress points to intersecting roads, including the use of service drives as appropriate, and minimize the negative visual impact of such parking areas.
- M. Residential and nonresidential development shall not include unnecessary curb cuts and shall use shared drives and/or service drives where the opportunity exists unless precluded by substantial practical difficulties.
- N. The site plan shall provide for the appropriate location of all necessary and proposed utilities. Locational requirements shall include underground facilities to the greatest extent feasible.
- O. Site plans shall conform to all applicable requirements of state and federal statutes, and approval may be conditioned on the applicant receiving necessary state and federal permits before the final site plan approval is granted.
- P. The applicant shall demonstrate that reasonable precautions will be made to prevent hazardous materials from entering the environment, including:
 - 1. Sites at which hazardous substances are stored, used or generated shall be designed to prevent spills and discharges to the air, surface of the ground, ground water, lakes, streams, rivers, or wetlands.
 - 2. General purpose floor drains shall only be allowed if they are approved by the responsible agency for connection to a public sewer system, an on-site closed holding tank (not a septic system), or regulated through a State of Michigan groundwater discharge permit.
 - 3. State and federal agency requirements for storage, spill prevention, record keeping, emergency response, transport and disposal of hazardous substances shall be met. No discharges to ground water, including direct and indirect discharges, shall be allowed without required permits and approvals.

SECTION XII.10 CONFORMITY TO APPROVED SITE PLANS

Following the approval of a site plan by the Planning Commission, and the issuance of the Land Use Permit by the Zoning Administrator, the applicant shall construct the site plan improvements in complete conformity with the approved site plan. Failure to do so shall be deemed a violation of This Ordinance.

SECTION XII.11 CHANGES AND APPEALS

- A. **Amendment to the Site Plan:** No changes shall be made to an approved Site Plan prior to or during construction except upon mutual agreement between the applicant and the Township or Zoning Administrator according to the following procedures;
 - 1. Major Changes: major changes or amendments to an approved Site Plan involving changes that significantly alter the approved design or layout and/or the intensity or impact due to change is likely to be greater than that which was originally approved. Major changes shall include changes in the location or extent of walkways, vehicular circulation ways and parking areas, or exterior building and structure walls if such changes will impact the original approval standards or conditions or approval, or negatively impact neighboring properties; the number and location of

accesses to public streets and alleys; a reduction in the number of parking spaces; an increase in the gross floor area or heights of buildings; a reduction in the open space; and similar major changes, shall require the approval of the Planning Commission, in the same manner as the original application was submitted, reviewed, and approved and subject to the finding of all of the following:

1. Such changes will not adversely affect the initial basis for granting approval;
 2. Such changes will not adversely affect the overall project in light of the intent and purpose of such development as set forth in this section; and
 3. Such changes shall not result in the reduction of open space area as required herein.
 4. Minor changes to an approved Site Plan upon which the Zoning Administrator defers judgment to the Planning Commission, shall be treated as a major change.
2. **Minor Changes:** Minor changes to an approved Site Plan (including a Site Plan associated with a Special Land Use approval) which still meet all Zoning Ordinance requirements and the conditions of the original approval, in addition to not meeting the major change criteria listed in above, may be approved by the Zoning Administrator. The Zoning Administrator may at his or her discretion request the Planning Commission to review the proposed minor change.
3. **Deferred to PC:** Changes to an approved Site Plan, which do not technically meet the requirements for a major change, but which the Zoning Administrator at his or her discretion has deferred to the Planning Commission for review shall be reviewed under the process for a site plan review for a permitted use.
- B. **Amendments to a Plot Plan:** The Zoning Administrator shall review proposed changes to an approved plot plan in accordance with the standards specified in This Ordinance. Changes to a plot plan which contain elements which require site plan approval according to this section shall require that the entire project be processed as a site plan according to the procedures of [SECTION XII.7C](#).
- C. **Appeals:** With regard to site plan and plot plan approval decisions, an appeal may be taken to the Zoning Board of Appeals in the manner of other administration decisions. The concurring vote of a majority of the members of the ZBA shall be necessary to reverse any decision by the Planning Commission, or to decide in favor of the applicant. The appeal may be taken by any person aggrieved or by any officer, department, board, or bureau of the Township, County, or State. The Zoning Board of Appeals shall state the grounds of each determination.
- D. **Circuit Court Review:** Any party aggrieved by an order, determination or decision of the Zoning Board of Appeals may obtain a review both on the facts and the law, in the Circuit Court; provided that application is made to the Court within thirty (30) days after the delivery of a final decision.

SECTION XII.12 SECTION XIV.11 NOTICES FOR PUBLIC HEARINGS

Whenever this Zoning Ordinance or the Michigan Zoning Enabling Act requires a public hearing to be held, notice of the public hearing shall be given in the manner provided for in Section 103 of the MZEA [MCL 125.3103], as modified (where appropriate) by the following Sections:

Section 202 [MCL 125.3202]; Section 306 [MCL 125.3306]; Section 401 [MCL 125.3410]; Section 502(2) and (3) [MCL 125.3502(2) and (3)]; Section 503(5) [MCL 125.3503(5)]; Section 508(4) [MCL 125.3508(4)]; Section 604(4) [MCL 125.3604(4)]; and Section 604(5) [MCL 125.3604(5)].

ARTICLE XIII NUISANCE PER SE: **ENFORCEMENT PENALTIES FOR VIOLATION**

SECTION XIII.1 NUISANCE PER SE

Uses of land, and dwellings, buildings or structures, including tents and mobile homes, used, erected, altered razed or converted in violation of any provision of This Ordinance or regulations or conditions adopted (or imposed) under authority of This Ordinance, are a Nuisance per se.

