CITY OF MANISTEE PLANNING COMMISSION

WORKSESSION AGENDA

Thursday, February 15, 2007
7:00 p.m.
Council Chambers, City Hall
70 Maple Street, Manistee, Michigan

I **Call to Order.**

II **Worksession Items:**

1. Proposed Amendments to Zoning Ordinance as recommended by Ordinance Re-Write Committee

   a. Section 1814.C.2 Billboards

   b. Section 2102.A.7.a &b Area of Signs

   c. Waterfront Setback - Clarification

   d. Section 1202.E.2 - Nonconforming Signs

   e. Section 2110 Use Type 5, Industrial Signs

2. Discussion by Planning Commission about Signage on Riverwalk

3. Misc.

III **Adjourn.**

* * * * * * * * * * *

All Planning Commission Meetings and Worksessions are open to the Public.

Worksessions are scheduled to allow the Planning Commission the opportunity to discuss in a less formal manner than a regular meeting. No motions or decisions can be made during a worksession.

The Planning Commission does not take public comment during worksessions. The public is not allowed to speak, ask questions, or express opinions on items which are being discussed during the worksession.

City of Manistee

PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee

DATE: February 9, 2007

RE: February 15, 2007 Worksession

Commissioners, enclosed is your agenda for the February Worksession. On the agenda are some more ordinance amendments that are being forwarded by the Ordinance Re-Write Committee.

During the Ordinance Re-Write Meeting we did not discuss signage on the Riverwalk. In the hope that a decision could be made regarding an Amendment we will be discussing this issue with the Planning Commission as a whole at the Worksession.

Currently buildings on River Street are not allotted additional signage for the Riverwalk. The previous ordinance did provide an amount of signage for these buildings. We have been asked if language could be developed to provide signage on the building with frontage on the Riverwalk.

Copies of the Ordinance Amendments that were discussed by the Planning Commission at the January Worksession have been forwarded to the City Attorney for review. In the event that the Planning Commission approves the new draft amendments they will be forwarded to the attorney to include in his review.

Depending on when the attorney completes his review and having to meet the noticing requirements we may not be able to hold the Public Hearing on March 15, 2007 as we discussed. In that event we will try to schedule the Public Hearing for the April 19, 2007 Worksession.

Please let me know if you are unable to attend the worksession. See you Thursday!

:djb

Ordinance Re-Write Committee
February 8, 2007 @ 4:00pm
City Hall, Executive Council Chambers

PRESENT: Maureen Barry, Ben Bifoss, Tony Slawinski

ABSENT: Harlo Haines

OTHERS: Denise Blakeslee, Jon Rose

NEW ITEMS APPROVED FOR ORDINANCE AMENDMENTS:

Items reviewed at the meeting that will have Ordinance Amendments prepared and forwarded to the Planning Commission for their review at the February 15, 2007 worksession are as follows:

Article 21: Signs, Section 2102 General Standards, Subsection 7 Area of Signs, Items a & b.
Draft Language prepared by staff approved by Committee - Add "principal" building to language for clarification purposes.

Article 18: Special Uses - Section 1814.C.2 (Billboard)
Draft language prepared by staff reviewed and changed by Committee - Needed clarification on Billboard Structures and Billboard Faces and number of faces should be 19 not 10.

Amendments or Clarifications put into the Ordinance will be annotated or footnoted.

Article 21: Signs - Page 21-12: Section 2110 Use Type 5, Industrial
Draft language prepared by staff committee reviewed and discussed. Staff is to do computations o allow the large parcels in the General Industrial District with multiple street entrances and large frontage the ability to have additional signage?

Waterfront Setback: Where is waterfront setback determined from (waters edge, ordinary high water mark,...)?
Draft prepared by staff for committee review and with recommendations ready for Planning Commission Review. The Ordinary High Water Mark will be set at 581.5(IGLD85) as the standard for our ordinance because it is the number used by the Corps of Engineers for their permitting process. MDEQ Uses a lower level of 580.5 for their permitting process.

