

AGENDA
City Planning Commission
August 19, 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. July 15, 2026
- IV. Communications**
 - a. Q2 Code Enforcement & Zoning Report to City Council
- V. Public Hearings**
 - a. None
- VI. Consideration of Applications**
 - a. Commercial Site Plan Review – 42 Union St
 - b. Commercial Site Plan Review – 3380 Beck Rd
- VII. Old Business**
 - a. None
- VIII. New Business**
 - a. September 2026 Meeting Date Change Request
 - b. Master Plan Review
 - i. Goals and Objectives (p. 64-72)
 - c. Ordinance Review
 - i. Sec. 26-5 & Sec. 26-11
- IX. Staff Report**
- X. General Public Comment**
- XI. Commissioner Comments**
- XII. Adjournment**
 - a. Next meeting: TBD

City Planning Commission

July 15, 2026

5:30 PM

Minutes

Attendance

Chairman Laycock – Absent

Commissioner Coykendall – Absent

All others – Present

Public: Wesley Wickham, Kay Freese, Amber Yoder, Thomas Potter, Andrew Ashby, Ken Joswiak, Scott Sessions, Penny Swan, Melissa Desjardin, Matthew Bentley, James E Thomas, Rachael Johnson, Penny Myers, Sam Negus, Eric Myers

Public Comment

- James Thomas thanked the City for providing a thorough packet to the public prior to the meeting.
- James Benjamin Galloway argued that *Share The Warmth's* proposal was compatible with B3 Zoning while Hope Harbor's previous proposal was not.

Consent Agenda

- Commissioner Morrissey moved to approve.
- Commissioner Winter seconded.
- All in favor.

Public Hearing: Rezoning – 8 E Bacon St et al

- Earl Larue spoke as a representative of the applicants.
- He explained that the property had been operating as a commercial business for some time. The rezoning request was an attempt to make the property compliant with zoning.
- Commissioner Winter moved to approve.
- Commissioner Shelley seconded.
- All in favor.

Commercial Site Plan Review – 183 W Carleton Rd

- Penny Myers and Rachael Johnson presented the application to the Commission.
- An extended Q & A with the presenters was followed by a discussion by the Commission.
 - Commissioner Morrissey asked if and how Share the Warmth would be changing their approach and programs if they move into the proposed property.
 - Commissioner Winter asked whether guests at STW would be screened once at the beginning of a multi-day stay, or whether they would be screened every day. He also asked whether they would be allowed to leave their possessions at STW during the day or not.

- Commissioners Kelemen and Kniffin also asked questions pertaining to the nature of the new programming and the expanded offerings of Share the Warmth.
- Commissioner Winter asked the applicants to describe the proposed uses of the building besides the emergency shelter.
- Commissioner Kniffin requested Administrator Smith to explain her comments from the staff review; Smith explained that the applicants clarified that “Clinic” was not the correct term for their offerings and that she had included elements of the Michigan Building Code 2021 for the Commission’s consideration.
- Commissioner Winter commented on the difficulty of the case given the ambiguous nature of the city code.
- Commissioner Morrissey inquired about whether having beds on the ground floor would be a problem with Zoning, especially when compared with Hope Harbor’s previous application; Administrator Smith suggested that first-floor beds would not be a problem in this instance because of the meanings of “dwelling-unit” and “sleeping-unit.”
- After some more discussion, the Commission voted 5-0 to approve. Commissioner Winter motioned, Commissioner Shelley seconded.

Amended Bylaws Review – Sections I - III

- A brief discussion was had on minor edits to the Bylaws.
- Commissioner Winter inquired as to potential small changes to II. B. of the Bylaws. Administrator Smith explained that the language was taken from the State.
- Commissioner Winter suggested that the Commission/Council work to realign the terms of those on the Commission to ensure 2 members have a term expire each year.
- Other brief comments were made without notable amendments to the language of the Bylaws.

General Public Comment

- James Galloway offered to email with Commissioners about his research into Zoning districts and improved classifications.
- James Edward Thomas argued that the Commission came to the correct decision in the wrong way with respect to Share the Warmth.

Adjournment

Commissioner Morrissey motioned to close the meeting.
Commissioner Kniffin seconded. All in favor.



CODE ENFORCEMENT & ZONING REPORT

Q2: APRIL – JUNE 2026

CODE ENFORCEMENT

PRIORITY PROPERTIES

Address	Oldest Unresolved Violation	Current Owner	Date Deed Acquired	Current Status
64 Spring St	3/30/2026 fire & water damage	WYATT, JONATHAN	9/2/2022 (land contract)	Vacant; Condemned, demolition ordered. No insurance. Did not pass U&O inspection in 2022 or 2023, not required on principal residence after 2024 amendment. Extensive accumulation of solid waste on property and in premises. Inoperable motor home. Zoning permit pulled to convert garage to residence, but no county permits have been issued for this conversion. Civil infraction issued 6/23/2026.
54 Westwood St	1/14/2020 complaint for garbage accumulation, illegal parking and storage of construction materials on the sidewalk and terrace, and construction of fence and porch without zoning permits.	MALINCHOK, WILLIAM WAUKEEN	10/1/2018	Consent judgment issued by district court 6/24/2025; 2nd judgment issued 5/4/2026 following hearing ordering property to be brought into compliance within 14 days. Affidavit of noncompliance signed by code enforcement 5/21/2026. City authorized by judgment to “enter onto the property and to perform such work as is necessary to otherwise bring the property into compliance with the aforementioned ordinances of the City, including, without limitation, demolishing and removing from the property any and all structures constructed without the required permits and/or otherwise not constructed in conformity with the requirements of any such permits, with the expenses to be assessed directly against the Defendant and to also be assessed as a lien against the property in the form of a special assessment.”

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 issued 1/7/2026. Consent judgment signed 5/14/2026 agreeing to bring property into compliance by December 1, 2026.
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. Owner has submitted multiple requests for extension of the deadline and has done some work to bring the property into compliance, but has had health and other personal issues in 2026 so has not made recent progress.
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. Part of much larger city-wide rehab plan.
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 or demolition and reconstruction along with 3 adjacent properties. Part of much larger city-wide rehab plan.
104 S Broad St	11/24/2008 failed U&O inspection	FROSCH, 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. Sold to new owner June 29, 2026, has already started cleaning up and plans to build a residence on the property.

INSPECTIONS CONDUCTED – 484

Inspector	# of Inspections Completed
Kimberly Thomas	82
Nicole Leroux	301
Olivia Smith	92

NEW ENFORCEMENT FILES CREATED – 163 – see attached Enforcement Totals by Category report filtered by opened date between April 1, 2026 and June 30, 2026

ENFORCEMENT FILES CLOSED – 137 – see attached Enforcement Totals by Category report filtered by closed date between April 1, 2026 and June 30, 2026

TOTAL OPEN ENFORCEMENT FILES – 464 – see attached Enforcement Totals by Category filtered by no closed date, printed July 27, 2026

The oldest enforcement open is from April 2006.

PERMITTING

PERMITS ISSUED – 83 – See attached list

Enforcement Totals By Category

Q2 Closed Enforcements

07/27/26

ANIMAL CODE	Total Entries:	1
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EXTERIOR MAINTENANCE	Total Entries:	10
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EXTERIOR PROPERTY AREA	Total Entries:	7
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GARBAGE/SOLID WASTE	Total Entries:	12
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INTERIOR MAINTENANCE	Total Entries:	1
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OCCUPIED - UNSAFE STRUCTUI	Total Entries:	1
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R-O-W VIOLATION	Total Entries:	29
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SIGN VIOLATION	Total Entries:	7
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SNOW REMOVAL	Total Entries:	1
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TALL GRASS & WEEDS	Total Entries:	21
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USE AND OCCUPANCY EXPIREI	Total Entries:	36
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VACANT STRUCTURE UNMAINI	Total Entries:	2
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YARD PARKING OR INOPERABL	Total Entries:	1
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ZONING VIOLATION	Total Entries:	8
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Total Records: 137

Population: All Records

Enforcement.DateClosed in <Previous quarter> [04/01/26 - 06/30/26]

Enforcement Totals By Category

Q2 New Enforcements Opened 07/27/26

ABANDONED PROPERTY	Total Entries:	1
ANIMAL CODE	Total Entries:	2
EXTERIOR MAINTENANCE	Total Entries:	5
EXTERIOR PROPERTY AREA	Total Entries:	6
FIRE DAMAGE OR UNSAFE STRU	Total Entries:	2
GARBAGE/SOLID WASTE	Total Entries:	13
R-O-W VIOLATION	Total Entries:	29
SIGN VIOLATION	Total Entries:	4
TALL GRASS & WEEDS	Total Entries:	28
USE AND OCCUPANCY EXPIREI	Total Entries:	57
VACANT STRUCTURE	Total Entries:	6
YARD PARKING OR INOPERABL	Total Entries:	1
ZONING VIOLATION	Total Entries:	9

Total Records: 163

Population: All Records

Enforcement.DateFiled in <Previous quarter> [04/01/26 - 06/30/26]

Enforcement Totals By Category

Unresolved Enforcements

07/27/26

ABANDONED PROPERTY

Total Entries: 3

CITIZEN COMPLAINT

Total Entries: 8

CONSTRUCTION WITHOUT PERMIT

Total Entries: 1

EXTERIOR MAINTENANCE

Total Entries: 45

EXTERIOR PROPERTY AREA

Total Entries: 20

FIRE DAMAGE OR UNSAFE STRUCTURE

Total Entries: 10

GARBAGE/SOLID WASTE

Total Entries: 8

INTERIOR MAINTENANCE

Total Entries: 1

MULTIPLE VIOLATIONS

Total Entries: 3

OCCUPIED - UNSAFE STRUCTURE

Total Entries: 9

REAL ESTATE TRANSFER

Total Entries: 6

RESIDENTIAL INSP.

Total Entries: 4

R-O-W VIOLATION

Total Entries: 5

SIGN VIOLATION

Total Entries: 6

TALL GRASS & WEEDS

Total Entries: 5

Enforcement Totals By Category

Unresolved Enforcements 07/27/26

USE AND OCCUPANCY EXPIRED	Total Entries:	271
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VACANT STRUCTURE	Total Entries:	21
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VACANT STRUCTURE UNMAINTAINED	Total Entries:	29
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ZONING VIOLATION	Total Entries:	9
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Total Records: 464

Population: Block
Enforcement.DateClosed = <Empty>

Report Filter Query:
Enforcement.DateClosed = <Empty>



To: Planning Commission

From: Zoning Administrator

Date: August 19, 2026

Re: Commercial Site Plan Review – 42 Union St

Background:

On November 14, 2025, Drew Larsen, on behalf of 42 Hillsdale LLC, submitted a *Commercial Site Plan Review Application* for a proposed 16' x 32' multi-purpose structure to serve as a greenhouse and outdoor seating area for patrons.

Preliminary site plan review notes were provided to the Applicant by City Staff on December 9, 2025 (enclosed).

The Applicant reached out to the Zoning Administrator requesting to move forward with the final site plan review by the Planning Commission.

From: Drew Larsen <larsen.drew@gmail.com>
Sent: Monday, August 10, 2026 12:56 PM
To: Olivia Smith <osmith@cityofhillsdale.org>
Subject: Re: Records Request — 42 Union Street (As-Built, Grading & Elevation Records)

Thanks Olivia,

Here's an overview of answers to your questions:

City Engineer

Change in impervious surfaces not a concern
Elevation concerns resolved

Director of Public Services

No concerns.

Director of Public Safety

Parking lot is lit by 6 lights which are installed on all sides of the planned building location. Additionally, we will install solar-powered lighting on all sides of the structure

We plan to have 24' long bar-type tables installed along the both sides (East and West walls). If it would interfere with egress we would also like to install a single row of picnic tables down the center of the greenhouse (From North to South). With picnic tables down the center there would be two 3'-wide walkways.

We plan to have two 3'-wide doors, each aligned with one of the walkways. The current plan is for one door to open inward and the other to open outward.

Fire Department

No concerns.

Zoning

We would put a sign on the South wall of the Greenhouse, and possible add one to the existing 42 Union Sign (similar to what other commercial tennent have). If there is a reason not to, I am okay with having no signage.

December 4, 2025

Department Head Site Plan Review
December 3, 2025, 10:00 AM
Hillsdale City Hall – Council Chambers

Project: PZ2025-083
006-126-108-09
42 Union St
Greenhouse/Outdoor Seating Area (accessory structure to Rough Draft)

Present: Paul Larsen (Contractor obo 42 Hillsdale LLC) and Olivia Smith (Zoning Administrator)

Due to no department heads present for the scheduled review, comments were submitted after-the-fact to the Zoning Administrator. This report will be forwarded on to the Contractor/Owner so that questions and concerns can be addressed prior to the regularly scheduled Planning Commission meeting. Below is a list of notes following review of the plans submitted for the proposed greenhouse/outdoor seating area located at 42 Union St, Hillsdale, MI 49242.

