

**City of Keego Harbor**  
**Planning Commission Meeting Minutes**  
**Tuesday, January 27, 2026**

**CALL THE MEETING TO ORDER**

Chairperson Yoder called the meeting to order at 7:00 p.m.

**ROLL CALL**

**Present:** Chairman Yoder, Commissioner Douglass, Secretary Santia, Commissioner Meabrod, and Council Member Elsen.

*Motion by Commissioner Douglass; supported by Council Member Elsen to excuse Vice Chairperson Streng and Commissioner Emerling from the January 27, 2026, meeting.*

*Unanimous Vote: Ayes: 5*

*Nays: 0*

*Motion Carries*

**STAFF PRESENT:** City Manager Tammy Neeb, City Planner Emily Huhman, City Planner Paul Urbiel

**APPROVAL OF AGENDA**

*Motion by Commissioner Douglass; supported by Commissioner Meabrod to approve the agenda for January 27, 2026.*

*Unanimous Vote: Ayes: 5*

*Nays: 0*

*Motion Carries*

**APPROVAL OF MINUTES**

*Motion by Council Member Elsen; supported by Secretary Santia to approve the Planning Commission meeting minutes from Tuesday, December 2, 2025.*

*Vote: Ayes: 5*

*Nays: 0*

*Motion Carries*

**PUBLIC COMMENTS**

# Planning & Zoning Report

December 2025

## DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
2091 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval for a wine retailer and office	Preliminary Site Plan Review #1	City Planner reviewed and approved updated plans determined to meet the Planning Commission's conditions of approval. Applicant is undergoing inspections with the Building Official and Fire Department.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Site Plan Review #2	Project tabled at the September 30, 2025 Planning Commission meeting. Applicant is expecting to submit updated plans in January 2026.

## ONGOING PLANNING & ZONING PROJECTS - DECEMBER

### Master Plan Update

The draft Master Plan was sent to Planning Commissioners for review and is also included in this month's Planning Commission packet. We request that the Planning Commission recommend to City Council that the draft be released for the required 63-day public comment period at the January 27<sup>th</sup> Planning Commission meeting.

### 2025 Annual Planning Report and 2026 City Planning and Development Work Plan for City Council

The Planning Commission was sent a survey on January 8<sup>th</sup> to provide thoughts on what the Planning Commission should be working on for the upcoming year. A memorandum summarizing those results is included in your packets. A draft of the 2025 Annual Planning Report and 2026 City Planning and Development Work Plan is also provided.

## PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
December 2	3106 Varjo Ct	NR, Neighborhood Residential	Zoning Permit Application – Home Addition	Applicant submitted updated building elevations. Planner reviewed and requested corrections to properly measure building height and daylight plane.
December 8	2481 Willow Beach	NR, Neighborhood Residential	Zoning Permit Application – Fence	Planner requested survey indicating location of the fence.

December 8	3170 Orchard Lake Rd	RMH, Mobile Home Park	Are tiny homes permitted in the mobile home park?	Dependent on the Master Deed for the Mobile Home Park.
December 10	2428 Willow Beach	NR, Neighborhood Residential	Inquirer requested building envelope information.	Planner provided requested information.
December 15	3325 Orchard Lake Rd	C-2, General Business	Annual A-Frame, Banner, or Flag/Yard Sign Permit Application	Planner explained to applicant the additional information needed.
December 15	1712 Cass Lake Front	NR, Neighborhood Residential	Inquirer requested building envelope information.	Planner provided requested information.
December 16	3080 Orchard Lake Rd	C-2, General Business, CBD Overlay	Realtor requested zoning verification letter.	Building Department Clerk followed up and confirmed no letter is needed at this time.
December 17	1570 Cass Lake Rd	NR, Neighborhood Residential, CLR Overlay	Zoning Permit Application – Fence  Applicant submitted requested survey.	Fence does not meet requirements of the Zoning Ordinance. Planner explained required changes and requested updated plan be submitted or that the fence be removed.
December 22	1754 Cass Lake Front	NR, Neighborhood Residential	Zoning Board of Appeals Application – Driveway	Awaiting the applicant to submit required fee before planner review and scheduling.
December 29	2050 Willow Beach	NR, Neighborhood Residential	Zoning Permit Application – Home Renovations/Façade Improvements	Applicant submitted updated plans. Appears to meet requirements of the Zoning Ordinance. Conditionally approved pending architectural review.

## 2026 Goals and City Development Work Plan Survey Results

Each year, the Planning Commission must provide an annual report of its activities to City Council and plan its goals and objectives for upcoming year. As part of preparing this report, a survey was sent to the Planning Commission to gauge this year's goals and objectives. The survey closed on January 19, 2026. Four planning commissioners responded to the survey.

The following memorandum overviews the responses from this survey as a supplement to the draft 2025 Annual Planning Report and 2026 Goals and City Planning and Development Work Plan provided in your packets.

We look forward to discussing these results at your January 27th meeting.

The survey provided the following draft goals for Planning Commission to consider and build upon:

- **Cass Lake Road Streetscape Improvements**

Develop design and placemaking concepts to transform the public realm on Cass Lake Road to support a walkable and vibrant commercial corridor.

- **Online Permitting System**

Evaluate and select an online permitting system, such as BS&A's Planning, Engineering, and Zoning Module, Cloud permit, or a similar service to streamline permitting processes.

- **Sign Ordinance Rewrite**

Complete the comprehensive review and rewrite of the Sign Ordinance.

- **Capital Improvements Plan**

Adopt a Capital Improvements Plan in accordance with Michigan Planning Enabling Act.

- **Development Process Clarification and Streamlining**

Clarify discretionary review processes, such as waiver processes, in the Zoning Ordinance.

Identify strategies to clarify and streamline development processes for residential and commercial property owners, including continuing to develop quick reference guides and potential pre-approved housing plans.

- **Roosevelt School Concept Plan**

Consider developing a concept plan showing the ideal development of the former Roosevelt School site to encourage responsible redevelopment of the site.

- **Utilizing City Property**

Release a Request for Proposals to redevelop the Corner Property in accordance with the adopted Master Plan.

- **Annual Review of Residential, Commercial, and Village Overlay District Architectural Review Standards**

Review standards to ensure the building materials list is up to date and identify any potential process improvements.

**Q1: DO YOU THINK THESE GOALS ARE RELEVANT FOR KEEGO HARBOR IN 2026? WHICH IS THE HIGHEST PRIORITY?**

The first question asked for responses to the current draft goals for the 2026 Goals and City Planning and Development Work Plan. The responses identified creating a concept plan for Roosevelt (75% of responses) and developing design and placemaking concepts for Cass Lake Road (50% of responses) and the top two priorities for 2026.

**Top Priorities**

<b>Roosevelt Concept Plan</b>	3
<b>Cass Lake Road Streetscape</b>	2
<b>Utilizing City-Owned Property</b>	1
<b>Completion of Master Plan Review</b>	1
<b>Annual Review of Residential, Commercial, and Village Overlay District Architectural Review Standards</b>	1

**Responses:**

- I like the objectives, with the completion of the Master Plan review, the future of Cass Lake Road, and the Roosevelt property having the highest priority.
- Yes and Cass Lake Road Streetscape Improvements including Roosevelt School Concept Plan is highest priority.
- Yes - Roosevelt is #1 and should have a vested interest from City Council.
- 7 and 8

**Q2: ARE THERE ANY ADDITIONAL GOALS YOU THINK SHOULD BE PRIORITIZED FOR THIS YEAR?**

Two commissioners mentioned increased collaboration and communication with City Council, specifically through a joint meeting twice a year. This was added to the City Planning and Development Work Plan as a goal.

Responses:

- These are a good set of goals. We should also consider additional ways to simplify remodeling and construction of single-family homes in the neighborhoods.
- Plan for the repaving of Cass Lake Road in 2028, parking improvement plan, better communication with boards and councils so we are not left out of incoming projects or concerns, sidewalk improvement plan for Orchard Lake Rd, vacant house ordinance.
- Meeting set between PC and City Council twice a year. We need to be on the same page.
- Restructure the Gibbs Plan so as not to make it difficult to developers

# Planning Commission 2025 Annual Planning Report and 2026 City Planning and Development Work Plan to City Council

City of Keego Harbor, MI

The Commission's Annual Report is intended to serve as a planning document that outlines the work plan for the next fiscal year and is a communication tool to share recent achievements and plans for future goals to the community.

## MEMBERSHIP

The following Commission members served the City of Keego Harbor on the Planning Commission in 2025:

- Joel Yoder, Chairperson
- Corine Streng, Vice Chairperson
- Gino Santia, Secretary
- Kevin Douglass, Commissioner
- David Emerling, Commissioner
- Karen Meabrod Commissioner
- Theresa Shimansky, City Council Liaison (through November 2025)
- Cristina Elsen, City Council Liaison (beginning December 2025)

## INTRODUCTION AND PURPOSE

As required by the Michigan Planning Enabling Act (MPEA) Act 33 of 2008, as amended, Planning Commissions shall submit a report of its annual activities.

*"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."*

In addition to fulfilling this requirement, the Annual Report and Work Plan increases information-sharing between staff, boards, commissions, and the governing body and anticipates upcoming priorities, allowing the city to prepare and budget.

## MEETINGS

The Planning Commission met eleven (11) times in 2025.

1. Tuesday, January 28, 2025
  2. Tuesday, March 11, 2025
  3. Tuesday, March 25, 2025
  4. Tuesday, April 22, 2025
  5. Tuesday, May 27, 2025
  6. Tuesday, June 24, 2025
  7. Tuesday, July 22, 2025
  8. Tuesday, August 26, 2025
  9. Tuesday, September 30, 2025
  10. Tuesday, October 28, 2025
  11. Tuesday, December 2, 2025
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# 2025 in Review

The following tables outline various Planning Commission activities, including development reviews (site plan, special land use, etc.), and Zoning Ordinance and map amendments (rezonings) that were considered by the City in 2025.

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
January 28	2024 Annual Planning Report and 2025 Work Plan	-	Reviewed activities completed in 2024 and 2025 goals, including drafting the Master Plan update to adopt in 2026, exploring the Cass Lake Road Redesign, updating the Sign Ordinance, and attracting development.	-	-	-	-
March 11	Master Plan Update	-	Reviewed public engagement plan and draft community engagement survey.	-	-	Survey was edited and released to the public on March 13 <sup>th</sup> .	-
	Zoning Ordinance Amendments	-	Discussion on Sign, Exterior Lighting, and Carports standards, and rezoning the Keego Harbor Manufactured Housing	-	-	Recommended further discussion at the March 25 Planning Commission meeting.	-
March 25	Zoning Ordinance Update	-	Discussion on updated Sign, Exterior Lighting, and Carports standards.	-	-	Planning Commission requested edits to the drafted standards for carports in the NR District and additional research on sign and lighting standards.	-

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
April 22	Site Plan Review	2094 Cass Lake Rd	Site plan review for the demolition of two commercial garage and the construction of a garage with a second floor loft space.	Applicant requested site plan approval as presented.	Revisions to building materials necessary to meet Ordinance requirements, and information on landscaping and exterior lighting being installed are needed.	Approval on the condition of submitting required materials to determine compliance with architectural and exterior lighting standards. Planning Commission waived landscaping requirements.	-
	Zoning Ordinance Amendments	-	Discussion on updated Sign, Exterior Lighting, and Carports standards.	-	-	Planning Commission motioned to schedule a public hearing for the draft exterior lighting and carports standards as presented. Tabled Sign Ordinance and requested additional information for the May 27 <sup>th</sup> meeting.	-
May 27	Master Plan Update	-	Overview of community engagement results summary from the April 29 <sup>th</sup> Community Engagement Workshop and the Community Survey.	-	-	-	-
	Progress Report (Planned Unit Development)	1502 Wayward Dr	Planned Unit Development for 16 townhome units.	-	Planner overviewed progress made by applicant since December 5, 2024 Planning Commission Meeting.	-	-

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Zoning Ordinance Amendments	-	Discussion on updated Sign standards and Village Overlay District Architectural standards.	-	-	Motion to schedule a public hearing for the Sign Ordinance at July 22 <sup>nd</sup> Planning Commission meeting. Requested draft language for Village Overlay District Architectural Standards.	-
June 24	Zoning Ordinance Amendments – Public Hearing	-	Carports and Exterior Lighting Standards	-	-	Motion to recommend that City Council approve the recommendations as presented at the July 17 <sup>th</sup> City Council meeting.	City Council tabled these amendments to provide time for the planner to make recommended edits to be presented at an upcoming City Council meeting.  Adopted amendments for carports at the September 18 <sup>th</sup> City Council meeting.

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Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Zoning Ordinance Amendments	-	Village Overlay District Architectural Standards and Sign Ordinance	-	-	Motion to schedule a public hearing for the Village Overlay District Architectural Standards for the July 22 <sup>nd</sup> Planning Commission meeting. Tabled discussion on the Sign Ordinance and requested additional information on temporary sign standards.	-
July 22	Special Land Use	3335 Orchard Lake Road	Special land use review for an indoor golf simulator	Request by applicant to approve the special land use as presented.	Approval must be conditioned on Planning Commission determining appropriateness of special land use and submitting additional information to determine compliance with screening, landscaping, and exterior lighting requirements.	Recommended conditional approval to allow the administrative resolution of screening, landscaping, and exterior lighting requirements.	Approved with Planning Commission's conditions.
	Zoning Ordinance Amendments – Public Hearing	-	Village Overlay District – Architectural Standards	-	-	Motion to recommend City Council approve the draft language as proposed.	Adopted by City Council at the August 21 <sup>st</sup> City Council meeting as presented.
	Zoning Ordinance Amendments – Public Hearing	-	Sign Ordinance	-	-	Motion to table discussion to allow additional research to be done on mural standards in other municipalities.	-

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
August 26	Special Land Use	3000 Orchard Lake Road	Special land use for proposed event hall	Request by applicant to approve the preliminary site plan as presented.	<p>Applicant has not sufficiently demonstrated compliance with special land use standards.</p> <p>Applicant should submit landscaping plan, information on proposed outdoor patio, exterior lighting plan, and other information necessary to determine compliance with special land use standards and other relevant Zoning Ordinance standards.</p>	<p>Motion to table to allow applicant to address comments.</p> <p>Applicant withdrew application.</p>	-
	Planned Unit Development - Final Site Plan Review #2	1502 Wayward Dr	Planned Unit Development for 16 townhome units.	-	Applicant must submit updated final site plan by September 30 <sup>th</sup> .	<p>Motion to schedule public hearing for October 28<sup>th</sup> Planning Commission meeting pending submission of applicant's updated final site plan.</p> <p>Applicant did not submit updated final site plan by the deadline.</p>	-
September 30	Site Plan Review	2004 Cass Lake Road	Site plan review for a new construction chiropractor's office.	-	Project does not meet architectural standards	Tabled to allow the applicant to revise plans	-

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Zoning Ordinance Amendments	-	Sign Ordinance	-	-	Motion to schedule a public hearing at the November Planning Commission meeting (moved to December 2)	-
	Master Plan Update	-	Overview of draft Housing and Neighborhoods chapter.	-	-	Planning Commission suggested edits which were implemented by the City Planner.	-
October 28	Site Plan Review	2091 Cass Lake Road	Site plan review for a reoccupancy of a wine retailer in former church building.	-	-	Approved on the condition of administrative approval of redesigned landscaping plan, confirmation that the rear façade will be painted, and providing liquor license.  Applicant provided required information to City Planner who provided administrative approval of the outstanding items,	-
	Master Plan Update	-	Overview of collaboration meeting on the Cass Lake Corridor and next steps.	-	-	-	-
December 2	Master Plan Update	-	Discussion on next steps that need to be taken by the City for the Cass Lake Corridor Redesign.	-	-	-	-
	Zoning Ordinance Amendments – Public Hearing	-	Sign Ordinance	-	-	Motion to table the public hearing for the January 2026 meeting.	-

Meeting Date	Project Type	Location	Project Description	Request	Planner's Report	Planning Commission Motion / Result	City Council Result
	Zoning Ordinance Amendments – Temporary Structures	-	Discussion on additional regulations for temporary structures.	-	-	Tabled to allow City Planner to implement suggested edits and allow additional Planning Commission discussion.	-
	Zoning Ordinance Amendments – Village Overlay District Building Heights	-	Discussion on amending the maximum building height in the Village Overlay District from 36 feet to 48 feet.	-	-	Motion to set a public hearing for the March 3 <sup>rd</sup> Planning Commission meeting.	-

### VARIANCES (ZONING BOARD OF APPEALS)

Date	Location / Project	Description	Status
August 21, 2025	Parcel #36-18-02-276-010	Request to reduce the maximum fence height requirement and reduce the required accessory structure side yard setback.	Denied
August 21, 2025	Parcel #36-18-02-428-021	Request to permit a driveway between the front of the home and the front lot line.	Approved
November 20, 2025	Parcel #36-18-01-356-001	Request to waive the screening wall requirement to allow a seven-foot wooden fence.	Tabled to allow the applicant to submit amended fencing specifications.
November 20, 2025	Parcel #36-18-02-427-073	Request to waive the screening wall requirement to allow a six-foot wooden fence.	Denied.

### REZONINGS (CITY COUNCIL)

Date	Location / Project	Description	Status
-	-	There were no requested rezonings in 2025.	-

### SPECIAL LAND USES (CITY COUNCIL)

Date	Location / Project	Description	Status
August 21, 2025	3335 Orchard Lake Road	Special land use request for an indoor golf simulator open 24 hours per day.	Approved

## MASTER PLAN

A draft of the Master Plan Update was completed in December, with the draft to be presented at the January 27<sup>th</sup>, 2026 Planning Commission meeting. The City Planner will request that the draft Master Plan be recommended to City Council to release the Plan for the required 63-day public comment period at this Planning Commission meeting.

# Looking Ahead: 2026 Goals and Work Plan

The following are projects for the Planning Department and Commission to accomplish in the upcoming year:

Task	Lead	Involved	Priority	Potential Budget* <small>(*Subject to Scope Refinement/ Finalization)</small>
<b>Cass Lake Road Streetscape Improvements</b> Develop design and placemaking concepts to transform the public realm on Cass Lake Road to support a walkable and vibrant commercial corridor.	Planning Engineering Economic Development	Tax Increment Finance Authority, Planning Commission, City Council, City Staff	High	\$30,000 - \$60,000
<b>Online Permitting System</b> Evaluate and select an online permitting system, BS&A's Planning, Engineering, and Zoning Module, Cloudpermit, or a similar service to streamline permitting processes.	Planning Zoning Engineering Building Department	Planning Commission, City Council, City Staff	High	\$10,000
<b>Sign Ordinance Rewrite</b> Complete the comprehensive review and rewrite of the Sign Ordinance.	Planning Zoning	Planning Commission, City Council	High	\$5,000
<b>Bi-Annual Joint Meeting</b> Increase collaboration with City Council through a bi-annual joint meeting.	City Staff	Planning Commission, City Council	High	-
<b>Capital Improvements Plan</b> Adopt a Capital Improvements Plan in accordance with Michigan Planning Enabling Act.	Planning	Tax Increment Finance Authority, Planning Commission, Parks and Recreation Commission, City Council, All City Staff and Departments	High	\$15,000

Task	Lead	Involved	Priority	Potential Budget* <i>(*Subject to Scope Refinement/ Finalization)</i>
<p><b>Development Process Clarification and Streamlining</b> Clarify discretionary review processes, such as waiver processes, in the Zoning Ordinance.</p> <p>Identify strategies to clarify and streamline development processes for residential and commercial property owners, including continuing to develop quick reference guides and potential pre-approved housing plans.</p>	Planning Zoning	Planning Commission, City Council	Medium	TDB, depending on scope of work
<p><b>Roosevelt School Concept Plan</b> Consider developing a concept plan showing the ideal development of the former Roosevelt School site to encourage responsible redevelopment of the site.</p>	Planning Zoning Economic Development Engineering	Tax Increment Finance Authority, Planning Commission, City Council, City Staff	Medium	\$10,000 - 25,000 <i>Depending on level of refinement, visualization, public engagement</i>
<p><b>Utilizing City Property</b> Release a Request for Proposals to redevelop the Corner Property in accordance with the adopted Master Plan.</p>	Economic Development Planning Zoning	Planning Commission, Tax Increment Finance Authority, City Council	High	-
<p><b>Vacant Commercial Property Marketing Sheets</b> Create marketing sheets highlighting important information for developers about each vacant commercial property in the City to encourage reoccupancy and redevelopment.</p>	Economic Development Planning Zoning	Planning Commission, Tax Increment Finance Authority, City Council	Medium	\$250 per sheet
<p><b>Annual Review of Residential, Commercial, and Village Overlay District Architectural Review Standards</b> Review standards to ensure building materials list is up to date and identify any potential process improvements.</p>	Planning Zoning	Planning Commission, City Council	Medium	\$2,000

## **UNFINISHED BUSINESS**

- **Master Plan Update**

- The Master Plan Draft will go before City Council at the February meeting for approval to distribute for review by required entities and neighboring jurisdictions. McKenna will then open the 63-day comment period to the public. The public hearing will be held at a later date.

*Motion by Commissioner Meabrod; supported by Commissioner Douglass to send to City Council February 19, 2026.*

*Unanimous Vote: Ayes: 5      Nays: 0      Motion Carries*

- **Article 14 Signs - Public Meeting called to order at 7:47 pm**

- Discussions on signs and public hearing are tabled until our next meeting on March 03, 2026.

*Motion by Council Member Elsen; supported by Commissioner Douglass to table the sign ordinance memo dated January 22, 2026.*

*Unanimous Vote: Ayes: 5      Nays: 0      Motion Carries*

## **ADJOURNMENT**

Chairperson Yoder adjourned the meeting at 10:42 p.m.

