



CITY MANAGER
Elaine Leven
CITY CLERK
Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR
Michael Lesich
MAYOR PRO-TEM
Dana Sutherland
COUNCIL
Amy Baranski
Patrick O'Dell
Kenny Perry
Patrice Schornak
Sherry Stein

**Fraser Planning Commission Agenda
City Council Chambers
33000 Garfield, Fraser, MI 48026
Wednesday, May 1, 2024 @ 7:00 p.m.**

- 1. Call Meeting to Order / Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of Agenda – May 1, 2024**
- 4. Chairperson's Opening Remarks**
- 5. Approval of Minutes – April 3, 2024**
- 6. New Business**
 - a. Public Hearings – None
 - b. Site Plans
 - i. SP 23-04 – 34575 Commerce Road, Divergent Transportation
- 7. Unfinished Business**
 - a. Sign Ordinance Discussion
- 8. Public Communication on Non-Agenda Items**
- 9. Monthly Report – April 2024**
- 10. Zoning Board of Appeals Member Liaison Report**
- 11. Commissioners' Comments and Items of Interest/Concern**
- 12. Adjournment.**

Posted: April 24, 2024



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**CITY OF FRASER
PLANNING COMMISSION MEETING
WEDNESDAY, APRIL 3, 2024 @ 7:00 P.M.
33000 GARFIELD, FRASER, MI 48026
DRAFT**

A regular meeting of the City of Fraser Planning Commission was held Wednesday, April 3, 2024 at 7:00 p.m. in City Council Chambers, 33000 Garfield, Fraser, MI 48026.

1. CALL TO ORDER

Chair Czarnecki called the meeting to order at 7:00 p.m.
Chair Czarnecki led the Pledge of Allegiance.

2. ROLL CALL

Present: Barr, Czarnecki, Farina, Keil, Tuller, Warunek
Absent: Meyer

Others: City Planner Warren, City Attorney Ericson, City Clerk Greenia

Motion by Farina supported by Keil to excuse Planning Commission Member Meyer from the meeting.

AYES: Barr, Czarnecki, Farina, Keil, Tuller, Warunek

NAYS: None

Motion Carried

3. APPROVAL OF AGENDA APRIL 3, 2024 PLANNING COMMISSION

Chair Czarnecki indicated that the agenda that had been published had an incorrect address on it. The correct address for SP 24-01 Site Plan Review would be 34400 Klein Road, not 34400 Utica. She indicated that this had been changed on the agendas that were out for the public at the meeting tonight. She added that since Planner Sayre was not present this evening they would not be talking about item 7a – Sign Ordinance Discussion.

Motion Warunek supported by Farina to approve the agenda as amended for the April 3, 2024 City of Fraser Planning Commission meeting with the following changes:

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, APRIL 3, 2024 @ 7:00 P.M.**

Noting the correct address for the property under Site Plan Review would be 34400 Klein Road and also noting that item 7a –Sign Ordinance Discussion would be removed.

AYES: Barr, Czarnecki, Farina, Keil, Tuller, Warunek

NAYS: None

Motion Carried

4. CHAIRPERSON’S OPENING REMARKS

Chair Czarnecki read her opening remarks into the record.

5. APPROVAL OF MINUTES – March 6, 2024

Motion by Farina supported by Keil to approve the minutes of the March 6, 2024 meeting of the City of Fraser Planning Commission with the following amendments: Change the spelling of Big Boy Attorney from Randy Hermez to Randi Hermiz, change the page header to indicate the date of March 6, 2024, update the motion as made by Mr. Warunek on Big Boy, change the spelling of the word council to counsel on page 3.

AYES: Barr, Czarnecki, Farina, Keil, Tuller, Warunek

NAYS: None

Motion Carried

6. NEW BUSINESS

a. Public Hearings – None

b. Site Plan – 24-01- 34400 Klein Road, Foundation Solutions 360 Site Plan Review

Alicia Warren reviewed this application with the Planning Commission and members of the audience. She indicated that back in 2022 this Site Plan had been approved by the Planning Commission but since no action had been taken that approval had expired. She reviewed the differences between the current application and what had been approved in 2022. The applicant proposes to construct an additional driveway 20 feet in width off of Klein Road, as well as an additional paved asphalt area located on the south side of the building. The proposed area of new paved concrete equates to approximately 4,700 square feet. The revised site plans also address previous landscaping concerns and enclosure details for their proposed outdoor storage of gravel. They will need a variance for a parking setback, they are requesting a dumpster enclosure, an additional enclosure for gravel (they did receive approval from the ZBA in 2022 for gravel storage). They will need to go back to ZBA for this additional variance request.

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, APRIL 3, 2024 @ 7:00 P.M.**

Discussion was had on what is currently at the site. Right now there is concrete all the way to the front already. It was reviewed if Klein was a City of County Road. Ms. Warren indicated that it was a City Road. That way the City could review it and the County would not have to get involved in this instance. This is in the IR district. Planning Commission discussed what was observed when they did a site visit. It was noted that all parking spots were taken and the lot was very full. There was construction equipment stored outside, and what appeared to be concrete in the entirety of the site.

At this time the applicants approached the Planning Commission. Joe Marth, Foundation Solutions 360 President, 34400 Klein Road, and Dave Cadman, Supervisor for Foundation Solutions 360, 34400 Klein Road, were both present. Mr. Marth addressed the Planning Commission and indicated that he read on the planner's notes he had to add a few items regarding this site plan.

A diagram of the loading area with dimensions must be added to the prints;
Diagrams with dimensions of the enclosures must be added to the prints;

Further discussion was had on what was currently at the site. Concern was had regarding the amount of parking as well as the equipment that was stored outside. Commissioner Warunek indicated that having equipment outside was not an approvable use without a special land use approval. He added that if this was in the industrial subdivision it would not really matter but located across from the school and near residential areas, it was a lot. The Planning Commission needed to be assured that the applicant would address this concern. Discussion was had on the drain that ran across their property and the location of the new drive.

Commissioner Farina reviewed the number of employees at the parking issues this caused at the site and what the current parking area was like. The applicant noted that he would be asking the ZBA for a parking site variance at the meeting tomorrow night. The petitioner explained that there was a natural pitch for drainage. Further discussion was had on the drainage. The applicant stated he knew he had to add another row of block around his outside storage. Further discussion was had on the layout of the site. Mr. Cadman then shared that the reason this is so difficult is they have to get all the things needed for their day-to-day business in 2/3 of the site – 56 feet of the property was the Sweeney Drain and they could not use that area.

A lengthy discussion was held on concerns regarding the construction equipment not being stored properly, how the site was viewed, that Planning Commission was wanting them to succeed but still needed to keep in mind the surrounding area, what would be some good ways to remedy the situation. The Commission encouraged the applicant to get a copy of the zoning ordinance, maybe discuss this application with our Planner and to what can go there at the site and what some good suggestions might be. Mr. Marth stated he could park the three machines in question inside for the time being and that should eliminate the concern about these being parked outside until he can address some of the other issues in question. He also suggested that they could make the enclosure wall eight (8) feet tall. Discussion was had on that height and what could soften that appearance.

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, APRIL 3, 2024 @ 7:00 P.M.**

It was noted that the applicant must go to the Zoning Board of Appeals meeting tomorrow night and then they would be back at the Planning Commission with a revised plan. His goal was to make this a nice-looking building and do everything the Planning Commission requested of him. He agreed that he would try to address the screening matter before coming back to the Planning Commission.

Motion by Czarnecki supported by Farina to postpone a decision on Site Plan 24-01 to the next regularly scheduled Planning Commission following ZBA Action on the Site Plan variance requests.

AYES: Barr, Czarnecki, Farina, Keil, Tuller, Warunek

NAYS: None

Motion Carried

7. UNFINISHED BUSINESS

- a. Sign Ordinance Discussion- No discussion on this matter tonight.

8. PUBLIC COMMUNICATION ON NON-AGENDA ITEMS

Nothing at this time.

9. MONTHLY REPORT – MARCH 2024

Planner Warren reviewed the March 2024 Planning Commission Monthly Report with the Commission. A review of the current status of Hockeyland was conducted.

10. ZONING BOARD OF APPEALS MEMBER LIAISON REPORT

Commissioner Farina reviewed that they recommended to City Council the appointments of two (2) applicants to fill the Board's current vacancies at their meeting last month. They were both very qualified and were approved by the City Council. There will be a review of a use variance at tomorrow's meeting.

11. COMMISSIONER'S COMMENTS AND ITEMS OF INTEREST/CONCERN

Commissioner Warunek stated that the joint training was very good and told the attorney and planner what a great job they did.

Commissioner Keil agreed that the training was very helpful and he appreciated it. The two (2) companies did a great job.

Commissioner Farina thanked the two companies for the training. It was very good. He sent out condolences to Lauren Sayre on the death in her family. He thanked everyone for their support of St. Malachy's Fish Fry.

**CITY OF FRASER PLANNING COMMISSION MEETING
WEDNESDAY, APRIL 3, 2024 @ 7:00 P.M.**

Commissioner Tuller stated it was an exciting first meeting and he enjoyed it. He was looking forward to many good meetings moving forward.

Chair Czarnecki stated she agreed the training was very good. Welcome to Commissioner Tuller. She asked if there was an update on Sheetz. Nothing yet.

12. ADJOURNMENT

Motion by Tuller supported by Keil to adjourn the meeting at 8:21 p.m.

AYES:	Barr,	Czarnecki,	Farnia,	Keil,	Tuller,	Warunek
NAYS:	None				Motion Carried	

Respectfully Submitted:

Cindi Greenia, Clerk
City of Fraser

Site Plan Review Summary

SP 23-04

Site plan Dated 4/11/2024
City of Fraser, Michigan



SITE ADDRESS / LOCATION

34575 Commerce Road - 03-11-32-126-009

APPROVING BODY

Planning Commission

PUBLIC HEARING DATE

n/a

STAFF REPORT CONTACT INFORMATION

Building Clerk – Kayshe Johnson – (586) 293-3100 ext. 154
Planning Consultant – Lauren Sayre, AICP – (586) 293-3100 ext. 153

APPLICANT / PROPERTY OWNER

Kelly Commerce Center, Property Owner

BRIEF SUMMARY OF REQUEST:

The applicant is proposing a site plan amendment to add outdoor storage of approximately 25 school buses in the rear of the building. There is gravel placed, which applicant is proposing to keep, however, they will add striping for the vehicles. They also indicate reseeding the front yard and restoring the lawn from gravel.