City Engineer

- The addition of the structure changes the surface from a stone surface to an impervious surface.
 - There is not a change in impervious factors to justify requiring detention based on pre and post-construction impervious factors.
- There is a potential concern regarding Floodplains. Per the FEMA-FIRM (find attached), the Base Flood Elevation (BFE) is 1081.2. This concern should come into play with the building permit and EGLE.
 - The building permit, through the County Inspection Office, will require a finish floor a minimum of 1 foot above the BFE
 - Fill, in a regulated floodplain, required a permit from EGLE.
 - Recommend a topographical survey of at least the parking lot and potentially some top of bank shots of the St. Joseph.
 - The parking lot appears to have been filled. The area may be out of the floodplain. Discrepancy in FEMA-FIRMS is not uncommon.

Director of Public Services

- No concerns. The accessory structure will be utilizing the existing drive for ingress and egress.

Director of Public Safety

- Is the parking lot currently lit to expose the structure?
 - Concerns about vehicle damage due to proximity to parking spaces if there is low visibility.
 - If not, will utilities be ran to the structure to provide lighting?

- Capacity load will be determined based on the desired seating type.
 - Fixed seating? Table and chairs? Chairs only?
- Egress/Emergency Exit
 - What is the width of the door?
 - Will it swing in? Out?
 - Required number of exits? (verify with building code/building inspector)

Fire Department

- No concerns. The project will still fall under the current International Property Maintenance Code (IPMC) codes.

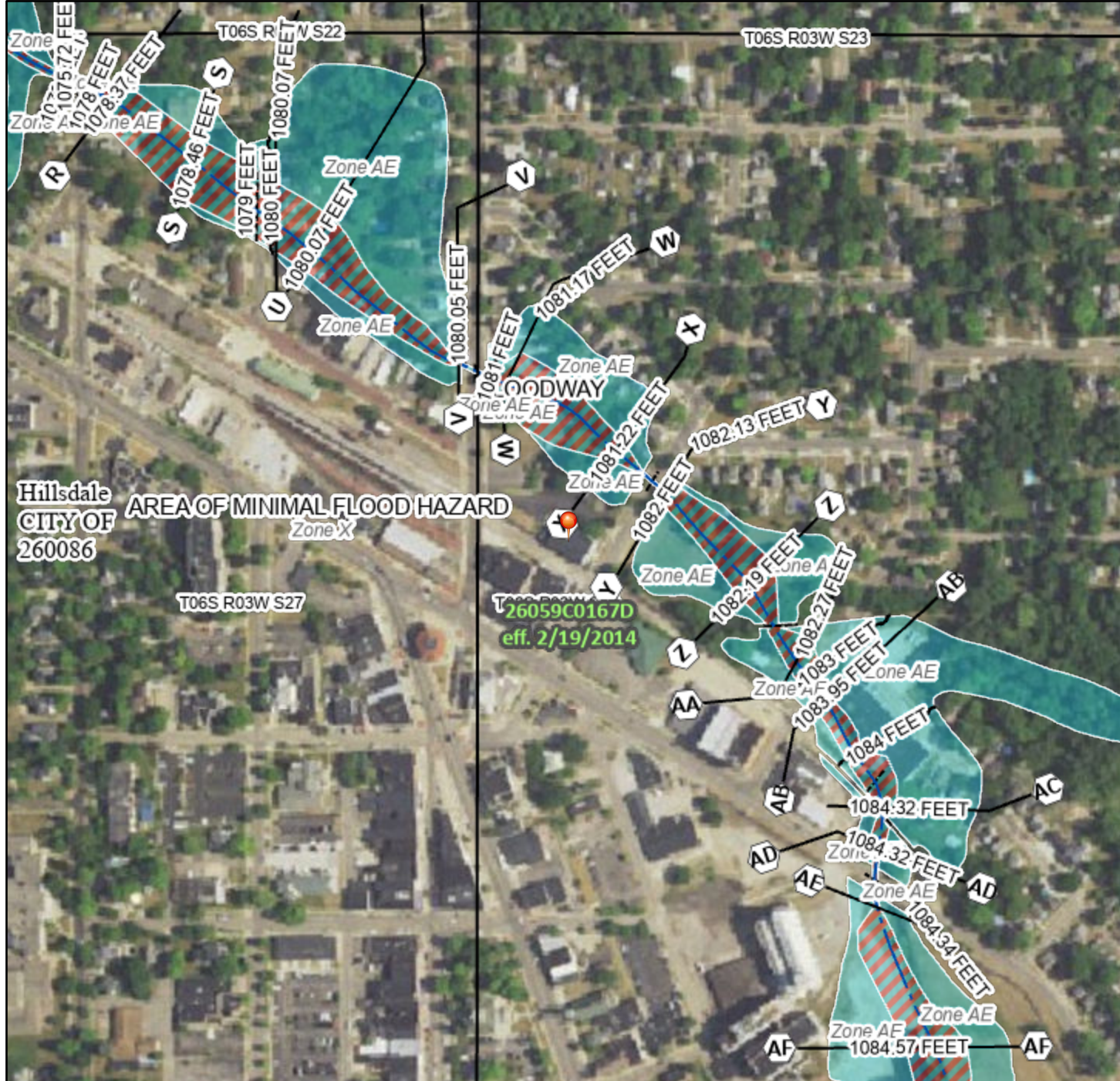
Zoning

- The zoning district for the property is B-3 (General Business). Greenhouses and accessory structures customarily incidental to the permitted uses in the district are listed as principal uses permitted.
- The project meets all required setbacks based on the zoning district and accessory structure ordinance (Sec. 36-431(b)).
- No change in existing number of parking spaces.
- Will there be any signage for the building?

National Flood Hazard Layer FIRMMette



84°38'10"W 41°55'39"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

84°37'32"W 41°55'13"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped

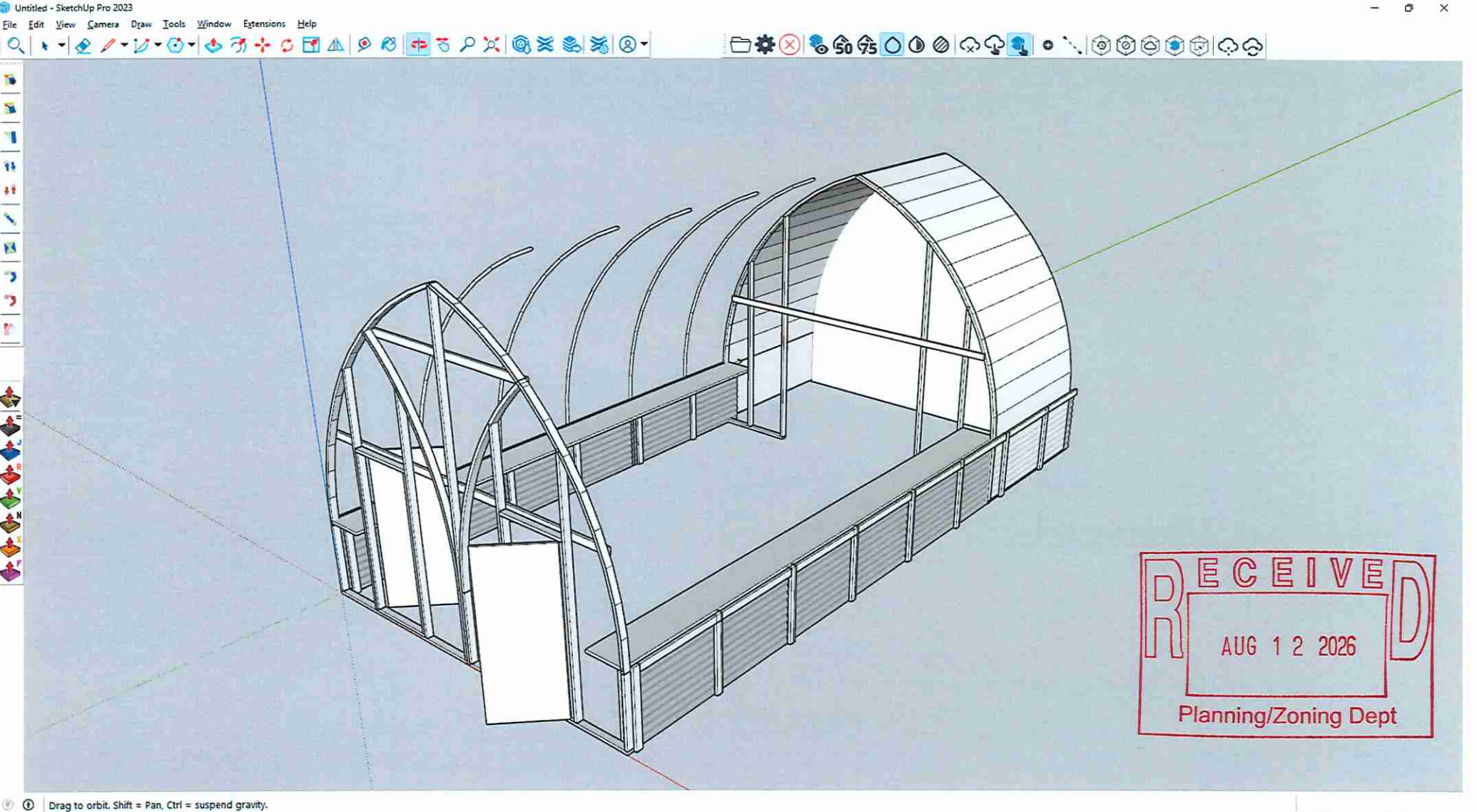


The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 12/2/2025 at 4:40 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.





COMMERCIAL SITE PLAN REVIEW APPLICATION

Applicant Name Marty "Glynda" Hubbard

Address 8333 Dalton Rd
Onsted, MI 49265

Daytime Phone (517) 3202056

Evening Phone (517) 3202056

Property Address if other than above 42 Union St.
Hillsdale, MI 49242

Agent Name Paul Larsen

Address 42 Union St.
Hillsdale, MI 49242

Daytime Phone (239) 3986943

Evening Phone (239) 3986943

Zoning Commercial Project Estimate \$5,000

Applicant Signature  Date 11/11/2025

Meeting Date _____

For projects requiring Planning Commission approval, all Site Plan Materials must be submitted along with a completed application and appropriate fees a minimum of 10 days prior to the next scheduled Planning Commission meeting.

Please submit to: **City of Hillsdale**
Planning and Zoning Department
97 North Broad Street
Hillsdale, Michigan 49242
p. - 517.437.6449



Hillsdale St.



North

130'

50'

Greenhouse Seating
(16'x32')

60'

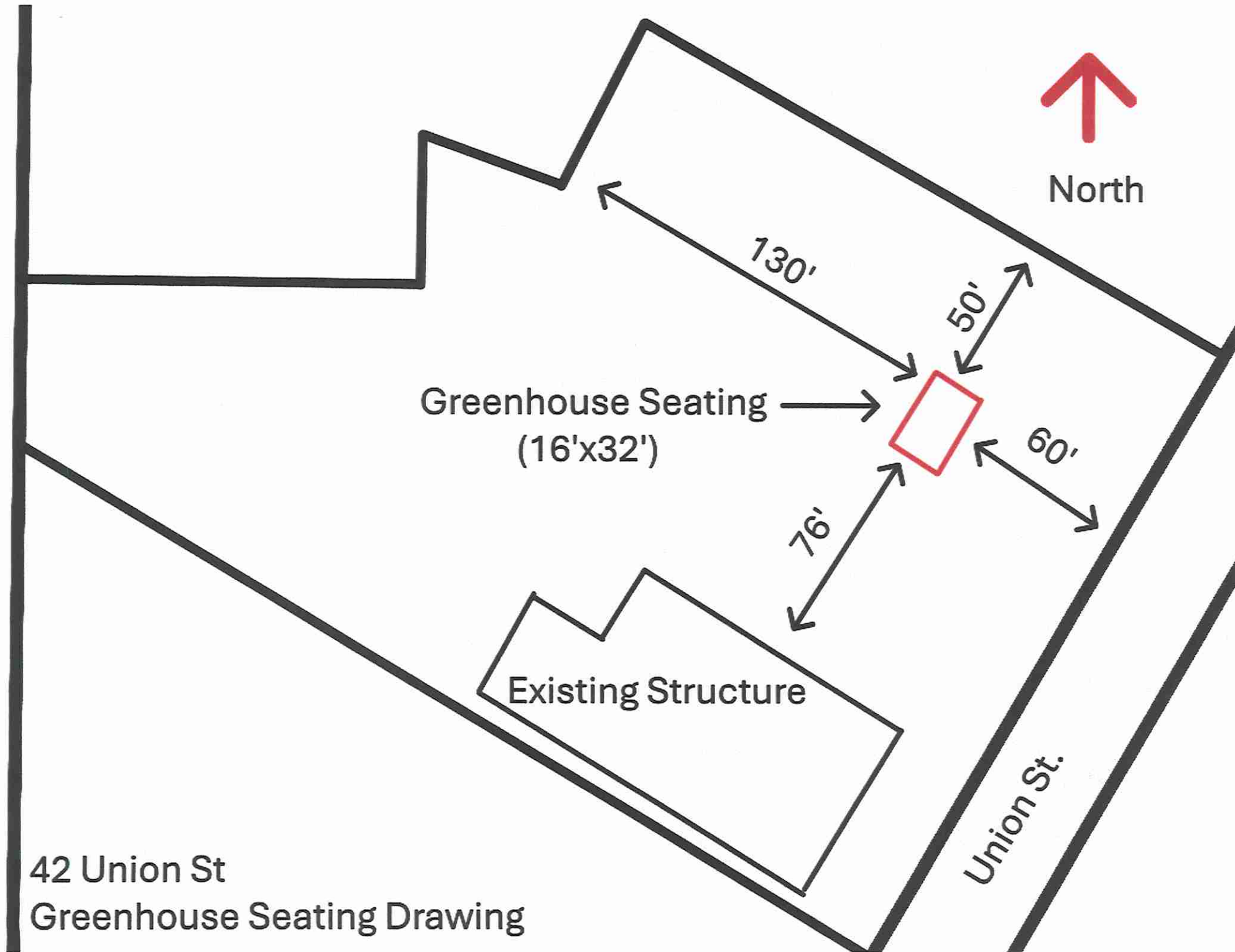
76'

