

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES  
OF THE CITY OF PORTAGE, MICHIGAN BY AMENDING SUBDIVISION 16,  
CCMU COMMERCIAL CORRIDOR MIXED USE FLOATING DISTRICT AND ADDING NEW  
SUBDIVISION 17, LAKE CENTER (LC) CORRIDOR DISTRICT, ARTICLE 4 ZONING,  
DIVISION 4, CHAPTER 42, LAND DEVELOPMENT REGULATIONS**

**THE CITY OF PORTAGE ORDAINS:**

**That Chapter 42 shall be amended by amending Article 4, Division 4, Subdivision 16 CCMU Commercial Corridor Mixed Use Floating District, by deleting Sections 42-444 through 42-459 and relocating those sections to new (added) Subdivision 17, Lake Center (LC) Corridor District as follows:**

**ARTICLE 4. ZONING, DIVISION 4, SUBDIVISION 17 LAKE CENTER (LC) CORRIDOR DISTRICT.**

**Sec. 42-444. – Statement of purpose and instructions.**

The purpose of the Lake Center (LC) District is to create clear and simple regulations on the design of new mixed-use development or redevelopment in the Lake Center District along Portage Road. Specifically, these regulations encourage a pedestrian friendly and walkable character; permit a mixture of land uses; encourage streets that serve the needs of pedestrians, bicycles, and motorized vehicle traffic equitably; encourage places for informal social activity and recreation in the corridor area; and encourage building frontages that define the public space of streets. With proper physical form, a building can accommodate a wide range of uses without generating undue impact on neighboring properties or the corridor as a whole.

The Lake Center (LC) District is commonly referred to as "LC" throughout this subdivision.

It is further the purpose of the LC district to:

1. Create a core corridor area that establishes the traditional physical form of a neighborhood commercial corridor.
2. Create a unique walkable mixed-use district including residential, retail, entertainment, office, and other compatible uses.
3. Promote the orderly development, redevelopment, and continued maintenance of Portage's Lake Center business district.
4. Encourage shared parking areas throughout the corridor rather than requiring each individual property owner to provide physical parking space on their property.
5. Create quantitative and qualitative building design guidelines that ensure new development is compatible with the recommended building quality standards in this section.
6. Ensure buildings create a solid street wall that helps to define streets as public spaces.
7. Ensure that permitted uses complement each other in terms of character and location, and to ensure that uses in the LC district do not have an adverse impact on the overall economic and social vitality of the corridor area, street capacity, public utilities or services, or the overall image and function of the district.
8. Lessen automobile-oriented development to achieve a more walkable, character of the corridor area.
9. Encourage harmonious residential infill and adaptive reuse of noteworthy buildings to provide a mix of housing types, unit sizes, and compatible uses within walking distance of Portage's Lake Center area.
10. Encourage a variety of housing options in the corridor area.
11. Create a new zoning district to guide development that achieves the purpose of this district.

**Sec. 42-445. Instructions.**

1. **Application of requirements.** The provisions of this article are activated by "shall" or "must" when required, "should" or "encouraged" when recommended, and "may" when optional.

2. **Applicability to sub-areas.** The regulations herein shall apply to both the corridor core, and the corridor edge, and the corridor business sub-areas of the LC district unless specifically noted otherwise herein.
3. **Conflict.** Wherever there is, or appears to be, a conflict between the regulations of this article and other sections of this chapter (as applied to a particular development), the requirements specifically set forth in this article shall prevail. For development standards not addressed in this article, the other applicable sections of this chapter shall be used as the requirement.

**Sec. 42-446. Lake Center (LC) district sub-areas.**

The Lake Center (LC) district is comprised of three subareas: Core, Edge, and Business as shown on the City of Portage Zoning Map. The Core is the smallest subarea, is located in the 'isthmus' between Austin and West Lakes, and consists of the most specific site and building standards as being the center of the Portage Road corridor. The Edge is the northern subarea, establishes the north point of entry into the corridor, is the largest subarea, and generally allows larger buildings. Lastly, the Business subarea is the southern subarea, is mostly commercial/industrial in nature, and has three separated areas. Although, each subarea consists of unique site and building standards, they collectively help achieve the purpose of the LC district.

**Sec. 42-447. Approval process.**

1. **Site plan approval.** Site plan approval shall be required in accordance with the requirements of Article 4, Division 5 Subdivision 2 of this chapter, and shall follow the procedures established therein and submit elevation designs of the building with material list/samples and exterior color template (architectural renderings may also be needed).
2. **Special land use approval.** Any development that contains a use requiring special land use approval shall be reviewed following the procedures and review criteria of Article 4, Division 5, Subdivision 1.

**Sec. 42-448. Existing development in the LC district.**

1. **Expansions of developed sites.**
  - a. Whenever a building expansion of greater than 50% of the floor area is proposed, the improved area shall comply with the requirements of this section. However, any new building area or site improvements should result in the site being more compliant and shall not result in the site being less compliant with the requirement of this Subdivision.
  - b. More than 50 percent of existing condition: Whenever a building or site improvement expansion of greater than 50 percent of the existing condition is proposed, measured by square footage, or other relevant measure, the improved area shall comply with the requirements of this article.
  - c. Expansions measured cumulatively: For the purposes of determining compliance with this section, expansions shall be measured cumulatively, with the baseline being the building area and improved site area that existed at the date of adoption of this chapter.
2. **Redevelopment.** Redevelopment of existing buildings shall comply with the following requirements, in addition to the requirements of subsection 42-448.1, above.
  - a. Whenever 50 percent or less of the existing building will be demolished or replaced, measured by square footage, the development activity need not comply with the requirements of this article. However, any site layout or building design changes that may occur as a result of the development activity should result in the site being more compliant with the requirements of this article.
  - b. Whenever more than 50 percent of an existing building will be demolished or replaced, measured by square footage, the development activity shall comply with all of the requirements of this article.
  - c. Renovated areas measured cumulatively: For the purposes of determining compliance with this section, renovations shall be measured cumulatively, with the baseline being the building area and improved site area that existed at the date of adoption of this chapter. For acts of god Section 42-448, 4.e.ii. shall apply.
3. **Change in Use.** Change in use of the existing building and/or site shall comply with the following requirement, in addition to the requirements of the sections listed within this Article.
  - a. For the purpose of determining compliance with this section, a change in use that is more



intensive than the previous lawful existing use shall render the need to conform to this Article.

**4. Non-Conforming lots, buildings, structures and uses in the LC district**

**a. General requirements.**

- i* It is the intent of this article to permit nonconforming lots, buildings, structures or uses to continue until they are removed, but not to encourage their indefinite existence.
- ii* It is recognized that there exist, within the districts established by this article, lots, buildings, structures and uses of land and structures which were lawful before this article was adopted or amended, which would be prohibited, regulated or restricted under this article or future amendments thereto. Nonconformities are declared by this article to be incompatible with permitted uses in the districts involved.
- iii* It is further the intent of this article that nonconformities shall not be enlarged upon, expanded or extended or used as grounds for adding other structures or uses prohibited elsewhere in the same district.
- iv* The following are declared to be an extension or enlargement of a nonconformity and are hereby prohibited:
  - 1 Attachment on a nonconforming structure, building, or use of additional signs intended to be seen from off the premises.
  - 2 The addition of other uses to an existing nonconforming use of a nature that would be prohibited generally in the district involved.
- v* To avoid undue hardship, nothing in this article shall be deemed to require a change in the plans, construction or designated use of a building on which actual construction was lawfully begun prior to December 14, 1965, or prior to the effective date of amendment of this article, and upon which actual building construction has been diligently carried on. As used in this section, the term "actual construction" includes the placing of construction materials in a permanent position and fastening them in a permanent manner. Where demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such demolition or removal shall also be deemed to be actual construction, provided that work is diligently carried on until completion of the building involved.

**b. Nonconforming lots.**

- iv* Any nonconforming lot existing and of record on December 14, 1965, may be used for any principal permitted use or special land use, (after approval in accordance with division 5, subdivision 1) in the district in which it is located, provided that any specific lot area requirements for a special land use are satisfied.
- v* Except as noted in division 4, subdivision 10, Schedule of Regulations, any use established on a nonconforming lot shall meet all other requirements of division 4, subdivision 10, Schedule of Regulations, other than lot area and width, of the district in which it is located. Yard requirement variances may be applied for through the zoning board of appeals.
- vi* If there exists two or more nonconforming lots or combinations of nonconforming lots and portions of lots with continuous frontage and in single ownership, the lands involved shall be considered to be an undivided parcel for the purposes of this article.
- vii* No division of a nonconforming parcel shall be made which leaves remaining any lot with a width or area below the requirements stated in this article.

**d. Nonconforming uses.**

- iv* No nonconforming use shall be enlarged, increased or extended to occupy a greater area of land than was occupied at the time it became nonconforming.
- v* No nonconforming use shall be moved in whole or in part to any other portion of the lot or parcel occupied by the use.

- vi A nonconforming use may be extended throughout any part of a building manifestly arranged or designed for the use, but no nonconforming use shall be extended to occupy any land outside the building.
  - vii Changes to a nonconforming use in business or industrial districts.
    - 1 If no structural alterations are made, a nonconforming use may be changed to another nonconforming use of the same or a more conforming nature; To determine that the use is the same or more conforming the zoning board of appeals shall find that:
      - A The proposed use is equally appropriate or more appropriate to the district in terms of intensity of use, operational characteristics, parking requirements, or other similar factors, than the existing nonconforming use;
      - B The request will not unreasonably extend the duration of the nonconforming use, and
      - C The proposed use will not adversely affect neighboring properties.
    - 2 In permitting the change, the board may require appropriate conditions and safeguards in accordance with the purpose and intent of this article.
  - viii In any district where a nonconforming use is hereafter changed to a more conforming use, it shall not thereafter be changed to a less conforming use.
  - ix Except for seasonal uses, if a nonconforming use is abandoned for any reason for a period of not less than 180 days, any subsequent use shall conform to the requirements of this article. A nonconforming use shall be considered abandoned if a combination of the following conditions exists that is deemed by the director to constitute an intent on the part of the property owner to abandon the nonconforming use:
    - 1 Utilities and other public services, such as water, gas and electricity to the property, have been discontinued;
    - 2 The property, buildings, and grounds, have fallen into disrepair;
    - 3 Sign structures or other indications of the existence of the nonconforming use have been removed;
    - 4 Removal of equipment or fixtures that are necessary for the operation of the nonconforming use; or
    - 5 Other actions, which constitute an intention of the part of the property owner or lessee to abandon the nonconforming use.
    - 6 Failure to institute procedures to rebuild facilities and buildings necessary to conduct the nonconforming use, such as submission of building plans for a building permit, within 180 days from the time the use is discontinued shall also be considered as an intent to abandon the nonconforming use.
  - x There may be a change of tenancy, ownership or management of any existing nonconforming use, provided that there is no change in the nature or character of the nonconforming use.
  - xi Any time a nonconforming use is superseded by a use permitted in the district in which it is located, the use shall thereafter conform to the regulations of the district in which it is located, and a nonconforming use may not thereafter be resumed.
  - xii Any use for which a special land use or use variance is granted shall not be deemed a nonconforming use, but shall without further action be deemed a conforming use in the district.
- e. Nonconforming buildings and structures.
- i No nonconforming building or structure may be enlarged or altered in a way that



- increases its nonconformity.
- ii Should a nonconforming building or structure be destroyed by an act of God or the public enemy to an extent of more than 60 percent of its replacement cost, exclusive of the foundation, it shall be reconstructed in conformity with the provisions of this article unless it is reconstructed to its original location within 24 months of the date destroyed.
- iii Should a nonconforming building or structure be moved any distance for any reason, it shall thereafter conform to the regulations of the district in which it is located after it is moved.
- iv The intentional removal or destruction of the nonconforming portion of a building or structure by the property owner or his/her agent shall eliminate the nonconforming status of the building or structure.
- v Nothing in this article shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof declared to be unsafe by an official charged with protecting the public safety, upon order of such official, provided that the area of the building as it existed on December 14, 1965, or at the time of amendment of this article is not increased.