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Joel Yoder  
Chairperson, Planning Commission

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Wendy Clufetos  
City of Keego Harbor, Recording  
Secretary



# Planning & Zoning Report

January 2026

McKenna assists the City of Keego Harbor on zoning, planning, and economic development matters. This document serves as the official Planning Commission report on Planning and Zoning activities and services in January 2026. Contact your McKenna Team via email anytime:

- **John Jackson, AICP, NCI**, Project Director ([jjackson@mcka.com](mailto:jjackson@mcka.com))
- **Paul Urbiel, AICP**, Project Manager ([purbiel@mcka.com](mailto:purbiel@mcka.com))
- **Emily Huhman, AICP**, Project Planner ([ehuhman@mcka.com](mailto:ehuhman@mcka.com))

## DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
2091 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval for a wine retailer and office	Open for Business	Applicant passed all inspections from the Building Department and the Fire Department and is open for business. Conditions of approval relating to landscaping and painting the building will need to be met by June 30 <sup>th</sup> , 2026.
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Site Plan Review #2	Project tabled at the September 30, 2025 Planning Commission meeting. Awaiting updated plans.
3080 Orchard Lake Rd.	C-2 General Business, CDB Overlay	Site plan approval	Site Plan Review #1	Project will be discussed at the March 3, 2026 Planning Commission Meeting.

## ONGOING PLANNING & ZONING PROJECTS - JANUARY

### Master Plan Update

The draft Master Plan was recommended by City Council for its release for the required 63-day comment period at the February 19<sup>th</sup> City Council Meeting. McKenna has implemented all suggested edits and has sent notice to adjacent municipalities and other required entities. The draft Master Plan is available online on the Master Plan project website (<http://keegoharborplan.com>) and the City’s website on the Planning & Zoning Department page ([https://www.keegoharbor.org/departments/planning\\_zoning/index.php](https://www.keegoharbor.org/departments/planning_zoning/index.php)). A hard copy is also available at City Hall. The updated draft will be presented at the April 28<sup>th</sup> Joint Planning Commission/City Council meeting with the goal of adopting the Master Plan.

### Implementing 2026 Workplan

At the January Planning Commission meeting, the 2025 Annual Planning Program and 2026 Work Plan was reviewed and approved by Planning Commission and reviewed by City Council at their February meeting. Below are the high priority items in the 2026 Work Plan

1. **Cass Lake Road Streetscape Improvements.** Develop design and placemaking concepts to transform the public realm on Cass Lake Road to support a walkable and vibrant commercial corridor. (Estimated Budget: \$30,000-\$60,000).

#### HEADQUARTERS

235 East Main Street  
Suite 105  
Northville, Michigan 48167

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2. **Online Permitting System.** Evaluate and select an online permitting system, BS&A's Planning, Engineering, and Zoning Module, Cloudpermit, or a similar service to streamline permitting processes. (Estimated Budget: \$10,000)
3. **Sign Ordinance Rewrite.** Complete the comprehensive review and rewrite of the Sign Ordinance. (Estimated Budget: \$5,000)
  - Currently underway, most recent draft of Sign Ordinance is included in the Planning Commissions' packets.
4. **Capital Improvements Plan (CIP):** Adopt a Capital Improvements Plan in accordance with the Michigan Planning Enabling Act. (Estimated Budget: \$15,000)
5. **Utilizing City Property:** Release a Request for Proposals to redevelop the Corner Property in accordance with the adopted Master Plan. (Estimated Budget: TBD, Flies & Vanderbrink taking the lead on this item with TIFA Board).

Which item would the Planning Commission like to work on first? McKenna will bring information for next steps for whatever item Planning Commission would like to pursue first.

### PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner's Review
January 7	3325 Orchard Lake Rd	C-2, General Business	Annual A-Frame, Banner, or Flag/Yard Sign Permit Application	Reviewed updated sign permit application information. Banner signs do not comply with the Zoning Ordinance. Requested that applicant remove banners.
January 14	3080 Orchard Lake Road	C-2, General Business, CBD Overlay	Realtor requested zoning verification letter.	Planner provided requested letter.
January 14	2050 Willow Beach St	NR, Neighborhood Residential	Architectural Review – Façade Improvement	Proposed project did not pass. Provided applicant with review identifying potential changes to increase score. Awaiting updated plans.
January 22	2480 Wall St	NR, Neighborhood Residential	Zoning Permit Application – Residential Addition	Conditionally approved pending architectural review. Awaiting building materials information from applicant.
January 26	1704 & 1712 Cass Lake Front Rd	NR, Neighborhood Residential	Inquirer requested information on lot combination process and dimensional requirements.	Planner provided requested information.
January 26	2900 Hensman	NR, Neighborhood Residential	Zoning Permit Application - Addition	Application does not meet Zoning Ordinance requirements as presented. Provided applicant with suggested edits.
January 26	1754 Cass Lake Front	NR, Neighborhood Residential	Zoning Board of Appeals Application - Driveway	Application withdrawn, variance not needed.
January 28	3064 Orchard Lake Rd	C-2, General Business, CBD Overlay	Inquirer requested information regarding required setbacks for signs.	Planner provided requested information.



# Planning & Zoning Report

February 2026

McKenna assists the City of Keego Harbor on zoning, planning, and economic development matters. This document serves as the official Planning Commission report on Planning and Zoning activities and services in February 2026. Contact your McKenna Team via email anytime:

- **John Jackson, AICP, NCI**, Project Director ([jjackson@mcka.com](mailto:jjackson@mcka.com))
- **Paul Urbiel, AICP**, Project Manager ([purbiel@mcka.com](mailto:purbiel@mcka.com))
- **Emily Huhman, AICP**, Project Planner ([ehuhman@mcka.com](mailto:ehuhman@mcka.com))

## DEVELOPMENT PROJECTS WITH PLANNING COMMISSION INVOLVEMENT

Address	Zoning	Project / Approval Sought	Status	Comment / Latest Action
2004 Cass Lake Rd.	C-1 Local Business, CLR Overlay	Site plan approval	Site Plan Review #2	Project tabled at the September 30, 2025 Planning Commission meeting. Awaiting updated plans.
3080 Orchard Lake Rd.	C-2 General Business, CDB Overlay	Site plan approval	Site Plan Review #1	Project will be discussed at the March 31, 2026 Planning Commission Meeting.

## ONGOING PLANNING & ZONING PROJECTS - FEBRUARY

### Master Plan Update

The draft Master Plan was recommended by City Council for its release for the required 63-day comment period at the February 19<sup>th</sup> City Council Meeting. McKenna has implemented all suggested edits and has sent notice to adjacent municipalities and other required entities. The draft Master Plan is available online on the Master Plan project website (<http://keegoharborplan.com>) and the City’s website on the Planning & Zoning Department page ([https://www.keegoharbor.org/departments/planning\\_zoning/index.php](https://www.keegoharbor.org/departments/planning_zoning/index.php)). A hard copy is also available at City Hall. The updated draft and the public comments received during the comment period will be presented at the April 28<sup>th</sup> Joint Planning Commission/City Council meeting with the goal of adopting the Master Plan.

## PLANNING AND ZONING INQUIRIES

Date	Address	Zoning	Inquiry	Planner’s Review
February 3	3080 Orchard Lake Rd	C-2, General Business, CBD Overlay	Site Plan Review Application	Planner reviewed site plan materials. Item will be discussed at the March 31, 2026 Planning Commission meeting.
February 11	3106 Varjo Ct	NR, Neighborhood Residential	Architectural Review – Residential Addition	Project did not pass. Awaiting updated plans from applicant.
February 16	2480 Wall St	NR, Neighborhood Residential	Zoning Permit Application – Residential Addition	Approved pending architectural review.
February 23	2985 Orchard Lake Rd, Suite B	C-2, General Business, CBD Overlay	Zoning Permit Application – New Business	Approved.

### HEADQUARTERS

235 East Main Street  
Suite 105  
Northville, Michigan 48167

☎ 248.596.0920  
☎ 248.596.0930  
MCKA.COM



February 25	2985 Orchard Lake Rd, Suite B	C-2, General Business, CBD Overlay	Sign Permit Application – Wall Sign and Window Sign	Approved.
February 26	2952 Prynne St	P1 Parking, CLR Overlay	Would commercial on the bottom and with residential upstairs be permitted if building is destroyed?	Yes, commercial with residential on upper floors is permitted in the CLR Overlay. Building would need to be rebuilt to the standards of the Zoning Ordinance if destroyed. Planner relayed information to inquirer.



# Memorandum

**TO:** Keego Harbor Planning Commission  
Zaid Arabo, ZA Design Build, Project Applicant

**FROM:** Emily Huhman, AICP, Associate Planner

**SUBJECT:** Site Plan Review #2 for 3080 Orchard Lake Road

**DATE:** March 23, 2026

## INTRODUCTION

The purpose of this memo is to review updated site plan materials for 3080 Orchard Lake Road (Parcel #18-02-435-051), hereafter referred to as “the project” or “the proposed project”. Zaid Arabo of ZA Design Build, hereafter referred to as “the applicant”, submitted an application on behalf of the potential property owner Jason Najor. The applicant submitted the site plan review application on February 3, 2026. The project consists of a change of the existing use to be split into an 8,368 square foot restaurant and a 5,745 square foot tenant office space at the intersection of Orchard Lake Road and Willow Beach Street. Within this memorandum, language directly from the Keego Harbor Zoning Ordinance or the Keego Harbor Master Plan are *italicized*; any recommendations provided by the planners are **bolded**.

## OVERVIEW

The proposed project is considered a change in the current use of the property. The property is located in the Village Overlay District – Central Business District and has an underlying zoning of C-2 General Business. The proposed uses of the site are a café restaurant and office space with a combined total of 67 parking spaces.



*Existing site conditions as shown on Google Street View in May 2025.*

## ZONING AND USE

The principal use of the site will be a dine-in restaurant café and an office tenant space. These uses, a restaurant with a dining room and a business office, are permitted uses in the Village Overlay District.

Because the proposed project is a use change within an existing building with façade improvements in the Village Overlay District, only the use requirements and architectural design standards apply to the project, rather than the standards of the C-2 General Business District.

Section 9(A).01 of the Zoning Ordinance details when the requirements of the Village Overlay District apply to properties within the District:



Development Type	Use Requirements (Sec. 9A.03)	Development Standards (Sec. 9A.04)	Architectural Design Standards (Sec. 9A.05)	Landscaping and Screening Requirements (Sec. 9A.06)
Facade improvements only			X	
New construction	X	X	X	X
Building expansions:				
Twenty-five (25) percent or more of current floor area		X	X	X
Less than twenty-five (25) percent of current floor area			X	
New uses or changes in use within an existing building:				
Which require additional parking of ten (10) percent or more of the current number of parking spaces	X	X	X	X
Which do not require additional parking of ten (10) percent or more of the current number of parking spaces	X			
Any project benefiting from off-street parking flexibility through <a href="#">Sec. 9A.07</a>	X	X	X	X
Any project benefiting from additional building stories beyond the underlying district as allowed by section <a href="#">Sec. 9A.04</a>	X	X	X	X

The scope of work for this project is façade improvements and a change of use in an existing building that does not require an additional ten percent or more of the current number of parking spaces. As a result, only the use requirements and architectural design standards apply to the project.

### Section 3.08 – Table of Land Uses by Zoning District

The principal uses of the site are a café restaurant and tenant office space, which are a restaurant (with dining room) and a business office use in the table of land uses. These uses are principally permitted in the Village Overlay District.

### Section 8.01 – Additional use standards.

#### (f) Outdoor dining.

*(1) The outdoor seating area shall be buffered from streets, with an aesthetically appealing screening device that is aligned with the vision of the Cass Lake Road Corridor Plan.*

Comments: The applicant includes an outdoor dining area on the ground floor on an existing deck but does not note any screening between the outdoor dining area and the parking lot. The deck is elevated above grade, which may suffice in terms of providing adequate screening to prevent conflicts between the proposed outdoor dining area and the parking lot. However, a measurement is not provided to determine how much above grade this area is. **The Planning Commission should determine if the proposed outdoor dining area meets this provision, or if additional screening is necessary for compliance with this section.**

*(2) Such eating areas shall be separated from all vehicular parking and maneuvering areas by means of an approved protective landscaped buffer, wall, architectural feature, or some other similar means of separation.*

Comments: **The Planning Commission should determine if the proposed outdoor dining area elevated above grade meets this provision, or if additional screening is necessary for compliance with this section.**



**TO BE CONSIDERED BY PLANNING COMMISSION:**

1. *Determine whether the proposed outdoor dining configuration meets the requirements of Section 8.01 (f) (1) and (2).*

*(3) Outdoor seating shall be subject to applicable Oakland County Health Department requirements.*

Comments: The applicant should provide all applicable approvals from the Oakland County Health Department prior to a certificate of occupancy being issued.

*(4) The application shall specify the plans for storage of tables, chairs, and equipment during the months when the outdoor seating is not in use.*

Comments: The applicant does not provide a storage plan for tables, chairs, and equipment. The applicant must provide a storage plan prior to a certificate of occupancy being issued.

**TO BE ADDRESSED:**

1. *A storage plan should be provided prior to a certificate of occupancy being issued.*

[...]

*(7) The capacity of the outdoor seating area shall be provided by the applicant and verified by the Building Official.*

Comments: The Building Official will review the capacity of the outdoor seating area during final building plan review.

*(8) If the eating area is elevated above a parking area, pedestrian walkway, or waterway objects shall not be placed on a ledge or railing which may dislodge and endanger vehicles or pedestrians below.*

Comments: The proposed eating area is elevated above the parking area. Objects may not be placed on ledges or railings that may dislodge and endanger vehicles or pedestrians.

*(9) Additional signs shall not be permitted, beyond what is permitted for the existing restaurant.*

Comments: The applicant is not proposing additional signage.

*(10) Entertainment, music, speakers, or similar devices shall be prohibited in this outdoor area within one hundred (100) feet of any residential use.*

Comments: The applicant is not proposing any entertainment, music, speakers, or similar devices.

*(11) Outdoor storage of food and preparation of food and beverages shall be prohibited in this outdoor area.*

Comments: The applicant is not proposing to prepare food and beverages in this outdoor dining area.



*(12) The sale and consumption of alcohol are governed by the Michigan Liquor Control Act and local ordinance.*

Comments: The sale and consumption of alcohol are governed by the Michigan Liquor Control Act.

*(13) In addition to the standards listed above, outdoor sidewalk cafes shall also be subject to the following standards:*

*a. To allow for pedestrian circulation, a minimum five (5) feet wide pedestrian passage clearance must be maintained anywhere on the sidewalk in front of all buildings.*

*b. All entrances and walkways must be barrier-free and accessible, in accordance with the provisions in the national Americans with Disabilities Act (ADA) and Michigan barrier-free requirements.*

Comments: The Building Official will review all entrances and walkways to the dining area against the requirements of the Americans with Disabilities Act during final building plan review.

*(14) Tables, chairs, planters, trash receptacles, and other elements of street furniture should be maintained and meet the standards in accordance with the Zoning Ordinance.*

Comments: Tables, chairs, planters, trash receptables, and other street furniture must be maintained by the applicant.

*(15) Liability issues for use of the public sidewalk should be addressed and reviewed by the City Attorney.*

Comments: The applicant is not proposing use of the public sidewalk.

*(16) The City encourages the installation of bike racks next to outdoor dining set-ups.*

Comments: The applicant is not proposing the installation of a bike rack. While this is encouraged, it is not required.

#### **Section 9(A).05 – Architectural design standards**

Section 9(A).05 outlines architectural design standards for the Village Overlay District. Because the proposed project includes a façade improvement within the Central Business District Context Zone, the proposed project must meet the architectural design standards in this section.

[...]

*(c) Street facade.*

*(1)(b) Storefront opening. The storefront opening shall be a rectangular opening, ten (10) feet to twelve (12) feet high (excepting a fourteen-inch to twenty-four-inch height, opaque durable base), and extend entirely column-to-column or pilaster-to-pilaster. The opening shall be almost entirely glass (window or showcases) with few subdivisions. The building entry shall be centered in the storefront opening (or left or right justified) and recessed minimum that of the door width. Maximum width of door recess area at right-of-way or build-to-line seven (7) feet. Display windows must be internally lit until 10:00 p.m., 2700k to 3000k color temperature. All openings, including porches, galleries, arcades, and windows, with the exception of shopfronts, shall be square or vertical in proportion.*

Comments: The site plan shows a 20 foot wide partially tinted storefront entrance, but does not specify the height. The width of the door recess area at the build to line appears greater than seven feet,



however, this is an existing nonconformity not being enlarged by the applicant. **The applicant should confirm that the opening is ten to twelve feet high.**

**TO BE ADDRESSED:**

1. *Confirm the height of the storefront opening.*

*(d) Rear facades.*

*(1) Exterior building walls not corresponding to rights-of-way must not include decorative facades. Rear entryways may be denoted, however, with signage and lighting. Doors must not be recessed, except for public safety along alley easements or parking aisles.*

Comments: The applicant does not include a decorative rear façade, although it appears signage is proposed to be included on the rear façade. **A sign permit application should be submitted prior to the addition of any signage.**

*(2) Facade frame—Non-facade exterior wall construction. If no parapet is used, downspouts shall be located at the outer sides of the facades, not in the middle of the facade. All openings, including porches, galleries, arcades, and windows, with the exception of shopfronts, shall be square or vertical in proportion.*

Comments: The applicant does not note the location of any downspouts, however, if any new downspouts are added, they should be located at the outer sides of the facades. All openings appear to be square or vertical in proportion.

*(3) Storefront opening. Shopfront frontages (or storefront openings) are prohibited except corresponding to street rights-of way.*

*a. Exterior walls not corresponding to rights-of-way may include up to one (1) display window adjacent to each entrance, maximum fifty-four (54) inches in height and eighty-four (84) inches in width. Such an opening shall be almost entirely glass with few subdivisions. The glass framing system shall be painted wood or composite or natural-finish metal. Natural finish aluminum is a typical material and finish. Display windows must be internally lit until 10:00 p.m., 2700k to 3000k color temperature.*

Comments: Storefront openings are not proposed on the rear façade.

*(4) Canopies/awnings. A canopy or awning typically located at the top of the storefront opening is recommended.*

*a. Awnings shall be traditional in design; they shall be triangular in section, sloping outward and down from above the corresponding opening. Narrow front-flaps are allowable. Round-top, half-round, box, or other unusual awning shapes are prohibited (except in association with existing, ground floor, arched doors and/or windows). Internally lit awnings are prohibited. Signage on awnings shall be restricted to the awning-flap and seven-inch height letters.*



b. Canopies shall be limited in thickness, ranging from six (6) inches to twelve (12) inches, flat, and provide for internal drainage. Canopies shall be self-supporting or supported by tension rods. Canopy projections to be limited to sixty (60) inches. Sloping, or unusually shaped, canopies are prohibited.

c. Sloping canopies are permitted at the rear facade. If space is available, rear canopies can be ground supported.

d. A canopy or awning, typically located at the top of any rear entrance, is recommended.

Comments: The applicant does not propose awnings on the rear façade.

(e) Materials.

(1) Maintaining consistent palette of materials is important to establish continuity within the streetscape and to improving the overall appearance of the Village Overlay District. Allowable materials are identified on the "Village Overlay District Permitted Materials List" on file at Keego Harbor City Hall.

**Comments:** The submitted elevations propose to maintain the existing E.I.F.S and paint it white and add a 4 foot base of dark gray cultured stone. The existing façade is nonconforming to the architectural design standards of the Village Overlay District. The existing façade is clad in EIFS, which is not a material listed in the *Village Overlay District Permitted Materials List*. It should be noted that the site plan is not consistent with the renderings provided by the applicant.

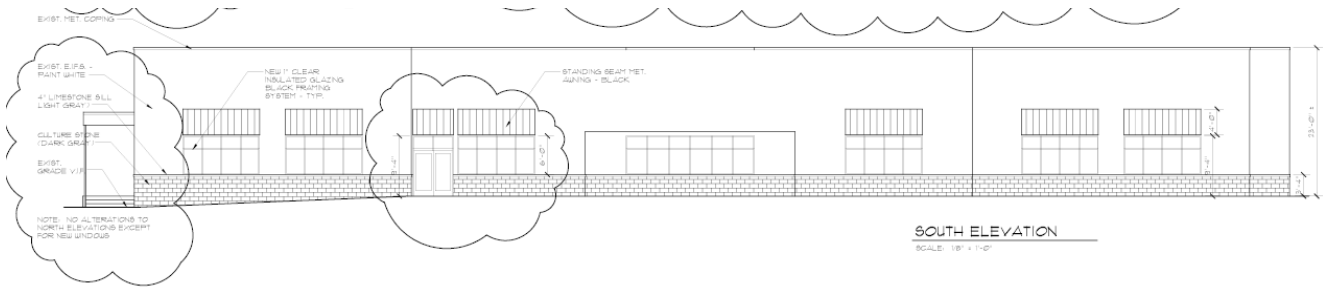
The proposed changes would add a stone base and pedestrian-scaled awnings to the building, bringing the façade closer to compliance with the requirements of the Village Overlay District. The included renderings seem to imply a building that is in even closer alignment with VOD requirements.

While we encourage the applicant to completely align the proposed renovations with the Village Overlay District Permitted Materials List, the existing nonconformity would be reduced since a compliant material and details are being added.

If provided renderings are to indicate design intent, those renderings should be consistent with the proposed plans.



The front rendering (Top) and rear rendering (Bottom) of the proposed project. These renderings differ from what is proposed in the plans.



Architectural elevation of the southern (front) facade.

**Section 9(A).07 – Off-street parking.**

The table below demonstrates the proposed project's compliance with the minimum parking requirements in Section 9(A).07.