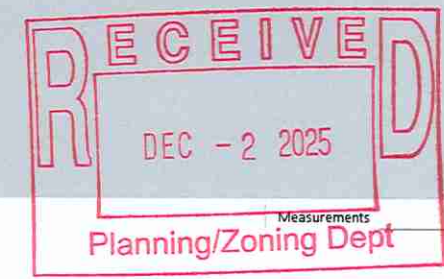
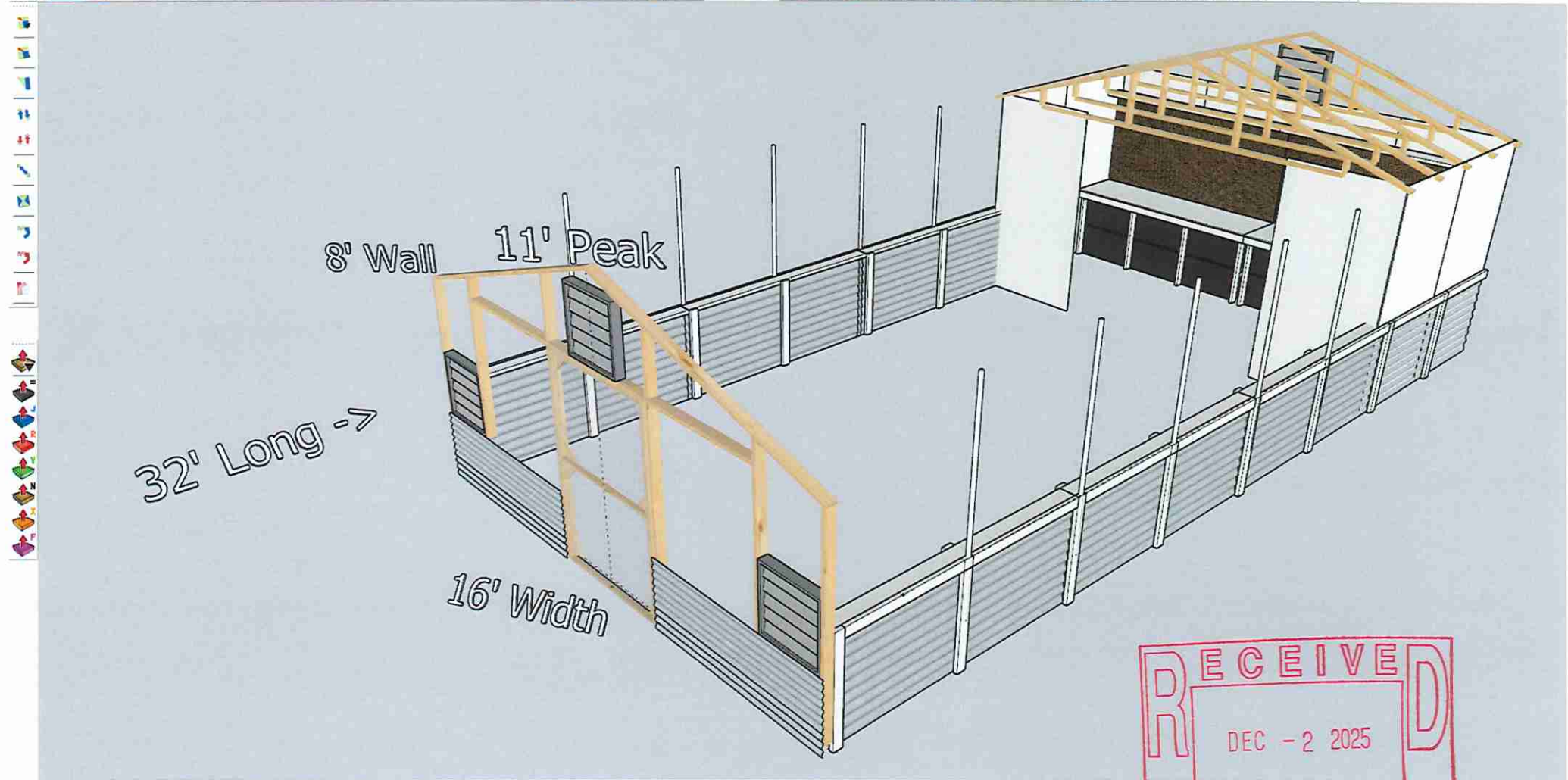
Existing Structure

Union St.

42 Union St

Greenhouse Seating Drawing







006-126-108-09



42 HILLSDALE LLC
42 UNION ST, HILLSDALE

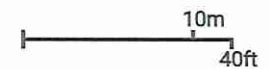


Hillsdale County GIS



Map Publication:

11/18/2025 10:18 AM



powered by
FetchGIS 

Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Hillsdale County expresses no warranty for the information displayed on this map document.



To: Planning Commission

From: Zoning Administrator

Date: August 19, 2026

Re: Commercial Site Plan Review – 3380 Beck Rd

Background:

On February 4, 2026, Life Challenge of Michigan submitted a *Commercial Site Plan Review Application* for a proposed 40' x 80' pole structure to house a future wood shop and auto shop.

Preliminary site plan review notes were provided to the Applicant by City Staff on February 9, 2026. Staff advised the Applicant that the site plan request could not be brought before the Planning Commission at their February 18, 2026 meeting due to concerns or request made by Staff. The report is enclosed.

On July 20, 2026, Life Challenge of Michigan staff reached out to the Zoning Administrator requesting to move forward with final site plan review by the Planning Commission. The Applicant provided an email from regional MDOT staff approving the use of the existing drive approach. No amended plans were provided.

Enclosed is a memorandum from the City Engineer regarding the proposed plan.



MEMORANDUM

Date: 8/7/26

To: Kerry Laycock – Chair
Matt Kniffin – Vice Chair
Christain Winter - Secretary
Cathy Keleman
Eric Coykendall
Jack Shelley
William Morrissey – Ex Officio
Olivia Smith

From: Robert Stiverson, PE, City Engineer

Subject: Site Plan Review
3380 Beck Road

The information presented shows an overhead door at both ends of the building, but no drives are shown connecting these doors to the existing drives. No Grading is shown. No Drainage Calculations were provided.

There is a concern that the orientation of the building and where the drives would need to be placed for the front door and the relation of the existing guy wires for the Power Pole located along the east property. There looks to be room to avoid it a conflict, so showing the drives would confirm it.

No Drainage is shown on the plans. Beck Road has shallow roadside ditches that would insufficiently deep to provide a drain tile or storm sewer. I'd recommend a small retention basin, as the USGS-WSS shows sandy soils in Hydrologic Soil Group A, and moderately high to High – "Capacity of the most limiting layer to transmit water (Ksat).

As Beck Road is still under the jurisdiction of MDOT. An MDOT Permit maybe required for improvements to the drive approach, and if drainage facilities are connected to Beck Road drainage facilities.

Doug Jordan (MDOT) has been contacted regarding the drive approach. Please see attached email accepting the use of the existing drive approach.

If a retention basin is used to satisfy storm water requirements, MDOT approval would not be required.

From: Jordan, Robert (MDOT)
Sent: Monday, July 6, 2026 1:59 PM
To: 'Jack Mosley' <jackmosley123@gmail.com>
Cc: Jason Blake <jblake@cityofhillsdale.org>
Subject: RE: 3380 Beck Rd. sketches

Jack,

Thank you for forwarding the attached information.

After reviewing the information and talking to you about the intended use for the new pole building, it has been determined that the existing access can be used.

I will be redirecting you back to the City of Hillsdale Planning and Zoning for specific information.

Thank you,

Doug Jordan

Construction Permits

MDOT-Jackson TSC

2750 North Elm

Jackson, Michigan 49201

Re: Preliminary Site Plan Review

Project: PZ2026-006
006-016-400-10
3380 BECK RD
HILLSDALE, MI 49242
40' X 80' WOOD FRAME POLE BUILDING ON GRADE, 14'H

Enclosed are concerns and/or questions from Department Heads following an initial look at the submitted documents for the proposed project located at 3380 Beck Rd. A formal meeting will be conducted when additional information and documentation is presented to address the items below.

Department of Public Services

- Beck Rd is under the Michigan Department of Transportation (MDOT) jurisdiction
 - MDOT review and approval is required in addition to review and approval required at the City level.
 - Please contact Doug Jordan at jordanr@michigan.gov for additional details on the MDOT permit and approval process.
- The existing drive approach does not meet current MDOT standards
- With the proposed project, will there be an influx in traffic?
 - The floor plan shows a wood shop, an auto shop, and a bathroom.

City Engineer

- The proposed project shows an overhead door at both ends of the structure, but no drives are shown connecting these doors to existing drives.
- No grading is shown
- No drainage calculations were provided
- Concern that the orientation of the building (and where the drives would need to be placed for the front door) and the relation of the existing guy wires for the power pole along the east property.
 - There looks to be room to avoid conflict. Showing the drives would confirm it.
- No drainage shown on the plans
 - Beck Rd has shallow roadside ditches that would be insufficiently deep to provide a drain tile or storm sewer.
 - Recommend a small retention basin
 - The USGS-WSS shows sandy soils in Hydrologic Soil Group A and Moderately High to High – “Capacity of the most limiting layer to transmit water (Ksat).”



COMMERCIAL SITE PLAN REVIEW APPLICATION

Applicant Name Life Challenge of MI

Address 3380 Beck Rd
HILLSDALE MI 49242

Daytime Phone (517) 437 4954

Evening Phone (517) 204-7353

Property Address if other than above _____

Agent Name Jack Mosley / HAROLD WALKER

Address 3380 Beck Rd Hillsdale MI 49242

Daytime Phone (517) 204-7353 / 517-393 2473

Evening Phone () SAME

Zoning B-3 Project Estimate \$110,000⁰⁰

Applicant Signature [Signature] Date 1-15-26

Meeting Date Feb 3-5 - Feb 18TH

For projects requiring Planning Commission approval, all Site Plan Materials must be submitted along with a completed application and appropriate fees a minimum of 10 days prior to the next scheduled Planning Commission meeting.

Please submit to: **City of Hillsdale**
Planning and Zoning Department
97 North Broad Street
Hillsdale, Michigan 49242
p. - 517.437.6449



006-016-400-30
MICH CONF ASSOC 7TH DAY ADVENTISTS
3384 BECK RD VACANT
0

006-335-001-25
HILLSDALE COUNTY ISD
3411 BECK RD
0

BECK RD

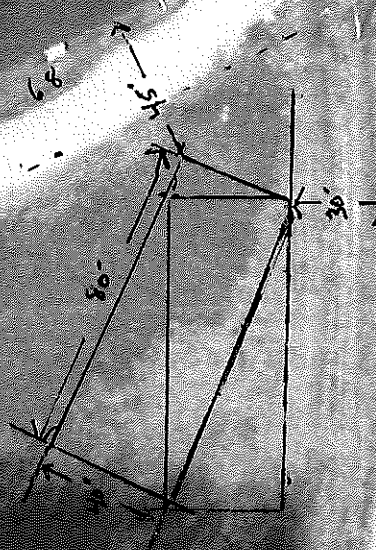
006-016-400-10
LIFE CHALLENGE OF MICHIGAN
3380 BECK RD
0

3380

3360

006-016-400-17
CARR BROTHERS & SONS INC
3360 BECK RD
11:14

006-016-400-16
CARR BROTHERS & SONS INC
3366 BECK RD
18:182



0 15 30 60
Feet

City of Hillsdale

NOT A SURVEY
This map is for informational use only.
Imagery: March 2024
Map Created: November 2025



