



**CITY OF BRIDGMAN  
PLANNING COMMISSION AGENDA  
Thursday, September 3, 6:30 P.M.  
City Hall, 9765 Maple Street, Bridgman, MI 49106  
Remote Meeting on <https://zoom.us/join>**

The following link may be used to join the meeting  
<https://us02web.zoom.us/j/89703676524>

To access by telephone dial (312) 626-6799  
Zoom meeting ID: 897 0367 6524

(access information on [www.bridgman.org](http://www.bridgman.org))

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve/Amend Agenda for September 3, 2020
5. Approval of Minutes of August 6, 2020
6. Hearing of Citizens
7. Open Public Hearing

**CITY OF BRIDGMAN  
PLANNING COMMISSION  
PUBLIC HEARING  
THURSDAY, SEPTEMBER 3, 2020  
6:30 P.M.**

**1. PURPOSE OF THE PUBLIC HEARING**

The City of Bridgman proposes to amend the Bridgman Zoning Ordinance to create a new Interstate Gateway District (IG), and proposes various amendments to Section 2.09 (Corridor Commercial District), Section 2.10 (Transitional Industrial District), Section 5.09/5.10 (Parking), Section 6.02 (Sign Permits), Section 6.03 (Regulations Regarding Signs), Section 6.04 (Exempt Signs), Section 6.05 (Prohibited Signs), Section 6.07 (Sign Definitions), Section 7.19 (Landscaping), Section 8.12 (Standards for Specific Special Land Uses), Article IX (Definitions) and Section 7.02 (Accessory Uses, Buildings and Structures).

- 2. PRESENTATION BY THE PETITIONER**
  - 3. PUBLIC COMMENTS**
  - 4. CORRESPONDENCE**
  - 5. CLOSE THE PUBLIC COMMENTS SESSION**
  - 6. SESSION FOR COMMISSION TO ASK QUESTIONS AND ADDRESS THE CHAIR ON THE PETITION**
  - 7. CLOSE THE PUBLIC HEARING AND RESUME THE REGULAR MEETING**
- 8. New Business**
- A. Consideration of an amendment to the Bridgman Zoning Ordinance to create a new Interstate Gateway District (IG), and consideration of various amendments to Section 2.09 (Corridor Commercial District), Section 2.10 (Transitional Industrial District), Section 5.09/5.10 (Parking), Section 6.02 (Sign Permits), Section 6.03 (Regulations Regarding Signs), Section 6.04 (Exempt Signs), Section 6.05 (Prohibited Signs), Section 6.07 (Sign Definitions), Section 7.19 (Landscaping), Section 8.12 (Standards for Specific Special Land Uses), Article IX (Definitions) and Section 7.02 (Accessory Uses, Buildings and Structures).
- 9. Unfinished Business**
- 10. Staff Update**
- 11. Adjournment**

**CITY OF BRIDGMAN  
PLANNING COMMISSION  
SPECIAL MEETING  
August 6, 2020  
2:00 PM**

The special meeting of the Bridgman City Planning Commission was held August 6, 2020 remotely by means of electronic conferencing and called to order by Chair Parsons at 2:00 p.m.

**MEMBERS PRESENT:** Steve Parsons, Richard Kading, Dorothea Crocker, John Truesdell, Eugene Herrman, Mark Hurray, Tom Woerdehoff

**MEMBERS ABSENT:** None

**STAFF PRESENT:** City Manager Ganum, City Clerk Holm, Building Official Mattner, Attorney Senica

Pledge of Allegiance was led by the board.

**APPROVE/AMEND AGENDA:**

**Motion** by Member Woerdehoff, seconded by Member Herrman to approve the agenda for August 6, 2020 as presented, **motion carried unanimously.**

**Roll Call Vote:**

**Yeas:** Truesdell, Woerdehoff, Parsons, Hurray, Herrman

**Nays:** None

**Absent from Vote:** Kading, Crocker

**Motion carried.**

**APPROVE MINUTES:**

**Motion** by Member Woerdehoff, seconded by Member Truesdell to approve the July 2, 2020 minutes with the following change:

- “steal” is misspelled. Correct to read “steel”

**Roll Call Vote:**

**Yeas:** Woerdehoff, Parsons, Hurray, Herrman, Truesdell

**Nays:** None

**Absent from Vote:** Kading, Crocker

**Motion carried.**

**HEARING OF CITIZENS:**

- Mike Bingen, Attorney for KG Petroleum LLC – Has concerns with the proposed Zoning Ordinance amendments undermining the Master Plan and the Zoning Ordinance that was drafted a few years ago. He briefly went over the letter he sent to the Planning Commission with his concerns.
- George Lepenoitis, Bridgman resident – Addressed the Attorney from Kalamazoo. He stated that Bridgman does not lack in any way in green space or environmental areas. Bridgman has a unique stretch of land off I-94 and the new district will draw people off the interstate. Do not allow fear mongering from this Attorney to not do this. Bingen is clearly the attorney that represents the BP station and is asking on behalf of his client to not build there.

Members Kading and Crocker wanted to let everyone know they have been present the whole time in this meeting.

#### **UNFINISHED BUSINESS:**

#### **Zoning Ordinance amendment – continue discussion of draft language for the creation of a new Interstate Gateway District, including signage, parking, and accessory buildings.**

Ganum shared the packet online that was distributed. Brad has been diligently working on this packet for some time. This is the third meeting discussing the changes and the creation of the new Zoning District.

Mattner went through the most recent changes with the board and asked for discussion or changes they would like to make. The board discussed the changes at length and the additional changes they wanted made from this draft were the following:

- **Section 2.09 – Landscaping** – *Replace the word “strip” with “zone”*
- **Section 6.03 A. (1)** – The third sentence should read *“written or graphic copy”* just as the final sentence in A. (1)
- Discussed Section 7.02 at length and what the setback should be. Instead of 5 ft, maybe 4 ft or 3 ft.

**Motion** by Member Herrman to change the setback in Section 7.02 from five (5) feet to three (3) feet, No second but discussion pursued,

**Motion** by Member Herrman, seconded by Member Woerdehoff to amend the previous motion to change the setback in Section 7.02 from five (5) feet to four (4) feet,

**Roll Call:**

**Yeas:** Woerdehoff, Parsons, Kading, Herrman

**Nays:** Truesdell, Crocker, Hurray

**Motion carried.**

#### **NEW BUSINESS:**

#### **Schedule a Public Hearing for the Zoning Ordinance Amendment(s)**

**Motion** by Member Crocker, seconded by Member Truesdell to set the public hearing for Thursday, September 3, 2020 at 6:30 p.m.,

**Roll Call:**

**Yeas:** Parsons, Hurray, Kading, Herrman, Truesdell, Crocker, Woerdehoff

**Nays:** None

**Motion carried.**

- Member Truesdell inquired about the Marijuana survey going out in the upcoming Bridgman Buzz. Ganum recommended postponing the survey since the council is wanting to do a survey on garbage and recycling in the upcoming buzz.

- Ganum stated he received a call from someone interested in doing a Hemp Processing facility in Bridgman. Attorney Senica went through the process of someone obtaining a license from the State to do this. She is very comfortable with the scope of zoning. They will also need to have a Site Plan submitted to the City. Ganum and Senica just wanted to give the board a heads up that this was coming down the pipeline.
- Ganum updated the board on the Habitat and Townhouse project.
- Ganum explained to the board the increase in the water bill rates, the price for trash and recycling services, and the survey for the trash and recycling that is going into the upcoming Bridgman Buzz.