#### **Sec. 42-449. Waiver of requirements.**

1. **Purpose and limitations.** The Planning Commission may grant a waiver from certain use and dimensional requirements contained in this article. Regulations that may be altered through the waiver process are described in the various sections of this article, along with the specific parameters by which the regulation may be altered.
  - a. Waivers are separate and distinct from dimensional variances in that they are limited in their bounds and are intended to permit reasonable use of property where the strict application of the requirements of this article would not further the public purpose, and a relaxed or altered dimensional standard will still meet the intent and purpose of the LC district.
  - b. Whenever a regulation may be altered through the waiver process, specific bounds are listed within which the waiver must be maintained. If an alteration to a dimensional requirement is requested that is greater than that listed in this article, the applicant must obtain a variance following the procedures and review standards **Sec. 42-622.B.**
2. **Application and review procedures.** The applicant shall clearly identify all requested waivers on the application and site plan. The reviewing authority shall evaluate the requested waivers and approve, approve with conditions, or deny the waiver request. In evaluating a waiver request, the reviewing authority shall take into account the following considerations:
  - a. Dimensional Requirements:
    - i. Approval of the waiver will not result in development that is incompatible with, or will negatively impact, existing or potential future development in the vicinity of the property to be developed.
    - ii. The requested waiver is consistent with the intent and purpose of this article.
    - iii. The waiver will result in a superior development when compared with what could be achieved through the strict application of the requirements of this article.
    - iv. A lesser waiver will not accomplish the same purpose as the requested waiver.
    - v. The waiver will not negatively impact the potential of adjacent parcels to develop according to the requirements of this article.
  - b. Legal Nonconforming Use Requirements:
    - i. Approval of minor site or building modifications where the change is only incidental to the operation of the use.
    - ii. The requested waiver is consistent with the intent and purpose of this article.
    - iii. The waiver will not negatively impact adjacent properties, the public health, safety, or the general welfare of the surrounding neighborhood.

**Sec. 42-450. Permitted use table.**

The following uses are or may be permitted in the LC district. For uses that are similar to those uses listed below as permitted, but are not expressly identified, the Director of Community Development (or their designee) may permit such use.

Key:	Principal Permitted Use: P	Special Land Use: S	[—] Use Not Permitted
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USE	SUB AREA			DESIGN STANDARD
	CORE	EDGE	BUSINESS	
RESIDENTIAL USES:				
Multi-Family Residential	—	P	S	Section 42.455.A
Assisted Living Facility	—	S	P	Section 42.455.A or Section 42.455.B
Attached Single-Family Dwelling Unit	—	P	S	Section 42.455.D
Bed and Breakfast	—	—	S	Section 42.455.A or Section 42.455.B Section 42.451.7
Housing for the Elderly (55 years or older and independent)	—	S	P	Section 42.455.A or Section 42.455.B
Nursing/Convalescent Home	—	S	P	Section 42.455.A or Section 42.455.B
Upper Story Dwelling Unit / Mixed Used Building	P	P	P	Section 42.455.B



COMMUNITY AND INSTITUTIONAL USES:				
	CORE	EDGE	BUSINESS	
Municipal and Government Buildings and Uses	P	P	P	
Private Clubs and Lodge Halls	—	S	S	Section 42.451.6
Public Parks and Rec Facilities	P	P	P	
Religious Institutions	S	—	P	Section 42.451.3 Not permitted on the ground floor in the Core area
COMMERCIAL, OFFICE AND RETAIL USES:				
Bakeries, Coffee shops, ice cream parlors and other similar establishments	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Bank/Credit Union	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Banquet Hall/Conference Center	—	S	S	Single Story Commercial see Section 42.454.C Multi Story Mixed Use see Section 42.455.B xxxx
Commercial Recreation - indoor	—	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Day Care Centers	—	P	P	Single Story Commercial see section 42.455.C Multi Story Mixed Use see Section 42.455.B Section 42.451.5
Drive-in or Drive-through facility such as banks, pharmacies	—	P	—	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Gallery (art, photography, etc.)	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Hotel	—	S	S	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Micro-Brewery/ Brewpub / Winery/ Distillery	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B Section 42.451.2

	CORE	EDGE	BUSINESS	
				Multi Story Mixed Use see Section 42.455.B
Office, medical or professional (ground floor)	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Office medical or professional (upper story or rear ground floor)	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Personal Service Establishment	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Restaurant: carry out	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Restaurant: drive-in or drive-through	—	S	—	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Restaurant: sit down	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Restaurant having sidewalk café or outdoor patio	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Retail Sales <15,000 sq. ft. gross area	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
≥15,000 sq. ft. gross area	—	S	S	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Outdoor Retail	S	S	S	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Studio (dance, martial arts, music, etc.)	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B



Theatre, live performance	S	P	P	Single Story Commercial see Section 42.455.C
	CORE	EDGE	BUSINESS	
Trades Showroom	—	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B
Veterinary Clinic	P	P	P	Single Story Commercial see Section 42.455.C Multi Story Mixed Use see Section 42.455.B Section 42.451.1
INDUSTRIAL, TRANSPORTATION AND UTILITY USES:				
Utility and Public Service Buildings	S	S	S	No outdoor storage permitted Section 42.458
Warehouse Light Manufacturing and Wholesale/Retail Outlets; Under 20,000 Sq. Ft.	—	—	S	No outdoor storage permitted. Section 42.458
Wireless Communication Facilities	—	—	P	Section 42.135

## Section 42.451 Supplementary Design and Land Use Standards

### 1. Veterinary clinics, subject to the following:

- Buildings housing this use shall be freestanding and not connected to any other building containing any other use.
- The part of the lot shall not abut a residential district or use lot line.
- No boarding of animals for reasons other than medical procedures or recovery shall be permitted.
- No services shall be provided to large animals, such as horses, cows, and other similar size animals.
- No cremations or crematory facilities shall be operated on the premises.

### 2. Microbrewers, Brewpubs, Wineries, and Distilleries, subject to the following requirements,

- Brewery production shall not exceed 18,000 barrels per year.
- No outdoor storage of any kind shall be permitted.
- The use shall also include a seating or tasting area having a minimum seating occupancy of 25 persons serving food for consumption on premises. These uses do not include those for the exclusive production and/or service of alcoholic beverages.
- An off-street loading space shall be required in the rear yard, as approved by the director.
- Temporary food vendors and food trucks are permitted, with City approval, within 150 feet of the property line provided parking requirements are met. Vehicles shall not be parked in one place for a period of more than 24-hours.

### 3. Religious institutions.

- The main building of a religious institution, not including the height exceptions of section 42-123.C may exceed the maximum height allowed in this district, provided that the front, side and rear yard setbacks are increased above the minimum required setback by one foot for each one foot of building height over the maximum height allowed.
- The site shall be located to have at least one property line abutting a major thoroughfare, as designated on the major thoroughfare plan. All ingress to and egress from the site shall be directly onto such major thoroughfare or a marginal access service drive thereof.
- Existing religious institutions and religious institution lands purchased before December 14, 1965, and not meeting the requirements of this subsection shall not be prevented from constructing

and/or expanding their facilities and, for the purposes of this article, shall be considered a conforming use or building.

- 4. Utility and public service buildings.** without storage yards, when operating requirements necessitate the locating of the building within the district in order to serve the immediate vicinity.

**5. Day care centers, not including dormitories.**

- a. A minimum of 150 square feet of outdoor play area for each child cared for shall be provided and maintained, except in no case shall the play area shall have less than 5,000 square feet. The play area shall be screened from any adjoining residential district lot.
- b. Lots containing these uses must be located adjacent to an R-1T, RM-1, RM-2 district or OS-1, OTR, LC, B-1, B-2, B-3, or CPD district and not located in the interior part of any one-family residential district.

**6. Private Clubs and Lodge Halls.**

- a. The proposed site shall have one property line abutting a major thoroughfare as designated on the major thoroughfare plan, and the site shall be so planned as to provide ingress and egress directly onto or from such major thoroughfare. The planning commission may allow access from any other public street provided that a majority of the members live within one mile of the facility.
- b. Front, side and rear setbacks shall be at least 80 feet, except on those sides adjacent to nonresidential districts, and shall be landscaped in trees, shrubs, grass and terrace areas. Sufficient off-street parking shall be provided to accommodate not less than one-half of the member families and/or individuals. Bylaws of the organization shall be provided with the application for the special land use to compute off-street parking requirements.
- c. When the planning commission finds that travel to the facility would be safe and convenient, the requirement for frontage on a major thoroughfare may be waived and the off-street parking requirements reduced to a number the commission deemed sufficient.

**7. Bed and breakfast establishments.**

- a. Bed and breakfast establishments shall be located in a one-family residence existing at the date of the adoption of this article.
- b. The property on which the use is located shall be at least 500 feet from the property line of any other bed and breakfast establishment.
- c. The site shall be so located as to have one property line abutting a major or collector thoroughfare as designated on the major thoroughfare plan. All ingress to and egress from the site shall be directly on to such major thoroughfare or marginal access service drive thereof. The planning commission may allow access from a local street when it finds that no adverse effects on the surrounding area would result.
- d. No exterior alterations to the main building are permitted for additional sleeping accommodations and all accommodations must be within the main building.
- e. There shall be no more than one kitchen or other similar area in the main building and all cooking appliances must be located in the allowable cooking area.
- f. All food shall be served on the premises and be for the consumption of the innkeeper and guests only.
- g. The bed and breakfast establishment must be the innkeeper's principal residence.
- h. The maximum stay of any guest is 14 days on any single occasion. A guest register is required to be maintained showing the arrival and departure dates of guests and must be made available for inspection by the director or his representative.
- i. One wall sign and one freestanding sign are permitted. No sign shall be illuminated or animated, or exceed 16 square feet in area. The freestanding sign shall be no more than ten feet in height and placed at least ten feet from any property line.

**8. Warehouses, Wholesale/Retail Outlets under 20,000 Sq. Ft.**

- a. Due to the nature of their operations, the size of their buildings, or some other peculiarity, warehouses and wholesale/retail outlets are equally or better suited to be located in an I-1 district with access to a major thoroughfare. Planning Commission shall find that the thoroughfare is sufficient for the amount of traffic volume generated by the wholesale retail outlet and not disturb other developments in the district.