811

006-016-400-30
MICH CONF ASSOC 7TH DAY ADVENTISTS
3384 BECK RD VACANT
0

006-335-001-25
HILLSDALE COUNTY
34711 BECK RD
0

006-016-400-10
LIFE CHALLENGE OF MICHIGAN
3380 BECK RD
0

3380

3360

Gravel
P

006-016-400-17
CARR BROTHERS & SONS INC
3360 BECK RD
11.14

006-016-400-16
CARR BROTHERS & SONS INC
3366 BECK RD
18/182



0 15 30 60
Feet

City of Hillsdale

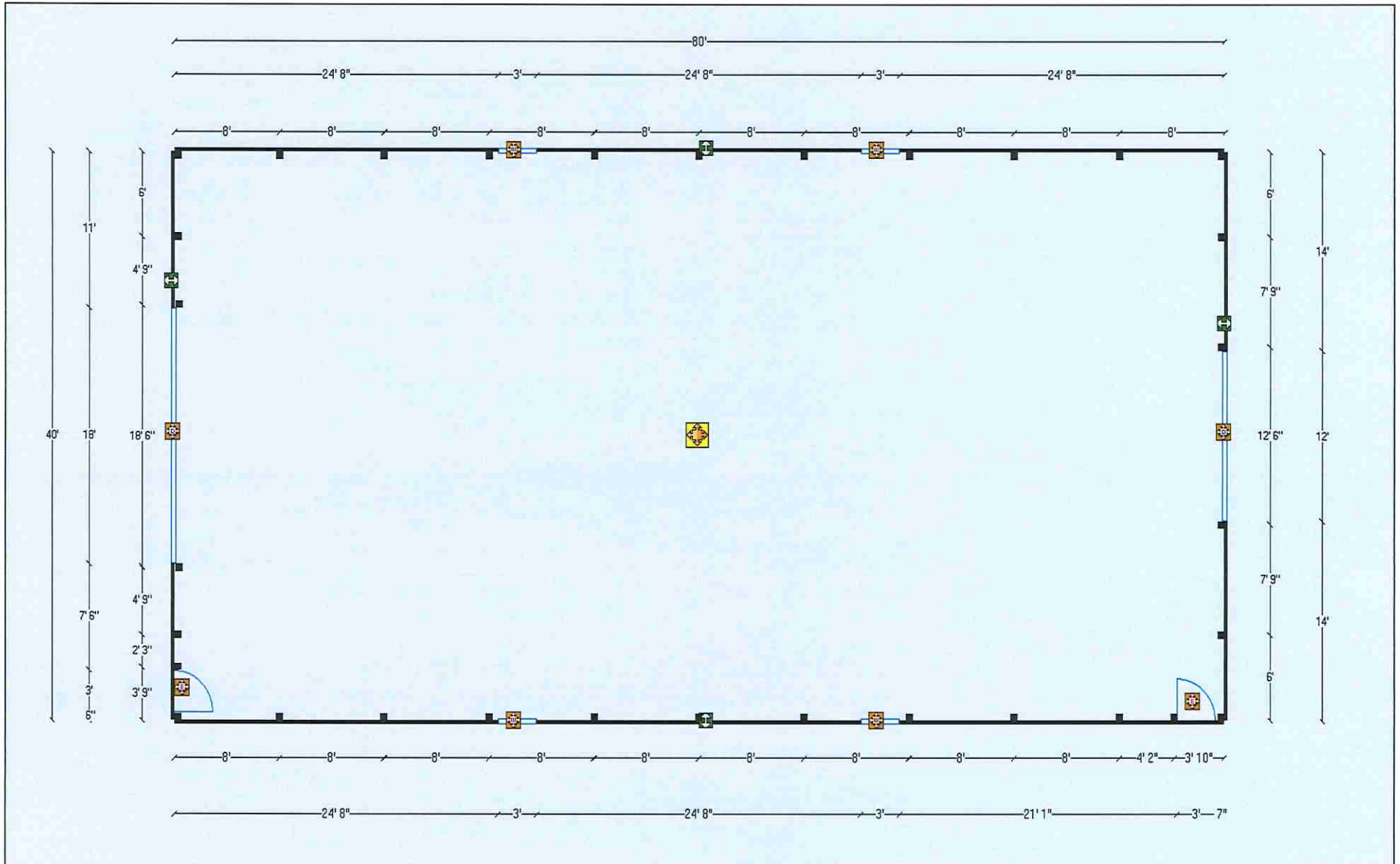
NOT A SURVEY
This map is for informational use only.
Imagery: March 2024
Map Created: November 2025





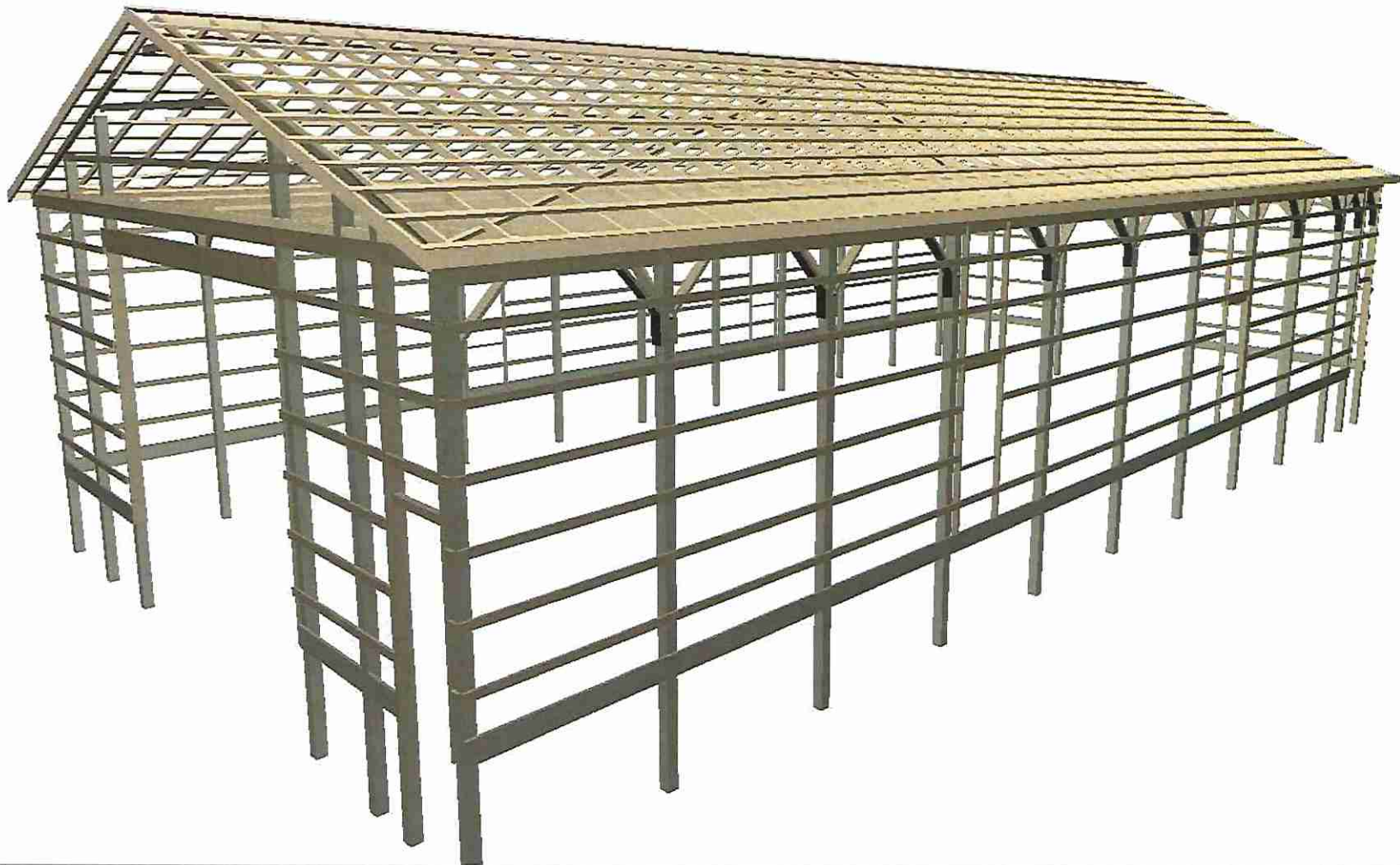


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JONESVILLE
Phone: 517-849-2181 Fax: 517-849-2541
Fax: 517-849-2541

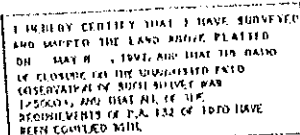
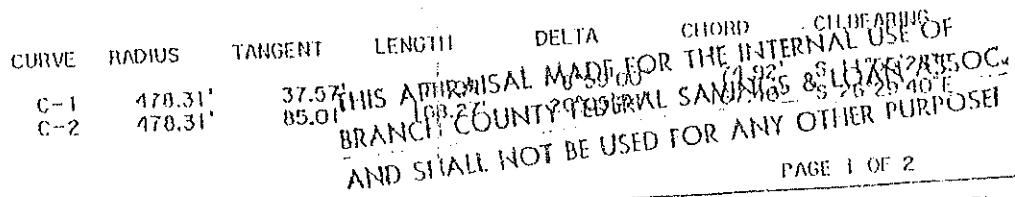




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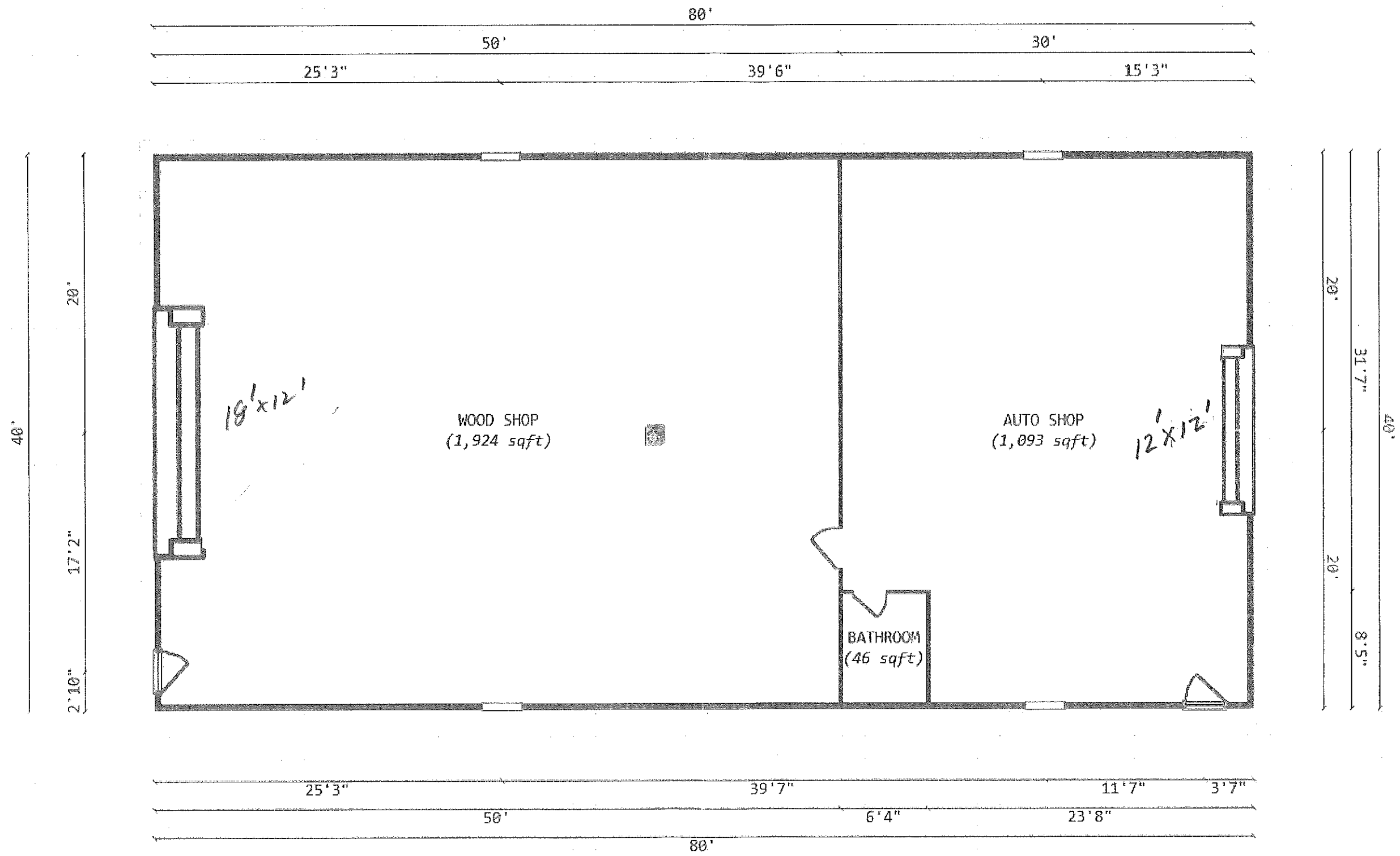
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DAVID FLAHERTY

