

**EMPIRE VILLAGE PLANNING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, MAY 2, 2023**

The Empire Village Planning Commission held a regular meeting on Tuesday, May 2, 2023, in the Empire Township Hall.

Schous opened the meeting at 7:00 PM.

ROLL CALL –Bacon, Chase, Schous and Stepanek present. Collins, Ellibee, Deering absent. Zoning Administrator Robert Hall was also present.

APPROVAL OF MINUTES – Motion by Bacon, supported by Stepanek to approve April 4, 2023, regular meeting minutes as presented. AYES: 7, NO: 0. MOTION PASSED.

ADDITIONS/CHANGES TO THE AGENDA – None.

CONFLICT OF INTEREST – None.

TREASURERS REPORT – Chase summarized the planning commission budget report. 3.9% of the budget has been used to date. Chase recommended presenting this report on a quarterly basis instead of monthly.

ZONING ADMINISTRATORS REPORT – Hall reviewed changes made to the Sign Ordinance in DRAFT V1. Hall has been reviewing mass gathering applications for the Michigan Outback Relay and the Asparagus Festival. Hall stated that applicants requesting to have their fee waived must get approval from Village Council and questioned if it could be done equitable manner. There has also been an inquiry of allowing a vendor at the beach. Bacon mentioned the Beach Park Deed which has language that restricts vendors.

PUBLIC COMMENTS & CORRESPONDENCE – Schous read a communication from Collins on the sign Ordinance. Stepanek read a communication regarding the development of New Neighborhood Phase 5 from Robert Foulkes.

UNFINISHED BUSINESS

Sign Ordinance No. 142

- Sign definitions should be grouped together in Article 2 (Definitions) for practicality.
- Attached temporarily ~~or permanently~~ to ground, a structure, or other signs; (Page 2)
- Mounted on a vehicle ~~for advertising purposes, parked~~ and visible from the public right-of-way; ~~except signs identifying the related business when the vehicle is being used in normal day-to-day operations of that business;~~ (Page 2)
- Hot-air or gas-filled balloons or umbrellas. ~~used for advertising.~~ (Page 2)
- Consensus that a sign displayed in a window which is publicly visible should be counted as a sign. (No changes to definition of Sign, Page 2)

- Surface Sign: That portion of a sign excluding its base, foundation and erection supports on which a message is displayed. ~~pertaining to a product, use, occupancy, function, service, or activity is displayed.~~ (Page 3)
- A sketch or scale drawing with the dimensions, specifications of the display area, color, method of construction, lighting and if applicable, method of attachment to the building or ground. (Page 4)
- SEO, Sign Enforcement Officer (Spell out the first-time it appears and make sure it is in definitions, Page 4).
- A sign permit shall be null and void if the sign has not been installed within ninety (90) days from the date of approval. *An extension of 90 days may be approved by the SEO.* (Page 4)
- ~~7) In addition to the limitations stated in Sections 5, 9 and 10, the following conditions shall apply to all signs in any use zoning district:~~
 - 1) ~~Except for the signs authorized without a sign permit pursuant to Section 6, no sign, except non-illuminated identification sign, shall be erected or altered until approved by the SEO or authorized by the Village of Empire Planning Commission as part of an approved site plan. After approval, the required sign permit shall be issued by the SEO.~~ (Page 4)
- ~~No sign shall be permitted for any business or service not available at that location. When a business is abandoned, the sign must be removed within thirty (30) days. A business shall be considered abandoned if determined by the Zoning Administrator to have been suspended or halted for a continuous period of one (1) year.~~ (Page 4)
- Stake or wire signs, other than those allowed in Section 6 4 Signs Not Requiring a Sign Permit. (Page 5)
- Signs posted near property boundaries, provided the sign surface does not exceed the maximum size of one (1) square foot. (Provide additional clarity, Page 5)
- ~~Land Use Permit, land use permit~~ (Page 5)
- ~~10) Off-premise signs for businesses.~~ (Page 6)
- 6. Alteration or re-establishment of nonconforming signs. Any existing sign which, on the effective date of this Ordinance, does not at that time comply with all of the provisions of this Ordinance and any amendments, *shall not be changed to another type of sign which is not in compliance with this Ordinance.*
 - 1) ~~Be changed to another type of sign which is not in compliance with this Ordinance.~~
 - 2) ~~Be structurally altered so as to prolong the life of the sign or so to change the shape, size, type, or design of the sign.~~
 - 3) ~~Be re-established after the activity, business or usage to which it relates has been discontinued for a period of one (1) year.~~
 - 4) ~~Be re-established after damage or destruction, ordinary wear or obsolescence, if the estimated cost of the reconstruction or renovation exceeds fifty (50) percent of the replacement sign cost as determined by the Zoning Administrator.~~

- ~~5) Ever be placed, maintained, or displayed by someone other than the person who owned the premises on the date of adoption of the ordinance or ordinance amendment from which this Ordinance is derived.~~
 - ~~6) Be supplemented by new additional signs. On parcels that contain a legal nonconforming sign, no new additional sign shall be erected until all such nonconforming sign or signs on the parcel are brought into compliance with this Ordinance.~~
- Sections 7 & 8, Zoning Districts and Permitted Sign Types need to be reformatted (Page 6 & 7)
 - Kiosk language to be removed (Page 6)

PUBLIC COMMENT – None.

PLANNING COMMISISON MEMBERS AND CHAIRPERSON COMMENTS – None.

ADJOURNMENT – There being no further business, the meeting adjourned at 9:19 pm.

Alacia Acton, Recording Secretary

These minutes were approved at the June 6, 2023, Village of Empire Planning Commission meeting.