**ADJOURNMENT:**

**Motion** by Member Herrman, seconded by Member Woerdehoff to adjourn the meeting at 3:39 p.m.

**Roll Call:**

**Yeas:** Hurray, Kading, Herrman, Truesdell, Crocker, Woerdehoff, Parsons

**Nays:** None

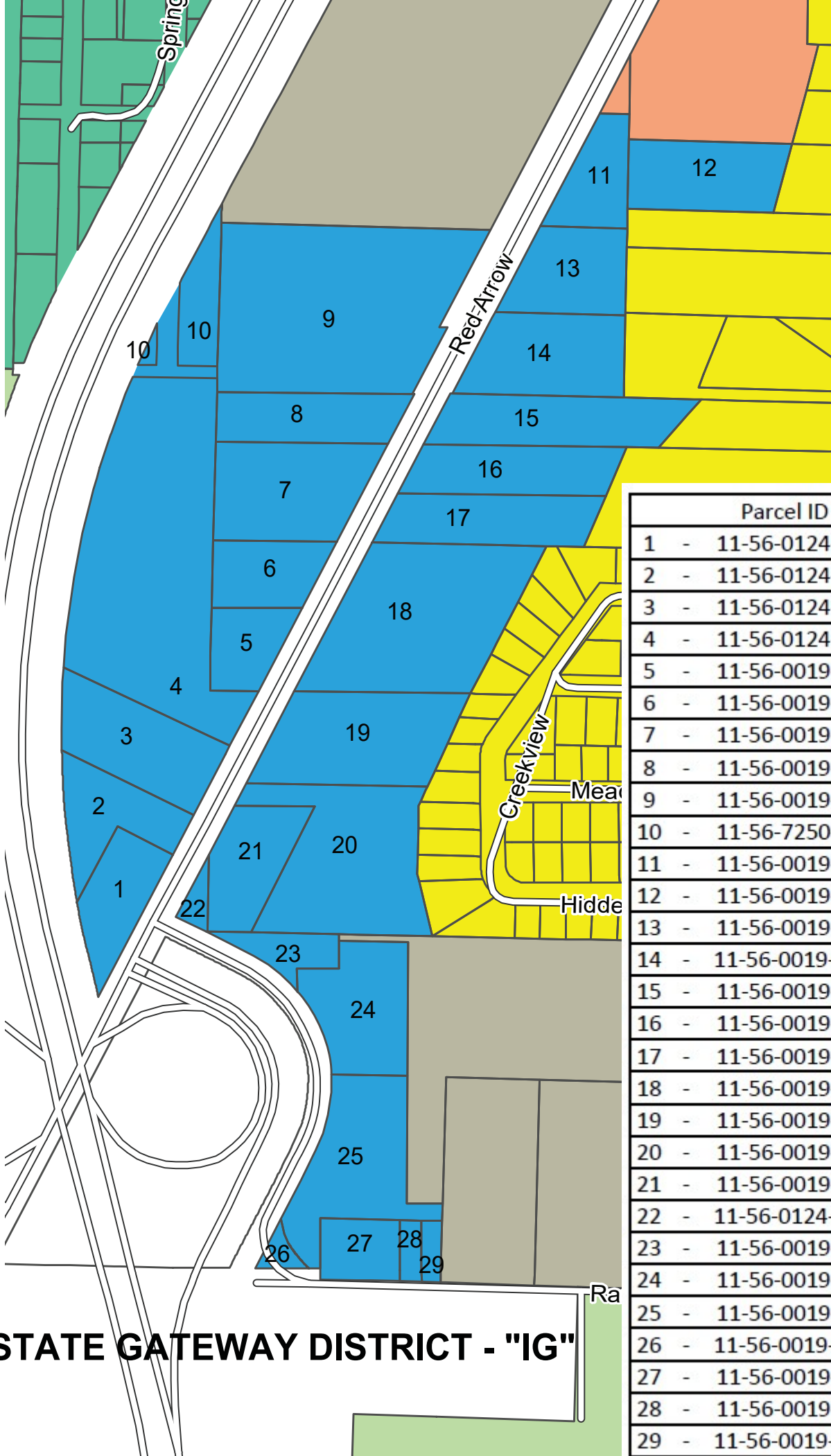
**Motion carried.**

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Tom Woerdehoff, Secretary

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Allyson Holm, City Clerk/Recording Secretary



**INTERSTATE GATEWAY DISTRICT - "IG"**

Parcel ID Number	
1	- 11-56-0124-0163-02-8
2	- 11-56-0124-0163-04-4
3	- 11-56-0124-0163-06-1
4	- 11-56-0124-0163-07-9
5	- 11-56-0019-0084-01-0
6	- 11-56-0019-0084-00-1
7	- 11-56-0019-0106-01-3
8	- 11-56-0019-0107-01-0
9	- 11-56-0019-0108-09-1
10	- 11-56-7250-0115-00-1
11	- 11-56-0019-0108-03-2
12	- 11-56-0019-0126-01-4
13	- 11-56-0019-0108-01-6
14	- 11-56-0019-0108-00-8
15	- 11-56-0019-0107-04-4
16	- 11-56-0019-0106-05-6
17	- 11-56-0019-0106-04-8
18	- 11-56-0019-0083-01-3
19	- 11-56-0019-0142-04-4
20	- 11-56-0019-0142-06-1
21	- 11-56-0019-0142-02-8
22	- 11-56-0124-0164-02-4
23	- 11-56-0019-0141-05-6
24	- 11-56-0019-0140-05-0
25	- 11-56-0019-0140-08-4
26	- 11-56-0019-0140-07-6
27	- 11-56-0019-0140-01-7
28	- 11-56-0019-0140-04-1
29	- 11-56-0019-0140-03-3

2.15

INTERSTATE GATEWAY

IG

INTRO

I  
ADMIN

II  
DISTRICTS  
& MAPS

III  
BUILDING  
TYPES &  
FACADES

IV  
STREET  
SPACE

V  
PARKING

VI  
SIGNS

VII  
GENERAL  
PROVISIONS

VIII  
PROCEDURES

IX  
DEFINITIONS



INTENT

The intent of the Interstate Gateway district is to provide for commercial uses to serve the larger community and the traveling public in the vicinity of Interstate 94 and to promote the economic development of the City, while establishing standards for curb cut locations, parking, loading and unloading areas, landscaping and building material, to enhance the connectivity, safety and appearance of the City's primary southern entrance.

SITE DEVELOPMENT STANDARDS

Min. Area	Max. Height	Min.Setback	Min. Width
8,000 sq.ft.	60 ft.	FY 20 ft. SY 5 ft. RY 10 ft.	75 ft.

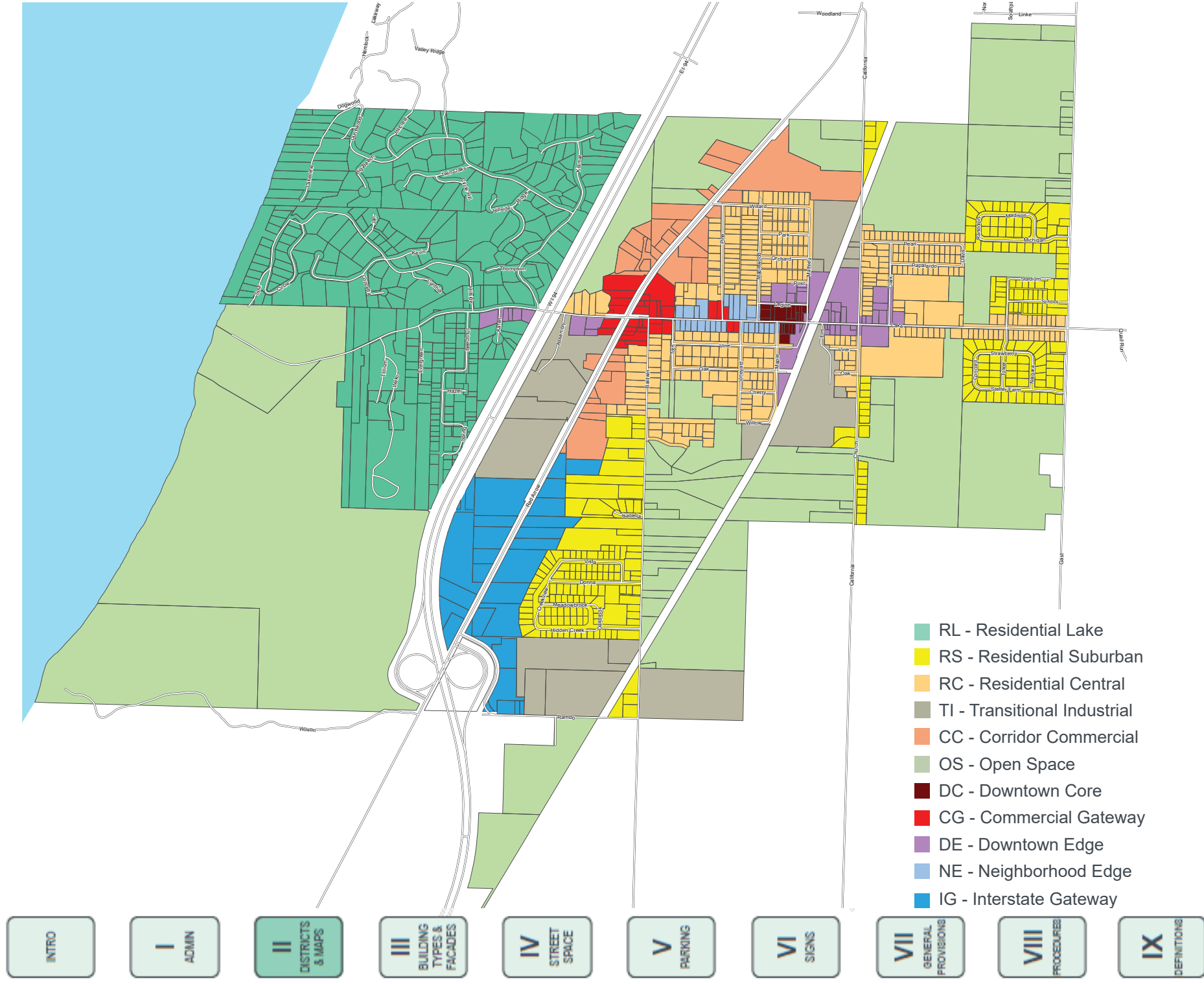
SITE DESIGN STANDARDS SNAPSHOT

OFF-STREET PARKING	Quantity, location, and landscaping of off-street parking shall be provided as per Article V.  Overnight parking is not allowed unless in conjunction with Hotel/Lodging and Automotive Service.  Note Article 5.09 Parking Lot Landscape Screen.
SIGNAGE	Signs are permitted for non-residential uses only, except as permitted for temporary yard signs.  All signage in this district shall follow Article VI.  Refer to Table 6.01.
LANDSCAPING	For Landscaping Standards refer to Article VII.  There shall be a 10' buffer zone along all parcels fronting Red Arrow Highway and along any parcel line abutting the OS, RL, RC or RS districts. One of the following shall be provided within the buffer zone for every 40' linear feet: <ol style="list-style-type: none"> <li>One (1) deciduous tree</li> <li>Two (2) ornamental trees</li> <li>Three (3) shrubs</li> <li>Four (4) flowering perennial plants</li> </ol>