DATE _____

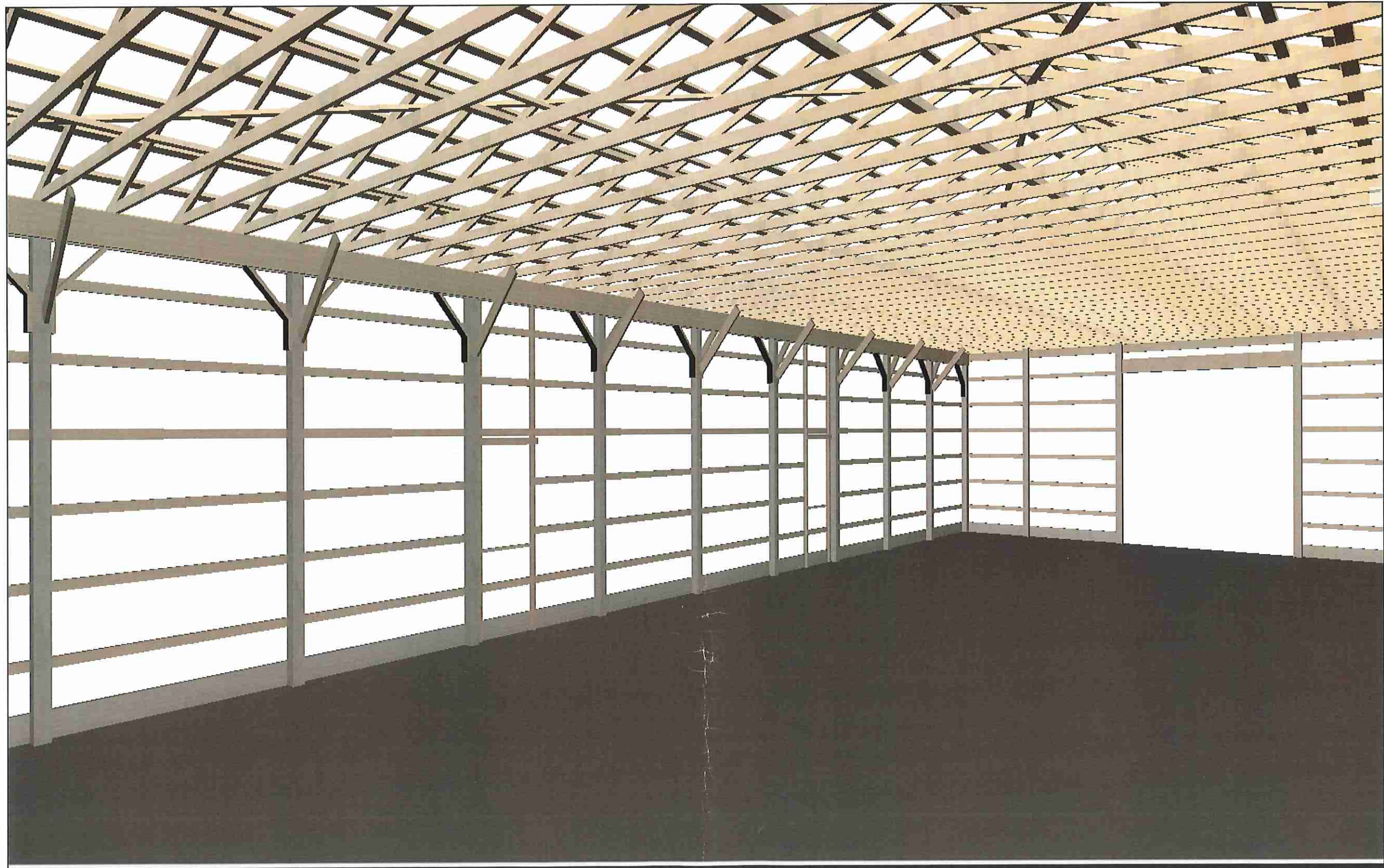
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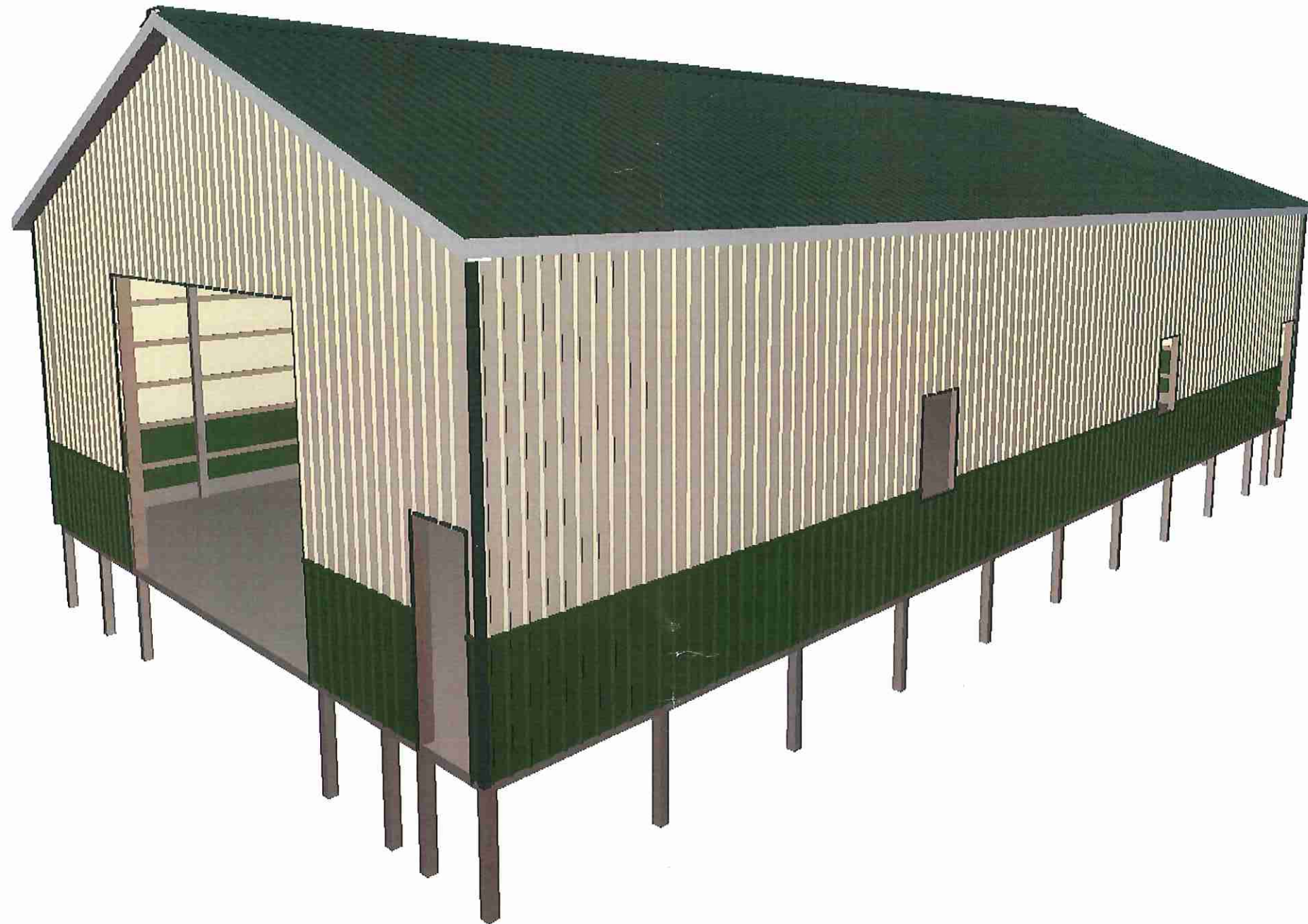


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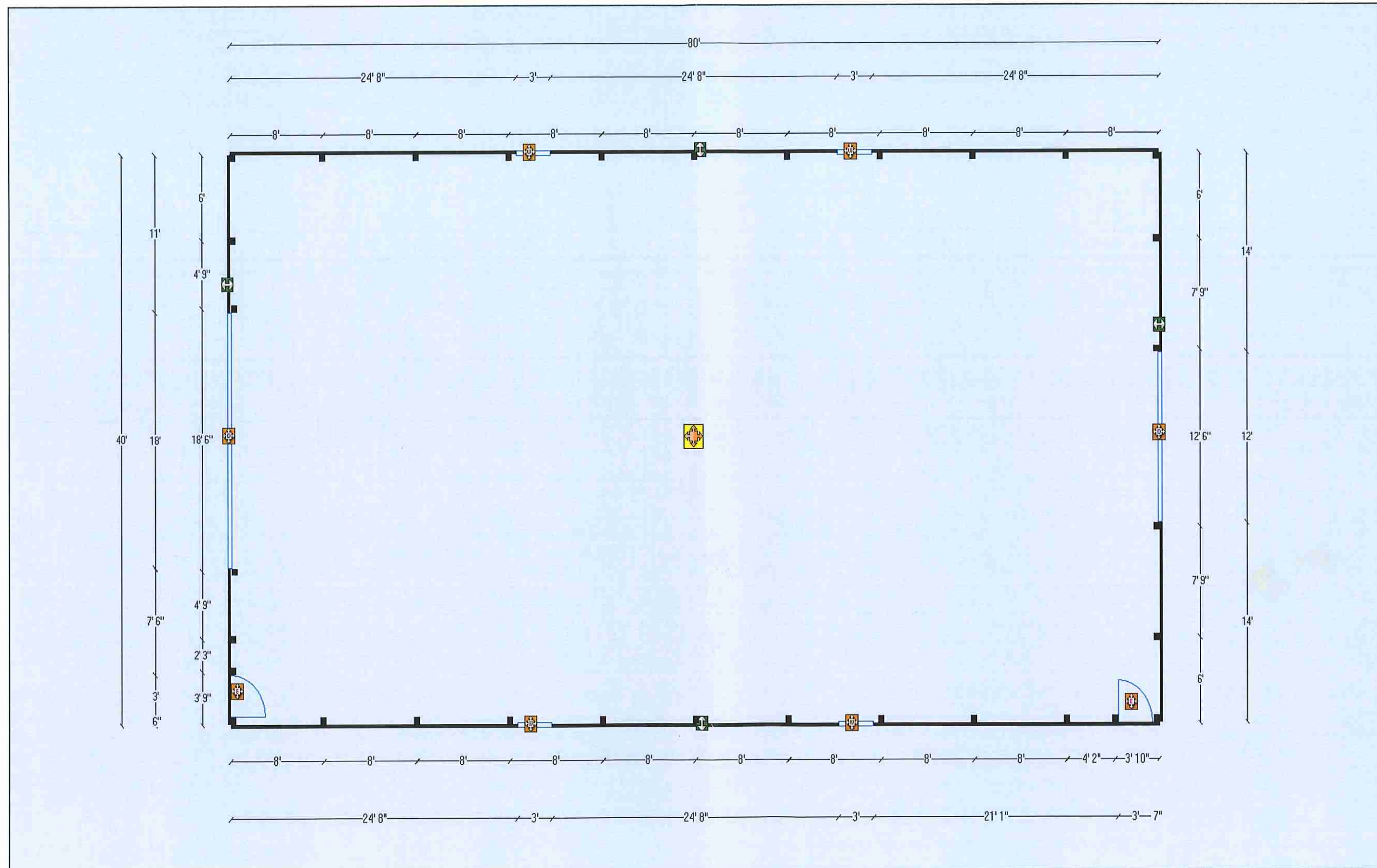


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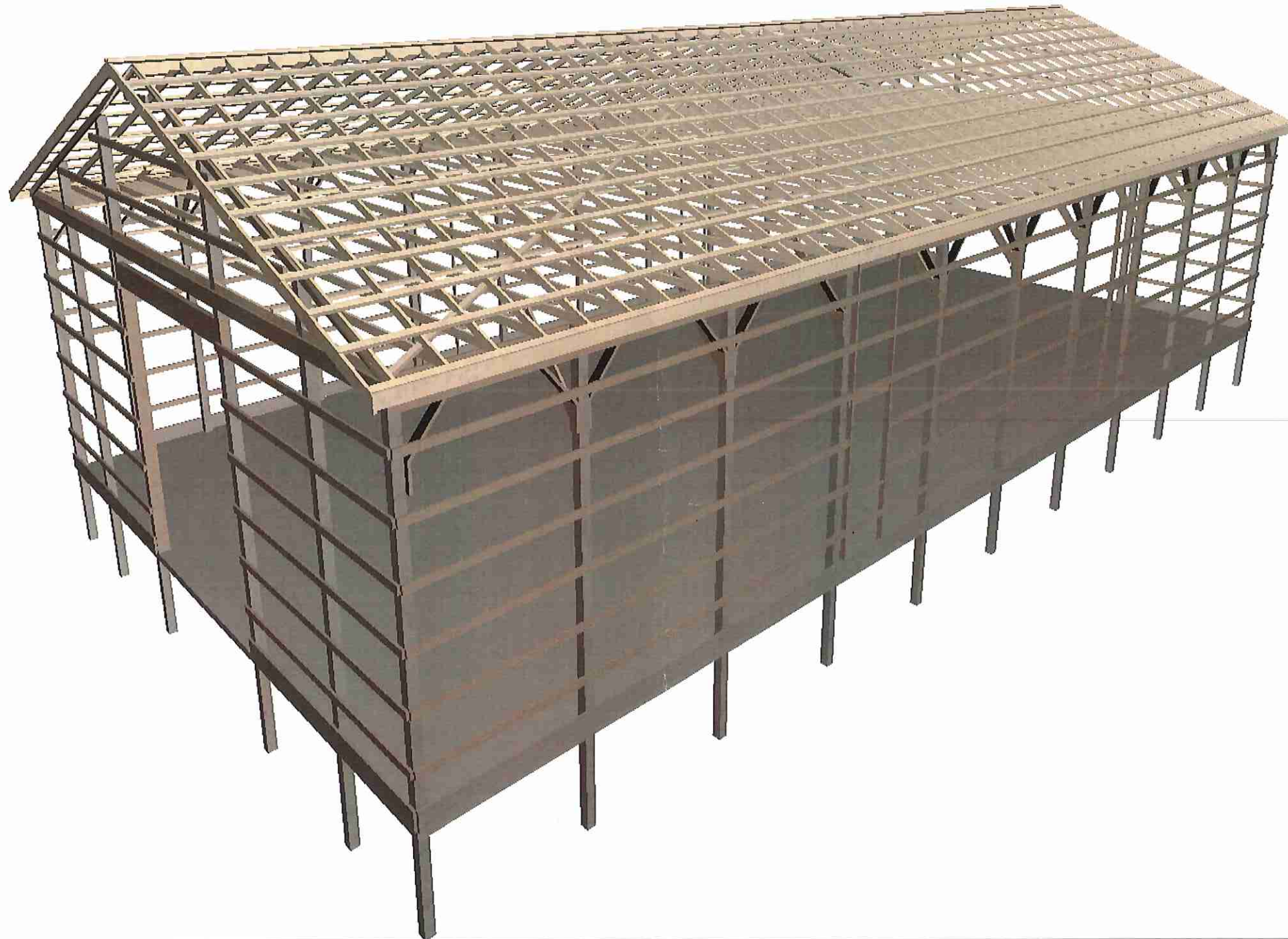


