

AGENDA

City Planning Commission
May 20, 2026, 5:30 PM
Council Chambers – Hillsdale City Hall

- I. Call to Order**
 - a. Pledge of Allegiance
 - b. Roll Call

- II. Public Comment (Agenda items only)**

- III. Consent Agenda**
 - a. Approval of Agenda
 - b. Review and Approval of Draft Minutes
 - i. April 15, 2026

- IV. Public Hearing**
 - a. None

- V. Consideration of Applications**
 - a. None

- VI. Old Business**
 - a. Bylaws Review
 - b. Ordinance Review

- VII. New Business**
 - a. 2026 Master Plan Update – Discussion

- VIII. Staff Report**
 - a. Q1 Assessing, Code Enforcement, & Zoning Report to City Council

- IX. Public Comment (Commission-related items)**

- X. Commissioners Comments**

- XI. Adjournment**
 - a. Next Meeting: June 17, 2026 at 5:30 PM

City Planning Commission
April 15, 2026, 5:30 PM
Council Chambers – Hillsdale City Hall
Minutes

Roll Call:

All Commissioners Present
6 Members of Public Present

Public Comment

No Public Comment

Consent Agenda

- Commissioner Laycock suggested waiting to discuss proposed Bylaws changes until next month rather than adding it to the agenda for April.
- Commissioner Winter moved to approve the consent agenda.
- Commissioner Kniffin seconded the motion.
- All in favor.

Consideration of Applications

Commercial Site Plan Review – 3741 W Carleton Rd

- Tyler Smith of Kimley Horn took the podium to field questions from the Commissioners regarding the proposed plan for the New Culvers restaurant.
- Commissioner Winter asked whether the Items mentioned in the preliminary site plan review from City Staff were being addressed. Smith said that they were in the process of addressing those items.
- Commissioner Coykendall asked whether the infrastructure surrounding the proposed site would be sufficient as the 99 corridor continues to fill with businesses. Zoning administrator Smith addressed his concerns.
- Commissioner Laycock asked whether a conditional approval would be necessary given the few items that were still being addressed. Zoning administrator Smith suggested that a conditional approval could slow the process and suggested it might be unnecessary.
- Commissioner Winter asked whether there was any question as to whether MDOT would approve their part of the plan; Zoning administrator Smith suggested there was no indication that there would be a disapproval from MDOT.
- Commissioner Winter moved to approve.
- Commissioner Kniffin seconded the motion.
- All in favor.

Industrial Site Plan Review – 240 Uran St

- Sheena Sigler of Cobra Moto presented the project and explained the urgency due to pressure from the federal government.
- Commissioner Coykendall moved to approve.
- Commissioner Morrisey seconded.
- All in favor.

Old Business

- 2026 Capital Improvement Plan Update

- Commissioners Laycock, Coykendall, and Winter expressed satisfaction with the modifications to the CIP, especially the departmental rankings of their priorities.
- The question was raised whether because of the modifications to the plan a new public hearing was necessary. Commissioner Winter reasoned that the Public had already had an opportunity to comment on the plan with the first public hearing and will have another opportunity for comment when the issue comes before the City Council.
- Commissioner Coykendall moved to approve the CIP.
- Commissioner Winter seconded.
- All in favor.

Staff Report

- Zoning Administrator Smith described ongoing staff education concerning the Land Division Amendment.
- She also explained that the Zoning Compliance application forms were in the process of being updated and condensed.

Public Comment

- No Public Comment

Commissioner Comments

- No Commissioner Comments

Adjournment

- Adjourned at 5:57pm

Next Meeting: May 20, 2026 at 5:30 PM

IV. Officers

A. Selection

At the regular meeting in December of each year, the Commission shall select from its membership a Chair and a Vice-Chair. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. The Commission may also designate another person who is not a member of the Commission to be the recording Secretary.

B. Tenure

The Chair and Vice-Chair shall take office January 1 in the January meeting following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

C. Chair's Duties

The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:

1. Preside at all meetings with all powers under parliamentary procedure;
2. May call special meetings pursuant to Section 5.B of these Bylaws;
3. Represent the Commission, before Council;
4. Execute documents in the name of the Commission;
5. Perform such other duties as may be ordered by the Commission.
6. Shall report any unresolved violations of the bylaws by any member to the Mayor for possible removal from the Commission.