#### **Sec. 42-452. Dimension and Design Standards.**

The following dimensional and design standards regulate the physical characteristics of development in the LC district. The standards are broken into sections addressing a specific development characteristic: Blocks and streets, lot requirements, and building requirements.

#### **Sec. 42-452.A. Purpose of Dimension and Design Standards.**

The purpose of the development design standards in this article is to establish design standards applicable to new commercial and office development located inside the Lake Center district to improve and enhance the visual and functional impact of new development in the City of Portage, and therefore, to enhance the public health, safety, and welfare. The intent of these regulations is to provide specific design guidelines that achieve the following:

1. Encourage development and redevelopment that protects and enhances the traditional small-town character, fits within the traditional urban form and creates a character that reinforces a sense of community identity.
2. Encourage a form of development that will achieve the physical qualities necessary to maintain and enhance the economic vitality of the various business districts, maintain the desired character of the city, prevent the creation of blight and protect property values.
3. Promote the preservation and renovation of structures, and ensure new buildings are compatible with, and enhance the character of, the City's cultural, social, economic, and architectural heritage.
4. Establish an integrated pedestrian system to encourage a walkable pedestrian environment.
5. Encourage quality development to provide employment and diversify the tax base.
6. Ensure that new development services the anticipated increased population and is designed to complement the community character.
7. Encourage new development of existing areas.
8. Implement recommendations of the City of Portage's current and future plans. For example, city's master plan, parks and recreation plan, et al.

#### **Section 42.452.B. Site Layout.**

1. **Physical features and site relationships.** All development in the LC district shall minimize its impact on the natural environment and adjacent properties. Site design should preserve and incorporate any natural features unique to the site. Specifically.
  - a. Topography and grading. Site improvements should be designed to minimize changes to existing topography. Topography and existing vegetation should be utilized for screening, buffering, and transition of uses and developments. Grading should be blended with the contours of adjacent properties.
  - b. Existing site features. The design should retain and incorporate existing natural site amenities such as, creeks, wetlands, views, trees, natural ground forms, and similar features into the overall site design.
  - c. Building orientation. The design should be sensitive to the existing terrain, existing buildings in the surrounding area in terms of size, design, and orientation of buildings. Outdoor spaces should be sensitive to views, climate, and the nature of outdoor activities that could occur in association with the project.
  - d. Building design. The design of buildings should neither impair nor interfere with the development or enjoyment of other properties in the area. Through site planning and design, projects proposed near dissimilar land uses should carefully address potential negative impacts on existing uses. These impacts may include, but are not limited to, traffic, parking, circulation and safety issues, light and glare, noise, odors, dust control, and security concerns.
  - e. Distance between buildings. In a development in which there is more than one building, the distance between buildings should be limited. Covered walks, arcades, landscaping and/or special paving should be provided to connect buildings with each other and with the street. A variety in building size and massing should be encouraged provided that architectural and spatial consistency can be maintained through the use of proportion, height, materials and design.
2. **Streetscape and pedestrian orientation.** Developments shall create a walkable, pedestrian scale. Site

and building design shall address pedestrian needs and include creative approaches to improving pedestrian interest, access, and enjoyment.

- a. Spatial gaps and interruptions caused by parking or other non-pedestrian elements, such as building gaps, driveways, and service entries shall be avoided. Continuous pedestrian activity is strongly encouraged.
- b. Pedestrian spaces, such as covered walkways, courtyards, and plazas are encouraged to be provided and are accessible and visible from the street. The design shall encourage the development of open and attractive passageways between buildings and adjoining developments.
- c. Solid, blank walls and other "dead" or dull spaces at street level are to be avoided. Visually interesting building facades should be maintained and/or established to engage pedestrian interest. Outdoor seating and dining areas are encouraged.
- d. Decorative outdoor lighting and sidewalk design shall be consistent and uniform.
- e. Intersections, crosswalks, and main building entries should be emphasized by a change in sidewalk color, texture, or material. The use of paint striping to accentuate these areas is discouraged.
- f. Rear façades of both new and existing buildings must be designed to permit public access from parking lots whenever appropriate.
- g. Vehicular cross-access between properties shall be provided to minimize the number of curbs cut openings onto public streets. Generally, vehicular access shall be limited, with no more than one access per street frontage.

3. **Pedestrian and vehicular circulation.** Developments shall be conveniently accessible to both pedestrians and automobiles. On-site circulation patterns shall be designed to adequately accommodate all types of traffic. Potential negative impacts of pedestrian and vehicular circulation on adjacent property must be minimized and mitigated.

- a. Pedestrian circulation patterns shall be safe, clearly defined, and direct. Unintentional pedestrian routes, which provide unsafe "shortcuts" and tend to damage landscape areas, shall be discouraged by providing appropriately located pedestrian routes along with pedestrian friendly barriers such as decorative fencing, feature walls, or landscaping to protect appropriate pedestrian routes.
- b. Pedestrian access routes shall be buffered from the street, vehicular traffic, and parking areas through the use of greenspace and landscaping where possible. Pedestrian amenities such as benches, pergolas, gazebos, and water features along pedestrian access routes are strongly encouraged.
- c. Pedestrian access to building entrances from public sidewalks and parking areas shall be provided. The pedestrian access routes shall be designed to separate pedestrian and vehicular traffic, and shall not detract from the design of the building and adjacent properties. Pedestrian circulations shall take precedence over vehicular circulation.
- d. Pedestrian linkages between adjacent uses shall be provided and emphasized. Distinct pedestrian access routes leading to primary buildings or structures from parking areas in large commercial developments, such as shopping centers or multi-use developments are encouraged.
- e. Bicycle parking shall be located in highly visible areas and be designed to permit users to lock bicycles to the parking rack. An internal bike circulation system is encouraged for large developments and shopping centers.
- f. Developments should consolidate access driveways to lessen walking distances between buildings and conflicts with vehicles. Alleys should also be used to achieve this.



### Sec. 42-452.C. Building scale and relationships.

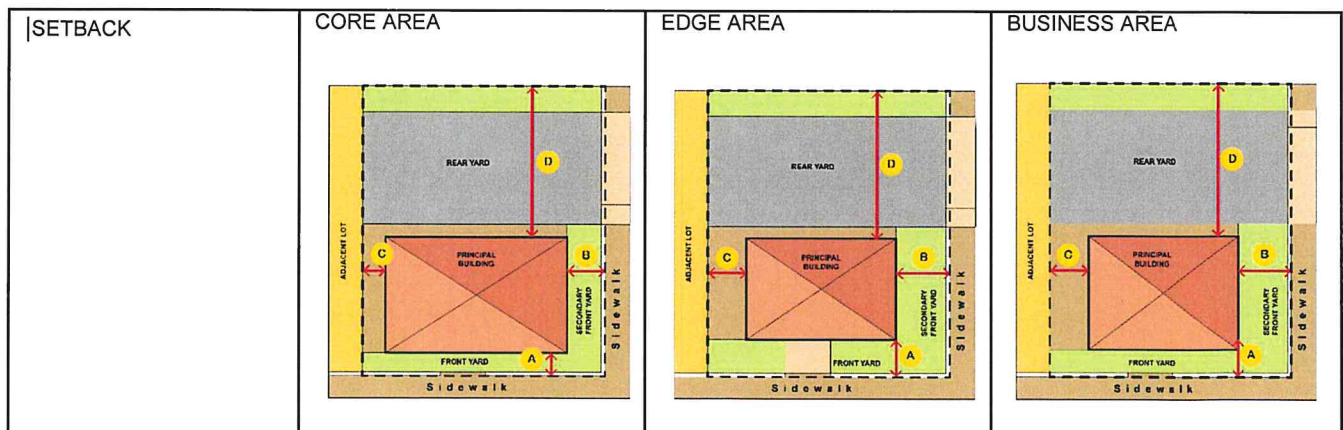
The following building design standards are applicable to all buildings. Refer also to [Section 42-455.B](#) and [Section 42-455.C](#), for design standards applicable to mixed use and single story retail buildings:

1. **Scale.** Building and site design shall be compatible with the architecture, mixture of uses, and compact layout of a traditional small town.
  - a. Scale. Buildings should be designed with a walkable village setting. When building transitions are deemed necessary and architecturally appropriate, such transitions shall be well articulated and defined.
  - b. Human scale design. All building designs should be based on a human scale instead of incorporating overly large or exaggerated design elements oriented towards high-speed vehicular traffic. Wall insets, offsets, balconies, entries, and window projections are examples of building elements that shall be used.
  - c. Mass and proportion. The mass and proportion of structures should be similar to structures on adjacent lots and on the opposite side of the street as long as those buildings comply with design standards identified in this ordinance. Larger buildings may be broken up with varying building lines and rooflines to provide a series of smaller scale sections, which are individually similar in mass and proportion to surrounding structures.
  - d. Residential density. Residential density in the LC district shall be determined by building height, setbacks and parking requirements. There is no minimum dwelling unit size provided units are consistent with Michigan Building Code.
2. **Relationships to neighboring development.** The site design and building features of the proposed development shall be consistent with the design standards set forth in [Section 42-455](#)
  - a. Compatibility with the area. Architectural design shall be compatible with the developing character of the area. Design compatibility shall include complementary building style, form, size, color and materials.
  - b. Compatibility within the site. Multiple buildings on the same site shall be designed to create a cohesive visual relationship between the buildings.
  - c. Public spaces. Buildings shall be located to provide functional outdoor and public spaces that enhance the use of the building and the neighboring buildings or properties.

### Sec. 42-452.D. Lot requirements.

The following requirements apply to the development of lots in the LC district. For the purposes of determining compliance with these regulations, lots that are assembled under one ownership may be considered a single lot.

1. **Lot width and area.** The minimum lot width in the LC district is 50 feet, and the minimum lot area is 5,000 square feet.
2. **Setbacks.** Buildings in the LC district shall comply with the following minimum and maximum setback requirements. When there is a minimum and a maximum requirement for a setback, the building must be located in the build-to area that is created by the minimum and maximum setback requirement.



	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.
Primary Front Yard- A	0 ft.	5 ft.	5 ft.	10 ft.	5 ft.	10 ft.
Secondary Front Yard- B	0 ft.	10 ft.	5 ft.	15 ft.	5 ft.	15 ft.
Side Yard- C						
adjacent to LC zoning district	0 ft.	—	0 ft.	—	0 ft.	—
adjacent to any non-LC zoning district	5 ft.	—	10 ft.	—	10 ft.	—
Rear Yard- D						
adjacent to LC zoning district	5 ft.	—	5 ft.	—	5 ft.	—
adjacent to any non-LC zoning district	10 ft.	—	10 ft.	—	10 ft.	—

- a. Primary vs. secondary front yards. When a lot is located on a corner lot, the primary front yard setback shall be measured from the right-of-way line of the street having higher pedestrian importance or intensity (e.g. traffic volume, number of lanes, etc.). Any lot line that borders on a street shall be considered a front yard.
  - i. The applicant shall identify primary and secondary front yards on any site plan for approval by the reviewing authority. In reviewing an applicant's designation of primary and secondary front yards, the reviewing authority shall consider the following:
    1. Every lot shall have at least one primary front yard.
    2. A lot may have more than one primary or secondary front yard.
    3. Yards along Portage Road shall always be designated a primary front yard whenever a lot has sufficient developable frontage on Portage Road.
    4. The yard facing a minor street may be considered a primary or a secondary front yard.
  - b. Waiver. The maximum setback requirements may be increased by up to 50 percent following the waiver procedures in [Sec. 42-449](#).
3. **Required Building Frontage.** In order to maintain a pedestrian scale environment, it is important that buildings maintain a minimum frontage within the front setback area. This prevents buildings from being spaced too far apart, which creates gaps in the street wall. Building frontage is defined as the width of the building in the build-to area divided by the lot width at the front property line. By way of example, a building that is 70 feet wide in the build-to area located on a lot that is 100 feet wide would have a building frontage of 70 percent ( $70/100 = 70\%$ ).

