

## **Agenda**

### **Parchment Planning Commission**

**October 25, 2023 – 6:00 pm**

Kent DeBoer, Chairperson  
Sandy Bliesener  
John Tecca  
Nancy Stoddard, City Manager

Cheryl Lyon-Jenness  
Sara Dean  
Rebecca Harvey, Zoning Administrator

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
  - a. Minutes from September 27, 2023
- 4. Additions/Changes to the Agenda**
- 5. Citizen Comments** – When called upon by the Chairperson, state your name, address, and you will be allowed up to 5 minutes for your comments.  
Reminder: You will be making a statement, without discussion from the Planning Commission.
- 6. Old Business**
  - A. Article 15 – Signs
- 7. New Business**
- 8. Next Meeting – November 29, 2023 at 6pm**
- 9. Adjournment**



Planning Commission Meeting Minutes  
September 27, 2023

1. **Call to Order at 6:01pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Dean, Tecca, Lyon-Jenness, and Bliesener, City Manager Stoddard, and Zoning Administrator (ZA) Harvey.
3. **Approval of Minutes – July 26, 2023**
  - Bliesener noted that on Page 3, Section 15.4 needed to have the word states changed to stated.
  - Tecca stated that he did not feel right about not working on the Short Term Rentals (STRs).
  - Chairperson DeBoer reminded the PC about the costs and ability to monitor that were part of the previous discussion.
  - ZA Harvey stated that the City of Parchment could be at some risk for the lack of a Short Term Rental Ordinance. Some may feel that it is not a concern and others may want some small portion like accessory building uses allowed.
  - Chairperson DeBoer said that STR's could be revisited in 6 months, after the legislation has had time to sort out its concerns.
  - Motion to accept the minutes with the revisions by Bliesener and supported by Dean. All ayes.
4. **Additions/Changes to the Agenda** – No changes
5. **Citizen Comments**
  - No comments
6. **Old Business** – None
7. **New Business**
  - A. **Purchase Agreement, Parchment Vegetable Products**
    - Dan Bussema, 133 Glendale, explained the photograph that he provided to the PC members. He spoke regarding Building 2-97.
    - Chairperson DeBoer asked what the plan was for the building preparation.
    - Bussema reported that the building would not take a lot of preparation as the structure is strong. He would add utilities, bathrooms, and offices to the building as well as paint. The front 3<sup>rd</sup> of the building would be suitable for a Farmer's Market with an artisan setting for retail use.
    - Bussema went on to explain that Vertical Farming MI State is a closed system that uses very little water.
    - Lyon-Jenness said that this appears to be a sophisticated/complicated process.
    - Bussema stated that some systems are designed to clean the water.

- Dean mentioned Plant Chicago, a closed loop, aquaponics business. There is a grow garden for the brewery and winery that is in their building. Fish are grain fed and mushrooms are grown. People do Farm Camps.
- Bussema said that he intends to work with Parchment High School students; students will be able to get certification for working there.
- Dean stated that she is very supportive of this idea and that it could be used as a model. Space for business meetings, camps, and employee retreats.
- Bussema said that this building is a good asset and would be perfect for this these kinds of business.
- DeBoer asked about lighting to which Bussema explained that LED lighting would be used.
- Tecca asked for a comparison to traditional sized farms. Bussema replied that it runs 24/7 and equals approximately 25-40 acres of potential productivity, which is substantial.
- Chairperson DeBoer made a motion to move the purchase agreement on to the City Commission, Commissioner Dean supported. Voice vote: Each PC member voted: Aye.

#### B. Review of Article 15

- ZA Harvey stated that this was a portion of the Article 15, Section 15.1 Intent – this is the portion that is most complicated to update, labor intensive.
- DeBoer asked about the brackets. ZA Harvey said that words were bracketed to reflect their removal or relocation in the ordinance.
- ZA Harvey said that the set of standards that gives the most trouble is the sign ordinances. As a planning consultant, there is an art to zoning ordinances. You could make a really nice sign ordinance and that makes it easier for the planning consultant. Purpose statements are easily read by the PC. Section 15.1 - Key things in the statement of purpose: Uniformity, balance for a good look, and the right to advertise.
- Article 15, Section 15.2 Definitions – ZA Harvey asked the PC to look at the changes. Sign regulations, case law in signs. The PC will want to set the City of Parchment up to have fewer problems. She tried to put in what is needed in the ordinance.
- DeBoer asked if pictures would be allowed in the ordinances.
- ZA Harvey stated that new ordinances now allow for graphics/ pictures. In directional sign language, some have logos – this would be considered as advertising.
- Electronic Signs, ZA Harvey narrowed the definition to be changed manually, 1 or 2 times. Three or more changes may be too much activity on a sign. Changing this wording addresses a sign company's arguments.
- Free standing and Ground signs are the same currently. Ground signs should be free standing. The definition of a free standing sign should be separate from a monument and ground signs. Monument signs should have individual standards.

- Murals – ZA Harvey said that the City of Parchment speaks to them, but more language should be added.
- Lyon-Jenness asked about a historical mural – she noticed one in which a historical saw mill was portrayed.
- ZA Harvey stated that this would not be considered an advertisement, just a picture.
- Ways to measure signs will be clarified in writing (re-worded). Surface area and square footage in particular.
- Section 15.3 – Exempt Signs – Some of the wording will be relocated and defined. This area was reworked to allow some signage. Name plates are new, historical signs, building markers, etc. are allowed.
- Section 15.4 – Prohibited Signs – ZA Harvey explained that this section speaks to the signs we do not want and a list of allowable temporary signs.
- Section 15.5 Sign Surface Area – This whole section needs to be deleted, as it is not needed.
- Section 15.6 – General Sign Regulations – ZA Harvey stated that this section speaks to the commercial and industrial sign's language that is general to all signs, permits, materials, and lighting.
- DeBoer asked that if the PC needs to take a deeper dive on this, can this be on the next agenda.
- ZA Harvey said that the PC may share any modifications/opinions, any stand outs in the wording. The 2<sup>nd</sup> half of the next meeting will be used to discuss some specifics about the rewrite.
- Bliesener stated that the cleaned up language looks fine. She agrees an electronic display sign would be good with one or two changes and that three or more changes does not need to be addressed.
- Tecca said that the language for the sign area section was confusing.
- ZA Harvey explained that a certain amount of signage is allowed for walls, ground, etc. Example: A sign company is trying to meet the ordinance for 32 square feet. We define the sign area to include the poles and the flat surface. We need to explain the compliance with square footage of the sign and what has to be included in that measurement.
- Tecca asked about 2 faced signs. ZA Harvey said that if it is back to back, it is considered a simple sign and only one side needs to be measured. If two sections are used, like a sign shaped into a V, then both sides need to be measured.
- DeBoer asked if adding a diagram to the ordinance would be helpful.
- ZA Harvey said that she is sure that there is a common one that could be used.
- Lyon-Jenness asked if the ordinance would say square footage. ZA Harvey said that she would not change the metrics; she would use the same numbers. She will fix things within the ordinance that give her trouble with sign approvals.

- ZA Harvey had no changes for free standing signs, directional signs and height of signs. She is defining the types of signage and what is allowed. Any changes that the PC wants can be made.
- Bliesener stated that ZA Harvey will be looking at the signs in town to see if they look okay and if there are any objectionable signs.
- DeBoer asked ZA Harvey if she had enough information from the PC to move forward. ZA Harvey agreed.

#### **8. Comments from Planning Commissioners**

- Chairperson DeBoer asked for a Graphics Packaging update from Dean. She said that there was talk about an expansion. Conversation about the air quality ensued.
- Chairperson DeBoer stated that he appreciated the Joint Meetings with the City Commission. He thanked City Manager Stoddard for her meeting minutes and ZA Harvey for her sign ordinance work.

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#### **9. Next Meeting – October 25, 2023 at 6pm**

#### **10. Adjournment – Motion by Lyon-Jenness, supported by Tecca. All ayes. Meeting ended at 7:13 pm.**



## City of Parchment Planning Commission

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### REVISED PER TECHNICAL REVIEW: Article 15 - Signs

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#### Section 15.1. - Intent.

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

This Article is intended to establish regulations for all signs in all zoning districts within the City in a manner consistent with the following purposes:

1. To protect and further the health, safety and welfare of City residents, property owners and visitors.
2. To prevent traffic hazards and pedestrian accidents caused by signs which obstruct vision, distract or confuse drivers, or are improperly secured or constructed.
3. To conserve and enhance community character and the City's aesthetic environment.
4. To promote uniformity in the size, number and/or placement of signs within zoning districts.
5. To promote the economic viability of commercial areas by minimizing visual clutter and allowing for proper placement of signs to safely direct motorists to their destination.
6. To balance the public's right to be informed and its desire to avoid visual pollution and hazardous conditions with the desire of business and nonbusiness uses to communicate by means of signs.

#### Section 15.2. - Definitions.

As used in this chapter:

*Abandoned sign* means a sign ~~which advertises a business, lessor, owner, product, or activity no longer conducted or available~~ **serving a premises vacant or unoccupied for more than 180 consecutive days.**

*Accessory use* – relocate to Section 2.2

*Animated sign* means any sign that uses movement ~~or change of lighting~~ to depict action or create a special effect or scene. **This definition includes rotating signs.**

*Area identification sign* – no change



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*Awning/canopy sign* means any sign painted, applied **or attached** to the surface of an awning or canopy.

*Balloon sign* means a temporary sign consisting of an envelope inflated with pressurized or heated air, or a lighter-than-air gas, and displayed for the purpose of advertising or attracting attention. Unlike inflatables, balloon signs can be suspended in midair, independent of any structure other than that which keeps the device from floating away.

*Banner* means a ~~sign intended to be hung either with or without a frame, possessing characters, letters, illustrations, or ornamentations applied to paper, plastic, or fabric of any kind excluding flags, emblems, and insignia or political, professional, religious, education, or corporate organizations providing that such flags, emblems and insignia are displayed for noncommercial purposes.~~ a temporary sign intended to be hung with or without a frame, possessing characters, letters, illustrations or ornamentations applied to paper, plastic or fabric of any kind. A feather banner is a type of banner sign. Flags, as defined herein, shall not be considered banners for purposes of this Article.

*Beacon* means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same ~~zone lot~~ premises as the light source; also, any light with one or more beams that rotate or move.

*Billboard* means ~~a display sign that contains a message unrelated to or not advertising a business transacted or goods sold or produced on the premises on which the sign is located.~~ a sign which advertises an establishment, service, merchandise, use, entertainment, activity, product or message which is not conducted, sold, produced, manufactured, or furnished upon the site on which the sign is located.

