



Planning Commission
97 North Broad Street
Hillsdale, Michigan 49242-1695
(517) 437-6440 Fax: (517) 437-6450

Planning Commission Agenda
May 15, 2024

- I. Call to Order 5:30 pm**
 - A. Pledge of Allegiance
 - B. Roll Call

- II. Public Comment**
 - Any agenda item – 3 min. limit

- III. Consent Items**
 - A. Approval of agenda
 - B. Approval of Planning Commission 4/17/2024 minutes

- IV. Old Business**
 - A. Sec. 26-9 – Special Condition Signs

- V. New Business**
 - A. Sec. 36-5 – Dwelling & Sec. 18-172 – Zoning Requirements.

- VI. Zoning Administrator Report**

- VII. Commissioners' Comments**

- VIII. Public Comment**
 - Any Commission related item – 3 min. limit

- IX. Adjournment**
 - Next meeting: **Wednesday, June 19, 2024 at 5:30 pm**



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Meeting Minutes
Planning Commission
April 17, 2024

- I. Call to Order 5:30 pm Meeting called to order at 5:30.
A. Pledge of Allegiance
B. Roll Call Laycock; Moore; Kniffin; McConnell; Morrisey; Bruns--all present. Rogers--absent.
II. Public Comment None. Joining the meeting were the following members of the public: Sidd Vijaypai; Andrew Shaw; Chris Grzenkowicz.
III. Consent Items Laycock motioned to approve; seconded by Morrisey; all in favor.
A. Approval of agenda
B. Approval of Planning Commission 3/20/2024 minutes
IV. Site Plan Review City Planner Alan Beeker gave a brief overview with support from Aldi representatives. After brief questioning from Laycock, he motioned to approve, seconded by McConnell; all in favor.
A. 3891 W Carleton - Aldi
V. Old Business VI. A. The Commissioners engaged in a lengthy discussion about the relative merits of a billboard ban versus a limitation on the brightness of signs, particularly backlit signs. The commission decided to ask Beeker to investigate possible sign lighting limitations, to be discussed at the next meeting.
No old business
VI. B. Commissioner McConnell recused himself. After a short discussion, Commissioner Laycock motioned to approve the land division, seconded by Bruns. All in favor, except McConnell, who abstained.
VI. C. Beeker volunteered to submit the PC's annual report to City Council. Morrisey motioned to approve, seconded by Bruns; all in favor.
VI. (1) Beeker said that he believes the city should look into reforming section 18 of the municipal code in order to meet the new schedule of regulations.
(2) He also suggested investigating 36-5 of the code as a means to encourage new build homes in town by decreasing the minimum house footprint square footage.
(3) Opening in May: Meijer; Ethan's Donuts; in August: a brewery, Pizza and coffee. The Kefer project is moving.
VII. Zoning Administrator Report
VIII. Commissioners' Comments Commissioner Kniffin described his recent experience at the Mitchell research center.
IX. Public Comment Any Commission related item - 3 min. limit
None.
X. Adjournment Next meeting: Wednesday, May 15, 2024 at 5:30 pm
Moore motioned to adjourn at 6:40 PM, seconded by Laycock; all in favor.



TO: Planning Commission

FROM: Zoning Administrator

DATE: May 15, 2024

RE: Ordinance Review-Sec. 26-9

Background: After discussions during the April meeting, the Commission requested a the Zoning Administrator research zoning requirements for digital billboard signs.

Sec. 26-9. Special condition signs.

The following signs may be permitted as special condition signs, subject to and after approval by the zoning administrator.

- (1) Historic signs, subject to the rules, requirements, and regulations of the Michigan State Historic Preservation Office (SHPO) and other applicable laws and regulations.
- (2) Wall mounted signs above the first floor of a multiple-story building related to one or more of the tenants housed within the building. Refer to chart in section 26-8.
- (3) Unique signs whose total area is within the applicable district size allowance established in article II of chapter 26 of Hillsdale's Code of Ordinances that are determined by the planning commission to require additional height or width due to unique design or obscuring sight lines shall be allowed additional height and width allowance as needed, provided, however that they neither exceed the additional height or width, nor the area within them exceed the allowances otherwise provided by more than ten percent.
- (4) Murals shall be permitted in the B-2, B-3, C-1, PRD, PRF, PUD and I-1 districts only.
- (5) Off Premises Static Billboard Signs shall be permitted in the General Business (B-3) district **along state highway M-99, subject to the conditions contained herein.**
 - a. Billboards may not exceed 200 square feet in area, or 20 feet in height.
 - b. Billboards must be setback a minimum of 30 feet from all property lines and shall be located a minimum of 1,000 feet from all other billboards on the same street.
 - c. When abutting a residential district, no portion of the billboard shall be located closer than 200 feet from the property line.
 - d. All permit applications for billboards must be submitted to the planning/zoning department along with a landscaping plan.
 - e. **Billboard signs must be free standing and may not be attached to existing structures.**
- (6) Procedures and considerations for special-condition signs are as follows:
 - a. Special-condition signs shall be reviewed as to size, location, placement, etc. subject to regulations of this chapter.
 - b. The planning commission, or zoning administrator, may impose conditions necessary to protect the public health, safety, and welfare of the community.
 - c. Public notice of the time, date, and place of an appeal of a sign review decision made by the planning commission, or zoning administrator, shall be provided in advance of the meeting during which the appeal will be considered.
- (7) In reviewing signs, the zoning administrator or the planning commission shall consider the following to determine compliance with applicable ordinance provisions a basis for approving or denying a sign permit and establishing setback, location, and placement of signs:
 - a. Site location:
 1. Distance from buildings;
 2. Distance from property lines;
 3. Distance from right-of-way.
 - b. Sign size:
 1. Height and width;
 2. Building location;
 3. Height above grade or finish floor line;
 4. Location of sign from side to side of wall;
 5. Percentage of wall used for signage.
 - c. Awning:
 1. Size;
 2. Distance above grade or finish floor line;
 3. Signage measurement relative to awning edges;
 4. Signage height and width.
 - d. Sign characteristics:

