

**ORDINANCE 1839**

**AN ORDINANCE TO AMEND THE ORDINANCE CODE OF THE CITY OF HOLLAND, BEING PORTIONS OF ORDINANCE NO. 39 OF THE CITY (THE UNIFIED DEVELOPMENT ORDINANCE) BY AMENDING THE FOLLOWING ITEMS OF SAID SECTION 39.**

Summary of changes to the Unified Development Ordinance, Chapter 39 of the ordinances of the City of Holland:

<u>Code Section</u>	<u>Change</u>
<u>3.08</u>	<u>Update Visible Light Transmission requirements in the Form Based code district.</u>
<u>8.03</u>	<u>Update to allow for banners consistent with banner policy.</u>
<u>8.05</u>	<u>Permit Community Improvement Neighborhood Organization and Business Districts to have banners.</u>
<u>12.03</u>	<u>Correct the makeup of the Design Review Board</u>

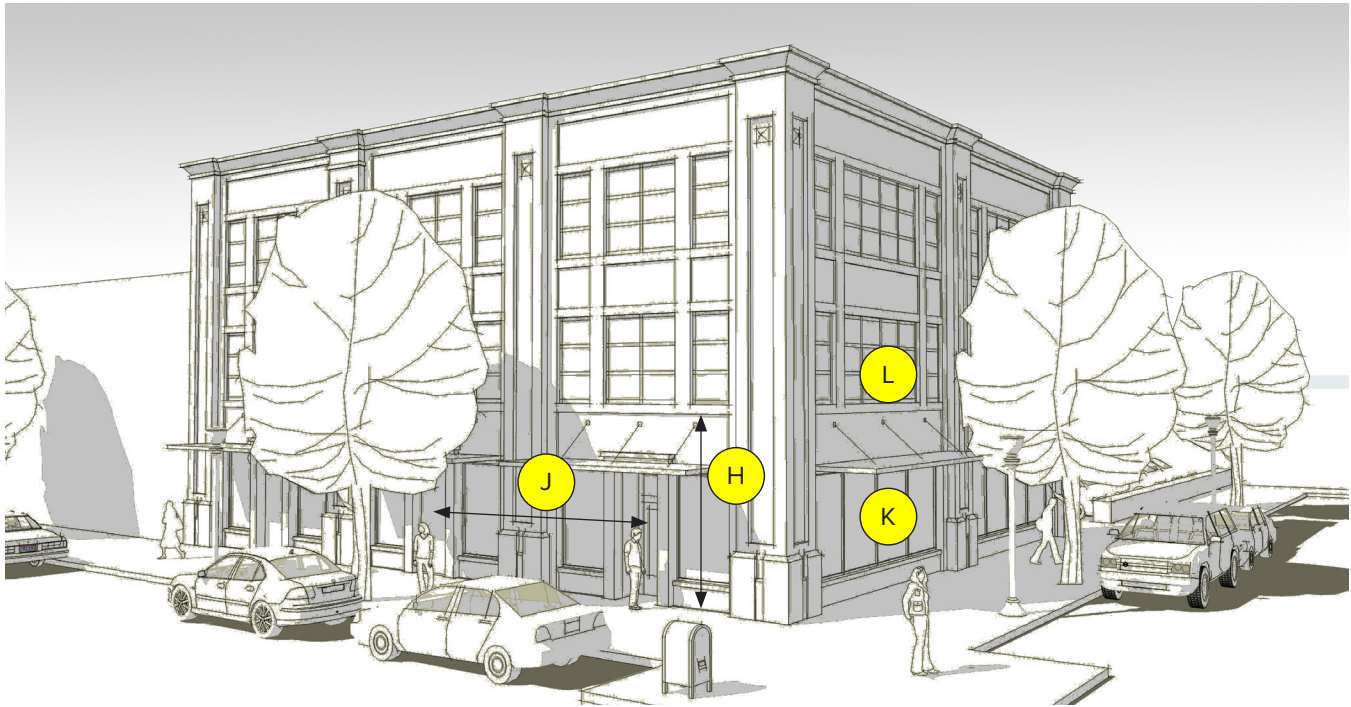
All other provisions of Chapter 39 shall remain in full force and effect.

Adoption date:       October 4, 2023

Effective date:       October 25, 2023

# SECTION 39-3.08 BUILDING TYPE STANDARDS

## Mixed Use Building



### REQUIREMENTS

- A. Shall be a minimum of **2 stories**.
- B. The **commercial** first story may be designated for other uses, but shall be designed to accommodate a **commercial** use.
- C. Upper stories shall be designed for **residential** or **commercial** uses. **Residential** units shall not be located on stories below **non-residential** uses.

### PERMITTED USES

- D. **First Story – Adjacent to Front street:** Retail or Office. (Event Space is generally permitted, but shall not be permitted on the first story in the CDT, CENT, and WASH Sub-Districts.)
- E. **First Story – Adjacent to Secondary Street:** Retail, Office, or Event space.
- F. **Upper Stories:** Office, Residential, Event space or Public Lodging.
- G. Any combination of uses not listed as permitted in another building type shall be considered a *mixed use* building type.

### DESIGN STANDARDS

- H. **Commercial** first story shall be a minimum of **16 feet** in height.
  - I. The **commercial** first story shall extend the entire width of the *building*, as viewed from any public street.
- J. Ground-story **commercial** space shall have entrances a minimum of every **60 feet** along all streets.
- K. The first story shall maintain a minimum of **60% window glass between 2 feet and 10 feet** from *grade* along streets, except for parking entrance openings.