*Broken sign – delete*

*Building marker* means any sign indicating the name of a building, and date and/or incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.

*Bulletin board/announcement sign – delete*

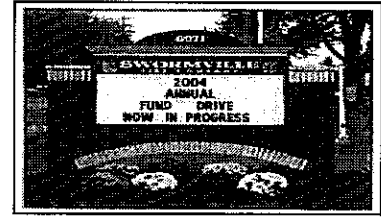
*Canopy sign – delete*





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*Changeable copy sign/reader board* means a sign or portion thereof **on which** characters, numbers, or letters, ~~or illustrations that can be~~ **are** changed or rearranged **manually and** without altering the face or the surface of the sign. ~~A sign on which the message changes more than eight times per day shall be considered an animated sign and not a changeable copy sign for purposes of this Ordinance. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "time and temperature" portion of a sign and not a changeable copy sign for purposes of this Ordinance.~~



*Decorative display - delete*

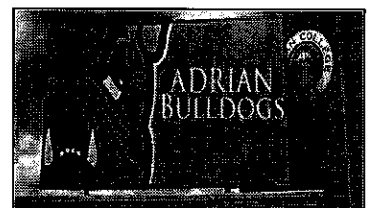
*Directional sign* means a sign of a noncommercial nature which directs the reader to the location of public or educational institutions, or to the location of historical structures or areas, or to the location of public parks or buildings.

**[Directional sign means a sign which is located and sized in a manner to safely and efficiently direct the flow of vehicular and pedestrian traffic to, from, and within a development site.]**

*Display sign - delete*

*Electronic display sign* means a sign or portion thereof that uses changing lights to form a sign message in text or graphic or video display form wherein the sequence of the messages and the rate of change is electronically programmed. Electronic display signs include the following:

- 1) *Electronic changeable copy sign* means a sign on which the message is changed automatically through the use of electronic display technology.
- 2) *Electronic graphic display sign* means a sign that displays static electronic images, including static graphics or pictures, in which the message change sequence is immediate or by means of fade or dissolve modes.
- 3) *Video display sign* means a sign that displays a message characterized by motion, movement or pictorial imagery to depict action or a special effect that imitates movement.





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- 4) ***Multi-vision or tri-vision sign*** means a sign composed of a series of vertical or horizontal slats that are designed to rotate at intervals so that each rotation of the slats produces a different image.



*Erect - delete*

*Flag – no change*

***Flashing sign*** means an illuminated sign on which artificial or reflected light is not maintained stationary and constant in intensity and color at all times when in use. **Electronic display signs shall not constitute a flashing sign for purposes of this Article.**

***Freestanding sign/~~ground sign~~*** means a sign which is attached to or a part of a completely self-supporting structure. The supporting structure shall be set firmly in or below the ground surface and shall not be attached to any building or any other structure whether portable or stationary.

**[*Freestanding sign* means a sign not attached to a building or wall which is supported by one (1) or more poles or braces which rest on the ground or on a foundation resting on the ground.]**

***Height*** means the height of a sign which shall be computed as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of 1) existing grade prior to construction; or, 2) the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign. In cases in which the normal grade cannot reasonably be determined, sign height shall be computed on the assumption that the elevation of the normal grade at the base of the sign is equal to the elevation of the nearest point of the crown of a public street or the grade of the land at the principal entrance to the principal structure on the zoning lot, whichever is lower.

**[*Sign height* shall be measured as the vertical distance from the highest point of the sign to the finished grade of the abutting street.]**

*Identification sign - delete*

*Incidental sign – no change*

*Illuminated sign - delete*

*Incombustible material – delete*

***Inflatable sign*** means a temporary sign consisting of flexible material that takes on a three-dimensional shape when filled with air/gas and is commonly used to draw attention to a site.



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*Marquee sign – no change*

*Marquee – no change*

*Monument sign/ground sign* means a sign, ~~not more than six feet high as measured from the ground, attached to a permanent foundation and not attached or dependent for support from any building, pole, posts, or similar up rights.~~ **three-dimensional, self-supporting, base-mounted freestanding sign, consisting of two (2) or more sides extending up from the base, and upon which a message is painted or posted.**

*Mural* means a design or representation painted or drawn on a building surface which does not advertise or identify an establishment, product, service or activity.

*Nameplate* means a non-electric sign which identifies the name of the resident of the property, with or without the address.

*Noncombustible material – delete*

*Non-accessory sign - delete*

*Nonconforming sign – no change*

*Painted wall sign – no change*

*Pennant/streamer* means any lightweight plastic, fabric, or other material, ~~whether or not containing a message of any kind,~~ suspended from a rope, wire, or string, usually in series, designed to move in the wind.

*Portable sign* means any sign not permanently attached to the ground or ~~other permanent structure, or a sign designed to be transported,~~ **and by its nature may be or is intended to be moved from one location to another,** including, but not limited to, signs designed to be transported by means of wheels; ~~sign converted to A or T frames; menu and sandwich board signs; balloons used as signs; umbrellas used for advertising;~~ and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

*Projecting sign* means a ~~display~~ sign which is affixed to any building or structure other than a marquee **or awning/canopy**, any part of which sign extends beyond the building wall and the horizontal surface of which sign is not parallel to the building wall.



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**Public sign** means a noncommercial message sign erected in the public interest by or upon orders from a local, state, county or federal public official. Examples of public signs include, but are not limited to, legal notices, safety signs, traffic signs, memorial signs, signs of historical interest, and similar signs.

*Public right-of-way – relocate to Section 2.2*

*Real estate sign - delete*

*Residential sign - delete*

*Residential development sign - delete*

**Roof sign** means a display sign which is erected, constructed and maintained **upon or** above a portion of the roof or exterior wall of a building or structure or which is attached to an exterior wall at a height in excess of three feet above the horizontal plane of the roof abutting such wall.

*Shopping center – relocate to Section 2.2*

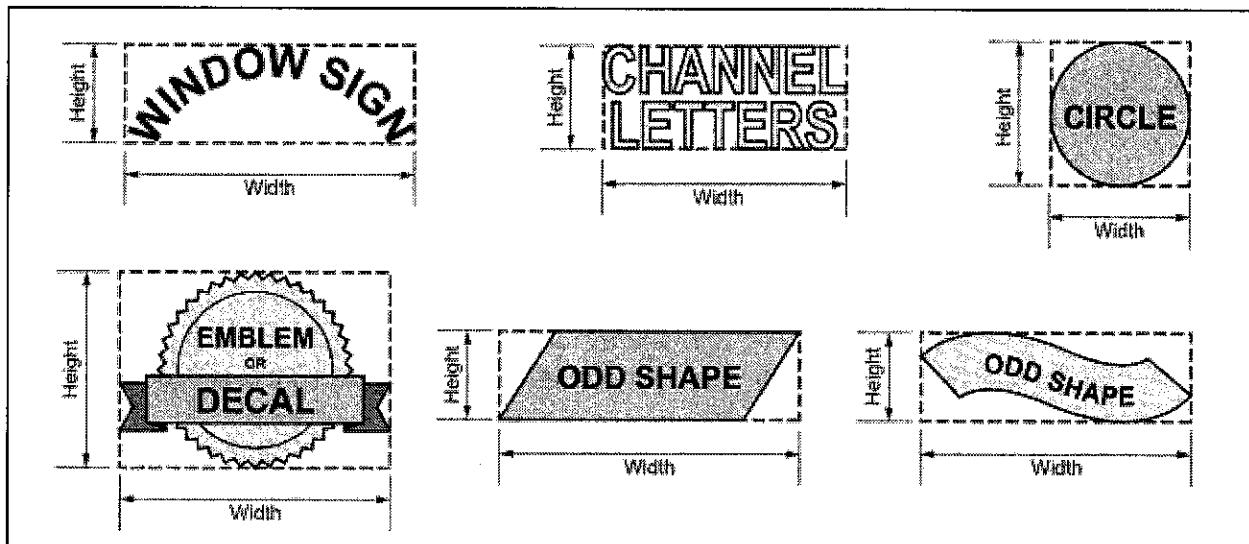
**Sign** means any name, announcement, identification, insignia, description, display or illustration which is affixed to, painted or represented, directly or indirectly, upon a building, structure, parcel or lot and which directs attention to, **advertises or promotes** an object, product, place, activity, person, institution, organization, or business. ~~This shall be deemed to be a single sign whenever the proximity, design, content or continuity reasonably suggests a single unit, notwithstanding any physical separation between parts. "Sign" includes any banner, bulb or other lighting device, figures, emblems, streamer, pennant, balloon, propeller, picture, flag (other than the official flag of any nation or state) and any similar device of any kind, whether bearing lettering or not.~~ Any of the above which is not placed out of doors, when placed near inside the surface of a window in such a way as to be in view of the general public and used or intended to be used to attract attention or convey information to motorists and pedestrians, shall also be considered as a sign.

**Sign area** shall be measured as the area within a single, continuous perimeter composed of any straight-line geometric figure which encloses the extreme limits of writing, representation, emblem, logo, or any other figure of similar character, together with any frame of other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding only the pedestal, pole, or other structure necessary to support the sign.



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**Signs with two or more faces:** The area of a sign that has two or more faces shall be measured by including the area of all sign faces. *Except*, if two such sign faces are placed back-to-back and are no more than two feet apart at any point, the area of the two back-to-back faces shall be computed as one face. If the two back-to-back faces are of unequal size, the larger of the two sign faces shall be counted as the face.



*Streamers - delete*

*Structural trim - delete*

*Surface - delete*

*Suspended sign – no change*

*Swinging sign – no change*

*Temporary sign* means a ~~display sign, banner or other advertising device constructed of cloth, canvas, fabric, plastic or other light temporary material, with or without a structural frame, or any other sign intended for a limited period of display, but not including decorative displays for holidays or public demonstrations. Any sign that is used only temporarily and which is not permanently mounted.~~

*Total surface area of sign - delete*

*Wall sign* means a ~~display sign~~ that is attached directly to a building wall, the horizontal surface of which sign is parallel to the building wall.



