



# CITY OF LESLIE

602 W. Bellevue • P.O. Box 496 • Leslie, MI 49251-0496  
Phone: 517-589-8236 • Fax: 517-878-6868 • Web Site: [www.cityofleslie.org](http://www.cityofleslie.org)

## AGENDA

LESLIE CITY PLANNING COMMISSION  
6:00 P.M., WEDNESDAY, MARCH 24, 2021  
LESLIE CITY HALL, 602 W. BELLEVUE STREET, LESLIE

Meeting to be held as a Virtual Meeting due to the COVID-19 pandemic, under the authority of PA 267 of 1976 Open Meetings Act as amended by 2018 PA 485 and PA 228 of 2020.

### ON THE AGENDA:

1. Meeting called to order by Chair. Roll Call.
2. Pledge of Allegiance.
3. Approve the Agenda.
4. Approve Minutes from December 23, 2020 meeting.
5. Public Comment - Non-Agenda Items that cannot be handled during business hours.
6. Public Hearing: None.
7. Items of Business:
  - a. Sign application 2021-01 for 4420 N. Hull.
  - b. Sign ordinance update.
8. Items of Discussion: None.
9. Motion to Adjourn the Meeting.

Next planning commission meeting is **April 28, 2021** at 6:00 pm.

A handwritten signature in black ink that reads "Chelsea Cox".

Chelsea Cox  
Leslie City Clerk

## Leslie City Planning Commission

A virtual meeting was held at 6:00 PM on  
Wednesday December 23, 2020

### Meeting Minutes

**1. Meeting called to order by Chair Williams at 6:00 pm. Roll Call.**

Present: Williams, Muenzenmaier, Babin, Winslow & Beegle.

Absent: Chamberlain, Stacy, Mitchell.

Also Present: City Manager/Zoning Administrator Susan Montenegro, Norman Albrecht, Mike & Anna Centofanti.

**2. Pledge of Allegiance.**

Chair Williams led those present in the pledge of allegiance.

**3. Approve the Agenda.**

Motion by Winslow, seconded by Beegle to approve the agenda.

All ayes, motion carried.

**4. Approve Minutes from the November 25, 2020 meeting.**

Motion by Winslow, seconded by Babin to approve the minutes of the November 25, 2020 meeting.

All ayes, motion carried.

**5. Public Comment – None.**

**6. Public Hearing – Special Land Use (SLU permit application for an outdoor storage facility at 4660 S. Hull Road, parcel #33-17-14-28-152-003.**

Public hearing opened at 6:08 pm. Montenegro shared that the application requests meets zoning requirements and is an allowed use through special permit process. No public comments were given. Chair Williams closed public hearing at 6:10 pm.

Motion by Winslow, seconded by Beegle to approve application and send to City Council for consideration at the January 19, 2021 council meeting.

Roll Call Vote:

AYES: Babin, Beegle, Winslow, Muenzenmaier, Williams.

NAYS: None.

ABSENT: Mitchell, Stacy, Chamberlain.

Motion carried.

**7. Items of Business:**

**a. Site Plan Review for 4660 S. Hull Road, parcel #33-17-14-28-152-003.**

Presentation by Michael Centofanti for outdoor storage facility. Centofanti stated phase 3 for office may or may not happen. Back portion to be used for outdoor storage for motor/RV homes. No dumpsters or waste receptacles will be located on site.

## Leslie City Planning Commission

Fencing will be a 6' tall chain fence without barbed wire. PC members asked for fencing to be 'friendly' rather than look like a prison yard. Centofanti stated any recreational vehicles stored on site will be licensed and insured.

Motion by Winslow, seconded by Muenzenmaier to send to the January 19, 2021 City Council meeting for consideration of the site plan for the outdoor storage facility as depicted on the plan prepared by Dean R. Frederick of D. R. Frederick & Associates, Inc., last dated 03-20-2020 subject to the following site plan revisions and stipulations:

- move the fence to the pavement on the north side of the property
- not use barbed wire fencing
- if moving the building towards Hull Road it must stay behind the 60' setback requirement
- Additionally, if planning to add the office in the future the site plan must show the office behind the 60' setback requirement as well, which would adjust how far the building can move toward the road, and needs to be indicated on the plan
- that construction of the proposed building will require a building permit and full construction plans
- Any signs will require sign permits

Roll Call Vote:

AYES: Beegle, Winslow, Muenzenmaier, Williams.

NAYS: Babin.

ABSENT: Mitchell, Stacy, Chamberlain.

Motion carried.

**8. Items of Discussion.** None.

**9. Motion to adjourn meeting by Beegle seconded by Babin at 7:08 pm.**

All ayes, motion carried.

Respectfully submitted,

Susan Montenegro,

Acting Secretary.



# CITY OF LESLIE

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**TO:** City of Leslie Planning Commission  
**FROM:** Susan Montenegro, City Manager, Zoning Administrator  
**RE:** Sign Permit Application 2021-01 for 4420 N. Hull  
**DATE:** March 19, 2021

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A sign permit application was received from the applicant for a 48 square foot illuminated ground sign. The sign measures 102.25" x 72". Measurements do not clearly depict if this includes the size of the base or if the base is additional. The property is zoned B-2 highway district.

Section 98-614 of the Leslie City Ordinance details the signs permitted in commercial and industrial districts and clearly states that "One freestanding identification sign may be erected for a research park or office center, combined research park/office center, shopping center, or other integrated group of stores or commercial buildings. Such signs shall not exceed 80 square feet in area, nor be closer to the front, side or rear property line than one-half the distance of the required setback."

## **Size**

The applicant has proposed a 48 square foot sign. Section 98-614 (2) indicates that the "total sign area shall not exceed 80 square foot."

## **Setback**

- Setback requirements are to be not less than one-half the distance of the required front yard setback of 50' in the B-2 highway district. The ground sign will be 40' from the center of the road and falls well within the setback requirement.