STREET TYPE	BUILDING FRONTAGE REQUIREMENT		
	CORE AREA	EDGE AREA	BUSINESS AREA
Portage Road	90%	70%	60%
Cross Streets	70%	60%	50%

- a. Waiver. The frontage requirements may be altered by the Planning Commission if the applicant can demonstrate that, in addition to the review considerations in [Sec. 42-449](#) if meets the following:
  - i. The building is designed consistent with the intent of the frontage requirements; and that
  - ii. Reasonable development potential exists on adjacent lots or on the same lot in the future to fill in the street wall over time.

#### **Sec. 42-453. Building & Frontage Design.**

Buildings in the LC district shall comply with the following requirements, in addition to any applicable requirements of [Section 42-451](#) and [Section 42-455](#). The requirements of this section and [Section 42-455](#). are intended to be



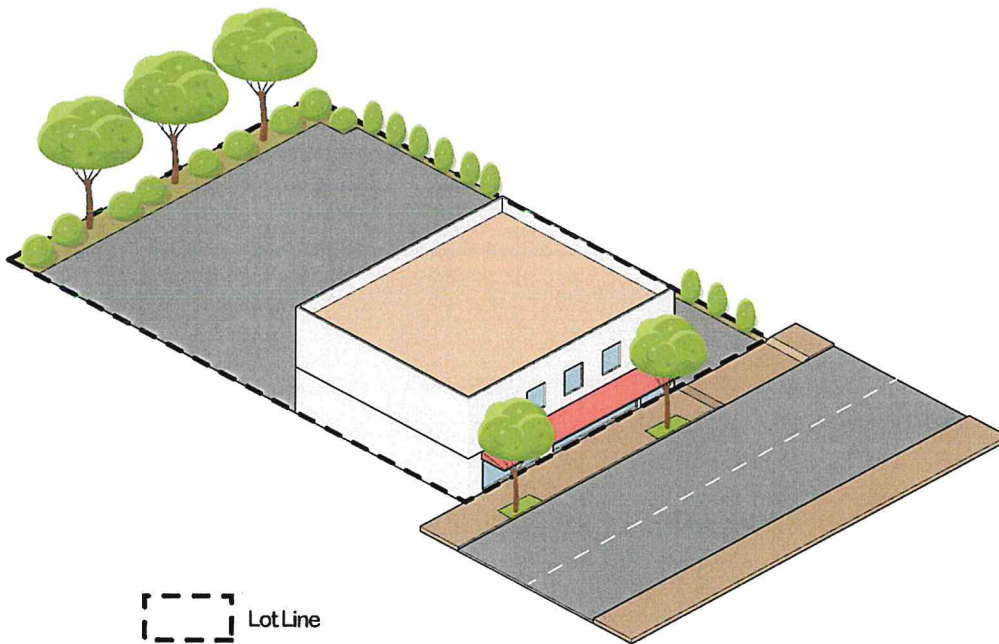
complimentary; however, in any instance where there is an apparent conflict, the provisions of this section shall prevail.

1. **Private frontage.** The private frontage is the area between the right-of-way and the principal building façade and must contain architectural elements consistent with one of the following four Frontages Types. Each frontage is designed to be consistent with some or all of the uses permitted in the LC district.

Note that the following table includes specific dimensional requirements for each of the frontages. Unless otherwise noted, the dimensional requirements are in addition to any other dimensional requirement of this article.

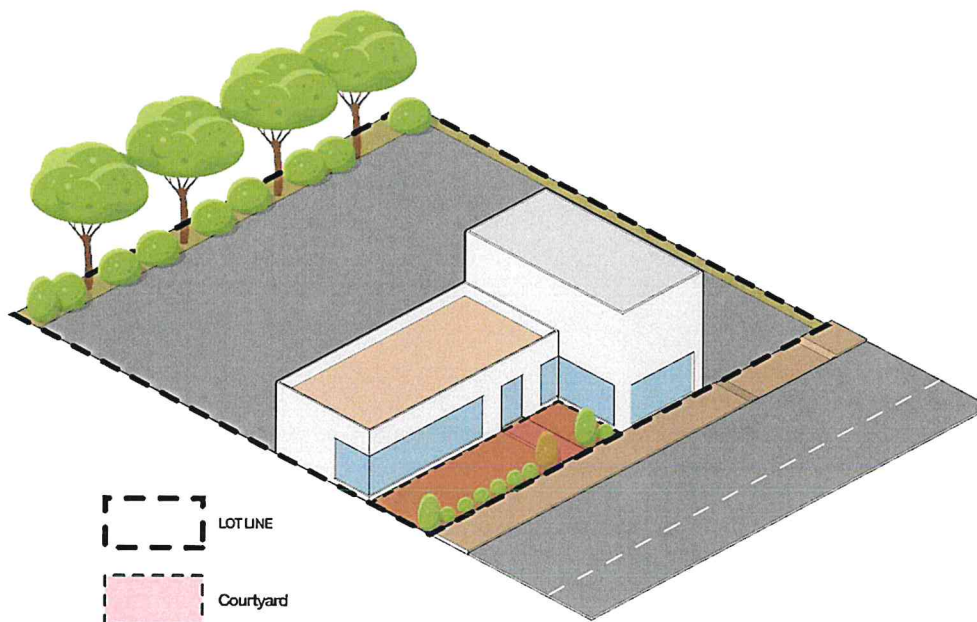
FRONTAGE TYPE	WHERE PERMITTED	DIMENSIONAL REQUIREMENTS
<b>Shopfront.</b> A frontage where the building facade is located close to the front lot line with the building entrance at sidewalk grade. This frontage type is suitable for nonresidential uses on the first floor.	Core area Edge area Business area	The build to line shall comply with minimum setback for the Core, Edge, and Business Areas.

Shopfront Illustration:

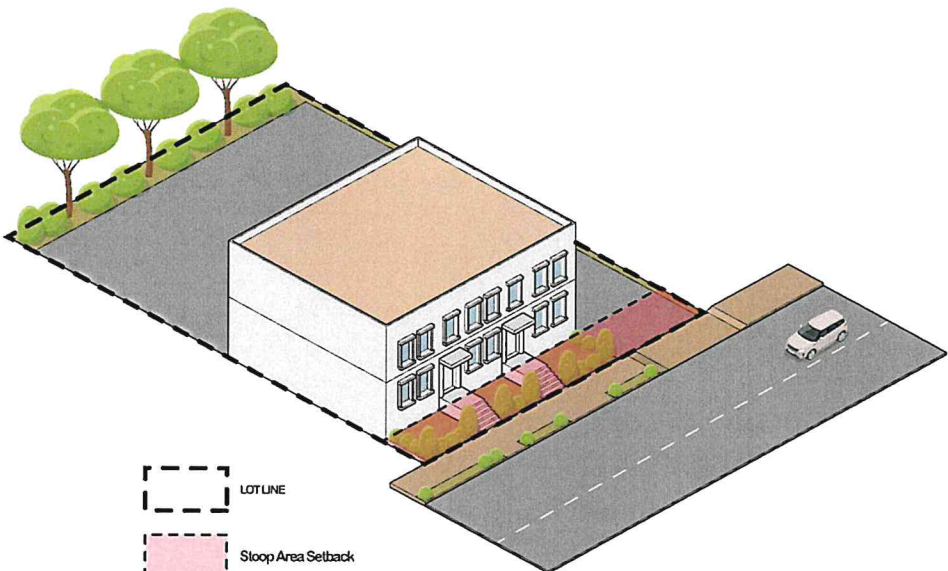


<p><b>Courtyard.</b> A frontage where a portion of the building facade is close to the front lot line with a portion set back. This frontage is suitable for any building use.</p>	<p>Core area Edge area Business area</p>	<p>The build to line shall comply with minimum setback for the Core, Edge, and Business Areas.</p> <p>The courtyard area shall be considered part of the front building facade for the purposes of determining compliance. Items within this private space may include lawn, hardscape, landscaping, outdoor dining and furniture, and others approved by the Director.</p>
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Courtyard Illustration:

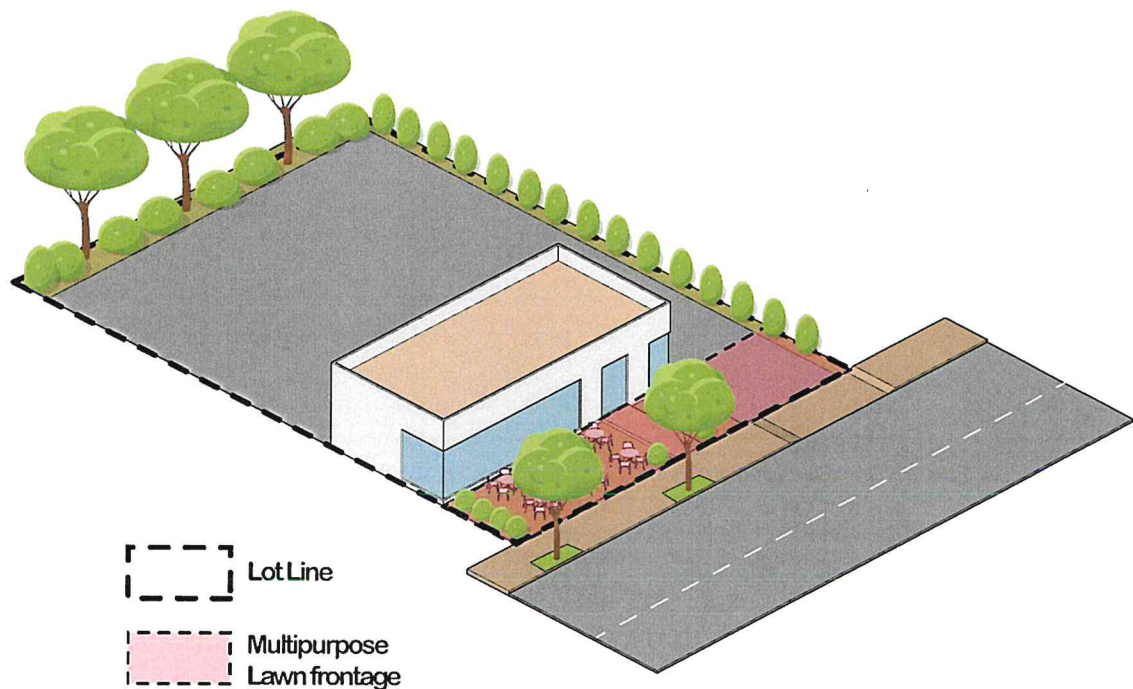




<p><b>Stoop.</b> A frontage where the first floor is elevated from the sidewalk to provide privacy for first floor windows. The entrance is usually from an exterior stair and landing. This frontage is suitable for ground-floor residential use.</p>	<p>Edge area Business area</p>	<p>The build to line shall comply with minimum setback for the Edge, and Business Areas from the front lot line. The stoop or porch area shall be set back a minimum of 2 feet from the front lot line. Items within this private space may include lawn, landscaping and furniture, and others approved by the Director.</p>
<p>Stoop Illustration:</p>  <p>LOT LINE</p> <p>Stoop Area Setback</p>		

<b>Lawn.</b> A frontage where the building is set back from the street with a landscaped front yard area. This frontage is suitable for any building use.	Edge area Business area	The build to line shall comply with maximum setback for the Edge and Business Areas. Unenclosed front porches shall be set back a minimum of 5 feet from the front lot line. Items within this private space may include lawn, landscaping, outdoor dining and furniture, and others approved by the Director.
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Lawn Illustration:



**Section 42-454. Building Design.** Building design shall complement the intended small-town character and architectural heritage of the community. The design shall consider the adaptive reuse of the building. Building design shall incorporate a clear and well-articulated design concept, and architectural detailing that creates a positive and visually consistent image shall be encouraged.