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*Window sign* means a sign painted on, or affixed to the **inside or outside** glass surfaces of windows or doors ~~and pertaining to and identifying only the lawful business conducted therein.~~ **and is intended to be viewed from outside the building.**

### **Section 15.3. - Exempt signs.**

~~The following shall be deemed to be excluded from the definition of "sign" as it applies to this Ordinance.~~ **signs are exempt from the provisions of this Article:**

- a. ~~Any single sign with an area of one square foot or less limited to one per premises.~~ **Nameplates, not exceeding one square foot in area and located at a property entrance or wall of a principal residence.**
- b. ~~Historic Signs designating~~ **identifying buildings or sites recognized as historic landmarks** ~~by the state historical commission or local a governmental body or agency.~~
- c. ~~Signs of a duly constituted governmental body or agency, including traffic or similar regulatory devices, legal devices, or warnings at railroad crossings.~~ **Public signs**
- d. Building markers, memorial tablets, or similar signs.
- e. ~~Signs required to be maintained by law or governmental order, rule or regulation; provided, that they do not exceed 48 square feet.~~
- f. ~~Signs directing traffic on private property, but bearing no advertising matter, with a total surface area not to exceed six square feet per sign.~~
- g. ~~Signs displayed for the direction or convenience of the public, including signs which identify restrooms, location of public telephones, public entrances, freight entrances, or the like, with a total surface area not to exceed six square feet per sign on any lot or parcel.~~
- h. ~~Gasoline price signs. In no instance shall the total sign area for gasoline price signs exceed 12 square feet.~~
- i. ~~At gasoline stations, corporate identification signs of less than ten square feet each, not to exceed two per canopy, attached directly to a canopy providing coverage to pump islands.~~



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- j. ~~Signs painted on, or affixed to, glass surfaces of windows or doors and identifying only the lawful business conducted therein provided such window signs shall~~ **Window signs** that do not occupy more than 50 percent of the glass surface area of a window or door.
- k. ~~Wall murals and similar graphics containing no direct advertisement, subject to the design review guidelines of article 13 and further subject to the review and approval of the planning commission.~~
- l. **Decorative signs or displays used temporarily for holidays, patriotic occasions or public, governmental or charitable purposes or events.**

### **Section 15.4. - Prohibited signs.**

~~It shall be unlawful for any person to erect, maintain, relocate or keep any sign as defined in this section. The following signs are prohibited in all zoning districts:~~

- a. ~~A sign which copies or imitates or in any way approximates an official highway sign or carries the words "stop," "look," or "danger;" or any word phrase, symbol or character in such a manner as to interfere with, mislead, or confuse traffic; any sign which obscures a sign displayed by a public authority for the purpose of giving traffic instruction or direction or other public information; or any sign that is erected in such a manner as to interfere with obstruct the view of, or be confused with an authorized traffic sign, signal or device. [see Section 15.6 d. and f.]~~
- b. ~~A sign which displays flashing or intermittent lights or lights of changing degrees or intensity unless each interval in the cycle is five seconds or more and the sign does not constitute a traffic hazard. [See Section 15.6 k.]~~
- c. ~~A sign which obstructs any window or door opening used as a means of egress or prevents free passage from one part of a roof to any other part thereof. A sign which interferes with an opening required for legal ventilation. – [See Section 15.6]~~
- d. ~~A sign or illumination that causes any direct glare into or upon any building other than the building to which the sign may be accessory. – [See Sections 15.7 & 15.9]~~
- e. **Swinging signs.**
- f. ~~Except as may otherwise be provided in this section, no sign or any portion thereof shall be permitted which moves or assumes any motion constituting a nonstationary condition.~~ **Animated signs.**



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- g. Abandoned signs.
- ~~h. Signs which are of a size, location, content, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal which obstruct the view in any direction at a street or road intersection. [See Section 15.6 d. and f.]~~
- ~~i. Signs which contain statements, words, or pictures of an obscene, indecent, pornographic or immoral character. [See Section 15.6 h.]~~
- ~~j. Signs which emit audible sound, odor, or visible matter. — [See Section 15.6]~~
- ~~k. Exterior string lights used in connection with a commercial premise, other than holiday decoration. [See Section 15.6 d.]~~
- ~~l. Signs placed or painted on any tree or rock.~~
- m. Signs placed on any utility pole, light pole, telephone pole, stop sign, traffic sign, etc., except for utility identification or similar purpose.
- n. ~~Vehicles or trailers used as signs.~~ **Portable signs, except as allowed by Section**
- o. Balloon and/or inflatable signs, except as allowed by Section**
- p. Banner/pennant signs, except as allowed by Section**
- q. Temporary signs, except as allowed by Section**
- r. Billboards**

### **~~Section 15.5. Sign surface area.~~**

~~Unless otherwise provided in this article, the total surface area devoted to all signs on all sides on any lot shall not exceed the limitations set forth in this section, and all signs except temporary signs, shall be included in this calculation.~~

- ~~a. Unless otherwise provided in this article, the maximum sign surface area permitted on any lot in any one family or multifamily residential district is two square feet. — relocate to Sections 15.9 & 15.10~~





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- ~~b. Subject to the other provisions of this article, the maximum sign surface area permitted on any lot in a nonresidential district shall be determined as follows:~~
  - ~~1. There may be not more than three square feet for each linear foot of building frontage, except that a minimum of 50 square feet of signage shall be permitted for all businesses. – relocate to Sections 15.7 & 15.9~~
  - ~~2. There may be up to 0.25 square feet of additional sign surface area per linear foot of lot street frontage in excess of 200 feet. – relocate to Sections 15.7 & 15.9~~
- ~~c. The sign surface area of any sign located on a wall of a structure may not exceed 50 percent of the total surface area of the wall on which the sign is located. – relocate to Sections 15.7, 15.9 & 15.10~~

### **Section 15.6. 15.5 - General requirements for signs in commercial and industrial districts. General Sign Regulations**

~~All signs permitted in those areas designated as commercial and industrial districts, including the Residential Transitional (R-T) shall meet the following general requirements:~~

- a. Signs shall be allowed only in accordance with the provisions of this Article and any other applicable provisions of this Ordinance.**

~~**Sign message.** No sign shall be constructed or maintained which does not advertise a business transacted or goods sold or produced on the premises on which the sign is located. Any sign erected prior to the adoption of this section and complying with the provisions of this Ordinance prior to the adoption of this section may continue to be maintained for not more than two years so long as it continues to comply with all other provisions of this Ordinance. [See definition of *Abandoned Sign* and *Billboard*; Sections 15.4 & 15.16]~~

- b. *Sign construction.* Signs shall be placed, constructed and erected in accordance with good construction practices and shall be maintained in good condition and repair.**
  - 1. *Wind pressure, dead load, and construction requirements.*** Wind pressure and dead load and construction requirements shall be as specified in the State Construction Code being M.C.L.A. § 125.1501 et seq. All signs shall otherwise be constructed in conformance with the requirements and specifications of the BOCA Code as adopted by the City of Parchment, where not in conflict with this Ordinance.



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2. **Electrical service.** Signs requiring electrical service shall be constructed and operated in compliance with the electrical code in effect within the City.
3. **Number, date, and voltage to be on sign.** Every sign hereafter erected shall have placed in a conspicuous place thereon, in letters not less than one-half inch in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection therewith.
- c. **Sign materials.** Except as otherwise allowed by this Article, all signs shall be constructed of permanent materials and shall be permanently attached to the ground or a building/structure by direct attachment to a right wall, frame or structure.
- d. **Illumination permitted.** Except as otherwise allowed by this Article, signs may be illuminated as follows:
  1. ~~Reflectors, lights and other forms of illumination shall be permitted on all signs.~~ Signs within 150 feet of a residential zoning district shall not be internally-illuminated.
  2. External illumination for signs shall be shielded in such a manner as to focus the light directly on the sign surface with not greater than one footcandle of illumination measurable at the property line.
  3. In no case shall any sign illumination exceed a level of 0.08 foot-candles, and a luminary brightness of 2,400 foot-lamberts (glare measurement), when measured from the nearest or adjacent residentially-zoned property.
  4. No sign shall be illuminated in such a manner as to interfere with, mislead or confuse traffic.
  5. ~~No rotating illuminated beacon shall be permitted.~~ The use of string electric light bulbs which illuminate products which are stored outdoors for sale is prohibited.
- e. ~~Flashing or moving signs. No sign or any part thereof shall move, nor shall~~ The illumination of any sign, or any part of such illumination, **shall not** be anything other than a steady, continuously burning bulb or light. The flashing or turning on and off of sign illumination of any bulb or component part thereof is prohibited.
- f. ~~No person shall on premises owned, managed, rented, or controlled by themselves, permit, use, or allow to be used a~~ **The use of beacons**, strobe light(s), or similar blinking or flashing lights, ~~(except Christmas type decorations between November 15 and~~



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~~January 5) within 100 feet of any road, street or highway used by the public except for displays used temporarily for/during holidays, is prohibited.~~

- g. *Obstruction to doors, windows and fire escapes.* No sign shall be erected, relocated or maintained so as to prevent free ingress to or egress from any door, window or fire escape. No sign of any kind shall be attached to a standpipe or fire escape.
- h. *Signs not to constitute a traffic hazard.* ~~No ground sign shall be erected at the intersection of any streets in such a manner as to obstruct free and clear vision or at any location where, by reason of its position, shape or color, it may interfere with, obstruct the view of, or be confused with, an authorized traffic sign, signal or device, or make use of the words "stop," "look," "danger" or any phase, symbol or character in such manner as to interfere with, mislead or confuse traffic. At street intersections, no signs, other than municipal traffic control signs, shall be located within ten feet of the ground surface in the triangle formed by the property lines paralleling the streets and extending for a distance of 25 feet each way from the intersection of the right-of-way lines at the corner lot. No sign or sign structure shall be placed, constructed or erected in any location or manner where it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device. No sign, signal, marking, device or blinking, oscillating or rotating light shall be erected adjacent to any public right-of-way so as to create a traffic hazard.~~
- i. ~~*Face of sign to be smooth.* No nails, tacks or wires shall be permitted to protrude from the front of any sign. This shall not exclude, however, the use of block letters, electrical reflectors or other devices which may extend over the top and in front of the advertising structure.~~
- j. *Obscene matter prohibited.* No person shall display upon any sign or other advertising structure any obscene, indecent or immoral matter.
- k. ~~*Removal of certain signs.* Any sign now or hereafter existing which, at the time of construction, advertised a business being conducted or a product being sold or produced on the premises on which the sign is located, but no longer does so, shall be taken down and removed or completely renovated by the owner, agent or person having the beneficial use of the building, structure or premises upon which such sign is found within 30 days after written notice to remove such sign from the city manager and/or his designee. [See definition of *Abandoned Sign* and *Billboard*; Sections 15.4 & 15.16]~~
- l. *Signs in public right-of-way.* No sign ~~in these districts~~ shall be erected or placed in a public right-of-way or ~~be allowed to project into a public right-of-way.~~ The owner of a



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sign which has been removed from a right-of-way because of a violation of this subsection shall pay a sum as established by resolution of the City Commission, plus removal costs. If a sign is not claimed within 30 days, it shall be destroyed.