**Recommended Action:** A motion to approve sign application 2021-01 for 4420 N. Hull.



# Permanent Sign Permit Application



Please contact City Manager, Susan Montenegro  
with any questions at (517) 589-8236  
Visit our website at [www.cityofleslie.org](http://www.cityofleslie.org)

## 1. APPLICANT

Name: Jim Byrum  
Applicant's Business Name: Leslie Self Storage LLC  
Applicant's Business Address: 3639 Meridian Rd, Leslie MI 49251  
Address of Temporary Sign: 4420 N. Hall Rd, Leslie MI 49251  
Phone Number(s): 517-937-7743 E-mail: Jim@Byrumbuilders.com

## 2. PROPERTY OWNER/LANDLORD

Same as Applicant Information (skip to #3)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

## 3. PERMANENT SIGN INFORMATION

Property is:  Residential  Commercial  Industrial Property Zoned: \_\_\_\_\_

Existing Sign(s):	Wall Signs	Pole Signs	Ground Signs	Canopy Signs	Projecting Signs
Number of Sign(s):			2		
Size(s):			8' x 6'		
Proposed Sign(s):	Wall Signs	Pole Signs	Ground Signs	Canopy Signs	Projecting Signs
Number of Sign(s):			1		
Size(s):			8' x 6'		

Total Square Footage: 48'

(Provide sketch of plot plan on next page)

## 4. PERMANENT SIGN SUBMITTAL REQUIREMENTS

- Two copies of the elevations of the proposed signage must be attached to this application for consideration.
- Two copies of a site sketch plan showing signage location by indicating linear distance in feet from existing building, property lines, and other structures on the property must be submitted. For your convenience, graph lines have been provided on the application, or the plot can be attached to the application.
- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the City of Leslie Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the City of Leslie may require outside services of a planner or engineer to ensure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the City of Leslie. I, as the applicant, acknowledge that any costs incurred by the City of Leslie as they relate to the review of this application by any of the City's consultants listed above are my responsibility to reimburse and agree to repay the City of Leslie for any and all costs incurred to it in the review of this application.



Fee: \_\_\_ Electric \$15 \_\_\_ Non-Electric \$10

Signature: \_\_\_\_\_ Date: 2-21-21

Applicant is the:  Owner  Lessee  Optionee  Contractor/Architect

**TO BE COMPLETED BY CITY**

Date application and fee received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Receipt #: \_\_\_\_\_

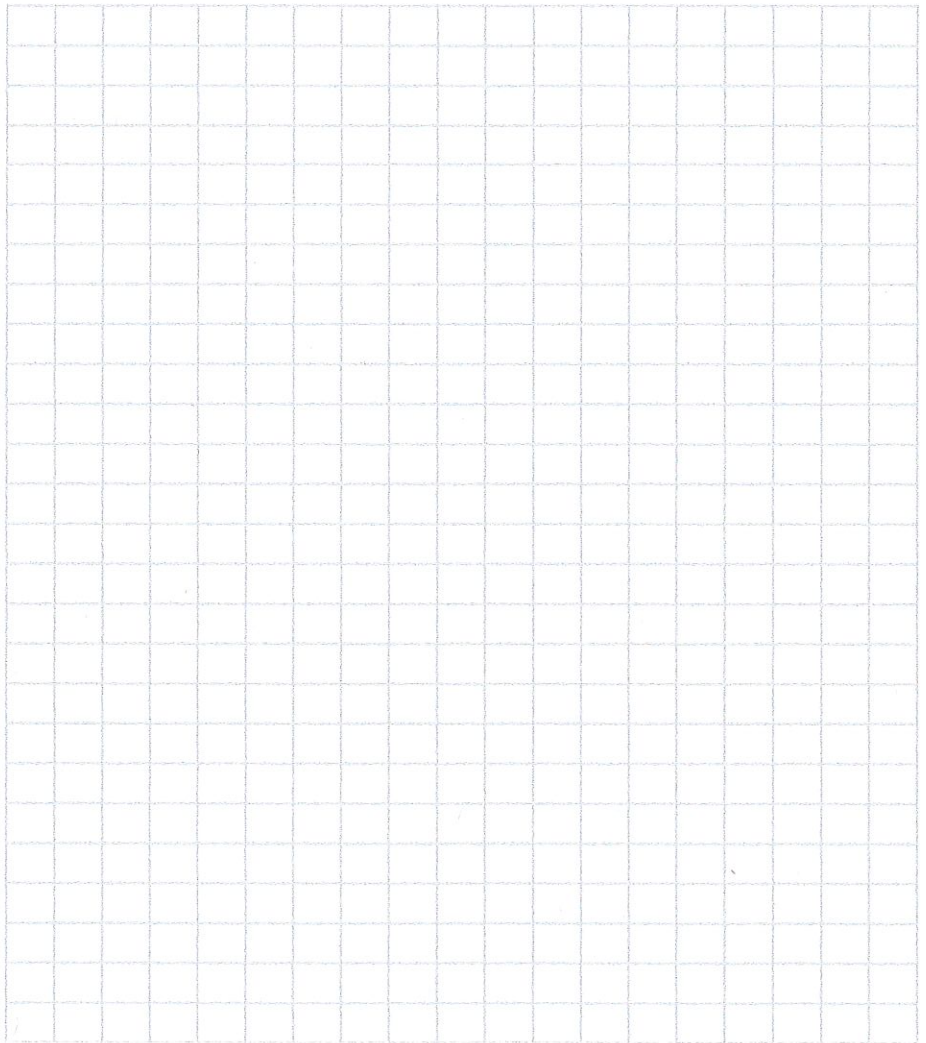
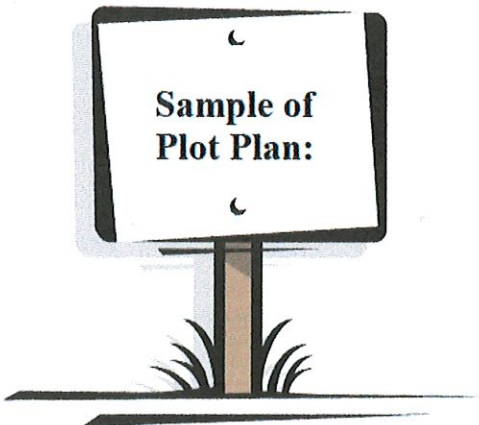
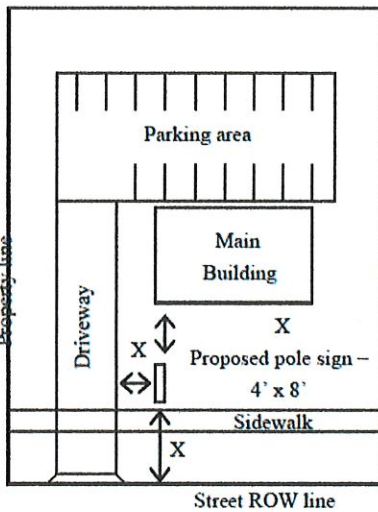
Application is:  APPROVED  DENIED