**1. Building height.**

	Edge	Core	Business
Maximum Height	50	30	40

- a. See Section 42-123 for height exceptions.

**2. Base, middle, and cap.** All buildings shall incorporate a base, middle, and cap, as is applicable.

- a. **Base.** The base shall include an entryway with transparent windows and a horizontal molding or reveal placed between the first and second stories or over the second story.
- b. **Middle.** The middle shall include windows having a symmetrical, matching, or pattern design and



may include balconies.

- c. Cap. The cap includes the area from the top floor to the roof of the building and shall include a cornice or roof overhang. Changes in roof height between facades or bays shall be required to include a terminating vertical break.



Figure 1 : A-Cap of the building. B-Middle includes the windows and balconies of this second floor units. C- The base encompasses the first floor and the street-front of this buildings with primary entrances to units above and or units on the first floor. E- Deep protruding cornice and molding. D- Horizontal molding to separate the base and the middle.

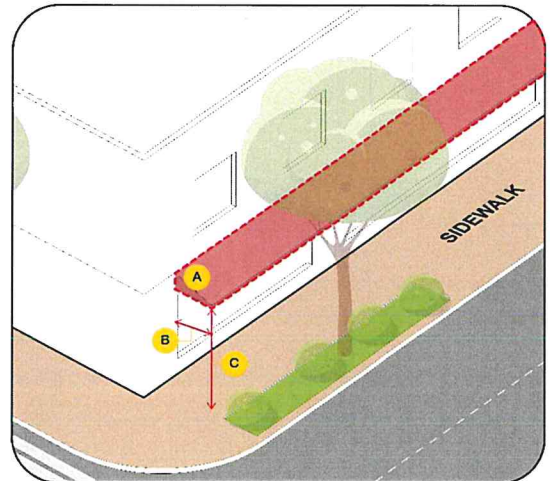
Figure 1: A regular 2 story building with a base, middle and a cap. The horizontal molding or reveal (A) can be considered as base with entrances located in between and the windows of the first floor sitting between the horizontal band and the "middle (B)" which visually separates the first floor and the second floor. The Cap (C) is the thick molding on the roof running along the perimeter of the building.

3. **Alignment.** Windowsills, moldings, and cornices shall align with those of adjacent buildings. The bottom and top line defining the edge of the windows (the "windowsill alignment") shall not vary more than two feet from the alignment of surrounding buildings as long as the surrounding buildings comply with design standards identified in his ordinance. If the adjoining buildings have windowsill alignments that vary by more than two feet from one another, the proposed building shall align with one of the adjoining buildings. This requirement may be waived per [Sec. 42-449](#)
4. **Ground floor design.**
  - a. Building entrance(s). All buildings shall have their principal entrance or entrances open onto a street, sidewalk, or public space. The principal building entrance shall not open onto a parking lot, although a secondary or subordinate entrance may be provided to a parking lot.
  - b. Entryway alignment.
    - i. Nonresidential Ground-floor Uses. First floor of building shall have the principal entrance grade align with the elevation of the adjacent sidewalk. Sunken terraces or stairways to a basement shall not constitute principal entrances for the purposes of this section. It is not the intent of this section to preclude the use of below or above grade entryways, provided that such entryways are not principal entrances. Main entrances to buildings shall incorporate features such as canopies, roof overhangs, recessed entranceways, or other similar features to provide protection from the elements. In addition, long blank walls along the sidewalk leading to the entrance should be avoided.

- ii. Residential Ground-floor Uses. First-floor of building (including principal entrance) in the Edge and Business areas may be raised up to three feet above the grade of the adjacent sidewalk. This is intended to create greater privacy for first floor residential uses by elevating windows above the view of passing pedestrians.

**5. Encroachments.** The following building elements may encroach into a public right-of-way or setback area:

- a. Balconies. Balconies on upper stories may encroach up to eight feet into any required setback area and up to four feet into any right-of-way area.
- b. Stoops. Unenclosed and uncovered front stoops may encroach up to five feet into a front yard setback area, provided that the stoop maintains a minimum setback of five feet from any right-of-way line.
- c. Awnings.
  - i. Ground-story awnings may encroach up to 6 feet (B in diagram) from the face of the building into the setback or right-of-way area, but may not interfere with street lighting or trees.
  - ii. Awnings shall have at least 8 feet (C in diagram) above grade of sidewalk from the bottom of the awning or any support structure, and no higher than 12 feet (A in diagram) to the highest point of the canopy.
  - iii. Awnings shall be constructed out of fabric, and may not be internally illuminated. Metal or other materials may be used for awnings if a waiver is approved per [Sec. 42-449](#).
- d. Bay windows. Bay windows on the ground story may encroach up to three feet into any setback area, but shall not encroach into the right-of-way. On upper floors, they may encroach up to three feet into any setback or right-of-way.
- e. Eaves. Roof eaves may encroach up to three feet into any setback or right-of-way area.



*Figure 2. A. Awning projection to be reduced to accommodate streetlights and street trees., 12 Ft. B. Maximum Encroachment 6 Ft. C. Minimum clear Height, 8 FT.*

**6. Service areas.** All service areas, including utility access, above ground equipment shall be screened from any public view per [Section 42-575](#). Dumpsters shall be located in the rear or non-required side yards and shall be screened from view of any public right-of-way with a solid wall, fence or live landscape material of at least six feet high per [Section 42-574](#).

**7. Mechanical and utility equipment.** Mechanical equipment, electrical and gas meter and service components, and similar utility devices (whether ground level, wall mounted, or roof mounted) shall be screened from view of any public right-of-way or adjacent residential district or use by a wall, fence, or live landscape material and not face primary street. Exterior screening materials shall be the same as the predominant exterior materials of the principal building.

**8. Front façade design.** All building façade that are visible from a public street or public space such as a plaza or square shall conform to the following design criteria:

- a. Blank walls are prohibited on the front façade.
- b. Encourage architectural features, details and ornaments such as archways, colonnades, cornices, contrasting bases, contrasting masonry courses, water tables, molding pilasters, columns, and corbelling, contrasting bands of color, stone or accent features.
- c. Windows. Large window openings shall be provided at ground level with transparent, nonreflective, minimally tinted glass. Window shapes should be rectangular, square or Palladian (mostly rectangular



with a semi-circular top). Circular, octagonal, or diamond shaped windows may be allowed as accent features or when part of a specific architectural style. Windows above the ground floor should have a height to width ratio of at least 2:1, or have a ratio that complements the architectural style.

- d. Ground floor facade transparency.
  - i. All buildings with first floor nonresidential uses shall maintain transparency for at least 70 percent of the first-floor facade area between two and eight feet above grade level. Doors and windows may be included.
  - ii. All windows shall use transparent, non-reflective glass.
  - iii. Areas of solid wall shall not exceed a length of 20 feet, unless otherwise specified.
- e. Recessed entrances encouraged. Doors are encouraged to be recessed into the face of the building to create a sense of entry and to add variety to the streetscape.

**9. Rear or side wall design.** All sides of a building shall be similar in detail and material to present a cohesive appearance to the front façade.

**10. Building materials.** The selection of materials shall enhance the architectural ambiance of the area and shall reinforce the permanency of the structure and the development as set forth herein.

a. Materials visible from the street. Permitted Primary Materials (≥ 60% of building façade)	CORE	EDGE / BUSINESS
Brick, cut stone, field stone, cast stone, manufactured stone, or burnished concrete masonry	•	•
Timber or dimensional wood	•	•
Fiber cement siding or panels	•	•
Engineered equivalent of any material listed above <sup>a</sup>	NP	•

<sup>a</sup> Engineered building materials should convincingly match the appearance of natural building materials.

Permitted Accent Materials	CORE	EDGE / BUSINESS
Clear or lightly tinted glass	•	•
Metal and metal paneling	•	•
Decorative masonry veneer	NP	•
Timber or dimensional wood	•	•
Polymer plastic (e.g., Fypon, Azek)	•	•
Stucco, not to exceed 10% of building façade	•	•
Pre-cast concrete	•	•
Split-face masonry (not to exceed 5% of total wall area)	•	•
Permitted Roofing Materials	CORE	EDGE / BUSINESS
Architectural shingles (e.g., cedar, asphalt, and fiberglass)	•	•
Standing metal seam	•	•
Natural or artificial slate	•	•
Copper	•	•
Clay tile	•	•
EPDM, rubber sheet, or other layered roofing system	•	•

1. **Prohibited Materials.** Prohibited materials include, but are not limited to: vinyl, Exterior Insulation and Finishing Systems (EIFS), painted or scored concrete masonry units (CMU), dark-tinted, reflective, or mirrored glass, and exposed neon, except as permitted with a waiver by the Planning Commission who shall determine consistency with the intent of Building Design standards.

**c. Material or color changes.** Material or color changes shall only occur at a change of plane. Material changes at the outside corners of buildings shall be integrated into the overall architectural design of the building as a corner treatment. Inconsistent adornment and frequent changes in material or color shall be avoided.

- i. *Building material colors.* The Community Development Director, or designee, shall review building colors as a part of site plan approval.

1. For new construction, a color palette showing primary and accent colors of exterior finish materials shall be provided.
2. For building additions or renovations, exterior finish materials and colors shall be consistent or compatible with existing finish materials/colors.
3. As part of review, samples of building materials may be required.

**d. Soffits and other architectural elements.** Soffits and other architectural elements visible to the public shall utilize materials compatible with other exterior materials on the building.

**e. Accessory buildings.** Accessory buildings that are part of a new development shall incorporate the same materials and colors as are utilized in the primary structure. Accessory buildings that are connected to an existing site should incorporate a unifying element(s) with the existing principal building. The structure should meet the requirements listed in Section 42-121.

**f. Stylized or prototype buildings.** Building design such that the building itself is an advertisement shall not be permitted. Building architecture shall not be of a design which intends to advertise a particular corporate or franchise style.



