

**CITY OF MANISTEE PLANNING COMMISSION**

**WORKSESSION AGENDA**

**Thursday, March 18, 2010 7:00 p.m.  
Council Chambers, City Hall  
70 Maple Street, Manistee, Michigan**

**I Call to Order.**

**II Worksession Items:**

1. Signage
2. 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.



PLANNING AND ZONING  
COMMUNITY DEVELOPMENT  
231.398.2805  
FAX 231.723-1546  
[www.ci.manistee.mi.us](http://www.ci.manistee.mi.us)

## MEMORANDUM

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TO: Planning Commissioners  
FROM: Denise Blakeslee   
DATE: March 12, 2010  
RE: March 18, 2010 Worksession

Commissioners, staff has found several items in the Sign Ordinance that are worthy of discussion during the March Worksession.

If you are unable to attend the worksession please call me at 398-2805. See you Thursday!!

:djb

**Signage issues:**

Among the items we would like to discuss are:

Window Signs

Governmental Signs

A-Frame

Temporary signs (2 x 2) stuck into the ground

Set-backs for all signs

Projecting Signs - for districts

Signage for commercial uses on Key Street Frontage in Residential Districts

Wayfinding Signage

Clear Visibility at corners

## ARTICLE TWENTY-ONE SIGNS

### SECTION 2100 PURPOSE

Regulation of the location, size, placement, and certain features of signs is necessary to enable the public to locate goods, services, and facilities in the City of Manistee, to improve pedestrian and vehicular safety, and to promote and preserve the general attractiveness of the community. Accordingly, it is the intention of this Ordinance to establish regulations governing the display of signs that will:

- A. Encourage and protect the public health, safety, welfare and convenience;
- B. Enhance the economy and the business and industry of the City by promoting the reasonable, orderly, and effective display of signs, and thereby encourage improved communication with the public;
- C. Restrict signs and lights which overload the public's capacity to receive information, which increase the probability of traffic congestion and accidents by distracting attention or obstructing vision, and which are deemed to detract from the aesthetics of the community; and
- D. Reduce conflict between signs and their illumination and public and private land uses.

### SECTION 2101 PROCEDURES

- A. Sign Permit Application. The Planning Commission or the Zoning Administrator may approve sign permit applications. Where signs are proposed as part of a broader Site Plan, the Planning Commission ~~shall~~ *may* (makes it an option not a requirement) review the entire Site Plan, including signage, per **Article 22**. Where proposed signage is not an element of a broader proposed use requiring site plan approval, the Zoning Administrator may waive the submission of certain materials outlined in **Article 22**, if such materials are determined not to be applicable to the proposed sign permit application or relevant to the consideration of the Zoning Administrator for the proposed or modified sign; in which case, materials submitted with a sign permit application, at a minimum, shall include:
  1. Names and addresses of the owner, applicant and installation contractor (if any).
  2. Common street address, property identification number, and official name of business (if a non-residential property) relating to the parcel on which the sign is proposed.
  3. A fee, as determined by resolution of the City Council, which may be re-established from time to time.
  4. A plan, at a scale determined by the Administrator to be reasonable, illustrating the following elements of the proposed or modified signage:

- a. Sign type, per the definitions in **Section 220**;
  - b. Dimensional characteristics, such as height, width, vertical clearances, and 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 appropriate signage or community events, respectively.  
[Annotation: The word appropriate replaced the word significant in this paragraph was changed by amendment 07-23, effective 5/29/07]
- 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.

## **SECTION 2102 GENERAL STANDARDS**

- A. Computations. The following standards shall be met when calculating the area and height of a sign.