Proposed Use	Calculation of Minimum Parking Spaces	Spaces Required	Spaces Proposed	Complies?
Restaurant - Dining room, including banquet areas	1 space per 200 square feet of usable floor space  Approx. 6,809 sq. ft. of usable floor area	34	67	Yes.
Business offices or professional offices	1 space for each 400 square feet of usable floor area  Approx. 4,706 sq. ft. of usable floor area	12		

**ARTICLE 15 – GENERAL PROVISIONS**

**Section 15.01 – Exterior lighting**

(b)(5) All lighting, including ornamental lighting, shall be shown on site plans in sufficient detail to allow determination of the effects of such lighting upon adjacent properties and traffic safety. Building or roof-mounted lighting, including neon lighting, intended to attract attention to the building and/or use and not strictly designed for security purposes shall not be permitted. Temporary holiday lighting and decorations are exempt from the aforementioned provision. Lighting designer and/or fixture manufacturer shall provide a drawing with photometric layout of the proposed design to show actual initial foot-candle levels on a plot plan sealed by a professional engineer or architect licensed in the State of Michigan. Submitted drawing shall include detailed fixture schedule, which shall include manufacturer's name, catalog number, lamp type and wattage. A complete set of manufacturer's catalog specification sheets for each fixture type used on lighting design shall be included with photometric submittal.

**Comments:** The applicant indicates that no alterations to the building or site lighting are included as part of the proposed project.



#### Section 15.04 – Walls

*(a) In addition to walls specifically required by other sections of this Ordinance, between the protected use district and uses and districts listed below there shall be provided and maintained a masonry wall of not less than six (6) feet in height. In the case of corner and/or double frontage lots where the screen wall is required alongside and/or rear lot lines adjacent to a local street as designated in the City's Master Plan, said wall shall be four (4) feet in height and subject to Section 15.03 above.*

**Comments:** The applicant notes a six-foot high concrete embossed screening wall on the north edge of the parking lot adjacent to the existing residential property to the north. However, the applicant also notes that three red maples and ten dwarf burning bushes will also be planted in this same area. **The applicant should confirm if both the screening wall and the proposed landscaping are being planted in this location.**

#### Section 15.25 – Sidewalks and bikeways

*For all developments requiring site plan approval, either a new public sidewalk or bikeway, or the reconstruction of existing sidewalks or bikeways, shall be required to be constructed to City standards for the perimeter of the lot which abuts a major, intermediate or collector street as defined in the City's Master Plan. New or reconstructed sidewalks or bikeways shall be aligned with existing or proposed sidewalks or bikeways. All multiple family residential projects require interior sidewalks. Other residential and non-residential projects may require interior sidewalks to facilitate pedestrian traffic safety, organization and convenience.*

**Comments:** Sidewalks located on the site are the responsibility of the applicant to maintain. **Any necessary sidewalk repairs must be made before a certificate of occupancy is issued.**

#### Section 15.27 – Screening of trash storage areas (dumpsters)

[...]

*(c) A brick or decorative faced masonry wall, a minimum of six (6) feet in height, shall enclose three (3) sides of the storage area and be at least one (1) foot higher than the trash receptacle. An obscuring gate shall be provided on the remaining side to provide complete enclosure of the trash storage area and said gate shall be kept closed except during loading or unloading.*

**Comments:** The applicant notes that existing dumpster enclosure on the property will be updated to include an 8 foot tall concrete embossed wall that encloses three sides of the dumpster and an obscuring gate.

*(d) The trash storage area shall be located on a concrete pad, at least ten (10) feet wide by twenty (20) feet deep, constructed with a minimum of six (6) inches of three thousand five hundred (3,500) P.S.I. concrete with air entrainment containing six-inch by six-inch ten-gauge welded wire mesh. The above-mentioned concrete pad shall provide an approach no less than ten (10) feet in width or no less than the width of the gate; it shall extend at least eight (8) feet in front of the obscuring gate to support the front axle of a refuse vehicle. In addition, the trash storage area shall be large enough to accommodate recyclables, grease disposal receptacles, etc. The Planning Commission may increase or reduce the size of the enclosure where a different size storage area is deemed necessary.*

**Comments:** The applicant notes that the proposed trash storage area will be located on a 10 foot wide by 20 foot deep concrete pad constructed with a minimum of six inches of 3,500 PSI concrete with air entrainment containing six-inch by six-inch ten-gauge welded wire mesh and an approach no less than the width of the gate that extends at least 8 feet in front of the obscuring gate.



*(e) Steel bollards, a minimum of six (6) inches in diameter and filled with concrete, shall be placed at both sides of the gate opening and to the rear of the storage area to prevent damage to the walls and gates.*

Comments: The applicant notes that four steel bollard meeting the standards of this Ordinance will be placed at both sides of the gate opening and to the rear of the storage area.

[...]

## **CONCLUSION**

As a new use in an existing building in Keego Harbor's Central Business District, this project has the potential to contribute to the vibrancy of the commercial corridor along Orchard Lake Road. As proposed, the project brings the existing nonconforming building closer to the developmental and architectural standards of the Village Overlay District.

We believe the outstanding information is minor and can be handled administratively. The Planning Commission can elect to postpone action on this application to allow for revision of the application and Planning Commission reconsideration at a later date. Alternatively, if the Planning Commission is willing to allow the outstanding items to be reviewed administratively, we believe the Commission can consider approving the application with conditions. The following items are outstanding and must be addressed by the applicant:

1. *A storage plan for tables, chairs, and other furnishings in the proposed outdoor dining area for when this area is not in use should be provided prior to a certificate of occupancy being issued.*
2. *Confirm the height of the storefront opening on the south (front).*

For Planning Commission to address:

1. *Determine whether the proposed outdoor dining configuration meets the requirements of Section 8.01 (f) (1) and (2).*

Please feel free to contact us with any questions. We look forward to discussing this matter with you at a future meeting.

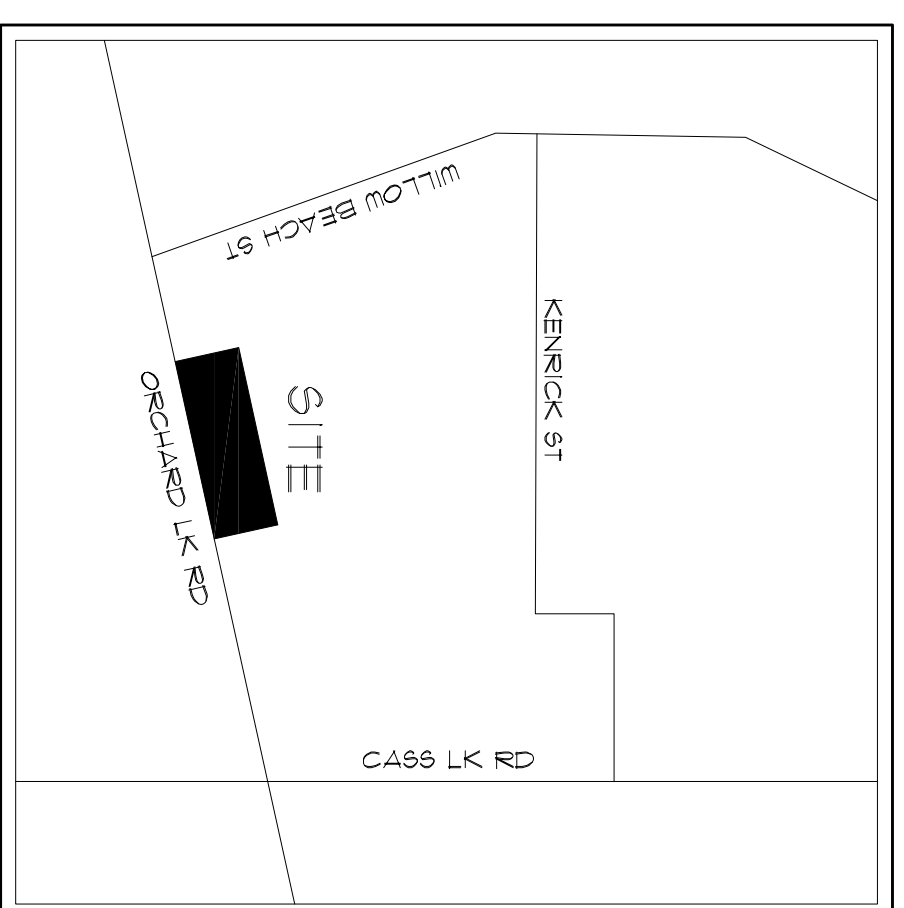
Respectfully submitted,

**McKenna**

**Paul Urbiel, AICP**  
Senior Principal Planner

**Emily Huhman, AICP**  
Associate Planner

SHEET INDEX:  
 AS.1 ARCHITECTURAL SITE PLAN  
 AS.2 LANDSCAPE PLAN  
 AS.3 FLOOR PLAN  
 AS.4 EXTERIOR ELEVATIONS  
 C.1 CERTIFIED SURVEY



**PROPOSED CAFE JOLIE AND FUTURE OFFICE**

THE CITY OF KEEGO HARBOR, MICHIGAN

PROPRIETOR:  
 BARBAT HOLDINGS, LLC  
 7499 MIDDLEBELT ROAD  
 WEST BLOOMFIELD, MICHIGAN 48322  
 (248) 789-7789

**SITE DATA:**

ZONE: VILLAGE OVERLAY DISTRICT  
 SIZE: 48,696 SF ± 11 ACRES

**BUILDING DATA:**

SIZE AT GRADE LEVEL: 14,394 SF (GR0365)  
 CAPE JOLIE: 8,511 SF (GR0365)  
 FUTURE OFFICE USE: 5,883 SF (GR0365)  
 PROPOSED USE: B - BUSINESS

**BUILDING TO SITE RATIO:**

BUILDING: 14,394 SF (GR0365)  
 SITE: 48,696 SF ± 11 ACRES  
 BUILDING RATIO: 29.56%

**PARKING DATA:**

PARKING REQUIREMENTS:  
 TOTAL PROVIDED: 61 SPACES  
 REQUIRED: 3 SPACES  
 PROVIDED: 4 SPACES

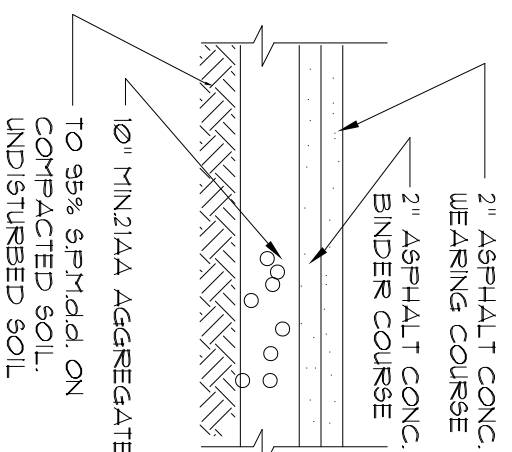
**LEGAL DESCRIPTIONS:**

SEE SURVEY

**CAFE LOREN**

FULL SERVICE RESTAURANT CAFE  
 FULL SERVICE BAR WITH LIQUOR, BEER AND WINE  
**3080 ORCHARD LK. RD.**  
**HOURS: TO CLOSE BY 11 PM**

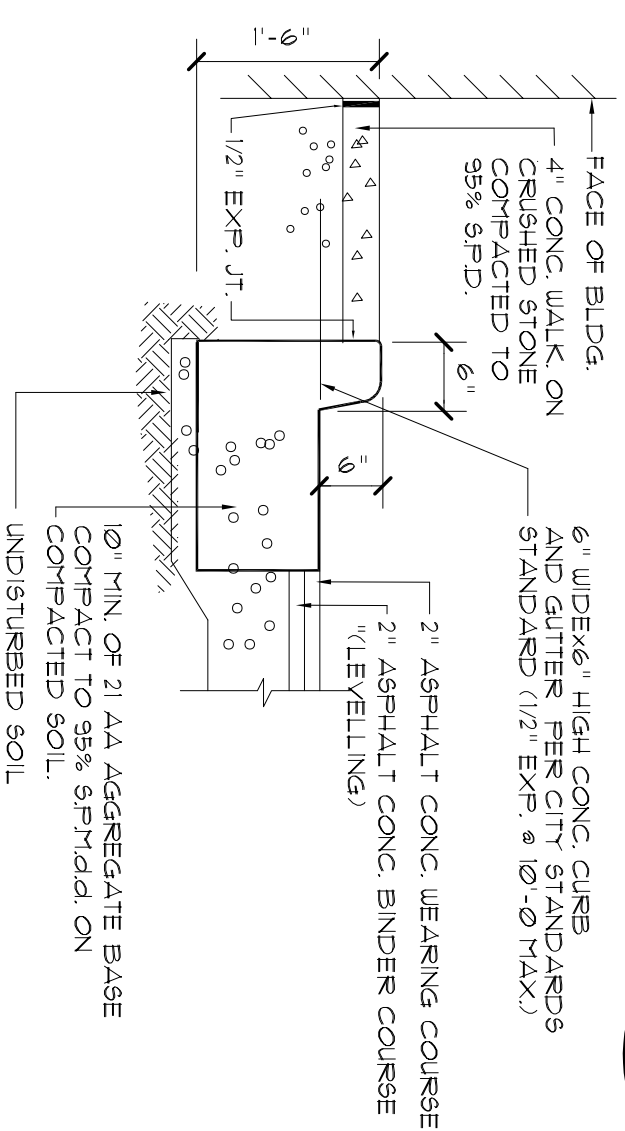
**LOCATION MAP**



**ASPHALT PAVT. DETAIL**

**B.F. PARKING SIGN**

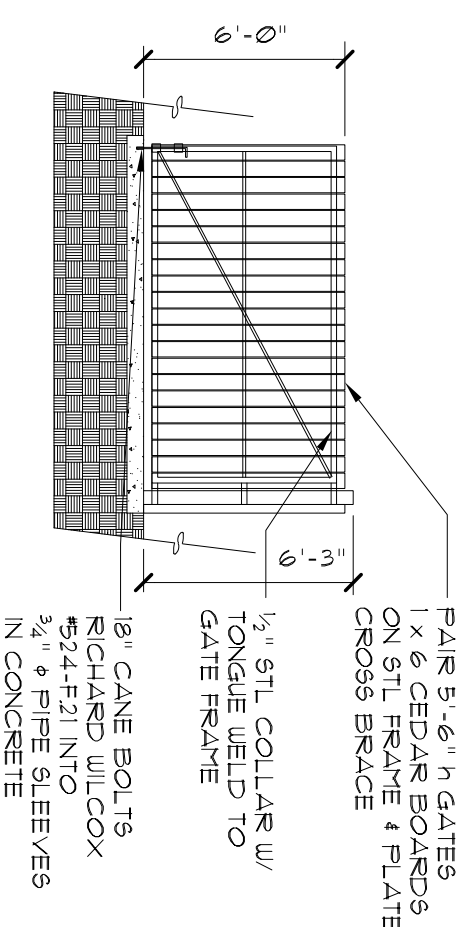
**CONC. SCREEN WALL**



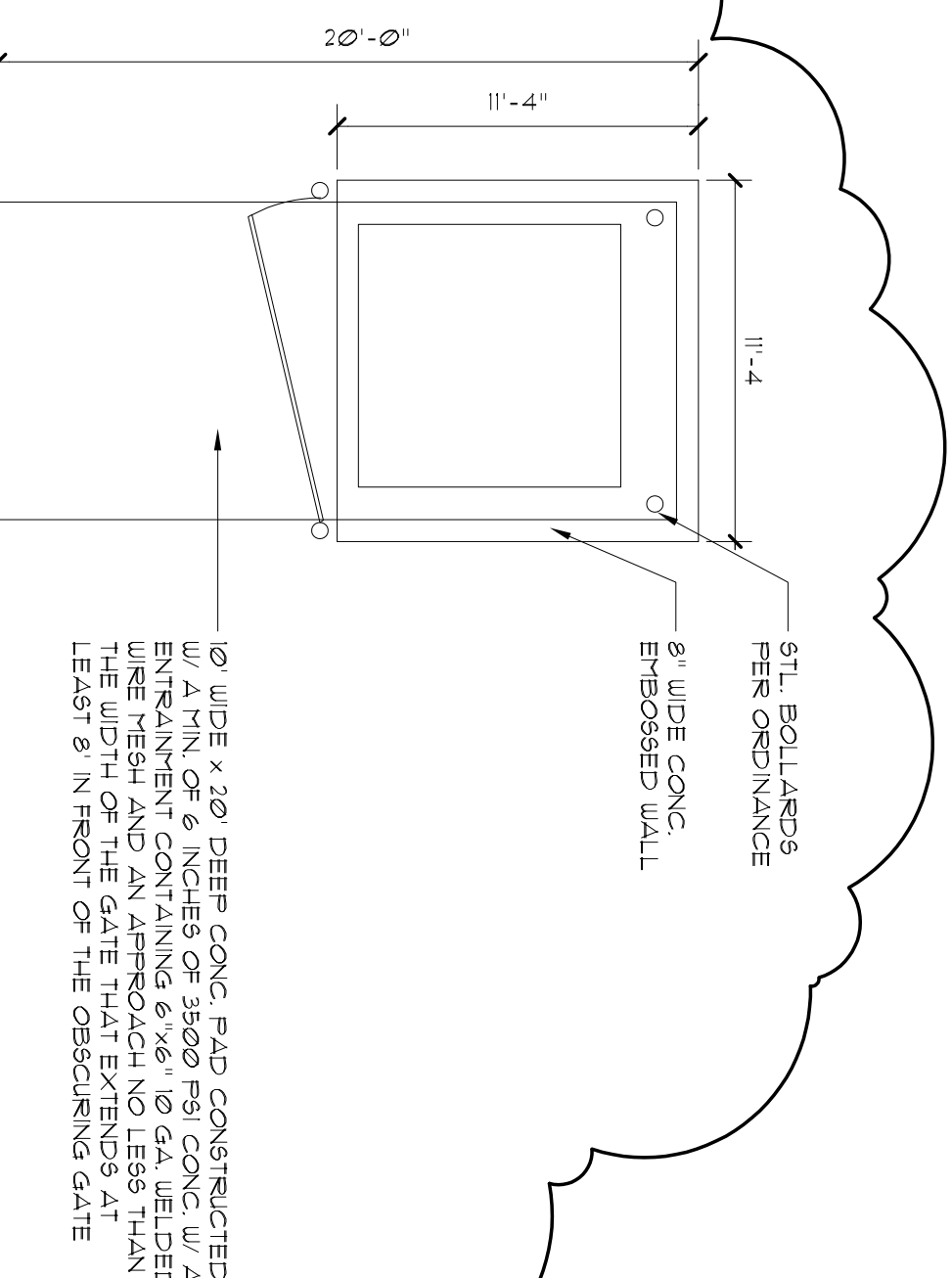
**ASPHALT PAVT. / CURB DETAIL / CONC. SIDEWALK**

NO SCALE

**DUMPSTER GATE DETAIL**



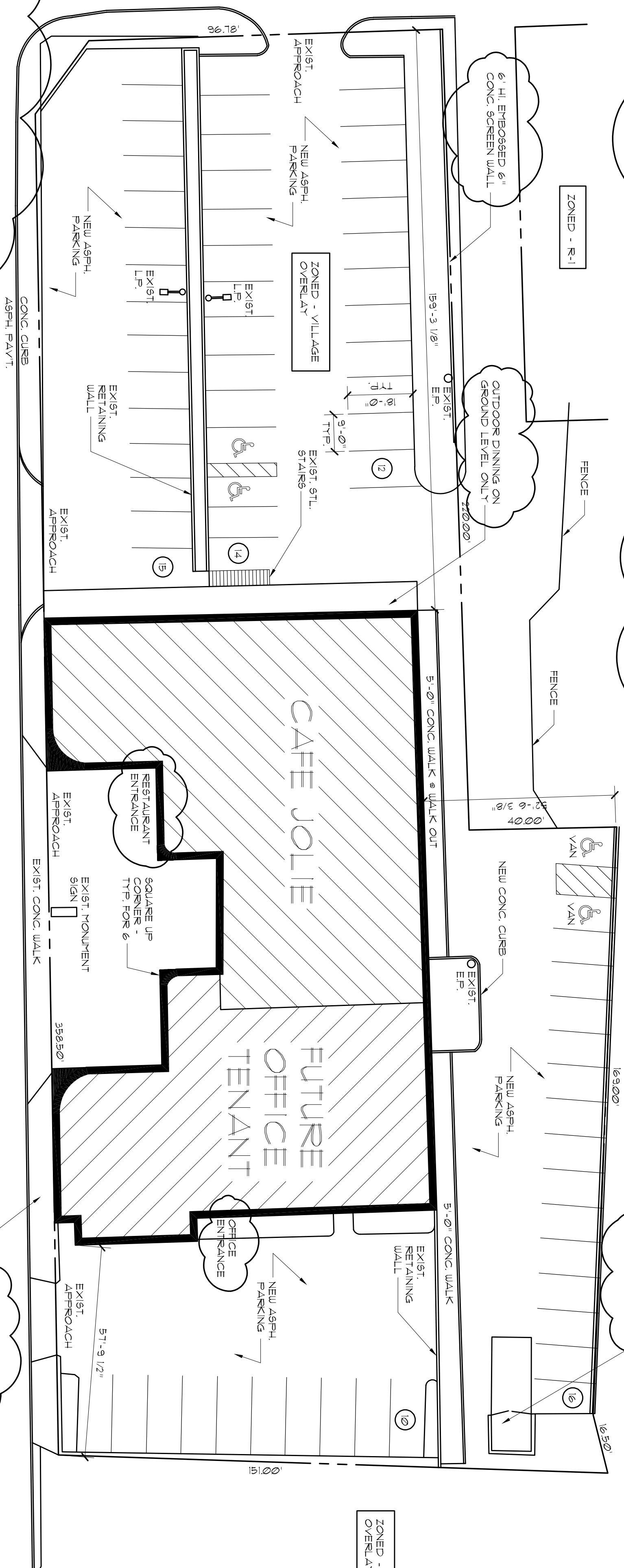
**DUMPSTER ENCLOSURE PLAN**



WILLOW BEACH STREET

DOLLAR LAKE

ORCHARD LAKE ROAD

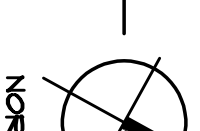


NOTE: NO ALTERATIONS TO BUILDING OR SITE LIGHTING IS ADEQUATE SITE LIGHTING CURRENTLY AVAILABLE

OWNER SHALL REPAIR SIDEWALK AS NEEDED FOR ENTIRE PROPERTY

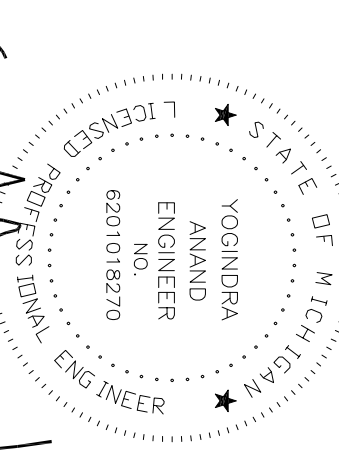
**ARCHITECTURAL SITE PLAN**

SCALE: 1" = 20'



801 SOUTH ADAMS ROAD

SUITE 212  
 BIRMINGHAM,  
 MICHIGAN 48009  
 OFFICE: 248-767-5928



PROJECT:  
 PROPOSED  
 CAFE LOREN AND  
 FUTURE OFFICE  
 3080 ORCHARD  
 LAKE ROAD  
 KEEGO HARBOR,  
 MICHIGAN 48320

ISSUED FOR:  
 SPA  
 02-03-2026  
 REVISED SPA  
 03-03-2026 PR. CTY.