Explanation: \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**Plot Plan**

*(Remember to show streets, all structures, easements, driveways, existing signage & property lines)*



**LESLIE**  
**SELF STORAGE**

102-1/4"

21"



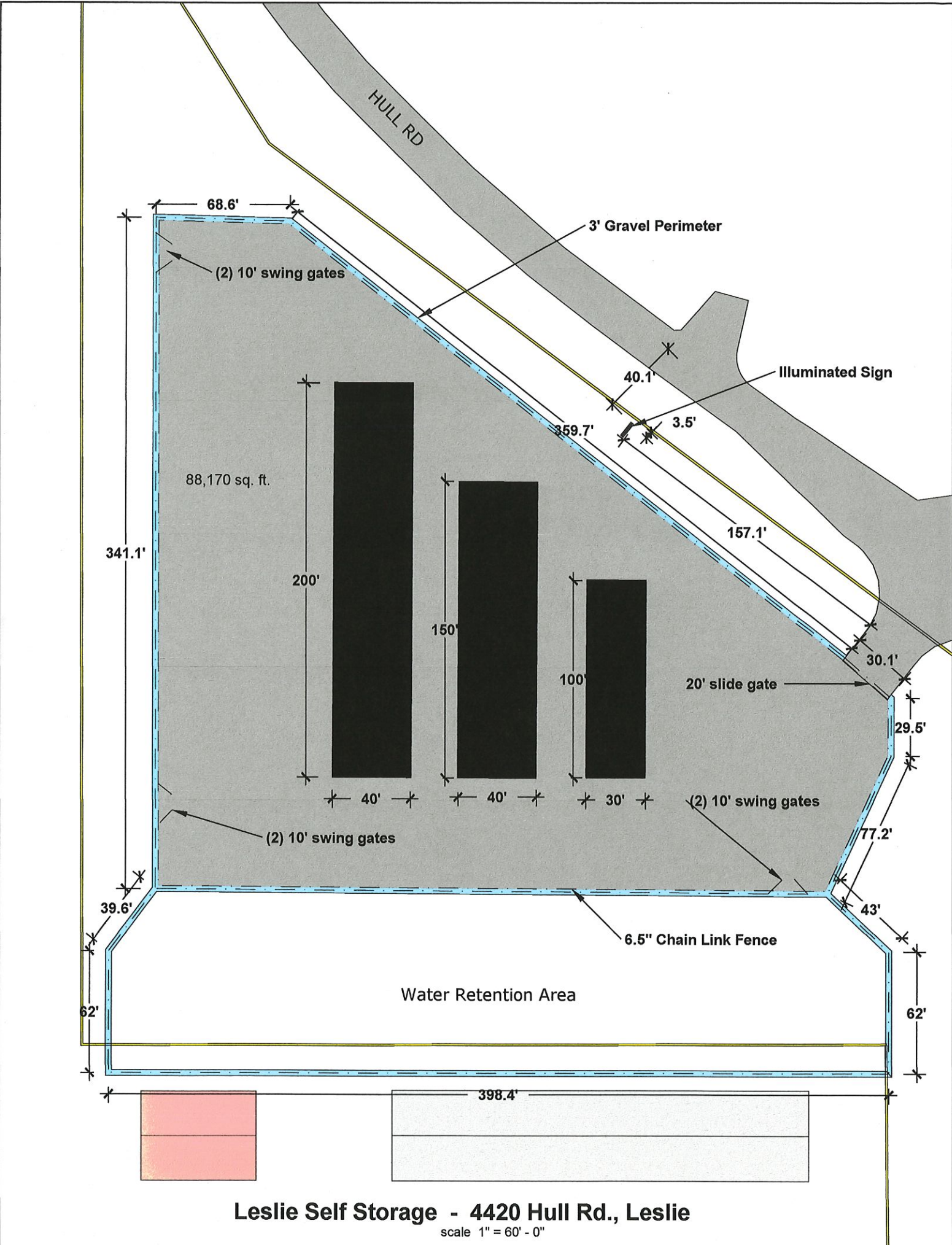
**LESLIE**  
**SELF STORAGE**





**LESLIE**  
**SELF STORAGE**





**Leslie Self Storage - 4420 Hull Rd., Leslie**

scale 1" = 60' - 0"

## CURRENT LESLIE SIGN ORDINANCE LANGUAGE

### ARTICLE IX. - SIGNS

#### DIVISION 1. - GENERALLY

##### Sec. 98-571. - Purpose.

The purpose of this section is to permit such signs that will not, by their reason, size, location, construction or manner of display, endanger the public safety of individuals; confuse, mislead or obstruct the vision necessary for traffic safety; or otherwise endanger public health, safety and morals; and to permit and regulate signs in such a way as to maintain the aesthetic quality of the city, preserve property values, and support and complement the land-use objectives set forth in this chapter.

(Ord. No. 86, § 1, 5-3-1982)

##### Sec. 98-572. - Nonconforming signs.

- (a) Signs which were constructed and installed prior to the date of adoption of the ordinance from which this chapter is derived, and which signs do not comply with the provisions of this section shall be deemed nonconforming signs. No nonconforming sign shall:
- (1) Be changed to another nonconforming sign;
  - (2) Have any changes made in the words; or symbols used or the message displayed on the sign unless the sign is an off-premises advertising sign, or a bulletin board, or substantially similar type of sign, specifically designed for periodic change of messages;
  - (3) Be structurally altered so as to prolong the life of the sign or so as to change the shape, size, type or design of the sign;
  - (4) Be re-established after the activity, business or usage to which it relates has been discontinued for 30 days or longer; or
  - (5) Be re-established after damage or destruction if the estimated expense of reconstruction exceeds 50 percent of the reproduction cost.
- (b) Nonconforming signs which have been abandoned for a period of 90 days shall be removed in accordance with section 98-573.

