

# **VILLAGE OF CALEDONIA**

County of Kent, Michigan

**Planning Commission Meeting  
August 28, 7:00 p.m.  
250 Maple St. SE, Caledonia, MI**

## **AGENDA**

- 1. Call to Order**
  - 2. Pledge of Allegiance**
  - 3. Roll Call**
  - 4. Brief public comment on agenda items (up to 2 minutes)**
  - 5. Inquiry of Conflict of Interest**
  - 6. Approval and consent of Agenda**
  - 7. Approval of Minutes**
    - a. Approval of Meeting Minutes from 6/26/2025
    - b. Approval of Special Meeting Minutes from 7/31/2025
  - 8. Unfinished Business**
    - a. Review draft for amendments to Ordinance Code section 8.3
  - 9. New Business**
    - a. Create a Sign Modification application for businesses to submit when requesting to alter the allotted dimensions and size of their sign per the existing PUD documents
  - 10. Public Comment (Extended – up to 5 minutes)**
  - 11. Commissioner Comments**
  - 12. Adjournment**
- 

Lisa Sunday  
Village of Caledonia, Clerk

VILLAGE OF CALEDONIA

FINAL PLANNING COMMISSION MEETING MINUTES

Thursday, June 26, 2025 @ 7 p.m.

Caledonia Village Hall  
250 S. Maple St. SE  
Caledonia, MI 49316

**Minutes**

**Planning Commission:** Amanda Crozier, Bill Robertson, Gayle Ott, Gerrienne Schuler, Monique Brennan, **Missing:** Kimberly Peters, Stephon "Spike" Baird

**Additional Attendees:** Brian Bennett - Village Manager, Kathryn Stegink - Village Attorney, Nathan Mehmed - Village Planner

1. **CALL TO ORDER** - 7:05 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS ON AGENDA ITEMS (BRIEF - UNDER 2 MINUTES)** - none
5. **INQUIRY OF CONFLICT OF INTEREST** - none
6. **APPROVAL AND CONSENT OF MEETING AGENDA**
  - a. Motion to Approve by Robertson
  - b. Seconded by Ott
  - c. Motion Carried
7. **APPROVAL OF PRIOR MEETING MINUTES - MAY 22, 2025**
  - a. Motion to Approve with corrections by Schuler  
Corrections:
    - Correct spelling of VILLAGE in the Heading
    - Date corrected to May 22, 2025
    - Correct Additional Attendees to remove Brian Bennett - Village Manager, add Lisa Sondag - Clerk / Administrative Assistant, update Kathryn Zoller to Kathryn Stegink
  - b. Seconded by Brennan
  - c. Motion Carried
8. **UNFINISHED BUSINESS**
  - a. Discussion of Short-Term Rental Ordinances, review samples
    - i. The Village Attorney provided a draft ordinance for short term rentals. The draft was reviewed and updates discussed.
    - ii. The draft will be updated with changes requested by the Planning Commission and reviewed in a public hearing.
      1. Updates include:

- 3.44 (b) Definitions: A definition of dwelling unit. It will not allow rental of a bedroom or a bedroom with shared access to the remainder of the home.
  - 3.44 (e)(2) Application fee: The amount charged by IMS will be charged to the applicant.
  - 3.44 (f)(3) Add consent on the application to inspection after a report of violation. Keep section about Fire Department inspection.
  - 3.44 (f)(5) Limit per Owner: Will limit to 2 lots per owner.
  - 3.44 (h)(2) Add (2)(ii) section for exterior maintenance for grass height, weeds, based on maintenance code in The Village.
  - 3.44 (h)(6) Trash: Remove optional section about trash containers screened from view.
  - 3.44 (h)(7) Maximum Occupancy: Update to put the maximum number based on the number of bedrooms in the property.
- iii. A public hearing notice will be posted and the public hearing will be held at the next Planning Commission meeting.
  - iv. The next meeting has been moved from Thursday July 24, 2025 to Thursday July 31, 2025 due to scheduling conflicts.
- b. Discussion regarding potential adoption of an ordinance code pertaining to Exterior Property Maintenance
    - i. This includes requirements for the upkeep of lawns, structures, fences, driveways, sidewalks, and other exterior features
      - Discussion was limited to upkeep of lawns.
      - We are currently on the 2000 version of the International Maintenance Code (IMC). We could adopt newer versions of the IMC that are available. Brian will reach out to IMS to see what they are familiar with using and what they recommend.
      - The current IMC code allows for lawns of 10 inches in height. We will get this posted to The Village website for easy access for residents.
      - The Village Attorney will provide a draft of an ordinance for the next Planning Commission meeting to review. Following are the things we would like included:
        - A maximum lawn height of 10 inches before a notice provided.
        - The notice will be mailed after the 10 inches is reached.
        - The notice will give 10 business days to have the lawn mowed.
        - After the 10 business days, The Village will mow the lawn and charge \$100 per hour for the work completed.