SITE ZONING + LAND USE

IC –
Industrial
Controlled

SURROUNDING ZONING + LAND USE

Other Properties zoned
Industrial on all sides.

SITE IMPROVEMENTS

Outdoor storage

SIZE OF SITE + FRONTAGE

Total site area = 1.39 acres
Approximately 140 ft. frontage
on Commerce Road

EXISTING SITE INFORMATION:

Compatibility with Zoning Ordinance

The IC industrial controlled district is established so as to primarily for manufacturing, assembling and fabrication activities including large scale or specialized industrial operations whose external physical effects will be felt to some degree by surrounding districts. The IC district permits outdoor storage if it is part of an approved site plan. When permitted in a particular zoning district, an outdoor storage use shall be enclosed by an approved masonry wall or obscuring metal fence, as approved by the planning commission.

Compatibility with Master Plan

The Master Plan designates the Future Land Use of this area and the surrounding parcels for continued Industrial use. The use is generally compatible with the Master Plan.

PLANNER RECOMMENDATION

- ☐ APPROVE
- ☐ APPROVE WITH CONDITIONS
- ☒ REVISE AND RESUBMIT
- ☐ DENY

ATTACHMENTS

- ☒ SUBMITTED PLANS
- ☒ APPLICATION
- ☐ PUBLIC HEARING NOTICE
- ☐ PROOF OF OWNERSHIP
- ☐ PUBLIC COMMENTS
- ☒ AGENCY COMMENTS
- ☒ REVIEW AGAINST ZONING STANDARDS
- ☐ MISC.

1. IR, Industrial Restricted District (Section 32-143)

a. Project Overview

The site, located at 34575 Commerce Road, just north of Malyn Boulevard and south of 15 Mile Road, is zoned IC (Industrial Controlled). The site is 1.39 acres, and the building is 14,688 sq ft. Current site plan amendments include the addition of outdoor storage for the storing of approximately 25 school buses. Section 32-144-D states that outdoor storage in the IC District is only permitted as part of an approved site plan.



b. Zoning and Land Use (Section 32-143 (1))

The IC Industrial Controlled District is established so as to primarily for manufacturing, assembling and fabrication activities including large scale or specialized industrial operations whose external physical effects will be felt to some degree by surrounding districts. Industrial uses conducted wholly within a building, with a landscaped front yard and with the side or rear yard used for loading and unloading and parking is permitted by right.

The intent of the IC District is: *“...primarily for manufacturing, assembling and fabrication activities including large scale or specialized industrial operations whose external physical effects will be felt to some degree by surrounding districts. The district is so structured as to permit, in addition to IR industrial restricted uses, the manufacturing, processing and compounding of semi-finished or finished products from raw materials.”*

The IC District permits outdoor storage if it is part of an approved site plan. When permitted in a particular zoning district, an outdoor storage use shall be enclosed by an approved masonry wall or obscuring metal fence, as approved by the planning commission.

Section 32-144-D. notes that *“No outdoor storage shall be permitted unless it is part of an approved site plan. If no outdoor storage will be created, then the site plan shall contain a signed certified statement to that effect by the owner of the property.”* The previously approved site plan for the property did not include outdoor storage. Further, section 32-52 indicates the requirements for outdoor storage.

2. Off-Street Parking and Loading Requirements (Article VI Section 32-91 through 32-95 and 32-97)

a. Parking

The building area was not provided by the applicant on the site plan. The applicant shall confirm the square footage (14,688 sq. ft.) from BS&A is correct. Ordinance requirements note the following parking spaces for the current building:

- Industrial, Manufacturing, and related accessory offices: 1 space per every 550 square feet (14,688 square feet/ 550 = 27 spaces required)

TOTAL REQUIRED SPACES: 27

The site currently indicates 25 parking spaces for each of their employees. If the applicant can present their need for not having the additional required parking spaces, the planning commission has the ability to modify the requirement. Modification will require the execution of a reserve parking agreement to the satisfaction of the City Planner and City Attorney per Section 32-98. In order to modify the minimum required parking, one of the following must be satisfied:

- a) Documentation of other instances of similar land uses in comparable settings within the Detroit metropolitan area and the appropriateness of those parking conditions. If the evidence and data presented under this evidence category is based upon local data that conflicts with evidence and data from a national source, the local evidence and data under this category shall take precedence.*
- b) Statistical information documenting parking demand for the site during the immediately preceding two-year period, any evidence of parking congestion or a need for parking in excess of the amount being proposed, or any projections regarding anticipated increased parking needs arising from any changes to the site arising from the pending request. If the evidence and data presented under this evidence category is based upon site specific information that conflicts with evidence and data from a national source, the site specific information under this category shall take precedence.*
- c) Additional data supporting the proposed parking requirement modification, as deemed appropriate in the discretion of the planning commission and after receiving input from the city planner.*
- d) The average parking demand for the subject use set forth in the most current version of "Parking Generation" by the Institute of Transportation Engineers or, if that document has not been updated within the preceding two (2) years, the most current version or an equivalent authoritative source on the subject of average parking demand.*

Per the ADA, 27 parking spaces require 2 to be barrier free. The applicant has not indicated any spots that are barrier free. (If Planning Commission modifies the requirement to 25 spaces, as indicated in the site plan, only 1 barrier free spot is required. Compliant barrier free parking spaces must be at least 96 inches wide and have an access aisle of at least 60 inches wide.

Section 32-52 Outdoor Storage states that if open storage is to park wheeled vehicles, then it shall be paved to parking lot standards or provided with a surface acceptable to the planning commission based on use. The proposed site plan indicates gravel on site that will remain.

Section 32-94-6 states that the entire parking area, including parking spaces, maneuvering lanes and drives required under this section, shall be provided with asphaltic or concrete surfacing in accordance with specifications of the city's engineering design standards chapter. Since the site backs up to the Sweeney Drain the Planning department will defer to the City Engineers regarding this matter.

b. Ingress / Egress

The existing point of ingress/egress on the site is located on the north side of the building. Sec. 32-94-15 specifies that combined ingress and egress points shall be 30 feet in width at minimum. While there is no change to the existing layout, the applicant has not specified the driveway width and is required to provide this information.

c. Loading/Unloading

Loading space are required for any property occupied for manufacturing, storage, warehouse, goods display, department store, wholesale store, market, hotel, hospital, mortuary, laundry, dry cleaning and other uses similarly involving the receipt or distribution of vehicles, materials or merchandise, there shall be provided and maintained on the lot adequate space for standing, loading and unloading services in order to avoid undue interference with public use of the streets and alleys.

Section 32-97 of the City Zoning Ordinance requires 1 loading/unloading space per every 1,401-20,000 square feet of gross floor area. Further, each loading/unloading space shall be at least 10 feet by 50 feet in size. The applicant has not indicated a loading space on the submitted site plan and is required to provide this information.

3. Landscaping (Section 32-84)

Section 32-84.a of the City's Zoning Ordinance notes that the sites in the IC Districts are not required to include a landscaping plan. However, Section 32-141c states that *"portions of the site not used for parking, driveways and buildings shall be provided with landscaping and lawn (see section 5.03 [section 32-84]), approved by the planning commission, and so maintained in an attractive condition."*

The applicant has submitted a landscape plan showing the restoration of the lawn where gravel currently sits for parking, shown below.



4. Screening (32-82)

The zoning ordinance requires that screening be required "between any use district that abuts any other use district". The site is bordered to the north and south by parcels zoned IC, but the parcel located to the west is zoned IR, Industrial Restricted. Section 32-82 requires screening, in the form of a wall or fence and landscaping, between any two use districts, however, since there is no indication there has ever been a wall there, and since there is no proposal to change the existing site, the screening between districts is a legal nonconformity and acceptable. Additionally, given the number of mature trees located in the rear (or west)

portion of the site, it is likely that adequate screening is provided. Further, the City encourages the preservation of existing mature trees.

In addition to, Section 32-52 requires outdoor storage to be screened by either a sight obscuring fence or masonry wall. Planning Commission has discretion on the appropriate height, and storage material may not extend above the height of the screening. The site currently has an 8-ft chain link fence on the north, west, and south lot lines. A chain link fence is not sight obscuring, therefore it either needs to be supplemented with an evergreen shrub planting or the fence needs to be adapted to be sight obscuring. In addition, we note that if the busses being stored are above 8-ft tall, then a variance must be obtained to allow storage of materials higher than the screening height.

5. Signs (Section 32-85)

A signage plan has not been received. Any new signage will require a permit.

6. Lighting (Section 32-86)

No modifications to existing lighting are proposed as part of this plan.

7. Reviewing Entities

The site plan is subject to review by all of the applicable departments and jurisdictions deemed necessary to ensure the health, safety, and welfare of the community. Public Safety and Engineering Reviews are enclosed.

RECOMMENDATION

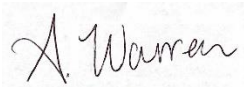
The proposed plans for outdoor storage at 34575 Commerce are generally in compliance with Ordinance requirements. At this time, since the applicant has several outstanding items, we recommend tabling to request and requiring the applicant to submit a more complete site plan. If the Planning Commission is inclined to approve the proposal, we recommend approval be conditioned on the following requirements:

- *Obtain a parking waiver from the planning commission for the 2 deficient parking spaces or include 2 more parking spaces.*
- *Add 2 ADA compliant barrier free parking spots.*
- *Outdoor vehicle storage must be paved (concrete or asphalt).*
- *Provide the dimensions of the driveway.*
- *Provide location for 1 loading/unloading space.*
- *The outdoor storage screening fence must be sight obscuring by either adapting the existing fence or providing evergreen shrub plantings.*
- *If the busses being stored outside are taller than 8 feet, then a variance to store material above the required screening height must be obtained.*
- *Meet any requirements from Public Safety and Engineering comments.*

Please feel free to contact us with any questions at (586) 593-3100 x 153 or zoning@micityoffraser.com.