PERMITTED AND SPECIAL USES

RESIDENTIAL	Accessory Building and Structure*	Permitted
	Single Family Detached	Not permitted
	Single Family Residential, All Floors	Not permitted
	Multi-family Residential, All Floors	Not permitted
	Residential, Upper Floor Only	Not permitted
	Bed and Breakfast	Not permitted
	Foster Care, Adult	Permitted
INSTITUTIONAL & OPEN SPACE	Day Care, Family	Permitted
	Dwelling, Two-family	Not permitted
	Place of Public Assembly	Permitted
	School	Permitted
COMMERCIAL	Park	Permitted
	Plaza	Permitted
	Retail	Permitted
	Office	Permitted
	Eating and Drinking Establishment	Permitted
	Hotel/Lodging	Permitted
	Professional Services	Permitted
	Brewery/Distillery	Permitted
	Veterinary Clinic	Permitted
	Automobile Sales	Permitted
INDUSTRIAL & UTILITY	Gas/Service Station	Permitted
	Drive-through Establishment	Permitted
	Sexually-Oriented Business	Not permitted
	Communication Tower	Special use**
	Craft Industry	Permitted
	Storage/Warehouse/Assembly	Not permitted
	Textile Processing	Not permitted

\* For accessory building & structure standards refer to Article VII.  
 \*\* Collocation & increasing height/area by 20% is permitted by right.



### **2.03 NON-FORM GENERATING DISTRICTS**

The following districts are non-form generating:

RL - Residential Lake

RS - Residential Suburban

RC - Residential Central

TI - Transitional Industrial

CC - Corridor Commercial

OS - Open Space

**IG – Interstate Gateway**

2.09

CORRIDOR COMMERCIAL DISTRICT

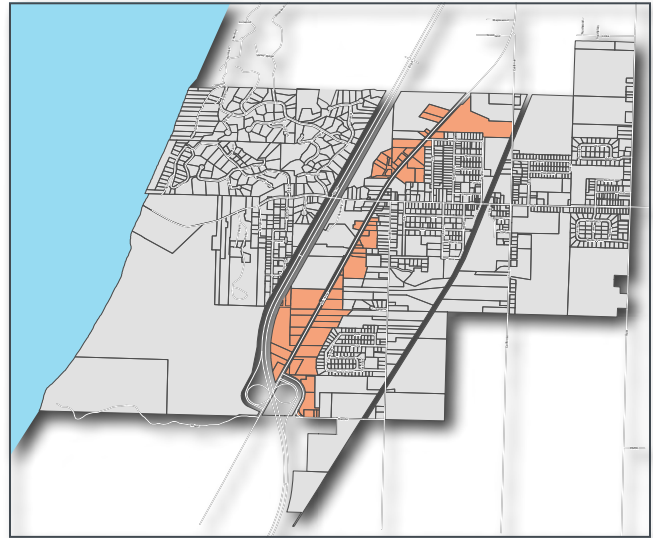


**INTENT**

The intent of the Corridor Commercial district is auto-oriented and provides for convenience commercial and office uses along Red Arrow Highway. As a gateway to downtown Bridgman, the corridor commercial district includes building material, facade and landscape standards. Access management is paramount. Shared access and shared parking is encouraged.

**SITE DEVELOPMENT STANDARDS**

Min. Area	Max. Height	Min. Setback	Min. Width
8,000 sq.ft.	60 ft.	FY 20 ft. SY 5 ft. RY 10 ft.	75 ft.



**SITE DESIGN STANDARDS SNAPSHOT**

OFF-STREET PARKING	Quantity, location, and landscaping of off-street parking shall be provided as per Article V.  <del>When fronting Red Arrow Highway, no more than 20% of parking spaces shall be located in front of the building, unless in conjunction with an automobile sales use.</del>  <del>Parking within the front yard shall be screened from view with a three foot (3') fence or a landscaped hedge to provide not less than 50% opacity. Parking shall not be located within a required setback area.</del> Note Article 5.09 Parking Lot Landscape Screen
SIGNAGE	Signs are permitted for non-residential uses only, except as permitted for temporary yard signs.  All signage shall be ground type, with landscaping surrounding the base, and within the front yard area.  Refer to Article VI for sign standards.  Replace "strip" with "zone" per PC Meeting 08/06/2020
LANDSCAPING	For Landscaping Standards refer to Article VII. * Replace 20' with 10' and replace "greenbelt" w/ "buffer strip" * There shall be a 20' landscape greenbelt along all parcels fronting Red Arrow Highway and along any parcel line abutting the OS, RL, RC or RS districts. One of the following shall be provided within the greenbelt for every 40' linear feet: <ol style="list-style-type: none"> <li>One (1) deciduous tree</li> <li>Two (2) ornamental trees</li> <li>Three (3) shrubs</li> <li>Four (4) flowering perennial plants</li> </ol>

**PERMITTED AND SPECIAL USES**

RESIDENTIAL	Accessory Building and Structure* Single Family Detached Single Family Residential, All Floors Multi-family Residential, All Floors Residential, Upper Floor Only Bed and Breakfast Foster Care, Adult Day Care, Family Dwelling, Two-family	Permitted Permitted Permitted Permitted Not permitted Permitted Permitted Not permitted
INSTITUTIONAL & OPEN SPACE	Place of Public Assembly School Park Plaza	Permitted Permitted Permitted Permitted
COMMERCIAL	Retail Office Eating and Drinking Establishment Hotel/Lodging Professional Services Brewery/Distillery Veterinary Clinic Automobile Sales Gas/Service Station Drive-through Establishment Sexually-Oriented Business	Permitted Permitted Permitted Permitted Permitted Permitted Special use Special use Special use Not permitted
INDUSTRIAL & UTILITY	Communication Tower Craft Industry Storage/Warehouse/Assembly Textile Processing	Special use** Permitted Not permitted Not permitted

\*For accessory building & structure standards refer to Article VII.  
 \*\*Collocation & increasing height/area by 20% is permitted by right.

2.10

TRANSITIONAL INDUSTRIAL DISTRICT

TI

INTENT

The intent of the Transitional Industrial district is to accommodate the changing nature of employment area by mixing both light industrial uses with office and retail. Red Arrow Highway includes a mix of uses, and serves a gateway to downtown Bridgman. Access management is paramount. Shared access and shared parking is encouraged.

SITE DEVELOPMENT STANDARDS

Min. Area	Max. Height	Min. Setback	Min. Width
20,000 sq.ft.	60 ft.	FY 30 ft. SY 15 ft. RY 25 ft.	150 ft.

MATERIAL STANDARDS

New construction within the TI district shall adhere to the Building Materials and Construction standards of Section 3.08

SITE DESIGN STANDARDS SNAPSHOT

OFF-STREET PARKING	Quantity, location, and landscaping of off-street parking shall be provided as per Article V. <b>* Remove *</b> <del>No more than 20% of parking spaces shall be located in front of the building, unless in conjunction with an automobile sales use.</del> <del>Parking within the front yard shall be screened from view with a 4' fence or a landscaped hedge to provide not less than 50% opacity. Parking shall not be located within a required setback area.</del> <b>Note Article 5.09 Parking Lot Landscape Screen</b>
	Signs are permitted for non-residential uses only, except as permitted for temporary yard signs.  All signage shall be ground type, with landscaping surrounding the base, and within the front yard area.  Refer to Article VI for sign standards.
LANDSCAPING	For Landscaping Standards refer to Article VII. <b>* Replace "greenbelt" with "buffer zone" *</b> There shall be a 20' landscape <del>greenbelt</del> along all parcels fronting Red Arrow Highway. The following shall be provided within the <del>greenbelt</del> for every 40' linear feet: a. One (1) deciduous tree b. Two (2) ornamental trees c. Three (3) shrubs d. Four (4) flowering perennial plants



PERMITTED AND SPECIAL USES

RESIDENTIAL	Accessory Building and Structure*	Permitted
	Single Family Detached	Not permitted
	Single Family Residential, All Floors	Not permitted
	Multi-family Residential, All Floors	Not permitted
	Residential, Upper Floor Only	Not permitted
	Bed and Breakfast	Not permitted
	Foster Care, Adult	Not permitted
INSTITUTIONAL & OPEN SPACE	Day Care, Family	Not permitted
	Dwelling, Two-family	Not permitted
	Place of Public Assembly	Permitted
	School	Permitted
COMMERCIAL	Park	Permitted
	Plaza	Permitted
	Retail	Permitted
	Office	Permitted
	Eating and Drinking Establishment	Permitted
	Hotel/Lodging	Permitted
	Professional Services	Permitted
	Brewery/Distillery	Permitted
	Veterinary Clinic	Permitted
	Automobile Sales	Special use
INDUSTRIAL & UTILITY	Gas/Service Station	Special use
	Drive-through Establishment	Special use
	Sexually-Oriented Business	Special use
	Communication Tower	Special use
	Craft Industry	Permitted
Storage/Warehouse/Assembly	Permitted	
Textile Processing	Permitted	

\*For accessory building & structure standards refer to Article VII.