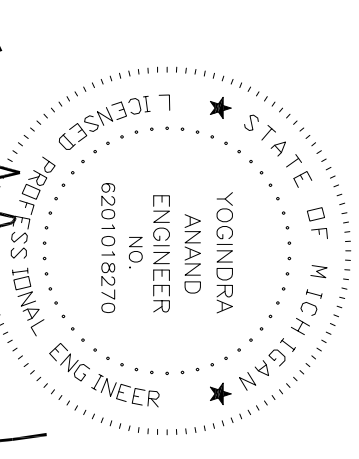
DO NOT SCALE PRINTS.  
 USE FIGURED  
 DIMENSIONS ONLY

JOB NO.  
**25-100**

SHEET NO.

**AS.1**

801 SOUTH ADAMS ROAD  
SUITE 212  
BIRMINGHAM,  
MICHIGAN 48009  
OFFICE: 248-767-5928



**PROJECT:**  
PROPOSED  
CAFE JOLIE AND  
FUTURE OFFICE  
3080 ORCHARD  
LAKE ROAD  
KEEGO HARBOR,  
MICHIGAN 48320

**ISSUED FOR:**  
SPA  
02-03-2026

**DO NOT SCALE PRINTS.**  
USE FIGURED  
DIMENSIONS ONLY

**JOB NO.**  
**25-100**

**SHEET NO.**

**AS.2**

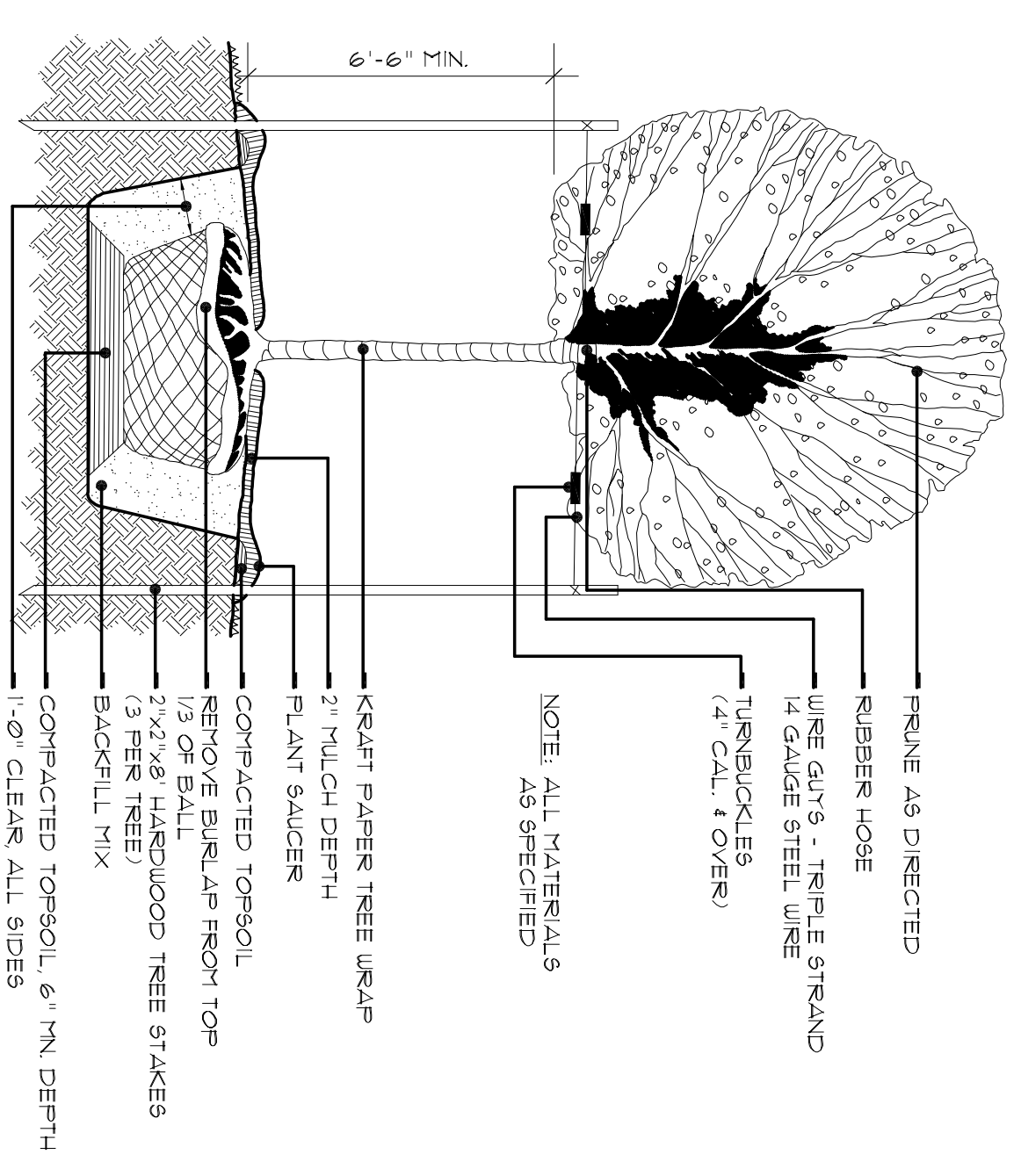
**LANDSCAPE NOTES:**

1. OWNER/CONTRACTOR MUST CONSENT TO ALL LANDSCAPING AND SCREENING REQUIREMENTS OF CITY OF KEEGO HARBOR REFER TO THE CITY OF KEEGO HARBOR ZONING ORDINANCE
2. INSTALL 4" DEEP SHREDED BARK MULCH TO ALL PLANTING AREAS BEDS AND TREE SAUCERS (NOT FOR FILL/IN)
3. OWNER/CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES PIPES AND STRUCTURES AS WELL AS THE LOCATION OF EXISTING TREES AND VEGETATION. OWNER/CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COST INCURRED DUE TO DAMAGE/REMOVAL OF SAID UTILITIES.
4. ANY DISCREPANCIES BETWEEN PLANS NOTES DETAILS AND EXISTING CONDITIONS SHALL BE IMMEDIATELY REPORTED TO THE OWNER'S AUTHORIZED REPRESENTATIVE. OWNER/CONTRACTOR ASSUME FULL RESPONSIBILITY FOR ALL REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.
5. OWNER/CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING MATERIALS/IMPROVEMENTS DURING DEMING CONSTRUCTION.
6. SITE BOUNDARY, TOPOGRAPHY, UTILITIES AND OTHER BASE INFORMATION PROVIDED BY OTHERS.
7. OWNER/CONTRACTOR SHALL VERIFY QUANTITIES SHOWN ON PLANT SCHEDULES AND THOSE INDICATED ON PLANS. OWNER/CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF QUANTITIES DRAWN.
8. OWNER/CONTRACTOR SHALL MAKE MINOR ADJUSTMENTS TO PLANT MATERIAL LOCATIONS IN FIELD AS NECESSARY. THE LOCATION OF ALL PLANT MATERIAL SHALL BE SUBJECT TO APPROVAL BY THE OWNER.
9. ALL PLANT MATERIAL SHALL BE OF THE SIZES CALLED FOR IN THE PLANT SCHEDULES. ANY PLANT MATERIAL NOT MEETING THE SIZED AND/OR QUALITY AS CALLED FOR SHALL BE REMOVED FROM SITE. ALL TREES SHALL BE INSPECTED AND APPROVED BY THE OWNER'S AUTHORIZED REPRESENTATIVE. NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE MADE WITHOUT APPROVAL FROM THE OWNER'S AUTHORIZED REPRESENTATIVE.
10. ALL PROPOSED TREES OVER 2" CAL. SHALL BE GATED/STAKED BECAUSE SEE EVERGREEN TREE PLANTING/DATING DETAIL OR DECIDUOUS TREES PLANTING/STAKING DETAIL WHERE APPLICABLE.
11. ALL PLANTING BEDS TO BE TREATED WITH PRE-EMERGENT HERBICIDE. OWNER/CONTRACTOR SHALL INSURE THAT PROPOSED PLANT MATERIAL IS RESISTANT TO THE HERBICIDE PROPERTIES AND IN ACCORDANCE WITH SOUND HORTICULTURAL PRACTICES.
12. OWNER/CONTRACTOR MUST INSTALL AND UNDERGROUND IRRIGATION SYSTEM.

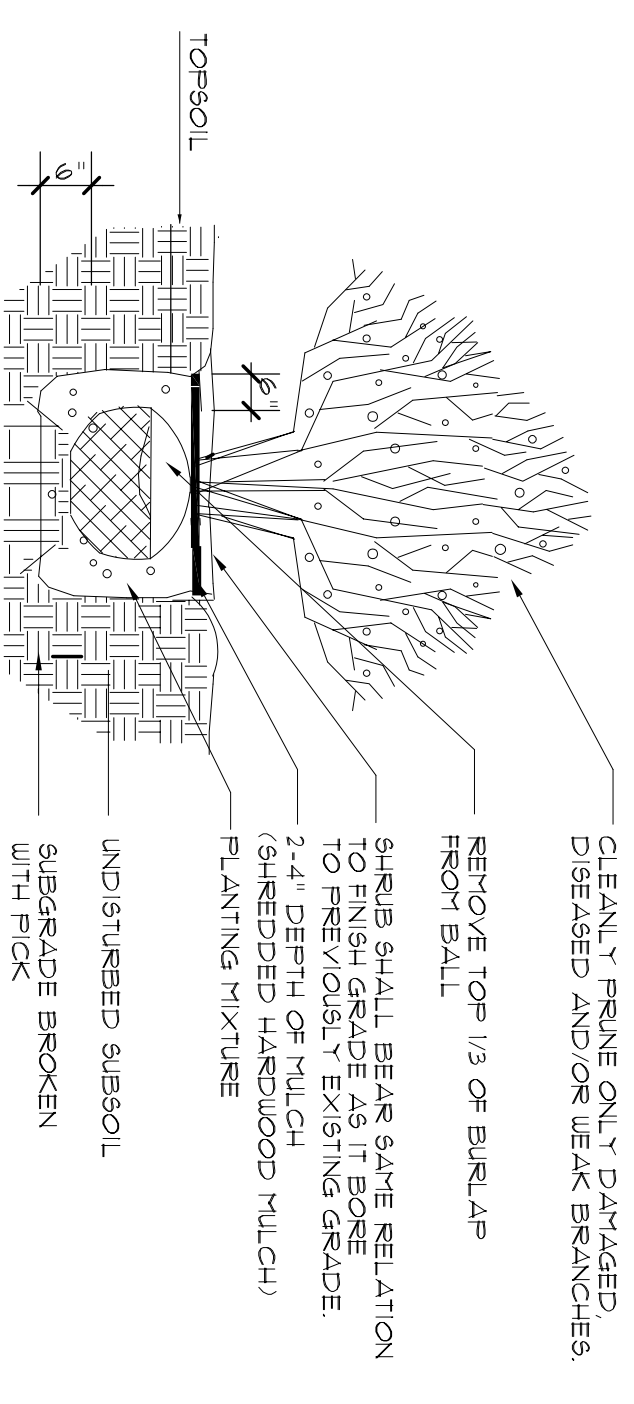
**PLANT MATERIAL LIST**

PLANT #	QUANT.	BOTANICAL NAME	COMMON NAME	SIZE
1	6	ACER RUBRUM	RED MAPLE	2" CAL. B&B
2	13	EUONYMUS ALATUS COMPACTA	DIAPER BURNING BUSH	2" HIGH - 2 1/2" W. B&B

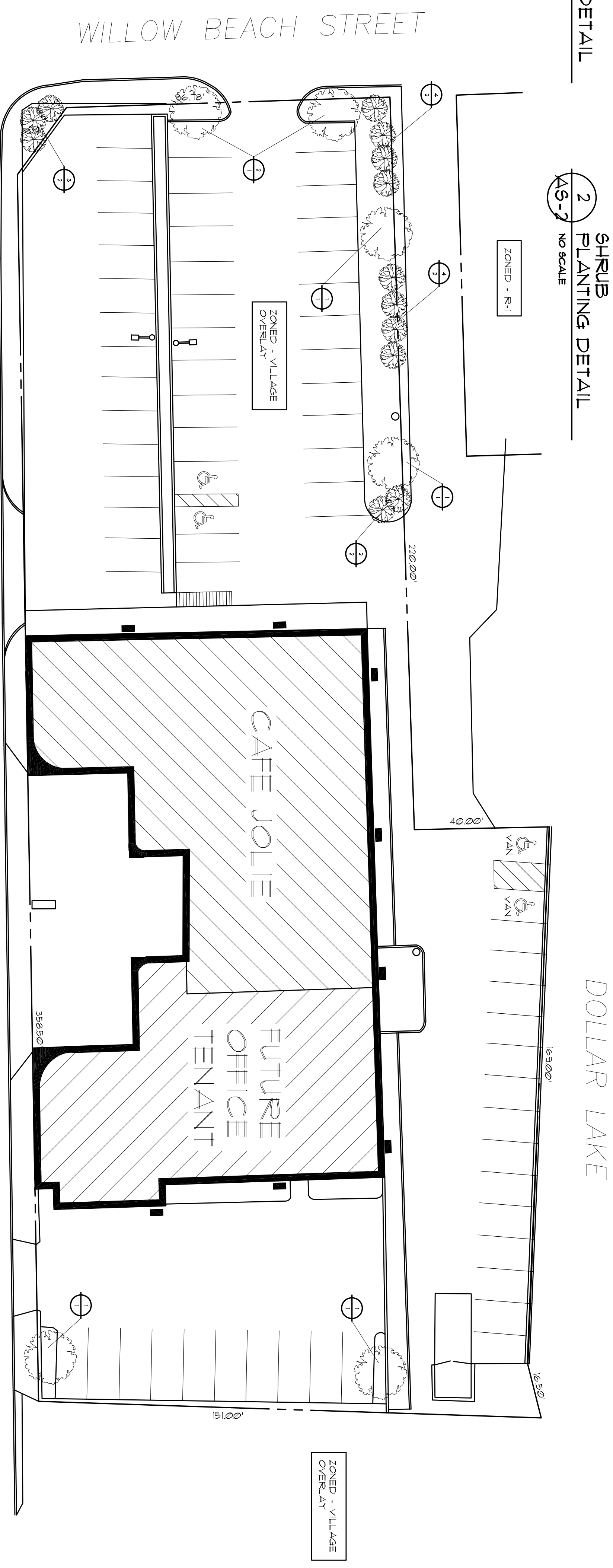
☉ = # OF PLANTS  
PLANT NO.



**1 DECIDUOUS TREE PLANTING DETAIL**  
AS-2 NO SCALE



**2 SHRUB PLANTING DETAIL**  
AS-2 NO SCALE

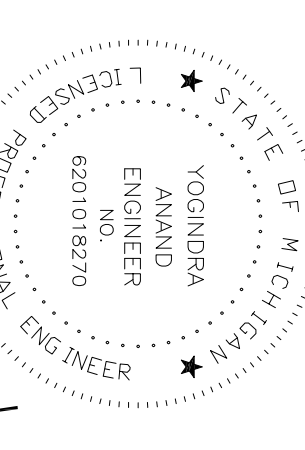


**LANDSCAPE PLAN**  
SCALE: 1" = 20'  
NORTH

THIS SITE PLAN WAS CREATED USING SATELLITE CHANGES AND RELATIONSHIPS BETWEEN EXISTING AND PROPOSED CONDITIONS. APPROXIMATE AND ARE NOT TO BE USED FOR ANYTHING OTHER THAN PRELIMINARY PURPOSES. ZA DESIGN BUILD SHALL BE HELD HARMLESS FOR ANY ERRORS OR OMISSIONS CONTAINED IN THIS DOCUMENT.