D. Vice-Chair's Duties

The Vice-Chair shall:

1. Act in the capacity of Chair, with all the powers and duties found in Section 4.C of these Rules, in the Chair's absence;
2. Perform such other duties as may be ordered by the Commission.

E. Secretary's Duties

The Secretary shall:

1. Be responsible for the minutes of each meeting, pursuant to Section VI of these Bylaws if there is not a recording secretary.
2. Review the draft of the minutes, and submit them for approval to the Commission. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission.
3. Receive all communications, petitions, and reports to be addressed by the Commission, delivered or mailed to the Secretary in care of the Assessing department Office.
4. 66. 7. Prepare an agenda for Commission meetings pursuant to Section V of these Bylaws.

Perform such other duties as may be ordered by the Commission.

V. Meetings

A. Regular meetings

Meetings of the Commission will be held monthly at a date and time to be determined annually for the City calendar. The meetings shall be held at City Hall, 97 N. Broad St., Hillsdale, Michigan. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. An annual notice of regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 et seq.)

B. Special Meetings

Special meetings shall be called in writing and directed to the Planning Secretary in the following manner:

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1. By the Chair.
2. By any two members of the Commission.

Notice of special meetings shall be given by the Secretary to members of the Commission at least twenty-four (24) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff). In addition, notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 et seq.).

C. Recess

The Chair, or the Commission, after the meeting has been in session for two hours (not including site inspections), shall suspend the Commission's business and evaluate the remaining items on its agenda. The Commission shall then decide to finish that meeting's agenda, may act to continue the meeting on another day (fix the time at which to adjourn), or complete some agenda items and continue the meeting on another day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Commission will reconvene. If more than 18 hours will pass before the reconvened Commission, public notice shall be given to comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 et seq.). Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The commission shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.

D. Quorum

More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

7

E. Motions

Motions shall be restated by the Chair before a vote is taken.

F. Findings of Fact

All actions taken in an administrative capacity including but not limited to; special use permits, subdivisions, zoning, site plan review, planned unit developments, review and submission on another municipality's proposed plan, review and submission on a capital improvement, review of township zoning, shall include each of the following parts:

1. A finding of fact, listing what the Commission determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
2. Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
3. The Commission's action, recommendation or position, approval, approval with conditions, or disapproval.

G. Voting

Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions. The affirmative vote of two thirds the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

H. Commission Action

Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

I. Parliamentary Procedure

Parliamentary procedure in Commission meetings shall be informal. However, if required to

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keep order, Commission meetings shall then be governed by Roberts Rules of Order Newly Revised, (10th Edition, Perseus Publishing, New York, 2000 (ISBN 0-7382-037-6)) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than Robert's Rules of Order, then these Bylaws control.

J. Public Participation

All regular and special meetings, hearings, records, and accounts shall be open to the public.

~~1-~~ All public comment on all agenda items should be presented at the beginning of the meeting where provided in the printed agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public. Public comment is at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue.

Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any ~~82-~~ written material shall be made available without cost for members of the public asking for a copy prior to the meeting.

The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit.

K. Consensus Business

Certain items of business before the Commission are routine matters where no discussion normally occurs or is expected to occur and a consensus for adoption normally occurs or is expected to occur. The individual preparing the agenda may mark such items on the agenda as a Consent Item, if that individual feels it qualifies as consensus business. The agenda or material presented on the issue should indicate the proposed action; approve, disapprove, no comment, approve with modification. Any Consent Item can be removed by request of a member. It may be automatically removed if discussed during Public Participation. A motion to adopt the Consent Items can be made to adopt all agenda items still included as Consent Items. The approval of minutes and the expense report shall be proposed on the agenda as Consent Items. Consensus business can be proposed for any item on the agenda, but shall never include any of the following:

1. Items of business which are listed in Section X of these bylaws.
2. Review of plans and zoning ordinances, or any part or amendment thereto.
3. Action on special use permits, planned unit developments, site plans, and similar administrative actions.
4. Election of officers.
5. Any item not printed on the agenda which is delivered, along with adequate supporting information, to Commissioners prior to the meeting.

The motion to adopt Consent items in the minutes shall clearly list each item and indicate its action/disposition.