(Ord. No. 38, § 6.2.3, 3-11-1955; Ord. No. 80, § 1, 8-18-1980; Ord. No. 86, § 1, 5-3-1982)

##### Sec. 98-573. - Abandoned signs.

Except as otherwise provided in this article, any sign that is located on property which becomes vacant and is unoccupied for a period of three months or more, or any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned. Permanent signs applicable to



a business temporarily suspended because of a change of ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of six months or more. An abandoned sign is prohibited and shall be removed by the owner of the sign or owner of the premises.

(Ord. No. 86, § 1, 5-3-1982)

Sec. 98-574. - Dangerous or defective signs.

No person shall maintain or permit to be maintained on any premises owned or controlled by him any sign which is in a dangerous or defective condition. Any such sign shall be removed or repaired by the owner of the sign or owner of the premises.

(Ord. No. 86, § 1, 5-3-1982)

Sec. 98-575. - Removal of signs by the zoning administrator.

- (a) The zoning administrator shall cause to be removed any sign that endangers the public safety, such as an abandoned, dangerous, or materially, electrically or structurally defective sign, or a sign which is prohibited under the provisions of this section. The zoning administrator shall prepare a notice which shall describe the sign and specify the violation involved and which shall state that, if the sign is not removed or the violation is not corrected within ten days, the sign shall be removed in accordance with the provisions of this section.
- (b) All notices mailed by the administrator shall be sent by certified mail. Any time periods provided in this section shall be deemed to commence on the date of the receipt of the certified mail.
- (c) Any person having an interest in the sign or the property may appeal the determination of the administrator ordering removal or compliance by filing a written notice of appeal with the city board of appeals within 30 days after the date of mailing the notice, or 30 days after receipt of the notice if the notice was not mailed.

(Ord. No. 86, § 1, 5-3-1982)

Secs. 98-576—98-590. - Reserved.

## DIVISION 2. - VARIANCES

Sec. 98-591. - Approval by planning commission; variances.

All signs permitted by this chapter, excepting signs permitted under subsections 98-612(1), (2), (4), and section 98-618 must have the advance approval of the planning commission. In obtaining such approval, the applicant shall submit to the planning commission plans for the construction and design of such sign or signs adequately describing the size, dimensions, location and appearance of such sign or signs. No such

sign shall be erected or affixed until approval by the planning commission. When, in its judgment, the public welfare will be served and the use of neighboring property will not be injured thereby, and when a literal enforcement of the provisions of this section would result in unnecessary or undue hardship due to conditions peculiar to the particular property which are not the result of the actions of the applicant, the planning commission may, in a specific case, vary the application of the regulations and requirements of this division, provided that any variances to be granted hereunder shall be in harmony with the general character with the district and the intent and purposes of this chapter. The granting of such a variance shall in no way constitute a change in the basic requirements of this article as to signs on other properties, nor on the property wherein the variance is permitted. Such variances may be in the following forms, or any combination thereof.

- (1) *General variance.* A general variance whereby a variance from the particular requirement is permitted as to the particular sign contemplated, without time or other limitation.
- (2) *Temporary variance.* A temporary variance whereby a sign varying from the requirements of this article is permitted to be erected or affixed for a time limited and specified by the planning commission.
- (3) *Conditional variance.* A conditional variance whereby a variance is conferred authorizing the contemplated sign to be erected or affixed, but subject to specific limitations to be imposed by the planning commission, subject to termination in the event such limitation shall not be complied with or the conditions motivating the granting of such variance shall have materially changed.

(Ord. No. 38, § 6.2.3, 3-11-1955; Ord. No. 80, § 1, 8-18-1980; Ord. No. 86, § 1, 5-3-1982; Ord. No. 177, § 1, 10-15-2001)

Secs. 98-592—98-610. - Reserved.

### DIVISION 3. - REQUIREMENTS

Sec. 98-611. - General sign requirements.

- (a) *Prohibited signs generally.* No sign which shall fit within any of the following categories shall be permitted within any district of the city:
  - (1) Signs which are illegal under state laws or regulations and applicable local ordinances or regulations;
  - (2) Signs which attempt or appear to attempt to regulate, warn, or direct the movement of traffic or which interfere with or resemble any official traffic sign, signal or device;
  - (3) Signs which by reason of their position, size, shape, color, movement or illumination may interfere with or obstruct the view of traffic, be confused with any authorized traffic sign or

signal, or make it more difficult to see traffic or duly authorized traffic signs or signals, or in any way cause or constitute a traffic hazard;

- (4) Signs which are erected or maintained upon trees, shrubs or utility poles;
- (5) Signs which are not securely affixed to a substantial structure or which are so designed or constructed as to be unable to withstand significant wind;
- (6) Signs which are not designed, constructed and maintained so as to be appropriate in appearance with the existing or intended character of their vicinity so as not to change the essential character of the area.

(b) *Compliance with codes.* All signs hereafter erected shall comply with all applicable building code requirements pursuant to the Stille-Derossett-Hale Single State Construction Code Act, Act 230 of 1972 or the provisions of such code which shall then be in effect, MCL 125.1501 et seq., relating to structural design for applicable components and installation and to the auxiliary specifications set forth in this section.

(c) *Auxiliary specifications.* Auxiliary specifications shall be as follows:

- (1) *Obstruction to exits.* No sign shall be erected so as to obstruct any fire escape, required exit, window or door opening intended as a means of egress.
- (2) *Obstruction to ventilation.* No sign shall be erected which interferes with any opening required for ventilation.
- (3) *Clearance from electrical power lines and communications lines.* Signs shall maintain all clearances from electrical conductors and from all communications equipment or lines located within city boundaries.
- (4) *Clearance from surface and underground facilities.* Signs and their supporting structures, shall maintain clearance and noninterference with all surface and underground facilities and conduits for water, sewage, gas, electricity, or communications equipment or lines. Furthermore, placement shall not interfere with natural or artificial drainage or surface or underground water.

(Ord. No. 38, § 6.2.3, 3-11-1955; Ord. No. 80, § 1, 8-18-1980; Ord. No. 86, § 1, 5-3-1982; Ord. No. 2018-03, § 3, 5-1-2018)

Sec. 98-612. - Signs permitted in residential districts.