**9. NEW BUSINESS** - none

**10. PUBLIC COMMENT (LIMITED TO 5 MINUTES)** - none

**11. COMMISSIONER'S COMMENTS** - none

**12. ADJOURNMENT** - 8:31 p.m.

---

Amanda Crozier  
Planning Commission, Chairman

VILLAGE OF CALEDONIA  
DRAFT PLANNING COMMISSION SPECIAL MEETING &  
PUBLIC HEARING MINUTES

Thursday, July 31, 2025 @ 7p.m.

Caledonia Village Hall  
250 S. Maple St. SE  
Caledonia, MI 49316

**Minutes**

**Planning Commission Attendees:** Amanda Crozier, Bill Robertson, Kimberly Peters,

Gerrienne Schuler, Gayle Ott, Stephon “Spike” Baird

**Additional Attendees:** Jennifer Lindsey - President, Kathryn Stegink - Village Attorney, Nathan Mehmed - Village Planner,

**Missing:** Monique Brennan, Lisa Sondag – Clerk/Administrative Assistant, Brian Bennett – Village Manager

1. **CALL TO ORDER** 7:01 pm
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENTS ON AGENDA ITEMS** (BRIEF – UP TO 2 MINUTES) – none
5. **INQUIRY OF CONFLICT OF INTEREST** - none
6. **APPROVAL AND CONSENT OF MEETING AGENDA**
  - a. Motioned to Approve by Ott
  - b. Seconded by Crozier
  - c. Motion Carried
7. **PUBLIC HEARING**
  - a. Add Section 3.44 to the Zoning Ordinance to allow Short-Term Rentals within the Village
    - i. Motion to Open Public Hearing 7:05PM
      - i. Motion by Schuler
      - ii. Seconded by Robertson
      - iii. Officially opening at 7:06PM
      - iv. Asked 3 times - none
    - ii. Motion to Close Public Hearing at 7:07PM
      - i. Motion by Robertson
      - ii. Seconded by Crozier
      - iii. Asked 3 times - none
  - iii. Discussion:

- i. Fee – do we know what that will be? Not yet. Should be what IMS is charging. Left Vague to move with what the Village adopts.
  - ii. Mowing – Covered under “General Code” of Ordinance – they will mow if not in compliance. Can legally go on property and charge after notice of out of compliance. We are covered under call out in h/2/ii.
  - iii. Number of people per bedroom – covered in h/7. Intent is to prevent parties vs. families. Mimic what Saugatuck has – 2 per bedroom, plus 2 per finished floor. The number of bedrooms and finished floors to be added to the application for monitoring.
- iv. Motion to recommend that Village Council adopt the amendment to the Zoning Ordinance to add a new section 3.44 to allow Short Term Rentals in the Village with the changes discussed by Planning Commission at the July 31, 2025 Special Meeting.
  - i. Motion Approve by Schuler
  - ii. Seconded by Ott
- v. Roll Call
  - i. Yes – Robertson, Baird, Ott, Crozier, Peters, Schuler
  - ii. No – none
- vi. Motion Carried

8. **Unfinished Business** – not applicable

9. **New Business** – not applicable

10. **Public Comment** (Extended – Up to 5 Minutes) – none

11. **Commissioner’s Comments** – thank you to Kathryn & Nathan for all the work on this.

12. **Adjournment** at 7:36PM

Respectfully Submitted,

Kimberly Peters

Planning Commission, Secretary

### **Section 8.3 Noxious Weeds.**

(1) All noxious weeds, including ragweed, Canada thistles, milkweed, wild carrot, oxeye, poison ivy, doddies, mustards, bind weed, perennial saw thistles or other weeds found growing on any lands within the Village are hereby declared to be a nuisance, and it shall be unlawful to permit any such weeds to grow or remain in any such place. The owner or occupant of any lands within the Village on which such weeds are growing or located, shall cut or remove the same.