SECTION XIII.2 PENALTIES

- A. Abatement. The Court shall, on complaint of the Zoning Administrator, order any nuisance under SECTION XIII.1 abated, and the owner or agent in charge of the subject premises shall be liable for maintaining the nuisance per se.
- B. Municipal Civil Infraction.
 - 1. Any person, firm, association, corporation or other entity which shall violate any provision of This Ordinance in any particular, or who fails to comply with any of the regulatory measures or conditions imposed by the Board of Appeals or the Planning Commission pursuant to This Ordinance or otherwise pursuant to Michigan law shall, unless such violation has abated, ceased to exist or otherwise been remedied within seven (7) days after being provided with written notice of such violation from the Code Enforcement Officer, be deemed to be responsible for a municipal civil infraction as defined by Michigan statute which shall be punishable by a civil fine for each violation in accordance with the schedule set forth herein, along with costs which may include all expenses, direct and indirect, to which Glen Arbor Township has been put in connection with the municipal infraction. In no case, however, shall costs of less than \$9 or more than \$500 be ordered. Each day that a violation continues to exist shall constitute a separate violation of This Ordinance. Provisions of This Ordinance may also be enforced by suit for injunctive relief.
 - 2. Civil Fines for Municipal Infractions. Unless otherwise provided elsewhere within This Ordinance for specific violations, Civil Fines for municipal civil infractions shall be assessed in accordance with the following schedule:

	Fine
1. 1st violation within 3-year period	\$ 250.00
2. 2nd violation within 3-year period	\$ 500.00
3. 3rd violation within 3-year period	\$1,000.00
 - 3. The Township Zoning Administrator, and such other persons designated by Resolution of the Township Board, shall be authorized to issue notices and citations for municipal civil infractions.
 - 4. Upon failure of the offender to abate a particular condition as ordered, the Township may enter the property to do so and be reimbursed by the offender for any costs which costs may be recovered by the creation of a lien pursuant to applicable law.
 - 5. In addition to ordering the offender to pay the civil fine, costs, and damages and expenses, the Judge or District Court Magistrate may issue other writs or orders as permitted by law.
- C. Other Remedies. A violator of This Ordinance shall also be subject to such additional sanctions and judicial orders as are authorized under Michigan law.

ARTICLE XIV ZONING BOARD OF APPEALS

SECTION XIV.1 CREATION

A Zoning Board of Appeals ("ZBA" or "Board of Appeals") is hereby established.

SECTION XIV.2 MEMBERSHIP

There shall be five (5) members of the Zoning Board of Appeals as follows:

- A. A member of the Glen Arbor Township Planning Commission ("PC"). The PC shall make a recommendation to the Township Board concerning this appointment.
- B. A member of the Township Board.
- C. All Five (5) members must be electors residing in the Township full time.
 1. Members should be representative of the population distribution and various interests present in the Township.
 2. Members should have prior zoning and planning qualifications.
- D. Terms for all members shall be for three (3) years, except for members serving because of their membership on the PC or the Township Board, whose terms shall be limited to the time they hold such office.
- E. Successors should be appointed not more than one (1) month after the term of the preceding member has expired.
- F. All vacancies for unexpired terms shall be filled for the remainder of the term.
- G. An elected officer of the Township shall not serve as chairman of the Zoning Board of Appeals.
- H. An employee of or contractor to the Township Board may not serve on the Zoning Board of Appeals.

SECTION XIV.3 PER DIEM

Members of the Zoning Board of Appeals may be paid a per diem, plus expenses actually incurred, if appropriation for such payment is made in advance by the Township Board; otherwise, the members will serve without pay.

SECTION XIV.4 PROCEDURES

The Zoning Board of Appeals shall appoint one (1) of its members to be Chairman and one (1) to be Secretary, and it shall establish rules and regulations to govern its procedure when acting upon appeals. A majority vote of its members is required to reverse any decision or determination of the Zoning Administrator or to approve any variation in the application of This Ordinance.

SECTION XIV.5 PUBLIC MEETINGS

All meetings of the Zoning Board of Appeals shall be open to the public and shall be held in compliance with the Michigan Open Meetings Act [MCL 15.261 et seq].

SECTION XIV.6 POWERS OF THE ZONING BOARD OF APPEALS

- A. The Zoning Board of Appeals is empowered to act only upon the following matters:
 1. Questions arising in the administration of This Ordinance regarding the interpretation of this Zoning Ordinance, including interpretation of the Glen Arbor Township Zoning Map
 2. Appeals from an order or decision made by the Zoning Administrator, the Planning Commission or any other official body where it is alleged by the appellant that there is an error in such order or decision.
 3. All matters which This Ordinance properly refers to the Zoning Board of Appeals for determination.
 4. Requests for a nonuse variance relating to the construction, structural changes, or alteration of buildings or structures related to dimensional requirements of the Zoning Ordinance or to any other nonuse-related standard in the Zoning Ordinance.
- B. Before granting a nonuse variance, the Zoning Board of Appeals shall find that all of the following conditions are met:
 1. The strict application of the provisions of This Ordinance would result in practical difficulties which relate only to the property for which the variance is sought. The practical difficulties shall:
 1. Prevent the carrying out the strict letter of This Ordinance;
 2. Are related to the physical characteristics of the property and not economics; and
 3. Consist of extraordinary physical conditions such as shallowness, slope or topography of the property involved, or to the intended use of the property, or uses in the same zoning district.
 2. Granting the variance will not be contrary to either the public interest or to the intent of This Ordinance;

3. Granting the variance shall not have the effect of permitting the establishment within a district of any use which is not permitted by right within that zoning district;
4. Granting the variance will not cause a substantial adverse effect upon property values in the immediate vicinity of the request;
5. Granting the variance is necessary for the preservation of substantial property rights possessed by other properties in the same zoning district;
6. Granting the variance will observe the spirit of This Ordinance.