L. Order of Business/Agenda

The ~~Secretary, or designee,~~ Zoning Administrator shall prepare an Agenda for each meeting and the order of business shall be as follows:

- ~~1- Call to Order, Roll Call, and Pledge of Allegiance.~~
- ~~2- Matters pertaining to citizens present at the meeting, in the following order:~~
- ~~3- Advertised Public Hearings:~~
 - ~~a. The Chair will declare such a public hearing open and state its purpose. The~~

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~~petitioner, petitioner representative or proponent of the action advertised will be heard first.~~

~~4. 5. Persons requested by the Commission to attend the meeting.~~

~~Other public participation for items on this agenda.~~

~~6. Housekeeping business.~~

~~a. Consent Business.~~

~~b. Approval of Minutes.~~

~~c. Approval of Department's expense report.~~

~~9~~

~~Adopted: 12/15/2021 d. Other.~~

~~7. Unfinished business and reports.~~

~~a. Items considered here are taken up in the same order as established by the Commission to fix a priority for consideration and work done in the planning office.~~

~~8. New business~~

~~a. Other business and communications~~

~~9. Public participation for items not on this agenda.~~

~~10. Adjournment. See Changes to Order of Business previously discussed by the Commission.~~

M. Delivery of Agenda

The agenda and accompanying materials shall be delivered to each Commission member to be received one week prior to the regular meeting date.

N. Placement of Items on the Agenda

1. The ~~Assessing department~~Zoning Administrator shall be the office of the Commission and handler of Commission requests.
2. The ~~Assessing department~~Zoning Administrator may receive items related to a petition on behalf of the Commission between the time of the adjournment of the previous Commission meeting and ten (10) business days prior to the next regularly scheduled Commission meeting.
3. Completed petition items for review received by the ~~Assessing department~~Zoning Administrator less than ten (10) business days prior to the next regularly scheduled Commission meeting shall be set aside to be received by the Commission at its next regularly scheduled meeting. The Commission may act on those items of a minor nature or table action to the subsequent regular or special Commission meeting. Those items requiring action or items normally receiving staff review, analysis, or recommendation shall be tabled until the subsequent regular or special Commission meeting.

VI. Records

A. Minutes and Records

The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, which, shall at a minimum include an indication of the following:

1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 et seq.)
2. Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
 - a. Time and place the meeting was called to order.
 - b. Attendance.
 - c. Indications of others present by listing names of those who choose to sign in and/or a count of those present.
 - d. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
 - e. Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An

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alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.

f. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:

- i. Who testified and a summary of what was said.
- ii. A statement of what is being approved (e.g. special use permit, variance, conditional use permit, subdivision, land division, etc.)
- iii. The location of the property involved (tax parcel number and description, legal description is best).
- iv. What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes).
- v. What evidence was considered (summary of discussion by members at the meeting).
- vi. ~~vii.~~ The administrative body's findings of fact.
- vii. Reasons for the decision made. (If the action is to deny, then each reason should refer to a section of an ordinance which would be violated or with which not complied.)
- viii. ~~ix.~~ The decision (e.g. approves, deny, approve with modification).
- ix. A list of all required improvements (and if they are to be built up-front or name the type of performance security to be used), if any.
- x. List of all changes to the map/drawing/site plan that was the changes on the map of what was applied for, rather than listing the changes. Do not use different colors. The map will most likely be photo copied. Then colors on the copy will not show at all or will just be black.)
- xi. Make the map/drawing/site plan part of the motion (e.g. "...attached to the original copy of these minutes as appendix `A`, and made a part of these minutes...").
- xii. Who called the question.
- xiii. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote."
- xiv. That a person making a motion withdrew it from consideration.
- xv. All the Chair's rulings.
- xvi. All challenges, discussion and vote/outcome on a Chair's ruling.
- xvii. All parliamentary inquiries or point of order.
- xviii. When a voting member enters or leaves the meeting.
- xix. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.
- xx. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.

~~Adopted: 12/15/2021~~xxi. The start and end of each recess.

xxii. All of the Chair's rulings of discussion being out of order.

xxiii. Full text of any resolutions offered.

xxiv. Summary of announcements.

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xxv. Summary of informal actions, or agreement on consensus.

xxvi. Time of adjournment.

xxvii. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.

B. Retention

Commission records shall be preserved and kept on file according to the following schedule:

1. Minutes, bonds, oaths of officials, zoning ordinances, master or compressive plans, other records of decisions, Commission or department publications: permanent.
2. General ledger: 20 years.
3. Account journals: 10 years.
4. Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
5. Correspondence: Permanent.