Respectfully,

McKENNA



Alicia Warren
Assistant Planner

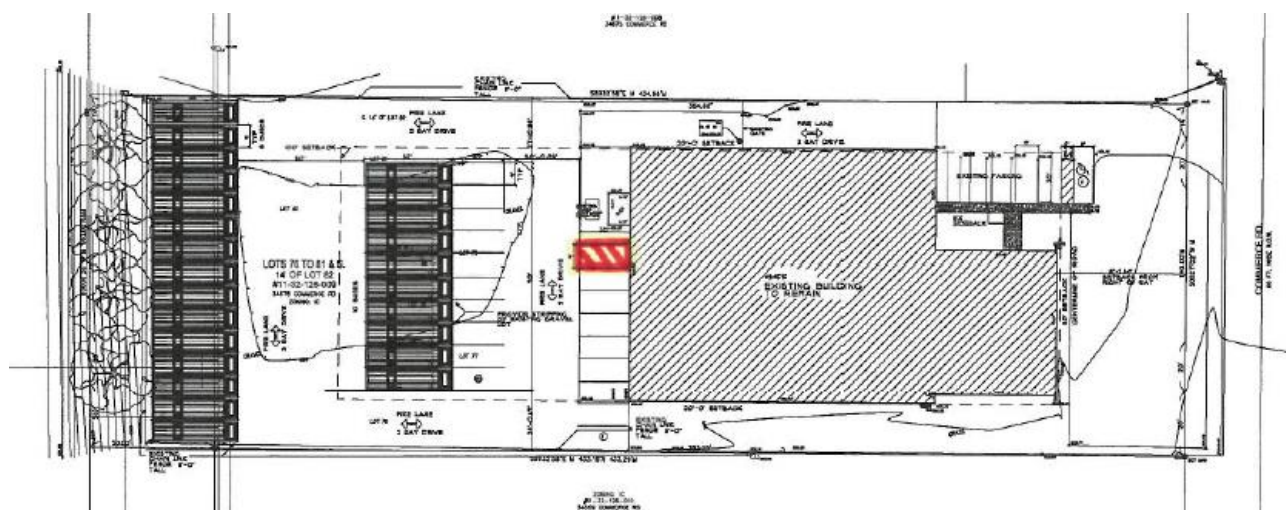


Lauren Sayre, AICP
Associate Planner

Cc: City of Fraser Development Review Team:
Mark Ragsdale, DPW Superintendent
Lt. David Bisby, Public Safety
Sgt. Jason Poole, Fire Marshall
Alyssa Ericson, O'Reilly Rancilio, Attorney
Building Official
Mike Vigneron, AEW, Engineer
Kelly Commerce Center, Property owner

Good afternoon-

On October 19, 2023 I conducted an inspection at this location. While conducting this inspection I observed an above ground storage tank that appeared to be used to distribute diesel fuel. I conducted an in person follow-up with Mr. Holls the following week regarding this tank, with Mr. Holls informing me it was his intention to keep the tank as part of his business operations. On October 27, 2023 I sent him portions of the 2015 International Fire Code detailing steps he would need to take to have this above ground tank at this location. I went to the business on 04/16/2024 and it appeared the diesel tank was still in the same location with no vehicle impact protection in place. Attached is a version of the site plan with the location of an above ground diesel tank outlined in red and a picture of the tank that was taken on October 19, 2023.



If there is a gate restricting access to the rear of the building, we would request that a clearly labeled key to the gate is placed in the fire department key vault on the exterior of the building.

Respectfully,

Captain John Gillies
Fraser Department of Public Safety
33000 Garfield
Fraser, MI 48026
(586) 293 2000 ext. 201



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com

April 24, 2024

Bob Logan, Building Department Manager
City of Fraser
33000 Garfield Road
Fraser, Michigan 48026

Reference: Site Plan Review

34575 Commerce Road
AEW Project No. 0190-0517

Dear Mr. Logan:

We have completed our review of the above referenced site plan and offer the following comments:

Utilities

1. The site is currently served by City water and sanitary sewer. The proposed plan doesn't appear to be modifying any utilities.
2. The site is currently served by on-site storm sewer. The proposed plan doesn't appear to be modifying any storm sewer facilities.
3. The proposed site plan does not appear to be increasing the volume or rate of stormwater runoff and appears to be disturbing less than an acre of area, therefore, it is unlikely that additional on-site detention or water quality treatment measures will be required.

General

1. The subject parcel contains mapped Zone AE floodplain and floodway for the Sweeney Drain. All necessary floodplain related data should be included on the site plan. The 100-year floodplain and floodway do appear to be contained within the banks of the Sweeney Drain.
2. The Sweeney Drain easement should be shown on the site plan.
3. Based on the information provided in the proposed site plan, we do not anticipate an engineering review will be required.



Bob Logan
April 24, 2024
Page 2

We're available to answer any questions related to the review comments.

Sincerely,

Michael A. Vigneron, PE
Vice President | Director of Engineering

cc: Lauren Sayre, McKenna
Mark Ragsdale, DPW Superintendent

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HENS & KWAPIS
ARCHITECTS P.C.

126 E. THIRD STREET
ROCHESTER, MICHIGAN
48307
PH: 248-651-8788
FAX: 248-651-8989
hensandkwapis@globalnet

PROPOSED SITE PLAN
FOR OUTDOOR STORAGE

34575 COMMERCE DR.
FRASER, MI
OWNER: KELLY COMMERCE CENTER
24600 TELEGRAPH RD., STE. 200
SOUTHFIELD, MI 48033 248-483-2500

ZONING: IR
#11-32-126-003
34600 KLEIN RD

ZONING: IR
#11-32-126-004
34500 KLEIN RD

ZONING: IC
#11-32-126-008
34675 COMMERCE RD

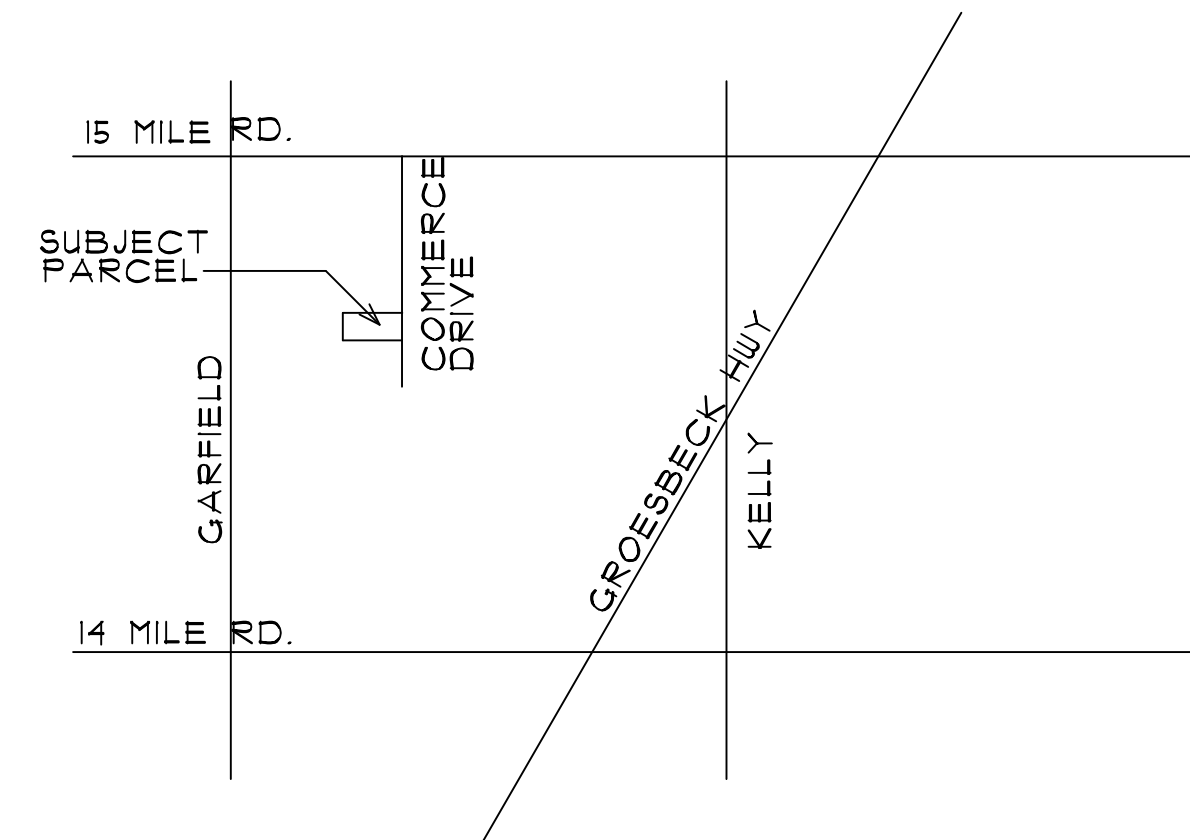
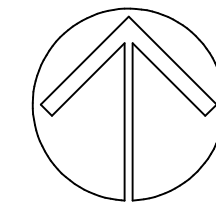
ZONING: IC
#11-32-126-010
34559 COMMERCE RD

PROPOSED SITE PLAN (OUTSIDE STORAGE)

SCALE: 1"=20'-0"

SITE NOTES:

ZONED: IC INDUSTRIAL CONTROLLED DISTRICT
TOTAL PARKING 25 SPACES FOR EACH EMPLOYEE
TOTAL NUMBER OF BUSES TO BE STORED 25
NOTE: THERE ARE NO REVISIONS TO EXISTING BUILDING STRUCTURE AND EXTERIOR ELEVATIONS TO REMAIN AS IS.
SIDEWALK IS ON THE FRONT OF THE BUILDING ONLY.
NO CARPORTS ON SITE
SITE CIRCULATION IS AS NOTED ON THE PLAN.
EXISTING LANDSCAPING TO REMAIN AS IS EXCEPT WHERE THE FRONT PARKING LOT WAS REMOVED AND GRASS WILL BE ADDED (SEE LANDSCAPING PLAN).
ALL LIGHTING OF THE BUILDING IS EXISTING AND WILL NOT BE REVISED.