### **Section 15.6 – District Sign Regulations** [Combine Sections 15.7, 15.9 & 15.10]

- a. [See Attached Tables]
- b. **Residential Development Signs.** One sign shall be allowed at each entrance to a residential subdivision, site condominium or other residential development, not to exceed two signs per development. Each sign shall not exceed 32 square feet in area or six feet in height, and shall be located a minimum of 10 feet from the abutting street right-of-way.
- c. **Commercial/Industrial Development Signs.** One sign shall be allowed at each entrance to a(n) commercial/industrial park, subdivision, site condominium or other commercial/industrial development, not to exceed two signs per development. Each sign shall not exceed 50 square feet in area or six feet in height, and shall be located a minimum of 10 feet from the abutting street right-of-way.
- d. **Directional Signs** One directional sign shall be allowed at each driveway within a commercial or industrial district. Each directional sign shall not exceed two square feet in area or three feet in height, and shall be located within five feet of a driveway or sidewalk.
- e. **Temporary Signs.**
  1. Temporary signs may be displayed within any residential district subject to the following standards: 2 temporary signs shall be allowed for the first 66 feet of lot frontage plus an additional temporary sign for each additional 30 feet of lot frontage. Temporary signs shall not exceed 12 square feet in total area or 4 feet in height per sign, and may not be placed in a prohibited sign area.
  2. Temporary signs may be displayed within any commercial or industrial district subject to the following standards: 2 temporary signs shall be allowed for the first 66 feet of lot frontage plus an additional temporary sign for each additional 30 feet of lot frontage. Temporary signs shall not exceed 32 square feet in total area or 6 feet in height per sign, and may not be placed in a prohibited sign area.



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- f. Changeable Copy Signs.** Any allowed sign may include a manual or electronic changeable copy sign or electronic graphic display sign, subject to compliance with the following requirements:
1. The area of a changeable copy sign or graphic display sign shall be included in the maximum sign area limitation. The area of a changeable copy sign or graphic display sign shall not exceed 50% of the maximum allowed sign area. Only one changeable copy sign or graphic display sign shall be allowed per parcel.
  2. A changeable copy sign or graphic display sign shall not change its message more frequently than once every 12 seconds.
  3. The message of a changeable copy sign shall, when changing, appear only in its entirety. The message shall not appear to flash, move from the center of the sign outward, move from the corners of the sign inward or demonstrate any other unusual movement, oscillation or method of appearance.
  4. A changeable copy sign shall not display full white copy between sunset and sunrise and otherwise shall not feature a brightness level deemed to be a distraction or injurious to the vision of motorists, as determined by the City. The changeable copy sign shall be equipped with an ambient light sensor to regulate sign brightness.
- g. Murals.** Type 1 Mural – a design or representation that does not contain promotional or commercial advertising painted or drawn on a wall. Type 2 Mural – An original, one-of-a kind, unique design or representation that contains limited reference to the establishment, product, or service provided on the site, which is painted or drawn on a wall on that site.
1. Type 1 and Type 2 Murals shall not be considered signs, and shall not be required to obtain permits, but shall be subject to review by the Planning Commission for a determination of compliance with the restrictions set forth in this subsection.
  2. If the proposed design is determined to be a sign, the applicant shall comply with all requirements of this Article.
  3. If the proposed design is determined to be a Type 1 mural, no further review or action is necessary.
  4. If the proposed design is determined to be a Type 2 mural, the mural shall comply with the following requirements:



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- a) The graphics, words, and/or symbols referencing the establishment, product, or service are limited in scope and dominance, and not readily construed as commercial advertising. References shall be subtle and integrated into the overall mural.
- b) For purposes of this subsection, "limited in scope and dominance" shall mean that the graphics, words, or symbols that reference the establishment, product, or service do not exceed 20% of the mural area, and shall be integrated throughout the mural and not placed in a concentrated area or a manner where it becomes a prominent advertisement.
- c) The references to an establishment, product, or service are not in the form of traditional building signage. Traditional signs on the same wall shall be reviewed separately under applicable sign requirements.

**~~Section 15.7. – Special requirements for signs in commercial and industrial districts.~~**

### **Section 15.8 – Billboards**

~~Billboards are not permitted in the City. – [See Section 15.4 r.]~~

**~~Section 15.9 – Special requirements for signs in Residential-Transitional (R-t), Central Business (C-1), and Service Business (C-2) Districts. Decorative Displays~~**

### **Section 15.10 – Signs in Residential Districts**

### **Section 15.11 – Decorative Displays**

~~Nothing contained in this chapter shall be deemed to prohibit the placement or construction of any decorative display by the city or civic organization upon approval by city commission. Such displays shall be only in commemoration of a national holiday or some other civic purpose of general public interest. [See Section 15.3 l.]~~

### **Section 15.12. – Political signs.**

~~No political campaign sign announcing, advertising, or supporting the candidacy of a person running for public office, or an issue to be voted upon at an election, or other information pertinent thereto, shall be erected or displayed except by permission of the owner or occupant of the property. Such sign shall not be displayed prior to 90 days before nor more than ten days~~



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~~after the election for which the sign is an announcement, advertisement, or statement of support. Signs allowed under this section shall be of a maximum size of six square feet per side. [See Section 15.6 f.]~~

### **~~Section 15.13. Signs in public right-of-way.~~**

~~Except as otherwise specifically provided in this chapter to the contrary, no sign shall be constructed or placed in any public right-of-way. No sign shall be allowed to project into a public right-of-way. Signs in violation of this section shall be removed by the city and held for a period of 30 days. If a sign is not claimed within 30 days, it shall be destroyed. – [See Section 15.5 l.]~~

### **~~Section 15.14. Design review guidelines.~~**

~~Signs have a significant impact upon the visual character and appeal of the city's commercial districts and can contribute to visual blight and economic decline if the appearance of signs is visually unappealing. Signs shall be subject to the following design standards:~~

- ~~a. The appearance, color, texture, and materials being used will preserve property values in the immediate vicinity, and will not adversely affect any property values.~~
- ~~b. The appearance of the sign will not detract from the general harmony of, and will be compatible with, the structures, and other developments already existing in the immediate vicinity.~~
- ~~c. The appearance of the sign will not be garish or otherwise offensive to the sense of sight to passersby.~~

### **~~Section 15.15. 15.8 - Maintenance of signs.~~**

- ~~a. All signs, streamers, pennants, and banners, and all components thereof, including without limitation supports, braces, and anchors, shall be kept in state of good repair. With respect to freestanding signs, components (supporting structures, backs, etc.) not bearing a message shall be constructed of materials that blend with the natural environment or shall be painted a neutral color to blend with the natural environment.~~
  - ~~1. The city manager or his designee is authorized to cause any sign to be removed similarly and without notice, at the expense of the owner, agent, or person having the beneficial interest in the building or premises on which such sign is located,~~



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~~whenever he/she determines that such sign is an immediate peril to persons or property.~~

~~2. If the city manager or his/her designee shall find that any sign is insecure eligible, fading, in a state of disrepair, or abandoned, as defined by Section 15.2, he/she shall give written notice to the owner, agent, or person having the beneficial interest in the building or the premises on which such sign is located. Correction of the condition which caused the city manager or his/her designee to give such notice shall be effected within 30 days after receipt of the notice. If such condition is not corrected after the conclusion of such 30-day period, the city manager or his/her designee is hereby authorized to cause the sign to be removed forthwith at the expense of the owner, agent, or person having the beneficial interest in the building or premises on which such sign is located.~~

- b. All signs shall be maintained free of any conditions which impair the legibility of such sign.
- c. If the message portion of a sign is removed, leaving only the supporting "shell" of a sign, the owner of the property where the sign is located, or other person having control over such sign shall, within six months of the removal of the message portion of the sign either replace the entire message portion of the sign or remove the remaining components of the sign ~~within six months. The owner of a commercial establishment that is no longer in business shall remove the message portion of the sign within 30 days of discontinuing business operations.~~ This subsection shall not be construed to alter the effect of section 15.16 which prohibits the replacement of a nonconforming sign. Nor shall this subsection be construed to prevent the changing of the message of a sign.

### **Section ~~15.16.~~ 15.9 - Removal of Nonconforming signs.**

- a. **Lawful Existing Signs.** A permanent sign existing on the date of enactment of this chapter and not conforming to its provisions, but which **was** erected and constructed in compliance with previous ordinance provisions, ~~may be continued in use for a period of two years, and shall thereafter be brought into compliance with this chapter or remove~~ **shall be deemed a lawful nonconforming sign and may be allowed to remain if the sign is properly maintained and if it has no serious adverse effects on the public health, safety and general welfare.** Temporary signs regulated by subsection 15.7.h. and existence on the date of enactment of this chapter shall be removed within three months from the date of enactment **of this Article.**





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b. ~~Subject to the remaining restrictions of this section, nonconforming signs that were otherwise lawful on the effective date of this article, may be continued.~~ **Continuance of Lawful Nonconforming Signs.**

1. ~~No person may engage in any activity that causes an increase in the extent of nonconformity of a nonconforming sign. Without limiting the generality of the foregoing~~ **A nonconforming sign shall not be enlarged or expanded in area, increased in height, or altered in such manner as to aggravate the nonconforming condition, nor may illumination be added to any nonconforming sign.**
2. **A nonconforming sign shall not be structurally rebuilt or reconstructed so as to change the shape, size, type, placement or design of the structural elements of the sign.**
3. A nonconforming sign **shall** not be moved or replaced except to bring the sign into complete conformity with this Article.
4. If a nonconforming sign is destroyed, it may not thereafter be repaired, reconstructed, or replaced except in conformity with all the provisions of this chapter, and the remnants of the former sign structure shall be cleared from the land. For purposes of this section, a nonconforming sign is "destroyed" if damaged to an extent that the cost of repairing the sign to its former stature or replacing it with an equivalent sign equals or exceeds the value of the sign so damaged.
5. ~~Subject to the other provisions of this section,~~ **A nonconforming sign may be altered as follows: normal and usual maintenance; the replacement of landscaping below the base of the sign; the changing of the sign's background, letters, figures, graphics or other characters; or, the repair or replacement of electrical wiring or electrical devices.** A nonconforming sign may be repaired and renovated so long as the cost of such work does not exceed within any 12-month period 50 percent of the value of such sign.
6. ~~The message of a nonconforming sign may be changed so long as this does not create any new nonconformities (for example, by creating an off-premises sign under circumstances where such a sign would not be allowed).~~
7. ~~If a nonconforming sign other than a billboard advertises a business, service, commodity, accommodation, attraction, or other enterprise or activity that is no longer operating or being offered or conducted, that sign shall be considered abandoned and shall be removed within 30 days after such abandonment by the~~