(2) The Village Manager or Village Council shall serve, or cause to be served, a notice upon the owner or occupant of any premises on which any such weeds are permitted to grow in violation of the provisions of this Ordinance, and to demand the abatement of such nuisance within 10 days. If the person so served does not cut or remove such weeds within 10 days, the Village Council may proceed to abate the nuisance, keeping an account of the expenses therefor. Such expenses shall be charged and paid by the owner or occupant of the lands involved. Such expenses and charges for weed removal shall be a lien upon the premises. Notice of such lien shall be mailed to the owner of such premises at the last known address of such owner. The charges for such weed cutting, and the lien thereof, may be added to the property tax bill of the lands involved, and such amounts may thereby be assessed and collected in the same manner as real estate taxes with respect to such lands.

### **Section 8.4 Animals.**

(1) No person shall keep cattle, swine, sheep, mules, donkeys, burros, horses, goats, chickens, pigeons or more than three adult rabbits within the limits of the Village of Caledonia; provided, however, that this provision shall not apply to lawful farms on lands in the AG Agricultural District under the terms of Section 5.2(a) of the Village Zoning Ordinance; and provided further, that this provision shall not apply to the periodic grazing of sheep and goats for the control of grasses and other vegetation on lands in the AG Agricultural District under the terms of Section 5.2(h) of the Village Zoning Ordinance.

(2) No person shall permit any dangerous or vicious animal of any kind to run at large within the Village. No domestic animal afflicted with a contagious or infectious disease shall be allowed to run at large within the Village.

(3) It shall be unlawful for any person to own, protect or keep any dog within the Village limits unless such dog has been licensed in accordance with the laws of the State of Michigan. Every dog within the Village limits shall at all times be confined upon the premises of the owner or custodian thereof, except when the dog is otherwise under the reasonable control of some person. Any dog within the Village limits running at large and not upon the premises of its owner or custodian and unaccompanied by the owner or custodian shall constitute a public nuisance.

(4) Any dog found running at large may be impounded by the Kent County Sheriff's Department or by any police officer. Any dog so impounded may be turned over by the Kent County Sheriff's Department to the Animal Control Officer of the County of Kent, for such control and disposition as is provided by law.

**VILLAGE OF CALEDONIA  
COUNTY OF KENT, MICHIGAN**

At a regular meeting of the Village Council of the Village of Caledonia, Kent County, Michigan, held at the Village Hall, 250 South Maple Street, Caledonia, Michigan, on the \_\_\_\_ day of \_\_\_\_\_, 2025, at 7:00 p.m.

PRESENT: Members: \_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

The following Ordinance was offered by Member \_\_\_\_\_ and seconded by Member \_\_\_\_\_:

**ORDINANCE NO. 25-\_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTION 8.3 OF THE VILLAGE CODE**

THE VILLAGE OF CALEDONIA ORDAINS:

Section 1. Chapter 8 of the Village Code of the Village of Caledonia is hereby amended by the amendment of Section 8.3 regarding noxious weeds, to read in its entirety as follows:

**Section 8.3 Noxious Growth and Grass Maintenance Ordinance**

(1) **Findings and Purpose.** The Village Council of the Village of Caledonia (the “Village”) hereby finds that it is essential and necessary to the health, safety, and welfare of the residents of the Village and the well-being of the personal and real property located within the Village, and for the preservation of the taxable value of real property in the Village, to adopt this Section 8.3 to provide for the controlling and removal of noxious growth and for the abatement of such harmful conditions.

(2) **Authority.** This Ordinance is authorized and enacted pursuant to Public Act 246 of 1945, as amended, being MCL 41.181 *et seq.*, Public Act 359 of 1941, as amended, being MCL 247.61 *et seq.*, and other applicable laws.

(3) **Definitions.**

(a) Noxious Growth. “Noxious Growth” shall include ragweed (*Ambrosia elatior* L.), Canada thistle (*Cirsium arvense*), wild carrot (*Dacus carota*), oxeye (*Leucanthemum vulgare*), poison ivy (*Toxicodendron radicans*),, poison sumac (*Toxicodendron vernix*), dodders (any species of *Cuscuta*), mustards (charlock, black mustard and Indian mustard, species of

Brassica or Sinapis), bindweed (*Convolvulus arvensis*), perennial sowthistle (*Sonchus arvensis*), hoary alyssum (*Berteroa incana*), and giant hogweed (*Heracleum mantegazzianum*). It shall not include milkweed (any species of the genus *Asclepias*).