1. The area of a sign face (which is also the sign area of a wall sign or other sign with only one face) shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall when such fence or wall otherwise meets Ordinance regulations and is clearly incidental to the sign display itself.
2. The sign area for a sign with more than one (1) face shall be computed by adding together the area of all sign faces visible from any one (1) point. When two (2) sign faces are placed back-to-back, so that both faces cannot be viewed from any one point at the same time, and when such sign faces are part of the same sign structure and are not more than twenty-four (24) inches apart at any point, the sign area shall be computed by the measurements of one (1) of the faces.
3. The height of a sign shall be computed as the distance from the grade of the site (per Section 509 C) to the top of the highest attached component of the sign. The Planning Commission may require a professional survey to make this determination. The height of the uppermost portions of pole signs shall not exceed twenty (25) feet in all districts. The height of the uppermost portions of ground signs shall not exceed eight (8) feet in height in all districts except the GI district, where the uppermost portions of such signs shall not exceed twelve (12) feet. The uppermost portions of window, wall, and projecting signs shall not exceed the height limits in the respective districts.
4. Where a projecting sign, awning, canopy, marquee, suspended sign, or similar element projects or protrudes over any public or private sidewalk or walkway, the bottommost point of the sign structure shall be at least eight (8) feet from said walkway, so as to provide adequate space for average height adults to walk underneath the projection or protrusion.
5. The allowed area of all signs on a parcel shall be determined in accord with the standards of this Article.
6. Where a proposed sign appears to meet the definition of more than one (1) sign, the most restrictive requirements and limitations of the defined sign types shall apply.
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, *projecting*, (Added) window, and 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, *or fifty (50) square feet for each storefront, whichever is greater.* (Eliminates confusion and requires definition of Storefront - Tenant space that fronts on a public street and that occupies all or a portion of a principal building accessed from a main entrance.) [Annotation: the word principal was added for clarification purposes by Amendment 07-16, effective 5/29/07]
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.~~ Clarified under item F
- 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 *for each storefront, whichever is greater.* (Eliminates confusion and requires definition of Storefront - Tenant space that fronts on a public street and that occupies all or a portion of a principal building accessed from a main entrance.) [Annotation: the word principal was added for clarification purposes by Amendment 07-16, effective 5/29/07]
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.~~ Clarified under item F
  3. Projecting signs shall be limited to one per ~~parcel~~ *storefront* and no greater than sixteen (16) square feet in area.

- c. For Use Type 3, as provided in Section 2108, in the C-2, C-3 and WF districts with water frontage, wall, ground, projecting, window and marquee signs shall be permitted on the water front side and the maximum cumulative sign area permitted expressed in square feet shall not be more than .75 times the principal building width, measured from corner to corner, facing the public right-of-way, or twenty-five (25) 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. Projecting signs shall be limited to one per ~~parcel~~ *storefront* and no greater than sixteen (16) square feet in area.

[Annotation: Item C was added by Amendment 07-24, effective 5/29/07]

- 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:

1. Converted to another nonconforming sign, or replaced by another nonconforming sign;
2. Expanded or altered so as to increase the degree of nonconformity of the sign;
3. Structurally altered to prolong the life of the sign or to change the size, shape, or type of the sign;
4. Re-established after its discontinuance for six (6) months, or more;
5. Continued in use after cessation or change of the business or activity to which the sign pertains; or

6. Re-established after damage or destruction if the estimated cost of reconstruction exceeds fifty percent (50%) of the appraised replacement cost, as determined by the Zoning Administrator.
- E. Erection of New Signs Where Legal Nonconforming Signs Exist.
  1. On lots where an existing on-premises sign exceeds the sign area allowed by this Article, and in that respect is a legal nonconforming sign, no new on-premises sign shall be erected until such existing legal nonconforming on-premises sign is brought into compliance with this Article.
  2. When a use or parcel including a nonconforming sign is subject to 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 the Special Use. [Annotation this paragraph changed by Amendment 07-17, effective 5/29/07]
- F. ~~Sign area on Corner Lots. Where the sign area permitted in Table 2100-1 is a function of street frontage, on corner lots the frontage shall be the sum of all abutting street frontage.~~ *Allocation of Signage. Signage may be allocated to any side of the building where only one side of the building is allowed signage. For buildings where more than one side of the building is allowed signage (i.e. corner lots) signage may be allocated to an adjoining side of the building where signage is not allocated.* (Reflects current policy)
- G. Setbacks. All signs shall be setback at least four (4) feet from the public right-of-way to the front of the sign structure, provided clear vision can be maintained, pursuant to Section 513.
- H. Billboards. Refer to Section 1814.
- I. Covering. Covering around a pole or pylon shall be limited in width to a width of not more than thirty (30) percent of the total width of the sign face. Signage or copy shall not be permitted on pole or pylon coverings.
- J.