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~~sign owner, owner of the property where the sign is located, or other party having control over such sign.~~

- ~~8. A nonconforming sign shall be brought into conforming status when there is a change of use of the property, or change in property ownership.~~

### **Section 15.17. 15.10 - ~~Erection, etc., of signs; permit required; exceptions.~~ Sign Permits.**

- a. Sign permit required. ~~No person or company sign shall be erected, constructed, repaired, altered, or relocated or maintain a sign in the city unless specifically exempted by this Ordinance, without first obtaining a sign permit from the City, building department, with the exception of the following:~~
- ~~1. Professional nameplates not exceeding one square foot in area;~~
  - ~~2. The changing of advertising material or copy on a properly licensed sign and the maintenance or repair thereof;~~
  - ~~3. Bulletin boards not over 20 square feet in area for public, charitable or religious institutions when the same are located on the premises of such institutions; provided, however, that if such signs are electrically illuminated, an electrical permit must be obtained;~~
  - ~~4. Occupational signs denoting only the name and profession of an occupant in a commercial, public or institutional building and not exceeding two square feet in area;~~
  - ~~5. Memorial signs or tablets, names of buildings and the date of erection when cut into any masonry surface or when constructed of bronze or aluminum; and,~~
  - ~~6. Traffic or other municipal signs, legal notices, railroad crossing signs, "danger" and such temporary emergency or non-advertising signs as may be approved by the city manager or his designee.~~

~~Except as otherwise provided in subsections 1.a. through f. above, all permanent signs shall be designed and installed in a workmanlike manner, utilizing standards commonly recognized and accepted by the sign industry. All signs, including temporary signs, shall be painted and lettered in accordance with commonly accepted sign manufacturing standards and practices, utilizing stencils, and templates as necessary to ensure a neat and aesthetically appealing appearance.~~



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### **Section 15.18. ~~Permit application.~~**

b. **Application.** Application for a sign permit ~~required by sections 15.6 through 15.16~~ shall be made ~~upon blanks provided by the city and shall contain or have attached thereto the following information:~~ **to the City and shall be reviewed in accordance with the following procedures:**

1. **Required information.** A sign permit application shall be completed and accompanied by the following information: ~~The name, address, and telephone number of the applicant;~~

- a) Detailed drawings that demonstrate the design, construction, dimensions, materials and location of each sign.
- b) The location of the building, structure or lot to which or upon which the sign or other advertising structure is to be attached or erected;
- c) The position of the sign or other advertising structure in relation to nearby buildings or structures;
- d) ~~Two blueprints or ink drawings of the plans and specifications and The method of construction and attachment to the building or in the ground, including construction materials and color;~~
- e) ~~Upon request by the City, a copy of the stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and ordinances of the City, provided that where the city manager or his designee deems it advisable, he or she may require the approval of the structural design by a registered engineer;~~

~~The name of the person erecting the structure;~~

~~The written consent of the owner where the sign is to be erected on vacant land;  
The signature of the electrical inspector, certifying his or her approval of the permit, in all cases where wiring is to be used in connection with the structure, inasmuch as compliance with the electrical code, in such cases, is mandatory;  
and,~~

- f) Such other information as ~~the city manager or his designee shall require~~ **required by the City** to show full compliance with this chapter and all other provisions of this Ordinance.



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- g) A single sign permit application and permit may include multiple signs on the same lot.

### **Section 15.19. ~~Permit issuance; appeals.~~**

~~It shall be the duty of the city manager or his designee, upon the filing of an application for a permit required by section 15.16, 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 appears that the proposed structure is in compliance with all requirements of this Ordinance, he or she shall then issue the permit. Any person filing an application for a permit who feels that he or she has been aggrieved by the decision of the city manager or his designee may appeal such decision to the board of zoning appeals.~~

2. **Issuance or rejection.** A completed sign permit application shall be reviewed by the City for compliance with the requirements of this Ordinance. a sign permit application that complies with this Ordinance will be issued a sign permit. A sign permit application that fails to comply with this Ordinance will be rejected and the applicant so notified.

### **Section 15.20. ~~Fees.~~**

3. **Fees.** Every applicant, before being granted a permit under this chapter, shall pay a fee for each sign as set forth **A sign permit shall require payment of fee as established** by the city commission. If any sign is erected prior to receiving a permit for the same, the fee for such sign shall be double that indicated in the schedule.

~~*Inspections.* On a periodic basis the city manager or his designee shall inspect each sign or other advertising structure regulated by this chapter for the purpose of ascertaining whether the same is secure or insecure and whether it is in need of removal, repair, or painting. The permit shall remain valid for as long as the sign remains in compliance with the provisions of this Ordinance. When a sign is found to be in violation, the city manager or his designee shall then request the owner of the sign to take action to bring the sign into compliance with the provisions of this ordinance or to remove the same within a period of two weeks.~~

### **Section 15.21. 15.11 - ~~Permit revocation and expiration.~~ Violations**

### **Section 15.12 - Severability**



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### REVISED PER TECHNICAL REVIEW: Article 15 - Signs

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#### Section 15.1. - Intent.

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

This Article is intended to establish regulations for all signs in all zoning districts within the City in a manner consistent with the following purposes:

1. To protect and further the health, safety and welfare of City residents, property owners and visitors.
2. To prevent traffic hazards and pedestrian accidents caused by signs which obstruct vision, distract or confuse drivers, or are improperly secured or constructed.
3. To conserve and enhance community character and the City's aesthetic environment.
4. To promote uniformity in the size, number and/or placement of signs within zoning districts.
5. To promote the economic viability of commercial areas by minimizing visual clutter and allowing for proper placement of signs to safely direct motorists to their destination.
6. To balance the public's right to be informed and its desire to avoid visual pollution and hazardous conditions with the desire of business and nonbusiness uses to communicate by means of signs.

#### Section 15.2. - Definitions.

As used in this chapter:

*Abandoned sign* means a sign serving a premises vacant or unoccupied for more than 180 consecutive days.

*Animated sign* means any sign that uses movement to depict action or create a special effect or scene. **This definition includes rotating signs.**

*Area identification sign – no change*

*Awning/canopy sign* means any sign painted, applied **or attached** to the surface of an awning or canopy.



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**Balloon sign** means a temporary sign consisting of an envelope inflated with pressurized or heated air, or a lighter-than-air gas, and displayed for the purpose of advertising or attracting attention. Unlike inflatables, balloon signs can be suspended in midair, independent of any structure other than that which keeps the device from floating away.

**Banner** means a temporary sign intended to be hung with or without a frame, possessing characters, letters, illustrations or ornamentations applied to paper, plastic or fabric of any kind. A feather banner is a type of banner sign. Flags, as defined herein, shall not be considered banners for purposes of this Article.

**Beacon** means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same premises as the light source; also, any light with one or more beams that rotate or move.

**Billboard** means a sign which advertises an establishment, service, merchandise, use, entertainment, activity, product or message which is not conducted, sold, produced, manufactured, or furnished upon the site on which the sign is located.

**Building marker** means any sign indicating the name of a building, and date and/or incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.

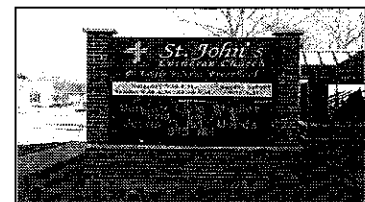
**Changeable copy sign/reader board** means a sign or portion thereof on which characters, numbers, or letters, are changed or rearranged manually and without altering the face or the surface of the sign.



**Directional sign** means a sign which is located and sized in a manner to safely and efficiently direct the flow of vehicular and pedestrian traffic to, from, and within a development site.

**Electronic display sign** means a sign or portion thereof that uses changing lights to form a sign message in text or graphic or video display form wherein the sequence of the messages and the rate of change is electronically programmed. Electronic display signs include the following:

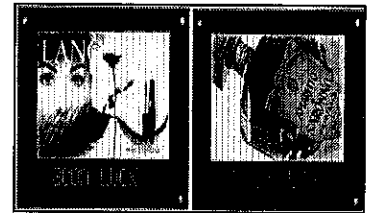
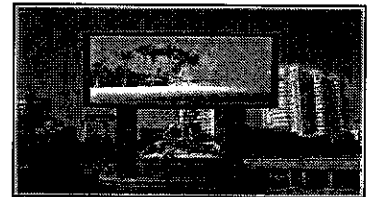
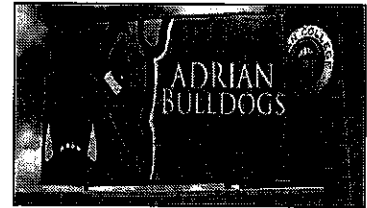
- 1) **Electronic changeable copy sign** means a sign on which the message is changed automatically through the use of electronic display technology.





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- 2) **Electronic graphic display sign** means a sign that displays static electronic images, including static graphics or pictures, in which the message change sequence is immediate or by means of fade or dissolve modes.
- 3) **Video display sign** means a sign that displays a message characterized by motion, movement or pictorial imagery to depict action or a special effect that imitates movement.
- 4) **Multi-vision or tri-vision sign** means a sign composed of a series of vertical or horizontal slats that are designed to rotate at intervals so that each rotation of the slats produces a different image.



*Flag – no change*

**Flashing sign** means an illuminated sign on which artificial or reflected light is not maintained stationary and constant in intensity and color at all times when in use. **Electronic display signs shall not constitute a flashing sign for purposes of this Article.**

**Freestanding sign** means a sign not attached to a building or wall which is supported by one or more poles or braces which rest on the ground or on a foundation resting on the ground.

**Sign height** shall be measured as the vertical distance from the highest point of the sign to the finished grade of the abutting street.

*Incidental sign – no change*

**Inflatable sign** means a temporary sign consisting of flexible material that takes on a three-dimensional shape when filled with air/gas and is commonly used to draw attention to a site.

*Marquee sign – no change*

*Marquee – no change*

**Monument sign/ground sign** means a three-dimensional, self-supporting, base-mounted freestanding sign, consisting of two or more sides extending up from the base, and upon which a message is painted or posted.



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***Mural*** means a design or representation painted or drawn on a wall that does not advertise, promote or identify an establishment, product, or service.

***Nameplate*** means a non-electric sign which identifies the name of the resident of the property, with or without the address.