(b) **Curtilage.** The area of ground surrounding a residential dwelling that has its spatial extent defined by measuring from the outermost wall of each side of the dwelling to a distance equal to the minimum front, rear and side yard setbacks, as applicable, as those minimum setbacks are prescribed by the Village of Caledonia's Zoning Ordinance.

(4) **Scope.** This Section 8.3 pertains to and applies to the following land, unless otherwise exempt:

(a) Lands located in any subdivision, condominium or site condominium, to the extent it lies within the Village, and in which buildings are located on at least 60 percent of the lots or units; and

(b) Lands located within 165 feet of a public street or private street within the Village.

(c) Unplatted lands, to the extent the lands are located within the curtilage of any residential dwelling.

(5) **Exceptions.**

(a) This Section 8.3 shall not prohibit or discourage the planting and maintenance of gardens or lawns using generally accepted plantings and techniques which do not include or result in excessive plant growth, as described in Section 8.3(7). Weeds growing in flower or vegetable gardens or plots of shrubbery, to the extent the weeds are not the predominant growth in such areas, are exempt.

(b) Publicly owned lands, lands located within the traveled portion of a street right-of-way, and lands located in a county drain easement are exempt from this Section 8.3.

(c) Except as otherwise stated in this Section 8.3, weed or plant growth, other than noxious weeds, that is in excess of eight (8) inches in height shall be permitted only in the following locations:

- (i) On portions of an undeveloped property lying more than twenty-five (25) feet from a public sidewalk or public or private street;
- (ii) Within fields devoted to growing any small grain crop, such as wheat, oats, barely, or rye, to the extent that weeds are not the predominant growth in such areas;
- (iii) Any approved open spaces areas within any subdivision, condominium or site condominium that have been designated as "no disturb" areas, or are required to be maintained as natural ground-cover areas; and



(6) **Required Removal of Noxious Growth.** The persons, owners, occupants, lessees and other parties having responsibility for maintaining any non-exempt land within the scope of this Section 8.3 shall eradicate and remove all noxious growth on the land. Noxious growth shall be prohibited, and are hereby declared to be a nuisance. It shall be unlawful for any such person, owner, occupant, lessee or other responsible person to cause or permit noxious growth to be and remain upon any such property within the Village. All noxious growth growing or located on any non-exempt land are hereby declared to be a nuisance.

(7) **Excessive Plant Growth.** Exterior areas of properties within the Village shall be maintained free from weeds or plant growth in excess of eight (8) inches in height. Weeds and plant growth in excess of eight (8) inches is hereby determined to be excessive plant growth. For the purposes of this subsection, “weeds or plant growth” shall include all grasses, annual plants and vegetation, other than cultivated flowers and gardens, trees or shrubs. The owner or occupant of any lands within the Village on which such noxious weeds are growing or located, shall cut or remove the same. It shall be unlawful for any person, owner, occupant, lessee or other person having responsibility for maintaining any non-exempt land within the Village to cause or permit weed and plant growth in excess of eight (8) inches in height on any such land. Such excessive plant growth is hereby declared to be a nuisance.

(8) **Abatement of Excessive Plant Growth and Noxious Weeds.** In addition to the other remedies provided for in this Section 8.3, violations of this Section 9.3 are a public nuisance and may be abated by injunctive or other equitable relief. The imposition of a penalty does not prevent injunctive relief or civil or quasi-judicial enforcement and the imposition of additional fines as to such nuisance of up to \$1,000.00 or the imposition of expenses of prosecution (as described in Section 8.3(7)) or other remedies as provided by law. The Village may also enter the property and remedy the violation at the owner’s expense, as follows:

(a) Upon observing a violation of this Section 8.3, the Village may issue a Notice to Abate, and take such other action or actions as is provided by law.

(b) The Village Manager or Village Council shall serve, or cause to be served, a notice upon the owner, agent or occupant of any premises on which any such weeds or excessive plant growth are permitted to grow in violation of the provisions of this Section 8.3, and to demand the abatement of such nuisance within 10 days. The Notice to Abate shall inform the owner or occupant of the premises that if the nuisance is not abated within 10 days, the Village may enter onto the property and take appropriate action to remedy the violation, including the cutting and removal of noxious weeds and/or excessive plant growth. The Notice to Abate shall be sent by certified mail to the owner, agent or occupant of the land on which the noxious weeds and/or excessive plant growth is located.