5.09

- A. Garden Wall (refer to Images 5.02, 5.03, 5.04, and 5.05):
1. Constructed of brick or other masonry as approved by the Zoning Administrator or Planning Commission.
  2. 24" to 36" high, measured from the adjacent grade.
  3. Wall may be solid or pierced to create a pattern of solids and voids (refer to Image 6.05).
  4. Wall shall be capped with a brick, stone or concrete cap.
  5. Wall may have piers that are no more than 42" above adjacent grade.
  6. Wall may include a decorative metal fence on top of masonry. Walls capped with fence shall be no more than 42" high (refer to Image 5.06).
  7. A two (2) foot minimum buffer shall be provided between the wall and the parking/loading area to accommodate the overhang of cars and protect the wall whenever cars are likely to park adjacent to the wall. ~~Concrete~~ Parking bumper blocks may be used to achieve this buffer.
  8. Walls may have landscape adjacent to them on the street side. If provided, landscape shall have a minimum two (2) foot wide and maximum four (4) foot wide landscape edge placed on the street side of the wall. Canopy trees, groundcover, ornamental grasses, annual or perennial flowers, or a combination thereof may be used to soften the appearance of the wall (refer to Image 5.03).

5.09

- C. Continuous Landscape Hedge (refer to Image 5.08):
1. Hedge shall be maintained at a 42" maximum height, measured from adjacent grade.
  2. Hedge shall be composed of suitable landscape material so that it is continuous along the property line within two years of planting.
  3. If landscape material dies, it shall be replaced with similar material to ensure height and continuity requirements.
  4. A two (2) foot minimum buffer shall be provided between the fence and the parking/loading area to accommodate the overhang of cars and protect the fence whenever cars are likely to park adjacent to the fence. ~~Concrete~~ Parking bumper blocks may be used to achieve this buffer.

Remove/Replace 5.10 Wording and  
Remove 5.10 A and Re-alphabetize the remaining.

07/30/2020 – B. Mattner, ZA

## **5.10 PARKING REQUIRED**

The required number of parking spaces shall not exceed the following, unless per item A below:

The minimum number of off-street parking spaces shall be as follows:

- ~~A. Off-street parking may exceed the maximum required above by ten (10%) to accommodate snow storage.~~
- A. An applicant may count available on-street parking within 750 feet of a building entrance toward meeting the parking requirements. Further, parking may be reduced or shared according to Section 5.05.
- B. Parking shall not be required for any use within the DC Form Generating District.
- C. For uses not included above, parking spaces shall be provided on the same basis as required for the most similar listed use, or as determined by the Zoning Administrator.

## **6.02 PERMIT REQUIRED**

~~A sign shall not be erected, altered, placed or permitted to be places or replaced without first obtaining a sign permit from the Zoning Administrator, unless listed as an exempt sign.~~

- ~~A.—The permit shall contain the following:~~
- ~~1.— Name, address, and telephone number of the applicant.~~
  - ~~2.— Location of the building, structure, or lot to which or upon which the sign is to be attached or erected.~~
  - ~~3.— Position of the sign or other advertising structure in relation to nearby buildings, structures, signs, public rights-of-way.~~
  - ~~4.— Two (2) prints or drawings of the plans and specifications including the sign area, method of construction and means of attachment to the building, or in the ground.~~
  - ~~5.— Name of person, firm, corporation, or association erecting the structure.~~
  - ~~6.— Written consent of the owner of the building, structure, or land to which or on which the structure is to be erected.~~
  - ~~7.— Any electrical permit required and issued for said sign.~~
  - ~~8.— Certificate of insurance~~
- ~~B.— Issuance of Permit. It shall be the duty of the Zoning Administrator, upon the filing of an application for a sign erection permit to examine the plans and specifications and other data and the premises upon which it is proposed to erect the sign or other advertising structure and if it shall appear that the proposed structure is in compliance with the requirements of this Ordinance.~~
- ~~C.— Permit fees. Every applicant, before being granted a permit for any sign requiring a permit other than a temporary sign, shall pay to the City of Bridgman all fees as may be established from time to time by the City Council.~~
- ~~D.— Insurance requirements. Every applicant for a sign erection permit shall file with the application for permit a Certificate of Insurance, certifying that the applicant is insured against bodily injury and for property damage arising out of the erection, maintenance, repair, and replacement of the sign, in the following amounts:~~
- ~~1.— Bodily injury: \$100,000 each person; \$300,000 each accident~~
  - ~~2.— Property damage: \$50,000~~
- ~~E.— Maintenance of Insurance. Each applicant, if the permit is granted, shall be required to maintain said insurance and keep a Certificate of Insurance currently effective on file with the City so long as the sign or signs are in existence. Said Certificate shall provide that the City shall receive ten (10) days written notice in case of cancellation of the policy. Any sign which is maintained in violation of the insurance requirements of this section shall be removed immediately and the cost of such removal shall be charged against the owner of the sign.~~

Replace with the following:

## 6.02 PERMIT PROCESS

No sign that is not specifically listed as exempt from the provisions of this ordinance shall be erected, constructed, attached, relocated, or structurally altered without obtaining approval/permit by the Zoning Administrator. Unless otherwise provided in Article VI, such approvals/permits are not required for temporary signs, signs listed as exempt, or for routine sign maintenance.

- A. Each person or entity desiring to replace, erect, construct, attach, relocate or structurally alter, other than temporary signage, shall make written application to the Zoning Administrator accompanied by the applicable fees, as adopted by the City Council, which shall include the following:
  1. Size, height, location, description, and material of the sign;
  2. Name of the manufacturer, contractor, owner, and business advertised;
  3. Scaled drawing(s) and description of copy, structure, and lighting;
  4. Photo(s) or drawing(s) of the proposed sign location(s); and
  5. Written consent with signature(s) of the property owner(s) or authorized designee(s).
  6. Certificate of Insurance, certifying that the applicant is insured against bodily injury and for property damage arising out of the erection, maintenance, repair, and replacement of the sign, in the following amounts:
    - A. Bodily injury: \$100,000 each person; \$300,000 each accident
    - B. Property damage: \$50,000
  7. Other information may be required to demonstrate compliance with Article VI.
- B. No sign requiring a sign permit shall be erected or installed until an application is approved.
- C. The permit review may be eliminated if the required information is part of a site plan review in which case the Planning Commission shall recommend approval, approval with conditions or denial of the request.
- D. Expiration. A sign permit shall expire one (1) year from its effective date if the sign is not constructed, unless an extension not to exceed one year has been granted by the Zoning Administrator. The Zoning Administrator may deny a request for extension of time if substantial changes in circumstances have occurred.
- E. Review criteria. The Zoning Administrator or the Planning Commission shall consider the following criteria in addition to any other criteria elsewhere specified in consideration of any request made pursuant to Article VI.
  1. The purpose of this Article and the zoning ordinance in general.

### **6.03 REGULATIONS REGARDING SIGNS**

The following standards shall apply to all signs, whether allowed without a permit or requiring a permit.

- ~~A. Sign area. The area of a sign shall be measured within a single, continuous perimeter composed of any straight line geometric figure which encloses the extreme limits of the sign, together with any frame or other material or color forming an integral part of the display, message, drawing, or similar device, or used to differentiate same from the background against Article VI.2 which it is placed, excluding the necessary supports, braces and uprights of the sign.~~
- ~~B. No sign may project above nor be located within five (5) feet from a public or private right of way.~~
- ~~C. Signs supports and uprights shall not contain a commercial message.~~
- ~~D. No sign may obstruct the view of traffic.~~
- ~~E. No sign shall be of a design that imitates, or which may be confused with, legitimate traffic controls.~~
- ~~F. Illuminated signs. Signs with external or internal illumination shall be allowed in any district, subject to the following standards:
  - ~~1. A sign intended to be internally illuminated shall consist of a dark background with contrasting light lettering and/or symbols so as to minimize the intensity of the internal light source.~~
  - ~~2. All externally lighted signs shall be illuminated from the top downward and have full cutoff shielding to direct the light toward the sign face and to shield the light source from view of vehicular and pedestrian traffic and adjacent property.~~
  - ~~3. No signs with external or internal illumination, including electronic message boards, shall have lighting of a blinking, flashing, or fluttering nature; including, changes to intensity, brightness or color in a blinking, flashing or fluttering manner.~~
  - ~~4. All signs with external or internal illumination shall be required to have an electrical permit.~~
  - ~~5. Maintenance of sign. The owner of any sign as defined and regulated by this Ordinance shall be required to maintain the sign to prevent deterioration thereof.~~~~

Replace with the following:

### 6.03 REGULATIONS REGARDING SIGNS

The following standards shall apply to all signs, whether allowed without a permit or requiring a permit.