***Nonconforming sign*** – no change

***Painted wall sign*** – no change

***Pennant/streamer*** means any lightweight plastic, fabric, or other material, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

***Portable sign*** means any sign not permanently attached to the ground or **and by its nature may be or is intended to be moved from one location to another**, including, but not limited to, signs designed to be transported by means of wheels; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

***Projecting sign*** means a sign which is affixed to any building or structure other than a marquee or awning/canopy, any part of which sign extends beyond the building wall and the horizontal surface of which sign is not parallel to the building wall.

***Public sign*** means a noncommercial message sign erected in the public interest by or upon orders from a local, state, county or federal public official. Examples of public signs include, but are not limited to, legal notices, safety signs, traffic signs, memorial signs, signs of historical interest, and similar signs.

***Roof sign*** means a sign which is erected, constructed and maintained **upon or** above a portion of the roof or exterior wall of a building or structure or which is attached to an exterior wall at a height in excess of three feet above the horizontal plane of the roof abutting such wall.

***Sign*** means any name, announcement, identification, insignia, description, display or illustration which is affixed to, painted or represented, directly or indirectly, upon a building, structure, parcel or lot and which directs attention to, **advertises or promotes** an object, product, place, activity, person, institution, organization, or business. Any of the above which is not placed out of doors, when placed near inside the surface of a window in such a way as to be in view of the general public and used or intended to be used to attract attention or convey information to motorists and pedestrians, shall also be considered as a sign.

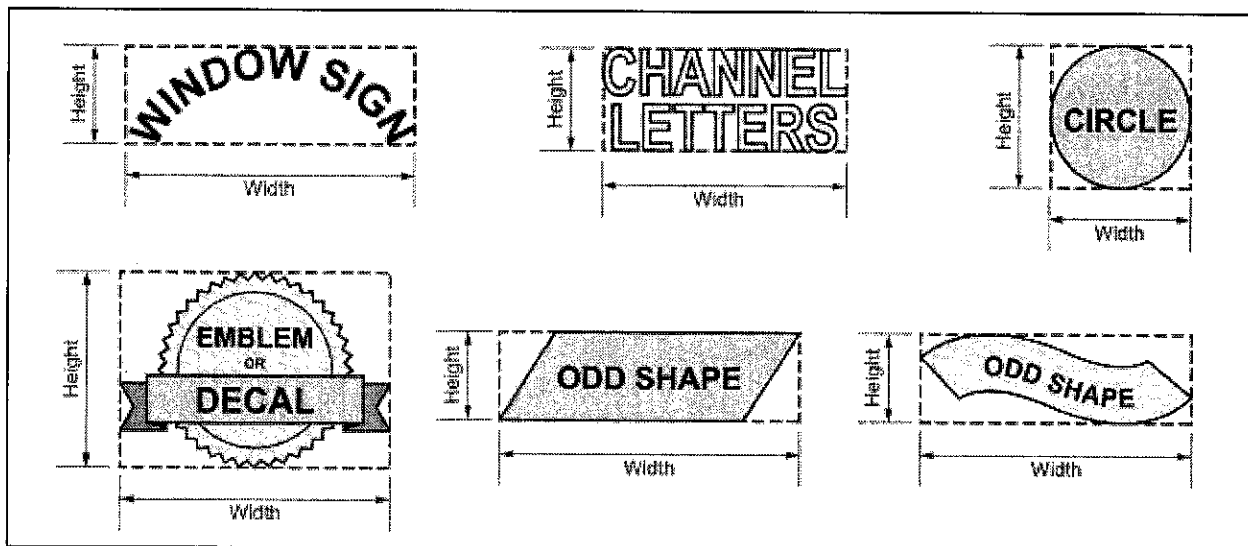




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**Sign area** shall be measured as the area within a single, continuous perimeter composed of any straight-line geometric figure which encloses the extreme limits of writing, representation, emblem, logo, or any other figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding only the pedestal, pole, or other structure necessary to support the sign.

**Signs with two or more faces:** The area of a sign that has two or more faces shall be measured by including the area of all sign faces. *Except*, if two such sign faces are placed back-to-back and are no more than two feet apart at any point, the area of the two back-to-back faces shall be computed as one face. If the two back-to-back faces are of unequal size, the larger of the two sign faces shall be counted as the face.



*Suspended sign – no change*

*Swinging sign – no change*

**Temporary sign** means a sign intended for a limited period of display and **which** is not permanently mounted.

**Wall sign** means a sign that is attached directly to a building wall, the horizontal surface of which sign is parallel to the building wall.

**Window sign** means a sign painted on, or affixed to the **inside or outside** glass surfaces of windows or doors **and is intended to be viewed from outside the building.**



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### **Section 15.3. - Exempt signs.**

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

- a. **Nameplates, not exceeding one square foot in area and located at a property entrance or wall of a principal residence.**
- b. **Signs identifying buildings or sites recognized as historic landmarks by a governmental body or agency.**
- c. **Public signs.**
- d. **Building markers, memorial tablets, or similar signs.**
- e. **Window signs that do not occupy more than 50 percent of the glass surface area of a window or door.**
- f. **Decorative signs or displays used temporarily for holidays, patriotic occasions or public, governmental or charitable purposes or events.**

### **Section 15.4. - Prohibited signs.**

The following signs are prohibited in all zoning districts:

- a. **Swinging signs.**
- b. **Animated signs.**
- c. **Abandoned signs.**
- d. **Roof signs.**
- e. **Signs placed on any utility pole, light pole, telephone pole, stop sign, traffic sign, etc., except for utility identification or similar purpose.**
- f. **Portable signs, except as allowed by Section 15.6 f.**
- g. **Balloon and/or inflatable signs, except as allowed by Section 15.6 f.**
- h. **Banner/pennant signs, except as allowed by Section 15.6 f.**



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- i. Temporary signs, except as allowed by Section 15.6 f.
- j. Billboards

### Section 15.5 - General Sign Regulations

- a. Signs shall be allowed only in accordance with the provisions of this Article and any other applicable provisions of this Ordinance.
- b. **Sign construction.** Signs shall be placed, constructed and erected in accordance with good construction practices and shall be maintained in good condition and repair.
  - 1. *Wind pressure, dead load, and construction requirements.* Wind pressure and dead load and construction requirements shall be as specified in the State Construction Code being M.C.L.A. § 125.1501 et seq. All signs shall otherwise be constructed in conformance with the requirements and specifications of the BOCA Code as adopted by the City of Parchment, where not in conflict with this Ordinance.
  - 2. *Electrical service.* Signs requiring electrical service shall be constructed and operated in compliance with the electrical code in effect within the City.
  - 3. *Number, date, and voltage to be on sign.* Every sign hereafter erected shall have placed in a conspicuous place thereon, in letters not less than one-half inch in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection therewith.
- c. **Sign materials.** Except as otherwise allowed by this Article, all signs shall be constructed of permanent materials and shall be permanently attached to the ground or a building/structure by direct attachment to a right wall, frame or structure.
- d. **Sign Illumination.** Except as otherwise allowed by this Article, signs may be illuminated as follows:
  - 1. Signs within 150 feet of a residential zoning district shall not be internally-illuminated.
  - 2. External illumination for signs shall be shielded in such a manner as to focus the light directly on the sign surface with not greater than one footcandle of illumination measurable at the property line.



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3. In no case shall any sign illumination exceed a level of 0.08 foot-candles, and a luminary brightness of 2,400 foot-lamberts (glare measurement), when measured from the nearest or adjacent residentially-zoned property.
  4. The illumination of any sign, or any part of such illumination, **shall not** be anything other than a steady, continuously burning bulb or light. The flashing or turning on and off of sign illumination of any bulb or component part thereof is prohibited.
  5. The use of string electric light bulbs which illuminate products which are stored outdoors for sale is prohibited.
- e. **The use of beacons, strobe light(s), or similar blinking or flashing lights, except for displays used temporarily for/during holidays, is prohibited.**
  - f. *Obstruction to doors, windows and fire escapes.* No sign shall be erected, relocated or maintained so as to prevent free ingress to or egress from any door, window or fire escape. No sign of any kind shall be attached to a standpipe or fire escape.
  - g. *Signs not to constitute a traffic hazard.* **No sign or sign structure shall be illuminated, placed, constructed or erected in any location or manner where it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device.** No sign, signal, marking, device or blinking, oscillating or rotating light shall be erected adjacent to any public right-of-way so as to create a traffic hazard.
  - h. *Obscene matter prohibited.* No person shall display upon any sign or other advertising structure any obscene, indecent or immoral matter.
  - i. *Signs in public right-of-way.* No sign shall be erected or placed in, upon, or over a public right-of-way or alley. The owner of a sign which has been removed from a right-of-way because of a violation of this subsection shall pay a sum as established by resolution of the City Commission, plus removal costs. If a sign is not claimed within 30 days, it shall be destroyed.

### Section 15.6 – District Sign Regulations

- a. [See Attached Tables]
- b. **Residential Development Signs.** One sign shall be allowed at each entrance to a residential subdivision, site condominium or other residential development, not to exceed two signs per development. Each sign shall not exceed 32 square feet in area or



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six feet in height, and shall be located a minimum of 10 feet from the abutting street right-of-way.

- c. **Commercial/Industrial Development Signs.** One sign shall be allowed at each entrance to a(n) commercial/industrial park, subdivision, site condominium or other commercial/industrial development, not to exceed two signs per development. Each sign shall not exceed 50 square feet in area or six feet in height, and shall be located a minimum of 10 feet from the abutting street right-of-way.
- d. **Directional Signs** One directional sign shall be allowed at each driveway within a commercial or industrial district. Each directional sign shall not exceed two square feet in area or three feet in height, and shall be located within five feet of a driveway or sidewalk.
- e. **Temporary Signs.**
  - 1. Temporary signs may be displayed within any residential district subject to the following standards: 2 temporary signs shall be allowed for the first 66 feet of lot frontage plus an additional temporary sign for each additional 30 feet of lot frontage. Temporary signs shall not exceed 12 square feet in total area or 4 feet in height per sign, and may not be placed in a prohibited sign area.
  - 2. Temporary signs may be displayed within any commercial or industrial district subject to the following standards: 2 temporary signs shall be allowed for the first 66 feet of lot frontage plus an additional temporary sign for each additional 30 feet of lot frontage. Temporary signs shall not exceed 32 square feet in total area or 6 feet in height per sign, and may not be placed in a prohibited sign area.
- f. **Changeable Copy Signs.** Any allowed sign may include a manual or electronic changeable copy sign or electronic graphic display sign, subject to compliance with the following requirements:
  - 1. The area of a changeable copy sign or graphic display sign shall be included in the maximum sign area limitation. The area of a changeable copy sign or graphic display sign shall not exceed 50% of the maximum allowed sign area. Only one changeable copy sign or graphic display sign shall be allowed per parcel.
  - 2. A changeable copy sign or graphic display sign shall not change its message more frequently than once every 12 seconds.