AN ORDINANCE TO AMEND IN PART AN ORDINANCE ENTITLED "MANISTEE CITY ZONING ORDINANCE" WHICH WAS ADOPTED FEBRUARY 21, 2006,

To Amend the Manistee City Zoning Ordinance
Article 18: Standards and Requirements for Special Uses
AMEND - Section 1814 Billboard
Subsection C Regulations and Conditions:
Item 2

THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, ORDAINS:

1. That Article 18: Standards and Requirements for Special Uses - Section 1814 Billboard, Subsection C. Regulations and Conditions, Item 2 be amended as follows:

Section 1814.C.2 BILLBOARDS

2. It is hereby determined that a reasonable number of billboards provide the traveling public and the community with helpful information and a reasonable number of billboards can be important to the economic well-being of local and regional businesses. It is further determined that an excess number of billboards in the community will detract from the aesthetic character and scenic nature of the community and present the traveling public with confusing visual clutter rather than helpful information. The Planning Commission shall not approve a special land use application for a new billboard in the City of Manistee if such approval would result in there being more than ten (10) billboard structures, ~~(eight (8) on US-31, one (1) on River Street, and one (1) on Fifth Street) or more than ten (10) billboard faces in the City. For the purposes of this paragraph, both permitted billboards and lawfully constructed nonconforming billboards shall be counted. For the purposes of this paragraph, both permitted billboards and lawfully constructed nonconforming billboards shall be counted.~~ ***or more than nineteen (19) billboard faces in the City.***

[Annotation: For the purposes of establishing this maximum number both permitted billboards and lawfully constructed nonconforming billboards were counted. The billboards that were in place on February 21, 2006 when the Ordinance was adopted were eight (8) on US-31, one (1) on River Street, and one (1) on Fifth Street.]

NO CHANGES WERE MADE TO THE REMAINDER OF SECTION 1814

And make appropriate edits to index and chart provisions as necessary

2. CONFLICTING ORDINANCES: that any and all ordinances of City of Manistee which may conflict with the provisions of this ordinance as amended, be and are hereby rescinded.

3. EFFECTIVE DATE: This Ordinance shall take effect seven days after publication in the Manistee News Advocate.

_____

Cynthia A. Fuller, Mayor Dated

ATTEST:

_____

Michelle Wright Dated

City Clerk/Deputy Treasure

DRAFT

AN ORDINANCE TO AMEND IN PART AN ORDINANCE ENTITLED "MANISTEE CITY ZONING ORDINANCE" WHICH WAS ADOPTED FEBRUARY 21, 2006,

To Amend the Manistee City Zoning Ordinance
Article 21: Signs
AMEND - Section 2102, General Standards
Subsection A. Computations
Item 7, Area of Signs
Sub Items a & b

THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, ORDAINS:

1. That Article 21 Signs - Section 2102 General Standards, Subsection A. Computations, Item 7, Area of Signs, Sub Items a & b Subsection 7 Area of Signs, Items a & b be amended as follows:

    7. Area of Signs (wall, window, marquee, electronic).
        a. For Use Type 3, as provided in Section 2108, in the C-1, C-2, C-3 and W-F districts when fronting US-31, wall, window, marquee, and/or electronic signs shall be permitted and the maximum cumulative sign area permitted expressed in square feet shall be not more than 1.5 times the ***principal*** building width, measured from corner to corner, facing the public right-of-way.
            1. The maximum width of any wall sign shall not exceed ninety (90) percent of the width of the wall to which the sign is attached and shall not project higher than the roofline of the structure to which it is attached.
            2. For buildings located on corner lots where two or more sides of the building face a public right-of-way, maximum permitted cumulative sign area may be determined for each building side that faces the road right-of-way provided that all such sign area shall only be allowed to the building side for which it is based.
        b. For Use Type 3, as provided in Section 2108, in the C-1, C-2, C-3 and WF districts that do not front US-31, wall, ground, projecting, window and marquee signs shall be permitted and the maximum cumulative sign area permitted expressed in square feet shall not be more than 1.5 times the ***principal*** building width, measured from corner to corner, facing the public right-of-way, or fifty (50) square feet, which ever is greater.
            1. The maximum width of any wall sign shall not exceed ninety (90) percent of the width of the wall to which the sign is attached and shall not project higher than the roofline of the structure to which it is attached.
            2. For buildings located on corner lots where two or more sides of the building face a public right-of-way, maximum permitted cumulative sign area may be determined for each building side that faces the road right-of-way provided that all such sign area shall only be allowed to the building side for which it is based.
            3. Projecting signs shall be limited to one per parcel and no greater than sixteen (16) square feet in area.