The following signs shall be permitted in R-1A and R-1B residential districts:

- (1) One nonilluminated sign advertising the sale or lease of the lot or building not exceeding six square feet in area on any one lot, such sign to be placed no closer to the street right-of-way line than one-half of the minimum authorized front yard depth;
- (2) One nonilluminated sign advertising a recorded subdivision or development not to exceed 18 square feet in area and placed no closer to any street right-of-way than one-half the



minimum authorized front yard depth, provided that such sign is removed within one year after the sale of 90 percent of all lots or units within such subdivision or development;

- (3) One nonilluminated sign announcing a home occupation or professional service, where permitted, not to exceed three square feet in area, provided that such sign shall be attached flat against the wall of the building;
- (4) One sign identifying a school, church, public building, or other authorized use, or a lawful nonconforming use, not to exceed 18 square feet, to be placed no closer to the street right-of-way line than one-half the minimum authorized front yard depth, or on the surface of the structure;
- (5) Business uses permitted in R-1A and R-1B residential districts shall comply with all sign regulations of this section.

(Ord. No. 38, § 6.2.3, 3-11-1955; Ord. No. 80, § 1, 8-18-1980; Ord. No. 86, § 1, 5-3-1982)

Sec. 98-613. - Signs permitted in multiple and group housing development districts.

The following signs are permitted in R-M1 multiple and group housing development districts:

- (1) All signs permitted in R-1A and R-1B residential districts, subject to the same limitations required for those districts;
- (2) One sign identifying a multiple-family building or development not to exceed 12 square feet in area and placed no closer to any street right-of-way lane than one-half the minimum authorized front yard depth provided that any light used to illuminate such signs shall be nonflashing, reflected light and shall be so arranged that the source of light is not visible to traffic, neighboring residences, or to other units within the development.

(Ord. No. 38, § 6.2.3, 3-11-1955; Ord. No. 80, § 1, 8-18-1980; Ord. No. 86, § 1, 5-3-1982)

Sec. 98-614. - Signs permitted in commercial and industrial districts.

A sign in a B-1 general business district or M-1 industrial district is permitted only where it identifies an enterprise occupying the same lot upon which the sign is erected, or advertises a product or service offered by such enterprise. Such signs may be illuminated by nonflashing and nonmoving illumination provided that all light sources and immediately adjacent reflecting surfaces shall be shielded from view. Signs shall conform to the building setback and height requirements and shall be subject to the following additional requirements:

- (1) Signs shall be affixed flat against the walls of the building or parallel to the building with the projection not to exceed eight inches. Signs affixed to the rear or side walls of a building which are less than 100 feet from buildings occupied as residences shall not be illuminated. The total sign area shall not exceed ten percent of the square footage arrived at by

multiplying the actual height of the wall to which the sign will be affixed, or 12 feet, whichever is less, by the length of the wall to which the sign is to be affixed. No such sign shall extend above the wall to which it is affixed;

- (2) One freestanding identification sign may be erected for a research park or office center, combined research park/office center, shopping center, or other integrated group of stores or commercial buildings. Such signs shall not exceed 80 square feet in area, nor be closer to the front, side or rear property line than one-half the distance of the required setback;
- (3) One freestanding identification sign may be erected for each separate enterprise situated on an individual lot not within a research park, office center or shopping center. Such sign shall not exceed 18 square feet in area, nor be closer to the front, side or rear property line than one-half the distance of the required setback;
- (4) One freestanding identification sign may be erected for an industrial enterprise not within a research park or office center. Such sign shall not exceed 80 square feet in area, nor be closer to the front, side or rear property line than one-half the distance of the required setback;
- (5) No sign which shall project over public property or any publicly used thoroughfare shall be less than 12 feet above the finished grade or thoroughfare.

(Ord. No. 38, § 6.2.3, 3-11-1955; Ord. No. 80, § 1, 8-18-1980; Ord. No. 86, § 1, 5-3-1982; Ord. No. 103, § 1(6), 5-2-1988)

**Cross reference—** Businesses, ch. 18.

Sec. 98-615. - Signs permitted in highway service districts.

The following signs shall be permitted in B-2 highway service districts:

- (1) All signs permitted in B-1 general business districts and M-1 industrial districts subject to the same limitations required for those districts.
- (2) Signs erected and used solely for the regulation of traffic within the development and conforming with state and local ordinances.

(Ord. No. 38, § 6.2.3, 3-11-1955; Ord. No. 80, § 1, 8-18-1980; Ord. No. 86, § 1, 5-3-1982)

**Cross reference—** Businesses, ch. 18.

Sec. 98-616. - Signs permitted in agricultural districts.

The following signs are permitted in A-1 agricultural districts:

- (1) All signs permitted in R-1A and R-1B residential districts and subject to the same requirements for those districts;
- (2) One nonilluminated sign advertising the sale of farm products grown on the premises not to

exceed 50 square feet in area and placed no closer to any street line than 15 feet;

- (3) Nonilluminated signs or other identification painted on or otherwise made a part of the surface of a roof or wall or a barn or other accessory building pertaining to and identifying the owner and/or activity of the farm unit, provided that such sign or other identification is not for commercial purposes;
- (4) Memorial or historical signs such as "centennial farm" signs and/or other signs representing awards won by the farm unit and/or its proprietors.

(Ord. No. 38, § 6.2.3, 3-11-1955; Ord. No. 80, § 1, 8-18-1980; Ord. No. 86, § 1, 5-3-1982)

#### Sec. 98-617. - Outdoor advertising signs.

Outdoor advertising signs, commonly known as billboards shall be permitted only under the following conditions:

- (1) Such signs are permitted only in B-2 highway service districts and M-1 industrial districts;
- (2) Such signs are required to have the same setback as other principal structures or buildings in the zone in which they are situated;
- (3) Where two or more outdoor advertising signs are along the frontage of a single street or highway, they shall not be less than 1,000 feet apart. A double face (back to back) or a V-type structure shall be considered a single sign;
- (4) The total surface area, facing in the same direction of any outdoor advertising sign shall not exceed 300 square feet;
- (5) No outdoor advertising sign shall be erected on the roof of any building, nor have one sign above another sign;
- (6) Such signs may be illuminated by reflected light only, provided the source of light is not directly visible and is so arranged to reflect away from the adjoining premises, and provided that such illumination shall not be so placed as to cause confusion or a hazard to traffic or conflict with traffic control signs or lights. No illumination involving the appearance of movement by reason of lighting arrangement or other such devices shall be permitted.
- (7) Such sign shall:
  - a. Be harmonious with and in accordance with the intent, purposes and provision of this chapter;
  - b. Be designed, constructed, operated, maintained and managed so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and so as to not change the essential character of the area;
  - c. Not be hazardous or disturbing to existing or projected future uses.