(c) If the person so served does not cut or remove such weeds within 10 days, the Village Council may proceed to abate the nuisance, keeping an account of the expenses therefor. Such expenses shall be charged and paid by the owner or occupant of the lands involved.

(9) **Charge to Owner; Imposition of Lien.** If such expenses are not paid in full by the owner, agent or occupant within 30 days after an invoice of such expenses is sent by the Village to the owner, the expenses shall become a debt of the property owner and may be

imposed as a lien upon the premises, including interest thereon, until paid, and such lien may be enforced and collected in the same manner as a tax lien. Notice of such lien shall be mailed to the owner of such premises at the last known address of such owner.

(10) **Publication of Notice of Abatement.** Instead of the notice required by Section 8.3(5), the Village may publish a notice in a newspaper of general circulation during the month of March that weeds and plant growth not cut by May 1 of that year may be cut by the Village and the owner of the property shall be charged with the costs under the provisions of Section 8.3(5). The publication shall contain all other information required to be included in the notice under Section 8.3(5). The Village may cut the weeds and plant growth as many times as is necessary and charge such costs to the property owner.

(11) **Violation and Penalties.** A violation of this Section 8.3 is a municipal civil infraction, for which the fine shall be \$100. As an additional penalty, the violator shall be subject to all expenses of prosecution, including reasonable, actual attorney fees, and such fines and costs are in addition to all other costs, damages, expenses and other remedies to the extent permitted by law. Each day during which any violation continues shall be deemed a separate offense.

(12) **Other Ordinances and Laws.** The prohibitions and penalties provided in this Ordinance shall be in addition to, and not exclusive of, other regulations and penalties provided for by other applicable Township ordinances or other applicable laws or regulations.

(13) **Severability.** Should any part of this Ordinance be held invalid by a court of competent jurisdiction, the remaining part shall be severable and shall continue in full force and effect.

Section 2. Chapter 18 of the Village Code of the Village of Caledonia is hereby amended by the addition of a new Section 2(7), to read in its entirety as follows:

**Section 2. Additions, Changes and Other References in Said Code.**

(7) Section 302.4 is hereby amended to read in its entirety as follows:

**Section 302.4 Weeds and Plant Growth.**

All premises and exterior property shall be maintained in compliance with Section 8.3 of the Village Code.

Section 3. **Publication/Effective Date.** This This Ordinance shall become effective immediately upon publication of the Ordinance or a summary thereof in a local newspaper of general circulation.

AYES:       Members: \_\_\_\_\_

NAYS:       Members: \_\_\_\_\_

ORDINANCE DECLARED ADOPTED.

\_\_\_\_\_  
Lisa Sondag, Village Clerk  
Village of Caledonia

STATE OF MICHIGAN     )  
                                      ) ss.  
COUNTY OF KENT        )

I hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the Village Council of the Village of Caledonia at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Lisa Sondag, Village Clerk  
Village of Caledonia

**Village of Caledonia**  
**Sign Ordinance Change Request Form for established PUDs**

**Applicant Information**

Business Name/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Property Information**

Property Owner (if different from applicant): \_\_\_\_\_

Property Address / Location: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

PUD Name (if applicable): \_\_\_\_\_

**Requested Change**

Current Ordinance Section: \_\_\_\_\_

Current Sign Dimensions allowed: \_\_\_\_\_

Requested Change / Amendment(s): \_\_\_\_\_

Reason for Request (check all that apply):

☐ Improve business visibility

☐ Aesthetic compatibility with PUD design

☐ Safety / traffic considerations

☐ Other: \_\_\_\_\_

**Certification**

I hereby certify that the information provided in this application is true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date Application Received: \_\_\_\_\_

Planning Commission Hearing Date: \_\_\_\_\_

Village Council Decision Date: \_\_\_\_\_

☐ Approved ☐ Denied ☐ Approved with Conditions

Condition(s): \_\_\_\_\_

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

## Application For Minor Modification To A PUD

General Information On Applicant			
Last Name	First Name	Middle Name	
Company Name			
Mailing Address			
City	State	Zip Code	
Phone	Fax	Email	