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3. The message of a changeable copy sign shall, when changing, appear only in its entirety. The message shall not appear to flash, move from the center of the sign outward, move from the corners of the sign inward or demonstrate any other unusual movement, oscillation or method of appearance.
  4. A changeable copy sign shall not display full white copy between sunset and sunrise and otherwise shall not feature a brightness level deemed to be a distraction or injurious to the vision of motorists, as determined by the City. The changeable copy sign shall be equipped with an ambient light sensor to regulate sign brightness.
- g. Murals. Type 1 Mural – a design or representation that does not contain promotional or commercial advertising painted or drawn on a wall. Type 2 Mural – An original, one-of-a kind, unique design or representation that contains limited reference to the establishment, product, or service provided on the site, which is painted or drawn on a wall on that site.
1. Type 1 and Type 2 Murals shall not be considered signs, and shall not be required to obtain permits, but shall be subject to review by the Planning Commission for a determination of compliance with the restrictions set forth in this subsection.
  2. If the proposed design is determined to be a sign, the applicant shall comply with all requirements of this Article.
  3. If the proposed design is determined to be a Type 1 mural, no further review or action is necessary.
  4. If the proposed design is determined to be a Type 2 mural, the mural shall comply with the following requirements:
    - a) The graphics, words, and/or symbols referencing the establishment, product, or service are limited in scope and dominance, and not readily construed as commercial advertising. References shall be subtle and integrated into the overall mural.
    - b) For purposes of this subsection, “limited in scope and dominance” shall mean that the graphics, words, or symbols that reference the establishment, product, or service do not exceed 20% of the mural area, and shall be integrated throughout the mural and not placed in a concentrated area or a manner where it becomes a prominent advertisement.



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- c) The references to an establishment, product, or service are not in the form of traditional building signage. Traditional signs on the same wall shall be reviewed separately under applicable sign requirements.

### Section 15.8 - Maintenance of signs.

- a. All signs, and all components thereof, including without limitation supports, braces, guys and anchors, **shall be maintained in conformance with this Article and in such a state as to not cause a hazard to the public.**
- b. All signs shall be maintained free of any conditions which impair the legibility of such sign.
- c. If the message portion of a sign is removed, leaving only the supporting "shell" of a sign, the owner of the property where the sign is located, or other person having control over such sign shall, within six months of the removal of the message portion of the sign either replace the entire message portion of the sign or remove the remaining components of the sign. This subsection shall not be construed to alter the effect of which prohibits the replacement of a nonconforming sign. Nor shall this subsection be construed to prevent the changing of the message of a sign.

### Section 15.9 - Nonconforming signs.

- a. **Lawful Existing Signs.** A permanent sign existing on the date of enactment of this chapter and not conforming to its provisions, but which **was** erected and constructed in compliance with previous ordinance provisions, **shall be deemed a lawful nonconforming sign and may be allowed to remain if the sign is properly maintained and if it has no serious adverse effects on the public health, safety and general welfare.** Temporary signs regulated by subsection 15.6 e. and in existence on the date of enactment of this chapter shall be removed within three months from the date of enactment **of this Article.**
- b. **Continuance of Lawful Nonconforming Signs.**
  - 1. A nonconforming sign shall not be enlarged or expanded in area, increased in height, or altered in such manner as to aggravate the nonconforming condition, nor may illumination be added to any nonconforming sign.



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2. A nonconforming sign shall not be structurally rebuilt or reconstructed so as to change the shape, size, type, placement or design of the structural elements of the sign.
3. A nonconforming sign **shall** not be moved or replaced except to bring the sign into complete conformity with this Article.
4. If a nonconforming sign is destroyed, it may not thereafter be repaired, reconstructed, or replaced except in conformity with all the provisions of this chapter, and the remnants of the former sign structure shall be cleared from the land. For purposes of this section, a nonconforming sign is "destroyed" if damaged to an extent that the cost of repairing the sign to its former stature or replacing it with an equivalent sign equals or exceeds the value of the sign so damaged.
5. A nonconforming sign may be altered as follows: normal and usual maintenance; the replacement of landscaping below the base of the sign; the changing of the sign's background, letters, figures, graphics or other characters; or, the repair or replacement of electrical wiring or electrical devices. A nonconforming sign may be repaired and renovated so long as the cost of such work does not exceed within any 12-month period 50 percent of the value of such sign.

### Section 15.10 - Sign Permits.

- a. Sign permit required. No sign shall be erected, constructed, repaired, altered, or relocated unless specifically exempted by this Ordinance, without first obtaining a sign permit from the City.
- b. **Application.** Application for a sign permit to the City and shall be reviewed in accordance with the following procedures:
  1. **Required information.** A sign permit application shall be completed and accompanied by the following information:
    - a) Detailed drawings that demonstrate the design, construction, dimensions, materials and location of each sign.
    - b) The location of the building, structure or lot to which or upon which the sign or other advertising structure is to be attached or erected;
    - c) The position of the sign or other advertising structure in relation to nearby buildings or structures;





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- d) The method of construction and attachment to the building or in the ground.
  - e) Such other information **required by the City** to show full compliance with this chapter and all other provisions of this Ordinance.
  - f) **A single sign permit application and permit may include multiple signs on the same lot.**
2. **Issuance or rejection. A completed sign permit application shall be reviewed by the City for compliance with the requirements of this Ordinance. a sign permit application that complies with this Ordinance will be issued a sign permit. A sign permit application that fails to comply with this Ordinance will be rejected and the applicant so notified.**
3. **Fees. A sign permit shall require payment of fee as established by the city commission. If any sign is erected prior to receiving a permit for the same, the fee for such sign shall be double that indicated in the schedule.**

### **Section 15.11 - Violations.**

- a. **It is a violation of this Ordinance to install, create, erect or maintain any sign that does not fully comply with the requirements of this Ordinance.**
- b. **Each sign installed, created, erected or maintained in violation of this Article is considered a separate violation when applying the penalty portions of this Ordinance.**
- c. **Unsafe Signs.** If the City determines any sign is unsafe or constitutes a hazard to the public, such as obstructing vision of vehicle drivers or pedestrians, they may have the sign removed or require its immediate removal.
- d. **Unauthorized Signs on Public Property.** Any sign placed or erected in a public right-of-way or other public land, without being specifically approved, shall be deemed an unlawful sign. The City shall remove such sign or require its immediate removal, and shall not be required to notify any party of the removal of the sign in advance.

### **Section 15.12 - Severability.**

Sections of this Ordinance shall be deemed to be severable and should any section, paragraph, or provision hereof be declared by the courts to be unconstitutional or invalid, such holdings shall not affect the validity of this Ordinance as a whole or any part so declared to be unconstitutional or invalid.


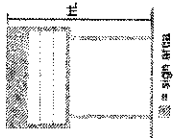
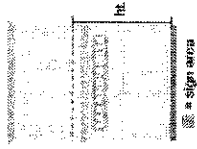


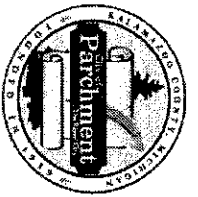


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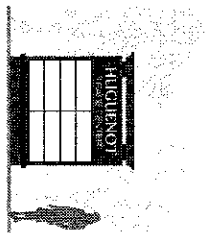
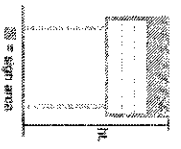
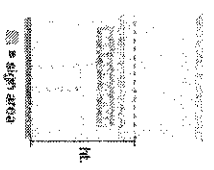
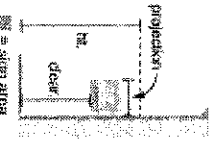
## Section 15.6 – District Sign Regulations

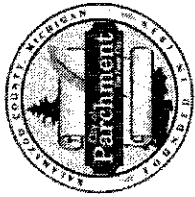
- a. Signs shall be allowed only in accordance with this Section and other applicable provisions of this Ordinance.

R-C District; R-A District; R-M District					
Sign Type	Maximum Number	Sign Area	Sign Height	Sign Placement	Diagram
Ground/Monument Signs (for non-residential uses)	May be substituted for equal number of Freestanding Signs	20% greater than allowed for Freestanding Sign	6 ft	See Section 15.5 i.	
Freestanding Signs (for non-residential uses)	1 per parcel	32 sq ft	8 ft	See Section 15.5 i.	
Wall Signs (for non-residential uses)		Front Wall: 1 sq ft per lineal ft of building frontage Other Walls: 50 sq ft Thickness: 18 in from wall to outer sign surface	Shall not project above the wall to which it is attached . or interfere w/ pedestrian or vehicular traffic	See Section 15.5 g.	
Changeable Copy Signs	See Section 15.6 f.				
Temporary Signs	See Section 15.6 e.				
Murals	See Section 15.6 g.				

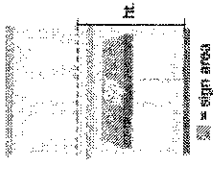



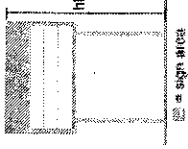
# City of Parchment Planning Commission

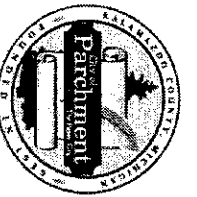
R-T District; C-1 District; C-2 District					
Sign Type	Maximum Number	Maximum Area	Maximum Height	Placement	Diagram
Ground/Monument Signs (for non-residential uses)	May be substituted for equal number of Freestanding Signs	20% greater than allowed for Freestanding Sign	6 ft	See Section 15.5.1.	
Freestanding Signs (for non-residential uses)	1 per parcel	32 sq ft	12 ft	See Section 15.5.1.	
Wall Signs (for non-residential uses)		Front Wall: 1 sq ft per lineal ft of building frontage Other Walls: 50 sq ft Thickness: 18 in from wall to outer sign surface	Shall not extend beyond the wall nor above the roof line and shall not interfere w/ pedestrian or vehicular traffic	See Section 15.5.8.	
Projecting Signs (for non-residential uses)	1 per storefront	15 sq ft	Shall not project more than 18 in from the wall nor extend above the roof line and shall maintain 8 ft clearance from public sidewalk	See Section 15.5.1.	



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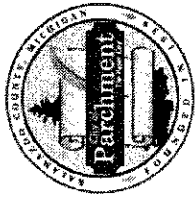
Sign Type	Maximum Number	Maximum Size	Maximum Height	Placement	Diagram
Awning/Canopy/Marquee Signs	1 per face of the awning/canopy/marquee	1 sq ft per lineal foot of building frontage	Shall not project more than 48 in from the wall nor extend above the roof line and shall maintain 8 ft clearance from public sidewalk		
Changeable Copy Signs	See Section 15.6 f.				
Temporary Signs	See Section 15.6 e.				
Murals	See Section 15.6 g.				