801 SOUTH ADAMS ROAD  
SUITE 212  
BIRMINGHAM,  
MICHIGAN 48009  
OFFICE: 248-767-5928

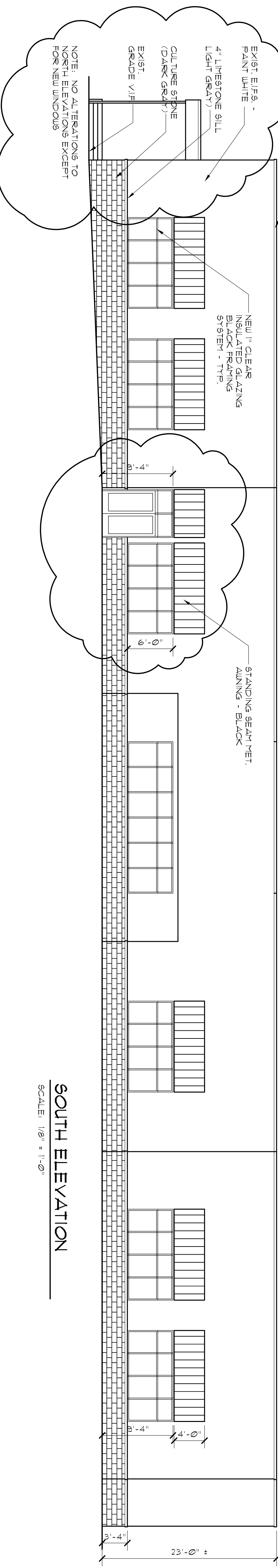
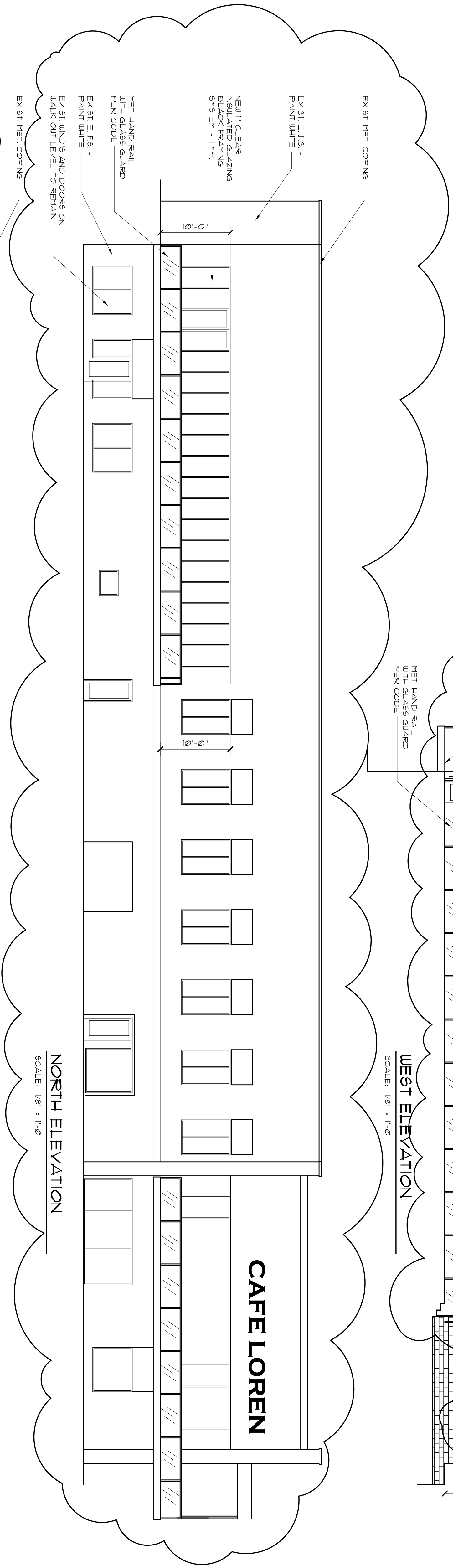
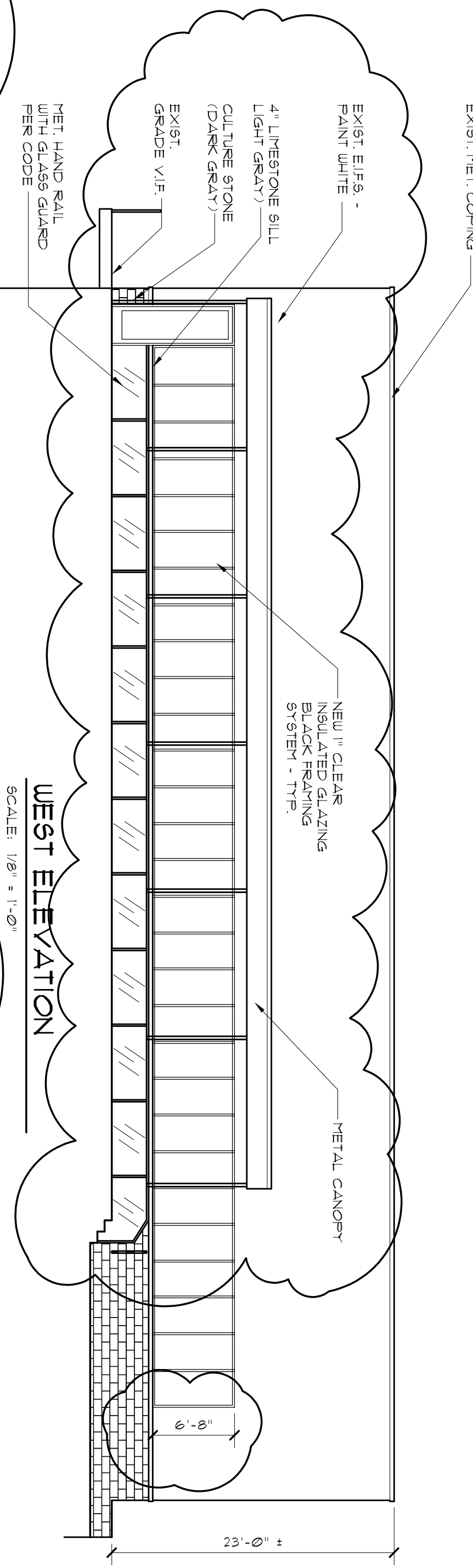
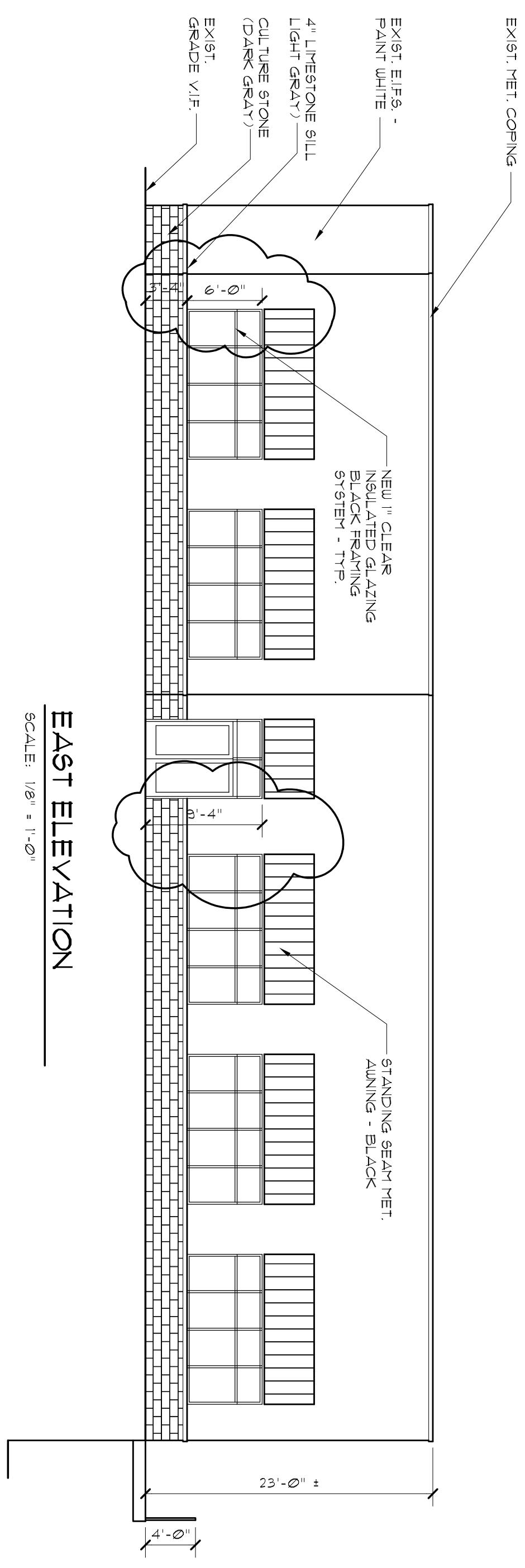


**PROJECT:**  
PROPOSED  
CAFE LOREN AND  
FUTURE OFFICE  
3080 ORCHARD  
LAKE ROAD  
KEEGO HARBOR,  
MICHIGAN 48320

**ISSUED FOR:**  
SPA  
02-03-2026  
REVISED SPA  
03-03-2026 PR. CTY.

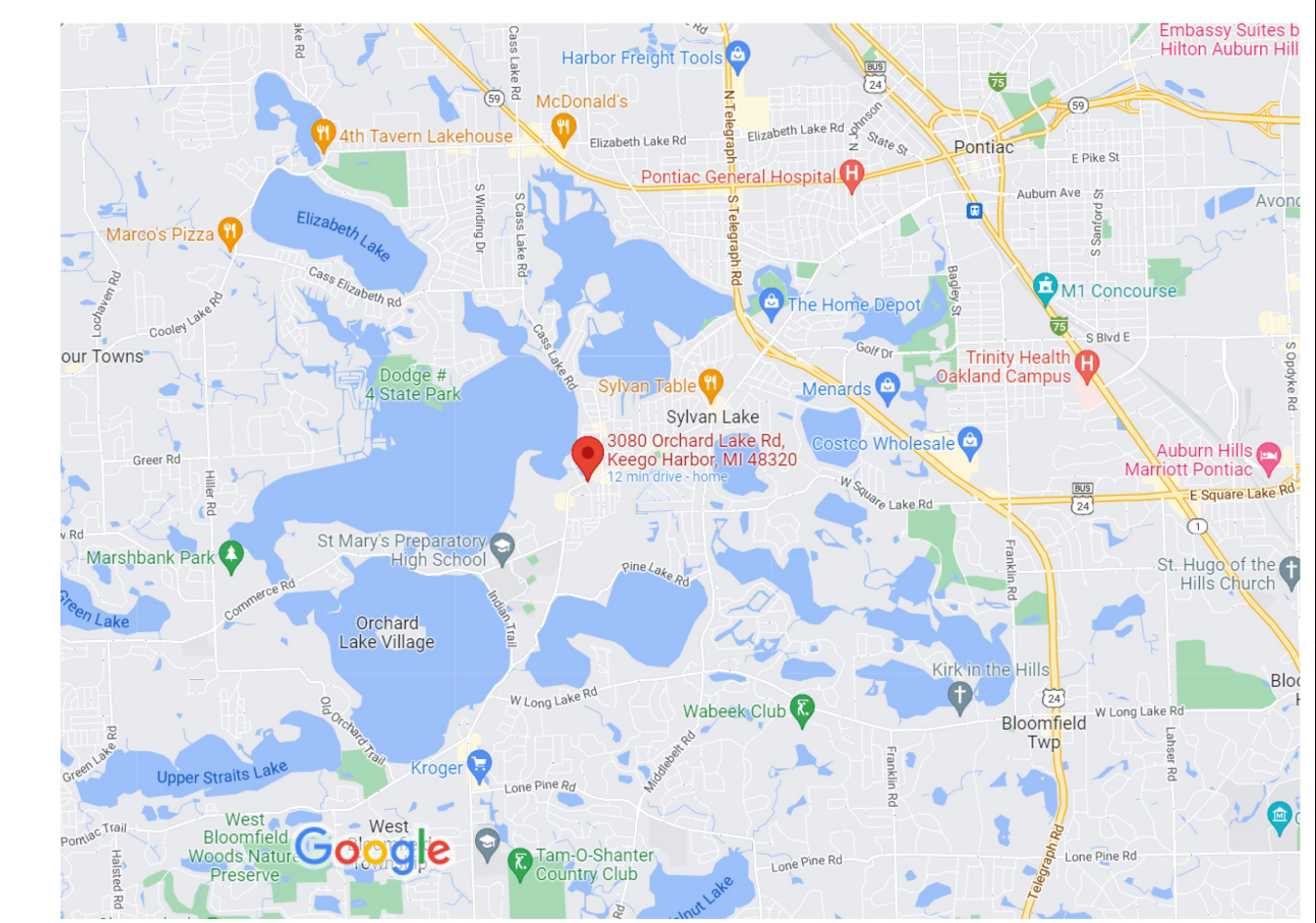
**JOB NO.**  
**25-100**  
**SHEET NO.**

**DO NOT SCALE PRINTS.**  
USE FIGURED  
DIMENSIONS ONLY



NOTE: NO ALTERATIONS TO NORTH ELEVATIONS EXCEPT FOR NEW WINDOWS

location map



Map data ©2022 1 mi

exception notes

- per First American Title Insurance Company Commitment No. VT449689, dated 10/30/2025 revised 11/07/2025:
- Building and use restrictions as contained in the instrument recorded in Liber 632, Page 212; Liber 330, Page 409, Oakland County Records. **THESE REFER TO USE ONLY AND ARE NOT PLOTTABLE**
  - Easements, Setback Lines, IF ANY, as shown on recorded plat. **NONE SHOWN ON THE FACE OF THE PLAT.**
  - All improvements are shown on the face of this survey.

legal description

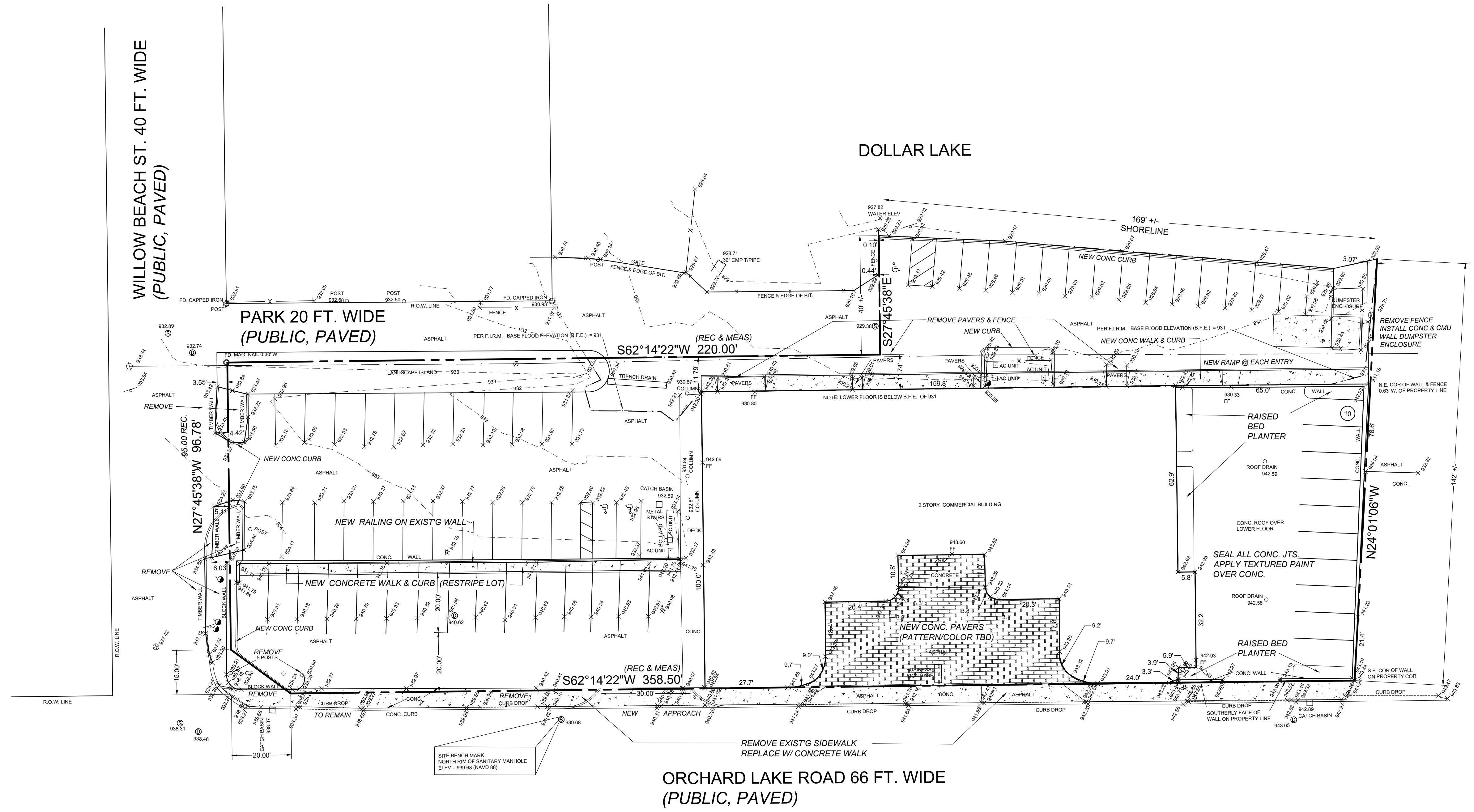
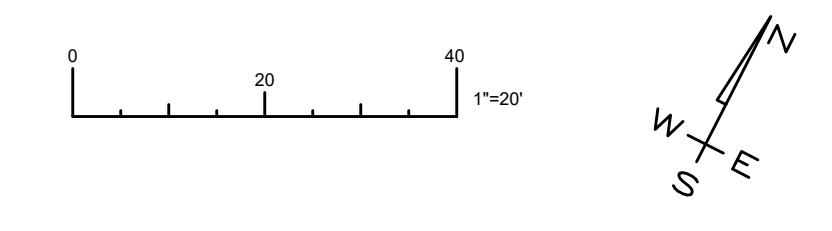
Land situated in the City of Keego Harbor, County of Oakland, State of Michigan, more particularly described as:  
 Lot 153, except beginning at the Southwest corner of Lot 153; thence North 24 degrees 17 minutes 00 seconds West 15 feet; thence Southeastly to a point distant North 65 degrees 43 minutes 00 seconds East 20 feet from beginning; thence South 65 degrees 43 minutes 00 seconds West 20 feet to beginning. Also Lots 154 through 162, inclusive of "SAWYER'S KEEGO HARBOR SUBDIVISION", according to the plat thereof recorded in Liber 18, Page(s) 27 of Plats, Oakland County Records.  
 Tax Parcel ID: 18-02-435-051

areas

Site: 48,696 ± sq. ft. = 1.1 acres, more or less  
 Square footage of exterior building perimeter at ground level: 19,412 sq. ft. (including lower level)

flood zone classification

a portion of the subject site is designated as having flood zone classification of "Zone AE", per FIRM, Map No. 26125C0501F, effective 09/29/06.



- LEGEND**
- X 0.00 EXISTING SPOT ELEVATION
  - SIGN
  - ⊙ STORM SEWER MANHOLE
  - CATCH BASIN
  - ⊙ SANITARY SEWER MANHOLE
  - ⊕ FIRE HYDRANT
  - ⊕ WATER SHUTOFF
  - ⊕ GATE VALVE & WELL
  - ⊕ LIGHT POLE
  - ⊕ UTILITY POLE
  - BOLLARD
  - OVERHEAD WIRE(S)

**BARBAT  
HOLDINGS**

**BARBAT**



# CAFÉ LOREN



**From:** Zaid Arabo [REDACTED]  
**Sent:** Sunday, March 22, 2026 11:28 AM  
**To:** Emily Huhman [REDACTED]; Joe Barbat [REDACTED]; Jessica Parker [REDACTED]  
**Subject:** 3080 Orchard Lake Project

Dear Members of the Keego Harbor Planning Commission,

I am writing to follow up regarding our proposed use at 3080 Orchard Lake and the upcoming Planning Commission meeting scheduled for March 31.

As you are aware, the early March meeting was unfortunately canceled due to a lack of quorum. This has created a time-sensitive challenge on our end. Our due diligence period with the current property owner expires on April 1, and we have been made aware that no further extensions will be granted. As a result, if we are unable to secure the necessary approvals prior to that date, we will be forced to withdraw from the opportunity.

Given these circumstances, it is critical that our application is placed on the March 31 agenda. Equally important, we respectfully request full consideration and approval of our proposed use at that meeting so that we may proceed.

While I will not be able to attend personally due to family travel already booked, ownership has adjusted their travel schedule to ensure representation at the meeting. Mr. Barbat will be present to speak directly to the project and outline the value this development will bring to Keego Harbor. We believe this is a compelling and exciting opportunity that aligns with the continued growth and vibrancy of the community.

If there is any possibility of being scheduled for an earlier meeting where I could attend in person, we would welcome that opportunity. Otherwise, we trust your discretion in determining how best to move this forward and whether this is a use the municipality is willing to support given the current timing constraints.

We appreciate your consideration and cooperation, and we look forward to working together to bring this project to fruition.

--

Zaid Arabo

ZA Design Build

[REDACTED]  
[REDACTED]  
[REDACTED]

Dear Planning Commission Members,

At the Regular Meeting of the Keego Harbor City Council held on March 19, 2026, the Council approved **Resolution 26-06**, which **formally directs the Planning Commission to review the possibility of reducing its membership from seven (7) members to five (5) members.**

In accordance with the approved resolution, the City Council requests that the Planning Commission:

1. Review the current Planning Commission membership structure and its effectiveness.
2. Consider the potential benefits and impacts of reducing the membership to five (5) members, including efficiency, quorum requirements, and alignment with the Michigan Planning Enabling Act (Act 33 of 2008).
3. Prepare a formal recommendation to the City Council regarding whether the reduction in membership should be implemented, including any suggested modifications or considerations.

Please ensure that your review and recommendation are conducted during a properly noticed Planning Commission meeting, in compliance with the Open Meetings Act.

We request that the Planning Commission provide its recommendation to the City Council at the earliest feasible meeting.

# CITY OF KEEGO HARBOR

## PLANNING COMMISSION BY-LAWS (Redline Version – 5-Member Board)

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### Article I – Name

The name of this Commission shall be the City of Keego Harbor Planning Commission.

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### Article II – Purpose

The general purpose of the Keego Harbor Planning Commission shall be to guide and promote the efficient, coordinated development of this City in a manner which will best promote the health, safety, and general welfare of its people.

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### Article III – Creation and Duties

The Planning Commission was created pursuant to Ordinance #64 of the City of Keego Harbor as authorized by Act 110, Michigan Public Act of 2006, as amended.

The Commission shall consist of ~~seven (7) members~~ **five (5) members**, representing insofar as it is possible, different professions or occupations, who shall be appointed by the City Council, including ~~one (1) ex-official member as the City Council liaison~~ **one (1) ex-officio City Council liaison who may participate in discussion but shall not have a vote.**

The term of each member shall be three years. Vacancies that occur will be filled by the City Council.

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### Article IV – Officers

**Section 1.** The Commission shall have a Chairperson, Vice-Chairperson, and Secretary.

**Section 2.** The Chairperson shall preside at all meetings, appoint such committees as shall from time to time be deemed necessary, and perform such duties as may be delegated by the Commission. The Chairperson shall have a vote on all resolutions of the Commission.

Revised March 31, 2026

**Section 3.** The Vice-Chairperson shall preside in the absence of the Chairperson.

**Section 4.** If the Chairperson and Vice-Chairperson are absent and if a quorum is otherwise present, the longest-serving Commission Member will serve as a Temporary Acting Chairman “Pro Tem” for the purpose of conducting said meeting.

**Section 5.** The Secretary shall keep a record of the minutes of all meetings; a record of all transcripts, records, plans, etc., brought before the Commission.

**Section 6.** The Commission may create and fill such other offices or Committees as it may deem necessary.

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## **Article V – Meetings**

**Section 1.** Regular meetings shall be held monthly on the weekday and at the time determined at the convenience of the Commission.

**Section 2.** Special meetings may be called by the Chairperson or by two (2) or more members of the Commission at such time and place as deemed necessary, with 48 hours prior notification, and including purpose of the special meetings.

**Section 3.** Regular meetings shall be open to the public. The public shall not be excluded from any Planning Commission Meeting.

**Section 4.** In the event a regular meeting falls upon a holiday, such meeting shall be cancelled, and items of that agenda carried forward to the designated day of the next week.

**Section 5.** Any Commission member absent from three (3) consecutive regular meetings in a calendar year for any reason may be reported to the City Council for replacement, at the discretion of the Commission, according to provisions of Ordinance #64 of the City of Keego Harbor.

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## **Article VI – Election of Officers**

**Section 1.** Election of Officers of the Commission shall be held at the regular March meeting of each year.

**Section 2.** The term of office shall be one (1) year beginning immediately upon election. A member of the Commission may be elected to the same office for more than three (3) successive years.

Revised March 31, 2026

**Section 3.** The Secretary may be elected from within the Commission or be appointed by the Commission.

**Section 4.** The ex-officio member of the Planning Commission ~~cannot be elected to Chairperson~~ cannot be elected to any officer position pursuant to Public Act 110 of 2006, as amended.

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## Article VII – Rules

**Section 1.** A Quorum consists of ~~four (4) members~~ **three (3) members**, and an affirmative majority vote of members present shall be necessary to pass any motion.

**Section 2.** When a quorum is not present, no official action may take place. Those present may, however, discuss matters of interest, but take no action until the next regular or special meeting.

**Section 3.** Voting shall ordinarily be voice vote; provided, however, that a roll call vote shall be required if requested by any Commission Member.