General Information On Owner(s)
Check to fill first owner with Applicant Info

Property Information
Previous Application For Minor Modification Filed Concerning The PUD?
If Yes, State Application No(s)
Map RE#
Council District
Planning District
Ensure that RE# is a 10 digit number with a space (##### )

Minor Modification Requested
------------------------------

Location Of Property	
General Location	
House #	Street Name, Type and Direction
Between Streets	and
Zip Code	

Required Attachments
The following items must be attached to application. All pages of the application must be on 8 1/2" X 11" paper.
Letter of authorization for agent to make application (required if request from someone other than owner).
Legal description, including real estate number(s) of the subject property. May either be lot and block or metes and bounds.
Adopted ordinance from original PUD Application.
Written description indicating the reason for the modification request, the changes in the PUD application, and supporting data.
Original and revised site plans.

Other Attachments
-------------------

Criteria
Pursuant to Section 656.341 (1)(2) Zoning Code, the City Council may approve changes in the plans which comply with the following criteria:

- (i) That there is no change in the approved land permitted use(s), including the amount and location of any structures, and no increase in the number of dwelling units or amount of nonresidential floor area, or any associated characteristics of any use.
- (ii) Driveways and/or streets do not significantly alter the general distribution of traffic or circulation pattern resulting from the proposed changes in the application for minor modification to the Planned Unit Development must maintain the external compatibility requirements of Section 656.341(d). If the locations of entrances or driveways to the Planned Unit Development were the subject of staff recommendations, or were modified by submission of a revised site plan or revised written description at the time of adoption of the Planned Unit Development or any major modification thereof, no change in such locations shall be allowed by minor modification.
- (iii) There is no change to any condition(s) set forth by the City Council in the ordinance which approved the Planned Unit Development district.
- (iv) That a compatible relationship between land uses within the Planned Unit Development and with land uses adjoining the Planned Unit Development district are maintained with the proposed changes in the application for minor modification to the Planned Unit Development, through the use of buffers, fencing and other landscaping requirements. External compatibility requirements of Section 656.341(d) must be maintained. If the lot sizes or height of any perimeter boundary buffers were the subject of staff recommendations, or were modified by submission of a revised site plan or revised written description at the time of adoption of the Planned Unit Development or any major modification thereof, no change in such locations shall be allowed by minor modification.
- (v) That a compatible relationship between land uses within the Planned Unit Development and with land uses adjoining the Planned Unit Development district are maintained with the proposed changes in the application for minor modification to the Planned Unit Development, through the use of lot sizes and height of structures along the perimeter boundaries of the Planned Unit Development. External compatibility requirements of Section 656.341(d) must be maintained. If the lot sizes or height of any perimeter boundary buffers were the subject of staff recommendations, or were modified by submission of a revised site plan or revised written description at the time of adoption of the Planned Unit Development or any major modification thereof, no change in such locations shall be allowed by minor modification.

## Public Hearings

No application will be accepted until all the requested information has been supplied and the required fee has been paid. Acceptance of a completed application does not guarantee its approval by the City Council. The applicant will be notified of public hearing date. It is upon the filing of the application that the applicant must provide the required SIGN(S) PRESENT at public hearings. The required SIGN(S) must be POSTED on the property BY THE APPLICANT within 5 days after the filing of an application. The sign(s) may be removed only after final action of the Council and must be removed within 10 days of such action.

The applicant must also pay for the required public notice stating the nature of the proposed request which is required to be published in the approved newspaper of the City of JACKSONVILLE, FLORIDA: THE DAILY NEWS-STAR, (The Daily News-Star, 10 North Newman Street, Jacksonville, FL 32202 • (904) 356-2466 • Fax (904) 353-2628) Advertising costs are payable by the applicant directly to the newspaper and the applicant must furnish PROOF OF PUBLICATION to the Planning and Development Department, 214 North Hogan Street, Ed Ball Building, Suite 300, Jacksonville, Florida, 32202, prior to the public hearing.

## Application Certification

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge. I HEREBY APPLY FOR A MINOR MODIFICATION TO A PLANNED UNIT DEVELOPMENT, AS REQUESTED.