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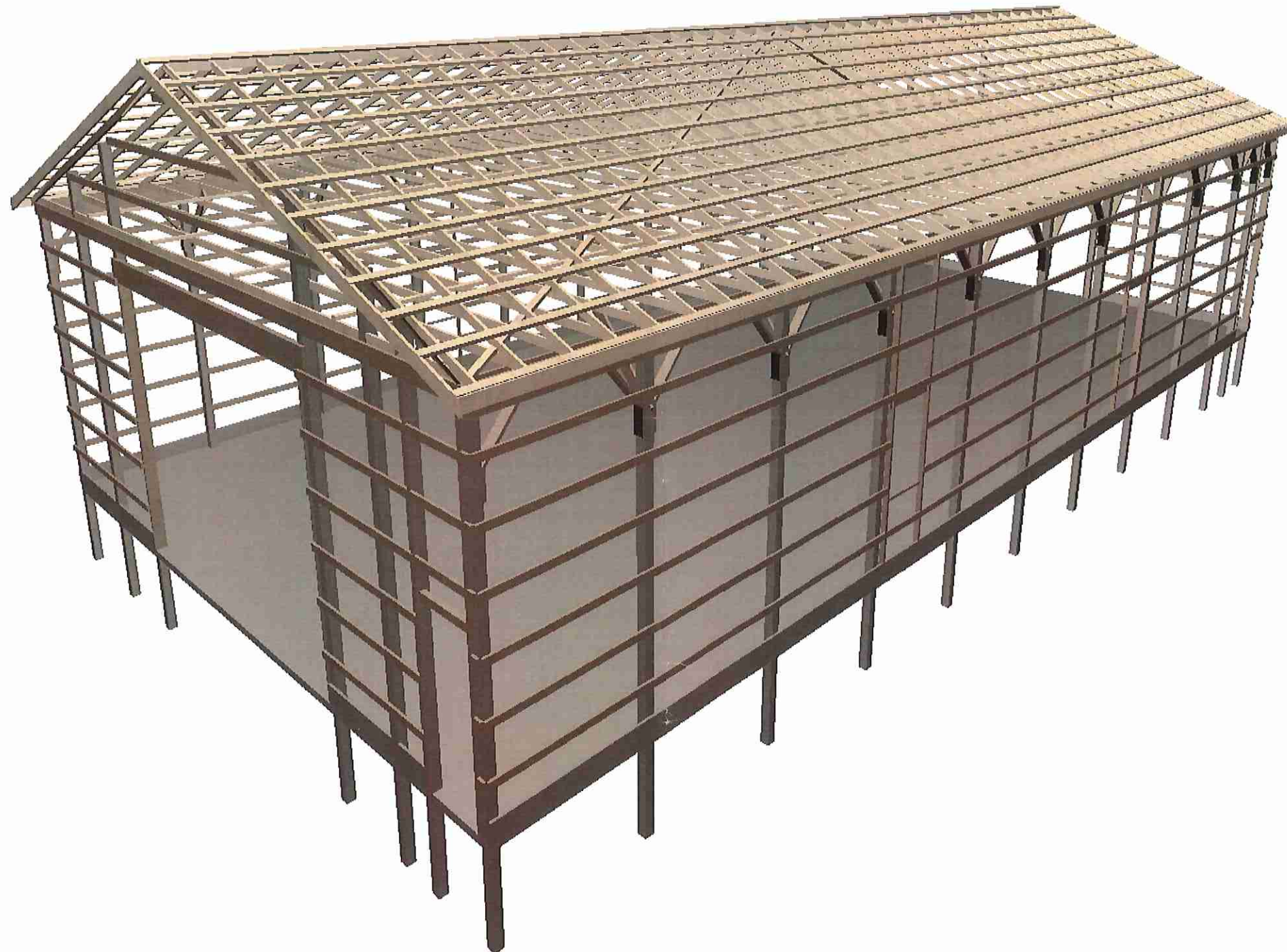


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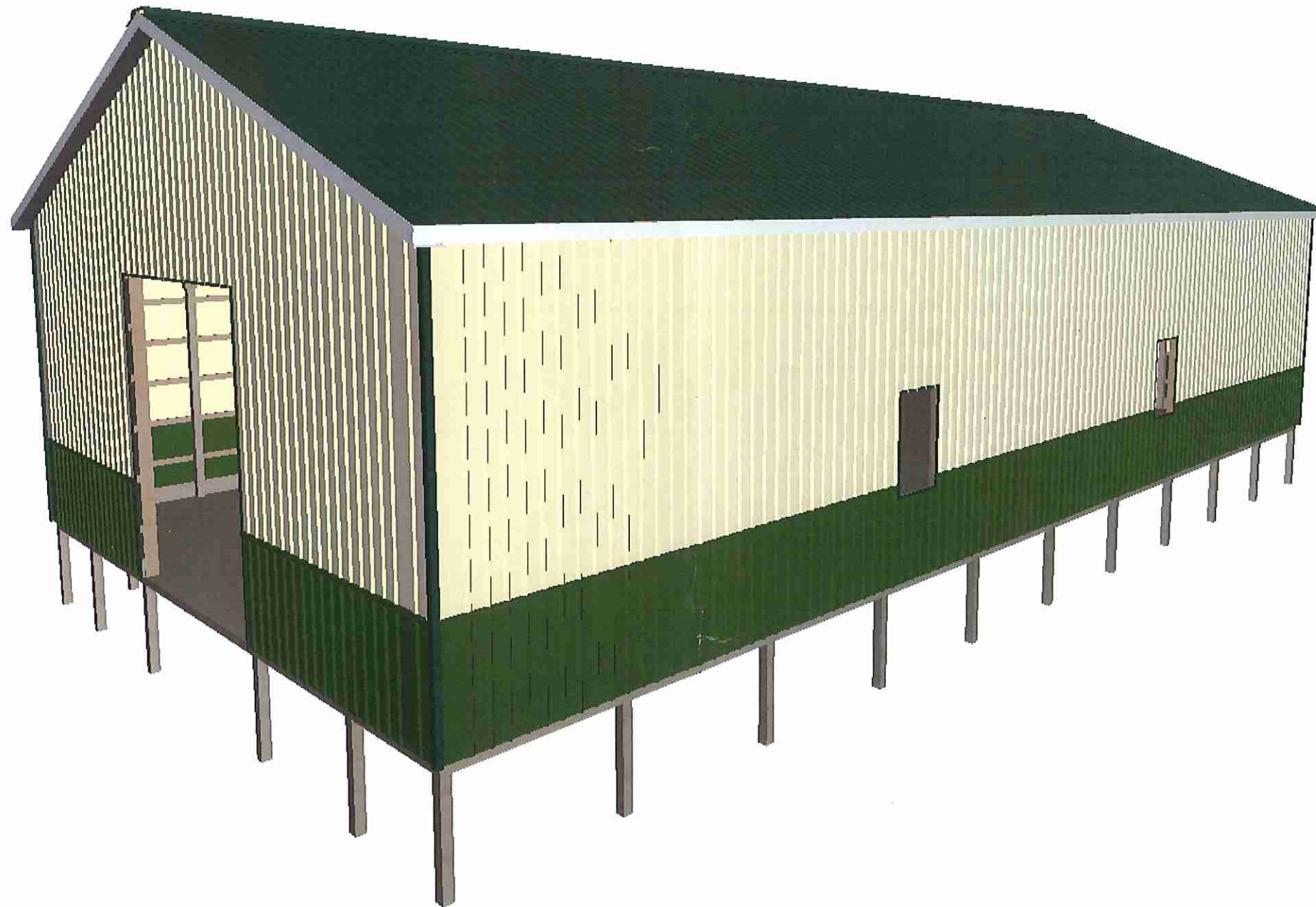


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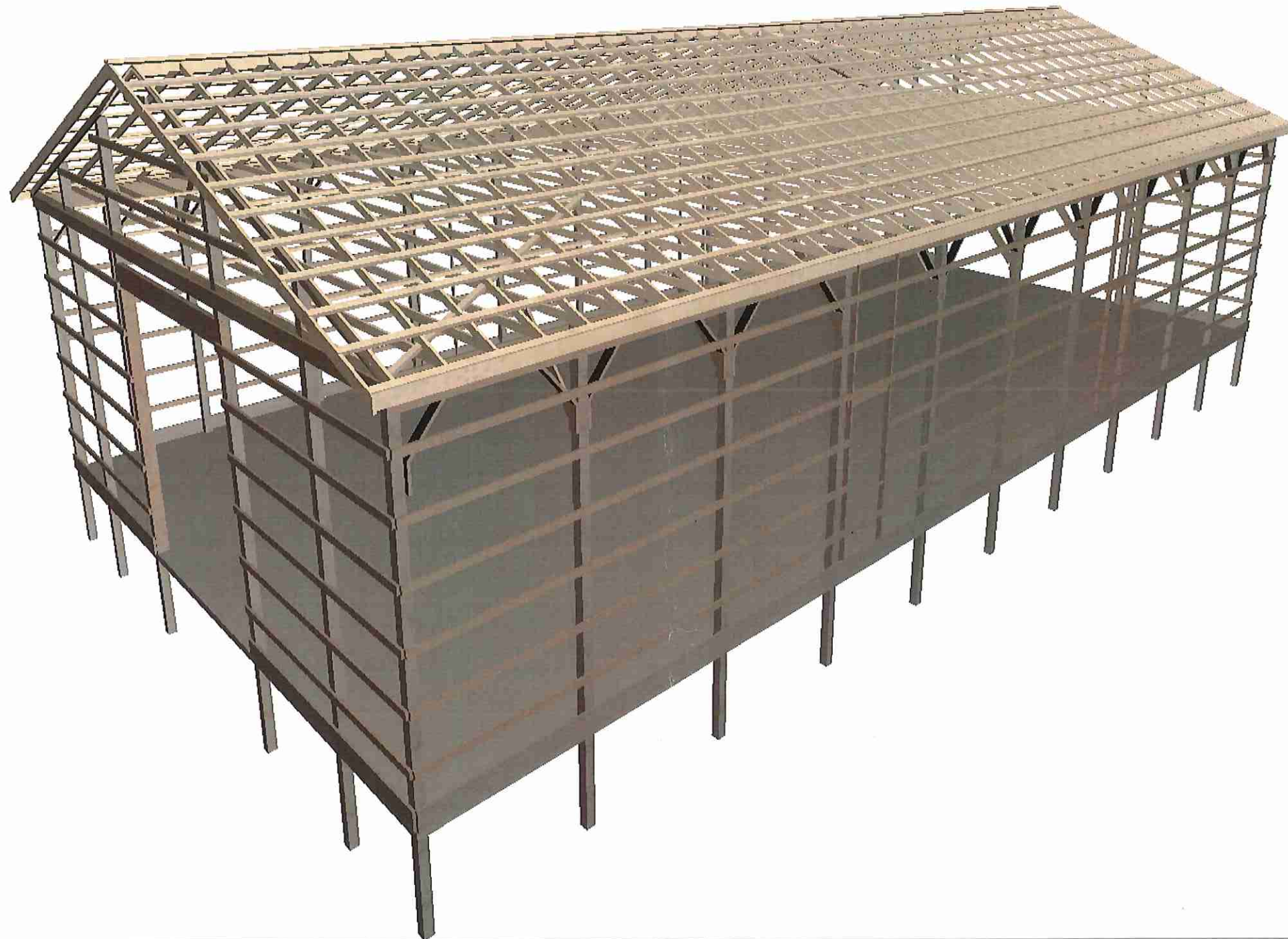


