

Memo

To:	Village of Kingsley Village Council
From:	Julie Tschirhart, Progressive Companies
Date:	November 4, 2025
Re:	Village of Kingsley Zoning Amendments
Project No:	97350001

After several months of work and conversations with Village of Kingsley staff and elected and appointed officials, a revised Zoning Ordinance is ready for Village Council consideration. This memo reviews the objectives for amending the Zoning Ordinance, summarizes the changes proposed, and presents options for Village Council action.

OBJECTIVES FOR AMENDING ZONING ORDINANCE

There are four main objectives for updating the Village of Kingsley Zoning Ordinance:

1. To fulfill Redevelopment Ready Communities expectations for the Certified Level.
The Redevelopment Ready Communities (RRC) program is an initiative of the Michigan Economic Development Corporation that helps Michigan communities adopt best-practice planning, zoning, and development review systems so they can become more competitive for new business and redevelopment. Communities work to achieve certification through implementing strategies related to five best practices.

The Village of Kingsley has been on the path to achieving RRC certification for several years. The proposed zoning amendments will help Kingsley fulfill the following best practices related to zoning: Alignment with Master Plan, Accessibility and User-friendliness, Concentrated Development, Housing Diversity, Parking Flexibility, and Green Infrastructure. In the list of amendments detailed below, where an amendment has been made to fulfill RRC requirements, it is tagged with an **RRC**.

2. To implement the Zoning Plan of the recently adopted Master Plan.
The Village of Kingsley adopted a new Master Plan earlier this year. The Master Plan is the policy document that will guide land use in the community over the next 20 years. One of the primary methods for achieving the Master Plan is via the Zoning Ordinance, which is the set of laws that regulate land use and development in Kingsley.

The Village of Kingsley Master Plan identified a list of amendments to make to the Zoning Ordinance to implement the Master Plan, called a "Zoning Plan." In the list of amendments detailed below, where an amendment has been made to execute the Zoning Plan, it is tagged with a **ZP**.

3. To allow for the successful redevelopment of the Grand Traverse County Land Bank-owned properties in Kingsley's downtown and to facilitate redevelopment generally.
Several of the zoning amendments proposed in the Zoning Plan and required by RRC will help to facilitate the redevelopment of the land bank properties located at the southwest corner of Main Street and Brownson Avenue. Reducing required parking, offering parking waivers, and

encouraging mixed-use buildings will all serve to assist this development, as well as facilitate vibrancy and walkability throughout the downtown.

4. To improve user-friendliness through reorganization and clarity.

A zoning ordinance that is clear, consistent, and predictable is essential to good development and transparency. Several amendments have been made to the Zoning Ordinance to make it easier to use and interpret for staff and residents alike.

PROPOSED ZONING AMENDMENTS

The following is a list of the proposed amendments to the Village of Kingsley Zoning Ordinance, organized by article.

Overall

At a high level, a few changes were made to improve the user-friendliness of the ordinance. These mostly entail eliminating redundancies in regulations, standardizing organization, and adding tables. Revisions include:

- Gave each main section an article number, where presently they are denoted just by a purple heading.
- Standardized the numbering system for regulations.
- Added keyword headings or subheadings when appropriate and useful.
- Created use tables, with new groups of uses in some cases.
 - The use tables offer a quick, at a glance understanding of allowed uses in one place.
 - They allow for the list of permitted and special uses in each district article to be eliminated.
 - For uses with use regulations, those regulations were analyzed to determine whether (a) other regulations in the Ordinance made them redundant and they could be eliminated, (b) the regulations could be clarified in the Definitions section, or (c) the use regulations needed to be listed separately.
 - For example, the detailed use regulations for marihuana businesses were moved from the C-2 District and I District articles to a new section in Article 14 (152.232 Marihuana Businesses).
 - A column for "Use Regulations" is listed with corresponding section number(s) as applicable.
- Removed the R-3 District, renamed the R-4 District to R-3, and modified all mentions of either District as appropriate.

Article 1. General Provisions

- Addition of several definitions to allow for added clarity. These include: outdoor advertising sign, indoor recreational facility, strip mall, and distinct definitions for adult foster care and child care licenses, following State of Michigan standards.
- Other related use definitions were grouped together, such as all dwelling-related uses together and all marihuana business-related uses together.

Article 2. Zoning Districts

- Addition of use tables, one for residential districts and one for commercial and industrial districts.
- Working with the RRC Steering Committee and Zoning Administrator, reviewed each use to determine its appropriateness for each zone district.
- Incorporation of Master Plan recommendations for housing diversity (**ZP**, **RRC**).
 - Allowing accessory dwelling units by right in R-1 and R-2 districts.
 - Allowing triplexes by right in R-2 district.

- Allowing townhomes by right in C-1 district.
- Refined language about the determination of unlisted uses, allowing the Zoning Administrator and/or Planning Commission to make the determination instead of Village Council.
- Added use standards for townhomes and ground-floor residential in the C-1 District. These standards help to delineate private vs. public space, ensure the privacy and livability of residential uses, and promote high-quality design.

Article 3. Residential District R-1

- Reduced minimum floor area for a dwelling unit from 700 sf to 600 sf (**ZP**).

Article 4. Residential District R-2

- Reduced minimum floor area for a dwelling unit from 700 sf to 600 sf (**ZP**).

Article 6. Residential District V-R

- Reduced minimum floor area for a dwelling unit from 700 sf to 600 sf (**ZP**).