#### A. Sign Area:

1. **Projecting, Portable, Monument and Freestanding:** The area of the sign shall be measured as follows: The area around and enclosing the perimeter of the cabinet in which the sign is contained shall be totaled to determine the aggregate sign area. If the sign is composed of two or more sign cabinets, the area enclosing the entire perimeter of all cabinets within a single, continuous geometric figure shall be the area of the sign. The perimeter of measurable area shall not include embellishments such as pole covers, finials, or architectural ornament provided that there is no written or graphic copy on such embellishments. All face areas of any multi-faced sign shall be counted in calculating its area. For a double-faced sign in a single cabinet, only the area of one face is counted. Sign height shall be measured as the vertical dimension from the finished grade to the highest point of the highest attached projection of the sign and shall not include embellishments such as pole covers, finials, or architectural ornaments provided that there is no written or graphic copy on such embellishments.
  2. **Wall Signs:** The area around or enclosing each sign cabinet, or, where sign cabinets are not used, the area within a single, continuous perimeter composed of any straight-line geometric figure which encloses the extreme limits of the message. Wall signs shall not extend further than twelve (12) inches from the face of the wall to which it is attached.
- B. Where a projecting sign, awning or canopy sign or suspended sign protrudes over any public or private sidewalk or walkway, the bottommost point of the sign structure shall be at minimum of nine (9) feet from the surface of the sidewalk.
  - C. Signs supports and uprights shall not contain a commercial message.
  - D. No sign may obstruct vehicular view of roadway traffic.
  - E. Where a proposed sign appears to meet the definition of more than one (1) sign, the most restrictive requirements and limitations of the defined sign types shall apply.
  - F. No sign shall be of a design that imitates, or which may be confused with, legitimate traffic controls.
  - G. Signs should be oriented so as to be perpendicular to the roadway.
  - H. Illuminated signs. Signs with external or internal illumination shall be allowed in any district, subject to the following standards:
    1. A sign intended to be internally illuminated shall consist of a dark background with contrasting light lettering and/or symbols so as to minimize the intensity of the internal light source.
    2. All externally lighted signs shall be illuminated from the top downward and have full-cutoff shielding to direct the light toward the sign face and

Should read "written or graphic copy" per PC Meeting 08/06/2020

- to shield the light source from view of vehicular and pedestrian traffic and adjacent property.
3. No signs with external or internal illumination, including electronic message boards, shall have lighting of a blinking, flashing, or fluttering nature; including, changes to intensity, brightness or color in a blinking, flashing or fluttering manner.
  4. All signs with external or internal illumination shall be required to have an electrical permit.
- I. Materials. Monument sign bases shall be constructed of brick, concrete, stone (or equivalent imitation stone) or other similar material as approved by the Zoning Administrator or Planning Commission. Monument bases shall be a minimum of 18” high.
  - J. Landscaping. A landscape area around the base of a monument and freestanding sign shall be provided and shall not obscure visibility of the sign itself.
  - K. Maintenance: All signs shall be maintained in a safe condition with proper bracing, anchorage and foundation and be subject to inspection by the Building Inspector or another designated representative. A sign which no longer serves the purpose for which it was intended, or is abandoned, or is not maintained in accordance with applicable regulations of the City shall be removed by the owner.
  - L. Removal of Signs. A sign shall be removed by the owner upon receipt of notice from the City stating that the sign is unsafe or not properly maintained or otherwise does not comply with the requirements of Article VI by reason of its size, height, design, condition or location. The notice shall state that if the owner does not remove the sign, or correct the unsafe or improper condition, within a specified time period, the sign may be removed by the City. Upon failure to remove or correct the unsafe or improper condition, the City may take whatever action is necessary to have the sign removed or to otherwise abate the unsafe or improper condition, and in addition to other available remedies, the City shall have the right to recover from the owner of the sign the full costs of removing and disposing of the sign or abating the unsafe or improper condition.
  - M. Temporary Signs:
    1. Temporary signage does not require a permit issued by the Zoning Administrator.
    2. Display of a temporary sign shall occur no more than two (2) weeks prior to the event or activities and shall be removed within two (2) days of the conclusion of the event or activity provided that the sign shall not exceed thirty two (32) square feet in sign area per frontage. Such signage shall not exceed eight (8) feet in height. Business’s may only display temporary signage during business hours.
    3. A temporary sign which is a banner shall be secured at every corner.

4. Temporary signs shall be displayed in a manner so as to not cover nor obscure address markers or other signage upon the building.
5. No temporary sign shall be displayed longer than thirty (30) days in a usage period except for Realtor Sale, Lease, Rent signs.
6. Temporary signs that are torn or otherwise in disrepair shall be prohibited.
7. Temporary signs shall not be located on public land, in a public right-of-way, or in a private road easement.

#### ~~6.04 EXEMPT SIGNS~~

The following signs are exempt from the provisions of this ordinance:

- ~~A. Signs which are required by local, state or federal law.~~
- ~~B. Temporary yard signs. Cumulative square footage of sign area shall not exceed sixteen (16) square feet nor two (2) feet in height.~~
- ~~C. Yard signs for non-residential uses and multi-family provided no sign exceeds four (4) square feet nor two (2) feet in height, and cumulative square footage shall not exceed sixteen (16) square feet per lot or parcel.~~
- ~~D. Interior signs. Signs that are not visible from residential lots, abutting property or public rights of way.~~
- ~~E. Flags. Flags that are not larger than 30 square feet in area that are affixed to permanent flagpoles or flagpoles that are mounted to buildings (either temporary or permanent).~~
- ~~F. Decorative Signs. Clearly incidental, customary and commonly associated with a holiday, provided that such signs shall be displayed for a period of not more than 60 consecutive days nor more than 60 total days in any one year.~~
- ~~G. Signs with De Minimus Area. Signs that are affixed to a building or structure (even if wall signs are not permitted in the district or for the use), which do not exceed one square foot in sign area, provided that only one such sign is present on each elevation that is visible from public rights-of-way or neighboring property; and signs that are less than three-fourths of a square foot in area that are affixed to machines, equipment, fences, gates, walls, gasoline pumps, public telephones, or utility cabinets.~~

Replace with the following:

#### 6.04 EXEMPT SIGNS

All signs listed in this section are subject to all other applicable requirements of Article VI and other applicable provisions of the City of Bridgman.

- A. Signs placed or authorized by the city, county, state, or federal government in or over the publicly owned right-of-way as well as signs required by city, state, or federal government located on private property;
- B. Flags or insignia of any nation, state, local government, community organization, education institution;
- C. Customary lettering on, or other insignia which are a structural part of, a gasoline pump, consisting only of the brand name gasoline sold, lead warning sign, a price indicator, and any other sign required by law, and not exceeding a total of three (3) square feet on each pump.
- D. Tablets, cornerstones, historical or commemorative plaques;

- E. Window displays;
- F. Seasonal lights and decorations with no commercial message;
- G. Signs erected by a recognized neighborhood watch group advertising the organization or program;
- H. Onsite handheld signs;
- I. Accessory signs;
- J. Signs for hospital or emergency services and railroads;
- K. Incidental Signs, provided the signs do not exceed one and a half (1.5) square feet in area for each sign, with no more than five (5) signs allowed for each permitted structure;
- L. An exterior sign erected next to an entrance, exit, rest room, office door, or telephone, provided the sign is no more than four square feet in area, used to identify or locate a property feature;
- M. Any sign that is not visible to motorists or pedestrians on any public highway, sidewalk, street, alley, or other area open to public travel;
- N. One indirectly illuminated or non-illuminated wall sign not exceeding one and one-half square feet in area placed on any residential building, used as a name or address plate;
- O. Signs including but not limited to vehicle wrap or skin, placed in or attached to a passenger vehicle, commercial vehicle, bus, or railroad car that is regularly used for purposes other than the display of signs;
- P. Signs, up to four (4) square feet and no taller than four (4) feet, constructed or placed within a parking lot, to direct traffic and parking;
- Q. A sign that does not exceed four (4) square feet in area and four (4) feet in height, and is erected to indicate a danger to the public or to designate where public access is prohibited;
- R. Signs located within a sports stadium or athletic field, or other outdoor assembly area, which are intended and oriented for viewing by persons within the facility;
- S. Real Estate and Subdivision Signs. One unlighted sign per frontage stating that the site is for rent or sale by the owner or named agent and giving information regarding size, price and terms. Such signs may be placed in the yard or attached to the outside of the building. Freestanding real estate signs may not exceed three and one-half feet in height from the

ground level to the top of the sign. Real estate signs may not exceed sixteen (16) sq. ft. in area. Real estate signs larger than sixteen (16) sq. ft. will require a sign permit;

- T. Campaign/Political, Garage/Rummage Sale, Real Estate (Sale, Rent or Lease) or of like Sign:
1. No sign shall be attached to any utility pole, public structure, pole or structure supporting a traffic-control sign or device, or hydrant,
  2. No sign shall be placed on any tree or shrub by any nail, tack, spike or other method that will cause physical harm to the tree or shrub,
  3. No sign shall be placed in such a manner as to obstruct the public use of the sidewalk or interfere with the visibility of persons operating motor vehicles or constitute a hazard to persons using the public road or right-of-way,
  4. No sign shall be placed in the roadway or on the sidewalk,
  5. No sign shall be placed in that portion of the public right-of-way or easement past the sidewalk without the consent of the adjoining property owner or person in possession if different from the owner,
- U. Directional signs that do not contain a commercial message, including Stop, Yield, One Way and similar signs, provided the following are met:
1. Directional signs shall not exceed six (6) sq. ft. in area or thirty (30) inches in height.
  2. The number of directional signs permitted on a property shall be the minimum number necessary to provide adequate orientation, as determined by the applicable City representative, council or commission.
- V. Signs giving notice that a structure on a premises is protected by alarm or security service, provided such signs are not larger than one (1) sq. ft. and are located within 5 feet of the structure.
- W. School Activity Signs. A sign denoting the participation of an occupant of the residence on the lot in a public or private school sport or activity, provided such sign is no larger than six (6) sq.ft.
- X. Signs promoting non-commercial community-wide events provided such sign is no larger than six (6) sq.ft. and is removed after the event occurs.
- Y. One flashing open/closed sign not exceeding two (2) sq. ft.