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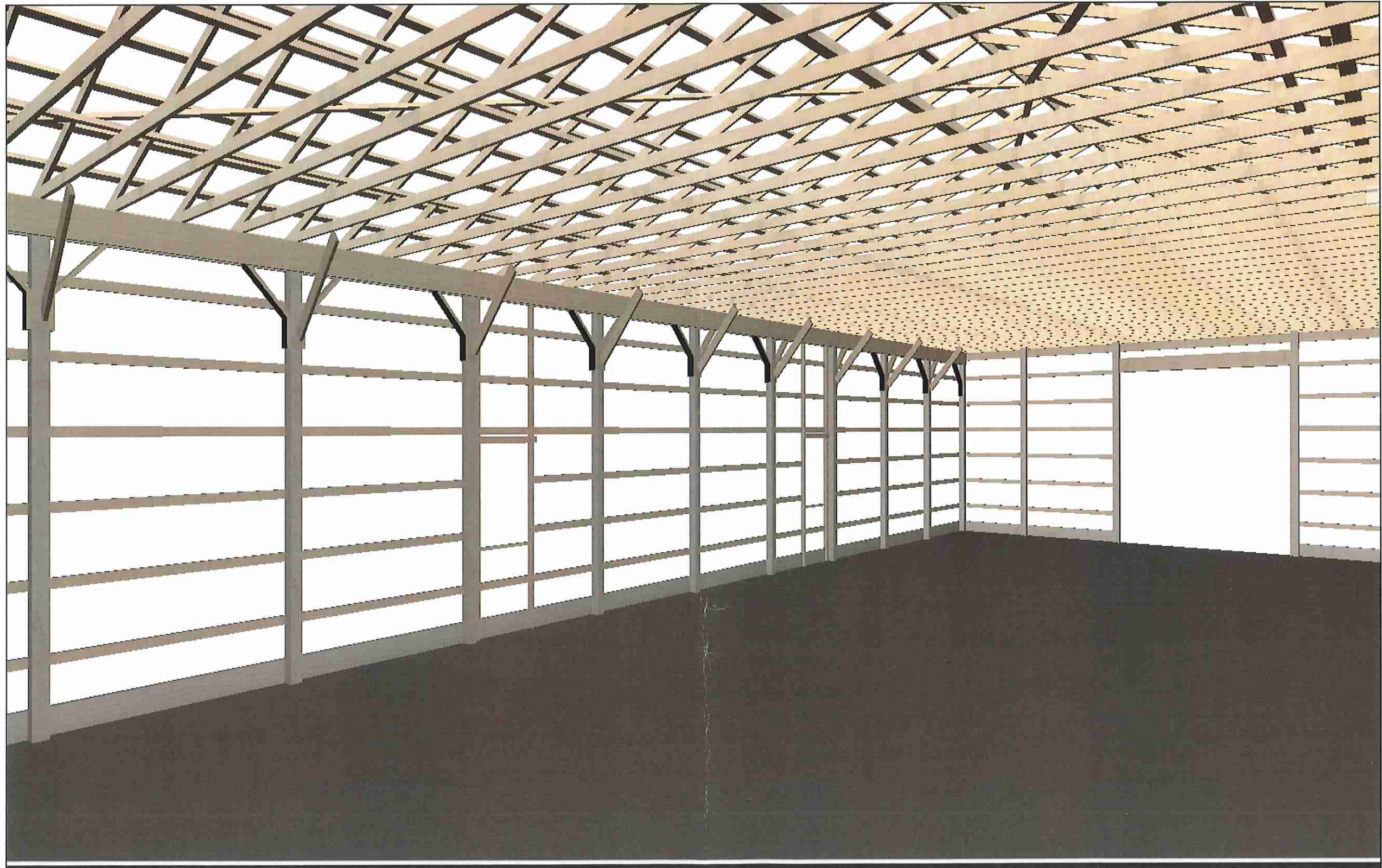


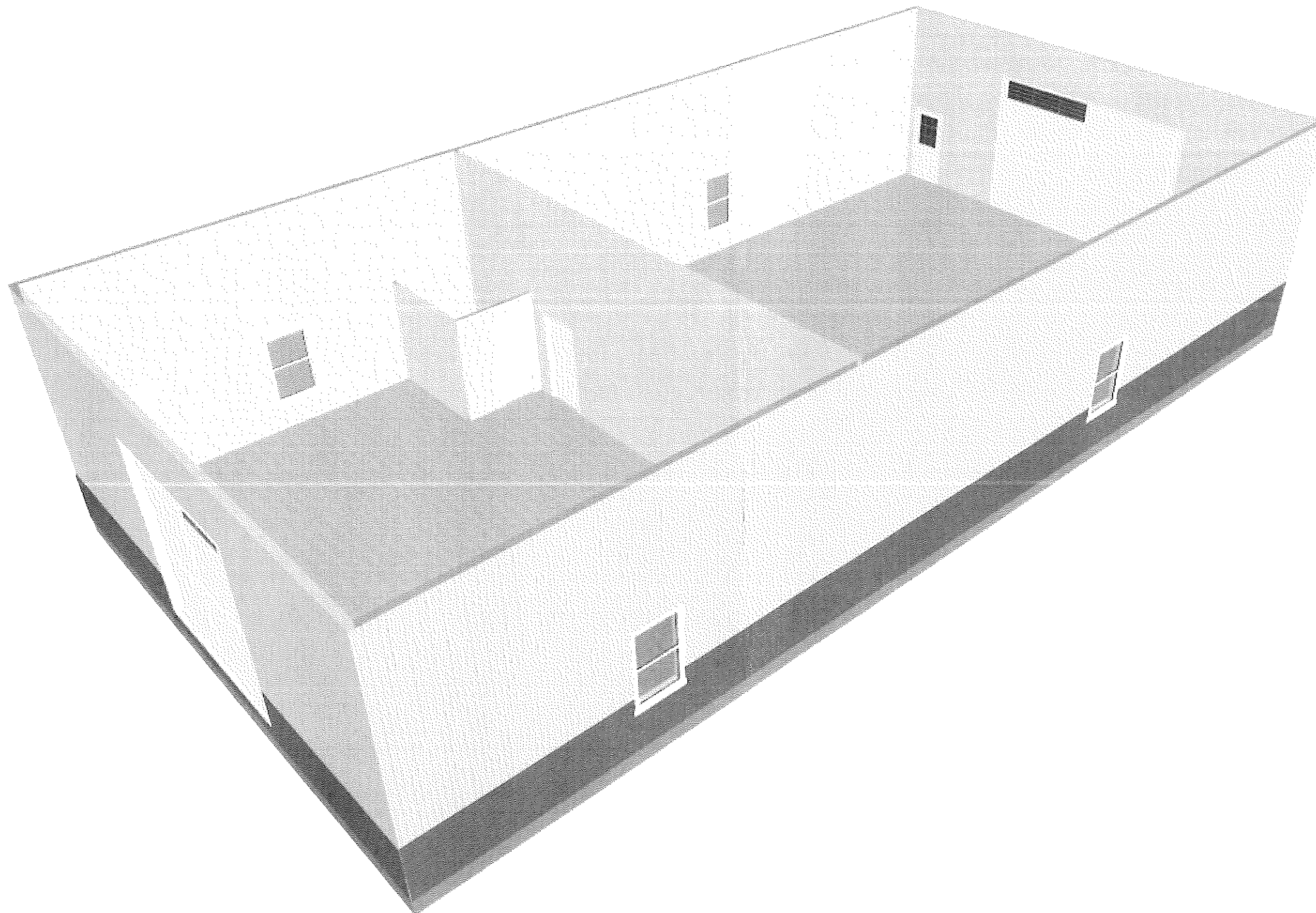
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To: Planning Commission

From: Zoning Administrator

Date: August 19, 2026

Re: 2026 Master Plan Amendment – Goals and Objectives

Background:

At their May 20, 2026 meeting, the Planning Commission unanimously voted to amend the existing version of the Master Plan.

Chair Laycock suggested that the Commission should review the Goals and Objectives section, amend as needed, and provide a progress report of goals and objectives from former version of the Master Plan.



Goals and Objectives

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I. Long Term Goals

1. Establish vibrant corridor businesses.
2. Establish a vibrant downtown.
3. Strengthen and promote the manufacturing park.
4. Improve drivability and walkability safely within the City through the restructuring of streets and sidewalks.
5. Promote and maintain historic architecture.
6. Develop existing water and waterway access.
7. Improve utilities, including fiber optic cable.

II. Long Term Action Steps

1. Encourage efficient, clear, consistent development plan review process.
 - a. Regular update of City Master Plan (City Planning Commission)
 - b. Regular update of City Capital Improvement Plan (City Planning Commission)
 - c. Regular review and update of City ordinances (City Staff)
 - d. Promote abatement and grant programs (Assessor and Economic Development)
2. Create and strengthen relationships with County and State agencies (City Manager)
3. Promote programs to attract new development (Economic Development, TIFA)
4. Develop river, lake, and park resources
5. Develop long-range plans for infrastructure improvements (DPS, City Engineer)
6. Study transportation system (Planning, DART)
7. Improve Drivability
8. Promote Fiber optic Cable

Index
Citywide Economic Development
Improved Drivability, Walkability, and Safety
Support Neighborhood Revitalization
Promote and Maintain Historic Architecture
Develop Existing Water and Waterway Access
Improve Utilities

III. Short Term Goals

A. CITYWIDE ECONOMIC DEVELOPMENT

- a. Commercial Development: Encourage the development of commercial uses to support the needs of the City of Hillsdale and the surrounding area, providing convenient shopping and related services to area residents and assuring compatibility of commercial areas with residential and other areas.
 1. Goals
 - (1) Encourage clustered commercial development rather than 'sprawl' or strip development.
 - (2) Locate commercial establishments for access to efficient transportation systems and for the convenience of residents.
 - (3) Locate commercial uses to avoid incompatible adjacent uses.
 - (4) Encourage diversification in the type of commercial and business establishments in order to meet a greater range of citizen needs.
 - (5) Develop commercial businesses that enable residents to spend locally.
 - (6) Preserve the architectural integrity of older commercial areas as they are redeveloped and restored.
 2. Action Steps
 - (1) Utilize current tools to ensure greater green space and better landscaping.
 - (2) Review zoning ordinance safeguards to minimize the negative impacts of commercial activities on roads, adjacent land uses, and the environment.
 - (3) Evaluate the expansion of Form-Based Zoning ordinances in commercial areas.

- b. Industrial Development: Foster industrial development and redevelopment, with emphasis on the development of light, clean industry that will diversify the local economy, strengthen the City tax base, and protect the local environment from degradation.
 - 1. Goals
 - (1) Encourage commercial/residential mixed use redevelopment of abandoned industrial sites outside of industrial parks.
 - (2) Redevelop existing abandoned industrial sites.
 - (3) Support grant request for Brownfield redevelopment support and blight elimination.
 - (4) Leverage high-speed internet infrastructure to attract technology-related businesses. (EDC)
 - (5) Support start-up industries to locate in redeveloped sites. (EDC)
 - (6) Monitor and update zoning ordinances to remain current with needs and trends of industry.
 - (7) Assure industrial sites' access to major thoroughfares without disrupting secondary and tertiary roadways.
 - (8) Encourage industrial development in areas where soils are suitable, minimizing potential for groundwater contamination; favor uses that do not pollute the air, soil, water, or compromise the quality of life of residents; this includes appropriate buffering, including landscaping, of each new or expanding site.
 - (9) Promote and find technology-based companies, especially data storage.
 - 2. Action Steps
- c. Development Regions: The City has established three main development regions, each with its own characteristics and needs.
 - Vibrant M-99 Corridor Businesses
 - 1. Goals
 - (1) Encourage walkability and limit the number of automobile access points in M-99 redevelopment projects.
 - (2) Encourage a uniform streetscape and the development of attractive gateways to the community.
 - (3) Extend and develop pedestrian and bike paths
 - 2. Action Steps
 - (1) Develop Form-Based zoning to create a uniform streetscape for the Corridor.
 - (2) Extend and maintain bike lanes.