(Ord. No. 38, § 6.2.3, 3-11-1955; Ord. No. 80, § 1, 8-18-1980; Ord. No. 86, § 1, 5-3-1982)



Cross reference— Businesses, ch. 18.

Sec. 98-618. - Temporary signs.

- (a) All temporary signs must have the advance approval of the planning commission or the zoning administrator. Approval by the planning commission shall be as set forth in section 98-591. If approval is sought by the zoning administrator, the applicant shall submit to the zoning administrator plans for the construction and design of such temporary sign or signs adequately describing the size, dimensions, location and appearance of such temporary sign or signs. The zoning administrator shall approve the temporary sign or signs provided such temporary sign or signs are otherwise in compliance with Section 98-611 and provided further, that in the zoning administrator's judgment, the public welfare will be served and use of neighboring property will not be injured thereby.
- (b) The approval of a temporary sign or signs shall in no way constitute a change in the basic requirements of this article as to signs on other properties, nor on the property wherein the temporary sign or signs are permitted.
- (c) No temporary sign shall be erected or affixed until approval by the planning commission or the zoning administrator. No temporary sign shall be erected so as to extend over or into any street, alley, sidewalk, or other public thoroughfare unless approved by the planning commission pursuant to this article. All temporary signs must comply with the requirements set forth in section 98-611.
- (d) For purposes of this section, "temporary sign" means a sign which is not permanently affixed, and which is not permanently displayed and/or not designed or intended to be permanently displayed, including, but not limited to, devices such as banners, pennants, special events signs, streamers, balloons, flags, searchlights, twirling or sandwich signs, sidewalk or curb signs, signs mounted on or affixed to trailers or wheels of any type, and strings of lights.
- (e) The display period for temporary signs is limited to a maximum of 30 days.

(Ord. No. 177, § 2, 10-15-2001)

Secs. 98-619—98-640. - Reserved.

# ARTICLE IX. - SIGNS

## DIVISION 1. - GENERALLY

### SECTION 98.571 SCOPE

This Chapter is intended to regulate and limit the construction, blight [height], erection, reconstruction, placement, size, and height of signs. A sign shall not, by reason of its size, location, construction, or manner of display, create a hazard, confuse or mislead traffic or obstruct vision necessary for vehicular and pedestrian safety.

### SECTION 98.572 DEFINITIONS

The following definitions shall apply to this Chapter.

- A. **Electronic display.** A secondary element of a freestanding, ground, projecting or wall sign that consists of an array of lights, which allows for a display to be changed electronically.
- B. **Freestanding sign.** A sign structurally separate from and not attached to any building, which is attached directly to the ground surface in a permanent manner, or supported by one or more uprights, poles or braces attached to the ground surface in a permanent manner.
- C. **Government sign.** Any sign erected by the city, county, state, or federal government.
- D. **Ground sign.** A freestanding sign which is placed directly on the ground surface, without use of uprights, poles or other means to elevate the sign face above the surrounding grade.
- E. **Neon Illumination.** A secondary element of a wall or projecting sign that uses neon, argon, a similar gas or phosphors to fill tubing made of glass or similar material, which is charged with electricity and used to create illuminated elements of a sign, including lettering, symbols, images, shapes or accents.
- F. **Plat entry sign.** A sign placed at the street entrance to a subdivision, mobile home park, industrial park, etc.
- G. **Portable sign.** A sign primarily for temporary use, which is designed to be moved easily and is not permanently attached to the ground, a building or other structure. A portable sign may or may not have wheels and provision for towing behind a vehicle.
- H. **Projecting sign.** A sign attached to the wall of a building, with the face of the sign in a plane approximately perpendicular to the plane of the wall.
- I. **Roof sign.** A sign attached to and projecting from the roof surface of a building.
- J. **Sandwich board signs.** A two (2) sided sign which is not permanently attached to either a structure or the ground and which incorporates an "A" frame shape. Such signs may be placed on a private lot, private walkway or public sidewalk so long as they do not interfere with pedestrian traffic and only during the hours of operation for the entity which the sign advertises.
- K. **Sign.** Any object or device (or part thereof) which is used to advertise, identify, display, or direct or attract attention by including words, letters, figures, designs, symbols, fixtures, colors, motion, illumination or images.
- L. **Special sign.** A temporary sign established by a governmental agency, or charitable or other nonprofit organizations.
- M. **Temporary yard sign.** A removable, light weight, and portable sign that because of its construction is intended to be displayed for a limited period of time and is not designed to

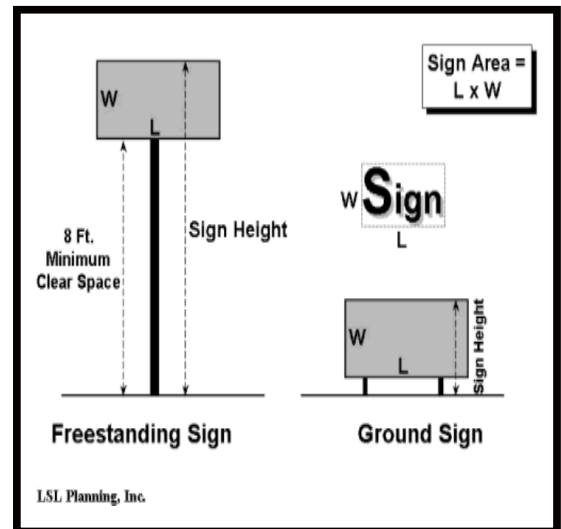
be permanently affixed to the ground, building or structure.

- N. **Wall sign.** A sign attached to the wall of a building with the face of the sign in a plane approximately parallel to the plane of such wall and not projecting from the wall more than six inches. A sign attached to or displayed upon an awning, marquee or canopy is also considered to be a wall sign.

### SECTION 98-573 GENERAL PROVISIONS

- A. A sign not expressly permitted by this Ordinance is prohibited. Unless otherwise permitted in this Chapter, a sign shall pertain to the use or lot on which it is located, with the exception of temporary signs as authorized in B, below.
- B. Special signs may be erected by governmental agencies, charitable, or other nonprofit organizations on a temporary basis without a permit, but shall be subject to the following limitations:
1. No more than five (5) signs shall be displayed at one (1) time. They may not, without the prior permission of the Zoning Administrator be placed in any right-of-way or be placed within the setback side yard, clear vision area or other space required by applicable regulations.
  2. The display of signs shall be limited to twenty-three (23) days per occurrence.
  3. Signs shall have a maximum size of forty-eight (48) square feet in area, and a maximum height of five (5) feet.
  4. Any sign shall not be erected without prior notification to the Zoning Administrator.
- C. Measurement of sign area and height.