## **SECTION 2103 EXEMPT SIGNS**

The following signs shall be exempt from regulations in this Article.

- A. Any public notice, traffic control or warning required by a valid and applicable federal, state, or local law, regulation, or ordinance.
- B. Any sign wholly located within a building and not visible from outside the building. This does not include window signs.
- C. Holiday lights and decorations with no commercial message.
- D. Works of art that do not contain a commercial message.
- E. Traffic control signs, incidental signs, or menu boards on private properties that do not contain a commercial message, including Stop, Yield, One Way, and similar signs, provided that menu boards shall not exceed twenty (20) square feet in area.

- F. Governmental historical designation signs.
- G. Flags up to twenty-four (24) square feet in area.
- H. For sale and for rent and future development site signs on real property, provided such signs do not exceed six (6) square feet in the R-1, R-2, R-3, R-4, and C-2 districts or sixteen (16) square feet in the C-1, C-3, W-F, L-I or G-I districts. Future development Site Signs are only permitted after zoning approval is in place. [Annotation: this paragraph changed to include future development site signs by Amendment 07-18, effective 5/29/07]
- I. One sign attached to a building or fence not to exceed two (2) square feet in area displaying such messages as "No Trespassing," "Beware of Dog," etc.
- J. Political election signs provided such signs shall be temporarily erected not more than four (4) months prior to an election and such signs shall be removed not more than seven (7) days following an election. [Annotation: Size restrictions for signs were removed by Amendment 07-28, effective 5/29/07]
- K. Temporary signs advertising yard sales, items for sale or similar temporary activities, provided such signs are not illuminated and temporarily erected with a total surface area not to exceed eight (8) square feet and are removed within seven (7) days of installation.
- L. Construction signage identifying a building project including the names of the developer, financier, and the various professionals and contractors involved. Such signage shall be allowed only during the time in which the development is actually under construction and shall not exceed thirty-two (32) square feet in sign face. Such signage shall not be placed closer than four (4) feet from the edge of the right-of-way and shall not exceed ten (10) feet in height.
- M. *Government Building Signage, Wayfinding Signage and Signage for Outdoor Recreation and Park Facilities.* (Government Buildings deleted from Use Type 4 Table, Outdoor Recreation and Park Facilities deleted from Use Type 3 Table, Wayfinding Signage added for clarification)

## **SECTION 2104 PROHIBITED SIGNS**

The following signs shall not be allowed in any district.

- A. Signs which are obsolete, that do not relate to existing business or products.
- B. Signs which are illegal under State laws or regulations and applicable local ordinances or regulations, and which are not consistent with the standards in this Ordinance.
- C. Signs that are not clean and in good repair, and signs that are out of compliance with applicable building and electrical codes.
- D. Off-Premise Signs. Except as provided in **Section 1814** of this Ordinance, off-premise signs as defined herein, shall be prohibited in all districts.

- E. Signs not securely affixed to a supporting structure.
- F. Signs that are not official traffic signs that appear to or attempt to regulate, warn, or direct the movement of traffic, which interfere with or resemble any official traffic sign, signal, or device, and which may obstruct a motorist's vision.
- G. Signs located in, projecting into or overhanging within a public right-of-way or dedicated public easement, except the following:
  - 1. Official traffic signs posted by a governmental agency;
  - 2. Public transit signs, including bus stop signs and routing signs, erected by a public transit company;
  - 3. Informational signs of a public utility regarding its poles, lines, pipes, or facilities;
  - 4. Projecting, marquee, and suspended signs projecting over a public right-of-way as permitted and regulated in the C-2 and C-3 districts.
  - 5. Emergency warning signs erected by a governmental agency, a public utility company, or a contractor doing authorized or permitted work within the right-of-way.
  - 6. Banners that have been approved by the City Council.
  - 7. ~~"A-frame" signs, as permitted and regulated in Section 2112.~~  
*Provided further, that Portable "A-frame" signs shall be permitted in the C-2 and C-3 districts subject to a determination by the Zoning Administrator that said placement will not impact safety or visibility for motorists and pedestrians.* (Eliminates reference)
- H. Signs that project above the maximum height limitation of the zoning district and signs that extend above the highest point of any building upon which they are affixed.
- I. Beacons.
- J. Electronic Message Boards and other signs that include flashing, scrolling, blinking or moving lights or parts, and animated signs located such that they may distract drivers.