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**DESIGN STANDARDS, CONTINUED**

- L. For **upper stories**, there shall be a minimum of **30% window glass**, as measured from one end of the wall to other, and from floor to ceiling of each *story*.
  - The maximum distance between any two windows shall be **5 feet**.
  - The maximum distance between a window and the edge of the wall shall be **10 feet**.
- M. All first *story* windows and windows facing towards a public street shall be designed so that the entire window allows at least **70% Visible Light Transmission (VLT)**. Portions of the window covered by permitted window signage shall be exempt from these requirements.
- N. **Parking** may be located within, underneath, or behind the *building*, but, when located on the first floor, shall not be located within **20 feet of the front street**. Parking entrance openings shall not face the *front street*. The space between the parking and the *front street* shall be used for **retail, office, event space, and/or building circulation**, in order to create a “*liner building*” and screen the parking from view along the *front street*.



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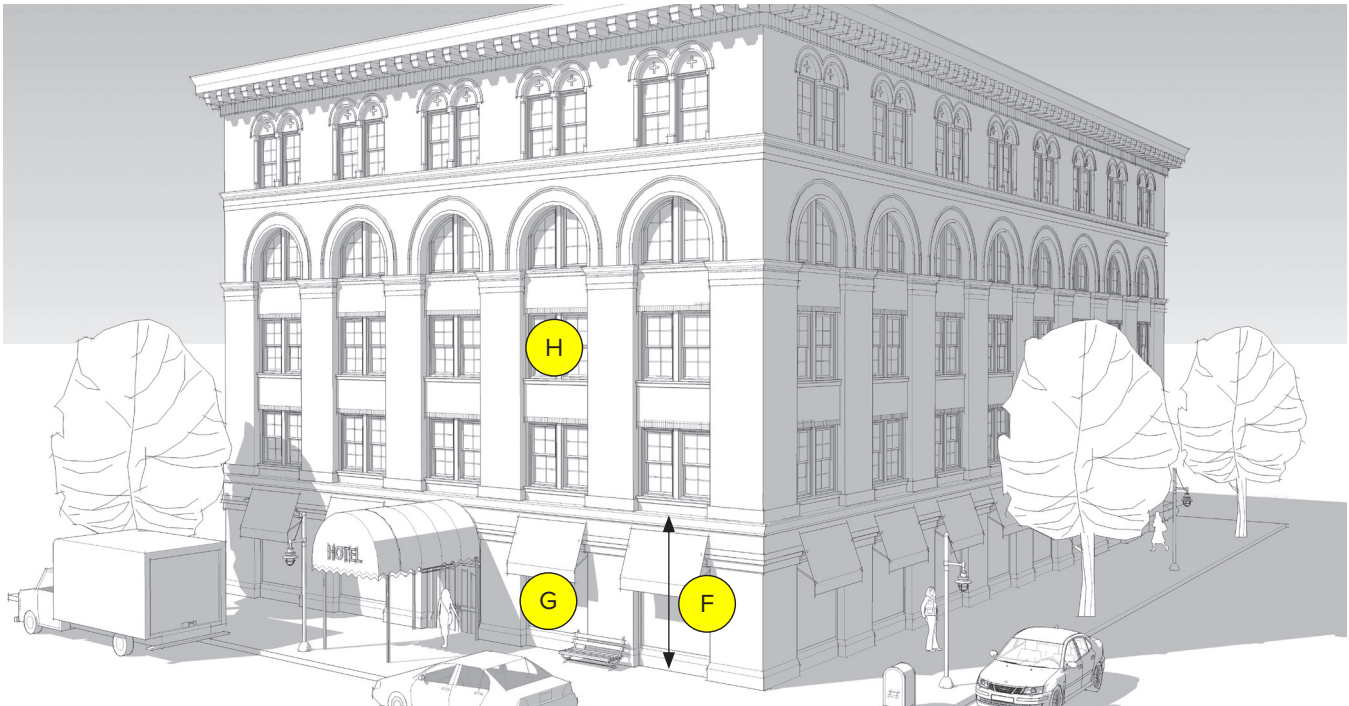
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# Commercial Building



## REQUIREMENTS

- A. Shall have **1 or more commercial** uses.
- B. **Residential** units are **prohibited**.

## PERMITTED USES

- C. **First Story – Adjacent to Front street:** Retail, Office, or Event space, except not in the CDT, CENT, and WASH Sub-Districts.
- D. **First Story – Adjacent to Secondary street:** Retail, Office, or Event space.
- E. **Upper Stories:** Office, Event space, or Lodging.

## DESIGN STANDARDS

- F. The first story shall be a minimum of **16 feet** in height.
- G. The first story shall maintain a minimum of **60% window glass between 2 feet and 10 feet** from grade along **front streets**. This requirement shall also apply to the first story façade along a **secondary street** except for openings for parking entrances.
- H. For **upper stories**, there shall be a minimum of **40% window glass**, as measured from one end of the wall to other, and from floor to ceiling of each story.
  - The maximum distance between any two windows shall be **5 feet**.
  - The maximum distance between a window and the edge of the wall shall be **10 feet**.
- I. All first story windows and windows facing towards a public street shall be designed so that the entire window allows at least **70% Visible Light Transmission (VLT)**.
- J. **Parking** may be located within, underneath, or behind the building, but, when located on the first floor, shall not be located within **20 feet of the front street**. Parking entrance openings shall not face the **front street**. The space between the parking and the **front street** shall be used for **retail, office, event venue, and/or building circulation**, in order to create a **“liner building”** and screen the parking from view along the **front street**.