## Sec. 42-455. Design Standards for Specific Uses and Buildings

### A: Multi-Family Residential.



Building Form and Massing Standards					
Main Body	Min.	Max.	Massing and Composition	Min.	Maxi.
A Minimum building height	2 stories	Varies	G Bay Width	20'	40'
B Ground floor height	12'	15'	H Blank wall length	--	20'
C Upper floor height	10'	15'	I Flat (low-slope) roof	Permitted	
D Finished floor elevation	0'	3'	J Pitched roof	Permitted	
E Building separation	0' /15'*		K Terminating vertical break	Required	
F Pedestrian pass-through	Not Required		L Roof pitch (rise: run)	4":12"	12":12"

\*0 feet where connected to adjacent building or 15 feet where separation between buildings is provided.

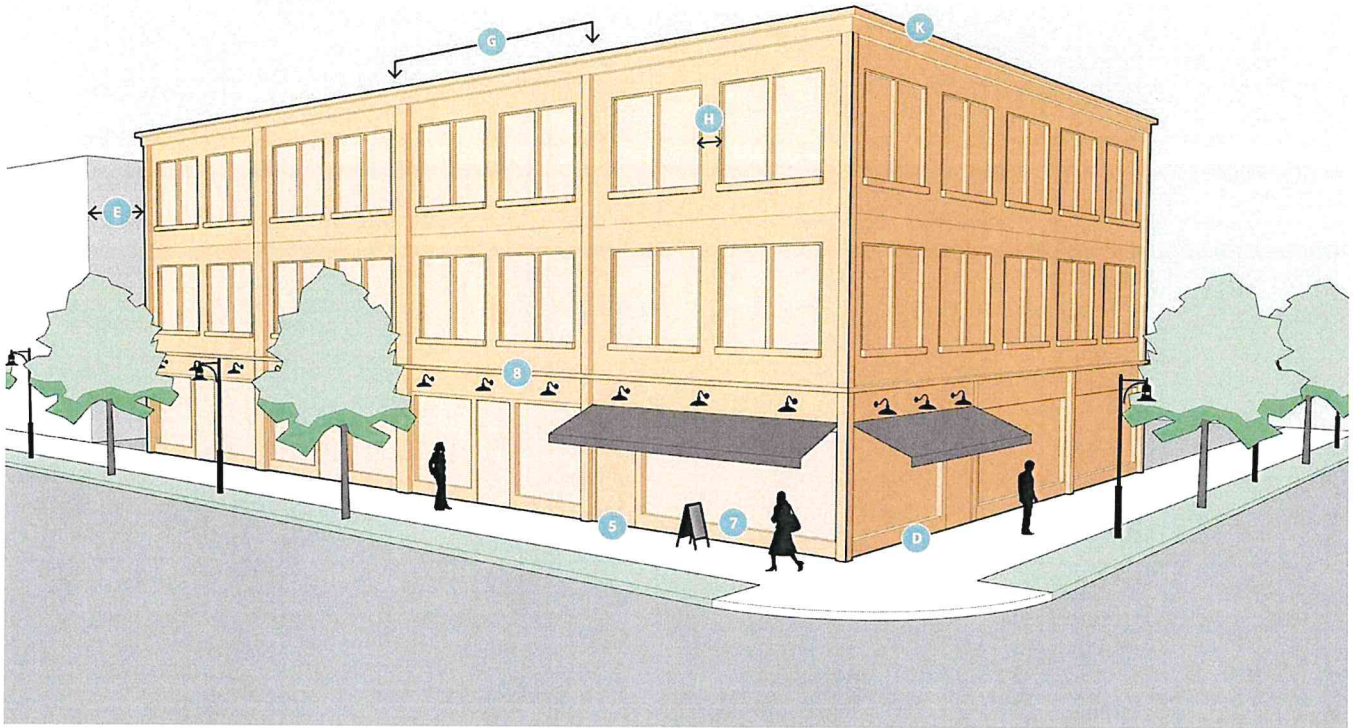
#### General Design Notes:

1. All exterior building walls are designed with attention to detail and quality of material especially when facing streets and public accesses. There are no blank or unarticulated façades.
2. Pattern of solids and voids generated by the vertical and horizontal alignment of similarly-sized windows and doors. Distance between façade breaks, bay widths, and spacing of windows and doors consistent with scale and rhythm of adjacent buildings.
3. Primary building entrances open onto a street, sidewalk, or public space. Secondary entrances may be provided from a parking lot. Corner buildings have at least one entrance addressing each street frontage.
4. All architectural features, including awnings, overhangs, roof projections, window accents, and the like are compatible with the style, materials, and colors of the building.

5. Primary building entrances at grade for accessibility.
6. Building entrances clearly defined by recessing the entrance, or utilizing elements such as lintels, pediments, pilasters, columns, awnings, overhangs, or solar shades.
7. Windows and doors shall be into the facade wall, to appear as if they were "punched" through the building façade.
8. Ground floor may contain interior lobby, vestibule, and similar areas and, amenities, such as mail rooms, fitness centers, and community rooms. Ground floor apartments are allowed in the Edge and Business areas only.
9. In larger developments with more than one multifamily building, buildings shall be arranged and clustered to maximize opportunities for shared circulation and parking. The location and design of buildings and uses (including community amenities and open space) shall be designed for pedestrian access. Internal setbacks between all buildings shall be based on the provision of adequate light, ventilation, parking, and all other applicable building codes.



## B. Mixed-Use Building.



Building Form and Massing Standards

Main Body	Min.	Max.	Massing and Composition	Min.	Max.
A Minimum building height	2 stories	Varies**	G Bay Width	16'	40'
B Ground floor height	12'	15'	H Blank wall length	--	16'
C Upper floor height	10'	15'	I Flat (low-slope) roof	Required	
D Finished floor elevation	0'	3'	J Pitched roof	Not Permitted	
E Building separation	0' / 15'*		K Terminating vertical break	Required	
F Pedestrian pass-through	P (Min. 15')		L Roof pitch (rise: run)	NA	NA

\*0 feet where connected to adjacent building or 15 feet where separation between buildings is provided.

\*\*Maximum of two-stories in LC Core area.

### General Design Notes:

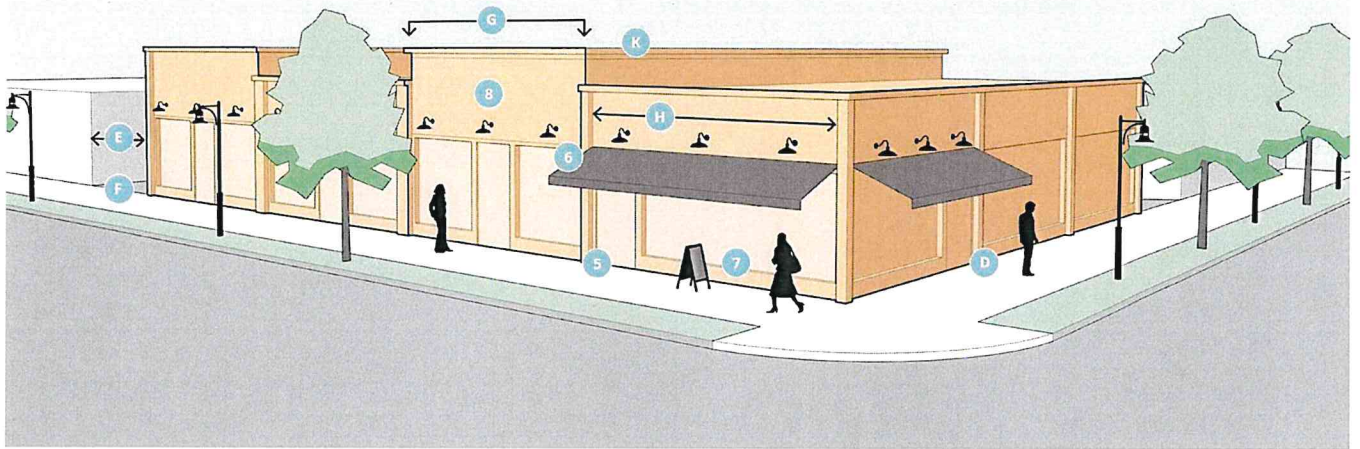
10. All exterior building walls are of equal importance. All visible façades designed with attention to detail and quality of material. There are no blank or unarticulated façades, unless façade is not visible from public right-of-way, residential zoning district, or parking lot.
11. Pattern of solids and voids generated by the vertical and horizontal alignment of similarly-sized windows and doors. Distance between façade breaks, bay widths, and spacing of windows and doors consistent with scale and rhythm of adjacent buildings.
12. Primary building entrances open onto a street, sidewalk, or public space. Secondary entrances may be provided from a parking lot. Corner buildings should have at least one entrance addressing each street frontage.
13. Primary building entrances at grade for accessibility.
14. Building entrances clearly defined by recessing the entrance, or utilizing elements such as lintels,

pediments, pilasters, columns, awnings, overhangs, or solar shades.

15. Entablatures, sign bands, cornices, or a similar horizontal expression line define the transition of ground floor storefronts and the second floor of all mixed-use buildings.
16. Windows and doors recessed into the facade wall, to appear as if they were “punched” through the building façade. Storefronts need not meet this standard.
17. Windows above the first floor are vertical in proportion, with a height to width ratio of at least 2:1, or have a ratio that complements the architectural.
18. (Core Only) Non-storefront windows shall have decorative sills and/or hoods. Full and segmented arches are allowed atop rectangular windows on upper stories.
19. All architectural features, including awnings, overhangs, roof projections, window accents, and similar are compatible with the style, materials, and colors of the building.
20. Buildings with multiple storefronts are unified in storefront design treatment, such as the design of windows and door openings, materials, and colors.
21. Pedestrian pass-through connects the front of the building to rear parking or alleys.



### C. Single Story Commercial Building



Building Form and Massing Standards

Main Body	Min.	Max.	Massing and Composition	Min.	Max.
A Minimum building height	1 story	NA	G Bay Width	16'	40'
B Ground floor height	12'	24'	H Blank wall length	--	16'
C Upper floor height	NA	NA	I Flat (low-slope) roof	Permitted	
D Finished floor elevation	0'	3'	J Pitched roof	Permitted	
E Building separation	0' / 15'*		K Terminating vertical break	Required	
F Pedestrian pass-through	1 per 200 feet (Min. 15')		L Roof pitch (rise: run)	4":12"	12":12"

\*0 feet where connected to adjacent building or 15 feet where separation between buildings is provided.

#### General Design Notes:

1. All exterior building walls are of equal importance. All visible façades designed with attention to detail and quality of material. There are no blank or unarticulated façades, unless façade is not visible from public right-of-way, residential zoning district, or parking lot.
2. Pattern of solids and voids generated by the vertical and horizontal alignment of similarly-sized windows and doors. Distance between façade breaks, bay widths, and spacing of windows and doors consistent with scale and rhythm of adjacent buildings.
3. Primary building entrances open onto a street, sidewalk, or public space. Secondary entrances may be provided from a parking lot. Corner buildings should have at least one entrance addressing each street frontage.
4. Primary building entrances at grade for accessibility.
5. Building entrances clearly defined by recessing the entrance, or utilizing elements such as lintels, pediments, pilasters, columns, awnings, overhangs, or solar shades.
6. Entablatures, sign bands, cornices, or a similar horizontal expression line define the

transition of ground floor storefronts and the second floor of all mixed-use buildings.