**Section 4.** Any member may be excused from voting only if that person has a conflict of interest as recognized by the majority of the remaining members of the Commission.

**Section 5.** Expenditures shall be approved by the majority of the Planning Commission.

**Section 6.** Conduct of a regular meeting shall require the following order of business:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Review and/or Approval of Agenda
5. Public comments concerning items not on the Agenda
6. Public Hearings (If Appropriate)
7. New Business
8. Unfinished Business
9. Communications
10. Adjournment

**Section 7.** All inquiries, applications, or matters requiring official action by the Commission shall be submitted to the Commission at a regular meeting. Such request for scheduling must be submitted at least twenty-one (21) days prior to the next regularly scheduled Planning Commission meeting.

**Section 8.** All proceedings, decisions, and resolutions of the Commission shall be initiated by motion. The vote upon motions and resolutions shall be recorded.

Revised March 31, 2026

**Section 9.** The Planning Commission shall require such information necessary to accurately describe such matters as are brought before it for its consideration, such as surveys, plans, property descriptions, as well as legal information. In the event that sufficient data has not been furnished, the Commission shall postpone the matter until such a time as the required information has been submitted. Such time shall not exceed sixty (60) days from the original request. At the expiration of this time limit, if such information has not been submitted, the matter shall be removed from the agenda.

**Section 10.** “Robert’s Rules of Order” shall govern all Commission meetings, except as noted herein.

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### **Article VIII – Amendments**

These by-laws may be amended at any regular meeting by a majority vote of the members of the Commission, providing the proposed changes have been read at a preceding regular meeting.

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Commissioners:

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Joel Yoder, Chairperson

Kevin Douglass

---

Vacant Vice-Chairperson

Karen Meabrod

---

Gino Santia, Secretary

---

Cristine Elsen , Councilman ( Non- Voting Member)



# Memorandum

**TO:** City of Keego Harbor Planning Commission

**FROM:** Paul Urbiel, AICP  
Emily Huhman, AICP

**SUBJECT:** **Potential Zoning Ordinance Text Amendments to Article 9A Village Overlay District - Appendix**

**DATE:** March 23, 2026

The dimensional standards within the Village Overlay District support flexibility through its minimum setbacks and dimensional standards. However, the current language regarding building height does not reflect modern commercial construction practices, which typically have story heights between 13 and 16 feet. The current maximum height of 36 feet to building eaves, averaging 12 feet per story, is more consistent with residential building heights rather than commercial.

At their December 2, 2025 meeting, the Planning Commission discussed the draft language and recommended the potential amendment be set for public hearing. The following memorandum outlines the recommended ordinance changes that were discussed at the December 2<sup>nd</sup> meeting and implements previously suggested changes offered by the Planning Commission. **If adopted, the Ordinance would require a maximum building height of three stories, but updates the height in feet to accommodate modern commercial development. This language also removes language measuring the height to the building eaves, which does not accommodate flat roof buildings.**

All Zoning Ordinance language proposed to be removed is shown in ~~strike through~~, all text that would be inserted is highlighted in grey.

We look forward to further discussion at your upcoming meeting.

## DRAFT ZONING ORDINANCE LANGUAGE

### Appendix

Zoning District	Lot Regulations			
	Minimum Lot Area	Minimum Lot Width	Maximum Gross Livable Area	Maximum Lot Coverage
Village Overlay District (VOD)	30,000 s.f. Max. (see footnote 1)	246 ft. Max. (see footnote 2)	-	No requirement



Setbacks (Feet)				
Front Yard	Side Yard		Side Yard Facing a Street	Rear Yard
	Least One	Total of Two		
Build-to-line 30'-40' from road centerline; 0'-10' from Orchard Lake Rd R.O.W.	0' (see footnote 3)	0' (see footnote 4)	-	3' (see footnote 5)

Structure Regulations			
Maximum Building Height		Maximum Dwelling Unit Floor Area (sq.ft)	
Stories	Feet		
3' (see footnote 6)	<del>36</del> 48' to building eaves (see footnote 6)	350 s.f. (see footnote 7)	

Footnotes:

1. Properties with R-T District underlying zoning shall have 15,000 s.f. max and properties with RM District underlying zoning shall have 20,000 s.f. max.
2. Properties with R-T District or RM District underlying zoning shall have 132 ft. max.
3. Properties with R-T District underlying zoning shall have a 3.5' minimum setback.
4. Properties with R-T District underlying zoning shall have a 7' minimum setback.
5. Properties with R-T District underlying zoning shall have a 3' minimum setback (clear 30' corresponding to garage doors via setback and/or easement).
6. A fourth story may be allowed within the Central Business District (CBD) Context Zone. Further, such additional story must be stepped back from the front building line by a minimum of ten feet.
7. Properties with R-T District underlying zoning shall have an 800 s.f. minimum.



# Memorandum

**TO:** Keego Harbor Planning Commission

**FROM:** Paul Urbiel, AICP  
Emily Huhman, AICP

**SUBJECT:** **Sign Ordinance Recommended Language: Content Neutrality, Lighted Signs, and Temporary Signs, Window Signs, and Billboard (Off-Premises) Signs**

**DATE:** March 23, 2026

Dear Planning Commissioners,

At the Planning Commission meeting on December 2, 2025, the Planning Commission tabled discussion on potential changes to the City’s Sign Ordinance to allow for additional research to be conducted on window sign and billboard (off-premises) sign regulations in other communities. To address this request, this memorandum provides the following:

- An analysis of Zoning Ordinance regulations for billboard (off-premises) signs, which compares Keego Harbor’s current standards to those in the City of Birmingham, Bloomfield Township, and the City of Ferndale.
- An analysis of Zoning Ordinance regulations for window signs, which compares Keego Harbor’s current standards to those in the City of Ferndale, City of Ypsilanti, and the City of Traverse City.
- A summarization of recommended changes relating to temporary signs, lighted signs, and content neutrality.
- A full markup of Keego Harbor’s current Sign Ordinance, with all text recommended to be added in **red with gray highlight** and all text recommended to be removed is **struck through with gray highlight**.




We look forward to discussing this information with you at an upcoming meeting.

## OFF-PREMISES (BILLBOARD) SIGNS

While Keego Harbor and Bloomfield Township allow billboards subject to additional regulations in their Light Industrial District, the Cities of Birmingham and Ferndale prohibit billboards and off-premises signs in their Zoning Ordinance. The following table compares different aspects of Keego Harbor’s off-premises sign regulations with those of Birmingham, Bloomfield Township, and Ferndale.

### Ordinance Comparison Table

Key

-  Regulations less stringent than Keego Harbor’s current standards
-  Regulations equally stringent as Keego Harbor’s current standards
-  Regulations more stringent than Keego Harbor’s current standards.



	City of Keego Harbor (Current Standards)	City of Birmingham	Bloomfield Township	City of Ferndale
Permitted?	Yes, in M-1 District only.	No	Yes, in the ML Light Manufacturing District only.	No
Permit Required?	Yes	-	Yes	-
Size Requirement	Max. 100 square feet per sign face, 200 square feet total	-	Max. 200 square feet in area.	-
Height Requirement	Max. 20 feet high from average grade within a 60 foot radius of the base of the sign	-	-	-
Location Requirements	Cannot be closer than 1000 feet to another billboard/non-accessory sign  Setback must be equal to the zoning yard requirements for the M-1 District.	-	Cannot be closer than 1,000 feet to another billboard along freeways and closer than 600 feet to another billboard along major thoroughfares	-
Additional Requirements	Must be materially compatible with surrounding improvements as determined by Planning Commission.  Illuminated billboard signs must be at least 500 feet from any residential zoning district or use and illumination must be directed away from all residential uses.	-	-	-



Keego Harbor’s existing regulations would make it difficult to construct a billboard in Keego Harbor. Since Keego Harbor currently does not have any parcels zoned M-1, constructing a billboard would require the applicant to request a rezoning. Keego Harbor’s other requirements relating to the size and location of billboards are very similar to those in Bloomfield Township.

## WINDOW SIGNS

At the December 2, 2025 Planning Commission meeting, Planning Commissioners expressed concerns with the difficulties in enforcing window sign regulations and requested additional research to be done on window sign regulations in place in other municipalities. The following section provides an analysis table comparing Keego Harbor’s existing window sign provisions to other communities with unique commercial areas and provides the full window sign regulation text from each community in the table.

### Ordinance Comparison Table

Key

- Regulations less stringent than Keego Harbor’s current standards
- Regulations equally stringent as Keego Harbor’s current standards
- Regulations more stringent than Keego Harbor’s current standards.

	City of Keego Harbor (Current Standards)	City of Ferndale	City of Ypsilanti	City of Traverse City
Permit Required?	Yes	No	Yes	No
Size Requirement	In VOD – no more than 25% of glass area and 12 square feet per storefront  Outside VOD – no more than 1/3 of total window area.  Maximum of 3 decals per business.	No more than 20% of the glass surface	No more than 25% of the total transparent area for any individual window.	No more than 25% of each window area.
How is Size Calculated?	Based on total window area.	Calculations are done for each window separately and cannot be combined.	Calculations done for each window separately.	Calculations done for each window separately.
Additional Requirements	-	Cannot be attached or painted to the outside of the window.	-	For signs that require a permit, the applicant must submit a Master



		Must remove faded, yellowed, or otherwise damaged window signs.		Sign Plan to be approved by the Zoning Administrator detailing all signage to be erected, including window signs.
--	--	-----------------------------------------------------------------	--	-------------------------------------------------------------------------------------------------------------------

Overall, Keego Harbor’s existing regulations for window signs are less or similarly restrictive to those in Ferndale, Ypsilanti, and Traverse City. The only area where Keego Harbor may be considered more restrictive is that Keego Harbor requires a sign permit for window signs, where Ferndale and Traverse City do not.

**City of Ferndale, MI**

**Article 20. Glossary**

**Definitions S-T**

**Signs.** Any visible device which displays either commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations.

[...]

**34) Window Sign.** A temporary or permanent sign oriented to the right-of-way and placed on a window, or inside a building in such a manner as to be oriented toward the right-of-way.

**Section 8.04. Signs that do not Require a Permit**

The following signs do not require a sign permit, provided they are not located in the public right-of-way and comply with the sign requirements of Section 8.02: General Standards.

Sign Type	Sign Category	Maximum Height	Maximum Size (per face)	Maximum Number	Additional Requirements
Window	A	-	20% of the glass surface	-	Cannot be attached to or painted on the outside of any window.  Window signs that are faded, yellowed, ripped, or otherwise damaged must be removed immediately.



					Calculations are done for each window separately and cannot be combined.
--	--	--	--	--	--------------------------------------------------------------------------

P – Primary Sign  
A – Accessory Sign

**City of Ypsilanti, MI**

(b) Building Mounted Signs.

- (1) Location. Building mounted signs may be located on any façade that faces a street, parking area, alley, or on a façade where a public entrance is located.
  - (i) Illuminated building mounted signs may not be located on a façade that faces a property line that abuts a residential zoning district unless the sign is set back at least 200 feet from the property line or screening is provided that will completely obscure the view of the sign from the adjacent residential district.
- (2) Minimum Height. Signs that project more than eighteen inches into a right-of-way or over an entrance or other pedestrian or vehicular access point shall maintain a minimum clearance of 8 feet between the grade level below the sign and the lowest part of the sign, inclusive of sign structures and support devices.
- (3) Materials.
  - (i) Building mounted signs shall incorporate exterior materials, finishes and colors that are the same, similar, or complementary to those used on the principal building.
  - (ii) Building mounted signs shall be professionally constructed using high-quality materials such as metal, stone, hard wood, or brass. The use of exposed neon tubing is permitted.
  - (iii) External illumination of signs shall be limited to fully-shielded light fixtures with a maximum of 1000 lumens. Such fixtures shall be mounted above the sign face with all light directed downward and concentrated on the area of the sign to prevent glare upon the street or adjacent property.
  - (iv) Neon tubing outlining windows or other architectural features is prohibited.
- (4) Window Signs. May not occupy more than twenty-five percent (25 %) of the total transparent area of any individual window.

**City of Traverse City, MI**

**Section 1476.04 – Definitions.**

[...]

Window sign means a sign which is applied, affixed or attached to the interior of any building window.

**Section 1476.06 – Signs authorized without a sign permit.**



Subject to any other applicable requirements and permits, the following are authorized without a sign permit:

[...]

(14) Window signs for commercial, industrial, institutional and recreational uses, not exceeding 25% of each window area.

## **SUMMARY OF RECOMMENDED CHANGES FOR TEMPORARY SIGNAGE**

Below are all recommended changes relating to temporary signage in the Sign Ordinance:

- Section 14.01 – Definitions. Clarified definition for mural in Section 14.01 (j) to include that a mural may be temporary.
- Section 14.01 – Definitions. Clarified definition for on-premises sign in Section 14.01 (l).
- Section 14.01 – Definitions. Removed language prohibiting pole signs and roof signs from Definitions section to Section 14.06 (d) Prohibited signs to improve clarity.
- Section 14.04 – Exempt signs. Added subsection (h) which exempts temporary signs in NR, RT, R-M, and R-MH Districts from requiring a sign permit.
- Section 14.06 (d) – Prohibited signs. Added roof signs and pole signs.
- Section 14.06 (d) - Prohibited signs. Clarified that electronic and non-electronic message signs can be permitted.
- Section 14.07 – District regulations. Updated residential zoning districts referenced in subsection (a) to reflect the current residential zoning districts.
- Section 14.07 – District regulations. Added subsection (a) (1) to limit the size of temporary signs in residential districts to six (6) square feet.
- Section 14.07 – District regulations. Added rope lighting, LED, and similar lighting systems to subsection (c) (8).
- Section 14.07 – District regulations. Removed subsection (c) (8) (a) (3).
- Section 14.07 – District regulations. Replaced neon signs with outline tubing and rope lighting signs in subsection (c) (8) (a) (5).
- Section 14.07 – District regulations. Added subsection (c) (11) (g) specifying that temporary murals should meet the requirements of the mural section. There are no size limitations for permanent or temporary murals except for parts of the mural containing business logos and similar advertising.
- Sections 14.07 – District regulations. Changed size maximum of temporary signs in commercial districts from 32 square feet to 24 square feet.
- Sections 14.07 – District regulations. Clarified that temporary signs can be displayed no longer than 30 days during each 3 month quarter, and no more than 180 days total per year.
- Sections 14.07 – District regulations. Removed language requiring Planning Commission approval to erect temporary signs more than once per year.
- Sections 14.07 – District regulations. Limits the number of temporary signs in C-1, C-2, P-1, M-1, and VOD to three, or one sign per suite for multi-tenant shopping centers.
- Sections 14.07 – District regulations. Added subsection (c) (14) (b) including specific regulations for temporary banner signs.
- Sections 14.07 – District regulations. Added subsection (c) (14) (c) including specific regulations for temporary flag signs.



- Sections 14.07 – District regulations. Added subsection (c) (14) (c) clarifying that a permit is required for signs in these zoning districts.

### **SUMMARY OF RECOMMENDED CHANGES FOR LIGHTED WALL SIGNS**

Section 14.07 (13) requires all wall signs to be externally lit. We recommend this requirement be removed. As detailed in the markup of the Sign Ordinance provided, recommended language is as follows:

*(13) Wall signs. The maximum allowable wall sign size on facades shall equal one (1) square foot per one (1) linear feet of frontage, exclusive of columns and/or pilasters. Such wall sign is limited to thirty-six (36) inches in height, must be contained within fifteen (15) feet of the sidewalk (or exterior walking surface), must be located above the storefront, ~~and must be externally lit (exclusively) 2700–3000k color temperature.~~*

### **SUMMARY OF RECOMMENDED CHANGES FOR CONTENT NEUTRALITY**

In the attached markup of the current Sign Ordinance, McKenna provides all recommended changes to support content neutrality. We recommend making the edits in the accompanying markup to gain content neutrality, in compliance with Reed v. Gilbert (2015). We also recommend incorporating additional sections to reinforce the content neutrality of Keego Harbor’s Sign Ordinance, as can be seen in the supplemental markup.

If you have any questions about this memo or the accompanying draft Sign Ordinance, please do not hesitate to reach out to us. We look forward to discussing this matter at your upcoming meeting.

## ARTICLE XIV. SIGNS

### Sec. 14.00. Purpose and intent.

It is hereby determined that regulation of the location, size, placement and certain features of signs is necessary to enable the public to locate goods, services and facilities without difficulty and confusion, to promote traffic safety, safeguard public health and welfare and prevent wasteful use of natural resources in competition among businesses for attention.

In addition, it is the intent of this Ordinance to assure the continued attractiveness of the total community environment through the adoption of discretionary controls designed to preserve scenic, aesthetic and economic values within the City.

It is further determined that signs which may lawfully be erected and maintained under the provisions of this Ordinance are consistent with customary usage.

### Sec. 14.01. Definitions.

The following words and phrases shall have the meanings set forth in this section when they are used in this Chapter:

*Business.* Any legal use of a building, other than for a religious institution, day care center, school, home occupation or residence, by a person, firm or corporation. Although contained in the same building as another business and owned by the same person, an activity may be treated as a separate business if it is physically separated from, uses different personnel than, and provides different products or services than such other related business.

*Building frontage.* The length of the portion of a building occupied by a single-business facing a street adjacent to the premises on which the business is located.

*Maximum height.* Shall be measured from grade or sidewalk to the highest edge of the sign surface or its projecting structure.

*Minimum height.* Shall be measured from grade or sidewalk to the lowest edge of the sign surface or its projecting structure.

*Owner.* A person, firm, partnership, association or corporation and/or its legal successors.

*Premises.* A "lot" in the same ownership or control which is not divided by a public street.

*Sign.* A name, message identification, image, description, display, light, balloon, banner or illustration which is affixed to, or painted, or otherwise located or set-upon, or in, a building, bench, structure or piece of land and which directs attention to an object, product, place, activity, person, institution, organization or business and which is visible from any public street, sidewalk, alley, park or public property. The definition includes interior and exterior signs but not signs primarily directed at persons within the premises of the sign owners. The definition does not include goods displayed in a business window.

- (a) *Accessory sign.* A sign which pertains to the principal or accessory use of the premises upon which such sign is located.

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- (b) *Awning sign.* An awning which is cloth, canvas, or vinyl which is installed above windows or a main entrance to a building with metal frames.
  - (c) *Banner sign.* A temporary sign on paper, cloth, fabric or other flexible or combustible material of any kind, either with or without frames.
  - (d) *Billboard sign.* An off-premises non-accessory freestanding sign, upon which a display can be posted, painted or otherwise affixed in a manner which is readily changed.
  - (e) *Small Blade sign.* Durable, permanent sign (perpendicular to facade) referring to a business on a building's interior, extending up to thirty-six (36) inches from corresponding facade, with clearance to eight (8) feet above finish surface of sidewalk or other walking surface and up to five (5) square feet in area. Must be mounted with sign surface minimum four-inch clearance from facade.

*Bulletin board.* A temporary sign with temporary or replaceable letters or characters, used to announce dates of functions or activities.

~~(f) Commercial sign. A sign displayed for the purpose of identifying a commercial use, or advertising a service, product, business or venture that is offered for trade or sale.~~

(f) *Directional sign.* A sign, the primary purpose of which is to expedite the flow of vehicular and/or pedestrian traffic to, from and within a site.

~~(h) Garage and yard sale signs. A sign that is used for temporary use to sell household items, garage, tools, and miscellaneous items used in a residential area.~~

(g) *Ground sign.* Any freestanding sign supported by one (1) or more uprights, poles, pylons, a base, or braces located in or upon the ground or to something requiring location on the ground and not attached to any building or other structure.

~~(j) Group identification sign. A sign or entranceway structure, listing the names and addresses only of the establishments occupying a development or subdivision. The erection of such identification signs is so intended to assist the public in locating establishments within its immediate area and shall be placed upon property within the development or subdivision.~~

~~(k) Institutional sign. A sign containing a surface area upon which is displayed the name of a religious institution, school, library, community center, or similar institutions, and the announcement of its services or activities.~~

(h) *Marquee sign.* A sign attached to or hung from a marquee, wall, canopy or other covered structure projecting from and supported by the building.

(i) *Moving sign.* A sign that has motion either constantly or at intervals or that gives the impression of movement through intermittent, flashing, scintillating or varying intensities of illumination.