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# Multifamily Building (5 Units or More)



## REQUIREMENTS

- A. Shall have **5 or more residential** units that share interior hallways and exterior entrances.
- B. **Non-residential** uses are prohibited except for resident *amenities*.

## PERMITTED USES

- C. **First Story – Adjacent to Street:** *Residential*, Parking, or *amenities*/common space for residents.
- D. **First Story – Not Adjacent to Street:** *Residential*, Parking, or *amenities*/common space for residents.
- E. **Upper Stories:** *Residential* or *amenities*/common space for residents.

## DESIGN STANDARDS

- F. There shall be a main building entrance on the **front street**. Units with individual entrances shall be considered Townhouses.
- G. For all *stories*, there shall be a minimum of **30% glass**, measured from one end of the wall to other and from floor to ceiling each *story*.
  - The maximum distance between any two windows shall be **5 feet**.
  - The maximum distance between a window and the edge of the wall it is on shall be **10 feet**.
- H. **Parking** may be located within, underneath, or behind the building, but, when located on the first floor, shall not be located within **20 feet of the front street**. Parking entrance openings shall not face the *front street*. The space between the parking and the *front street* shall be used for **retail, office, event space, and/or building circulation**, in order to create a “*liner building*” and screen the parking from view along the *front street*.
- I. **Garage doors** and associated driveways shall be located to minimize safety hazards to pedestrians.
 

**Garage doors shall not be** permitted fronting the following streets:

  - 8<sup>th</sup> Street
  - S. River Avenue
  - Michigan Avenue
  - Washington Avenue
  - 16<sup>th</sup> Street between S. River and Central Avenues
  - 18<sup>th</sup> Street between Homestead and South Shore Drives

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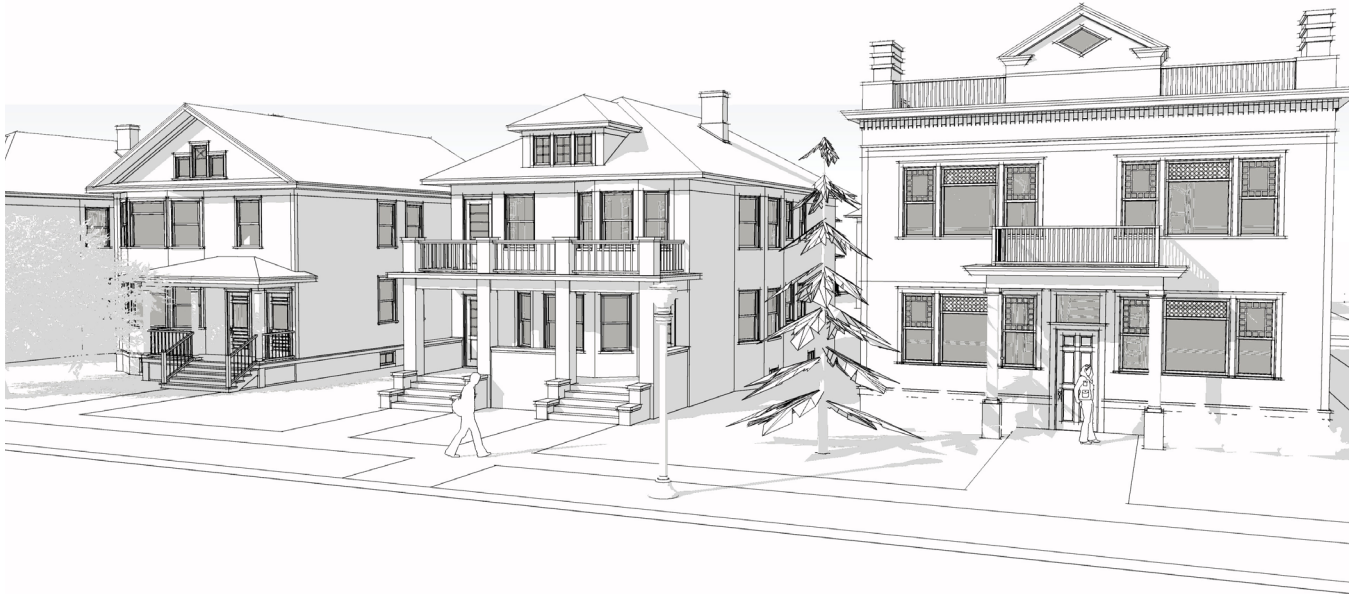
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# Multifamily Building (2-4 Units)



## REQUIREMENTS

- A. Shall contain **2, 3, or 4 residential** units, which may share interior hallways and external entrances.
- B. **Non-residential** uses are prohibited except for residential *amenities*.

## PERMITTED USES

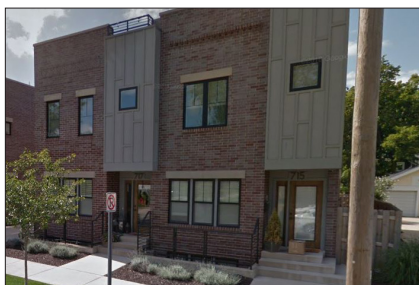
- C. **First Story – Adjacent to Street:** *Residential*, or *amenities*/common space for residents.
- D. **First Story – Not Adjacent to Street:** *Residential*, or *amenities*/common space for residents.
- E. **Upper Stories:** *Residential*, or *amenities*/common space for residents.