## 6.05 PROHIBITED SIGNS

The following signs are prohibited in the City of Bridgman:

- ~~A. Signs which are obsolete.~~
  - ~~B. Signs which are in not in good repair.~~
  - ~~C. Signs which are prohibited under local, state or federal law, rules or regulations, or which constitute a traffic hazard.~~
- 
- A. Signs which are obsolete, abandoned, hazardous and signs that do not relate to the business or land use on the property where the sign is located.
  - B. A private use sign located on public land, in a public right-of-way, or in a private road easement, unless it is part of the traffic control information for that road.
  - C. Signs which do not comply with Federal or State laws or regulations, applicable local ordinances or regulations, and signs which do not comply with this Ordinance.
  - D. Signs affixed to utility poles or directional signs or any lawful sign within the right-of-way.
  - E. Animated or moving signs, as defined herein; provided, however, clocks and thermometers are permitted.
  - F. Flashing signs, except as provided in Article 6.04 (Y).
  - G. Electronic Digital (Video) signs.
  - H. Pennants, searchlights, banners or bunting, lighter than air balloons and signs, air- filled balloons, signs animated by forced air, and streamers.
  - I. Signs that are not clean and in good repair, and signs that are out of compliance with applicable building and electrical codes.
  - J. Signs that are not official traffic signs that appear to or attempt to regulate, warn, or direct the movement of traffic, which interfere with or resemble any official traffic sign, signal, or device, and which may obstruct a motorist's vision.
  - K. Off-Site signs, also referred to as "Billboard Sign", except as lawfully existed prior to adoption of City's Zoning Ordinance.
  - L. Portable signs in the following categories:
    - 1. Signs on vehicle parked on private property, public property, or right-of-way, unless the vehicle is used for transport in normal day-to-day operations of a business, except as provided in Article 6.04 (O).
    - 2. Portable or temporary signs in the public right-of-way, unless approved by the Zoning Administrator.
  - M. No sign shall extend beyond a roof line, wall or opening in a wall.
  - N. Roof signs.
  - O. Signs within or which overhang streets, except as allowed in Article VI.

## 6.07 SIGN DEFINITIONS

The following sign definitions shall be used for the City of Bridgman Zoning Ordinance.

- A. ~~Awning Sign: A sign that is painted, screen printed or appliquéd to the awning.~~
- B. ~~Canopy Sign: A sign that is attached to the face or above the face of a canopy.~~
- C. ~~Ground Sign: A free-standing permanent sign that has content on one or both sides and mounted directly on the ground or ground level foundation and is often used to mark a place of significance or the entrance to a location.~~
- D. ~~Illumination: A method of whereby an internal or external light source is applied to a sign.~~
- E. ~~Nonconforming sign:
  - 1. ~~A sign that is prohibited under the terms of the this ordinance, but was erected lawfully and was in use on the date of enactment of this Zoning Ordinance, or amendment thereto; or Article VI.3~~
  - 2. ~~A sign that does not conform to the requirements of the City of Bridgman Zoning Ordinance, but for which a variance has been granted.~~~~
- F. ~~Projecting Sign: A double faced sign that and projects from the building wall at a 90 degree angle.~~
- G. ~~Sign Band Sign: A sign that is painted on, incorporated in, or attached directly to the sign band or horizontal expression band above a storefront window or transom on Building Types and facades as permitted in Article III. This sign is typically associated with the storefront facade.~~
- H. ~~Sign: Sign means any display or object which is primarily used to identify or display information about or direct or attract attention to a person, institution, organization, business, product, event, location or otherwise by any means.~~
- I. ~~Suspended Sign: A double or single faced sign that hangs from brackets attached to the building at a 90 degree angle or hangs parallel to the building wall above openings, typically within the recessed door of a storefront facade.~~
- J. ~~Temporary Sign: A sign intended for a limited period of display.~~
- K. ~~Wall Sign: A sign that is painted on, incorporated in, or attached directly to a building wall, with the exposed face of the sign parallel to the building wall.~~
- L. ~~Window Sign: A sign that is placed on the interior of the window and which is intended to be seen by the public from the outside.~~
- M. ~~Yard Sign: A sign that is placed within the front or side yard area facing a public right of way, and which may be temporary or permanent in nature.~~

Replace with the following:

## 6.07 SIGN DEFINITIONS

The following sign definitions shall be used for the City of Bridgman Zoning Ordinance. The following term shall mean:

**Abandoned Sign** - A sign or sign structure where either: (1) the sign is no longer used by the property or sign owner, in which case discontinuance of sign use may be shown by cessation of use of the property where the sign is located for the use or purpose associated with the sign; or (2) the sign has been damaged, and repairs and restoration have not been started within forty-five (45) days of the date the sign was damaged, or, once started, are not diligently pursued to completion.

**Accessory Sign** - Signage which is an integral part of outdoor display structures associated with a commercial or industrial use such as soft drink machines, gas pumps, newspaper dispensers, and other similar structures, equipment or uses.

**Alteration** — Any change in the size, shape, method of illumination, construction, or supporting structure of a sign.

**Area (of a sign)** –

1. ***Projecting, Portable, Monument and Freestanding:*** The area of the sign shall be measured as follows: The area around and enclosing the perimeter of the cabinet in which the sign is contained shall be totaled to determine the aggregate sign area. If the sign is composed of two or more sign cabinets, the area enclosing the entire perimeter of all cabinets within a single, continuous geometric figure shall be the area of the sign. The perimeter of measurable area shall not include embellishments such as pole covers, finials, or architectural ornament provided that there is no written copy on such embellishments. All face areas of any multi-faced sign shall be counted in calculating its area. For a double-faced sign in a single cabinet, only the area of one face is counted. Sign height shall be measured as the vertical dimension from the finished grade to the highest point of the highest attached projection of the sign and shall not include embellishments such as pole covers, finials, or architectural ornaments provided that there is no written or graphic copy on such embellishments.
2. ***Wall Signs:*** The area around or enclosing each sign cabinet, or, where sign cabinets are not used, the area within a single, continuous perimeter composed of any straight-line geometric figure which encloses the extreme limits of the message. Wall signs shall not extend further than twelve (12) inches from the face of the wall to which it is attached.

**Awning** – A secondary covering attached to the exterior wall of a building.

**Awning Sign** – A sign that is painted, screen printed or applied to the awning with information as to the name of the business, thereby acting as a sign, in addition to providing protection from weather. The location of an awning on a building may be above a window or a door, or over a sidewalk.

**Balloon Sign** – A sign made from a nonporous bag of tough, light material normally filled with heated air or a gas lighter than air so as to rise and float, and displaying graphics, symbols or written copy, or a combination of graphics, symbols and written copy.

**Billboard Sign** – See “Off-Site Sign”

**Canopy** – An awning supported by at least two columns. A canopy is able to extend further from a building than an awning, as in the case of an entrance to a restaurant or retail store.

**Canopy Sign** - A sign painted on, printed on, or attached flat against the surface of a canopy.

**Changeable Copy Sign** - A sign where the copy on the face can be changed at will either manually using attachable letters, mechanically using a rotating panel or electronically via computer-controlled bulbs, LEDs or LCD screen, etc.

**Clearance (of a sign)** – The vertical distance measured from the lowest point of the sign to the natural surface grade beneath the sign.

**Copy** – The message on a sign surface in either permanent or removable letter form.

**Directional Sign** – A sign indicating entrances and exits, including those for parking lots and garages for the safety and direction of vehicular or pedestrian traffic.

**Double-Faced Sign** – A sign with advertising on two (2) faces wherein the faces are parallel or within ten degrees of parallel.

**Electronic Changeable Copy Sign** - See Changeable Copy Sign.

**Electronic Digital (Video) Sign** – An electronic sign providing information in both a horizontal and vertical format (as opposed to linear), and having the capacity to create continuously changing sign copy or pictures in a wide spectrum of colors, shades, and light intensities.