## **SECTION 2105 USE TYPES AND SIGN STANDARDS**

For the purposes of this Article, the uses permitted by right and as special uses are classified by type as set forth in Table 2100-1. Table 2100-1 provides standards for the regulation of sign type, the number of signs permitted, the cumulative area of signs permitted, the nature of illumination (if any) and any conditions that may apply, by type of use and by zoning district. In the event that other provisions of this ordinance including the Standards of Article 5 regarding General Provisions or Article 18 regarding Special Uses, conflict with the requirements of Table 2100-1, the most restrictive standard shall apply. Provided, that the classification of various land uses by type for the purposes of Table 2100-1 shall not override the use requirements and standards set forth for each zoning district.

In the use of Table 2100-1, the Zoning Administrator, Planning Commission and applicants shall first determine the type of use under consideration and then apply the appropriate sign standards for the district in which it will be located.

### Changes to Tables

#### Use Type 1

Add Adult Foster Care (moved from Use Type 2 – Table will be deleted)

R-2 No change in signage

R-3 No change in signage

Add Bed & Breakfast (moved from Use Type 2 – Table will be deleted)

R-1 No change in signage

R-2 No change in signage

R-3 No change in signage

W-F decreased from 32 sq. ft. to 16 sq. ft.

C-3 decreased from 32 sq. ft. to 16 sq. ft.

C-2 ordinance language not adopted yet – decrease from 32 sq. ft. to 16 sq. ft.

Use Type 2 – Table will be deleted - Remaining Tables will be re-numbered

Moved Adult Foster Care to Use Type 1

Moved Bed & Breakfast to Use Type 1

#### Use Type 3

Example of Uses

Delete Outdoor Recreation and Park Facilities – Moved to Exempt Signs

Delete “Public” from Parking Facility - Correction

Add Cemetery (moved from Use Type 4 – Table will be deleted)

L-I - No Change

Add Education Facility (moved from Use Type 4 – Table will be deleted)

R-2 – No Change

R-3 – decreased from 32 sq. ft. to 16 sq. ft

C-2 – changed from 32 sq. ft. to 1/5 x principal building width

LI – No Change

GI – No Change

Golf Course (moved from Use Type 4 – Table will be deleted)

R-1 - No Change

Places of Public Assembly (moved from Use Type 4 – Table will be deleted)

R-1 – No Change

R-2 – No Change

R-3 – decreased from 32 sq. ft. to 16 sq. ft.

W-F – changed from 32 sq. ft. to 1.5 x principal building width

C-1 – changed from 64 sq. ft. to 1.5 x principal building width

C-2 – changed from 32 sq. ft. to 1.5 x principal building width

C-3 – changed from 32 sq. ft. to 1.5 x principal building width

LI – No Change

R-1, R-2, R-3, R-4 – Combined into one line

Added Projecting to types of Signs

Added Marquee to types of Signs

C-1, C-2, C-3, R-2 & W-F - with frontage on US 31

Added Projecting to types of Signs - Did not put a 16 sq. ft. limit on the sign

Window signs will not require a permit and are unlimited

Portable “A-frame” Signs limited to 8 sq. ft., one per storefront, no permit

C-1, C-2, C-3 - Not fronting on US 31

Window signs will not require a permit and are unlimited

Portable “A-frame” Signs limited to 8 sq. ft., one per storefront, no permit

LI & GI District

Increased signage from 32 sq. ft. to 64 sq. ft

Added Marquee to types of Signs

Use Type 4 will be deleted – Remaining Tables will be re-numbered

Cemetery, Education Facility, Golf Courses, Places of Public Assembly, moved to Use Group 2

Civic and Government Buildings – moved to Exempt Signs

Use Type 5

Assembly Operation is added to the list (omitted previously)

Changed Waterfront to uses of this type not normally permitted in District – per proposed Ordinance Amendment.