SECTION XIV.7 APPEALS & PROCEDURES

- A. Appeals: An appeal under this Zoning Ordinance to the Zoning Board of Appeals may be taken:
 1. Within such time as shall be prescribed by the Zoning Board of Appeals by general rule; and
 2. by the filing with the officer from whom the appeal is taken and with the Zoning Board Appeals of a written notice of appeal specifying the grounds for the appeal, accompanied by such fee as is established from time to time by resolution of the Township Board.
- B. Variances: All requests for variances over which the Zoning Board of Appeals has jurisdiction shall be: filed in writing with the Zoning Administrator accompanied by such fee as is established from time to time by resolution of the Township Board.
- C. Procedures: The body or officer from whom the appeal is taken shall immediately transmit to the Zoning Board of Appeals all of the papers constituting the record upon which the action appealed from was taken. Upon receipt of a written request seeking an interpretation of the zoning ordinance; an appeal of an administrative decision; or a variance over which the Zoning Board or Appeals has jurisdiction:
 1. A notice stating the time, date, and place of the public hearing shall be published in a newspaper of general circulation within the Township and shall be sent to the person requesting the appeal, interpretation, or variance not less than 15 days before the public hearing.
 2. Request for variances, interpretations and appeal of an administrative decision involves a specific parcel, written notice stating:
 - a. Nature of the variance request, appeal or interpretation request.
 - b. The time, date, and place of the public hearing shall be sent by first-class mail or personal delivery to all persons to whom real property is assessed within 300 feet of the boundary of the property in question and to the occupants of all structures within 300 feet of the boundary of the property in question. If a tenant's name is not known, the term "occupant" may be used.
- D. Reasonable Conditions: The Zoning Board of Appeals may impose conditions with an affirmative decision, including conditions necessary to:
 1. Ensure that public services and facilities affected by the appeal will be capable of accommodating the loads caused by the use.
 2. Protect the natural environment and conserve natural resources and energy, c) ensure compatibility with adjacent uses of land.
 3. Promote the use of land in a socially and economically desirable manner.
- E. Finality of Decision: The decision of the Zoning Board of Appeals shall be final.

SECTION XIV.8 STAY OF PROCEEDINGS

An appeal stays all proceedings in the action appealed.

SECTION XIV.9 HEARINGS

The Board of Appeals shall fix a reasonable time for hearing of an appeal, and shall give due notice thereof to all parties concerned, and shall decide the issue in a reasonable time, said decision to provide that the spirit of This Ordinance shall be observed, public safety secured, and substantial justice done.

SECTION XIV.10 APPEAL TO CIRCUIT COURT

Any party aggrieved by a decision of the Zoning Board of Appeals may file an appeal with the Leelanau County Circuit Court. As provided in MCL 125.3606(3), an appeal to circuit court under this section shall be filed within 30 days after the zoning board of appeals certifies its decision in writing or approves the minutes of its decision.

SECTION XIV.11 APPEALS FEE

A fee, as set by the Township Board, shall be charged to cover the cost of the Appeals Hearing.

ARTICLE XV **SEPARABILITY**

If any clause, sentence, sub-sentence, paragraph, section or part of This Ordinance be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, sub-sentence, paragraph, section or part directly involved in the controversy in which said judgment shall have been rendered.

ARTICLE XVI DEFINITIONS

SECTION XVI.1 WORDS REQUIRING SPECIAL INTERPRETATION

Any words requiring special interpretation and not listed above shall be used as defined in the Housing Law of Michigan, Act 167, of the Public Acts of 1917, as amended.

SECTION XVI.2 REFERENCES TO PLANNING AND ZONING COMMISSION

All references in this Zoning Ordinance to the Glen Arbor Township Planning and Zoning Commission shall be, and are hereby, amended to mean the Glen Arbor Township Planning Commission.

SECTION XVI.3 STATUTORY REFERENCES

If any statute of the State of Michigan, or any section thereof, which is referenced in this Zoning Ordinance, is amended, such reference shall be deemed to refer to such statute, or section thereof, as amended.

SECTION XVI.4 DELAY IN PROSECUTION

The zoning authority is not prohibited from enforcing any provision of This Ordinance due to its delay or failure to prosecute a violation of This Ordinance on any prior occasion or as to any other property use.

SECTION XVI.5 CLARIFICATION

Unless the context specifically indicates otherwise, this meaning of terms used in This Ordinance shall be as follows:

SECTION XVI.6 SECTION II.2 DEFINITIONS

Accessory Building, Attached: A building customarily incidental and subordinate to the principal building, which is attached to the principal building by a shared wall or an enclosed walkway, and located on the same lot as the principal building (e.g., a garage, storage building, boat house, etc.)

Accessory Building, Detached: A building customarily incidental and subordinate to the principal building, but detached from the principal building, and located on the same lot as the principal building (e.g., a garage, storage building, boat house, etc.)

Accessory Use: A use customarily incidental and subordinate to the principal use of the land or building and located on the same lot as the principal use.

Accessory Residential Extension: A portion of an accessory building used for supplemental space as permitted SECTION V.5.C of This Ordinance.

Agriculture: The art and science of cultivating the ground for the production of crops (including forestry) and livestock.

Antenna Array: One or more rods (omni-directional), panels (directional antenna), discs (parabolic antenna) or similar devices used for transmission or reception of radio frequency signals, not including the support structure.

Architecture Element: The pattern or configuration of elements in something, that is chiefly decorative or ornamental.

Barrier Setback: The distance between units in site condominiums.

Basement: The lowest story of a building or the one just below the main floor, usually wholly or partially lower than the surface of the ground.

Bed & Breakfast Establishments: An owner occupied and managed dwelling wherein a maximum of three (3) bedrooms are available for guest use for compensation and by pre-arrangement. (See also Home Occupation.) A Continental Breakfast may be served.

Boat House: Any structure, either temporary or permanent, having a roof and used for the shelter or enclosure of a boat or boats, and the equipment and supplies for such boat or boats, built on the water's edge. A boat house may not have any habitable space and shall be used only for storage of boats and boat related equipment when located in any residential district.

Boating Facilities: Structures which now exist or may be built, as part of a [marina](#), at the water's edge or over the water but only if they are intended to house a boat or its components for service work, including the service facilities, or to secure and protect boats from weather. Such facilities may include piers and docks.