Article 8. Commercial District C-1

- Clarified minimum lot area standards (**RRC**).
 - Removed requirement of 4,500 sf on the first floor and no more than 9,000 sf total for a mixed-use building.
 - Proposing 750 sf of lot area per dwelling unit for building with residential.
 - For non-residential land uses, there is no minimum lot area, which is unchanged from the current ordinance.
 - This change ties the number of units to the size of the lot versus a one size fits all standard.
- Removed requirement that building be 80% of lot width. This regulation may hamper design flexibility (**RRC**).
- Building height modifications (**RRC**).
 - Clarified maximum building height to allow residential buildings to be three stories in addition to mixed-use buildings.
 - Allowed fourth story as a special land use for buildings containing residential units, with building setback required as determined by Planning Commission.
- Modified standards for building entrances.
 - Expanded design options for making the primary entrance of a building predominant and pedestrian scale.
 - Currently the requirement calls for the building entrance to be recessed by 4 feet, but many buildings downtown do not meet this standard.
 - Offering other options such as utilizing an awning, pavement treatment, porch, change in roofline, or other architectural feature, expands design flexibility.
- Expanded on suitable building materials.
 - In addition to brick, stone, wood, or a combination thereof, provisions to allow other high-quality building materials such as stucco or masonry units have been added.
 - Added regulations to limit EIFS (Exterior Insulation Finishing Systems, i.e., synthetic stucco) and vinyl or aluminum siding.
 - The regulations to maintain compatibility with historic buildings remain, as do Planning Commission's ability to make the final determination on building materials.
- Modified parking requirements (**ZP**, **RRC**).
 - Eliminated parking requirements for non-residential uses.
 - Established a minimum of 1 parking space per dwelling unit for residential dwellings.
 - Moved parking waiver language to Sec. 152.224 Parking and Mobility Requirements.

Article 9. Commercial District C-2

- Modified setbacks.
 - Standardized front yard setback for district so all lots have same front yard setback.
 - Added increased rear yard setback if property is adjacent to residential district.
- Front yard parking prohibited.
 - Prohibited front yard parking except for auto-oriented uses (ZP, RRC).
- Screening and shared driveway access requirements moved.
 - Eliminated existing provisions for screening and shared driveway access. New regulations applicable to C-2 district (as well as C-1 and I) are located in Sec. 152.224 Parking and Mobility Requirements, and 152.233 Landscaping.
 - Removed requirements about outdoor storage as they are covered in Sec. 152.221 Fencing in Article 14.

Article 10. Industrial District I

- Removed provision prohibiting landscaping in front yard: requirements of Sec. 152.233 apply.

Article 14. Supplemental Provisions

- Reduced minimum parking for multi-family and duplexes (ZP, RRC).
 - Decreased minimum parking for multi-family and duplexes to 1 parking space per dwelling unit.
- Revised minimum parking for industrial uses.
 - Modified required parking for industrial uses from 1 space per 400 sf to 1 space per employee working on largest shift.
- Addition of access management standards (ZP, RRC).
 - Cross-access connections are encouraged wherever possible.
 - Easements must be recorded with the County.
- Addition of bicycle parking standards (ZP, RRC).
 - 4 bicycle spaces per 25 vehicle spaces required.
 - Applies when new building or addition is constructed or parking area is expanded or reconstructed.
 - Standards for location and design proposed.
- Location of all use standards for marijuana businesses in new section, Sec. 152.232.
- Modifications to landscaping standards.
 - New section to house all landscaping standards, Sec. 152.233.
 - Proposes minimum landscaping standards for C-1, C-2, and I Districts – 15% (ZP, RRC).
 - Proposes standards for native plantings, size of plants at time of planting, and maintenance (RRC).
 - Encourages use of stormwater management landscaping techniques such as rain gardens and bioswales (ZP, RRC).
 - New standards for parking lot screening and interior landscaping (ZP, RRC).
 - New standards for landscaping buffers between conflicting land uses.
 - New standards for street trees in the C-1 District (ZP, RRC).
 - Addition of Planning Commission waivers for these standards under certain circumstances.
- Removed Village Council approval of Special Land Uses; Planning Commission given approving authority (RRC).

ZONING MAP

The current zoning map has not been updated since 2015 and is out of date. Working from the proposed zoning map compiled by Networks Northwest in the Master Plan and confirmation from staff, a revised

zoning map is proposed. The following rezonings have already been made, but were not updated on zoning map:

1. Updating zoning of parcel No. 42-005-026-02 to R-2.
2. Showing former R-3 as R-2, showing former R-4 as R-3.

One rezoning is proposed that requires Village Council approval. This is the Village-owned parcel formerly located in Paradise Township (6422 Summit City Rd). When the property was annexed, it was not formally granted a zoning designation. A rezoning is requested at this time:

3. Rezoning of city-owned parcel No. 42-004-003-01 to Industrial.

SUMMARY AND NEXT STEPS

In sum, the key changes to the Zoning Ordinance focus on fulfilling Redevelopment Ready Communities requirements for the Certified Level, executing the Zoning Plan of the 2025 Village of Kingsley Master Plan, facilitating the Land Bank redevelopment project, and improving clarity and user-friendliness. The Village of Kingsley Planning Commission recommended approval of the Zoning Ordinance and Zoning Map after a public hearing on October 30, 2025.

At this time, the Village Council has four options for action:

1. Adopt the Zoning Ordinance and Zoning Map as presented.
2. Adopt the Zoning Ordinance and Zoning Map with amendments.
3. Schedule a public hearing for the Zoning Ordinance and Zoning Map at the next Village Council meeting on December 9, 2025. (Note: a public hearing by the legislative body is optional for a new zoning ordinance, only public hearing at Planning Commission is required.)
4. Send the Zoning Ordinance and Zoning Map back to Planning Commission for further review and amendments, to return to Village Council at a later date.

Should the Council opt to approve the proposed Zoning Ordinance and Map, the following motion has been prepared:

Motion by _____, second by _____ to approve the new Zoning Ordinance and Zoning Map as presented.

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