C-3 District; I-M District					
Sign Type	Maximum Number	Maximum Size	Maximum Height	Placement	Diagram
Ground/Monument Signs	May be substituted for equal number of Freestanding Signs	20% greater than allowed for Freestanding Sign	6 ft	See Section 15.5 l.	
Freestanding Signs	1 per parcel per street frontage	50 sq ft	20 ft	See Section 15.5 l.	



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Sign Type	Maximum Number	Maximum Size	Maximum Height	Placement	Diagram
Wall Signs		Front Wall: 3 sq ft per lineal ft of building frontage Other Walls: 100 sq ft Thickness: 18 in from wall to outer sign surface	Shall not extend beyond the wall nor above the roof line and shall not interfere w/ pedestrian or vehicular traffic	See Section 15.5 g.	
Projecting Signs	1 per storefront	15 sq ft	Shall not project more than 18 in from the wall nor extend above the roof line and shall maintain 8 ft clearance from public sidewalk	See Section 15.5 l.	
Awning/Canopy/Marquee Signs	1 per face of the awning/canopy/marquee	1 sq ft per lineal foot of building frontage	Shall not project more than 48 in from the wall nor extend above the roof line and shall maintain 8 ft clearance from public sidewalk		
Changeable Copy Signs	See Section 15.6 f.				
Temporary Signs	See Section 15.6 e.				
Murals	See Section 15.6 g.				



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All Zoning Districts		
Sign Type	Material Requirements	Construction Requirements
Ground/ Monument/ Freestanding Signs	Signs shall be constructed of durable materials designed to withstand normal weather conditions for the area. Wooden signs shall be constructed of cedar, marine grade plywood, pressure-treated wood, or other wood that is treated and otherwise designed to resist rot and water damage. Wooden signs shall be painted with an exterior grade of paint. Plywood signs shall further have a minimum thickness of ¾ inch and shall include ornamental trim to enhance the appearance and weather resistant properties of the sign.	Signs shall be securely built, constructed and erected upon posts and standards sunk at least three feet below the material surface of the ground and embedded in concrete.
Wall Signs	Signs which have an area exceeding 40 sq ft shall be constructed of metal or other approved noncombustible material except for nailing rails. Signs which have an area less than 40 sq ft may be constructed of other durable materials designed to withstand normal weather conditions for the area. Wooden signs shall be constructed of cedar, marine grade plywood, pressure-treated wood, or other wood that is treated and otherwise designed to resist rot and water damage. All wooden signs shall be painted with an exterior grade of paint. Plywood signs shall further have a minimum thickness of ¾ inch and shall include ornamental trim to enhance the appearance and weather resistant properties of the sign.	Signs shall be safely and securely attached to the building by means of metal anchors, bolts or expansion screws. In no case shall any wall sign be secured with wire, strips of wood or nails. Painted wall signs shall further be subject to the design review guidelines of <u>section 15.14</u> .
Roof/Projecting/ Marquee Signs	Signs, including the upright supports and braces thereof, shall be constructed entirely of noncombustible materials. However, combustible structural trim may be used thereon.	Signs shall be thoroughly secured to the building by iron, steel, aluminum, or other metal anchors, bolts, supports, rods, or braces.





Planning Commission Meeting Minutes  
September 27, 2023

**1. Call to Order at 6:01pm**

**2. Roll Call – Chairperson DeBoer, Commissioners Dean, Tecca, Lyon-Jenness, and Bliesener, City Manager Stoddard, and Zoning Administrator (ZA) Harvey.**

**3. Approval of Minutes – July 26, 2023**

- Bliesener noted that on Page 3, Section 15.4 needed to have the word states changed to stated.
- Tecca stated that he did not feel right about not working on the Short Term Rentals (STRs).
- Chairperson DeBoer reminded the PC about the costs and ability to monitor that were part of the previous discussion.
- ZA Harvey stated that the City of Parchment could be at some risk for the lack of a Short Term Rental Ordinance. Some may feel that it is not a concern and others may want some small portion like accessory building uses allowed.
- Chairperson DeBoer said that STR's could be revisited in 6 months, after the legislation has had time to sort out its concerns.
- Motion to accept the minutes with the revisions by Bliesener and supported by Dean. All ayes.

**4. Additions/Changes to the Agenda – No changes**

**5. Citizen Comments**

- No comments

**6. Old Business – None**

**7. New Business**

**A. Purchase Agreement, Parchment Vegetable Products**

- Dan Bussema, 133 Glendale, explained the photograph that he provided to the PC members. He spoke regarding Building 2-97.
- Chairperson DeBoer asked what the plan was for the building preparation.
- Bussema reported that the building would not take a lot of preparation as the structure is strong. He would add utilities, bathrooms, and offices to the building as well as paint. The front 3<sup>rd</sup> of the building would be suitable for a Farmer's Market with an artisan setting for retail use.
- Bussema went on to explain that Vertical Farming MI State is a closed system that uses very little water.
- Lyon-Jenness said that this appears to be a sophisticated/complicated process.
- Bussema stated that some systems are designed to clean the water.

- Dean mentioned Plant Chicago, a closed loop, aquaponics business. There is a grow garden for the brewery and winery that is in their building. Fish are grain fed and mushrooms are grown. People do Farm Camps.
- Bussema said that he intends to work with Parchment High School students; students will be able to get certification for working there.
- Dean stated that she is very supportive of this idea and that it could be used as a model. Space for business meetings, camps, and employee retreats.
- Bussema said that this building is a good asset and would be perfect for this these kinds of business.
- DeBoer asked about lighting to which Bussema explained that LED lighting would be used.
- Tecca asked for a comparison to traditional sized farms. Bussema replied that it runs 24/7 and equals approximately 25-40 acres of potential productivity, which is substantial.
- Chairperson DeBoer made a motion to move the purchase agreement on to the City Commission, Commissioner Dean supported. Voice vote: Each PC member voted: Aye.

#### B. Review of Article 15

- ZA Harvey stated that this was a portion of the Article 15, Section 15.1 Intent – this is the portion that is most complicated to update, labor intensive.
- DeBoer asked about the brackets. ZA Harvey said that words were bracketed to reflect their removal or relocation in the ordinance.
- ZA Harvey said that the set of standards that gives the most trouble is the sign ordinances. As a planning consultant, there is an art to zoning ordinances. You could make a really nice sign ordinance and that makes it easier for the planning consultant. Purpose statements are easily read by the PC. Section 15.1 - Key things in the statement of purpose: Uniformity, balance for a good look, and the right to advertise.
- Article 15, Section 15.2 Definitions – ZA Harvey asked the PC to look at the changes. Sign regulations, case law in signs. The PC will want to set the City of Parchment up to have fewer problems. She tried to put in what is needed in the ordinance.
- DeBoer asked if pictures would be allowed in the ordinances.
- ZA Harvey stated that new ordinances now allow for graphics/ pictures. In directional sign language, some have logos – this would be considered as advertising.
- Electronic Signs, ZA Harvey narrowed the definition to be changed manually, 1 or 2 times. Three or more changes may be too much activity on a sign. Changing this wording addresses a sign company's arguments.
- Free standing and Ground signs are the same currently. Ground signs should be free standing. The definition of a free standing sign should be separate from a monument and ground signs. Monument signs should have individual standards.

- Murals – ZA Harvey said that the City of Parchment speaks to them, but more language should be added.
- Lyon-Jenness asked about a historical mural – she noticed one in which a historical saw mill was portrayed.
- ZA Harvey stated that this would not be considered an advertisement, just a picture.
- Ways to measure signs will be clarified in writing (re-worded). Surface area and square footage in particular.
- Section 15.3 – Exempt Signs – Some of the wording will be relocated and defined. This area was reworked to allow some signage. Name plates are new, historical signs, building markers, etc. are allowed.
- Section 15.4 – Prohibited Signs – ZA Harvey explained that this section speaks to the signs we do not want and a list of allowable temporary signs.
- Section 15.5 Sign Surface Area – This whole section needs to be deleted, as it is not needed.
- Section 15.6 – General Sign Regulations – ZA Harvey stated that this section speaks to the commercial and industrial sign's language that is general to all signs, permits, materials, and lighting.
- DeBoer asked that if the PC needs to take a deeper dive on this, can this be on the next agenda.
- ZA Harvey said that the PC may share any modifications/opinions, any stand outs in the wording. The 2<sup>nd</sup> half of the next meeting will be used to discuss some specifics about the rewrite.
- Bliesener stated that the cleaned up language looks fine. She agrees an electronic display sign would be good with one or two changes and that three or more changes does not need to be addressed.
- Tecca said that the language for the sign area section was confusing.
- ZA Harvey explained that a certain amount of signage is allowed for walls, ground, etc. Example: A sign company is trying to meet the ordinance for 32 square feet. We define the sign area to include the poles and the flat surface. We need to explain the compliance with square footage of the sign and what has to be included in that measurement.
- Tecca asked about 2 faced signs. ZA Harvey said that if it is back to back, it is considered a simple sign and only one side needs to be measured. If two sections are used, like a sign shaped into a V, then both sides need to be measured.
- DeBoer asked if adding a diagram to the ordinance would be helpful.
- ZA Harvey said that she is sure that there is a common one that could be used.
- Lyon-Jenness asked if the ordinance would say square footage. ZA Harvey said that she would not change the metrics; she would use the same numbers. She will fix things within the ordinance that give her trouble with sign approvals.

- ZA Harvey had no changes for free standing signs, directional signs and height of signs. She is defining the types of signage and what is allowed. Any changes that the PC wants can be made.
- Bliesener stated that ZA Harvey will be looking at the signs in town to see if they look okay and if there are any objectionable signs.
- DeBoer asked ZA Harvey if she had enough information from the PC to move forward. ZA Harvey agreed.

#### **8. Comments from Planning Commissioners**

- Chairperson DeBoer asked for a Graphics Packaging update from Dean. She said that there was talk about an expansion. Conversation about the air quality ensued.
- Chairperson DeBoer stated that he appreciated the Joint Meetings with the City Commission. He thanked City Manager Stoddard for her meeting minutes and ZA Harvey for her sign ordinance work.

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#### **9. Next Meeting – October 25, 2023 at 6pm**

#### **10. Adjournment – Motion by Lyon-Jenness, supported by Tecca. All ayes. Meeting ended at 7:13 pm.**