Building: Any structure either temporary or permanent, having a roof and used or built for the shelter or enclosure of persons, chattels, or property of any kind. This shall include vehicles, whether mounted on wheels or not and situated on private property and used for purposes of a building.

Business Use: The use of land and/or buildings and/or structures of any kind for the manufacture or sale of goods or services of any kind for sale to the public.

Campground: A parcel or tract of land under control of a person or business entity in which sites are offered for the use of the public or members of an organization, either free of charge or for a fee, for the establishment of temporary living quarters for recreation. Campground does not include a seasonal mobile home park licensed under the mobile home commission act, 1987 PA 96, MCL 125.2301 to 125.2349. All campgrounds must meet state regulations and requirements regardless of size.

Central Septic System: A health department approved septic system that services two or more residential units.

Church/Temple: A Building or place set apart for and devoted to the holding of religious services or exercises or public worship; a church or chapel, or a place similarly used.

Club: An organization catering exclusively to members and their guests, or premises and buildings for recreational, artistic, political or social purposes, which are not conducted primarily for gain and which do not provide merchandising, vending, or commercial activities except as required incidentally for the membership and purpose of such club.

Co-location/Site Sharing: The use of a wireless telecommunications facility by more than one wireless telecommunications provider.

Clustered Housing Zoning Option: A residential development option that allows for variations in development regulations (development standards) in order to permanently preserve open space, encourage continued agricultural activities and retain the Township's rural character.

Cottage: Any building or structure which is maintained, offered or used for dwelling or sleeping quarters for transients, or for temporary residence, but shall not include what are commonly designated as hotels, lodgings, houses, touring homes or motels.

Clinic: An establishment where patients who are not lodged overnight are admitted for examination and treatment by a physician or a group of physicians practicing medicine, dentistry or osteopathy together.

Commercial Garage: A building or portion thereof, other than a private or storage garage, designed or used for equipping, servicing, repairing, hiring, selling or storing motor driven vehicles.

Dedicated Open Space: That part of a Clustered Housing site or parcel which is dedicated to permanent recreation, agricultural, wildlife management and open space uses pursuant to an [irrevocable conveyance](#).

Development: Any improvement in the form of buildings or structures on any parcel of land.

Districts: Shall mean a section or sections of the Township of Glen Arbor for which the Zoning regulations governing the use of buildings and premises, the height and size of buildings, size of yards, and the intensity of use are uniform.

Driveway: A passage along which vehicles or animals may be driven.

Dwelling: Any building or part thereof, occupied as the home, residence or sleeping place of one or more persons either permanently or transiently, except automobile trailers or cabins.

Easement: A right or privilege that a person or persons may use another's land.

Erected: Includes built, constructed, reconstructed, moved upon or any physical operations on the land required for the building. Excavations, fill, drainage and the like shall be considered a part of erection.

Family: Any number of individuals living together and cooking together on the premises as a single non-profit housekeeping unit, as distinguished from a group occupying a hotel, [club](#) or similar structure, together with all necessary employees of the family.

Farm: A tract of land devoted to [agriculture](#) for the production, use and/or sale of crops; for raising and/or sale of livestock and their products; for processing and/or sale of forestry products; for grazing and for other things and/or uses not named for which such lands are generally used.

Farm buildings: any and all buildings, structures, or land uses required for the operation of a [farm](#), including [dwelling](#) units used exclusively for residential purposes, barns, poultry houses, silos, storage structures for hay, grains, vegetables, dairy products, fruit and other products produced, machinery, tools, and other accessory structures not specifically mentioned but needed for the proper and efficient operation of a farm.

Flea Market: A place where merchandise, consisting principally, if not completely, of used merchandise, is sold by two or more persons, each selling their own merchandise, whether owned by them or sold on commission or consignment to them.

Flood Plain: Means a land area adjoining a river, stream, watercourse, ocean, bay or lake which is likely to be flooded.

Food Service Establishment: - All businesses serving food of any kind for on premises consumption. Includes restaurants, taverns, bars, bakeries, snack bars, and food trucks.

Footprint: The extreme outer dimensions of roof line, walls, porches and shape of any structure.

Garage, Commercial: Any garage serving the public, which is used for storage, major repair and maintenance, refinishing, rustproofing, washing, adjusting, or equipping of automobiles or other motor vehicles.

Garage, Residential: An accessory building, attached to or detached from a dwelling, designed and used primarily for the parking and storage of motor vehicles, boats, and equipment belonging to those in the residence.

Golf Course: An area of land laid out for the game of golf with a series of nine (9) or eighteen (18) holes, including practice areas, tees, fairways, greens and natural or artificial hazards with or without related facilities including a pro shop; a clubhouse with or without managerial offices, locker rooms, fitness areas, meeting rooms, storage space and food and beverage service facilities; a snack bar, a cart building; a maintenance building; and, buildings for accessory uses such as but not limited to shelters and rest areas.

Hardship: Unnecessary and illogical deprivation of an individual's property rights as enjoyed by others in the same Zoning District.

Height: Vertical distance measured from the finished grade to the highest point of the roof. If the building is located on sloping terrain, the height shall be half the vertical distance measured from the finished grade of the wall furthest downhill to the highest point of the roof, plus half of the vertical distance measured from the finished grade of the wall furthest uphill to the highest point of the roof.

Highway: Any public thoroughfare, except alleys, in the Leelanau County, Glen Arbor Township road system, including Federal, State and County roads.

Home Occupation: A gainful occupation, including [Bed & Breakfast establishments](#), conducted primarily by members of the [family](#), within its place of residence, provided that space used is incidental or secondary to residential use, and that no article is sold or offered for sale except such as is produced by such occupation.

Hotel (or Inn): A building where lodging with or without meals is furnished to transient or resident guests for compensation, containing more than four (4) sleeping rooms and having no cooking facilities in any individual lodging, but wherein a [restaurant](#) may or may not be located.

Industrial: A building or structure housing a manufacturing process.