## Filing Fee Information

- 1) Base Fee:
- 2) Plus Notification Costs Per Addressee Notifications @ /each:
- 3) Total Application Cost:

**CITY OF TROY PLANNING DEPARTMENT  
BUILDING CODE BOARD OF APPEALS APPLICATION**

CITY OF TROY PLANNING DEPARTMENT  
500 W. BIG BEAVER ROAD  
TROY, MICHIGAN 48084  
PHONE: 248-524-3364  
E-MAIL: [planning@troymi.gov](mailto:planning@troymi.gov)



**FEE \$50**

**NOTICE TO THE APPLICANT**

REGULAR MEETINGS OF THE BUILDING CODE BOARD OF APPEALS ARE HELD ON THE FIRST **WEDNESDAY OF EACH MONTH AT 3:00 P.M.** AT CITY HALL.

PLEASE FILE A COMPLETE APPLICATION, TOGETHER WITH THE APPROPRIATE FEE, **NOT LESS THAN TWENTY-SEVEN (27) DAYS** BEFORE THE MEETING DATE.

COMPLETE APPLICATIONS ARE PLACED ON THE NEXT AVAILABLE AGENDA OF THE BUILDING CODE BOARD OF APPEALS.

1. ADDRESS OF THE SUBJECT PROPERTY: \_\_\_\_\_

ACREAGE PROPERTY: *Attach legal description if this an acreage parcel*

2. PROPERTY TAX IDENTIFICATION NUMBER(S): \_\_\_\_\_

3. CODE NAME (e.g. "BUILDING CODE", "SIGN CODE", "FENCE CODE") AND SECTION(S) RELATED TO THE APPEAL:

\_\_\_\_\_

4. REASONS FOR APPEAL/VARIANCE: *On a separate sheet, please describe the reasons justifying the requested action. See Submittal Checklist.*

5. HAVE THERE BEEN ANY PREVIOUS APPEALS INVOLVING THIS PROPERTY? YES ☐ NO ☐

6. APPLICANT INFORMATION:

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_

7. APPLICANT'S AFFILIATION TO THE PROPERTY OWNER: \_\_\_\_\_

8. OWNER OF SUBJECT PROPERTY:

NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_

**The undersigned hereby declare(s) under penalty of perjury that the contents of this application are true to the best of my (our) knowledge, information and belief.**

**The applicant accepts all responsibility for all of the measurements and dimensions contained within this application, attachments and/or plans, and the applicant releases the City of Troy and its employees, officers, and consultants from any responsibility or liability with respect thereto.**

I, \_\_\_\_\_ (PROPERTY OWNER), HEREBY DEPOSE AND SAY THAT ALL THE ABOVE STATEMENTS AND STATEMENTS CONTAINED IN THE INFORMATION SUBMITTED ARE TRUE AND CORRECT AND GIVE PERMISSION FOR THE BOARD MEMBERS AND CITY STAFF TO CONDUCT A SITE VISIT TO ASCERTAIN PRESENT CONDITIONS.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

***Failure of the applicant or his/her authorized representative to appear before the Board, as scheduled, shall be justifiable cause for denial or dismissal of the case with no refund of appeal fee(s). If the person appearing before the Board is not the applicant or property owner, signed permission must be presented to the Board.***

***The applicant will be notified of the time and date of the hearing by electronic mail.***

## **SIGN CODE APPEALS CRITERIA**

Subject to the provisions below, the Board of Appeals shall grant specific variances from the requirements of this Chapter, upon a showing of each of the following:

- a. Exceptional characteristics of the property for which the variance is sought make compliance with the requirements of this Chapter substantially more difficult than would be the case for the great majority of properties in the same zoning district. Characteristics of property which shall be considered include exceptional narrowness, shallowness, smallness, irregular shape, topography, vegetation, and other similar characteristics
- b. The characteristics which make compliance with the requirements of this Chapter difficult must be related to the premises for which the variance is sought, not some other location;
- c. The characteristics which make compliance with the requirements of this Chapter difficult shall not be of a personal nature; and
- d. The characteristics which make compliance with the requirements of this Chapter difficult must not have been created by the owner of the premises, a previous owner, or the applicant; and
- e. The proposed variance will not be harmful or alter the essential character of the area in which the property is located, will not impair an adequate supply of light and air to adjacent property, or unreasonably increase congestion in public streets, or increase the danger of fire or endanger public safety, or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the public health, safety, comfort, morals or welfare of the inhabitants of the City.

In no case shall any variance be granted that would result in a sign that exceeds the height, size, or setback provisions of the Sign Ordinance by 25% or that would increase the number of signs permitted by the Sign Ordinance by more than 25%.