And make appropriate edits to index and chart provisions as necessary

2. CONFLICTING ORDINANCES: that any and all ordinances of City of Manistee which may conflict with the provisions of this ordinance as amended, be and are hereby rescinded.

3. EFFECTIVE DATE: This Ordinance shall take effect seven days after publication in the Manistee News Advocate.

_____

Cynthia A. Fuller, Mayor Dated

ATTEST:

_____

Michelle Wright Dated

City Clerk/Deputy Treasure

Draft

AN ORDINANCE TO AMEND IN PART AN ORDINANCE ENTITLED "MANISTEE CITY ZONING ORDINANCE" WHICH WAS ADOPTED FEBRUARY 21, 2006,

To Amend the Manistee City Zoning Ordinance

Article 2: Definitions
Section 216 O
CHANGE DEFINITION of Ordinary High Water Mark
Section 220 S
CHANGE DEFINITION of Setback
Section 224 W
DELETED DEFINITION of Water's Edge
Section 226 Y
CHANGE DEFINITION of Yard

Article 5: General Provisions
Section 502, Uses Spatial and Physical Requirements - Subsection E
CHANGE FROM water's edge to ordinary high watermark
Section 508 Fences - Subsection A, Item 2
CLARIFY waterfront setback

Article 8: R-1 Low Density Residential District
CHANGE from normal high water line to ordinary high water mark
Section 804 Dimensional Standards Subsection 4

THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, ORDAINS:

1. That Article 2: Definitions, Section 216 O (change definition) ORDINARY HIGH WATERMARK be amended as follows:

   ORDINARY HIGH WATERMARK: ~~The line between upland and bottomland which persists through successive changes in water levels, below which the presence and action of the water is so common or recurrent that the character of the land is marked distinctly from the upland and is apparent in the soil itself, the configuration of the surface of the soil and the vegetation.~~ *The elevation contour line at five hundred eighty one and five tenths (581.5) feet above sea level - International Great Lakes Datum 1985 (IGLD 85).*

2. That Article 2: Definitions, Section 220 S (change definition) SETBACK be amended as follows:

   SETBACK: The required minimum distance between a building and any lot line. Setbacks are measured by an imaginary line parallel to a property line which is a specified distance toward the center of a parcel from the property lines or ~~water front~~ ***ordinary high water mark.*** Side, front, rear and waterfront setbacks correspond to the respective yard.

3. That Article 2: Definitions, Section 224 W **(DELETE DEFINITION)** of WATERS EDGE.

   ~~WATER'S EDGE: The elevation contour line at five hundred eighty one and twenty six hundreds (581.26) feet above sea level.~~

4. That Article 2: Definitions, Section 226 Y (change definition) YARD be amended as follows:

   YARD: An open space that lies between the building or buildings and the nearest lot line. Front yard means a yard between the front property line, which is adjacent to a road right-of-way, and the nearest building line. Rear yard means a yard between the property line on the opposite side of the parcel from the property line adjacent to a road right-of-way and the rear building line. Side yard means the remaining yard(s) between the front and rear building lines and the side line (s) of the parcel. Waterfront yard means a yard between the ~~water's edge~~ ***ordinary high water mark*** and a building line. It may be situated in what would be a side or rear yard if the water body was not present. A parcel may have any combination of yards, so that it may not have a rear yard, it may have two front yards, etc.