Institution: Schools, churches, mosques, libraries, community centers, other educational institutions or religious institutions of a nonprofit nature.

Irrevocable Conveyance: The conveyance of rights to the use and/or protection of open space and agricultural lands to the [dwelling](#) owners or the public by means of conservation [easements](#), restrictive covenants, deed restrictions, or the transfer by a deed to the Township.

Junk: Any type of waste materials, refuse or equipment no longer useful to the degree for which it was originally intended, which yet may or may not have some salvage value.

Lodge: A structure for use as a meeting place for members of private [clubs](#), lodges and other non-profit fraternal or religious organizations.

Lot: The parcel of land on which one (1) principal building and its accessories are placed, together with the open space required by This Ordinance.

Lot of Record: A parcel of land, the dimensions of which are shown on a document or map on file with the County Register of Deeds or in common use by County and Community Officials and which actually exists as shown, or any part of such parcel held in a record ownership separate from that of the remainder thereof.

Marina: A boat basin providing dockage, supplies, sales and services for watercraft.

Mixed Use: A balance of commercial and residential uses contributing to a development's success, as well as supporting the local economy. Typically, this is a multi-story building with retail, service, or office space on the ground floor and residences above.

Monopole: A support structure constructed of a single, self-supported hollow metal tube securely anchored to a foundation.

Motel: Shall mean a building or group of buildings having units containing sleeping accommodations only which are available for temporary occupancy primarily for automobile transients.

Museum: A structure or part of a structure used for the acquisition, preservation, study and exhibition of works of artistic, historical or scientific value which may offer:

Programs of cultural, educational or recreational nature to interest and improve mind and body.
A shop selling [museum](#) related goods, occupying up to ten percent of floor space but no more than 600 square feet excluding storage.

Multiple Family Dwelling: A building or portion thereof containing two (2) or more [dwelling](#) units designed for, or occupied as, the home of two or more families living independently of each other. This definition includes apartment buildings, cooperatives, and condominiums having a minimum of 480 square feet of living area for each unit exclusive of porches, attached garages, patios, etc., with a minimum core dimension of 20 feet.

New Construction: Construction of any structure, or an addition to any existing structure.

Non-Conforming Building Lot: A building lot platted before the effective date (October 22, 1975) of This Ordinance or amendments thereafter, which does not conform to the ordinance requirements of the zoning district in which it is located.

Non-Conforming Addition: A new addition to a conforming or non-conforming building or structure, which addition is non-conforming due to dimensional, location or other applicable characteristics.

Non-Conforming Structure: A structure built before the effective date of This Ordinance (October 22, 1975), or amendments thereafter, or authorized by variance, which does not conform to the ordinance requirements of the zoning district in which it is located. A structure may be non-conforming with the respect to set back, height, ratio of floor area to lot size, or other applicable characteristics.

Non-Conforming Use/Activity: Any use/activity lawfully carried on prior to the effective date of This Ordinance (October 22, 1975) or amendments thereafter, or authorized by variance, which is not specifically allowed within the zoning district where it is located.

Non-riparian: Property that does not border a waterbody or watercourse. Non-riparian property typically cannot acquire riparian rights through acquisition of a riparian lot or an interest in a riparian lot.

Nursing Home: Home for the aged, convalescent, chronically ill or incurable persons in which three or more persons not of immediate family are received, kept or provided with food, or shelter and care for compensation, but not including hospitals, [clinics](#) or similar businesses devoted primarily to the diagnosis, treatment or care of the sick or injured.

Open Space Ratio: The portion of a Lot which is required by This Ordinance to remain as open space. The open space ration shall be expressed as a percentage which shall designate the portion of the Lot which is to remain as open space. Open space excludes areas covered by buildings, by paved or graveled road for parking surfaces, and by public road rights-of-way. Open Space includes natural areas of undisturbed vegetation, areas replanted with vegetation after construction, agricultural uses, garden plots, lawns, and recreation areas including [golf courses](#), play lots, tennis courts, swimming pools, ball fields, bike paths, cart paths, foot paths, ski trails, bridle trails and similar uses.

Ordinary High Water Mark: The line between upland and bottomland which persists through successive changes in water levels below which the presence and action of the water is so common or recurrent that the character of the land is marked distinctly from the upland and is apparent in the soil itself, the configuration of the surface of the soil, and the vegetation. Pursuant to the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, Part 325, formerly the Great Lakes Submerged Lands Act, P.A. 247 of 1955, as amended, the ordinary high water mark for Lake Michigan is 580.5 feet above sea level, International Great Lakes Datum of 1985 and for Big and Little Glen Lake is 596.75 feet above sea level.

Organization: nonprofit organization

Park: Park is any publicly owned recreational area or facility.

Plot Plan: The drawings and documents depicting and explaining all salient features of a proposed development that requires a land use permit.

Private Garage: An enclosed building or semi-open carport designed for storing automobiles together with garden tools and equipment, etc.

Public Utility: Any person, firm, corporation, municipal department or board duly authorized to furnish, and furnishing, under government regulation, to the public, transportation, water, gas, electricity, telephone, steam, telegraph or sewage disposal and other services.

Riparian: Refers to property that borders a lake, river or stream.

Residence: A dwelling that is designed and built for human occupancy. The dwelling must have a minimum of 480 sq. ft. and a minimum core dimension of 20 feet by 20 feet (400 sq. ft.) The dwelling must have a bedroom, full bath, kitchen/dining area, and a living room. A residence may be occupied full or part time and is often referred to as a home, house, apartment, condominium, modular home, or mobile home.

Recreational Unit: A tent or vehicular-type structure, primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle which is self-powered. A tent means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors.

Residential Component: That part of a Clustered Housing site, exclusive of [dedicated open space](#), which is dedicated to residential and customary accessory uses.

Restaurant: A business located in a building where, in consideration of the payment of money, meals are habitually prepared, sold and served to persons for consumption on or off the premises, having suitable kitchen facilities connected therewith containing conveniences for cooking an assortment of foods which may be required for ordinary meals, and deriving a portion of the receipts from the sale of food.