1. The entire area within a circle, triangle or parallelogram 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 such sign from the background against which it is placed; excluding the necessary supports or uprights on which such sign is placed, unless the supports or uprights contain writing, representation, emblems or any figure of similar character, in which case the area of such shall be computed within the total sign area.



2. Where a sign has two (2) or more faces, the area of all faces shall be included in determining the area of the sign, except that where two (2) such faces are placed back to back and are at no point more than two (2) feet from one another, the area of the sign shall be taken as the area of one (1) face if the two (2) faces are of equal area, or as the area of the larger face if the two (2) faces are of unequal area.
3. In the case of a sphere, the total surface area of the sphere shall be divided by two (2) for purposes of determining sign area.
4. The height of any sign shall be measured from the mean grade.
5. A freestanding sign shall have a minimum ground clearance of eight (8) feet as measured from the mean grade to the bottom of the sign.

6. For wall and roof signs on buildings with multiple tenants, the permitted number and area of signs shall be computed using the wall area or length applicable to the individual business being identified.
- D. Signs in Residential Districts must be placed upon private property.
  - E. Signs shall be stationary, and shall contain no visible moving parts or images, or have the appearance of moving parts or images. Time and temperature numerals are exempt from this provision. There shall be no flashing, oscillating or intermittent illumination of any sign.
  - F. Signs shall be illuminated only by continuous indirect or direct lighting. All sign illumination shall be employed in such a manner so as to prevent intense or brilliant glares or rays of light from being directed at any street or any adjoining property.
  - G. No sign shall be placed within or above any public right-of-way or upon any utility pole except as otherwise permitted within the right-of-way of a state-designated highway in accordance with the regulations pertaining thereto, and except for projecting signs as permitted in this Chapter.
  - H. The construction of any sign shall be such that it will withstand all wind and vibration forces which can be normally expected to occur in the vicinity. No sign shall be allowed to become unsightly through disrepair or action of the elements.
  - I. The Zoning Administrator may permit a sign location required by Section 98.575 to be moved up to five (5) feet in any direction, provided that all of the following requirements are met. Sign location changes not meeting these requirements shall require a variance.
    1. The requested relocation is necessary because the location dictated by the Ordinance is not physically capable of accommodating the sign, provided that the conditions were already present at the time the sign is requested, and that the conditions were not created by an action of the applicant, owner, or lessee.
    2. The relocated sign does not create a hazard to traffic, pedestrians, or adversely affect other signs or properties.
    3. The new location is on the same property and does not encroach on any road right-of-way or access easement.
    4. The sign is no greater in size or height than permitted by this Chapter.
  - J. Nonconforming Signs
    1. Signs lawfully erected prior to the date of adoption of this Ordinance, which do not meet the requirements of this Ordinance, may be continued except as otherwise provided.
    2. A sign which is located on a site to which the sign no longer applies for a period of sixty (60) days or more, and any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to be abandoned.
    3. Nonconforming signs larger, higher or located incorrectly on the site shall be removed once abandoned.
    4. No nonconforming sign shall be changed to another nonconforming sign unless the new sign is at least reduced in size or height, depending on the nature of its nonconformity, by at least fifty percent (50%) of its nonconforming size or height.
    5. No nonconforming sign shall be structurally altered so as to change the shape, type or size of the sign. Any structural alterations made shall only be in compliance with the requirements of Section 98.575.



**SECTION 98.574 SIGN PERMIT REQUIRED**

- A. Except as noted in B, below, no sign shall be erected, placed, constructed, reconstructed, or modified except upon issuance of a permit by the Zoning Administrator. Application for permit shall be made by submitting the following information to the Zoning Administrator:
  - 1. A completed application on a form provided by the City.
  - 2. Payment of an application fee, which shall be non-refundable, and which shall be established from time to time by resolution of the City Council.
  - 3. Plans and specifications for the proposed sign, in detail sufficient to determine its compliance with the provisions of this chapter.
- B. The following signs are exempt from the permit requirements of this Chapter:
  - 1. One (1) sign per street address not exceeding two (2) square feet in area.
  - 2. Flags and insignia of a government except when displayed in connection with a commercial promotion. Flags and insignias must comply with the setback, side yard, height and other requirements applicable to main buildings. A maximum of three (3) flags and insignias per lot shall be permitted.
  - 3. Legal notices and government signs.
  - 4. Integral decorative or architectural features of buildings, except letters, trademarks, moving parts or moving lights.
  - 5. Signs not exceeding two (2) square feet in area per sign on the interior portions of any lot.
  - 6. Temporary yard signs per the requirement of Section 98.575.

**SECTION 98.575 PERMITTED SIGNS**

The following signs are permitted in the noted zoning districts.

<b>RESIDENTIAL DISTRICTS - PERMITTED SIGNS</b>	
<b>Signs for residential subdivisions, site condominiums, manufactured home parks, multiple family complexes, and non-residential uses allowed in the District</b>	
Number	1 per major entrance
Size	Not greater than 32 sq. ft.
Location	Minimum of 15 ft. from any side or rear property line; located no nearer than 200 ft. to any other sign for the same development
Height	Not higher than 5 ft.
<b>Wall signs for home occupations</b>	
Number	1 per lot or parcel
Size	No greater than 4 sq. ft.
Location	On wall of house facing street, unilluminated
<b>Wall signs for non-residential uses</b>	
Number	1 per street frontage
Size	Not greater than 6 sq. ft.
Location	On wall of building facing street, unilluminated

## BUSINESS DISTRICT - PERMITTED SIGNS

Using any combination of the following signs that are permitted in the B-1 General or B-2 Highway zoning districts, the maximum square footage for total sign area may not exceed two-hundred (200) square feet, excluding wall signs and those otherwise permitted in this Chapter.