5. That Article 5: General Provisions Section 502, Uses Spatial and Physical Requirements - Subsection E, be amended as follows:

   SECTION 502 USES, SPATIAL AND PHYSICAL REQUIREMENTS

   E. Required setback distances shall be measured perpendicular to and from the property line or edge of right-of-way or ~~water's edge~~ ***ordinary high water mark*** toward the center of the parcel. For non-platted parcels, where the front lot line is the roadway centerline, setbacks shall be measured from the edge of the right-of-way. Building setback lines shall parallel the parcel line from which they are measured. All measurements of setback distances shall be completed in accordance with **Section 524** hereof.

6. That Article 5: General Provisions Section 508, Fences be amended as follows:

   SECTION 508 FENCES

   A. Location:

      2. Decorative Fences, as defined herein, may be placed in any location on a parcel, provided that on a waterfront lot in the R-1, R-2, R-3 and R-4 Districts, no portion of such fence shall be ~~located closer than forty (40) feet to the waters edge~~. ***constructed in the waterfront set-back.***

7. That Article 8: R-1 Low Density Residential District, Section 804 Dimensional Standards, Subsection 4 be amended as follows:

    4. Waterfront Yard: The minimum setback shall not be less than one hundred (100) feet from the ~~normal high water line,~~ ***ordinary high water mark,*** provided such setback shall not apply to walkways, (~~decks,~~) boat docks, boat slips, boat launches and boat houses. Provided, further that the waterfront setback shall not be less than the setbacks required by the Department of Natural Resources in a High Risk Erosion Control area.

And make appropriate edits to index and chart provisions as necessary

8. CONFLICTING ORDINANCES: that any and all ordinances of City of Manistee which may conflict with the provisions of this ordinance as amended, be and are hereby rescinded.

9. EFFECTIVE DATE: This Ordinance shall take effect seven days after publication in the Manistee News Advocate.

_____

Cynthia A. Fuller, Mayor Dated

ATTEST:

_____

Michelle Wright Dated
City Clerk/Deputy Treasure

Draft

AN ORDINANCE TO AMEND IN PART AN ORDINANCE ENTITLED "MANISTEE CITY ZONING ORDINANCE" WHICH WAS ADOPTED FEBRUARY 21, 2006,

To Amend the Manistee City Zoning Ordinance
Article 21: Signs
AMEND - Section 2102, General Standards
Subsection E. Erection of New Signs Where Legal Nonconforming Signs Exist
Item 2

THE CITY OF MANISTEE, MANISTEE COUNTY, MICHIGAN, ORDAINS:

1. That Article 21 Signs - Section 2102 General Standards, Subsection E. Erection of New Signs Where Legal Nonconforming Signs Exist, Item 2 be amended as follows:

   E. Erection of New Signs Where Legal Nonconforming Signs Exist.

   2. When a use or parcel including a nonconforming sign is subject to the requirements ~~of Site Plan Review under Article 22~~, ***Standards and Requirements for Special Uses under Article 18*** all signs and sign structures shall be brought into compliance with this **Article 21** as a condition of the approval of ~~such site plan~~ ***the Special Use.***

   And make appropriate edits to index and chart provisions as necessary

2. CONFLICTING ORDINANCES: that any and all ordinances of City of Manistee which may conflict with the provisions of this ordinance as amended, be and are hereby rescinded.

3. EFFECTIVE DATE: This Ordinance shall take effect seven days after publication in the Manistee News Advocate.

_____

Cynthia A. Fuller, Mayor Dated

ATTEST:

_____

Michelle Wright Dated

City Clerk/Deputy Treasure

City of Manistee

PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee DB

DATE: February 9, 2007

RE: Use Type 5, Industrial Signs

Commissioners, the Ordinance Re-Write Committee discussed Section 2110 Use Type 5, Industrial Signage at their meeting on February 8, 2007. Draft language had been prepared by staff and the committee reviewed and discussed the proposed language.