## DESIGN STANDARDS

- F. **Parking** may be located in attached or detached garages or behind *buildings*. However, the main building shall have a continuous first *story* façade, and shall not be elevated on “stilts” above a parking lot.
- G. **Garage doors** and associated driveways shall be located to minimize safety hazards to pedestrians.

**Garage doors shall not be** permitted facing the following streets:

- 8<sup>th</sup> Street
- S. River Avenue
- Michigan Avenue
- Washington Avenue
- 16<sup>th</sup> Street between S. River and Central Avenues
- 18<sup>th</sup> Street between Homestead and South Shore Drives



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# Townhouse Building

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## REQUIREMENTS

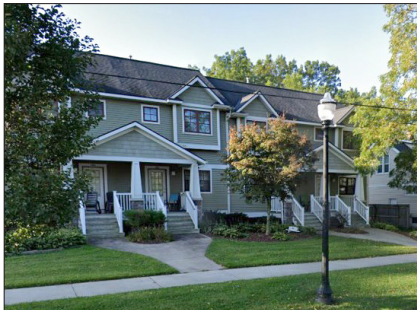
- A. Townhouse units shall be constructed in a group of at least 3, be attached to each other, and be separated by interior walls.
- B. All units shall extend from the foundation to the roof of the building.
- C. **Non-residential** uses are prohibited except for residential *amenities*.

## PERMITTED USES

- D. **First Story – Adjacent to Street:** *Residential or amenities.*
- E. **First Story – Not Adjacent to Street:** *Residential or amenities.*
- F. **Upper Stories:** *Residential or amenities*

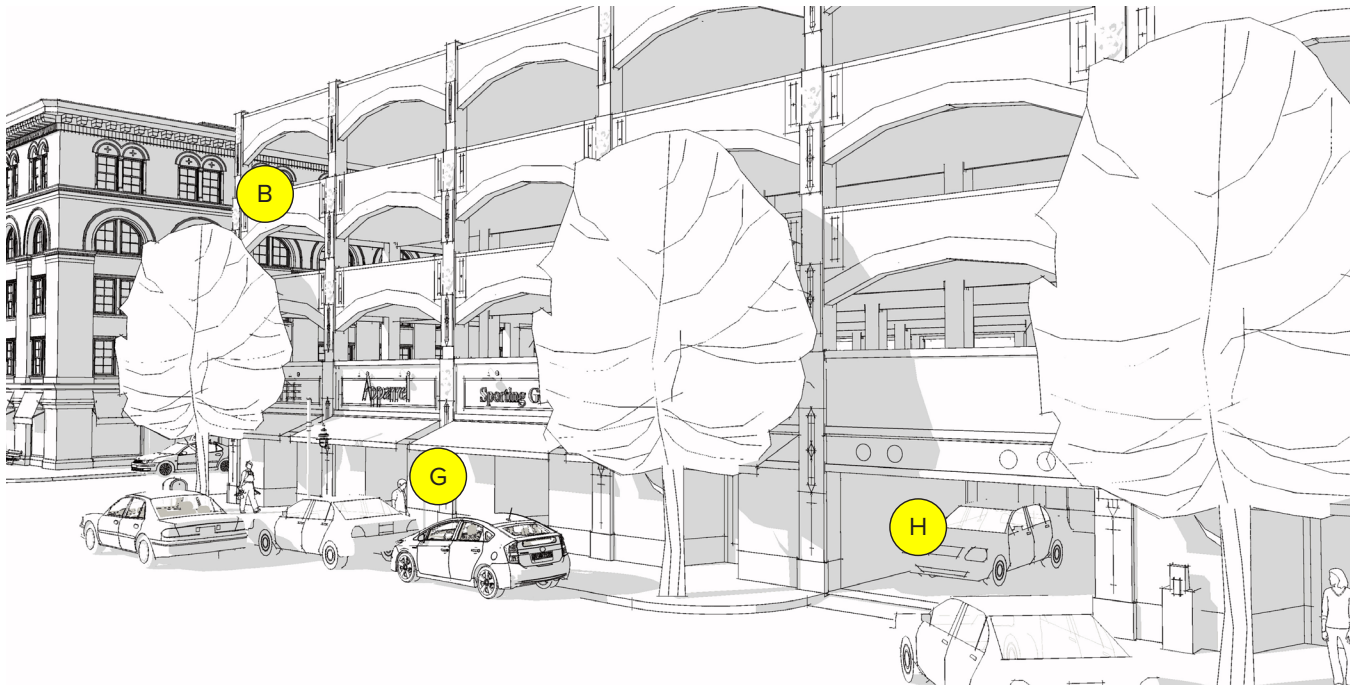
## DESIGN STANDARDS

- G. Each unit shall have **its own dedicated entrance off of the front street**, an approved internal street, or a *courtyard/green space*.
- H. **Garage doors** and associated driveways shall be located to minimize safety hazards to pedestrians.  
**Garage doors shall not be** permitted facing the following streets:
  - 8<sup>th</sup> Street
  - S. River Avenue
  - Michigan Avenue
  - Washington Avenue
  - 16<sup>th</sup> Street between S. River and Central Avenues
  - 18<sup>th</sup> Street between Homestead and South Shore Drives