- (3) Continue Wayfinding Signs plan.
- (4) Remove Blight
- (5) Support Fairgrounds restoration
- Prosperous Industrial Park
 - a. Goals
 - (1) Encourage commercial/residential, mixed-use redevelopment of abandoned industrial sites outside of industrial parks.
 - (2) Support industrial development
 - (3) Encourage the development of light, clean industry clustered in industrial parks that will diversify the local economy, provide a stable tax base and will protect the local environment from degradation
 - (4) Redevelop existing abandoned industrial sites.
 - (5) Allow light industrial uses that provide economic benefit to the community and that do not result in negative consequences to bordering neighborhoods.
 - (6) Provide high-quality business locations with existing essential infrastructure
 - (7) Increase local employment opportunities
 - (8) Assure industrial uses have access to major thoroughfares and do not disrupt secondary and tertiary roadways.
 - (9) Encourage industrial development in areas where soils are suitable and potential for groundwater contamination is minimized.
 - b. Action Steps
 - (1) Support grant requests for Brownfield redevelopment support. – Ongoing
 - (2) Encourage industrial development to locate in well planned locations where these uses can be clustered and assure a high degree of compatibility with surrounding land uses. – Ongoing
 - (3) Encourage location of industrial uses where sufficient infrastructure can support these uses. - Ongoing
 - (4) Buffer industrial uses from residential uses. - Ongoing
 - (5) Favor uses that do not pollute the air, soil, water, or are offensive to neighboring land uses because of noise, sight, or odor. - Ongoing
 - (6) Research and write grants for blight elimination
 - (7) Industrial Facilities Tax Exemption (IFT)
 - (8) Brownfield Redevelopment Authority (BRA)
 - (9) Leverage high-speed internet infrastructure to attract technology related businesses. (EDC)
 - (10) Support start-up businesses to locate in redeveloped sites. (EDC)
 - (11) Partner with BPU to attract new business
 - (12) Promote and find technology-based companies, especially data storage

c. Downtown Revitalization

a. Goals

- (1) Foster redevelopment and restoration of existing commercial areas
- (2) Preserve the historical character of the downtown business district centered on the architectural style most common in the area
- (3) Enhance the unique qualities of the downtown business district with flexibility in zoning and land use
- (4) Encourage redevelopment and use of second and third floors of buildings to include residential and other uses
- (5) Concentrate on redevelopment and restoration of existing commercial areas rather than promoting new commercial development in fringe or strip areas.
- (6) Preserve the historic character of the downtown business district centered on a historic theme and architectural style most common in the area.
- (7) Enhance the unique qualities of the downtown business district by creating flexibility in zoning and land use.
- (8) Encourage the redevelopment and use of second and third floor buildings in the downtown business district to include residential and other uses.
- (9) Support continued rehabilitation of the City's historic fabric
- (10) Rehabilitation and maintenance of Public and private buildings.
- (11) Encourage alternate forms of transportation
- (12) Develop resources for electric vehicles

b. Action Steps

- (1) Amend Parking Ordinance to allow more on-street overnight parking
- (2) Create bike lanes along major streets.
- (3) Install bike racks in highly visible areas
- (4) Continue and promote the TIFA façade program and restoration grants (TIFA Board)
- (5) Enforce existing code (City Code Enforcement Office)
- (6) Seek programs and grants for Blight Removal
- (7) Encourage non-profit involvement especially the arts
- (8) Obsolete Property Rehabilitation Abatement (OPRA)
- (9) Rental Rehabilitation Grants
- (10) Redevelopment Ready Communities Program (RRC)
- (11) TIFA Business incentive programs
- (12) Creation of Local Historic District

B. IMPROVED DRIVABILITY, WALKABILITY, AND SAFETY

- a. Improve Paser ratings on City streets
- b. Expand and improve walking trail facilities and security
 - 1. Install Call boxes along trail
 - 2. Expand parking facilities
- c. Reconfigure M-99 (Broad St.) to better manage traffic, support economic development and improve walkability.
 - 1. Work with MDOT to design road alterations
- d. Require sidewalks in new development projects
 - 1. Create streetscape ordinances

C. NEIGHBORHOOD REVITALIZATION:

The City of Hillsdale features a high percentage of older stock, most of it well worth preserving and rehabilitating in order to enhance the quality of life of residents and increase property values.

- a. Goals
 - 1. Support neighborhood revitalization
 - 2. Encourage a variety of new residential development that will assure safe and sanitary housing to meet the needs of existing and future residents
 - 3. Provide affordable housing for working families and senior residents
- b. Action Steps
 - 1. Adoption of form-based code and historic preservation tools.
 - 2. Consider zoning changes that better manage multi-family housing and work to preserve single-family housing where appropriate.
 - 3. Analyze & Recommend Neighborhoods for future Neighborhood Enterprise Zone (NEZ)
 - 4. Zone for appropriate mixed-use in residential neighborhoods that encourages redevelopment, walkability and small business development.
 - 5. Locate new residential development in areas where potential conflicts with incompatible land uses can be avoided.
 - 6. Amend ordinances that allow for variable density of residential uses to be mixed with commercial uses.
 - 7. Creation of Local Historic Districts
 - 8. Increase Neighborhood involvement through competition
 - 9. Research Adopt-A-Neighborhood and implement with non-profits
 - 10. Seek programs and grants for Blight Removal
 - 11. Create neighborhood pocket parks or gardens on empty lots
 - 12. Neighborhood Enterprise Zones (NEZ)
 - 13. Market Hillsdale as a great place to live

D. DEVELOP EXISTING WATER AND WATERWAY ACCESS

- a. Study potential hazards, water quality and natural features of the St. Joseph River
 - 1. Remove dam and drain Millpond
 - 2. Organize annual cleanup of trash
 - 3. Clear riverbanks of brush, invasive plants and fallen trees
- b. Evaluate existing, select parks as potential nature preserves
- c. Expand amenities in Waterworks, Owens and Sandy Beach parks
 - 1. Plant large, native species trees
 - 2. Build new indoor/outdoor facility for gatherings in Owens park
 - 3. Build storage facilities for dock renters in Owens or Sandy Beach parks
 - 4. Replace existing boat launch in Waterworks park
 - 5. Install new breakwater along park road

E. IMPROVE UTILITIES

- a. Evaluate and upgrade Electric, Water and Wastewater infrastructure
- b. Improve Storm Water control
 - 1. Create storm water ordinance
 - 2. Replace or install new storm water infrastructure in conjunction with other projects.



To: Planning Commission

From: Zoning Administrator

Date: August 19, 2026

Re: Ordinance Review – Sec. 26-5 & Sec. 26-11

Background:

The Zoning Administrator has been in the process of conducting code enforcement efforts regarding abandoned commercial signs along the City’s M-99 corridor.

When reviewing ordinance to quote in enforcement letters, the Zoning Administrator noticed the following discrepancies:

- 1) Sec. 26-5(i) provides the following removal timelines:

Abandoned Sign Type	Removal Type	Removal Timeline
Nonconforming	Messages & sign structure	90 calendar days
Conforming	Messages	90 calendar days
Nonconforming	Sign structure	One year

- 2) Sec. 26-11(a) provides the following removal timeline:

Abandoned Sign Type	Removal Type	Removal Timeline
Conforming	Commercial message	30 calendar days

- 3) Sec. 26-11(b) provides the following:

Abandoned Sign Type	Abandonment Period	Removal Type	Removal Timeline
Conforming & Nonconforming	60 calendar days	Sign & Sign Structure	Immediately

Chapter 26 contains three (3) different abandonment deadlines: 30, 60, and 90 days. §26-5(i) also provides for one (1) year. The Zoning Administrator, in practice, has been providing a 30-day removal deadline for signs recognized as abandoned by the Assessing, Zoning, and Code Enforcement department.

Recommendation:

Staff recommend the Planning Commission take the following actions:

- 1) Review the enclosed sections of the current ordinance;
- 2) Review the enclosed recommended ordinance amendments; and
- 3) Discuss the proposed amendments

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.

Sec. 26-5. - Signs prohibited.

- (a) A sign not expressly permitted by this chapter is prohibited.
- (b) No sign shall be placed in, upon or over any public right-of-way, alley, or public place, except as may be otherwise permitted by this chapter or other ordinance of the city.
- (c) No light pole, utility pole, tree within a public right-of-way, or other supporting member shall be used for the placement of any sign unless specifically designed for and otherwise approved by the city for such use.
- (d) No sign shall be erected in any place where it may, by reason of its position, shape, color, or other characteristic, interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, or constitute a nuisance per se.
- (e) Vehicles, which are not used for any other purpose and have the intended function of acting as a sign, shall not be parked in any area visible from the right-of-way.
- (f) No wall sign shall extend beyond the edge of the wall to which it is affixed, and no wall sign shall extend above the roof line of a building, without review and approval by the zoning administrator.
- (g) No roof sign shall be erected above the roof line of a building without review and approval the zoning administrator.
- (h) Obstructions to any door, window, sidewalk, or fire escape. No sign shall be erected, relocated, or maintained so as to prevent ingress or egress from any door, window, sidewalk, or fire escape.
- (i) Abandoned signs shall be removed in accordance with their status as to conformity. Where such signs are non-conforming in size, or height, or other features, messages and the sign structure shall be removed within 90 calendar days. Where the sign is conforming but abandoned, messages must be removed within 90 calendar days. The structure of the sign shall be removed after one year if non-conforming. Any abandoned conforming sign or non-conforming sign or sign structure may be removed by the city at the expense of the property owner.
- (j) Sign constituting a public nuisance. If a sign is determined to be a public nuisance, as defined in chapter 14 of the City of Hillsdale Code of Ordinances, it shall be abated in accordance with the procedures provided.

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

Sec. 26-11. - Removal of certain signs.

- (a) In the event a conforming sign is abandoned for a period of 30 calendar days the sign owner and/or property owner shall immediately remove any commercial message identifying the business announced thereby. The zoning administrator may grant an extension upon good cause shown.
- (b) In the event a sign, whether conforming or non-conforming, is abandoned for a period of 60 calendar days, the sign owner and/or property owner shall immediately remove the sign and sign structure. Once removed, no sign may be replaced on the premises except in compliance with all applicable provisions of this article. For good cause shown in writing by the sign owner and/or the property owner filed prior to the expiration of the 60-day period, the zoning administrator may grant an extension not exceeding 60 days.
- (c) Any sign that is not constructed, painted, installed or maintained as required in this chapter; is constructed, painted, or maintained without a proper and valid permit; or is a non-conforming sign for which the time period set forth in subsection (b) has expired shall be forthwith removed.
- (d) In the event a sign subject to removal pursuant to the preceding subsection is not removed as provided therein, the zoning administrator shall forthwith notify the sign owner and/or the property owner in writing to remove said sign within 14 calendar days of the date of said notice.
- (e) Should the sign owner and/or property owner fail to remove or cause the removal of the sign within the time established pursuant to subsections (a), (b), (c), and (d) of this section, the zoning administrator is authorized to remove or cause the removal of said sign. Any expense incidental to the removal of the sign shall be charged to the owner of the property on which the sign is located and shall constitute a lien on said property collectible in the same manner as taxes.
- (f) Any sign placed within the public right-of-way in violation of this chapter shall be forfeited to the public and subject to immediate confiscation and removal by the city at the sign owner's sole expense.
- (g) The words "remove," "removal" and "removed" as used in this section and its subsections shall mean:
 - (1) For abandoned conforming signs, the removal of all messages. In the case of painted wall signs, such words shall also include painting over the original sign face in its entirety so as to completely cover it.
 - (2) For abandoned non-conforming signs or non-conforming signs altered over 50 percent of the appraised value of the sign immediately prior to its loss or damage.

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

PROPOSED AMENDMENTS – CHAPTER 26

Sec. 26-5. – Signs prohibited.

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- (b) No sign shall be placed in, upon or over any public right-of-way, alley, or public place, except as may be otherwise permitted by this chapter or other ordinance of the city.
- (c) No light pole, utility pole, tree within a public right-of-way, or other supporting member shall be used for the placement of any sign unless specifically designed for and otherwise approved by the city for such use.
- (d) No sign shall be erected in any place where it may, by reason of its position, shape, color, or other characteristic, interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, or constitute a nuisance per se.
- (e) Vehicles, which are not used for any other purpose and have the intended function of acting as a sign, shall not be parked in any area visible from the right-of-way.
- (f) No wall sign shall extend beyond the edge of the wall to which it is affixed, and no wall sign shall extend above the roof line of a building, without review and approval by the zoning administrator.
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- ~~(i) Abandoned signs. shall be removed in accordance with their status as to conformity. Where such signs are non-conforming in size, or height, or other features, messages and the sign structure shall be removed within 90 calendar days. Where the sign is conforming but abandoned, messages must be removed within 90 calendar days. The structure of the sign shall be removed after one year if non-conforming. Any abandoned conforming sign or non-conforming sign or sign structure may be removed by the city at the expense of the property owner.~~
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~~identifying the business announced thereby. The zoning administrator may grant an extension upon good cause shown.~~

- (b) In the event a sign, whether conforming or non-conforming, is abandoned ~~for a period of 60 calendar days~~, the sign owner and/or property owner shall ~~immediately~~ remove the sign and sign structure. Once removed, no sign may be replaced on the premises except in compliance with all applicable provisions of this article. ~~For good cause shown in writing by the sign owner and/or the property owner filed prior to the expiration of the 60-day period, the zoning administrator may grant an extension not exceeding 60 days.~~
- (c) Any sign that is not constructed, painted, installed or maintained as required in this chapter; is constructed, painted, or maintained without a proper and valid permit; or is a non-conforming sign ~~for which the time period set forth in subsection (b) has expired~~ shall be forthwith removed.
- (d) In the event a sign ~~subject to removal pursuant to the preceding subsection~~ is not removed ~~as provided therein~~, the zoning administrator shall forthwith notify the sign owner and/or the property owner in writing to remove said sign ~~within 14 calendar days of the date of said notice.~~
- (e) Should the sign owner and/or property owner fail to remove or cause the removal of the sign ~~within the time established pursuant to subsections (a), (b), (c), and (d) of this section~~, the zoning administrator is authorized to remove or cause the removal of said sign. Any expense incidental to the removal of the sign shall be charged to the owner of the property on which the sign is located and shall constitute a lien on said property collectible in the same manner as taxes.
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