Staff was directed to do computations on the frontage of parcels in the General Industrial District. Following is a copy of the Draft language that staff prepared along with street frontage calculations.

It should be noted that in the staff review there are some parcels in the G-I Industrial District that do not front on a street. This needs to be taken into consideration when determining a way to allocate signage. Also some of the site provide dock facilities and signage may be needed for docks.

The Planning Commission as a whole will discuss the options and hopefully we will draft an Ordinance Amendment at the Worksession.

:djb

TABLE 2100-1 USE TYPES AND SIGN STANDARDS	
Section 2110	Use Type 5, Industrial
Description	Uses of this type include manufacturing, processing, shipping and transportation facilities.
Examples of Uses	Contractor's Facility, Mining and Mineral Processing, Processing and Manufacturing, Research, Testing and Laboratories, Public Warehouses, and similar uses in the judgment of the Zoning Administrator

Zoning Districts	Permitted Sign Types	Nº. Signs Permitted	Cumulative Sign Area	Lighting	Conditions
R-1 & R-2	Uses of this type are normally not permitted in the R-1 or R-2 Districts				
R-3	Wall, Ground, Window	1	16 Sq. Ft.	External	
R-4	Uses of this type are normally not permitted in the R-4 District				
C-1, WF, L-I	Wall, Window Ground, Marquee	n/a	64 Sq. Ft.	Either	For parcels with more than 600 feet of frontage, one additional ground sign shall be permitted.
C-2 & C-3	Uses of this type are normally not permitted in the C-2 or C-3 Districts				
~~W-F, L-I,~~ G-I	Wall, Window, Ground, Marquee	n/a	64 Sq. Ft. For each 600 feet of frontage	Either	~~For parcels with more than 600 feet of frontage, one additional ground sign shall be permitted.~~

Review of some of the Properties located in the G-I Industrial District showed the following amounts of frontage:

General Chemical	1,440 feet
Rohm & Haas	2,680 feet
Consumers	600 feet
Owen's Builders	200 feet
Mosher's Building	160 feet
David Kellicut	480 feet
Sadler's	480 feet

City of Manistee

PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Planning Commissioners

FROM: Denise Blakeslee

DATE: February 9, 2007

RE: Signage on Riverwalk

Commissioners, the Planning Commission will be discussing Signage on the Riverwalk at the Worksession next Thursday. With the adoption of the new Zoning Ordinance on March 27, 2006 the signage allotment for buildings that have river frontage was removed.

There are several instances the owners of buildings that have frontage on the Riverwalk have wanted to place signage on the rear of the building. Currently they can take a percentage of the signage that they are allotted for their building and use it on the river front. This has resulted in complaints and we have been asked if language could be developed to provide signage for the buildings with frontage on the Riverwalk.

Someone suggested that they be allowed the same amount of signage on the river as they are on the front of their building. Review of the old ordinance that pertained to signage on the river front indicates that approximately 50% of the signage allowed on the front of the building was allowed on the rear of the building (see enclosed copy).

Our review of the request shows that the signage would be read by pedestrian's -vs- vehicle traffic. Large signs on the rear of the buildings that could be read from Memorial Drive seemed a little excessive.

:djb

1422: HISTORIC OVERLAY DISTRICT (All signs subject to approval by Historic Overlay Design Review Committee)