7. Windows and doors recessed into the facade wall, to appear as if they were “punched” through the building façade. Storefronts need not meet this standard.
8. Windows above the first floor are vertical in proportion, with a height to width ratio of at least 2:1, or have a ratio that complements the architectural.
9. (Core Only) Non-storefront windows shall have decorative sills and/or hoods. Full and segmented arches are allowed atop rectangular windows on upper stories.
10. All architectural features, including awnings, overhangs, roof projections, window accents, and similar are compatible with the style, materials, and colors of the building.
11. Buildings with multiple storefronts are unified in storefront design treatment, such as the design of windows and door openings, materials, and colors.
12. Pedestrian pass-through connects the front of the building to rear parking or alleys.



## D. Attached Single-Family.



Building Form and Massing Standards								
Main Body		Min.	Max.		Massing and Composition	Min.	Max.	
A	Minimum building height	2 stories			G	Bay Width	16'	25'
B	Ground floor height	10'	14'		H	Blank wall length	--	16'
C	Upper floor height	10'	14'		I	Flat (low-slope) roof	Permitted	
D	Finished floor elevation	0'	3'		J	Pitched roof	Permitted	
E	Building separation	0 / 10'*			K	Terminating vertical break	Required	
F	Pedestrian pass-through	P (15' min.)			L	Roof pitch (rise: run)	4":12"	12":12"

\*0 feet where connected to adjacent building or 10 feet where separation between buildings is provided.

### General Design Notes:

1. All four facades are of equal importance. All visible façades designed with attention to detail and quality of material. There are no blank or unarticulated façades.
2. Pattern of solids and voids generated by the vertical and horizontal alignment of similarly-sized windows and doors.
3. Distance between façade breaks, bay widths, and spacing of windows and doors consistent with scale and rhythm of adjacent buildings.
4. Windows and doors recessed into the facade wall, to appear as if they were "punched" through the building façade. Exceptions shall be approved by the Community Development Director, or designee, where integrated into architectural design.
5. Primary building entrances open onto a street, sidewalk, or public space. Secondary entrances may be provided from a garage or parking lot.
6. All architectural features, including decorative railings and posts, overhangs, roof

projections, window accents, and the like, are compatible in style, materials, and colors to the primary building.

7. Each entrance to a unit shall consist of a porch, stoop, or similar and designed with railings, spindles, columns, etc. Entrances may be shared between units when stacked or horizontally attached.
8. Garages are permitted in only the rear of the ground floor of individual units. No garage or individual unit driveway shall front onto a public street, except alleys.
9. Shared parking lots may be located in a side or rear yard.

#### **Sec. 42-456.A. Signs.**

All signs shall be architecturally integrated and complement their surroundings in terms of size, shape, color, texture, and lighting. Signs shall complement the overall design of the building and shall not be designed to be in visual competition with other signs in the area.

1. **Materials and Color.** Signs should incorporate the same building materials and color used in the primary structure and should be in scale and style with the architecture of the principal building. Lettering should be selected that is consistent with the building.
2. **Overall sign plan.** All development shall have a sign plan which anticipates future development. New building design shall provide logical sign areas, allowing flexibility for new and additional users. Design shall provide for convenient and attractive replacement of signs. Buildings with multiple tenants shall include all tenants in the sign plan.
3. **Neon Lettering and Outlines.** Neon, and similar outlines lights signs are prohibited, with the exception of open and closed signs that are included in a site plan approval.
4. For each zoning lot, there is permitted one freestanding accessory sign, up to 50 square feet in area per side, for lots 125 feet or less in width, to be increased at a ratio of one square foot per each 2½ feet of lot frontage in excess of the initial 125 feet, up to a lot 300 feet wide. A zoning lot having in excess of 320 feet of frontage may have one additional sign based upon the same ratio of one square foot of sign area for each 2½ feet of lot frontage over the initial 320 feet of frontage. The maximum size for any one sign is 120 square feet.
5. When multiple-use zoning lots are involved, for each additional use on the zoning lot beyond the initial use, 15 square feet of sign area is permitted, the total area of freestanding signs not to exceed 50 percent over the sign size originally permitted for the lot.
6. For a lot with frontages on more than one street, each frontage may be treated as a separate frontage for the purpose of establishing permitted freestanding sign area and number.
7. **Freestanding Signs.** For a corner lot, the distance between permitted freestanding signs shall be not less than 100 feet, as measured along the property lines, but in no case shall there be a distance of less than 70 feet between such signs. Each such sign shall be oriented to the street frontage it serves. If one freestanding sign is used, then the percentage of freestanding sign area permitted on one street frontage may be increased 100 percent to a maximum of 120 square feet in area per side, provided that such sign is located not more than 25 feet from both street frontages.
8. Where a zoning lot is permitted to have more than one freestanding accessory sign under this section, the distance between such freestanding signs shall not be less than 300 feet.
9. Signs may not exceed 15 feet in height.
10. Signs must be at least ten feet from any property line.
11. **Wall Signs:** For each use on a zoning lot, there are permitted wall signs, the combined area of which shall not exceed 15 percent of the total area of the wall to which the signs are attached. The total shall not exceed 100 square feet per street frontage. If no freestanding sign is used, the percentage of total wall area for wall signs may be increased by 33 percent per street frontage. Lots with dual frontages may not combine permissible signs for one frontage with another frontage for the purpose of placing a combined area of sign area on one frontage.
12. **Additional Area for Wall Signs:** In addition to the wall signage permitted in subsection 11



above, the permitted wall sign area may be increased if the criteria listed below is satisfied:

- For buildings with wall frontage at the main building entrance that exceeds 99 lineal feet:

Wall (in lineal feet)	Additional Sign Area Permitted (in square feet)
100-199	25
200—299	50
300—399	75
400—499	100
Greater than 500	125

- For buildings with wall frontage at the main building entrance that exceeds 99 lineal feet and with a setback greater than 299 feet from a public or private street:

Building Setback (in feet)	Additional Sign Area(in square feet)
300—399	50
400—499	75
500—599	100
Greater than 600	125

13. **Canopy or Awning Signs.** Sign copy may comprise up to 35 percent of the total exterior surface of a canopy or awning. Canopies or awnings with back-lit graphics or other kinds of internal illumination are prohibited.

#### **Sec. 42-456.B. Screening (fences and walls).**

The impact of those elements of a site, which have an adverse effect on the subject site and surrounding sites, should be minimized.

1. The intent of this section is to protect neighboring residential and park properties from any adverse external effects and negative impacts of nonresidential development. A screen and buffer required by this section is intended to limit visual contact between uses and to create a strong impression of spatial separation.
2. Screening materials.
  - a. Screening materials shall consist of evergreen trees and shrubs, walls, fences and berms or a combination thereof and be opaque in all seasons of the year from the ground to a height of at least six feet.
  - b. Screening fences shall not be constructed of corrugated metal, corrugated fiberglass, sheet metal, chain link or wire mesh. If a long stretch of screening is required, options should be combined or alternated, or plant materials should be varied.
  - c. Other creative options, such as changes in elevation, existing vegetation, or plant materials within a buffer area, are encouraged, but the applicant must demonstrate that comparable or superior screening will be provided.
3. Except as provided in subsection 7, below, a zoning lot that contains a parking lot, office, commercial, industrial use or any combination thereof which abuts a public park facility or a residential district or use shall be separated by screening as specified in subsection 2, above, between it and all abutting areas of such park or residential district or use. In addition to the above screening, there shall be required a landscaped green strip of at least ten feet in width and one tree for each 30 feet or fraction thereof of land adjacent to the parking lot and use.
4. An industrial or research park development, or combination thereof abutting a public park facility or a residential district or use must have as separation screening an earth berm with a minimum height of eight feet. The berm shall meet the requirements of section 42-576.I in regards to slope and erosion control. The berm shall also be landscaped with at least one tree and five shrubs per 30 lineal feet.

5. Non-residential uses with a minimum zoning lot area of three acres abutting a public park or land principally used or zoned for residential purposes shall have a separation screening and earth berm with a minimum height of six feet. The berm shall meet the requirements of section 42-576(l) material standards in regards to slope and erosion control. The berm shall also be landscaped with at least one tree and five shrubs per 30 lineal feet.
6. **Existing screening.**
  - a. For the purposes of 2 3, and 4, above, the planning commission may approve screening consisting of existing vegetation, planted vegetation and topographic characteristics of the land or a combination thereof if it satisfies the intent and purpose of this subdivision concerning opaque screening.
  - b. The planning commission shall consider the characteristics of the land and vegetation present, the adequacy of the screening proposed, and other factors which impact upon adjoining residential and park uses.
  - c. The planning commission on approving the use of existing topographical characteristics of the land or existing and/or planted vegetation may condition such approval on the planting of new vegetation in the number, size and type to satisfy the intent and purpose of this section.
7. **Additional landscaping.**
  - a. The planning commission may increase the height of the separation screening and/or require additional landscaping as part of the site plan review under division 5, subdivision 2 if the minimum requirements of subsection 2 would not adequately protect existing or future abutting residential uses.
  - b. In deciding whether the requirements of subsection 2 protect abutting residential uses, the planning commission may consider factors which include, but are not limited to, the topography of the land, the type(s) of use(s) involved, the materials and vegetation to be utilized and the distance between structures and uses.

#### **Sec. 42-457.A. Street design.**

##### **1. Street design guidelines.**

- a. Travel. Two-way streets are encouraged in the LC district. One-way streets are not permitted, excepting alleys.
- b. Curb radius. The curb radius at the intersection of two streets should be the minimum necessary to permit vehicle circulation. A smaller curb radius shortens the distance that pedestrians must travel to cross the street, and leads to a safer pedestrian environment by reducing the speed at which cars can travel around corners. It is recommended that the curb radius not exceed 30 feet at the intersection of any two streets.
- c. Sidewalks at driveway crossings. When a sidewalk crosses a vehicle driveway, the driveway shall retain the elevation of the sidewalk. The appearance of the sidewalk shall be maintained across the driveway to indicate that the sidewalk is a part of the pedestrian zone and that pedestrians have the right-of-way.
- d. Pedestrian zone. The pedestrian zone is considered to be the area in between the curb and the edge of the right-of-way, frontage, or building facade, and includes area for sidewalks, landscape plantings, street furniture, public transit facility, and other pedestrian-scale uses and amenities. The treatment of the pedestrian zone determines the character of the street, and the quality of the public realm within the right-of-way. Streets are the most common public space in the city, and must be designed to be welcoming and accommodating for pedestrians as well as motorized traffic.

As shown in Figure 1 below, the pedestrian zone in the LC district should contain four distinct areas:

- 1) Edge area that allows car doors to open freely and accommodates parking meters, streetlights;



- 2) Furnishings area that accommodates amenities such as landscaping, planters, and sidewalk furniture;
- 3) Walkway area where pedestrians walk;
- 4) Frontage area adjacent to the building.