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Planning Commission
97 N Broad St
Hillsdale, MI 49242
planning@cityofhillsdale.org

To: Planning Commission
From: Zoning Administrator
Date: May 20, 2026
Re: Ordinance Review – Sec. 26-2 and 9(5).

Background:

Recent enforcement actions were taken by the Zoning Administrator regarding off-premises signs located within the B-2 (Downtown Business) and B-3 (General Business) zoning districts.

The Property Owner owns the building on which the temporary off-premises signs are located as well as the business being advertised.

The Property Owner stated the following (redacted):

The [redacted] let me know that you have determined that the sign located at the [redacted] is a billboard, and as such is not in compliance with Sec. 26-9 (5) of the Hillsdale Code of Ordinances. I can understand the reasoning, but I would like to offer a different argument for your consideration:

The sign is not a billboard. According to the code, off premises signs are inclusive of, but not limited to, billboards. The definition of "billboard" is "an off-premises sign that conveys a message not related to the owner or occupant of the lot on which the sign is located." (§26-2). I am the owner of [redacted]. The message on that sign is directly related to me and the viability of my businesses. As far as I can tell, the restrictions you quoted only apply to billboards, not to off-premises signs.

There might be a case that it's not even an off premises sign, since those are "any sign located on property that displays a message or other information related to an owner/occupant that is not located on the same property as the sign" and I am the owner of both businesses/buildings.

If you change your mind, please let me know.

The Zoning Administrator responded accordingly (redacted):

I appreciate your feedback.

I believe that it would be considered off-premises because, as that definition states, "... a message or information related to an owner/occupant that is not located on the same

property as the sign.” I came from the mindset that _____ is not located on any of those properties other than the temporary sign proposed for the patio at _____.

I agree that the regulations I quoted are for billboards specifically. I will though say that the temporary signs proposed for _____ are too large and too numerous. One wall-mounted sign is allowed on the ground floor wall and it cannot exceed 24 square feet (Sec. 26-6). I will require the one at _____ to be removed as off-premises signs are only permitted within the B-3 district. The sign on _____ patio will need to be resized to not exceed 6 square feet (Sec.26-6).

I sent enforcement mail yesterday morning before you reached out. It details what I have discussed in this email. I can also send my conversation with the _____ team if you need.

If you have any further questions or concerns, please reach out.

The Property Owner filed an appeal with the Zoning Board of Appeals regarding the size limitations listed in Sec. 26-6. That appeal is pending.

Recommendation:

1. Please clarify the intention of Commission’s 2019 amendment of Chapter 26:
 - Did the Commission intend to treat all off-premises signs as billboards? or
 - Did the Commission intend to regulate billboards as a distinct subcategory of off-premises signs?

Both sign types use nearly identical language. There are no regulations listed specifically for off-premises signs.

2. Discuss whether an amendment is necessary and what potential amended ordinance language would say.

Sec. 26-2. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned conforming sign means a sign that conforms to current ordinances but relates to an owner or occupant that has not owned or occupied the premises where the sign is displayed for a period of at least 90 consecutive calendar days.

Abandoned non-conforming sign means a sign that does not conform to current ordinances and that relates to an owner or occupant that has not owned or occupied the premises where the sign is displayed for a period of at least 90 consecutive calendar days.

Address sign means a sign utilizing a numerical or other designation to indicate the location of a building on a street or right-of-way.

Aggregate square footage means the sum of the square footage of all signs and their areas per parcel.

Animated sign means a sign, sign structure or component, that rotates, revolves, moves, emits flashes of light, blinking lights or images, changes or appears to change, or displays, depicts or creates the impression or appearance of movement or change by mechanical, electronic or other means or methods.

Attended sign means a sign that is hand-held or carried by a person such as a placard, picket, or poster.

Awning means a retractable or fixed shelter constructed of rigid or non-rigid materials on a supporting framework that projects from the exterior wall of a building.

Awning sign means a sign applied to the surface of an awning.

Banner sign means a temporary sign, constructed of canvas, paper, vinyl, or other similar materials that is not permanently affixed to any wall or sign structure and is intended for a limited period of display.

***Billboard* means an off-premises sign that conveys a message not related to the owner or occupant of the lot on which the sign is located.**

Canopy means a permanent roof-like shelter extending over a public access or service area, (including gasoline station canopies).