SIGN TYPE	ALLOWED	PERMIT REQUIRED	MAX. AREA PER *SIGN*		CONDITIONS
			STREET FRONT	RIVER FRONT	
FREESTANDING					
Ground Mount		X	n/a	8 sq. ft.	4' setback from Riverwalk. 7' maximum height.
Incidental		X	4 sq. ft.	4 sq. ft.	Only address and name of occupant allowed. 4' setback from Riverwalk. 7' maximum height.
Portable		X	8 sq. ft.	8 sq. ft.	8 sq. ft. per side. 4' setback from Riverwalk. 7' maximum height. Limited to temporary signage.
BUILDING					
Canopy *		X	40 sq. ft.	24 sq. ft.	Each individual *Sign* may not exceed 50% of Maximum Total Area.
Identification	X		4 sq. ft.	4 sq. ft.	No *Commercial Message* of any kind allowed on *Sign*. Subject to approval by Historic Overlay Review Committee. Not calculated against Maximum *Sign* area allowed.
Marquee *		X	40 sq. ft.	24 sq. ft.	Each individual *Sign* may not exceed 50% of Maximum Total Sign.
Projecting *		X	16 sq. ft.	16 sq. ft.	Must not extend closer than six feet from line of curb or edge of Riverwalk. Each individual *Sign* may not exceed 50% of Maximum Total *Sign* Area.
Suspended *		X	16 sq. ft	16 sq. ft.	Each individual *Sign* may not exceed 50% of Maximum Total Area.
Wall		X	40 sq. ft.	24 sq. ft.	Each individual *Sign* may not exceed 50% of Maximum Total *Sign* Area.
Window		X	40 sq. ft.	24 sq. ft.	Each individual *Sign* may not exceed 50% of Maximum Total *Sign* Area.

* Minimum vertical clearance of 8 feet.

Maximum Total Area of *Signs*

Building Frontage. Ft.	Total *Sign* Square Footage	
	Street	River
0 to 50	60	30
51 to 75	75	40
76 to 100	90	40
101 to 125	105	48
126 or more	120	58

TABLE 2100-1 USE TYPES AND SIGN STANDARDS

Section 2108	Use Type 3, Commercial and Office
Description	Uses of this type include retailing, various personal and professional services, accommodations and high-traffic retail and service facilities.
Examples of Uses	Animal Grooming, Auto Repair Facility, Car Wash, Convenience Store with or w/ out fuel pumps, Commercial Day Care, Eating and Drinking Establishments, Galleries and Museums, Gasoline Stations, Greenhouses and Nurseries, Group Day Care, Financial Institutions, Hotels, Laundry and Dry Cleaner, Marinas, Medical and Dental Offices, Mini/Self-storage, Mortuaries, Motels, Outdoor Recreation and Park Facilities, Outdoor Sales Facility, Personal Service Establishments, Professional Offices, Professional Service Establishments, Public Parking Facility, Retail Businesses, Sports and Recreation Clubs, Studios for Performing and Graphic Arts, Theaters, Veterinary Clinics, Wholesale Facilities and similar uses in the judgment of the Zoning Administrator

Zoning Districts	Permitted Sign Types	Nº. Signs Permitted	Cumulative Sign Area	Lighting	Conditions
R-1 & R-2	Wall, Window, Ground	1	16 Sq. Ft.	Internal	
R-3	Wall, Ground, Window, Marquee	1	16 Sq. Ft.	External	
R-4	Wall, Ground	1	16 Sq. Ft.	External	
C-1, C-2 C-3 and W-F when fronting on US-31	Ground, Pole	1	80 Sq. Ft.	Either	
	Wall, Window, Marquee, all including, Electronic Signs	n/a	1.5 x of building width per Section 2102, A, 7, a	Either	
C-1, C-2, C-3 & W-F (not fronting US-31)	Wall, Ground, Projecting*, Window, Marquee	n/a	1.5 x of building width per Section 2102, A, 7, b	Either	No single sign shall be greater than thirty-two (32) square feet, except in the C-3 district when the property is within the Manistee Historic Commercial District, a wall sign shall be no greater than fifty (50) square feet in area. Ground mount signs shall be limited to one per parcel. Internally lit signs shall be prohibited in the Manistee Historic Commercial District.
L-I & G-I	Wall, Ground, Window	n/a	32 Sq. Ft.	Either	For parcels with more than 600 feet of frontage, one additional ground sign shall be permitted.

* Projecting signs shall be limited to one per parcel and no greater than sixteen (16) square feet in area.