# Parking Structure

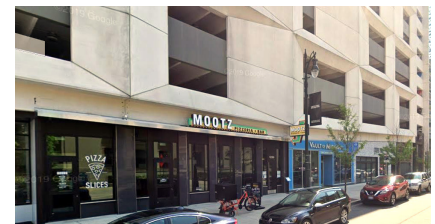
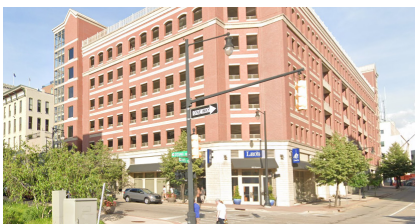


## REQUIREMENTS

- A. Shall be primarily used for parking cars.
- B.** Shall be a minimum of 2 stories above grade, but may also include levels below grade.
- C. All stories shall be designed to **screen the parked vehicles** from view along all streets.
- D. A parking structure in a building with non-parking uses above the first story shall be subject to the **requirements of the building type** that most closely matches the proposed design, rather than these requirements.
- E. Parking structures shall require Special Land Use approval in all Sub-Districts.

## DESIGN STANDARDS

- H. **Garage doors** and associated driveways shall be located to minimize safety hazards to pedestrians and to ensure safe turning movements for entering and exiting cars.
- I. Shall be designed aesthetically to **complement the surrounding area**, in the opinion of the *Planning Commission*.

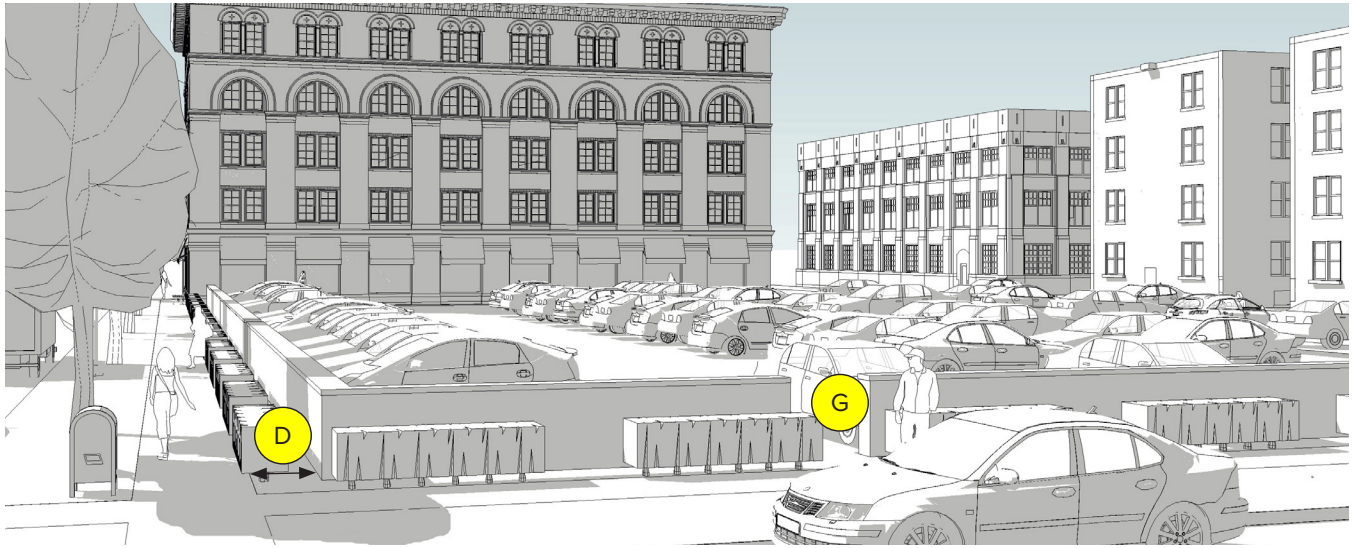


## PERMITTED USES

- F. **Parking Structure Building types** shall not front **8<sup>th</sup> Street** in CDT. If they are located on a lot that fronts 8<sup>th</sup> Street, there shall be another allowable Building Type between the parking garage and 8<sup>th</sup> Street, and the parking garage shall not be visible from 8<sup>th</sup> Street.
- G.** **Parking Structure Building types** shall be required to have a Frontage Type allowable within the Sub-District.  
  
The Frontage Type shall be associated with a use compatible with the Frontage Type, and shall not be a “false front” to hide parking. One parking entrance/exit shall be permitted per street frontage.

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# Parking Lot

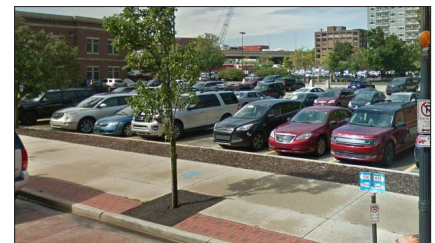


## REQUIREMENTS

- A. Shall not have a *principal structure*.
- May have an *accessory structure* for an attendant constructed of materials consistent with surrounding *buildings*.
- B. Shall only be used for the short-term parking of cars.
- C. *Commercial repair work* shall not occur in any *parking lot*.