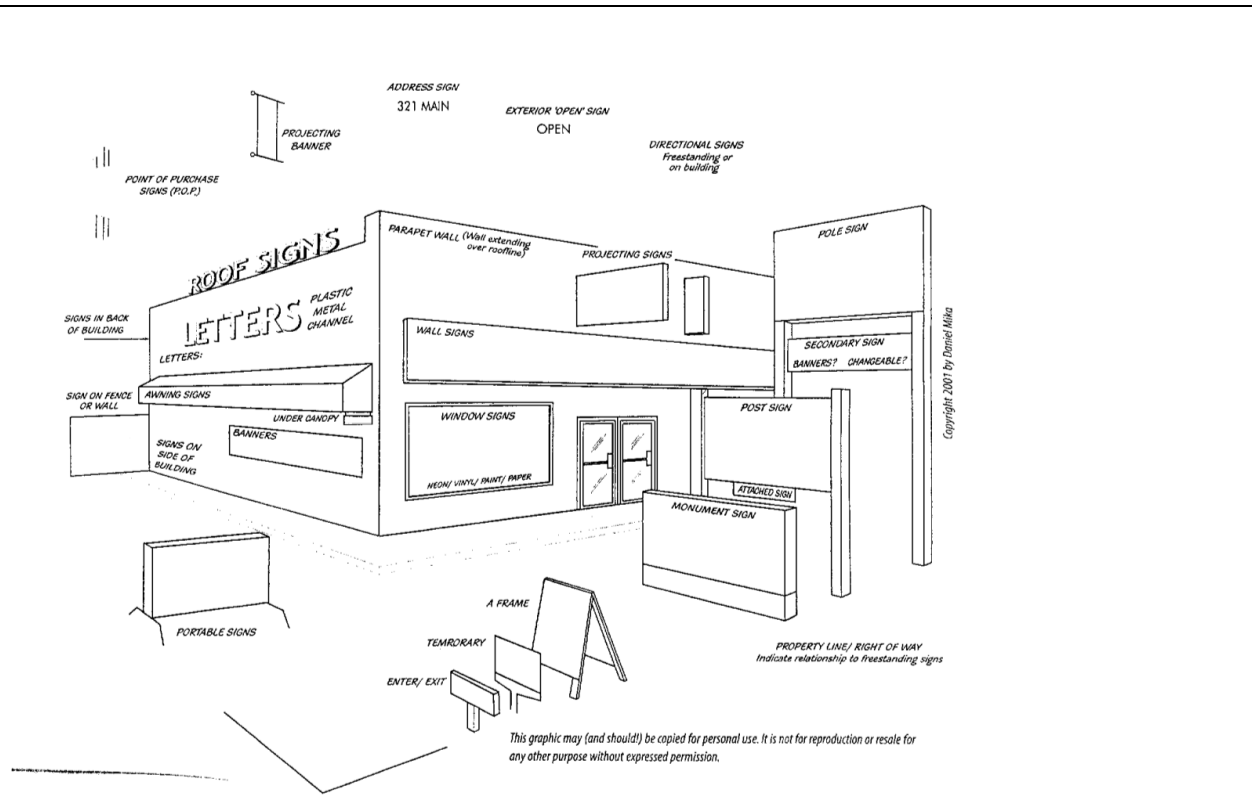
(j) *Mural.* A picture, photograph, painting, mosaic, or relief artwork applied to exterior walls, facilities, or structures, intended to serve as a cosmetic adornment for the building. A mural may be a permanent or a temporary display.

~~(e) Non-accessory advertising sign. A sign relating to a business activity, use or service not performed on the premises or to a product not fabricated, produced, handled or sold on the same premises upon which the sign is displayed.~~

~~(p) Occupational sign. A sign denoting only the name and profession of an occupant in a commercial building or public institutional building.~~

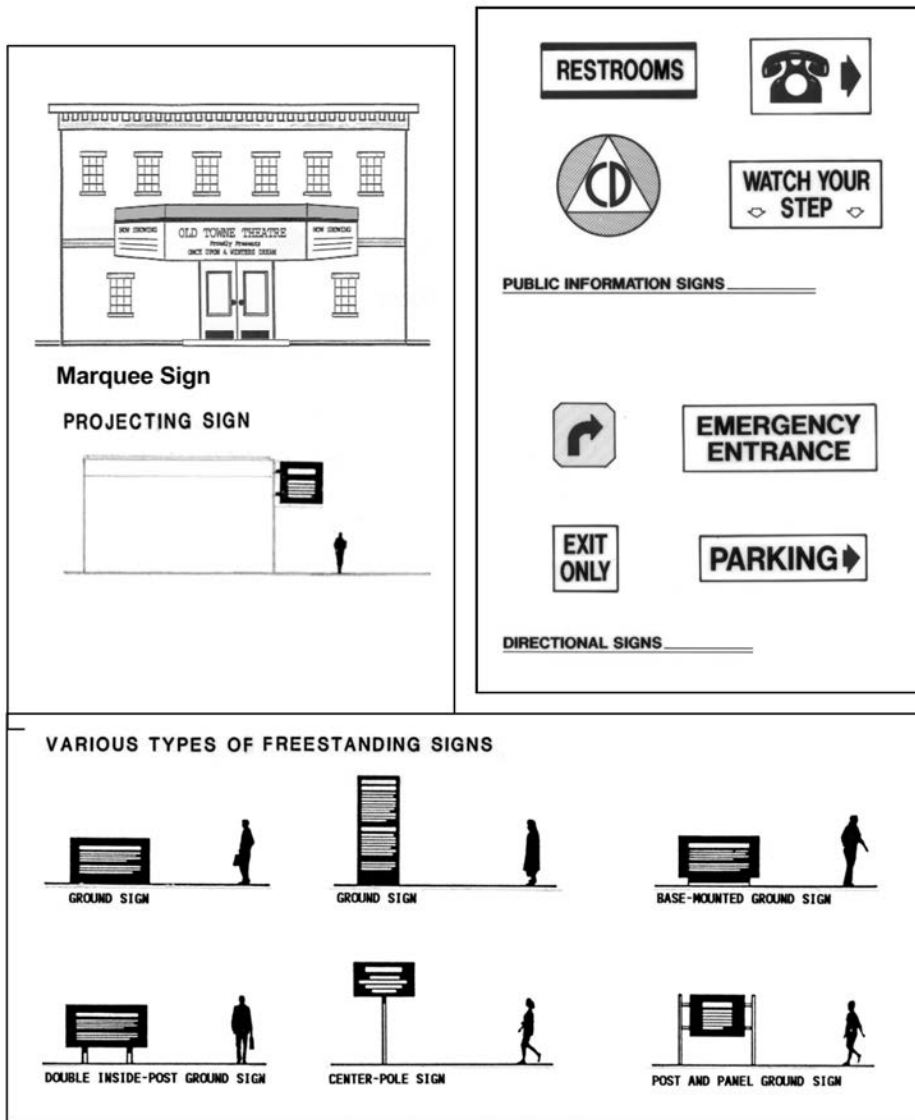
(k) *Off-premises sign.* A sign which pertains to property that is not located on the same property where the sign is displayed.

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- (l) *On-premises sign*. A sign which pertains to the property on which the sign is located. ~~advertises only goods, services, facilities, events or attractions available on the premises where located, or identifies the owner or occupant or directs traffic on the premises. All other signs are off-premises signs.~~
- (m) *Outline tubing or rope lighting sign*. A sign arranged of exposed gaseous or lighted tubes, including LED and similar lighting systems that outline and call attention to certain features of an advertising device such as individual letters, figures, shapes or words.
- ~~(s) *Parasite signs*. A sign that is intended to draw attention to any one (1) or more of various services, items for sale, contests, etc., and is attached as an appendage to an accessory sign, sign support or any part of a principal building, accessory building or other structure located on a development site.~~
- (n) *Pole sign*. A type of ground sign that is mounted above the ground on a pole.
- ~~(u) *Political sign*. A sign relating to the election of a person to public office or relating to a political party or relating to an issue or a matter to be voted upon at an election called by a public body.~~
- (o) *Portable sign*. A temporary sign or sign board which is free standing and not permanently anchored or secured to either a building, structure or the ground; such as, but not limited to, so-called "A"-frame, "T"-shaped or inverted "T"-shaped stands, sandwich board, or any sign attached to a trailer or other vehicle not accessory to the vehicle or its use, ~~but used with the express intent of advertising.~~
- (p) *Projecting sign*. A sign erected and attached at one (1) end to a building, pole or other structure, or any part thereof, and extending beyond the attachment surface by more than twelve (12) inches.
- ~~(x) *Real estate sign*. A sign advertising that the property said sign is located upon is for sale, rent or lease.~~
- (q) *Road sign*. A type of ground sign that is typically mounted close to the ground on a three-dimensional base which is constructed of the same materials and colors as the sign face. A "monolith sign" is one (1) type of road sign which consists of a base-mounted cylindrical structure upon which a message is painted or posted.
- (r) *Roof sign*. A sign which is erected, constructed, and maintained above the roof or parapet of a building or any portion thereof.
- (s) *Small signs*. A sign which is used as a temporary use for special events.



~~Pole signs are not permitted.~~

~~Roof signs are not permitted.~~



- (t) *Temporary sign.* An information sign, **portable sign**, or banner, with or without a structural frame, intended for a limited period of display, **including decorative displays for holidays or public demonstrations**, not including accessory signs as defined under (a) above, **or signs pertaining to sale, rent, or lease of property.**

~~(dd) *Time and temperature sign.* A sign that displays only the current time and/or temperature.~~

- (u) *Wall sign.* A sign attached to, painted on, inscribed, or otherwise set upon the exterior wall or surface of any building, no portion of which projects more than twelve (12) inches from the wall, and which may not project above the roof or parapet line. The roofline meaning the vertical distance measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and the average height between eaves and ridge boards for gable, hip and gambrel roofs.
- (v) *Window sign.* Signs which are affixed, painted, or otherwise inscribed on the window of a building such that they are visible from the outside of said building. For the purposes of this Ordinance, signs, which

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are not affixed directly to a window but are positioned next to a window so that they are visible from the outside, shall be considered window signs.

*Sign erector.* Any person engaged in the business of erecting, conditions altering, or removing signs on a contractual or hourly basis.

*Sign area.* The entire area within a circle, triangle, rectangle or other geometric shape enclosing the extreme limits of writing, representation, emblem or any figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed; excluding the necessary supports or uprights on which such sign is placed.

(Ord. No. 2023-02, § 1.02(Exh. A), 3-16-2023)

### **Sec. 14.02. Measurement of sign area.**

The total sign area is to be expressed in square feet and shall be computed as herein set forth and permitted in the "Schedule of Sign Regulations" attached to and made a part of this Code.

- (a) Single-face sign total area shall be computed as the number of square feet within lines drawn at the outer perimeter forming any single and/or combination of geometric shapes, such as a square, rectangle, triangle or circle encompassing the extreme limits of an individual letter(s), word(s), message(s), representation, emblem or any similar figure, including open space(s), together with any frame or other material forming an integral part of display used to differentiate such sign from the background against which it is placed.
- (b) Double-face signs having two (2) faces of equal size arranged and/or positioned back to back and parallel or with the faces at an included angle of not more than thirty (30) degrees in the plan or vertical view; the area of the sign shall be computed as one-half ( $\frac{1}{2}$ ) the total area of the two (2) faces. When the faces of such a sign are not of equal area, then the area of the sign shall be computed as the total area of the largest face.

### **Sec. 14.03. Permits and applications.**

- (a) *Permit required.* It shall be unlawful for any person to erect, re-erect, alter or relocate any sign unless a permit shall have been first obtained from the Building Official, except as provided in Section 14.04 below, and a permit fee paid in accordance with the schedule adopted by resolution of the City Council. Any sign that makes use of electricity shall, in addition to a sign permit, require an electrical permit, regardless of size.
- (b) *Undefined signs.* Any sign that is not explicitly defined in definitions of this Ordinance must be approved by the Zoning Board of Appeals before a permit shall be issued.
- (c) *Permits.* Permits for the erection of signs shall only be issued to persons qualified to carry on such work under the provisions of this article.
- (d) *Permit expiration.* A sign permit shall become null and void if the work for which the permit was issued is not completed within six (6) months of the date of issue.
- (e) *Applications.* Applications for sign permits shall be made upon forms provided by the Building Department for this purpose.
- (f) *Servicing.* No permit shall be required for ordinary servicing, repainting of existing sign message, or cleaning of a sign. No permit is required for change of message of a sign designed for periodic message change without change of structure, including a bulletin board or billboard, but not including a sign to which a new permanent face may be attached.

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## Sec. 14.04. Exempt signs.

No erection permit shall be required for signs enumerated below. Such exemptions, however, shall not be construed to relieve the owner of the sign from responsibility for its proper location, erection and maintenance.

- (a) *Construction signs.* Signs advertising buildings or projects under construction shall not exceed thirty-two (32) square feet where the total parcel frontage is twenty-one (21) feet or less, where parcel frontage exceeds twenty-one (21) feet, such signs shall not exceed one and one-half (1½) square feet per ten (10) lineal feet of thoroughfare frontage or fraction thereof, up to a maximum of one hundred (100) square feet. Such signs shall have a maximum height of ten (10) feet and shall be set back at least twenty-five (25) feet from any public right-of-way unless attached to a building, construction fence, or barricade. All such signs shall be removed promptly upon completion of construction. No more than one (1) construction sign shall be permitted per thoroughfare frontage.
- ~~(b) *Garage and yard sale signs.* Signs to be posted in ground only with a size no larger than eighteen (18) inches by twenty-four (24) inches. No permit required and following stipulations apply:
  - ~~(1) For a one-day sale the sign may be erected the morning of the sale with removal at the end of the day.~~
  - ~~(2) For a two- or three-day sale the sign may be erected the morning of the first day of the sale with removal at the end of the second or third day.~~
  - ~~(3) Signs may not be posted for more than three (3) days.~~~~
- (c) *Government signs.* Signs erected on a City, county, state or federal building or land ~~which announce the name, occupancy and information of the use or admission to the premise~~ or the flag of any nation or state which is respectfully displayed.
- ~~(d) *Political signs.* Shall be solely for the purpose of providing information relating to the election of a person to public office, or to a political party, or to a matter to be voted upon at an election called by a public body, or any other public issue or expression of opinion, and shall be permitted subject to the following conditions:
  - ~~(1) Political signs shall not be located closer than fifteen (15) feet to the edge of the traveled portion of the roadway and not in a dedicated right-of-way or attached to any utility pole. Political signs shall be ground or wall signs. No ground sign shall be higher than thirty-six (36) inches above average mean grade of the yard on which it is placed.~~
  - ~~(2) All political signs shall be removed within ten (10) calendar days after the election or event.~~
  - ~~(3) Such signs shall not be erected in such a manner that they will or reasonably may be expected to interfere with, obstruct, confuse or mislead traffic.~~~~
- ~~(e) *Real estate signs.*
  - ~~(1) *Single and multiple family real estate.* A sign with an area not in excess of six (6) square feet advertising the sale, rent and/or lease of a single or multiple-family structure or vacant property, placed adjacent to such a structure and upon the premises is permitted. Such a sign may indicate only that the property is for sale, rent, and/or lease and the address or telephone number where the inquiry can be made. It shall have a maximum height of six (6) feet from grade and shall be set back ten (10) feet from any public right-of-way unless attached to the building. It shall be unlawful for any rental unit or dwelling, as defined in Article IX, Section 5-247, Rental registration, of the City of Keego Harbor Code of Ordinances, as amended, to advertise the rent and/or lease of a rental unit or dwelling without receiving a certificate of compliance in~~~~

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~~accordance with Article IX, Section 5-251, Certificate of compliance, of the City of Keego Harbor Code of Ordinances, as amended.~~

~~(2) Non-residential real estate signs. One (1) sign, with a total area not in excess of thirty-two (32) square feet, shall be permitted on each parcel for the purposes of advertising the sale, rent and/or lease of non-residential real estate. Such signs shall have a maximum height of ten (10) feet and shall be set back twenty-five (25) feet from any public right-of-way unless attached to a permanent building.~~

~~(3) Residential subdivision or condominium developments. The allowable area for one (1) accessory or sign pertaining to the sale, rent and/or lease of real estate within a residential subdivision or condominium complex being developed shall be limited to an area of one hundred (100) square feet. Not more than one (1) non-accessory sign advertising the sale of lots or residential buildings in other than the subdivision or condominium complex being developed shall be permitted. The size of this non-accessory sign shall be not more than one hundred (100) square feet in area. The Board may allow additional signs if they find that due to location of the development or some other hardship, the additional exposure can be justified. Such signs shall have a maximum height of ten (10) feet and shall be set back twenty-five (25) feet from any public right-of-way.~~

~~(4) Not more than one (1) Real estate sign per thoroughfare frontage shall be placed on any premises. Real estate signs larger than six (6) square feet shall not be placed on any premises with an occupied structure.~~

~~(5) Removal. Real estate signs shall be removed within ten (10) days of the sale, lease or rental of the premises, land parcel or residential subdivision/complex.~~

~~(6) Real estate signs which indicate property is sold are prohibited.~~

- (f) *Residential address signs.* For each dwelling unit in the R-1 and R-2 Districts, one (1) sign not exceeding two (2) square feet in area indicating the address and name(s) of the occupants.
- (g) *Street signs.* Signs erected by the City, county, state or federal government for street direction or traffic control.

~~(h) Temporary signs in NR, RT, R-M, and R-MH Districts. Temporary signs in NR, RR, R-M, and R-MH Districts are not required to obtain a permit.~~

#### **Sec. 14.05. Construction and maintenance requirements.**

- (a) *Materials and design.* All signs shall be designed, constructed and maintained in conformity with the provisions for materials, loads, and stresses of the latest adopted edition of the City Building Code and requirements of this article.
- (b) *Erector's imprint.* Signs of every type which come within the purview of this article, must carry the identification and address of the sign erector, electrical voltage, when applicable, and date of erection in clearly legible letters whether for the initial erection or re-hanging of a sign.
- (c) *Fastenings.* All signs must be erected in such a manner and with such materials to remain safe and secure during the period of use and all bolts, cables, and other parts of such signs shall be kept painted and free from corrosion. Any defect due to the fault of the erector shall be repaired by the erector.
- (d) *Support location.* No pole, cable or support of any nature shall be placed on any publicly owned property, street right-of-way, or proposed street right-of-way.
- (e) *Proximity to electrical conductors.* No sign shall be erected so that any part including cables, guys, etc., will be within ten (10) feet of any electrical conductor, electric light pole, street lamp, traffic light or other public utility pole or standard.

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- (f) *Re-hanging.* In case of re-hanging or re-erection of any sign, the new erector must place his identification, address and the date on the sign.
  - (g) *Sanitation.* Property surrounding any ground sign shall be kept clean, sanitary and free from obnoxious and offensive substances, free from weeds, rubbish, and inflammable material.
  - (h) *Illumination.* No sign shall be illuminated by other than continuing white light using approved electrical devices and shall be installed in accordance with the requirements of the provisions of this article. In no case shall any open spark or flame be used for display purposes unless specifically approved by the Building Official.
  - (i) *Shielding.* Any lighting for the illumination of signs shall be directed away from and shall be shielded from any adjacent lots and shall be so arranged as to not adversely affect driver visibility on adjacent public thoroughfares.
  - (j) *Traffic interference.* No advertising device shall be erected or maintained which simulates or imitates in size, color, lettering, or design any traffic sign or signal or other word, phrase, symbol, or character in such a manner as to interfere with, mislead, or confuse traffic.

### **Sec. 14.06. General provisions.**

The following conditions shall apply to all signs erected or located in any zoning district:

- (a) *Sign location.*
  - (1) No sign, except those established and maintained by the City, county, state, or federal governments, shall be located in, project into, or overhang a public right-of-way or dedicated public easement. Projecting signs in the C-1 or C-2 area may project over a public sidewalk provided there is a minimum clearance of eight (8) feet between the sidewalk and the bottom of the sign.
  - (2) No sign shall be erected, established, or maintained on any lot which will obstruct the view of drivers in vehicles approaching an intersection of two (2) roads or the intersection of a road and driveway. Accordingly, signs located in the triangular area described below shall not be permitted to obstruct cross-visibility between a height of thirty (30) inches and six (6) feet above the lowest point of the intersecting roads or driveways. The unobstructed triangular area is described as follows:

The area formed at the corner intersection of two (2) public right-of-way lines, the two (2) sides of the triangular area being twenty-five (25) feet in length measured along the abutting right-of-way lines, and the third side being a line connecting these two (2) sides, or;

The area formed at the corner intersection of a public right-of-way and a driveway, the two (2) sides of the triangular area being ten (10) feet in length measured along the right-of-way line and edge of the driveway, and the third side being a line connecting these two (2) sides.
  - (3) Construction signs ~~advertising buildings or projects under construction may~~ be erected and maintained for a period not to exceed the term of construction, and such sign shall be erected on the site of construction. ~~Said sign shall advertise only the building or project under construction and information related thereto such as its developers, contractors, engineers, brokers and architects.~~
  - (4) No sign shall be permitted at any location which, in the sole discretion of the Building Official, creates any type of safety hazard or visual impediment to pedestrian or vehicular traffic.

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- (b) *Sign height.* No ground sign serving a single tenant or multi-tenant building having a common entrance shall exceed a maximum height of six (6) feet, including a two-foot base as measured from the elevation at a point along the nearest right-of-way line the sign is directed to, determined by a line drawn from the closest point of the sign to the right-of-way at a ninety-degree angle. In no instance shall the sign be placed on an artificial mound or berm in such a manner to exceed the maximum height of six (6) feet.

No ground sign serving a multi-tenant building shall exceed a maximum height of eight (8) feet, including a two-foot base as measured from the elevation at a point along the nearest right-of-way line the sign is directed to, determined by a line drawn from the closest point of the sign to the right-of-way at a ninety-degree angle. In no instance shall the sign be placed on an artificial mound or berm in such a manner to exceed the maximum height of eight (8) feet.

- (c) *Liability insurance.* If the vertical distance of such sign above the street is greater than the horizontal distance from the sign to the street right-of-way line and so located as to be able to fall or be pushed onto public property, then the owner of such sign shall keep in force a public liability insurance policy in the amount of one hundred thousand dollars (\$100,000.00) for injury to one (1) person and three hundred thousand dollars (\$300,000.00) for injury to more than one (1) person and property damage insurance in the amount of twenty-five thousand dollars (\$25,000.00) for damage to property. In lieu of an insurance policy as required herein, an owner may present satisfactory proof to the City Attorney that said owner is financially capable of self-insurance in the above amounts.
- (d) *Prohibited signs.* The following signs are prohibited in all zoning districts, notwithstanding anything to the contrary in this article.
- (1) Signs which incorporate in any manner or are illuminated by any flashing or moving lights such as strobe lights or police and fire type flashers ~~other than for conveyance of noncommercial information which requires periodic change.~~ This section does not prohibit barber poles which otherwise meet the provisions of this article.
  - (2) Exterior banners, pennants, spinners and streamers, other than a banner or pennant used as a permitted sign under provisions of this article.
  - (3) Exterior string lights used in connection with a commercial premise, other than holiday decorations.
  - (4) Any sign which has any visible motion other than permitted flags of governmental units or banners ~~and other than for the conveyance of noncommercial information requiring periodic change.~~
  - (5) Any sign which is structurally or electrically unsafe.
  - (6) Any sign erected on a tree or utility pole ~~except signs of any political subdivision of this state.~~
  - ~~(7) Any business sign or sign structure now or hereafter existing which no longer advertises a bona fide business conducted or a product sold.~~
  - (8) Portable signs and any freestanding exterior sign not permanently anchored or secured to either a building or the ground, ~~except real estate "open house" signs.~~
  - ~~(9) Signs displayed on licensed vehicles or trailers when the subject vehicle or trailer is parked in such a manner that the obvious intent is to attract attention to a business, service, or commodity on the premises.~~
  - (10) Any sign on a motor vehicle or trailer which projects more than six (6) inches from the surface of such a vehicle when it is parked at a location visible from a public street, ~~except political signs.~~
  - (11) Any sign structure or frame no longer supporting or containing a sign.