City of Manistee

PLANNING AND ZONING
COMMUNITY DEVELOPMENT
231.398.2805
FAX 231.723-1546
www.ci.manistee.mi.us

MEMORANDUM

TO: Planning Commissioners

FROM: ~~Jon~~ R. Rose
Community Development Director

DATE: February 15, 2007

RE: Type 3 Signage in Historic District

Commissioners, we would like to include in the discussion at this evening Worksession an issue that just came up for signage in the Historic District. There are issues regarding how large a sign can be in the Historic District.

We have been asked if there is a way that these inconsistencies could be clarified through an amendment. Since we are working on Amendments this evening we would like to also discuss signage in the Historic District this evening. Copies from the ordinance and photos are enclosed for discussion.

JRR:djb

TABLE 2100-1 USE TYPES AND SIGN STANDARDS

Section 2108	**Use Type 3, Commercial and Office**
Description	Uses of this type include retailing, various personal and professional services, accommodations and high-traffic retail and service facilities.
Examples of Uses	Animal Grooming, Auto Repair Facility, Car Wash, Convenience Store with or w/ out fuel pumps, Commercial Day Care, Eating and Drinking Establishments, Galleries and Museums, Gasoline Stations, Greenhouses and Nurseries, Group Day Care, Financial Institutions, Hotels, Laundry and Dry Cleaner, Marinas, Medical and Dental Offices, Mini/Self-storage, Mortuaries, Motels, Outdoor Recreation and Park Facilities, Outdoor Sales Facility, Personal Service Establishments, Professional Offices, Professional Service Establishments, Public Parking Facility, Retail Businesses, Sports and Recreation Clubs, Studios for Performing and Graphic Arts, Theaters, Veterinary Clinics, Wholesale Facilities and similar uses in the judgment of the Zoning Administrator

Zoning Districts	Permitted Sign Types	Nº. Signs Permitted	Cumulative Sign Area	Lighting	Conditions
R-1 & R-2	Wall, Window, Ground	1	16 Sq. Ft.	Internal	
R-3	Wall, Ground, Window, Marquee	1	16 Sq. Ft.	External	
R-4	Wall, Ground	1	16 Sq. Ft.	External	
C-1, C-2 C-3 and W-F when fronting on US-31	Ground, Pole	1	80 Sq. Ft.	Either	
	Wall, Window, Marquee, all including, Electronic Signs	n/a	1.5 x of building width per Section 2102, A, 7, a	Either	
C-1, C-2, C-3 & W-F (not fronting US-31)	Wall, Ground, Projecting*, Window, Marquee	n/a	1.5 x of building width per Section 2102, A, 7, b	Either	No single sign shall be greater than thirty-two (32) square feet, except in the C-3 district when the property is within the Manistee Historic Commercial District, a wall sign shall be no greater than fifty (50) square feet in area. Ground mount signs shall be limited to one per parcel. Internally lit signs shall be prohibited in the Manistee Historic Commercial District.
L-I & G-I	Wall, Ground, Window	n/a	32 Sq. Ft.	Either	For parcels with more than 600 feet of frontage, one additional ground sign shall be permitted.

* Projecting signs shall be limited to one per parcel and no greater than sixteen (16) square feet in area.

c. Colors, materials, appearance, and lighting of the signage;

d. Relationship with buildings or structures;

e. Setbacks from buildings, landscaping, driveways, and rights-of-way; and,

f. Locations of any existing signage in the subject development or on the subject parcel. The site plan shall also include proposed and existing signage not requiring a permit.

5. Within ten (10) business days of receiving an application, the Administrator shall review the application for completeness. If the application is complete, it shall be processed. If the application is incomplete, the Administrator shall advise the applicant of additional elements required for submission to the City.

6. Within ten (10) business days of receiving a complete application, the Administrator shall review the application for compliance with this Ordinance. If the application is compliant, the Administrator shall issue a sign permit to the applicant. If the application is not in compliance, the Administrator shall advise the applicant and reference the applicant to sections of this Ordinance that need to be addressed.