<b>TABLE 2100-1 USE TYPES AND SIGN STANDARDS</b>					
<b>Section 2106</b>		<b>Use Type 1, Low Intensity and Residential</b>			
<b>Description</b>		Uses of this type include dwelling units and associated uses.			
<b>Examples of Uses</b>		<i>Adult Foster Care, Bed &amp; Breakfast, Dwelling - Single Unit, Dwelling - Multiple Unit, Duplex, Manufactured Housing Community, Home Based Business, Major Home Occupation, and similar uses in the judgment of the Zoning Administrator</i>			
<b>Zoning Districts</b>	<b>Permitted Sign Types</b>	<b>Nº. Signs Permitted</b>	<b>Cumulative Sign Area</b>	<b>Lighting</b>	<b>Conditions</b>
R-1	Wall, Ground	1	4 Sq. Ft.	None	
R-2	Wall, Ground	1	4 Sq. Ft.	None	A multiple unit project or complex shall be permitted one, externally lit 16 square foot sign
R-3	Wall, Ground	1	4 Sq. Ft.	External	A multiple unit project or complex shall be permitted one, externally lit 32 square foot sign
R-4	Wall, Ground	1	4 Sq. Ft.	Either	A multiple unit project or complex or manufactured housing community shall be permitted two, externally or internally lit 32 square foot signs
C-1	Wall, Ground, Projecting*	1	16 Sq. Ft.	Either	A multiple unit project or complex shall be permitted one, externally or internally lit 32 square foot sign
C-2	Wall, Ground, Projecting*	1	16 Sq. Ft.	External	A multiple unit project or complex shall be permitted one, externally lit 16 square foot sign
C-3 & W-F	Wall, Ground, Projecting*	1	16 Sq. Ft.	External	A multiple unit project or complex shall be permitted one, externally lit 16 square foot sign

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

**TABLE 2100-1 USE TYPES AND SIGN STANDARDS**

~~Section 2107 Use Type 2, Residential and Residential Commercial~~

~~Description Uses of this type include care facilities and small-scale accommodations.~~

~~Examples of Uses Adult Foster Care, Bed & Breakfast, and similar uses in the judgment of the Zoning Administrator~~

Zoning Districts	Permitted Sign Types	N <sup>o</sup> . Signs Permitted	Cumulative Sign Area	Lighting	Conditions
R-1 & R-2	Wall, Ground	1	4 Sq. Ft.	External	
R-3	Wall, Ground	1	4 Sq. Ft.	External	
R-4	Wall, Ground	1	4 Sq. Ft.	External	
C-1	Wall, Ground, Window	2	64 Sq. Ft.	Either	For parcels with more than 600 feet of frontage, one additional ground sign shall be permitted.
C-2	Wall, Ground, Projecting*, Window	2	32 Sq. Ft.	Either	
C-3 & W-F	Wall, Ground, Projecting*, Window	2	32 Sq. Ft.	Either	

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

[Annotation: This section was changed by changing Use Type 2 from Residential and Recreation Commercial to Residential Commercial, deleting "as well as outdoor recreation facilities" from the Description and to remove Golf Course and Nursing Convalescent Homes from the Example of Uses by Amendment 07-19, effective 5/29/07]

**TABLE 2100-1 USE TYPES AND SIGN STANDARDS**

**Section 2108** Use Type 3-2, 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, *Cemetery*, Convenience Store with or w/out fuel pumps, Commercial Day Care, Eating and Drinking Establishments, *Educational Facility*, Financial Institutions, Galleries and Museums, Gasoline Stations, *Golf Course*, Greenhouses and Nurseries, Group Day Care, Hotels, Laundry and Dry Cleaner, Marinas, Medical and Dental Offices, Mini/Self-storage, Mortuaries, Motels, Nursing and Convalescent Home, ~~Outdoor Recreation and Park Facilities~~, Outdoor Sales Facility, Personal Service Establishments, Professional Offices, Professional Service Establishments, ~~Public~~ Parking Facility, Retail Businesses, *Places of Public Assembly*, 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, R-3 & R-4	Wall, <i>Projecting</i> , Window, Ground, <i>Marquee</i>	n/a	16 Sq. Ft.	Internal	
C-1, C-2 C-3, R-2 & W-F With frontage on US 31	Ground, Pole	1	80 Sq. Ft.	Either	
	<i>Window</i>	n/a	<i>Unlimited</i>	<i>Internal</i>	<i>No Sign Permit required</i>
	<i>Portable Sign "A-frame Sign"</i>	1	8 Sq. Ft.	<i>None</i>	<i>No Sign Permit required. One per storefront and only allowed during hours of operation.</i>
	Wall, <i>Projecting</i> , Marquee	n/a	1.5 x of principal building width per Section 2102, A,7,a	Either	
C-1, C-2, & C-3 Not fronting on US-31	<i>Window</i>	n/a	<i>Unlimited</i>	<i>Internal</i>	<i>Window signs in the Historic District require approval from the Historic District Commission. Internally lit signs are prohibited in the Historic District</i>
	<i>Portable Sign "A-frame Sign"</i>	1	8 Sq. Ft.	<i>None</i>	<i>No Sign Permit required. One per storefront and only allowed during hours of operation.</i>
	Wall, Ground, Projecting* Marquee	n/a	1.5 x of principal building width per Section 2102, A,7, b	Either	Ground mount sign limited to one per parcel. Projecting signs limited to one per storefront and no greater than sixteen (16) sq. ft. in area Internally lit signs are prohibited in the Historic District.