## DESIGN STANDARDS

- D. **Parking lots** shall be set back a minimum of **10 feet** from any **street fronting property line**. The *Planning Commission* may reduce this setback to **5 feet** if a 4-foot-high masonry wall is erected along the street-fronting property line.
- E. *Parking lots* shall be set back a minimum of **10 feet** from side or rear *property lines*. This setback may be reduced by the *Planning Commission*.
- F. *Parking lots* shall meet all applicable landscape requirements of *UDO*. See [Article 39-6](#).
- G. *Parking lots* shall have at least one **pedestrian entrance** along all road frontages. The *Planning Commission* may determine that the automobile entrance is sufficient for a given frontage, but may not waive the requirement to have an entrance on all frontages.
- H. **Standards A-G** shall apply to all *parking lots* in the *F Zone District*, regardless of if there is a *principal structure* on the property. [Section 39-9.02](#) shall also apply to all *parking lots* within the *F District*.
- I. Special Land Use Approval for *parking lots* as a principal use with no other *principal structure* shall only be approved if the *Planning Commission* determines the *parking lot* is necessary to support nearby uses and the *parking lot* will not negatively impact the surrounding area.





# Landmark Buildings

## LANDMARK BUILDING DESIGNATION

A. The *Planning Commission* may approve, by Special Land Use Approval, a proposed new building as a **Landmark Building**.

A Landmark Building shall be exempt from the Building Type and Frontage Type regulations, but shall meet the *Building Envelope* standards.

For this building type only, the *Planning Commission* may grant a waiver from the maximum *building height* for an architectural feature, such as a cupola or steeple. To be approved as a Landmark Building, the *Planning Commission* shall find that:

- 1) The building contains one or more of the following uses:
  - a) *Religious Institution*
  - b) Theater/Performing Arts Space
  - c) Recreational/Sports Facility
  - d) Civic/Municipal Use
  - e) Educational Institution or Use
  - f) Community Institution (such as Library, Museum, or Community Center)
- 2) The building addresses all street frontages to promote a safe and attractive pedestrian environment.
- 3) The proposed use of the building would be significantly hindered in a building designed to meet the Building Type and Frontage Type regulations.



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## SECTION 39-8.01 INTENT

**Signs perform an important function in identifying and promoting businesses, services, neighborhoods, events, economic development, and other matters of interest to the public.**

The intent of this Article is to regulate all *signs* within the City of Holland to ensure that they are appropriate for their respective uses, they keep with the neighborhood characteristics as recognized and promoted by the City of Holland's *Master Plan*, they prevent traffic hazards, they provide safe conditions for pedestrians, and they protect public health, safety, and general welfare by:

- A. **Setting standards** and providing uniform regulations that permit reasonable use of *signs*;
- B. **Preserving the various characteristics** found within the *Zone Districts* and neighborhoods throughout the City of Holland, regardless of *sign* content. In preserving the character of the various neighborhoods, *signage* shall be **scaled appropriately** whereby properties with frontage on wide *streets* with higher speed limits are permitted larger *signs* than narrow *streets* with lower speed limits;
- C. Prohibiting the erection of *signs* that **may create a hazard** to pedestrians and motorists in terms of number, size, illumination, and location.
- D. **Avoiding excessive amounts of signs** so that the existing *signs* provide adequate identification and direction while minimizing clutter, unsightliness, and confusion; and
- E. **Establishing a clear process** for requiring permits for *signs*, allowing some *signs* without permits, and allowing legally *nonconforming signs* to continue without jeopardizing the useful life of the *sign*.

## SECTION 39-8.02 PERMITS REQUIRED

- A. **A Permit is required** to erect, alter, place, or replace any *sign* or *sign structure* as regulated and required by this Article or by the City's Code of Ordinances. A permit is also required for substantial maintenance or repair to an existing *nonconforming sign*.
- B. **To obtain a sign permit**, an application shall be filed with Community and Neighborhood Services. **Exception:** Sign permits in the CDT, NDT, EDT, WDT and CENT Sub-Districts of the *F Zone District* shall be reviewed and issued by the Downtown Development Authority (DDA).
- C. **The Design Review Board (DRB)** shall review all *signs* in the CDT, NDT, EDT, WDT and CENT Sub-Districts of the **F Zone District**. See [Section 39-8.08](#).

## SECTION 39-8.03 SIGNS EXEMPT FROM PERMITS

The following *signs* may be installed or erected without a permit:

- A. **Government signs**
- B. **Public K-12 school signs** where the State Superintendent has exclusive jurisdiction.
- C. **Placards**
- D. **Historic markers** placed under the authority of the Local, State, or Federal government.
- E. **Address numbers**
- F. **Hours of operation** and other similar business information.
- G. **Window signs** applied to the **interior** of the window/door glass.
- H. **Window signs** applied to the **exterior** of the window/door glass where the **sign does not exceed 15%** of the glass area. Windows that are immediately adjacent, on the same wall face of the same *building*, may be averaged together.
- I. **Non-commercial flags**

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- J. **Advertising flags** at non-residential properties with a maximum size of **15 square feet**, with one per business per *street frontage*. Other types of *flags*, or multiple *flags* shall be allowed as a *temporary sign* with a permit.
- K. **Non-commercial signs** in all *Zone Districts* subject to the following:

STREET FRONTAGE	TOTAL SIZE	HEIGHT	NUMBER
Up to 60 linear ft	12 sf	6 ft	No limit on the number of signs, but the total area of all signs added together shall not exceed the “total size.”
61-200 linear ft	24 sf	6 ft	
201-400 linear ft	32 sf	6 ft	
Over 400 linear ft	64 sf	6 ft	