Changeable copy or message area means a sign or portion of a sign that displays characters, letters, or illustrations that can be changed or rearranged physically without altering the face or surface of the sign. If designed as changeable copy or message area, it shall be in a subordinate location to the fixed-message area.

Conforming sign means a sign that conforms to current ordinances.

Digital sign means a sign or sign structure that utilizes an electronic means to display a series of messages that are changed by electronic means. Digital sign does not include an electronic message sign.

Electronic-message sign means a sign that only displays static messages containing text or numbers that are directly associated with the current advertiser. An electronic message sign does not include a digital sign device that displays graphics other than messages containing text or numbers.

Fixed-message area means that portion of a permitted sign that is used for a permanent message.

Flag means a message, emblem or design displayed on fabric or other material generally mounted to a pole.

Freestanding/pylon sign means a sign supported on poles, not attached to a wall or building.

Government sign means a temporary or permanent sign erected by the city, the county, townships, or the state or federal government.

Ground-pole or ground-mounted sign means a sign supported by one or more uprights, poles or braces placed in or upon the ground surface and not attached to any building.

Historical sign means a sign that has been granted historical status according to the guidelines set forth by the Michigan State Historic Preservation Office (SHPO).

Illuminated sign means a sign that utilizes artificial light directly or through any transparent or translucent material from a source of light within such sign, or a sign illuminated by a light so shielded that no direct rays from it are visible from or shine upon any public right-of-way or abutting property.

Mansard means a roof having two slopes, with the lower slope much steeper than the upper slope. The lower slope is oriented on a vertical axis and therefore is visible as a part of the building facade. The mansard cap is a version of this roof that often is applied to only one facade on the building, particularly one-story structures. Fascia roofs and parapet walls shall be regulated as a mansard for purposes of this article.

Marquee means a permanent structure that projects from the exterior wall of a building.

Marquee sign means a sign affixed flat against the surface of the marquee.

Memorial/commemorative sign means a sign to commemorate a historical event or to honor the memory of a personage.

Monument/ground sign means a sign supported by a solid base with zero ground clearance, not attached to a wall or building.

Mural means an artistic design or representation painted or drawn flat on a building wall or surface.

Non-conforming sign means a sign related to the owner/tenant of the property that does not conform to current ordinances.

***Off-premises sign* means any sign located on property that displays a message or other information related to an owner/occupant that is not located on the same property as the sign.**

On-premises sign means a sign that displays a message or other information that relates to an owner/occupant of the same premises.

Pennants, spinners, and streamers means an article of material mounted to a building or suspended from a rope, wire, or string designed to move with the wind in a free-flying manner.

Portable sign means a sign designed to be moved easily and not permanently affixed to the ground, a structure or a building, including signs attached to or painted on vehicles parked and visible from the public right-of-way for the purposes of advertisement.

Projecting sign means a sign that is attached perpendicular to a building or wall and extends more than 12 inches from the face of the building or wall.

Roof sign means a sign erected above the roofline of a building.

Roofline means the top edge of a roof or parapet wall, whichever is higher, but excluding any cupolas, chimneys, or any minor projections.

Sandwich-board/A-frame sign (also known as a "tent" sign) means a folding-type displayed temporarily at a storefront.

Sign means any writing, pictorial representation, illustration, decoration, emblem, symbol, design, trademark, or figure that is a structure or a part of a structure or is written, printed, painted, projected, constructed, illuminated, or otherwise placed or displayed upon any structure, building, parcel of land, or within three feet of a window interior that attracts attention to the subject thereof or is used as a means of identification, advertisement, announcement, expression, or decoration and that is visible from a street, right-of-way, sidewalk, alley, park, or other public property.

Sign area means the maximum height multiplied by the maximum width of the sign components including any frame or other material or color or open spaces or voids forming an integral part of the display or used to differentiate such sign from the background against which it is placed; excluding the necessary supports or uprights on which such sign is placed. Both sides of a sign structure may be used for sign purposes, provided the sides have an 180-degree, back-to-back relationship. In the case of a sign with letters individually mounted to a wall the total surface area shall be measured by outlining the outer edges of the letters including the wall surface beneath.

Signage area means the permitted sign area for a particular sign type calculated in accordance with the standards and formulas of this article e.g. ground floor wall area times percentage of wall permitted as signage, permitted signage area.