LOCATION MAP

NO SCALE

LEGAL DESCRIPTION:

LOTS 76 TO 81 INCL. AND THE SOUTH 14 FT. OF LOT 82 "FRASER INDUSTRIAL SUBDIVISION" PART OF THE N.W. 1/4 OF SECTION 35 T.2N. R.13E CITY OF FRASER, MACOMB COUNTY, MICHIGAN, AS RECORDED IN LIBER 58 OF PLATS, PAGES 43 & 44, MACOMB COUNTY RECORDS. 62,164 SF 1.460 ACRES

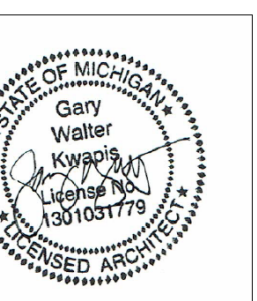
4-11-2024
11-20-2023

REVISION:

DRAWN BY:

CHECKED BY:

DATE: 10-26-2023



SEAL

SHEET NO.

1 OF 1

JOB NUMBER

23-044-C



HEINS & KWAPIS
ARCHITECTS P.C.

128 E. THIRD STREET
ROCHESTER, MICHIGAN
48307
PH: 248-651-6788
FAX: 248-651-8889
heinsandkwapis@globalnet.net

PROPOSED SITE PLAN
FOR OUTDOOR STORAGE

34575 COMMERCE DR.
FRASER, MI

OWNER: KELLY COMMERCE CENTER
24600 TELEGRAPH RD. STE. 200
SOUTHFIELD, MI 48033 248-483-2500

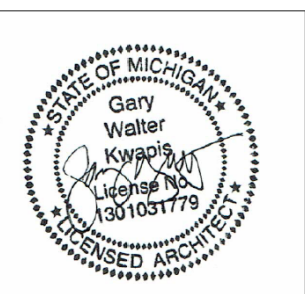
4-11-2024
11-20-2023

REVISION:

DRAWN BY:

CHECKED BY:

DATE: 10-26-2023



SEAL

SHEET NO.

L 1 OF 1

JOB NUMBER

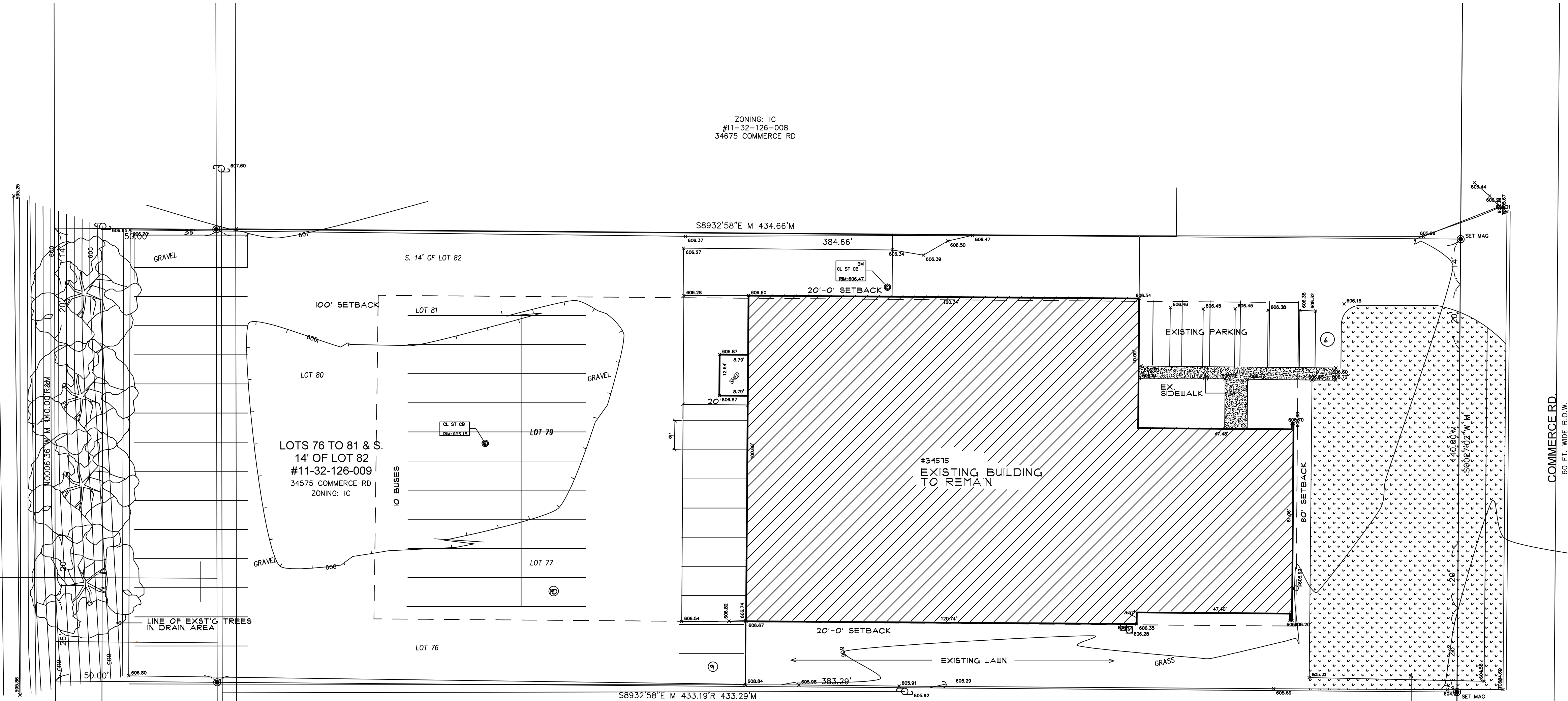
23-044-C

ZONING: IC
#11-32-126-003
34600 KLEIN RD

ZONING: IR
#11-32-126-004
34500 KLEIN RD

ZONING: IC
#11-32-126-008
34675 COMMERCE RD

ZONING: IC
#11-32-126-010
34559 COMMERCE RD



PROPOSED SITE PLAN

SCALE: 1"=20'-0"

ALL EXISTING LANDSCAPING TO REMAIN AS IS EXCEPT RESTORE THE LAWN IN THE FRONT YARD WHERE A PREVIOUS PARKING LOT WAS CONSTRUCTED.

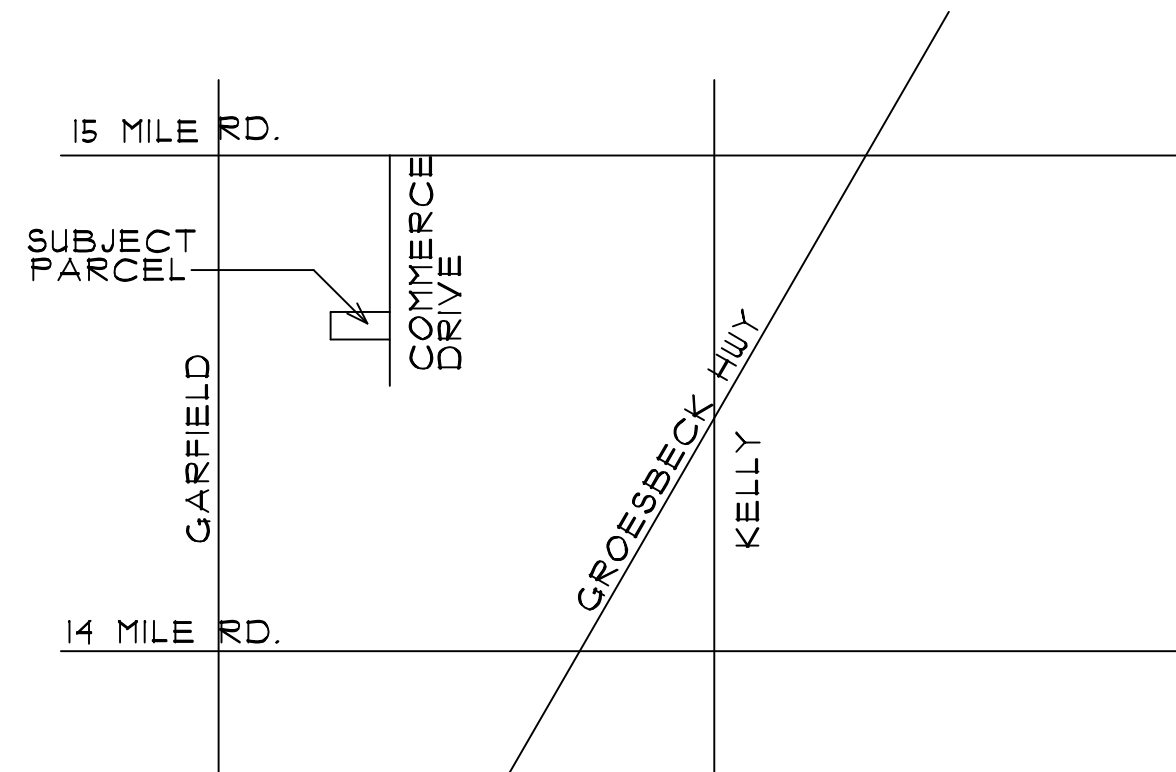
LANDSCAPING NOTES:

MAINTENANCE: ALL LANDSCAPING AREAS SHALL BE KEPT FREE FROM REFUSE AND DEBRIS. ALL MATERIALS SHALL BE MAINTAINED IN A SOUND, WEED-FREE, HEALTHY AND VIGOROUS GROWING CONDITION, AND FREE OF PLANT DISEASE AND INSECTS. AN IRRIGATION SYSTEM OR A READILY AVAILABLE WATER SUPPLY SUFFICIENT TO MAINTAIN THE LANDSCAPING SHALL BE PROVIDED IN ALL REQUIRED LANDSCAPE AREAS UNLESS DROUGHT RESISTANT NATIVE SPECIES ARE UTILIZED.