1. Shape of sign;
 2. Sign materials.
- e. Mural:
1. Height and width;
 2. Building location;
 3. Distance above grade or finish floor line;
 4. Location of sign from side to side of wall.

A drawing of the sign with all of the information from the list above will be required upon application submittal.

8) Off-Premises Digital Billboard Signs. Off-premises digital billboard signs shall be permitted only in the General Business (B-3) zoning district along State highway M-99, subject to the conditions contained herein.

- a. For digital billboard-type signs located in the B-3 General Business zoning district along state highway M-99, the billboard may not exceed 200 square feet in area, or 20 feet in height.
- b. Billboards must be setback a minimum of 30 feet from all property lines and shall be located a minimum of 1,000 feet from all other billboards on the same street.
- c. When abutting a residential district, no portion of the billboard shall be located closer than 200 feet from the property line.
- d. the rate of change between 2 static messages or images shall not exceed more than 1 change per 8 seconds, and each change shall be completed in 1 second or less. For all other digital signs, the rate of change between 2 static messages or images shall not exceed more than 1 change per 30 seconds, and each change shall be completed in 1 second or less. The change between images shall be instantaneous, with no fading, dissolving, or scrolling between sequential static images.
- e. The maximum daylight sign luminance level shall not exceed 62,000 candelas per meter squared at 40,000 lux illumination beginning 1/2 hour after sunrise and continuing until 1/2 hour before sunset and shall not exceed 375 candelas per meter squared at 4 lux illumination at all other times.
- f. In addition to the above requirements, digital signs shall be configured to default to a static display in the event of mechanical failure. As used in this subsection the word static means an image that is motionless, and not flashing.
- g. The sign shall not vary light illumination and/or intensity, or have features with blinking, bursting, dissolving, distorting, fading, flashing, oscillating, rotating, scrolling, sequencing, shimmering, sparkling, streaming, traveling, tracing, twinkling, or simulated movement, or which convey the illusion of movement.
- h. All digital signs shall be located and oriented to direct light away from any residentially zoned or developed property and natural open space.
- i. No more than one digital sign shall be permitted on any lot or unified development site.
- j. All permit applications for billboards must be submitted to the planning/zoning department along with a landscaping plan.
- k. Billboard signs must be free standing and may not be attached to existing structures.

9) On-Premises Digital Signs. On-premises digital signs shall be permitted only in the General Business (B-3) and Industrial (I-1) zoning districts, subject to the conditions contained herein.

- a. For digital signs located in the B-3 General Business and I-1 Industrial zoning districts, the sign may not exceed 100 square feet in area.

- b. For digital signs located in the B-3 General Business and I-1 Industrial zoning districts, the sign may not exceed 6 feet in height (monument) or 28' in height (freestanding).
- c. the rate of change between 2 static messages or images shall not exceed more than 1 change per 8 seconds, and each change shall be completed in 1 second or less. For all other digital signs, the rate of change between 2 static messages or images shall not exceed more than 1 change per 30 seconds, and each change shall be completed in 1 second or less. The change between images shall be instantaneous, with no fading, dissolving, or scrolling between sequential static images.
- d. The maximum daylight sign luminance level shall not exceed 62,000 candelas per meter squared at 40,000 lux illumination beginning 1/2 hour after sunrise and continuing until 1/2 hour before sunset and shall not exceed 375 candelas per meter squared at 4 lux illumination at all other times.
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- g. All digital signs shall be located and oriented to direct light away from any residentially zoned or developed property and natural open space.
- h. No more than one digital sign shall be permitted on any lot or unified development site.
- i. All permit applications for billboards must be submitted to the planning/zoning department along with a landscaping plan.



TO: Planning Commission

FROM: Zoning Administrator

DATE: May 15, 2024

RE: Ordinance Review-Secs. 18-172 & 36-5

Background: After discussions during the April meeting, the Commission agreed a review of the dwelling ordinance was required.

Sec. 36-5. Dwellings.

