



Text Amendment

Article 15 Signs	
Table 5.15.11.B.	Multi-Media Advertising Sign (Arena Event Signage)
p. 288	
5.15.15.B.	A Dimensional/Sign Variance may be allowed by the BZA only in cases where there is evidence of practical difficulty and all of the following conditions are met.
p. 301	Increased costs associated with complying with the Zoning Ordinance shall not be considered as a basis for granting a Variance.
5.15.15.B.2.	Substantial Property Right. The conditions upon which the petition for a Variance is based would not be generally applicable to another property or structure in the same Zone District and in the neighboring area. The Variance is necessary for the preservation of a substantial property right similar to that possessed by other properties in the same Zone District and in the neighboring area. Increased costs associated with complying with the Zoning Ordinance shall not be considered as a basis for granting a Variance.
p. 302	

A Text Amendment may be initiated by the City Commission, Planning Commission, Planning Director, or other interested party. It may also occur as the result of a Master Plan update or in lieu of a variance or code interpretation request. The application process includes public notice and a public hearing before the Planning Commission. Any change recommended by the Planning Commission must be approved by the City Commission.

In reviewing a request, the Planning Commission will consider whether the proposed Text Amendment is consistent with the Master Plan and Zoning Ordinance, will enhance the functionality or character of future development, will address physical or economic conditions or development practices in the community, will enhance the natural features or environmental integrity of the City, and will promote the health, safety and general welfare of the public.



Application

Text Amendment

A. TEXT AMENDMENT REQUEST

Subject: _____

Section(s) of Zoning Ordinance _____

B. APPLICANT INFORMATION

Applicant

Identify the person or organization requesting the Text Amendment:

Name _____

Cell Phone _____

Organization _____

Business Phone _____

Mailing Address _____

Fax _____

City _____ State ____ Zip _____

E-Mail _____

Agent

Identify any person representing the applicant in this matter:

Name _____

Cell Phone _____

Organization _____

Business Phone _____

Mailing Address _____

Fax _____

City _____ State ____ Zip _____

E-Mail _____

C. REQUIRED APPLICATION ATTACHMENTS

- ☐ **Proposed Language**
Specific language that the applicant is proposing to be added, amended, or deleted from the Grand Rapids Zoning Ordinance.
- ☐ **Need for Text Amendment**
Written description of the reasons the proposed text amendment is needed. Include all pertinent information.

D. REQUEST AND AFFIDAVIT

The applicant must read the following statement carefully and sign below:

The undersigned requests that the City of Grand Rapids review this application and related required documents as provided in Article 12 of the Grand Rapids Zoning Ordinance. The applicant further affirms and acknowledges the following:

- ☐ That the answers and statements contained in this application and enclosures are in all respects true and correct to the best of his, her or their knowledge.
- ☐ That the approval of this application does not relieve the undersigned from compliance with all other provisions of the Zoning Ordinance, and does not constitute the granting of a variance.

Applicant Name (printed) _____

Date _____

Applicant Signature _____

Date _____



Review Standards

Text Amendment

The Planning Commission shall consider, and the City Commission may consider, whether the proposed Text Amendment meets the following standards.

Standard #1. *Master Plan/Zoning Ordinance.*

a. Explain how the proposed Text Amendment is consistent with the purpose and intent of the *Master Plan* and Zoning Ordinance.

b. Explain how the proposed Text Amendment will enhance the functionality or character of future development in the City.

Standard #2. Environment.

Describe how the proposed Text Amendment will enhance the natural features and environmental integrity of the City.



Text Amendment

Standard #3. Public Facilities.

Describe how the proposed Text Amendment will protect the health, safety, morals and general welfare of the public.

Standard #4. Other.

a. Explain how the proposed Text Amendment is needed to correct an error or omission in the original text.

b. Describe how the proposed Text Amendment will address a community need in physical or economic conditions or development practices.

c. Describe how the proposed Text Amendment will not result in the creation of significant nonconformities in the City.



Review Standards

Text Amendment

1. General Information

A Text Amendment may be initiated by the City Commission, Planning Commission, property owner, or other interested party. It may also occur as the result of a Master Plan update or in lieu of a Zoning Variance or request for a code interpretation. Regardless of who initiates the request, all Text Amendments must be recommended by the Planning Commission and approved by the City Commission.

2. Pre-Application Consultation

A pre-application meeting with Planning staff is recommended as an initial informal review of the proposed text change. The meeting is intended to consider other possible options for meeting the needs of the applicant and/or to explain the process to be followed to request a Text Amendment.

4. Application

An application packet for a Text Amendment is available from the Grand Rapids Planning Department, located on the third floor of 1120 Monroe Avenue NW or at the Planning Department's website www.grcity.us/planning under Forms and Applications. You may also call 616-456-4100.

A complete application must be received at least one (1) month prior to the Planning Commission meeting. See www.grcity.us/planning for the schedule of Planning Commission meetings and application deadlines.

5. Staff Review

The application will be reviewed by Planning staff prior to submission to the Planning Commission. A Planner may contact the applicant with questions or a request for additional information, or may advise the applicant on recommended changes or revisions to the application for the purpose of clarity.

6. Notice of Public Hearing

Following the staff review, the Text Amendment application is forwarded to the Planning Commission for a public hearing. A notice of the public hearing is published in the Grand Rapids Press 15 days prior to the Planning Commission meeting. Interested persons may submit a letter or speak at the public hearing.

7. Planning Commission Meeting

Each public hearing item for consideration is assigned an approximate start time. The Planning staff introduces and explains the request to the Planning Commission. The applicant is then asked to present information on his or her proposal. The Planning Commission may ask questions of the staff and/or applicant. The Planning Commission then allows public comment on the application, and a chance for the applicant to respond to any concerns or questions. The public comment period is then closed and the Planning Commission deliberates on the request in open session. The Planning Commission may recommend approval or denial, or may table the application. The Planning Commission recommendation is then forwarded to the City Commission.

8. City Commission Action

The City Commission will consider the recommendation of the Planning Commission through the following process.

- The proposed Text Amendment is presented to the Committee of the Whole of the City Commission. The Commission sets a date for the adoption of the ordinance (text amendment). If the item warrants, the City Commission may hold a public hearing before voting on the proposed ordinance.
- If the decision is to hold a public hearing, the hearing date is approximately one month later, following the same procedures for notice of public hearing and postcard mailing described in #6. above.
- The decision to adopt the ordinance is usually made at the next regularly scheduled City Commission meeting.
- The effective date of City Commission approval is 30 days after the decision.

9. No Appeal

If the City Commission denies an application for a Text Amendment, the applicant may not appeal the decision.

10. Written Notice

The applicant will be provided with a letter and resolution that documents the decision of the City Commission.



Application Checklist

Text Amendment

The following items are required for a complete Text Amendment (ZO-Text) application. Incomplete applications will be returned.

- ☐ **Signed Application Form**
Complete page 2 of the ZO-Text application form. The application must be signed by the applicant.
- ☐ **Response to Text Amendment Review Standards**
Complete pages 3 - 4 of the ZO-Text application form, use additional paper if needed.
- ☐ **Proposed Language**
Specific language that the applicant is proposing to be added, amended, or deleted from the Grand Rapids Zoning Ordinance.
- ☐ **Need for Text Amendment**
Written description of the reasons the proposed text amendment is needed. Include all pertinent information.
- ☐ **Fee (FY2026)** (make check payable to the City of Grand Rapids)
\$5,400

Additional Information

In the course of reviewing the application, the Planning Department staff may request additional information from the applicant.