Retail Store: A store, market or shop in which commodities are sold, or offered for sale, in small or large quantities to the retail trade.

Ridge Line: A continuous long and narrow elevation of land which is the highest elevation in the immediate area observed from 1000 feet or less from either side of the ridge.

Roadside Stands: Shall mean any accessory structure or building, but expressly prohibits vehicles, located along the [highway](#), (**Error! Reference source not found.**), used or intended to be used solely for the purpose of the sale of seasonal farm products, situated upon or adjacent to lands used for farming in conjunction with a single family residence.

Rooming House: Primarily a family [dwelling](#) where lodging with or without meals is furnished on a weekly, monthly or any paying basis to three or more persons who are not members of the family occupying and operating the premises, but not necessarily to anyone who may apply.

School: As determined via Blacks dictionary.

1) An [institution](#) of learning and education, esp. for children. "Although the word 'school' in its broad sense includes all schools or institutions, whether of high or low degree, the word 'school' frequently has been defined in constitutions and statutes as referring only to the public common schools generally established throughout the United States. When used in a statute or other contract, 'school' usually does not include universities, business colleges, or other institutions of higher education unless the intent to include such institutions is clearly indicated." 68 Am. Jur. 2d *Schools* § 1, at 355 (1993)

2) The Collective Body of students under instruction in an institution of learning.

3) A group of people adhering to the same philosophy or system of beliefs.

Service business: A store, market or shop in which services are sold, or offered for sale, to the public such as gasoline stations, garages, repair shops, laundries, warehouses, printing houses, undertaking establishments, barber shops and beauty parlors, etc.

Set-back from edge of pavement: Shall mean the distance from a structure, measured from drip line or eave edge, to the right-of-way of a highway, road, or ingress/egress easement.

Set-back lines: Shall mean lines established parallel to a property line along highway or water's edge for the purpose of defining limits within which no structure or any part thereof, measured from drip line or eave edge, shall be erected or permanently maintained.

Single Family Dwelling: A building or portion thereof containing one [dwelling](#) unit and designed for, or occupied by, only one family and having not less than 480 square feet of ground floor living area, exclusive of porches, attached garages, patios, etc., with a minimum core dimension of 20 feet.

Site Plan: A plan showing all salient features of a proposed development, so that it may be evaluated in order to pre-determine whether it meets the provisions of This Ordinance. A [plot plan](#) depicts a subset of the information required by This Ordinance for a site plan.

Street: A thoroughfare which affords a principal means of access to abutting property.

Structure: Any constructed or erected material or combination of materials built or placed in or upon the ground including: buildings, [dwellings](#), garages, sheds, storage bins, decks, fences, signs, towers, or other like objects; but excluding, [driveways](#), parking areas, sidewalks, boardwalks, at grade patios, steps, retaining walls, docks, flagpoles, mailboxes and other similar objects.

Tower Height: The average distance as calculated by the average ground level twelve feet around the proposed site to the highest point of the WCF, including [antenna array](#).

Trailer Homes: Any house car, house trailer or camper trailer or similar unit used or so constructed as to permit it to be used as a seasonal or vacation type home for sleeping or housekeeping by one (1) or more persons.

Unit: A building site or apartment in a condominium or a structure in a subdivision.

Use: The purpose for which land or a building thereon is designed, arranged or intended to be occupied or used or which is occupied or maintained.

Used: The word "used" includes "arranged", "designed", or "intended to be used".

Variance: A modification of the literal provisions of This Ordinance granted when strict enforcement thereof would cause undue [hardship](#) owing to circumstances unique to the specific property on which the modification is granted by the Board of Appeals on Zoning.

Water's Edge: Shall mean the [ordinary high water mark](#) along the shore of Lake Michigan, as reported by the U.S. Army Corps of Engineers, or the edge of the water along all other bodies of water. Man-made bodies of water are exempt from the provisions of This Ordinance.

Wildlife Habitat: - Habitat that consists of natural and indigenous plant materials which support animal feeding, breeding and nesting and may define wildlife corridors and paths.

Wireless Communication Equipment Shelter: The structure in which the electronic receiving, transmitting and relay equipment for wireless telecommunications facility is housed.

Wireless Communication Facility (WCF): Any unstaffed facility for the transmission and/or reception of wireless telecommunications services, usually consisting of an [antenna array](#), connection cables, an equipment facility and a support structure to achieve the necessary elevation.

Wireless Communication Tower (WCT): Any structure designed specifically to support equipment used to transmit and/or receive telecommunication signals including [monopoles](#), guyed and lattice construction steel structures.

Wireless Communications: Any personal wireless services as defined in the Telecommunications Act of 1996, including FCC licensed commercial wireless telecommunications services including cellular, personal communication services, specialized mobile radios, enhanced specialized mobile radios, paging and similar services that currently exists or that may be developed in the future

Yard: The area of any lot not supporting any building. Yard measurement shall be the minimum horizontal distances.

A. Front Yard: A yard extending the full width of the lot between the front lot line ([highway](#) frontage) and the nearest line of the main building.

B. Rear Yard: A yard extending a full width of the lot between the rear lot line (or water's edge) and the nearest line of the main building.

C. Side Yard: A yard extending from front yard to the rear yard between the side lot line and the nearest line of the main building or accessory building.

Zoning Administrator: An employee of the Township charged with the enforcement of This Ordinance. For purposes of This Ordinance, the Zoning Administrator may be one or several persons, employed on a full-time, part-time, temporary, or as-needed basis fulfilling one or more of the duties of the position as described in This Ordinance.

SECTION XVI.7 SIGN DEFINITIONS

Advertising Sign: Any sign which directs attention to a business or profession conducted or to a commodity, service or entertainment sold or offered. An advertising sign may be a free-standing, wall or other sign type defined below.

Awning or Canopy Sign: A non-rigid fabric or Plexiglas (or similar material) structure which is attached to a building by a supporting framework, which includes a business identification message, symbol and/or logo. For purposes of This Ordinance, an awning or canopy sign is a wall sign.