7. The Administrator shall retain the right to forward any sign permit applications to the Planning Commission for their review and approval.

8. The Historic District Commission and City Council may approve exceptions to this **Article 21** for historically significant signage or community events, respectively.

B. Inspection and Compliance. The Administrator shall inspect each new or modified sign for which a permit is issued. If the sign is in full compliance with this Ordinance, and if applicable building and electrical inspections have been successfully completed and documented by the inspection agency, the Administrator shall issue a Certificate of Compliance. If the construction is not in full compliance with this Ordinance and applicable codes, the Administrator shall give the applicant notice of the deficiencies and order corrective action. If the deficiencies have been corrected upon re-inspection, the Administrator shall issue a certificate of compliance. If the deficiencies are not corrected within thirty (30) days, the permit shall be revoked and the sign shall be removed at the expense of the applicant.

C. Permit Lapse. A sign permit shall lapse if the business activity on the premises is discontinued for a period of six (6) months, unless the business is a seasonal activity, in which case, the sign permit shall lapse if the business activity is discontinued through one (1) normal business season. A sign whose permit has lapsed shall be removed by the owner within thirty (30) days of receipt of notice to remove from the City. If the event the owner fails to remove a sign in accord with such an order, the sign may be removed by the City, at the owner's expense, without notice or action from the City. The City shall reserve the right to place a lien on the property on which the sign exists to recover any expense associated with sign removal.

D. Permit Assignment. A sign permit shall be assignable to the successor of a business on the same parcel, except where the proposed sign is materially or substantially different in any way to the sign which was permitted. The Administrator shall make this determination.

1. The maximum width of any wall sign shall not exceed ninety (90) percent of the width of the wall to which the sign is attached and shall not project higher than the roofline of the structure to which it is attached.
2. For buildings located on corner lots where two or more sides of the building face a public right-of-way, maximum permitted cumulative sign area may be determined for each building side that faces the road right-of-way provided that all such sign area shall only be allowed to the building side for which it is based.

b. For Use Type 3, as provided in Section 2108, in the C-1, C-2, C-3 and WF districts that do not front US-31, wall, ground, projecting, window and marquee signs shall be permitted and the maximum cumulative sign area permitted expressed in square feet shall not be more than 1.5 times the building width, measured from corner to corner, facing the public right-of-way, or fifty (50) square feet, which ever is greater.

1. The maximum width of any wall sign shall not exceed ninety (90) percent of the width of the wall to which the sign is attached and shall not project higher than the roofline of the structure to which it is attached.
2. For buildings located on corner lots where two or more sides of the building face a public right-of-way, maximum permitted cumulative sign area may be determined for each building side that faces the road right-of-way provided that all such sign area shall only be allowed to the building side for which it is based.
3. Projecting signs shall be limited to one per parcel and no greater than sixteen (16) square feet in area.

B. Lighting. No sign shall be lighted externally or internally, except in accordance with the terms of this Article. No sign shall be equipped with lighting that provides illumination in excess of that necessary to render the sign visible and readable, in the judgment of the Zoning Administrator.

1. Internally lit signs shall be continuously maintained to provide neither more or less than the designed degree of illumination and the translucent surface shall be maintained to fully cover all light sources and to present a complete and readable message.
2. All light sources for externally lit signs shall be directed and equipped with lenses, shields or other devices to screen the light source from view from any vantage point located off or above the subject property.
3. For the purposes of this Article, neon and light-emitting diode (LED) signs shall be considered internally lit signs, unless the context specifically states otherwise.

C. Signs for Accessory Uses. Signs advertising accessory uses as regulated by **Section 516** of this Zoning Ordinance, shall meet all requirements of this Article.

D. Continuation of Legal Nonconforming Signs. A legal nonconforming sign may be continued and shall be maintained in good condition, but it shall not be:

Existing Sign at Heritage Square - approximately 100 sq ft.