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(12) Any roof sign which is located above the roof or parapet of a building or any portion thereof.

(13) Pole signs as defined in Section 14.01.

(14) Roof signs as defined in Section 14.01.

(15) Internally illuminated awnings shall not be translucent.

(16) The following signs are prohibited within the Village Overlay District (VOD):

a. Internally illuminated box signs and awnings.

b. Monument signs.

(e) *Fire escapes.* No signs of any kind shall be attached to or placed upon a building in such a manner as to obstruct any fire escape.

(f) *Changeable message signs.* The message change cycle of a changeable message sign shall be not less than five (5) minutes per message. Both electronic and non-electronic changeable message signs are permitted, except in a combined time and temperature sign where the change cycle shall not be less than thirty (30) seconds.

(g) *Revolving signs.* Revolving signs are not permitted.

(Ord. No. 2023-02, § 1.02(Exh. A), 3-16-2023)

### Sec. 14.07. District regulations.

(a) *Signs permitted in NR, R-2-R-T, R-M, and R-MH Districts.* Signs pertaining to other than single-family residential uses may be permitted, subject to approval by the Building Official, not to exceed twenty (20) square feet in area for one (1) accessory sign or thirty-six (36) square feet in area for one (1) bulletin board sign.

(1) *Temporary signs in NR, R-T, R-M, and R-MH Districts.* Temporary signs in the NR, R-T, R-M, and R-MH Districts shall not exceed six (6) square feet.

(b) *Signs permitted in R-M District.*

(1) One (1) accessory sign identifying each subdivision, apartment or condominium complex, or mobile home park per vehicle entrance not to exceed nine (9) square feet in area for each sign and shall not be illuminated.

(2) Accessory signs identifying community facilities or special uses within said City of developments shall not exceed twenty (20) square feet for each building or use and no such sign shall be located closer than thirty (30) feet to any property line of adjacent single-family district.

(c) *Signs permitted in C-1, C-2, P-1, O-1 and Village Overlay Districts.*

(1) *Signs for single-tenant buildings or multi-tenant buildings having a common entrance.* The following sign standards shall apply to (a) buildings which contain only one (1) tenant, and (b) buildings which contain more than one (1) tenant but where all tenants share a common building entrance or entrances (for example, an office building or other type of building where access to individual tenant space is off of a common hallway or atrium):

a. Any such building shall be permitted a total of up to three (3) signs, consisting of wall or ground signs, provided that no more than one (1) ground sign shall be permitted. To improve sign visibility, wall signs may be located on the side or near the front of the building, subject to review and approval by the Planning Commission.

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Where total parcel frontage is sixty-four (64) feet or less, the total area of all such signs shall not exceed forty-eight (48) square feet. Where the total parcel frontage exceeds sixty-four (64) feet, the total sign area shall not exceed two (2) feet per lineal foot of parcel frontage, up to a maximum of one hundred (100) square feet.

- b. For the purposes of enforcing these provisions, frontage shall be along the front lot line as designated on the plat, site plan review application, or request for a building permit. Although not required, use of road signs and wall signs is encouraged (rather than pole signs), in accordance with the goals and recommendations set forth in the City's master plan.
  - c. Up to eight (8) inch height address numbers permitted.
  - d. Permit required.
- (2) *Signs for shopping centers and similar multi-tenant buildings.* The following standards shall apply to shopping centers and similar multi-tenant buildings, where each tenant has building frontage and their own entrance to the outside:

- a. Any such use shall be permitted a total of up to three (3) signs, consisting of wall or ground signs, ~~for group identification or to advertise the name of the shopping center or premises~~, provided that no more than one (1) ground sign shall be permitted. To improve sign visibility, wall signs may be located on the side or near the front of the building, subject to review and approval by the Planning Commission.

Where total parcel frontage is sixty-four (64) feet or less, the total area of all such signs shall not exceed forty-eight (48) square feet. Where the total parcel frontage exceeds sixty-four (64) feet, the total sign area shall not exceed two (2) feet per lineal foot of parcel frontage, up to a maximum of one hundred (100) square feet.

- b. For the purposes of enforcing these provisions, frontage shall be along the front lot line as designated on the plat, site plan review application, or request for a building permit. Although not required, use of road signs and wall signs is encouraged (rather than pole signs), in accordance with the goals and recommendations set forth in the City's master plan.
  - c. In addition, in multi-tenant structures such as shopping centers, one (1) wall sign shall be permitted per building frontage. If an individual tenant has multiple building frontages it shall be permitted not more than one (1) additional wall sign located on a second building frontage, subject to review and approval by the Planning Commission. The maximum area for each wall sign shall not exceed two (2) square feet per lineal foot of building frontage for the building frontage on which such sign is located.
  - d. Ground signs permitted. Double inside post ground sign, base mounted ground sign, and post and panel ground sign.
  - e. Landscaping is encouraged around base or bottom of sign. Post and panel shall have decorative posts.
  - f. Ground sign to be permitted to use electronic messages and to be a minimum of five (5) minutes before changing. No rotating or flashing of messages or symbols.
  - g. Permit required.
- (3) *Ground sign standards.*
- a. Ground signs shall not be located closer than one hundred (100) feet to any residential district.

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- b. There shall be no more than one (1) ground sign for any single premises, including shopping centers, regardless of the number of separate tenants or uses located within said shopping center.
  - c. Landscaping is encouraged around the base or bottom of any ground sign. Post and panel shall have decorative posts. Landscaping shall consist of a combination of evergreen and deciduous shrubs. Creativity in landscaping is encouraged.
  - d. Ground signs may not exceed forty-eight (48) square feet in area and no more than twenty-four (24) square feet per sign face.
- (4) *Gasoline price signs.* Gasoline service stations shall be permitted one (1) gasoline price sign, except that two (2) price signs, one (1) facing each street, shall be permitted for stations located at the intersection of two (2) major thoroughfares. Such signs shall not exceed thirty (30) square feet in area.
  - (5) *Theaters.* Theaters shall be permitted two hundred (200) square feet of sign area in addition to the district provisions of this article for changeable-message type marquee signs.
  - (6) *Window signs.* Temporary and permanent window signs shall be permitted on the inside in commercial and office districts provided that the total combined area of such signs does not exceed one-third ( $\frac{1}{3}$ ) of the total window area. The area of permanent window signs shall be counted in determining compliance with standards for total area of wall signs on the parcels. Temporary window signs that are faded, yellowed, ripped or otherwise damaged shall be removed immediately.

Window signs on glass in the Village Overlay District (VOD) is limited to the ground floor ~~and must be hand painted onto glass~~, maximum twenty-five (25) percent of glass area and twelve (12) square feet per storefront (space between each set of exterior columns and/or pilasters). Flyers taped to storefronts or storefront glass are prohibited. Maximum three (3) decals per business on exterior glass, maximum six-inch square each.

- (7) *Awning signs.* Awning signs may be externally illuminated, with gooseneck lighting direct downward to illuminate only the intended message. No more than fifty (50) percent, or twenty-four (24) square feet, whichever is less, of the awning may contain logos, symbols, or lettering intended to advertise the business. Twenty-five (25) percent of awning signage shall count toward wall signage. Logos are prohibited on awnings. Lettering on awnings is limited to flap, maximum seven (7) inches in height, and limited to center eighty-five (85) percent of flap width. Permit required.
- (8) *Outline tubing ~~and rope lighting (including neon, LED, and similar lighting systems)~~.*
  - a. Outline tubing ~~and rope lighting~~ signs may be permitted by the Planning Commission subject to the following:
    - 1. May be used to provide back lighting where the ~~lighting system neon tubing~~ is fully obscured by opaque lettering or characters;
    - 2. Outline tubing ~~or rope lighting~~ may be permitted where the proposed sign is in character with the type of use;
    - ~~3. Outline tubing may be permitted where the proposed sign has significant historical references;~~
    - 4. May not be used to outline the perimeter of a window.
    - 5. ~~Neon signs Outline tubing and rope lighting signs~~ are permitted behind glass on first and second floor, limited to ten (10) percent of glass on the first floor and thirty-five (35) percent of glass on the second floor.
- (9) *Marquee signs.*

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- a. May be permitted to be used additionally to allowed signage.
  - b. Sign may be a maximum of two (2) feet by five (5) feet or one hundred five (105) square feet and can be electric.
  - c. Message to be a minimum of five (5) minutes before changing.
  - d. Sign can be attached to building flat on a wall and not to extend above first floor roofline and not allowed above first floor of multi-story building.
  - e. Permit required.

(10) *Projecting signs.*

- a. Projecting signs may be permitted on buildings containing one (1) business.
- b. The maximum size is eight (8) square feet.
- c. Buildings containing more than one (1) tenant, maximum size is sixteen (16) square feet.
- d. Support for sign must be architectural material (iron, industrial cable, or warehouse hooks).
- e. Double-sided small blade signs are allowable in the Village Overlay District.
- f. Permit required.

(11) *Murals.*

- a. Any proposed mural shall meet the intent of this section, as follows:
  - 1. Creation of a City landmark.
  - 2. Demonstration of community identity and pride.
  - 3. Enlivening the downtown area.
- b. No more than twenty-five (25) percent of the area of a mural, or twenty-four (24) square feet, whichever is less, may include text, numbers, trademarks, or logos or other forms of business advertisement. This area shall be counted toward the amount of wall sign permitted.
- c. Upon application for a mural, the following information will be required:
  - 1. Objectives of the mural.
  - 2. The specific location of the mural.
  - 3. Concept sketch, in color and a written description of the artwork.
  - 4. A schedule for the project.
  - 5. Dimensioned elevation plans identifying the existing structure and proposed mural.
- d. The complete mural application shall be reviewed by the Planning Commission.
- e. The following standards shall be used when formulating the design of the proposed mural:
  - 1. Integration of the windows and doors into the composition.
  - 2. Determination of a suitable building or building side for mural application.
  - 3. Consideration of mural materials and durability (painting directly on natural brick and bare concrete could require the repainting of the mural regularly).
  - 4. Completion of the mural in a reasonable amount of time.
- f. The following maintenance regulations and standards apply to all murals:

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1. Where approval is given, it will be with the condition that two (2) years after installation, a review by the Building Official or City Planning Consultant, of the condition ~~and continued relevance~~ of the mural may require its removal.
  2. The City shall not perform any maintenance on the mural. When a mural has either faded or been damaged and the sponsor is unable to continue to maintain it, the City may require removal at the cost of the applicant. No City agency can commit to contacting the artist or sponsor in the event that a mural needs to be removed.
  3. A maintenance plan and budget for the mural is required. The plan will allocate responsibility for monitoring the condition of the mural on a regular basis, for decision making related to repair and removal.

~~g. Temporary murals. Murals that are intended to be displayed for a period of no more than one (1) year shall be required to meet the requirements of Section 15.07 (c) (11).~~

h. Permit required.

- (12) *Wall signs.* The maximum allowable wall sign size on facades shall equal one (1) square foot per one (1) linear feet of frontage, exclusive of columns and/or pilasters. Such wall sign is limited to thirty-six (36) inches in height, must be contained within fifteen (15) feet of the sidewalk (or exterior walking surface), ~~and must be located above the storefront, and must be externally lit (exclusively) 2700—3000k color temperature.~~
- (13) *Small signs.* Small signs shall not be more than four (4) square feet in area and the total Area of all signs on one (1) premises shall not exceed two (2) signs. Permit is for thirty (30) days at a time and only twice per year. If more time is requested, must apply to Planning Commission. Signs must be maintained in good condition.
- (14) *Temporary signs.* ~~Shall not exceed thirty-two (32) square feet in area,~~ Shall be displayed for no more than thirty (30) days ~~during each three (3) month quarter, and no more than 180 days total per year. If requested for more than once per year, it must be approved by Planning Commission.~~ Exempt temporary signs are; banners, or flags when in the nature of special decorative displays used for public demonstrations or promotions of civic welfare or charitable purposes ~~on which there is no commercial advertising,~~ provided the City is held harmless and blameless for any damage or injury resulting there from. ~~No more than three (3) temporary signs shall be allowed on a site in the C-1, C-2, P-1, and M-1 and Village Overlay Districts, unless the site is a shopping center or similar multi-tenant building. For shopping centers and similar multi-tenant buildings, one (1) temporary sign shall be allowed for each building suite.~~
  - a. ~~Temporary signs in the C-1, C-2, P-1, M-1 and Village Overlay Districts shall not exceed twenty-four (24) square feet.~~
  - b. *Temporary banner signs.*
    - a. ~~Temporary banner signs that are attached to the principal building are permitted for a period of one (1) year.~~
    - b. ~~Temporary banner signs that are detached from the principal building are permitted for a maximum of thirty (30) days once per year.~~
    - c. ~~Single tenant buildings on a corner lot are permitted to have one (1) temporary banner sign per street frontage.~~
  - c. *Temporary flag signs.*
    - a. ~~Temporary flag signs shall be permitted for a maximum of 30 consecutive days once per year.~~

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d. **Permit required.**

- (15) *Sandwich board or A-frame signs.* Portable sandwich board or A-frame signs may be placed at the public entrances to businesses, on either private property or the public sidewalk, in accordance with the following standards:
- a. No sign shall be placed within a distance of ten (10) feet from any fire hydrant, or in any location where it would imperil public safety, as determined by the Zoning Administrator, or their designee, or interfere with the function of the fire department.
  - b. The sign shall not be located any further than the sidewalk immediately adjacent to the subject property and its location shall not interfere with pedestrian or vehicular circulation as determined by the Zoning Administrator or their designee.
  - c. There shall be only one (1) portable sandwich board or A-frame sign per business. For buildings with front and rear customer entrances, one (1) additional portable sandwich board or A-frame sign may be permitted at the second entrance.
  - d. Each sign shall be placed outside only during the hours when the business is open to the general public and shall be stored indoors at all other times.
  - e. Each sign shall be placed next to the building wall or outside of the road right-of-way in a manner which is safe for and does not interfere with normal pedestrian or auto traffic. A clear path of five (5) feet must be maintained at all times.
  - f. Portable sandwich board or A-frame signs shall not have more than two (2) sign faces.
  - g. The following design requirements shall apply to all sandwich board or A-frame signs:
    1. Portable sandwich board or A-frame sign lettering, ~~excluding that which is part of the business logo~~, shall be between two (2) to four (4) inches high. Chalkboard signs may be permitted.
    2. Sandwich board or A-frame sign designs shall be uncluttered, with a minimum of text. ~~Logos and graphics are encouraged.~~
    3. The business name lettering and/or logo shall be neatly painted, raised, or routed onto the sign.
    4. The sign shall be kept in good repair at all times.
    5. ~~Portable sandwich board or A-frame signs are encouraged to relate to the nature or theme of the business advertised.~~
  - h. All sandwich board or A-frame signs must be reviewed and approved by the Zoning Administrator or their designee, prior to a sign permit being granted.
  - i. No portable sandwich board or A-frame sign shall exceed an overall height of forty-five (45) inches and an overall width of twenty-four (24) inches. The maximum height of the sign area shall be thirty-six (36) inches. Sign supports may be a maximum of nine (9) inches in height. The maximum sign area per sandwich board or A-frame sign is six (6) square feet.
  - j. Any person, firm, or corporation who violates any provisions of this section shall be subject to the penalties outlined in Article XXI of this Ordinance.
  - k. An annual permit is required. The permit shall be renewed each calendar year.
  - l. *Permit required.*

- (e) *Signs permitted in M-1 District.*

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- (1) For premises containing only one occupant, one (1) wall or accessory ground sign, or combination thereof, the total of which shall not exceed an area of seventy-five (75) square feet.
  - (2) Where any premises has more than one (1) occupant, as in the case of multitenant complexes, there shall be permitted one (1) accessory ground sign not to exceed seventy-five (75) square feet ~~for group identification and/or to advertise the premises if the name of the complex is distinct from that of any occupant~~. In addition, multi-occupant complexes may identify individual tenants or uses with not more than one (1) wall sign not to exceed ten (10) square feet located on the face of the area occupied by the tenant or use.
  - (3) Ground signs shall not be located closer than one hundred (100) feet to any adjacent residential district and shall be limited to one (1) ground sign for any single premises regardless of the number of separate tenants or uses within the complex.
  - (4) ~~Off-premises non-accessory~~ signs and billboards. Off-premises ~~non-accessory~~ signs are permitted only in accordance with the following regulations and any other applicable provisions of this article:
    - a. No such sign shall have a total area of all faces in excess of two hundred (200) square feet or one hundred (100) square feet per sign face.
    - b. It shall have a maximum height not greater than twenty (20) feet from average grade as calculated within a sixty-foot radius from the base of the sign.
    - c. It shall not be closer than one thousand (1000) feet to any other ~~off-premises non-accessory~~ sign on the same side of the right-of-way.
    - d. The setback of the ~~off-premises non-accessory~~ sign shall be equal to the zoning yard requirements for the M-1 District.
    - e. An ~~off-premises non-accessory~~ sign shall be situated on the property so as to:
      1. Maximize motor vehicle sight distance, clear view, and traffic safety in general, in relation to other vehicles, pedestrians, and to other signage which is, or is anticipated to be, nearby; and
      2. Minimize the destruction of trees, the visibility of the billboard and illuminations thereof by and from residences, and any dangerous distraction and thus, hazard, of and to motorists, as determined in the discretion of the Planning Commission.
    - f. An ~~off-premises non-accessory~~ sign shall not be materially incompatible with surrounding improvements, as determined in the reasonable discretion of the Planning Commission.
    - g. An ~~off-premises non-accessory~~ sign may be illuminated but shall not have moving parts and/or intermittently flashing illumination. An illuminated ~~off-premises non-accessory~~ sign shall be situated at least five hundred (500) feet from any residential zoning district or residential use, and the illumination shall be directed away from all residential uses.
    - h. Permit required.

(f) *Signs permitted in R-MH District.* Refer to district provisions for sign requirements.

(Ord. 434, 5/17/2012; Ord. 462, 11/2/2017; Ord. No. 2023-02, § 1.02(Exh. A), 3-16-2023)

### **Sec. 14.08. Schedule of sign regulations.**

Except as otherwise provided herein, signs shall be permitted in zoning districts according to this Schedule of Sign Regulations.

**SCHEDULE OF SIGN REGULATIONS**

Sign Type	Permit Required	NR	R-M, R-ME, R-MH	CBD, CBD Fringe	C-1, C-2, P-1, O-1	M-1
Billboard <del>(Non-Accessory)</del>	X					X
Bulletin Board	X	X	X	X	X	
Directional		X	X	X	X	X
Ground	X	X	X		X	X
<del>Group Identification</del>	<del>X</del>		<del>X</del>		<del>X</del>	<del>X</del>
<del>Institutional</del>		<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	
Marquee	X			X	X	X
<del>Occupational</del>					<del>X</del>	
<del>Political</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	
Projecting				X		
<del>Real-Estate</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	
Temporary	X	X	X	X	X	
<del>Time/Temperature</del>	<del>X</del>				<del>X</del>	
Wall	X	X	X	X	X	X
Window				X	X	X

**Sec. 14.09. Nonconforming signs.**

- (a) *Lawful existing signs.* Any sign lawfully existing at the time of this article which does not fully comply with all provisions shall be considered a nonconforming sign and may be permitted to remain as long as the sign is properly maintained and not detrimental to the health, safety and welfare of the community except as hereafter provided.
- (b) *Continuance.* A nonconforming sign shall not:
  - (1) Be expanded or changed to another nonconforming sign;
  - (2) Be relocated or structurally altered so as to prolong the life of the sign or so as to change the shape, size, type, placement, or design of the sign;
  - (3) Be re-established or maintained after the activity, business or usage to which it relates has been discontinued for ninety (90) days or longer;
  - (4) Be repaired or re-erected after being damaged if the repair or re-erection of the sign would cost more than fifty (50) percent of the cost of an identical new sign.
- (c) *Intent.* It is the intent of this section to encourage eventual elimination of signs that, as a result of the adoption of this article, become nonconforming, and to administer this article to realize the removal of illegal nonconforming signs and to avoid any unreasonable invasion of established private property rights, therefore;
  - (1) No person shall be required to remove a sign which was erected in compliance with previous regulations of this article if said sign becomes nonconforming due to a change occurring after adoption of this article, or in the location of buildings, streets or other signs, which change, is beyond the control of the owner of the sign and the premises on which it is located.

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- (2) If the owner of a sign or the premises on which a sign is located changes the location of a building, property line, or sign, or changes the use of a building so that any sign on the premises is rendered nonconforming, such sign must be removed or made to conform to this article.

**Sec. 14.10. Appeals.**

Any person aggrieved by any decision, ruling, or order from the Building Official, may make an appeal to the Zoning Board of Appeals. The ZBA may grant a variance as provided for in this Ordinance.

**Sec. 14.11. Enforcement.**

This Ordinance section shall be administered and enforced by the Building Official.