Billboard (Outdoor Advertising Structure): An off-premises sign that is affixed to or [erected](#) upon a free-standing framework designed or intended to be used for posting information not pertaining directly to the use of the premises on which it is located.

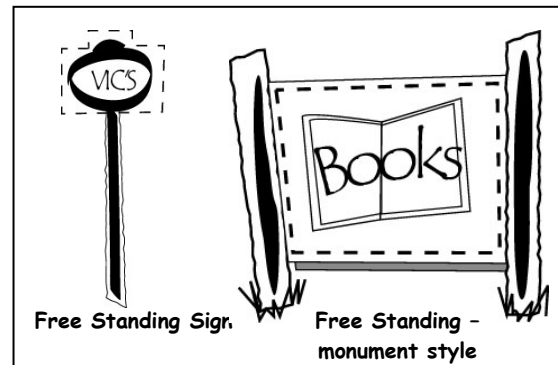
Construction Sign: An on-premises sign identifying those involved in the construction of a development project, including the designer, builder, or lender.

Development Sign: An on-premises sign used to identify a residential or commercial development.

Free-Standing Sign: A sign supported by one (1) or more uprights, poles or braces placed in or upon the ground surface and not attached to any building. Such signs may also be commonly known as a ground sign or pole sign.

Identification Sign: A sign that identifies the activity, [home occupation](#), owner or resident and/or the street address and which sets forth no other advertisement.

Illuminated Sign: A sign that provides artificial light directly (or through any transparent or translucent material) from a source of light connected with such sign, or a sign illuminated by a light.



Inflatable Sign: Any balloon or similar air or gas-filled membrane calling attention to a business, product or event. Inflatable signs are of any size.

Informational Sign: An outdoor sign of a size and scale intended to be viewed by pedestrians within close proximity to the building to which the sign pertains. Such signs usually have a changeable message area. Informational signs include, but are not limited to, sandwich board signs (a free-standing, self-supporting, movable sign typically composed of two boards hinged only at the top), building-mounted menus, and any flag, banner, wind sock, etc. advertising a business, indicating that a business is open, or attracting attention for the purpose of advertising.

Institutional Bulletin Board: A sign containing a surface area upon which is displayed the name of a religious [institution](#), [school](#), library, community center or similar institution and the announcement of its institutional services or activities.

Marquee Sign: An advertising wall sign attached to or hung from a roof-like structure projecting over an entrance, from and supported by a building. A marquee usually has three sign faces. A canopy, awning or projecting sign is not a marquee sign.

Moving or Revolving Sign: Any sign which revolves or has any visible moving parts, visible revolving parts or visible mechanical movement of any type, or other apparent visible movement achieved by electrical, electronic or mechanical means.

Off-Premises Sign: An advertising sign whose message relates to a business, service, commodity, or profession lawfully being conducted, sold or offered on premises other than that upon which the sign is located. An Off-Premises sign also includes a sign on a motor vehicle or other portable structure which is parked on a public street or on other public property under the following conditions:

- F. The vehicle or portable structure is parked on the public street or on other public property on a recurring basis; and
- G. The vehicle or portable structure is parked outside of the boundary lines, as extended into the public street or other public property, of the business being advertised; and
- H. The sign directs the viewer to the property on which the business advertised is located; and
- I. The property on which the business being advertised is located has sufficient space on site, whether such space is used or unused, for the parking of the vehicles, or other portable structure, on which the sign is placed.

J. An Off-Premises Sign does not include a sign on a motor vehicle which is parked on a public street or on other public property under the following conditions:

1. The motor vehicle is parked while the operator is frequenting another business or servicing a customer; or
2. The motor vehicle is parked in front of the owner or operator's place of residence.

Pole Sign: A free-standing sign.

Political Signs: A sign advertising candidates or soliciting votes in support of or against any proposition or issue at any general, primary, special, [school](#) or any other election.

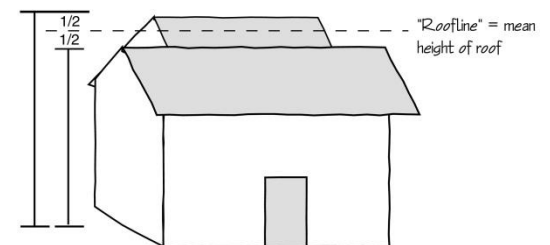
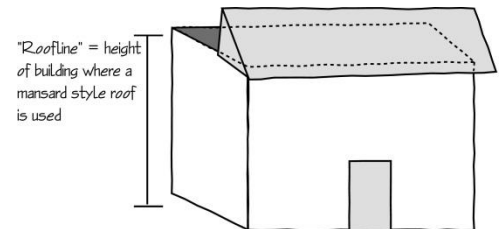
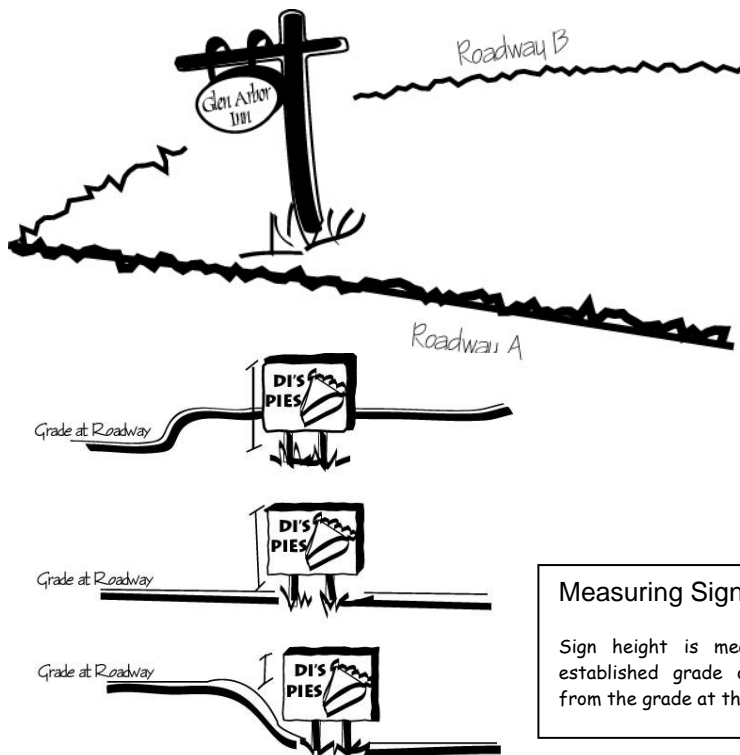
Projecting Sign: A sign which projects from and is supported by a wall of a building.