PLANT MATERIAL:
A. DISCIDIUOUS TREES: 3 INCHES IN CALIPER
B. EVERGREEN AND DECIDUOUS SHRUBS: 18 INCHES IN HEIGHT
ALL REPLACEMENT PLANTINGS FOR DEAD OR DISEASED PLANT MATERIALS MUST MEET THE SAME MINIMUM SIZE REQUIREMENTS AS NEW PLANTINGS.

REMOVAL: ANY REQUIRED LANDSCAPE ELEMENT THAT DIES, OR IS OTHERWISE REMOVED, MUST BE REPLACED WITHIN 1 MONTH AND NO LATER THAN NOVEMBER 30, FROM THE DATE OF ISSUANCE OF A NOTICE OF VIOLATION. IF SUCH NOTICE IS ISSUED DURING THE APRIL 1 TO SEPTEMBER 30 PERIOD, IF THE VIOLATION IS ISSUED DURING THE OCTOBER 1 TO MARCH 31 PERIOD, THE PLANTING SHALL BE COMPLETED NO LATER THAN THE ENSUING MAY 31, OR BE SUBJECT TO FINES AND PENALTIES AS A CIVIL VIOLATION.

TIME PERIOD FOR COMPLETION: ALL LANDSCAPING SHALL BE PLANTED WITHIN 3 MONTHS AND NO LATER THAN NOVEMBER 30, FROM THE DATE OF ISSUANCE OF A TEMPORARY CERTIFICATE OF OCCUPANCY. IF SUCH CERTIFICATE IS ISSUED DURING THE APRIL 1 TO SEPTEMBER 30 PERIOD, IF THE CERTIFICATE IS ISSUED DURING THE OCTOBER 1 TO MARCH 31 PERIOD, THE PLANTING SHALL BE COMPLETED NO LATER THAN THE ENSUING MAY 31. A PERMANENT CERTIFICATE OF OCCUPANCY SHALL ONLY BE ISSUED AFTER INSPECTION AND APPROVAL OF SUCH PLANTINGS.



LOCATION MAP

NO SCALE

LEGAL DESCRIPTION:

LOTS 76 TO 81 INCL. AND THE SOUTH 14 FT. OF LOT 82 "FRASER INDUSTRIAL SUBDIVISION" PART OF THE N.W. 1/4 OF SECTION 32 T.2N. R.13E. CITY OF FRASER, MACOMB COUNTY, MICHIGAN AS RECORDED IN LIBER 58 OF PLATS, PAGES 43 & 44, MACOMB COUNTY RECORDS. 62,164 SF 1.460 ACRES

Building Department	Application No. _____
Fire Marshal	Date Received _____
City Council/Econ. Dev. Coord.	Review Fee \$ _____

CITY OF FRASER
APPLICATION FOR SITE PLAN REVIEW/SPECIAL LAND USE APPROVAL

☒ Site Plan ☐ Special Land Use

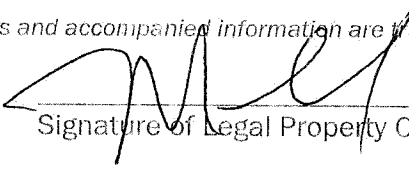
Name of Project: Drivergent Transportation
Address of Project: 34575 Commerce Rd (34575)
Proposed Use: Outdoor Vehicle Storage
Applicant's Name: Same as Owner
Address: _____
City: _____ Zip: _____ Phone: _____
Parcel Identification: 11-32-126-009
Complete Legal Description: (use opposite side or attach separately) See plans
Zoning: IC Size in acres: 1.46 Parcel Width: 140 ft Parcel Length: 433.5 ft
Legal Owner:
Name: Kelly Commerce Center Owner LLC Phone #: 248-683-2500
Address: 26600 Telegraph Rd Ste. 200 Southfield, MI 48033
Site Plan Preparer's Name: Gary Kwapis
Phone: 248-651-6766 Fax: _____

If the Petitioner is not the owner, state basis for representative (ie, attorney, representative, option-to-buy, etc.):

Planning Commission meeting (Second Wednesday of the month at 8:00pm.) The site plan shall include an information required by the City of Fraser Zoning Ordinance. All plans must be folded when submitted. The applicant or representative must be present at the Planning Commission meeting. The site plan shall satisfy the requirements of the Zoning Ordinance for issuance of a building permit, but shall not exempt the applicant from compliance with all other City ordinances or requirements.

The undersigned deposes that foregoing statements and answers and accompanied information are true and correct.

Signature of Applicant



Signature of Legal Property Owner

Please print/type name below signature

Michael Tremonti - Authorized Agent

Please print/type name below signature

CITY OF FRASER

[REDACTED]

[REDACTED]

[REDACTED]

The site plan (dated 11-20-2023) you dropped off with the Building Department is missing information that is needed on a site plan.

Below is the required information, with outstanding information highlighted:

(1) General site data.

- a. The site plan shall be prepared by and carry the seal of the registered architect, landscape architect, community planner, land surveyor or professional engineer who prepared it, and shall consist of one or more sheets necessary to adequately provide the required data.
- b. The dimensions of all improvements and yards shall be labelled in a manner that clearly indicates the plan's compliance with the applicable zoning chapter standards and requirements. **Setbacks, lot size, and parking dimensions missing** SEE DIMENSIONS ON REVISED SITE PLAN
- c. Scale and northpoint should customarily be provided at 1" = 20' or 1" = 30'. For large-scale development, 1" = 50' or 1" = 100' may be acceptable, provided all important typical areas and chapter requirements are thoroughly detailed in clearly recognizable form and presented at the customary scale.
- d. Complete legal description. e. Size of the site expressed in acres. SEE LEGAL DESCRIPTION WITH LOT SIZE IN ACRES.
- f. Location map (four (4) inches = one (1) mile) showing major roads, nearby cross-streets and property lines, where necessary
- g. Zoning of site and all surrounding property. If the site has split zoning, show the line between the districts
- h. Proposed address, if available.
- i. Location of existing structures, improvements and easements. (Indicate if any such structure or improvement is to be removed or adjusted.) **Needs to be labelled and dimensioned** ALL SITE INFORMATION IS EXISTING
- j. Location of proposed structures, improvements and easements.
- k. Yards/setbacks and critical dimensions between buildings and other site improvements. **Needs to be dimensioned on plans, not just written at the bottom of the sheet.** SEE REVISED SETBACK AND DIMENSIONS ON PLAN
- l. Existing improvements within two hundred (200) feet of all property lines (buildings, parking, driveways, sidewalks, signs, fences, walks, etc.).
- m. Topography at two (2) foot contours (existing and proposed). SEE TOPOGRAPHY ON SITE PLAN
- n. Benchmarks. NOTED AS BM AT RIM BEHINE EXISTING GATE

(2) Building plans.

- a. All architectural building elevations (label front, sides and rear) NO CHANGES ARE TO BE DONE TO BUILDING
- b. Type of surface material and design of all exterior surfaces.
- c. Dimensioned floor plans (principal and accessory buildings). NO CHANGES ARE TO BE DONE TO BUILDING
- d. Decks and/or patios (dimensions, location, height and materials). **If applicable** NO CHANGES ARE TO BE DONE TO BUILDING

(3) Access, parking and circulation.

- a. Existing and proposed rights-of-way for all abutting roads.
- b. Location and dimensions of all driveways and street approaches.

- c. Indicate the type of surface (paving).
- d. Parking spaces (location, number, dimensions and surface material). **Dimensions needed (also barrier free parking must be noted and dimensioned)** SEE DIMENSIONS ON REVISED SITE PLAN
- e. Parking space (circulation, number required and prohibited).
- f. Site circulation pattern (direction of pedestrian and vehicular traffic flow if one-way or not obvious from the arrangement). SEE TRAFFIC FLOW NOTATION ON SITE PLAN
- g. Identification of all fire lanes. SEE NOTATION OF FIRE LANES
- h. Sidewalks, interior walks and their connection. SEE NOTE ON SITE PLAN WALK IN FRONT OF BUILDING ONLY
- i. Carport locations and details (including architectural elevations). **If applicable** NOT APPLICABLE

(4) Environmental features.

- a. Complete landscaping plan, including ground cover and the location, number, type and size of all proposed plantings. SEE NOTE ON LANDSCAPING PLAN
- b. Indications of trees and shrubs shall only be used on the site plan where trees and shrubs exist, or where such vegetation will be planted prior to occupancy. All such trees and shrubs shall be labeled as to size, type and whether existing or proposed. SEE NOTE ON LANDSCAPING PLAN
- c. Whenever a tree or group of trees of three (3) inch caliper or greater is to be removed as part of the planned improvements, the location shall be shown on the site plan in dotted outline and noted "to be removed." SEE NOTE ON LANDSCAPING PLAN
- d. Greenbelts, walls and/or berm details. (Provide at least one cross-section for each type used.)
- e. Site irrigation (sprinklers). Indicate all areas to be irrigated. SEE NOTE ON LANDSCAPING PLAN
- f. Treatment and maintenance of all undeveloped areas (such as seeded, sodded, plantings, maintenance or other).
- g. Trash receptacles and method of screening. SEE EXISTING TRASH RECEPTACLE LOCATION
- h. Site lighting details (location, height, type, intensity and shielding). LIGHTING IS EXISTING SEE NOTE ON SITE PLAN
- i. Sign location. (Dimension setback from the centerline of the road or highway.) NO SIGN IS PROPOSED

(5) Other information.

- a. Location of all site utilities. UTILITIES ARE NOT NOTED.
- b. Site drainage characteristics and improvements. SITE IS EXISTING AND DRAINAGE IS EXISTING NO REVISIONS
- c. Park or recreation areas (show boundary and size in square feet). **If applicable** NOT APPLICABLE
- d. Fences (location and details). SEE LOCATION ON REVISED SITE PLAN
- e. Statistical data shall be furnished, including: number of dwelling units; size of dwelling units (i.e., one (1) bedroom, two (2) bedrooms and three (3) bedrooms), if any; and the total gross acreage involved. **If applicable** NOT APPLICABLE
- f. Where large equipment or machinery is to be installed as part of the development, the location, type, horsepower, fuel, dimensions and other data of all such equipment and/or machinery shall be indicated. **If applicable** NOT APPLICABLE
- g. Methods and facilities that address the impact of operational characteristics of the proposed use. **If applicable** NOT APPLICABLE
- h. Method of screening outdoor appliances and/or mechanical equipment. **If applicable** NOT APPLICABLE

I need a more complete site plan in order to bring it before Planning Commission. Let me know if you have any questions.