Effective March 27, 2006  
As Amended thru February 28, 2008

C-2, C-3 & W-F Waterfront side	Wall, Ground**, Projecting, Window, Marquee	n/a	.75 x of principal building width per Section 2102,A,7,c	External	Ground mount sign limited to one per parcel on the waterfront no greater than sixteen (16) sq. ft. in area  Projecting signs limited to one per storefront and no greater than sixteen (16) sq. ft. in area  Lighting of ground mounts signs on the riverwalk shall be prohibited.
W-F Not fronting on US-31	Wall, Ground, Projecting* Window, Marquee	n/a	1.5 x of principal building width per Section 2102, A,7, b	Either	Projecting signs limited to one per storefront and no greater than sixteen (16) sq. ft. in area
LI & GI	Wall, Ground, Window, <i>Marquee</i>	n/a	<del>64 Sq. Ft.</del> 32-Sq-Ft.	Either	For parcels with more than 600 feet of frontage, one additional ground sign shall be permitted.

<b>TABLE 2100-1 USE TYPES AND SIGN STANDARDS</b>					
<b>Section 2109</b>		<b>Use Type 4, Institutional and Outdoor Recreational</b>			
<b>Description</b>		Uses of this type include public and quasi-public facilities with varying traffic demand, as well as outdoor recreation facilities.			
<b>Examples of Uses</b>		Cemetery, Education Facility, Golf Courses, Places of Public Assembly, Civic and Government Buildings, and similar uses in the judgment of the Zoning Administrator			
<b>Zoning Districts</b>	<b>Permitted Sign Types</b>	<b>N<sup>o</sup>. Signs Permitted</b>	<b>Cumulative Sign Area</b>	<b>Lighting</b>	<b>Conditions</b>
R-1 & R-2	Wall, Window, Ground	n/a	16 Sq. Ft.	Either	
R-3	Wall, Window, Ground, Marquee	n/a	32 Sq. Ft.	Either	
R-4	Uses of this type are normally not permitted in the R-4 District				
C-1	Wall, Window, Ground, Marquee	n/a	64 Sq. Ft.	Either	
C-2, C-3, & WF	Wall, Window, Ground, Marquee	n/a	32 Sq. Ft.	Either	
L-1, & G-1	Wall, Window, Ground, Marquee	n/a	64 Sq. Ft.	Either	

[Annotation: This section was changed by adding Outdoor Recreational to Use Type 4, adding "as well as outdoor recreation facilities" to the Description and to adding Golf Courses to the Example of Uses by Amendment 07-19, effective 5/29/07]

**TABLE 2100-1 USE TYPES AND SIGN STANDARDS**

**Section 2110** Use Type ~~5-3~~, Industrial  
**Description** Uses of this type include manufacturing, processing, shipping and transportation facilities.  
**Examples of Uses** Contractor's Facility, Assembly Operation, 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	Wall, Ground	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 & WF	Uses of this type are normally not permitted in the C-2 or C-3, & WF Districts				
<del>WF</del> , LI, G-1	Wall, Window, Ground, Marquee	n/a	<del>64 Sq. Ft.</del>	Either	For parcels with more than 600 feet of frontage, one additional ground sign shall be permitted.