- L. **One temporary sign** per special event at non-residentially used properties in the LDR, CNR, MDR, or TNR *Zone Districts*, provided that the *sign* is not displayed for more than **2 weeks** per event.
- M. **Handicap Signage** with the international symbol of accessibility or van *accessible* recognized logo for **Americans with Disability Act (ADA)** compliance and accessibility.
- N. *Signs* in conjunction with a **construction project** or *site plan* approval, subject to the size chart in the tables in Section 39-8.04. *Signs* shall be removed upon approval of the permit work or upon issuance of a Certificate of Occupancy.
- O. **Traffic direction signs** at commercial properties less than 6 square feet in area and 6 feet in height.
- P. **Temporary signs for advancing the public interest**, for a prescribed amount of time, when authorized by City Council.
- Q. **Downtown Development Authority (DDA) Signs**.
- R. **Writing or logos** that are an integral part of a fabric umbrella, used primarily to provide shade or cover to customers.

- S. **Murals:** There are two type of *murals*, referred to as *Type 1* and *Type 2*.
  1. **Definitions.**
    - a. **Type 1:** A design or representation that does **not contain** promotional or commercial advertising painted or drawn on a wall.
    - b. **Type 2:** An original, one-of-a-kind, unique design or representation that contains **limited references** to the establishment, product, or service provided on the *site*, which is painted or drawn on a wall on that *site*.
  2. **Type 1 and Type 2 Murals in all Zone Districts shall not be considered a sign**, and shall not be required to obtain permits, but shall be subject to the restrictions set forth in this subsection.
  3. **Prior to installation** of a *mural*, the *property owner* shall request a **determination from the Zoning Administrator** of whether the proposed design is a *sign*, or a *Type 1 mural*, or a *Type 2 mural*.
  4. **The Design Review Board (DRB)** shall review the design if the proposed location is within the CDT, NDT, EDT, WDT, and CENT Sub-Districts of the **F Zone District**.
  5. **Based on the review of the design:**
    - a. If the proposed design is determined to be a **sign**, the *applicant* shall comply with all requirements of this Article.
    - b. If the proposed design is determined to be a **Type 1 mural**, no further review or action is necessary.
    - c. If the proposed design is determined to be a **Type 2 mural**, the *mural* shall comply with the following requirements:
      - 1) The graphics, words, and/or symbols referencing the establishment, product, or service are **limited in scope and dominance**, and not readily construed as commercial advertising. References shall be subtle and integrated into the overall *mural*.

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- 2) For purposes of this subsection, “limited in scope and dominance” shall mean that the graphics, words, or symbols that reference the establishment, product, or service **do not exceed 20%** of the *mural* area, and shall be integrated throughout the *mural* and not placed in a concentrated area or a manner where it becomes a prominent advertisement.
  
- 3) The references to an establishment, product, or service are **not in the form of traditional building signage**. Traditional *signs* on the same wall shall be reviewed separately under applicable *sign* requirements.



T. **Banners** as allowed and installed in accordance with the “City of Holland Banner Policy for Community Improvement Neighborhood Organizations and Business Districts.

# SECTION 39-12.03 APPROVING AUTHORITIES ESTABLISHED

- A. **Intent.** This Section shall authorize staff, commissions, and boards to review and make determinations on **Application Types**, as specified in Section 39-12.02. The **Approving Authorities** include the: *Zoning* Administrator or their designated staff, Administrative Review Staff or their designated staff, *Planning Commission*, *Board of Appeals*, *Historic District Commission*, *Downtown Development Authority (DDA)*, *Design Review Board (DRB)*, *West Michigan Airport Authority*, and *City Council*. Their functions in *development* review are described in this Section.
- B. **Zoning Administrator.** Staff member responsible for making staff-level interpretations and administering *zoning* functions such as: Approval of Residential Dwellings with 1-4 units, *accessory structures*, fencing, and signage.
- C. **Administrative Review Staff.** The Administrative Review Staff reviews and makes determinations on Administrative Review applications and provides recommendations to Planning Staff and the *Planning Commission*. Administrative Review Staff are generally comprised of the Senior Planner; Municipal Planner; *Zoning* Administrator; City Engineer; Fire Marshal; Holland Board of Public Works Water/Wastewater, Pollution Control, Electric, and Communications Engineers; Director of Parks and Recreation Department; the Director of Community and Neighborhood Services Department; the Chief of the Department of Public Safety; and the DDA Coordinator (for Downtown developments).
- D. **Planning Commission.** The Planning Commission is responsible for reviewing large *development* projects, re-*zoning* requests, ordinance text amendments and updating the City's *Master Plan*. The Commission is comprised of 9 members including the Mayor, a *City Council* Liaison, 1 Staff member and 6 volunteer residents who are appointed by the Mayor.