**Face (of a sign)** – The area of a sign on which the advertising is placed.

**Festoons** – A string of lights, ribbons, tinsel, small flags, streamers, sequins, disks or pinwheels.

**Flashing Sign** — A sign which contains an intermittent or sequential flashing light source used primarily to attract attention. “Flashing sign” does not include electronic changeable copy signs or signs which, through reflection or other means, create an illusion of flashing of intermittent light.

**Freestanding Sign** - A sign supported upon the ground by a frame, pole(s), or other support structure(s) that is not attached to any building. A freestanding sign constitutes one sign, even if it has multiple faces.

**Frontage** - The length of the property line of a lot or parcel along a public right-of-way on which it borders.

**Ground Sign** – See “Monument Sign”

**Hanging Sign** - A sign that hangs beneath a marquee, canopy, or awning and is perpendicular to the building face.

**Hazardous Sign** - A sign that is detrimental to the public health, welfare or safety, including but not limited to: any sign that has a design, color, or lighting which may be mistaken for a traffic light, signal, or directional sign; any sign that is located in such a manner as to obstruct free and clear vision to motorists or pedestrians at intersections and driveways; any sign which, because of its location, would prevent free ingress to or egress from any door, window, or fire escape; any sign that is attached to a standpipe or fire escape; any sign that has lighting which temporarily blinds or impairs one’s vision; and any sign that is in a leaning, sagging, fallen, decayed, deteriorated, or other unsafe condition.

**Height (of a sign)** - The vertical distance measured from the highest point of the sign to the natural surface grade beneath the sign.

**Illuminated Sign** - A sign with an artificial light source incorporated internally (direct illumination), or with an external light source directed to illuminate the exterior surface of the sign (indirect illumination). This definition includes signs with light sources that are disconnected from power.

**Incidental Sign** – A small sign, emblem, or decal typically used to inform the public of goods, facilities, or services available on a premises, such as a credit card sign or a sign indicating hours of business.

**Maintenance** - For the purposes of this chapter, the cleaning, painting, repair, or replacement of defective parts of a sign, or to achieve a change in sign face, in a manner that does not alter the basic design or structure of the sign.

**Marquee** - A permanent roof-like projection from a building above the building entrance.

**Menu Board** - A permanently mounted structure displaying the bill of fare for a drive-in or drive-thru business. Such signs are not for the purpose of business identification or advertising and are intended for view of customers who are currently on the premises.

**Monument Sign** - A freestanding permanent sign that has content on one or both sides and mounted directly to the ground or ground level foundation and is often used to mark a place of significance or the entrance to a location.

**Mounted Sign** - A sign permanently attached to a building, including a Canopy sign, Projecting sign, Hanging sign, Suspended sign and Wall sign.

**Moving Sign** - A sign that uses mechanized movement to attract attention, depict action, or to create a special effect or scene, and includes dancing inflatable displays.

**Multi-tenant complex** - A development consisting of one or more lots and two or more businesses sharing appurtenant facilities, such as driveways, parking and pedestrian walkways, and is designed to provide varied products and services at a single location.

**Mural** – Any painting, design, or image, including incidental copy, that is applied directly to the exterior of a building for artistic, informational, historic, or aesthetic purposes, and does not contain advertising.

**Nonconforming Sign** –

1. A sign that is prohibited under this ordinance but was erected lawfully and was in use on the date of enactment of this Zoning Ordinance, or amendment thereto: or
2. A sign that does not conform to the requirements of the City of Bridgman Zoning Ordinances but for which a variance has been granted.
3. Signs which do not conform to the requirements of this ordinance shall be deemed a nonconforming structure and shall be subject to Article 7.04.

**Off-Site Sign** – Any sign, advertisement, or advertising structure as defined in this section owned by a person, firm, or corporation in the business of outdoor advertising not located on the site of the activity or business being advertised. Also known as “Billboard Sign”.

**Permanent Sign** – A sign structurally affixed to the ground or to a building and intended for permanent display.

**Pole Sign** - See “Pylon sign.”

**Portable Sign** – A sign not permanently affixed to a sign structure, a building, or the ground, (such as an A-frame sign) that can be easily moved.

**Projecting Sign** – A sign, other than a flat wall sign, which is attached to and projects from a building wall or other structure not specifically designed to support the sign.

**Pylon Sign** - A freestanding sign, usually double-faced, mounted on one or two supports above ground level, also referred to as a “Pole sign.”

**Roof Sign** – A mounted sign that projects above the top of a wall, eave, or parapet.

**Sign** – Any device, structure, fixture, placard, and any related support structure erected for the purpose of displaying graphics, symbols, and/or written copy designed specifically for the purpose of advertising or identifying any business, person, institution, commodity, service, entertainment, or activity. “Sign” includes graphics, symbols and written copy painted or otherwise affixed directly on a building surface.

**Sign Band Sign** – A sign that is painted on, incorporated in, or attached directly to the sign band or horizontal expression band above a storefront window or transom on Building Types and facades as permitted in Article III. This is typically associated with the storefront façade.

**Site** - A lot, parcel, or tract of land under common ownership, or developed together as a single development site, regardless of how many uses occupy the site.

**Suspended Sign** – A double or single faced sign that hangs from brackets attached to the building at a 90-degree angle or hangs parallel to the building wall above openings, typically centered over the door of a storefront façade.

**Temporary Sign** –

1. A sign constructed of fabric, vinyl, paper, cardboard, plywood, or other light material, with or without a frame, that may or may not be attached to a building;
2. A sign intended to be displayed for a specific and limited period of time; or
3. A sign that will be rendered obsolete after the occurrence of an event or series of events.
4. Temporary signs typically include, but are not limited to: portable signs, special event signs, “for sale” and “for lease” signs, “feather signs”, and political campaign signs.

**Wall Sign** – A sign attached parallel to and extending not more than twelve (12) inches from the wall of a building or structure. This definition includes painted, individual letters, and cabinet signs.

**Window Sign** – An unlighted sign installed inside a window or painted on a window and intended to be viewed from the outside.

**Yard Sign** – A sign that is placed within the front, or side yard if a corner lot, area facing public right-of-way, and which may be temporary or permanent in nature.

	USE	TYPE	SIGN QUANTITY	MAXIMUM
IG DISTRICT	Retail, Office, Eating & Drinking Establishment, Hotel/Lodging, Professional Services, Brewery/Distillery, Automobile Sales/Service Drive-Through Establishment	<b>Monument (Single Tenant)</b> <i>13' Maximum Height</i>	1	80 sq. ft.
		<b>Monument (Multi-Tenant)</b> <i>13' Maximum Height</i>	1	100 sq. ft.
		<b>Wall (Single Tenant)</b> <i>Wall Length x Wall Height</i>	Multiple signs on a maximum of 4 walls.	10% of wall area, not to exceed 120 sq. ft. per wall
		<b>Wall (Multi-Tenant)</b> <i>Wall Length x Wall Height</i>	1 per tenant on primary wall only.	10% of tenant's individual wall area, not to exceed 60 sq. ft. per tenant.
		<b>Awning/Canopy</b> <i>Per Storefront or entrance</i>	Multiple	10% of awning/canopy face
		<b>Window</b> <i>Per Storefront</i>	Multiple	25% of Total Window Area
		<b>Menu Board</b>	2	16 sq. ft. each
	<p style="text-align: center;"><u>Calculated Area</u></p> <ul style="list-style-type: none"> <li>• Total maximum allowable signage area is the length, in feet, of the given parcel's road frontage; not to exceed 500 sq. ft.</li> <li>• In the case of two frontages, the longest frontage will be used to compute total sign area.</li> <li>• Sign area is calculated in square feet.</li> <li>• Menu Boards for Drive-Through Establishments do not count against maximum signage area.</li> </ul>			

Review shall be deemed complete by the Zoning Administrator. Typical review periods for Administrative Review vary by complexity of the request, and the reviewing bodies reserve the right to request additional information.

- C. Submittal Procedures Preliminary Site Plan Review (Optional): Preliminary site plan review is optional. Materials shall be submitted in accordance with City requirements. The Planning Commission may provide guidance to the applicant with respect to conformance with the Zoning Ordinance and City Master Plan.
- D. Submittal Procedures Full Site Plan Review: Full site plan review requires review and comment by all reviewing agencies, and review and approval by the City's Planning Commission.
- E. Submittal Requirements: Submittal requirements shall be as outlined in Table 2.03, unless waived by the Zoning Administrator.
- F. Submittal Process: The application shall be submitted by the owner of an interest in the land for which the site plan approval is sought, or the designated agent, or signed by the owner granting permission for the application.
- G. Administrative Review: Plans shall be approved by the Zoning Administrator once they are found to be in compliance with the requirements of the Zoning Ordinance and other applicable ordinances. The Zoning Administrator reserves the right to send the site plan to the Planning Commission for review and approval. The Zoning Administrator shall sign and date the approved plan and keep on file with the City.
- H. Planning Commission Review: Site plans requiring Planning Commission approval shall be placed on the agenda of the Planning Commission. The Planning Commission shall review the application, together with the reports and recommendations from other reviewing departments and agencies, as appropriate.
  - 1. Planning Commission Action:
    - a. The Planning Commission shall make a determination based on the requirements and standards of this Ordinance.
    - b. Where existing nonconforming conditions prevent compliance with these requirements and standards, the Planning Commission may allow reasonable modifications.
    - c. The Planning Commission may take action to postpone a decision, approve, approve with conditions, or deny approval of the application.
    - d. If approved, any conditions shall be made part of the motion to approve and documented in the Planning Commission's minutes.