## SECTION 2111 UNCLASSIFIED USES, MIXED USES AND COMBINATIONS OF USES

- A. The Zoning Administrator shall be authorized to classify uses not specifically listed in Table 2100-1. In the event of Unclassified Uses, the provisions of Section 530 shall apply.
- B. Combinations of Uses. Signs for combinations of land uses, such as an adaptive re-use project, mixed-use development, planned unit development, subdivisions or similar development form shall be regulated by the following standards.
1. Parcels with not more than 20,000 square feet of gross land area shall be entitled to one (1) wall, marquee or ground sign, not to exceed 32 square feet in surface area, for each road frontage, or more than one wall, marquee or ground sign, provided the cumulative sign surface area of all signs does not exceed 32 square feet for each road frontage. In the R-1 and R-2 Districts if such signs are illuminated, they shall be externally lit. In all other districts such signs may be either internally or externally lit.
  2. Parcels with more than 20,000 square feet but less than two (2) acres in gross land area shall be entitled to one (1) wall, marquee or ground sign, not to exceed 48 square feet in surface area, for each road frontage, or more than one wall, marquee or ground sign, provided the cumulative sign surface area of all signs does not exceed 48 square feet for each road frontage. Such signs may be either internally or externally lit.
  3. Parcels with more than two (2) acres in gross land area shall be entitled to one (1) wall, marquee or ground sign, not to exceed 64 square feet in surface area, for each road frontage, or more than one wall, marquee or ground sign, provided the cumulative sign surface area of all signs does not exceed 64 square feet for each road frontage. Such signs may be either internally or externally lit.

## SECTION 2112 TEMPORARY PORTABLE SIGNS

The Zoning Administrator shall be authorized to permit temporary and portable signs within any district of the City, under the following standards.

- A. *All signs shall be setback at least four (4) feet from the public right-of-way to the front of the sign structure, provided clear vision can be maintained, pursuant to Section 513.* ~~Temporary or portable sign shall be placed within a public or private right of way and shall be placed no closer to the right of way than ten (10) feet if located facing US 31 or a key street segment as defined herein, and no closer than five (5) feet to any other right of way. Provided, that the Zoning Administrator shall be authorized to require a greater distance to assure visibility for motorists and pedestrians and to assure compatibility with the surrounding land uses. Provided further, that "A-frame" signs shall be permitted in the C-2 and C-3 districts subject to a determination by the Zoning Administrator that said placement will not impact safety or visibility for motorists and pedestrians.~~ **Change makes set-back consistent with set-backs for all signage**

- B. The lights of an internally lit temporary or portable sign proposed to be located in the R-1, R-2 and R-3 districts shall be turned off after 9:00 PM.
- C. The maximum surface area of a temporary or portable sign shall not exceed thirty-two (32) square feet.
- D. A temporary or portable sign shall not remain in place for more than fourteen (14) days and not more than three (3) temporary or portable sign permits shall be issued for any parcel of land in any given twelve (12) month period.
- E. An application for a temporary or portable sign permit shall be filed with the Zoning Administrator on forms to be provided by the Zoning Administrator and shall include the following information:
  - 1. The name and address of the applicant and the owner of the property on which the proposed sign will be located. The name, address and phone number of the owner of the temporary sign, if different from the property owner.
  - 2. The purpose of the sign, such as temporary sale, celebration, community announcement, etc.
  - 3. A description of the proposed sign including its dimensions and illumination as well as any anchoring mechanism proposed to prevent damage in high winds.
  - 4. A sketch plan of the parcel on which the sign will be located, including the proposed location of the sign with dimensions to rights-of-way lines and existing buildings.
  - 5. The proposed dates the sign will be displayed.
  - 6. A temporary or portable sign permit fee as established from time-to-time by the City Council.
- F. Upon receipt of a complete application, the Zoning Administrator shall inspect the proposed location for the temporary or portable sign as well as the proposed sign, if available. If the Zoning Administrator finds that the requirements of this section will be met, a temporary or portable sign permit shall be issued.

## DRAFT DEFINITION

**STOREFRONT:** Tenant space that fronts on a public street and that occupies all or a portion of a principal building accessed from a main entrance.