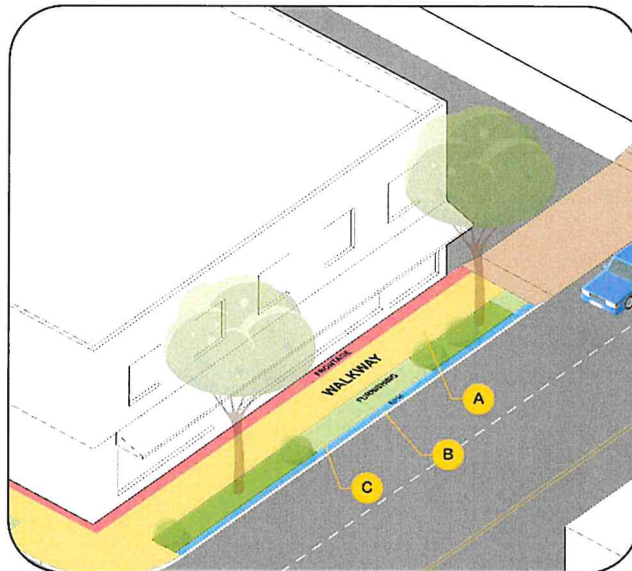


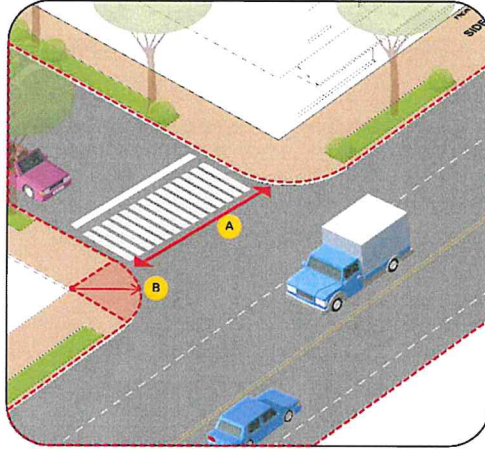
Figure 3. A- min 5 -feet. B-min 1.5 feet. C- min 5 feet

The following design requirements and recommendations are intended to create an inviting public space alongside city streets:

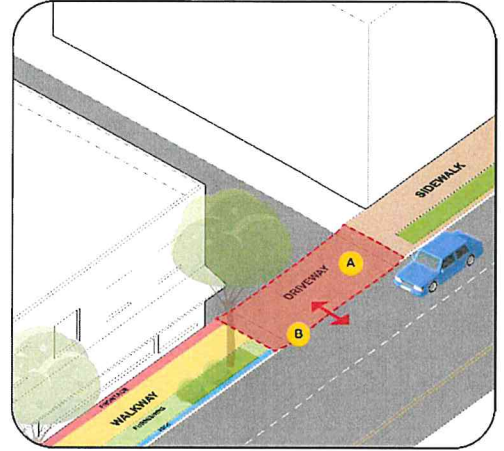
- i. Pedestrian zone width. The pedestrian zone should have a minimum width of 10 feet. A lesser width may be appropriate in constrained areas.
- ii. Edge/Curb area. The edge/curb area should have a minimum width of 1.5 feet, normally contained within the right-of-way, and should remain clear of obstructions to permit the doors of parked cars to open freely. Streetscape elements such as parking meters, streetlights, traffic control signs, and tree grates may be located in the edge area. The edge area may be paved, or if a tree lawn is combined, it may be combined with the furnishings area and landscaped.
- iii. Furnishings area. The furnishings area accommodates amenities such as street trees, planters, public transit facilities, and sidewalk furniture. The furnishings area can be paved (with street trees located in tree grates), or it may be landscaped with a street lawn. Outdoor eating areas, sidewalk cafes, or other similar uses associated with a use in a directly adjacent building may be located in the furnishings area. The furnishings area should have a minimum width of 5 feet.
- iv. Walkway area. The walkway area is the basic sidewalk area where pedestrians walk. The walkway area must maintain a 5-foot-wide clear path free of obstructions at all times to permit free pedestrian travel. No permanent structures or uses may be located in the walkway area.
- v. Frontage area. The frontage area is the portion of the pedestrian zone adjacent to the edge of the right-of-way. The frontage area is an optional area and may be used for street furniture or other uses accessory to the use in the adjacent building. When a building is constructed at the lot line, the frontage area should have a minimum width of two feet to accommodate opening doors and window shopping; in the LC-Edge and LC- Business

area, the frontage area can be in the required setback.

- vi. **Access Management and Driveways.** Driveway consolidation is required when feasible to share access between properties. Additionally, driveways providing access to parcels and parking lots are encouraged to be accessed from minor streets.



*Figure 4. B-It is recommended that the radius be less than 30-feet. A- Least possible distance recommended for increased pedestrian safety.*



*Figure 5. A-Shared driveway access between properties is encouraged. B-Driveways should emulate the material of sidewalk for continuity and should be at the same level as the travel lanes.*

#### **Sec. 42-457.B. Parking.**

The following parking requirements are applicable in the LC, and replace any similar requirements set forth in Division 6, Subdivision 1, Off Street Parking:

1. **Minimum parking required.** All new development or expansions of existing sites shall provide off-street parking spaces for the use according to the following requirements. The parking spaces shall be provided within 500 feet of the building.
  - a. Residential uses. One parking spaces per residential dwelling unit.
  - b. Nonresidential uses. One parking space per 500 square feet of nonresidential building space.
  - c. Waiver. The minimum parking requirements may be reduced by the Planning Commission per [Section 42-520](#).
3. **Parking lot layout.** Off-street parking lot layout, maintenance, and construction shall comply with all of the requirements of [Article 4, Division 6, Subdivision 1](#).
4. **Parking lot access. Multiple** entrances to parking lots must be consolidated in the Core area of the LC district. Where feasible, shared cross access between parcels shall be provided.
  - a. Setback Portage Road: All parking spaces shall comply with the maximum setback of the Core, Edge and Business areas.
  - b. Setback from cross streets: All parking spaces shall be set back a minimum of 5 feet from any cross street.
  - c. Loading space must be consistent with [Section 42.522](#).

#### **Sec. 42-458.A. Outdoor amenity space.**

Any development or redevelopment of a building with more than 20,000 square feet of floor area, or 1 acre in total lot size, in the LC district shall provide outdoor amenity space. The outdoor amenity space shall have a minimum area of two percent of the gross floor area of the building. The size and disposition of the amenity space shall be proportionate to the size and scale of the development, and any amenity



space used to satisfy this requirement shall be adjacent to or visible and accessible from a public right-of-way. The emphasis of the amenity space requirement is on the quality rather than the quantity of the space.

**Sec. 42-458.B. Temporary Outdoor Retail Sales.**

Outdoor retail sales are permitted in the Core and Edge subareas subject to the following requirements:

1. **No permit required.** Temporary or moveable outdoor retail sales activity or displays accessory to a principal use in the LC district are permitted, subject to the following requirements:
  - a. **Area.** The total of all outdoor sales display areas on the site shall not exceed 0.75 square feet per linear foot of building frontage in the build-to zone.
  - b. **Location.** Outdoor sales areas may be located in the build-to zone, in an area adjacent to and not extending farther than 20 feet from the rear of the building, and/or in the right-of-way. Outdoor sales in the right-of-way shall be located in the frontage or furnishings area of the pedestrian zone directly adjacent to the building containing the use to which it is accessory. A minimum six-foot wide clear pedestrian pathway on the sidewalk shall be maintained at all times.
  - c. **Time.** The outdoor sales display shall only be set out during business hours.
2. **Permit required.** A permit from Community Development Director or his/her designee is required for outdoor sales that exceed the area limitations in subsection (a), above; for special outdoor sales events that will be located anywhere besides the frontage or furnishings area of the pedestrian zone; or for times outside of normal business hours. The permit will specify the permitted size and duration for the outdoor sales event.

**Sec. 42-458.C. Outdoor storage.**

In the Core and Edge subareas, limited outdoor storage of merchandise, materials, or equipment is permitted in the rear yard if it is not visible from public ROW. In no case shall materials or merchandise being stored outdoors exceed a height of six feet.

**Sec. 42-459. Definitions used in this article.**

This division provides definitions for terms that are used in this article that are technical in nature or that might not otherwise reflect a common usage of the term. Where a definition in this section conflicts with a definition provided in [Section 42-112](#), the definition presented in this section shall prevail for the purposes of administering the LC district requirements. If a term is not defined in this section, the planning and development director shall determine the correct definition of the term.

**Balcony:** An open portion of an upper floor that extends beyond or indents into a building's exterior wall.

**Block:** The aggregate of private lots, pedestrian pass-throughs, rear lanes and alleys, the perimeter of which abuts perimeter or internal streets.

**Block perimeter:** The linear distance around a block measured along the right-of-way line or road easement.

**Buffer:** An area of land, including landscaping, walls, and fences located between land uses of different characters and which is intended to mitigate negative impacts of the more intense land use on the less intense land use.

**Build-to area:** An area at the front of the lot in which a front building facade must be located.

**Floorplate:** The total indoor floor area of any given story of a building, measured to the exterior of the wall or balcony.

**Frontage lot line:** The lot line that coincides with the public right-of-way or edge of a space dedicated for public use. Building facades parallel to frontage lines define public space and are therefore subject to a higher level of regulation than the elevations that face other lot lines.

**Habitable space:** Building space that involves human presence with direct view of the enfronting streets or public or private open space. Habitable space does not include parking garages, storage facilities, warehouses, and display windows separated from retail activity.

**Liner shop or Liner building:** A building or part of a building with habitable space specifically designed to enfront a public space while masking a function without the capacity to monitor public space such as a parking garage, storage facility, or large building exceeding the building width limitations of this article.

**Tree lawn:** A grassed or landscaped area located between the sidewalk and the curb of the street intended to accommodate street tree plantings.

Severability

Should any section, clause or provision of this Ordinance be declared to be invalid by a court of competent jurisdiction, the same shall not affect the validity of the Ordinance as a whole or any other part thereof other than the parts so declared to be invalid.

Repeal of Conflicting Ordinances, Savings Clause

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations, under any previous ordinance provision being repealed hereby shall not be affected by this Ordinance and may be continued pursuant to said previous Ordinance provisions.

Effective Date

The zoning amendment shall become effective 15 days after publication of the notice of adoption unless a different effective date is approved by council.

COUNCIL SETS PUBLIC HEARING:

PUBLIC HEARING:

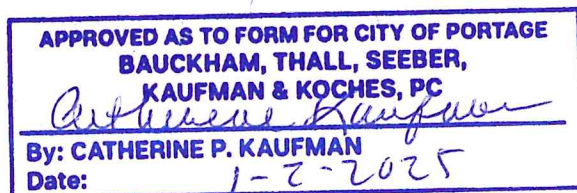
EFFECTIVE DATE:

\_\_\_\_\_  
Patricia M. Randall, Mayor

STATE OF MICHIGAN     )  
                                  ) SS  
COUNTY OF KALAMAZOO )

I do hereby certify that I am the duly appointed and acting City Clerk of the City of Portage and that the foregoing Ordinance was adopted by the City of Portage on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Erica Eklov, City Clerk



Approved as to Form:  
Date: 1/2/2025



By: Catherine Kaufman  
City Attorney