(a) No person shall use, occupy, or permit the use or occupancy of a structure as a single-family dwelling or duplex which does not comply with dwelling standards of this section, or standards of the state, and the United States Department of Housing and Urban Development, whichever is applicable, within any district, except in a designated mobile home park and except as hereinafter provided. All single-family dwelling structures and duplexes shall comply with the following minimum standards:

(1) No dwelling shall hereafter be erected which does not comply with chart 36-5(1a). ~~shall have less than 1,000 square feet of ground floor area,~~ and shall be 22 feet or more wide.

36-5 (1a)	
DWELLING TYPE	STANDARD
Single Family (1 story)	1000 sq. ft. with at least 1000 sq. ft. on ground floor
Single Family (more than 1 story)	1000 sq. ft. with at least 600 sq. ft. on ground floor
Two Family	600 sq. ft. per unit

(2) Each dwelling shall comply in all respects with the single state construction code as promulgated by the Michigan State Construction Code Commission under provisions of Public Act No. 230 of 1972, as amended, being MCL 125.1501 et seq., including minimum heights for habitable rooms. Where a dwelling is required by law to comply with any federal or state standards or regulations for construction and where such standards or regulations for construction are different than those imposed by the single state construction code, then and in that event such federal or state standard or regulation shall apply.

a. Each dwelling shall be firmly attached to a permanent foundation constructed on site in accordance with the single state construction code and shall have the same perimeter dimensions of the dwelling and constructed of such materials and type as required in the single state construction code for dwellings, or, in the case of mobile homes that dwelling shall be installed pursuant to the manufacturer's set-up instructions and shall be secured to the foundation by an anchoring system or device complying with the rules and regulations of the state mobile home commission, or single state construction code, whichever is stricter, and with the wheels removed, and shall not have any exposed towing mechanism, undercarriage or chassis.

b. Framing, structural, insulation shall comply with the single state construction code, or in the case of mobile homes, shall comply with the Mobile Home Construction and Safety Standards as promulgated by the United States Department of Housing and Urban Development, being 24 CFR 3280, as amended, and which bears a HUD seal of certification by a certified inspector signifying inspection and compliance with same.

c. Each dwelling, as final finished, shall comply with the single state construction code.

(3) Each dwelling shall be connected to a public sewer and water supply where available, or to such private facilities as approved by the Hillsdale County health department.

(4) Each dwelling shall comply with all pertinent building and fire codes. In the case of a mobile home, all construction and all plumbing, electrical apparatus and insulation within and connected to said mobile home shall be of a type and quality conforming to the Mobile Home Construction and Safety Standards as promulgated by the United States Department of

Housing and Urban Development, being 24 CFR 3280, as amended. Additionally, all dwellings shall meet or exceed applicable roof snow load and strength requirements.

- (5) No dwelling shall contain any additions, or rooms, or other areas which are not constructed with similar quality workmanship as the original structure including permanent attachment to the principal structure as long as such attachment does not include a bearing load on a mobile home and construction of a foundation is required herein.
 - (6) Each dwelling shall contain a storage area in a basement located under the dwelling, in an attic area, in closet areas, or in a separate structure of standard construction similar to or of better quality than the principal dwelling, which storage area shall be equal to ten percent of the square footage of the dwelling, or 100 square feet, whichever shall be less.
 - (7) Each dwelling shall be aesthetically compatible in design and appearance with other residences in the vicinity, with either roof overhang of not less than six inches on all sides, or alternatively with windowsills and roof drainage systems concentrating roof drainage at collection points along the sides of the dwelling; have not less than two exterior doors with one being on either the side or the rear of the dwelling; and containing permanently attached steps connected to the exterior door areas or to porches connected to the door areas where a difference in elevation requires the same.
 - (8) If a dwelling is a mobile home, it shall contain skirting along the entire perimeter of the main frame between the ground and the bottom edge of the mobile home body. Said skirting shall be a minimum of 26 gauge metal, or other nonflammable materials having similar design and durability, and be aesthetically compatible in appearance with other residences in the vicinity. If brick or concrete block is used, it shall be securely attached and sealed to the mobile home body and shall contain a rat proof wall. Adequate screening vents shall be required in the skirting around the perimeter at intervals of not more than 20 feet, to provide adequate cross ventilation.
- (b) The foregoing standards shall not apply to a mobile home located in a licensed mobile home park except to the extent required by state or federal law, or otherwise specifically required in this section pertaining to such parks.
- (c) All construction required by this section is commenced only after a construction permit and zoning permit has been obtained in accordance with the current construction code provisions and requirements, as adopted by the city.

Sec. 18-172. Zoning requirements.

- (a) The project area of development must be properly zoned for the project intent.
- (b) Setbacks and density of all condominium projects shall be determined by zoning district and subject to section ~~36-401, schedule of limitations.~~ Division 16, Schedule of Regulations
- (c) All residential condominium units shall be ~~required to have a minimum of 1,200 square feet of living space on the ground floor in area.~~ subject to Sec. 36-5, Dwellings.
- (d) Condominium site developments will be subject to conformity with chapter 30 and all other statutes, ordinances, codes, rules and regulations.
- (e) There shall be a provision in each subdivision plan for at least one general common element.