Portable Sign: A free-standing sign not permanently anchored or secured to either a building or the ground, but usually anchored or secured to a trailer or frame capable of being moved from place to place, not including informational signs.

Real Estate Sign: A sign located on premises containing land or buildings for sale, rent or lease, or buildings under construction and intended for sale, rent or lease.

Roof Line: For purposes of the sign regulations, the roofline shall mean the mean height of a roof (a "true" roof unless there exists a mansard-style roof) exclusive of any peaks.

Sign Height: For ground signs, sign height is defined as the measurement from the established grade at the adjacent street to the highest point on the sign.



Measuring Sign Height

Sign height is measured from the established grade of the road, not from the grade at the sign location.

Sign Height Calculation

When a sign is adjacent to two roadways, the sign height is calculated as the average of the heights as measured from each established road grade:

Height of sign from Roadway A = X

Height of sign from Roadway B = Y

Sign Height Calculation $(X+Y) / 2$

Sign: Any device including words, numerals, figures, designs, pictures, or trademarks painted upon or otherwise affixed to a building, wall, board, berm, or any structure, so, as to inform or attract attention for commercial intent. A sign also includes words, numerals, figures, designs, pictures, or trademarks painted upon or otherwise affixed to a motor vehicle or other portable structure which constitutes an off-premises sign as defined in This Ordinance.

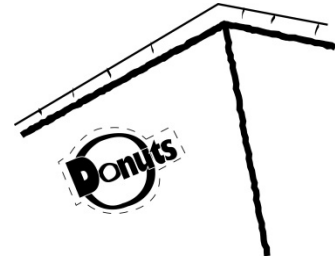
Surface Display Area: The surface display area of any sign is the entire area within a single continuous perimeter enclosing the extreme limits of lettering, representations, emblems, or other figures, together with any material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed. Structural members bearing no sign copy shall not be included. For all two-sided signs, the sign area shall be measured on one side of the sign.

Temporary Sign: A display or information sign with or without a structural frame and intended for a period not to exceed thirty (30) days of display.

Wall Sign (Fascia Sign): A sign which is attached directly to or painted upon a building wall with the exposed face of the sign in a plane parallel to the building wall. Wall signs include, for purposes of This Ordinance, marquees, awnings, and canopy signs.

Wind Sign: Devices such as pennants, spinners, and streamers fastened in such a manner as to move upon being subjected to pressure by wind or breezes.

Window Sign: Signs affixed to, in contact with, or within twelve (12) inches of a window; installed for purposes of viewing from outside the premises. This does not include merchandise located in a window, or any informational signs as defined herein or small informational signs referred to in [SECTION XVI.7](#).



SECTION XVI.8 LIGHTING DEFINITIONS

Outdoor Lighting Fixture. Outdoor electrically powered illuminating devices, outdoor lighting or reflective surfaces, lamps and similar devices, permanently installed or portable, used for illumination, decoration or advertisement. Such devices shall include, but are not limited to search, spot, and flood lights at or on buildings and structures, recreation areas, parking lot lighting, landscape lighting, billboard and other signs, street lighting, product display area lighting, building overhangs and open canopies.

Light Trespass. Any artificial light falling outside of the boundaries of the property upon which it is installed.

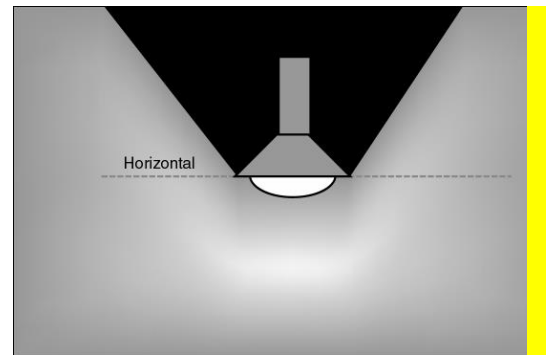
Fully Shielded. No light rays from the fixture are emitted above the horizon, and at least 90 percent of the light is blocked in the near-sideways range from 0 to 20 degrees below the horizontal plane.

Glare. Direct light emitted by a light that causes reduced visibility of objects or momentary blindness.

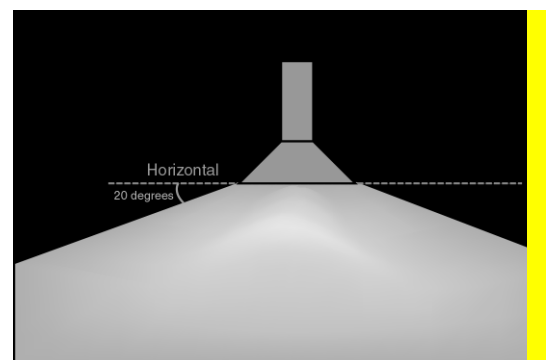
Light Pollution. General sky glow caused by the scattering of artificial light in the atmosphere.

Up lighting. Any light source that distributes illumination above a 90-degree horizontal plane. Items specifically included in the Ordinance but not limited to:

- A. Residential yard lights whether building or pole mounted.
- B. Commercial and [industrial](#) parking lot lighting and site lighting.
- C. Privately owned roadway lighting.
- D. Building façade lighting.



Example of Up lighting



Example of a Fully Shielded Light