- E. **Board of Appeals (BOA).** The BOA hears applications from property owners and developers who are seeking a Special Exception, ordinance interpretation or a *Variance* from *UDO* requirements. The Board of Appeals is comprised of 6 regular members, 2 alternate members and a non-voting *City Council* Liaison.
- F. **Historic District Commission (HDC).** The HDC reviews proposed construction work within the 5 designated *Historic Districts*. Certificates of Appropriateness (CoA) are issued, using the Secretary of Interior Standards, for construction work or property improvements that impact the exterior portion of the *structure* or property. HDC Staff also provides consultation for renovations that impact the National Register Downtown *Historic District* properties, described in Section 39-12.07.D.6.f. The HDC is comprised of 7 volunteer residents and one non-voting *City Council* Liaison.
- G. **Downtown Development Authority (DDA).** The DDA oversees design, *streetscape*, *amenities*, developments, and public parking within the DDA boundary. Developments requiring *Site Plan* review located in the Downtown *Form Based Code* Sub-Districts (F-CDT, F-NDT, F-WDT, F-EDT, and F-CENT) require a presentation from the developer to the DDA and the DDA shall make a recommendation to *Planning Commission*. DDA staff also review and issue permits for *signs*, outdoor cafes, and sidewalk cafes located Downtown. The DDA is comprised of 14 members including a *City Council* Liaison and the Assistant City Manager.
- H. **Design Review Board (DRB).** The DRB is charged with reviewing applications for permits issued by DDA staff such as *signs*, outdoor cafes, sidewalk cafes. The DRB is comprised of 7 members with 3 DDA members and 4 design professionals.
- I. **West Michigan Airport Authority (WMAA).** The WMAA is charged with managing the West Michigan Regional Airport. The WMAA reviews, approves, and provides recommendations to *Planning Commission* on developments requiring *Site Plan* review in the Airport Overlay District. The WMAA is comprised of 3 City of Holland representatives and other representatives from Park Township and the City of Zeeland.

- 1 Toolbox
- 2 Zone Districts
- 3 Form Based Code
- 4 Add'l Use Standards
- 5 Site Design Review Standards
- 6 Landscaping/ Green Inf.
- 7 Lighting
- 8 Signage
- 9 General Standards
- 10 Streets/ Sidewalks/ Driveways
- 11 Subdivision of Land
- 12 Processes/ Admin.
- 13 Non-conformities
- 14 Definitions

- J. **City Council.** The *City Council's* primary responsibility is to make decisions regarding the present and future of the City of Holland. In matters concerning *UDO*, the *City Council* is the final *Approving Authority* on all *rezoning* requests, text amendments, *subdivision* plats, street vacations, and adoption of ordinances. *City Council* is comprised of 8 elected Council Members and the elected Mayor.

## SECTION 39-12.04 ZONING ADMINISTRATOR REVIEW AND PERMIT PROCESS

- A. **Zoning** applications, changes of use and permits are reviewed by the *Zoning Administrator*, or designee, as described in the process table in [Section 39-12.02](#).
- B. *Zoning* permits are required for:
1. Home Businesses ([Section 39-4.02.G](#))
  2. Outdoor Cafes & Sidewalk Cafes ([Section 39-4.02.K](#))
  3. Temporary structures (tents) associated with temporary uses ([Section 39-4.02.R](#))
  4. Signs ([Article 39-8](#))
  5. Driveways and parking areas ([Section 39-9.02](#))
  6. Accessory structures under 200 square feet in area ([Section 39-9.05](#))
  7. Fences ([Section 39-9.08](#))
- C. **Applications** for a *zoning* permit shall be submitted to the Community and Neighborhood Services Department to ensure compliance with *UDO* and other applicable regulations. Application for a permit shall be made using forms provided by the department. If additional information or materials are required to be submitted with the application form, those items will be listed on the application form along with any additional approvals that may be required.
- D. **Appeals of Zoning Administrator** determinations. An applicant or aggrieved party shall appeal a *Zoning Administrator* determination to the *Board of Appeals* following the process specified in [Section 39-12.12.G](#). The appeal application shall stay action on any permit issuance.

## SECTION 39-12.05 GENERAL REQUIREMENTS FOR ADMINISTRATIVE STAFF AND PLANNING COMMISSION REVIEW

- A. **Intent.** This section specifies general review process requirements for **any Application Type required other than a Zoning Permit**, regardless of whether it is reviewed by the Administrative or the *Planning Commission* process. See [Section 39-12.04](#).
- B. **Administrative Review Team Meeting.** Community and Neighborhood Services (CNS) planning staff **shall require** this meeting with the Administrative Review Team to **review a Basic Engineered Site Plan** to ensure early coordination on a given *development*, unless determined unnecessary by CNS staff. The Administrative Review Team shall include staff from the departments listed in [Section 39-12.03.C](#).
- C. **Application Submittal.** Per [Section 39-12.09](#), the *applicant* shall submit:
- An application
  - 2 scaled hardcopy *Site Plans* sized 24" x 32"
  - The application fee
  - The required supplementary materials
  - An electronic copy of everything
- The application materials shall be submitted to the Community and Neighborhood Services Department by 5:00 pm **28 days** prior to the Planning Commission meeting or **15 business days** prior to a desired Administrative Review decision. Applications shall **only be accepted** if all required contents are provided.
- D. **Public Notices of Applications.** Upon receipt of an application, the Community and Neighborhood Services Department shall adhere to the Michigan *Zoning Enabling Act*, P.A. 110 of 2006 and mail a written notice to notify property owners and occupants within a **300-foot radius**. If the proposed *development site* borders an adjacent municipality, that municipal governmental office and the properties within **300 feet** of the subject *site's* property lines shall both be noticed. See [Section 39-12.06](#) and

1  
Toolbox

2  
Zone  
Districts

3  
Form  
Based  
Code

4  
Add'l Use  
Standards

5  
Site Design  
Review  
Standards

6  
Landscaping/  
Green Inf.

7  
Lighting

8  
Signage

9  
General  
Standards

10  
Streets/  
Sidewalks/  
Driveways

11  
Subdivision  
of Land

12  
Processes/  
Admin.

13  
Non-  
conformities

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Definitions