Best,

Lauren Sayre
Planning and Zoning Consultant
City of Fraser, MI
(586) 293-3100, Ext. 153



Memorandum

TO: Fraser Planning Commission
FROM: Lauren Sayre, AICP, City Planner
Don DeNault, City Attorney
SUBJECT: May Sign Ordinance Discussion
DATE: April 18, 2024

Below is a review of the schedule:

~~**October 4** — Discussion of general regulations, signs allowed in all zoning Districts and signs that are always prohibited in all zoning districts (pages 2-11 of the chart)~~

~~**November 1** — Discussion of sign illumination, lights on or around signage, and electronic message boards (pages 11-15 of the chart)~~

~~**December 6** — Discussion of enforcement and discussion of standards for permanent freestanding signs and wall signage (pages 15 to 19, of the chart and pages 22 to 23, and 28 to 29)~~

~~**January 3, 2024** — Discussion of nonconforming signage (pages 19 to 20 of the chart)~~

~~**February 7, 2024** — Discussion of billboards, real estate development signage, and residential subdivision identification signs (pages 21 and 24 to 25)~~

~~**March 6, 2024** — Discussion of temporary signs (pages 25 to 28)~~

~~**April 3, 2024** — Postponed~~

May 1 – Discussion of Purpose, Intent, Definitions, and Miscellaneous items (page 1 of the chart)

June 5 – Drafting and reviewing ordinance (no PC presentation)

July 17 -Full draft ready for consideration by the Commission, Consideration by Commission of any revisions/additions to the full draft

August/September – Potential City Council Adoption

DRAFT ORDINANCE LANGUAGE FROM MARCH 6, 2023 MEETING

Please review the following ordinance language from last month's discussion and prepare any questions or comments ahead of April's Meeting.

Temporary Signage

1. Shall be maintained free of rust, corrosion, peeling, breakage, graffiti, obfuscation, and all other damage or defacement.
2. All temporary signs shall be aesthetically pleasing and designed and constructed of durable materials installed in conformance with the current provisions of the Michigan Building Code, as amended, and



maintained in accordance with the provisions of the International Property Maintenance Code, with local amendments, as adopted by the city.

3. Shall not be installed in such a manner that it interferes with, or might reasonably be expected to interfere with, vehicular or pedestrian traffic.
4. Shall not be installed within any dedicated right-of-way.
5. Shall only be located on property with the approval of the person or entity with authority to approve it.
6. Must be placed a minimum of five feet from any side property line.
7. All temporary signs shall be removed within seven days after they are no longer necessary for, or capable of, fulfilling their intended purpose.
8. For long-term temporary signs, all ground-mounted support posts shall be constructed of four-inch by four inch pressure-treated posts with decorative post caps. All support posts and decorative post caps, and other supporting framework, shall be painted a uniform color.
9. A temporary sign that is not permanently affixed to the ground or to a permanent structure, or a sign that is mobile and can be moved to another location, shall be stabilized so as not to pose a danger to public safety. Prior to the sign being installed, the Building Department shall approve the method of stabilization.
10. Real estate signs (defined in Sec. XX) are considered temporary signs.
11. On properties utilized as single-family residential:
 - a. Short-term temporary signs shall not exceed three square feet.
 - b. Long-term temporary signs shall not exceed six square feet.
 - c. Total square footage for all temporary signage shall not exceed nine square feet.
 - d. The length shall not exceed the width of the sign by more than a three-to-one ratio.
 - e. The height shall not exceed five feet from top to ground.
12. On properties that are not utilized as single-family residential:
 - b. For all temporary signage not relating to the commercial use of the property:
 - (1) Short-term temporary signs shall not exceed 12 square feet.
 - (2) Long-term temporary signs shall not exceed 16 square feet.
 - (3) Total square footage for all temporary signage shall not exceed 40 square feet.
 - (4) The length shall not exceed the width of the sign by more than a six-to-one ratio.
 - (5) The height shall not exceed five feet from top to ground.
 - (6) No temporary signs are permitted until unused space on any building or monument sign is filled, unless an administrative modification is granted by the Administrative Review Board, or a variance is approved by the Zoning Board of Appeals. If a temporary sign is placed and thereafter 16 or more square feet of unused space on the existing monument sign becomes available, the temporary sign shall be removed within 60 days.



“The Administrative Review Board” is aboard comprised of the City Planner, Building Official, and Building Manager to hear Requests for administrative modification or administrative appeals permitted by this section.

(7) Standards for an administrative modification from the Administrative Review Board: (a) The property owner has less than 16 square feet of unused space on the existing monument sign available; or (b) The property owner has less than 16 square feet of usable contiguous space on the existing monument sign available, even if there is more than 16 square feet of unused space on the existing monument sign.

(8) Standards for a variance requested from the Zoning Board of Appeals:

- (a) The property owner demonstrates an unfair or undue hardship or practical difficulty in complying with one or more of the provisions of this subsection relating to temporary signs.
- (b) The Zoning Board of Appeals may consider the additional factors set forth elsewhere in the zoning ordinance for granting a variance, but may relax or waive those considerations due to the temporary nature of the variance, which shall expire as prescribed by the Zoning Board of Appeals.
- (c) The Zoning Board of Appeals may impose conditions deemed reasonable under the circumstances underlying the variance request in order to protect the character of the surrounding area, honor the spirit and intent of the zoning ordinance and the regulations governing signage, and do substantial justice to the applicant and nearby property owners.

(9) A property owner aggrieved by a decision of the Administrative Review Board may appeal that decision to the Zoning Board of Appeals, which shall determine whether there is competent, substantial, and material evidence to support the decision of the Administrative Review Board. The Zoning Board of Appeals may affirm, modify, or reverse the decision of the Administrative Review Board. The Zoning Board of Appeals may impose new conditions if it modifies the decision of the Administrative Review Board or grants approval of the property owner's request for relief.

12. Registration requirements. Every temporary sign in a non-residential zoning district or installed on any vacant parcel within the city shall be registered prior to installation. A permit is not required.

- a. Any sign still installed after the expiration of its registration shall be subject to removal by the city.
- b. Registration may be submitted through an online portal on the city's website or by using a form provided by the Building Department Clerk.
- c. The registration shall include the following information in order for the registration to be deemed effective:
 - (1) The address of the location for the temporary sign.
 - (2) A description of the sign (or image) with the sign's dimensions;
 - (3) The first and last name of the registrant;



- (4) Whether the sign is a short-term or long-term temporary sign;
- (5) If the registrant is not the owner or a person with authority over the use of the location, the name, telephone number or e-mail address for the individual who provided permission for installation of the sign;
- (6) A mailing address, telephone number, and e-mail address for the registrant to which the City Clerk will provide confirmation of the registration or any deficiencies in the registration information; and
- 7) A certification that the registrant has permission or authority from the property owner or person with authority over the property for installation of the sign.
 - a) If the registrant does not specify a start date for the sign to be displayed, registration of the sign shall be effective upon written confirmation by the city that all information required by this subsection has been accurately provided.
 - b) No fee shall be charged for registering any temporary signs.
 - c) Registration of a short-term temporary sign is valid for 90 days. Registration of any long-term temporary sign is valid for one year. One renewal for an additional 90 days for short-term temporary signs and for an additional one year for long-term temporary signs shall be granted administratively upon written request so long as the sign remains in compliance with all other requirements of this section. No additional registrations for the same location shall be accepted by the city during any 12-month period, and if the sign pertains to an event, occurrence, or activity, no registration shall be accepted by the city more than 90 calendar days prior to said event, occurrence, or activity.
 - d) When such signs exceed the quantity or size limitations on any parcel, those with a registration that became effective first in time shall have priority to remain in place.
 - e) A property owner may revoke, in writing, any sign registration for the owner's property at any time. Revocation shall be effective immediately upon verification by the city of the veracity of the written revocation. The city may immediately remove any signs for which revocation of a registration has become effective under this subsection.
 - f) These registration requirements do not apply to temporary signs authorized by the city in conjunction with a temporary use permit.
 - g) Registration of a temporary sign that is not otherwise permitted does not validate the installation of the sign and will not be deemed a defense to any removal or enforcement by the city.
- 13. Temporary signage not exceeding 100 square feet to be used in conjunction with a municipality-sponsored event shall not require review, registration, or permit.
- 14. All temporary signs shall be subject to removal by the city if the signs are placed within any right-of-way or have become dilapidated, damaged, dangerous, faded, or an attractive nuisance.



15. Signs removed by the city shall be held for ten days before disposal, and may be retrieved during that time by the owner or individual responsible for the sign upon payment of any administrative processing fee established by the city's annual appropriations ordinance.

a. Alternatively, the owner or individual responsible for the sign may appeal the city's determination regarding the improper condition of the sign to the Administrative Review Board. In such instance, the city shall retain the sign until the appeal is concluded, but need not retain the sign for any future appeal efforts if the appeal is denied by the Administrative Review Board. If the Administrative Review Board grants the appeal and deems the sign to be satisfactory, the administrative processing fee shall be waived and the sign shall be returned to the applicant within one business day, and may not be removed by the city again for a minimum of 14 days or for such other period of time deemed appropriate by the Administrative Review Board. Regarding temporary sign fees, below shows the following fees and permits associated from peer communities.

Community	Permit	Fee
City of Warren	Permit Required	\$95
City of Sterling Heights	Registrations required for vacant and commercial properties, not residential	-
Clinton Township	Permit Required	\$50 per week /max. 2 wks per yr. (\$100), \$200 bond
City of Roseville	Building Director can approve	-
City of St. Clair Shores	Permit	\$50, bond \$50
City of Centerline	Permit	\$25

MAY 1, 2024 DISCUSSION OUTLINE

1. Questions of draft text from 04/03/23 PC discussion.
2. Purpose, Intent, Definitions, and Miscellaneous items.

The sections below are new and not in the Sign Ordinance Memo provided by the City Attorney. We will discuss these more at the May 1 Meeting.