### Ground signs

Number	1 per lot or parcel, except that a ground sign is not permitted if a freestanding sign is used
Size	Not greater than 50 sq. ft.
Location	Minimum of 5 ft. from the front property line, minimum of 15 ft. from the side or rear property line
Height	5 ft.; up to 10 ft. if set back at least 10 ft. from front property line

### Freestanding signs

Number	1 per lot or parcel, except that a freestanding sign is not permitted if a ground sign is used
Size	100 sq. ft.
Location	Minimum of 15 ft. from side and rear lot lines
Height	Not higher than 20 ft.; 8 foot ground clearance is required between the bottom of the sign and the mean grade

### Wall signs

Number	Street side	1 per wall (per street address) facing a street or frontage
	Non-street side	1 if a public entrance is present
Size	Street side	Each tenant: wall signs shall total no greater than 15% of the wall area to which the are affixed. In no case shall the cumulative wall sign area exceed 10% of the total wall area
	Non-street side	Non-street wall signs shall not exceed 20 square feet in area
Location	On the wall of building facing street or wall having a public entrance	

### Roof signs

Number	1 per wall (per street address) facing a street or frontage
Size	Shall not exceed 3 sq. ft. for each lineal foot of wall that it parallels or it is nearest, maximum permitted size of 100 sq. ft. In cases where the sign is parallel to two or more walls the shortest wall length shall be used to calculate allowable area
Height	Not higher than the maximum building height for the zoning district. In addition, for pitched roofs signs shall be no higher than the roof peak or ridge line and for flat roofs no higher than 10 ft. above the roof

### Projecting signs

Number	1 per street address
Size	Not greater than 10 sq. ft.
Projection	Not greater than 3 ft.
Height	8-foot ground clearance required between the bottom of the sign and mean grade

<b>Internal signs</b>	
Number	2 per street entrance to a private parking area with at least 10 parking spaces
Size	Not greater than 4 sq. ft.
Height	5 ft.
<b>Sandwich board signs</b>	
Number	1
Size	Not greater than 8 sq. ft.
Height	4 ft.
Placement	Not closer than 3ft. to curb line
Duration	Display is allowed only during business hours after initial notification of zoning administrator

<b>MANUFACTURING DISTRICT - PERMITTED SIGNS</b>	
<b>Ground signs</b>	
Number	1 per lot or parcel, except that only 1 ground sign or 1 freestanding sign shall be permitted per lot or parcel
Size	Not greater than 50 sq. ft. for each sign allowed; signs identifying 2 or more businesses on the same property may be permitted a sign up to 66 sq. ft.
Location	15 ft.; 10 ft. if the sign is set back 10 ft. from front property line
<b>Wall signs</b>	
Number	1 per street frontage - no more than 1 per wall
Size	Not greater than 10% of the wall area to which the sign is affixed
Location	On wall of building facing street
<b>Internal signs</b>	
Number	2 per street entrance to a private parking area with at least 10 parking spaces
Size	Not greater than 4 sq. ft.
Height	Maximum of 5 ft.

<b>AGRICULTURAL DISTRICT - PERMITTED SIGNS</b>	
All signs permitted in residential districts and subject to the same requirements for those districts	
One nonilluminated sign advertising the sale of farm products grown on the premises not to exceed 50 sq. ft. and placed no closer than 15 ft. to the front property line	
Nonilluminated signs or other identification painted on or otherwise made a part of the surface of a roof or wall or a barn or other accessory building pertaining to and identifying the owner and/or activity of the farm unit, provided that such sign or other identification is not for commercial purposes	
Memorial or historical signs such as "centennial farm" signs and/or other signs representing awards won by the farm unit and/or its proprietors	

## TEMPORARY YARD SIGNS

### Residential Districts

Maximum Size & Height	Temporary yard signs are restricted to a maximum combined surface area of 15 sq. ft. per parcel or lot. Two-faced signs back-to-back occupying the same area will be treated as a single sign per Section 98. 573 (C)(2). Maximum number of signs on any one parcel or lot shall be limited to 5
Size	Not greater than 6 sq. ft.
Location	Minimum of 15 ft. from any side or rear property line. Shall not be located in a public right-of-way
Height	Not higher than 6 ft.

### Non-Residential Districts

Maximum Size & Height	Temporary yard signs are restricted to a maximum combined surface area of 30 sq. ft. per parcel or lot. Two-faced back-to-back occupying the same area will be treated as a single sign per Section 98. 573 (C)(2). Maximum number of signs on any one parcel or lot shall be limited to 6
Size	Not greater than 30 sq. ft.
Location	Minimum of 5 ft. from the front property line, minimum of 15 ft. from the side or rear property line
Height	Not higher than 6 ft.



**CITY OF LESLIE NOTICE OF ELECTRONIC MEETING  
REGULAR MEETING OF THE LESLIE PLANNING COMMISSION  
WEDNESDAY, MARCH 24, 2020 AT 6:00 PM**

**Purpose of Meeting**

Regular meeting of the Leslie Planning Commission.

**Reason for Electronic Meeting**

Public Act 228 of 2020 amends the Open Meetings Act granting authorization of remote participation in public meetings and hearings using electronic methods. The City of Leslie must allow for two-way communication during its meetings, so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. To protect the public health, safety, and welfare and comply with Center for Disease Control and Prevention recommendations, local governing bodies may meet remotely and electronically.

**Public Participation Instructions**

Members of the public may view the meeting live at:

<https://cityofleslie.webex.com/cityofleslie/onstage/g.php?MTID=e686b637cce1d38223dca466986b87002>

Or Dial In: 1-415-655-0001 and follow prompts.

Members of the public may submit comments to be read aloud by the City Manager during public comment by e-mailing comments (Include your full name and address) in advance of the meeting to [manager@cityofleslie.org](mailto:manager@cityofleslie.org) or during the public comment portion of the meeting by submitting your full name, address, and comment on the live stream of the meeting. Comments should be limited to no more than three minutes. A broadcast of the meeting will also be available within eight business days on the City of Leslie website at [www.cityofleslie.org](http://www.cityofleslie.org).

**Public Input and Questions on Business before the Leslie Planning Commission Regular Meeting**

Members of the public may contact the City Manager to provide input or ask questions regarding the Planning Commission meeting by e-mail at [manager@cityofleslie.org](mailto:manager@cityofleslie.org).

**Persons with Disabilities Participation Instructions**

The City of Leslie will provide reasonable accommodations to individuals with disabilities who want to electronically attend the meeting with twenty-four (24) hour notice to the City of Leslie.