Site clearance triangle means the area formed at the corner intersection of two public rights-of-way or a public right-of-way and a driveway. Two sides of the triangle area being ten feet in length measured along the right-of-way lines and/or access drive line and the third side being a line connecting these two sides. For

the purpose of plantings located in the lawn extension/terrace, the site clearance triangle extends beyond the right-of-way line to the curb/edge of pavement at an angle perpendicular to both of those lines.

Special condition sign means any sign that does not otherwise meet the condition or definition of a sign within the article. Special condition signs shall still meet the zoning district allowances set forth in section 26-8.

Storefront means the predominant frontage occupied by a singular tenant, incremental in lengths of 20 feet, and an additional percentage thereof.

Temporary sign means any sign used for a limited duration and which is not attached/affixed in any permanent manner.

Temporary yard sign means any sign used for a limited duration and which may be staked or otherwise placed in a yard but not in the right-of-way.

Wall sign means a sign that is attached directly to or painted upon a building wall and does not extend more than 12 inches therefrom, with the exposed face of the sign in a plane parallel to the building wall.

Window sign means a sign installed flat on the outside or inside of a window with the message or other information it contains being viewable only from a street, right-of-way, sidewalk, alley, park, or other public property.

(Ord. No. 2019-001, 1-21-2019)

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 or billboard signs shall be permitted in the general business (B-3) district. Billboards may not exceed 200 square feet in area, or 20 feet in height. 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. When abutting a residential district, no portion of the billboard shall be located closer than 200 feet from the property line. All permit applications for billboards must be submitted to the planning/zoning department along with a landscaping plan.
- (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.

(Ord. No. 2019-001, 1-21-2019)

To: Planning Commission
From: Zoning Administrator
Date: May 20, 2026
Re: Ordinance Review – Sec. 26-33

Background:

A sign company contacted the Zoning Administrator for information regarding a potential project they were bidding. The project is a non-college property zoned C-1. After discussing the subject property and its zoning designation, they provided a screenshot of Sec. 26-33 and stated the following:

I also have another question or maybe just something else to bring to your attention.

I took another gander at the ordinance and saw that in addition to Sec. 26-37., signs for C-1 are included in Sec. 26-33. which is labeled for B-1.

Is this correct and perhaps for signs that are not on college property, or is this a typo and should I pretend it's not there?

See screenshot for reference

Recommendation:

1. Please review the header of the ordinance section.
2. Please clarify if it was the Commission's intention to have the 2019 amendment of Sec. 26-33 to regulate signs in the B-1 and non-college properties in the C-1 district.

Sec. 26-33. - B-1 local business district.

Sign regulations in the B-1 local business district shall be as follows:

B-1 Local Business District, C-1 College District—Permitted Signs

(a) Monument and freestanding signs. *

Number	Only 1 freestanding, or monument sign per lot or parcel.
Size	No greater than 32 square feet.
Location	outside of right-of-way.
Height	No higher than 6 feet for monuments, 21 feet for freestanding.

(b) Wall signs. *

Number	1 per street front, maximum of 2.
Size	No greater than 5 percent of the wall to which the sign is affixed, not to exceed 48 square feet.
Location	On wall of building facing the street.

(c) Temporary Yard Signs.

Size	No greater than 16 square feet.
Location	outside of the right-of-way.
Height	No higher than 6 feet.

* Total aggregate of 48 square feet in area per lot.

(Ord. No. 2019-001, 1-21-2019)

To: Planning Commission
From: Zoning Administrator
Date: May 20, 2026
Re: 2026 Master Plan Update

Background:

MCL 125.3845(2) states, “At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission.”

The [City Master Plan](#) was last amended in 2021.

Recommendation:

1. Review the current Master Plan
2. Discuss the following courses of action:
 - a. Amend the existing master plan
 - b. Adopt a new master plan
3. Vote to commence the desired procedure