PURPOSE AND INTENT

This chapter sets forth guidelines and criteria governing the erection, placement, maintenance, and removal of all signs, excluding those specifically exempted. Its purpose is to protect the public health, safety, and welfare, as well as to preserve a visually appealing environment, all while meeting the identification and communication requirements of sign users. To fulfill this purpose, the following objectives shall guide this chapter and any subsequent revisions, additions, or modifications:



1. **Generally.** Ensure that signs are located, designed, constructed, installed and maintained in a way that protects life, health, morals, property and the public welfare.
2. **Public safety.** Protect public safety by prohibiting signs that
 - a) Are structurally unsafe or poorly maintained;
 - b) Cause unsafe traffic conditions because they unreasonably distract motorists, have similarities to official traffic signs or hinder vision; and
 - c) Impede safe movement of pedestrians or safe ingress and egress from buildings or sites.
3. **Protect aesthetic quality of districts and neighborhoods.** Prevent blight and protect aesthetic qualities by preventing visual clutter and protecting views. Prevent proliferation of signs in residential areas and eliminate abandoned signs and sign structures on unused properties. Also, avoid glare, light trespass, and skyglow through selection of proper fixture type(s) and location, lighting technology, and control of light levels.
4. **Free speech.** The important governmental interests contained herein are not intended to target the content of messages to be displayed on signs, but instead seek to achieve non-speech objectives. In no respect do the regulations of signage prohibit a property owner or occupant from an effective means of conveying the desired message. Nothing in this Ordinance is intended to prohibit the right to convey and receive messages, particularly noncommercial messages such as religious, political, economic, social, philosophical or other types of speech protected by the First Amendment of the United States Constitution.
5. **Business identification.** Allow for adequate signage for business identification and other commercial speech, noncommercial speech, and dissemination of public information, including but not limited to, public safety information and notification as may be required by law.
6. **Foster economic development.** Ensure that signs are located in a manner that does not cause visual clutter, blight, and distraction, but rather promotes identification and communication necessary for sustaining and expanding economic development in the city.
7. **Discontinue nonconforming signs.** It is the intent of this chapter that all nonconforming signs remaining in the city at the time of its adoption be removed or replaced as sites and signs around the city are altered.

MISCELLANEOUS ITEMS

Temporary Agricultural Signs (Page 21)

Recommend removing provision as it can be covered by temporary signs.

Directional Signage (Page 21)

1. Directional signs shall be considered incidental and shall not exceed 4 square feet and 4 feet in height. Directional signs set at an entrance point may be located within a required yard subject to the sight line and clearance distance restrictions set forth in this section.
2. Directional, informational, and traffic control signs placed by government entities are permitted in all zoning districts and shall be installed, to the extent applicable, in accordance with the Manual on Uniform Traffic Control Devices.



Window Signs (Page 29)

1. Window signage is permitted but the maximum size of a window sign shall not exceed 25% of the total glass area of the facade it is located on, and in no instance shall a window sign exceed 150 square feet in area.

I anticipate also having the discussion on permits for window signage. Maybe it varies if it's temporary or not. Thoughts?

Permits (Page 29)

1. **Permit Required.** It is unlawful for any person to erect, alter, or structurally change a sign (unless the sign is specifically exempt), without first obtaining a permit from the city. Any sign that makes use of electricity must, in addition to a sign permit, have an electrical permit.
2. The following signs do not require a permit:
 - a) Government signs, including those used to identify public facilities, government buildings, parks, and temporary government signs used for decoration or for seasonal events or holidays. This includes highway and street signs, and signs authorized by a road agency in conjunction with infrastructure improvements.
 - b) Address numbers, with a numeral height of no greater than 12-inches.
 - c) Historic markers under the authority/designated authority of the local, state, or federal organization.
 - d) Essential service signs and signs required by law.
 - e) Placard/building markers, no larger than 2-square feet in area.
 - f) Affixed restaurant menu signs.
 - g) Flags, subject to the following:
 - I. Flags and flagpoles cannot be located within any right-of-way.
 - II. Flag poles have a maximum height of 30-feet.
 - III. No more than 1 flag is permitted per lot in a residential district, and no more than 3 flags are permitted per lot in all other districts.
 - IV. 60 square feet in size. *(Total or per Flag?)*
 - h) Directional signs, no larger than 4-square feet in area and 4-feet in height

Historic Markers (Page 30)

Addressed in signs exempt from permits.

Menu Boards (Page 31)

1. 1 menu order board and 1 preorder menu board for each drive-thru lane.
2. The maximum height for such signs shall be 7 feet and the total area allowed for each drive-through lane shall not exceed 45 square feet.
3. Menu board or order board signs shall be located on the interior of the lot or parcel and shall not be readable from the exterior of the lot.

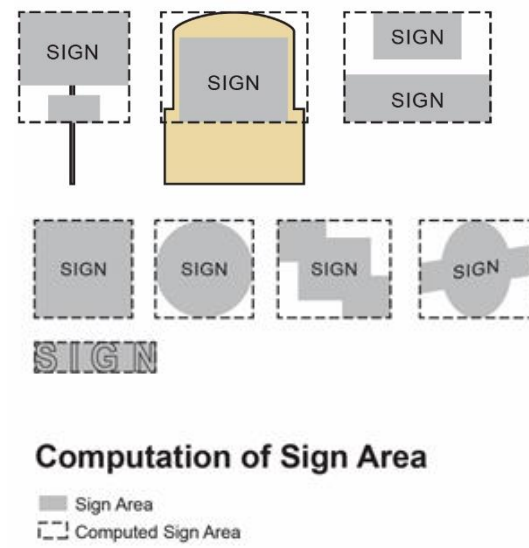


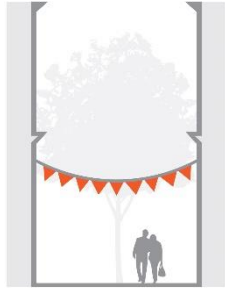
4. The placement, size, content, coloring or manner or illumination of the sign shall not cause a traffic or pedestrian hazard or impair vehicular or pedestrian flow.
5. The volume on the menu board or order board shall be maintained at the minimum level necessary so that it is audible to users, but to minimize extraneous noise traveling off site.

DEFINITIONS

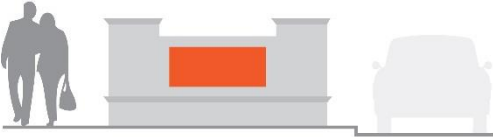
The definitions relating to signs are currently found in Sec. 32-3. The table below shows the existing definitions, as well as proposed edits and graphic additions. These will be discussed further at the April 3, 2024 meeting.

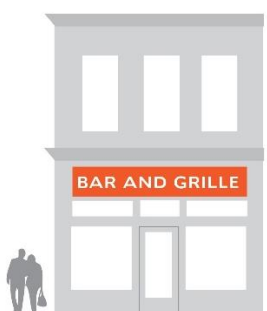
Term	Existing Definition	Proposed Definition	Graphic
Sign	The use of any word, numeral, figure, object, device, letter, symbol, insignia, illustration, design, trademark, or combination of these, by which anything is made known to the general public, or which is commonly understood to be used to attract the attention of the general public, irrespective of whether it is visible from off the site or lot. Customary displays of merchandise or objects and material, without lettering, placed behind a store window are not signs or parts of signs, nor shall the customary, non-communicative architecture of buildings be considered as a sign or part of a sign.	Any display or object which is primarily used to identify or display information or direct or attract attention by any means which is visible from any street, sidewalk, alley, park, or public property and is otherwise located or set upon or in a building, structure or piece of land. The definition does not include goods displayed in a window.	
Accessory Signs	A sign which is customarily incidental and subordinate to the principal use of the premises.	Delete- Updated Ordinance does not differentiate accessory vs. non-accessory signs.	
Advertising Sign	Shall be known as a non-accessory sign and shall relate to a business, use or service not carried on the premises upon which the sign is placed.	Delete- Updated Ordinance does not include provisions for advertising signs/differentiate advertising signs	

Term	Existing Definition	Proposed Definition	Graphic
Sign Area	The area within a continuous perimeter enclosing or making up a sign, together with any frame or other material or color forming an integral part of the display or used to differentiate such sign from the background against which it is placed; excluding the necessary supports or uprights on which such sign is placed; provided, however, any open space contained within the outer limits of the display face of a sign, or between any component, panel, strip or figure of any kind composing the display face shall be included in the computation of the area of the sign, whether such open space be enclosed or not by a frame or border. Where a sign consists solely of lettering or other sign elements mounted on a wall of a building without any distinguishing border, panel or background, only the area of a tightly drawn imaginary rectangle enclosing each such letter or other sign elements shall be treated as a single sign for the purposes of area computation. For double-face signs, only one (1) display face shall be measured or counted in computing sign area or items of information where the sign faces are parallel or where the interior angle formed by the faces is sixty (60) degrees or less. If the two (2) faces of a double-faced sign are of unequal area, the area of the signs shall be taken as the area of the larger face.	The entire area within a circle, triangle, rectangle, oval, or other geometric shape enclosing the extreme limits of writing, representation, emblem or any figure of similar character, together with any frame or other material or element forming an integral part of the display or used to differentiate the sign form the background against which it is placed, excluding the necessary supports or uprights on which such sign is placed.	 Computation of Sign Area ■ Sign Area - - - Computed Sign Area
Sign Construction	Shall mean to build, construct, attach, hang, place, suspend, or affix, and shall also include the painting of wall signs.	No change	
Direction Sign	A sign directing vehicular or pedestrian traffic to service window, parking areas or loading areas.	A sign, the sole purpose of which is to facilitate the flow of traffic within a site.	