TABLE 2.03 SITE PLAN SUBMITTAL REQUIREMENTS				
ITEM	ADMIN.	PRELIM.	FULL	
GENERAL	Legal description		x	
	Location map showing all parcels within 1/2 mile of the site		x	
	Plan not to exceed a scale of 1" to 100"		x	
	Date, name, address		x	
	Topography		x	
	Existing natural and man-made features		x	
	Site dimensions		x	
	Easements (if any)		x	
	Project narrative		x	
SITE	Rights-of-way, internal and external circulation		x	
	Fences, <del>greenbelt</del> , <del>buffer zone</del> , buffers, screening, landscaping within the site and between facade and property line		x	
	Lighting details and photometric plan	x		x
	Signage detail and location	x		x
	Parking calculation, location, facilities, access and driveways	x	x	x
	Planting list with size and materials	x	x	x
	Details or traffic regulatory signs, pavement markings, and curbing	x		x
	Accessory buildings, density calculations, any accessory structures	x	x	x
	Proposed grading	x		x
ENGINEERING	Location and type of drainage and stormwater management features	x		x
	All above and below ground utilities	x		x
	Location and description of any hazardous materials	x		x
BUILDING	Placement, height, number of stories, size of buildings		x	
	Detailed building elevations of all building walls that depict facade options used, transparency, and materials	x		x
	Conformance with any build-to-lines, encroachments (if applicable)		x	
	Material samples of glass to be used where transparency is required by facade type indicating VLR and VLT		x	

## 7.19

- B. ~~Greenbelt~~ **Buffer Zone** Landscaping Adjacent to Street Frontage: ~~Greenbelts~~ **Buffer zones** apply to all development, redevelopment, and expansion that is subject to site plan review by the Zoning Administrator or Planning Commission. ~~Greenbelt~~ **Buffer zone** standards shall apply to the following districts:
1. CC - Corridor Commercial
  2. TI - Transitional Industrial
  3. CG - Commercial Gateway
  4. **IG – Interstate Gateway**
- C. ~~Greenbelt~~ **Buffer Zone** Location and Plant Material Requirements. All yards adjacent to roads and rights-of-way shall be landscaped along the entire frontage (except access points). **There shall be a 10' buffer zone along all parcels fronting Red Arrow Highway and along any parcel line abutting the OS, RL, RC or RS districts.** The ~~greenbelt~~ **buffer zone** shall be ~~within 20'~~ **the first 10'** of the property line. For every 40' linear feet, or portion thereof (including calculating access points) all of the following are required:
1. One (1) deciduous canopy tree
  2. Two (2) ornamental or evergreen trees
  3. Three (3) shrubs
  4. Four (4) flowering perennial plants
- D. Landscaping shall be installed so that, when mature, it does not obscure traffic signs, fire hydrants, lighting, drainage patterns on site or adjacent properties, or obstruct vision for safety of ingress or egress.
- E. Landscape islands shall be a minimum of ~~ten (10)~~ **nine (9)** feet in width.

## 8.12 STANDARDS FOR SPECIFIC SPECIAL LAND USES

- A. Sexually-Oriented Business Facilities. Sexually-Oriented Business businesses, meeting the definition of Sexually-Oriented Business ~~business~~ as set forth in Article ~~XI~~ IX or those similar in character, shall be subject to the following special provisions:

8.12 (B)

- B. Automobile Sales and Storage. The use of any building, land area, or other premise for the display and sale of new or pre-owned automobiles, RVs, trucks, or ~~similar~~ similar motorized vehicle, including any vehicle preparation or repair work conducted as an accessory use, shall adhere to the following specific standards:
1. Dismantled, wrecked or inoperable vehicles or any vehicle parts or scrap of any kind shall not be kept outdoors where they are visible from any adjoining property or right-of-way. The Planning Commission may require an opaque fence up to eight (8) feet in height and/or an evergreen landscape buffer not less than eight (8) feet in height at time of planting to buffer any vehicles from neighboring uses or passers-by.
  2. Any loading or unloading of vehicles shall be on site. The Planning Commission may establish hours for load or unloading of vehicles.
  3. All equipment including hydraulic hoists, pits, lubrication and repair facilities shall be entirely enclosed within a building.
  4. All repair and maintenance activities shall be performed entirely within an enclosed building.
  5. A permanent 15' ~~greenbelt~~ buffer zone shall be established in any required yard, and shall be landscaped in accordance with Article 6. The required ~~greenbelt~~ buffer zone shall be in addition to any required transition strip, unless waived by the Planning Commission due to existing site conditions which may provide buffering to adjacent uses.
  6. Adequate internal access routes shall be provided for ease of loading and unloading of vehicles.
  7. Automobiles shall not be parked in any required ~~greenbelt~~ buffer zone or transition strip area.
  8. The Planning Commission may establish hours of operation for such uses consistent with the character of the land uses in the vicinity.
  9. Noise generated on site from any source shall not exceed 60 decibels measured at any property line.

8.12 (F)

- F. Gas/Service Station. Any building, structure, or land, or portion thereof, and any associated appurtenances, intended and used for the retail sale, supply, and dispensing of fuels, lubricants and similar products for motor vehicles shall adhere to the following:
1. The Planning Commission may establish hours of operation for Gasoline Stations to protect the character of the land uses in the vicinity.
  2. The applicant shall demonstrate to the Planning Commission proper design and licensing measures as required by State and federal statutory and regulatory authority.
  3. All buildings, pump islands and other facilities shall be located in conformance with the yard and setback requirements of the zoning district.
  4. Dismantled, wrecked, or ~~immobile~~ **inoperable** vehicles stored shall not be kept outdoors unless completely screened from any adjoining parcel or right-of-way and located in the rear or side yard.
  5. Such facilities shall at all times be maintained in a manner consistent with the character of the surrounding uses.
  6. Any hazardous materials proposed to be stored, used or handled on site shall be disclosed by the applicant and all such storage, use and handling shall be conducted in accordance with any applicable State or Federal requirements.
  7. All areas of the site accessible to vehicles shall be paved.
  8. A raised curb of six (6) inches in height shall be constructed along the perimeter of all paved and landscaped areas.
  9. All areas of the site not paved or occupied by buildings or structures shall be landscaped.
  10. Any drive-thru use shall only be permitted if such use is permitted in the underlying zoning district.

ARTICLE IX  
DEFINITIONS

Add:

Corrugated Panel: A sheet of metal with wavy ridges.

Buffer Zone: An area designed to separate.

Queuing: A line of people or vehicles waiting their turn.

## 7.02 ACCESSORY USES, BUILDINGS, AND STRUCTURES

Accessory uses, buildings, and structures shall be regulated as follows: ~~(Amended 4/2/2018 Res. 2018-06)~~

- A. Accessory uses and buildings shall be permitted when ancillary to a permitted or permitted special land use.
- B. No accessory building may be built on any residentially zoned lot on which there is no principal dwelling.
- C. No portion of an accessory building shall be used as a dwelling or as sleeping quarters.
- D. Accessory buildings in residential districts shall not be used for commercial purposes, unless for a bona fide agricultural operation.
- E. Accessory buildings in residential districts shall not exceed the following:
  1. Accessory buildings shall not exceed more than 1.5 times the square footage of the main dwelling/principal building, unless for a bona fide agricultural operation. The square footage of the main dwelling/principal building shall be calculated using the sum of the area of all floors.
  2. ~~Lot coverage shall not exceed 35% inclusive of all buildings on site, impervious decking or patio surfaces, and covered parking.~~
  2. Accessory buildings shall not occupy more than thirty (30) percent of the area of the yard in which it is located inclusive of all impervious decking or patio surfaces, and covered parking.
  3. Up to two (2) accessory buildings are permitted per lot or parcel. For a bona fide agricultural use, there shall be no maximum number of accessory buildings.
- F. Accessory buildings shall be located in a rear or side yard ~~only, and shall be not closer than appropriate setbacks where applicable in the Zoning Ordinance.~~ **only and shall not be located less than five (5) feet from a side or rear lot line, except:**
  1. On corner lots - not less than the required side yard setback.
  2. On through lots that do not have a rear lot line adjoining a nonaccess strip, not nearer to the rear lot line adjoining a street than the distance required for a front yard.
- F. Height of accessory buildings for residential uses shall not exceed 18', except there shall be no maximum for an accessory building for a bona fide agricultural operation.
- G. Accessory buildings for commercial uses shall not exceed 30' in height.
- H. Accessory buildings shall be located at least 10' from any dwelling on the lot.
- I. Accessory buildings will require building/zoning permit(s).
- J. All accessory buildings shall be secured to the premises by an anchoring system approved by the Building Official, sufficient to retain the building/structure in place during high wind conditions.

Replace "five (5)"  
with "four (4)"