CODE ENFORCEMENT & ZONING REPORT

Q1: JANUARY – MARCH 2026

CODE ENFORCEMENT

PRIORITY PROPERTIES

Address	Oldest Unresolved Violation	Current Owner	Date Deed Acquired	Current Status
46 River St	4/27/2006 failed U&O inspection	JANSEN, THEODORE N & PENNY E	6/30/2006	Vacant; Condemned – unfit for human habitation. Permits pulled for rehab, missed deadline to complete. Civil infraction citation hearing scheduled for 5/14/26
4 Spring St	5/11/2006 failed U&O inspection	HUMPHRIES, SHAWN P	3/6/2008	Vacant; Condemned – unfit for human habitation. Permits for rehab expired; owner requested extension due to injury. 2024 consent judgment authorizes demolition. Civil infraction citation hearing scheduled for 6/2/2026
60 N West St	3/6/2007 failed U&O inspection	HILLSDALE RENAISSANCE LLC	4/22/2024	Vacant; Condemned 2014 unfit for human habitation. New owner is finalizing plans for rehab along with 3 adjacent properties
58 N West St	9/17/2008 failed U&O inspection	HILLSDALE RENAISSANCE LLC	4/22/2024	Vacant; Condemned following meth fire in 2011. New owner is finalizing plans for rehab along with 3 adjacent properties
104 S Broad St	11/24/2008 failed U&O inspection	FROSCHE, DOUGLAS	9/21/1983	Vacant; Condemned – unfit for human habitation. 2025 consent judgment authorizes demolition
80 S Wolcott St	3/28/2013 Complaint for blight	FAITH COVENANT BIBLE CHURCH	10/23/2013	Vacant; Condemned. Owner claims plan to rehab for church but no permits pulled or plans submitted. 2024 consent judgment authorizes demolition

CIVIL INFRACTIONS (TICKETS) ISSUED - 18

Hillsdale Code Cited in Violation	Number Issued
Chapter 4 – Animals – Keeping without permit or in violation of zoning	
Chapter 6 – Buildings & Building Regulations (Use & Occupancy Permits, International Property Maintenance Code)	10
Chapter 14 – Environment (Noise – animal or bird)	
Chapter 14 – Environment (Weeds & plant growth)	
Chapter 16 – Fire Prevention & Protection	
Chapter 28 – Solid Waste	3
Chapter 30 – Streets, Sidewalks & Other Public Places (clearing of snow & ice from sidewalks; use of public property for special events without or in violation of permit)	
Chapter 36 – Zoning	5

COMMON VIOLATIONS

The top five (5) most common violations found in the current open cases are the following:

Category	Total
Use and Occupancy Expired	245
Exterior Maintenance	53
Vacant Structure Unmaintained	31
Exterior Property Area	22
R-O-W Violation	20

INSPECTIONS CONDUCTED – 252

Inspector	# of Inspections Completed
Kimberly Thomas	30
Nicole Leroux	121
Olivia Smith	101

NEW ENFORCEMENT FILES CREATED – 65

Category	# of Files Created
Abandoned Property	1
Exterior Maintenance	2
Exterior Property Area	6
Fire Damage or Unsafe Structure	2
Garbage/Solid Waste	10

Interior Maintenance	2
Multiple Violations	1
Occupied – Unsafe Structure	2
R-O-W Violation	4
Snow Removal	3
Use and Occupancy Expired	27
Vacant Structure	1
Zoning Violation	4

ENFORCEMENT FILES CLOSED – 86

Category	# of Files Closed
Abandoned Property	1
Exterior Maintenance	2
Exterior Property Area	8
Garbage/Solid Waste	10
Infestation – Insects/Vermin	1
Interior Maintenance	2
Occupied – Unsafe Structure	3
R-O-W Violation	1
Sign Violation	2
Snow Removal	10
Tall Grass & Weeds	5
Use and Occupancy Expired	33
Vacant Structure	2
Zoning Violation	6

TOTAL OPEN ENFORCEMENT FILES – 456

The oldest enforcement open is from April 2006.

Category	Total
Abandoned Property	2
Citizen Complaint	8
Construction Without Permit	1
Exterior Maintenance	53
Exterior Property Area	22
Fire Damage or Unsafe Structure	1
Garbage/Solid Waste	10
Interior Maintenance	2

Multiple Violations	3
Occupied – Unsafe Structure	10
Real Estate Transfer	6
Residential Inspection	4
R-O-W Violation	20
Sign Violation	5
Snow Removal	1
Tall Grass & Weeds	1
Use and Occupancy Expired	245
Vacant Structure	16
Vacant Structure Unmaintained	31
Zoning Violation	8

PERMITTING

PERMITS ISSUED – 51

Category	Total
Zoning – Change in Use	1
Zoning – Conditional Use	1
Sign – Freestanding	2
Use & Occupancy – Mixed Use	3
Sign – Monument	2
Use & Occupancy – Non-Residential	5
Use & Occupancy – Residential	30
Zoning – Residential Site Plan Review	4
Zoning – Rezoning	3