Term	Existing Definition	Proposed Definition	Graphic
Festoon Sign	A sign where incandescent light bulbs, banners or pennants, or other such features are hung or strung overhead and are not an integral physical part of the building or structure they are intended to serve.	No change	 A diagram showing a stylized tree silhouette with a string of orange triangular pennants or banners draped across its branches. Below the tree, two small human figures are walking, providing a sense of scale.
Flashing, Animated or Moving Sign	A sign that intermittently reflects lights from either an artificial source or from the sun or signs which have movement of any illumination, such as intermittent, flashing, scintillating or varying intensity; or a sign that has any visible portions in motion, either constantly or at intervals, which motion may be caused either by artificial or natural sources.	Change Term to “Moving Sign” A sign that has any visible moving part either constantly or at intervals; flashing, scintillating, intermittent, or oscillating lights; visible mechanical movement of any description; or other apparent visible movement achieved by any means that move, change, flash, oscillate or visibly alters in appearance to depict action, create an image of a living creature or person, or create a special effect or scene. This definition does not include Changeable-Copy Signs and Electronic Message Center (EMC) Signs that comply with this Article	
Ground Sign	A freestanding sign supported by one or more upright braces of reasonable size necessary to support such sign, permanently mounted in or upon the ground or to something requiring location on the ground. A ground sign is any sign with less than ten (10) feet clearance between the bottom of the sign and the established grade.	A sign supported by structures or supports that are placed on, or anchored in, the ground; and that is independent and detached from any building or other structure.	 A diagram showing two human figures walking on a sidewalk. To their right is a freestanding sign structure consisting of a large orange rectangular sign mounted on a base, with a smaller orange rectangular sign below it.

Term	Existing Definition	Proposed Definition	Graphic
Identification and Nameplate Sign	A wall sign stating the name of a person, firm, or name or description of a certain permitted use.	A wall sign identifying the occupant, business name and/or address of a building or parcel of land.	
Mechanical Movement Sign	Refers to animation, revolution, movement up and down, or movement sideways.	Delete – Covered under “Moving Signs”	
Non-Accessory Sign	A sign which is not accessory to the principal use of the premises.	Delete- Updated Ordinance does not differentiate accessory vs. non-accessory signs.	
Outdoor Advertising Signs	Any card, cloth, paper, metal, painted glass, wood, plastic, stone or other object of any kind or character whatsoever, placed for non-accessory outdoor advertising purposes on the ground or on any tree, wall, bush, rock, post, fence, building, structure or thing whatsoever. The term "placed" as used in the definition of "outdoor advertising sign" and "outdoor advertising structure" shall include erecting, constructing, posting, painting, printing, tacking, mailing, gluing, sticking, carving or other fastening, affixing, or making visible in any manner whatsoever to the public.	Delete- Updated Ordinance does not include provisions for advertising signs/differentiate advertising signs	
Political Sign	A temporary sign, without permit required, relating to the election of a person to public office, or relating to a political party, or relating to a matter to be voted upon at an election called by a public body.	Delete- Encompassed under “Temporary Signs”	
Portable Sign	A freestanding sign not permanently anchored or secured to either a building or the ground, such as, but not limited to: trailers, "A" frame, "T" shaped, or inverted "T" shaped sign structures.	No change	

Term	Existing Definition	Proposed Definition	Graphic
Projecting Sign	A sign which is affixed to any building or part thereof, or structure which extends beyond the building wall, or parts thereof, or structure by more than twelve (12) inches. A projecting sign shall not include a ground sign as herein defined.	A building-mounted, double-sided sign with the two (2) faces generally perpendicular to the building wall, not to include signs located on a canopy, awning, or marquee.	 A graphic illustration showing a building with a projecting sign that reads "TOY STORE". The sign is double-sided and extends from the building wall. A tree and a car are visible in the background, and two people are walking on the sidewalk in the foreground.
Pylon or Pole Sign	A type of sign located in the ground and with a clear space of not less than ten (10) feet between the bottom of the face of the sign and the established grade.	No Change	 A graphic illustration showing a pylon or pole sign. The sign is a solid orange rectangle mounted on a tall pole. Two people are walking on the sidewalk in the foreground.
Real Estate Sign	A business sign placed upon a property advertising that particular property for sale, or for rent, or for lease.	No Change	
Real Estate Development Sign	A temporary business sign placed on premises of a subdivision or other real estate development to indicate a proposed start or to inform relative to availability.	No Change	
Residential Entranceway Sign	Entrance way structures including, but not limited to, walls, columns, grates, lamps and poles, and any associated landscaping materials or improvements.	A sign located on a major thoroughfare and serving as the entrance marker to a residential development.	 A graphic illustration showing a residential entranceway sign. The sign is a solid orange rectangle mounted on a low wall or structure. Two people are walking on the sidewalk in the foreground, and a car is visible in the background.

Term	Existing Definition	Proposed Definition	Graphic
Roof Sign	A sign which is erected, constructed, or maintained upon the roof or parapet of a building but does not project above or beyond the roof or parapet. (A sign projecting beyond or above the roof or parapet shall be known as an "above-the-roof" sign.)	A sign that is erected, constructed, and maintained upon, against, or above the roof or parapet of a building or any portion thereof. A sign mounted upon a mansard fascia that does not project above the highest point of the roof or parapet is considered a Wall Sign.	 A stylized illustration of a building facade. A red rectangular sign with the text "FLOWER SHOP" in white capital letters is mounted on the roofline, above the entrance. Two small human figures are standing on the sidewalk in front of the building.
Signable Area	A continuous wall area on the front of the building which is free of windows and doors and major architectural design. So-called mansard roofs may be used for signable area, provided they are within twenty (20) degrees of a vertical plane and wall signs on them are vertical, unless individual letters are used to make up the wall sign.	No Change	
Vehicle Business	A vehicle sign when the vehicle upon which the sign is painted or attached is parked or placed upon the owner's premises primarily for advertising purposes. Currently licensed commercial vehicles in general daily off-site use are not included as part of this definition.	Change Term to "Vehicle Sign"	 A stylized illustration of a white commercial van parked on a sidewalk. A red rectangular sign with the text "PLUMBERS LTD" in white capital letters and the phone number "917.555.1982" below it is mounted on the side of the van. Two small human figures are standing on the sidewalk in front of the van.
Wall Sign	A sign attached to and placed flat against the exterior wall or surface of any building, no portion of which projects more than twelve (12) inches from the wall but which may or may not project above the roof or parapet.	No Change	 A stylized illustration of a building facade. A red rectangular sign with the text "BAR AND GRILLE" in white capital letters is mounted on the exterior wall, above the entrance. Two small human figures are standing on the sidewalk in front of the building.

NEW TERMS

Term	Proposed Definition	Graphic
Window Sign	Any sign that is applied, painted, or affixed to a window, or placed inside a window, within three (3) feet of the glass, facing the outside of the building. Customary displays of merchandise or objects and material without lettering behind a store window are not considered signs.	 The illustration shows a two-story building facade. The ground floor has a central door with the number '123' above it. To the left of the door is a large window with a sign that says 'Salon' in a cursive font. To the right of the door is another window with a small red square sign. Above the door is a small sign that says 'OPEN'. Two silhouettes of people are walking on the sidewalk in front of the building.
Temporary Sign	A type of non-permanent, sign that is located on private property that can be displayed for a limited duration of time and is not intended to be a permanent display. Banners, feather signs, and yard signs are considered a form of temporary signage. Window signs, portable signs, real estate signs, real estate development signs, and yard signs may also be considered temporary signs if their use is non-permanent in nature.	
Banner Sign	A temporary sign on paper, cloth, fabric or other flexible or combustible material of any kind that is attached flat against a permanent sign face or strung between two poles or structures.	 The illustration shows a two-story building facade. A red banner with the words 'GRAND OPENING' in white capital letters is strung across the front of the building, just above the ground floor windows. The building has a central door and two large windows on the ground floor. Two silhouettes of people are walking on the sidewalk in front of the building.

Term	Proposed Definition	Graphic
Feather Sign	A form of temporary sign composed of durable lightweight fabric with a sturdy frame enclosing only a portion of the material's edge so that it can remain upright and still be flexible in the breeze, generally shaped to be tall and narrow when affixed into the ground or other bottom support, affixed to a pole which is located outdoors and contains language for advertisement, greeting or similar messaging purposes, which is activated by the wind and is used by businesses or organizations to promote events, products or services.	
Yard Sign	A small, temporary sign characterized by a wire frame, non-durable message surface such as cardboard or paper, and are often inserted into a lawn with wire posts. Although variations exist to the materials of the frame and message board, a consistent physical characteristic is its temporary and disposable nature.	
Air-Blown Sign	A balloon or other air-borne flotation device, ("wind dancers"), which is tethered to the ground or to a building or other structure.	
Billboard	A large sign erected, maintained, and used for the purpose of displaying messages that can be seen from a long distance or read from a vehicle traveling at high speeds. A Billboard Sign differs from a Freestanding Sign based on its size. A Billboard Sign is 200 square feet or greater in size.	
Off-Premises Sign	A sign that pertains to a business, person, organization, activity, event, place, service or product not principally located or primarily manufactured or sold on the premises on which the sign is located.	
Electronic Message Board Sign	An electrically activated changeable-copy sign whose variable message and/or graphic presentation capability can be electronically programmed. Electric Message Boards typically use light emitting diodes (LEDs) as lighting sources.	

Term	Proposed Definition	Graphic
Canopy Sign	A sign on a structure other than an awning made of fabric, metal, or other material that is either supported by columns or posts affixed to the ground and may also be connected to a building, or supported by and projecting from a building, and providing protection from the elements.	 The graphic illustrates two types of signs. The top part shows a two-story building with a grey awning over the entrance that has the word 'Cafe' written in a red script font. To the left of the entrance, two silhouetted figures are walking. Below the building is a red T-shaped sign. The horizontal top bar of the T is red with white diagonal stripes and contains the text 'GAS & GO' in white. The vertical stem of the T is solid red. At the base of the T, two black cars are shown parked on either side.
Menu Boards	A sign providing items and prices associated with a drive-through window.	
Flag	Any sign printed or painted on cloth, plastic, canvas, or other like material with distinctive colors, patterns, or symbols attached to a pole or staff and anchored along only one edge or supported or anchored at only two (2) corners.	
Directory Sign	A ground or building sign that lists tenants or occupants of a building or project, with unit numbers, arrows or other directional information.	
Sign Face	The portion of the sign used for display of sign copy, including all background area, pictures, and any other advertising devices shown in or on the sign. Sign frame and supports are excluded from this definition	